



**Suppliersglobe**  
Your online purchasing manager™

## User guide for Supplier Administrator

This easy, step by step tutorial will guide you through the process of setting up your own page on suppliersglobe.com. First click on the **blue button**: "SUPPLIERS AND CUSTOMERS JOIN HERE" on the left hand side

**New user registration - account type**

**SELECT AN ACCOUNT TYPE:**


<input type="radio"/> Chef, customer account
<input checked="" type="radio"/> Supplier BASIC account
<input type="radio"/> Supplier PREMIUM account (\$100/month)

Choose to set up a FREE supplier basic account.

When you click to register your company, first you are required to fill out the following fields marked with a red star.

**New user registration - Supplier BASIC account**

**COMPANY DETAILS:**

Company name:	<input type="text"/>	*
Login name:	<input type="text"/>	*
Password:	<input type="text"/>	*
Retype password:	<input type="text"/>	*
Security code:		
	<a href="#">regenerate code</a>	
Enter security code:	<input type="text"/>	*
Address:	<input type="text"/>	*
Wholesale phone:	<input type="text"/>	*
Retail phone:	<input type="text"/>	
Information line:	<input type="text"/>	
Fax:	<input type="text"/>	
E-Mail address:	<input type="text"/>	
E-Mail address 2:	<input type="text"/>	
E-Mail address 3:	<input type="text"/>	
Sales rep:	<input type="text"/>	
Sales rep e-mail address:	<input type="text"/>	
Webpage:	<input type="text"/>	

\*required

Password should consist of letters and numbers with no spaces

This is your primary address that will receive all enquiries.

**BUISNESS HOURS:**

Monday-Friday:

Saturday:

Sunday:

Public holiday:

Filling out is recommended but optional.

**DELIVERY SERVICE:**

Bangkok <input type="checkbox"/>	North East <input type="checkbox"/>
Central <input type="checkbox"/>	North <input type="checkbox"/>
Chalong <input type="checkbox"/>	Pang Nga <input type="checkbox"/>
Chiang Mai <input type="checkbox"/>	Pattaya <input type="checkbox"/>
Hua Hin - Cha Am <input type="checkbox"/>	Phuket <input type="checkbox"/>
Koh Samui <input type="checkbox"/>	South <input type="checkbox"/>
Krabi <input type="checkbox"/>	Trat <input type="checkbox"/>
	Entire country <input type="checkbox"/>

Tick the areas where you deliver your products. This will enable the Restaurateur to search products only his area and not get irrelevant search results.

**DELIVERY NOTES:**

Fill out any information regarding your delivery.

**MINIMUM ORDER:**

Fill out any information regarding your minimum order.

**PAYMENT:**

Fill out any information regarding your payment options.

**ADDITIONAL NOTES:**

Any other relevant information about your company comes here.

After filling out the required fields, please **click submit** and you profile will be created. You will be able to change this information on your log-in page.

## Your menu controls



You can change all your settings from your menu bar displayed on the left of your profile.

**MAIN PAGE:** this menu point will take you to the SuppliersGlobe home page

**PRODUCT VIEW:** at this menu point you are able to see your own profile as others see it, along with your statistics.

**EXCEL PRODUCT LIST:** here you able to upload your product list.

**1.** Start with downloading the raw Excel form. Fill this form out with your price list. The guide is on the second page (SAMPLE) you will have to save this file on your computer. > Save as <

**2.** Once your product list is ready, use browse to locate it on your computer for upload.

**3.** Click this button to upload your pricelist to your profile.

The XLS mailer enables you to send your product list to any user that requested it. This is the exact same excel sheet that you have uploaded. Just fill out the email address and any additional message and click submit.

It is important that you fill out your product list according to the sample. If not, the upload might fail. **IMPORTANT:**

- Use English characters on your list only
- Every product **MUST** have a code!

You can update your product list as often as you wish to make sure that your users always get the correct information. In case you would like to update your list, change the information on the EXCEL product list and then browse to select from your documents and click **UPLOAD XLS!** Your old list will be deleted and the new one will be uploaded.

**EDIT MY PROFILE:** here you can change any information you would like at your convenience. After changing the information, click **SUBMIT**. **Premium account holders\*** can upload their logo here. For best quality, please make sure that the logo is a jpeg file and is 100 pixels high.

