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# **E-TENDERING SERVICES**

## **EPPS0900 - HOW TO REGISTER A SUPPLIER**



**VERSION 2.1 – 03/16**

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## **How to Register a Supplier EPPS0900**

### **Purpose**

It is necessary to register as a supplier in order to view any tender opportunities that may arise as well as submitting tenders online.

This document covers the steps required to set up a Supplier on the e-Tendering system.

Please contact the e-Tendering Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

### **Procedure**

The first step in the registration procedure is to provide your organisation details in the register supplier page displayed in the screenshot below.

## Register Supplier

Please provide your Organisation Name, and/ or DUNS number, and click the button 'Retrieve company data from D&B to proceed'. Please note that your Organisation Name should not contain the following characters: <, >, %.

Close

All the fields marked with a red asterisk (\*) are mandatory

**Step 1: Organisation Details**

\* Organisation Name :

\* D-U-N-S number:

Retrieve company data from D&B to proceed

\* Company type:

\* Enterprise type:

\* Please state the percentage of business that the company carries out in Northern Ireland:

Constructionline Number:

\* Are you a Social Economy Enterprise (SEE)?:  Yes  No

\* Are you a Voluntary or Community (VOC)?:  Yes  No

Company Registration Number:

VAT number:

\* Country:

\* Email:

Fax:

\* Please type the code shown below:

Refresh code

1xqpd2

Validate and continue when done

Validate & Continue Reset Cancel

Please type D-U-N-S number (e.g. 123456789) and press "Retrieve company data from D&B to proceed" button

If you cannot read the code click here to get a new one

- When done, click on the “Validate & Continue” button.

Please note that the information you provide here is validated by the system and if validation rules are not met, a validation message is displayed and the user cannot proceed. When this occurs, the user can amend the information provided and click again the “Validate & Continue” button.

Most commonly violated validation rules are listed below:

- Use of invalid characters (the system does not allow the use of the "&"<sup>1</sup>, ">", "<" and "%" characters)
- Not valid email address
- Captcha mismatch – This field ensures that the registration is indeed being performed by a person and not by automated software. If you cannot read the code keep clicking the “Refresh code” button till a more readable code appears.

The last step required for the successful<sup>2</sup> registration of your organisation is the creation of a Supplier Administrator account. This user will be able to add additional users to the organisation, if required.

### Register Administrator

**Step 2: Register Supplier Admin**

*First Name:	Jack	<b>Select the username to be used for login onto the E-tendering system</b>
*Last Name:	Jones	
*Username:	jackjones	<b>Please make sure that you can remember your password as it will be required later on</b>
*Password:	..... Very strong	
*Re-enter Password:	..... Passwords match	
*Email:	lda01@delos.eurodyn.com	<b>Complete the details and select "Finish". All fields marked with an asterisk (*) are mandatory.</b>
Address:		
Postal Code:		
City:		
*Country:	United Kingdom	
Phone Number:		
Mobile Phone Number:		
Fax:		
*Preferred Language:	English	
C/A's of interest:	Org"Name&?^%/\*\$()[]{} OrgName Procurement and Acquisition Super CA TEST ORG2	

**Please select Procurement and Acquisition**

**Finish** **React** **Back** **Cancel**

\*Fields with asterisk are mandatory

<sup>1</sup> “&” is allowed only in the supplier name field.

<sup>2</sup> Please note that up to this point, no information has been saved on the e-Tendering system.

- When done editing the account, click on the “Finish” button.

If validation rules are not met, the system then shows a validation message and does not allow the user to continue. The user then can amend the information already provided and try to finish again.

Most frequently violated validation rules are the following:

- Password format incorrect (e.g. too short, etc.)
- Use of invalid characters (the system does not allow the use of the "&", ">", "<" and "%" characters)
- Not valid email address

After correct validation, a green success message will be displayed.

Welcome to eTendersNI



At this point, the registration of your organisation on the e-Tendering system was successful, but it is still necessary to activate your Supplier Administrator account to get full access to the system functionality. Please check the User manual for EO end users – 3.3 *Log into the platform for the first time, p.18.* document for guidelines in how to complete this process.



Please note that if the Supplier Administrator account is not activated within 30 days after registration, the organisation record created will be deleted from the e-Tendering system and you will need register again.



Important notice: only suppliers with a valid DUNS number can register on the system. The suppliers that do not have such DUNS number should request a DUNS number asap. In case you want to bid for a tender closing shortly, please contact the System Administrator using the Contact details provided in the “Contact us” section.

**-END OF DOCUMENT-**