


Process for Providers on Applying to the Approved Provider List for Non-Regulated Services

Please find below step by step instructions on how to apply for inclusion on the above Provider List:

- Open the YORtender website at <https://procontract.due-north.com/>
- Login.
- In the Opportunities box click on Find Opportunities.
- In the box marked Organisations, click the V button and select North Yorkshire County Council from the list.
- In the 'Key Words' type 'non-regulated'.
- Click 'Update'.
- You should now have a list of the Approved Provider Lists, click on the one entitled 'Non-Regulated Services Approved Provider List'.
- Click 'Register Interest In This Opportunity' in the section marked Expression of Interest Window.
- You will receive an e-mail from ProContract-Notifications to say that you have registered interest (this usually takes around 15 minutes).
- Click on the link in the e-mail and log back on to YORtender.
- In the Activities box select North Yorkshire County Council from the drop down box and then click Go.
- Click on the Title 'Non-Regulated Services Approved Provider List'.
- Click on 'Approved Provider List - Procurement Documents'.
- This will bring up the application attachments, which include our terms and conditions. You will need to complete the following:
 - Send 'Insurance Form Final' to your insurers to complete;
 - Fill in 'Schedule 10 - Business Questionnaire Non-Regulated Services';
 - Fill in 'Schedule 9 - Pricing Submission Final';
 - Fill in 'Supplier Set Up Form Final';
 - Fill in 'Signing Hub Declaration'.
- Once you have completed these documents you will need to:
 - Log back in to YORtender;
 - Select 'North Yorkshire County Council' from the 'Active' drop-down box;
 - Click 'Go';
 - Click on the Title 'Non-Regulated Services Approved Provider List';
 - Click on the link 'Approved Provider List - Procurement Documents';
 - In the box marked 'My Response' click 'Edit';
 - In the 'Attachments' box click '+ Add Attachment';
 - Click '+ Add Files...'
 - Select the documents you want to attach (these will be located wherever you have saved the documents on your system - if this doesn't work then click on the link 'Having Issues Uploading Documents? Try Our Basic File Uploader')
 - Click '+ Add Files...' to attach further documents.
 - Once you have all of your documents ready click '🔄 Start Upload'
 - Your document will now appear in the 'Attachments', you can add more attachments as above or, if you need to remove any documents click the 
 - Once you are happy that all of the documents are ready to send, click 'Submit Response' **(please note that you will not be able to attach any further documents once you have submitted your response, however additional information can be added in the messaging section of the Approved Provider List).**

Once you have done this we will be able to access the documents and your application will be allocated to a member of our team who will be in touch if there are any queries.