

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 guide 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.

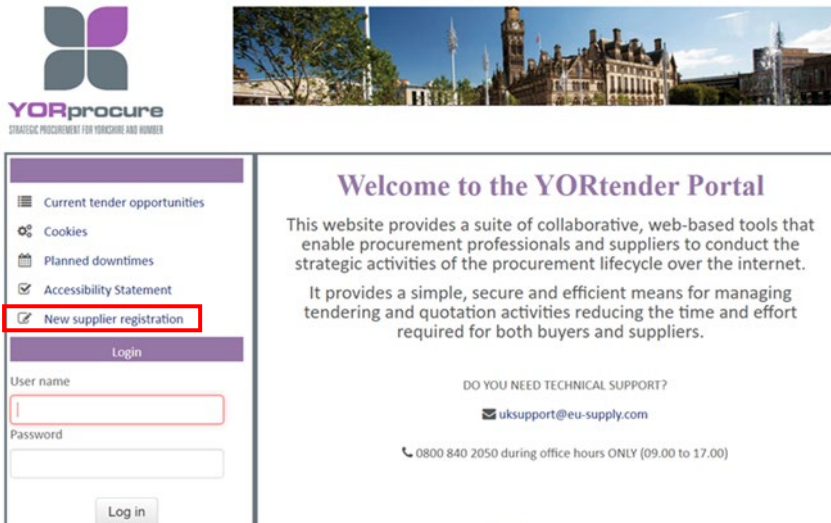
Part 2: Setting up Tender email alerts:

- 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

The screenshot shows the 'GENERAL COMPANY INFORMATION' section of the registration form. It includes the following fields:

- 'Type of organisation *' with a dropdown menu showing '-- Select Type of Organisation'.
- 'Company name *' with a text input field.
- 'Organisation no (or VAT) *' with a text input field.

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.

The screenshot shows the 'DUNS Code' and 'Is SME' section of the registration form. It includes the following fields:

- 'DUNS Code' with a text input field.
- 'Is SME' with a checked checkbox.
- 'Address *' with a text input field.
- 'Postal code' with a text input field.
- 'City *' with a dropdown menu showing 'Barnsley'.
- 'Country *' with a dropdown menu showing 'No value selected'.
- 'Description of business Max 500 characters *' with a large text area.

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

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



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

Powered by **MERCCELL**

Current tender opportunities

Cookies

Planned downtimes

Accessibility Statement

New supplier registration

Login

User name

Password

Log in

Forgot your password?

- 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](#)

- 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

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

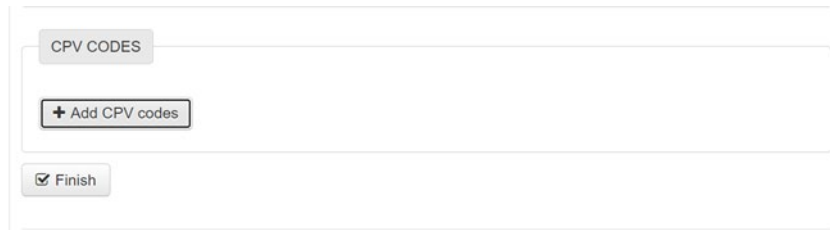
The screenshot displays the 'CTM Tender Alerts' configuration page. On the left, there are 'Instructions' explaining how to manage email alerts. On the right, under the 'Configure CTM Tender Alerts' header, there is a section for 'CTM TENDER ALERTS'. This section includes information about the 'FREE Option' and an 'OPTIONAL BIZALERTS SERVICE'. At the bottom of this configuration area, 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

The screenshot shows a form titled 'EMAIL ADDRESSES'. It contains an input field for 'Add email', a 'Save' button, and a 'Next' button at the bottom.

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

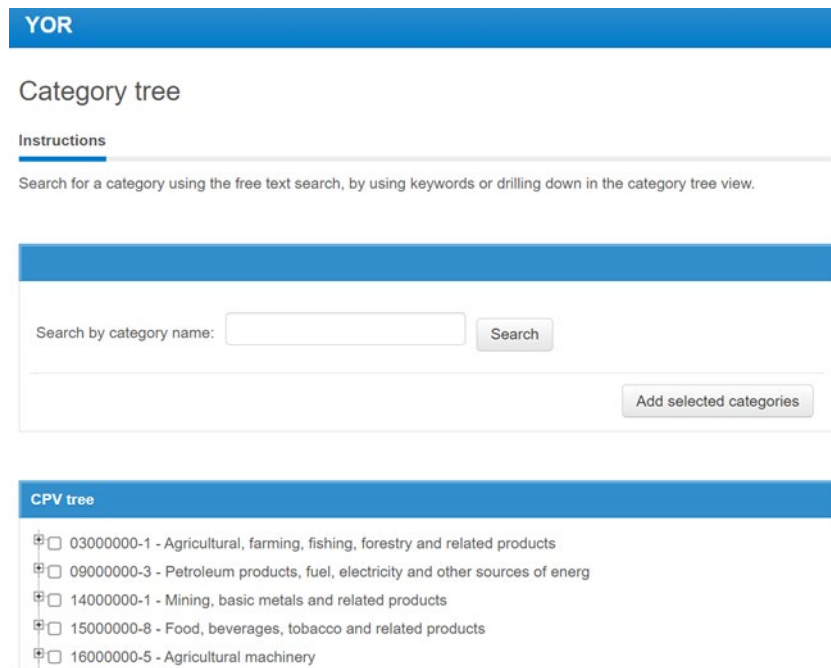


CPV CODES

+ Add CPV codes

Finish

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



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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 energ
- 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