PROCUREMENT eSERVICE

HM Government of Gibraltar

Supplier Guide 3
Supplier Self Registration

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Introduction

- This manual is intended for all potential HMGOG Supplier Network users
- Instructions are provided on how to register on the Supplier Network.
- Please familiarise yourself with the manual prior to registration

Why HMGOG Supplier Network

- The HMGOG Supplier Network is very easy to use
- You can self register, maintain your own data and downloaded documents
- Submit tender responses electronically 24 hours a day, 7 days a week
- Tenders lodged electronically do not incur postage or courier costs
- You receive automatic confirmation that your response has been received
- You can search the database for awarded contracts as a means of identifying potential business leads
- You can manage your own details removing time consuming and expensive processes

Getting Started

- No special equipment or software is needed - just internet access.
- The Network works best on the following web browsers:
  - Microsoft Internet Explorer 10 and 11 (in compatibility mode)
  - Google Chrome
  - Firefox

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Registration

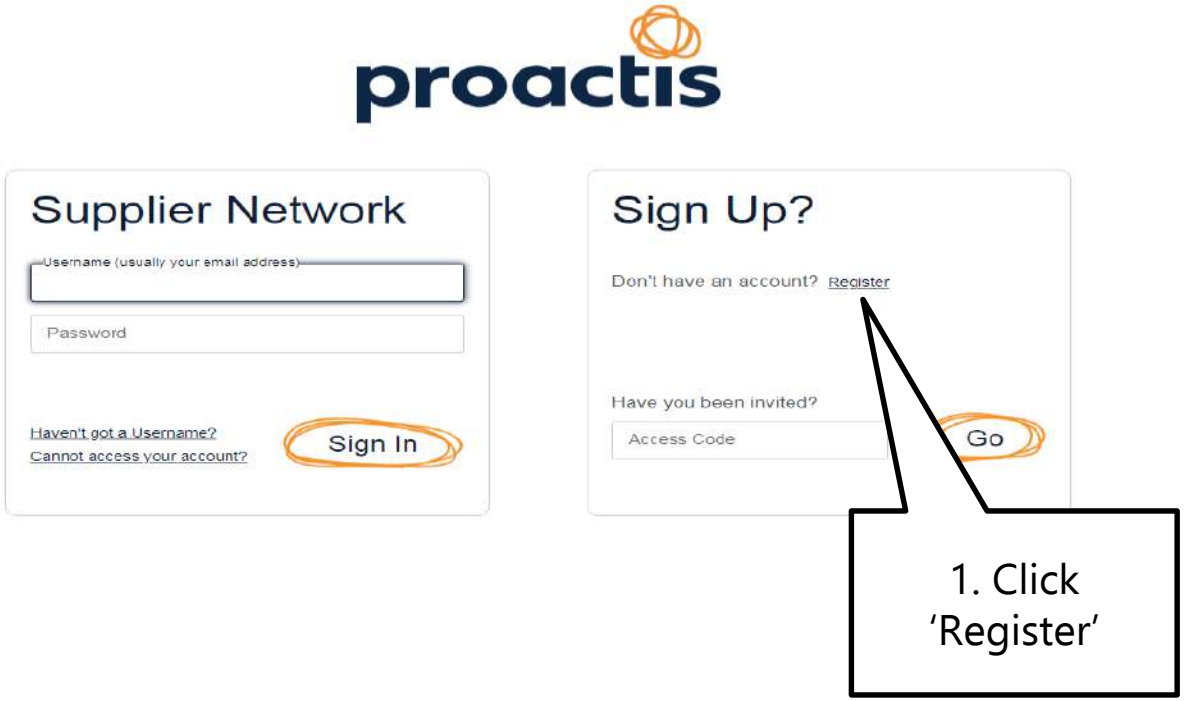
Stage One: Request an Account

Sign up

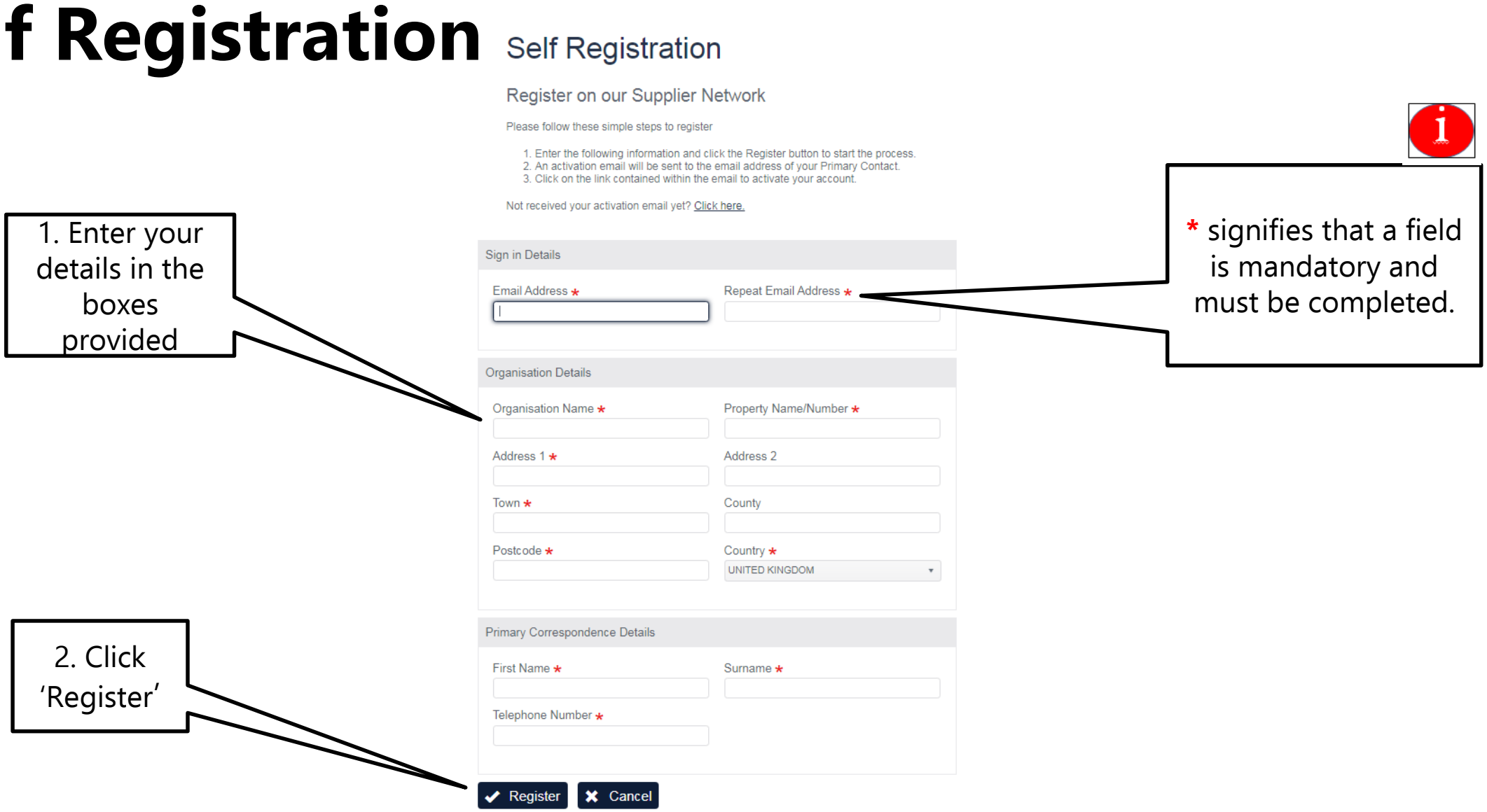
Copy and paste or enter the following URL into your browser

https://hmgogsupplier.gibraltar.gov.gi

Click here to view some potential opportunities



Self Registration

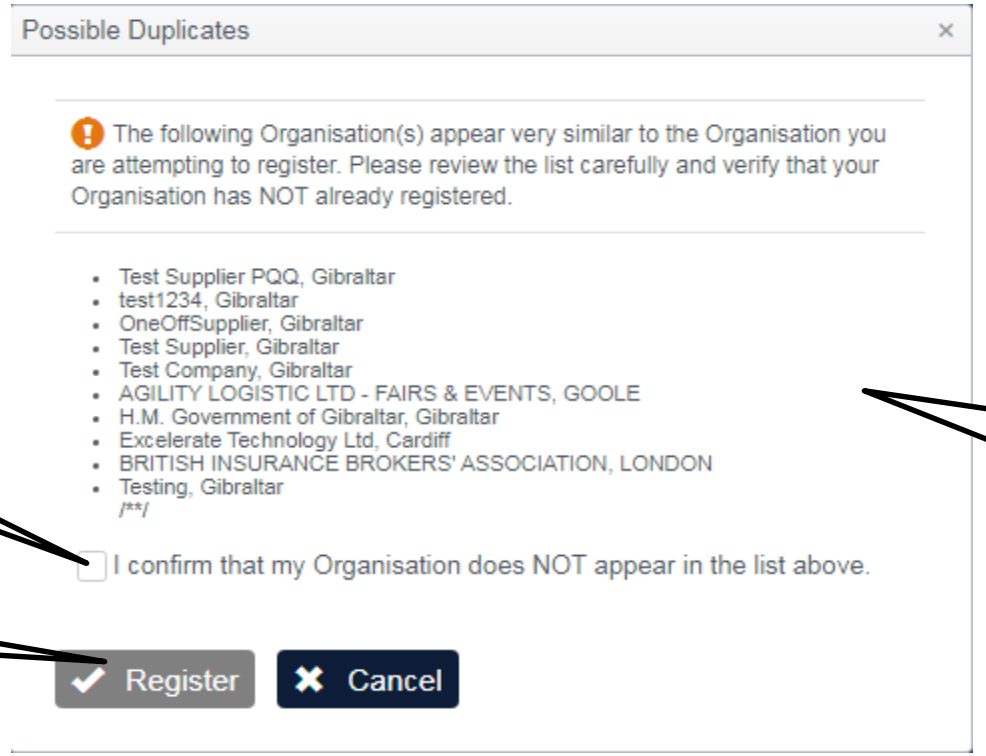


Self Registration - Duplication

- If your details match another supplier the system will inform you of those that are similar.
- Please check the list and ONLY confirm if your organisation does not appear in the list
- If you appear in the list please contact your sales or finance department for the registration details

1.Tick to confirm that your company **DOES NOT ALREADY** have an account

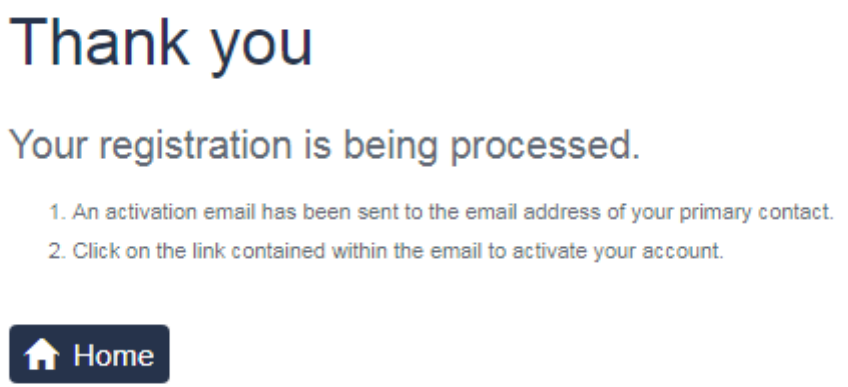
2. Click 'Register'



Note: Duplication Warning appears when more than one organisation registers the same email and or Postcode.

