



Wir stehen Unternehmen zur Seite

Achema 2009 Brokerage Event 11th and 12th May 2009 Selecting Meeting Partners



Active Search for partners

1. Log in at www.achema.b2bmatchmaking.com/ using your e-mail address and password
2. Click on "Catalogue" in the navigation bar
3. Search for suitable profiles in the catalogue via
 1. simple free text search
 2. extended search with keywords
4. When you have found an interesting profile you can do one of three things:
 1. read the **detailed profile** by clicking on the text symbol . (Here you can request a meeting or add the profile to your favourites.) Or you can
 2. save the profile to a list of **prospects** by clicking on the plus symbol . (Your prospects will appear under "to do" in your **matching report**.) Or you can
 3. make a meeting **request** by clicking on the clock symbol . Here you can write a short message, set a priority for this request and then send your request. The request will appear in your **matching report**.

ATTENTION: Requests are binding and can not be cancelled!

***HINT:** If you wish to make several requests at once, you can save the profiles to your prospects list and make the requests all at once. To do this: click on "profiles on your prospects list" under "to do" in your matching report. Select the companies you wish to send a meeting request to and click on "request meetings".*

5. Please wait until the requested meeting partner confirms or declines the meeting. The meeting will only be scheduled if the meeting partner accepts the meeting request. A meeting schedule will be sent to you before the event.

You can get an overview of your meeting requests at any time while you are logged in by clicking on "Matching report" in the upper left hand side of the webpage.

Passive – A meeting has been requested with you

You will receive an e-mail with the following text:

Dear Mr / Ms ...,

A meeting with you was requested.

Please log in at www.achema.b2bmatchmaking.com and accept or decline this request.

All accepted meetings will be scheduled to the convenience of both parties . . .

1. Log in at <http://www.achema.b2bmatchmaking.com> using your e-mail address and password
2. In your matching report under "Contact overview" click on "reply to meeting requests"
3. Under "Incoming requests" you will find the requested meeting
4. Take a good look at the profile via "Details"
5. Click on either "accept" or "decline"

Meetings that are accepted by both parties will be organised by our team starting on the 4th of May and are binding.

A meeting schedule will be sent to you before the start of the event.

The ACHEMA 2009 Brokerage Event team wishes you a very successful business event!