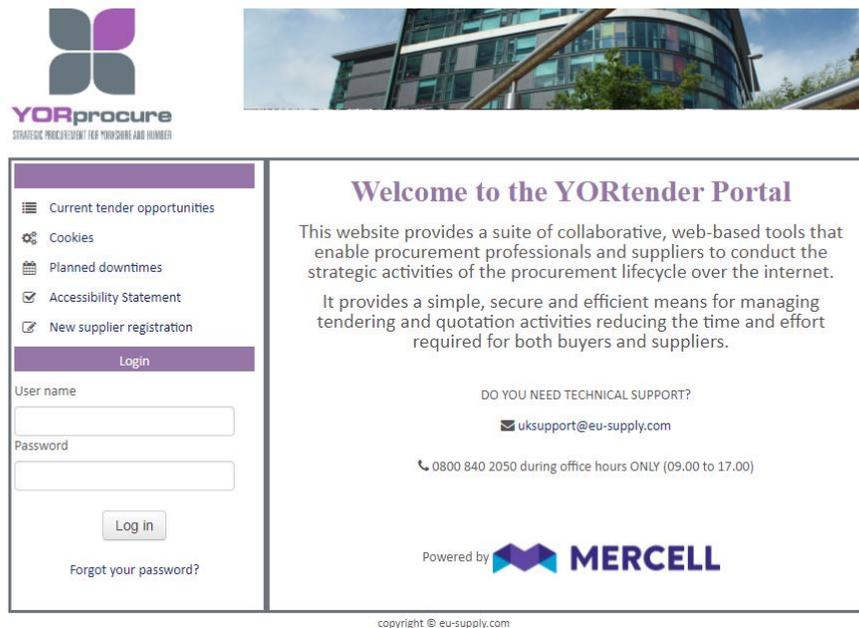# User Guide

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.

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

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.

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.

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 adminstrator.
Company Role/Work Area	Enter the role the company administor 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 coompany administrator.
Preferred language	Using the dropdown box select English as the preferred language.

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

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.

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.

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.

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.
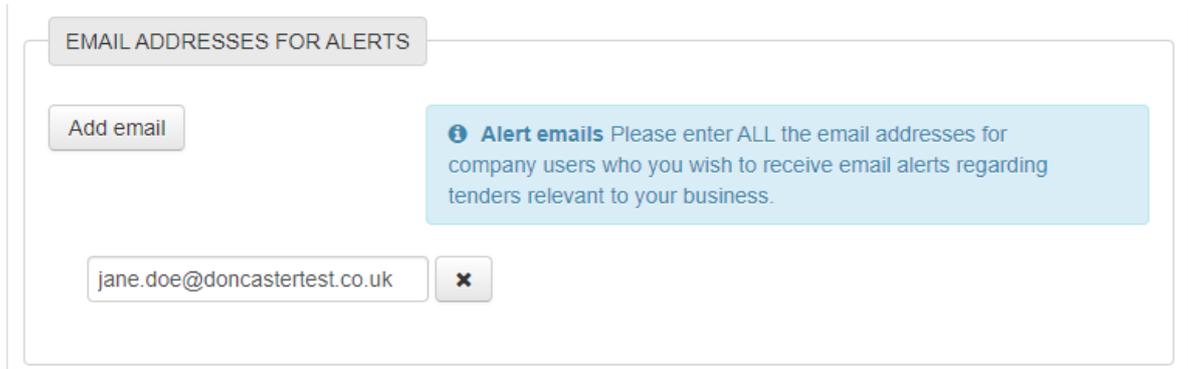
8. Repeat step 7 to add more email addresses.

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.