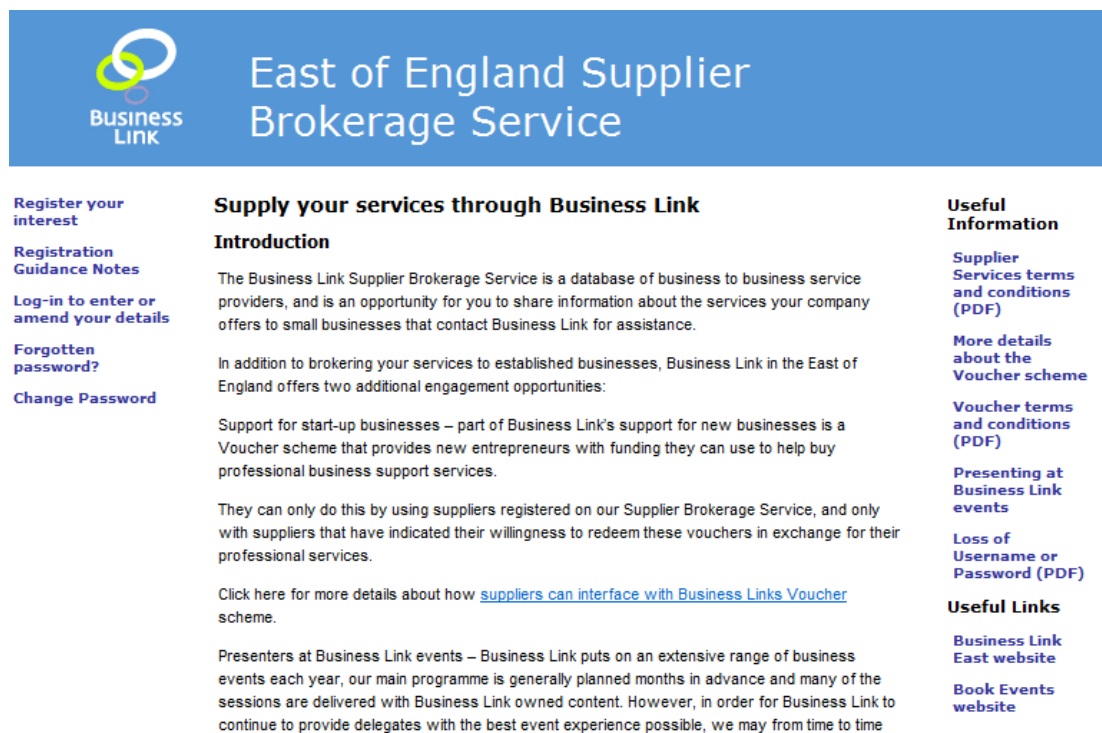


THE SUPPLIER BROKERAGE SERVICE

How to access the site

A supplier can access the registration site at the following address
www.supplierbrokerage.org.uk .

This will take them to the following page on the Supplier Brokerage website:



Business Link

East of England Supplier Brokerage Service

Register your interest

- [Registration Guidance Notes](#)
- [Log-in to enter or amend your details](#)
- [Forgotten password?](#)
- [Change Password](#)

Supply your services through Business Link

Introduction

The Business Link Supplier Brokerage Service is a database of business to business service providers, and is an opportunity for you to share information about the services your company offers to small businesses that contact Business Link for assistance.

In addition to brokering your services to established businesses, Business Link in the East of England offers two additional engagement opportunities:

Support for start-up businesses – part of Business Link’s support for new businesses is a Voucher scheme that provides new entrepreneurs with funding they can use to help buy professional business support services.

They can only do this by using suppliers registered on our Supplier Brokerage Service, and only with suppliers that have indicated their willingness to redeem these vouchers in exchange for their professional services.

Click here for more details about how [suppliers can interface with Business Links Voucher scheme](#).

