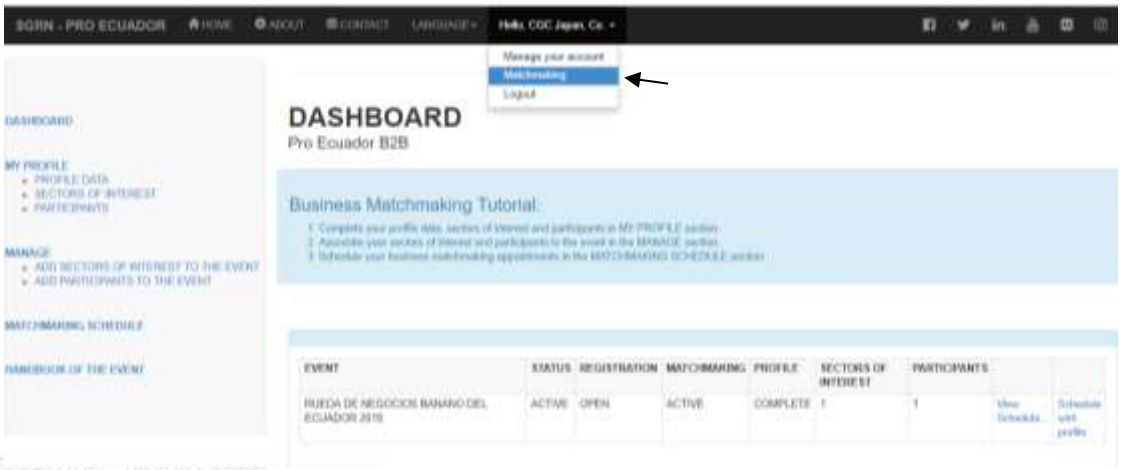
TUTORIAL FOR APPOINTMENT SCHEDULING

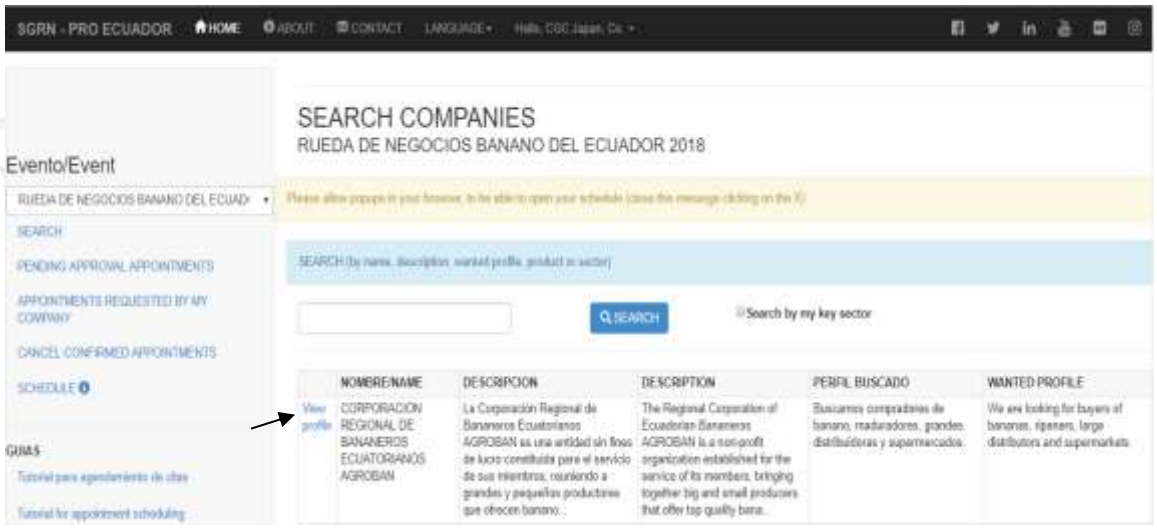
STEP 1: ENTER THE SYSTEM WWW.PROECUADORB2B.COM.EC, LOG IN WITH YOUR USER AND PASSWORD.

STEP 2: CLICK ON THE GREETING BUTTON, IN THE DROP-DOWN MENU PLEASE CHOOSE THE **"MATCHMAKING"** OPTION, IT WILL IMMEDIATELY ENABLE A SCREEN WITH A SEARCHING BOX.



