

# How to invite a new buyer

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# Step 1

## Log in to Contracts Finder and go to the 'My Profile' page.

The screenshot shows the 'Contracts Finder Welcome' page in Microsoft Internet Explorer. The browser's address bar displays the URL <https://online.contractsfinder.businesslink.gov.uk/>. The page features a navigation bar with links: 'My profile', 'My notices', 'Search contracts', 'Find suppliers', 'Find buyers', and 'Help and Resources'. The 'My profile' link is currently selected.

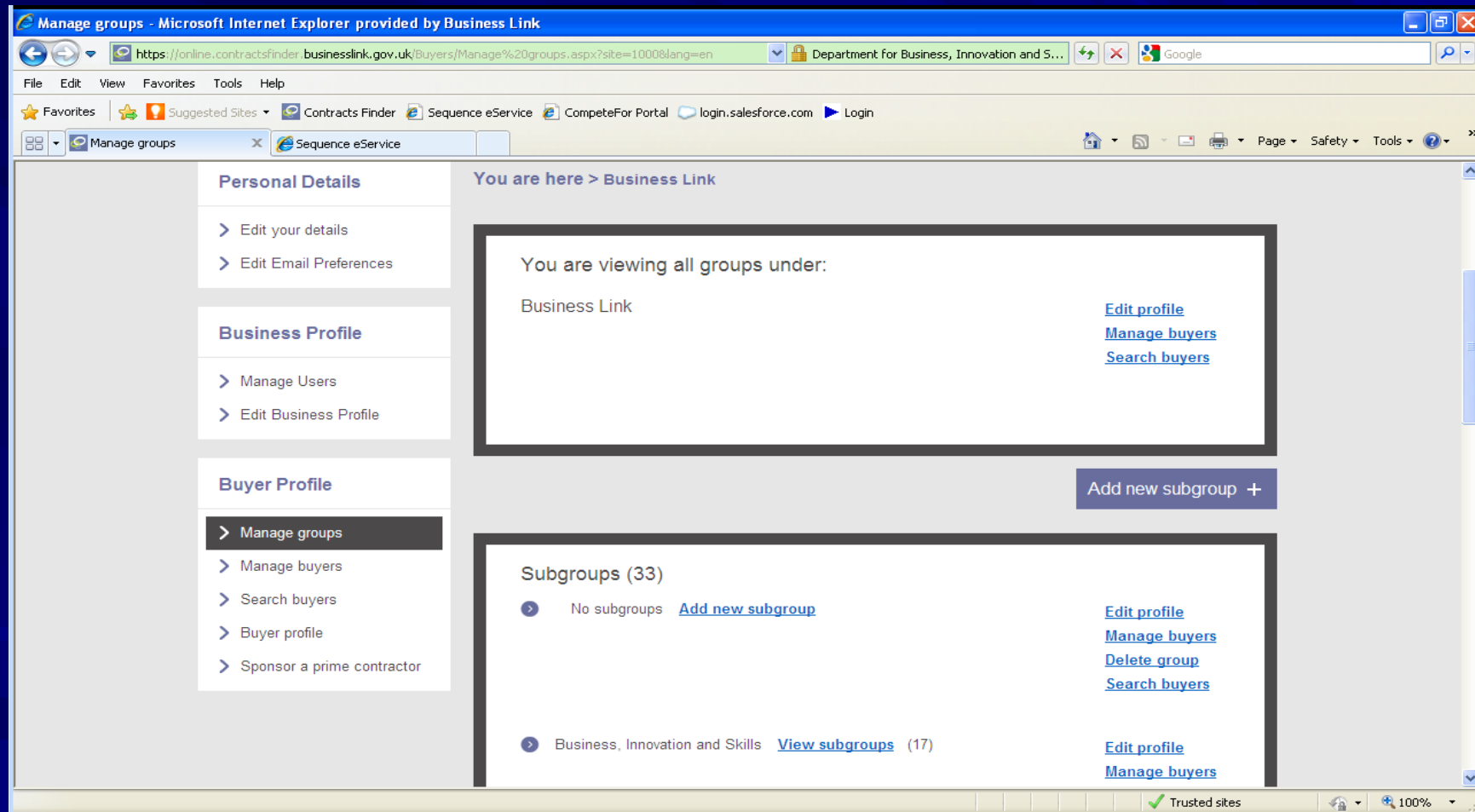
The main content area is titled 'Contracts Finder > Welcome'. It includes a sidebar with three sections: 'Personal Details' (with links to 'Edit My Details' and 'Edit Email Preferences'), 'Business Profile' (with links to 'Manage Users' and 'Edit Business Profile'), and 'Buyer Profile' (with links to 'Manage groups', 'Manage buyers', 'Search buyers', 'Buyer profile', and 'Sponsor a prime contractor').

