

A step-by-step guide to registering on Sell2Wales

BCBC uses an advertising portal called Sell2Wales to manage its tender advertisements.

If you wish to register an interest in any opportunities advertised, you will need to register using the following steps:

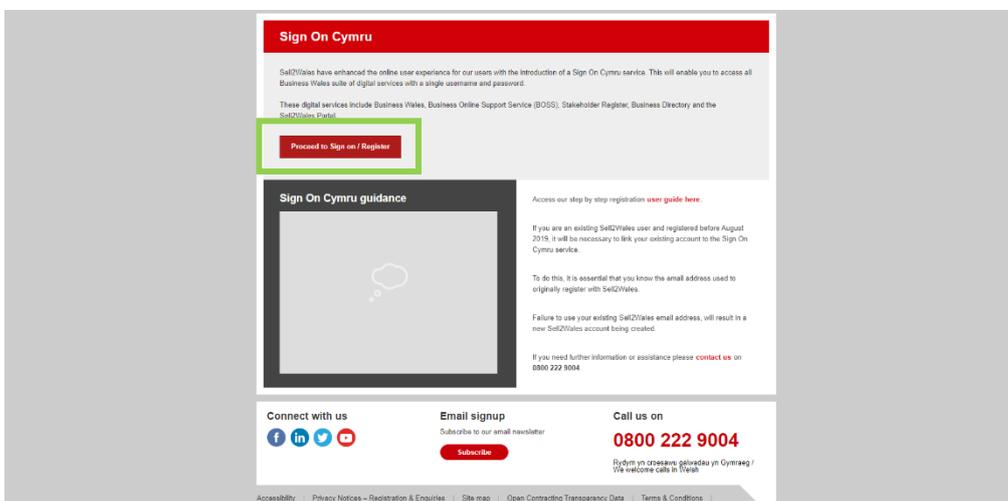
Step 1

- Go to <https://www.sell2wales.gov.wales>
- Select 'Free Registration' in the top righthand corner of the screen.



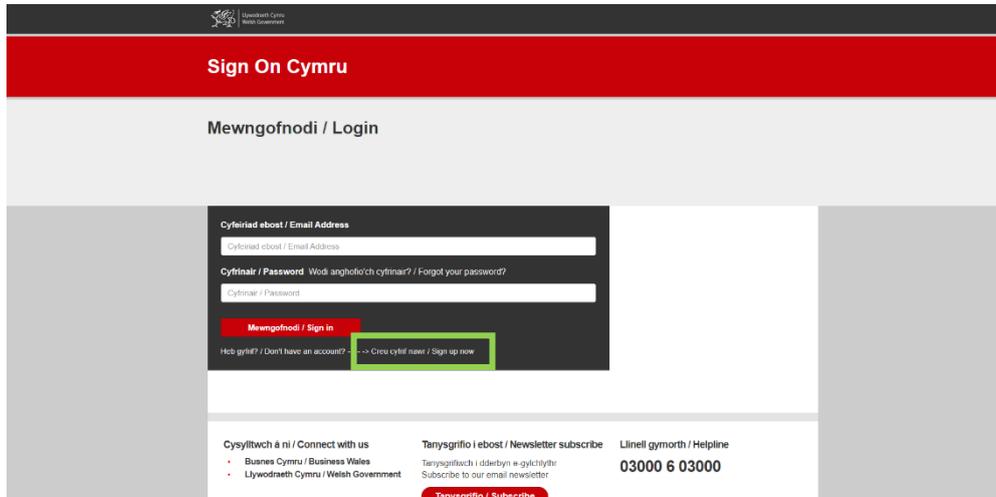
Step 2

- On the 'Sign On Cymru' (SOC) page, click the 'Proceed to Sign On/Register' button.



