

COMPANY HUB

User Guide for
Company Account
Administrators

supply chain
event | 1 & 2
DEC.
2026
PARIS

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- ❖ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❖ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❖ **Emperia on-site lead capture** : Emperia app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- ❖ **Primary administrator** : Main contact in your company to prepare the market who has access to the company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

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Once your participation is confirmed, you will receive an email from RX

Global : **no-reply@rxglobal.com**

If you **exceed this deadline** or if you have **not received the email** (remember to check your spam), contact our customer service. **[Help Desk](#)**

Click on the link
received by email and
personalize your
password



HOMEPAGE OF YOUR COMPANY HUB

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Here you will find the name of **your company**

Company Name	Digital offering
	

Here you will find the name of your **package type**


Edit Profile Page
This information will appear in the other websites.


Shapers
Add and Manage your affiliated Social Shapers.


Exhibitors catalogue
Register on exhibitor catalogue


Emperia Lead Capture Services
A consolidated list of leads. Check it Now >


Invite Manager
Manage invites for attendees and your staff.


Badges and participants
Add & manage badges and participants.


Exhibitor Dashboard Analytics
Check your performance and get insights to improve.
[View reports](#)

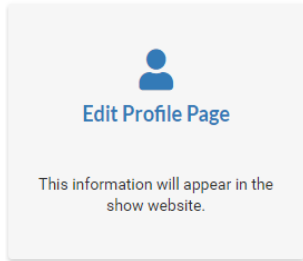
Here are the details of **each section** of your Company Hub

You will find here a list of additional resources to **complete your preparation for the market**

- 1 - Mon stand / My Stand
- 2 - Déclarer mon décorateur / Register my decorator
- 3 - Kit de communication / Communication kit
- 4 - Booster ma visibilité / Boost my visibility
- 5 - Vos/Your innovations & Polluter innovations Awards
- 6 - Conférence en Forum / Conference in Forum
- 7 - Rendez-vous d'affaires / Business meetings
- 8 - Emploi, formation et compétences / Job, training, skills
- 9 - Information pratique / Practical information

EDIT MY PROFILE

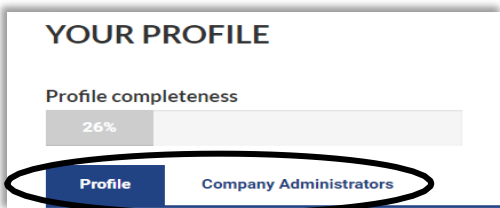
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The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your **listing on the fair's website** search engine
- your **recommendation to visitors** who pre-register



Here you will be able to **navigate between both parts**

- Profile
- Company Administrators

Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**



EDIT MY PROFILE



Edit Profile Page

This information will appear in the show website.

Please note:

Only mention events and activities organised on your stand in this insert. Do not add speeches (workshops and/or conferences) to which you have subscribed as part of the official Supply Chain Event 2026 programme.

This information should be mentioned in task 6 - Your speeches / Vos prises de parole.

▶ 6- Vos prises de parole / Your speeches

Manage session

*indicates a mandatory field

Session title*

135 character limit

Speaker(s) name(s)

Separate multiple speakers with a comma

120 character limit for each speaker

Location

100 character limit

Session date*

Start time*

End time*

Description

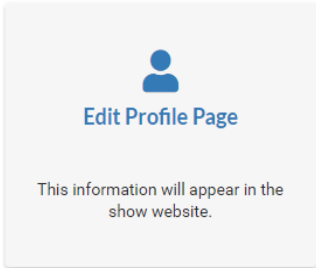
140 character limit

Cancel

Save

EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB

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Exhibitor administrators are individuals from your company who require access to the exhibitor space. Secondary administrators **will have the same access as the primary administrator.**

Please add any of your colleagues who **should have access to the company page full set up.** They will receive an activation email.

