



Step-by-step guide to Find a Tender Service Registration for Buyers

We have created a series of example screenshots to follow when registration opens.

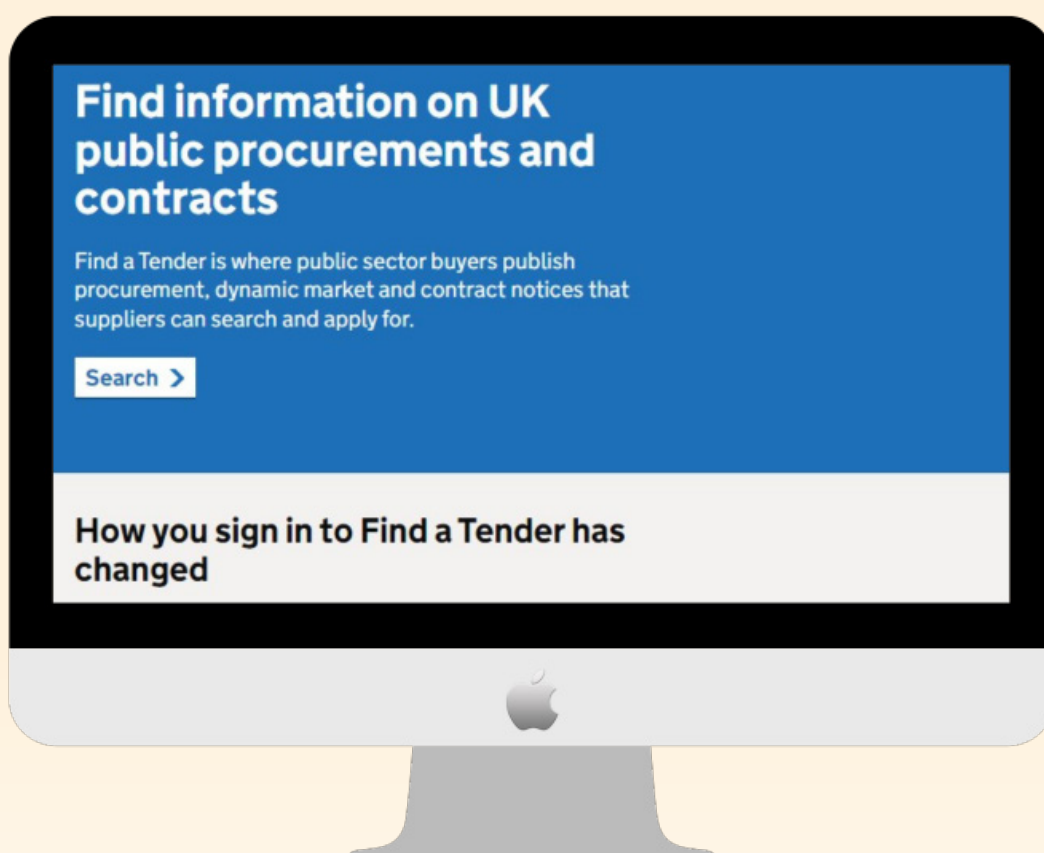
There are four steps in this guide:

Step 1 – Creating your personal UK Government ‘One Login’ account

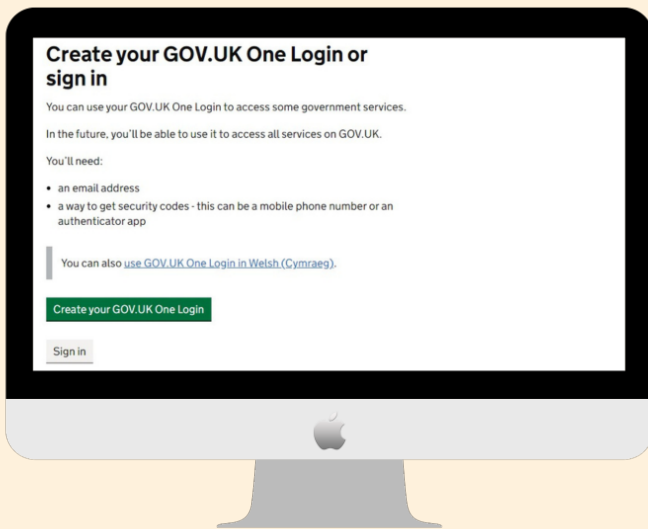
Step 2 – Setting up a buyer profile for your institution

Step 3 – Generating an API key to share with your eSender/eProcurement platform provider

Step 4 – Adding in additional users for your institution



Step 1 – Creating your personal UK Government ‘One Login’ account



Click on the ‘Sign in with One Login’ link. This will take you to the one login landing page.

