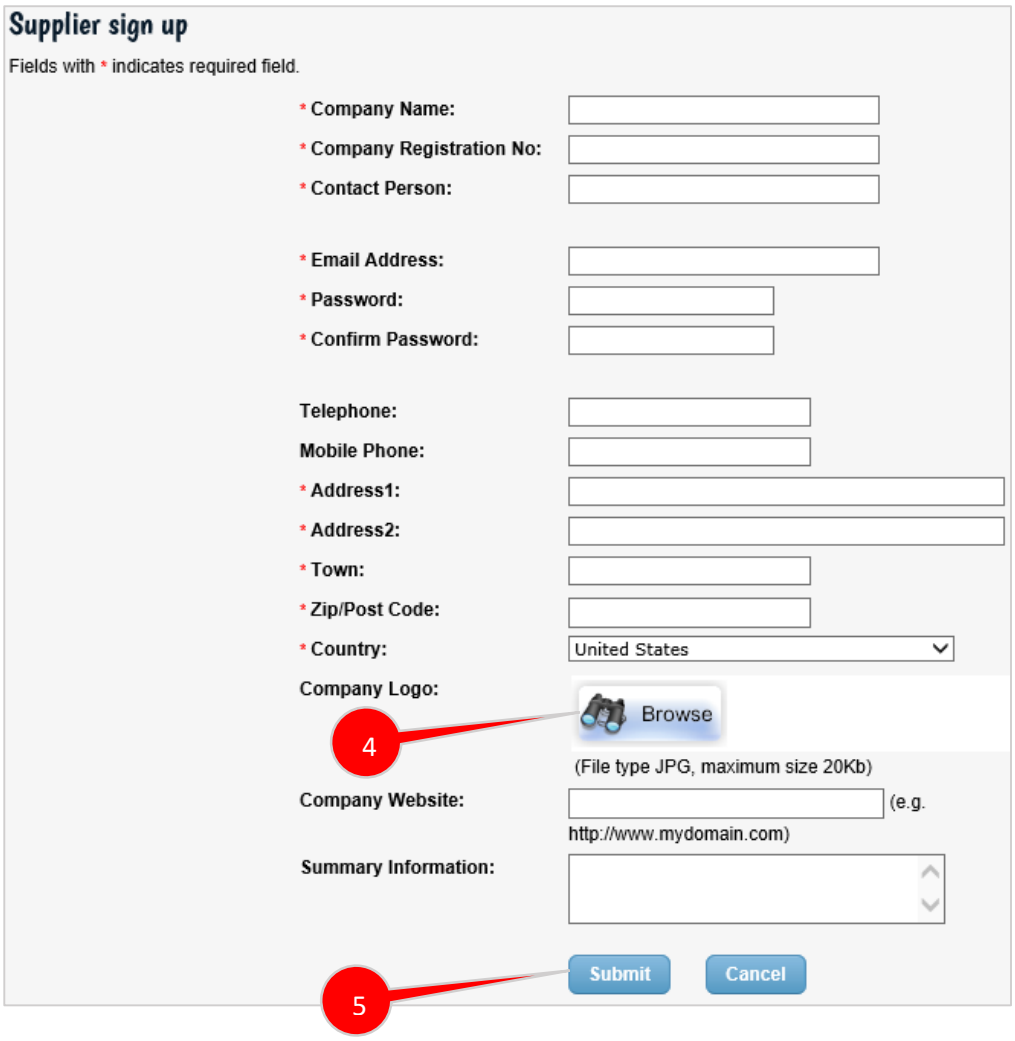
Registration Process on www.webportunities.net

