

User guide for the Supply Chain Database – Consumers

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Understanding the categories

The Supply Chain database uses 4 primary categories for products

- **Medical and PPE** – For any medical devices, protective equipment or devices aimed to enable return to work through contact protection or disease control
- **Food and Drink** – Currently unused, but can listing food and drink products, raw and processed
- **Materials** – Currently unused, but can list chemical, metals and generic materials used in manufacturing or processing operations
- **Manufactured** – Currently unused, can list any electrical, machinery and generic manufactured goods (any medical device, contact protection item or disease control tool, will be listed in medical and PPE)

The Supply Chain database uses 2 primary categories for services

- **Industrial services** – Services relating to direct production or development activities such as Engineering, consultancy, construction, design, repair, agricultural, research, ect.
- **Professional services** – Services relating to operational activities, such as HR, recruitment, accommodation, utilities, transport, catering, security, training, care, financial and legal

Full listing of the Primary and secondary categories are as follows:

Products:

Medical and PPE - Medical Protection	Medical and PPE - Medical Consumables	Medical and PPE - Generic Products	Medical and PPE - Medical Equipment
Aprons Respirators Disposable Coveralls Elasticated Overshoes Face Masks Membrane Materials Nitrile Gloves Protective Suits Eye Protection Visors Tyvek Suits Ear Savers Other	Clinical Waste Bags Disinfectant Rubbish Bags Sanitiser Wipes Scrub Bags Other	Bottles Hand Towels Liquid Soap Paper Towels Contact Protection Other	Thermometers Ventilators Testing Kits Infusion/Blood Sets Syringes Accident and Emergency Monitors Diagnostic ECG Other

Food and Drink - Perishable Food	Food and Drink - Non-Perishable	Food and Drink - Drink
Meat Poultry Fish Shell Fish Fruit Vegetables Dairy Bakery Prepared Meals and Dishes Other	Oils and Fats Grains Pasta Cereals Chocolate Sugar Tea & Coffee Condiments and Seasonings Animal Feed Pet Food Other	Beer Spirits Wine Soft Drinks Distilled Drinks Other

Materials - Chemicals	Materials - Metals	Materials - Generic Materials
Agro Chemicals Fertilisers Plastics Soaps/Detergents & other Cleaning Glues Pharmaceuticals Other	Cast Produced Formed Other	Textiles Leather Timber Rubber and Plastics, incl Packaging Paper Cardboard Glass Building Materials Ceramics

		Concrete Stone Other
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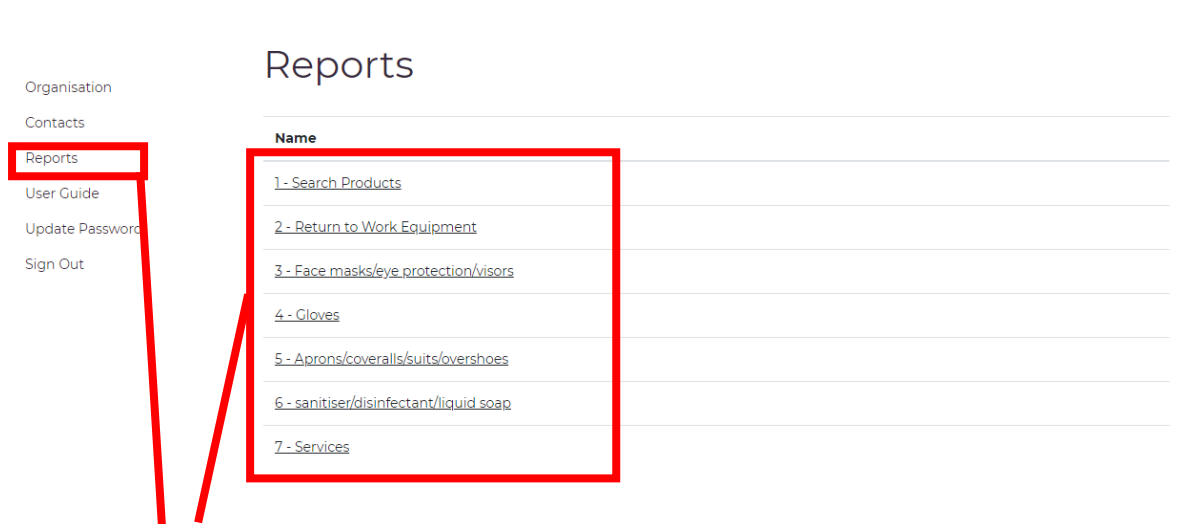
Manufactured - Electronics	Manufactured - Machinery	Manufactured - Generic Manufactured
Computer, Electronic and Optical Products Electrical Equipment Other	Motor Vehicles Agricultural Equipment Food Processing Equipment Manufacturing Equipment Other	Clothing/Apparel Workwear Man-Made Fibres Glass Products Metal Structures Metal Products Other

