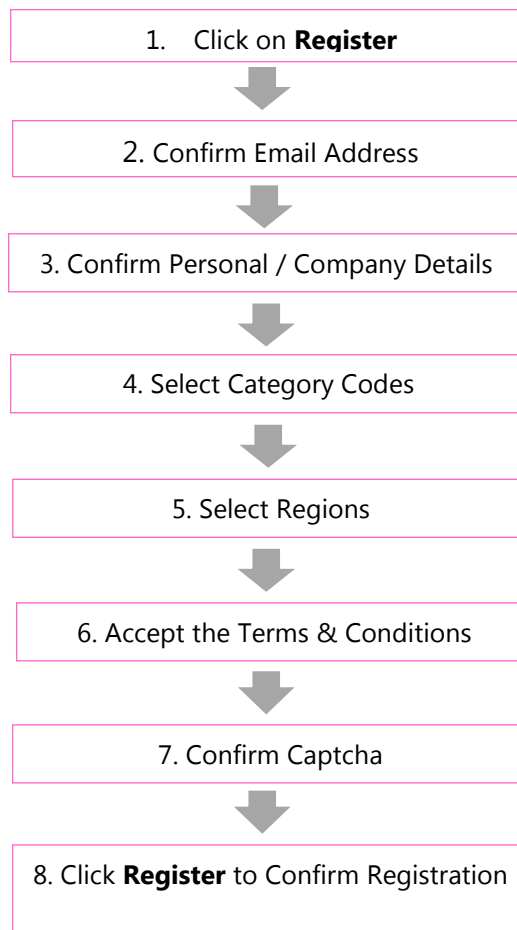


1. Supplier Guide: How to Register

In order to become a potential supplier to CSL you are required to register your company details via the CSL Global portal. This guide will take you through the stages of how to successfully register on the CSL portal.

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.

Overview - How to Register



How to Register

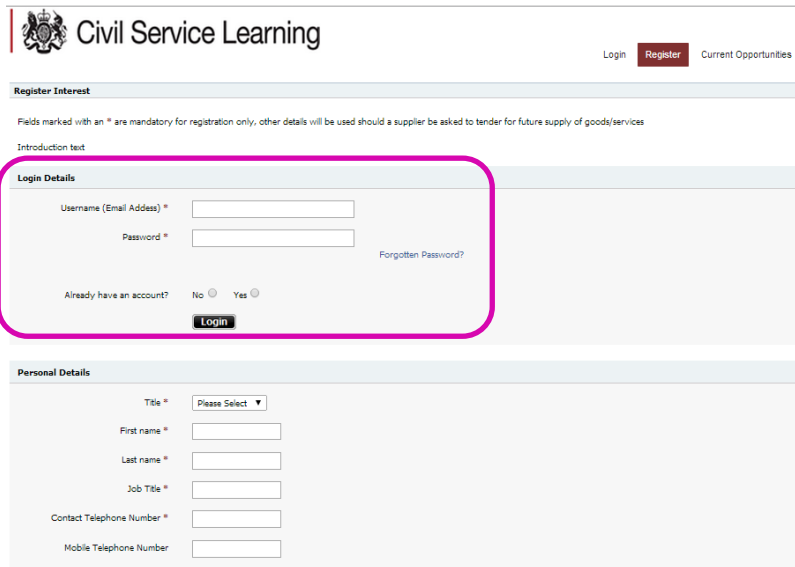
Step 1: The option to Register will display on the header bar on the Log In page. Click **How to be a supplier** to register your details and create an account.



NB. If you have registered previously log in with your username (email address) and password.

Step 2: Populate the email address you would like to register into the box provided and confirm that you do not already have an account.

Check that you have typed your email address correctly as your activation link will be sent to this address.



