



www.bmf.org.uk

User guide

The screenshot shows the BMF website homepage. At the top is a navigation bar with links for Home, About, Membership, Policy & Public Affairs, Training, Events, Information Centre, News, and Contact. A search bar is also present. Below the navigation bar is a large banner image of two men in a workshop setting. The text on the banner reads: "Welcome to the BMF. We are the only UK and Ireland organisation, that represents and protects the interests of Merchants and Suppliers in the building materials supply industry." Below the banner, there is a section titled "WELCOME CHRISTINE" with two buttons: "VIEW MY PROFILE" and "EDIT MY PREFERENCES". To the right of this section is a red box titled "WHAT CAN THE BMF DO FOR ME AND MY COMPANY?" with a "GO" button. Next to it is a blue box with a phone icon and a "REQUEST A CALLBACK" button. Below these are three columns: "MEMBERSHIP" featuring a video of Ian Haldane, "TRAINING" featuring a "Prospectus" download button, and "PUBLICATIONS" featuring a "OneVoice" magazine cover and a "LEARN MORE" button. At the bottom is a blue footer with a search bar and the text "Find a member, search our members' database".

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Logging in

The Builders Merchants Federation's (BMF) website address is www.bmf.org.uk.

The website aims to enable our members to gain even more value from BMF membership. Benefits include:

- Better communication with members as well as their employees.
- Book events, forums, regional meetings and training courses online
- Download resources eg the new BMF handbook, remuneration survey, industry forecasts and KPI report.
- Member search

You can personalise communications to meet your preferences by logging in or creating a new account:

- Select the communications you require, such as BMFI data, BMF Business News and forecasts, BMF weekly Economic Bulletins
- Tailor your visit to fit your role and sector

Please follow the steps below to login and gain access a wealth of member-only resources:

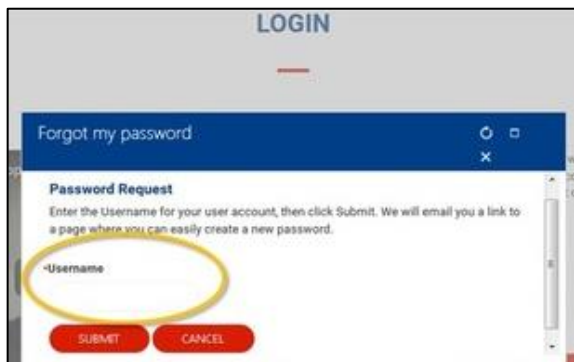
1. Go to www.bmf.org.uk and from the home page select **Login**



2. Click on **forgot my password**

3.Type in your email address in **Username** then **Submit**

4. You will then receive an email with a password reset request. Just click on the link provided to **reset your password**.



The screenshot shows a web browser window with a 'LOGIN' header. A modal dialog box titled 'Forgot my password' is open. Inside the dialog, there is a section titled 'Password Request' with the instruction: 'Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.' Below this text is a text input field labeled 'Username', which is highlighted with a yellow oval. At the bottom of the dialog are two red buttons: 'SUBMIT' and 'CANCEL'.

Personalise your content

Personalise the content you see online and receive by email, based on your interests, enabling you to spend more time learning about relevant information for your role and cut down unwanted communications.

- To personalise your account you need to be **logged in** to see the options available.
- When you're logged in select **Hi xxx** on the top menu.
- You can edit your profile in **About Me**

The screenshot displays the 'My Account' page of the BMF website. The top navigation bar includes links for LOGOUT, HI, CHRISTINE, BOOKINGS, JOIN NOW, and FIND A MEMBER. Below this is a secondary menu with links for Membership, Policy & Public Affairs, Training, Events, Information Centre, News, and Contact, along with a search bar. The main content area is titled 'Home > My Account' and features a sub-menu with links for About Me, My Participation, Preferences, Business guides, Weekly bulletins, Business news, and Forums. The 'About Me' section is active, showing a 'MEMBERSHIP IS VALUABLE!' message and a list of benefits: Networking opportunities, Your professional development, Knowledge-sharing communities, Members-only resources, and Political representation. Below this is a 'MY PROFILE' section with fields for About, Past Experience, Education, and Website (www.bmf.org.uk). The 'MY ADDRESSES' section shows a single address: 1180 Elliott Court.

