

USER MANUAL
EUMATCH PLATFORM

EUMATCH



Registration process

REGISTRATION PROCESS



For assistance, contact us by email at eumatch@promositalia.camcom.it

Not yet registered? [Register](#)

Username

Password

Remember me

Log in

Did you forget your password? [Recover your password](#)

[Support](#)

Ita

If you already registered in the past EUMatch edition log in with your previous credentials, all your information will be automatically updated.

CLICK ON THE LINK:

[HTTPS://INBUYER.PROMOSITALIA.CAMCOM.IT/LOGIN.PHP?IDE=320](https://inbuyer.promositalia.camcom.it/login.php?IDE=320)

IF YOU ARE NOT REGISTERED YET CLICK ON REGISTER

INSERT YOUR VAT CODE OR COUNTRY TRADE LICENSE:

EU COMPANIES : VAT CODE (EX.: DE999999999)

EXTRA EU COMPANIES : COUNTRY TRADE/BUSINESS LICENSE

SELECT YOUR PROFILE : BUYER

ACCESS THE EU MATCH MATCHMAKING PLATFORM ENTERING USER AND PASSWORD RECEIVED FROM THE EMAIL ADDRESS NOREPLY@PROMOSITALIA.CAMCOM.IT

You will be able to start browsing the platform as soon as your profile is approved by the back office, you will receive a confirmation email

REGISTRATION PROCESS - VISUAL GUIDE



Please insert your VAT Code or Trade License. It will be your Username:

- ITALIAN COMPANIES: IT + 11 letters
- EU COMPANIES: VAT CODE (please remember to add your international code DE2321321..)
- EXTRA EU COMPANIES: Country Trade License

Do you have an Italian
Vat code?

YES NO

Vat Code/Country Trade
License

Security Check

For your protection, we ask you to show us that this registration is not carried out by an automated system. Thank you!

Proceed

Complete your information

Type of registration

Buyer

Head office

VAT CODE

DE2321321

Company Name

Web site

Phone Number

🇮🇹 *

Email

Company Address

Country

select..

City

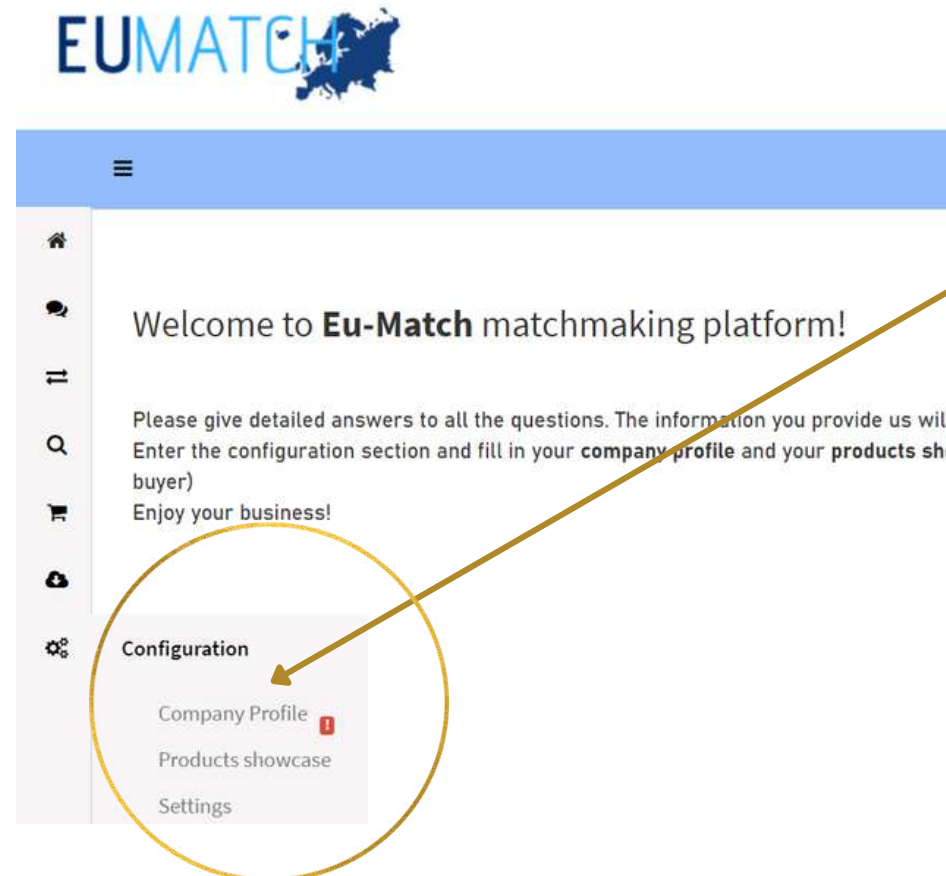
Zip Code



Profile and settings

1. COMPANY PROFILE

Fill in the company profile



As soon as the profile is approved, log in again with your credentials. Get into the configuration section from the left menu and fill in your company profile in English

