Government Commercial Function

Transforming Public Procurement

January 2026

How to register your organisation and find your unique identifier - a guide for suppliers

This guide relates to registering as a supplier on the new central digital platform (Find a Tender)

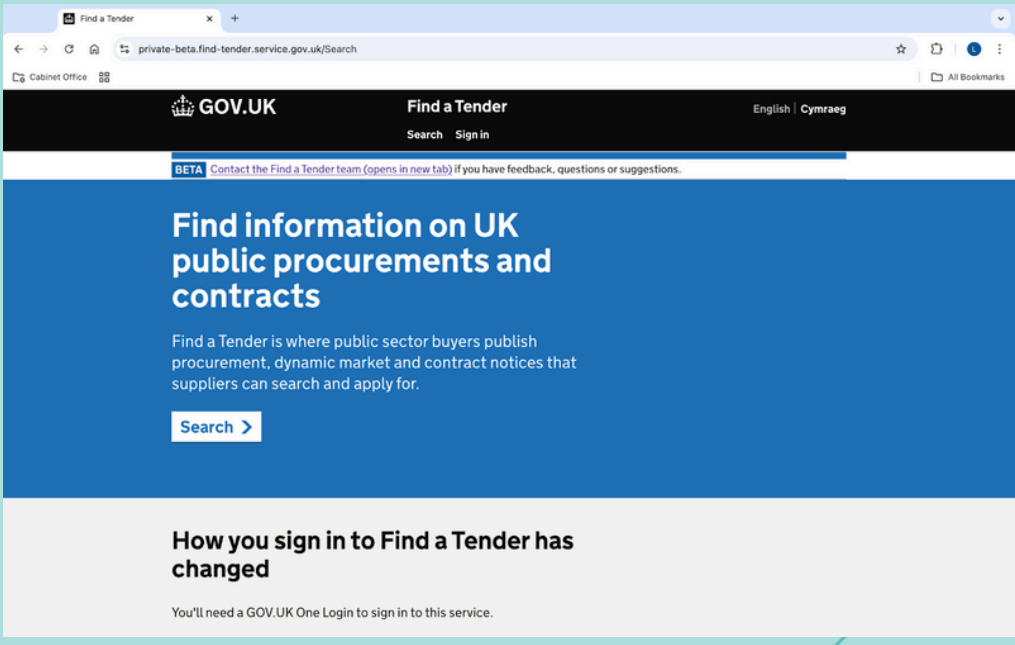
What is the Central Digital Platform?

The Central Digital Platform - also known as Find a Tender - is an online portal which makes it easier for suppliers to find and bid for public contracts. It has been designed to:

- Feature a simple registration and identification for both suppliers and buyers.
- Store suppliers' core business details that can be used for multiple bids.
- Enable easy management and updating of core information quickly, and shared easily between suppliers, eSenders and buyers.
- Make public procurement opportunities visible making it easier to search at no cost and set up alerts for tenders of interest for suppliers.
- Allow for procurement noticing throughout the procurement lifecycle.
- Capture procurement data and eventually allow creation of dashboards to analyse that data.

