

# ASTORE SUITE

Supplier Self Update: A collaborative way to keep the Directory accurate & effective

## Summary

RECAP THE TOOLS

01

STEP BY STEP

04

SUPPLIER SELF UPDATE

02

GOLDEN RULES

05

BENEFITS

03

SUPPORT MATERIALS

06

# ASTORE PROCUREMENT







Institutional website introducing Astore as a **Global Procurement Organization**, showcasing **offers, services & tools**. Available in **multiple languages**.

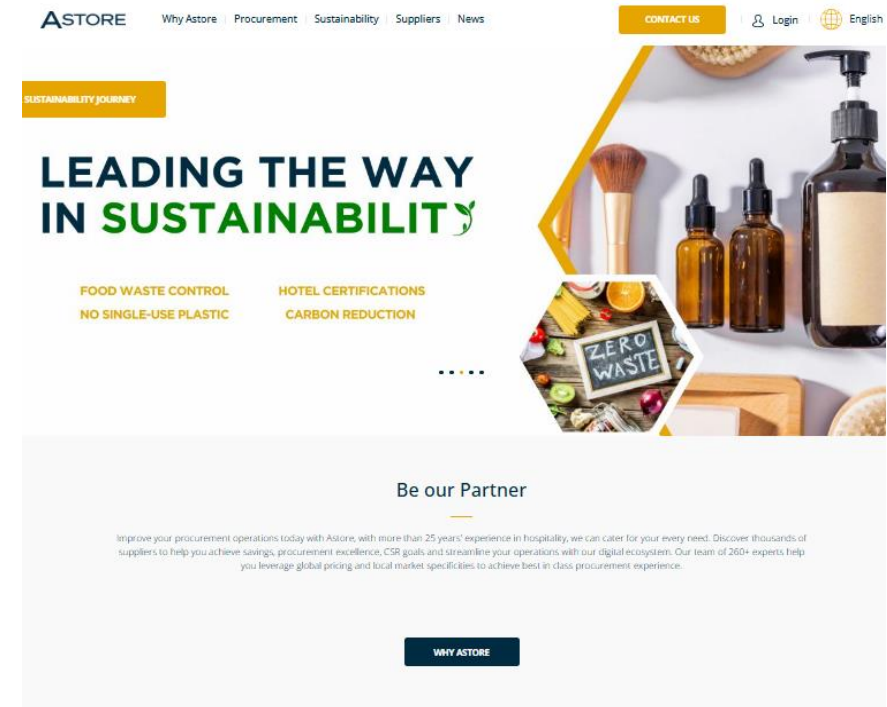
## Two access levels:

**Public:** General Astore information, sustainability initiatives, and digital tools overview.

**Private:** Supplier Directory, document center, and newsletter articles.

## Why use it?

-  Procurement range for daily needs & projects
-  Sustainable sourcing
-  News & updates
-  Supplier Directory - full supplier list & ordering info
-  Documents & tools
-  24/7 multilingual support



## Key figures



[Click here to access](#)

# SUPPLIER DIRECTORY

## - What is the Directory ?

The Astore Supplier Directory is a user-friendly platform where your company profile highlights key information about your business, products, services, and how to order.