Resend the activation email to the company page (in case your colleague did not receive it)

Profile | **Company Administrators**

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

+Add Company Administrator

	First name	Last name	Email address	Login roles	
☐	Test	SEPC Pavilion	test@sepc-pavilion.com	Primary Administrator	
☐	EMMANUELLE	GRCS	emmanuelle.grcs@reglobal.com	Secondary Administrator	
☐	Tristan	BOSCHER	tristan.boscher-welt@reglobal.com	Secondary Administrator	

Select the Administrators to whom you want to resend the activation email.

Resend activation email

Update your company admins list at anytime



Sharers

Add and Manage your allocated Stand Sharers.

This section allows you to **add and manage your sharers**, enabling them to access their own space and prepare for the market

Here you can find the number of sharers you have, as well as the types of available packs.

You currently have 0 active Stand Sharers, out of 1 (package: up to 1) | Sharers Gold entitlement : 0/0 | Sharers Silver entitlement : 0/0

+ Add Stand Sharer

Exhibitor name	Status	Online Package	Stand Sharer Allocation
Test	☐ Inactive	Bronze	TEST 3 x

(S) - Indicates the stand sharer has upgraded the online package from Bronze

Cancel Save

Activate or deactivate the company hub for your sharers

Here the location of your booth is displayed, which cannot be modified, and where the sharer will also be placed

Lead Manager App (ex-Emperia) : THE LEAD GENERATION SOLUTION

- Mobile App to scan visitors' badge

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Lead Manager App (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition.** Collect contacts and find them in your online report available in this section and on your exhibitor dashboard **up to 90 Days after the end of the show.**

**Lead Manager App**
(Emperia)
Lead Capture Services

A consolidated list of leads scanned at the show with Emperia.
(Total: 0, New: 0)

Customize your account by indicating your company access code. Find this code in your exhibitor hub right here.

Download the Lead Manager Mobile app from the App Store or Google Play or use the web version.

Upload up to 3 documents about your company. These files will be sent to the visitors you have scanned at the show.

Add personalized questions. These will be available on your **Lead Manager (ex-Emperia) application**, so you can easily answer the questions you ask visitors on a recurring basis.

GETTING STARTED

BATIMAT is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Lead Manager App Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "[Exhibitor's Guide to Lead Manager App](#)" to get you started and answer some commonly asked questions about the Lead Manager App lead scanning tool.

Available on app store and play store

We also have web version of Lead manager app (LMA)

LOGIN DETAILS

Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code
XXXXXX

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS

Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)

Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

Lead Manager App (ex-Emperia): THE LEAD GENERATION SOLUTION

- *Download your leads*

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Lead Capture Services

A consolidated list of leads scanned at the show with Emperia.
(Total: 0, New: 0)

Every day during the fair or at its conclusion, you have **access to visitors who have been scanned** by all your collaborators.

At the end of the fair, individuals who have been scanned will **receive the documents you have uploaded in the Lead Manager App menu of your exhibitor space**, as well as your contact details.

Lead Manager App (formerly Emperia)

★ You have new leads. Re-generate your Leads report and download.

LEADS REPORT

Generate and then download your leads report

★ Generate Leads report

Download report

Last generated: 10/09/24, 11:48 AM

Last downloaded: 10/09/24, 11:50 AM

Total Leads: 38

New Leads: 2 ★

Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format up to 90 days after the end of the show.

COLLEQT QR CODES

Never miss a lead



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With **Colleqt**, never miss a lead! Even if you are busy at the stand, have the visitors show interest in your brand and products, in just one simple scan!

- They will **keep your info** in the « basket »
- They will **access your Exhibitor page directly** featuring your products
- You'll instantly exchange via this scan your contact details: **top up your leads database!**
- Find all this leads amongst your reports in the **exhibitor dashboard**, source 'Colleqt'

Step 1 : Complete your profile the maximum you can once you are registered to the event

Step 2 : We will generate the QR Code and distribute the materials onsite to your stand (1 per stand). Make it visible to visitors passing by even if you can't talk to them

Step 3 : Monitor your leads via their different sources and contact them after the event!

