

E-business Guide

How to Register on the E-business Guide

Conventions Used In This Manual

Convention	Description/Action	Example
Menu > Item > ...	Menus and menu items	File > New
Bold	Commands or buttons	Click OK
Click	Left mouse click on a button or icon	Click Cancel
Right Click	Click the right mouse button on an object	Right click on the required document
Double Click	Double click left mouse button on a button or object	Double click on the email to open
Select	Left mouse click on a menu item or tab	Select the Security tab
Highlight	Select with a mouse either by clicking and dragging or clicking on the text/object with a mouse	Highlight the text to be copied
Type	Use the keyboard to enter information	Type your name in the name field
Press	Press key/s on the keyboard	Press CTRL + N
'Check Item'	Text attached to a check box or radio button	Select the 'Use existing template' check box
<i>Italics</i>	Set text to be typed into a field	In the name field, type <i>eMail</i>
<i>Courier New</i>	Optional/changeable text eg. Enter <i>yourname</i>	In the login screen, type <i>NZTE/your login</i>

Important and/or useful notes are contained within note boxes



Note:

A useful or important note is shown here.

Warnings and cautionary notes are contained within warning boxes



Warning:

A note of caution or warning is shown here.

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What Is The E-business Guide?

The E-business Guide shows New Zealand organisations how to use the Internet and online technologies to increase business.

It gives personalised and step-by-step tuition on how to set up an e-business. It also gives access to one-on-one advice if extra help is needed.

The guide is made up of four stages. Each stage contains several activities and tasks that highlight actions that will help you start up an effective E-business.

1. The Basics — for businesses that don't have computers or information technology systems.
2. Establish the Foundations — planning an e-business project.
3. Take the First Steps — designing and building an e-business system.
4. Monitor and Enhance Your E-business.

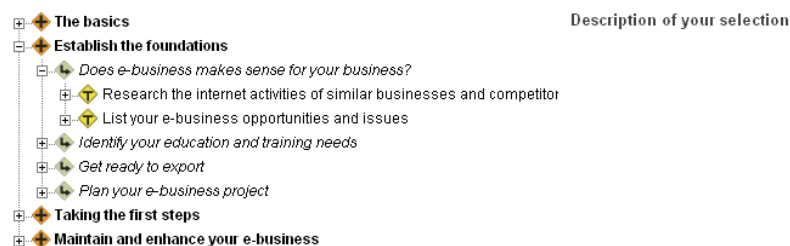
These four stages make up the foundation of the Roadmap.

The Roadmap

The core of the E-business Guide is the Roadmap.

The Roadmap is the place where registered users of the Guide go to get information on building an e-business and find out about e-business products and services that may be of use to them.

Information in the Roadmap is arranged in an expandable tree structure allowing you to easily navigate to the item of your choice.



The E-business Guide's Roadmap starts with basic information on computers and progresses through to more complex information about setting up and operating an E-business.

If you have experience with computers and the Internet, you may not need the material at the start of the Roadmap. In this case, navigate through the Roadmap to find a task that is appropriate for where you need to start learning.

You can read the Guide online or create a report that will automatically bundle parts of the Roadmap into a PDF document for you to download and print.

Communicating with Advisers on the Guide

The E-business Guide contains a communication link to advisers so you can type and send a message from the guide, just like you would with an email, and an adviser will be able to respond.

Accessing the Guide

If you would like to access the E-business Guide, you will need to register on the website.

Once registered, you can log on and:

- use the guide
- access its training resources
- find referrals to recognised suppliers of e-business products and services.

Or, if you supply e-business products and services, you can register and then log on and place descriptions of your products and services on the Roadmap.

Who Can Register To Use The Guide?

You can register to use the guide if you want to learn how to set up an e-business or if you want to promote your e-business products and services.

If you are a New Zealand business or sole trader and want to learn how to use the internet and e-business to boost your business



Register on the E-business Guide as a **Client**.

