

Creating and editing your company profile

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Creating a Company Profile


To create a company profile:

1. When you click to create a new company profile the system displays the first step in the multi-step process:

Contact Email
(this will be your Login ID)

Country

ABN [lookup your ABN](#)
(required field - numbers only)

 Enter text from image

Please note: the appearance of the form may vary slightly depending on which web site you are on.

2. Enter your email address. Your email address will be your unique login id, so it must not already exist within our database.
3. Select your country.
4. Enter your ABN (Australian companies) or enter your company name (non-Australian companies).
5. Enter the text displayed in the little blue image.
6. Click the Continue button.
The system retrieves your basic company details from the ABR web site and displays them.
The system also checks to see if your company (or a close name match)

already exists in our database.

Matches from Australian Business Register:

Company Name: DIRECTOR OF NATIONAL PARKS
Trading As: THE DIRECTOR OF NATIONAL PARKS
State: ACT
Postcode: 2600
ABN: 13 051 694 963

There are 5 potential existing ICN database matches. You can either:

- open one of the possible matches below, OR
- click the Continue >> button at the bottom of this list
(do not create a duplicate company profile, as this reduces your access to opportunities)

Open This...	Beston Parks Management Pty Ltd. (Interstate) Lakeview Drive, KUNUNURRA WA Australia 6743 Created: 1 Oct 2007 Last Updated: 1 Oct 2007
Open This...	DEPARTMENT OF ENVIRONMENT, PARKS, HERITAGE AND THE ARTS LEVEL 3, 22 ELIZABETH STREET, HOBART TAS Australia 7000 Created: 16 May 2007 Last Updated: 1 Sep 2008
Open This...	Melbourne & Olympic Parks Trust No street address details available Created: 3 May 2006 Last Updated: 3 May 2006
Open This...	PARKS AND WILDLIFE (NT) TERRITORY WILDLIFE PARK, BERRY SPRINGS NT Australia Created: 5 Nov 2009 Last Updated: 30 Aug 2010
Open This...	Parks Victoria No street address details available Created: 18 May 2004 Last Updated: 24 May 2010

7. If your company appears in the list of potential matches, you can click the Open This... button for your company and follow the instructions.

If your company is not already in our database, click the Continue button.
The Company Details form appears.

See below for information on how to complete the Company Details form.

Completing the Company Details Form

The Company Details form contains four parts:

1. Details
2. Scope & Capability
3. Email Notifications x 2
4. Statistics

All of the fields with red labels are mandatory fields.

See below for details of how to complete each of these sections.

Company Details

Company Details

Company name
(the company's most commonly used name)

Other names
(any other names the company is known by)

ABN
(Australian companies only)

Company phone
(numbers only)

Company fax
(numbers only)

Company email

Web URL

Street address

City / suburb

Country

State

Postcode

Leave this section blank if same as street address

Postal address

City / suburb

Country

State

Postcode

Your company name, street address and web address will appear on the ICN Gateway site for the public display of your company profile. Your own contact details will *not* appear on the ICN Gateway site.

Company Name should be the most commonly used name for the company. If the company has other names by which it is known, enter those in the **Trading As** field.

Please enter your **first name** and **surname** in the separate fields provided.

The **password** you enter will be the password you use (in conjunction with *your* email address) to log in to maintain your profile or to register expressions of interest for project work packages.

Ensure that you enter your phone number in the three **country code**, **area code** and **phone number** fields provided.

AN IMPORTANT NOTE ABOUT PHONE NUMBERS:

All Australian mobile numbers use the 04 area code, plus eight digits. For example:

To enter the Australian mobile number 0412 345 678, enter: 61 04 12345678

All 1300 and 1800 numbers use the 13 and 18 area codes, plus eight digits (starting with 00). For example:

To enter 1800 123 456, or 1300 123 456, enter: 61 18 00123456 or 61 13 00123456

To enter the number 13 12 34, enter: 61 13 1234

Please do not try to pack phone or fax numbers all into one field.

When entering your street/postal addresses, for Australian addresses, entering the first few letters of a **city/suburb** name will display a list of potential matching suburbs. Click one of the matches to automatically complete the relevant city/suburb, **state** and **postcode** fields. Alternately, enter your suburb, state and postcode details as required. Once you have saved your company profile, you can add more locations to the profile (see, *Editing Your ICN Gateway Company Profile*, later in this document)

Scope & Capability

Company Scope & Capability

Summary

National Office - Corporate and IT Services, Industry Capability Network

This office provides marketing, communications and IT services to all of the ICN state and regional offices throughout Australia, New Zealand and Asia

775 characters remaining

Description

Please provide a more detailed description of your company (optional)

4000 characters remaining

Number of employees

12

Capabilities

Choose your industries and capabilities:

Select...

