

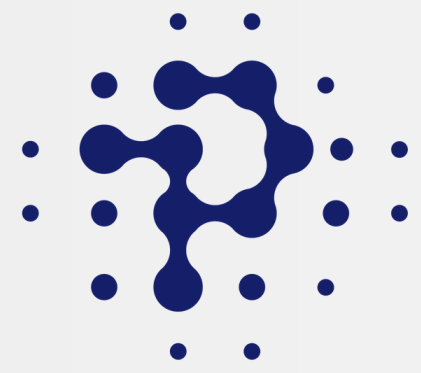


# Proxtera

## Guide to Proxtera's Trade Portal

Empowering SMEs for global success





# Proxtera

## Benefits of joining Proxtera Trade Portal



Trade Securely

Businesses are verified by 3rd party sources



Access Financing



Global Reach



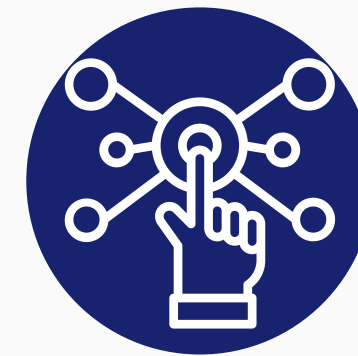
Uniform Product Details



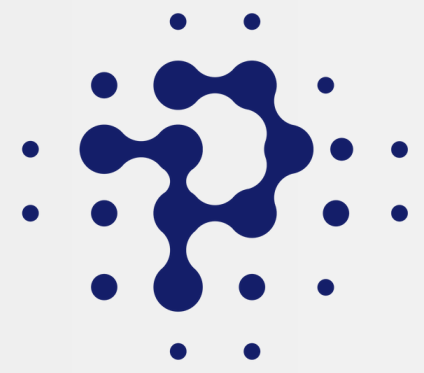
Simplified cross border  
Payment Solutions



Digital Audit Trail



Access to full suite of Trade  
Facilitation Services (e.g  
Logistics, Mediation, Escrow)



# Proxtera



## Markets you get access



GHANA



CAMBODIA



RWANDA



PHILIPINES



INDIA

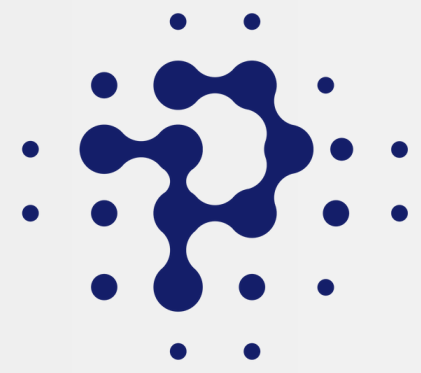


CHINA



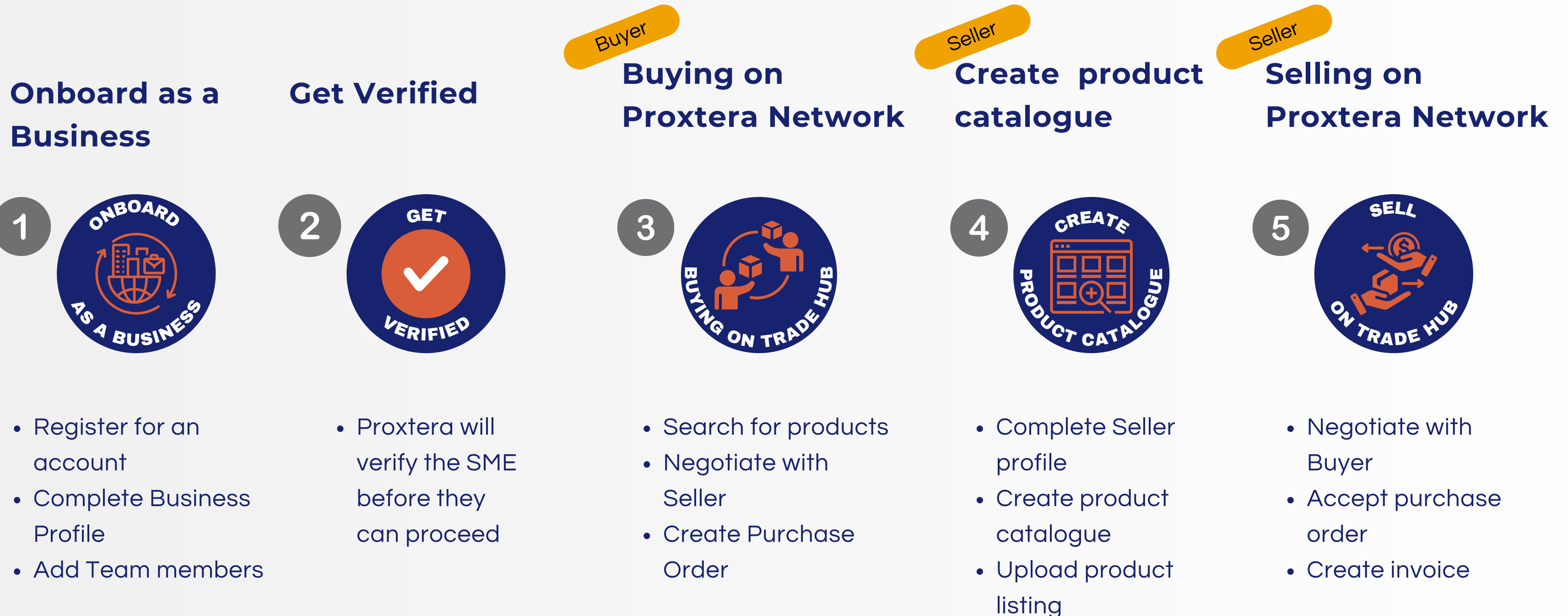
SINGAPORE

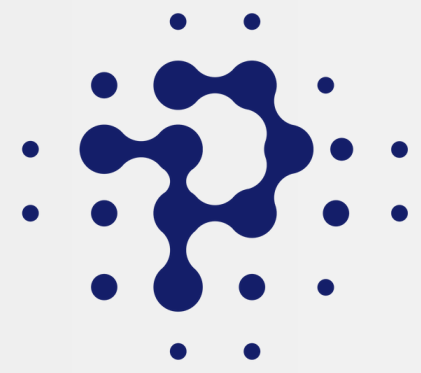




# Proxtera

## SME Journey on Trade Portal





# Proxtera

## Section 1: Onboard as a Business



- Register for an account
- Complete Business Profile
- Add Team members

Before you onboard, please ensure that you are the authorised staff in your company to sign up for an account.

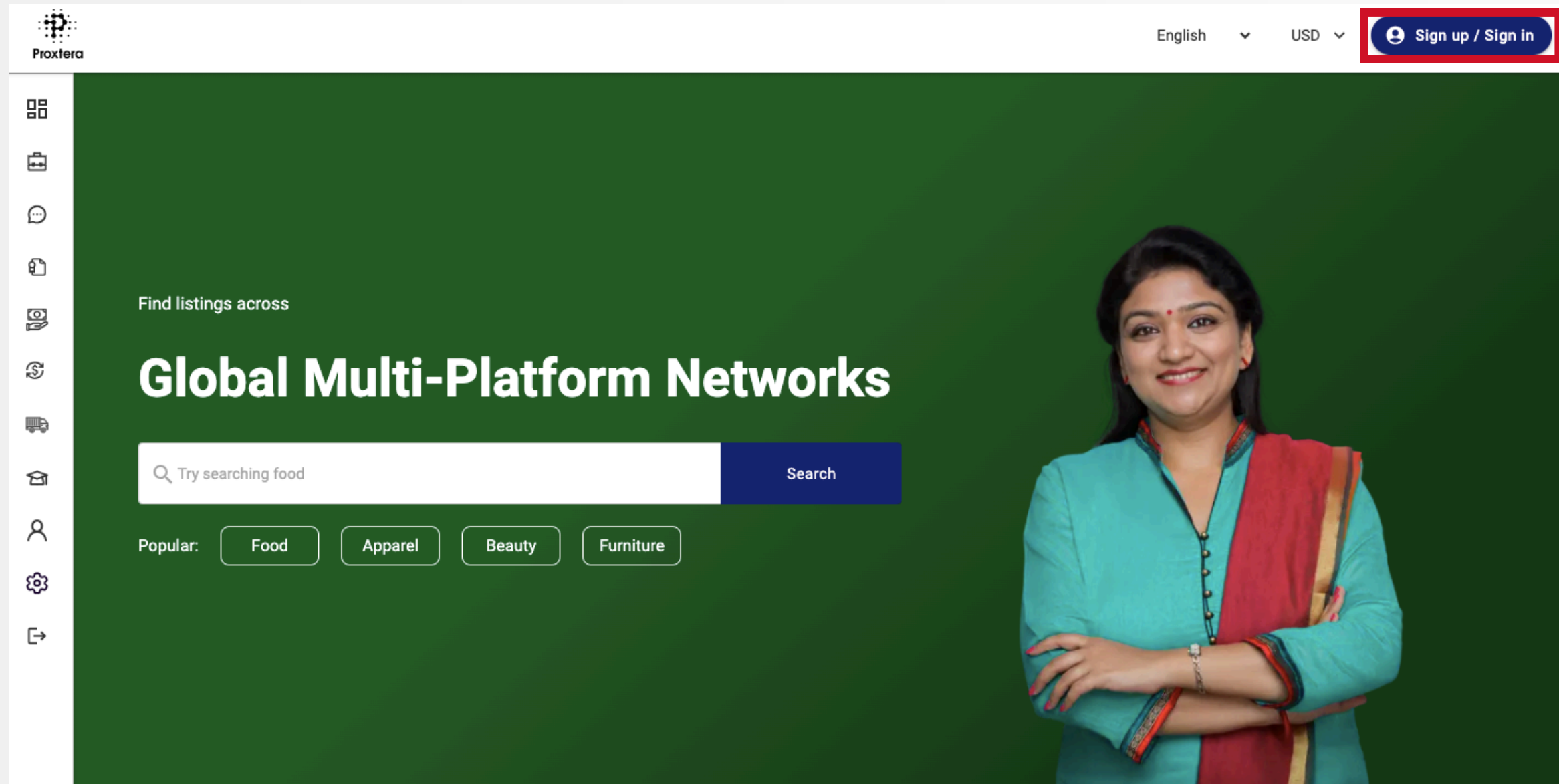
Have the following information ready:

- Company Legal Name
- GST number
- Type of Entity
- Date of Incorporation



## Step 1: Go to Proxtera Trade Portal

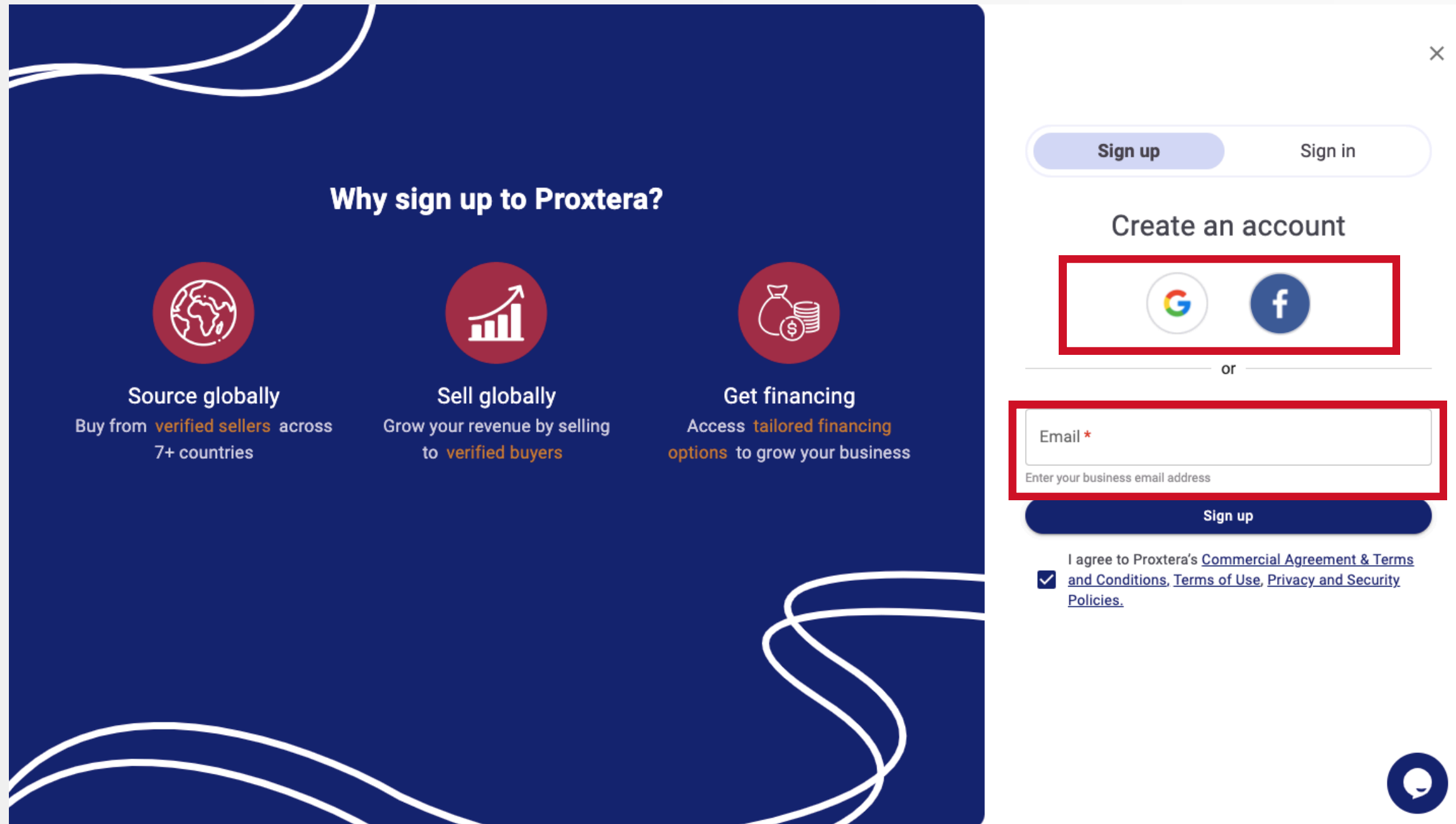
<https://trade.proxtera.com/>



Click 'Sign up' if you do not have an account.