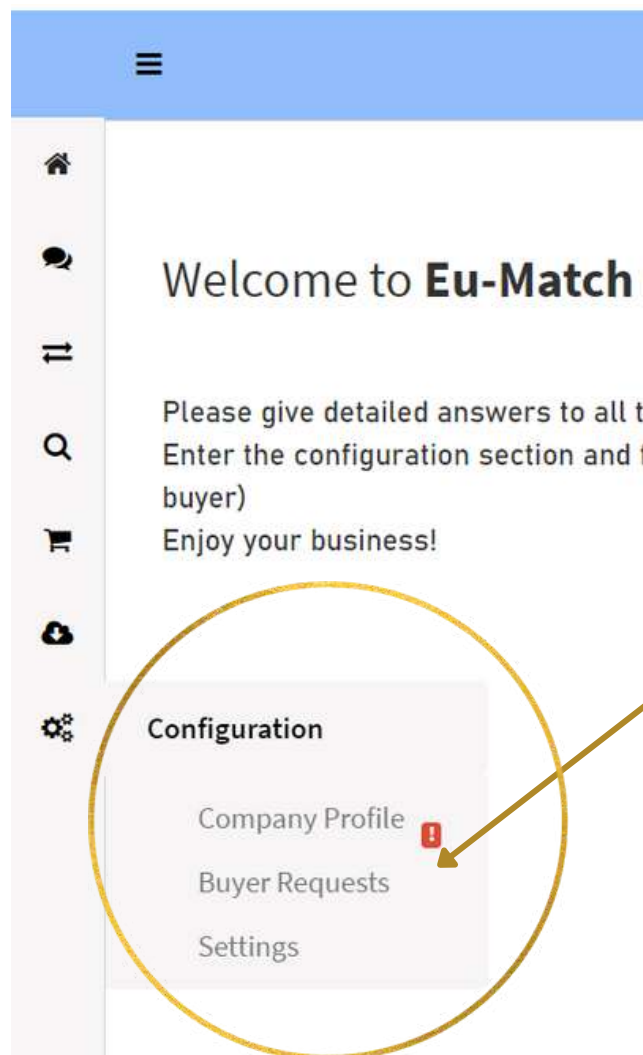
If you have already joined an event of the same sector or the previous edition of the EUMatch project and you logged in with the same credentials, **this section will be pre-filled**. You can always change everything in it.

After filling in the required fields, please flag the published button and confirm with the pink one at the bottom of the page to make the entered data visible to the sellers

The screenshot shows the "Company Profile" form. It has two columns of input fields. The first column contains: "Published" (checked), "Company Name" (Test buyer), "Commercial Brand" (ITA), "Country" (Austria), "Address" (street), "Post Code" (11), "City" (Vienna), and "Province" (select...). The second column contains: "Surname" (Test Buyer), "Name" (Promos Italia), "Job Position" (test), "Email" (test@gmail.com), "Mobile phone" (country code dropdown with 00), and "Spoken languages" (english). A yellow circle highlights the "Confirm" button at the bottom right of the form.

