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41ST ANNUAL AMAC
**AIRPORT
BUSINESS
CONFERENCE**
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AMAC Business Matchmaking FAQs

Need help? Review the questions below before contacting support. Many questions can be resolved by reviewing your profile information and understanding how the platform works.

Important: Not seeing matches? This does not necessarily indicate a system issue. Buyers and suppliers continue registering and updating profiles daily.

GENERAL QUESTIONS

? I logged in and do not see anything under “My Matches.” Is something wrong with the system?

Not necessarily. An empty “My Matches” section does not automatically indicate a system issue. Matching depends on several factors, including:

- Buyer and supplier profile activity
- NAICS code alignment
- New participants entering the system
- Ongoing profile updates

Continue checking back regularly.

In the meantime: Go to **Directory → Let's Connect** to search for buyers and suppliers, review profiles, and send direct messages.

? **How often should I check the portal?**

We recommend checking frequently. Participants continue to:

- Register
- Update profiles
- Upload capability statements
- Request meetings
- Approve meetings

New opportunities may appear throughout the process.

? **Can I update my profile after submission?**

Yes. You can update your:

- NAICS Codes
- Company information
- Contact information
- Capability statement
- Service categories

Participants are encouraged to continue refining their profiles.

SUPPLIER QUESTIONS

? **How do I find additional buyers I may want to meet?**

Go to **Directory → Let's Connect**. Review buyer profiles for:

- Buyer procurement interests
- Requested NAICS codes
- Company information
- Organization descriptions

If there is alignment, send a direct message.

? **How do I know if I selected the right NAICS codes?**

Go to **Directory** and review buyer profiles. Identify buyers you would like to meet, then review their requested NAICS codes and procurement categories. Ask yourself: *Do my*

products or services align with these categories?

Update your profile if needed.

? Can I request meetings?

Yes. Participants may request meetings directly through the platform. **Note:** Meeting requests are not automatically accepted. Buyers make the final decision regarding meeting approval.

? Why is my capability statement required?

Capability statements are mandatory. Your capability statement may be reviewed before meeting requests are approved.

Include the following:

- **Company Overview**
- **Core Competencies**
- **Differentiators**
- **Past Performance**
- **Certifications**
- **NAICS Codes**
- **Contact Information**

Think of your capability statement as your first introduction.

 **Capability Statement Webinar** [AMAC2026 Business Matchmaking Webinar](#)

BUYER QUESTIONS

? Why should I complete my profile early?

Completing your profile helps identify suppliers aligned with your procurement needs. Incomplete profiles may limit:

- Supplier visibility
- Match quality
- Meeting opportunities

? Why am I not seeing suppliers that fit my needs?

Possible reasons include:

- Suppliers are still registering
- Profiles are still being updated
- NAICS selections may be too narrow

- Additional participants continue entering the portal

Continue checking regularly.

? Can buyers initiate contact?

Yes. Go to **Directory** → **Let's Connect**. Search suppliers and message them directly.

BEFORE CONTACTING SUPPORT

- Profile complete
- Capability statement uploaded
- NAICS codes reviewed
- My Matches reviewed
- Let's Connect reviewed
- Directory searched
- Meeting requests submitted

BUSINESS MATCHMAKING SUPPORT

info@mybusinessmatches.com

Helpful Links:

- **Portal Access:** [Business Matchmaking Portal](#)
- **Capability Statement Webinar:** [AMAC2026 Business Matchmaking Webinar](#)