

ICN Gateway

About

ICN Gateway is a comprehensive online system with around \$447 billion worth of projects and more than 66,000 suppliers listed.

Whether you're a project manager or a supplier, you can't afford not to be using this powerful business tool.

With ICN Gateway, we make certain you'll never miss an opportunity to build the perfect partnership. It allows suppliers to browse and send their expressions of interest in new business opportunities and it helps project managers to manage the supply chain process.

Other ICN Gateway statistics

*Since rolling out Gateway, more than two years ago, 37,423 new suppliers have registered and 62,646 existing suppliers have updated their profile. In the last year, 51,110 suppliers have updated their profile.

*Average number of new suppliers creating company profiles is consistently around 576 per month.

*Around 180 projects on the ICN Gateway.

*On average, ICN Gateway receives nearly 763,460 page views from 92,483 visitors per month. Approximately 67% of visitors are from Australia, 7% from the USA, 9% from China and 1% from New Zealand, with the remaining 15% from more than 204 other countries.

*On average, there are about 288,208 supplier searches and 37,417 project searches each month.

*\$3.4 Billion worth of contracts awarded to local companies during Dec 2012 to Dec 2013.

*More than \$25 Billion worth of contracts awarded to local companies since ICN Gateway inception.

*Since ICN Gateway/Toolbox started in July 2010, the system has sent more than 4.92 million emails to suppliers. The majority of these have been sent as automatic notifications to alert suppliers of new work packages and opportunities on ICN Gateway. The remainder went as automatic update reminders; welcome emails to new suppliers; or as direct messages from consultants from ICN Toolbox.

ICN Gateway

How to create and maintain a company profile.

Create a company profile:

Your company profile on ICN Gateway is the first point of contact for potential buyers and suppliers. In addition, major clients now require rigorous and comprehensive information from ICN when nominating companies for their projects. Therefore, in order to be nominated for work packages, it is important that you take the time to create and then keep your profile up to date. This guide has been designed to help you create and maintain your company profile.

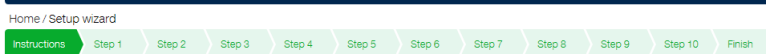
Please note: this is a general guide only. The ICN Gateway directory is only as good as the information you provide.

Also, *the only information that is publicly displayed on the Gateway is your company name, ABN number, address, website and the information in the Summary field in your company profile.*



For more tips on what information to enter into each field, please read **'Edit Your Profile'** below.

1. To Create a Company profile, go to www.gateway.icn.org.au and click on the Create Company Profile button  in the Get Started box.
2. You are now at the start of a 10 Step Wizard. Please read the instructions during each step. There is also a short video you can watch before you start which gives an overview of how to create your company profile. *Note: You can save changes and come back later to complete your profile, however you must complete all 10 steps within 30 days or the profile will be removed.*



Wizard instructions

It takes about 15 to 30 minutes to complete your company profile and you can save your details at any step and come back to finish it later. Remember the more information you give us, the easier it is for your company to be matched to potential opportunities



Before you begin you should have the following information:

- your company's official name, trading name and ABN or NZ Company Number
- company addresses, including manufacturing centres
- phone and fax numbers
- website address
- a summary and description of your company
- a list of products you manufacture, your services and your facilities
- quality assurance details
- some (not detailed) company work history and capacity information

How we use your information: Contract ▲

We use your information to identify possible partnerships and new business opportunities for your company. Project managers, local councils and procurement managers work with us to help them find competitive and innovative Australian and New Zealand suppliers. To increase the chance of finding new opportunities through ICN, please make sure you include as much detail as possible and remember to keep your profile up to date.