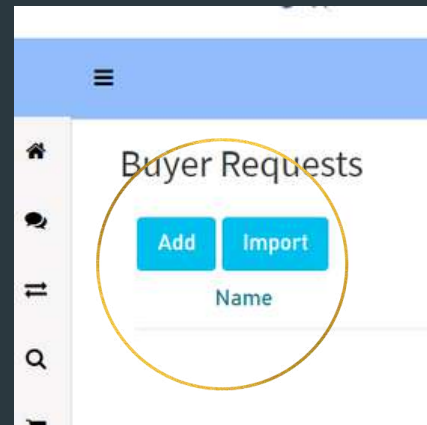
2. BUYER REQUEST

Fill in the buyer request section

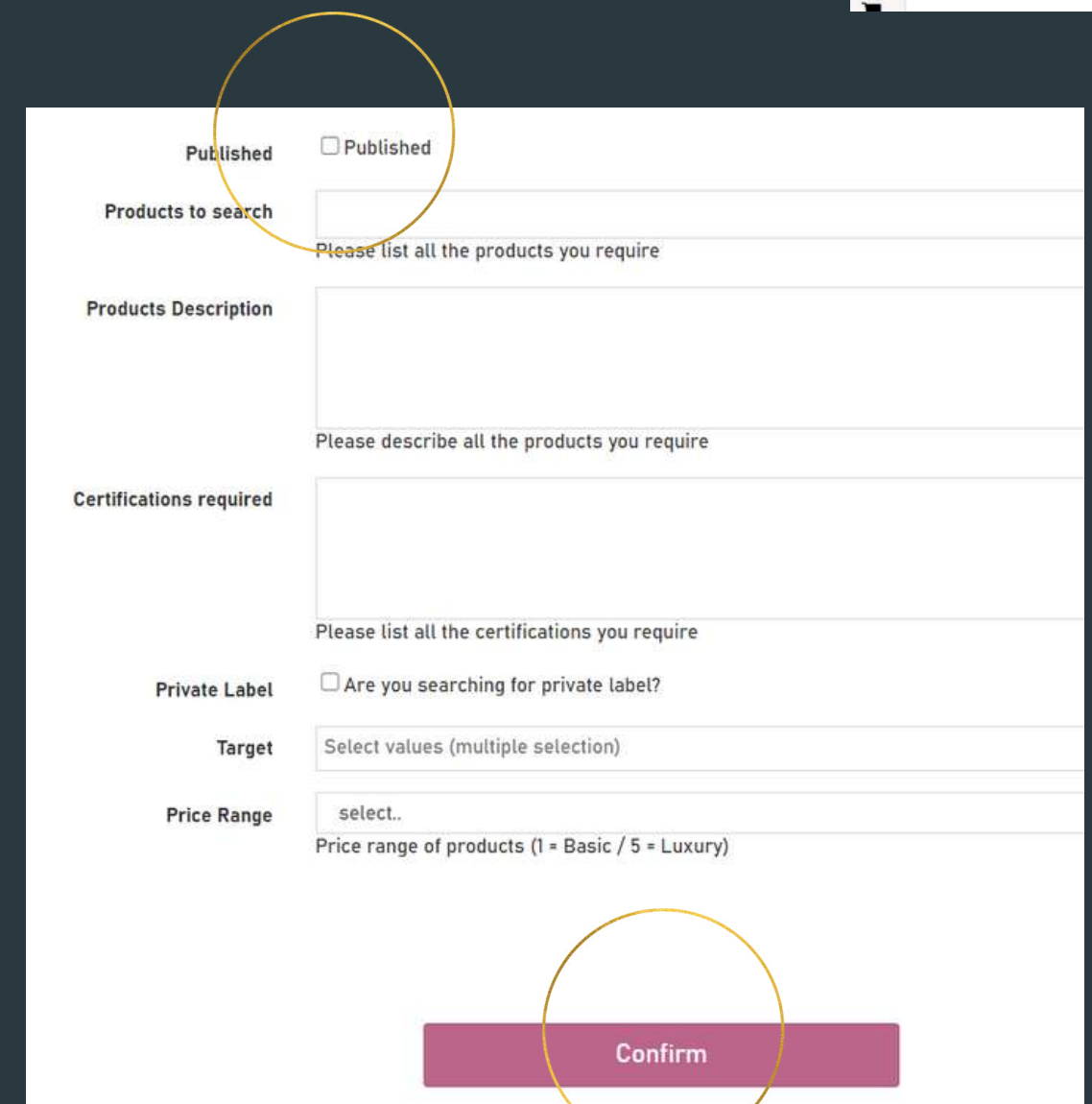


Access the buyer requests section from the configuration menu on the left

Click on **add** to enter the items you would like to search and buy. Add as many requests as you wish. Remember to do it in English, it will be your business card! If you already had a profile, click on **import**.

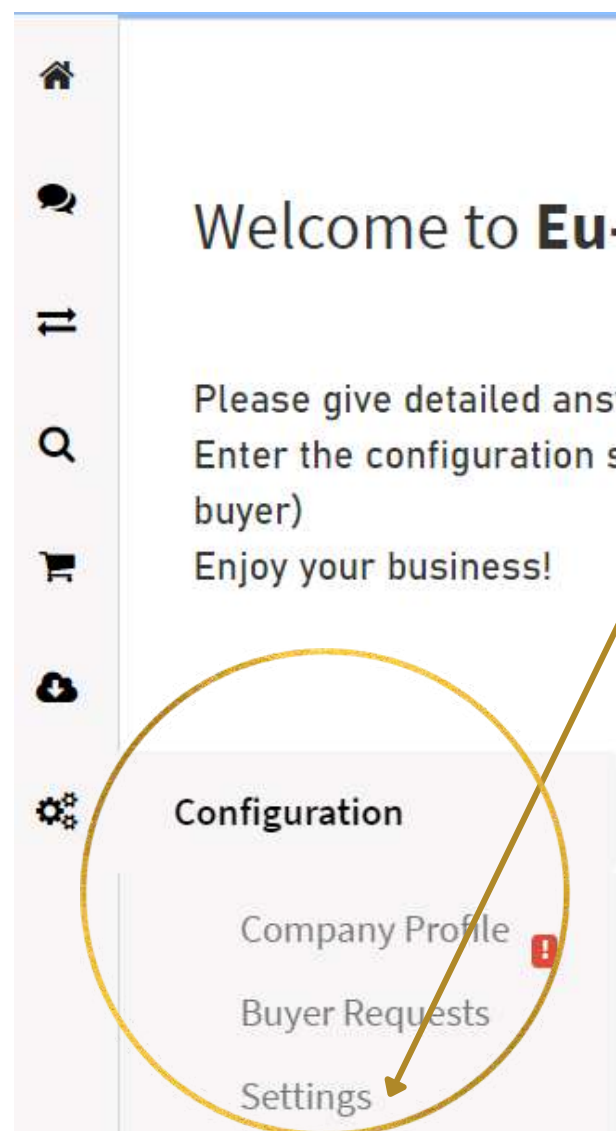


After filling in the required fields, click published and confirm to make the entered data visible

A screenshot of the "Buyer Request" form. The form contains several fields: "Published" with a checkbox, "Products to search" with a text input field and a placeholder "Please list all the products you require", "Products Description" with a text input field and a placeholder "Please describe all the products you require", "Certifications required" with a text input field and a placeholder "Please list all the certifications you require", "Private Label" with a checkbox and the text "Are you searching for private label?", "Target" with a dropdown menu and the text "Select values (multiple selection)", and "Price Range" with a dropdown menu and the text "select.. Price range of products (1 = Basic / 5 = Luxury)". A yellow circle highlights the "Published" checkbox. At the bottom of the form, a purple "Confirm" button is highlighted with a yellow circle.

