



eGuide: Searching Contracts

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Introduction

Welcome to Supply2Gov!

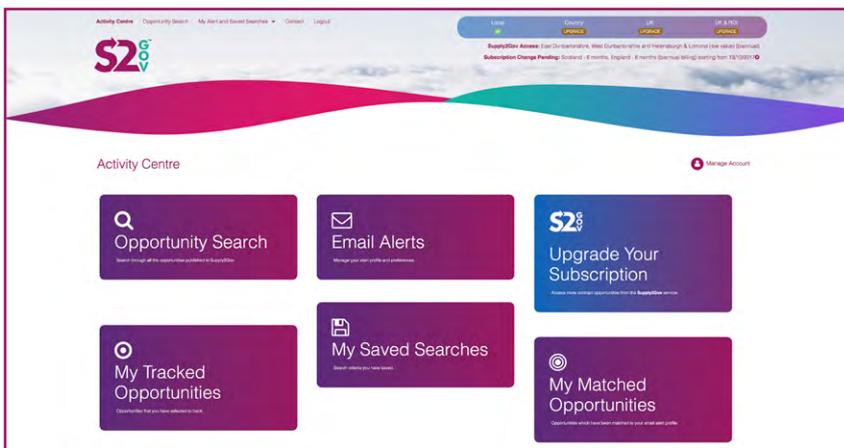
To make your life easier, we gather public sector contracts from over 3,000 individual sources and put them in one place. Our Research team then work alongside automated technology to create easily searchable and totally relevant information.

To help you get into the swing of things, this handy step by step guide walks you through Supply2Gov's search functions.

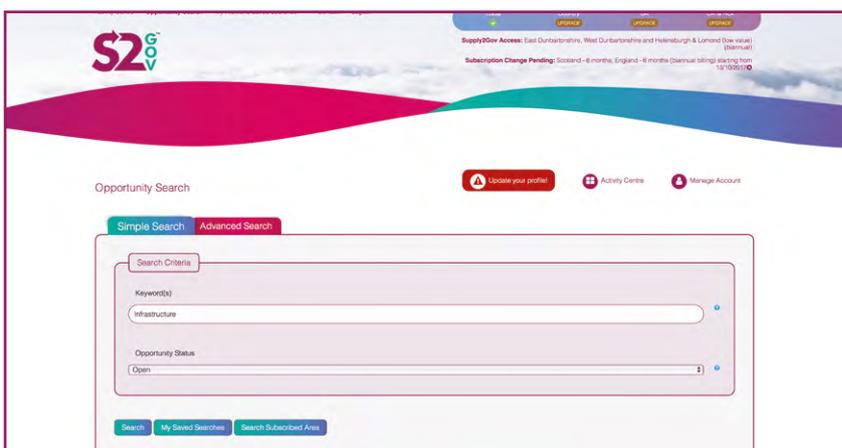
Simple Search

A 'Simple Search' lives up to its name – browse Supply2Gov's entire database with just keywords and/or by the opportunity status.

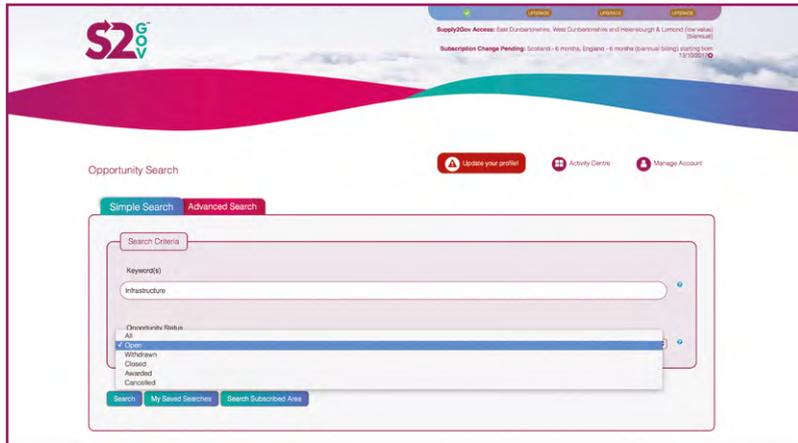
To get started, log in to your S2G Activity Centre and select Opportunity Search.



