

# Solihull Council Tender Alerts

## Selecting CPV Codes for Tender Alerts

Once you've registered your organisation on the [Solihull Council Procurement Portal](#), you'll need to log in and link 'CPV' codes to your account to receive relevant alerts for Tender opportunities.

Common Procurement Vocabulary or 'CPV' codes, are a list of descriptions for goods, services and works that the Council may choose to Tender for.

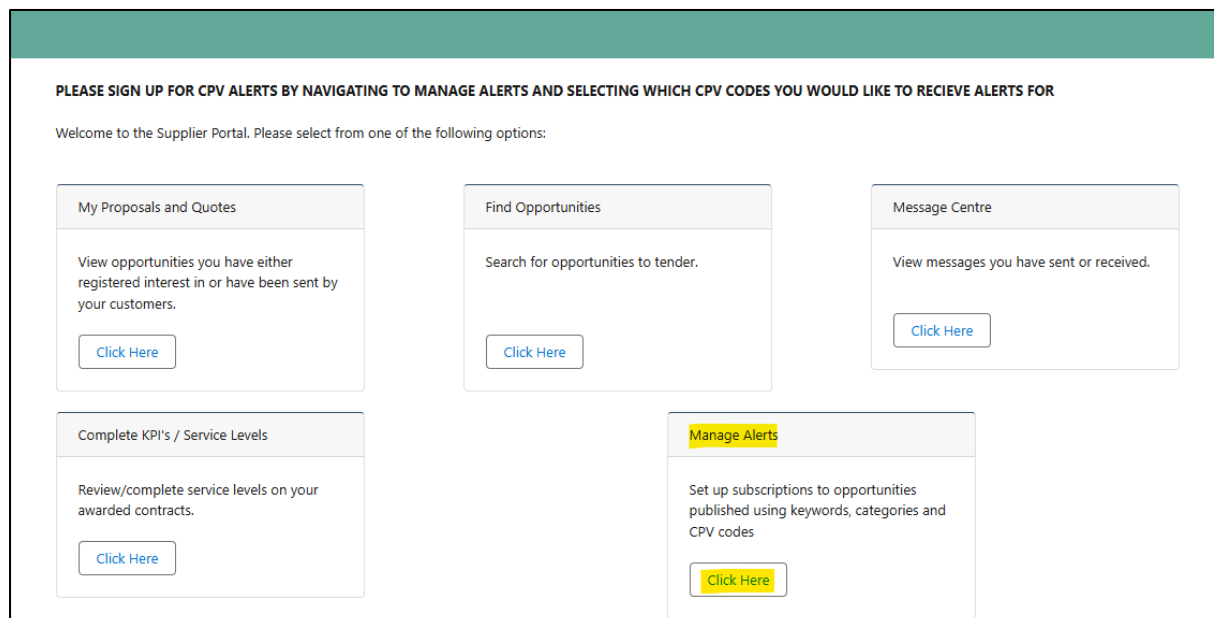
For example: **85144100 Residential nursing care services**

When the Council advertises a Tender opportunity, we will select the 'CPV' codes that best describe the contract and link them to it. Any registered supplier who has at least one of those 'CPV' codes linked to their account will receive an alert.

## Finding and adding CPV Codes to your Account

### Step 1

Log in to Atamis to see the following screen.



You then need to click on the 'Click Here' button underneath the 'Manage Alerts' box. (As highlighted above).

You'll then be taken to the following screen.

## Step 2

Home

Manage Category Alerts

Below is a list of all categories you have selected for alert emails. To delete a category from this list you can select the category and use the 'delete' button.

☐ Category

☐ No Category Alerts selected

View New Categories

Delete

Done

Manage Keyword Alerts

Below is a list of all keywords you have selected for alert emails. To delete a category from this list you can select the category and use the 'delete' button.

☐ Keyword

☐ No keyword alerts selected.

Add Keyword(s)

Delete

Done

Manage CPV Codes Alerts

Below is a list of all CPV Codes you have selected for alert emails. To delete a CPV code from this list you can select the CPV Code and use the 'delete' button.

☐ CPV Code

☐ No CPV code alerts selected.

