



Supported Business Directory

Thank you for visiting the Supported Business Directory. The site aims to raise awareness of products available for procurement from the supported business sector using the European Article 19 regulations.

Registration

Registering on the website will allow you to edit the text on your company listing and ensure that all the details are up to date. It also means that you will receive any emails that we send out to members of the Directory.

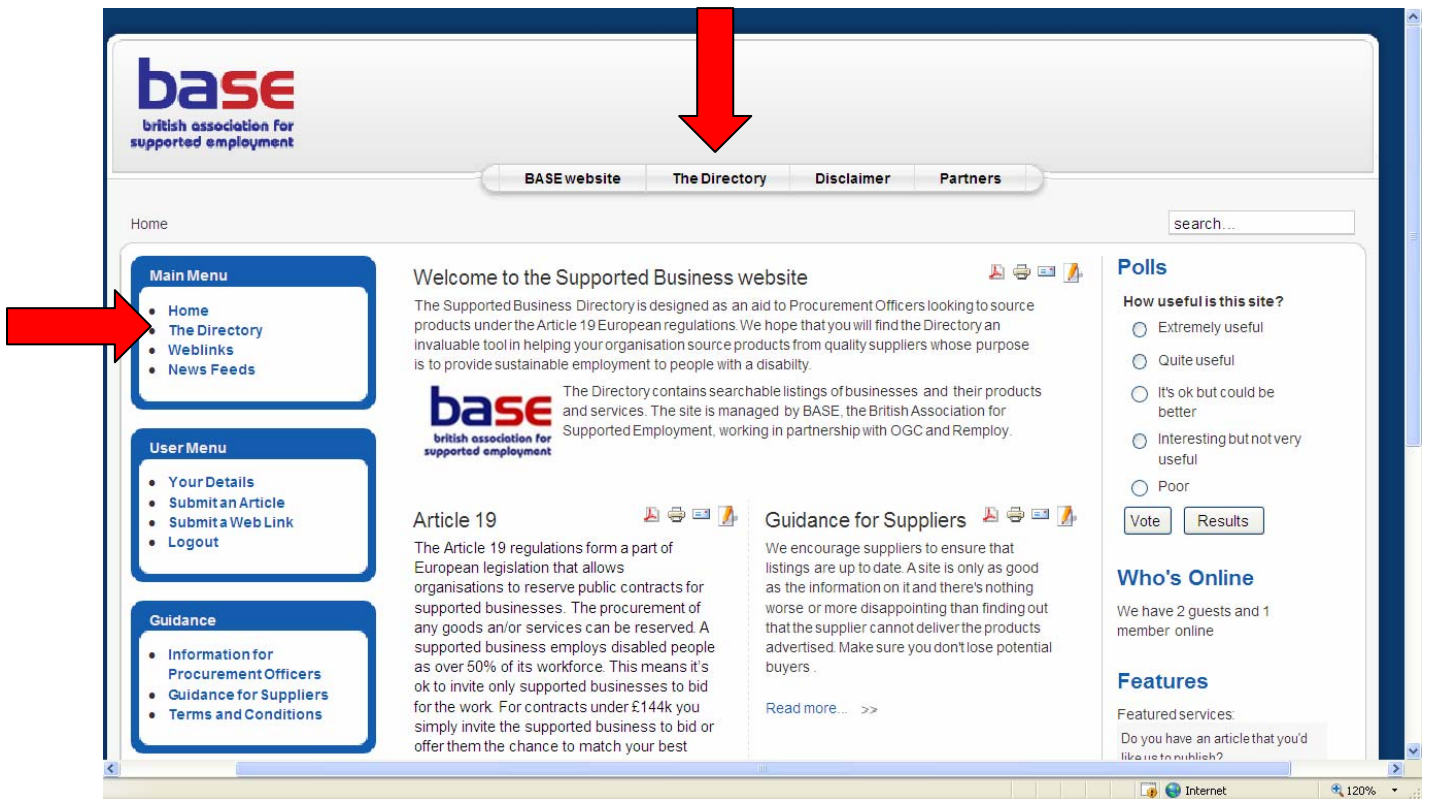
Registering is very straight forward. The login form is on the bottom left of the homepage at www.base-uk.org/business

The screenshot shows the homepage of the Supported Business Directory. On the left, there is a navigation menu with sections: Guidance (Information for Procurement Officers, Guidance for Suppliers, Terms and Conditions), Resources (OGC Guide to Article 19, CPV Product Codes, Testimonials, Contact Us), and Key Concepts (What is a Supported Business?, Article 19). Below the menu is a 'Login Form' with fields for Username and Password, a 'Remember Me' checkbox, and a 'Login' button. At the bottom of the login form, there are links: 'Forgot your password?', 'Forgot your username?', and 'Create an account'. A red arrow points to the 'Create an account' link. The main content area features 'Article 19' and 'Guidance for Suppliers' sections. The footer contains copyright information: 'Copyright © 2008 base-uk.org. All Rights Reserved. Joomla! is Free Software released under the GNU/GPL License.'

