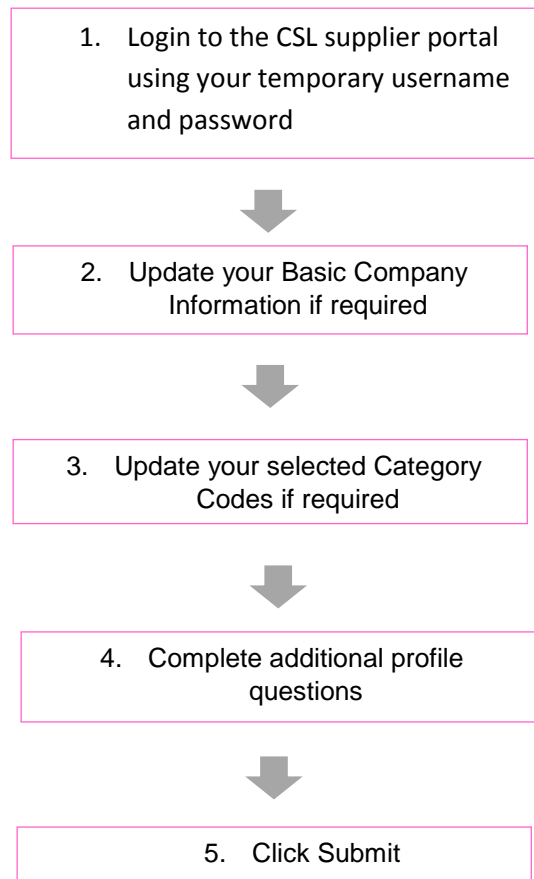


2. How to Complete Your Company Registration

You will receive a temporary login for the CSL supplier portal after completing the initial registration form detailed in the '**1. How to Register**' guide. This is so you can submit some further information relating to your company. Once submitted these details may be used to identify suitable suppliers for upcoming tenders.

This guide will take you through the stages of successfully completing your Company registration.

An overview of the process is displayed in the flow diagram below and a more detailed step by step guide can be found from page 2 onwards.



Step 1: Log into the software and select **Edit Company Profile** on your home page.

Home

Welcome, A Jones

[Edit Personal Profile](#)

Company Profile

Curtis Fitch Ltd

27%

[Edit Company Profile](#)

Your company profile will be displayed. Information can now be populated and you will be able to edit or complete information displayed.

Profile Detail | **Edit Profile**

Profile - Auction Bidder 02 Curtis Fitch

You are currently editing your profile.

Company Profile

Company Name *

Address * Address

Street City

Region Postcode

Company Telephone Number

Country

Website

VAT Number Company Registration Number

Select Category Codes

Category Code Description	Reference	
Absorbents Non X-Ray Detectable	EN	<input checked="" type="checkbox"/>
Absorbent dressings	EJA	<input checked="" type="checkbox"/>
Advertising General	ZXA	<input checked="" type="checkbox"/>

Step 2: The first section of your company profile will detail basic information submitted at stage one of the registration process.

Profile Detail | Edit Profile

Profile - Auction Bidder 02 Curtis Fitch

You are currently editing your profile.

Company Profile

Company Name *	Curtis Fitch Auction Bidder 02	Address	
Address *	a	City	
Street		Postcode	
Region			
Company Telephone Number			
Country			
Website			
VAT Number		Company Registration Number	

Step 3: Category codes can be added to your company profile to indicate the services that your company can provide and the areas in which your company operates.

Category Codes previously selected in your profile will appear listed in blue.

To add an additional category code click **Select Category Codes**

Select Category Codes

Category Code Description	Reference
---------------------------	-----------

A pop up box will appear displaying the category codes / regions as populated by the site owner.

Add Categories

Categories: Select All

Search for: _____ in Category Description sort by Ascending Selected Only

Category Description	Reference	Add
Anti Fraud Training (Core Skills) - Face to face	S143	<input type="checkbox"/>
Anti Fraud Training (Core Skills) - Designing bespoke training	S145	<input type="checkbox"/>
Anti Fraud Training (Core Skills) - e-learning	S144	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Designing bespoke training	S179	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - e-learning	S178	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Face to face	S177	<input type="checkbox"/>
Coaching supervision - Designing bespoke training	S117	<input type="checkbox"/>
Coaching supervision - Face to face	S115	<input type="checkbox"/>
Coaching supervision - Telephone	S116	<input type="checkbox"/>
Communications - Designing bespoke training	S182	<input type="checkbox"/>
Communications - e-learning	S181	<input type="checkbox"/>
Communications - Face to face	S180	<input type="checkbox"/>

Submit

Showing 9 - 12 of 156 categories
 < First < Previous Next > Last > | Reset Search

The drop down boxes can be used to filter the codes displayed. Use the search box to search for codes with key search terms.

