

## Short Instruction for Suppliers – BME Matchmaking 10<sup>th</sup> Purchasing Initiative Western Balkans

### Step 1 – Register (If already registered, skip this step and go to step 2)

- Register on <https://www.bmematchmaking.com/register>
- Choose the option “I am a supplier”.
- BME will approve your registration as soon as possible.

Mandatory fields are marked with an asterisks (\*).

1. Please specify your business sector\*

I am a Buyer  I am a Supplier

2. Company Details

### Step 2 – Questionnaire

- Go to „Questionnaire”.
- Fill out and send the questionnaire to BME. BME will check and approve it.
- After approval, you can select the events, you are interested in.
- If you have already filled the questionnaire out, update the data and send again the questionnaire to BME.
- Note for participants of past events Western Balkans/Sourcing Seminar Serbia: Your filled out questionnaire is already in the system, just update it if necessary.



### Step 3 – Select Events

- Go to "Dashboard".
- Click on "Select Events".
- Choose the event **Purchasing Initiative Western Balkans until the 4<sup>th</sup> of April** and, if interested, 10th CEE Procurement and Supply Forum.
- You have now access to buyer profiles and can apply for the meetings. Please **review and invite buyers**, so they see your company highlighted as a potential match.

The screenshot displays the BME Matchmaking user interface. A modal window titled "Select Events" is open, showing two event options with checkboxes:

- 10th Purchasing Initiative Western Balkans  
Munich, Germany 11 - 12 June 2024
- 10th BME CEE Procurement and Supply Forum  
Budapest/Hungary 8 - 9 October 2024

Buttons for "Cancel" and "Select Events" are at the bottom of the modal. The background shows the dashboard with a "Welcome to Your Dashboard" message and a "Select Events" button. Below the modal, there is a section titled "Please select all events you are currently interested in." with a "Select Events" button. An "Important Note" states: "BME offers worldwide events targeted at countries or regions, see 'Overview Current Events'. If you have registered subsidiaries abroad, they could participate in events in these countries or regions. In this case, we ask that your registered subsidiaries register on BMEMatchmaking.com." The "Your Event Overview" section for the "10th Purchasing Initiative Western Balkans" event is visible, showing the date (11 - 12 June 2024) and location (Munich, Germany). A "To do list" section contains two items: "You have access to buyer profiles now. Please review and invite buyers, so they see your company highlighted as a potential match!" and "You will receive a customized B2B matchmaking schedule around one week before the event". A button "Invite Buyers / Open Event Page" is located below the list. The event status is shown as "Buyer Search finished" and "Event is not booked".

## Step 4 - Evaluate buyer profiles and invite buyers

- Go to "Events", click on the button "Invite Buyers / Open Event Page".

The screenshot shows a navigation bar with buttons for Dashboard, My Account, Questionnaire, Events, Shop, Contact, Past Events, and Inbox. Below the navigation bar are two event cards. The first card is for the '10th Purchasing Initiative Western Balkans' and the second is for the '10th BME CEE Procurement and Supply Forum'. Both cards feature a blue button labeled 'Invite Buyers / Open Event Page' and a 'Downloads' section with a link to 'Download B2B Schedule (not available yet)'. The second card also includes a yellow warning box stating 'Buyer search is not finished yet for this event. Please wait, we will inform you as soon buyer can be invited.'

- Scroll down to the table with detailed buyer profiles. Evaluate them and invite buying companies that match your competences.
- How to invite buyers?** In the column "Would you like to meet the buyer?" click on:
  - "Yes" - if you are very interested in meeting the buyer or "Maybe" if you want to meet only when there still some time left.
  - **Confirm it** - the button "Yes" changes into green, the button "Maybe" into orange. The buyers see your invitations.
- Please evaluate the company profiles **as soon as possible**, so they see your company highlighted as a potential match.
- The buyers invite the suppliers too. BME and its partners will inform you about further procedure.

### Buyer Profiles

[Download all Buyer Profiles \(EXCEL\)](#)

[Download Filtered Results \(EXCEL\)](#)

Show  entries

Mark	Company Name	Country	Main products	Turnover	Buyer registered	Meeting Status	Would you like to meet the buyer?	B2B Format
	<a href="#">AMM Manufacturing</a>	Serbia	Metal Working	500,000 - 1 Million			<span>Yes</span> <span>Maybe</span>	B2B
	<a href="#">Avnet Embedded (Freiburg) GmbH</a>	Germany	Metal Working	2,5 - 5 Million			<span>Yes</span> <span>Maybe</span>	B2B
	<a href="#">BLOCK Transformatoren-Elektronik GmbH</a>	Germany	Plastics / Electronics	2,5 - 5 Million			<span>Yes</span> <span>Maybe</span>	B2B
	<a href="#">Claudius Peters Projects GmbH</a>	Germany	Metal Working	2,5 - 5 Million			<span>Yes</span> <span>Maybe</span>	B2B

## Step 5 - Register to B2B meetings


- If minimum 2 buyers express their interest in meeting you, you will be able to register for the event. In this case you will receive an invitation from BME.
- After receiving an invitation to the event, go to "Shop" and register to B2B meetings, free of charge.
- We will send you your individual B2B schedule around one week before the event.




### Booking B2B Meeting

10th Purchasing Initiative Western Balkans

Event Date: 11 - 12 June 2024 Partners: AHK Serbia + 4 AHKs in the Western Balkans Location: Munich, Germany

 Book B2B Meeting/Register participants

Participants

First and Last Name	Company	Job title	Email	
<input type="text" value="First and Last Name"/>	<input type="text" value="Company"/>	<input type="text" value="Job title"/>	<input type="text" value="Email"/>	
<input type="button" value="+ Add Participant"/>				

**B2B Booking Costs:** free of charge  
Registration for the event possible, after you received an **invitation by BME**.  
*Please review and invite buyers, so they see your company highlighted as a potential match!*

Different invoice address

If you have any further questions, please do not hesitate to contact us. We are looking forward to your participation!