

BUYER'S GUIDE

LISTING A COMPANY IN YOUR SUPPLIERS

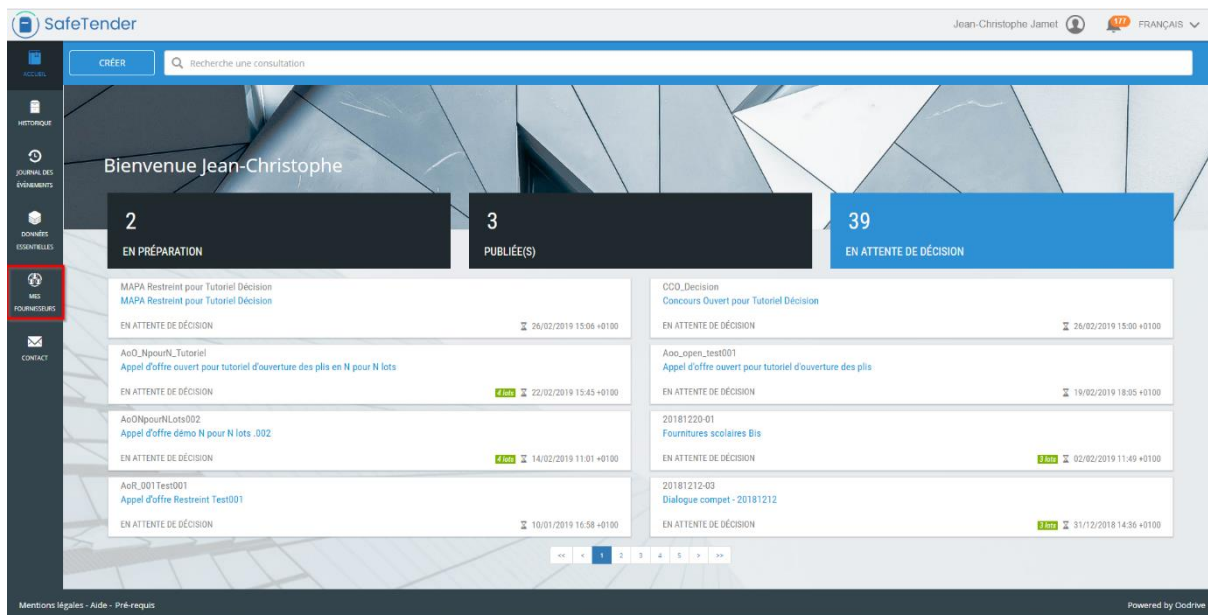


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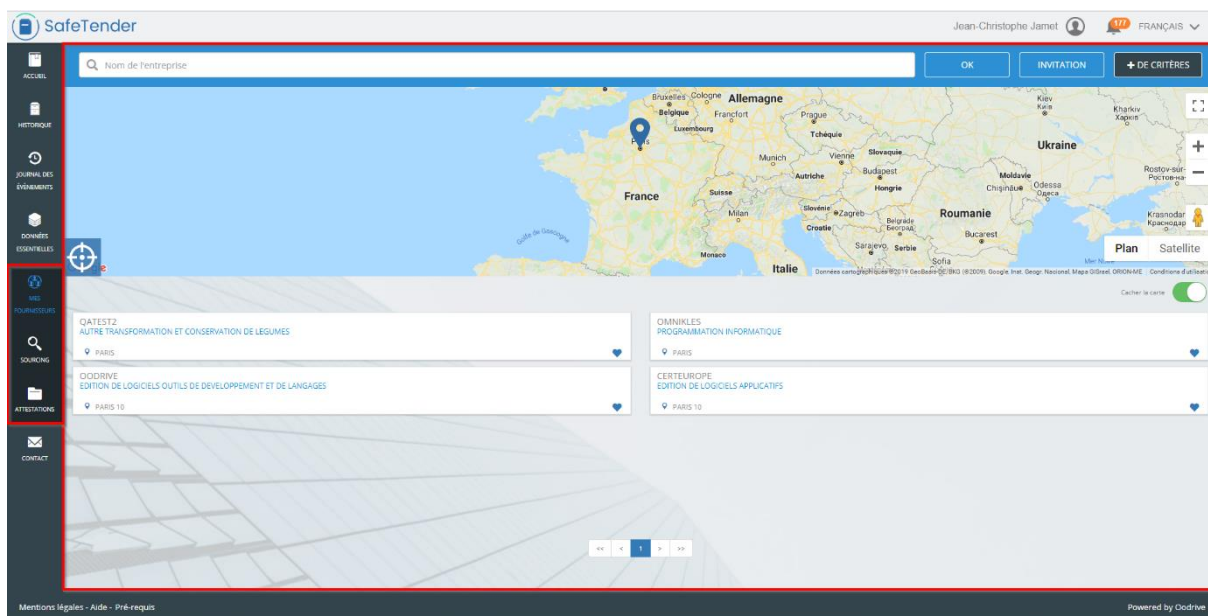
1 ADDING A SUPPLIER TO THE ADDRESS BOOK

