



Procurement Act 2023 - a video guide for suppliers

How to register your organisation
and first administrator on Find a
Tender in 3 easy steps

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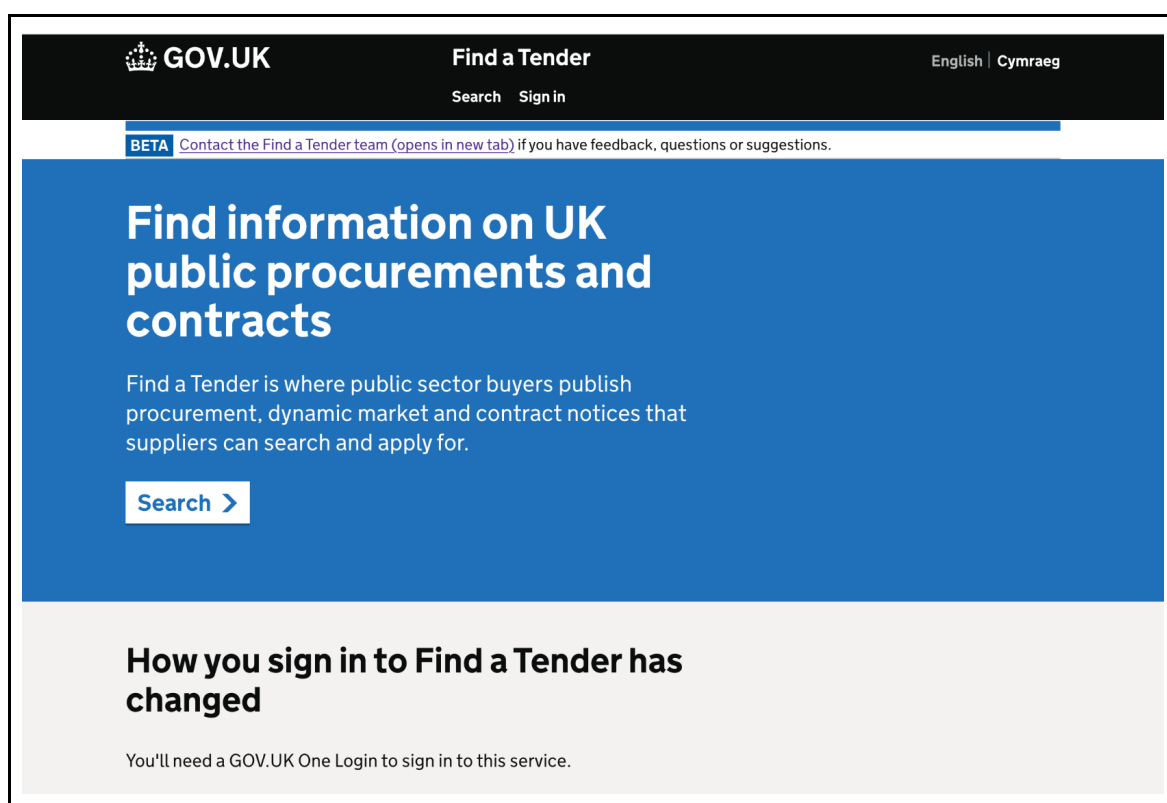
**This guidance relates to registering as a
supplier on the new, enhanced Find a Tender
Service.**

What is the Central Digital Platform?

Central Digital Platform is an online portal which will make it easier for suppliers to find and bid for contracts, and for buyers to meet their transparency commitments under the Procurement Act 2023.

The Central Digital Platform has been designed to:

- Feature a simple registration and identification for both suppliers and buyers.
- Store suppliers' core business details that can be used for multiple bids.
- Enable easy management and updating of core information quickly, and shared easily between suppliers, eSenders and buyers.
- Make public procurement opportunities visible making it easier to search at no cost and set up alerts for tenders of interest for suppliers.
- Allow for procurement noticing throughout the procurement lifecycle.
- Capture procurement data and eventually allow creation of dashboards to analyse that data.



