

Setting up your account

Company Profile and contact details



Now you are an active member on the Applegate Supplier Network, we have provided a step by step guide to help you get your Applegate profile page set up as smoothly as possible.

Should you have any questions regarding this process, please do not hesitate to contact us by email on supplier-support@applegate.co.uk or phone +44 (0) 345 600 7177.

Ensure that you have verified your email address and set up your password. If you have not received the verification email then please contact us on +44 (0)345 600 7177

Setting up your Applegate Profile Page

- Login to your Applegate Account using your registered email and the password you set up.
- Click the 'Switch to supplier tools' button in the top right under 'Logout' and 'Dashboard' buttons to go to the supplier tools dashboard.

Update contact details, image & social media links

- Choose 'Company' from the horizontal menu.
- Click the 'Company Details' tab.
- Click the yellow 'Edit' button and enter your company's address and contact details.
 - You have the option to enter your employee count, year founded and turnover. These fields are displayed at the top of your company profile page.
 - If you have social media profiles you can add them here to encourage visitors to your page to follow you on the various platforms.
 - Once you are happy with the details you have entered you can click the 'Save changes' button.
- From this page, you can also update your main company image.
 - Under the image click the 'Change image' button.
 - In the file browser you can navigate to a new image on your computer and click 'Open'. This will instantly upload the image to your company page.

Company Details

Company name	Applegate Marketplace Ltd	Edit
Address 1	Riverside Road	
Address 2	Pottington Business Park	
Town/City	Barnstaple	
County/Region/State	Devon	
Postcode/Zip	EX31 1LS	
Country	United Kingdom	
Telephone	0345 600 7177	
Employee Count	60	
Year Founded	1996	
Turnover	£0.00	
Accreditations		
VAT Registration Number		
Fax		
Company email	marketing@applegate.co.uk	
Website address	http://www.applegate.co.uk	
LinkedIn address		
Facebook address		
Twitter address		
Google+ address		

Call Applegate +44 (0) 345 600 7177

Marketing Solutions:
Company Profile
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Category Sponsorship
Contextual Banner

Applegate Information:
About Us
Applegate PRO
Applegate News
FAQs and Guides
Contact Us

Database Supplier

This website is designed, managed and published by Applegate Marketplace

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Riverside Road
Pottington Business Park
Barnstaple
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0345 600 7177
www.applegate.co.uk
supplier-support@applegate.co.uk

To update your company page text

- Click the 'Company profile' tab.

If you want to update your address details or company image you can either click the 'Edit' button next to the address or follow the instructions above.

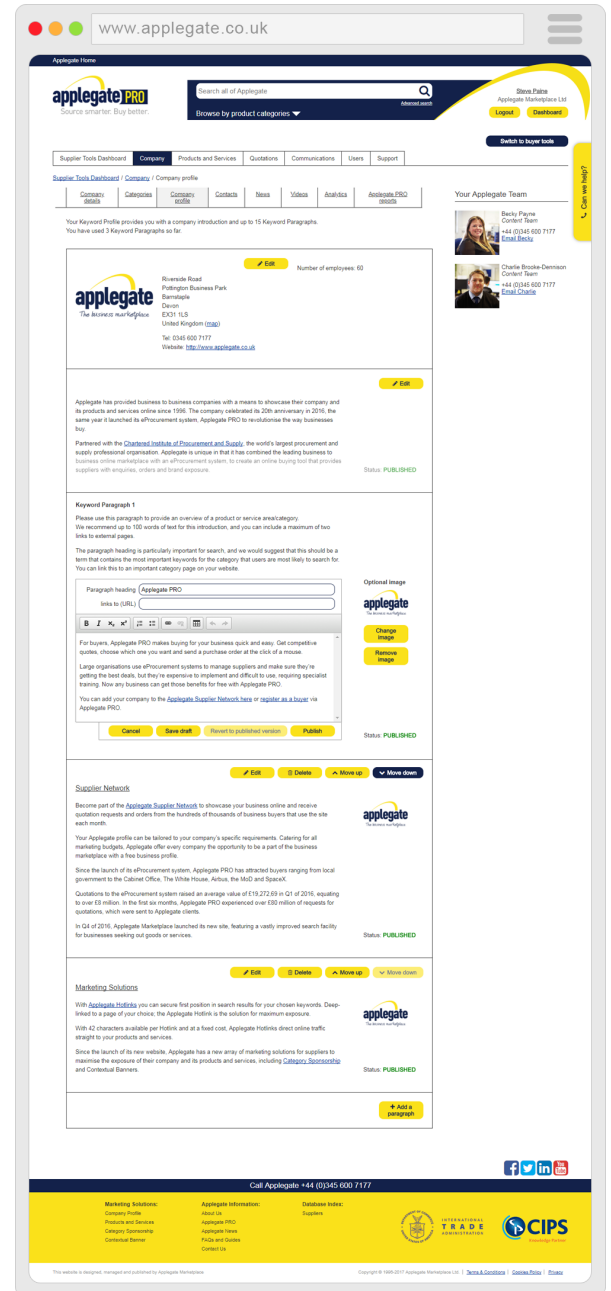
- Your Applegate page is made up of a company introduction section and then a selection of Keyword paragraphs.
- For the keyword paragraphs to appear you MUST have a company introduction in place.
- To add your Company introduction
 - Scroll to the bottom of the page and click the '+ Add a paragraph' button.
 - This will open an editor where you can enter up to 100 words. You can also include up to 2 links to external pages within this text.
 - Once you have entered your text then click either 'Save draft' to allow you to come back and update later or 'Publish' to put the information live on your page.

Once you have completed your company introduction paragraph you can add keyword paragraphs. These can be used to help promote products, services or aspects of your business to potential clients.

This paragraph is made up of a title that can be linked out to an external page and up to 100 words of text with 2 additional external links. You can also include an image within these sections, that will be included into a slide show with your company image at the top of the company profile.

To add a keyword paragraph

- Click the '+ Add a paragraph' button at the bottom of the page and enter your title, and if you wish the link you would like the title to link to.
- Enter your paragraph text into the large box below. You can add links to your text using the chain symbol. You can also add bold or italic effects to your text.
- If you would like to add an image to go along side your paragraph then you can click the upload image option on the right and navigate to your chosen image and then click open.
- Once you're happy with your text and image then click either 'Save draft' to allow you to come back and update later or 'Publish' to put the information live on your page.



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