

Supplier Guide: Create a Company Account

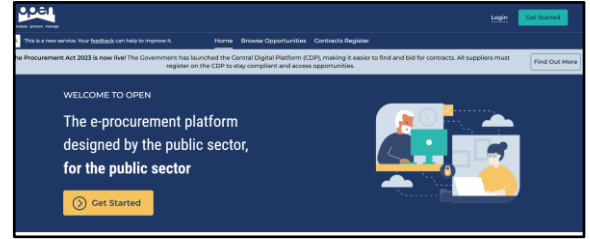
Welcome

This training guide has been developed to help Suppliers to create a company account in Open.



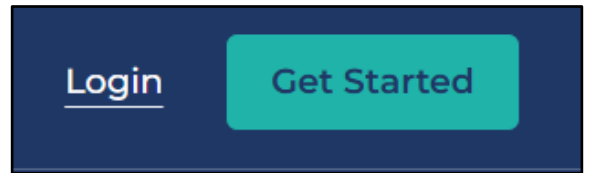
1

Go to the **Open** homepage:
<https://www.open-uk.org>



2

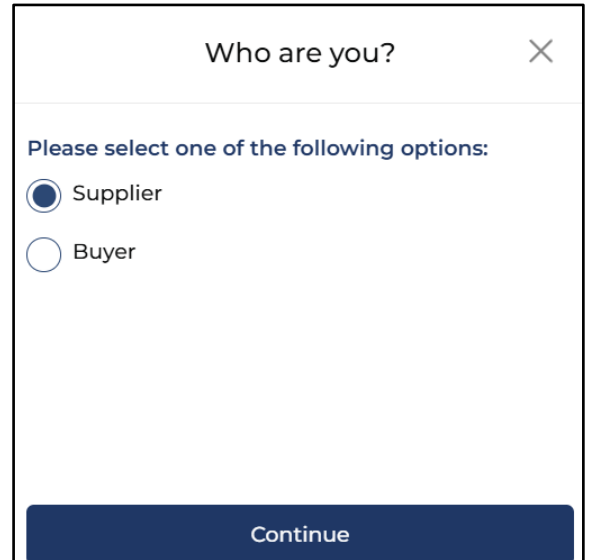
Click **Get Started** in the top right-hand corner of the page.



3

A pop-up box will appear titled, **Who are you?**

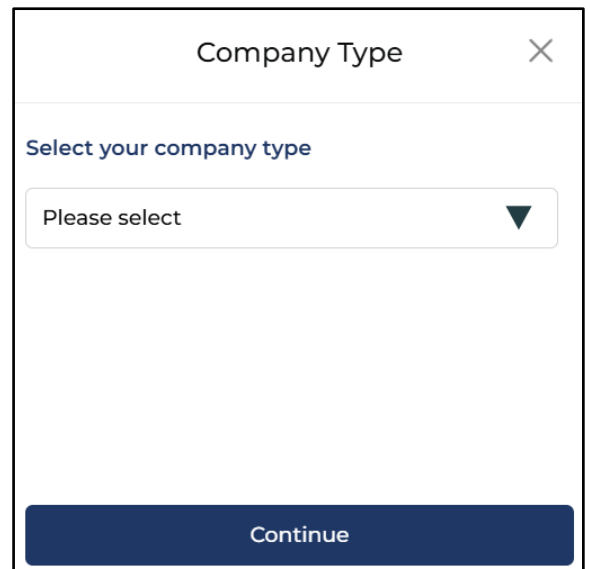
Select **Supplier** and then click **Continue**.



4

Another pop-up box will appear titled **Company Type**.

Use the **dropdown arrow** to select the relevant option for you and click **Continue**.

