

Asia Pacific Electronic Public Procurement Network – Supplier Registration

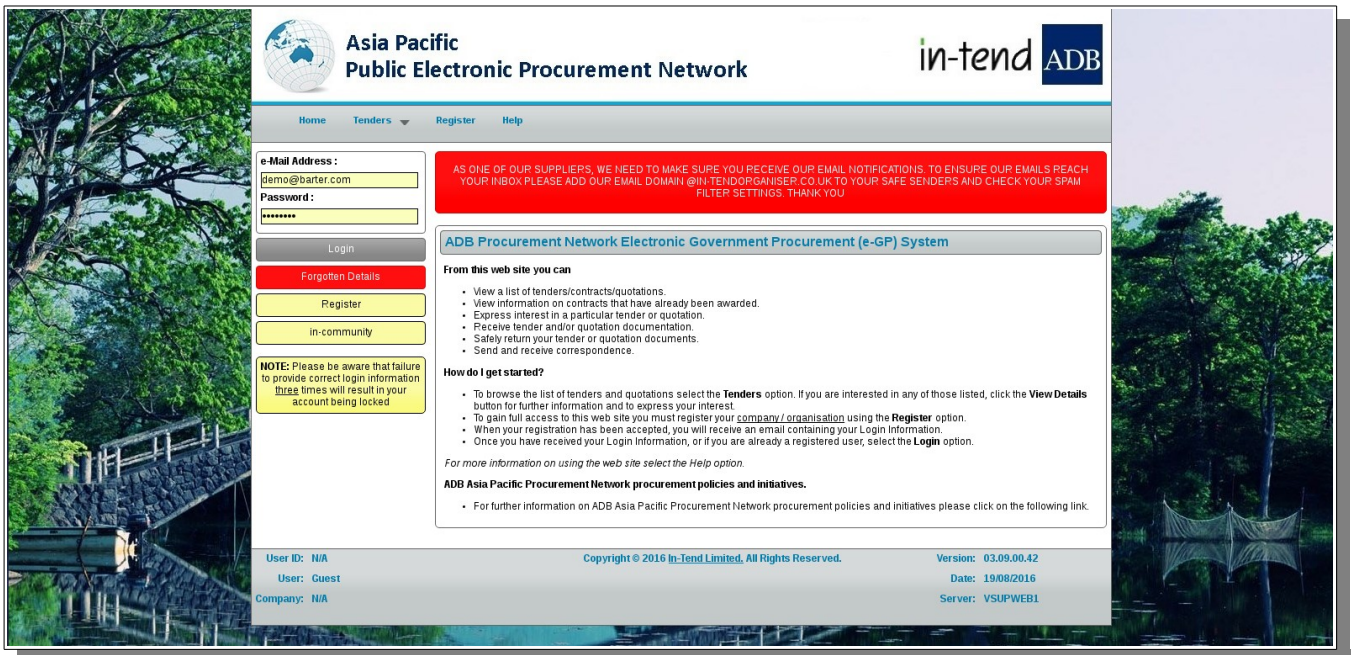
The government of various countries across the Asia Pacific region are using the In-tend Electronic Government Procurement (e-GP) system for managing their procurement processes.

This document provides guidance for registering on the system.

Registering on this system will allow businesses to bid on tender opportunities for any of these countries, as well as receiving email notifications for any open tenders.

How to Register

From the link <https://in-tendhost.co.uk/adbprocurementnetwork>, click on the Register link (towards top right of the screen).



The information required for registration should then be entered. The fields highlighted in yellow are mandatory, so registration cannot be completed unless this information is provided.

The Company Details tab requires basic information on the business, such as the business's address and telephone number.

Accounts for users who will be able to log in to the system can be created simply by providing names, a password and contact details. Note that the email address is important – this will be used to log in to the system and all alerts and notifications will be received through this address.

