

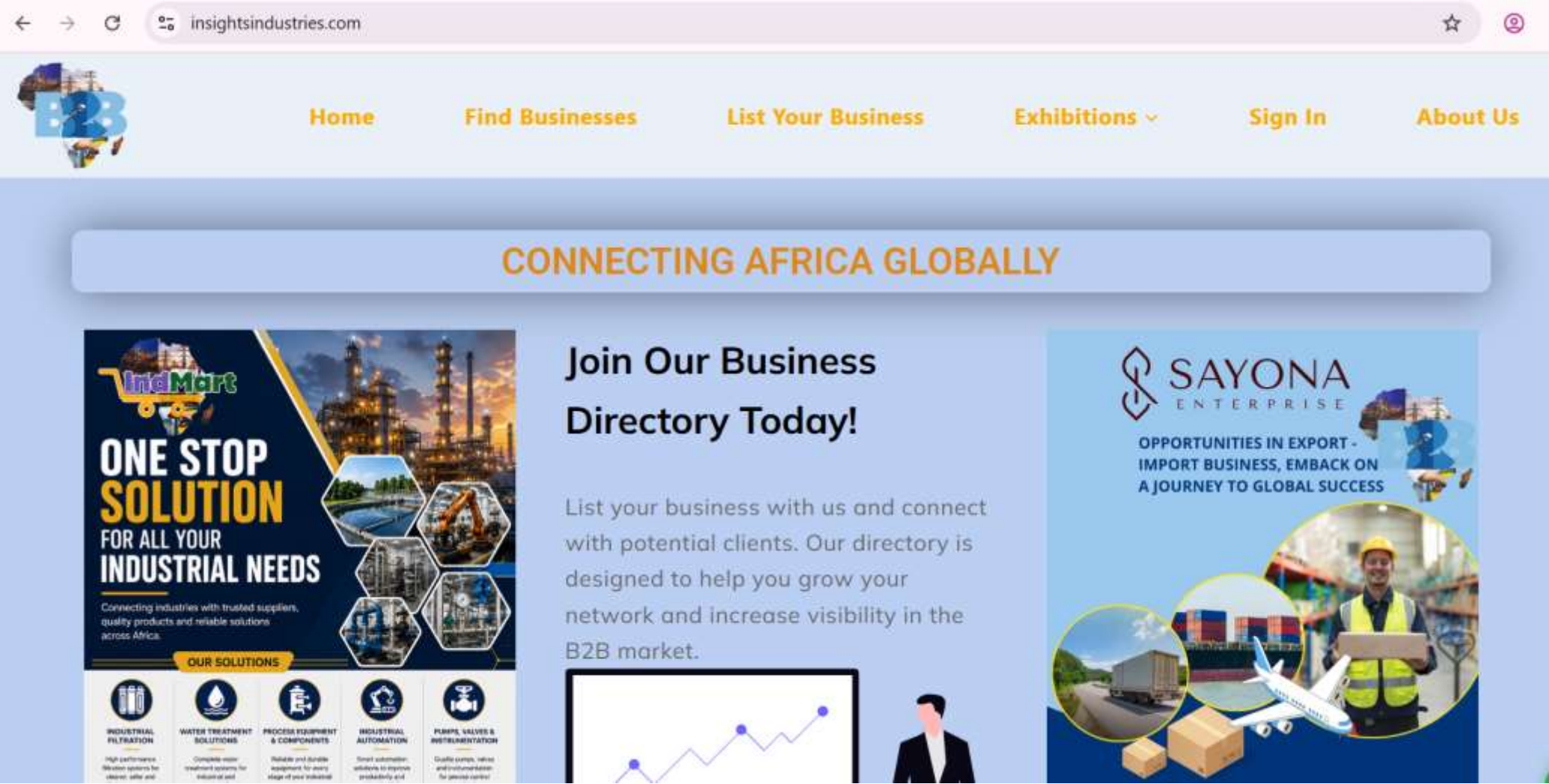


How to Register Your Company on B2B

STEP BY STEP GUIDE ON HOW TO REGISTER AND LIST YOUR
BUSINESS IN B2B AFRICA



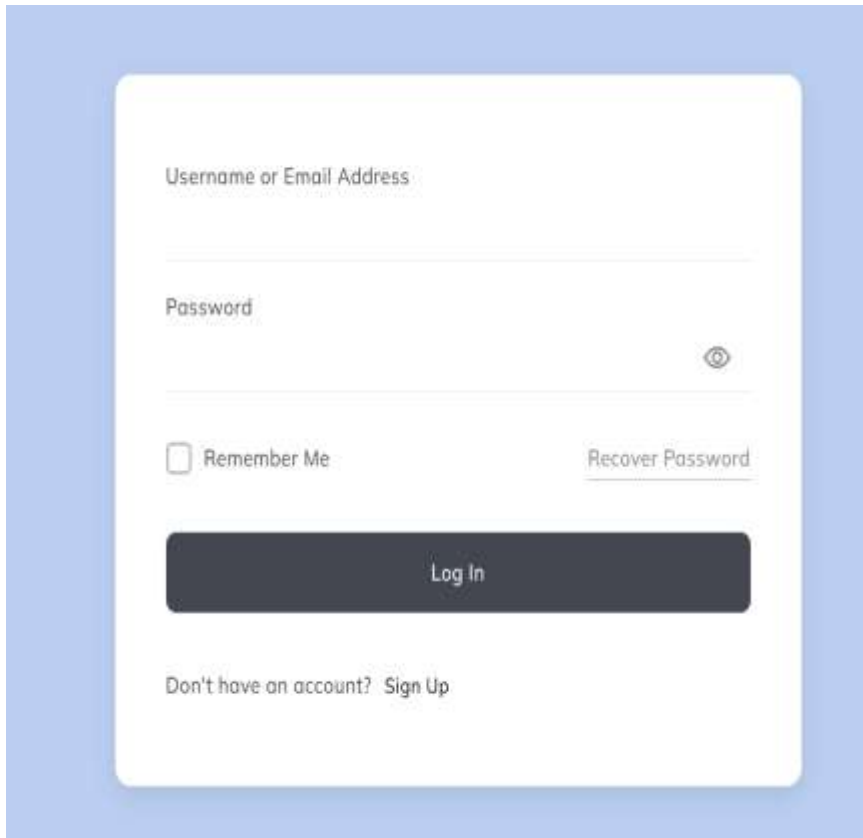
STEP 1: GO TO B2B WEBSITE WWW.INSIGHTSINDUSTRIES.COM, BELOW IS THE HOME PAGE YOU WILL SEE.