Self Registration

- Confirmation is displayed on screen.
- You will receive an email that YOU MUST Action to activate your account



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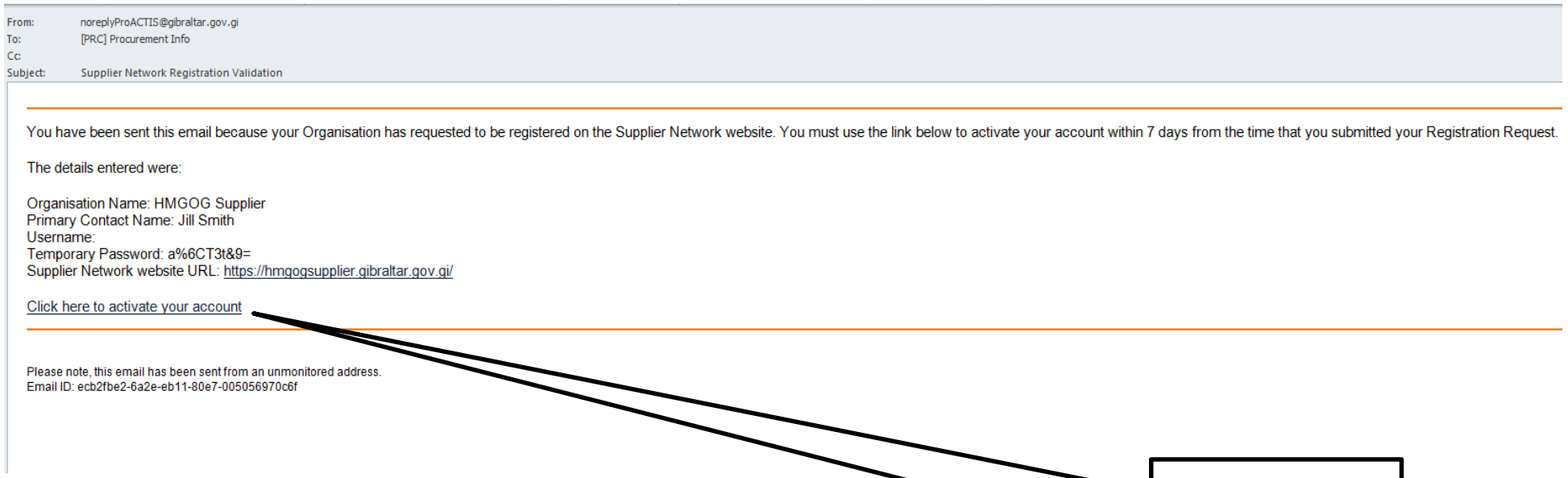
Registration

Stage Two: Creating an Account

Self Registration

- You should have received an invitation email



From: noreplyProACTIS@gibraltar.gov.gi
To: [PRC] Procurement Info
Cc:
Subject: Supplier Network Registration Validation

You have been sent this email because your Organisation has requested to be registered on the Supplier Network website. You must use the link below to activate your account within 7 days from the time that you submitted your Registration Request.

The details entered were:

Organisation Name: HMGOG Supplier
Primary Contact Name: Jill Smith
Username:
Temporary Password: a%6CT3t&9=
Supplier Network website URL: https://hmgogsupplier.gibraltar.gov.gi/

Click here to activate your account

Please note, this email has been sent from an unmonitored address.
Email ID: ecb2fbe2-6a2e-eb11-80e7-005056970c6f

1. Click on the link to activate your account.

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Registration

Stage Two: Create Account

Registration

- **Simplified Registration Process**

1. Organisation Details
2. Addresses & Users
3. Product Classifications
4. Do you want to become a Preferred Supplier
5. Notification Subscriptions

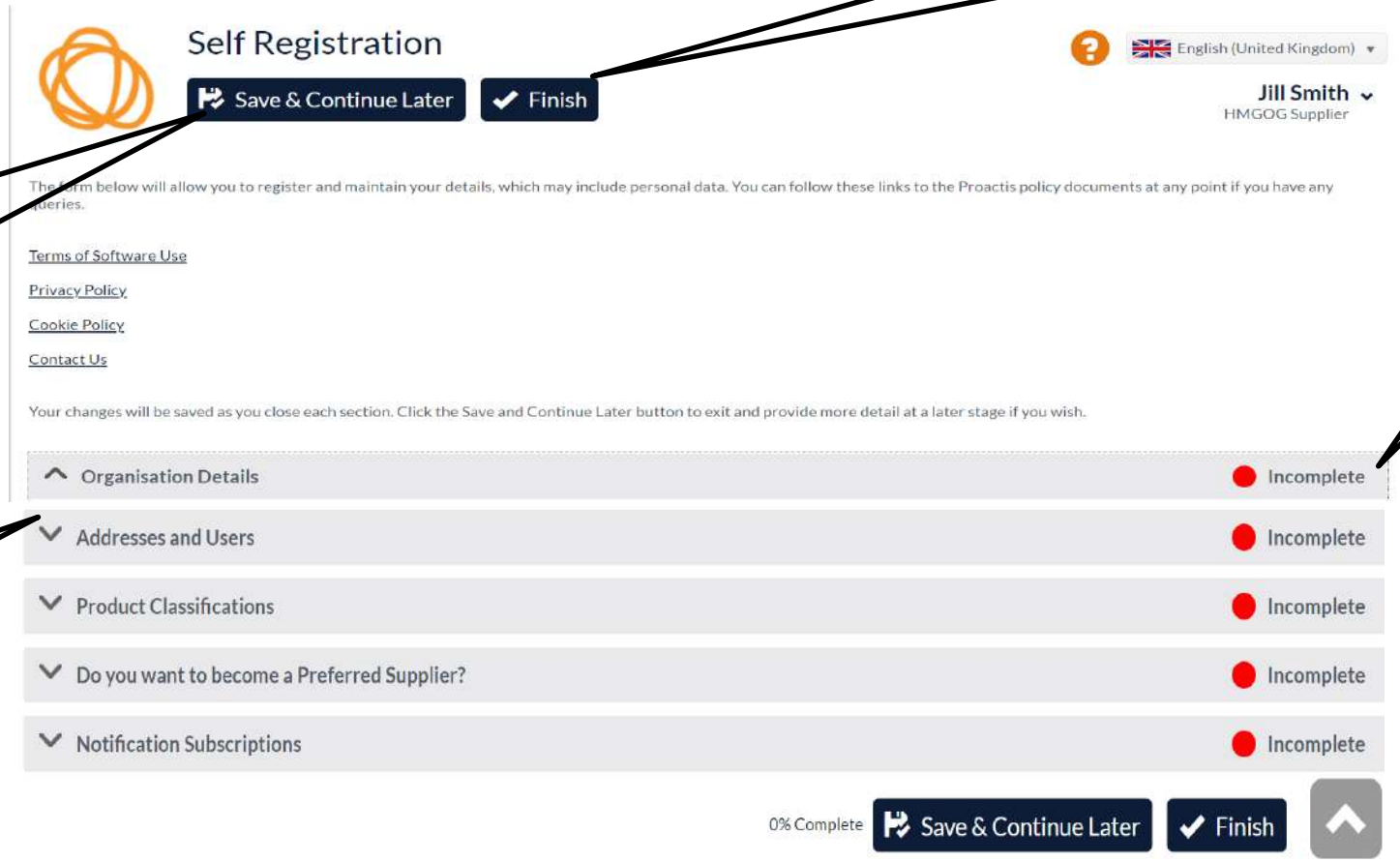
Registration Overview

Click "Finish" once all circles are green and questionnaire is 100% complete.

Click "Save & Continue Later" at any time during the process.

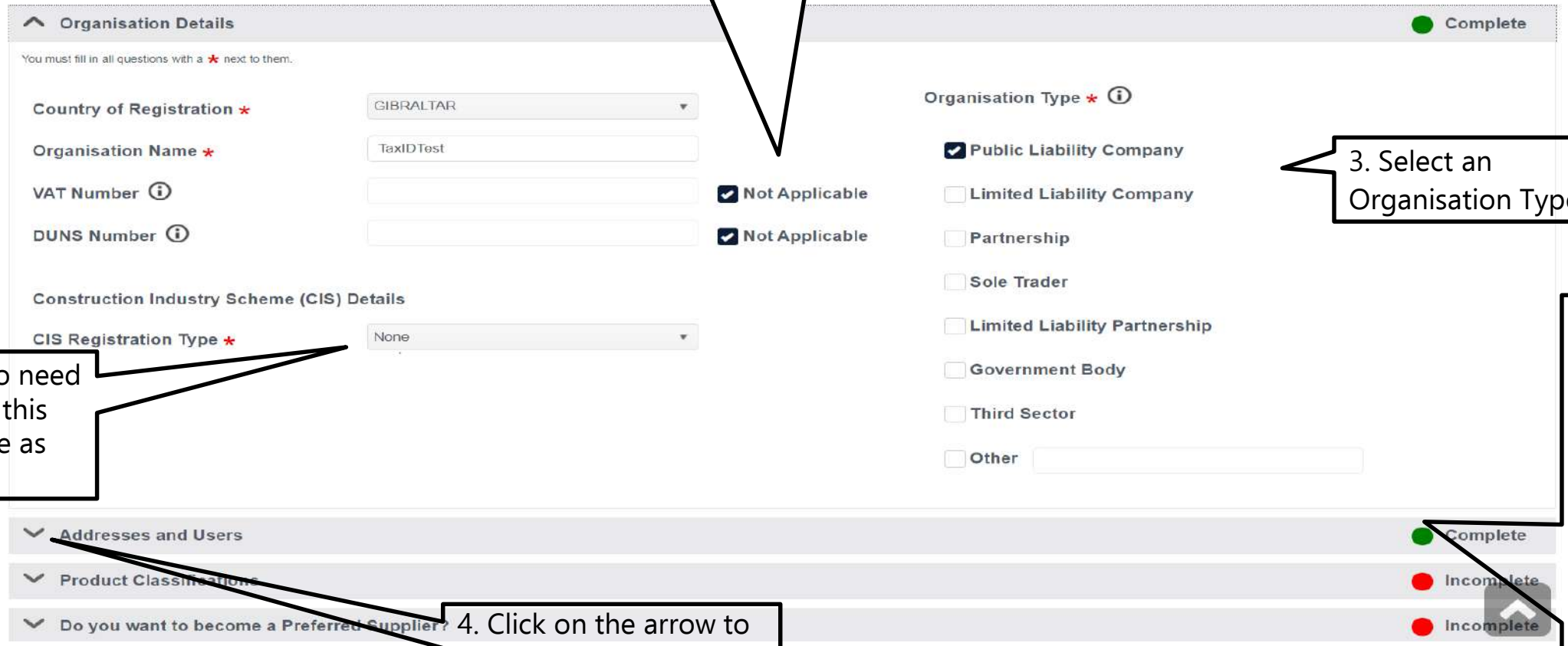
Red circles will change to Green and "complete" as sections of the questionnaire are completed.