**CHANGE PASSWORD:** at this menu point you can change your password to a new one.

**ADVERTISEMENT:** here you can be informed about the advertising options that SuppliersGlobe offers to suppliers.

**ACCESS CONTROL: (only premium accounts\*)** As a default, restaurateurs cannot see prices while they are visiting your page or searching for your products. As a premium account owner you can receive price requests from users to see your prices at all time without having to contact you every single time they might be interested in one of your products. Every time a user will issue a request for full profile view, you will receive a notification by email. You can allow or deny this request by logging into your account and click on the **ACCESS CONTROL** tab.

The screenshot shows two sections: 'Requests in order' and 'Trusted users'. Both sections currently display 'You don't have any requests pending.' and 'You don't have any trusted users.' respectively. Red dashed callout boxes with arrows point to these sections, containing the following text:

- For 'Requests in order': All your pending requests will be listed here.
- For 'Trusted users': All your trusted users will be listed here.

You can always deny access of users later on, should you decide to do so. This is a very useful tool, since you can give the convenience to users to have up to date information at their hand at all times.

**PROMOTIONS: (only premium accounts\*)** at this menu point you can create 3 promotions with pictures that you can upload.

The screenshot shows the 'Add promotion' form with the following fields and buttons:

- Promotion name:** A text input field.
- Promotion text:** A large text area.
- Promotion picture:** A file upload field with a 'Browse...' button.
- submit** button.

Red dashed callout boxes with arrows point to these fields, containing the following text:

- For 'Promotion name': Fill out the title of the promotion.
- For 'Promotion text': Fill out the promotion text.
- For 'Promotion picture': Browse for your promotion picture on your computer. For best quality, please make sure that your picture is 150\*150 pixels in size and jpeg format.

## Product list format:

	A	B	C	D	E	F	G	H
1	Code	Category	Product Name	Description	Packaging	Unit price	Unit	Carton Price
2	<b>Create new Category:</b> Type the category name in the <i>category column</i> . Type the category description in the <i>description column</i> . Input all of that category's products in the rows below the category name. <b>Create new product:</b> All products must have a unique code, product name and category. All prices are hidden from public view. You will receive request for your price list from customers. For more assistance please post your question on our forum site <a href="http://www.suppliersglobe.com/forum/help">www.suppliersglobe.com/forum/help</a>							
3		Beef- Dakota Beef		Certified organic means Dakota Beef cattle are NEVER given antibiotics or growth-promoting hormones and they receive the most humane treatment possible.				
4	Dak 001		Boneless Rib Roast	A Holiday Favorite, this is the Prime Rib Roast without the bones. Cook this succulent meat slow and low with light salt, pepper, and your own seasoning mix to create a Holiday Treat for up to 15 people.	5 kg piece		10 Kg	50
5	Dak 002		Center Cut Sirloin Steak	8 thick, Center Cut Top Sirloin Medallions. Filet-type quality with out the Filet-price. These are excellent Grillers.	8 x 200 gm		5 Kg.	40
6		Beef- Parker Ranch		Prather Ranch is a sustainable, 34,000 acre operation located in the shadow of Mount Shasta. When only the best will do . . . dry aged beef tenderloin is always the first choice of knowledgeable beef connoisseurs.				
7	PRanch 001		Grass fed/ Tenderloin		2-2.5kg pc		3 Kg.	7
8	PRanch 002		Grass fed/ Rib eye	You haven't tasted steak until you have experienced dry aged grass fed rib eye steaks. Our rib eye steaks have an incredible true beef flavor which comes from the natural dry aging process.	4-6 kg pc		3 Kg.	16
9	PRanch 003		Grass fed/ New York Strip	Our natural dry aging process adds flavor intensity and tenderness to these NY Strip Steaks. However, this process does not add unhealthy fat so it is a perfect choice for those steak connoisseurs on diets.	3-4.5 kg.		Kg.	
10								
11								
12								
13								

1. Write the category name in the first row, in the category column
2. Type the description for the category in the same row in the description column
3. Under the category row, list your products in the products column
4. Write a product description in the product row, in the description column
5. Fill out the packaging and price information
6. Write code for the product
7. After listing all the products in the category, begin a new category by writing the category name in the following row in the category column
8. Continue as points 1 to 6

PLEASE AVOID USING SPECIAL CHARACTERS, USE THE LETTERS AVAILABLE ON YOUR KEYBOARD!

Should you have any questions regarding your profile or product list, please email us at [info@suppliersglobe.com](mailto:info@suppliersglobe.com)