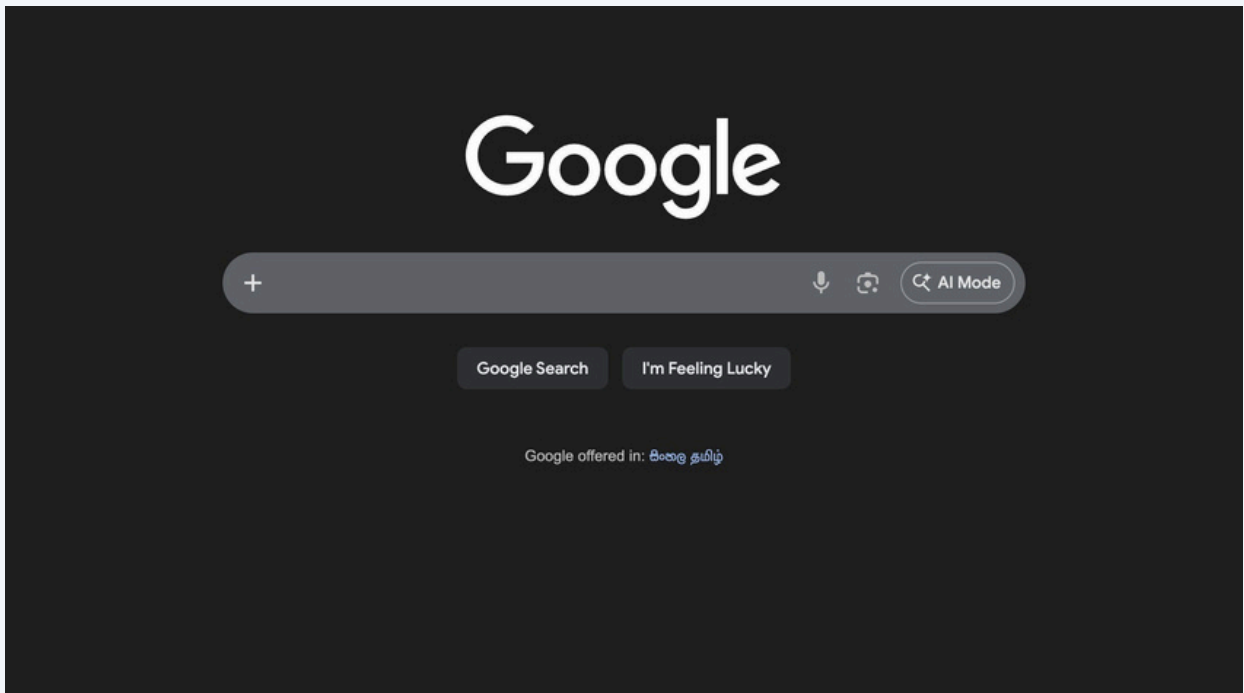


How To Register As A Supplier On CeySpace

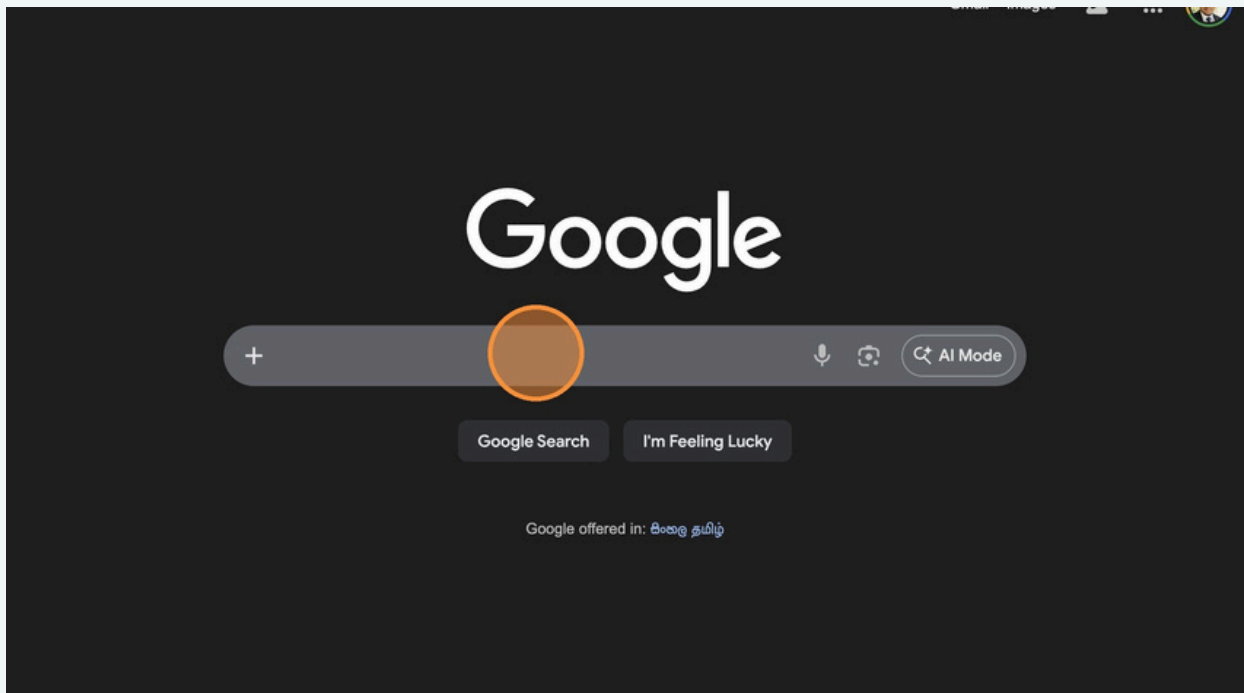
Learn how to create and optimize your business profile on the CeySpace B2B marketplace. This guide walks you through the account registration process and essential profile setup steps to help you start sourcing and connecting with clients.

- 1 Navigate to <https://www.google.com/>

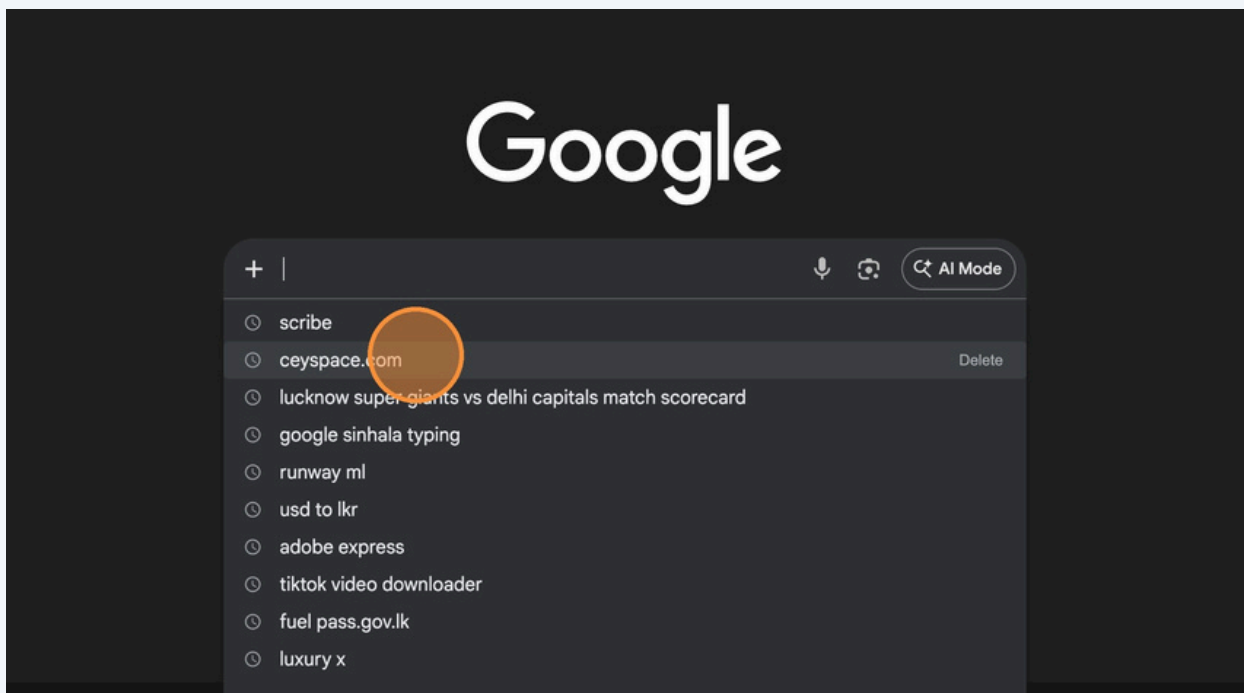


- 2 Type "[ceyspace.com](https://www.ceyspace.com/) Enter"

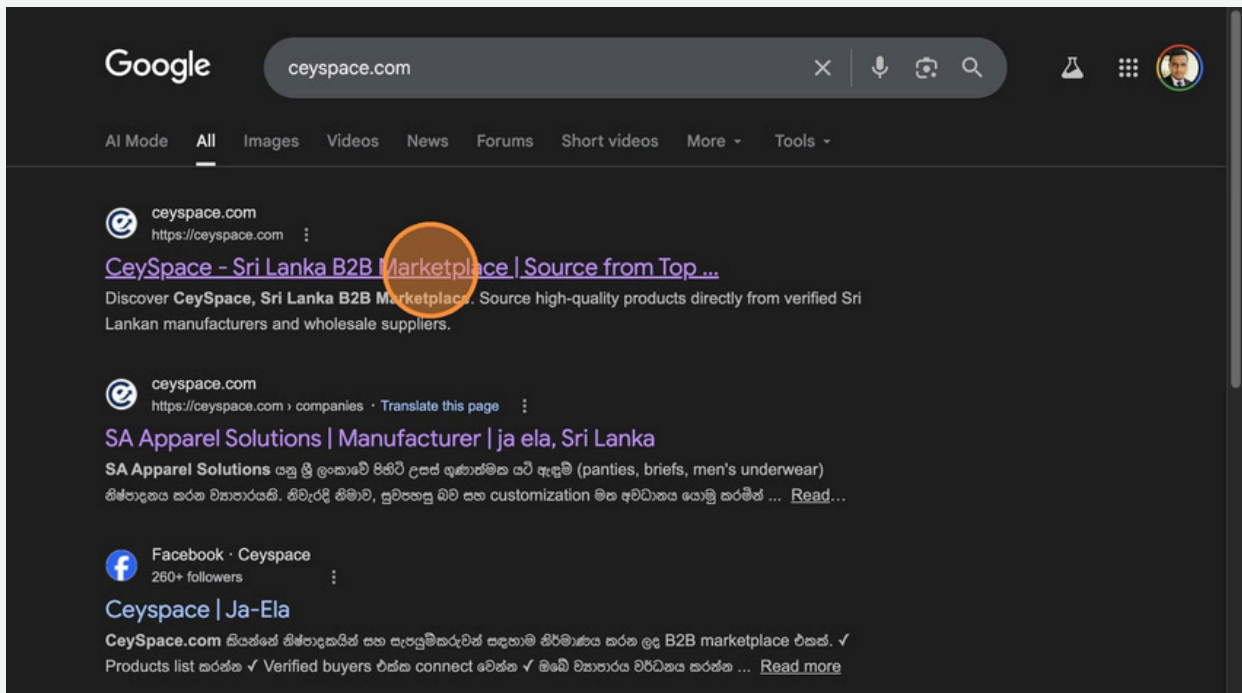
3 Click this field.