- 1- Log in to the buyer's account
- 2- In the side panel of the home page, click **My Suppliers**



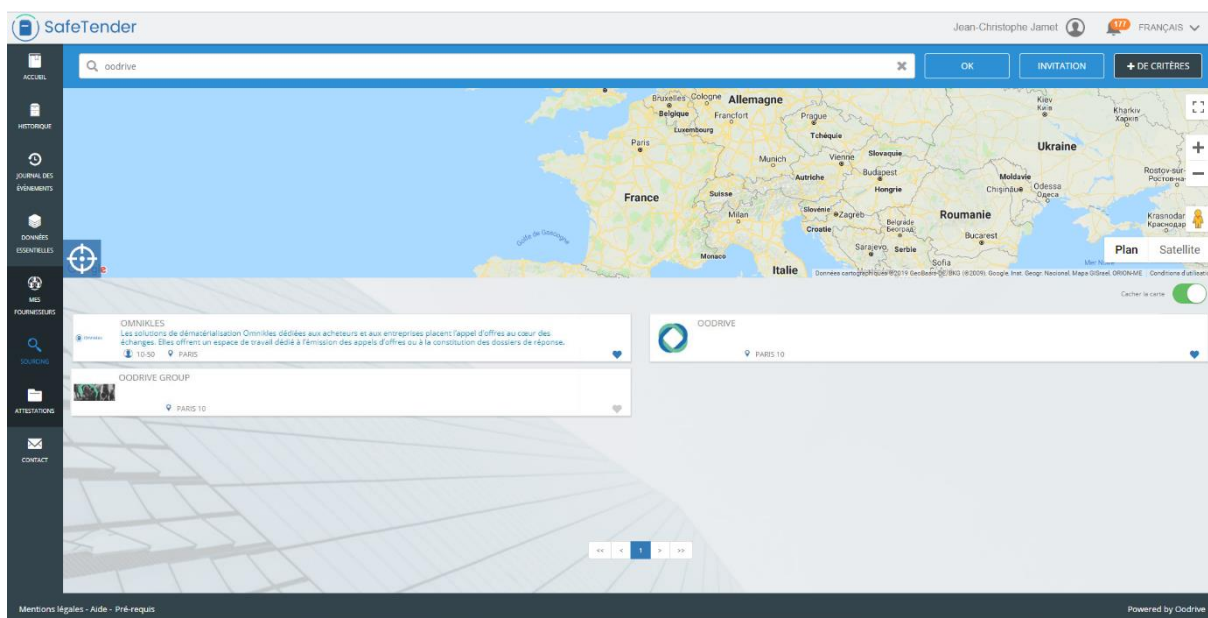
The list of suppliers included in your address book is displayed

- 3- The **Sourcing** and **Certifications** tabs are displayed in the side panel.

