

UPUTSTVO – REGISTRACIJA, POPUNJAVANJE PROFILA

I ZAKAZIVANJE SASTANAKA

SUSRET S KUPCIMA, 13. NOVEMBAR 2012.

Poštovane kompanije,

Svima koji ste se već registrovali i popunili svoje profile – veliko HVALA i DOBRODOŠLI, a za vas koji to tek nameravate, nadamo se da ćete nam se pridružiti na petom, jubilarnom Susretu s kupcima.

U narednih nekoliko koraka pokušaćemo da vam na primeru objasnimo koji su neophodni koraci registracije, popunjavanja profila i zakazivanja sastanaka kako bi predstojeći događaj za sve učesnike bio što uspešniji.

REGISTRACIJA

Budući da je za registraciju i zakazivanje sastanaka kreiran poseban portal

<http://serbiaopen4business.talkb2b.net>, za početak je neophodno da mu pristupite. Prva strana koja se otvara i preko koje je moguće pristupiti registraciji (obeleženo crvenim) izgleda ovako:

Participants
Show All
Search

	Denmark	Russian Federation	Serbia	Total
Participants (B2B)	1	2	19	22
Before Event	591			
After Event	0			

Focus

The event will focus on food and manufacturing sectors which contributed the most to this growth and where companies gained respectful international experience in production, trade and distribution. The event will provide company executives, who have active purchasing, outsourcing or location selection requirements, with the opportunity to access a number of qualified and pre-screened Serbian suppliers. On the other side, domestic suppliers will have the unique opportunity to present their products and services to the renowned international companies in one day.

Benefits

Buyers:

- A great number of respectable suppliers from Serbia
- Private meeting area
- New sources opportunities
- Catching up with industry innovation
- Networking

Suppliers:

- Meet the top buyers in one day at one location

Location

BELEXPO CENTAR
Spanskih boraca 74, New Belgrade
[Map](#)

Odabiranjem opcije **REGISTER** otvara vam se formular koji je potrebno popuniti. Opcije obeležene crvenom zvezdicom su neophodne za popuniti jednako kao i deo koji se odnosi na vreme kada želite da imate sastanke.

The screenshot shows a Firefox browser window displaying the 'serbiaopen4business.talkb2b.net/members/register' page. The page title is 'Registration for Event'. On the right side, there is a purple box with a checked checkbox labeled 'We want to participate at b2b matchmaking sessions'. Below this box are two time slots: '13.11.2012 Tuesday (10:30 - 13:00)' and '13.11.2012 Tuesday (14:00 - 17:00)'. A large red circle highlights this purple box. The rest of the page contains various input fields for registration, including E-mail*, Organization*, Organization Type (Supplier), Address, Country (Serbia), City, Password, Confirm password, First name, Last name, Position, Sex (Male/Female), Further Persons, Business fields (Food, Furniture), and a CAPTCHA field with code 'B6 WS'.

Po završetku registracije, dobijete povratni email sa naloga meetthebuyer@siepa.gov.rs koji ce sadržati i link za potvrdu registracije i dalji nastavak popunjavanja profila vaše kompanije.

NAPOMENA: Samom registracijom proces prijave nije završen. Potrebno je popuniti profil u potpunosti kako bi firme kupci mogle da vas što lakše pronađu među ostalim kompanijama.

Takođe, još jednom proverite da li ste prilikom registracije obeležili vreme kad ste raspoloživi za sastanke sa ostalim kompanijama. Da biste uopšte bili u mogućnosti da kompletirate svoj profil, a kasnije i da zakazujete sastanke sa kompanijama, odnosno da druge kompanije vama šalju upite za sastanak, OBAVEZNO odaberite bar jednu od dve navedene opcije:



Ukoliko niste obeležili nijedno od navedena dva vremena, nećete biti u mogućnosti da zakažete sastanke.

Imajte na umu da su kupci prisutni u oba termina.