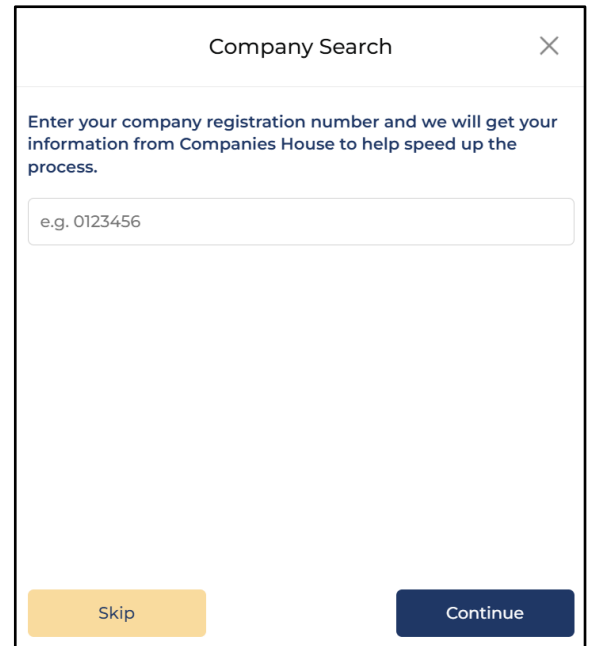


5

Certain company types will prompt you to add your **Companies House Registration Number** in the pop-up box titled **Company Search**.

If you enter it, click **Continue** and the system will populate company details for you.

You can choose to **Skip** this step if you do not have a Companies House Registration Number.



Company Search

Enter your company registration number and we will get your information from Companies House to help speed up the process.

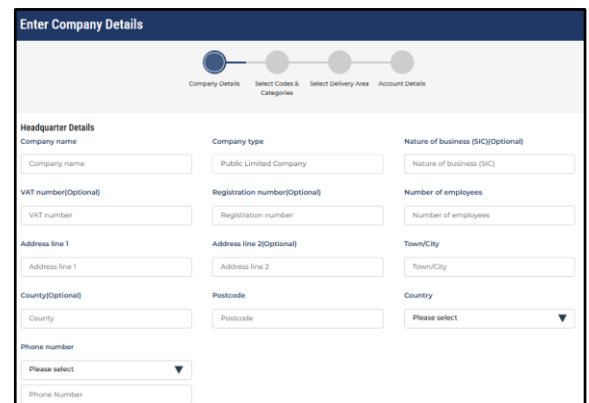
e.g. 0123456

Skip Continue

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If you entered your Companies House Registration Number some fields may have been populated already.

Complete **all required fields** with relevant information regarding your company.



Enter Company Details

Company Details Select Codes & Categories Select Delivery Area Account Details

Headquarter Details

Company name Company type Nature of business (SIC)(Optional)

Company name Public Limited Company Nature of business (SIC)

VAT number(Optional) Registration number(Optional) Number of employees

VAT number Registration number Number of employees

Address line 1 Address line 2(Optional) Town/City

Address line 1 Address line 2 Town/City

County(Optional) Postcode Country

County Postcode Please select

Phone number

Please select

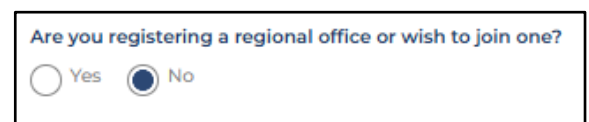
Phone Number

7

In the question **Are you registering as a regional office or wish to join one?** select **No**.

This only applies if you want to join a regional office that exists in Open or want to register a new one.

If so, please select **Yes** and enter the relevant details for your office.



Are you registering a regional office or wish to join one?

Yes No



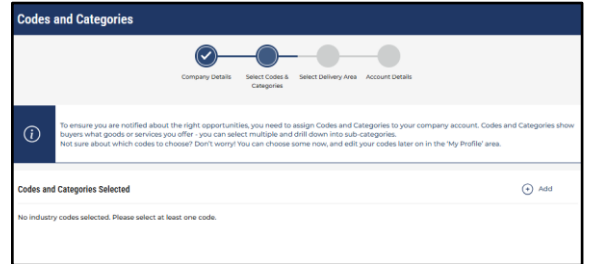
8

Once all required fields have been completed, click **Continue**.



9

To ensure you are notified about opportunities relevant to the nature of your business you need to assign **Codes and Categories** to your company account.

