



Date: 18 December 2018

Reference: **Scientific Services**

### **eTender Registration Information**

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

Should you wish to participate in this 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 Peter Kobryn – [peterkobryn@coal.gov.uk](mailto:peterkobryn@coal.gov.uk) / 01623 637302

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

### **How to register to participate in this tender :**

#### **(i) For a supplier not already registered on InBye**

1. From the initial Log in page.
2. Supplier clicks on the Open Opportunities link.
3. Click View details (system shows base information regarding the opportunity and also attachments).
4. Supplier clicks on the Register button. System opens up initial registration page, supplier completes and submits.
5. System issues registration email to supplier with link to activate account.

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6. Supplier clicks on activation link from email – system states account activated. (Go to Sign in button available).
7. Supplier clicks 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 the supplier has been invited and includes option to Visit Event.
12. Click on visit event and system takes them through to the event in full.

### **(ii) For a supplier already registered on InBye**

1. From the initial Log in page.
2. Supplier clicks on the Open Opportunities link.
3. Click View details (system shows information regarding the opportunity & also Attachments)
4. click on Log in and enter username and password
5. Select Join Event. System states that the supplier has been invited and Includes option to Visit Event
6. Click on visit event and system takes them through to the event in full.