POPUNJAVANJE PROFILA

Nakon klik-a na link za potvrdu registracije, otvorice vam se sledeće:

The screenshot shows the 'Edit profile' page of the 'Meet the buyer' website. The page has a header with the event details: '5th Meet the buyer Serbia OPEN for BUSINESS' and 'November 13, 2012 BELEXPOCENTAR Belgrade, Serbia'. Below the header is a navigation menu with links: Home, About Serbia, Program, Sectors, How It Works, FAQ, Travel info, Contact, Edit my data, and Logout. The main content area is titled 'Edit profile' and contains tabs for Personal data, Organization data, Participation schedule, and Cooperation profiles (B2B). The 'Personal data' tab is selected, showing fields for First name (Marija), Last name (Vukosavljevic), E-mail (marija.vukosavljevic@siepa.gov.rs), Sex (Male/Female), Password, and Confirm password. There is also a checkbox for 'We want to participate at b2b matchmaking sessions' and a file input field for an image with a 'Browse...' button and a 'Delete image' button. At the bottom of the form is a green 'Update person' button. The footer of the page includes links for TalkB2B.net | The Brokerage Event Platform | and Design & development: Tehnicom Computers. The bottom of the image shows a Windows taskbar with various icons and system status information.

Kad završite sa popunjavanjem kartice Personal Data i potvrđivanjem lozinke, neophodno je da kliknete na Update person. Nakon toga, prelazite na karticu Organization data.

The screenshot shows a Firefox browser window with four tabs open, all titled 'Meet the Buyer - Members'. The main content area displays the '5th Meet the buyer Serbia OPEN for BUSINESS' event banner, dated November 13, 2012, at BELEXPOCENTAR Belgrade, Serbia. Below the banner is a navigation menu with links: Home, About Serbia, Program, Sectors, How It Works, FAQ, Travel info, Contact, Edit my data, and Logout. The current page is titled 'Edit profile'. At the top right are 'Show my Profile' and 'Messages' buttons. Below the title are tabs: Personal data (circled in red), Organization data (circled in yellow), Participation schedule, and Cooperation profiles (B2B). The 'Personal data' tab is active, showing fields for First name* (Marija), Last name* (Vukosavljevic), E-mail* (marija.vukosavljevic@siepa.gov.rs), Sex (radio buttons for Male and Female), Password* (empty field), Confirm password* (empty field), and a checkbox for 'We want to participate at b2b matchmaking sessions' (checked). To the right is an 'Image' input field with a 'Browse...' button and a 'Delete image' button. At the bottom is a green 'Update person' button, which is circled in red.

Kartice Organization data i Participation Schedule uglavnom sadrže informacije iz registracije, ali za slučaj da želite nešto da dodate, recimo adresu website-a firme, što je preporučljivo, uvek možete to da učinite.

Četvrta i možda i najbitnija kartica je Cooperation Profile B2B čijim popunjavanjem omogućavate lakšu pretragu vaše kompanije od strane kupaca i drugih učesnika.

The screenshot shows a Firefox browser window with three tabs open, all titled 'Meet the Buyer - Members'. The main content area displays the '5th Meet the buyer Serbia OPEN for BUSINESS' event logo. At the top right, it says 'November 13, 2012 BELEXPOCENTAR Belgrade, Serbia'. Below the logo is a navigation menu with links: Home, About Serbia, Program, Sectors, How It Works, FAQ, Travel info, Contact, Edit my data, and Logout. A large heading 'Edit profile' is centered above a form. The form has tabs: Personal data, Organization data, Participation schedule, Cooperation profiles (B2B) (which is circled in black), and Show my Profile / Messages. Within the Cooperation profiles section, there is a green button labeled 'Create new cooperation profile' (which is circled in red). Below this button is a table with columns: Label, Ordering, Title, Description, and Action. At the bottom left of the page, it says 'TalkB2B.net | The Brokerage Event Platform |'. At the bottom right, it says 'Design & development: Tehnicom Computers'. The taskbar at the bottom of the screen shows various pinned icons and the date/time '10/3/2012 12:29 PM'.

Kad odaberete Create new cooperation profile otvara se sledeći formular:

Screenshot of a Firefox browser window showing the "Edit profile" page for the "Meet the Buyer - Members" section on the serbiaopen4business.talkb2b.net website.

The page header displays the event details: "5th Meet the buyer Serbia", "November 13, 2012", and "BELEXPOCENTAR Belgrade, Serbia".

The main form fields include:

- Type*: A dropdown menu.
- Subject*: A text input field.
- Description: A large text area.
- Image: A file input field with a "Browse..." button.
- Type of Cooperation:
 - Distribution
 - Retail
 - Raw materials
 - Engineering and interior furnishing

At the bottom right of the form is a green "Save new profile" button.

