

## Accessing the SBC Contract Register through the updated NEPO portal

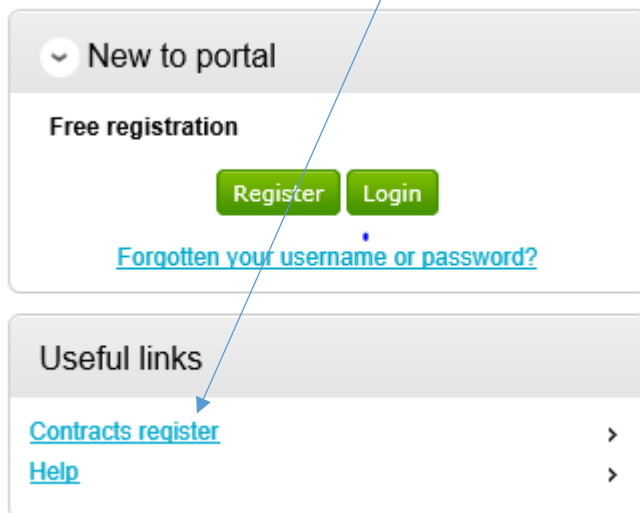
The NEPO website ([www.nepo.org](http://www.nepo.org)) has been updated as of 1<sup>st</sup> September and the way in which you access the contracts register has changed.

If you click on view the **contract register** you will be taken to the NEPO homepage.

To access the Contract Register from here, you need to select **NEPO PORTAL LOGIN** which is

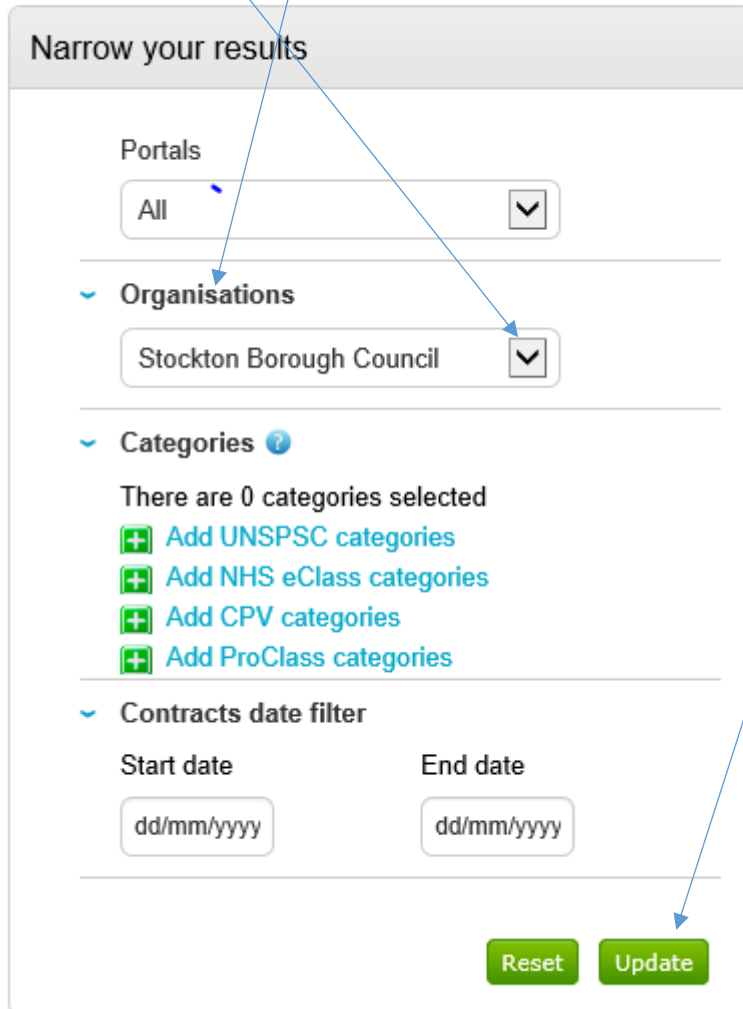
located in the top right hand corner of the page. Then select **SUPPLIER LOGIN** from the options provided – this will take you to the ProContract home page.

From here, click on the **Contracts Register** link which is located in the top right hand corner under the **Useful links** section.



You can then use the **Organisations** filter on the left hand side to search for contracts by selecting **Stockton-on-Tees Borough Council** from the dropdown list and then clicking the **Update** button.

## Contracts register



The screenshot shows a filter panel titled "Narrow your results" with the following sections:

- Portals:** A dropdown menu currently set to "All".
- Organisations:** A dropdown menu currently set to "Stockton Borough Council".
- Categories:** A section with a question mark icon and the text "There are 0 categories selected". It contains four links, each with a plus icon: "Add UNSPSC categories", "Add NHS eClass categories", "Add CPV categories", and "Add ProClass categories".
- Contracts date filter:** Two date input fields labeled "Start date" and "End date", both with the placeholder "dd/mm/yyyy".

At the bottom of the panel are two green buttons: "Reset" and "Update".

Blue arrows point from the text above to the "Organisations" dropdown, the "Update" button at the top right, and the "Update" button at the bottom right.

This will show all Stockton-on-Tees Borough Council awarded contracts. You can then click the **Export to excel** button to see the contracts and associated details in a spreadsheet format.

**Alternatively**, the contracts register can be accessed by using the following link:

<https://procontract.due-north.com/ContractsRegister/Index?resetFilter=True>

and by following the **Organisations** filter instructions above.