

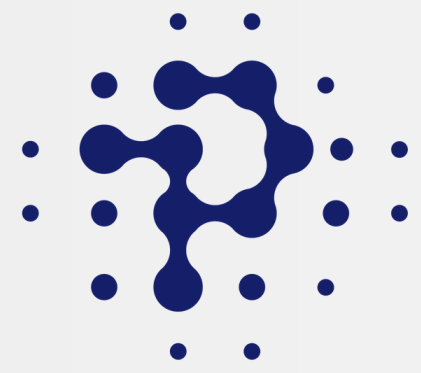


# Proxtera

## 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



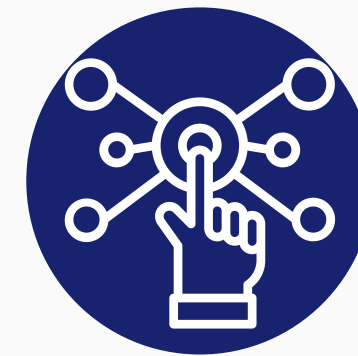
Uniform Product Details



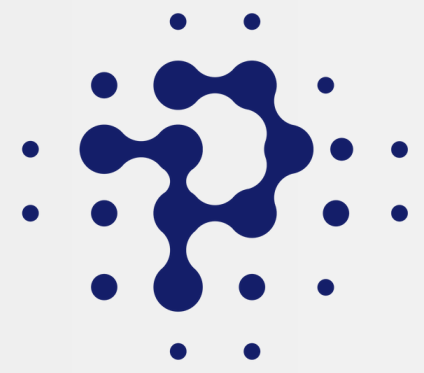
Simplified cross border  
Payment Solutions



Digital Audit Trail



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



# Proxtera



## Markets you get access



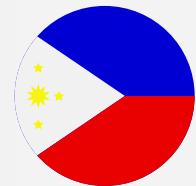
GHANA



CAMBODIA



RWANDA



PHILIPINES



INDIA



CHINA

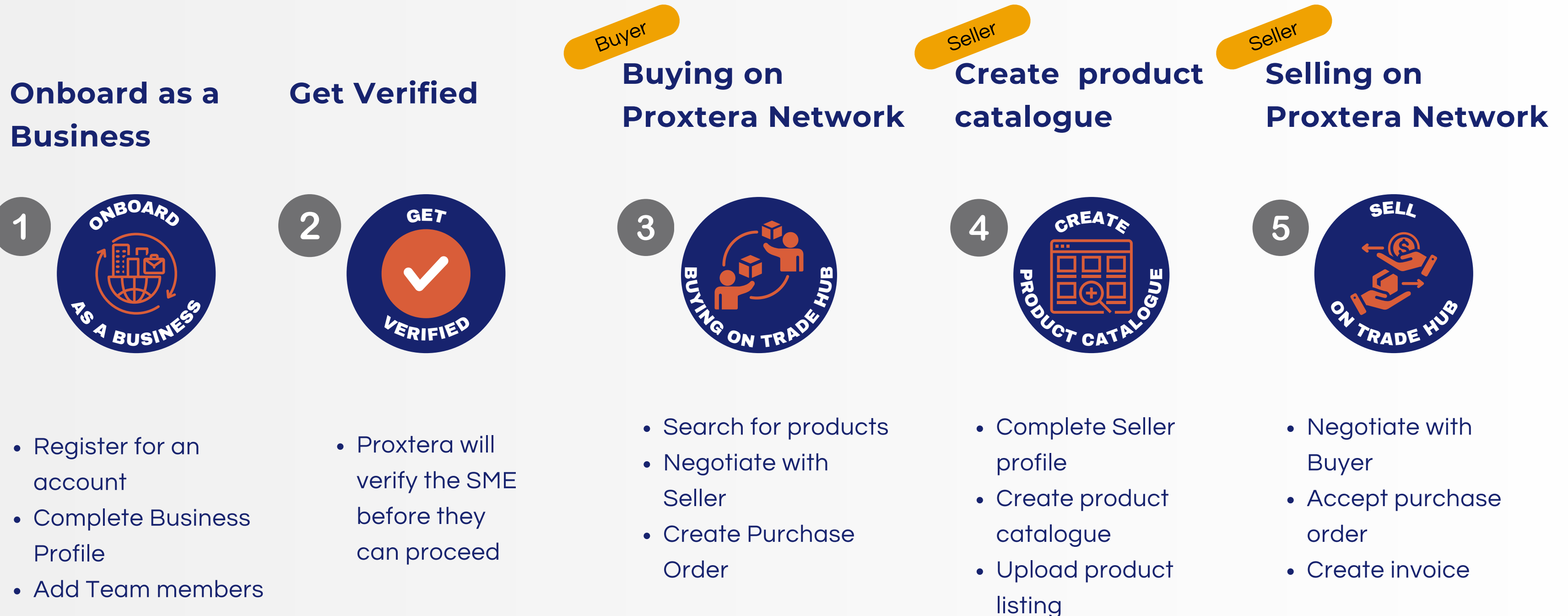


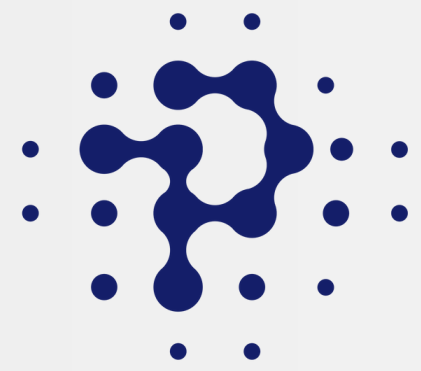
SINGAPORE





# 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.

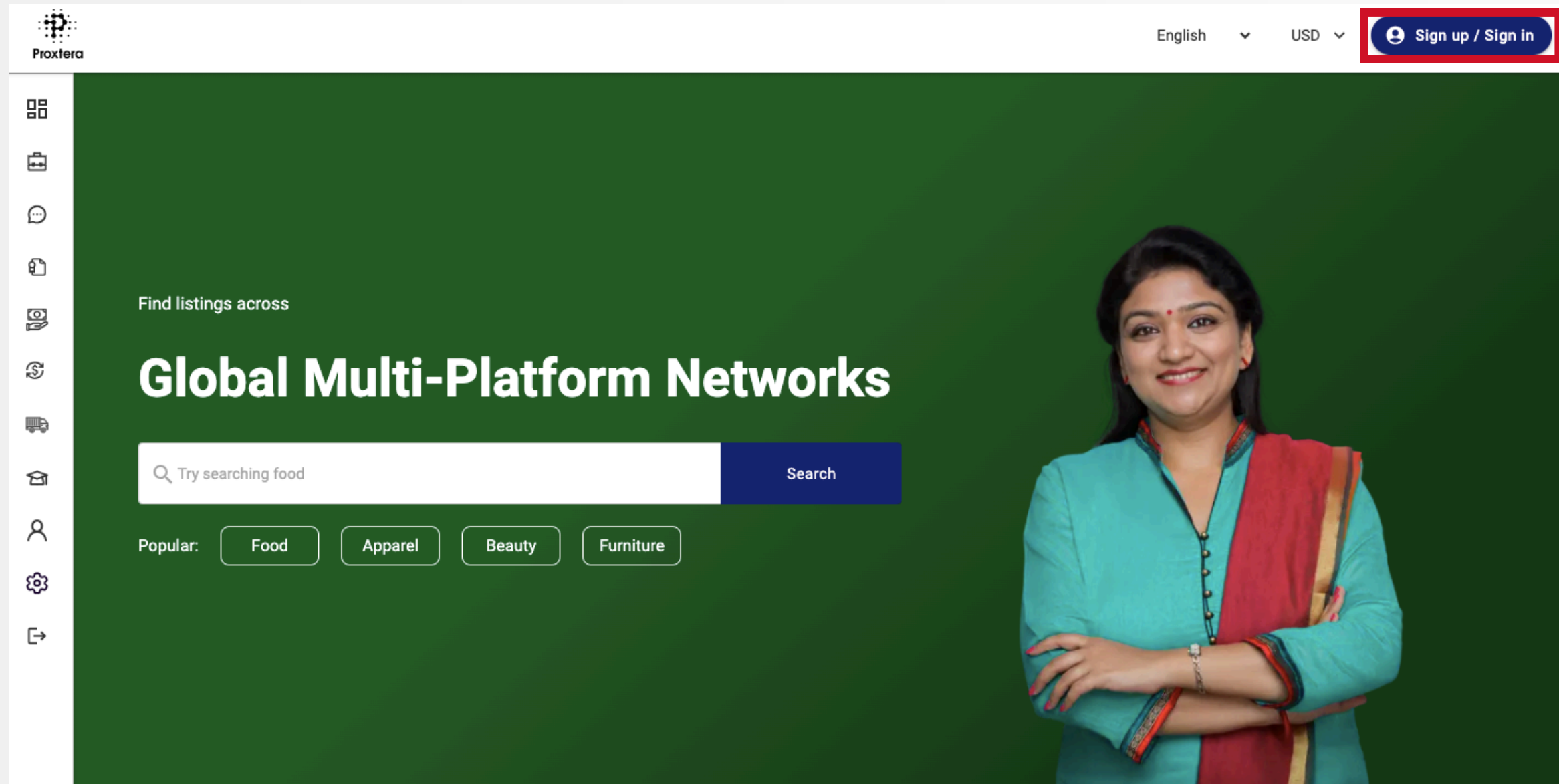
Have the following information ready:

- Company Legal Name
- Tax Identification Number
- Business Registration Number
- Type of Entity
- Date of Incorporation



