



## **Sell2Wales**

### **Supplier User Guide – My Profile**

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Once you have registered on Sell2Wales, make sure you complete both your Public Profile and your Alerts Profile.

## What is My Profile?

Every supplier has a section within the Sell2Wales portal, where they can talk about their own company, what it does and what goods or services it can provide. This information is used to represent a supplier to a buyer through a section called **Supplier Finder**, where a buyer can source suppliers registered on Sell2Wales.

## Organisation Details section

The **Organisation Details** section contains all the information about your company, your contact details, which includes your company statistics (turnover and employee range), whether you are Third Sector or not and your NUTS code (Nomenclature of territorial units for statistics).

**NUTS Code (Nomenclature of territorial units for statistics)**

Please select the appropriate NUTS location.

\* Location:

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**Company Statistics**

NOTE: This information is only for statistical purposes and will not be made available to any 3rd parties.

\* Employee Range:

\* Turnover Range:

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**Third Sector**

Please indicate if your company is a third sector organisation.

If the answer is Yes, please tick the box and select the **Update** button to show additional options:  **Update**

**Save settings** **Cancel**

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## Public Profile

### What is Supplier Finder?

**Supplier Finder** is the supplier sourcing directory for the Welsh Public Sector buyers.

Buyers use the information provided by a supplier in their Public Profile to source suppliers for low value/low risk quotations. They may also use the information to analyse particular supply markets.

### What is the difference between Supplier Finder and Public Profile?

The Supplier Finder tool is displayed as a buyer option where a buyer can find potential suppliers based on the information provided in their Public Profile.

Public Profile is the tool available where a supplier can add information about the company, services/products it provides and the region it would like to supply them to.

### How does Public Profile work?

If you want to be included in the Supplier Finder directory you must create a Public Profile by filling in a short form and (optionally) uploading your company logo/web site address.

Buyers can then use various parameters to search the Supplier Finder directory within Sell2Wales, to find suppliers that match their requirements

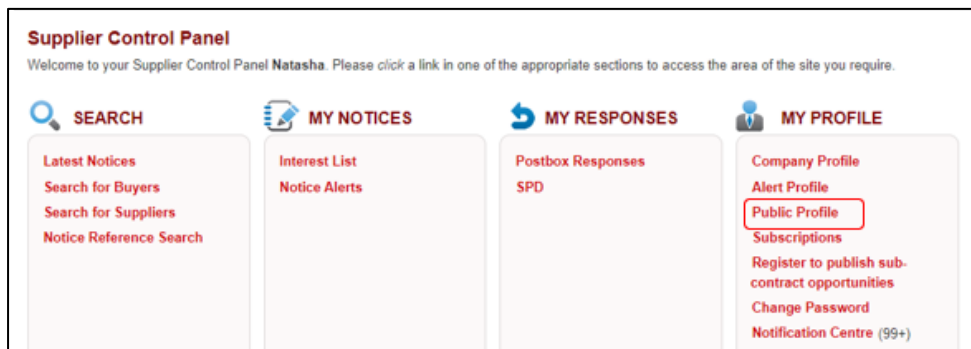
### Can I have more than one Public Profile?

While you can only have one Public Profile associated with your individual registration, additional colleagues within your organisation may also register on Sell2Wales and set up further separate profiles. This may be useful if colleagues within your organisation deal with different areas of work or in different locations.

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### How do I complete my Public Profile?

Your **Public Profile** can be found in your **Supplier Control Panel** under the heading **My Profile**.



When entering your Public Profile details you may wish to regularly save your work by clicking the Save settings button.

If you haven't entered any details within the last 20 minutes the website will log you out for security purposes and any text you have entered may be lost.

To avoid a loss of text you may, for example, pre-prepare your information in a word document before completing the form.

After you have published your Public Profile, you can make future changes by simply revisiting your Public Profile, editing the relevant fields and clicking the Save settings button.