Click on the arrows to open up a set of questions.



Registration

- Step One : Organisation Details



1. Enter VAT and DUNS Numbers or select Not Applicable.

2. There is no need to complete this section, leave as "none"

3. Select an Organisation Type.

4. Click on the arrow to move onto the next section.

You will note that the circles change from red to green to denote that a section has been completed.

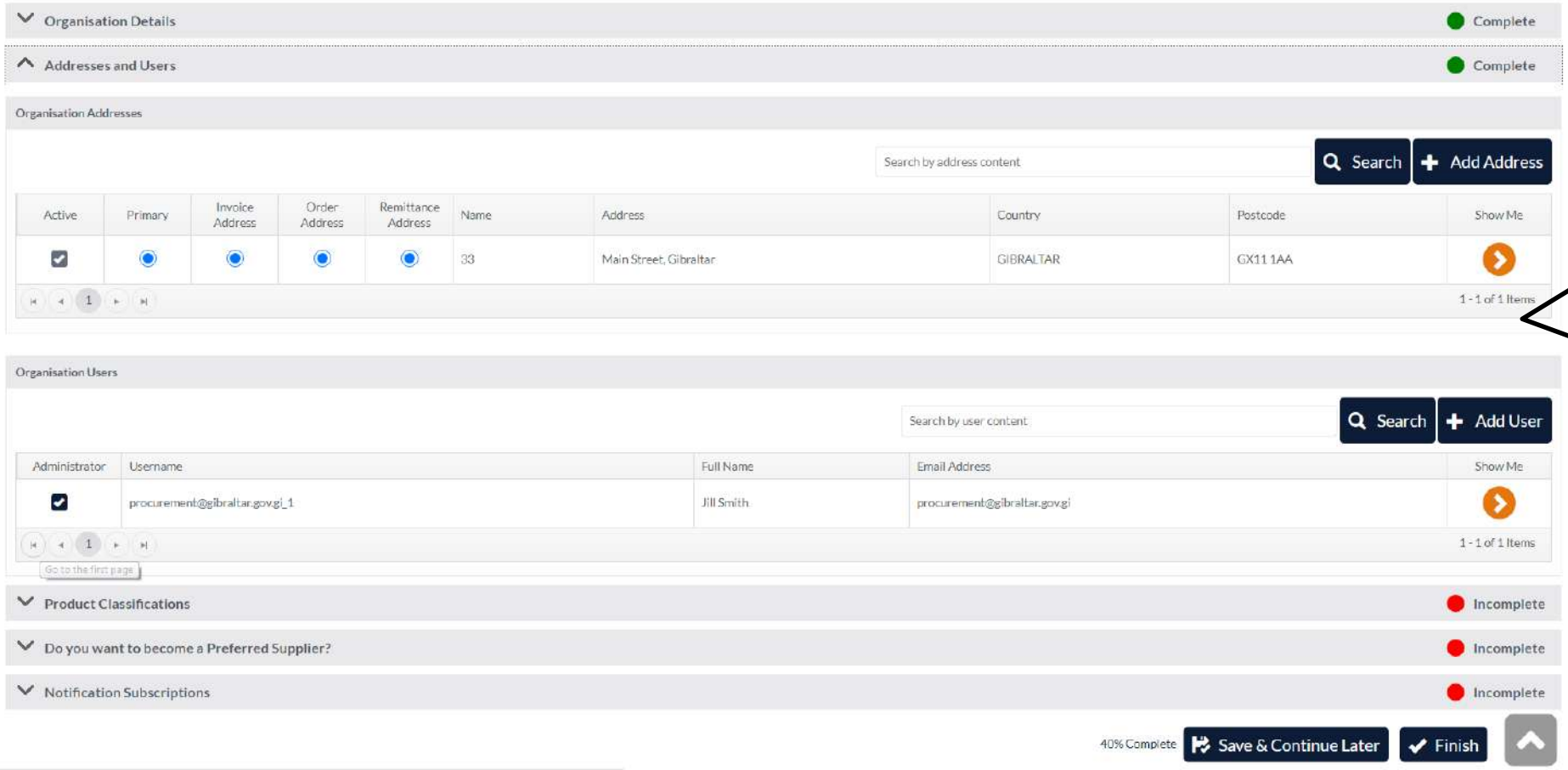
Registration

Step Two : Addresses and Users

Step Two is Addresses and Users.
Note: These user profiles are solely for providing access to the system.

You should specify the type of contact the user is. It will be your responsibility to maintain user profiles up to date.

If a user leaves your company you will need to ensure you disable their account.

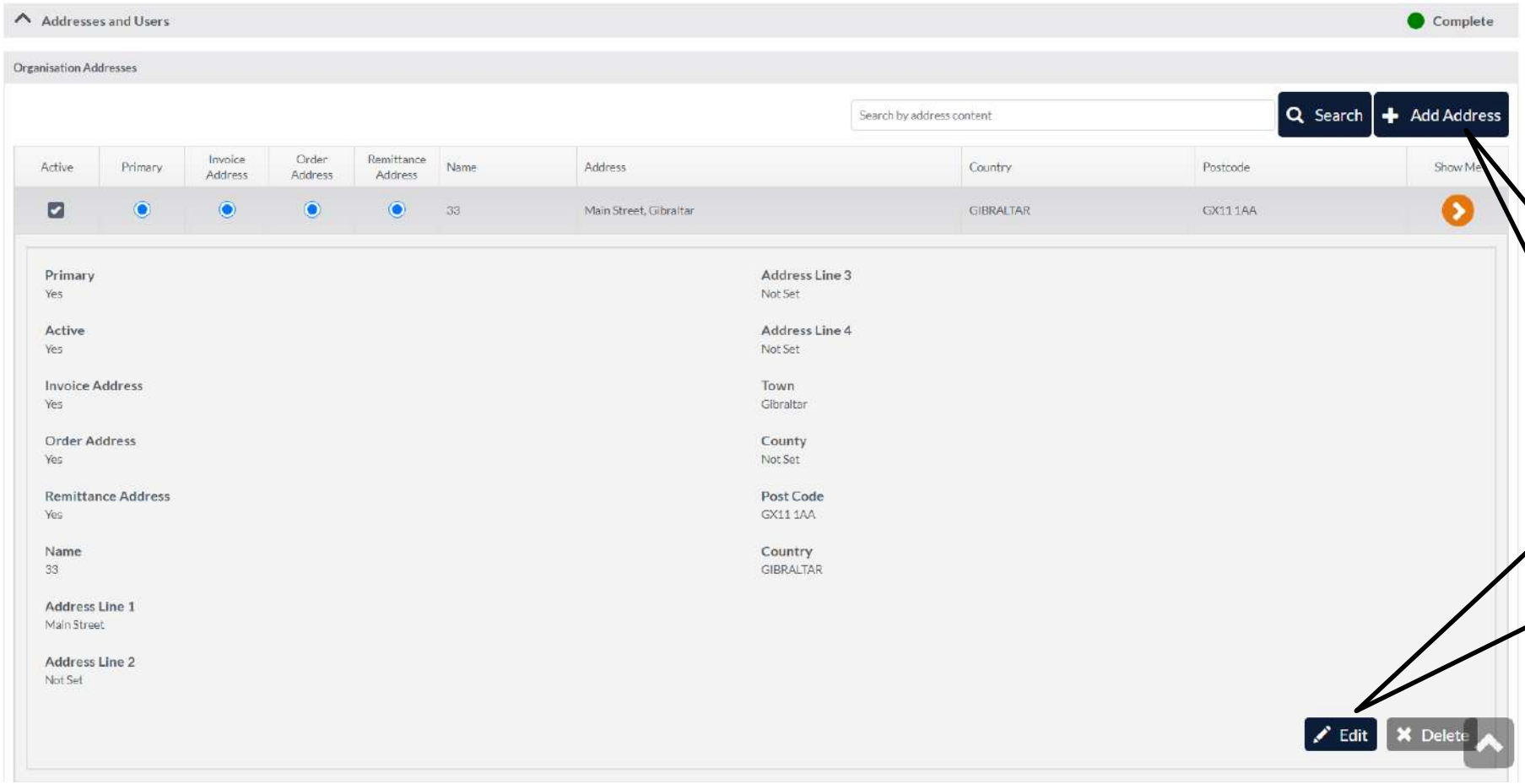


1. Click the pencil icon to add or modify an address .

Registration

- Step Two: Addresses and Users: Addresses

The Primary address will be created from the details entered during the first step of the registration process. If you have more than one address at least one address needs to be flagged as the primary address.

