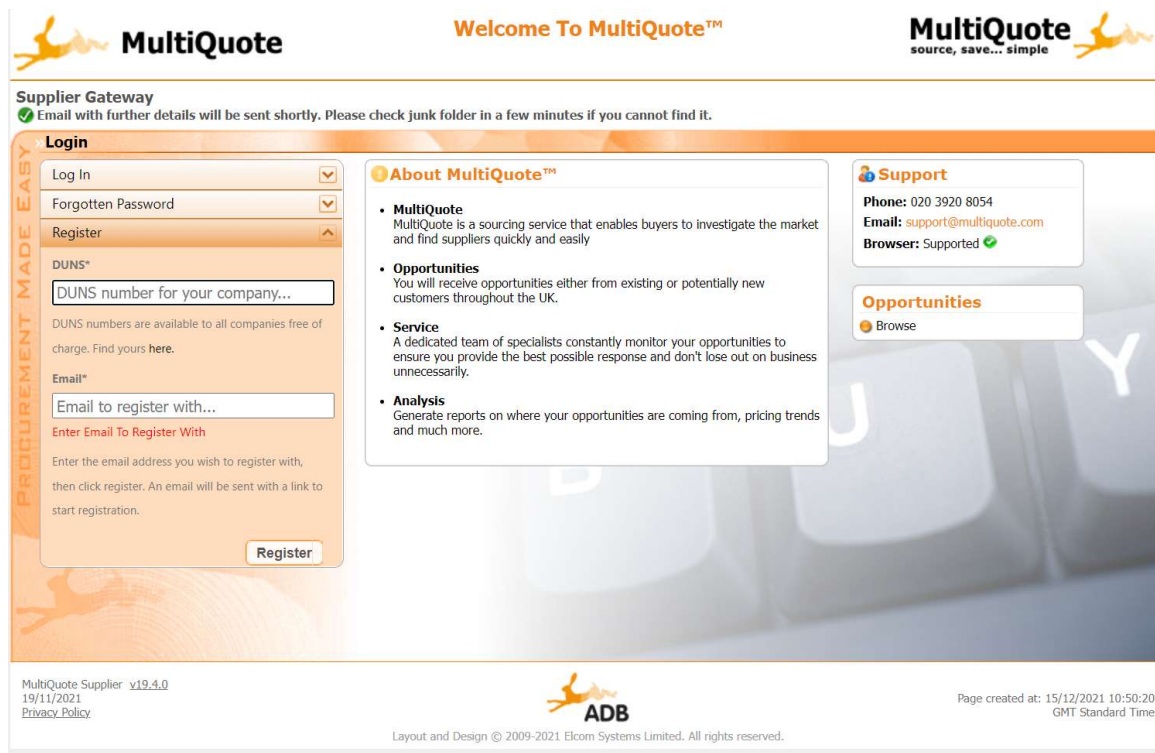


MultiQuote – Supplier Registration

Step 1 – Landing Page



The screenshot shows the MultiQuote Supplier Gateway landing page. At the top, there is a navigation bar with the MultiQuote logo, a 'Welcome To MultiQuote™' message, and a tagline 'source, save... simple'. Below the navigation bar, a 'Supplier Gateway' section includes a green checkmark icon and a message: 'Email with further details will be sent shortly. Please check junk folder in a few minutes if you cannot find it.' The main content area is divided into three columns. The left column, titled 'Login', contains a vertical menu with 'Log In', 'Forgotten Password', and 'Register' options, each with a dropdown arrow. Below this menu is a 'DUNS*' section with a text input field labeled 'DUNS number for your company...', a note stating 'DUNS numbers are available to all companies free of charge. Find yours here.', an 'Email*' section with a text input field labeled 'Email to register with...', and a 'Register' button. The middle column, titled 'About MultiQuote™', contains a list of bullet points: 'MultiQuote' (a sourcing service), 'Opportunities' (receive opportunities from existing or new customers), 'Service' (dedicated team of specialists), and 'Analysis' (generate reports on opportunities, pricing trends, etc.). The right column contains a 'Support' section with contact information (Phone: 020 3920 8054, Email: support@multiquote.com, Browser: Supported) and an 'Opportunities' section with a 'Browse' button. The footer of the page includes the MultiQuote Supplier version (v19.4.0), date (19/11/2021), privacy policy link, ADB logo, layout and design copyright (© 2009-2021 Elcom Systems Limited), and page creation timestamp (15/12/2021, 10:50:20 GMT Standard Time).