→ <https://www.gov.uk/find-tender>

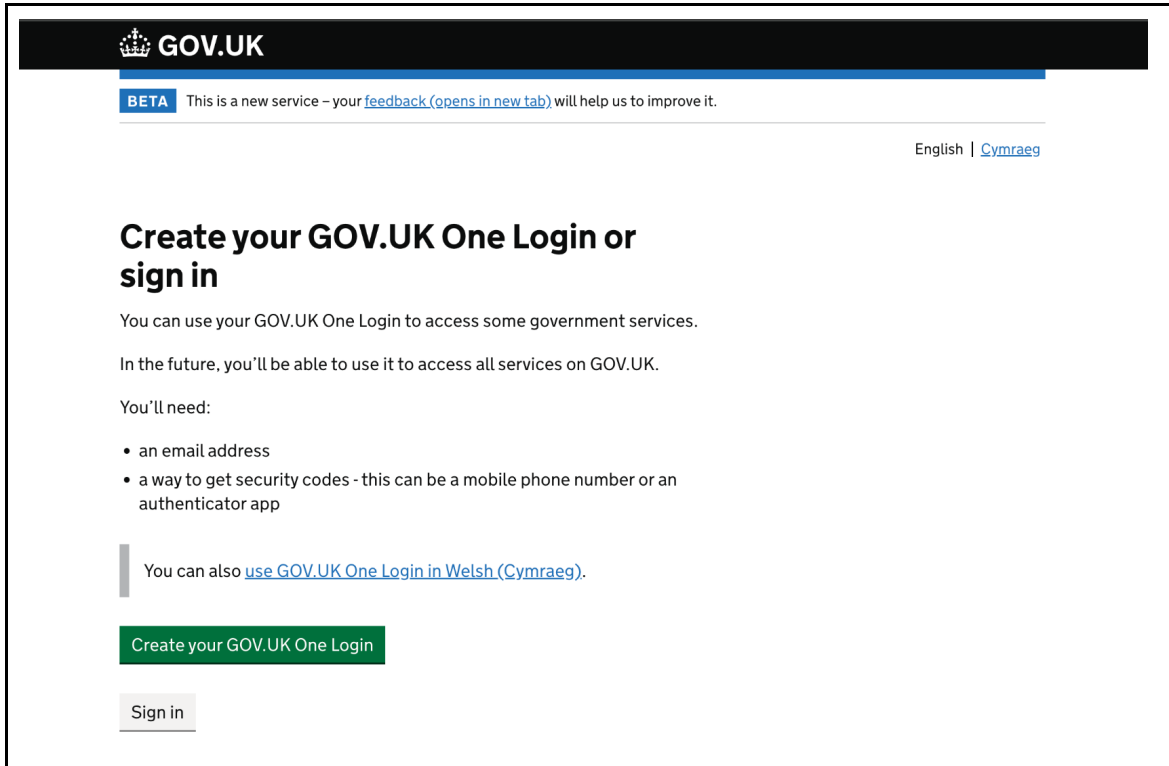
Additional [video guidance](#) is available detailing these steps.

You should use this guide when registering your organisation on the service for the first time. If you need help with completing supplier information, please watch the [walkthrough video](#) or read the supporting user guide and follow the instructions provided.

Step 1: Registration

Every supplier should agree who its first person is to set up the organisation, and do the initial set up, and add and approve other users. The Administrator will also enter and amend all of the details about the organisation.

