



The Coal
Authority

T4.10 InBye Registration

eTender Registration Information

Coal Authority tenders are now being undertaken by the Authority's eTender portal **InBye**, details of how to register are detailed below.

Should you wish to participate in any electronic tender exercise you will need to register your company details, which will require the provision of some company information and agreement to terms and conditions to access the system. Use of the system is free of charge.

In order to register please log on to <https://inbye.coal.gov.uk/s2c/>

Should you have any difficulties with this procedure, please contact Rebecca Vines at rebeccavines@coal.gov.uk / 01623 637351.

The despatch, completion and return of tenders will be undertaken electronically, the Authority will issue a letter to award the contract.

How to review tender documents and register to participate in the tender:

(i) For a supplier not registered on InBye

1. From the initial Log in page.

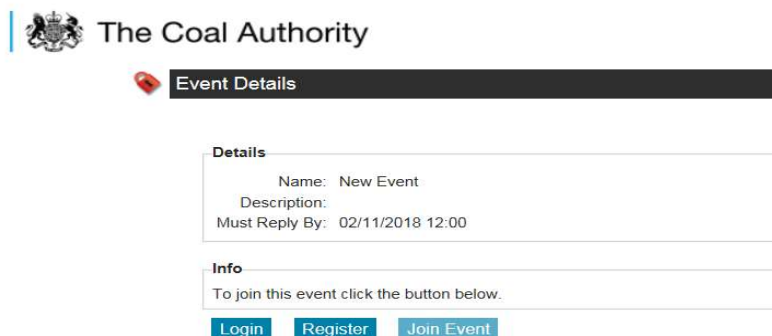


Doc Ref: T4.10 / V1

Date: 19 January 2022

Review Date: 19 January 2023

2. Click on the Open Opportunities link.
3. Click View details (system shows base information regarding the opportunity and attachments). Review the details of the opportunity and if interested;
4. Click on the Register button from the Event Details page:



The screenshot shows the 'Event Details' page for 'The Coal Authority'. At the top, there is a black header with a red location pin icon and the text 'Event Details'. Below this, the page is divided into two sections: 'Details' and 'Info'. The 'Details' section contains the following information: Name: New Event, Description: (blank), and Must Reply By: 02/11/2018 12:00. The 'Info' section contains the text 'To join this event click the button below.' and three buttons: 'Login', 'Register', and 'Join Event'.

System opens up initial registration page, complete the details and click submit.

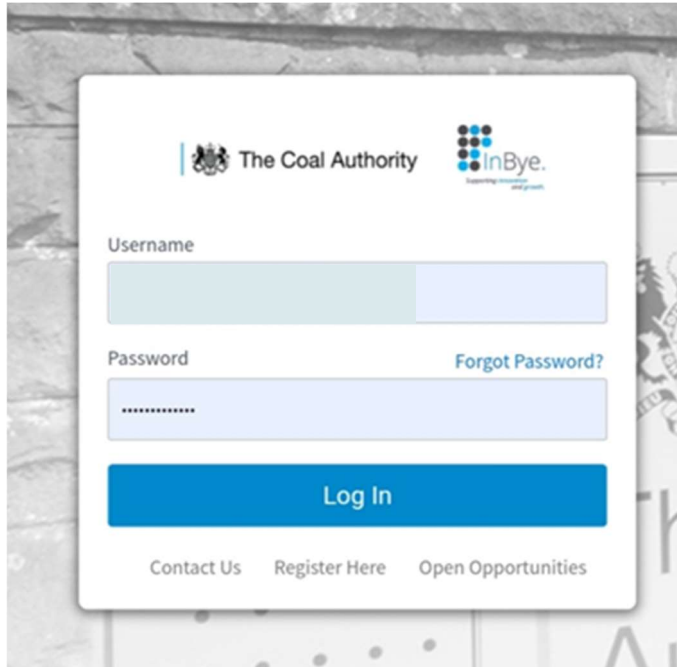
5. System will issue a registration email to you with a link to activate your account.
6. Click on the activation link from the email – system states account activated. (Go to Sign in button available).
7. Clicks the Go to Sign In button.
8. Click on the open opportunities link
9. Click View details. Shows opportunity details with option to login, register.
10. Click on Log in. Enter login details – username and password.
11. Select Join Event. System states that you have been invited and includes option to Visit Event.
12. Click on visit event and system takes you through to the event in full.

Note: Please be aware that the system does not support Safari web browser.

(ii) For a supplier already registered on InBye

There are two ways to access Open Opportunities, you can either:

- view from the initial log in page or
 - access the details via your dashboard once you have logged in
1. From the initial Log in page.



