

# How to invite a prime contractor

Business Link  
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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 a Microsoft Internet Explorer browser window. The address bar displays the URL <https://online.contractsfinder.businesslink.gov.uk/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Contracts Finder, Sequence eService, CompeteFor Portal, login.salesforce.com, and Login. The page header features the Business Link logo, a 'What is Phase One?' link, and navigation tabs for My profile, My notices, Search contracts, Find suppliers, Find buyers, and Help and Resources. The main content area is titled 'Contracts Finder > Welcome' and contains three left-hand navigation panels: '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). To the right of these panels, there are buttons for 'Add a new notice +' and 'My notices >'. The 'My notices' section, titled 'My notices - recently updated', displays a table of notices. Each notice row includes a 'Notice title' (all are 'No title'), a status bar with buttons for 'Published Documents', 'Tender or Contract', and 'Draft', an information icon, and an 'Edit this notice' link with a 'More Actions' dropdown menu. The status bars for the first two notices show 'Published Documents' and 'Tender or Contract', while the third shows 'Below OJEU', 'Contract', and 'Draft'. The browser's status bar at the bottom indicates 'Trusted sites' and a zoom level of 100%.

Contracts Finder Welcome - Microsoft Internet Explorer provided by Business Link

<https://online.contractsfinder.businesslink.gov.uk/> Identified by VeriSign

File Edit View Favorites Tools Help

Favorites Suggested Sites Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Contracts Finder Welcome Sequence eService

Business Link PHASE ONE What is Phase One? My profile My notices Search contracts Find suppliers Find buyers Help and Resources

Contracts Finder > Welcome

**Personal Details** ?

- > Edit My 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

Add a new notice + My notices >

My notices - recently updated

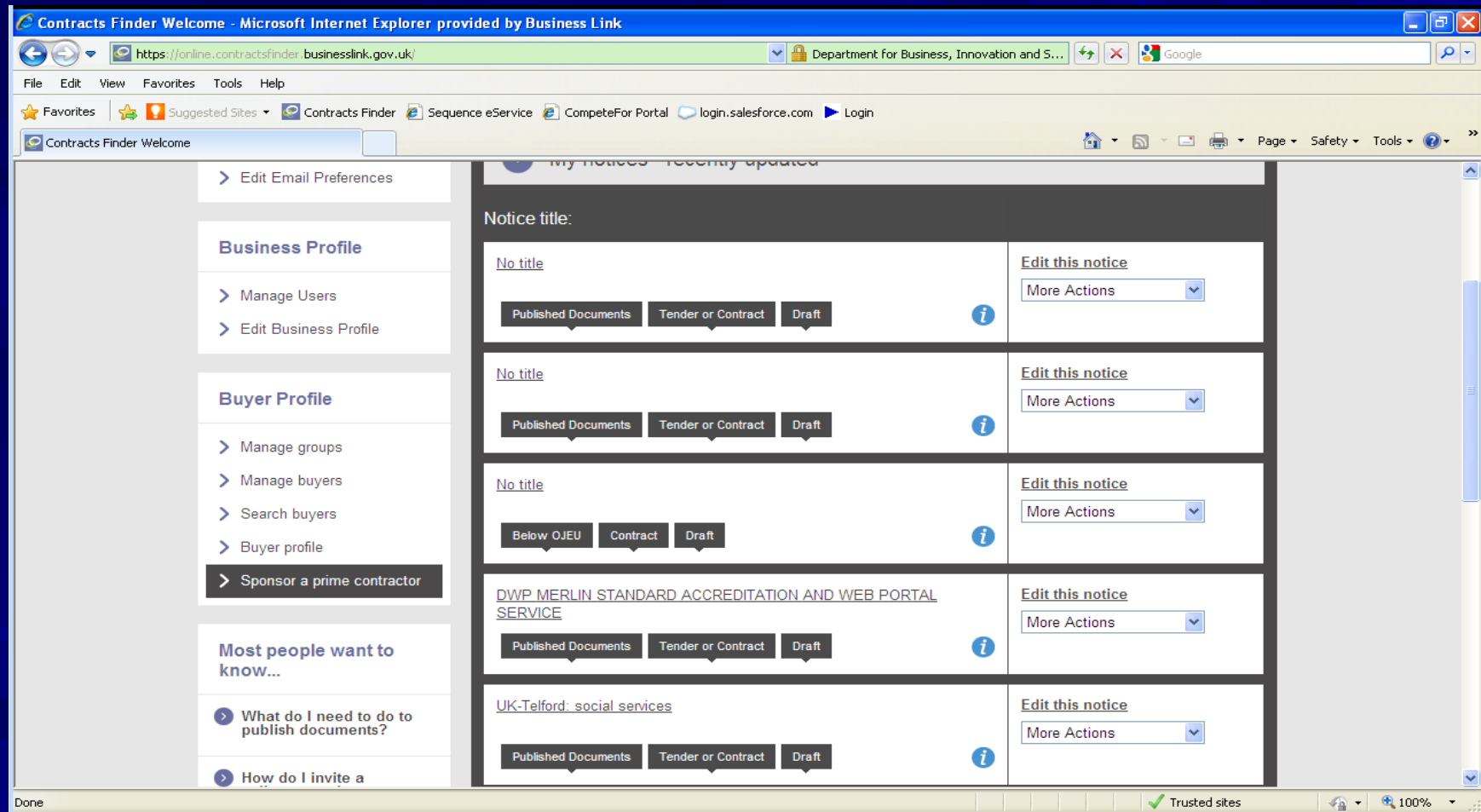
Notice title:

