

**ProCon™**

## ProCon Quick Guides

North Caspian Operating Company (NCOC) Supplier  
Portal Access Instructions

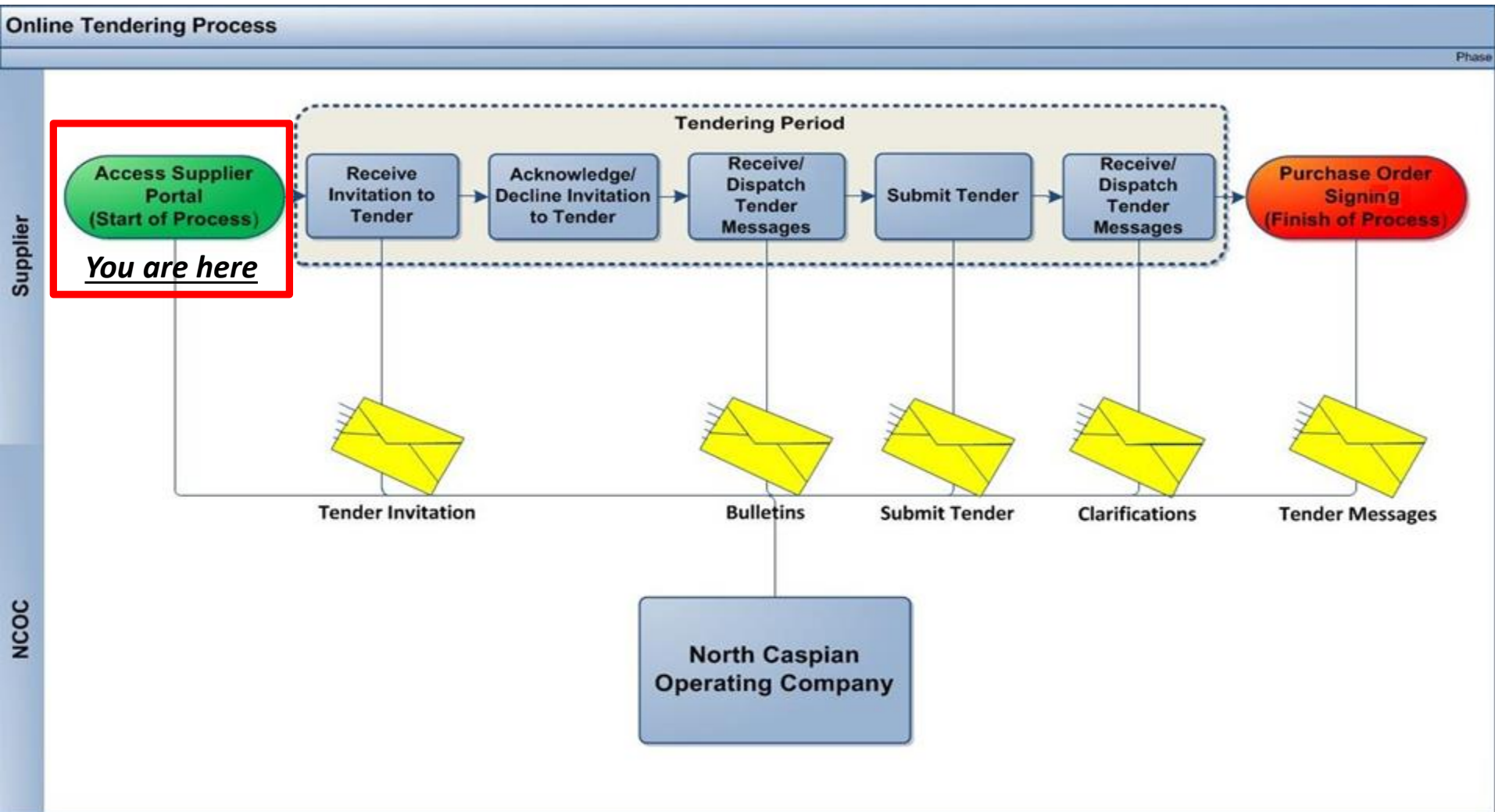
# NCOC Supplier Portal Access Instructions

This quick guide will cover:

- Access Portal from Registration Email
- First Login to Portal
  - Change Password
  - Set Your Time Zone
  - Accept Terms of Use
- User Profile Overview
- Navigation in Portal
- Log Out

The Username Account shall be used for NCOC current and future tenders and remain unchanged.

