Posting an Opportunity on FinditinWorcestershire
A User Guide
This guide is designed to provide you with a quick overview of how to post an opportunity on FinditinWorcestershire.

All opportunities are posted by sector and should relate to a:
Contract (one-off or ongoing) or;
Request for a product or service

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Step 1
Basic Information

Tell us about the opportunity you’d like to post by completing the basic fields:

- Title
- Description
- Website
- Postcode
- Accreditation (if required)
- Closing Date
- Value (if known)
- Display Value

Once you have completed these sections please click the ‘next’ button at the bottom of the page.
Step 2
Sector details

You can post your opportunity into one particular sector or within multiple sectors. To choose the sector(s) that you’d like to send your opportunity to:
1. Search for your desired sector(s) by typing the keyword into the search box, which you’ll find above the list of sectors.
2. Click the ‘add’ text on the left-hand side of each sector. Repeat this until you have finished.

If you need to remove a sector, scroll down to the Added Sectors section at the bottom of the page and click ‘remove’ next to the relevant sector.

All suppliers who are registered in your chosen sector(s) and have opted to receive notifications, will receive an alert notifying them of your opportunity.

Once you’ve chosen all of your sectors, move to the next stage by clicking the ‘next’ button.

Please note: If you are posting an opportunity as part of Proof of Concept funding, you do not need to ‘Refine your opportunity’ in the next step. Simply post your opportunity to all registered Findit users. Do not use Quick Quote to send it to selected suppliers.
Step 3
Quick Quote

You can refine your opportunity so that it’s either seen by all of the suppliers within your selected sector(s) or at this point you can opt to only send it to selected companies you want to bid for your work.

To refine your opportunity, select ‘yes’ in the dropdown immediately below, scroll down and complete the required fields:
- Asking for required accreditations and/or documents, such as membership or industry certifications
- Adding additional contact details

Ensure that you select the ‘Who can see this?’ field and choose one of the following two options:
1. All registered Findit users.
2. Specific companies only.

Sharing your opportunity with specific companies only
If you’ve chosen to share your opportunity with selected companies, then your quotations and expressions of interest will be automatically managed via your member dashboard, providing you with an audit trail of activity.

Choose the suppliers you wish to send your opportunity to from the list below or search for them by company name or postcode in the search box. (You can remove them at any time by clicking ‘remove’ in the Selected Suppliers section).

Sharing your opportunity with all registered Findit users
If you don’t wish to refine your opportunity and would like it to be sent to all suppliers in a sector, select this in the dropdown press ‘next’ to continue to the next stage.
Step 4
Attachments (optional)

You can upload any files, such as briefing documents or contract details, that relate to your opportunity here.

The following file types can all be uploaded - .doc, .docx, .png, .jpg, .gif, .xls, .xlsx, .txt and .pdf.

Multiple files can be uploaded. If you accidentally select the wrong file, you can remove it by clicking 'remove file.'

This is an optional step. If you don’t need to upload any files, please move on to the next stage by clicking the 'next' button at the bottom of the page.
Your form is now complete so please click the 'Save Opportunity' button to post your opportunity to the FinditinWorcestershire site.

If you opted to share your opportunity with specific companies, make sure you view and manage your quotations via your dashboard.
We hope you’ve found this guide useful, if you have any queries, please contact the FinditinWorcestershire team by emailing info@finditin.co.uk or call 01384 563050.