



Business Profile

Quick Start Guide

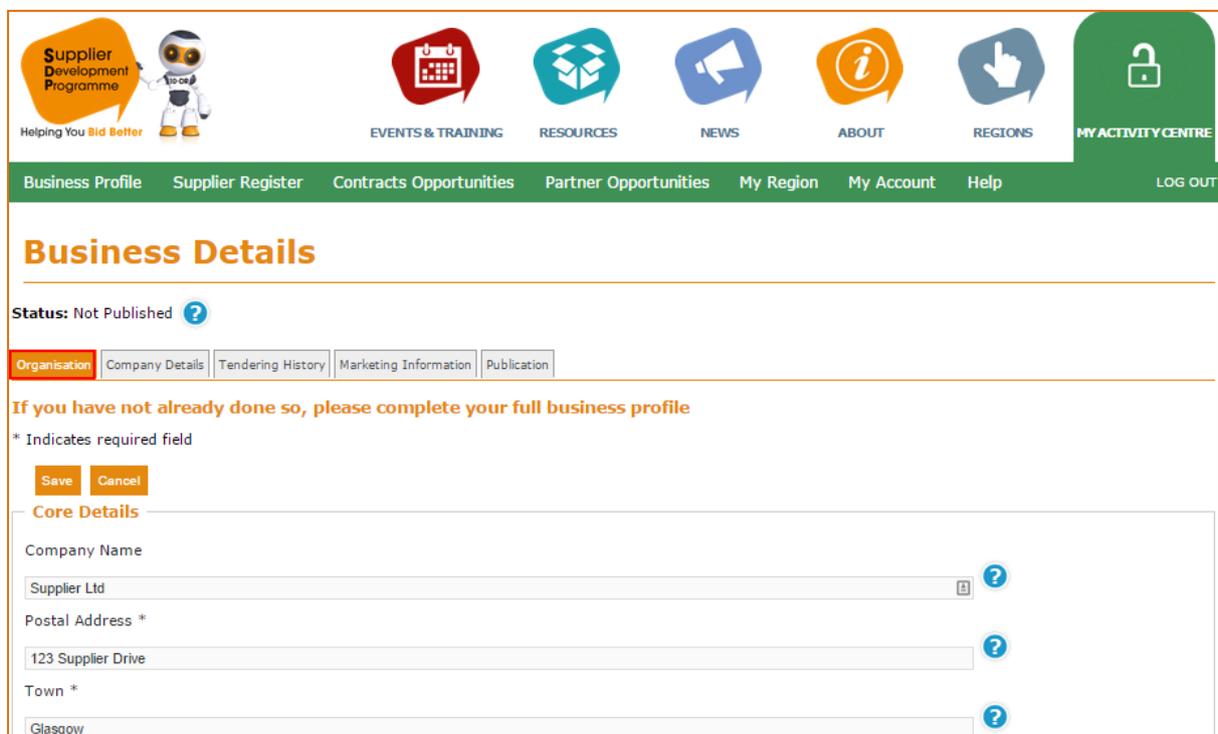
Business Profile

Your SDP Business Profile allows you to become visible to all Local Authorities and Scot Gov (third sector) organisations using the service. Once you have completed your registration (see the Registration Quick Start Guide for more details) you should first of all ensure that you have fully completed and published your Business Profile to ensure your organisation is visible on the portal. The Business Profile is made of various sections including Organisation; Company Details; Tendering History and Marketing Information. However, in order to publish your Business Profile your organisation must meet SDP's 'Business Readiness' requirements. Further details of these requirements can be found in **Step 2. Company Details** of this guide.

When logged in, click on **Business Profile** to begin.

Step 1. Organisation.

The first section of the Business Profile is **Organisation**, this will require to enter basic information about your business including contact details; number of employees and annual turnover. *PLEASE NOTE:* all sections marked with an asterisk (*) are mandatory and must be completed before you will be able to publish your Business Profile. Click on Company Details to move to the next section of the profile.