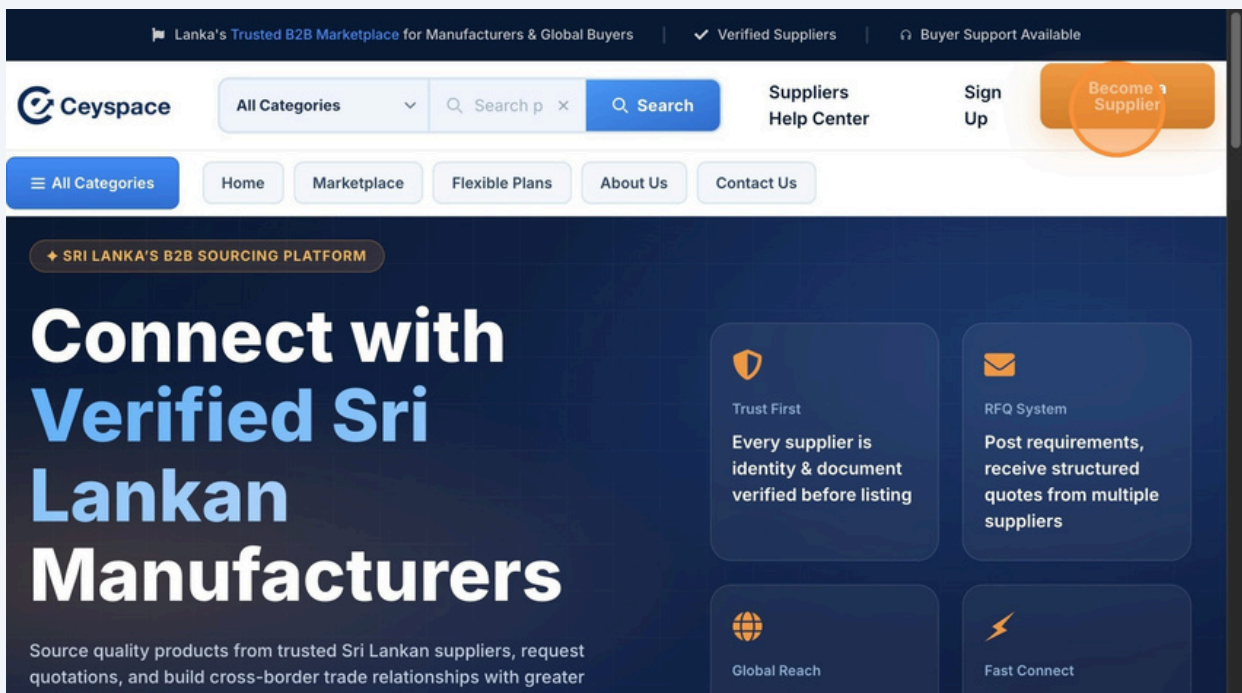
4 Click "ceyspace.com"



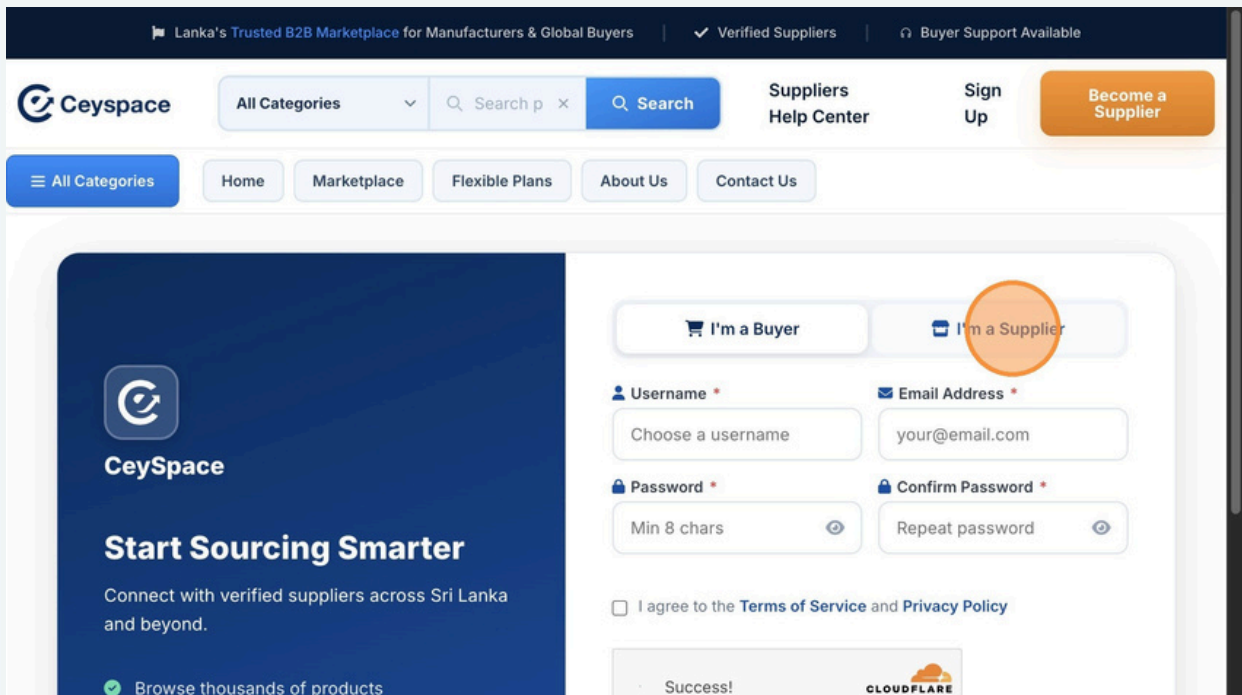
5 Click "CeySpace - Sri Lanka B2B Marketplace | Source from Top ..."



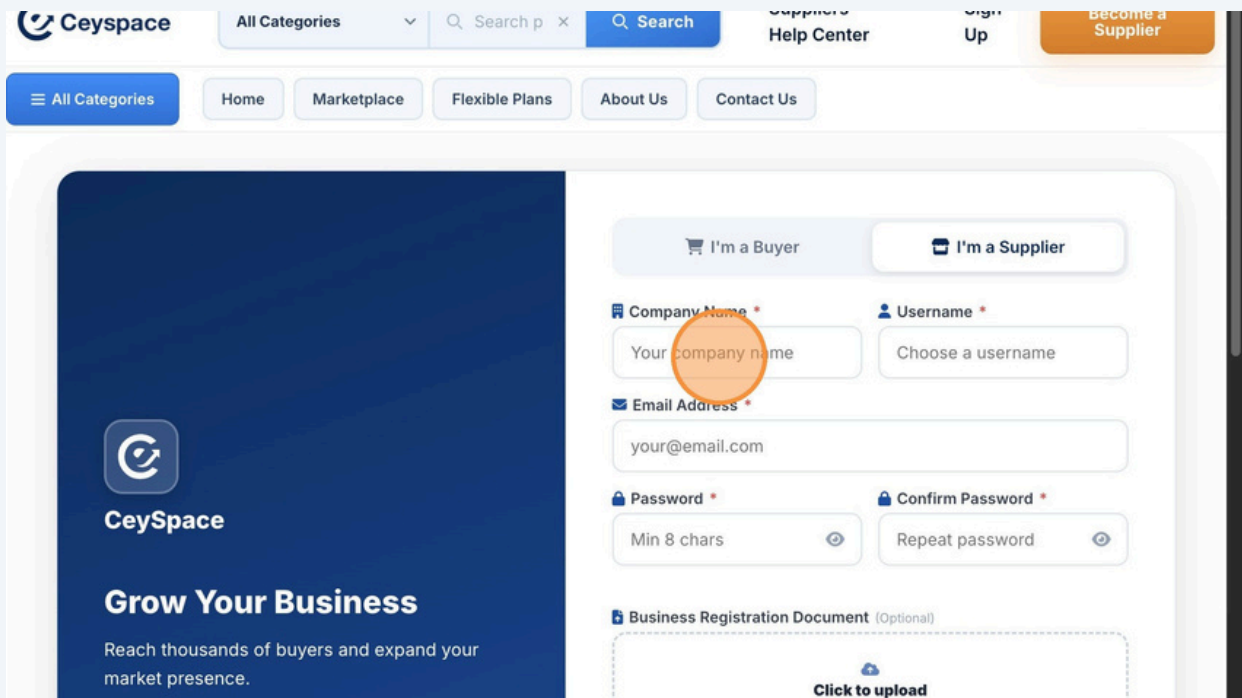
6 Click "Become a Supplier"



7 Click "I'm a Supplier"



8 Click the "Your company name " field and add your company Name.



- 9 Click the "Choose a username" field & select a username for future use as a signing option.

The screenshot shows the Ceyspace registration page. The header includes the Ceyspace logo, navigation links for 'All Categories', 'Home', 'Marketplace', 'Flexible Plans', 'About Us', and 'Contact Us', and a search bar. The main content area features a dark blue sidebar with the Ceyspace logo and the text 'Grow Your Business' and 'Reach thousands of buyers and expand your market presence.' The registration form on the right has two tabs: 'I'm a Buyer' and 'I'm a Supplier'. The form fields include: 'Company Name' (filled with 'Ceyspace global Exchange'), 'Username' (with a placeholder 'Choose a username' and an orange circle around it), 'Email Address' (filled with 'your@email.com'), 'Password' (with a placeholder 'Min 8 chars'), and 'Confirm Password' (with a placeholder 'Repeat password'). There is also a 'Business Registration Document' section with a 'Click to upload' button.

- 10 Click the "your@email.com" field & Add your email.

This screenshot is similar to the previous one, showing the Ceyspace registration page. The 'Email Address' field is now filled with 'your@email.com' and is highlighted with an orange circle. The 'Username' field now contains the text 'ceyspace'. The 'Business Registration Document' section has a 'Click to upload or drag & drop' button with the text 'PDF, JPG, PNG — Max 5MB' below it. The sidebar on the left now includes two green checkmarks: 'List unlimited products' and 'Get verified supplier badge'.

11 Click the "password" field & add a strong Password.

The screenshot shows the CeySpace registration interface. On the left, a dark blue sidebar contains the CeySpace logo, the text "Grow Your Business", and two bullet points: "List unlimited products" and "Get verified supplier badge". The main registration area is white and contains two tabs: "I'm a Buyer" and "I'm a Supplier". Below the tabs are input fields for "Company Name" (filled with "Ceyspace global Exchange"), "Username" (filled with "ceyspace"), and "Email Address" (filled with "support@ceyspace.com"). The "Password" field is highlighted with an orange circle and contains the text "Min 8 chars". The "Confirm Password" field is labeled "Repeat password". Below these fields is a dashed box for "Business Registration Document" with the instruction "Click to upload or drag & drop PDF, JPG, PNG — Max 5MB". At the bottom, there is a checkbox for "I agree to the Terms of Service and Privacy Policy".

12 Click the "Repeat password" field and add the same password.

This screenshot is identical to the previous one, but the "Repeat password" field is now highlighted with an orange circle. The "Password" field now contains a series of dots, and a green "Strong" indicator is visible below it. The rest of the form, including the sidebar, tabs, and other input fields, remains the same.

13 Click "Click to upload" & Upload your business registration if available

CeySpace
Grow Your Business
Reach thousands of buyers and expand your market presence.

- List unlimited products
- Get verified supplier badge

I'm a Buyer | I'm a Supplier

Company Name * | Username *
CeySpace global Exchange | ceyspace

Email Address *
support@ceyspace.com

Password * | Confirm Password *
..... |

Strong

Business Registration Document (Optional)
Click to upload or drag & drop
PDF, JPG, PNG, Max 5MB

I agree to the Terms of Service and Privacy Policy

14 Click the "I agree to the Terms of Service and Privacy Policy" field.

CeySpace
Grow Your Business
Reach thousands of buyers and expand your market presence.

