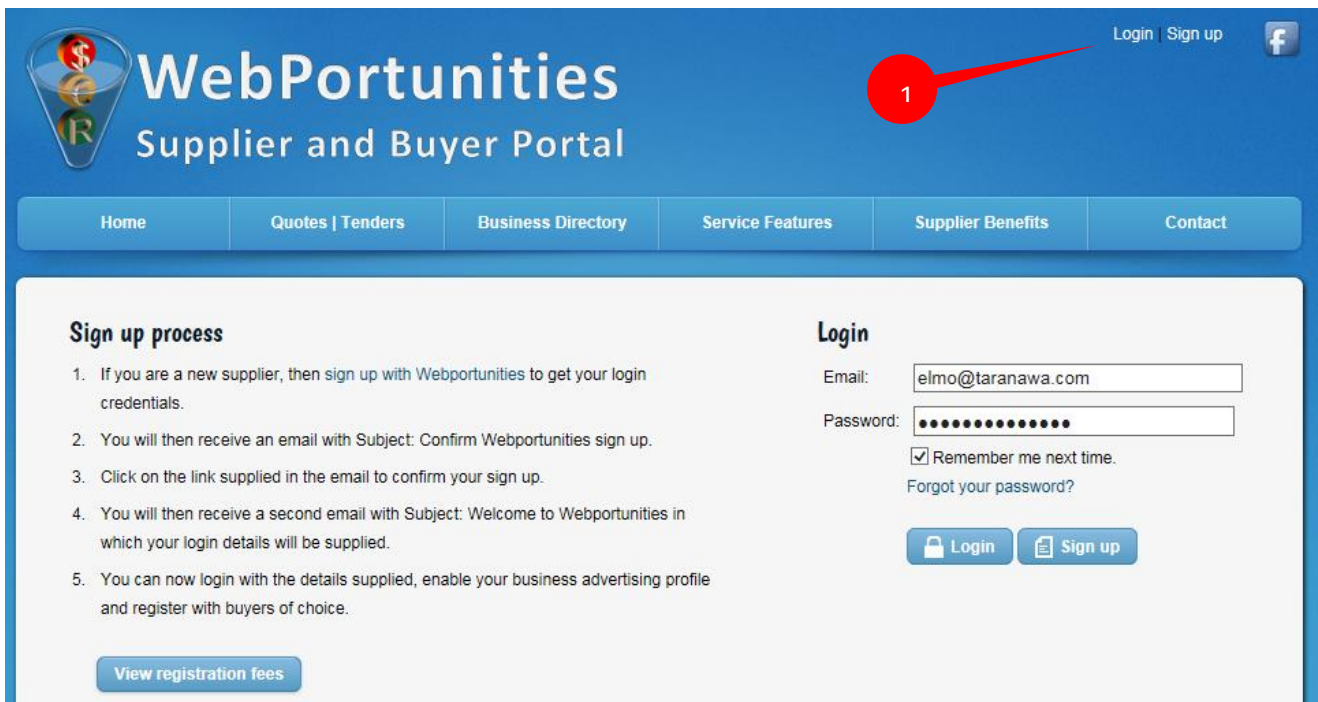


How to advertise your company’s products (materials), services and brand names, “Special Offers”, certificates and other documents on www.webportunities.net at less than 10% of what it would cost elsewhere

Our website is used by professional buyers in the mining, heavy industry, insurance and government sectors, as well as thousands of casual visitors, all looking for potential suppliers of their requirements. The [Business Directory](#) page on the website is used for this. As a supplier, you can now improve your company’s visibility and business opportunities on our website. Simply update your company’s profile on the website to enable buyers/visitors to easily find your company as a potential supplier of their requirements.



Follow the instructions below to achieve this. Note the step numbers correspond to the numbers in the red “callouts”.

1. Open the website www.webportunities.net after which you click on Login or Sign up. The screen below will appear. Enter your email address and password (Login credentials) and click on Log in. If you do not have login credentials yet, then follow in the steps under “Sign up process”, to obtain your login credentials.



2. The screen below with your Basic Information will appear. If you need to make any changes on this page, click on the Edit Profile button (bottom of page).