Step 3

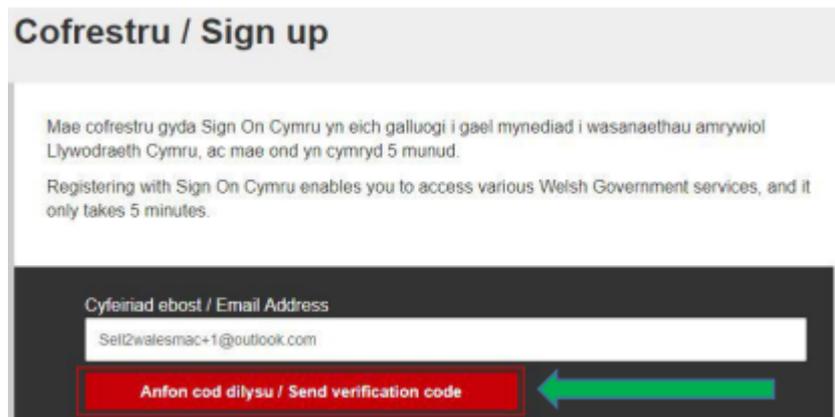
- Click on the 'Sign up now' link under the login info boxes.



Step 4

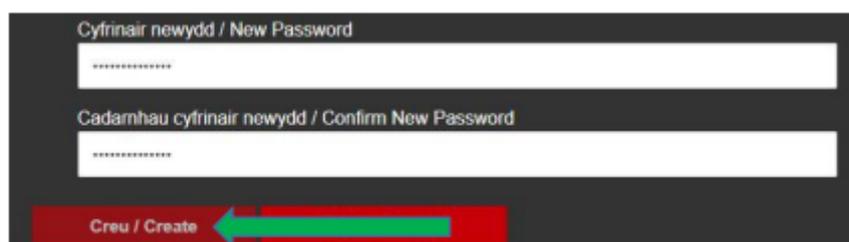
- Enter the email address you wish to use to register on Sell2Wales. Click 'Send Verification code'.

You should then receive an email from Sell2Wales with a 6-digit code.



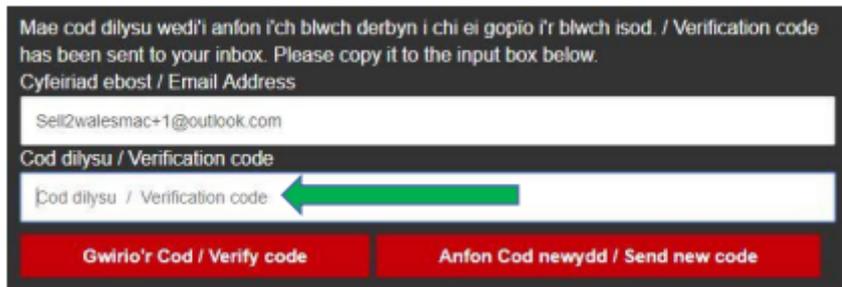
Step 5

- Type the code you received in the email into the box below your email address and click 'Verify code'.



Step 6

- Enter your desired password into the 'New Password' field and then again in the 'Confirm New Password' field. Click 'Create'.



