

**GUIDE TO REGISTERING ON NM&DDCs e-HUB**

**HOW TO BECOME A POTENTIAL SUPPLIER TO NM&DDC**

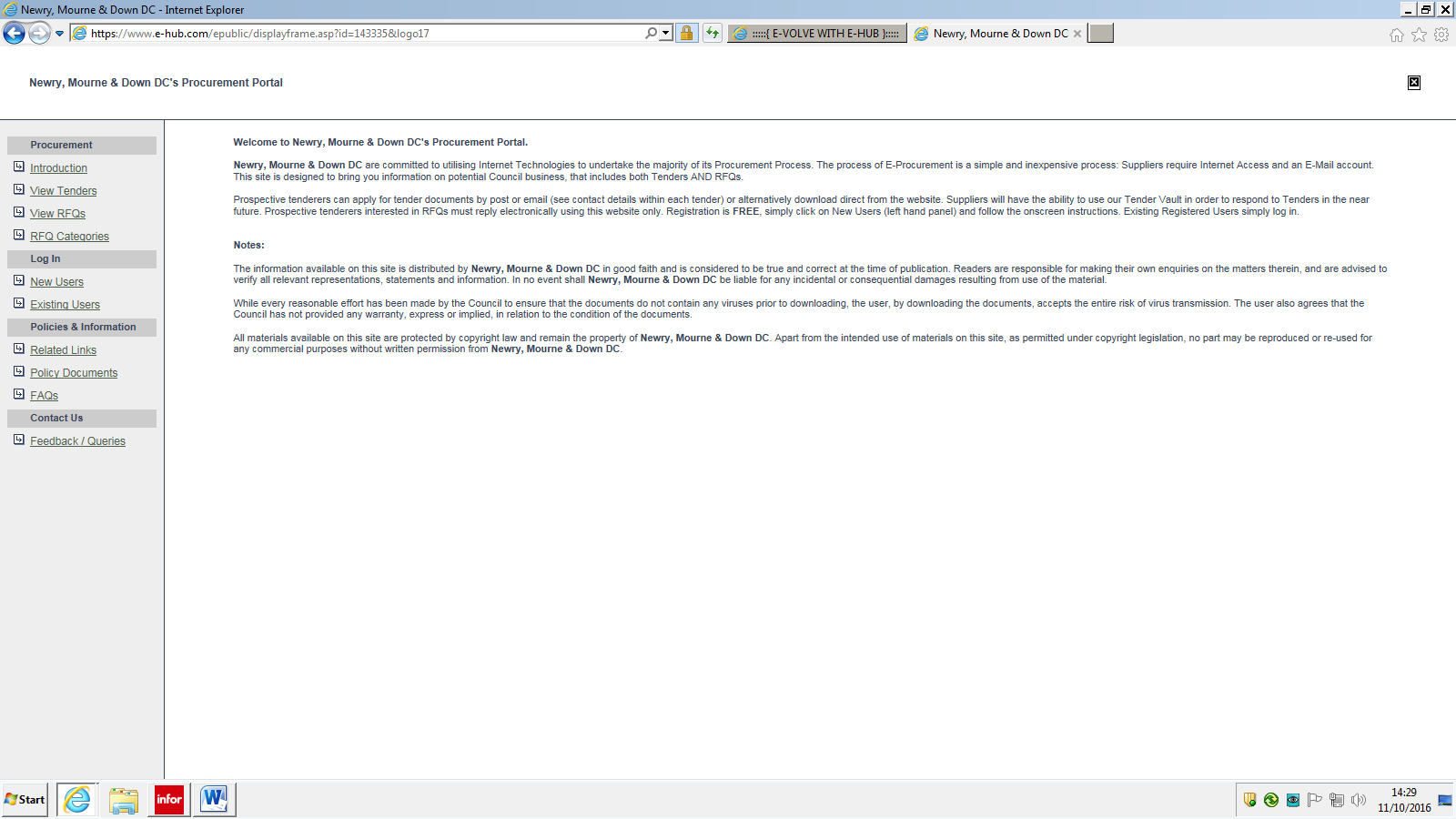
* **Registering as a new supplier enables you to receive potential Purchase Orders.**
* **It also enables you to register your interest and/or apply for any Tenders/Requests For Quotations (RFQs) and to download any associated documents.**

