



Step-by-step guide to Central Digital Platform Registration for Suppliers

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

There are five steps in this guide:

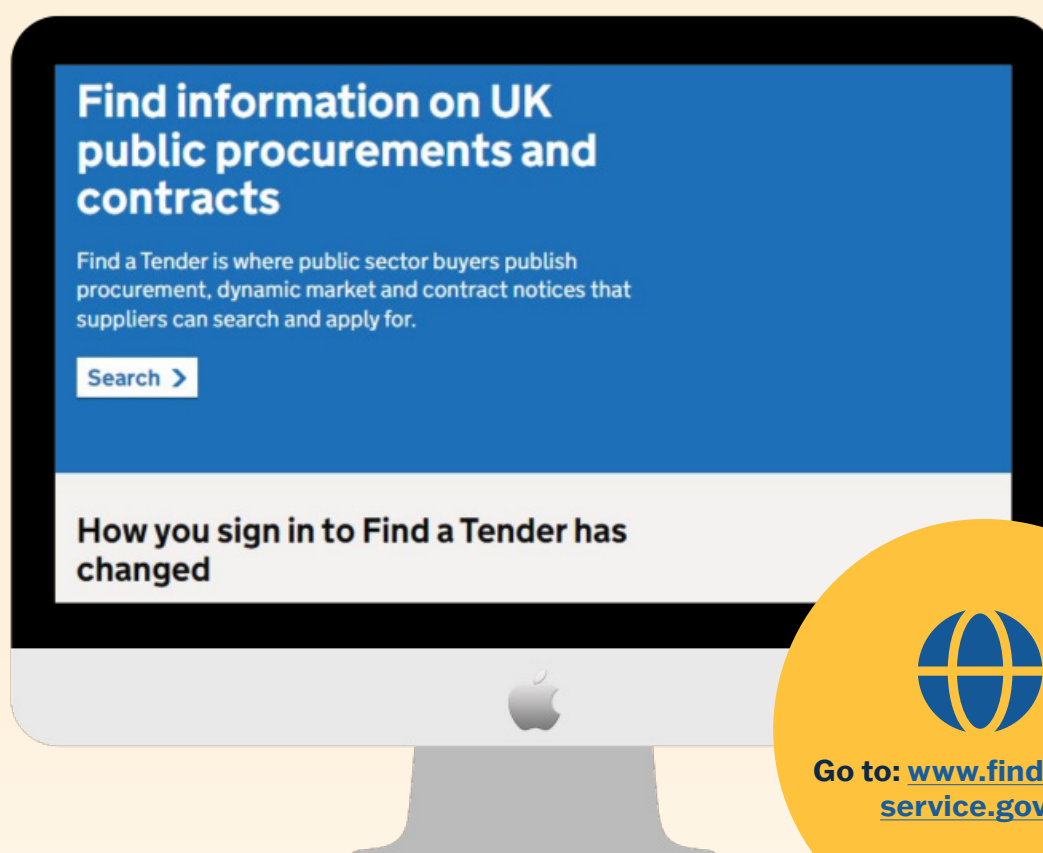
Step 1 – Creating your personal UK Government ‘One Login’ account

Step 2 – Setting up a supplier profile for your company

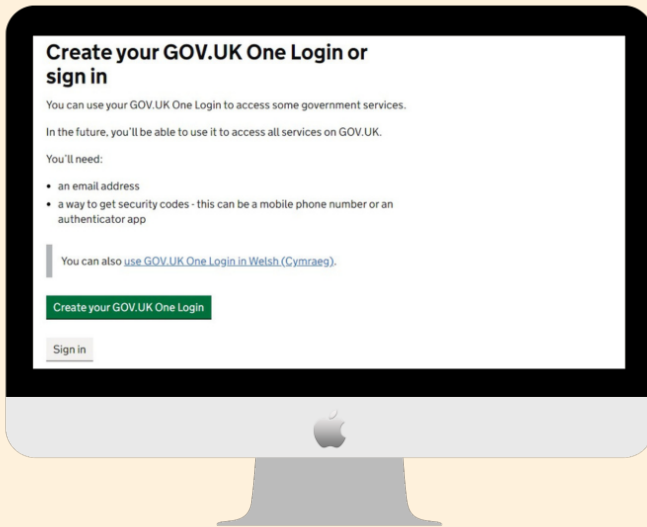
Step 3 – Uploading your company information

Step 4 – Sharing your information (in a tender submission)

Step 5 – Adding in additional users for your company



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.

1

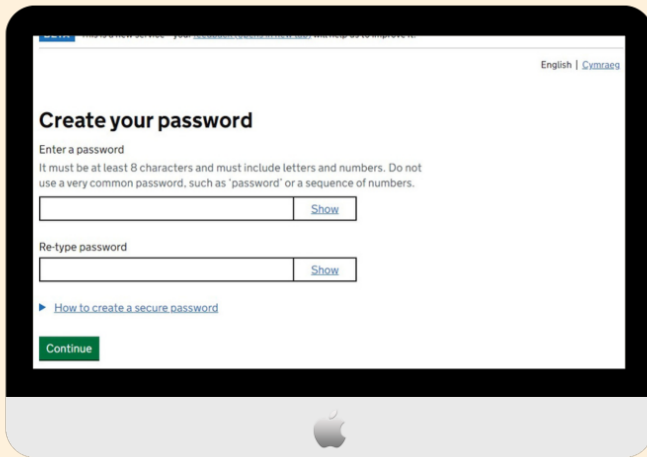
Enter your direct business email address and click on ‘continue’.

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

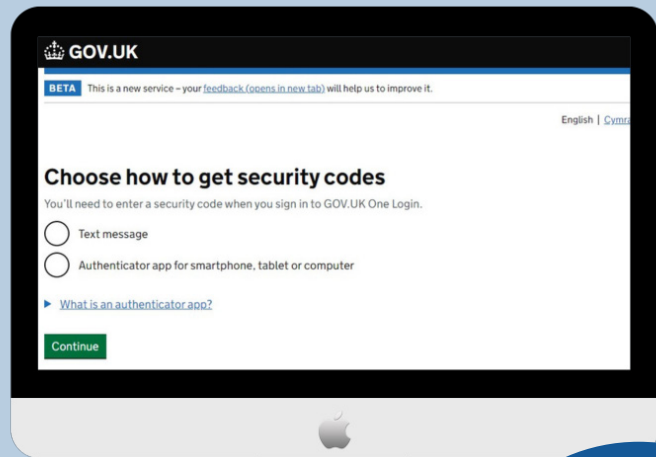


Follow the instructions to create your own personal password for future access. Remember this is your password, not your institution's password, so don't share it with others. Once entered, click 'continue'.

4

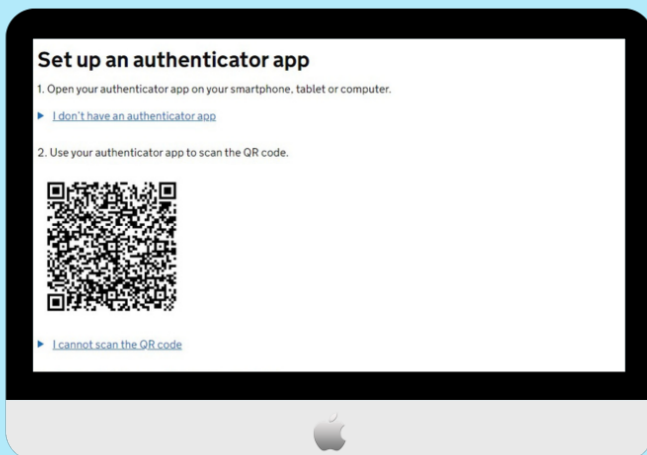
You will then be asked to set-up a two-factor (2FA) authentication.

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.

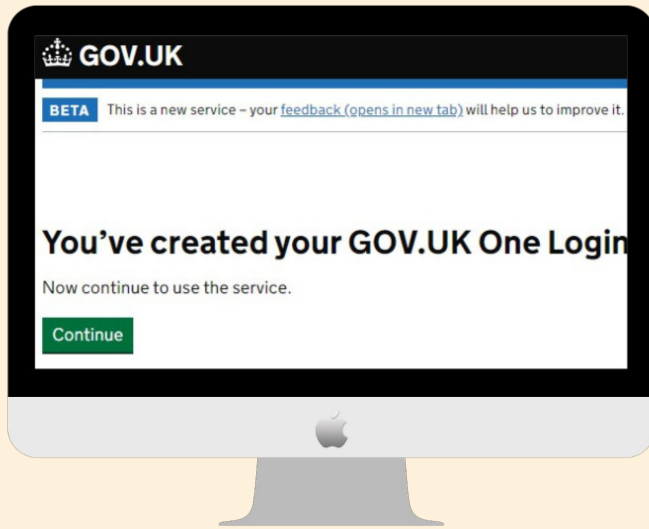
5



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.