Click on the green ‘Create your GOV.UK One Login’ button.

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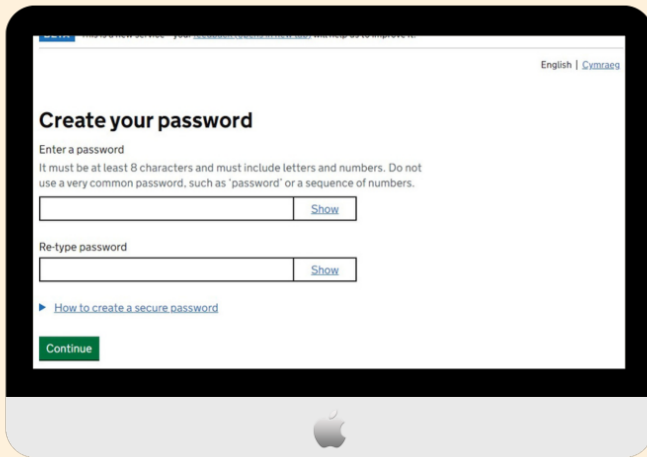
Enter your direct business email address and click on ‘continue’.

2

Check your email account for an incoming email with a six-digit code and enter that code into the above box, then click ‘continue’.

3

Step 1 – Creating your personal UK Government ‘One Login’ account

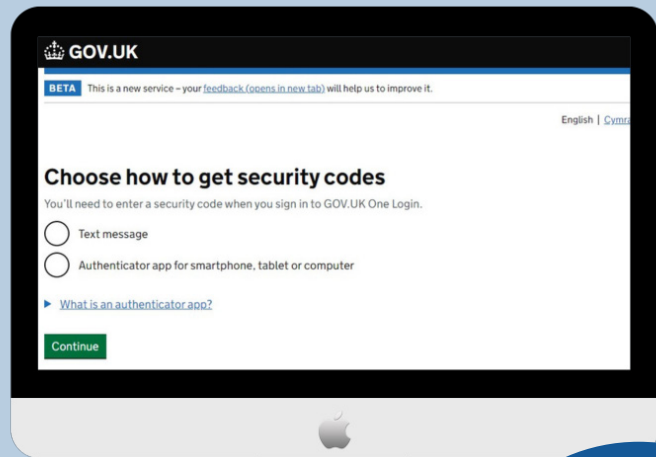


Follow the instructions to create your own personal password for future access. Remember this is your password, not your institution’s password, so don’t share it with others. Once entered, click ‘continue’.

4

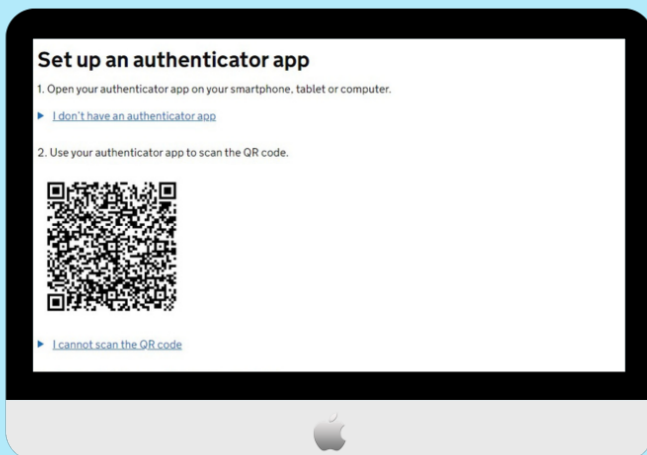
You will then be asked to set-up a two-factor (2FA) authentication.

You can choose to nominate a mobile phone number to which a 6-digit authentication code can be sent each time you log in, or you can choose to use an authenticator app such as Microsoft Authenticator. Click on ‘continue’.



Scan the QR code that appears on your screen to add the portal into your list of 2FA authentications.

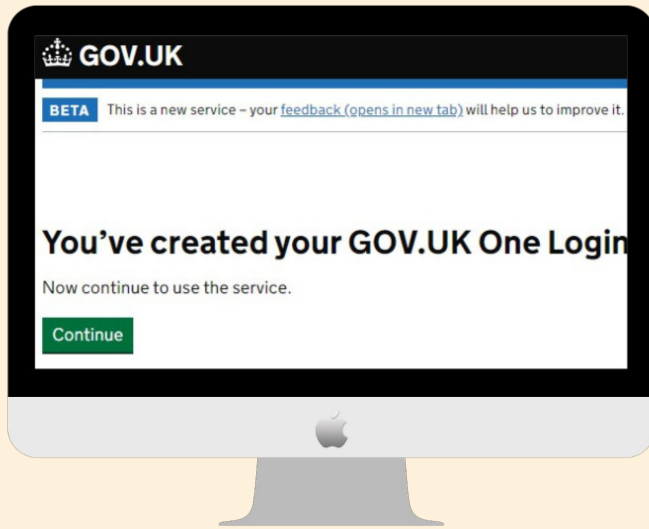
5



When you have followed the ‘add’ option on your authenticator app, it will give you a six-digit code to add into the ‘Enter the code’ box. Clicking on ‘continue’ will then verify you and link your personal login to that authenticator app.

