How Suppliers add new users on ProContract
- Log into system at [https://procontract.due-north.com](https://procontract.due-north.com)
Click on the Workgroup you wish to add a user to.
Workgroup: Sales

Workgroup details

Workgroup name: Sales
Date created: 14/12/2015 12:30:16
Date updated: 28/04/2016 10:08:46

UNSPSC categories

<table>
<thead>
<tr>
<th>Category ID</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000</td>
<td>Live Plant and Animal Material and Accessories and Supplies</td>
</tr>
<tr>
<td>11000000</td>
<td>Mineral and Textile and Inedible Plant and Animal Materials</td>
</tr>
<tr>
<td>12000000</td>
<td>Chemicals including Bio Chemicals and Gas Materials</td>
</tr>
<tr>
<td>13000000</td>
<td>Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials</td>
</tr>
</tbody>
</table>

Click on the ‘Edit’ link under the heading ‘Workgroup members’
Click on the ‘Add new contact’ button.
Complete information and click the ‘Continue’ button.
Then select the Address and click the ‘Continue’ button, If you need to add a new address click the ‘Add new address’ button and input the information and then click the ‘Continue’ button.
Then select which workgroup you wish to add the user to and what access rights the user needs and click the ‘Continue’ button.
You will then be shown an overview of the information that you have just input in to the system, you can then click on the ‘Create user’ button.