



# A Guide to using the Web Portal Fact-sheet

Stepclever is free for everyone that lives, or runs a business in the wards  
of Anfield, Everton, County, Kirkdale, Linacre and Derby

## Getting started with the web portal

- If you have already registered on the Stepuptosupply.com website you will have a username and password. If you have not registered you can register on <http://www.stepuptosupply.com/>
- Log in to the members area using your username and password and create your profile.
- Firstly check your company account details – particularly the email address. In addition, take some time to produce a full profile of your company and it's activities. Use this as your 'shop window' as other users will view these detail for buying opportunities.
- Select from a table of business accreditations / quality standards that you may have been awarded. If your accreditation is not listed please let us know.
- You can amend your own personal details by selecting 'manage your user profile'.
- Check your area of interest; these determine what tenders and business opportunities you receive. Therefore choose those areas that best describe the work you do. You can choose a maximum of 10 groups.
- If you would like to receive your alerts by SMS text message then top up your text credits here.
- You can upload your company's logo and your photograph to use this as a marketing and networking opportunity.
- Every time a new tender is posted you will receive an email / SMS alert.
- Check the tenders that are awaiting your attention by selecting the Inbox option under Business Opportunities.

Ask for a quote using the inter-trading platform. It couldn't be easier. Simply click on "Ask for a quotation" then follow these simple steps:

- What do you want to buy? Click on the most relevant group.
- Give the subject a descriptive name.
- \* You can now provide the details of the request, and don't forget to include the contact name of the person you want the quotes to be directed to, together with a telephone number and email address, deadline date and time. **Please Note: All the details mentioned can be included as an attachment with the request for a quotation document, if that is what you would prefer.**
- Next, decide on a closing date and select from the calendar provided.
- If you would like to limit the number of companies that respond click on the relevant number in the drop down menu – Max Responses Required.
- Select and deselect recipients using the checkbox, if required.
- Click "send opportunity" and attach your document, if required.
- Using StepuptoSupply.com is an effective way to find out about new products, companies and solutions right on your doorstep.

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Disclaimer: The information contained in this guide is not exhaustive and subject to change. Although Liverpool Chamber of Commerce and Industry has endeavoured to compile a comprehensive information source it does not accept responsibility for any errors contained within the document or resulting losses incurred.

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