



*They Post
You Bid*

**SUPPLIER
SET-UP
GUIDE**

November 2017



ABOUT THIS GUIDE

Getting started with ineda

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for managing sales
territories with post codes

REGISTRATION

Register today

If you're a **registered Australian business**, you can register as an ineda supplier and participate in the **\$22 billion online retail consumer sales revolution**

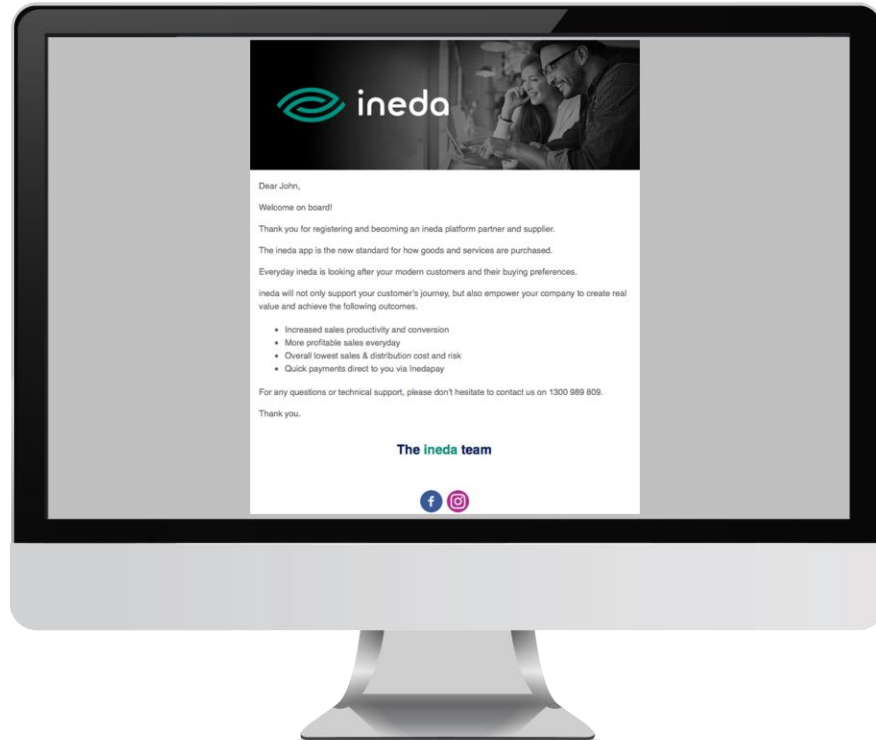
www.ineda.com.au/supplier



WELCOME

Your confirmation registration email

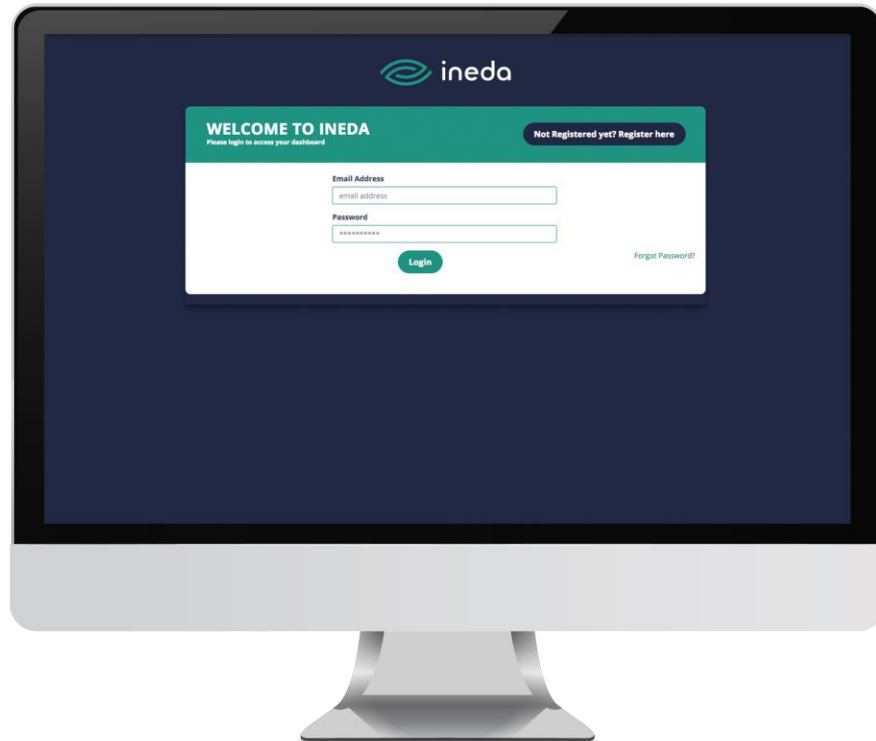
Your **confirmation registration email** is received for all approved ineda suppliers