FREE

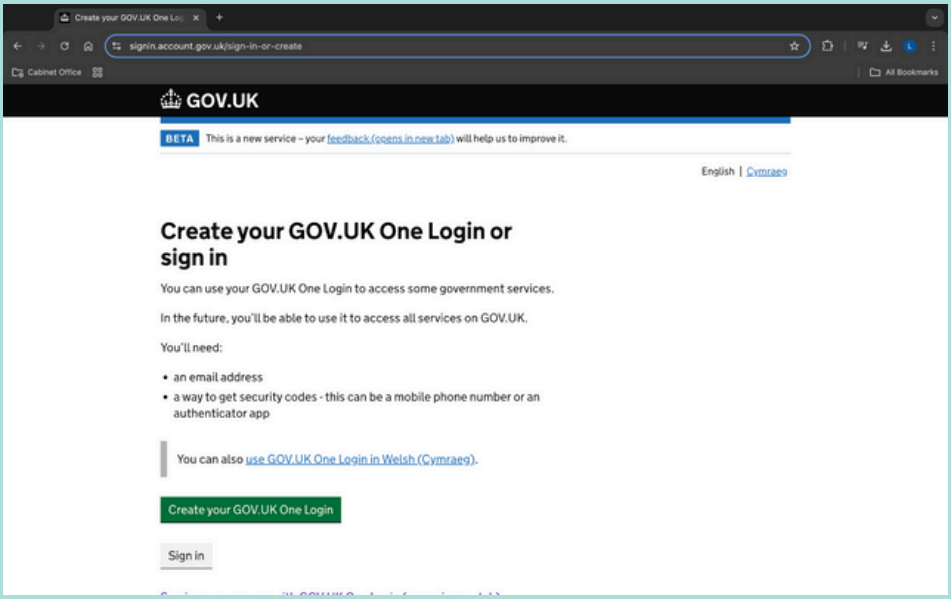
www.gov.uk/find-tender
The central digital platform is free to use for everyone.



Registration in 3 easy steps

Every supplier should assign a single person to initially set up and and register their organisation. This person will be the Administrator and will be able to add and approve other users. The Administrator will also enter and amend all of the details about the organisation.

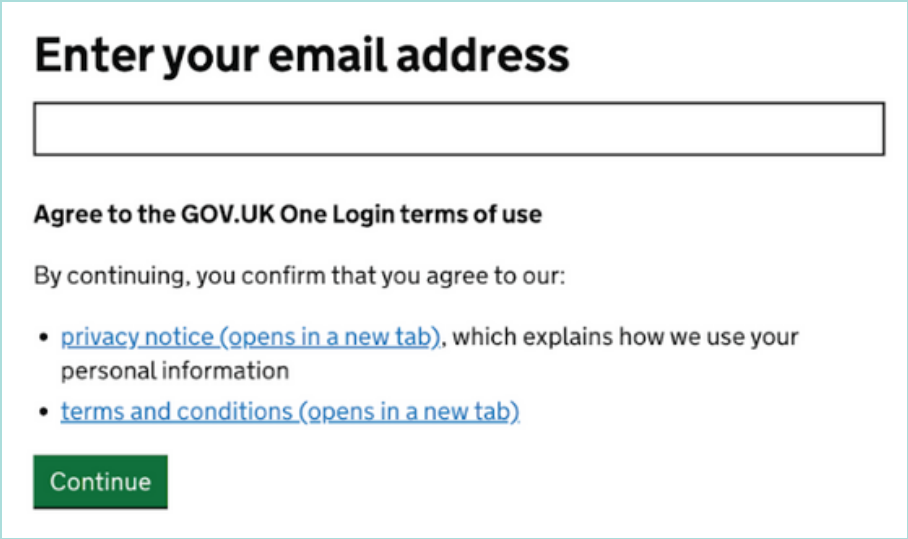
To get started, visit our user registration page and complete the following steps to create an account:



If you already have a GOV.UK One Login account, select 'Sign in' and skip to step 2 or, if you do not have an account, follow the step 1 below to register.

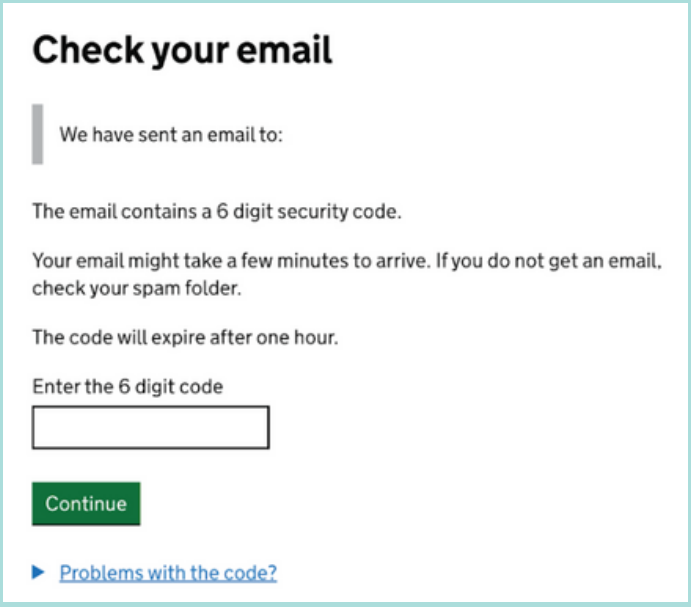
1 STEP ONE: Register for GOV.UK One Login

