

# TradeKey's User Guide

World's Leading Business Platform  
for International Trade

My Tradekey  
Page

Messages  
Page

Company  
Profile

Trade  
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Selling  
Page

Sub  
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Advanced  
Tips

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**User's  
Guide**

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**My  
TradeKey  
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**Advanced  
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**Messages  
Page**

**Learn how to get  
an overview of  
your account  
status, view your  
recent messages  
and use shortcuts  
to perform routine  
tasks.**

**Trade  
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# My TradeKey Page

My TradeKey Page illustrates an overview of TradeKey Account. It provides a bird's eye view of account status and recent messages received. Various Shortcuts facilitates user to perform routine tasks.

Click on My TradeKey tab to see the overall health of the account at a glance.

**Account Status:** It depicts the percentage of your profile completed. The higher the completion % the better chances you have to maximize your business opportunity.

**Quick Access:** Shortcuts to the important tasks you need to perform.

**Posting Status :**You can see graphical representation of the posting status of Products , Sell Offers , Trade Alerts, Profile, Account , Trust Points and reviews separately.

**Request for Quotation :** To receive detailed and accurate quotations from suppliers match by our Trade Experts click here.

**Message Status :**You can see Total messages, unread messages and chats in Trade Mate History.

**SEM Report:** View your detailed SEM report to know the performance of Search Engine Marketing Tradekey Performed for you.

The screenshot shows the TradeKey dashboard with the following sections and callouts:

- Navigation Bar:** My Tradekey (highlighted), Messages, Buying, Selling, Company Profile, Account Settings, Trade Tools.
- Account Status:** A progress bar showing 45% completion. Text: "Your Profile is 45% Completed". Callout: "Account Status".
- Quick Access:** A list of tasks: Check New Messages, Add New Product, Add Batch Upload (New!), Import Products (New!), Add New Sell Offer, Add New Buy Offer, Add New Trade Alert, Customer Support. Callout: "Quick Access".
- Posting Status:** A table showing completion percentages for various items:
 

Products	10 / 10	100%
Sell Offers	15 / 300	5%
Trade Alerts	33 / 100	33%
Profile	28 %	28%
Account	53 %	53%
Trust Points	100 %	100%
Reviews	0 %	0%

 Callout: "Posting Status".
- Message Status:** Shows "You have total 486 Message(s)" and "You have 403 unread Message(s)". Also shows "You have 0 unread Chat(s) in Trade Mate". Callout: "Message Status".
- My Status:** GoldKey Member badge (5th Year), member name Babar goldkey member, and expiry date 12 Mar 2013.
- Company Profile:** Options to "View Company Profile" and "Edit Company Profile".
- Trade Alerts:** Bell icon and text: "Trade Alerts Set: 33 Remaining: 67".
- Recent Messages:** A table with columns Sender, Subject, and Date.
 

Sender	Subject	Date
Join free	Debug("buyoffer");	05 Apr 2012
- Customer Services:** Contact information for Ismail (raqureshi@tradekey.com.pk, +92-21-111-111-539) and customer care (customercare@tradekey.com). Includes links for "New Ticket" and "Ticket History".
- Other Callouts:** "Invite your friends" button and "Request for Quotation" section with text: "To receive detailed and accurate quotations from suppliers matched by our Trade Experts. Click Here".
- SEM Report:** A section with a "Detail Report" link and a "New!" badge.

Logged in successfully as user cn.huan.sun\_whj.004950

**Account Status**

Your Profile is 67% Completed

Why do this? [Learn More](#)

Congratulations! You have **51 days** to receive the benefits for membership renewal [Click Here](#)

- Quick Access**
- » Check New Messages
  - » Add New Product
  - » Add Batch Upload **New!**
  - » Import Products **New!**
  - » Add New Sell Offer
  - » Add New Buy Offer
  - » Add New Trade Alert
  - » Customer Support

**Posting Status**

Products	10 / 10	<div style="width: 100%;"></div>
Sell Offers	16 / 300	<div style="width: 5%;"></div>
Trade Alerts	100 / 100	<div style="width: 100%;"></div>
Profile	80 %	<div style="width: 80%;"></div>
Account	80 %	<div style="width: 80%;"></div>
Trust Points	100 %	<div style="width: 100%;"></div>
Reviews	0 %	<div style="width: 0%;"></div>

**Message Status**

You have total **193 Message(s)**  
You have **2 unread Message(s)**

You have **0 unread Chat(s)** in **Trade Mate**

**My Status**

**GoldKey Member**

Wuhu cimc ruijiang automobile co., ltd  
Expiry Date: 12 Jul 2012

**Company Profile**

- » View Company Profile
- » Edit Company Profile

**My Status:** You can check your membership flag, company profile link and expiry of your account.

**Invite your friends**

**Request for Quotation**

To receive detailed and accurate quotations from suppliers matched by our Trade Experts.

[Click Here](#)

**Customer Services**

Get in touch with your account manager!

**Humayoon Naeem**  
humayoon.naeem@tradekey.com  
+92-21-111-111-539  
customer@tradekey.com

[New Ticket](#) [Ticket History](#)

Have a question? Get Help Online!

**Live Support ONLINE**

**Customer Services:** Check your Account Manager name, contact, email, create New Ticket and check Ticket History.

**TradeMate**

TradeMate is free for all tradekey Members.

**Easy Access to Global Suppliers**

[Download Emagazines](#)

**Special Products**

**Live Support Online:** If you have a question, or need help, you can click on Live Support Online and get instant support online from Tradekey online expert.

**Trade Alerts**

Trade Alerts Set: **100**  
Remaining: **0**

SEMI TRAILER,  
DUMP TRUCK,  
MIXER TRUCK

[View More](#)

**Trade Alert:** you can view total no. of Trade Alerts set and No. of Trade Alerts remaining.

**User's  
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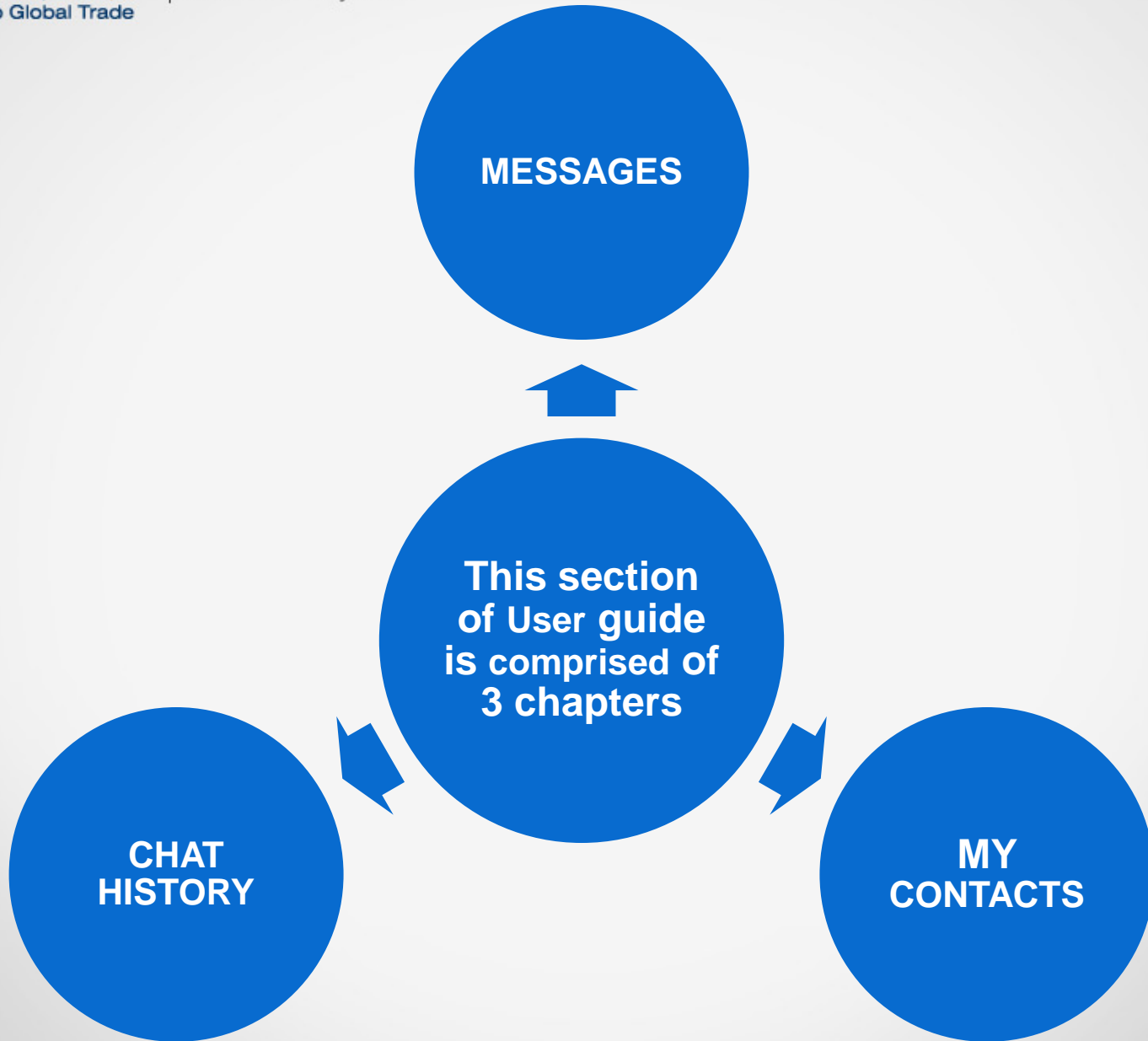
Messages  
Page

Learn how to view, sent and monitor your incoming and outgoing messages. Learn how to rate inquiries and block sender. Also Learn how to extract buyer information from chat history

