


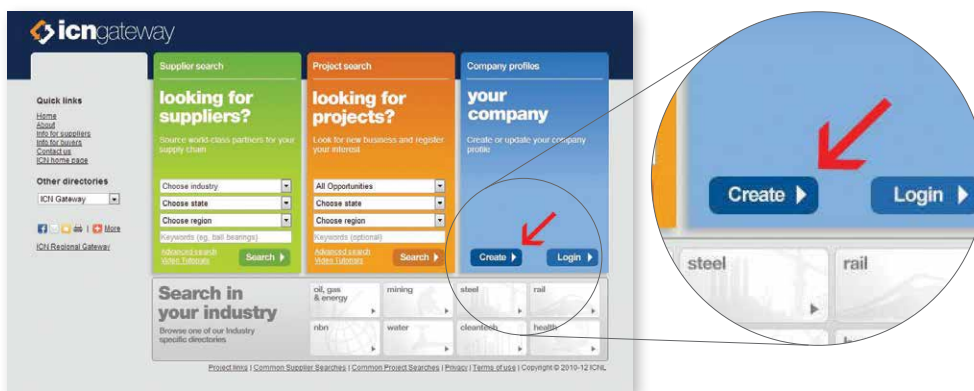
ICN Gateway



How to register my company

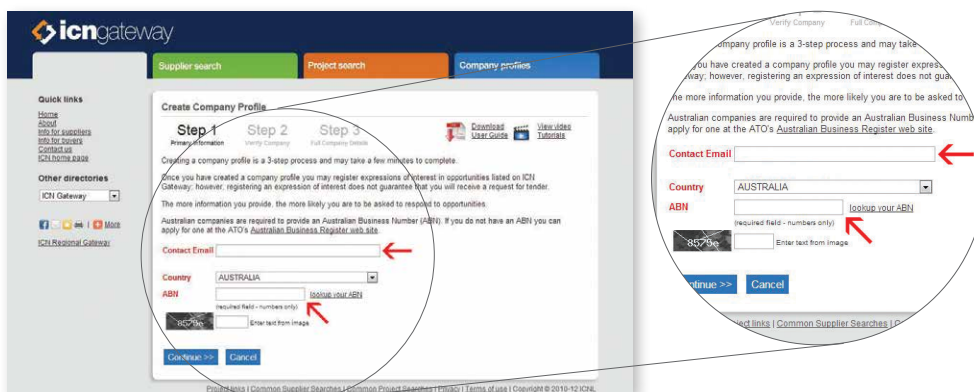
Registering your company capability on ICN Gateway will develop a company profile which will allow buyers and suppliers to search for your services. ICN may also nominate your company by providing your company profile to buyers. However, please note that registration does not guarantee that you will receive an opportunity or tender.

Registering your company will take approximately 30 minutes. Once completed, your profile will be verified by ICN before it appears on ICN Gateway. This process will take approximately 2 working days. Once verified, you may register for project opportunities on ICN Gateway. Refer to **“ICN Gateway – How to register for project opportunities” information sheet.**

1. To begin your registration, go to www.icngateway.com.au
2. Under Company profiles, click on 



3. Nominate a contact email address which will become your unique  ID.
4. Enter your valid ABN company number, ICN Gateway will automatically do a search for duplicates on the system. If your company is already registered, click on **Open this** for your company and follow the instructions. If there are no matches, then click 



5. Enter your company details. All **red coloured** fields are mandatory.

icngateway

Supplier search Project search Company profiles

Quick links
Home
About
Info for suppliers
Info for buyers
Contact us
ICN Home page

Other directories
ICN Gateway

ICN Regional Gateway

Create Company Profile

Step 1 Step 2 Step 3
Primary Information Verify Company Full Company Details

IMPORTANT! Only fields with red text are mandatory, however, the more information you provide, the more likely you are to be asked to respond to opportunities.
All new companies are verified by an ICN Consultant.

Company Details

Company name
The supplier's most commonly used name.

Other names
Any other names the company is known by.

Your title
Mr, Mrs, Dr, etc.

Your name
First Name Surname

Your phone
country area number
Numbers only.

Position in company

Password
At least six characters

Re-enter password

Company phone
country area number
Numbers only.

6. Your **Company Summary** will appear on ICN Gateway in the public supplier search. This is the most important statement of your company profile. Ensure it is to the point and presents your capability. For more information on presenting a comprehensive summary, refer to **“ICN Gateway – Tips for improving my company profile” information sheet**.
7. Enter all relevant information about your products and services in the **Description** field. Doing so will ensure that when a keyword search is undertaken, the system will match against your details in the description field.
8. The **Capabilities, Products and Services** section is a multi-step process with free-text fields. Tick or complete any of the relevant qualifiers that apply to your company.
9. **Email notifications** consist of two parts. This allows you to decide how you would like to receive email notifications from ICN about new business opportunities. These preferences are optional.
10. Statistics although not compulsory, is an important field as most project proponents request the following information from companies: **Annual turnover, QA accreditations (if any), year incorporated, list of major clients and major projects**.
11. **Saving the details.** Click the **Continue >>** button to save your profile. Your details will appear on the ICN Gateway supplier listing **only after it has been verified by ICN**.