**Public Profile**

Profile status:  Visible  Hidden

\* Company Name:

Email Address:

Website:

\* Phone:

\* Address:

\* Town/City:

\* Postcode:

**Company name** – Enter the name of your company as you want it to appear in the directory. The company name provided is searchable by the buyer.

**Email address** – Enter the email address as you want it to appear in the directory. The email address provided here is for display on your profile and



for buyers to contact you with enquiries outside of the Sell2Wales system. **Please note that if your registration is selected for a Quick Quote it will be your registered email address that is used to send the invitation.**

**Website (optional)** – Enter the address of your company website as you want it to appear in the directory. This will be converted into a hyperlink when your profile is displayed, allowing the buyer to visit your site for more information on your company.

**Address** - Enter the address of your company as you want it to appear in the directory. Enter the postcode for the above address. The post code is also searchable by the buyer.

**Regions** – Select the region(s) within Wales in which your company wishes to conduct business. Buyers can also search for suppliers within regions. To select a region, please select a box near the region you would like to add to your profile.

**Regions**

\* Please select the geographic regions in which you are willing to work. Buyers will be able to search for suppliers based on the areas selected for the possibility of Contract opportunities.

- Blaenau Gwent
- Bridgend
- Caerphilly
- Cardiff
- Carmarthenshire
- Ceredigion
- Conwy
- Denbighshire
- Flintshire
- Gwynedd
- Isle of Anglesey

**Company Description** – Enter a description about your company with regards to the goods and services you provide. This description is not searchable by the buyer but is displayed on your **Public Profile** for their information. You can enter a maximum of 4000 characters.

**Keywords** – You can enter up to 6 keywords which describe the products or services you provide that the buyer can search. You do not need to enter all 6. You can insert 50 characters in each box and if required use more than one word in each box. The search mechanism will find the beginning of every word you insert. For instance if the buyer was to search for 'plumb' your




profile would be found if it had the entries 'plumbing', 'plumbers' or 'all types of plumbing'.

Keywords	
Keyword 1 valve	Keyword 2
Keyword 3 milk	Keyword 4
Keyword 5	Keyword 6

Keywords are displayed on your **Public Profile**.

**Logo (optional)** – You can upload a company logo to appear on your Public Profile. Logos must be an image e.g. JPEG, Gif, Bmp and have a max file size of 0.5Mb. To upload your logo click on the 'Browse...' link.

**Company logo**



If you would like to add or replace your company logo, click *Choose File* and select a file, then click the *Save Image* button. To remove the selected image, click the *Remove* button.

Logos must be an image e.g. JPEG, Gif, Bmp and have a max file size of 0.5Mb

This will open up the file directory of your computer where you can browse for your logo. Select the logo so that its file extension appears in the Upload Logo box and click **Add**. You will see a progress bar informing of the status of the upload.

Once your logo is successfully uploaded you will be returned to your Public Profile details page to complete and save your profile.



**I am an SME (optional)** – Suppliers can also define themselves as an SME. For the purposes of your Public Profile an SME is defined as an organisation with less than 250 employees.

I am an SME:

An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.

You are now ready to save your Public Profile and enter it into the Supplier Finder directory for buyers to find. To do so scroll down to the bottom of the page and click **Save settings**.

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## Public Profiles FAQs

### What is the difference between Visible and Hidden?

If you do not want your **Public Profile** to be visible through the Supplier Finder tool, please select the **Hidden** option.

### Company Settings

Organisation DetailsCommunication DetailsPublic Profile

You are requested to complete / update the following information regard

\* Required information

Public Profile

Profile status:  Visible  Hidden

### Can I amend my Public Profile once I have completed it?

Yes, you can amend your Public Profile at any time by following the same steps as taken when you completed it for the first time.

### Can I partially save my Public Profile?

You will have to complete all the mandatory information in your Public Profile, which will be published instantly. You don't have to update your Alert Profile and this can be done at a later stage.



