

MANAGE YOUR ACCOUNT ON CSW-JETS

Add a New Contact on your Company Details

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

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

1. Login to the **Homescreen**

Sell2 Midlands

Home Tenders **Register** Help Powered by in-tend

Sell2Midlands

Be alerted, search or browse through tender opportunities for a range of value contracts from a variety of Midlands organisations

Log in to your account

Email

Password [Show](#)

Login

[I've forgotten my password](#)

Live Tenders Currently on Sell2Midlands

16 In-tend Tenders **0** Public Tenders **16** Total Tenders

Still need help? Please call us on +44 114 407 0056

Search for Tenders

Search by keyword **Search**

2. 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

Watched Opportunities

Showing opportunities with Deadline In days

☐ Show All

Tender	Deadline Date
No data available in table	

Viewed Opportunities

Showing opportunities with Deadline In days

☐ Show All

Tender	Deadline Date
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

My Saved Searches

Saved Search	Action
No data available in table	

Company Details

ProcurementContracts CCC

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

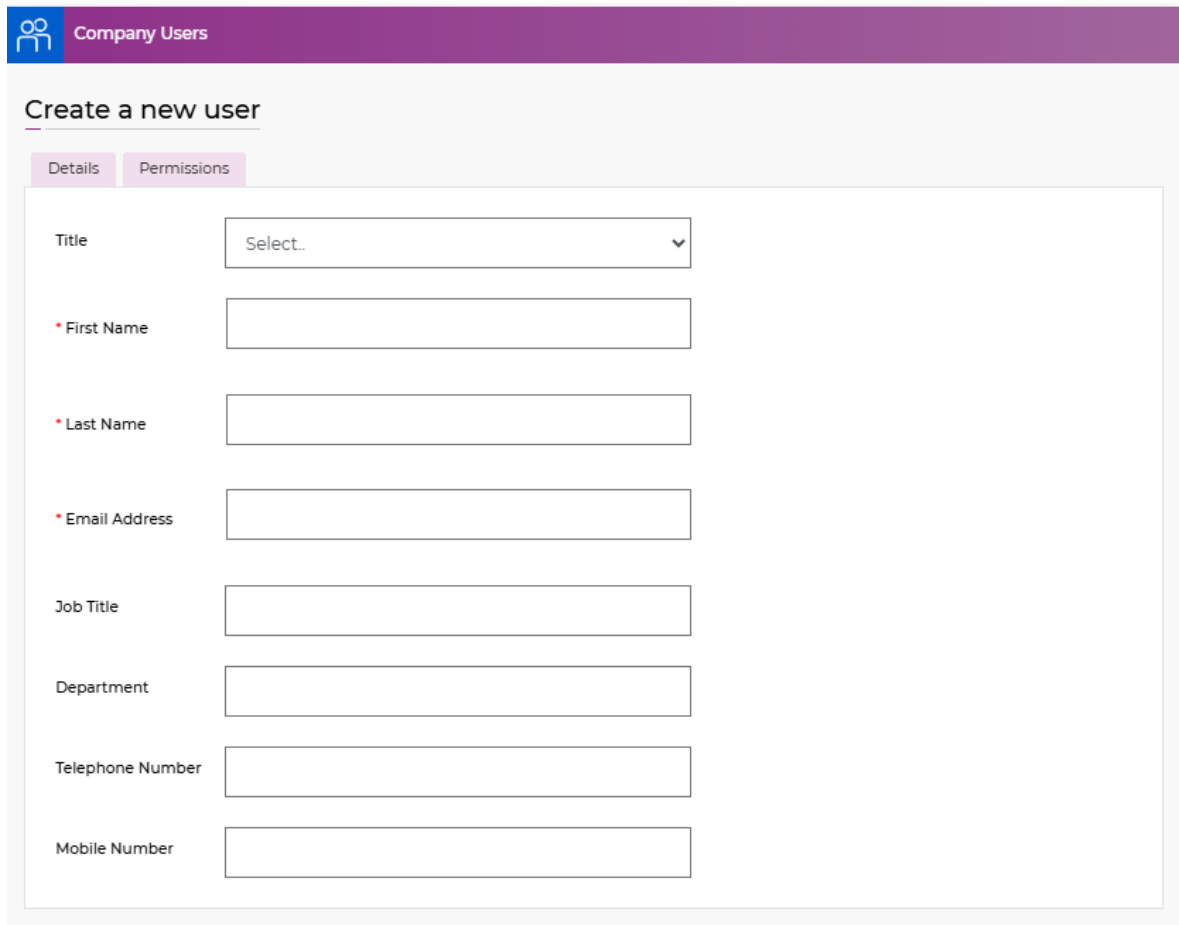
Contact Details
Phone: 02476975539
Email: procurementcontracts@coventry.gov.uk
Website:

Company Users [+ Add New User](#)

Name
★ ProcurementContracts Coventry

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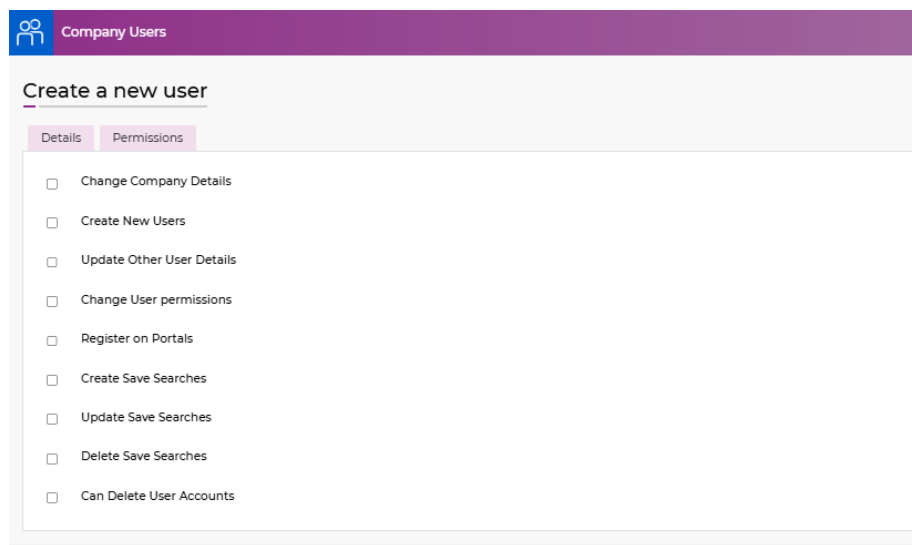
3. Complete the details on the **Create a new user page** (mandatory fields indicated with a *)



Add New User

Close

4. Make sure to also go to the Permissions tab to select appropriate options.



Add New User

Close

MANAGE YOUR ACCOUNT ON CSW-JETS

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



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

6. An email will be generated to the user you just added.



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?

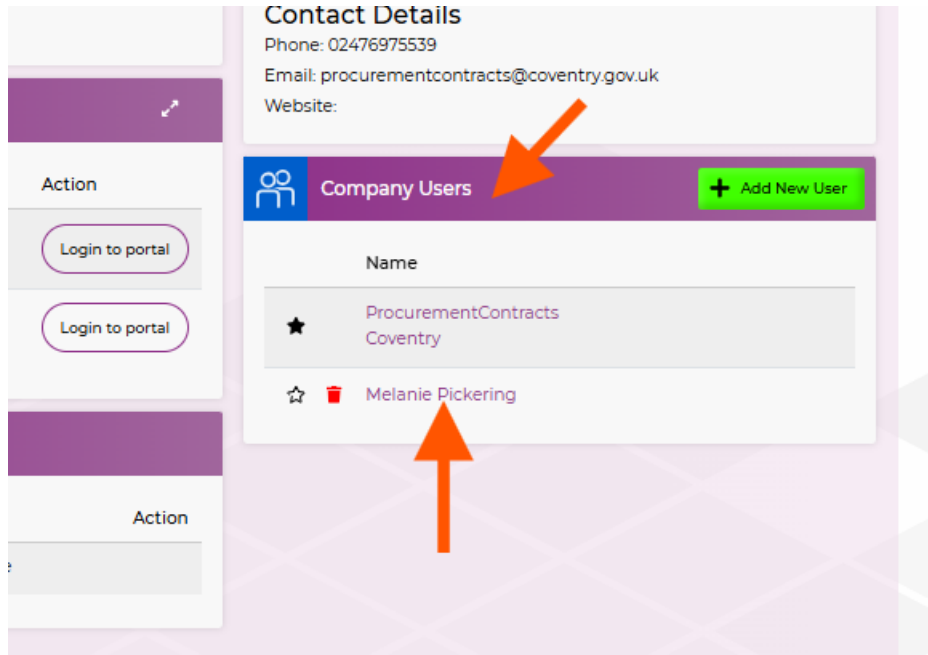
Please don't hesitate to contact our support team at support@in-tend.co.uk, or speak to a member of our support team call [+44 114 407 0056](tel:+441144070056).