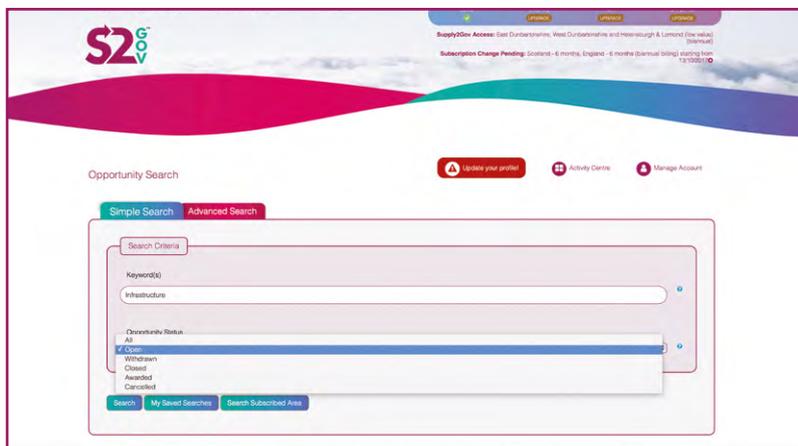
As the default search option is 'Simple Search', all you have to do now is enter relevant keywords...



And/or select an opportunity status.



Your search returns all the opportunities matching your criteria, including CompeteFor supply chain opportunities and Supply2Gov researched contracts broken down on a geographical basis.



To find out more about any opportunity, simply click on the contract link for the full details. You may need to upgrade to see some opportunities.

Advanced Search

The Advanced Search facility provides additional search parameters and more specific date ranges, allowing you to perform a more precise search.

Much like the Simple Search, an Advanced Search allows you to select various criteria and generates a list of contract opportunities. Please note that you should fill in the relevant fields only – providing too much detail may restrict your results.

As well as the keyword search used in Simple Search, the Advanced Search allows you to specify business categories:

The screenshot shows the 'Advanced Search' tab selected. It features two main sections: 'Simple Search Criteria' and 'Business Category Criteria'. The 'Simple Search Criteria' section includes a 'Keyword(s)' input field, radio buttons for 'Any of these' (selected) and 'All of these', a checkbox for 'Return contracts with specified Simple Search Criteria AND Business Categories?' (set to 'No'), and an 'Opportunity Stage' dropdown menu currently set to 'Open'. The 'Business Category Criteria' section is partially visible below.

Geographical area:

This screenshot focuses on the 'Regional Criteria' section. It contains a 'Countries and Regions' dropdown menu with 'Select Area' selected. Below this are two empty rectangular boxes for listing regions. Between these boxes are four buttons: 'Add', 'Add All', 'Remove', and 'Clear All'. At the bottom of the visible area, the 'Date Criteria' section is partially shown with a 'Published Date' label.

Date

Any additional criteria required:

For more help and guidance, please see the Glossary of Search Terms in Section 6.

Glossary of Search Terms

Keywords – Words that best describe your line of business i.e. construction, IT equipment, creative design. Remember that the more general the keywords you select, the more contracts you will receive, but you will run a greater risk of including results inappropriate to your business e.g. ‘construction’ will return all kinds of construction but your company may only construct houses.

Opportunity Stage – Filter your search by open contracts, withdrawn opportunities, awards or cancelled tenders.

Business Categories – Public sector buyers use Common Procurement Vocabulary (CPV) codes to classify their contracts for the items they wish to procure eg. 45233226 – Access Road Construction Work.

‘Business Categories’ are the descriptions of these CPV codes. Supply allows you to search, filter and add relevant codes to your profile with ease.

Regional Criteria – Select the regions and/or countries you would like to receive contracts from.

Date Criteria – As well as searching within the last day, week, month or three months, you can browse contracts by response deadline date or estimated contract start date.

Opportunity Type – Select whether you wish only to receive notification of contract notices, only contract awards or both.

Omit Keywords – Any word or term that you do not want within your Alert. If you only supply one aspect of a service e.g. manufacturing air conditioning units, but not installation, you might enter ‘installation’. This would mean that all contracts including ‘installation’ would be filtered out of your Alert. However, please note that buyers do often issue contracts in lots, so omitting keywords from your Alert Profile could mean you miss a relevant opportunity.

Nature of Contract – allows you to search for Works, Supplies or Services contract opportunities.



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