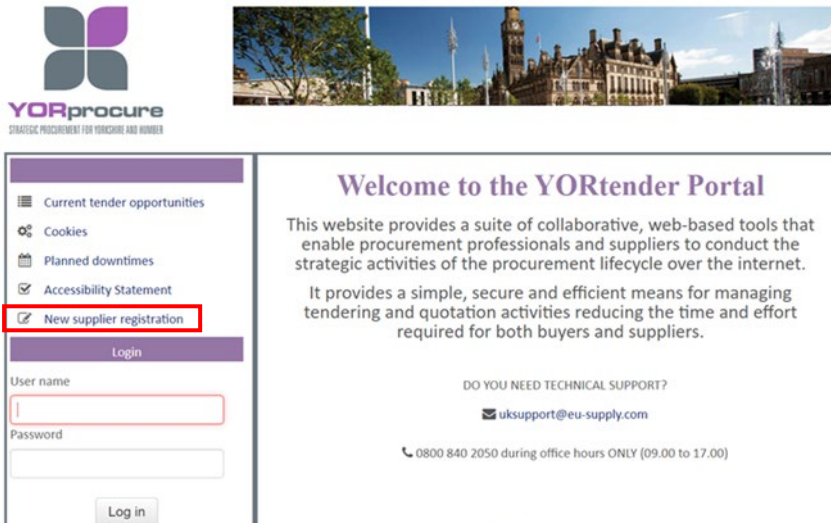


## Part 1: New Supplier Registration

1. Please access the YORtender e-procurement portal here: <https://yortender.eu-supply.com>
2. Click 'New supplier Registration':



3. Below are print screens of the view you will see when registering for the first time, fill in each section


DUNS code - A Dun & Bradstreet DUNS Number is a nine-digit code recognised as the universal standard for identifying and keeping track of companies. Please see guidance below to identify if you have a DUN's number or to obtain one. **This field is, however, not mandatory**

If you are a UK Limited Company, filed at Companies House, Dun & Bradstreet will already have a DUNS Number available for your business, this can be located by using our DUNS number Look Up Tool: <https://www.dnb.co.uk/duns-number/lookup.html>

If you would like to obtain a Dun & Bradstreet DUNS Number for your business, please follow the on-screen instructions (<https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html>) and complete and submit the following DUNS Application Form. There is no charge to obtain a Dun & Bradstreet DUNS Number for your business within the UK. The process takes around 5 days.

Company contract information - this is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. [admin@ABCprovider.co.uk](mailto:admin@ABCprovider.co.uk)

**COMPANY CONTACT INFORMATION**

Point of contact \* 

Phone type \* Phone (+44 1 7654321) \*

Default

Email \*

Administrator information – this can be the same as the Company contact information. It is important that the email address is correct as this will be the address used by the system to send alerts and messages

**COMPANY ADMINISTRATOR INFORMATION**

First name \* Last name \*

Company Role/Work Area

Phone type \* Phone (+44 1 7654321) \*

Default

Email \*

Preferred language \*

No value selected

Please make note of the username and password created as these will be used to login to the system to participate in tenders

**COMPANY ADMINISTRATOR CREDENTIALS**

Username \*

Password \*

Confirm password \*

**⚠ Passwords policy**

- Password can contain only alphabets a-z, A-Z and numbers 0-9
- Password must be at least 6 characters long.
- Password must contain at least one letter
- Password must contain at least one number.

**EMAIL ADDRESSES FOR ALERTS**

**📢 Alert emails** Please enter ALL the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.

[Terms & Conditions](#)

[Privacy policy](#)

I have read the terms and accept them.

If you forget your username or password, click 'forgot password' on the login page



**Current tender opportunities**

- Cookies
- Planned downtimes
- Accessibility Statement
- New supplier registration

Login

User name

Password

Log in

Forgot your password?

## Welcome to the YORtender Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and suppliers.

DO YOU NEED TECHNICAL SUPPORT?

✉ [uksupport@eu-supply.com](mailto:uksupport@eu-supply.com)

☎ 0800 840 2050 during office hours ONLY (09.00 to 17.00)

Powered by **MERCCELL**

4. After you have filled in the above details, please click save at the bottom of the screen. You will then need to login using the username and password you have created. You will then see the below screen where you need to accept the T&C's.

**YOR**

### Accept terms and conditions

Accept terms and conditions

Please carefully read the information about terms and conditions, rules and privacy policy of Eu-supply.

- The new General Data Protection Regulation ("GDPR") comes into effect on May 25, 2018. At EU-Supply we value your privacy. We've updated our privacy policy which covers how we use and protect your personal information. We encourage you to read our fully updated Privacy Policy
- I acknowledge that any passwords and other credentials set by me or given to me for accessing the Website are personal, and I agree not to share any such passwords or other credentials with any other person.
- I acknowledge that any passwords and other credentials set by me or given to me for accessing the platform are personal and I agree not to share any such passwords or other credentials with any other person.
- I agree not to upload any abusive or harmful (i.e. virus or copyrighted) material on the platform, and I agree to use the platform for its intended purpose only.
- I acknowledge that the Website is using session cookies, which are stored on the user's client machine.

[Terms & Conditions](#) [Privacy policy](#)

I have read the terms and accept them.

I have read the terms and accept them.
Cancel

5. You will then get an email like the below:

The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges.

Welcome to eu-supply! Your company registration has been accepted.

