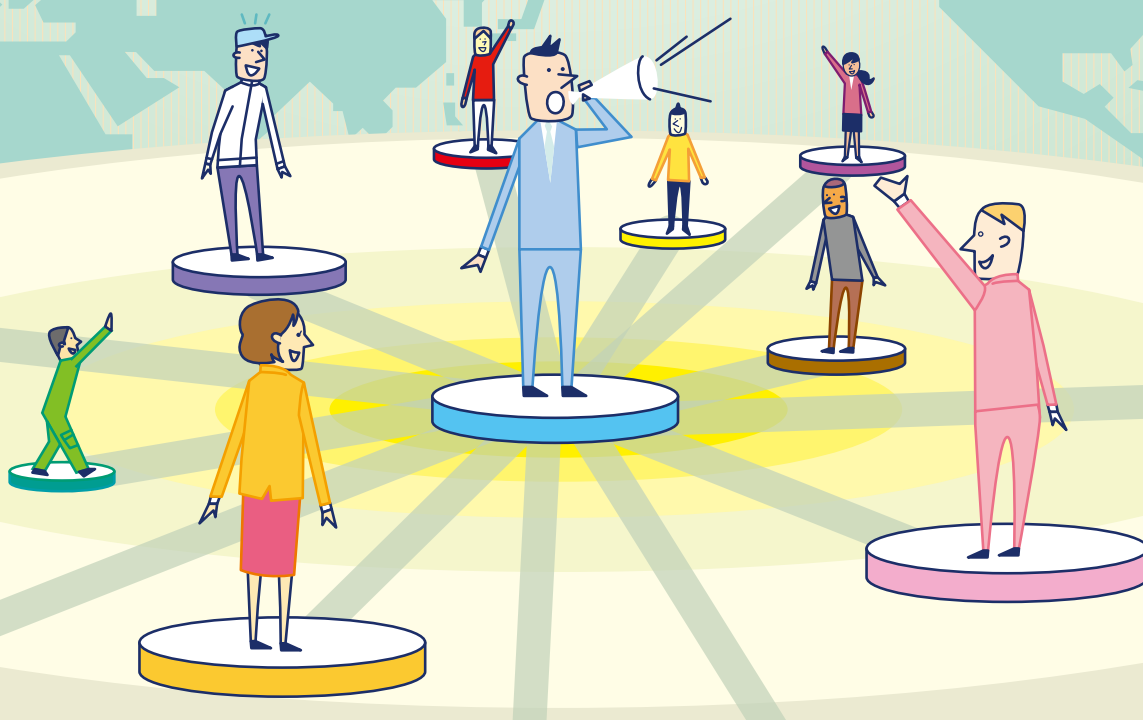


JETRO

TTPP

Trade Tie-up Promotion Program

<http://www.jetro.go.jp/ttppj/>



**TTPP is an international business matching site
that connects you and other companies all around the world.**

Information about your products and services can be introduced via the Internet to the world using TTPP run by Japan External Trade Organization (JETRO). TTPP helps you meet new business partners and broaden your business opportunities by extending your market. The service is provided free of charge.

International Business Matching Site
Registration and User's Manual



First, let's take a look at the flow until your business information is posted onto TPPP.



TPPP registration procedure takes two main steps.

First, let's register for TPPP. Follow the instructions on the screen to fill in your info for the two steps of "User Registration" and "Business Proposal Registration" and your business information will be ready to be introduced to the world.

step.1

User Registration

Enter the basic information to register as a TPPP user. After the registration is complete, you will receive the user ID and password by e-mail.

step.2

Business Proposal Registration

After you receive the user ID and password, enter detailed information regarding your business proposal, such as whether you are buying or supplying a product or service.
※*Unless your proposal is registered, the content of user registration will not be posted on the website

After login with your ID and password, you can send contact mail to users that have posted business proposals.

Posting on the Web

After the registration content is confirmed by JETRO, your business proposal will be posted on the TPPP site and be published to the world.