3. The screen above will now appear in “edit mode”, allowing you to make changes. Note that there are a lot of things that you can do it this Basic Information page. You can add images, a Google map of your business location etc. There is also an HTML editor which amongst others will allow you to copy and paste from your own website, or copy and paste from an MS Word

document. When done with your changes, click on  .

- Next, click the Material Groups/Services tab which will open the screen below. In the case of **Material Groups/Services**, we have more than 38 000 items available. We are using the UNSPSC (United Nations Standard Products and Services Classification) catalogue as this is becoming an industry standard and already used by a large number of international organizations. We have grouped some of the more popular categories and linked them to images to make them easier to find. If you click on one of these images/icons the categories linked to that group will be displayed at the bottom of your screen. Follow the instructions on screen to link or unlink your company to items. If you want to update your changes, then click Save selected links, **before you move on to the next page**. The Linked column will reflect your changes. Alternatively if you cannot find what you are looking for in the predefined areas simply type a keyword, for example “bearing” in the text box and then click Search. All items that contain the keyword will appear. Now link yourself as described above.

1. Click the quick search image icon to list the Group/Services in the table. 2. Select your item/s and click "Save Selected Links". 3. Use the keyword search for extensive Material

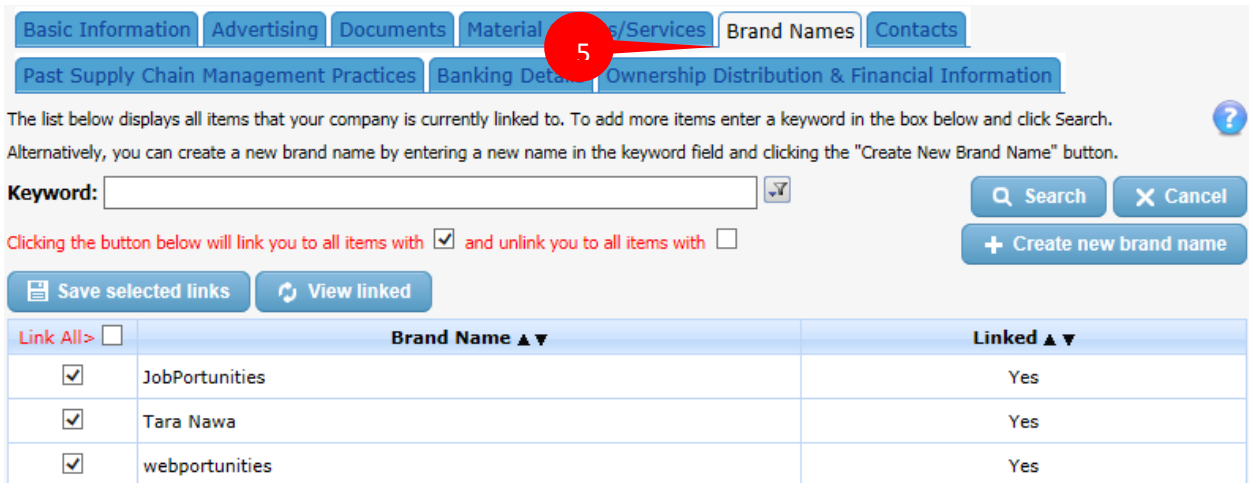
Here I have clicked on Electrical all common specifications linked to electrical can be seen below

Always Save selected links before continuing to the next page

Clicking the below will link you to all items with and unlink you to all items with

Link All >	Material Group ▲▼	Linked ▲▼
<input checked="" type="checkbox"/>	Brackets and braces; Electrical fixture brackets	No
<input checked="" type="checkbox"/>	Clutches; Electrical clutches	No
<input type="checkbox"/>	Coating systems; Electrical coil winding machine	No
<input checked="" type="checkbox"/>	Commercial and office building construction services; Commercial and office building new construction service	No
<input type="checkbox"/>	Correction media; Electrical erasers	No
<input type="checkbox"/>	Domestic kitchen appliances; Domestic electrical kettles	No
<input type="checkbox"/>	Electric utilities; Rural electrical power distribution	No
<input checked="" type="checkbox"/>	Electrical and electronic engineering; Electrical copying equipment maintenance	No
<input type="checkbox"/>	Electrical and electronic engineering; Electrical engineering services	No
<input type="checkbox"/>	Electrical and electronic engineering; Electrical equipment maintenance or repair	No
<input type="checkbox"/>	Electrical and electronic engineering; Electronic circuit design	No
<input type="checkbox"/>	Electrical and electronic engineering; Electronic component manufacturing service	No

- Next, click the Brand Names tab which will open the screen below. Follow the instructions on screen to add more brand names or even to create a new brand name if necessary. You can also unlink your company from a brand name.



