PROFILE MANAGER | Quick Start Guide

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Updating your Profile

Click **Profile Manager** within your Activity Centre

Complete all mandatory fields/sections within the supplier profile. Mandatory fields will be marked with a **required** tag.

Each section requires confirmation that the information provided is correct to the best of your knowledge. These confirmations are mandatory and must be ticked in order for your profile to be published.

Company Details - Confirmation

I confirm I am happy with the information provided on this page, which will be viewable by the buying community once the profile is published. REQUIRED ?

☑ I confirm

To navigate through the sections of the profile, either click on the **S**ection **Name** at the right hand side of the screen or click on **the right arrow button** at the bottom right of the profile.

Employee Numbers

Please provide per office, the average number of all permanent staff in the following categories, over the last year.

Office Branch Name	Trade Staff	Admini stration Staff	Manufa cturing Staff	Profess ional Staff	Technic al Staff	Total	Edit

Add

Staff Details - Confirmation

I confirm I am happy with the information provided on this page, which will be viewable by the buying community once the profile is published. REQUIRED ?

☐ I confirm

Print Version   Export   Save   Activity Log

Other Offices

Staff Details

Business Activities

Financial Details

Contract Information

Legal Information

Publish Profile

Publishing your Profile

To publish your profile, click on the **Publish Profile** button.

Validation errors will appear if mandatory information has not been completed. Edit the section(s) where the errors appear.

Once complete, click Publish Profile once again, then click **Confirm Publish** to publish your supplier profile or **Cancel** to cancel your request.

The status of your profile and date of last update will be confirmed at the top of the page.

If you wish to make changes to yourpProfile, you must first unpublish your profile by clicking on the **Unpublish Profile** button at the bottom right of the page. You can then make any required amendments before republishing.

Glossary

Select: is a platform to store your company's pre-qualification information in the form of a Supplier Profile. The standardised and simplified online form has been designed to make it easier for you to tender for contract opportunities. Public sector buyers have access to the Select database and can search for suppliers online, based on the information saved within their profile.

Supplier Profile: is used to house your pre-qualification information online and can be published onto the Select database.

Profile Status: there are three main statuses your profile can have within the Select database:

- **Registered**: your company has registered on the Delta eSourcing website but no information has been published to the database.
- **Certified**: you have self-certified that your profile information is accurate and is published onto the database.
- **Accredit**: you have elected to have third party verification on your company profile. You will be recognised as being accredited for all related contracts pan public sector. Using the information in your Select supplier profile, Select Accredit provides your organisation with a competitive advantage when going for tenders.

CPV Codes: CPV (Common Procurement Vocabulary) codes have been developed by the European Union specifically for public procurement. Their main purpose is to help procurement personnel to classify their contract notices consistently and correctly and to help suppliers find the notices which are of interest to them by using a standardised vocabulary. Within Select, CPV codes are added to suppliers company profiles, which in turn allows the buyer (public sector organisations) to use the facility to search for potential suppliers using CPV codes.

Validation Errors: the Profile Manager facility will ensure that all mandatory details have been completed before allowing the user publish their profile. If mandatory information has been missed out when completing the profile, the system will provide a validation error and highlight the section/question where the error has been found. Until all validation errors have been addressed, the Publish Profile option will not be available.

Publish Profile: allows users to advertise their supplier profile details to buyers on the Supplier Information Database (SID). If a profile has not been published, only registration details of the company will be available in the supplier database.