Tailor your billing details, recent transactions and preferred forums and groups in **My Participation**

ORGANISATIONS
Builders Merchants Federation – Marketing & Communications Manager

MY FORUMS AND GROUPS
BMF Staff – Marketing & Communications Manager
[PRINT STATEMENT](#)

MY CURRENT BILLING

| Description | Balance |
|-----------------------|---------|
| There are no records. | |

MY UPCOMING EVENTS

| Date | Event | Location | View registration |
|-----------|--|-------------------|-----------------------------------|
| 9/18/2019 | BMF Members' Annual Conference and Awards 2019 | | View registration |
| 10/2/2019 | BMF Marketing Forum - Autumn 2019 | Coventry, England | View registration |

MY OPEN INVOICES

| Pay | Invoice | Date | Description | Due Date | Amount | Balance Due |
|--|---------|------|-------------|----------|--------|-------------|
| There are no open invoices at this time. | | | | | | |

MY RECENT TRANSACTIONS

1 2 3 4 Page 1 of 4, items 1 to 10 of 31.
[Show all 31](#)

| Order Number | Order Date | Type | Amount | Balance |
|--------------|------------|---|--------|---------|
| ▶ 4437.00 | 4/15/2019 | Event - BMF Marketing Forum - Autumn 2019 - For Hannah Taylor - Billed to Christine | 0.00 | 0.00 |

In **communication preferences** you can opt in to receive information and publications, as well as choosing which sectors you would like to receive updates about.

Personalise your preferences

You can personalise the communications you receive and opt out of the ones you don't need to hear about.

- To personalise your account you need to be **logged in** to see the options available.
- When you're logged in select **Hi xxx** on the top menu.
- In **preferences** you can opt in to receive specific BMF publications, as well as choosing which Forums you would like to receive updates about.

COMMUNICATION PREFERENCES

I would like to receive information on the following topic areas:

- ☒ Builders Merchant Building Index (BMBI Report)
- ☐ Boiler Sales Report
- ☐ Bricks, Blocks & Landscaping
- ☒ Business News
- ☐ Civils & Drainage
- ☐ Decorative
- ☐ Employment & HR
- ☐ Finance
- ☐ Health & Safety
- ☐ KPI Report
- ☒ Marketing
- ☒ Plumbing & Heating
- ☐ Policy & Public Affairs
- ☐ Remuneration Survey
- ☐ Roofing & Insulation
- ☐ Security
- ☐ Technology
- ☐ Timber
- ☐ Training
- ☐ Transport
- ☐ Weekly Economic Bulletin

Download member-only content

As a member, you can access and download secure documents, market reports, directories, logos and industry data, giving you the benefits of business guidance and market understanding.

- To personalise your account you need to be **logged in** to see the options available.
- When you're logged in select **Hi xxx** on the top menu.
- **In Downloads**, members have secure access to information and downloads such as Business Guides, Weekly Economic Reports, KPI and Remuneration Reports, BMF Directory and logos.

[About Me](#) [My Participation](#) [Preferences](#) [Business guides](#) [Weekly bulletins](#) [Business news](#) [Forums](#)


[Handbooks](#) [Logos](#) [Market data](#) [BMF Accounts](#) [BMF reports](#) [Templates](#)

The resources in this secure area are only for BMF members, provided as a benefit of your membership:

BMF HANDBOOK AND DIRECTORY 2019

You can now download the **2019 BMF Members Handbook**.

In response to demand from supplier and merchant members this year it's bigger and better than ever!



