Innovation Procurement

Platform Manual
for registration

Innovation Procurement Platform

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 and evaluation.* Thus, serving as *transparent*, *intuitive* and *easy-to-use* tool for promoting an unbiased selection of offers.
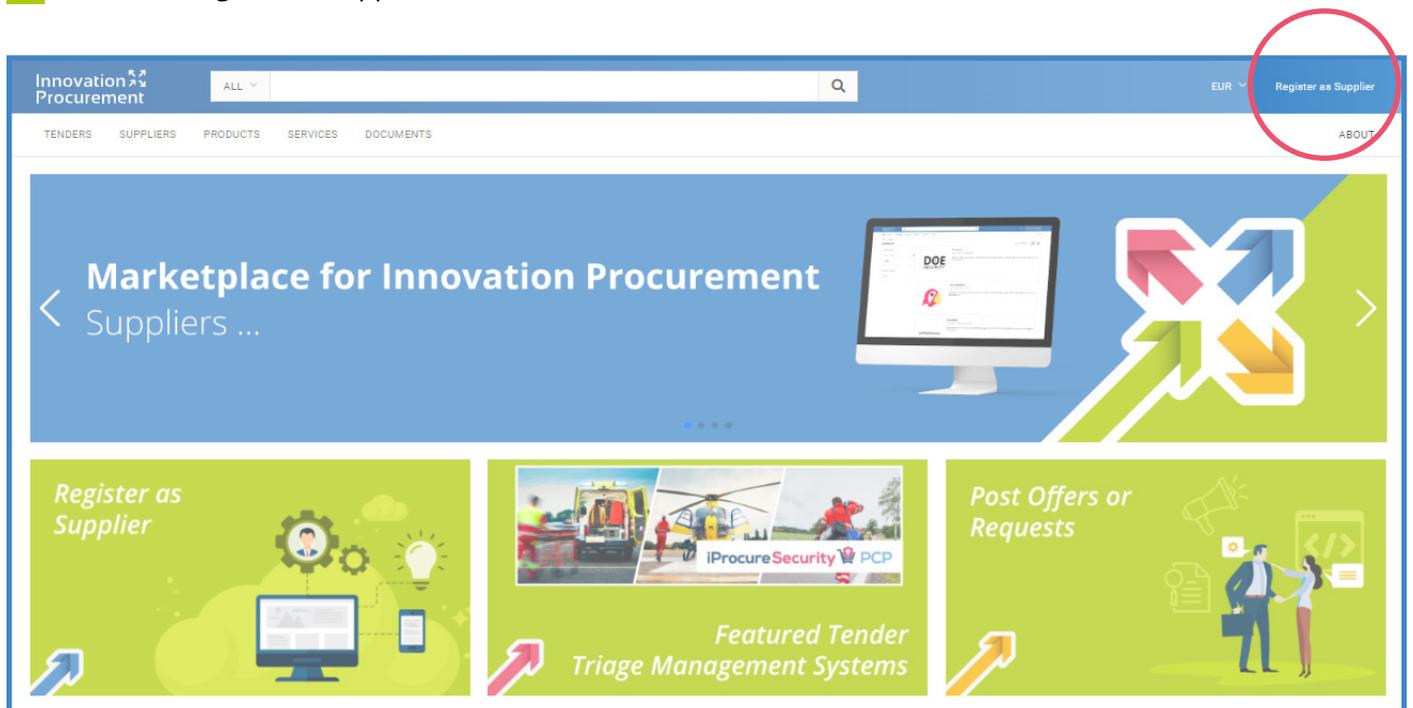
Thus, the Innovation Procurement Platform allows you to:

➡ **Showcase your organisation, products and services**

➡ **Design requests and offers**

➡ Match and connect with other suppliers

➡ **Monitor, check and submit tender proposals**

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"

Hello

Your registration process to Innovation Procurement has successfully begun. Please verify your account.

[Verify Account]

If you didn't start the registration process on **Innovation Procurement** please feel free to delete this email

Kind regards,
Your Innovation Procurement Team

Innovation Procurement Platform is developed as part of the EU-project iProcureSecurity PCP. This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101022061.

