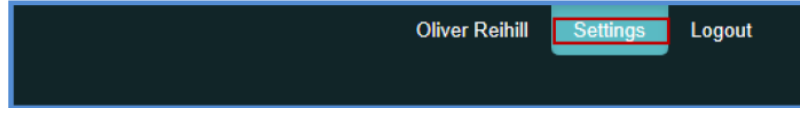


Quick Guide: Community Registration

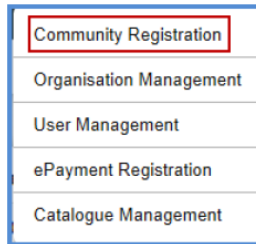
1. Log in to the 'Procserve Commerce Network'.

Note: This will only be available for a Supplier super user.

2. Click on the settings button.



3. Click on 'Community Registration'.

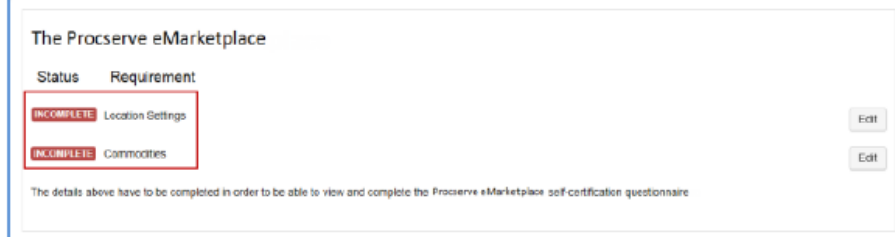


4. Click on the community you wish to join

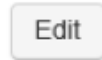
Status	Name	Description	Expiry Date
OPEN	Government eMarketplace	Govt Marketplace description	Register
OPEN	OPEN	Open marketplace	Register
REGISTERED	Zanzibar	Zanzibar marketplace	Already Registered
REGISTERED	xchangeWales	xChangeWales marketplace	Already Registered
REGISTERED	xchangeWales eTrading For Schools	xChangeSchools marketplace	Already Registered

5. For a community that requires additional information, the below screen will be displayed.

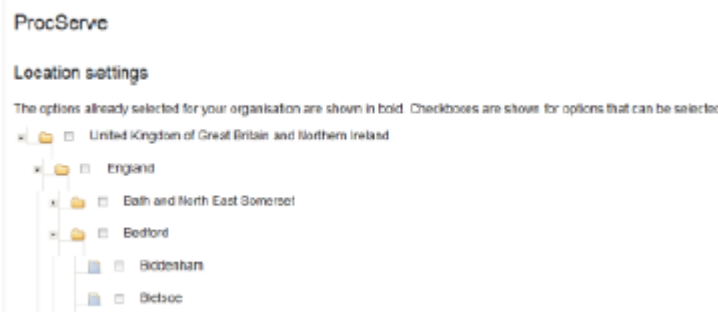
Note: Should a required field need



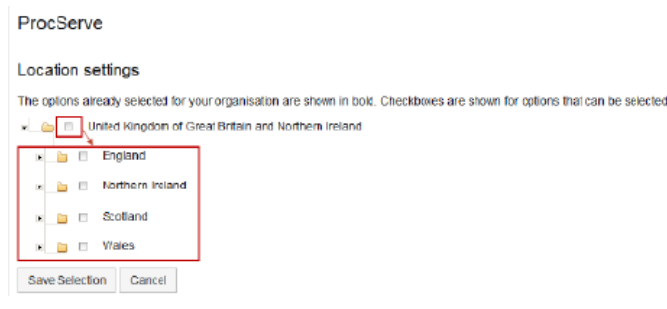
6. Select 'edit' button.



7. The below page allows you to drill down to the location which you require.



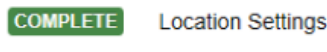
Tip: By selecting the parent value 'Advertising Distribution' the child values are all selected.



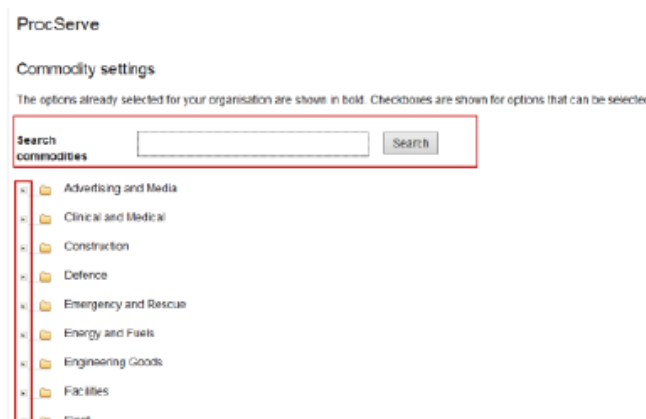
8. Click on 'Save Selection' button.