Basic Information Advertising Documents **Material Groups/Services** Brand Names Contacts

Past Supply Chain Management Practices Banking Details Ownership Distribution & Financial Information

The list below displays all items that your company is currently linked to. To add more items enter a keyword in the box below and click Search. Alternatively, you can create a new brand name by entering a new name in the keyword field and clicking the "Create New Brand Name" button.

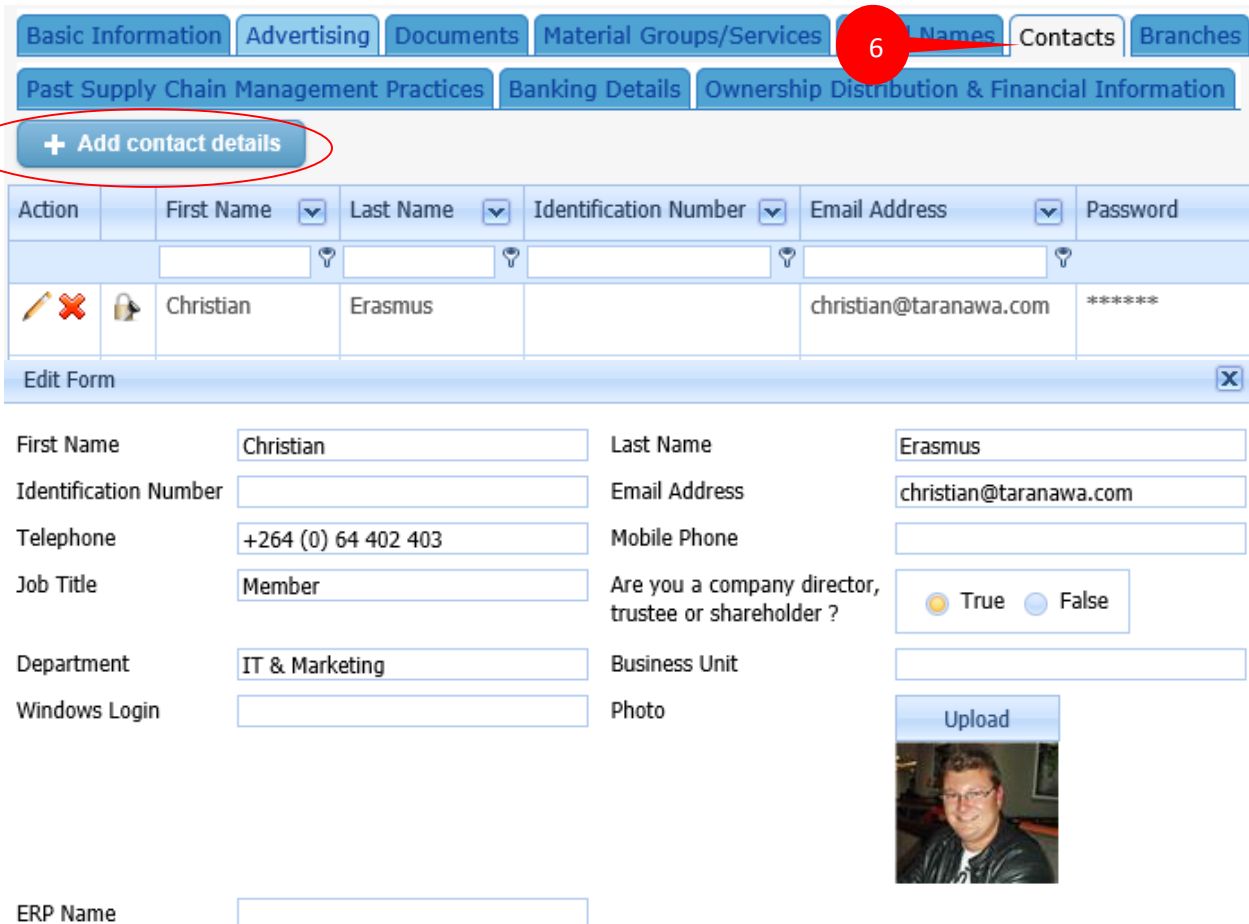
Keyword:

Clicking the button below will link you to all items with and unlink you to all items with

Save selected links View linked

Link All > <input type="checkbox"/>	Brand Name ▲ ▼	Linked ▲ ▼
<input checked="" type="checkbox"/>	JobPortunities	Yes
<input checked="" type="checkbox"/>	Tara Nawa	Yes
<input checked="" type="checkbox"/>	webportunities	Yes



- Next, click the Contacts tab which will open the screen below. Click Add contact details and insert details in the screen that follows. Note that you can add a photo for the contact person.



Basic Information Advertising Documents Material Groups/Services **Contacts** Branches

Past Supply Chain Management Practices Banking Details Ownership Distribution & Financial Information

+ Add contact details

Action	First Name	Last Name	Identification Number	Email Address	Password
 	Christian	Erasmus		christian@taranawa.com	*****

Edit Form


First Name: Last Name:

Identification Number: Email Address:

Telephone: Mobile Phone:

Job Title: Are you a company director, trustee or shareholder? True False

Department: Business Unit:

Windows Login: Photo: 

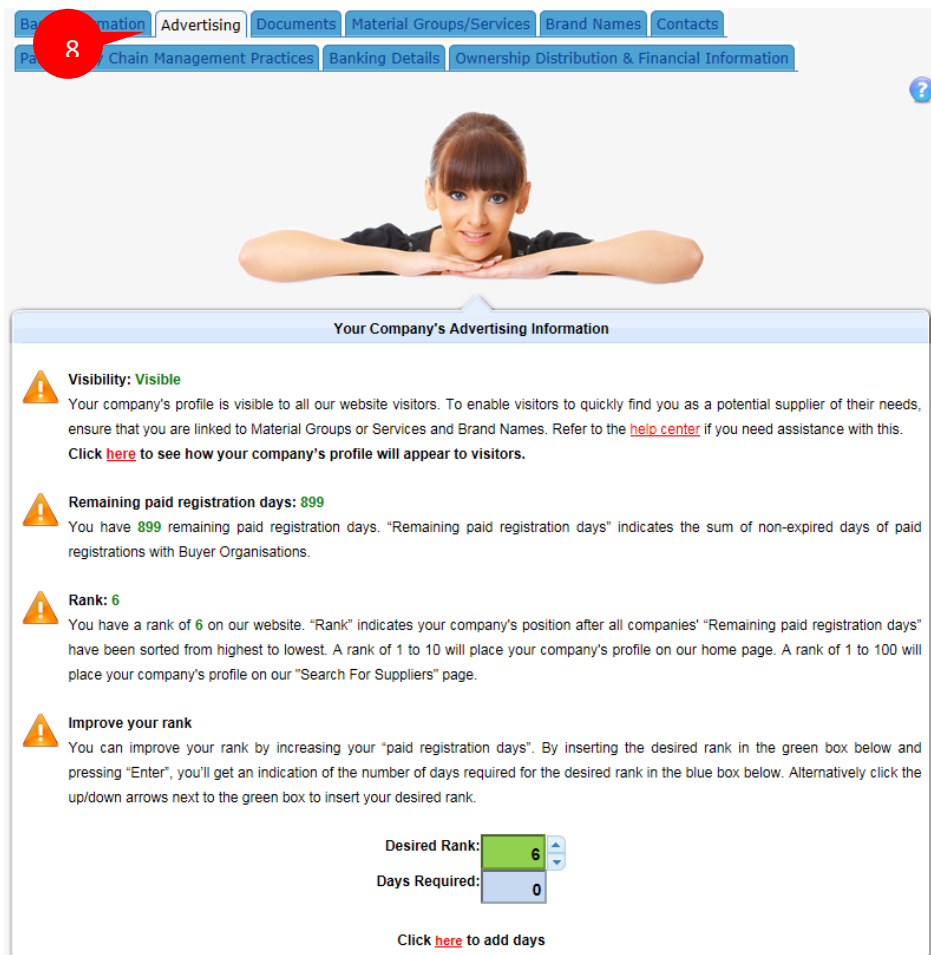
ERP Name:

7. Next, click the Documents tab which will open the screen below.



The screen above allows you to browse for multiple document types that you can upload in PDF or ZIP format. Click [here](#) for detailed instructions on how to upload and manage documents.

