

Partnership for Procurement (P4P)

How to Create Your Supplier Finder Profile

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1. What is a Supplier Finder Profile?

Public Contracts Scotland is the national advertising website for Scottish public bodies to advertise all regulated procurements (£50k and over for goods/services; £2m and over for works) and their subsequent awards; in addition, many organisations use PCS for direct requests for quotations (Quick Quotes) for lower value, non-regulated procurements. The public sector in Scotland accounts for over £11 billion of spend per annum.

When you register as a supplier on the Public Contracts Scotland website you have the option to complete a Supplier Finder Profile. A Supplier Finder Profile allows you to advertise your organisation and the services that you offer on the Public Contracts Scotland website, your Supplier Finder Profile can then be viewed by public sector buyers. This one-page profile allows you to provide detailed information regarding the products or services you supply.

2. Why should you create one?

Creating a Supplier Finder Profile means buyers can easily find your company information via the Supplier Finder search tool. As part of your profile you can provide keywords which specifically highlight the products or services supplied by your company. These keywords are searchable by buyers.

Having a good Supplier Finder Profile with well thought-out keywords improves your chances of receiving a direct invitation to quote from Buyers using "Quick Quote". 76% of opportunities advertised through Public Contracts Scotland are Quick Quotes (opportunities with a value less than £50,000).

3. When should you start?

Setting up a Supplier Finder Profile is a great first step to becoming visible to public sector buyers and finding out about potential opportunities. Thus, you should register on Public Contracts Scotland and set up a Supplier Finder Profile as soon as possible. It is completely free and lets you see and respond to public sector contract opportunities

4. How to set up your profile.

In order to create a Supplier Finder Profile, you must first register with Public Contracts Scotland www.publiccontractsscotland.gov.uk



As part of the registration process you will be asked to set up an **Alert Profile**. Setting up an alert profile means you will receive regular e-mails from Public Contracts Scotland about new and forthcoming contract opportunities. Your alert profile allows you to select the geography and product categories you are interested in.

Now you are ready to create your **Supplier Finder Profile**

Please note – when completing your supplier finder profile, it is advisable to regularly save your work. If you don't click **“Save”** within 20 minutes the website will log you out for security purposes and any text you enter may be lost.

Step 1

Go to the Supplier Control Panel on Public Contracts Scotland, click on Supplier Finder Profile in My Profile as follows

Home Search Notices Search Buyers Suppliers Area Buyers Area Information Log

Supplier Control Panel

Welcome to your Supplier Control Panel **Claire**. Please *click* a link in one of the appropriate sections to access the area of the site you require.

- Search**
 - Latest Notices
 - Search for Buyers
 - Notice Reference Search
 - Contracts Register
- My Notices**
 - Interest List
 - Notice Alerts
- My Responses**
 - Postbox Responses
 - Access PCS-Tender
- My Profile**
 - Company Profile
 - Alert Profile
 - Supplier Finder Profile ←
 - ESPD (Scotland)
- My Account**
 - User Details
 - Change Password
 - Subscriptions
 - Register to publish sub-contract opportunities
- Help**
 - User guides
 - FAQs
 - Contact Us
 - eCertis

This will bring up your blank Supplier Finder Profile



Step 2

Complete your company details. 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 Public Contracts Scotland website.

Please note that if your registration is selected for a Quick Quote it will be your registered email address that is sent the invitation. It is a good idea to make sure the e-mail address used at registration is one that is regularly accessed and that any Quick Quote opportunities will be seen and actioned quickly.

Step 3

Select regions in which you are willing and able to deliver services. The regions that are available for selection correspond to the 32 Scottish local authority areas.

Step 4

Complete your company description. To avoid a loss of text it is advisable to complete this in a word document first and on completion paste it into the on-line form. Please note that there is a 4000-character limit.

The information within the company description is visible to public sector buyers, it is your professional introduction. A well-crafted company profile is a way to make yourself stand out from the competition and state how you're unique. It offers an opportunity for you to sell your organisation and the services that you offer.

When writing your company description think about the key things a buyer might be interested in - what services should you highlight? have you won any awards? If so, make sure to mention them. Try not to include any superfluous information that isn't adding value or is of little interest to a prospective buyer. Keep it succinct and focused on what will be relevant to potential buyers.

Step 5

Keywords – You can enter up to 6 keywords which describe the products or services you provide; these keywords are searchable by potential buyers. It is worthwhile taking time to really consider what keywords will work best for your organisation. Put yourself in the buyer's shoes what keywords would they use to search? How might they describe the products or services you offer?

You can use up to 6 keywords and whilst you don't need to include 6, the more well thought-out keywords used the greater chance of appearing in a search. 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.

Step 6

Upload your company logo to make your Supplier Finder Profile look as professional as possible.



Step 7

If you are defined as a SME tick the box.

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

Step 8

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**”, you must do this for your Supplier Finder Profile to be searchable. You can also press “**Save and View**” to see how your Supplier Finder Profile will look to a buyer

Top Tips

- It is worth investing time to make sure your profile is selling your organisation and your services
- Think like a buyer. Ask yourself what is relevant and/or interesting to a buyer? Write your Supplier Finder Profile with potential buyers in mind.
- Spend time making sure you have strong, relevant keywords
- Remember you must press “**Publish**” otherwise buyers won’t be able to see your profile
- Remember to review your profile regularly – making sure all e-mail addresses used are up to date and all descriptions are up to date and reflected in the keywords.

Checklist

- Register with Public Contracts Scotland
- Complete your Supplier Finder Profile
- Publish your Supplier Finder Profile



Next Steps



Now that you have successfully completed your registration with Public Contracts Scotland and your Supplier Finder Profile you are in a much better position to take advantage of public procurement opportunities in Scotland. Other actions you can take to increase your chance of success are

Events Networking and relationship building

Whilst PCS is an essential tool for viewing tender opportunities and building up market knowledge, you should also actively seek to build relationships with key staff from purchasing authorities as much as possible. Ideally, you want to be able to inform the commissioning process and tailor your offering to meet the needs of buyers. In practice, this may be difficult to achieve but creating a dialogue will at least ensure you are 'on the radar' for relevant staff.

For low value contracts of £50k or less the purchaser will often use Quick Quotes to approach a shortlist of known suppliers, rather than advertising the contract publicly. Therefore, you will need to ensure the buyer is aware of you otherwise you will miss out on potential opportunities. Make the most of any engagement activities hosted by buyers or Meet the Buyer events where the supplier/buyer relationship is actively facilitated.

Further Support

	<p>P4P have developed a free to download 10 Stage Guide to Procurement which will support you to become "tender ready". This guide plus a whole range of free to download templates and guides are available from the P4P website.</p> <p>P4P also provide one to one support to third sector organisations and social enterprises looking to collaborate, to form consortia and to bid for contracts – further details available on the P4P website www.p4p.org.uk</p>
	<p>Information about forthcoming Meet The Buyer events is available from the Supplier Development Programme along with a whole range of free procurement webinars, information and resources. www.sdpscotland.co.uk</p>
	<p>Just Enterprise offer funded business support for the third sector, this includes a range of funded training, on-line learning and one to one support www.justenterprise.org</p>