**NEW SUPPLIERS:**

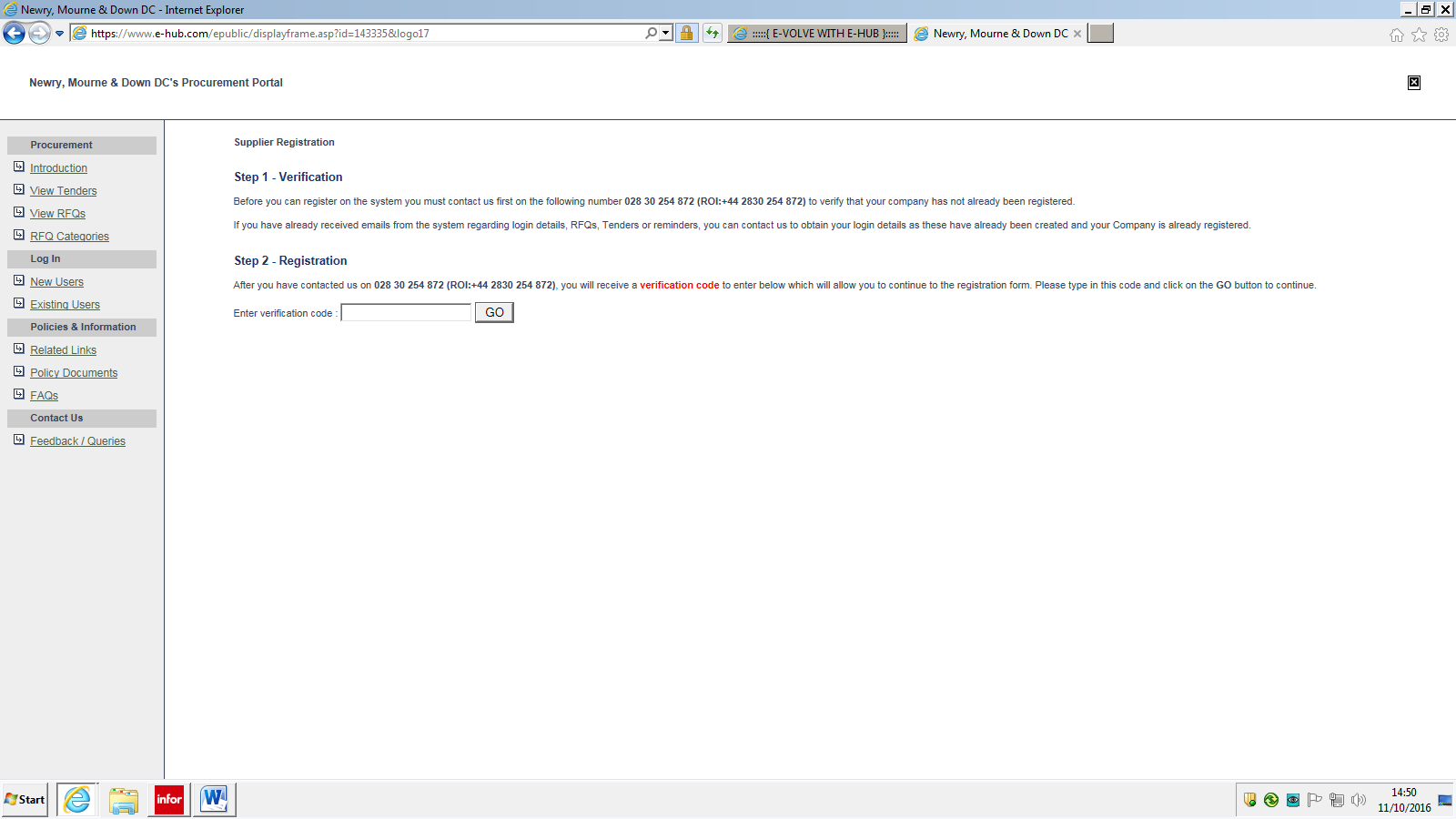
* **Please visit our e-Procurement site:**

