**CENTRE FOR
LOCAL
BUSINESS
DEVELOPMENT**

THE
GREATER GUYANA
INITIATIVE

Centre Hub FAQs

How to register my business on the Centre Hub?

1. Go to www.centrehub.com.
2. Click the 'Register' button.
3. Fill in the Basic Company Profile information and click register.

Where can I view business opportunities?

1. Log into your Centre Hub company profile.
2. On the dashboard, you can see Active Tenders which highlights the top active tenders based on your ISIC code.

> The **ISIC (International Standard Industrial Classification) Coding System** is a standard classification of economic activities (supply of products and services) arranged so that companies can be classified according to the activity/activities they carry out. This is an international standard used globallym by countries and international donor agencies. The categories of ISIC at the most detailed level (classes) are delineated according to what is, in most countries, the customary combination of activities described in statistical units. More can be found at: International Standard Industrial Classification of All Economic Activities (ISIC) - ILOSTAT. https://ilostat.ilo.org/resources/concepts-and-definitions/classification-economic-activities/

3. To view, all tenders you can either click 'View All' under active tenders or the 'Find Business Notices' tab on the left hand bar.
4. Here you can find all opportunities listed by the company procuring the goods/services. This includes the type of tender (EOI/RFI/etc), description of the good/service, and closing date.

How can I bid for business opportunities?

1. Log into your Centre Hub account.
2. Click on the tender you would like to bid for.
3. Open the relevant attachments with will include the scope of work, requirements, and bidding process.
4. The attachments will have the specifics on each company's needs and the relevant instructions for submission and contact information.

How to make a B2B request?

1. Log into your Centre Hub profile at www.centrehub.com.
2. Go to the 'B2B Request' tab on the left hand bar.
3. Here you can type in the name of the company you would like to connect to and highlight the purpose for the connect.
4. Once the company has accepted your request, you will get a notification on your Centre Hub profile. You would be able to see their company information and start building your connection.

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Centre Hub FAQs

How can I register for trainings and events?

1. Log into your Centre Hub profile at www.centrehub.com.
2. View upcoming trainings on the Dashboard or click on Trainings in the left menu.
3. Click on the specific training/event you would like to attend.
4. Select the company employee/s you would like to attend the training/event from your list under the 'Company Employees' tab.
5. Fill in the information as guided and you will receive a 'Registered' notice on the screen.
6. If selected, a confirmation email will be sent to you 24 hours before the training or event.

I have forgotten my password. How can I reset it?

1. Go to www.centrehub.com.
2. Click on the 'Forgot Your Password?' option.
3. This prompts you to input your email address where a password reset link will be sent.
4. Follow the instructions as outlined, use the temporary password provided to log into your Centre Hub profile.
5. Go to www.centrehub.com and log in with your email address and temporary password.
6. Once logged in, go to the 'Account Information' tab, click on password and create a new permanent password.

It says that my email is incorrect. What do I do?

Kindly email cecil_maxwell@dai.com with your company name, your name and nature of the issue.

I have updated my company email that I use to log in with or received emails from the Centre Hub with. How can I change that on the Hub?

Kindly email cecil_maxwell@dai.com with your company name, your name and nature of the issue.

The staff who managed our account has left and did not transfer their log in details. What do I do?

1. If you have the email address, input the same and follow the steps highlighted under reset password.
2. If you do not have the email address, kindly email cecil_maxwell@dai.com with your company name, your name and nature of the issue.