The main content area also displays a section titled 'My notices - recently updated'. This section contains three rows of notices, each with a 'Notice title' field, a status dropdown menu, and an 'Edit this notice' link. The first two rows show 'Published Documents' and 'Tender or Contract' as options, while the third row shows 'Below OJEU', 'Contract', and 'Draft' as options. Each row also includes a 'More Actions' dropdown menu.

The browser's status bar at the bottom indicates 'Trusted sites' and a zoom level of 100%.

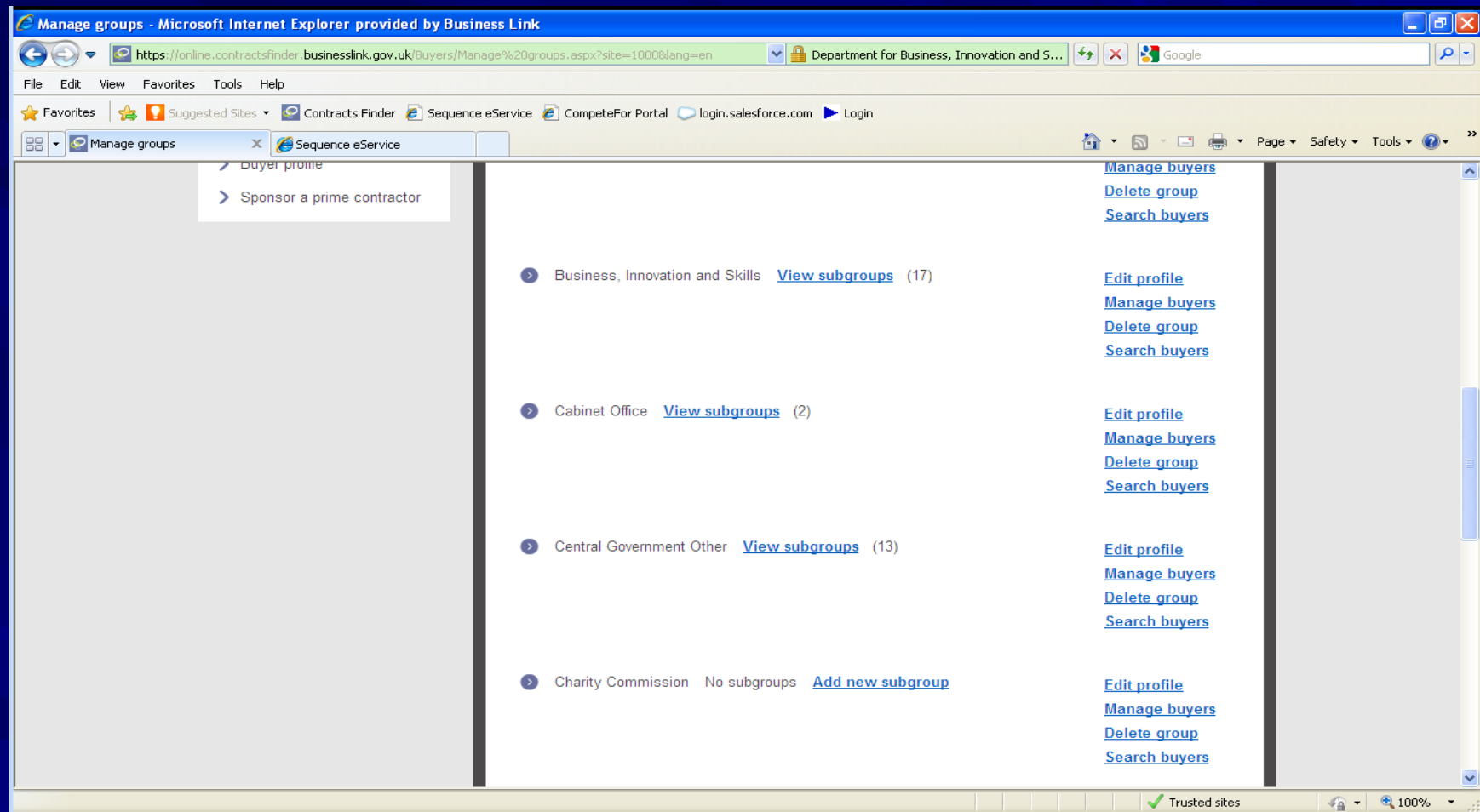
## Step 2

Select 'Manage groups'. (If you have only one group, go to step 3.) Find the group that you wish to invite a buyer to.



