

Suppliers – Register on CSW-JETS via Sell2Midlands

CSW-JETS stands for Coventry, Solihull and Warwickshire Joint E-Tendering System and it is free to register. The **CSW-JETS** and **Warwickshire County Council** portals are both available via the **Sell2Midlands** Website and you only need to register once.

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

The screenshot shows the Sell2Midlands website homepage. The top navigation bar includes links for Home, Tenders, Register (highlighted with a red box), and Help. The main content area features a 'Log in to your account' form (also highlighted with a red box) with fields for Email and Password, a 'Login' button, and a link for 'I've forgotten my password'. Below the login form, there is a section for 'Live Tenders Currently on Sell2Midlands' with statistics: 16 In-tend Tenders, 0 Public Tenders, and 16 Total Tenders. A search bar for tenders is also visible.

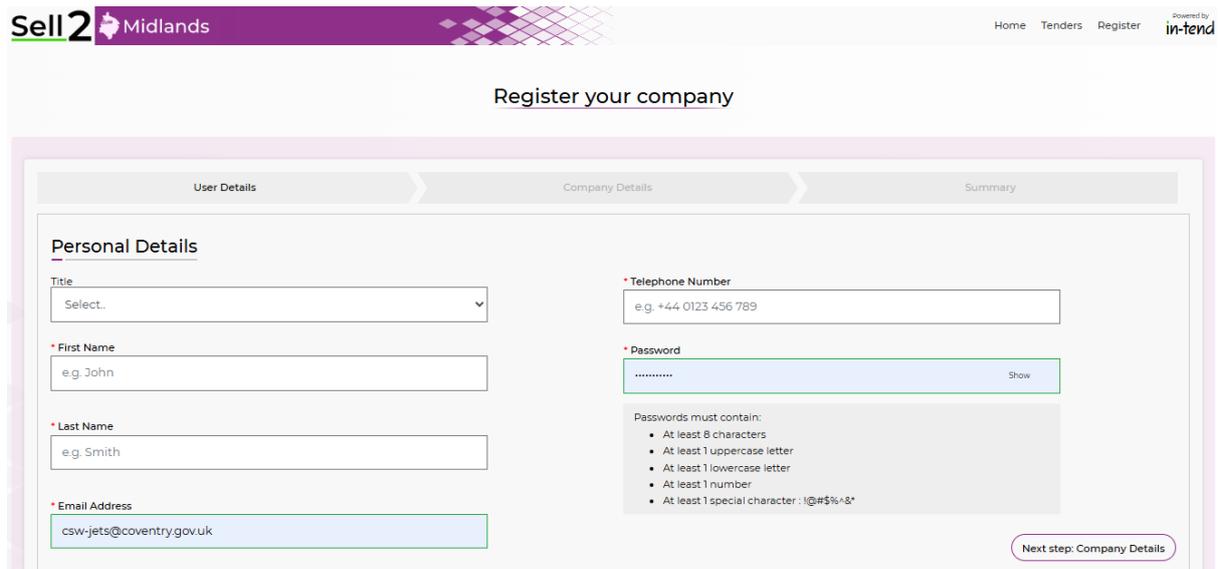
Click on **Register Here/Sign in** and it will take you to the homepage.

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

The screenshot shows the 'Forgotten Password' page. The main heading is 'Reset Password'. Below the heading, there is a message: '* Please enter a new password for your account'. A password input field is shown with a 'Show' button. Below the field, there is a list of password requirements: At least 8 characters, At least 1 uppercase letter, At least 1 lowercase letter, At least 1 number, and At least 1 special character: !@#\$\$%^&*. A 'Reset Password' button is located at the bottom right.

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



The screenshot shows the 'Register your company' form with the 'Personal Details' section active. The form is divided into three steps: User Details, Company Details, and Summary. The 'Personal Details' section includes the following fields:

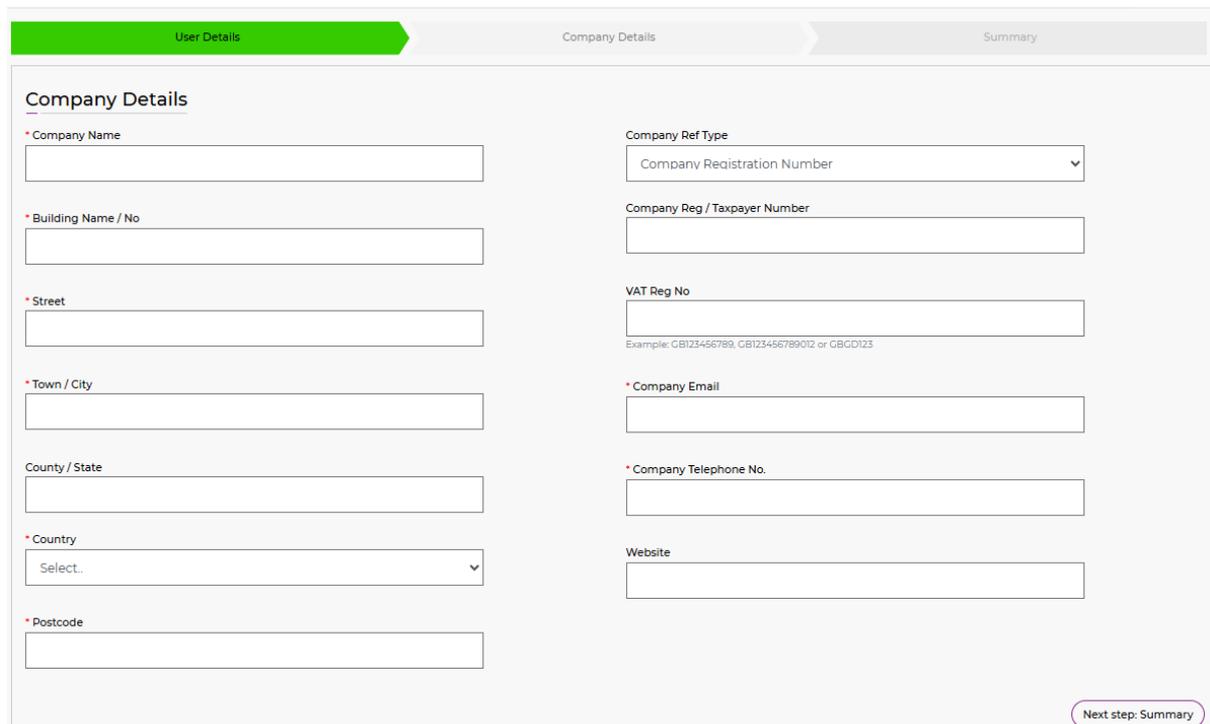
- Title: Select..
- * First Name: e.g. John
- * Last Name: e.g. Smith
- * Email Address: csw-jets@coventry.gov.uk
- * Telephone Number: e.g. +44 0123 456 789
- * Password: Show

Below the password field, there is a list of password requirements:

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

A 'Next step: Company Details' button is located at the bottom right of the form.

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



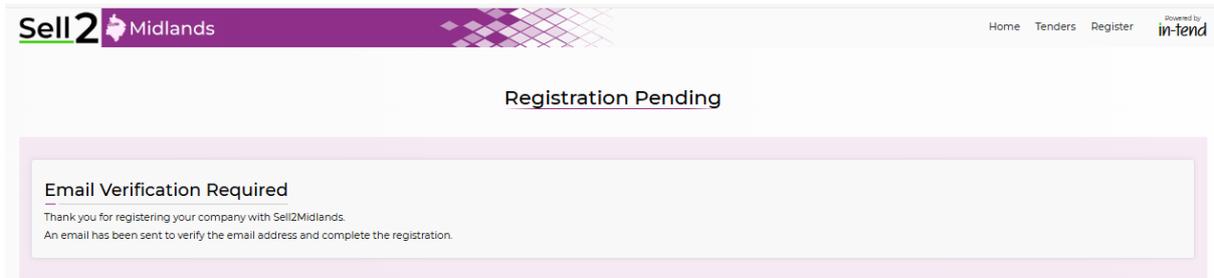
The screenshot shows the 'Register your company' form with the 'Company Details' section active. The form is divided into three steps: User Details, Company Details, and Summary. The 'Company Details' section includes the following fields:

- * 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 GBGD123
- * Company Email
- * Company Telephone No.
- Website

