



Nottingham Trent
University

NTU Procurement Department

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>



The screenshot shows the login page for the Nottingham Trent University EU-Supply portal. On the left, there is a navigation menu with a yellow highlight on 'Current tender opportunities'. Below the menu are fields for 'User name' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. On the right, there is a 'Welcome to the Nottingham Trent University Portal' section with a brief description of the service. Below that is an 'About Us' section with more information about the university. At the bottom, there is contact information for technical support, including an email address and a phone number.

Current tender opportunities

- 🍪 Cookies
- 📅 Planned downtimes
- ☑️ Accessibility Statement
- 📄 New supplier registration

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.

NTU Close

Ongoing public tenders RSS

Filters v

Quote/tender: Issued quotes/tenders Local Text filter: Name with keyword | Help

From: 07/11/2012 To: 07/11/2022 CPV: + Add Search within expired quotes/tenders


More options Search Q Reset ↺

Quote/te...	Reference	Name	Date of publi...	Response de...	Process	Buyers	Countries
60529	NTU/22/2202...	Executive Search and Resourcing Services	28/10/2022	02/12/2022 12:00	FTS Open Proce...	Nottingham Trent Universit...	United Kingdom
60296	NTU/23/2256...	Black Leadership Programme Training	21/10/2022	23/11/2022 12:00	FTS Open Proce...	Nottingham Trent Universit...	United Kingdom

Page 1 of 1 items per page: 25 Display

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 **MUST** either login or complete the **free** registration prompted at the top of the screen.

NTU Close

NTU/22/2202/DS - Executive Search and Resourcing Services  Nottingham Trent University

Login Online registration

Below you find information regarding this tender. To be able to work on a response for the buyer you have to be registered and logged in.

General information v

<p>Detailed description: Executive Search and Resourcing Services</p> <p>Response deadline (UK time): 02/12/2022 12:00:00</p> <p>CPV codes: 79600000-0 Recruitment services</p>	<p>Buyer: Nottingham Trent University (NTU) 50 Shakespeare Street NG1 4FQ Nottingham United Kingdom View profile</p> <p>Contact:</p>
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Published notices

Notice	Date of dispatch
Live Opportunity (Contracts Finder)	28/10/2022 09:40
Contract notice (FTS)	

Executive Search and Resourcing Services v

Lots

- Executive Search and Resourcing Services

Additional information:
[Documents](#)

Close

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 Mancell client, you will need to register your organisation.

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



Nottingham Trent
University

[Current tender opportunities](#)

[Cookies](#)

[Planned downtimes](#)

[Accessibility Statement](#)

[New supplier registration](#)

User name

Password

Log in

[Forgot your password?](#)

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[✉ uksupport@eu-supply.com](mailto:uksupport@eu-supply.com)

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

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 uksupport@eu-supply.com for further information.

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]

Errors Detected

- (Error, Type of organisation is required to be filled to register as a supplier.)

Continue registration

A company with the same company name already exists. Please contact uksupport@eu-supply.com for further information.

MEMBERSHIP

Select membership *

- Supplier
- Contracting authority
- Contracting authority Supplier