The browser toolbar at the bottom shows various icons for file operations and system status (EN, 12:30 PM, 10/3/2012).

U polju **Type**, budući da ste dobavljač, odaberite opciju Offer.

U polju **Subject** ubeležite u par reči šta nudite.

Polja **Description** i **Image** nisu obavezna. U njih možete ubeležiti nešto opširnije o svojoj ponudi, odnosno postaviti sliku proizvoda koji nudite.

Na samom kraju, u polju **Type of Cooperation** obeležite za koju vrstu saradnje ste zainteresovani:

- distribuciju (distribution),
- maloprodaju (retail)

- raw materials (snabdevanje sirovinama)
- inženjering i unutrašnje opremanje (engineering and interior furnishing) – za firme iz sektora nameštaja.

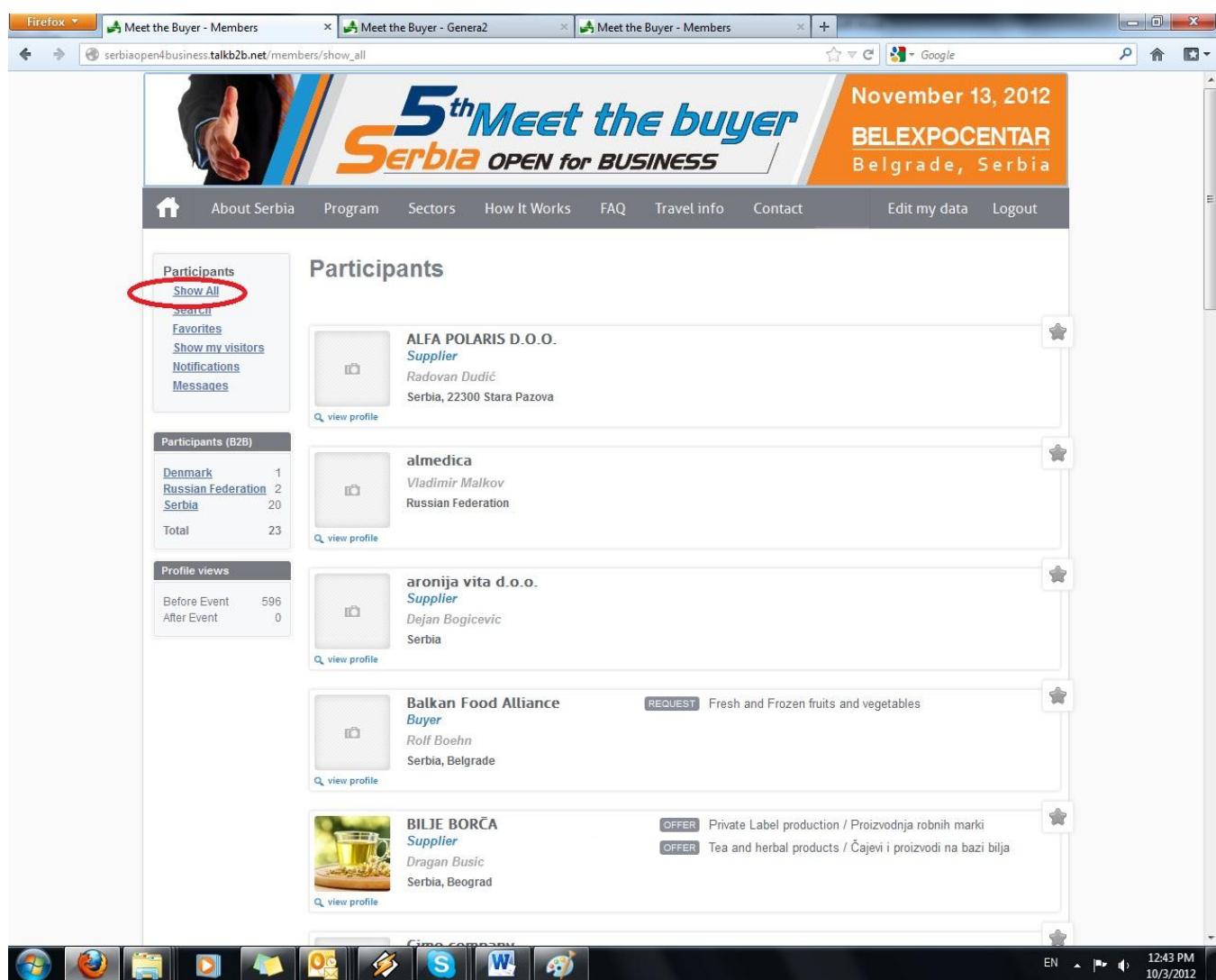
Imajte u vidu da je moguće odabrati više opcija, te da je, ukoliko imate više proizvoda iz različitih podsektora moguće kreirati više profila saradnje.