## Step 3

### Select 'Manager buyers'.



## Step 4

Select 'Invite a new buyer into this group'.

The screenshot shows a web browser window titled "Manage buyers - Microsoft Internet Explorer provided by Business Link". The address bar displays the URL: <https://online.contractsfinder.businesslink.gov.uk/Buyers/Manage%20buyers.aspx?site=1000&lang=en&id=6158>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The page content is for the "CONTRACTS FINDER PHASE ONE" portal. The header includes the Business Link logo, the site name, and a navigation menu with links: My profile, My notices, Search contracts, Find suppliers, Find buyers, and Help and Resources. A user greeting "Welcome Gale Springer | Logout" is visible. The main content area is titled "MANAGE BUYERS - GROUP". On the left, there are three main sections: "Personal Details" with links to "Edit your details" and "Edit Email Preferences"; "Business Profile" with links to "Manage Users" and "Edit Business Profile"; and "Buyer Profile". In the center, there is a button "Back to list of groups" and a message box stating "There are no buyers in this group". Below this message is a button with a plus icon and the text "Invite a new buyer into this group". The browser's status bar at the bottom shows "Trusted sites" and a zoom level of "100%".

## Step 5

Enter all details and accept the Terms and Conditions. Select 'Send Invitation'.

The screenshot shows a web browser window titled "Invite a buyer - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.contractsfinder.businesslink.gov.uk/Buyers/Invite%20Buyer.aspx?site=1000&lang=en&gid=615&n>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The main content area is divided into a left sidebar and a main panel.

**Left Sidebar:**

- Personal Details**
  - > Edit your details
  - > Edit Email Preferences
- Business Profile**
  - > Manage Users
  - > Edit Business Profile
- Buyer Profile**
  - > Manage groups
  - > Manage buyers
  - > Search buyers
  - > Buyer profile
  - > Sponsor a prime contractor

**Main Panel:**

**Details of the buyer you are inviting** \* must be filled in

First name \*

  
  
Last name \*  
  
Email address \*  
  
**Terms and Conditions**

To ensure that Contracts Finder is secure and well maintained we need to remind you of two key terms and conditions you agreed to when you set up your buyer security word:

- You will put in place and operate a process to **verify the identity** and status of all buyers you invite to use Contracts Finder, and you acknowledge that anything they publish is your responsibility.
- You will also put in place and operate a process to ensure that **when an invited buyer leaves** your organisation, the buyer user account will be removed from your buyer group on Contracts Finder.

