

REPS Directory

Online help, information and user tips



The information in this online help guide is current as at September 2008. CCI has taken all reasonable care in preparing both the information in this guide and in the REPS Directory to ensure it is correct and up-to-date. However, CCI assumes no responsibility or liability for any claim that may arise from the accuracy or inclusion of any information.

Disclaimer

CCI reserves the right to amend entries to conform to the REPS Directory style and available space. Inclusion in the REPS Directory is restricted to subscribers only.

For assistance please contact REPS Coordinator Cheryl Drinkwater, phone (08) 9365 7619 or email: reps@cciwa.com

Step 1 of Step 8 – Company Profile Custodian

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cciwa.com for more information.

Step 1 of 8: Company Profile Custodian

[Help](#)

Prefix *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Profile Admin. Email *	<input type="text"/>
Profile Admin. Address *	
Address	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

- The company profile custodian will be the key administrator for the company record. Once these details are submitted all information relating to the company profile will be directed to this designated person. This may or may not be the same as the company address listed in the REPS Directory.

Please include telephone area code for landlines or a mobile telephone number.



Step 2 of Step 8 – Company Details

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@ci

Step 2 of 8: Company Details

[Help](#)

Company Name *	<input type="text"/>
Additional Company Name	<input type="text"/>
E.g. subsidiary of, previously known as	
ABN	<input type="text"/>
Phone *	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

- Company Name – this field should include the company name as you wish it to appear in the directory - eg trading name not necessarily the registered company name.
- Additional Company Name – Complete this field if you wish to show former names, divisions of or subsidiary associations to another company. If you wish to show a previous company name include the words “formerly” before the additional company name.
- ABN – should be displayed as 2 digits – 3 digits – 3 digits – 3 digits; eg 90 826 194 801
- Phone – include landline number and relevant area code. In the instance of overseas numbers please also include country and city codes; eg (08) 9365 7619 or +1 (714) 968 8424.
- Fax – use convention as described for phone numbers.
- Email – REPS recommends that the email address included is generic to the company as opposed to a personal address. There are further options in the profile setup to include additional or more specific email addresses.
- Website – URL included here should be the generic or the main website for your listing. In step 3 there is provision to include additional information including multiple websites.





Step 3 of 8 – Company Contacts

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cciwa.com

Step 3 of 8: Company Contacts

[Help](#)

Company contacts covers the listed individuals and additional information that you may wish to in profile requires at least one individual contact to be listed, however additional information may be may not be the same as the company profile administrator. *

Add Contact Details

Previous

Next

- It is a requirement to list at least one contact person's details. Note: if numerous contact names are supplied this decreases the available space to describe your company.
- You can change the order that the contacts will appear in the Directory by using the blue arrows.

Step 4 of 8 – Additional Contact Addresses

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cciwa.com for more information.

Step 4 of 8: Company Addresses

[Help](#)

Company Address *

Street Address
Suburb
State
Post Code
Country

Postal Address

Postal Address
Suburb
State
Post Code
Country

Additional Information

If you wish to list additional information, click on the Add Additional information button below. If you need to reorder or edit information please contact the [REPS Administrator](#)

Add Additional Information

Previous

Next

- Business Address (should be Company Address) – Complete these details to show the primary address details you wish to have listed for your company. Note that the Company address may be different than the details included in Step 1 (Company profile custodian details).
- Postal Address – post office box or GPO details for Company Address.





- The primary or principal phone and fax for the company are included here. Multiple phone /fax numbers can be listed under the additional information section.
- Additional information –

Use these fields to include additional information about the company such as branch, site and head offices, extra websites, phone or fax numbers. The address name field defines or categorises this additional information so that it is labelled distinctly from the main address listing.

Each time you 'add information' the fields will empty and can be re-populated with any additional information you may wish to include such as multiple website addresses.

*Note: if multiple entries of additional information are supplied this decreases the available space to describe your company.

- If several phone /fax numbers are to be listed please place in brackets the persons' surname or department/division after the number eg: an individual - (08) 9365 7619 (Drinkwater); a regional contact - (02) 9638 4568 (Wollongong); a division's contact - (08) 9365 7455 (Sales);
- Please refer to the company profile example provided at the end of this document for further assistance.
- **Hint** - For address listings outside Australia select the country first to allow either a drop down list of states or the ability to overwrite this field.

Step 5 of Step 8 Company Profile

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cciwa.com for more information.

Step 5 of 8: Company Details

[Help](#)

Principal Services, Products etc

Company Record

Plant & Equipment

Special Techniques, Expertise, Quality Certification



Knowledge Influence Support

CHAMBER OF COMMERCE
AND INDUSTRY
WESTERN AUSTRALIA

A full style guide is included with the examples at the end of this document.

- Annual turnover – figure is reported in millions and assumed to be Australian dollars unless otherwise noted.