Klikom na Save new profil, profil je sačuvan u bazi.

NAPOMENA: Svaki od učesnika u svakom trenutku može da pristupi svom nalogu na portalu i uneše potrebne izmene. Bitno je imati u vidu da je proces registracije moguć do 20. oktobra.

ZAKAZIVANJE SASTANAKA – Moguće u periodu 21. Oktobar – 01. Novembar

Pristupom vašem nalogu na portalu, i odabirom opcije Show All, moći ćete da vidite sve prijavljene učesnike.



The screenshot shows a Firefox browser window with three tabs open, all titled 'Meet the Buyer - Members'. The main content area displays the '5th Meet the buyer Serbia OPEN for BUSINESS' event details, including the date 'November 13, 2012' and location 'BELEXPOCENTAR Belgrade, Serbia'. Below this, there's a navigation bar with links for 'About Serbia', 'Program', 'Sectors', 'How It Works', 'FAQ', 'Travel info', 'Contact', 'Edit my data', and 'Logout'. On the left, a sidebar titled 'Participants' has a red circle around the 'Show All' link. Other sidebar options include 'Favorites', 'Show my visitors', 'Notifications', and 'Messages'. The main area is titled 'Participants' and lists several companies with their profiles and contact information. Each company entry includes a star icon for favoriting. The companies listed are: ALFA POLARIS D.O.O. (Supplier, Radovan Dudić, Serbia, 22300 Stara Pazova), almedica (Vladimir Malkov, Russian Federation), aronija vita d.o.o. (Supplier, Dejan Bogicevic, Serbia), Balkan Food Alliance (Buyer, Rolf Boehn, Serbia, Belgrade), and BILJE BORČA (Supplier, Dragan Busic, Serbia, Beograd). The BILJE BORČA entry also shows 'REQUEST' and 'Offer' status for specific products.

Da biste pretražili kompanije po sektorima, odnosno izlistali samo kupce iz sektora koji vas zanima, kao i iz konkretnog podsektora, zemlje itd, odaberite opciju Search i Advanced. Otvara vam se veliki broj opcija za pretrage. Odabirom konkretnih kriterijuma i klikom na Search, moći ćete brže i lakše da nađete potencijalne partnere.

The screenshot shows a Firefox browser window with three tabs open, all titled 'Meet the Buyer - Members'. The main content area displays the '5th Meet the buyer Serbia OPEN for BUSINESS' event banner, dated November 13, 2012, at BELEXPOCENTAR Belgrade, Serbia. The banner features a handshake graphic and the text '5th Meet the buyer Serbia OPEN for BUSINESS'.

The interface includes a navigation bar with links: Home, About Serbia, Program, Sectors, How It Works, FAQ, Travel info, Contact, Edit my data, and Logout.

On the left, there's a sidebar with 'Participants' sections: 'Show All', 'Search' (which is circled in red), 'Favorites', 'Show my visitors', 'Notifications', and 'Messages'. Below that is a 'Participants (B2B)' section showing counts for Denmark (1), Russian Federation (2), Serbia (20), and a total of 23. There's also a 'Profile views' section showing 596 before the event and 0 after.

The main search form allows filtering by Keyword, Country (with a dropdown menu), Organization (Buyer or Supplier), Cooperation Type (Offer, Request, or Offer & Request), and Business Fields (a scrollable list including Food, Alcoholic drink, Ingredients, Confectionary products, Honey and honey products, Meat and meat products, Dairy products, and Organic products). The 'Order' section contains radio buttons for 'Latest first' and 'Country, Organization'.

At the bottom right of the search form, there are three buttons: 'Advanced' (circled in red), 'Reset', and 'Search'.

