

KBEE 2026 Melbourne Buyer System Manual

1



2



3



4

STEP 1: Account Set Up

STEP 2: Time Availability

STEP 3: Company Search
& Request

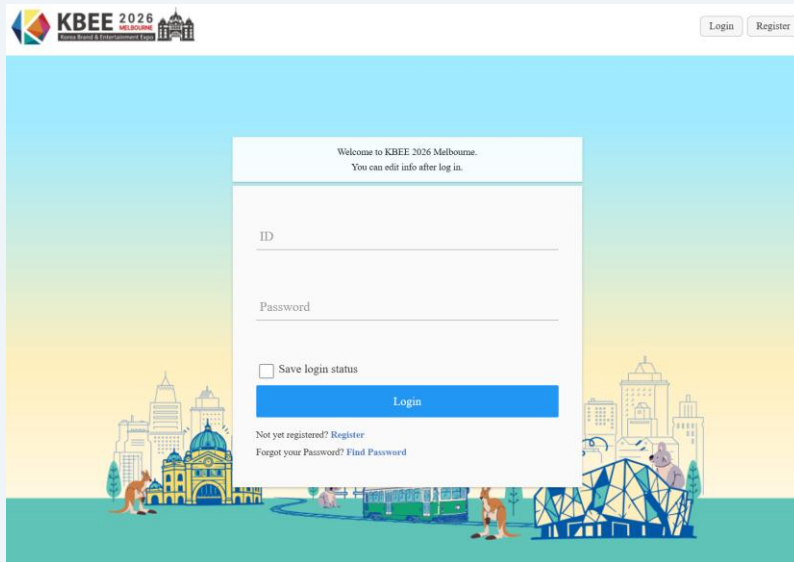
STEP 4: Schedule Confirmation

STEP 1. Account Set Up

1 Enter Access URL

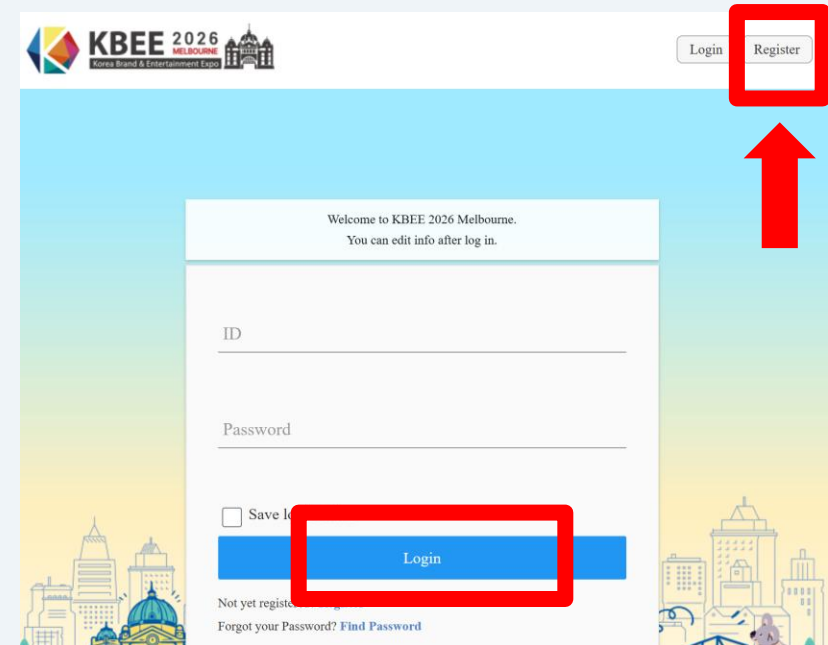
Enter the URL below in your web browser's address bar

kbeehn2026.kotra.or.kr



2 Login or Register

- 1) **First-time Users:** Click '**Register**' to create a new account
- 2) **Existing Users:** Enter your **ID and Password**, then click 'Login'



STEP 1. Account Set Up

3 Consent to collection and use of personal information

- 1) Check the box **'I agree to the use of my personal information that I provide'** at the bottom of the page
- 2) Click **'Proceed to apply'** to move to the next step

KBEE 2026 MELBOURNE

Login Register

Consent to collection and use of personal information

Home > Registration > Consent to collection and use of personal information

STEP 1 Registration

STEP 2 Agree to Terms of Service

STEP 3 Complete Application Form

■ The purpose of the collection and use of personal information

The company collected personal information for the following purposes.