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

Cyfeiriad epost / Email Address
Sell2walesmac+1@outlook.com

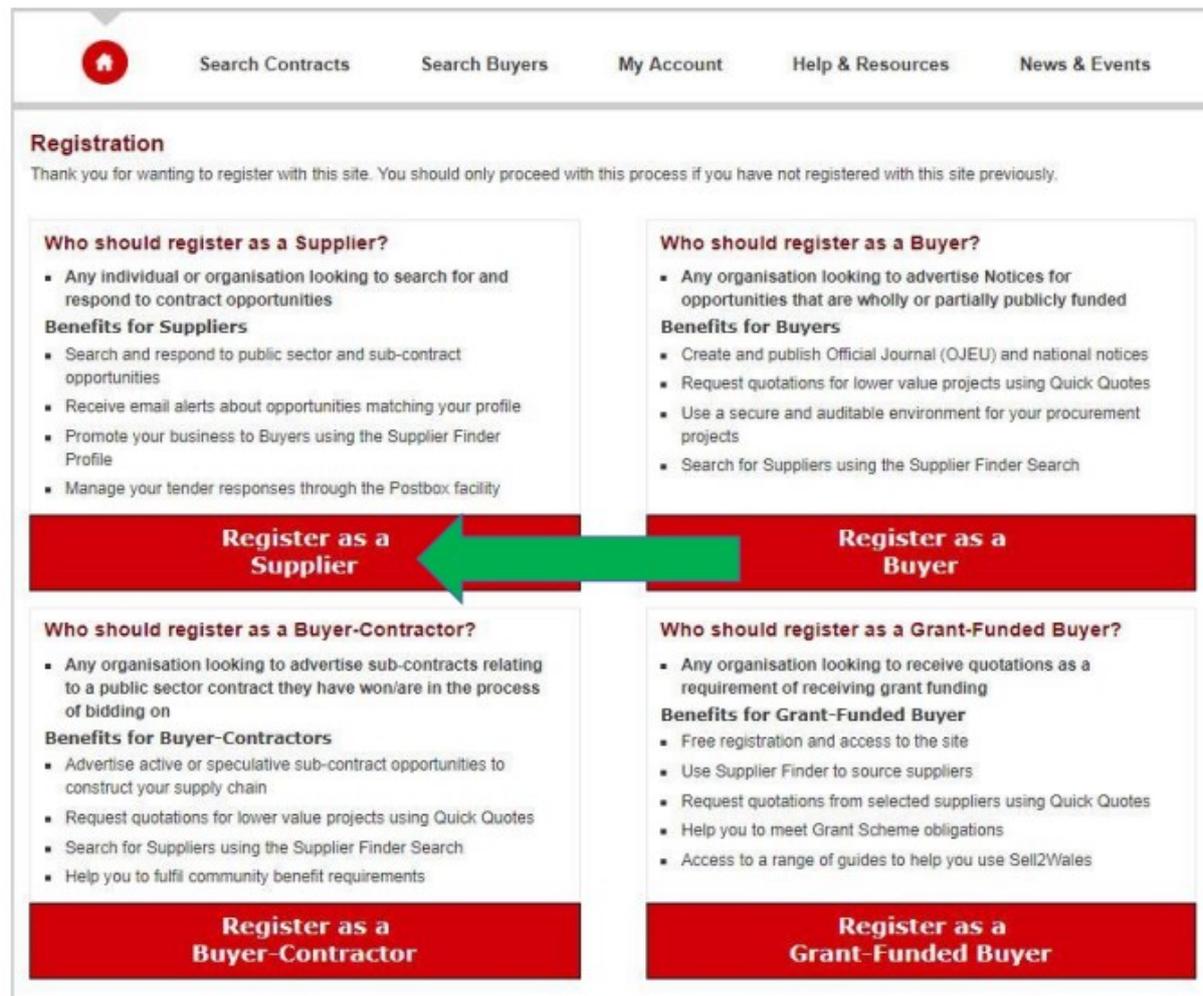
Cod dilysu / Verification code
Cod dilysu / Verification code

[Gwirio'r Cod / Verify code](#) [Anfon Cod newydd / Send new code](#)

You will then be redirected to the Initial Registration page.

Step 7

- Click 'Register as a Supplier'.



[Home](#) [Search Contracts](#) [Search Buyers](#) [My Account](#) [Help & Resources](#) [News & Events](#)

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](#)

Step 8

- Fill out your organisation details on Tab 1 (Organisation Details) and save the settings using the button at the bottom.

The screenshot shows the 'Company Settings' interface with the 'Organisation Details' tab selected. The form contains several sections:

- User information:** Fields for Title (Mr), First Name (Jed), Last Name (Houghton), Job Title (Self Wales TS), Phone, Fax, Website, and Email Address (self@walesmac@outlook.com).
- Organization Details:** Fields for Organization Name (Self Wales), Address Line 1 (Test), Address Line 2, Town/City (Test), Postal Code (LL3190D), Region (Cardiff), Country (United Kingdom (GB)), and Company type (Unknown). A 'Find Address' button is present.
- MUTS Code (Home/nature of territorial units for statistics):** A dropdown menu for location.
- Company Statistics:** Fields for Employee Range (Unknown) and Turnover Range (Less than £1 million).
- Third sector:** A checkbox and 'Update' button.

At the bottom, there are 'Save settings' and 'Cancel' buttons. The 'Save settings' button is highlighted with a green box.

