
E-TENDERING SERVICES

EPPS0900 - HOW TO REGISTER A SUPPLIER



VERSION 3.0 – 03/2020

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 eTendersNI.

Please contact the eTendersNI 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: <, >, %.

STEP 1: ORGANISATION DETAILS

Organisation Name *

D-U-N-S number

Retrieve company data from D&B to proceed

Please type the DUNS number (e.g. 123456789) and press the "Retrieve company data from D&B to proceed" button

Company type *

Select Company Type

Enterprise type *

Select Enterprise Type

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

Select NI percentage

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 GB -

Country *

United Kingdom

Email *

Fax

Please type the code shown below *

x9eyrs

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

CANCEL CLEAR VALIDATE & CONTINUE

* Fields with asterisk are mandatory

Click on the "VALIDATE & CONTINUE" button when done

- 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.

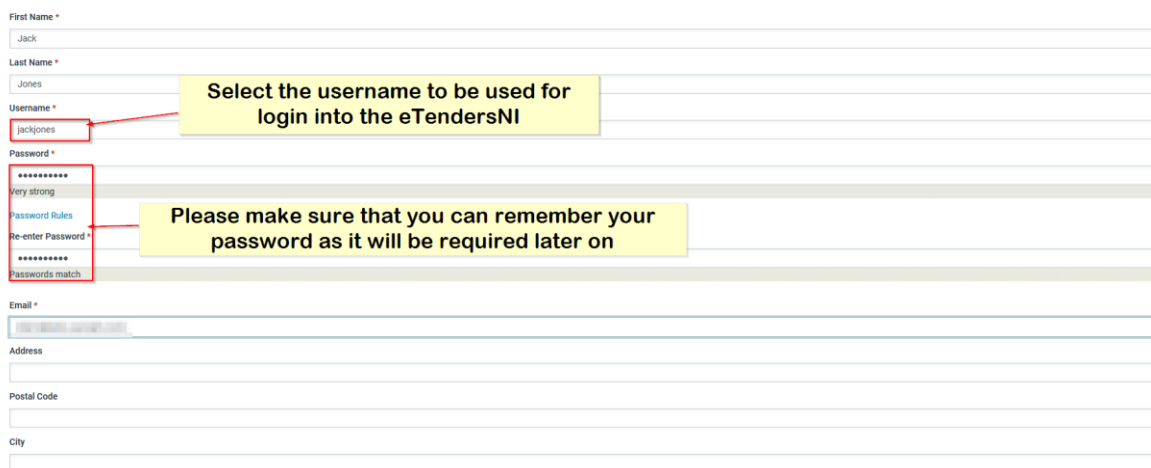
Most commonly violated validation rules are listed below:

- Use of invalid characters (the system does not allow the use of the "&"¹, ">", "<" 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 until a more readable code appears.

The last step required for the successful 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 at a later step.

Register Administrator

STEP 2: REGISTER SUPPLIER ADMIN



First Name *

Jack

Last Name *

Jones

Username *

jackjones

Password *

Very strong

Password Rules

Re-enter Password *

Passwords match

Email *

Address

Postal Code

City

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

City

Country *

United Kingdom

Phone Number

Mobile Phone Number

Fax

Preferred Language *

English

CAs of Interest

HSBC
Ministry of Enterprise
My Company
Northern Ireland Procurement Service
testCA1
testCA2

Please select CAs of interest

Complete the details and click on the "FINISH" button. All the fields with an asterisk (*) are mandatory

CANCEL BACK CLEAR FINISH

* Fields with asterisk are mandatory

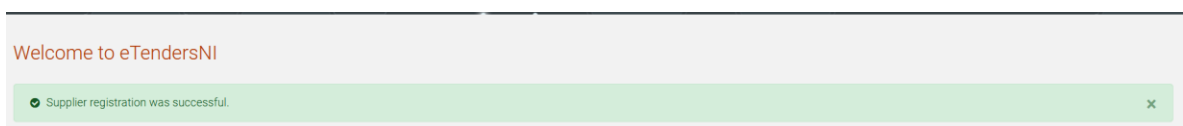
If validation rules are not met, the system then shows a validation message and does not allow the user to continue. The user then can amend the information already provided and try to finish again.

The 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 successful message will be displayed.

Welcome to eTendersNI



At this point, the registration of your organisation on eTendersNI was successful, but it is still necessary to activate your Supplier Administrator account to get full access to the system functionality. Please check the "EPPS0902 - Activating your Supplier Administrator Account after Registration" User manual 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 to 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 as soon as possible. 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.

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