

CompeteFor 'Top Tips' for Suppliers

1. Publish your Business Profile and set up Opportunity email alerts
2. Utilise all Business and Construction Categories available to maximise alerts
3. To ensure you receive email communications from the Helpdesk, including the Opportunity alerts, add @CompeteFor.com to your address book or safe list
4. To choose Business Categories, it may be useful to check what your competitors are using. Equally, if you see a contract on CompeteFor that is relevant, take a note of which Business Categories they use for next time
5. Before you submit your application for a contract, double check the information you are about to submit. Remember, you may have first completed your Business Profile a while ago. Not only does the information about your business change but you may want to tailor information in your Business Profile to the contract in question. For example, businesses can change their marketing text to be more suitable to the Opportunity. However, please be factual about your business and do not exaggerate your capabilities.
6. Maximise your Business Profile by utilising all available fields, such as uploading photos, core capability and marketing text
7. Update your Business Profile regularly as the information will no doubt change as your business grows
8. Use the 'My Saved Searches' and 'My Opportunity Responses' within the Supplier Activity Centre to save you time searching and applying for Opportunities
9. Even with your email alerts set up, log in to CompeteFor regularly and manually search for opportunities
10. Some businesses find it useful to search for awarded contracts to see which businesses are winning contracts. This presents useful potential partnership opportunities
11. Read the Opportunity description carefully, make sure you understand the brief and be sure that your business is capable of meeting the requirements
12. Be proactive and consider researching the Buying organisation, making use of their website, to obtain background knowledge of their likely requirements (e.g. the London 2012 supply chain often includes sustainability requirements) – this may help you if shortlisted and invited to tender
13. If your business is shortlisted it is worth seeking guidance from your local business support agency or Business Link to help you prepare for the next stage – you can access business support through CompeteFor [\[link\]](#)
14. If your business is shortlisted, ensure you have case studies available for submission and ensure you are readily able to provide references
15. If requested to tender by the Buyer, ensure you follow the instructions, including requests for additional information, be factual and ensure you submit all information within the timescales – don't miss key deadlines!
16. Ensure that you have copies of your Health & Safety policy, your Equal Opportunities Policy and your Quality Management Statement to provide to Buyers if you are shortlisted.