STEP 2: CLICK 'LIST YOUR BUSINESS' AT THE TOP OF THE NAVIGATION BAR

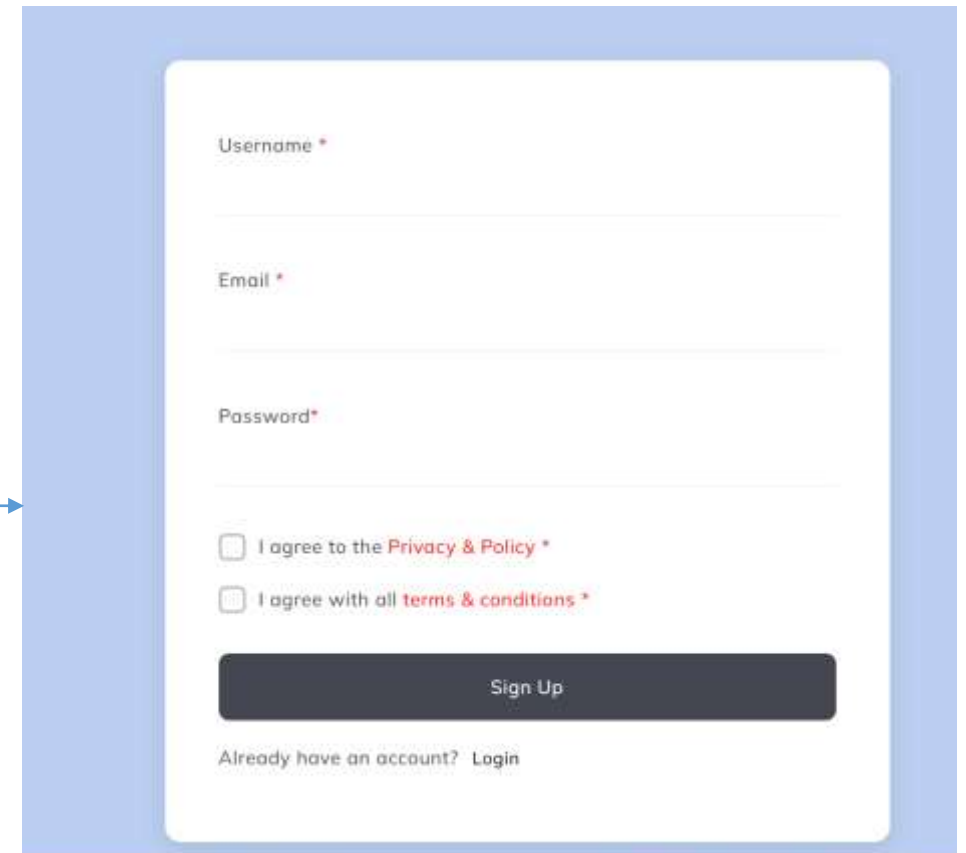


STEP 3: AFTER CLICKING THE LIST YOUR BUSINESS THIS IS WHAT YOU WILL SEE



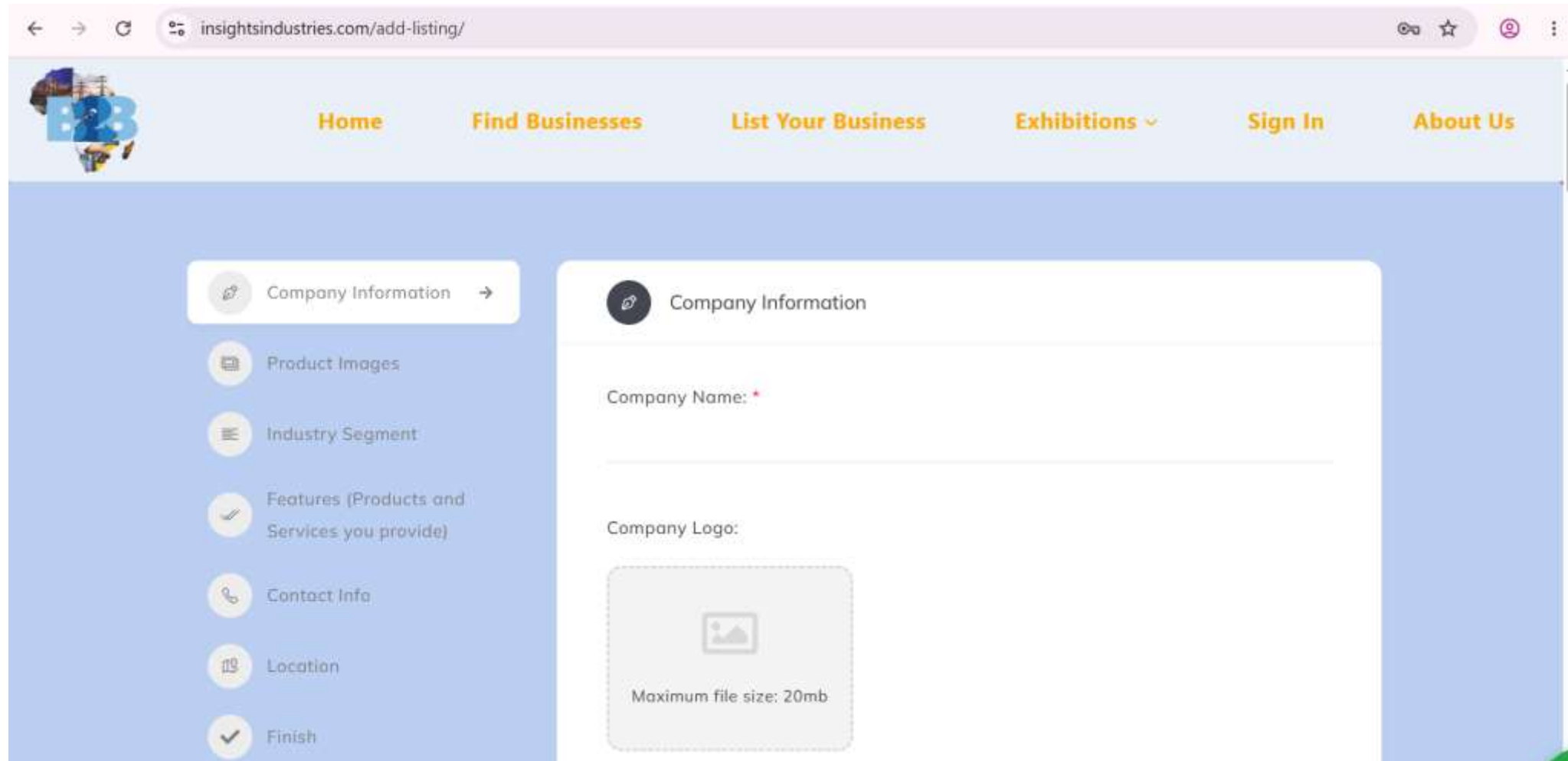
A login form with a white background and rounded corners. It features two input fields: 'Username or Email Address' and 'Password'. Below the password field is a 'Remember Me' checkbox and a 'Recover Password' link. A dark grey 'Log In' button is centered below these elements. At the bottom left, there is a link that says 'Don't have an account? Sign Up'.

