

SUPPLIER USER GUIDE

Profile Manager



TENDER MANAGEMENT • SUPPLIER MANAGEMENT • CONTRACT MANAGER • eAUCTIONS

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Profile Management

What is Select?

Select is a platform to store your company's pre-qualification information in the form of a Supplier Profile. The standardised and simplified online form has been designed to make it easier for you to tender for contract opportunities. Public sector buyers have access to the Select database and can search for suppliers online, based on the information saved within their profile.

Your Supplier Profile

Your Supplier Profile is used to house your pre-qualification information online and can be published onto the Select database.

You will be asked simple questions that are frequently used by public sector buyers to help assess your firm's suitability for contracts that they issue. Once you have filled in the details, you can then publish your profile on to the Select database where it is then visible to registered public sector buyers.

Profile Status

There are 3 statuses your profile can have within the Select database.

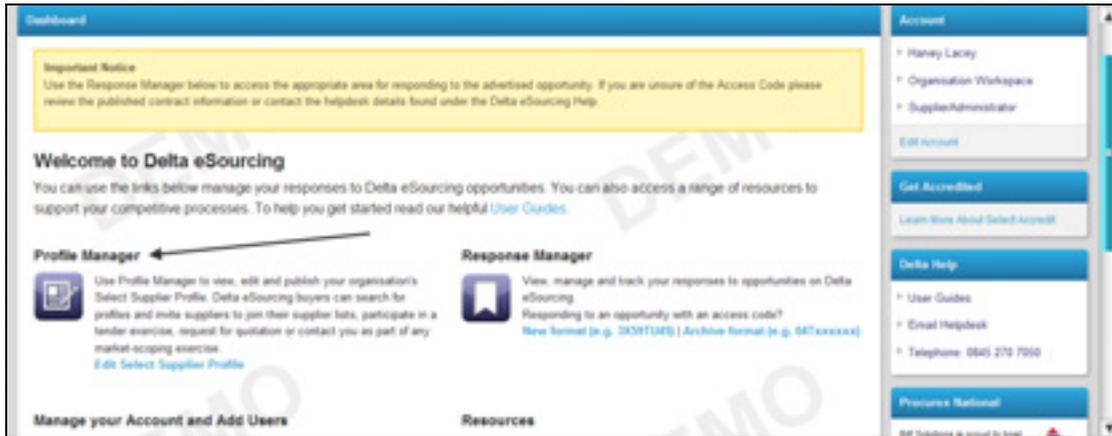
Registered  means your company has registered on the Delta eSourcing website but no information has been published to the database.

Certified  means that you have self certified that your profile information is accurate and is published onto the database.

Accredit  means that you have elected for third party verification on your company profile. You will be recognised as being accredited for all related contracts pan public sector. Using the information in your Select supplier profile, Select Accredited provides your organisation with a competitive advantage when going for tenders.

Updating your Profile

Click the *Profile Manager* within your dashboard



There are several sections for completion to help promote the products and/or services you can provide. Mandatory fields will be marked with a required tag **REQUIRED**. As you work through your profile you should note that each section will require your confirmation that the information you have provided is correct to the best of your knowledge.

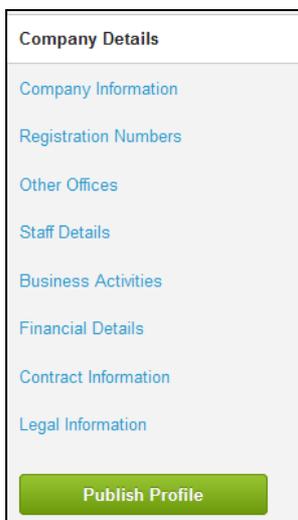
Company Details - Confirmation

I confirm I am happy with the information provided on this page, which will be viewable by the buying community once the profile is published. **REQUIRED** ?

I confirm

These confirmations are mandatory and must be ticked in order for your profile to be published.

To move through the sections of your profile select the section name at the right hand side of the page



Alternatively, use the arrow keys at the bottom of the page



Publishing your Profile

To publish your profile onto the Select database you must ensure all mandatory fields are complete. These mandatory fields are Company Detail, Business Activities and the confirmations.

Click on the publish profile button.

Please complete your profile and ensure it is published onto the database. This will give visibility to public sector buyers.

Registration Numbers

Fields marked **REQUIRED** are mandatory.