© 2022 AdminBase. All rights reserved.

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
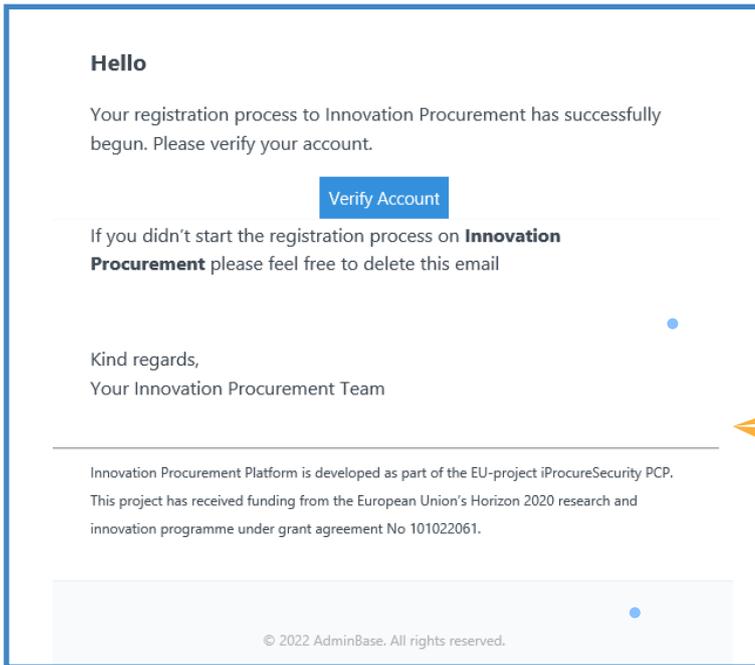*Register your Organisation*

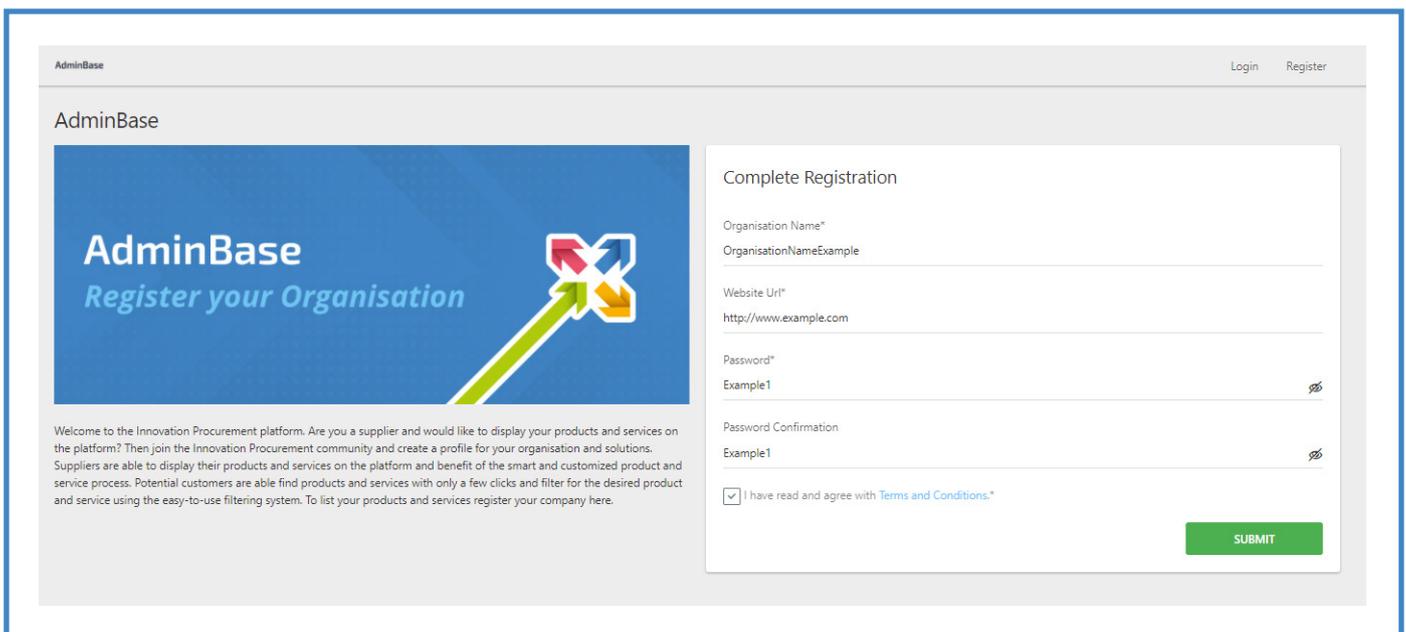Welcome to the Innovation Procurement platform. Are you a supplier and would like to display your products and services on the platform? Then join the Innovation Procurement community and create a profile for your organisation and solutions. Suppliers are able to display their products and services on 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.

