

Publish your Business Profile and set up Opportunity email alerts

Utilise all Business and Construction Categories available to maximise alerts

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

Maximise your Business Profile by utilising all available fields, such as uploading photos, core capability and marketing text

Update your Business Profile regularly as the information will no doubt change as your business grows

To ensure you receive email communications from the Help Desk, including the Opportunity alerts, add @CompeteFor.com to your address book or safe list

Even with your email alerts set up, log in to CompeteFor regularly and manually search for Opportunities

Use the 'My Saved Searches' and 'My Opportunity Responses' within the Supplier Activity Centre to save you time searching and applying for Opportunities

Read the Opportunity description carefully, make sure you understand the brief and be sure that your business is capable of meeting the requirements

Be proactive and consider researching the Buying organisation, making use of their website, to obtain background knowledge of their likely requirements (e.g. the HS2 supply chain often includes sustainability requirements) - this may help you if shortlisted and invited to tender

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.

If your business is shortlisted, ensure you have case studies available for submission and ensure you are readily able to provide references

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!

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

Remember to add Supply Contracts as it provides all CompeteFor users with unlimited free access to low value opportunities from a local region of their choice, and access to high value opportunities from the same region free of charge for one year. All Supply subscription levels over £495 also come with dedicated account management to ensure you don't lose out on business you could have won