

E-PROCUREMENT USER MANAGEMENT

MANUAL FOR ENTERPRISES



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1 Registering a new account

1.1 Introduction

1.1.1 Single account for all applications

The e-Procurement User management centralizes the registration and login procedures for all e-Procurement applications.

A one-time registration allows access to all applications.

You only need to log in once via the User management, after which you will be able to navigate freely between the different applications.

User management can be accessed via the following link:

<https://my.publicprocurement.be>



1.1.2 Advantages to registration

- You can create search profiles in e-Notification and activate the messaging.
On a daily basis, e-Notification will check if there are any publications meeting the criteria specified in your search profiles. If so, and if you have activated the messaging, e-Notification will send you a list of these publications by email.
- You can participate in forums that contracting authorities have activated for their dossier, where you will be able to ask questions concerning the public contract.
- You can add dossiers to a list of "favourite dossiers". Also provided is an option to indicate if you want to be automatically informed of any changes to these dossiers.
- You can use e-Notification to create a business card, which will be visible to contracting authorities, increasing your enterprise's visibility, especially in the "Free Market" (public contracts below the publication threshold). In this environment, contracting authorities can look for potential candidates online via business cards.

Registration is required:

- to consult contract documents in case of a negotiated procedure
- to submit electronic tenders in e-Tendering
- to participate in reverse electronic auctions in e-Auction
- to manage catalogues and order forms in e-Catalogue


1.2 Registering as an enterprise



Image 1: Homepage

The screenshot shows the 'Create new supplier profile' form. The form is titled 'Create new supplier profile' and contains a 'User data' section. The fields are: Last Name (*), First Name (*), Mr/Ms/Mrs (*), Username (*), Password (*), Confirm Password (*), Address (street + nr):, Postal code: (with a search icon), and City:.

Image 2: Personal details

- Go to <https://my.publicprocurement.be>.
- Click on "Register as new supplier" in the left-hand menu.
- Fill in your personal details and the enterprise data.
 - ☞ Data marked with an asterisk (*) is mandatory.
 - ☞ Some data must comply with a certain format. Click on the  icon to see an example.

Supplier Company details

Role in e-Notification: * Enterprise

Company name (Organisation): *

CBE-number: * [Kbo Lookup](#) ?

Establishment unit number:

Street Name (Address & Number):

Postal code:

City:

Country: * Belgium (BE)

Phone number: * ?

Fax number: ?

e-Mail:

Image 3: Enterprise data

Establishment units for enterprise 0450.808.092

Show entries per page Showing 1 to 2 of 2 entries

| Select | Establishment unit number | Primary Denomination | Address: |
|-----------------------|---------------------------|----------------------|-----------------------------------|
| <input type="radio"/> | 2063595618 | KINNARPS | Heide 15 1780 Wemmel |
| <input type="radio"/> | 2142982495 | | Kortrijksesteenweg 912a 9000 Gent |

1

Image 4: Establishment units

Enterprises registered with the Belgian Crossroads Bank for Enterprises have the option to retrieve enterprise data from the Crossroads Bank for Enterprises.

We strongly advise you to make use of this option. By doing this, data that is entered in the database will remain consistent for various users of the same enterprise. This data is also used during the submission of electronic tenders, hence the importance of correct data that matches the official data stored at the Crossroads Bank for Enterprises.

- Under "Country", select "Belgium".
- Enter a valid CBE/KBO number (in the 0123.456.789 format).
- Click **CBE/KBO Look-up**.
- ☞ *If the enterprise has several establishment units, a pop-up window will appear.*
- Select the correct establishment unit.
- Click **Select**.
- ☞ *The establishment unit data will be completed automatically.*
- Complete any missing data.
- Click **Save** to save your profile.

1.3 Activating your account

After saving your profile, you will receive an email containing an activation link.

- Open this email.
- Click on the activation link.
 - ☞ *This will take you automatically to the login page at <https://my.publicprocurement>.*
- Enter your user name and password.
- You have now logged in for the first time, and by doing so have activated your account.
- Don't forget to complete your business card!

1.4 Logging in

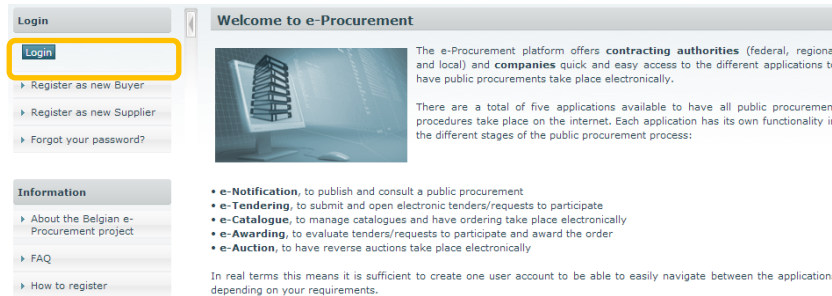


Image 5: User management homepage

Image 6: Logging in

- Go to <https://my.publicprocurement.be>.
- Click **Log-in** in the left-hand menu.
- Enter your user name and password.
- Click **Log-in**.

2 Editing your profile

2.1 Modifying personal details

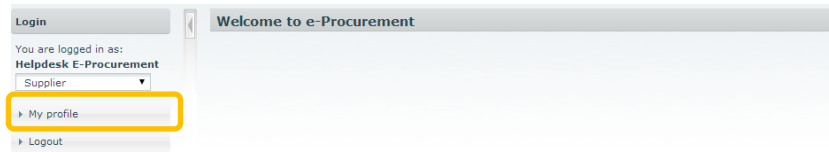


Image 7: Homepage

A screenshot of the 'Update supplier profile' form. The form has two tabs: 'My profile' (selected) and 'Business Card'. Under the 'My profile' tab, there is a section titled 'User data' with the following fields:

| | |
|------------------------|---------------|
| Last Name:* | E-Procurement |
| First Name:* | Helpdesk |
| Mr/Ms/Mrs:* | - Select - |
| Username:* | GorcusO |
| Password:* | |
| Confirm Password:* | |
| Address (street + nr): | |
| Postal code: | |
| City: | |

Image 8: Profile data

- Click on "My Profile" in the left-hand menu.
- Open the **My Profile** tab.
- Modify the data.
 - ☞ Please note that the user name cannot be modified anymore.
- Click **Save** to save the modified data.

2.2 Modifying a business card

Update profile

My profile **Business Card**

User data

Change logo: Bestand kiezen Geen bestand gekozen

Viewable in Free Market:

Company name: Helpdesk

BCE number: 0000

Contact name:

Phone number:

Fax number:

Email: niels.schoofs@p-o.belgium.be

Website:

Financial situation:

Business activity:

CPV: *

NUTS

Contract type:

Category:

Accreditation: - Select one -

Image 9: Business card

- Click on "My Profile" in the left-hand menu.
- Open the **Business Card** tab.
- Modify the data.
- Click on **Save** to save the modified data.

3 Further questions?



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Visit us at

<http://www.publicprocurement.be>

User management website:

<https://my.publicprocurement.be/>