6

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



7

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.

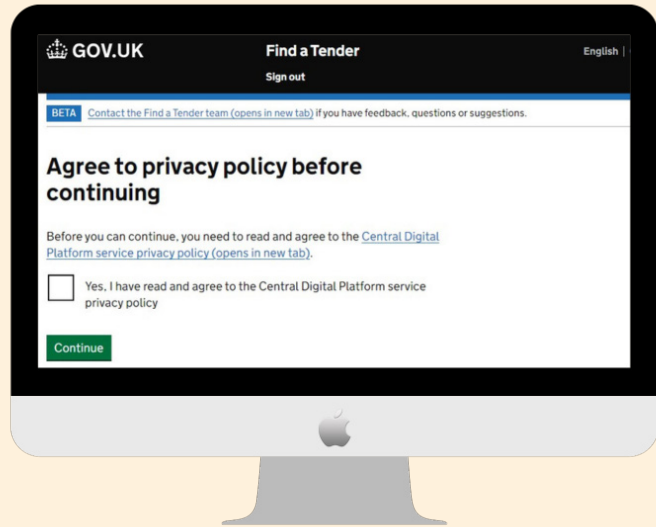
Step 2 – Setting up a supplier profile for your company



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 an initial summary page which unlike our screenshot example, should be empty of existing registrations.

8



My account

Sign in details

Email address: mark.pearson@thecpc.ac.uk

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

My organisations

Organisation name

Crescent Purchasing Consortium

[View](#)

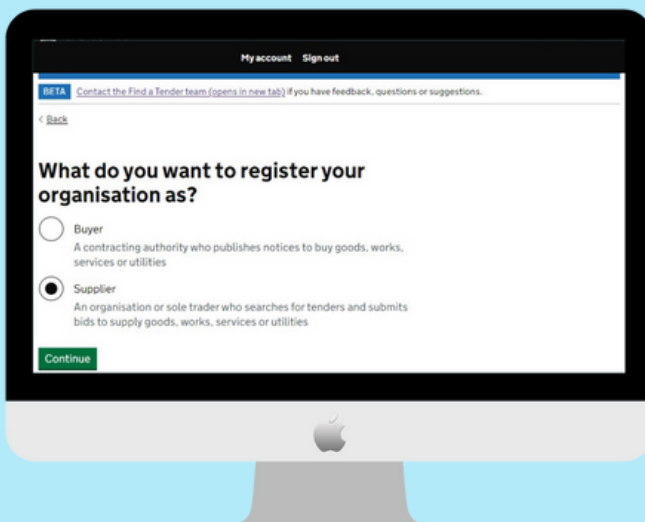
CRESCENT PURCHASING LIMITED

[View](#)

[Add another organisation](#)

Click on “add (another) organisation” and the process of registering your company will begin.

9



You will be registering as a supplier, so select this option.

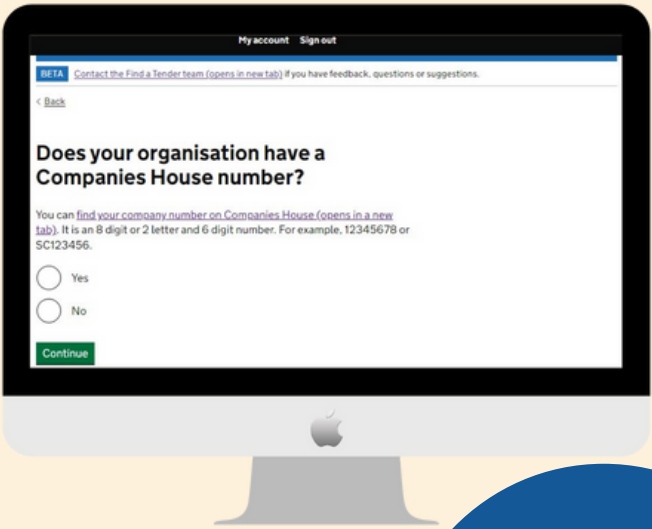
10

Step 2 – Setting up a buyer profile for your company



If your company is registered with Companies House, click 'Yes' and add in the company number then click 'continue'.

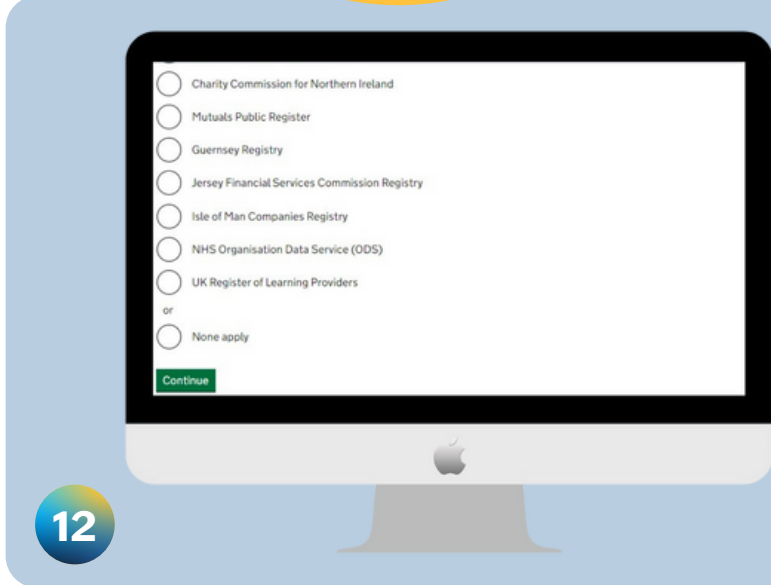
If you are a large company and someone else within your company has already pipped you to the post, the system will advise that your company is already registered and offer you the option to link into that registration as a user.



11

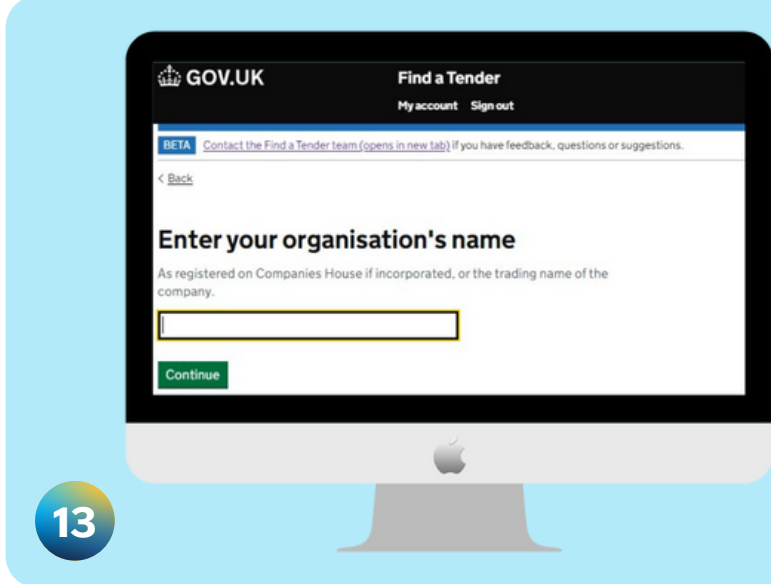
If you are an SME or VCSE and not registered with Companies House, click No then Continue. You will be offered an alternative method of identification.

Select the most appropriate and add in any specific registration number linked to that method of identification, such as your charity number if selecting one of the "Charity Commission" options.



12

You will then be asked to enter your company name. This may be pre-populated by the portal.