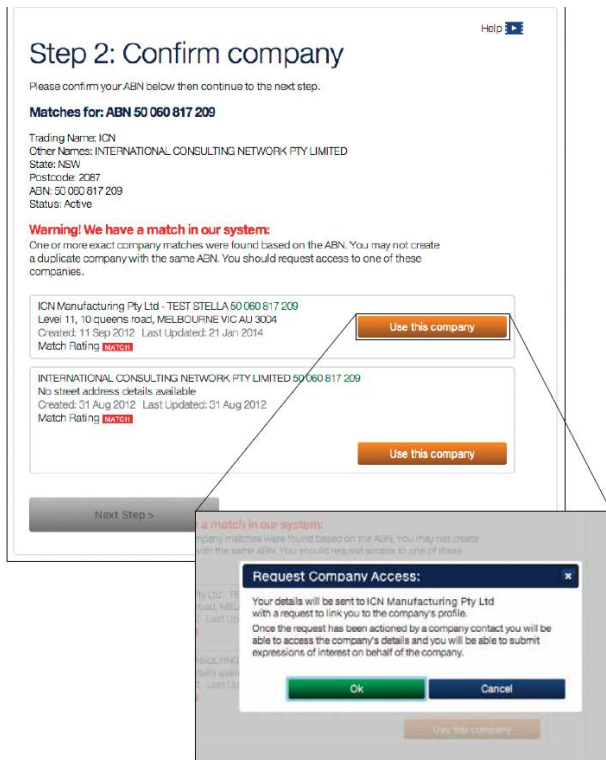
3. You will need the following information ready to complete the profile:


- Your company's official name
- Trading name
- ABN number or NZ company number
- Company addresses
- A list of products and services that you provide
- Any accreditations, certifications or quality assurance details

4. Overview of the set up wizard environment:

The screenshot shows the 'icngateway' setup wizard. At the top, there's a navigation bar with the logo, a 'Subscribe to our newsletter' button, and a 'Follow us on LinkedIn' button. Below this is a progress bar with steps from 1 to 10, where Step 1 is highlighted in green. A 'Help' icon is visible. The main content area is titled 'Step 1: Create profile' and contains several input fields: 'First name', 'Surname', 'Contact email' (with a note 'This will be your login ID'), 'Password' (with a note 'This will be your login password'), 'Repeat password', 'Country' (set to AUSTRALIA), and 'ABN'. A green button labeled 'Lookup your ABN' is positioned next to the ABN field. Below these fields are a checkbox for 'I agree to the terms of use' and a CAPTCHA field with the text 'b0e0d'. At the bottom is a 'Next Step >' button. On the right side, a 'Steps' indicator shows '01/10' and a 'Cancel' button. Annotations with arrows point to various elements: 'Indicates the stage of completion in the process' points to the Step 1 indicator in the progress bar; 'Additional tips to assist you' points to the 'This will be your login password' note; 'A green coloured button indicates an actionable button' points to the 'Lookup your ABN' button.

5. If your company is already registered, you will not be allowed to proceed. You will be asked to click on an existing profile to send a request to all editors of that profile for permission. Alternatively, please call 1300 961 139 for assistance.