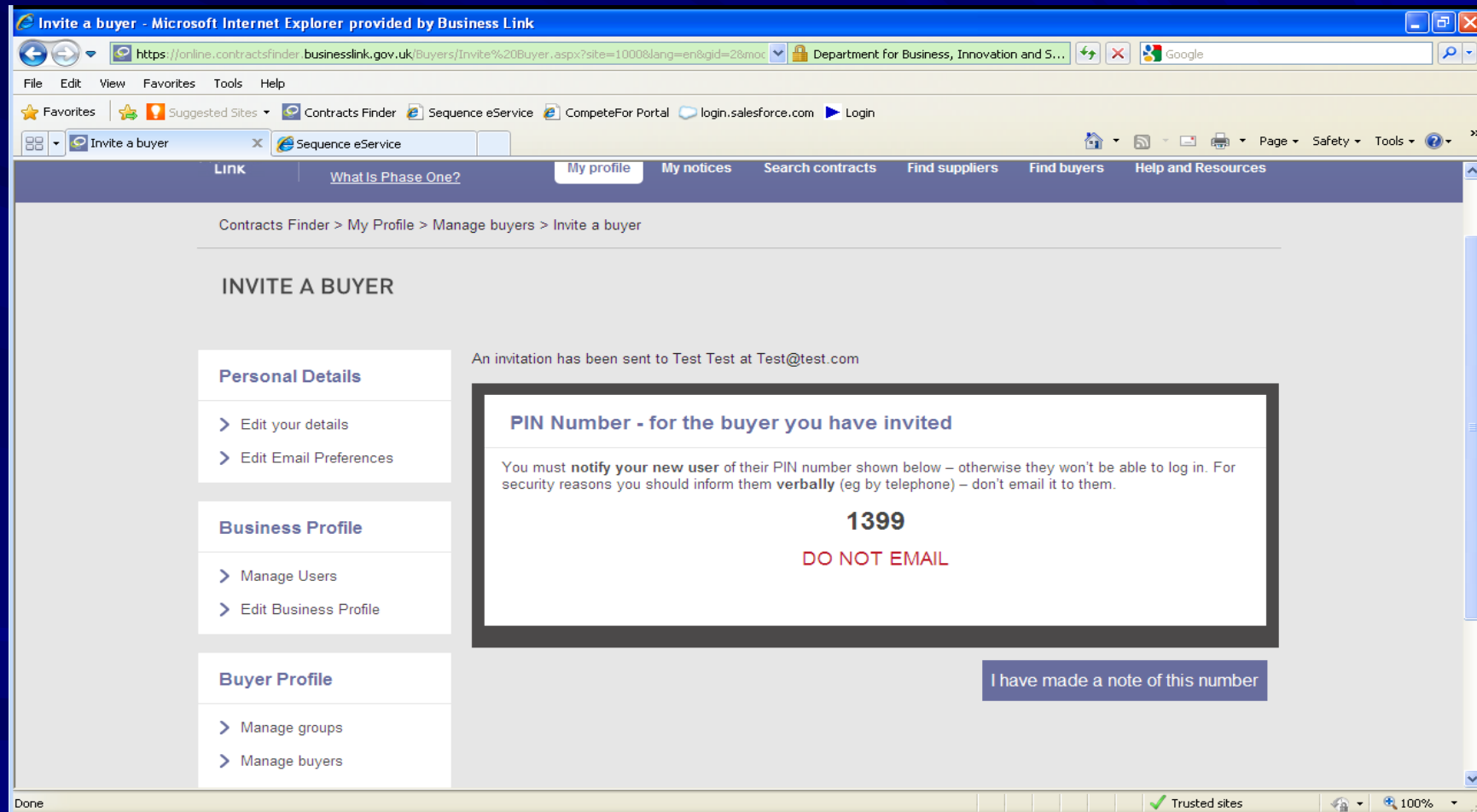
**Full terms and conditions:**

Terms constitute the 'Buyer Terms and Conditions'.

The browser's status bar at the bottom shows "Done" and "Trusted sites".

## Step 6

You will now be shown a unique PIN number. Make a note of the PIN as you will not be able to retrieve it once you navigate away from this screen. Then phone your buyer and issue them with their PIN number. They cannot register without this PIN. (It is important for security that you **do not email** the PIN.)



## Step 7

This is all you need to do. Your buyer will now receive an email inviting them to register with Contracts Finder. They must follow the instructions in the email.

Below are the instructions the invited buyer needs to follow:

### **I have received my invitation email. What do I need to do to become a buyer?**

You need to click 'Accept Invitation' and then create a Government Gateway account.

If you're registering for your first account with Government Gateway, bear in mind that the registration process assumes you are registering as a private business. As a public sector buyer, make sure you:

1. select 'No' when asked 'Will you be using this account to file Government forms on behalf of your clients?'
2. give the name of your department or agency in the 'business name' box
3. choose the option 'I've been up and running for over 12 months' when asked 'How old is your business?'
4. when asked 'Which legal structure have you chosen?', select the option 'Don't know yet'
5. enter your office address in the 'Business postcode' box

To finish off the Government Gateway registration process you'll need to create a secure password and a memorable word (in case you forget your password). You will be sent an email after you have set up your account. Click on the confirmation link to complete the process.

### **How to access Contracts Finder.**

1. enter your PIN number to confirm you have a valid invite (you should have received this from the person who invited you)
2. set up a security word. You will need to enter elements of this each time you access Contracts Finder as a buyer
3. read and accept the buyer terms and conditions

The invite will expire after 30 days.