Innovation Procurement

Platform Manual

for registration

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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, *showcase* 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.*

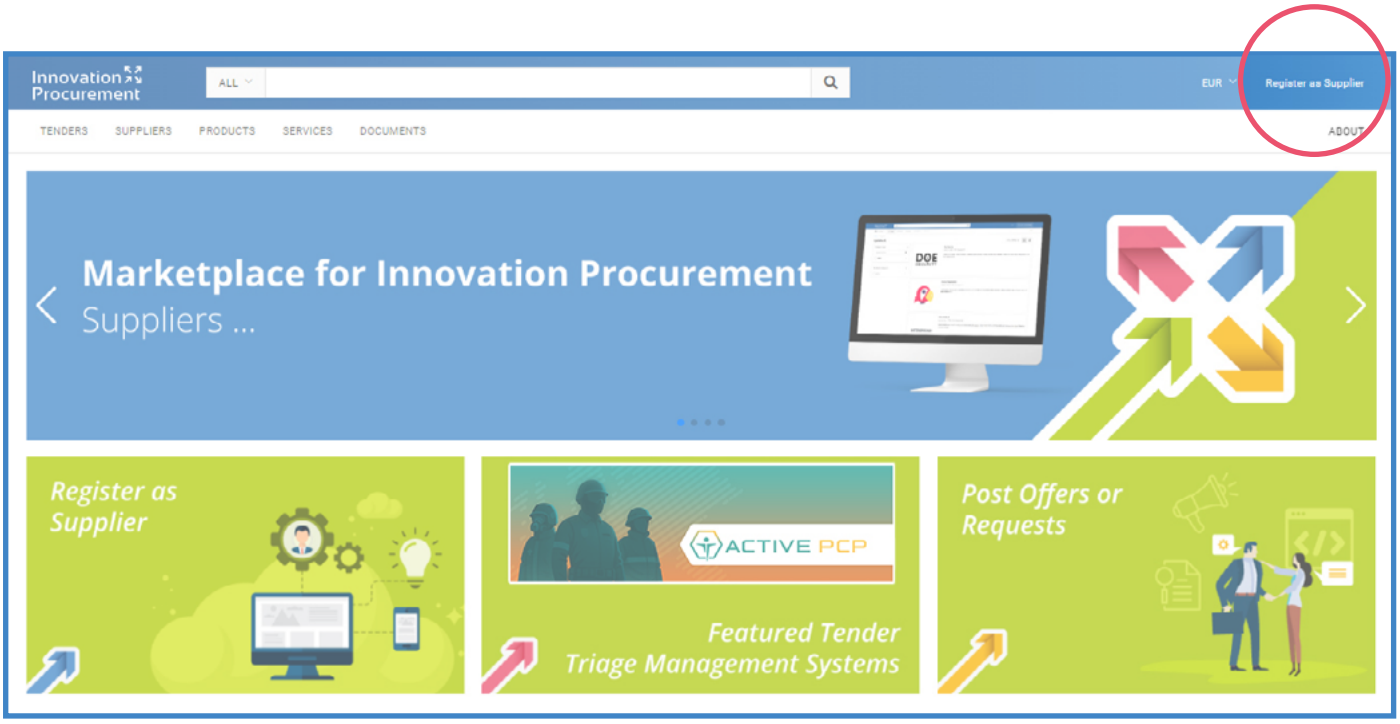
Thus, the Innovation Procurement Platform allows you to:

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

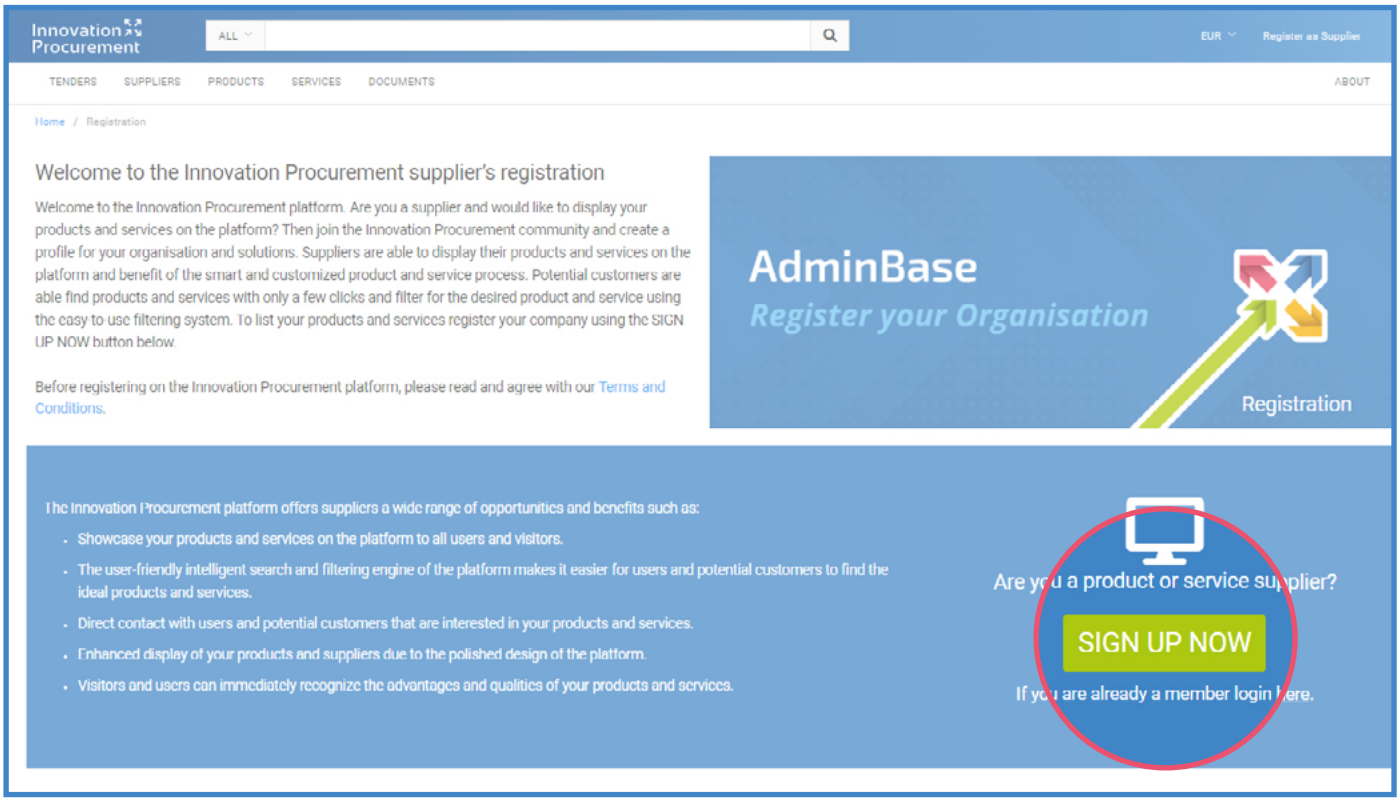
I	II	III	IV
Display your products and services	Design requests and offers	Create synergies and cooperation	Submit tender proposals

HOW TO REGISTER?

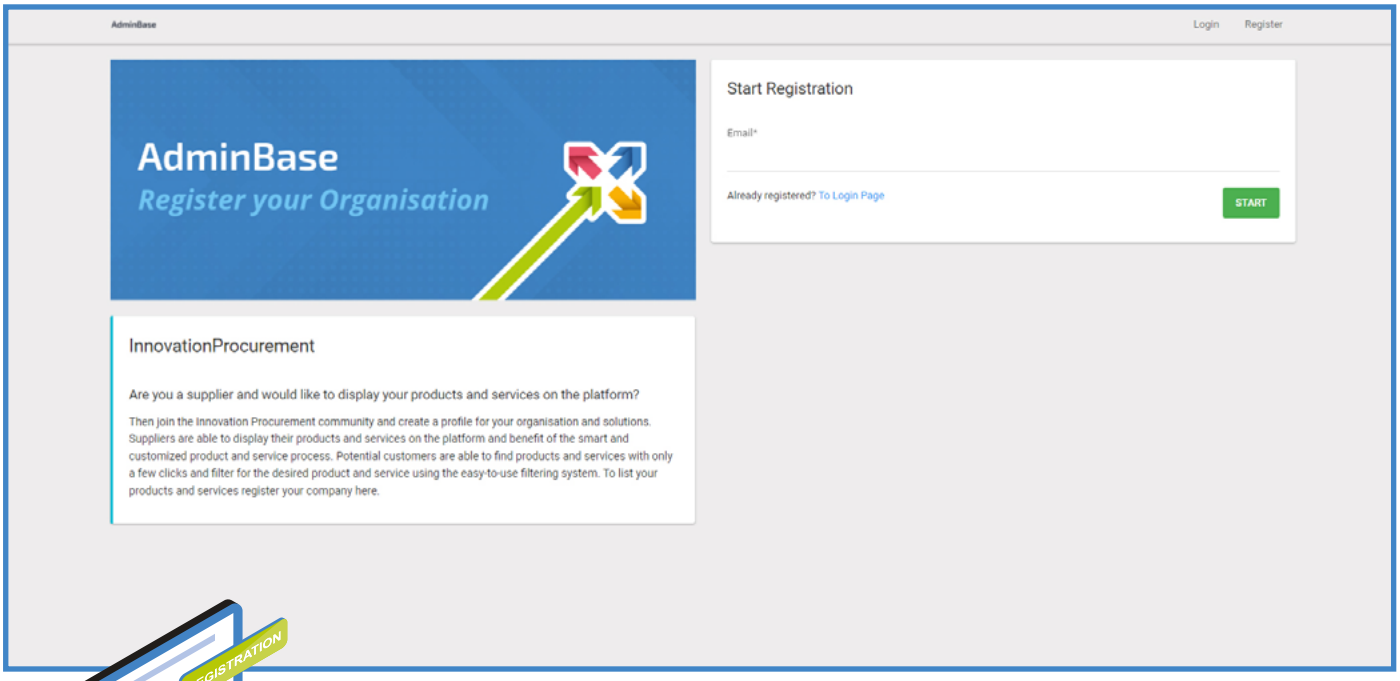
1. Click on “Register as Supplier” button