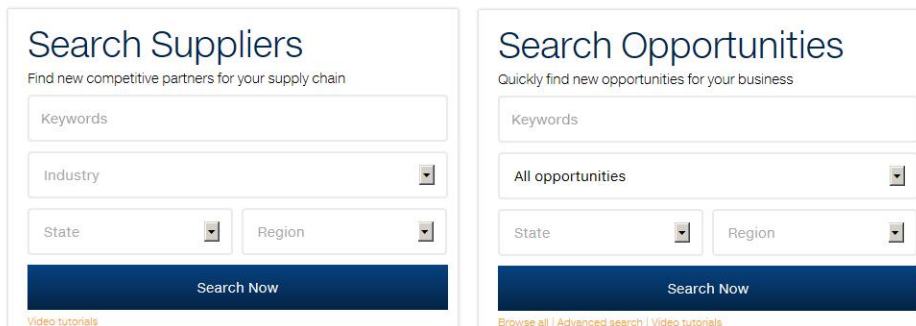
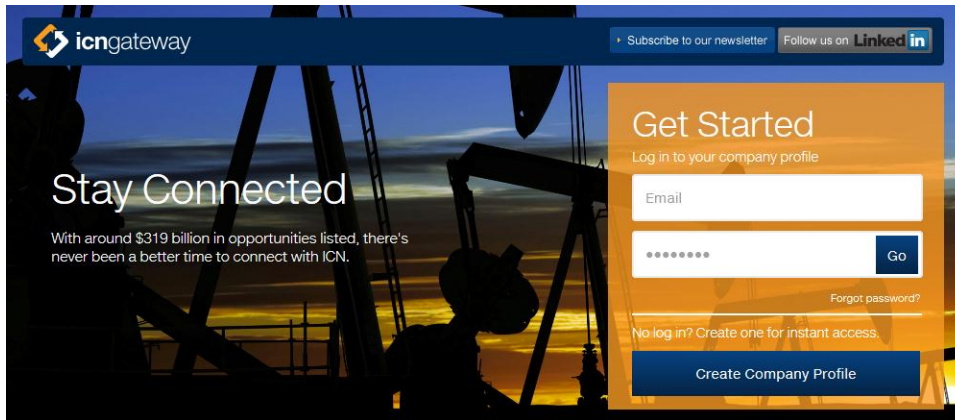
6. As you go through each step of the wizard you can click on the **Help**  button on the top right of each page for a visual audio guide to help you through that section if required.
7. As each step of the wizard is completed you can see your progress on the top right of the screen.



8. Once you have completed your company profile, your company details will appear on the ICN Gateway supplier listing only after it has been verified by an ICN consultant. You can return to your company profile at any time to revise and edit your information by logging into your company profile at www.gateway.icn.org.au.
9. We recommend that you visit your company profile on a regular basis and make any necessary changes or updates. If your profile isn't logged into within a 12 month period the profile becomes 'inactive'.

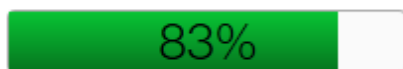
Edit your profile:

1. To begin editing your profile, go to www.gateway.icn.org.au



2. In the Get Started box, login using your nominated email address and password, then click **Go**. If you have forgotten your password, click **Forgot password?** and you will be emailed a new password to your nominated email address. Use this password to log in. Should you wish, you can change this password when you have logged in (Point 21 below).
3. When you are logged in, you will see 'How complete is your profile?'

How complete is your profile?



Last edited on: 15 January 2014, 10:37 am

This is a percentage rating of the profile's completeness on the Gateway.

The profile does not need to reach 100%. Whilst a higher rating is preferred, it is more important that you populate relevant fields with meaningful and comprehensive information.

If you hold your mouse over the percentage bar, you will be prompted of the areas that can be visited to help increase the percentage rating. Some areas may not be relevant to your business, but we encourage you to complete as much as you can.

4. On the left hand side you will see a list of 'Profile Options'. In here you can go into each section to update the different areas of the profile. Please remember to click **Save Changes** when you have made a change in any section.

5. **Company Details:**

Your key company information.

ICN Company ID – A unique number which you can quote if you contact with the ICN office.

Trading Name – The name your company is most commonly recognised by e.g. Zag Australia

Other Names – If your company is known by other names, have alternate spelling or abbreviations, please list them in this section. This will enable the system to increase the chances of recognising your company when a search is undertaken. E.g. Zag Air Conditioning, Zag Process Group, The Zag Trustee Pty Ltd.

ABN – Your company's ABN

New Zealand Company Number – For New Zealand companies only

6. **Summary:**

Tell us about your company.

Summary – This information is displayed to the public and is the most important statement of your company profile. It provides the first insight into your company profile and capabilities. It should be one or two concise sentences and be sharp and define the scope of work your company does.

Tip: the first sentence is the most important and it should focus squarely on what you do. The second sentence should present your complementary/ancillary/products or services. The summary should finish with expressing what or who your target market is. Keep it short and to the point.