## Step 1: Go to Proxtera Trade Portal

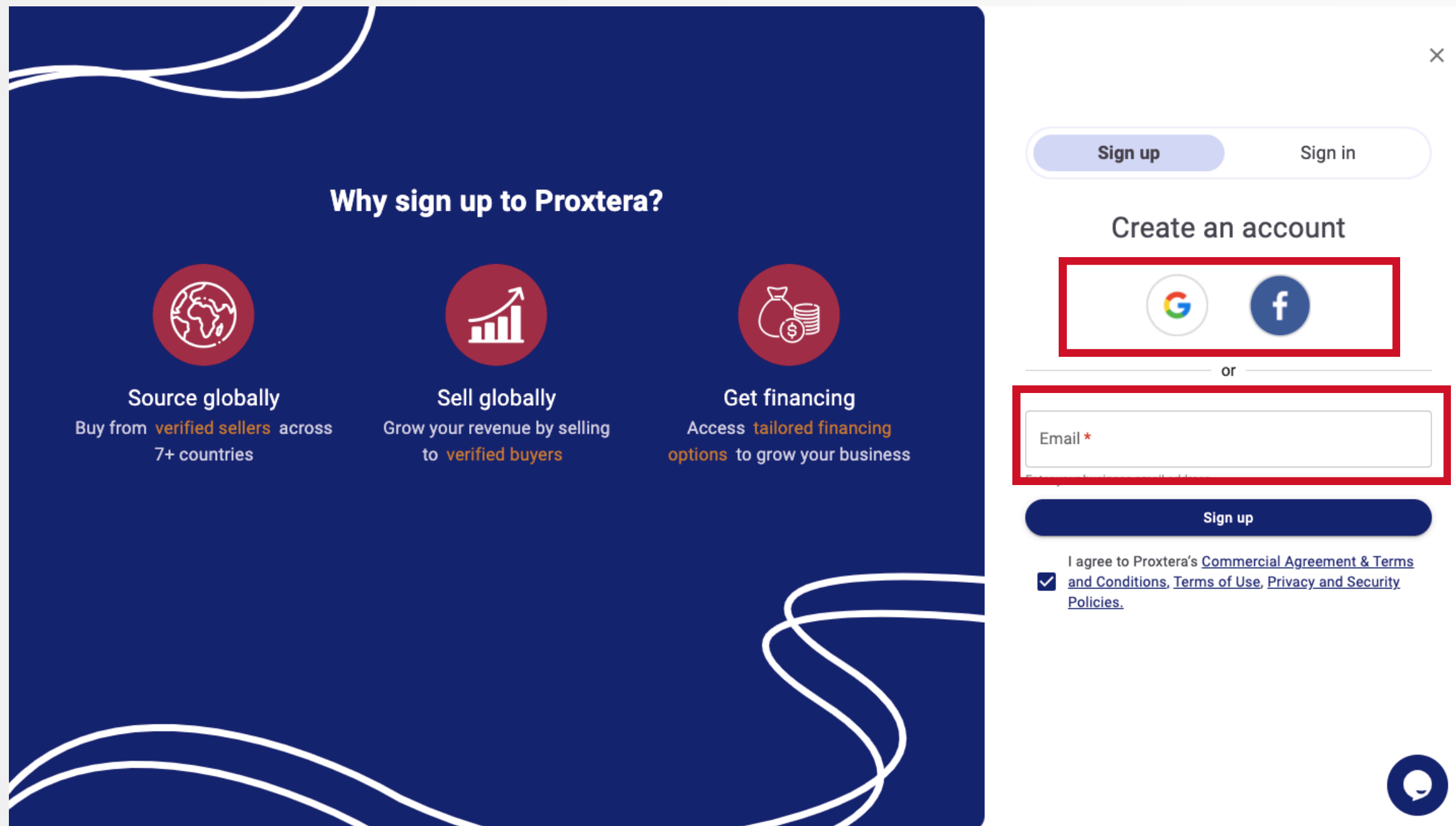
<https://trade.proxtera.com/>



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



## Step 2: Click Sign up button



The screenshot shows the Proxtera sign-up process. On the left, a dark blue banner 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 modal is shown. It features "Sign up" and "Sign in" buttons at the top. Below them is a "Create an account" section with Google and Facebook social login options, which are highlighted with a red box. Below this is an "Email" input field, also highlighted with a red box. A "Sign up" button is located below the email field. At the bottom, there is a checkbox for agreeing to Proxtera's Commercial Agreement & Terms and Conditions, Terms of Use, Privacy and Security Policies.

You can sign up using your Google or Facebook account

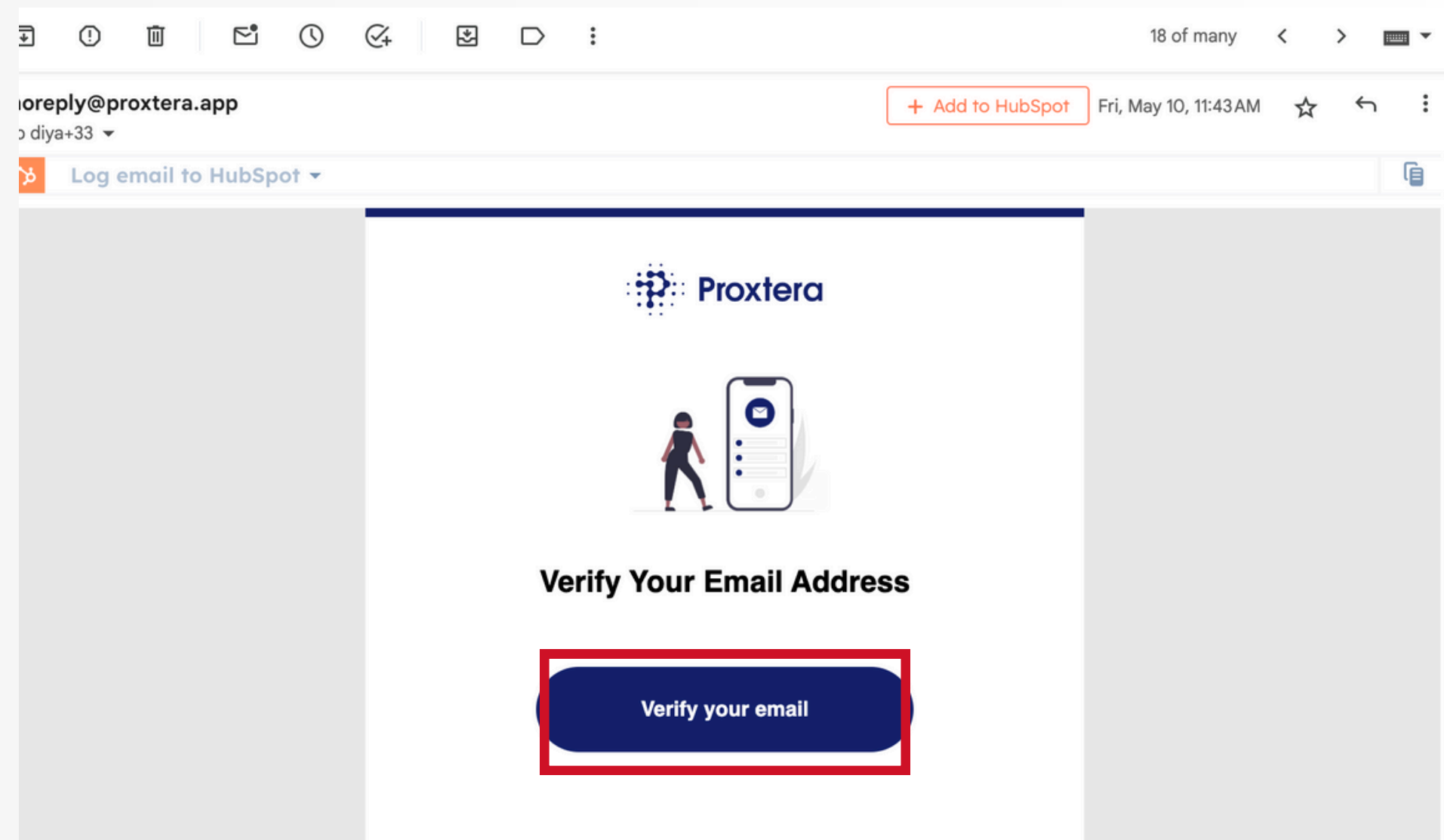


Or you can sign up using your business email ID



## Step 3: Verify your email address

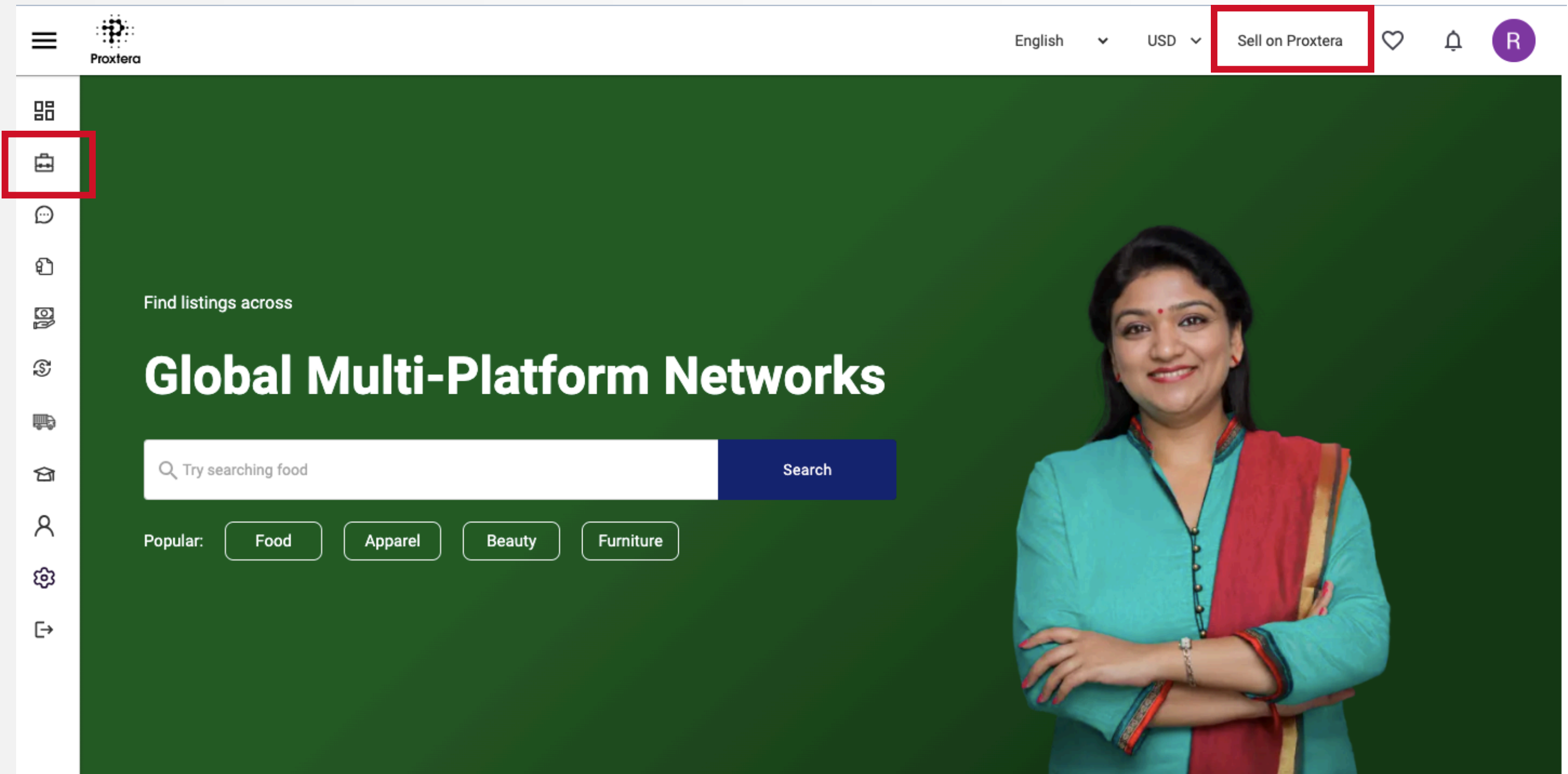
Open your email app and locate the email from Proxtera to verify your email. Check your Spam folder if you do not see it in your mailbox.





## 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 'Sell on Proxtera' button is highlighted with a red box. On the left side, the navigation bar contains several icons, with the 'Sell on Proxtera' icon (a briefcase) also highlighted with a red box. The main content area features a green background with a woman in a teal and red sari. The text 'Global Multi-Platform Networks' is prominently displayed, along with a search bar and category filters for Food, Apparel, Beauty, and Furniture.

# Step 4: Create your Business Profile

Proxtera Try searching food Search

Company Logo

1 Business Details 2 Contact Information 3 Key Members

### Business Details ⓘ

**Company Information**

Company Legal Name\*  
N.A.

