



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' tab selected in the 'Tender Alert Email' interface. The page has a header with 'Activity Centre' and 'Manage Account' links. The main content area is titled 'Please select the criteria you wish your email alerts to match below:'. It contains two sections: 'Simple Search Criteria' and 'Business Category Criteria'. The 'Simple Search Criteria' section has a text input field with the value 'door, house, window' and two radio buttons: 'Any of these' (selected) and 'All of these'. The 'Business Category Criteria' section has a 'Choose Your Business Categories' button and a text input field with the value '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 'Preferences' tab selected in the 'Tender Alert Email' interface. The page has a header with 'Activity Centre' and 'Manage Account' links. The main content area is titled 'Email Alert Preferences'. It contains four questions, each with 'Yes' and 'No' radio buttons: 'Contracts must include specified Simple Search Criteria AND Business Category Criteria?' (Yes selected), 'Enable system email alerts?' (Yes selected), 'Receive new and updated Supply Chain opportunities matching your Alert Profile?' (Yes selected), and 'Receive new and updated Supply2Gov researched opportunities matching your Alert Profile?' (Yes selected). There is also a question 'Opportunity response reminder (5 days before the closing date)?' with '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 form titled "Tender Alert Email" with a navigation bar containing "Alert Profile" and "Preferences" tabs. The main content area is titled "Please select the criteria you wish your email alerts to match below:". It contains two sections: "Simple Search Criteria" with a text input field containing "door, house, window" and radio buttons for "Any of these" (selected) and "All of these"; and "Business Category Criteria" with a "Choose Your Business Categories" button and a text input field containing "Houses construction work, Construction work for houses".

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

This is an identical duplicate of the screenshot above, showing the "Tender Alert Email" setup form with the same search and category criteria.

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.

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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