# NCOC Supplier Portal Access Instructions



# Access Portal from Registration Email

From: Admin [mailto:procon@ncoc.kz]  
Sent: XXXXXXXX  
To: <<Your Email Address>>  
Subject: North Caspian Operating Company ProCon Registration Confirmation & Login Details

Dear Sir or Madam,

Congratulations, you have been successfully registered with North Caspian Operating Company (NCOC) Supplier Portal.

NCOC Supplier Portal is based on the ProCon Software Solution that allows you to communicate securely with NCOC and submit proposals.

You can log in to NCOC Supplier Portal at: [https://procon-supplier.ncoc.kz/procon/Supplier\\_Site/](https://procon-supplier.ncoc.kz/procon/Supplier_Site/)

Your Username is: <<Your Email Address>>



To set up your password, please visit [https://procon-supplier.ncoc.kz/procon/Supplier\\_Site/](https://procon-supplier.ncoc.kz/procon/Supplier_Site/) and click the Forgot Password link

**Note: Microsoft Edge and Google Chrome are mandatory browsers for NCOC Supplier Portal use.**

1. You will receive an automated email (sample shown above) from [procon@ncoc.kz](mailto:procon@ncoc.kz) about the created User Name for you to log in and work in Portal.

The email will contain:

- a. Your permanent User Name necessary to log in to Portal;
- b. Information about receipt and change of a password;
- c. Active hyperlinks to enter the Portal.

# Access Portal from Registration Email

**NORTH CASPIAN OPERATING COMPANY**

Welcome

**Welcome to the North Caspian Operating Company Supplier Portal**

We thank you for entering the North Caspian Operating Company (NCOC) Supplier Portal intended for the participation in the online tendering process. A limited amount of information is available to a Supplier on this public site. Access to NCOC Supplier Portal Online Tendering Instructions are available at the following links:  
[ProCon Access Instructions](#)  
[Online Tendering Instructions](#)

Set Language | Support

Set Language

Preferred Language: English

Save Cancel

English  
English  
Русский

Login

4

3

2

World map with icons for communication, currency, settings, calendar, and information.

1. Click on the hyperlink in the received email to enter the Portal. Only prequalified Suppliers can enter the Portal. Please see NCOC External Web-site, section “Working with NCOC” to obtain more information about prequalification.
2. “Set language” to select preferred language.
3. Select preferred language from the drop down menu.
4. Click “Save”.

# Access Portal: Password Set-up

Set Language  | Support

## NORTH CASPIAN OPERATING COMPANY

Welcome

### Welcome to the North Caspian Operating Company Supplier Portal

We thank you for entering the North Caspian Operating Company (NCOC) Supplier Portal intended for the participation in the NCOC online tendering process. A limited amount of information is available to a Supplier on this public site. Access to NCOC Supplier Portal and Online Tendering Instructions are available at the following link:

[ProCon Access Instructions](#)

[Online Tendering Instructions](#)



Username

Password

Remember My Password

[Forgot Password?](#)



1. Click the “Forgot Password?” to set-up a password.


# Access Portal: Password Set-up


NORTH CASPIAN  
OPERATING COMPANY


Welcome

Forgot Your Password?

To receive an email with a link to reset your password, please enter your username and registered email address.

Username \*  

Email \*  



1. Enter your User Name received in the email (User Name shall not be changed).
2. Enter your Email Address.
3. Click the “Submit” button to send a Password Request to your inbox.

# Access Portal: Password Set-up

## NORTH CASPIAN OPERATING COMPANY

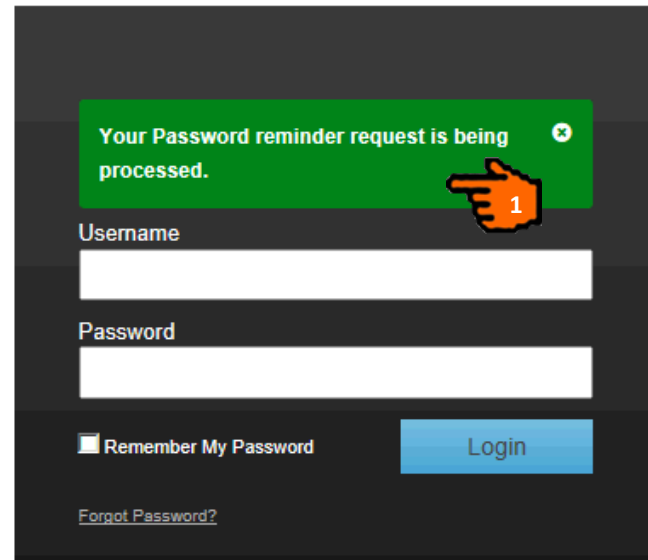
Welcome

### Welcome to the North Caspian Operating Company Supplier Portal

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[Online Tendering Instruction](#)



