



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.

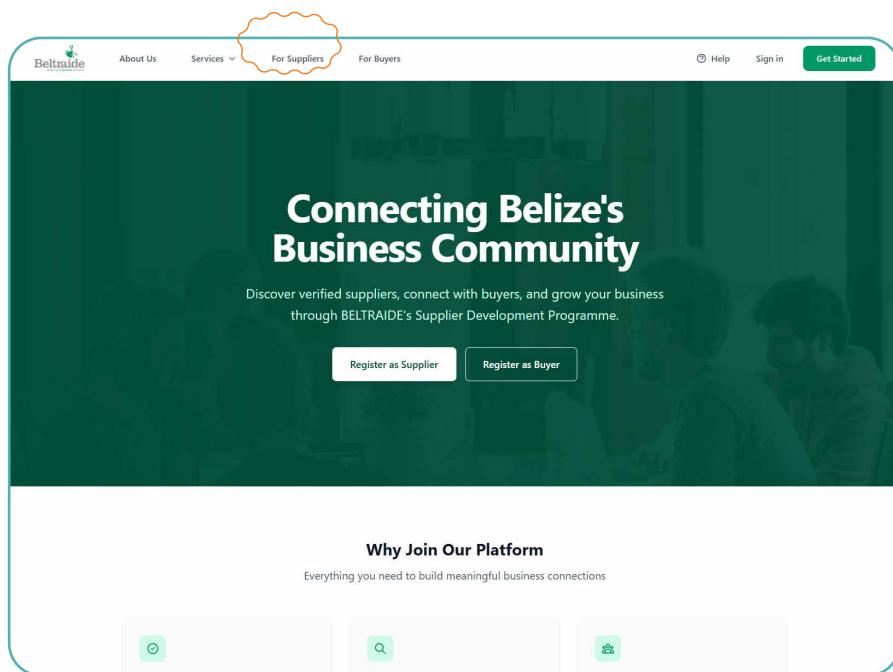
Each section explains what you will see on the screen, why it matters, and how to complete common tasks. Following this guide will help improve your visibility on the platform and support successful business connections.

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



The screenshot shows the Beltrrade website homepage. The navigation bar at the top includes links for 'About Us', 'Services' (with a dropdown arrow), 'For Suppliers' (which is highlighted with an orange oval), 'For Buyers', 'Help', 'Sign in', and a 'Get Started' button. The main content area features a dark background with the text 'Connecting Belize's Business Community' in large, bold, white letters. Below this, a subtext reads 'Discover verified suppliers, connect with buyers, and grow your business through BELTRAIDE's Supplier Development Programme.' Two buttons are visible: 'Register as Supplier' and 'Register as Buyer'. At the bottom, a section titled 'Why Join Our Platform' is shown with the subtext 'Everything you need to build meaningful business connections' and three small icons in green boxes.

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

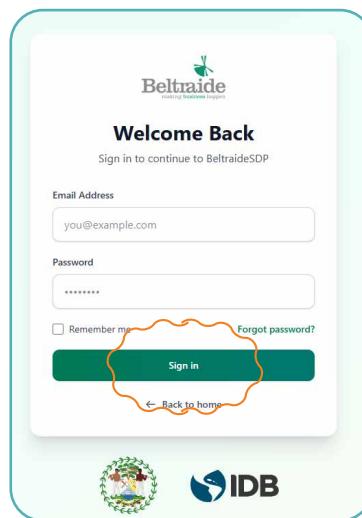
Note: These declarations are subject to admin verification. Products with zero-rating claims will require approval before becoming active.

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)

The dashboard interface includes a top navigation bar with a 'Dashboard' tab and a user profile icon. The main content area features several cards:

- Profile Completion:** 70% (Complete your profile)
- Products/Services:** 17 Active listings
- Active Linkages:** 0 Ongoing connections
- Pending Requests:** 1 Awaiting response
- Products & Services:** A list of products including 'Test Product 2123' (Uncategorized), 'asdasdff' (Uncategorized), 'Handcrafted Mahogany Furniture' (Uncategorized), 'Nam dicta fugyas' (Spices), and 'Numquam corporis' (Processed Foods). Each item has 'Inactive' and 'View' buttons.
- Buyer Linkages:** Global Foods Distribution Inc. (afsdasdff) with 1 pending request. Buttons: 'requested' and 'View'.
- Document Status:** 1 Other and 1 Certification. Total: 2 documents uploaded.
- Organization Profile:** Belize Agro Processing Ltd. (approved). Profile completion is 70% complete. A progress bar is shown. Buttons: 'Edit' and 'Complete Profile'.



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

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](#)

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

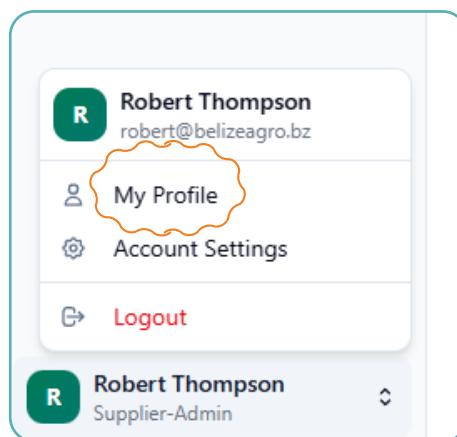
GST Zero-Rating
Products may qualify for GST zero-rating if they meet specific legal conditions. Select the appropriate basis if applicable.

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 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 blue header bar. The main content area has a white background with a thin grey border. At the top left is a back arrow icon, the title 'Account Settings', and a gear icon. The top right has a magnifying glass and a red refresh/circular arrow icon.

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

