

select

supplier information database

SUPPLIER PRE-QUALIFICATION INFORMATION SERVICE



Buyer Side

How can I access Select?

If you are in the public sector you can access Select through a variety of websites including the Society of Procurement Officers in Local Government (SOPO) and the London Contracts and Supplies Group (LCSG). If you are not eligible for membership of those organisations, Select can be implemented within your organisation – please contact helpdesk@delta-ets.com for further details.

What can I do with Select?

Select can provide Buyers with the following functions:

- 1 **Select Lists:** Creation and management of lists of Suppliers for requirements.
- 2 **Tender Responses:** Creation, transmission and management of Suppliers' Expressions of Interest to specific tender notices.
- 3 **Search Service:** A joined-up Supplier Information Database (SID) of Suppliers interested in tendering for public sector business opportunities.

How do I create a list?

By clicking on Create New List, you can then name the list you wish to create, e.g. painters.

What types of lists can I create?

There are two types of list:

- 1 **Response List:** Profiles in a response list cannot be updated. This type of list would be used for receiving Expressions of Interest and would also have a closing date.
- 2 **Select List:** Profiles in a select list can be updated at any time by a Supplier. This type of list would be used for storing general Supplier information.

How do I include Suppliers into my select list?

By clicking on the title of your list you then have the opportunity to add Suppliers. This can be done in three ways:

- 1 **Invite Suppliers**
By clicking on this link you will be able to enter a Supplier's email address and they will receive an automatic email requesting that they register on Select. You can also add additional text to this message.
- 2 **Search the Supplier Database**
By opting to search the Supplier Database you will be provided with a search frame into which you can enter the criteria on which you wish to search; this can be using company name, CPV code, description or location.
- 3 **Search your lists**
By clicking on this option you can either search all your lists or, using the drop down menu, select a named list to search.

Can I customise my lists?

Yes, by clicking on the Customise button, you can choose what areas of Suppliers' profiles you wish to view in your list, e.g. products and services.

From my list can I tell when a Supplier last updated their data?

Yes, beside their name the last update date will appear in brackets.

How do I know how many Suppliers are in my list?

The number is shown in brackets against the name of the list.

Can I set a closing date for my list?

Yes, this can be done by clicking on the Managed Dates option; you can set both opening and closing dates and times. (NB: this is particularly relevant in a response list.)

Can I use Select to invite Expressions of Interest?

Yes, this can be done in two ways. By placing within a contract notice a PIN number and requesting that Suppliers register on the Select service, complete their profile and then submit using the PIN number quoted, this will enter their Expression of Interest directly into the response list you have created. Or you can use the "Invite Supplier option" and email directly through the service to the chosen Suppliers to ask them to provide you with an Expression of Interest.

Can I find potential suppliers within Select and invite them to tender?

Yes, by using the "Searching the SID facility" selected Suppliers can then be compiled into a named list from which you can then email them with the required details.

Can I use Select to build and host my in-house select lists?

Yes, by asking Suppliers to register on select (free) you can convert any existing Supplier lists. In addition by asking Suppliers to quote predetermined PIN numbers you can ensure that they are entered on a specific list.

Can I convert my paper-based Supplier select lists into electronic lists using Select?

By having a policy that all Suppliers who request to work with your organisation are requested to register on Select (perhaps quoting a PIN number) you can ensure that all Supplier data is held in one place and in a common format. Any existing Suppliers can be contacted directly and requested to enter and maintain their details on Select. Another route to drive Suppliers online would be to make an announcement (free through *Contrax Weekly*, *Government Opportunities* or the OJEU) in the form of a contract/qualification notice to request that any potential Suppliers interested in working with your organisation register on Select.

We only open our select lists for a limited time; can Select help me do this?

Yes, by setting an opening and closing date you can manage your select list Suppliers.

Are Select-listed Suppliers prequalified by BiP Solutions or others?

