Transcript

00:00 to be considered for sourcing events you

00:02 must be registered and activated in a

00:05 buyer organisations platform supplier

00:09 self registration is the most common

00:11 method of becoming a registered supplier

00:13 with this method you will receive an

00:16 email invitation to self register using

00:20 a link to the buyer organisations

00:22 platform login page depending on how the

00:25 buyer organisations supplier onboarding

00:28 process is configured you may become

00:30 active in the platform immediately after

00:33 completing primary registration data and

00:35 basic supplier forms or you may need to

00:39 undergo further review by the buyer

00:41 organisation before you can be

00:44 considered for sourcing events another

00:48 less common but possible way of becoming

00:50 a registered supplier is through buyer

00:53 registration with this method the buyer

00:56 organisation registers your organisation

00:59 appointing a default supplier user and

01:02 main contact registration and activation

01:06 occur immediately and concurrently

01:09 allowing you to bypass further screening

01:12 in order to begin participating in

01:15 sourcing events if you are self

01:19 registering once you receive a link from

01:21 the buyer organisation to access their

01:24 platform you will click the new

01:26 registration icon similar to the one

01:29 that you see here on this buyers login

01:31 page the look of the buyers login page

01:34 could differ from the more generic one

01:36 that you see in this particular buyers

01:38 instance the registration icon could be

01:41 a button such as the one here in another

01:44 instance here you can see that it's

01:47 simply called register however both the

01:50 icon and the button function in the same

01:53 way regardless of how they appear once

01:58 you click new registration you will

02:00 complete the first part of registration

02:02 the registration data you must complete

02:06 the mandatory components which are

02:08 distinguishable by a red asterisks to

02:11 proceed

02:13 to the next part of registration click

02:15 save this will take you to the basic

02:20 profile form section which consists of

02:23 basic questions with the purpose of

02:25 collecting essential information about

02:27 your organisation and accordingly begin

02:30 to construct your organisation's profile

02:33 this section could consist of just one

02:36 or multiple forms clicking save and

02:42 continue will take you to the third

02:44 section of registration my category

02:47 selection this is where you will select

02:52 the types of goods and services that you

02:54 supply depending on the categories that

02:57 you select you may be required to

02:59 complete an additional form that is

03:02 explicitly intended to gather

03:03 information from you related to those

03:06 categories for example if you selected

03:09 categories related to animal goods and

03:12 services you may be presented with a

03:14 category specific form asking you to

03:17 provide information about where you

03:19 obtained the ingredients in your animal

03:22 feeds and how you house and transport

03:24 the animals that you purvey these

03:27 additional category specific questions

03:30 can help the buyer decide if your goods

03:32 services and practices meet their

03:35 requirements

03:55 once the category selection is completed

03:58 as well as any linked category specific

04:01 form or forms you will be taken to the

04:03 last section of registration the

04:06 registration confirmation at this point

04:12 the registration process is complete and

04:15 in most cases activation is also

04:17 complete when you register you will

04:20 receive two emails one that confirms

04:23 your registration along with the

04:25 temporary password and one that confirms

04:28 your activation if the buyer

04:32 organization registers you you will

04:35 receive an email similar to this one

04:37 which provides you with a link to the

04:40 buyers platform a username and a

04:43 temporary password which you will change

04:45 after your initial login