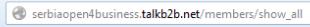
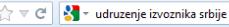
The results section is titled 'Participants' and shows a single entry for 'ALFA POLARIS D.O.O.' as a 'Supplier'. The entry includes the company name, contact person Radovan Dudić, address Serbia, 22300 Stara Pazova, and a 'view profile' link. A star icon is next to the entry.

The taskbar at the bottom of the screen shows various application icons, and the system tray indicates the date as 10/3/2012 and the time as 12:47 PM.

Ispod svakog učesnika, videćete opciju **Request a meeting**.

The screenshot shows a Firefox browser window with four tabs open, all titled "Meet the Buyer - Notifications". The main content area displays a list of participants under the heading "Participants".
1. **aronija vita d.o.o.** (Supplier) - Dejan Bogicevic, Serbia. Includes a "view profile" link and a "Request a Meeting" button.
2. **Balkan Food Alliance** (Buyer) - Rolf Boehn, Serbia, Belgrade. Includes a "view profile" link and a "Request a Meeting" button.
3. **BILJE BORČA** (Supplier) - Dragan Busic, Serbia, Beograd. Includes a "view profile" link and a "Request a Meeting" button. To the right, there are two "OFFER" items: "Private Label production / Proizvodnja robnih marki" and "Tea and herbal products / Čajevi i proizvodi na bazi bilja".
4. **Kondiva d.o.o.** (Supplier) - Danijela Batocanin, Serbia, Bujanovac. Includes a "view profile" link and a "Request a Meeting" button.
5. **Maja promet doo** (Supplier) - Marina Milovic, Serbia, Belgrade. Includes a "view profile" link and a "Request a Meeting" button.
6. **RB Global doo** (Supplier) - Ivan Bogdanović, Serbia, Užice. Includes a "view profile" link and a "Request a Meeting" button.
7. **RB Global doo** (Supplier) - Ivan Bogdanović, Serbia. Includes a "view profile" link and a "Request a Meeting" button.
The left sidebar contains sections for "Overview", "My Meetings", and "Agenda". The "Participants" section shows data for the Russian Federation (1), Serbia (11), and a total of 12 participants. The "Bilateral Talks" section shows 2 participants and 1 meeting. The "Profile views" section shows 322 before event and 0 after event views.

Klikom na tu opciju automatski ste poslali zahtev za sastanak. Kompanija kojoj ste poslali zahtev će dobiti e-mail obaveštenje o tome i imaće mogućnost da sastanak sa vama prihvati ili odbaci. To isto važi i za vas. Sve do momenta zaključenja opcije zakazivanja sastanaka, moći ćete da zakažete nove sastanke ili da otkažete postojeće.

Firefox | Meet the Buyer - Notifications | Meet the Buyer - Genera2 | Meet the Buyer - Notifications | Meet the Buyer - Members | + |  | 


RB Global doo
Supplier
Ivan Bogdanović
Serbia, Užice
[Request a Meeting](#)


RB Global doo
Supplier
Ivan Bogdanović
Serbia
[Request a Meeting](#)


Serbia Investment and
Export Promotion
Agency
Buyer
Marija Vukosavljević
Serbia, Belgrade
[view profile](#)


SIEPA
Supplier
Nemanja Jovanovic
Serbia, Beograd
[view profile](#) OFFER drink [Cancel Meeting](#)


Voda Vrnjci a.d.
Supplier
dusan brkic
Serbia, Vrnjacka Banja
[Request a Meeting](#)

