



Tejari FAQs

How to choose your Categories using the Category Tree

A comprehensive guide to using your Tejari.com account.

July 2010

Using the Category Tree to get the correct business opportunities

What are Tejari Categories?

In an online marketplace, to connect the right buyers and sellers, we need to know who does what.

The Tejari categories define who you are and what you do. This helps buyers find you and enables them to direct relevant business opportunities.

If you are a meat seller, and a buyer invites you for a reverse auction for computer printers, it wouldn't be of much use to you.
Or, to the buyer.

To avoid this confusion, Tejari has created a set of categories to help you define business and interests.

We strongly encourage you to take time to select the appropriate categories for your business. This will determine the flow of opportunities to you.

This category system is great, how and where do I set mine up?

You can define your categories by logging to your account in tejari.com. Please note you have to define the categories for your company, your alerts and also the products that you display on your showroom.

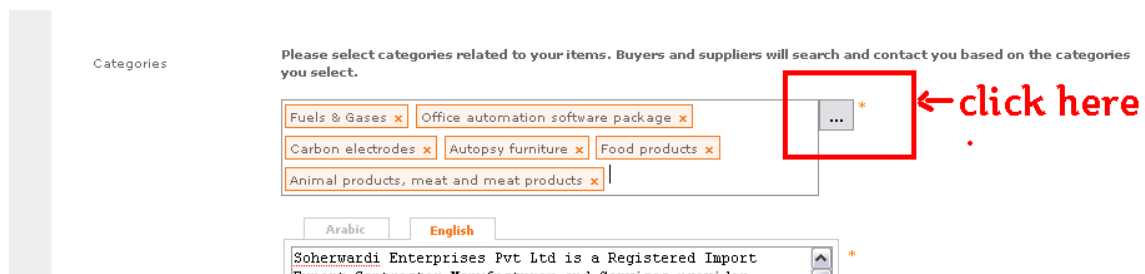
Tejari has defined more than 3000 categories to cater to everyone. That's great since we ensure no one is left out. This brings us to the question – How do you narrow down your category from this massive list?

No worries; that is also taken care of. To help you choose your categories easily we have created a category tree and it looks like the image below.

Wherever you need to choose categories on the portal, Eg. in your Manage company profile or in your alerts or products page, please click on this icon



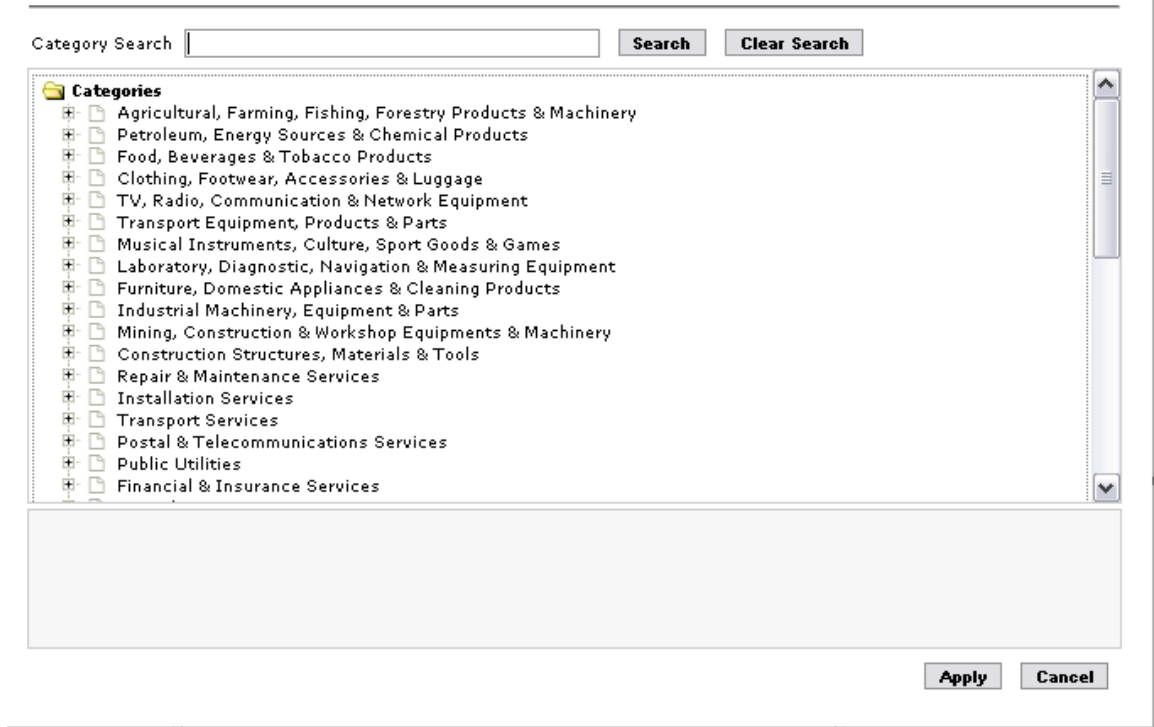
A detailed screenshot is shown below.



