

Suppliers – Register on Coventry City Council e-tendering portal via Sell2Midlands

Thank you for your interest in working with Coventry City Council.

We use an e-tendering portal called **Sell2Midlands**, which is operated by In-tend, to manage our procurement activities and advertise opportunities to suppliers. All of our procurement opportunities are currently published through the **Coventry City Council Portal**, providing a single, convenient route for suppliers to access and engage with our tendering processes.

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

The screenshot shows the Sell2Midlands website interface. At the top, there is a navigation bar with links for Home, Tenders, Register (highlighted with a red box), and Help. Below the navigation bar, the main content area is divided into two sections. On the left, there is a section titled 'Live Tenders Currently on Sell2Midlands' which displays three statistics: 16 In-tend Tenders, 0 Public Tenders, and 16 Total Tenders. On the right, there is a 'Log in to your account' section with a red box around the login form. The login form includes fields for Email and Password, a 'Show' button next to the password field, and a 'Login' button. Below the login form is a link for 'I've forgotten my password'. At the bottom of the page, there is a 'Search for Tenders' section with a search bar and a 'Search' button.

Click on **Register Here/Sign in** and it will take you to the homepage.

If you already had an account on our previous portal, CSW-JETS, please enter your email address and click on Forgotten password.

Register on Coventry City Council via Sell2Midlands

Forgotten Password

Reset Password

* Please enter a new password for your account

[Show](#)

Passwords must contain:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character : !@#\$%^&*

Reset Password

From the homepage, click on **Register**. *All fields with * are mandatory.*

Sell2Midlands [Home](#) [Tenders](#) [Register](#) Powered by in-tend

Register your company

User Details

Company Details

Summary

Personal Details

Title
Select...

* First Name
e.g. John

* Last Name
e.g. Smith

* Email Address
csw-jets@coventry.gov.uk

* Telephone Number
e.g. +44 0123 456 789

* Password
..... [Show](#)

Passwords must contain:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character : !@#\$%^&*

Next step: Company Details

As part of the simple registration form, you will be asked to complete your **User Details** and **Company Details**.

Register on Coventry City Council via Sell2Midlands

User Details

Company Details

Summary

Company Details

* Company Name

* Building Name / No

* Street

* Town / City

County / State

* Country

Select..

* Postcode

Company Ref Type

Company Registration Number

Company Reg / Taxpayer Number

VAT Reg No

Example: GB123456789, GB123456789012 or CBCD123

* Company Email

* Company Telephone No.

Website

Next step: Summary

Email alerts and notifications will be sent to the email addresses entered in both the **User Email Address** and **Company Email** fields. Where possible, we recommend using a shared or functional team mailbox for the **Company Email** address. This helps ensure that important notifications and tender updates are received and monitored by colleagues when individual users are unavailable, such as during periods of annual leave or absence.

Sell2 Midlands

Home Tenders Register

powered by in-tend

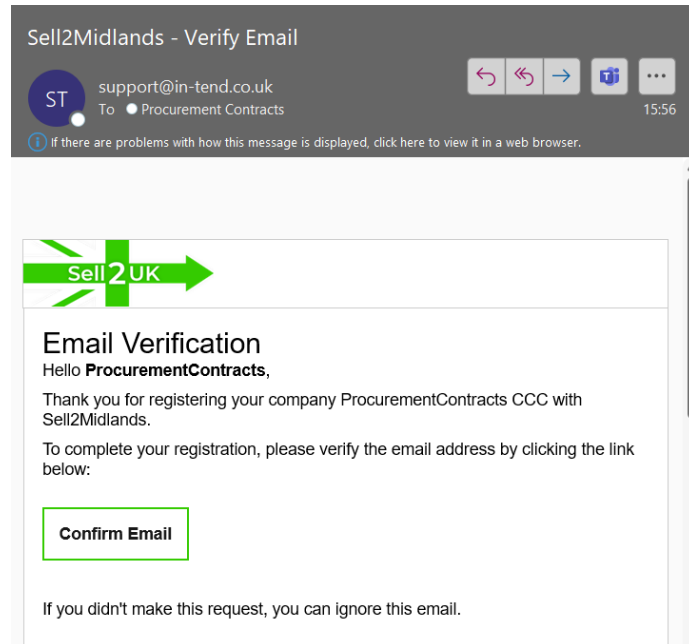
Registration Pending

Email Verification Required

Thank you for registering your company with Sell2Midlands.
An email has been sent to verify the email address and complete the registration.

