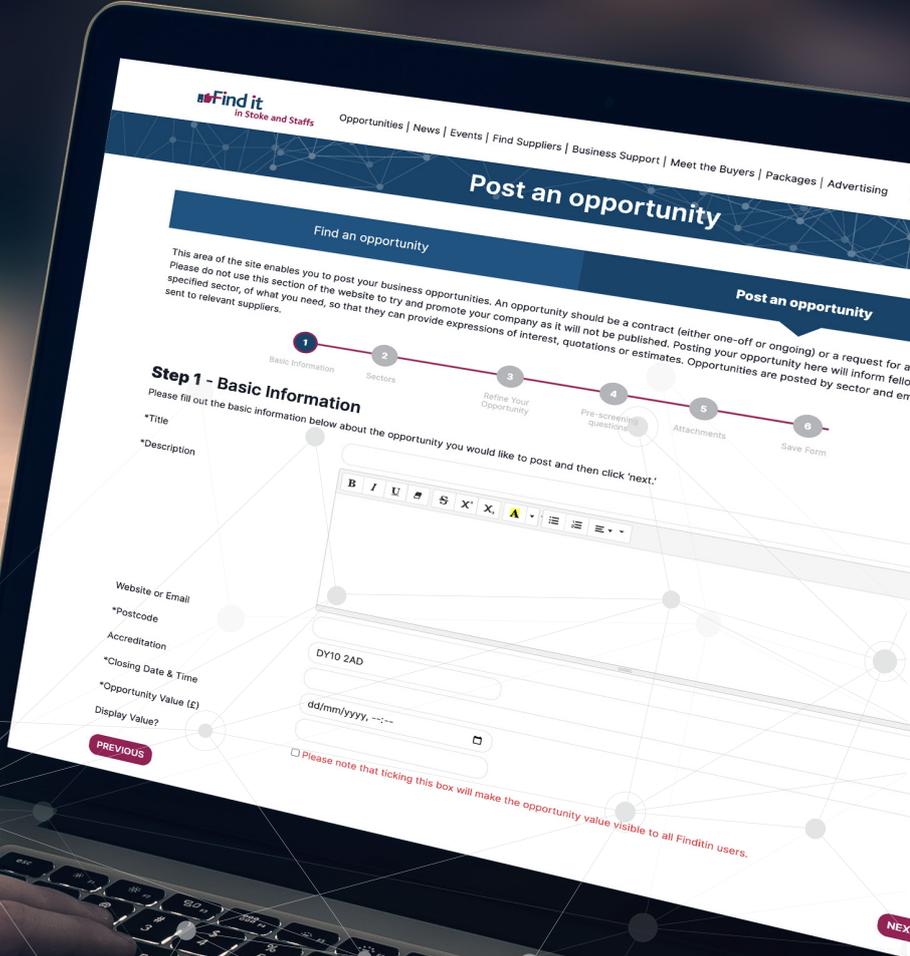


Posting an Opportunity: A USER GUIDE





This guide is designed to provide you with a quick overview of how to post an opportunity on Finditin.

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

Find it
in Stoke and Staffs

Opportunities | News | Events | Find Suppliers | Business Support | Meet the Buyers | Packages | Advertising

STUART MATTHEW

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 Please do not use this section of the website to try and promote your company as it will not be published.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 Sectors | 3 Refine Your Opportunity | 4 Pre-screening questions | 5 Attachments | 6 Save Form

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 or Email

*Postcode: DY10 2AD

Accreditation

*Closing Date & Time: dd/mm/yyyy, ----

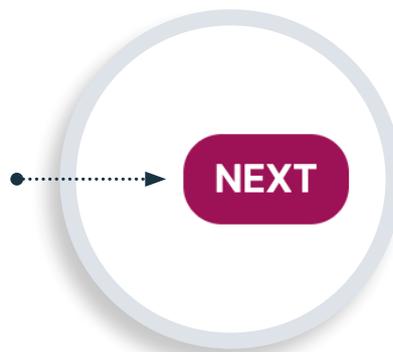
*Opportunity Value (£)

Display Value? Please note that ticking this box will make the opportunity value visible to all Finditin users.

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 (only tick this box if you want companies to see the value)



Once you have completed these sections please click the 'next' button at the bottom of the page.



PLEASE NOTE:

If you are a Premium user, the search for a supplier will provide results based on all criteria

Step 2

Sectors

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 — 2 — 3 — 4 — 5 — 6

Basic information Sectors Refine your opportunity Pre-screening questions Attachments Submit

Step 2 - Sectors

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.

Search: Show 10 entries

Sector Selection	Added Sectors
ADD 4-wheel-drive vehicles.	
ADD Abattoir construction work.	
ADD Abrasive powder or grain.	
ADD Abrasive products.	
ADD Absconder-tracing services.	
ADD Absorbable haemostatics.	
ADD Access control system.	
ADD Access covers.	
ADD Access gates.	
ADD Access platforms.	