To register for a GOV.UK One Login account, select 'Create your Gov.UK One Login' which will load the following page:



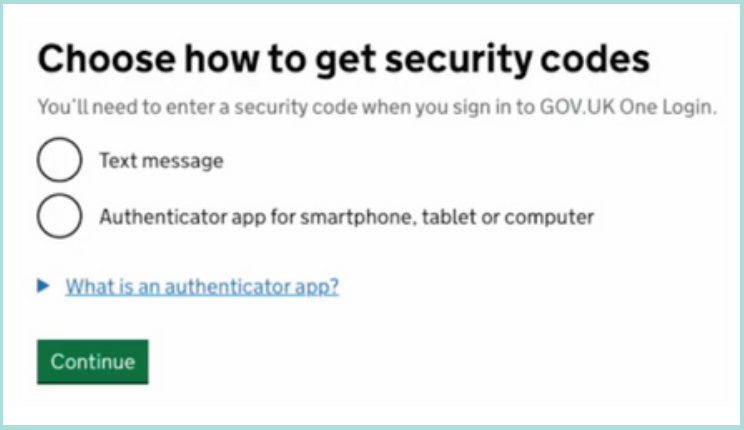
Enter your individual work email address here, then view and agree to the terms of use, and privacy policy.

A code will be sent to your email address. Once you receive the 6 digit security code, enter when prompted on the next screen. Your email might take a few minutes to arrive and you may need to check your spam folder.



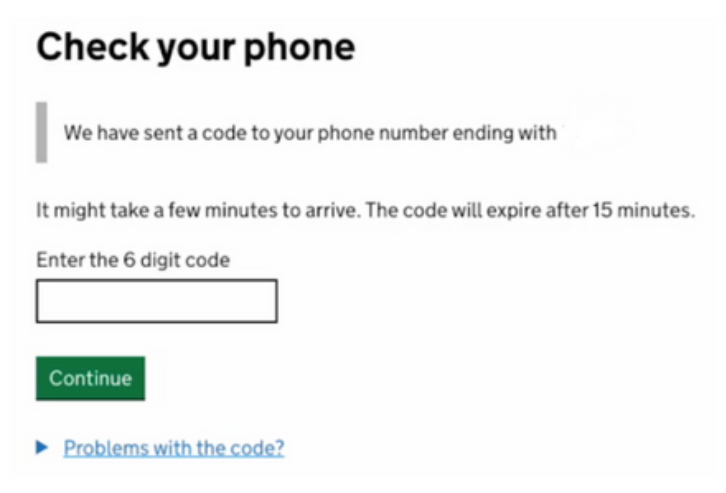
You will then be asked to choose a password.

Next, you will now have to choose how to receive security codes. You can choose from receiving a text message or by an authentication app.

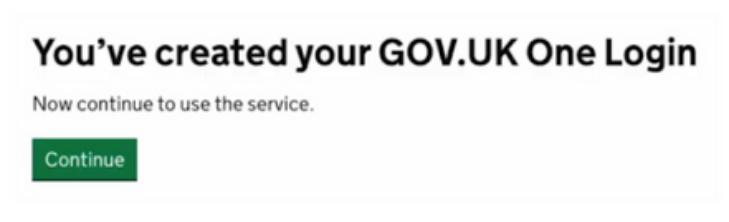


If you selected the text message option, an SMS text message will be sent from GOVUK to your registered mobile phone number with a 6-digit verification code. The code may take a few minutes to arrive and will expire after 15 minutes.

You should enter this code on the next page and continue.