Eg \$1 million
US\$50 million



NOTE: CCI recommends the text for inclusion in the REPS directory be compiled in a word document by clients, saved, copied and pasted into the appropriate fields. Not all fields are required, however total word count for all sections (assuming only 1 company contact and address) should not exceed 450 words*. If the total profile length is in excess of available space the REPS coordinator will contact the company profile administrator to amend the listing.

*Recommended field lengths:

- Principal Services, Products etc: **150 words**
- Company Record: **150 words**
- Plant & Equipment: **75 words**
- Special Techniques, Expertise, Quality Certification: **75 words**

Hints and tips:

Bullet points should not be used in company profiles in the directory.

- A solid, single paragraph text is to be submitted in descriptive fields (ie no multiple paragraphs).
- Company profiles are written in third person. Eg Avoid (*We provide – our clients*) from your text and replace with (*the company provides*) (*its clients*).
- “Marketing speak” should be avoided and is highly discouraged in the descriptive about the company.
- Note that final print proofs of the company profiles are not provided to subscribers. Subscribers will be notified via the REPS Newsletters during November to make a final check of their online profile.

Step 6 of 8 Category Details

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@ccliwa.com for more information.

Step 6 of 8: Category Details

[Help](#)

Company Category

Category selection is mandatory, however if you need assistance tick the box and continue to next step.

Assist your customer - Service Index Categories
Please consider these important guidelines before selecting categories on the drop menu.



- What goods or services do you provide your customers?
- Which categories are your customers likely to select from the index when seeking your product/service?
- Do not mark categories (industries) you supply products into. Eg A labour hire company supplying transport workers should select “Personnel & Training Providers” > “Personnel Provider” NOT “Freight & Transport Services”.
- Do not mark categories representing in-house facilities only used to produce your own products and not available to outside customers. (eg R & D, design, machining, etc).

Step 7 of 8

New Profile Setup
* designates required fields
NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cclwa.com for more information.

Step 7 of 8: Web Account Registration Details

[Help](#)

User ID*

Password*

Retype Password*

- User Id and Password
 - User ID to be numerical
 - Password should be lowercase

eg. User ID: 123456
Password: smith



Step 8 of 8 Company Logo

New Profile Setup

* designates required fields

NOTE – You must be a registered subscriber to submit your details. Contact (08) 9365 7619 or reps@cciwa.com for more information.

Step 8 of 8: Company Logos

[Help](#)

Please note logos will be attached on approval by the REPS administrator.

Please contact reps@cciwa.com or call us at (08) 9365 7619 for assistance if required.
Please upload your company logo in .jpg format. Please do not exceed 250 px X 250 px

File:

Please save file as Company profile name

eg. Apprenticeships Australia.jpg

Description

Enter Company Profile name

Please upload your logo in .eps (Vector) format for printing purposes.

File:

Description

- Logos should not exceed 250 x 250 pixels
- Only high resolution jpg files will be accepted for logos displayed online.
- eps files are highly recommended to ensure a good reproduction in the hardcopy directory.
- Note gif, tif, bmp and low resolution files from websites will not be accepted in this field. Please contact the REPS Coordinator if assistance is required.



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REPS DIRECTORY

- [Home](#)
- [Add a new company listing](#)
- [Update your company listing](#)
- [Search company listing](#)
- [View Categories](#)
- [Order the hardcopy](#)
- [Information on WA's Resource Sector](#)

MEMBER LOGIN

Username

Password

Remember Me

[Forgot Password?](#)

Mathie & Co

(previously known as Fox & Company)

ABN 23 333 333 333

Contact Details
Mrs Melissa Mathie,
Mrs Kelley Yeats, General Manager
Mr Joe Citizen, Business Development Manager

Street Address

180 Hay Street
East Perth WA 6004
Australia

Bunbury Office Address

32 Field Street
Bunbury WA 6230

Bunbury Postal Address

PO Box 1234
Bunbury WA 6430

Phone: (08) 9365 7619

Phone: (08) 9800 1234 *(Bunbury Office Address)*

Phone: 0411 111 111 *(Yeats)*

Fax: (08) 9365 7550

Fax: (08) 9850 1230 *(Bunbury Office Address)*

Email: mathie@mathie.com

Email: kelly.yeats@yeats.com

Web: www.mathieco.com

Web: www.yeats.com

Principal Services Mathie & Co is a sample profile only.

Company Record Mathie & Co is a sample profile only.

Plant Equipment Mathie & Co is a sample profile only.

Special Techniques Mathie & Co is a sample profile only.

Establishments Number of Employees: 11 Annual Turnover: \$20 million

Additional Information

Step 4 - Additional address

Additional Information

Step 4 - Additional telephone

Additional Information

Step 4 - Additional fax

Additional Information

Step 4 - Additional website