The MultiQuote Supplier portal is accessible using a web browser.

Visit www.suppliers.multiquote.com. You will be presented with several options. As a new supplier, you will need to begin by registering.

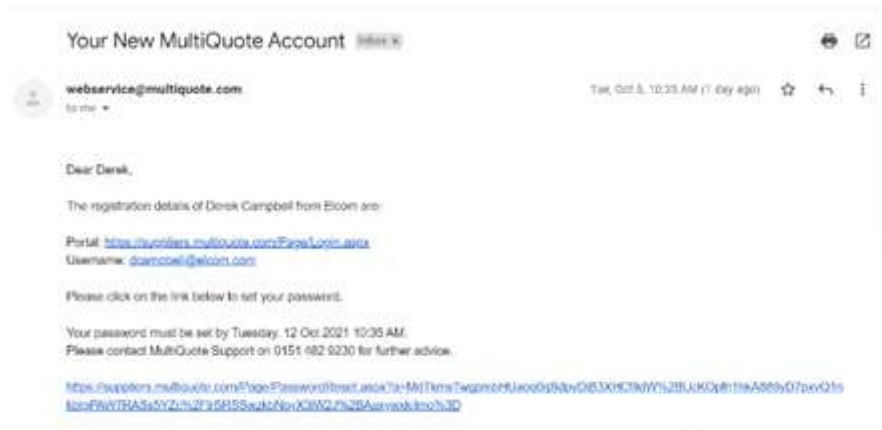
Using the drop-down menu, select the **Register** option on the left side of the screen.

Input the email associated with your business and your company Dun & Bradstreet (DUNS) number.

Input your full company name and click the **Register** button.

Note: Generic emails (e.g. Gmail, etc.) are not accepted. If possible, please register independently for a business email. If this option is not available please contact support to discuss options.

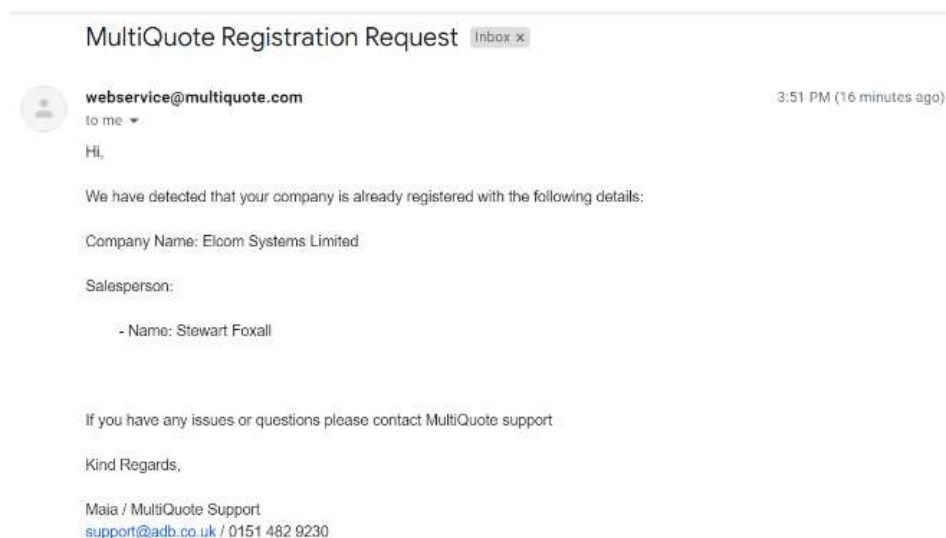
Step 2 – Email Confirmation



Within a few minutes, the system will generate a confirmation email. This is necessary for security reasons and will confirm your registration details.

When you have received the email, click the **link** at the bottom and follow the instructions on screen. This will allow you to select a new password and confirm your identity.

