

Step by Step Guide

1

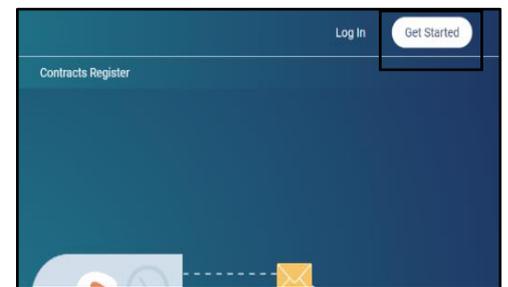
Go to the Open homepage:

<https://www.open-uk.org>



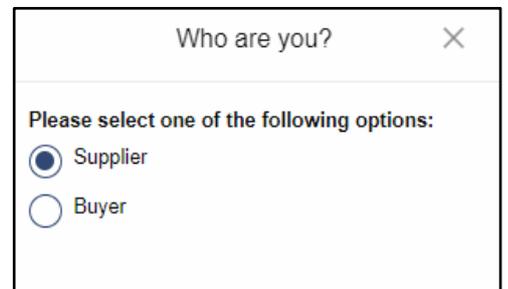
2

Click **Get Started** in the top right-hand corner of the page.



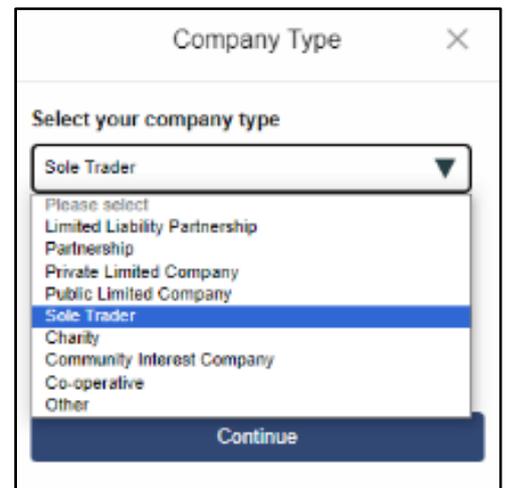
3

A pop-up box will appear titled, **Who are you?** Select **Supplier** and then click **Continue**.



4

Another pop-up box will appear titled **Company Type**. Use the **dropdown arrow** to select the relevant option for you and click **Continue**.



5

Certain company types will prompt you to add your **Companies House Registration Number** in the pop-up box titled **Company Search**. If you enter it, click **Continue** and the system will fill in company details for you. You can also choose to **Skip** this step.

Company Search

Enter your company registration number and we will get your company information from Companies House, speeding the account creation process for you.

e.g. 0123456

Skip Continue

6

If you entered your Companies House Registration Number some fields may have been populated already. Fill in **all required fields** with relevant information regarding to your company.

Enter Company Details

Company Details Account Details Account Information Company Search

Headquarter Details

Company name: Box and Cook Ltd Company type: Public Limited Company Nature of business (SIC) (Optional): 7799

VAT number (Optional): 0000000000 Registration number (Optional): 00000000 Number of employees: 0

Address line 1: 00 Garden Ave Address line 2 (Optional): Town/City: Newcastle-upon-Tyne

County (Optional): Postcode: NE1 1AA Country: United Kingdom

Are you registering a regional office or wish to join one?
 Yes No

7

In the question **Are you registering as a regional office or wish to join one?** select **No**.

This only applies if you want to join a regional office that exists in Open or want to register a new one.

If so, please select **Yes** and enter the relevant details for your office.

