



BRISTOL CITY COUNCIL
Bristol e-Procurement System
INSTRUCTIONS

At Bristol City Council we carry out all our procurement activities, whether of large or small value, using the BePS system. To set up a company profile, in order to access the system, please follow the instructions below.

1. Access the system at:
<https://procurement.bristol.gov.uk/supplierservice/>
2. Click on: New user? [Register](#)
3. Complete the pre-registration information required. The boxes under Login details are for you to set up your own username and password. Both these fields must be at least 6 digits. The Security question and answer are used by the system if you forget your password in the future. Now click on the “Register” icon.
4. An e-mail will be sent to the e-mail address you specified. Please follow the instructions and click on the **“Authentication link”**
5. Enter the system and sign in using the username and password that you provided at the pre-registration stage. This will then take you to your own private domain within the system.
6. Please proceed to “Update you Company Profile”, and complete all mandatory information required.
7. Once you have completed the “Update you Company Profile” process, click “Finish”. You've now completed the set up process.
8. Search for potential procurement opportunities and register your interest in the tender
9. Once found a appropriate tender **download tender documentation**

If you have any queries during this process please contact **Charlie McCaig** on **0117 92 23495**.