Complete Registration

Organisation Name*
OrganisationNameExample

Website Url*
http://www.example.com

Password*
Example1

Password Confirmation
Example1

☑ I have read and agree with Terms and Conditions.*

[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.

General Data Form

Organisation Name
OrganisationExample

Website
Website

Preferred Currency*
Select one

Foundation Year*
2017

Activity Radius*
National

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

Body type*
○ Private   ○ Public

Profit type*
○ Profit   ○ Non Profit

Person type*
○ Natural   ○ Legal

Photos > Logo

Requirements
- Minimum dimensions of photo in pixel (w/h): 600/337.
- Accepted formats: jpg, png.
- Max file size 4096Kb. Min file size 1Kb.
- Photos violating the rules stated in Terms and Conditions will be removed without notice.

IMAGE NOT AVAILABLE

BROWSE ?

SAVE

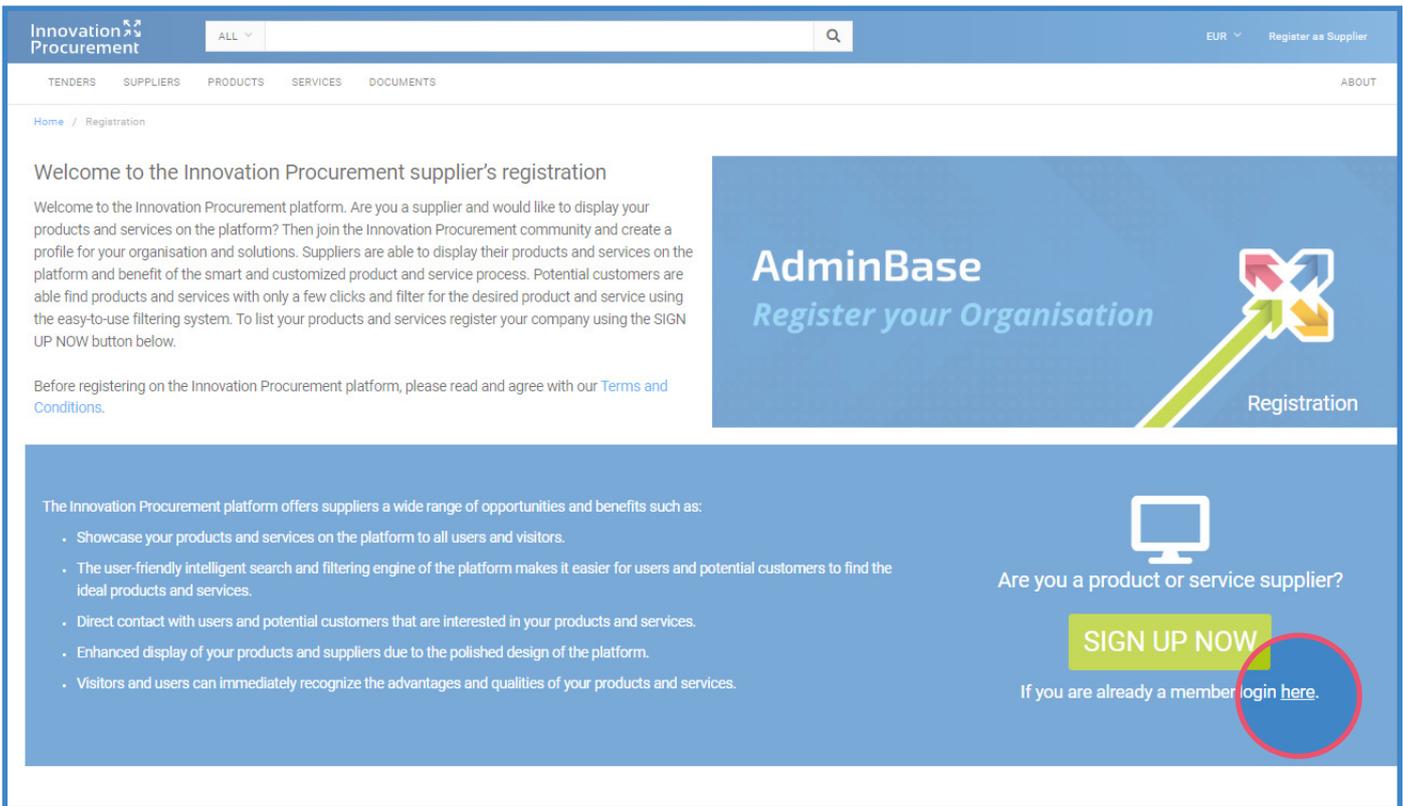**Check the following requirements before uploading the logo of your organisation:**