< Previous
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Next >

PREVIOUS
NEXT →

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, view the Added Sectors section on the right 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.

Step 3

Refine your 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.

Step 3 - Refine Your Opportunity

Refine your opportunity with additional features, including:

- Choose between selecting specific suppliers you wish to bid for your opportunity or publishing the opportunity publicly on FinditinStoke&Staffs
- View and manage uploaded quotations and expressions of interest from your FinditinStoke&Staffs member dashboard
- Add additional contact details in relation to your opportunity
- Specify the required accreditations and documents that suppliers must include when submitting a quotation or bid

Without refining, **3** suppliers will be notified of your opportunity.

If you do not wish to refine your opportunity, select 'No' and click 'Next' to continue.

Do you want to refine your opportunity? Yes

Internal Reference

Contact Name

Contact Email

Contact Phone

Does this QuickQuote have the potential to attract bids that could be relevant to IR35 regulation?

Delivery Date

i The delivery date is the date you require the products or services by. This means that when suppliers are looking to bid for this opportunity, they will be aware of the timescales involved. This date must be after the closing date of the opportunity.

3 Who can see this?

Required Accreditation If you add required accreditations, suppliers who are putting in a bid for this opportunity will need to confirm they hold the specified accreditation, and upload proof if necessary.

You have not yet added any required accreditations.

Add Required Accreditation: Is an upload required? ADD ACCREDITATION

Required Documents If you add required documents, suppliers who are putting in a bid for this opportunity will need to upload them before they submit their bid.

You have not yet added any required documents.

Add Required Document: ADD REQUIRED DOCUMENT

PREVIOUS
NEXT →

Refine your opportunity with additional features, including:

- Choose between selecting specific suppliers you wish to bid for your opportunity or publishing the opportunity publicly on the Finditin platform you are logged into
- View and manage uploaded quotations and expressions of interest from your Finditinmember dashboard
- Add additional contact details in relation to your opportunity
- Specify the required accreditations and documents that suppliers must include when submitting a quotation or bid

Step 4

Pre-screening questions (optional)

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.

Step 4 - Pre-Screening Questions

This step is optional.

Add some pre-screening questions. Companies viewing your opportunity will be asked these questions before they are able to view all of the details. If they select the wrong answers, they not be able to view the full details.

If you do not wish to add any pre-screening questions or set a distance restriction, please click 'Next' to continue.

Optional: Set distance limit
 If you would like this opportunity to only be viewed by companies within a set radius of a project site, you can enter the distance limit (in miles) and the site postcode here. Companies that do not have an address within the radius of the below postcode will not be able to see the opportunity information. You can leave blank if this is not required.

Location Postcode Maximum Distance (miles)

Optional: Other Pre-Screening Questions

[ADD A QUESTION](#)

[PREVIOUS](#)
[NEXT →](#)

Add some pre-screening questions. Companies viewing your opportunity will be asked these questions before they are able to view all of the details. If they select the wrong answers, they not be able to view the full details.

If you would like this opportunity to only be viewed by companies within a set radius of a project site, you can enter the distance limit (in miles) and the site postcode.

Companies that do not have an address within the radius of the postcode will not be able to see the opportunity information

Step 5

Attachments (optional)

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.

Step 5 - 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.'

This step is optional. You are not required to upload files - if you do not need to upload any further information, just click 'Next'.

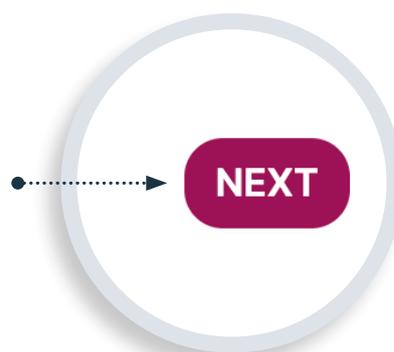
Click anywhere in the striped area to select the files you wish to upload.
You can also drag & drop files into the striped area.
 Click 'Next' once you have selected all of your required files.

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 6

Finish and Save 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 Sectors | 3 Refine your opportunity | 4 Pre-screening questions | 5 Attachments | 6 Submit

Step 6 - Finish

✓ Form Complete

Please click the button below to save your opportunity.

SAVE OPPORTUNITY

PREVIOUS | **NEXT →**

Find it
in Stoke and Staffs
If you are looking for local business opportunities, events and sales leads, join Stoke & Staffs's largest business network

Site Map
Opportunities
News
Events
Business Support

Contact Us
Kidderminster,
Worcestershire DY10 2AD
Telephone: 01384 563050
Support: info@finditin.co.uk
Submit an enquiry

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

An administrator will then review and approve the opportunity to go live on the website.

If you opted to share your opportunity with selected companies only, 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 Finditinteam by emailing **info@finditin.co.uk** or calling **01384 563050**