- List unlimited products
- Get verified supplier badge
- Boost products to top results
- Manage inquiries & quotes

Company Name * | Username *
CeySpace global Exchange | ceyspace

Email Address *
support@ceyspace.com

Password * | Confirm Password *
..... |

Strong

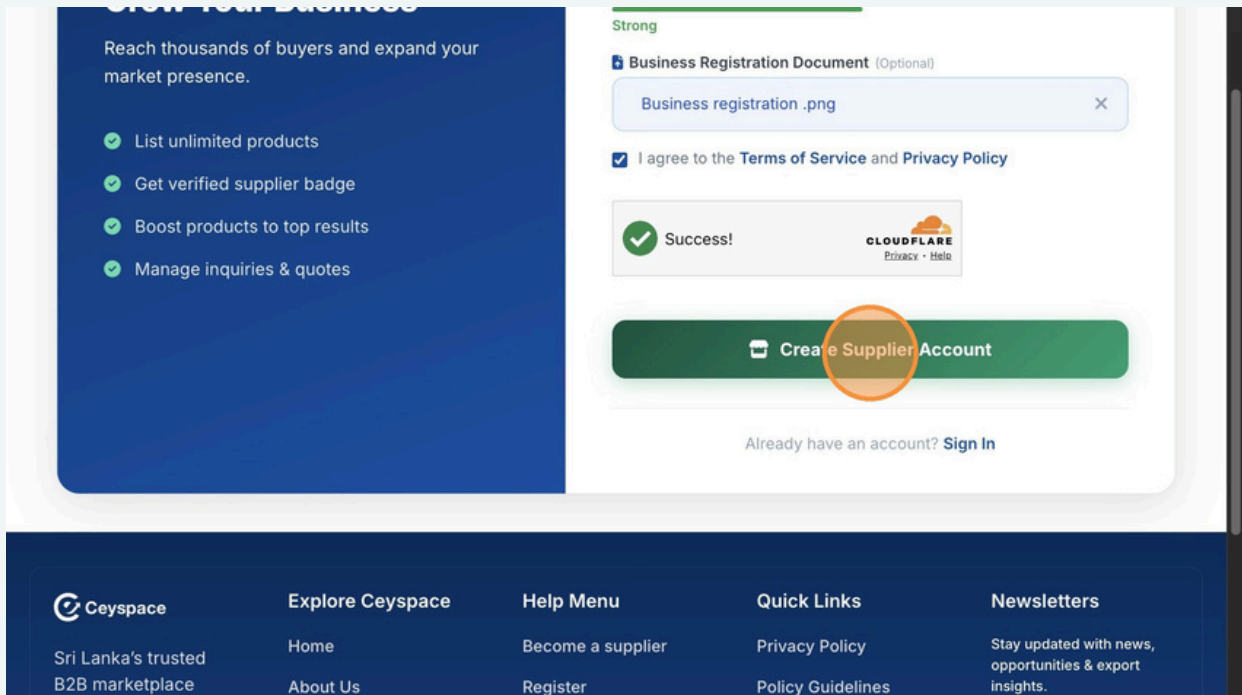
Business Registration Document (Optional)
Business registration .png

I agree to the Terms of Service and Privacy Policy

Success! CLOUDFLARE Privacy - Help

Create Supplier Account

15 Click "Create Supplier Account"

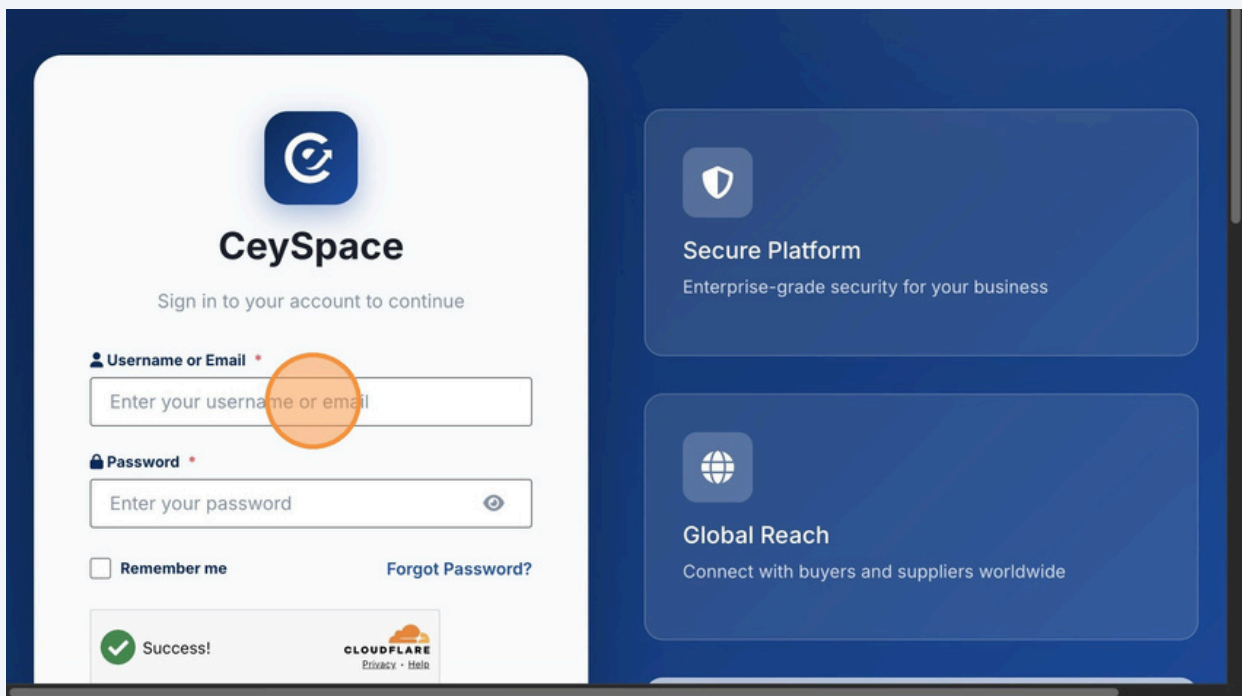


16 Once the account is approved by the Ceyspace Team

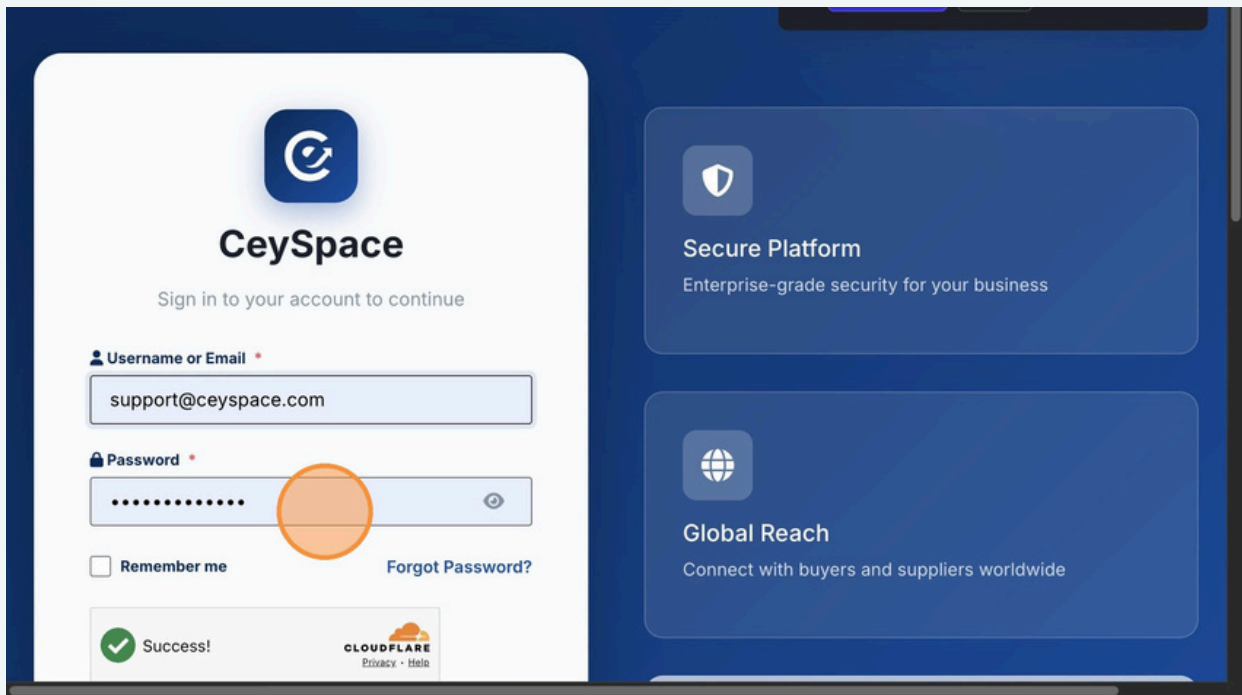
17 Click "Sign Up"



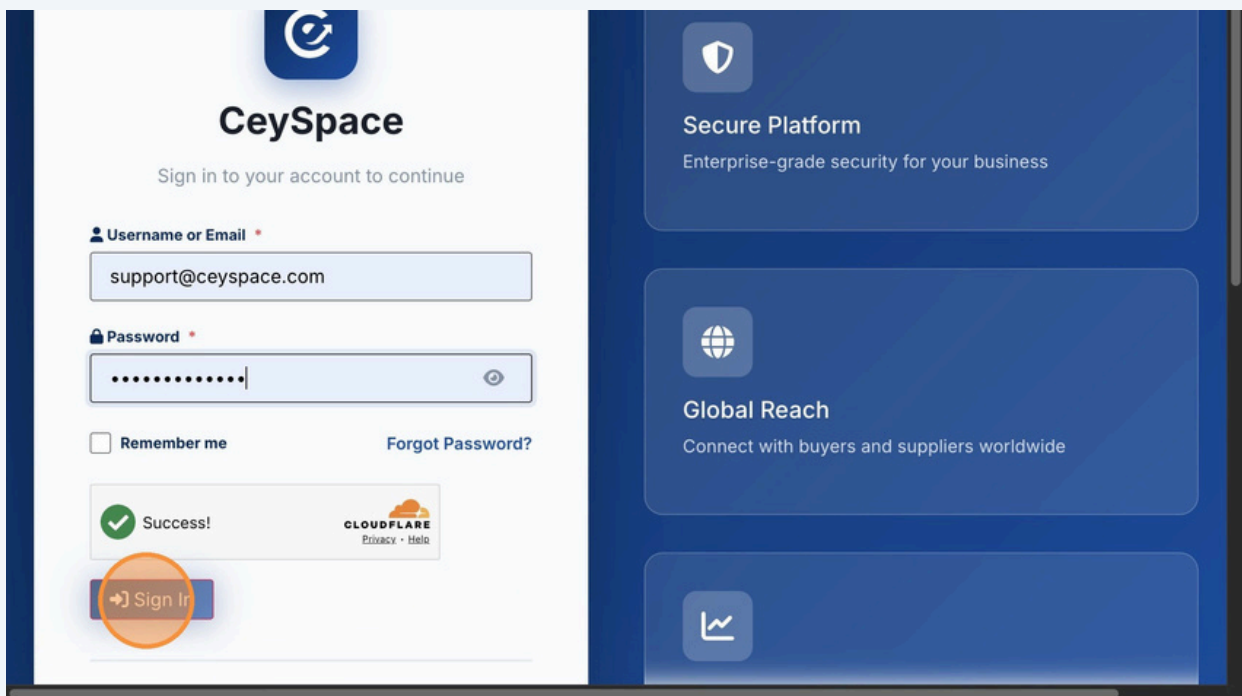
18 Click the "Username or Email" field & enter your user name or email.