**http://www.newrymournedown.org/Procurement**

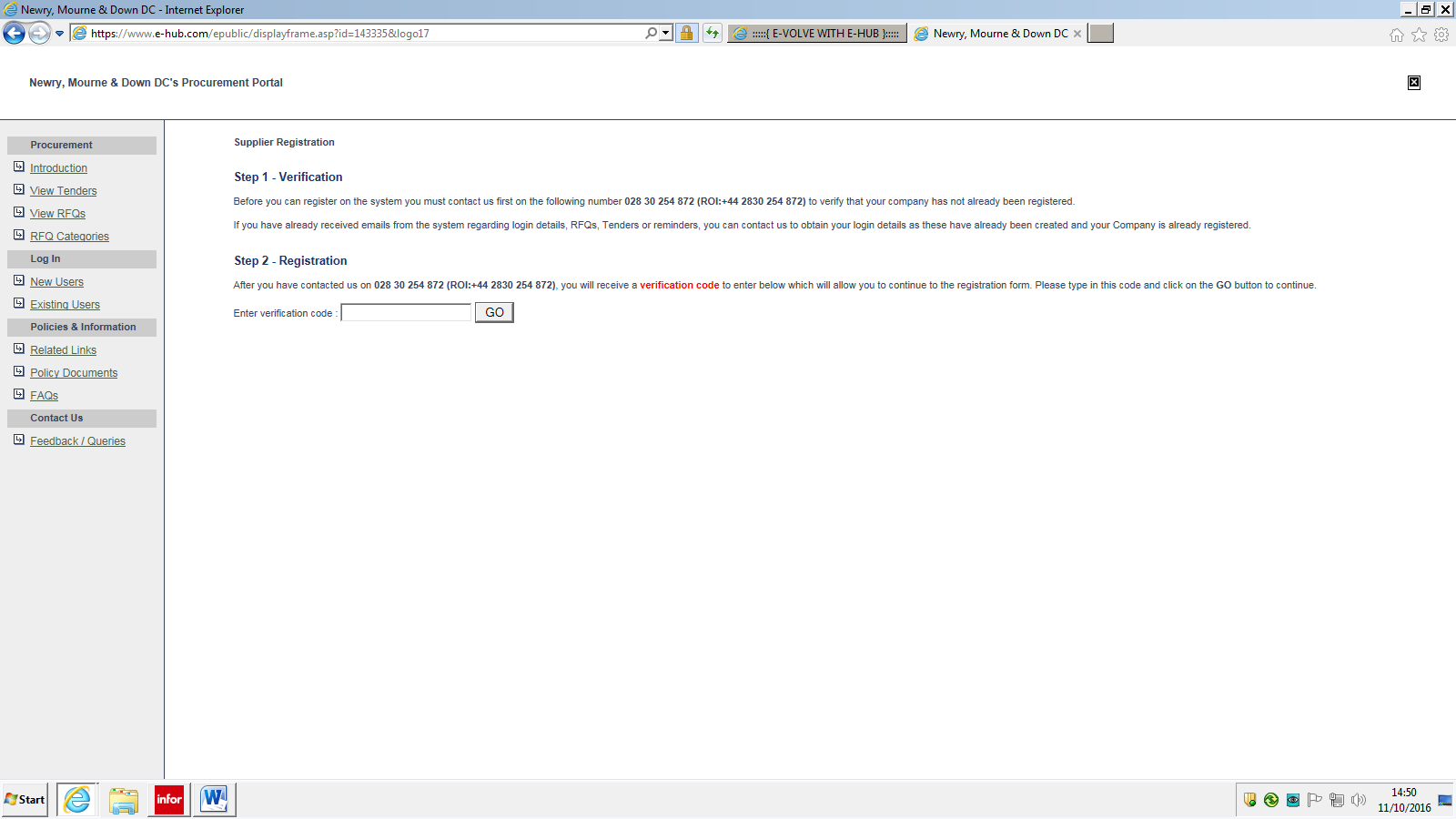
* **Click on New Users:**



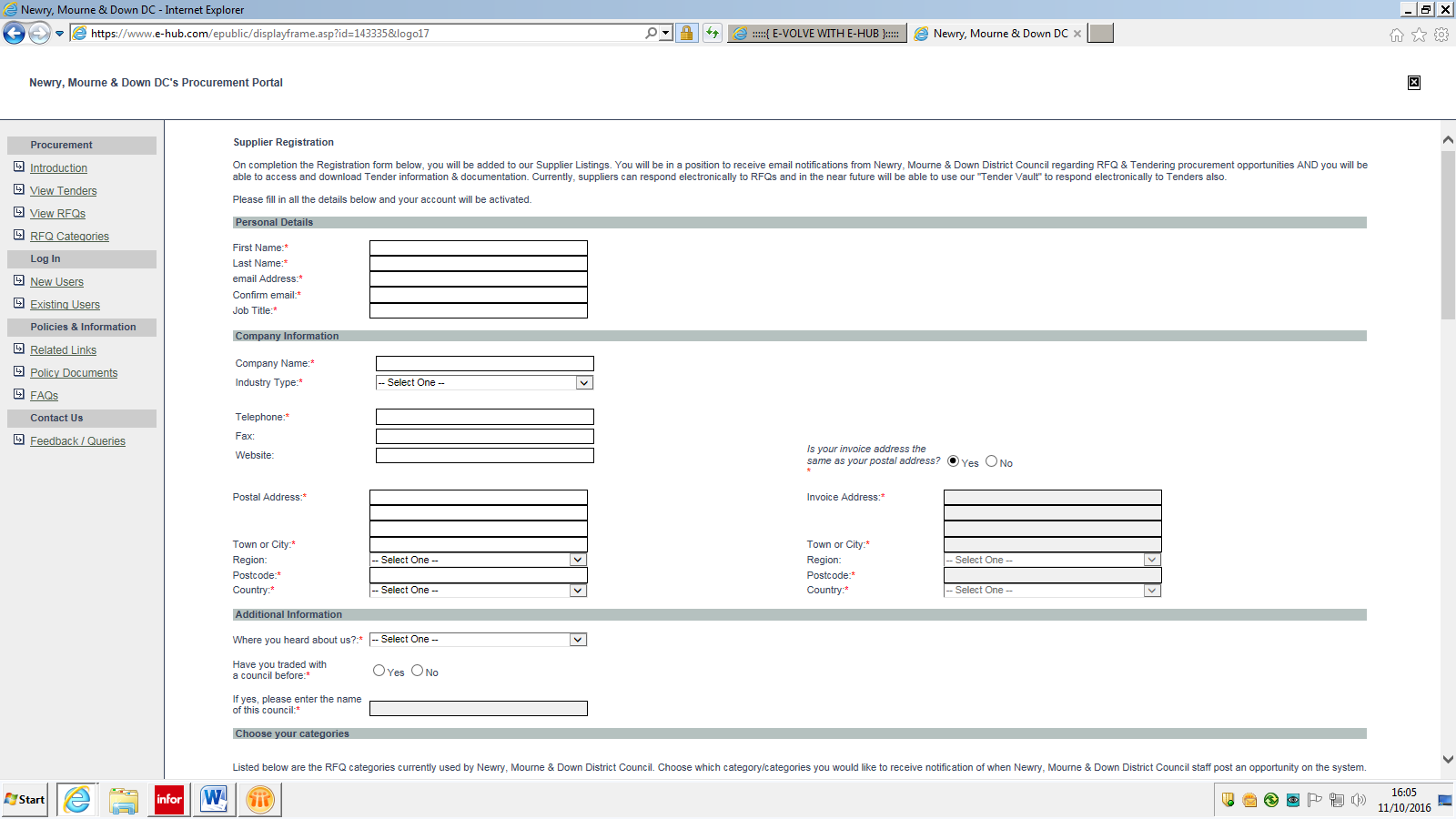
* **Follow the instructions to get a verification code – i.e. phone 02830254872 or 00442830254872 (R.O.I) say you require a verification code and you will be provided with one:**



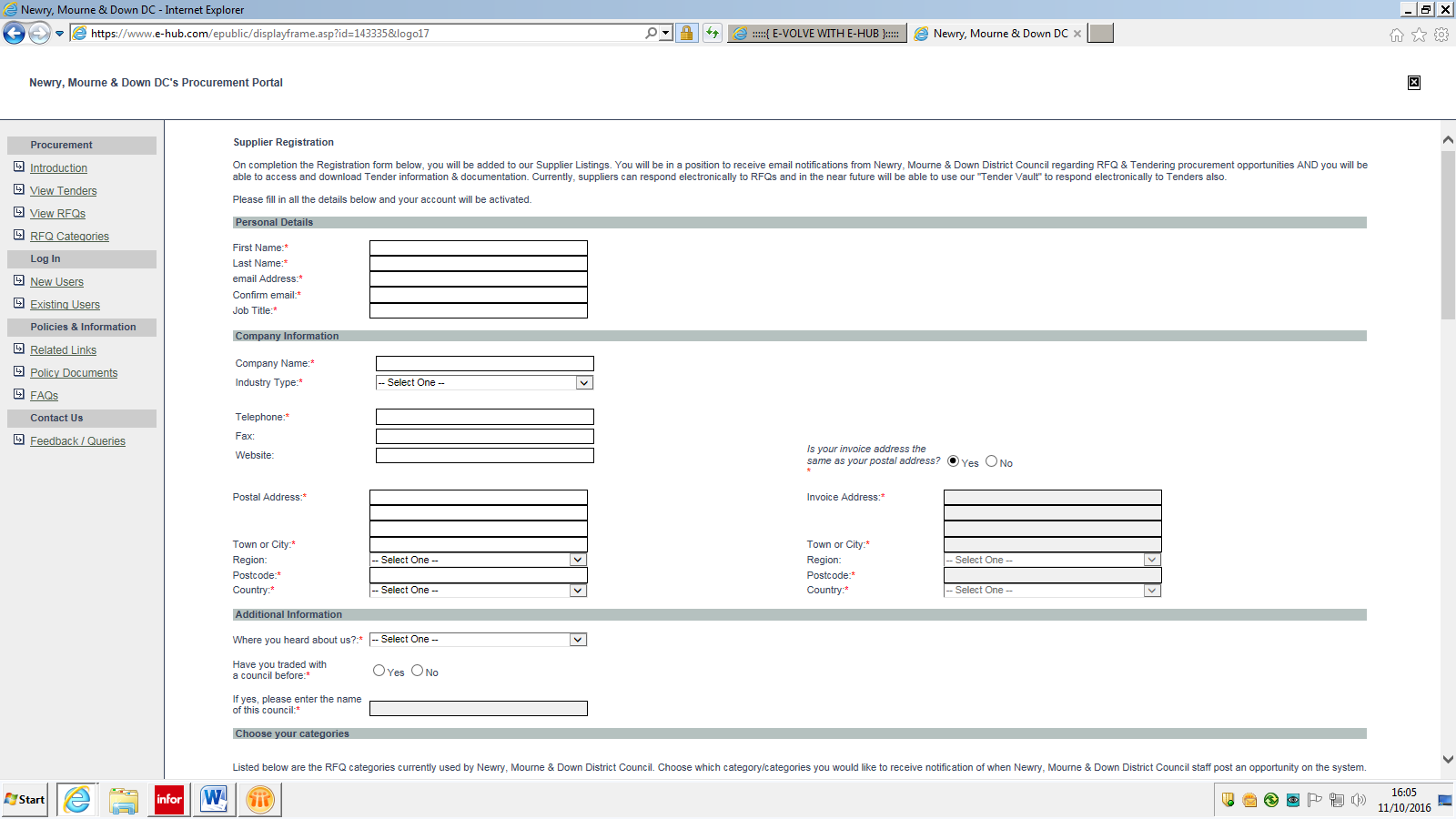
* **Enter the verification code in the box and click ‘GO’ to proceed to the registration form:**



