



# Tejari FAQs

## How to setup your alerts?

A comprehensive guide to using your Tejari.com account.

July 2010

## How to setup Alerts on Tejari.com?

### Why should I set up Alerts?

Alerts are a smart way to funnel the right business opportunities into your inbox. It reduces the effort of looking for the right auctions and business opportunities everyday.

It saves your time, effort and ensures you get the right information every time.

### OK, I'm all excited about alerts, how do I set it up?

Setting up alerts is a very easy process. All you need to do is login to your Tejari.com account and do the following.

Click on My Accounts> Manage Alerts & Notifications



This opens up the following page.

**Email**

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### General Settings

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Alerts Schedule:  Daily  Every 3 Days  Weekly

Alerts Language:  Arabic  English  Chinese

Choose your preferences for the alerts – the frequency, language and alert type.

Now is the important aspect of telling us what opportunities you want to be intimated about.

There are 3 business opportunities here that you can set up alerts for  
They are

- Tenders
- Products & Services
- Buy Leads

Click on the business opportunities that you want to be alerted to.

- Tenders
- Products And Services
- Buy Leads

As you click an opportunity, eg. Tenders, it will open up a textbox as shown below. Please fill up the correct categories to get the correct alerts.

Tenders

Please fill in your categories, these categories define alert items categories. if you dont fill categories you will not l

Spare parts for goods vehicles, vans and cars x Servers x ...  
Miscellaneous software package and computer system... x Internet services x  
Training services x

Alerts Keywords: training, certification, eReady


Alerts Countries: Denmark  
Djibouti  
Dominica  
Dominican Republic  
East Timor  
Ecuador  
Egypt  
El Salvador  
Hold 'ctrl' key down to select multiple countries

Keywords are very important when setting up alerts because 1) They help to fine tune or narrow down your search options, since the categories tend to be either wide or not present at all 2) They can be used as additional filter for alerts in tender search.

Alerts Keywords: training, certification, eReady

Alert key words can be either of the following:

- 1. Brand Names
- 2. Specific industry wide services provided
- 3. Specific kind of software
- 4. Name of product or services

To fill up the correct categories, click on  icon in the text box.

Computer network services x 

This will open up the Category Tree as pictured below.

## CATEGORYTREE

Category Search

**Categories**

- Agricultural, Farming, Fishing, Forestry Products & Machinery
- Petroleum, Energy Sources & Chemical Products
- Food, Beverages & Tobacco Products
- Clothing, Footwear, Accessories & Luggage
- TV, Radio, Communication & Network Equipment
- Transport Equipment, Products & Parts
- Musical Instruments, Culture, Sport Goods & Games
- Laboratory, Diagnostic, Navigation & Measuring Equipment
- Furniture, Domestic Appliances & Cleaning Products
- Industrial Machinery, Equipment & Parts
- Mining, Construction & Workshop Equipments & Machinery
- Construction Structures, Materials & Tools
- Repair & Maintenance Services
- Installation Services
- Transport Services
- Postal & Telecommunications Services
- Public Utilities
- Financial & Insurance Services

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

Category Search

**Categories**

- Transport Equipment, Products & Parts
  - Motor vehicles
  - Passenger cars
  - Parts and accessories for vehicles and their engines
  - Spare parts for goods vehicles, vans and cars

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

**Categories**

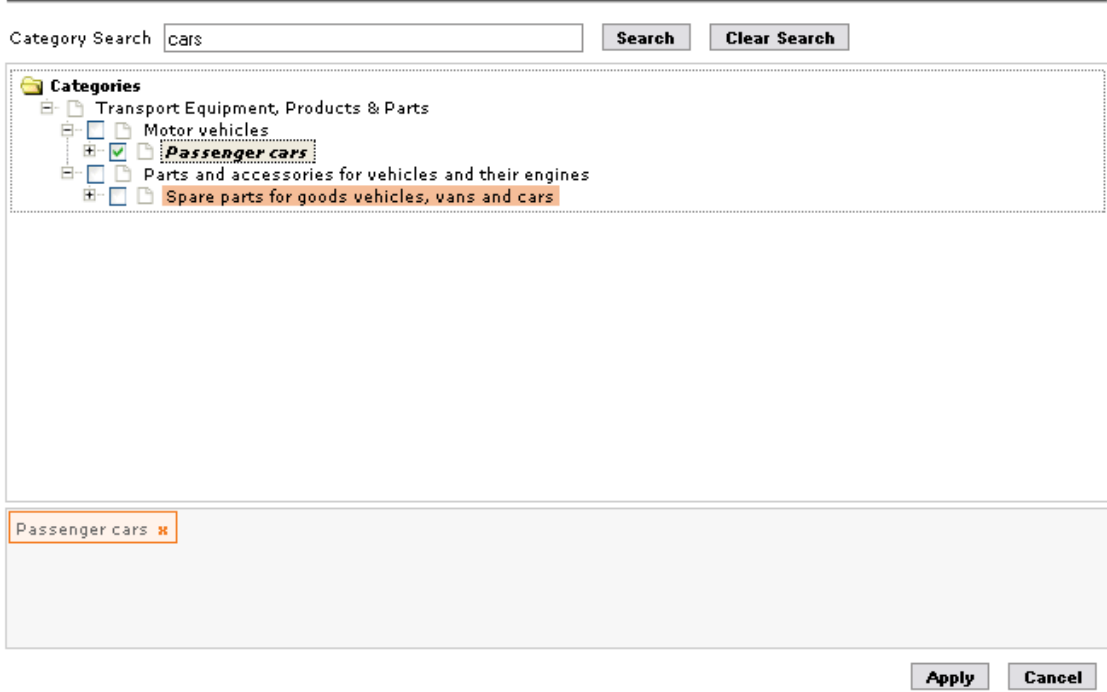
- Transport Equipment, Products & Parts
  - Motor vehicles
  - Passenger cars
  - Parts and accessories for vehicles and their engines
  - Spare parts for goods vehicles, vans and cars