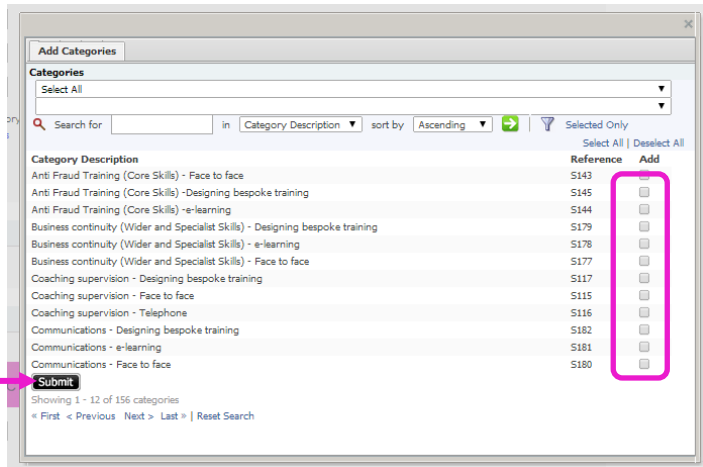
Address Line 1 *	
Address Line 2	
Street	
City	

Add Categories

Categories: Select All

Search for: _____ in Category Description sort by Ascending Selected Only

Select the codes relevant to your organisation by using the check boxes to the right of each description. Multiple codes can be selected if required. Once all appropriate codes have been selected press the **Submit** button.



Selected Category codes will appear displayed in blue in the Category Code area. To amend the codes selected click on **Select Category Codes** again or use the delete button provided.



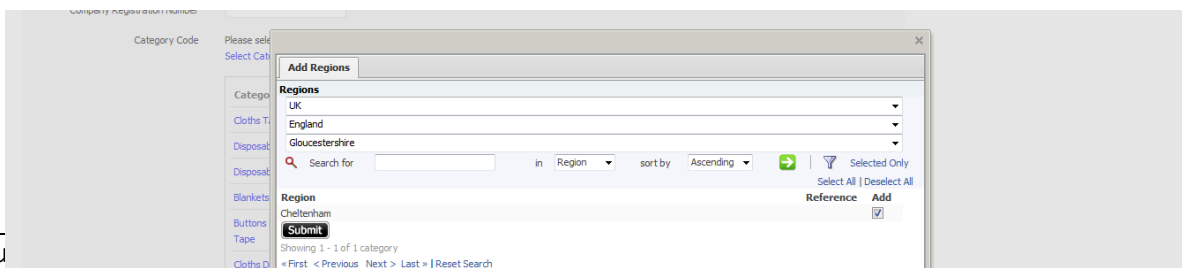
For further information on selecting / deselecting category codes refer to Appendix 1.

Step 4: Regions can be selected within your company profile to indicate the regions in which your company operates. Regions previously selected in your profile will appear listed in blue.

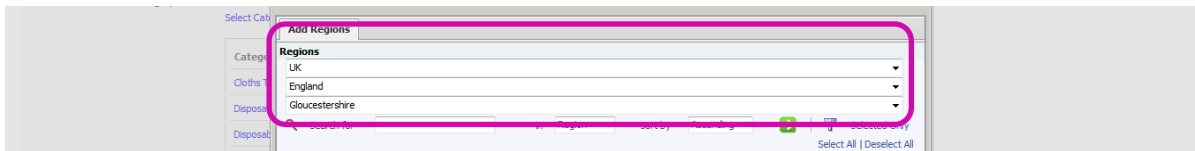
To add an additional region click **Select Regions**.