If you need further help, do email us on customerservices@tejari.com

This will bring up the category tree.

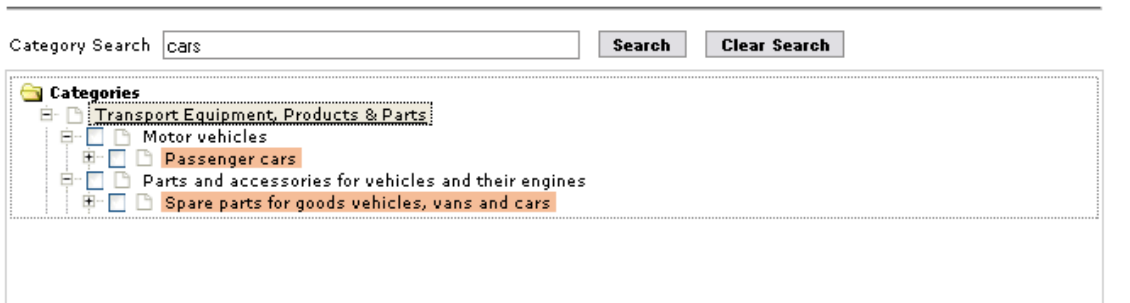
CATEGORYTREE



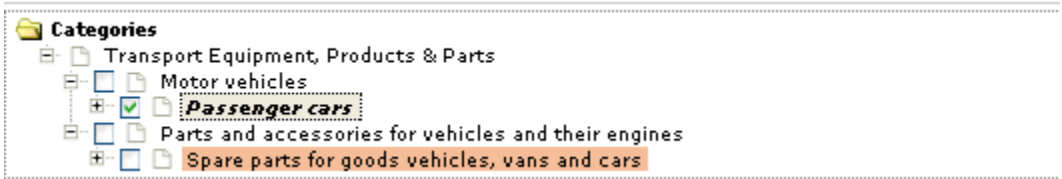
Just type a few letters of what you do and click on the search button and it will show you the possible options.

Eg: If our business is selling cars, so we will type "cars" in the Category Search field and get the following results.

CATEGORYTREE



Of these, since we deal with passenger cars, we tick on passenger cars.