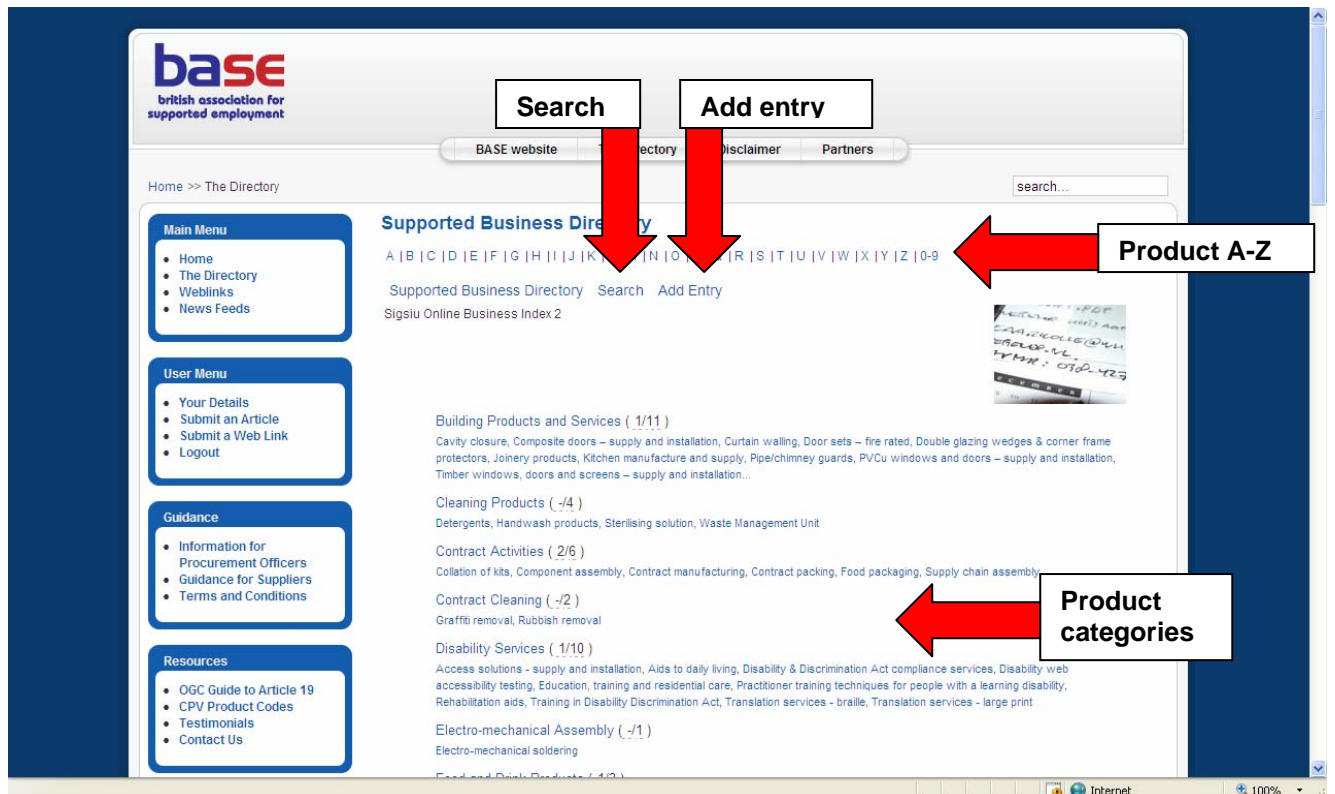
Click on “Create an account”, enter your details and click the “Register” button. You will get immediate access to the full website area once you log in with your user name and password.

Navigating the Directory

To enter the Directory from the home page, click on the "Directory" menu item. This is on both the main menu and the top menu.



This will take you to the main Directory front page.



The front page of the Directory contains a user menu, a search facility and a button to add a new company entry. New entries have to be approved by the site administrator before they are listed.