Trade  
Tools  
Page

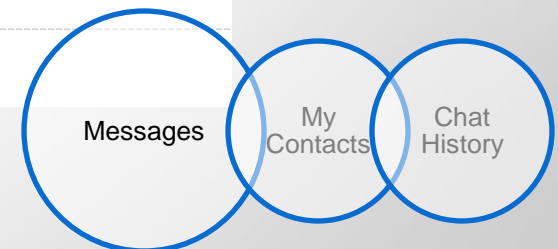
Company  
Profile

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2.1	<b><u>Messages</u></b>
	Inbox
	Junk
	Deleted
	Sent Items
	Reply and Rating
2.2	<b><u>My Contacts</u></b>
	Add New Contacts
	Manage Contacts
	Manage Groups
2.3	<b><u>Chat History</u></b>



# Message Center

- Where you can view, reply and monitor all your incoming and outgoing inquiries on the messages page.

# Message Center

My Tradekey Messages Buying Selling Company Profile Account Settings Trade Tools

**Messages** 56 Records Found

Reply by Email
  Mark as
  Delete
  Report Spam

<input type="checkbox"/>	Sender	Subject	Date	Source
<input type="checkbox"/>	usmankhan	Electrical & Electronics Su...	26 May 2012	Profile
<input checked="" type="checkbox"/>	particular	Electrical & Electronics Su...	23 May 2012	Profile
<input checked="" type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	22 May 2012	Profile
<input type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	14 May 2012	Profile
<input type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	04 May 2012	Profile
<input type="checkbox"/>				Profile
<input type="checkbox"/>				Product
<input type="checkbox"/>				Profile
<input type="checkbox"/>				Product
<input type="checkbox"/>				Product
<input type="checkbox"/>				Product
<input type="checkbox"/>				Profile

In the Message Center **Inbox**, Member can view his incoming inquiry list.

All inquiries from spam senders can be viewed in '**Junk**'

Those inquiries which are deleted can be viewed in '**deleted**' list. Member can also reply to those deleted list here.

All those emails being sent to buyers can be viewed in the '**sent**' item

**Messages**

- » **Inbox**
- » **Junk**
- » **Deleted**
- » **Sent Items**

# Messages in Messages Center

## INBOX

Messages	Buying	Selling	Company Profile	Account Settings	Trade Tools
<input type="checkbox"/> Reply by Email <input checked="" type="checkbox"/> Mark as <input type="checkbox"/> Delete <input type="checkbox"/> Report Spam    56 Records Found					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sender	Subject	Date	Source		
<input type="checkbox"/> usmankhan	Electrical & Electronics Su...	26 May 2012	Profile		
<input checked="" type="checkbox"/> particular	Electrical & Electronics Su...	23 May 2012	Profile		
<input checked="" type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	22 May 2012	Profile		
<input type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	14 May 2012	Profile		
<input type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	04 May 2012	Profile		
<input type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	30 Apr 2012	Profile		
<input type="checkbox"/> Im internationa...	need the price	30 Apr 2012	Product		
<input type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	23 Apr 2012	Profile		
<input type="checkbox"/> 66881859856	INQUIRY	19 Apr 2012	Product		
<input type="checkbox"/> M/s Bhavi Enter...	Inquiry about Mabuchi Motor...	19 Apr 2012	Product		
<input type="checkbox"/> IsoGear	Inquiry about Mabuchi Motor...	18 Apr 2012	Product		
<input type="checkbox"/> TradeKey Consul...	Electrical & Electronics Su...	18 Apr 2012	Profile		

**Reply by Email:** Place check on particular inquiry and click on "Reply by Email".

The **Read/Unread** option enables you to mark important inquiries. It is a Useful feature to mark important inquiries which can become regular orders

**Sender :** First column indicates Buyer's name.

**Subject :** Subject of email will be displayed.

**Source:** Click on the source to know which specific page of your profile that buyer visited and sent you inquiry. So that you can analyze your most productive pages where buyers visit most often.

**Report Spam:** When you receive unwanted messages at random, simply click on Report Spam, this will ensure you will not receive spam emails again in your inbox. They can be viewed in the junk folder.

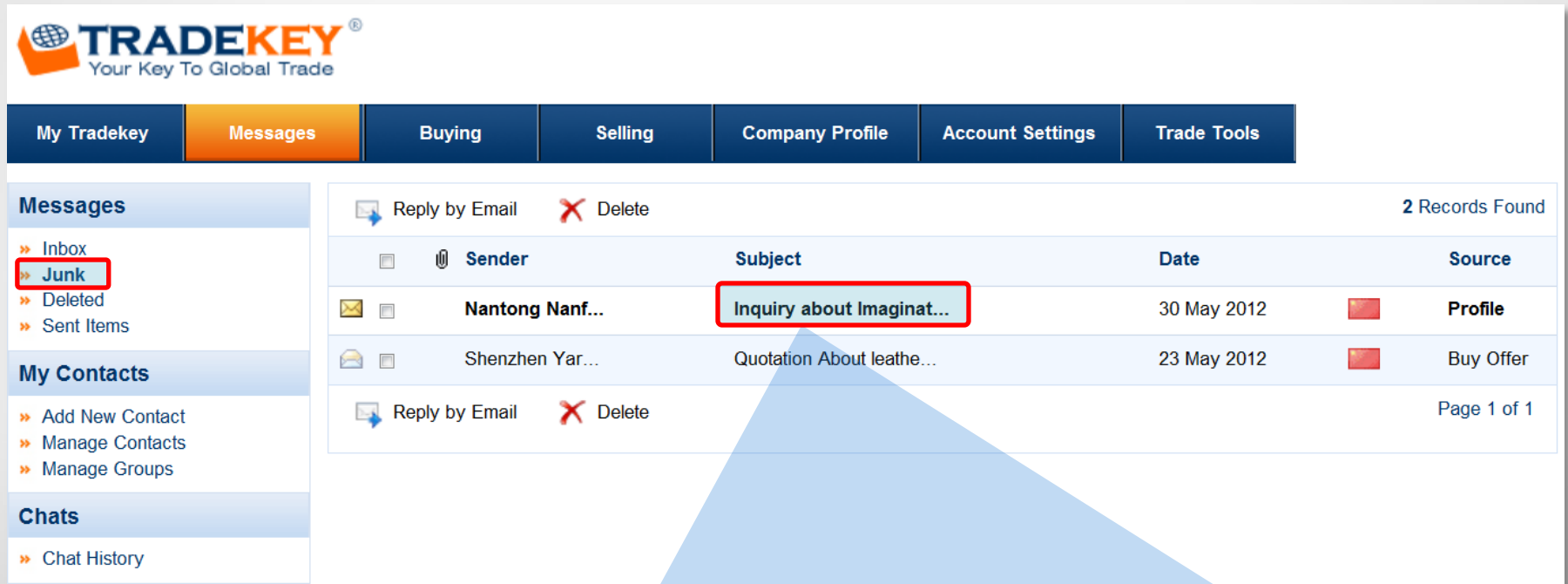
**Source :** Which page (Product page, Sell offer page, Company Profile page)the buyer visited to send inquiry.

**Flag :** Flags indicate the country origin of the inquiry.

**Date :** Date of inquiry received

## Junk Inquiry

Junk displays the messages received by senders, whom **YOU** have marked as **SPAM**.



The screenshot shows the TradeKey Messages interface. The 'Messages' tab is selected, and the 'Junk' folder is highlighted in the left sidebar. The main area displays a list of messages with the following details:

Sender	Subject	Date	Source
Nantong Nanf...	Inquiry about Imaginat...	30 May 2012	Profile
Shenzhen Yar...	Quotation About leathe...	23 May 2012	Buy Offer

The subject of the first message, 'Inquiry about Imaginat...', is highlighted with a red box. A blue callout box points to this subject line.

To view the junk message, Click my the subject of the junk message. (See next slide)

# Junk Inquiry

My Tradekey | **Messages** | Buying | Selling | Company Profile | Account Settings | Trade Tools

**Messages**

- » Inbox
- » Junk
- » Deleted
- » Sent Items

**My Contacts**

- » Add New Contact
- » Manage Contacts
- » Manage Groups

**Chats**


- » Chat History

**View Message**

**Caution:** Dear Member, this is to enlighten you that some of the fraudsters are sending emails to steal your TradeKey.com Accounts Details. To keep your account safe, be cautious while responding to any emails and do not enter your TradeKey.com or any other Account ID, email address or password on suspicious websites. [Learn more safety and security tips here](#)

Dear \_\_\_\_\_ who saw your Profile \_\_\_\_\_ posted on \_\_\_\_\_

You have received an inquiry from \_\_\_\_\_ TradeKey.com

 [Print this page](#) | [Previous Message](#) | [Next Message](#)

**Date** 5/30/2012  
**Subject** general inquiry about a product  
**Message**

Dear Sir  
Good day to you! This is \_\_\_\_\_ from \_\_\_\_\_ synthetic leather co., ltd.