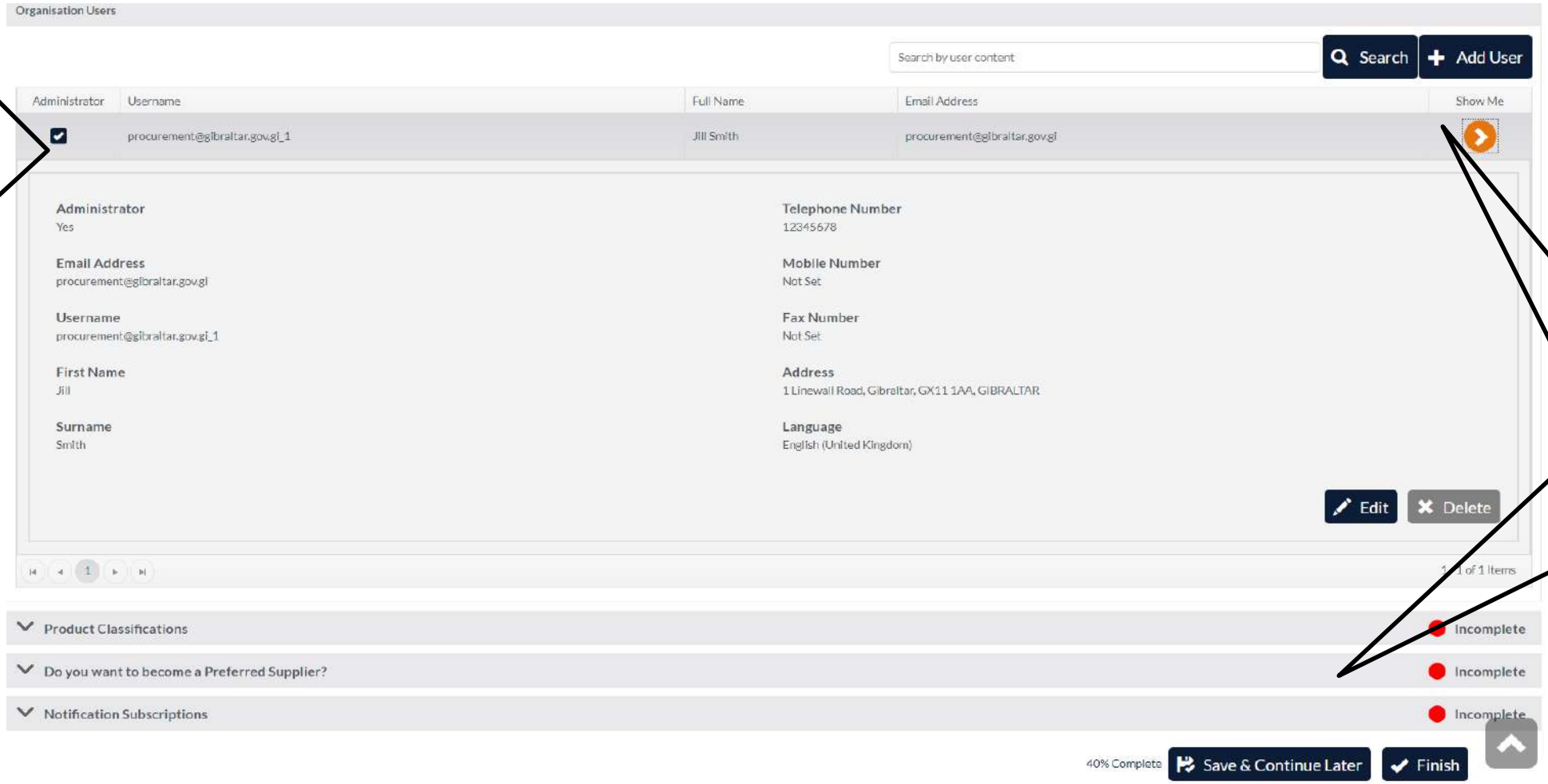


Click Add address to add an additional address. Click Edit to modify any address details.

Registration

- Step Two: Addresses and Users: Users

The Primary address will be created from the details entered during the first step of the registration process.



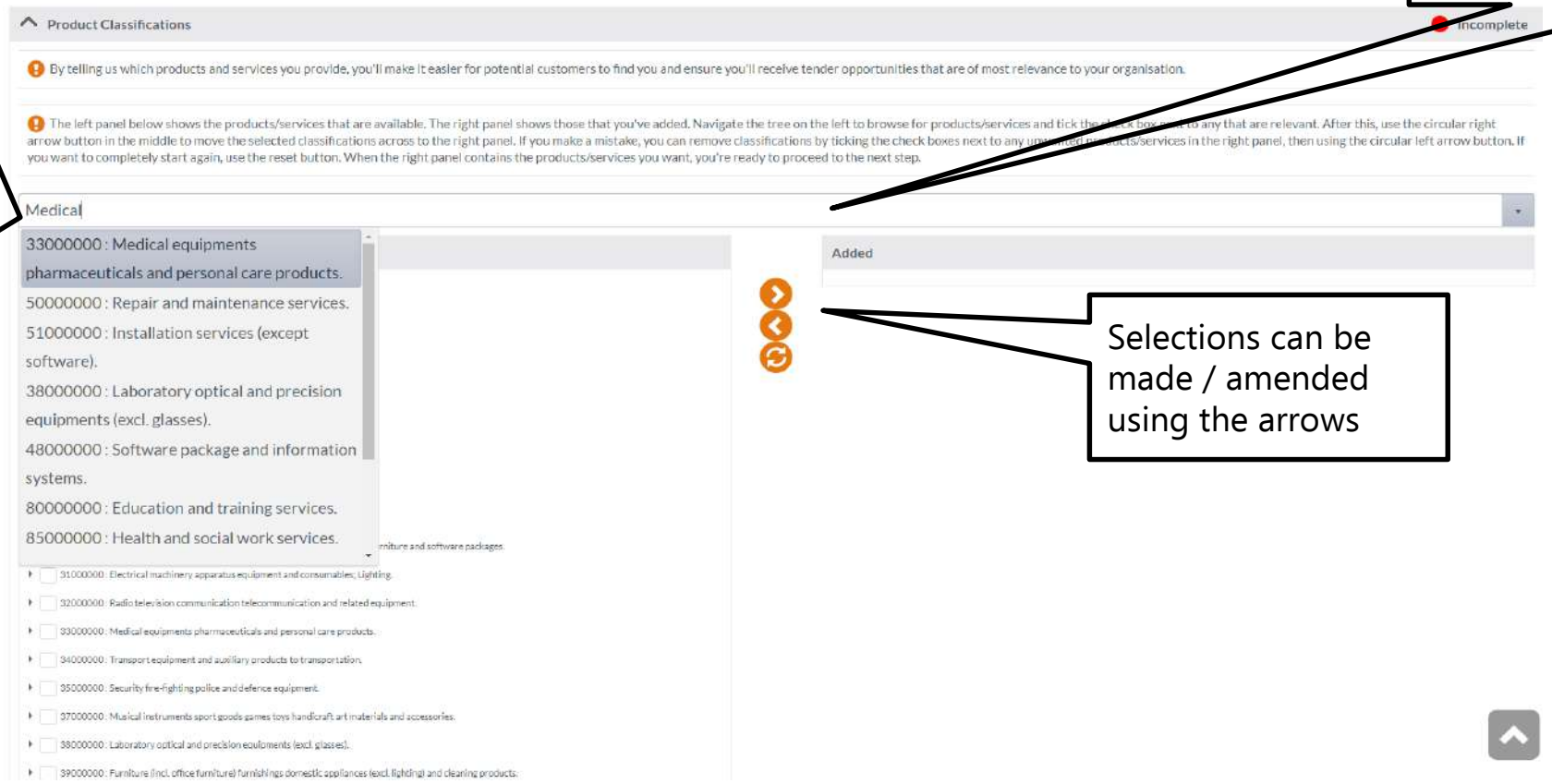
Click Add address to add an additional address. Click Edit to modify any address details.

Registration

- Step Three: Product Classifications

Step Three requires the addition of product/service classifications

You can enter a keyword into the search function and the system will return all codes containing that word. Please select the most appropriate.

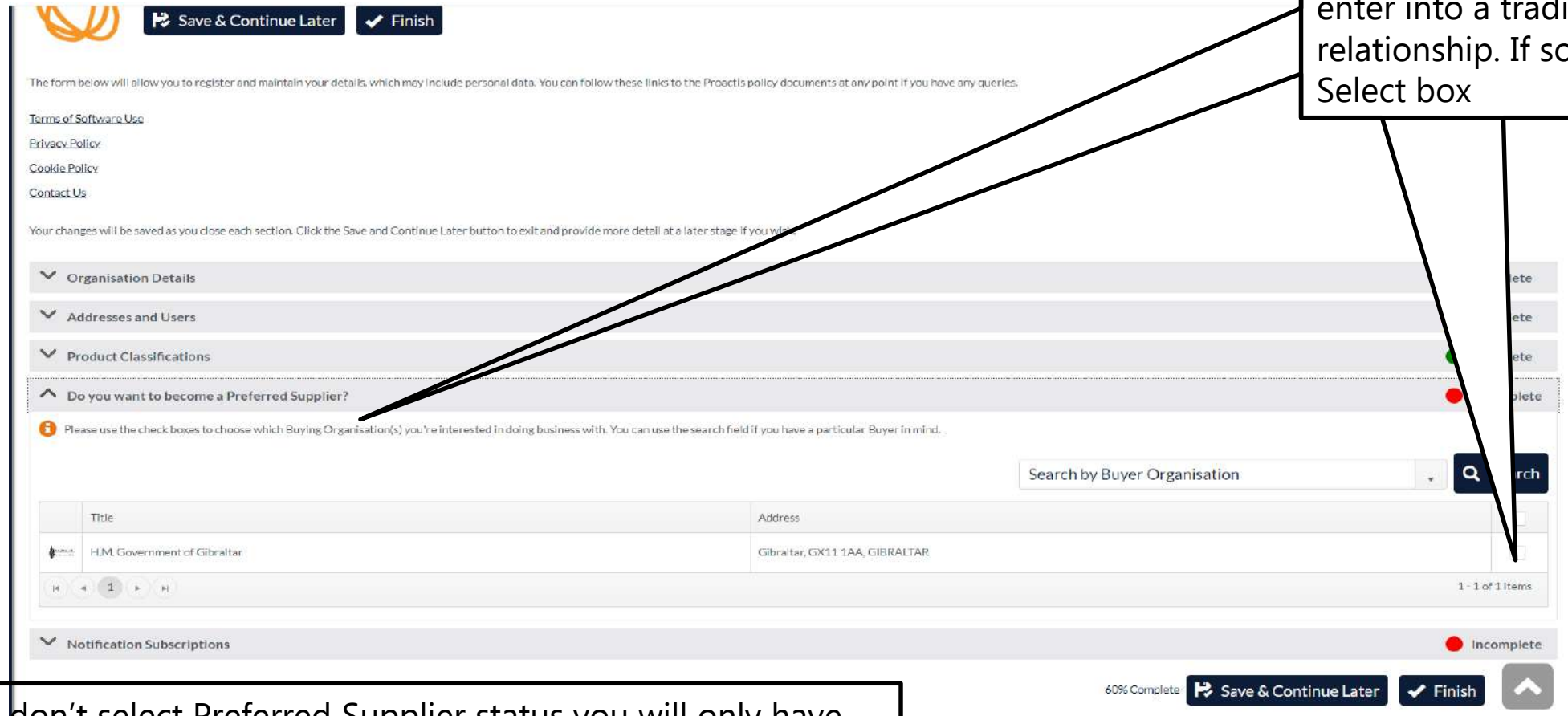


Selections can be made / amended using the arrows

You **MUST** select at least one Product **Classification**
The information will be used to match your business to relevant Opportunities, therefore try to be as accurate as you can when selecting Product Classifications. If you select the top level all sections under it are automatically included.