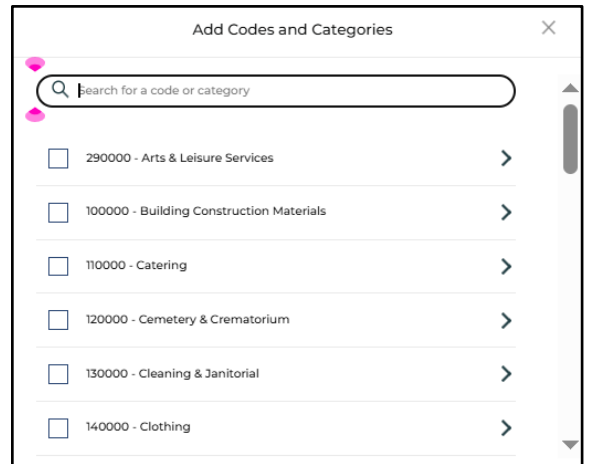


Click **+Add** to select **Codes and Categories**.

10

Select all **Categories** that apply to goods or services that are relevant to your business.

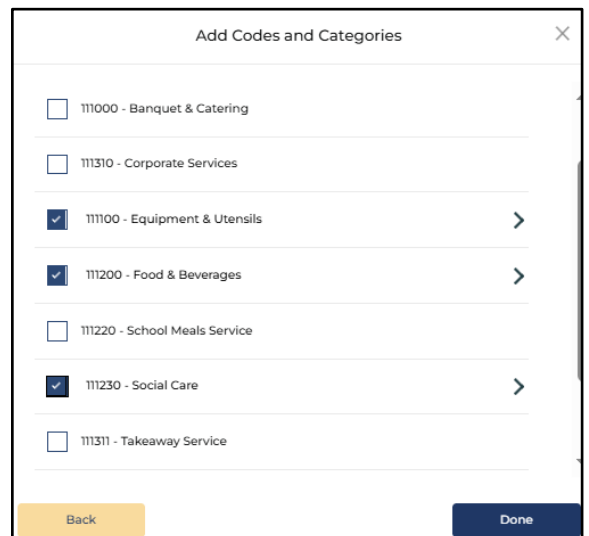
You can do this manually, or by using the search bar. If you are manually searching, note the arrows at the right-hand side indicate that there are lower levels available.



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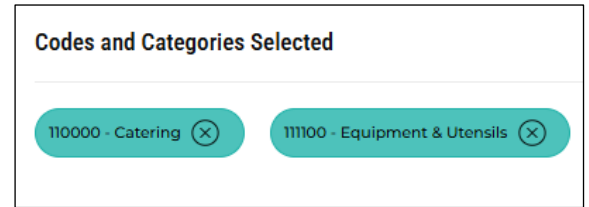
NB: To ensure that you do not miss any opportunities, please make sure that you also select all lower-level codes applicable to your line of business.

Save your selection by clicking **Done** at the bottom right of the page.



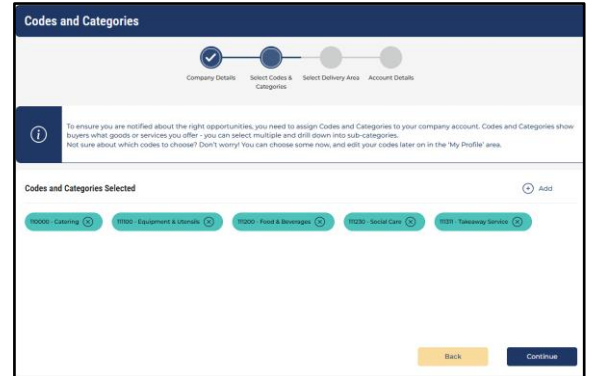
12

To remove **Codes and Categories** click the **X** at the left- hand side of the green category box.



