

# Canllawiau cam wrth gam ar gofrestru ar GwerthwchiGymru

Mae CBSP yn defnyddio porth hysbysebu o'r enw GwerthwchiGymru i reoli ei hysbysebion tendro.

Os hoffech gofrestru diddordeb mewn unrhyw gyfleoedd sy'n cael eu hysbysebu, bydd angen i chi gofrestru drwy ddilyn y camau canlynol:

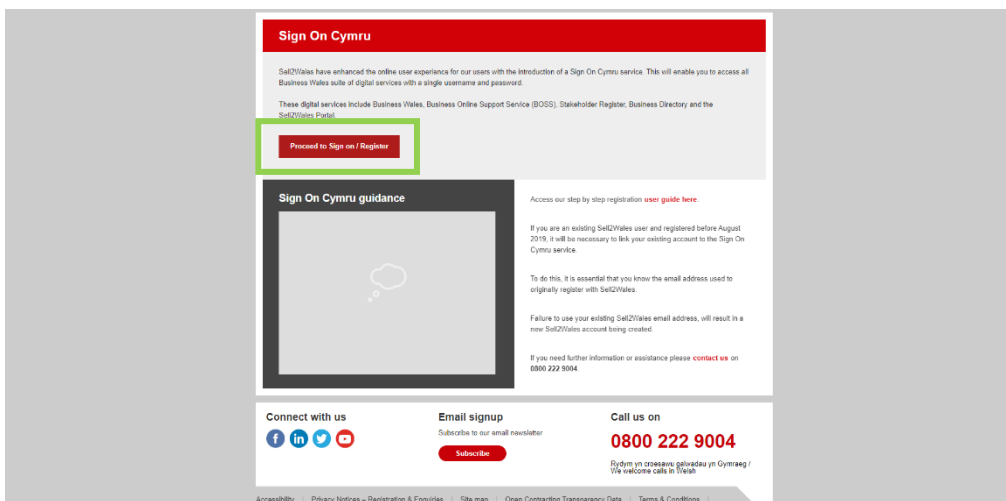
## Cam 1

- Ewch i <https://www.gwerthwchigymru.llyw.cymru/>
- Cliciwch 'Cofrestru am ddim' yng nghornel dde uchaf y sgrin.



## Cam 2

- Ar dudalen 'Sign On Cymru' (SOC), cliciwch ar y botwm 'Parhau i Sign On / Cofrestru'.



### Cam 3

- Cliciwch ar y ddolen 'Creu cyfrif nawr' o dan y botwm mewngofnodi.

### Cam 4

- Rhowch y cyfeiriad e-bost yr hoffech ei ddefnyddio i gofrestru ar GwerthwchiGymru. Cliciwch ar 'Anfon Cod Dilysu'.

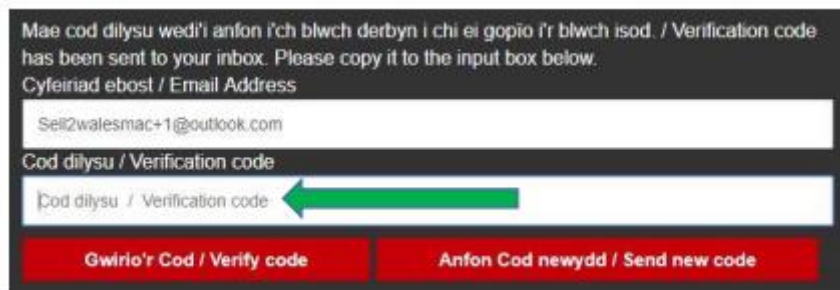
Yna dylech dderbyn e-bost gan GwerthwchiGymru gyda chod 6 digid.

### Cam 5

- Teipiwch y cod a gawsoch yn yr e-bost yn y blwch o dan eich cyfeiriad e-bost a chliciwch ar 'Gwirio'r cod'.

## Cam 6

- Rhowch gyfrinair o'ch dewis yn y maes 'Cyfrinair Newydd' ac yna eto yn y maes 'Cadarnhau cyfrinair newydd'. Cliciwch 'Creu'.