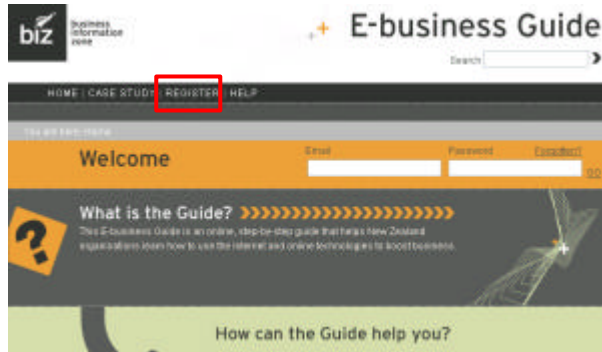
If you are a New Zealand business or sole trader that supplies e-business products and services and you want to promote your e-business products and services to people who are setting up an e-business



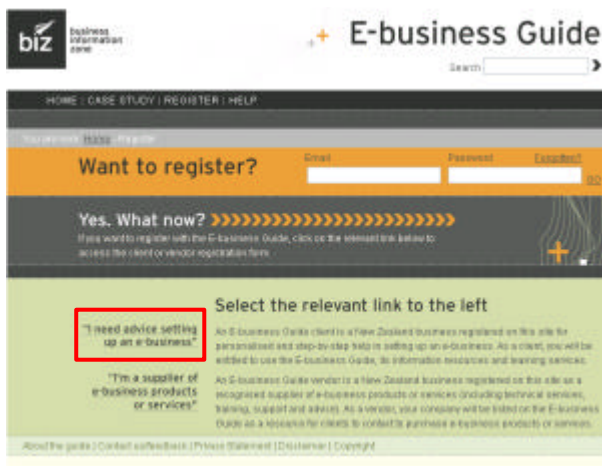
Register on the E-business Guide as a **Vendor**.

To Register As A Client

1. Click on **Register** in the top menu bar of the E-business Guide.




2. The Want to register? screen appears. Select **“I need advice setting up an e-business”**.



3. The terms and conditions page will open. Tick the 'Agree Terms and Conditions' box.
4. Click **Next**.



5. The Client application screen will open. Enter the required information.
6. Click **Next**.


 A field marked with a red asterisk is a required field. The system will not let you continue if you do not complete the field.

7. In the screen that appears, enter details of your business.
8. Click **Next**.

9. A screen displaying all the information you have entered will be displayed. Review and correct the information.
10. Click **Submit** to send your details.
You will receive an email advising that you have completed your application.
11. Click on the link in the email. This alerts New Zealand Trade and Enterprise that your application is ready to process. You will then be contacted by an E-business Guide Advisor to finalise your application details.

To Register As A Vendor

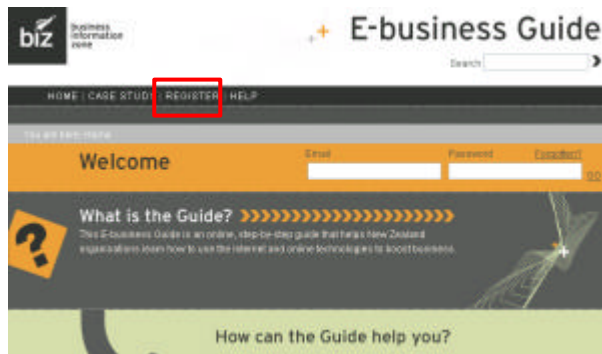
Registering as a vendor on the E-business Guide is a two-part process.



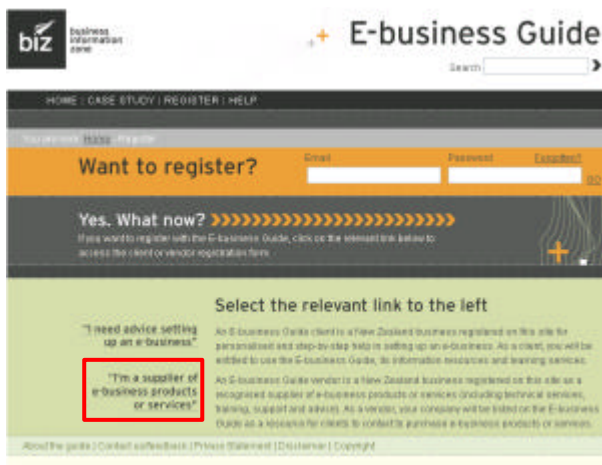
1. The first part is to register your company profile and have it approved.
2. When your company profile is approved, the second part is register the products or services you want to promote in the E-business Guide.