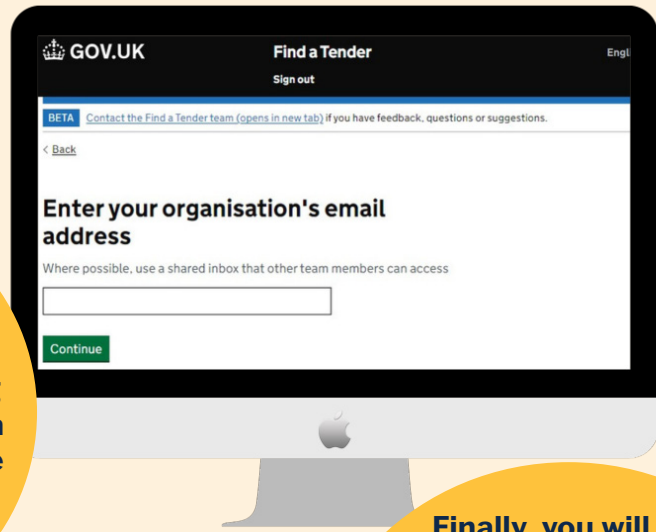
13

Step 2 – Setting up a buyer profile for your company



You will then be asked to enter your company's email address. This is the point where you should use a resource account email address, such as bids@company.co.uk

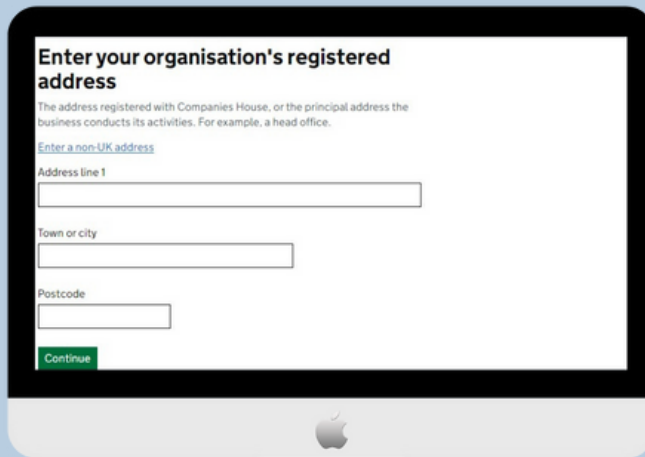
Do not use your own direct email address, as this will prevent emails from the platform being received if you are not in the office, or if you leave your institution at some point in the future. Click 'continue'.



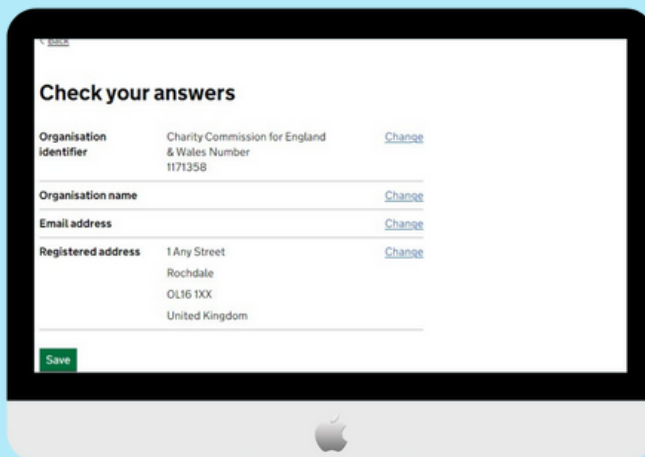
14

Finally, you will be asked to confirm your registered or trading address. Again, this page is likely to be pre-populated, but in testing, it became apparent that the information was not wholly accurate, so check and amend any information already included in the address boxes.

Select 'Continue' and you will be taken to a screen which summarises the information you have provided.



15



If you are happy with this information, click 'Save' and that completes your initial company registration.

16

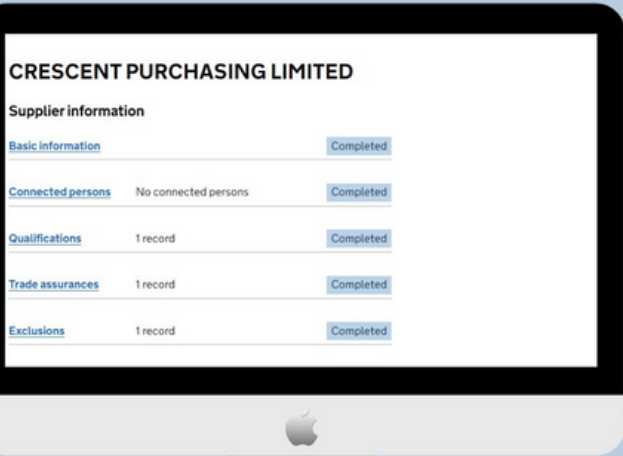
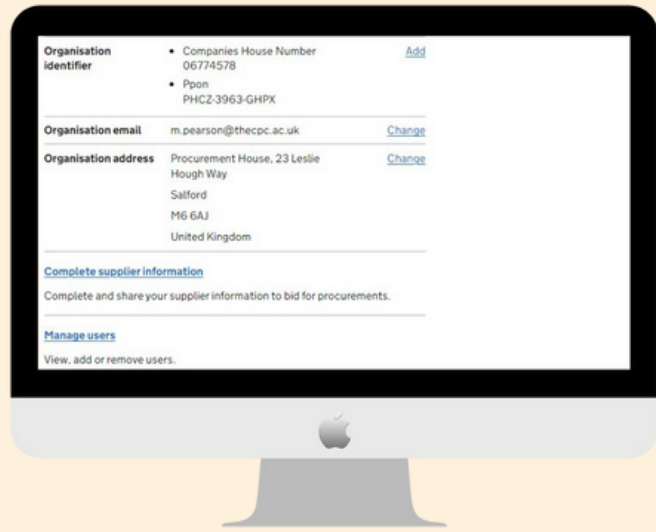
Step 3 – Uploading your company information



Your home screen upon logging in, should now include your company name.

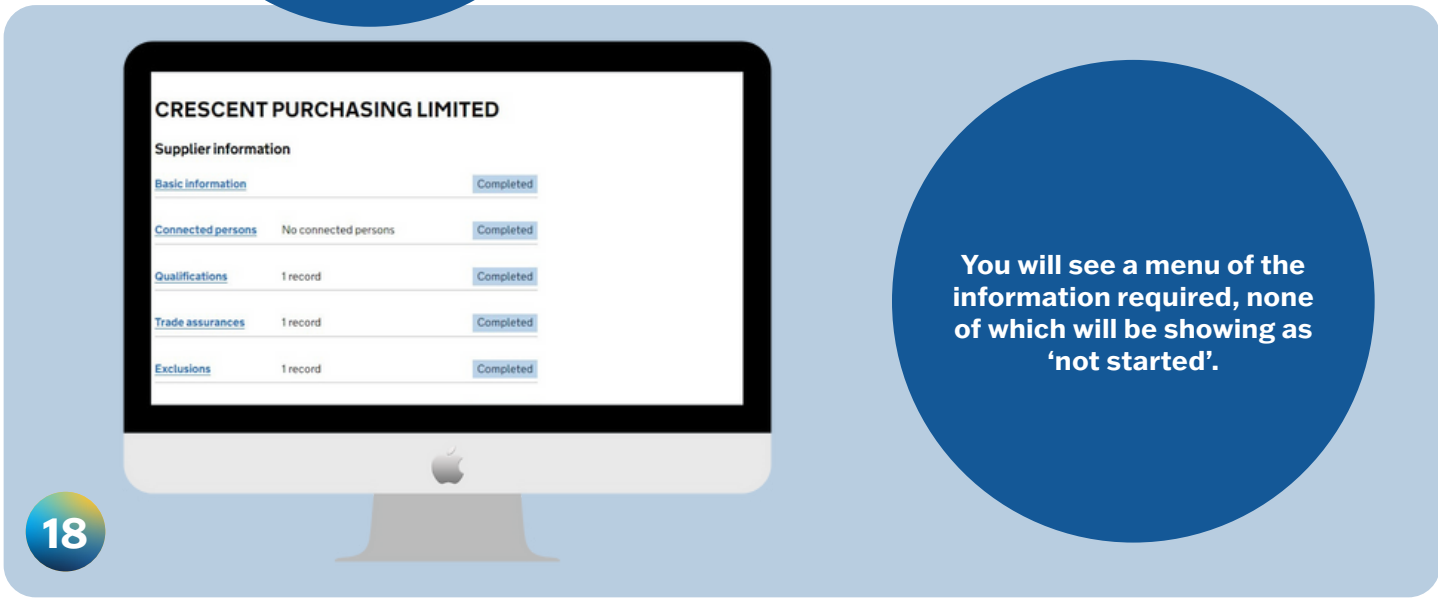
Click on 'Complete supplier information' to start the process of uploading information about your company.

17



You will see a menu of the information required, none of which will be showing as 'not started'.

