

## ECB e-tendering – Supplier’s guide

### How to register a supplier account

To participate in electronic ECB procurement procedures or to express your interest in future procurement procedures, you will need to set up a **supplier account with contact persons** by registering in the ECB’s electronic tendering system (SAP Sourcing).

To register you need to provide information on the interested supplier (Company name, VAT number etc.) and information on the contact person (user accounts). Supplier accounts can have several contact persons.

To register, follow the steps below.

#### **Important guidance:**

**Only user accounts which are linked to the same supplier account** will be able to:

- (i) view and edit submissions drafted by this particular supplier account and
- (ii) receive messages and correspond with the ECB related to the relevant tender procedure.

**Register at least one back-up contact person to your supplier account to ensure that someone else can always access the tender and the communication, when needed.** To create the back-up contact account, see Chapter III. *“How to manage your supplier account”* user guide.

## Contents

I.	Support	2
II.	How to register	2
III.	Password requirements	6

## I. Support

If you have any questions or require more information, contact the support team at [sourcing.support@ecb.europa.eu](mailto:sourcing.support@ecb.europa.eu). Requests are handled on average in 1-3 working days. Support hours are Monday to Friday from 08:30 to 17:30 Frankfurt time, [excluding ECB public holidays](#).

## II. How to register

1. Access the registration form via

<https://procurement.ecb.europa.eu/sourcing/fsguestvendor/vendordesktop/register?ui=ui2>

2. Enter the requested information.

- Fields marked with an asterisk (\*) are mandatory fields.
- Only use Latin alphabet characters without diacritical marks (i.e. no accented letters or numbers) in the fields "First Name" and "Last Name". Otherwise the system may not be able to create your account.

*Be aware that the page will expire after ten minutes of inactivity.*

## Creating: New Bidder Registration : Untitled

### Company Information

\* Company Name:   
Name Complement:   
DUNS ID:  -  -   
Homepage / URL:

### Regional Settings

\* Default Time Zone: (GMT+1:00) Central European Time ▼  
Default Language: English  
\* Default Date Format: DD-MM-YYYY HH:MM (24 hour clock) ▼  
\* Default Decimal Format: 1.000,00 ▼  
\* Default Excel Format: Excel 2007/2010+ ▼  
Currency: EUR

### Procurement Intentions

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories.  
Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant.  
Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

Procurement Intention	Relevant Experience	Years of Experience
-----------------------	---------------------	---------------------

### Contact Information

\* First Name:   
\* Last Name:   
Title:   
\* E-Mail:   
\* Phone:

### Address Information

Address:   
City:   
Postal/Zip Code:   
District:   
\* Country: Select... ▼  
ERP Region: None  
Main Phone:   
Main Fax:   
PO Box:   
Postal Code:

### Additional Information

Country of Registration and Registration Number:   
\* VAT / ID: Please indicate the VAT (Value Added Tax) number or, in case no VAT is available, another unique identifier such as personal ID/passport ID or company ID

### Attachments

Attach files to document applicable business certifications or other relevant information.

Server File	File name	Description	Size	Date Added	Added By
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3. Optional: If applicable, add your procurement intentions.

a) Click on “Add Procurement Intentions”.

**Procurement Intentions**

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

Procurement Intention	Relevant Experience	Years of Experience
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b) Select the relevant procurement intention category or categories and then click on “OK”.

Query: All Procurement Intentions  
 Select/Deselect All On Page

Find:  In: Name  Results Last Updated: 02:29:20 PM (CEST)

Name	Description	Last Changed
<input type="checkbox"/> Administrative educational services	Administrative educational services	08/20/2013 04:40 PM (CEST)
<input type="checkbox"/> Architectural and related services	Architectural and related services	08/20/2013 04:40 PM (CEST)
<input checked="" type="checkbox"/> Automatic cash dispenser	Automatic cash dispenser	12/04/2013 11:05 AM (CET)
<input checked="" type="checkbox"/> Banking and investment services	Banking and investment services	08/20/2013 04:40 PM (CEST)
<input type="checkbox"/> Building installation work	Building installation work	08/20/2013 04:40 PM (CEST)

Page 1 of 2  Displaying 1-50 of 70 records.

c) Add relevant experience related to the procurement intention, and years of experience.

**Procurement Intentions**

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/> Automatic cash dispenser	Experience	8
<input type="checkbox"/> Banking and investment services	Exp	

Page 1 of 1  Displaying 1-2 of 2 records.

d) To delete a procurement intention, select the entry or entries. Click on “Delete Selected”, and then click on “OK”.

**Procurement Intentions**

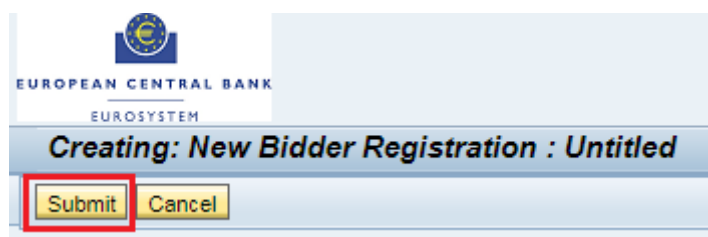
Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

<input type="checkbox"/>	Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/>	Administrative educational services	Experience	4
<input type="checkbox"/>	Architectural and related services	Experience	3
<input checked="" type="checkbox"/>	Communication land-line rental	Experience	24
<input checked="" type="checkbox"/>	Computer equipment and supplies	Exp	

Page 1 of 1 Go Displaying 1-4 of 4 records.



- Click on "Submit" to save the data.



- Within few minutes, you will receive an email containing the user login and a temporary password. You will be requested to change the password at the first logon. See Chapter III below on password requirements. **Please be informed that the temporary password is valid only for 3 days.** The day of registration is considered as the first day out of the three.
- After being logged in successfully with the new password, you can add further information about your company and participate in procurement procedures launched by the ECB.
- Register at least one back-up contact person** to the supplier account to ensure that someone else can always access the tender and the communication, when needed. To create the back-up contact account, see Chapter III of the "How to manage your supplier account" user guide.

### III. Password requirements

EUROPEAN CENTRAL BANK  
EUROSYSTEM

**!** New password invalid. Include at least 1 each of uppercase and lowercase characters

**Change Password**

Old Password \*

New Password \*

Confirm Password \*

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- Your password must have a minimum length of ten characters, and it must contain at least one number (0-9), one lower case character (a-z), one upper case character (A-Z) and one special character (e.g. !"@ \$%&/()=?'+-#-\_.,:;{[]}<>?).
- A password cannot be changed more than once a day.

Guidance: *Never disclose your password to anyone.*