Registration

- Step Four: Select to acquire Preferred Supplier status



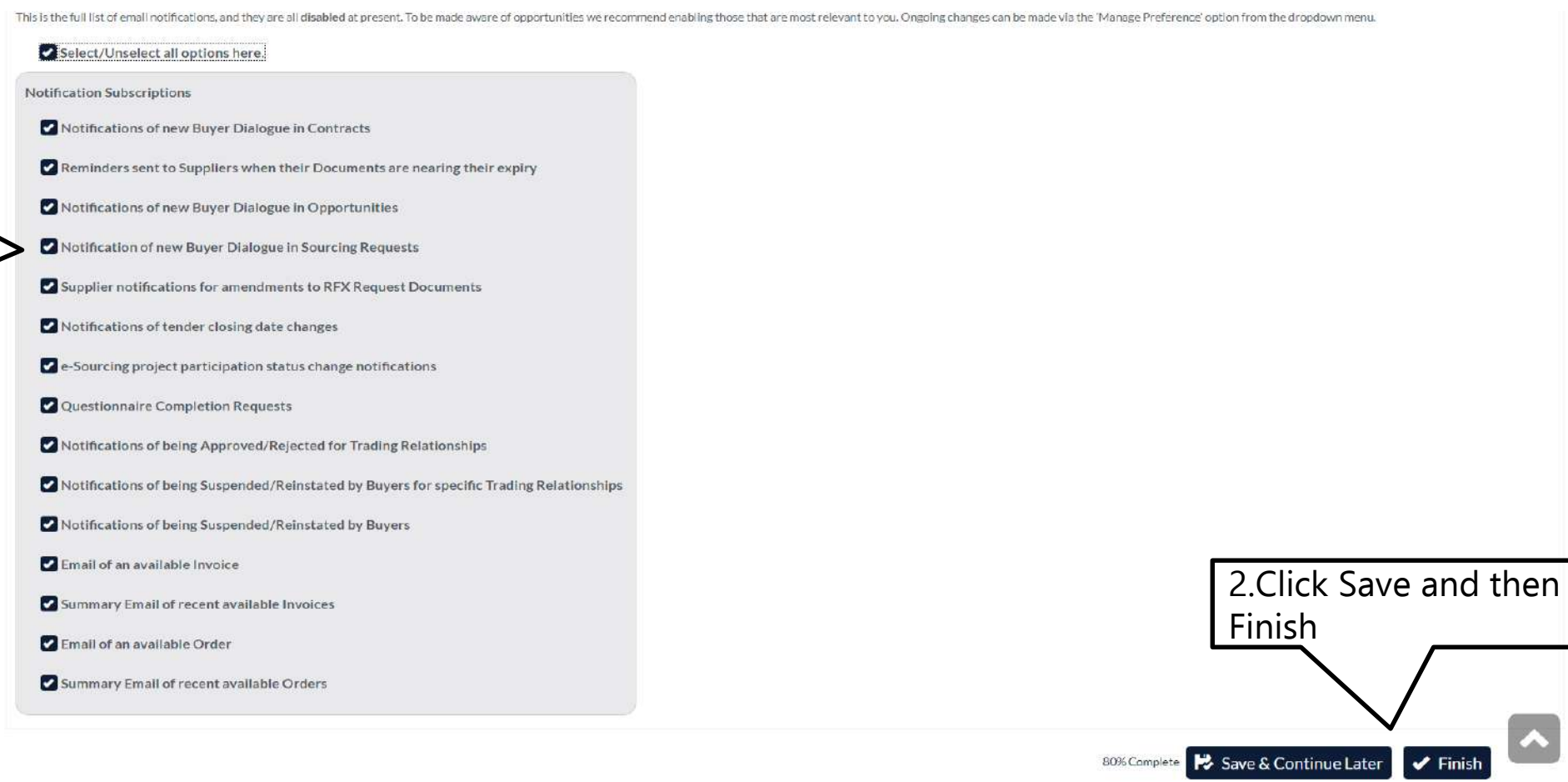
Step Four gives you the opportunity to inform HMGOG that you wish to enter into a trading relationship. If so Click the Select box

Note: If you don't select Preferred Supplier status you will only have access to open tenders.

Registration

Step Five: Notification Subscriptions

Step Five requires you to select/deselect your preferred email notifications



1.Select/deselect the required notifications accordingly

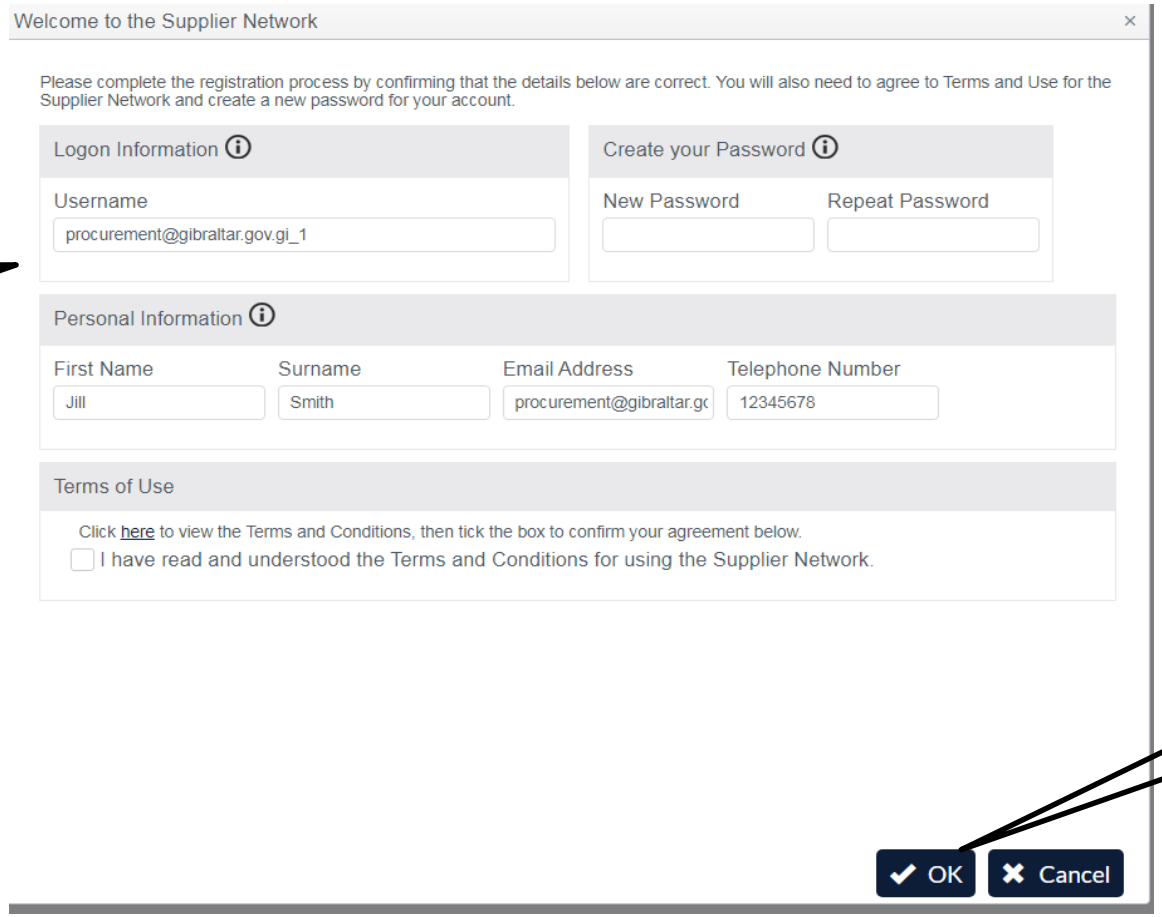
2.Click Save and then Click Finish

Registration

- Setting a Password

Password must be at least 8 characters in length and contain at least one capital Letter and 1 number.

1.The final step requires you to set a password. Make a note of the username which is usually your email address.



2.Select the tick box to accept Supplier Network Terms & Conditions and click ok to finish.

Self Registration

You are now registered

Self Registration

Verification

From: noreplydev@proactis.com
To: (PRC) Barnett, Christabelle
Cc:
Subject: Supplier Network Registration Validation
Sent: Fri 04/12/2020 15:

****
*** THIS EMAIL HAS BEEN PRODUCED BY A TEST SYSTEM
*** SENT FROM: https://uat-hmgogbuyer.gibraltar.gov.gi/
****

Redirected: would have been sent to procurement@gibraltar.gov.gi

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You have been sent this email because your Organisation has just registered on the Supplier Network website. Any buying organisations that you have attempted to engage with are aware of your interest and may be in contact in due course.

To access the portal use the details below along with the password which was set during registration:

Organisation Name: HMGOG Supplier 1
Primary Contact Name: Jill Smith
Username: procurement@gibraltar.gov.gi_1
Supplier Network website URL: https://uat-hmgogsupplier.gibraltar.gov.gi/

If you have forgotten your password please click here

Once logged on, there are menu options to assist you in managing your details:

'Your Business' will allow details of your organisation and users to be kept up to date.
'Manage Preferences' will allow updates to General and Opportunity Notifications, along with the setting of Accessibility options.

Please note, this email has been sent from an unmonitored address.
Email ID: 429374ce-3936-eb11-80ec-005056974d65

You will now be sent an email with your sign on details
Please keep this safe as it contains your organisation and user name