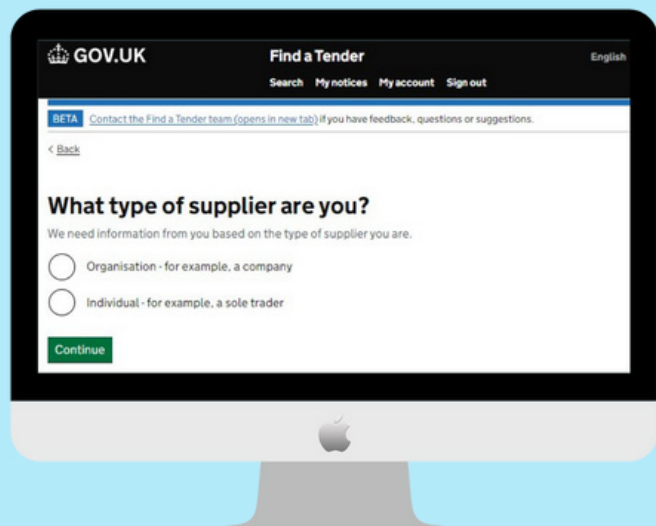
18



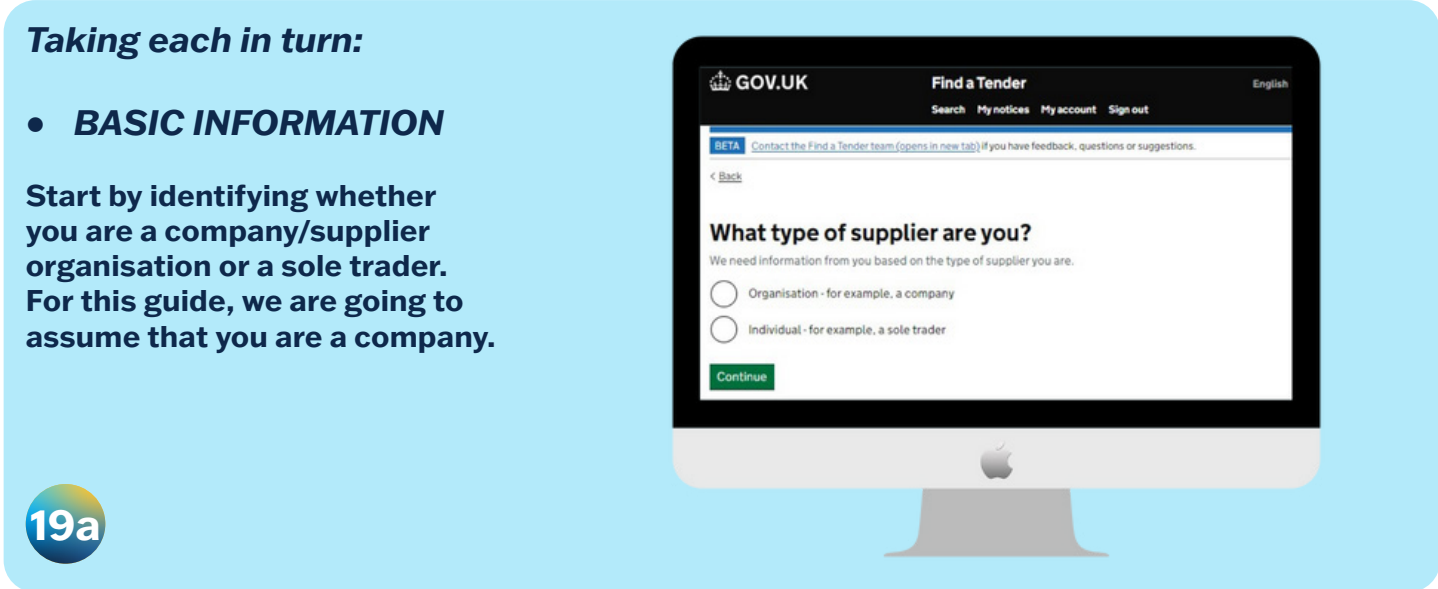
Taking each in turn:

• BASIC INFORMATION

Start by identifying whether you are a company/supplier organisation or a sole trader. For this guide, we are going to assume that you are a company.



19a



Step 3 – Uploading your company information



| | | |
|--------------------|---|------------------------|
| Supplier type | Organisation | Change |
| Registered address | Procurement House, 23 Leslie Hough Way Salford M6 6AJ United Kingdom | Change |
| Postal address | | Add |
| VAT number | | Add |
| Website address | | Add |
| Email address | m.pearson@thecpc.ac.uk | Change |
| Organisation type | | Add |
| Legal form | | Add |

[Return to account home](#)

This will take you to a screen, listing the information required. Click on each section to add in the basic information about your company. In the email address field, you should see pre-populated, the resource account email address that you inputted earlier.

19b

When you have added in each element of information required, your basic information screen should look similar to this. Click 'Return to account home'.

| | | |
|--------------------|---|------------------------|
| Registered address | Salford M6 6AJ United Kingdom | |
| VAT number | Yes 354960280 | Change |
| Website address | Yes http://www.thecpc.ac.uk/ | Change |
| Email address | m.pearson@thecpc.ac.uk | Change |
| Organisation type | Small or medium-sized enterprise | Change |
| Legal form | Limited company Companies Act 1985 16 December 2008 | Change |

[Return to account home](#)

19c

- **CONNECTED PERSONS (persons with significant control)**

Connected person

A 'connected person' is someone who influences or controls your company. It includes [people with significant control \(opens in new tab\)](#) and any other individual or company other than yourself that has a declarable interest in your organisation.

For example, a director, a trust, a majority shareholder or a parent or subsidiary company.

[Continue](#)

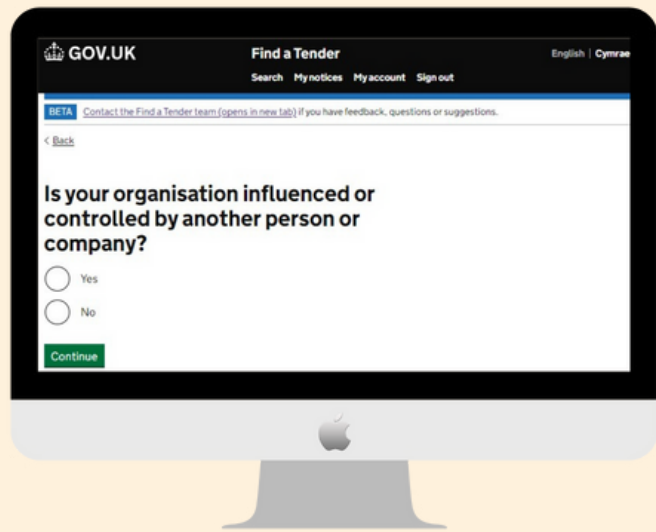
This is the section where you would declare if there are any persons connected to your company who have a controlling interest other than the directors of the company.

20a

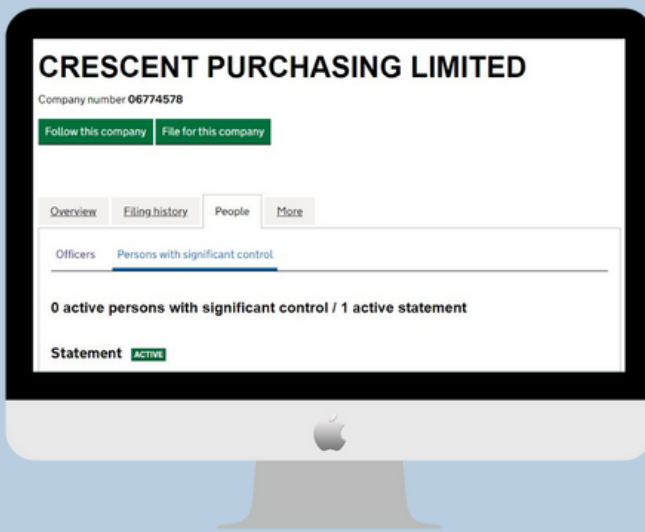
Step 3 – Uploading your company information



We're going to assume the answer to this question is 'no'. If you are part of a large company and are unsure whether there are any connected persons you would need to declare, you can find this out by searching for your company on the Companies House register of companies at [Find and update company information - GOV.UK](#)



20b



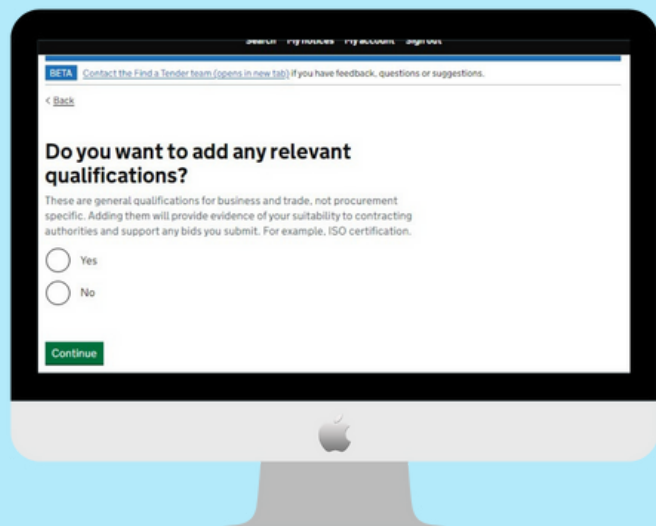
On this portal, click on the People tab for your company's entry and then click on Persons with significant control and any declarations will be listed there. As you will see for this example (our company), there are no persons with significant control. If persons are listed here for your company, click on 'yes' to respond to the question (see above screenshot) and follow the instructions for including them in this register.