Civil Service Learning Login Register Current Opportunities

Register Interest

Fields marked with an * are mandatory for registration only, other details will be used should a supplier be asked to tender for future supply of goods/services

Introduction text

Login Details

Username (Email Address) *

Password * [Forgotten Password?](#)

Already have an account? No Yes

Personal Details

Title *

First name *

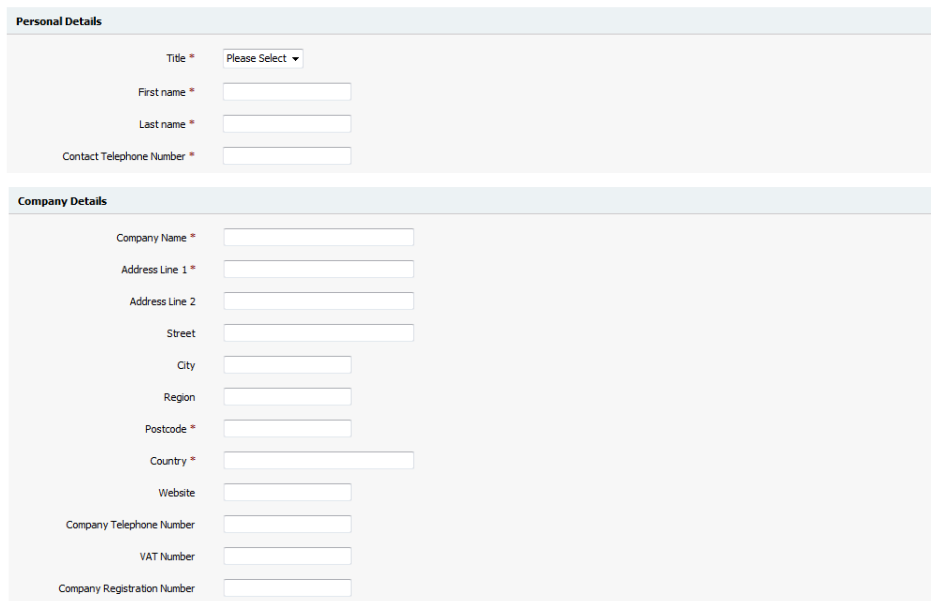
Last name *

Job Title *

Contact Telephone Number *

Mobile Telephone Number

Step 3: Populate your Personal and Company Details into the boxes provided. Any fields marked with a red star are mandatory and will need to be completed in order to process your registration.



Personal Details

Title *

First name *

Last name *

Contact Telephone Number *

Company Details

Company Name *

Address Line 1 *

Address Line 2

Street

City

Region

Postcode *

Country *

Website

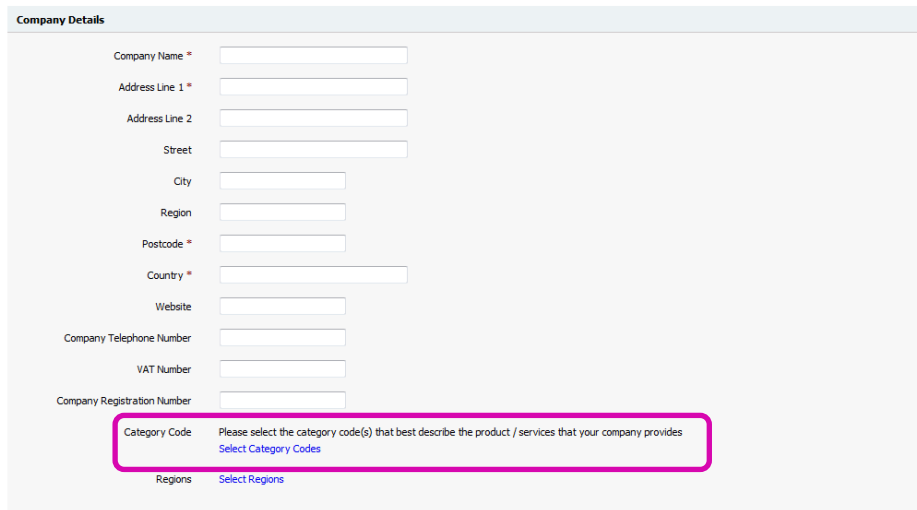
Company Telephone Number

VAT Number

Company Registration Number

Step 4: Select the category codes that best describe the services that your company provides. Once registered you will receive an email notification when an opportunity is advertised against a category code to which you are registered.

Click **Select Category Codes**.