LEAD BOOSTER

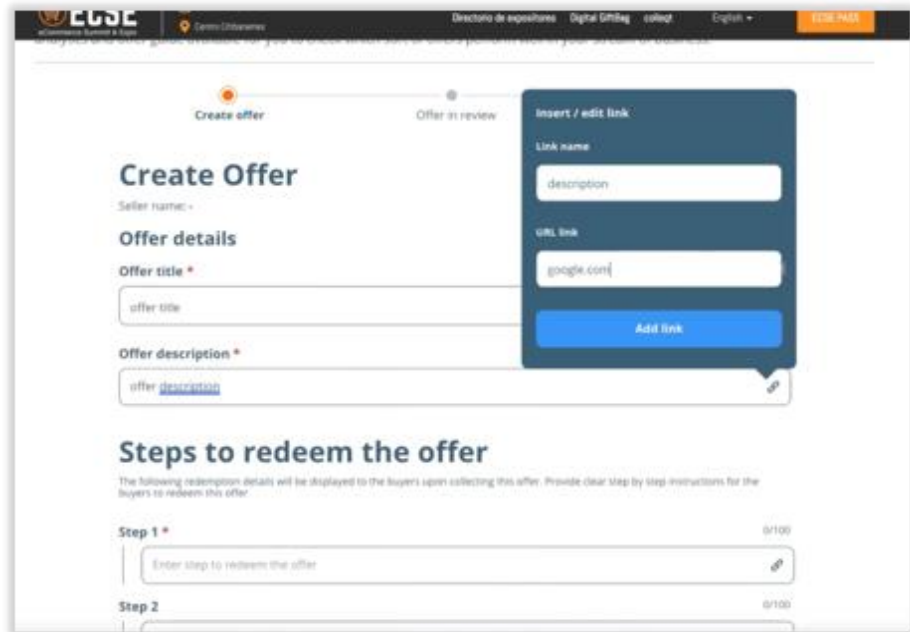
(Limited places - upsell via your Sales contact)

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Attract even more of the right leads

Get new leads by giving attendees the perfect reason to visit your booth and unlock new opportunities. You create an irresistible offer to attract registered attendees to your booth. With limited spaces available, each offer gets maximum visibility to maximise your lead generation results at the show

Once you subscribe to Lead Booster, monitor the tile in the Exhibitor Hub to create your dedicated offer:



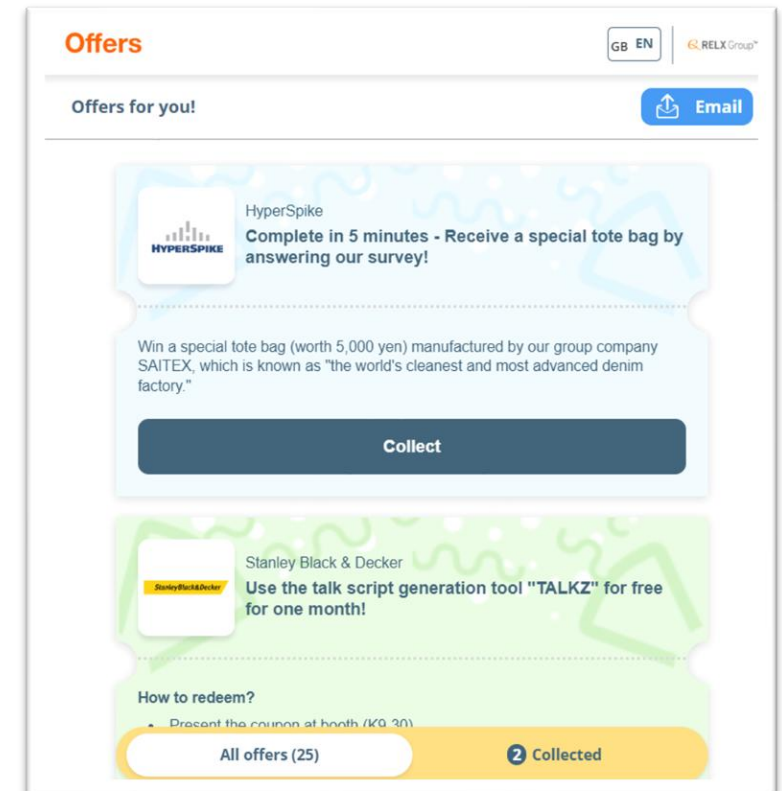
The screenshot shows the 'Create Offer' form in the Exhibitor Hub. The form is divided into two main sections: 'Offer details' and 'Steps to redeem the offer'. In the 'Offer details' section, there is a 'Seller name' field, an 'Offer title' field, and an 'Offer description' field. To the right of these fields is a 'Link name' and 'URL link' section with a 'description' field and a 'google.com' field, and an 'Add link' button. Below the 'Offer details' section is the 'Steps to redeem the offer' section, which includes a 'Step 1' field with a '0/100' progress indicator and a 'Step 2' field with a '0/100' progress indicator. The form is titled 'Create Offer' and has a 'Create offer' button at the top left.