Clicking 'continue' will then take you back to the main menu.

20c

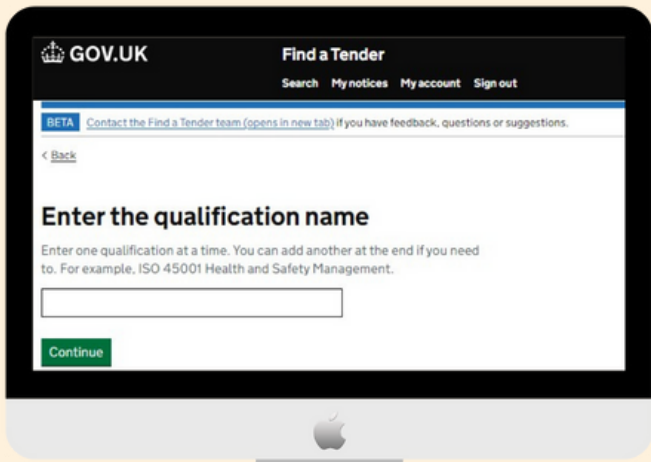
• QUALIFICATIONS

This is the section to include any formal company qualifications, such as ISO certifications. We have used an example of adding in our ISO45001 accreditation.



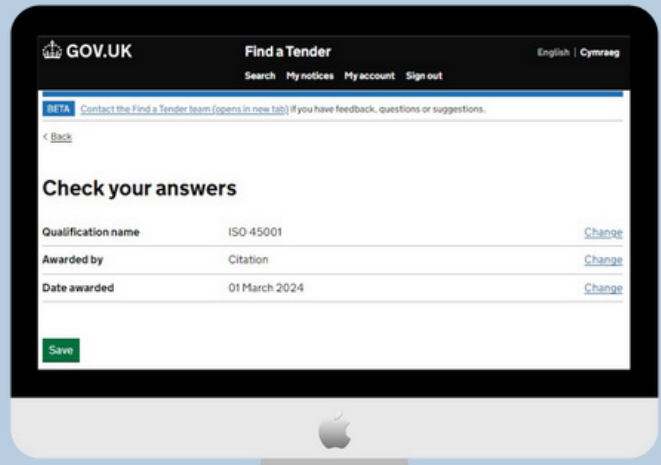
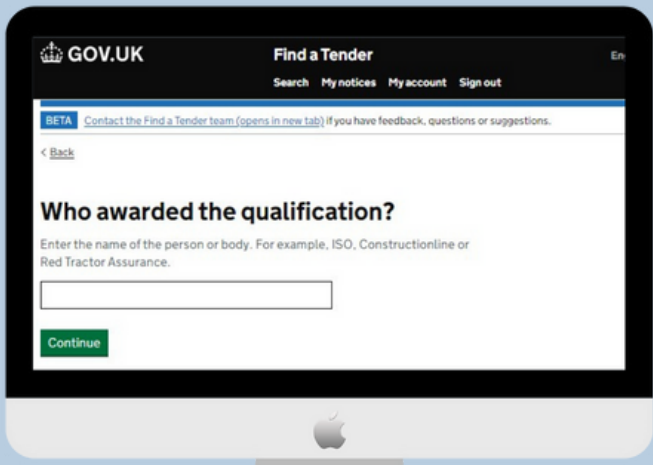
21a

Step 3 – Uploading your company information



If you have a company qualification to add, click yes and then add the relevant information into each successive screens.

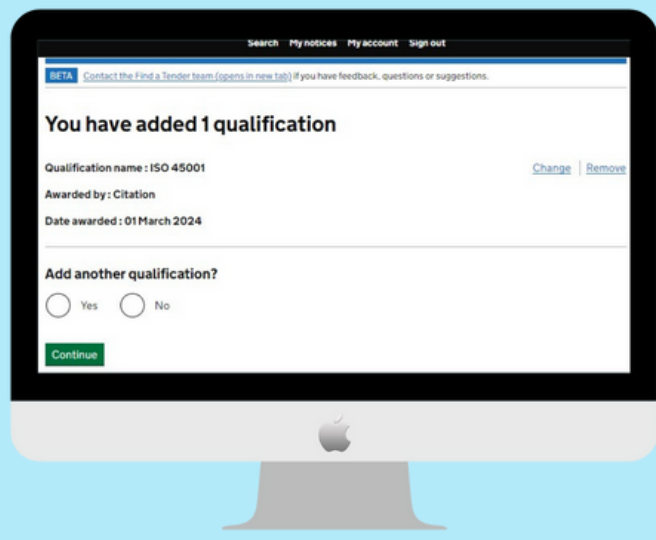
21b



21c

21d

Finally, choose 'yes' to add a second/ each subsequent qualification and repeat the above process, or 'no' to return to the main menu.



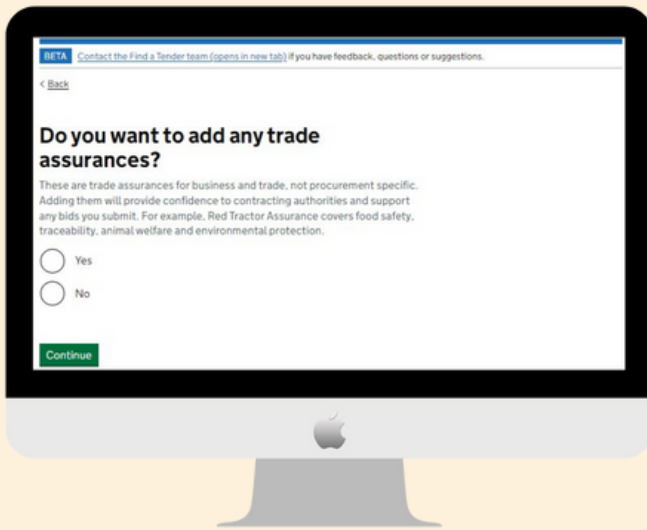
21e

Step 3 – Uploading your company information

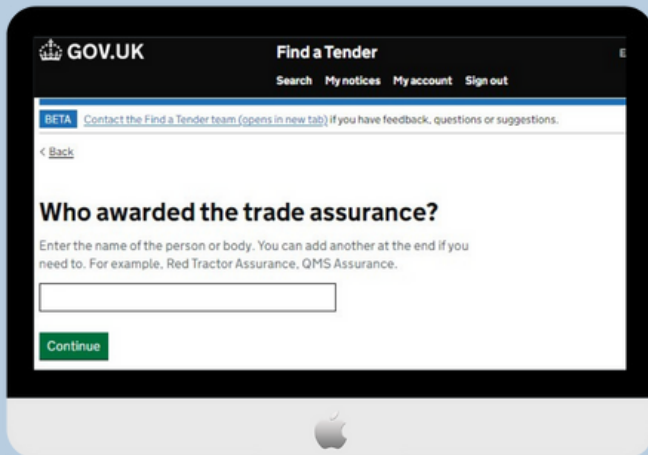


• TRADE ASSOCIATIONS

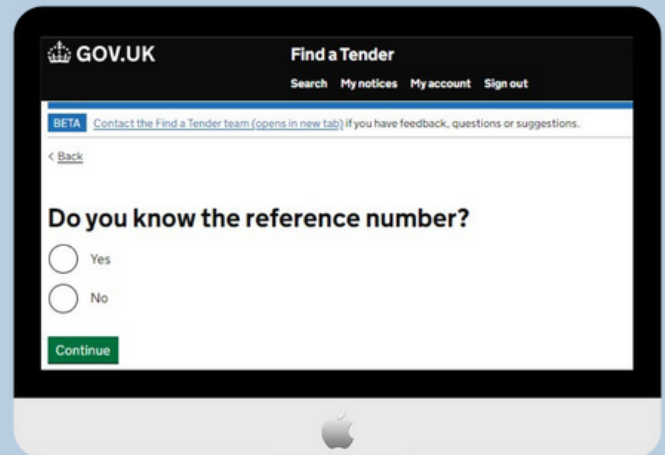
Here is where you would add in any membership of trade associations. Again, follow the steps below to add in a trade association.