In addition to the domestic market, we also export our products to USA, Japan, France and Spain, Turkey and many other countries and regions. Our products for our customers are popular because of the widely various specifications.


Now we are looking for more business partners to widen our market. Any time you are warmly welcomed. We are sure you will be satisfied with our products and services. So please feel free to contact us for more information.

Best Regards,  
Mr. XYZ  
company Name  
Tel: 00-985-49478343  
Contact: MSN bhg@hotmail.com


**Attachment** none

**From**

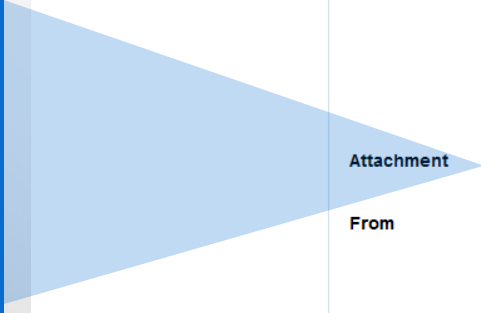
**Name:**  
Company:  
Email:  
Address:  
Other  
Phone:  
Fax:

 [Print this page](#) | [Previous Message](#) | [Next Message](#)

This is how a junk message looks like



If you feel the sender should not be in the blocked list, simply click "Not a Spam" button to view all messages from this sender in the inbox rather than junk.








# Deleted Messages

My Tradekey	Messages	Buying	Selling	Company Profile	Account Settings	Trade Tools
-------------	----------	--------	---------	-----------------	------------------	-------------

Messages	3 Records Found				
	Sender	Subject	Date		Source
<ul style="list-style-type: none"> <li>» Inbox</li> <li>» Junk</li> <li>» <b>Deleted</b></li> <li>» Sent Items</li> </ul>	ABC Techno	Re: Price of 10 units	09 May 2012		Product
	ABC Techno	Inquiry about Imagination I...	28 Mar 2012		Profile
	ABC Techno	Dear, could you give us you...	28 Mar 2012		Profile
					Page 1 of 1

My Contacts
<ul style="list-style-type: none"> <li>» Add New Contact</li> <li>» Manage Contacts</li> <li>» Manage Groups</li> </ul>

Chats
<ul style="list-style-type: none"> <li>» Chat History</li> </ul>

For your convenience all messages that you delete any time during your premium member tenure will be saved in “**Deleted**” section. You can not only view the deleted messages but can also reply to these messages here.

## Sent Items

All Messages sent from your account to buyers can be viewed in the “Sent Items” section.

My Tradekey	Messages	Buying	Selling	Company Profile	Account Settings	Trade Tools
-------------	----------	--------	---------	-----------------	------------------	-------------

Messages	5 Records Found					
<ul style="list-style-type: none"> <li>» Inbox</li> <li>» Junk</li> <li>» Deleted</li> <li>» <b>Sent Items</b></li> </ul>	Sender	Subject	Date		Source	Status
	ABC company	Inquiry About cheap fo...	18 May 2012		Product	Delivered
	Strategies U...	Price of 10 units	02 May 2012		Product	Connected
	Chongqing Qi...	Inquiry about Imaginat...	30 Mar 2012		Profile	Delivered
	Chongqing Yu...	Price	28 Mar 2012		Product	Connected
	Dongying lia...	how much for 1 gallon	18 Oct 2011		Product	Delivered

Page 1 of 1

You can view the status of each message sent in this “**Status**” column so that you don’t have to keep guessing whether the receiver have viewed your message or not.

# Send Reply

## Send Reply

To: manika gupta <THE COMPANY>

\*Message:

Reply professionally to all your inquiries. The text should be concise and to the point. Concise does not mean that essential content in the email is ignored.

Try to answer just the specific information inquired by the buyer. You can add a little more information which can help the buyer in decision making but don't overload him with excess information. You can also use Auto Quotation builder for this purpose.



Attachments Import Saved Message

Characters Remaining: 0/4000



Save this message in my Sent items

# Message Center

## How to Rate Inquiries?

Rate inquiries according to its relevancy and quality, to help us provide your relevant inquiries in future.

Please rate this message to help TradeKey.com improve its services.

Rating:  Interested  Not Interested  Spam  Fraud

Submit

Reply By Email

Block Sender

Delete

 Print this page

### Interested:

When the message is relevant, and buyer ask for the product details, like, price, specifications, shipping, etc

### Not Interested:

When the requirement of buyers is irrelevant to your products, or you are not interested in buyers' offer.

### Spam:

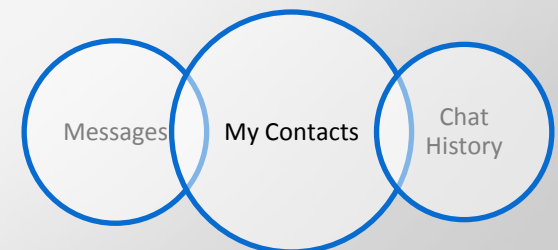
When you receive unwanted bulk marketing messages at random.

### Fraud:

When you find any suspicious email in your inbox asking for your personal information like credit card information. You may also block the sender by clicking on "Block Sender" tab.

# My Contacts

- Add your Important contacts to easily communicate with them in the future.



# My Contacts

## My Contacts

Maintain a list of your contacts and manage them in groups for easy retrieval.

**Note:** You can divide your contacts in different groups based on different product categories or different geographic regions

**Messages**

» Inbox  
» Junk  
» Deleted  
» Sent Items

**My Contacts**

» Add New Contact  
» Manage Contacts  
» Manage Groups

**Chats**

» Chat History

Reply by Email |  Mark as |  Delete |  Report Spam | 56 Records Found

<input type="checkbox"/>	Sender	Subject	Date	Source
<input type="checkbox"/>	usmankhan	Electrical & Electronics Su...	26 May 2012	Profile
<input checked="" type="checkbox"/>	particular	Electrical & Electronics Su...	23 May 2012	Profile
<input checked="" type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	22 May 2012	Profile
<input type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	14 May 2012	Profile
<input type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	04 May 2012	Profile
<input type="checkbox"/>	TradeKey Consul...	Electrical & Electronics Su...	30 Apr 2012	Profile
<input type="checkbox"/>	Im internationa...	need the price	30 Apr 2012	Product
<input type="checkbox"/>			12	Profile
<input type="checkbox"/>			12	Product
<input type="checkbox"/>			12	Product
<input type="checkbox"/>			12	Product
<input type="checkbox"/>			12	Profile

## My Contacts

- » Add New Contact
- » Manage Contacts
- » Manage Groups

# Add New Contact

Add your Contact Details

TRADEKEY®  
Your Key To Global Trade

Hi, Akbar [Re-Login](#)

My Tradekey Messages Buying Selling Company Profile Account Settings Trade Tools Administrative Tools

Messages [Attract more buyers. \(Click Here\)](#)

Inbox Junk Deleted Sent Items

My Contacts

- Add New Contact
- Manage Contacts
- Manage Groups

Chats

Chat History

Sender	Subject	Date	Source
Descon	Inquiry About Mini Solar Sy...	10 May 2012	Product
secret	Inquiry About Mono Solar Cell	08 May 2012	Product
Highq	Inquiry About Solar Power G...	09 May 2012	Product
ibrahim	Inquiry About solar light	07 May 2012	Product
nil	Inquiry About Portable Sola...	07 May 2012	Product
ahmed sha	Inquiry About Portable Sola...	03 May 2012	Product

\*Name:

\*Email:

Company Name:

Country:

Address:

Phone:

Mobile:

Group:

Save Contact

## My Contacts

- » Add New Contact
- » Manage Contacts
- » Manage Groups

**Add New Contact** : Click on Add New Contact and enter Name ( first name and last name ) and Email address.

Member may mention contact details of his contacts/buyers here.

# Manage Contacts

In the **Manage Contact** Section you can divide you already added contacts into manageable groups.



Messages	Contact Name	Company Name	Country	Select Group
<ul style="list-style-type: none"><li>» Inbox</li><li>» Junk</li><li>» Deleted</li><li>» Sent Items</li></ul>	<input type="checkbox"/> babar hussaini	test com		<ul style="list-style-type: none"><li>Select Group</li><li>Select Group</li><li>jeans</li><li>cell phone</li></ul>

You can also **“Delete”** any contact by ticking the check box beside the email you want to delete and click **Delete**.



