

CITY AND COUNTY OF SWANSEA

SUPPLIER REGISTRATION SITE - NAVIGATION NOTES

- Step 1 Click '**register here**'. Complete all fields, then click on "Submit Registration". **Important** – Please make a note of your chosen User Name and Password, as there is no reminder facility on the site.
- Step 2 Click where indicated, to re-enter the site.
- Step 3 Re-enter your chosen user name and password. Click on '**Log in**'
- Step 4 Complete all fields, following the on-screen guidance notes. Clicking on any red question mark will display specific guidance for that particular box. Tick the relevant '**Scales of work**' boxes, then click on '**Save**'
- Step 5 Click on 'Categories' tab, and select categories you wish to register for – there are **two routes** available:

ROUTE 1 - "Add by keyword"

- a) Click '**Add by Keyword**' and in the 'search' box, enter the name of the product or service you supply, and click on 'Search'.
The system will then search for word matches within its' existing categories, and will display all those that directly or indirectly match with the word(s) you entered.
- b) Click on the "**Select?**" box alongside the category(ies) you choose.
- c) Click the '**select / deselect**' box at the bottom of the list.
- d) Your selected codes will be displayed at the bottom of the next page shown. At this stage you can add more categories, or delete any you may have accidentally selected.
- e) Confirm your selection by clicking '**save and Return**'.
- f) The next screen lists all the categories you have selected.

Clicking on a category displayed, will bring up a field marked '**Goods / Services offered**'

Enter in the box any additional text that would give us more detailed, or specific information about the goods or services you supply.

This is a **very useful** field for us, in that it enables us to search for particular products or services that cannot be easily identified within the higher-level category descriptions. eg:

safety boots within protective clothing

pianos within musical instruments

There is no limit to the content of this field, but please confine your text to words and terms specific to the types of product offered.

ROUTE 2 - by the “Add” button

- a) Click ‘**Add**’
- b) Click ‘**Select**’
- c) Click the icon headed ‘**ALL CATEGORIES**’ This will take you progressively through a series of drop-down lists that will show all categories of Goods and Services in the system.
- d) Clicking on the category that best matches your product or service will display it above a box marked ‘**Goods/Services offered**’.

Enter in the box any additional text that would give us more detailed, or specific information about the goods or services you supply.

This is a *very useful* field for us, in that it enables us to search for particular products or services that cannot be easily identified within the higher-level category descriptions. eg:

safety boots within protective clothing

pianos within musical instruments

There is no limit to the content of this field, but please confine your text to words and terms specific to the types of product offered.

When you have entered all of your categories, log-out by clicking the red button at the end of the “Welcome” line towards the top right of the screen.