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Step 1 – Creating your personal UK Government ‘One Login’ account



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Click on 'continue' and you will be taken back to the main login screen for the new Find a Tender Service, where you can login as a buyer using your email address, password and two-factor authentication code.

If successful, you will have created your One Login account and can move on to step 2.

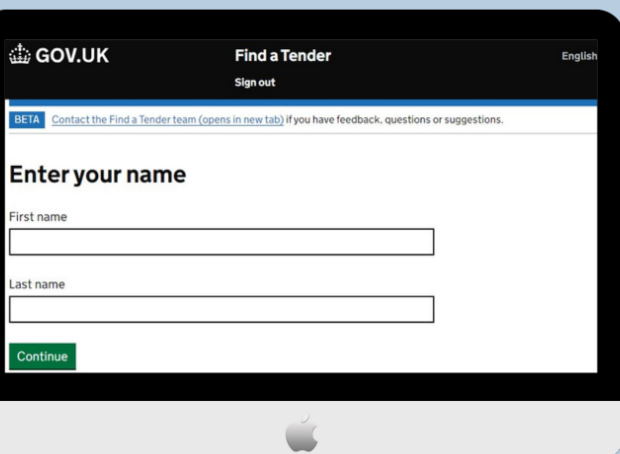
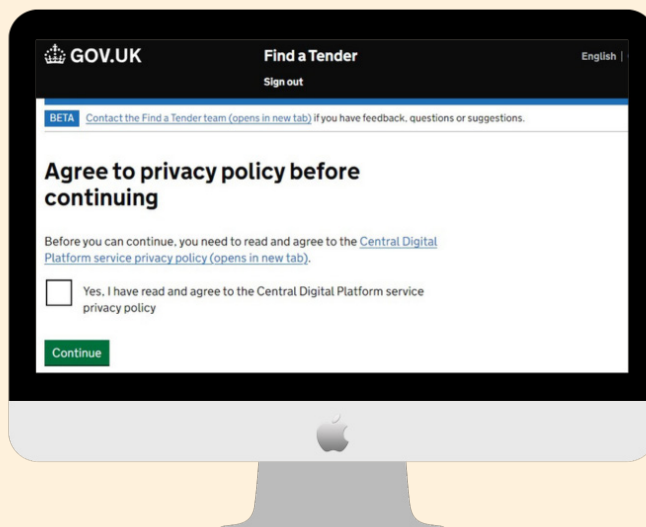
Step 2 – Setting up a buyer profile for your institution



When logging in, you will be asked to agree to the platform's privacy policy.

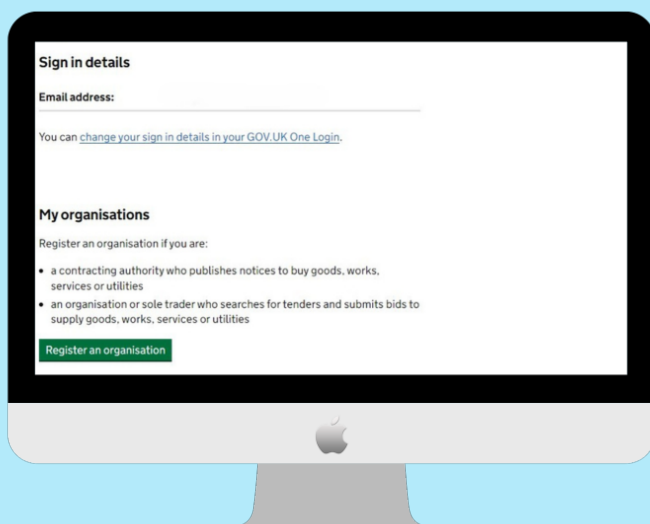
Select the box to agree and click 'continue', this will take you to a screen which asks for your first and last name.

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Enter your name and click 'continue' and you should see your account.



