DIRECTORATE GENERAL OF ADMINISTRATION
Procurement Department

E-PROCUREMENT
Purchasing platform

USER GUIDE FOR REGISTRATION
(DIRECT REGISTRATION)

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You are a supplier: **you would like to register to VORTAL, the Council of Europe digital solution for purchases.**

In GOOGLE, enter keywords **VORTAL PLATFORM** and click on **LOGIN – VORTAL**

Or use the below link:

**https://community.vortal.biz/prodsts/Users/Login/Index?SkinName=conseilleurope**

Once on the home page click on **I WANT TO JOIN**
Step 1 – REGISTER USER

![Image of the registration form]

The mandatory fields to fill in are marked with a red star (*).

Inside the first form it is important to:

a) enter the exact name of your company (COMPANY NAME)

b) remember your USERNAME and your PASSWORD – they will be required later to access the platform

Once you have filled all the mandatory fields, click on PROCEED.

Step 2 – CONFIRM REGISTRATION

![Image of the confirmation email]

You have received an email to confirm your registration:
Click on the http link. The platform requests your USERNAME and your PASSWORD (the same indicated in the above page). Click SIGN IN

You will receive the email USER REGISTRATION confirming that you are registered.
The platform opens the 3rd registration step:

**Step 3 – CREATE OR ADD COMPANY**

The platform detects, on the basis of the information entered on step 1 (country + company name), if your company already exists or not in the system.

Click on **REGISTER NEW COMPANY** to continue the creation of your company.

**ATTENTION:** if the yellow banner does not appear, this means that your company already exists in the system. In this case please contact us [admin.Eproc@coe.int].
Fill in the next form: **REGISTER NEW COMPANY FORM**

All the fields are mandatory. We advise you to select:

a) What do you want to do? => **SELL**

b) Company scope => **PRIVATE**

c) Organization type => **CORPORATION**

Then click **GENERATE FORM**:

All the fields are mandatory to fill in.

Moreover, it is essential to fill in the field **NOTIFICATIONS EMAIL ADDRESS** to receive the future invitations for calls for Tender.
To register your company’s VAT number, please choose **FISCAL ID** (field **COMPANY IDENTIFIER TYPE**) and indicate this number in the line (**COMPANY ID**) without the first two letters of the country (e.g.: FR12345678).

After filling out the form, click **FINISH**.

New confirmation display appears:

Click on **CLICK HERE TO CONTINUE** and you are in the platform!

You will receive at the same time an email confirming your company registration:
Do not hesitate to save the link https in your favorites

https://community.vortal.biz/PRODSTS/Users/Login/Index?SkinName=conseilleurope

Please refer to our Platform User Guide to access to calls for Tender, submit your commercial proposals and manage your contracts.
**Access link to the E-Procurement tool of the Council of Europe:**

[https://community.vortal.biz/prodsts/Users/Login/Index?SkinName=conseilleurope](https://community.vortal.biz/prodsts/Users/Login/Index?SkinName=conseilleurope)

**General notes and contacts**

a) The Council of Europe deploys this tool for all its purchases in 2018 and 2019. You might not be asked to participate to tenders at first, if your field of activity is not concerned;

b) The tool is optimized for Windows 7 and Windows 10 (all browsers);

c) If you want to use your certified electronic signature, please use IE 11 only;

d) The access to the tool is free of charge. As the solution is CLOUD based, you don’t need to install any program. All the data is stored at our supplier VORTAL (confidentiality and data protection contracts are signed);

e) The tool, which is free of charge, will allow you to:
   - Create your account (please choose a contact email that can be shared and accessible to other colleagues involved with the tool and who might need to also see the alerts sent by the platform);
   - Consult and answer to our calls for Tender published through the tool (as well as other customers also using VORTAL);
   - Follow the current contract execution and, among other things, upload your invoices online;
   - Sign electronically the documents (contracts, invoices, ...) if your company has a certified electronic certificate (for more information click [here](https://community.vortal.biz/prodsts/Users/Login/Index?SkinName=conseilleurope));

f) The e-procurement platform includes integrated communication tools:
   - An alert system which informs you, by email, of different events during Tender procedures (invitation to submit your proposal, addendum, contract signature, ...) – these alerts contain direct links to the corresponding procedures and are the best way for you to modify and follow-up your files;
   - An integrated messaging tool to clarify questions, with the Council of Europe, regarding open procedures;

g) Other options, subject to extra charge, are directly available on VORTAL website (links from your supplier area) but these options are not necessary to respond to our calls for Tender.

**In order to accompany you, please do not hesitate to contact:**

The Procurement Department (DGA) at the Council of Europe for all questions concerning the registration in the tool and open procedures ([marie.rapp@coe.int](mailto:marie.rapp@coe.int) +33 3 90 21 64 51 or [bernadette.caillet@coe.int](mailto:bernadette.caillet@coe.int) +33 3 88 41 24 60)

**VORTAL** in case of technical problems ([info.coe@vortal.biz](mailto:info.coe@vortal.biz) or +33 9 70 01 95 53 – French or English speakers)