Step 3 – Previous Registration (Optional)

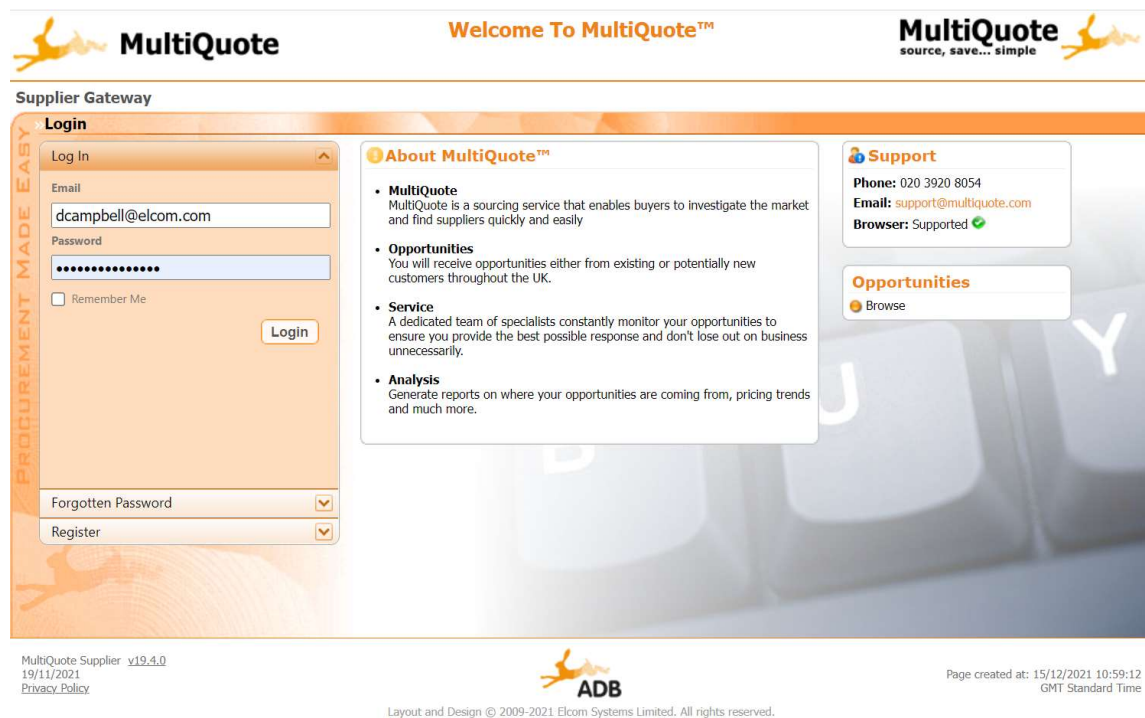


If your business has previously been registered on MultiQuote, you will receive a different email listing the individual(s) that are already registered on the system.

Because registration should not be duplicated, it is important to ensure that any changes are updated in the system officially. This should be done by contacting our support team to finalise your registration.

The team can be contacted by either email or phone at the details listed.

Step 4 – Log In



You are now ready to Log in.

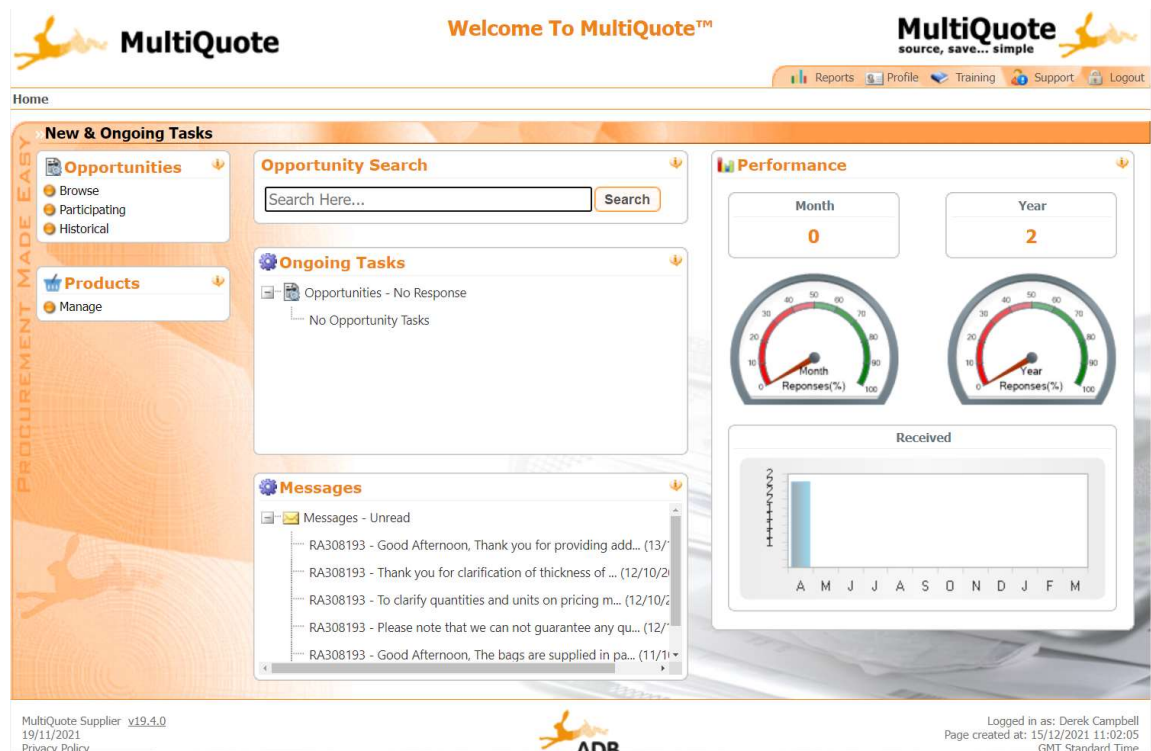
Visit the MultiQuote portal and enter the **Email Address** used for registration and the **password** you selected after the confirmation email.