[About Me](#) [My Participation](#) [Preferences](#) [Business guides](#) [Weekly bulletins](#) [Business news](#) [Forums](#)

[Handbooks](#) [Logos](#) [Market data](#) [BMF Accounts](#) [BMF reports](#) [Templates](#)

BMBI AND SALES INDICATORS REPORT

The Builders Merchant Building Index (BMBI) is a brand of the Builders Merchants Federation. Launched and managed by MRA Marketing, it uses sales-out data from GfK's General Builders' Merchants Panel and includes a panel of leading industry Experts who speak for and explain their markets. BMBI analyses data from over 80% of generalist builders' merchants' sales throughout Great Britain.



The BMBI report combines data from GfK's ground-breaking Builders Merchant Panel, which analyses data from over 80% of generalist builders merchants' sales throughout the UK, and the BMF's own Sales Indicators based on monthly returns from the majority of merchant members outlets. It gives our industry access to far more comprehensive data than that available to other construction sectors.

To receive the BMBI reports visit the Preferences tab above and select **BMBI** in the Communications options or contact Nyssa Patel at Nyssa.patel@bmf.org.uk or visit [BMBI website](#) for more information.

FORECAST REPORT

The BMF are proud to announce the release of the Builders Merchants Industry Forecast. Our Builders Merchants Building Index (BMBI) uses data analysed by research company, GfK, to report on actual sales category performance. While this has enabled users to see which products and regions are currently growing, we have now gone a stage further to meet our industry's need for accurate forecasting.



The BMF model incorporates a number of lead indicators to signal future events that will impact our markets.

Using the BMBI data coupled with advanced modelling techniques we have developed a channel specific forecasting model to show what is likely to happen in the next 12 months, making it possible for merchants and suppliers to forecast their customers' requirements more accurately.

Going forward, the report will be updated on a quarterly basis and all members receive it free of charge. If you have any questions or wish to receive a hard copy of the report please contact Nyssa Patel at nyssa.patel@bmf.org.uk.

Forecast Report Q1 April 2019

Invite your colleagues to set up an account

As a member, you can access and download secure documents, market reports, directories, logos and industry data, giving you the benefits of business guidance and market understanding.

- Go to [Log in](#) to see the options available
- Select **Hi xxx** on the top menu

BMF Builders Merchants Federation

LOGOUT HI, CHRIS

Home About Membership Policy & Public Affairs Training Events Information Cent

Home » My Account

About Contacts Participation Supplier History

Company name

Address 1
Address 2
Address 3
Postcode

Phone 01234 56789
email@company.org.uk

Company name

[Add contact](#)

- Mr F Bloggs – Managing Director
- Mrs B Merchant – Sales Manager
- Mr A Supplier – Marketing Manager
- Ms A Distributor - Member

- Tabs will appear for **About, Contacts, Participation, etc**
- Select **Contacts**
- You can then add any colleagues within your company so they can set up and tailor their individual accounts
- Go to **company account** then add your colleagues who are missing

Book training and events online


As a member, you can speed up bookings by using our online booking system for BMF training courses and events, with the option to pay by credit card or receive an invoice.

- Go to Log in to see the options available in the Training and Events menus
- Select **Hi xxx** on the top menu
- You can then **select the course** (using the filter) or **event you want to attend**
- Then **select Register yourself and colleagues** and follow the payment process through

Training

COURSE SEARCH

Filter By Category




1 Day Excellence in Customer Service

14 Nov 2019

The course is designed to provide delegates with a view from the perspective of the customer. Various ways of improving levels of customer service are examined, and delegates are provided with an opportunity to express views as to how both they and the company they work for can improve.

FIND OUT MORE




1 Day How a House Is Built

03 Mar 2020

The course details the various stages of building a house from the ground works, to first lift, second floor lift to roof and decorative finishing and explains all of the products that are used at each stage of the process.

FIND OUT MORE




1 Day How a House Is Built

11 Jun 2019

The course details the various stages of building a house from the ground works, to first lift, second floor lift to roof and decorative finishing and explains all of the products that are used at each stage of the process.

