Introducing UK Vendor

UK Vendor from IHS is the definitive online collection of up to date product catalogues for designers, specifiers and purchasers in building and process engineering. The product allows users to search for and identify products and suppliers to meet their exact project requirements - and to have immediate access to full-text catalogues, data sheets, selector guides and brochures from the relevant suppliers listed.

UK Vendor comprises three products: Specify-it, Specify-it FM, and Engineer-it.

- Specify-it allows construction industry professionals to access construction component and equipment supplier information quickly and easily.
- Specify-it FM allows facility management professionals to access a wide range of product information from suppliers and manufacturers in the Facilities Management industry.
- Engineer-it allows engineering industry professionals to access engineering components, materials, equipment & services from manufacturers and suppliers.

The complete service comprises industry specific modules in UK Vendor. Each module is a group of industry specific suppliers.

- Specify-it has two modules: Building - Construction and Civil Engineering and Process Engineering
- Engineer-it has three modules: Process Engineering, Engineering - Design and Manufacturing, and Electronic Engineering

You can subscribe to particular products and to particular modules within each product at differing levels. For more information, see Understanding subscriptions.

Understanding subscriptions

There are three levels of subscriptions: Gold, Silver and Bronze.

- Gold - allows you complete access to all supplier details and catalogues.
- Silver **-** allows you access to all supplier details, and allows you to download catalogues belonging to prime suppliers.
- Bronze **-** allows you to view prime supplier details. Catalogues are not available for selection and download. The **Recently Viewed** tab and the **Preferred Suppliers** tab are not visible if you have a Bronze subscription.

Note: If you find that you are continually presented with options that you cannot select then you may wish to consider changing the level of your subscription.

You can also have different subscriptions for each module and product. For example, you can have a Gold level subscription to the Building module of Specify-it, but a Bronze level subscription to Engineer-it.

Subscribing to UK Vendor

To subscribe to UK Vendor

1. Click the **How to subscribe** link in the top right of the page.
2. Complete the form with your contact information, your company your industry and how you discovered UK Vendor.
3. Click **Submit**. We will contact you to discuss your subscription requirements.

Listing your company on UK Vendor

To list your company on UK Vendor

1. Click the **Add your literature** link in the top right of the page.
2. Complete the form with your contact information, your company your industry and how you discovered UK Vendor.
3. Click **Submit**. We will contact you to discuss your exact requirements.

Notes: You can ensure your company is always listed prominently at the head of any search results. Ask about becoming a prime supplier.

If you are enquiring from a country outside of the UK, please leave the contact name, telephone number and address details for your UK dealer/distributor.

IHS values your privacy, and your contact information will not be given or sold to any third party.

Advertising on UK Vendor

To advertise on UK Vendor

1. Click the **Advertise here** link in the top right of the page.
2. Complete the form with your contact information, your company your industry and how you discovered UK Vendor.
3. Click **Submit**. We will contact you to discuss your exact requirements.

Notes: If you are enquiring from a country outside of the UK, please leave the contact name, telephone number and address details for your UK dealer/distributor.

IHS values your privacy, and your contact information will not be given or sold to any third party.

Technical requirements

UK Vendor has the following prerequisites:

- **Required browser configuration.** UK Vendor is fully compatible with Microsoft Internet Explorer: versions 6.0 and 7.0.

You must also:

- Adjust your Internet Explorer pop-up blocker to allow IHS Web site pop-ups.
- Install Adobe Reader if you want to view downloaded supplier catalogues.

Allow IHS Web site pop-ups

If the Internet Explorer pop-up blocker is on, you must allow IHS Web site pop-ups.

To adjust your Pop-up blocker settings in Microsoft Internet Explorer:

1. With Microsoft Internet Explorer open, click the **Tools** menu **> Pop-up Blocker > Pop-up Blocker Settings**. The **Pop-up Blocker Settings** dialog box displays.
2. Type ***.ukvendor.com** in **Address of Web site to allow** text box.
3. Click **Close**.

Questions/comments about the online Help

Do you have comments, suggestions, or questions about the Specify-it help? If so, we would like to hear from you. We are always trying to improve the online information.

