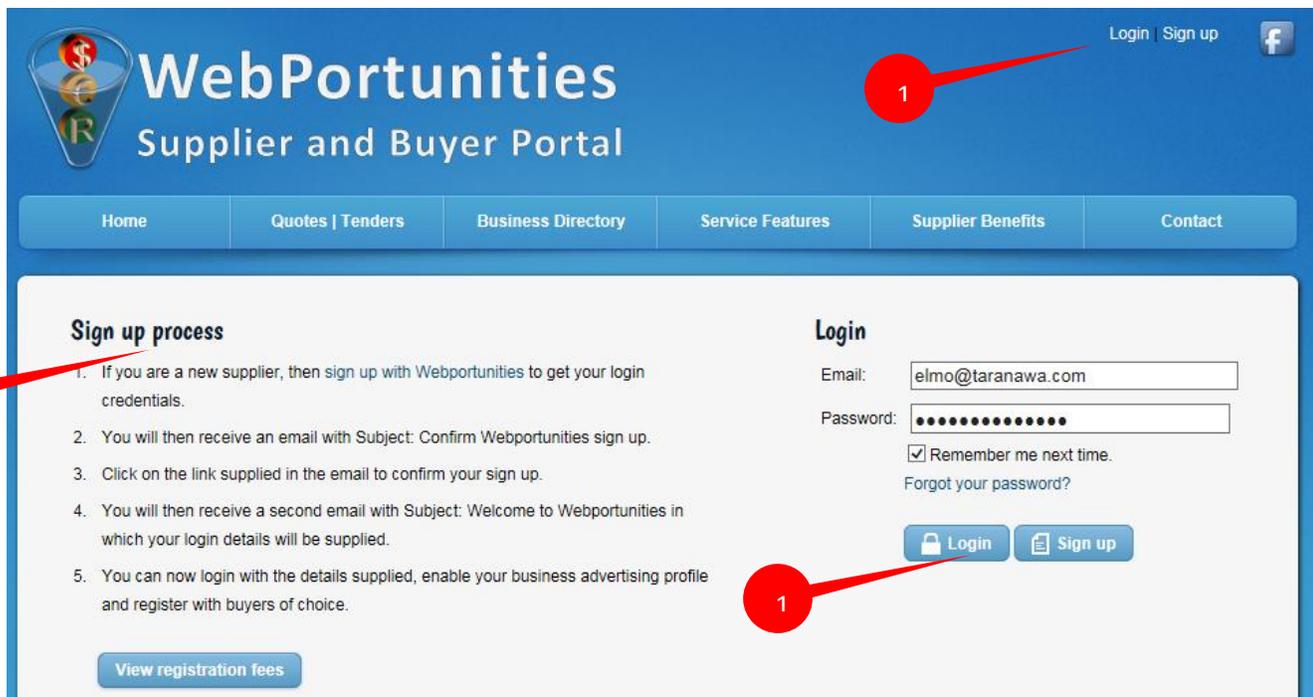


**How to advertise your company’s products (materials), services and brand names, “Special Offers”, certificates and other documents on [www.webportunities.net](http://www.webportunities.net) at less than 10% of what it would cost elsewhere**

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](http://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 the Login button. 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 (top of page).

**Company Details**

**Supplier ID:** 9 (Rank: 8)

**Company Name:** Tara Nawa Computer Software Solutions

**Company Classification:** Financial and Business Services

**Company Type:** Closed Corporation

**Registration No:** CC/2003/3037

**Company Age (Months):** 96

**Website Address:** <http://www.taranawa.com>

**About Us:** Tara Nawa Computer Software Solutions was established in 2007, with offices in Namibia and North America. We offer electronic and web based supply chain (e-Procurement, Contracts, Business Directory) and personnel recruitment solutions to small and medium sized organisations in any business sector, including government.

Buyer Organisation	Days
Foskor Phalaborwa	662
WebPortunities Advertising	840
<b>Total</b>	<b>1502</b>

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  .