# Manage Groups

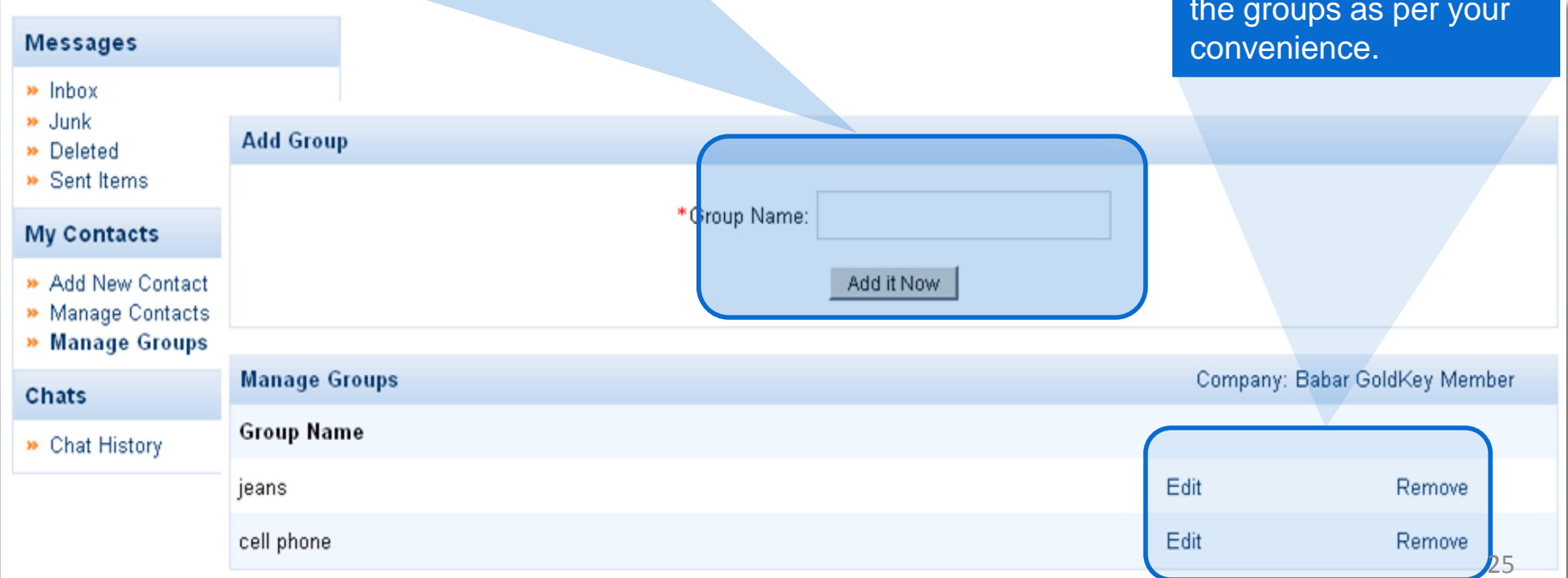
Here you can Add/Delete and edit Groups

## Add Group:

Simply start by adding your group name in the **Add Group** section and click on **Add it Now** Tab.

## Edit/Remove Group:

You can Edit or Remove the groups as per your convenience.

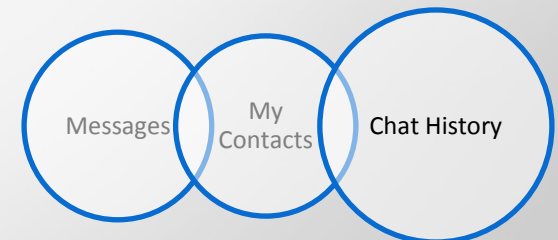


The screenshot shows the 'Manage Groups' interface. On the left is a sidebar with 'Messages' (Inbox, Junk, Deleted, Sent Items), 'My Contacts' (Add New Contact, Manage Contacts, Manage Groups), and 'Chats' (Chat History). The main content area has a top 'Add Group' section with a text input field for '\*Group Name:' and an 'Add it Now' button. Below is a 'Manage Groups' table with columns for 'Group Name' and actions. The table lists 'jeans' and 'cell phone' as group names. The user's company is identified as 'Babar GoldKey Member'.

Manage Groups		Company: Babar GoldKey Member	
Group Name			
jeans	Edit		Remove
cell phone	Edit		Remove

## Chat History

- View all TradeMate chat history on this page. This page develops a complete detailed log of all your communications done on TradeMate Messenger.



# Chat History

## » Chat History

You can view your chat record with buyers in this session.

This feature effectively help you extract buyer's contact information:

1. E-mail address
2. Company Name
3. Buyer Name

The screenshot shows the TradeKey Messages interface. A callout box highlights the 'Chats' section in the left sidebar and a 'Chat History' window. The chat history window displays a list of messages with columns for Sender, Date, and Source. Below the chat history window, a detailed view of a chat message is shown, including the sender's name, subject, date, and source.

Sender	Date	Source
kariem salh	2012-05-30 03:58:39	Product
Trademate Visitor	2012-05-29 09:24:54	Product
Trademate Visitor	2012-05-29 09:06:17	Product
Trademate Visitor	2012-05-29 09:03:51	Product
Trademate Visitor	2012-05-29 09:03:18	Product
Trademate Visitor	2012-05-29 08:32:56	Product
Trademate Visitor	2012-05-29 08:31:42	Product
Trademate Visitor	2012-05-29 08:23:31	Product
subhi dahan	2012-05-29 07:53:28	Product
Rai Atif	2012-05-29 06:39:21	Product
Trademate Visitor	2012-05-29 03:37:58	Product

Sender	Subject	Date	Source
ahmed sha	Inquiry About Portable Sola...	03 May 2012	Product
slyngg	solar kit	02 May 2012	Product



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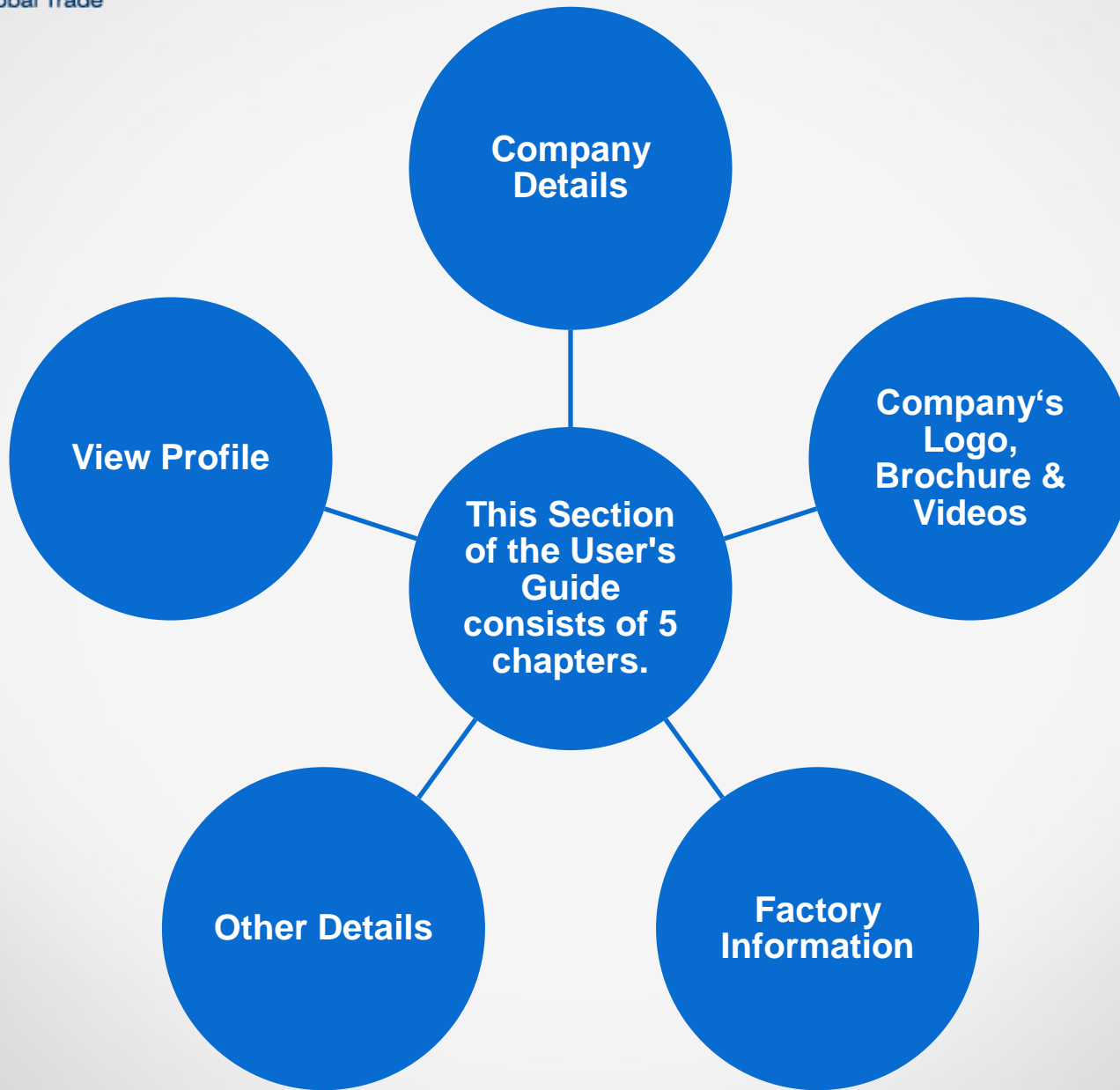
Messages  
Page

Learn how to create  
an impressive  
company profile and  
how to maximize  
your online business  
opportunity by  
asking satisfied  
customers to rate  
your profile.