It is as simple as that.

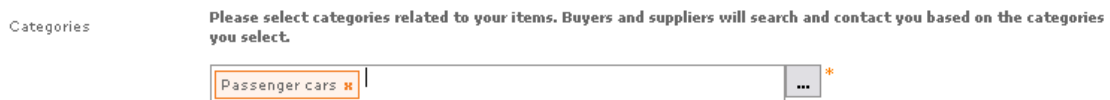
If you notice in the following picture, the category "Passenger Cars" already reflects in the bottom part of the category tree.

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.

### 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

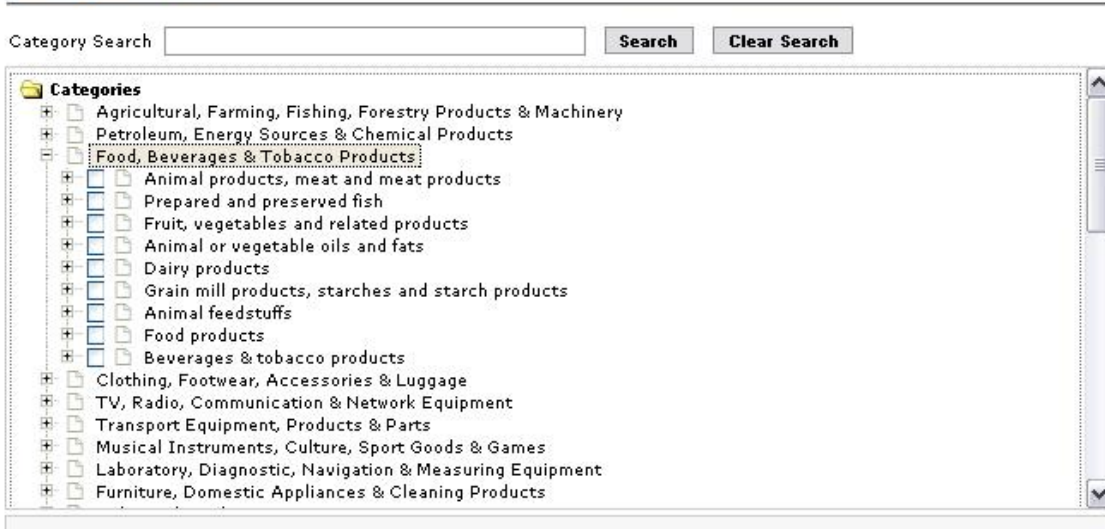
Category Search

**Categories**

- ⊞ Agricultural, Farming, Fishing, Forestry Products & Machinery
- ⊞ Petroleum, Energy Sources & Chemical Products
- ⊞ Food, Beverages & Tobacco Products
- ⊞ Clothing, Footwear, Accessories & Luggage
- ⊞ TV, Radio, Communication & Network Equipment
- ⊞ Transport Equipment, Products & Parts
- ⊞ Musical Instruments, Culture, Sport Goods & Games
- ⊞ Laboratory, Diagnostic, Navigation & Measuring Equipment
- ⊞ Furniture, Domestic Appliances & Cleaning Products
- ⊞ Industrial Machinery, Equipment & Parts
- ⊞ Mining, Construction & Workshop Equipments & Machinery
- ⊞ Construction Structures, Materials & Tools
- ⊞ Repair & Maintenance Services
- ⊞ Installation Services
- ⊞ Transport Services
- ⊞ Postal & Telecommunications Services
- ⊞ Public Utilities
- ⊞ Financial & Insurance Services