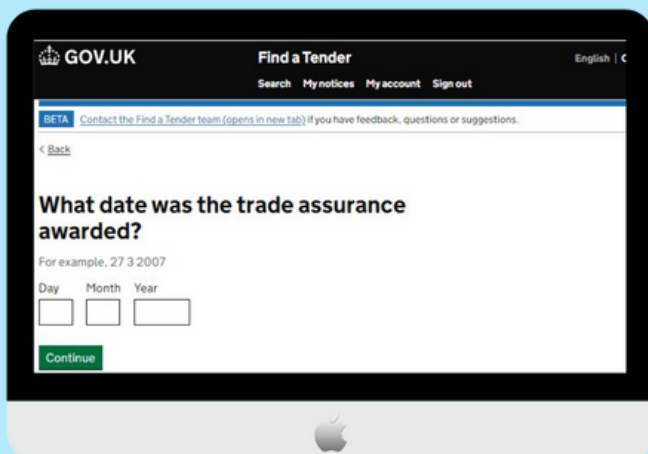
22a



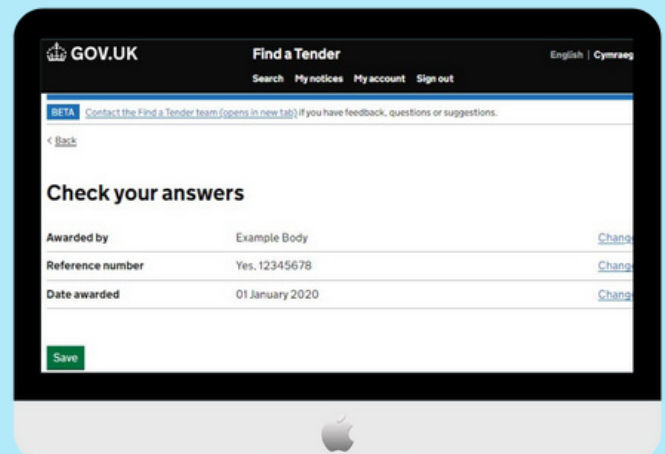
22b



22c



22d

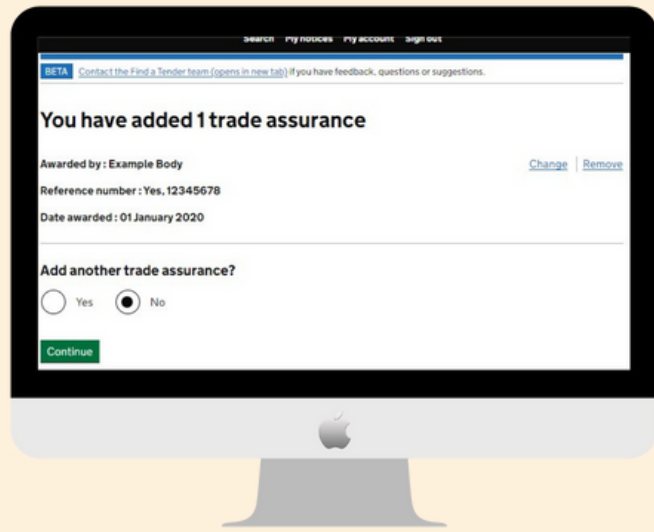


22e

Step 3 – Uploading your company information



When you have added in your first trade association, either select 'yes' to repeat the process for a second/subsequent association, or 'no' to return to the main menu.



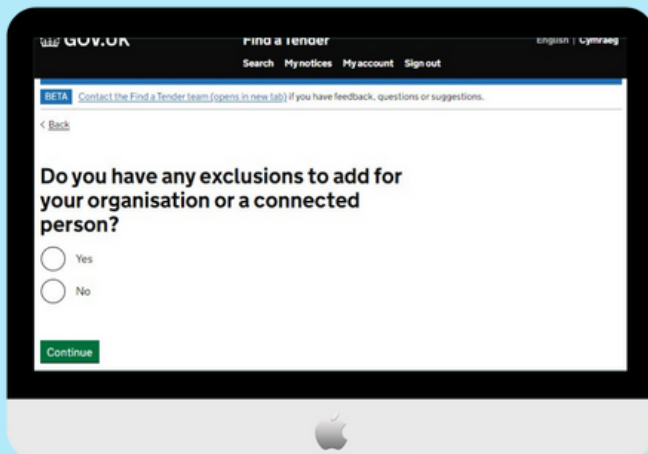
22f

EXCLUSIONS

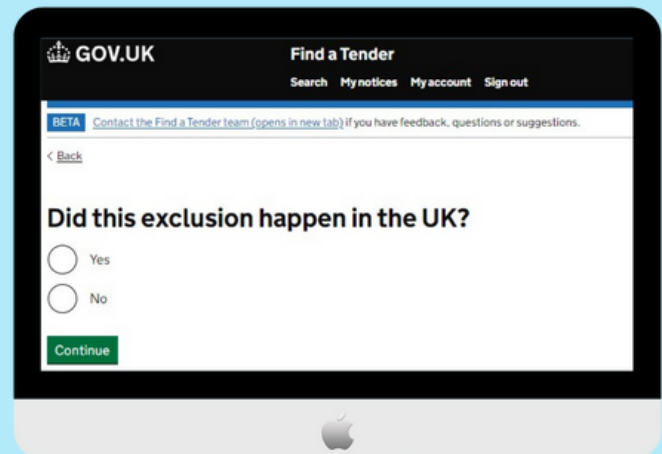
This is the section in which you would declare any exclusions which may prevent you from being considered to be suitable for consideration. You will need to be honest about any exclusions, and will be offered the opportunity of demonstrating how you have rectified the exclusion matter through a process of self-cleansing. The declaration process takes you through the steps of what is deemed to be either a mandatory or discretionary exclusion. Seek advice from your company directors to establish if there is any exclusion ground which applies to your company.



23a



23b



23c

Step 3 – Uploading your company information



Select which exclusion applies

Only select one exclusion. You can add another at the end if you need to.

If this exclusion happened outside the UK, select the equivalent offence in the UK for where it took place.

Mandatory exclusions

Penalties and other events

Defined in [schedule 6 of the Procurement Act 2023 \(opens in new tab\)](#).

- Adjustments for tax arrangements that are abusive
- Competition law infringements
- Default in respect of notifiable tax arrangements
- Failure to cooperate with an investigation

Find a Tender

Search My notices My account Sign out

BETA [Contact the Find a Tender team \(opens in new tab\)](#) if you have feedback, questions or suggestions.

< Back

Enter an email address

Where the contracting authority can contact someone about the exclusion

Continue

23d

23e

Find a Tender

Search My notices My account Sign out

BETA [Contact the Find a Tender team \(opens in new tab\)](#) if you have feedback, questions or suggestions.

< Back

Describe the exclusion in more detail

Give us your explanation of the event. For example, any background information you can give about what happened or what caused the exclusion.

How the exclusion is being managed

You must tell us what you or the person who was subject to the event:

- have done to prove it was taken seriously - for example, paid a fine or compensation
- have done to stop the circumstances that caused it from happening again - for example, taking steps like changing staff or management or putting procedures or training in place
- are doing to monitor the steps that were taken - for example, regular meetings

Continue

23f

23g

Find a Tender

Search My notices My account Sign out

BETA [Contact the Find a Tender team \(opens in new tab\)](#) if you have feedback, questions or suggestions.

< Back

Do you have a supporting document to upload?

A decision from a public authority that was the basis for the offence. For example, documentation from the police, HMRC or the court.

- Yes
- No

Continue

Find a Tender

Search My notices My account Sign out

BETA [Contact the Find a Tender team \(opens in new tab\)](#) if you have feedback, questions or suggestions.

< Back

Was the decision recorded on a public authority website?

For example, the outcome of a court decision for a conviction or other event

- Yes
- No

Continue

23h

23i

Step 3 – Uploading your company information



23l

23m

Once you have completed the declaration process, save the information to either return to the main menu or add in a second exclusion.

23n

| | | |
|--------------------------|---|------------------------|
| UK exclusion | Yes | Change |
| Exclusion applies | | Change |
| Exclusion applies to | CRESCENT PURCHASING LIMITED | Change |
| Contact email | m.pearson@thecpc.ac.uk | Change |
| Exclusion in detail | Test. Not real. | Change |
| Exclusion being managed | Not real. Test | Change |
| Supporting document | Yes, CDP_Exclusions_9_20241210115729699.jpg | Change |
| Recorded on a website | Yes, http://www.thecpc.ac.uk | Change |
| Date circumstances ended | Yes, 01 March 2024 | Change |

24a

- **FINANCIAL INFORMATION**

This is the point at which you can upload information relating to your company's financial standing for the past two full trading years. Follow the steps in the below screenshots for the most recent trading year financial information.