FIND OUT MORE




1 Day Letting Your Customer Trade With You Online

18 Jul 2019

This one-day course will look at and help you understand how best to digitally market your organisation to your customers.


FIND OUT MORE



1 Day Measuring Building Quantities

12 Sep 2019


This practical and specialist course introduces delegates to the skill of 'taking off' of materials from standard drawings. It is highly practical and will



1 Day Presentation Skills

07 Nov 2019


These days, the ability to present well has never been more important. Whether it's presenting to colleagues, giving an important speech at conference or a product



1 Day Quicker, Better Meetings

12 Dec 2019

'More meetings?' Many people see meetings as a waste of time: No clear agenda or objectives, people who dominate, no real actions decided, overrunning











1 Day Sales Negotiation Techniques

10 Jul 2019

This course will develop the skills and knowledge needed to be an effective sales negotiator. It will help delegates develop a win-win situation with different

Events

EVENTS

| | | | |
|---|--|--|--|
|  <p>BMF Members' Annual Conference and Awards 18 Sep 2019 - 19 Sep 2019</p> <p>The BMF Members' Annual Conference and Awards will be held at a new venue in 2019: St George's Park National Football Centre on Wednesday 18 and Thursday 19 September 2019</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>BMF All Industry Conference 2019 13 Jun 2019 - 16 Jun 2019</p> <p>The BMF 2019 All-Industry Conference, sponsored by Crystal Direct, will take place at the stunning five star Sun Gardens luxury hotel in Dubrovnik on 13-16 June 2019. The fabulous Gethin Jones will return as host.</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>Apprentice 19 - London 18 Jun 2019 - 19 Jun 2019</p> <p>Join us or encourage job seekers to visit the BMF stand at this show at the Guildhall in London in June.</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>BMF Young Merchants' Field Trip 05 Jul 2019 - 07 Jul 2019</p> <p>BMF Young Merchants will head to Toulouse for their 2019 field trip</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |
|  <p>Bob Beaver Memorial Shoot 2019 11 Jul 2019</p> <p>The fifth Bob Beaver Memorial Clay Pigeon Shoot is being organised by MDA. Proceeds will go to the Rainy</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>BMF Mastermerchant 12-14 July 2019 12 Jul 2019 - 14 Jul 2019</p> <p>Following a very successful Mastermerchant event in 2018 the event will be held again at Ambleside YHA.</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>Pavestone Rally 2019 05 Sep 2019 - 08 Sep 2019</p> <p>The Pavestone Rally is back. Following the huge success of the Pavestone 2017 Rally, the 2019 Rally will</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |  <p>BMF South West Regional Meeting - Autumn 05 Sep 2019</p> <p>The BMF South West regional meeting will be held at RGB in Triverton. For more information contact BMF</p> <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px;">FIND OUT MORE</p> |

Once you have selected your training course or event, follow the steps below:

Select the event and click on **Find Out More**.



BMF Members' Annual Conference and Awards
18 Sep 2019 - 19 Sep 2019

The BMF Members' Annual Conference and Awards will be held at a new venue in 2019: St George's Park National Football Centre on Wednesday 18 and Thursday 19 September 2019

FIND OUT MORE

Registration process

1. Select **register myself** button - towards the bottom of the page
2. Please add relevant programme option - on the right hand side
3. If you are registering just for yourself please select - checkout button bottom right (please see below if you are registering a colleague). Only select special dietary requirements if you have any, then **Save Response**. If you have no special requirements just ignore this question
4. To complete your booking select **proceed to checkout** - bottom right
5. Registration complete and you will receive an email booking confirmation.*