Step 1 - To Register Your Company Profile:

1. Click on **Register** in the top menu bar of the E-business Guide.



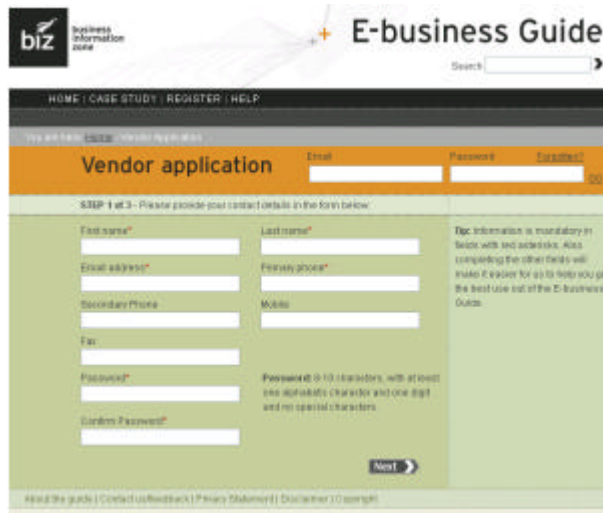
2. The Want to register? screen appears. Select **“I’m a supplier of e-business products or services”**.




3. The terms and conditions page will open. Tick the ‘Agree Terms and Conditions’ box.
4. Click **Next**.



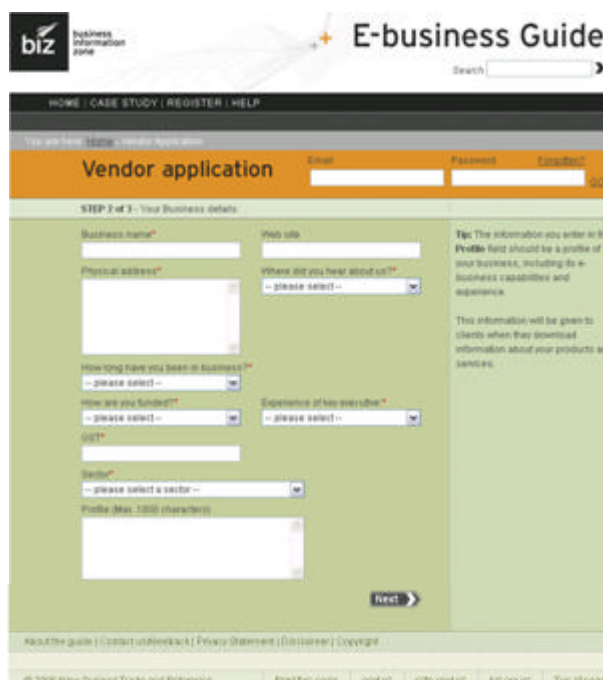
5. The Vendor application screen opens. Enter the required information.
6. Click **Next**.





A field with a red asterisk next to it is a required field. The system will not let you continue if you do not complete the field.

7. In the screen that appears, enter details of your business.
8. Click **Next**.



9. A screen displaying all the information you have entered will be displayed. Review and correct the information.
10. Click **Submit** to send your details.
You will receive an email advising that you have completed your application.
11. Click on the link in the email. This alerts New Zealand Trade and Enterprise that your application is ready to process. Within two days after you have confirmed your application by clicking on the email link, you will receive another email. This email advises if your application has been approved or declined.

If your application is approved you will be able to register products and services to promote on the E-business Guide.



Note:

Information about how to register your products and services is available inside the E-business Guide once you have been accepted as a vendor.

Your profile will not appear on the Guide until you have registered a product or service on the Guide.