

Guide to setting up a user account on Amgros' Tendering page

How to set up a user account on Amgros' Supplier and Procurement website

<https://levportal.amgros.dk/Sider/Default.aspx>

The text box 'Brugeroprettelse' (create a user account) is used to set-up a user account on the site.



It is necessary to be registered with a user account (email login) to submit tenders. If you wish to create an account, please fill in the form shown below in the screen dump.



The procedure is the same regardless whether it is a Danish or foreign registered company that wishes to submit tenders via Amgros' procurement system. Foreign companies should fill in the field 'CVR' with 99999999.

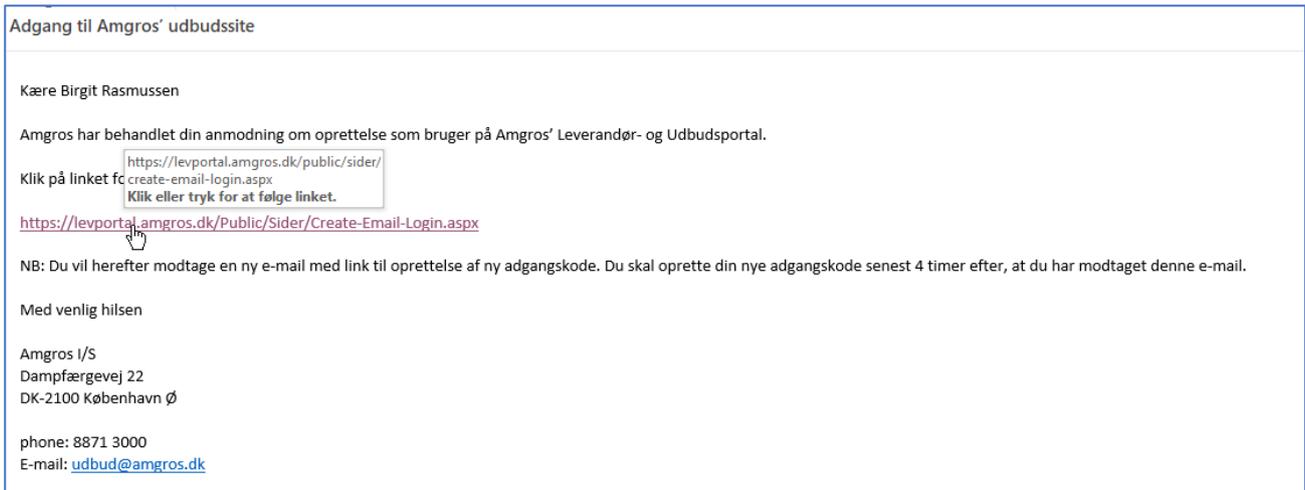
It is the company that decides who creates a user account to submit tenders on behalf of the company.

- **When the form is completed, press the key "Send forespørgsel" ("send request"). The inquiry will subsequently be processed by Amgros I/S.**

On receipt of the inquiry Amgros will send an access link to the user, who will have to activate the access. The user account (email login) to the system is not working until the access has been activated.

- 💡 **Please note that submission of tenders will be on behalf of the company (i.e. the legal entity with the CVR number stated), which is listed under "Firmaoplysninger" (Company information) and that framework agreements will be entered into with this legal entity. Declarations according to section 4.4 in the general tender conditions must be made for this tenderer (i.e. the same legal entity with the CVR number stated).**

1. You will receive an email with a link. Press the link and you will receive the next email.



2. Fill in the box with your email address and press the key 'Send'



3. You are informed that the action is completed and that you will receive a new email with instructions in a few minutes.



4. Press the link below to activate your new password. Enter your password (of your own choice) in the two boxes and press the key 'Send'

Udbudssystemet (DRIFT) <udbud@amgros.dk> ✔ Birgit Rasmussen

Password reset information

Kære Birgit Rasmussen,

- Du har ønsket at oprette nyt e-mail login,
- du vil ændre din adgangskode, eller
- du har glemt din adgangskode.

Tryk på linket nedenfor for at aktivere et nyt password:

<https://levportal.amgros.dk/Public/Sider/ChangePassword.aspx?PasswordId=393FDF192CD45A4A8B0905A404F11C64>

Hvis du ikke har bestilt ovenstående skal du se bort fra denne mail.

NB: Du skal oprette din nye adgangskode senest 4 timer efter, at du har modtaget denne e-mail.

Med venlig hilsen

Amgros I/S
Dampfærgevej 22
DK-2100 København Ø

phone: 8871 3000
E-mail: udbud@amgros.dk

AMGROS

Forside Udbud og Bagatelkøb Hjælp og Support

Ændre Adgangskode

Adgangskode:
●●●●●●●●

Gentag Adgangskode:
●●●●●●●●

Send

5. Press the key 'Login' in top right corner of the page and fill in your email address and password and press the key 'Log ind!'.

Login

Søg på dette we

Log ind med e-mail

E-mail:

Password:

[Skift/Reset adgangskode](#)
[Glemt adgangskode](#)

Log ind!

In case of problems, please contact udbud@amgros.dk