



**PUBLIC
SECTOR
NETWORK**

PSN - Supplier Subscription Guide

www.publicsector.co.uk



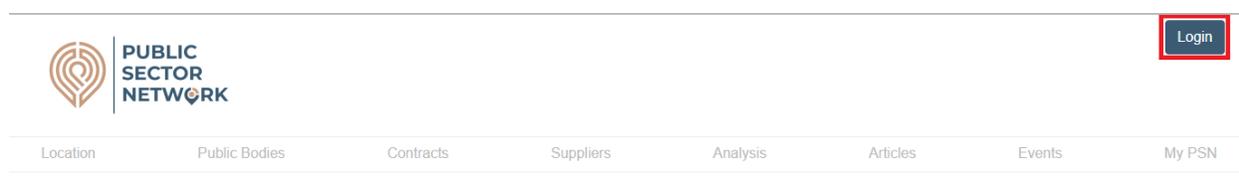
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1. Introduction

Firstly, thank you for becoming a user of Oscar Research. We have been striving to provide the best service and the highest quality information for over 25 years and we're always grateful to have new members, contributors and subscribers. We also appreciate all thoughts and feedback on how we can further improve our services so don't hesitate to get in touch with any questions or ideas.

As a user of the free Supplier subscription you will have received a welcome message with a username and password to gain access to your customer area. Please use these details to log-in via the button on the top right hand side of the website:



If you have forgotten your password, you can reset your password via the customer login panel:

Login ×

Username

Password

Need a password [reset?](#)

Once logged in you can then navigate to the 'MyPSN' section of the platform - as shown below:



My PSN

[Get in touch](#)

Welcome to your area. Your active services can be seen below. If you need any help, support or wish to discuss your access level, please contact us

Registered Yes No

Tender Alerts Yes Action required No

You currently have saved selections and receive daily emails.
To review, please go [here](#)

Supplier Profile Yes No

Your organisation is currently listed in our supplier directory, to update and make changes please go [here](#)

Event Calendar Posting Yes No

You can add and manage event details [here](#)

To discuss or upgrade your subscription, please contact us

The **'My PSN'** area shows all the active elements of your subscription and whether action is required.

The following sections split out the different aspects, benefits and suggested actions within your subscription.



2. Tender Alerts

My PSN

Welcome to your area. Your active services can be seen below. If you need any help, support or wish to discuss your access level, please contact us

[Get in touch](#)

Registered Yes No

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Supplier Profile Yes No

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If your account is set to **“Yes”** it means you have one or many save(s) already set-up and are receiving daily email alerts with tender notifications. You can follow the review link to edit or add more selections (more on this below).

If your account is set to **“Action Required”** then you should follow the link to set-up and save some selections in order to receive your free daily email alerts.

In either case, this is how you can make, view, edit and save selections and receive daily email alerts:

Either use the link in the section highlighted above, or navigate directly to the **‘Contracts’** section of the platform and then click on **‘Codes’** - as below:



Location Public Bodies **Contracts** Suppliers Analysis Articles

Latest **Codes** Keywords Detailed Saved

CPV search

Select CPV

- 03-Agricultural, farming, fishing, forestry and related products
- 09-Petroleum products, fuel, electricity and other sources of energy
- 14-Mining, basic metals and related products
- 15-Food, beverages, tobacco and related products
- 16-Agricultural machinery
- 19-Clothing, footwear, leather goods and accessories

Your selections

Latest notices

Notice List Analysis Download

The codes section allows users to make selections using notice categories (CPV codes). Users can either use the parent CPV categories which are already loaded/shown, or use the keyword search to find more specific categories, or combine the two. As you select them the results list will be refined to just those with matching categories.

Once you have made the selections that best suit you, navigate to the **'Saved'** tab - as shown below:



Latest Codes Keywords Detailed **Saved**

Your saved searches

Saved selections ▾

Save

Your selections

- CPV: 38500000-Checking and testing apparatus
- CPV: 38540000-Machines and apparatus for testing and measuring
- CPV: 38900000-Miscellaneous evaluation or testing instruments

Notice List Analysis Download

You can now press the save button, this will load a window that allows you to choose a name for your selection, and select (or add) recipients for the daily email alerts. These alerts show any changes and new opportunities that have occurred within your saved selections:

Save selections ✕

Give your selections a name

Send tender alerts to:

- James Williams (james@oscar-research.co.uk)
- Another Person (thisisanewemail@oscar-research.co.uk)

+

Save



You can also manage or edit your previously saved selections via the **'saved selections'** button highlighted below. You can either load and view, edit and re-save, or remove each saved set of selections as you wish.

