

Subcontractor User Guide



BTSL Subcontractor User Guide

Here is a brief guide that will help you to navigate our system. But remember – if you have any queries, please get in touch!

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Select how you want to be notified under Account Settings , add reminders and the regions, types and size of job you want to hear about.	6
COMPANY PROFILE Tell main contractors about your company; Add your logo and previous projects; Only main contractors can view profiles. It is a chance to present what your company does and state your capabilities.	8
MY JOBS Here you will find the jobs you are or have been interested in; You can filter by tenders where you have downloaded documents, or tenders on your watchlist.	9
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CURRENT TENDERS

When you log in to the BTSL website, you are taken to the **'Current tenders'** page. It will look something like this. There is a list of current tenders with icons and on the left a panel that lets you search the jobs currently in our system.



Hover your cursor over icons for a brief description of what they do. Look for the green question mark symbol for handy tips.

CURRENT TENDERS	The green question mark symbol is there to
Search the directory to find tenders.	help you navigate our platform. Click on it to
ADDITIONAL FILTERS O Regions • Northland • Northland • Northland	find a handy tip, such as the one shown, which tells you how the Additional Filters work.
Auckland - Ce Account Settings Auckland - North Auckland - East Auckland - South Auckland - West Waikatn	You will find the green question mark throughout the website.

What do the icons mean?

i	Click this blue 'i' icon for information about the tender, including main contractor contact details.
	Click to view or download tender documents for that tender.
	This is where you can write your own private notes about the tender.
	Click this if you intend to price for the job (yes or no; default is 'maybe').
¢	Click this to add the job to your watchlist. It turns purple when a job is added.
4 4	The bell icons tell you about your notifications. The grey bell turns blue when you are receiving updates on that particular job. Click the icon to see the updates. Click unsubscribe to stop getting notifications.
Ŧ	Click this icon to see the downloads you have made for this tender, which are listed in a pop-up box. It will look something like the example below:
SHOWING	- 13 OCIDE MICHAELONS MICHAELONS MICHAELONS MICHAELONS MICHAELONS

our Downloads: 220926 - He	aton Normal Intermediate Block	2 Redevelopment -
hristchurch		
DOCUMENT	TYPE	FOLDER
Acoustic report revA	Specifications	Acoustic

How do I price?

Easy. When you are ready with your pricing, you will need to send it **by email** to the Main Contractor(s) associated with that project. You can find contact details by clicking on:



View the Main Contractors for this Job

Additional filters

You can search for jobs in different ways: by regions, job types, area or by trades. Click on the appropriate box and make your selections. Then click 'Search'. (Remember to clear your search when finished, as your selection will remain the same until you change or clear it.)

Saving your searches

You can save a particular search to use again. Once you have searched, just give your search a name in the 'Search Name' box...

ADDITIONAL FILTERS (?)	then click Save:
Regions • Auckland - Central	SAVE SEARCH
Commercial	Auckland 100m2 Piling
Approx Area • 1000m2+	SAVE
• 03 Piling - Contractors	Saved Searches
SAVE SEARCH	Searches. You can have as many as you like!
Search Name SAVE	view the jobs in the search or the red minus
Saved Searches	Auckland 1000m2 Piling

ARCHIVED TENDERS

After the tender closes, jobs move into archived tenders. You can still search for jobs using a keyword. You can also see a list of jobs sorted by 'Job Number', 'Title' or 'Closing Date'. If you select 'Show All' the jobs are listed starting with the oldest. You can further refine your search using Additional Filters as you did for current tenders.



MY ACCOUNT

Next stop – go to the **'My Account'** tab and 'Edit My Account'. This is where you can change your password and other details.

BUILDING TENDER SERVICES LIMITED		ARCHIVED TENDERS	O MY JOBS		COMPANY PROFILE		∏ → LOGOUT
MY ACCOUNT							
Edit My Account Ac	count Setting	s					
Edit Your Details							
Celia Coyne				09 415 3646			
chch@btsl.co.nz							
						Save	e Changes
Change My Password							
New Password		<		Confirm Passwor	d		\odot
Minimum 8 characters							
ccount						Upda	te Password

Add users

If you are the admin user of the account, you can add or remove users. The admin user is generally the person who was first added to your account. If you want to change who the admin user is, please contact us.



Your subscription details

You will be able to see your subscription settings and suspend your account.



IMPORTANT!

When new tenders are loaded onto our system, we notify you about the ones you are interested in. To make sure you are being notified correctly – go to 'Account Settings' (it's under the 'My Account' tab, next to 'Edit My Account'):

SERVICES LIMITED C		ARCHIVED TENDERS	MY JOBS		COMPANY PROFILE		
MY ACCOUNT						2	Save Changes
Edit My Account Account Se	ettings						
Account Email Address							
admin@company.com							
Tender Closing Date Remind	lers						
Remind me about tenders closing	soon:	 1 Week be 1 Day before 	fore re		 3 Days b No Remi 	efore inder	
Remind me about tenders closing	soon:	□ 1 Week be □ 1 Day befo	fore re		 3 Days b No Remi 	efore inder	
Remind me about tenders closing Notifcation Settings Trade/New Job Notifcation	soon:	1 Week be 1 Day befo Weekly Report	fore re t		3 Days b No Remi Update Not	efore inder ifications	
Remind me about tenders closing Notifcation Settings Trade/New Job Notifcation By E-mail	soon:	 1 Week be 1 Day before Weekly Report By E-mail 	fore re t		 3 Days b No Remi Update Not By E-mai	efore inder ifications	
Remind me about tenders closing Notifcation Settings Trade/New Job Notifcation By E-mail O Through My Jobs / Notification	soon:	 1 Week be 1 Day before Weekly Report By E-mail Through My 	fore re t y Jobs / Notific	ations page	 3 Days b No Remi Update Not By E-mai Through	efore inder ifications I My Jobs / Notific	cations page

Here you will find the email address where we will send invoices (Account email address). It is important to keep this up to date.