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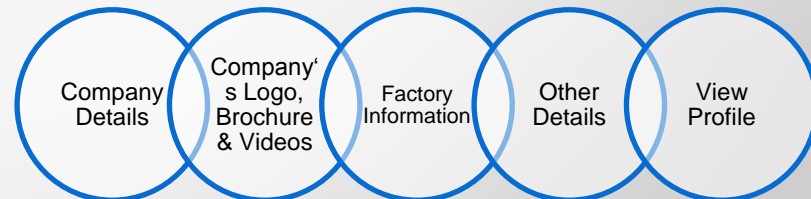
Company  
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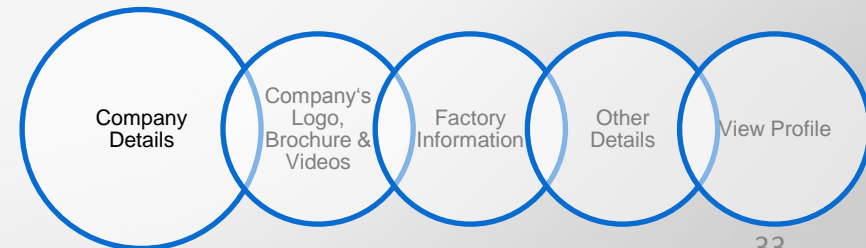


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3.2	<a href="#"><u>Company's Logo, Brochure &amp; Videos</u></a>
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3.4	<a href="#"><u>Other Details</u></a>
3.5	<a href="#"><u>View Profile</u></a>



# Company Details





# Edit Company Profile

My Tradekey | Messages | Buying | Selling | **Company Profile** | Account Settings | Trade Tools

Company Profile

- » Edit Company Profile
- » View Company Profile

**Edit Company Profile** \* Required Information

### Company Details

\* Company Name:

\* Business Type:

\* Main Markets:

<input checked="" type="checkbox"/> Americas	<input type="checkbox"/> Africa
<input type="checkbox"/> Asia	<input type="checkbox"/> Caribbean
<input type="checkbox"/> America	<input type="checkbox"/> East Europe
<input type="checkbox"/> Europe	<input type="checkbox"/> Middle East
<input type="checkbox"/> North Europe	<input type="checkbox"/> Oceania
<input type="checkbox"/> West Europe	<input checked="" type="checkbox"/> Worldwide

Other Markets:  ?

\* Industry:

\* Key Products & Services:

Words should be separated by commas. ?

- **Sign In** to Tradekey.com
- Go to your **Member's Area >Company Profile> Edit Company Profile**

# Edit Company Profile

Fill in all the fields with the necessary details about your company.

My Tradekey	Messages	Buying	Selling	Company Profile	Account Settings	Trade Tools
-------------	----------	--------	---------	-----------------	------------------	-------------

Company Profile
Edit Company Profile \* Required Information

**Company Details**

\* **Company Name:**

\* **Business Type:**

\* **Main Markets:**

<input checked="" type="checkbox"/> Americas	<input type="checkbox"/> Africa
<input checked="" type="checkbox"/> Asia	<input type="checkbox"/> Caribbean
<input checked="" type="checkbox"/> America	<input checked="" type="checkbox"/> East Europe
<input checked="" type="checkbox"/> Europe	<input type="checkbox"/> Middle East
<input checked="" type="checkbox"/> North Europe	<input checked="" type="checkbox"/> Oceania
<input checked="" type="checkbox"/> West Europe	<input checked="" type="checkbox"/> Worldwide

Other Markets  ?

\* **Industry:**

\* **Key Products & Services:**

Words should be separated by commas. ?

\* **Category:**   ?

- Fencing, Trellis & Gates
- Aluminum Wire Mesh
- Copper Wire Mesh
- Iron Wire Mesh
- Stainless Steel Wire Mesh
- Steel Wire Mesh

➤ **Company Name:** Provide your authentic and registered company name

➤ **Business Type:** Define your business type (exporter, Manufacturer, Wholesaler, Trader etc)

➤ **Main Markets:** Select the regions where you want to trade.

➤ **Industry:** Select your Relevant Business industry (i.e. Construction & Real Estate, Automobile, Furniture etc).  
**Note:** You can select only 1 industry.

➤ **Key Products & Services:** Provide all the relevant key product and services that you deal in.

➤ **Category:** Select the appropriate Products/Services Category so that buyers can find you easily.

# Edit Company Profile

➤ **Company Employees:** How many permanent employees work in your company?

➤ **Year Established:** Enter the year your business was established as per your company certificates

➤ **Company Introduction:** A detailed introduction about your company history, trade deals, achievements etc  
**Note:** (Min 100 characters)

➤ **Website:** Insert your official Company Website (if any).


**\*Company Employees:**

**\*Year Established:**

**\*Company Introduction:** deal in . Please find our product details below:

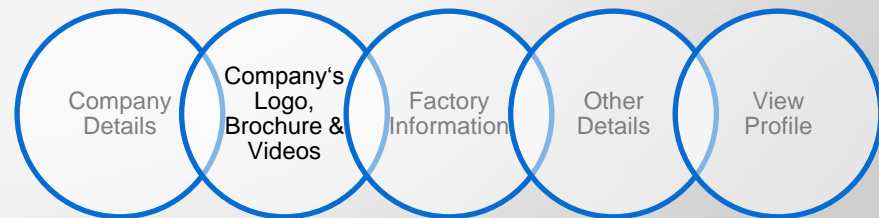
Customized Chopper  
A highly customized and made to order one of a kind chopper.  
Comes in various chassis sizes and engine options.

Sell chopper motorcycle  
A distinction should also be made between choppers and bobbers.  
While both tried to improve performance by removing any part that did not make the motorcycle perform better, they differed in an impor

Current ( 690 / 20,000 ) Min 100 characters. 

**Website:**  e.g: [ http://www.yourwebsite.com ]

# Company Brochure & logo



# Edit Company Profile

## Company Logo and Brochures

**Company Logo:**  
Select a LOGO of your company.

**Company Brochures:**  
Add your Company Brochures, Corporate Profile, Products line etc. up to 10 MB

**Company Video:**  
Paste YouTube or Youku URL \* here

**Company Logo:**  
(max 1000k, in JPG or GIF format)

?

Select a new logo for your profile, or leave it blank.



**Company Brochures:**  
(Corporate Profile, Products line etc.)

?

new pdf

[Click Here to watch posted video](#)

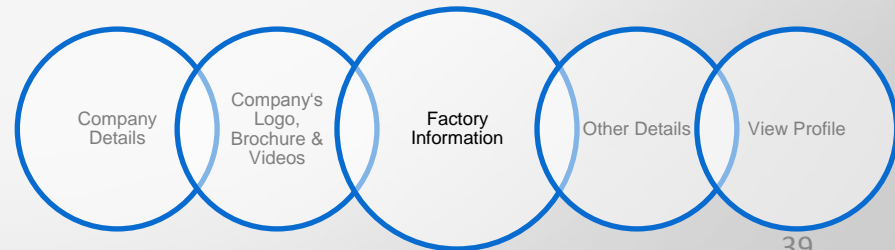
**Remove Video:**  [Click Here to remove posted video](#)

**Company Video:**    

?

Please Paste YouTube or Youku URL here...

# Factory Information



# Edit Company Profile

## Factory Information (For Manufacturers only)

**Factory Location:** If you are a manufacturer, what are your factory whereabouts?

**Factory Size:** Mention the factory covered area

**No. of Production Lines:** State no. of production lines you have.

**Total Annual Purchase Volume:** (USD) : The annual purchase volume of your company . You can choose between the range of less than 1 Million USD to more than 100 Million USD

**No. of R&D Staff:** Research and Development staff in your company

**No. of QC staff:** State the number of QC staff you have

**Certificate:** Your registered certificate number, ISO 9001-9002

**Factory Information**

Factory Location:

Factory Size:

No. of Production Lines:

Total Annual Purchase Volume:  Million USD

No. of R&D Staff:

Quality Control:

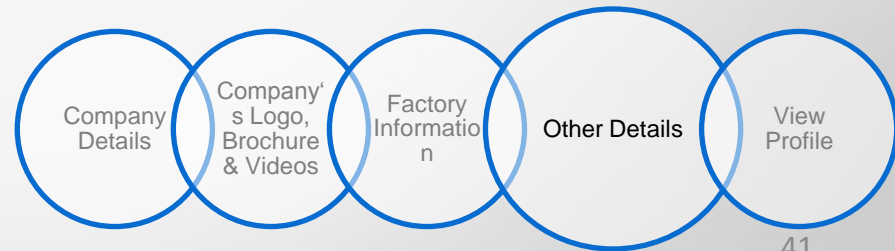
No. of QC staff:

Certificate:

Contract Manufacturing:  OEM Service Offered  Design Service Offered  Buyer Label Offered

**Contract Manufacturing:** tick checkbox on OEM ( Original Equipment Manufacture) if you are a manufacturer of original items. Design Service Offered: check if you can provide original prototypes. Buyer Label Offered: check if you can provide certain brand names, labels on products upon buyer's request.

