

Kirklees YORtender Supplier Registration Guidance

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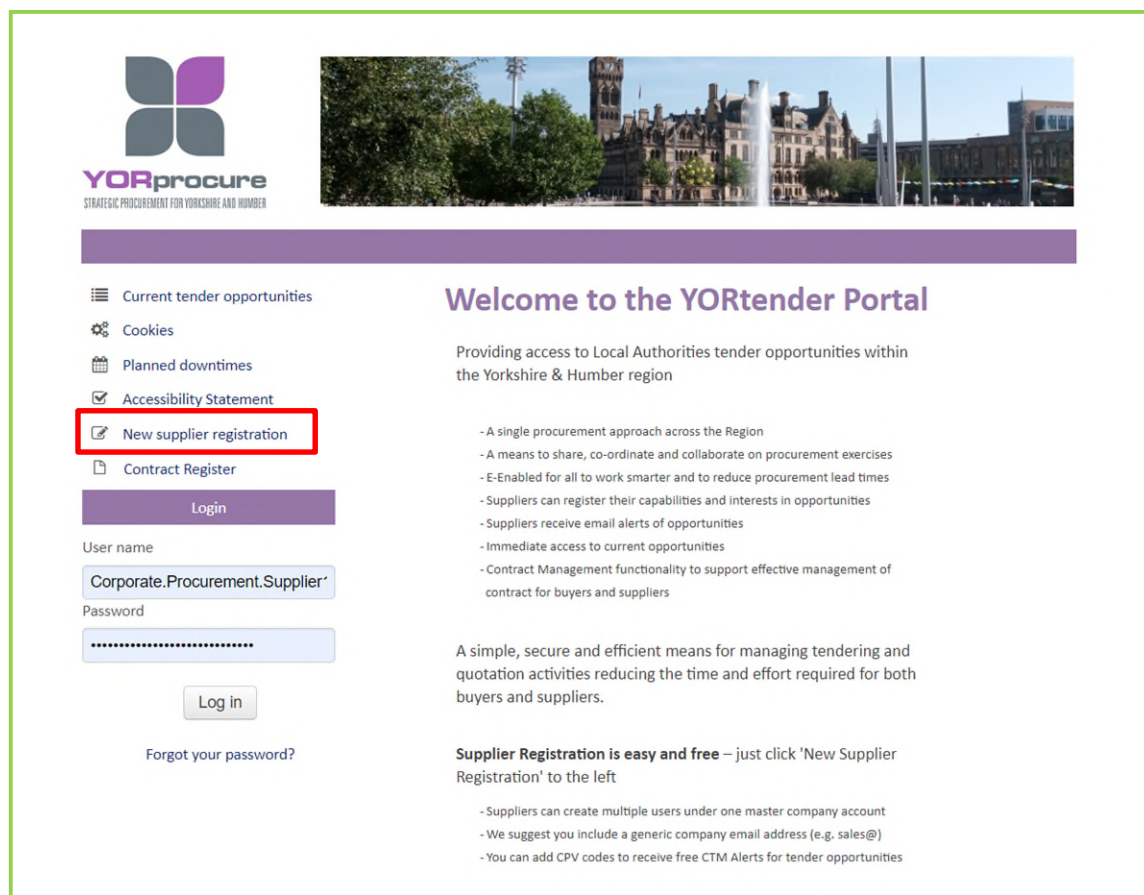
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Part 1: New Supplier Registration

New Suppliers please **access the YORtender e-procurement portal** here:

<https://yortender.eu-supply.com/login.asp?B=YORTENDER>

Select **New Supplier Registration** on the Homepage:



The screenshot shows the YORprocure website homepage. On the left side, there is a navigation menu with the following items: 'Current tender opportunities', 'Cookies', 'Planned downtimes', 'Accessibility Statement', 'New supplier registration' (highlighted with a red box), and 'Contract Register'. Below the menu is a 'Login' button. The main content area features a 'Welcome to the YORtender Portal' heading, followed by a sub-heading 'Providing access to Local Authorities tender opportunities within the Yorkshire & Humber region'. A list of benefits is provided, including a single procurement approach, shared resources, reduced lead times, email alerts, and contract management. A 'Log in' button is also present in the main content area. At the bottom, there is a section for 'Supplier Registration is easy and free' with a list of registration details.



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 into your account and manage your Tender email alerts based on a specified CPV code (a system of classification for public procurement).

