



[www.cern.ch](http://www.cern.ch)

# ILO training: web page- suppliers DB- eProcurement

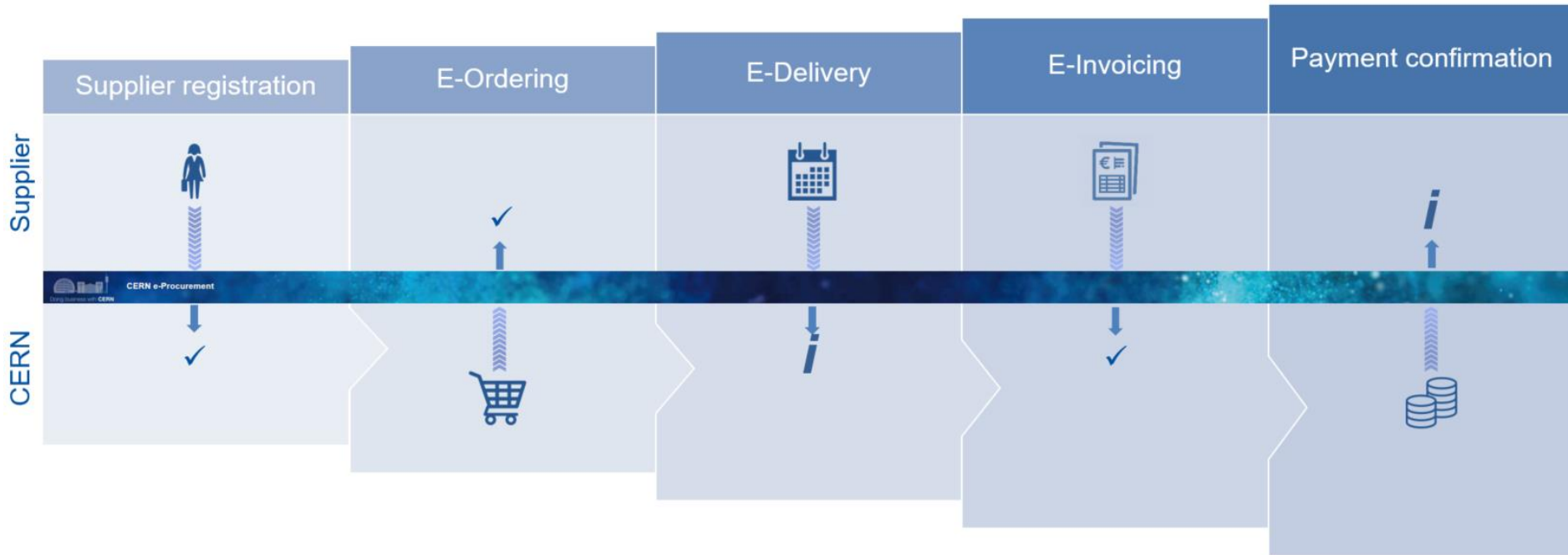
Cristina Lara  
25<sup>th</sup> September 2018

# Web page

<https://procurement.web.cern.ch/en>



# eProcurement



# eProcurement platform

Suppliers can:

- Register their firm into CERN's new supplier database by entering firm's details through eProcurement platform
- Update their firm's profile by modifying existing information or adding new one

Suppliers will soon:

- Receive orders
- Confirm the orders received

[procurement.cern.ch](http://procurement.cern.ch)

# “Homepage” - supplier’s view



The screenshot shows the CERN e-Procurement supplier portal homepage. The header features the CERN logo and the text "CERN e-Procurement" and "Doing business with CERN". A navigation bar includes links for "Home", "Help", and "Register". The main content area is divided into several sections:

- Login/Registration Form:** Includes fields for "e-Mail Address" and "Password", and buttons for "Login", "Forgotten Details", and "Register".
- Yellow Alert Box:** A message stating: "As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email [procurement@cern.ch](mailto:procurement@cern.ch) to your safe senders and check your spam filter settings. Thank you".
- Welcome to CERN's Supplier Portal:** A blue header section.
- Through this portal you can:** A list of actions:
  - Register your firm into CERN's supplier database by entering firm's details
  - Update your firm's profile by modifying existing information or adding new one
- How do I get started?:** A list of instructions:
  - If you are already registered in CERN's supplier database, you can gain full access to CERN's supplier portal by entering your e-mail address and password and selecting Login.
  - If you wish to be registered in CERN's supplier database, you should select the Register option and fill in the necessary information.
  - Once you have been successfully registered in CERN's supplier database, you will receive a confirmation e-mail.
  - Then, you can gain full access to CERN's supplier portal by entering email address and password and selecting Login.
- NOTE:** A yellow box with the text: "Please be aware that failure to provide correct login information three times will result in your account being locked".
- Help:** A link for "For more information select the Help option."

# “Firm Information”

4 tabs

## Registration

### Firm Information

### Address and Contacts

### Procurement Codes

### Banking Details

In order to be granted full access to this website you must register your firm/ entity details

PLEASE NOTE: All fields marked with \* are required

### Firm Type

You are a :

Single Firm <sup>i</sup>

Combination of firms <sup>i</sup>

### Firm Information

\* Firm Name : <sup>i</sup>

\* Vat Number : <sup>i</sup>

Registration Number Prefix : <sup>i</sup>

\* Registration Number : <sup>i</sup>

EORI : <sup>i</sup>

I don't have a registration number <sup>i</sup>

Website : <sup>i</sup>

### Terms and Conditions

- Please confirm that you have read and accepted the General terms of use of CERN e-Procurement platform (Click here to view)
- Please confirm that you have read and accepted the General conditions of CERN Contracts (Click here to view)

Save

Next

# “Address and Contacts”

Registration

Firm Information | **Address and Contacts** | Procurement Codes | Banking Details

Main Address ⓘ

Address:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode/Zip: ⓘ

Contact Details - Main Address ⓘ

First Name:

Telephone: ⓘ

Email Address:

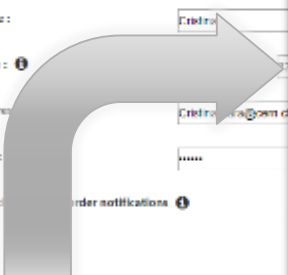
Password:

Please tick to receive order notifications ⓘ

User Rights

- Add/Edit Contacts
- Manage Firm Details
- View order history
- Manage Banking Details

Remove Contact



# “Address and Contacts”

Warning messages

**Registration**

First Name : The field has failed the validation, please refer to the tooltip if available  
Mobile : The field has failed the validation, please refer to the tooltip if available

Firm Information | **Address and Contacts** | Procurement Codes | Banking Details

**Main Address**

Address : Main Address

Address Line 1 : Route de Meyrin

Address Line 3 :

Postcode/Zip : 1211

Address Line : Only firms registered in CERN member states or members of a recognized equipment AC CERN are invited to register into the platform. If you are from a different country than the list shown here, your application will not be taken into account.

Town :

Country : Switzerland

**Contact Details - Main Address**

First Name : **Mandatory**

Surname : LERA

Telephone : +41 227078490

Mobile : +41 7541180300 **Incorrect format, please**

Email Address : Christian.Lera@cern.ch

Confirm Email Address : Christian.Lera@cern.ch

Password : \*\*\*\*\*

Confirm Password : \*\*\*\*\*

Please tick to receive order notifications

Contact Types :  Commercial  Technical  Accounting

**User Rights**

- Add/Edit Contacts
- Manage Firm Details
- View order history
- Manage Banking Details

Tooltips



# “Procurement codes”

**Firm Information** | **Address and Contacts** | **Procurement Codes** | **Banking Details**

**Procurement Codes**

If you want to be contacted regarding future procurement procedures, please select the relevant Procurement Codes in your areas of activity and click "Add".