No title	Published Documents Tender or Contract Draft	Info	Edit this notice More Actions
No title	Published Documents Tender or Contract Draft	Info	Edit this notice More Actions
No title	Below OJEU Contract Draft	Info	Edit this notice More Actions

Trusted sites 100%

## Step 2

Select 'Sponsor a prime contractor'.



## Step 3

If you have sponsored the prime contractor on an award, select 'Sponsored' and then select 'Invite'.  
If you are inviting a prime contractor that has not been sponsored via an award, select 'Manually invite a business'.

The screenshot shows a web browser window titled "Sponsor prime contractors - Microsoft Internet Explorer provided by Business Link". The address bar shows the URL: <https://online.contractsfinder.businesslink.gov.uk/Buyers/Sponsor%20a%20prime%20contractor.aspx?site=100>. The browser's toolbar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is for "CONTRACTS FINDER PHASE ONE". The breadcrumb trail is "Contracts Finder > Sponsor prime contractors". The main heading is "SPONSOR PRIME CONTRACTORS". Below this, it states: "Shown below are businesses that your buyer group has flagged as being likely to subcontract. Clicking on the tabs lets you view which businesses are at what stage of becoming Prime Contractors on Contracts Finder:". A list of status categories is provided:

- **not invited** – you have not sent an invite to the business that will allow them to be set up as a prime contractor. You will need to do so before they can publish contracts.
- **invited** – the business has been invited to use Contracts Finder to publish opportunities.
- **sponsored** – the business is set up as a prime contractor. Someone in your buyer group has sponsored the supplier.
- **invite failed** – this can be for various reasons - you will need to invite or sponsor the business again if you wish them to publish on Contracts Finder
- **sponsorship revoked** – you can choose to send new invites to suppliers that you have withdrawn your sponsorship from

On the left, there is a sidebar with "Personal Details" (containing "Edit your details" and "Edit Email Preferences") and "Business Profile". On the right, there is a button "Manually invite a business >". Below the text, a table is partially visible with tabs for "Not invited", "Invited", "Sponsored", "Invite failed", and "Sponsorship revoked". The table has columns: "Invitee and email", "Invitee business name", "Invited by", and "Action". The status tabs are highlighted in the order: Not invited, Invited, Sponsored, Invite failed, Sponsorship revoked.

## Step 4

Enter all the required information. Accept the Terms and Conditions and click 'Send Invitation'.

Invite a prime contractor - Microsoft Internet Explorer provided by Business Link

https://online.contractsfinder.businesslink.gov.uk/Buyers/Invite%20Subcontractor.aspx?site=1000&lang=en&mc Department for Business, Innovation and S... Google

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites ▾ Contracts Finder Sequence eService CompeteFor Portal login.salesforce.com Login

Invite a prime contractor

Fill in the form below so that a business can obtain publishing rights on Contracts Finder. Once a business has completed the invitation process, they will be able to publish subcontract notices for contracts you have awarded to them.