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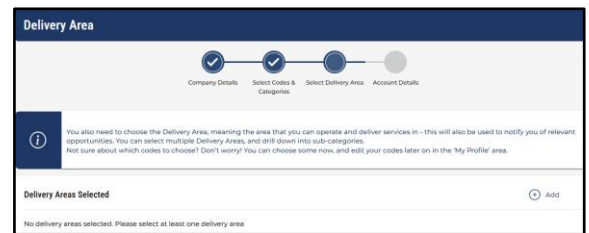
Once your selection is complete, click **Continue**.



14

To ensure that you are also notified of relevant opportunities within the area you can do business, you also need to choose the **Delivery Area**.

Click **+ Add** to select Delivery area.

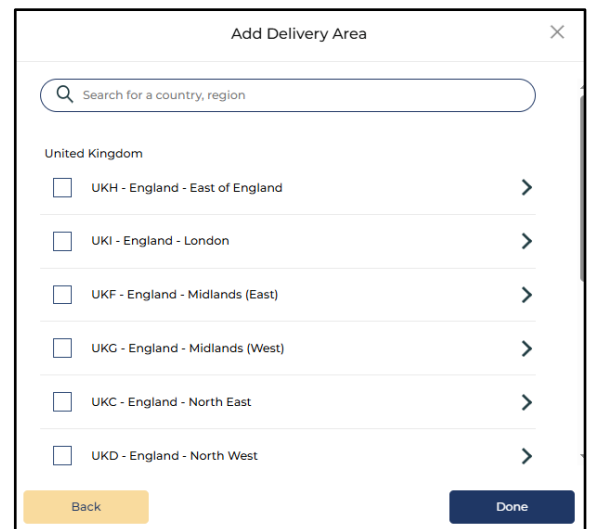


15

A pop-up will appear titled **Add delivery Area**.

Select all areas in which you provide goods or services – nationally, regionally or within your local area.

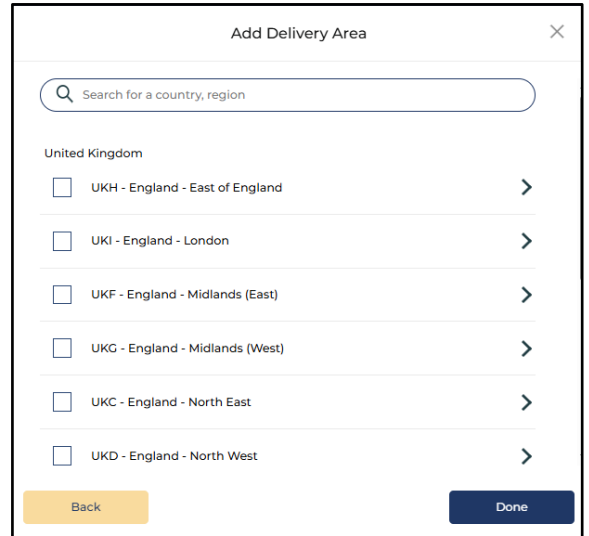
You can edit this area **manually**, or by using the **search bar**. If you are manually searching, note the arrows at the right-hand side indicate that there are lower levels available.



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NB: To ensure that you do not miss any opportunities please make sure that you select all lower-level codes.

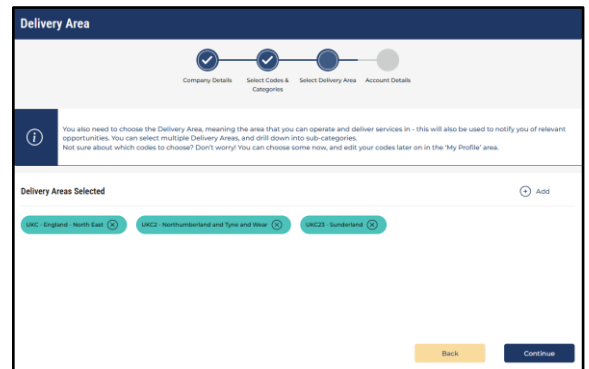
Save your selection by clicking **Done** at the bottom right of the page.



The screenshot shows a form titled "Add Delivery Area" with a search bar at the top. Below the search bar, there is a list of delivery areas under the heading "United Kingdom". Each item has a checkbox and a right-pointing arrow. The items are: UKH - England - East of England, UKI - England - London, UKF - England - Midlands (East), UKG - England - Midlands (West), UKC - England - North East, and UKD - England - North West. At the bottom of the form, there are two buttons: "Back" on the left and "Done" on the right.