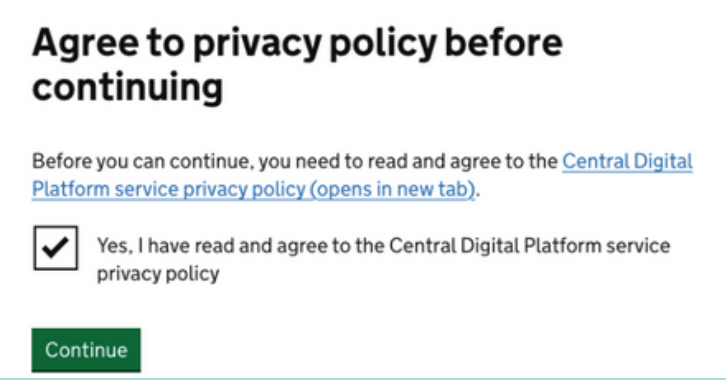


You will have now created a GOV.UK One Login!.

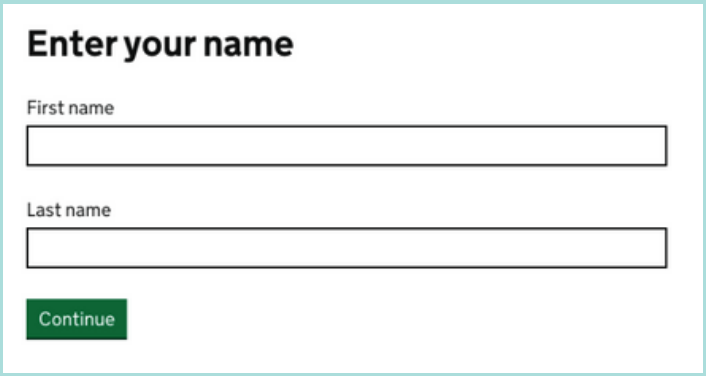


2 STEP TWO: Complete Central Digital Platform Registration

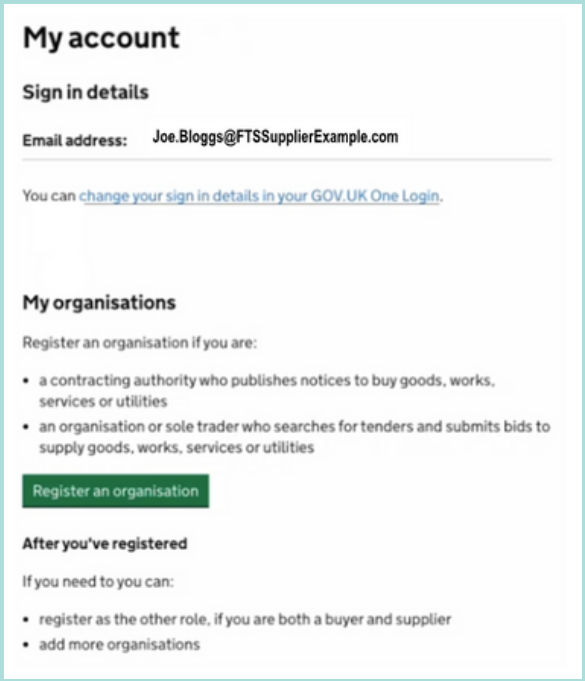
Once you have created your GOV.UK One Login or signed in, you will then proceed to finalise your registration for the Central Digital Platform.
You should now read and agree to the Central Digital Platform service privacy policy.



You will then be asked to enter your first and last name.



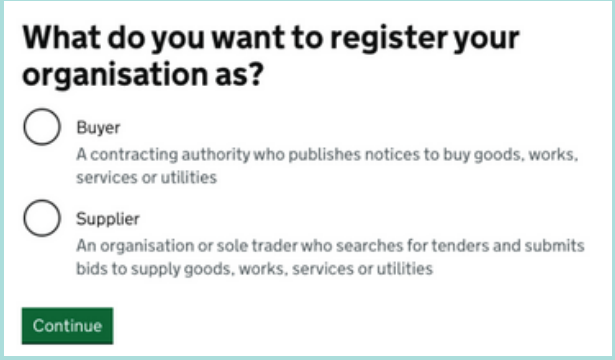
Once you select continue, the following page will load displaying your account details and the option to register an organisation.