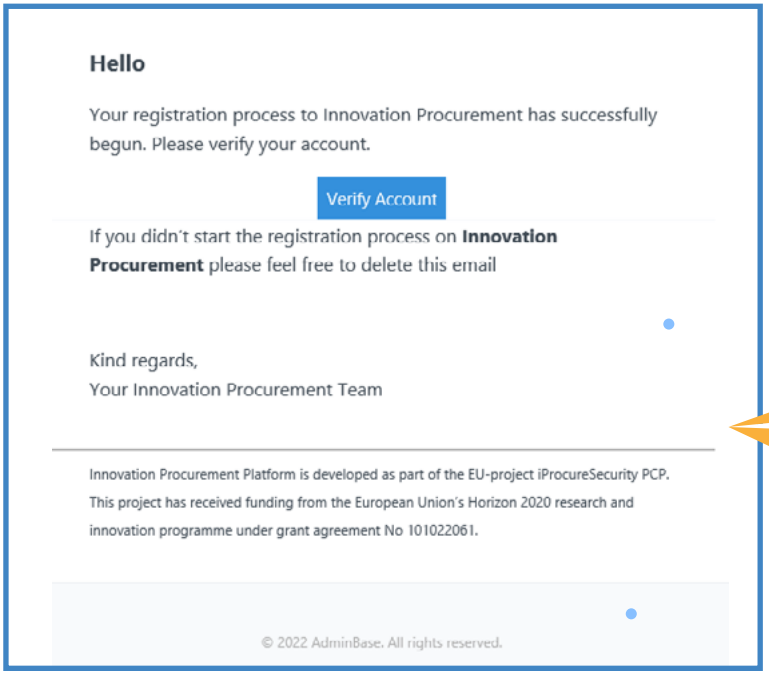
2. Click on “Sign Up Now””



