

## **Supplier Guidance for Registering on: EU Supply/Mercell CTM eTendering Platform**

The EU Supply / Mercell CTM **eTendering platform** is used throughout the UK by Local Authorities, NHS, Universities, Utilities and other sectors to publish tenders. Suppliers need only register once on CTM to access and respond to tenders published by all authorities using CTM.

If you have previously registered on CTM, please **do not** register again as this would create a duplicate account.

If you are **not already registered** on the EU Supply / Mercell CTM, you can quickly and easily register as follows:

### **For NEW Supplier Registrations**

Please click on a new supplier registration link at the [YORtender site](#).

### **Company contact information**

Company contact information must be supplied. This is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. sales@abc.com.

### **Administrator information**

These are the details of the Administrator. If the user details are the same as the Company contact information, then click on the “Copy from above” button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

### **For suppliers ALREADY registered**

Please **do not** register again as you will create a duplicate account for your organisation. With the EU Supply / Mercell CTM system, you only need **one** registration to access tenders from all authorities using the CTM platform.

Your existing registration will already give you access to the YORtender and any other EU Supply / Mercell buying authority.

Please note; if you attempt to register on the YORtender portal, the CTM system will automatically check for duplication and warn you if you are already registered.

**If you have forgotten your password to CTM**, click the “Forgotten your password” link on the login page to reset your password.

**If you are not able to register or don't know who your company administrator** is then please contact the Helpdesk (see contact details on the [YORtender website](#)).