Tips when completing your registration

The registration process consists of two parts. Firstly, you need to register your organisation, you will receive an email to confirm this has been completed. Secondly, you then need to login to your account and manage your Tender email Alerts based on a specified CPV code.

Part 1: Registering your organisation:

- 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 in the step-by-step guid to identify if you have a DUN's number or to obtain one. **This field is not mandatory for the registration process**.
- 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.
- Administrator 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. This email address can be the same as the Company contract information.
- Please make note of the username and password created as these will be used to login to the system to participate in tenders.

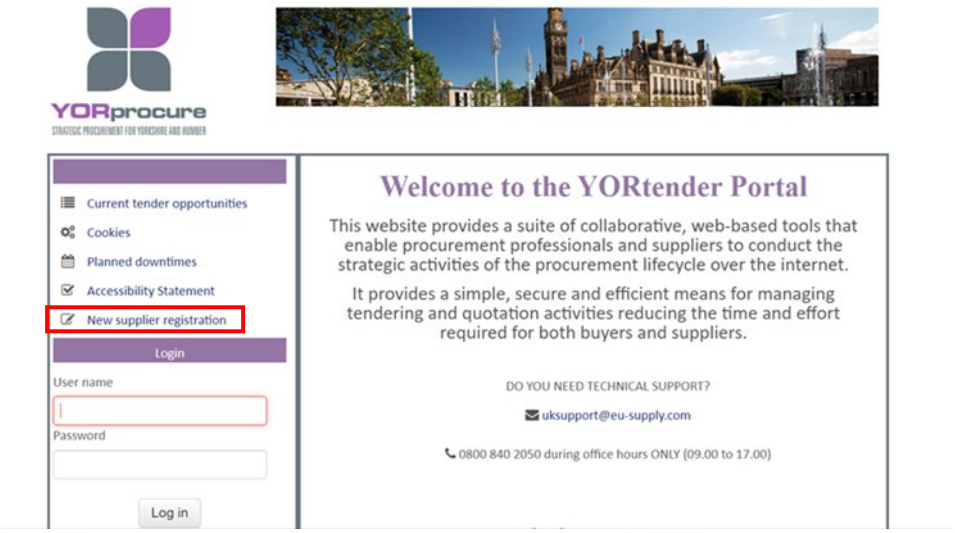
Part 2: Setting up Tender email alerts:

- Daily business alerts are free.
- It is recommended that you provide the company general contact details to receive the email alerts e.g. admin@ABCprovider.co.uk
- An email alert is sent every night if any new quotes/tenders are published matching your categories, i.e. you will only receive an alert for a specific quote/tender once. However, if you make any changes in your profile, the next alert that will be sent out will include all matching quotes/tenders even if some of them might have been included before.

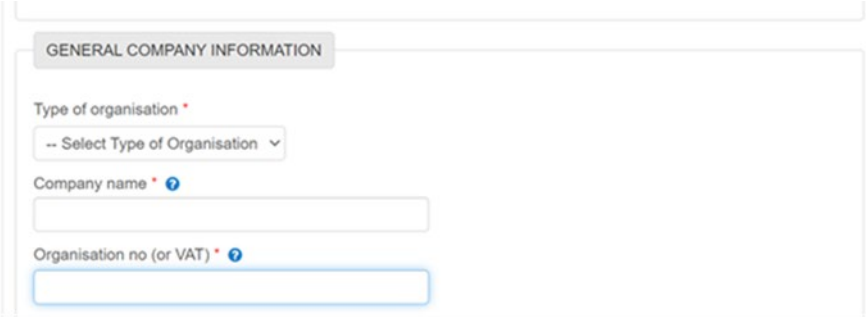
Once you have registered your organisation please make use of this video which will guide you around the e-procurement portal homepage: Supplier Portal Overview

Part 1: New Supplier Registration

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



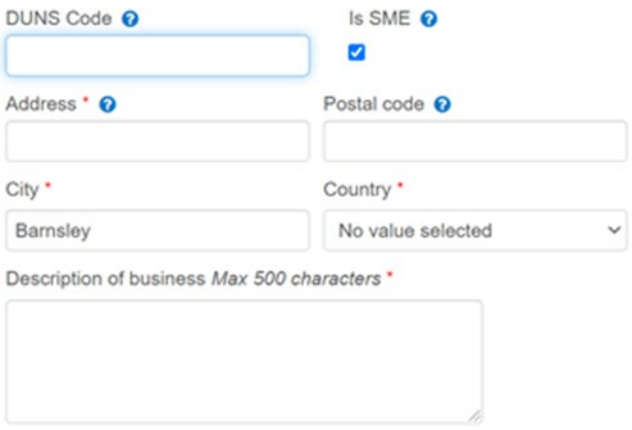
3. Below are print screens of the view you will see when registering for the first time, fill in each section



