



2023
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**CREATE A WINNING
ALERT PROFILE**

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Introduction

Welcome to Supply2Gov!

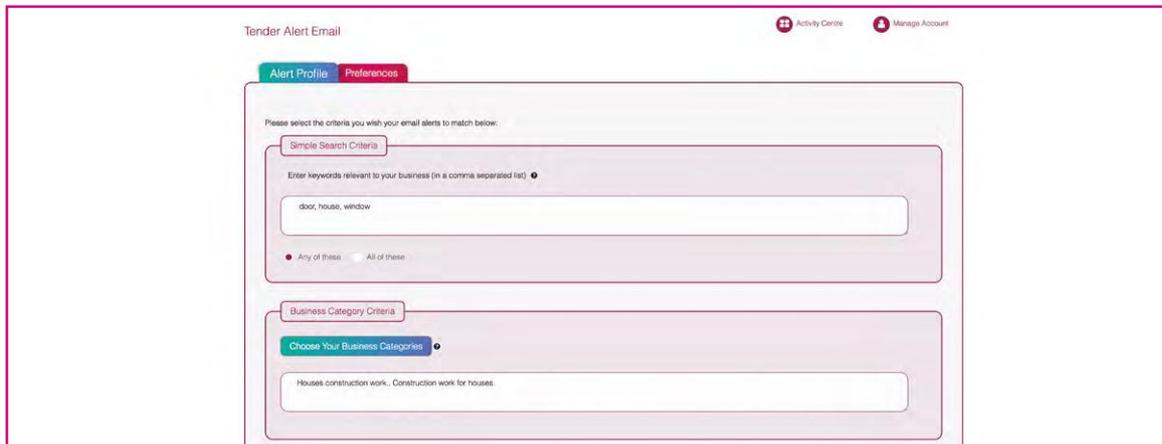
To make your life easier, we source public sector contracts from over 3,000 individual sources and send the opportunities relevant to your business directly to your inbox.

To make sure the contract information you receive is entirely relevant, it is essential that you complete your Alert Profile.

Don't worry, it doesn't take long, and this handy step-by-step guide will walk you through the process.

Accessing your Alert Profile

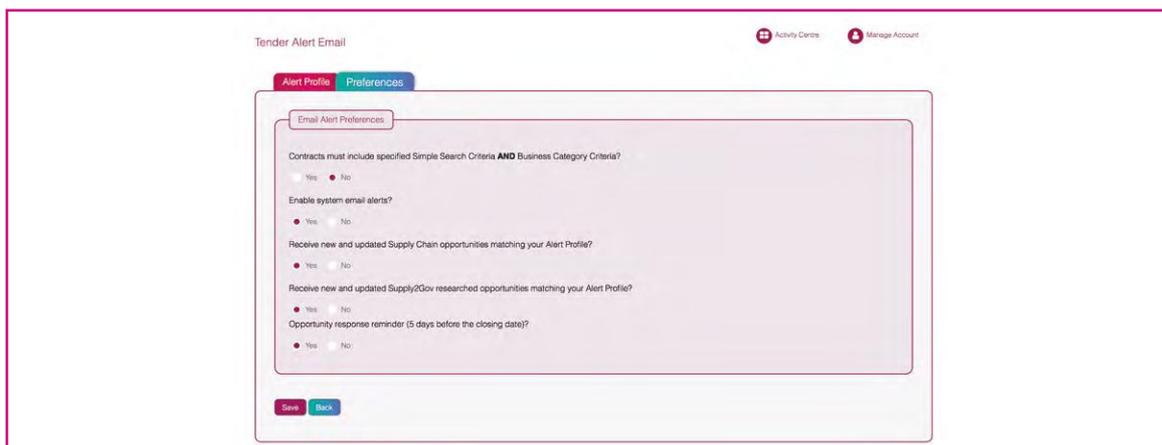
To set up or amend your Alert Profile anytime, log into your Supply2Gov account, visit your 'Activity Centre' and click 'Email Alerts' under Supplier Activities.