## Step 2: Click Sign up button



The screenshot shows the Proxtera sign-up page. On the left, a dark blue panel titled "Why sign up to Proxtera?" lists three benefits: "Source globally" (buy from verified sellers across 7+ countries), "Sell globally" (grow revenue by selling to verified buyers), and "Get financing" (access tailored financing options). On the right, a white sign-up form is displayed. The form includes a "Sign up" button (highlighted in blue), a "Sign in" button, and a "Create an account" section. Below this, there are social media login options for Google and Facebook, which are highlighted with a red box. Below the social media options is an "Email" input field (highlighted with a red box) with the placeholder text "Enter your business email address". Below the email field is a "Sign up" button. At the bottom of the form, there is a checkbox for "I agree to Proxtera's Commercial Agreement & Terms and Conditions, Terms of Use, Privacy and Security Policies." with a small chat icon in the bottom right corner.

You can sign up using your Google or Facebook account





Or you can sign up using your business email ID



## Step 2: If you sign up with business email ID

Sign up Sign in

Create an account

or

Email \*  
Enter your email

Enter your business email address

Sign up

I agree to Proxtera's [Commercial Agreement & Terms and Conditions](#), [Terms of Use](#), [Privacy and Security Policies](#).

Enter your details

First name \*

Last name \*

Email \*  
Enter your business email address


Password \*  
A minimum of 8 characters. A combination of uppercase and lowercase letters, numbers and special characters is required.

Confirm password \*

Create account



Verification email sent!



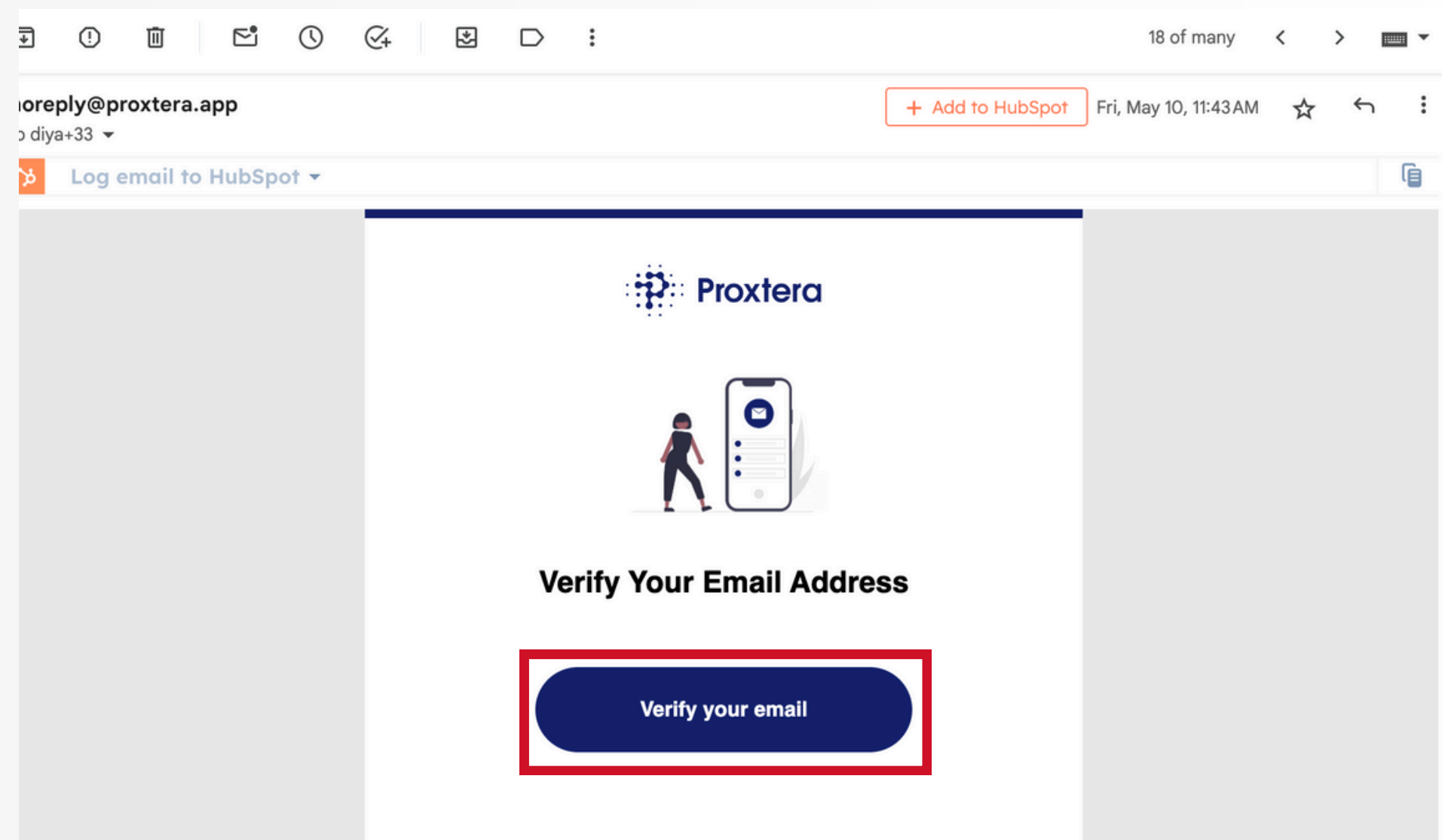
Click on link to proceed. Please check your spam folder if you cannot find it in your inbox.

Did not receive email? [Resend](#)



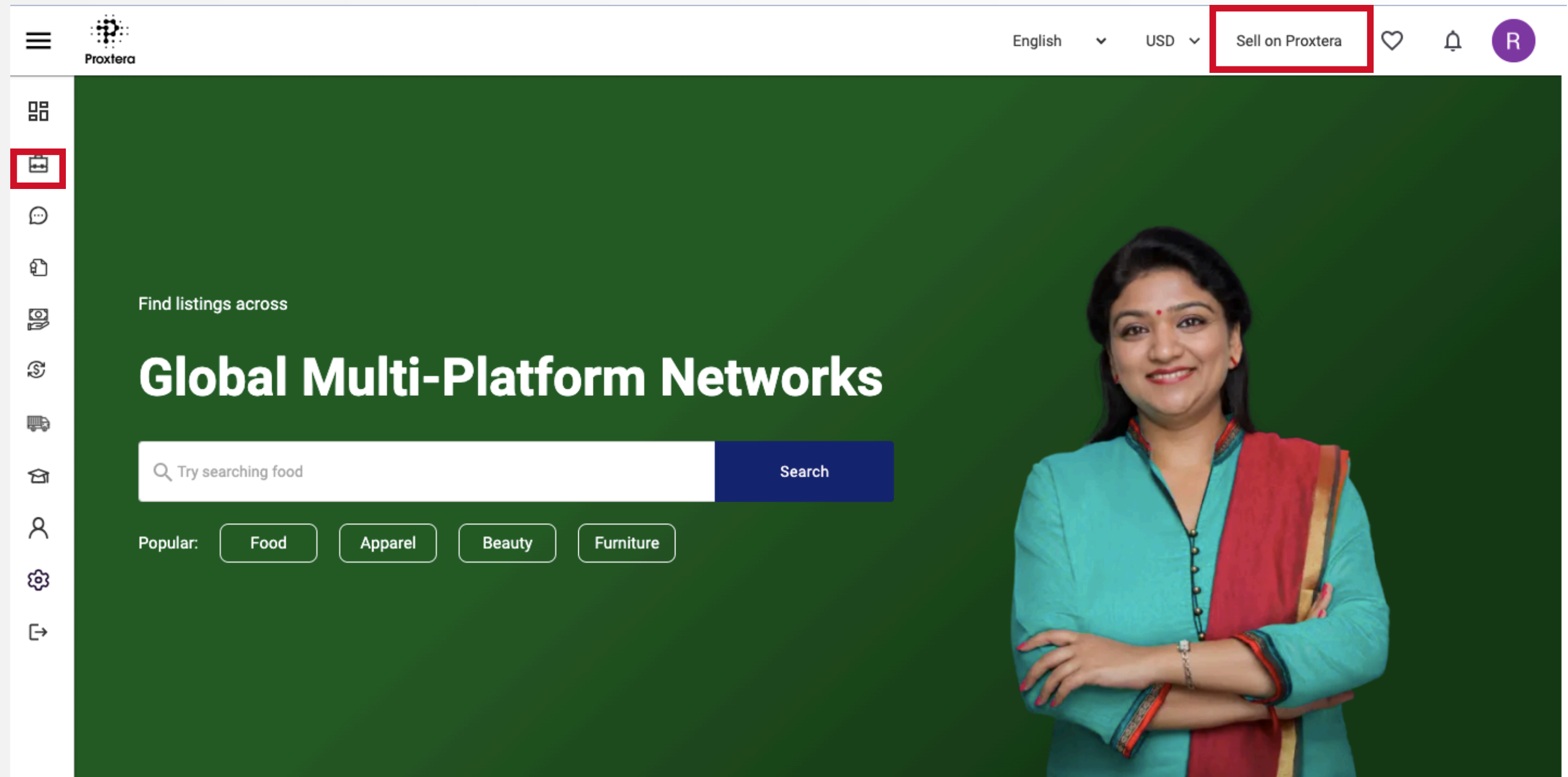
## Step 3: Verify your email address

Open your email app and locate the email from Proxtera to verify your email. Check your Spam folder if you do not see it in your mailbox.



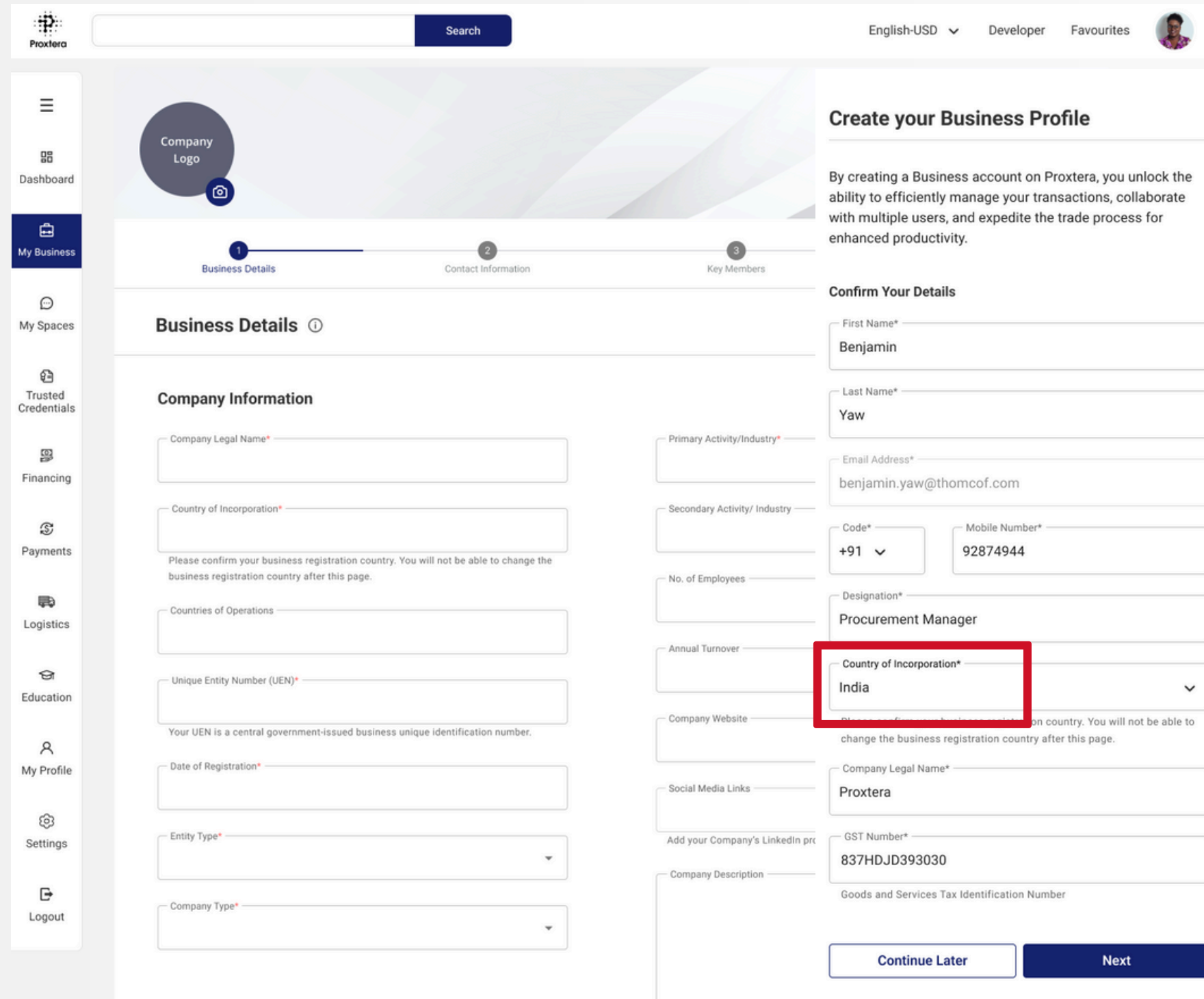
## Step 4: Complete your sign up process

