

New Buyer - Registering your Sell2Wales account with SOC

sell2wales.gov.wales









Sign On Cymru

'Sign On Cymru' means that each individual will only require a single username and password to access digital business support services, replacing the current system which involves having multiple log-in credentials for each service accessed within Business Wales suite of digital services.

This will include Business Wales, BOSS, Stakeholder Register, Business Directory and the Sell2Wales Portal.

How to register on Sell2Wales using SOC

Go to the Sell2Wales homepage – sell2wales.gov.wales

Click **Free registration** - You will be transferred to the SOC information page.

Click on Proceed to sign on / Register - You will be transferred to the SOC interface page Click on the "Don't have an account? Sign up now" link.



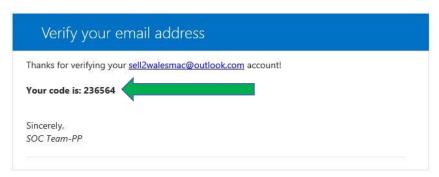


Enter an email address which you wish to use to register on Sell2Wales.

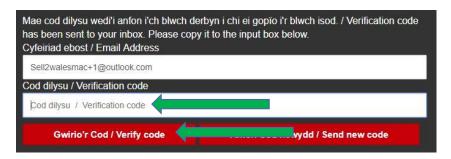
Click Send verification code.

OILE	estru / Sign up
	ofrestru gyda Sign On Cymru yn eich galluogi i gael mynediad i wasanaethau amrywiol draeth Cymru, ac mae ond yn cymryd 5 munud.
	tering with Sign On Cymru enables you to access various Welsh Government services, and akes 5 minutes.
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	Cyfeiriad ebost / Email Address

A verification code will be sent to your email address.



Enter the received code in the verification code field and click Verify code.



Enter your new password and confirm this in the second field.

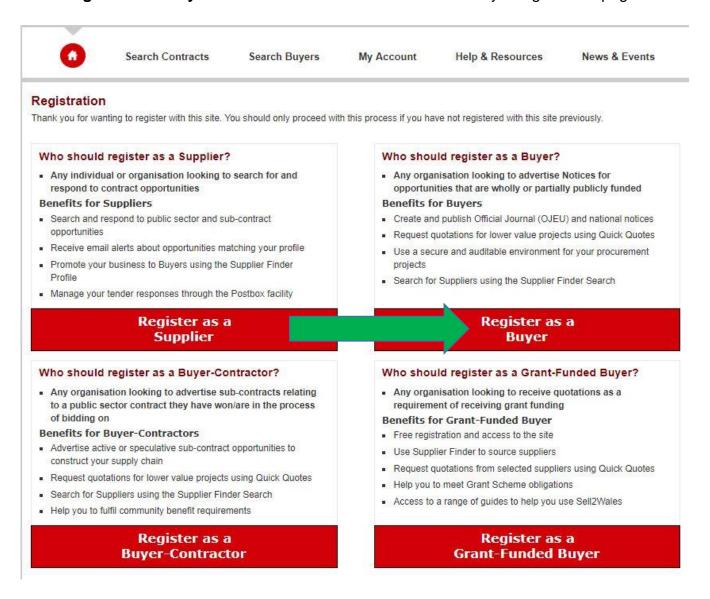


Click Create - You will then be transferred to your initial registration page.

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GwerthwchiGymru Sell2Wales

Click **Register as a Buyer –** You will then be transferred to the buyer registration page.



The buyer registration page will give you two options:

Option one – Join an existing buying organisation, this will allow you to join a buying organisation that is already registered on Sell2Wales. If your organisation is already registered, please continue to the next page.

