

Launch of the @UK Traders Club

We are pleased to announce the launch of the @UK Traders Club.

The club is designed to help you

- get the most out of your Site Generator package
- to keep you informed on the latest developments
- to help you trade online with your customers
- to give you the opportunity to talk to other traders in the @UK Network
- to give you the opportunity to make suggestion on how Site Generator can be improved.

We look forward to working with you.

Site Generator What's New?

Generation 2 templates now available

- Choose from several alternative colour options
- Add in extra content pages
- Manage your site navigation, add, edit and re-order links
- New 'product code search' functionality
- New 'plain template' which allows you to upload a top banner image for improved branding
- Improved "accessibility"



Generation 2 plain template

Issue 1, October 2006

Traders News

- UK PLC connects more suppliers with the public sector
[More Details](#)
- Leeds Teaching Hospital is now live for the transmission of orders
[More Details](#)
- UK PLC wins Thames Valley Police contract.
[More Details](#)
- Free Constructionline training for all UK Public Bodies.
[More Details](#)
- UK improves its supplier packages.
[More Details](#)

Featured Trader—Combined Office Interiors Ltd



To become a Featured Trader is **free** of charge and open to any firm which has a trading website on the @UK network

Send an email to traders@ukplc.net to be in the next newsletter.

Combined Office Interiors offers high-quality office furniture including seating, desking, storage and reception furniture and even bespoke furniture nationwide.

We provide an exceptional level of service as our customers will testify. We have created a specially priced range of good-quality items for fellow members of the @UK network.

We will set Traders Club members with access to our site and the special member range and discounted prices.

Just login to www.suppliertradingcentre.co.uk using your @UK login and password. Then go to www.combined-office.co.uk and apply for an account.

Please place **@UK Traders club** in the extra information field.

@UK Training

@UK PLC provide a comprehensive range of quality training solutions designed to cater for every level and type of @UK eProcurement user. Whether a delegate's job is to place orders, build a supplier website or set up and maintain the system, we offer the appropriate training to maximise productivity.

TRAINING CENTRE: Our purpose-built training facility in Berkshire is the ideal location to get away from workplace distractions and concentrate on learning the essential workplace skills which ensure that your organisation derives maximum benefit from your investment in @UK eProcurement.

For more information on our training solutions please call 0870 486 6000 or email traders@ukplc.net.

How Do I?

This section is designed to answer any question you may have on using your site generator package or trading with your customers. For the first issue we have chosen a common question traders ask our customer support department.

How Do I Create A Customer Account In Site Generator?

1. Logon on the @UKPLC website with your username and password. Once logged in to your account there is a menu bar at the top of the screen.
2. From the Menu Bar highlight, **Ecommerce Setup; Accounts; Create account** and you are directed to the **Assign Accounts** page.
3. **Create new account and assign price list** – You can create an accounts for any of your customers. This involves either selecting an existing @UK PLC client, or creating an @UK PLC username and login for your customer, and assigning them to a price list (or to your default prices).

In the Next Screen enter the relevant customer information into the fields and click the search button. If your customer is already on the @UK network, click the select button, assign the relevant price list and a description and, then click on **Enable Account**.

If the customer is not on the @UK Network, select the 'Click here' link at the top of the screen and fill in the customers address and contact details in the form provided. Click on the submit button to **Enable Account**.

4. **Create account and assign price list to purchasing organisations link** - There are a number of mostly Public Sector organisations (e.g. schools, councils) on our system. You should assign accounts to the appropriate organisations if you want them to be able to order from you.

The next screen lists all the councils we have on the @UKPLC network. You can search for the Council/NHS/School on the A – Z list. Once you have found your Council/NHS/School you can add them by clicking on the option button to the right of the Council/NHS/School.

In the '**Please select a price list for the above selection. Standard prices are those entered using the main site editor**' select the relevant price list for the account. Then click on **Enable Account**.

For more detailed instructions please email support@ukplc.net.

Send an email to traders@ukplc.net and you could see your question answered in the next newsletter.

Meet The Supplier Advisor Team

The supplier advisor team are responsible for contacting businesses to explain the imminent changes in public sector purchasing, and the advantages to the business of joining our e-commerce system.

During the telephone conversation the advisor is trained to gain an understanding of the business and requirements so as to advise on the best e-commerce solution that is suitable for the business.

The business have usually received a letter from their local council which provides the basis for the call. However if you are interested in joining our e-commerce system, adding ecommerce functionality to your website or looking for a cost effective ecommerce website solution, please contact our Supplier Advisor Team on 0870 486 6002 or email traders@ukplc.net.



Coming Soon

-  Traders Club Forum - get help and advise from other traders
-  Help Guides - documents to help you user your SG package efficiently.
-  Training & Seminar program.
-  Traders Knowledgebase

To remove your name from our mailing list, please email traders@ukplc.net with unsubscribe in the subject line.

Questions or comments? E-mail us at traders@ukplc.net or call 0870 486 6009