General Company Information – Please complete **all** the fields including:

- **The SME checkbox** – We are required to publish this information in accordance with the transparency code so please check this box if you are a Small or Medium Enterprise ([SME Definition](#)).
- **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 is not mandatory for the registration process.***

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 a web form titled 'GENERAL COMPANY INFORMATION'. It contains several input fields: 'Type of organisation' (a dropdown menu), 'Company name', 'Organisation no (or VAT)', 'DUNS Code' (a text box with a red border), 'Is SME' (a checkbox with a red border), 'Address', 'Postal code', 'City', 'Country' (a dropdown menu), and 'Description of business' (a large text area). The 'DUNS Code' and 'Is SME' fields are highlighted with red rectangular boxes.

Company Contact 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

The screenshot shows a web form titled 'COMPANY CONTACT INFORMATION'. It contains several input fields: 'Point of contact', 'Phone type' (a dropdown menu), 'Phone (+44 1 7654321)' (a text box), and 'Email' (a text box).

Company 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) *

Email *

Preferred language *

Company Administrator Credentials

Please make a 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.

Acceptance of Terms and Conditions

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.

After you have filled in the above details, please click save at the bottom of the screen.

You will then see this screen where you need to accept the terms and conditions.

You will then receive email confirmation of your registration.

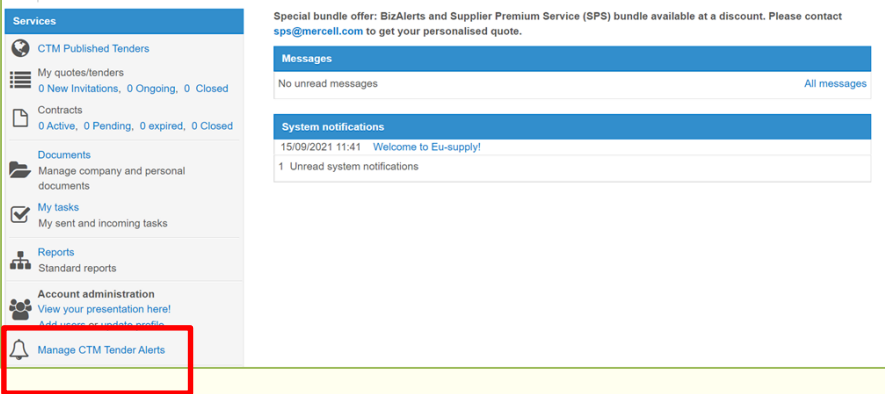
Part 2: Setting up Tender email alerts

Please access the YORtender e-procurement portal here:

<https://yortender.eu-supply.com/login.asp?B=YORTENDER>

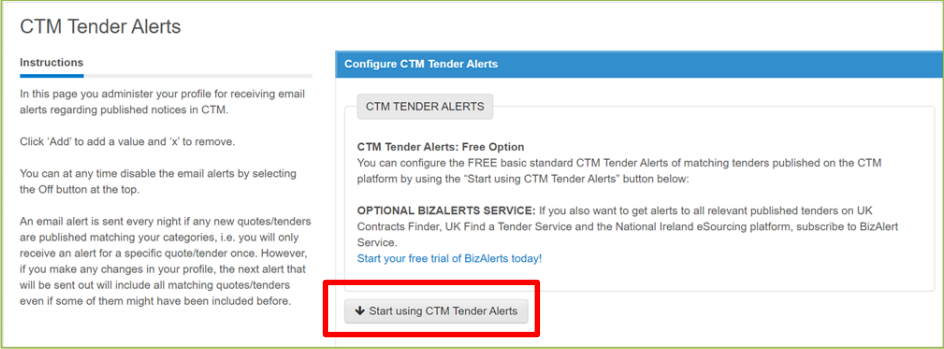
and login to your account using the username and password you created.

Click 'Manage CTM alerts'



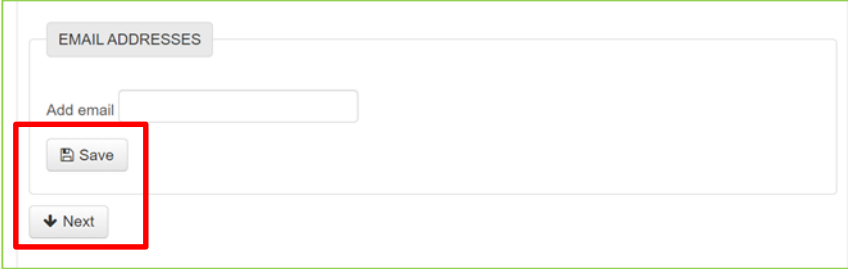
The screenshot shows the YORtender portal dashboard. On the left, there is a navigation menu with various service categories. The 'Manage CTM Tender Alerts' link, located under the 'Account administration' section, is highlighted with a red rectangular box. The main content area on the right displays a 'Special bundle offer' message, a 'Messages' section with 'No unread messages', and a 'System notifications' section with one unread notification.