Mae cod dilysu wedi'i anfon i'ch blwch derbyn i chi ei gopïo i'r blwch isod. / Verification code has been sent to your inbox. Please copy it to the input box below.

Cyfeiriad e-bost / Email Address

Sell2walesmac+1@outlook.com

Cod dilysu / Verification code

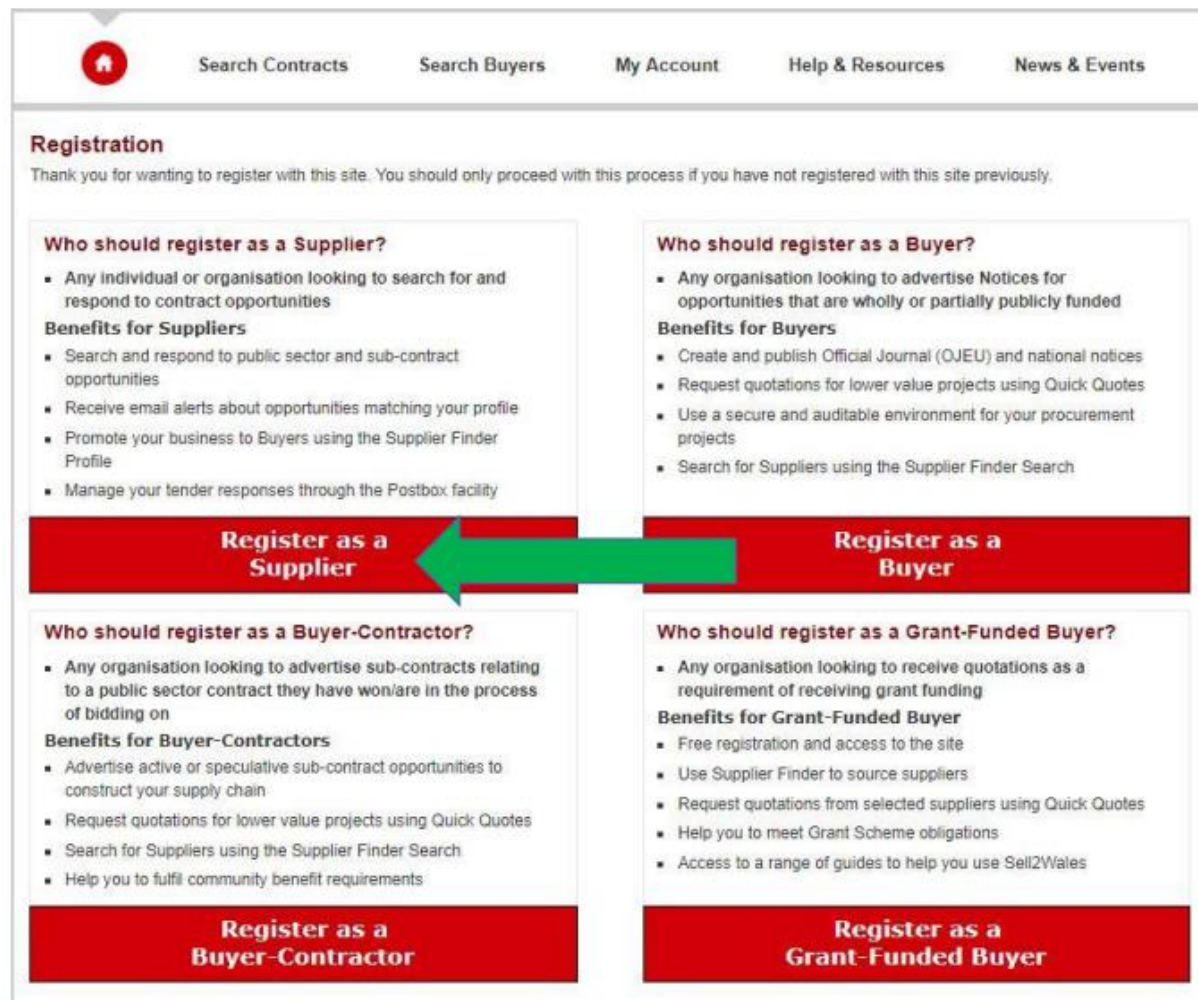
Cod dilysu / Verification code

Gwirio'r Cod / Verify code      Anfon Cod newydd / Send new code

Yna cewch eich ailgyfeirio i'r dudalen Cofrestru Cychwynnol.