STEP 4 :
CLICK SIGN UP SINCE YOU
DO NOT HAVE AN ACCOUNT

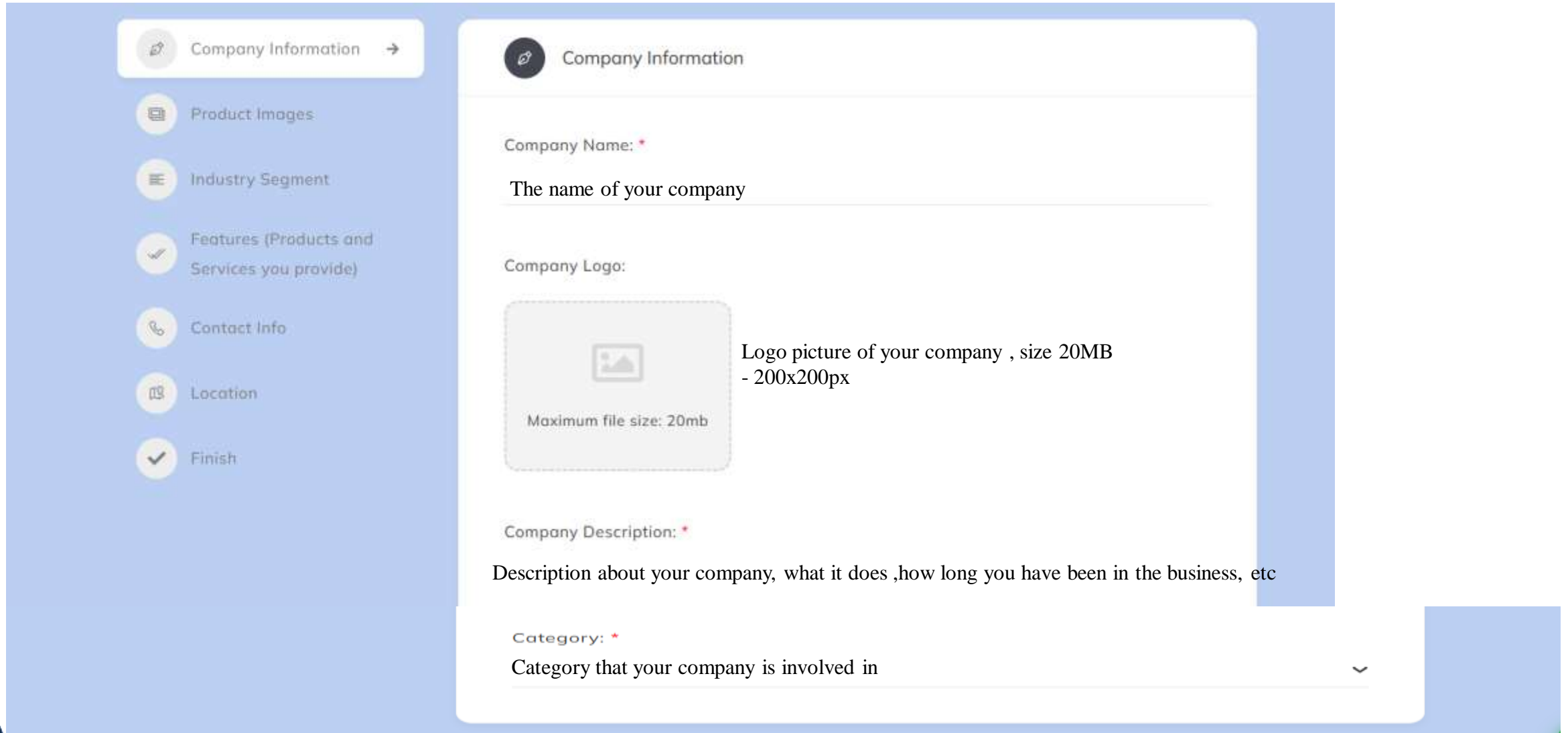


A sign-up form with a white background and rounded corners. It features three input fields: 'Username *', 'Email *', and 'Password*'. Below the password field are two checkboxes: 'I agree to the Privacy & Policy *' and 'I agree with all terms & conditions *'. A dark grey 'Sign Up' button is centered below these elements. At the bottom left, there is a link that says 'Already have an account? Login'.

STEP 5 : AFTER SIGNING IN , YOU WILL BE REDIRECTED TO THIS PAGE



STEP 6: TIME TO FILL IN THE DETAILS OF YOUR COMPANY



The image shows a digital form for entering company details. On the left is a vertical sidebar with seven menu items, each with an icon and a checkmark indicating completion status: 'Company Information' (checked), 'Product Images', 'Industry Segment', 'Features (Products and Services you provide)', 'Contact Info', 'Location', and 'Finish' (checked). The main content area is titled 'Company Information' and contains three sections: 'Company Name' with a text input field containing 'The name of your company'; 'Company Logo' with a dashed border image placeholder containing a camera icon and the text 'Maximum file