

Supplier Guide: Join a Company Account

Welcome

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



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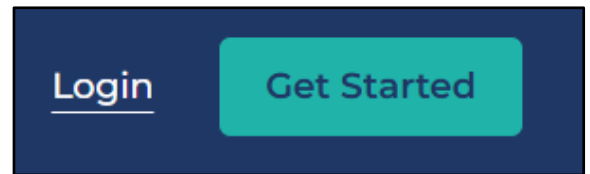
Go to the **Open homepage**:

<https://www.open-uk.org>



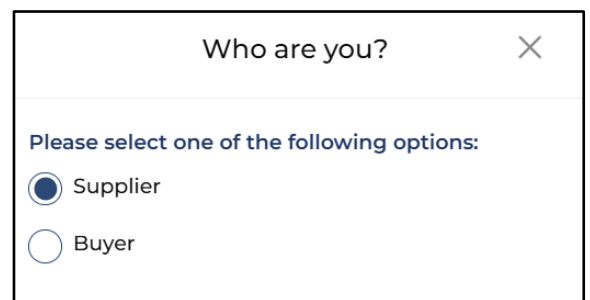
2

Click **Get Started** in the top right corner of the page or bottom left side of the page.



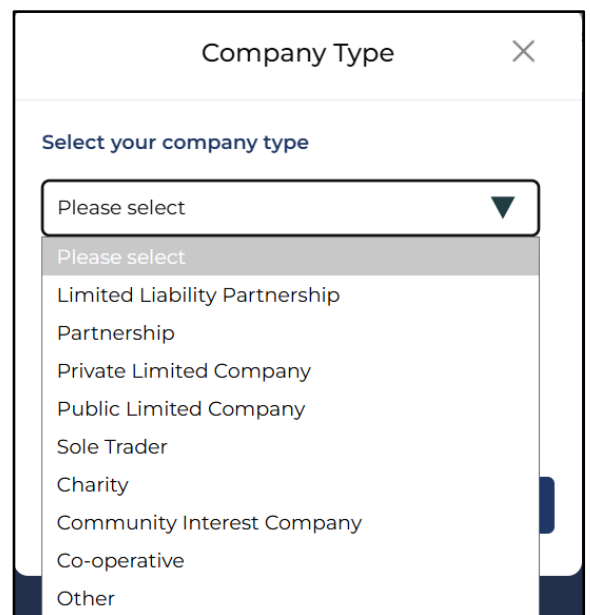
3

A pop-up box will appear titled, **Who are you?** Select **Supplier** and then click **Continue**.



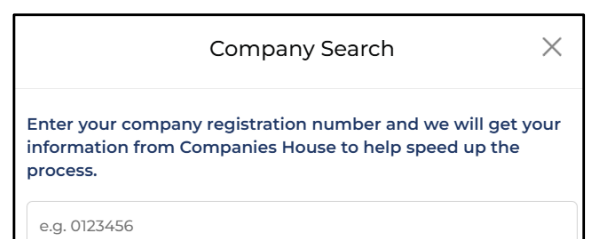
4

Another pop-up box will appear titled **Company Type**. Use the **dropdown arrow** to select the relevant option for you and click **Continue**.



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You can enter your **Companies House Registration Number** in the pop-up box titled **Company Search**. If you enter it, click **Continue** and the system will complete company details for you. You can also choose to **Skip** this step.



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

Complete **all required fields** related to your company in the **Headquarter Details** section. Fields that are not marked **Optional** must be populated.

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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, select **Yes**.*

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

Yes No

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A pop-up box will display any companies that match the details you have entered. **Select the Headquarter** you want to join and click **Next**.

Make sure you enter the company name in the Headquarters Details section exactly as the existing name is noted on Open.

Are you trying to join one of these companies? X



Your details match an account already registered in Open. You can choose to join it or get in touch via the [Contact Us](#) form if you don't think this is right!

Select a Headquarter

- Smithson Inc.
Public Limited Company
The House on the Hill

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Enter **your own** details in the **Account Details** page.

Make sure that the email address is entered correctly as this will need to be corrected by the Open Support Team if incorrect.



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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**.

I agree to Open [Terms & Conditions](#) and [Privacy Policy](#).

I consent to receive communications about Open account by email.

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A pop-up box will appear titled **Please confirm your email**. Verify that your email address is correct and click on **Confirm**.

Please confirm your email? ✕

Entered email: c

Cancel **Confirm**

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You will now be sent a **one-time passcode** to your email address. Open the temporary password email from 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.

open
open procurement manager

Thank you for registering!

Welcome to Open! You can now access your account. Please go to <https://frontend-pre-02.portal.dev.open-uk.org> and use your email and the temporary password below to login.

691490

The code is valid for **3 days** from issue. If you don't login within this time, please select 'Forgot Password?' to request a recovery email.

Still having problems? Please contact us at open_support@nepo.org

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Follow the instructions in the email and go back to the **Open website**. Once you are on the **Sign-in to Open** page, enter your **email address** and use the **one-time passcode** as the **password**. Then click **Log In**.

Welcome back

Login to your account

Email Address

Enter email address

Password [Forgot password?](#)

Enter password

Login



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A new pop-up box appears asking you to **enter a new Password** that meets the password requirements shown on screen. Once you have **entered** and **confirmed** the password, click **Submit**.

A pop-up box will appear confirming your password has been successfully updated.

Enter New Password ✕

Enter your email.

Enter your new password.

Confirm password.

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
Must include at least 1 of these #?!@\$%^&* - special character

Submit

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A message will be displayed stating that **the admin for the account** you're attempting to join **needs to review your request** (they will receive an email prompt for this). Once this has been **approved**, you will receive a notification, and your personalised dashboard will be displayed.

NB: *if you requested to join a company account by mistake, the admin can reject your request to join, after which you'll be able to register and/or join a different company account.*

Request for registration is now with your company admin for approval. We will email you as soon as you have access to your company's account on Open.



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Check out the other guides including how to **create a company account** and how to **log into your account** to find out how to make the most of Open.

Get Support

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