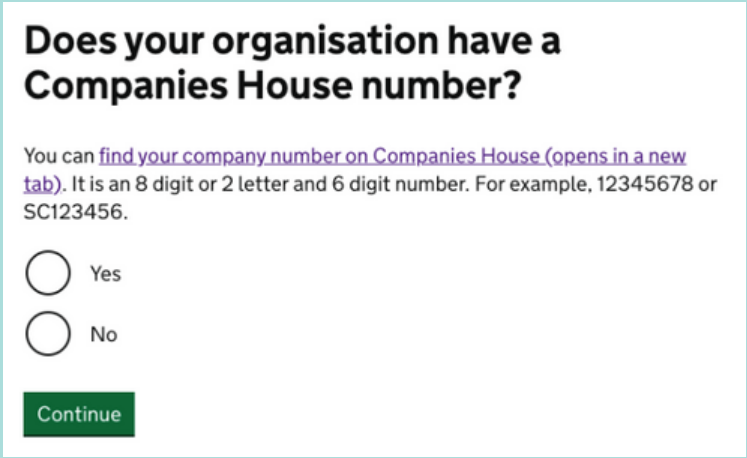
3 STEP THREE: Complete Central Digital Platform Registration

You will need to have to hand the organisation's Companies House number or an equivalent, like a Charity Commission number, and the registered address.
If you do not have a relevant registered account number the platform will assign you one.

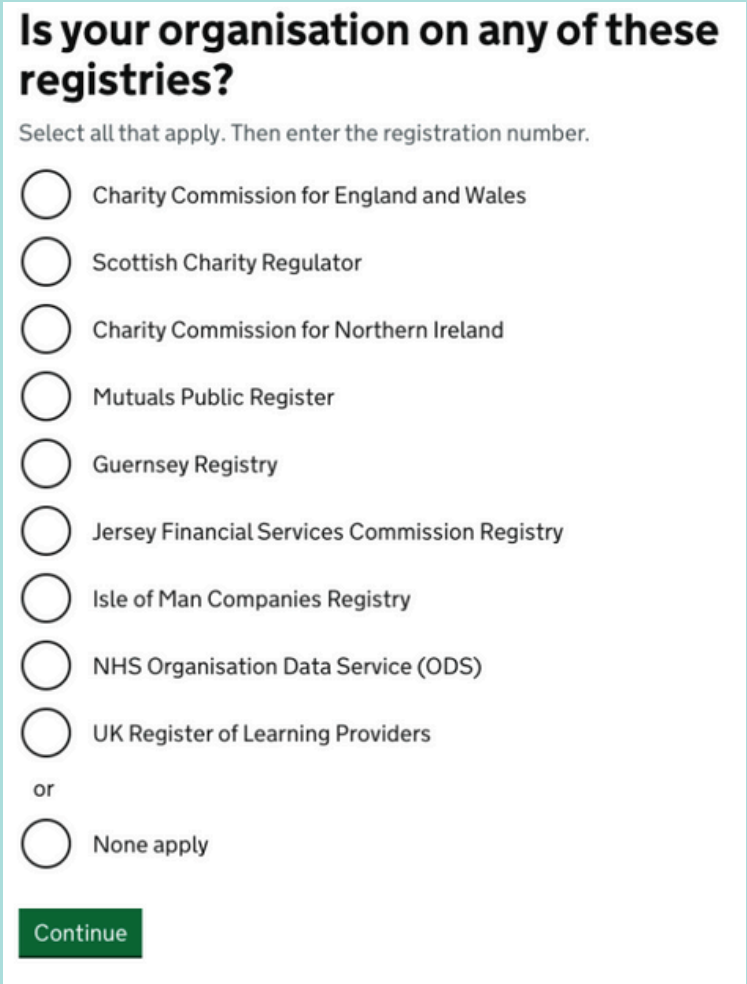
You will first need to select 'Register an organisation' from the 'My account' page as shown above. You will then be asked whether you wish to register as a Buyer or Supplier - select Supplier.



