

# 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>

Sell2 Midlands

Home Tenders **Register** Help in-tend

Sell2Midlands

Be alerted, search or browse through tender opportunities for a range of value contracts from a variety of Midlands organisations

Log in to your account

Email

Password Show

Login

I've forgotten my password

Live Tenders Currently on Sell2Midlands

16 In-tend Tenders 0 Public Tenders 16 Total Tenders

Search for Tenders

Search by keyword Search

Still need help? Please call us on +44 114 407 0056

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.*

Forgotten Password

**Reset Password**

\* Please enter a new password for your account

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 : !@#\$\$%^&\*

Reset Password

## Register on CSW-JETS via Sell2Midlands

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

The screenshot shows the 'Register your company' form with three tabs: 'User Details', 'Company Details', and 'Summary'. The 'User Details' tab is active. It contains the following fields:

- Title**: A dropdown menu with 'Select...' as the placeholder.
- \* First Name**: A text input field with 'e.g. John' as a placeholder.
- \* Last Name**: A text input field with 'e.g. Smith' as a placeholder.
- \* Email Address**: A text input field with 'csw-jets@coventry.gov.uk' as a placeholder.
- \* Telephone Number**: A text input field with 'e.g. +44 0123 456 789' as a placeholder.
- \* Password**: A text input field with a 'Show' button next to it. Below the field, a box lists password requirements: '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: !@#%&\*'. A 'Next step: Company Details' button is at the bottom right.

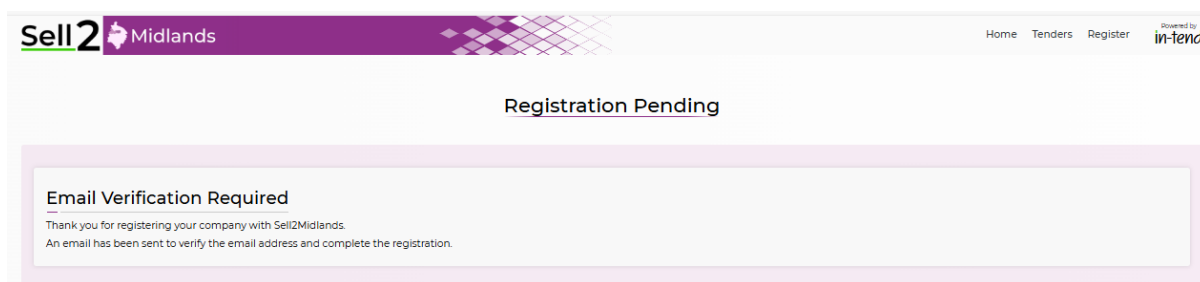
As part of the simple registration form, you will be asked to complete your **User Details** and **Company Details**.

The screenshot shows the 'Register your company' form with the 'Company Details' tab active. It contains the following fields:

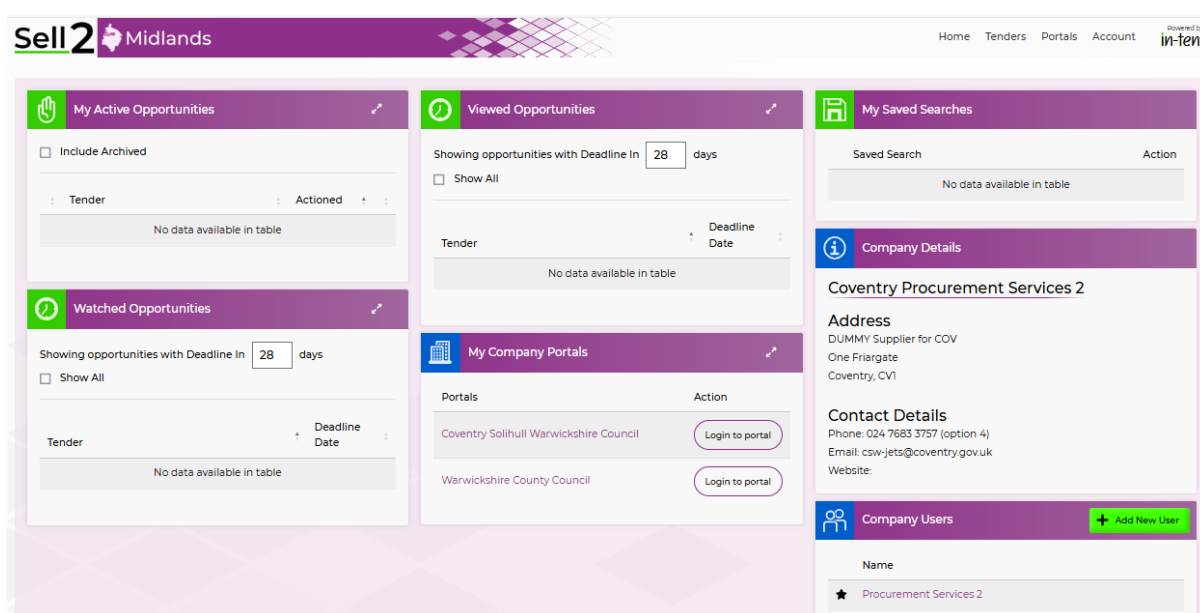
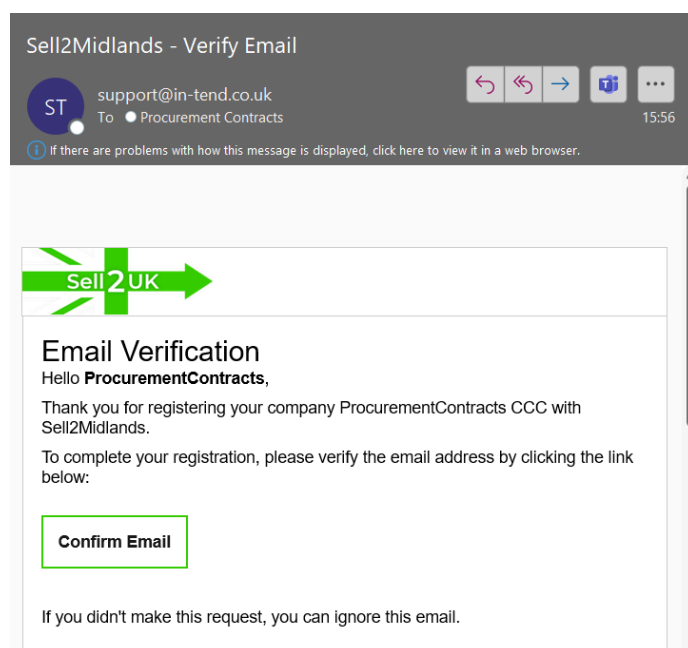
- \* Company Name**: A text input field.
- \* Building Name / No**: A text input field.
- \* Street**: A text input field.
- \* Town / City**: A text input field.
- County / State**: A text input field.
- \* Country**: A dropdown menu with 'Select...' as the placeholder.
- \* Postcode**: A text input field.
- Company Ref Type**: A dropdown menu with 'Company Registration Number' as the selected option.
- Company Reg / Taxpayer Number**: A text input field.
- VAT Reg No**: A text input field with an example below: 'Example: GB123456789, GB123456789012 or GB00123'.
- \* Company Email**: A text input field.
- \* Company Telephone No.**: A text input field.
- Website**: A text input field.
- A 'Next step: Summary' button is at the bottom right.

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.

## Register on CSW-JETS via Sell2Midlands



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.

## Register on CSW-JETS via Sell2Midlands



### 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

Search

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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## Register on CSW-JETS via Sell2Midlands

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

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

Search

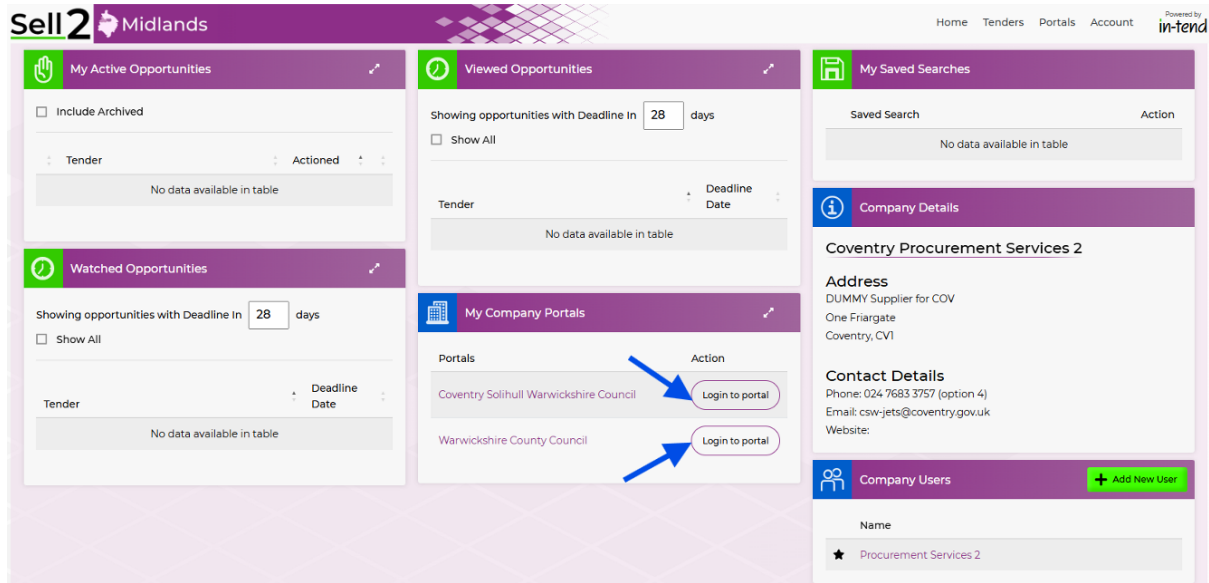
Code	Description
100000	Building Construction Materials
101000	Building Construction Materials - Bathrooms
101100	Building Construction Materials - Electrical
101200	Building Construction Materials - Fencing
101300	Building Construction Materials - Floor Coverings
101400	Building Construction Materials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