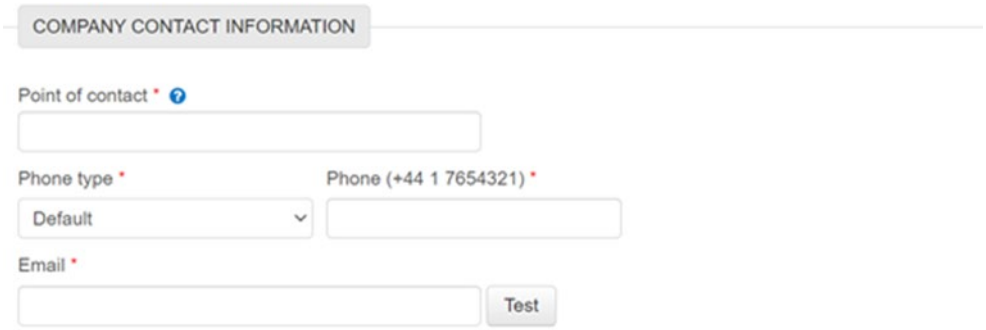
DUNS code - A Dun & Bradstreet DUNS Number is a nine-digit code recognised as the universal standard for identifying and keeping track of companies. Please see guidance below to identify if you have a DUN's number or to obtain one. **This field is not mandatory**.

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

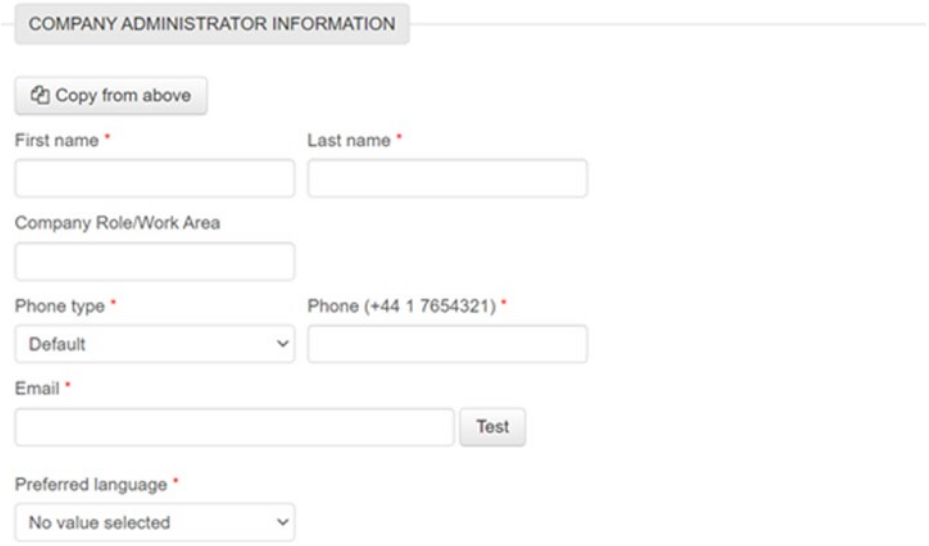
If you would like to obtain a Dun & Bradstreet DUNS Number for your business, please follow the on-screen instructions (https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html) and complete and submit the following DUNS Application Form. There is no charge to obtain a Dun & Bradstreet DUNS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



