

How to register as a supplier on the Visit Britain trade directory

1. Please go to <https://trade.visitbritain.com/supplier-directory/> and sign up using the box on the right:

[Home](#) > [Supplier Login / Register](#)

Supplier Login / Register

Sign In

 Remember me on this computer
 [Forgot Password?](#)

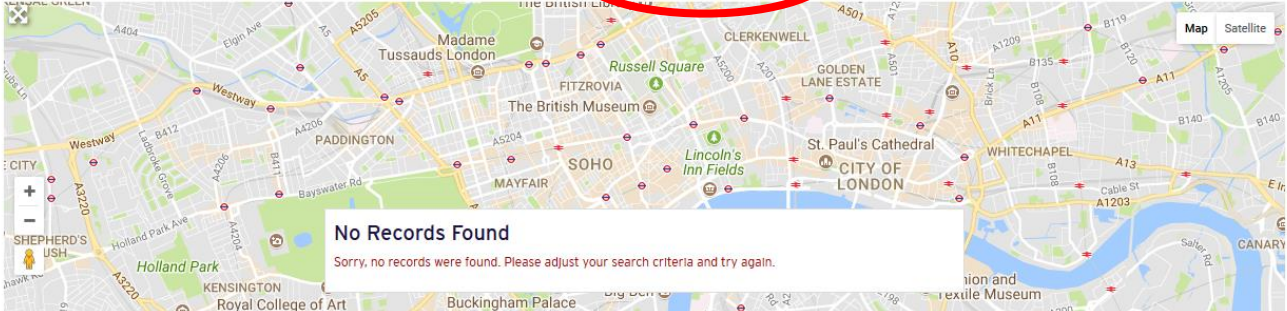
Sign Up Now

2. When you log in the page will go to the below please click on **“listing here”**

[Home](#) > [Supplier Directory](#)

Supplier directory

Welcome kelegibbs3@gmail.com to the Supplier directory, you may view and [edit your listings here.](#)



No Records Found
Sorry, no records were found. Please adjust your search criteria and try again.

3. Click on the drop down box and choose **“Supplier”**:

Supplier Dashboard

[Logout](#)

4. Enter the following details for the listing you would like to register:

Add Supplier

* Indicates mandatory fields

Enter Listing Details

Supplier Title*	<input type="text"/>
Supplier Short Description*	<input type="text"/> <small>Please add a short description (minimum 150 characters, maximum 300)</small>
Additional Information	<input type="text"/> <small>Please add if necessary</small>
Tag Keywords	<input type="text"/> <small>Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters only.</small>
Category*	<input type="text" value="Select Category"/> <small>SELECT listing category FROM here. SELECT at least one CATEGORY</small>
Address*	<input type="text" value="Enter a location"/> <small>Please enter listing address. eg.: 230 Vine Street</small>
Country*	<input type="text" value="United Kingdom"/> <small>Click on above field and type to filter list</small>
Region*	<input type="text" value="Greater London"/> <small>Click on above field and type to filter list or add a new region</small>
City*	<input type="text" value="London"/> <small>Click on above field and type to filter list or add a new city</small>
Neighbourhood	<input type="text" value="Select Neighbourhood"/> <small>Click on above field and type to filter list</small>
Zip/Post Code	<input type="text"/>

5. Please enter as much information as possible, and ensure that you enter URL for your page.



Click on "Set Address on Map" and then you can also drag pinpoint to locate the correct address

Address Latitude*	<input type="text" value="51.5073509"/> <small>Please enter latitude for google map perfection. eg.: 39.95582304813286</small>
Address Longitude*	<input type="text" value="-0.12775829999998223"/> <small>Please enter longitude for google map perfection. eg.: -75.1440811572266</small>
Select Map View	<input checked="" type="radio"/> Default Map <input type="radio"/> Satellite Map <input type="radio"/> Hybrid Map <input type="radio"/> Terrain Map
Time	<input type="text"/> <small>Enter Business or Listing Timing Information. eg.: 10.00 am to 6 pm every day</small>
Phone	<input type="text"/> <small>You can enter phone number;cell phone number etc.</small>
Email	<input type="text"/> <small>You can enter your business or listing email.</small>
Website	<input type="text"/> <small>You can enter your business or listing website.</small>
Twitter	<input type="text"/> <small>You can enter your business or listing twitter url.</small>
Facebook	<input type="text"/> <small>You can enter your business or listing facebook url.</small>
Video	<input type="text"/> <small>Add video code here, YouTube etc.</small>

6. Please fill in the information in the Tour Details section – this will help to engage buyers

Tour details

Min - Max capacity	<input type="text"/>
Frequency of Tour	<input type="text"/>
Are private tours available?	<input type="text"/>
FIT or Groups	<input type="text"/>
If your services are available in alternative languages, please specify which	<input type="text"/>
Extra information	<input type="text"/>

Please add images without images the listing will not be approved and go live

Add Images : (You can upload more than one Images to create Image gallery on detail page)
(You can upload unlimited Images with this package)

Drop files to upload

Select Files

Please drag & drop the images to rearrange the order

Please add in the business hours of your listing – if business hours are the same through the week you can click the **“Copy times”** button to replicate these timings over all fields. You can also mark the **“Open all day”** or **“Closed all day”** buttons to indicate if you are open or closed on a particular day. For any additional information (I.e. Closed for lunch, Christmas opening hours etc.) please enter in the **“Additional Information”** box.

Do not use business hours for this listing

Weekday	<input type="checkbox"/> Open all day	Open	Close	<input type="checkbox"/> Closed all day
Monday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Copy Mondays times to all days <input type="button" value="Copy times"/>				
Tuesday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	1) <input type="text"/> 2) <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>

Additional Information

Please then ensure that you review your listing

If you are happy please press “Publish”

Supplier directory

[Back to Supplier directory home.](#)

This is a preview of your listing and its not published yet.
If there is something wrong then "Go back and edit" or if you want to add listing then click on "Publish".

[« Go Back and Edit](#) [Cancel](#) [Publish](#)

- 1) You will see a page like the below and you listing will be sent to the Visit Britain team for Approval and will appear on site soon
- 2) You will receive an email confirming when your listing is live

Supplier directory

[Back to Supplier directory home.](#)

Thank you, your information has been successfully received.

[View your submitted information »](#)

Thank you for visiting us at trade.visitbritain.com.

The listing will be sent to Visit Britain for final approval, so there will be a short delay before this appears on the site.

Any question please email TradeSupport@visitbritain.org