Summary Information:

HTML Editor

**We offer the following solutions:**

- Web Based Sourcing Services - Electronic Procurement, Tenders, RFQ's, Contract Management
- Business Directory covering Namibia, South Africa and the rest of Africa
- Reporting Services
- Data Cleansing - **Newly added Duplicate Finder**
- Business Intelligence & Data Mining
- Business Risk/Opportunity Analysis
- Electronic Personnel Recruitment

Click [here](#) for more detail on our e-Procurement/Supply chain solutions.

- 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 on 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 button below will link you to all items with  and unlink you to all items with

Save selected links View linked

1	2	3	4	5	6	7	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:

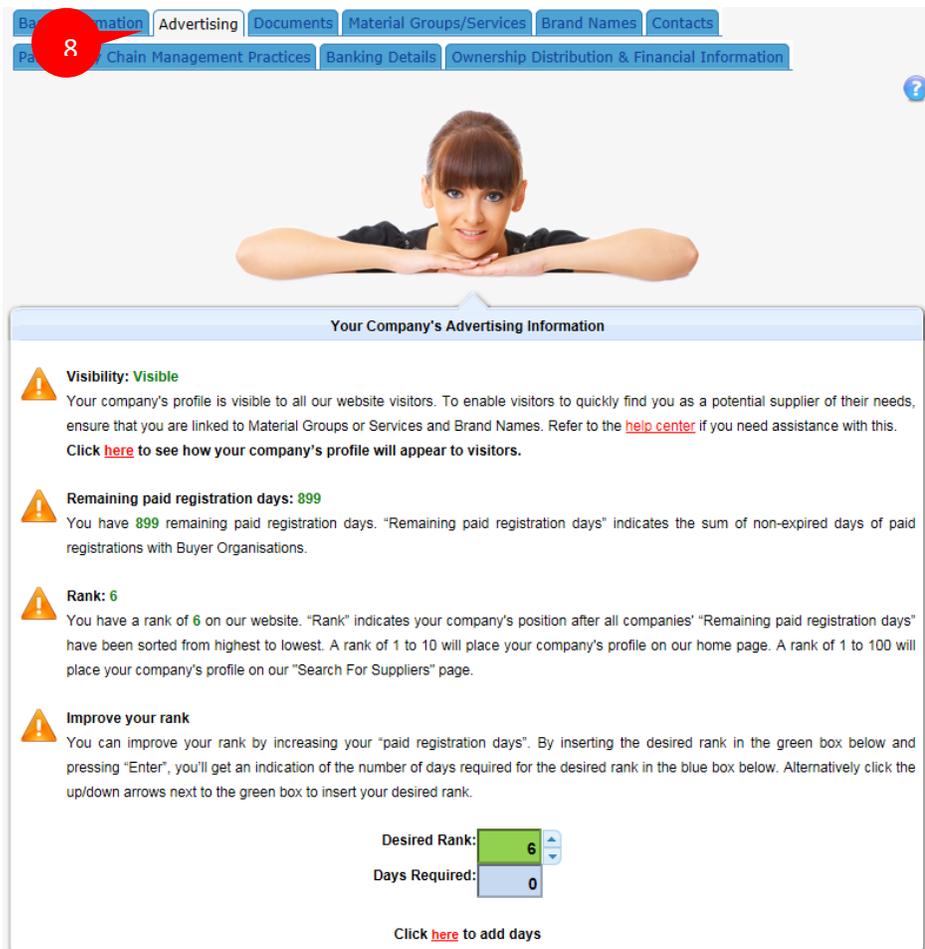
ERP Name:

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.



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**

If you have no remaining Paid Registration Days, then click on any of the Register Now buttons. Your registration on(s) will expire once your “Remaining Paid Registration Days” are used up.

**1.** After login, click on Register with buyers.

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	<a href="#">Register Now</a>

**2.** Go to second page for more Buyers.

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

**Items in my cart**  
 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
<a href="#">Remove From My Cart</a>	WebPortunities Advertising (Admin)	30 Days	100.00
<b>Total:</b>			<b>100.00</b>

**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 and your company’s profile will be visible in the Business Directory.

**Items in my cart**  
 Indication of your website rank: **10**  
 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
<a href="#">Remove From My Cart</a>	WebPortunities Advertising (Admin)	365 Days	1,200.00
<b>Total:</b>			<b>1,200.00</b>

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