## Cam 7

- Cliciwch ar 'Cofrestru fel Cyflenwr'.



Registration

Thank you for wanting to register with this site. You should only proceed with this process if you have not registered with this site previously.

**Who should register as a Supplier?**

- Any individual or organisation looking to search for and respond to contract opportunities

**Benefits for Suppliers**

- Search and respond to public sector and sub-contract opportunities
- Receive email alerts about opportunities matching your profile
- Promote your business to Buyers using the Supplier Finder Profile
- Manage your tender responses through the Postbox facility

**Who should register as a Buyer?**

- Any organisation looking to advertise Notices for opportunities that are wholly or partially publicly funded

**Benefits for Buyers**

- Create and publish Official Journal (OJEU) and national notices
- Request quotations for lower value projects using Quick Quotes
- Use a secure and auditable environment for your procurement projects
- Search for Suppliers using the Supplier Finder Search

**Who should register as a Buyer-Contractor?**

- Any organisation looking to advertise sub-contracts relating to a public sector contract they have won/are in the process of bidding on

**Benefits for Buyer-Contractors**

- Advertise active or speculative sub-contract opportunities to construct your supply chain
- Request quotations for lower value projects using Quick Quotes
- Search for Suppliers using the Supplier Finder Search
- Help you to fulfil community benefit requirements

**Who should register as a Grant-Funded Buyer?**

- Any organisation looking to receive quotations as a requirement of receiving grant funding

**Benefits for Grant-Funded Buyer**

- Free registration and access to the site
- Use Supplier Finder to source suppliers
- Request quotations from selected suppliers using Quick Quotes
- Help you to meet Grant Scheme obligations
- Access to a range of guides to help you use Sell2Wales

Register as a Supplier      Register as a Buyer

Register as a Buyer-Contractor      Register as a Grant-Funded Buyer

## Cam 8

- Llenwch fanylion eich sefydliad ar dab 1 (Manylion y Sefydliad) a chadwch y gosodiadau gan ddefnyddio'r botwm ar y gwaelod.

Company Settings

Organisation Details | Communication Details | Public Profile | Alert Profile | Other Registrations

You are requested to complete / update the following information regarding your company:

\* Required information

User information

\* Title: Mr

\* First Name: Job

\* Last Name: Houghton

\* Job Title: Sell2Wales TS

\* Phone: 0000000000000000

\* Fax:

\* Website:

\* Email Address: sell2walesmac@outlook.com

Organisation Details

\* Organisation Name: Sell2Wales

\* Address Line 1: Test

\* Address Line 2:

\* Town/City: Test

\* Postal Code: LL3199D

\* Region: Carmarthen

\* Country: United Kingdom (GB)

\* Company type: Unknown

NUTS Code (Nomenclature of territorial units for statistics)

Please select the appropriate NUTS location:

\* Location: Please select

Company Statistics

NOTE: This information is only for statistical purposes and will not be made available to any 3rd parties.

\* Employee Range: Unknown

\* Turnover Range: Less than £1 million

Third Sector

Please indicate if your company is a third sector organisation.

If the answer is Yes, please tick the box and select the Update button to show additional options.

Save settings Cancel

## Cam 9

- Cwblhewch yr holl feysydd gorfodol ar dab 2 (Manylion Cyfathrebu) gan y bydd y rhain yn pennu eich dewis iaith ar gyfer cyfathrebu. Gwnewch yn siŵr eich bod yn cadw'r gosodiadau.