## How long does it take for my Public Profile to appear in the directory?

Your Public Profile will appear in the Supplier Finder tool instantly.

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## What is an Alert Profile

Your alerts profile will allow you to receive email alerts for contract opportunities that are relevant to your business ensuring you make the most out of the opportunities on Sell2Wales.

The first section of the alerts profile will require you to enter product categories that are relevant to your business. This will narrow the contract opportunities being shown, only showing contract opportunities that are relevant to you.

The second section will ask you for geographical locations, this will be used to filter contract opportunities by geographic area, only showing contracts where you are willing to work.

An Alert Profile forms an important part of your company's profile , if correctly set, you will receive notifications of notices that might be of interest to you.

When a buyer creates a notice on Sell2Wales, he/she will need to add a product/services code called CPV (Common Procurement Vocabulary) code to this notice.

CPV codes are a system of classification for public procurement which uses standardised vocabulary to help procurement personnel classify their contract notices consistently and to make it easier for suppliers and contracting authorities to find notices.

The code represents the actual product/service the buyer is looking to procure. Your Alert Profile will pick all the notices with the codes you have selected and will notify you of these opportunities. This happens on daily through an e-mail alert which will list all these opportunities in it.

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## How to set up an Alert profile?

Your **Alerts Profile** can be found in your **Supplier Control Panel** under the heading **My Profile**.





**Supplier Control Panel**  
Welcome to your Supplier Control Panel **Natasha**. Please click a link in one of the appropriate sections to access the area of the site you require.

 <b>SEARCH</b>	 <b>MY NOTICES</b>	 <b>MY RESPONSES</b>	 <b>MY PROFILE</b>
<ul style="list-style-type: none"><li>Latest Notices</li><li>Search for Buyers</li><li>Search for Suppliers</li><li>Notice Reference Search</li></ul>	<ul style="list-style-type: none"><li>Interest List</li><li>Notice Alerts</li></ul>	<ul style="list-style-type: none"><li>Postbox Responses</li><li>SPD</li></ul>	<ul style="list-style-type: none"><li>Company Profile</li><li><b>Alert Profile</b></li><li>Public Profile</li><li>Subscriptions</li><li>Register to publish sub-contract opportunities</li><li>Change Password</li><li>Notification Centre (99+)</li></ul>

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## Alert Categories

You can search and add all the relevant alert categories here, by either using Search by word option or simply by looking through the list and ticking the boxes against categories you are looking for.

Once you are happy with the selection, please click on Add selected categories to add the categories to your Alert profile. The Categories will be added to the list called Selected Categories where you can remove them at a later date if required.



**Company Settings**

Organisation Details | Communication Details | Public Profile | **Alert Profile** | Other Registrations | Subscriptions

You are requested to complete / update the following information regarding your Alert Preferences:

Alert Categories | Geographical Locations

To maximise your potential opportunities through the alert emails please ensure you select all relevant alert categories. Use your service or product key terms in the "Search by word" tool to assist in finding appropriate categories.

Find / Add Alert Categories

Search by word

- Agriculture and Food
  - Agricultural, farming, fishing, forestry and related products
  - Food, beverages, tobacco and related products
  - Agricultural, forestry, horticultural, aquacultural and apicultural services
- Computer and Related Services
  - Office and computing machinery, equipment and supplies except furniture and software packages
  - Software package and information systems
  - IT services: consulting, software development, internet and support
- Construction and Real Estate
  - Construction work
  - Real estate services
  - Architectural, construction, engineering and inspection services

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## Geographical Locations

Once you have set up Alert Categories, you need to visit the section called Geographical Locations to set the region you would like to supply to.

Once you are finished, please click on Save settings button to save your changes.