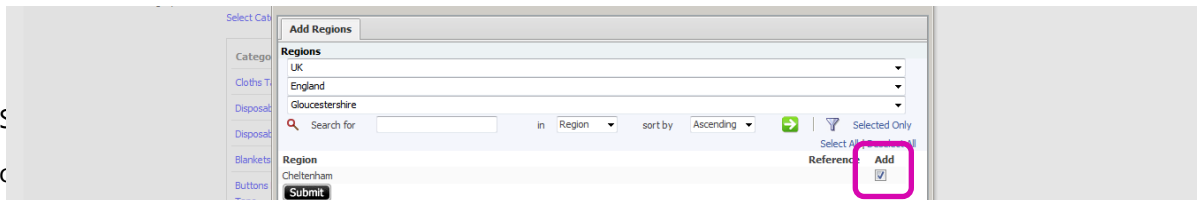
A pop up box will appear displaying the regions as populated by the site owner.



Companies may have up to 4 levels of regions, the drop down boxes can be used to filter the regions displayed. Use the search box to search for regions with key search terms.



Select the regions relevant to your organisation by using the check boxes to the right of each description. Multiple regions can be selected if required. Once all appropriate regions have been selected press the **Submit** button.



Region Description	Reference
Cheltenham	

For further information on selecting / deselecting regions refer to Appendix 1.

Step 5: There are additional profile questions for your to complete in order to submit your registration for CSL to review. Questions will display in categories, each category titled is highlighted in grey and questions will be listed below.

Supplier Registration Questionnaire

Financial

Confirm that your organisation, its directors or any other person who has powers of representation, decision or control of the organisation, has no convictions under the circumstances set out in regulation 23(3) of the Public Contracts Regulations

Does your organisation have any outstanding claims, litigations or judgements against it or other court orders affecting it which could affect its financial stability or continued existence.

Organisational Profile

What percentage of your current turnover for the last financial year relates to any existing sales to Southampton City Council?

Enter the required information into the fields provided to the right of each question.



Step 6: Once you have populated all required fields save your information by clicking the **Save** button at the bottom of the page.

Where applicable, does your company hold certificates for the following liability insurance?

Public Yes
 No
 N/A

Product Yes
 No
 N/A

Employers Yes
 No
 N/A

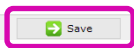
Is your company ISO-certified? Yes
 No

If you answered yes to the above, please list all certifications

Please upload any supporting documents here:

test

No questions exist.



Your details will be updated to reflect the changes made and can be edited again if required by clicking **Edit Profile**.

Profile Data

Profile - Auction Bidder 02 Curtis Fitch

Company Detail

Company Name: Curtis Fitch Auction Bidder 02

Address: a

Street: City

Region: Postcode

Company Telephone Number

Country

Website

VAT Number: Company Registration Number

Category Code	Description	Reference
	Absorbents Non X-Ray Detectable	ENI
	Absorbent dressings	EJA
	Advertising General	ZXA

Once you are happy that you have completed the questionnaire and have completed all mandatory fields click **submit**. A notification of your completed submission will then be sent to CSL for review.

Appendix 1: Adding & Removing Category Codes / Regions

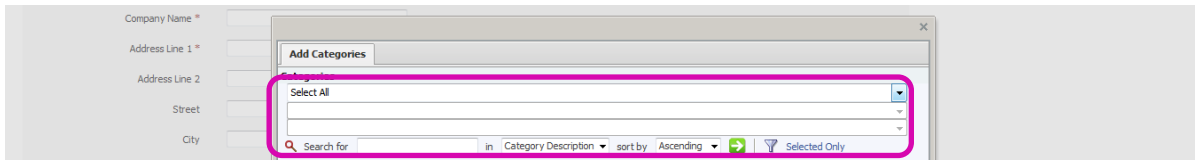
Within this appendix you will find further information regarding how to add, remove and search for category codes and regions within the Register page.

Click **Select Category Codes** or **Select Regions**.

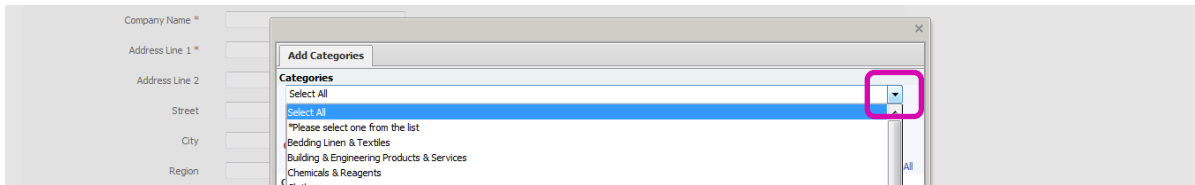
A pop up window will open allowing you to search through the available category codes / regions.