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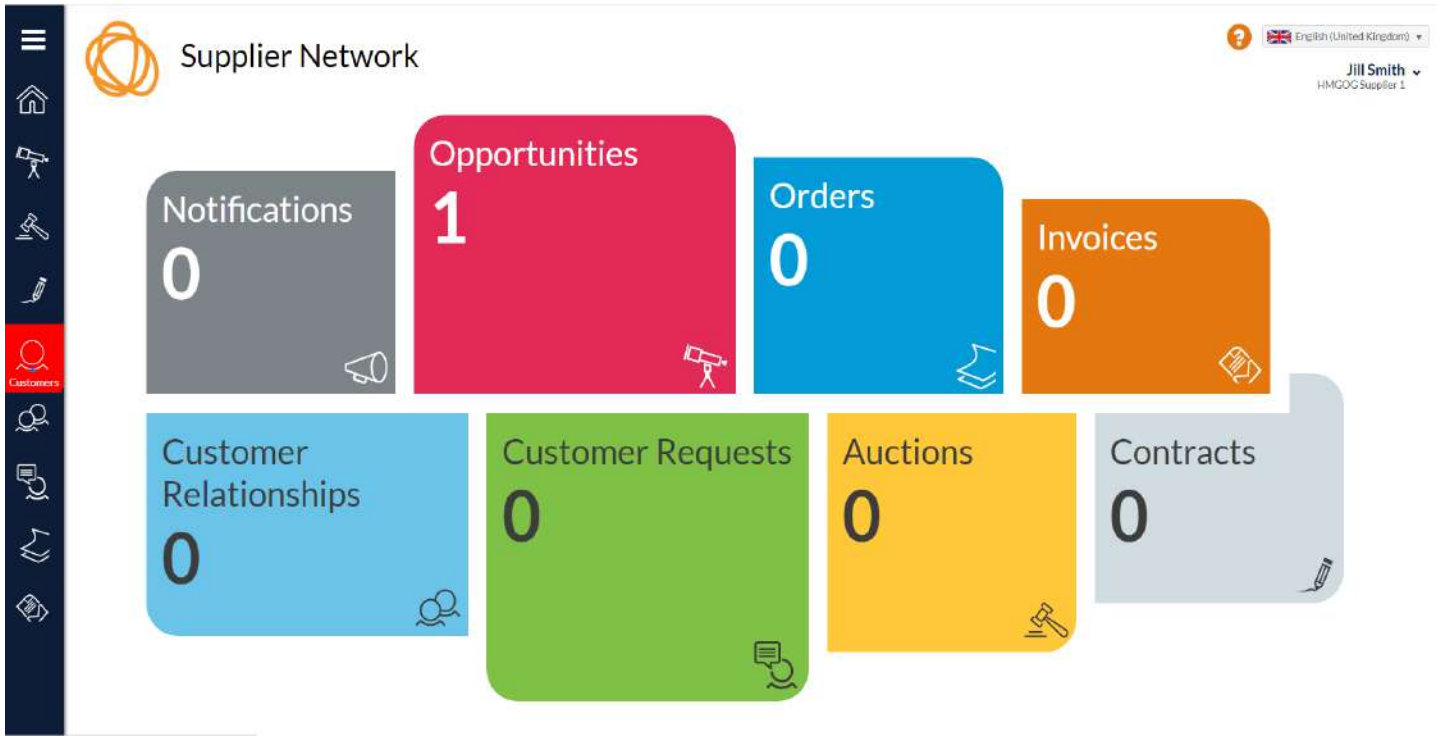
Registration

Stage 3: Insert Additional Information

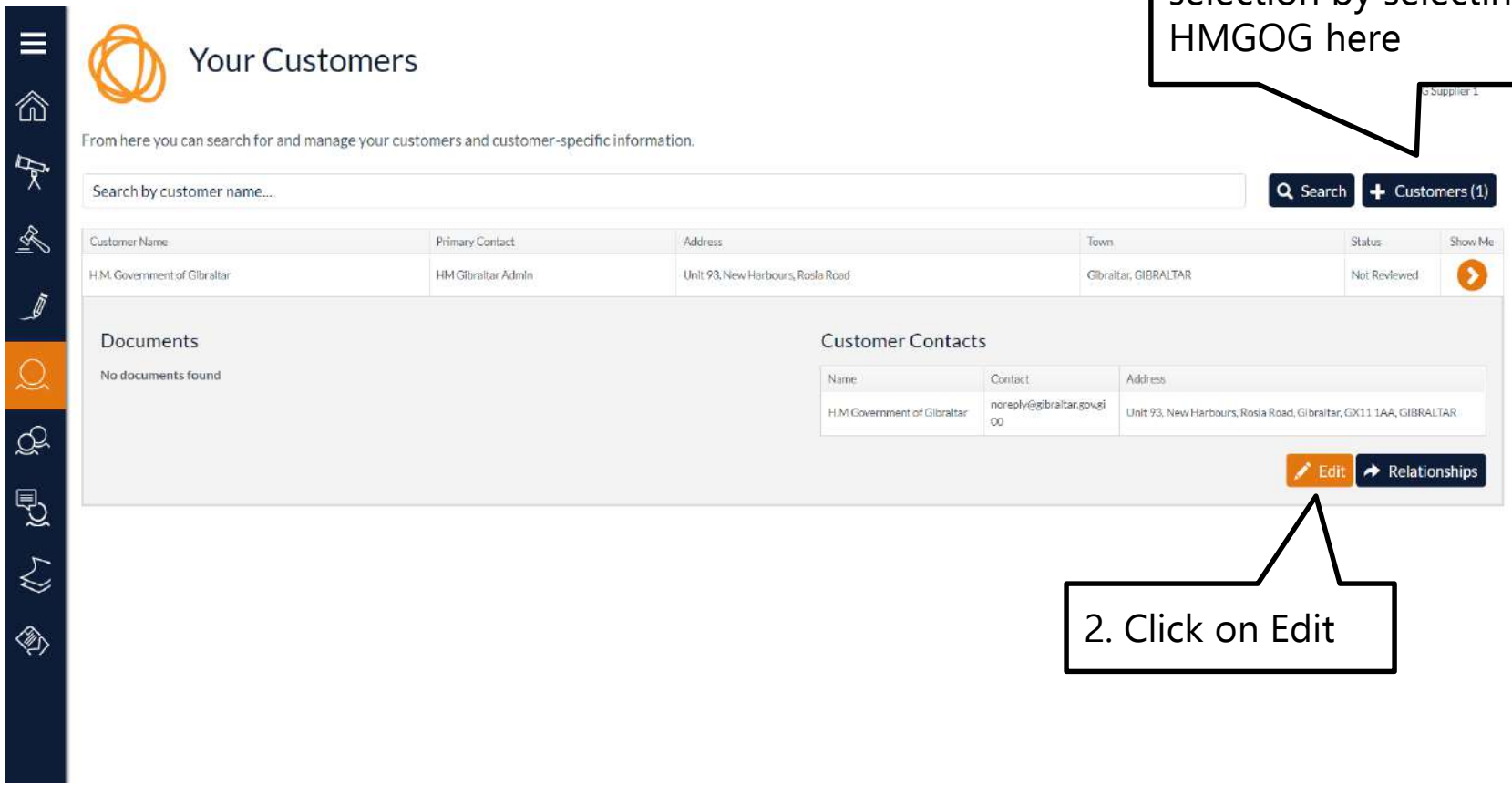
How to Add/Edit Customer Information

1. Log into the Supplier Portal with your credentials

2. Click on the 'Customers' Icon



How to Add/Edit Customer Information Cont….