BiP Solutions ensures that companies registering have valid contact details. However, as every public sector organisation has differing levels of criteria by which they evaluate Suppliers, Select allows Suppliers to enter a wide selection of data that is likely to be requested in an Expression of Interest.

If not, can this service be provided to us?

Yes, should your organisation wish to have additional evaluation/vetting services of those Suppliers, BiP Solutions can provide this as an additional service (chargeable).

How many officers within my authority can have access to Select?

As Select is an internet service you may nominate as many officers as required to have access to the Select database.

Can I issue an OJEU notice or other contract notice and direct interested Suppliers to respond via Select?

Yes, a Buyer can generate a PIN number in relation to a specific list and then incorporate this within the contract announcement. All Suppliers responding will then appear in your list.

Does Select comply with EU Procurement Directive requirements?

Yes. It also complies with section 11 of the Local Government Act 1988 in that no payment is made by Suppliers for registering on the service.

Will the Supplier lists I create be accessible to others?

Yes, Select offers a list sharing function for buyers approved by the list owner.

More about Public Sector Tendering

What support do I get with Select?

Email helpdesk@delta-ets.com or telephone the Select helpdesk on **0845 270 70 50**. BiP Solutions can provide telephone tutorials to assist you in using the service. To book a tutorial please email servicedesk@bipsolutions.com

As a Buyer how do I create a contract notice?

Project provides you with all types of formats to facilitate the creation, management and transmission of contract announcements, including those that must be submitted to the OJEU. Project also provides Buyers with online access to all notices published in the OJEU and *Government Opportunities*. To access the demonstration site please visit www.bipsolutions.com/Delta/project.html

Once I have evaluated my Expression of Interest, is there a process for the Invitation to Tender stage?

Yes, Vault provides a secure document exchange and Select can operate along with Vault to provide a seamless e-tendering suite.

Where can I get further information on public sector tendering?

BiP's dedicated marketplace provides information for both Buyers and Suppliers at: www.bipsolutions.com/html/briefing.php

I am interested in piloting Select and Vault; how do I go about doing this?

BiP Solutions offers organisations the opportunity to pilot the Delta suite. If you would like more information on running a pilot, please email helpdesk@delta-ets.com

Introduction

Many public sector organisations hold data regarding potential suppliers. One of the main difficulties with maintaining this data is keeping it up to date. BiP Solutions has developed an online supplier database service which the public sector can use to store and access this data, placing the onus on the Supplier to maintain and update the information held. From the Supplier point of view the service can be used to store and maintain company profiles with data that is

likely to be requested in Expressions of Interest. This data is only accessed by public sector personnel.

Select is one module of BiP's Delta e-tendering service. Select can also be incorporated for access through your website. To obtain further information either go to our website at www.bipsolutions.com/Delta/select.html or email us at helpdesk@delta-ets.com

Select FAQs

What is Select?

Select is an online supplier information database listing service which provides public sector Buyers with instant access to up-to-date data on pre-registered Suppliers, and provides Suppliers with the facility to maintain company profiles including the type of data used in the public sector tendering processes.

Select is provided by BiP. Who are BiP?

BiP Solutions is the UK's leading provider of public sector contract information. More subscribers rely on its contract information services than those of any other organisation and BiP Solutions publishes more UK contract information than any other provider.

How much does Select cost?

Select is free of charge to suppliers and is also free to public sector Buyers who are using elements of BiP's Delta suite or who are members of the Society of Procurement Officers in Local Government (SOPO) or the London Contracts & Supplies Group (LCSG).

Do I need any special hardware or software to operate Select?

No, all that is required is a PC or Mac with internet access (Internet Explorer 5 or later, or Netscape 5 or above). Select is hosted on a secure server and you may wish to check with your IT department that you can access websites using the https protocol.

Does Select connect to other services?

Select is one module of BiP's Delta e-tendering service and connects to Project, an e-notice creation service, and Vault, the secure internet ITT document exchange service. Select can also be incorporated for access through your website.

How many Suppliers use Select?

At the moment we have thousands of registered Suppliers.

