GUIDE 1 — YOUR BUSINESS ON SUPER DEAL MAKER

Who this is for. You own or run a business, and you came here to get something done: a business plan, money, customers, or training.

This guide walks you through the whole thing, one step at a time. You do not have to do it all today. Everything you type is saved as you go, so you can stop and come back.

START HERE

Three things, and then the platform knows enough to tell you what to do next.

1 **Open the front page and choose Register.**

What you will see: A short form asking for your name, your email and a password.

If it goes wrong: If it says the email is already in use, you have an account already -- choose Sign in instead, or use Forgot password.

Step 1 of 4

2 **Sign in with the email and password you just chose.**

What you will see: Your home page.

If it goes wrong: If the password does not work, use Forgot password. The link is on the same screen.

Step 2 of 4

3 **Tell us about your business: its name, what it sells, and where it works from.**

What you will see: Every tool on the platform opens for you. Until this is done, a tool will bring you back here and tell you why.

If it goes wrong: You do not need your CIPC papers in front of you. If you are not sure of something, put what you know and change it later.

Step 3 of 4

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4 **Look at your home page. It shows you ONE next step.**

What you will see: One thing to do, with roughly how long it takes. The steps after it are shown but greyed, with a line saying what unlocks each one.

If it goes wrong: If it shows nothing, you have not finished telling us about your business yet.

Step 4 of 4

PAYING FOR A PACKAGE

The ten tools are free with your account; Standard adds the downloads, your business plan document and a one-on-one onboarding consultation. You are never charged without choosing to pay.

1 **Look at what is included in each package before you choose.**

What you will see: What you get, and the price.

If it goes wrong: If a price looks wrong, do not pay -- ask us first. Our number is on every screen.

Step 1 of 3

2 **Choose the package you want and go to pay.**

What you will see: PayFast, South Africa's card and EFT page. You pay there, not here -- we never see your card.

If it goes wrong: If the payment page does not open, nothing has been charged. Come back and try again, or ask us to invoice you.

Step 2 of 3

3 **When PayFast finishes, you are brought back.**

What you will see: A sentence saying the payment arrived, and the tool unlocked.

If it goes wrong: If you paid and the tool is still locked, do not pay again. Send us the PayFast reference and we will open it.

Step 3 of 3

WHAT THIS DOES NOT DO YET

The platform does not take payment on this site. It hands you to PayFast and waits to be told the payment happened.

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If PayFast is not switched on for this installation, the pay button says so in words instead of failing silently. You will not be charged and nothing will break.

BUSINESS PLAN

Whatever you came for, you end up needing this. A funder wants it. A corporate buyer wants it. The scores are built from it.

1. **Open the business plan and answer the questions. One screen at a time.**

   What you will see: A list of sections. Finished ones are ticked.

   If it goes wrong: A blank box is never a trap. If you do not know a number, use the example shown or choose 'not sure' and carry on.

   Step 1 of 5

2. **Every answer is saved the moment you type it. There is no Submit button that can lose an hour of work.**

   What you will see: A small 'Saved' appears beside the question.

   If it goes wrong: If your phone loses signal mid-answer, the last saved answer is still there when you come back.

   Step 2 of 5

3. **When the sections are done, open your plan and read it.**

   What you will see: The plan on screen, with your own figures in it.

   If it goes wrong: If a section reads oddly, go back to that part of the form -- the plan is built from your answers, so fixing the answer fixes the plan.

   Step 3 of 5

4. **Download it as a PDF when you want to send it to somebody.**

   What you will see: A PDF lands in your downloads.

   If it goes wrong: If your plan is not ready to download straight away, you are taken to a page that says it is being made, and we email you when it is ready. You do not need to wait on the page.

   Step 4 of 5

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5 **Three shorter documents come out of the same answers: a business profile, a set of financial projections and a pitch deck.**

What you will see: Each one on its own screen, with its own download.

If it goes wrong: They are built from the plan, so if one is thin, the plan section behind it is thin.

Step 5 of 5

MARKET READINESS -- ARE YOU READY TO SELL TO BIG BUYERS?

A score out of a set of questions about your papers, your customers, how you make what you sell, and your people.

1 **Answer the readiness questions. There are several groups; do one group at a time.**

What you will see: Each group shows a traffic light when it is answered.

If it goes wrong: If a question is about something you do not have, answer it honestly. Saying you have a licence you do not have helps nobody. If it is about something your business does not NEED -- an EIA, a SABS mark, a franchise, a loan -- choose 'No, this business does not need one'. That counts in your favour, not against you.

Step 1 of 3

2 **Read your market readiness report.**

What you will see: Your standing area by area, and at the end, WHAT TO FIX NEXT: your weakest part, the one paper you are missing, and one thing to do this week.

If it goes wrong: If a score looks too low, check whether you have answered every group -- an unanswered question counts as nothing, not as a pass. If your company registration, tax or B-BBEE part reads nothing although you answered it, put your registration number, tax clearance date and B-BBEE level on your business profile: a paper you say you have counts once it is written down there.

Step 2 of 3

3 **Download the report to send to a buyer.**

What you will see: A PDF with your business's name on the cover.

Step 3 of 3

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WHAT THIS DOES NOT DO YET

Every area a readiness reads counts the same as the others for now. Which areas matter most to a buyer, and which to a funder, has not been decided yet.

If you own the business alone, the question about a shareholders' agreement has no 'not needed' answer yet, so answering No lowers your score a little. The same is true of a B-BBEE certificate for a very small business that has an affidavit instead. We know, and it is written down.

FUNDING READINESS -- ARE YOU READY TO ASK FOR MONEY?

The same questions read for a different purpose. A funder wants to know whether you are a business they could lend to, not whether you are a good person.