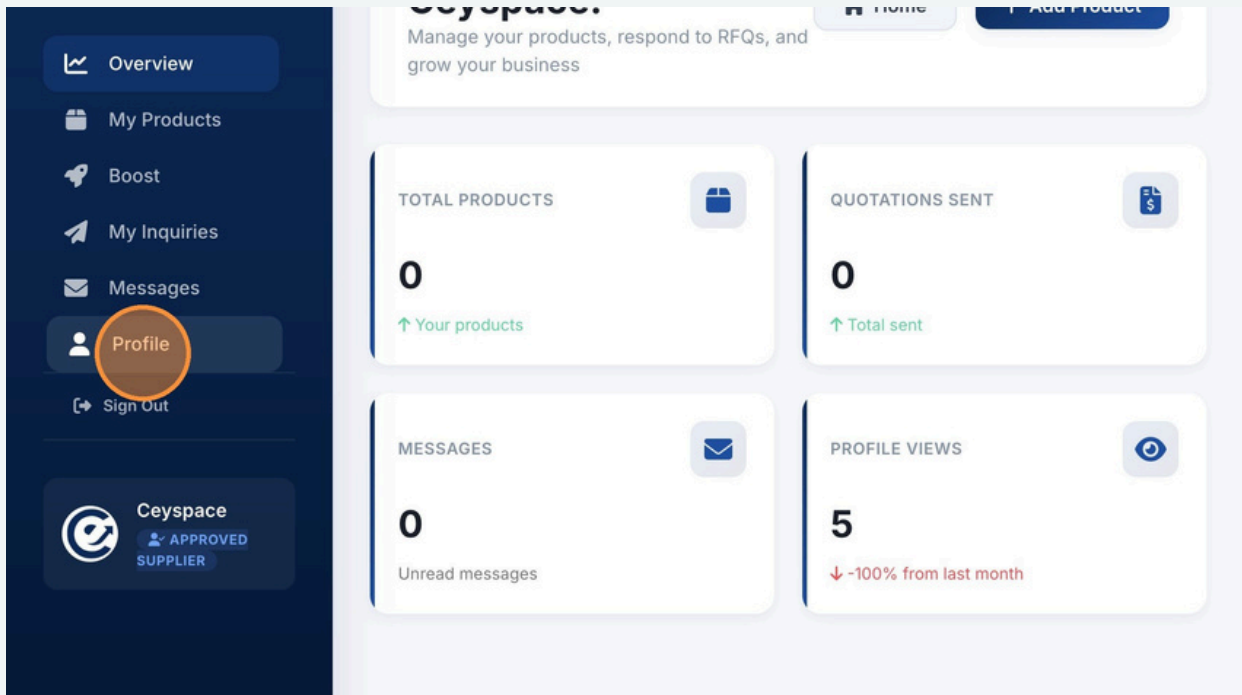
19 Click the "Password" field & Enter your password.



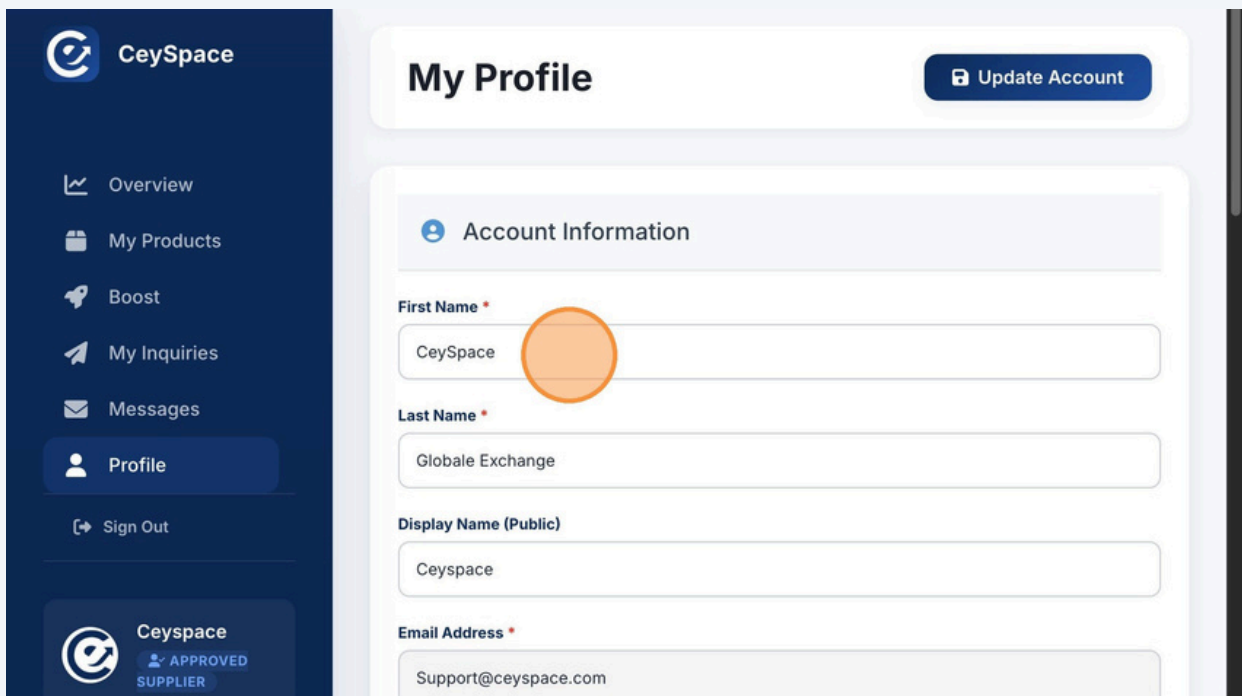
20 Click "Sign In"



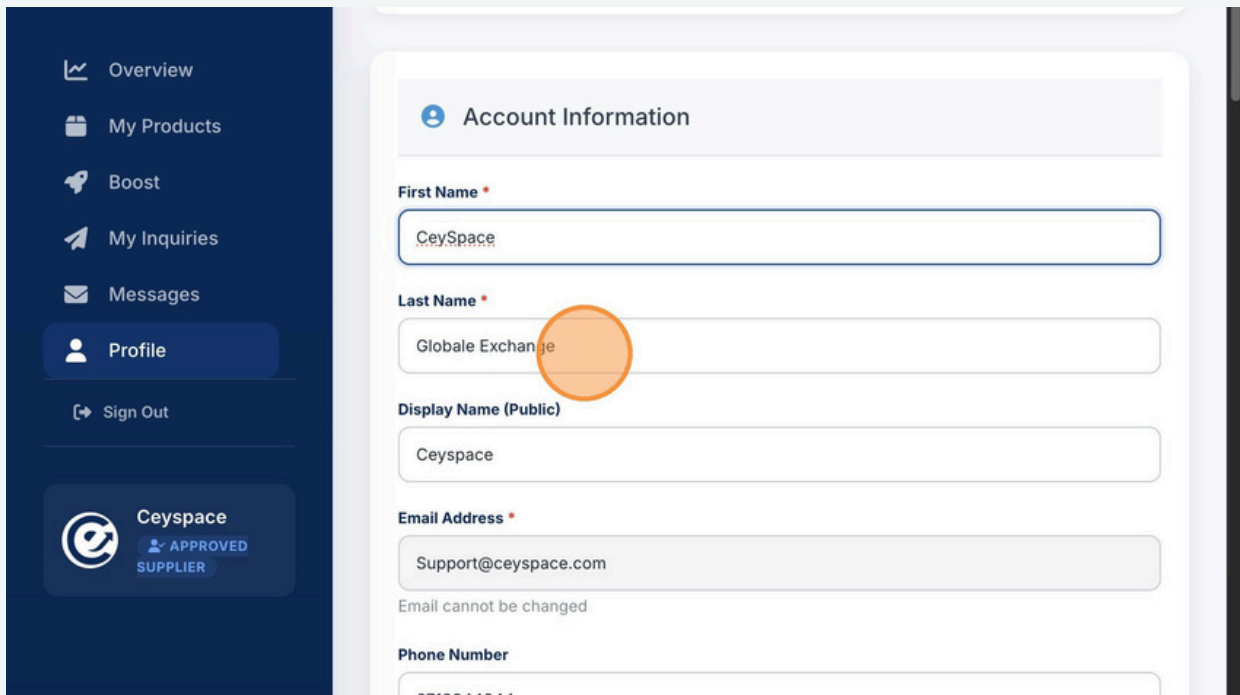
21 Once you login Click "Profile" & Start completing your profile



22 Add your first Name here.



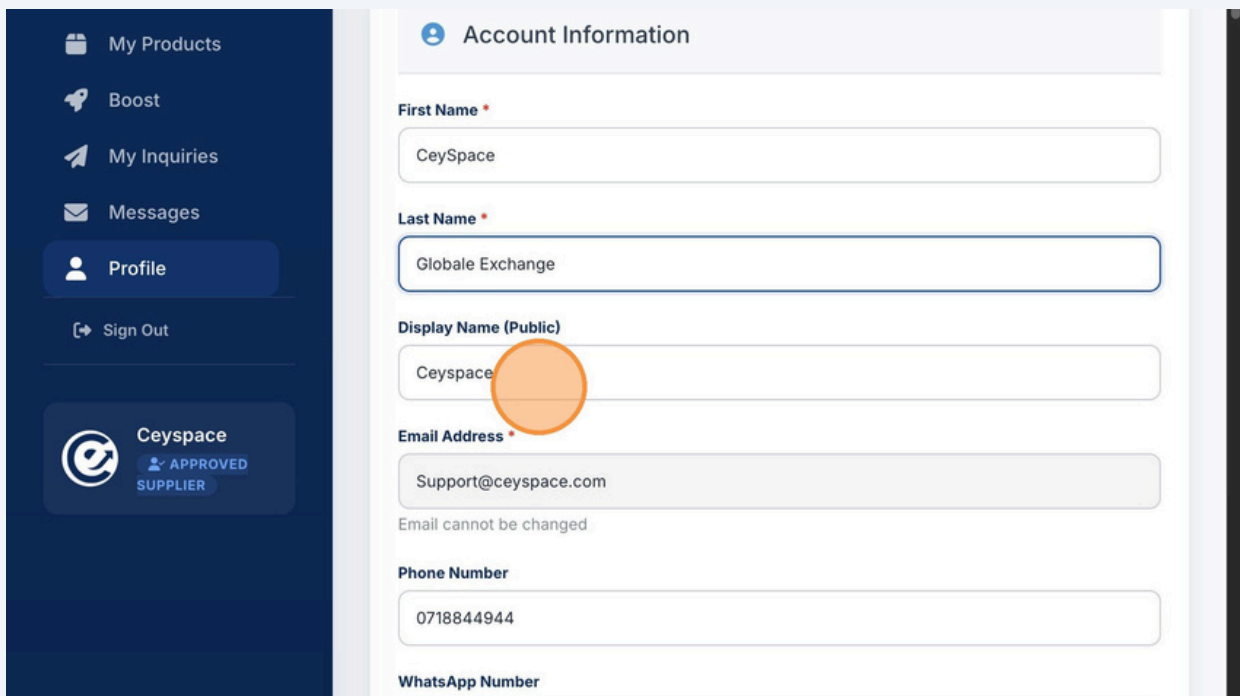
23 Add your Last Name Here



The screenshot shows the 'Account Information' form in a dark-themed interface. The left sidebar contains navigation options: Overview, My Products, Boost, My Inquiries, Messages, Profile (highlighted), and Sign Out. Below the sidebar is the Ceyspace logo and 'APPROVED SUPPLIER' status. The main form area is titled 'Account Information' and contains the following fields:

- First Name ***: CeySpace
- Last Name ***: Globale Exchange (highlighted with an orange circle)
- Display Name (Public)**: Ceyspace
- Email Address ***: Support@ceyspace.com (with a note: 'Email cannot be changed')
- Phone Number**: 0718844944

