



GwerthwchiGymru  
Sell2Wales 

# Sign On Cymru

## New Buyer - Registering your Sell2Wales account with SOC

sell2wales.gov.wales

0800 222 9004





## 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](https://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.

## Sign On Cymru

### Mewngofnodi / Login

Cyfeiriad epost / Email Address

Cyfrinair / Password Wedi anghofio'ch cyfrinair? / Forgot your password?

Mewngofnodi / Sign in

Heb gyfrif? / Don't have an account? - - - [Creu cyfrif nawr / Sign up now](#)





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

Click **Send verification code**.

## Cofrestru / Sign up

Mae cofrestru gyda Sign On Cymru yn eich galluogi i gael mynediad i wasanaethau amrywiol Llywodraeth Cymru, ac mae ond yn cymryd 5 munud.

Registering with Sign On Cymru enables you to access various Welsh Government services, and it only takes 5 minutes.

Cyfeiriad ebost / Email Address

Sell2walesmac+1@outlook.com

Anfon cod dilysu / Send verification code

A verification code will be sent to your email address.

## Verify your email address

Thanks for verifying your [sell2walesmac@outlook.com](mailto:sell2walesmac@outlook.com) account!

Your code is: 236564

Sincerely,  
SOC Team-PP

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

Mae cod dilysu wedi'i anfon i'ch blwch derbyn i chi ei gopïo i'r blwch isod. / Verification code has been sent to your inbox. Please copy it to the input box below.

Cyfeiriad ebost / Email Address

Sell2walesmac+1@outlook.com

Cod dilysu / Verification code

Cod dilysu / Verification code

Gwiriw'r Cod / Verify code

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

Cyfrinair newydd / New Password

.....

Cadarnhau cyfrinair newydd / Confirm New Password

.....

Creu / Create

Canslo / Cancel

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



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

**Registration**  
Thank you for wanting to register with this site. You should only proceed with this process if you have not registered with this site previously.

**Who should register as a Supplier?**

- Any individual or organisation looking to search for and respond to contract opportunities

**Benefits for Suppliers**

- Search and respond to public sector and sub-contract opportunities
- Receive email alerts about opportunities matching your profile
- Promote your business to Buyers using the Supplier Finder Profile
- Manage your tender responses through the Postbox facility

**Register as a Supplier**

**Who should register as a Buyer?**

- Any organisation looking to advertise Notices for opportunities that are wholly or partially publicly funded

**Benefits for Buyers**

- Create and publish Official Journal (OJEU) and national notices
- Request quotations for lower value projects using Quick Quotes
- Use a secure and auditable environment for your procurement projects
- Search for Suppliers using the Supplier Finder Search

**Register as a Buyer**

**Who should register as a Buyer-Contractor?**

- Any organisation looking to advertise sub-contracts relating to a public sector contract they have won/are in the process of bidding on

**Benefits for Buyer-Contractors**

- Advertise active or speculative sub-contract opportunities to construct your supply chain
- Request quotations for lower value projects using Quick Quotes
- Search for Suppliers using the Supplier Finder Search
- Help you to fulfil community benefit requirements

**Register as a Buyer-Contractor**

**Who should register as a Grant-Funded Buyer?**

- Any organisation looking to receive quotations as a requirement of receiving grant funding

**Benefits for Grant-Funded Buyer**

- Free registration and access to the site
- Use Supplier Finder to source suppliers
- Request quotations from selected suppliers using Quick Quotes
- Help you to meet Grant Scheme obligations
- Access to a range of guides to help you use Sell2Wales

**Register as a Grant-Funded Buyer**

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**.

The screenshot shows the 'Buyer Registration' page with three tabs: 'Organisation Details', 'Registration Details', and 'Communication Details'. The 'Buyer Registration' section contains instructions and two input fields. The first field is labeled 'Search for an existing buyer organisation' and contains the text 'Enter your buying organisation name:'. The second field is labeled 'Enter a new buying organisation' and contains the text 'Enter your new buying organisation name:'. Both fields have a red button labeled 'Search' and 'Submit' respectively. A large green arrow points from the 'Submit' button to the 'Search' button. Below the input fields is a red 'Next' button.

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

The screenshot shows the 'Buyer Registration' page with the search results. The 'Search for an existing buyer organisation' field contains the text 'wales' and the 'Search' button. Below the input fields is a list of buyer organisations with a 'Select' button next to each name. The list includes: Dwr Cymru, Welsh Water; Integrate Consortium/United Welsh Housing Association; LHC for the Welsh Procurement Alliance (WPA); National Procurement Service (Welsh Government); Pedigree Welsh Pig Society; Royal Welsh College of Music and Drama; The Pedigree Welsh Pig Society; The Welsh Pony and Cob Society; The Welsh Sausage Company; Traditional Welsh Sausage Company; United Welsh Housing Association; Welsh Books Council; Welsh Contact Centre Forum Ltd; Welsh FE Purchasing Consortium; Welsh Fishermen's Association Ltd - Cymdeithas Fyrgethur Cymru Cŵ; Welsh Football Trust; Welsh Government; Welsh Historic Gardens Trust (Carmarthenshire Branch); Welsh Lamb & Beef Producers; Welsh National Opera Ltd; Welsh Pony and Cob Society; Welsh Revenue Authority; Welsh Sports Association; Welsh Timber Forum Ltd.

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



## Option two – Create a new buying organisation

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

Buyer Registration

Organisation Details | Registration Details | Communication Details

**Buyer Registration**

If you wish to publish notices on behalf of an organisation **first** enter the organisation's name in the *search for an existing buying organisation* section below and *click* the **Search** button.

If you cannot find the buying organisation you require please enter your organisation's name in the *Enter a new buying organisation* section below and *click* the **Submit** button.

**Search for an existing buyer organisation**

Enter your buying organisation name:

**Enter a new buying organisation**

Enter your new buying organisation name : **Submit**

**Next**

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.

**Buyer Registration**

Organisation Details   Registration Details   Communication Details

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

\* Required information

**Organisation Information**

Organisation Name: (AA0007) Welsh Government

**User Information**

\* Title: Please select ▼

\* First Name:

\* Last Name:

\* Job Title:

\* Phone:

Website:

Email Address: jedh8796+3@gmail.com

**Organisation Details**

You can search for your address by postcode by entering the postcode below, and selecting Find Address.

\* Organisation Name:

\* Address Line 1:

Address Line 2:

\* Town/City:

\* Postal Code:

**Find Address**

\* Region: - please select - ▼

\* Country: United Kingdom (GB) ▼

**Previous** **Next**

## Communications details

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

**Buyer Registration**

Organisation Details   Registration Details   Communication Details

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

\* Required information

**Communication Details**

\* All of our information and services are available in Welsh and English. Would you like to receive any support in Welsh?  Yes  No

\* Would you like to receive written information (e.g. Factsheets, Emails, Letters) in? Please select ▼

\* Where we need to contact you by phone, would you like us to do so in? Please select ▼

\* Where we arrange to meet you, would you like the meeting to be in? Please select ▼

**Registered email address**

Any communications will be sent to your registered email address: jedh8796+4@gmail.com

**Additional Options**

Newsletter:  Please tick if you'd like to receive an e-mail newsletter

**Confirmation**

\* Please tick to confirm you have read and agree with our [Terms & Conditions](#).

\* Please tick to confirm you have read and agree with our [Privacy Notice](#).

**Previous** **Submit Registration**



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**.