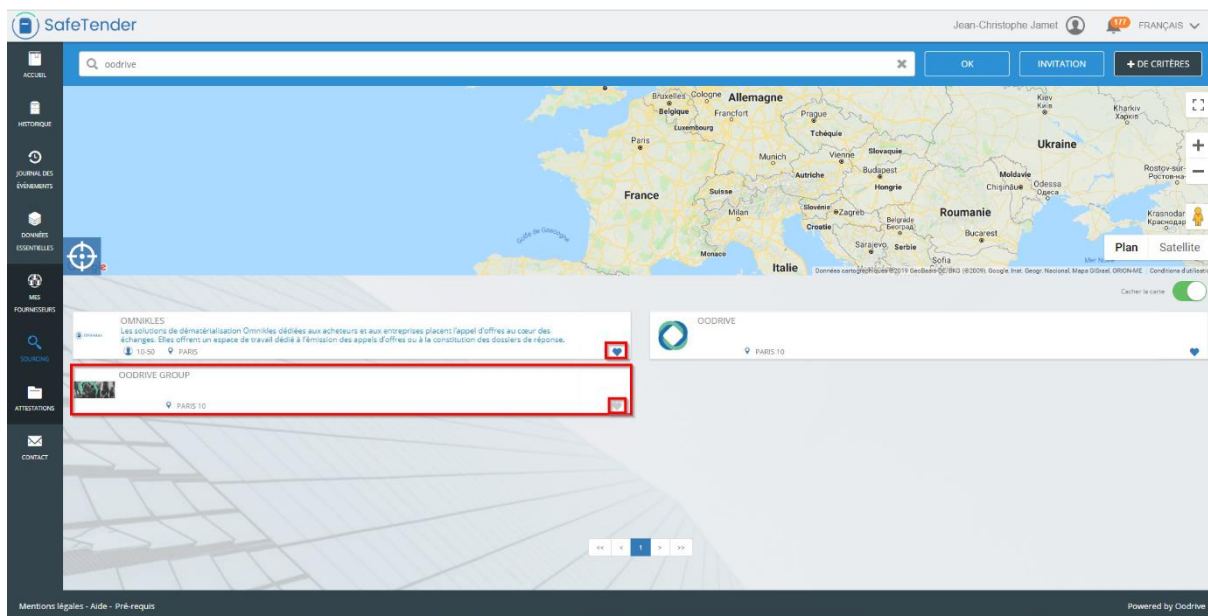


- 1- Click the **Sourcing** tab. In the search tool field, enter the name of the company you are looking for, and click **OK**.

