

29 April 2011

**Dear Supplier** 

# Namdeb's purchase orders on www.webportunities.net

For some time now, you could view a list of open/outstanding orders on the abovementioned website. You can now also view and print your official purchase orders from the webiste. So now you no longer have to worry about purchase orders that did not reach you. The purchase orders will remain on the webiste until fully delivered.

For your convenience, your orders are summarized by the number of days late (or not late), order accepted or not accepted. You may reject an order if the price is incorrect or for any other reason. You also have the ability to insert comments and a revised delivery date. Your feedback will be visible to the buyers, so you may stop to send emails or faxes about the status of your purchase orders.

Our daily RFQ's and Tenders for Stock Items are already published on this website (see the Immediate.xls and Longterm.xls files on the website).

# Our data on the webiste is updated hourly at this stage, starting from 07H30 until 17H30.

# Linking to Material Groups/Services and Brand Names

As part of your registration process on the website, please also ensure that you have linked your company to material groups/services and brand names. That will enable any buyer to quickly find you as a potential supplier of their requirements using the "Search For Suppliers" functionality on the website.

## **Document/Certificate Uploads**

You will note that you have the ability to upload numerous different types of documents for example Special Offers, Product Catalogue/Price List, Company Brochure etc. We are notified automatically if you upload Special Offers and when you change them, so make use of this feature.

# **Registration Fee**

To enable access to the abovementioned data, you will need to register with Namdeb on this website. Up to now registration with Namdeb was free. However, as from 1 May 2011, the registration fee is NAD 300 per month or NAD 3 600 for 13 months of which one month is a free subscription. No transaction or other fees are applicable.

If you need any assistance on the website, send an email via the Contact Us page on the website or call Elmo Erasmus on Cell South Africa: +27 (0)82 492 4946, Cell Namibia: +264 (0)81 128 6388, Tel Namibia: +264 64 402 403.

I hope that the above will meet with your favorable response and look forward to doing business with you in the future.

Yours sincerely



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