FashionNetAsia.com

Your User Manual

**Setting up your showroom
in 4 simple steps**

+

**Tips to optimize results from
your supplier membership at
FashionNetAsia**

Getting Ready

Setting up your showroom is simple and self-explaining. The first process may take an hour, updating will take 15-30 minutes...

Please have following files at hand:

Company Photo (recommended)

Maximum file size 1 MB, jpg or gif format, recommended dimension: 400px wide X 270px high.

Company Logo (recommended)

Maximum file size 1 MB, jpg or gif format.

Company Profile
(recommended)

English, possibly also in Chinese. Some portals have also Turkish language version enabled.

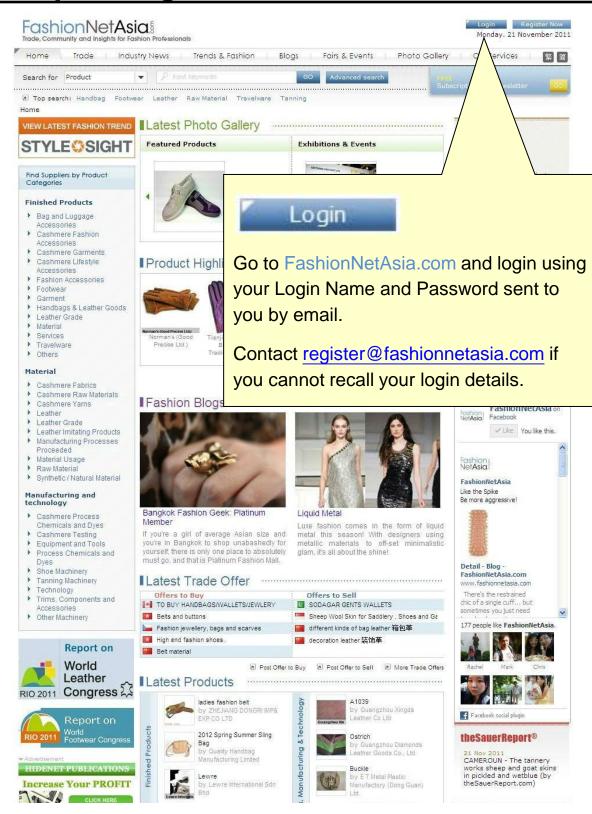### Product pictures and descriptions

(must have)

Maximum file size 1 MB, jpg or gif format. You can upload up to 30 pictures.

Practical Tips for setting up your showroom:

- **Start immediately**, every day thousands of buyers look for new suppliers. Start with setting up your company profile and your company products **in English.**

- **Update contact information** and Password under My Account.

- **Update your showroom regularly** to ensure maximum visibility.

- Use **quality product pictures** preferably on white background, one product per picture.

- Ensure that emails from @fashionnetasia.com are not diverted to your spam-folder.

Step 1: Login to FashionNetAsia.com

Go to FashionNetAsia.com and login using your Login Name and Password sent to you by email.

Contact register@fashionnetasia.com if you cannot recall your login details.

Step 2: Go to My Executive Center

My Executive Centre

After login click on My Executive Center.

2.1 Elements of My Executive Center

Dashboard: An overview of your showroom, enquiry list and account information.

Sales Office: Showing a list of enquiry messages and buy/sell offers. With a simple click on the messages you can communicate with buyers who have shown interest in your products

Showroom: Add or edit products and catalogs at any time

Marketing Tools: Create nice marketing emails and marketing campaigns to send your product offers to potentials customers from time to time.

Account: Here you can view and update account contacts and other information

2.2 Elements of Dashboard

FashionNetAsia.com
Trade, Community and Insights for Fashion Professionals

My Executive Centre | Logout
Friday, 2 September 2011
Welcome, Michael.AC Lau

Home | Trade | Industry News | Trends & Fashion | Blogs & Discussions | Events | Photo Gallery | 繁 简

Search for Product ▼ | Input Keywords | GO | Advanced search

FREE Subscription to eNewsletter | GO

Top search: Handbag Footwear Leather Raw Material Travelware Tanning

My Executive Center

My Dash Board | My Sales Office | My Showroom | My Marketing Tool | My Account

My Sales Office

Product Enquiry
19 unread message(s)
Appointment

My Posted Offers
[Buy]Offer to Buy(5)
No unread message(s)

[Sell]Offer to Sell(6)
2 unread message(s)

Reply to Offers
[Buy]Offer to Buy
No unread message(s)

[Sell]Offer to Sell
No unread message(s)

My Showroom — Last Updated: 17 Dec 10

Items — Status
Company Logo — (uploaded)
Company Photo — (uploaded)
Company Profile — (inputted)
Major Market
Contact Information
Our Business Nature and Product Categories
No. of Product(s) uploaded
No. of Catalogue(s) uploaded

Update My Showroom

↑Check how many enquiries you received from buyers

→ You could post Offer to Buy / Sell for free. Replies are logged here

Click to start setting up your showroom

…or simply click on the links above to have showroom updated…

My Account — Membership Expiry Date: 23 Dec 2012

Michael Lau Testing Co.
Account Contact
Mr Michael.AC Lau   michaelcwla

Web Administrator
Mr Michael.Web Lau oemdemo2

Enquiry Contact
Mr Michael.EC Lau oemdemo7

Go to My Account | Change Password

Click on the links to update the account contacts

Change password for safety purpose

My Marketing Tool

Email Created — Status
(Sent to 1 recipients)

Go to My Marketing Tool

Save enquiry contacts and create emailing campaign via "My Marketing Tools" from time to time

Step 3: Update basic information

← Upload a photo for your company, it could be office / shop exterior or interior. After the photo is uploaded, you can see the image showing beneath.