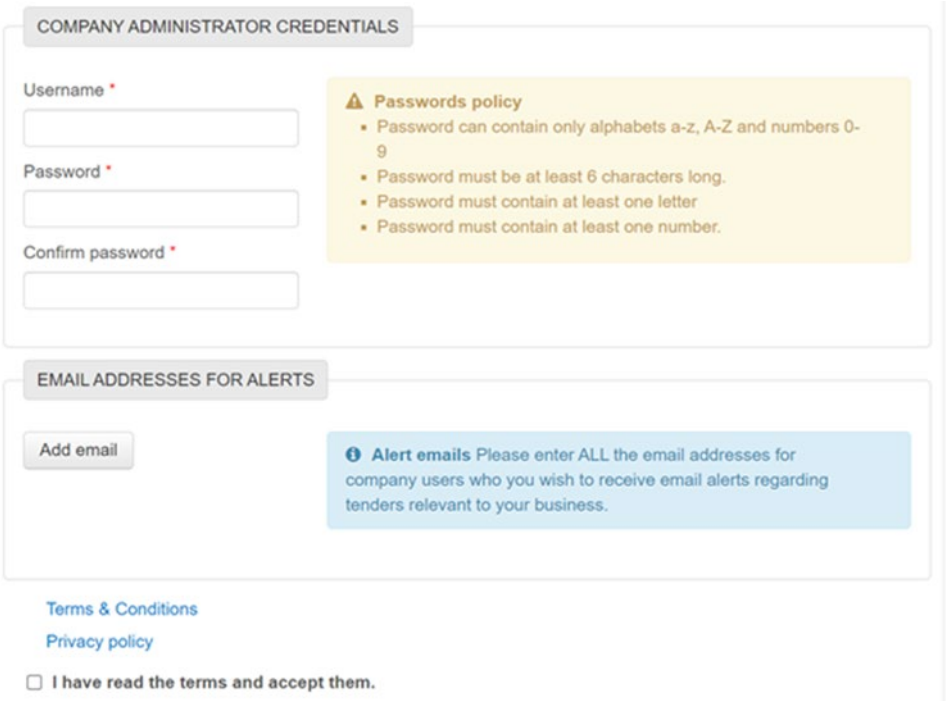
Company contract information - this is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. admin@ABCprovider.co.uk



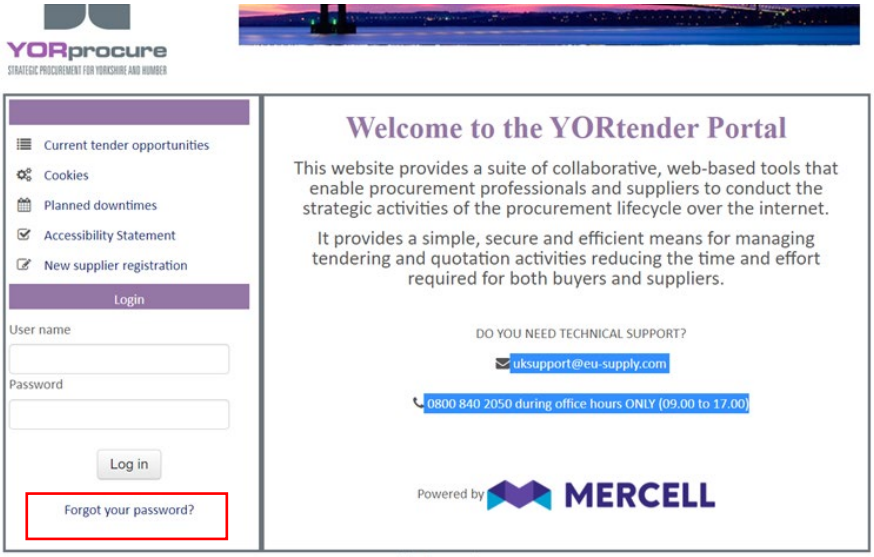
Administrator information – this can be the same as the Company contact information. It is important that the email address is correct as this will be the address used by the system to send alerts and messages



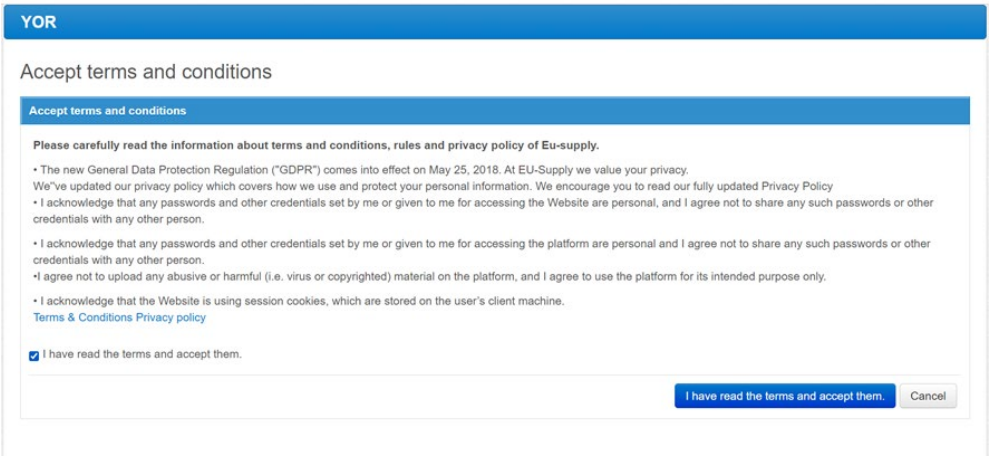
Please make note of the username and password created as these will be used to login to the system to participate in tenders



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



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.

