

Suppliers – Manage your account on Coventry City Council e-tendering portal

Add a New user on your Company Details

Secure access link - <https://sell2.in-tend.co.uk/midlands/home>

A video guide to help you locate your account can be found [here](#).

Login to the Homescreen

Sell2 Midlands

Home Tenders Register Help Powered by in-tend

Sell2Midlands

Discover a world of tender opportunities with Sell2UK. Our tender notification and alert platform offers real-time access to thousands of tender opportunities, sourced from In-tend's system portals and a wide array of external sources.

The key differences with Sell2UK to others in the marketplace is that it provides a seamless experience with a Single Supplier Login, granting you access to hundreds of In-tend customer portals (Organisers) and notification in advance of open publishing of In-tend customer opportunities. Instantly receive tender alerts, express interest, and complete your tender submissions - all within the Sell2UK platform.

Furthermore, Sell2UK connects you directly with procurement professionals via the powerful In-tend Organiser, allowing each contracting authority to search for, and potentially invite your organisation to participate in exclusive, closed tenders not available through other services.

Enhance your tendering productivity and engagement with procurement organisations both in the UK and globally with Sell2UK's robust features and user-friendly functionality.

For more information, contact our dedicated Sell2UK team via email at sell2uk@in-tend.co.uk

Log in to your account

Email
procurementcontracts@coventry.gov.uk

Password
Show

Login

I've forgotten my password

Locate **Company Users** and click on **+ Add New User**

Sell2 Midlands

Home Tenders Portals Account Help Powered by in-tend

Important Notifications

- CSW Jets Portal Migration** - All existing Supplier login details for CSW Jets have been migrated into the Sell 2 Midlands portal. Existing login details for CSW Jets should therefore enable you to login to Sell 2 Midlands, from which you can then access CSW Jets from within the "portals" area of the system for tenders which you are currently working on. You will also be able to connect with Warwickshire's new standalone portal. If you have issues logging in, please contact In-Tend Support team.

Please note: Any Procurement exercises which were previously set-up and published on CSW Jets will be completed on CSW Jets.

For a guide on Logging into Sell2Midlands and linking your portal accounts, please [view the Sell2Midlands Guide](#)

My Active Opportunities

☐ Include Archived

Tender	Actioned
COV - Adults Long Term Home Support	02/Oct/2025
WCC - Second Tier Agency Staffing Requirements	10/Oct/2025
COV - Children Social Care System	17/Oct/2025
NUN - Removal of Asbestos	17/Oct/2025

Viewed Opportunities

Showing opportunities with Deadline In days

☐ Show All

Tender	Deadline Date
No data available in table	

My Saved Searches

Saved Search	Action
No data available in table	

My Company Portals

Portals	Action
CSW-Jets (Coventry Solihull Warwickshire Council)	Login to portal
Warwickshire County Council	Login to portal

Company Details

ProcurementContracts CCC

Address
Coventry City Council, Procurement Services
One Friargate, Station Square
Coventry
West Midlands, CV1 2CN

Contact Details
Phone: 02476975539
Email: procurementcontracts@coventry.gov.uk
Website:

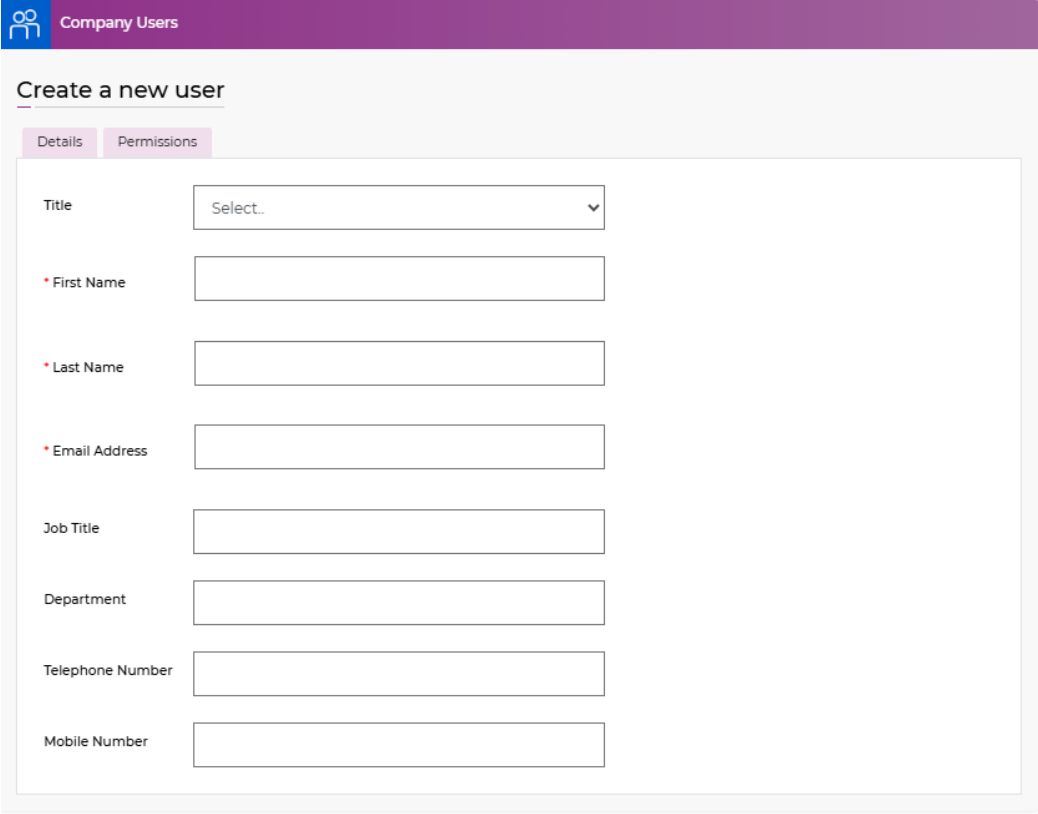
Company Users

[+ Add New User](#)

Name
★ ProcurementContracts Coventry

Complete the details on the **Create a new user page** (mandatory fields indicated with a *****)

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Company Users

Create a new user

Details | **Permissions**

Title

* First Name

* Last Name

* Email Address

Job Title

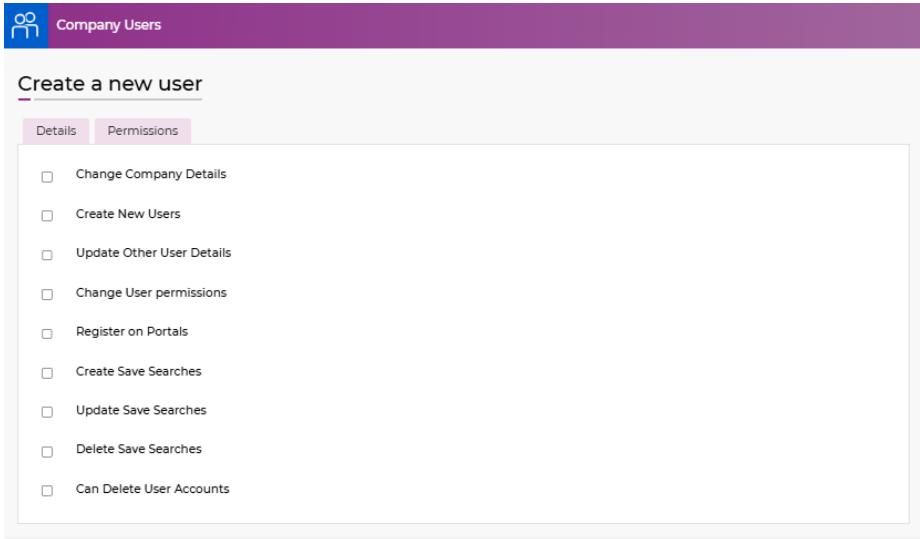
Department

Telephone Number

Mobile Number

Add New User **Close**

Be sure to review the **Permissions tab** and select the appropriate access rights for the user. Assigning the correct permissions will ensure they have access to the relevant areas of the e-tendering portal and can perform the actions required for their role.



