

Supplier Guidance EU Supply 1.0 Suppliers Guidance

2.0 Registering as a New Supplier

Version 01 November 2022

1.0 SUPPLIERS GUIDANCE

1.1 Accessing Tenders:

Nottingham Trent University are now using EU-Supply for advertising and managing their tenders.

All public tenders will be published onto the website below and can be accessed using the 'Current tender opportunities' link.

https://uk.eu-supply.com/login.asp?B=ntu





Welcome to the Nottingham Trent University Portal

Providing access to tender opportunities across the university.

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

About Us

With over 40,000 students and staff spanning five university sites, Nottingham Trent University (NTU) is one of the largest and most influential higher education institutions in the country. We are a university that is committed to driving forward meaningful change and we have received a wide range of prestigious awards for our research, dynamism and innovation.

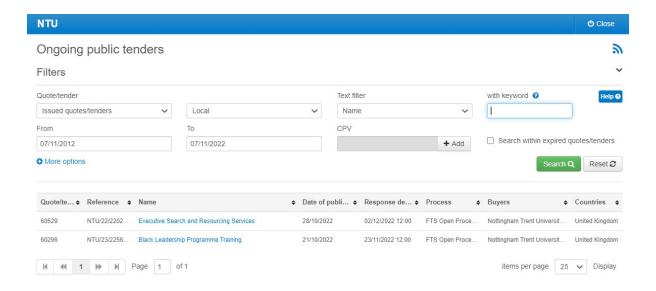
We are proud to be recognised as a university that opens its arms to all. A quarter of our students come from households with a combined income of £15,000 or less, and we were the first university to sign up to the Government's social mobility pledge, demonstrating our commitment to improving the prospects of young people from disadvantaged backgrounds.

DO YOU NEED TECHNICAL SUPPORT?

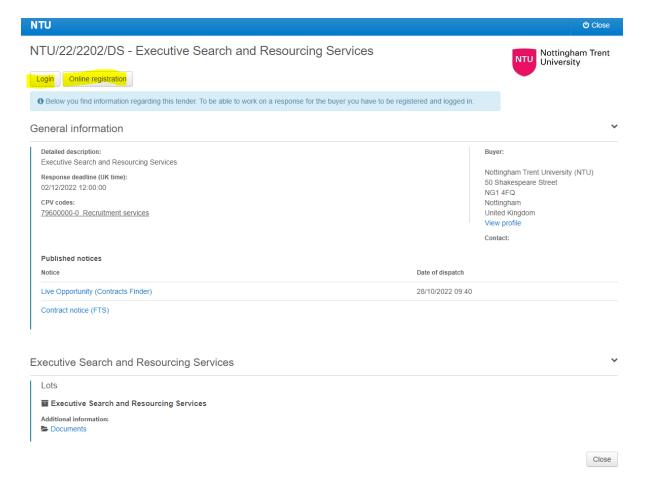
■ uksupport@eu-supply.com

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

Selecting 'Current tender opportunities will display a list of live tenders which can be filtered using the options and the top of the screen.



Clicking the title of a tender from within this screen will allow you to see more details regarding the tender. If you wish to participate and view the relevant document, you <u>MUST</u> either login or complete the **free** registration prompted at the top of the screen.

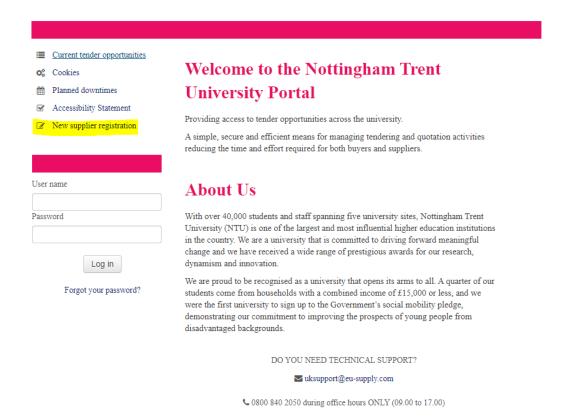


1.2 Registering as a New Supplier:

If you have not previously registered as a supplier on the Complete Tender Management (CTM) system for Nottingham Trent University, or any other Mercell client, you will need to register your organisation.

To register you can click the link shown on the page below;





PLEASE NOTE: when completing your registration the system will check for any previously registered accounts matching your company name, email and/or company registration number. In order to prevent duplication of accounts, the system will inform you that the registration cannot be completed due to a previous account registration and to inform the support team.

A Company with the same name already exists. Please contact <u>uksupport@eusupply.com</u> for further information.

UKSTAGE ப Close Supplier registration Instructions [RegistrationForm] If you are unsure about your company registration please Errors Detected contact support at uksupport@eu-supply.com • (Error, Type of organisation is required to be filled to register as a supplier.) **Company Contact Information** Company Contact Information must be supplied. This is **1** Continue registration the primary contact information Authorities will use to A company with the same company name already exists. Please contact uksupport@eu-supply.com for further contact a company. It is recommended that you provide the nformation. company general contact details e.g. sales@abc.com. Administrator information MEMBERSHIP 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 Select membership ' enter information manually. It is important that the email address is correct as this will be the address used by the Supplier O Contracting authority system to send alerts and messages. O Contracting authority Supplier