References

The Registration Numbers section allows you to enter relevant registration numbers related to your business. Please leave the field blank if this is not relevant to your business.

Company Registration Number ?

Companies House registration number of parent company (if applicable) ?

VAT Number (if applicable) ?

Other Offices

Staff Details

Business Activities

Financial Details

Contract Information

Legal Information

Publish Profile

This will run a validation on your profile to ensure you have completed all the mandatory fields. If there are sections missing information then you will receive a validation report highlighting which areas need completion. Click on the name of the section to edit it.

There are errors on this page.
It is not possible to publish your profile until all sections have been validated. Review the sections marked with a red cross by clicking the section link.

Status	Page Title
✓	Company Details
✓	Company Information
✓	Registration Numbers
✓	Other Offices
✓	Staff Details
✗	Business Activities
✓	Financial Details
✓	Contract Information
✓	Legal Information

Once you have updated all mandatory fields and pressed Publish Profile you will be asked to confirm publication or cancel your request

All sections of your Supplier Profile have been successfully validated. Click the **Confirm Publish** Button to continue.

You are about to publish your Select Supplier Profile on the Select database. By clicking 'Confirm Publish', your profile will then be visible to registered public sector buyers.

Confirm Publish **Cancel**

Now on the profile management page you can see the status of your profile next to your company name.

Publish Profile

Cagney & Lacey  Certified

Supplier Profile Information [Activity Log](#)

Last updated by: harvey@nypd.com
Updated date: 20:46 on 27/11/2010

Profile successfully published

Unpublish

If you need to update any of the information within your Select Supplier Profile, please click the 'Unpublish' button to remove your profile from the database. You can then make any changes necessary. Please remember to publish your profile once updated to ensure that your company is visible to the public sector.

Status	Page Title
✓	Company Details
✓	Company Information
✓	Registration Numbers
✓	Other Offices
✓	Staff Details
✓	Business Activities

If you want to update any area of your profile now you will need to remove it from the database by clicking *Unpublish*.

Mandatory for publication: Company Detail

You are required to enter your company address details as well as contact details.

Mandatory for publication: Business Activities

You will need to make an entry within Business Activities to describe the services/supplies you can offer. This entry must include a CPV code.

Click Search CPV's

Business Activities

Fields marked **REQUIRED** are mandatory.

Category Codes

The Business Activities section allows you to classify your goods/services. You will need to enter at least ONE CPV Code to validate your Supplier Profile. Please note that buyers using the facility can search for potential suppliers using CPV Codes.

Select relevant CPV Codes to describe the products or services your company can provide. Please note that you need to select at least ONE CPV Code. **REQUIRED** ?

Search CPVs

Enter a descriptive term that describes your business and click on the *Search* button

Search CPV Codes

Use this search box to find Nomenclature based on Code or Description. The search can be based on an exact phrase by selecting the 'AND' option or on a variety of keywords using the 'OR' option. If using multiple keywords, please separate them with a space. The number of results displayed per screen can also be set.

CPV Code Search

computer

Review the returned results and select the code(s) that help describe your company by placing a tick in the box next to it. To add this code into your profile scroll down and press *Paste*.

113 matches found

Search CPV Codes

You searched for: 'computer' in field: 'description' using search type: 'and'
Total matches found: 113

Select	CPV Code	Description
<input type="checkbox"/>	22471000	Computer manuals.
<input type="checkbox"/>	30100000	Office machinery, equipment and supplies except computers, printers and furniture.
<input type="checkbox"/>	30199330	Continuous paper for computer printers.
<input checked="" type="checkbox"/>	30200000	Computer equipment and supplies.
<input type="checkbox"/>	30211000	Mainframe computer.
<input type="checkbox"/>	30211100	Super computer.
<input type="checkbox"/>	30211300	Computer platforms.
<input type="checkbox"/>	30211400	Computer configurations.
<input type="checkbox"/>	30212000	Minicomputer hardware.
<input type="checkbox"/>	30212100	Central processing units for minicomputers.

User Profile

User Assets

Organisation

Organisation Profile

Organisation Activity Log

Organisation Details

Business Name REQUIRED [?](#)

Cagney & Lacey

Address

Address Line 1 REQUIRED

Manhattan

Address Line 2

Address Line 3

Town REQUIRED

New York

County

Postcode REQUIRED

G51 1NZ

Country REQUIRED

United Kingdom [v](#)

Website Address [?](#)

Telephone Number REQUIRED [?](#)

01414400377

