Accessing the Public Procurement Gateway as a user

What do I need to do first?

First, you need to check that your organisation is registered. Select here to go to the [Public Procurement Gateway website](#).

If your organisation is not yet registered, you or someone else in your organisation will need to do this.

Every organisation needs at least one administrator to manage the Public Procurement Gateway. If you're not the administrator, you can still register the organisation and nominate someone else to fulfil the administrator role.

To register your organisation as a user, you will need:

- your organisation details for verification (you'll be advised on how to find the information required)
- the email address of someone to nominate as an administrator

If you're going to be an administrator for the Public Procurement Gateway, you can download the document 'The administrator role.'

If your organisation is already registered, you will need to request access from the administrator.

How do I request access from the administrator?

If you know who your administrator is, you can request user access from them directly.

If you haven't been contacted by your administrator, or you're unable to find out if your organisation has one, you can check by entering the organisation's details in the Public Procurement Gateway.

You won't be told who the administrator is prior to your registration (for data protection reasons), but a notification will be sent to them requesting you be given user access.

The administrator will receive your access request. They'll then approve the request and give you the appropriate level of access to the Public Procurement Gateway.

You'll receive an email notification requesting you to log in using a link. The link will expire after 36 hours and can only be clicked once.

What do I do once I have access?

Once you have accessed the Public Procurement Gateway, you will see your dashboard where the services available to you will be displayed.

As the dashboard is developed, further services relevant to you will be added.

We recommend you bookmark or save the access point to the Public Procurement Gateway in your internet browser.

Note: If you have any queries or issues regarding the Public Procurement Gateway, you should first contact your administrator(s) for support.

To recap:

- ✓ check if your organisation is registered
- ✓ if your organisation **is** registered, request access from the administrator
- ✓ if your organisation is **not** registered, you may register it and nominate someone as an administrator
- ✓ log in using the email link sent by the administrator

What's next?

New services will be added to your dashboard as they become available.