

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

Home Opportunities Find Suppliers News Events About Us Contact Us Advertising Social Value

Post an Opportunity

Find an opportunity | Post an opportunity

This area of the site enables you to post your business opportunities. An opportunity should be a contract (either one-off or ongoing), or a request for a product or service. Please do not use this section of the website to try and promote your company as it will not be published. Posting your opportunity here will inform fellow members, in a specified sector, of what you need, so that they can provide expressions of interest, quotations or estimates. Opportunities are posted by sector and email alerts will be sent to relevant suppliers.

1 Basic Information | 2 | 3 | 4 | 5

Step 1 - Basic Information

Please fill out the basic information below about the opportunity you would like to post and then click 'next'

Title:

Description:

Website:

Post Code:

Accreditation:

Closing Date:

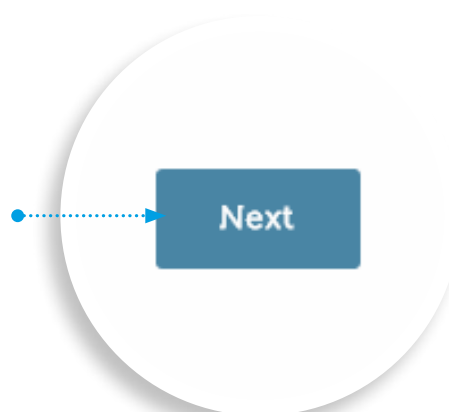
Opportunity Value (£):

Display Value?

Previous | Next

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

The screenshot shows the 'Post an Opportunity' page. At the top, there is a navigation bar with links: Home, Opportunities, Find Suppliers, News, Events, About Us, Contact us, Advertising, and Social Value. Below the navigation bar, there are two main buttons: 'Find an opportunity' and 'Post an opportunity'. The 'Post an opportunity' button is highlighted with a blue callout box.

Below the buttons, there is a progress indicator with five steps: 1. Basic Information, 2. Sectors, 3. Refine Your Opportunity, 4. Add Address, and 5. Check Form. Step 2, 'Sectors', is currently active.

The 'Step 2 - Sectors' section contains the following text:

Please choose the sector(s) that you want to send this opportunity to, by clicking the 'Add' button next to each. Your chosen sector(s) will appear beneath under 'Added Sectors' as you select them. You can search for your desired sectors by typing the keyword into the search bar. You can also select multiple sectors for your opportunity.

If you need to remove a selected sector, click the 'remove' button next to this sector under 'Added Sectors'.

Suppliers that have registered in your chosen sector(s), and have opted into notifications, will receive an email alert notifying them of your opportunity.

Below the text, there is a search bar labeled 'Opportunity Sectors' with a search input field and a 'Show 10 entries' button. The search results are displayed in a table with the following rows:

Sector Selection
Add - 4 wheel drive vehicles.
Add - Abatix construction work.
Add - Abrasive powder or grain.
Add - Abrasive products.
Add - Abcoorder-bearing services.
Add - Absorbable haemostatics.
Add - Access control system.
Add - Access covers.
Add - Access gates.
Add - Access platforms.

At the bottom of the table, there is a pagination control with 'Previous', '1', '2', '3', '4', '5', '10', and 'Next' buttons. Below the table, there is an 'Added Sectors' section with a 'Previous' button on the left and a 'Next' button on the right.

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.

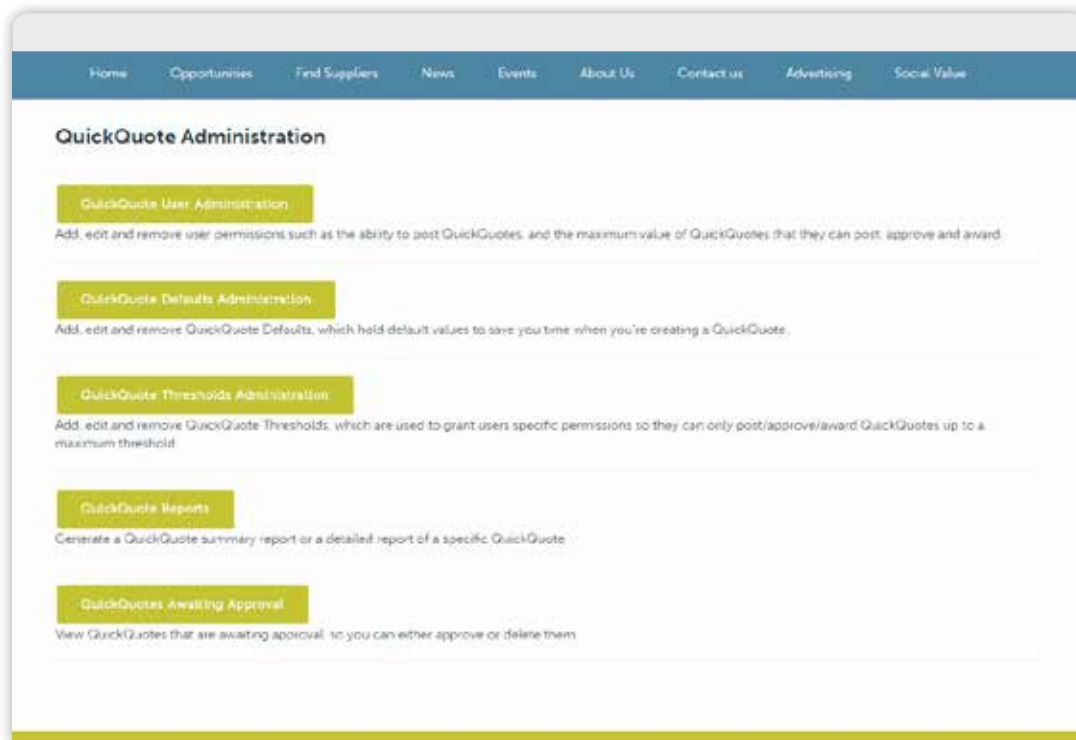
All suppliers who are registered in your chosen sector(s) and have opted to receive notifications, will receive an alert notifying them of your opportunity.

