E-PROCUREMENT
USER MANAGEMENT

MANUAL FOR ENTERPRISES

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Federal e-Procurement service

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The terms used in this manual should be considered gender-neutral to aid in readability.

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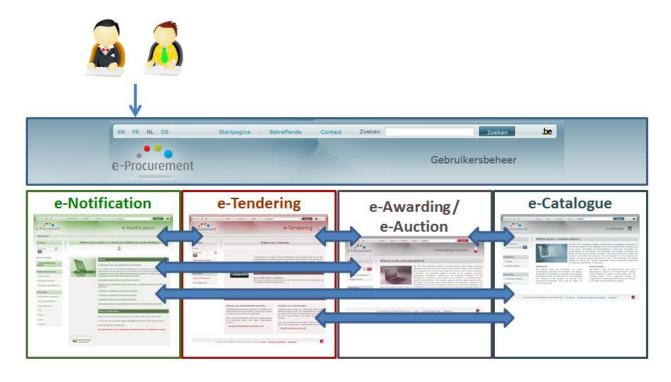
1 Registering a new account

1.1 Introduction

1.1.1 Single account for all applications

The e-Procurement User management centralizes the registration and login procedures for all e-Procurement applications.
A one-time registration allows access to all applications.
You only need to log in once via the User management, after which you will be able to navigate freely between the different applications.

User management can be accessed via the following link: https://my.publicprocurement.be

1.1.2 Advantages to registration

- You can create search profiles in e-Notification and activate the messaging.
  On a daily basis, e-Notification will check if there are any publications meeting the criteria specified in your search profiles. If so, and if you have activated the messaging, e-Notification will send you a list of these publications by email.

- You can participate in forums that contracting authorities have activated for their dossier, where you will be able to ask questions concerning the public contract.

- You can add dossiers to a list of "favourite dossiers". Also provided is an option to indicate if you want to be automatically informed of any changes to these dossiers.

- You can use e-Notification to create a business card, which will be visible to contracting authorities, increasing your enterprise's visibility, especially in the "Free Market" (public contracts below the publication threshold). In this environment, contracting authorities can look for potential candidates online via business cards.

Registration is required:

- to consult contract documents in case of a negotiated procedure

- to submit electronic tenders in e-Tendering

- to participate in reverse electronic auctions in e-Auction

- to manage catalogues and order forms in e-Catalogue
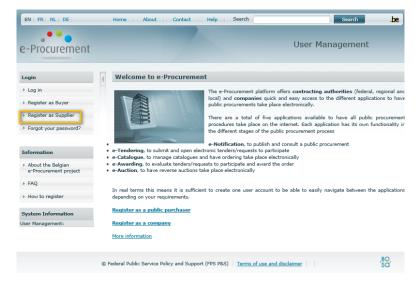
1.2 Registering as an enterprise
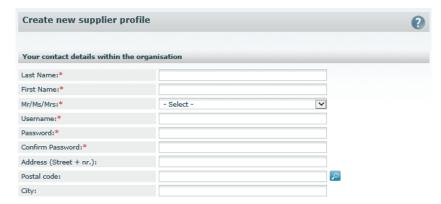

Image 1: Homepage

Image 2: Personal details

- Go to https://my.publicprocurement.be.
- Click on "**Register as Supplier**" in the left-hand menu.
- Before you can register, you will need to accept the terms of use and the disclaimer. You will then arrive at the page for registering as a company.
- Fill in your personal details and the enterprise data.

  ☞ *Data marked with an asterisk (*) is mandatory.*

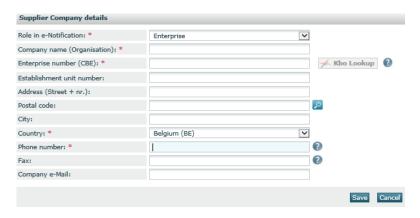 ☞ *Some data must comply with a certain format. Click on the* ❓ *icon to see an example.*

Enterprises registered with the Belgian Crossroads Bank for Enterprises have the option to retrieve enterprise data from the Crossroads Bank for Enterprises.

> ℹ️ **We strongly advise you to make use of this option. By doing this, data that is entered in the database will remain consistent for various users of the same enterprise.**
> This data is also used during the submission of electronic tenders, hence the importance of correct data that matches the official data stored at the Crossroads Bank for Enterprises.
>
> If you do not have a CBE/KBO number (e.g. natural person), please enter a "fake" number in the same format (0123.456.789).
>
> Foreign enterprises with a foreign enterprise number will need to select the "Country" first. They can then add their enterprise number (no fixed format).

Image 3: Enterprise data

Image 4: Establishment units

- Under "Country", select "Belgium".

- Enter a valid CBE/KBO number (in the 0123.456.789 format).

- Click **CBE/KBO Look-up** .

  ☞ *If the enterprise has several establishment units, a pop-up window will appear.*

- Select the correct establishment unit.

- Click Select .

  ☞ *The establishment unit data will be completed automatically.*

- Complete any missing data.

- Click **Save** to save your profile.

1.3 Activating your account

After saving your profile, you will receive an email containing an activation link.

