



Beltraide
making business happen

SUPPLIER DEVELOPMENT PLATFORM (SDP)
USER GUIDE

BUYER





INTRODUCTION

This guide is designed to help buyers use the platform to discover suppliers, review products and services, and connect with businesses through structured linkages. It provides clear, non-technical guidance on navigating the platform, requesting linkages, and managing communication.

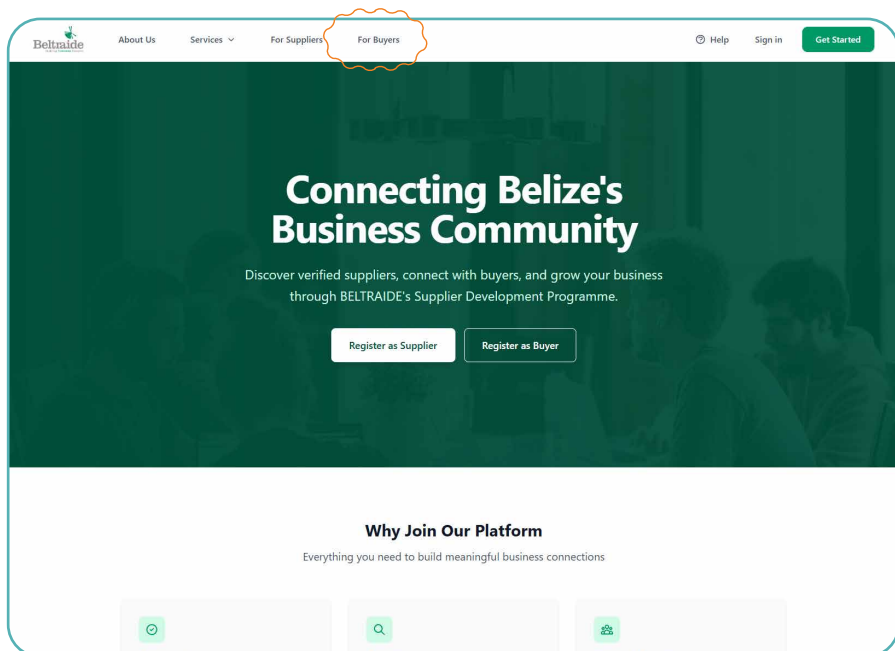
Each section explains what you will see on the screen, why it matters, and how to complete common tasks. Following this guide will help you register and search for supplier effectively.

1

Register on the Platform

To begin, you must create a buyer account on the SDP platform. You can create a business profile, and make linkage requests

1. Visit the SDP website
2. Click **For Buyers** from the navigation menu



- 3. Fill out the form with your information. Fill out all the required fields marked by *
- 4. Submit the registration form
- 5. After registering, you will receive an email to verify your account.

Make sure the information provided is complete and accurate.

Buyer Registration

organization.buyer_registration_subtitle

Organization Details

Complete the form below to register your organization.

Organization Name *

Your Company Ltd.

Business Sector *

Select sector

District *

Select district

Business Type *

Select business type...

Ownership Structure *

Select ownership structure...

Owner Gender *

Select...

☐ This is a women-led enterprise

Business Registration Number *

BR-000000

Business Established Date

mm/dd/yyyy

Date when your business began operations

Company Registration Date

mm/dd/yyyy

Date when registered with authorities (if different from established date)

Organization Email

contact@company.com

Phone Number

+501 000-0000

Account Information

Create your account as the organization owner

Name *

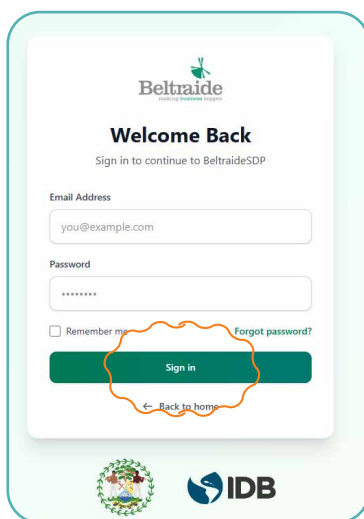
John Doe

2

Log in to your account

Once your email is verified, you can log in to the platform.

