

# How to register as a buyer

Business Link November 2011

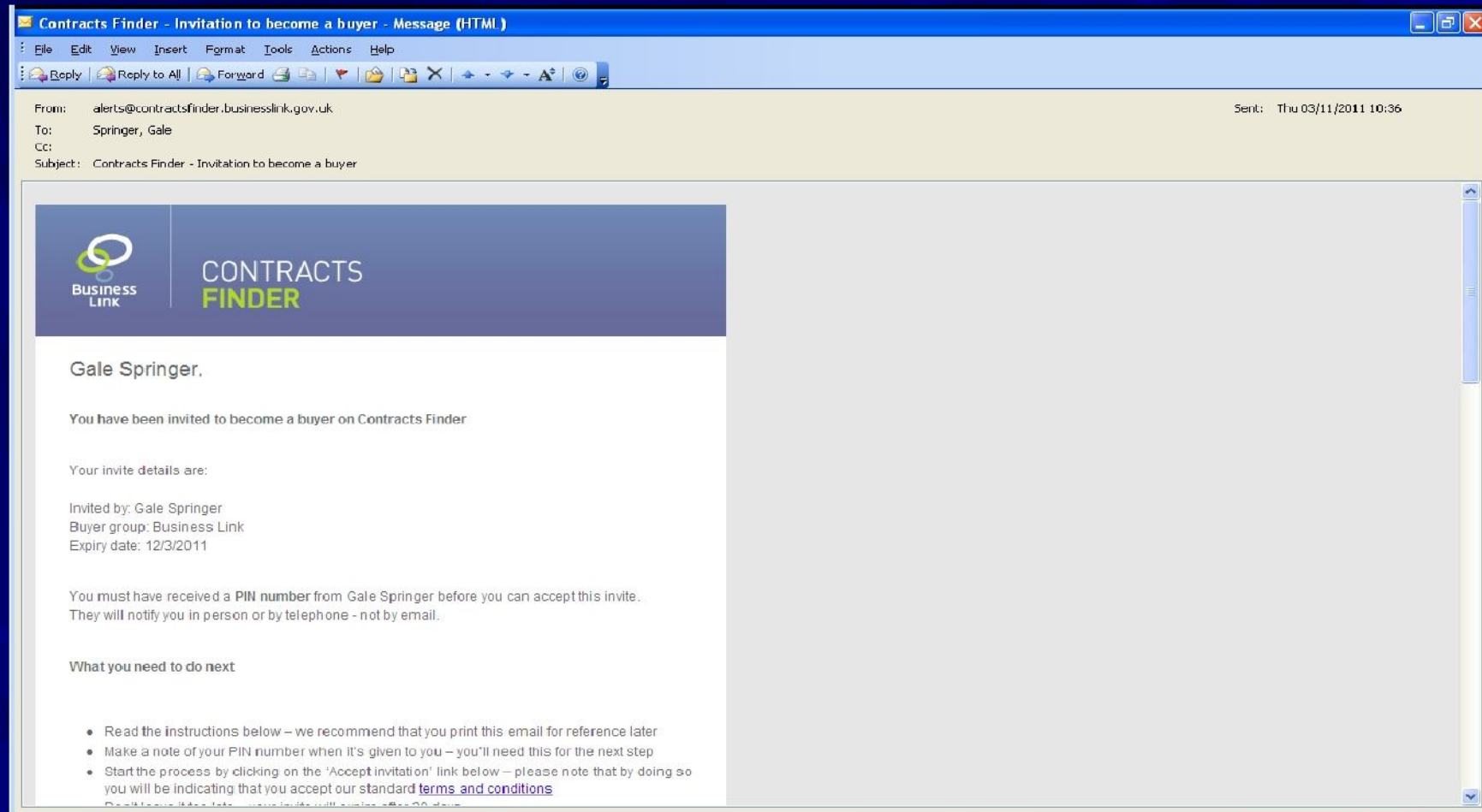
## Step 1

Before you can become a buyer on Contracts Finder you'll need to have received an email inviting you to do so from your Implementation and Governance Manager (IGM). If you do not have an IGM please contact the buyer support desk [IGM.Support@businesslink.gov.uk](mailto:IGM.Support@businesslink.gov.uk).

