

A QUICK GUIDE TO

Creating a capability statement on ICN Gateway

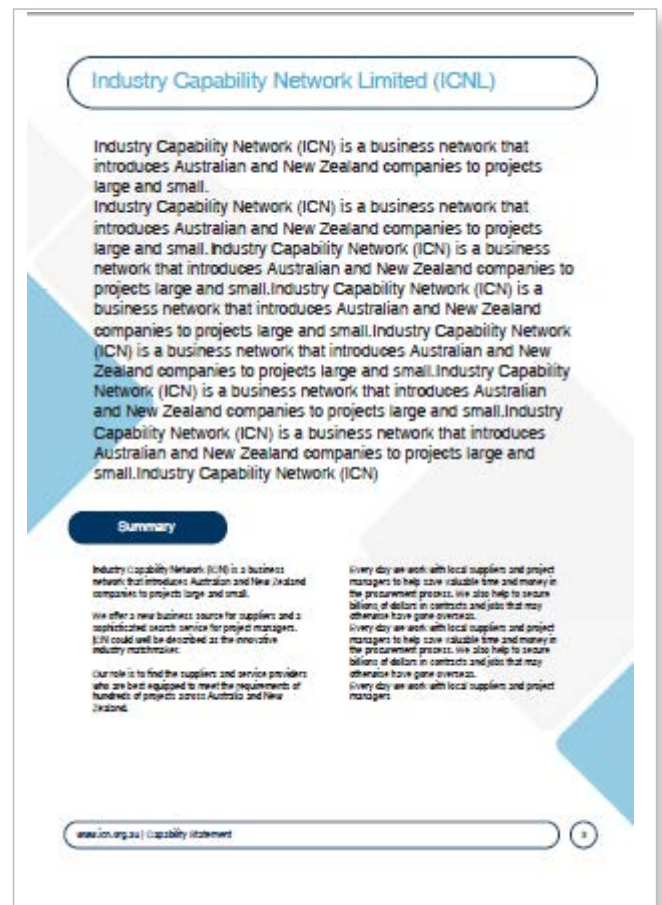
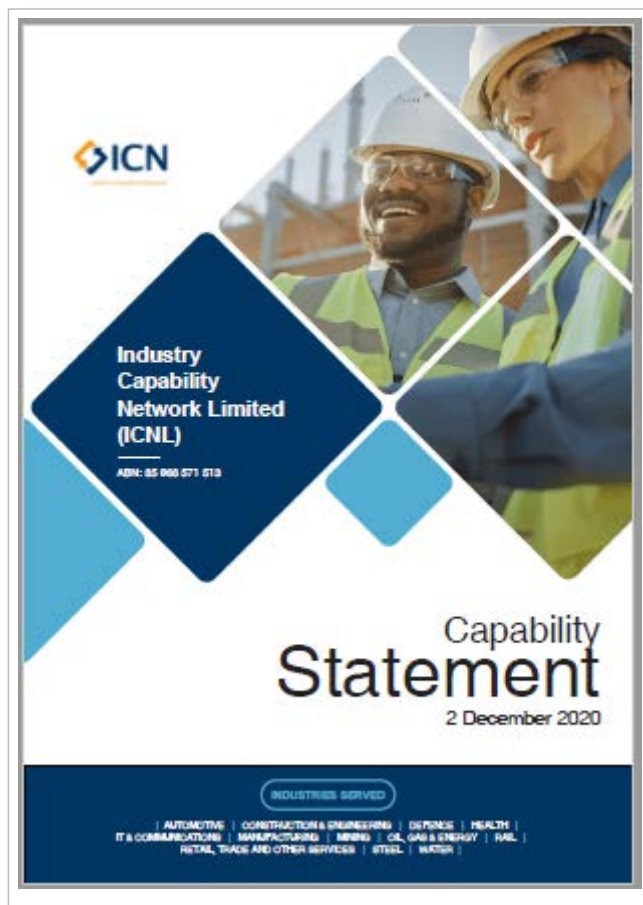
It's simple for ICN Gateway subscribers to develop a capability statement using our online system. Follow the steps below to develop your own professionally-designed capability statement in a few simple steps.