Presenters at Business Link events – Business Link puts on an extensive range of business events each year, our main programme is generally planned months in advance and many of the sessions are delivered with Business Link owned content. However, in order for Business Link to continue to provide delegates with the best event experience possible, we may from time to time

Useful Information

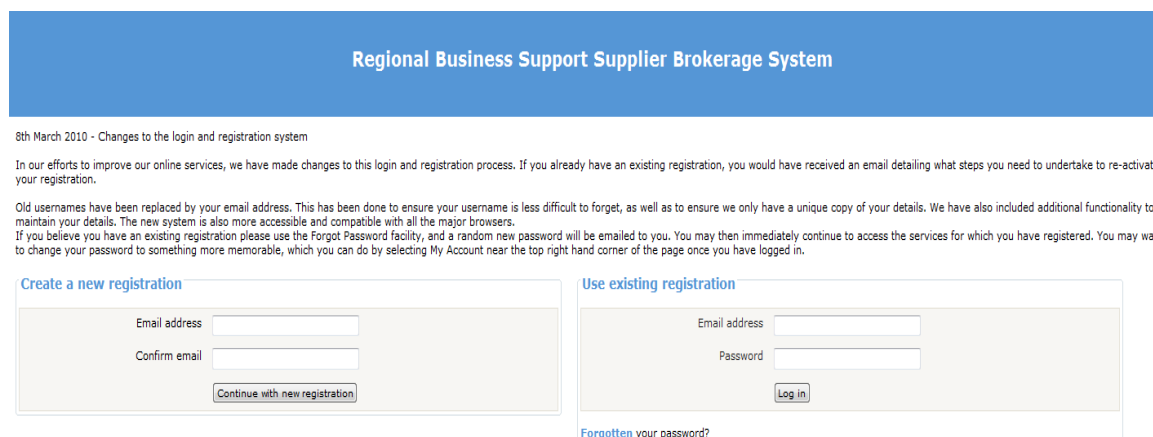
- [Supplier Services terms and conditions \(PDF\)](#)
- [More details about the Voucher scheme](#)
- [Voucher terms and conditions \(PDF\)](#)
- [Presenting at Business Link events](#)
- [Loss of Username or Password \(PDF\)](#)

Useful Links

- [Business Link East website](#)
- [Book Events website](#)

The Registration Process

If the Supplier decides that they wish to continue with the process to register they can do so via the ‘Register your interest’ link on this page. This will take them to the following screen:



Regional Business Support Supplier Brokerage System

8th March 2010 - Changes to the login and registration system

In our efforts to improve our online services, we have made changes to this login and registration process. If you already have an existing registration, you would have received an email detailing what steps you need to undertake to re-activate your registration.

Old usernames have been replaced by your email address. This has been done to ensure your username is less difficult to forget, as well as to ensure we only have a unique copy of your details. We have also included additional functionality to maintain your details. The new system is also more accessible and compatible with all the major browsers.

If you believe you have an existing registration please use the Forgot Password facility, and a random new password will be emailed to you. You may then immediately continue to access the services for which you have registered. You may want to change your password to something more memorable, which you can do by selecting My Account near the top right hand corner of the page once you have logged in.

Create a new registration

Email address

Confirm email

Use existing registration

Email address

Password

[Forgotten your password?](#)

Once the supplier has entered their email address and clicked on the Continue with new registration button they will be taken to the following screen:
(Should they already have a username and password for Events Booking or Understanding Finance for Business this can be used to login.)

Regional Business Support Supplier Brokerage System

Create a new registration

*** Information required**

Please enter your name

Title *

Forename *

Surname *

Please provide the following information about you

Your gender * Female Male

Your ethnicity *

Do you have a disability? *

Please enter details about your business

Business name * ⓘ

What is your position within the business?

How many employees does your business have (including yourself)? * ⓘ

Started trading date (dd/mm/yyyy) * Not yet started trading

What gender is the majority ownership of the business? *

What ethnicity is the majority ownership of the business? *

Do the majority of the owners of the business consider themselves disabled? *

Please enter your business address

Postcode *

Address *

Town *

County *

Please enter your contact details

Office telephone *

Mobile telephone

Website

How may we contact you?

Please indicate if you do not wish to receive occasional business support updates by any of the following methods

Email

Phone

Mail

Preferred contact method

Terms and Conditions

You must read and agree to the Terms and Conditions of the site.

[Click here to open a web page containing the Terms and Conditions](#)
or [click here to view the Terms and Conditions in PDF format \(requires Adobe Reader\)](#)

I have read and accept the Terms and Conditions

Create your user account

Email address

Password

Confirm password

Once the supplier has entered their relevant details including the business name, position within the company and number of employees etc. and clicked on the next button they will be taken to the following screen where the supplier can continue to enter their profile details or they can log out and come back to update their profile details at a later stage. To continue click on “start my profile” button.