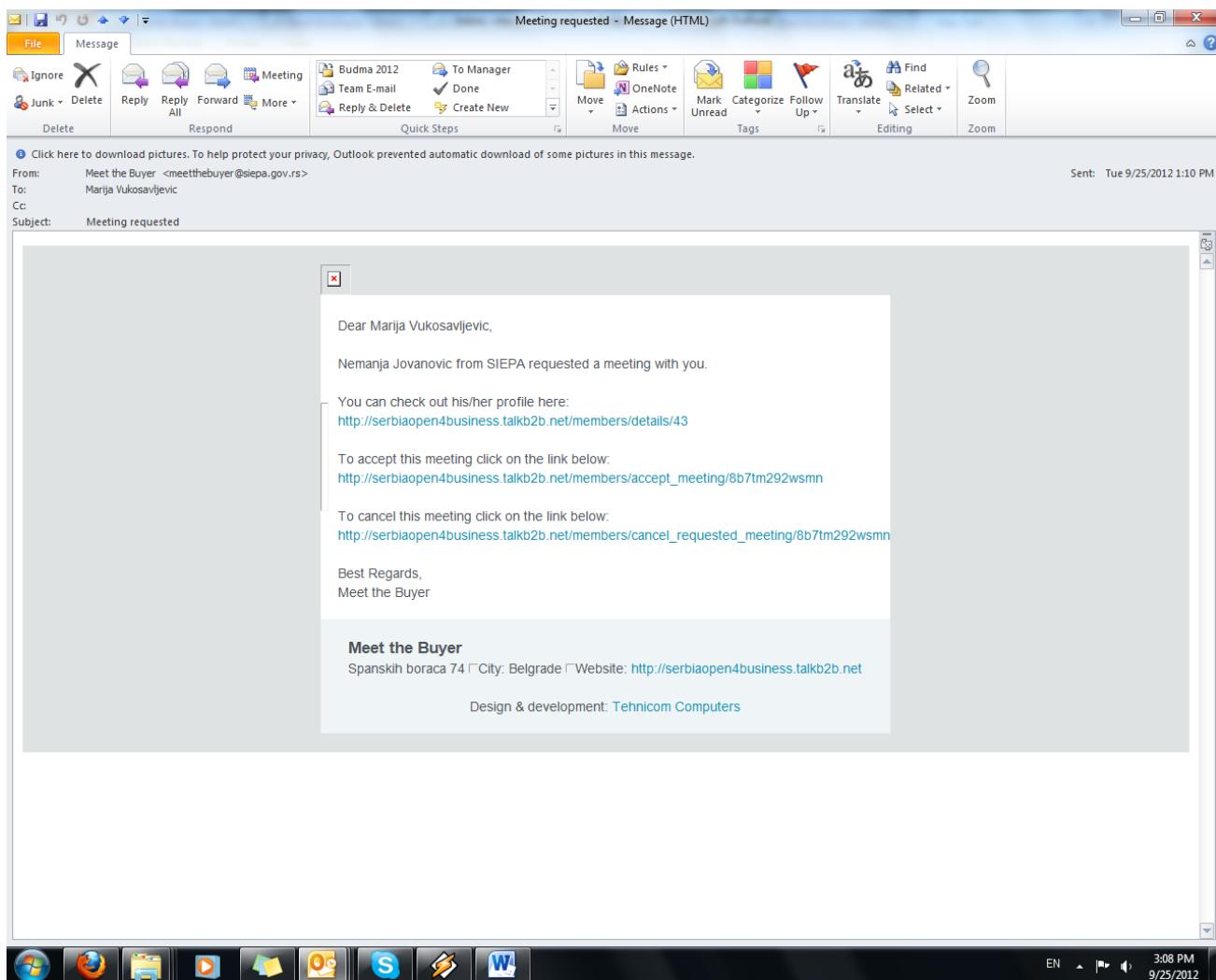

YUGOFRUIT D.O.O.
NATALIJA MINENKOVA
Serbia
[view profile](#)

TalkB2B.net | The Brokerage Event Platform | Design & development: Tehnicom Computers