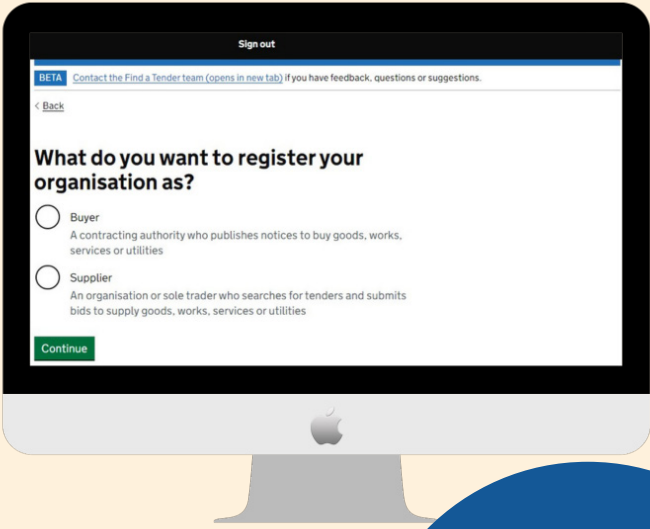
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Click on the green button 'Register an organisation' and this will take you to:

Step 2 – Setting up a buyer profile for your institution

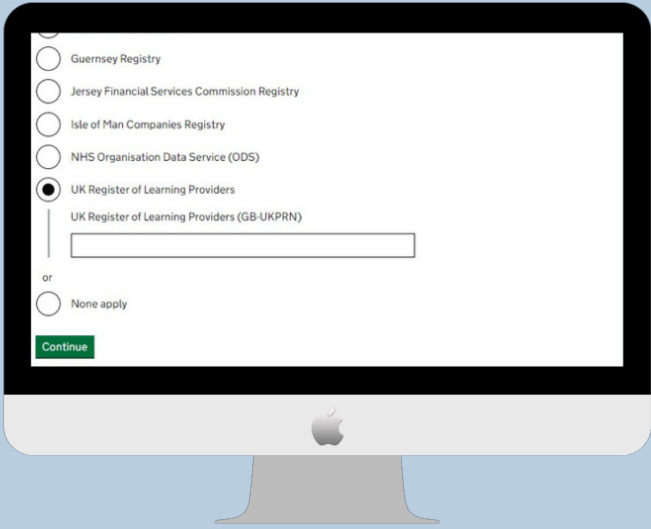


Select 'buyer' and click 'continue'. This takes you to a screen where you need to verify your institution type.



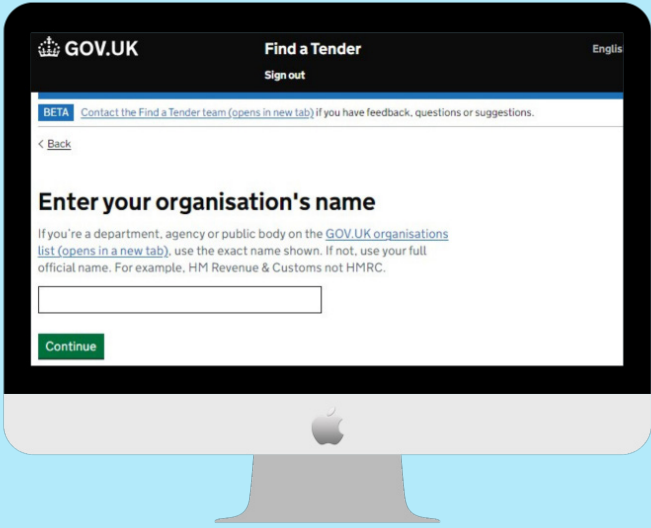
11

As a member of CPC, you will likely be a school, MAT or FE College, so choose the 'UK Register of Learning Providers' option and insert your 8-digit UKPRN number.



12

If you don't know your UKPRN number, you can find it by searching for your institution on the [UK Register of Learning Providers register](#). Click 'continue'.



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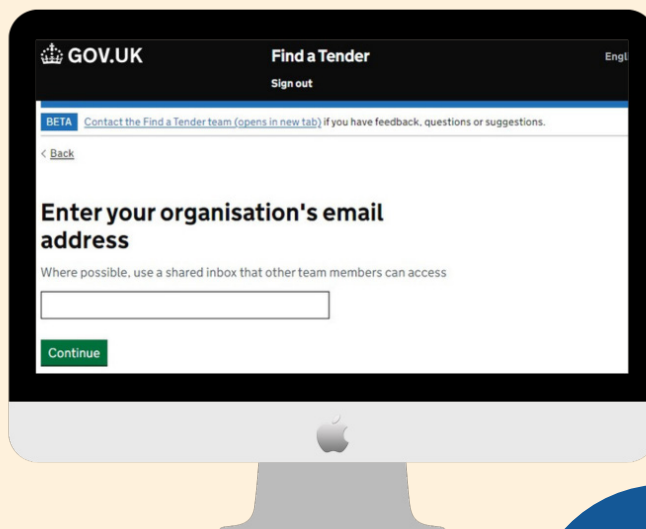
After adding-in your registration number and you will be asked to provide your organisation's name, then click 'continue'.

