

## What is Supplier Finder?

*Supplier Finder* is the supplier sourcing directory for the Scottish Public Sector. It builds on the information already held within Public Contracts Scotland, allowing suppliers to provide buyers with detailed information regarding the goods, works or services which they can provide to the Public Sector. The service will further help connect public and private sector business.

*Supplier Finder* is an independent function that you can access through your Buyer Control Panel and it is also built into the Quick Quote Distribution page for sourcing suppliers for low value/low risk procurement exercises.

## How does *Supplier Finder* work?

Suppliers must opt into the *Supplier Finder* directory and then complete a *Supplier Finder* profile by filling in a short form and (optionally) uploading their company logo.

Buyers can use various parameters to search the *Supplier Finder* directory for matching suppliers, can obtain their contact details and can add them to Quick Quote distribution lists.

## What does *Supplier Finder* cost?

*Supplier Finder* is **free** for both suppliers and buyers to use.

## Can a supplier have more than one *Supplier Finder* profile?

Suppliers are registered on Public Contracts Scotland individually rather than by company. A supplier can only have one *Supplier Finder* profile associated with their individual registration, however if the company has multiple users registered on Public Contracts Scotland they can set up separate profiles.

## How do I use *Supplier Finder*?

To search the *Supplier Finder* directory outside of the Quick Quote function you can access the tool from the Buyer Control panel.

## Buyer Control Panel

Welcome to your Buyer Control Panel Kim. Please *click* a link in one of the appropriate sections to access the area of the site you require.

### Notices

- Create New Notice
- My Unpublished Notices
- Buyer Unpublished Notices
- My Published Notices
- Buyer Published Notices
- Quick Quotes
- Stage 2 Notices
- Access the PCS-Tender module

### Organisation

- Buyers Profile/User List
- Document Library
- Agents
- Reports

### Supplier Search

- Supplier Finder**
- Search by Details
- Search by Category

### Help & Resources

- User Guides
- FAQs
- Contact Us
- Site Mailer

### My Account

- User Details
- Change Password

Alternatively it can be accessed at the URL below:

[http://www.publiccontractscotland.gov.uk/SupplierFinder/SupplierFinder\\_Search.aspx](http://www.publiccontractscotland.gov.uk/SupplierFinder/SupplierFinder_Search.aspx)

## How do I search for Suppliers using *Supplier Finder*?

When you first visit the *Supplier Finder* directory the list of results will be empty.

By using the Search and Filter option you can search the entire directory and refine your results using various parameters. Enter your search parameters and then click the “Search” button.

Suppliers are listed in alphabetical order by company name and their profiles are shown on the right hand side of the page.

Clicking on “New Search” will clear the current search and allow you to begin again.

This function will be useful when conducting market analysis before commencing with your contract.

## Supplier Finder

Supplier Finder is an **optional service for Suppliers** allowing them to advertise their company on the website. Use this page to quickly search for suppliers by entering the Supplier Details or by searching for a Supplier Category in the Search and Filter section.

[Start New Search](#)

### Search and Filter

#### Search Supplier Details

*Only show SMEs?*

Supplier Name

Region  
Aberdeen and North East ▼  
[View Scottish Regions](#)

Keywords

Postcode

[Search](#)

---

#### Search Supplier Category

Search for category  [Go](#)

or browse categories below

- [Aberdeen Western Peripheral Route/Balmedie-Tipperty](#)
- [Building Construction Materials](#)
- [Catering](#)
- [Cemetery and Crematorium](#)
- [Cleaning and Janitorial](#)

### Supplier Results

12 records found. Jump to page 1 of 2 [Go](#)



#### BOBBY LTD

Tel: 345345

21 Fling Street, Doverhampton, DO45 45R

dad@mum.com



- Desks
- Computers
- Mice
- Rats
- Cups
- Spoons

We do it all.

#### DWD Plant Hire Ltd

Tel: 0844 561 0678

Units 123-124, Wellheads Industrial Estate, Aberdeen, AB21 7GZ

[Visit Website](#)

info@dwdplanhire.co.uk



- Plant Hire
- Tracked & Wheeled Diggers
- Tractor & Dumper Hire
- Skips & powered wheelbarrows
- Narrow Access Plant
- Tarring jobs

DWD Plant Hire Ltd is a plant hire company local to the North East of Scotland offering construction equipment for both hire and purchase. Drivers can be provided and self drive hire is also available more from DWD Plant Hire Ltd

The search parameters are as follows:

**Supplier Name** – This allows you to search for a specific supplier by company name.

**Region** – Although the default setting is your own region you can choose to search in all regions. Suppliers can add as many regions to their *Supplier Finder* profile as required dependent on where they wish to do business. Scotland is broken down into 6 regions on Public Contracts Scotland. To see how Scotland is broken down into regions click on the ‘View Scottish Regions’ link.

**Keywords** – Suppliers can add 6 entries containing the products or services they provide which you can use to search for keywords. The search mechanism will find partial matches. For instance if you were to search for “plumb” results would be returned for profiles with entries of ‘plumbing’, ‘plumbers’ or ‘all types of plumbing’.

**Postcode** – This allows you to restrict the search to suppliers within a specific postcode area. You can enter as much of the postcode as desired – i.e. ‘AB’, ‘AB25’

**Show SMEs only** – This allows you to filter your results to show SMEs only. Suppliers are asked to record whether they are an SME within their *Supplier Finder* profile. An SME is defined as a company with less than 250 employees.

**Commodity Categories** – This allows you to filter your search according to the commodity categories the supplier selects for their email alert service.

## Multiple Parameter Search

A search can be performed using any combination of the above search parameters. In the below example the search has been performed for suppliers within the ‘Horticultural’ category, with keywords containing “grass”, with a postcode beginning “AB” and showing SMEs only.