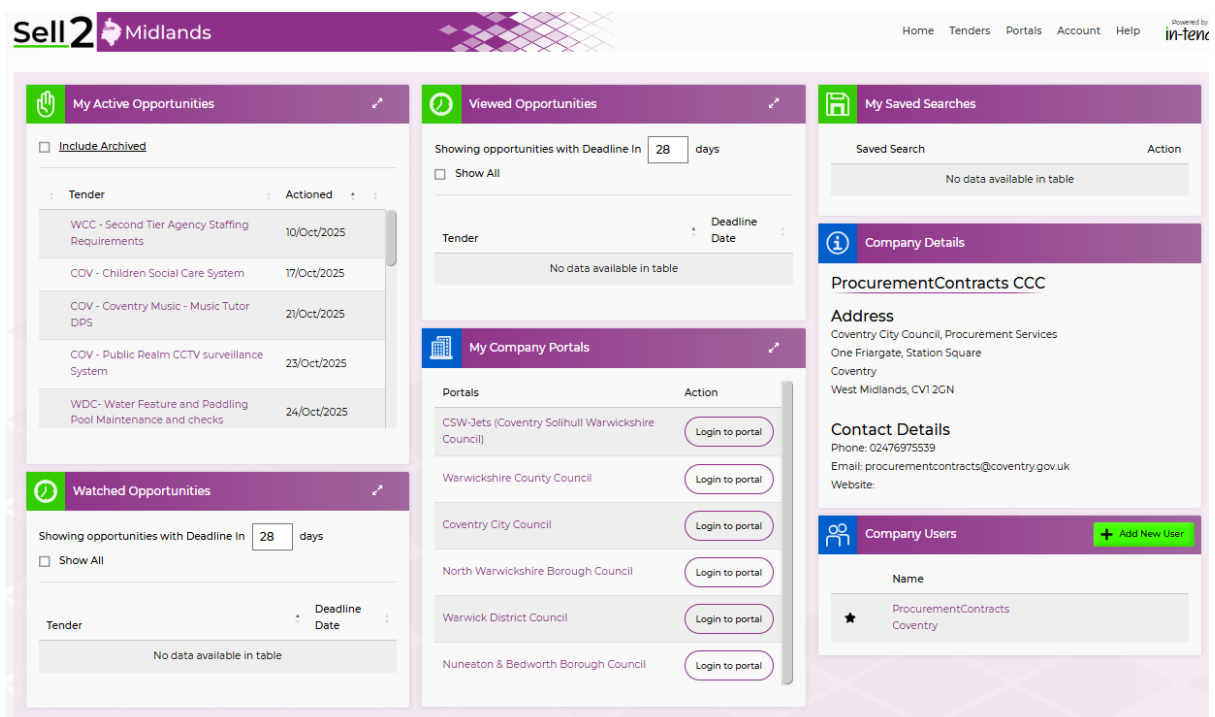
When registering for the first time, you will be asked to verify your email address. If you do not receive the verification email, please check your **spam** or **junk mail** folder. Once you have located the email, follow the instructions provided to verify your email address and complete the registration process.

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An **Email Verification** email will automatically be generated and sent to the email address you have entered. This email will contain instructions on how to verify the email address and confirm that it can be used for account-related communications and notifications.

If the email is not received within a few minutes, please check your **spam** or **junk mail** folder before contacting support.



Register on Coventry City Council via Sell2Midlands

When you log in for the first time, the system will prompt you to add **Classification Codes** to your account. These codes help identify the goods, services, or works your organisation provides and are used to match your company with relevant tender opportunities.

We recommend selecting all applicable Classification Codes that accurately reflect your organisation's areas of business, as this will help ensure you receive notifications about suitable procurement opportunities.



You have no Classification Codes

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

[Cancel](#)[Go to Company Account](#)

Adding Classification Codes

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

[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.