Create your business profile by clicking this icon on the left nav bar or clicking on 'Sell on Proxtera'



The screenshot displays the Proxtera website interface. In the top right corner, the text "Sell on Proxtera" is highlighted with a red box. On the left side, a vertical navigation bar contains several icons, with the icon representing a business profile (a person with a checkmark) highlighted by a red box. The main content area features a green background with the text "Global Multi-Platform Networks" and a search bar containing the placeholder text "Try searching food". Below the search bar, there are buttons for "Popular:" categories: "Food", "Apparel", "Beauty", and "Furniture". A woman in a teal and red sari is visible on the right side of the page.

# Step 4: Create your Business Profile



**Create your Business Profile**

By creating a Business account on Proxtera, you unlock the ability to efficiently manage your transactions, collaborate with multiple users, and expedite the trade process for enhanced productivity.

**Confirm Your Details**

First Name\* Benjamin

Last Name\* Yaw

Email Address\* benjamin.yaw@thomcof.com

Code\* +91 Mobile Number\* 92874944

Designation\* Procurement Manager

Country of Incorporation\* India

Company Legal Name\* Proxtera

GST Number\* 837HDJD393030

Goods and Services Tax Identification Number

Continue Later Next

Select 'India' as your country.

## Step 5: Indicate if you authorize Proxtera to pull data from IDFY

Company Logo Edit

Update your company logo. Adding your logo will help your customers to recognise and remember your business.

### Create your Business Profile

As the account creator, you will be designated as the administrator granting you comprehensive control over

- Account management
- User access
- Trade facilitation on Proxtera

You will have the authority to add team members to the account and access all of Proxtera's features once your Business account is verified. Additionally, you'll have the capability to transfer the admin rights to another user if needed.

I am authorised to create an account with Proxtera. By checking this box, you confirm you have permission to create an account with Proxtera. This helps us ensure that only legitimate accounts are created, which is essential for maintaining a safe and secure platform.

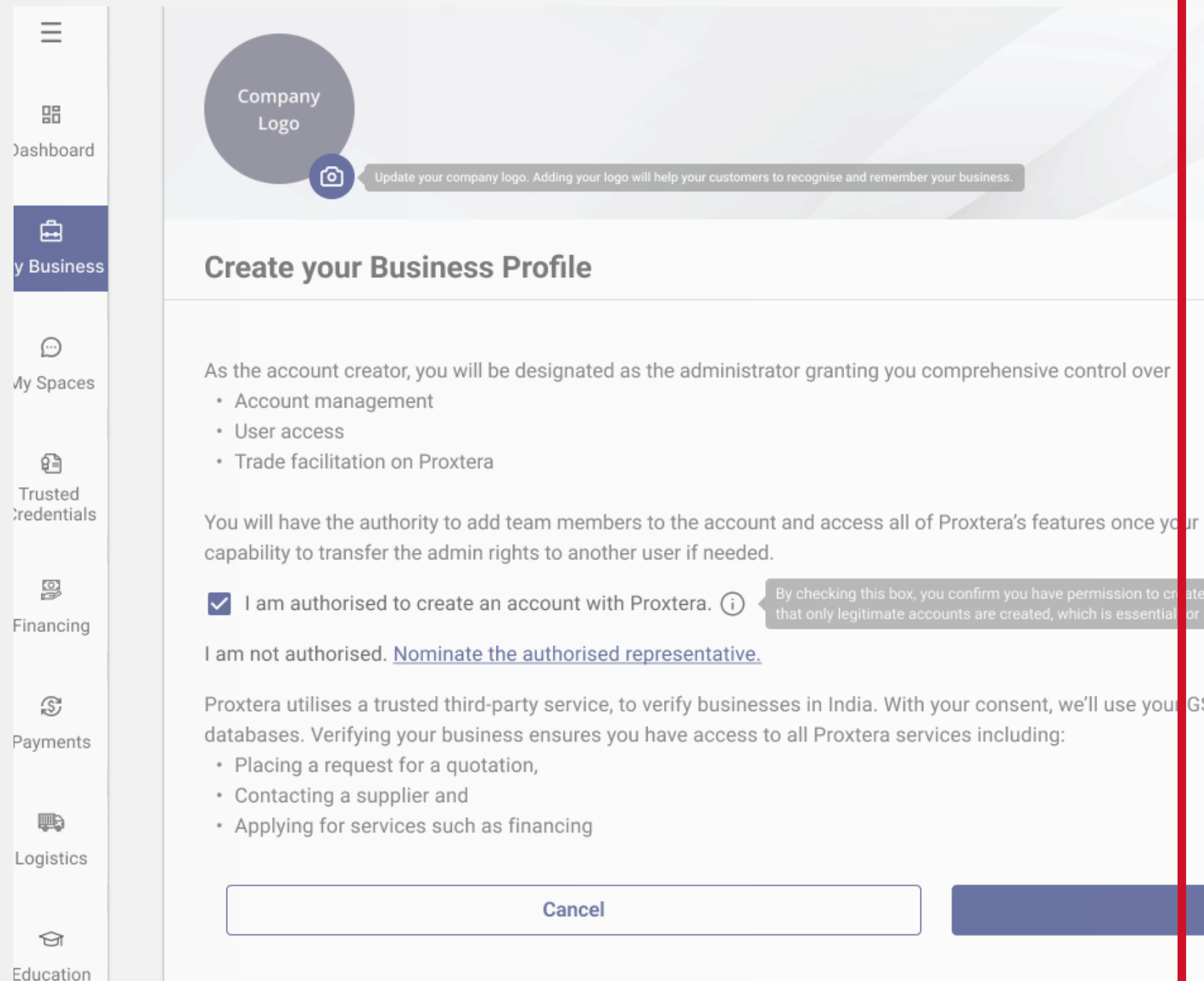
I am not authorised. [Nominate the authorised representative.](#)

Proxtera utilises a trusted third-party service, to verify businesses in India. With your consent, we'll use your GST ID to verify your data against Government of India databases. Verifying your business ensures you have access to all Proxtera services including:

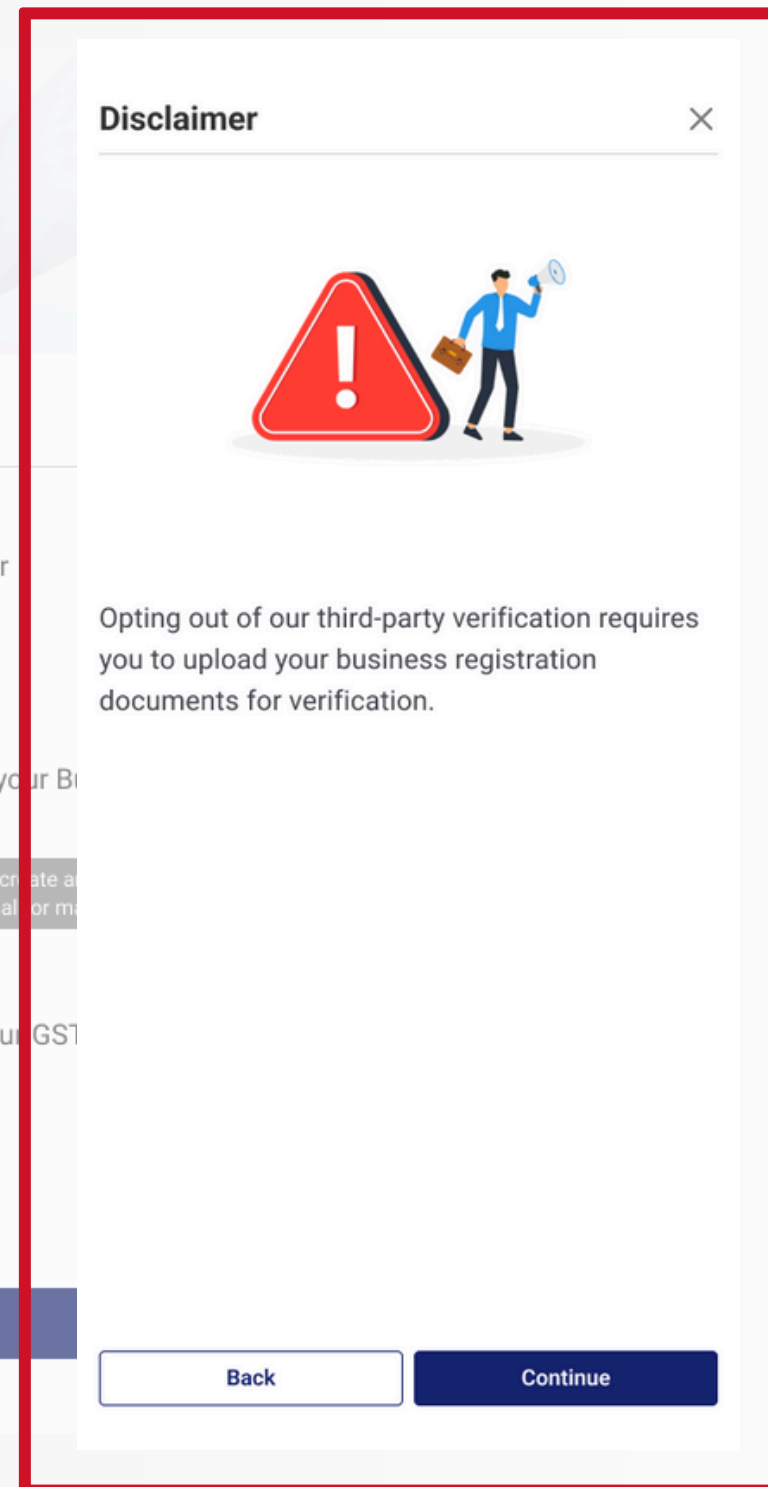
- Placing a request for a quotation,
- Contacting a supplier and
- Applying for services such as financing

Indicate if you are an authorized to create your business account and you 'agree' for Proxtera to pull your business data from Government for verification.