Built by
RX In the business of
building businesses

We share the list of exclusive offers from the exhibitors to all visitors



They will collect the offer and share their contact as a new lead in your report

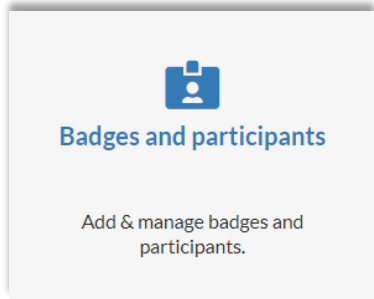


The screenshot shows the 'Offers' page in the Exhibitor Hub. The page has a header with 'Offers' in orange, 'GB EN' in a dropdown menu, and 'RELX Group' logo. Below the header is a section titled 'Offers for you!' with an 'Email' button. The main content area displays two offer cards. The first card is for 'HyperSpike' and says 'Complete in 5 minutes - Receive a special tote bag by answering our survey!'. The second card is for 'Stanley Black & Decker' and says 'Use the talk script generation tool "TALKZ" for free for one month!'. Below the cards is a 'How to redeem?' section with a list of steps. At the bottom, there is a summary bar showing 'All offers (25)' and '2 Collected'.

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

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Exhibitor badges provide access to the fair before the opening hours for visitors and during the setup and dismantling days.

The Allocate Badges section **allows you to add one or more badges for your colleagues.**



Here you will be able to **navigate between both parts** :

- Allocate badges
- Your company badges

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time

A screenshot of the "Company Badges" form. It includes a "Help" link, a "Create Single Badge" button (highlighted with a black oval), a "Download template" button (highlighted with a black oval), a "Select Badge Type" dropdown menu showing "Delegate Badge (40 Badges Remaining)", a "Privacy Notice" section with a checkbox, and a "File upload" section with a "Select a file (Excel)" input and a "Browse" button. A note at the bottom states "5mb maximum file size. Emails must be unique for each badge holder".

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

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Badges and participants

Add & manage badges and participants.

Badges are **available for download and printing 14 days before the show**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Badge manager

View your badges and allocate them to your staff

Allocate badges

Your company badges (2)

Company Badges: 2/0 Allocated

To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status

All

Name

Badge Status

Job Title

Badge Product

Payment Status

Mark Felt

Active

Sales

Exhibitor Badge

Free Badge

Charles WEL

Active

CDP

Exhibitor Badge

Free Badge



Get and print your badges using this button.



You can modify them (with the exception of the email address). If you modify the badge, you will need to re-print as the previous one will no longer be valid.

Here you can find the **exhibitor badges** you have uploaded

Here you can find the **payment status** of the badge



Invite Manager

Manage invites for attendees and your staff

Invite your contacts to visit you at the exhibition. The generated badge is a valid visitor badge from the opening of the exhibition.
Do not use this feature to create exhibitor badges.

Active

E-invitation

 [https://www.sps.fr/eng...](#)  Copy

Links Available
999998 / 999998

Link Views
4

 Buy More Links

 View completed registrations

Copy the link using the button copy
Send this link to the people you would like to invite to the show

Indicates the number of registrations available.