Example:

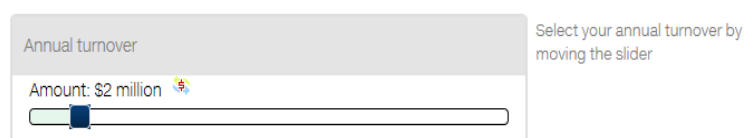
Zag Australia is a leading air conditioning specialist business with branches throughout Australia. Our team of fully qualified staff provide design and installation solutions and after hours maintenance of a large range of air conditioning units throughout Australia, whether domestic or commercial.

Description – The Description should reflect your company's expertise and key strengths and compliment the information in the Summary field without repetition. Please keep the description brief and use keywords.

Example:

With over 30 years experience our specialists can discuss a solution for your existing home, renovation plans, new build or commercial premises using our extensive range of energy efficient and environmentally friendly split systems, ducted, wall or ceiling mounted or commercial air conditioning units. Free quotes, competitive prices and payment plans are available. All new installation work is backed by a 5 year warranty for peace of mind. Authorised Fujitsu Dealer.

Annual Turnover – Select your annual turnover by using your mouse to move the slide. This helps give an indication of your company's capacity.



Number of Employees – Enter in the number of employees in your business. This also provides us an indication of your company's capacity.

Number of Australian Indigenous Employees – Enter in the number of Australian Indigenous employees in your business.

7. **Products/Services:**

Products, Services and Facilities – Please select one or more boxes in this section.

If you select ‘Manufacturer *outside* Australia or New Zealand’, a box comes as below where you can list the products your company manufactures. Please list one per line.

Manufacturer *outside* Australia or New Zealand

Products manufactured outside Australia one per line

Split cycle air conditioners
Reverse cycle air conditioners

3940 characters remaining

If you select ‘Manufacturer *inside* Australia or New Zealand’, again you are asked to list the products and are also asked to tick the AU/NZ manufacturing location of these products.

Then you have 3 boxes you can tick.

We supply aftermarket support, such as parts, service, or maintenance support.

Exporter

Importer

If you tick ‘Exporter’ or ‘Importer’ you can select one or more countries that you import and/or export to from the drop down list as required.

Exporter

Importer

France ✕

Germany ✕

Products & Services – ICN identifies companies based on their defined products and services. List your company’s products and services. A good tip is to include technical language or terminology, brand names of products that you carry or buzz words that may be associated to your industry and draw attention to your business.

Products & Services one per line

Floor standing systems
Multi room split systems
Fully ducted systems
5 year warranty
Authorised Fujitsu Dealer

Facilities & Equipment – Describe the facilities and equipment you have that compliment your organisation and the industry. Include such things as warehouses, major equipment, manufacturing capabilities, fleet, etc.

Facilities & Equipment one per line

10 fully equipped vehicles for installation and maintenance
Large warehouses across 5 states
State of the art showrooms located in 5 major capital cities

Tick the box in the final part of this section if your company is interested in getting involved in any potential joint ventures and/or collaborations.

We are interested in joint ventures and/or collaborations

8. **Accreditations:** **Accreditations, Certifications and History**

In here please list any Accreditations and/or Certifications your company may hold, also any major projects or major clients your company may have worked with. This section should also include any internal accreditation, or any that you may be working towards achieving.

In this first section, please tick any boxes relevant to your business:

Accreditations, certifications and history

- Government supplier
- Non-profit organisation
- Compliance - National Code of Practice for Construction Industry
- Code of practice
- PQC rating
- Australian indigenous owned

Indigenous Information

If you tick 'Australian Indigenous Owned' you will be asked to select the following:

Australian indigenous owned


Indigenous Information

Company ownership

Select...
Select...
50% Australian Indigenous owned
Majority Australian Indigenous owned

Certified / incorporated as an Australian Indigenous organisation?


