TIPS TO GET THE BEST RESULTS FROM YOUR ORGANISATION'S PROFILE

Supplier profiles sit at the heart of the ProjectConnect system.

Your profile is used when:

- You register interest on project supply opportunities.

- You list your organisation on industry directories.

- Project buyers and other organisations that subscribe to Business Search Packages 1 or 2 utilise the system's search engines to find suppliers.

To maximise the chance of buyers connecting with your organisation we have identified a number of areas on your profile where it may be beneficial for you to amend your existing data.

FOR ACCOUNT CONTROLLERS

Only the ProjectConnect Account Controller can edit an organisation's profile.

To update your profile enter www.projectconnect.com.au into your web browser.

Click on "Account Login" and enter your user name and password

Click on "Edit Company Profile" in the "Company Account" menu to open the Profile Update form.

For assistance, refer to the HELP menu guideline "How to Login to Your Company Account"

Linking Buyers and Suppliers at the Click of a Button

Organisation Information

1. Consider a generic email address for your company email.

Unless you are the owner/operator of a business consider using a generic email address as your company email, that will remain current, rather than an individual's that contains their name (e.g david.kobelke@cciwa.com). Unlike business phone numbers, personalised email addresses are quickly made redundant if an individual leaves your organisation.

The most common generic addresses start with info@; sales@; admin@; mail@; solutions@; corporate@; reception@; contact@ and enquire@.

Set up your email system to automatically forward generic business emails to appropriate staff that will quickly respond to incoming communications.

2. If you have one, enter your website address

Of the thousands of supplier profiles stored on ProjectConnect 74% have websites. ProjectConnect is, therefore, structured to encourage buyers to visit a supplier's website to obtain additional information on their products, services and corporate history.

3 Postal Address

If you have a different postal address to your street location, use it on your profile.

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Organisation Contacts

4   List your organisation's key contact personnel and titles.

List your key contact personnel and their titles on the profile. This can provide buyers with some insight on the depth and experience within your organisation. Buyers can also identify and contact the most appropriate person in your organisation to obtain the assistance they require.

To add or edit your profile's contacts, click on the **ACCOUNT USERS** link which is on the profile. (See below pictures).

This link will open the below Account Users management system where you can add, manage and delete your profile's contacts.

To add a new contact, click on the *"Add a New Contact"* icon.

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The below "Add User" entry form will appear.

Fill in all the forms contacts details. The form is already preset to:

- **Yes** - Display the new contact on the company profile.
- **No** - Do not provide them account access

If you leave these settings, the new contact will be displayed on your company profile. However, they will not have access to your account's search engines, news or registrations. *(Please refer to the helpdesk guideline "MANAGE ACCOUNT USERS" on how to provide account access to other users in your organisation.)*

Once all the required information has been entered press the Add Contact button. You will be taken back to the account users management page. The new settings and details for the new contact will be displayed.

To **DELETE** an exiting contact press the Delete icon and click the OK button on the pop up window that will appear.

Scope of Activities / Services Provided

5   Give buyers a good first impression.

Just by pointing at your organisations name, buyers immediately see the information you have entered on your profile's Scope of *Activities / Services Provided.*   In this way, buyers can quickly run down a list of suppliers reading just a short description of what each one has to offer.

YOUR PROFILE

WHAT BUYERS SEE

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CLICK on icon to open full company profile
- Project coordination, management and supervision - Tested welding procedures to AS4041, AS1210, AS3992, B31:3, ASMI-IX and AS1554 SP - Multiple welding techniques GTAW, GMAW, MMAW & FCAW - Pipe and structural drafting - Boilermaking - Fitting - Machining - Pipe fabrication, welding, site installation and commissioning

Displaying Results: 0 - 4 of 4 Companies found. Results found in: 2 second(s)

Company Name	Trading Name				ofile	Select
Duffbourne Pty Ltd	Gladstone Pressure Welders	Gladstone	Queensland			☐
G&Y Press and Die	G&Y Press and Die	JANDAKOT	Western Australia			☐
L & A Pressure Welding Pty Ltd		Revesby	New South Wales			☐
Press Construction Group Pty Ltd	Press Construction Group Pty Ltd	KWINANA	Western Australia			☐

Select All Func

CLICK on icon to open full company profile
Press Construction Group is a versatile and multi-disciplined fabrication and installation engineering construction contractor. Principally we offer fabrication and installation services in all materials ranging from general carbon steel to very specialist high-nickel alloys.

This first impression of what your organisation does is vital if you what buyers to take the next step and open your complete company profile.

Your profile's Scope of Activities / Services Provided information is your lead-in sales pitch. It needs to be succinct, relevant, interesting, engaging. If you were a customer - what would you think of the description you see? Would it make you want to know more?