You can receive contact mails through TPPP from users who are interested in your business

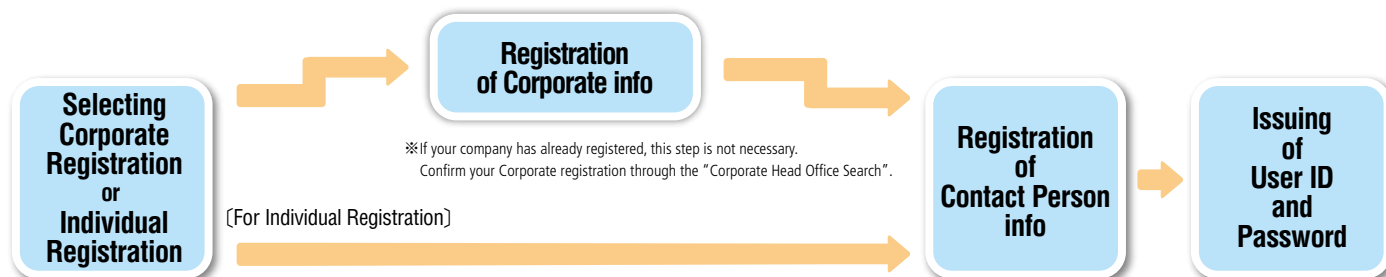


The first step is User Registration.

Through User Registration, you enter basic information of yourself and obtain the user ID and password.

By becoming a TPPP user, you can view registered user's information of posted business proposals and send contact mail to the users. Also, it allows you to transmit your business information to utilize various useful functions to find business partners.

[For Corporate Registration]



Selecting Corporate Registration or Individual Registration

Corporate Registration:

In addition to corporate bodies (e.g. publicly traded companies and cooperative associations), organizations that do not have a corporate status (e.g. attorney offices, voluntary groups, municipal organizations and embassies) can also choose to register as a corporation. Corporate Registration is recommended whenever possible to increase the credibility of the business.

Individual Registration:

If your business is not a corporation, register as an individual.

※For each application, the registered content is confirmed by JETRO. If the registration contains any insufficient or missing information, JETRO will contact you by e-mail. Please beware that the service cannot be used until the registration is complete.

Corporate Registration Form (Sample)

※The field in orange indicates the required items.

*Corporate Name	WORLD TRADE TTPP Co., Ltd.
Address	<p> P.O. BOX number is not acceptable. Please fill out complete address includes street name, block number (building name).</p> <p>Street TTPP Tower, Jia-1, Jian Guo Men Wai Street</p> <p>City Hanoi</p> <p>(State or Prefecture)</p> <p>(Zip or Postal Code)</p> <p>Country / Area Socialist Republic of Viet Nam</p>
*Telephone Number	<p><input checked="" type="radio"/> Landline Phone <input type="radio"/> Other</p> <p>+84-4-1100-0000</p> <p>+Country code-City or Area code-Number</p>
Facsimile Number	+84-4-1100-0000
Homepage URL	http://www.jetro.go.jp/ttpe/
*Business Category	0023 International /Intermediate Trading
Business Representative	President
Fiscal Year End	Year 2009 Month 3
*Sales	\$100,000 to \$500,000
Capital	\$50,000 to \$100,000
*Number of Employees	50 to 100
Stock Status	<input checked="" type="radio"/> Confidential <input type="radio"/> Open to the public (i.e. stocks listed, inventory on record)
*Bank References	(Maximum 800 characters) VN Bank
*Corporate Overview	(Maximum 3000 characters) Our company sell the products such as silk clothes, bags, sandale, etc., they are embroidered by hands. We're enhancing our ability to provide the high
Corporate Images (two images)	Image (corporate logo) Registration

Key Point!

Key Point for Corporate Registration

Please introduce your corporation in this form.

1 Homepage URL

Register the URL of your corporate website to provide other users with more comprehensive information about your business.

2 Corporate Profile

Enter your company outline, specialties and major clients to increase the credibility of your business.

3 Corporate Images

You can register up to two images, such as pictures of your office building, factory and corporate logo. You can also enter your corporate captions for each image.

Key Point!

Key Point for Contact Person Registration

Please introduce yourself as a contact person dealing with potential business partner in this form.

4 E-mail Address

E-mail is the most important means of communication with JETRO and potential partners. Please make sure you enter it correctly, otherwise you will not be able to receive an e-mail with the user ID and password.

※Cell phone e-mails cannot be acceptable.

5 Contact Person Profile

This is the field for your self-introduction. You can enter your business experience and performance.

6 Contact Person Image

You can register one picture of your face.