Step 2 – Setting up a buyer profile for your institution



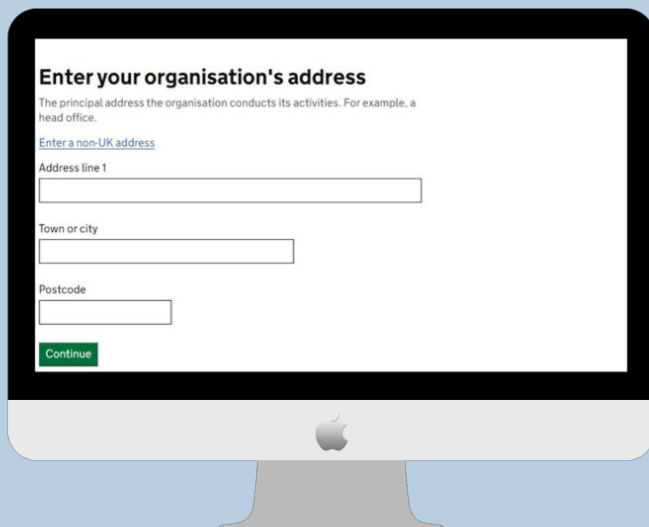
You will then be asked to provide your institution's email address. Add in the most appropriate email address for your team, for example finance@, procurement@, tenders@ etc.

Do not use your own direct email address, as this will prevent emails from the platform being received if you are not in the office, or if you leave your institution at some point in the future. Click 'continue'.



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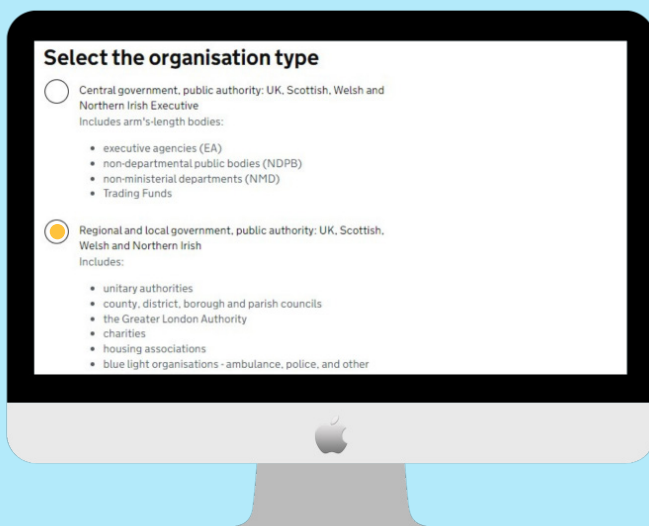
Next you will be asked to confirm your institution's address.



You may find that some of the fields in the address form have been pre-populated. If they are incorrect simply delete the text and add-in the correct address. Click 'continue' and you will be taken to a screen which asks you to confirm your organisation type.

15

As a school, MAT or FE College, you are classified as the wider 'Regional and local government, public authority', so select this option then click 'continue'.



At this point, you will be asked to confirm whether you are subject to the devolved regulations for Scotland, Wales or Northern Ireland

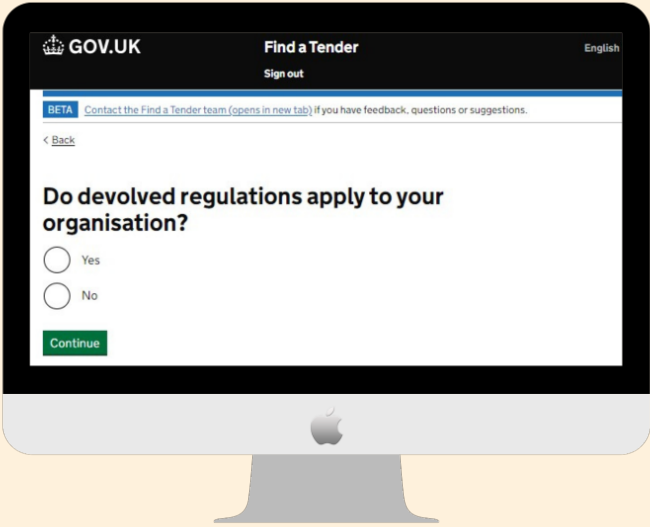
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Step 2 – Setting up a buyer profile for your institution



If your institution is based in England select 'No' and then click 'continue'. Otherwise, select 'Yes' and click 'continue' to be taken to a screen which narrows down in which devolved nation your institution is based.