On the implementation of services and service providers in accordance with the contract price settlement

Content provided

Membership Management

Membership services for the usage of personal identification, prevention of unauthorized use of defective members and unauthorized use prevention, physician and confirmed, such as complaint handling complaints

Utilized in marketing and advertising - Advertising information and events transfer, hold, or frequency of the statistics for service members

■ Personal data collected items

☐ I agree to the use of my personal information that I provide

Proceed to apply Cancel

4 Complete Application Form

- 1) Enter your company and personal information
- 2) Create your **ID and Password** on this page for future logins
- 3) Under 'Visitor Information', check **'Accommodation' and/or 'Flight Support' only if located outside of Victoria**
- 4) In 'Business Information', provide detailed information for accurate matching

KBEE 2026 MELBOURNE

Login Register

Complete Application Form

Home > Registration > Complete Application Form

STEP 1 Registration

STEP 2 Agree to Terms of Service

STEP 3 Complete Application Form

No temporarily saved data

Save Temporarily Delete temp data

Account Information

ID

Check Availability

Password

Confirm Password

*Please enter a password of at least 8 digits with a mixture of alphabets, special characters and numbers.

STEP 1. Account Set Up

5 Biz-Match Access & Approval

- 1) 'Request Biz-Match' will be activated **after account approval** by KOTRA Melbourne
- 2) Approval takes **1–2 business days**, and a confirmation email will be sent upon completion

① Pending Approval: Message displayed while awaiting KOTRA approval

The screenshot shows the KBEE 2026 Melbourne website. The user is logged in as 'Korea Business Centre Melbourne'. The 'My Biz-Match' section is active, displaying a table with columns 'ITEM', 'Period', and 'Status'. A red box highlights a message: 'You are currently in status of pending approval by secretariat. Only approved participant can lookup the list of business meeting partners and meeting arrangement status.' The table shows two items: 'Edit My Info' and 'Request Biz-Match', both with a period of '2026.11.06'.

ITEM	Period	Status
Edit My Info	2026.11.06	Complete / Modify
Request Biz-Match	2026.11.06	Apply



② Approved: Message updates once approved

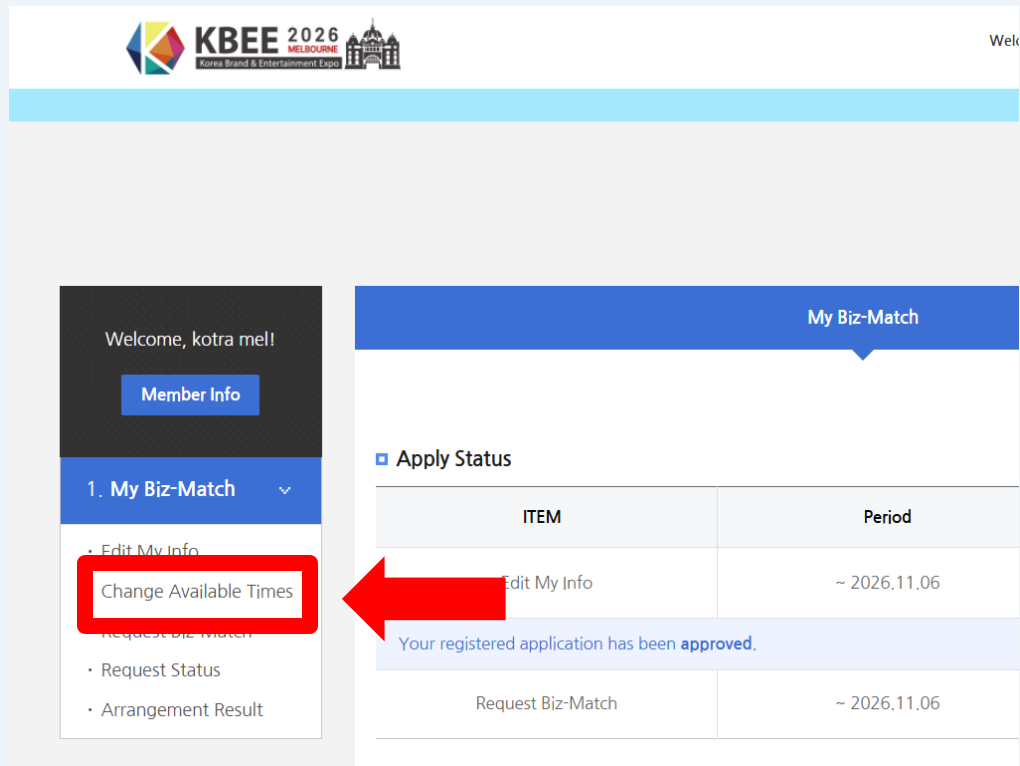
The screenshot shows the KBEE 2026 Melbourne website after approval. The user is logged in as 'kotra mel'. The 'My Biz-Match' section is active, displaying a table with columns 'ITEM', 'Period', and 'Status'. A red box highlights a message: 'Your registered application has been approved.' The table shows two items: 'Edit My Info' and 'Request Biz-Match', both with a period of '2026.11.06'.