Contact Person Registration Form (Sample)

Corporate Name	WORLD TRADE TTPP Co., Ltd.
*Contact Person Name	<p><input checked="" type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr.</p> <p>Given Name (Middle Name) Family Name Nguyen Dinh Tuan</p>
Division	
Position	Director of Marketing
*Address	<p>Street TTPP Tower, Jia-1, Jian Guo Men Wai Street</p> <p>City Hanoi</p> <p>(State or Prefecture)</p> <p>(Zip or Postal Code)</p> <p>+Country code-City or Area code-Number</p>
Facsimile Number	+84-4-1200-2100
E-mail	<p>tyuuigaki</p> <p>tuan-ttpp@worldtrade.com</p> <p>Note: As the bulk of important correspondence will be sent via E-mail, please make sure that your E-mail address is correct.</p> <p>tuan-ttpp@worldtrade.com</p> <p> Re-type E-mail</p>
*Receive E-mail in Japanese	<input type="radio"/> Yes <input checked="" type="radio"/> No
Personal Profile	I have taken charged the sales to international market. I'm available to answer the inquiry in English. Also I'm planning the new design of the products
Contact Person Image (One Image)	Image (facial portrait) Registration

Caution!

Images you can register

File format

GIF and JPEG (File name extension is ".gif" or ".jpeg / .jpg")

File size and number of images

Corporate image: No larger than 50 KB × 2 images

Contact person image: No larger than 100 KB × 1 image

Business Proposal image: No larger than 100 KB × 2 images

Image size

No larger than 300 × 300 pixels



The second step is registering your business proposal.
You can enter information regarding your offering, such as buying, supplying a product or service and so on.



Enter details of the business in a way that attracts the attention of potential business partners.

Enter details of the business to clearly define the advantages to be a partner with you and introduce that to users all around the world.



※1 Contents confirmation by JETRO

In order to ensure the reliability of the information on the site, JETRO confirms all the content one by one. If more information is necessary, JETRO will

contact you by e-mail.

If you would like to make any corrections to the content, please notify JETRO by e-mail along with the Application Number and how you would like it changed.

※2 Proposal Number

After your business proposal is posted on the Web, the “Proposal Number” will be sent to you by e-mail. “Proposal Number” is the number issued for each registered proposal.

Caution!

Complete the registration process within one hour

The system will automatically terminate your session after an hour of inactivity while User Registration or Proposal Registration is in progress. In this case, you must close the browser and restart the registration process over again.

In order to ensure efficient entry and have a backup, it is highly recommended to have some of the entries, such as the “Corporate Profile” in User Registration and “Description” in Proposal Registration, prepared in advance in a text format and copy & paste onto the entry field on the screen.

Screen for Selecting Business Type

First, select the business type such as “Import and Export of Products/Parts” and “Business Tie-ups”

The registration forms (entry items) depend on the business type. Once the registration is complete, you can no longer change the business type.

■ Proposal Registration Form (Sample - Import and Export of Products/Parts)

※The field in orange indicates the required items.

*Offer Type	<input type="radio"/> Offer to purchase products / parts <input checked="" type="radio"/> Offer to sell products / parts
*Proposal Title	(Maximum 64 Characters) Handmade embroidered bags
Proposal Category	*First Category: 3801 Travel goods, handbags <input type="button" value="Select Category"/> <input type="button" value="Undo Selection"/> Second Category: <input type="button" value="Select Category"/> <input type="button" value="Undo Selection"/> Third Category: <input type="button" value="Select Category"/> <input type="button" value="Undo Selection"/> Click Here for the List of Proposal Categories.
*Features & Characteristics	(Maximum 2000 Characters) Selling the handmade embroidered silk bags. Please see our company web site for further information on our products. Size: available for producing desired size Color: Various color available
Price Reference	differ according to the product e.g. US\$1/piece, 1Euro/KG
*Payment Terms	T/T or L/C e.g. Credit Card, L/C
*Minimum Order Quantity	3 unit Unit: piece, 20/40ft container, case, bottle
Conditions of Products / Parts Inventory (Check all that apply)	<input checked="" type="checkbox"/> Metric System Possible <input type="checkbox"/> Bar Coded Inventory Possible <input type="checkbox"/> Used Products / Parts <input type="checkbox"/> Made to Order Acceptable
Orders from Individual	<input checked="" type="checkbox"/> Acceptable
Delivery Time	Less than 8 week(s)
*Trade Terms	COST INSURANCE AND FREIGHT (CIF)
Information Available	You may be asked to provide information to corporations that have an interest in your proposal. Please check what types of information you are able to provide. <input checked="" type="checkbox"/> Catalogs <input type="checkbox"/> Published Documents <input type="checkbox"/> Samples <input type="checkbox"/> Details of Technical Information <input type="checkbox"/> Corporation Brochures <input type="checkbox"/> Annual Report
Target Country / Area	<input type="radio"/> Select Japan <input type="radio"/> Select Country / Area <input type="radio"/> All Countries / Areas (Except Japan) <input checked="" type="radio"/> All Countries / Areas
Proposal Images (two images)	<input type="button" value="Image Registration"/>
*Automatic Matching Settings	<input checked="" type="radio"/> Display Registered information (Proposal / Corporation / Contact Person) on the Website and perform Automatic Matching Search. <input type="radio"/> Display Registered information (Proposal / Corporation / Contact Person) on the Website but DO NOT perform Automatic Matching Search. <input type="radio"/> DO NOT display Registered information (Proposal / Corporation / Contact Person) on the Website but perform Automatic Matching Search.