- IN THE SEARCHING BOX PLEASE ENTER THE DESIRED TEXT, THIS TEXT WILL BE SEARCHED IN THE FIELDS OF "NAME", "DESCRIPTION", "PROFILE SEARCHED", "SECTOR" OR "PRODUCT".
- ALSO, THE OPTION **"SEARCH BY MY KEY SECTOR"** IS AVAILABLE; YOU MUST SELECT THIS OPTION IF YOU WANT TO FIND COMPANIES ADJUSTED TO THE SECTOR OF YOUR INTEREST. OTHERWISE, YOU CAN REMOVE THIS OPTION IF YOU WANT TO LOOK FOR COMPANIES NOT RELATED TO YOUR SECTOR, AND THEN CLICK TO SEARCH.

STEP 3: ONCE YOU IDENTIFY THE COMPANY OF YOUR INTEREST IN THE LISTING, PLEASE SELECT THE BINDING **[VIEW PROFILE]** TO SEE THE INFORMATION OF THE COMPANY.

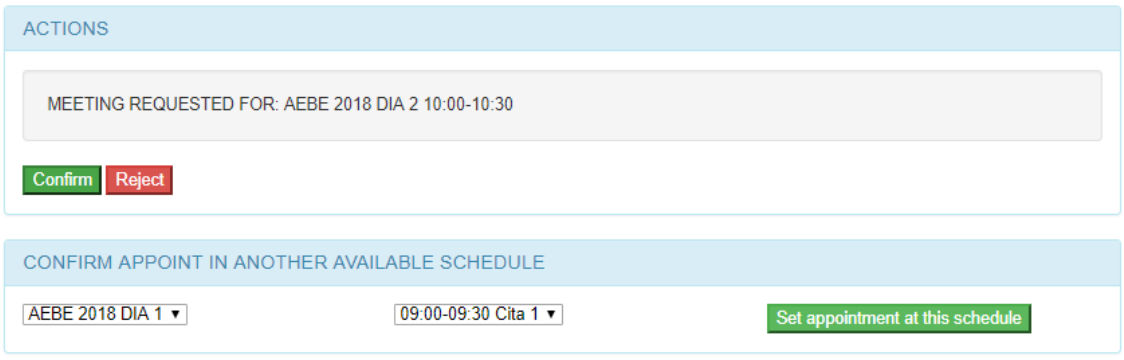


- AT THE END OF THE DETAILS SCREEN AFTER ANALIZING THE INFORMATION OF THE SELECTED COMPANY; PLEASE SELECT DAY, TIME YOU WOULD LIKE TO DATE THE APPOINTMENT AND CLICK THE OPTION **[REQUEST AN APPOINTMENT].**

- AN EMAIL WILL BE SEND TO YOUR COMPANY NOTIFYING THE REQUESTED APPOINTMENT, FOR YOUR CONFIRMATION OR REJECTION.

SEE PENDING APPROVAL APPOINTMENTS

- PLEASE CLICK **[VIEW PROFILE]** TO ACCESS TO THE COMPANY INFORMATION, WHICH HAS REQUESTED YOU AN APPOINTMENT. NAVIGATE TO THE BOTTOM OF THE SCREEN AND CLICK THE **[CONFIRM]** OR **[REJECT]** BUTTON, ACCORDING TO YOUR INTEREST.



- IF THE APPOINTMENT SCHEDULE IS UNAVAILABLE, YOU MAY APPROVE THE APPOINTMENT IN A DIFFERENT SCHEDULE BY SELECTING THE DATA ON THE PANEL **[CONFIRM APPOINTMENT IN ANOTHER AVAILABLE SCHEDULE]** AND THEN GO TO THE OPTION **[SET APPOINTMENT AT THIS SCHEDULE]**

APPOINTMENT REQUESTED BY MY COMPANY

- PLEASE CLICK **"VIEW PROFILE"**, NAVIGATE TO THE BOTTOM OF THE SCREEN AND THEN CLICK IN THE ONLY AVAILABLE OPTION [CANCEL REQUEST] IN CASE OF NEED TO CANCEL.

CANCEL CONFIRMED APPOINTMENTS

- AFTER FINDING THE DESIRED APPOINTMENT AMONG CONFIRMED MEETINGS, CLICK IN VIEW PROFILE, NAVIGATE TO THE BOTTOM OF THE SCREEN, THEN SEE THE COMPANY INFORMATION AND CLICK IN THE OPTION AVAILABLE [CANCEL APPOINTMENT] IN CASE YOU NEED TO CANCEL YOUR APPOINTMENT, YOU MUST TYPE THE REASON OF THE CANCELATION.