Your Password reminder request is being processed. ✕

1

Username

Password

Remember My Password

Login

[Forgot Password?](#)

1. A system generated message will appear on your screen.
2. You will receive a system generated email to the indicated email with the subject “North Caspian Operating Company Portal Password Reset Request” which is displayed in the next slide.



# Access Portal: Password Set-up

North Caspian Operating Company Portal Password Reset Request /  
Запрос на создание/изменение пароля учетной записи для работы  
с Порталом Норт Каспиан Оперейтинг Компани

Admin [procon@ncoc.kz]

Кому: Lavrikova, Ekaterina

9 декабря 2015 г. 17:

A request has been made to reset the password for your account at North Caspian Operating Company Supplier Portal.

Click the link below to reset your password:

<https://procon-supplier.ncoc.kz/ProConContractorIdSrv/Supplier/ResetPassword?IdentityUserId=185&ResetCode=AQAAANCMnd8BFdERjHoAwE%2fCl%2bsBAAA30ksNvZyhEK7oq%2bKgjl12-09T14%2525253a22%2525253a35Z%252526whr%25253dprocon%2525253aProConSTS>



If you did not make this request, please inform ProCon Customer Support at procon@ncoc.kz.

1. Click on the received hyperlink to reset the password.

# Access Portal: Password Set-up

NORTH CASPIAN  
OPERATING COMPANY

Set Language | Support

Welcome

Reset Password

Please enter and Confirm your password

Password \*  Strength: Medium

Confirm Password \*

Privacy | Security | Version: ProCon 2014 FP3

ProCon™ 2014

According to the NCOC N.V. Company Policy, user account password shall have minimum requirements for ProCon:

1. At least 12 characters
2. At least 1 number
3. At least 1 uppercase
4. At least 1 lowercase
5. No special characters

## WARNING:

- Users shall be enforced to change password - every 90 days;
- Password history shall be tracked and re-use of last 24 passwords is prohibited.

1. Enter your new Password. **Please follow NCOC N.V. Company Password Policy**
2. Enter the same password for confirmation.
3. Click the “Submit” button to set up your password.

# Access Portal: Password Set-up

## NORTH CASPIAN OPERATING COMPANY

Welcome

### Welcome to the North Caspian Operating Company Supplier Portal

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[Online Tendering Instruction](#)



Your password has been updated successfully.

Username  
lavrikovae@terralink.ru

Password  
.....

Remember My Password

Login

[Forgot Password?](#)

Your password has been setup. You can use your username and password to login to NCOC Supplier Portal.

1. Enter your Username (Email Address indicated in the original notification email received from [procon@ncoc.kz](mailto:procon@ncoc.kz)).
2. Enter your Password.
3. Press "Login" button to login to NCOC Supplier Portal for the first time.

**NOTE: Your account will be locked if you try to login 5 times unsuccessfully! Please contact ProCon Customer Support to unblock your account.**


# First Login to Portal

## Change Password

Username lavrikovae@terralink.ru

Current Password \*  1

New Password \*  2

 Strength: Medium


Confirm New Password \*  3

4



Submit Cancel

5

During your first connection to Portal, you will need to change your password:

1. Enter your current password.
2. Enter new password and reconfirm it.
3. Click the icon  to see what constitutes a valid password.
4. The Password strength is displayed on the screen.
5. Click the "Submit" button.



# Set Your Time Zone


 The time zone you have selected does not match the time zone set on your PC. Please ensure that both time zones are the same in order to proceed. 




## User Preferences


### Settings


Allow ActiveX Document Control Support  Yes 

Preferred Page Size 50 

Time Zone set on my PC (UTC+05:00) Ashgabat, Tashkent 



Preferred Language English 

Preferred Format English (United Kingdom) 



1. If the time zone you are in is not the same as the one recorded against your user details, you will be prompted to update your time zone settings to match those of your computer.
2. Open drop-down list for the “Time Zone set on my PC” field and select your time zone.
3. Click the “Save” button.