Introduction

Your ICN Gateway capability statement is a professionally-designed document which is automatically generated from the data in your ICN Gateway company profile.

You can configure the information that will appear in your document, save and download a PDF of it, as well as link it to your company profile for visitors to ICN Gateway to access.

Sample pages



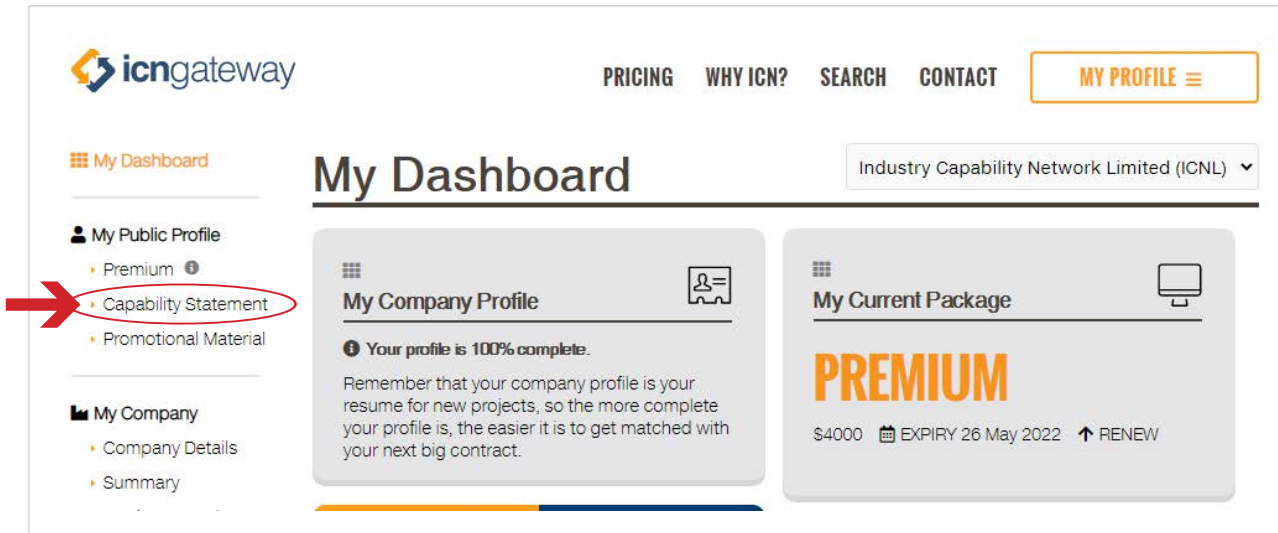
Step 1: Login

Login to ICN Gateway

If you have forgotten your password, select 'forgot password'.

