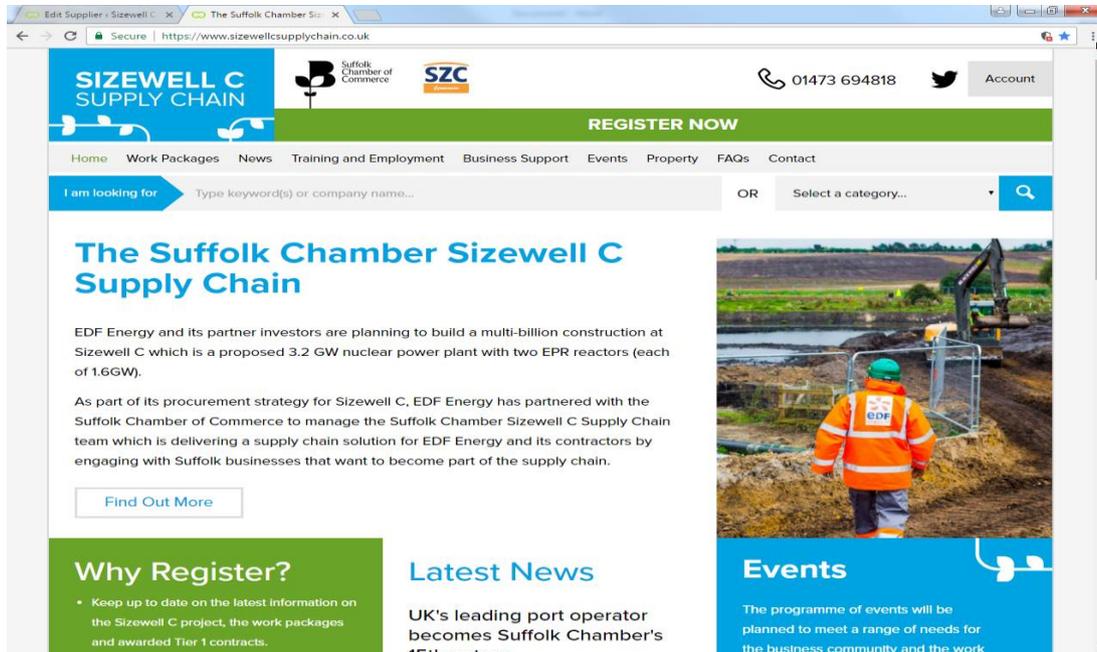


# Suppliers guide to the new Suffolk Chamber Sizewell C Supply Chain website

## 1. Introduction

The Suffolk Chamber Sizewell C Supply chain website has been developed to improve the customer experience and increase opportunities for Suppliers to promote their business to Tier 1 companies. The site includes a Supplier listing. These notes are intended to give a brief overview to help suppliers get the most from the website.



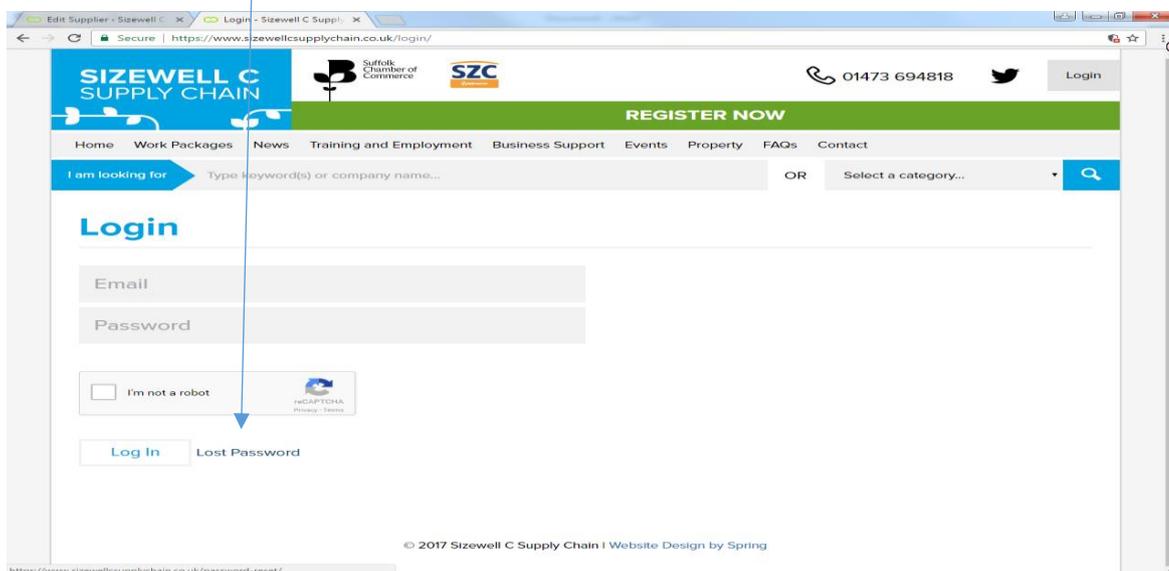
## 2. Logging in for the first time

For security reasons all passwords have been reset during the migration process from the old site so if you are a supplier previously registered on the old 'Glooberry' Sizewell C supply chain website you will need to request a 'lost password'.