## - Who has access to the Directory ?

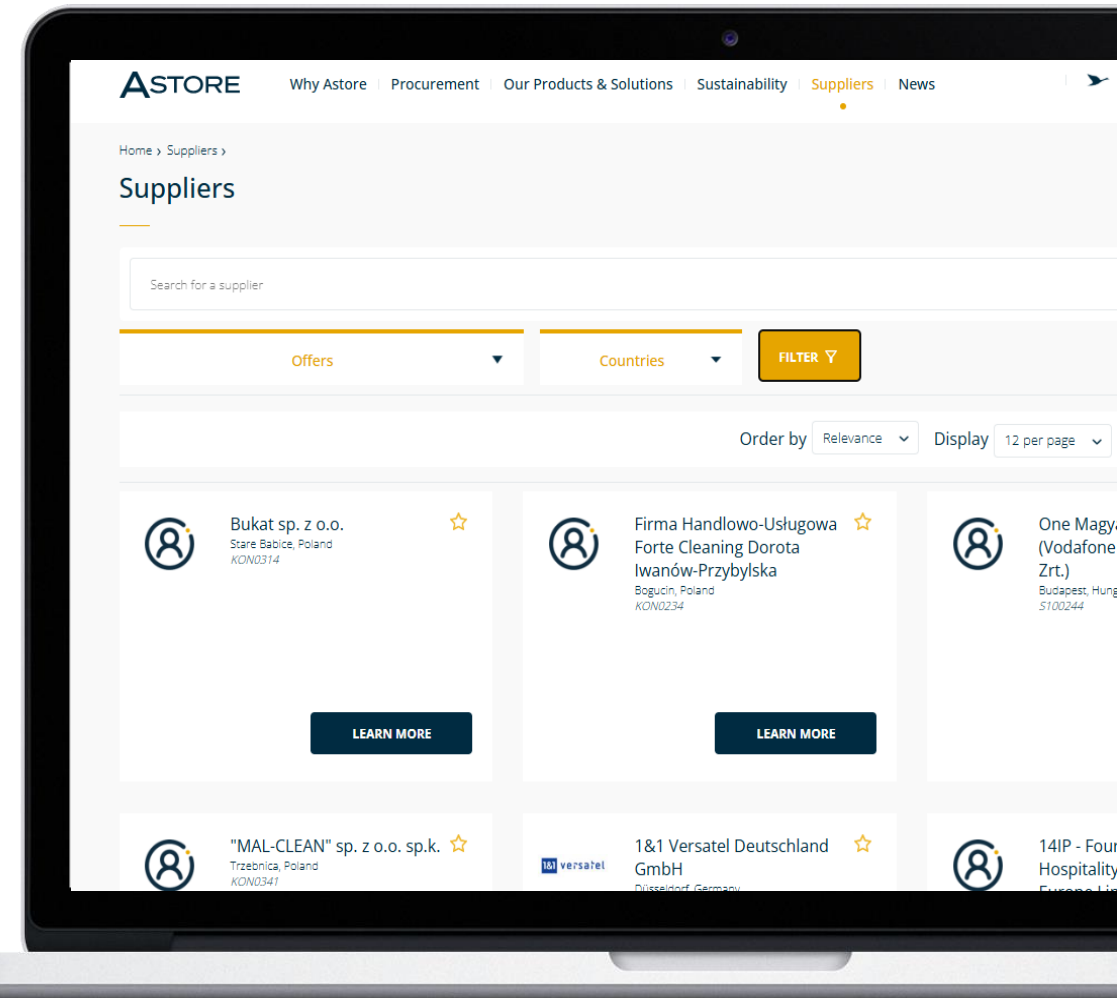
Only Astore customers with an access on Astoreprocurement.com

## - Why join the Directory?

It increases your visibility, helps customers easily find and contact you, ensures they have the most up-to-date information, and promotes your full offer to the right audience at the right time.

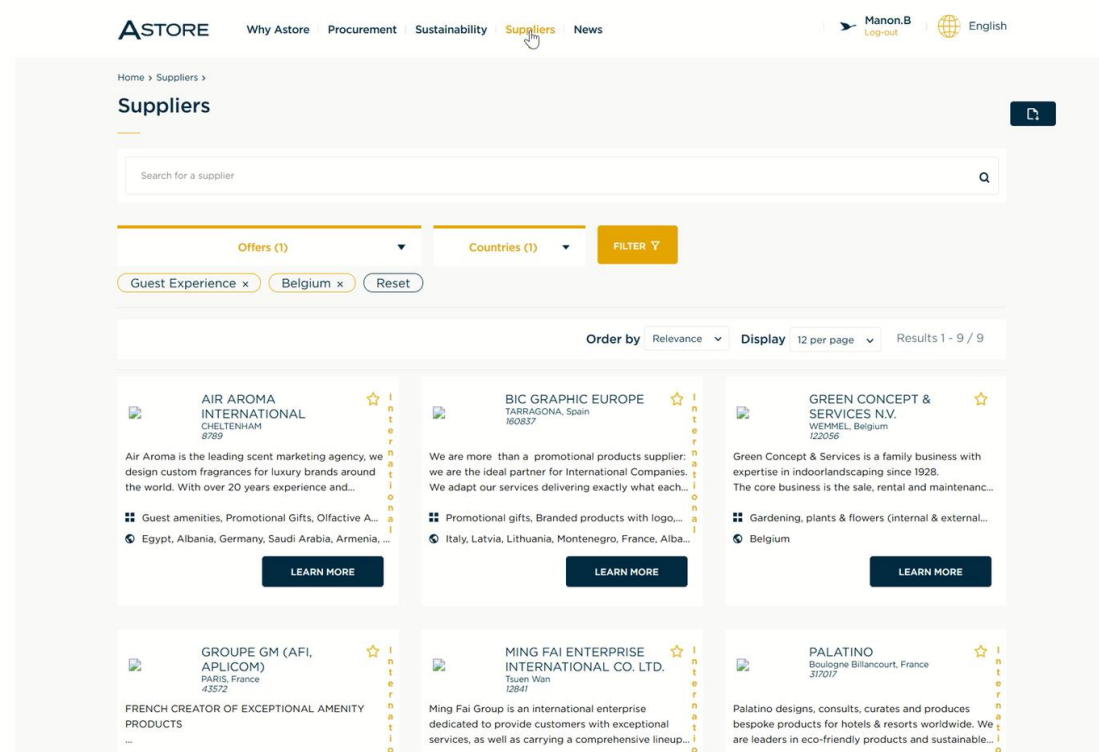
## - Results

The Supplier Directory currently has around **10k active users**. Keeping an updated and complete profile increases visibility with hotels.