Amend Contact Details

1. Locate **Company Users** and find the line with the contact name you want to amend. **Click on the user's name**.

As long as you have editing rights, you will be able to amend/update any of the details or permissions linked to that contact user. You will be able to also reset their password if needed.

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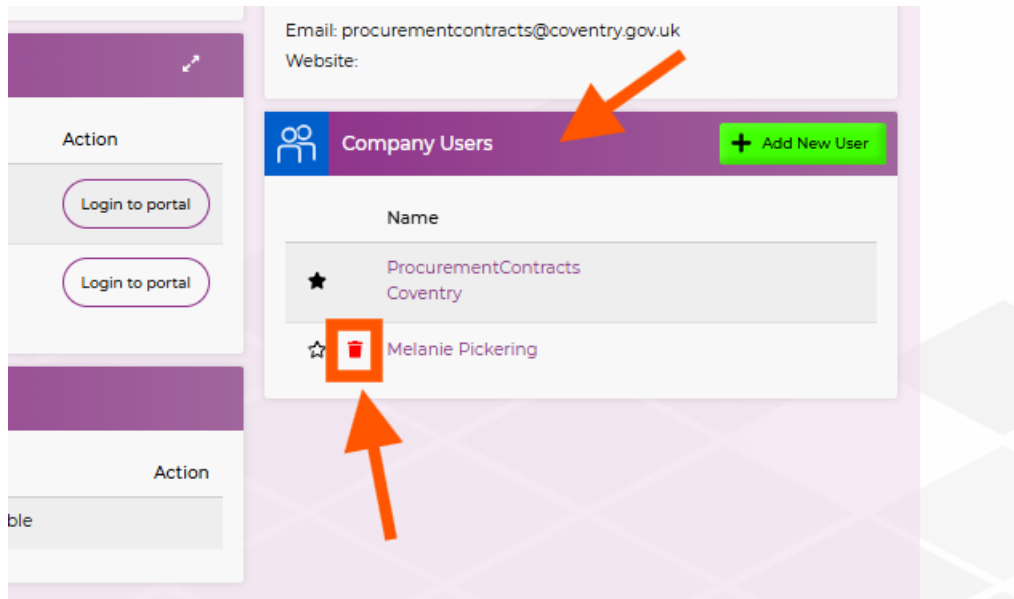
2. Do the amendments required and then click on **Save Details**.

This screenshot shows the 'Details' tab of the user management interface. It features a 'Change Password' button at the top. Below it are form fields for 'Title' (a dropdown menu with 'Select..' and a downward arrow), 'First Name' (containing 'Melanie'), 'Last Name' (containing 'Pickering'), 'Job Title' (empty), and 'Department' (empty). At the bottom right, there is a green 'Save Details' button, which is highlighted by an orange arrow.

