INFORMATION DOCUMENT
REGARDING THE SUBSCRIPTION

This document outlines the procedure to sign up for a subscription.

Your company must sign up for a subscription if it wishes to participate in an open tender call.

Please note that only the ones with the **HQ–Supplier administrator** profiles can proceed with the annual subscription.

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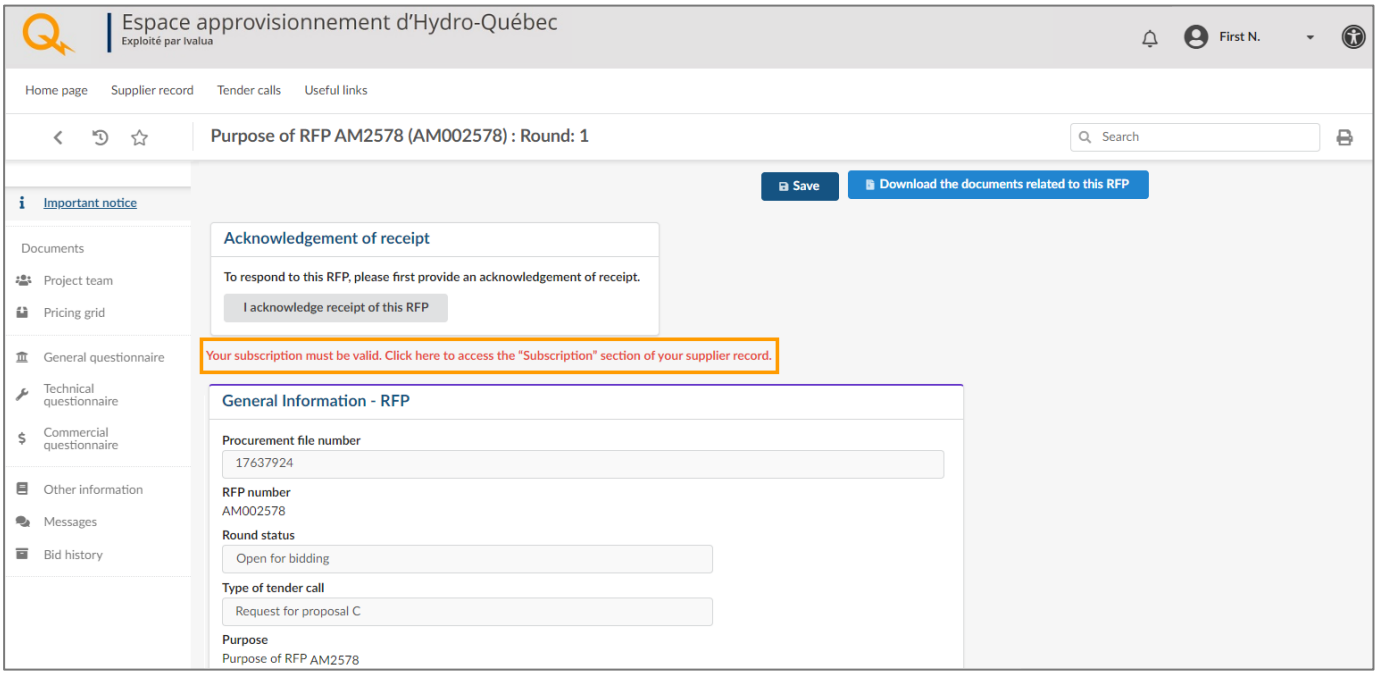
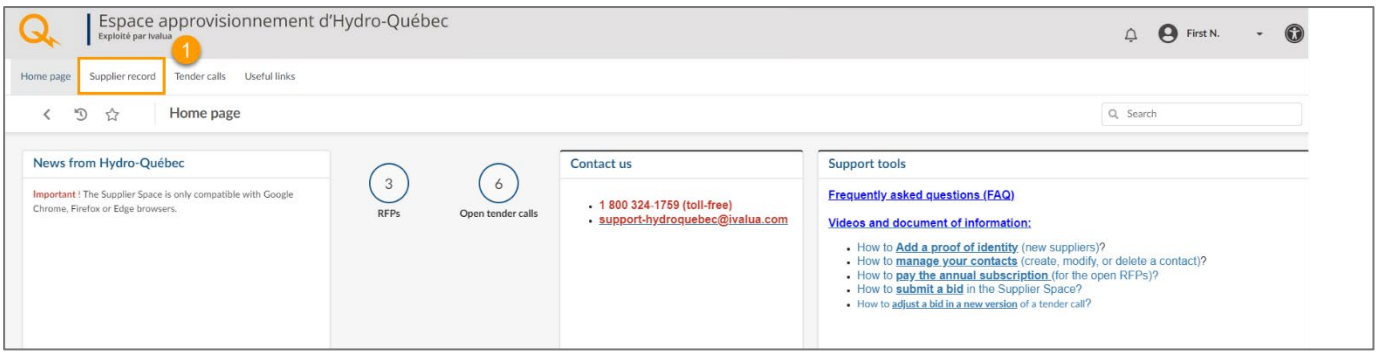
INFORMATION DOCUMENT
REGARDING THE SUSCRIPTION