Please use the Username and Password selected by you upon registration. If you have forgotten your login details, please click on the Forgotten your password? link from the login page: <https://ukstage.eu-supply.com/login.asp?B=YOR>

**PLEASE NOTE!** You are the first user who registered your company and has now automatically become the company administrator and you will be able to create additional users for your company registration.

**This is how you add an additional user:**

- Click on Account administration at the top right corner.
- Choose User profiles
- Click on the button Create user...
- Type all necessary information in the form and click save at the bottom.
- Inform the new user about username and password. The new user can login instantly.

If you don't care to be the company administrator you can just add a second user and sign this person the administrator role and change the contact information of your company, and we will refer to this person instead.

## Part 2: Tender Email Alerts

1. Please access the YORtender e-procurement portal here: <https://yortender.eu-supply.com> and login to your account using the username and password you created
2. Go to 'Manage CTM Tender alerts' on the right-hand side of the homepage once you login

The screenshot shows the YORtender portal homepage. On the left is a 'Services' sidebar with various menu items. The 'Manage CTM Tender Alerts' option at the bottom of this sidebar is highlighted with a red rectangular box. To the right of the sidebar, there is a promotional banner for a 'Special bundle offer: BizAlerts and Supplier Premium Service (SPS) bundle'. Below the banner are sections for 'Messages' (showing 'No unread messages') and 'System notifications' (showing '1 Unread system notifications').

3. Click 'Start using CTM Tender Alerts' button

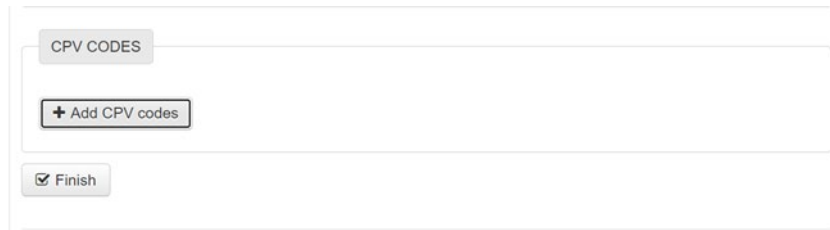
The screenshot shows the 'CTM Tender Alerts' configuration page. On the left, there are 'Instructions' explaining how to manage email alerts. On the right, under the 'Configure CTM Tender Alerts' header, there is a section for 'CTM TENDER ALERTS'. This section includes information about the 'FREE Option' and an 'OPTIONAL BIZALERTS SERVICE'. At the bottom of this section, a button labeled 'Start using CTM Tender Alerts' is highlighted with a red rectangular box.

4. Add the email to which the alerts will be sent and click 'Save' then 'Next'

It is recommended that you provide the company general contact details to receive the email alerts e.g. [admin@ABCprovider.co.uk](mailto:admin@ABCprovider.co.uk)

The screenshot shows the 'EMAIL ADDRESSES' form. It features a header 'EMAIL ADDRESSES' and a large input area. Below the input area, there is a text label 'Add email' followed by an empty text input field. Underneath the input field is a 'Save' button. At the bottom of the form, there is a 'Next' button.

5. Add in the CPV code by clicking 'Add CVP codes'

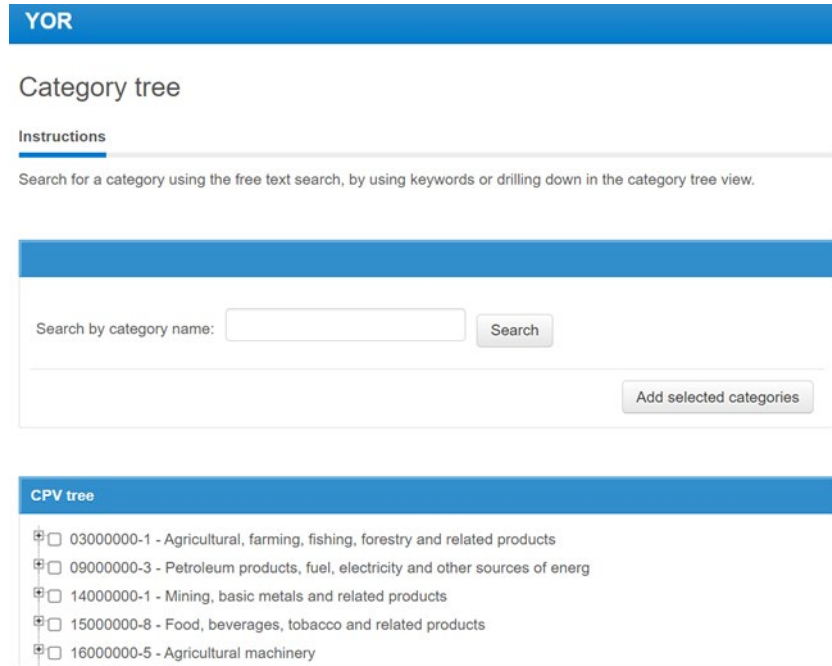


CPV CODES

+ Add CPV codes

Finish

Search or find the relevant CPV code form the CPV tree and click 'Add selected categories'



**YOR**

### Category tree

**Instructions**

Search for a category using the free text search, by using keywords or drilling down in the category tree view.

Search by category name:

**CPV tree**

- 03000000-1 - Agricultural, farming, fishing, forestry and related products
- 09000000-3 - Petroleum products, fuel, electricity and other sources of energy
- 14000000-1 - Mining, basic metals and related products
- 15000000-8 - Food, beverages, tobacco and related products
- 16000000-5 - Agricultural machinery

6. Then click 'Finish' and the Tender Alerts will be set up