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Select the appropriate response and click 'continue'. You will be taken to a screen which summarises your registration details and you will have the option to correct any mistakes.

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In the above example for CPC, we register as a Charity rather than as a learning provider, but otherwise your summary should be similar. Once you are happy with the details provided, click 'save' to finalise your registration.

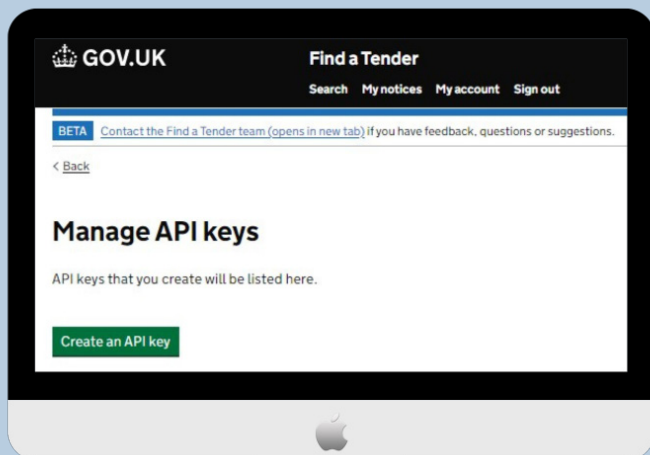
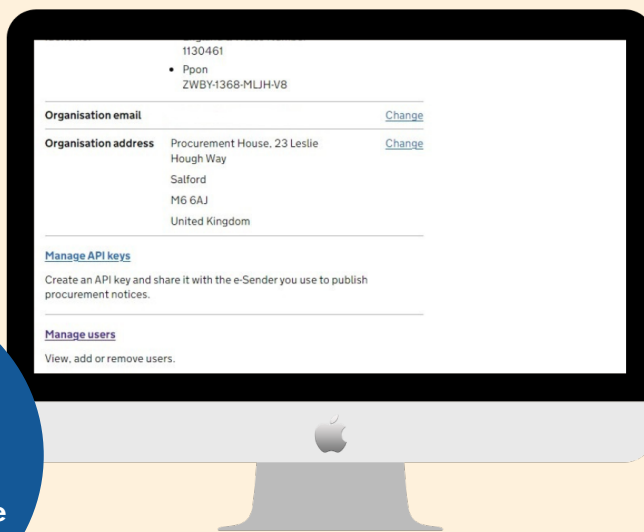
Step 3 – Generating an API key to share with your eSender/eProcurement platform provider



Once registered and upon logging in, you should see the following screen. When you initially register in accordance with Step 2 above, you may see the words “Application Pending” at the top of the screen. You will need to give the system time to verify your application before you can complete Step 3.

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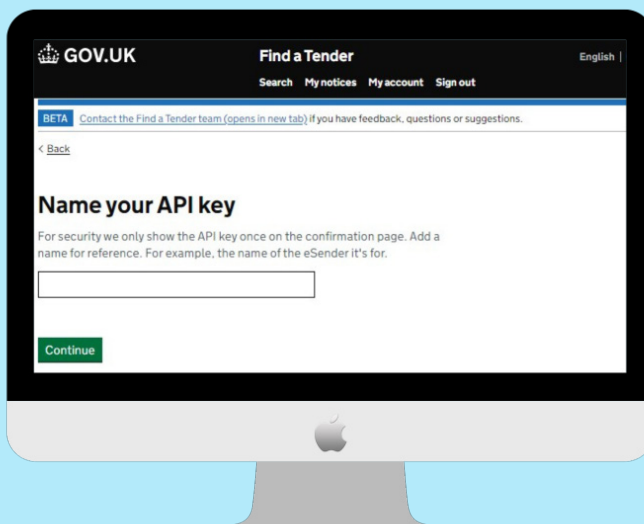
To create a new API Key, click on the ‘Manage API keys’ link and you will be taken to the following screen.