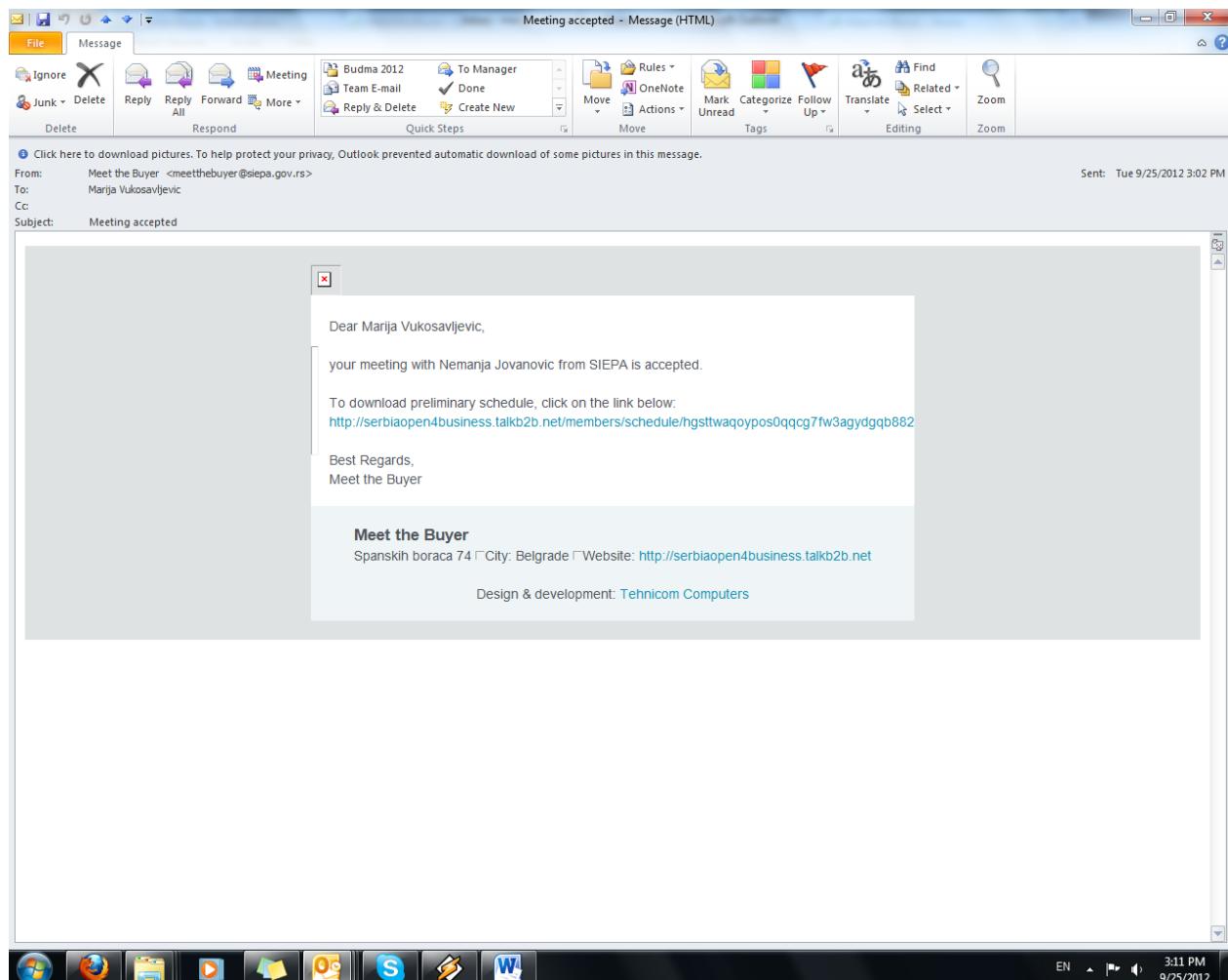
EN ▾ 3:12 PM
9/25/2012

Pored opcije da vi zakazujete sastanak, moguće je i da će vama neko tražiti sastanak. Kada to učini, dobijete e-mail obaveštenje.



Videte da imate opciju da pogledate profil te kompanije, da sastanak odmah prihvate ili da ga otkažete.

Ukoliko prihvate sastanak dobijate i potvrdu e-mailom.



Pored toga, moći ćete da download-ujete preliminarni raspored sastanaka nakon svakog zakazanog sastanka.

The screenshot shows a PDF document titled "marija-vukosavljevic-schedule-1.pdf" open in Adobe Reader. The document header features the "Meet the buyer" logo with "Serbia OPEN for BUSINESS" and the date "November 13, 2012 BELEXPOCENTAR Belgrade, Serbia". The main content is a booking schedule for "Marija Vukosavljevic".

Own Booking:
No meetings.

Guest Booking:
13.11.2012 Tuesday (10:30 - 13:00)

TIME	TABLE	ORGANIZATION / CONTACT PERSON
10:30:00	1	SIEPA / Nemanja Jovanovic



NAPOMENA: imajte u vidu da se konačan raspored definiše tek po zaključenju zakazivanja sastanak svih učesnika, što je 1. novembar, budući da je sistemu koji podržava portal potrebno neko vreme da sve zahteve svih kompanija razvrsta i definiše termine sastanaka. Svi učesnici će svoje rasporede dobiti dan-dva pred događaj.

Maksimalan broj sastanaka koje možete imati tokom događaja 11, budući da sastanci traju 30 minuta, a ukupno vreme za sastanke, uključujući oba termina, je pet ipo sati.