If you have received this invitation please go to Step 2.

## Step 2

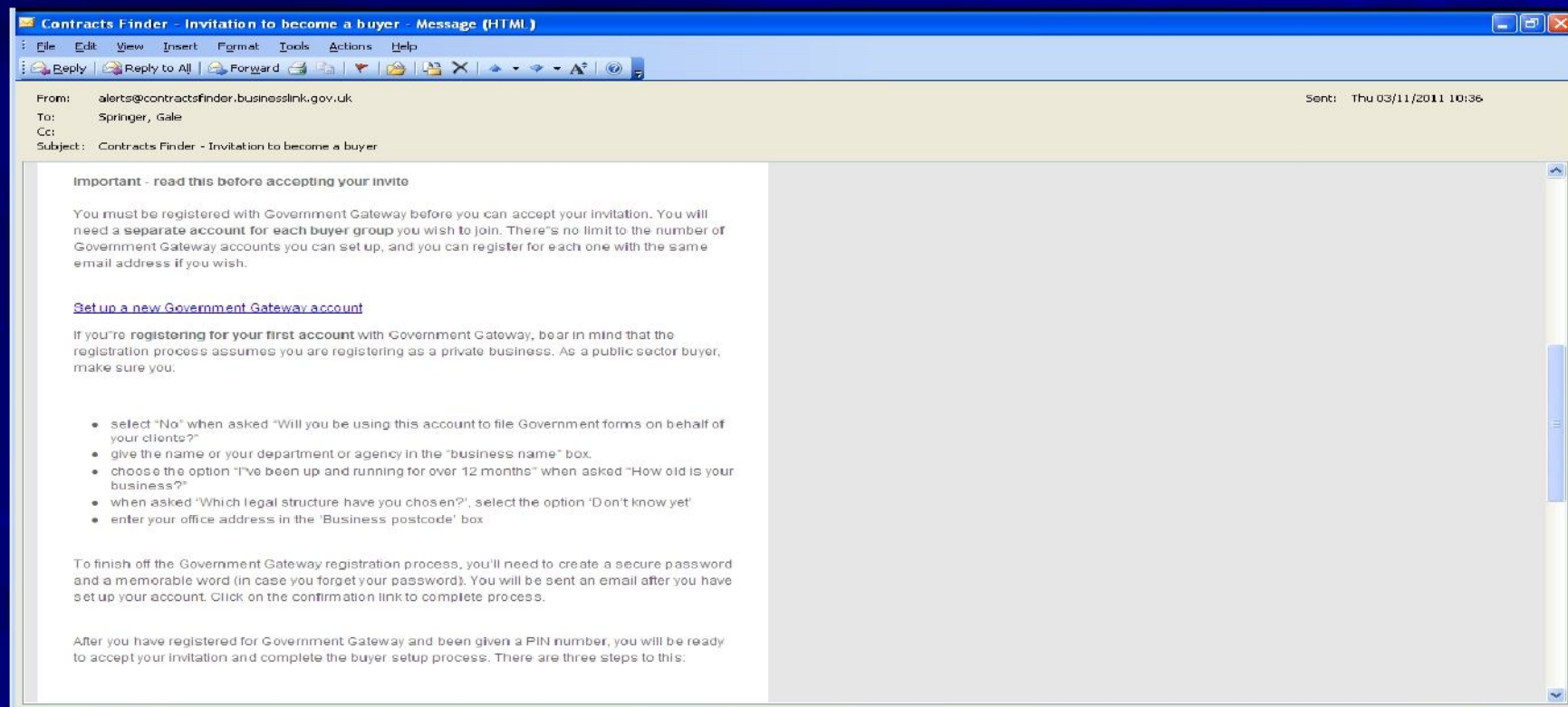
Please read and/or print the instructions in the invitation email.