Products are listed by category and subcategories. All categories are followed in brackets by the number of company listed and the number of subcategories eg (3/6) means that three companies are listed across six subcategories. Categories and subcategories are also listed in the A-Z index.

What if there isn't a category or subcategory for my products?

We are trying to keep this as streamlined as possible but please contact us if you want a category adding. You may have to identify a temporary category when adding a company listing but this is easily changed by contacting us to request the addition of a new category.

CPV Product Codes

We are using the Common Procurement Vocabulary (CPV) Codes adopted by the European Union. Each company listing has a table of products, codes and a brief description of the items. The codes are available on a 5Mb spreadsheet that can be accessed from the Resources menu on the left of the page. There is also a link to frequently asked questions about CPV codes. If you wish to add an entry or amend your details, please use this spreadsheet to identify the appropriate code. Contact us if you can't find the right code for your product.

Tip

The CPV spreadsheet can be searched by using the Edit ► Find command on the spreadsheet toolbar. Try different words that describe your service to find the most appropriate product code. Remember that "mail services" is very different to "mail processing equipment" so it is important to get the most accurate code.

Search facility

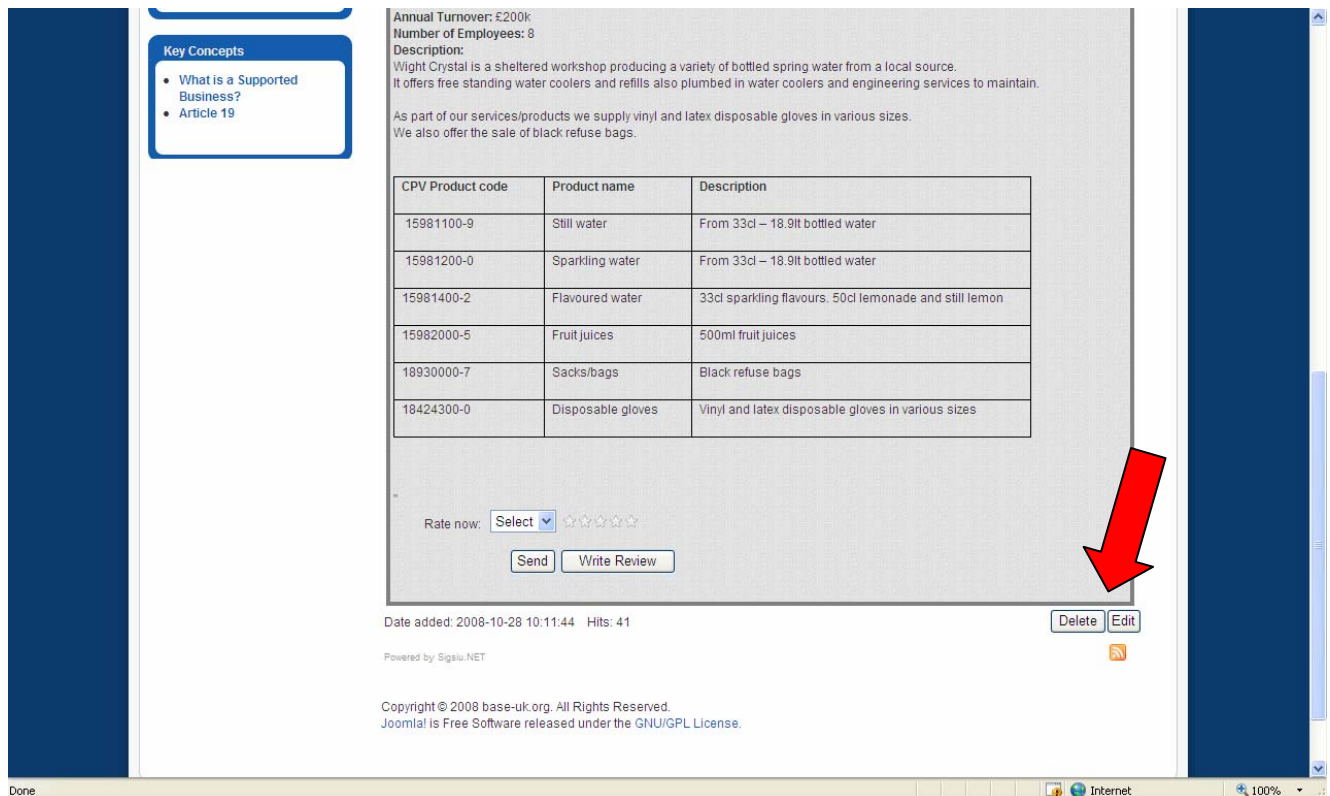
Users can search the site using the search facility. This will look for any of the keywords that you supplied with your listing. It will search the text content of your listing and will also recognise the CPV product codes attached to your product. Please give careful thought as to the best keywords for your company listing. These can be changed at any time by editing your listing.