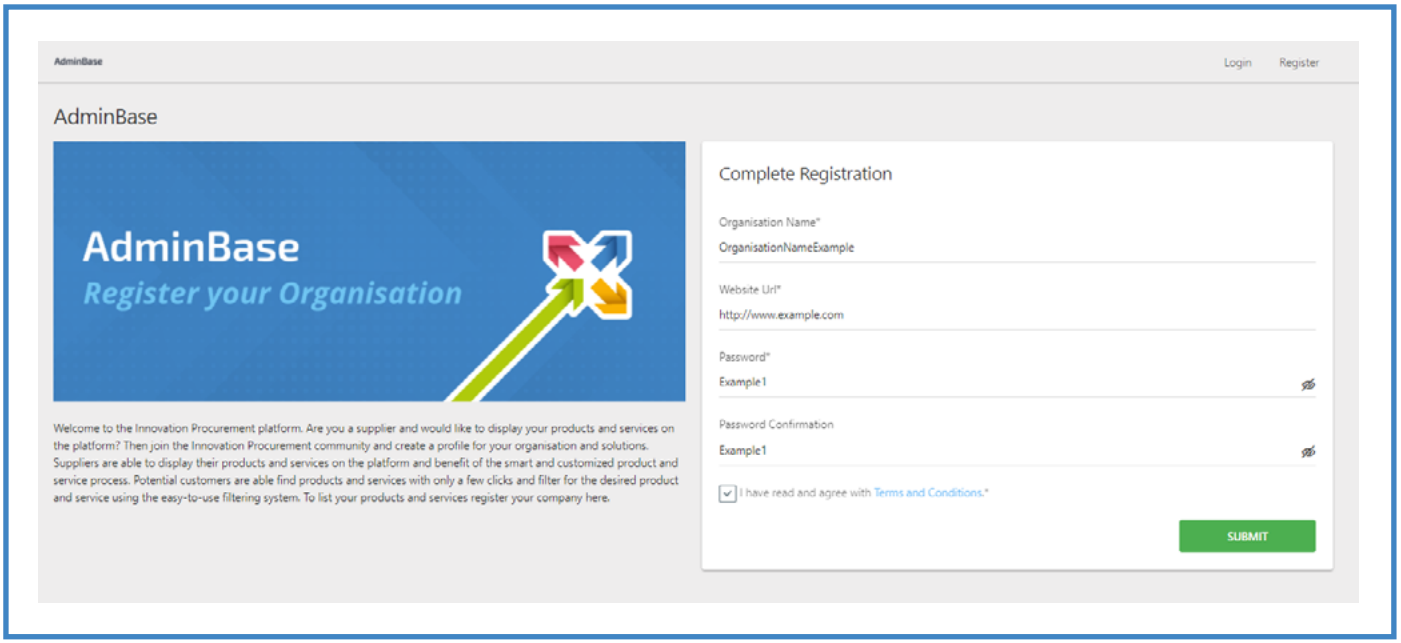
3. Insert your email and click on “Start”

