# Advertisers

***Who do I contact to help me set up, manage or answer any questions about my company profile?***

Please contact a member of our directories team directly at ABM.Directories@advantagemedia.com or 973.920.7166.

***Are there any reference guides on how to use this directory?***

You can find a user guide in PDF format here. [1]

***How do I add my company?***

Before you add your company please make sure that it does not already have an existing Company Profile on the SP site to avoid potential duplication. In order to add your company you have to register an account with the SP site (www.surgicalproductsmag.com/user/register [2]). Once you get the registration email, click on the one time authentication link, set your password and login, you will see a call out button in the right hand column that says "Don't see Your Company? Add it" (www.surgicalproductsmag.com/node/add/company-profiles [3]). After you enter all needed information on the form and submit, our internal team will review and you will be notified via email from sp_web@advantagemedia.com after it has been approved within 2-3 business days.

***How do I find my company?***

You can find your company by either browsing our company listings here [4] and using the Alpha sort menu at the top to drill down and see if your company exists or by using the search box at the top of the right column on every page.

***How do I request to manage my Company Profile?***

After you navigate to the Company Profile for your company, you will see a button on the left hand side underneath your company information that says "Manage Profile". If you click this button you will recieve a message telling you that your request to manage the company has been sent and you will also get an email saying as much from sp_web@advantagemedia.com. Our internal team will review your request and you will be notified via email from sp_web@advantagemedia.com after it has been approved within 2-3 business days.

***How do I add products/services for my company?***

Once you are an authorized manager for your company on the SP website, you will find some helpful links at the top of the right hand gutter under the heading "Manage My Products" to add a new product, edit an existing product, and to jump

off to a full listing page of all the products for your company. For all products we require a product/service name, image, description, & deep URL link to the page on your company website.

### *What does this icon represent?*

This icon is a way to represent to our website users a hot link to your company profile page anyplace on the SP site where your company name is referenced. So this could be on a page that lists editorial content or an individual content page for things like articles, product releases, videos, etc. where one of these items talks about or references your company.

### *What does this icon represent?*

This icon is a way to represent to our website users a hot link to your individual product category pages anyplace on the SP site where these categories are referenced. So this could be on a page that lists editorial content or an individual content page for things like articles, product releases, videos, etc.

### *Will I be able to manage my print listings?*

Yes when it is time to renew your print listings for the year you will be able to log in to your account on the site, pick your print package (Basic, Silver, or Gold), whether you are running a print ad or not, and pick the product categories you want to be listed under. These can be separate from the product categories you choose to be listed under on the website. This can be anytime of the year and we recommend that you keep all company & product/service

## Users

### *How do I find out more information or request a quote on a product?*

If you are on any product page you will see a button underneath the product description that says "Request for Information" that you can click on to initiate this. If you are not logged in and do not have a registered account ont he SP website, then you will be redirected to a page to complete this registration and sent a one time email authentication link. Once you are registered and logged in you can fill out your request in the RFI text box that appears and also check off a box if you are looking for a quote. You will then get a follow up email from the SP site.

### *How do I find out more information on a company?*

If you are on any company profile page you will see a button underneath the company info that says "Request for Information" that you can click on to initiate

this.  If you are not logged in and do not have a registered account on the SP website, then you will be redirected to a page to complete this registration and sent a one time email authentication link.  Once you are registered and logged in you can fill out your request in the RFI text box that appears and also check off a box if you are looking for a quote.  You will then get a follow up email from the SP site.

### *What does this icon represent?*

This icon is a way to represent a hot link to jump to a company profile page anyplace on the SP site where the company name is referenced.  So this could be on a page that lists out editorial headlines or an individual content page (articles, product releases, videos,etc.) that is relevant to a company.

### *What does this icon represent?*

This icon is a way to represent a hot link to jump to our individual product category pages anyplace on the SP site where these categories are referenced.  So this could be on a page that lists editorial content or an individual contnent page for articles, product releases, videos, etc.

**Source URL (retrieved on *07/28/2014 - 8:47am*):**
http://www.surgicalproductsmag.com/content/supplier-directory-faq-0?qt-most_popular=0&qt-recent_content=0&qt-recent_videos=0

**Links:**
[1] http://www.surgicalproductsmag.com/sites/surgicalproductsmag.com/files/ABM_OnlineUserGuide.pdf
[2] http://www.surgicalproductsmag.com/user/register
[3] http://www.surgicalproductsmag.com/node/add/company-profiles
[4] http://www.surgicalproductsmag.com/companies