

A QUICK GUIDE TO

Creating a capability statement on ICN Gateway

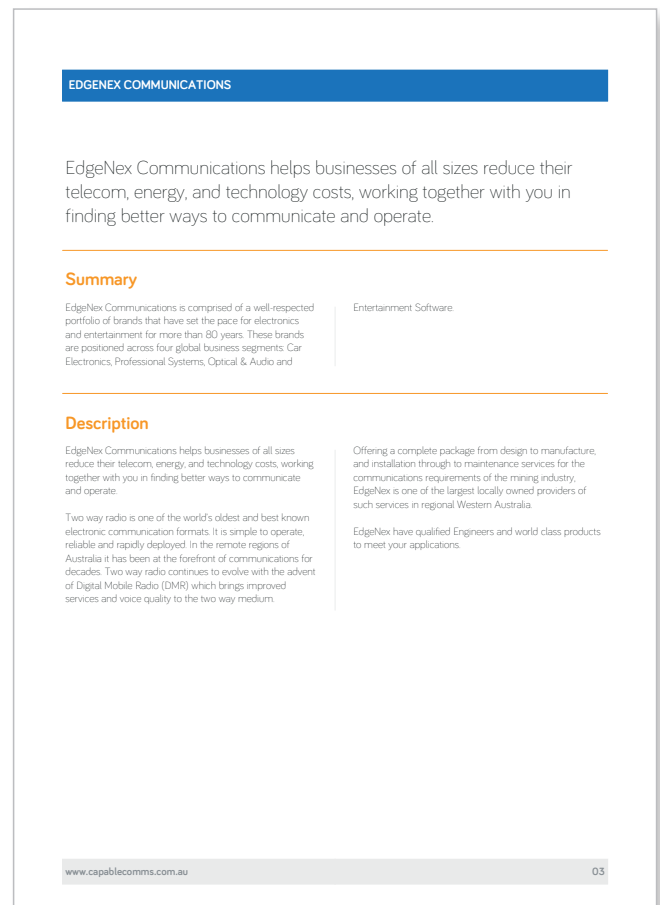
It's simple for ICN Gateway members to develop a capability statement using our online system. Follow the steps below to develop your own professionally-designed capability statement in a few simple steps.