# Step 5: Opting out of third-party verification



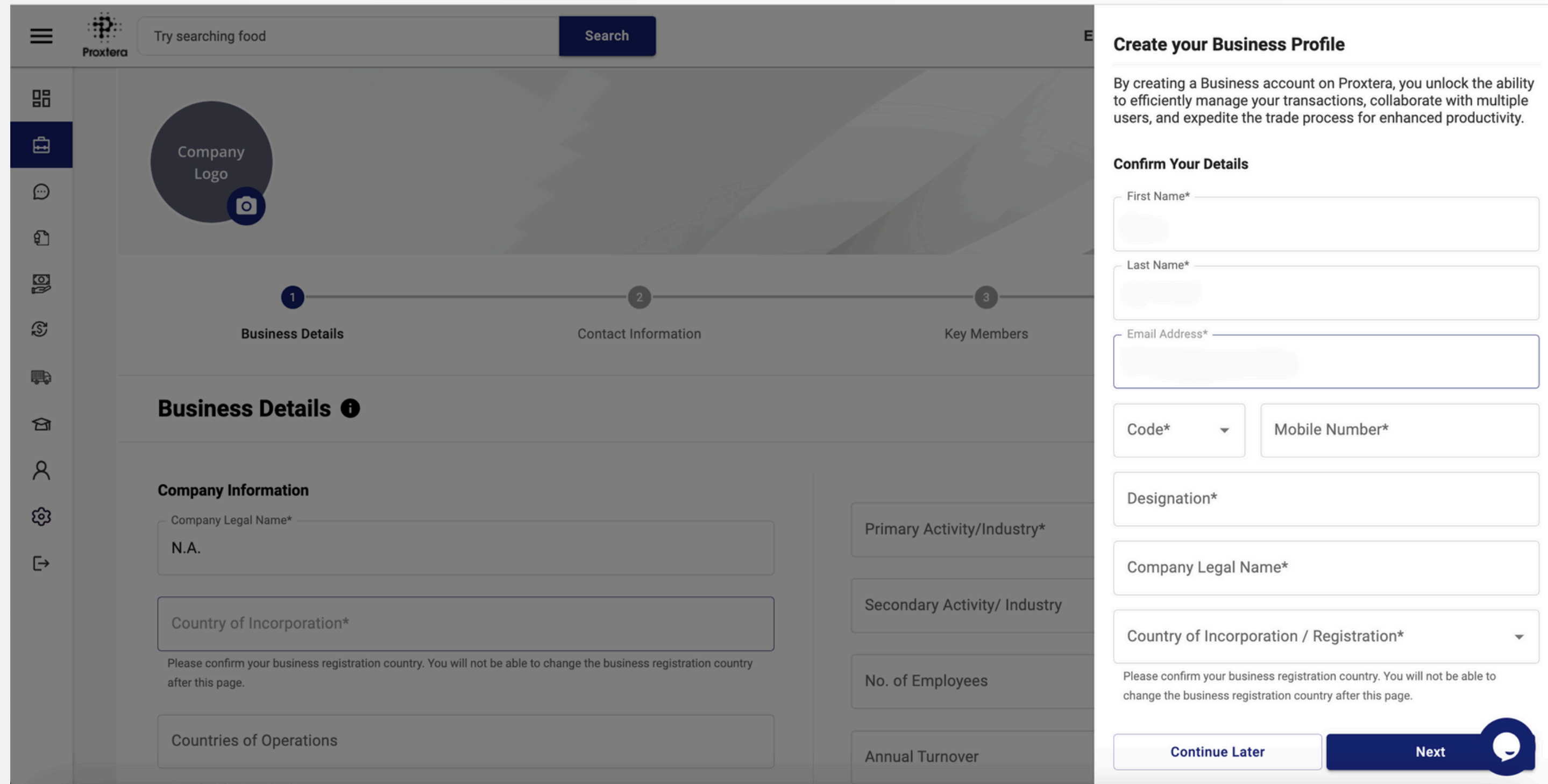
The screenshot shows the 'Create your Business Profile' page in the Proxtera dashboard. A sidebar on the left contains navigation items: Dashboard, My Business, My Spaces, Trusted Credentials, Financing, Payments, Logistics, and Education. The main content area includes a 'Company Logo' section with a placeholder and a message: 'Update your company logo. Adding your logo will help your customers to recognise and remember your business.' Below this is the 'Create your Business Profile' section, which explains that as the account creator, the user will be designated as the administrator with comprehensive control over account management, user access, and trade facilitation. It also states that the user will have the authority to add team members and transfer admin rights. A checkbox is checked, indicating the user is authorized to create an account with Proxtera. A tooltip explains that checking this box confirms the user has permission to create accounts and that only legitimate accounts are created. Below this, there is a link to 'Nominate the authorised representative'. The page also mentions that Proxtera uses a trusted third-party service to verify businesses in India, using GST databases. A list of services includes placing a request for a quotation, contacting a supplier, and applying for services such as financing. At the bottom, there are 'Cancel' and 'Continue' buttons.



The disclaimer modal window is titled 'Disclaimer' and features a red warning triangle icon with an exclamation mark and an illustration of a person with a magnifying glass. The text reads: 'Opting out of our third-party verification requires you to upload your business registration documents for verification.' At the bottom, there are 'Back' and 'Continue' buttons.

If you opt out of this step, you will be required to manually upload all the legal business documents required to complete your business profile

# Step 6: Proceed to complete business profile



The screenshot shows the Proxtera user interface for creating a business profile. The main content area is dimmed, showing a progress bar with three steps: 1. Business Details, 2. Contact Information, and 3. Key Members. The 'Business Details' section is active and contains the following fields:

- Company Information**
  - Company Legal Name\* (N.A.)
  - Country of Incorporation\*
  - Countries of Operations
- Primary Activity/Industry\***
- Secondary Activity/ Industry**
- No. of Employees**
- Annual Turnover**

A note below the Country of Incorporation field states: "Please confirm your business registration country. You will not be able to change the business registration country after this page."

The right-hand sidebar contains the following sections:

- Create your Business Profile**


By creating a Business account on Proxtera, you unlock the ability to efficiently manage your transactions, collaborate with multiple users, and expedite the trade process for enhanced productivity.
- Confirm Your Details**
  - First Name\*
  - Last Name\*
  - Email Address\*
  - Code\* (dropdown) and Mobile Number\*
  - Designation\*
  - Company Legal Name\*
  - Country of Incorporation / Registration\* (dropdown)

At the bottom of the sidebar, there are two buttons: "Continue Later" and "Next" (highlighted in blue with a speech bubble icon).

## Step 6: Complete your business profile

Click on 'Next' after filling in all the required information for your business profile.

- Dashboard
- My Business**
- My Spaces
- Trusted Credentials
- Financing
- Payments
- Logistics
- Education
- My Profile
- Settings
- Logout

Company Logo  Update your company logo. Adding your logo will help your customers to recognise and remember your business.

1 Business Details | 2 Contact Information | 3 Key Members | 4 Other Information

**Business Details** ⓘ This information will help us verify your business details.

### Company Information

Company Legal Name* INSTRIVE SOFTLABS PRIVATE LIMITED ✓	Primary Activity/Industry* Agriculture
Country of Incorporation* India ✓	Secondary Activity/ Industry
Countries of Operations* India X	No. of Employees 1-10 employees
GST Number* 837HDJD393030 ✓ <small>Goods and Services Tax Identification Number</small>	Annual Turnover 100K to 200K
Date of Registration* 2019-07-13 ✓	Company Website www.instrive.com
Entity Type* Private Limited Company ✓	Social Media Links facebook.com/thomhcof_ghana + <small>Add your Company's LinkedIn profile or other social accounts here.</small>
	Company Description  <small>0/500 characters</small>


[Back](#) [Next](#)



## Step 7: Add team members

Add details of members you want to give access to

- Dashboard
- My Business**
- My Spaces
- Trusted Credentials
- Financing
- Payments
- Logistics
- Education
- My Profile
- Settings
- Logout

Company Logo 

**Edit**

Business Details  Contact Information  **Key Members**  Other Information

### Key Members ?

Add members to your Proxtera Business account and assign them different roles, permissions and access levels.

#### Account Owner Details

System Role\*

First Name\*

Last Name\*

Designation\*

Email\*

The following information will not be displayed in your public profile.

Code\*  Mobile Number\*

Address Line 1 (e.g. Street Name)\*

#### Appointments

Full Name

Display in public profile

Designation

Display in public profile

Appointment Date

Display in public profile

Email

Display in public profile

Code  Mobile Number

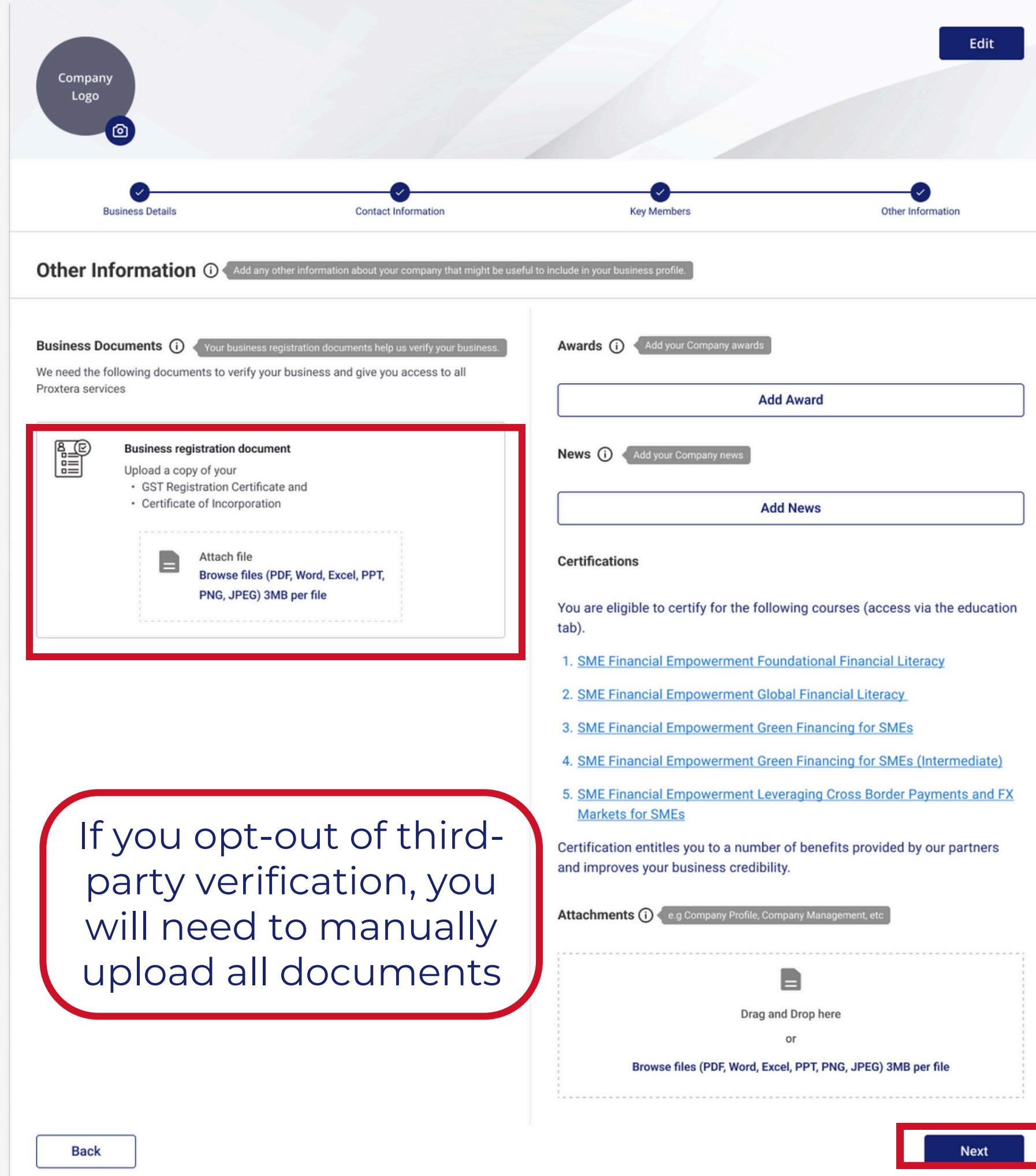
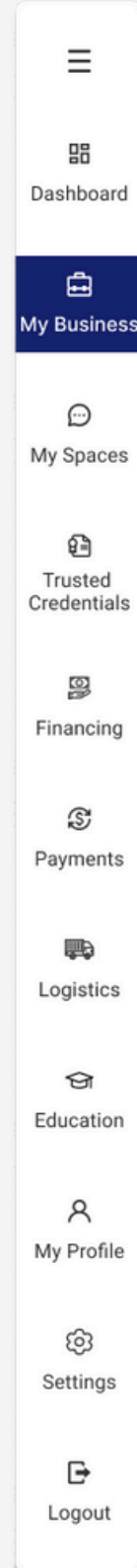
Display in public profile

**Add Appointment**



## Step 8: Complete your business profile

If you have authorized Proxtera for third-party verification, your business documents will be automatically added to your profile.



Company Logo

Business Details Contact Information Key Members Other Information

### Other Information

Add any other information about your company that might be useful to include in your business profile.

#### Business Documents

Your business registration documents help us verify your business.

We need the following documents to verify your business and give you access to all Proxtera services

**Business registration document**

Upload a copy of your

- GST Registration Certificate and
- Certificate of Incorporation

Attach file  
Browse files (PDF, Word, Excel, PPT, PNG, JPEG) 3MB per file

#### Awards

Add your Company awards

Add Award

#### News

Add your Company news

Add News

#### Certifications

You are eligible to certify for the following courses (access via the education tab).

1. [SME Financial Empowerment Foundational Financial Literacy](#)
2. [SME Financial Empowerment Global Financial Literacy](#)
3. [SME Financial Empowerment Green Financing for SMEs](#)
4. [SME Financial Empowerment Green Financing for SMEs \(Intermediate\)](#)
5. [SME Financial Empowerment Leveraging Cross Border Payments and FX Markets for SMEs](#)

Certification entitles you to a number of benefits provided by our partners and improves your business credibility.

