MultiQuote – Supplier Registration

Step 1 – Landing Page

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.
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

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

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 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.