ITEM	Period	Status
Edit My Info	2026.11.06	Complete / Modify
Request Biz-Match	2026.11.06	Apply

STEP 2. Time Availability

1

Click 'Change Available Times'



KBEE 2026 MELBOURNE
Korea Brand & Entertainment Expo

Welcome, kotra mell!

Member Info

1. My Biz-Match

- Edit My Info
- Change Available Times**
- Request Biz-Match
- Request Status
- Arrangement Result

My Biz-Match

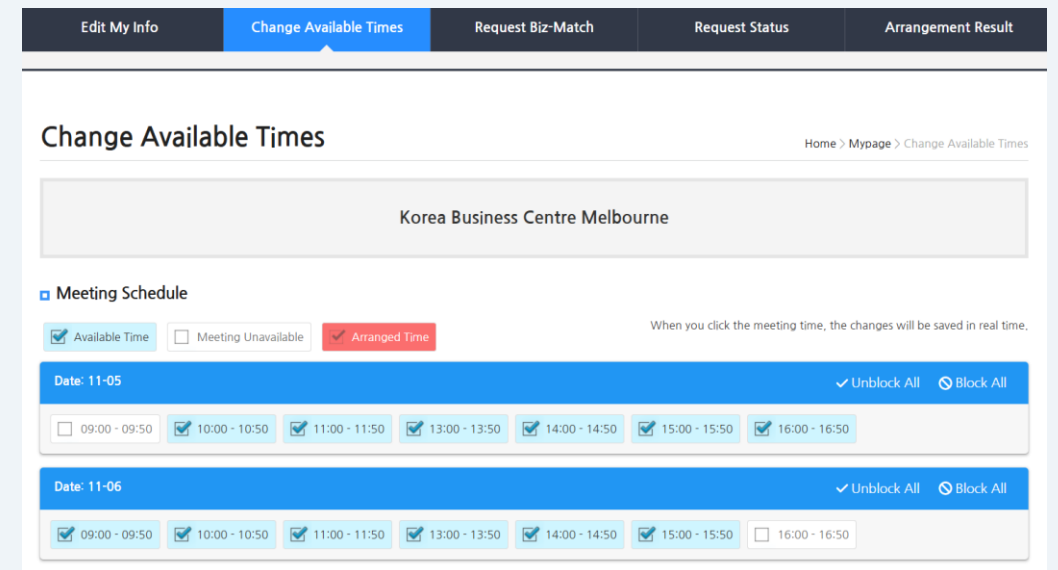
Apply Status

ITEM	Period
Edit My Info	~ 2026.11.06
Your registered application has been approved .	
Request Biz-Match	~ 2026.11.06

2

Select Available Meeting Time

- 1) Select **all available times** for **November 5th and 6th (Thur-Fri)**
- 2) Meetings run for 50 mins with a 10-min break (Lunch: 12 PM–1 PM), allowing up to **7 slots per day**
- 3) Please select **as many slots as possible** to maximize matching opportunities



Edit My Info | **Change Available Times** | Request Biz-Match | Request Status | Arrangement Result

Change Available Times

Home > Mypage > Change Available Times

Korea Business Centre Melbourne

Meeting Schedule

☒ Available Time ☐ Meeting Unavailable ☒ Arranged Time

When you click the meeting time, the changes will be saved in real time.