✎ Indigenous ✖

✎ IT & Communications ✔ ✖

IT & Communications

Key Strengths

We are key providers of IT solutions to partners

7 words remaining

Please enter a statement (optional)

25 words remaining

Please enter a statement (optional)

25 words remaining

Capabilities (23)

(Please tick at least one)

- Active Network Equipment
- Passive Network Equipment
- Wireless Network
- Satellite Network
- Network Systems & Services (2)
- Construction & Construction Services (2)
- Distribution & Logistics (1)
- Software Services (8)
- IT Systems and Infrastructure (2)
- Indirect Support Services (8)

Summary & Description

The details you type into the **summary** field will appear on the ICN Gateway site for the public display of your profile. The description is not displayed to the public, but may be provided by an ICN Consultant to potential project proponents where appropriate.

When a user performs a supplier search on ICN Gateway, any keywords entered are matched against the details provided in the Summary and Description fields (as well as the Company Name, Trading As Name, Products & Services and

Facilities fields). Be sure to only add information that is specific to your company. All the information/claims made in company profiles are verified by ICN staff.

Capabilities

This is a multi-step process, and the information provided in this section is displayed on your ICN Gateway company profile. To complete this section of the form:

1. Select one of the industry sectors from the Industry Services select list. The industry name appears in a block below the list and a mini-form section appears next to the block requesting further details about your strengths and capabilities for this industry sector. (See image, above.)
2. In the Key Strengths fields, enter *at least one*, and up to three, statements that describe *what sets you apart from other companies that service this particular industry*.

Key Strengths What is this?

We are key providers of IT solutions to partners
7 words remaining

Please enter a statement (optional)
25 words remaining

Please enter a statement (optional)
25 words remaining

3. In the Capabilities sub-section, expand the listing of industry capabilities (if applicable) and tick any capabilities that match your company. Please only tick capabilities that your company can provide.

Capabilities (23) What is this?
(Please tick at least one)

- Active Network Equipment
- Passive Network Equipment
- Wireless Network
- Satellite Network
- Network Systems & Services (2)
- Construction & Construction Services (2)
- Distribution & Logistics (1)
- Software Services (8)
- IT Systems and Infrastructure (2)
- Indirect Support Services (8)

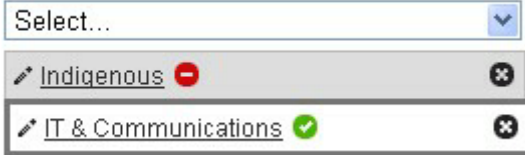
Please Note: Some industry sectors do not have a list of capabilities.

Where this is the case, please be sure to add your capabilities into the *Products and Services* fields (see below).

4. When you have completed the required elements for each industry you have selected, a green tick will appear next to the industry name. Industries that have a red icon next to them require either a key strength to be added to a capability item check box to be ticked (where

applicable).

In the following example, IT & Communications is complete and Indigenous is incomplete.



5. To remove an industry, click the black X icon for that industry.

Products & services and other industry qualifiers

Tick the boxes that apply

<input type="checkbox"/> Local Manufacturer	<input type="checkbox"/> Foreign Manufacturer
<input type="checkbox"/> Retailer	<input type="checkbox"/> Wholesaler
<input type="checkbox"/> Service Provider	<input type="checkbox"/> Government Work
<input type="checkbox"/> Federal OH&S Accredited	<input type="checkbox"/> NT CAL Accredited
<input type="checkbox"/> Indigenous Owned	<input type="checkbox"/> Works in Remote Locations
<input type="checkbox"/> Importer	<input type="checkbox"/> Exporter

Imports From **Exports To**

Select... Select...

Products & Services

List your products and services - ONE PER LINE

6000 characters remaining

Example:
sag mill installation
coded welding
flange management
line boring of stern tubes and bow doors
sub arc hard facing

Facilities & Equipment

List your equipment - ONE PER LINE (optional)

6000 characters remaining

Example:
300 tonne press brake
horizontal borer
110T hydraulic punch & shear
Miller pulse welder
horizontal plasma cutter

Tick any of the qualifier checkboxes that apply to your company.

If you are an **importer** or **exporter**, select the countries to which you import/export

Your products and/or services should be provided, one per line, in the **products & services** field. When prospective buyers perform a keyword search, it searches on information you provide in this field.