The screenshot shows the 'Business Details' page in the Supplier Development Programme. At the top, there is a navigation bar with icons for Events & Training, Resources, News, About, Regions, and My Activity Centre. Below this is a green menu bar with links for Business Profile, Supplier Register, Contracts Opportunities, Partner Opportunities, My Region, My Account, Help, and LOG OUT. The main content area is titled 'Business Details' and shows a status of 'Not Published'. There are tabs for Organisation, Company Details, Tendering History, Marketing Information, and Publication. A message states: 'If you have not already done so, please complete your full business profile'. Below this, there is a note '* Indicates required field' and 'Save' and 'Cancel' buttons. The 'Core Details' section contains three text input fields: 'Company Name' (with 'Supplier Ltd' entered), 'Postal Address *' (with '123 Supplier Drive' entered), and 'Town *' (with 'Glasgow' entered). Each field has a blue question mark icon to its right.

Step 2. Company Details

Status: Not Published

Organisation | Company Details | Tendering History | Marketing Information | Publication

* Indicates required field

Save

Company Details

Does your company currently deal with any other business support agencies?

Does your company have a Health & Safety Policy available on request?
 Yes No

Does your company have an Environmental Policy available on request?
 Yes No

Does your company have an Equality & Diversity Policy available on request?
 Yes No

Does your company have a Quality Management Policy available on request?
 Yes No

As well as a "Quality Management Policy" your business might have gained certification to a recognised "Quality Standard". If this is the case, to which of the following Quality Standards is your business certified (if any)?

Is your company a member of any Trade Associations? (If no please write "not applicable")

Save

This section allows you to self-certify which policies your organisation currently holds. The policies you hold and the size of your organisation constitute SDP's Business Readiness test which you must pass in order to publish your Business Profile on the portal and therefore become visible to Buyers.

The table below demonstrates which policies you would be required to have, based on the size of your organisation.

| | 0-5 Employees | 6-10 Employees | 10+ Employees |
|----------------------------------|---------------|----------------|---------------|
| Quality Management Policy | ✓ | x | x |
| Health and Safety Policy | ✓ | ✓ | x |
| Environmental Policy | ✓ | ✓ | ✓ |



Step 3. Tendering History

The third section of the Business Profile allows you to demonstrate your organisations experience with the public sector, including the number of times you have tendered for a public sector contract and the total value of those tenders that were won.

Status: Not Published

Organisation Company Details **Tendering History** Marketing Information Publication

* Indicates required field

Save

Tendering History

Have you previously tendered with the public sector?

Yes No [?](#)

How many times? (In the last accounting year)

[?](#)

How many public sector tenders have you won in the last financial year?

How many of these have been joint tenders?

[?](#)

What is the total value of tenders won?

[?](#)

Who issued these contracts?

[?](#)

Is your company registered on any tender portals?

Yes No [?](#)

Is your company capable of tendering electronically?

Yes No [?](#)

Save

Step 4. Marketing Information

The marketing Information section of the Business Profile allows you to highlight the core Capabilities of your organisation as well as upload up to 3 images. This will form part of your searchable public profile once you have published your Business Profile. **PLEASE NOTE:** images should be in GIF, JPEG or PNG format; maximum size 50 KB; maximum image dimensions 200 pixels high x 180 wide and minimum 50 x 50 pixels.

Marketing Information

Status: Not Published

[Organisation](#)
[Company Details](#)
[Tendering History](#)
Marketing Information
[Publication](#)

Save

Marketing Information

What is the core capability of your organisation? (Maximum 255 characters)

255 characters left

Marketing text for your organisation

600 characters left

Spell Check Click on 'Spell Check' to ensure you have no spelling mistakes in your marketing information

Step 5. Publication

Once you have completed all sections of your Business Profile, proceed to the **Publication** section. From here, you can review the information you have entered into your profile before submitting your Business Profile for publication. Click on **Next**, then on the following page press **Publish**.










Business Profile
Supplier Register
Contracts Opportunities
Partner Opportunities
My Region
My Account
Help
LOG OUT

Publish Profile

I agree that by pressing **Publish** I certify that the information submitted is correct at this date/time and truly reflects my organisation.

Publish
Return To Profile