



8. november 2016

ECB'S E-UDBUD SELVREGISTRERING FOR LEVERANDØRER

For at deltage i udbudsprocedurer eller tilkendegive interesse i kommende udbudsprocedurer, skal du oprette en konto i ECB's elektroniske udbudssystem (SAP Sourcing). Følg trinene herunder for at foretage din selvregistrering.

1. Få adgang til registreringsformularen via

<https://procurement.ecb.europa.eu/sourcing/fsguestvendor/vendordesktop/register?ui=ui2>

2. Angiv de nødvendige oplysninger (felter markeret med en asterisk (*) skal udfyldes). Brug kun latinske bogstaver uden accenter og undgå at angive tal i felterne "First Name" og "Last Name", da det ellers kan medføre, at din konto ikke bliver oprettet i systemet.

Vær opmærksom på, at du bliver logget af siden, hvis du er inaktiv i mere end ti minutter. Sørg derfor for at gemme dine data regelmæssigt.

The screenshot shows the 'Creating: New Bidder Registration : Untitled' form. It has a 'Save' and 'Cancel' button at the top. The form is divided into several sections:

- Company Information:** Fields for * Company Name, Name Complement, DUNS ID (with a separator), and Homepage / URL.
- Regional Settings:** Fields for * Default Time Zone (set to GMT+1:00 Central European Time), Default Language (English), * Default Date Format (DD-MM-YYYY HH.MM (24 hour clock)), * Default Decimal Format (1.000,00), * Default Excel Format (Excel 2007/2010), and Currency (EUR).
- Procurement Intentions:** A section with a note: 'Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure.' Below this are buttons for 'Add Procurement Intentions', 'Import', 'Reorder List', and 'Delete Selected'. A table header is visible with columns: 'Procurement intention', 'Relevant Experience', and 'Years of Experience'.
- Contact Information:** Fields for * First Name, * Last Name, Title, * E-Mail, and * Phone.

Address Information

Address:
City:
Postal/Zip Code:
District:
* Country:
ERP Region: None
Main Phone:
Main Fax:
PO Box:
Postal Code:

Additional Information

Country of Registration and Registration Number:
* VAT / ID: Please indicate the VAT (Value Added Tax) number or, in case no VAT is available, another unique identifier such as personal ID/passport ID or company ID:

Attachments

Attach files to document applicable business certifications or other relevant information.

Server File	File name	Description	Size	Date Added	Added By
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3. **Hvis det er relevant**, bedes du angive, hvad dit bud vedrører (dvs. dine "procurement intentions".)

a) Klik på "Add Procurement Intentions".

Procurement Intentions

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

Procurement Intention	Relevant Experience	Years of Experience
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b) Vælg den rette kategori eller de rette kategorier for dit bud, og klik på OK.

Query: All Procurement Intentions
 Select/Deselect All On Page

Find: In:

Name	Description	Last Changed
<input type="checkbox"/> Administrative educational services	Administrative educational services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Architectural and related services	Architectural and related services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Auditing services	Auditing services	28/05/2013 20:02 (CEST)
<input checked="" type="checkbox"/> Automatic cash dispenser	Automatic cash dispenser	04/12/2013 10:58 (CET)
<input checked="" type="checkbox"/> Banking and investment services	Banking and investment services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Building installation work	Building installation work	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Building rental or sale services	Building rental or sale services	28/05/2013 20:02 (CEST)
<input type="checkbox"/> Business and mgmt consultancy services	Business and management consultancy and related services	28/05/2013 20:02 (CEST)

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c) Tilføj relevant erfaring vedrørende udbuddet, og angiv hvor mange års erfaring du har.

Procurement Intentions

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

<input type="checkbox"/>	Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/>	Automatic cash dispenser	Experience	8
<input type="checkbox"/>	Banking and investment services	Exp	

- d) For at slette et bud skal du vælge én eller flere poster. Klik derefter på "Delete Selected", og så på OK.

Procurement Intentions

Procurement opportunities with the ECB may arise for goods, services and/or works indicated in the list of procurement categories. Please indicate your interest by selecting a category and provide a short description of the relevant experience and the years of relevant experience in relation to this category. Please add as many categories as relevant. Please note that indicating interest in any category of procurement opportunities will not commit the ECB to consider suppliers in a procurement procedure

<input type="checkbox"/>	Procurement Intention	Relevant Experience	Years of Experience
<input type="checkbox"/>	Administrative educational services	Experience	4
<input checked="" type="checkbox"/>	Communication land-line rental	Experience	3
<input type="checkbox"/>	Computer equipment and supplies	Experience	24
<input checked="" type="checkbox"/>	Architectural and related services	Exp	



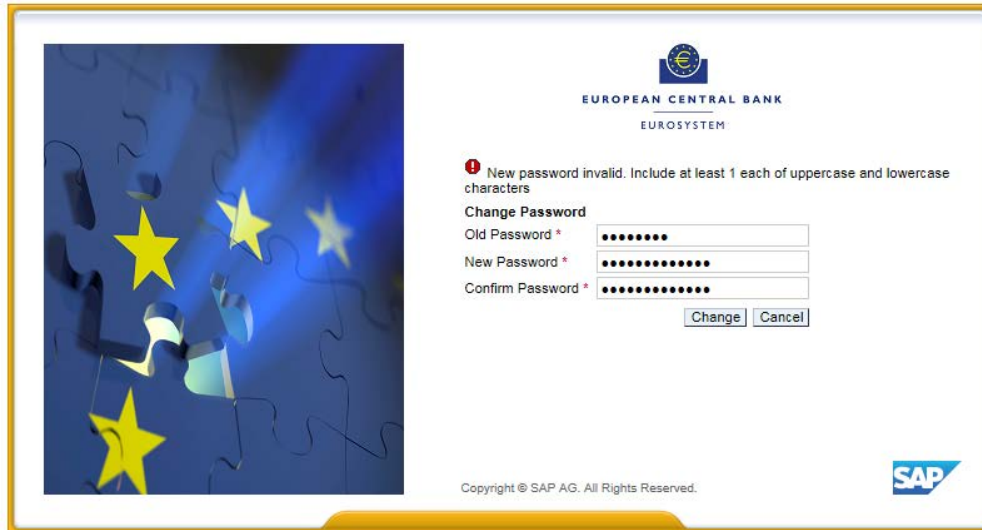
4. Klik på "Save" for at gemme dine data.

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Creating: New Bidder Registration : Untitled

5. Efter få minutter vil du modtage en e-mail med dit brugernavn og et midlertidigt password. Du vil blive bedt om at ændre dette password. Se den generelle vejledning om sikre passwords nedenfor.
6. Når du har logget ind med dit nye password, kan du tilføje yderligere oplysninger om din virksomhed og deltage i de udbudsprocedurer, som ECB iværksætter.

Generel vejledning om sikre passwords



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New password invalid. Include at least 1 each of uppercase and lowercase characters

Change Password

Old Password *

New Password *

Confirm Password *

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- Du kan højst ændre dit password én gang om dagen.
- Dit password skal bestå et mindst otte tegn, der som minimum skal omfatte ét tal (0-9), ét lille bogstav (a-z), ét stort bogstav (A-Z) og ét specialtegn (fx !" @ \$ % & / () = ? * + # - _ . ; : { } \ < > ?).
- Giv aldrig dit password til andre.

Hjælp

Hvis du har spørgsmål eller har brug for flere oplysninger, kan du kontakte supportteamet på sourcing.support@ecb.europa.eu fra mandag til fredag mellem 8.30 og 17.30.