



UBB Trade Club: Step-by-step Manual for creating a Profile and Business Card

Creating a Profile and Business Card: Step 1



Contact us



Login

EN ▾

Trade Club

Become a member of the Trade Club
Originate business with verified counterparts.

Access

The banner features a background image of several hands shaking in a circle, symbolizing a business deal or agreement. The text 'Trade Club' is prominently displayed in the center. Below it, a dark blue bar contains the text 'Become a member of the Trade Club' and 'Originate business with verified counterparts.' To the right of this bar is a blue button with the word 'Access' in white.

An Innovative Worldwide Business Network

Connecting you with the clients of our partner banks around the world.



Request your **activation code** at tradeclub@ubb.bg.



We'll e-mail you a **link and an activation code** once you pass the screening.



Tap or click the link to open the homepage of UBB Trade Club. Go to **'Access'**.



Creating a Profile and Business Card: Step 2



Type in or (preferably) copy your personal activation code and select 'Activate now'.



Activate your account

You received an activation code ? Please enter the activation code in the following field.

Activation code *

Activate now

Not yet a member

To take full advantage of our Trade Club and Trade Resources, please request activation code on tradeclub@kbc.be by sending the name of your company, UIC number and email contact.

Creating a Profile and Business Card: Step 3



Complete your **personal details** and choose a **password**.
Confirm that you agree with the **Terms of Use**.

Please complete your profile

Please fill the following fields to complete your profile. All fields need to be filled in.

Title * Mr Mrs

First name *

Last Name *

Your password needs to contain at least 8 alphanumeric characters

Password *

Password confirmation *

I agree to the [Terms of use](#)

The benefits from the Trade Club

- Find global opportunities for your business
- Receive tailored matches for your products or services
- Exchange about international trade with fellow members

Creating a Profile and Business Card: Step 4

- ✓ After successful completion of Step 3 it will appear the screen bellow, which informs you that **your profile has been created** and that you will **receive a confirmation e-mail** with link for registration's ending.



Create your profile



Thank you for creating a profile.

You will shortly receive an email with a link to complete your registration. Don't forget to check your «spam» if you can't find the mail in your Inbox.

Please [contact us](#) if you need assistance.

Creating a Profile and Business Card: Step 5



After a few minutes you will receive **an e-mail containing a link**.

(If you fail to get it, make sure to check your spam folder)

Tap or click this link to continue with the registration of your **Business Card**.



Welcome Lily

Your profile has been created! You are now member of the KBC Trade Club, an innovative international business portal.

Please note that in rare cases, you may receive the confirmation email in the junk box or spam box. For this reason, we advise to add kbc.preprod.export-entreprises.com domain to your safe senders list, in order to receive all the portal related inquiries and email messages sent to you. Click on the link below in order to complete the registration process.
[account validation link](#)

Kind regards,

The KBC Team
kbc.preprod.export-entreprises.com



Creating a Profile and Business Card: Step 6

Your Business card is very important. It comprises 2 parts.



The first part is where you fill in a number of general company details such as your website, your logo, promotional material and other information.

The second part is where you fill in more specific information such as your business activities, your products and services, the countries you want to do business with, and other details. More information in this regard is provided in the following slides.

Please complete all mandatory Business Card fields, Save the form and then click "Join" to start using the Network. [JOIN](#)

My Business Card

A full complete Business card will attract the interest of other member companies! The more complete it is, the higher possibilities you will have to find business partners according to your needs!

1 General information **2** Activity & Products

Company profile

<p>Company name *</p> <input type="text" value="Company name"/>	<p>Logo</p> <div style="text-align: center;"> Drag and drop a file here or click</div>
<p>Country *</p> <input type="text" value="Belgium"/>	
<p>City *</p> <input type="text" value="City"/>	

Creating a Profile and Business Card: Step 6 (1/2)



Part 1: General Details

Only the fields marked with a (*) must be completed. The more details you provide, however, the more accurate the matches will be.

Please complete all mandatory Business Card fields. Save the form and then click "Join" to start using the Network. [JOIN](#)

My Business Card

A full complete Business card will attract the interest of other member companies! The more complete it is, the higher possibilities you will have to find business partners according to your needs!