1 **Fill in the funding side: what you want the money for, what you can put in yourself, and what security you have.**

What you will see: The funding groups fill in beside the market ones.

If it goes wrong: 'Own contribution' can be equipment you already own, not only cash.

Step 1 of 2

2 **Read your funding readiness report.**

What you will see: Area by area, and WHAT TO FIX NEXT at the end.

Step 2 of 2

WHAT THIS DOES NOT DO YET

A good funding readiness score does NOT mean a funder has agreed to anything. It means your papers and your numbers are in a state a funder can read.

A low score is not a refusal. It is a list of what is missing.

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CHECK YOUR FUNDING READINESS (2.0)

Readiness 2.0 scores twelve funding areas and eight market areas, shows how sure the score is, and works out six ratios from your own annual figures.

1 **Open Check your funding readiness (2.0).**

What you will see: Your score, its band and its confidence level, then every area.

If it goes wrong: With nothing answered it says Not started. Answer the questions below it.

Step 1 of 3

2 **Choose what you are preparing for: a loan, a grant, an investor or blended. Check your stage.**

What you will see: The weights change, so the score changes with your choice.

If it goes wrong: If the stage is wrong, choose it yourself.

Step 2 of 3

3 **Answer each question and tap Save. Upload a document where you have one.**

What you will see: The answer becomes document-backed and the confidence level goes up.

If it goes wrong: A photo or a PDF up to 10 MB is taken.

Step 3 of 3

WHAT THIS DOES NOT DO YET

The score does not guarantee funding. Every funder decides for itself.

Super Deal Maker does not run credit checks: credit history is as you declared it.

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UNDERSTAND YOUR READINESS SCORE AND IMPROVE IT

The improvement plan lists your weak areas, the one that lifts your score most first.

1. **Read Your improvement plan on the readiness 2.0 page.**

   What you will see: Up to three steps per weak area, each with Open this part, a lesson and Do it with me.

   Step 1 of 3

2. **Read how the score works: areas, weights, evidence levels and bands.**

   What you will see: The weights for each kind of funding and stage.

   Step 2 of 3

3. **Download the report for a funder.**

   What you will see: A PDF with every area, check and evidence level.

   Step 3 of 3

WHAT THIS DOES NOT DO YET

Compared with similar businesses shows only when at least ten similar businesses have a score.

YOUR READINESS FOR A SPECIFIC FUNDER

Each funder whose requirements RMK checked, against your business: must-haves met or missing, and nice-to-haves.

1. **Open Your readiness for a specific funder.**

   What you will see: Every funder, the readiest first.

   If it goes wrong: If no funder is listed, RMK has not approved any funder's requirements yet.

   Step 1 of 1

WHAT THIS DOES NOT DO YET

A funder sees your business only if you agreed on Let funders find you.

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FINANCIAL STATEMENTS

Two ways in. Choose the one that matches what you have.

1 **Start here and say which accounts your business has. Most are already ticked for your kind of business.**

What you will see: A tick list under six plain headings: what you sell, what it costs you, running costs, what the business owns, what it owes, the owners' money.

If it goes wrong: Something missing? There is a box at the bottom to add it in your own words.

Step 1 of 5

2 **Type this year and last year, side by side. Every amount is a plain positive number.**

What you will see: A running check: 'It balances' or 'It is out by R x'. It checks as you type.

If it goes wrong: If it is out, the difference is shown. Look for the amount that matches it -- it is usually one line typed twice or left out.

Step 2 of 5

3 **Or download the workbook, fill it in on a computer, and upload it.**

What you will see: A spreadsheet built for your accounts, with an instructions sheet.

If it goes wrong: Both routes end in the same place. Use whichever suits you.

Step 3 of 5

4 **Upload the filled-in workbook.**

What you will see: The same checks as the form, and your original file is kept.

If it goes wrong: If a line does not match a known account it goes to a 'suspense' list and is shown to you. It is never guessed.

Step 4 of 5

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5 **Read your statements.**

What you will see: An income statement, a balance sheet and a cash flow, from what you typed.

Step 5 of 5

WHAT THIS DOES NOT DO YET

These are statements built from what you type. They are not audited, and the document says so. A funder who needs audited figures will still ask an accountant.

LETTING FUNDERS SEE YOU

Nothing about your business goes to a funder unless you say so, and you can take it back.

1 **Say yes to being seen by funders.**

What you will see: A clear line saying what a funder can see and from when.

If it goes wrong: If you are not ready, do not tick it. Nothing else on the platform changes.

Step 1 of 3

2 **Take it back whenever you want, on the same screen.**

What you will see: Funders stop seeing you from that moment. The date you withdrew is kept.

If it goes wrong: Withdrawing does not delete your business plan or your scores. It stops them being shown.

Step 2 of 3

3 **If a funder approaches you, it appears here.**

What you will see: Who they are, what they are asking, and a place to answer.

If it goes wrong: You never have to answer. Not answering is an answer.

Step 3 of 3

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WHAT THIS DOES NOT DO YET

A funder seeing you is not a funder offering you money.

RUN AND GROW MY BUSINESS

Once something is agreed -- funding, a contract, a programme -- the project tools keep it moving.

1. **Open your project tools.**

   What you will see: Systems and procedures, Project management, Supply chain and Governance (your board).

   Step 1 of 2

2. **When a piece of work is finished, sign it off.**

   What you will see: It moves to the queue RMK looks at.

   If it goes wrong: If nothing appears in the queue, the piece of work is not finished yet -- the screen says which part.

   Step 2 of 2

STUCK?

A person at RMK can help with any step on this page. There is a WhatsApp button on every screen and it carries with it which screen you were on, so you do not have to explain where you got to.

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