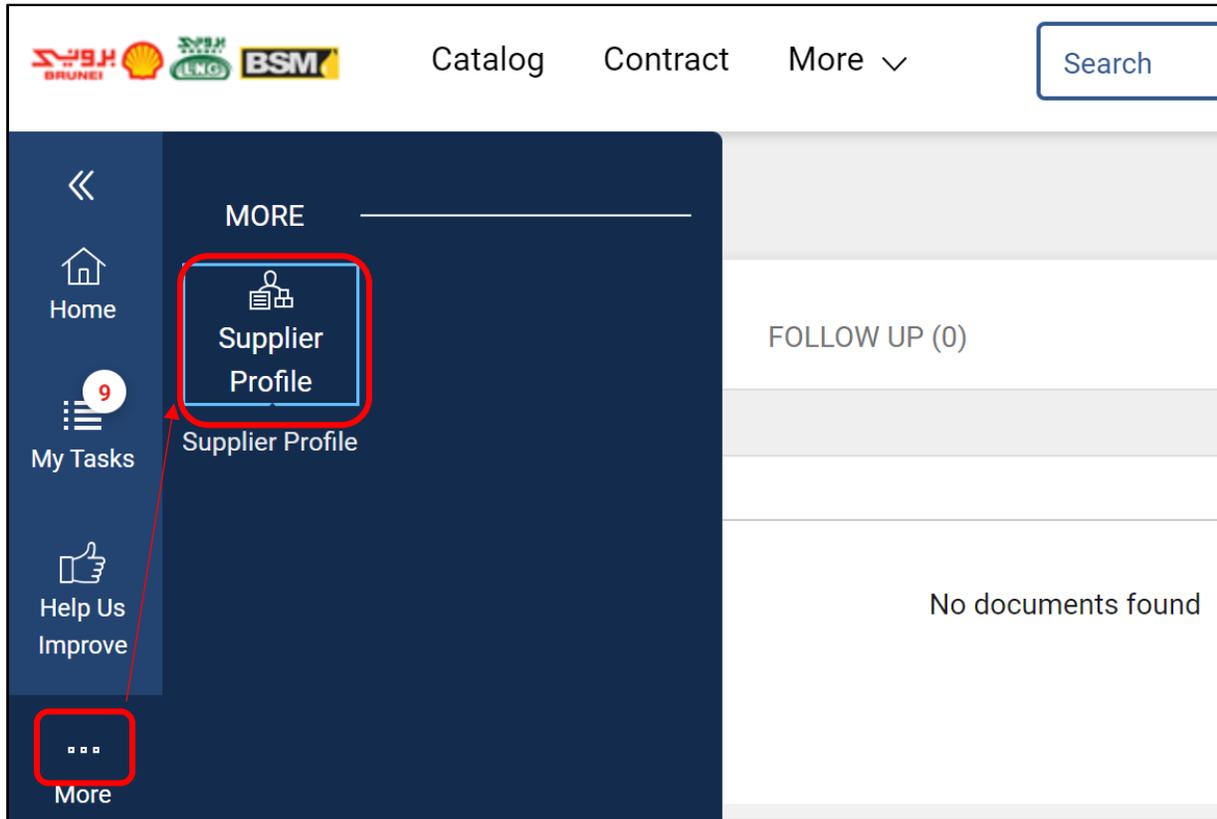


PART 1- STEPS TO 'ADD MORE PRODUCT OR SERVICE CATEGORIES'