The advanced search facility can be used to also locate suppliers by city, county, postcode or by category.

Editing your entry

Each entry is associated with the person who submitted the entry and only this person, and the site administrator, can amend company entries. You must be registered, therefore, to edit your company listing. Once you have registered, the site administrator will associate the listing with your name so that you can edit or delete your listing. Please contact us if you are not able to edit your listing as it may be that your name has not yet been associated with the listing.

To edit your company listing, find it and open it up in the details view.



The screenshot shows a web page for a company listing. On the left, there is a sidebar with a 'Key Concepts' section containing links for 'What is a Supported Business?' and 'Article 19'. The main content area displays company details: 'Annual Turnover: £200k', 'Number of Employees: 8', and a description of 'Wight Crystal' as a sheltered workshop producing bottled spring water. Below the description is a table with columns for 'CPV Product code', 'Product name', and 'Description'. The table lists various products like still water, sparkling water, flavoured water, fruit juices, sacks/bags, and disposable gloves. At the bottom of the listing, there is a 'Rate now' section with a dropdown menu, a star rating, and 'Send' and 'Write Review' buttons. A red arrow points to the 'Delete' button located at the bottom right of the listing area. Below the listing, there are 'Delete' and 'Edit' buttons, a date added (2008-10-28 10:11:44), hits (41), and footer information including 'Powered by Siglu.NET' and copyright details.

CPV Product code	Product name	Description
15981100-9	Still water	From 33cl – 18.9lt bottled water
15981200-0	Sparkling water	From 33cl – 18.9lt bottled water
15981400-2	Flavoured water	33cl sparkling flavours. 50cl lemonade and still lemon
15982000-5	Fruit juices	500ml fruit juices
18930000-7	Sacks/bags	Black refuse bags
18424300-0	Disposable gloves	Vinyl and latex disposable gloves in various sizes

Use the “Delete” button to remove your company listing from the Directory. We request a month’s notice of removing an entry. Contact us as soon as possible if you have hit the delete button by mistake!

To edit a listing, press the “Edit” button. This takes you to the “edit entry” page where you can make changes to all the data fields and categories. Press the “Send” button at the bottom to upload your changes or the “Cancel” button to return to the Directory.

Marketing your Company

Your listing is like a shop window to procurement officers. Treat it like an advert so make sure that you fully describe the range of services and products available for purchase. Try to show a human angle to your business as corporate social responsibility will be one of the prime motivating factors behind people visiting this site. Your listing can contain photographs as long as they are not too large – we recommend less than 150kB. Contact us if you need support with this.

Tip

Make sure that the products listed in the table match the text content of your company listing. Think about the services that you could offer as well as those that you currently offer.

Reviews

Adding a review

Only registered users can add company reviews. They are added by completing a review from the company details page. These are used to give star ratings to those companies who are listed and reviewed. The reviews also appear on the company details page.

The screenshot shows a company listing page with the following details:

- Annual Turnover: £5,000,000
- Number of Employees: n/k
- Description: GJS Healthcare have the Community Equipment Service Contract with the Gloucestershire Primary Care Trust for the delivery, collection, refurbishment and servicing of a wide range of medical equipment.

CPV Product code	Product name	Description
33193000-9	Invalid carriages, wheelchairs and associated devices.	Delivery and fitting of medical equipment
50421100-3	Repair and maintenance services of wheelchairs.	Servicing of medical equipment
33193200-1	Parts and accessories for invalid carriages and wheelchairs.	
33192600-8	Lifting equipment for health care sector.	
85323000-9	Community health services.	
33100000-1	Medical equipments.	
33141720-3	Walking aids.	

Below the table, there is a review form with a 'Rate now:' label, a dropdown menu set to 'Select', a five-star rating system, and 'Send' and 'Write Review' buttons. A red arrow points to the 'Rate now:' label.