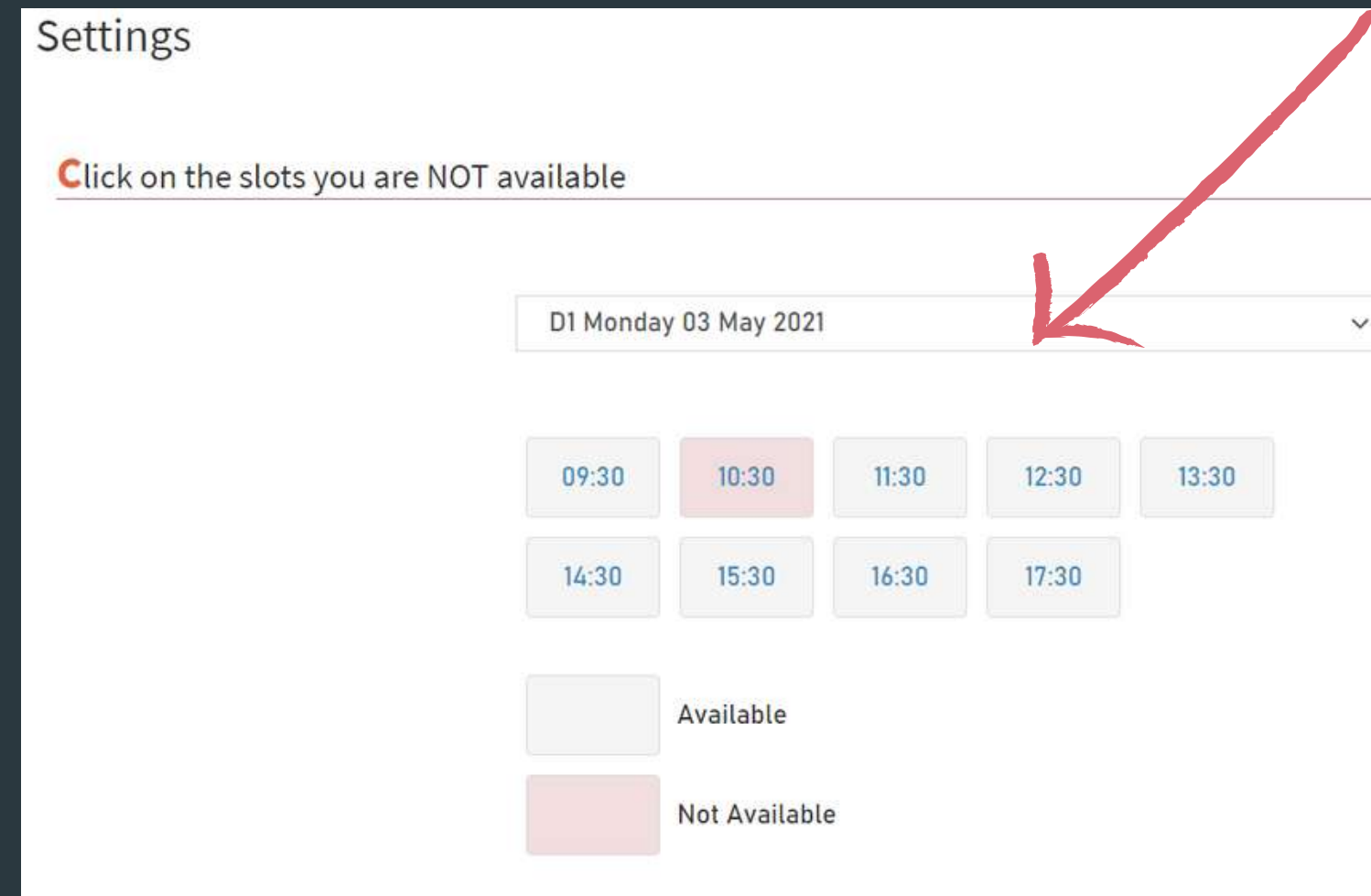
3. SETTINGS

Set your calendar with your availabilities



To set your availabilities, click on the configuration menu and click on settings.

By selecting the date from the scrolling menu, click on the slots you are NOT available. The boxes will turn pink



Es. You are not available on 3 May at 10.30 am

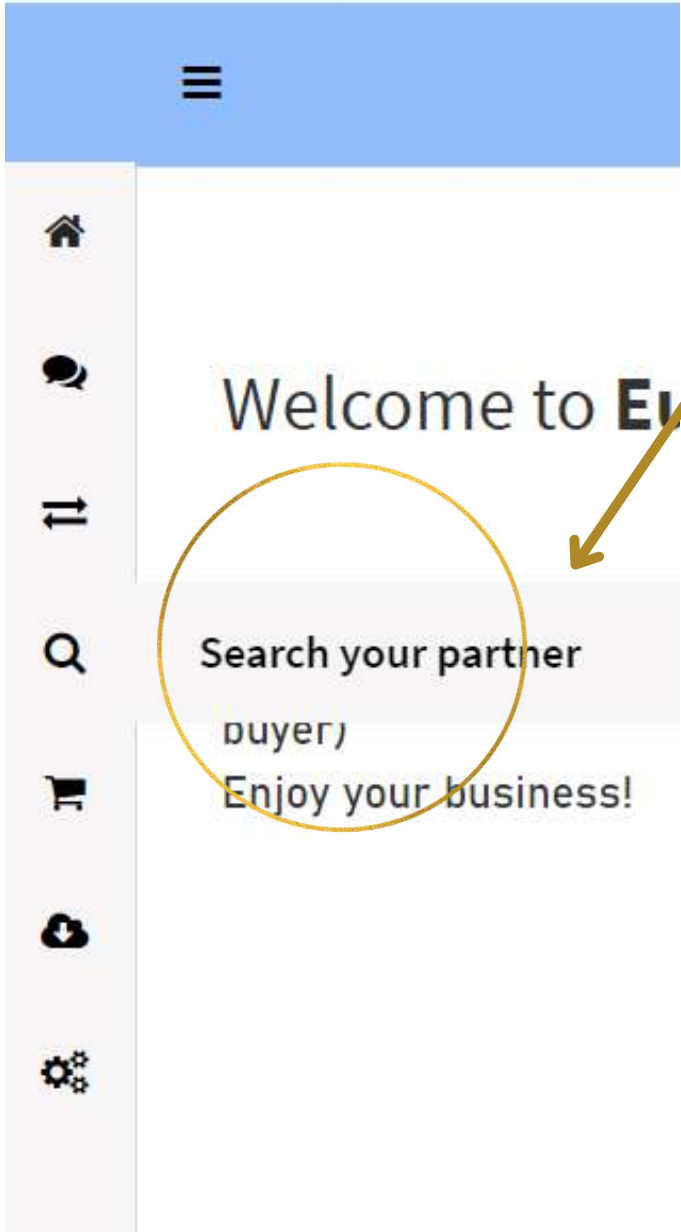
In this way, companies will not be able to request appointments when you are not available.