# How customers will see your profile:

See how your profile appears to clients on [AstoreProcurement.com](https://AstoreProcurement.com) — through the [Supplier Directory](#) page, helping the right clients find your products and solutions faster.



# RECAP THE TOOL

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1

**ASTORE**SUITE

Update your profile anytime – contacts, documents, and more.

✓ Not available for Customers

2

**ASTORE**  
PROCUREMENT.COM

Your one-stop hub for products, suppliers, and support

✓ Backoffice

3

**SUPPLIER DIRECTORY**

Your digital storefront to boost visibility with clients.

✓ front available to Customers.

All connected to simplify your journey.

# SUPPLIER SELF UPDATE

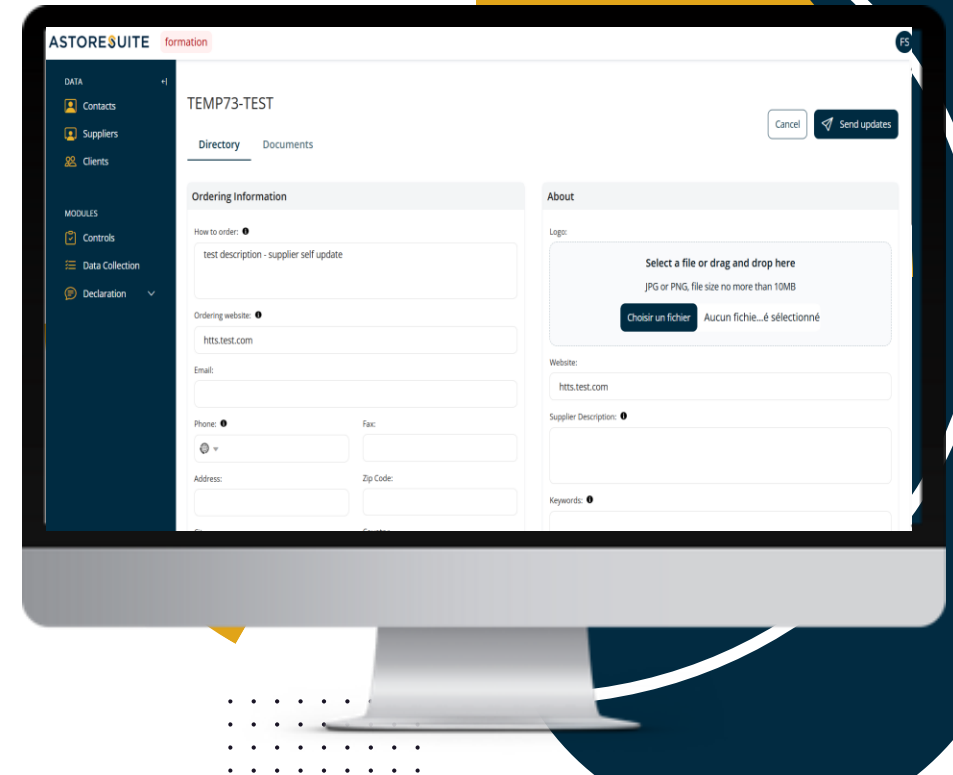
*new process*

This feature allows you to edit your supplier profile directly via **Astore Suite** - **giving you full autonomy to suggest updates**. Once submitted, the changes will be reviewed and approved by your Category Manager before going live.

## What you can update:

- Company description
- Ordering details and contacts
- Delivery zones and terms
- Product/service info
- Brochures, certifications, price lists
- Keywords and categories

Once you submit the changes, **your Category Manager will be notified and can validate** or ask modifications. If there's no response within **7 days**, your updates will be published automatically.



# BENEFITS

## Boost your business

Increases visibility to all customers in your perimeter – can generate new business



## Easy client contact

Helps customers quickly find your contact and ordering info.



## Update your data anytime

Be autonomous in managing your data to keep it accurate.



## Exhaustive categories

Ensures all supplier categories are showcased and easily accessible to customers.



