COMPANY PRODUCTS' SHEETS
COMPILATION TUTORIAL

You can **enrich your Company Profile** by accessing the **"Products"** section, from which you can add an unlimited number of **product sheets** by clicking on "+".

In this section you can highlight all the qualities of the products you intend to present.
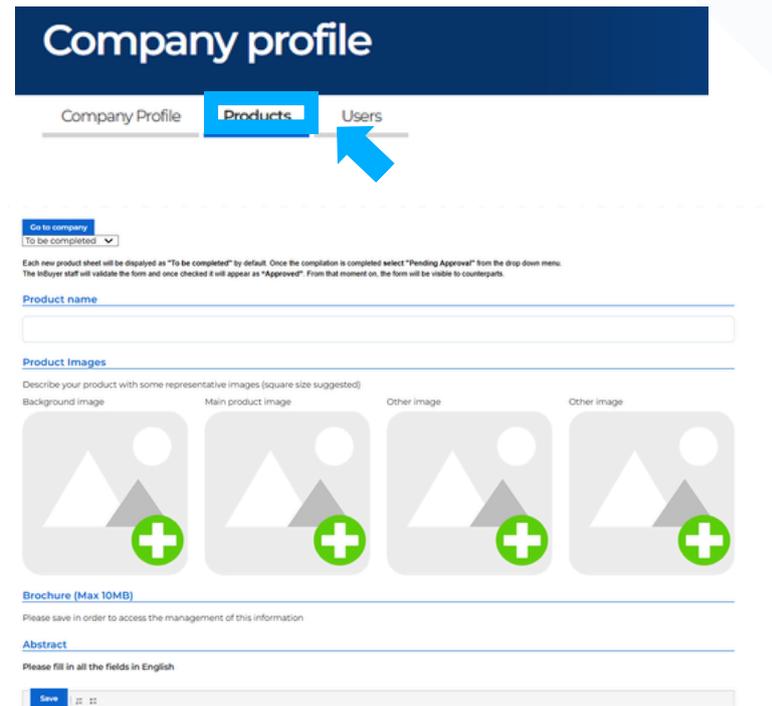
In each product sheet, insert:
- **product name** (name of the product, in English)
- **at least two photos** of the product
- **abstract** (short sentence in English that attracts attention)
- **product description** (more detailed presentation of the product, in English)

Add useful information such as certifications, private label production, price range, type of production.
Finally, do not forget to **select 1 tag** in the **Macro-Sector**.

Remember to always make an intermediate save (by clicking on **Save**) to be able to access the compilation of the latest information.

Compiling company products is optional but recommended.
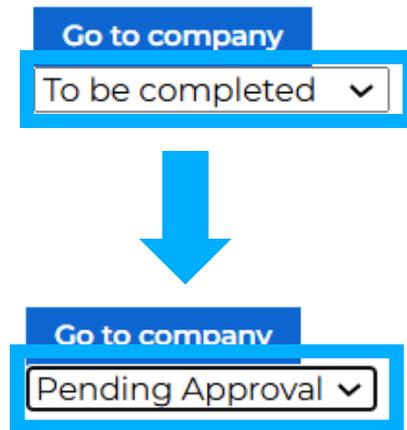

Product cards must be filled out only once. They will be saved and you can use them for all events hosted on the BMATCH platform.

Each new card inserted will be set by default to **"To be completed"** in the drop-down menu at the top. This indicates that the card is in progress and therefore, in draft.
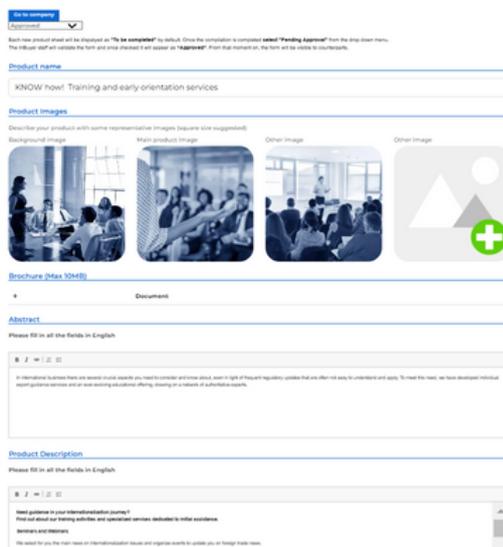
Always remember to save, even while working on the draft (by clicking **Save**).

Once the compilation is complete, select the **"Pending approval"** label from the drop-down menu. The InBuyer staff will validate the form and, once checked, it will appear as **"Approved"**.

From that moment on, the form will be visible to the counterparts.

Example of form being filled in

Example of card displayed by counterparts

For any questions or assistance, contact us via Help Desk or by email at incomingbuyer@promositalia.camcom.it