

HOW TO MANAGE YOUR ACCOUNT ON CSW-JETS

How to add a New Contact on your Company Details:

1. Login to the Homescreen
2. Click on the **Company Details** tab
3. Click on the **Contact Details** tab
4. Select **New Contact** and complete the relevant and mandatory fields
5. Click on **Save Contact**

The screenshot displays the CSW-JETS website interface. At the top, there is a header with the text "CSW - JETS Coventry | Solihull | Warwickshire Joint E-Tendering System" and logos for "Solihull community housing" and "Sub-regional Working". Below the header is a navigation bar with links for Home, Supplier Guidance, Tenders, Contracts, Register, and Help. A red banner below the navigation bar contains "Important Information" regarding email notifications. The main content area is split into two columns. The left column contains a notice about Commonwealth Games contracts and a list of actions users can take from the website, such as viewing tenders and contracts, expressing interest, and receiving documentation. The right column features a "Login" section with a text input field for the email address (csw-jets@coventry.gov.uk), a password field, and buttons for "Login" and "Forgotten Details". A note below the login fields states that three failed login attempts will result in account lockout. There are also buttons for "Register" and "in-community". At the bottom right, there is a graphic for "in-supply 2016" related to "PUBLIC PROCUREMENT AND SPONSORSHIP".

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

Sub-regional Working

Solihull
community housing

Home Supplier Guidance Tenders Contracts Register Help

Important Information
As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain @in-tendorganiser.co.uk to your safe senders and check your spam filter settings. Thank you.

Please note Commonwealth Games contracts opportunities can be found at www.finditincw.co.uk

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?

- To browse the list of tenders and quotations select the Tenders option. If you are interested in any of those listed, click the View Details button for further information and to express your interest.
- To gain full access to this web site you must register your [company / organisation](#) using the Register option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the Login option.

For more information on using the web site select the Help option.

Login

csw-jets@coventry.gov.uk

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Login Forgotten Details

NOTE: Please be aware that failure to provide correct login information **three** times will result in your account being locked

Register

in-community

in-supply 2016

PUBLIC PROCUREMENT AND SPONSORSHIP

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

Coventry City Council

Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

Company Details

Details Documents Business Categories Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact: --New Contact--

Title:

First Name:

Surname:

Telephone:

Fax:

e-Mail:

Confirm Email:

Mobile:

Job Title:

Department:

Office:

Password:

Confirm Password:

Send a copy of all e-Mails to this user
 Don't send project correspondence
 Don't send contract correspondence

Key: Mandatory

Save Contact

How to update your Business Classifications:

1. Login to the Homescreen
2. Click on the **Company Details** tab
3. Click on the **Business Categories** tab
4. Search for the category which best suits the type of work you undertake. You can choose as many categories as is relevant and you can update these categories at any time. For a full list of available Categories please go to www.proclass.org.uk.



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

CSW - JETS

Coventry | Solihull | Warwickshire
Joint E-Tendering System



Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

Company Details

Details Documents Business Categories Contact Details

Address Company Banking Insurance Other Accreditation Categories Summary

Company Name: Coventry Procurement Services 2

Other Name:

Company Details

Details Documents Business Categories Contact Details

Classifications

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

information

Search

Clear

Category	Title	
270000	Information Communication Technology	+
271000	Information Communication Technology - Call Systems	+
271100	Information Communication Technology - Consumables	+
271200	Information Communication Technology - Hardware	+
271210	Information Communication Technology - Leasing	+
279999	Information Communication Technology - Not Elsewhere Classified	+
271400	Information Communication Technology - Office & Reprographics Equipment	+
271501	Information Communication Technology - Services	+
271510	Information Communication Technology - Services - Application Service Provision	+
271516	Information Communication Technology - Services - Cloud Services	+

5. Click on the Blue **Plus** sign next to the category you require, and it will add to the list at the bottom of the screen. If you need to delete a category you have added, you can 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.