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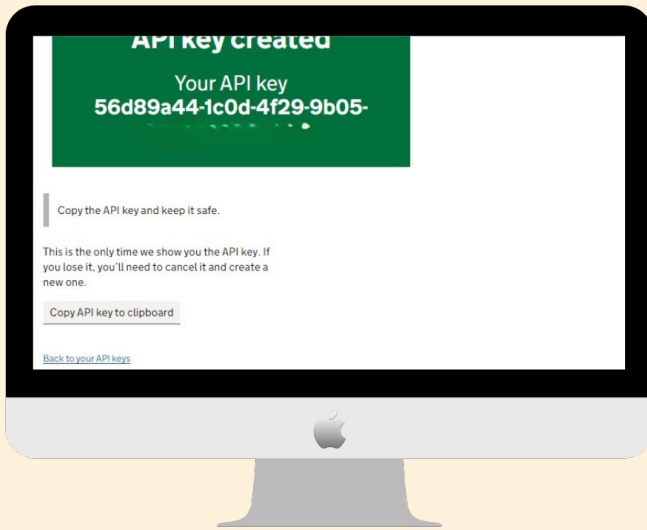
Click on ‘Create an API key’ and you will be taken to a screen which asks you to label the API key that you are about to create. We recommend naming it ‘API Key for eSender Platform’.

When you have entered a suitable name, click ‘continue’.



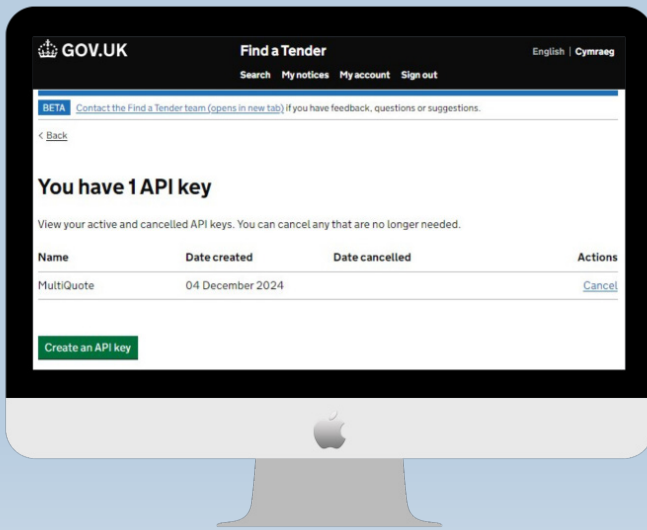
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Step 3 – Generating an API key to share with your eSender/eProcurement platform provider



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On your screen a long code will be detailed in a green box, this is your API key. This can only be used by one eSender, so if you use multiple eSenders, such as MultiQuote, InTend, The Chest, etc.



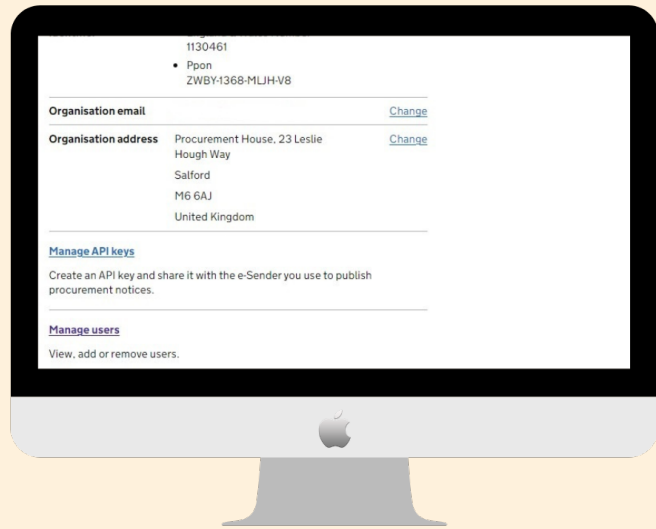
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You will need to repeat the process to create different API keys for each eSender platform you use. Click the link 'Back to your API keys' and you will see a summary of API keys created.

Step 4 – Adding in additional users for your institution



From the login home screen, Click on the 'Manage users' link. This will take you to a new screen



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Organisation has 1 user

Mark Pearson Admin Editor

Add another user?

Yes No

[Continue](#)

Select 'Yes' and click 'continue' to add another user.

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Add a user

First name

Last name

Email address

Select user role

Select the one that applies

Admin

Can do anything, including add, remove and edit users

Editor

Add the details for the second user. We recommend joint user administration, so give this second user Admin rights. Once you have completed the relevant information, click 'continue' and you will see a summary of the information provided.