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Search your partner

4. SEARCH YOUR PARTNER



CLICK ON SEARCH YOUR PARTNER

To find your partner, use the available filters that will appear and click the search button to bring up a list of potential sellers

Search your partner

Product categories: × FOOD&WINE / Wine

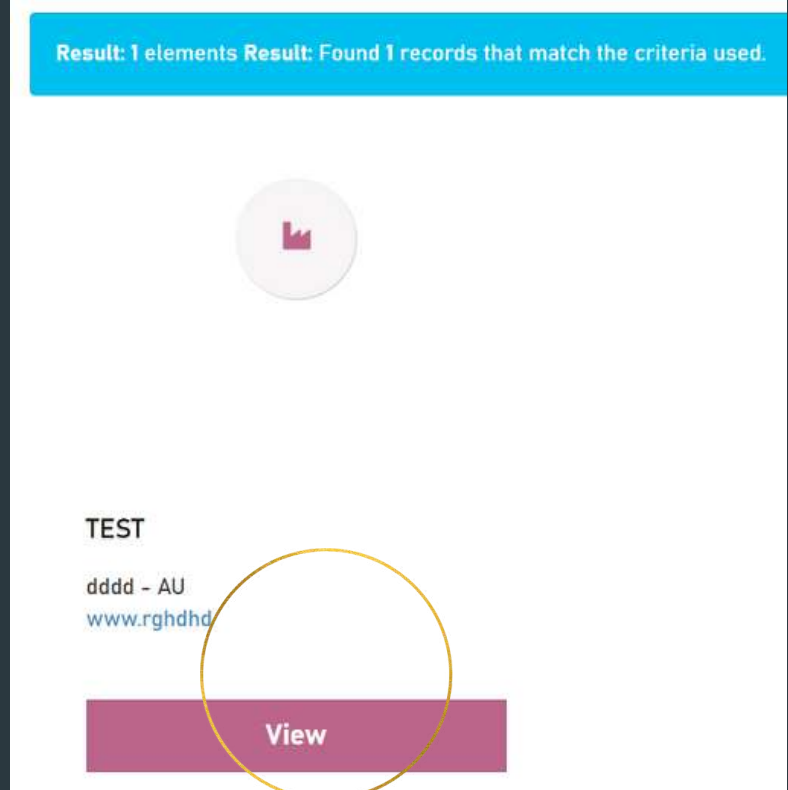
Countries: select..

Profile of interest: × Producer

Company Name: []