**Company Settings**

Organisation Details   Communication Details   Public Profile   **Alert Profile**   Other Registrations   Subscriptions

You are requested to complete / update the following information regarding your Alert Preferences:

Alert Categories   **Geographical Locations**

To maximise your potential opportunities through the alert emails please ensure you select all relevant geographical locations that you are willing to work in, Contract opportunity locations may be region specific.

**Select Geographical Locations**

- UK - All
  - WALES
    - East Wales
      - Cardiff and Vale of Glamorgan
      - Flintshire and Wrexham
      - Monmouthshire and Newport
      - Powys
    - West Wales and The Valleys
      - Bridgend and Neath Port Talbot
      - Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)
      - Conwy and Denbighshire
      - Gwent Valleys (Torfaen, Blaenau Gwent, Caerphilly)
      - Gwynedd
      - Isle of Anglesey
      - South West Wales (Carmarthenshire, Pembrokeshire, Ceredigion)
      - Swansea

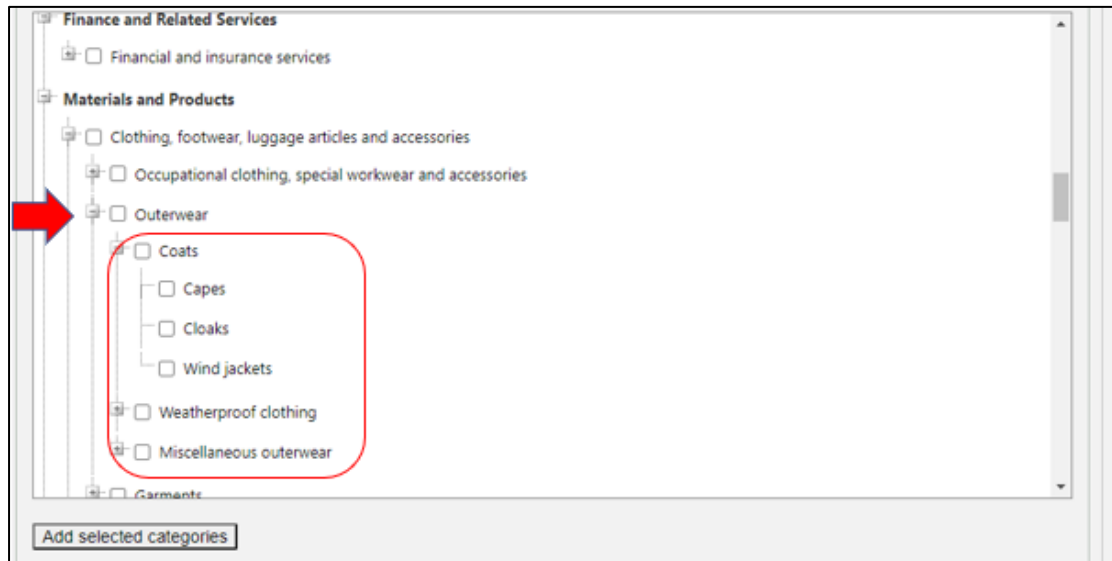
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## How does an Alert Profile work?

Once you have set up your Alert Profile, you will start receiving regular notification e-mails of the opportunities that might be of interest to you.

The service will notify you if a notice has not only the exact category match, but also if the related categories have been selected by the buyer.

For Example. If your Alert Profile has got Outerwear selected as a category, you will also be notified of any notices that will have categories Coats, Weatherproof clothing and Miscellaneous outwear including their subcategories.



## Subscription section

This section allows you to manage and view your current Sell2Wales subscriptions. These include General Site Access subscription and Notice Alerts Service.

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## Notification Centre

If you would like to check the alerts sent to your e-mail address, you can visit this section and view the full list including the subject of the alert.

Please note, all notifications are automatically deleted 6 months after the date they were sent.

## Further information

If you have any queries about bilingual notice publication please contact the Sell2Wales support team on 0800 222 9004 or [help@sell2wales.gov.wales](mailto:help@sell2wales.gov.wales).