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)

Home Opportunities Find Suppliers News Events About Us Contact us Advertising Social Value

Post an Opportunity

Find an opportunity Post an opportunity

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1 Basic Information 2 Sectors 3 Write Your Opportunity 4 Attachments 5 Add Form

Step 4 - Attachments (optional)

You can upload any files that relate to the opportunity here, such as a briefing document or contract details. You may upload the following file types: .doc, .docx, .png, .jpg, .gif, .xls, .xlsx, .txt and .pdf. You can select multiple files to upload. If you accidentally select the wrong file, you can remove it before you continue to the next step by clicking 'remove file.' You are not required to upload files - if you do not need to upload any further information, just click 'Next'.

Click anywhere in the striped area to select the files you wish to upload. You can also drag & drop files into the striped area. Click 'Next' once you have selected all of your required files.

Previous Next

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

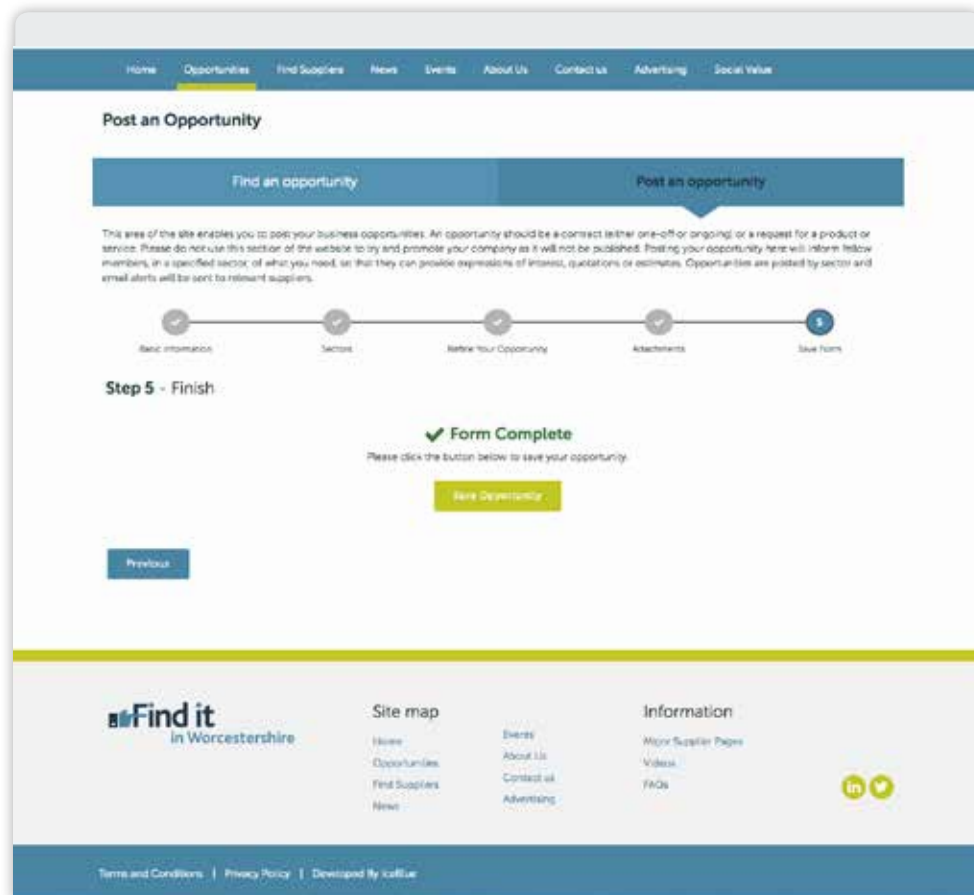
The following file types can all be uploaded - .doc, .docx, .png, .jpg, .gif, .xls, .xlsx, .txt and .pdf.

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.


Step 5

Finish and Save Opportunity



Your form is now complete so please click the 'Save Opportunity' button to post your opportunity to the FinditWorcestershire 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**.