# Portal Terms of Use

## Terms of Use

Please get familiarized with the Terms of Use and Accept it to confirm you have read and agreed to the Portal Terms of Use. If you decline agreement to the Terms of Use, your session will be terminated and you will be logged out until you accept the Terms of Use.

Accept

Decline



### 1. GENERAL

Welcome to the North Caspian Operating Company N.V. (NCOC) Supplier Portal operated by NCOC. Use of NCOC Supplier Portal (hereinafter Portal) and any content contained therein by Registered Users is regulated by these Terms of Use. By accessing or using this Portal, you agree that you have read, understood and agreed to be bound by these Terms of Use.

### 2. DEFINITIONS

Registered User is a Tenderer who has been assigned a username and a password to access the Portal.  
Tenderer is a legal entity or individual invited by NCOC to tender for goods and/or services through either an Invitation to Tender or Request for Quotation.  
Tender – the offer made by the Tenderer in accordance with the NCOC Invitation to Tender or Request for Quotation for provision of goods and/or services.

### 3. JURISDICTION

These Terms of Use are governed by and to be interpreted in accordance with laws of the Republic of Kazakhstan and in the event of any dispute arising in relation to these Terms of Use or any dispute arising in relation to this Portal, the courts of the Republic of Kazakhstan will have exclusive jurisdiction over such dispute.

### 4. DISCLAIMER

NCOC does not accept responsibility for and shall not be liable, for any direct, incidental, consequential, indirect loss or any other losses, costs, expenses or damage of any kind caused as a result of using this Portal in any respect including but not limited to:

You have accepted the Terms of Use. Click Submit to proceed to the Supplier Portal.



Submit

1. If you wish to proceed, you need to accept the Terms of Use by clicking “Accept” button.
2. Click the “Submit” button.

# User Profile: Access



## Welcome to the North Caspian Operating Company Supplier Portal

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[ProCon Access Instructions](#)  
[Online Tendering Instructions](#)

### ▼ Current Active Tenders (1)

UI150415: tst tender  
(1) tasks, (0) alerts, (0) messages

1. To access user profile click on the Side Bar.

# User Profile: Contact Details

**North Caspian Operating Company**  
Supplier Portal

**Overview** Tenders

## Welcome to the North Caspian Operating Company Supplier Portal

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[Online Tendering Instructions](#)

**Current Active Tenders (1)**  
UI150415: tst tender  
(1) tasks, (0) alerts, (0) messages

**Ekaterina Lavrikova**  
North Caspian Operating Company

- Set Language
- Change Password
- Change User Preferences
- Contact Details**
- Home
- Email Support
- Log Out

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ProCon ver ProCon 2014 FP3  
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1. Select the “Contact Details” item from user menu to see your contact information registered in NCOC.



# User Profile: Update of Contact Details

## Contact Details

Edit

### Contact Information

Name	katya lavrikova
Position	consultant
Address	5 Gurevskaya Street, Atyrau, ATY, Kazakhstan
Email	<a href="mailto:lavrikovae@terralink.ru">lavrikovae@terralink.ru</a>
Primary Contact	Yes