#### Attachments

e.g Company Profile, Company Management, etc

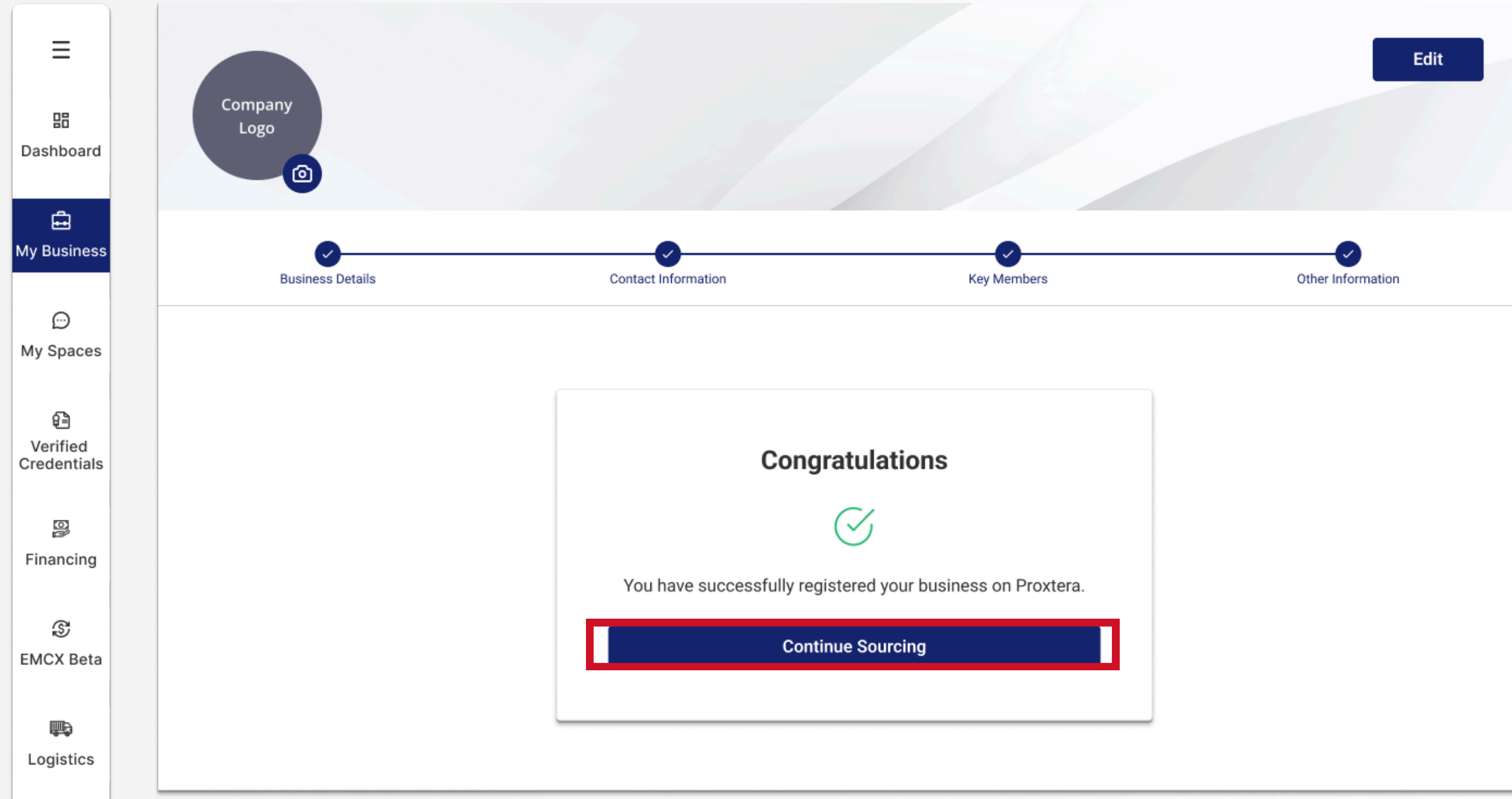
Drag and Drop here  
or  
Browse files (PDF, Word, Excel, PPT, PNG, JPEG) 3MB per file

Back Next



## Step 9: Proceed to sourcing

You will receive this confirmation once you complete your business profile.



The screenshot shows a user interface for completing a business profile. On the left is a vertical sidebar with navigation options: Dashboard, My Business (highlighted), My Spaces, Verified Credentials, Financing, EMCX Beta, and Logistics. The main content area features a header with a 'Company Logo' placeholder and an 'Edit' button. Below the header is a progress bar with four steps: Business Details, Contact Information, Key Members, and Other Information, all marked with checkmarks. A central white box contains a green checkmark icon, the text 'Congratulations', and the message 'You have successfully registered your business on Proxtera.' At the bottom of this box is a blue button labeled 'Continue Sourcing' with a red border.



## Section 2: Get Verified



Proxtera will verify the SME before they can proceed

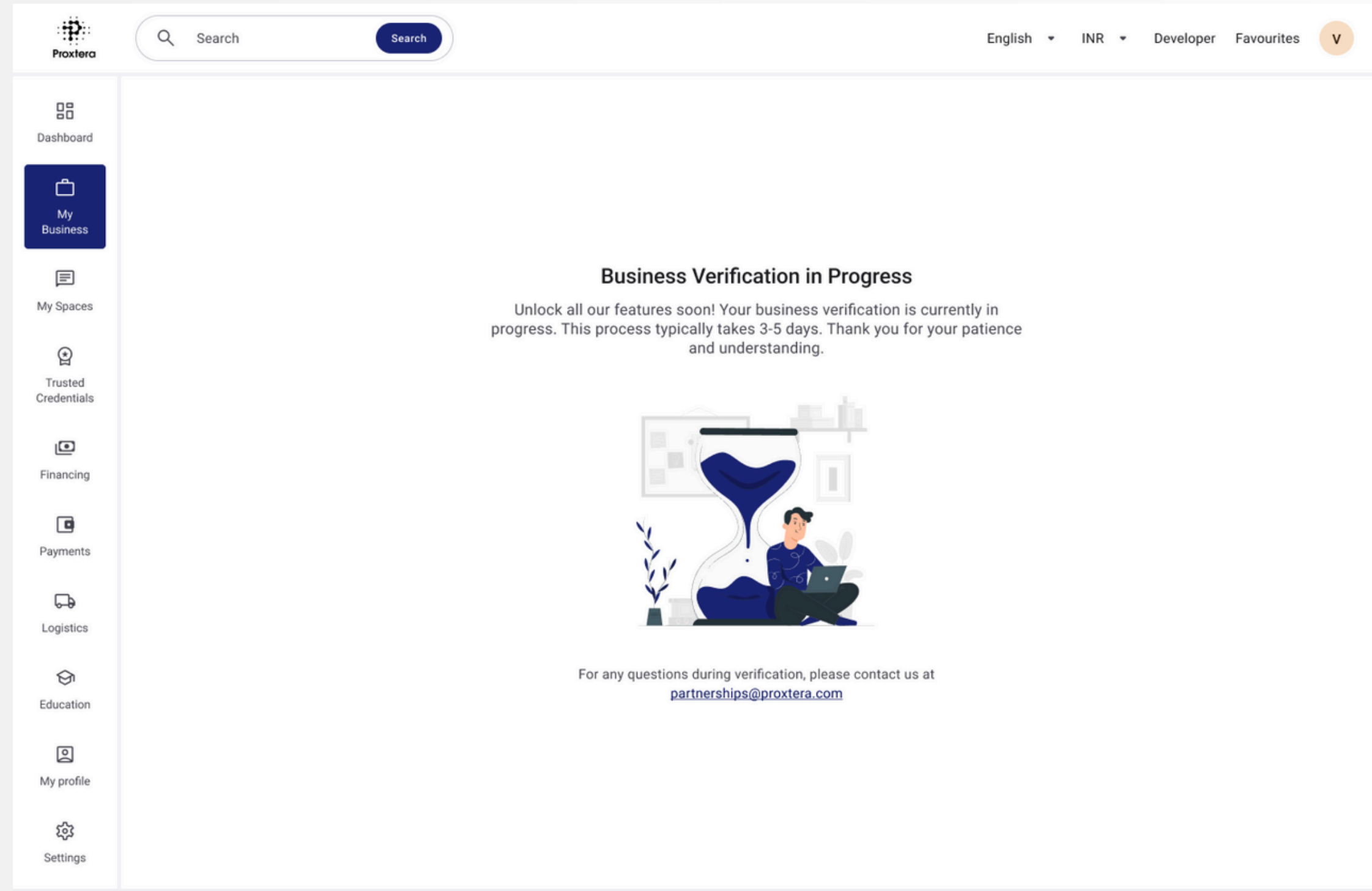
For Indian based businesses who complete their business profile **via Government Database.**

If the SME completes their business profile manually, verification will take 3-5 business days.






# Step 10: Business Verification in Progress



The screenshot shows the Proxtera user interface. At the top, there is a search bar and navigation links for 'English', 'INR', 'Developer', and 'Favourites'. A sidebar on the left contains menu items: Dashboard, My Business (highlighted), My Spaces, Trusted Credentials, Financing, Payments, Logistics, Education, My profile, and Settings. The main content area displays the following text:

**Business Verification in Progress**

Unlock all our features soon! Your business verification is currently in progress. This process typically takes 3-5 days. Thank you for your patience and understanding.




For any questions during verification, please contact us at [partnerships@proxtera.com](mailto:partnerships@proxtera.com)

This step will be applicable if you have opted out of government business data verification.



## Step 11: Verification Confirmation

You will receive an update on your verification status via email.



Hi,

Congratulations on completing your business profile!

As a verified business you can:

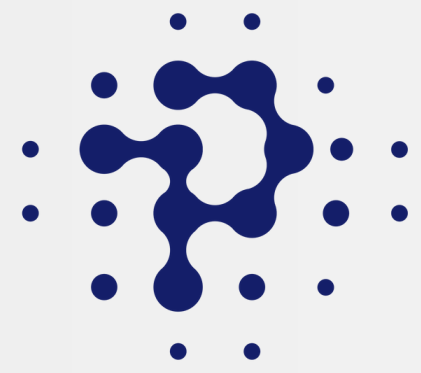
- **Add team members** to your account
- Begin sourcing **from Asia and parts of Africa**
- **Negotiate directly with sellers**
- **Access our services:** Explore financing & cross border payment options
- **List on our network:** View our step-by-step guide

[Begin Sourcing](#)

**Looking to build your financial literacy?**  
Check out our education platform, SME Financial Empowerment with your Proxtera Plus login and begin your literacy journey!

Congratulations, you are now a Verified Business on Proxtera Network.





# Proxtera

Buyer

## Section 3: Buying on Proxtera Network

3



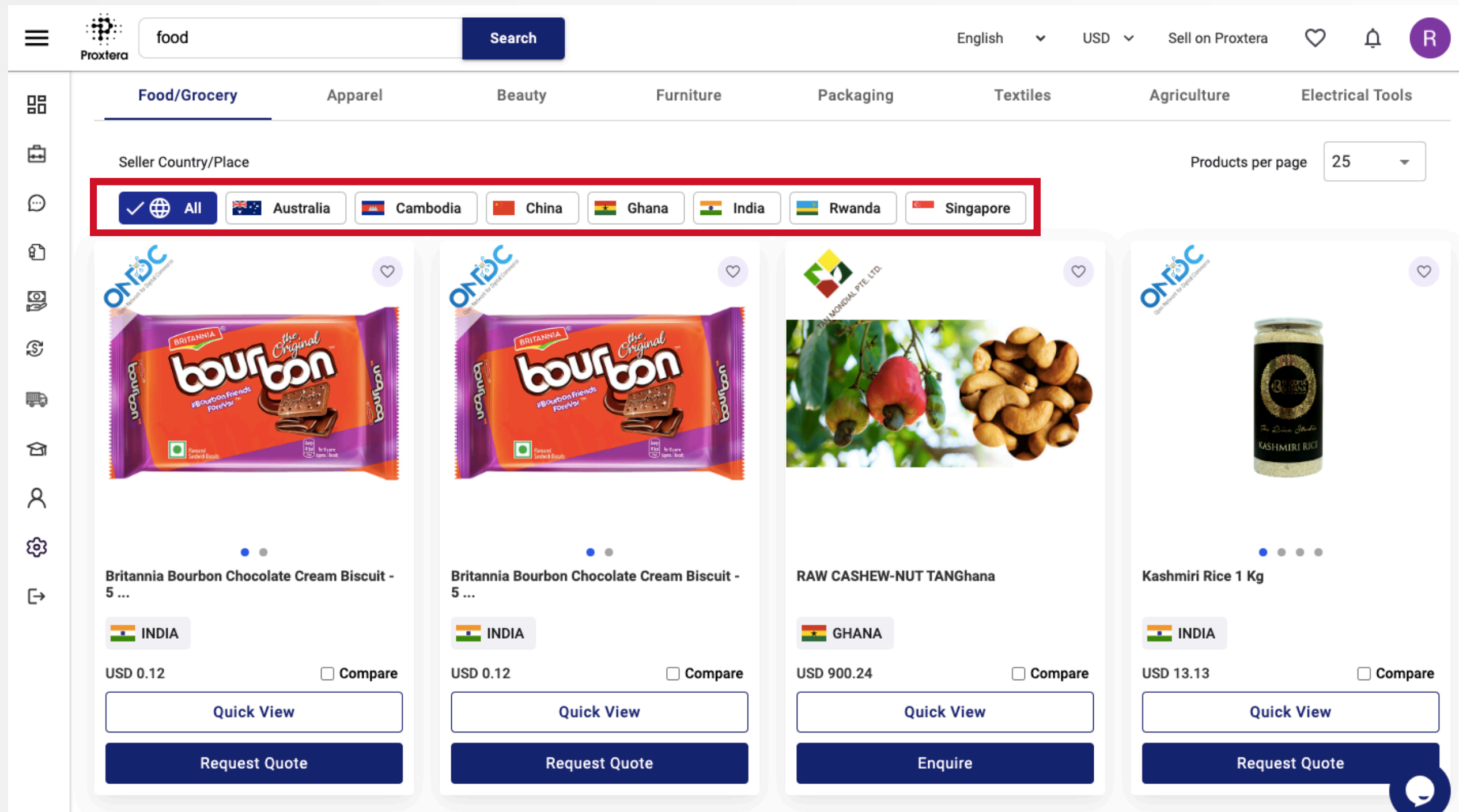
- Search for products
- Negotiate directly with Seller
- Create a Purchase Order

