

Contract Registration

To register your interest against the forthcoming Community Legal Advice Centre tender, please follow the steps outlined below:

1. Go to www.nepoportal.org/search
2. Select Gateshead Council from the left hand drop down box
3. Enter the Contract ID in the left hand drop down box, GCC/PLN/6Q2FTA
4. Once you have located the contract you are interested in put a tick in the box to the left of the contract title and click 'Register Interest'
5. You will be redirected to a screen where you are able to 'Register for the first time'.
6. You will then need to complete the Supplier Registration form.
If you wish to submit any documentation regarding your company you can do so by clicking 'Browse', find the relevant file located in your personal drives, click 'Open', then once the file path is visible in the white window next to the 'Browse' button click 'Attach'. To check the document has attached scroll to the bottom of the screen to view the attachment. You are able to add an unlimited amount of attachments.
You must enter a tick in the upload confirmation box even if you have decided not to upload any additional documentation at this stage.
7. When you have completed the form tick the upload confirmation box and once you have agreed to the terms and conditions (of the web site) you must click 'Save'. An email will then be sent to the email address specified upon registration confirming you have successfully registered.

This registration has now added you to a global list of suppliers for NEPO and all member authorities, and also registered your interest against a specific contract it does not mean you will automatically be approved to be invited to tender. You will then be sent an email, within 1 day, which will direct you to the web page to download the tendering documentation.

**PLEASE ENSURE YOU KEEP YOUR USER NAME AND PASSWORD
CONFIDENTIAL & WE RECOMMEND THAT YOU DO NOT TICK THE SAVE
PASSWORD OPTION IN THE DIALOGUE BOX**