8. Next, click the Advertising tab which will open the screen below. On this screen you can see your company's "Visibility" and other useful information. Under "Improve your rank", you can see how many paid registration days are required to achieve a desired rank.



Your Company's Advertising Information

- Visibility: Visible**
 Your company's profile is visible to all our website visitors. To enable visitors to quickly find you as a potential supplier of their needs, ensure that you are linked to Material Groups or Services and Brand Names. Refer to the [help center](#) if you need assistance with this. Click [here](#) to see how your company's profile will appear to visitors.
- Remaining paid registration days: 899**
 You have 899 remaining paid registration days. "Remaining paid registration days" indicates the sum of non-expired days of paid registrations with Buyer Organisations.
- Rank: 6**
 You have a rank of 6 on our website. "Rank" indicates your company's position after all companies' "Remaining paid registration days" have been sorted from highest to lowest. A rank of 1 to 10 will place your company's profile on our home page. A rank of 1 to 100 will place your company's profile on our "Search For Suppliers" page.
- Improve your rank**
 You can improve your rank by increasing your "paid registration days". By inserting the desired rank in the green box below and pressing "Enter", you'll get an indication of the number of days required for the desired rank in the blue box below. Alternatively click the up/down arrows next to the green box to insert your desired rank.

Desired Rank: Days Required:

Click [here](#) to add days

The logos of the Top 10 and Top 100 companies “advertising” on Webportunities are displayed on our Home and Business Directory pages respectively. The Top 10 or Top 100 is determined by your company’s **Rank**. **Rank** indicates your company's position after all companies' “Remaining paid registration days” have been sorted from highest to lowest. Your company’s Rank is displayed on the “Basic Information” page, behind your Supplier ID as below.

Supplier ID: 454 (Rank: 2)

If no Rank is displayed, it means that you are not registered with any Buyer Organization where a payment is required.

Once you have completed all of the above, you can log out. Any visitor to the website will now be able to view your company’s profile, provided that you have at least 1 non-expired registration that you have paid for, with a buyer organization on the website.

9. Follow the steps in the image below to register with a Buyer Organisation of choice.

Registration with buyers

Remaining Paid Registration Days: **188** Free Registration Threshold Days: **1000**

1. After login, click on Register with buyers.

2. Go to second page for more Buyers.

3. Against Webportunities Advertising (Admin), or any other Buyer Organisation fo choice, click Register Now

Buyer Organisation	Registered	Days To Expiry	30 Days ZAR/NAD	365 Days (ZAR/NAD) Extra 30 days free	Action
WebPortunities Advertising (Admin)	No	0	100.00	1,200.00	Register Now

4. On the next page that opens, you'll see "Indication of your website rank" for a 30 Days registration.

5. You can click on the Duration Drop down and select different periods and view how your website rank improves for longer periods.

6. Click on Request Pro Forma invoice and bank details.... eMail us the proof of payment and once processed by us (normally within 5 minutes) your Rank will be updated.

Indication of your website rank: **50**

Selecting 365 Days will give you an extra 30 days at no cost and a much higher rank on the website!

Action	Buyer Organisation	Duration	Fee ZAR/NAD
Remove From My Cart	WebPortunities Advertising	30 Days	100.00
Total:			100.00

Indication of your website rank: **10**

Action	Buyer Organisation	Duration	Fee ZAR/NAD
Remove From My Cart	WebPortunities Advertising	365 Days	1,200.00
Total:			1,200.00

For detailed instructions on how to search for companies, products (materials), services, brand names and “Special Offers” etcetera on www.webportunities.net please click [here](#)