LOGIN

Keep your log in and password safe

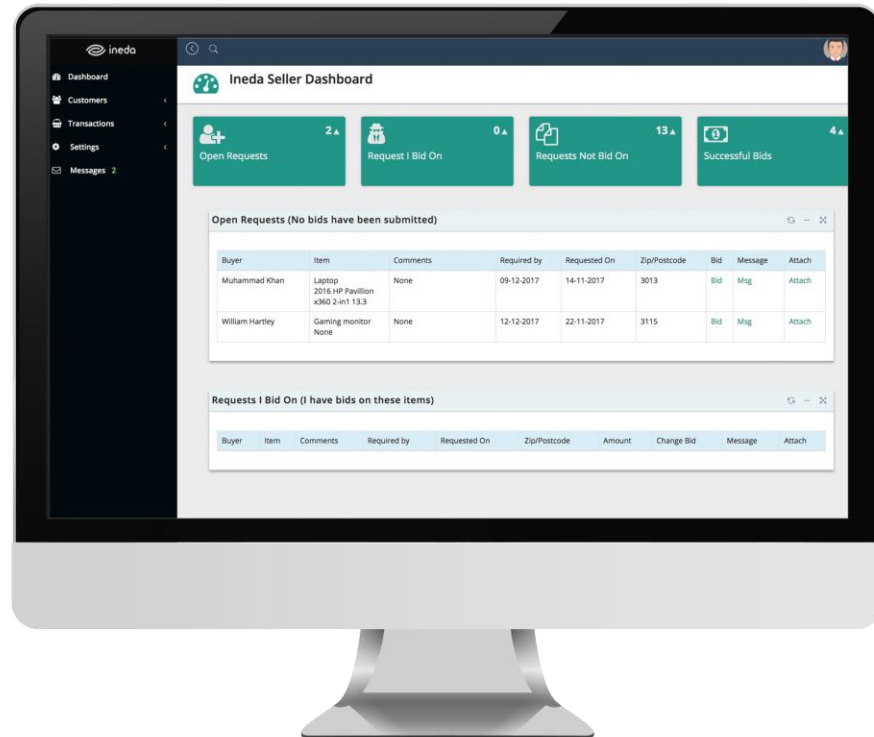
With your ineda login and password, **login and update your password** and remember to always use a strong password and keep it safe