Country of Incorporation\*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Countries of Operations

Primary Activity/Industry\*

Secondary Activity/ Industry

No. of Employees

Annual Turnover

### 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\* Mobile Number\*

Designation\*

Company Legal Name\*

Country of Incorporation / Registration\*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Continue Later Next

# Step 5: Indicate if you are authorised to access MyInfoBusiness

Country of Incorporation / Registration\*  
Singapore

Please confirm your business registration country. You will not be able to change the business registration country after this page.

**Are you authorised to access MyInfoBusiness for your Company?**

Yes  No

Company Legal Name\*  
ABC Enterprise

Unique Entity Number\*

[Continue Later](#) [Next](#)

If you do not have access to MyInfoBusiness (i.e. Corppass) you can nominate the correct individual



**Nominate authorised MyInfoBusiness representative**

Proxtera requires businesses in Singapore to use MyInfoBusiness to create their business account. Once your authorised Representative has created the business account they will be able to grant you access to the account.

**Enter Authorised Representative Details**

First Name\*

Last Name\*

Email Address\*

Code\* Mobile Number\*

Designation\*

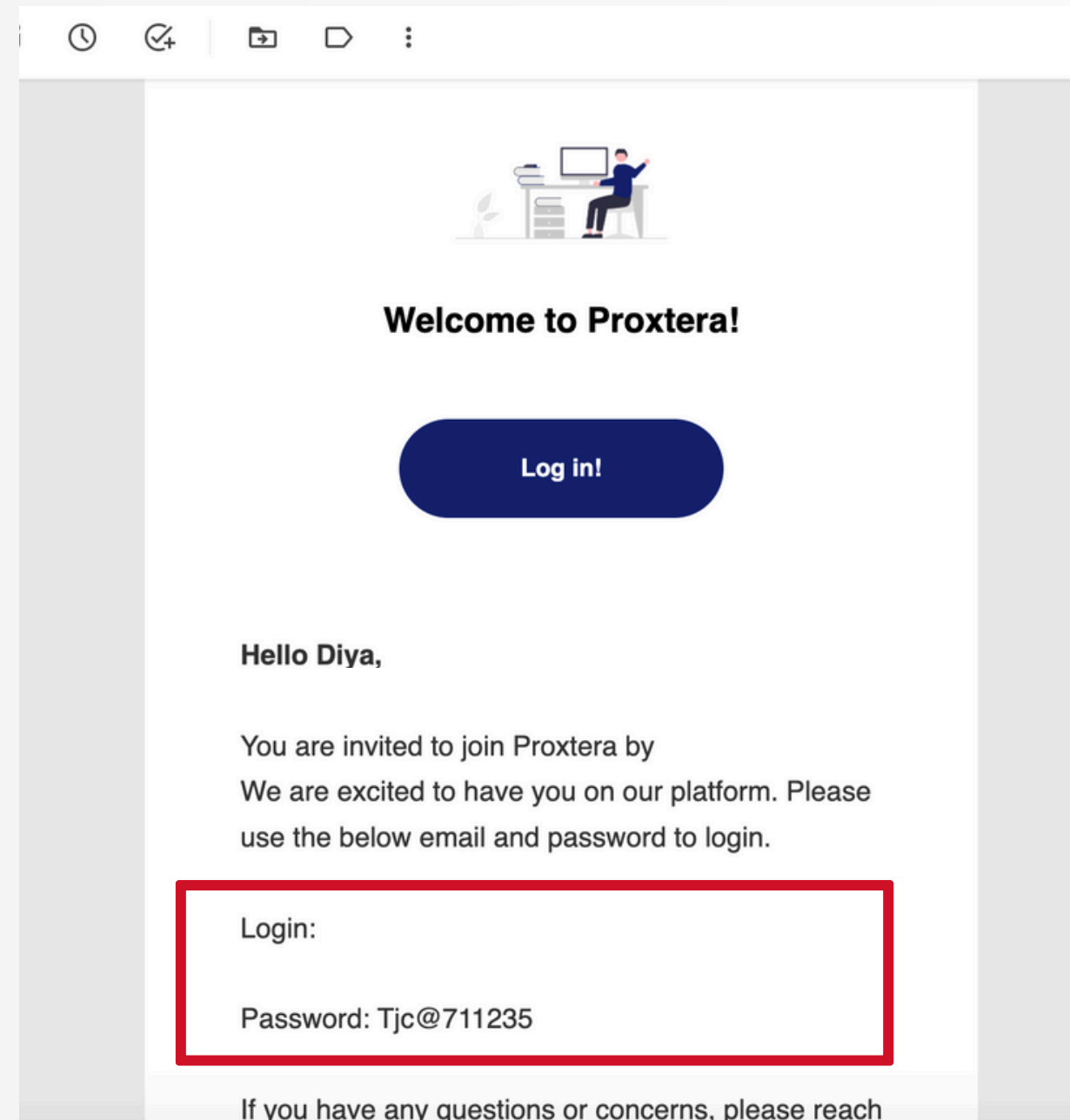
Company Legal Name\*  
ABC Enterprise

Unique Entity Number\*  
202018854D

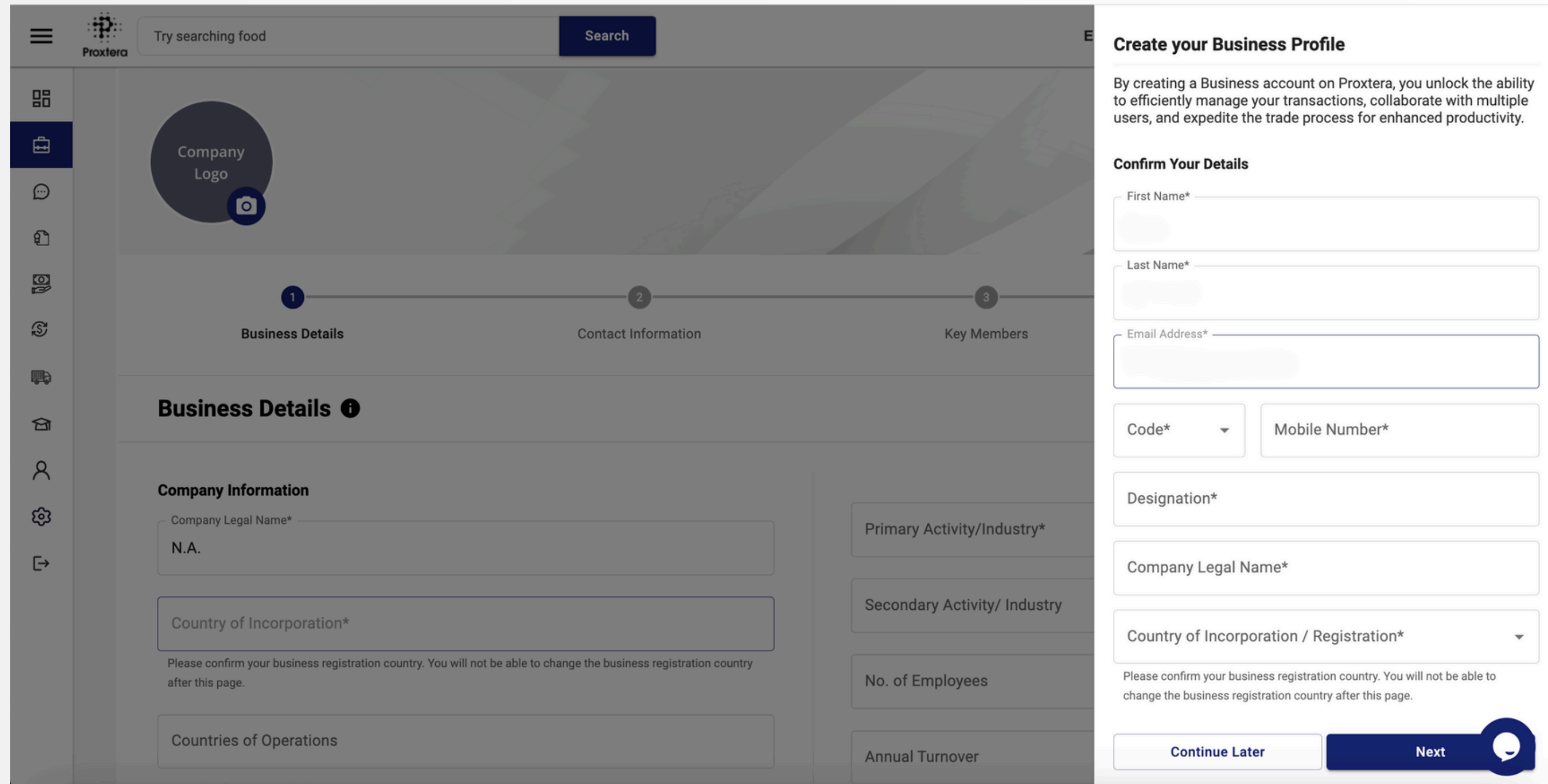
[Back](#) [Send](#)

## Step 6: Nominee sign in to Proxtera Trade Portal

Nominee will receive an email with the a temporary password to sign in to Proxtera Trade Hub



# 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 (active), 2. Contact Information, and 3. Key Members. The 'Business Details' section includes fields for Company Legal Name (N.A.), Country of Incorporation, Countries of Operations, Primary Activity/Industry, Secondary Activity/Industry, No. of Employees, and Annual Turnover. A note states: "Please confirm your business registration country. You will not be able to change the business registration country after this page."