size: 20mb', accompanied by the instruction 'Logo picture of your company , size 20MB - 200x200px'; and 'Company Description' with a text input field containing 'Description about your company, what it does ,how long you have been in the business, etc'. At the bottom is a 'Category' dropdown menu with the text 'Category that your company is involved in' and a downward arrow.

Company Information →

Product Images

Industry Segment

Features (Products and Services you provide)

Contact Info

Location

Finish

Company Information

Company Name: *

The name of your company

Company Logo:

Logo picture of your company , size 20MB - 200x200px

Maximum file size: 20mb

Company Description: *

Description about your company, what it does ,how long you have been in the business, etc

Category: *

Category that your company is involved in

STEP 7: PRODUCT IMAGES SECTION

5 IMAGES OF YOUR PRODUCTS , AND A VIDEO URL IF YOU HAVE YOU HAVE YOUTUBE AND VIMEO URLS

Product Images

Company Information

Product Images →

Industry Segment

Features (Products and Services you provide)

Contact Info

Location

Finish

or drag and drop image here

Select Files

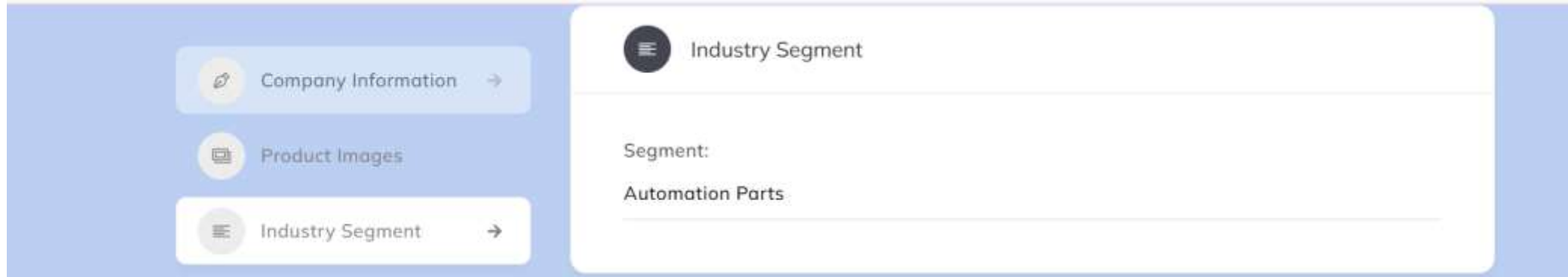
Maximum total allowed file size is 2.00 MB