GENERAL SET-UP

Your welcome dashboard

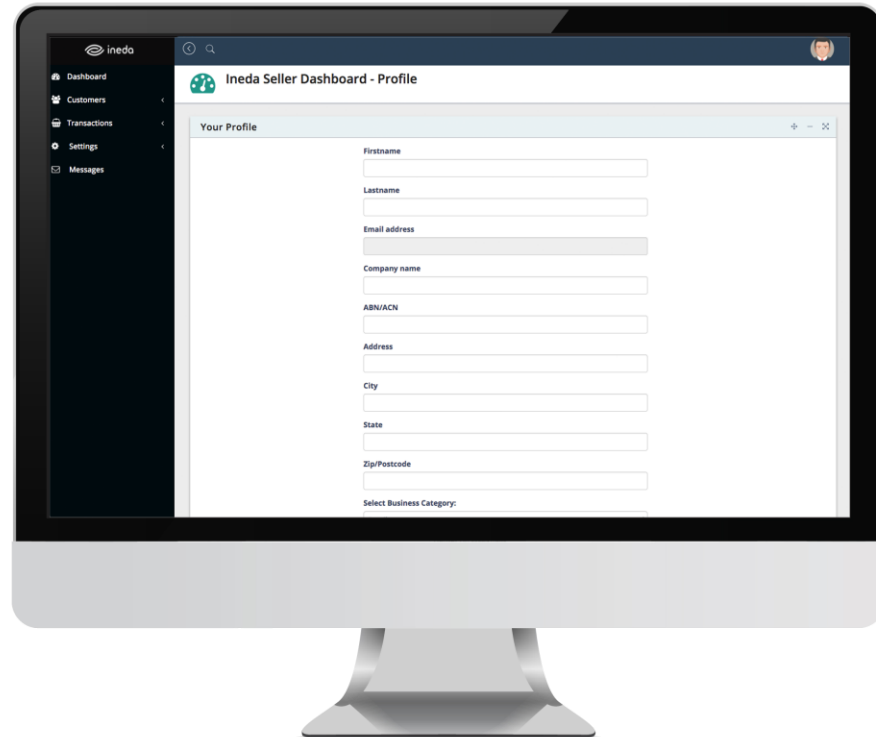
When you login, you will be presented with a **general supplier dashboard**



GENERAL SET-UP

Dashboard set-up

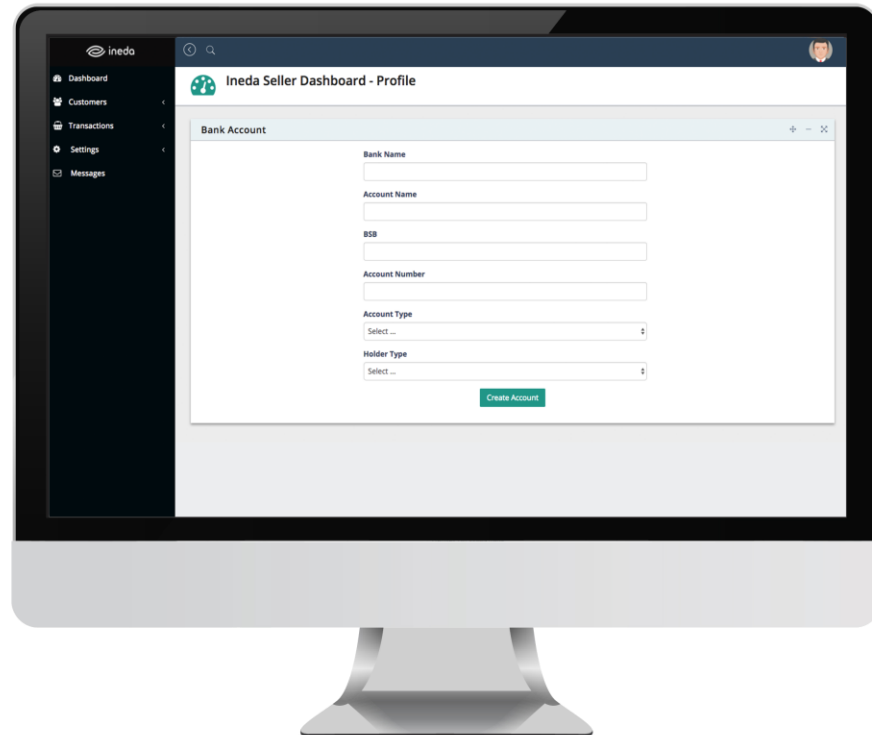
Once in the general supplier dashboard, you can **enter your company details**