### Notification Preferences

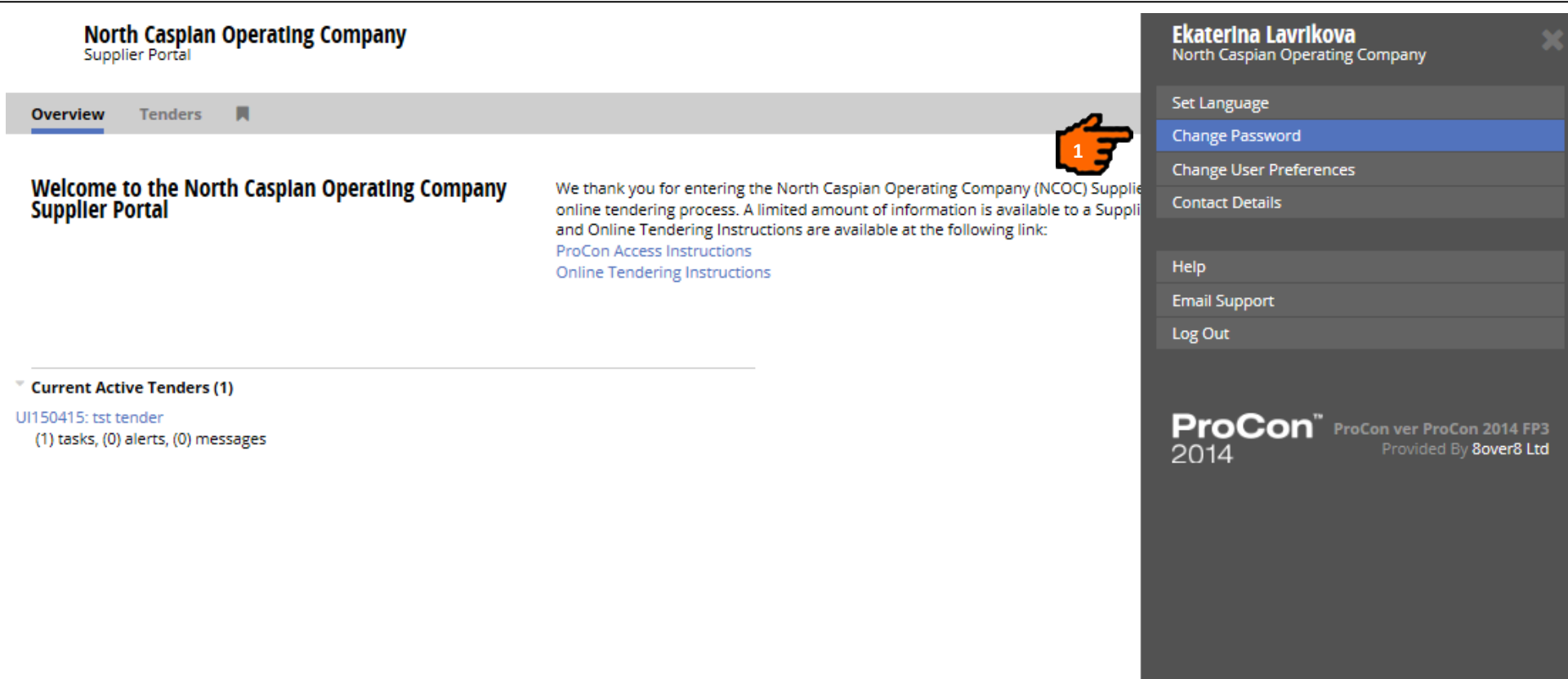
Use Email	No
Use Post	No
Use Extranet	Yes

### Login details

Username	katya_cont4
Role	(CR-C) - Contractor Representative

1. Your contact information is presented above. Send a tender message to NCOC through ProCon should you wish to change your contact information.

# User Profile: Change Password



**North Caspian Operating Company**  
Supplier Portal

Overview Tenders

**Welcome to the North Caspian Operating Company Supplier Portal**

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[Online Tendering Instructions](#)

▼ **Current Active Tenders (1)**  
UI150415: tst tender  
(1) tasks, (0) alerts, (0) messages

**Ekaterina Lavrikova**  
North Caspian Operating Company



- Set Language
- Change Password**
- Change User Preferences
- Contact Details
- Help
- Email Support
- Log Out

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1. If you want to change your password, click the “Change Password” in the Side Bar.

# User Profile: Change Password

## Change Password

Username		katya_cont4
Current Password *	<input type="password"/>	
New Password *	<input type="password"/>	
Confirm New Password *	<input type="password"/>	



Fields marked with asterisk are mandatory.

1. Enter your current password.
2. Enter your new password and reconfirm it.
3. Click the "Submit" button.

# Navigation in ProCon: Overview Tab

Overview Tenders



Welcome to North Caspian Operating Company  
Supplier Portal

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[Online Tendering Instructions](#)


Current Active Tenders (1)

UI150415: tst tender  
(1) tasks, (0) alerts, (0) messages



1. The Overview Tab displays all the current active Tenders, tasks, messages.
2. Click on any active tenders to access them.
3. The Tenders Tab displays all the current active Tenders.

# Navigation in ProCon: Tender Tab

Overview **Tenders** 

Current Tenders. (3)

UI150387: RFQ No 45000034 - Tender Name

UI150397: RFQ No 45000034 - Tender Name

UI150411: RFQ No xxxxxxxx xxxxxx - Tender Name



**Note: Use RFQ No. XXXXXXXXX in all correspondence  
with NCOC**

This page displays your current tenders.