**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\* Mobile Number\*

Designation\*

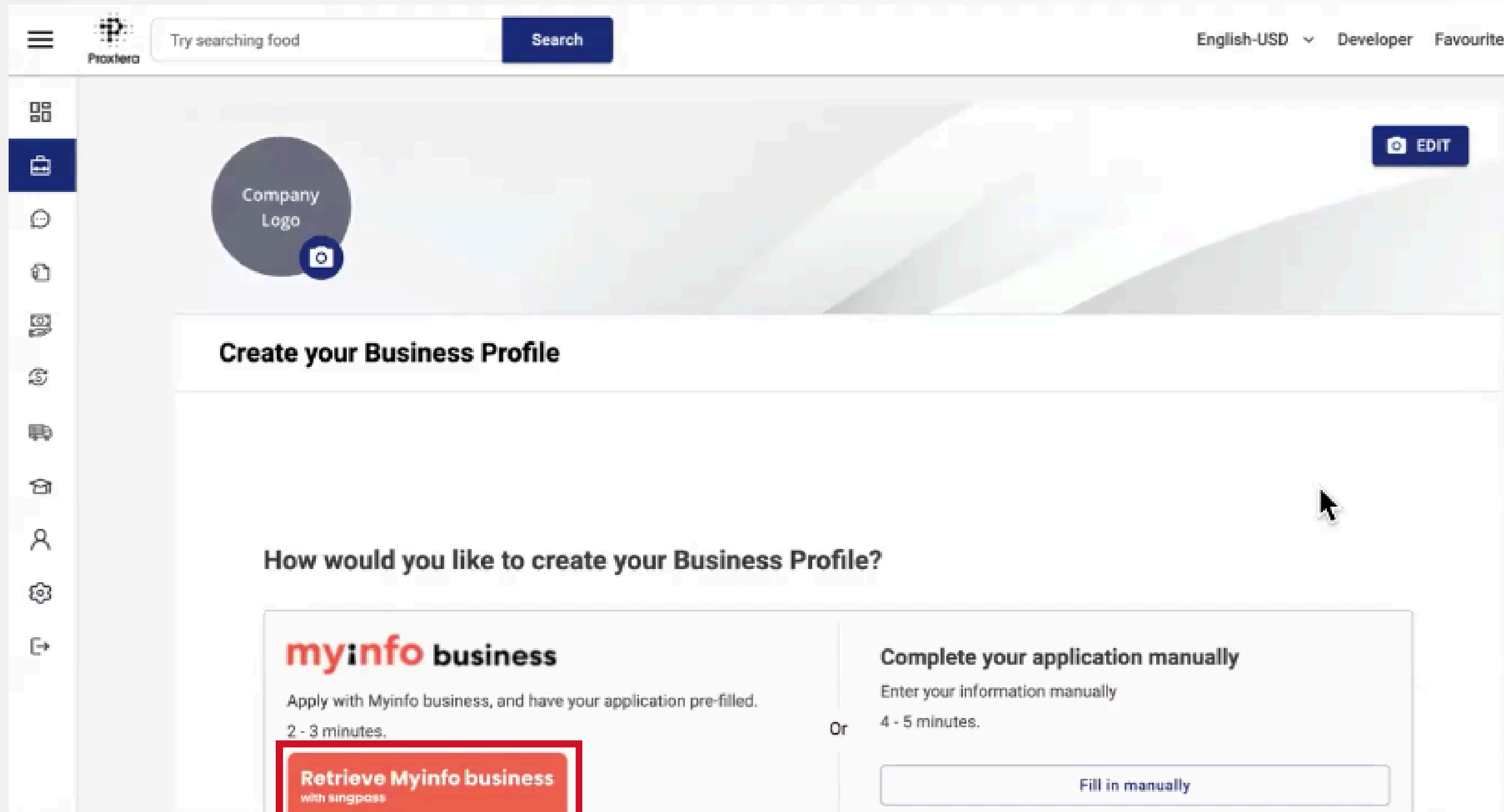
Company Legal Name\*

Country of Incorporation / Registration\*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

[Continue Later](#) [Next](#)

## Step 7: Complete your business profile with Myinfo Business



The screenshot shows the Proxtera user interface for creating a business profile. At the top, there is a search bar with the text "Try searching food" and a "Search" button. To the right, there are links for "English-USD", "Developer", and "Favourites". Below the search bar is a navigation menu with various icons. The main content area features a "Company Logo" placeholder with a camera icon and an "EDIT" button. Below this is a section titled "Create your Business Profile". Underneath, a question asks "How would you like to create your Business Profile?". There are two options: "myinfo business" (with a red box around the "Retrieve Myinfo business with singpass" button) and "Complete your application manually" (with a "Fill in manually" button).

Click on the Retrieve Myinfo Business button

# Step 7: Complete your business profile with Myinfo Business

A Singapore Government Agency Website [How to identify](#)

### myinfo business

Myinfo business retrieves personal and corporate data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service, Proxtera Buyer Portal, by Proxtera Pte. Ltd., is requesting the following information from Singpass, for the purpose of form filling.

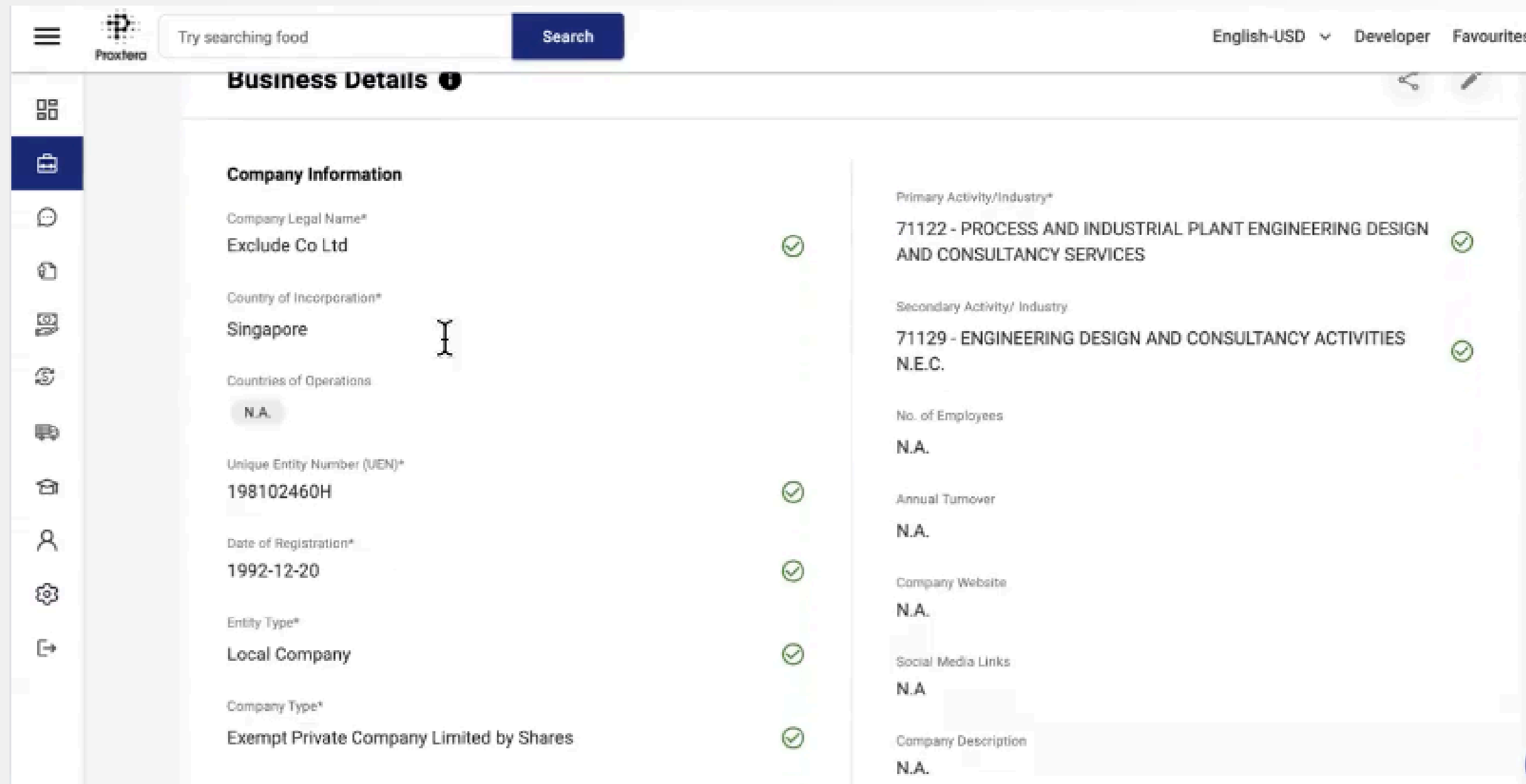
Personal Information	Corporate Information
<ul style="list-style-type: none"><li>&gt; Name</li><li>&gt; Date of Birth</li><li>&gt; Email</li><li>&gt; Mobile Contact Number</li><li>&gt; Registered Address</li></ul>	<ul style="list-style-type: none"><li>&gt; Entity Basic Profile</li><li>&gt; Entity Addresses</li><li>&gt; Entity Appointments</li><li>&gt; Entity Shareholders</li></ul>

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Click on 'I Agree'



# Step 7: Complete your business profile with Myinfo Business



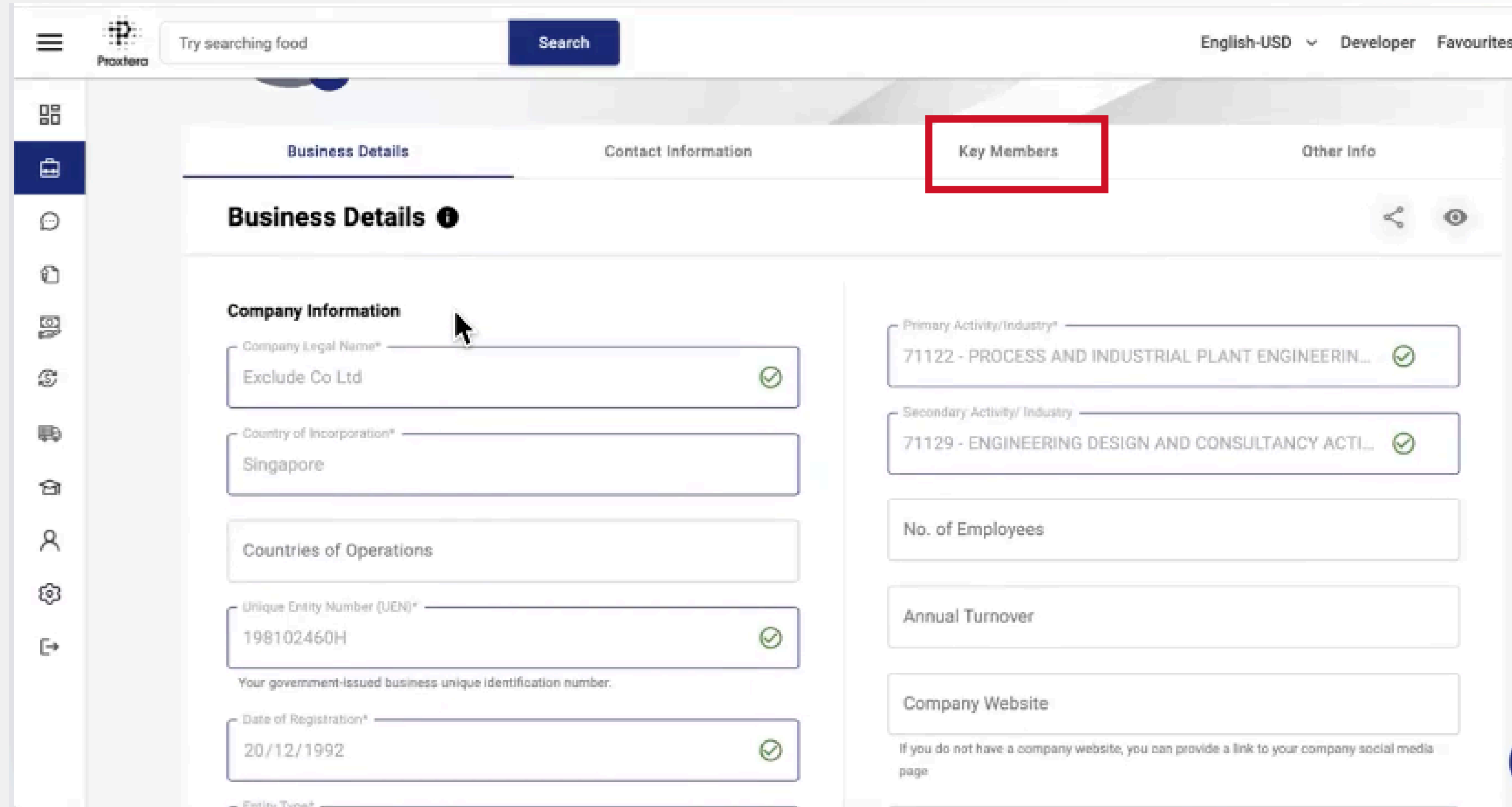
The screenshot shows the 'Business Details' page in the Proxtera system. The page is divided into two main columns of information, each with a green checkmark indicating completion. The left column is titled 'Company Information' and includes fields for Company Legal Name, Country of Incorporation, Countries of Operations, Unique Entity Number, Date of Registration, Entity Type, and Company Type. The right column includes fields for Primary Activity/Industry, Secondary Activity/Industry, No. of Employees, Annual Turnover, Company Website, Social Media Links, and Company Description. A search bar at the top left contains the text 'Try searching food' and a 'Search' button. The top right corner shows 'English-USD', 'Developer', and 'Favourites'.