Category Description	Reference	Add
Anti Fraud Training (Core Skills) - Face to face	S143	<input type="checkbox"/>
Anti Fraud Training (Core Skills) -Designing bespoke training	S145	<input type="checkbox"/>
Anti Fraud Training (Core Skills) -e-learning	S144	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Designing bespoke training	S179	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - e-learning	S178	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Face to face	S177	<input type="checkbox"/>
Coaching supervision - Designing bespoke training	S117	<input type="checkbox"/>
Coaching supervision - Face to face	S115	<input type="checkbox"/>
Coaching supervision - Telephone	S116	<input type="checkbox"/>
Communications - Designing bespoke training	S182	<input type="checkbox"/>
Communications - e-learning	S181	<input type="checkbox"/>
Communications - Face to face	S180	<input type="checkbox"/>

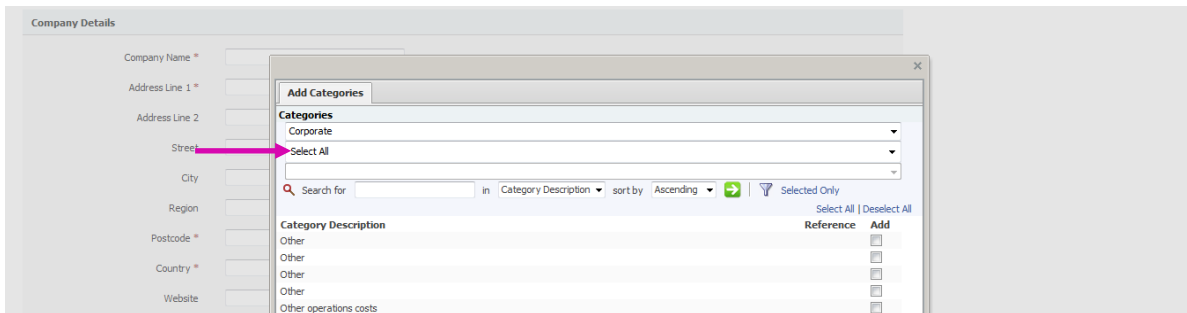
Companies may have up to 4 levels of category codes / regions.



Click the downward arrow to view the list of category codes / region and select the appropriate option from the dropdown list.



Once selected the next level will be displayed. Click **Select All** at the next level to display the next level.



Once all drop down levels have been selected the lowest level of categorisation will be displayed in the area below. Select the Category codes / regions relevant to your organisation by using the check boxes to the right of each description. Multiple options can be selected if required.

Add Categories

Categories

Select All

Search for in **Category Description** sort by **Ascending** Selected Only

Select All | Deselect All

Category Description	Reference	Add
Anti Fraud Training (Core Skills) - Face to face	S143	<input type="checkbox"/>
Anti Fraud Training (Core Skills) -Designing bespoke training	S145	<input type="checkbox"/>
Anti Fraud Training (Core Skills) -e-learning	S144	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Designing bespoke training	S179	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - e-learning	S178	<input type="checkbox"/>
Business continuity (Wider and Specialist Skills) - Face to face	S177	<input type="checkbox"/>
Coaching supervision - Designing bespoke training	S117	<input type="checkbox"/>
Coaching supervision - Face to face	S115	<input type="checkbox"/>
Coaching supervision - Telephone	S116	<input type="checkbox"/>
Communications - Designing bespoke training	S182	<input type="checkbox"/>
Communications - e-learning	S181	<input type="checkbox"/>
Communications - Face to face	S180	<input type="checkbox"/>

Submit

Showing 1 - 12 of 156 categories

« First < Previous Next > Last » | Reset Search

Use the search functionality to search for category codes / regions containing key terms.