The screenshot shows the 'Alert Profile' configuration page. At the top, there are tabs for 'Alert Profile' and 'Preferences'. Below the tabs, a section titled 'Simple Search Criteria' contains a text input field with the text 'door, house, window' and radio buttons for 'Any of these' (selected) and 'All of these'. Below that is a section titled 'Business Category Criteria' with a 'Choose Your Business Categories' button and a text input field containing 'Houses construction work, Construction work for houses'.

Alert Preferences

Click on the Preferences tab. You will then be asked to make your Alert preferences as shown below. We recommend setting these to 'yes' – that way, nothing will slip through the cracks. Every relevant contract opportunity will be delivered directly to your inbox.



The screenshot shows the 'Alert Preferences' configuration page. At the top, there are tabs for 'Alert Profile' and 'Preferences'. Below the tabs, a section titled 'Email Alert Preferences' contains several questions with radio buttons for 'Yes' and 'No':
1. 'Contracts must include specified Simple Search Criteria AND Business Category Criteria?' (Yes selected)
2. 'Enable system email alerts?' (Yes selected)
3. 'Receive new and updated Supply Chain opportunities matching your Alert Profile?' (Yes selected)
4. 'Receive new and updated Supply2Gov researched opportunities matching your Alert Profile?' (Yes selected)
5. 'Opportunity response reminder (5 days before the closing date)?' (Yes selected)
At the bottom, there are 'Save' and 'Back' buttons.

Alert Profile

Once you have set your Alert preferences, it's time to build your profile. Click on 'Alert Profile':

Tender Alert Email

Activity Centre Manage Account

Alert Profile Preferences

Please select the criteria you wish your email alerts to match below:

Simple Search Criteria

Enter keywords relevant to your business (in a comma separated list)

door, house, window

Any of these All of these

Business Category Criteria

Choose Your Business Categories

Houses construction work, Construction work for houses

Alert Fields Explained

Tender Alert Email

Activity Centre Manage Account

Alert Profile Preferences

Please select the criteria you wish your email alerts to match below:

Simple Search Criteria

Enter keywords relevant to your business (in a comma separated list)

door, house, window

Any of these All of these

Business Category Criteria

Choose Your Business Categories

Houses construction work, Construction work for houses

Within the 'Alert Profile' tab, you will see the above screen, which allows you to set up and refine your Daily Alerts using specific criteria.

Simple Search Criteria – 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.

Business Categories – Public sector buyers use Common Procurement Vocabulary (CPV) codes to classify their contracts for the items they wish to procure e.g. 45233226.

Regional Criteria – Select the regions and countries you want to receive contracts from. Select each of these and "Add" to search.

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

Omit Keywords – Any word or term you do not want within your Alert.

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

Daily Alerts

Once your contract Alert Profile is set up, your Daily Email Alert will notify you of opportunities matching your profile criteria. Below is a sample of how a Daily Email Alert is provided.

The screenshot shows a web interface titled "Tender Alert Email" with navigation links for "Alert Profile" and "Preferences". The main content area is titled "Please select the criteria you wish your email alerts to match below:" and contains two sections:

- Simple Search Criteria:** A text input field containing "door, house, window" and radio buttons for "Any of these" (selected) and "All of these".
- Business Category Criteria:** A dropdown menu labeled "Choose Your Business Categories" with a selected option showing "Houses construction work, Construction work for houses".

Supply2Gov contracts are divided geographically into local, regional, country, UK and UK & Ireland levels.

This screenshot is identical to the one above, showing the "Tender Alert Email" configuration page with the same search and business category criteria sections.

In association with CompeteFor, you also receive free tailored supply chain opportunities from major private and public sector buyers directly through your Supply2Gov Alerts.

Disclaimer

This document is submitted in response to a request for an overview of the provision of Supply2Gov and related services. It is provided for adjudication of the paper in response to this opportunity.

Confidentiality Statement

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Head over to the Supply2Gov website for more information on how you can find, bid for and win public sector contracts

www.supply2govtenders.co.uk