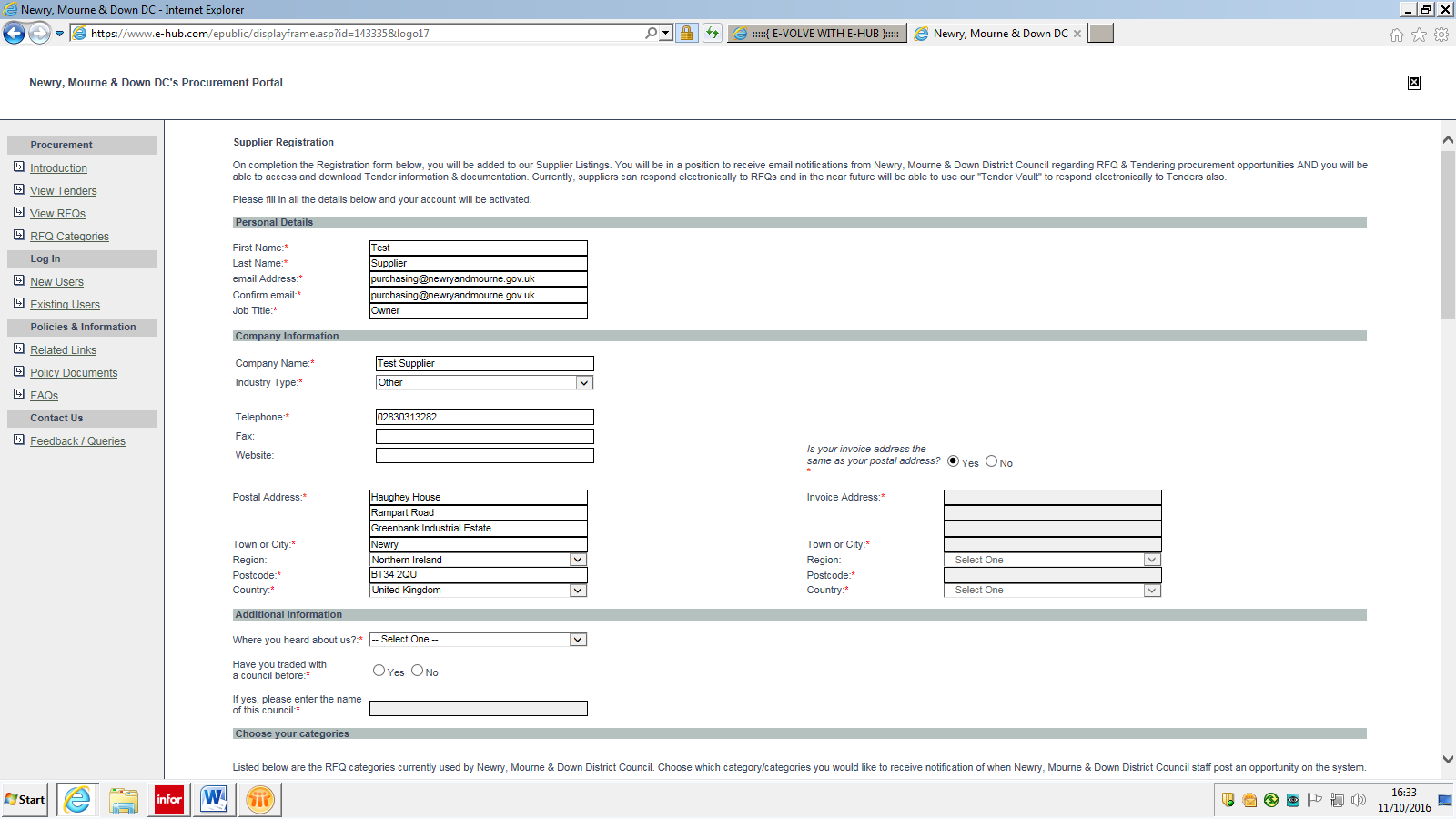
* **Fill in details on the registration form (all fields marked \* need completed).**
* **The email address you use ideally should be generic or checked regularly so you do not miss orders or opportunities:**



