

MANAGE YOUR ACCOUNT ON CSW-JETS

Add a New Contact on your Company Details

Here is the link for our website - www.csw-jets.co.uk

Or secure access link - <https://in-tendhost.co.uk/csw-jets/>

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

1. Login to the **Homescreen**

The screenshot shows the CSW-JETS website homepage. The header includes the logo 'CSW - JETS Coventry | Solihull | Warwickshire Joint E-Tendering System' and the Coventry City Council logo. A navigation bar contains links for Home, Supplier Guidance, Tenders, Contracts, Register, and Help. A red banner at the top contains an 'Important Notice' about maintenance on Friday 19th and Sunday 21st January 2024. The main content area is split into two columns. The left column has a welcome message and a list of actions users can take from the site. The right column features a 'Login' section with a text input for the email 'Procurement.Services@coventry', a password input field, a 'Login' button (highlighted with an orange arrow), and a 'Forgotten Details' link. A note below the login fields states: 'NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked'.

2. Click on **Company Details**

This screenshot shows the navigation bar of the CSW-JETS website. The bar contains several menu items: Home, Supplier Guidance, Messages, Tenders, Events, Contracts, Company Details, Help, and Logout. An orange arrow points to the 'Company Details' link, which is highlighted with a white background.

3. Click on the **Contact Details**

4. Select **Add New Contact** and complete any relevant and mandatory fields.

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Company Details

Details | **Contact Details** | Business Categories | Documents

Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact : Procurement Services Add New Contact Remove Contact

Title :

First Name : Procurement

Surname : Services

5. Click on **Save Details**

- Send a copy of all e-Mails to this user
- Don't send project correspondence
- Don't send contract correspondence

Key : Mandatory

Save Details

Update your Business Classifications

1. Login to the Homescreen
2. Click on **Company Details**



3. Click on **Business Categories**

Company Details

Details | Contact Details | **Business Categories** | Documents

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search... Search Clear

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4. Search for the category which best suits the type of work you undertake. You can choose as many categories as is relevant and you can update these categories at any time.



If you type [space] 3 times and press **Search**, the entire list will appear for you to choose a Business Category from.

5. Click on the green **Plus** sign next to the category you require, and it will add to the list at the bottom of the screen. If you need to delete a category you have added, you can click on the Red **Cross** to remove it from your list.

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search Clear

Category	Title	
290000	Arts & Leisure Services	+
291000	Arts & Leisure Services - Events	+
291100	Arts & Leisure Services - Museums & Art	+
299999	Arts & Leisure Services - Not Elsewhere Classified	+
291120	Arts & Leisure Services - Organised Activities	+
291200	Arts & Leisure Services - Outsourced Service	+
291300	Arts & Leisure Services - Performing Arts	+
291110	Arts & Leisure Services - Professional Musical Instruments	+
291400	Arts & Leisure Services - Sport & Fitness	+

Category	Title	
100000	Building Construction Materials	x
230000	Highway Equipment & Materials	x
239999	Highway Equipment & Materials - Not Elsewhere Classified	x
361411	Passenger Transport - Taxi Services - Children Social Services	x
	Unspecified	x

ty: Mandatory

Save Details

NB: We suggest that you maybe include the general header of your relevant Business Classification. 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.