Please contact the IHS Energy Technical Documentation department at
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Rev December 2007

Getting started

The main page displays several tabs: **Home**, **Suppliers**, **Classifications**, **Recently Added**, **Recently Viewed**, and **Preferred Suppliers**.

- **Home** tab - the welcome page introducing you to features.

- **Suppliers** tab - displays search results, including supplier name and town. This tab also identifies suppliers who have FastrackCAD drawings and ISO approval.
- **Classification** tab - allows you to browse the classification scheme and drill down by product segments.
- **Recently Added** tab - displays all suppliers added over a period of time. Use the drop-down list to filter the list for new suppliers added in a particular period.
- **Recently Viewed** tab - displays a list of suppliers whose catalogues you have recently viewed. Expand the company name to view the catalogues. This tab is not visible if you have a Bronze level subscription for the product or module.
- **<*Supplier Name*>** tab displays only when a supplier is selected. Here you can view suppliers contact details and catalogues, as well as a location map, email link and website link to help you decide what product best suits your requirements.
- **Preferred Suppliers** tab - displays a list of suppliers that you have selected as preferred suppliers. This tab is not visible if you have a Bronze level subscription for the product or module.

Searching the database

Use the **Search** pane on the left to search the database.

You can search for product names, company names, trade names, and component names. Enter multiple words, and UK Vendor returns search results containing all your search terms. It does not matter in which order you enter your search terms, for example, a search for *water pumps* returns the same results as *pump water*.

To search the database

1. Enter your search term.
2. Select the appropriate box to return suppliers with the following accreditation: Building Index, Process Engineering Index, FastrackCAD, ISO Approved and BBA Certificates.
3. If you want, you can enter the town and the postcode in which you want to find a supplier. For example, enter the first two letter of the postcode to view all the company's offices in that location.
4. Click **Search**. A list of matching results appears in the **Suppliers** tab. The prime suppliers are always listed first, and suppliers are listed in alphabetic order by default. You can reorder the search results by clicking the column heading.

Notes: You can also search for suppliers using the **Classifications** tab. Simply select the appropriate industry segment, and select from a range of ever-narrowing segments until you reach a selection of suppliers who provide the item that you

require. A plus symbol alongside a segment indicates that there are further sub-segments to browse through.

Selecting preferred suppliers

To select a preferred supplier

1. View your preferred supplier in the **Suppliers** tab.
2. Click **Select as Preferred Supplier**. The supplier appears in the **Preferred Suppliers** tab. Every time you search, UK Vendor identifies which companies in the results are your preferred suppliers within the Supplier Tab.

Note: Click **Delete as Preferred Supplier** on the **Preferred Suppliers** tab if you want to remove a supplier from your preferred list.

Downloading catalogues

To download supplier catalogues

1. Search for the appropriate supplier. A list of matching results appears in the **Suppliers** tab. Alternatively, open the **Preferred Supplier** tab, and select the supplier there.
2. The supplier opens in its own tab displaying full company details as well as all available catalogues.
3. Click on the logo to download the PDF. To view the catalogues you need a copy of Adobe Acrobat Reader.

Note: You can also download supplier catalogues using the **Classifications** tab. Simply select the appropriate industry segment, then select from a range of ever-narrowing segments until you reach the suppliers whose catalogue you wish to download.

Becoming a Prime Supplier

A Prime Supplier is always listed prominently at the head of any matching search results.

By default, UK Vendor displays 30 companies on the first page of search results. All Prime Suppliers are listed first and are highlighted in bold. For example, if there are 5 Prime Suppliers in the search results, they appear at the top of the first page of search results and are followed by 25 other suppliers. If there are 40 Prime Suppliers in the search results, all 35 Prime Suppliers appear on the first page of search results, and the remaining 5 on the top the second page of results. All suppliers are listed alphabetically.

To request more information on becoming a Prime Suppliers, click the **Add your literature** link in the top right of the page. Complete the form with your details and a request about Prime Supplier status. Then, click **Submit**. We will contact you to discuss details.