- 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".
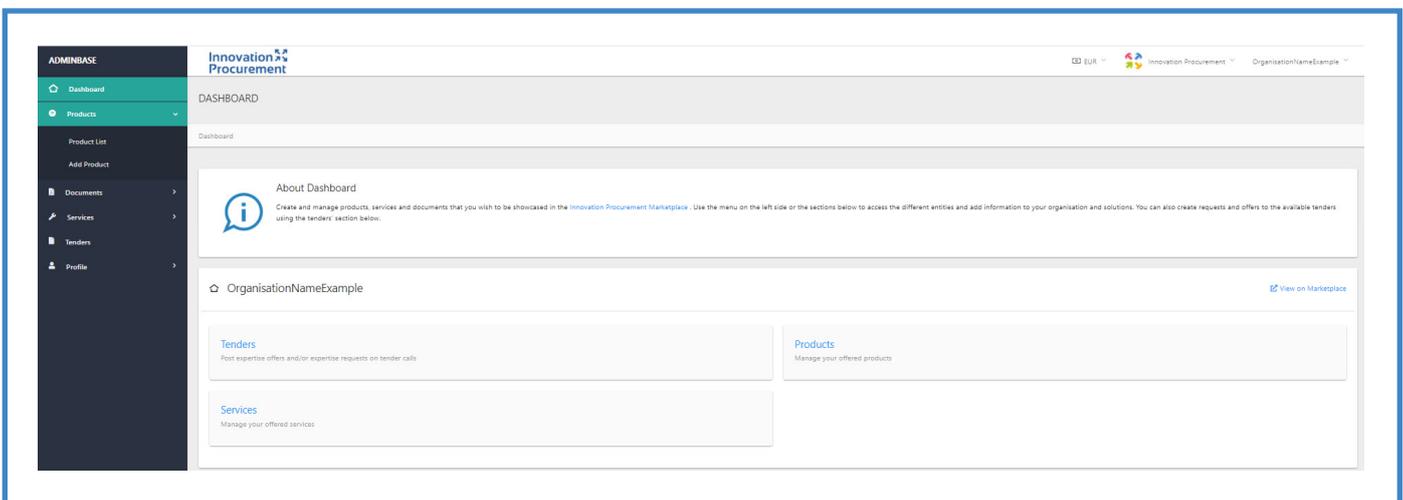
Admin Base Account

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

Innovation
Procurement

www.innovationprocurement.com

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