Company Users

Create a new user

Details | **Permissions**

- ☐ Change Company Details
- ☐ Create New Users
- ☐ Update Other User Details
- ☐ Change User permissions
- ☐ Register on Portals
- ☐ Create Save Searches
- ☐ Update Save Searches
- ☐ Delete Save Searches
- ☐ Can Delete User Accounts

Add New User **Close**

Validate by clicking on **Add new User**.

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User Created

An email has been sent to melanie.pickering@coventry.gov.uk to reset the password.

Please follow instructions to reset the password to log in.

OK

A **New User Account** email will automatically be generated and sent to the user you have just added. This email will contain instructions on how to set or reset their password, enabling them to access the e-tendering portal for the first time.



New User Account

Hello Melanie,

You have a new account on Sell2Midlands for your company, ProcurementContracts CCC.

You must reset your password to gain access to the system. Please click on the below link:

[Reset password](#)

If you didn't make this request, you can ignore this email.

Need further assistance?

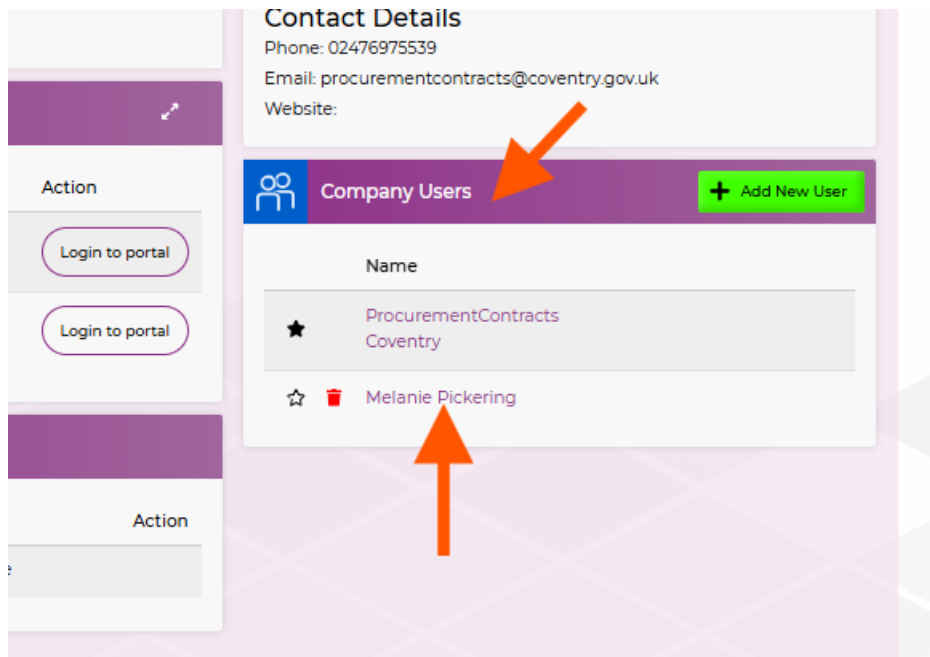
Please don't hesitate to contact our support team at support@in-tend.co.uk, or speak to a member of our support team call [+44 114 407 0056](tel:+441144070056).

Amend Contact Details

Locate **Company Users** and find the user whose details you wish to update. **Click on the user's name** to open their account profile, where you can view and amend their details, permissions, and other account settings.

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Provided you have the appropriate permissions, you can update the user's contact information, manage their access rights, and make changes to their account settings as required. You will also have the option to reset their password if they are unable to access their account.



Make the required amendments and then click **Save Details** to confirm and apply the changes.

Any updates made to the user's account information, permissions, or settings will be saved and reflected immediately within the e-tendering portal.

