

Bidder Access Guide – How to Add Product Codes in Self-Registration Screen

1. Click on the grey box beside the field called “Mandatory”:

Goods and/or Services Provided

Please enter at least one (1) goods or service in one or more fields shown below. Click on the grey button on the right side of the entry field to open up the search help. Please choose what best describes your company's goods, services, etc.

<input type="text"/>	<input checked="" type="checkbox"/> Mandatory	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional

2. Enter any word in the field called “Description” enclosed by two asterisks (*) – this will allow you to find any product in our list of products that contains the word you entered (e.g., “vehicle”).

Search Goods and/or Services Provided

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Description:

Restrict Number of Value List Entries

(NOTE: In case the word you entered cannot be found in our list, an error message will appear like below. Please try again with another search word. You may have to try this several times.)

Search Goods and/or Services Provided

No Values for This Selection

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Description:

Restrict Number of Value List Entries

3) Click on “Start Search” → choose the most appropriate product code (only one) that most closely resembles a product you can provide. The code does not have to exactly match; as long as it closely resembles what you can provide, this is sufficient for us to categorize you:

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Description:

Restrict Number of Value List Entries

Start Search **Reset**

Category ID	Description
24101655	Vehicle parking lift
24101659	Vehicle movable jack
24101661	Vehicle lift
25100000	Motor vehicles
25102000	War vehicles
25172100	Vehicle safety and s
25172200	Vehicle doors
25172300	Vehicle windows and
25172600	Vehicle trim and ext
25172900	Exterior vehicle lig
25173000	Interior vehicle lig
25174400	Vehicle interior sys
25174600	Vehicle seating syst
25174800	Specialized vehicle
25174900	Vehicle vibration da

OK **Cancel**

The product code should then appear in the (previously) empty field, with the appropriate description. Please repeat steps 1-3 for each of the other empty fields in case you would like us to know about any other goods or services you can provide (optional).

Goods and/or Services Provided

Please enter at least one (1) goods or service in one or more fields shown below. Click on the grey button on the right side of the entry field to open up the search help. Please choose what best describes your company's goods, services, etc.

25100000	<input type="checkbox"/> * Motor vehicles:	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional
<input type="text"/>	<input type="checkbox"/> Optional	<input type="text"/>	<input type="checkbox"/> Optional