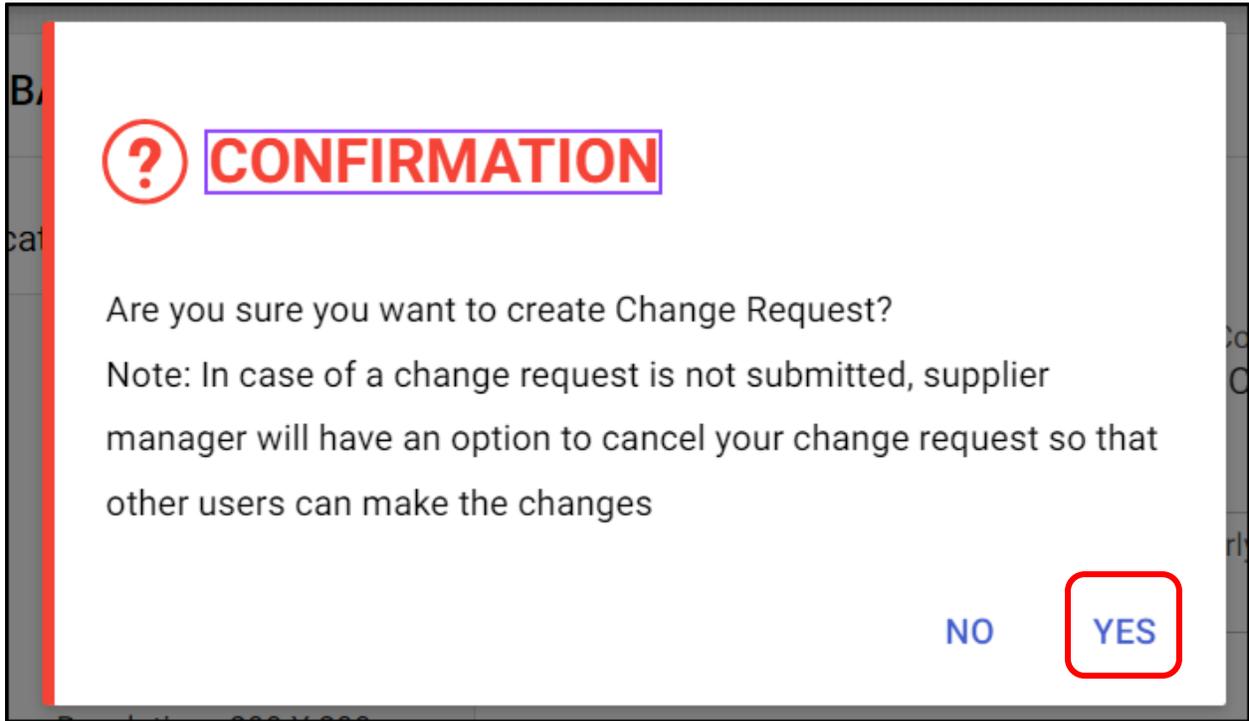
Step 1: Click on 'Supplier Profile' icon on the left side of the home screen (shown below)



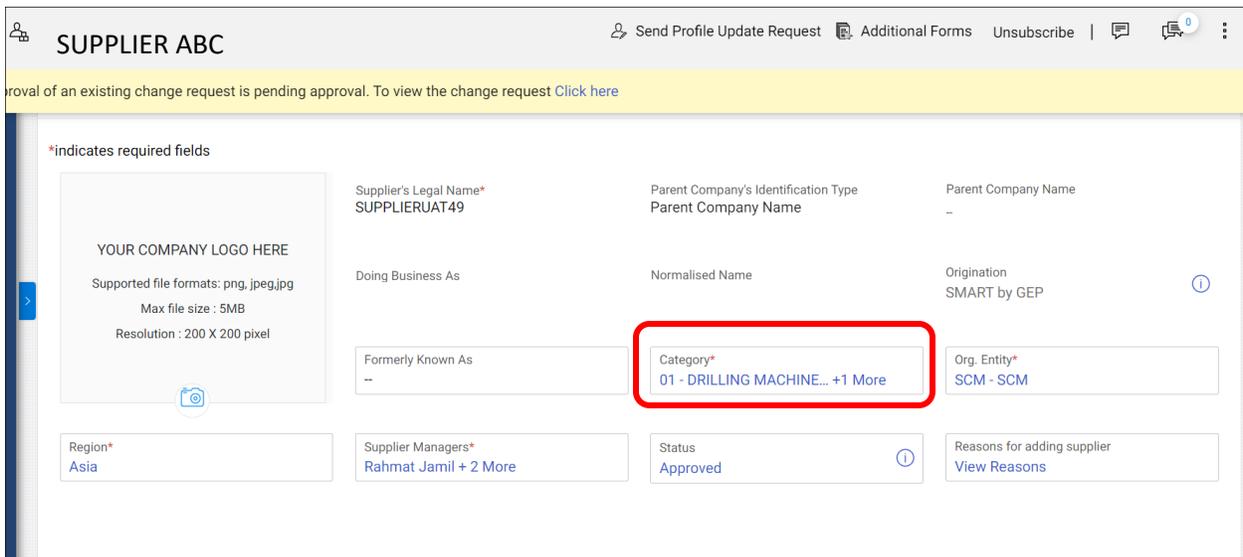
Step 2: Click on 'Create Change Request'