Search Reset

SELECT THE PROFILE OF YOUR INTEREST AND CLICK ON VIEW TO ACCESS THE PROFILE

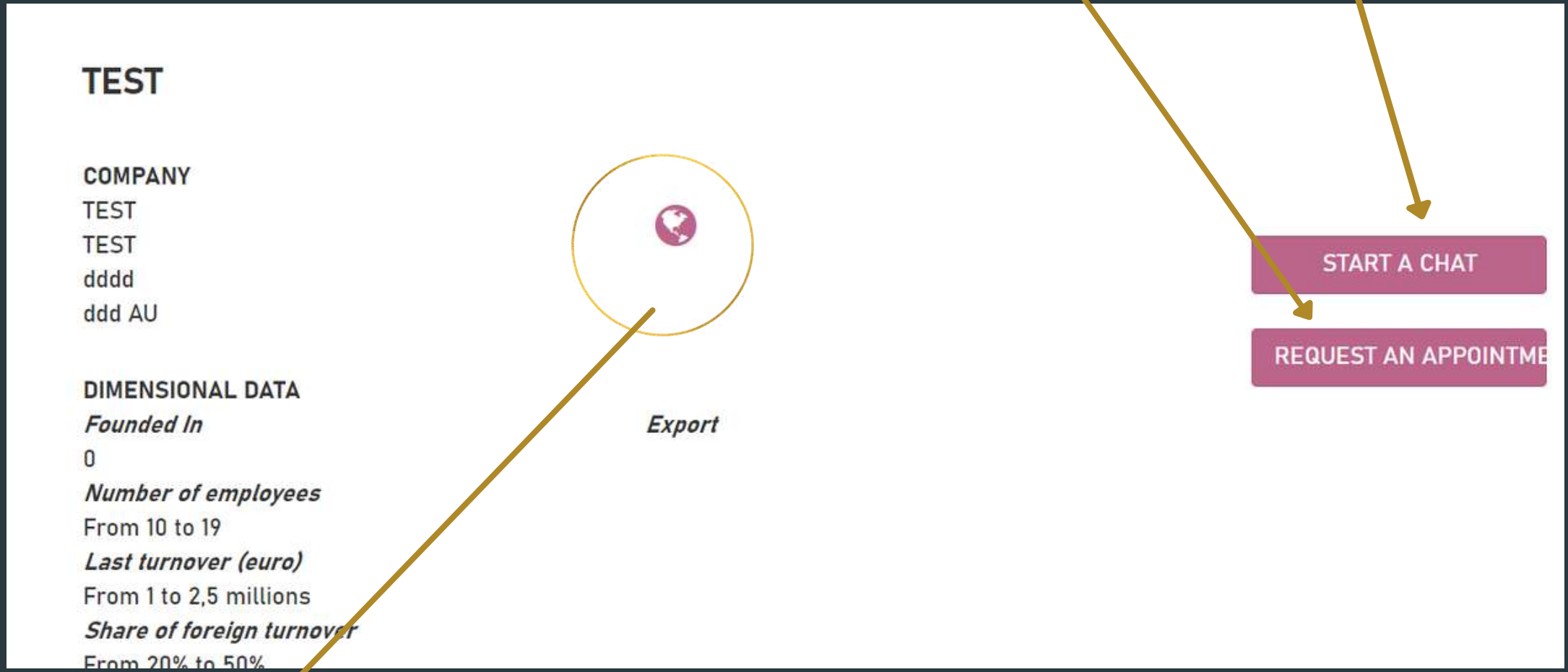


4. SEARCH YOUR PARTNER

chat or request an appointment

Once a seller has been researched and selected, you can send a message or request an appointment via his profile.

ONCE IN THE PROFILE, CHECK THE COMPANY PROFILE AND REQUEST AN APPOINTMENT OR SEND A MESSAGE



HERE YOU CAN FIND ALL THE SOCIAL AND WEB REFERENCES OF THE COMPANY.

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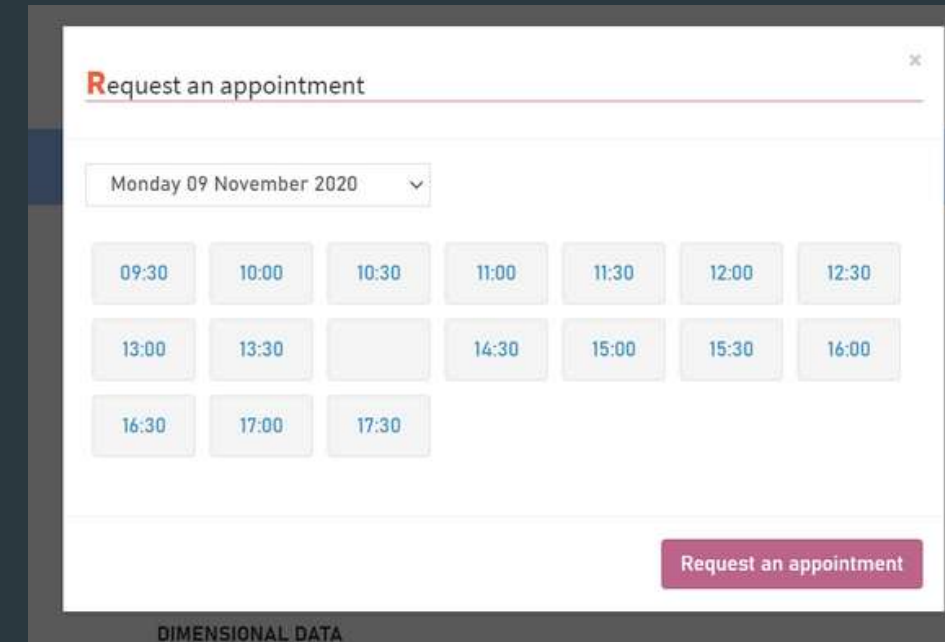
Meeting_requests

5. REQUEST A MEETING / SEND A MESSAGE

N.B Italian companies will be able to request you an appointment or send you messages, keep updated your calendar (see section 3) and monitor your inbox or the matching in progress section (section 6)

REQUEST AN APPOINTMENT

clicking on request an appointment a calendar will open, select the date from the scrolling menu and the time by clicking on it. Then click on **Request an appointment**



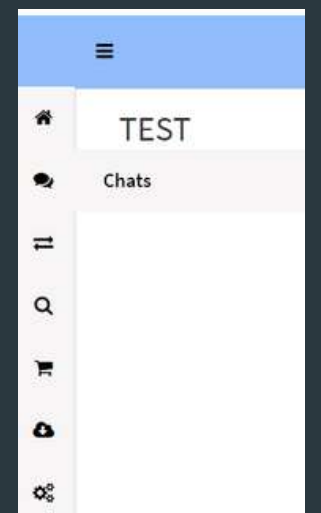
Now wait for the seller's response and find out in the next section how to monitor the status of your appointments directly on the platform.

You will always be notified by email for any requests of appointments, messages and for confirmations or refusals!