2- The search result is displayed

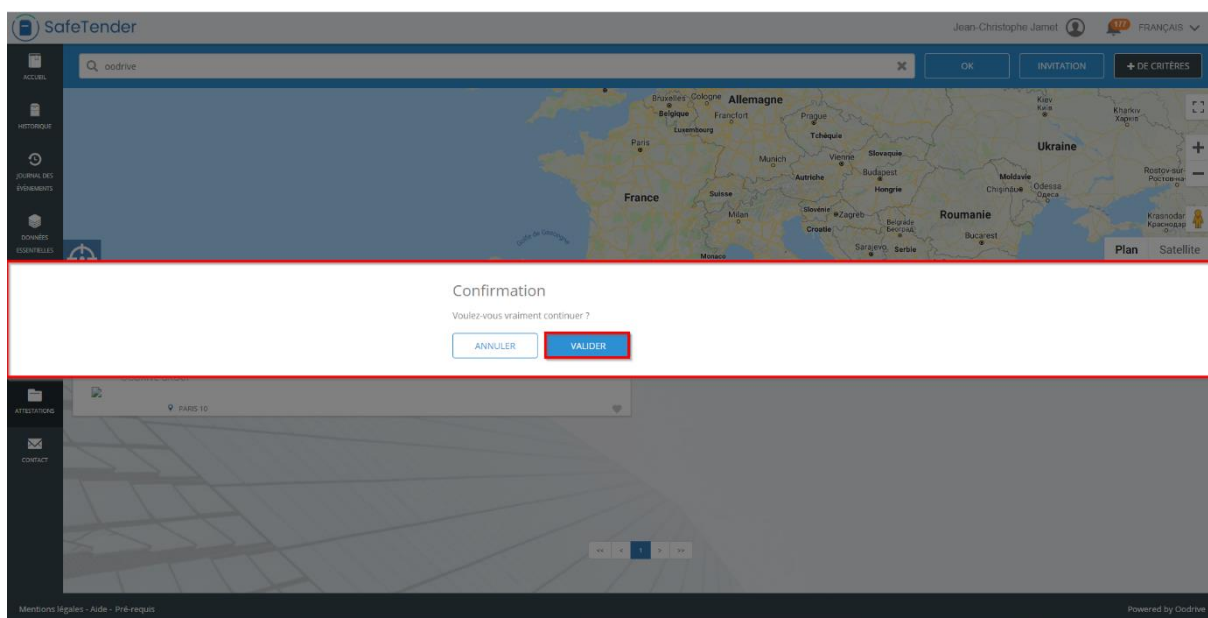


3- In the example below, the company Omnikles is already included in the address book (indicated by the small blue heart), while the company Oodrive Group is not (indicated by the small gray heart)

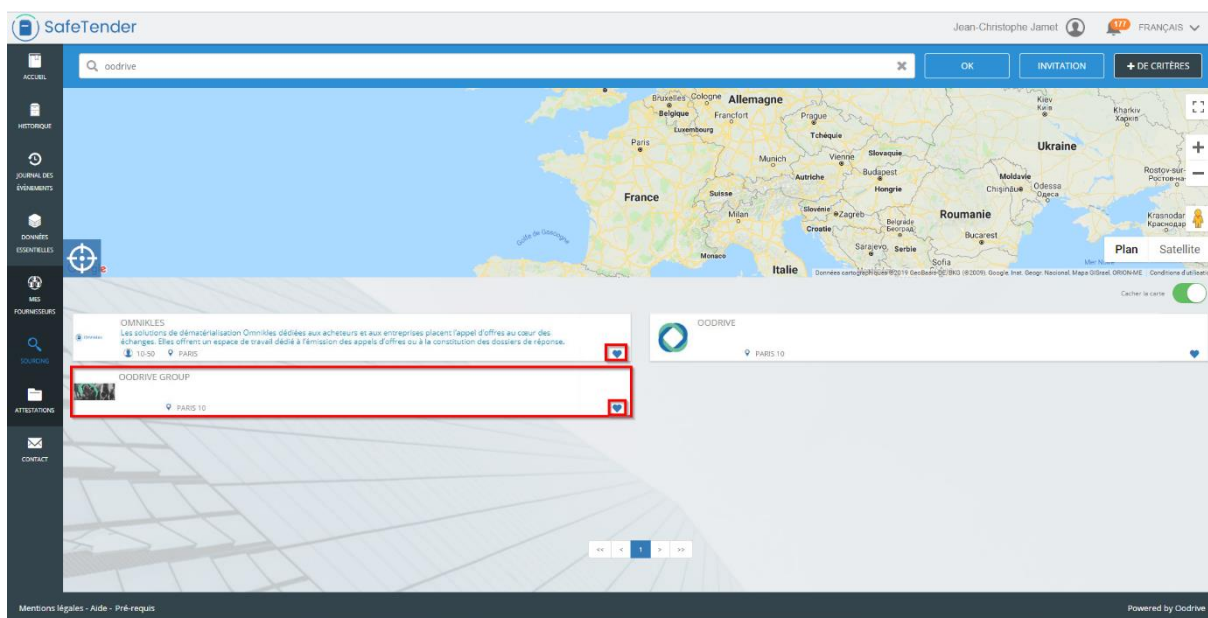


4- To add Oodrive Group to the address book, click the gray heart.