Step 3 – Uploading your company information



24b

24c

24d

24e

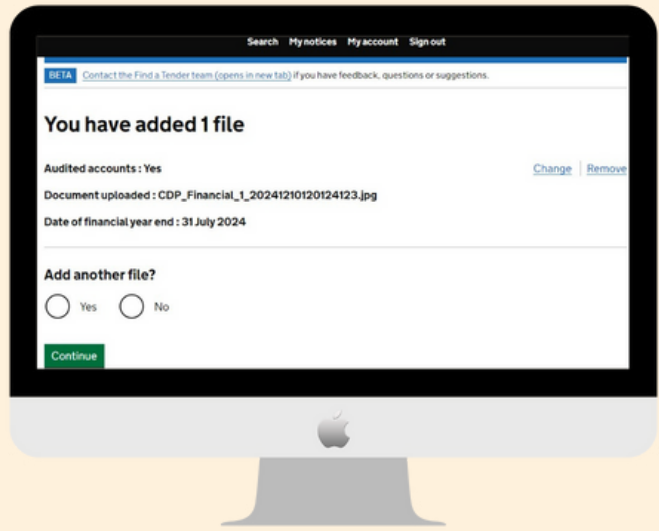
24f

24g

Step 3 – Uploading your company information

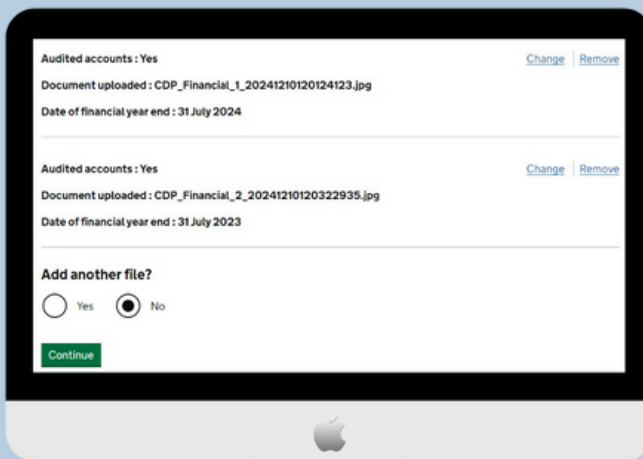


At this point, click 'yes' to repeat the process to add in a second year's financial information.



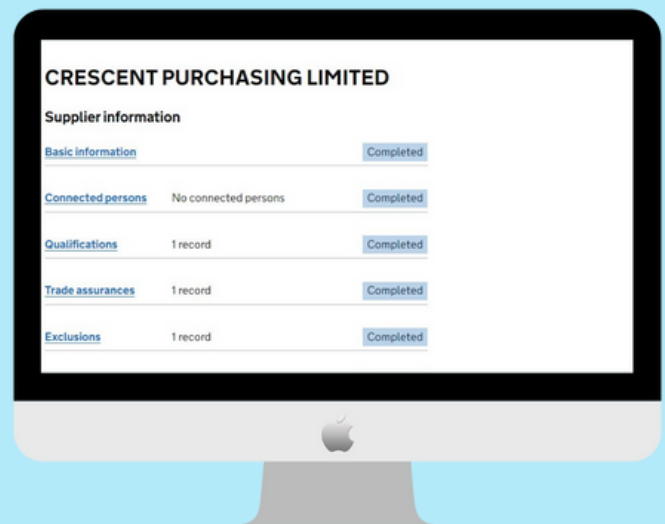
24h

Here you can either choose to add in a third year of financial information or click 'no' and 'continue' to return to the main menu.



24i

You should now have completed the upload of all of the information you are required to provide and your menu screen should look similar to this.



24i

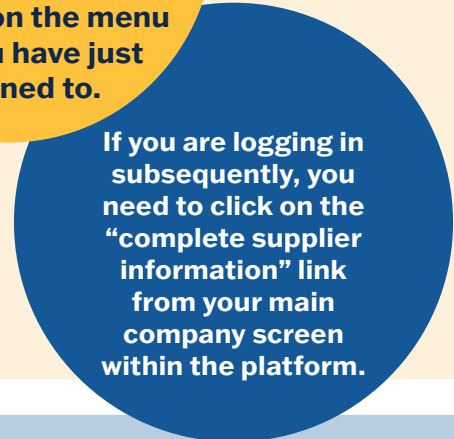
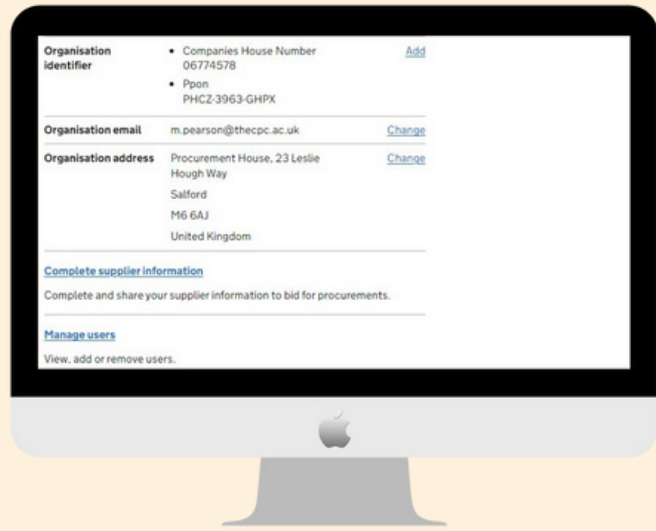
Step 4 – Sharing your information (in a tender submission)



If you have uploaded your information just in time to share it in a tender submission, then the 'share my information' link is showing on the menu that you have just returned to.

If you are logging in subsequently, you need to click on the "complete supplier information" link from your main company screen within the platform.

25



26

Clicking through to 'share my information'. Click on 'Create a share code' and then follow the below steps.

27a

27b

Step 4 – Sharing your information (in a tender submission)



27c

27d

27c and 27d are screenshots of the 'Your declaration details' section of the Find a Tender website. Screenshot 27c shows the 'Enter your email address' form with a 'Continue' button. Screenshot 27d shows the 'Enter your postal address' form with fields for 'Address line 1', 'Town or city', and 'Postcode', and a 'Continue' button.

27e

| Field | Value | Action |
|----------------|---|------------------------|
| Declaration | Yes, I understand and agree to the above statements | Change |
| Declared by | Mark Pearson | Change |
| Job title | Learning & Development Lead | Change |
| Email address | m.pearson@thecpc.ac.uk | Change |
| Postal address | Procurement House, Salford, M6 6AJ, United Kingdom | Change |

When you have completed these steps and clicked 'Confirm and get share code'.

27e is a screenshot of the 'Check your answers' summary page, showing a table of the information entered in the previous steps and a 'Confirm and get share code' button.

28

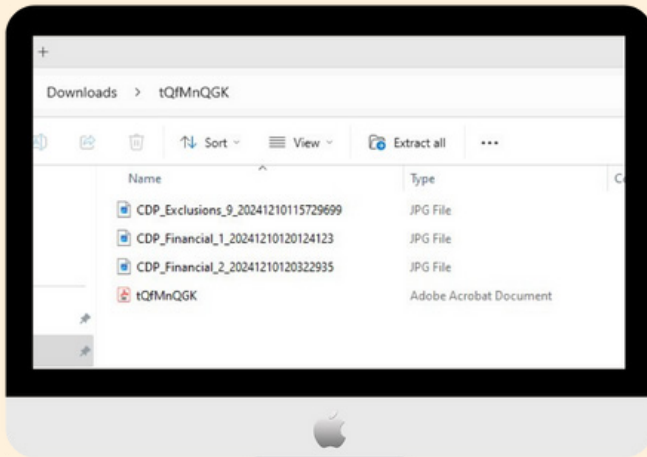
Your code will appear and the screen should look like this.

28

Share code created
Your share code
tQfMnQGK

28 is a screenshot of the 'Share code created' confirmation page, showing the share code 'tQfMnQGK' and instructions on how to use it.

