

Platform Manual for registration



Manual for registration

Hi, and welcome to the Innovation Procurement Platform!

This manual shows you, how to properly register to the Innovation Procurement Platform

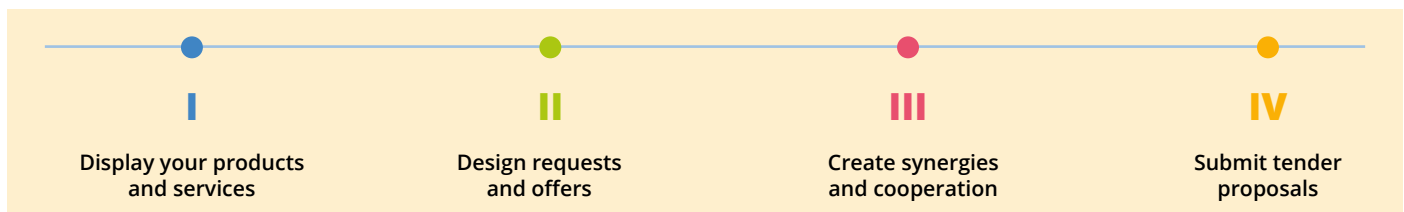
WHAT IS THE PLATFORM ABOUT?

The Innovation Procurement Platform provides suppliers with the option to *register* their organisations, *show-case* products and services, *upload* additional relevant documents, and *match* interests, and services with other suppliers and/or relevant partners.

In addition to that, the Innovation Procurement Platform allows the *monitoring* of different tenders (under the dedicated section), providing all the relevant information on the specific tender, as well as the automatic procedure for the *tender submission and evaluation*. Thus, serving as *transparent, intuitive and easy-to-use* tool for promoting an unbiased selection of offers.

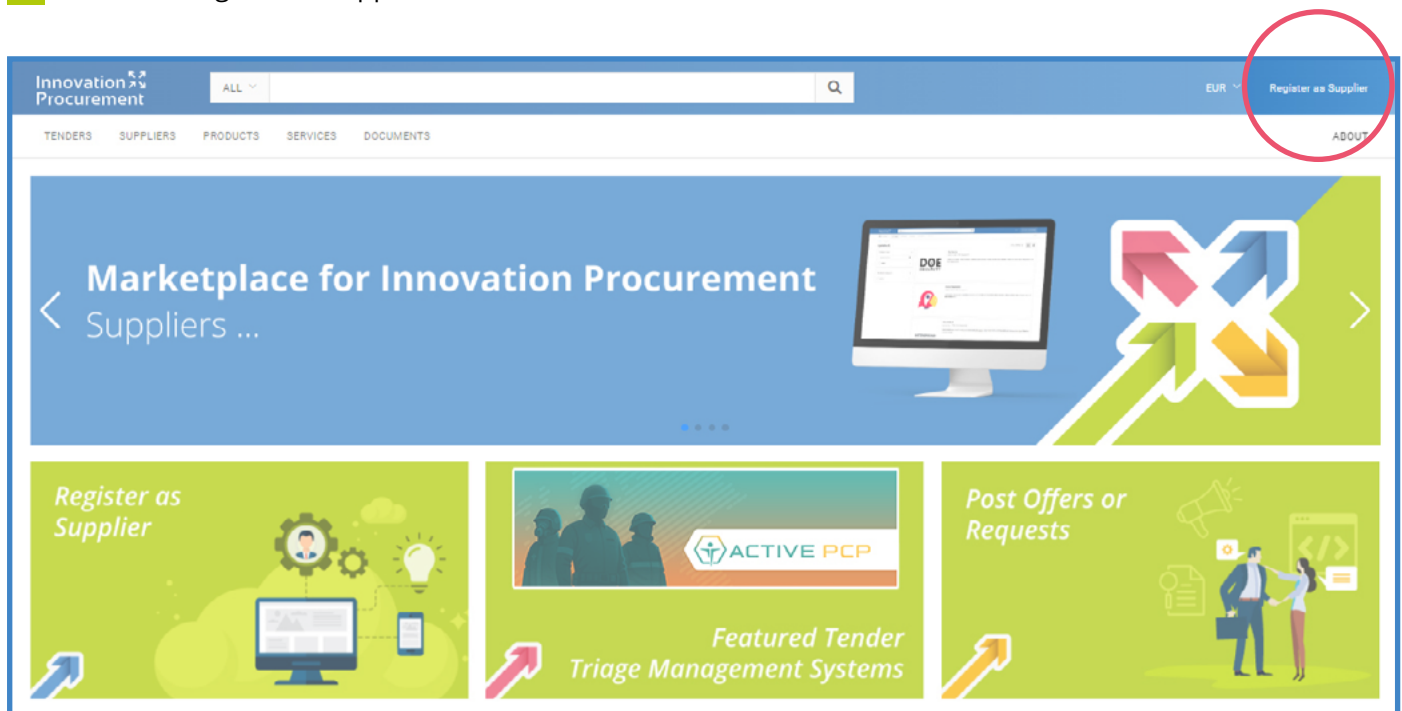
Thus, the Innovation Procurement Platform allows you to:

- ➔ **Showcase your organisation, products and services**
- ➔ **Design requests and offers**
- ➔ **Match and connect with other suppliers**
- ➔ **Monitor, check and submit tender proposals**

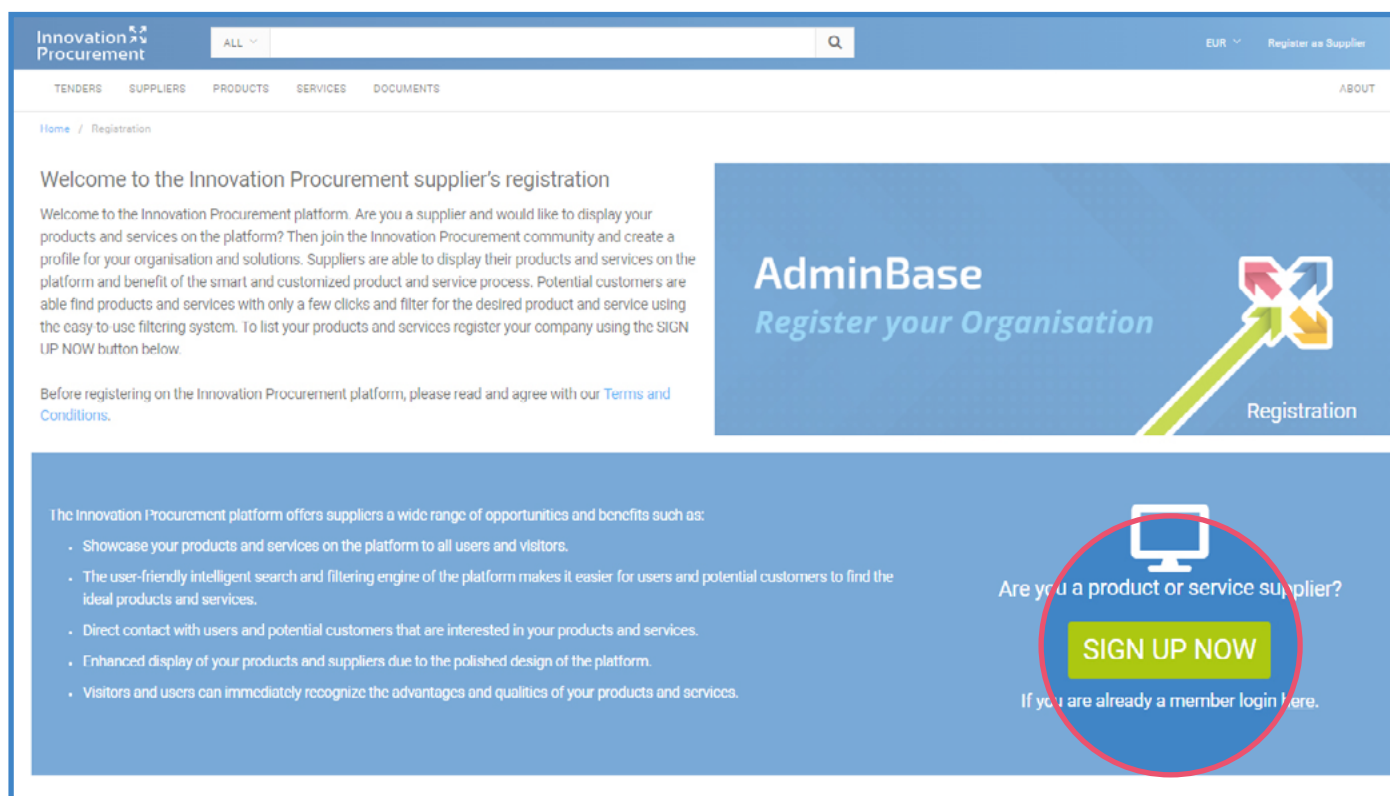


HOW TO REGISTER?

1. Click on "Register as Supplier" button



2. Click on "Sign Up Now"



Welcome to the Innovation Procurement supplier's registration

Welcome to the Innovation Procurement platform. Are you a supplier and would like to display your products and services on the platform? Then join the Innovation Procurement community and create a profile for your organisation and solutions. Suppliers are able to display their products and services on the platform and benefit of the smart and customized product and service process. Potential customers are able find products and services with only a few clicks and filter for the desired product and service using the easy to use filtering system. To list your products and services register your company using the SIGN UP NOW button below.

Before registering on the Innovation Procurement platform, please read and agree with our [Terms and Conditions](#).