Key Point!

Key Point for Proposal Registration

Please introduce your products and services that only you can offer.

1 Title

You can enter up to 64 alphabets in English.

The title is similar to the headlines in newspapers and magazines. It is important to describe clearly the features of products and services that only you can offer in order to stand out among all the other proposals.

2 Proposal Category

You can choose up to three categories.

Select the category number taking into account the materials and application of the product or service you would like to deal with.

- “First Category” becomes the matching criterion of the automatic matching function.
- Selecting a related category under “Second Category” and “Third Category” will increase the chances of your proposal being hit by “Proposal Search”.

3 Description

You can enter up to 2,000 alphabets in English.

Describe your business in detail covering aspects such as the material, technology, production, application, sales and settlement.

4 Proposal Images

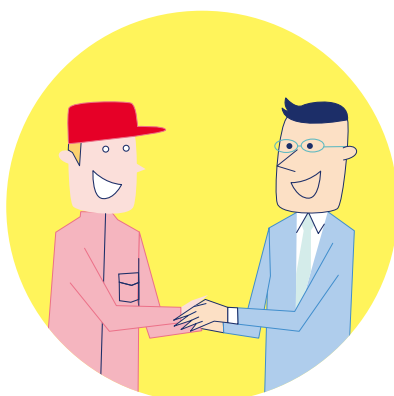
You can register up to two images of your product, service and/or business operation.

“Image 1” will be displayed in the Search Results. Registering an image of your product can help potential customers to visualize what you offer and thus increase the publicity effect.

5 Automatic Matching Settings

Automatic Matching function notifies you and your potential partner by e-mail when business proposals meet the condition of given criteria (such as Offer Type, First Proposal Category, Target Country/Area) are posted on the Web.

If you wish to enable the automatic matching function for your business proposal posted on the Web, select “Display Registered Information (Proposal/Corporation/Contact Person) on the Website and Perform Automatic Matching Search.”



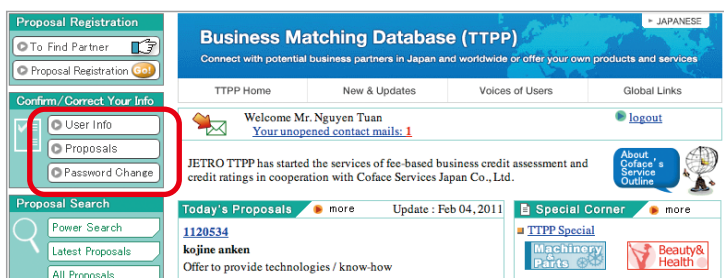


In addition to introducing business information to the world, TPPP also provides various useful functions to support businesses in search of business partners.

TPPP allows users to confirm and update the registered information online, and to easily check and manage their contact mails.

Registered information can be confirmed and updated in an instant whenever necessary.

I would like to confirm and update the registered information. I need to change the password.



Confirmation, correction and deletion of user information and business proposals as well as changing the password can all be done through the website.

