EUROCONTROL PROCUREMENT

Supplier portal getting started guide

EUROCONTROL

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Registering as a new supplier responding to a EUROCONTROL call for tender

Registering as a new supplier responding to a call for tender requires **two separate and distinct steps.**

1. In order to gain access to EUROCONTROL, new suppliers must register with OneSky Online, EUROCONTROL's secure extranet portal.

    Once new suppliers have successfully registered onto OneSky Online, they will have access to an iSupplier registration form, which they must fill out.

2. The new Supplier will then fill out this registration form, which will be sent to the Supplier Portal Admin team.
    The request is approved or rejected. If approved, a notification is sent to the Supplier with confirmation and a password for the Supplier Portal.
    The Supplier Admin team must activate the Supplier Portal as a service within OneSky Online.
    The Supplier will now be able to access their company profile in the Supplier Portal and can download tenders in addition to submitting offers in iSourcing.
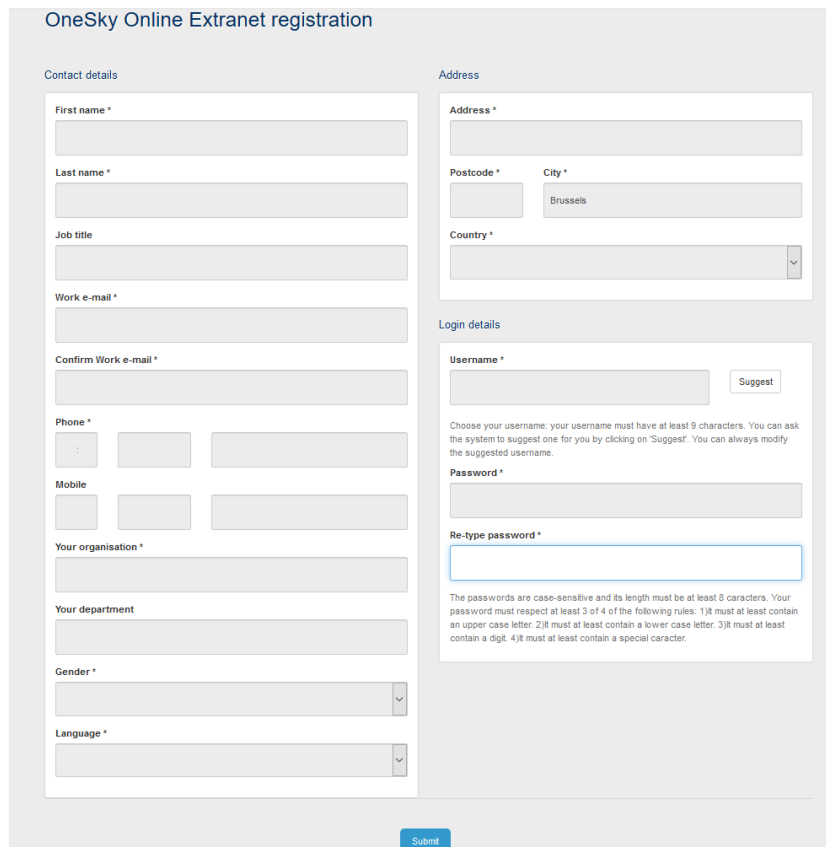
It is important to note that these two steps require **two separate usernames and passwords** and that **access to the iSupplier portal cannot be accessed without the completion of registration with OneSky Online and iSupplier registration form.**

Please make a note of each set of username and passwords.

Step 1: Registering with OneSky Online and filling out the iSupplier registration form

In order to gain access to EUROCONTROL's Supplier Portal, new users must:

A. Fill in the form and press the submit button.
    i. Please note that <u>only the email of the user</u> (and not of the contact persons) is used to access to the EUROCONTROL Supplier Portal and to receive notifications related to TRS's.

b) Tick the terms and conditions box and click on the finish button.

Please confirm your account details here

Please check your information details and accept our 'Policy and Disclaimer' to finalise your registration. Then click on the 'Finish' button to submit your registration.