The Innovation Procurement platform offers suppliers a wide range of opportunities and benefits such as:

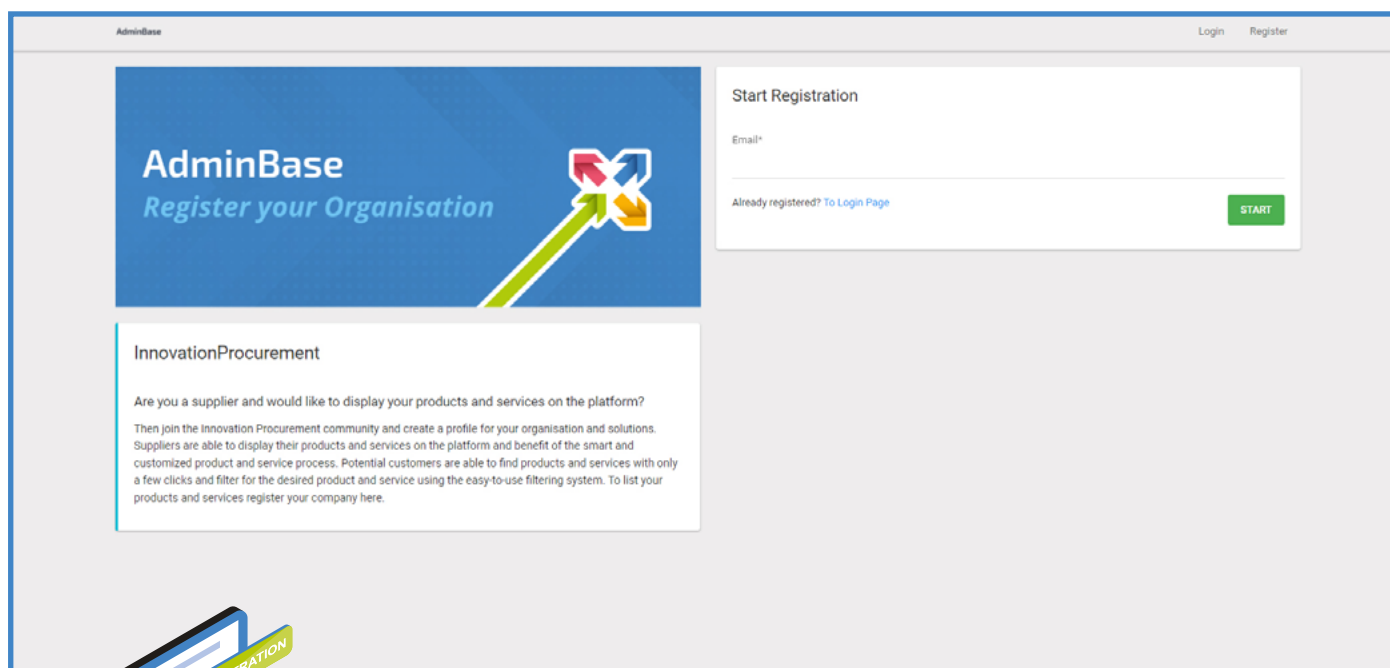
- Showcase your products and services on the platform to all users and visitors.
- The user-friendly intelligent search and filtering engine of the platform makes it easier for users and potential customers to find the ideal products and services.
- Direct contact with users and potential customers that are interested in your products and services.
- Enhanced display of your products and suppliers due to the polished design of the platform.
- Visitors and users can immediately recognize the advantages and qualities of your products and services.

Are you a product or service supplier?

SIGN UP NOW

If you are already a member login here.

3. Insert your email and click on "Start"



AdminBase

Register your Organisation

SIGN UP NOW

If you are already a member login here.

Start Registration

Email*

Already registered? [To Login Page](#)

START

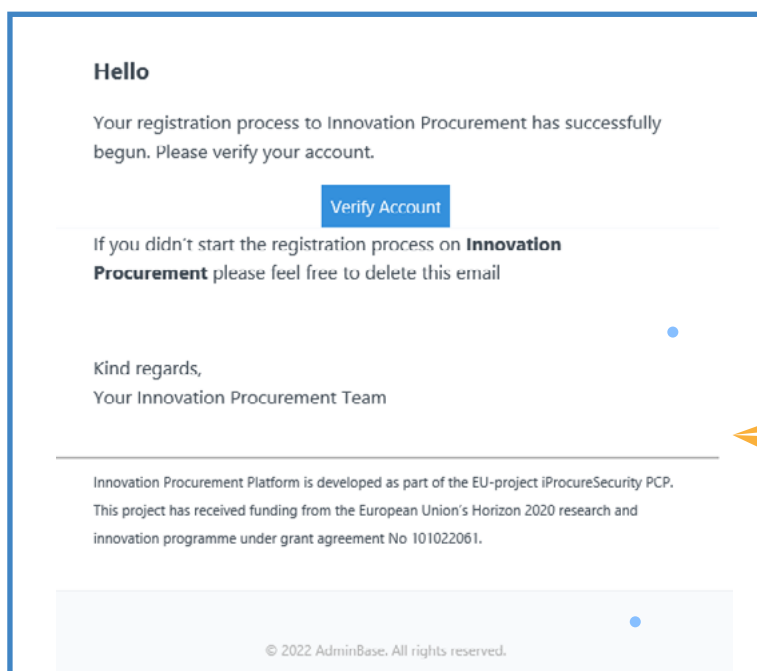
InnovationProcurement

Are you a supplier and would like to display your products and services on the platform?

