

**What is the Buyers Profile?**

The Buyers Profile displays contracting authority details and their purchasing plans, making this information more accessible to suppliers. It can include contact points, telephone & fax numbers, postal and email addresses as well as current, future and past tenders, procedures cancelled and other general information.

From a purchasers point of view the Buyers Profile also doubles as a platform to view and manage access levels for authority users. Supplier users on this website have no visibility of authority user registrations or access levels.

**When would I use the Buyers Profile facility?**

Authorities would use this function to provide suppliers with a single point of information about their organisation and the types of purchases they are likely to make. They can direct suppliers to the buyers profile as a first point of reference. Only authority controllers can amend and change the buyer's profile.

Suppliers should view the Buyer's profile to find out more about doing business with that organisation. They can also use it as a quick reference point for contact details and current and past tender opportunities.

**How do I use the Buyers Profile facility?**

**BUYERS/PURCHASERS**

**View /Amend Organisation Details**

Select buyer's profile from the purchasers menu. Click on the tabs to view the information currently in the profile and use the links below to amend different parts of the profile. Details could include brief description of the purchasing organisation, types of purchases and frequency or purchases for example.

The sections containing notice details are automatically populated with details of the published notices on this site

**View/Amend Access Levels**

On the purchasers' side only, the buyers profile also contains the list of users for your authority and allows for access levels to be viewed and altered. Only a controller user can amend other users' access levels. To change the responsibilities of a user click on a name to adjust their access levels. The different levels for access are listed below:

- Auth User** - read only access to authority areas of the site
- Editor** - create notices for publication but not publish.
- Publisher** - publish site notices
- OJEU Publisher** - publish OJEU notices
- Reporter** - access and generate statistical reports
- Postbox Opener** - open online electronic submissions
- Controller** - oversee administration of authority details, notices and user access levels.

**Add New User**

To add a new user to those listed under your organisation, that user must first register. Once the registration is complete a controller can select 'add user'.

**SUPPLIERS**

**View**

To view the buyer's profile and source information on that organisation, click on 'notice search' then 'search publishers'. Click on the authority name and a tabbed screen will display the relevant information, including current and future tender information.