If your SMEs are keen on buying items from other countries, they can search for their product of choice and reach out to the seller directly. Actions that can be taken:

- Request for Quotation
- Request for Sample
- Get Financing
- Complete Cross Border Payments



# Step 12: Search for products on the Proxtera Network

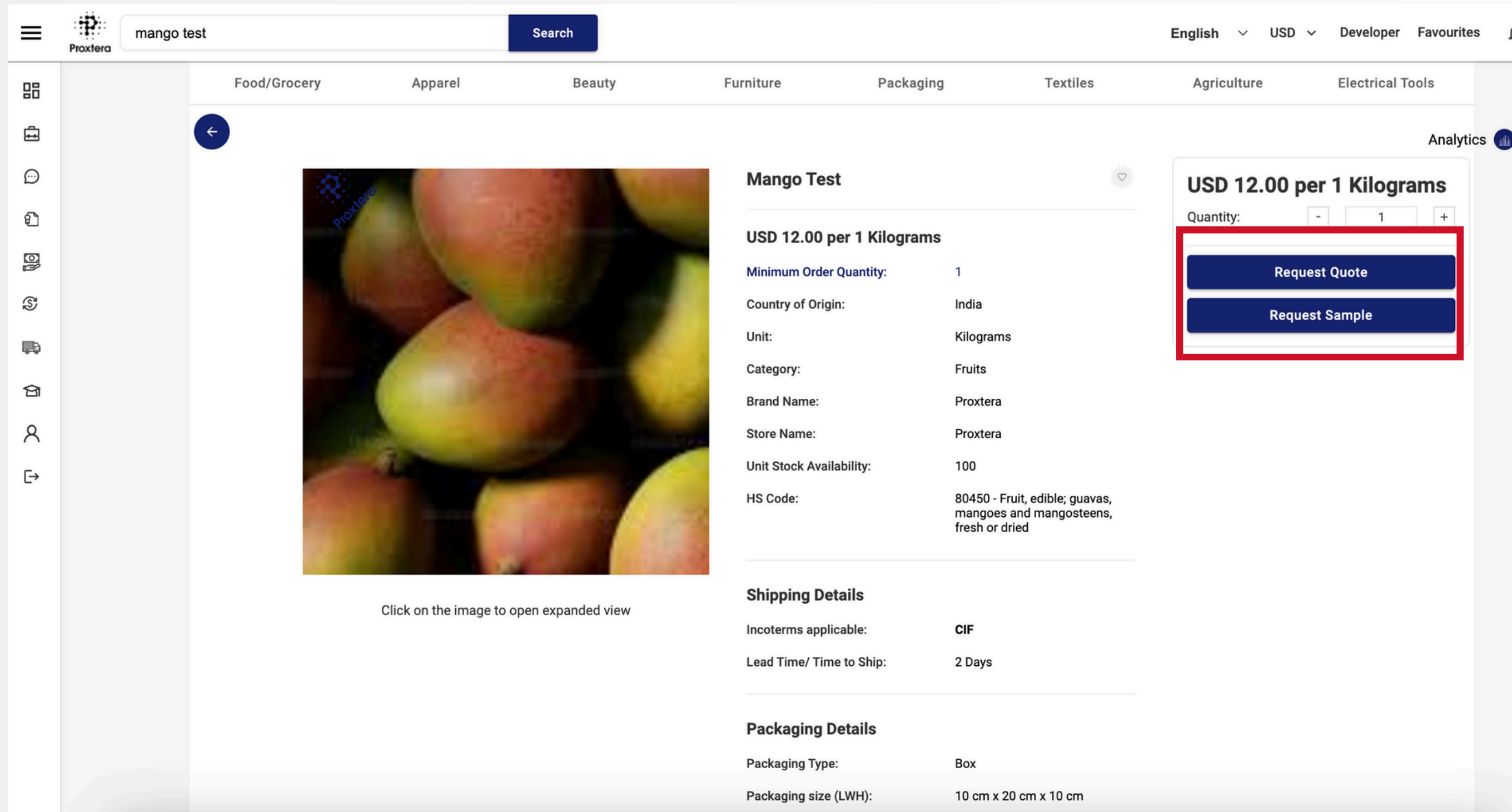


The screenshot shows the Proxtera search results for 'food'. The 'Seller Country/Place' filter is highlighted with a red box, showing options for All, Australia, Cambodia, China, Ghana, India, Rwanda, and Singapore. The search results display four product cards:

- Product 1:** Britannia Bourbon Chocolate Cream Biscuit - 5 ... (INDIA, USD 0.12, Quick View, Request Quote)
- Product 2:** Britannia Bourbon Chocolate Cream Biscuit - 5 ... (INDIA, USD 0.12, Quick View, Request Quote)
- Product 3:** RAW CASHEW-NUT TANGhana (GHANA, USD 900.24, Quick View, Enquire)
- Product 4:** Kashmiri Rice 1 Kg (INDIA, USD 13.13, Quick View, Request Quote)

Filter by Partner Platform Country of your choice

# Step 13: Negotiate directly with Seller



The screenshot shows the Proxtera product page for 'Mango Test'. The search bar at the top contains 'mango test'. The product is priced at USD 12.00 per 1 Kilograms. The page includes a navigation menu with categories like Food/Grocery, Apparel, Beauty, Furniture, Packaging, Textiles, Agriculture, and Electrical Tools. The product details section lists the following information:

<b>Mango Test</b>	
<b>USD 12.00 per 1 Kilograms</b>	
Minimum Order Quantity:	1
Country of Origin:	India
Unit:	Kilograms
Category:	Fruits
Brand Name:	Proxtera
Store Name:	Proxtera
Unit Stock Availability:	100
HS Code:	80450 - Fruit, edible; guavas, mangoes and mangosteens, fresh or dried

Shipping Details:

Incoterms applicable:	<b>CIF</b>
Lead Time/ Time to Ship:	2 Days

Packaging Details:

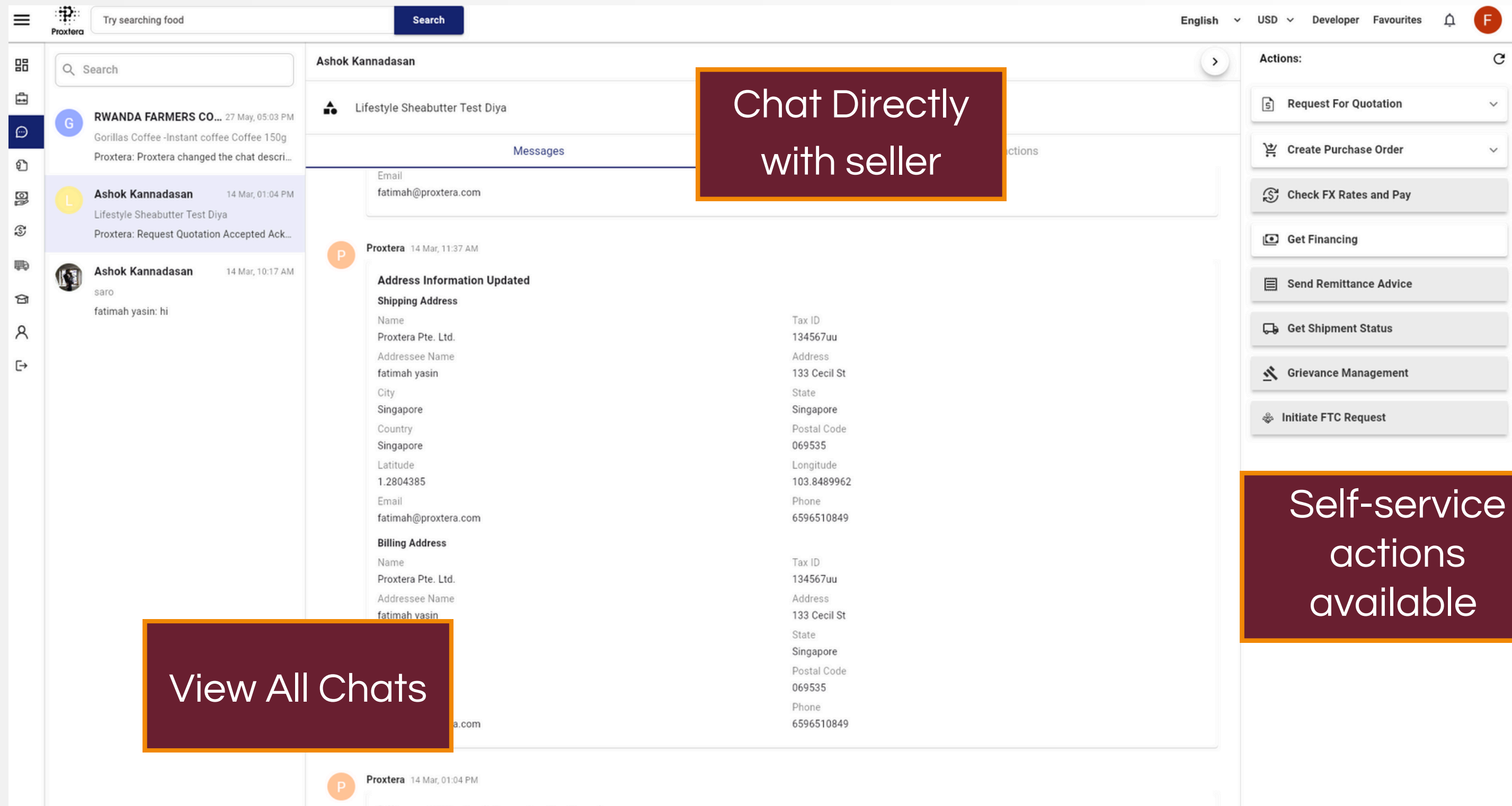
Packaging Type:	Box
Packaging size (LWH):	10 cm x 20 cm x 10 cm

The 'Request Quote' and 'Request Sample' buttons are highlighted with a red box. Below the product image, there is a text prompt: 'Click on the image to open expanded view'.

Once you have selected a product, you can Request a Quote or Request a Sample from the seller



# Step 14: Proxtera Spaces



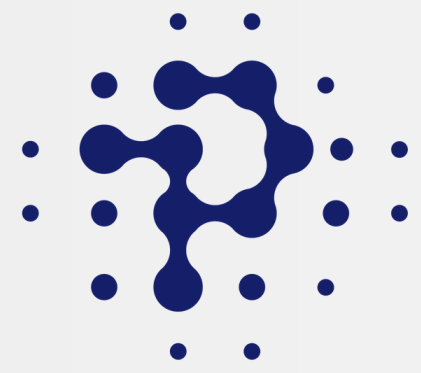
The screenshot displays the Proxtera user interface. At the top, there is a search bar with the text "Try searching food" and a "Search" button. The right side of the header shows language ("English"), currency ("USD"), and user profile ("Developer", "Favourites", "F").

The main content area is divided into three sections:

- Left Panel (Chat List):** A list of chat conversations. The selected chat is with "Ashok Kannadasan" regarding "Lifestyle Sheabutter Test Diya". Other chats include "RWANDA FARMERS CO..." and another "Ashok Kannadasan" chat.
- Center Panel (Chat Details):** Shows the selected chat with "Ashok Kannadasan". It includes a "Messages" section and a "Proxtera" notification titled "Address Information Updated". The notification details shipping and billing addresses for "Proxtera Pte. Ltd." in Singapore, including fields for Name, Address, State, City, Country, Postal Code, Latitude, Longitude, Tax ID, and Phone.
- Right Panel (Actions):** A list of self-service actions available for the selected chat, including "Request For Quotation", "Create Purchase Order", "Check FX Rates and Pay", "Get Financing", "Send Remittance Advice", "Get Shipment Status", "Grievance Management", and "Initiate FTC Request".