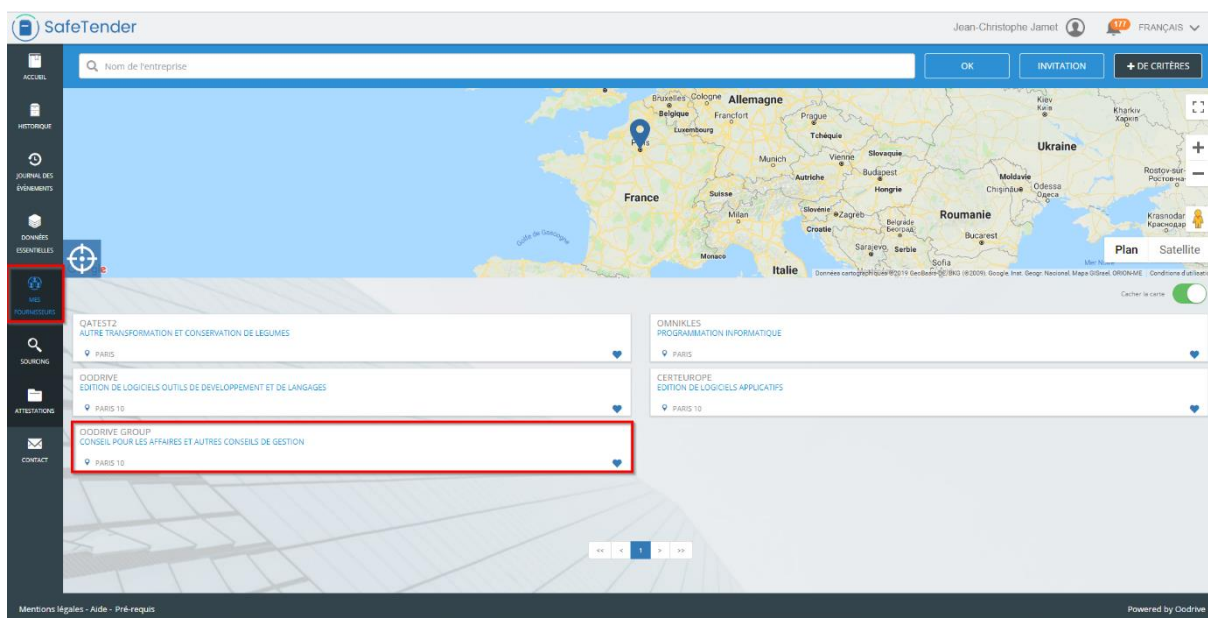
- 5- When prompted to confirm the addition to the address book, click **Confirm**.



- 6- On the tile for the Oodrive Group company, the heart changes to blue, indicating that it has been added to the address book.



7- In the side panel, click the **My Suppliers** tab. A new Oodrive Group tile has been added