## Step 3

You must be registered with Government Gateway before you can accept your invitation. You will need a **separate account for each buyer group** you wish to join. There's no limit to the number of Government Gateway accounts you can set up, and you can register for each one with the same email address if you wish.

In the invite email, select 'Set up a new Government Gateway account'. If you already have a Government Gateway account which you wish to use, please go to Step 7. For a detailed overview of registering for Government Gateway go to slide 12.



## Step 4

Enter all the information required and click 'Next'. Accept the [terms and conditions](#) and [privacy policy](#) and click 'Next'.

The screenshot shows a web browser window titled "About you | Business Link - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL "https://online.businesslink.gov.uk/bdotg/action/9GAccountCheck?r.tc=en%20description=Register%20to%20m...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Sequence eService, About you | Business Link, Contracts Finder, Sequence eService, CompeteFor Portal, login.salesforce.com, and Login. The main content area contains a registration form with the following sections:

- Personal Information:** Four required fields (marked with an asterisk) for Last name, Email address, Re-enter your email address, and Business name. A note below the Business name field states: "If you don't have one yet, you can just use your own name".
- Agents/Intermediaries only:** Two radio button options: "I will be using this account to file government forms on behalf of my clients" and "This account is only for my own use" (which is selected). A link "What does this mean?" is provided.
- Your location:** A note: "Enter either the postcode of your business or select where in the UK your business is or plans to be." Below this are two options: "UK Postcode" with a text input field, and "Where in the UK (now or planning to be)?" with a "Select country" dropdown menu, separated by the word "OR".
- Regular updates:** A checkbox option: "I would like to receive updates from the website." (which is currently unchecked).
- Navigation:** "Cancel" and "Next" buttons at the bottom of the form.

The browser's status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".

## Step 5

Create a password and a memorable word and click 'Next'.

My Business | Security details - register - Microsoft Internet Explorer provided by Business Link

https://online.businesslink.gov.uk/sum/action/prsRegister?site=1000&processId=1320319079353&regCat=Organisation&wres=uri

Identified by Verisign

File Edit View Favorites Tools Help

Sequence eService

My Business | Security de...

Registration

Security details

\*Information required

**\* Choose a password**

Your password must have:

- between 8 and 12 characters
- letter(s) and number(s)

It's not case-sensitive. **Be sure to remember it - or record it in a safe place.**

Password

Re-enter Password

**\* Choose a memorable word - eg your mother's maiden name**

If you ever lose your login details, we'll ask you this.

**Please ensure it is something you will remember as we won't be able to re-send it to you.**

Memorable word (eg mother's maiden name)

Re-enter memorable word

Cancel Next

Feedback | Copyright | Disclaimer | Privacy policy | Accessibility | Help with PDF files

Done

Trusted sites 100%



## Step 6

You will be given your Government Gateway User ID number onscreen. It is important to make a record of this in a safe place. (You can download your User ID as a PDF). Tick the box to confirm you have made a note of your User ID, and then click 'Continue'.