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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

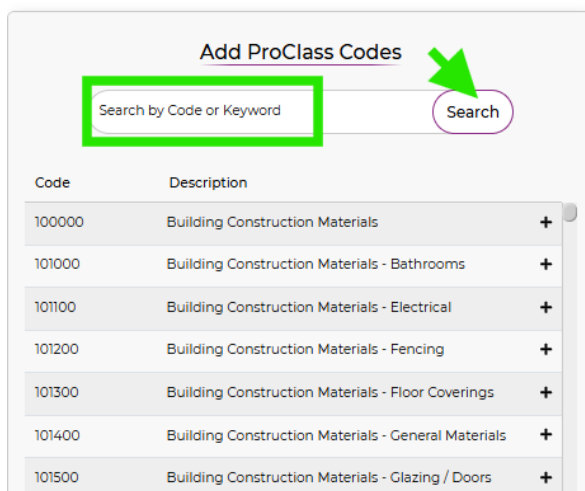
Search for the classification codes that best match the goods, services, or works provided by your organisation. To add a code, click the **Plus (+)** icon next to the relevant classification. The selected code will then appear in the list on the left-hand side of the screen.

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.

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Add ProClass Codes

Search by Code or Keyword

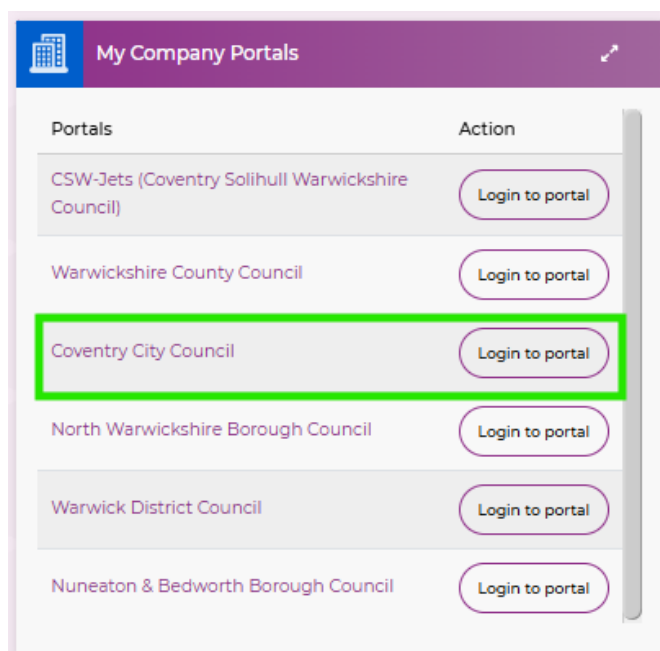
Code	Description	
100000	Building Construction Materials	+
101000	Building Construction Materials - Bathrooms	+
101100	Building Construction Materials - Electrical	+
101200	Building Construction Materials - Fencing	+
101300	Building Construction Materials - Floor Coverings	+
101400	Building Construction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

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

This will save your selected classification codes and update any connected portals, helping to ensure that your organisation receives notifications about relevant tender opportunities. Your registration will then be complete, and you will be able to access and use the e-tendering portal.

Once you return to the **Dashboard**, you should be able to see the **Coventry City Council** portal available to your organisation.

From the Dashboard, you can access published opportunities, manage your account details, review correspondence and clarifications, and submit responses to tender opportunities. If you have access to multiple portals, these will also be displayed, allowing you to switch between them as required.



My Company Portals

Portals	Action
CSW-Jets (Coventry Solihull Warwickshire Council)	Login to portal
Warwickshire County Council	Login to portal
Coventry City Council	Login to portal
North Warwickshire Borough Council	Login to portal
Warwick District Council	Login to portal
Nuneaton & Bedworth Borough Council	Login to portal

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If either of the desired portals are not displayed on your Dashboard, you can add them manually. Navigate to the **Portals** page using the menu at the top of the screen, where you will find all available **Sell2Midlands** portals listed in alphabetical order.

Locate the portal you wish to access and follow the on-screen instructions to add it to your account. Once added, the portal will appear on your Dashboard, providing access to the relevant opportunities, correspondence, and tender activities.

The screenshot shows the 'Portals' page on the Sell2Midlands platform. At the top, there is a navigation bar with 'Home', 'Tenders', 'Portals' (highlighted), 'Account', and 'Help'. A red banner at the top of the main content area contains a message about migration from CSW Jets to the Sell 2 Midlands portal. Below this, there is a search bar with a 'Name of organisation' input field, a 'Region' dropdown menu set to 'Show All', and a green 'Search' button. The main content area displays a list of portals under the 'C' and 'N' tabs. Each portal entry includes the name, address, website, and a 'Log in to supplier portal' button. The portals listed are Coventry City Council, CSW-Jets (Coventry Solihull Warwickshire Council), North Warwickshire Borough Council, and Nuneaton & Bedworth Borough Council.



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