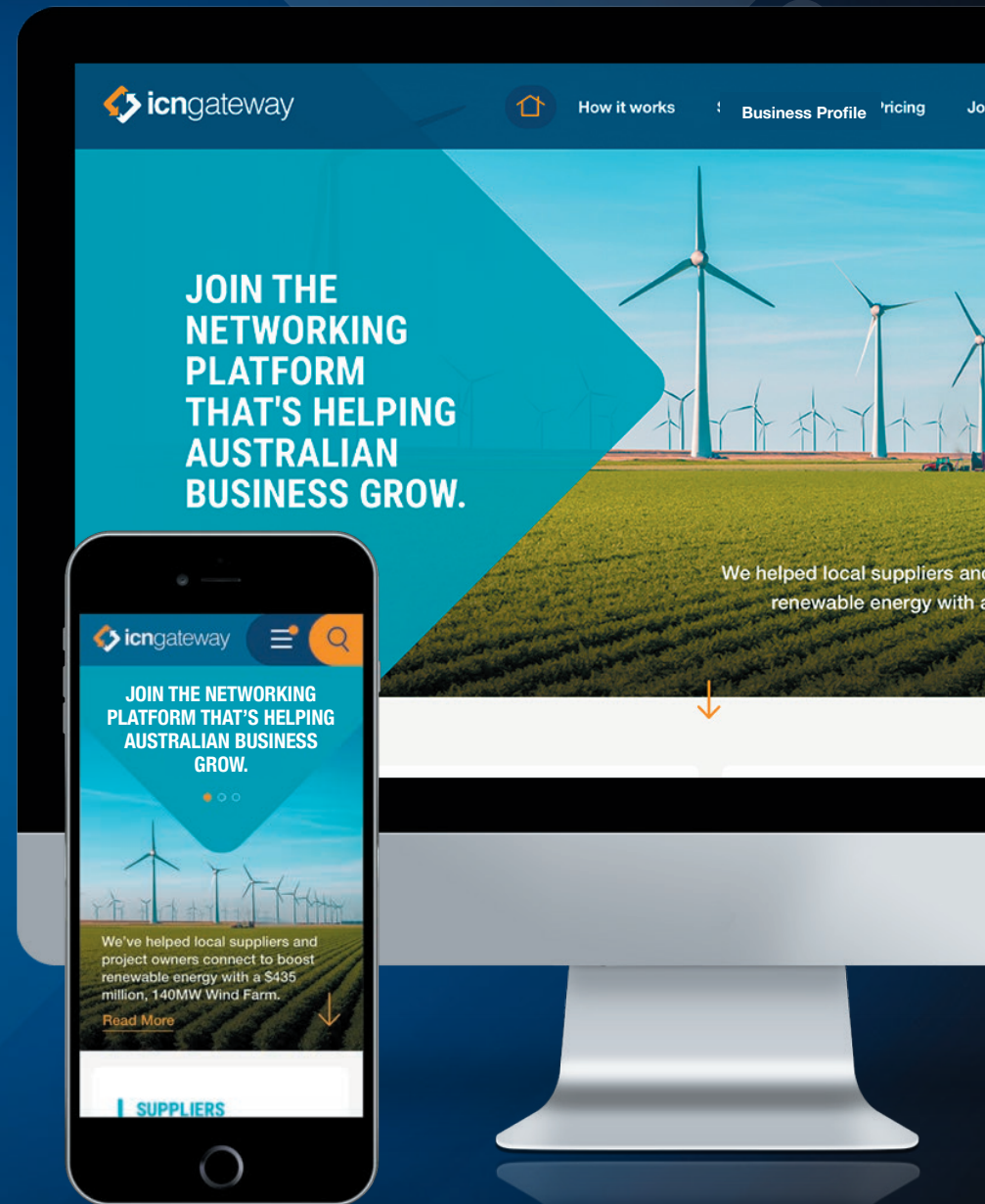




Your guide to building an effective

Profile

 gateway.icn.org.au





ICN Gateway is Australia's largest business networking platform. In an increasingly competitive market, ICN Gateway gives you access to a sophisticated business network that helps boost your business, with an immediate connection to billions of dollars' worth of project opportunities. With over 12,000 supplier searches each month, an ICN profile is an effective way to showcase your business to new customers and win more work.

This guide is designed to help you create a profile that increases your chances of winning contracts. The more we know about you the better we can match your profile with projects around Australia.