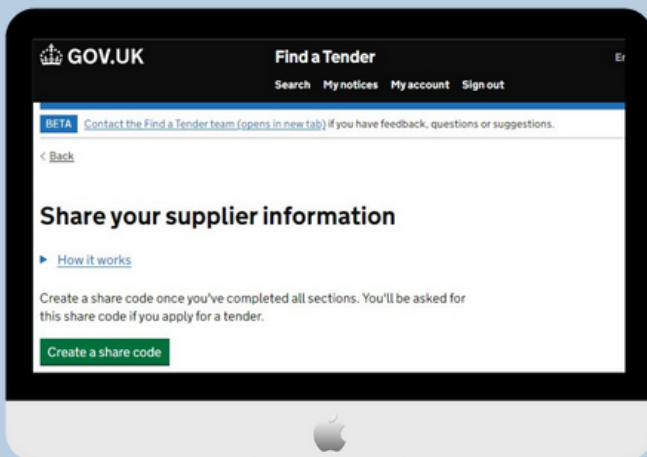
Step 4 – Sharing your information (in a tender submission)



You can either copy and paste this into your tender submission or click on download, and a ZIP file will be saved to your computer's download folder, the contents of which will comprise these files.

This zip file can be included in your tender submission. Your company record will save the share code.

29



Do not use this share code on more than one tender submission. Each time you submit a tender requiring you to share this information, create a new share code following the above steps.

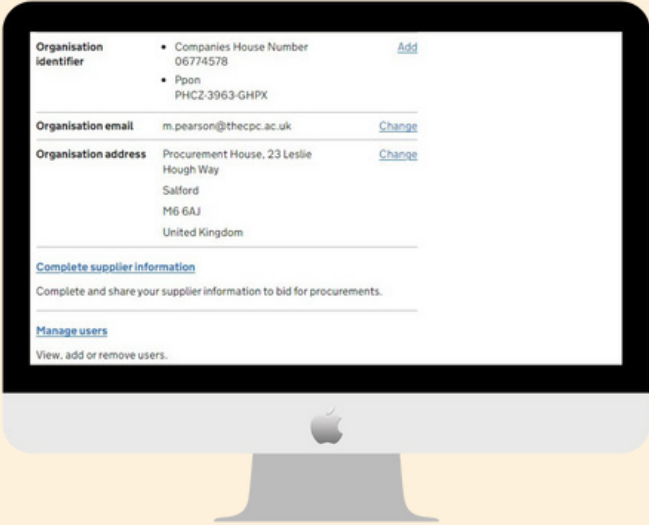
30

Step 5 – Adding in additional users for your company



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

31



Organisation has 1 user

Mark Pearson Admin Editor

Add another user?

Yes No

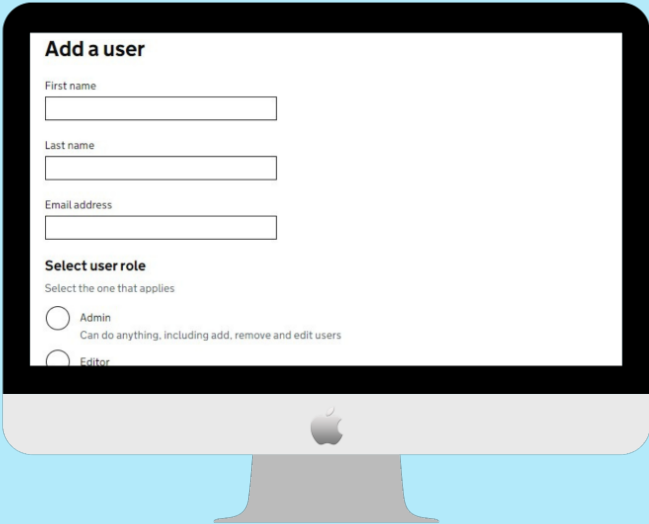
Continue

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

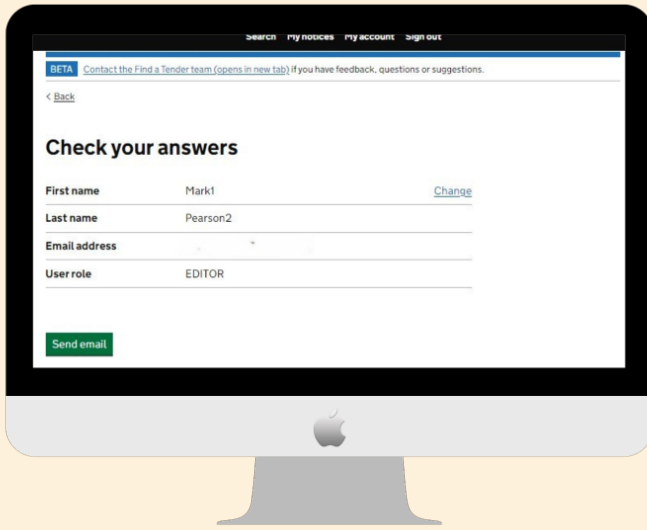
32

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 see a summary of the information provided.

33



Step 5 – Adding in additional users for your company

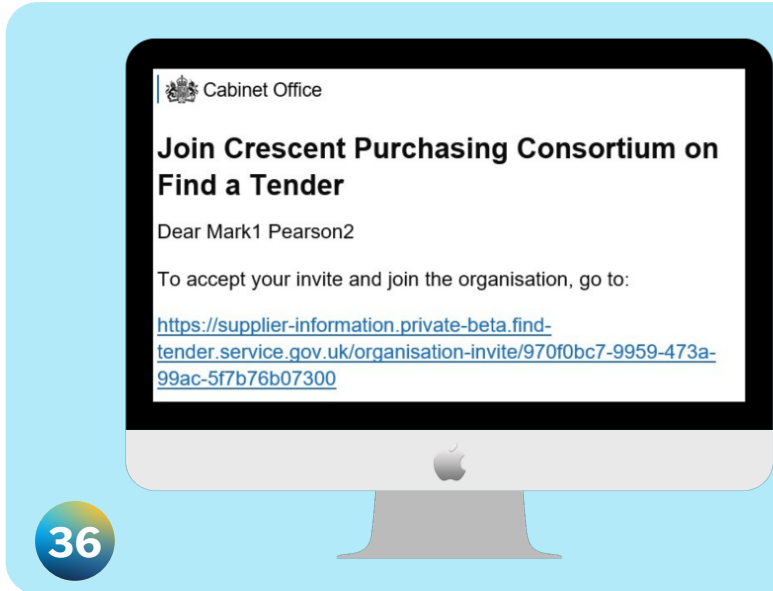
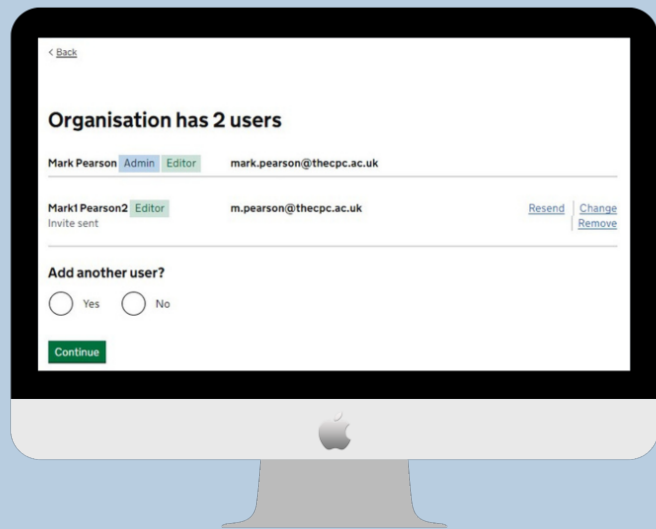


34

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

As the originator of the add user request, you will then see this screen.

35



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The user you nominate, will receive an email, the text of which will look like this.

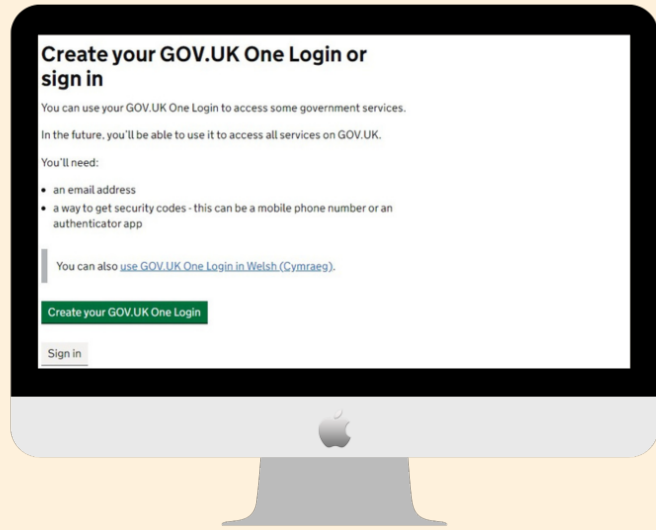
Step 5 – Adding in additional users for your company



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 supplier?

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