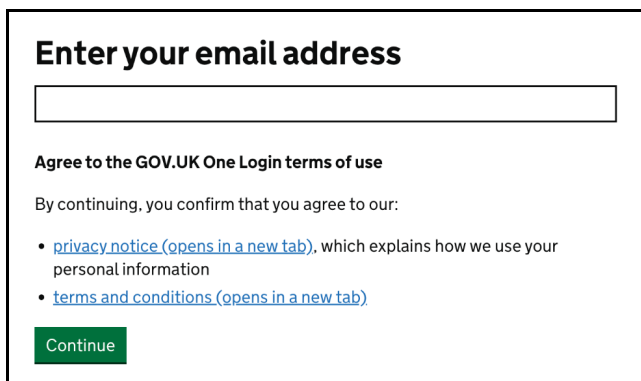
To get started, visit our user registration page and complete the following information to create an account:

A screenshot of the GOV.UK One Login registration page. At the top is the GOV.UK logo. Below it is a blue banner with the word 'BETA' and a message: 'This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.' In the top right corner, there are links for 'English' and 'Cymraeg'. The main heading is 'Create your GOV.UK One Login or sign in'. Below this, it says 'You can use your GOV.UK One Login to access some government services. In the future, you'll be able to use it to access all services on GOV.UK. You'll need:'. A bulleted list follows: 'an email address' and 'a way to get security codes - this can be a mobile phone number or an authenticator app'. Below the list, there is a link: 'You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).' At the bottom, there are two buttons: a green 'Create your GOV.UK One Login' button and a grey 'Sign in' button.

If you already have a GOV.UK One Login account, select 'Sign in' or, if you do not have an account, follow the steps below to register.

Register for GOV.UK One Login

To register for a GOV.UK One Login account, select 'Create your Gov.UK One Login' which will load the following page:

A screenshot of the 'Enter your email address' registration page. It features a large text input field for the email address. Below the field, it says 'Agree to the GOV.UK One Login terms of use'. A message follows: 'By continuing, you confirm that you agree to our:'. A bulleted list contains two links: '[privacy notice \(opens in a new tab\)](#), which explains how we use your personal information' and '[terms and conditions \(opens in a new tab\)](#)'. At the bottom, there is a green 'Continue' button.

Enter your individual work email address here, then view and agree to the terms of use, and

privacy policy.

A code will be sent to your email address. Once you receive the 6 digit security code, enter when prompted on the next screen. Your email might take a few minutes to arrive and you may need to check your spam folder.

Check your email

We have sent an email to:

The email contains a 6 digit security code.

Your email might take a few minutes to arrive. If you do not get an email, check your spam folder.

The code will expire after one hour.

Enter the 6 digit code

[Continue](#)

[Problems with the code?](#)

You will then be asked to choose a password.

Create your password

Enter a password

It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.

[Show](#)

Re-type password

[Show](#)

[How to create a secure password](#)

[Continue](#)

Next, you will now have to choose how to receive security codes. You can choose from receiving a text message or by an authentication app.

Choose how to get security codes

You'll need to enter a security code when you sign in to GOV.UK One Login.

☐ Text message

☐ Authenticator app for smartphone, tablet or computer

[What is an authenticator app?](#)

[Continue](#)

If you selected the text message option, an SMS text message will be sent from GOV.UK to your registered mobile phone number with a 6-digit verification code. The code may take a

few minutes to arrive and will expire after 15 minutes.

You should enter this code on the next page and continue.

Check your phone

We have sent a code to your phone number ending with .

It might take a few minutes to arrive. The code will expire after 15 minutes.

Enter the 6 digit code

[Continue](#)

[Problems with the code?](#)

You will have now created a GOV.UK One Login.

You've created your GOV.UK One Login

Now continue to use the service.

[Continue](#)

Complete Central Digital Platform Registration

Once you have created your GOV.UK One Login, you will then proceed to finalise your registration for the Central Digital Platform.

You should now read and agree to the Central Digital Platform service privacy policy.

Agree to privacy policy before continuing

Before you can continue, you need to read and agree to the [Central Digital Platform service privacy policy \(opens in new tab\)](#).

☒ Yes, I have read and agree to the Central Digital Platform service privacy policy

Continue

You will then be asked to enter your first and last name.

Enter your name

First name

Last name

Continue

Once you select continue, the following page will load displaying your account details and the option to register an organisation.