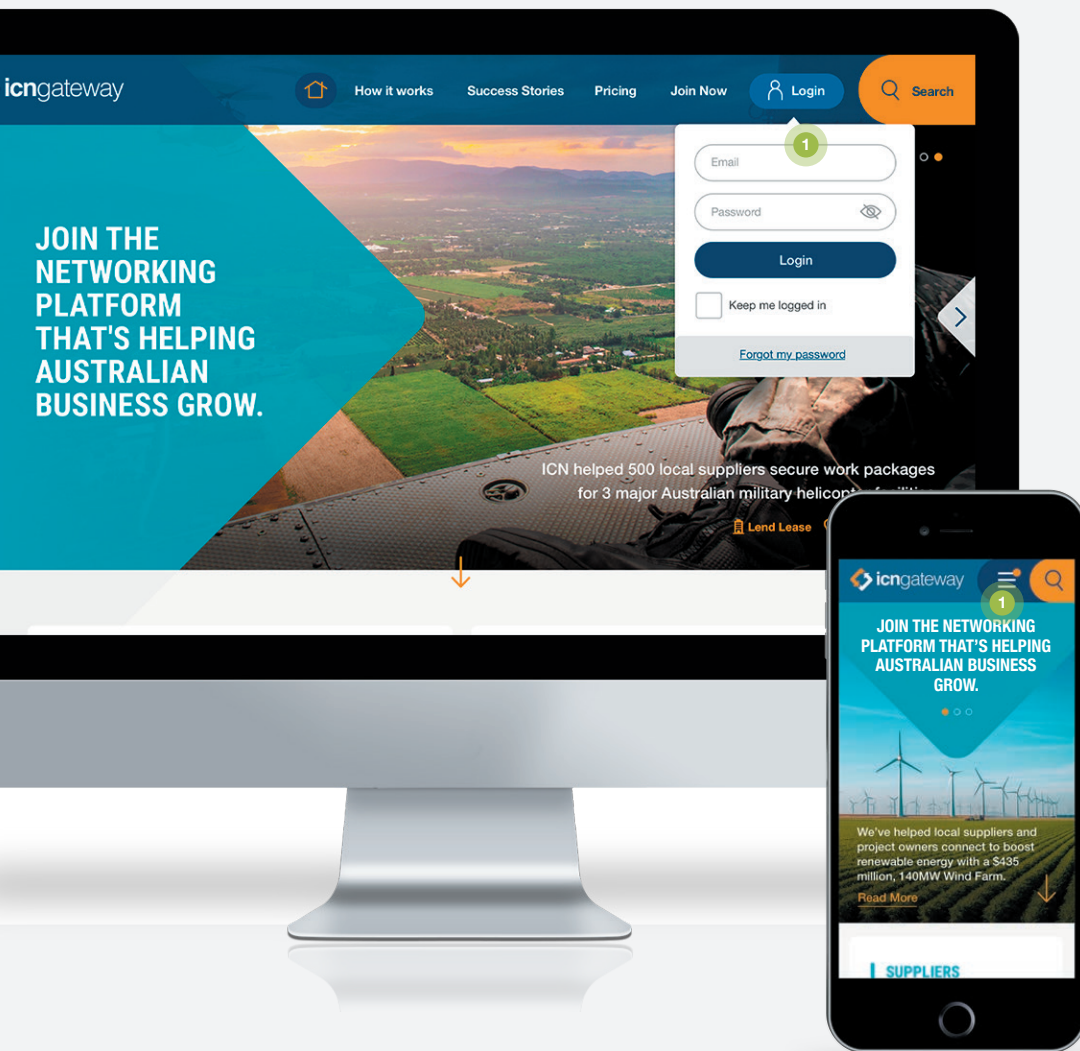
Creating your ICN Gateway profile should only take about 20 minutes. But if you want to give it a little more thought, you can always save your progress and come back later to complete it.

NEED HELP?

If you need any help completing your profile please call us on 1300 961 139.

 gateway.icn.org.au





GETTING STARTED

Here is some information you will need before you start:

- trading name
- ABN or NZ business number
- address and contact details
- products and services you offer
- accreditations, insurances and license details.

LOGGING IN TO YOUR PROFILE

- 1 To get started, log in to your profile at gateway.icn.org.au and select 'Login' from the main menu.