Reminders

Here you can select when and if you would like to be reminded about upcoming tender close dates for your jobs.

Notification settings

This lets us know how you wish to be notified.

Still under **Account Settings**, you can select locations, types of job and size of job. When new jobs are loaded, your job alert email notifications will depend on what you select here.

Locations of Interest

Please select your locations of interest.

REGIONS	Select All			Northland
	Auckland - Central			Auckland - North
	Auckland - East			Auckland - South
	Auckland - West			Waikato
	Bay of Plently			Cisborne – Hawke's Bay
	🗆 Taranaki – Manawa	tu – Whanganui	~	Wellington
	🗆 Nelson – Tasman –	Marlborough		Canterbury
	West Coast			Otago
	Southland			
Job Types of Interest Please select your job types of i JOB TYPES	nterest. Select All Commercial Housing Civil/Industrial	 Education/sc Medical/hosp Commercial 	hools bitals	
	Office/Warehouse Recladding	Interior Fitou	t	
Areas of Interest Please select your areas of interest				
AREAS	Select All	☑ 0-150m2		
8	150-300m2 500-1000m2	☑ 300-500m2 ☑ 1000m2+		

Whenever you make changes - remember to click Save!

Save Changes

You will also see a list of trades here, based on the ones your admin user has selected. When a job comes up that needs one of those trades, we will notify you by email. <u>We limit</u> you to 5 trades and if you wish to change any, you will need to get in touch with us.

COMPANY PROFILE

The **'Company Profile'** tab is where you can present your company and let main contractors know something about you. It is worth keeping this up to date with recent project examples, health and safety certifications, insurance etc.

BUILDING TENDER SERVICES LIMITED		ARCHIVED TENDERS	O MY JOBS		COMPANY PROFILE		
COMPANY PROFILE							POF
The details shown here are wha note, changing any details here	t the Main will NOT b	Contractors will se e reflected in your	e when they Account Set	search our datab: tings.	se and shou	ld be updated regu	ularly <mark>.</mark> Please
Business Details							
Company Name:	Coyne T	rading Ltd	Cor	npany Phone Nu	mber :	021 123456	
Company Logo	Company Address :				Company House Christchurch		
Company Email :	CCoyne	@outlook.com	Cor	npany Website :		www.company.co	om
Business History							
Date of Establishment :			Qui	alifications :		New Zealand Cer Electrical Engine and Practice (Tra	tificate In ering Theory de) (Level 4).
Certificates / Achievements / Awards:	We have SiteWise years.	e achieved eGold for the last t	Affiliations : three			Member of Totika. Member of Master Electricians.	
Site Safe Membership :	Yes						
Insurance Details							
Public Liability Insurance						\$5m	
Motor Vehicle Insurance						\$1m	
Professional Indemnity						\$50m	

Key Projects

Project Name	Contract Value	Date / Duration	Client / Main Contractor	Reference
Sky Tower	\$50m	6 months	Main Contractor	Tom Smith
Small Project	\$8000	January 2021	Main Contractor 2	Claire Knights

DESCRIBE YOUR COMPANY :

We are a well established firm of electricians, capable of working on large and small commercial projects. We recently branched into installing solar panels. Something here about our commitment to environmental sustainability.

MY JOBS

You can find current and previous jobs you have been notified about, a history of your downloads and the jobs on your watchlist under the **'My Jobs'** tab.

P 2000 1000	CURRENT TENDERS	ARCHIVED TENDERS	MY JOBS		COMPANY PROFILE		
MY JO	OBS						242 🖂 🝞
Search	the directory	to find tenders.					SUBMIT
Showing	g 1 - 25 (of 444)			Filter by:	My Notifications	My Downloads	My Watchlist
24120 Wellir Hutt Va Welling	6 - Sir Mark [ngton alley Hospital, 6 aton 5010	Dunajtschik N 57 Pilmuir Stree	Vental Heath t, Epuni, Lower I	Centre - Hutt,	i 🕒 —		Ł
Tende	r Close Date: 11	1/02/2025 @ 4pr	n				
Area: 1	pe: Medical/no	spitais, Comme	rcial, Interior Fit	out			
241212 Christ 17-21 A	2 - Pioneer Eo church ruhe Rd, Islingt	cogas Organi on, Christchurc	cs Processing	g Facility -	i 🕒 —	6	Ł
Tende	r Close Date: 0	7/02/2025 @ 4p	m				
Job Ty	pe: Commercia	al, Civil/Industria	al, Interior Fitout	t			
Area: 1	000m2+						

My Notifications

Here you will find every current job we have notified you about. You can rest assured that if there are any NTTs for these jobs, we will automatically give you a heads up.

My Downloads

These are current jobs where you have made downloads. Again, we will automatically send you NTTs for these jobs.

My Watchlist

Jobs that are in My Notifications or My Downloads will be automatically added to My Watchlist. This ensures that you are notified when we award the job. You can remove any jobs from this list if you do not wish to be notified of the award. The list will also contain any jobs that you have put on the watchlist yourself.

Awarded jobs

For jobs where you have indicated you will price, or have downloaded documents, we will notify you when we hear that a job has been awarded. You can also see this information on the Weekly Report, which is issued on a Thursday.

PUBLICATIONS

Finally, under the '**Publications**' tab, you can access a searchable archive of previous Weekly Reports. Under the Library sub-tab, you can find monthly newsletters and other articles.



Remember – we are here to help. If you have any queries or concerns – get in touch!

Tel: 021 0915 6678 Email: info@btsl.co.nz

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