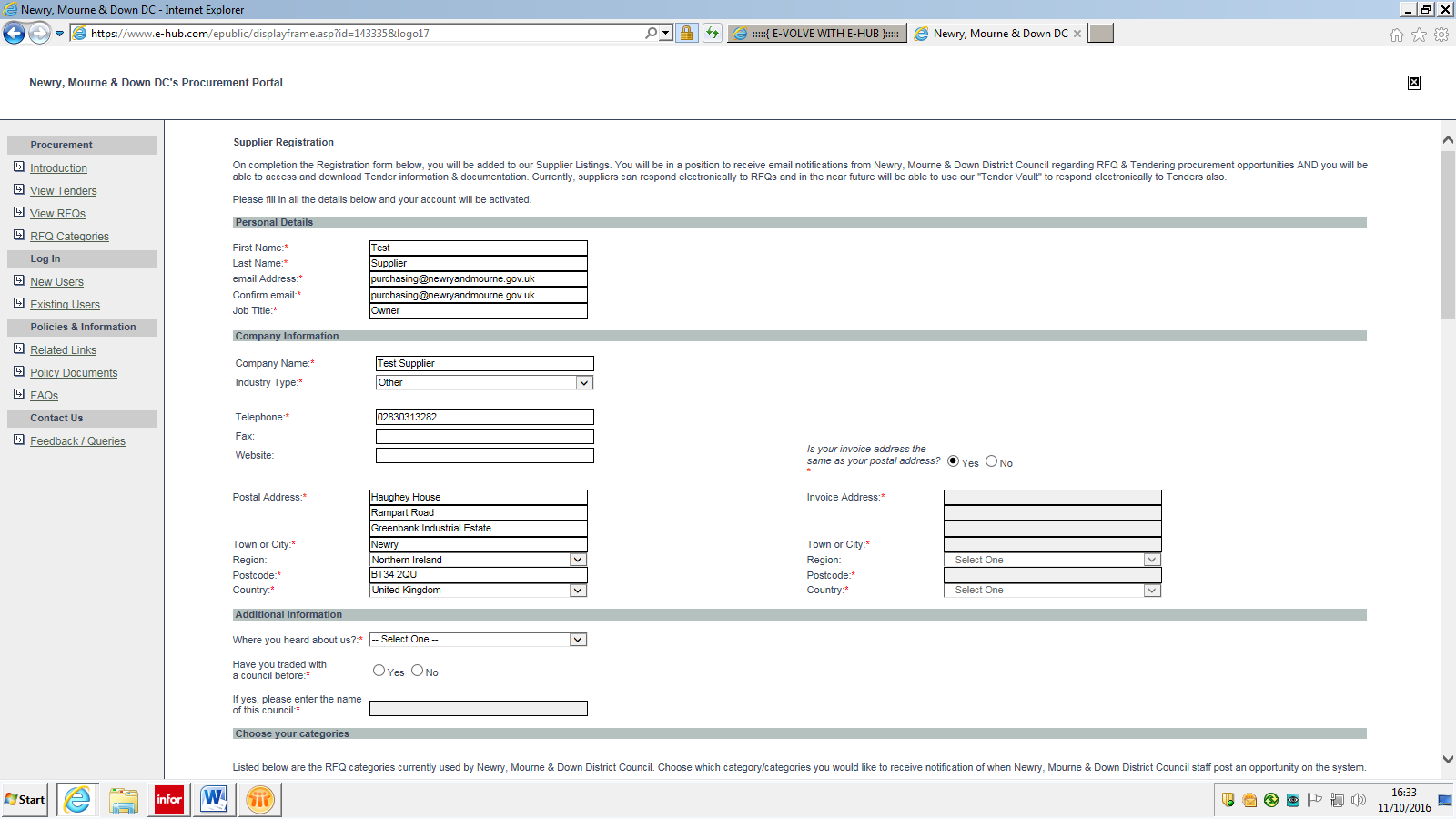
* **Fill in your Personal Details:**



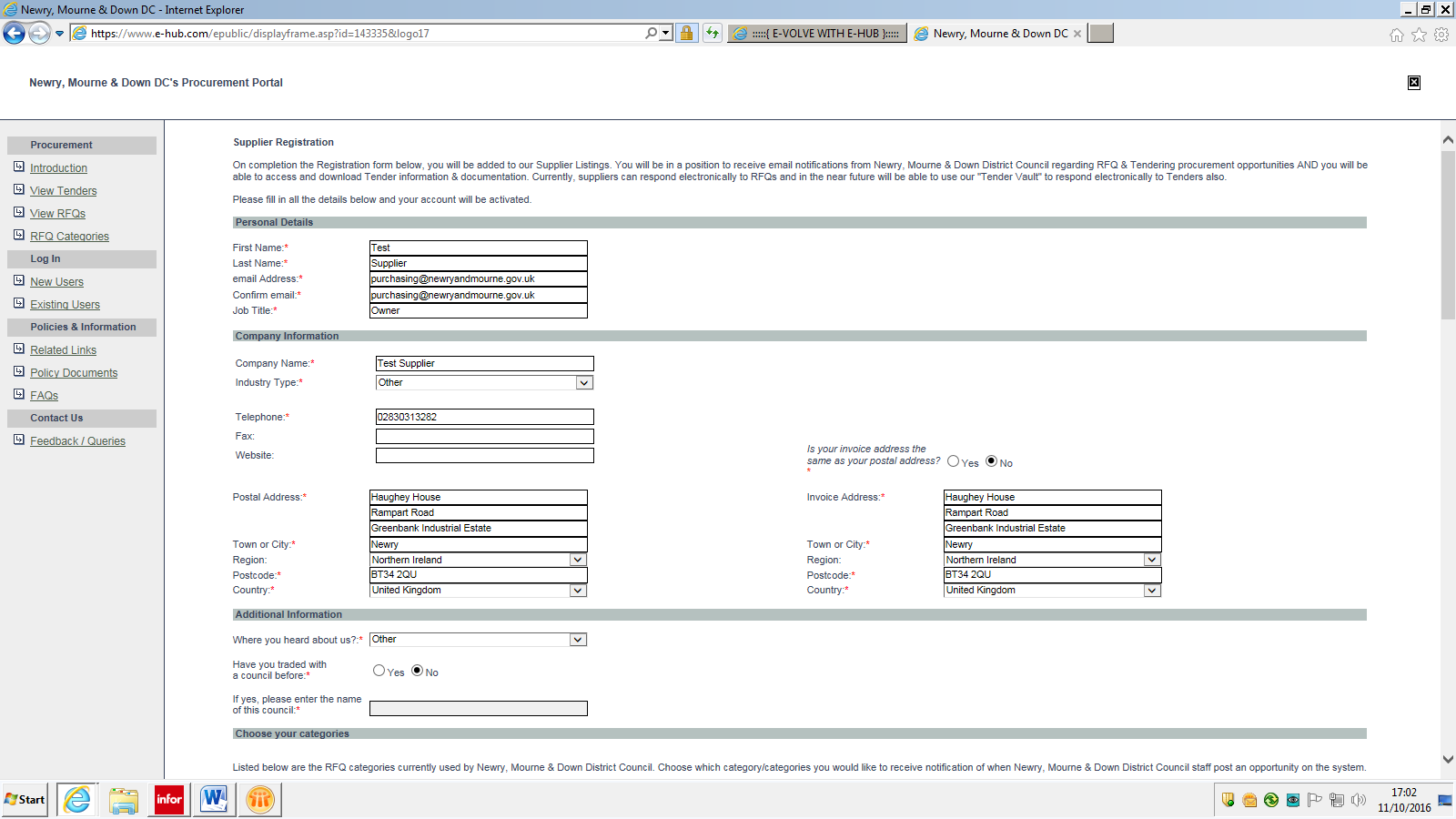
* **Company Name – Enter the name you trade under. Important - you must have a bank account in this name i.e. you need to be able to cash a cheque under this name as initially this is how you will be paid:**



