How to register your business on the Mid West Business Capabilities Register through Project Connect

Go to www.projectconnect.com.au

Note: If you are already logged into your account on ProjectConnect, please log off first before trying to register for a directory.

The screen below will appear. Click on the applicable directory in the "Supplier Directories" menu, or click on the Directories tab to see the directory list page and select the directory you are interest in.

You will be brought to the overview page of the directory. Click on "Register My Business" button to continue with registration.

NOTE: Before you can register interest in any supplier directory you will need to find and attach your company profile. The following page enables you to do so

You will be taken to the page below; at this point we need to ensure your company has a profile. Enter your company name in the textbox, you should also choose your company location to refine the search. Then click "Go".

Search Tip – Use just part of your company name. E.g. To find "Industry Capability Network Western Australia" just enter the words "Industry Capability" or just Industry" or "Capability".

NOTE: If you do not have a profile you will need to create one – please refer to "**How to create a profile in ProjectConnect"** for instructions on how to do this.

After clicking the "Go" button, you are shown a screen with the searchresults.
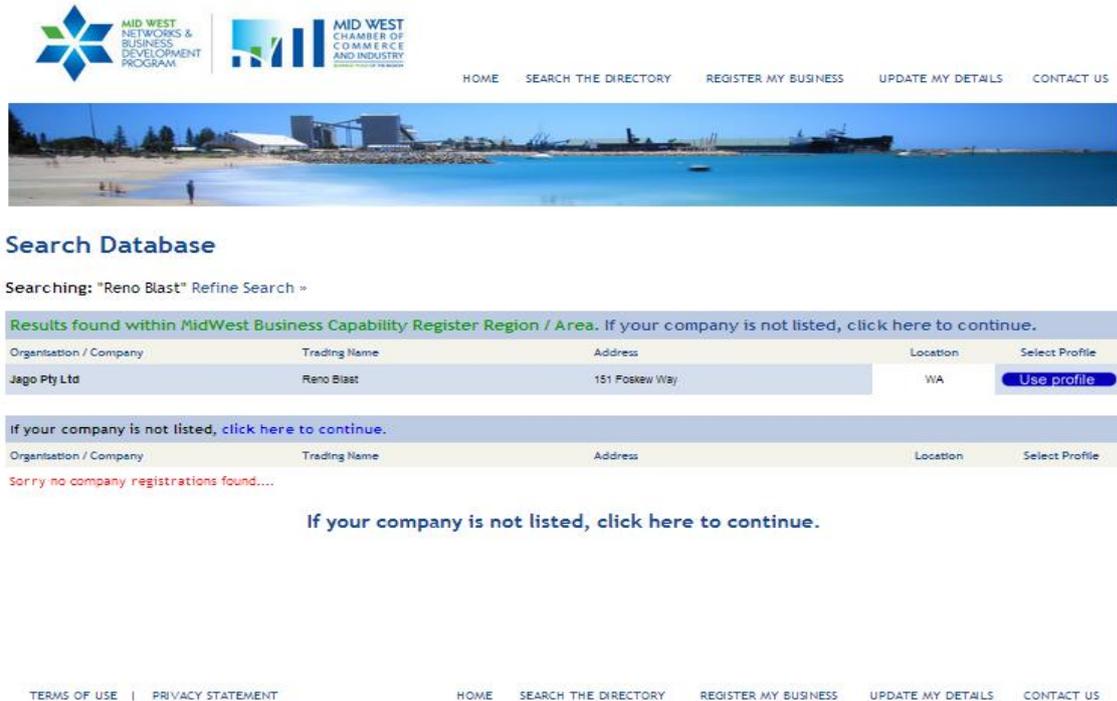
If you found your company profile and clicked the "Use profile" button, you will be brought back to the project opportunities list. You must then fill out the information fields which can be found above the list. You will need to supply a contact name, position and an email address, as below.

Next, chose which products/services that your company is able to supply.

Once you have ticked all the necessary boxes, you will then need to tick the box to agree to the terms at the bottom of the page, and then click the "Submit Interest" button.

Submit Interest

Agree to terms
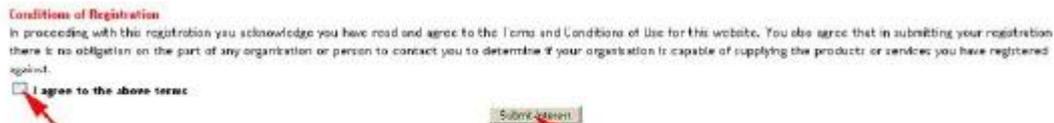
Submit Interest

When you have submitted your interest, you will be taken to a confirmation page. On this page you are given a number of options

ProjectConnect
fast access to project opportunities

Registration Confirmation

The information below shows what data will be made available to the public. Press EDIT if you wish to make any changes. If the information is correct press PUBLISH. Pressing PUBLISH completes the registration process and provides access to the below information by the public. Press CANCEL if you wish to delete your registration.

🖨 PRINT
✓ PUBLISH
✏ EDIT
⊘ CANCEL

①

Optional / Additional Listing Information
ProjectConnect offers you additional / option information on your listing. Please tick the additional information you would like to display on your listing.

☐ Contact Details (Person who completed the registration)
☐ Major Plant, Equipment and Facilities
☐ Major Contracts
☐ Export Information

②

Below is a preview of what your listing will look like based on your registration and information selected.

Listing Preview

ORGANISATION INFORMATION   Last Modified: 22/4/2010

Company Name :	ProjectConnect		
Trading Name :	ProjectConnect		
Phone :	0893657604	Fax :	0893657550
Company Email :	projectconnect@cciwa.com	Website :	www.projectconnect.com.au
Street Address :	180 Hay Street	City / Town :	East Perth
Location:	WA	Post Code :	6004

Permanent Personnel (Australia) : 1
Quality Control Systems : N/A

③

Overview of Activities & Services provided:
ProjectConnect provides project developers and their engineers with their own unique categorised electronic library of suppliers.
ProjectConnect is an innovative and easy to use tool to communicate supply opportunities to industry.
ProjectConnect is environmentally friendly as it alleviates the need for suppliers to provided printed marketing material to project buyers.
Every week Australian projects, worth billions of dollars, and thousands of suppliers benefit from using ProjectConnect.

International Export :
Capabilities Last Modified: 5/5/2010

CAPABILITIES	ADDITIONAL INFORMATION
Carbon Steel	
Boiler Plate	
Stainless Steel	

In Section 1 there are 4 options:
- *Print* – Use this to print off your registration confirmation, this is advised for future reference.
- *Publish* – This activates your registration on the directory. <u>Be sure that all details are correct before publishing.</u>
- *Edit* – This allows you to return and change any details for your registration.
- *Cancel* – This will cancel your registration.

In Section 2 there are 4 options:
- Ticking the Contact Details box will enable your contact details to be seen on your company information within the directory.
- Ticking the Major Plant, Equipment and Facilities box will enable all details regarding these to be seen on you company information within the directory.
- Ticking the Major Contracts box will enable all your major contracts to be seen on your company information within the directory.

- Ticking the Export Information box will enable all details of any exports your company has made to be seen on your company information within the directory.

Section 3 is a preview of what your listing will look like on the Supplier Directory, if you are not satisfied, click the Edit button and change what you feel is necessary.

When you are satisfied with the information you supplied, click the Publish button and your company information will be listed on the Supplier Directory.