## Example Search

### Supplier Finder

Supplier Finder is an **optional service for Suppliers** allowing them to advertise their company on the website. Use this page to quickly search for suppliers by entering the Supplier Details or by searching for a Supplier Category in the Search and Filter section.

Start New Search >> Horticultural ←

#### Search and Filter

#### Search Supplier Details

Only show SMEs?

Supplier Name

Region  
Not Assigned

Keywords  
grass

Postcode  
AB


#### Supplier Results

1 records found. Jump to page  of 1



**Davie's Gardening Services** Tel: 07988 7674684

10 Windy Brae, Alford, AB34 5TH  
daviesgardens@hotmail.co.uk



- Grass Cutting
- Gardening
- Tree Trimming
- Strimming

All gardening services. North East Scotland.

## How do I access a *Supplier Finder* profile?

The results returned from your search are displayed on the right hand side of the page. The profile shows the company name, logo, address, e-mail address, telephone number, highlights, description and where a website has been added provides a link to the website. Clicking on the 'Visit Website' link will open the web address provided in a separate window. If the description provided is longer than the box provided click on the 'more from' link which will open the full profile in a new page.

### Supplier Finder Profile

#### DWD Plant Hire Ltd

Tel: 0844 561 0678

Units 123-124, Wellheads Industrial Estate, Aberdeen, AB21 7GZ

[Visit Website](#)

[info@dwdplanthire.co.uk](mailto:info@dwdplanthire.co.uk)



- Plant Hire
- Tracked & Wheeled Diggers
- Tractor & Dumper Hire
- Skips & powered wheelbarrows
- Narrow Access Plant
- Tarring jobs

DWD Plant Hire Ltd is a plant hire company local to the North East of Scotland offering construction equipment for both hire and purchase. Drivers can be provided and self drive hire is also availa...

[more from DWD Plant Hire Ltd](#)

## How long does it take for a *Supplier Finder* profile to appear in the directory?

When a supplier uploads their profile, it will take approximately 10 minutes for the details to appear in the *Supplier Finder* directory.

## How do I use *Supplier Finder* when distributing a Quick Quote?

*Supplier Finder* has been incorporated into the Quick Quote Distribution page. As well as the existing "Matching Suppliers" tab which lists all registered suppliers in the database there is a new tab for those with a *Supplier Finder* profile. The results displayed in this tab are based on those suppliers registered against the commodity categories selected in the Quick Quote. The commodity code can be switched off to allow you to search the whole *Supplier Finder* directory.

The options to further filter the search by SME status, company name, region, keywords and postcode are available. Any combination of these parameters can be used to search.

## Filter Supplier Finder Search within Quick Quote Distribution

### Select Suppliers to Quote

[Distribution List](#) | [Matching Suppliers](#) | **[Supplier Finder](#)**

The Supplier Finder List below is a list of all the suppliers that match the commodity categories specified in this Quick Quote and who have set up a Supplier Finder Profile. Select the checkbox next to the supplier(s) you wish to invite to quote and *click* the **Add** button. You can also view the Supplier Finder Profile of any supplier listed below by *clicking* the appropriate supplier name.

You can refine your search by entering new search criteria including the ability to exclude commodity categories as some suppliers may have different categories in their supplier profile.

Please Note: *Supplier Finder* is an optional feature and so not all registered suppliers can be found using this tool.

#### Refine Search

Exclude Commodity Categories  
 Only show SMEs

Company Name:

Region:

Keywords:

Postcode:

#### Supplier Finder List

3 records found. Jump to page  of 1

- Davie's Gardening Services**  
[Kim Postlethwaite - daviesgardens@hotmail.co.uk »](#)
- Smith Cuttings**  
[David Smith - dave.smith@smithcuttings.com »](#)
- Wood Cut Industry**  
[Alison Wood - awood@woodcutindustry.com »](#)

To View the *Supplier Finder* profile of a user you must click on the link which lists their name and email address.

- Davie's Gardening Services**  
[Kim Postlethwaite - daviesgardens@hotmail.co.uk »](#)
- Smith Cuttings**  
[David Smith - dave.smith@smithcuttings.com »](#)
- Wood Cut Industry**  
[Alison Wood - awood@woodcutindustry.com »](#)

This will open up their *Supplier Finder* profile on a new page.

To return to the Quick Quote distribution page click on the 'Return to *Supplier Finder* search results' link.

## Supplier Finder View Details


Listed below are the details of the selected supplier.

[Return to supplier finder search results](#)

**Smith Cuttings** Tel: 01224123456

10 Cut Road, Aberdeen, AB15 4ZT

dave.smith@smithcuttings.com



- Grass Cutting
- Hedge Cutting and Trimming
- Cutting

Grass Cutting

If you want to add a supplier from the *Supplier Finder* tab tick the box next to their name and then click “Add”.

Supplier Finder List

3 records found. Jump to page  of 1

<input type="checkbox"/>	<b>Davie's Gardening Services</b> Kim Postlethwaite - daviesgardens@hotmail.co.uk »
<input checked="" type="checkbox"/>	<b>Smith Cuttings</b> David Smith - dave.smith@smithcuttings.com »
<input type="checkbox"/>	<b>Wood Cut Industry</b> Alison Wood - awood@woodcutindustry.com »

Please note that the email address provided in the *Supplier Finder* profile may not be the same as the user's registered email address on Public Contracts Scotland. It is their registered email address which will be sent the Quick Quote.

### Who do I contact if I have a problem with the *Supplier Finder* tool?

If you have any queries regarding *Supplier Finder* please contact the Public Contracts Scotland helpdesk on 0844 561 0673 or [support@publiccontractsscotland.gov.uk](mailto:support@publiccontractsscotland.gov.uk)