Company Details

Company Name *

Address Line 1 *

Address Line 2

Street

City

Region

Postcode *

Country *

Website

Company Telephone Number

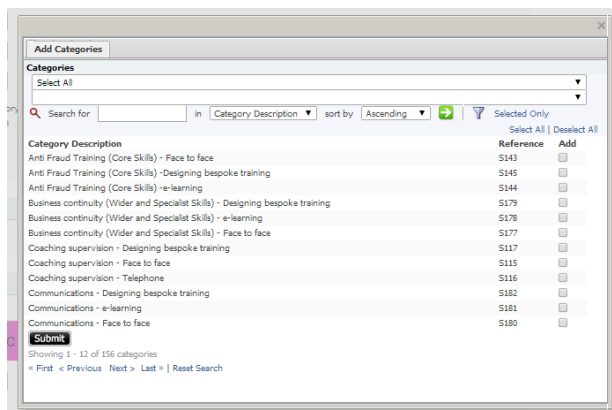
VAT Number

Company Registration Number

Category Code Please select the category code(s) that best describe the product / services that your company provides
[Select Category Codes](#)

Regions [Select Regions](#)

A pop up box will appear displaying the category codes as populated by CSL.



Add Categories

Categories

Select All

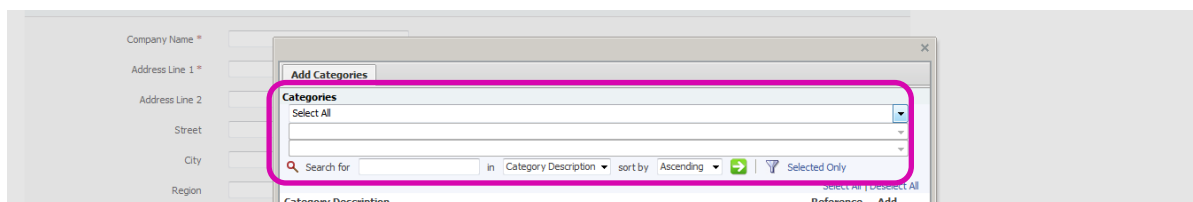
Search for in Category Description sort by Ascending Selected Only

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 1 - 12 of 156 categories
First Previous Next Last Reset Search

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



Company Name *

Address Line 1 *

Address Line 2

Street

City

Region

Add Categories

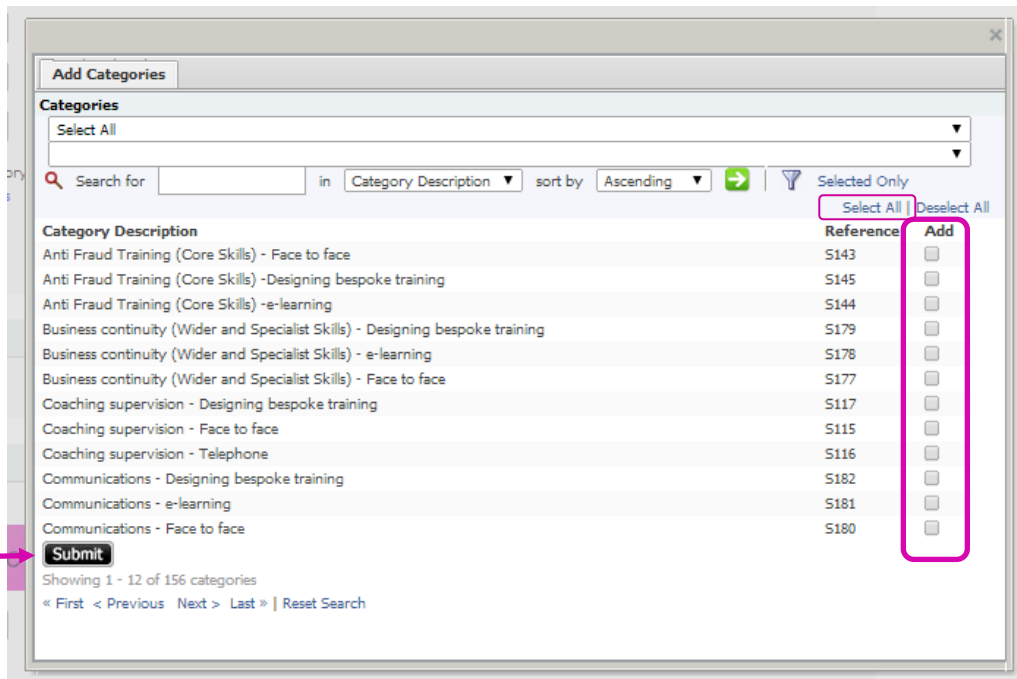
Categories

Select All

Search for in Category Description sort by Ascending Selected Only

Category Description Reference Add

Select the category code relevant to your organisation by using the check boxes to the right of each description. Multiple codes can be selected if required and can be done quickly by clicking select all. Once all appropriate Category codes have been selected press the **Submit** button.