Three callout boxes highlight key features:

- Chat Directly with seller:** A dark red box with white text pointing to the chat header.
- View All Chats:** A dark red box with white text pointing to the chat list.
- Self-service actions available:** A dark red box with white text pointing to the actions panel.



# Proxtera

Seller

## Section 4: Create your product catalogue

4

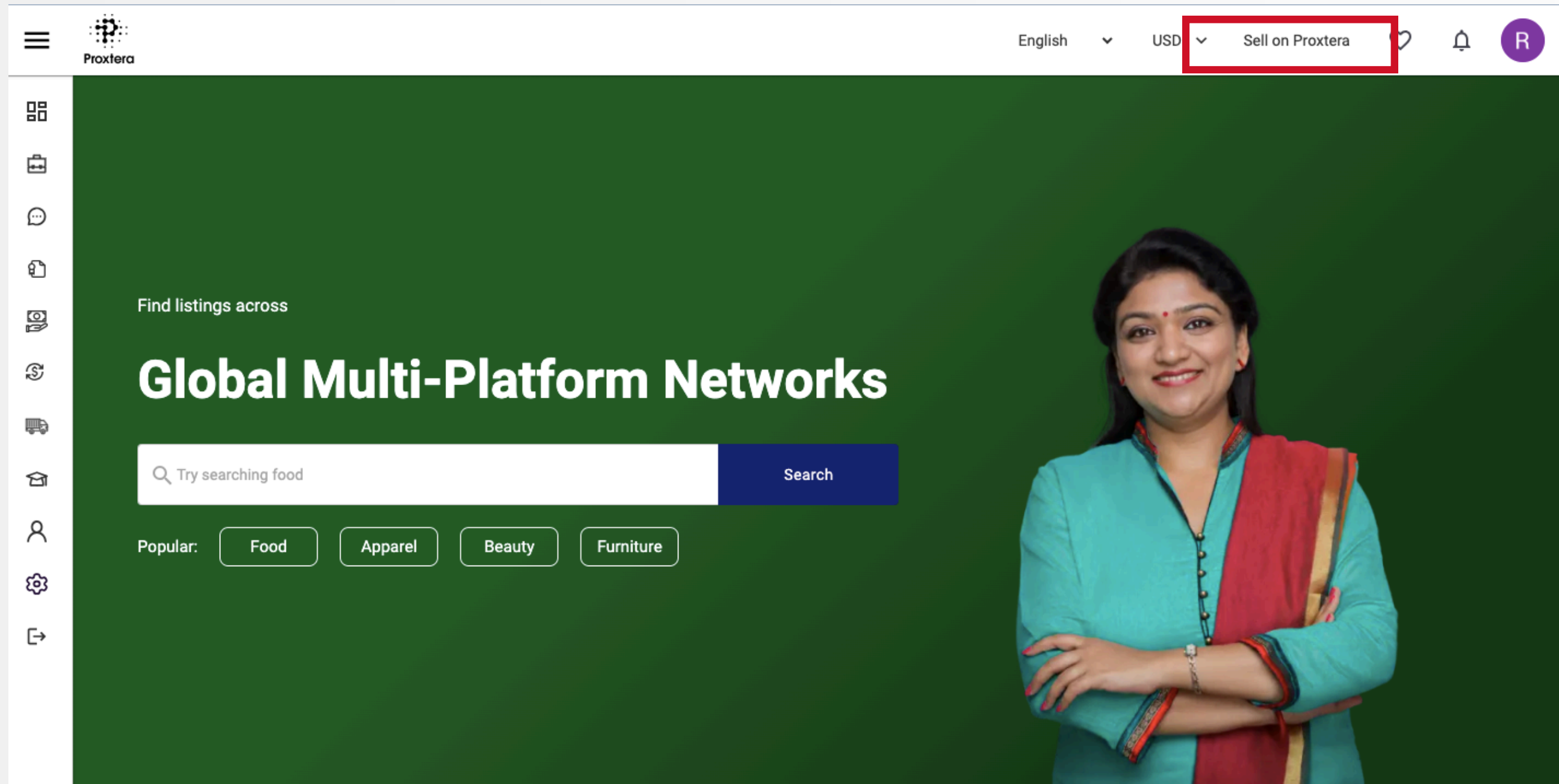


- Complete Seller profile
- Create product catalogue
- Upload product listing

SMEs who are keen on exporting can create their own storefront and product catalogue. This will comprise product details, technical specification, pricing, payment terms etc.



## Step 15: Sell on the Proxtera Network



Proceed to your dashboard and **Click Sell on Proxtera**


## Step 16: Choose to sell with our partner seller platforms directly on the Px Network

### Seller Platforms


**How to get started?**  
Signing up to your desired marketplace has never been easier! Simply click on the logo of your chosen platform, review their Terms & Conditions, and begin the process.

- **Onboard to the marketplace of your choice**  
Browse through operational and product information of a wide variety of marketplaces, before choosing your desired platform!
- **Upload your catalogue and begin selling**  
Sign up to your chosen marketplace and upload your catalogue for selling!

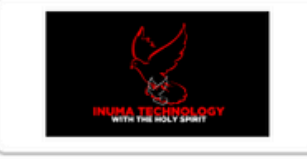
Filter By:



**About:**  
Tap into a global network for buying and selling.  
**Based In:**  
Global  
**Operating Countries/Continent:**  
Singapore, Australia, Global  
**Popular Products:**  
Animals & Pet Supplies, Fashion Apparel Fabrics, Arts & Entertainment, Baby & Toddler, Construction & Real Estate, Fintech Services, Cameras & Optics, Beauty & Personal care, Food & Beverages, Religious & Ceremonial, Furniture, Home & Office, Luggage & Bags, Media, School & Office Supplies, Computer Hardware & Software, Toys & Games, Vehicles & Parts



**About:**  
Connecting farmers to global food buyers and growing with them to provide a competitive edge across  
**Based In:**  
Ghana  
**Operating Countries/Continent:**  
Ghana, India, Africa, Singapore, Japan, China, United Arab Emirates, Germany, Netherlands, United Kingdom  
**Popular Products:**  
Roots & Tubers, Grains & Cereals, Fruits & Vegetables, Agrochemicals, Agronomic Support, Fashion &



**About:**  
Focusing on most recent and futuristic technology through research and testing to create interation  
**Based In:**  
Rwanda  
**Operating Countries/Continent:**  
Africa, Algeria, Burundi, Cameroon, DRC, Egypt, Ethiopia, Ghana, Haiti, Israel, Ivory Coast, Malawi, Mali, Russia, Rwanda, Senegal, Singapore, Sweden, Tanzania, Thailand, Tunisia, Turkey, Uganda  
**Popular Products:**  
Smart House System, Beauty & Personal care, Computer Hardware & Software, Construction & Real Estate, Fashion Apparel Fabrics, Agriculture & Farming, Fintech Services, Food & Beverages, Home & Office, Housewares & Supplies

Click on Proxtera to start listing your products

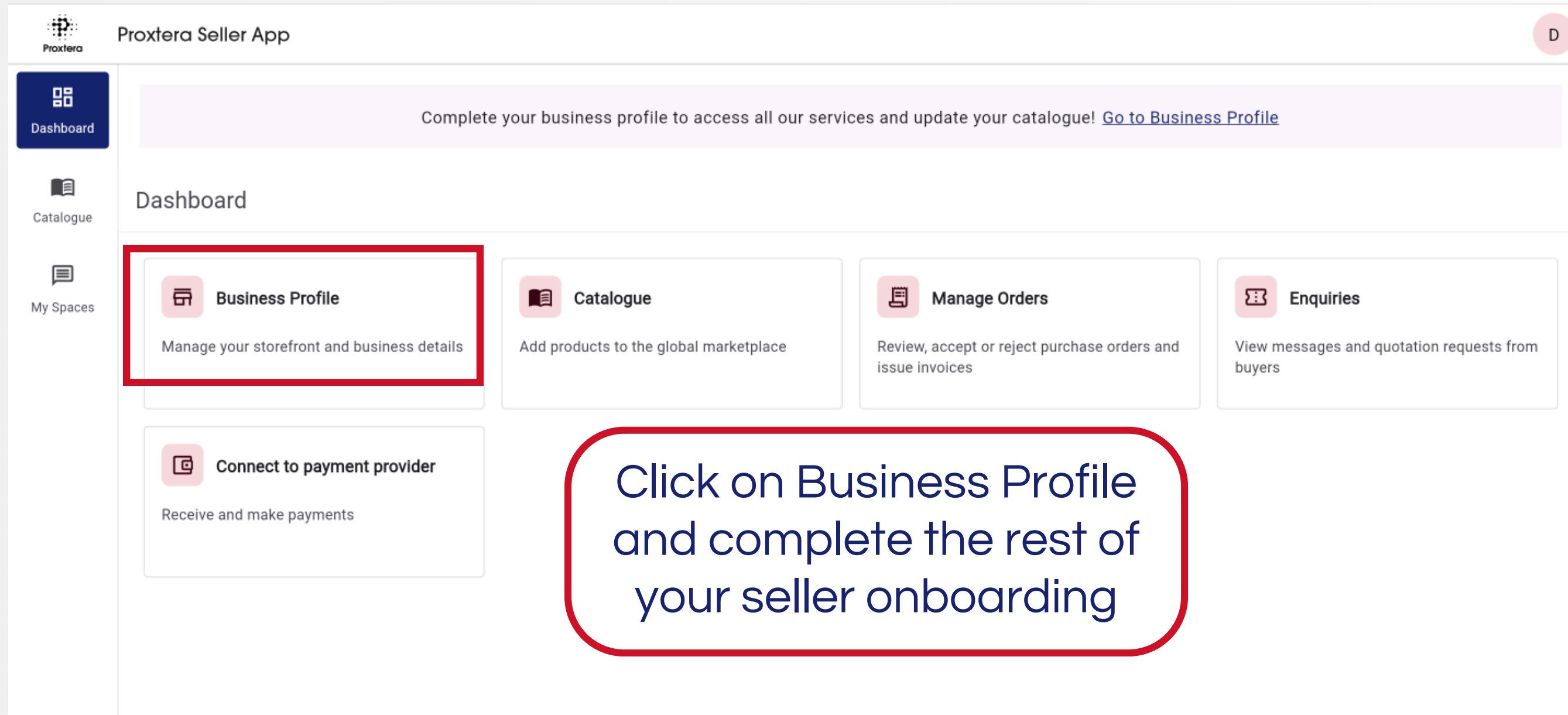


**About:**  
A Business Enablement Platform committed to making SME businesses simpler, more profitable and enjoyable  
**Based In:**  
Mumbai, India  
**Operating Countries/Continent:**  
Australia, Canada, Czech Republic, Hong Kong, India, Kuwait, Maldives, Oman, Pakistan, Philippines, Singapore, Sri Lanka, Switzerland, Thailand, United Arab Emirates, USA, Vietnam  
**Popular Products:**  
Agriculture & Farming, Beauty & Personal care, Computer Hardware & Software, Construction & Real Estate, Fashion Apparel Fabrics



**About:**  
A B2B marketplace that focuses on SME businesses who want to connect to new opportunities and have access to new countries to promote and sell their goods across Africa and beyond  
**Based In:**  
Ghana  
**Operating Countries/Continent:**  
Africa, Global  
**Popular Products:**  
Food & Beverages, Beauty & Personal care, Agriculture & Farming, Housewares & Supplies, Home & Office, Fintech Services

## Step 17: Complete your Seller Profile



Proxtera Seller App

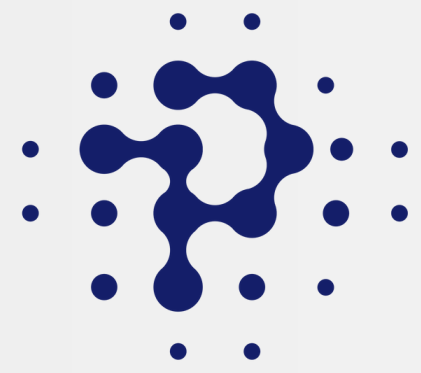
Complete your business profile to access all our services and update your catalogue! [Go to Business Profile](#)

Dashboard

- Business Profile**  
Manage your storefront and business details
- Catalogue**  
Add products to the global marketplace
- Manage Orders**  
Review, accept or reject purchase orders and issue invoices
- Enquiries**  
View messages and quotation requests from buyers
- Connect to payment provider**  
Receive and make payments