Company Settings

Organisation Details | Communication Details | Public Profile | Alert Profile | Other Registrations

You are requested to complete / update the following information regarding your preferences:

\* Required information

Communication Details

\* All of our information and services are available in Welsh and English. Would you like to receive any support in Welsh?  Yes  No

\* Would you like to receive written information (e.g. Factsheets, Emails, Letters) in? Welsh only

\* Where we need to contact you by phone, would you like us to do so in? English only

\* Where we arrange to meet you, would you like the meeting to be in? Welsh or English

Registered email address

Any communications will be sent to your registered email address: sell2walesmac@outlook.com

Additional Options

Newsletter:  Please tick if you'd like to receive an e-mail newsletter

Save settings Cancel

## Cam 10

- Cwblhewch yr holl feysydd gorfodol ar tab 3 (Proffil Cyhoeddus). Gwnewch yn siŵr eich bod yn clicio 'Cadw' pan fyddwch wedi gorffen.

**Company Settings**

Information Details | Communication Details | **Public Profile** | About Profile | Other Registrations

You are requested to complete / update the following information regarding your Public Profile.

**Required information**

**Public Profile**

Profile status:  Visible  Hidden

\* Company Name:

Email Address:

Website:

\* Phone:

\* Address:

\* Town/City:

\* Postcode:

**Company logo**



If you would like to add or replace your company logo, click **Choose File** and select a file, then click the **Save Image** button. To remove the selected image, click the **Remove** button.

No file chosen

Logos must be an image e.g. JPEG, GIF, BMP and have a max file size of 0.5Mb

**Regions**

\* Please select the geographic regions in which you are willing to work. Buyers will be able to search for suppliers based on the areas selected for the possibility of Contract opportunities.

- Blaenau Gwent
- Bridgend
- Caerphilly
- Cardiff
- Carmarthenshire
- Ceredigion
- Conwy
- Denbighshire
- Flintshire
- Gwynedd
- Isle of Anglesey
- Merthyr Tydfil
- Monmouthshire
- Neath Port Talbot
- Newport
- Powys
- Rhondda Cynon Taf
- Swansea
- The Vale of Glamorgan
- Torfaen
- Wrexham

**Company description**

You have 4000 characters left

**Keywords**

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Keyword 6:

I am an SME:

An SME (Small and Medium sized Enterprise) is an organisation with less than 250 employees.

### Proffil Cyhoeddus

Rhowch fanylion eich sefydliad yr hoffech iddynt ymddangos ar y Cyfeiriadur Canfod Cyflenwyr.

### Logo'r Cwmni

Gallwch lanlwytho ffeil delwedd o logo eich cwmni.

### Geiriau Allweddol

Rhowch hyd at 6 gair allweddol sy'n disgrifio eich cynnyrch neu wasanaethau y gall y prynwr eu defnyddio i chwilio.

Hyd at 50 o nodau

### Rhanbarthau

Dewiswch y rhanbarth(au) yng Nghymru lle mae'ch cwmni'n dymuno cynnal busnes.

Gall prynwyr chwilio o fewn y rhanbarth.

### Disgrifiad o'r Cwmni

Rhowch ddisgrifiad o'ch cwmni mewn perthynas â'r nwyddau a'r gwasanaethau a ddarperir.

## Cam 11

- Cwblhewch yr holl feysydd gofynnol ar dab 4 (Proffil Hysbysu). Fe'i rhennir yn ddwy adran; Categoriâu Hysbysu a Lleoliadau Daearyddol. Mae'r adran 'Categoriâu Hysbysu' yn caniatáu i chi ddewis categorïau perthnasol ar gyfer eich busnes, sy'n golygu mai dim ond cyfleoedd contract perthnasol fydd yn cael eu dangos i chi. Bydd yr adran 'Lleoliadau Daearyddol' yn cael ei defnyddio i hidlo cyfleoedd contract, sy'n golygu mai dim ond contractau mewn ardaloedd yr ydych chi'n fodlon gweithio ynddynt fydd yn cael eu dangos i chi.

**Company Settings**

Organisation Details | Communication Details | Public Profile | **Alert Profile** | Other Registrations

You are requested to complete / update the following information regarding your Alert Preferences:

Alert Categories | Geographical Locations

To maximise your potential opportunities through the alert emails please ensure you select all relevant alert categories. Use your service or product key terms in the 'Search by word' box to assist in finding appropriate categories.