Step 5 – Accept Privacy Policy



The system will display the MultiQuote Privacy Policy. Please take some time to read the document. When you are ready to proceed, click **Agree**.

Step 6 – Dashboard



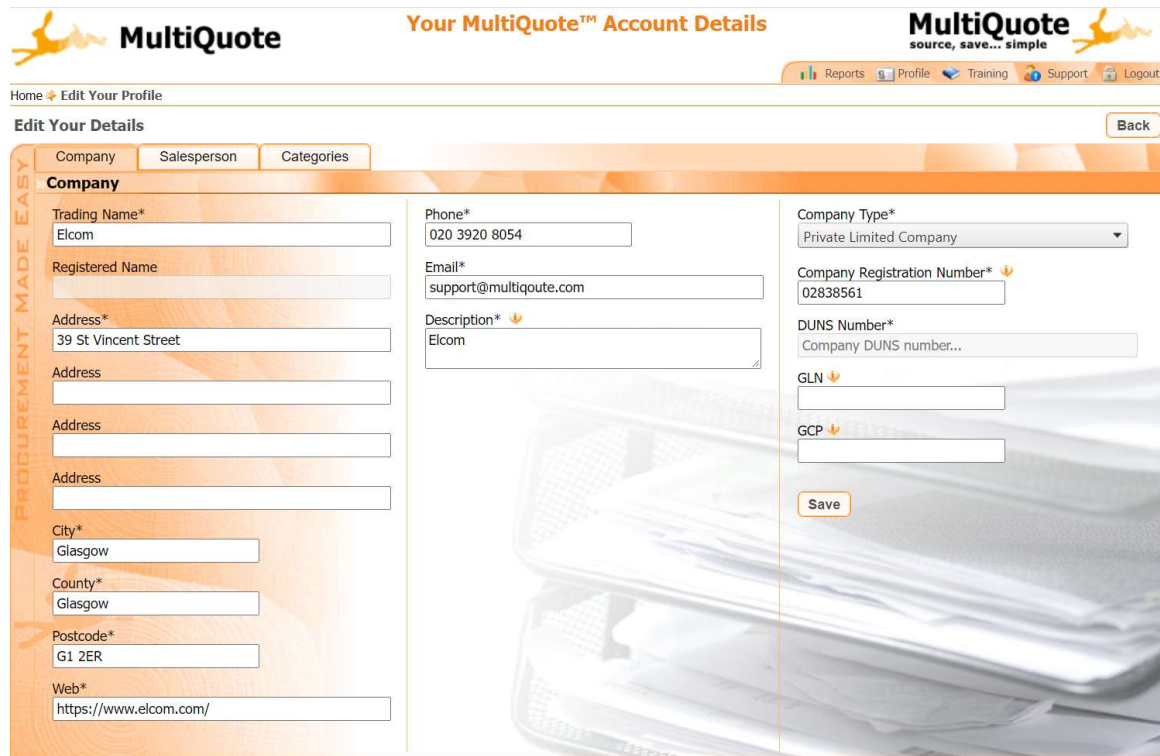
You have now completed the initial registration process, but we still have a few steps to complete your setup in the system.

You will manage your MultiQuote experience from the Dashboard.

Here, you can select search categories, perform live searches, and communicate with Buyers.

Take some time to familiarise yourself with the Dashboard.