# Other Details





# Edit Company Profile

## Other Details

- Registered Capital:** what is your registered capital (in Million USD)
- Ownership Type:** (Are you a sole proprietor, running a public limited company or involved in partnership, please mention)
- Legal Representative / CEO:** Mention the name of your company's CEO/Legal Rep
- Total Annual Sales Volume:** (In Million USD)
- Export Percentage:** Mention the % your exports in Global Market
- Profile Completion Percentage bar:** (Displays how much the profile is completed in %)

**Other Details**

Registered Capital: 2.5 - 10 Million USD

Ownership Type: Professional Association

Legal Representative / CEO: e.g: [ Sean Collins,Su Chang ]

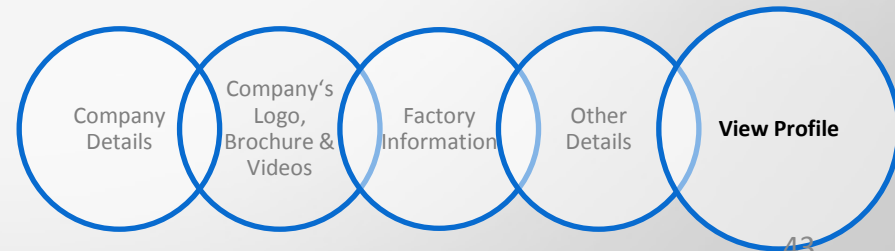
Total Annual Sales Volume: 1 - 2.5 Million USD

Export Percentage: 25

60%

Update Now Delete Profile

# View Company Profile



## View Profile

This is how a finished profile looks like

## View Company Profile



The screenshot shows a company profile for "Imagination Limited" on the TradeKey platform. The profile is for a "Free Member" and includes a navigation menu with options like "Company Profile", "Product Catalog", "Sell Offers", "Contact Details", and "TrustProfile". The main content area displays the company name, location (Pakistan), and membership details. A sidebar on the left lists various product categories such as "Chopper", "Garments", "Vehicles", and "Chemicals". The main text describes the company's business in Karachi, Pakistan, and lists a "Customized Chopper" as a product. A callout box highlights the "Rate This Company" option in the sidebar.

**Free Member** **Imagination Limited**

Company Profile | Product Catalog | Sell Offers | Contact Details | TrustProfile

Home > Companies > Imagination Limited | [Edit This Profile](#)

**Company Profile**

**Product Catalog (3)**

- » Chopper
- » Garments
- » Vehicles
- » Chemicals

**Sell Offers (1)**

**Contact Details**

**TrustProfile(0 Points)**

**Rate This Company**

**Print This Page**

**Report Fraud**

**Rate this Company:** On closing of successful deals with your buyers , always ask your loyal and happy customers to give you 'Excellent' or 'Good' rating

**User's  
Guide**

**Tools  
Page**

My Tradekey  
Page

Advanced  
Tips

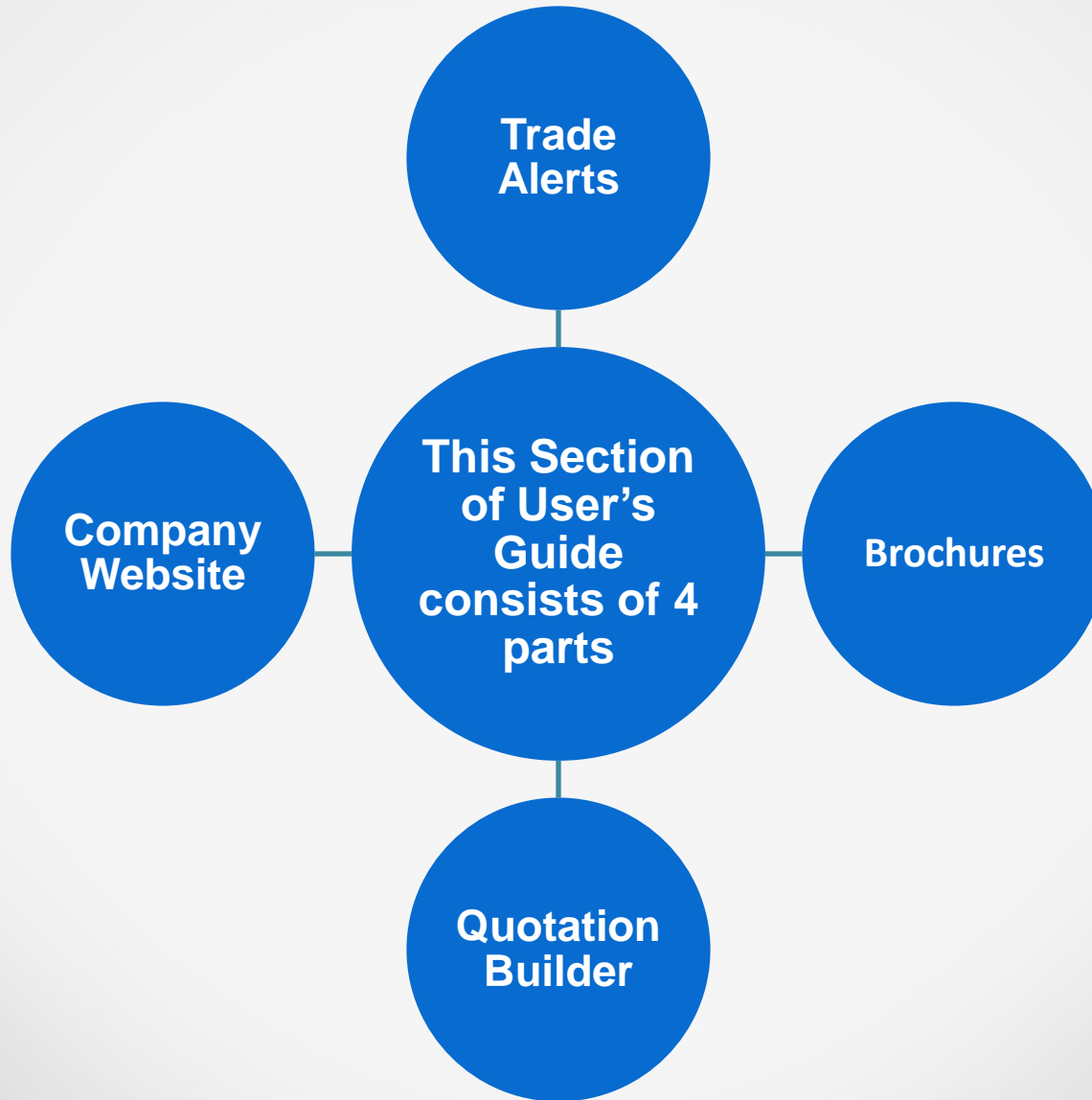
Messages  
Page

Learn how to create  
and manage your  
Trade Alerts,  
Company  
Brochures, Auto  
Quotation Builder,  
Company Website  
and Subaccounts.

Trade  
Tools  
Page

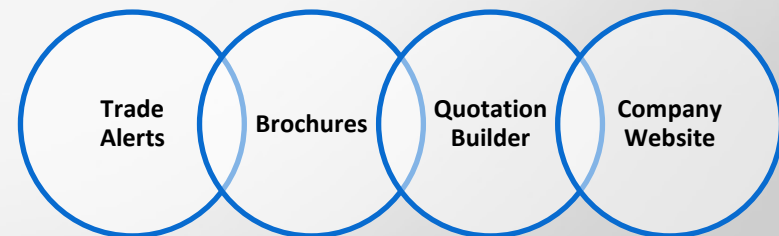
Company  
Profile

Selling  
Page



# Table of Content

Trade Tools Page	
5.1	<a href="#"><u>Trade Alerts</u></a>
	Add new Trade Alerts
	Manage Trade Alerts
5.2	<a href="#"><u>Brochures</u></a>
	Add Company Brochures
	Manage Brochures
5.3	<a href="#"><u>Quotation Builder</u></a>
	Add Auto Quotation
5.4	<a href="#"><u>Company Website</u></a>
	Manage Domain
	Member Information
	Manage Company Photos
	Site Design
	Banner
	My Pages
	Manage Email Accounts



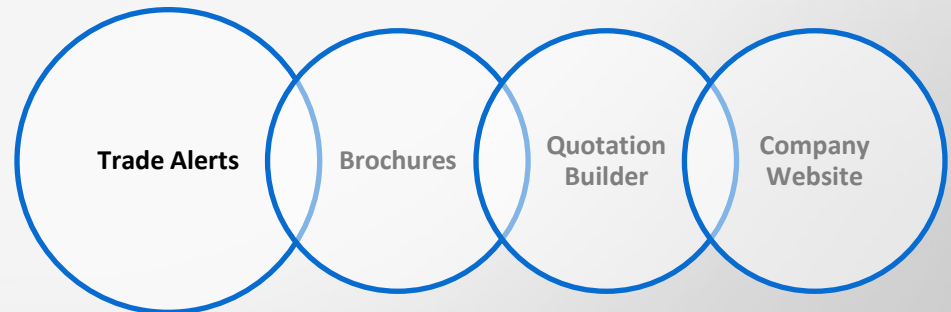
## Trade Tools Page

- Tradekey enables you to effectively maximize your business opportunities by providing online tools to increase and manage your online presence.



