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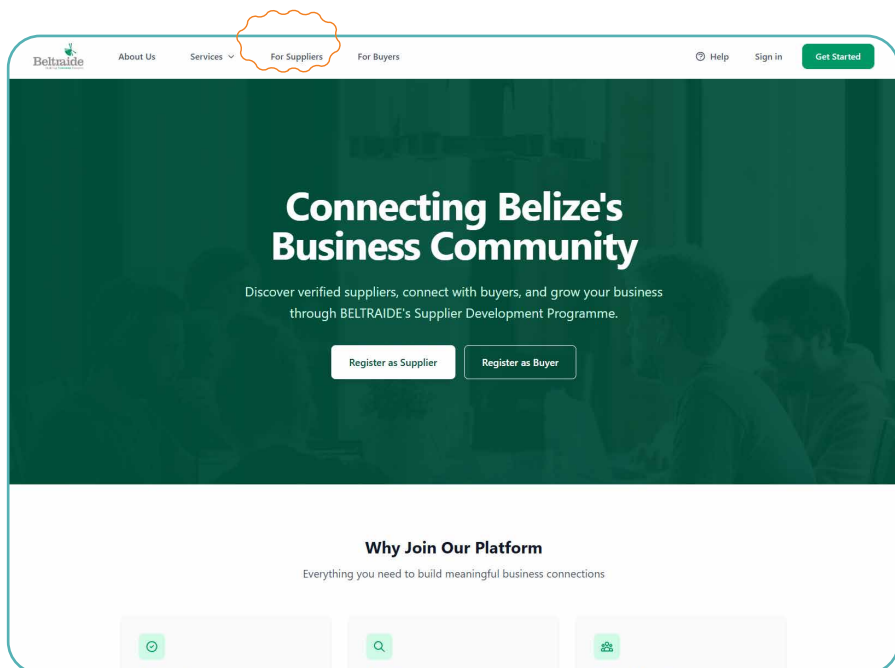
Each section explains what you will see on the screen, why it matters, and how to complete common tasks. Following this guide will help improve your visibility on the platform and support successful business connections.

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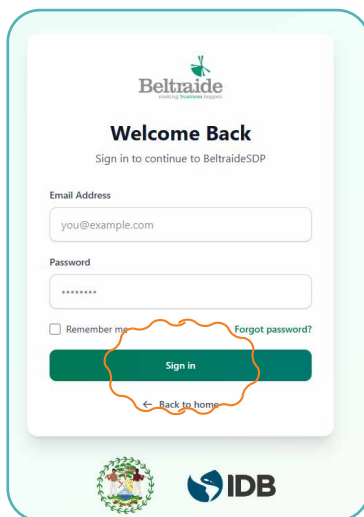
Note: These declarations are subject to admin verification. Products with zero-rating claims will require approval before becoming active.

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.
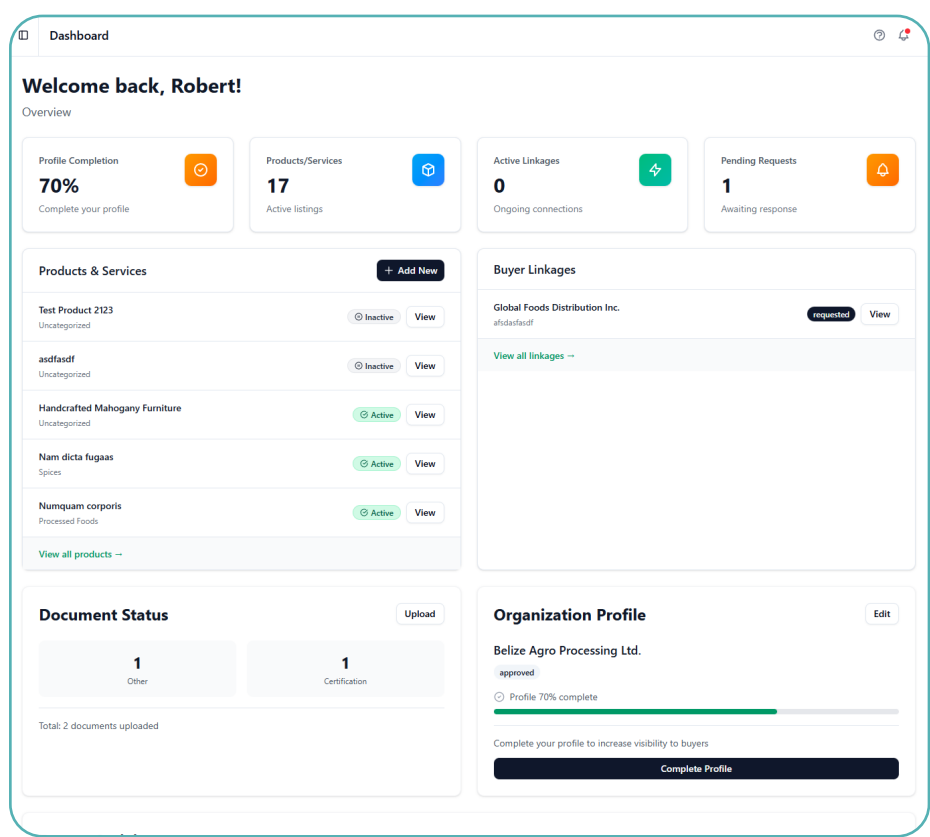

3 Your Supplier Dashboard

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.

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

(5) 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

0.00

Currency

BZD

Unit of Measure

e.g., kg, lbs, dozen, each

Stock

0

HS Code

e.g., 0101.21

Certification

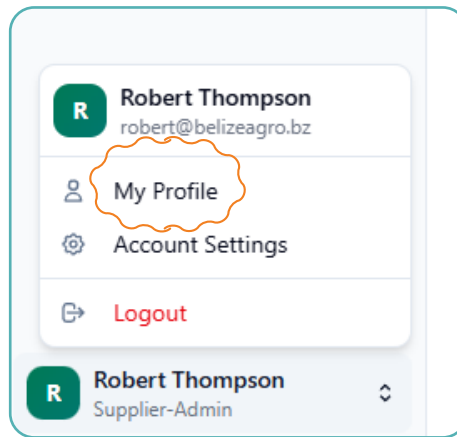e.g., Organic, Fair Trade, ISO 9001

GST Zero-Rating

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

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

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

CONTACT

CONTACT US FOR FURTHER
ASSISTANCE

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WEB

www.beltraide.bz