VIEW SCHEDULE

THIS OPTION WILL SHOW THE COMPLETE AGENDA OF THE EVENT AND ONLY THE CONFIRMED APPOINTMENTS WITH THE LINK OF EACH ONE TO ACCESS WHEN THE EVENT BEGIN.

AGENDA / SCHEDULE

RUEDA DE NEGOCIOS BANANO DEL ECUADOR 2018

EMPRESA / COMPANY: CGC Japan, Co. Ltd.

MESA / DESK: N/A

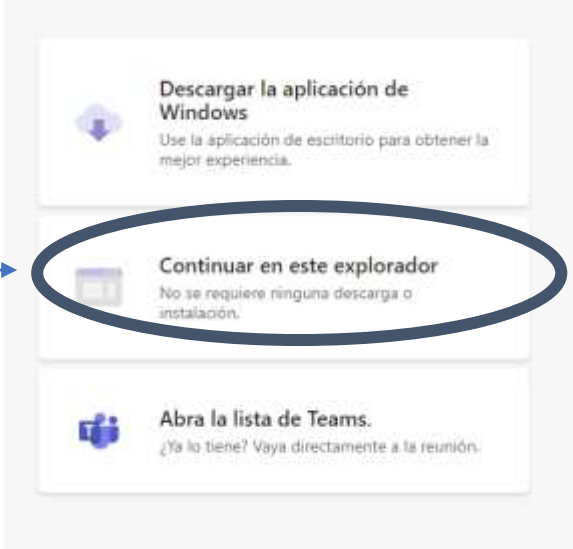
AEBE 2018 DIA 1/AEBE 2018 DAY 1				Attendance	
HORA/TIME	CITA / APPOINTMENT	TABLE	ROUND	Yes	No
07:30-08:30	CITA DISPONIBLE / AVAILABLE APPOINTMENT				
08:30-09:00	CITA DISPONIBLE / AVAILABLE APPOINTMENT				
09:00-09:30	CITA DISPONIBLE / AVAILABLE APPOINTMENT		1		
09:30-10:00	HACIENDA CELIA MARIA C.A. - SR. JORGE ISAAC ENCALADA VILLACIS	N/A	2		
10:00-10:30	ASOCIACION DE PRODUCTORES DE FRUTAS TROPICALES COSTA VERDE - SR. DARWIN AURELIO OROZCO SOLANO	N/A	3		
10:30-11:00	CITA DISPONIBLE / AVAILABLE APPOINTMENT		4		
11:00-11:30	BANANEVITO S.A. - SRA. MORAIMA KARINA GUEVARA BENAVIDES	N/A	5		
11:30-12:00	SEBANQUI S.A. - SRA. CATALINA MERCHAN	N/A	6		
12:00-12:30	CITA DISPONIBLE / AVAILABLE APPOINTMENT		7		

AEBE 2018 DIA 2/AEBE 2018 DAY 2				Attendance	
HORA/TIME	CITA / APPOINTMENT	TABLE	ROUND	Yes	No
08:00-09:00	CITA DISPONIBLE / AVAILABLE APPOINTMENT				
09:00-09:30	COMERCIALIZADORA Y EXPORTADORA AMBAFRUITS S.A - SRTA. CAROLINA ESCOBAR	N/A	1		
09:30-10:00	ARMEC TRADING GROUP S.A. - SR. ALEX DAVID TAPIA SANCHEZ	N/A	2		
10:00-10:30	CITA DISPONIBLE / AVAILABLE APPOINTMENT		3		
10:30-11:00	COMPAÑIA EXPORTADORA DEL SUR C.LTDA. - SR. ESTEBAN VELA DONOSO	N/A	4		
11:00-11:30	TROPICALFRUIT EXPORT S.A. - SR. CESAR ANDRES ANDRADE VARGAS	N/A	5		
11:30-12:00	UZVI FRUIT S.A. - SR. JOHNNY AGUSTIN FERNANDEZ RODRIGUEZ	N/A	6		
12:00-12:30	CITA DISPONIBLE / AVAILABLE APPOINTMENT		7		