## Trade Alerts

- Get notified about new business opportunities as they occur!! Trade Alerts are a flexible way to find out about new activities on TradeKey.com. You can select your alerts based on content groups, keywords, countries and categories. Your Trade Alerts can be delivered daily or weekly directly to your Inbox.



## Member's Area > Trade Tools Add New Trade Alert

The screenshot shows the TradeKey Member's Area interface. The top navigation bar includes 'My Tradekey', 'Messages', 'Buying', 'Selling', 'Company Profile', 'Account Settings', 'Trade Tools', and 'Administrative Tools'. The 'Trade Tools' menu is expanded, showing 'Trade Alerts' (circled in red), 'Brochures', 'Message Templates', 'Quotation Builder', and 'Blocked Senders'. The 'Trade Alerts' section features an 'Add New Trade Alerts' button, a description of trade alerts, a bell icon, and a status 'Trade Alerts Set: 5 Remaining: 15'. Below this is a table of existing alerts.

Keyword	Category	Action
<input type="checkbox"/> mobile	Mobile Phone Cases	<a href="#">Edit</a>
<input type="checkbox"/> pages	Other Home & Garden, Other Home Storage & Organization	<a href="#">Edit</a>
<input type="checkbox"/> Mugs	Other Home & Garden, Other Home Storage & Organization	<a href="#">Edit</a>

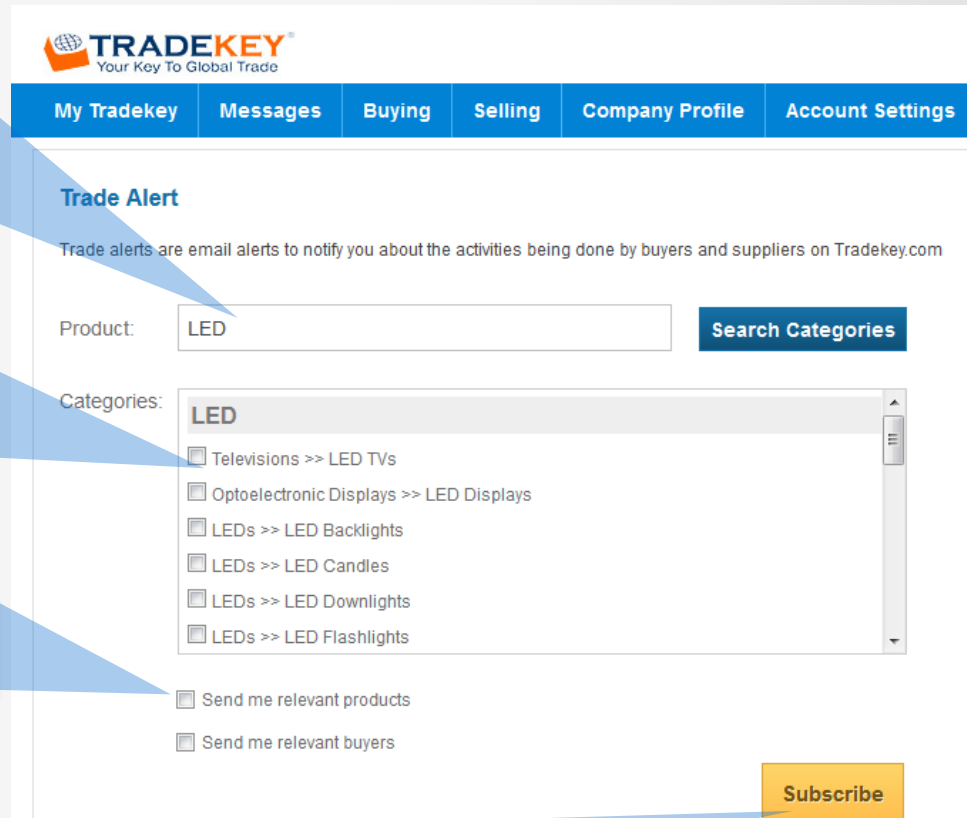
*Being a Goldkey Member, You can set 100 Trade alerts in your profile.*

# Add New Trade Alert

**Enter Products:** Product name should have the name and type of your product to subscribe for Trade Alerts.

**Select Categories:** Select product categories you want to receive Trade Alerts for. (You can also select multiple categories)

Select “send me relevant products” if you are a Buyer. And if you are a seller then Select “Send me relevant buyers”.



**TRADEKEY**  
Your Key To Global Trade

My Tradekey Messages Buying Selling Company Profile Account Settings

### Trade Alert

Trade alerts are email alerts to notify you about the activities being done by buyers and suppliers on Tradekey.com

Product: LED

Categories:

- LED
- Televitions >> LED TVs
- Optoelectronic Displays >> LED Displays
- LEDs >> LED Backlights
- LEDs >> LED Candles
- LEDs >> LED Downlights
- LEDs >> LED Flashlights

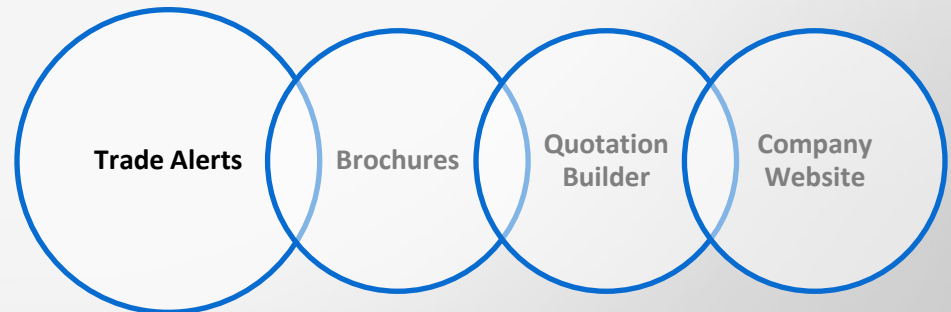
Send me relevant products  
 Send me relevant buyers

After setting up your Trade alerts, click on “Subscribe”

**Note:**

No .of Trade Alerts for GoldKey Members. = 100  
No .of Trade Alerts for Silver Key Members. = 50  
No .of Trade Alerts for Free Members = 20

# Manage Trade Alerts



# Trade Alerts

You can **Remove** Trade alerts one by one or by selecting them all at once.

You can also **Add** New Alert by clicking on **New Trade Alert** Button

**Trade Alerts**

» Add New Trade Alert  
» Manage Alerts

**Brochures**

» Add Company Brochure  
» Manage Brochures

**Message Templates**

» Manage Saved Messages

**Quotation Builder**

» Add Auto Quotation  
» Manage Auto Quotations

**Blocked Senders**

» Blocked Senders

**Trade Shows**

» Add New Trade Show

**Add New Trade Alerts**

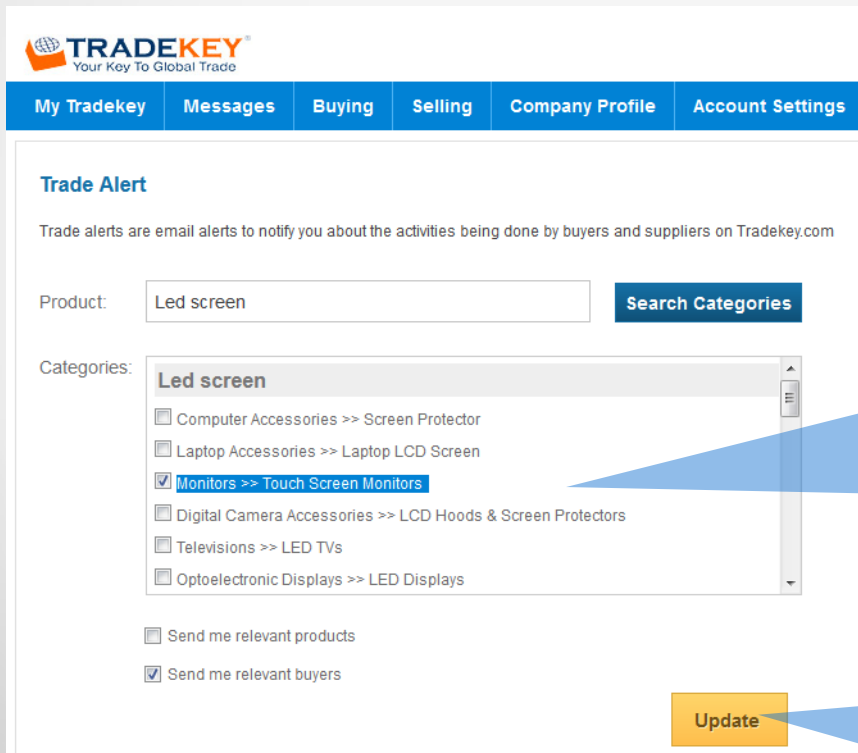
Trade alerts are email alerts to notify you about the activities being done by buyers and suppliers on Tradekey.com

Trade Alerts Set: 5  
Remaining: 15

Keyword	Category	Action
<input type="checkbox"/> mobile	Mobile Phone Cases	<a href="#">Edit</a>
<input type="checkbox"/> pages	Other Home & Garden, Other Home Storage & Organization	<a href="#">Edit</a>
<input type="checkbox"/> Mugs	Other Home & Garden, Other Home Storage & Organization	<a href="#">Edit</a>
<input type="checkbox"/> tv	TV Accessories, TV Series DVDs, TV Advertising, TV & Movie Costumes, TV Stands	<a href="#">Edit</a>
<input type="checkbox"/> Led screen	LED Screens	<a href="#">Edit</a>

By clicking **EDIT** button You can manage/edit your trade alerts in case of necessary Amendments.

