|  |
| --- |
| **HOW TO REGISTER ON THE SUPPLIER GATEWAY** |
| The Supplier Gateway is the Co-op’s online supplier registration and eSourcing system. If you are interested in becoming a supplier to the Co-op you can register your interest on the Gateway. Your details will be held in the system which is accessible by the Buying Team. If we have a requirement which we think you may be suitable for, and if you meet the necessary criteria, a member of the Buying Team will contact you. There is a 2 step registration process detailed below |
| **STEP ONE – Initial Registration** |
| 1. Click on the ‘Register’ tab on the Gateway home page to begin your registration.
2. Complete the questions contained in the form and confirm that you have read and accepted the Gateway Terms and Conditions.
3. Click ‘Register’ to proceed.
4. You will be sent a confirmation email. Click on the link contained in the email to activate your account and set up a password.
5. If you haven’t received the system email please check your spam/junk folders. If you haven’t received an email within 5 minutes please contact supplier.gateway@co-operative.coop for help.
 |
| **STEP TWO – Complete Full Company Profile Questionnaire** |
|  | 1. Log into the system to complete your full registration. <https://www.co-operativeesourcing.coop/>
2. Click ‘*View Company Profile*’ to access full question set.
3. Click on the ‘Company Profile Questionnaire’ tab
4. Click ‘Edit’ icon to go into edit mode and complete the full questionnaire.
5. When you are ready click ‘Submit’
 |