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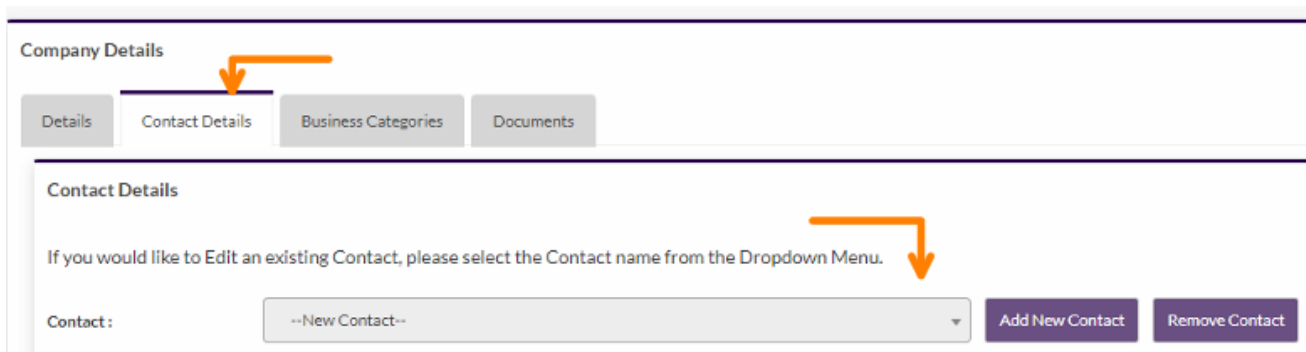
6. Once you have amended the **Business Category**, click on **Save Details**.

Amend Contact Details

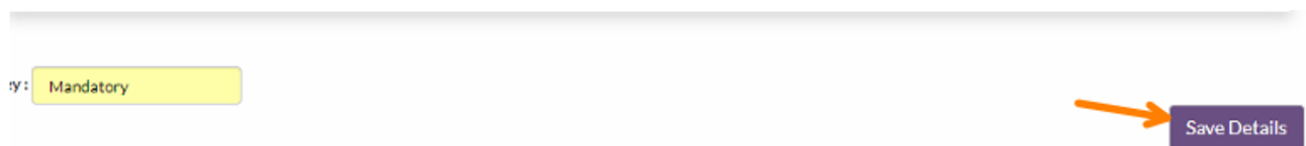
1. Click on the **Company Details**



2. Click on the **Contact Details**
3. Select the account you want to amend within **Contact dropdown** and amend the relevant and mandatory fields where necessary.



4. Click on **Save Details** to save the changes made.

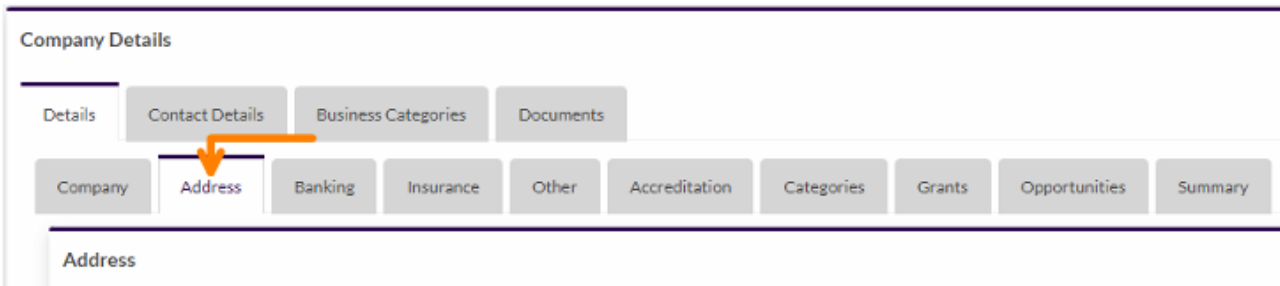


5. Make sure to review the main **Publish email** under Address and see if it also needs updating. You will have click on **Company Details** again from the top menu



6. Then click on **Address**

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7. Review the email under Publish e-mail and amend if needed. Then click on **Save Details**.

Publish e-Mail :

Enquiries e-Mail :

Health and Safety e-Mail :

by:

Change a password

1. Click on the **Company Details**



2. Click on the **Contact Details**
3. Select the account you want to amend within **Contact dropdown** and amend the password fields where necessary.

Company Details

Details | **Contact Details** | Business Categories | Documents

Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact :

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4. Override the **Password** and **Confirm Password** field and make sure the **Send Emails to this User** is ticked.