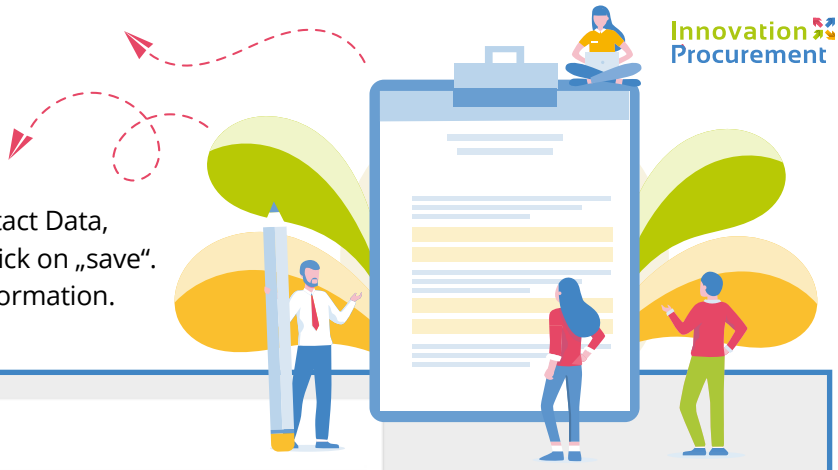


4. You will receive the authentication email, and you have to click once on “Verify Account”

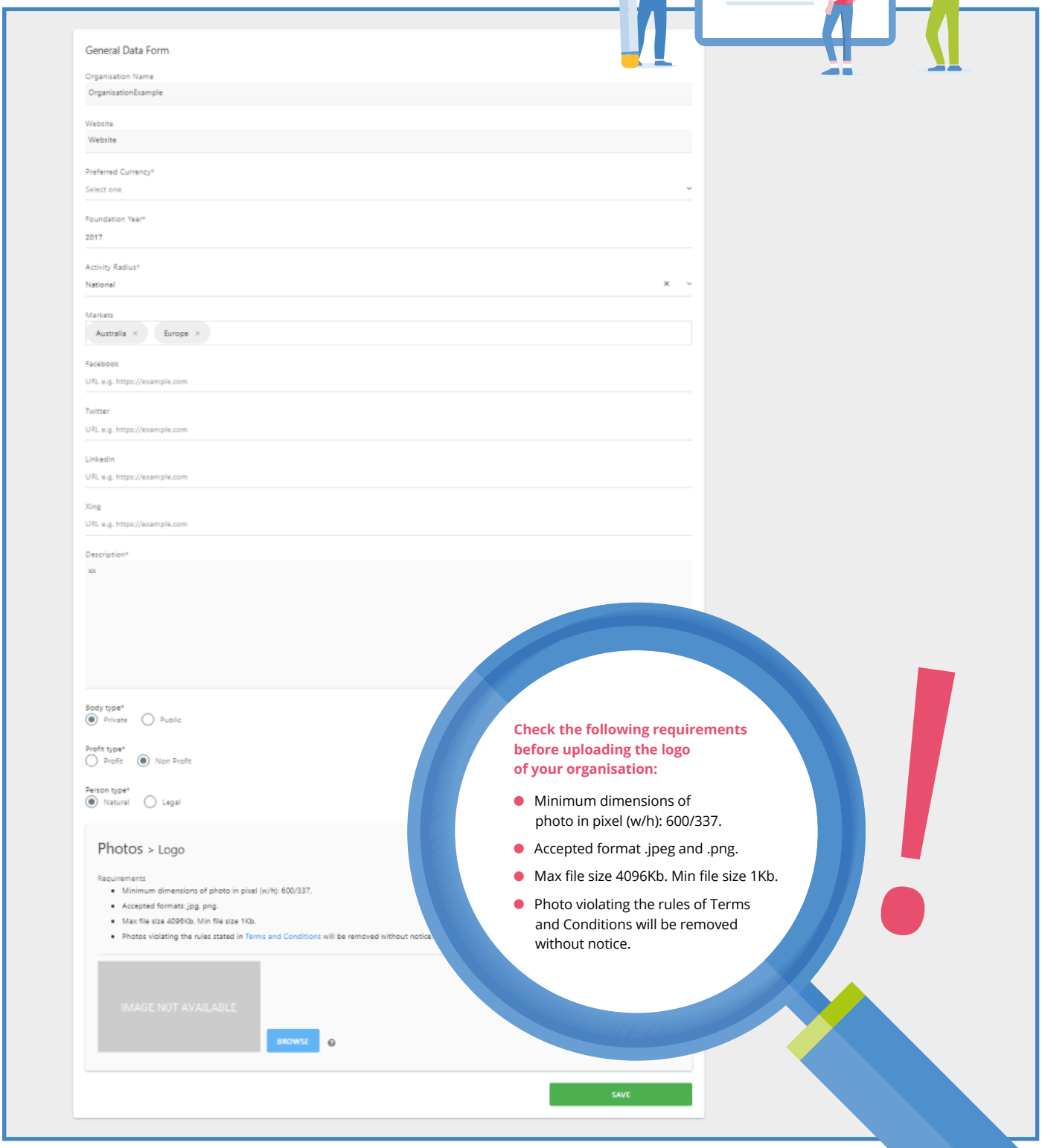


5. By clicking on Verify Account a link will automatically open, and you will have to complete the registration with further details (among them, choosing the password) and click on “Submit”





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.



