



Sell2Wales

Contract Award notice to non-registered suppliers

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Introduction

The Sell2Wales system allows Buyer users to award Contract Notices to suppliers that are not registered on the portal. The option is not available as standard and can be given to the user once it has gone through the approval process.

The option needs to be used in exceptional circumstances and should not be used for routinely issued contract award notices.

The permission to award contracts to non-registered suppliers is only given for the duration of 5 working days and is then removed from your profile.

How to get an access to a Non-registered supplier award option.

If a user is looking to get a permission to create contract award notices to non-registered suppliers, the user has to go through the following approval process:

- 1) Contact the Controller user in the authority and request the permission to be granted to them.
- 2) The authority controller user to send an e-mail to [Sell2Wales Customer Support Team](#) and request the permission to be granted to the user. The controller needs to e-mail the name and the e-mail address of the user who will need the permission.

Customer Support Team will then give the permission that is removed 5 working days after it was granted.

How to use Non-registered supplier award option.

Once the permission has been granted, a buyer will be able to see **Manual Supplier entry** option available in the Award of contract section of the notice.

The user will need to click on **Add** button in order to create an entry for the supplier who has been awarded the contract.



Section V: Award of contract

Please add one award for each contract or lot. The successful bidder(s) should be added when you have added all your awards.

* Required information. Go to question:

Added awards

If you want to edit or delete an award that you have added, please select the **Edit** option for that award.

Title	Ref	Awarded	Awarded Group	Action	Status
dsufsiy	n/a	Yes	No	Edit	OK

Suppliers

You have not yet entered details of any bidders.

Manual supplier entry

Click **Add** to manually enter successful bidders details to your list:

Supplier Search

Alternatively, you can **Search** for suppliers below:

Supplier Name: Postcode: e.g EH4 DUNS Number:

or

Please make sure you provide Organisation name, Address, telephone number of the organisation you are awarding this contract to.



* Required information. Go to question: **Section V: Award of contract** **Go**

*** Contract/Ref**
Contract/Ref: **dsufsiy** **Add**
Please select the contract(s)/lot(s) awarded to this supplier.

V.2.3) Name and address

*** Organisation:**
National Reg No:
Address:
*** Town:**
Postal Code:
Country: **United Kingdom (GB)**
Telephone:
Email Address:
Fax:

Please select the appropriate NUTS location.
*** Location:**
Please select

Internet address (URL):

*** Is the contractor an SME?:**
 yes
 no

Add Supplier **Cancel**

After 5 working days your permission to add a non-registered supplier will be removed, you will not be able to add a new non-registered supplier anymore. However, if you have created a record for a supplier, you will be able to edit it at any time.



Section V: Award of contract
Please add one award for each contract or lot. The successful bidder(s) should be added when you have added all your awards.

* Required information. Go to question:

Added awards
If you want to edit or delete an award that you have added, please select the **Edit** option for that award.

Title	Ref	Awarded	Awarded Group	Action	Status
Christmas trees	n/a	Yes	No	Edit	OK

Suppliers

Supplier Name	Ref	Action	Status
Smith limited	n/a	Edit Delete	OK

Supplier Search
Alternatively, you can **Search** for suppliers below:

Supplier Name: Postcode: e.g EH4 DUNS Number:

If you do have any questions, please [contact](#) SellWales Customer Support Team.

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