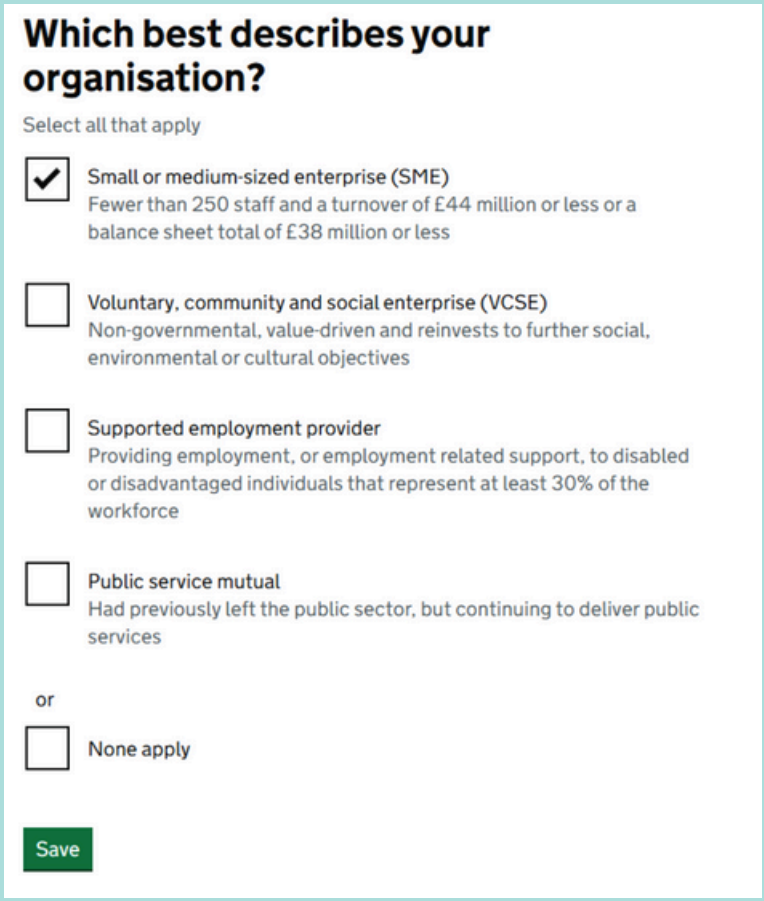
You will now be asked if your organisation has a Companies House number. If you do, you will be prompted to enter one.



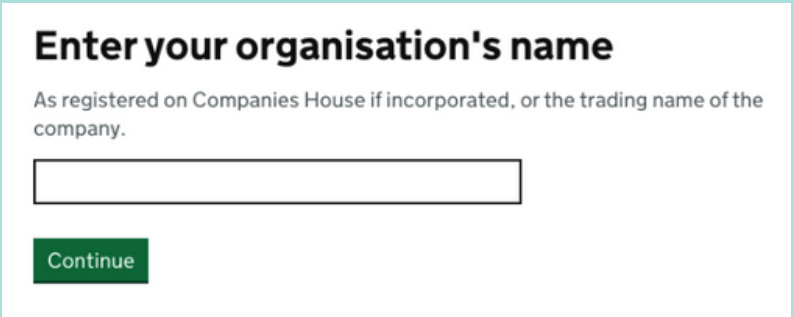
If you do not have a Companies House number, select 'No' and you will be prompted with the below alternative options. If none apply, you will be generated a unique identifier.