## Overall offer

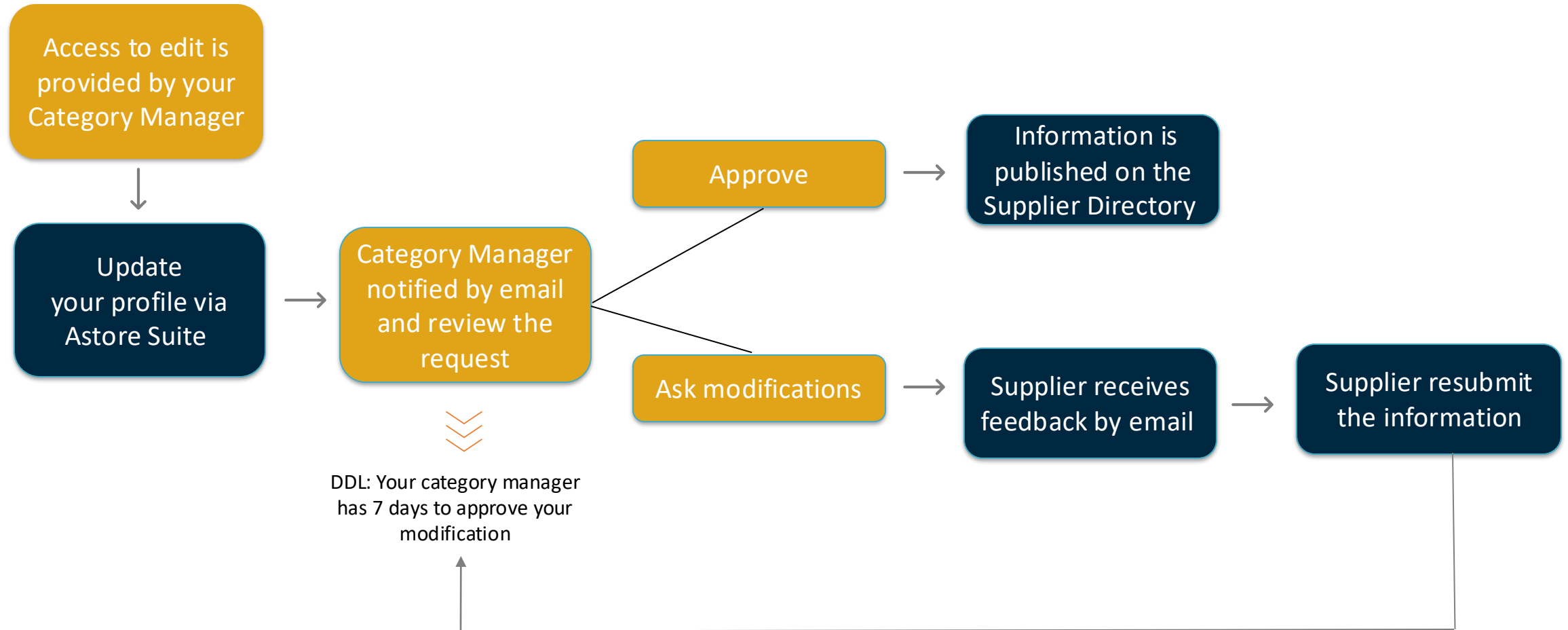
Highlights both your products and services.



# STEP BY STEP

SUPPLIER

CAT MAN



Logged out



# ASTORESUITE

Email

Password:

[Forgot your password ?](#)

[Don't have a password yet ?](#)

Do you have an Astore Connect Account ?

How update your profile?

# GOLDEN RULES

## Profile & Description

- Use English (add local language if relevant)
- Keep description between 50–300 words
- Add keywords with ; and provide translations manually

## How to Order

- Explain how to order
- Add your website (<https://example.com>)
- Add one phone number with prefix