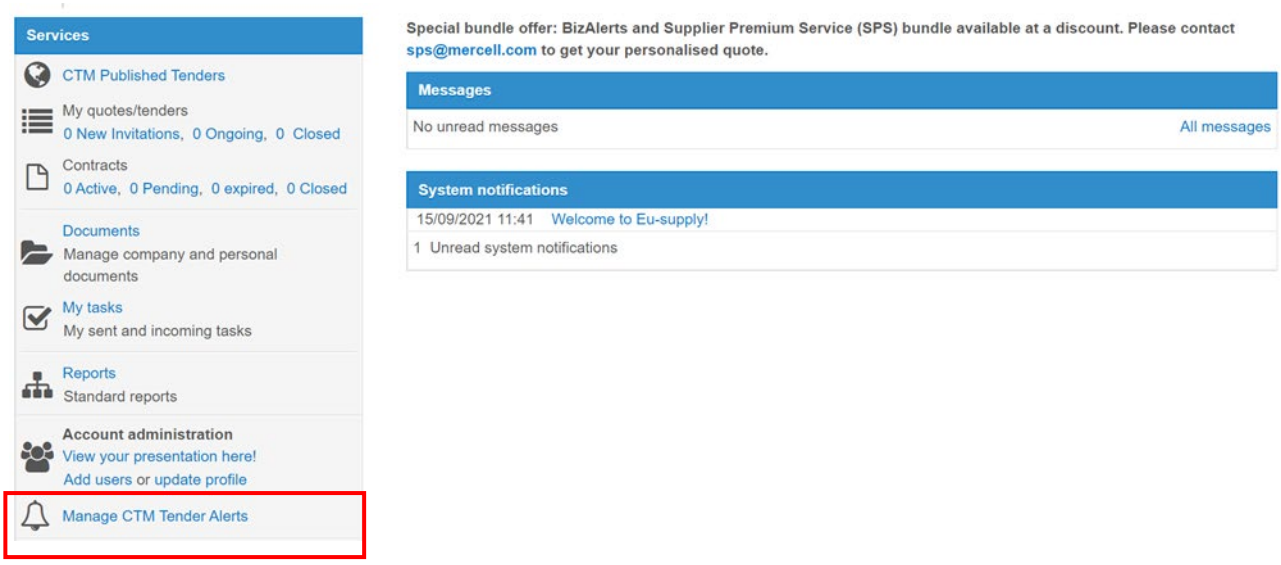


5. You will then get email confirmation of your registration

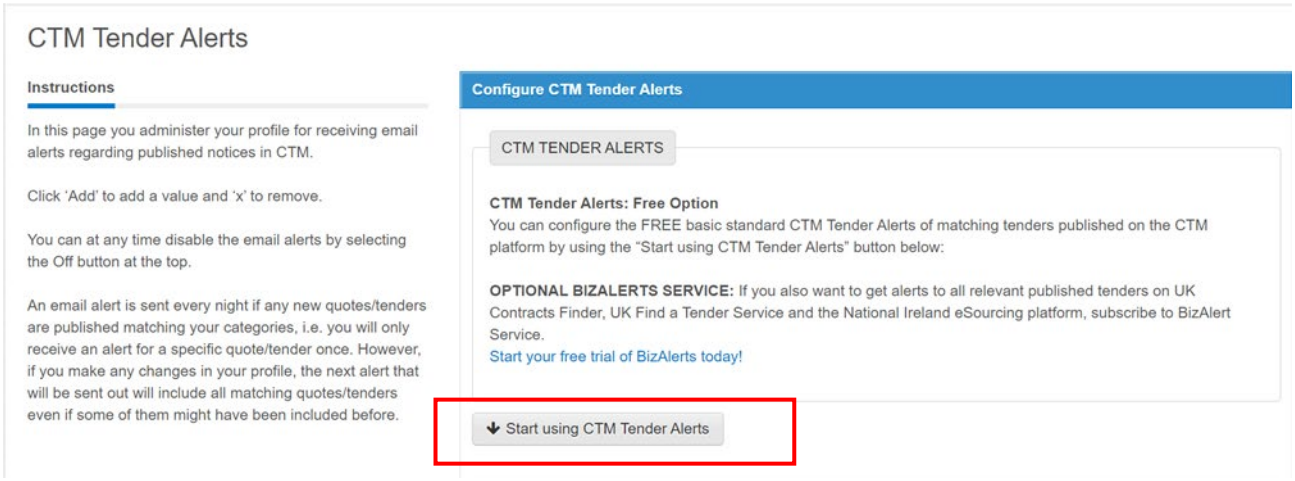
Part 2: Tender Email Alerts

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

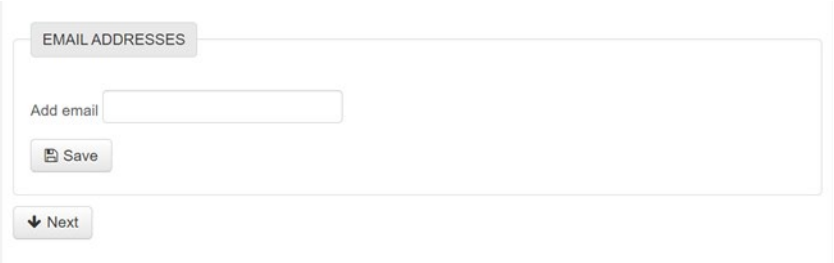


3. Click 'Start using CTM Tender Alerts' button

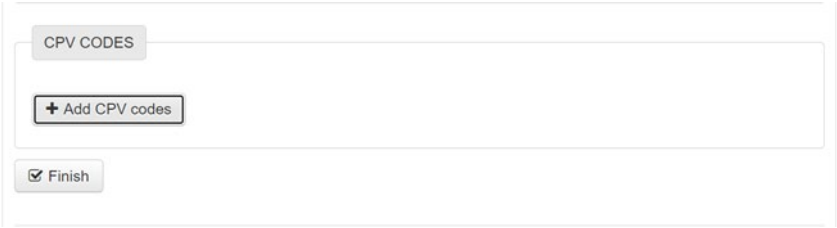


