Sell2Wales

Supplier User Guide – Supplier Finder

Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

What is *Supplier Finder*?

Supplier Finder is the supplier sourcing directory for the Welsh Public Sector. It builds on the information already held within Sell2Wales, allowing suppliers to provide buyers with detailed information regarding the goods, works or services which they can provide to the Public Sector. The service will further help connect public and private sector business.

Buyers will use the tool to source suppliers for low value/low risk quotations. Completing a *Supplier Finder* profile may enhance the chances of a 'Quick Quote' being sent to your registration. They may also use the information to analyse particular supply markets.

How does *Supplier Finder* work?

If you want to be included in the *Supplier Finder* directory you must create a *Supplier Finder* 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. If your company profile matches their parameters your profile will be made available to them.

What does *Supplier Finder* cost?

Supplier Finder is **free** for both suppliers and buyers to use.

Can I have more than one *Supplier Finder* profile?

While you can only have one *Supplier Finder* 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.

How do I complete my *Supplier Finder* profile?

A link to the *Supplier Finder* details page is found in your Supplier Control Panel which is accessed when logging into Sell2Wales.

Supplier Control Panel

When entering your Supplier Finder profile details you may wish to regularly save your work by clicking the Save button. If you haven't entered in details within the last 20 minutes the website will log you out for security purposes and text you have entered may be lost. To avoid a loss of text you may, for example, prepare your company description in a word document before completing the form.

After you have published your entry on *Supplier Finder*, you can make future changes by simply revisiting your Supplier Finder Profile, editing the relevant fields and clicking the Save button.

Supplier Finder **Profile Details**

Supplier Finder Profile Details

* Company:	DWD Plant Hire Ltd
* Email Address:	info@dwdplanthire.co.uk
Website:	http://www.dwdplanthire.co.uk
* Phone:	0844 561 0678
* Address:	Cardiff East Industrial Estates
* Town/City:	Cardiff
* Postcode:	CF52 3HJ

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 sent 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 highlight it and then click "Add". This will drag it across to your 'selected region' box.

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.

* Company Description: DWD Plant Hire Ltd is a plant hire company local to South Wales offering construction equipment for both hire and purchase. Drivers can be provided and self drive hire is also available. Founded in 1981, we are a family run business with 53 employees.

You have 3747 characters left

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. 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'.

Enter keywords which describe the products or services you provide. Buyers will be able to perform a keyword search.

Keywords:
Keyword 1
Plant Hire

Keyword 2
Tracked & Wheeled Diggers

Keyword 3
Tractor & Dumper Hire

Keyword 4
Skips & powered wheelbarrows

Keyword 5
Narrow Access Plant

Keyword 6
Tarring Jobs

Keywords are displayed on your *Supplier Finder* Profile.

Logo (optional) – You can upload a company logo to appear on your *Supplier Finder* 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 'Add/Change Logo' link.

This will direct you to a new page where you can upload your logo. To do so click 'Browse' next to "Upload Logo".
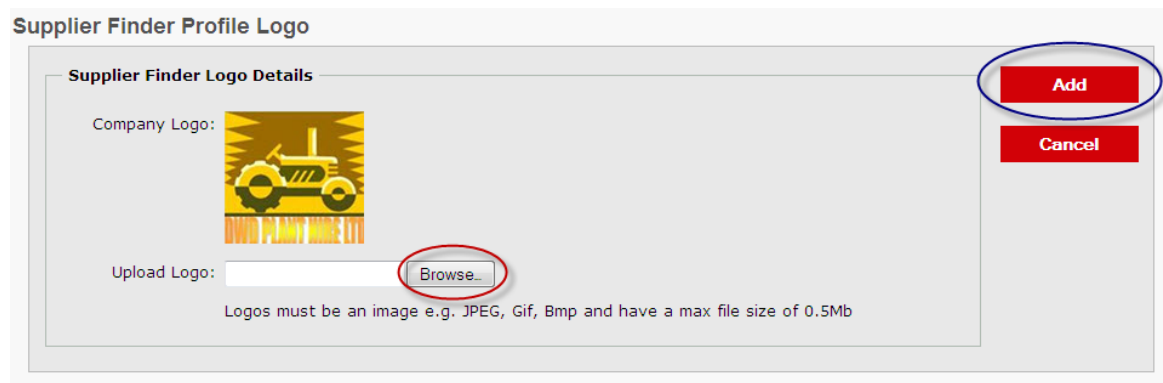
This will open up the file directory of your computer where you can browse for your logo. Select the logo so that its file extension appears in the Upload Logo box and click "Add". You will see a progress bar informing of the status of the upload.

Once your logo is successfully uploaded you will be returned to your *Supplier Finder* 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 *Supplier Finder* an SME is defined as an organisation with less than 250 employees.

You are now ready to save your profile and enter it into the *Supplier Finder* directory. To do so scroll up to the top of the page and click "Save". And then click "**Publish**".

This will provide a preview of how your *Supplier Finder* profile will appear in the buyer's search tool. If you wish to amend your profile click on 'Edit your *Supplier Finder* Details' which will return you to the previous page. If you are happy with your profile click on 'Return to Member Home Page'

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Product Categories

The buyer can also use the existing Product Category structure as a search parameter in *Supplier Finder*. Your *Supplier Finder* profile is therefore linked to the categories that you have selected in your alert profile. You should ensure that you have the appropriate categories in your alert profile. You can create or amend your profile through the 'Alert Profile' link on your Supplier Control Panel.

Can I amend my *Supplier Finder* Profile once I have completed it?

Yes, you can amend your *Supplier Finder* profile at any time by following the same steps as taken when you completed it for the first time.

Can I partially save my *Supplier Finder* Profile?

If you have completed your profile but do not wish for it to appear in the directory yet just click Save and leave Publish for later. This will save the details you have entered but will not place your profile in the buyer's search tool.

How long does it take for my *Supplier Finder* profile to appear in the directory?

It will take approximately ten minutes for the details of a completed profile to appear in the *Supplier Finder* directory.