Provide a list of any special **facilities** that you have that may be of interest to potential clients searching for suppliers. This might include equipment such as cranes, lathes, specialist cutting tools, and so on, or might extend to storage facilities, transport routes, factory size, etc. When prospective buyers perform a keyword search, it searches on information you provide in this field.

Again, all the information/claims made in company profiles are verified by ICN staff.

Email Notifications

There are two parts of the company form that allow you to set whether/how you would like to receive email notifications from us about new business opportunities. You can set email notification preferences for both major projects and regional opportunities. These preferences are optional, but how you set these will determine whether or not you receive notifications about new project work packages or regional business opportunities as they are added to our system.

Email notifications for major projects (optional)

✔ Notifications are enabled (Click to expand)

Email notifications for regional opportunities (optional)

ℹ No notifications set (Click to expand)

For details of how to set your email notifications, see below.

Email notifications for major projects

If you wish to receive email notifications when new major projects are added or new work packages are added to major projects, complete this section of the form. Email notifications for major projects are sent seven days (or as soon as possible thereafter) before the expressions of interest open for a work package. Your email notifications settings for major projects are based on three criteria:

1. The industries you selected in the Capabilities section (above) - you will only receive work package notifications for projects that are within the industries you selected.
2. The regions to which you provide services (see image below). To choose your regions, tick the relevant region check boxes. You will only receive work package notifications for projects that are within the region(s) you selected.
3. The contacts/emails you have designated to receive notifications (see image below). To designate the contacts who should receive notifications, tick/untick the relevant check boxes. If you need to add a contact, you can do so using the Manage Contacts option (see *Manage Contacts* later in this document). Only those contacts you designate will receive work package notifications.

NOTE: If your company does not wish to receive any notifications for major projects, untick all contacts. Notifications for major projects will then be turned off for your company.

Email notifications for major projects (optional)

Notifications are enabled (Click to collapse)

Select regions

Choose the region(s) to which you provide services and wish to receive notifications for.
(12 selected)

<input checked="" type="checkbox"/> Australia	<input checked="" type="checkbox"/> New Zealand	<input type="checkbox"/> International
<input checked="" type="checkbox"/> ACT	<input checked="" type="checkbox"/> SA	<input checked="" type="checkbox"/> North IS
<input checked="" type="checkbox"/> NSW	<input checked="" type="checkbox"/> TAS	<input checked="" type="checkbox"/> South IS
<input checked="" type="checkbox"/> NT	<input checked="" type="checkbox"/> VIC	
<input checked="" type="checkbox"/> QLD	<input checked="" type="checkbox"/> WA	

Select contacts

Notify the following by email when new opportunities arise within the regions & industries I have selected.
(2 selected)

Contacts

<input checked="" type="checkbox"/> Derek Lark [dlark@icn.org.au]	<input checked="" type="checkbox"/> Michael Hough [mhough@icn.org.au]	<input type="checkbox"/> Ernie Van Veen [ernie@vanveen.net]
----------------------------------------------------------------------	--------------------------------------------------------------------------	----------------------------------------------------------------

Offices

GROUND FLOOR
37 GEILS COURT
DEAKIN ACT
[reception@icn.org.au]


Email notifications for regional opportunities


If you wish to receive email notifications when new regional opportunities are added, complete this section of the form. Email notifications for regional opportunities are sent the day the opportunity is listed (or as soon as possible thereafter). Your email notifications settings for regional opportunities are based on three criteria:


1. The regions to which you provide services (see image below).
To choose your regions, expand the regions listing and tick the relevant region check boxes. You will only receive work package notifications for regional opportunities that are within the region(s) you selected.
2. The industries you select in the Industry Notifications section (see image below). To choose your industries, expand the industry listing and tick the relevant industry check boxes. You will only receive work package notifications for regional opportunities that are within the industries you selected.
3. The contacts/emails you have designated to receive notifications (see image below).
To designate the contacts who should receive notifications, tick/untick the relevant check boxes. If you need to add a contact, you can do so using the Manage Contacts option (see *Manage Contacts* later in this document). Only those contacts you designate will receive work package notifications.

NOTE: If your company does not wish to receive any notifications for regional opportunities, untick all contacts. Notifications for regional opportunities will then be turned off for your company.