Enter your email and password, then press the 'Login' button.



The dashboard is divided into several sections:

- 1 My Business Profile:** Shows a 100% complete status and key profile links like Business Details, Products/Services, Accreditations, and Certifications.
- 2 What are you looking for?:** A search section with filters for Projects and Suppliers, a search bar, and dropdowns for State and Region.
- 3 Browse Projects / Suppliers:** A carousel showing categories like Automotive, Transport and Rail (33), Construction & Engineering (67), and Defence & Space (46).
- 4 Incomplete EOIs:** Lists projects such as 'Capricornia Correctional Centre Expansion Project' (Closed) and 'GBE Pre Qualification Project' (Awarded).
- 5 My Current Package:** Details the user's current subscription level and its benefits.
- 6 My Messages:** A section for managing incoming messages.
- 7 My Feedback:** A section for providing feedback on services.
- 8 Financial Risk Rating:** Displays the user's Equifax credit score and provides information about the reporting process.
- 9 My Stats:** Shows search listings (932932) and profile interactions (23).

YOUR DASHBOARD

- 1 **My Business Profile**
See at a glance how complete your profile is and which sections require action.
- 2 **What are you looking for?**
Easily search for projects and suppliers from your dashboard.
- 3 **Browse Projects**
Easily search for projects based on industry sectors
- 4 **Incomplete EOIs**
Any EOIs that require further action are shown here.
- 5 **My Current Package**
This section shows what subscription package you are on.
- 6 **My Messages**
We use this section to keep you up to date.
- 7 **My Feedback**
Your Feedback is important to us and helps us improve our services.
- 8 **Financial Risk Rating**
Your Equifax score is available for all paid subscriptions. Be Compelling and Premium subscribers also have access to a full Equifax report.
- 9 **My Stats**
See how many times your profile has appeared in search results and how many times someone has clicked through to your profile. Note - Premium subscribers only.



Business Profile

Business Details | Summary | Capabilities | Products/Services | Locations | Contacts | Premium | Tradeshow

Business Details

* Mandatory fields

- ICN Business ID**
Company ABC Pty Ltd
- Trading name or ABN ***
Your business's trading name or ABN
- Other names**
Any other names the business is known by
1928 characters remaining
- ABN**
Australian businesses only

Aboriginal and Torres Strait Islander owned Yes No

BUSINESS DETAILS

1

ICN Business ID

This number is automatically generated when you create your profile.

Tip for Success: Provide this number to our industry consultants when making enquires.

2

Trading Name or ABN ⚠ Note that this is a mandatory field

The name most commonly used for your business.

3

Other Names

Any other names your business might be known by including its official name, previous names or parent company.

4

ABN

Your ABN is automatically inserted.



Business Details
Summary
Capabilities
Products/Services
Locations
Contacts
Premium
Tredshow

Tell us about your company

* Mandatory fields

1 Summary *

This is displayed to the public (if you are a paid subscriber) and should only be one or two concise sentences.

1000 characters remaining

2 Full description *

This is displayed to ICN consultants and prospective clients. It should provide a brief outline of the business and what makes you special in the marketplace.

4000 characters remaining

3 Annual turnover *

(AU/NZ dollars) ?

\$30M

0 \$100B

4 Number of employees ?

<small>Total # (global) *</small>	<small># of AU/NZ Employees</small>	<small># of Australian Indigenous Employees</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small># of Apprentices</small>	<small># of Cadets</small>	<small># of Trainees</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Previous significant clients

Please enter the client business names, one per line

4000 characters remaining

6 Previous significant projects

+ Add a project

SUMMARY

- 1 Summary** ⚠ Note that this is a mandatory field

Your summary appears on your ICN Gateway profile and says exactly what you do. Enter up to 1000 characters outlining the benefits of your products and/or services as well as the strengths and expertise of your business. You may like to include information such as:

 - capabilities/specialties
 - industries you serve
 - major projects and clients
 - awards and achievements

Tip for Success: Keep this short, to the point and stay away from spin.
- 2 Full Description** ⚠ Note that this is a mandatory field

This is detailed information available only to ICN consultants. We may pass your information on to prospective buyers when you lodge an EOI or we nominate your business as suitable for a work package. Expand on any further information not covered in the summary and focus on what sets your business apart from other companies that supply similar products and services.