Services:

Service - Industrial Services	Service - Professional Services
Computer Numeric Control 3D Printing Rapid Prototyping Coatings Repair Agricultural Services Digital Development Services Research Design Forestry Fishing & Meat Services Gas Extraction Quarrying Printing and Binding Refrigeration Leasing of Equipment Consultancy Construction Other	HR inc Recruitment Legal Financial inc Banking, Insurance and Accountancy Logistics ICT Support Communications Video Production Utilities Waste Transport Storage Postal Accommodation Catering Property Security Funeral and Mortuary Education/Childcare Training Care Providers Other

Finding Products & Services

Product Listings



All products & services are listed in reports you can access these by clicking on the left hand menu and then choosing the relevant report for the items you are looking for (contents of the reports will be updated in real time by suppliers and listed in date updated)

2 - Return to Work Equipment

Organisation Name	Product Name ^	Stock Qty	Price (£)	Email Address	Minimum Order
WHATAHOOT LTD	Alcohol based hand sanitiser gel (60% alcohol content minimum)	0	£5.72	info@whatahoot.co.uk	0
NORWICH DRY GIN COMPANY LTD	Hand Sanitiser gel		£0.00	info@stgilesgin.com	0

Within a report you can see the organisation that is providing the product, the product name, current reported stock, price ex vat per pack, contact email and minimum order numbers. On both organisation and product you can click through to access more information, examples follow:

Organisation Name	WHATAHOOT LTD
Trading Name	
Office Phone	01485 600888
Website	https://whatahoot.co.uk/
Address	St Ann's House, 18 St. Ann's Street King's Lynn Norfolk PE30 1LT United Kingdom
Email	info@whatahoot.co.uk
Business Activity	Gin distillery
District/Borough Council	Kings Lynn West Norfolk
Modified Date	31/05/2020 13:15

Under The business account you can see the organisation name (registered with companies house) trading name and contact details along with the usual business activity for that company. On the product you can see all data from stock, lead time, SKU codes, standards information and if relevant production capacity.

Product Name	Alcohol based hand sanitiser gel (60% alcohol content minimum)
Organisation Name	WHATAHOOT LTD
Category Primary	Medical and PPE - Medical Consumables
Category Secondary	Sanitiser
Category Notes	RTW - Return to Work Equipment
Size	500ml Plastic Bottle
Pack Quantity	1
Type	
Price	£5.72
Stock Quantity	
Product Code (SKU)	
Stock Notes	
Lead/Delivery Time (Days)	
Description	Hand Sanitiser
Standards Compliance	Yes License to produce Hand rub sanitiser with TDSA1 Ethanol
Production Capacity (Per Week)	
Capacity Notes	
Minimum Order	0
Short-term Stock or Ongoing Supply?	
Modified Date	29/05/2020 07:46

Search for Products

1 - Search Products

Organisation

Contacts

Reports

User Guide

Update Password

Sign Out

Category
Secondary

Aprons

Apply

There are currently no items to show.

Report 1, search products allows you to specify a category you want to see offers from, choose from the dropdown to select your item, click apply and a bespoke report will be produced listing only those offers.

Issues?

If you find any products or services that you feel are suspect, please report this to the growth hub via the email or phone links shown at the top right of every page.