Step 2: Create your Capability Statement

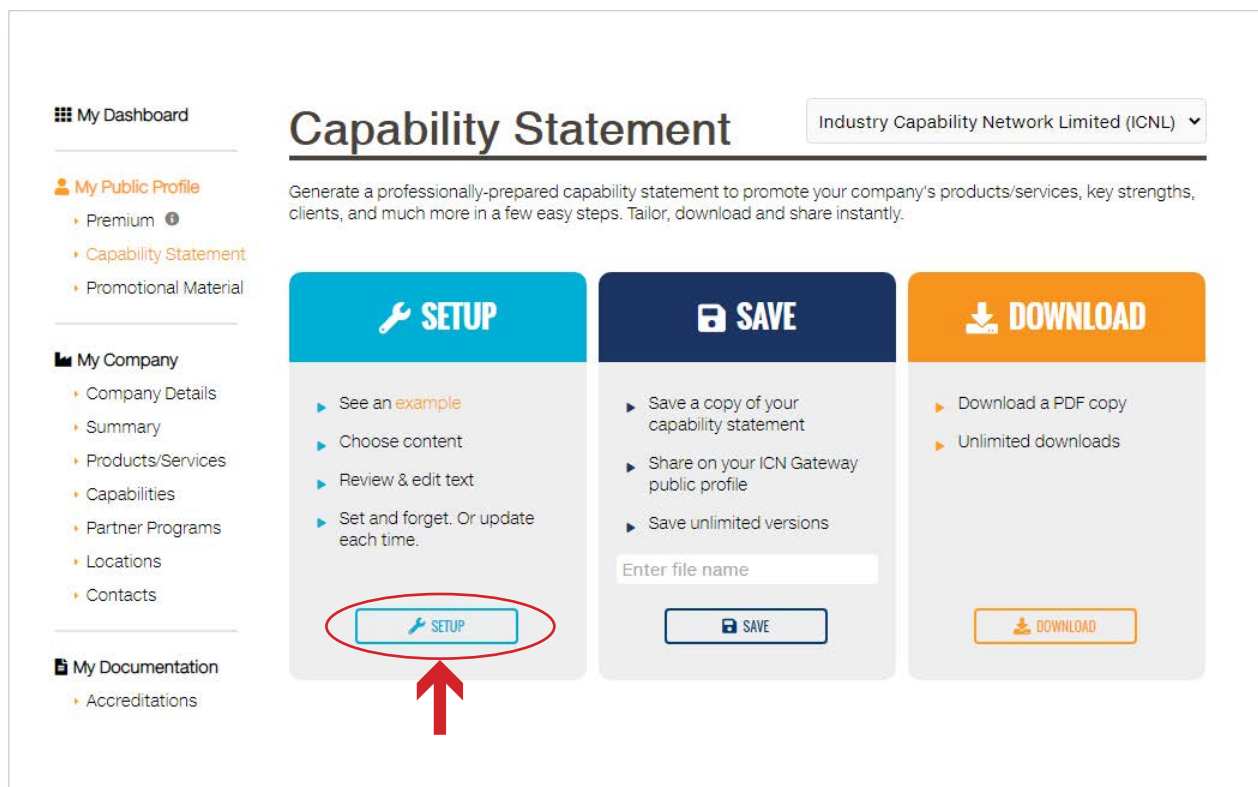
Select 'Capability Statement' from the left hand menu of My Dashboard



The screenshot shows the 'My Dashboard' page of the ICN Gateway. The top navigation bar includes links for PRICING, WHY ICN?, SEARCH, CONTACT, and a MY PROFILE button. The left-hand menu is expanded, showing options under 'My Public Profile' (Premium, Capability Statement, Promotional Material) and 'My Company' (Company Details, Summary). The 'Capability Statement' option is highlighted with a red circle and a red arrow. The main content area displays 'My Company Profile' with a note that the profile is 100% complete, and 'My Current Package' which is 'PREMIUM' for \$4000, expiring on 26 May 2022, with a RENEW button.