Email notifications for regional opportunities (optional)

 No notifications set (Click to collapse)

Regional notifications
Choose the region(s) to which you provide services and wish to receive notifications for.
(Click the plus symbol below to expand the list)
 (tick at least one)

Industry notifications
Choose the industry types for which you wish to receive notifications.
(Click the plus symbol below to expand the list)
 (tick at least one)

Select contacts
Notify the following by email when new opportunities arise within the regions & industries I have selected.
(2 selected)

Contacts

<input type="checkbox"/> Derek Lark [dlark@icn.org.au]	<input checked="" type="checkbox"/> Michael Hough [mhough@icn.org.au]	<input checked="" type="checkbox"/> Ernie Van Veen [ernie@vanveen.net]
-----------------------------------------------------------	--------------------------------------------------------------------------	---------------------------------------------------------------------------



Offices

GROUND FLOOR
37 GEILS COURT
DEAKIN ACT
[reception@icn.org.au]

Statistics


Company Statistics (optional)


Indigenous Employees F
(NOTE: this is never displayed to the public)

Approx. Annual Turnover Selected Amount: \$500K 

 (Please use the slider to select an approximate amount.
 NOTE: this is never displayed to the public)

D-U-N-S Code
(if applicable, enter codes separated by spaces)

UNSPSC Codes
(if applicable, enter codes separated by spaces)

NATO Codes 
(if applicable, select as many as required)

ANZSIC Codes 
(if applicable, select as many as required)

Year Incorporated
(YYY)

Associations
1 per line

2000 characters remaining

QA Accreditations
1 per line

2000 characters remaining

Major Clients
1 per line

2000 characters remaining

Major Projects
1 per line


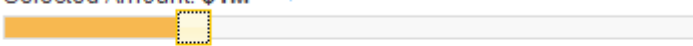
2000 characters remaining

Industries Served
1 per line

2000 characters remaining

Some of the above information (QA Accreditations, Major Clients and Major Projects) is displayed to the public on your ICN Gateway company profile; in addition, ICN Consultants may send some, or all, of this information to potential buyers on your behalf.

To provide a basic approximation of your company's **annual turnover**, use the 'slider' module to select an estimated amount.

Selected Amount: \$1M 

 (Please use the slider to select an approximate amount.
 NOTE: this is never displayed to the public)

Saving the Details

Click the Continue button to save your profile. Your details will appear on the ICN Gateway supplier listing *only after it has been verified by an ICN Consultant*.

IMPORTANT NOTE: If you are creating a profile via **Access Auto** or another industry-specific web directory, you will be asked to complete another industry-specific form. See *Access Auto and other data forms*, later in this document.

For details of how to log in and update your company profile, see below.

Editing Your Company Profile

Once you have created a company profile you can log in at any time to update your company's information. To log in to ICN Gateway:

1. If you are not logged in, click the Login button or link.
The system displays the login form.

Company Login

If you do not have a company profile, you can [create your company profile >>](#)

Email
Password

Please note: the appearance of the form may vary slightly depending on which web site you are on.

2. Enter your email address and password, and then click the Login button.
Note: If you have forgotten your password, just enter your email address and click the Forgot Password button. The system will email you a new password.
3. If you are linked to more than one company, you will see a drop-down list of companies you may edit. Choose one of those companies and click the Continue button.


4. Once you have logged in you will see the Profile Options page.

Profile Options Currently editing

Edit Organisation: Last edited by: Ernie Van Veen on 28 November 2011, 1:25 pm

- [Company Details](#)
- [Access Auto](#)
- [Manage Locations](#)
- [Manage Contacts](#)
- [View Company EOIs](#)
- [View Tier Assessments](#)
- [Change Password](#)
- [Remove this Profile](#)

Help

 [Download User Guide](#)

See below for details of how to use the Profile Options.