You want to participate in an open tender call, but a notice informs you that a subscription is required.



Here the steps to follow to sign up for a subscription:

1. On the Supplier Space homepage, click on "**Supplier record**" to access your record.



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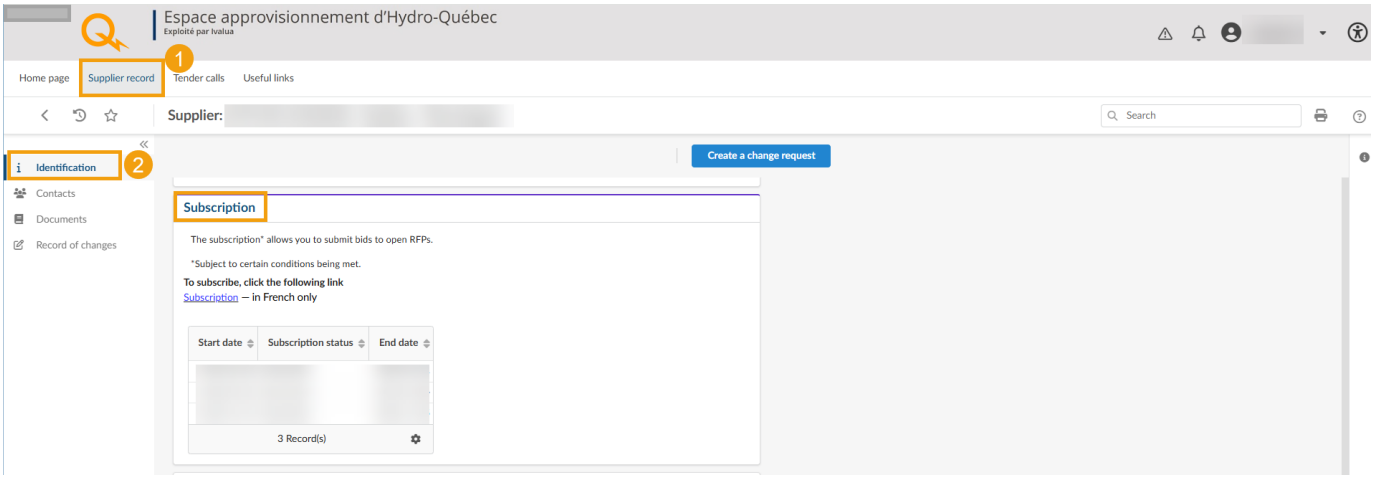
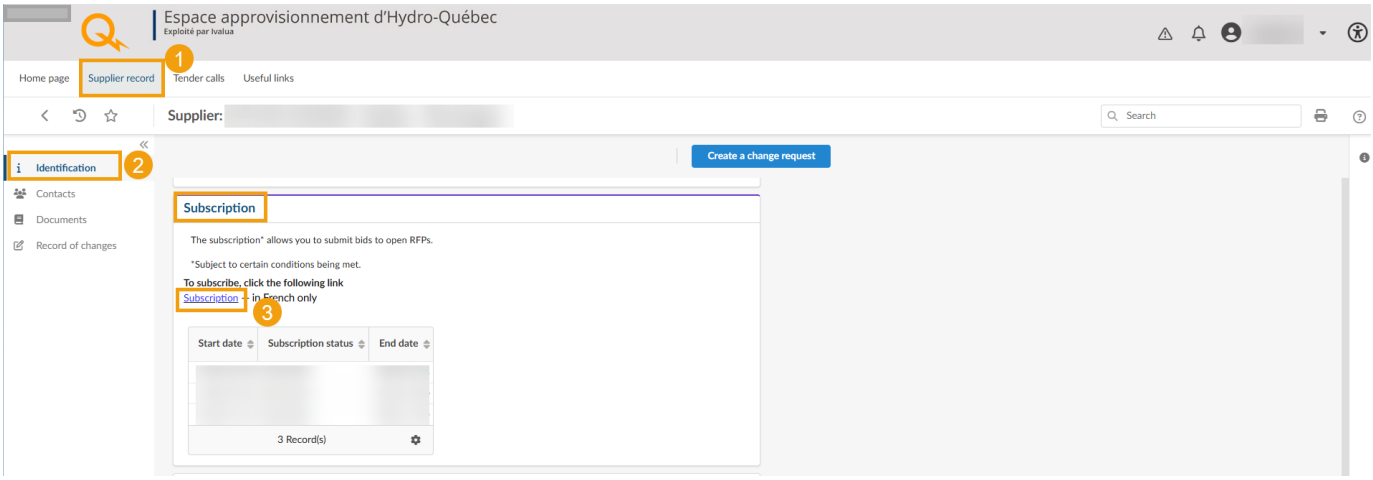
2. In the "**Identification**" section, navigate to the "**Subscription**" subsection