1 General information 2 Activity & Products

Company profile

Company name *

Country *

City *

Website *

Logo


Drag and drop a file here or click

Promotional material
Accepted formats: pdf, ppt, pptx. Max file size: 10Mb [+](#)

Description *

Number of employees

Annual sales

Currency

[Next](#)

Creating a Profile and Business Card: Step 6 (2/2)



Part 2: Activity and Products

Select **your business activity** from the possibilities given above (min. 1 and max. 3)

My Business Card

A full complete Business card will attract the interest of other member companies! The more complete it is, the higher possibilities you will have to find business partners according to your needs!

① General information

② Activity & Products

Activity & Industry

Activity*

You must select between 1 and 3 commercial proposals

Importer

Exporter

Trader

Service Provider

Wholesaler

Agent

Distributor

Manufacturer

Creating a Profile and Business Card: Step 6(2/2)



Tap or click „**Choose Products**” and open the menu for **selecting of the product**

PRODUCT/SERVICE *

You must select at least 1 product / service.

 [Choose products](#)

Interests

Key countries / Doing business with

Business Objectives

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New BtoB clients | <input type="checkbox"/> Overseas distributors | <input type="checkbox"/> Trading companies | <input type="checkbox"/> Reliable agents |
| <input type="checkbox"/> Partners | <input type="checkbox"/> Fellow exporters | <input type="checkbox"/> Cost effective suppliers | <input type="checkbox"/> Wholesalers |
| <input type="checkbox"/> Subcontractors | <input type="checkbox"/> Franchisees | <input type="checkbox"/> OEM/ODM / manufacturer | <input type="checkbox"/> Market opportunities |
| <input type="checkbox"/> New technologies | <input type="checkbox"/> Other | | |

[Previous](#)

[Save](#)

Creating a Profile and Business Card: Step 6 (2/2)



Hit the white bar.

Select the sector in which you operate. In this example, it is 'Fats and oils'.

Select your industry
You must select at least 1 industry (and may choose up to 4 industries)

- Fats and oils
- Arms and ammunition
- Base metals and article of base metal
- Chemicals
- Fats and oils
- Footwear, headgear, umbrellas, feathers
- Jewellery, precious metals, pearls

Cancel **UPDATE BUSINESS CARD**

Creating a Profile and Business Card: Step 6 (2/2)



The list of products is **based on HS codes = commodity codes**. If you know the HS code, make sure to have it close at hand.

For instance, the 'Fats and oils' product category corresponds with HS code 'HS15'. When you tap or click it, you will see **the full list of codes for that specific category**. You can **now indicate the specific category** in which you buy and/or sell.

It is very important to mark at least 1 merchandise you sell, in order your company to be **"visible"** to other club members and **to be offered as a partner**.

× Fats and oils

8 selected HS 15 : CHAPTER 15 - ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OR VEGETABLE WAXES +

HS 1501 : Pig fat, incl. lard, and poultry fat, rendered or otherwise extracted ...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1502 : Fats of bovine animals, sheep or goats (excl. lard stearin, lard oil, ...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1503 : Lard stearin, lard oil, oleostearin, oleo-oil and tallow oil (excl. em...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1504 : Fats and oils and their fractions of fish or marine mammals, whether o...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1505 : Wool grease and fatty substances derived therefrom, incl. lanolin	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1506 : Other animal fats and oils and their fractions, whether or not refined...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1507 : Soya-bean oil and its fractions, whether or not refined (excl. chemica...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1508 : Ground-nut oil and its fractions, whether or not refined, but not chem...	<input checked="" type="checkbox"/> We buy	<input checked="" type="checkbox"/> We sell

Creating a Profile and Business Card: Step 6 (2/2)



Tap or click 'Update Business Card'.

If you need, you **can always make changes** to your Business Card later on.