Step 9

- Complete all the mandatory fields on Tab 2 (Communication Details) as these will determine your preferred language for communications. Make sure you save the settings.

The screenshot shows the 'Company Settings' interface with the 'Communication Details' tab selected. The form contains several sections:

- Communication Details:** A series of questions with radio buttons and dropdown menus:
 - Question 1: "All of our information and services are available in Welsh and English. Would you like to receive any support in Welsh?" with radio buttons for Yes and No.
 - Question 2: "Would you like to receive written information (e.g. Factsheets, Emails, Letters) in?" with a dropdown menu set to 'Welsh only'.
 - Question 3: "Where we need to contact you by phone, would you like us to do so in?" with a dropdown menu set to 'English only'.
 - Question 4: "Where we arrange to meet you, would you like the meeting to be in?" with a dropdown menu set to 'Welsh or English'.
- Registered email address:** A text field containing 'self@walesmac@outlook.com'.
- Additional Options:** A checkbox for 'Newsletter' with the text 'Please tick if you'd like to receive an e-mail newsletter'.

At the bottom, there are 'Save settings' and 'Cancel' buttons. The 'Save settings' button is highlighted with a green box.

Step 10

- Complete all the mandatory fields on Tab 3 (Public Profile). Make sure you click 'Save' when you are done.

Company Settings

Organisation Details Communication Details **Public Profile** Alerts 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 on the Supplier Finder Directory.

Company Logo

You can upload an image file of your company logo.

Keywords

Enter up to 6 words that describe products or services that can act as keywords that buyer can use to search.

Max. 50 characters a box

Regions

Select the region(s) within Wales where your company wishes to conduct business.

Buyers can search within region.

Company Description

Enter a description of your company with regards to goods and services provided.

Max. 4000 words

Step 11

- Complete all required field on Tab 4 (Alerts Profile). It is split into two sections; Alert Categories and Geographical Locations. The 'Alert Categories' section allows you to select relevant categories for your business, meaning you will only be shown relevant contract opportunities. The 'Geographical Locations' section will be used to filter contract opportunities, meaning you will only be shown contracts in areas you are willing to work.

The left screenshot shows the 'Alert Categories' section. It includes a search bar with 'Find' and 'Clear' buttons. Below the search bar is a list of categories with checkboxes, including Agriculture and Food, Computer and Related Services, Construction and Real Estate, and Defence and security. There is an 'Add selected categories' button and a table for 'Selected Categories' with columns for CPU code, Description, and Remove.

The right screenshot shows the 'Geographical Locations' section. It features a tree view for selecting locations, starting with 'UK - All' and 'WALES'. Under 'WALES', there are sub-sections for 'East Wales' (Cardiff and Vale of Glamorgan, Flintshire and Wrexham, Monmouthshire and Newport, Powys) and '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).

Make sure you click 'Save' when completed.

Step 12

- Complete all relevant information on Tab 5 (Other registrations).

Supplier Registration

The 'Supplier Registration' form is divided into three main sections:

- DUNS Number:** A text box for entering the DUNS number and a 'Look Up' button. Below the text box is a paragraph explaining that Dun & Bradstreet's DUNS numbers are used as a unique reference for each company or individual supplying the public sector. It states that if you don't know your DUNS number, you can leave the text box blank and use the organisation name, address, and postal code for a search.
- Constructionline Details:** A text box for entering the Constructionline number. Above the text box is a paragraph explaining that Constructionline is a national online database for pre-qualified contractors and consultants, and that users can sign up on the Constructionline website if they have not registered.
- Confirmation:** Two checkboxes for confirming agreement with the Terms & Conditions and Privacy Notice.

- Tick the boxes to confirm you agree with the Sell2Wales T's & C's and the Privacy Notice.

Step 13

- Click 'Submit Registration'. This will complete your registration and show you a 'registration complete page'.

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:

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](#)



You should now be able to access your account, using the Email address and password you provided in Steps 4 and 6.

Please Note: Your profile must be completed within 24 hours of signing up otherwise your SOC will be deleted and you will have to start the process again.

If you require further information or assistance, please contact Sell2Wales on **0800 222 9004**