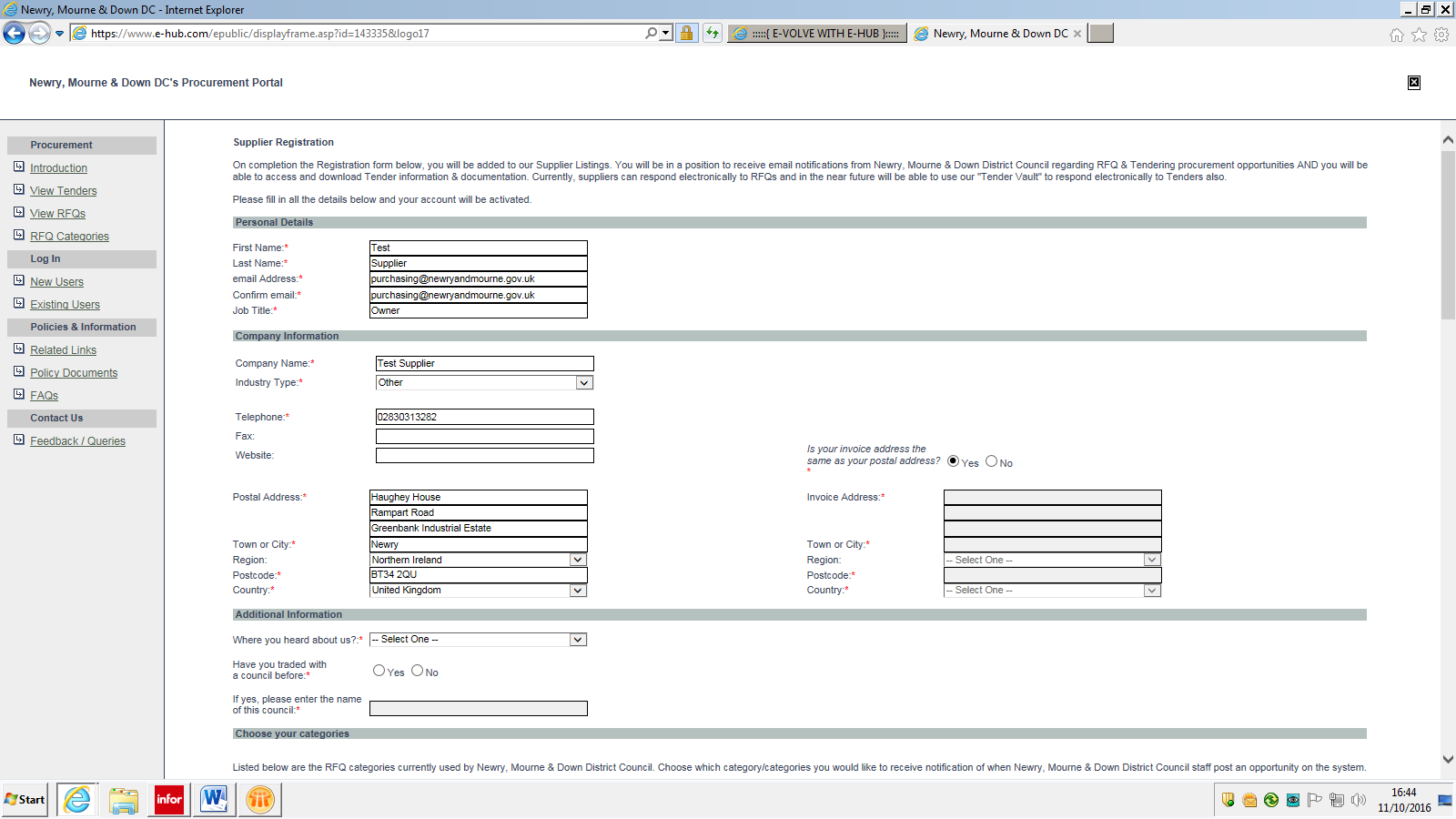
* **Industry Type – Enter the type of business you operate. If none of the categories match select ‘other’. Important – do not leave this field blank otherwise your registration will not complete:**