The 'Details' tab is active, showing the following form fields:

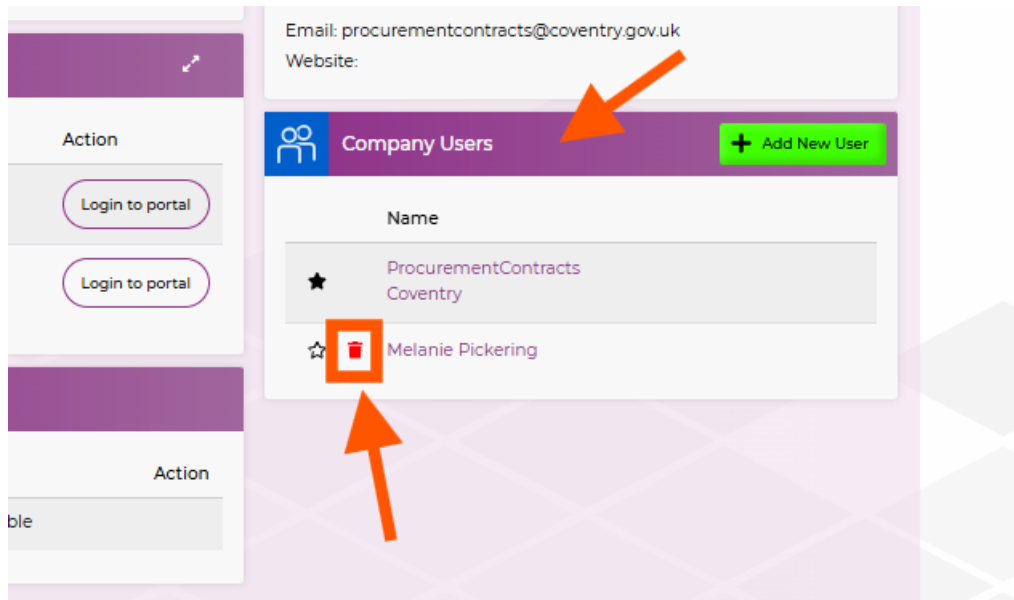
- Change Password** (button)
- Title**: Select.. (dropdown menu)
- First Name**: Melanie (text input)
- Last Name**: Pickering (text input)
- Job Title**: (text input)
- Department**: (text input)

An orange arrow points to the **Save Details** button at the bottom right of the form.

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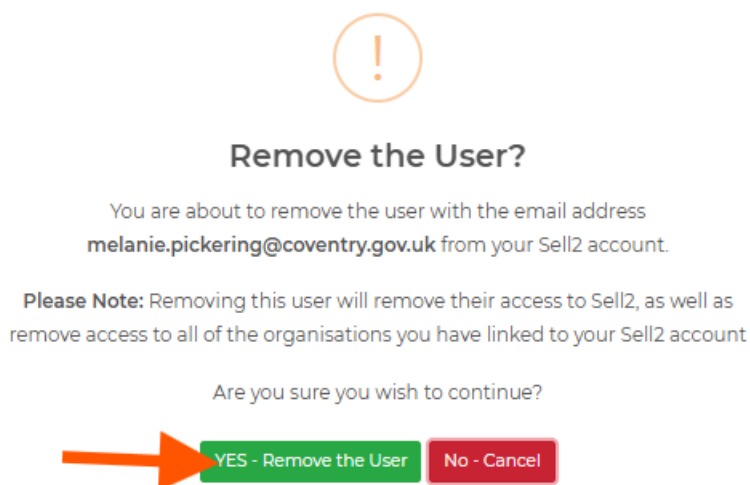
Remove a Contact from your Company Details

Locate **Company Users** and find the user you wish to remove. Select the **red bin icon** displayed next to their name.



A warning message will appear on screen asking you to confirm the action. To remove the contact, click **YES – Remove the user**.

Once confirmed, the user will be removed from your organisation's account and will no longer be able to access the e-tendering portal on behalf of your company. Please ensure the user no longer requires access before proceeding.



Adding/Amending Classification Codes

From the Homepage, click onto **Account/Company**.

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Click on the **ProClass** tab, as these are the business classification codes used by **Coventry City Council** to identify the goods, services, and works provided by suppliers.

ProcurementContracts CCC

Company Address
Company Contact Details
Classification Codes
Company Classifications
Company Information
Company Summary
Certificates
Insurance

CPV ProClass HEFCE E-Class UNSPSC Financial

ProClass Codes

It is recommended that you select all relevant codes across all sectors - this gives you the benefit of potential opportunities and a direct invitation from an organisation to tender.