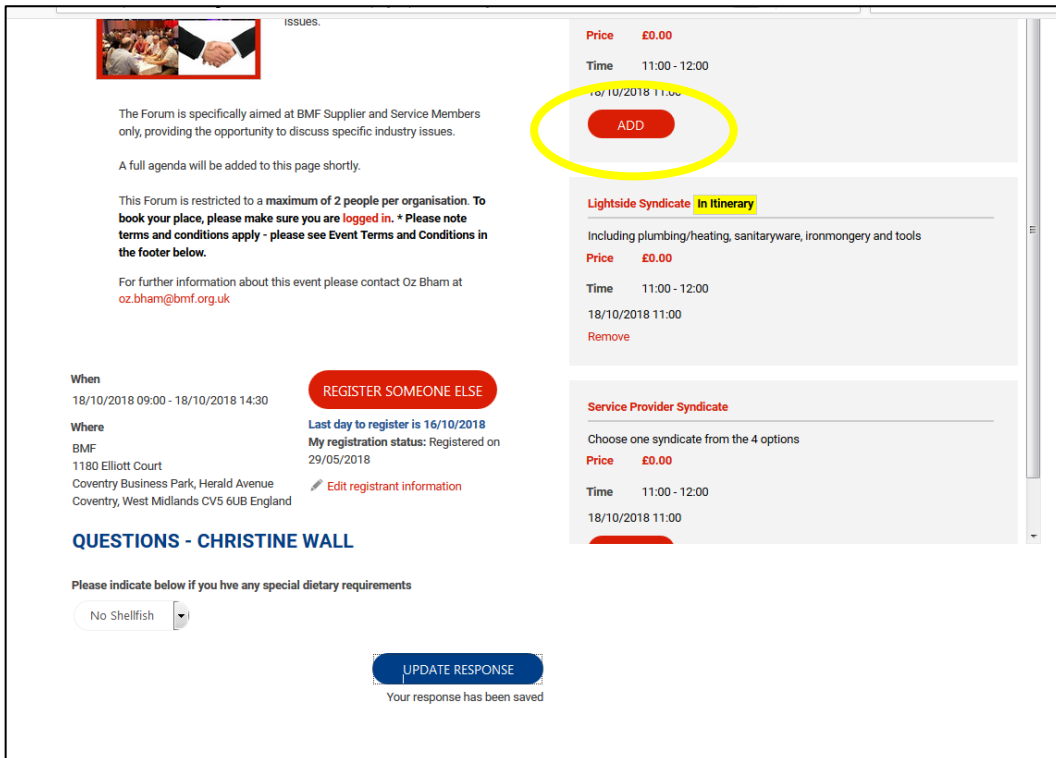
Registering someone else**

6. If you are adding a colleague click on **register someone else** after you have completed points 1 & 2 noted above / if you are doing this on behalf of someone else please select register someone else and ignore the above.
7. Select contact from the drop down list or add new contact
8. Click save and close - towards the bottom of the page
9. Please add relevant programme option - on the right-hand side
10. If you are registering just for yourself please select proceed to checkout button - bottom right (please see below if you are registering a colleague)
11. To complete your booking select submit order - bottom right
12. Registration complete and you will receive an email booking confirmation.

- **Please note.** If you wish to cancel your booking/registration, no fee will be charged 7 days prior to the event, after 22/04/19 a fee of £25 will be charged for non-attendance to cover the catering costs.

** Please note forum bookings are restricted to a maximum of 2 people per organisation. To book your place, please make sure you are logged in.

On some events you may need to select separate syndicate/workshop options: select your preference in the right-hand column by clicking **Add**.



ISSUES.

The Forum is specifically aimed at BMF Supplier and Service Members only, providing the opportunity to discuss specific industry issues.

A full agenda will be added to this page shortly.

This Forum is restricted to a maximum of 2 people per organisation. To book your place, please make sure you are **logged in**. * Please note terms and conditions apply - please see Event Terms and Conditions in the footer below.