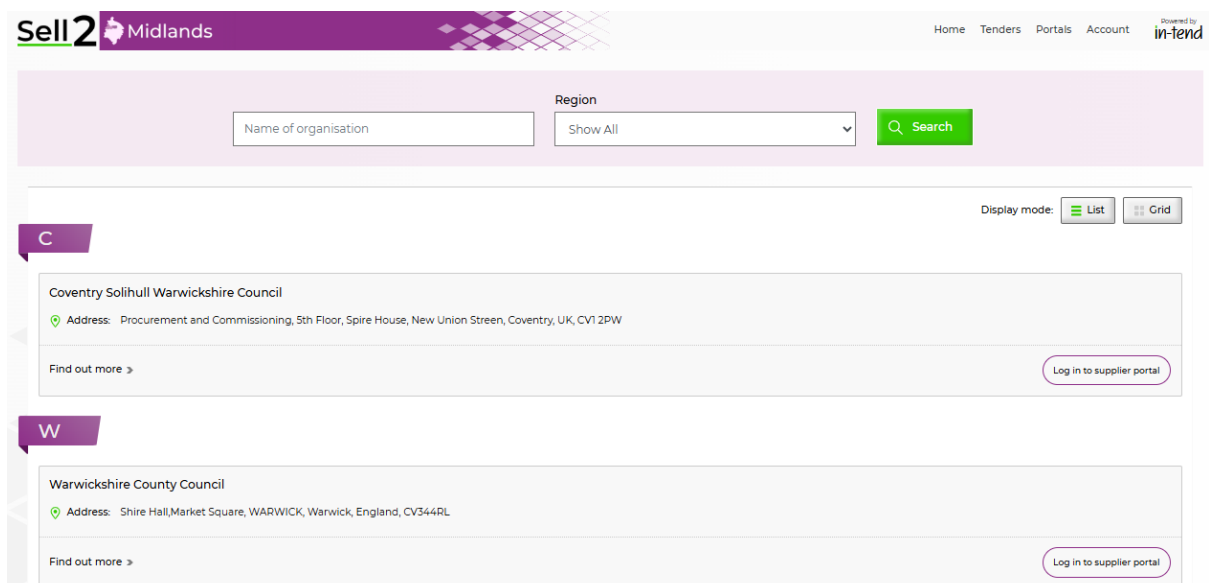
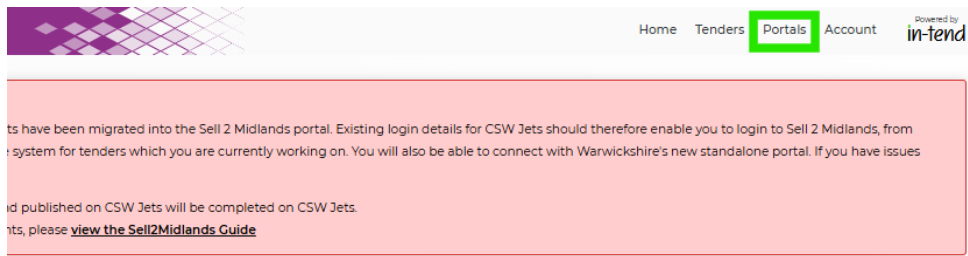
## Register on CSW-JETS via Sell2Midlands

When back to the main Dashboard, you should be able to view the 2 available portals:

- **Coventry Solihull Warwickshire Council** (also known as CSW-JETS)
- **Warwickshire County Council**



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.



## Register on CSW-JETS via Sell2Midlands



### Support contacts

For any portal account and access support – please contact In-Tend Limited on:

[support@in-tend.com](mailto: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](mailto:csw-jets@coventry.gov.uk) or on 024 7697 5539