



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 Helen Bennett at helenbennett3@coal.gov.uk / 01623 637467.

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.

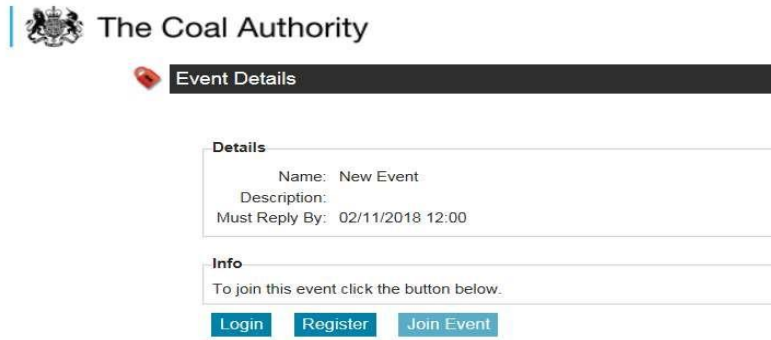


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2. Click on the Open Opportunities link.
3. Click View details (system shows base information regarding the opportunity and attachments). Review the details of the opportunity and if interested;
4. Click on the Register button from the Event Details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



The screenshot shows the 'The Coal Authority' logo and a header 'Event Details'. Below this is a 'Details' section with the following information:

- Name: New Event
- Description:
- Must Reply By: 02/11/2018 12:00

Below the details is an 'Info' section with the text: 'To join this event click the button below.' At the bottom of the 'Info' section are 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.

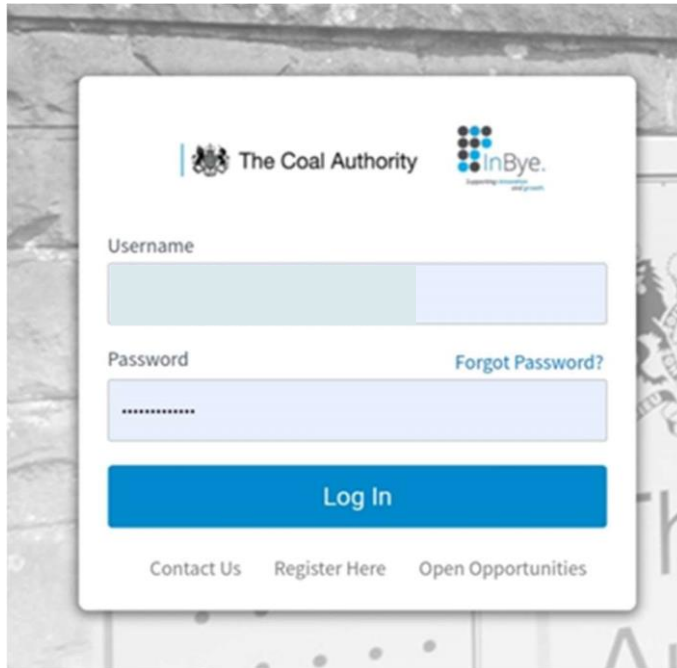


(ii) For a supplier already registered on InBye

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.



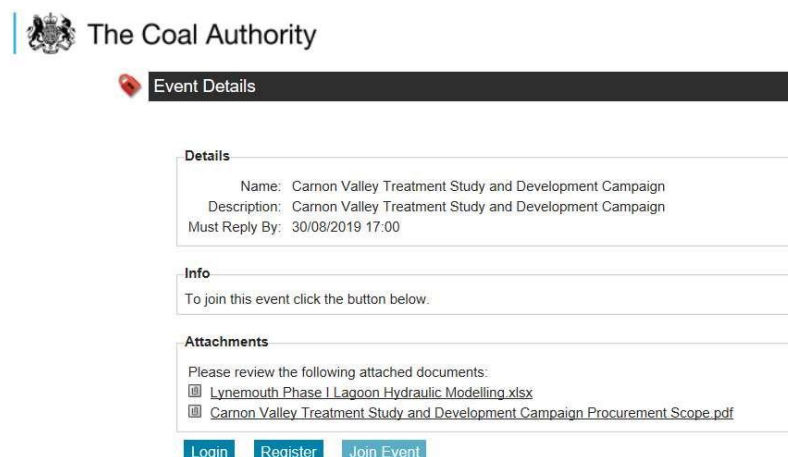
2. Click on the Open Opportunities link.

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;



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.

The screenshot displays the Coal Authority UAT dashboard. The top navigation bar includes links for Inbye - LIVE, Inbye - Supplier Portal, Wisdom File Plan, TORdesk, Wax - Interactions, Welcome to GOV, Contracts Finder, Sign in GOV UK SL..., Course Contract M..., Confluence, Inbye Report Server, Clearrooms - Portal, and Inbye UAT. The main content area is titled 'Hi Bidder, welcome back' and features a 'The Coal Authority' header. Below the header, there are two buttons: 'All Projects' and 'Open Opportunities', with the latter circled in red. The dashboard is divided into several sections: 'Event Summary' (showing 'Carnon Valley - COPIED' with an event type of 'ITT' and a closing date of '01 February 2022 17:00'), 'Event Management' (showing 'You are invited to respond to Carnon Valley - COPIED (ITT) which is a live document'), 'Involvement Calendar' (showing a calendar for January 2022 with the 18th highlighted), and 'Open Opportunities' (showing 'QMS ITT 01A' and 'Carnon Valley - COPIED' with event types of 'ITT' and closing dates of '01 February 2022 17:00'). The 'Open Opportunities' section is also circled in red.