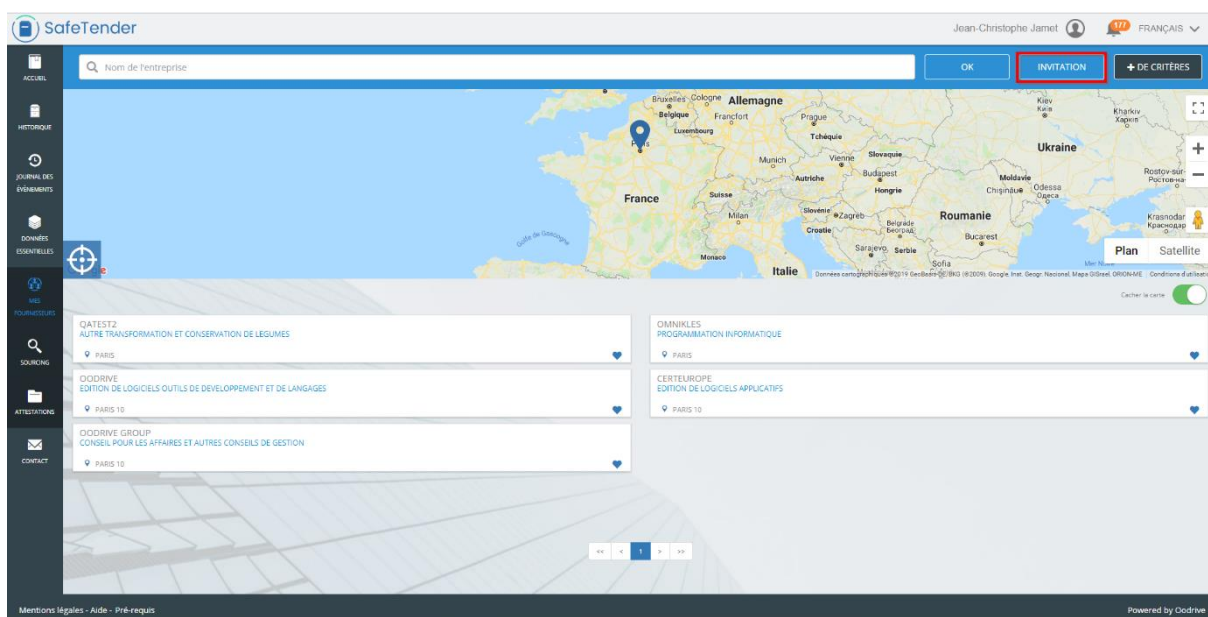


You can now invite this company as part of the restricted procedure without competitive bidding.

2 INVITING A COMPANY TO REGISTER

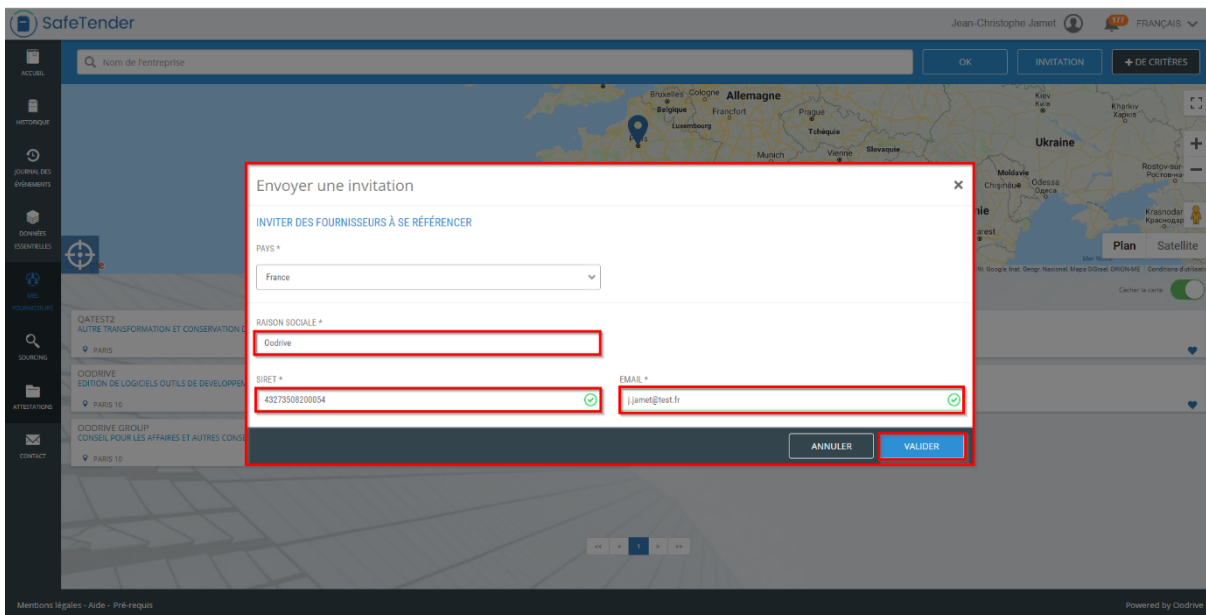
If the company is not yet listed in the SafeTender supplier database, you can invite it to register.