Enter Company Details

Company Details Account Details Account Information Company Search

Headquarter Details

Company name: Box and Cook Ltd Company type: Public Limited Company Nature of business (SIC) (Optional): 7799

VAT number (Optional): 0000000000 Registration number (Optional): 00000000 Number of employees: 0

Address line 1: 00 Garden Ave Address line 2 (Optional): Town/City: Newcastle-upon-Tyne

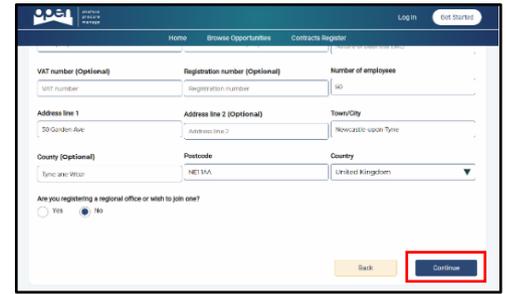
County (Optional): Postcode: NE1 1AA Country: United Kingdom

Are you registering a regional office or wish to join one?
 Yes No



8

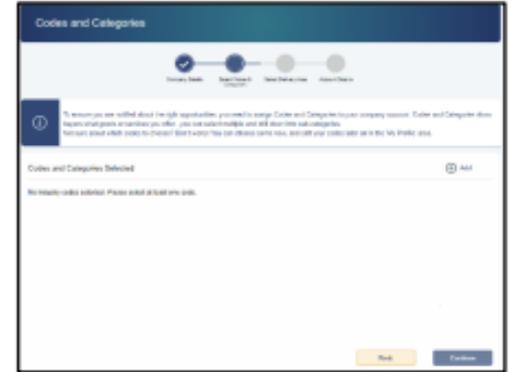
Once all required fields have been filled in, click **Continue**.



Registration form with fields for VAT number, Registration number, Number of employees, Address line 1, Address line 2 (Optional), Town/City, County (Optional), Postcode, and Country. The 'Continue' button is highlighted in a red box.

9

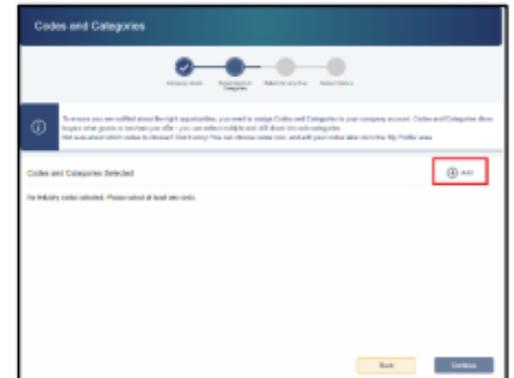
To ensure you are notified about the right opportunities, you need to assign **Codes and Categories** to your company account.



'Codes and Categories' page with a progress bar and an 'Add' button highlighted in a red box.

10

Click **+Add** to select **Codes and Categories**.

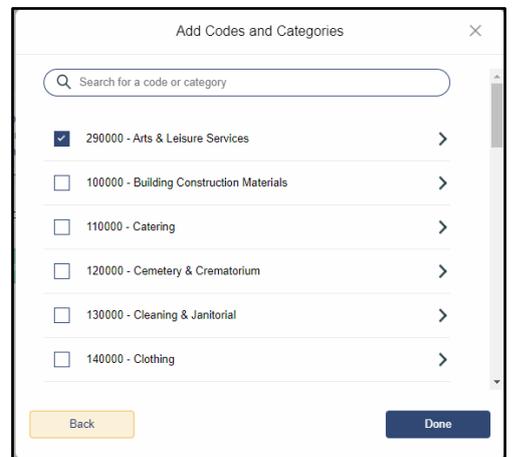


'Codes and Categories' page with the '+Add' button highlighted in a red box.

11

Select all categories that apply to goods or services that are relevant to your business.

You can do this manually, or by using the search bar. If you are manually searching, note the arrows at the right-hand side indicate that there are lower levels available.