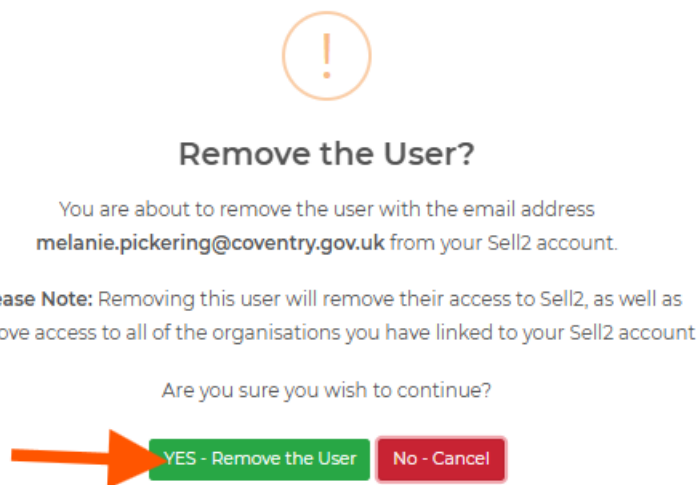
Remove a Contact on your Company Details

1. Locate **Company Users** and find the line with the contact name you want to remove. Click on the **red bin** icon.

MANAGE YOUR ACCOUNT ON CSW-JETS

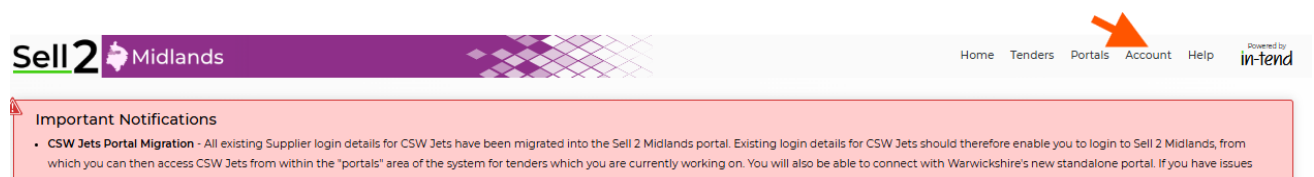


3. You will have a warning appear on screen – confirm you want to remove the contact by clicking on **YES – Remove the user**.



Adding/Amending Classification Codes

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



Click on the Tab called **ProClass** as these are the Business codes used within **CSW-JETS** and **Warwickshire County Council**.

MANAGE YOUR ACCOUNT ON CSW-JETS

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 codes which best suit the type of work/services you undertake. You can choose as many classification codes as is relevant and you can update these at any time.

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	+

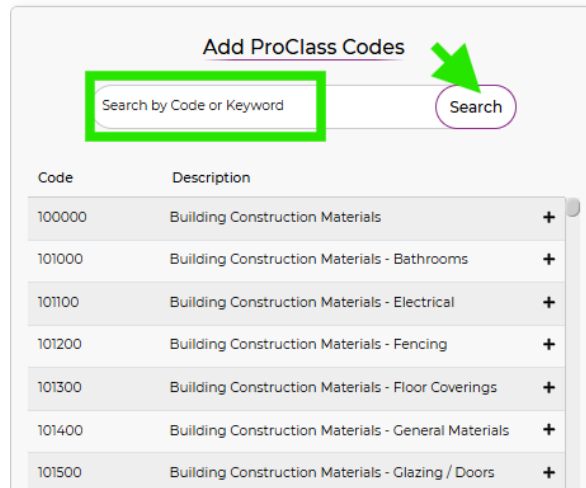
Save Details and Update Linked Portals

Click on the **Plus** sign next to the classifications you require, and it will add to the list on the left of the screen. If you need to delete a classification you have added, you can simply click on the **Minus** to remove it from your list.

NB: We suggest that you include the general header of your relevant Classification Codes (proclass). This will ensure that you get notified of anything relating to your Business. For example, for ICT, make sure to select 27000 as well as the ones that are more specific to your Business.

If you are unsure of what keyword to use, leave the field blank and click on **Search** – this will display the entire list of Classification Codes (proclass) for you to select from.

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Add ProClass Codes

Search by Code or Keyword

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** tab and you have completed all the required information, make sure you click on **Save Details and Update Linked Portals** at the bottom of the page to complete the 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 CSW-JETS support on: csw-jets@coventry.gov.uk or on 024 7697 5539