

CREATE A LISTING

A Basic Supplier Listing on Vacuum-Resource.Org is free!

HOW TO CREATE YOUR LISTING

1. Create a Login.
Click on 'Register' at top of the Home Page and enter your email address, password and company name.
2. Click on Activation Email
An email will be sent to the email address entered. Click on the link in this email to activate your account.
3. Login
When logged in you will be presented with a button to 'Create a Listing' in 'Your Account' area on the Home page.
4. Select Basic Plan
Tip: Establish a Basic Listing and check details before upgrading.

UPGRADE FOR MORE FEATURES

	Basic	Bronze	Silver	Gold
Choose a Plan	FREE	£120 / year	£250 / year	£450 / year
Company Details	✓	✓	✓	✓
Link to website	✓	✓	✓	✓
Logo	X	✓	✓	✓
Description (brief)	✓	✓	✓	✓
Extended Description	X	✓	✓	✓
Product Categories	2	2	5	10
Listing Rank	Unranked	3rd	2nd	1st
SELECT PLAN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You have selected the BASIC plan which is free of charge.

If you select the basic plan or use a coupon code making a plan free, you will not have to enter any payment details.

The free Basic Plan is pre-selected – just click on the 'Select plan' button to activate.

5. Add Details, Categories

Under 'Manage Listing' click on Details to add your company details. All the information will appear in the Directory except your name – this is a required field for company administration purposes and will not show in the Listing.

Select up to two Categories from the list of product categories.

6. Listing Overview

Shows when your Listing is live, or what details need to be added.

N.B. Basic (free) Listing shows the VR icon logo only and will not allow the upload of your company logo.

UPGRADE YOUR LISTING

If you want to display your company logo, add more product categories and ensure your Listing appears near the top then **upgrade** to a payment plan **now!**

Bronze, Silver and Gold plans enhance your Listing:

- Companies are listed according to their rank. Rank = 1 at the top ordered down to 'unranked' at the bottom.
- Add your company logo.
- Add more product featured categories.

After selecting your upgrade plan you will be able to request an invoice for payment, or pay immediately by PayPal / Credit Card.