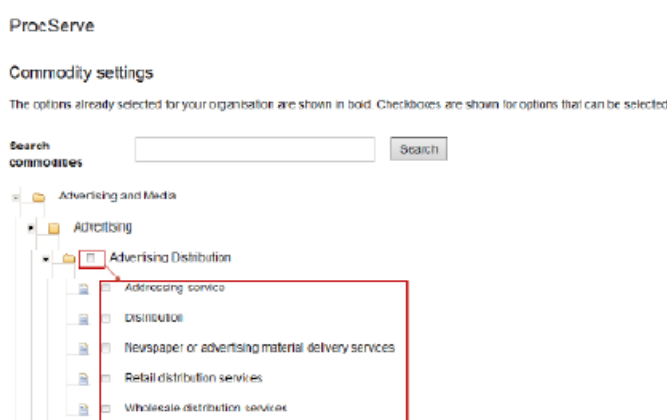
9. The Status is now changed from 'INCOMPLETE' to 'COMPLETE'



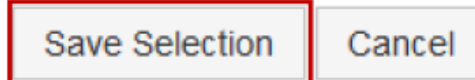
10. Repeat the process for 'Commodities'



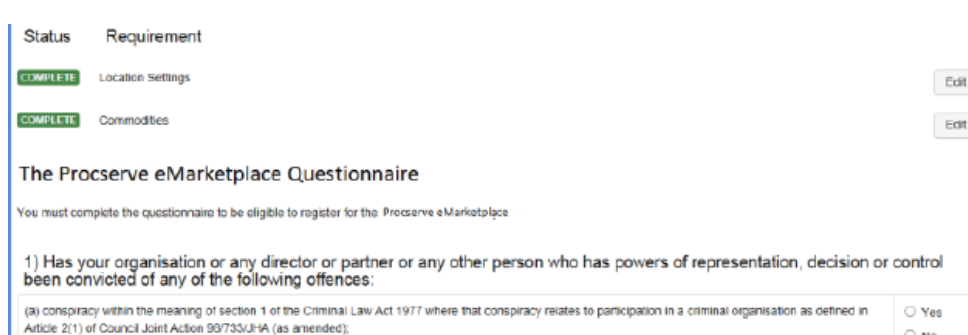
Tip: By selecting the parent value 'Advertising Distribution' the child values are all selected.



11. Click on 'Save Selection' button.



12. Complete the questionnaire



Note: If you are not able to meet the communities requirements, then you will not be eligible to register for the Community. You can repeat the process.

We are unable to complete your request. You have not answered all the questions, please try again

13. You are now registered for the Community and you will be registered for the period of time configured within the community set up

Status	Name	Description	Expiry Date
OPEN	ACPO Police Procurement Hub	A community of all 43 Police Forces in England and Wales and their suppliers	Register
REGISTERED	Department for Transport	A community for the Department for Transport, its executive organisations and suppliers	Already Registered
OPEN	Government eMarketplace	A community of cloud based UK Public Sector buyers and their suppliers	Register
REGISTERED	Procserve	The parent community for the Procserve Commerce Network. All suppliers belong to this community by	Already Registered

Note: You can 'Renew Membership' and that period of time will be renewed for the length of time configured within the community

Community Renewal Notifications

Description	Procserve Commerce Hub Notification
The registration reminder period is also defined individually for each community.	REGISTERED
5 days before expiry you will be redirected on login to the 'Community Registration' page.	OPEN
If your 'membership expires you will receive an email informing you that you will need to renew your membership.	EXPIRED

Note: If you attempt to renew membership before your current membership expires and you fail to meet the community set requirements, then you will be automatically removed from the community.

We are unable to complete your request. The responses you have provided no longer entitle your organisation to be a member of the Government eMarketplace community and your membership has been revoked. Your organisation is however still registered on the Procserve Commerce Network and buyers without the compliance requirements of the Government eMarketplace community will still be able to trade with your organisation

Need more help?

If you have any problems or queries please contact our Service Desk

English: 0845 603 2885
International - 0845 604 2328
support@procserve.com