



INSIGHTS



User Guide:

How To Search For Pre-Procurement Opportunities in Insights

A step by step guide to help you view upcoming procurement events before they reach the tender stage



<https://insights.oxygen-finance.com/login>



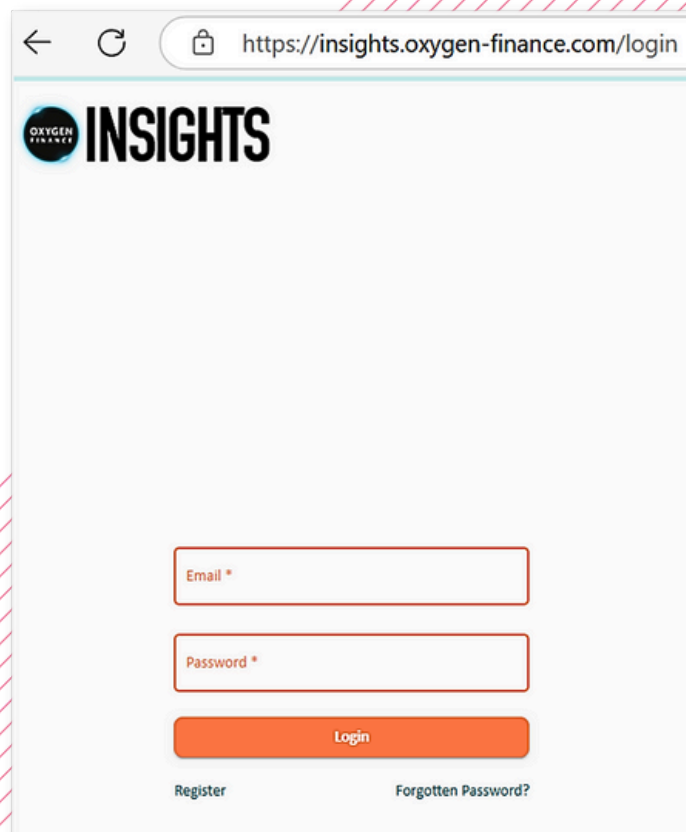
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How to Search for Pre-Procurement Opportunities in Insights

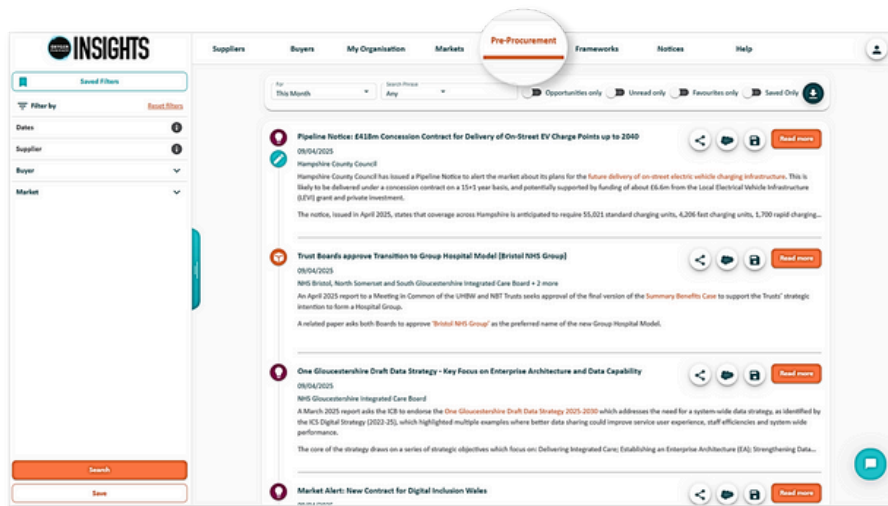
Step 1: Log in with your credentials

First things first, use your login details to sign in to your account. This ensures you can access all the amazing features we have for you.

A screenshot of a web browser showing the login page for "INSIGHTS" by Oxygen Finance. The browser's address bar shows the URL "https://insights.oxygen-finance.com/login". The page has a light gray background. At the top left is the "OXYGEN FINANCE" logo and the word "INSIGHTS" in large, bold, black letters. Below this, there are two input fields: "Email *" and "Password *", both with red borders. Below the password field is an orange "Login" button. At the bottom left is a "Register" link, and at the bottom right is a "Forgotten Password?" link. The entire screenshot is overlaid on a decorative background of red diagonal lines forming a circular shape.

Step 2: Look for the Pre-Procurement tab

Once logged in successfully, look for the **Pre-Procurement** tab at the top of the page in the navigation menu.



