

Suppliers – Register on CSW-JETS

CSW-JETS stands for Coventry, Solihull and Warwickshire Joint E-Tendering System and it is free to register.

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 register can be found [here](#).

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

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

Register on CSW-JETS

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

Registration

Confirm Email Address : is required and must be valid and must match 'Email Address'

Company Details

Business Classifications

Company Categories

In order to gain full access to this website you must register your company / organisation details

If you believe that your company / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered contacts and ask them to add you as a new contact

PLEASE NOTE: Yellow fields are MANDATORY

Company Details

Company Name :

Company Ref No :

I do not have a Company Reg Number

Website :

Other Name :

Enquiries e-Mail :

Structure :

Currency :

Company Summary :

Are you an SME?

Yes No

Address

Address Line 1 :

Address Line 2 :

Town/City :

County/State :

Postcode/Zip :

Country :

Contact Details

Telephone :

Email alerts and notifications will be sent to the email addresses you provide, so, if possible, it is useful to enter a functional team inbox in the **User Details – Main address** section (see below arrow).

Register on CSW-JETS

User Details - Main Address

Main Contact:

Title:

Contact First Name:

Contact Last Name:

Telephone:

Fax:

Mobile:

Job Title:

Department:

Email Address:

Confirm Email Address:

Password:

Confirm Password:

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

For cases where this person or inbox may be unavailable, we strongly recommended you add an **Additional User** (located at the bottom of the screen – as per above arrow) so they can gain access to the site and receive a copy of the emails.

Adding Business Classifications

Click on the Tab called **Business Classifications**.

Company Details **Business Classifications** Company Categories

Classifications

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

Search...

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

Classifications

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	+

Register My Company

Key: Mandatory

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

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.

Once you have completed the **Business Classification** tab and you have completed all the required information, make sure you click on **Register My company** at the bottom of the page to you complete the registration.

You will receive a confirmation email to the chosen inbox to confirm the registration has been completed. Additional guides and contact details are available for your queries under the **Supplier Guidance** and **Help** tabs.

CSW - JETS
Coventry | Solihull | Warwickshire
Joint E-Tendering System

Sub-Regional Working

Nuneaton & Bedworth
United to Achieve

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