HS 1517 : Margarine, other edible mixtures or preparations of animal or vegetabl...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1518 : Animal or vegetable fats and oils and their fractions, boiled, oxidise...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1520 : Glycerol, crude; glycerol waters and glycerol lyes	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1521 : Vegetable waxes, beeswax, other insect waxes and spermaceti, whether o...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell
HS 1522 : Degras; residues resulting from the treatment of fatty substances or a...	<input type="checkbox"/> We buy	<input type="checkbox"/> We sell

Cancel

UPDATE BUSINESS CARD

Creating a Profile and Business Card: Step 6 (2/2)



Interests

Key countries/Doing business with: Now indicate the countries you do business with or want to do business with.

You can do that quickly by typing in the first letter of a country.

Interests

Key countries / Doing business with

× Finland × France |

- Fiji
- Finland**
- France
- French Guiana
- French Polynesia
- French Southern Territories

Creating a Profile and Business Card: Step 6 (2/2)



Business Objectives:

Here you can indicate potential parties you might want to get in contact with.

Tap or click 'Save'.

Interests

Key countries / Doing business with

Finland France

x

Business Objectives

- New BtoB clients
- Partners
- Subcontractors
- New technologies

- Overseas distributors
- Fellow exporters
- Franchisees
- Other

- Trading companies
- Cost effective suppliers
- OEM/ODM / manufacturer

- Reliable agents
- Wholesalers
- Market opportunities

Previous

Save

Creating a Profile and Business Card: Step 6 (2/2)



Now you have filled in everything.

To validate your **Business Card**, tap or click the 'Join' button at the top of the page.

The screenshot shows the UBB website interface. At the top left is the UBB logo with the text 'Part of ABC Group'. To its right are two buttons: 'Trade Club' and 'Trade Resources'. Further right is a 'My Account' button with a user icon and 'EN' with a dropdown arrow. Below this is a blue navigation bar with links for 'Home', 'Opportunities', 'Messages', 'Directory', and 'Contacts'. The main content area features a large banner image of a smiling man in a dark apron standing in a workshop. Overlaid on the banner is the text 'An Innovative Worldwide Business Network'. Below the banner is a light green notification box with a checkmark and the text 'Modifications has been successfully updated.'. At the bottom of the page is a light blue box containing the text 'Please complete all mandatory Business Card fields, Save the form and then click "Join" to start using the Network.' and a blue 'JOIN' button.

Creating a Profile and Business Card: Step 7



Your **Business Card** will be screened by the **relevant community manager** to keep illegal practices, offensive language or shocking images off the platform.

An Innovative Worldwide Business Network

Welcome to KBC Trade Club
Develop your business with other clients from our partner banks

Message from the Community Manager

 As a privileged member of our community, I want you to use this Club to its maximum potential by ensuring that your profile is complete and up-to-date so that you can receive personalized matchmaking proposals. [Contact me](#) if you need assistance.

Bryan, Community Manager

Improve your business opportunities

 **SUNFLOWER OILS**
Last activity: Mar, 2018
Your Business card is completed at 100%

[Complete Business Card](#)

Creating a Profile and Business Card: Step 7



After your **Business Card is approved** (maximum **two working days**), you will receive a **confirmation e-mail** and you can start using UBB Trade Club.

NB. The platform can work **with multiple users** for a separate company, but Business card always **remains one**. It is most convenient the Business card to be created **by the first registered user** but it **can be created (added or changed)** by someone of the next users. With an already approved Business card, new users from the same company are committed to create only own account and own password



Dear Lily Sunflower

Your profile has been validated.

You can now access to the Trade Portal : [Trade portal](#)

Please feel free to contact us if you need any assistance using : [Trade club](#)

Kind regards,

The KBC Team
kbc.preprod.export-entreprises.com



Creating a Profile and Business Card: Step: Questions?



If you have **any other questions**, please contact us through the **Contact form**. Simply tap or click the **'Contact us' button**.

Your questions will **be dealt with promptly**.

UBB
Part of KBC Group

Contact us Login

Contact Form

If you have any questions on the information, services or other areas of the site, please feel free to fill out this form: we will answer you very shortly.
All fields marked with * are compulsory.

Title * Mr Miss Mrs

Name *

Company

Email *

Type of request * I'm looking for information about KBC's international services and support
 Technical question

Message *

Please check the box to send your request * ik ben geen robot 

Validate