You will need to follow these steps to request a new password.

Navigate to the Sizewell C Supply chain home page. At [www.sizewellcsupplychain.co.uk](https://www.sizewellcsupplychain.co.uk)

Click on the 'Lost Password' link.



On the next page please enter your username (this will be your registered email address) and click 'submit'.

If your username is recognised, you will receive an email containing a reset of your password.

Your password will be changed. Please navigate back to the homepage of the website where you can log in using your username and password.

If you forget your new password, please follow the steps above to reset it.

**If you are having problems resetting, or with your username please contact 01473 694818 and we will be happy to help.**

### 3. Updating your company profile

You will need to be logged in to update your company profile.

Please log in with your username and password.

Once logged in you will see a template containing your company details.

Please scroll down the page to find the areas for completion. The information required on this template includes.

- Contact details
- Company website
- Telephone number
- Description
- Keywords
- Turnover
- Additional Details
- Accreditations/Insurance
- Company contacts
- Categories and Capabilities

On the next page of this guide is a brief description of each area of the template and how best to complete the information.

Template areas include.

## Company Details

Ensure that your complete address is included here and you include a description of your main areas of work.

**Keywords:** These supplement the capability descriptions and are stored to help identify suppliers to EDF Energy and authorised contractors when they are searching for suppliers for the variety of capabilities. Suggest keywords for you to use are ones that a) describe the core capabilities your business offers; b) describe specialist skills not obvious from your chosen capability categories and c) are the likely words that contractors may think of when searching for suppliers.

Keywords need to be separated by a comma and you can choose as many keywords as necessary that describe your core activities. Only use keywords that describe what you can deliver effectively and for which you have evidence or experience.

If no keywords are included in your submission then your business won't show up on any keyword search – so at the very least include the main capabilities in this section.

### Turnover

Please add this information if you wish to be considered as a direct supplier.

## Additional Details

**Supplier location:** This is **the** location of your business. (Your headquarters may be at the same address)

**Rank:** *This is for use by admin and can be ignored*

**Rank Description:** *This is for use by admin and can be ignored*

**Company Type:** = LLP, Limited company, charity, etc

**Year Established:** Year the company was established

### Ownership:

**Ultimate Parent Company** EG: If your company is a subsidiary this is the name of the company you are a subsidiary of.

**Location of HQ** Location of main office.

**Number of Employees** = how many you have working at your location

## Accreditations/ Insurance.

Relevant ISO or other accreditations (ISO 9001; ISO14001; OHSAS 18001). This is specifically relevant as Tier 1's are likely to be looking for companies with these accreditations.

## Company Contacts

It is important to put the name of a 'Main Contact' with contact details here as this will be how prospective Tier 1's or the Chamber contact you with relevant information.

## Categories /Capabilities

This is an important area to complete as this will be used as part of the search criteria. There are a number of categories to choose from these are based on areas of expertise that could be required by Tier 1's

### Categories

- **Building works on Site**
- **Civil and Building Supplies**
- **Civil works on Site**
- **Construction Services**
- **Control & Instrumentation on Site**
- **Control & instrumentation Components (off site)**
- **Electrical Components off Site**
- **Electrical Works On-site**
- **Environmental**
- **Mechanical Works off Site**
- **Mechanical Works on Site**
- **Nuclear Island**
- **Support Services. (other areas not covered within the main list. )**
- **Transport and Logistics**

### Capabilities,

These can be used to drill down within the search and are more specific to the actual services you offer. Please select the most relevant.

We hope that you have found this help sheet useful and that you are able to view and amend your company details, enabling you to present the best information to prospective viewers of your details.

If you would like any further assistance please do not hesitate to contact us with your query and we will be happy to help.

### Suffolk Chamber Sizewell C Supply chain team:

Miles Vartan: Suffolk Chamber, Sizewell C Supply chain officer [miles@suffolkchamber.co.uk](mailto:miles@suffolkchamber.co.uk)

Angela Silburn Suffolk Chamber, Sizewell C Supply chain admin coordinator: [angela@suffolkchamber.co.uk](mailto:angela@suffolkchamber.co.uk)