Find / Add Alert Categories

Search by word:

- Agriculture and Food
  - Agricultural, farming, fishing, forestry and related products.
  - Food, beverages, tobacco and related products.
  - Agricultural, forestry, horticultural, equicultural and agricultural services.
- Computer and Related Services
  - Office and computing machinery, equipment and supplies except furniture and software packages.
  - Software package and information systems.
  - IT services: consulting, software development, internet and support.
- Construction and Real Estate
  - Construction work.
  - Real estate services.
  - Architectural, construction, engineering and inspection services.
- Defence and security

CHI code	Description	Remove
Please select categories from the tree and click 'Add' to include them in your profile.		

**Company Settings**

Organisation Details | Communication Details | Public Profile | **Alert Profile** | Other Registrations

You are requested to complete / update the following information regarding your Alert Preferences:

Alert Categories | **Geographical Locations**

To maximise your potential opportunities through the alert emails please ensure you select all relevant geographical locations that you are willing to work in. Contract opportunity locations may be region specific.

Select Geographical Locations

- UK - All
- WALES
  - East Wales
    - Cardiff and Vale of Glamorgan
    - Flintshire and Wrexham
    - Monmouthshire and Newport
    - Powys
  - West Wales and The Valleys
    - Bridgend and Neath Port Talbot
    - Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)
    - Conwy and Denbighshire
    - Gwent Valleys (Torfaen, Blaenau Gwent, Caerphilly)
    - Gwynedd
    - Isle of Anglesey
    - South West Wales (Carmarthenshire, Pembrokeshire, Ceredigion)
  - Swansea

Gwnewch yn siŵr eich bod yn clicio 'Cadw' ar ôl gorffen.

## Cam 12

- Llenwch yr holl wybodaeth berthnasol ar dab 5 (Cofrestriadau eraill).
- Ticiwch y blychau i gadarnhau eich bod yn cytuno â Thelerau ac Amodau a Hysbysiad Preifatrwydd GwerthwchiGymru.

### Cam 13

- Cliciwch ar 'Cyflwyno Cofrestriad'. Bydd hyn yn cwblhau eich cofrestriad ac yn dangos 'tudalen cofrestriad wedi'i gwblhau' i chi.

**Constructionline Details**

Constructionline is a national online database for pre-qualified contractors and consultants, meaning you no longer need to repeatedly fill in standard pre-qualification forms for every construction tender. If you have not registered you can sign up on the [Constructionline website](#). If you have registered please enter your Constructionline number below.

Constructionline Number:

---

**Confirmation**

\* Please tick to confirm you have read and agree with our [Terms & Conditions](#).

\* Please tick to confirm you have read and agree with our [Privacy Notice](#).

Previous
Submit Registration
←

Dylech nawr allu cyrchu'ch cyfrif gan ddefnyddio'r cyfeiriad e-bost a'r cyfrinair a roddwyd yng Nghamau 4 a 6.

**Sylwer:** Rhaid i chi gwblhau eich proffil o fewn 24 awr o gofrestru, fel arall bydd eich SOC yn cael ei ddileu a bydd yn rhaid i chi ddechrau'r broses eto.

Os oes angen rhagor o wybodaeth neu gymorth arnoch, cysylltwch â GwerthwchiGymru ar **0800 222 9004**

### Supplier Registration

Organisation Details
Communication Details
Public Profile
Alert Profile
Other Registrations

You are requested to complete / update the following information regarding any other registrations you might have:

\* Required information

**DUNS® Number**

Dun & Bradstreet's DUNS numbers are used as a unique reference for each company or individual supplying the public sector. Please provide your DUNS number in the text box below and click the look-up button. If you don't know your DUNS number, leave the text box blank, and the look-up will use the organisation name, address and postal code you have entered to search for your DUNS number if it exists. You can still respond to tenders and update your details when you have your DUNS number.

\*  Look Up

**Constructionline Details**

Constructionline is a national online database for pre-qualified contractors and consultants, meaning you no longer need to repeatedly fill in standard pre-qualification forms for every construction tender. If you have not registered you can sign up on the [Constructionline website](#). If you have registered please enter your Constructionline number below.

Constructionline Number:

**Confirmation**

\* Please tick to confirm you have read and agree with our [Terms & Conditions](#).

\* Please tick to confirm you have read and agree with our [Privacy Notice](#).