



Doncaster
Council



YORprocure
STRATEGIC PROCUREMENT FOR YORKSHIRE AND HUMBER

User Guide

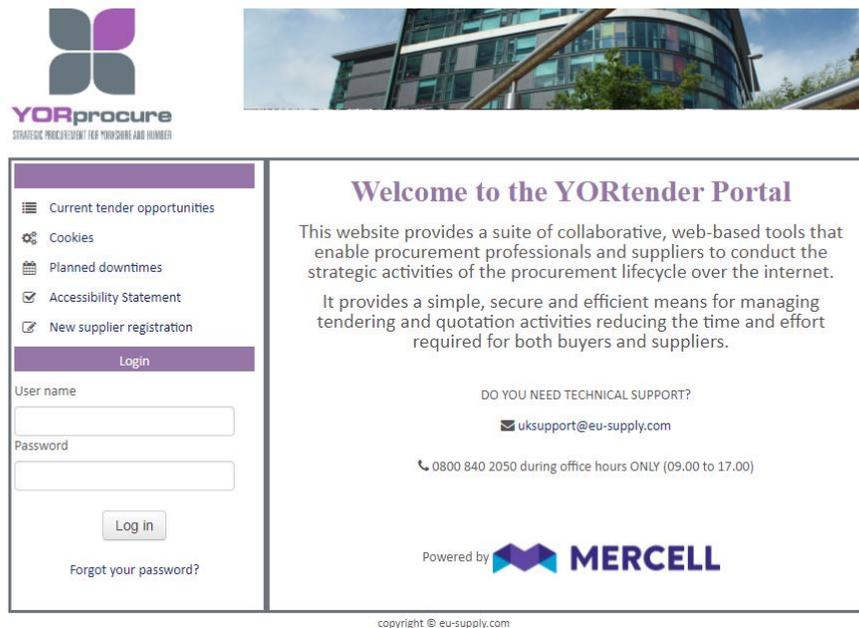
Supplier Registration

Introduction

This user guide will explain how to register on Doncaster Council's eTendering system, YORtender.

Instructions

1. Navigate to the portal log in screen using the URL below:
<https://uk.eu-supply.com/login.asp?B=YORTENDER>



2. Click on 'New supplier registration'. You will be presented with the screen in the following screenshot.

3. Using the following table as guidance complete the fields in the 'General Company Information' section.

Field	Guidance
Type of organisation	Using the dropdown box select the option which applies to your organisation.
Company name	Enter the legally registered name of your organisation.
Organisation no (or VAT)	Enter your company registration or VAT number. If neither are applicable enter 'N/A'.
DUNS code	Leave this field blank if you do not have a DUNS code. A DUNS code is a unique reference number which businesses can apply for via this website: https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html
Is SME	Tick this box if your organisation is classed as an SME (Small or Medium sized Enterprise).
Address	Enter the legally registered address of your organisation.
Postal code	Enter the post code of your address.
City	Enter the town or city of your address.
Country	Using the dropdown box select which country your organisation is registered in.
Description of business	Enter a brief description of the goods and services provided by your organisation.

Once completed the fields should look similar to the following screenshot.

YOR
Close

Supplier registration

Instructions

If you are unsure about your company registration please contact support at uksupport@eu-supply.com

Company Contact information
Company Contact Information must be supplied. 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. sales@abc.com.

Administrator information
These are the details of the Administrator. If the user details are the same as the Company contact information then click on the "Copy from above" button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

[RegistrationForm]

GENERAL COMPANY INFORMATION

Type of organisation *
Private Company

Company name *
Doncaster Test Company Ltd

Organisation no (or VAT) *
123123123

DUNS Code Is SME

Address * Postal code

City * Country *

Description of business *Max 500 characters* *

This is a test company created in the training system for the purpose of user guides and testing.

- Move on to the 'Company Contact Information' section and complete the fields using the guidance in the following table.

COMPANY CONTACT INFORMATION

Point of contact * [?](#)

Phone type * Phone (+44 1 7654321) *

Email *

Field	Guidance
Point of contact	Enter the name of the person who will be the main contact for your organisation.
Phone type	Using the dropdown box enter the type of telephone number you will be entering.
Phone	Enter the telephone number of the main point of contact for your organisation.
Email	Enter the email address of the main point of contact for your organisation.