3. Click on "**Subscription**".



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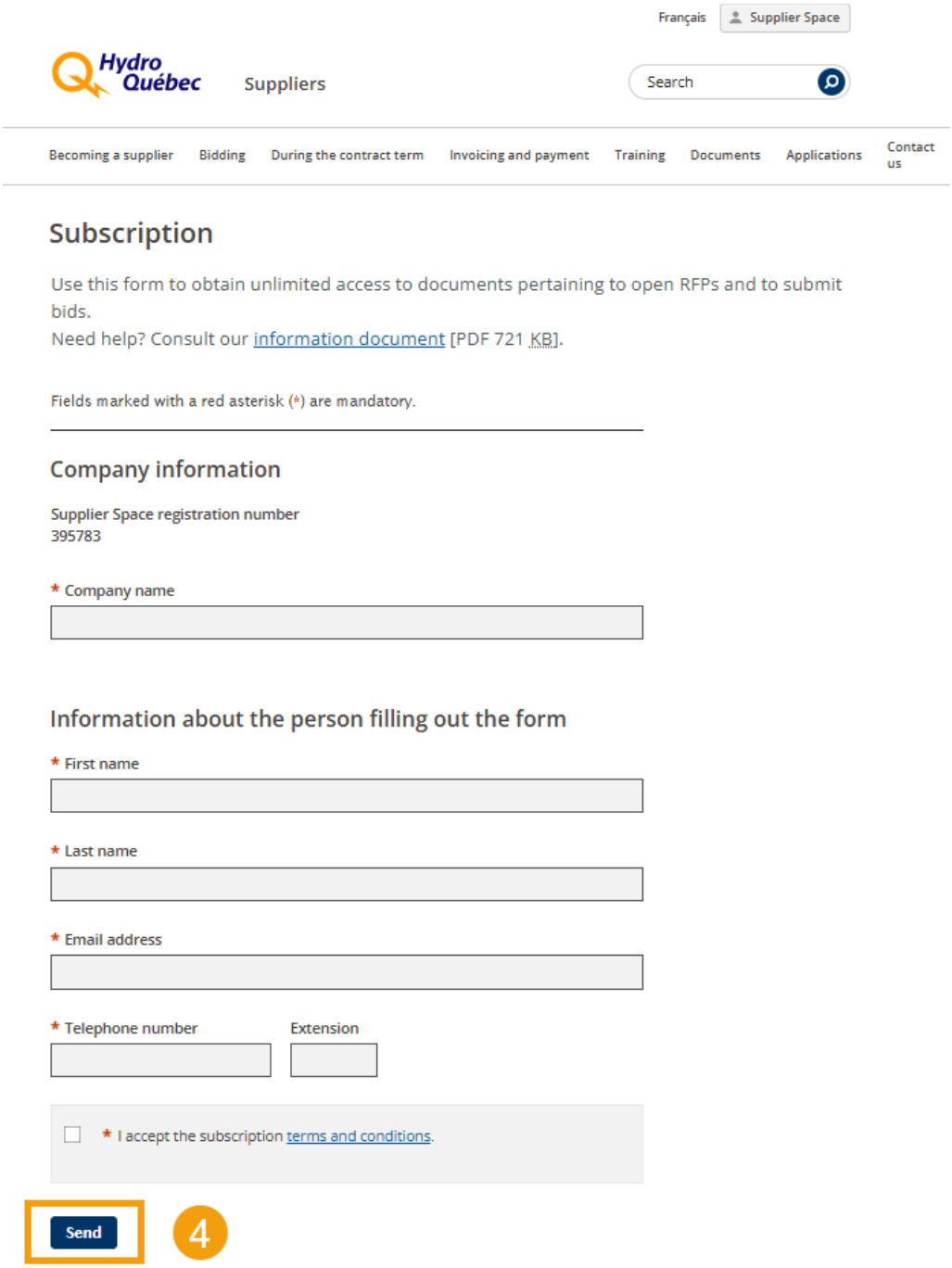
4. Fill out the "**Subscription**" form and click on **Send**.