- Open this email.

- Click on the activation link.

  ☞ *This will take you automatically to the login page at* *https://my.publicprocurement*.

- Enter your user name and password.

- You have now logged in for the first time, and by doing so have activated your account.

- Don't forget to complete your business card!

1.4 Logging in

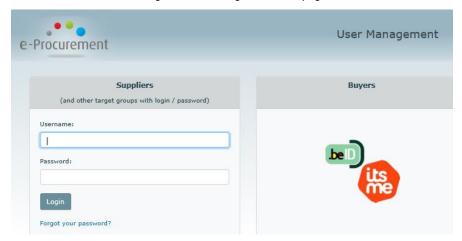*Image 5: User management homepage*

Image 6: Logging in

- Go to **https://my.publicprocurement.be**.
- Click Log-in in the left-hand menu.
- Enter your user name and password.
- Click Log-in .

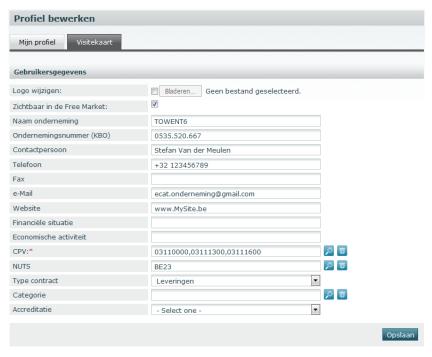# 2 The business card

2.1 What is the business card?

Image 7: business card

- When you register, a business card is created automatically. You can use this business card to increase your visibility on the e-Procurement platform (more specifically on e-Notification).
- After all, purchasers can look up business cards using certain criteria, such as the CPV code and the NUTS code, for contracts in the Free Market (below the Belgian publication threshold).
- By filling out your business card as completely and correctly as possible, you will increase the chances that a purchaser looking for companies to consider for a particular contract will find your details and perhaps contact you.
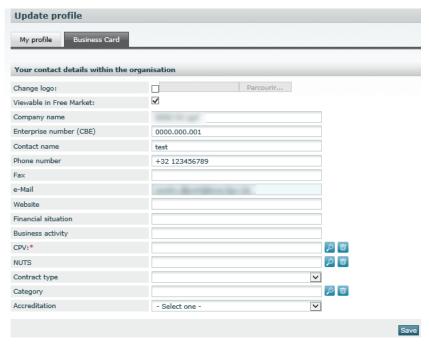
2.2 Filling the business card

Image 8: business card

- Click on **My Profile** in the left-hand menu
- Open the Business Card tab
  - ☞ *Notice how the business card has already been partially filled out with details drawn from your profile.*

- Fill out the rest of the business card:
  - o Financial information
  - o Economic activity
  - o CPV: by selecting one or more CPV codes, you can indicate what type of services, supplies or works you provide
  - o NUTS: the NUTS code indicates the geographical region you work in
  - o Type of contract: indicate what type of contract interests you: services, supplies or works
  - o Category: if you have chosen the "works" type, you can indicate what type of works you carry out here
  - o Accreditation: if you have chosen the "works" type, you can indicate what accreditation you possess here.

3 Editing your profile
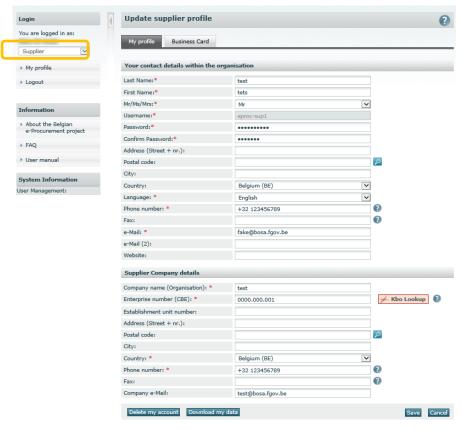
3.1 Modify personal data / download it / remove it

Image 9: Profile data

- Click on "**My Profile**" in the left-hand menu.

- Open the My Profile tab.

- Modify the data.

  ☞ *Please note that the user name cannot be modified anymore.*

- Click Save to save the modified data.

- You also have the ability to remove your profile on your profile page, as well as to download your profile data. You can do so by clicking on the buttons for this purpose at the bottom of your profile.
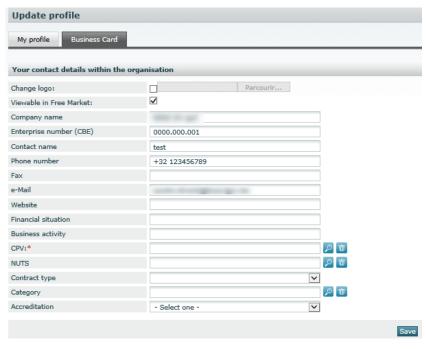
3.2 Modifying a business card

Image 10: Business card

- Click on "**My Profile**" in the left-hand menu.
- Open the Business Card tab.
- Modify the data.
- Click on Save to save the modified data.

4 How to contact us?

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User Management Website:
https://my.publicprocurement.be