



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.

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# 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

Beltmide

About Us Services ▾ For Suppliers For Buyers Help Sign in Get Started

## Connecting Belize's Business Community

Discover verified suppliers, connect with buyers, and grow your business through BELTRAIDE's Supplier Development Programme.

Register as Supplier Register as Buyer

### Why Join Our Platform

Everything you need to build meaningful business connections

🔍👤⚙️

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 \***

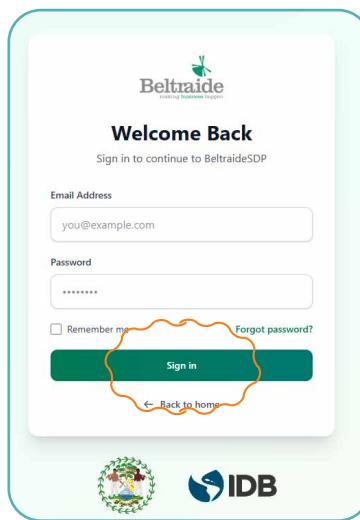
John Doe

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## 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.



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## 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)

The dashboard features a 'Welcome back, Emma!' message at the top. Below it, an 'Organization Pending Approval' message indicates that the organization profile is under review. The dashboard includes sections for Active Linkages (0), Pending Requests (0), Featured Suppliers (2), Supplier Linkages (0), and a Quick Actions bar with links to Browse Products and Organization Settings. A 'Featured Suppliers' section shows two profiles: 'asdfasf' (Women-Led, Agriculture, Belize, 0 products) and 'Premium Exports Ltd' (Agriculture, Belize, 1 product). A 'Recent Activity' section shows 'No recent activity'.



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



# 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

Update information for Belize Agro Processing Ltd.

[Back to Organization](#)

### 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

No file chosen

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

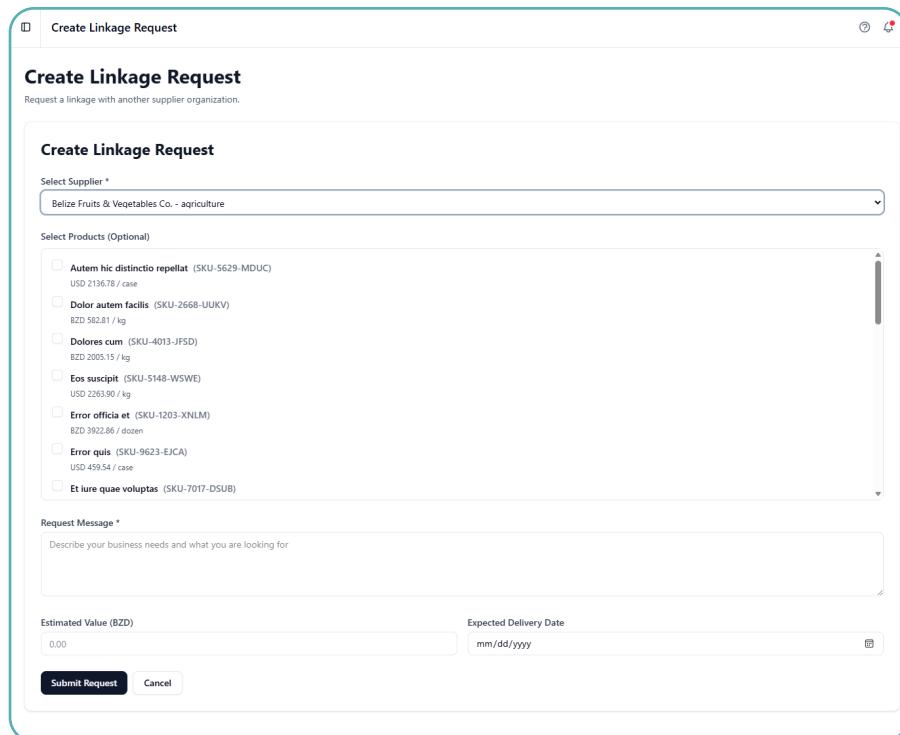
Make organization publicly visible

[Save Changes](#)

# 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



The screenshot shows a web-based application for creating a linkage request. The title 'Create Linkage Request' is at the top. Below it is a sub-section titled 'Create Linkage Request' with the sub-instruction 'Request a linkage with another supplier organization.' A dropdown menu for 'Select Supplier' is open, showing 'Belize Fruits & Vegetables Co. - agriculture'. The 'Select Products (Optional)' section contains a list of checkboxes for various items, each with a SKU and a unit price. The 'Request Message' section is a text area with the placeholder 'Describe your business needs and what you are looking for'. At the bottom, there are fields for 'Estimated Value (BZD)' (0.00) and 'Expected Delivery Date' (mm/dd/yyyy), and buttons for 'Submit Request' and 'Cancel'.

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 3922.86 / 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

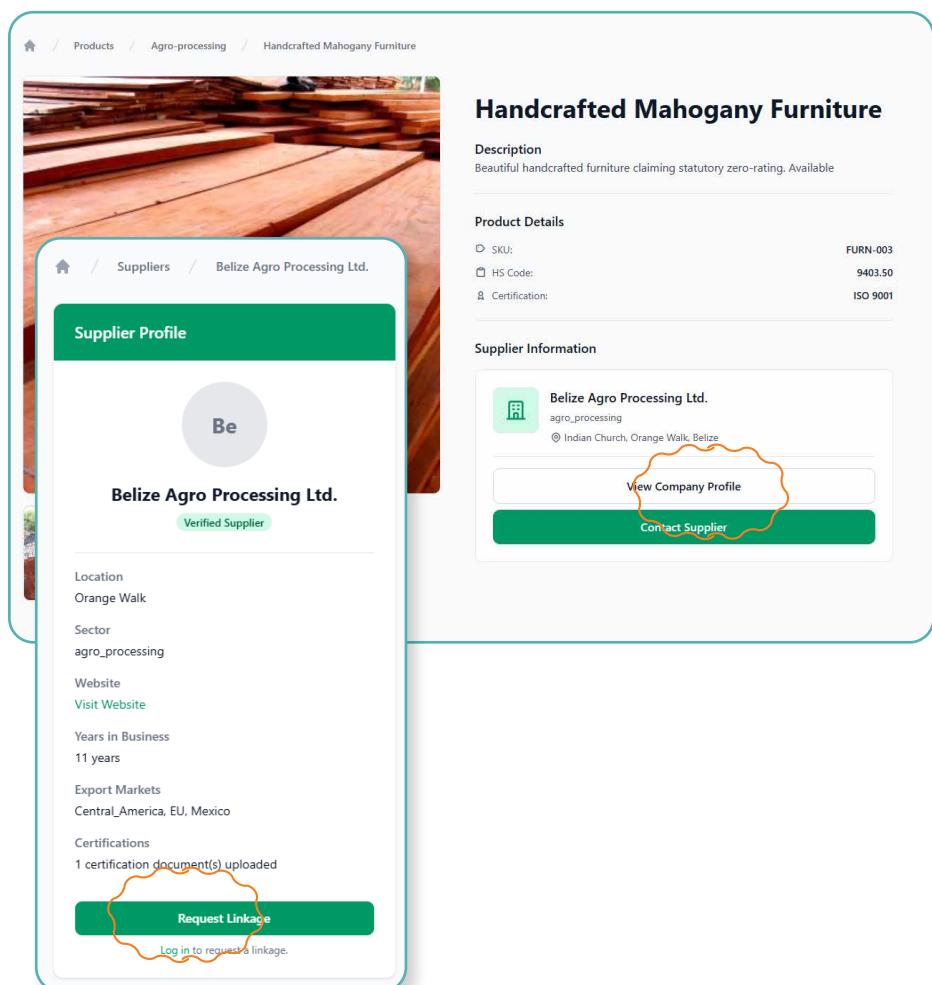
Expected Delivery Date

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 shows a website interface for the SDP (Small and Medium-sized Enterprises) platform. At the top, there is a navigation bar with a home icon, followed by 'Products' and 'Agro-processing', and finally 'Handcrafted Mahogany Furniture'. Below this, there is a large image of stacked wooden planks. Overlaid on this image is a modal window for 'Belize Agro Processing Ltd.'.

**Supplier Profile**

**Belize Agro Processing Ltd.** Verified Supplier

**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

**Request Linkage**

Log in to request linkage.

**Handcrafted Mahogany Furniture**

**Description**  
Beautiful handcrafted furniture claiming statutory zero-rating. Available

**Product Details**

SKU:	FURN-003
HS Code:	9403.50
Certification:	ISO 9001

**Supplier Information**

 Belize Agro Processing Ltd.
agro_processing
Indian Church, Orange Walk, Belize

**View Company Profile**

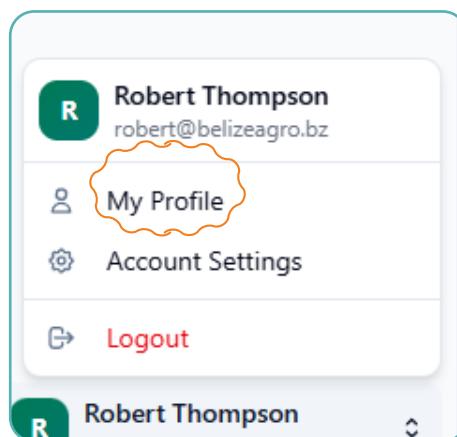
**Contact Supplier**

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# 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



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

The screenshot shows the 'Account Settings' page with a light gray header bar. The main content area has a white background with a thin gray border. At the top left is a back arrow icon and the text 'Account Settings'. At the top right are three small icons: a gear, a question mark, and a refresh symbol.

**Email Notifications**  
Manage your notification and account preferences

**Linkage Requests**  
Choose which email notifications you want to receive

**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** (button with an orange rounded rectangle outline)

GET IN **TOUCH**

# CONTACT

CONTACT US FOR FURTHER  
ASSISTANCE

## EMAIL

[info@beltraide.bz](mailto:info@beltraide.bz)

## WEB

[www.beltraide.bz](http://www.beltraide.bz)