The screenshot shows the 'Supplier Profile' form for 'SUPPLIER ABC'. At the top, there is a header 'SUPPLIER ABC' and a yellow banner with the text 'Click on the Create Change Request button below to be able to edit the Supplier Profile'. Below the banner, there is a section for 'YOUR COMPANY LOGO HERE' with instructions: 'Supported file formats: png, jpeg, jpg', 'Max file size: 5MB', and 'Resolution: 200 X 200 pixel'. The form contains several fields: 'Doing Business As', 'Region*' (with 'Asia' selected), 'Parent Company's Identification Type', 'Parent Company Name', 'Formerly Known As', 'Supplier Managers*' (with 'Rahmat Jamil + 2 More' selected), 'Category*' (with '01 - DRILLING MACHINE... +1 More' selected), and 'Status' (with 'Approved' selected). At the bottom, there is a progress bar showing '15% PROFILE COMPLETENESS' and three buttons: 'CLOSE', 'SAVE', and 'CREATE CHANGE REQUEST'. The 'CREATE CHANGE REQUEST' button is highlighted with a red box.

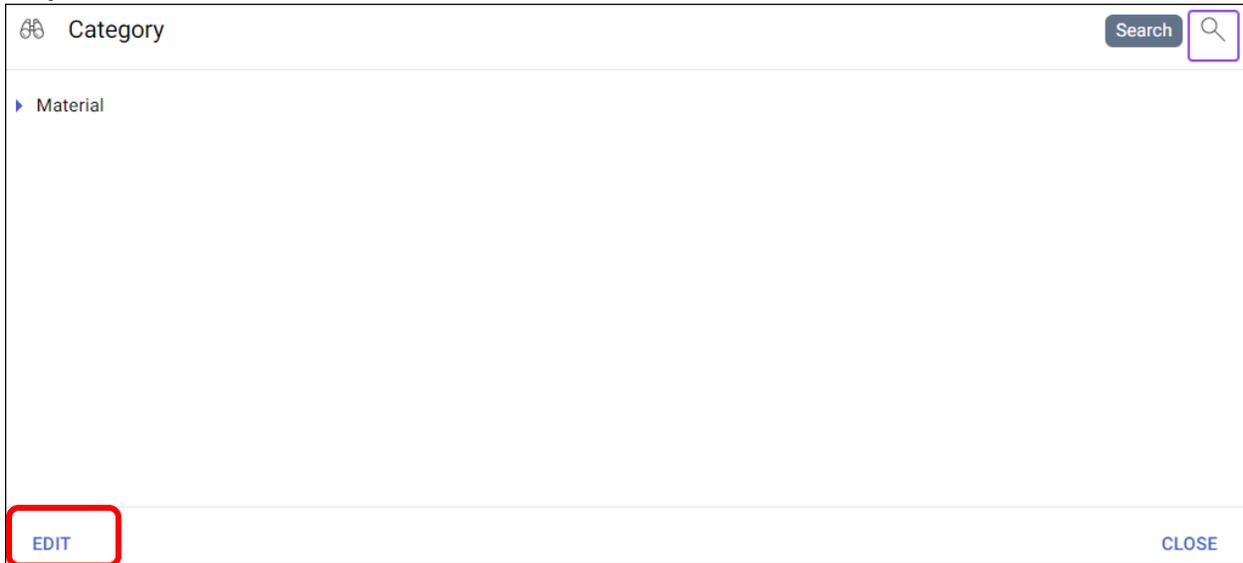
Step 3: Select on 'YES' to edit or amend changes in the profile.



