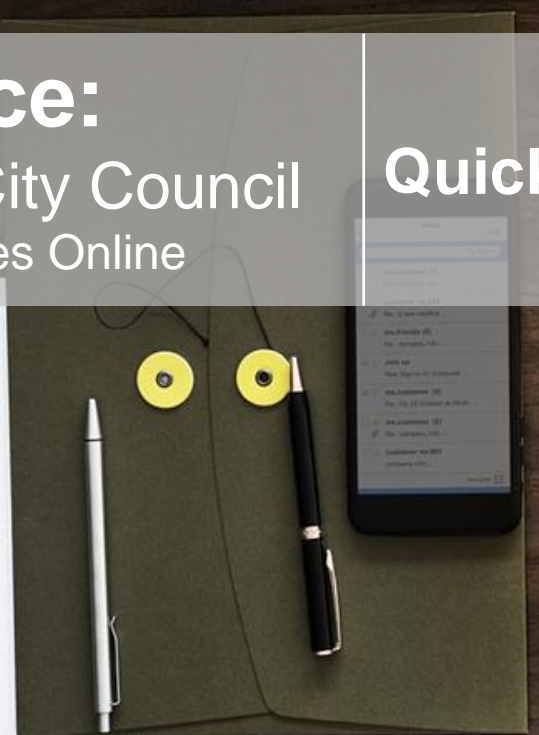


OnePlace: Coventry City Council Traded Services Online

Quick Reference Guide

CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



We've taken the spectrum of **Local Authority Traded Services** for schools and arranged them into **12 Categories**. To help you find the services you need, the below diagram illustrates the distribution of the Services within their categories, including where there are multiple services per category.



We've changed the way you purchase your services and some are now available to **buy throughout the financial year**. Products will behave in different ways depending on how they have been set up by the **respective service areas**.

For example, products which are priced per pupil will calculate **automatically** based on information recorded about your establishment:

Suspended Staff cover - Primary £413.00 [Add to Basket](#)

This product pricing is based on the number of pupils attending your establishment. Please ensure that you have purchased the HR Advisory and Support Service first.&

Some are complex with **multiple components**:

Name	Unit	Cost	Option
HR Advisory and Support Service		£3,000.00	
Option A		n/a	<input checked="" type="checkbox"/>
Option B		n/a	<input type="checkbox"/>
Option C		n/a	<input type="checkbox"/>
Option D		n/a	<input type="checkbox"/>

[Back to Search](#)

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[Add to Basket](#)

And others require you to enter a **numeric value**:

Occupational Health - Healthy Lifestyles checks £0.00 [Add to Basket](#)

Just like any other **online shopping experience**, you can 'checkout' your basket when complete. You can have as **few or as many different service products in a single basket** as you prefer and there is **no limit** to the number of logins you can have for your establishment or the number of baskets you can create. Service Areas may contact you regarding some of your selections, particularly where you have chosen **Price on Application** products.

The totals which are used for **invoicing** will depend on the product you are purchasing. Some products will invoice **in one go** and others will be invoiced in intervals (monthly, termly etc) If you are an **Academy** school, then some products may be invoiced in two parts for the periods of April to August and September to March.

For problems using OnePlace email oneplacesupport@coventry.gov.uk
For queries relating to products or services please contact the service area direct or email ask-oneplace@coventry.gov.uk