Maximum 5 files are allowed

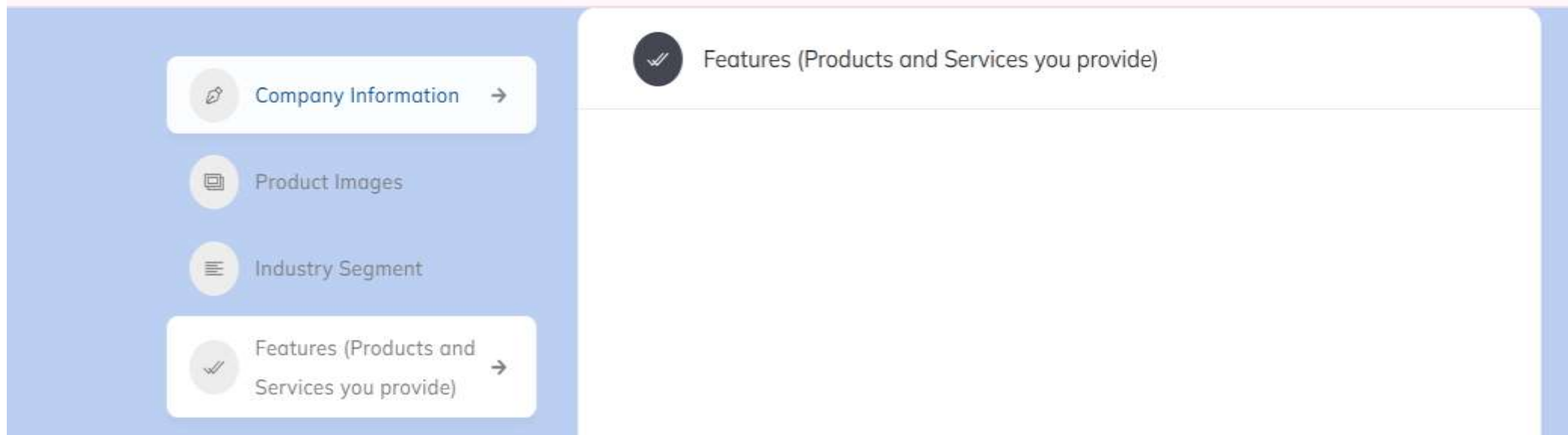
Video (Optional):

Only YouTube & Vimeo URLs.

STEP 8: CHECK THE SUBCATEGORY YOUR COMPANY FITS INTO



STEP 9: FILL IN THE FEATURES SECTION WHERE YOU LIST SOME OF THE PRODUCTS AND SERVICES YOU PROVIDE



STEP 10:FILL IN THE CONTACT INFORMATION

Contact Info

Email:
demo@example.com The company's email address (Max -2)

Phone:
Phone number The company's WhatsApp number

Website:
https://example.com Company's website

STEP 11: FILL THE LOCATION AND ADDRESS OF YOUR COMPANY

Company Information →

Product Images

Industry Segment

Features (Products and Services you provide)