Field	Value	Status
Company Legal Name*	Exclude Co Ltd	✓
Country of Incorporation*	Singapore	✓
Countries of Operations	N.A.	✓
Unique Entity Number (UEN)*	198102460H	✓
Date of Registration*	1992-12-20	✓
Entity Type*	Local Company	✓
Company Type*	Exempt Private Company Limited by Shares	✓
Primary Activity/Industry*	71122 - PROCESS AND INDUSTRIAL PLANT ENGINEERING DESIGN AND CONSULTANCY SERVICES	✓
Secondary Activity/ Industry	71129 - ENGINEERING DESIGN AND CONSULTANCY ACTIVITIES N.E.C.	✓
No. of Employees	N.A.	✓
Annual Turnover	N.A.	✓
Company Website	N.A.	✓
Social Media Links	N.A.	✓
Company Description	N.A.	✓

View the information pre-filled from MyInfoBusiness



## Step 8: Add team members





The screenshot shows the Proxtera web interface. At the top, there is a search bar with the text "Try searching food" and a "Search" button. The user's profile is shown as "English-USD Developer Favourites". The main content area has four tabs: "Business Details", "Contact Information", "Key Members", and "Other Info". The "Key Members" tab is highlighted with a red border. Below the tabs, the "Business Details" section is active, showing a form for "Company Information". The form includes fields for "Company Legal Name\*" (Exclude Co Ltd), "Country of Incorporation\*" (Singapore), "Countries of Operations", "Unique Entity Number (UEN)\*" (198102460H), and "Date of Registration\*" (20/12/1992). To the right of the "Company Information" section, there are fields for "Primary Activity/Industry\*" (71122 - PROCESS AND INDUSTRIAL PLANT ENGINEERIN...), "Secondary Activity/ Industry" (71129 - ENGINEERING DESIGN AND CONSULTANCY ACTI...), "No. of Employees", "Annual Turnover", and "Company Website".


Click on 'Key Members' to add authorized members from your team.


## Step 8: Add Team Members


**Team Members** ⓘ

 **Name**  
Active

 XYZ@gmail.com

 + 31 xxxxxxxxxxxx

 test

Admin 

**Add Team Member**



First Name\*

Last Name\*

Email Address\*

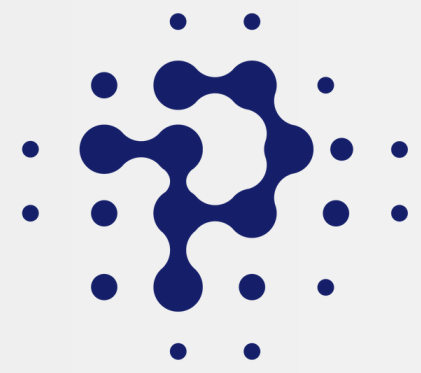
Code\*  Mobile Number\*

Designation\*

Role\*

Display in Contacts (User profile will be public)

You can add new team members to your Business and assign members roles (e.g Admin or User)



# Proxtera

## Section 2: Get Verified



Proxtera will verify the SME before they can proceed

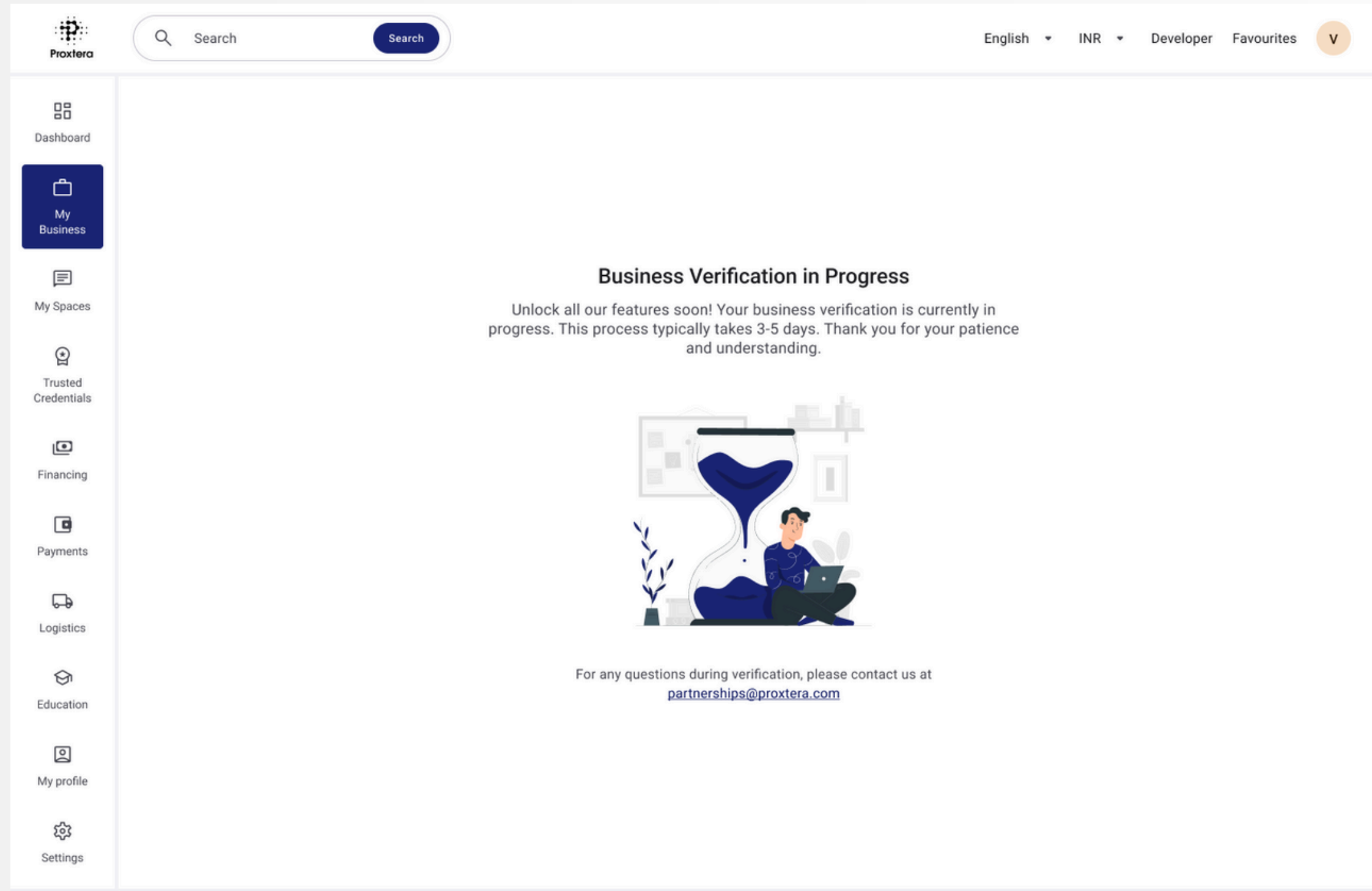
For Singapore based businesses who complete their business profile **via MyInfoBusiness, verification is instantaneous.**

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





# Step 6: Business Verification in Progress




The screenshot shows the Proxtera user interface. At the top left is the Proxtera logo and a search bar. At the top right are language and currency dropdowns (English, INR), user roles (Developer), and a 'Favourites' button with a 'V' icon. A left sidebar contains navigation icons for Dashboard, My Business (highlighted), My Spaces, Trusted Credentials, Financing, Payments, Logistics, Education, My profile, and Settings. The main content area displays a message titled 'Business Verification in Progress' with the text: '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.' Below the text is an illustration of a person sitting on the floor with a laptop, next to a large hourglass. At the bottom, it says: 'For any questions during verification, please contact us at [partnerships@proxtera.com](mailto:partnerships@proxtera.com)'.



## Step 7: 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:

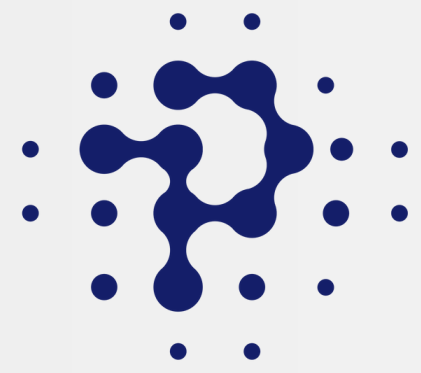
- **Add team members** to your account
- Begin sourcing **from Asia and parts of Africa**
- **Negotiate directly with sellers**
- **Access our services:** Explore financing & cross border payment options
- **List on our network:** View our step-by-step guide

[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



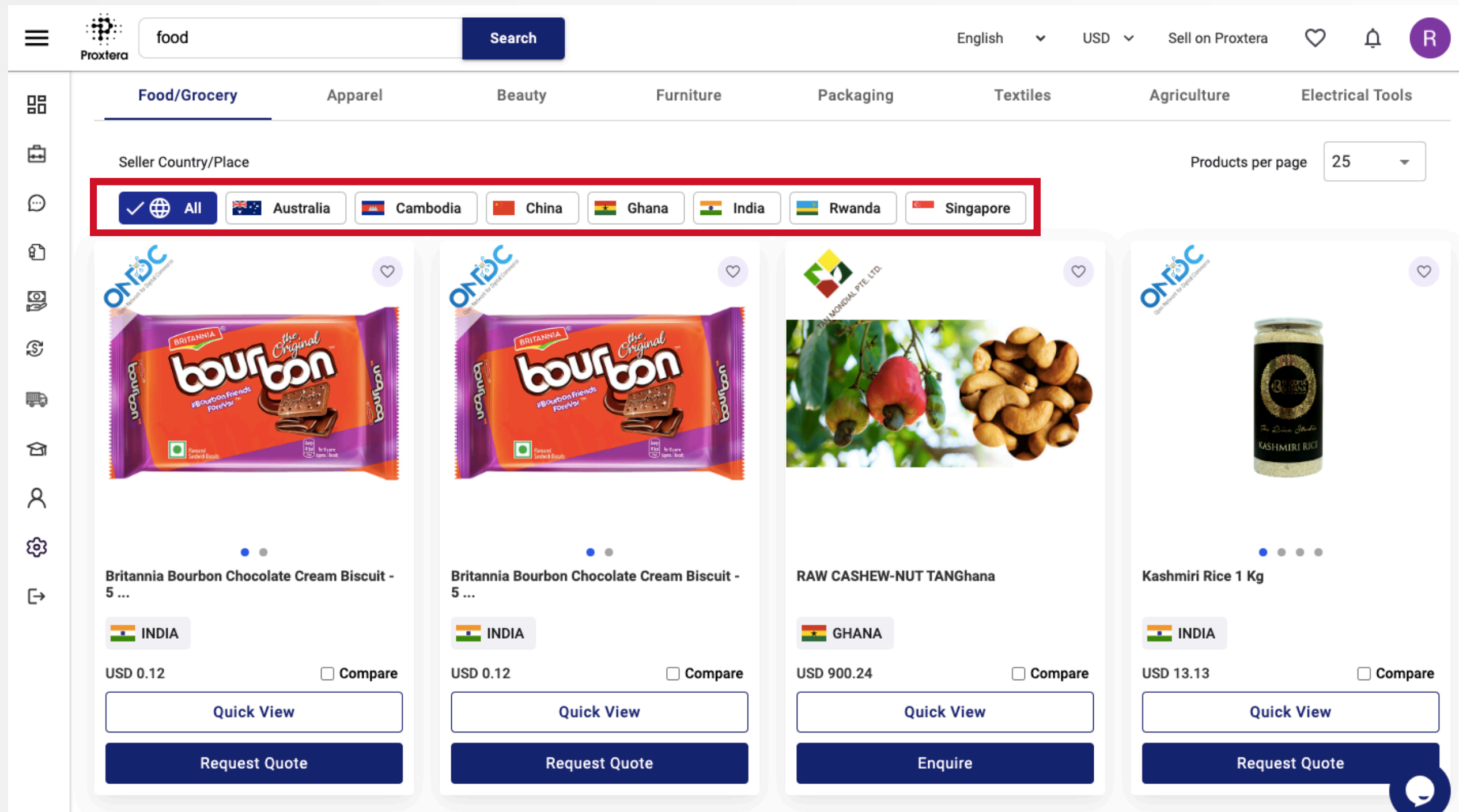
- Search for products
- Negotiate directly with Seller
- Create a Purchase Order

