



How to register your organisation and find your unique identifier - a guide for suppliers

This guide relates to
registering as a supplier on the
new central digital platform
(Find a Tender)

What is the Central Digital Platform?

The Central Digital Platform - also known as Find a Tender - is an online portal which makes it easier for suppliers to find and bid for public contracts. It 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.

FREE

www.gov.uk/find-tender

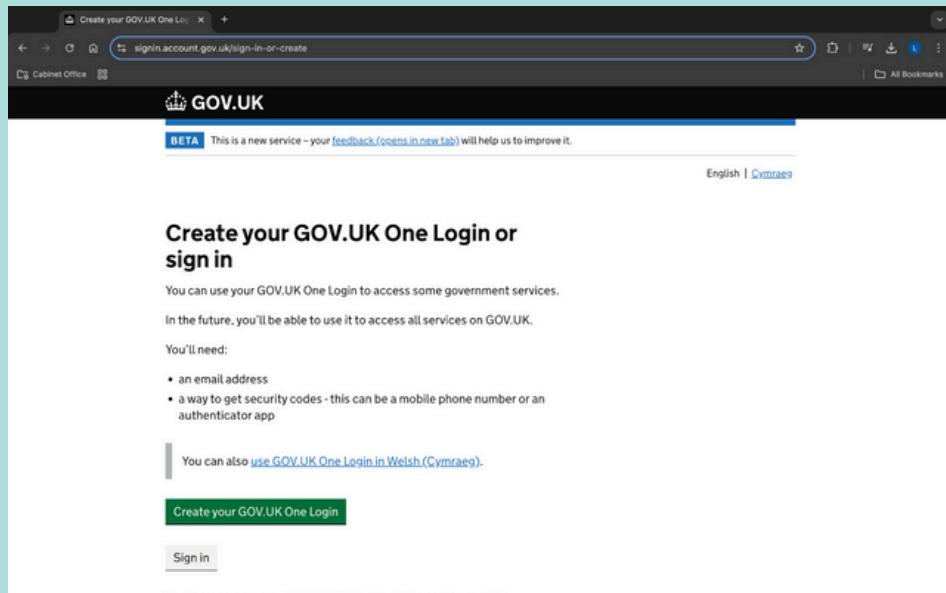
The central digital platform
is free to use for everyone.

The screenshot shows the 'Find a Tender' website homepage. The top navigation bar includes the GOV.UK logo, a search bar, and links for 'Search' and 'Sign in'. A 'BETA' label with a small explanatory text is visible. The main content area features a large blue banner with the text 'Find information on UK public procurements and contracts'. Below this, a paragraph explains the service's purpose: 'Find a Tender is where public sector buyers publish procurement, dynamic market and contract notices that suppliers can search and apply for.' A 'Search >' button is located at the bottom of this section. At the very bottom of the page, a note states: 'You'll need a GOV.UK One Login to sign in to this service.'

Registration in 3 easy steps

Every supplier should assign a single person to initially set up and register their organisation. This person will be the Administrator and will be able to 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 steps to create an account:



If you already have a GOV.UK One Login account, select 'Sign in' and skip to step 2 or, if you do not have an account, follow the step 1 below to register.

1 STEP ONE: 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 a registration form. The title 'Enter your email address' is at the top. Below it is a large input field. Underneath the input field is a section titled 'Agree to the GOV.UK One Login terms of use'. It contains a statement: 'By continuing, you confirm that you agree to our:' followed by a list of two items: 'privacy notice (opens in a new tab)' and 'terms and conditions (opens in a new tab)'. At the bottom is a 'Continue' button.

2

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 GOVUK 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

2 STEP TWO: Complete Central Digital Platform Registration

Once you have created your GOV.UK One Login or signed in, 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: Joe.Bloggs@FTSSupplierExample.com

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

3 STEP THREE: Complete Central Digital Platform Registration

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.

If you do not have a relevant registered account number the platform will assign you one.

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

Mutuals 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

If appropriate, select your SME status

Which best describes your organisation?

Select all that apply



Small or medium-sized enterprise (SME)

Fewer than 250 staff and a turnover of £44 million or less or a balance sheet total of £38 million or less



Voluntary, community and social enterprise (VCSE)

Non-governmental, value-driven and reinvests to further social, environmental or cultural objectives



Supported employment provider

Providing employment, or employment related support, to disabled or disadvantaged individuals that represent at least 30% of the workforce



Public service mutual

Had previously left the public sector, but continuing to deliver public services

or



None apply

Save

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

You will now enter your organisation's email address. This should be a shared email that other members of your team can access. When registering, you have the option to retain the notices and save searches on your old account by reregistering with the same email addresses. If you register with a new email address, your old information will not be pulled through.

Enter your organisation's email address

Where possible, use a shared inbox that other team members can access

[Continue](#)

Next, check or enter your organisation's registered address. As before, this will be automatically populated if you entered a Companies House number. You also have the option to enter a non-UK address on this page.

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 find your unique identifier, select 'View'.

On this page, you will see your organisation's details, including your identifier as highlighted. Share this unique identifier with the contracting authority before being awarded a contract.

FTS Supplier Example

Organisation details

Organisation name	FTS Supplier Example	Change
Organisation identifier	• Public procurement organisation number (PPON) PXRD-7137-ZRNL	Add
Organisation email	Shared.Inbox@FTSSupplierExample.com	Change
Organisation address	Anywhere Road Anywhere Town AB1 0AA United Kingdom	Change

[Complete supplier information](#)

Complete and share your supplier information to bid for procurements.

[Manage users](#)

View, add or remove users.

[Register as a buyer](#)

If you also buy public sector goods, works, services or utilities.