Indicates the number of people who have clicked on the link but have not completed the registration.

You can find the list of people who **registered with your personalized link** just below

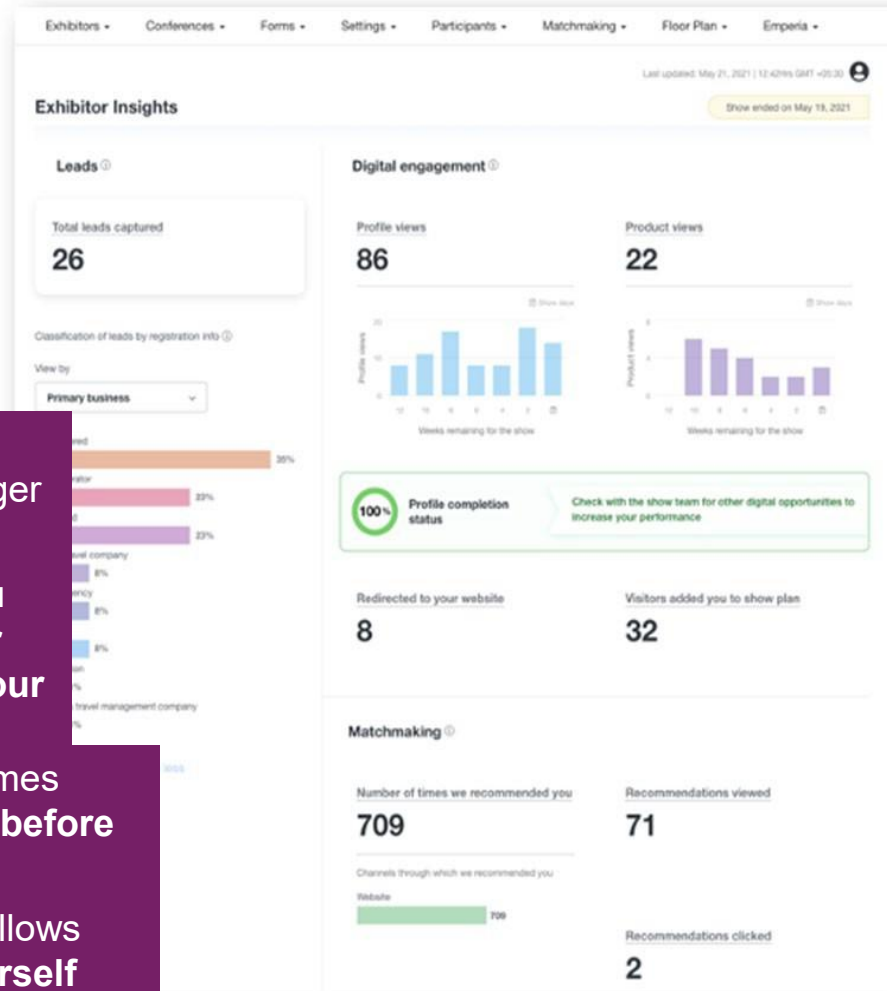
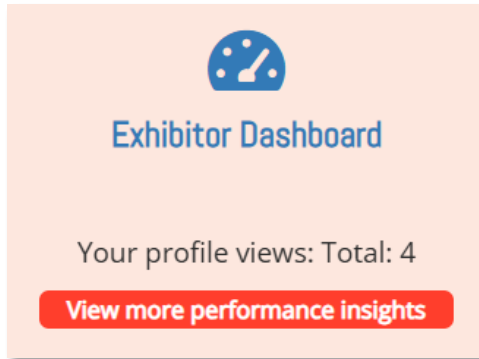
Name	Mobile No. profile	Source	Email	
Test important	Test important	TESTING	testimportant@gmail.com	

COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to access a wealth of data regarding your performance at the exhibition

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Overview



Discover your own performance, views, clicks on your profiles and products

Benchmark Analytics

Compare your performance to the other exhibitors. These metrics show you where you could be more performing regarding completion for example to help get the most even before the event!