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 8: Search for products on the Proxtera Network

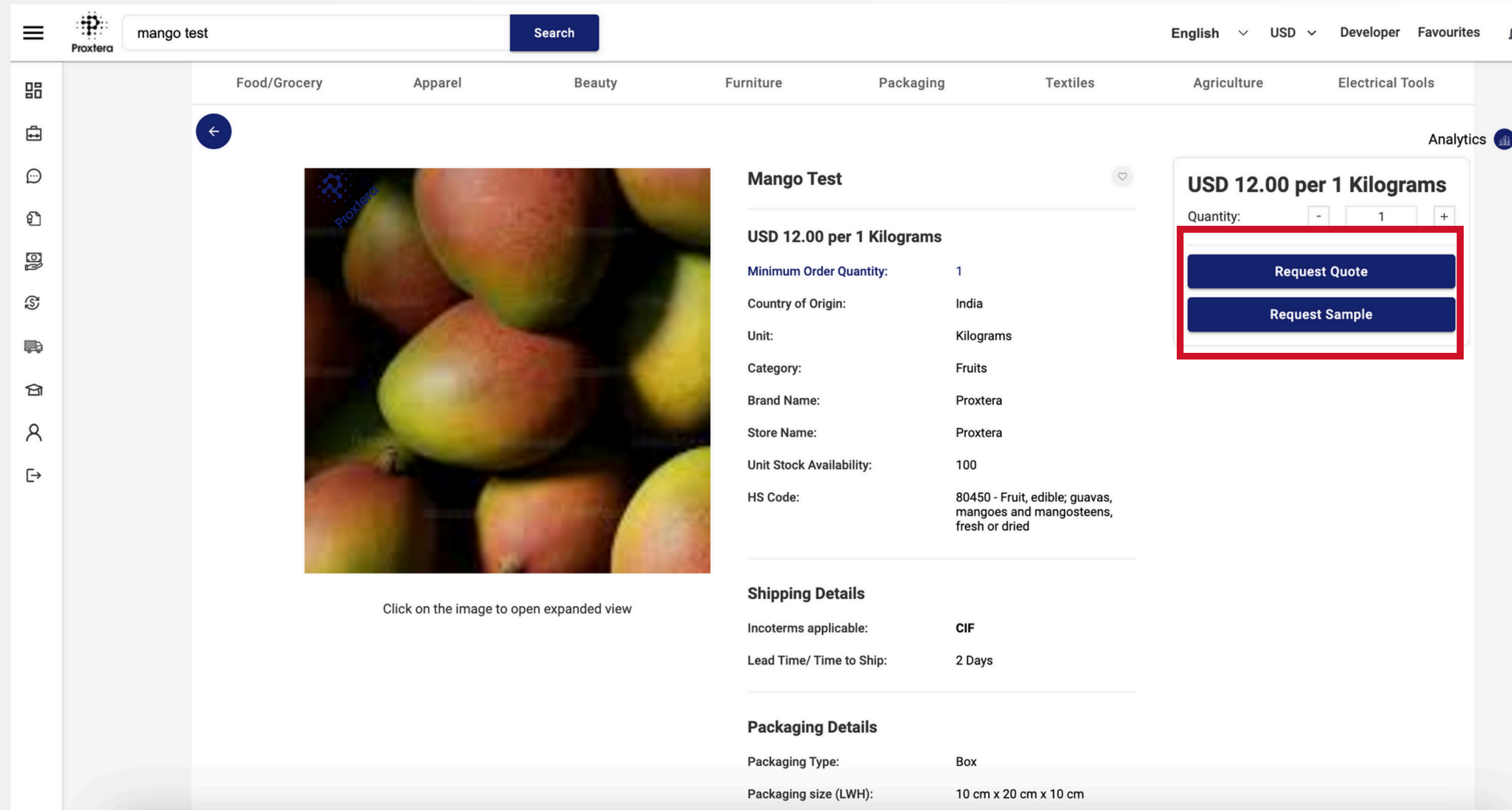


The screenshot shows the Proxtera search interface for the category 'food'. The search bar contains 'food' and the search button is highlighted. The top navigation bar includes 'English', 'USD', 'Sell on Proxtera', and a user profile icon 'R'. Below the search bar, there are category tabs: 'Food/Grocery', 'Apparel', 'Beauty', 'Furniture', 'Packaging', 'Textiles', 'Agriculture', and 'Electrical Tools'. The 'Food/Grocery' tab is selected. A filter for 'Seller Country/Place' is active, showing a list of countries: All, Australia, Cambodia, China, Ghana, India, Rwanda, and Singapore. The 'All' filter is selected. Below the filter, four product listings are displayed:

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

Filter by Partner Platform Country of your choice

# Step 12: Negotiate directly with Seller



The screenshot shows the Proxtera product page for 'Mango Test'. The page includes a search bar with 'mango test' and a 'Search' button. The product is listed under 'Food/Grocery' with a price of 'USD 12.00 per 1 Kilograms'. The product details include:

- 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

The shipping details are:

- Incoterms applicable: **CIF**
- Lead Time/ Time to Ship: 2 Days

The packaging details are:

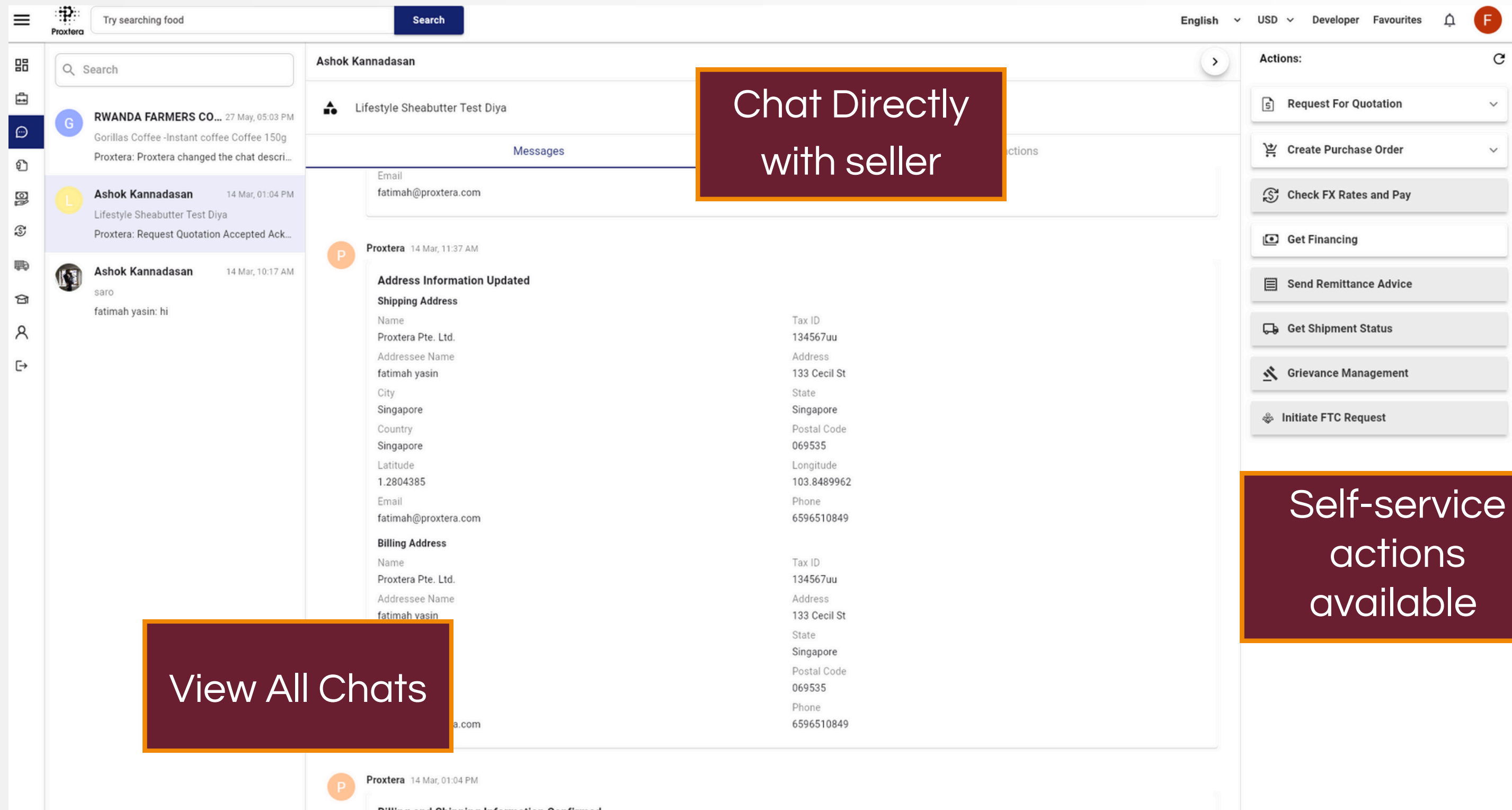
- Packaging Type: Box
- Packaging size (LWH): 10 cm x 20 cm x 10 cm

The product image shows several ripe mangoes. Below the image, there is a text prompt: 'Click on the image to open expanded view'. On the right side of the product details, there is a quantity selector set to '1' and two prominent buttons: 'Request Quote' and 'Request Sample', which are highlighted with a red box.