Step 7 – Complete Profile



MultiQuote Your MultiQuote™ Account Details **MultiQuote** source, save... simple

Home Edit Your Profile Reports Profile Training Support Logout

Edit Your Details Back

Company Salesperson Categories

Company

Trading Name* Elcom

Registered Name

Address* 39 St Vincent Street

Address

Address

Address

City* Glasgow

County* Glasgow

Postcode* G1 2ER

Web* https://www.elcom.com/

Phone* 020 3920 8054

Email* support@multiquote.com

Description* Elcom

Company Type* Private Limited Company

Company Registration Number* 02838561

DUNS Number* Company DUNS number...

GLN

GCP

Save

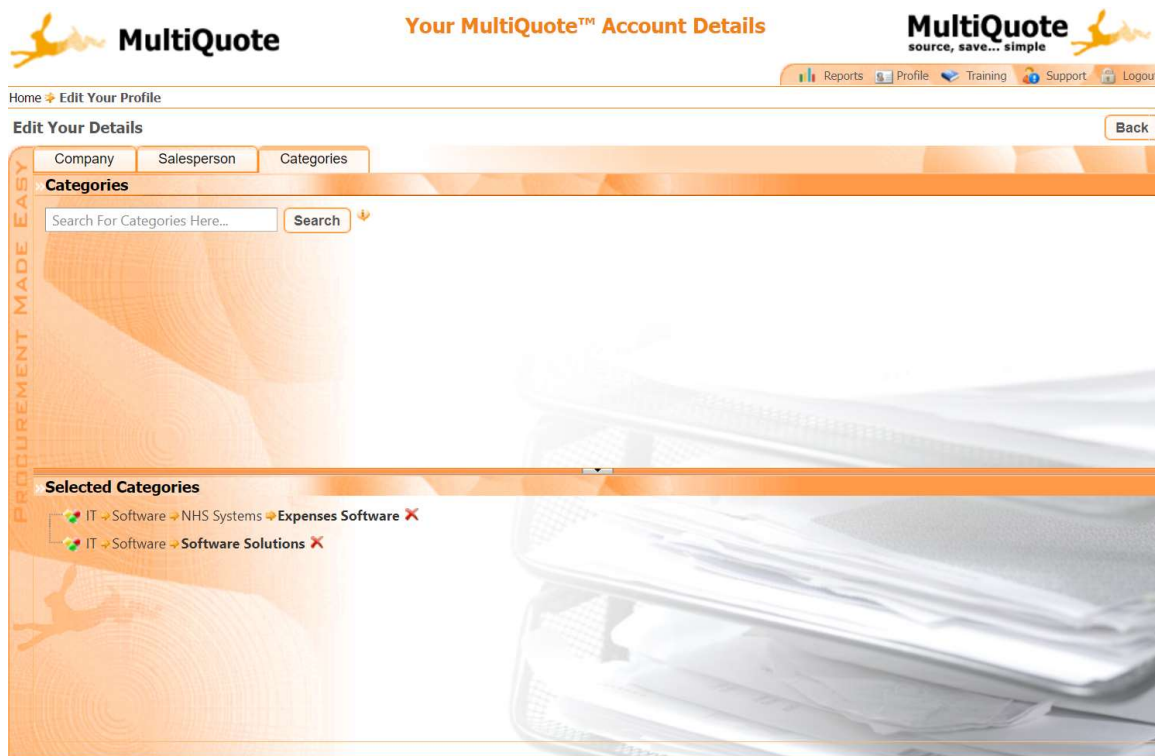
You should now setup your Profile.

Click the **Profile** tab in the top left-hand corner of the dashboard.

Enter your **Company Registration Number** and select the appropriate **Company Type** from the drop-down menu.

When you are ready to proceed, click **Save**.