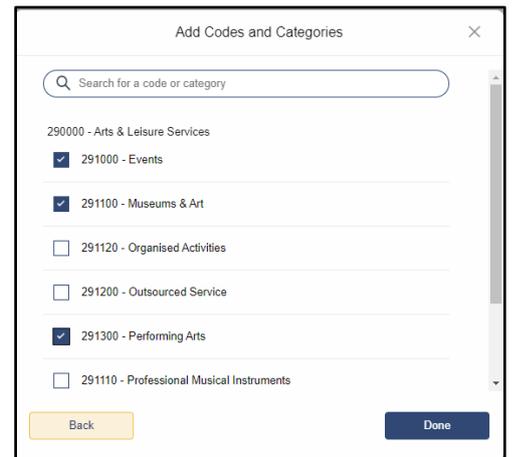
'Add Codes and Categories' dialog box with a search bar and a list of categories. The first category, '290000 - Arts & Leisure Services', is checked. Arrows on the right indicate further sub-categories are available.



12

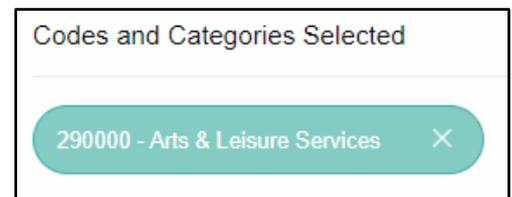
To ensure that you do not miss any opportunities, please make sure that you also select all lower-level codes applicable to your line of business.

Save your selection by clicking **Done** at the bottom right of the page.



13

To remove **Codes and Categories** click the **X** at the left-hand side of the green category box.



14

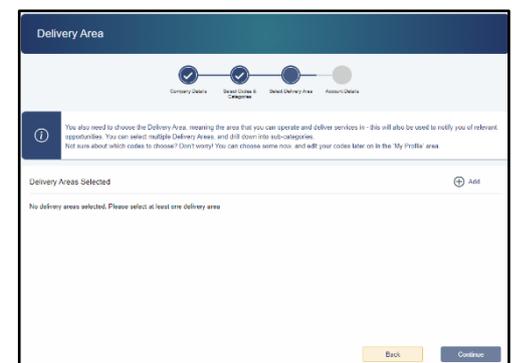
Once your selection is complete, click **Continue**.



15

To ensure that you are also notified of relevant opportunities within the area you can do business, you also need to choose the **Delivery Area**.

Click **+ Add** to select Delivery area.

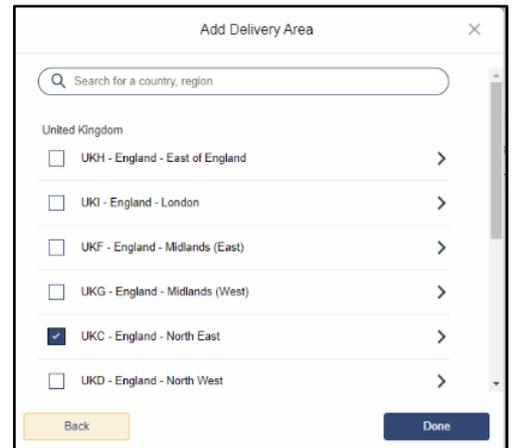


16

A pop-up will appear titled **Add delivery Area.**

Select all areas in which you provide goods or services – nationally, regionally or within your local area.

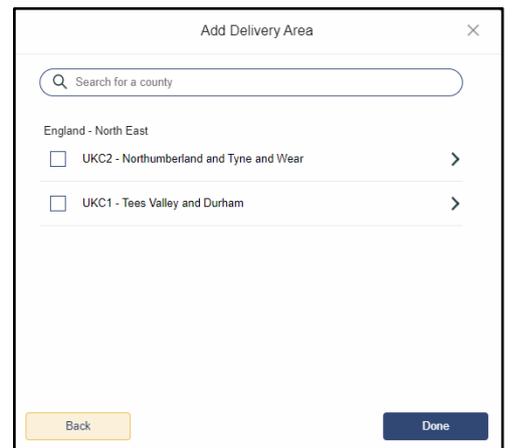
You can edit this area manually, or by using the search bar. If you are manually searching, note the arrows at the right-hand side indicate that there are lower levels available.



