Process for Providers on Applying to the Approved Provider List for Primary Care Services

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

1. Open the YORtender website at https://procontract.due-north.com/
2. Login
3. In the Opportunities box click on Find Opportunities
4. In the box marked Organisations, click the V button and select North Yorkshire County Council from the list.
5. In the 'Key Words' type 'Primary Care'.
6. Click 'Update'
7. You should now have a list of the Approved Provider Lists, click on the one entitled 'Approved Provider List for Primary Care Services in General Practice' or 'Approved Provider List for Primary Care Services in Community Pharmacies' (whichever is appropriate to your organisation).
8. Click 'Register Interest In This Opportunity' in the section marked Expression of Interest Window
9. You will receive an e-mail from ProContract-Notifications to say that you have registered interest (this usually takes around 15 minutes)
10. Either click on the link in the e-mail then move to 13. or go back on to YORtender and click on Home (located in the top left corner)
11. In the Activities box select North Yorkshire County Council from the drop down box and then click Go
12. In 'Events' there are 2 boxes, in the second box click on the title 'Approved Provider List for Primary Care Services in General Practice' or 'Approved Provider List for Primary Care Services in Community Pharmacies' (whichever is appropriate to your organisation).
13. This will bring up the application attachments, which include our terms and conditions. You will need to complete the following actions:
    o Complete 'Section 3 - Business Questionnaire';
    o Complete 'Section 4 – Sign-up sheet';
    o Send 'Section 5 - Insurance Form.doc' to your insurers to complete;
14. Once you have completed these documents (apart from the Insurance Form) you will need to:
    o Log back in to YORtender;
    o Select 'North Yorkshire County Council' from the 'Active' drop-down box;
    o Click 'Go';
    o Click on the title in the second box 'Approved Provider List for Primary Care Services in General Practice' or 'Approved Provider List for Primary Care Services in Community Pharmacies' (whichever is appropriate to your organisation).
    o In the box marked 'Response Controls' click 'Start My Response'
    o Follow the instructions given in the 'PQQ Response Wizard'
    o Once you have clicked 'Finish' you will see your 'Draft Response' where you can amend your 'Additional Information' and add or remove 'Attachments'
15. When you are happy that you have supplied the relevant information click the 'Submit Response' button (please note that, once your response has been submitted you will not be able to amend the information)

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.