**Business Link in the East of England
Supplier Brokerage Service**

[My Account](#) [Log out](#)

New Profile

- [Home](#)
- [Basic Information](#)
- [Contact Details](#)
- [Areas of Expertise](#)
- [Specialist Sectors](#)
- [Geographical Areas](#)
- [Accreditations](#)
- [Professional Memberships](#)
- [Quality Standards](#)
- [Qualifications](#)
- [Recent Experience](#)
- [Attachments](#)
- [Customer Vouchers](#)
- [Submit Details](#)
- [Activate Customer Vouchers](#)

Home

Welcome to the Business Link Supplier Brokerage Service.

These pages allow you to enter and maintain information about your company and the services that you provide.

A supplier profile for your company does not exist. Click the "Start My Profile" button to continue.

If you have already created a profile then please contact our Supplier Brokerage Service support team:

Telephone: 08457 17 16 15
Email: support@businesslinkeast.org.uk

[Need Help?](#)

[Feedback](#) | [Copyright](#) | [Terms and conditions](#) | [Privacy policy](#) | [Accessibility](#) | [Help with PDF Files](#)

Entering the Supplier Profile Details

A screen shot of the Supplier Profile screen is below:

**Business Link in the East of England
Supplier Brokerage Service**

My Account Log out

Draft Profile for allotertest

Need Help?

Home

- Basic Information
- Contact Details
- Areas of Expertise
- Specialist Sectors
- Geographical Areas
- Accreditations
- Professional Memberships
- Quality Standards
- Qualifications
- Recent Experience
- Attachments
- Customer Vouchers
- Submit Details
- Activate Customer Vouchers

Home

Welcome to the Business Link Supplier Brokerage Service.
These pages allow you to enter and maintain information about your company and the services that you provide.

Supplier Profile sections can be accessed using the links provided on this page and can be updated at any time until they are submitted for verification.

- ✗ Indicates that details in this section have been edited but are not valid.
- ! Indicates that details have yet to be entered in this section.
- ✓ Indicates that this section has been completed and is valid.

Feedback | Copyright | Terms and conditions | Privacy policy | Accessibility | Help with PDF Files

Any details entered into these screens by the Supplier will remain as ‘Draft’ until they are ‘Verified’ or checked by the Supplier Brokerage Service Manager. Until such time as they are verified, any new details or amendments that have been added by the Supplier will not be available for searches on the Supplier Brokerage System by either our staff or Voucher holders. Once verified *all additional and amended details will be made ‘live’ and available for searching. Profiles that do not include enough information under the field headings will not be verified and would not then be available to people searching the SBS. (This would include the fields headed: Basic Information, Areas of Expertise, Specialist Sectors, Geographical Areas and Recent Experience and the field “what can a voucher client expect” for suppliers that are wanting to accept vouchers.)

**Further reference to the Verification process can be found later in this document. Those suppliers who have registered their interest in accepting vouchers will undergo a further verification process relating only to this area.*

The profile screen contains the following:

Detail Field Menu

Draft Profile for alottertest

Home
! Basic Information
✓ Contact Details
! Areas of Expertise
! Specialist Sectors
! Geographical Areas
! Accreditations
! Professional Memberships
! Quality Standards
! Qualifications
! Recent Experience
! Attachments
! Customer Vouchers
Submit Details
Activate Customer Vouchers

This menu provides quick links to the field headings where the Supplier can add their details and submit these details for verification. There is a link to activate customer vouchers for suppliers that have been approved to accept vouchers.

Supplier Guidance

[Guidance Notes \(pdf\)](#)

Great emphasis has been placed on supporting the Supplier throughout the registration process. Guidance notes can be viewed or printed as a PDF document that can be accessed via the button that appears at the top of the screen. The relevant extracts from the guidance notes are also displayed as the Supplier completes/edits each field heading. Further explanation and guidance is also provided when certain fields are hovered over with the mouse in the Basic Information section.

