

Einfaldar leiðbeiningar fyrir útboðsvef Reykjavíkurborgar



Nýskráning

1. Nýskráning bjóðenda

Skrifið inn eftirfarandi slóð í vafra: <https://eu.eu-supply.com/login.asp?B=RVK>

Smellið á „**New supplier registration**“




Reykjavik City
Procurement Department

To login:

Enter username and password. (case sensitive)

Then click on "Log in".

-  Current tender opportunities
-  **New supplier registration**
-  Cookies
-  Planned downtimes
-  Help Required

Customer log in:


User name

Password

Log in

Forgot your password?

Klárið skráningu með því að fylla inn umbeðnar upplýsingar. Reitir merktir með rauðri stjörnu* er nauðsynlegt að fylla út.

CTM  Close

Supplier registration

Instructions

- The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges
- There is no limit on the number of users that can be created within the supplier organisation

If you are unsure about your company registration please contact support at support@eu-supply.com

Company Contact Information
Company Contact Information must be supplied. This is the primary contact information Authorities will use to contact a company. It is recommended that you provide the company general contact details e.g. sales@abc.com.

Administrator information
These are the details of the Administrator. If the user details are the same as the Company contact information then click on the "Copy from above" button. Otherwise enter information manually. It is important that the email address is correct as this will be the address used by the system to send alerts and messages.

Supplier registration

MEMBERSHIP

Select membership *

Contracting authority


Supplier

Contracting authority Supplier

GENERAL COMPANY INFORMATION


Type of organisation *



Public Limited Company ▼

Company trading name * 

Fyrirtæki ehf.

Organisation no (or VAT or Charity/Professional membership Number) If not applicable, write N/A *



Address *  Post code 


City * Country *

Iceland ▼

Description of business Max 500 characters *

Skráið inn upplýsingar um tengilið fyrirtækis.

COMPANY CONTACT INFORMATION

Point of contact * 

Tengiliður

Phone type * Phone (+353 1 7654321) *

Default +354

Phone number form e.g. +353 17654321.


Email *

Test

The Email field is required

Hér skal skrá upplýsingar um þann starfsmann sem er umsjónarmaður útboðsvefs. Umsjónarmaður getur útteilt verkefnum á milli starfsmanna fyrirtækis og hefur stjórnunaraðgang að útboðsvefnum fyrir hönd fyrirtækis.

ADMINISTRATOR INFORMATION

 Copy from above

First name * Last name *

The First name field is required The Last name field is required

Title

Phone type * Phone (+353 1 7654321) *

Default

Email *

Test

The Email field is required

Preferred language *

English

Hér skal skrá auðkenni fyrir umsjónarmann sem notað er til skráningar inn á útboðsvefinn.

ADMINISTRATOR CREDENTIALS

Username *

Password *

Confirm password *

⚠ Passwords policy

- Password must contain characters from latin alphabet, numbers or symbols like e.g. !, @, #, \$, &, * .
- Password must be at least 6 characters long.
- Password must contain at least one letter from latin alphabet.
- Password must contain at least one number.

Hægt er að bæta við tölvupóstföngum sem fá tilkynningar frá útboðsvefnum. Mælt er með að skráð tölvupóstföng séu nægilega mörg til að tryggja sé að tilkynningar komist til skila þrátt fyrir fjarveru einstakra starfsmanna.

EMAIL ADDRESSES FOR ALERTS

Add email

i Alert emails Please enter the email addresses for company users who you wish to receive email alerts regarding tenders relevant to your business.

[Terms & Conditions](#)

[Privacy policy](#)

I have read the terms and accept them.

Save

Cancel

Mælt er til þess að viðkomandi skráningaraðili kynni sér rækilega skilmála útboðsvefs (*Terms & Conditions*).

Þegar allar nauðsynlegar upplýsingar hafa verið skráðar, er smellt á „**Save**“ til að ljúka skráningu.