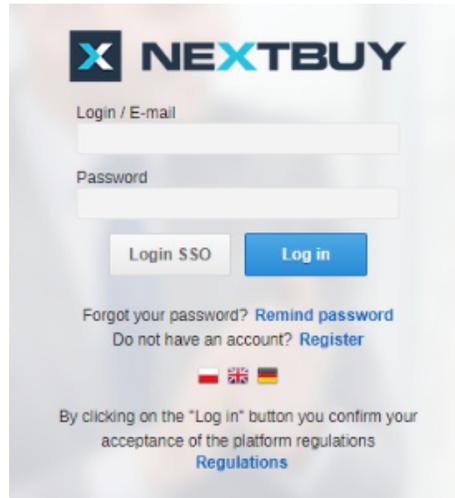


Supplier's account

To log into the platform, enter the address <http://www.app.nextbuy24.com> in your web browser. The login panel will be displayed, in which you must fill in the **User name** and **Password** fields.

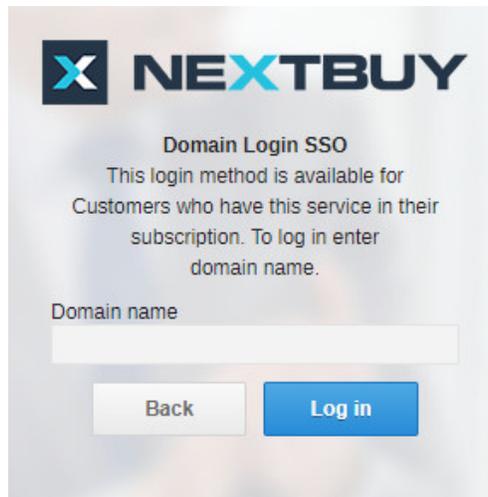
Login / E-mail is the e-mail address provided during registration. **The password** can be set by using a one-time link that is sent to the email address provided during registration.

In case when the link is not used, please click on the **Remind password** button on the login page.



The image shows the NextBuy login page. At the top is the NextBuy logo. Below it are two input fields: "Login / E-mail" and "Password". There are two buttons: "Login SSO" and "Log in". Below the buttons are links for "Forgot your password? Remind password" and "Do not have an account? Register". There are also three small flags (Spain, UK, Germany) and a disclaimer: "By clicking on the 'Log in' button you confirm your acceptance of the platform regulations" with a link to "Regulations".

Login SSO - This login method is available for Customers who have this service in their subscription. To log in enter domain name.



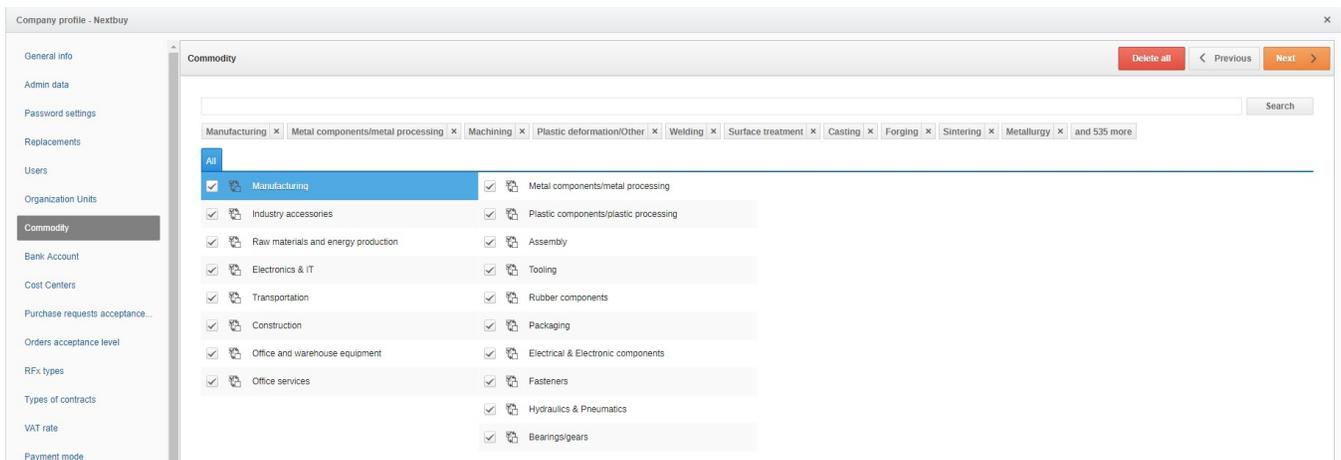
The image shows the NextBuy Domain Login SSO page. At the top is the NextBuy logo. Below it is the text "Domain Login SSO" and "This login method is available for Customers who have this service in their subscription. To log in enter domain name." There is a "Domain name" input field. Below it are two buttons: "Back" and "Log in".