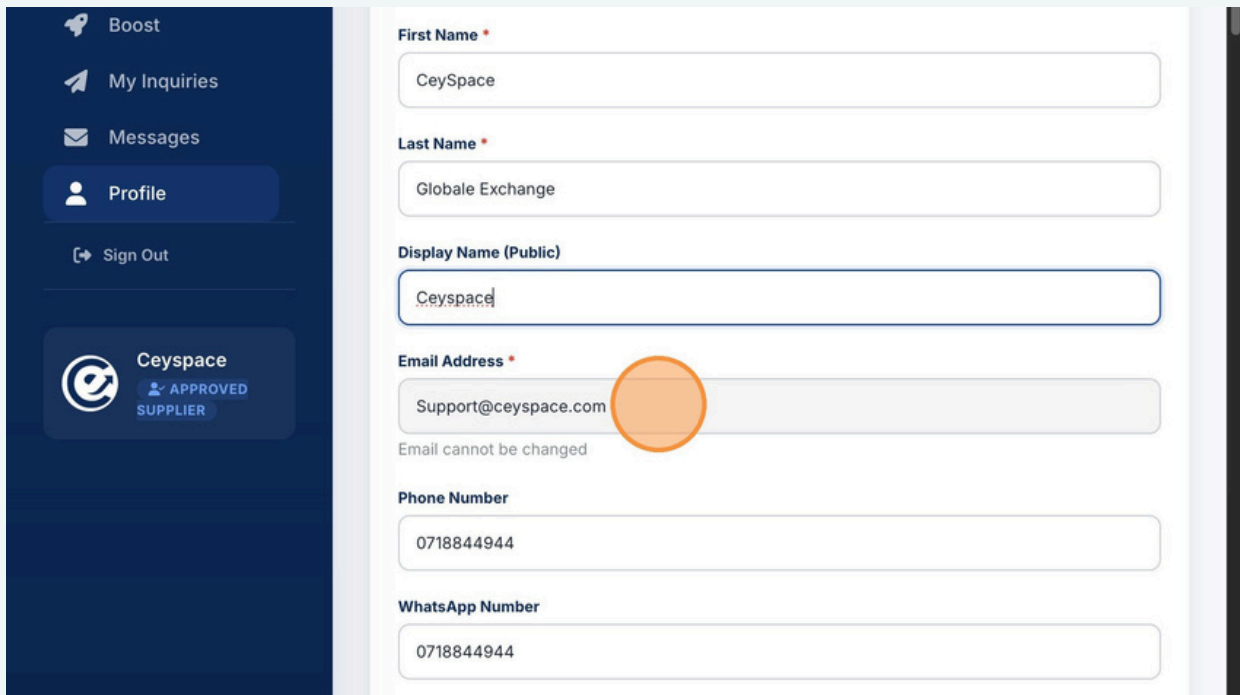
24 Add the name that you want to display in public (Eg: Company Name).



The screenshot shows the 'Account Information' form in a dark-themed interface. The left sidebar contains navigation options: My Products, Boost, My Inquiries, Messages, Profile (highlighted), and Sign Out. Below the sidebar is the Ceyspace logo and 'APPROVED SUPPLIER' status. The main form area is titled 'Account Information' and contains the following fields:

- First Name ***: CeySpace
- Last Name ***: Globale Exchange
- Display Name (Public)**: Ceyspace (highlighted with an orange circle)
- Email Address ***: Support@ceyspace.com (with a note: 'Email cannot be changed')
- Phone Number**: 0718844944
- WhatsApp Number**: (empty field)

25 Add your email if not available



The screenshot shows a user profile page with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains the following items: 'Boost', 'My Inquiries', 'Messages', 'Profile' (highlighted), and 'Sign Out'. Below these is a 'Ceyspace' logo and the text 'APPROVED SUPPLIER'. The main content area contains the following fields: 'First Name' (CeySpace), 'Last Name' (Globale Exchange), 'Display Name (Public)' (Ceyspace), 'Email Address' (Support@ceyspace.com), 'Phone Number' (0718844944), and 'WhatsApp Number' (0718844944). The 'Email Address' field is highlighted with an orange circle, and the text 'Email cannot be changed' is displayed below it.

Boost

My Inquiries

Messages

Profile

Sign Out

Ceyspace
APPROVED SUPPLIER

First Name *
CeySpace

Last Name *
Globale Exchange

Display Name (Public)
Ceyspace

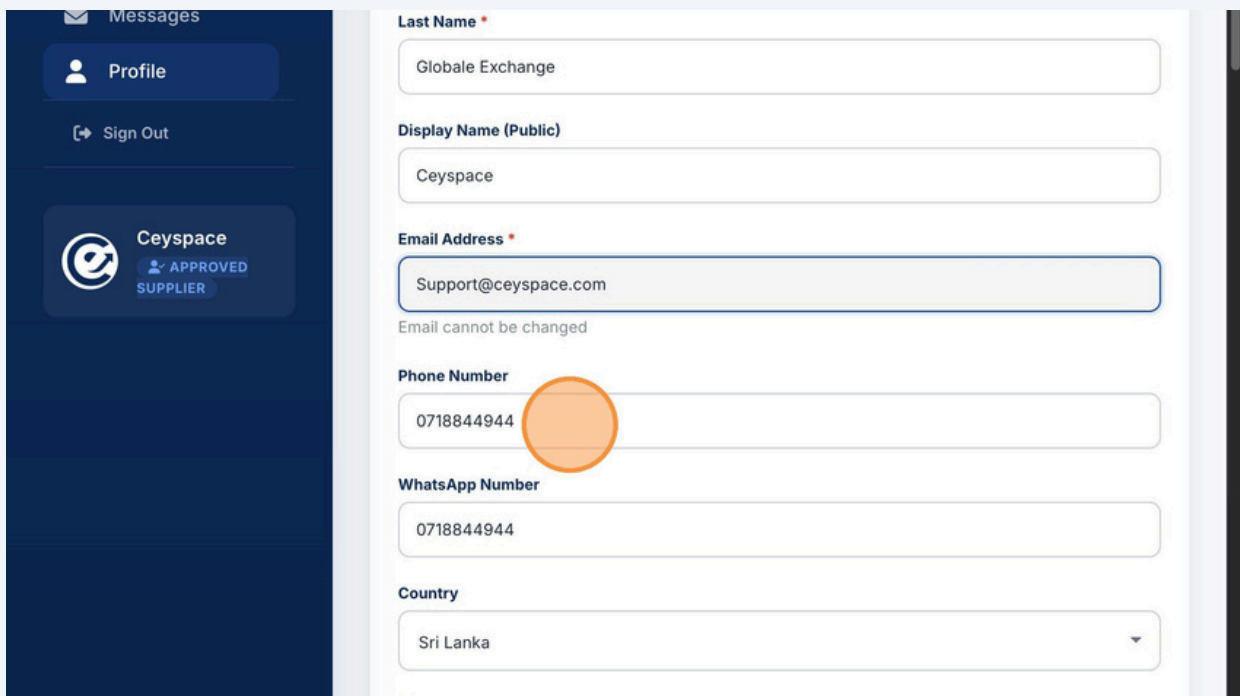
Email Address *
Support@ceyspace.com

Email cannot be changed

Phone Number
0718844944

WhatsApp Number
0718844944

26 Click the mobile number field and add your mobile number



The screenshot shows a user profile page with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains the following items: 'Messages', 'Profile' (highlighted), and 'Sign Out'. Below these is a 'Ceyspace' logo and the text 'APPROVED SUPPLIER'. The main content area contains the following fields: 'Last Name' (Globale Exchange), 'Display Name (Public)' (Ceyspace), 'Email Address' (Support@ceyspace.com), 'Phone Number' (0718844944), 'WhatsApp Number' (0718844944), and 'Country' (Sri Lanka). The 'Phone Number' field is highlighted with an orange circle.