Form fields and options:

- Password: [Redacted]
- Confirm Password: [Redacted]
- Send a copy of all e-Mails to this user
- Don't send project correspondence
- Don't send contract correspondence

Key: Mandatory

Save Details

5. Click on **Save Details**

Remove a User

1. Click on the **Company Details**



2. Click on the **Contact Details**
3. Select the account you want to amend within **Contact dropdown**

Company Details

Details | **Contact Details** | Business Categories | Documents

Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact: --New Contact--

Add New Contact | Remove Contact

4. Click on **Remove Contact**
5. Click on **Save Details**

Message

Are you sure that you would like to remove this contact?

OK Cancel

6. Once the pop-up message appears, click on **OK**.

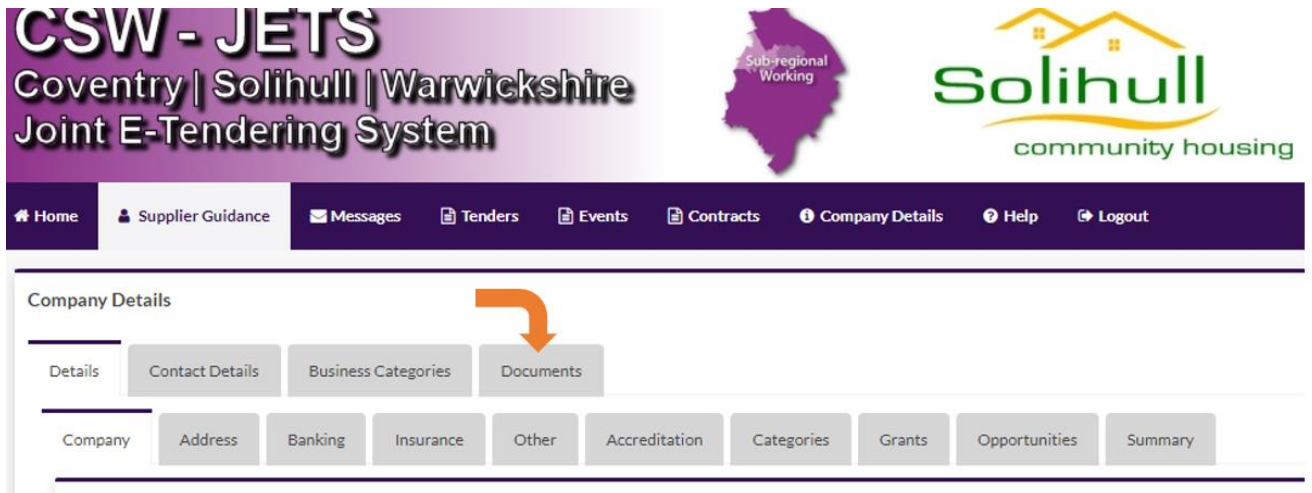
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Add or amend documents on your account:

1. Click on the **Company Details**



2. Click on **Documents**



3. Select the type of Document from the **dropdown**, enter an **expiry date** and select the relevant document by clicking on **Upload document**.

Key: Mandatory

Save Details

4. If you are replacing an existing one, select the relevant Document from the list enter an **expiry date** and select the relevant document by clicking on **Upload document**.

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Company Details

- Details
- Contact Details
- Business Categories
- Documents

Document Title	Status	Expires	Date Added	Type	Options
APPENDIX A Declaration of Intent Premier Supplier Service.docx	Document available	31/Dec/2022	21/Jan/2022	General	View Download History Replace Archive

Upload Company Document

Type:

Expiry Date:

File: [Upload Document](#)

Key: Mandatory

[Save Details](#)

Company Details

- Details
- Contact Details
- Business Categories
- Documents

Document Title	Status	Expires	Date Added	Type	Options
APPENDIX A Declaration of Intent Premier Supplier Service.docx	Document available	31/Dec/2022	21/Jan/2022	General	View Download History Replace Archive

Upload Company Document

Type:

Expiry Date:

File: [Upload Document](#)

Key: Mandatory

[Save Details](#)

5. Then click on **Replace** and **Save Details**