Category	Title	
270000	Information Communication Technology	+
271000	Information Communication Technology - Call Systems	+
271100	Information Communication Technology - Consumables	+
271200	Information Communication Technology - Hardware	+
271210	Information Communication Technology - Leasing	+
279999	Information Communication Technology - Not Elsewhere Classified	+
271400	Information Communication Technology - Office & Reprographics Equipment	+
271501	Information Communication Technology - Services	+
271510	Information Communication Technology - Services - Application Service Provision	+
271516	Information Communication Technology - Services - Cloud Services	+

- Once you have completed the Business Category Tab please check all the other tabs to make sure your company details and contact details are all up to date.
- If you have received an email stating, there is an "Action" against your account please click on the Purple Messages Tab and then on "Actions". You will then see the message about the action required. Once you have done what is requested **please make sure you click on "Complete Action" to ensure you receive no further reminders for this Action.**

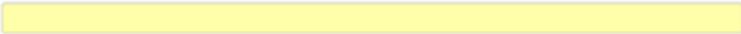
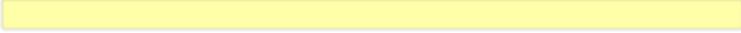
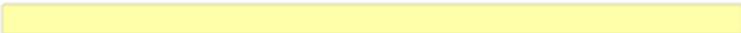
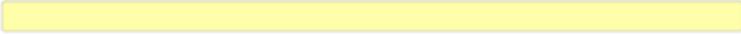
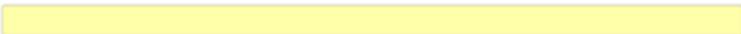
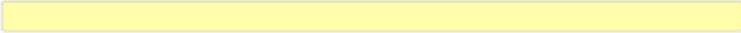
How to amend Contact Details under your Company Details:

- Login to the Homescreen
- Click on the **Company Details** tab
- Click on the **Contact Details** tab
- Select **the correct account within the top dropdown** and amend the relevant and mandatory fields where necessary
- Click on **Save Contact**

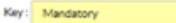
Company Details

Details Documents Business Categories **Contact Details**

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact:  --New Contact--
 Title: Procurement Services 2
 First Name: 
 Surname: 
 Telephone:
 Fax:
 e-Mail: 
 Confirm Email: 
 Mobile:
 Job Title:
 Department:
 Office:
 Password: 
 Confirm Password: 

Send a copy of all e-Mails to this user
 Don't send project correspondence
 Don't send contract correspondence

Key:  Mandatory

 Save Contact

How to change the password under your Company Details:

- Login to the Homescreen
- Click on the **Company Details** tab
- Click on the **Contact Details** tab
- Select **the correct account within the top dropdown** and amend the password fields where necessary. Make sure the **Send Emails to this User** is ticked.
- Click on **Save Contact**

Company Details

Details Documents Business Categories Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact: Procurement Services 2

Title:

First Name: Procurement

Surname: Services 2

Telephone:

Fax:

e-Mail: csw-jets@coventry.gov.uk

Confirm Email: csw-jets@coventry.gov.uk

Mobile:

Job Title:

Department:

Office:

Password: ●●●●●●

Confirm Password: ●●●●●●

Send a copy of all e-Mails to this user
 Don't send project correspondence
 Don't send contract correspondence

Key: Mandatory

Remove Contact Save Contact

How to remove a User under your Company Details:

1. Login to the Homescreen
2. Click on the **Company Details** tab
3. Click on the **Contact Details** tab
4. Select **the correct account within the top dropdown** and amend the password fields where necessary.
5. Click on **Remove Contact**
6. Click on **Save Contact**

Company Details

Details Documents Business Categories Contact Details

If you would like to Edit an existing Contact, please select the Contact name from the Dropdown Menu.

Contact: Procurement Services 2

Title:

First Name: Procurement

Surname: Services 2

Telephone:

Fax:

e-Mail: csw-jets@coventry.gov.uk

Confirm Email: csw-jets@coventry.gov.uk

Mobile:

Job Title:

Department:

Office:

Password: *****

Confirm Password: *****

Send a copy of all e-Mails to this user
 Don't send project correspondence
 Don't send contract correspondence

Key: Mandatory

Remove Contact Save Contact

How to add or amend documents on your account:

1. Login to the Homescreen
2. Click on the **Company Details** tab
3. Click on the **Documents** tab
4. Select the type of Document
5. Input an expiry date by clicking on the calendar icon
6. Click on Upload Document
7. Next to the Uploaded Document, click on Replace if the document has expired and needs to be replaced
8. Next to the Uploaded Document, click on Archive if the document is to be archived and replaced.

Company Details

Details Documents Business Categories Contact Details

Document Title	Status	Expires	Date Added	Type	Options
Internet Page - CCC.xlsx	Document available	19/Aug/2020	25/Aug/2020	General	View Download History Replace Archive

Upload Company Document

Type: General

Expiry Date: 19/08/2020

File: Upload Document

Key: Mandatory