← Upload company logo for brand recognition and brand building

← Select or edit your company's business nature and product category for the best search result

← Input additional keywords related to your products to maximize chances for buyers to find your products

← Input company profile here. The more detailed the information is, the easier it will be for buyers to find you via the Internet. Please make use of all three language options!
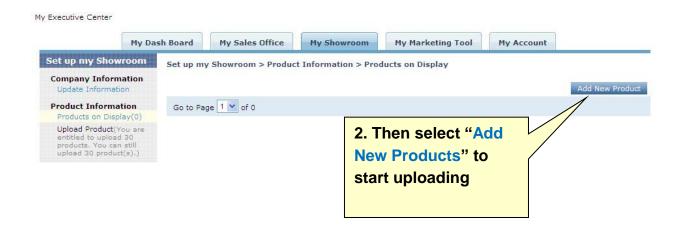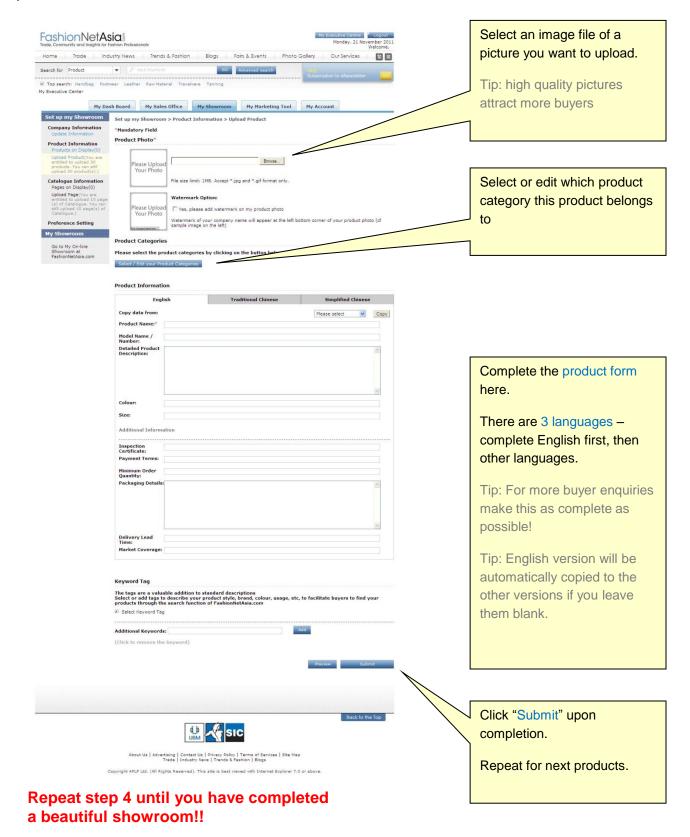
Click "Submit" upon completion

Step 4: Upload Products (1)

My Executive Center

| My Dash Board | My Sales Office | My Showroom | My Marketing Tool | My Account |

My Sales Office

My Showroom   Last Updated: 17 Dec 10

■ **Product Enquiry**
  ✉ 19 unread message(s)

■ **Appointment**
  ✉ No unread message(s)

■ **My Posted Offers**
  [Buy]Offer to Buy(**5**)
  ✉ No unread message(s)

  [Sell]Offer to Sell(**6**)
  ✉ 2 unread message(s)

■ **Reply to Offers**
  [Buy]Offer to Buy
  ✉ No unread message(s)

  [Sell]Offer to Sell
  ✉ No unread message(s)

■ **Items**   **Status**
  Company Logo   (uploaded)
  Company Photo   (uploaded)
  Company Profile   (inputted)
  Major Market   (inputted)
  Contact Information   (inputted)
  Our Business Nature and Product Categories   (inputted)
  No. of Product(s) uploaded   (11/30)
  No. of Catalogue(s) uploaded   (9/10)

ⓐ Go to My Sales Office

1. Click to upload products

ⓐ Update My Showroom

My Executive Center

| My Dash Board | My Sales Office | My Showroom | My Marketing Tool | My Account |

Set up my Showroom

Set up my Showroom > Product Information > Products on Display

Company Information
Update Information

Product Information
Products on Display(0)

Upload Product(You are entitled to upload 30 products. You can still upload 30 product(s).)

Go to Page [1 ▼] of 0

Add New Product

2. Then select "Add New Products" to start uploading

Step 4: Upload Products (2)

Select an image file of a picture you want to upload.

Tip: high quality pictures attract more buyers

Select or edit which product category this product belongs to

Complete the product form here.

There are 3 languages – complete English first, then other languages.

Tip: For more buyer enquiries make this as complete as possible!

Tip: English version will be automatically copied to the other versions if you leave them blank.

Click "Submit" upon completion.

Repeat for next products.

Repeat step 4 until you have completed a beautiful showroom!!

FashionNetAsia.com Web Services Team

If you need assistance, we are always ready to help.

Please contact:

Ms Rose Tong

Email: services@fashionnetasia.com

Tel: 852-2516 2170 (HKG 09:00 – 18:00)