View New CPV Codes

Delete

Done

Once on the screen above, click on the ‘View New CPV Codes’ button underneath the Manage CPV Codes Alerts area, as highlighted above. (You may need to scroll down to see this depending on your screen size).

## Step 3

Once on the next screen you'll be able to start searching for the CPV codes you'd like to receive alerts for when they're linked to a Tender opportunity.

You do this by entering keywords for the types of products and services you supply in the search box at the top of the page (highlighted below), then click ‘Search’.

Home

Set CPV Code Alert Emails

Select a CPV Code below that you would like to receive information about when new projects of that type are published.

Search CPV Codes (Search by Name or CPV Code):

social work

Search

Confirm CPV Codes Selection

Cancel

Clear

Select	CPV Code	Name
<input type="checkbox"/>	85000000	Health and social work services
<input type="checkbox"/>	85300000	Social work and related services
<input type="checkbox"/>	85310000	Social work services
<input type="checkbox"/>	85311000	Social work services with accommodation
<input type="checkbox"/>	85312000	Social work services without accommodation

## Step 4

In this example you're interested in 'social work' related contracts.

You can then tick all the code results from that search which you wish to receive alerts for.

### Set CPV Code Alert Emails

Select a CPV Code below that you would like to receive information about when new projects of that type are published.

Search CPV Codes (Search by Name or CPV Code):

Select	CPV Code	Name
<input checked="" type="checkbox"/>	85000000	Health and social work services
<input checked="" type="checkbox"/>	85300000	Social work and related services
<input checked="" type="checkbox"/>	85310000	Social work services
<input type="checkbox"/>	85311000	Social work services with accommodation
<input checked="" type="checkbox"/>	85312000	Social work services without accommodation

## Step 5

Once you've ticked the codes you are interested in from that search, click on the 'Confirm CPV Codes Selection' button to link those codes to your account for alerts (see highlighted button below).

### Set CPV Code Alert Emails

Select a CPV Code below that you would like to receive information about when new projects of that type are published.

Search CPV Codes (Search by Name or CPV Code):

Select	CPV Code	Name
<input checked="" type="checkbox"/>	85000000	Health and social work services
<input checked="" type="checkbox"/>	85300000	Social work and related services
<input checked="" type="checkbox"/>	85310000	Social work services
<input type="checkbox"/>	85311000	Social work services with accommodation
<input checked="" type="checkbox"/>	85312000	Social work services without accommodation

You'll then be returned to the earlier screen, but this time the CPV codes you selected will be listed as linked to your account for alerts (as per the highlighted section below).

Manage CPV Codes Alerts

Below is a list of all CPV Codes you have selected for alert emails. To delete a CPV code from this list you can select the CPV Code and use the 'delete' button.

<input type="checkbox"/> CPV Code
<input type="checkbox"/> Health and social work services
<input type="checkbox"/> Social work and related services
<input type="checkbox"/> Social work services
<input type="checkbox"/> Social work services without accommodation

View New CPV Codes
Delete
Done

You can then **repeat Steps 2 to 5** as many times as you'd like, searching for different keywords each time. By repeating the steps to add the additional CPV codes to your account, the more types of contract opportunities you'll receive alerts for.

## Step 6

Once you've selected all the CPV codes you're interested in receiving alerts for, click on 'Done' to return to the home page.

☐ Social work services without accommodation

View New CPV Codes
Delete
Done

## Tips

- Search for single keywords such as 'Child', 'Social', 'Health', 'Home' and 'Residential' etc., as this will find a wider set of results than a very specific search term.
- Search also works for parts of words, so searching for 'Care' will also find codes for 'Daycare' etc.
- Try and find as many codes as you think are relevant to your organisation.
- The procurement team aim to link as many relevant CPV codes as they can when launching tenders. They'll also try to use high-level codes where possible, for example, for 'Social work services without accommodation', they are also likely to use the higher-level code 'Health and social work services'.

You can identify the high-level codes as they have more '000's' at the end of the code. For example:

85000000	Health and social work services (High-Level Code)
85312000	Social work services without accommodation (Lower-Level Code)

- Choose high-level codes in addition to codes for the very specific types of services you provide, to get more alerts.