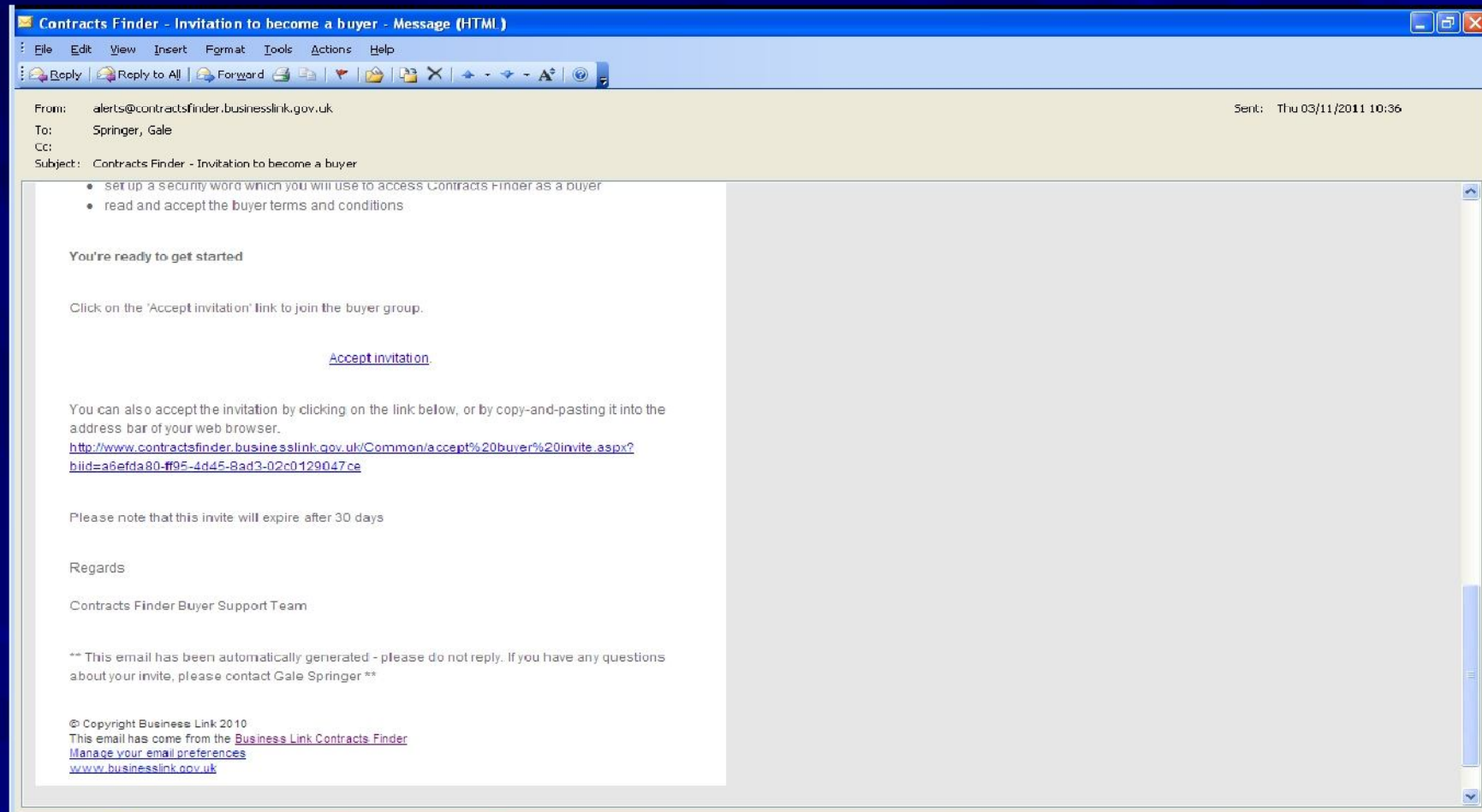
The screenshot shows a web browser window titled "My Business | Write down your User ID - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL "https://online.businesslink.gov.uk/sum/action/prsRegisterCommit". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Sequence eService, My Business | Write down..., and others. The main content area is titled "Registration Confirmation" and contains the following elements:

- A purple banner with the text: "Your User ID is important - keep it in a safe place".
- A message: "Congratulations, you have successfully registered with Business Link".
- A box displaying "Your user ID is: 4049 1622 6607".
- A note: "This ID is also your Government Gateway ID which you can use to access many online government services." with a Government Gateway logo.
- A section titled "What can I use this User ID for?" with a message: "This is the only time we will display your new User ID to you, therefore we strongly recommend that you print or store this User ID." and a button to "Download your User ID as a PDF file".
- A message: "You will shortly receive an email asking you to confirm your details; please retain a copy of this email for your records - however, it will NOT contain your User ID.".
- A checkbox labeled "Remember my user ID" with a link "What does this do?".
- A confirmation message: "Please confirm that you have made a note of your user ID before you continue." followed by a checkbox "I have made a note of my user ID".
- A "Continue" button at the bottom right.

