



GwerthwchiGymru  
Sell2Wales



# Sign On Cymru

Existing Supplier - 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 your existing Sell2Wales account on SOC

Go to the Sell2Wales homepage – [sell2wales.gov.wales](https://sell2wales.gov.wales)

Click **Login** - 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

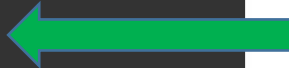
### Mewngofnodi / Login

Cyfeiriad ebost / Email Address

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

Mewngofnodi / Sign in

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





Enter the email address you used to register with 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 email address you registered on Sell2Wales.

## 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

Wyd / Send new code

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

Cyfrinair newydd / New Password

.....

Cadarnhau cyfrinair newydd / Confirm New Password

.....

Creu / Create

Click **Create** - You will then be transferred to **tab 1** of your company settings.



## Organisations details – Tab 1

Please complete all mandatory fields, existing data already held on the Sell2Wales database will be pulled through into your SOC account.

**Company Settings**

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

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

\* Required information

**User information**

\* Title: Mr

\* First Name: Jodi

\* Last Name: Houghton

\* Job Title: Sell2Wales TS

\* Phone: 0000000000000000

Fax:

Website:

Email Address: sell2walesmac@outlook.com

**Organisation Details**

\* Organisation Name: Sell2Wales

\* Address Line 1: Test

Address Line 2:

\* Town/City: Test

\* Postal Code: LL319GD

**Find Address**

\* Region: Conwy

\* Country: United Kingdom (GB)

\* Company type: Unknown

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

Please select the appropriate **NUTS** location.

\* Location: Please select

**Company Statistics**

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

\* Employee Range: Unknown

\* Turnover Range: Less than £1 million

**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**

## Communications details – Tab 2

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

**Company Settings**

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

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? Welsh only

\* Where we need to contact you by phone, would you like us to do so in? English only

\* Where we arrange to meet you, would you like the meeting to be in? Welsh or English

**Registered email address**

Any communications will be sent to your registered email address: sell2walesmac@outlook.com

**Additional Options**

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

**Save settings** **Cancel**



## Public Profile / Supplier finder profile – Tab 3

Please complete all mandatory fields

### What Is Supplier Finder?

Supplier Finder is a supplier sourcing directory allowing you to advertise your company on the website. It allows you to provide detailed information regarding the products or services you provide.

Some of the benefits you get from updating your profile include:

- Buyers can now easily find your company via the Supplier Finder search tool.
- You can provide keywords which specifically highlight the products or services provided by your company. These keywords are searchable.
- The service improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote".

Company Settings

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

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

\* Required information

**Public Profile**

Profile status:  Visible  Hidden

\* Company Name:

Email Address:

Website:


\* Phone:

\* Address:

\* Town/City:

\* Postcode:

**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.

No file chosen

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

**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
- Merthyr Tydfil
- Monmouthshire
- Neath Port Talbot
- Newport
- Out of Area
- Pembrokeshire
- Powys
- Rhondda Cynon Taf
- Swansea
- The Vale of Glamorgan
- Torfaen
- Wrexham

**Company description**

You have 4000 characters left

**Keywords**

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Keyword 6:

I am an SME:

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

**Public profile** – Enter the details of your organisation that you want to appear in the supplier finder directory.

**Regions** – Select the region(s) within Wales in which your company wishes to conduct business. Buyers can also search for suppliers within regions.

**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 Supplier Finder 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 and act as key words which 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.

Our website user guide on supplier finder profile can be found [here](#)



## Alert Profile – Tab 4

Please complete all fields.

Your alerts profile will allow you to receive email alerts and notifications for contract opportunities that are relevant to your business ensuring you make the most out of 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 been shown, only showing contracts 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.

**Company Settings**

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

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
- Defence and security

CPV code	Description	Remove
Please select categories from the tree and click Add to include them in your profile		

**Company Settings**

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

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



## Other registration – Tab 5

Please complete all mandatory fields

If you don't know your DUNS number, leave the text box blank and click **Look Up**. If you are still unable to find your DUNS number you can use the **tick box** to bypass this section and update at a later date.

### Company Settings

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

You are requested to complete / update the following information regarding any other registrations you might have:

\* Required information

**DUNS® Number**

Dun & Bradstreet's DUNS numbers are used as a unique reference for each company or individual supplying the public sector. Please provide your DUNS number in the text box below and click the look-up button. If you don't know your DUNS number, leave the text box blank, and the look-up will use the organisation name, address and postal code you have entered to search for your DUNS number if it exists. You can still respond to tenders and update your details when you have your DUNS number.

\*  **Look Up**

\* Alternatively, you can tick this box to indicate you will obtain a **Dun & Bradstreet Number** of your own accord, updating your registration details with it at a later date.

**Constructionline Details**

Constructionline is a national online database for pre-qualified contractors and consultants, meaning you no longer need to repeatedly fill in standard pre-qualification forms for every construction tender. If you have not registered you can sign up on the **Constructionline website**. If you have registered please enter your Constructionline number below.

Constructionline Number:



**Save settings**

**Cancel**

Once completed click **Save settings**, this will bring you to your supplier control panel.

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**.