How many Buyers (public sector) use Select?

Select is available to over a thousand Buyers within the public sector and demand is growing.

How often do you upgrade the service?

We constantly work on new features, which are normally added every six months.

Can I have more than one registered user?

Yes it is possible, but may not be necessary. Each registered buyer can create multiple select lists and include as many Supplier profiles in each select list as they desire.

Select Suppliers may also register and create multiple profiles for their company, and within each profile detail all the products and services that they provide.

However, if any company or organisation has a need to register more than once, they may do so.

Where can I get further information on Select?

Either go to our website at: www.bipsolutions.com/Delta/select.html, email us at: helpdesk@delta-ets.com or telephone the Select helpline on: **0845 270 70 50**.



Please register at: www.delta-ets.com

Supplier Side

As a Supplier, how do I register to access the service?

Select can be accessed through www.delta-ets.com

Can Select act as my company's central electronic database for information likely to be requested?

Yes, you can use Select to create, store and publish your company's profile for access by public sector organisations. Select has been developed with both Buyer and Supplier input to ensure that it allows Suppliers to enter all the information they wish to provide and that Buyers can view the supplier information they require. You can update your profile information at any time and export it to other data management applications if necessary.

How do I access my Supplier profile?

By visiting www.delta-ets.com and clicking on Suppliers Area, enter your username and password. This brings you to the Welcome page. Choose the Select icon, and click to enter the Select service. By clicking on Main Menu you will then be able to access your profile.

How long will it take me to complete my Select listing?

Select acts as a company profile creation wizard. The online Supplier profile forms will prompt you for company information and help you collate a comprehensive Supplier profile. Depending on how readily available your company information is, the time to create your profile varies, but this is a process which shouldn't need to be repeated; all you need to do after that is make sure the information in your profile is up to date.

How do I add information to my profile?

To add information to your profile click on Edit and enter details in the relevant areas. This can be done by using the tabs down the left-hand side of the page.

What are CPV Codes?

CPV (Common Procurement Vocabulary) Code numbers have been specially developed by the European Union for public procurement. Their main purpose is to help procurement personnel properly classify their contract notices and aid suppliers find the notices which are of interest by using a standardised vocabulary.

Can I access a CPV search service using Select?

Select offers you the facility to classify your goods & services with an easy-to-use search facility based on keywords, so you can locate and list CPV codes easily and quickly.

Can I save the information I have already entered and complete at a later date?

Your Select profile saves automatically as you move from page to page, so long as you DO NOT hit your Back button and DO NOT close your browser on the page you were working on. Always click to a different page before shutting down your browser or your work may be lost.

Whilst I am constructing my profile will it be made available to Buyers?

No. Your information is only made available to Buyers after submitting/publishing your profile.

Can I cut and paste text from other documents?

Yes, you can cut and paste text from other types of electronic documents.

Do I have to complete all confidential details?

Yes, if you are creating an Expression of Interest from your profile you will probably have to include confidential details, such as financial figures. If, however, you are completing a profile for publication, you may state that these details will be available on request.

Our policy documents are very large; how can we include them in our profile?

If your policy documents are available on your website you could include the address from which the Buyer may obtain a copy, or you could provide a synopsis saying a full copy is available on request.

Once I have created my profile what can I do with it?

Edit: Allows you to change your profile details.

View: Allows you to view the text version of your profile.

Submit: Allows you to publish your profile in the Supplier Information Database or enter it directly into a Buyer's select list using the list PIN number they have provided.

Confirm: Confirms that your details are up to date and accurate.



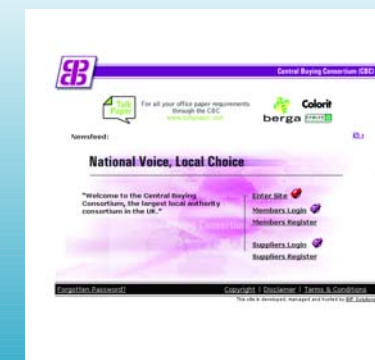
www.govopps.co.uk



www.sopo.org.uk



www.lcsrg.org.uk



www.cbconline.org



<http://dvla.g2b.info>

Duplicate: Creates an identical profile.