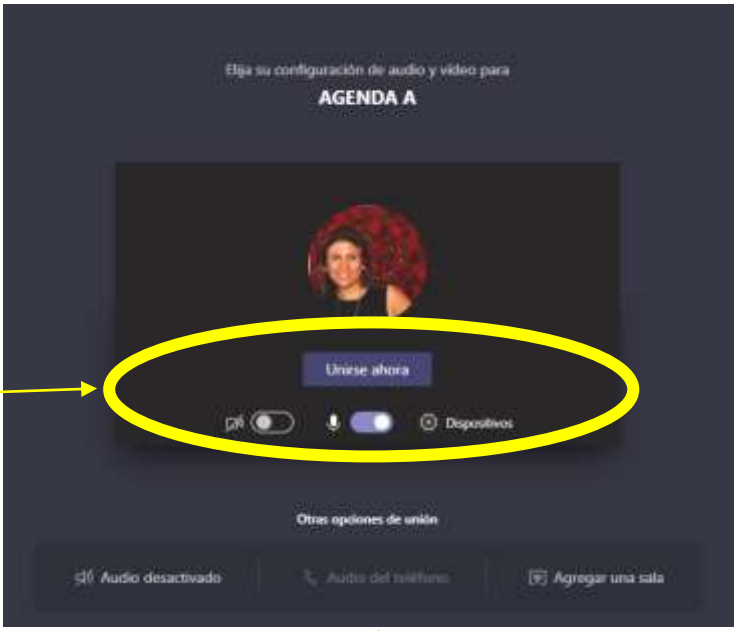
APPOINTMENT

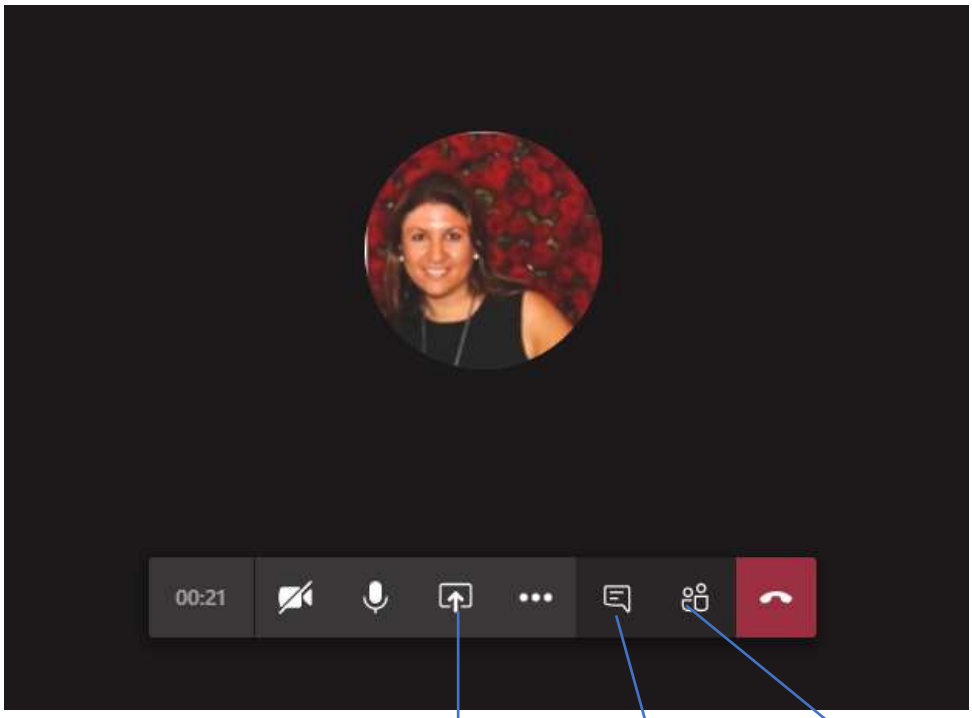
INSIDE THE AGENDA, CLICK ON THE LINK THAT ITS NEXT TO IT, LIKE FOR EXAMPLE:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTBlMjFhOGEtOTRmMC00NmZiLWEyM2QtNDhiODM0NzI2OTA1%40thread.v2/0?context=%7b%22Tid%22%3a%22604e432f-0e1a-4866-9343-bae1d30071df%22%2c%22Oid%22%3a%22bec546c0-6328-4809-91f1-6644db5d220c%22%7d

SELECT THE OPTION CONTINUE AT THE EXPLORER



SELECT JOIN NOW




00:21
SHARE SCREEN
CHAT
SHOW PARTICIPANTS