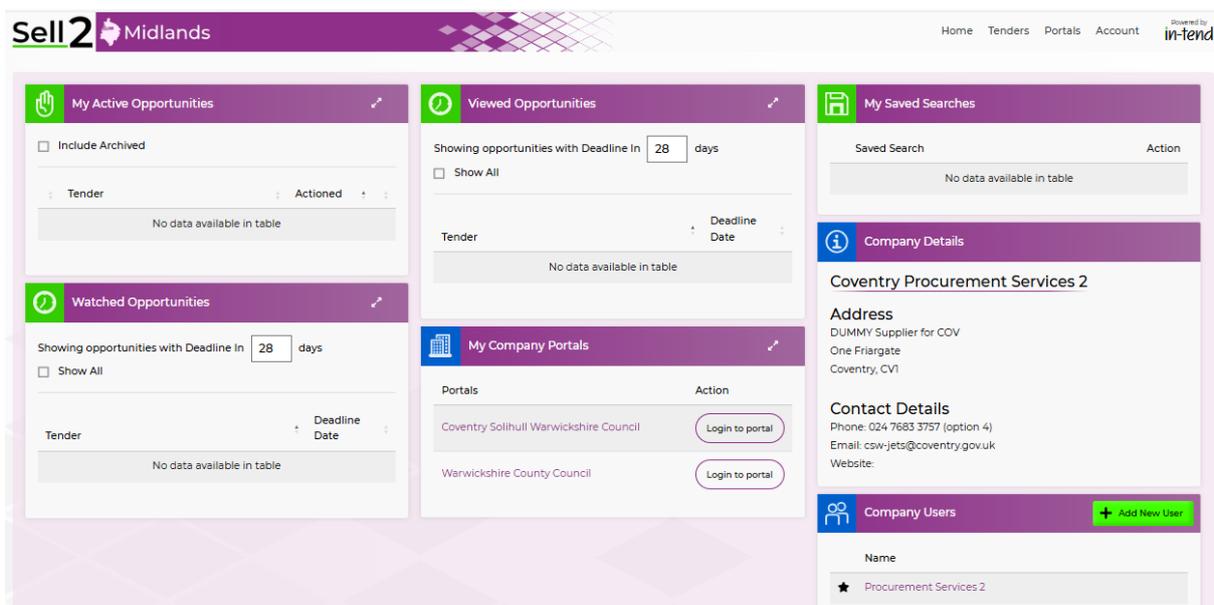
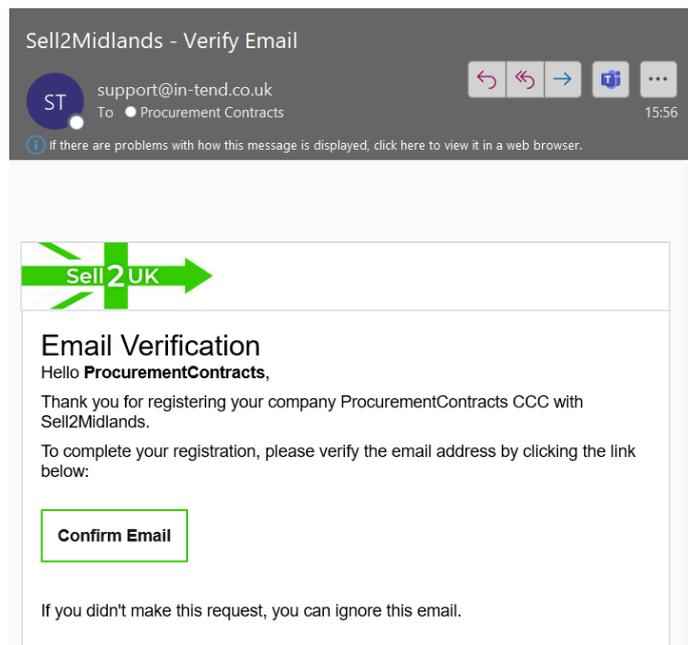
A 'Next step: Summary' button is located at the bottom right of the form.

Email alerts and notifications will be sent to the email addresses you provide under both **User Email address** and **Company Email**, so, if possible, it is useful to enter a functional team inbox so that colleagues can receive notifications whilst you are on leave.

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You will be asked to verify your email when you register for the first time. Make sure the email has not landed in your spam folder and follow the instructions within the email to complete the registration process.



When you login for the first time, it will notify you that you need to add **Classification Codes** to your account.

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

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 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.

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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

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	+

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.

Add ProClass Codes

Search by Code or Keyword

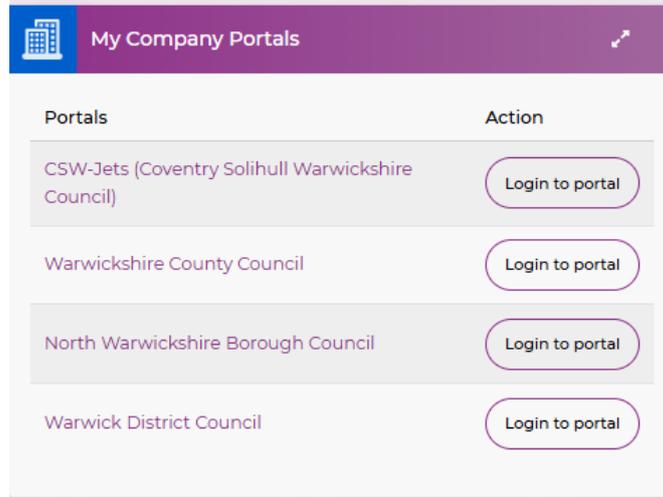
Code	Description	
100000	Building Construction Materials	+
101000	Building Construction Materials - Bathrooms	+
101100	Building Construction Materials - Electrical	+
101200	Building Construction Materials - Fencing	+
101300	Building Construction Materials - Floor Coverings	+
101400	Building Construction 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.