Company Details

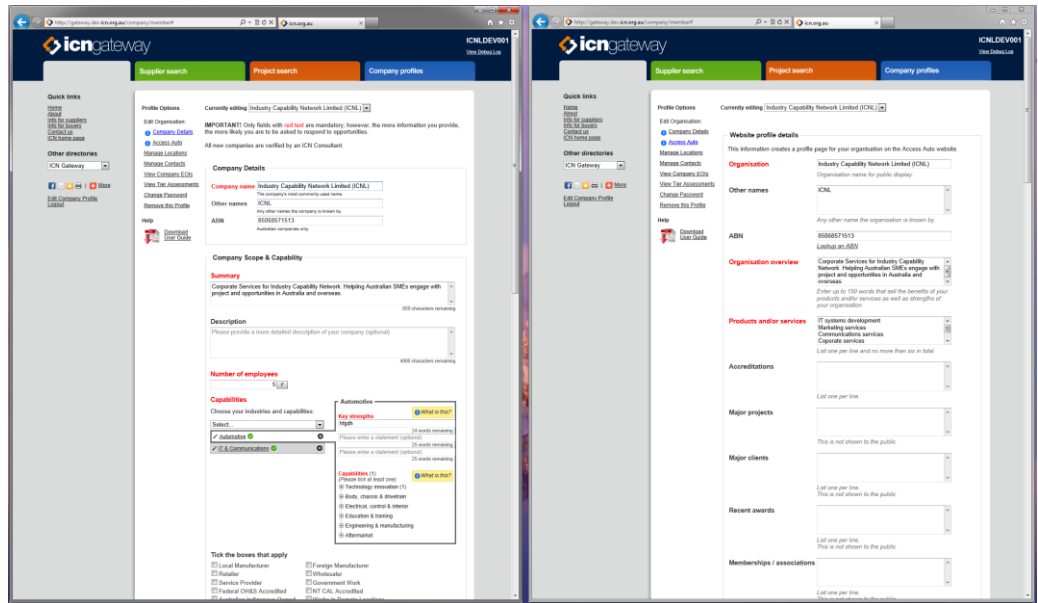
To edit your main company details, click the Company Details link. For details of how to use the Company Details form, see *Completing the Company Details Form*, earlier in this document.

Access Auto and other data forms

If you see a link to another data form below the Company Details link, this means that your company is linked to a special industry web site or directory. These are called *marketing channels*. You can edit the details that are displayed in these marketing channels by clicking the associated link and completing the form.

In some cases it may appear that the system is asking for the same data twice; this is to ensure that each marketing channels is not contaminated when one of your contacts, or someone from ICN, edits your main company details.

A NOTE ABOUT COPYING DATA: If you wish to copy data from your main company profile form into a marketing channel form, open a new window or tab in your web browser and log in again. You can then have both forms open and simply copy and paste between them.



WARNING: Do not click the form links (right) to copy and paste between forms, as this may cause you to lose unsaved data on one or both of your forms.



See below for information about auto-filling forms and uploading images.

Auto-fill contacts

Some forms may ask for personal contact details. In these forms, all the contacts currently linked to your company will be displayed in a select list. To auto-fill the form with the details of one of these contacts, select the contact from the list and click the Auto Fill button.

Alternately, you can simply enter these details.

Contact

Choose a contact and click on the Auto fill button to automatically fill the fields below, or enter a new contact.

First name

Surname

Title

Position

Phone number
(cntry) (area) (number)

Mobile number
(cntry) (area) (number)

Auto-fill locations

Some forms may ask for organisation contact details. In these forms, all the locations currently linked to your company will be displayed in a select list. To auto-fill the form with the details of one of these locations, select the location from the list and click the Auto Fill button.

Alternately, you can simply enter these details.

Location

Choose a location and click the Auto fill button to automatically fill the fields below, or enter a new address.

Street address

City/Suburb

Country

State

Postcode

Postal address

Add images

Some forms may ask for images or logos. These may include both web quality images and print quality images.

Web quality images are usually smaller in size, are about 72dpi and are either JPG or PNG files.

Print quality images are usually very large in size, are about 300dpi or higher and are either EPS, TIFF or JPG files.

If you are not sure about which of your company images to use, or whether or not they are web or print quality, you should ask your marketing team or you can contact the ICNL help desk (02 6285 2033 *and ask for the help desk*) for advice.

Organisation logo

Web quality
Click to upload a file

ICN_LOGO_RGB.jpg 



*You may upload one logo image which will feature on your Access Auto profile page.
File types allowed: jpg, jpeg, png
Max file size: 16.0 MB*

Print quality
Click to upload a file

1

*You may upload one logo image which may be used in printed brochures, e.g. trade mission brochures.
File types allowed: eps, jpg, jpeg, png, tif, tiff
Max file size: 16.0 MB*

To upload images:

1. Click the Browse... button.
2. Select the image.
3. Click the OK button.
4. Wait for the image to upload.
The image will appear as a thumbnail.

To delete an image, click the black X icon in the thumbnail image display.

Manage Locations

To maintain multiple company locations, such as branch offices, factories, HQ, etc., click the Manage Locations link. This displays the list of locations for the company.