Contact details

First name:	John
Last name:	Smith
Job title:	Supplier at XYZ
Work e-mail:	johnsmith@xyz.com
Phone:	++32 0123 456789
Mobile:	+
Organisation:	XYZ
Department:	Supply
Gender:	Male
Language:	English

Address

Country:	Belgium
City:	Brussels
Address:	Rue de la Fusée 95
Post code:	1130

Login details

| Username: | johnsmith2 |

To finalise your registration, you must open the policy and disclaimer. Once opened it, you could agree the terms and conditions.

☐ I have read the Policy and Disclaimer notices and agree with the terms and conditions contained in them.

Previous   Finish

B. Click on 'Policy and Disclaimer'. A new tab will open, after which you may close it.

Please confirm your account details here

Please check your information details and accept our 'Policy and Disclaimer' to finalise your registration. Then click on the 'Finish' button to submit your registration.

Contact details

First name:	Fiona
Last name:	
Job title:	
Work e-mail:	
Phone:	
Mobile:	
Organisation:	
Department:	
Gender:	
Language:	

Address

| Country: | Belgium |

☐ I have read the Policy a

OneSkyOnlinePortalDisclaimer - Mozilla Firefox

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OneSky Online Extranet

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C. Continue the registration process by checking the 'I have read the Policy and Disclaimer' box. Your screen will then display the following message.

Thank you for registering on EUROCONTROL's OneSky Online Extranet.

You will shortly receive an email, inviting you to confirm your registration and email address.

If you do not receive an email in a few minutes, we suggest that you check your spam folder.

Close this window

D. Login to your email and you should find the following message.

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EUROCONTROL

Dear Fiona Lavroff,

You have just registered on OneSky Online Extranet.

Please confirm your registration as **fionalavroff**.

Confirm your registration

If you cannot click on this link, copy and paste this URL in your browser:
https://ext.eurocontrol.int/elsh/confirmAccount.do?userid=fionalavroff&rid=168604562ca

Once you have confirmed your registration, you should receive a final confirmation email in the next 15-20 minutes.

Details of the account

Username	fionalavroff
First name	Fiona
Last name	Lavroff

If you do not confirm your registration within the next four weeks, your account will be removed.

Best regards,
The EUROCONTROL OneSky support team

Support

If you have any questions, please contact oneskysupport@eurocontrol.int

Your personal data will be kept in accordance with the EUROCONTROL data protection policy.

E. You will then receive a window thanking you for registering on EUROCONTROL's OneSky Online Extranet.

F. After 15-20 minutes have elapsed, another email should be in your inbox. This email confirms the activation of your OneSky Online account.

G. After clicking on the link <u>here</u>, you will be asked to Login to OneSky Online.

H. You are now logged into OneSky Online Extranet and should have a menu of available actions on your home page.
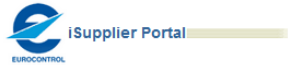

I. Click on 'iSupplier registration form'

J. Fill in your details.

K. A confirmation message should appear on your screen instructing you to wait for further details to be emailed to you.

iSupplier Portal

📖 **Confirmation**

Thank you for registering your company with the Eurocontrol Supplier Portal. Your registration has been submitted for approval and you will be notified of your registration status via email in due course. The Eurocontrol Supplier Portal Management Team.

Close

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Step 2: Accessing the iSupplier Portal

A. If your registration form is approved, you will receive the following email.

Dear Supplier,

Your request to register with EUROCONTROL for access to their supplier collaboration network (Supplier Portal) has been approved.

You can now log on to the Oracle Applications Supplier Portal System by following these steps:

1. Log into the Eurocontrol (One Sky Online Portal) Extranet OneSky Online Services with your Login Id and Password communicated in the no-reply e-mail sent to you by clicking on this link:

Oracle Application System

2. From the Menu of Online Services (on the left), click on Supplier Portal.

Log In to this service using your username (FLAVROFF@) and the temporary password Ns0%A78. When you logon for the first time, you will be required to change your password for security purpose.

3. Please verify your company details and add the Products and Services that your company can supply to EUROCONTROL. Full details are in the document attached to this e-mail.

If you have any further questions or require additional information then contact: supplier.portal@eurocontrol.int

The email will also provide a pdf with instructions to the next steps to be taken by you, the new supplier.

For further information, please see the Manual '**EUROCONTROL Sourcing Module Supplier's view'** for your 2nd login, which will be included in your approval email.

Be aware that **login details for OneSky Online and the Supplier Portal in Oracle are different**, so please make a note of your two usernames and passwords.

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