Date added: 2008-11-04 09:38:07 Hits: 2

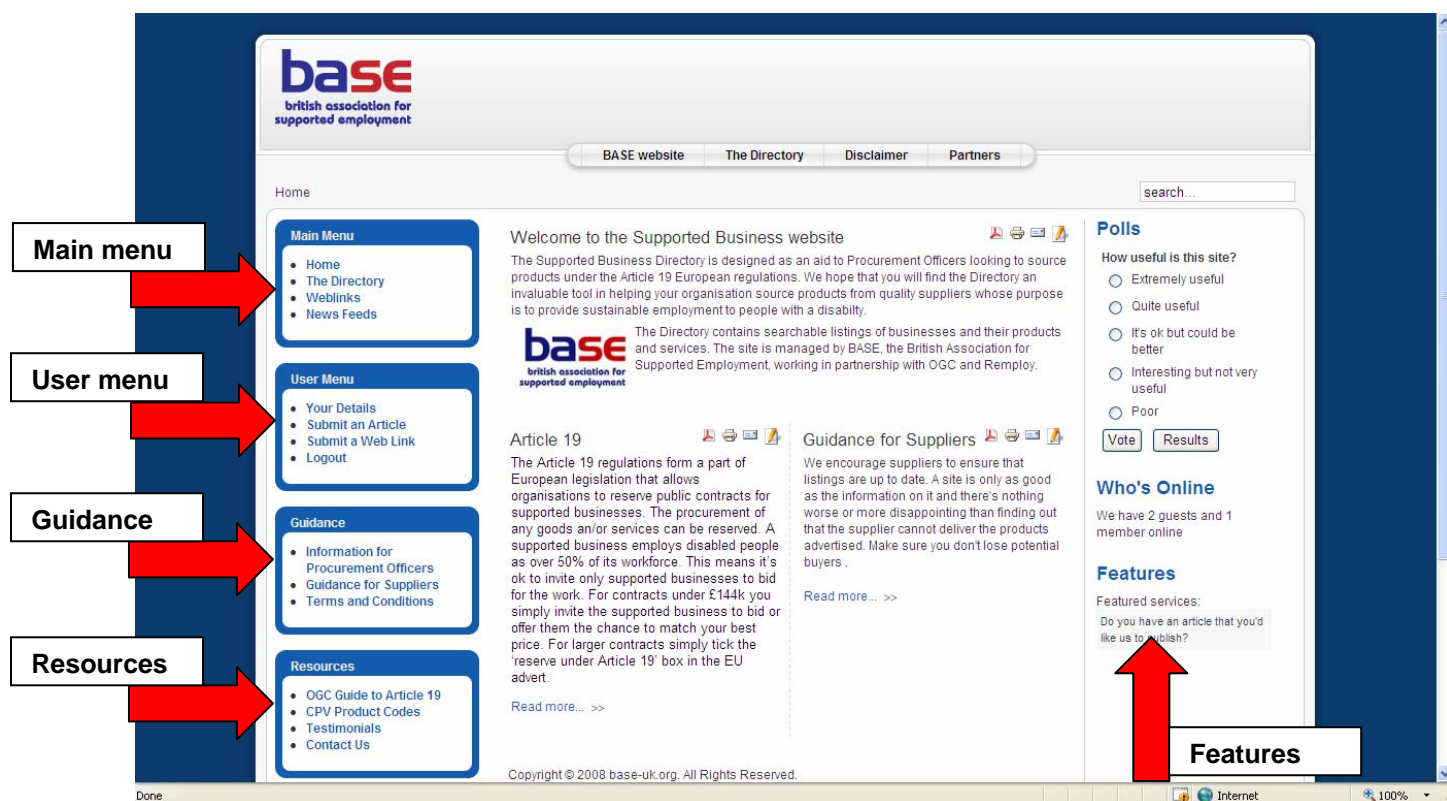
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Unhappy with a review?

If you believe that you have received an unfair review, please contact us to discuss this and we will investigate further.

Other features

The site contains a number of additional features that can be accessed from the menus.



Main Menu

The “Main Menu” has links to other websites and to selected newsfeeds. Please let us know if you have suggestions for additional sites that we could link to.

User menu

You can view and amend your login details using the user menu.

Guidance

The “Guidance” menu has some simple advice for Procurement Officers and suppliers as well as a link to the website Terms and Conditions.

Resources

The “Resources” menu has links to the latest guidance from the Office for Government Commerce; a link to the CPV codes spreadsheet and frequently asked questions; and details of how to contact us.

Key Concepts

The “Key Concepts” menu has a link to background information about Article 19 and supported businesses.

Features

We are able to feature suppliers through feature articles so please send us an article and photos if you wish to be featured on the website.

Contact us

You can contact us by email at business@base-uk.org if you have any queries or require support with your company listing. You can also contact the site administrator, Huw Davies, on 07946 537286.