Search for **developer** in **Category Description** sort by **Ascending** Selected Only

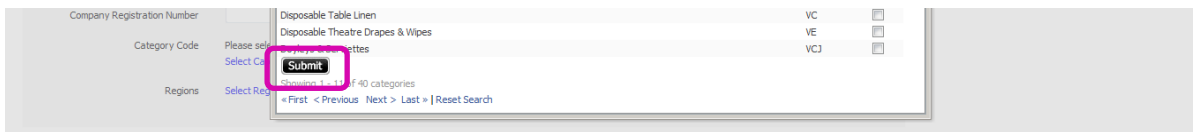
Select All | Deselect All

Category Description	Reference	Add
Database Developer		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Developer - Android		<input type="checkbox"/>
Developer - C#		<input type="checkbox"/>
Developer - Client Side		<input type="checkbox"/>
Developer - PHP		<input type="checkbox"/>
Developer - SAP		<input type="checkbox"/>

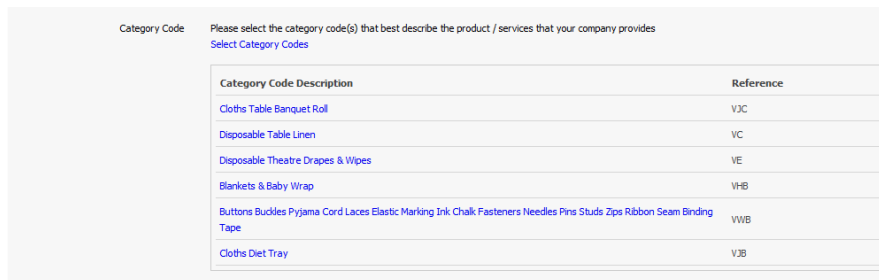
Enter a key search term into the Search box provided.

Use the drop filter option to indicate the field that you would like to search for the key term in. Press the Green button to process your search.

Once all the appropriate codes / regions have been selected press the **Submit** button to save your selection.



Selected options will appear displayed in blue on the register page. To amend the options selected click on **Select Category Codes / Select Regions** again and make the amendments in the pop up window.



Appendix 2: Responding to Additional Profile Questions

You will receive a temporary login to answer additional profile questions for CSL. Questions will display in categories, each category titled is highlighted in grey and questions will be listed below. The response box provided dictates the way in which you can respond to the question.

Each question type is explained below:

- 1) **Text Question:** Provides a free text response box. The number of characters that can be entered into the response box may be restricted, any character limits will be displayed alongside the response field and the size of the response box will be reflect the response length.



Enter a free text response into the box provided taking note of any character limits.

- 2) **Numeric / Financial Question:** Where a numeric / financial question is asked your response is restricted to numeric values only. Financial questions will be prefixed with a defined currency.



Enter your response into the box provided using numeric values only

- 3) Multichoice - Drop Down:** Where a dropdown list is displayed one option can be selected from the predefined list as a response.

Click the down arrow and select an option from the list displayed.

- 4) Multichoice – Radio Button:** Where radio buttons are displayed one option can be selected from the buttons displayed as a response.

Select the relevant option from the list displayed.

- 5) File Upload:** Where a question is asking for a file to be uploaded you will see one of two buttons displayed. The type of button available indicates the number of files that can be uploaded to the question.

- Select Files: Allows multiple (unlimited) documents to be uploaded as a response.
- Choose File: Limits an upload of one file only as a response.

NB. Whilst an unlimited number of files can be uploaded please note there is a limit on the size of file that can be uploaded. The file size limit when uploading documents within the system is 100mb, however if you are connected through a slow network connection it will cause the site to time out and error. We would not recommend loading large documents for this reason. Typically we would recommend nothing over 10/15mb.

- 6) Date Field:** Where a question requires a date answer you will see a calendar icon.

Clicking on the calendar icon will display a calendar. Navigate through the calendar using the forward and back arrows and select the relevant date.

Please confirm the expiry date of your certificate.

Question

Please describe your company health & safety policy

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Once selected the selected date will be displayed in box and can be Reset by pressing the blue Reset button.

Please confirm the expiry date of your certificate.

05/03/2014

Reset

7) Star Question: Where a set of stars are displayed you will be asked to indicate a rating on a defined scale that should be described in the question.

Please rate the registration process on a scales of 0 to 5 (0 being bad and 5 being very good).

★★★★★

Click on the individual stars to highlight your response.