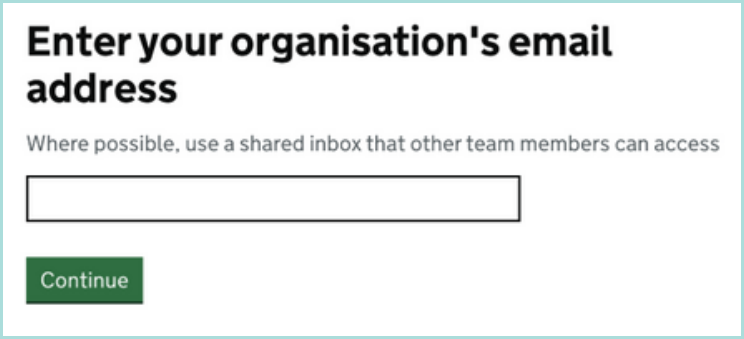
If appropriate, select your SME status



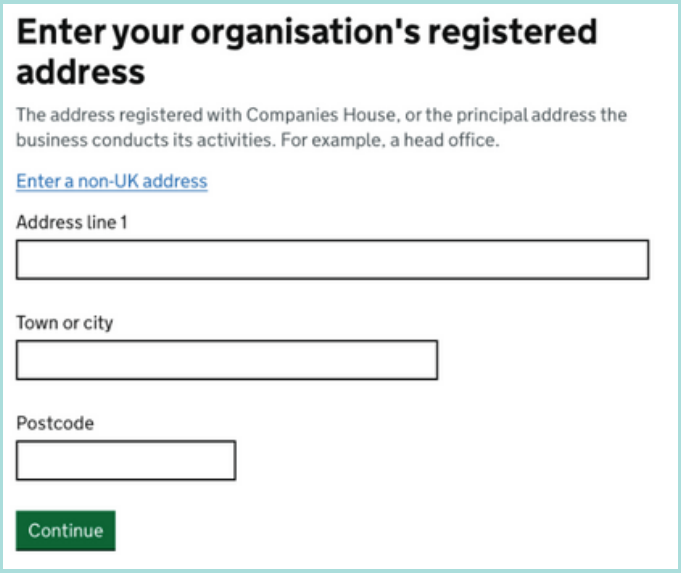
You will now check or enter your organisation's registered name. If you previously entered a Companies House number, this will be automatically populated from Companies House.



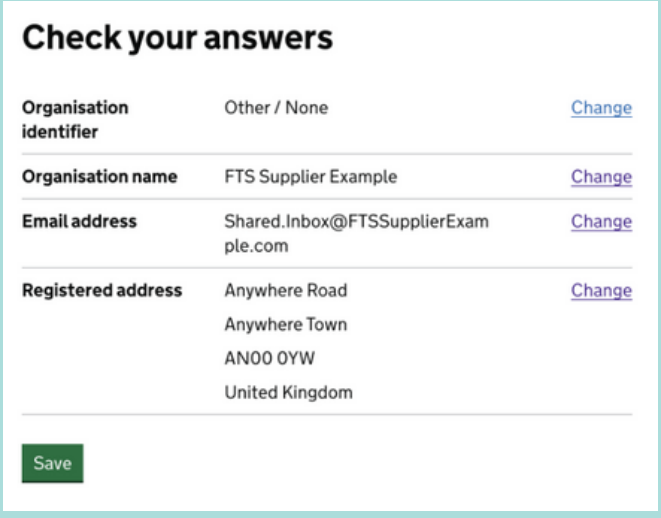
You will now enter your organisation's email address. This should be a shared email that other members of your team can access. When registering, you have the option to retain the notices and save searches on your old account by reregistering with the same email addresses. If you register with a new email address, your old information will not be pulled through.