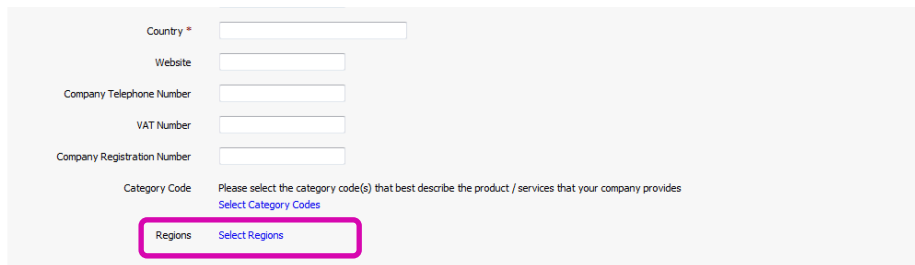


Selected categories will appear displayed in blue in the Category Code area. To amend the categories selected click on **Select Category Codes** again and make the amendments in the pop up window.



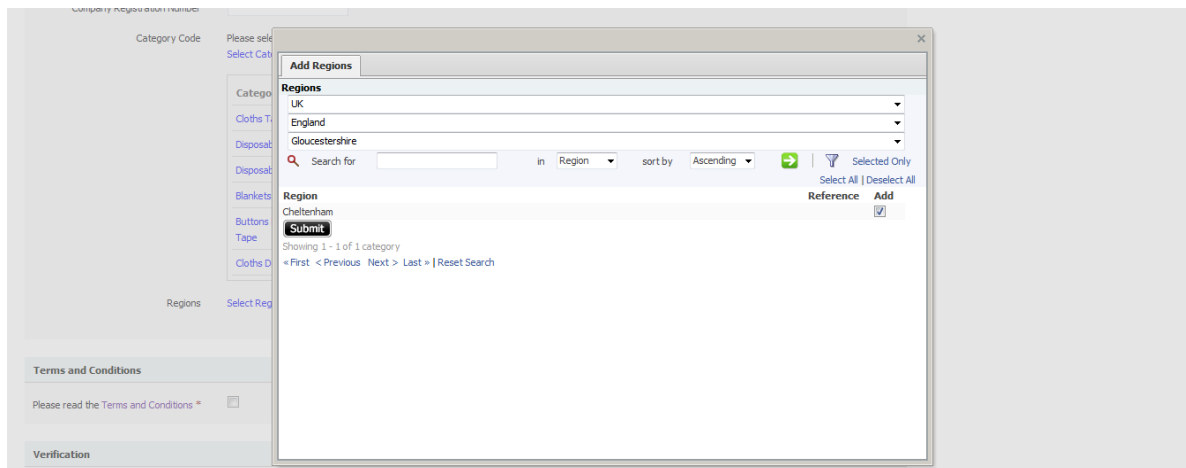
Step 5: Select the regions that best describe the areas in which your company operates.

Click **Select Regions**.



The screenshot shows a registration form with several input fields: Country *, Website, Company Telephone Number, VAT Number, and Company Registration Number. Below these is a section for 'Category Code' with a link to 'Select Category Codes'. At the bottom of this section, the 'Regions' button is highlighted with a red rectangular box.