The browser's status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".

## Step 7

Return to your invitation email and select 'Accept invitation'.





## Step 8

You should now be prompted to enter the PIN given to you by your IGM/manager. Depending on how long ago you created the Government Gateway ID you may be asked to log in with your ID before being prompted for the PIN. Enter the PIN and click 'Continue'.

The screenshot shows a web browser window titled "Accept your invite to become a buyer - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.contractsfinder.businesslink.gov.uk/Common/accept%20buyer%20invite.aspx?bid=a6efda80-ff95>. The browser's Favorites bar includes "Sequence eService", "Accept your invite to bec...", and "Accept your invite to become a buyer".

The page header features the Business Link logo and the text "CONTRACTS FINDER PHASE ONE". Below this, there is a navigation bar with links: "My profile", "Search contracts", "Find suppliers", "Find buyers", and "Help and Resources". A "Welcome Gale Springer | Logout" link is also present.

The main content area displays the breadcrumb "Contracts Finder > Accept your invite to become a buyer". Below this, the heading "ACCEPT YOUR INVITE TO BECOME A BUYER" is shown. A message states: "The person who invited you should also have given you a PIN number. You should contact them if you haven't received it yet."

A form box titled "Enter the PIN sent to you" contains a text input field with the placeholder text "Enter the PIN sent to you: \*". Below the input field is a "Continue" button.

The status bar at the bottom of the browser window shows "Done", "Trusted sites", and a zoom level of "100%".

## Step 9

You will now be asked to create a Buyer Security Word. Make a record of this as you will be asked to enter three randomised characters from it every time you log in as a buyer. Then read and accept the Terms and Conditions and click 'Finish'.

Accept your invite to become a buyer - Final steps - Microsoft Internet Explorer provided by Business Link

https://online.contractsfinder.businesslink.gov.uk/buyers/Setup%20Memorable%20Word.aspx?site=1000&lang=en&dest=%2fcommon Identified by VeriSign

File Edit View Favorites Tools Help

Accept your invite to become a buyer - Final steps

Contracts Finder > Accept your invite to become a buyer - Final steps

### ACCEPT YOUR INVITE TO BECOME A BUYER - FINAL STEPS

You are almost ready to be set up as a buyer. Complete the process by creating your security word – which you will use to log in to your buyer profile from now on - and accepting the buyer terms and conditions.

#### 1. Create your security word

\* If you are an existing buyer a recent security update means you need to re-create your security word \*

The security word you choose must contain between six and twelve characters.