Logging in gives you access to your dashboard, where all actions on the platform begin.

A login form for Beltraide. At the top is the Beltraide logo with the tagline "Trade & Logistics". Below it is the heading "Welcome Back" and the text "Sign in to continue to BeltraideSDP". The form contains two input fields: "Email Address" with the placeholder "you@example.com" and "Password" with a masked password "*****". Below the password field is a checkbox labeled "Remember me" and a link "Forgot password?". A green "Sign in" button is centered below these fields. At the bottom left of the button area is a link "← Back to home". At the bottom of the form are two logos: a circular emblem on the left and the "IDB" logo on the right.

3

Buyer Dashboard Overview

After logging in, you will see your buyer dashboard.

Your dashboard provides an overview of:

- Active supplier linkages
- Pending linkage requests
- Featured suppliers
- Quick actions to browse products or manage your organization
- Notifications and system messages

Messages at the top of the dashboard may indicate:

- That your organization is pending approval
- That action is required (for example, completing your profile or uploading documents)

Dashboard

🔔

🔊

Welcome back, Emma!

Overview

🔔 Organization Pending Approval

Your organization profile is under review. You'll receive an email notification once approved.

Active Linkages

0

Ongoing supplier connections

Pending Requests

0

Awaiting supplier response

Featured Suppliers

2

Verified suppliers available

Supplier Linkages

+ New Request

No active linkages. Start by requesting a connection with a supplier.

Quick Actions

🔍 Browse Products

⚙️ Organization Settings

Featured Suppliers

View All

asdfsaf

agriculture

Belize

Women-Led

0 products

Premium Exports Ltd

Agriculture

Belize

1 products

Recent Activity

No recent activity



ALWAYS REVIEW MESSAGES
AT THE TOP OF THE
DASHBOARD, AS THEY
EXPLAIN YOUR CURRENT
STATUS AND NEXT STEPS.



4

Manage Your Organization Profile

Your organization profile explains your business to buyers and determines your visibility on the platform.

1. Click on My Organization from the Navigation Menu
2. Review your information
3. To update your information click on the Edit button on the top right of the screen
4. Here, you can update: Business description, sector, and location, contact details, data consent and privacy selections, GST and zero-rating status (where applicable), and upload documents

Edit Organization

[Back to Organization](#)

Update information for Belize Agro Processing Ltd.

Basic Registration Contact Export Employee Diversity Financing Training More

Basic Information

Organization Name *

Belize Agro Processing Ltd.

Organization Type *

Supplier

Sector *

Agro Processing

Business Type

Association

District

Orange Walk

City

Indian Church

Email *

flo.ferry@moen.net

Phone

501-492-4981

Website

http://www.reinger.info/temporibus-et-laudantium-id-et.h

Address

Company Description

Brief description of your company...

Company Logo

Choose File No file chosen

Upload your company logo (PNG, JPG, WEBP - Max 2MB)

☒ Make organization publicly visible

Save Changes

5

Create a Linkage Request

When you are ready to contact a supplier, you can create a linkage request. A linkage request formally opens a conversation with the supplier and keeps communication organized within the platform.

1. Click on **Linkages** from the Navigation Menu
2. Click on the **New Request** on the top right of the screen
3. Select the supplier, select one or more products (if applicable)
4. Write a message describing your sourcing needs
5. Select an expected delivery or completion date
6. Click on Submit Request to finalize

Create Linkage Request

Create Linkage Request

Request a linkage with another supplier organization.

Create Linkage Request

Select Supplier *

Belize Fruits & Vegetables Co. - agriculture

Select Products (Optional)

☐ Autem hic distinctio repellat (SKU-5629-MDUC)
USD 2136.78 / case

☐ Dolor autem facilis (SKU-2668-UUKV)
BZD 582.81 / kg

☐ Dolores cum (SKU-4013-JFSD)
BZD 2005.15 / kg

☐ Eos suscipit (SKU-5148-WSWE)
USD 2263.90 / kg

☐ Error officia et (SKU-1203-XNLM)
BZD 3922.88 / dozen

☐ Error quis (SKU-9623-EJCA)
USD 459.54 / case

☐ Et iure quae voluptas (SKU-7017-DSUB)

Request Message *

Describe your business needs and what you are looking for

Estimated Value (BZD)

0.00

Expected Delivery Date

mm/dd/yyyy

Submit Request

Cancel

You can also search for products on the SDP Website.

1. Start by clicking Getting Started on the top navigation menu
2. Search or filter products
3. Once you have chosen a product you can click on **View Company Profile**
4. On the supplier profile click on Request linkage when you are ready to make the request.

The screenshot displays the SDP Website interface. The top navigation bar shows the breadcrumb path: Home / Products / Agro-processing / Handcrafted Mahogany Furniture. The main product page features a large image of mahogany wood planks and the title "Handcrafted Mahogany Furniture". Below the title, the "Description" states: "Beautiful handcrafted furniture claiming statutory zero-rating. Available". The "Product Details" section lists: SKU: FURN-003, HS Code: 9403.50, and Certification: ISO 9001. The "Supplier Information" section shows the supplier name "Belize Agro Processing Ltd.", logo, and address: "Indian Church, Orange Walk, Belize". A "View Company Profile" button is highlighted with an orange circle. Below it is a green "Contact Supplier" button.

The "Supplier Profile" modal is open, showing the supplier's details. The header "Supplier Profile" is in a green bar. The profile includes a circular logo with "Be", the company name "Belize Agro Processing Ltd.", and a "Verified Supplier" badge. The profile lists the following information:

- Location: Orange Walk
- Sector: agro_processing
- Website: [Visit Website](#)
- Years in Business: 11 years
- Export Markets: Central_America, EU, Mexico
- Certifications: 1 certification document(s) uploaded

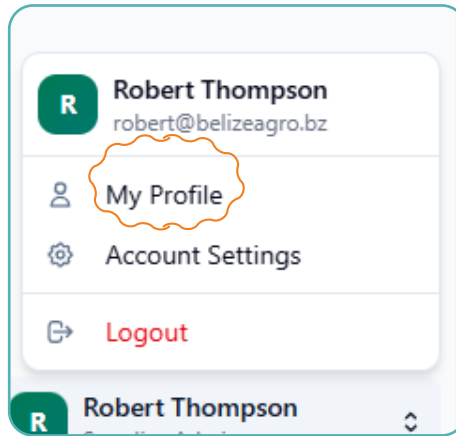
A green "Request Linkage" button is highlighted with an orange circle. Below it, a note says "Log in to request linkage."

6

Manage Your Account

You can manage your personal account from the profile menu.

1. From the bottom of the screen click on **My profile** to manage your profile
2. Here you can manage your contact information and password



My Profile

R

Robert Thompson

robert@belizeagro.bz

Verified

Profile Information

Full Name

Robert Thompson

Email Address

robert@belizeagro.bz

Phone Number

+1-872-395-1498

Save Changes

Change Password

Current Password

New Password

Must be at least 8 characters with a mix of letters, numbers & symbols

Confirm New Password

Update Password

My Organizations

Belize Agro Processing Ltd.

supplier approved Role: owner

View Edit

Account Information

Member Since

November 27, 2025

Last Login

January 19, 2026 at 11:45 AM

3. Click on Accovunt settings to manage notification supscriptions
4. Toggle each setting on or off
5. Click Save to update your options

Account Settings

Account Settings

Manage your notification and account preferences

Email Notifications

Choose which email notifications you want to receive

Linkage Requests

Receive emails when buyers send you linkage requests

Linkage Messages

Receive emails for new messages on your linkages

Linkage Status Updates

Receive emails when linkage status changes

Organization Approval

Receive emails about your organization approval status

In-App Notifications

Choose which in-app notifications you want to see

Linkage Requests

Show notifications for new linkage requests

Linkage Messages

Show notifications for new linkage messages

Linkage Status Updates

Show notifications for linkage status changes

System Announcements

Show notifications for important system announcements

Save Changes

GET IN **TOUCH**

CONTACT

CONTACT US FOR FURTHER
ASSISTANCE

EMAIL

info@beltraide.bz

WEB

www.beltraide.bz