Step 8 – Searching for Category Codes



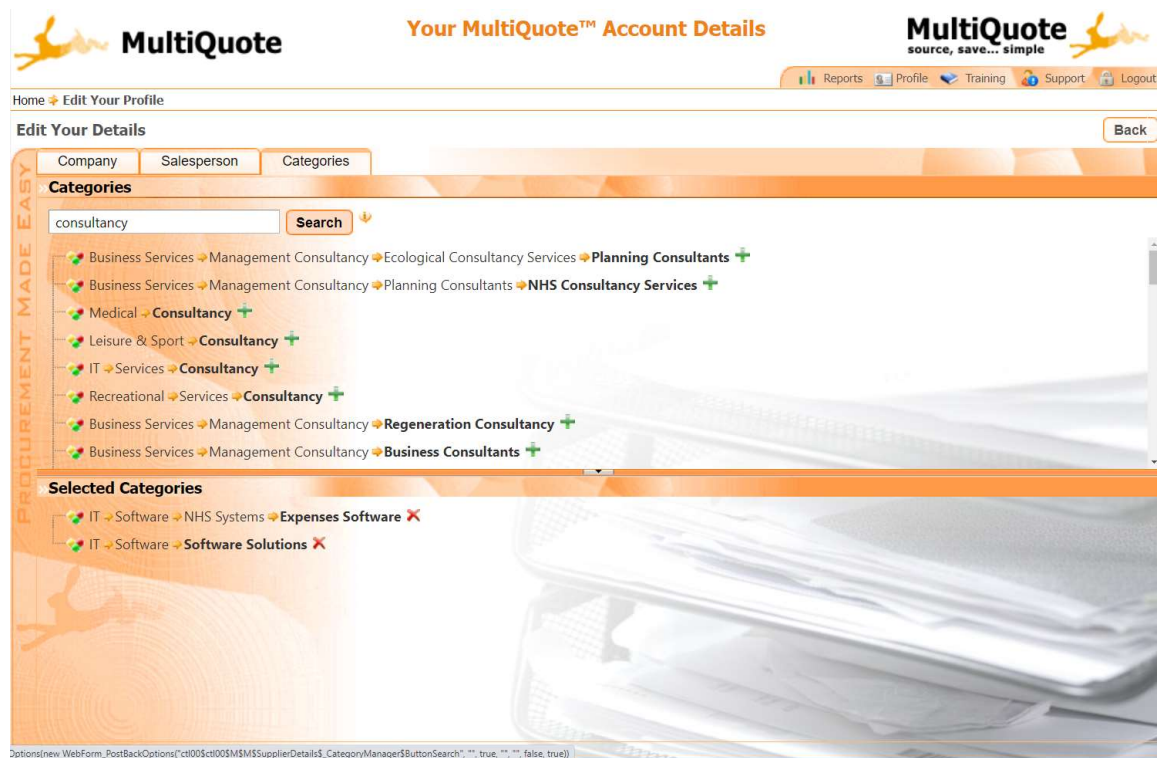
The screenshot shows the MultiQuote 'Edit Your Details' page. At the top, there's a navigation bar with 'Home', 'Edit Your Profile', 'Reports', 'Profile', 'Training', 'Support', and 'Logout'. Below this, the 'Edit Your Details' section has three tabs: 'Company', 'Salesperson', and 'Categories'. The 'Categories' tab is active. It features a search bar labeled 'Search For Categories Here...' with a 'Search' button. Below the search bar, there's a section titled 'Selected Categories' which lists two categories: 'IT -> Software -> NHS Systems -> Expenses Software' and 'IT -> Software -> Software Solutions'. Each category has a red 'X' icon next to it, indicating it can be removed. The background of the page has a faint image of a stack of papers and a folder.

You must now input category codes. These will be added to your profile and will match the codes input by the Buyers.

You must select the categories that match your business from a list of available categories. This will help the Buyer to find your organisation and understand the product or service that you provide.

To do so, click the **Categories** tab. Within the search field, input the appropriate **Categories** from the list provided.

Step 9 – Selecting Category Codes



MultiQuote Your MultiQuote™ Account Details **MultiQuote** source, save... simple

Home Edit Your Profile Reports Profile Training Support Logout

Edit Your Details Back

Company Salesperson Categories

Categories

consultancy Search

- Business Services → Management Consultancy → Ecological Consultancy Services → Planning Consultants +
- Business Services → Management Consultancy → Planning Consultants → NHS Consultancy Services +
- Medical → Consultancy +
- Leisure & Sport → Consultancy +
- IT → Services → Consultancy +
- Recreational → Services → Consultancy +
- Business Services → Management Consultancy → Regeneration Consultancy +
- Business Services → Management Consultancy → Business Consultants +

Selected Categories

- IT → Software → NHS Systems → Expenses Software X
- IT → Software → Software Solutions X

Options(new WebForm_PostBackOptions("ctl00\$ctl00\$MSupplierDetails_CategoryManager\$ButtonSearch", "", true, "", "", false, true))

The system will display a list of CPV Codes that match your search criteria.

To add a category to your profile, click the **Green + Icon** next to the corresponding code.

To remove categories, click the **Red X Icon** to the right of the category.

You have now completed the registration and setup process and are ready to proceed as a Supplier on the MultiQuote system.