Please enter your security word: \*

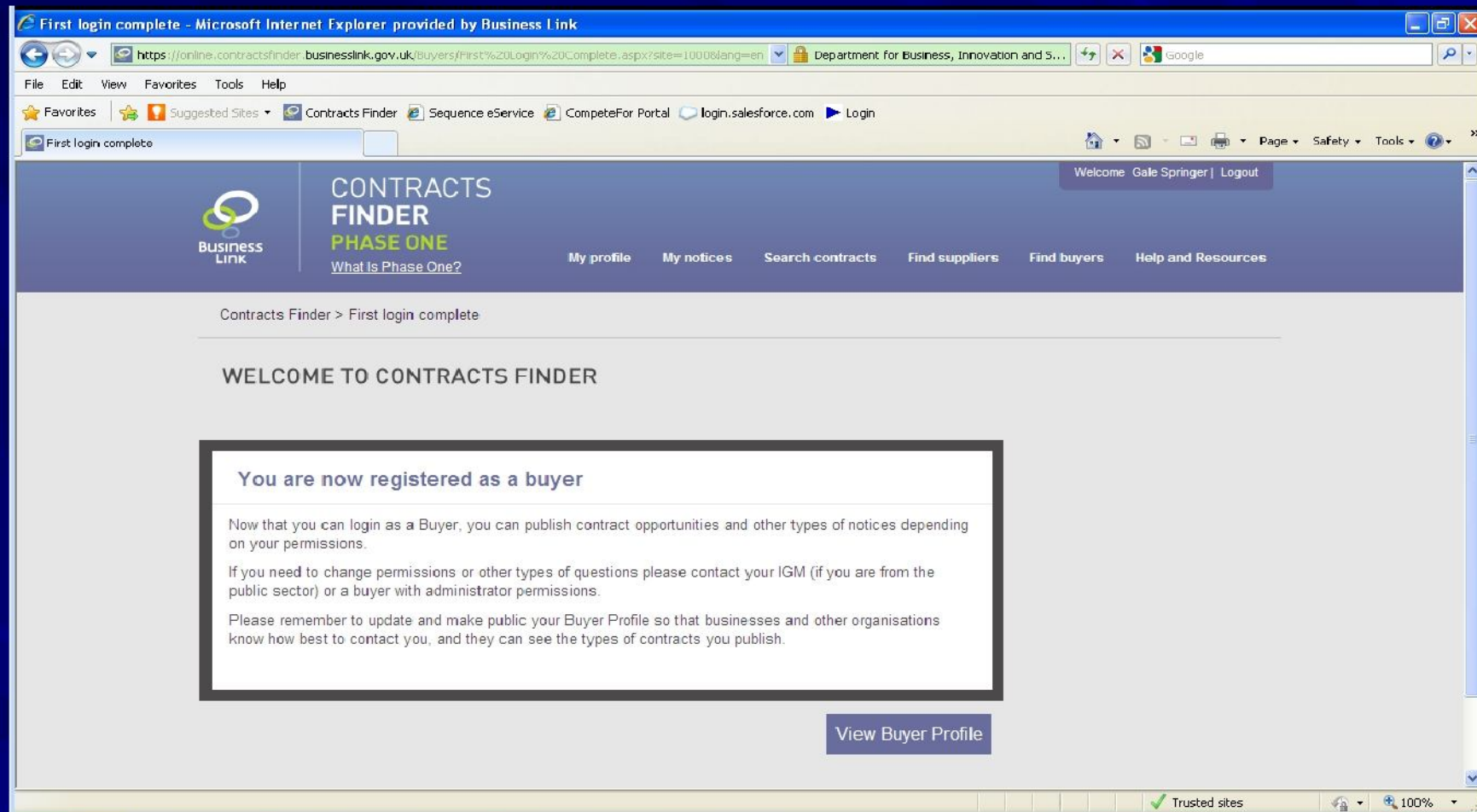
Please enter it again: \*

Done

Trusted sites 100%

## Step 10

You are now registered as a buyer and can post notices.



## Overview of registering with Government Gateway

If you're registering for your first account with Government Gateway, bear in mind that the registration process assumes you are registering as a private business. As a public sector buyer, make sure you:

1. select 'No' when asked 'Will you be using this account to file Government forms on behalf of your clients?'
2. give the name of your department or agency in the 'business name' box
3. choose the option 'I've been up and running for over 12 months' when asked 'How old is your business?'
4. when asked 'Which legal structure have you chosen?', select the option 'Don't know yet'
5. enter your office address in the 'Business postcode' box

To finish off the Government Gateway registration process you'll need to create a secure password and a memorable word (in case you forget your password). You will be sent an email after you have set up your account. Click on the confirmation link to complete the process.