Date: 11-05 ✓ Unblock All ⊗ Block All

☐ 09:00 - 09:50	☒ 10:00 - 10:50	☒ 11:00 - 11:50	☒ 13:00 - 13:50	☒ 14:00 - 14:50	☒ 15:00 - 15:50	☒ 16:00 - 16:50
--	---	---	---	---	---	---

Date: 11-06 ✓ Unblock All ⊗ Block All

☒ 09:00 - 09:50	☒ 10:00 - 10:50	☒ 11:00 - 11:50	☒ 13:00 - 13:50	☒ 14:00 - 14:50	☒ 15:00 - 15:50	☐ 16:00 - 16:50
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STEP 3. Company Search & Request

1 Click 'Request Biz-Match'

KBEE 2026 MELBOURNE Korea Brand & Entertainment Expo

Welcome, kotra mell!

Member Info

1. My Biz-Match

- Edit My Info
- Change Available Times
- Request Biz-Match**
- Request Status
- Arrangement Result

My Biz-Match

Apply Status

ITEM	Period
Edit My Info	~ 2026.11.06
Request Biz-Match	~ 2026.11.06

Red application has been approved.

2 Search & Select Korean Companies

1) Search Korean Companies

- Filter search results by category (e.g., Food, Beauty)
- Search directly for specific companies selected from the product catalog link

[2026 KBEE & K-Food Fair Official: Instagram, Facebook | Linktree](#)

2) Click 'Detail' to make a selection

My Biz-Match

Mypage

Edit My Info | Change Available Times | **Request Biz-Match** | Request Status | Arrangement Result