Once completed the fields should look similar to the following screenshot.

COMPANY CONTACT INFORMATION

Point of contact * [?](#)

Phone type * Phone (+44 1 7654321) *

Email *

5. Move on to the 'Company Administrator Information' section and complete the fields using the guidance in the following table.

The company administrator may be the same person as the main point of contact. If this is the case click the 'Copy from above' button.

The screenshot shows a form titled 'COMPANY ADMINISTRATOR INFORMATION'. At the top left is a 'Copy from above' button. Below it are two input fields for 'First name *' and 'Last name *'. The next field is 'Company Role/Work Area'. Then there is a 'Phone type *' dropdown menu set to 'Default' and a 'Phone (+44 1 7654321) *' input field containing '+44'. Below that is an 'Email *' input field with a 'Test' button to its right. At the bottom is a 'Preferred language *' dropdown menu set to 'No value selected'.

Field	Guidance
First name	Enter the first name of the person will administer your YORtender account.
Last name	Enter the last name of the company administrator.
Company Role/Work Area	Enter the role the company administrator has within the organisation.
Phone type	Using the dropdown box enter the type of telephone number you will be entering.
Phone	Enter the telephone number of the company administrator.
Email	Enter the email address of the company administrator.
Preferred language	Using the dropdown box select English as the preferred language.

Once completed the fields should look similar to the following screenshot.

The screenshot shows the same form as above, but with the following data entered: 'First name' is 'John', 'Last name' is 'Smith', 'Company Role/Work Area' is 'Owner', 'Phone type' is 'Work', 'Phone' is '+44 1 7654321', 'Email' is 'daniel.winslow@doncastertest.co.uk', and 'Preferred language' is 'English'.

6. Move on to the 'Company Administrator Credentials' section. These are the details of the person who will administer the YORtender account. Complete the fields using the guidance in the following table.

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.

Field	Guidance
Username	Choose a username. This will be used to log in to your YORtender account.
Password	Choose a password which meets the criteria of the adjacent password policy. This will be used to log in to your YORtender account.
Confirm password	Repeat the password you have entered in the 'Password' field.

Once completed the fields should look similar to the following screenshot.

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.

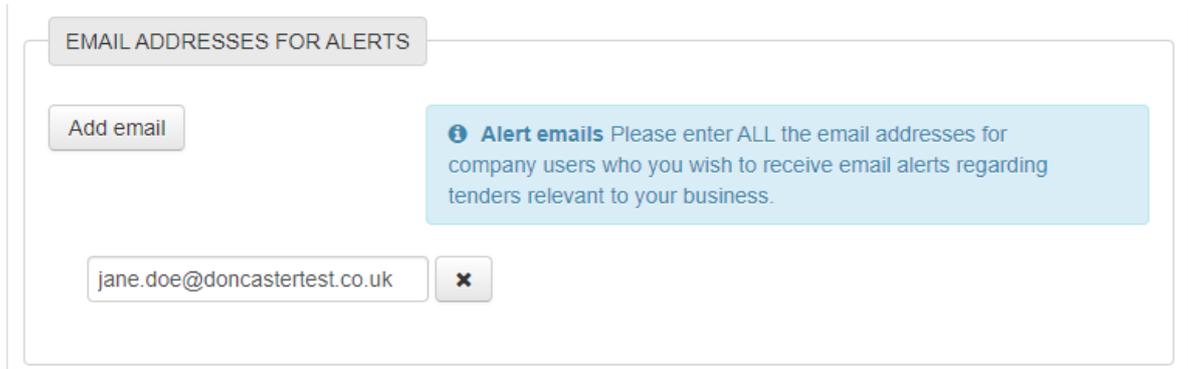
- 7.
- a. Move on to the 'Email addresses for alerts' section. This allows you to send alerts to employees within your organisation who do not have YORtender access.

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.

Click on the 'Add email' button.

- b. Type the email address of the person who you would like to receive email alerts into the box which appears, as per the following screenshot.



8. Repeat step 7 to add more email addresses.
9. Read the 'Terms & Conditions' and 'Privacy policy' documents and tick the 'I have read the terms and accept them' box.



10. Click the 'Save' button to complete your registration. You will be presented with the following confirmation screen. You will also be sent an email confirming that your registration is complete.

