

Short registration instruction– BME Matchmaking 10th CEE Procurement & Supply Forum

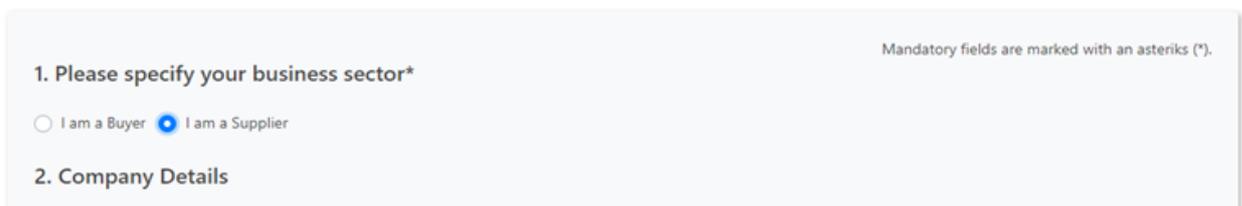
I. If already registered on the platform:

- Log in here: <https://www.bmematchmaking.com/login>
- If you have already filled the questionnaire out, go to „Questionnaire“, update the data and send the questionnaire again to BME.
- Note: If you do not have to update anything, please go directly to Step 3.

II. New registration:

Step 1 - Register

- Register on <https://www.bmematchmaking.com/register>
- Choose the option “I am a supplier” or “I am a buyer”.
- BME will approve your registration as soon as possible.
- If already registered, skip this step.



1. Please specify your business sector* Mandatory fields are marked with an asterisks (*).

I am a Buyer I am a Supplier

2. Company Details

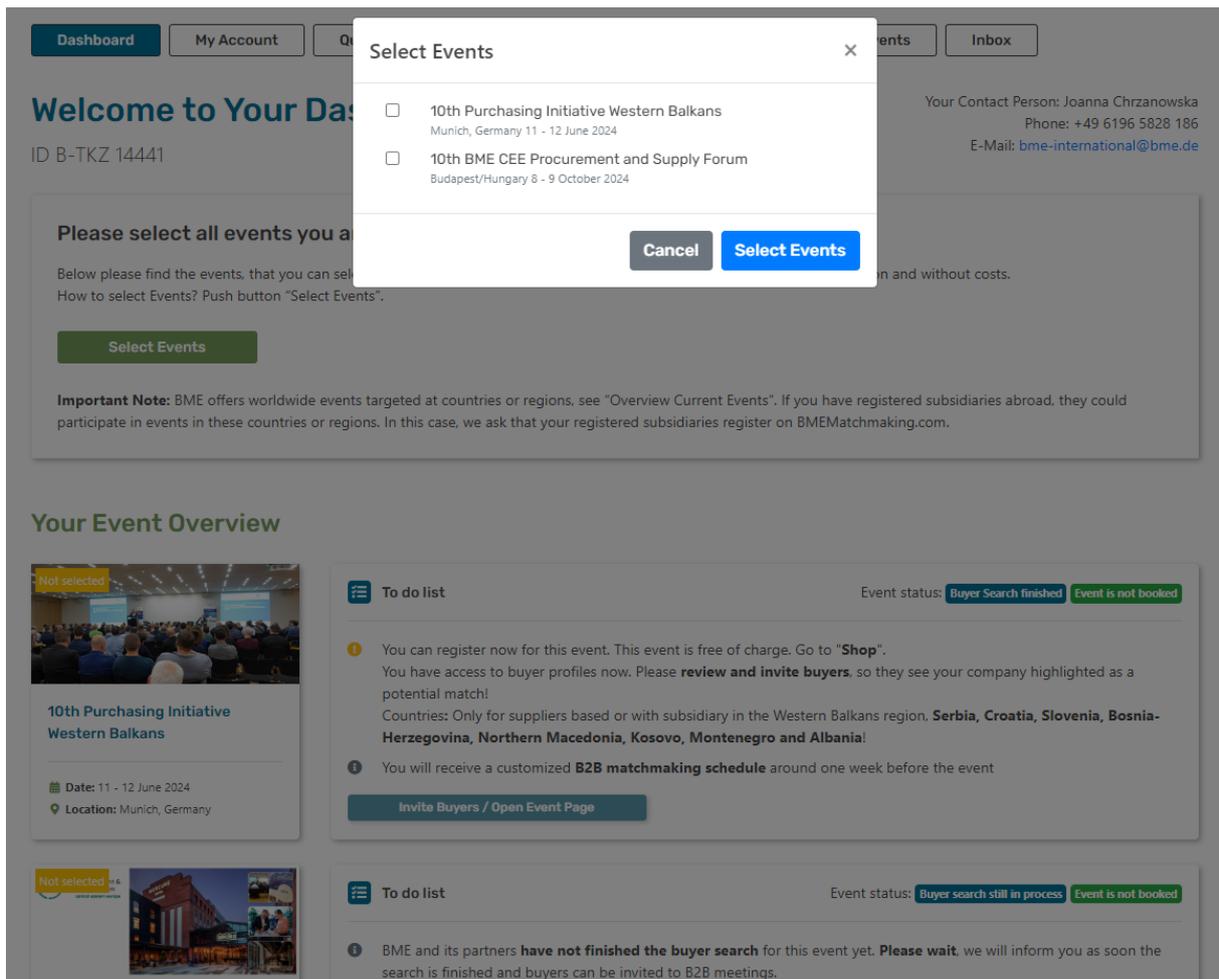
Step 2 – Questionnaire

- Go to „Questionnaire“.
- Fill out and send the questionnaire to BME. BME will check and approve it.
- You can always update the data and send the questionnaire again to BME.
- Note for participants of past event CEE Forum: 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 **CEE Procurement and Supply Forum** and other events, you are interested in.
- BME will inform you about next steps.



The screenshot shows the BME dashboard interface. At the top, there are navigation tabs: "Dashboard", "My Account", "Events", and "Inbox". A "Select Events" modal is open, displaying 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

At the bottom of the modal are "Cancel" and "Select Events" buttons. The background dashboard shows a "Welcome to Your Dashboard" message with ID B-TKZ 14441. Below this, there is a section titled "Please select all events you are 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 displays two event cards. The first card is for the "10th Purchasing Initiative Western Balkans" (June 11-12, 2024, Munich, Germany) and includes a "To do list" with instructions to register, review and invite buyers, and a "Buyer Search finished" status. The second card is for the "10th BME CEE Procurement and Supply Forum" (October 8-9, 2024, Budapest/Hungary) and includes a "To do list" with instructions to wait for the buyer search to finish and an "Event is not booked" status.

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