SEND A MESSAGE

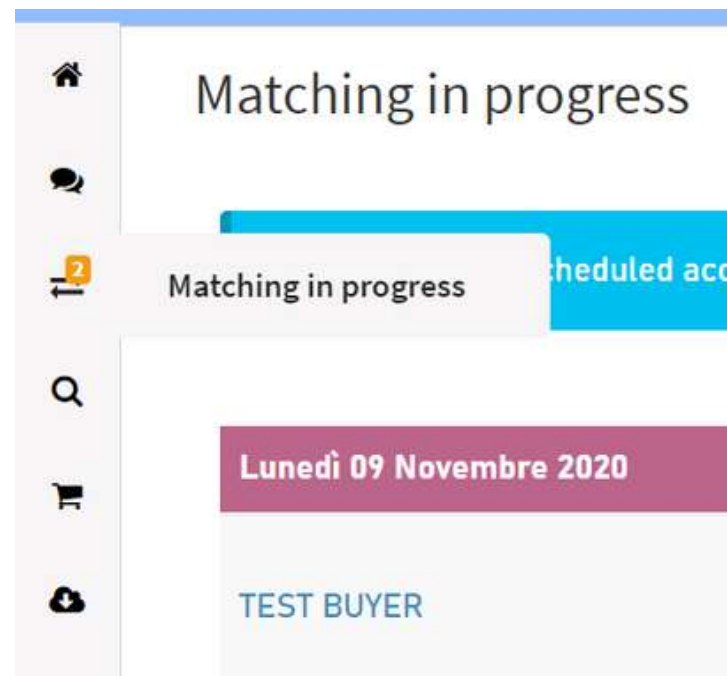
You can also send a message to the seller.

This section will also be accessible from the left menu in the chat section.

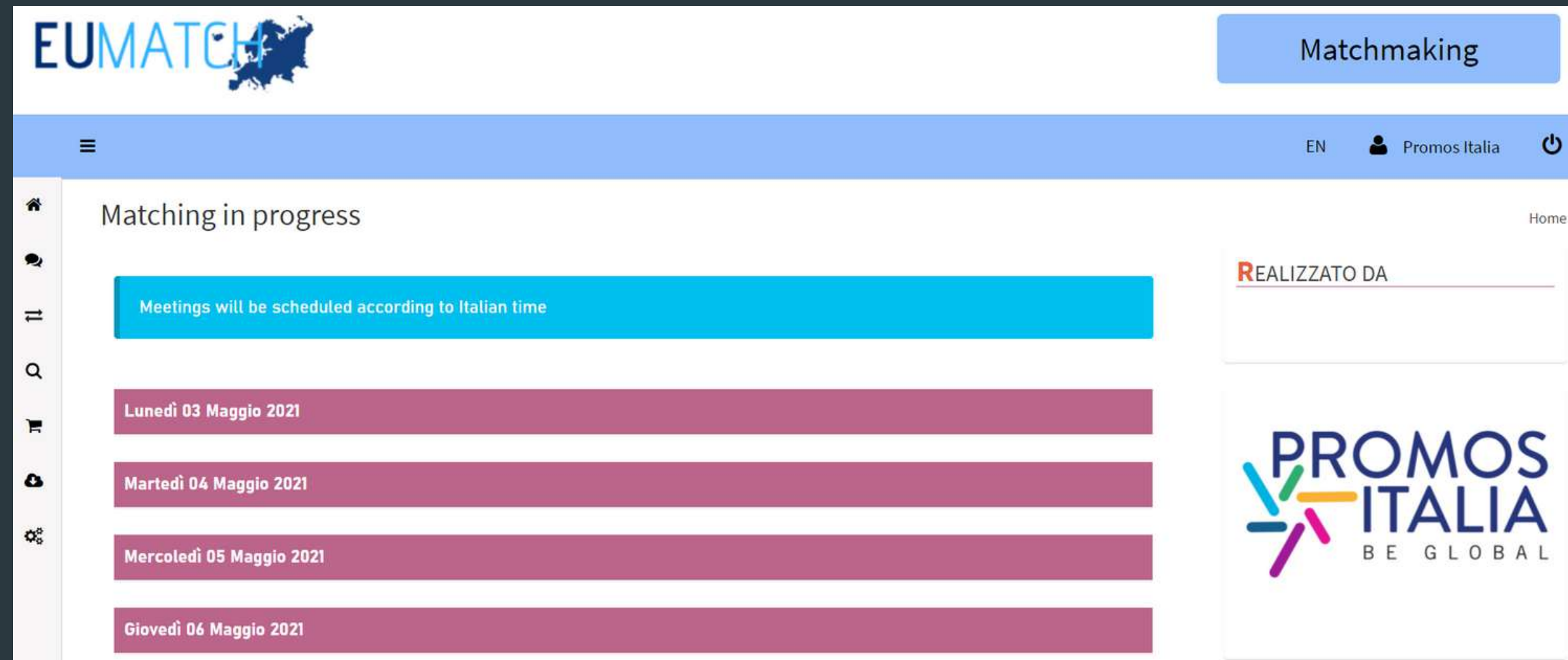


6. MATCHING IN PROGRESS

check your B2B status



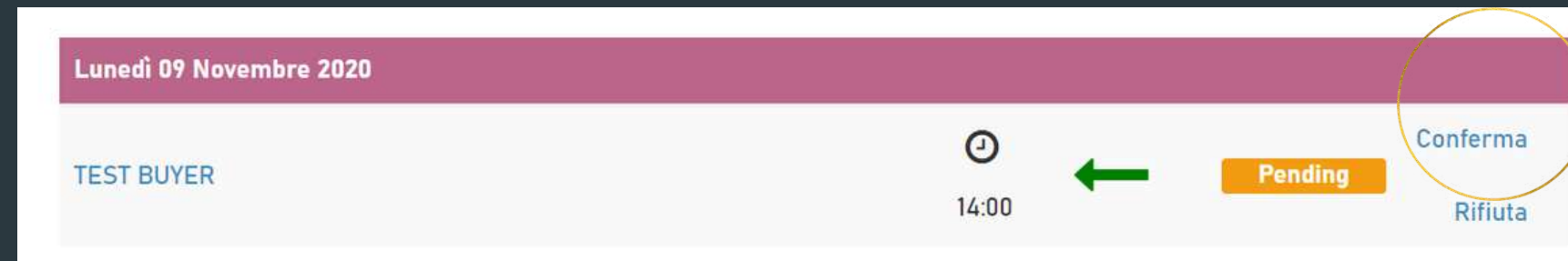
In this section you can check all your appointments, both the requests sent and those received. The section will appear as a large calendar, divided by days.



