

TUTORIAL FOR REGISTRATION OF COMPANIES - SYSTEM OF MANAGEMENT OF BUSINESS CONFERENCES (SMBC) OF PRO ECUADOR

PRE-REGISTRATION STAGE

STEP 1: ENTER THE SYSTEM WWW.PROECUADORB2B.COM.EC, CLICK ON THE IMAGE OF THE EVENT YOU WILL PARTICIPATE.



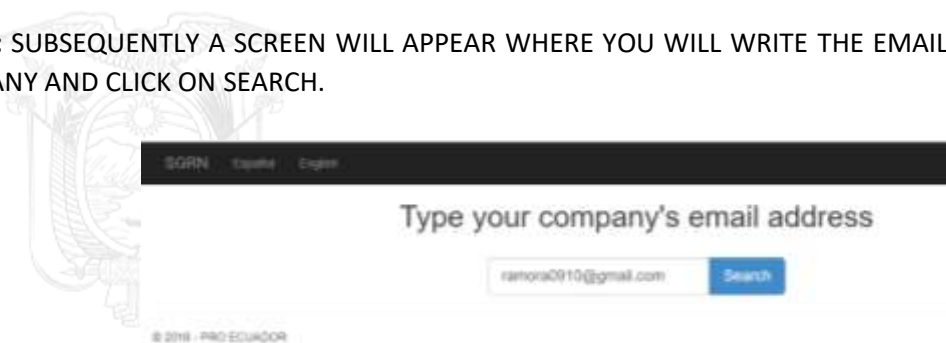
STEP 2: CLICK ON THE BUYER ICON.



XV Foro Internacional Banano del Ecuador

El XV Foro Internacional de Banano 2018 organizado por la Asociación de Exportadores de Banano del Ecuador, AEBE, se desarrollará en Guayaquil del 23 al 25 de octubre con el objetivo de promover el comercio de mayor importancia de la cadena productiva bananera. En un solo lugar será posible realizar negocios, capacitación, entretenimiento y conocer las últimas novedades del sector.

STEP 3: SUBSEQUENTLY A SCREEN WILL APPEAR WHERE YOU WILL WRITE THE EMAIL ADDRESS OF YOUR COMPANY AND CLICK ON SEARCH.

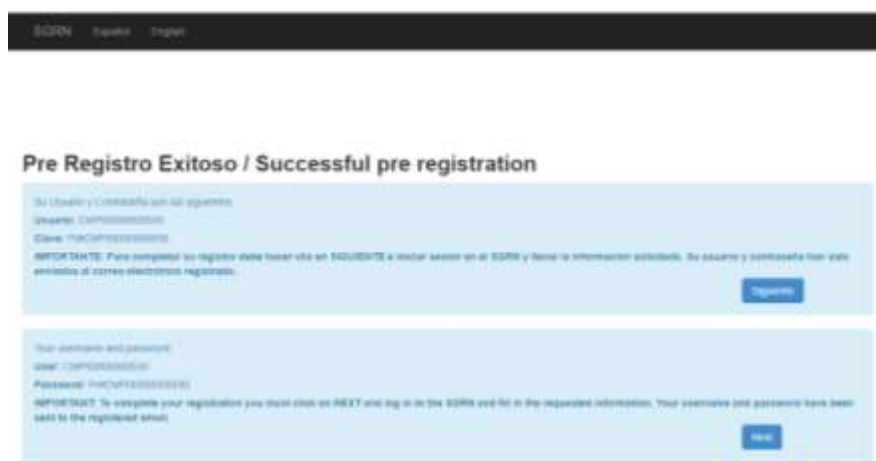


STEP 4: IN THIS SCREEN OF PRE REGISTRATION WILL FILL OUT THE FIELDS CORRESPONDING TO: INVITED BY, COMPANY NAME, COUNTRY, TELEPHONE, MOBILE PHONE, ADDRESS, E-MAIL AND WEB SITE OF THE COMPANY. ONCE THE FIELDS ARE COMPLETED, CLICK ON "ACCEPT THE TERMS AND CONDITIONS" AND THEN CLICK ON "ACCEPT".

Guayaquil: Av. Malecón 100 y Av Telf.: 593-4- 2591370 - Quito: Av Alfonso Pereira Plataforma Gube Telf.: 593-2- 3946760 - Manta: P www.produccion.gob.ec

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STEP 5: ONCE THE PRE-REGISTRATION STAGE IS FINISHED, YOUR USER AND PASSWORD WILL APPEAR AND YOU WILL BE ABLE TO ENTER YOUR PROFILE IN THE PRESELECTED EVENT. IN ADDITION, YOUR USER AND PASSWORD WILL BE SENT TO THE EMAIL YOU WROTE IN THE PREVIOUS STEP. CLICK ON **NEXT** TO CONTINUE WITH THE REGISTRATION STAGE.