To fill the supplier's account, hover your mouse over the User's Name and then go to the company profile.

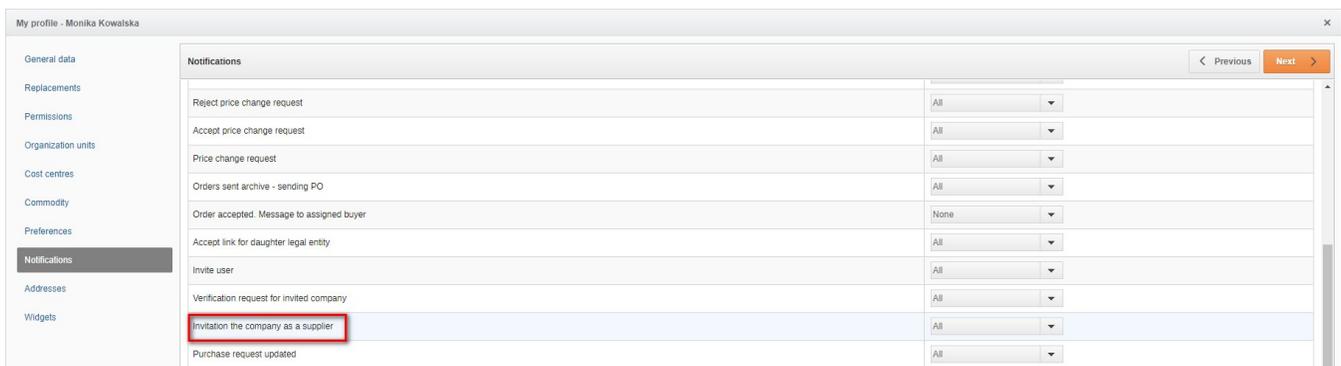


The image shows a user profile dropdown menu. At the top is a user icon and the name "Monika Kowalska". Below it are two options: "My profile" (highlighted in teal) and "Company profile".

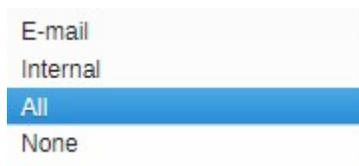
To assign shopping categories, go to the **Company profile** tab and then in the **commodity** tab, select the purchase category and then click the **Next** button.



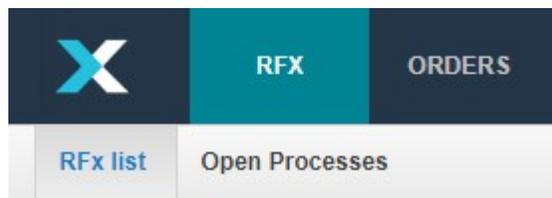
To enable notifications about new proceedings, go to the **My profile** tab and then in the **Notifications** tab, find the Notification named: **Invitation the company as a supplier**



You can enable any type of notification by setting **all** status, turn it off by setting the status to **none**, set a notification via **E-mail** or Internal on the platform, displayed on an individual dashboard.



To view the open proceedings, after logging in, go to the tab: **RFX list** and then **Open Processes**.



Also check:

