



Beltraide
making business happen

SUPPLIER DEVELOPMENT PLATFORM (SDP)
USER GUIDE

SUPPLIER





INTRODUCTION

This guide is designed to help suppliers use the platform effectively to showcase their business, manage products and services, and connect with potential buyers. It provides practical guidance for registering, completing your profile, maintaining accurate information.

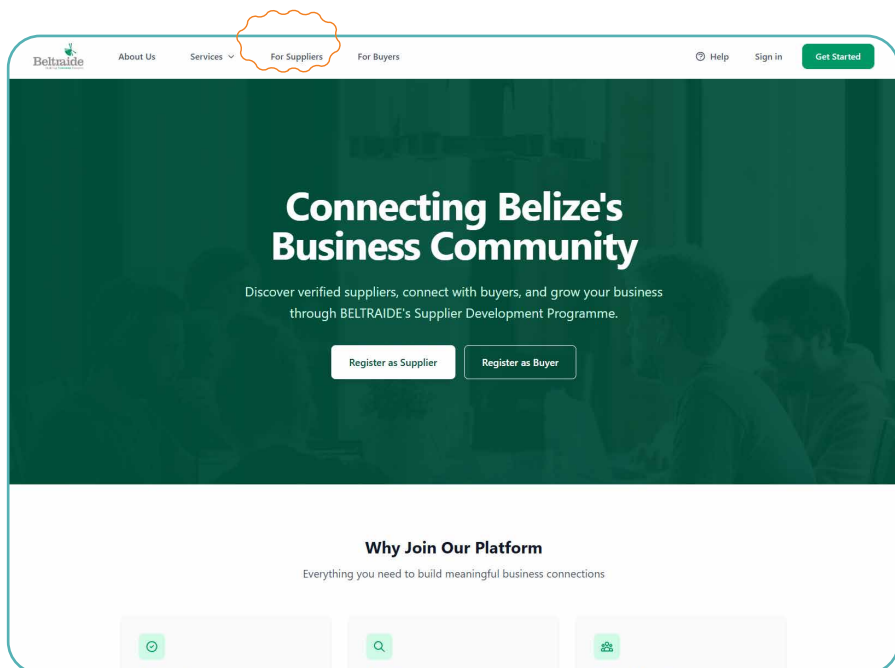
Each section explains what you will see on the screen, why it matters, and how to complete common tasks. Following this guide will help improve your visibility on the platform and support successful business connections.

1

Register on the Platform

To begin, you must create a supplier account on the SDP platform. You can create a business profile, list products or services, and receive buyer requests

1. Visit the SDP website
2. Click **For Suppliers** 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.

Supplier Registration

Join the Belize Supplier Development Programme

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

GST Zero-Rating Eligibility (Optional)

If your organization qualifies for GST zero-rated product claims, please indicate below. Admin will verify before activation.

☐ **GST Registered:** Organization is registered with Belize Tax Service for GST

☐ **Export Capable:** Has export licenses and capabilities to export goods

☐ **Can Control Export:** Can manage and control the export process for products

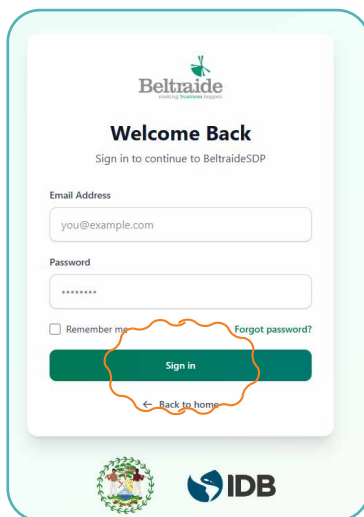
Note: These declarations are subject to admin verification. Products with zero-rating claims will require approval before becoming active.

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 supplier dashboard, where all actions on the platform begin.

A login form for Beltraide. At the top is the Beltraide logo with the tagline "Building a Sustainable Future". Below the logo is the heading "Welcome Back" and the subtext "Sign in to continue to BeltraideSDP". The form contains two input fields: "Email Address" with the placeholder "you@example.com" and "Password" with masked characters "*****". 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 logo with people and a globe, and the IDB logo.

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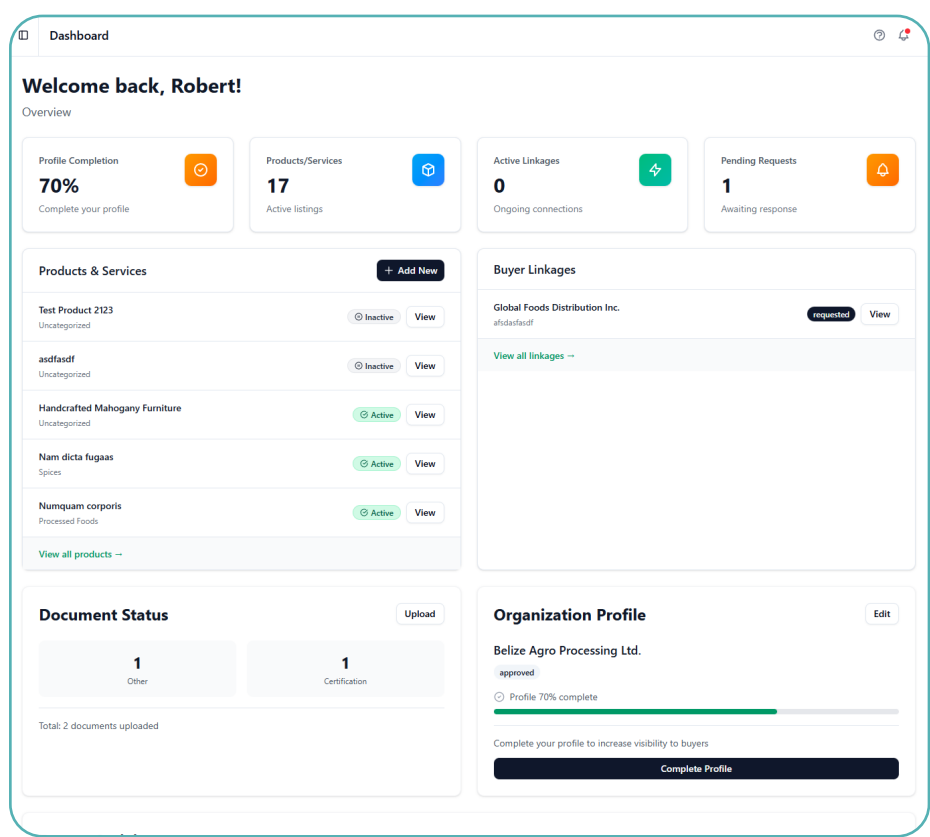
Your Supplier Dashboard

After logging in, you will see your supplier dashboard and provides an overview of:

- Profile completion status
- Products or services listed
- Buyer linkage requests
- Document status
- 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)



CHECK YOUR DASHBOARD
REGULARLY FOR PENDING
BUYER REQUESTS, AS TIMELY
RESPONSES IMPROVE
ENGAGEMENT.



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

Add and Manage Your Products

Products and services help buyers discover what you offer.

1. Click on All Products from the Navigation Menu
2. Click on the **Create Product** on the top right of the screen
3. Here, you can update: Name and description
Category, minimum order quantity, capacity or availability,
pricing information (if available)
4. Product images, including a primary images can also be uploaded

Create Product

Add a new product to your catalog

[Back](#)

Basic Information

Category

Select a category

Product Name *

Enter product name

URL Slug

auto-generated-from-name

Used in product URLs. Auto-generated from name, but you can customize it.

Description

Describe your product...

SKU

e.g., PROD-001

Pricing & Inventory

Price	Currency
0.00	BZD
Unit of Measure	Stock
e.g., kg, lbs, dozen, each	0
HS Code	Certification
e.g., 0101.21	e.g., Organic, Fair Trade, ISO 9001

GST Zero-Rating

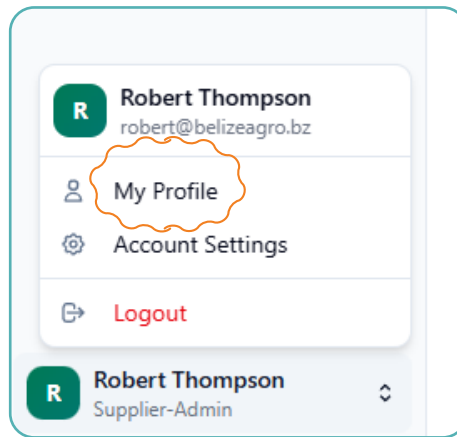
Products may qualify for GST zero-rating if they meet specific legal conditions. Select the appropriate basis if applicable.

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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



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

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GET IN **TOUCH**

CONTACT

CONTACT US FOR FURTHER
ASSISTANCE

EMAIL

info@beltraide.bz

WEB

www.beltraide.bz