GENERAL SET-UP

Bank account set-up

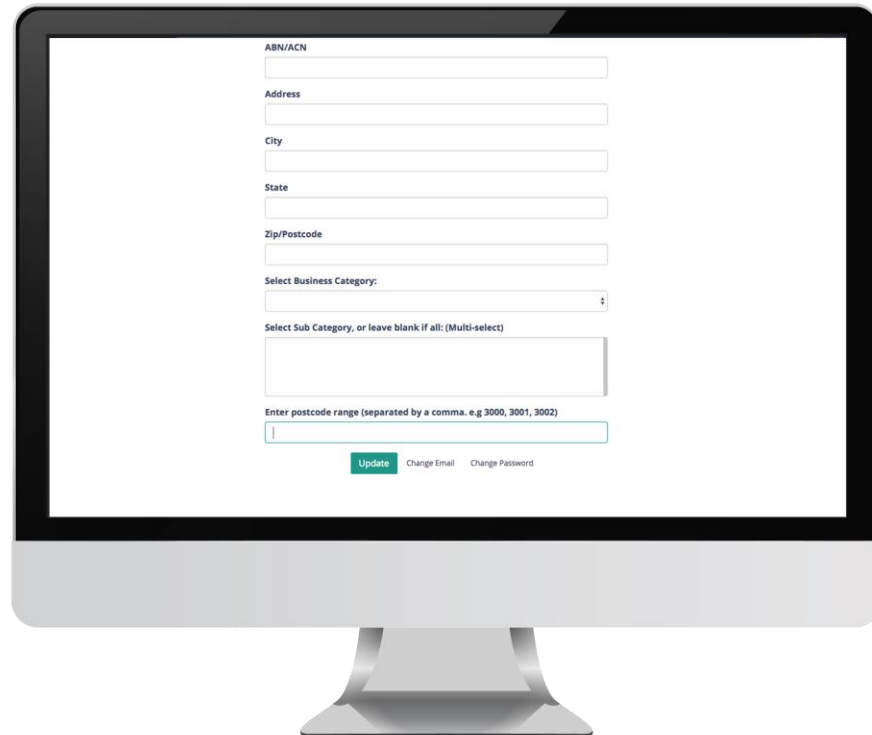
Once in the general supplier dashboard, you will also need to **enter your banking details** for payment of your sales transactions



CUSTOM SET-UP

Set post codes to manage sales territories

To ensure that you can **effectively manage sales territories**, ineda provides simple post code selections for you to set your sales territory or to focus on key sales markets



ABN/ACN

Address

City

State

Zip/Postcode

Select Business Category:

Select Sub Category, or leave blank if all: (Multi-select)

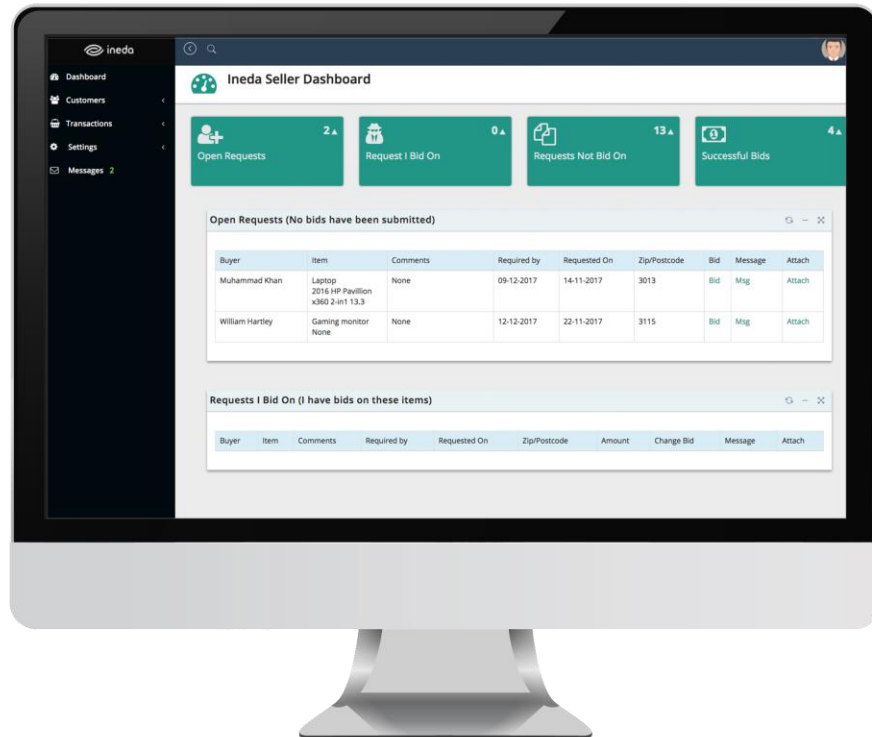
Enter postcode range (separated by a comma. e.g 3000, 3001, 3002)