Click 'Start using CTM alerts'



The screenshot shows the 'CTM Tender Alerts' configuration page. On the left, there are instructions for setting up alerts. On the right, there is a 'Configure CTM Tender Alerts' section. A button labeled 'Start using CTM Tender Alerts' is highlighted with a red rectangular box. The page also includes information about the 'Free Option' and an 'Optional BizAlerts Service'.

Add the email address that you want the alerts to be sent to 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



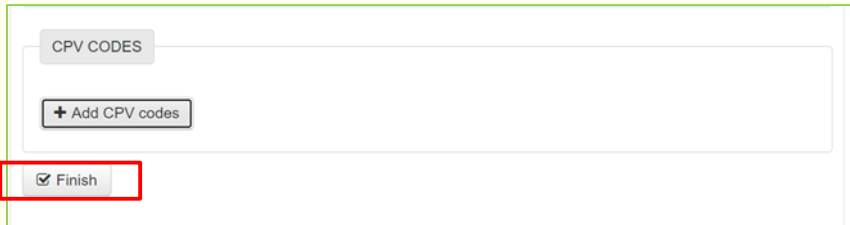
The screenshot shows the 'EMAIL ADDRESSES' form. It includes a text input field for adding an email address. Below the input field, there are two buttons: 'Save' and 'Next'. Both buttons are highlighted with a red rectangular box.

IMPORTANT

Add in the CPV (Common Procurement Vocabulary) code by clicking 'Add CPV codes'.

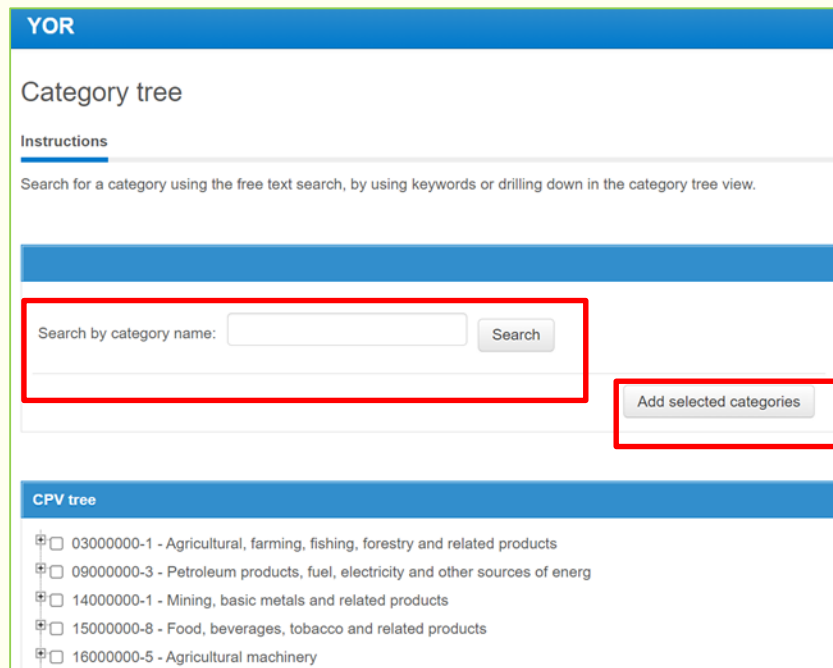
By adding CPV codes which are relevant to your business, you will receive tender alerts for opportunities that you may be interested in tendering for.

Without these codes added to your company profile, you may miss out on tender opportunities.



Search or find the relevant CPV code from the CPV tree and click '**Add selected categories**'.

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



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

TIPS

- 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.

[Forgotten your password?](#)

If you forget your username or password, click '**Forgot your password**' on the login page.

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](#)

If you have any issues regarding registering, please contact:

- uksupport@eu-supply.com
- or call 0800 840 2050 during office hours (09.00 to 17.00)

- Accessibility Statement
- New supplier registration
- Contract Register

Login

User name

Password

Log in

[Forgot your password?](#)

the Yorkshire & Humber region

- A single procurement approach across the Region
- A means to share, co-ordinate and collaborate on procurement exercises
- E-Enabled for all to work smarter and to reduce procurement lead times
- Suppliers can register their capabilities and interests in opportunities
- Suppliers receive email alerts of opportunities
- Immediate access to current opportunities
- Contract Management functionality to support effective management of contract for buyers and suppliers

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

Supplier Registration is easy and free – just click 'New Supplier Registration' to the left

- Suppliers can create multiple users under one master company account
- We suggest you include a generic company email address (e.g. sales@)
- You can add CPV codes to receive free CTM Alerts for tender opportunities