## Contacts & Documents

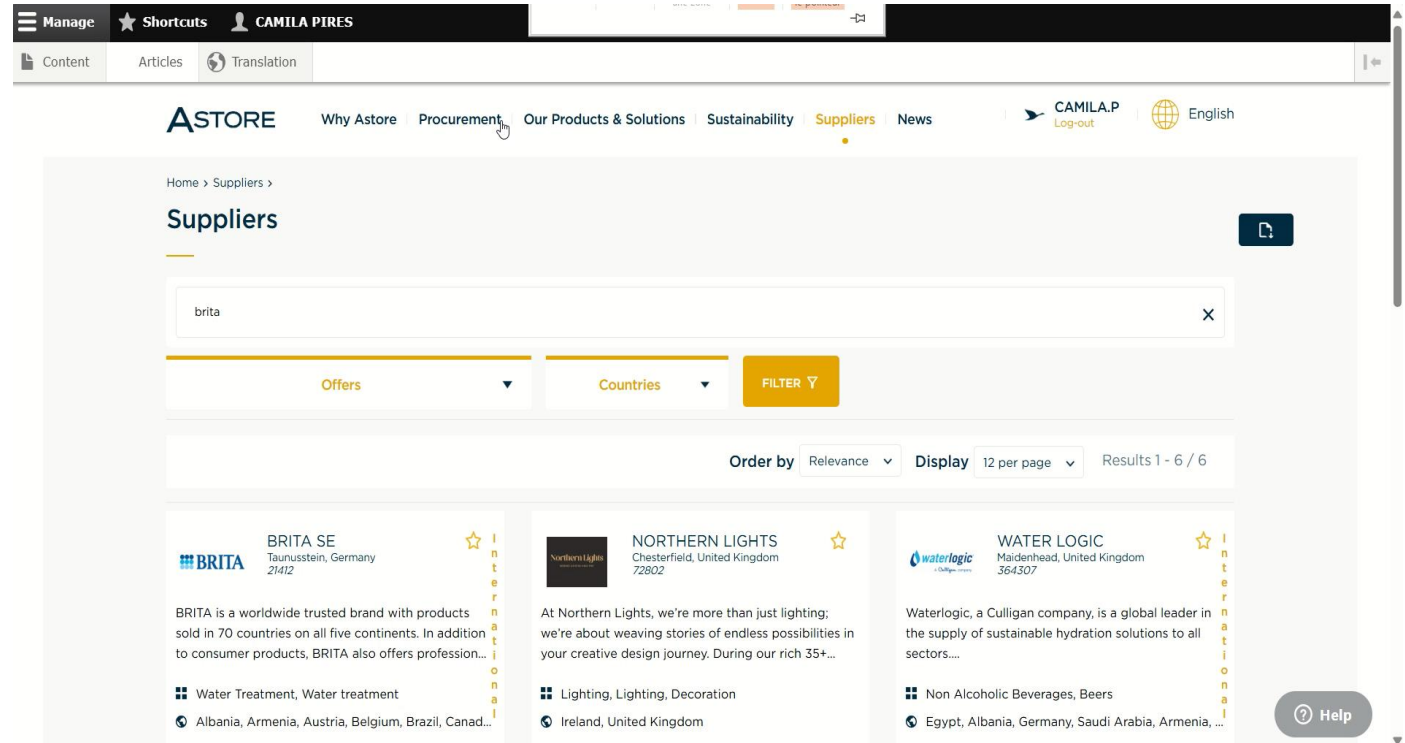
- Set contact visibility by country
- Upload PDFs or Office docs only
- Use Inactive or Archived to disable

## Products & Brands

- Use one line per selling mode
- Add multiple countries if relevant
- Select your exclusive brand if applicable

## Delivery & Conditions

- Be precise with delivery zones (country/state)
- Indicate discounts, shipping fees, and currency
- Do not fill in "Rebates" if not applicable



The screenshot shows the Astore Suppliers page. The top navigation bar includes 'Manage', 'Shortcuts', and 'CAMILA PIRES'. Below this, there are tabs for 'Content', 'Articles', and 'Translation'. The main header features the 'ASTORE' logo and navigation links for 'Why Astore', 'Procurement', 'Our Products & Solutions', 'Sustainability', 'Suppliers', and 'News'. The user 'CAMILA.P' is logged out, and the language is set to 'English'. The main content area is titled 'Suppliers' and shows a search bar with 'brita' entered. Below the search bar, there are filters for 'Offers' and 'Countries', and a 'FILTER' button. The results are displayed in a grid, showing three supplier cards: BRITA SE (Tausenstein, Germany), NORTHERN LIGHTS (Chesterfield, United Kingdom), and WATER LOGIC (Maidenhead, United Kingdom). Each card includes a brief description and a list of products.

# Need help? Useful links & tools

## ARTICLES

- ✓ [Supplier directory: What it is and how it benefits suppliers and category managers](#)
- ✓ [New feature: Supplier Self Update - How to use it? – Astore Support](#)

## STEP GUIDE

- ✓ Step by step – [How to update your profile on Astore Suite | Scribe](#)

## ONE PAGE

- ✓ [Golden rules](#) - one-pager with best practices — download and use it whenever you need to update your information.

## FAQ

- ✓ [FAQ - Supplier Self Update – Astore Support](#)

**Thank you!**



**ASTORE\$UITE**