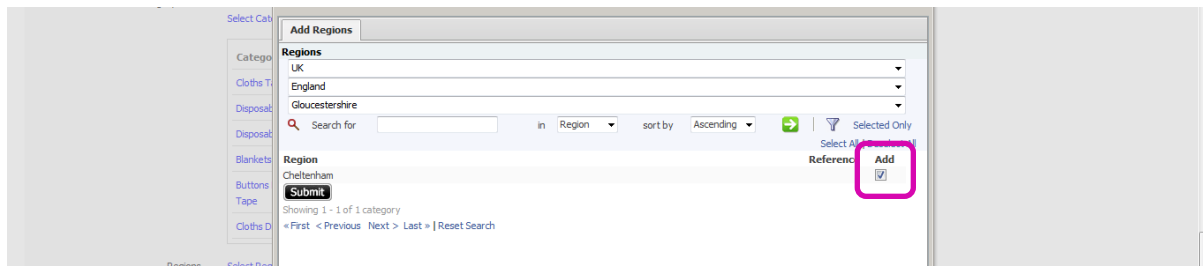
A pop up box will appear displaying the regions as populated on the portal.



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.

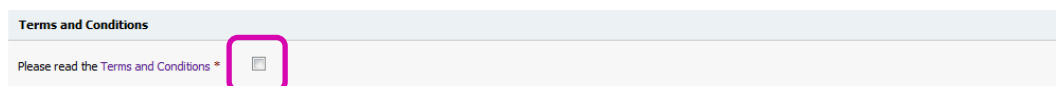


Selected regions will appear displayed in blue in the Region area. To amend the regions selected click on **Select Regions** again and make the amendments in the pop up window.

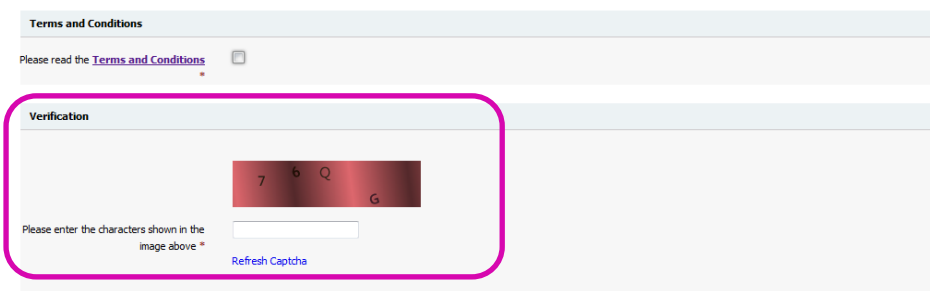


Step 6: Before you can submit your registration you will be required to read and agree the CSL terms and conditions. Click on the blue **Terms and Conditions** link to view the CSL Terms and Conditions.

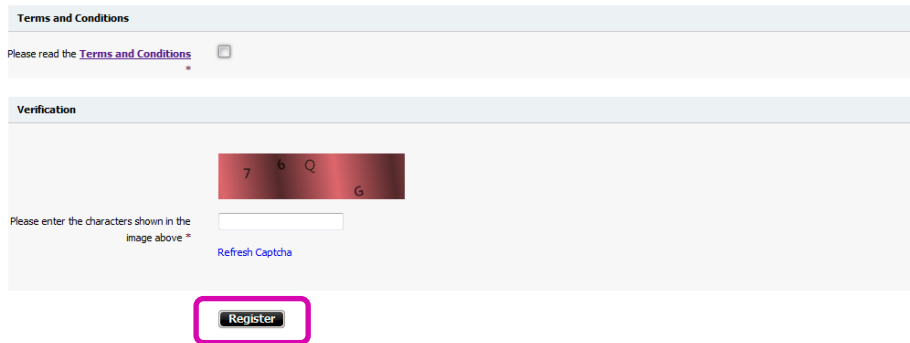
The Terms and Conditions will open in a pop up window. Check the box to indicate that you have read and agree to the Terms and Conditions.



Step 7: Verify your registration by completing the captcha at the bottom of the page. Enter the characters displayed in the image into the field provided. Press **Refresh Captcha** to refresh the image.



Step 8: Click Register to submit your registration. In order to register you are required to complete all mandatory fields.



The screenshot shows a registration form with two main sections: 'Terms and Conditions' and 'Verification'. In the 'Terms and Conditions' section, there is a checkbox next to the text 'Please read the [Terms and Conditions](#)'. In the 'Verification' section, there is a captcha image displaying the characters '7', '6', 'Q', and 'G'. Below the image is an input field for the user to enter the characters. A 'Refresh Captcha' link is located below the input field. At the bottom of the form, there is a 'Register' button, which is highlighted with a red rectangular box.

You will see a message confirming your registration and the next steps of the process.