The objective of your description is to present your business expertise and key capabilities. Keep key descriptions brief by using keywords. Describe products and services as overview statements, you don't need to provide further detail as it is covered in the products/services section of your profile.
- 3 Annual Turnover** ⚠ Note that this is a mandatory field

An approximate dollar figure of your business annual turnover. You may like to mention this in your business overview.

Tip for Success: Use the slider to show a dollar amount.
- 4 Number of Employees**

Use the fields provided to input the number of different staff you employ.
- 5 Previous Significant Clients**

List any significant clients. This information is commercial-in-confidence and used by our consultants when considering your business for projects. List only one per line.
- 6 Previous Significant Projects**

This information is commercial-in-confidence and used by our consultants when considering your business for projects. Where possible, include your achievements examples across a range of services and list any that are unique or innovative.



The screenshot shows the 'Business Profile' page on the ICN Gateway. The page has a navigation bar with 'Dashboard', 'EOIs', 'Business Profile', 'Documents', and 'Account'. Below the navigation bar, there's a 'Business Profile' title and a dropdown menu. The main content area has tabs for 'Business Details', 'Summary', 'Capabilities', 'Products/Services', 'Locations', 'Contacts', 'Premium', and 'Tradeshow'. The 'Capabilities' tab is active, showing a section titled 'What are your businesses capabilities' with instructions to indicate capabilities. There are two main options: 'Search and add capabilities' (step 1) with a search input and button, and 'OR select industry capabilities' (step 2) with a dropdown menu for 'Industry' and a 'Capabilities (select at least 1)' list. The list includes various industries with counts in parentheses, such as 'Automotive (10)', 'Clean Energy (140)', 'Construction & Engineering (1)', 'Defence (0)', 'Health (0)', 'IT & Communications (0)', 'Land & Agriculture (0)', 'Manufacturing (0)', 'Mining (0)', 'Oil, Gas & Energy (5)', 'Professional Services', 'Rail (5)', 'Retail, Trade and Other Services (3)', 'Steel (0)', 'Transport', and 'Water (0)'. At the bottom, there are 'Cancel Changes' and 'Save Changes' buttons.

CAPABILITIES

1 Search and Add Capabilities

You can search for capabilities to help find the areas relevant to your business. You must choose at least one industry. Once found, click Add.

2 Select Industry Capabilities

Use the drop down arrow to bring up the available 1st level capabilities for selection. If your company can provide capability across all sub-capabilities you can select at this higher level otherwise you will need to drill down to the lower level to find more specific capability options that your company may be able to provide.

Tip for Success: This information gives ICN consultants, prospective buyers and government agencies an insight into your capability to undertake potential work package opportunities



Business Details | Summary | Capabilities | **Products/Services** | Locations | Contacts | Premium | Tradeshow

1 Products, services and facilities

* Mandatory fields

Retailer Yes No

Service provider Yes No

Wholesaler Yes No

Manufacturer *outside* Australia or New Zealand Yes No

Manufacturer *inside* Australia or New Zealand Yes No

Exporter ? Yes No

Importer ? Yes No

2 Products & Services * ?

List one per line

10000 characters remaining

3 Facilities & Equipment * ?

List one per line

10000 characters remaining

4 We are interested in joint ventures and/or collaborations Yes No

PRODUCTS / SERVICES

1 Products, Services and Facilities ⚠️ Note that this is a mandatory field
Check the radio buttons to indicate these fields.

2 Products & Services ⚠️ Note that this is a mandatory field
List your products and/or services. Do not duplicate what you have in the description field. Use lists to present the information on products and services. List any unique aspects of your business.

Tip for Success: Draw attention to your business by including technical language, terminology, brand names of products that you carry and keywords that may be associated with your industry. Limited to 10,000 characters.

3 Facilities & Equipment ⚠️ Note that this is a mandatory field
If you have any specialised equipment that may be important to specialised buyers, you should list this here.

Tip for Success: Use lists to present the information.

4 We are interested in joint ventures and/or collaborations
Use the radio buttons to show if you are interested in working with other companies on joint ventures or collaborations. This information is commercial-in-confidence and used by our consultants when considering your business for projects.



Business Profile

Business Details | Summary | Capabilities | Products/Services | **Locations** | Contacts | Premium | Tradeshow

1 Business Locations

This table shows your existing locations. Here you can:

- change your location information
- create new locations
- delete locations

PLEASE NOTE: If your business has moved to a new location, please create a new location and remove the old location.

