# curtisfitch.

## **Initial Registration**

Thank you for registering your interest in the eProcurement portal for Barnet Council.

The following document will guide you through the initial registration phase.

#### **Home Screen**

To register on the site you will firstly need to have gained access via the URL <u>www.barnetsourcing.co.uk</u>

The home screen (*Figure 1.0*) is where you will initially be directed to. From this page there are a number of links, all of which will direct you to the initial company registration page.

Figure (1.0)

Putting the community first	
Welcome to the Barnet Council Procurement Portal Hore Register) urrent Opportunit	tes Past Opportunites Help Information
	Please Login
Barnet Council Procurement Portal has been created so that we can broaden our horizons and make us more accessible to small business (Local), which could lead to a good solid foundation for good business practice and firm commitment from the local business in serving their community.	Username: Password:
This portal contains details of all our current and past sourcing activities.	Login br Register
Register Current Opportunities Past Opportunities	Forgotten Password?
London Borough Of Barnet North London Business Park, Oakleigh Road South, N11 1NP URL: http://www.barnet.gov.uk	

By clicking on any of the Register links you will be navigated to complete an initial company registration (*Figure 2.0*). If you already have a site login, you can access the system via the login box on the right hand side of the screen. Your username will be your full email address, should you happen to of forgotten your password, please click the 'Forgotten Password?' link for an reset email to be generated.

### **Initial Registration Form**

The Registration Form is detailed below. All questions marked with (\*) are mandatory and must be completed before your registration can be submitted.

#### **1. Fields for completion**

```
Figure (2.0)
```

urtisfitch. Home	Register Current Opportunities	Past Opportunities Help	Information		
egister Interest					
elds marked with an * are mandatory f	or registration only, other details will be used should a	a supplier be asked to tender for futur	re supply of goods/ser	vices	
gistering on our site will give you acce	ss to register your interest in our current opportunitie	s. Once registered you will receive a	username and passwo	d enabling you to log into the site.	
ogin Details			Usern	ame: Please use your email address. All communications	
Username (Email Addess) *	· · · · · · · · · · · · · · · · · · ·		will be directed to the owner of the account chosen		
Already have an account?	No 🗿 Yes 🔘				
ersonal Details					
Title *	Please Select	1			
First name *			Perso	nal Details: Please complete your personal details as	
Last name *			reque	sted.	
Contact Telephone Number *					
ompany Details					
Company Name *					
Address Line 1 *			Comp	any Details: Please complete your company details as	
Address Line 2			comp	the d	
Street			reque	sted.	
City					
Region					
Postcode *					
Country *					
Website					
Company Telephone Number				<b>Category Codes</b> : Select the category codes that best	
Category Code *	Please select the category code(s) that best descri	be the product / services that your co	ompany provides	bightighted the complete une offer (Disease and the	
	Select Category Codes			nignlighted the services you offer. (Please see the	
Regions	Select Regions			section ' <b>2. Categorisation'</b> for further details)	
erms and Conditions			Site Terms & Conditions: Must be read and accepted before registration can be completed.		
ase read the Terms and Conditions *					
erification			L		
	×		14.15		
	* W 8		Verific	ation: Please complete with the Characters shown in the	
se enter the characters shown in the			box ab	ove	
mays above -	Refresh Captcha				
			Regist	er: To finalise your registration please click the Register	
	Register			s and the manage your registration, prease there the hegister	
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#### 2. Categorisation

On Selection of your categories in the registration form you will see a another window pop-up *(Figure 3.0).* This box will enable you to select the categories that best apply to your service provision.

	Add Categories					
mpany Details	Categories	Categories				
Company Name *	Engineering Goods					
Address Line 1 *	in Category Description 💌 sort by Ascending 💌	Selected Only				
	Catagony Description	Reference Add				
Address Line 2	Batteries					
Street	Cranes					
	Dock Equipment					
City	Dyeing & Tanning Materials					
	Electromechanical					
Region	Explosive Materials					
	Filters & Purifiers					
Postcode *	Foundry Supplies					
	Furnaces, Incinerators & Ovens					
Country *	Grinding & Polishing Material					
	Industrial Lasers					
Website	Industrial Optics					
	La Submit					
Company Telephone Number	Showing 1 - 12 of 21 categories					
	# First < Previous Next > Last >   Reset Search					
Category Code *	Please select the					

(1). Selection of Level 1 and Level 2 Categorisation, use the dropdown to filter the options.

(2). Level 3 Categorisation descriptions

(3). Select the Categories Applicable to your services, you have the ability to select individually, or select/deselected all

(4). Submit will add the categories to your profile.

You have the ability to amend these at any point in time prior to submission and once active in the system via your profile management.

The rationale behind the selection of services at registration stage has two main factors;

- Procurement staff within Barnet will be able to view all relevant suppliers to tenders they will be running through the system.
- Automatic notification with tenders that have been generated in the system, if allocated to your chosen categories then you will receive automatic email notification of the new tenders that have been posted. You have the ability to switch on or off your notification emails functionality once logged in. Please review the 'Profile Management' user guide to view how.