Contact Info

Location →


Finish

Location

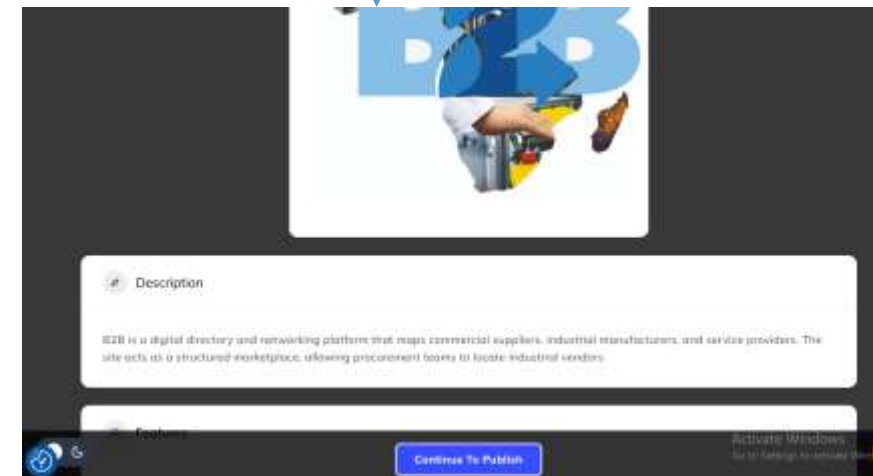
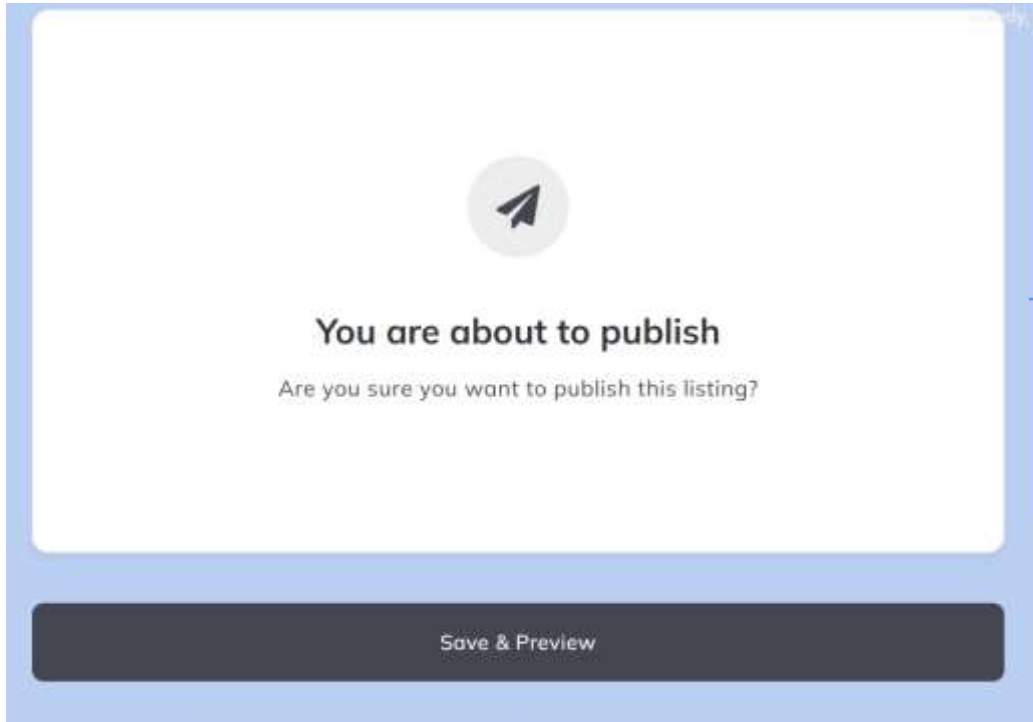
Location:

Address:

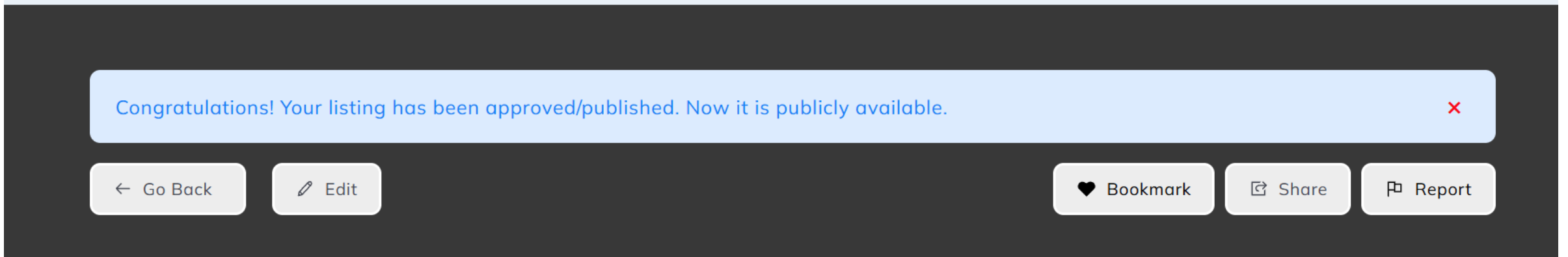
Listing address eg. New York, USA



STEP 13 : AFTER FILLING IN THE DETAIL AND PUBLISHING THIS IS WHAT YOU'LL SEE



STEP 14 : AFTER CLICKING THE “CONTINUE TO PUBLISH” YOUR BUSINESS WILL BE PUBLISHED AND YOU WILL SEE THIS



Thank you for taking the time to review this registration guide.

We hope this presentation has helped you understand the company registration process.

We look forward to welcoming your business to our B2B Directory.

Should you require any assistance during registration, please message us via WhatsApp at +254 711 895 312.

Kind Regards,
B2B Team