After you login, go to the menu on the left and click on "Confirm/Correct Your Info" to proceed with the necessary procedures.

- Any corrections and deletions made will be reflected in the post on the Web after they are confirmed by JETRO.
- Business proposals that have been updated recently will be posted on the top in the search results.

You can check the number of times your proposal has been viewed as well as the number of contact mails you have received.

I would like to see how many times my registered proposal has been viewed.
I would like to know how many contact mails I have received.

List of Registered Proposals

Following is proposals registered.

If you want to confirm contents registered, please click their proposal number.
If you want to update the date of data confirmation or modify/delete contents registered, please choose a button on the lower part of the page for the application process.

- Proposal correction can also be carried out in **Japanese**. To carry out correction in Japanese, please click [here](#).
- Displayed figures are the total numbers accumulated up to yesterday.
- Click on the number of mail contacts to view the e-mails received within six months.
To view the list of all the e-mails received within six months, click [here](#).
- Click on the number of matching result to view the proposals automatically matched to your proposal through the TPPP within six months.
To view the list of all the automatic matching result within six months, click [here](#).

Search Results : 3 matches

Proposal	Viewed*	Received Mail*	Matching Result*	Last Confirmation Date
1 100XXXX Handmade embroidered bags Offer to sell products / parts	89	56	21	Feb 20, 2011
2 100XXXX Vietnamese traditional handicrafts Offer to sell products / parts	64	24	5	Feb 18, 2011
100XXXX				

After you login, go to the menu on the left and click on "Proposals" under "Confirm/ Correct Your Info", "List of Registered Proposals" is displayed/ showed.

1 Viewed

This shows the number of times the proposal has been viewed. (Cumulative total from the day of registration up to the day before during pre-login and post-login)

2 Received Mail

This indicates the number of contact mails you have received for each business proposal. Click on the number to show the list of contact mails.

3 Matching Result

This indicates the number of matching results according to the given criteria, if the setting for the registered business proposal is set to perform "Automatic Matching". Click on the number to show the list of automatic matching results.

4 List of received contact mails / list of automatic matching results

This indicates the list of all contact mails and the list of all automatic matching results you have received.

I would like to open the received contact mail and send a reply.

View Inbox for Received Contact Mails (last 6 months)

Contact mails you have got inbox for last 6 months below.

Click the link in "Inquiry/Sender" to view contact mails and sender information.

Total : 56 messages

Proposal 100XXXX			
Handmade embroidered bags Offer to sell products / parts			
	Inquiry/Sender	Date	Mail Status
1	<input checked="" type="checkbox"/> Quilt Studio, Inc. Ms. Sara Matsui	Japan Feb 18, 2011	Unopened
<input type="button" value="Delete"/>			
2	<input checked="" type="checkbox"/> Nihon Trading Co., LTD Mr. Ichiro Suzuki	Japan Jan 11, 2011	<input checked="" type="checkbox"/> Opened Jan 11, 2011
<input type="button" value="Delete"/>			
P. 1			

After you login, go to the menu on the left to select "Proposals" under "Confirm/ Correct Your Info" and click on the number in the box labeled "Received Mail" to view the "Inbox for Received Contact Mails".

1 Replying to the sender of the contact mail

Click on the mail to view the content of the mail and the user information of the sender.

2 Mail Status

You can confirm whether the received contact mail has been opened or not.

Inquiry / Sender

Contact mail and sender information you have got below.

Inquiry
Date : Jan 11, 2011
From : Nihon Trading Co., LTD Mr. Ichiro Suzuki <Ichiro-nihon0903@jptrade.com>
To : WORLD TRADE TTPP Co., Ltd. Mr.Nguyen Tuan
Proposal Number : 100XXXX
Offer Type : Offer to sell products / parts
Proposal Title : Handmade embroidered bags
http://www3.jetro.go.jp/tftp/EAN.CR06_EAN?id=100XXXX
Message :
My name is Suzuki, selling the Asian general merchandises.
I found your company's products on TTPP. I'm considering to regularly purchase bags or sandals.
Could you send me the sample of your products, the graphical contents of their design and the price list if they are available?

☒ Select Contact Method

3 Select Contact Method

Click on 1 to view the content of the mail and the user information of the sender. If you would like to send a reply, click on "Select Contact Method" to choose the most convenient way of reply from five different options.