2 + Add location

Address	Options
Head Office (Primary) Unit 41, 47 Thomsons Road, Keilor Park, VIC AU 3042	
Western Australia Regional Office 10 Stanford Way, Malaga, WA AU 6090	
Office 41 Thomsons Road, Keilor Park, VIC AU 3042	
NSW State Office Lvl 14, 309 Kent St, SYDNEY, NSW AU 2000	
Queensland Office Unit 2, 67 Astor Terrace, SPRING HILL, QLD AU 4000	
Offices in all other States & Territories Unit 41, 47 Thomsons Road, Keilor Park, VIC AU 3042	

LOCATIONS

1 Business Locations

Using the drop down menu select which location you would like to view/edit or select Add location. If you select a location already listed, it will show you the details for that location and you can edit and save the updated information.

2 Add Location

If you select 'Add location' you need to complete all of the following fields and click 'Save location'. Once you have done this you can add any other locations.

It's important that you enter all your business addresses, as these link to your contacts, products you manufacture and expressions of interest submissions within your profile.

Tip for Success: You must select one location as your primary location.



1 Business Contacts

This table outlines your existing contacts. Here you can:

- modify contact information
- create new contacts
- delete contacts

2 + Add contact

Name	Options
Christopher Elliott (Primary) christopher.elliott338361@dev.icn.org.au	🔍 🟢
Adrian Bjorlo adrian.bjorlo338966@dev.icn.org.au	🔍 🟡 ✖
Karl Leitner karl.leitner337945@dev.icn.org.au	🔍 🟡 ✖
Luke Starecki luke.starecki318931@dev.icn.org.au	🔍 🟡 ✖
ICN Helpdesk helpdesk@dev.icn.org.au	🔍 🟡 ✖

CONTACTS

- 1 Business Contacts**
- Using the drop down menu select which contact you would like to view or select Add contact. If you select a contact already listed it will show you the details for that contact. You must also select one of these contacts as your primary contact.

- 2 Add Contact**
- If you select 'Add contact' you need to complete all of the following fields and click 'Save contact'. Once you have done this you can add any other contacts.

Tip for Success: You can only nominate one primary contact. This helps our consultants contact the correct person in your business.



ACCREDITATIONS

1 Accreditations, certifications and history

Use the radio buttons to indicate if you are a Government Supplier, a not for profit and if you have a PQC rating. Note: A PQC rating is only applicable for Qld businesses.

2 ANZSIC Codes

Use the drop down menu to search for the codes that apply to your business.

Tip for Success: If you already know the code number or name you can type the information in and the code will come to the top.

3 Accreditations

Using the drop down menu select the accreditations that are related to your business. Eg: quality, safety, environment.

Tip for Success: Our clients often ask if the suppliers are either qualified (or qualify-ready) in a range of accreditations and certifications. Leaving this blank could mean you're automatically excluded from a supplier shortlist.

Tip for Success: Make sure you keep this information up-to-date as many of the projects listed on the Gateway require you to be qualified for a range of industry related accreditations.

4 NT CAL Accredited

NT Contractor Accreditation Ltd (CAL) is a non-profit company to manage a scheme of self-regulation for the building and construction industry. If you are accredited with CAL you should show this here as the Northern Territory government requires CAL accreditation as a prequalification for most contractors, sub-contractors and project managers seeking work above the value of \$30,000 (\$10,000 for remote community projects).

5 Remote Locations

List any remote locations.

6 Associations

List any significant associations. This information is commercial-in-confidence and used by our consultants when considering your company for projects.

7 Existing pre-qualifications

This information is commercial-in-confidence and used by our consultants when considering your company for projects.

Accreditations
Certifications
Insurances
Licences
Capability Statement
Promotional Material

1 Accreditations, certifications and history

Government supplier: Yes No

Non-profit organisation: Yes No

PQC rating: Yes No

2 ANZSIC Codes

ANZSIC Codes (select multiple)

3 Accreditations

Accreditations (select multiple)

Accreditation not listed? Please give us feedback [here](#).

4 NT CAL accredited

NT CAL accredited: Yes No

Works in remote locations: Yes No

5 Remote locations

List one per line

2000 characters remaining

6 Associations

List one per line

3000 characters remaining

7 Existing pre-qualifications

List one per line

4000 characters remaining



Documents

- Accreditations
- Certifications**
- Insurances
- Licences
- Capability Statement
- Promotional Material

1 Industry compliance

Enter details of any industry standards to which your business complies and any industry certifications that your business has achieved.