AFTER GIVING CLIC ON NEXT, IT IS COMPLETED THE **PRE-REGISTRATION** STAGE TO CONTINUE WITH THE **REGISTRATION** STAGE.

REGISTRATION STAGE

TO COMPLETE YOUR REGISTRATION, YOU MUST CLICK ON NEXT AND LOG IN THE SMBC AND FILL OUT THE INFORMATION REQUESTED. YOUR USER AND PASSWORD HAVE BEEN SENT TO THE REGISTERED EMAIL.

STEP 1: ENTER YOUR USER AND PASSWORD TO START SESSION IN THE SYSTEM.



STEP 2: ONCE YOUR SESSION HAS BEEN INITIATED, CHANGE THE LANGUAGE TO ENGLISH CLICKING ON **LANGUAGE** ICON, THEN A START SCREEN WILL APPEAR WHERE A SUMMARY OF THE EVENTS YOU HAVE PARTICIPATED.

DASHBOARD
Pro Ecuador B2B

Business Matchmaking Tutorial:

1. Complete your profile data, sections of interest and participants in MY PROFILE section.
2. Associate your sectors of interest with participants in the event in the MANAGE section.
3. Schedule your business matchmaking appointments in the MATCHMAKING SCHEDULE section.

EVENT	STATUS	REGISTRATION	MATCHMAKING	PROFILE	SECTORS OF INTEREST	PARTICIPANTS
BUSQUEDA DE NEGOCIOS BARRANOCO DEL ECUADOR 2018	ACTIVE	OPEN	CLOSED	INCOMPLETE	3	11

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WILL APPEAR THE STEPS TO FOLLOW FOR YOUR CORRECT REGISTRATION, IN ADDITION A WINDOW CALLED "**MY EVENTS**" WITH SUBDIVISIONS.

IN **EVENT** SHALL BE INDICATED THE EVENTS WHERE YOU HAVE PARTICIPATED, **STATUS** SHOWS IF THE EVENT IS ACTIVE OR CLOSED, **REGISTRATION** SUGGESTS IF THE REGISTRATION STAGE IS OPEN OR CLOSED FOR THE EVENT, **MATCHMAKING** SHOWS IF THE STAGE TO MAKE YOUR APPOINTMENTS WITH ENTREPRENEURS IS ACTIVE OR CLOSED, **PROFILE** INDICATES IF THE COMPANY PROFILE IS COMPLETE OR INCOMPLETE, **SECTOR OF INTEREST** SHOWS THE QUANTITY OF INTEREST OF SECTORS OF YOUR INTEREST THAT IT HAS RAISED TO THE PLATFORM, **PARTICIPANTS** SUGGESTS THE NUMBER OF REPRESENTATIVES OF THE COMPANY THAT HAS SIGNED IN THE SYSTEM AND IN THE **AGENDA** YOU WILL SHOW TWO LINKS, THE FIRST IS "**VIEW SCHEDULE**" THAT SHOWS THE MEETINGS THAT YOU HAVE AGENDED IN ADVANCE AND THE SECOND "**SCHEDULE WITH PROFILES**" THAT WILL INDICATE IN MORE DETAIL EACH OF THE MEETINGS YOU AGENDED, SHOWING THE PROFILE OF THE BUYER, THE SEARCHED PROFILE AND ITS INTERESTS.

MY PROFILE

STEP 1: ON THE LEFT UPPER SIDE, YOU WILL FIND THE "**MY PROFILE**" ICON, CLICK ON THE PROFILE DATA AND WILL PROCEDURE TO FILL OUT THE FIELDS THAT APPEAR ON THE SCREEN, TO PROVIDE A GENERAL INFORMATION OF YOUR COMPANY.



COMPANY INFO

CODE * IDM9000000038

COMPANY NAME * BOVA S.A.

TELEPHONE * +00 011 888090

WORK PHONE *

ADDRESS * 318 Avenue and Dumboldy

EMAIL * bova9001@grah.com

WEB SITE

YEAR OF CREATION 2018

NUMBER OF EMPLOYEES * 0

COMPANY DESCRIPTION *

EXPORTER PROFILE REQUIRED *

LOGO * NO IMAGE LOADED

Choose File No file chosen UPLOAD IMAGE

SAVE CANCEL

ONCE ALL ARE COMPLETED CLICK ON **SAVE**.

STEP 2: CLICK ON SECTORS OF INTEREST, IN THIS WINDOW IT IS PROCESSED TO ENTER THE SECTOR, SUBSECTOR AND PRODUCTS LOOKING IN THE SELECTED SECTOR, PROVIDING A DETAILED LIST OF EACH OF THEM.

SECTORS OF INTEREST

SELECTED SECTORS

ID	SECTOR	SUBSECTOR	DESCRIPTION
1	AQUACULTURE	SHEEP AND PRAWN	SHEEPS

ADD / EDIT PRODUCT

SECTOR AQUACULTURE

SUBSECTOR SHEEP AND PRAWN

PRODUCT WANTED * SHEEPS

SAVE

ONCE YOU HAVE FINISHED COMPLETING ALL THE FIELDS CLICK ON **SAVE**, AND AUTOMATICALLY SHALL BE SAVED IN THE BOX THAT IS SHOWN AT THE BEGINNING OF THE SCREEN.

SECTORS OF INTEREST

SELECTED SECTORS

ID	SECTOR	SUBSECTOR	DESCRIPTION
1	AQUACULTURE	SHEEP AND PRAWN	SHEEPS

STEP 3: CLICK ON PARTICIPANTS, IN THIS WINDOW IT IS PROCESSED TO ENTER THE DATA OF THE PERSONS WHO POSSIBLY BE THE REPRESENTATIVES OF THE COMPANY IN THE DIFFERENT EVENTS.

PARTICIPANTS

		PERSONAL TITLE	NAME	LAST NAME	POSITION	EMAIL
Bomar	Edmar	MR.	1	1	1	1@1.1

CREATE NEW PARTICIPANT

PERSONAL TITLE: MR.

NAME: [input]

LAST NAME: [input]

POSITION: [input]

EMAIL: [input]

TELEPHONE: [input]

MOBILE PHONE: [input]

SKYPE: [input]

LANGUAGES: GERMAN, ARABIC, SPANISH, KOREAN

SELECTED LANGUAGES: SPANISH, ENGLISH, SWEDISH

[ADD] [DELETE]

[SAVE CONTACT]

ONCE YOU HAVE FINISHED COMPLETING ALL THE FIELDS CLICK ON **SAVE CONTACT**, AND AUTOMATICALLY SHALL BE SAVED IN THE BOX THAT IS SHOWN AT THE BEGINNING OF THE SCREEN.

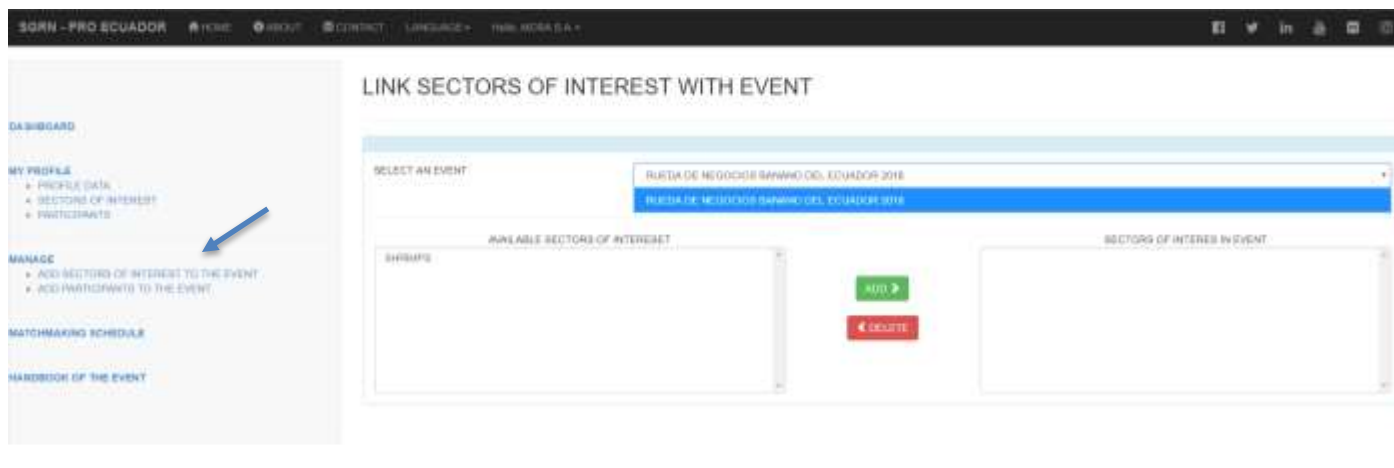
PARTICIPANTS

		PERSONAL TITLE	NAME	LAST NAME	POSITION	EMAIL
Bomar	Edmar	MR.	1	1	1	1@1.1

ONCE THE LIST OF PARTICIPANTS IS FINISHED, THE **MY PROFILE** STAGE CULMINATES TO PROCEED WITH THE **MANAGE** STAGE.