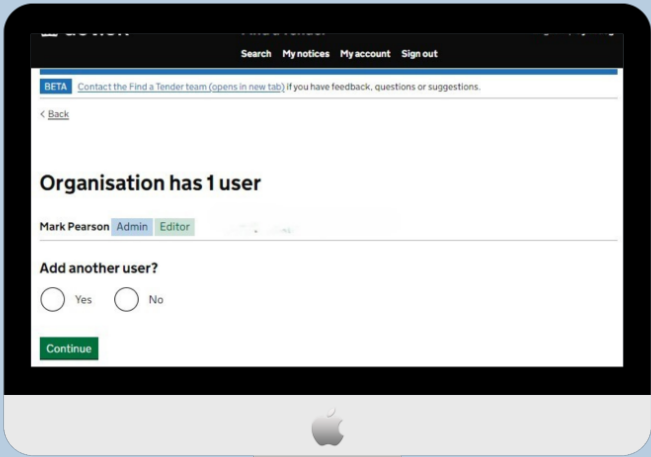
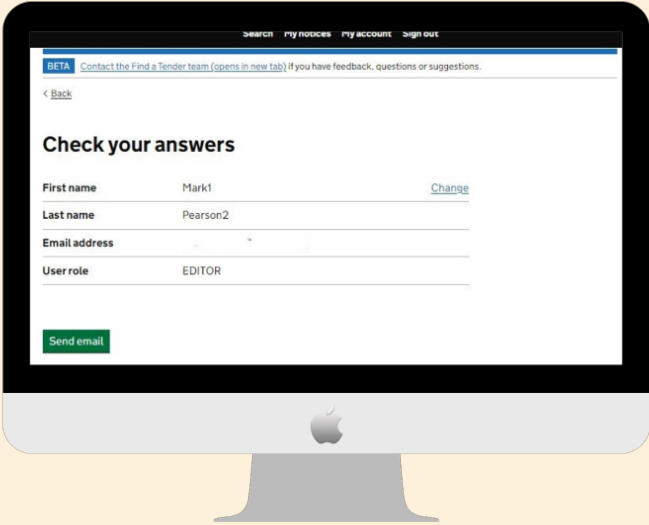
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Step 4 – Adding in additional users for your institution



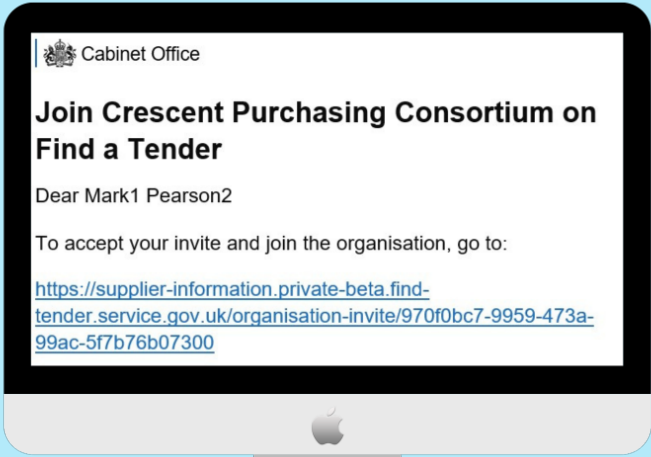
Click 'Send email' and the user you have nominated will receive an email with a link to verify/accept their addition as a user on the platform.

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As the originator of the 'add user' request, you will see:



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The user you nominate will receive an email, the text of which will look similar to this:

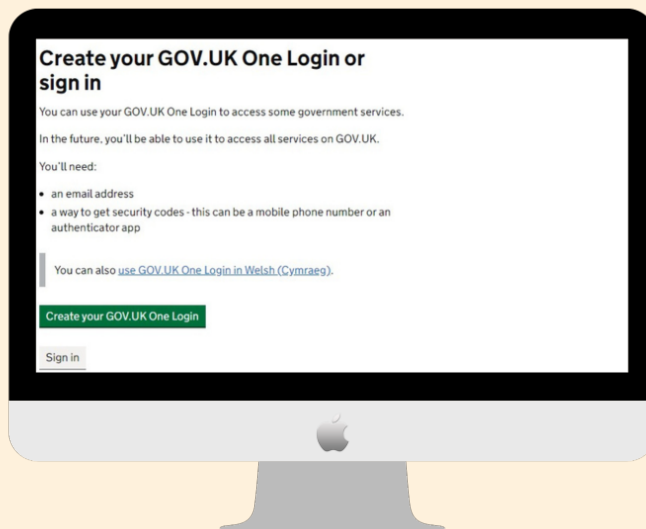
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They simply need to click on the hyperlink in the email and it will take them to a screen where they can register as a user by creating their own One Login (Step 1 in this guide).

Share this guide with them so they can follow the steps to create their own personal One Login.

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Interested in becoming a CPC member?

Find out more [here](#).





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