Your ProClass Codes

Code	Description
No data available in table	

Add ProClass Codes

Search by Code or Keyword

Search

Save Details and Update Linked Portals

Search for the classification codes that best match the goods, services, or works provided by your organisation. You can select as many **Classification Codes** as are relevant to your business, helping to ensure that you receive notifications about suitable tender opportunities.

Your selected codes can be updated at any time, so we recommend reviewing them periodically to ensure they continue to reflect your organisation's current activities and areas of expertise.

ProClass Codes

It is recommended that you select all relevant codes across all sectors - this gives you the benefit of potential opportunities and a direct invitation from an organisation to tender.

Your ProClass Codes

Code	Description
100000	Building Construction Materials

Add ProClass Codes

Search by Code or Keyword

Construction

Search

Code	Description	
101000	Building Construction Materials - Bathrooms	+
101100	Building Construction Materials - Electrical	+
101200	Building Construction Materials - Fencing	+
101300	Building Construction Materials - Floor Coverings	+
101400	Building Construction Materials - General Materials	+
101500	Building Construction Materials - Glazing / Doors	+
101600	Building Construction Materials - Hand Tools	+
101610	Building Construction Materials - Hand Tools - Direct Purchase	+
101611	Building Construction Materials - Hand Tools - Hire	+
101699	Building Construction Materials - Hand Tools - Not Elsewhere Classified	+
101700	Building Construction Materials - Heating & Air Conditioning	+

Save Details and Update Linked Portals

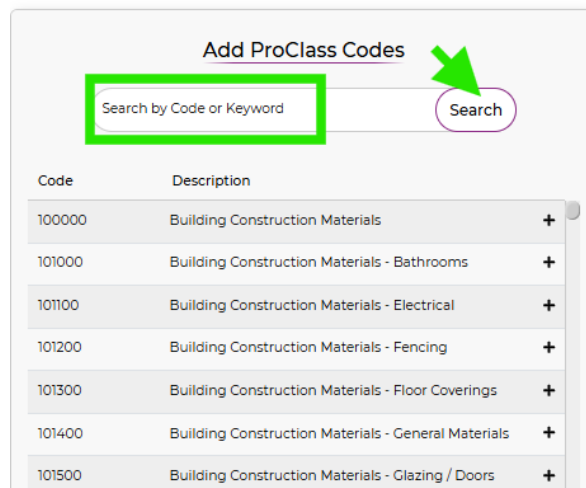
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Search for the classification codes that best match the goods, services, or works provided by your organisation. To add a code, click the **Plus (+)** icon next to the relevant classification. The selected code will then appear in the list on the left-hand side of the screen.

If you need to remove a classification, simply click the **Minus (-)** icon next to the selected code and it will be removed from your list.

Important: We recommend selecting both the general category and any more specific classification codes relevant to your organisation. This will help ensure you receive notifications for all suitable opportunities. For example, if your organisation provides ICT services, you should select the general ICT classification code (27000) as well as any more specific ICT-related codes that reflect your areas of expertise.

If you are unsure which keyword to use when searching, leave the search field blank and click **Search**. This will display the full list of available **ProClass** classification codes, allowing you to browse and select the most appropriate options.



Code	Description	
100000	Building Construction Materials	+
101000	Building Construction Materials - Bathrooms	+
101100	Building Construction Materials - Electrical	+
101200	Building Construction Materials - Fencing	+
101300	Building Construction Materials - Floor Coverings	+
101400	Building Construction Materials - General Materials	+
101500	Building Construction Materials - Glazing / Doors	+

Once you have completed the **Classification Codes** section and entered all required information, click **Save Details and Update Linked Portals** at the bottom of the page to finalise your registration.



Support contacts

For any portal account and access support – please contact In-Tend Limited on: support@in-tend.com or on 0845 557 8079 / +44 (0) 114 407 0065

For any other queries, please contact Coventry City Council e-Tendering support on: procurementcontracts@coventry.gov.uk or on 024 7697 5539