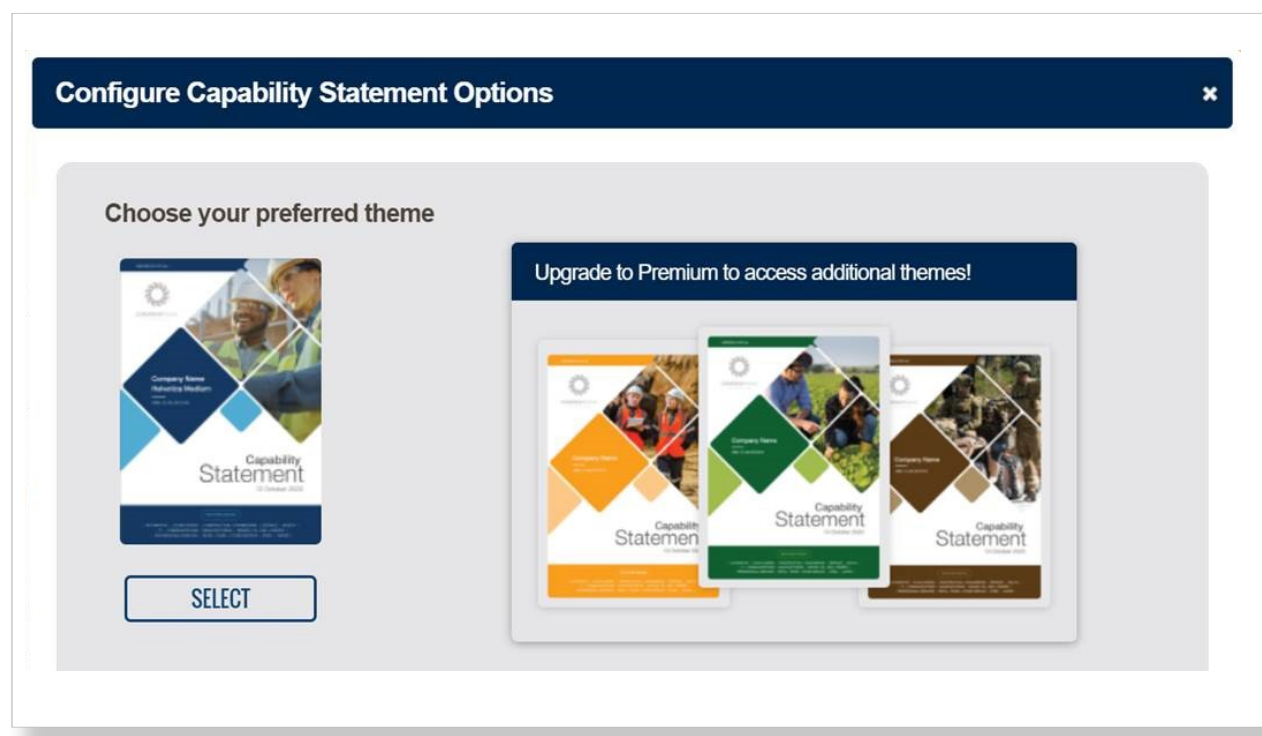
Step 3: Setup

Select 'Setup' to begin configuring your document



The screenshot shows the 'Capability Statement' page. The left-hand menu is expanded, with 'Capability Statement' highlighted. The main content area features a heading 'Capability Statement' and a description: 'Generate a professionally-prepared capability statement to promote your company's products/services, key strengths, clients, and much more in a few easy steps. Tailor, download and share instantly.' Below this are three columns: 'SETUP' (blue header), 'SAVE' (dark blue header), and 'DOWNLOAD' (orange header). The 'SETUP' column contains a list of steps: 'See an example', 'Choose content', 'Review & edit text', and 'Set and forget. Or update each time.' The 'SETUP' button at the bottom of this column is highlighted with a red circle and a red arrow. The 'SAVE' column includes a 'Save a copy of your capability statement' step and a 'SAVE' button. The 'DOWNLOAD' column includes a 'Download a PDF copy' step and a 'DOWNLOAD' button.

Step 4: Configure your Capability Statement options



In this section you will be able to:

- Select your preferred theme (Premium subscribers only)
- Review the content that has been automatically generated from your ICN Gateway profile
- Edit the material to suit your tender
- Select optional content you would like to include.

Contacts and Location

This information will appear on page 2 of your capability statement:

- Contacts – you can include up to two contacts
- Locations – feature one or all your locations.

Intro, Summary and Description

An introductory sentence, summary and description of your company will appear on page 3 of the capability statement. These details are generated from the 'Summary' section under 'My Company' in the left hand menu of My Dashboard. You can edit the details if necessary.

Step 4: continued

Sample pages

Flags

Flags are optional information which will appear on page 2 of your capability statement (see right). You can choose which of these you would like to include.