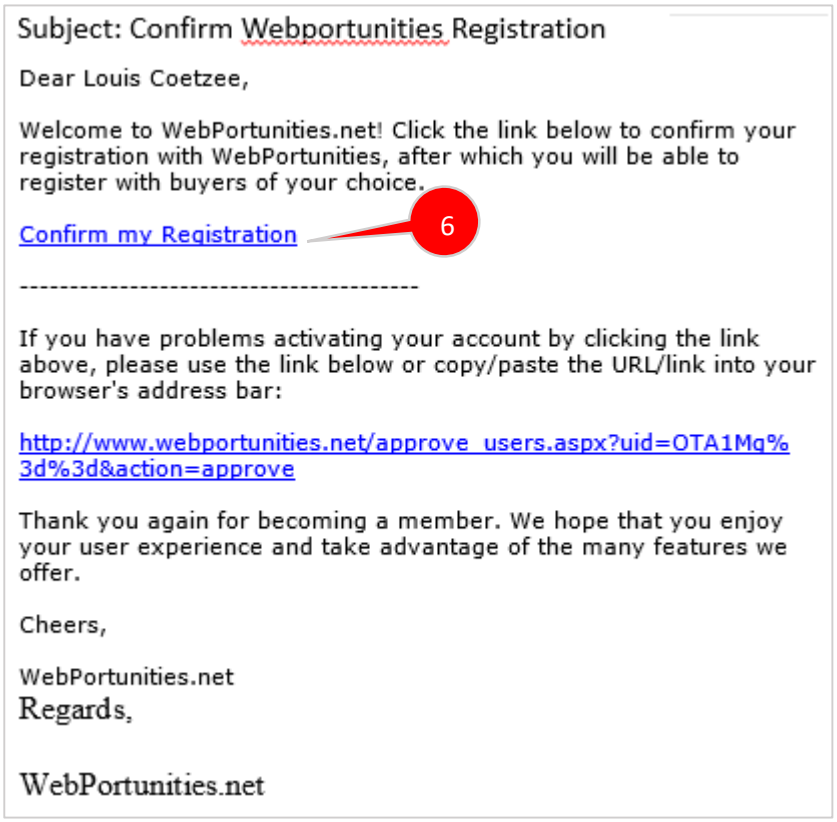
Follow the steps below to register on www.webportunities.net . Note the step numbers correspond to the numbers in the red "callouts".

1. Open the website at www.webportunities.net
2. If you have already registered on the website before, click on Login and login with your email and password (Login Credentials).
3. Else click on Sign up and follow the on screen steps. Note, the initial registration on this website is at no cost. However in the case of registration with Buyers on this site, cost may vary from NAD$ 0 to 300 per month.

4. Click on Browse to upload your Company Logo.
5. Click on Submit to submit your information.



6. After submission you will receive an email as per the example below. Click on the link to confirm your registration.



Subject: Confirm Webportunities Registration

Dear Louis Coetzee,

Welcome to WebPortunities.net! Click the link below to confirm your registration with WebPortunities, after which you will be able to register with buyers of your choice.

Confirm my Registration

6

If you have problems activating your account by clicking the link above, please use the link below or copy/paste the URL/link into your browser's address bar:

http://www.webportunities.net/approve_users.aspx?uid=OTA1Mg%3d%3d&action=approve

Thank you again for becoming a member. We hope that you enjoy your user experience and take advantage of the many features we offer.

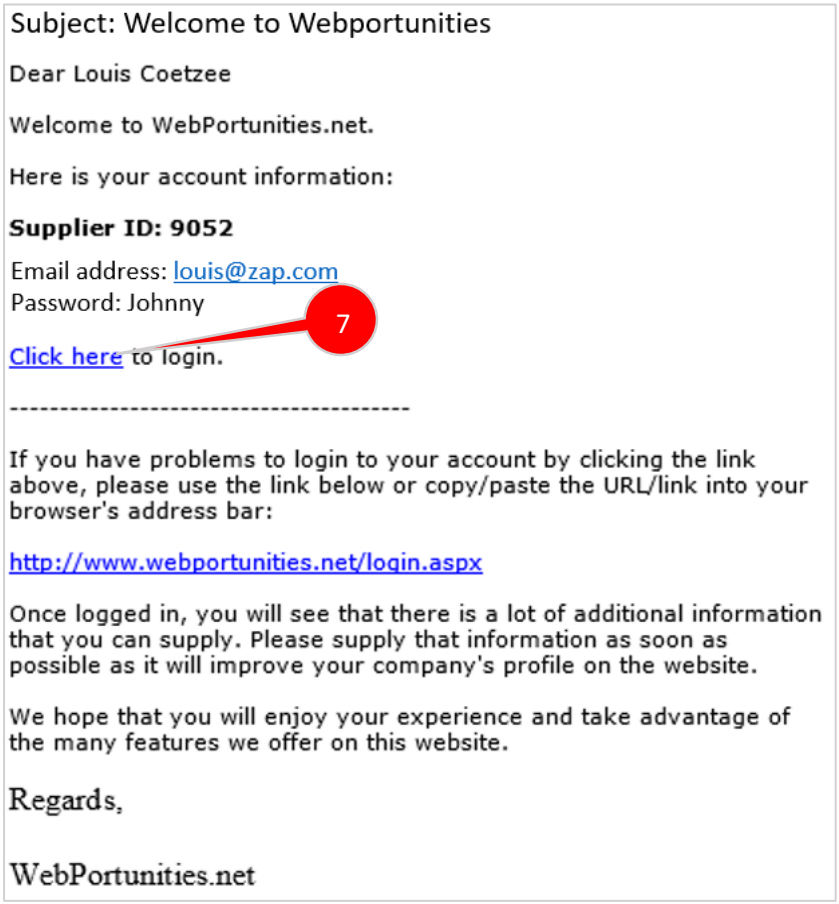
Cheers,

WebPortunities.net

Regards,

WebPortunities.net

7. You will now receive a second email confirming your registration as per the example below and providing a link to login with the credentials supplied (email address & password).