My account

Sign in details

Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Register an organisation if you are:

- a contracting authority who publishes notices to buy goods, works, services or utilities
- an organisation or sole trader who searches for tenders and submits bids to supply goods, works, services or utilities

[Register an organisation](#)

After you've registered

If you need to you can:

- register as the other role, if you are both a buyer and supplier
- add more organisations

Register an Organisation

You will need to have to hand the organisation's Companies House number or an equivalent, like a Charity Commission number, and the registered address.

You will first need to select 'Register an organisation' from the 'My account' page as shown above. You will then be asked whether you wish to register as a Buyer or Supplier - select Supplier.

What do you want to register your organisation as?

☐ Buyer
A contracting authority who publishes notices to buy goods, works, services or utilities

☐ Supplier
An organisation or sole trader who searches for tenders and submits bids to supply goods, works, services or utilities

[Continue](#)

You will now be asked if your organisation has a Companies House number. If you do, you will be prompted to enter one.

Does your organisation have a Companies House number?

You can [find your company number on Companies House \(opens in a new tab\)](#). It is an 8 digit or 2 letter and 6 digit number. For example, 12345678 or SC123456.

- ☐ Yes
- ☐ No

Continue

If you do not have a Companies House number, select 'No' and you will be prompted with the below alternative options. If none apply, you will be generated a unique identifier.

Is your organisation on any of these registries?

Select all that apply. Then enter the registration number.

- ☐ Charity Commission for England and Wales
- ☐ Scottish Charity Regulator
- ☐ Charity Commission for Northern Ireland
- ☐ Mutuels Public Register
- ☐ Guernsey Registry
- ☐ Jersey Financial Services Commission Registry
- ☐ Isle of Man Companies Registry
- ☐ NHS Organisation Data Service (ODS)
- ☐ UK Register of Learning Providers

or

- ☐ None apply

Continue

You will now check or enter your organisation’s registered name. If you previously entered a Companies House number, this will be automatically populated from Companies House.

Enter your organisation's name

As registered on Companies House if incorporated, or the trading name of the company.

Continue

Next, check or enter your organisation’s registered address. As before, this will be automatically populated if you entered a Companies House number.

Enter your organisation's registered address

The address registered with Companies House, or the principal address the business conducts its activities. For example, a head office.

[Enter a non-UK address](#)

Address line 1

Town or city

Postcode

Continue

The next screen will allow you to check your answers, and make any necessary changes, before proceeding to select ‘save’ and completing the registration of your organisation.

Check your answers

Organisation identifier	Other / None	Change
Organisation name	FTS Supplier Example	Change
Email address	Shared.Inbox@FTSSupplierExample.com	Change
Registered address	Anywhere Road Anywhere Town AN00 0YW United Kingdom	Change

Save

Selecting ‘Save’ will load the following page to display your registered organisation.

My account

Sign in details

Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Organisation name

FTS Supplier Example

[View](#)

[Add another organisation](#)

To see the details of the organisation and complete supplier information, select 'View'.

Further organisations can be added. For example, you might be a shareholding director in several businesses, and wish to register all of those businesses then set up further administrators and users for each.

Step 2: Enter your details

Now you will be required to enter the organisation's supplier information. Having all the required information to hand will speed up the process. The administrator will be asked to input or upload:

- Basic Information,
- Connected Persons,
- Qualifications,
- Trade Assurances,
- Exclusions, and
- Financial Information.

Once you have the required information to hand, navigate to the organisation page by selecting 'view' next to your chosen organisation.

My account

Sign in details

Email address:

You can [change your sign in details in your GOV.UK One Login](#).

My organisations

Organisation name

FTS Supplier Example [View](#)

[Add another organisation](#)

This will load the following page displaying the details of your organisation. To complete your supplier information, select 'Complete Supplier Information'.

FTS Supplier Example

Organisation details

Organisation name	FTS Supplier Example	Change
Organisation identifier	<ul style="list-style-type: none">Ppon 56dd33f4439c45ff8e1a7e7cf13fce7	Add
Organisation email	Shared.Inbox@FTSSupplierExample.com	Change
Organisation address	Anywhere Road Anywhere Town AN00 0YW United Kingdom	Change

[Complete supplier information](#)

Complete and share your supplier information to bid for procurements.