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



# Step 13: Proxtera Spaces



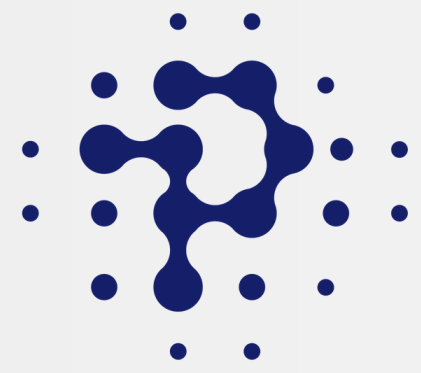
The screenshot displays the Proxtera user interface. At the top, there is a search bar with the text "Try searching food" and a "Search" button. The right side of the header shows language ("English"), currency ("USD"), and user profile ("Developer Favourites").

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, City, State, Country, Postal Code, Latitude, Longitude, Email, 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 interface.
- View All Chats:** A dark red box with white text pointing to the chat list on the left.
- Self-service actions available:** A dark red box with white text pointing to the actions panel on the right.



# Proxtera

Seller

## Section 4: Create your product catalogue

4

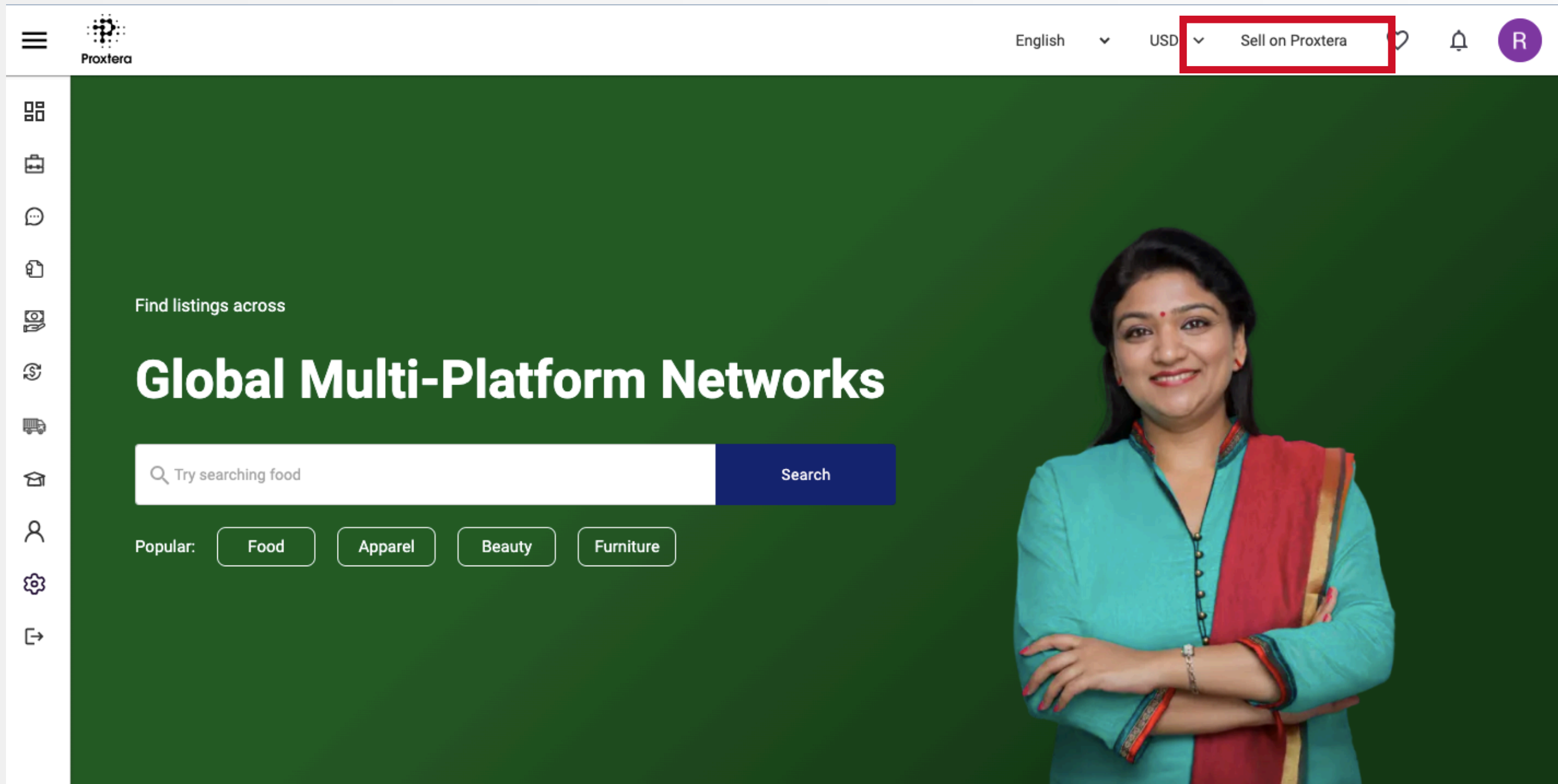


- Complete Seller profile
- Create product catalogue
- Upload product listing

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 14: Sell on the Proxtera Network



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


## Step 15: 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!

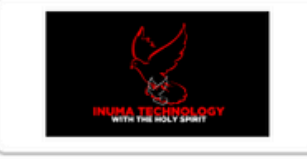
Filter By:



**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

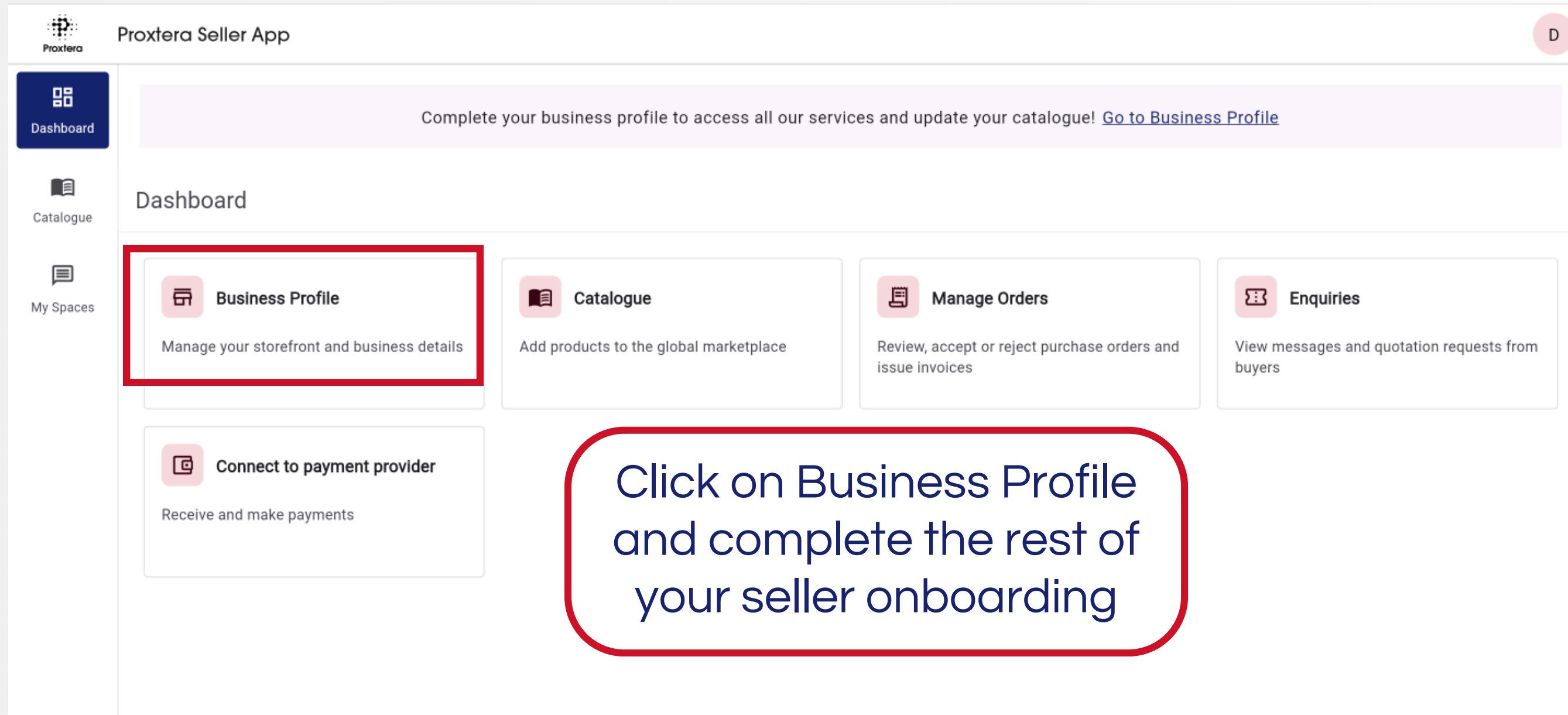


**About:**  
A Business Enablement Platform committed to making SME businesses simpler, more profitable and enjoyable  
**Based In:**  
Mumbai, India  
**Operating Countries/Continent:**  
Australia, Canada, Czech Republic, Hong Kong, India, Kuwait, Maldives, Oman, Pakistan, Philippines, Singapore, Sri 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 16: Complete your Seller Profile



The screenshot shows the Proxtera Seller App dashboard. At the top, there is a notification bar: "Complete your business profile to access all our services and update your catalogue! [Go to Business Profile](#)". Below this is the "Dashboard" section with five cards: "Business Profile" (highlighted with a red border), "Catalogue", "Manage Orders", "Enquiries", and "Connect to payment provider". A red callout box with rounded corners contains the text: "Click on Business Profile and complete the rest of your seller onboarding".