Then join the Innovation Procurement community and create a profile for your organisation and solutions. Suppliers are able to display their products and services on the platform and benefit of the smart and customized product and service process. Potential customers are able to find products and services with only a few clicks and filter for the desired product and service using the easy-to-use filtering system. To list your products and services register your company here.



4. You will receive the authentication email, and you have to click once on "Verify Account"



5. By clicking on Verify Account a link will automatically open, and you will have to complete the registration with further details (among them, choosing the password) and click on "Submit"

AdminBase
Login
Register

AdminBase



Welcome to the Innovation Procurement platform. Are you a supplier and would like to display your products and services on the platform? Then join the Innovation Procurement community and create a profile for your organisation and solutions. Suppliers are able to display their products and services on the platform and benefit of the smart and customized product and service process. Potential customers are able find products and services with only a few clicks and filter for the desired product and service using the easy-to-use filtering system. To list your products and services register your company here.

Complete Registration

Organisation Name*
OrganisationNameExample

Website Url*
http://www.example.com

Password*
Example1

Password Confirmation
Example1

☒ I have read and agree with [Terms and Conditions.](#)

[SUBMIT](#)

6. Complete the General Data and the Contact Data, adding the requested information and click on „save“. Make sure to provide all the required information.



General Data Form

Organisation Name
OrganisationExample

Website
Website

Preferred Currency*
Select one

Foundation Year*
2017

Activity Radius*
National

Markets
Australia x Europe x

Facebook
URL e.g. https://example.com

Twitter
URL e.g. https://example.com

LinkedIn
URL e.g. https://example.com

Xing
URL e.g. https://example.com

Description*
xx

Body type*
☒ Private ☐ Public

Profit type*
☐ Profit ☒ Non Profit

Person type*
☒ Natural ☐ Legal

Photos > Logo

Requirements:

- Minimum dimensions of photo in pixel (w/h): 600/337.
- Accepted formats: jpg, png.
- Max file size 4096Kb. Min file size 1Kb.
- Photos violating the rules stated in [Terms and Conditions](#) will be removed without notice.

IMAGE NOT AVAILABLE

BROWSE

SAVE

Check the following requirements before uploading the logo of your organisation:

- Minimum dimensions of photo in pixel (w/h): 600/337.
- Accepted format .jpeg and .png.
- Max file size 4096Kb. Min file size 1Kb.
- Photo violating the rules of Terms and Conditions will be removed without notice.



Go back to <https://innovationprocurement.com/> and you will see your organisation displayed on "suppliers".

Admin Base Account

Having registered your organisation within the Innovation Procurement Platform, grants you access to the Admin Base account. You can enter the Admin Base Account at anytime by clicking on the “here” link of Members Login.

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- Enhanced display of your products and suppliers due to the polished design of the platform.
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Are you a product or service supplier?

SIGN UP NOW

If you are already a member [login here](#).

Through the Admin Base Account suppliers will be able to

1. Upload solutions, services and documents to be displayed on the Innovation Procurement Platform
2. Modify their profiles and/or change their password
3. View open, closed and forthcoming Tenders and post expertise requests and offers
4. Submit offers for different Calls for Tender

ADMINBASE

Innovation Procurement

EUR Innovation Procurement OrganisationNameExample

DASHBOARD

Product List

Add Product

Documents

Services

Tenders

Profile

About Dashboard

Create and manage products, services and documents that you wish to be showcased in the [Innovation Procurement Marketplace](#). Use the menu on the left side or the sections below to access the different entities and add information to your organisation and solutions. You can also create requests and offers to the available tenders using the 'tenders' section below.

OrganisationNameExample

[View on Marketplace](#)

Tenders

Post expertise offers and/or expertise requests on tender calls

Products

Manage your offered products

Services

Manage your offered services

Innovation Procurement

www.innovationprocurement.com

In case of technical issues, please contact office@activepcp.eu

Visit the ACTIVE PCP website on www.activepcp.eu

Follow us on LinkedIn <https://www.linkedin.com/company/active-pcp/>

Subscribe on YouTube <https://www.youtube.com/@ACTIVEPCPProject>



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