Manage locations

[Add](#)

	Surname	Ph Number	Email	Options
✕	1 Capital Ave, CANBERRA, ACT AU 2600	Ph: 61 02 62852033	[click to email]	EDIT
✓	GROUND FLOOR, 37 GEILS COURT, DEAKIN, ACT AU 2600	Ph: 61 02 62852033	[click to email]	EDIT

By default, the initial location you added for the company is flagged (by a green tick) as the “primary” location. If you have more than one location listed, you can click the grey X icon for a location to make it the primary location.

Click the add link to add a new location.

Click the Edit link to edit the details of a location.

Edit location

Update an existing location's details only to make corrections. If your company has moved, please create a new location and decommission this one.

Street address

Street address *

Suburb *

Country *

State *

Postcode *

Postal address

(if different from above)
This is not shown to the public.

Postal address

Suburb

Country

State

Postcode

Phone number *

Fax number

Email *
General organisation email.

Website

Additional Note

[Save](#) [Back to list](#) [Decommission this location](#)

Be sure to enter details about the location in the additional notes field.

You can ‘decommission’ a location by clicking the Decommission This Location button.

Please note: You cannot decommission a primary location.

View Company EOIs

To view your previously-registered expressions of interest (EOIs), click the View Company EOIs link. This will show you a list of the EOIs you have registered.

Expressions of interest:

Project	Created By	Date Created	Options
Test Cleantech	Ernie Van Veen	21-12-2010 03:42pm	VIEW
Ichthys Onshore Facilities	Ernie Van Veen	01-09-2011 11:02am	EDIT

If the project is no longer open for registrations of EOIs, you can only view the details of your EOI. To view the details of an EOI, click the View link for that EOI. The system displays a page displaying the data you entered for the EOI, including any answers to questions and which tiers you registered for.

If the EOI is still open, you can edit the details of the EOI by clicking the Edit link for that EOI. The registration form appears and you can edit the parts of the EOI are still open. Work packages that are closed can no longer be edited.

To delete the EOI, Click the Delete Expression of Interest button.

View Tier Assessments

Some major projects allow you to assess your tier level for expressions of interest. This results in a PDF copy of your tier level assessment document being attached to your company profile in our database. You can view any tier assessment documents you have completed by clicking View Tier Assessments.

Manage Contacts

To manage the details of any company contacts, click the Manage Contacts link. This displays a list of contacts for the company.

Profile Options Currently editing:

[Edit Company](#)

[View Company EOIs](#)

[Manage Contacts](#)

[Change Password](#)

[Remove this Profile](#)

Manage contacts

[Add](#)

Surname	First Name	Ph Number	Email	
Hough	Michael	Ph: 61 02 62852033	click to email	View
Lark	Derek	Ph: 61 02 62852033	click to email	View
 Van Veen	Ernie	Ph: 61 02 62944650	click to email	View

The green tick next to the contact name means that the contact is authorised to log in and edit company details. No green tick means that the contact's details are linked to the company in the ICN Database, but the contact cannot log in to update company details.

To view and edit a contact's details, click the View button for the contact. The contact details form appears.

First Name	<input type="text" value="Derek"/>
Surname	<input type="text" value="Lark"/>
Your Title	<input type="text" value="Mr"/> <small>(Mr, Mrs, Dr, etc)</small>
Position	<input type="text" value="Executive Director"/>
Contact Telephone	<input type="text" value="61"/> <input type="text" value="02"/> <input type="text" value="62852033"/> <small>(numbers only)</small>
Contact Fax	<input type="text" value="61"/> <input type="text" value="02"/> <input type="text" value="62852842"/> <small>(numbers only)</small>
Contact Mobile	<input type="text" value="cntry"/> <input type="text" value="area"/> <input type="text" value="number"/> <small>(numbers only)</small>
Contact Email	<input type="text" value="dlark@icn.org.au"/> <small>(this will be your Login ID)</small>
	<input type="checkbox"/> Allow this user to edit the company profile
Choose Location(s)	<input type="checkbox"/> 1 Capital Ave, CANBERRA, ACT AU 2600
	<input type="checkbox"/> GROUND FLOOR, 37 GEILS COURT, DEAKIN, ACT AU 2600 [P]

[Save](#)

[Return to list](#)

[Delete this Contact](#)

Complete the form details as required. Fields with red labels are mandatory. Please note that all contacts must have a unique email address.

To delete a company contact, click the Delete this Contact button (you cannot delete yourself or your primary contact).

To add a contact, click the Add button and complete the contact details form.

Change Password

To change your password, click the Change Password link. Enter your current password and then enter your new password twice before clicking the Save Password button.