Subject: Welcome to Webportunities

Dear Louis Coetzee

Welcome to WebPortunities.net.

Here is your account information:

Supplier ID: 9052

Email address: louis@zap.com
Password: Johnny

Click here to login.

7

If you have problems to login to your account by clicking the link above, please use the link below or copy/paste the URL/link into your browser's address bar:

http://www.webportunities.net/login.aspx

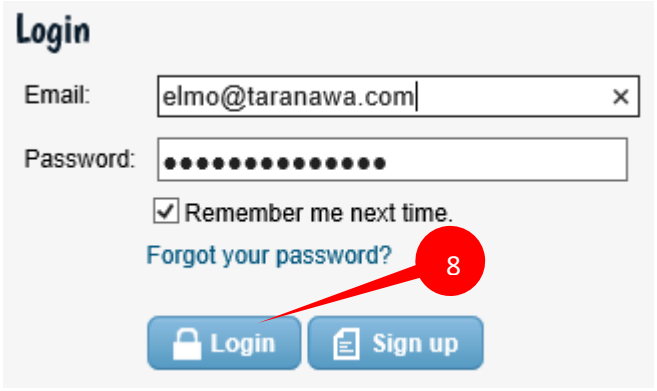
Once logged in, you will see that there is a lot of additional information that you can supply. Please supply that information as soon as possible as it will improve your company's profile on the website.

We hope that you will enjoy your experience and take advantage of the many features we offer on this website.

Regards,

WebPortunities.net

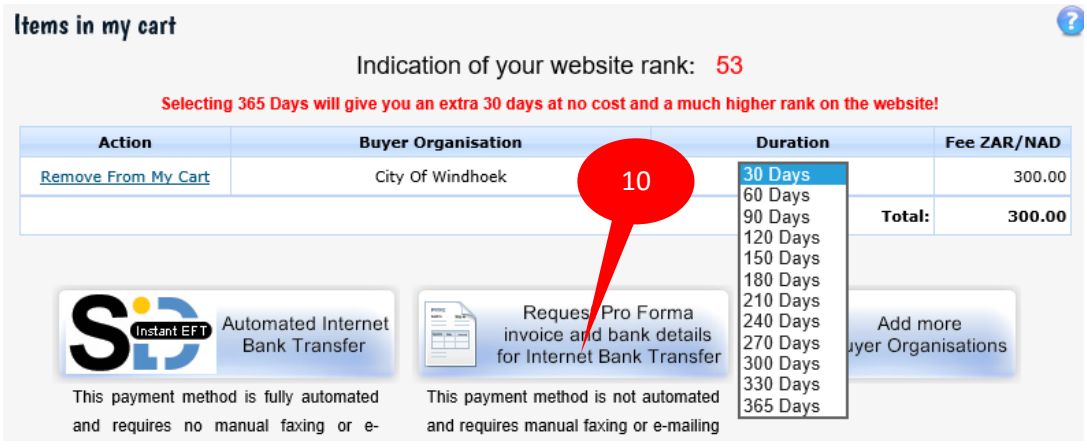
8. On the Login page, enter your login credentials and click Login.



9. Once logged in, click on Register with Buyers

(left side of screen) after which the page below will open on which you can decide with which Buyer Organisation to register. If for example you want to register with City of Windhoek, click on Register Now. The registration fee is indicated and can vary form NAD$ 0 to 300 per month.

10. Once clicked on Register Now, the screen below will appear. In the Duration column there is a dropdown allowing you to select a "Duration" of your choice. Your webiste rank will improve with a larger "Duration". One you have selected your "Duration", click on Request Pro Forma invoice and bank details for Internet Bank Transfer. You will now receive an email with the Pro Forma Invoice and Bank Details. Reply to that email with your proof of payment after which you account will be activated and you'll now be able to view RFQ's, Tenders, Outstanding Orders etc. Alternatively, if you qualify, click on Automated Internet Bank Transfer and follow the online instructions. Note that if you have a paid registration,your company profile will be visible to all website visitors.



End…