Messages

Profile

Sign Out

Ceyspace
APPROVED SUPPLIER

Last Name *
Globale Exchange

Display Name (Public)
Ceyspace

Email Address *
Support@ceyspace.com

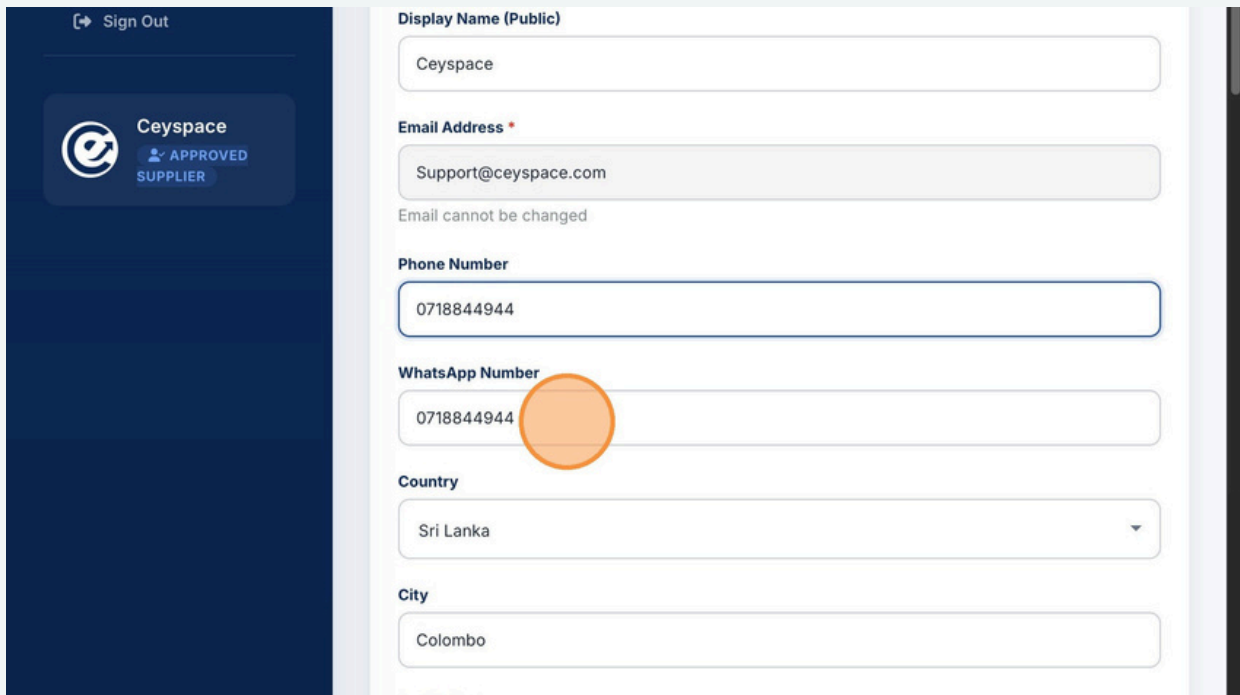
Email cannot be changed

Phone Number
0718844944

WhatsApp Number
0718844944

Country
Sri Lanka

27 Click the "whatsapp number field & add your whatsapp number



Sign Out

Ceyspace
APPROVED SUPPLIER

Display Name (Public)
Ceyspace

Email Address *
Support@ceyspace.com
Email cannot be changed

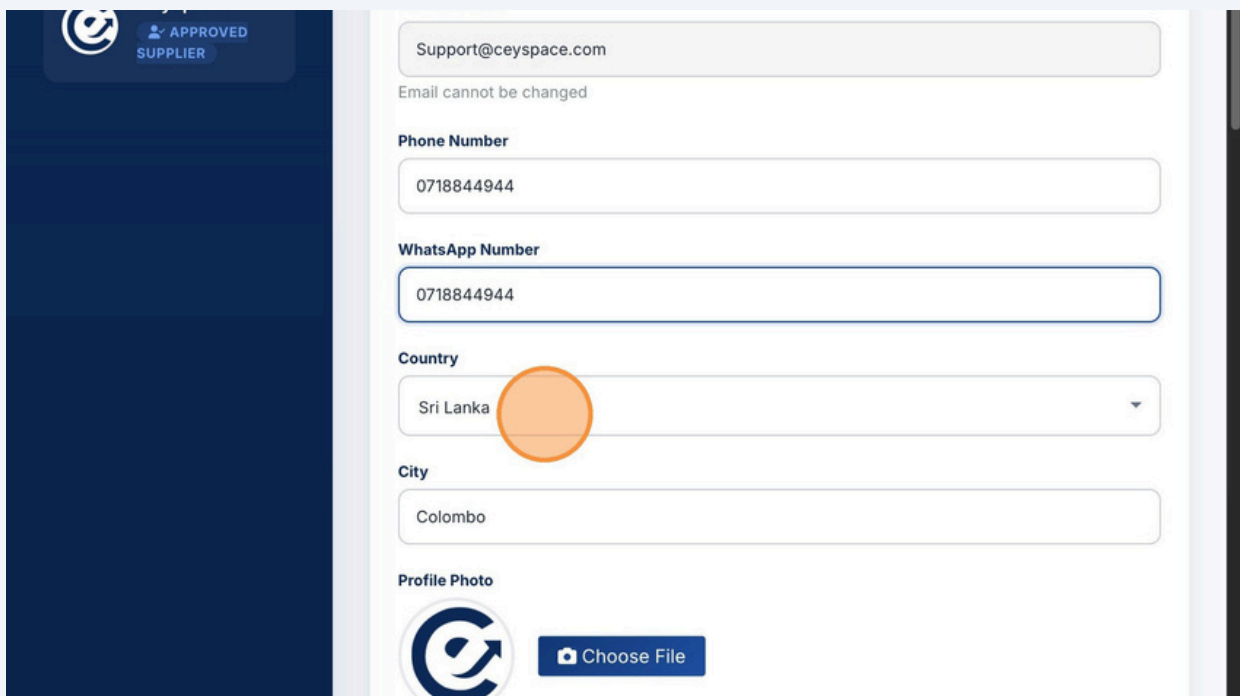
Phone Number
0718844944

WhatsApp Number
0718844944

Country
Sri Lanka

City
Colombo

28 Click this dropdown and add your country.



APPROVED SUPPLIER

Support@ceyspace.com
Email cannot be changed

Phone Number
0718844944

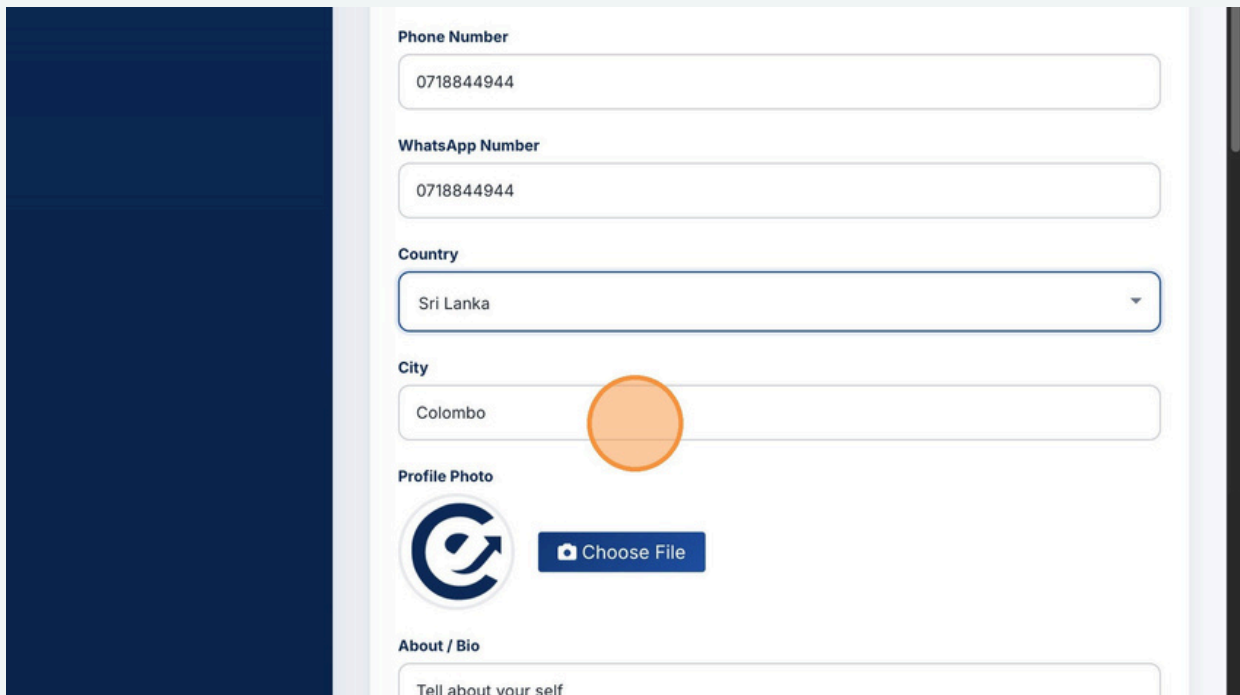
WhatsApp Number
0718844944

Country
Sri Lanka

City
Colombo

Profile Photo
Choose File

29 Click the this field and add your city.




Phone Number
0718844944

WhatsApp Number
0718844944

Country
Sri Lanka

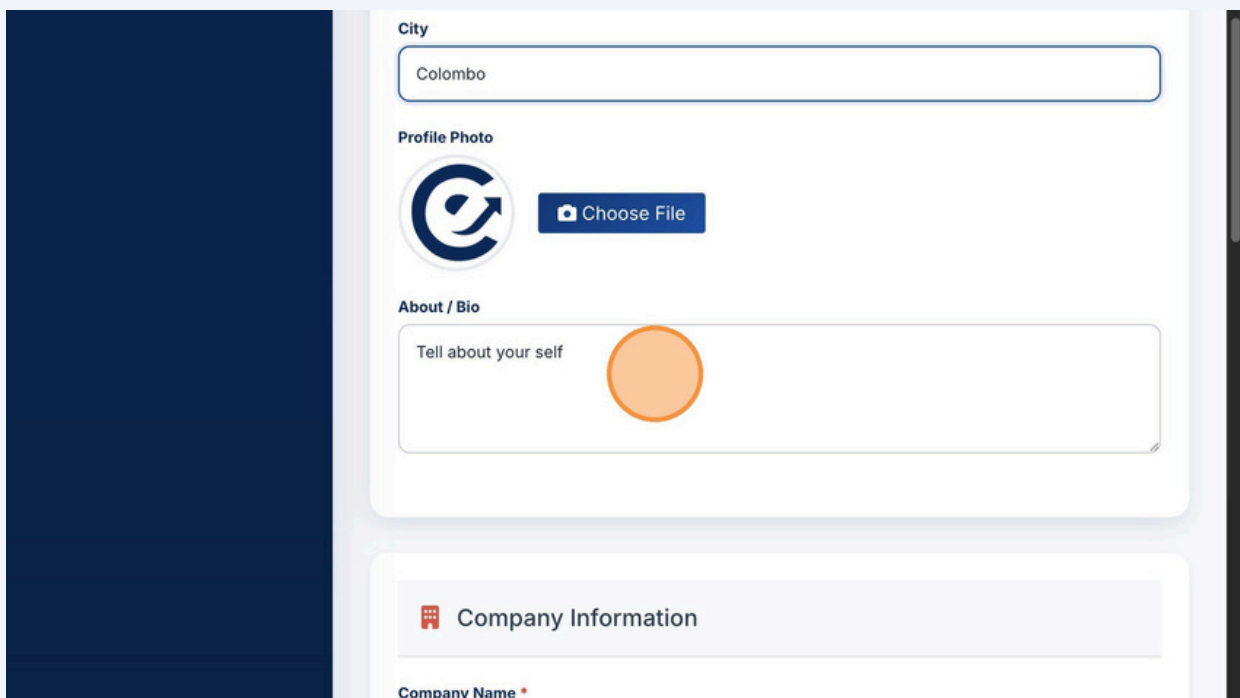
City
Colombo

Profile Photo
 [Choose File](#)


About / Bio
Tell about your self

An orange circle highlights the 'City' field, which contains the text 'Colombo'.

30 Click the "Tell us about yourself..." field and describe You.



City
Colombo

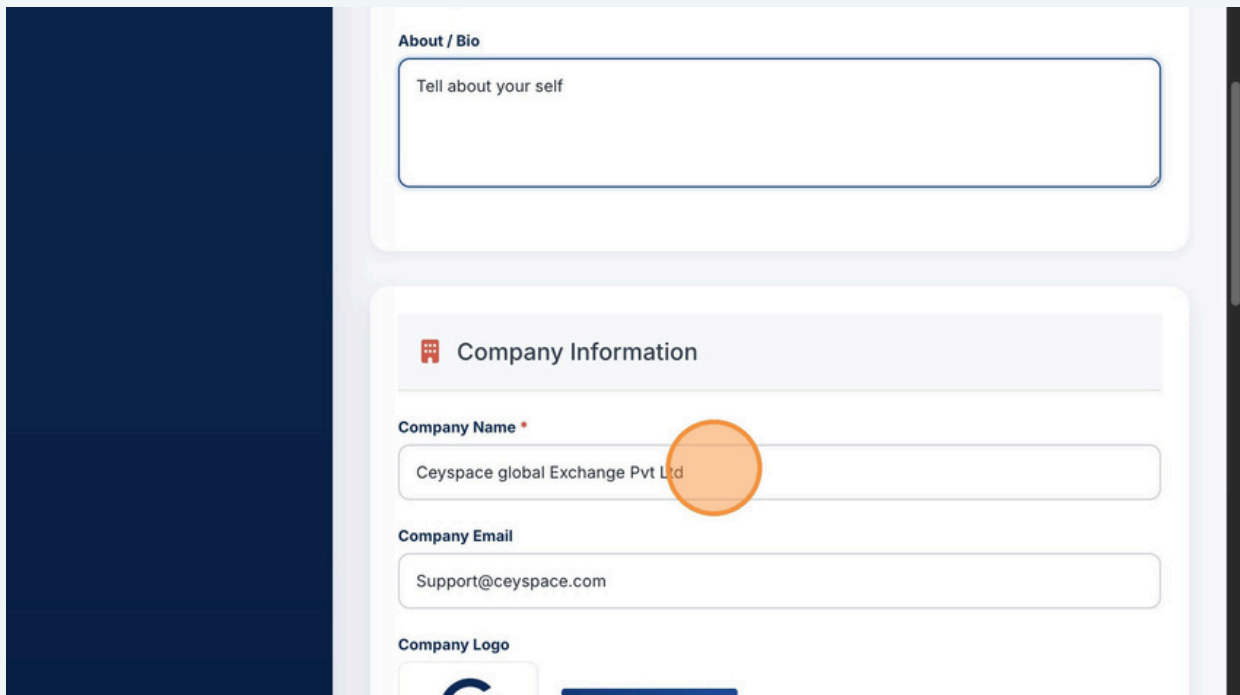
Profile Photo
 [Choose File](#)

About / Bio
Tell about your self

Company Information
Company Name *

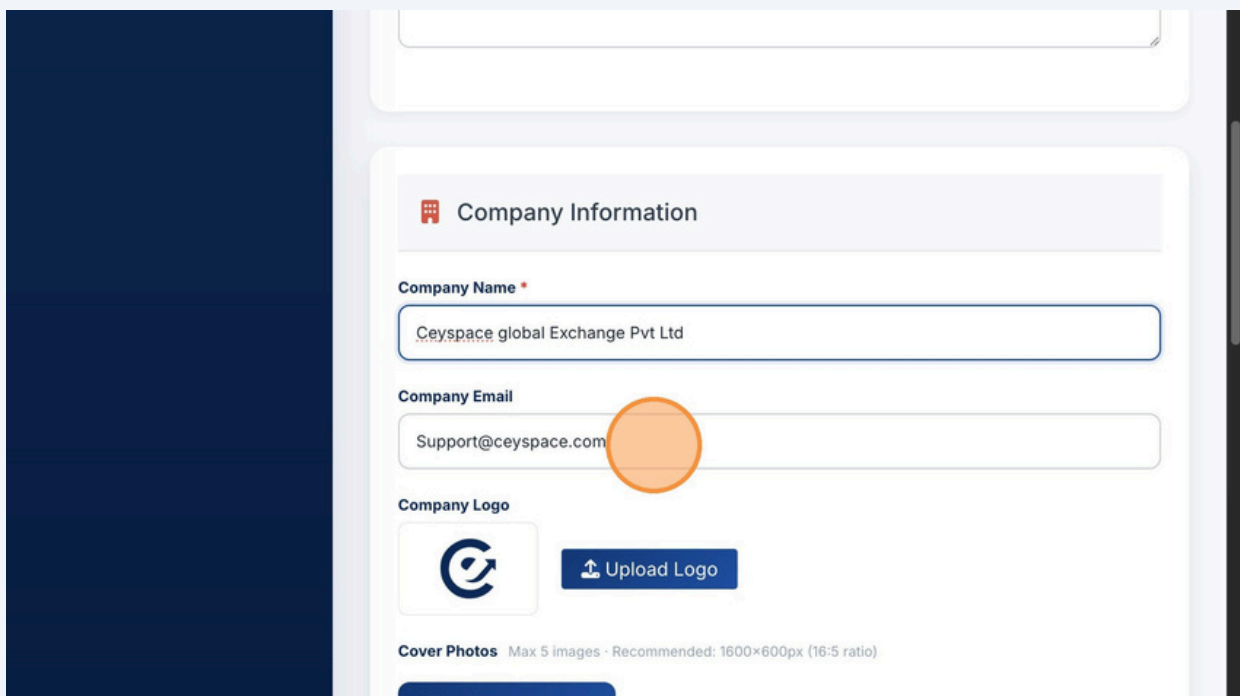
An orange circle highlights the 'About / Bio' field, which contains the text 'Tell about your self'.

31 Click the "Company Name" field & add your company name .



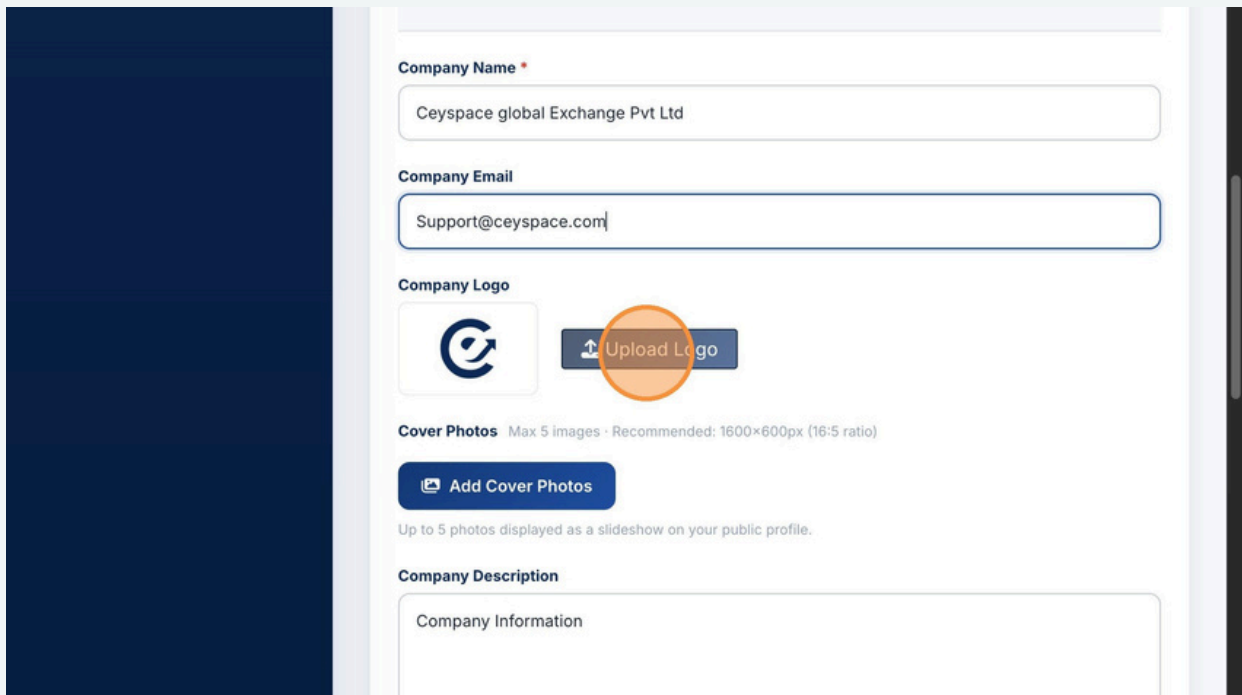
The screenshot shows a profile editing interface. At the top, there is an 'About / Bio' section with a text area containing the placeholder 'Tell about your self'. Below this is the 'Company Information' section, which includes three input fields: 'Company Name *' (containing 'Ceyspace global Exchange Pvt Ltd' and highlighted with an orange circle), 'Company Email' (containing 'Support@ceyspace.com'), and 'Company Logo' (with a partial logo visible).

32 Click the "[ComapnyEmail](#)" field & add Your Company/Personal Email .



This screenshot shows the same profile editing interface as above, but with the 'Company Email' field highlighted by an orange circle. The 'Company Name' field now has a blue border. Below the 'Company Logo' field, there is a logo icon and a blue 'Upload Logo' button. At the bottom, there is a 'Cover Photos' section with the text 'Max 5 images - Recommended: 1600x600px (16:5 ratio)'.

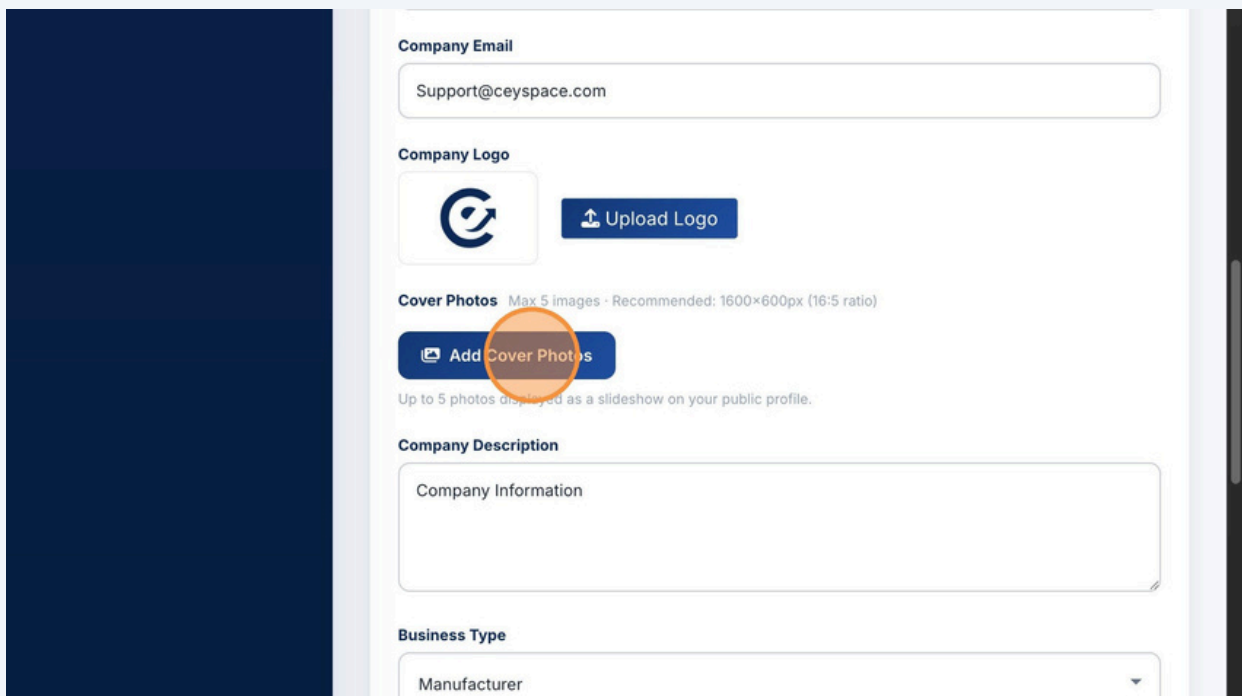
33 Click "Upload Logo" & upload your company Logo



This screenshot shows a company profile form with the following fields and buttons:

- Company Name ***: Input field containing "Ceyspace global Exchange Pvt Ltd".
- Company Email**: Input field containing "Support@ceyspace.com".
- Company Logo**: A placeholder image of a logo and a blue button labeled "Upload Logo" with an orange circle highlighting it.
- Cover Photos**: Text indicating "Max 5 images - Recommended: 1600x600px (16:5 ratio)" and a blue button labeled "Add Cover Photos".
- Company Description**: A text area containing "Company Information".

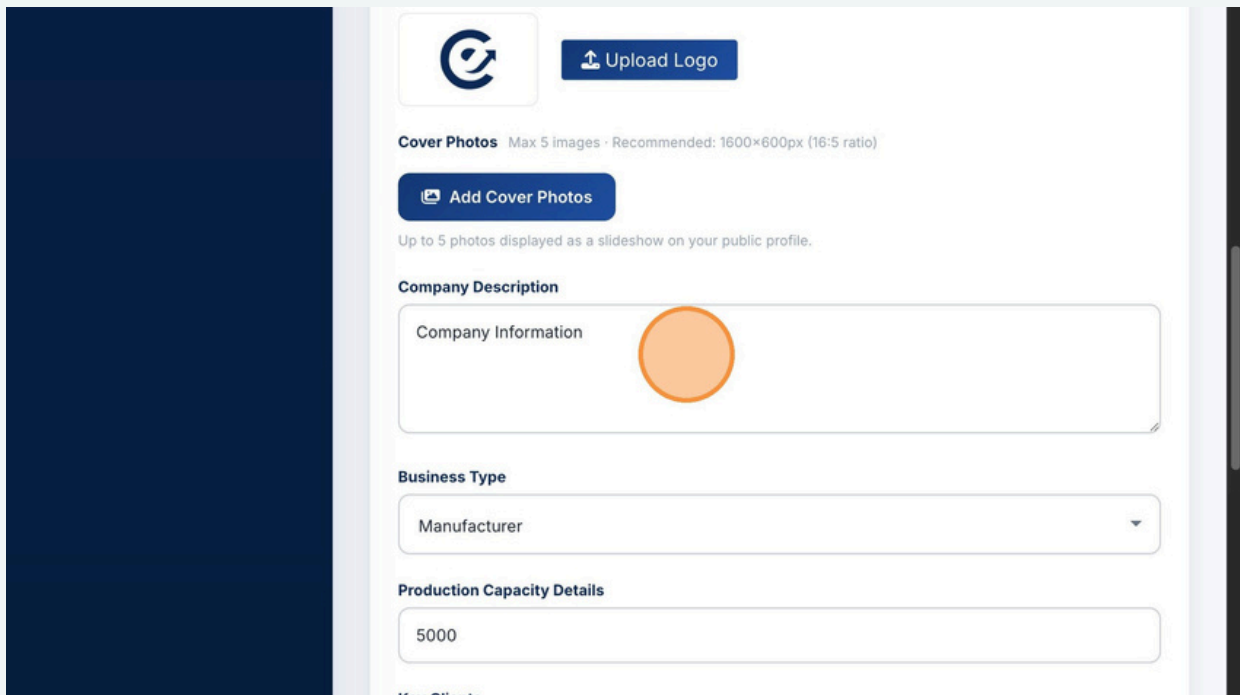
34 Click "Add Cover Photos" and add real images of your business or manufacturing Plant



This screenshot shows the same company profile form as above, but with the "Add Cover Photos" button highlighted by an orange circle. The "Business Type" dropdown menu is now visible at the bottom, showing "Manufacturer" as the selected option.