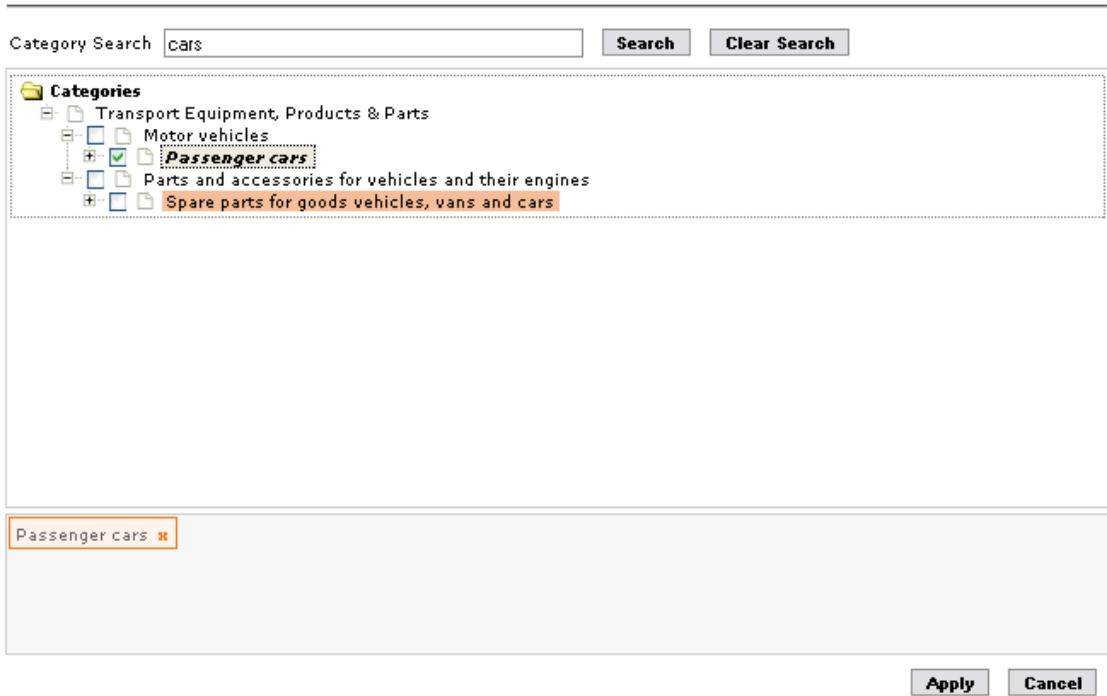


It is as simple as that.

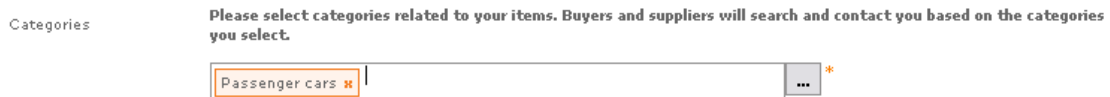
If you notice in the following picture, the category "Passenger Cars" already reflects in the bottom part of the category tree.

Just click on "Apply" and you are done.

CATEGORYTREE



And this reflects on your category listing.



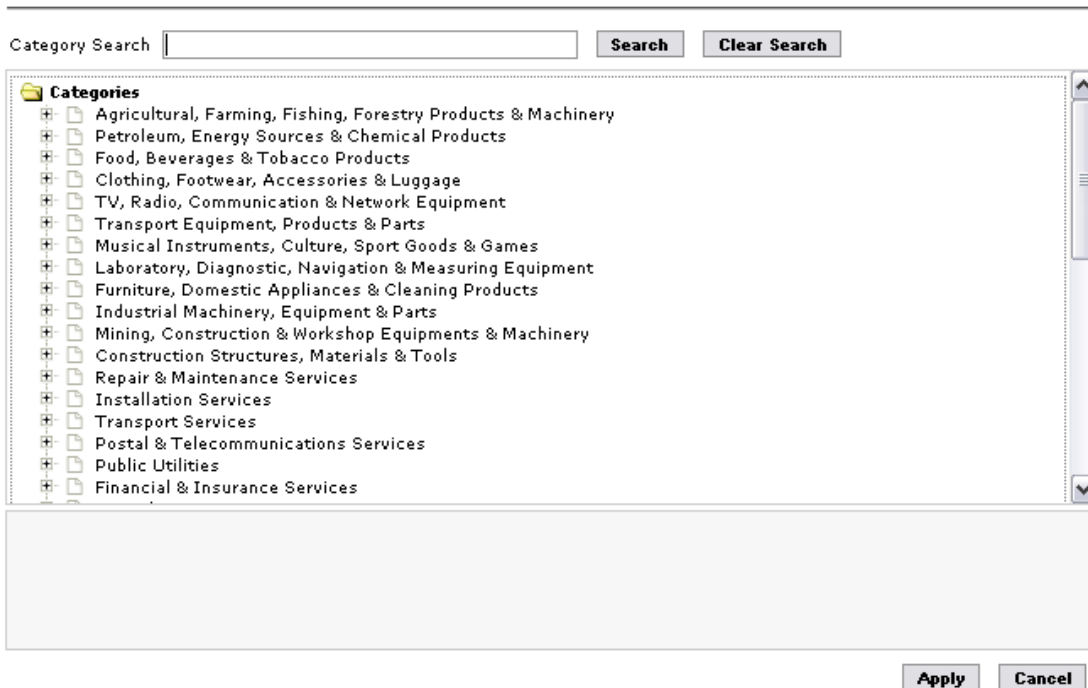
Now, we can also choose our categories in another way. We'll see that on the next page.