Delete: Deletes your profile.

How do I publish my profile? What does it mean?

When information in your profile is complete, click on the View Profile button. If completely satisfied then click on Submit and choose one of the three options.

What are the 3 options when submitting to Select?

When submitting your profile, there are three options:

- 1 Submit for publication to the Select Supplier Information Database (SID) where Buyers can then access/browse Supplier profiles.
- 2 Submit using a PIN. Each select list that a Buyer creates has a unique PIN number. When a Buyer invites a Supplier to join a list they will issue the PIN number to the Supplier. 'Submit using PIN' allows the Supplier to submit their profile directly into that list using the PIN number provided.
- 3 Submit by Email. This is used when Suppliers wish to submit their profile to Buyers (including those who may not be registered on the Select service). Suppliers can effectively send a copy of their profile to any other entity that they are wishing to do business with, and by using the Select service to carry out this function you will also create an audit log of who you have emailed your profile to. You can also use this feature to export your profile.

What is a PIN number?

Select uses PIN numbers for allocating profiles directly into Buyers' lists. These numbers may be incorporated into a contract notice detailing that Suppliers can register on Select and that by quoting the PIN number they will automatically be included on that awarding authority's list. The list can either form a pool of Suppliers which that authority may use to search for particular types of companies or the authority may use the list to collate electronic Expressions of Interest in relation to a specific tender opportunity.

If I am already a select-listed supplier. Do I need to recreate the information every time I wish to be added to another authority's listing?

No, Suppliers should create one profile with their company details. From this one profile they can then create additional profiles with tailored information that can be submitted in response to a particular requirement.

What is the activity log?

The activity log provides a list of any profiles you have created and their status. By clicking on your profile title, you are able to access a history of where you have emailed your profile to and also any lists that you have submitted your profile to.

I cannot remember my username and password; how do I get them?

Visit www.delta-ets.com and click on

Forgotten Password. Enter your email in the Suppliers box and click on Submit. Alternatively, email helpdesk@delta-ets.com. Please note: your email address is your username. Should you change your contact email address within your profile, please remember this will then change your username and next time you log in you will have to do so with the new email/username.

The person who created our profile has now left; how do we transfer the details over?

Send details of who created the profile and the new user who will be taking over the profile to helpdesk@delta-ets.com. Details should include name, address and email address.

Which area of our profile is most important?

Within your profile, the most important areas to keep up to date are the Products and Services areas and key areas such as Financial Details, Past Contracts, Staff Details, Policies and References are most likely to be viewed by Buyers.

Can we tell how many Buyers, if any, actually access our profile?

There are currently over a thousand public sector Buyers who have access to select and that number is increasing dramatically on a daily basis. Buyers use the Select service in a number of ways and at present we do not monitor their access.

How do I let Buyers know I am updating my details regularly?

Once in your profile Main Menu you have six options. If you click the Confirm option this means that to the best of your knowledge, you have updated your details and all information is correct. Buyers can see when you last confirmed that a profile was up to date. If they wish you to clarify this or do it again, they can email you with an invitation to confirm.

Will other Suppliers have access to my data?

No. Only registered Buyers have access to view profiles published by Suppliers.

Are there user notes?

Yes, these can be obtained from the navigation tab in the Delta-ets toolbar. A copy can also be requested from helpdesk@delta-ets.com

How do I access public sector contract notices?

BiP Solutions provides a variety of paper, online and datadisk services containing public sector contract notices. *Contract Weekly* magazine is the only UK paper version of the OJEU (*Official Journal of the European Union*) and Tracker provides email delivery of exact matches of contract announcements. For a free trial register at: www.tendermatch.com

Can I advertise in Select?

Yes, banner advertising is available on Select. Please contact advertisingteam@bipsolutions.com