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## Updating your Profile

Click **Profile Manager** within your Activity Centre

The screenshot shows the Delta Supplier Org dashboard. At the top, there is a navigation bar with 'DELTA' logo, 'Profile', 'Responses', and 'eAuctions' tabs. On the right, there are links for 'Help', 'Resources', 'Account', and 'Logout'. Below the navigation bar, the user is identified as 'Supplier Org' with a 'LIVE CHAT' button and a 'CompeteFor Helpdesk Supplier Administrator' button. The main content area is titled 'Welcome to Delta' and contains two sections: 'Profile Manager' and 'Response Manager'. The 'Profile Manager' section is highlighted with a red box and includes a description: 'Use Profile Manager to view, edit and publish your organisation's Select Supplier Profile. Buyers can search for profiles and invite suppliers to participate in a tender exercise.' and a link 'Edit Select Supplier Profile'. The 'Response Manager' section includes a description: 'View, manage and track your responses electronically using the Response Manager. Respond using an access code or an invitation to tender.' and a link 'View Invites and Responses'.

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

The screenshot shows the 'Company Details' form in the Delta Supplier Profile. At the top right, there are 'Edit' and 'View' buttons. The main text reads: 'Please complete your profile and ensure it is published onto the database. This will give visibility to public sector buyers.' Below this, the 'Company Details' section is titled, followed by a note: 'Fields marked **REQUIRED** are mandatory.' The 'Registration Details' section is highlighted and contains the following fields: 'Business Name' (REQUIRED), 'Business Address', and 'Address Line 1' (REQUIRED). The 'Business Name' field contains 'BiP Solutions' and has a character count of 387 remaining. The 'Address Line 1' field contains 'medius' and has a character count of 143 remaining. On the right side, there is a sidebar with a list of sections: 'Company Information', 'Registration Numbers', 'Other Offices', 'Staff Details', 'Business Activities', 'Financial Details', 'Contract Information', and 'Legal Information'. At the bottom of the sidebar, there is a 'Publish Profile' button.

# PROFILE MANAGER | Quick Start Guide

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 **Section 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	Administration Staff	Manufacturing Staff	Professional Staff	Technical Staff	Total	Edit
<a href="#">Add</a>							

### 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.

Please complete your profile and ensure it is published onto the database. This will give visibility to public sector buyers.

**Legal Information**

Fields marked **REQUIRED** are mandatory.

**Legal Information Part 1** ?

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences:

(a) Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in article 2 of Council Framework Decision 2008/841/JHA?

Yes

No

(b) Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices

[Company Details](#)

[Company Information](#)

[Registration Numbers](#)

[Other Offices](#)

[Staff Details](#)

[Business Activities](#)

[Financial Details](#)

[Contract Information](#)

**Legal Information**

**Publish Profile**

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

**!** There are errors on this page. It is not possible to publish your profile until all sections have been validated. Review the sections marked with a red cross by clicking the section link.

Status	Page Title
✘	<a href="#">Company Details</a>
✘	<a href="#">Company Information</a>
✘	<a href="#">Registration Numbers</a>
✘	<a href="#">Other Offices</a>
✘	<a href="#">Staff Details</a>
✔	<a href="#">Business Activities</a>
✘	<a href="#">Financial Details</a>
✘	<a href="#">Contract Information</a>
✘	<a href="#">Legal Information</a>

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

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

The screenshot shows a 'Supplier Profile' for 'Holland Builders'. On the left, there is a profile icon, the company name 'Holland Builders', a 'Certified' badge with a 'Click to Edit' link, and a message to 'Upgrade your profile to Select Accredited status. Learn more'. On the right, under 'Supplier Profile Information', it shows 'Last published: supplier@hollandbuilders.com' and 'Updated date: 16:38 on 17/08/2015'. There is also an 'Activity Log' link.

If you wish to make changes to your profile, 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.

This screenshot shows the 'Company Details' section. At the top, there are 'Edit' and 'View' buttons. A yellow callout box contains a lightbulb icon and the text: 'Your profile is currently published. To make any changes, click the 'Unpublish' button. You can then update your profile as necessary. Please remember to republish your profile once updated to ensure your company is visible to the public sector.' Below this, the 'Company Details' section is titled 'Registration Details' and includes a description: 'The Company Details section allows you to enter your company information and add business activities as well as select your Industry Sector.' The details listed are: Business Name: Holland Sky Bar; Business Address: 98-102 Main Street, Glasgow, South Lanarkshire, G73 2HZ, United Kingdom. On the right side, there is a sidebar with a 'Company Details' header and a list of links: Company Information, Registration Numbers, Other Offices, Staff Details, Business Activities, Financial Details, Contract Information, and Legal Information. At the bottom right of the sidebar, there is a prominent green 'Unpublish Profile' button with a red border.

## 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 Accredited 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.