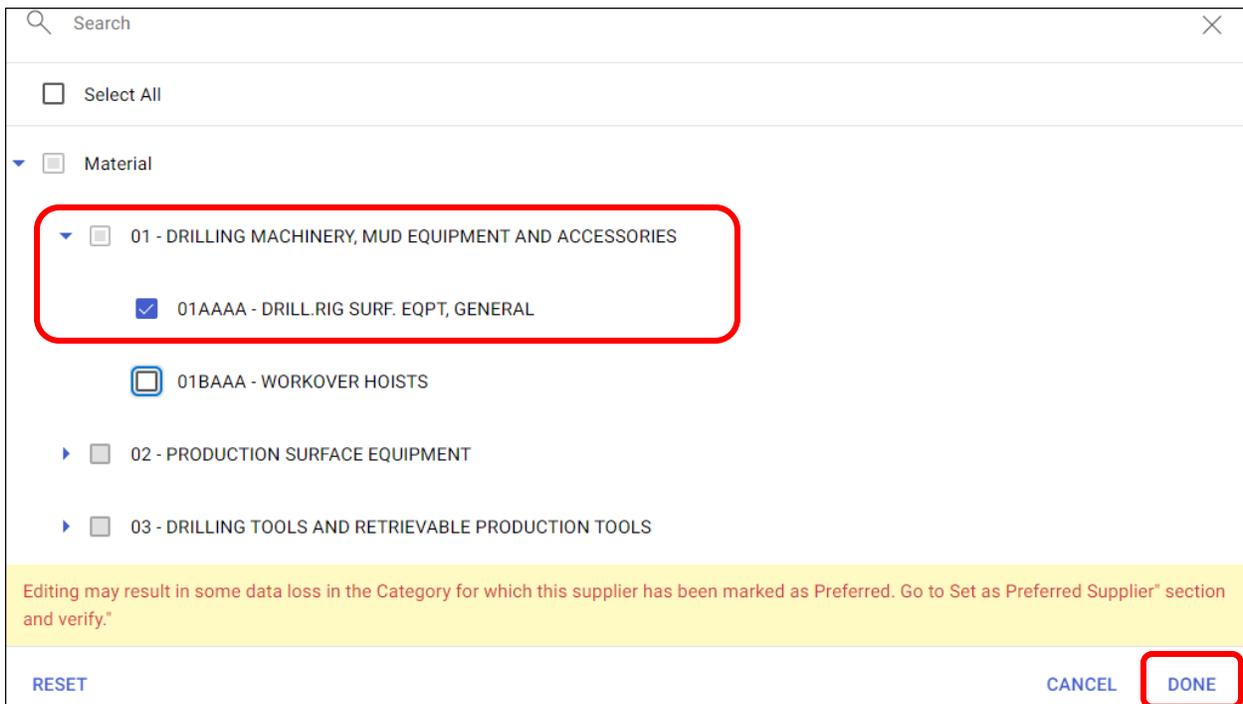
Step 4: Under Basic Details click on 'Category.'