[Update](#) [Change Email](#) [Change Password](#)

HOW TO BID

View posts and bid requests

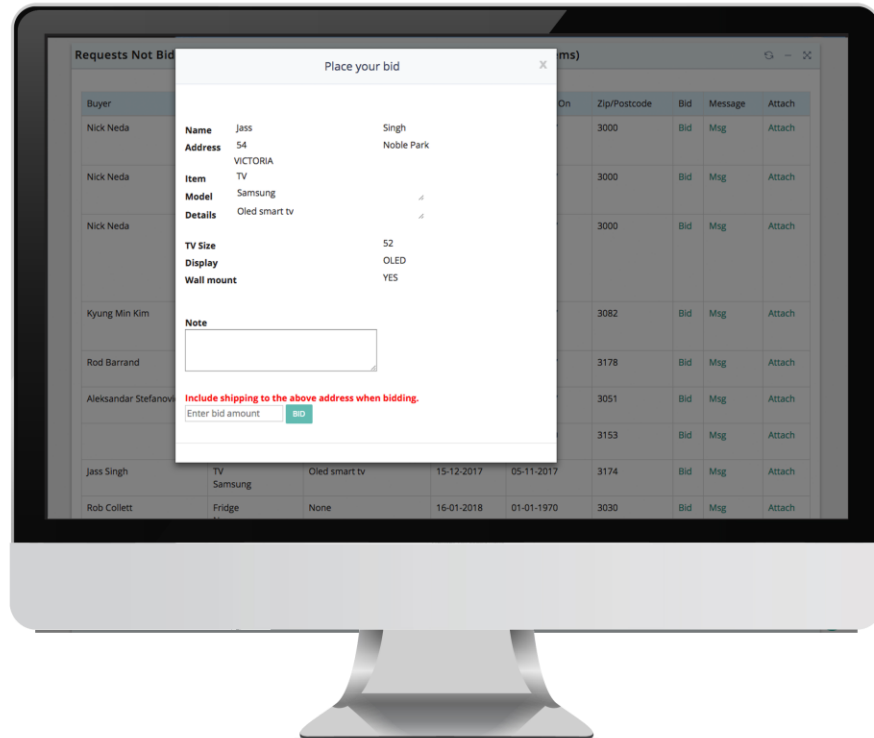
From your dashboard, you can readily **view all consumer posts** or requests for your selected categories and post codes



HOW TO BID

Bid for posts and requests

From your dashboard, you can readily **bid for consumer posts**



YOUR EXPERIENCE MATTERS

We value your feedback

We value your feedback on the ineda platform to ensure that it is effortless to use. We also value your suggestions to improve the ineda platform so that it does more for your business

For feedback and suggestions to improve the ineda platform experience please feel free to email us:

supplier@ineda.com.au



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