Search :

Code	Description	French Translation	Service	Reseller	Manufacturer
09000000	▼ Gases, chemicals, waste collection and radiation equipment	Gaz, produits chimiques, collecte de déchets et équipement de radiation			
09040000	▼ Radiation equipment	Équipement de radiation			
09040100	<b>Radioactive Sources</b>	Sources <b>radioactives</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09050000	▼ Waste disposal equipment	Équipement pour l'évacuation des déchets			
09050400	Bin / container for <b>radioactive</b> waste	Benne / conteneur pour déchets radioactifs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10000000	▼ Health, Safety and Environment	Santé, Sécurité et Environnement			
10010000	▼ Radiation Safety and Protection	Radioprotection et sûreté radiologique			
10010800	Recipients for <b>radioactive</b> waste	Récipients de déchets radioactifs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11000000	▼ Transport, handling, vehicles and access equipment	Transport, manutention, véhicules et équipement d'accès			
11130000	▼ Packaging for transport	Emballages de transport			
11130200	▼ ADR-certified packaging	Emballages de transport ADR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11130202	ADR certified packaging for <b>radioactive</b> material (class 7)	Emballages ADR pour produits radioactifs (classe 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13000000	▼ Services on the CERN site	Services permanents sur le site du CERN			
13090000	▼ Waste management	Gestion des déchets			
13090100	▼ Waste disposal	Collecte de déchets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13090104	Management of <b>radioactive</b> waste	Gestion de déchets radioactifs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13090200	▼ Treatment of waste	Traitement de déchets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13090203	Treatment of <b>radioactive</b> waste	Traitement de déchets radioactifs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code	Description	French Translation	Service	Reseller	Manufacturer
01000000	▼ Civil engineering, building and technical services	Génie civil, bâtiment et services techniques			
01010000	▼ Civil engineering	Génie civil			
01010200	Foundation work	Travaux spéciaux, fondations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01010300	Civil engineering work	Génie civil	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# “Banking Details”

## Registration

Firm Information Address and Contacts Procurement Codes **Banking Details**

### Bank account details ?

Bank Currency :	<input type="text" value="Euro (EUR)"/>	<input type="button" value="Add new bank account"/>	<input type="button" value="Remove Bank"/>
Beneficiary Name :	<input type="text" value="CERN"/>	Bank Name :	<input type="text" value="BANK"/>
BIC or SWIFT :	<input type="text" value="BANKFP"/>	IBAN :	<input type="text" value="CH123456789"/>

In case you don't have an IBAN, please complete the fields below:

Account Number :	<input type="text" value="123456789"/>
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If you don't have a BIC/SWIFT code, please complete the additional fields below:

Bank Address Line 1 :	<input type="text" value="RUE DE LAUSANNE"/>	Bank Address Line 2 :	<input type="text"/>
Town :	<input type="text" value="GENEVE"/>	Post Code :	<input type="text"/>
Country :	<input type="text" value="Switzerland"/>	Routing Number :	<input type="text"/>

More than 1.300 registered suppliers 😊



Which firms are already registered?

# eProcurement orders

Home Help Messages ▾ Orders Your Profile Logout Firm: test emeline 0606 ▾

## Orders

Purchase Order

Keyword

Status

Date of Order From   Till

Displaying Results 1 to 15 of 22



Order Number	Revision Number	Description	Date of Order	Value	Status
CA7038905	6	B101 ISOLATION BALLON 2000L	22/07/2018	0	Modification Requested
CA7039613	4	B101 ISOLATION BALLON 2000L- amended ord	05/09/2018	0	Pending Confirmation
DL7039614	2	Contract B101 ISOLATION BALLON 2000L	16/08/2018	0	Order Confirmed
CA7040001	1	Test send order creation	16/08/2018	0	Order Confirmed
DL7040004	1	Contract ISOLATION test discount	16/08/2018	0	Order Confirmed
DL7040104	1	Contract ISOLATION test discount	23/08/2018	0	Order Confirmed
CA7040113	1	goods end date testing	23/08/2018	0	Order Confirmed
CA7038905LT	9	B101 ISOLATION BALLON 2000L - LT	22/07/2018	0	Pending Confirmation
PC7040254	3	Testing order change	31/08/2018	0	Order Confirmed

<https://betasup.in-tend.co.uk/CERN/asp/ManageOrder/174>