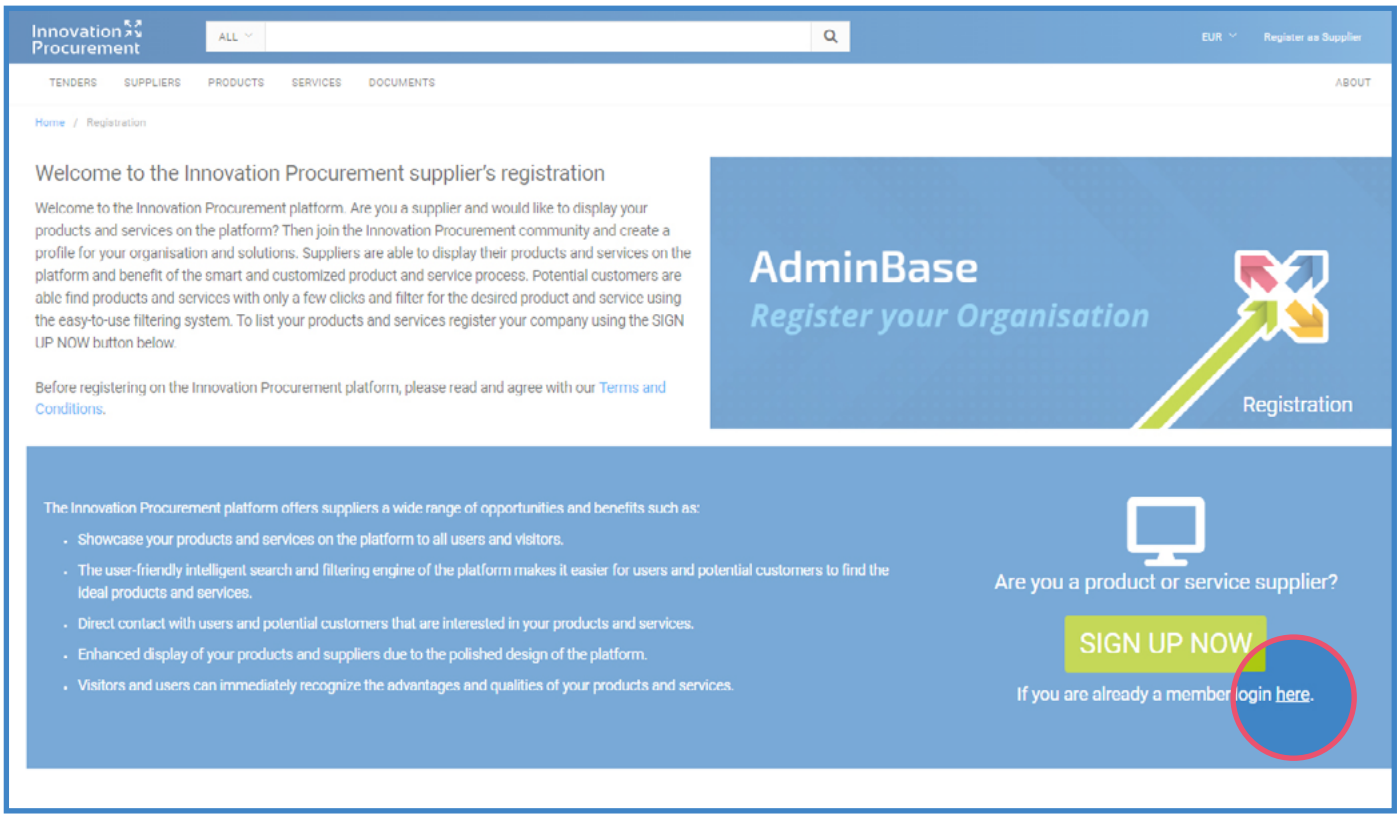
Check the following requirements before uploading the logo of your organisation:

- 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”.

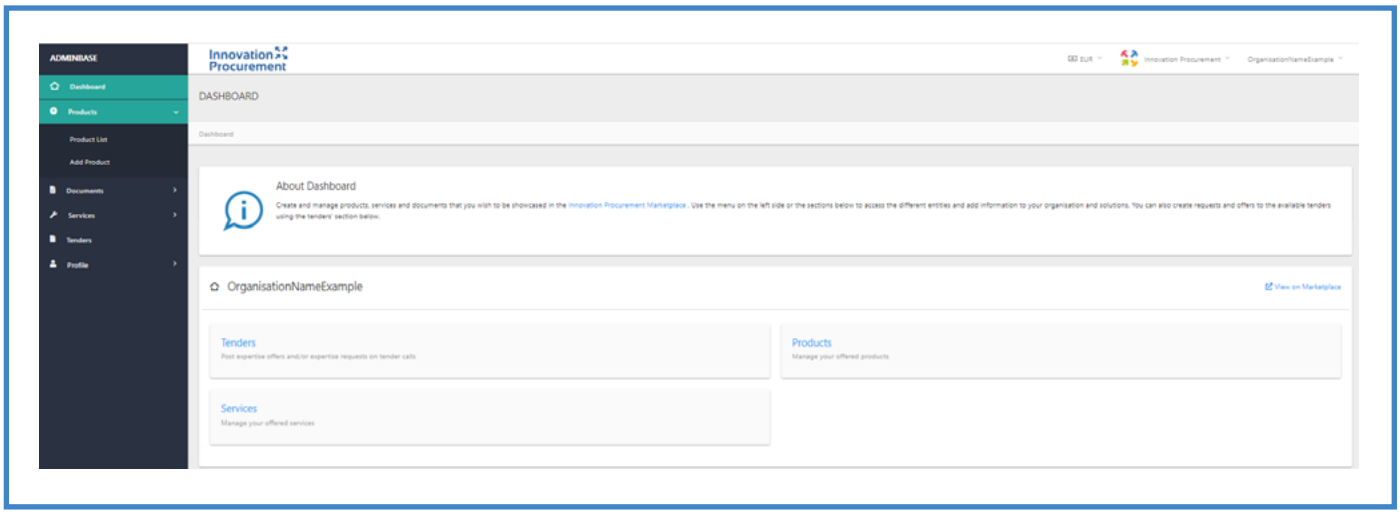
Admin Base Account

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.



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



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www.innovationprocurement.com

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