How the supplier edits or adds their basic information


The supplier clicks on the Basic Information button which can be found in both the Detail Field Menu and in the top right of the screen just below the banner

Basic Information

On clicking the Basic Information button the Basic Information fields will become editable and will be displayed as below:

Basic Information

Verification Messages:

 Nature of Business has not been specified



Supplier Name	<input type="text" value="alottertest"/>
* Post Code	<input type="text" value="AL10 9NE"/> <input type="button" value="Lookup Address"/>
Address line 1	<input type="text" value="Zenith Court"/>
Address Line 2	<input type="text" value="4 Bishops Square Business"/>
Address Line 3	<input type="text"/>
* Town	<input type="text" value="HATFIELD"/>
Address Line 5	<input type="text" value="HERTFORDSHIRE"/>
Website	<input type="text" value="No website available"/>
Nature of Business	<input type="text"/>
Number of Employees	<input type="text" value="1"/>
Years in Business	<input type="text"/>
Client Focus Group	<input type="text"/>
Professional Indemnity Insurance	<input type="text"/>
Extra Insight into Expertise	<input type="text"/>



The information previously entered will have been brought across. Additional fields include:

- **Nature of Business**
- **Years in Business**
- **Client Focus Group** – This allows the supplier to identify which groups of clients they have a particular focus on i.e. Social enterprise, Women in Business etc.
- **Professional Indemnity Insurance** - The supplier is encouraged to add both the amount and their insurer.
- **Extra insight into your Expertise** – This is a free text field where the supplier is able to provide more details about what they do, the experience they have etc. This field is looked in when a free text search is done by advisers.

Once the supplier has entered all the relevant information for this field they can click



save and then



next page which will allow them to move onto the next section. This is repeated as you work through the rest of your profile.

How the supplier enters all other information

All other information fields are accessed via the menu of links in the detail field menu as shown earlier.

Please note that the highlighted headings are of added importance as they relate to the search process within the SBS.

This is a Process which displays random results listed by ranking ie. The suppliers who best matched the search criteria.

Areas of expertise – This is where the supplier enters their particular areas of Expertise and Specialisms. The supplier can add as many areas of expertise and specialisms as are appropriate to their skills. It is important that the supplier considers carefully what a user is likely to look for when searching for them on the database. Please see attached [spreadsheet](#) of these to assist in choosing the areas that match what you do.

Specialist sectors – This is where the supplier details which sectors they have experience of working with. When completing a search the database will look to match the sectors that the supplier has worked with to those of the client that search is being conducted on behalf of.

Geographical Areas – Suppliers are able to select which counties of the region they are willing to work in.

Accreditations – The supplier can enter details of any accreditations.

Professional Memberships – The supplier can enter details of any Professional Memberships.

Quality Standards – The supplier can detail any Quality Standards they may have achieved.

Qualifications – The supplier can enter details of any relevant qualifications.

Recent Experience – This is where suppliers can enter details of previous projects they have worked on and the sector that the client was in.

Attachments – There is a facility for the supplier to attach supportive documents for the client to view. This could include testimonials from previous clients with whom the supplier has carried out previous projects. (at present this allows for 3 attachments of 3MB each.)

Customer Vouchers

- **Would you accept Vouchers for start up support** – There are links to both a ‘more information’ document detailing exactly what this means and the specific voucher Terms & Conditions. Both of which can be viewed as appendixes of this document. If the supplier ticks the box to say that they are interested in accepting vouchers and have agreed to the Terms and conditions they will then go through an additional verification and acceptance process conducted by the Business Start Up team.

- **What can a Voucher client expect** – This box is an appropriate place to highlight your USP or any “offers” perhaps in respect of additional time, you wish to give in order to attract new business as well as stating what they can expect as a result of the meeting e.g. a summary of the discussion or an action plan etc. and the amount of time that the voucher will “buy” them.

The supplier can take as much time as they need to complete their profile, using the ‘Save’ facility will mean that their draft details are always saved for them to come back to at a later date.

Once the supplier is happy that their profile is complete they click on the ‘Submit Changes’ button.

Submit Details

On the next screen they need to click on “Submit Details for Verification” and their details will be put forward for verification by the Supplier Brokerage Service Manager.

Submit Details

Once your profile is complete it must be submitted for verification before it is made available for selection.



Please check the following warnings:

- No Areas of Expertise details have been specified

Submit Details for Verification

The supplier will be notified once their profile has been verified and is available for searching. As already mentioned those suppliers that have said they are interested in accepting Vouchers will be required to go through an additional verification process for which they will receive separate notification.