Here you can manage your appointments: confirm, reject or reschedule them.

ACCEPT AN APPOINTMENT REQUEST

If you receive an appointment request you will both receive an email and you will be notified on the platform. In the matching in progress section, you will see the request on the day with the word **PENDING**. Click on CONFIRM TO ACCEPT IT.

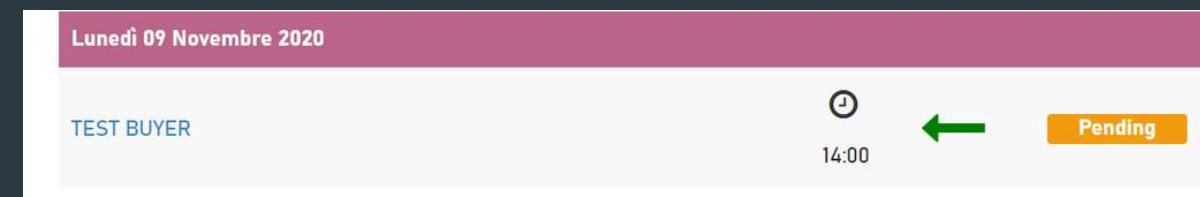


Once the appointment is confirmed by the seller, the word **confirmed** and a blue camera will appear, the camera will become clickable 5 minutes before the meeting. Click on it to go directly to the meeting.



SEND AN APPOINTMENT REQUEST

after sending an appointment request, as described in section 5, the same message pending will appear. In this case, the seller will have to accept or decline the appointment.



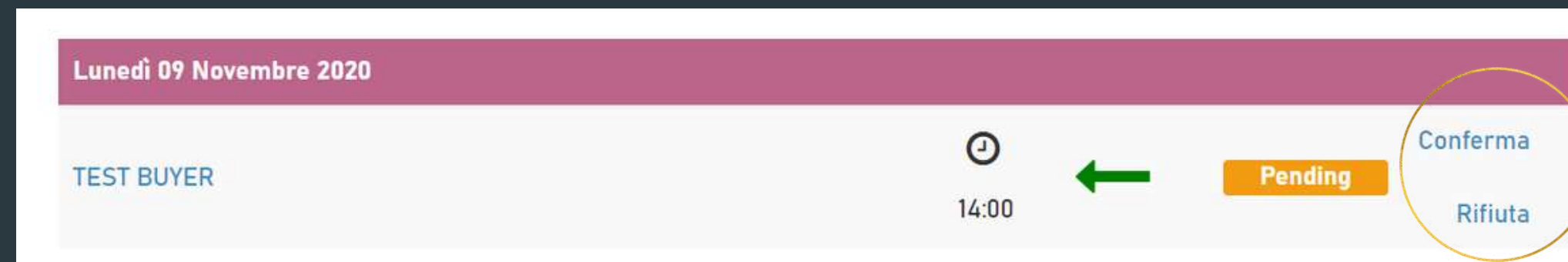
Once the seller has confirmed the appointment, an email will be sent to you and in the matching in progress section the word confirmed will appear with the same blue camera. Click on it to access the meeting.



REFUSE APPOINTMENT AND / OR CHANGE DATE

If you receive an appointment request from a seller but you would like to change the proposed date or you are not interested, click on reject and select an option from those proposed (required):

- I am not available at this time
- I do not deal with your products
- I already have your product in my catalogue, evaluating new suppliers is not a priority at the moment



At this point an email will be sent to the seller notifying the change of status of the meeting, The reason for the refusal will remain visible in the platform too, in the Matching in Progress section next to the meeting, together with the word refused.



This procedure will be the same for the seller. In case your appointment request is rejected you will receive an email with the refusal reason. The motivation will also be visible on the platform, as reported above

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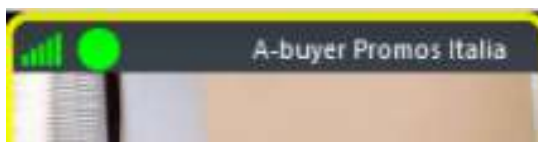
How to handle your B2B Room

7. Your B2B Room - technical information

As soon as you enter the room by clicking on the camera you will find the participants' boxes on the right side and you will have various functions available, visible at the bottom of the screen:



1. **Chat between participants** by clicking on the first icon (1) on the left you will be able to open a chat, both public for all participants, and private.
2. **Volume (2) microphone (4) and video (6) settings.**
3. **Invisible option** green dot when visible (3), which allows participants to appear as absent (microphone and camera are disabled)
4. **Screen sharing** by clicking on the penultimate button on the right (7), you will have the option to share the screen to all participants
5. **Signal quality display** for each participant (above their own image and green indicators related to signal strength are shown



N.B When accessing the system you must necessarily allow access to the audio / video resources from the browser. Not allowing access to resources will not allow you to use the system. Here is an example screen





**We remain at complete disposal in case of need.
Do not hesitate to contact us at
eumatch@promositalia.camcom.it.**

EUMatch Team