How to choose categories on the Category Tree without searching?

You can also choose your categories even without searching. For this illustration, we assume that we sell fish – canned fish.

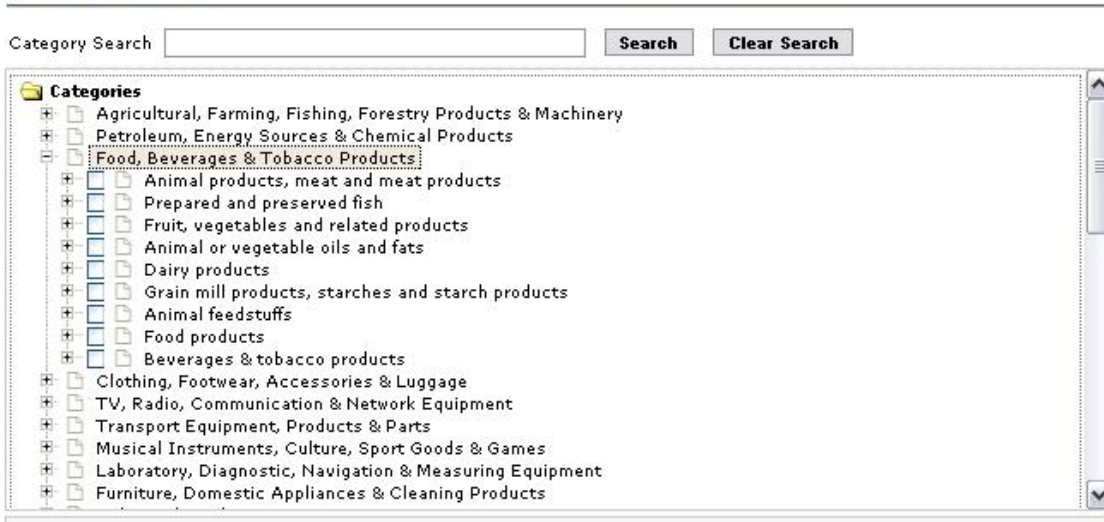
So, to choose our categories, let's launch the category tree.

CATEGORYTREE



Since we know we are in the Food business, let's click on Food, Beverages & Tobacco Products. This reveals the following.