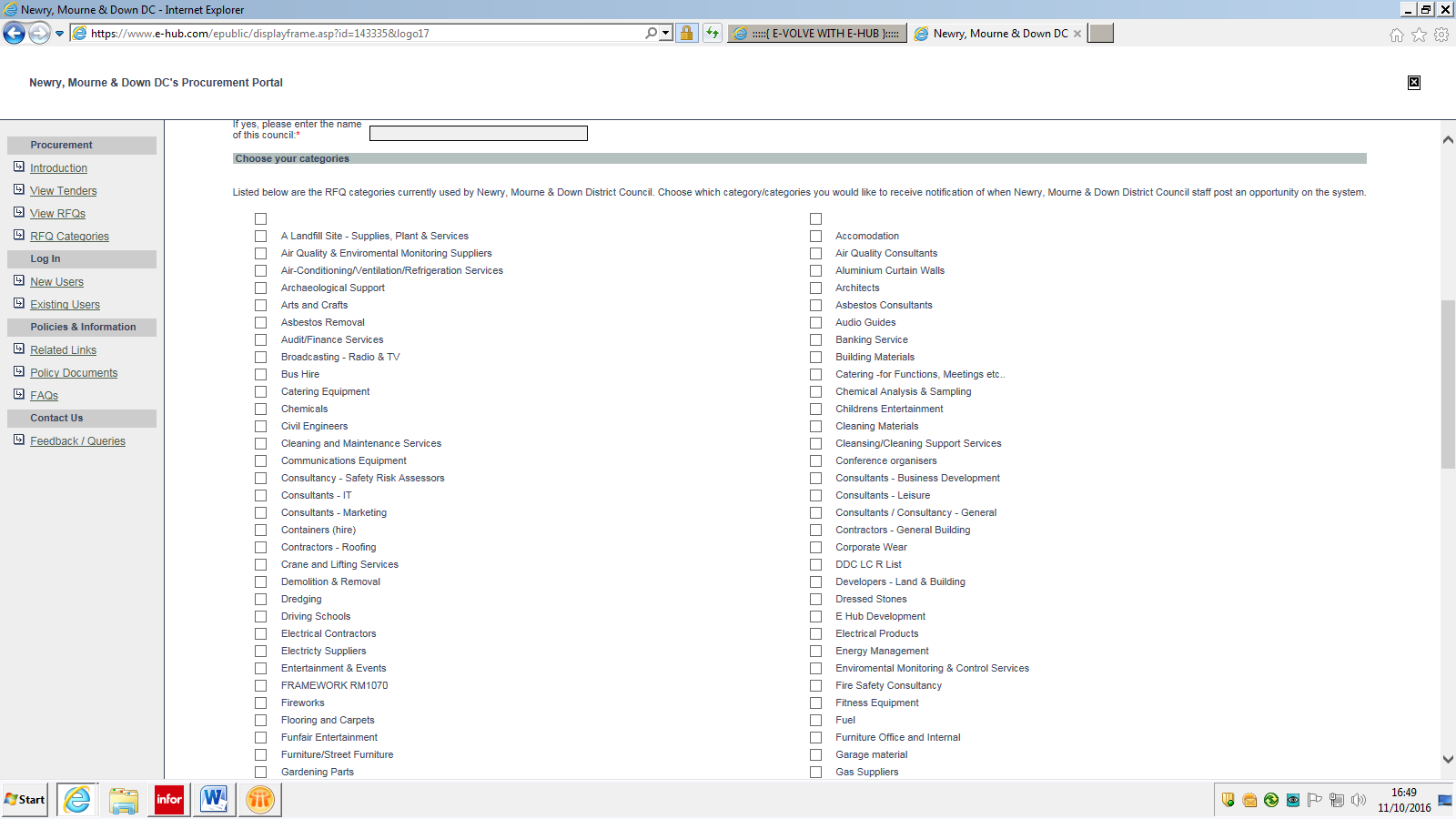
* **Invoice Address – Regardless if this is the same as your postal address you still need to select the ‘No’ option and complete the details:**



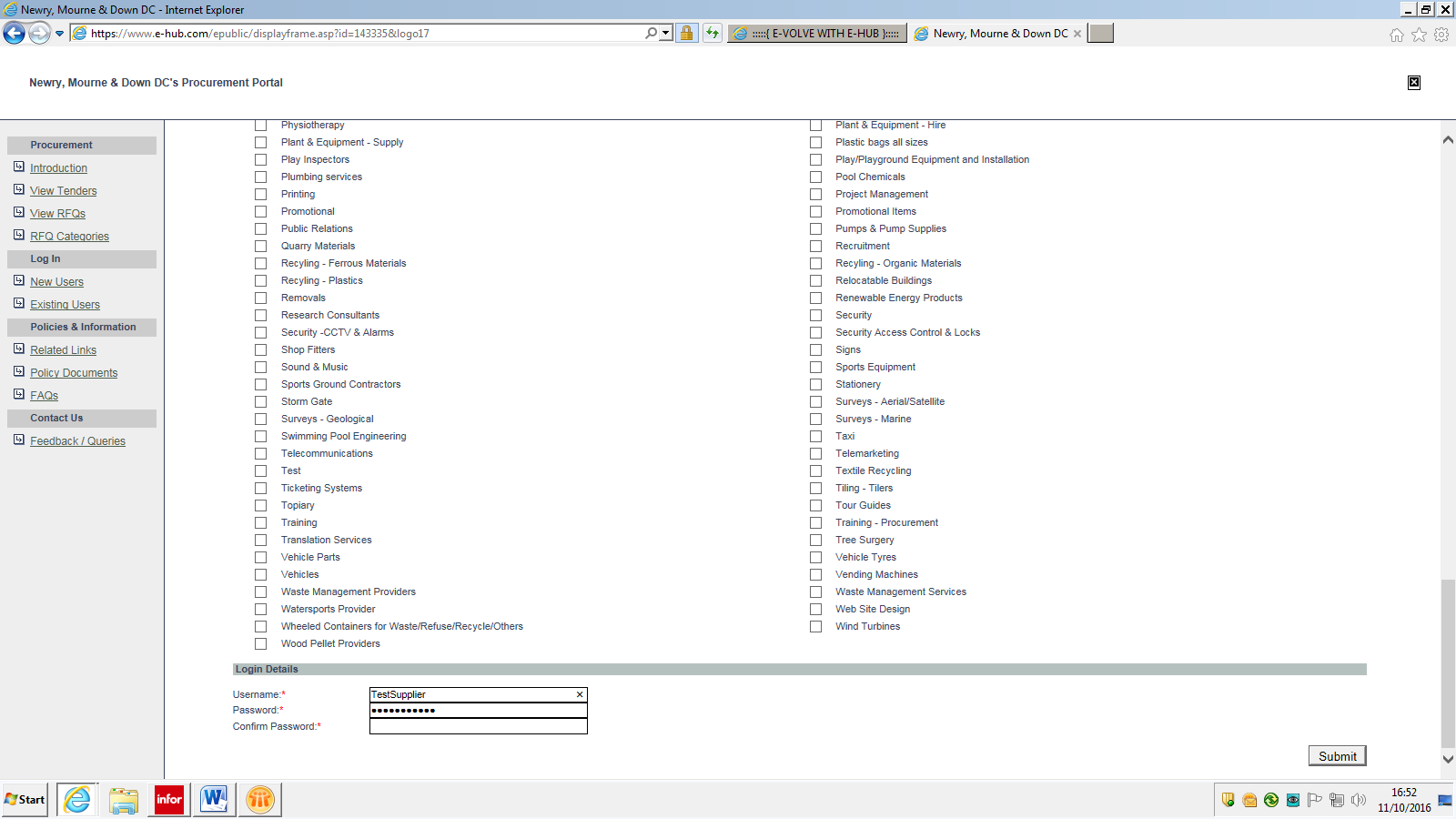
* **Fill in the additional information:**