Compliance or industry certification not listed? Please give us feedback [here](#).

* Mandatory fields

Compliance standard,
Certification or Membership *

Standard number (eg. 9001, IEC62 01 Ed. 14:0)

Certification date

Expiry date

If applicable

Last audit date

Next audit date

Leave blank if your business complies with this standard but has not achieved certification.

Upload document

You may upload 1 file only

No file selected

File types: pdf

Maximum File size: 16.0 MB

Current business standards list

Options

Status

There are no standards recorded for your company.

CERTIFICATIONS

1 Industry compliance

Enter any industry standard to which your business complies and any industry certifications that your business has achieved.

You must list the:

- designator code (if the code which is appropriate to your business does not appear, please contact us)
- certificate date
- expiry date
- last audit date; and
- next audit date.

2 Upload Document

Here you can upload the compliance document that relates to your designator code. Click the upload file button to load your compliance document.



Documents

Accreditations
Certifications
Insurances
Licences
Capability Statement
Promotional Material

1 Insurances

Enter details of any insurance policies your business holds.

* Mandatory fields

Insurance type *

Insurer *

Policy number *

Expiry date *

Cover limit * 0 No limit

Upload insurance

You may upload 1 file only

File types: pdf

Maximum File size: 16.0 MB in size.

2

No file selected

Current Business Insurance Policies List	Options	Status
There are no insurances for your company.		

INSURANCES

1 Insurances

Enter details of any insurances your business holds.

You must list the:

- insurance type
- insurer
- policy number and;
- expiry date.

Tip for Success: Use the slider to show a dollar amount of your cover.

2 Upload Insurance

Here you can upload the insurance document that relates to your business. Click the upload button to load your insurance document.

Documents

Accreditations Certifications Insurances **Licences** Capability Statement Promotional Material

1 Licences

Enter details of any licences your business holds.

Licence not listed? Please give us feedback [here](#).

* Mandatory fields

Licence title *

Licence title (eg. Fireworks display permit)

Licence issuer *

Licence class *

Licence number *

Issue date *

Expiry date *

Upload licence

Choose files here

Upload

2

You may upload 1 file only

No file selected

File types: pdf

Maximum File size: 16.0 MB

Reset Form

Save Changes

Current Business Licences List

Options

Status

There are no licences for your company.

LICENCES

1 Licences

Enter details of any licences your business holds.

You must list the:

- licence title (if the licence which is appropriate to your business does not appear, please contact us)
- licence issuer
- licence class
- licence number
- issue date; and
- expiry date.

2 Upload Licence

Here you can upload the licence document that relates to your business. Click the upload file button to load your insurance document.

NOTIFICATION PREFERENCES

1 Select Contact
Select the contact who you want to receive notifications from the dropdown menu.

2 Email Notifications
Stay updated with news and events by choosing the type of information you want to receive here. Use the tick boxes to show which ICN publications you would like to receive.

[Continue →](#)

Major projects

3

Notifications

Please select your preferences for email delivery.

- Closing work packages (Premium subscribers only)
- New major project work packages

Select regions

Choose the region(s) you wish to receive notifications for.

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

Select sectors and capabilities

Select appropriate capabilities within each industry sector you wish to receive notifications for.

Set to Business Capabilities

Search and add capabilities

OR Select industry capabilities

Industry Capabilities (select at least 1)

Regional opportunities

4

Notifications

Please select your preferences for email delivery.

- New regional opportunities

Select regions

Choose the Country and Local Government Authorities you wish to receive notifications for.

Select industry capabilities

Country Local Government Authority (select at least 1)

Select industry types

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

- 0 selected
- * 02 - ACCOMMODATION AND FOOD SERVICES
- * 04 - ADMINISTRATIVE AND SUPPORT SERVICES
- * 06 - AGRICULTURE, FORESTRY AND FISHING
- * 08 - COMMUNITY

Save Notifications

NOTIFICATION PREFERENCES (CONT.)

3

Major Projects

Getting the work packages you are interested in is easy - simply select the regions and sectors that you are interested in. All new work packages and job opportunities listed on ICN Gateway are compiled each night and if there are work packages listed that meet your criteria we will send you an email in the morning.