The screenshot shows the Public Sector Network interface. At the top left is the logo and the text "PUBLIC SECTOR NETWORK". Below this is a navigation bar with tabs: "Location", "Public Bodies", "Contracts", "Suppliers", "Analysis", and "Articles". The "Contracts" tab is selected and highlighted with a red box. Below the navigation bar is a sub-menu with options: "Latest", "Codes", "Keywords", "Detailed", and "Saved". The "Saved" button is highlighted with a red box. Underneath, the section "Your saved searches" contains a dropdown menu labeled "Saved selections" with a downward arrow, which is also highlighted with a red box. Below the dropdown is a "Save" button. The main content area, titled "Your selections", is enclosed in a red border and contains three entries: "CPV: 38500000-Checking and testing apparatus", "CPV: 38540000-Machines and apparatus for testing and measuring", and "CPV: 38900000-Miscellaneous evaluation or testing instruments". At the bottom of this section are three buttons: "Notice List", "Analysis", and "Download".



3. Supplier Profile

My PSN Get in touch

Welcome to your area. Your active services can be seen below. If you need any help, support or wish to discuss your access level, please contact us

Registered Yes No

Tender Alerts Yes Action required No

You currently have saved selections and receive daily emails.
To review, please go here

Supplier Profile Yes No

Your organisation is currently listed in our supplier directory, to update and make changes please go here

Event Calendar Posting Yes No

You can add and manage event details here

To discuss or upgrade your subscription, please contact us

This section relates to your entry and profile within the PSN **Supplier** Directory.

The directory provides a means of buyers within the Public Sector finding your organisation. This is something we promote directly into Government and once you have completed your entry it's important to keep the contact and product/service information current.

To either complete or update your entry, either follow the link in the section highlighted above, or navigate directory to the 'Supplier' section of the platform. As shown below:



Suppliers

Search for Public Sector Service Providers and Contractors. You can either claim your listing or add a new one by registering for a free supplier account

[Register for free here](#)

Find suppliers Detailed **Update Your Entry**

Supplier Subscription

Supplier details

Org name

Oscar Research

You will then see the form that can be edited or added to. Please complete the **'Sector'** and **'Business Description'** fields, as these are what are used by our supplier search engine for those looking to find suppliers. It's also important to ensure that you have selected the right **'regions'** to show the areas that you work in (regional searching is a significant part of supplier identification through the site). These areas are highlighted below for reference:

Business sector

Agriculture/Horticulture/Forestry

Regions

Please indicate which areas you are able to cover with your products/services.

- West Midlands
- East Midlands
- Eastern
- South East
- South West
- London
- North East
- North West
- Yorkshire and the Humber
- Wales
- Scotland
- Northern Ireland

Existing Gov supplier?

Do you already supply any Public Sector organisations?

Yes No

Business description

Description of my business including services and product information

Use up to 1000 characters to provide a detailed description of your products/services. This is used for keyword searches so please be specific.

Security code

a g r b 3 Copy the code

Update details

Once your update or edit is completed, click the **'Update Details'** button and the changes will be made live immediately



4. Events Calendar

My PSN

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This area allows subscribers to add details to our live '**Events**' Calendar of any forthcoming conferences, exhibitions, lectures, training sessions or webinars that you may be running, exhibiting at or participating in. There is no limit to the number of events you can publish and all are easily managed through this section. It's important to note that events are published in real time and may not be subject to immediate review, so please ensure the details are correct.

The events calendar is available publicly and we will select key or significant events to be included within our monthly email newsletters sent to all Public Sector users and postholders within the PSN database.

To edit or add a new event listing either follow the link in the section highlighted above, or navigate directory to the '**Events**' section of the platform. As shown below:



Events

Forthcoming conferences, seminars and webinars. List your own Events for free by registering as a supplier

[Become a Supplier](#)

Once on the page you will see a list of events (**'My Events'**) you have added and the **'New Event'** button - as below:

My Events [New event](#)

My Event 1, 5 Sep 2023

Clicking on any Events you have already added will load the details and allow you to edit, update, save or delete the details.

The 'New event' button will load the following form. As above, once submitted the event listing will go live.