For further information about this event please contact Oz Bham at oz.bham@bmf.org.uk

When
18/10/2018 09:00 - 18/10/2018 14:30

Where
BMF
1180 Elliott Court
Coventry Business Park, Herald Avenue
Coventry, West Midlands CV5 6UB England

REGISTER SOMEONE ELSE

Last day to register is 16/10/2018
My registration status: Registered on 29/05/2018
[Edit registrant information](#)

QUESTIONS - CHRISTINE WALL

Please indicate below if you have any special dietary requirements

No Shellfish

UPDATE RESPONSE
Your response has been saved

Price £0.00
Time 11:00 - 12:00
18/10/2018 11:00
ADD

Lightside Syndicate **In Itinerary**

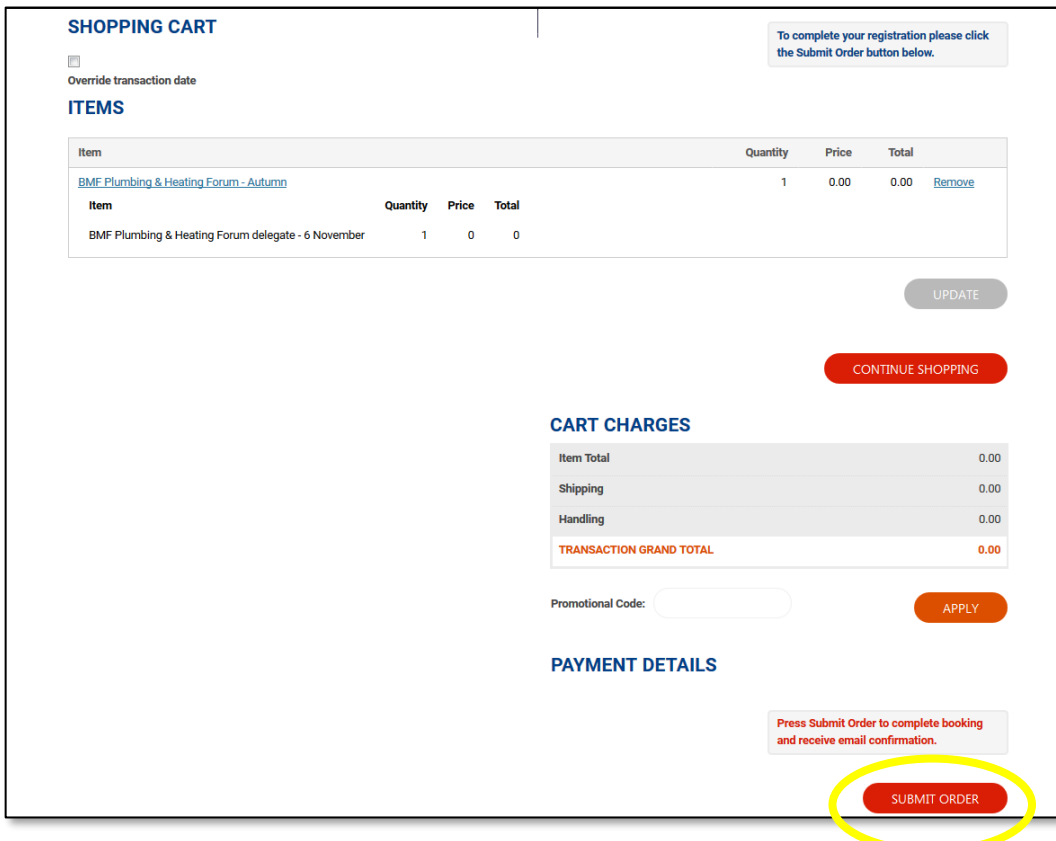
Including plumbing/heating, sanitaryware, ironmongery and tools
Price £0.00
Time 11:00 - 12:00
18/10/2018 11:00
Remove

Service Provider Syndicate

Choose one syndicate from the 4 options
Price £0.00
Time 11:00 - 12:00
18/10/2018 11:00

Then select **Proceed to Checkout**

Check the **booking summary** then make sure you select **Submit Order**, otherwise your booking will not register.