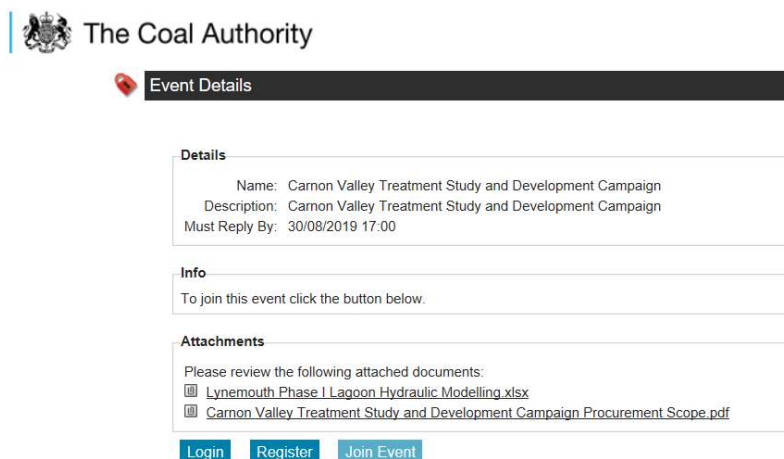
The screenshot shows a login interface for 'The Coal Authority' and 'InBye'. It features a 'Username' field, a 'Password' field with a 'Forgot Password?' link, and a prominent blue 'Log In' button. Below the login fields are three links: 'Contact Us', 'Register Here', and 'Open Opportunities'.

2. Click on the Open Opportunities link.

The system will show a list of open access sourcing events.

3. Click the View details button at the side of the event, which is of interest.

The system will then show details of the opportunity and any relevant attachments. Review the details of the opportunity and if interested;



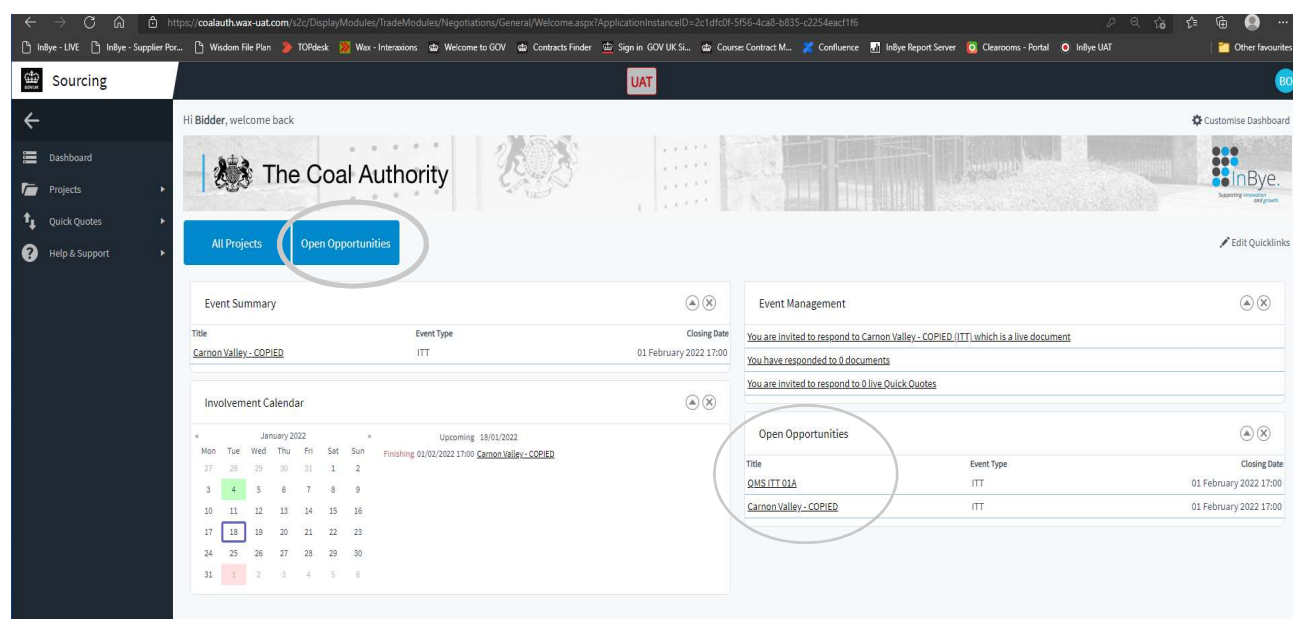
The screenshot displays the 'Event Details' page for 'The Coal Authority'. It includes a 'Details' section with the event name, description, and a 'Must Reply By' date of 30/08/2019 17:00. An 'Info' section instructs users to click a button to join. An 'Attachments' section lists two documents: 'Lynemouth Phase I Lagoon Hydraulic Modelling.xlsx' and 'Carnon Valley Treatment Study and Development Campaign Procurement Scope.pdf'. At the bottom, there are three buttons: 'Login', 'Register', and 'Join Event'.

4. Click on Login from the Event Details page and enter username and password:
5. Select Join Event. System states that you have been invited and includes an option to Visit Event
6. Click on visit event and system takes you through to the event in full.

Note: Please be aware that the system does not support Safari web browser.

Alternatively log into the system

Once logged in, the dashboard will be shown which provides details your event history and also shows open opportunities in the widget or quick link as highlighted below.



Hi Bidder, welcome back

The Coal Authority

[All Projects](#) [Open Opportunities](#)

Event Summary

Title	Event Type	Closing Date
Carnon Valley - COPIED	ITT	01 February 2022 17:00

Involvement Calendar

January 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Event Management

You are invited to respond to Carnon Valley - COPIED (ITT) which is a live document

You have responded to 0 documents

You are invited to respond to 0 live Quick Quotes

Open Opportunities

Title	Event Type	Closing Date
QMS ITT 01A	ITT	01 February 2022 17:00
Carnon Valley - COPIED	ITT	01 February 2022 17:00