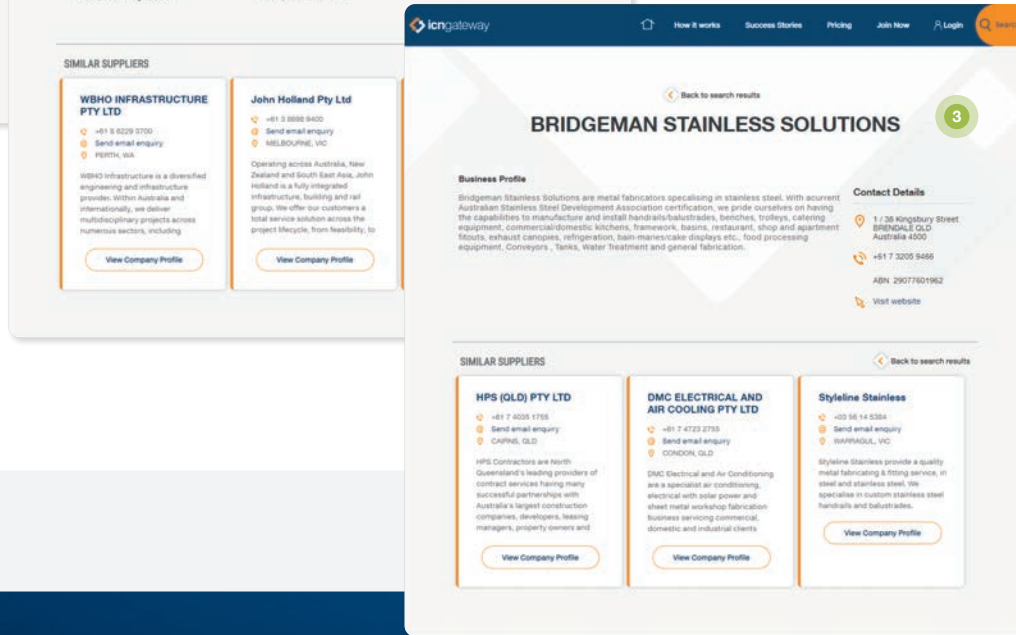
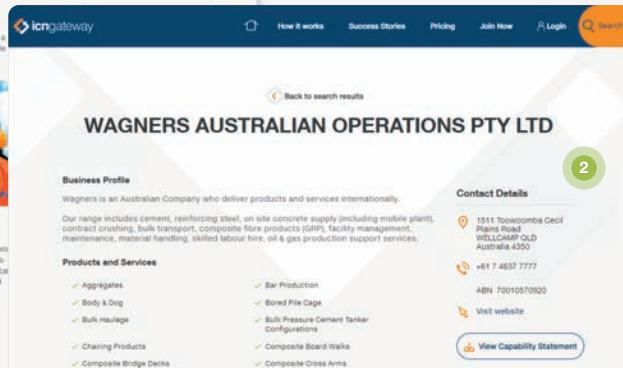
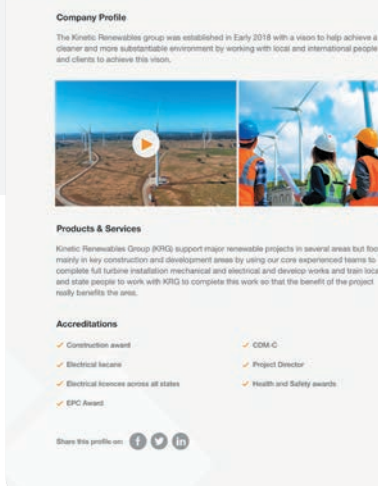
4

Regional Opportunities

Stay updated with news and events by choosing the type of information you want to receive here. Use the tick boxes to show which ICN publications you would like to receive.



Great work!
Your profile is 100% complete



YOUR COMPLETED PROFILE

The information shown on your public profile will differ depending on which subscription level you have.

- 1
Premium Profile
 Premium subscribers have an exclusive landing page that showcases your brand, products/services and key strengths. All content on this page is fully customisable, and features your company logo and images and includes a custom URL.
- 2
Be Compelling Profile
 Be Compelling subscribers have a profile page which provides an overview and your products and services. The information shown on this page is taken from your ICN Gateway profile.
- 3
Be Seen Profile
 Be Seen subscriber have a profile page providing an overview of your business. The information shown on this page is taken from your ICN Gateway profile.

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