**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](#)

**Business and invitee information** \* denotes mandatory field

Business name \*

Postcode \*

☐ Business is outside of the UK

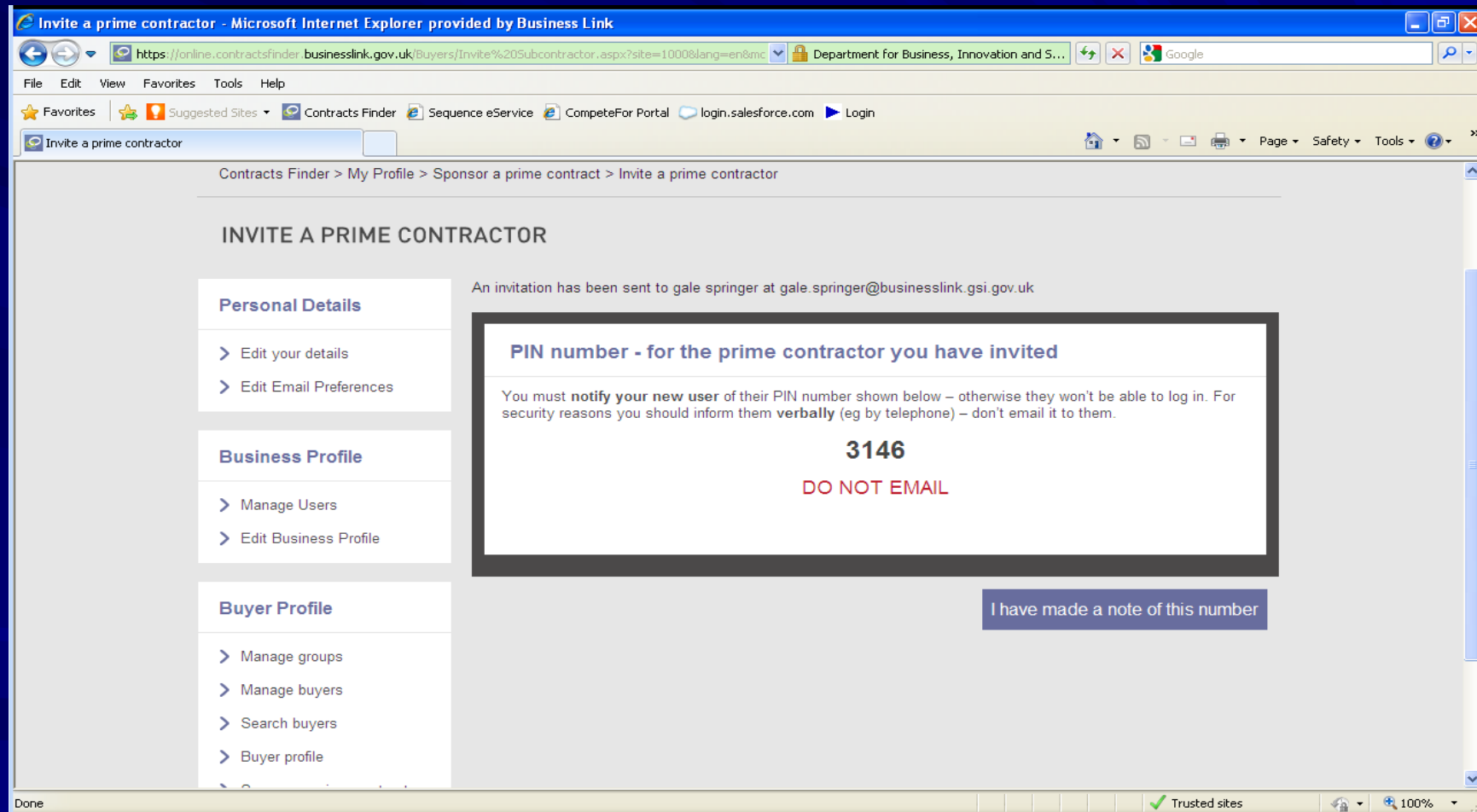
First name \*

Last name \*

Email address \*

## Step 6

The screen will now display a PIN number. Make a note of the PIN as you will not be able to retrieve it once you navigate away from this screen. Call your prime contractor and issue them with their access PIN. They cannot register with Contracts Finder without this PIN. (It is important for security that you **do not email** it to them.)



## Step 7

**This is all you need to do. Your prime contractor 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 prime needs to follow:**

**I have received my invitation email. What do I need to do to register as a prime contractor?**

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.