Introduction

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

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

Sample pages



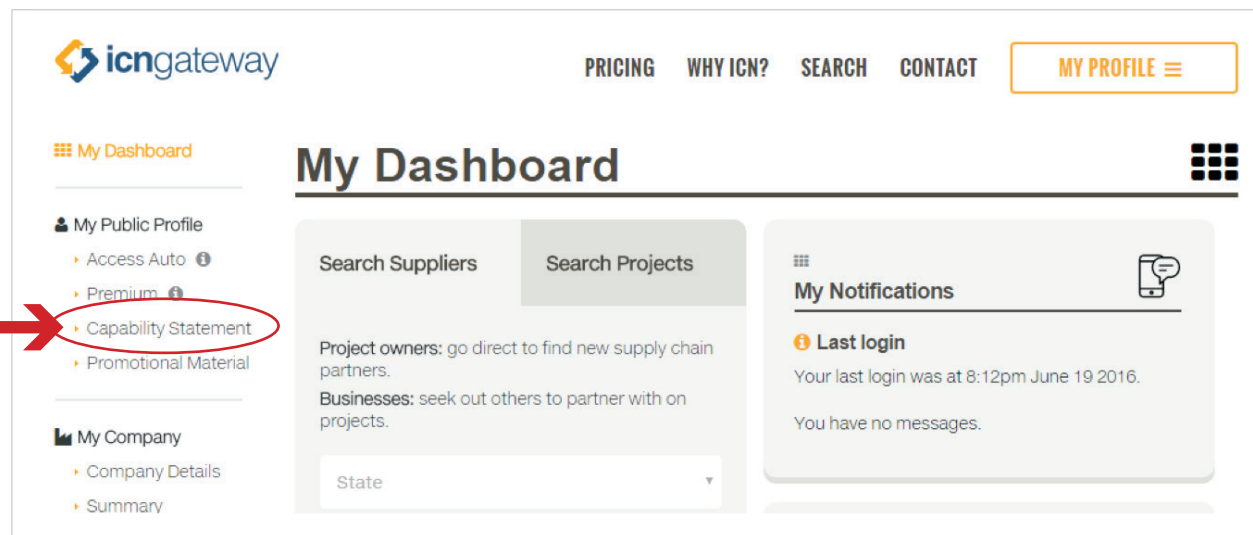
Step 1: Login

Login to ICN Gateway

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

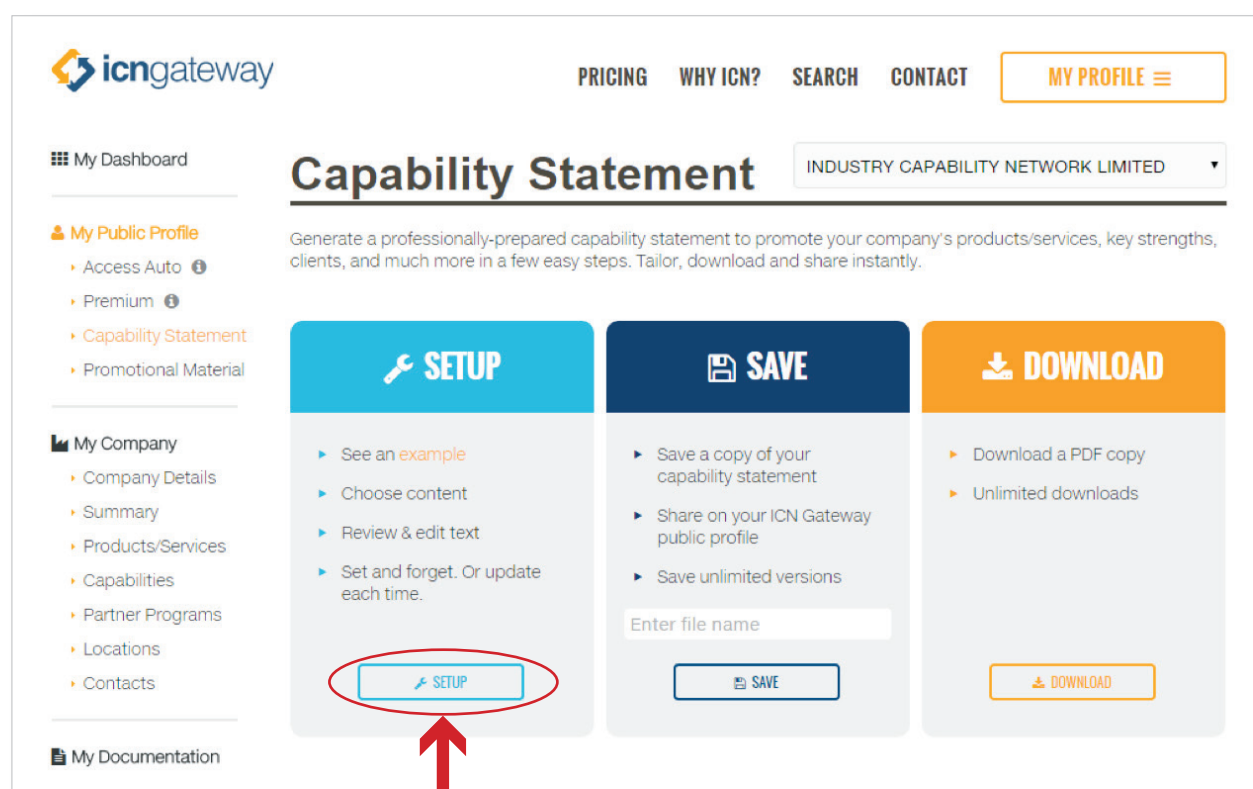
Step 2: Create your Capability Statement

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



Step 3: Setup

Select 'Setup' to begin configuring your document



Step 4: Configure your Capability Statement options

Configure Capability Statement Options

Select up to two contacts to include in the Capability Statement

Contacts

This field will only be enabled if you have not selected two contacts

Select the location to include in the statement

Head Office (primary) GROUND FLOOR, 37 GEILS COURT, C

Intro

Taken from first sentence of company description. [Edit](#)

Summary

Taken from company overview. [Edit](#)

Description

Industry Capability Network (ICN) is a business network that introduces Australian and New Zealand companies to projects large and small.

In essence, we offer a new business source for suppliers and a sophisticated search service for project managers. ICN could well be described as the innovative industry matchmaker.

[Revert to company description.](#) 3045 characters remaining

In this section you will be able to:

- Review the content that has been automatically generated from your ICN Gateway profile
- Edit the material to suit
- 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: 38 Kelam St
ALEXANDRA HEADLAND QLD 4572 Australia

Ph: 01 07 6589 7412

Email: rkenwood@capablecomms.com.au

Web: www.capablecomms.com.au

ICN Gateway Company ID: 125778

Employees: 126

ABN: 30 167 228 024

Locations: 2

Local Manufacturer: Yes

Foreign Manufacturer: No

Importer: Yes

Exporter: Yes

NT CAL Accredited: No

Works in Remote Locations: Yes

Australian Indigenous Owned: No

Contacts

Reginald Kenwood
Ph: 01 07 6584 9524
Email: rkenwood@capablecomms.com.au

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Sections

Sections are optional information which will appear on page 4 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.

EDGENEX COMMUNICATIONS

Industries Served

- > Manufacturing
- > Rail
- > Health
- > Mining
- > Oil, Gas & Energy
- > Water
- > Automotive

Major Clients

- > Department of Defence
- > Coffee Mining Pty Ltd

Accreditations

- > ISO 9001 - Quality Assurance Management Systems (QA)
- > ISO 14001 - Environmental Management Systems (EMS)
- > AS/NZS 4801 - Safety Management Systems (OHSMS)
- > ISO 31000 - Risk Management

Products & Services

- > Cameras, video projectors, audio equipment and car multimedia systems
- > Car electronics, radio communication systems and audio equipment
- > Consumer and industrial display systems
- > Professional radio systems
- > Professional radio communications command, control systems and radio communications network systems
- > CMOS image sensors
- > Onsite and workshop based repair services
- > Repair and service of communication, automation and renewable energy installations

Facilities

- > 12,000 sqm warehouse
- > OBD vehicle communication diagnostics
- > ECU diagnostics
- > MTS6512
- > MTS6516
- > MTS6520
- > Tech 2 Scan-Tester
- > MTS 4100 NVH Analyzer

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Sample pages

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.