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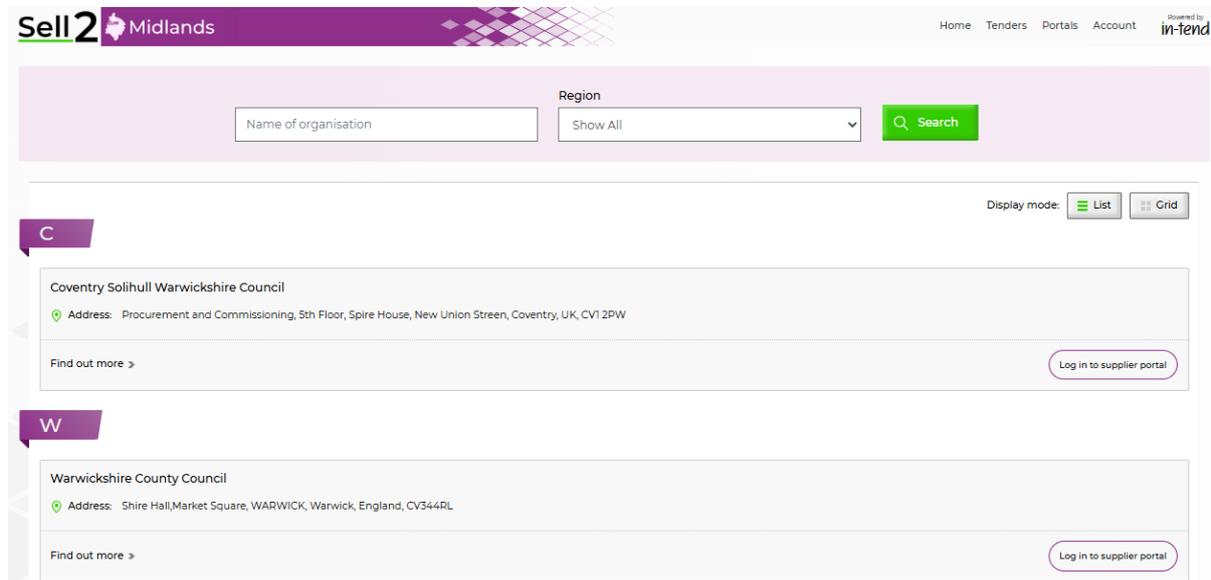
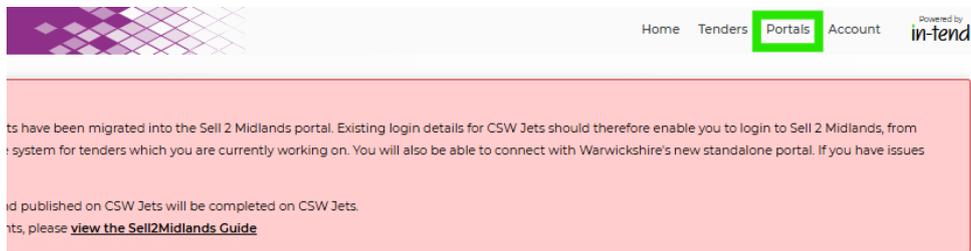
When back to the main Dashboard, you should be able to view the 4 available portals:

- **Coventry Solihull Warwickshire Council** (also known as CSW-JETS)
- **Warwickshire County Council**
- **North Warwickshire Borough Council**
- **Warwick District Council**



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

If either of the portals are missing, you can add them manually by going to the **'Portals'** page at the top where you will be able to find the Portals available to you under Sell2Midlands.



Sell2 Midlands Home Tenders Portals Account Powered by in-tend

Name of organisation Region

Display mode:

C

Coventry Solihull Warwickshire Council
Address: Procurement and Commissioning, 5th Floor, Spire House, New Union Street, Coventry, UK, CV1 2PW
Find out more >

W

Warwickshire County Council
Address: Shire Hall, Market Square, WARWICK, Warwick, England, CV344RL
Find out more >

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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