Innovation 💱 Procurement

Platform Manual

for registration





Innovation Procurement Platform

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?



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3. Insert your email and click on "Start"





4.



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			
AdminBase Register your Organisation	Complete Registration Organisation Name* OrganisationNameExample Website Urt* http://www.example.com Password* Example1		
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.	Example I Password Confirmation Example I	SUBMI	ø

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.

Organisation Name OrganisationExample	
Website	
Website	
Preferred Currency*	
Select one	•
Foundation Year*	
Articity Radius*	
National	x ~
Markets	
Australia × Europe ×	
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	
xx Body type* Private Private Public Profit type* Profit @ Non Profit Person type* Matural O Legal Photos > Logo Requirements	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.
xx Bedy type* Private Profit type* Profit Non Profit Person type* Natural Legal Legal Requirements Accepted format: jog. png.	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
xx Body type* Private Profit vpe* Profit vpe* Profit vpe* Non Profit Profit vpe* Non Profit Person type* Natural Legal Execution of the profit Legal Requirements Accepted formats: jog, png. Accepted formats: jog, png. Photos violating the rules stated in Terms and Conditions will be removed without notice.	 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.
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Go back to <u>https://innovationprocurement.com/</u>and you will see your organisation displayed on "suppliers".

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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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TENDERS SUPPLIERS PRODUCTS SERVICES DOCUMENTS		ABOUT
Home / Registration		
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.	AdminBase Register your Orga	nisation Registration
 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 point 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. 	tential customers to find the Are ^{ses.} If	you a product or service supplier? SIGN UP NOW you are already a member login <u>here</u> .

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 53 Procurement		TE EUR ~	nnovation Procurement V	OrganisationNameExample
Dashboard	DASHBOARD				
Products	•				
Product List	Dashboard				
Add Product					
Documents	About Dashboard				
Services	Create and manage products, services and documents that you wish to be showcased in the innovation using the tenders' section below.	Procurement Marketplace . Use the menu on the left side or the sections below to access the different entities and add inf	formation to your organisation and soluti	ions. You can also create requests and o	offers to the available tenders
Tenders					
Profile					
	☆ OrganisationNameExample				🕑 View on Marketpl
	Tenders	Desducts			
	Post expertise offers and/or expertise requests on tender calls	Manage your offered products			
	Services				
	Services Manage your offend services				

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www.innovationprocurement.com

In case of technical issues, please contact <u>office@iprocuresecurity.eu</u> Visit the iProcureSecurity PCP website on <u>https://pcp.iprocuresecurity.eu/</u> Follow us on LinkedIn <u>https://www.linkedin.com/in/iprocuresecurity/</u> Follow us on Twitter <u>https://twitter.com/procuresecurity</u> Subscribe on YouTube <u>https://www.youtube.com/channel/UCtfjUigo4pDzCXgNdmxJJdw</u>

















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