

## **Cabinet Office – Find a Tender, Central Digital Platform (CDP)**

### **PPON and Share Code FAQs**

#### **Why do I need a PPON and Share Code?**

From 24<sup>th</sup> February 2025 suppliers bidding for above threshold competitions in Northern Ireland, are required to have registered on the Central Digital Platform (CDP). Upon registering on the CDP, suppliers are provided with a Public Procurement Organisation Number (PPON).

When submitting a tender on eTendersNI, suppliers must provide their PPON and a Share Code. Failure to provide these at the time of tendering may result in the tender proposal being rejected.

#### **What is the Cabinet Office – Find a Tender, Central Digital Platform (CDP)?**

[Find a Tender, the central digital platform](#) (CDP), hosted by the Cabinet Office, is an online portal where all UK contracting authorities publish information relating to procurement. It is also the place where identifiers are recorded and/or issued, and for suppliers to input their commonly used information. It is a fully integrated digital platform where noticing, sign-in and registration, supplier information all work together to support public sector procurement.

It is the place for suppliers to find out what opportunities are coming along that they might wish to bid for, as well as details on contracts that have been let, how contracts are being changed and other useful information. Additionally, suppliers register, input and then share their commonly used information as part of the procurement process.

As the Find a Tender, CDP is hosted by the Cabinet Office, neither Central Procurement Directorate (CPD) nor the eTendersNI Helpdesk are able to advise suppliers should they have any questions.

#### **What is a PPON?**

A PPON is an organisation's Public Procurement Organisation Number. This is the unique identifier for an organisation and is provided by the Cabinet Office once a Supplier has registered on the Find a Tender, CDP.

#### **Where do I obtain a PPON?**

To obtain a PPON, suppliers must be registered on the Central Digital Platform (CDP). Registration can be completed via <https://www.find-tender.service.gov.uk/>

## **What is a Share Code?**

A share code is a code that provides supplier information to Contracting Authorities without suppliers having to constantly complete the same information for individual tendering competitions. This information includes:

- Basic Information,
- Connected Persons,
- Qualifications,
- Trade Assurances,
- Exclusions, and
- Financial Information

Once this supplier information has been completed, it is ready for checking and declaring that it is accurate.

## **How do I generate my Share Code?**

Once the Supplier Information has been completed on Find a Tender CDP, select 'Share my information' to begin the information sharing process, then "Create a share code".

Suppliers will be requested to share information to eTendersNI as part of the tender submission either by providing the share code number and/or by downloading the share code information and providing it as a file attachment.

Every Contracting Authority is responsible for the specific questions and information required for their tender competitions. Therefore, please carefully review the requirements within each individual Call for Tender (CfT).

## **The details previously provided in my Share Code information have changed, what do I do?**

If your supplier information changes, you can update it at any time. However, you will then need to create a new Share Code to provide the most up to date information.

Suppliers are responsible for ensuring that all information, including Exclusion information, provided by them in the CDP remains complete, accurate and up-to-date when sharing as part of a tender competition.

## **I still need help/support, who do I contact?**

Unfortunately, as the Find a Tender, CDP is hosted by the Cabinet Office, neither Central Procurement Directorate nor the eTendersNI Helpdesk can advise suppliers should they have any questions. However, the Cabinet Office can be contacted directly using the following link

[Contact us - Find a Tender - GOV.UK](#)

## **Where can I get more information?**

[Information and guidance for suppliers - GOV.UK](#)

[2025-02-19 ACT NOW Suppliers' user guide: How To Register Your Organisation FINAL.docx](#)

[2025-02-19 ACT NOW Suppliers' user guide: Completing Supplier Information FINAL](#)

[2025-02-19 ACT NOW How To Use the Central Digital Platform - a short guide for everyoneFINAL.docx](#)