MANAGE

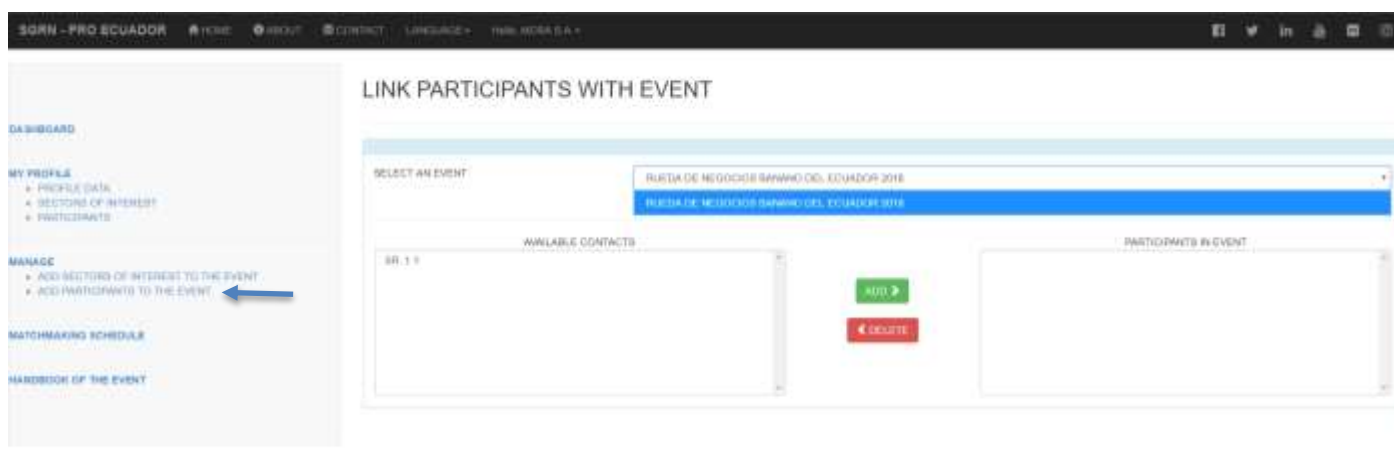
STEP 1: ON THE LEFT SIDE, YOU WILL FIND THE "**MANAGE**" ICON, CLICK ON ADD SECTORS OF INTEREST TO THE EVENT AND PROCEED TO ENTER THE SECTORS YOU WANT TO FIND IN THE SELECTED EVENT.



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FIRST PROCEEDS TO SELECT THE EVENT ON THE TABS **SELECT AN EVENT**, THEN IN **AVAILABLE SECTORS OF INTEREST** ALL THE PRODUCTS THAT YOU ENTERED ON THE PLATFORM WILL APPEAR AND, FINALLY, IN **SECTORS OF INTEREST IN EVENT** YOU SHOULD ADD THE PRODUCTS YOU WANT TO FIND IN THE SELECTED EVENT.

STEP 2: CLICK ON ADD PARTICIPANTS TO THE EVENT, IT IS PROCESSED TO ENTER THE PARTICIPANTS THAT WILL BE THE RESPONSIBILITIES TO REPRESENT THE COMPANY AND VISIT THE STANDS OF THE COMPANIES THAT SHOWS THE PRODUCTS THEY WISH IN THE SELECTED EVENT.



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FIRST PROCEEDS TO SELECT THE EVENT ON THE TABS **SELECT AN EVENT**, THEN IN **AVAILABLE CONTACTS** ALL THE ASSISTANTS THAT REGISTERED ON THE PLATFORM WILL APPEAR AND, FINALLY, IN **PARTICIPANTS IN EVENT** SHOULD ADD THE ASSISTANTS THAT YOU WISH TO REPRESENT THE COMPANY IN THE EVENT CHOSEN.

ONCE THE LIST OF PARTICIPANTS AT THE EVENT IS FINISHED, THE **MANAGER** STAGE CULMINATES TO PROCEED WITH THE **MATCHMAKING SCHEDULE** STAGE.