Profile Viewers

Have even more insights and details on companies who viewed your profile and products (according to cookies consent). **You can download the list of viewers**

This dashboard **synthesizes your leads generated during the show** (with Lead Manager App).

A large amount of data is available to **help you understand the typology of your leads, your strengths, and areas for improvement for your next exhibition.**

This page only becomes **accessible 90 days before the show.**

Its pro version also allows you to **compare yourself with your competitors.**

VOTRE HUB / YOUR HUB

Tasks list to prepare your participation

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The tasks list allows you to access all the documents, links/platforms and advice to best organize your participation in the show.

Votre Hub / Your Hub

Voici la liste des tâches pour préparer votre venue au salon / Here is the tasks to prepare for your visit to the show.

Task ⌵	Category ⌵	Due Date ⌵	Status ⌵	Completion ⌵
▶ 1- Préparer mon stand / Prepare my booth	Operations	02 December 2026	Mandatory	Not Complete
▶ 2- Réussir son salon / Make your show a success	Marketing	02 December 2026	Optional	Not Complete
▶ 3- Logos et Bannières / Logos and Banners	Marketing	02 December 2026	Optional	Not Complete
▶ 4- Nouveautés / New products	Marketing	06 November 2026	Optional	Not Complete
▶ 5- Awards Digital Supply Chain & Start-up	Marketing	11 September 2026	Optional	Not Complete
▶ 6- Vos prises de parole / Your speeches	Marketing	04 September 2026	Optional	Not Complete
▶ 7- Accédez à la plateforme MySCE / Access the MySCE platform	Marketing	02 December 2026	Optional	Not Complete
▶ 8- Informations pratiques / Practical information	Marketing	02 December 2026	Optional	Not Complete

PREPARE MY STAND

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Task

► 1- Préparer mon stand / Prepare my booth

► 2- Réussir son salon / Make your show a success

► 3- Logos et Bannières / Logos and Banners

► 4- Nouveautés / New products

► 5- Awards Digital Supply Chain & Start-up

► 6- Vos prises de parole / Your speeches

► 7- Accédez à la plateforme MySCE / Access the MySCE platform

► 8- Informations pratiques / Practical information

Here you will find all the information and documents you need to prepare your stand (stand packages, regulations and procedures, additional services...)

General Exhibitor Guide

Read this guide which brings together all the practical information necessary for optimal preparation for your presence at the show, ex: Order deadlines, mandatory procedures, forms to return, useful contacts, etc...

PDF Name	Type of stand	PDF to download
General Exhibitor guide	All	Download

Build-up & Break down

PDF name	Type of stand	PDF to download
Practical information	All	Download
Schedule Build-up - Opening - Break-down	All	Download
Access badges	All	Download
Delivery	All	Download
Coming On Site	All	Download
Access Helpport	All	Download

Regulations & Procedures

Trade Show Regulations and Logistics. Read all the regulations, certificates, and declarations related to setting up your stand, and return the relevant forms to the organizer.

PDF name	Type of stand	PDF to download
Technical architecture regulations	All	Download
Fire regulations	All	Download
Health and Safety Notice & Exhibitor certificate	All	Download
CSR Commitment	All	Download
Foreign Workforce And Worker Safety	All	Download

Stand Formulas

Consult the information relating to the layout of your stand at the Show.

PDF Name	Type of stand	PDF to download
Presentations of Stand Packages (CREATIFS)	Identity	Available soon

Additional services

Order additional services: furniture, security, cleaning, catering, video or digital equipment, etc...

