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 – Rebeccavines@coal.gov.uk / 01623 637306.

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 already registered on InBye
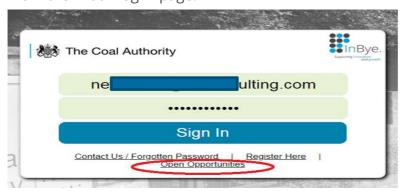
1.   From the initial Log in page.

2.   Click on the Open Opportunities link.

3.   Click View details (system shows base information regarding the opportunity and also attachments). Review the details of the opportunity and if interested;

4.   Click on the Register button. 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.

(ii) For a <u>supplier already registered</u> on InBye

1. From the initial Log in page.

2. Click on the Open Opportunities link.

3. Click View details (system shows information regarding the opportunity & also Attachments). Review the details of the opportunity and if interested;

4. Click on Log in 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 them through to the event in full.