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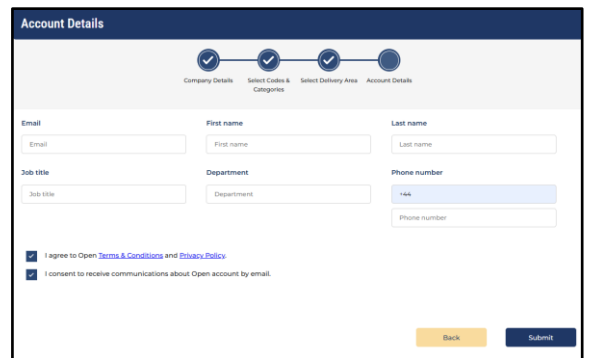
Once your selection is complete, click **Continue**.



The screenshot shows a confirmation screen titled "Delivery Area". At the top, there is a progress bar with four steps: "Company Details", "Select Codes & Categories", "Select Delivery Area", and "Account Details". The "Select Delivery Area" step is currently active. Below the progress bar, there is an information icon and a paragraph of text explaining the importance of choosing the delivery area. Underneath, there is a section titled "Delivery Areas Selected" with an "Add" button. Three delivery areas are listed: "UKC - England - North East", "UKC2 - Northumberland and Tyne and Wear", and "UKC21 - Sunderland". At the bottom, there are "Back" and "Continue" buttons.

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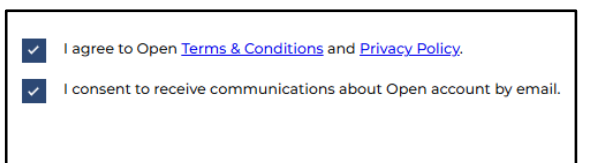
Complete the next set of account details on screen. These are all mandatory fields. Your **email address** will be your **Username** for access to Open.



The screenshot shows a form titled "Account Details". At the top, there is a progress bar with four steps: "Company Details", "Select Codes & Categories", "Select Delivery Area", and "Account Details". The "Account Details" step is currently active. The form contains several input fields: "Email", "First name", "Last name", "Job title", "Department", and "Phone number". There are also two checkboxes for agreeing to terms and conditions and consenting to receive communications. At the bottom, there are "Back" and "Submit" buttons.

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Review and agree to the **Terms & Conditions** and **Privacy Policy** and let us know that you consent to receiving email communications from Open, then click **Submit**. Click **Confirm** when asked to confirm your email address.

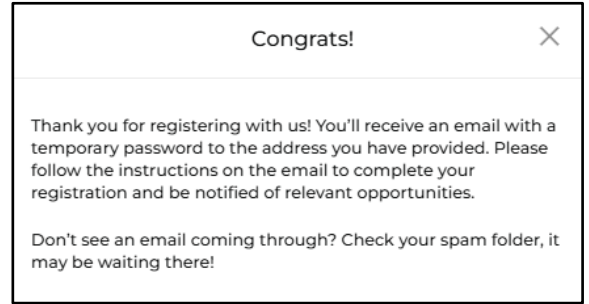


The screenshot shows two checkboxes with their corresponding text. The first checkbox is checked and has the text "I agree to Open [Terms & Conditions](#) and [Privacy Policy](#)." The second checkbox is also checked and has the text "I consent to receive communications about Open account by email."



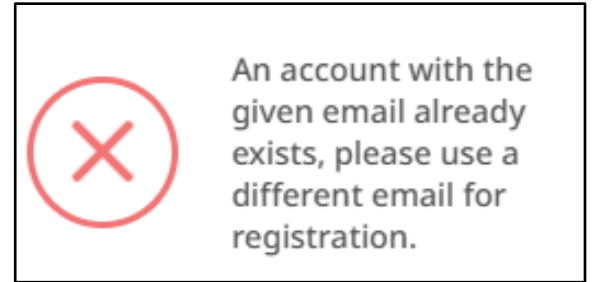
20

You will receive an on-screen message to confirm that your temporary password has been sent to your email account.