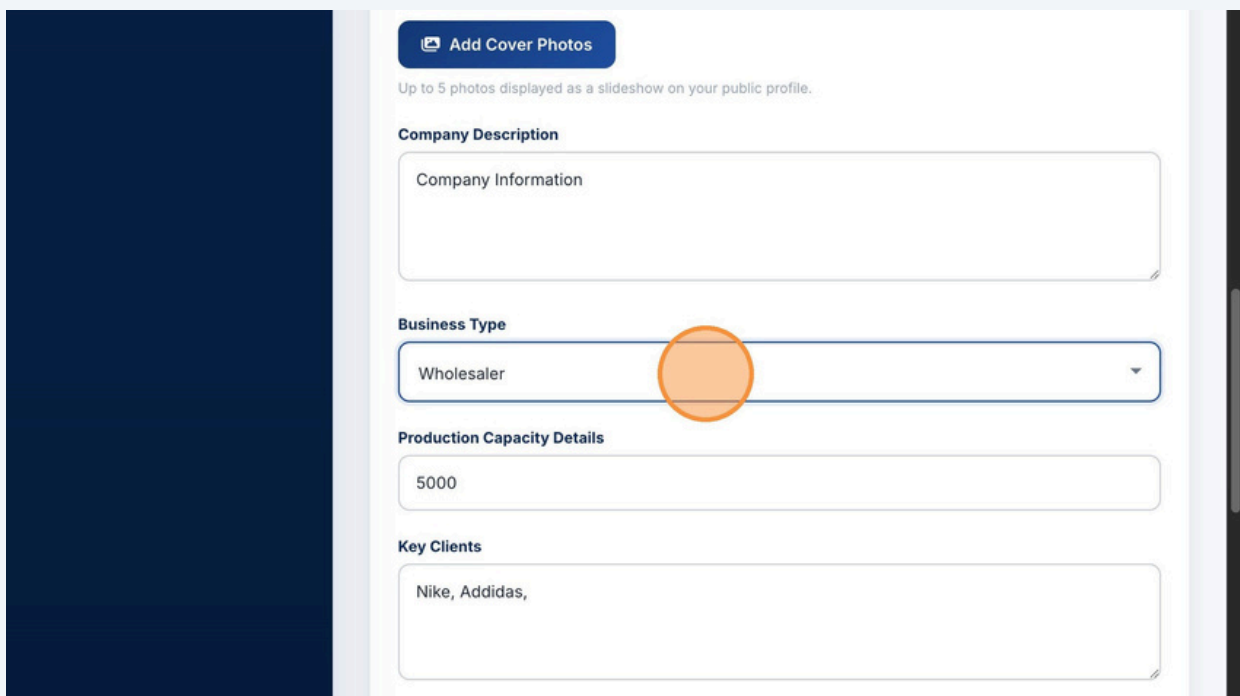
- Company Email**: Input field containing "Support@ceyspace.com".
- Company Logo**: A placeholder image of a logo and a blue button labeled "Upload Logo".
- Cover Photos**: Text indicating "Max 5 images - Recommended: 1600x600px (16:5 ratio)" and a blue button labeled "Add Cover Photos" with an orange circle highlighting it.
- Company Description**: A text area containing "Company Information".
- Business Type**: A dropdown menu showing "Manufacturer".

- 35 Click the "Describe your company, products, and services..." field and describe your company, products and services.



The screenshot shows a company profile form. At the top, there is a logo placeholder with a circular arrow icon and an "Upload Logo" button. Below this is the "Cover Photos" section, which includes a button to "Add Cover Photos" and a note that up to 5 photos can be displayed as a slideshow. The "Company Description" section is the focus, with a text area containing "Company Information" and an orange circle highlighting the input field. Below this are sections for "Business Type" (set to "Manufacturer"), "Production Capacity Details" (set to "5000"), and "Key Clients".

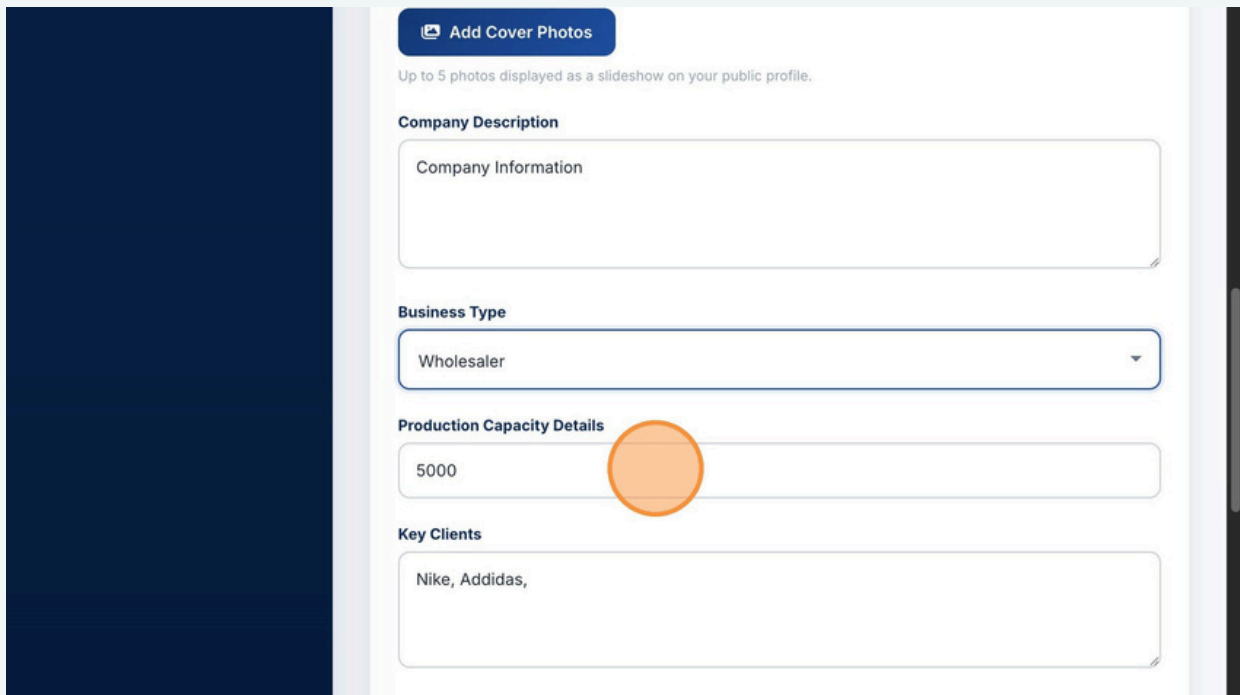
- 36 Select the "drop down" option and Select your business category .



The screenshot shows the same company profile form, but with the "Business Type" dropdown menu highlighted by an orange circle. The dropdown is currently set to "Wholesaler". The "Company Description" field is now empty. The "Production Capacity Details" field remains "5000", and the "Key Clients" field contains "Nike, Addidas,".

37

Add your monthly capacity details "e.g., 5000 units/month".

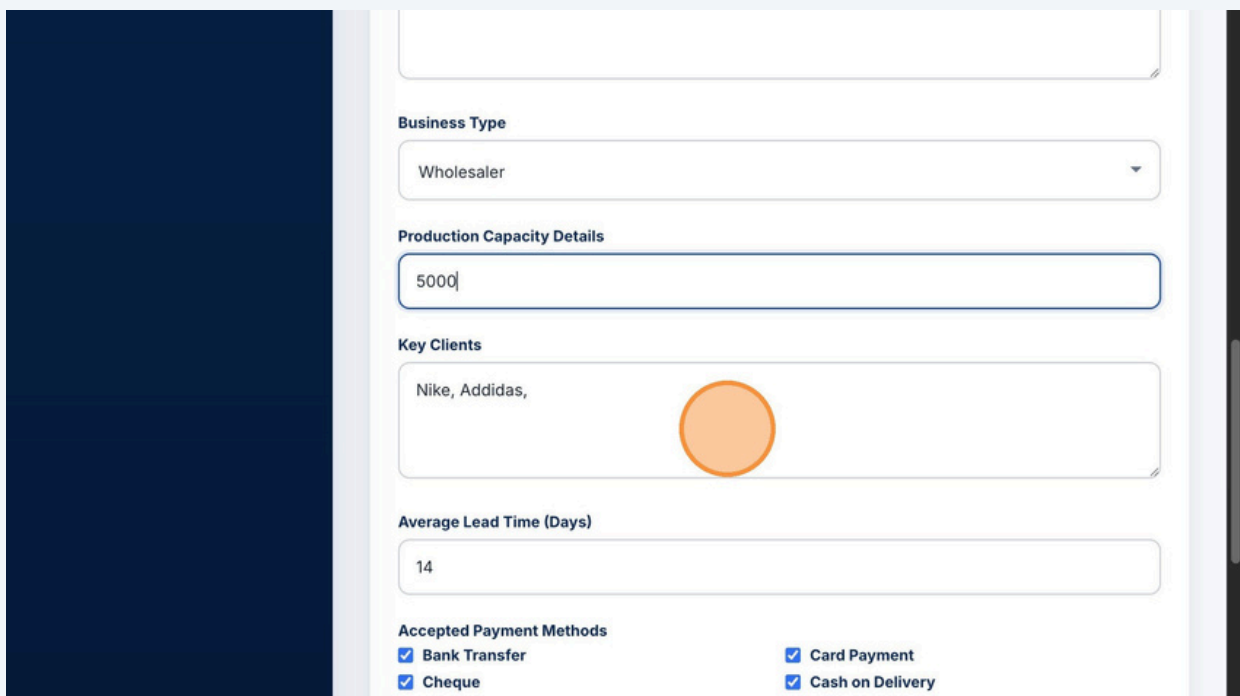


The screenshot shows a profile editing form with the following sections:

- Add Cover Photos**: A button with a camera icon and the text "Add Cover Photos". Below it, a note says "Up to 5 photos displayed as a slideshow on your public profile."
- Company Description**: A text input field containing "Company Information".
- Business Type**: A dropdown menu with "Wholesaler" selected.
- Production Capacity Details**: A text input field containing "5000". This field is highlighted with an orange circle.
- Key Clients**: A text input field containing "Nike, Addidas,".

38

Add Major clients you've worked with.



The screenshot shows a profile editing form with the following sections:

- Business Type**: A dropdown menu with "Wholesaler" selected.
- Production Capacity Details**: A text input field containing "5000".
- Key Clients**: A text input field containing "Nike, Addidas,". This field is highlighted with an orange circle.
- Average Lead Time (Days)**: A text input field containing "14".
- Accepted Payment Methods**: A list of checkboxes:
 - Bank Transfer
 - Card Payment
 - Cheque
 - Cash on Delivery

39 Add the average lead time that will take to deliver the products.

Wholesaler

Production Capacity Details

5000

Key Clients

Nike, Addidas,

Average Lead Time (Days)

14

Accepted Payment Methods

- Bank Transfer
- Card Payment
- Cheque
- Cash on Delivery

40 Add Accepted Payment Methods in your business.

Wholesaler

Production Capacity Details

5000

Key Clients

Nike, Addidas,

Average Lead Time (Days)

12

Accepted Payment Methods

- Bank Transfer
- Card Payment
- Cheque
- Cash on Delivery

Contact Person Details

41 Add a contact person and job title for communication purpose.

12

Accepted Payment Methods

- Bank Transfer
- Card Payment
- Cheque
- Cash on Delivery

Contact Person Details

Contact Person Name

Shohan

Job Title

Director

42 Click "Update Account" to save your details

CeySpace

Overview

My Products

Boost

My Inquiries

Messages

Profile

Sign Out

My Profile

[Update Account](#)

Account Information

First Name *

CeySpace

Last Name *

Globale Exchange

Display Name (Public)

Ceyspace

Email Address *

Support@ceyspace.com