

Registration Guidance



IMPORTANT INFORMATION REGARDING REGISTRATION

When registering, suppliers should only register their company once. You can register multiple contacts and they will have access to any documentation published to the site, but this should be limited on a need to know basis.

Registration

When registering it is important that the main contact puts an e-mail address into the "Publish E-mail " box, this is the address to which e-mail notifications will be sent on the following

- **Registration** details including log in details.
- Notifications of **progress** of tender opportunities including Pre-qualification questionnaires & Tender documents.
- Any **correspondence** relating to the project.

You may use a general e-mail address so that other contacts are made aware of alerts or amend the "Publish E-mail" in the event of the main contact being away. However, all users of the system can be alerted to all of the above in when entering individual details if you tick the box "Send a copy of all e-mails/correspondence to this contacts e-mail account."

To go direct to our e-tendering portal click on the url below:

<http://www.in-tendhost.com/londonmetuni/>

Maintenance

The supplier is responsible for maintaining their data and ensuring that when employees leave that they are removed from the system.