

User guide for the Supply Chain Database – Suppliers

V.1 June 2020

Click the instruction to jump to that area:

Contents

Choosing what categories to use	2
Full listing of the Primary and secondary categories	3
Adding, editing, or removing Products	5
Adding Products	5
Editing Products	6
Removing Products	7
Adding editing, or removing Services	8
Adding Services	8
Editing Services	10
Removing Services	10
Updating Organisation details & hide all listings	11
Updating Organisation details	11
Adding, amending, and removing Users	12
Adding new users	12
Amending existing users	13
Removing users	13

Choosing what categories to use

The Supply Chain database uses 4 main 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 enables the listing of food and drink products, raw and processed
- **Materials** – Currently unused, but enables the listing of chemical, metals and generic materials used in manufacturing or processing operations
- **Manufactured** – Currently unused, but enables the listing of any electrical, machinery and generic manufactured goods (if for medical uses, contact protection or disease control, please list in medical and PPE)

The Supply Chain database uses 3 main 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
- **Workforce** – Listing furloughed workforce numbers, members of the Skills teams are using this information to match businesses to short term workforce opportunities to reduce the financial burden of furloughed or underutilised staff. This information will never be publicly listed and is kept in confidence.

Still unsure?

Under every category there is an “other” option, please use it if you are sure there is nothing similar and enter details into category notes so we can assist matching or create a relevant category. Using other will reduce the visibility of offers as they will not be listed in several reports.

Note: If your product or service is specifically tailored to Return to Work activities during the Covid-19 crisis, please list: **RTW – Return to Work** in the category notes.

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
--	--	----------------------------

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	Service - Workforce
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	Admin Labouring Junior Management Middle Management Senior Management Other

Adding, editing, or removing Products

Adding Products



Navigate to the Products menu and click the add button to begin adding your products

Add Product

For help choosing categories view the [User Guide](#)

Fields marked with * are required

Product Name *

Description *

Standards Compliance *

If Yes, List the Standards

Category Primary *

Category Secondary *

You will be greeted by a form to complete for each product, product name, price per pack, minimum order and stock quantity will be listed for consumers, ordered by date updated.

Reference the instructions on categories to assist assigning your products and services so they get maximum visibility.

If you do not sell items in packs, list 1 in the pack quantity.

Production capacity and capacity notes are only relevant if it is an item you are manufacturing directly, this can help us identify business in Norfolk and Suffolk who are producing products and may be eligible for business support or grant eligibility.

Once complete you should see the screen below indicating the product has been added:

The product has been created.

Products

[Add](#) [Actions](#)

<input type="checkbox"/>	Name ^	Primary Category ↕	Secondary Category	Lead/Delivery Time (Days)	
<input type="checkbox"/>	Face Visors	Medical and PPE - Medical Protection	Visors	7	

Editing Products

The product has been created.

Products

[Add](#) [Actions](#)

<input type="checkbox"/>	Name ^	Primary Category ↕	Secondary Category	Lead/Delivery Time (Days)	
<input type="checkbox"/>	Face Visors	Medical and PPE - Medical Protection	Visors	7	

Click the edit icon to update products, this will allow you to recall the date entry form prefilled and allow you to update as required.

The more recent the update the higher it appears in our listings.

Removing Products

Products



The screenshot shows a table with columns: Name, Category, Secondary Category, and Lead/Delivery Time (Days). A dropdown menu is open over the 'Actions' button, showing a 'Delete' option. A red box highlights the 'Delete' option, and a red arrow points from it to the text below.

	Name	Category	Secondary Category	Lead/Delivery Time (Days)
<input type="checkbox"/>	Face Visors	Medical and PPE - Medical Protection	Visors	7

First check the product(s) you wish to delete

Products



The screenshot shows the same table as above, but now the 'Face Visors' row has a checked checkbox. The 'Actions' dropdown menu is open, and the 'Delete' option is highlighted with a red box. A red arrow points from the 'Delete' option to the text below.

	Name	Category	Secondary Category	Lead/Delivery Time (Days)
<input checked="" type="checkbox"/>	Face Visors	Medical and PPE - Medical Protection	Visors	7

Secondly click actions and then delete to remove any selected products, confirm action through the system dialogue

Adding editing, or removing Services

Adding Services



Navigate to the services menu and click the add button to begin adding your services:

Add Service

Fields marked with * are required

Service Name *

Description *

What are you providing? Add website links, more information etc.

Category Primary *

Category Secondary *

Category Notes

If the primary or secondary do not cover your product, select closest and add details here.

Resource Available *

e.g. staff capacity, project capacity, service capacity.

You will be greeted by a form to complete for each service, service name, secondary category and date updated will be listed for consumers, ordered by date updated.

Reference the instructions on categories to assist assigning your services so they get maximum visibility.

Click Save at the bottom of the form to complete

Once complete you should see the screen below indicating the service has been added:

The service has been created.

- Organisation
- Contacts
- Products
- Services
- User Guide
- Update Password
- Sign Out

Services

<input type="checkbox"/> Name ^	<input type="checkbox"/> Primary Category ↕	<input type="checkbox"/> Secondary Category
<input type="checkbox"/> Business Support	Service - Professional Services	Other <input type="button" value="edit"/>

Editing Services

The service has been created.

Organisation
Contacts
Products
Services
User Guide
Update Password
Sign Out

Services

Add Actions

<input type="checkbox"/>	Name ^	Primary Category ↕	Secondary Category	
<input type="checkbox"/>	Business Support	Service - Professional Services	Other	

Click the edit icon to update services, this will allow you to recall the date entry form prefilled and allow you to update as required.

The more recent the update the higher it appears in our listings.

Removing Services

The service has been created.

Organisation
Contacts
Products
Services
User Guide
Update Password
Sign Out

Services

Add Actions

<input type="checkbox"/>	Name	Primary Category ↕	Secondary Category	
<input checked="" type="checkbox"/>	Business Support	Service - Professional Services	Other	

First check the service(s) you wish to delete

The service has been created.

Organisation
Contacts
Products
Services
User Guide
Update Password
Sign Out

Services

Add Actions

<input type="checkbox"/>	Name	Primary Category ↕	Secondary Category	
<input checked="" type="checkbox"/>	Business Support	Service - Professional Services	Other	

Secondly click actions and then delete to remove any selected services, confirm action through the system dialogue

Updating Organisation details & hide all listings

Updating Organisation details

The screenshot shows the 'Update Organisation' form. On the left, a vertical menu has 'Organisation' highlighted with a red box. A red line descends from this box, ending in a red arrow that points to the 'Save' button at the bottom of the form. The form itself contains the following fields:

- 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.

By changing operating status from open to closed, it will hide your account and every product from consumers that are searching for it, nothing will be deleted.

To unhide, change status back to open and then save.

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.

All users can then add services, products and update existing records.

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 colleague's access to the system