Company Details
Additional Information
Business Classifications

In order to gain full access to this website you must register your company / organisation details
 If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact
 PLEASE NOTE: Yellow fields are MANDATORY

Company Details

Company Reg No :	<input style="background-color: #ffffcc;" type="text"/>	I do not have a Company Reg Number	<input type="checkbox"/>
Company Name :	<input style="background-color: #ffffcc;" type="text"/>	Address Line 1 :	<input style="background-color: #ffffcc;" type="text"/>
Address Line 2 :	<input type="text"/>	Town/City :	<input type="text"/>
County/State :	<input type="text"/>	Postcode/Zip :	<input style="background-color: #ffffcc;" type="text"/>
Country :	<input style="background-color: #ffffcc;" type="text" value="Tuzulu"/>	Currency :	<input style="background-color: #ffffcc;" type="text" value="Please select an item..."/>
Company Summary :	<input type="text"/>		

Contact Details

Telephone :	<input style="background-color: #ffffcc;" type="text"/>	Fax :	<input type="text"/>
Website :	<input type="text"/>		

Primary User Details

Contact First Name :	<input style="background-color: #ffffcc;" type="text"/>	Contact Last Name :	<input style="background-color: #ffffcc;" type="text"/>
Telephone :	<input type="text"/>		
Email Address :	<input style="background-color: #ffffcc;" type="text"/>	Confirm Email Address :	<input style="background-color: #ffffcc;" type="text"/>
Password :	<input style="background-color: #ffffcc;" type="text"/>	Confirm Password :	<input style="background-color: #ffffcc;" type="text"/>

It is recommended for situations where the primary contact is not available, additional points of contact are registered as they would still be able to gain access. While registering you may only add one additional point of contact, however after the registration is complete you may login to your account and add as many additional contacts as you like.

Additional User Details

Contact First Name :	<input type="text"/>	Contact Last Name :	<input type="text"/>
Telephone :	<input type="text"/>		
Email Address :	<input type="text"/>	Confirm Email Address :	<input type="text"/>
Password :	<input type="text"/>	Confirm Password :	<input type="text"/>

Key : Mandatory

Once all the mandatory information on the Company Details tab has been completed, some information should also be entered on the Additional Information Tab.

This tab requires confirmation that the business is eligible to bid on tender opportunities and accept the terms of registration.

The Countries option allows selection of the countries where tender opportunities are of interest. Please note that this field is provided for information only – opportunities from other countries will still be available and this will not affect any alerts generated from the system.

Registration

Company Details
Additional Information
Business Classifications

Please select the countries that you wish to participate in tenders with. Note that this field is for information only and you will still be able to participate in any tenders.

Countries :

Cambodia Cook Islands Fiji Marshall Islands Micronesia Myanmar Tonga Tuvalu
 Vanuatu Samoa

I am not sanctioned (not eligible for engagement) by ADB or another multilateral development bank (MDB) :

I have not been convicted of an offence or crime related to theft, corruption, or fraud :

I understand that it is my obligation to notify the client should I become ineligible to work with ADB or another MDB, or should I be convicted of an offence related to theft, corruption, or fraud :

If the company has been sanctioned, please specify the sanctioning authority and provide reasons for the sanction :

Declaration - I/we confirm that all information is correct and that by providing false information, this might have consequences that may include exclusion from future bidding opportunities :

Declaration - I/we understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead, may lead to automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action :

Register My Company

Key : Mandatory

Once the Additional Information tab is complete, the Business Classifications tab allows classification codes to be selected and assigned against the company's account.

When any tender opportunities are published, they will be assigned a business classification. All suppliers with that classification code selected within their profile will then be alerted by email of the tender opportunity.

The classifications selected will determine the tender opportunities that the users within the business are alerted to.

A simple key word search allows for easy identification of the relevant codes(s). Any number of codes can be selected.

In the below example, the business has searched for "computer". If they then select the code "Computer accessories", they would then be alerted by email whenever a new tender opportunity is published with this classification assigned against it.

Registration

Company Details

Additional Information

Business Classifications

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search :
Search
Clear

Category	Title	
43211517	Analog computer	+
43211600	Computer accessories	+
43232502	Computer based training software	+
43211800	Computer data input device accessories	+
43211700	Computer data input devices	+
43212000	Computer display accessories	+
43211900	Computer displays	+
43210000	Computer Equipment and Accessories	+
43232000	Computer game or entertainment software	+

Category	Title

Register My Company

Key : Mandatory

Once all the relevant information has been provided, clicking Register My Company (bottom right of the final tab) will complete the registration process.