17

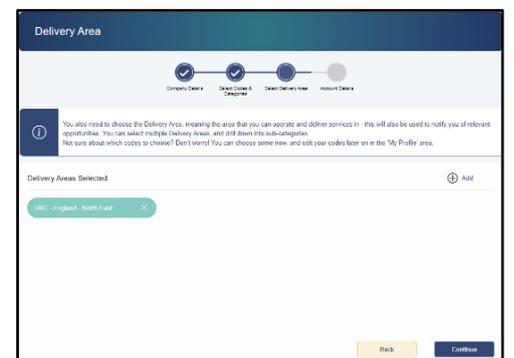
To ensure that you do not miss any opportunities please make sure that you select all lower-level codes.

Save your selection by clicking **Done** at the bottom right of the page.



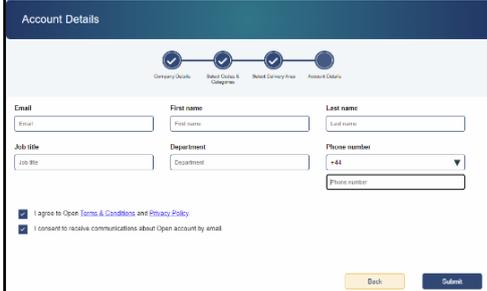
18

Once your selection is complete, click **Continue.**




19

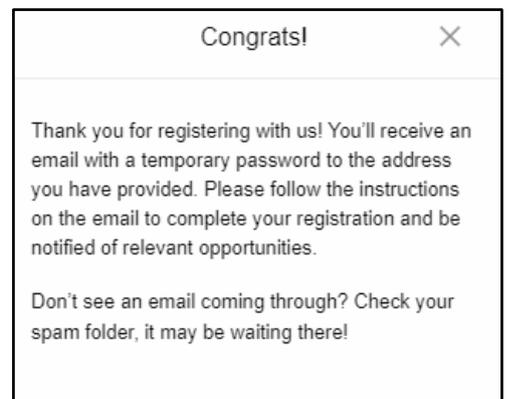
Fill in the next set of account details on screen. These are all mandatory fields. Your **email address** will be your **Username** for access to Open.



20

Review and agree to the **Terms & Conditions** and **Privacy Policy** and let us know that you consent to receiving email communications from Open, then click **Submit**.

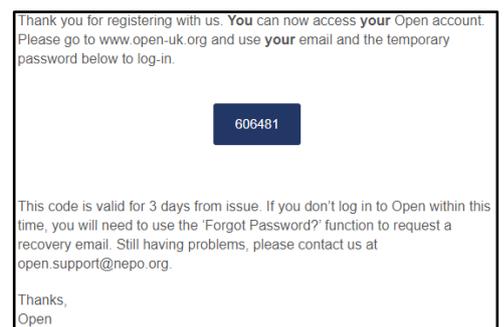
You will receive the **Congrats!** message to confirm that your temporary password has been sent.



21

You will now be sent a **onetime passcode** to your email address. Open the temporary password email from Open notifications@open-uk.org you may need to check your spam or junk folders.

It's also a good idea to add this address to your safe sender list.



22

Follow the instructions in the email and go back to the Open website. Once you are on the **Sign-in to Open** page, enter your email address and use the **onetime passcode** as the Password. Then click **Login**.

Sign in to Open

Email
Enter your email

Password [Forgot password?](#)
Enter password

Login

23

A new pop-up appears asking you to **enter a new password** that meets the password requirements shown on screen. Enter the password and click **Submit**.

Enter New Password ✕

Enter your email.
Enter your email

Enter your new password.
Enter new password

Confirm password.
Enter new password

Must be at least 12 characters long
Must include at least 1 lowercase letter
Must include at least 1 uppercase letter
Must include at least 1 number
Must include at least 1 of these #?!@#\$%^&*~`~!@#\$%^&*~`~

Submit

24

A pop-up will appear titled **Password Updated**.

25

Congratulations! You're now a registered supplier with Open. Check out the other guides including how to **search for an opportunity**, how to **edit codes and categories** and **registering interest** to find out how to make the most of Open.

Get Support

For more information and support about Open please visit the [Open Hub](#).