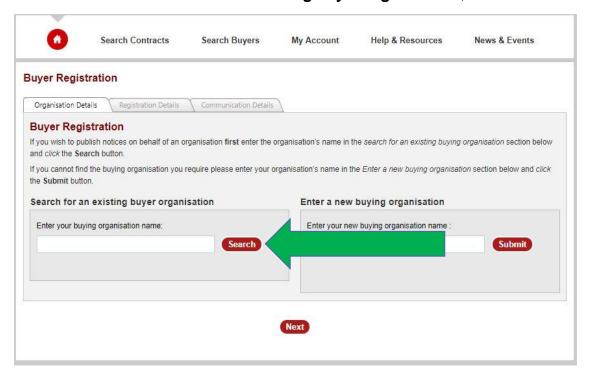
Option two – Create a new buying organisation, if your organisation is not registered on Sell2Wales, you will be required to create a new buying organisation. Please continue to page **6** for more information.

If you are unsure if your organisation is registered please continue to the next page.

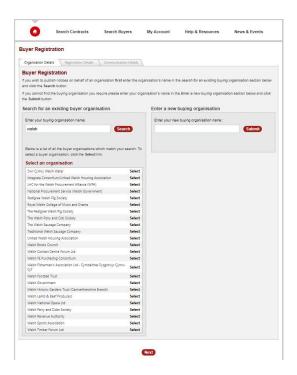


Option one - Join an existing buying organisation

Use the text box to search for an **Existing buyer organisation**, once inserted **click search**.



Click **select** on your buying organisation – if you cannot find the organisation you require please proceed to the next page.



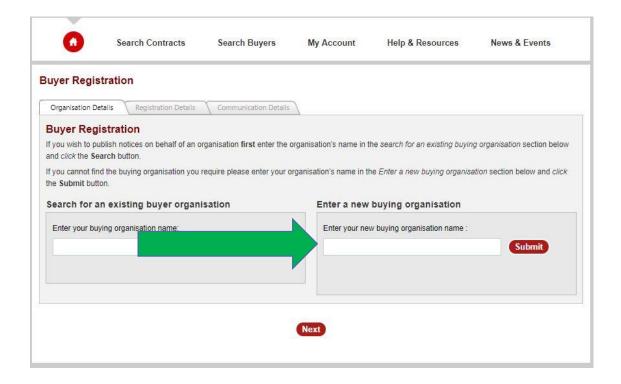
If you are happy with your selection, please continue to page 7.

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Option two - Create a new buying organisation

Enter your buying organisation name in the **New buying organisation** text box, once done click **Submit**.

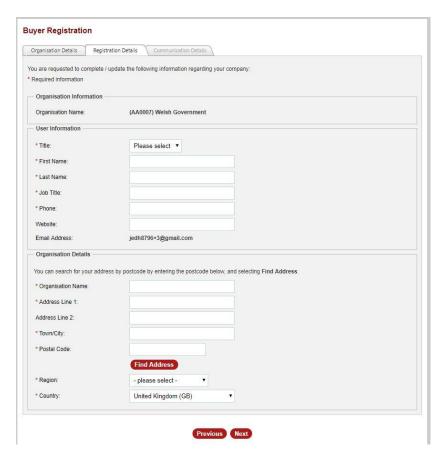


Once you have entered your organisation name, you will be required to fill in your registration and communication details. Please continue onto the next page.



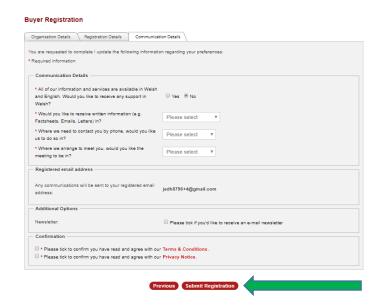
Registration details

Please complete all mandatory fields.



Communications details

Please complete all mandatory fields, this information will be used to determine your preferred language of communications.



Click **Submit Registration** - You will then be transferred to the Sell2Wales homepage pending authorisation.

Option one - Join an existing buying organisation.

Once you have completed the process, an email will be sent to your organisations Buyer controller or controllers, it will be up to them to authorise your buyer account and set your access levels.

Option two – Create a new buying organisation

Once you have completed the process, an email will be sent to Sell2Wales / Value Wales for approval, if your organisation is approved you will be notified by email.

If you fail to complete and save the Sell2Wales profile within 24 hours of signing up, your "Sign on Cymru" registration will be deleted and you must register on SOC again.

If you need any further information or assistance please contact us on 0800 222 9004.