1- In **My Suppliers**, Click **Invitation**



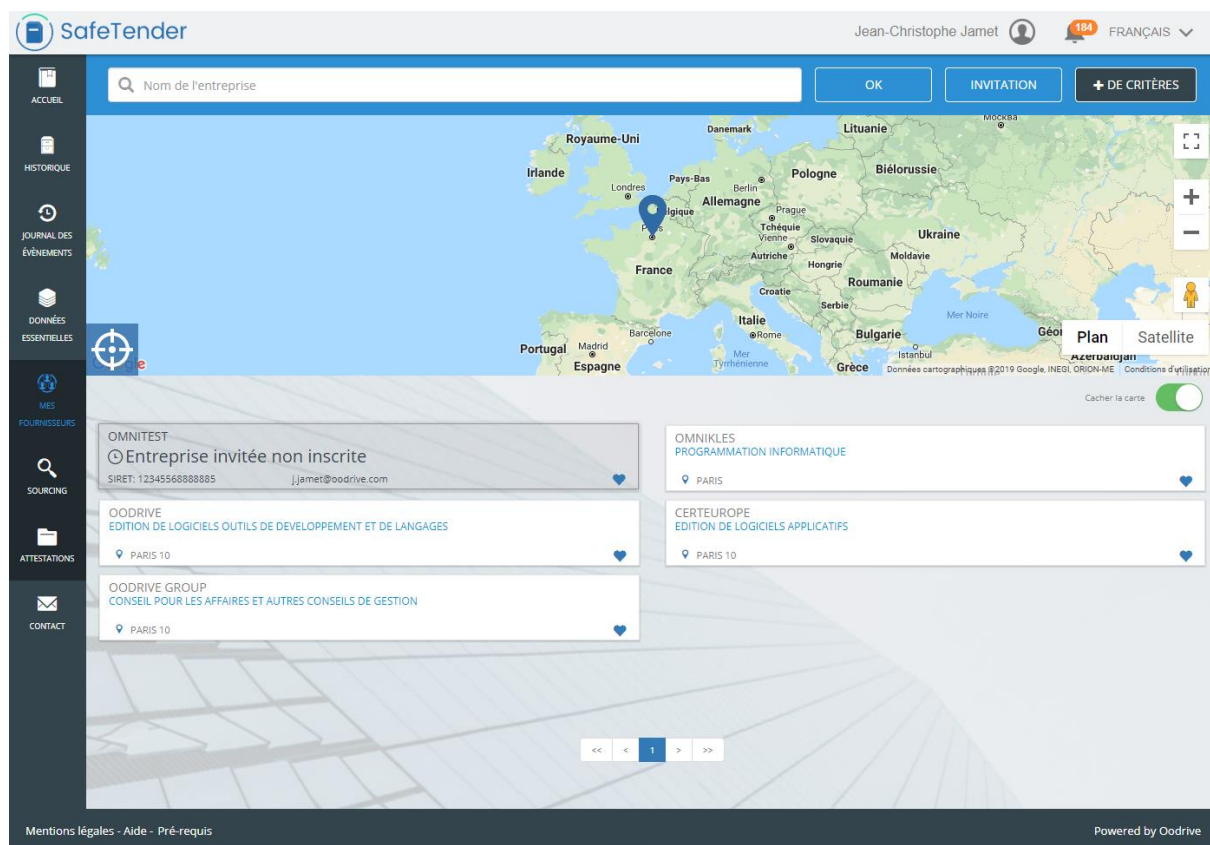
2- A form is displayed, allowing you to invite a company by entering the information below:

- Company name
- SIRET number
- An email address to which the company will receive the email inviting it to register



3- Once you have entered the information, click **Confirmer** to send the invitation.

The company is added to the address book, and its name is grayed out until it registers.



Note: the company must finalize its registration to be invited to take part in a restricted procedure without competitive bidding.

- 4- The company receives a notification email with the invitation and the procedure for finalizing its registration.



Bonjour,

L'organisme acheteur Tutoriels invite votre entreprise à s'inscrire dans l'annuaire BF TENDER et à rejoindre la liste des ses fournisseurs référencés.

En inscrivant votre entreprise, vous bénéficierez de visibilité auprès de Tutoriels et des autres acheteurs publics et privés utilisant la solution. Vous pourrez également être invité dans des consultations sur invitation.

Référencer mon entreprise :

<https://preprod-bf.omnikles.com/#/home>

Voici le numéro SIRET renseigné par l'acheteur lors de votre invitation : 12345568888885. Le numéro SIRET permet d'identifier votre entreprise et vous permettra d'être référencé auprès de l'acheteur. Si ce numéro SIRET n'est pas correct, merci de contacter l'acheteur afin qu'il vous fasse parvenir une nouvelle invitation.

Merci de ne pas répondre à ce courriel.

N'hésitez pas à contacter notre service Customer Care au 0 825 00 13 26 ou par courriel à support@safetender.com

[Quels sont les prérequis techniques nécessaires à l'utilisation de la plateforme?](#)