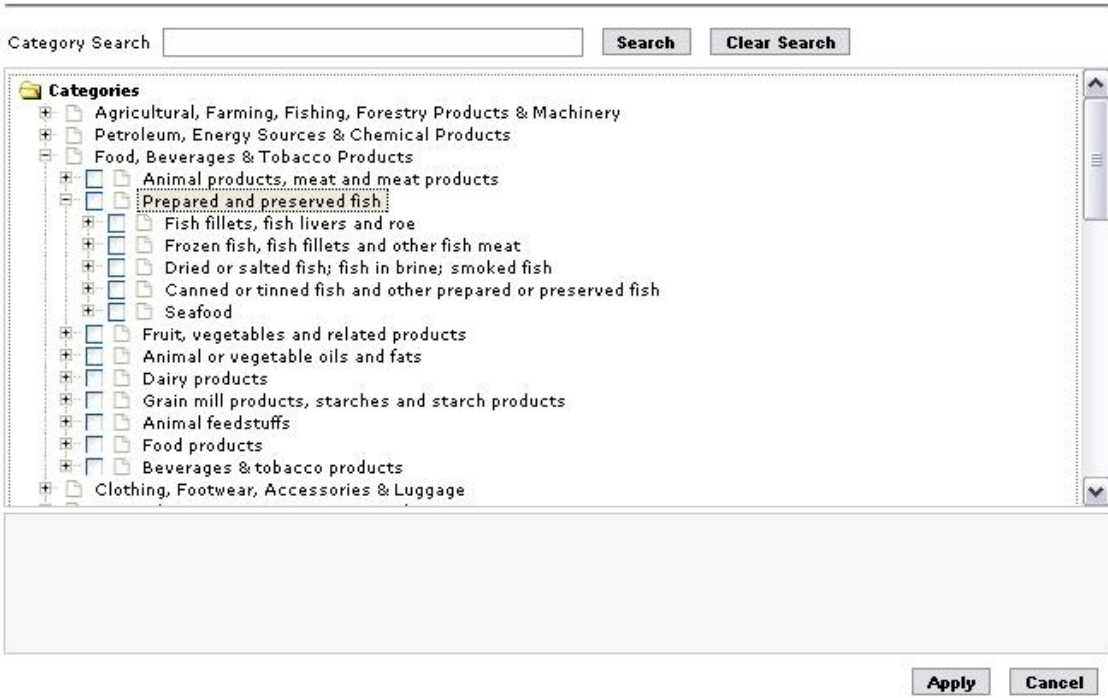
CATEGORYTREE



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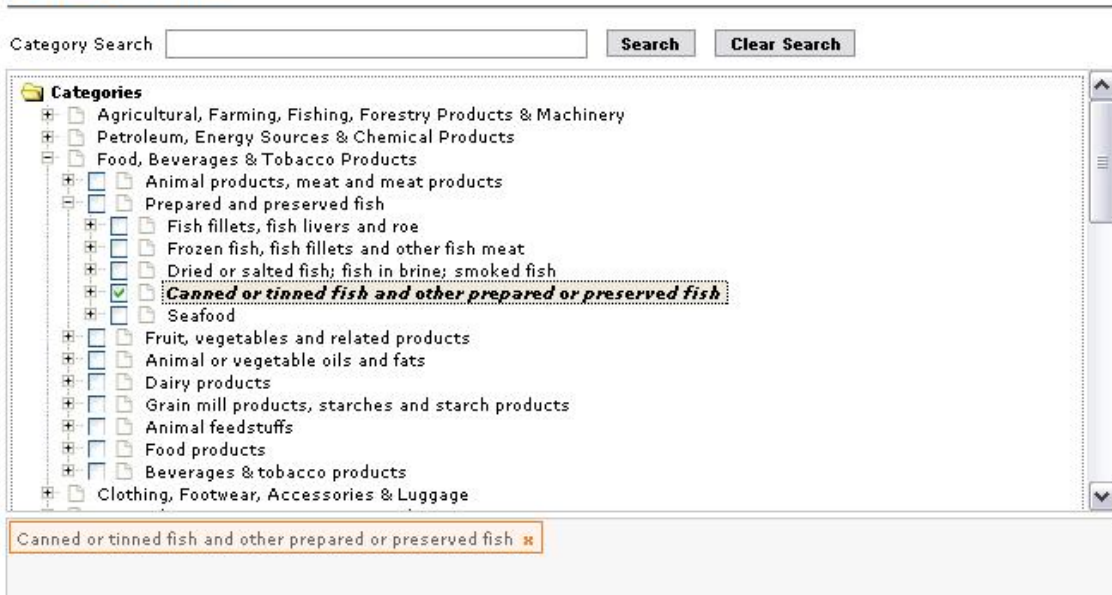
From this, we choose Prepared and preserved fish and get the following options

CATEGORYTREE



Of the available options, we choose “Canned or tinned fish and other prepared or preserved fish” since that is what we supply – canned fish.

CATEGORYTREE



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What ever method you use, make sure you choose your categories correctly and update your company profile, alerts and products with the same.

If you want to remove a category that was wrongly chosen, just click on the X button against the category name.



Where do I setup my Categories?

You can setup your categories for your Company Profile by logging into your Tejari.com account and clicking on My Account > Manage Company Profile

You can setup your categories for your Tejari Alerts by logging into your Tejari.com account and clicking on My Account > Manage Alerts & Notifications.

You can setup your categories for your Products/Services by logging into your Tejari.com account and clicking on My Account > Manage Company Products.

You can setup your categories for your Tejari Buy Leads by logging into your Tejari.com account and clicking on My Account > Manage Company Buy Leads.

You can also use it in the filtering your searches on Tejari.com as shown below



Remember that you can update your categories at any time. To login and update your alerts, [click here](#).

