# **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.



Please click on the Councils name to expand the information

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.

CSW - JETS Coventry   Solihuli   Warwickshire Joint E-Tendering System	WARWICK DISTRICT COUNCIL
😚 Home 🛔 Supplier Guidance 📄 Tenders 📄 Contracts 🕼 Register 😯 Help	
<b>Important Notice</b> In-tend will be down for essential maintenance Friday 19th January 2024 22:00 GMT whilst Sunday 2 If you have any queries regarding the maintenance period, please do not hesitate to contact our In-tend Suppor	<b>!1st January 2024 22:00 GMT.</b> t team via email: <u>support@in-tend.co.uk</u> .
Welcome to CSW-JETS. Please note that PDF guides and links to video guides are now available under the Supplier Guidance tab (under the top banner)	Login Email Address
From this web site you can <ul> <li>View a list of tenders/contracts/quotations.</li> <li>View information on contracts that have already been awarded.</li> </ul>	Password
<ul> <li>Express interest in a particular tender or quotation.</li> <li>Receive tender and/or quotation documentation.</li> <li>Safely return your tender or quotation documents.</li> </ul>	Details NOTE: Please be aware that failure to provide correct login information
<ul> <li>Send and receive correspondence.</li> <li>How do I get started?</li> <li>To browse the list of tenders and quotations select the Tenders option. If you are interested in any of those</li> </ul>	three times will result in your account being locked
listed, click the View Details button for further information and to express your interest. <ul> <li>To gain full access to this web site you must register your <u>company / organisation</u> using the Register option.</li> <li>When your registration has been accepted, you will receive an email containing your Login Information.</li> </ul>	Register

## **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**.

egistration	
Confirm Email Add	ress : is required and must be valid and must match 'Email Address'
Company Details B	usiness Classifications Company Categories
In order to gain full access	s to this website you must register your company / organisation details
If you believe that your co contacts and ask them to	ompany / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered add you as a new contact
PLEASE NOTE: Yellow fie	lds are MANDATORY
Company Details	
Company Name :	
Company Ref No :	I do not have a Company Reg Number
Website:	
Other Name :	
Enquiries e-Mail :	
Structure :	Please select an item
Currency :	Please select an item
Company Summary :	
Are you an SME?	Ves No
ldress	
dress Line 1 :	
dress Line 2 :	
wn/City :	
unty/State :	
stcode/Zip :	
ountry :	Please select an item
ontact Details	
ephone :	

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 Add	Iress
Main Contact:	
- Main Concact:	
Title	
Contact First Name :	
Contact Last Name :	
Telephone :	<b>v</b>
Fax:	<b>v</b>
Mobile :	<b>v</b>
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	
Remove Contact	Add New Contact

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 key	word and click "Search". To ac	ld a classification, use the "+'	" icon.			
Search					Search	Clear

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.

#### **Register on CSW-JETS**

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

		Search Clear
Category	Title	
290000	Arts & Leisure Services	+
91000	Arts & Leisure Services - Events	+
291100	Arts & Leisure Services - Museums & Art	+
999999	Arts & Leisure Services - Not Elsewhere Classified	+
91120	Arts & Leisure Services - Organised Activities	+
91200	Arts & Leisure Services - Outsourced Service	+
91300	Arts & Leisure Services - Performing Arts	+
91110	Arts & Leisure Services - Professional Musical Instruments	+
91400	Arts & Leisure Services - Sport & Fitness	+
Category	Títle	
291300 291110 291400 Category	Arts & Leisure Services - Performing Arts Arts & Leisure Services - Professional Musical Instruments Arts & Leisure Services - Sport & Fitness Title	+ + +

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.

