

## **STEP BY STEP**

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### **Level of the suppliers. What is the suppliers bottom ?**

#### **Retailer**

To register and offer products to the retailer.  
Ideal to the buyers who act as retailer.

#### **Wholesaler**

To register and offer products to the wholesaler.  
Ideal to the buyers who act as wholesaler, Trading Co., Importer, brokers, etc.

#### **Raw Material**

To register and offer products to the manufacturers who will transform in manufactured products. Could be commodities, raw material, products to compose the manufacture of a product. E.g. : shoestring, etc.

#### **Logistic**

Are the transport companies.

#### **Warehouse**

Are the storage companies.

#### **Machinery**

Are the suppliers of the machineries, used in the chain production.  
Ideal to the buyers who act as manufacturers.

#### **Final Consumer**

Are the individual, families or domiciles.

#### **Chemical Products**

Are the suppliers of all chemical products, used in the chain production.  
E.g.: fertilizer, chemical products in general, etc.

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## **TO REGISTER PRODUCTS - SELLER**

- In User Menu
- Choose Register Products
- Choose Add products
- Select the level where you want to offer the product
- When you choose Retailer should choose the state
- However for the others is not necessary
- Select the market where you want to offer the product
- Select the Group, Category and Sub-category which the product belong to
- Register the product
- Attach the picture

## **HOW TO MAKE A NEW REGISTER OF A PRODUCT WHICH IS ALREADY REGISTERED ?**

### **In Sell – Register the product**

You can see the list of products which you have registered, and then :

IN OPTIONS: Edit, Delete, Duplicate

- Edit – change the information of the product
- Delete – delete the product
- Duplicate – offer the same product in other market, it is not necessary fulfill, it is only necessary click in duplicate and choose the market.

### **IN MARKET**

In change the market, could move the product to other market.

### **IN COMPANY NAME**

Could change the name f the company.

### **IN ORIGIN OF THE PRODUCT**

Could change the origin of the product.

### **IN PICTURE OF THE PRODUCT**

Could change the picture of the product.

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## **TO BUY AND TO SELL**

### **TO BUY:**

- In the initial page enter in MEMBER ENTER HERE!
- Enter with the user name, password and security code.
- In user menu, choose BUY
  - Click in Buy
  - Select the market and the product using the scroll bar.
  - Select the supplier level.
  - This should open the suppliers page.
  - When you choose the product, fulfill one of the options below:
    - Quantity in units, or
    - Quantity in containers, or
    - Percentage of the container.

After fulfill one of the options, click in "put in the Dealing Desk", you should do this for each product.

- After click in "See the purchase"
- You should see the products which are in the "Dealing Desk".
- Click in Edit if you want to change the quantities and delete if you want to give up of the negotiation.
- Click in Buy to make a negotiation.
- If you are buying from two different suppliers, you should send a condition of negotiation to each one. However you can use the same form for both suppliers.
- IF YOU WANT TO SPLIT THE INVOICE, PLEASE CHOOSE THE PRODUCTS WHICH YOU WANT TO BE IN THIS PURCHASE
- If you are buying various products of the same supplier and want separate invoices or negotiate different conditions, it is possible, but it is necessary to select :
  - IF YOU WANT TO SPLIT THE INVOICE, PLEASE CHOOSE THE PRODUCTS WHICH YOU WANT TO BE IN THIS PURCHASE.
- NOW IT IS NECESSARY WAIT THE ANSWER FROM THE SUPPLIER

### **TO SELL**

- You received an email saying that you have an offer in the website [www.clubofbiz.com](http://www.clubofbiz.com)
- In USER MENU, enter in **Transaction (Pending, in process and closed)**

- In the file Fulfill the Prices (You are the Seller) you can click in:

- See (to see the buyer's information) and
- Answer (to answer the buy proposes)

**To Answer:**

Back								
Quotation								
Product	Specifications	Quantity Units	Quantity Container	Percentage Container	Bid Price			Samples
					fob	Choose ▾	Choose ▾	
Chewing Gum	Light	1000	0	0.00				Not Send Sample ▾

Put the prices in the Incoterm that the buyer asked and if you want could change the **quantities** and choose **other Incoterm** (only more than two)

**Samples – should choose :**

- Not send samples
- Send samples and pay the costs of sending.
- Send samples and the buyer will pay the costs of sending.