Select...
Select...
Yes
In process
No

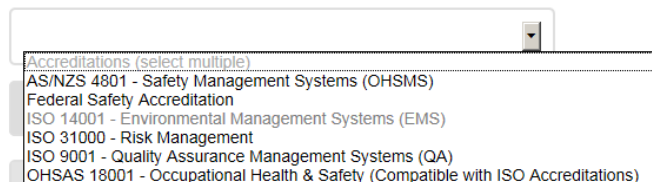
Click  and select any ANZSIC Codes that may be relevant to your company. Select one at a time.



ANZSIC Codes (select multiple)

- 01 - Agriculture
- 011 - Horticulture and Fruit Growing
- 0111 - Plant Nurseries
- 0112 - Cut Flower and Flower Seed Growing
- 0113 - Vegetable Growing
- 0114 - Grape Growing
- 0115 - Apple and Pear Growing
- 0116 - Stone Fruit Growing
- 0117 - Kiwi Fruit Growing
- 0119 - Fruit Growing n.e.c.
- 012 - Grain Sheep and Beef Cattle Farming
- 0121 - Grain Growing
- 0122 - Grain-Sheep and Grain-Beef Cattle Farming
- 0123 - Sheep-Beef Cattle Farming
- 0124 - Sheep Farming
- 0125 - Beef Cattle Farming
- 013 - Dairy Cattle Farming
- 0130 - Dairy Cattle Farming
- 014 - Poultry Farming
- 0141 - Poultry Farming Meat
- 0142 - Poultry Farming Eggs
- 015 - Other Livestock Farming
- 0151 - Pig Farming
- 0152 - Horse Farming
- 0153 - Deer Farming
- 0159 - Livestock Farming n.e.c.
- 016 - Other Crop Growing
- 0161 - Sugar Cane Growing
- 0162 - Cotton Growing

In the next field click  and select any Accreditations that your company may hold. Select one at a time.



Accreditations (select multiple)

- AS/NZS 4801 - Safety Management Systems (OHSMS)
- Federal Safety Accreditation
- ISO 14001 - Environmental Management Systems (EMS)
- ISO 31000 - Risk Management
- ISO 9001 - Quality Assurance Management Systems (QA)
- OHSAS 18001 - Occupational Health & Safety (Compatible with ISO Accreditations)

If your company holds any accreditations that are not in this list, you can list them in the 'Other Accreditations' box.



Other accreditations one per line

2000 characters remaining

Please tick if your company is NT CAL accredited (Northern Territory Council for Adult Literacy), and if your company can work in remote locations.

If you click on either or both boxes another drop down box appears for further information.

- NT CAL accredited
- Works in remote locations

Previous Significant Projects

Use this area to highlight what you have achieved. If your company has worked on any previous significant projects, please list them here.

Example:

Previous significant projects

The screenshot shows a form titled 'Previous significant projects'. It has several input fields: 'Date' with the value '01-07-2013', 'Project' with 'Brisbane University Hospital', and 'Client' with 'Department of Health'. Below these is a 'Brief scope' section with a text area containing 'Installation of air conditioning units'. At the bottom is an 'Approx. value' section with a slider set to 'Amount: \$250,000'. A small instruction at the bottom of the slider says 'Select the approximate value by moving the slider'. There is a close button (X) in the bottom right corner of the form.

To list more than one project, click on **Add Another** and a new set of fields will appear.

Existing Pre-Qualifications

If your company has any existing pre-qualifications you can list them in the 'Existing pre-qualifications' box.

Previous Significant Clients

To list any previous significant clients, you can list them in the 'Previous significant clients' box.

Remember to press **Save Changes** when you have completed this screen.

9. Capabilities:

Select the appropriate capabilities within each industry for your company. You must choose at least one industry. Remember to also consider areas your company can supply to.

Press **Save Changes** when complete.

10. Notifications:

Setting up Notifications is important if you wish to receive email alerts on work packages for regional and major projects in Australia, New Zealand and Internationally. This will also ensure you receive invitations for project briefings and network events, and project updates in your area of interest.