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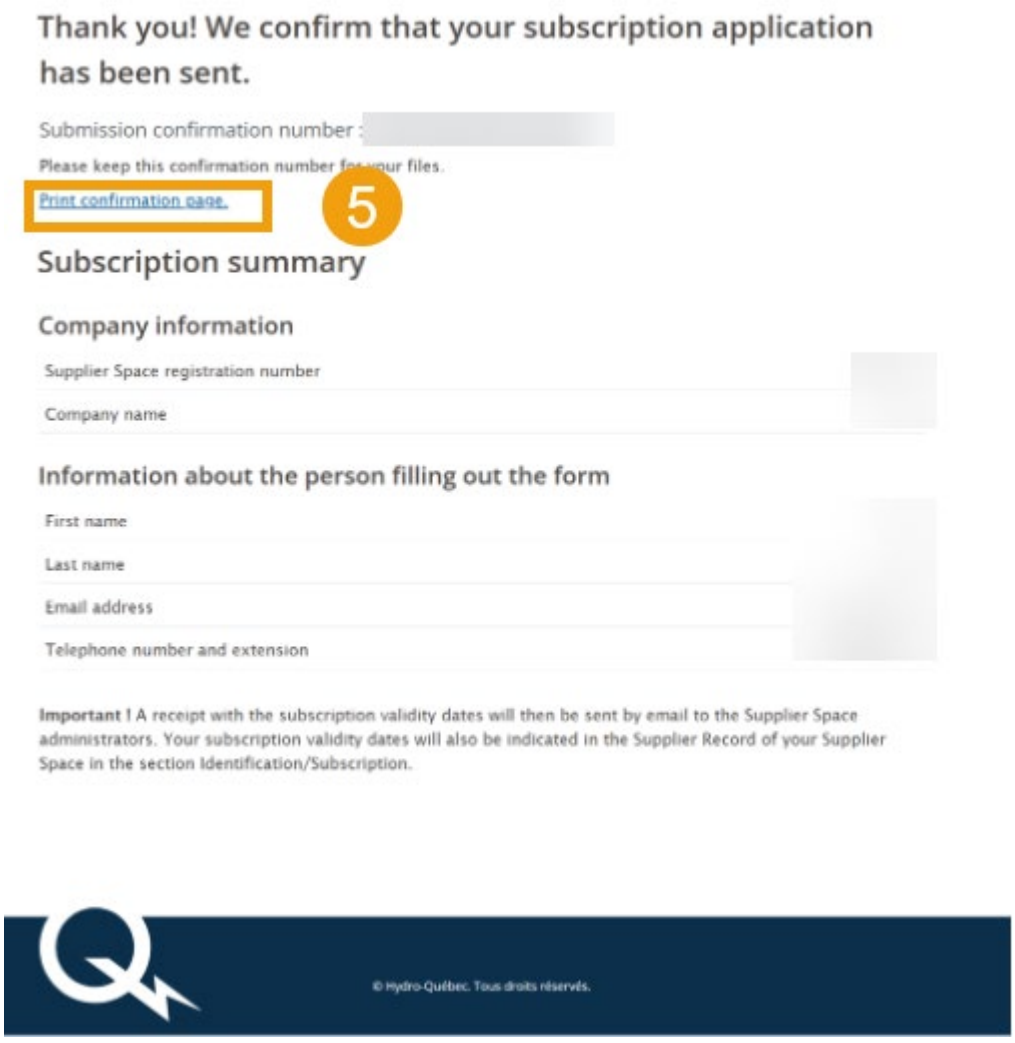
Note: If you already have a valid subscription, the system will recognize it and you won't have to fill out the form.

5. Once the form has been sent, a confirmation page will be displayed. Click on **Print confirmation page** in order to save a copy of the page.



A receipt indicating the membership validity period will then be sent by email to the Supplier Space administrators.

The subscription validity period will also be displayed on the Supplier Space's Supplier Record in the **Identification** | **Subscription** section.

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