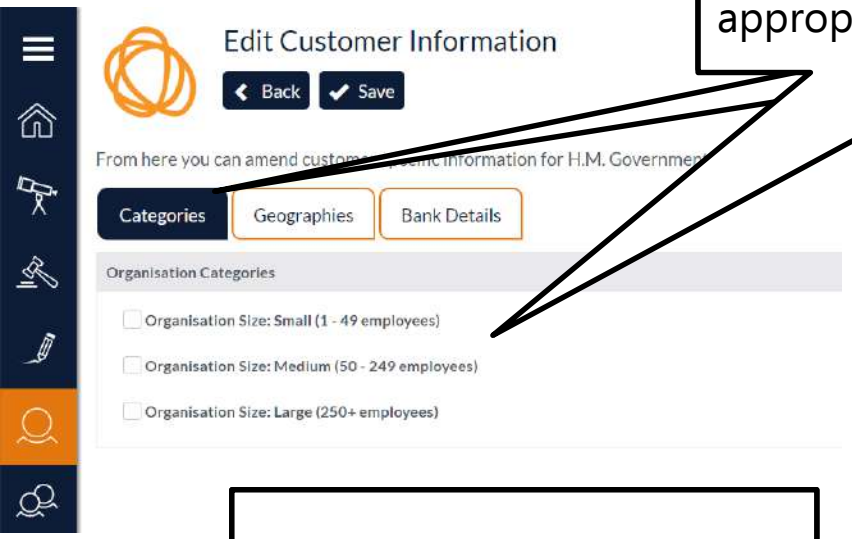


1. You may need to expand the selection by selecting Customer as HMGOG here

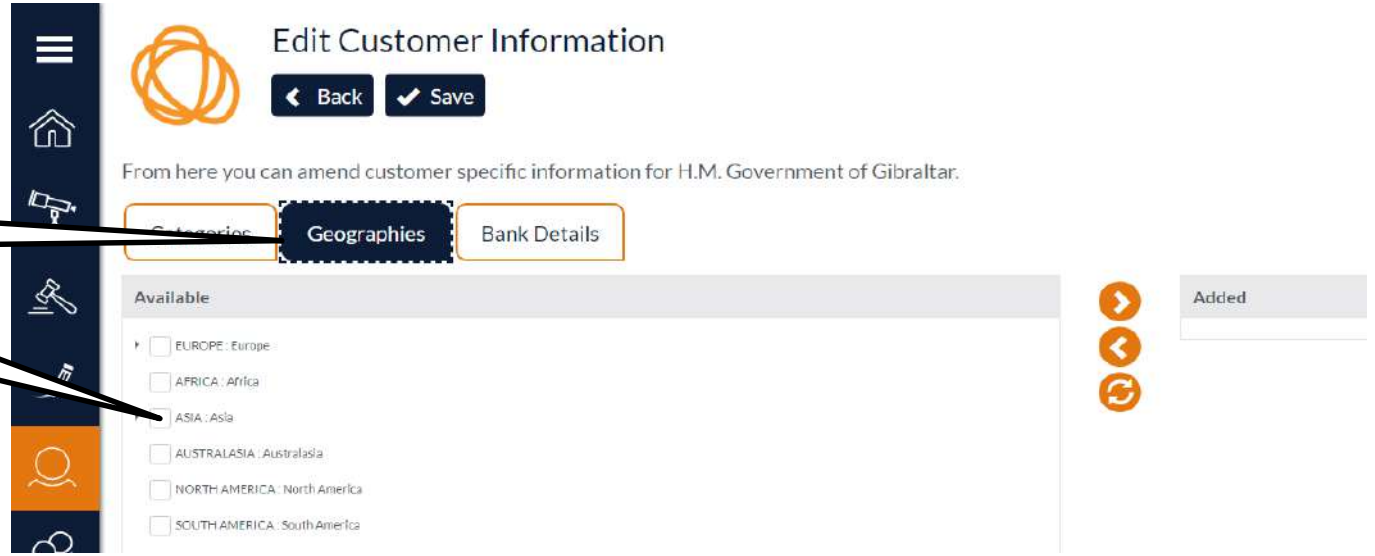
2. Click on Edit

How to Add/Edit Categories and Geographies Information

1. **Categories** - Select your appropriate Organisation Size



2. **Geographies** – Select your location and areas where you conduct business

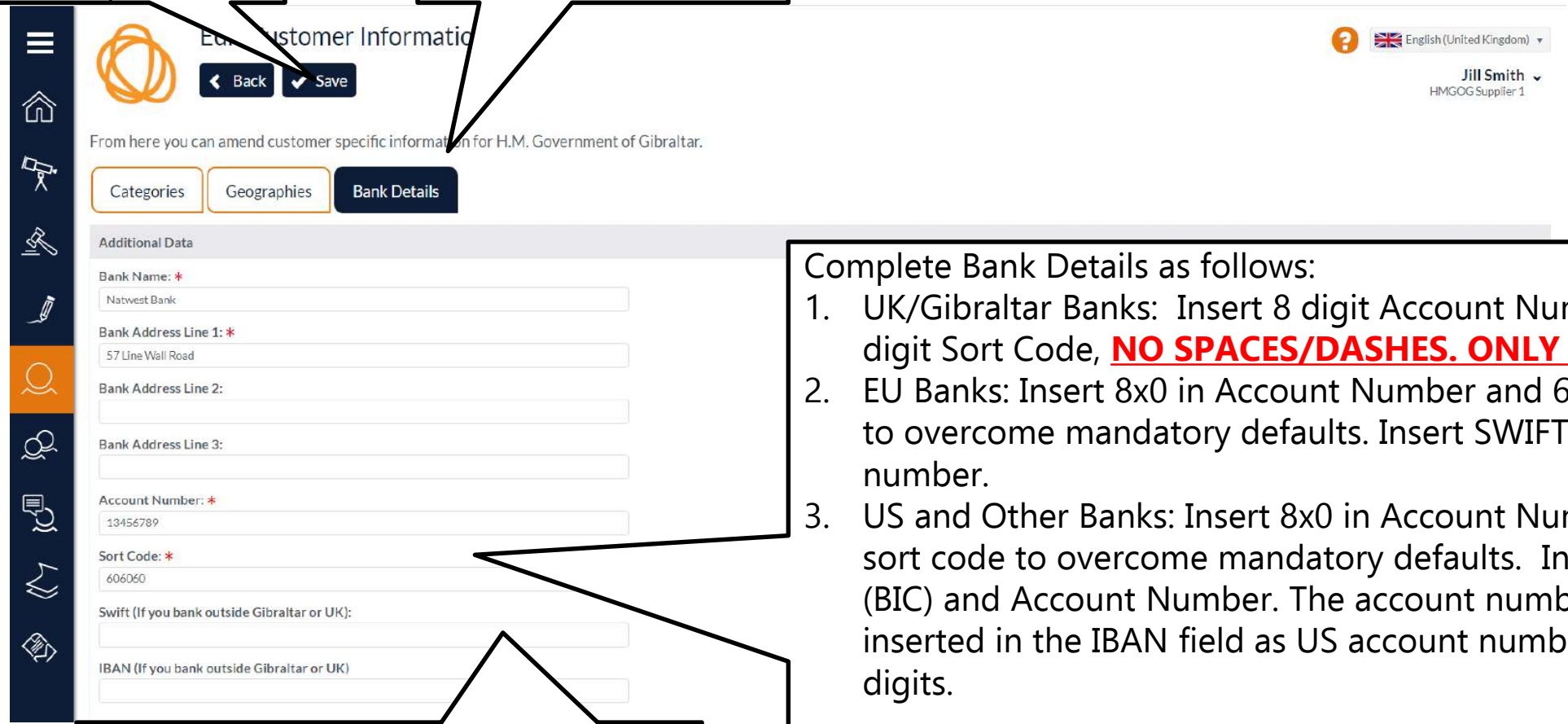


Please ensure that you provide this information.

How to Add/Edit Bank Details…

3. Click Save once completed

1. Click on Bank Details

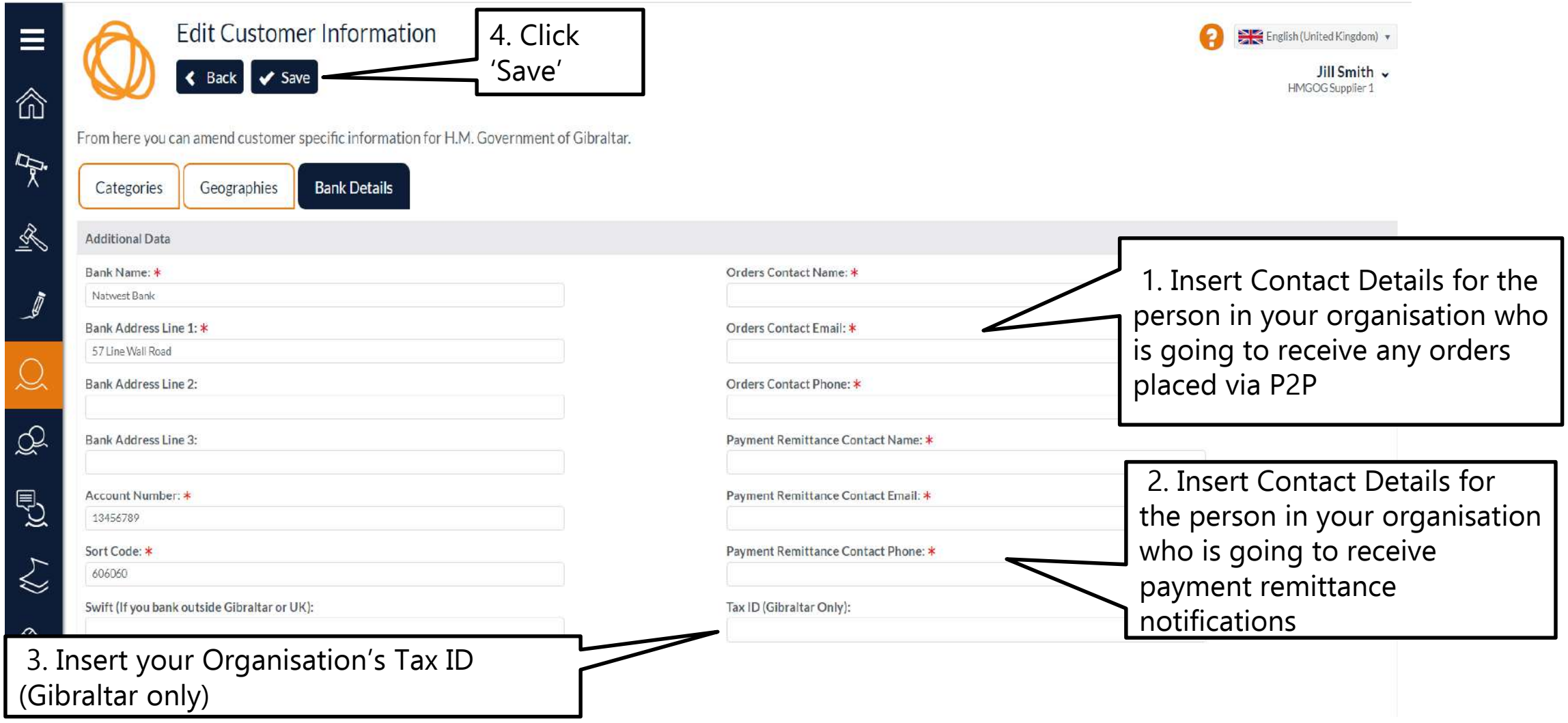


2. Complete all mandatory fields. Marked with red asterix *

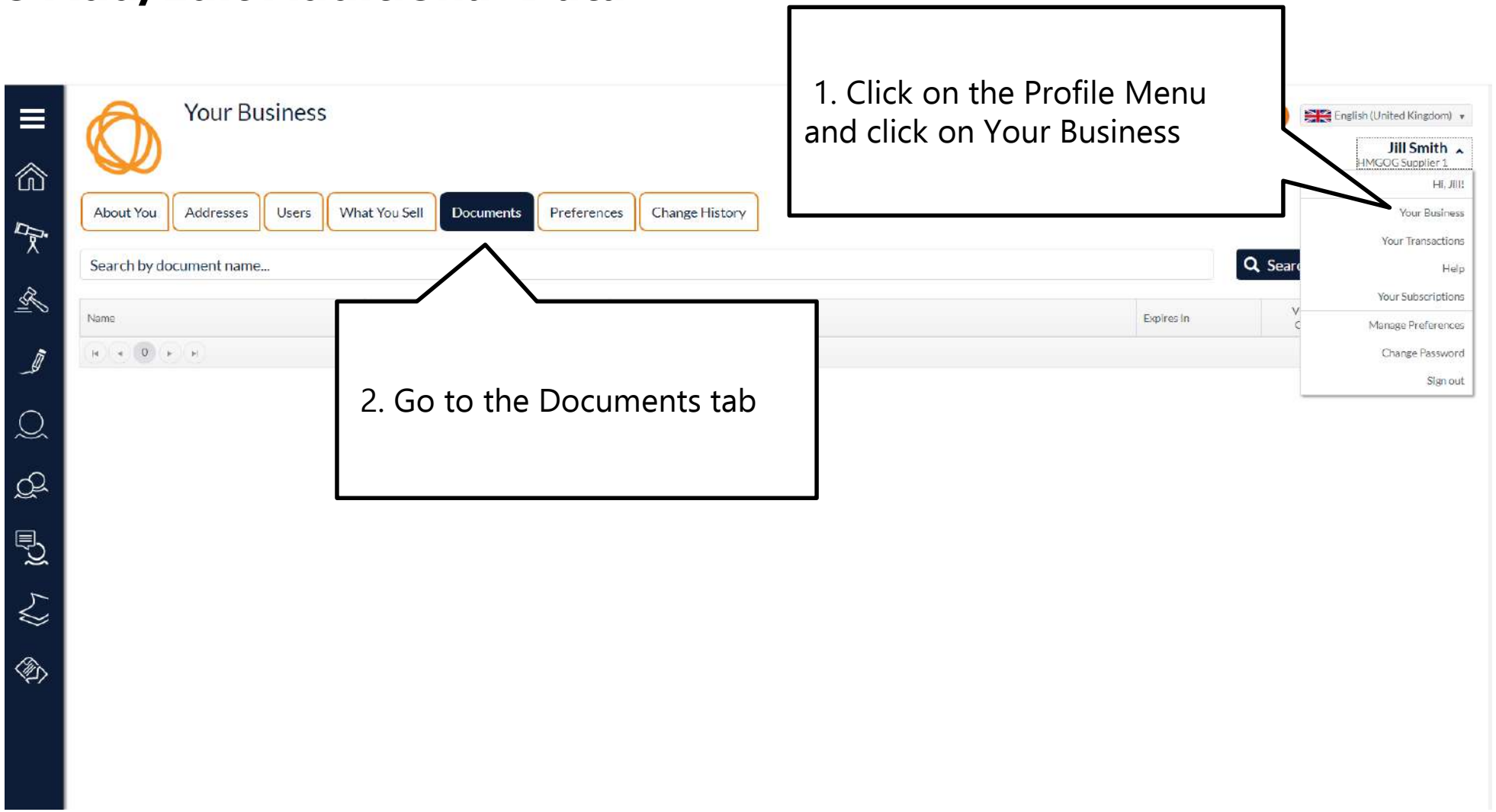
Complete Bank Details as follows:

1. UK/Gibraltar Banks: Insert 8 digit Account Number and 6 digit Sort Code, **NO SPACES/DASHES. ONLY NUMERIC.**
2. EU Banks: Insert 8x0 in Account Number and 6x0 in sort code to overcome mandatory defaults. Insert SWIFT (BIC) and IBAN number.
3. US and Other Banks: Insert 8x0 in Account Number and 6x0 in sort code to overcome mandatory defaults. Insert SWIFT (BIC) and Account Number. The account number should be inserted in the IBAN field as US account numbers exceed 8 digits.