Products and Services

6   Ensure your profile contains a high quality list of products that contain your keyword descriptors.

There is a section on your profile where you are asked to provide a list of your products and services. See below.
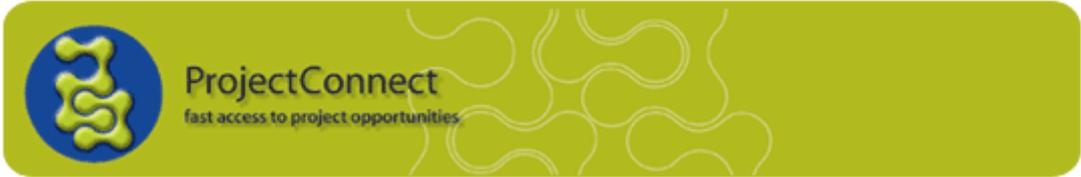
PRODUCTS AND SERVICES   6
Currently you have added 4 products services
Remove
☐ Australian Industry Participation   ☐ We manufacture this item in Australia ☐ We export this item from Australia
☐ Australian supplier identification   ☐ We manufacture this item in Australia ☐ We export this item from Australia
☐ Supply Chains   ☐ We manufacture this item in Australia ☐ We export this item from Australia
☐ Procurement   ☐ We manufacture this item in Australia ☐ We export this item from Australia
Add another product

All projects that use ProjectConnect and organisations that subscribe to Business Search Package 2 are able to search ProjectConnect's complete supplier database that contains thousands of supplier profiles.

Linking Buyers and Suppliers at the Click of a Button

One of the search engines they use allows them to find products and services that have been entered on supplier profiles.

In the below example a buyer is searching for suppliers that have listed a product on their profile that contains both the words "API" and "PUMP".

When this example was undertaken the system found 13 suppliers.

EXAMPLE OF SEARCH RESULTS

The system found these suppliers because they had entered products on their profiles that contained both the word AIP and Pump.

As shown in the below picture,

A. It did not matter what order the two words "AIP" or "Pump" were in or if they were separated by other text.

B. It also did not matter if one word was contained in one listed product and the other word in another product.
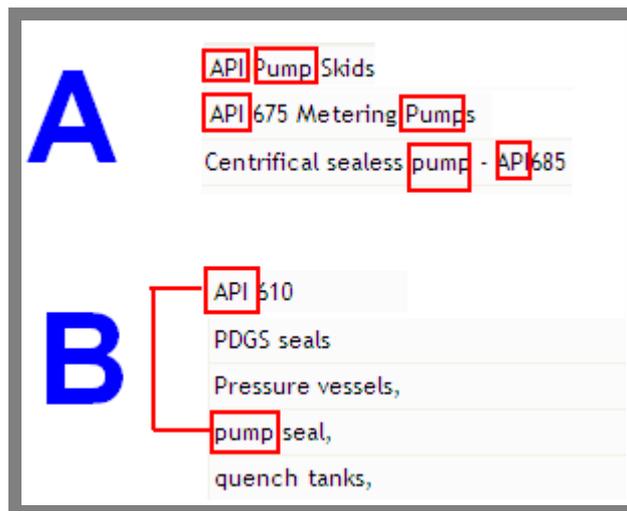
If you want buyers to find your organisation, ensure your profile contains a high quality list of products that contain your keyword descriptors.

Past Major Contracts & Installations (Reference Work)

7   Understand the importance of providing information on your past contracts.

All projects that use ProjectConnect and organisations that subscribe to Business Search Package 2 are able to search for suppliers that have entered reference contracts on their profiles.

This is a very useful search engine that allows potential buyers to quickly identify suppliers that have a track record of supplying within an industry sector like gold, coal, power or LNG, or have supplied to a project that may be similar to the one they are tendering or working on.

In the below example a buyer is using the search engine to find companies that have supplied directly or indirectly to the Boddington Gold Project. 74 Boddington Gold supplier reference contracts were identified. If the Pluto LNG project was entered 126 would have been indentified, etc.

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In the below example the buyer has searched for companies that have supplied projects 'logistics" or "freight" services. 40 supplier reference contracts were identified.

SEARCH ENGINE

EXAMPLE OF SEARCH RESULTS

The above are just very basic examples of the ability of this unique and powerful search engines to quickly bring buyers up to speed on whose-who in a specific supply chain.

If you don't have any reference contracts listed on your company profile you will not found by this ProjectConnect search engine.

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Account Controller Information

8   Check your contact details are correct.

Check that your Account Controller details at the bottom of the profile are correct.

Use your own email address so we can communicate with you.

9.   Don't lose your data

If you are making significant changes to your profile press the **Update Profile** button occasionally to save your work.