Click on Business Profile and complete the rest of your seller onboarding





# Proxtera

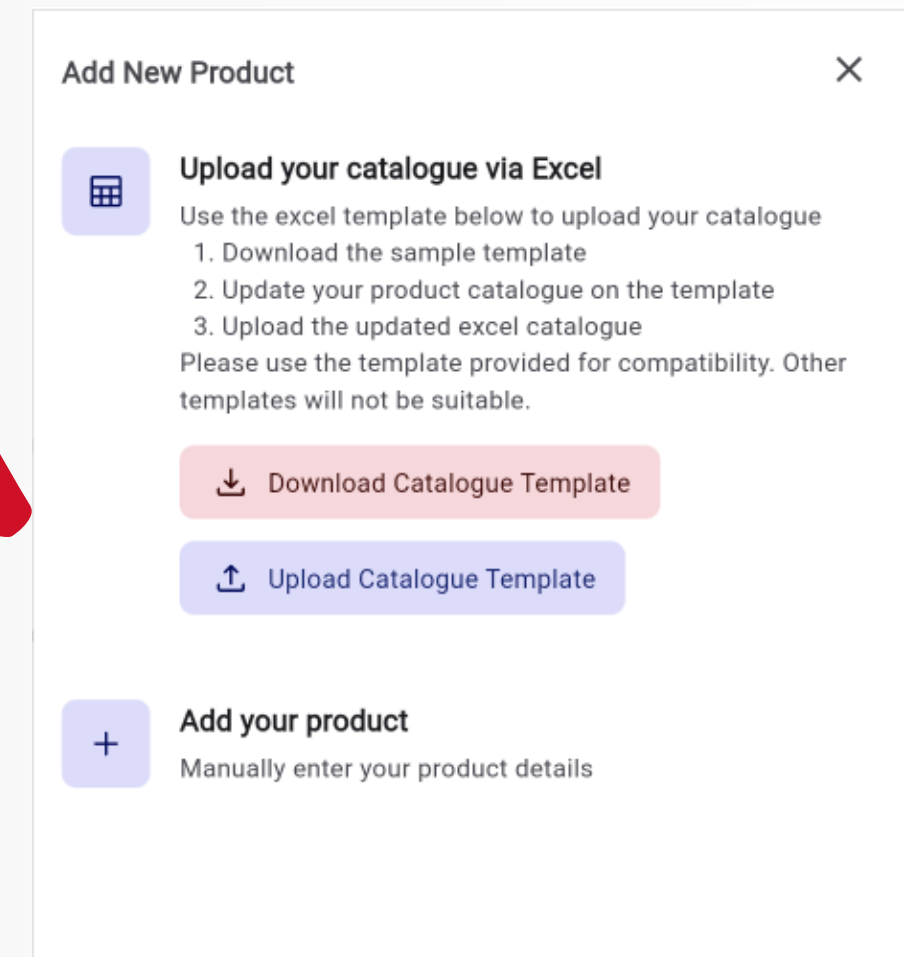
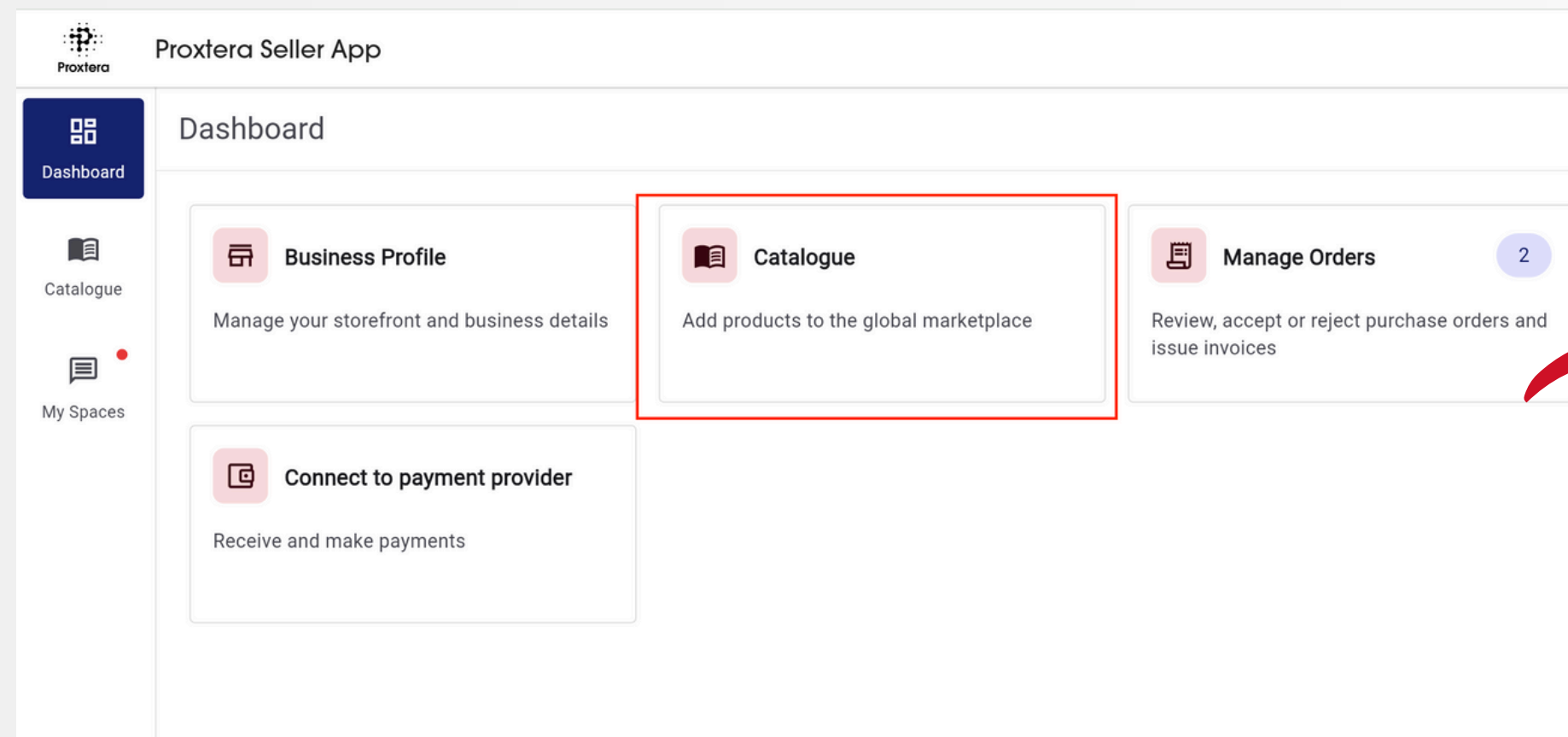


## Additional data fields to complete Seller Business Profile

- Store Name (if it differs from Company Legal Name)
- Store Description
- Store Logo
- Store Address
- Certificates & Licenses (if applicable)

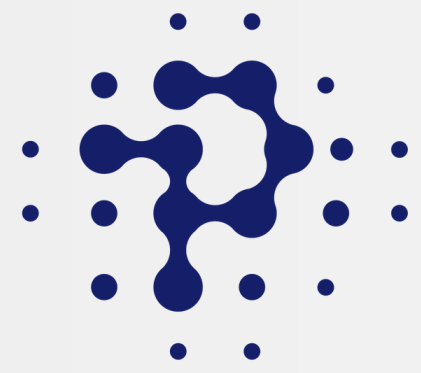


# Step 18: Add your Catalogue



Add a single product or do a bulk upload

You will be able to edit and delete your product after uploading it



# Proxtera

Seller

## Section 5: Selling on Proxtera Network

5



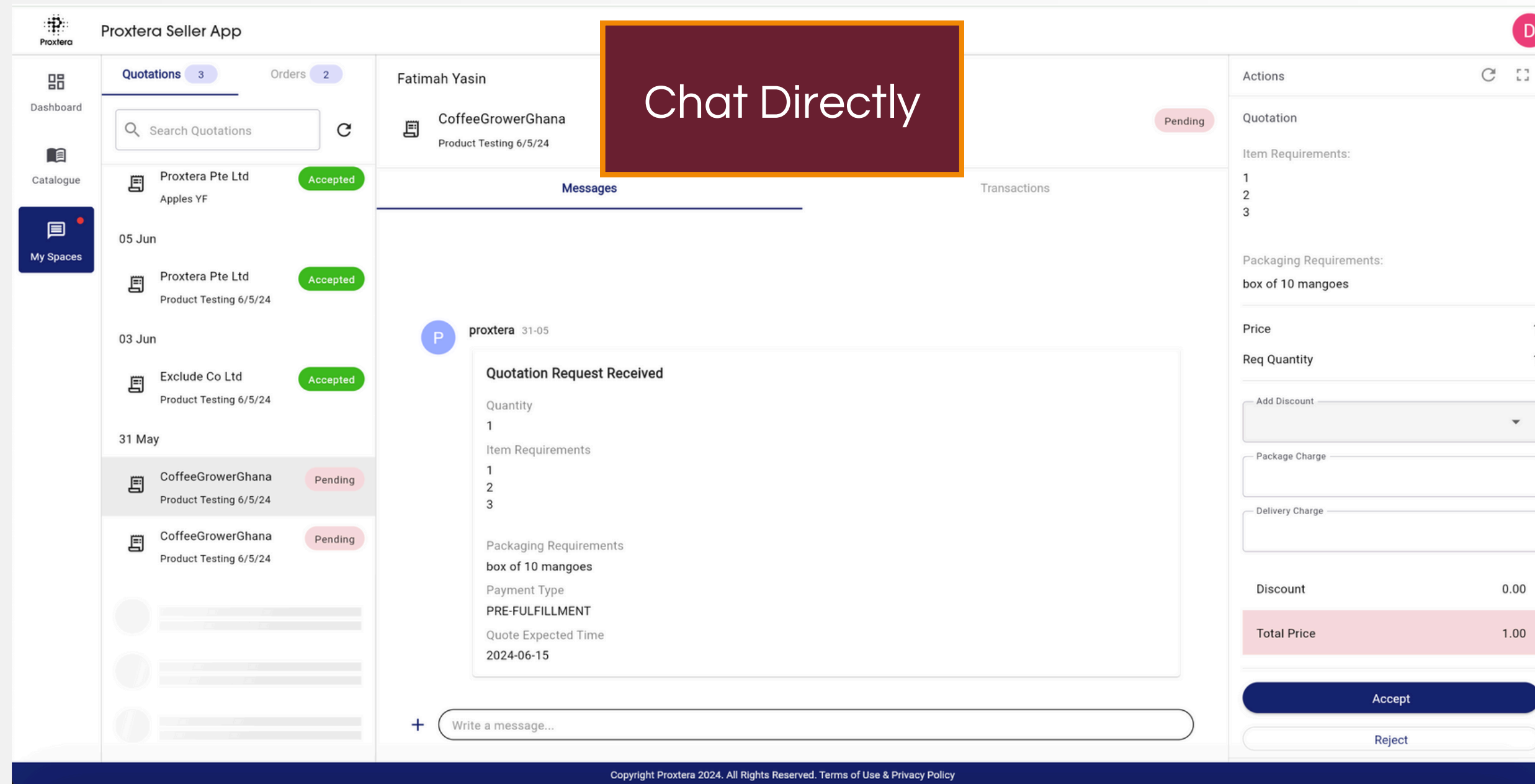
Now with the SME having a digital store on Proxtera, they can start selling and marketing their products to interested buyers.

- Negotiate with Buyer
- Accept purchase order
- Create invoice





## Step 19: Negotiate with Buyer



The screenshot displays the Proxtera Seller App interface. A central chat window is open with a buyer named 'Fatimah Yasin' from 'CoffeeGrowerGhana'. A dark red box with the text 'Chat Directly' is overlaid on the chat area. The chat message shows a 'Quotation Request Received' with the following details:

- Quantity: 1
- Item Requirements: 1, 2, 3
- Packaging Requirements: box of 10 mangoes
- Payment Type: PRE-FULFILLMENT
- Quote Expected Time: 2024-06-15

The interface also shows a list of quotations on the left, with the current one from 'CoffeeGrowerGhana' marked as 'Pending'. On the right, there are fields for 'Add Discount', 'Package Charge', and 'Delivery Charge', along with a summary showing a 'Total Price' of 1.00. At the bottom of the chat window, there are 'Accept' and 'Reject' buttons.

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# Step 20: Accept Purchase Order

Proxtera Seller App

Quotations 3 Orders 2

Diya Malaney

Exclude Co Ltd  
Product Testing 6/5/24

Pending

Messages

Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Transactions

Diya Malaney 07-06

Purchase Order Received

Item	Price / Item	Quantity	Total
Product Testing 6/5/24	1.00 USD	10	10.00 USD
Discount	-	-	-0.00 USD
Delivery Charges	-	-	0.00 USD
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Write a message...

Actions

Quotation

Purchase Order

Quantity 10

Item Requirement Testing

Packaging Requirement Testing

Payment Type PRE-FULFILLMENT

City SG

Accept

Reject

Invoice

Order Status Update

View details of the order and Accept PO

## Mediation Services on Proxtera Trade Portal

Mediation services available on Proxtera Trade Portal through Singapore International Mediation Center

[Learn more](#)



SINGAPORE  
INTERNATIONAL  
MEDIATION CENTRE

Coming Soon



Financial Services



ESCROW



# Thank you

To empower SMEs and unlocking their global potential

Contact us at:

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[proxtera.com](http://proxtera.com) | [smefe.org](http://smefe.org)



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