Step 5: Click on 'Edit'



Step 6: Choose at least 1 the relevant Product or Service Category. Click 'Done'. DO NOT 'Select All'



**** NOTE**** You may register as many categories as possible, please ensure to attach Letter or Appointment or Letter of Representation (If any). Click on this link to whether you are eligible for the products and services in LBD Quadrants:

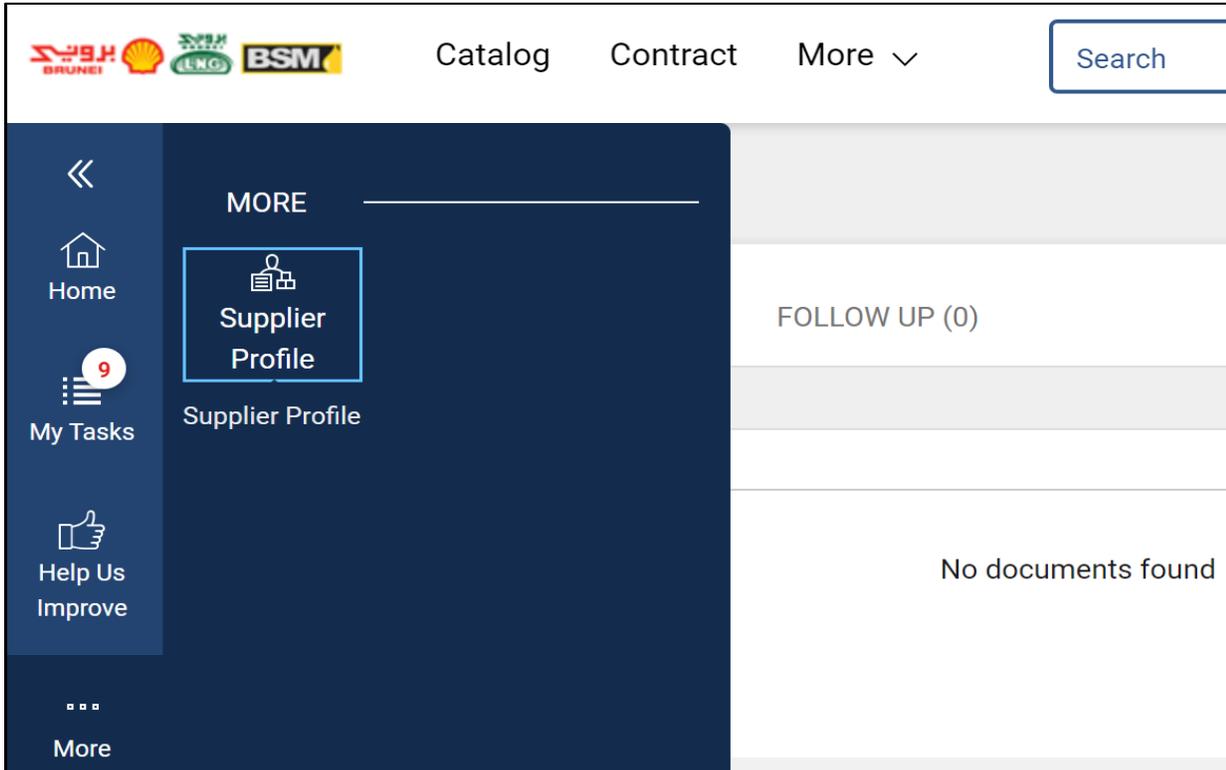
<https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/local-business-development/products-and-services>

Step 7: Click **'Save' and 'Submit'**. Please ensure to go to **"My Task"** and complete and submit the category questionnaire.