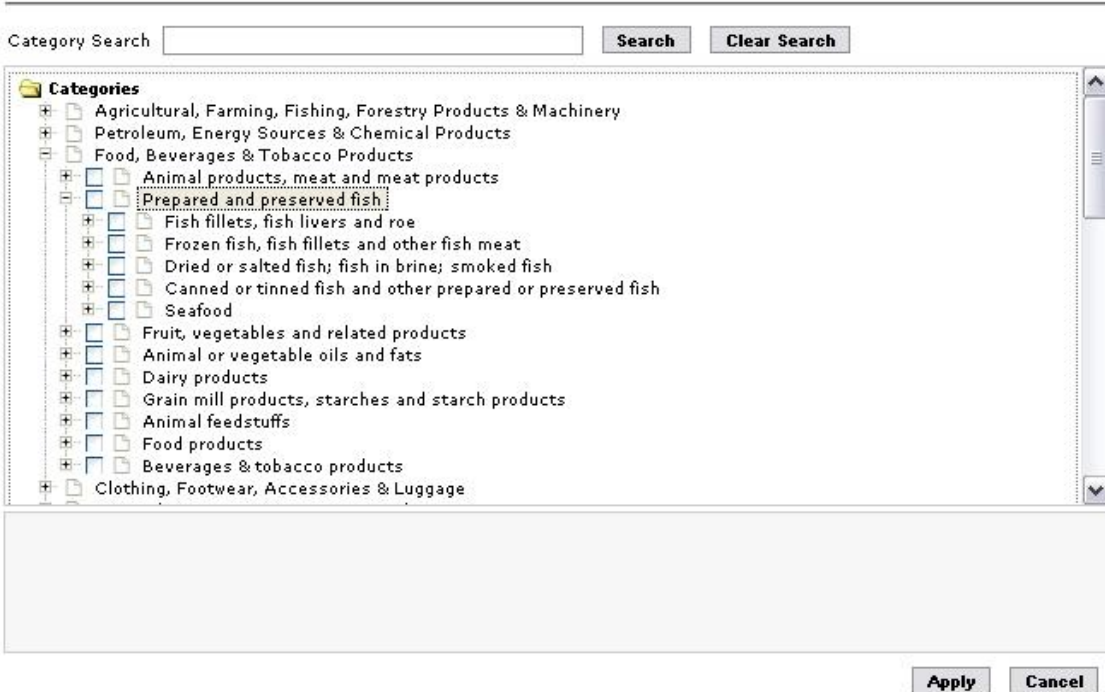
Since we know we are in the Food business, let's click on Food, Beverages & Tobacco Products. This reveals the following.

### CATEGORYTREE



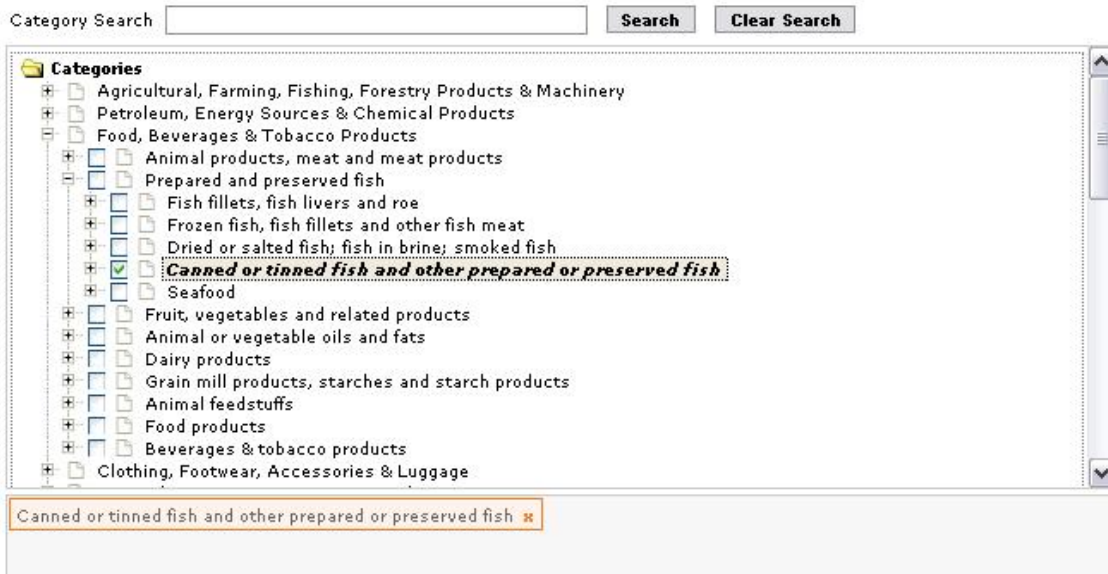
From this, we choose Prepared and preserved fish and get the following options

### 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



Click on Apply and the category is saved in your alert as shown below.

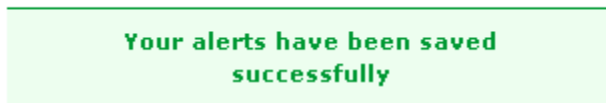


What ever method you use, make sure you choose your categories correctly and update your alerts with the same. Choose as many categories as relevant to your area of business to improve the effectiveness of Tejari alerts.

Now, If you want alerts for Products and Services or Buy Leads, just click on the opportunity and fill up the correct categories.

Once you are done and have reviewed your settings, please click on "Save" button on the bottom of the page to save your alert settings.

You will receive a confirmation message as shown below.



Congratulations! You have set your alerts correctly. Now sit back and watch business come to you.

To setup your Tejari Alerts, please [click here.](#)

If you need further help, do email us on [customerservices@tejari.com](mailto:customerservices@tejari.com)