In addition, when you receive a TTPP contact mail or an automatic matching mail, you will be notified by e-mail to the address you registered under the User Info. Click on the URL in the e-mail message and login to your account to view the "Inbox for Received Contact Mails".

To show the sender your e-mail address registered with TTPP.
▶ You can use your own e-mail program to reply to the message. By doing so, your e-mail address is shown to the sender, so that you may communicate with the sender for future business and inquiries without TTPP interface.

To forward the contact mail to your own e-mail program from which you can reply to the mail.
▶ Retention period of received e-mails in TTPP is only 6 months. By forwarding the received mails, you can manage contact mails in your own e-mail program.

Cannot cater to business or inquiry but want to reply to tell the reason(s) through TTPP.
▶ You can reply to the contact mail with fixed phrases prepared by TTPP or message that you can enter not showing your e-mail address registered with TTPP.

To report to JETRO a mail that seems to be fraudulent, or any trouble in a business transaction.

To delete the contact mail without replying.
▶ Take note that deleted mail cannot be restored.



You can check sent mails and register business proposals as your favorites.

I would like to view the list of sent contact mails and check their opening status.

History of Proposal Views and Sent Mails (last 6 months)
Click the proposal number to view the proposal.
Click "Inquiry" in "Sent Mail" to view the messages in mails you have sent.
[Click Here for the List of JETRO Project Mark.](#)

Total: 8 proposals
Specify the following conditions and click on "Search" for a new search.
Offer Type:
Proposal Category:
Country / Area:
View: ☐ My Catalog ☒ Sent Mail List ☐ All
[Search] [Clear]

Proposal List	Sent Mail	Mail Status	Viewed
1 1120528 Hawaiian Quilt Offer to sell products / parts Hawaii, U.S.A. Ms International [Delete]	 Inquiry	 OPEN Mar 3, 2011	 Feb 25, 2011

After you login, go to the menu on the left and click on "My Catalog".

1 Sent Mail

Click on the "Inquiry" to view the content of the sent mail.

2 Mail status

You can check whether the recipient has opened the mail you sent.

3 Viewed

You can check the date you viewed the proposal for which you sent a contact mail.

I would like to save some business proposals in order to view them later.

Proposal Registration
To Find Partner
Proposal Registration
Confirm/Correct Your Info
User Info
Proposals
Password Change
Proposal Search
Power Search
Latest Proposals
All Proposals
Special Corner
My Catalog
Search

Business Matching Database (TTPP)
Connect with potential business partners in Japan and worldwide or offer your own products and services.
TTTP Home | New & Updates | Voices of Users | Global Links

Proposal Detail
* Attention: JETRO shall not take any responsibility for the contents provided by users. Please take note of the fact that JETRO leaves the exactness and reliability of the contents to users' judgment. We do not take responsibility for any trouble related to the use of TTTP.
* Caution: Be alert for scam.
* Transfer of any information in this proposal to those who have not registered as TTTP user (Third Party) or reuse of the information is strictly prohibited.

Persian Hand-made Table Cloth
Proposal Number: 1122888
Business Type: Export and Import of Products / Parts
Offer Type: Offer to sell products / parts

[Add to My Catalog](#)

If there is a business proposal that interests you and you would like to save it, login to your account and click on 4. "Add to My Catalog" on the right upper corner of the "Proposal Detail" page.

History of Proposal Views and Sent Mails (last 6 months)
Click the proposal number to view the proposal.
Click "Inquiry" in "Sent Mail" to view the messages in mails you have sent.
[Click Here for the List of JETRO Project Mark.](#)

Total: 8 proposals
Specify the following conditions and click on "Search" for a new search.
Offer Type:
Proposal Category:
Country / Area:
View: ☒ My Catalog ☐ Sent Mail List ☐ All
[Search] [Clear]

If you would like to view the proposals that you saved in "My Catalog", login to your account, click on "My Catalog" in the menu on the left, select 5. "My Catalog" under "View" and click on "Search."

I would like to look for the business proposal I have forgotten to save in "My Catalog".

After you login, go to the menu on the left to click on "My Catalog", select 6. "All" under "View" and click on "Search." This allows you to look through the business proposals that were viewed after login.

JETRO

●Contact Information

Business Services Department, Business Services Division
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E-mail: ttpp@jetro.go.jp