Proxtera Seller App

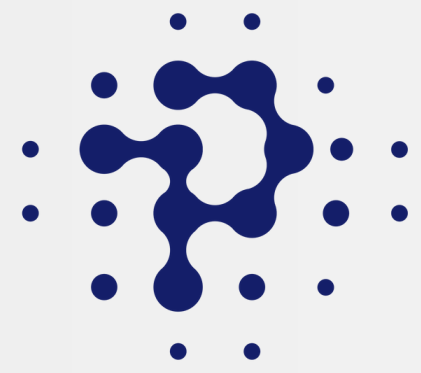
Complete your business profile to access all our services and update your catalogue! [Go to Business Profile](#)

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

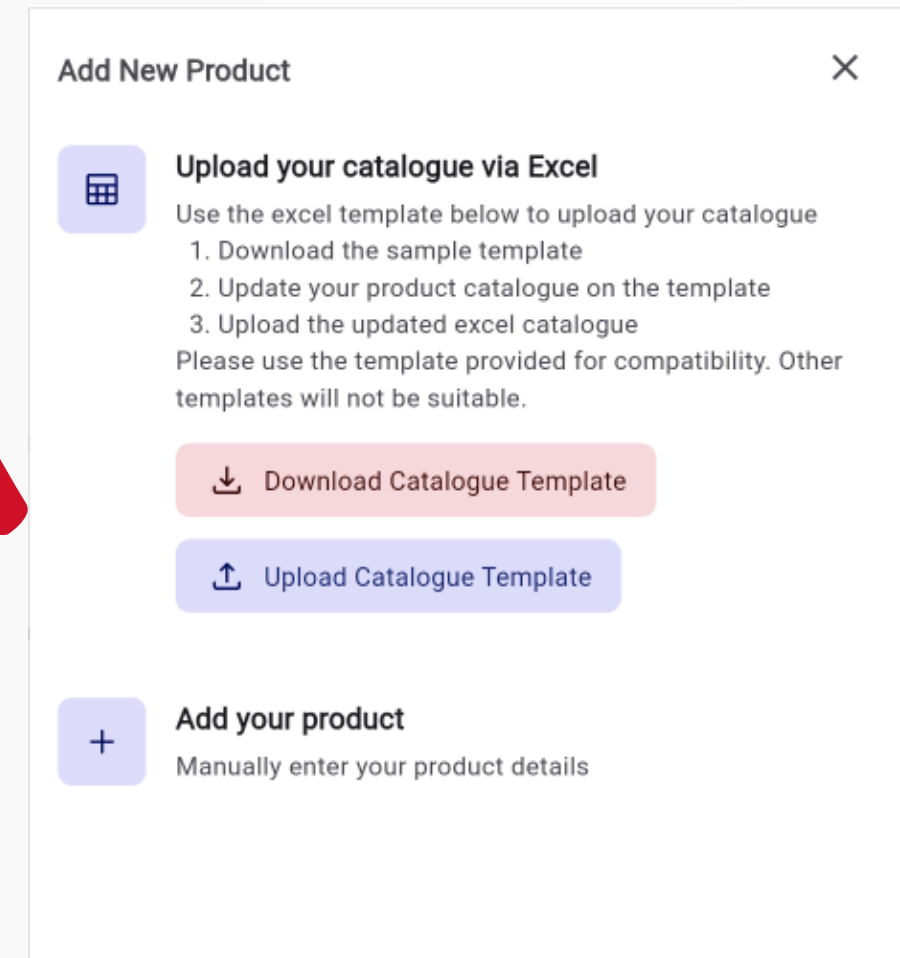
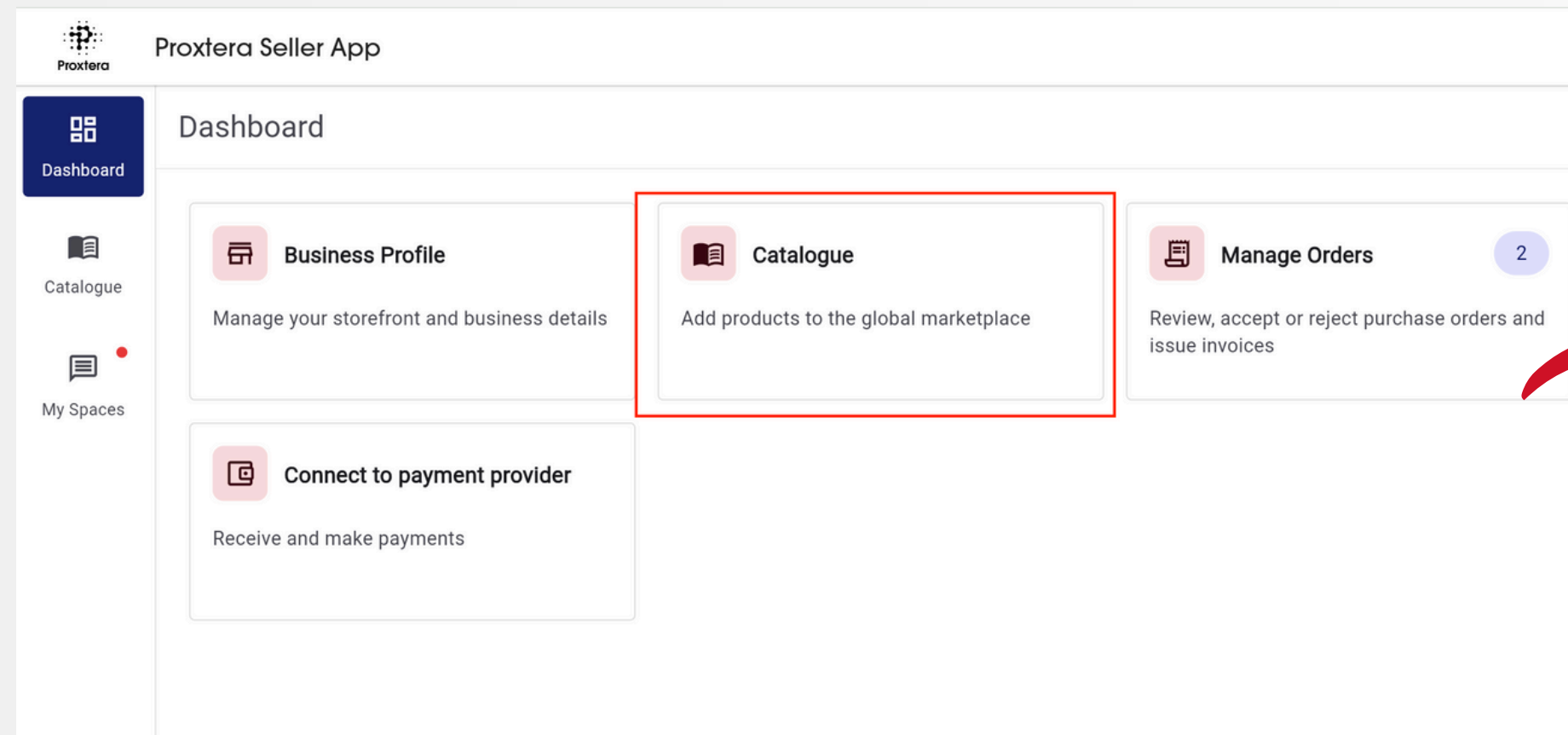


## Additional data fields to complete Seller Business Profile

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

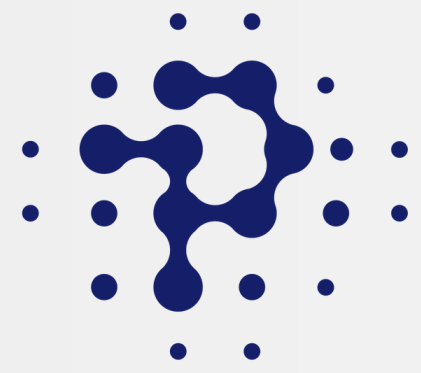


# Step 17: Add your Catalogue



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



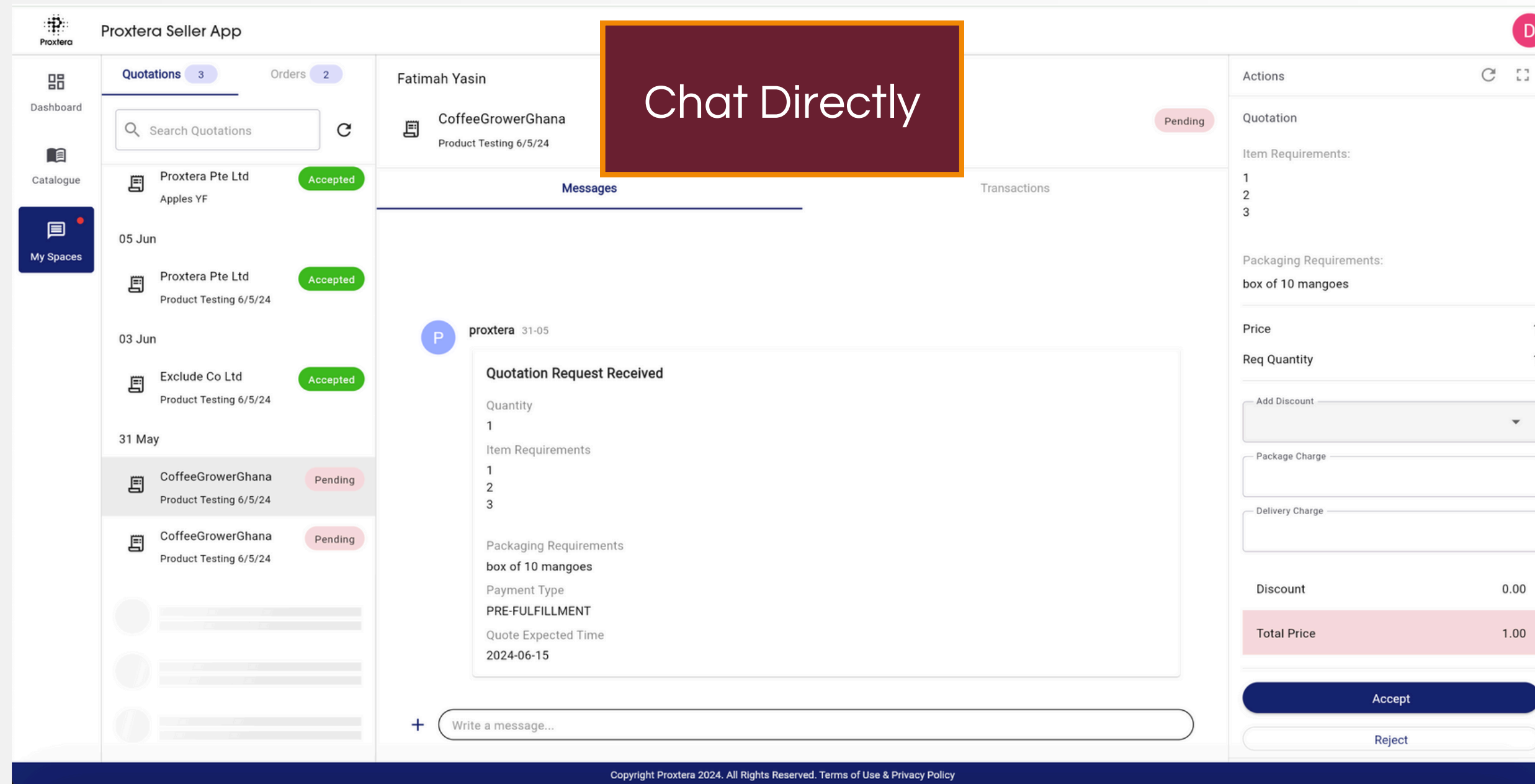
Now with the SME having a digital store on Proxtera, they can start selling and marketing their products to interested buyers.

- Negotiate with Buyer
- Accept purchase order
- Create invoice





## Step 18: Negotiate with Buyer



The screenshot displays the Proxtera Seller App interface. A central chat window is active, showing a message from 'proxtera' dated 31-05. The message content is as follows:

**Quotation Request Received**

Quantity  
1

Item Requirements  
1  
2  
3

Packaging Requirements  
box of 10 mangoes

Payment Type  
PRE-FULFILLMENT

Quote Expected Time  
2024-06-15

A red box with the text "Chat Directly" is overlaid on the chat window. The interface also shows a list of quotations on the left, with the current one from 'CoffeeGrowerGhana' highlighted and marked as 'Pending'. On the right, there are fields for 'Price' (1), 'Req Quantity' (1), and 'Total Price' (1.00), along with 'Accept' and 'Reject' buttons.

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## Step 19: Accept Purchase Order

Proxtera Seller App

Quotations 3 Orders 2

Diya Malaney

Exclude Co Ltd  
Product Testing 6/5/24

Pending

Messages

Item	Price / Item	Quantity	Total
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Transactions

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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