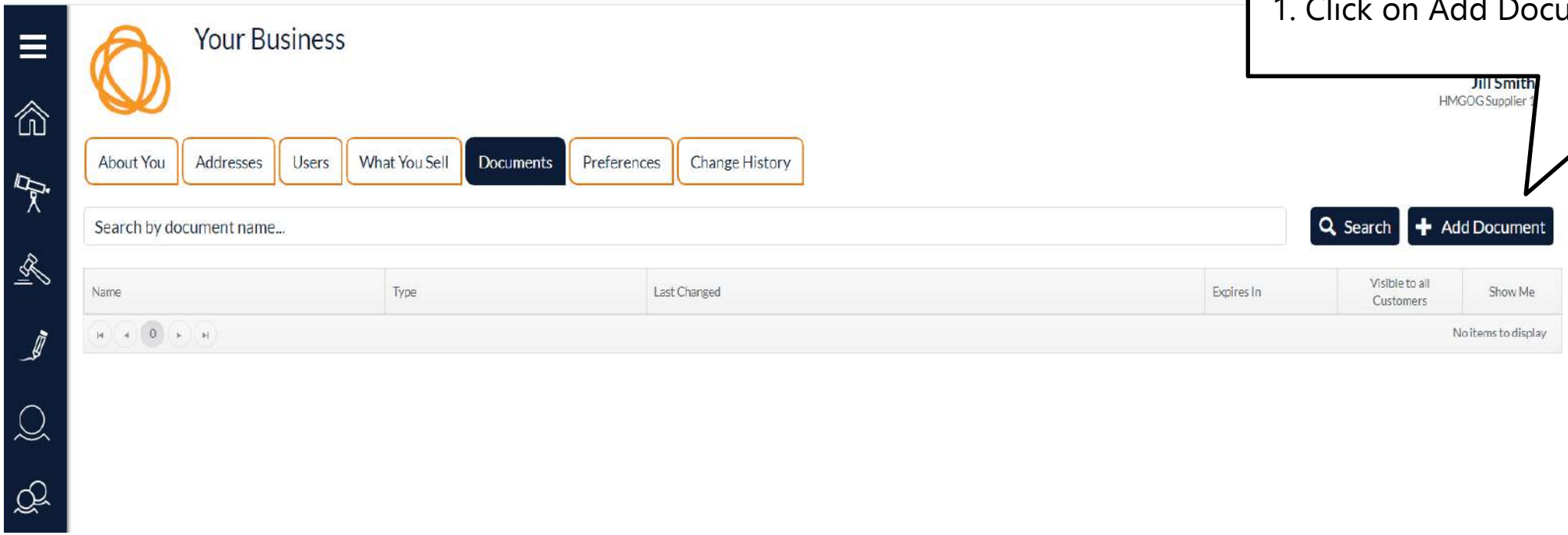
How to Add/Edit Additional Data



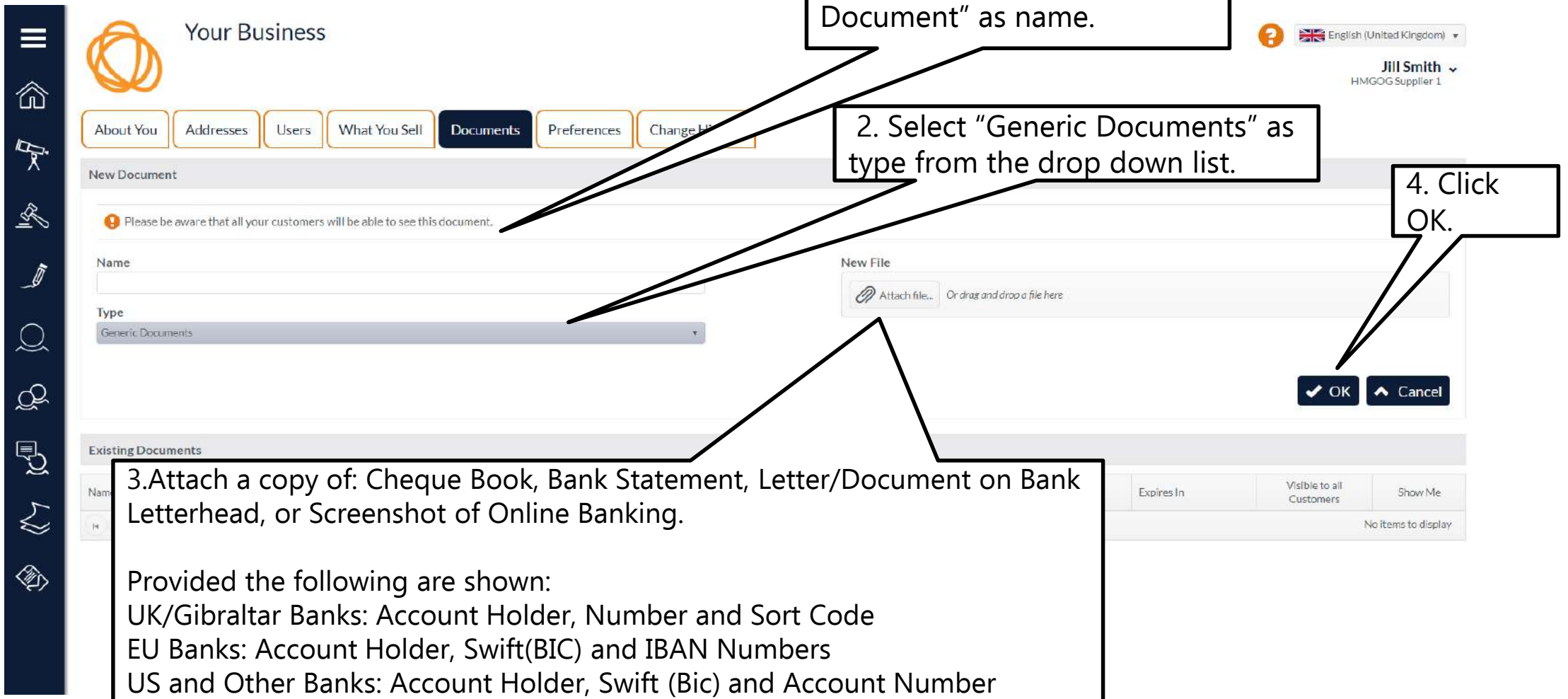
How to Add/Edit Additional Data



How to Add/Edit Additional Data



How to Add/Edit Additional Data



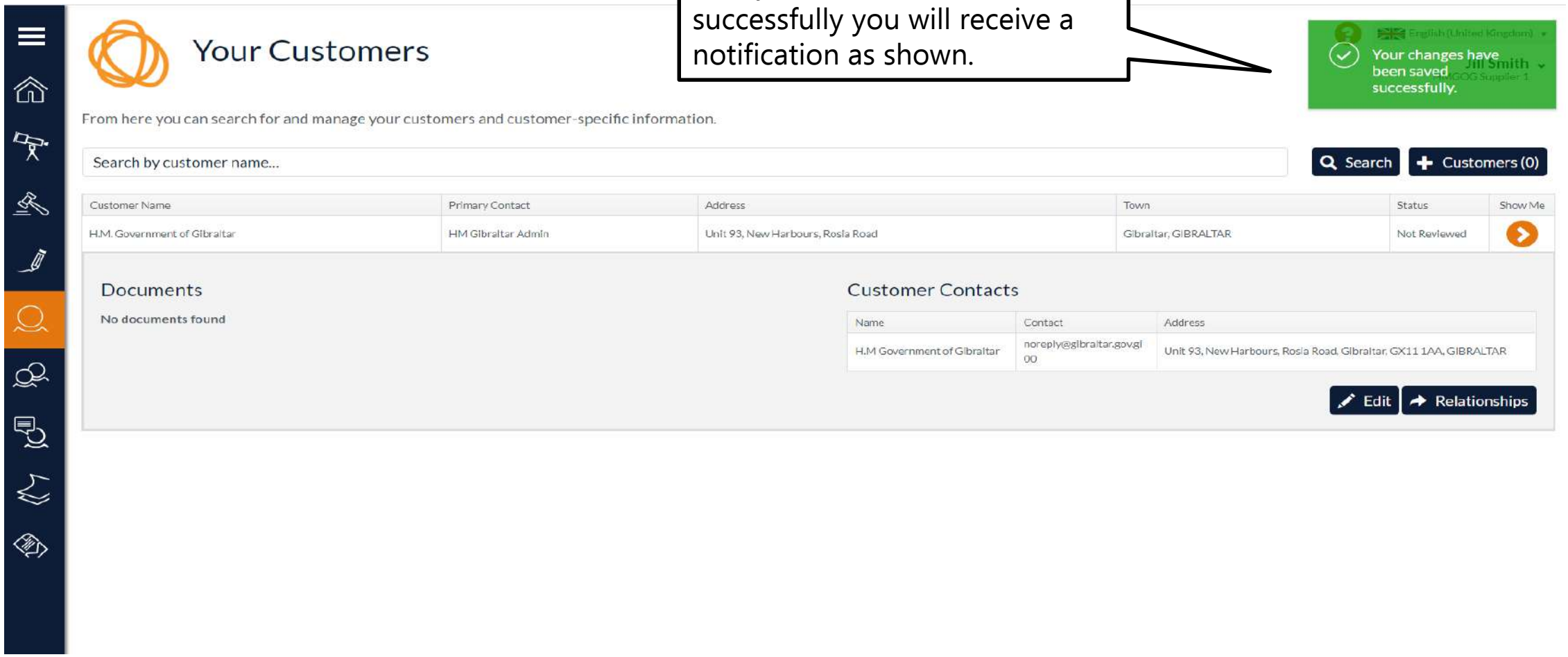
3.Attach a copy of: Cheque Book, Bank Statement, Letter/Document on Bank Letterhead, or Screenshot of Online Banking.

Provided the following are shown:
UK/Gibraltar Banks: Account Holder, Number and Sort Code
EU Banks: Account Holder, Swift(BIC) and IBAN Numbers
US and Other Banks: Account Holder, Swift (Bic) and Account Number

This is needed to verify that the details entered previously are correct.

How to Add/Edit Additional Data

1. If your details have saved successfully you will receive a notification as shown.



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