Seller List

HOME > Request > Seller List

Main Product 1 - Select Main Category -
Main Product 2 - Select Main Category -

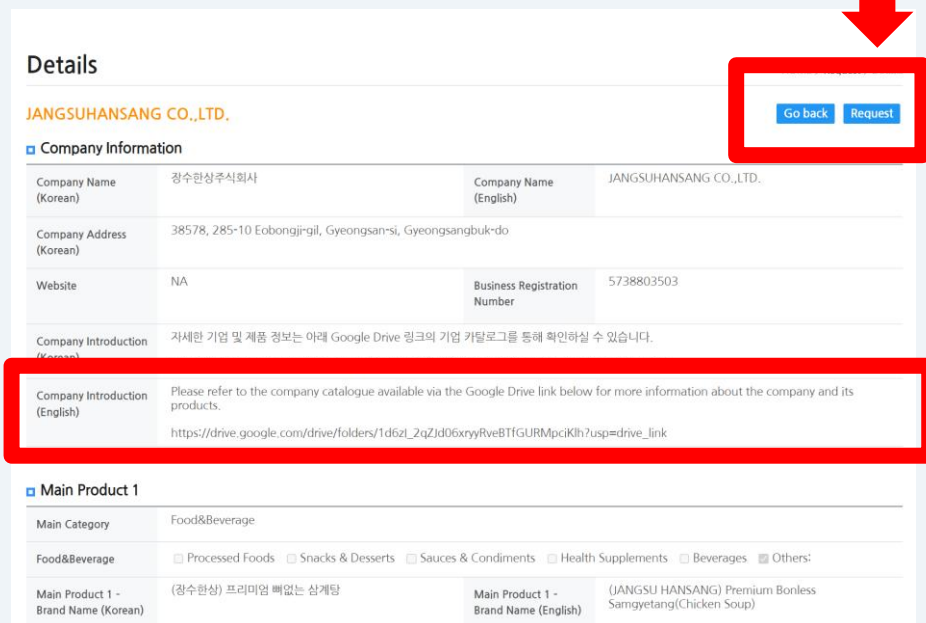
Company Name Search

#	Company Name	Main Category	Main Category	Request Status	Details
107	JBSARA 주식회사 제발사라	Beauty & Personal Care	Beauty & Personal Care		Details
106	JANGSUHANSANG CO.,LTD. 장수한상주식회사	Food&Beverage	Food&Beverage		Details
105	CM F&B Co.,Ltd. 유한회사 씨엠에프엔비	Food&Beverage		-	Details
104	WEHADA COMPANY 위하다컴퍼니	Food&Beverage		-	Details
103	Agricultural Corporation Yuhwadang Co., Ltd. 농업회사법인추식회사유화당	Food&Beverage		-	Details

STEP 3. Company Search & Request

3 Click 'Request'

- 1) View detailed information on participating Korean companies
- 2) Access product catalogs via the Google Drive link provided under 'Company Introduction'



The screenshot shows the 'Details' page for JANGSUHANSANG CO.,LTD. A red arrow points to the 'Request' button in the top right corner. Another red box highlights the 'Company Introduction (English)' section, which contains a Google Drive link. A third red box highlights the 'Main Product 1' section.

Details

JANGSUHANSANG CO.,LTD.

Company Information

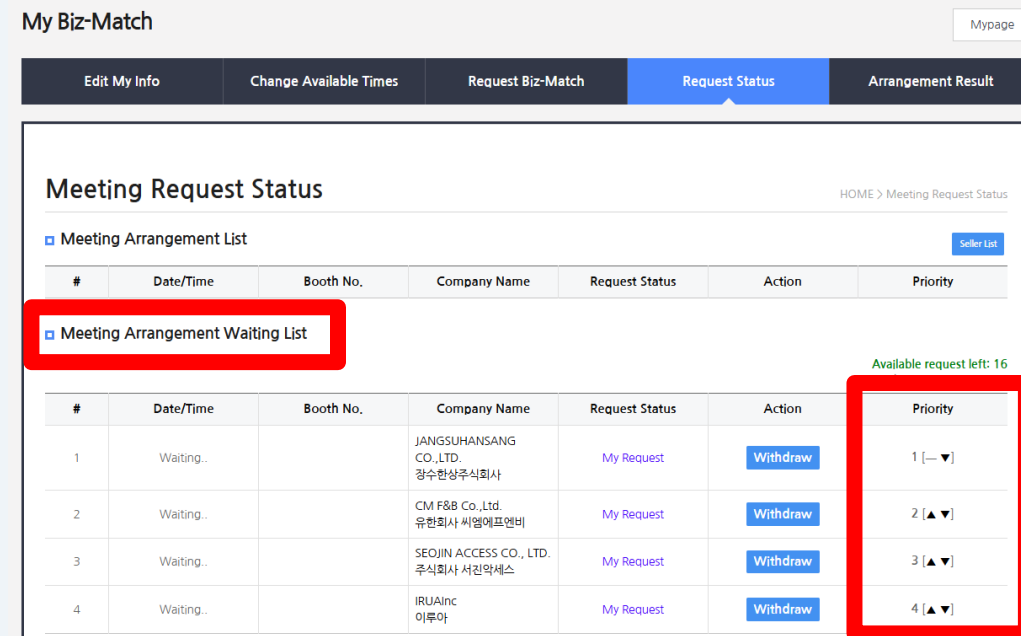
Company Name (Korean)	장수한상주식회사	Company Name (English)	JANGSUHANSANG CO.,LTD.
Company Address (Korean)	38578, 285-10 Eobongjir-gil, Gyeongsan-si, Gyeongsangbuk-do		
Website	NA	Business Registration Number	5738803503
Company Introduction (Korean)	자세한 기업 및 제품 정보는 아래 Google Drive 링크의 기업 카탈로그를 통해 확인하실 수 있습니다.		
Company Introduction (English)	Please refer to the company catalogue available via the Google Drive link below for more information about the company and its products. https://drive.google.com/drive/folders/1d6z1_2qZld06xnyRveBTFGURMpcIKh7usp=drive_link		