**Here we will choose send samples and pay the costs of sending.**

Back								
Quotation								
Product	Specifications	Quantity Units	Quantity Container	Percentage Container	Bid Price			Samples
					fob	Choose ▾	Choose ▾	
Chewing Gum	Light	1000	0	0.00				Send the Sample and Pay the Costs ▾

If you agreed with the conditions, it is not necessary change the form. Bu if you do not agreed with any condition, click in NOT ACCEPTED in the side of each condition.

- After fulfill and define the conditions, click in send the propose.
- Now it is necessary to wait the answer from buyer.

**TO BUY**

- You received an email saying that you have an offer in the website [www.clubofbiz.com](http://www.clubofbiz.com)

- In USER MENU, enter in **Transaction (Pending, in process and closed)**
- In the file Prices Already Answered (you are the buyer) click in: See Prices (the buyer's selection and accepted to negotiate are done, so the data of the register of the company will not be showed again).
- You can see the quantities and prices, you could Accept, Send a Contra-Propose or Delete the product (in case the quantities are not according your needs), you can quit the negotiation process.
- If you send a Contra-Propose, will begin the price negotiation process and it is not necessary fulfill all purchase conditions, just the ones which are not accepted by the supplier.
- If the supplier does not accept any purchase condition, can change and send the form with the conditions which are not accepted how many times you want, until find an agreement. It is important to know that all fields which are already accepted could not be fulfilled but only the ones which are not accepted.
- However if the BUYER has accepted the conditions (here we have changed the quantities) should click in ACCEPT.
- **If the supplier send samples and the buyer does not need, should click twice in Accept. The first click will open the sample fields and the second click will make the negotiation direct, without ask for samples.**
- If you want receive samples should fulfill the quantities in the sample fields

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### Business

Product	Specifications	Quantity Units	Quantity Container	Percentage Container	Bid Price		Delete Product	Samples
					fob	cif		
Chewing Gum	Light	1000	0	0.00	0,00	500,00	Delete	2 boxes Send the Sample and Pay the Costs
Amount of the Transaction						500,00		
						Accept	Request Samples	

Look there are the sample fields (because when the supplier was answering the propose they choose Send Samples and pay the costs). The samples will be send only after the parts agree with the prices, conditions, etc. This is a way to inhibit requests of samples without the real capacity of the buyers and avoid wastefulness of the costs of sending the sample. The buyer should fulfill the quantities of sample which wants and then click in Request Samples.

- Now it is necessary to wait the sending of samples.

### TO SELL (requesting samples)

- You received an email saying that you have an offer in the website [www.clubofbiz.com](http://www.clubofbiz.com)

- In USER MENU, enter in **Transaction (Pending, in process and closed)**
- In Samples to be sent (you are the seller)
- Click in See the purchase, to see the quantity of samples requested and the conditions of the sending samples.

Back										
Request Samples										
Product	Specifications	Quantity Units	Quantity Container	Percentage Container	Bid Price			Samples		
					fob	cif		Quantity Requested	Conditions	
Chewing Gum	Light	1000	0	0.00	0.00	500.00	0.00	2 boxes	Send the Sample and Pay the Costs	Samples Already Sent

- In SEE you can see the information of the address to where the samples should be sent.
- When you send the samples, click in Samples already sent.

### TO BUY (Requesting samples)

- You received an email saying that you have an offer in the website [www.clubofbiz.com](http://www.clubofbiz.com)
- In USER MENU, enter in **Transaction (Pending, in process and closed)**
- Waiting samples (you are the buyer).

### Waiting the Samples (You are the Buyer)

Product	Specifications	Quantity Units	Quantity Container	Percentage Container	ID	
Chewing Gum	Light	1000	0	0.00	Samples Already Sent	<a href="#">See Request</a>

- You received the samples and knows the quality of the product, should click in see the purchase and click in Accept or Quit the process/negotiation.
- ***If the supplier send samples and the buyer does not need, should click twice in Accept. The first click will open the sample fields and the second click will make the negotiation direct, without ask for samples.***
- When you accept the negotiation, you will receive an Invoice.
- Could see the invoice too in:
- In USER MENU, enter in **Transaction (Pending, in process and closed)**.
- Business Closed (you are the buyer).

### TO SELL

- You received an email saying that you have an offer in the website [www.clubofbiz.com](http://www.clubofbiz.com).
- In USER MENU, enter in Transaction (Pending, in process and closed).

- In Business Closed (you are the seller) could see the invoice where are the commission values to be paid to Clubofbiz.com.

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