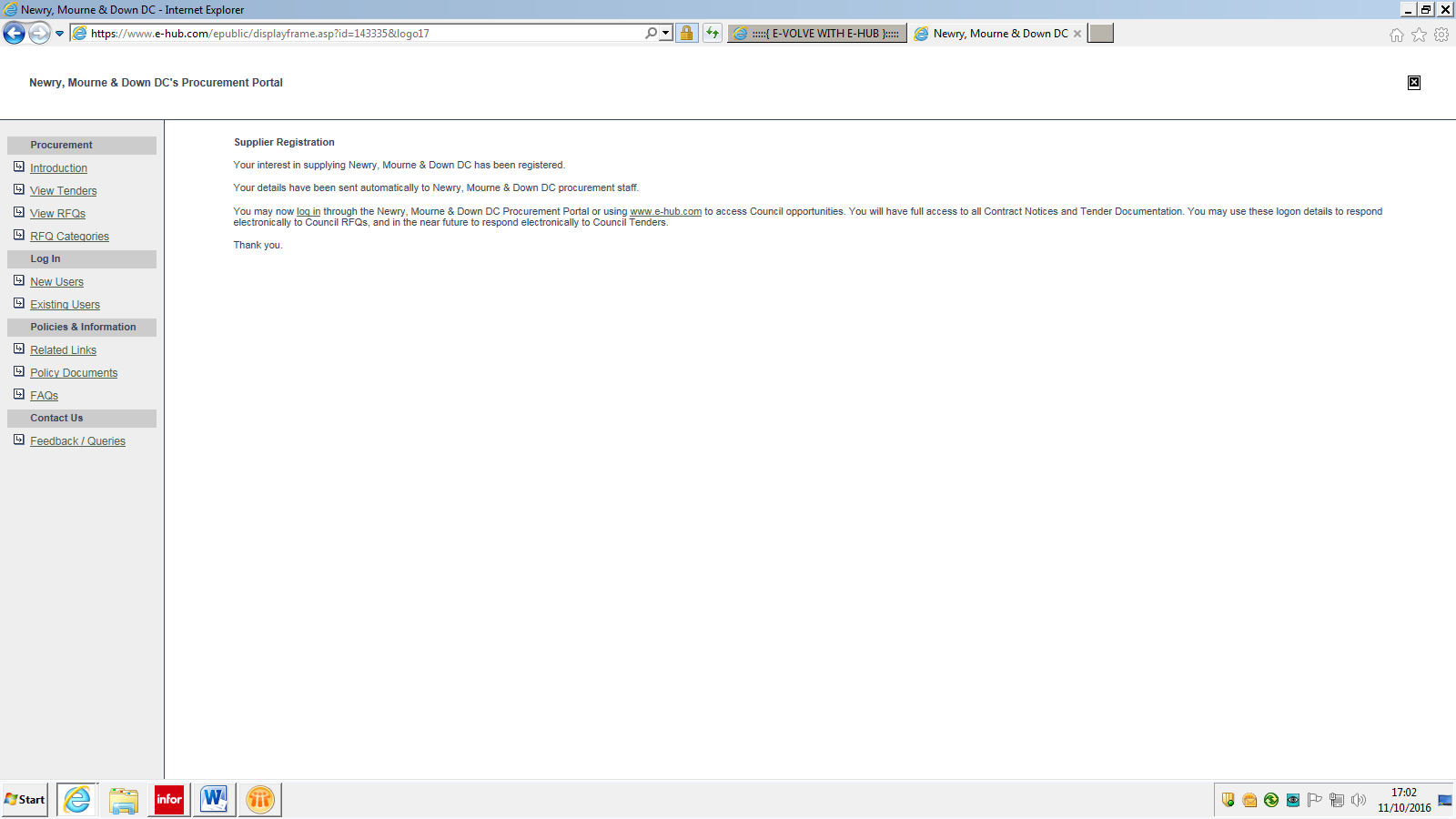
* **Choose your categories – select the categories your business operates in and/or you have an interest/capability of operating in. Important - at least one category has to be selected or your registration will not complete. If unsure select other, you can always update this.**
* **These categories determine what competitions you will potentially be invited to take part in.**
* **These categories are subject to change, so please keep up to date and check them regularly:**



* **Once you have your category(s) selected create a username and password which you will require each time you wish to log on to the e-portal:**



* **Once your registration has completed you will see this page:**



* **You will also receive an email to the address you registered which confirms all your details including username and password.**

**Any problems with registering or using the portal please phone 0800 731 6575, (ROI: 0044 2830 254 872) for assistance.**