PDF name	Type of stand	PDF to download
Security Guarding (GUARD EVENTS)	All	Download
Stand Cleaning & Waste Removal (MILLENNIUM)	All	Download
Hostesses & Hosts (MAHOLA)	All	Download
Handling/Transport (CLAMAGERAN)	All	Download
Handling/Transport (CLASQUIN)	All	Available soon
Reception Equipment - ESSENCE FRANCE	All	Download
Audiotextual Equipment Rental (ALIVE)	All	Download
Lunch Catering (POIRIER)	All	Download
Cocktails (POIRIER)	All	Download
Floral Decoration (JARDINS DE GALLY)	All	Soon available

Contact

PDF name	Type of stand	PDF to download
Team Contacts	All	Download
Listed Providers Contacts	All	Download

Documents to return to us

PDF name	Type of stand	PDF to download
Additional Insurance	All	Download
Insurance Membership Form	All	Download

MAKE YOUR SHOW A SUCCESS

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Task ▾
▶ 1- Préparer mon stand / Prepare my booth
▶ 2- Réussir son salon / Make your show a success
▶ 3- Logos et Bannières / Logos and Banners
▶ 4- Nouveautés / New products
▶ 5- Awards Digital Supply Chain & Start-up
▶ 6- Vos prises de parole / Your speeches
▶ 7- Accédez à la plateforme MySCE / Access the MySCE platform
▶ 8- Informations pratiques / Practical information

Here you'll find all the **tools and best practices** you need to make your show a success!

The keys to a successful trade show

Exhibitors meeting - Come and attend!

Event	Stand type	Date
Webinar dedicated to your participation in Supply Chain Event 2026	All	Date to be announced
SCE 2026 Operational Webinar Presentation	All	Available after
SCE 2026 Operational Webinar Video	All	Available after

The user guides

Nom du PDF	Type de stand	PDF à Télécharger
Exhibitor Hub tutorial	All	Soon available
User Guide Video (Exhibitor Dashboard)	All	Download
Everything you need to know about the Collect solution	All	Download
Lead Manager app user guide		Download

Reinforced visibility before, during and after the show

Document	Stand type	PDF to download
Advertising Tools Brochure	All	Download

Communication kit

Title	Formats	Download
Complete communications kit - Logos & Banners	JPG, PNG, PDF, GIF	Download

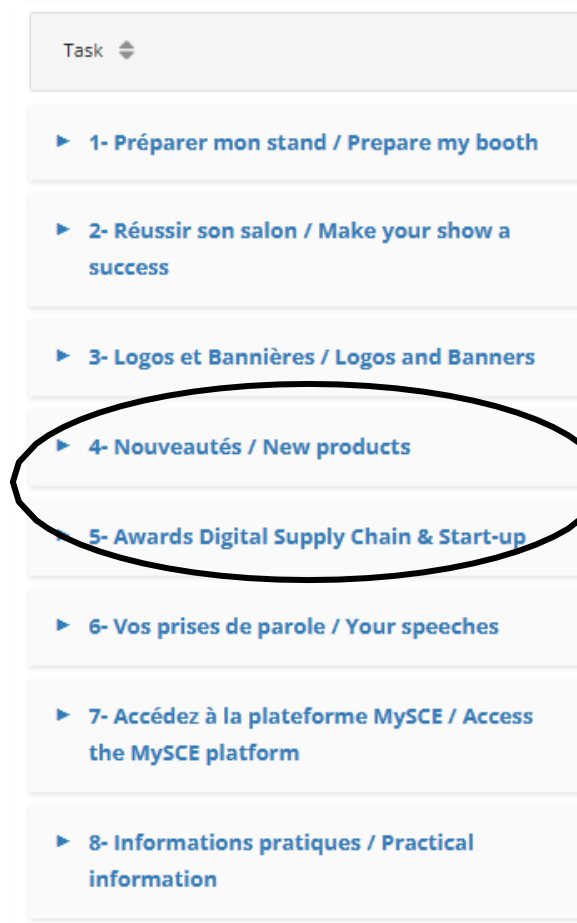
Your social media posts in just a few clicks

Document	Stand type	Link
Share about my participation in French	All	Access
Share about my participation in English	All	Access

You can personalize the text of your post by adding your stand number and/or your conference information.