Flag options are:

- Employees
- Locations
- Local Manufacturer
- Foreign Manufacturer
- Importer
- Exporter
- NT CAL Accredited
- Works in Remote Locations
- Australian Indigenous Owned



Company Details	
Address: 37 Gellie Court, Deakin ACT, 2600 Australia	
Ph: +61 2 6285 2038	Local Manufacturer: Yes
Fax: +61 2 6285 2842	Foreign Manufacturer: Yes
Email: info@icn.org.au	Importer: Yes
Web: www.icn.org.au	Exporter: Yes
ICN Gateway Company ID: 35912	NT CAL Accredited: No
Employees: 8	Works in Remote Locations: No
ABN: 85 068 571 513	Australian Indigenous Owned: Yes
Locations: 2	

Contacts	
Jon Helpdesk Ph: +61 2 6285 2030 Email: helpdesk@serv.icn.org.au	Mrs Jan Maxwell Ph: +61 2 6285 2030 Email: jmaxwell@serv.icn.org.au

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Sections

Sections are optional information which will appear on page 6 and 7 of your statement (see right). You can choose which of these you would like to include.

Section options include:

- Associations
- Industries Served (this information will also appear on the front page of the statement)
- Previous Clients
- Products & Services
- Facilities
- Accreditations
- Previous Projects

These details are automatically generated from data in your company profile. If you need to make updates to these sections, you will need to update the details in your company profile.

Be aware that any changes you make to your profile will be published on ICN Gateway if you save them.



Industry Capability Network Limited (ICNL)

Industries Served	Products & Services
<ul style="list-style-type: none">Automotive Construction & Engineering Defence Health IT & Communications Manufacturing Mining Oil, Gas & Energy Retail Trade and Other Services Water Waste	<ul style="list-style-type: none">ICN Gateway with different subcategory levelsExtensive network of business development consultantsBidder selection and project followOver 10,000 supplier searches per monthConsultants who actively work with both project owners and suppliers to build the right procurement partnership.

Major Clients	Facilities & Equipment
<ul style="list-style-type: none">TelstraVector	<ul style="list-style-type: none">ICN Gateway

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Sample pages

Step 5

Once you are happy with the statement details select 'Save options'

From here you can either download your capability statement or save a version.

If you want to save, enter a filename for your document and select 'Save'. Your previously saved documents will appear in the 'Saved and Published' documents table for you to access later (see below).

Step 6

Publish your capability statement to your ICN Gateway company profile

To help you promote your organisation, you can 'Share' one of your capability statements on your ICN Gateway company profile. This means those viewing your company profile can download and view your statement at any time.

Capability Statement

INDUSTRY CAPABILITY NETWORK LIMITED

Generate a professionally-prepared capability statement to promote your company's products/services, key strengths, clients, and much more in a few easy steps. Tailor, download and share instantly.

SETUP

- ▶ See an [example](#)
- ▶ Choose content
- ▶ Review & edit text
- ▶ Set and forget. Or update each time.

SETUP

SAVE

- ▶ Save a copy of your capability statement
- ▶ Share on your ICN Gateway public profile
- ▶ Save unlimited versions

SAVE

DOWNLOAD

- ▶ Download a PDF copy
- ▶ Unlimited downloads

DOWNLOAD

Saved and published

To publish a capability statement on your ICN Gateway public profile, click the share (🔗) icon. Once shared, it will show as . To stop publishing a capability statement, click the shared (🔒) icon.

FILENAME	CREATED BY	DATE CREATED	OPTIONS
Rail directory.pdf	ICN Helpdesk	21 Jun 16	

FAQs

Can I change the look of the statement?

The design of the statement is static and has been developed to give your organisation a professional look.

How do I get my logo on the statement?

This is a Premium member feature only. If you are a Premium member, be sure to upload your logo in the Premium area on the left hand side of 'My Dashboard'.

You can upgrade to Premium at any time. Select 'My Subscriptions' under 'My Account' in the left hand menu.

Can I just edit the sections in my ICN Gateway profile and save?

Yes, you can go into the company profile sections. We recommend you do this regularly to make sure the information is up-to-date. However, be aware that if you are changing sections for your capability statement any updates will override previous data on your profile.

Can I edit a saved document?

No, you are unable to edit a saved document and will need to start a new statement.