TIP! To avoid cluttering your personal inbox, you may wish to set up a generic email address (under Contacts) to receive and collect these email notifications. You can also select more than one contact to receive email notifications for both major and regional project opportunities.

Major Project Notifications

If you wish to receive notifications of any major projects, click on [Expand ▼](#)
Then follow the steps:

Select regions

Choose the region(s) to which you provide services and wish to receive notifications for.

(1 selected)

<input type="checkbox"/> Australia	<input type="checkbox"/> New Zealand	<input type="checkbox"/> International
<input type="checkbox"/> ACT	<input type="checkbox"/> SA	<input type="checkbox"/> North IS
<input type="checkbox"/> NSW	<input type="checkbox"/> TAS	<input type="checkbox"/> South IS
<input type="checkbox"/> NT	<input type="checkbox"/> VIC	
<input checked="" type="checkbox"/> QLD	<input type="checkbox"/> WA	


Next step:

Select sectors

Choose the industry sector(s) to which you provide services and wish to receive notifications for.

(5 selected)

<input type="checkbox"/> Automotive	<input type="checkbox"/> IT & Communications	<input type="checkbox"/> Rail
<input checked="" type="checkbox"/> Clean Energy	<input type="checkbox"/> Land & Agriculture	<input type="checkbox"/> Steel
<input checked="" type="checkbox"/> Construction & Engineering	<input type="checkbox"/> Manufacturing	<input checked="" type="checkbox"/> Trades and Services
<input type="checkbox"/> Defence	<input type="checkbox"/> Mining	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Health	<input type="checkbox"/> Oil, Gas & Energy	<input type="checkbox"/> Water
<input type="checkbox"/> Indigenous	<input checked="" type="checkbox"/> Professional Services	

Select contacts/locations to notify by clicking on the  and selecting the person(s) from the drop down list. You can select more than one.

Regional Opportunity Notifications

To receive any notifications of regional opportunities, click on [Expand ▼](#)
Then follow the steps;

Regional notifications

Choose the region(s) to which you provide services and wish to receive notifications for. Click the plus symbol below to expand the list

+ 0 selected

- + Australia
- + New Zealand

Then select the industry types for which you wish to receive notifications. Click on the plus symbol beside each industry to expand the list.

Example:

Industry notifications

Choose the industry types for which you wish to receive notifications. Click the plus symbol below to expand the list.

+ 4 selected

- + 02 - ACCOMMODATION AND FOOD SERVICES
- + 04 - ADMINISTRATIVE AND SUPPORT SERVICES (1)
 - + 0405 - Administrative Services
 - + 0410 - Building Cleaning, Pest Control and Other Support Services

Select contacts/locations to notify by clicking on the  and selecting the person(s) from the drop down list. You can select more than one.

Press [Save Changes](#) when complete.

11. **Locations:**

List your company location(s) in this area.

Click  to add more than one location.

12. **Contacts:**

Add at least one contact in this area to enable logging in and edit access. We recommend at least two.

Your company profile must be logged into at least once a year to keep the profile active on the ICN Gateway.

If you add in multiple contacts, please select at least one to have edit access and one as the main contact for your company. You can have a primary contact per location if your business has more than one location.

This contact can edit company details

This is the main contact for your company

13. **Enterprise Connect:**

Complete this area if your company has had any previous involvement with Enterprise Connect. For more information about Enterprise Connect, please visit www.enterpriseconnect.gov.au

Press  when complete.

14. **View Tier Assessments:**

When you complete any tier assessments through the ICN Gateway, they can be viewed in this area of the profile.

15. **View Company EOIs:**

When you complete any Expressions of Interest for any work packages through the ICN Gateway, you can view and edit them in this area.

16. **Rating:**

Please visit point number 3 above for an explanation of this percentage rating.

17. **Change Password:**

If you wish to change the password used to log into the ICN Gateway.

18. **Remove Profile:**

Please call the numbers provided when you press  if you wish for your company to be removed.