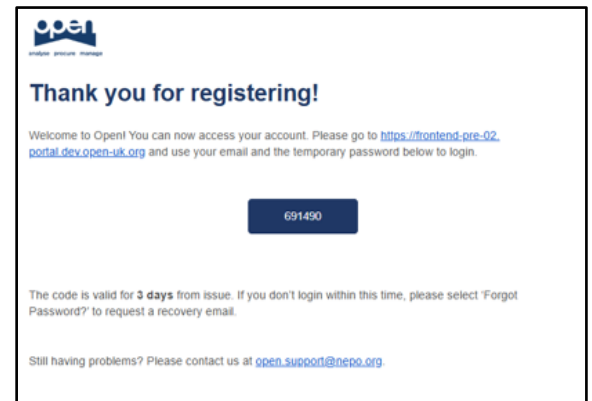
21

NB: Email addresses may only be used once in Open as they are the unique identifier for each user. If you receive the error, please use another email address to register.



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You will now be sent a **onetime passcode** to your email address. Open the temporary password email from Open notifications@open-uk.org you may need to check your spam or junk folders.

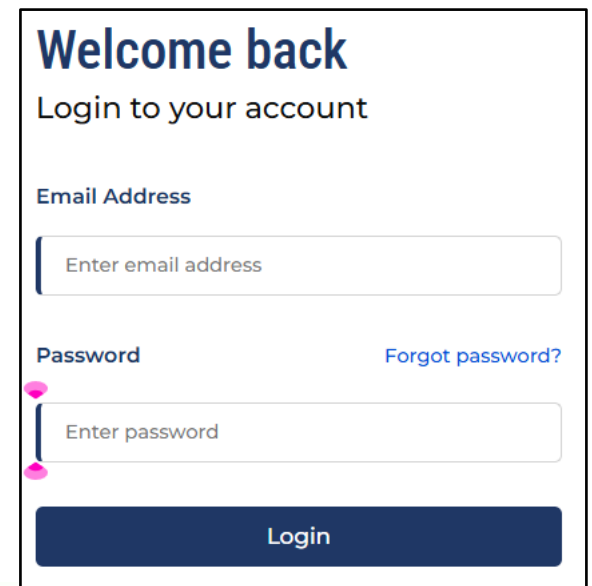


It's also a good idea to add this address to your safe sender list as new opportunity notifications and correspondence from authorities comes from this email address. .

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Follow the instructions in the email and go to the Open login page.

You should see the **Welcome back Login to your account** page, enter your email address and use the **onetime passcode** as the Password. Then click **Login**.



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A pop-up appears asking you to **enter a new password** that meets the password requirements shown on screen. Enter the password and click **Submit**.

The screenshot shows a pop-up window titled "Enter New Password" with a close button (X) in the top right corner. The form contains three input fields: "Enter your email." with the value "opentesting46+26@gmail.com", "Enter your new password." with the placeholder "Enter new password", and "Confirm password." with the placeholder "Enter new password". Below the fields are the following requirements: "Must be at least 12 characters long", "Must include at least 1 lowercase letter", "Must include at least 1 uppercase letter", "Must include at least 1 number", and "Must include at least 1 of these #?!@\$%^&* - special character". A dark blue "Submit" button is at the bottom.

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A pop-up will appear titled **Password Updated**.

You will be directed to your **Dashboard** page.

The screenshot shows a pop-up window titled "Password Updated" with a close button (X) in the top right corner. The message reads: "Your password has been updated!". Below this, it states: "If you are intending to bid for opportunities over £5000, we recommend you to complete the Section Questionnaire which we will automatically attach when you are bidding for opportunities, saving you time late on!".

Congratulations! You're now a registered supplier with Open. Check out our other guides including how to **join a company account** and how to **edit codes and categories** to find out how to make the most of Open.

Get Support

For more information and support about Open please visit the [Open Hub](#).