Main Product 1

Main Category	Food&Beverage		
Food&Beverage	☐ Processed Foods ☐ Snacks & Desserts ☐ Sauces & Condiments ☐ Health Supplements ☐ Beverages ☒ Others:		
Main Product 1 - Brand Name (Korean)	(장수한상) 프리미엄 빼빼는 삼계탕	Main Product 1 - Brand Name (English)	(JANGSU HANSANG) Premium Boneless Samgyetang(Chicken Soup)

4 Manage Requested Companies

- 1) View your selected companies under 'Waiting List'
- 2) Check the **priority** of each selected company
- 3) KOTRA Melbourne will arrange meeting schedules based on your selections



The screenshot shows the 'Meeting Request Status' page. A red box highlights the 'Meeting Arrangement Waiting List' section. Another red box highlights the 'Priority' column in the table, which shows a dropdown menu for each row. A green text 'Available request left: 16' is visible in the top right corner.

My Biz-Match

[Edit My Info](#) [Change Available Times](#) [Request Biz-Match](#) [Request Status](#) [Arrangement Result](#)

Meeting Request Status

[Meeting Arrangement List](#) [Seller List](#)

#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
Meeting Arrangement Waiting List						
#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
1	Waiting..		JANGSUHANSANG CO.,LTD. 장수한상주식회사	My Request	Withdraw	1 [▼]
2	Waiting..		CM F&B Co.,Ltd. 유한회사 씨엠에프엔비	My Request	Withdraw	2 [▲▼]
3	Waiting..		SEOJIN ACCESS CO., LTD. 주식회사 서진엑세스	My Request	Withdraw	3 [▲▼]
4	Waiting..		IRUAInc 이루아	My Request	Withdraw	4 [▲▼]

Available request left: 16

STEP 4. Schedule Confirmation

1 Check Matching Status & Schedule

1) Review your matching status under ① 'Request Status' & ② 'Arrangement Result'

2) Meeting Schedule Release Dates

- Initial Meeting Schedule Release: Oct 23 (Fri)

- Final Meeting Schedule Release: Nov 2 (Mon)

2) If you need to make any changes, please contact KOTRA via email

- jack@kotra.com.au / delegation@kotra.com.au

My Biz-Match MyPage

Edit My Info Change Available Times Request Status Arrangement Result

Meeting Request Status

HOME > Meeting Request Status

Meeting Arrangement List Seller List

#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
1	11-05 11:00 ~ 11:50		SEOJIN ACCESS CO., LTD. 주식회사 서진엑세스	My Request	Cannot be canceled	3
2	11-06 13:00 ~ 13:50		CM F&B Co.,Ltd. 유한회사 씨엠에프앤비	My Request	Cannot be canceled	2

Available request left: 16
Total 20 requests at most

#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
1	Waiting..		JANGSUHANSANG CO.,LTD. 장수한상주식회사	My Request	Withdraw	1 [— ▼]
2	Waiting..		IRUAInc 이루아	My Request	Withdraw	4 [▲ ▼]

Edit My Info Change Available Times Request Biz-Match Request **Arrangement Result**

Arrangement Schedule

HOME > MyPage > Arrangement Schedule

Korea Business Centre Melbourne [Booth No. :]

Meeting Schedule Print

Date	11-05						
Time	09:00	10:00	11:00	13:00	14:00	15:00	16:00
Confirmed Meeting							

Date	11-06						
Time	09:00	10:00	11:00	13:00	14:00	15:00	16:00
Confirmed Meeting							

■ Meeting Unavailable ■ Arranged Time
(Please refer to the table below for the scheduled company.)

Meeting Details

#	Date/Time	Booth	Company Name	Requests
11-05 (1)	11-05 11:00 ~ 11:50		SEOJIN ACCESS CO., LTD. 주식회사 서진엑세스	My Request
11-06 (1)	11-06 13:00 ~ 13:50		CM F&B Co.,Ltd. 유한회사 씨엠에프앤비	My Request

Thank You