SHOPPING CART

☐ Override transaction date

ITEMS

| Item | Quantity | Price | Total |
|---------------------------------------|----------|-------|-------|
| BMF Plumbing & Heating Forum - Autumn | 1 | 0.00 | 0.00 |

[Remove](#)

UPDATE

CONTINUE SHOPPING

CART CHARGES

| | |
|--------------------------------|-------------|
| Item Total | 0.00 |
| Shipping | 0.00 |
| Handling | 0.00 |
| TRANSACTION GRAND TOTAL | 0.00 |

Promotional Code: **APPLY**

PAYMENT DETAILS

Press Submit Order to complete booking and receive email confirmation.

SUBMIT ORDER

An order confirmation page will appear then

ORDER CONFIRMATION

Builders Merchants Federation Limited

Order Number
2064

Order Date
29/05/2018

Bill To
Christine Wall

Ship To
Christine Wall
1180 Elliott Court
Herald Avenue
Coventry Business Park
Coventry
CV5 6UB
England

| Item | Quantity | Price | Total |
|---|----------|-------|-------|
| BMF Plumbing & Heating Forum - Autumn Where: 06/11/2018 09:00 - 06/11/2018 14:45 Where: Geberit Sales Ltd Geberit House Edgehill Drive Warwick, CV34 6NH England Registration Option: BMF Plumbing & Heating Forum delegate - 6 November | 1 | 0.00 | 0.00 |
| 06/11/2018 | | | |
| Item Total | | | 0.00 |
| TRANSACTION GRAND TOTAL | | | 0.00 |

A confirmation is being sent to: christine.wall@bmf.org.uk

Send another copy to:

You will receive an **email confirmation** of your booking once your booking is complete

Registering someone else

- If you are adding a colleague click on **register someone else** after you have completed points your own booking above.
- Select contact from the drop down list or **add new contact**
- Click save and close - towards the bottom of the page
- (Optional for some events/training) please add relevant programme option - on the right-hand side
- To complete your booking select **submit order** - bottom right
- Registration complete and your colleague will receive an email booking confirmation.

Check your existing bookings and view your account/invoices

As a member you can review your bookings and review your account and invoices online.

- Go to [Log in](#) to see the options available in the Training and Events menus
- Select **Hi xxx** on the top menu
- Select **My Participation** tab
- Then view your bookings and accounts

[About Me](#) | [My Participation](#) | [Preferences](#) | [Business guides](#) | [Weekly bulletins](#) | [Business news](#) | [Forums](#)

[Handbooks](#) | [Logos](#) | [Market data](#) | [BMF Accounts](#) | [BMF reports](#) | [Templates](#)

ORGANISATIONS

Builders Merchants Federation – Marketing & Communications Manager

MY FORUMS AND GROUPS

BMF Staff – Marketing & Communications Manager

PRINT STATEMENT

MY CURRENT BILLING

| Description | Balance |
|-----------------------|---------|
| There are no records. | |

MY UPCOMING EVENTS

| Date | Event | Location | View registration |
|-----------|--|-------------------|-----------------------------------|
| 9/18/2019 | BMF Members' Annual Conference and Awards 2019 | | View registration |
| 10/2/2019 | BMF Marketing Forum - Autumn 2019 | Coventry, England | View registration |

MY OPEN INVOICES

| Pay | Invoice | Date | Description | Due Date | Amount | Balance Due |
|--|---------|------|-------------|----------|--------|-------------|
| There are no open invoices at this time. | | | | | | |

MY RECENT TRANSACTIONS

1 2 3 4

Page 1 of 4, items 1 to 10 of 31.

[Show all 31](#)

| Order Number | Order Date | Type | Amount | Balance |
|--------------|------------|-------------------------------|--------|---------|
| ▶ 4437.00 | 4/15/2019 | Event - BMF Marketing Forum - | 0.00 | 0.00 |

Contact us

If you feel there is something missing from this guide, please let us know and we will add more information.

For further information about the website or if you need help with logging in please contact:

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oz.bham@bmf.org.uk

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christine.wall@bmf.org.uk

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hannah.taylor@bmf.org.uk