Updating Organisation details & hide listings

Updating Organisation details

The screenshot shows the 'Update Organisation' form. On the left, a vertical menu contains several items: 'Organisation', 'Contacts', 'Reports', 'User Guide', 'Update Password', and 'Sign Out'. The 'Organisation' item is highlighted with a red box, and a red line extends from it down the page. At the bottom of the form, a 'Save' button is also highlighted with a red box and a red arrow pointing to it. The form itself contains the following fields and sections:

- Update Organisation**
- Fields marked with * are required
- Organisation Name: NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP LIMITED
- Companies House No.: 07685830
- Trading Name: NALEP (If different from Organisation registered name)
- Email – Generic Business Email *: supply.chain@newanglia.co.uk
- Office Phone – Generic Business Number *: 07990 798167 (Format: 01234 123456, 020 1234 1234 or 0345 123 1234 or *XX and number with Country Code outside UK)
- Website: https://newanglia.co.uk/ (Including https:// or http:// as appropriate)
- Address Street: Centrum,
- Address City: Norwich
- Address County/State: Norfolk
- Address Postcode: NR4 7UG
- Address Country: United Kingdom
- District/Borough Council - Includes Out Of Area *: South Norfolk
- Business Activity *: Review Consumer access (What is your intended use for the PPE supplier database?)
- Operating Status *: Open (Changing to closed status will delist all entries for consumers)
- Save button

Click organisation on the left hand menu to enable you to modify every element about your listing, except from companies house number and organisation name, then click save, if you need to modify organisation or CH number, please contact the growth hub via the email or phone links shown at the top right of every page.

Operating status has no impact for your account.

Adding, amending, and removing Users

Adding new users

Contacts

<input type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Actions"/>				
<input type="checkbox"/>	First Name ^	Last Name ↕	Email	Office Phone ↕	Mobile ↕	
<input type="checkbox"/>	Michael	Cousens	supply.chain@newanglia.co.uk	07990 798167		

First click the add button

Add Contact

Fields marked with * are required

First Name *

Last Name *

Email *

Office Phone *

Format: 01234 123456, 020 1234 1234 or 0345 123 1234 or +XX and number with Country Code outside UK.

Mobile

Format: 07123 123456 or +XX and number with Country Code outside UK.

Alternate Phone

Format: 01234 123456, 020 1234 1234 or 0345 123 1234 or +XX and number with Country Code outside UK.

Then enter the details of colleagues in your organisation. They will have to agree to the terms and conditions of the database before they can activate and then they will have access under your organisation

Amending existing users

Contacts

<input type="button" value="Add"/>	<input type="button" value="Actions"/>				
<input type="checkbox"/>	<u>First Name</u> ↑	<u>Last Name</u> ↓	<u>Email</u>	<u>Office Phone</u> ↓	<u>Mobile</u> ↓
<input type="checkbox"/>	Michael	Cousens	supply.chain@newanglia.co.uk	07990 798167	<input type="button" value="✎"/>

Click the edit box to allow you to modify and user details

Removing users

Contacts

<input type="button" value="Add"/>	<input type="button" value="Actions"/>				
<input type="checkbox"/>	<u>First Name</u> ↑	<u>Last Name</u> ↓	<u>Email</u>	<u>Office Phone</u> ↓	<u>Mobile</u> ↓
<input checked="" type="checkbox"/>	Michael	Cousens	supply.chain@newanglia.co.uk	07990 798167	<input type="button" value="✎"/>

First check which accounts to delete [note: you can never delete every account, if this is required contact the growth hub]

Contacts

<input type="button" value="Add"/>	<input type="button" value="Actions"/>				
<input type="checkbox"/>	<u>First Name</u> ↑	<u>Last Name</u> ↓	<u>Email</u>	<u>Office Phone</u> ↓	<u>Mobile</u> ↓
<input checked="" type="checkbox"/>	Michael	Cousens	supply.chain@newanglia.co.uk	07990 798167	<input type="button" value="✎"/>

Then select the actions box next to add, hit delete to confirm removal of colleagues access to the system