Step 3: Apply filters to narrow down your search

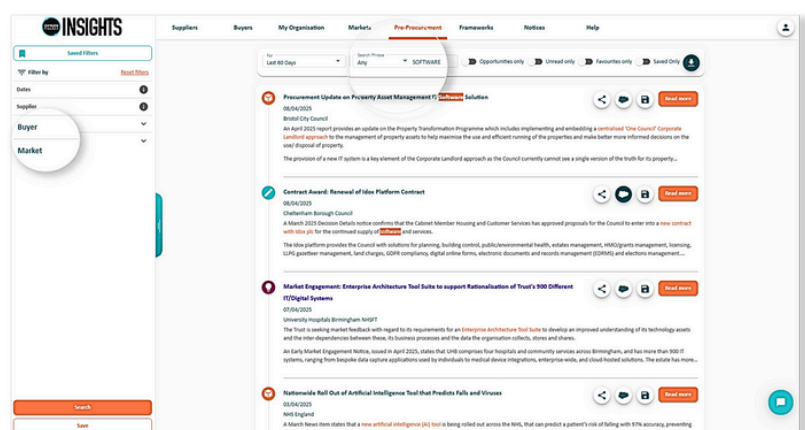
Now, you'll see a list of filters available on the left-hand side of the page, each allowing you to refine your search with various options.

The first filter allows you to filter by **Buyer Level** - either by a specific **Buyer Name** or a broader selection by **Groups** (e.g., Local Government, NHS, Central Government) or **Regions**.

You can also apply filters for your desired **Market** and **Category**. Alternatively, you can use the **Search Phrase** bar on the main page to search directly for an opportunity using a keyword of your choice, such as "Software".

Buyers: Filter by buying authorities requesting the service.

Markets & Categories: Select a specific market/markets and category/categories to narrow your results.



For: Last 60 Days Search Phrase: Any Opportunities only Unread only Favourites only Saved Only

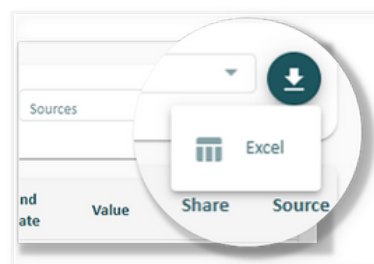
Date: Sort by opportunities listed this week, this month, last 30 days, last 60 days, last 90 days or since you last logged in.

Keywords: Search for specific opportunities based on your keyword of interest (or a complete phrase such as 'cyber security').

Preferences: You could also choose to see only opportunities, unread articles, your favourites or your saved opportunities.

Pro Tip:

You can also export the data based on your search results. Click on the **Export** button to download the data in your preferred format (Excel)



Once the filters are applied, the results will display various symbols representing the following:



Bulb = Opportunity



Pen = Contract Awarded



Box = Landscape information

Step 4: Review the data

Once you find an opportunity that interests you, click on the title or **read more** to view full details.

Procurement: CRM System
27/03/2025
Wealden District Council
A Cabinet Report lists a Customer Relationship Management (CRM) system in their procurement programme for 2025/26 (page 7).
The contract, which is valued at £250k, will last for four years, with the option to extend for a further year.

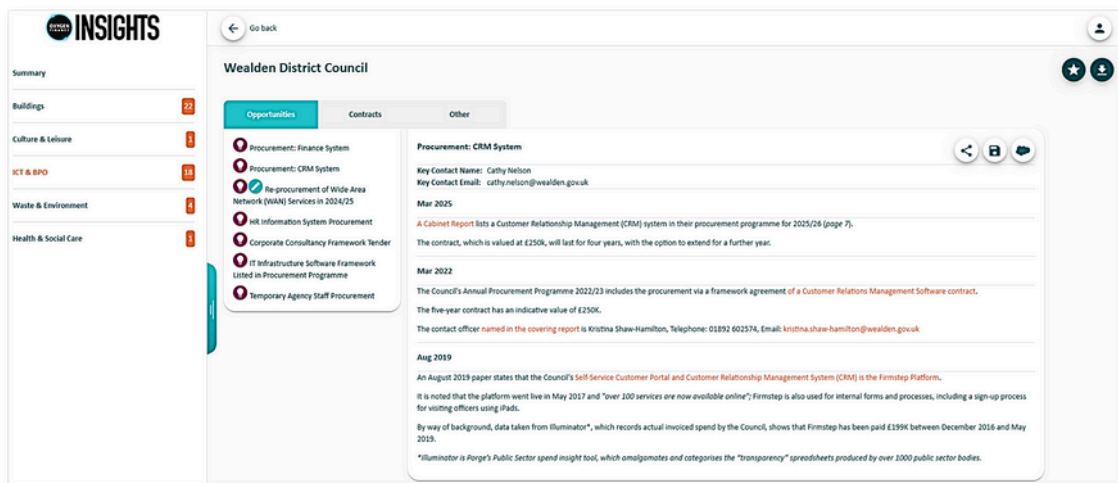
Read more



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You'll then find more info on the opportunity page, such as the full description provided by the buying authority, any relevant **contact details** linked to this opportunity, the opportunity's **timeline** and for the words highlighted in **orange**, once you click on them, you'll be able to see the source of the data.