SUPPLY CHAIN EVENT AWARDS AND NEW PRODUCTS BOOKLET

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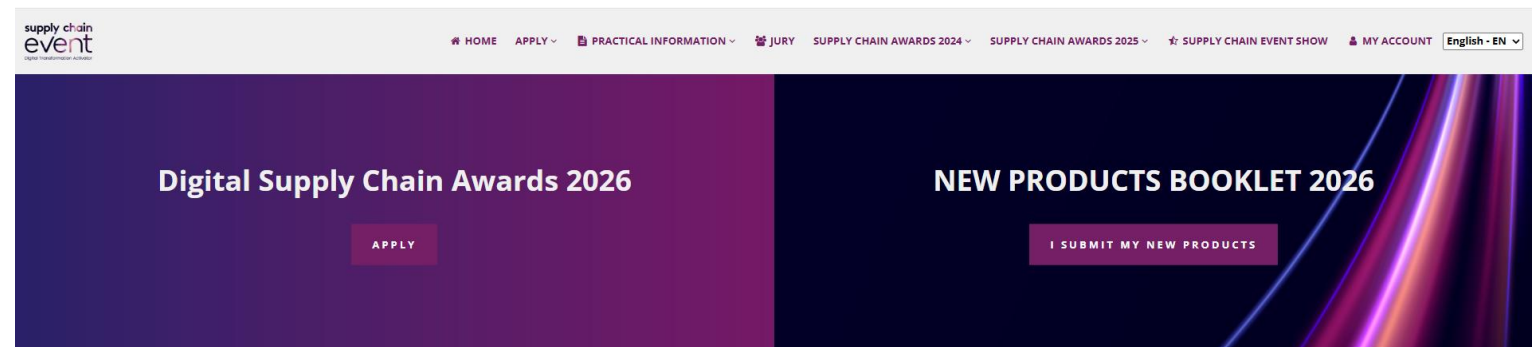


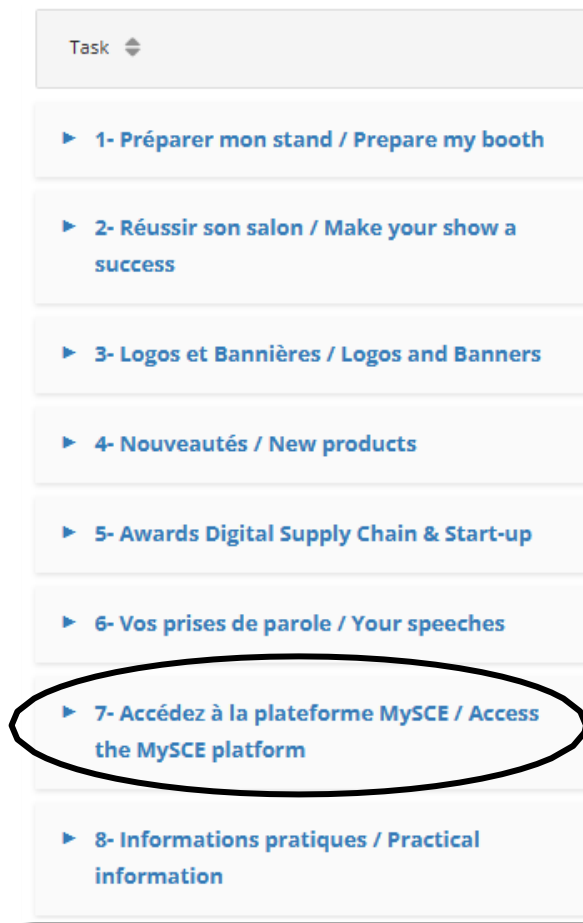
Open to all exhibitors, French and International

Would you like to showcase your innovations or new products?

Register your innovative products or services via the platform to take part in the competitions and/or the new products section!

- Awards : Applications open until September 11th
- New Products : Listing open until November 6th





Please note:

To obtain your activation email for the MySCE business meetings platform, you must :

- 1/ Create your badge in the exhibitor area (*Badges and participants section*)
- 2/ Once your account has been created, you will receive an activation email within 48 hours (check your spam folder).



Badges and participants

Add & manage badges and participants.

Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 50 88.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)