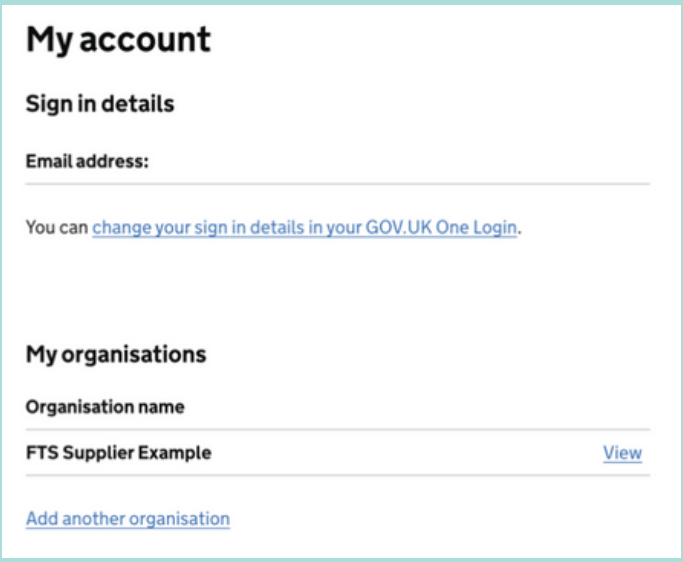
Next, check or enter your organisation's registered address. As before, this will be automatically populated if you entered a Companies House number. You also have the option to enter a non-UK address on this page.

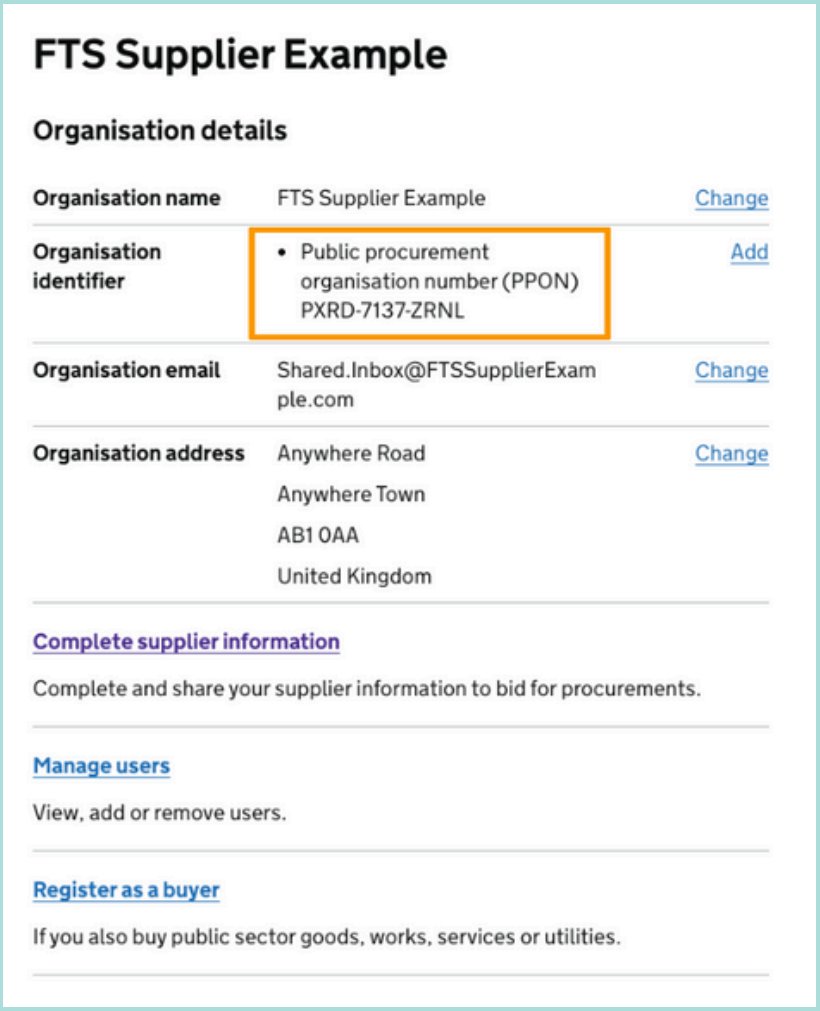


The next screen will allow you to check your answers, and make any necessary changes, before proceeding to select 'save' and completing the registration of your organisation.



Selecting ‘Save’ will load the following page to display your registered organisation.



To see the details of the organisation and find your unique identifier, select ‘View’.

On this page, you will see your organisation’s details, including your identifier as highlighted. Share this unique identifier with the contracting authority before being awarded a contract.