1. Click on the Tender title to open tender details.

**Note: Tender UIXXXXXXXX reference numbers are for NCOC internal use only. Please use RFQ No. XXXXXXXXX in all correspondence with NCOC.**

# Navigation in ProCon: Tender Details

North Caspian Operating Company  
Supplier Portal

Ekaterina Lavrikova  
North Caspian Operating Company

Overview **Tenders**

**Tender**

**Tender Details**

Tender RFQ No 45000034 - Tender Name

Tender Reference UI150397

SAP RFQ No. 45000034

Description

**New Correspondence (0)**

You have no outstanding alerts.

**Your New Messages (1)** [+ Create Message](#) [View Messages Register](#)

!	Date Received	Category	Subject
	Dec 03, 2015 18:37 (UTC + 5:00)	Bulletin	<a href="#">Change of Due Date</a>

**History (1)**

1. RFQ Ref No. :45xxxxxxxxx" - You were sent this at: Dec 03, 2015 18:10:13 (UTC + 5:00)

[Tenders](#) > [Tender](#)

Tender details are displayed on this page.

1. Click the “Tenders” located on the Navigation Bar to return to Tenders List, or
2. Click the Tenders link in the bread crumbs to return to the Tenders List (bread crumbs have a history of every page visited and provide an easy way to navigate back).

# Navigation in ProCon: Help

The screenshot displays the North Caspian Operating Company Supplier Portal. The user is logged in as Ekaterina Lavrikova. The main navigation bar includes 'Overview' and 'Tenders'. The 'Help' option in the user profile dropdown menu is highlighted with a blue bar and a hand icon pointing to it, labeled with the number '1'. The dropdown menu also includes options for 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Email Support', and 'Log Out'. The footer of the page shows 'ProCon 2014' and 'Provided By 8over8 Ltd'.

1. Click on the logged-in user's name and select the "Help" option from the Side Bar and User will be presented with a new browser window containing the on-line help contents. The information presented under this section is in English language only.

**Note: Please kindly note that this is a standard ProCon Help which may describe activities not relevant to you (for example, Vendor Registration/Vendor Prequalification etc.) and which shall be disregarded.**

# Portal Online Help

The screenshot shows the ProCon online help portal. The left sidebar has two tabs: 'Contents' (highlighted with a hand icon labeled '1') and 'Index' (highlighted with a hand icon labeled '2'). The 'Contents' list includes sections like 'Contracts', 'Tenders', and 'Responding to Tender Despatches'. The main content area displays the article 'Responding to Tender Despatches' with a search bar at the top right and a list of sub-sections.

**Responding to Tender Despatches**

A tender despatch is a package of information sent by the Company. The despatch package contains the particulars of the work involved. Through the despatch you are asked to submit your bid for the tender. You may also be asked to supply information about your company and any information that will support your company's ability to carry out the work.

***In this section:***

- [Declining to Respond to Tenders \(Despatch\)](#)**
- [Acknowledging a Tender Task \(Despatch\)](#)**
- [Attaching Files to a Response \(Despatch\)](#)**
- [Submitting a Response for Despatch](#)**
- [Retracting a Response \(Despatch\)](#)**

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1. The Contents tab contains all the help for each section of the Supplier Portal.
2. The 'Index Tabbed Page' allows you searching for ProCon Online Help by a particular word or phrase.



# Log Out



## Welcome to the North Caspian Operating Company Supplier Portal

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### Current Active Tenders (1)

UI150415: tst tender

(1) tasks, (0) alerts, (0) messages

1. In order to log off from Portal, click on the Side Bar.

# Log Out

## North Caspian Operating Company Supplier Portal

Overview Tenders

### Welcome to the North Caspian Operating Company Supplier Portal

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[Online Tendering Instructions](#)

#### Current Active Tenders (1)

UI150415: tst tender

(1) tasks, (0) alerts, (0) messages

Ekaterina Lavrikova  
North Caspian Operating Company

Set Language

Change Password

Change User Preferences

Contact Details

Help

Email Support

Log Out

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1. Click the “Log Out” located in the Side Bar.

## **PROCON CUSTOMER SUPPORT**

Please contact ProCon Customer Support with any enquiries you may have at the email address: [procon@ncoc.kz](mailto:procon@ncoc.kz)

**ProCon™**