[Manage users](#)

View, add or remove users.

You should then work through each section and enter the information required. There are very simple dropdowns for each section and hint text to show what is needed.

FTS Supplier Example

FindATenderExample

Supplier information

Basic information

Completed

Connected persons

1 Connected person

Completed

Qualifications

1 record

Completed

Trade assurances

1 record

Completed

Exclusions

1 record

Completed

Financial information

2 records

Completed

Share my information

Back to organisation details

If you need a more detailed walkthrough of how to enter supplier information, please watch the [walkthrough video](#) *‘A guide for suppliers: Detailed walkthrough How an administrator completes and updates supplier info’* or read the associated user guide and follow the instructions provided.

Step 3: Declare and Share

Once supplier information has been completed, it is ready for checking and declaring that it is

accurate. To share the information as part of the bid, there are two methods. It could be through a share code, a number that is entered in the contracting authority's tendering portal, or, by downloading the information and sharing by email or uploading as an attachment.

Once the Supplier Information has been completed, select 'Share my information' to begin the information sharing process.

FTS Supplier Example

Supplier information

Basic information		Completed
Connected persons	1 Connected person	Completed
Qualifications	1 record	Completed
Trade assurances	1 record	Completed
Exclusions	1 record	Completed
Financial information	2 records	Completed
Share my information		
Back to organisation details		

The following page will load where you can find out more about how sharing supplier information works or progress to sharing information by selecting 'Create a share code'.

From this page you will be able to see any previously generated share codes and the date they were created on. If your supplier information changes, you can update it and create a new share code and file to share the new information.

Share your supplier information

[▶ How it works](#)

Create a share code once you've completed all sections. You'll be asked for this share code if you apply for a tender.

Create a share code

Your share codes and supplier information files

Share codes	Created on	Files
LhgL97H6	15/11/2024	Download

To progress, you must read the declaration and select the box to confirm that you understand and agree to the declaration.

Declaration

- I am authorised to make this declaration on behalf of the supplier and declare that to the best of my knowledge the answers submitted and information contained is correct and accurate at the time of declaration.
- I declare that, upon request from the Contracting Authority and without delay I will provide the certificates or documentary evidence referred to in this information.
- I understand that the information is required as per the regulations of the Procurement Act 2023 and may be used in the selection process to assess my suitability to participate further in this procurement.
- I understand that a contracting authority with whom this information is shared may request further clarity or detail on information provided in this submission.



I understand and agree to the above statements

Continue

Next, you will be prompted to enter your name.

Your declaration details

Enter your name

Your name as the person authorised to declare the supplier information.

Continue

Then, enter your job title.

Your declaration details

Enter your job title

Continue

You'll then be asked to enter your work email address.

Your declaration details

Enter your email address

So the contracting authority can contact you.

Continue

Next, you will be prompted to enter the postal address of your organisation.

Your declaration details

Enter your postal address

So the contracting authority can contact you.

[Enter a non-UK address](#)

Address line 1

Town or city

Postcode

Continue

You will then be prompted to check your answers and make changes as necessary. You should then select 'Confirm and get share code'.

Check your answers

Declaration	Yes, I understand and agree to the above statements	Change
Declared by	Joe Bloggs	Change
Job title	Company Administrator	Change
Email address	Joe.Bloggs@FTSSupplierExample.com	Change
Postal address	Anywhere Road Anywhere Town AN00 0YW United Kingdom	Change

Confirm and get share code

The following screen will load which displays your share code. You can also download your supplier information file for onward sharing.

Share code created

Your share code
fmzMTM6B

You can save your share code and [download your supplier information file](#) or come back and get them when needed.

If your supplier information changes, you can update it and create a new share code and file to share the new information.

[Back to organisation details](#)

You are now bid ready.