4. Add the email to which the alerts will be sent and click 'Save' then 'Next'

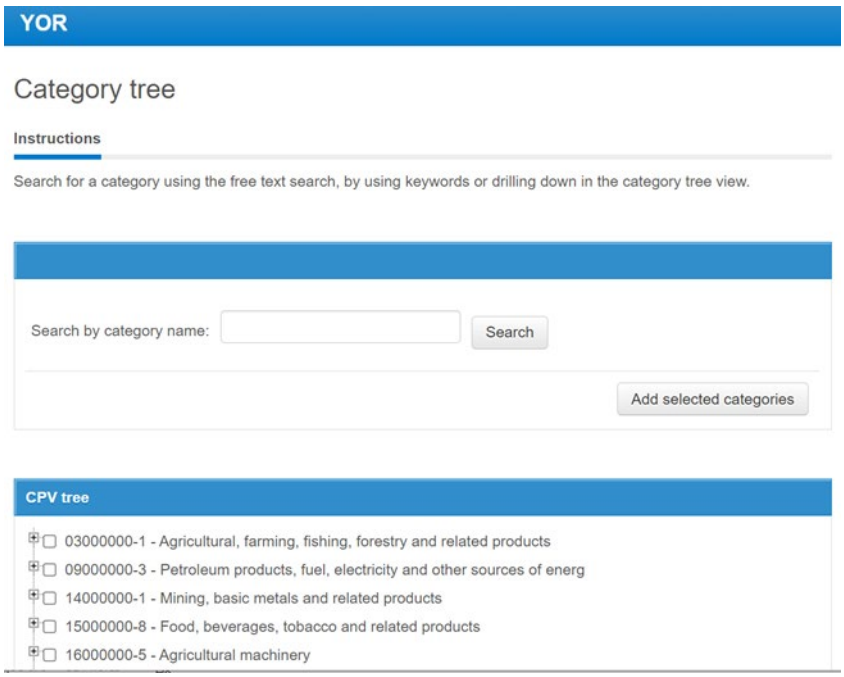
It is recommended that you provide the company general contact details to receive the email alerts e.g. admin@ABCprovider.co.uk



5. Add in the CPV code by clicking ‘Add CVP codes’



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



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