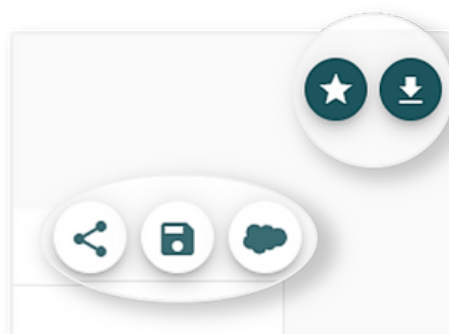


As you look at the top of the page, you'll be able to see other **opportunities**, **contracts** and **landscape information** published by the buying authority which you can navigate through.

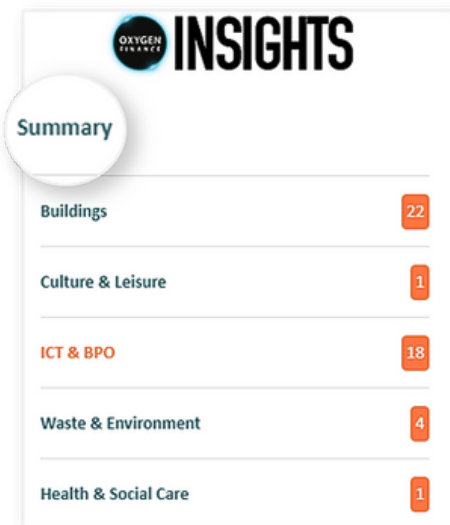


Pro Tip:

You can always save this buying authority as your favourite or export the data. Click on the **Export** button to download the data in your preferred format (PDF)



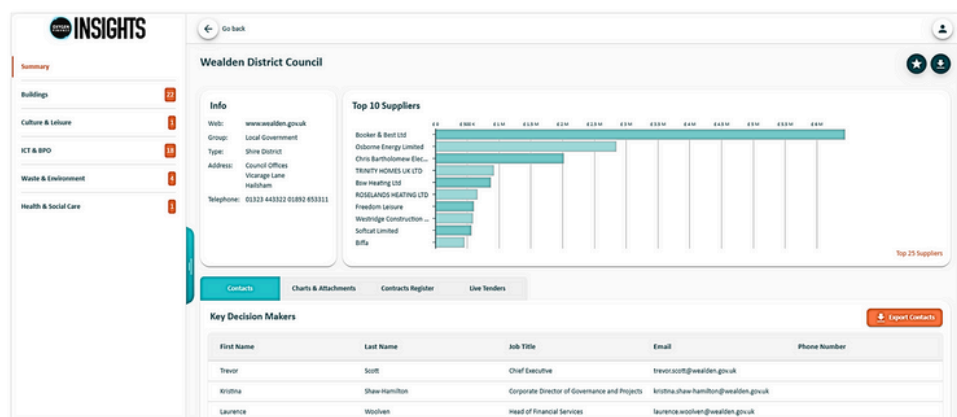
Unless, you would like to simply share the opportunity, save it or actually add it on your CRM system (for more details about the **Webhook** feature please contact your designated CSM).



All the results above will be linked to the market of interest and will be highlighted on the left hand side of the page (e.g.: ICT & BPO).

You also have the ability to navigate other markets if they are applicable to your services.

Pro Tip: To find more information about the buying authority, you can simply click on the **Summary** tab and you will be redirected to a page similar to the one below.



Info: Key details about the respective buying authority.

Top 10 suppliers: A list of suppliers currently in partnership with the buying authority, providing insight into their existing partnerships.

Key decision makers: If interested in collaborating with the buying authority, you'll be able to find the Name, Job Title, E-mail address and Telephone number for the best person to get in touch with.

Tip: You can also export the data for future use.

Charts & attachments: Any corporate documents shared by the buying authority, such as structure chart & future plans.

Contracts Register & Live Tenders: A shortcut to the list of contracts and tenders relevant to the buying authority which you can always check in our **Notices** feature.



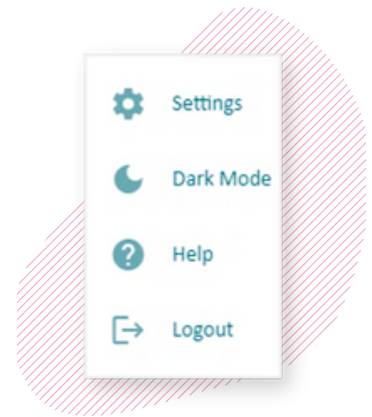
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Step 5: Stay updated with notifications

To receive real-time updates about upcoming opportunities that match your preferences, go to the **Profile icon > Settings > Pre-Procurement Alert Profile** and set up your preferences using a wide range of filters.

Need a step-by-step guide? Check out our **Email Alert guide** 





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