

Contract Alert Profile Quick Start Guide

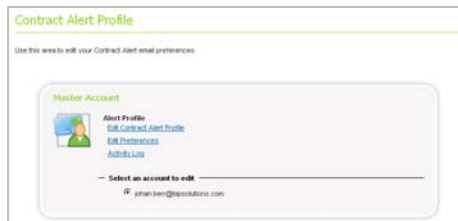
As a supplier you complete a unique profile that describes the products or services which your company offers, using keywords and codes – allowing you to receive only those opportunities that are relevant to your business. Each day you will receive an email alert containing only those contract opportunities that you wish to receive, being those that match the unique profile you have created.

Step 1

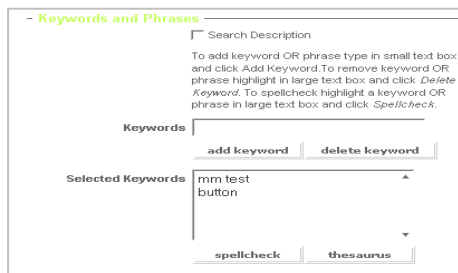
Once logged in, from the Activity Centre click on the **Edit Contract Alert Profile**

Step 2

Choose the option Edit Contract Alert Profile



Step 3



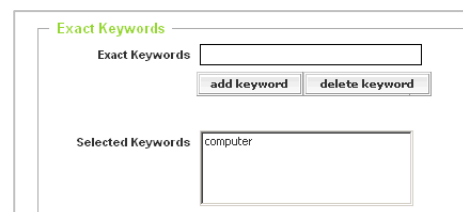
Keywords and phrases are any words that relate to the nature of your business. Type the text in the **Keywords** box provided and click **add keyword**. To remove a word, highlight the relevant word and click **delete keyword**.

The **spellcheck** button allows you to confirm the spelling of all keywords you have entered.

The **thesaurus** button will offer you optional words to use.

Step 4

Exact keywords are case sensitive. Only contract opportunities containing the exact keywords you specify will be sent to you. This includes abbreviations and acronyms.



Step 5

Omit Keywords allows you to specify words relating to contract opportunities that you do not want to search for.

Step 6

Specifying CPV (Common Procurement Vocabulary) codes is a more exact method of searching for relevant contract opportunities. Click **search CPV codes** to enter a description of the product or services you provide. Select **Search** to perform the search and view the next screen.

Click on the checkboxes next to the relevant description. Click on **paste CPV** to input your selected codes into your profile.

Step 7

You can choose whether you would like to receive **Notices, Awards or Both**. Please select your preference by checking the appropriate box. You can also choose the nature of contract opportunities you wish to receive - **Supplies, Works, Services or All**.

You have now completed your profile. Select **view profile** to check your details.

Step 8

Click **save profile** or **reset** to make any changes. You will receive your first contract alert email, containing contract opportunities as specified in your profile, the next working day.