*****END*****

PART 2- STEPS TO ADD CATEGORY FORMS IN 'CERTIFICATE' SECTION IN SMART SUPPLIER PROFILE

Step 1: Click on 'Supplier Profile' icon on the left side of the home screen (shown below)



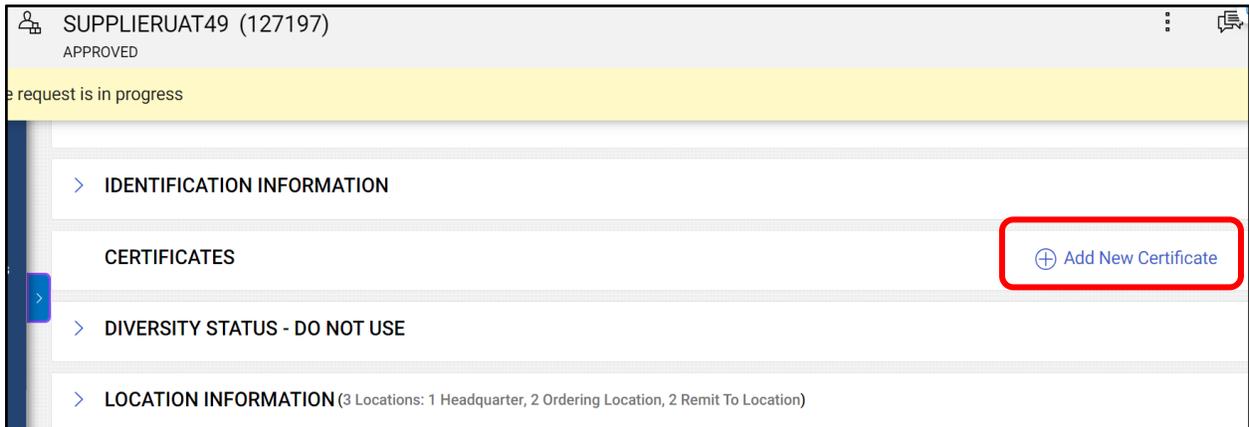
Step 2: Click on 'Create Change Request'

The screenshot shows the 'Create Change Request' form for the supplier SUPPLIERUAT49 (127197). The form is titled 'SUPPLIERUAT49 (127197) APPROVED' and includes a yellow banner with the text 'Click on the Create Change Request button below to be able to edit the Supplier Profile'. The form contains several fields, some of which are marked as required with an asterisk (*). The fields are:

- Supplier's Legal Name* (SUPPLIERUAT49)
- Parent Company's Identification Type (Parent Company Name)
- Parent Company Name
- Doing Business As
- Formerly Known As (--)
- Category* (01 - DRILLING MACHINE... +1 More)
- Region* (Asia)
- Supplier Managers* (Rahmat Jamil + 2 More)
- Status (Approved)

At the bottom of the form, there is a progress indicator showing '15% PROFILE COMPLETENESS' and three buttons: 'CLOSE', 'SAVE', and 'CREATE CHANGE REQUEST'.

Step 3: Click on '+Add New Certificate.'



Step 4: Click 'ADD NEW'



Step 5: Rename the Certificate name to the exact work category that you applied.

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

E.g. RESOURCES, TECHNICAL

Certificate Type*
Registration

COMPANY PROFILE

Issuing Authority

CANCEL SAVE

Step 6: Upload your Company Profile in the 'Attachments'.

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

+

Add New Attachments

CANCEL SAVE

Step 7: Please change the validity date to **2 years** (if there is no agency /appointment letter)

	DETAILS!	ATTACHMENTS	NOTIFICATIONS	
				 
	Effective from	Expires on	Files	Updated by Updated on
<input type="checkbox"/>	 8/28/2024	 8/28/2025	Instructions on ...	 

Step 8: Click 'SAVE'

Step 9: Click 'SUBMIT' for Vendor Masters to review.

15% PROFILE COMPLETENESS

Step 10: This is how the 'Certificate' will look like on your Supplier Profile.

SUPPLIER ABC Send Profile Update Request Additional Forms Subscribe 0

Click the Create Change Request button below to be able to edit the Supplier Profile



Resources, Technica...

Type
Registration

ACTIVE

28 Aug 2024 - 28 Aug 2025

Compliance
Mandatory

▼ DIVERSITY STATUS - DO NOT USE

35% PROFILE COMPLETENESS

END