# Trade Alerts – Edit Page



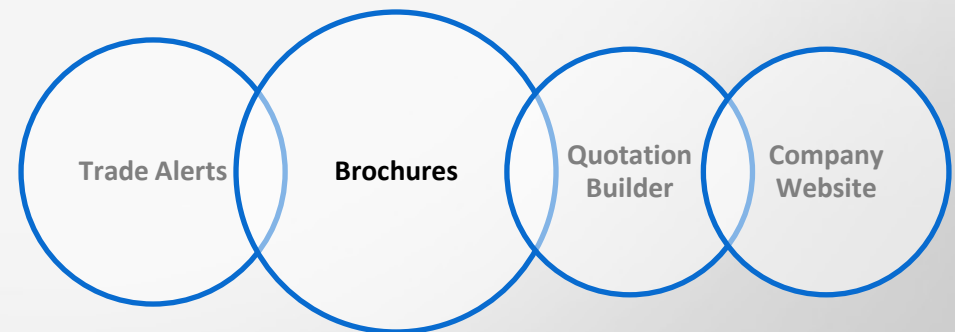
The screenshot shows the 'Trade Alert' edit page. At the top, there is a navigation bar with 'My Tradekey', 'Messages', 'Buying', 'Selling', 'Company Profile', and 'Account Settings'. Below this is the 'Trade Alert' section with a description: 'Trade alerts are email alerts to notify you about the activities being done by buyers and suppliers on Tradekey.com'. The 'Product' field contains 'Led screen' and a 'Search Categories' button. The 'Categories' section shows a list of categories with checkboxes: 'Computer Accessories >> Screen Protector', 'Laptop Accessories >> Laptop LCD Screen', 'Monitors >> Touch Screen Monitors' (checked), 'Digital Camera Accessories >> LCD Hoods & Screen Protectors', 'Televisions >> LED TVs', and 'Optoelectronic Displays >> LED Displays'. There are also checkboxes for 'Send me relevant products' and 'Send me relevant buyers' (checked). An 'Update' button is located at the bottom right of the form.

By clicking on **EDIT**, you will be able to edit the information you have entered before.

Amend the changes as per your desire and click on **“update”**

## Brochures

- Add your Company Brochures to make your presence legit and provide useful information to the interested buyers which they can download directly from your company profile page.



# Add Company Brochures

## Brochures

- » Add Company Brochure
- » Manage Brochures

Click on Add Company brochure

A new window will open "Upload New Brochure"

Add your company brochure and click Attach

My Tradekey Messages Buying Selling Company Profile Account Settings Trade Tools

Trade Alerts

- » Add New Trade Alert
- » Manage Alerts

Brochures

- » Add Company Brochure
- » Manage Brochures

Message Templates

- » Manage Saved Messages

Quotation Builder New!

- » Add Auto Quotation
- » Manage Auto Quotations

Add Company Brochure

Company Brochures:  
(Corporate Profile, Products line etc.)

Add Company Brochure... Remove Selected

\*Confirm Text: n l a q \$

Please type in the text shown above.

Submit Reset

Upload New Brochure

Title: Company Brochure

C:\Documents and Settings\sheeble.saeed\My Browse...

Attach Close Window

(NOTE: max 10 MB allowed in PDF format)



# Manage Company Brochures

<b>My Tradekey</b>	<b>Messages</b>	<b>Buying</b>	<b>Selling</b>	<b>Company Profile</b>	<b>Account Settings</b>	<b>Trade Tools</b>
--------------------	-----------------	---------------	----------------	------------------------	-------------------------	--------------------

<p><b>Trade Alerts</b></p> <ul style="list-style-type: none"> <li>» Add New Trade Alert</li> <li>» Manage Alerts</li> </ul> <p><b>Brochures</b></p> <ul style="list-style-type: none"> <li>» Add Company Brochure</li> <li>» <b>Manage Brochures</b></li> </ul>	<p><b>Manage Brochures</b></p> <p>To remove a brochure, select respective checkbox and click on remove button given below.</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Title</th> <th>Posted On</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Company Brochure</td> <td>06-04-2012</td> <td>Active</td> <td>Edit</td> </tr> </tbody> </table> <p><b>Remove</b></p>	<input type="checkbox"/> Title	Posted On	Status		<input checked="" type="checkbox"/> Company Brochure	06-04-2012	Active	Edit
<input type="checkbox"/> Title	Posted On	Status							
<input checked="" type="checkbox"/> Company Brochure	06-04-2012	Active	Edit						

Click here to change the status of the brochure to be either active or blocked.

Click here to view your already added **Company Brochure**.

**Update Brochure**

**\*Title:**

**Details:**

**Upload PDF:**  **Browse...** **Remove**

Select a new pdf or leave this blank.

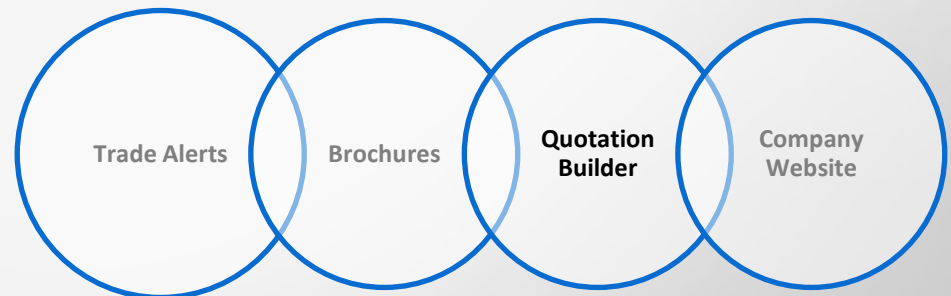
**\*Confirm Text:**

Please type in the text shown above.

**Submit** **Reset**

## Quotation Builder

- **Quotation Builder** is a Tool through which you can build a quotation for each of your product with price lists. To automatically reply with pre-defined quotation each time a buyer sends inquiry to your sell offer or product or profile you can set these quotations as an auto reply too.



# Add Auto Quotation

## Quotation Builder

- » Add Auto Quotation
- » Manage Auto Quotations

**Offer Type :** The source of inquiry can be selected(Products, Sell offers, Buy offers, and company profile).

**Offer:** After selecting the “Offer type” you now select a particular offer ( **Product> Shoes**)... against you want to design the Quotation

### For instance

If you select Buy Offer , Sell Offer or the Product in Offer Type , the specific Buy Offer, Sell Offer , Product names would be mentioned in the Offer.

**Auto Reply:** By ticking on the checkbox, the quotation you have designed will be send automatically to the buyer,

**Select to Import:** Select any previously made/Saved quotation against any offer.

Create New Quotation

Required Information

Offer Type:

Select Offer Type ▾

Offer:

Select Offer ▾

Automatically send this quotation to the buyer once buyer sends an inquiry on selected offer.

To save time, you may import information from your posted inquiries

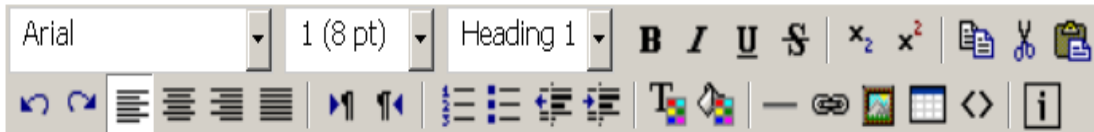
Select to import ▾

Import

# Quotation Content

**\*Message:**

Message should be between 20 and 4000 characters



Develop quotations professionally for all your offers.

The text should be concise and to the point. Concise does not mean that essential content in the quotation is ignored.

You can add a little more information which can help the buyer in decision making but don't overload him with excess information.

Path: [body](#)

# Product Specification

**Item no:**

It's the unique identification of your specific product. You can use for internal purpose.

**Quantity :**

In what quantity product is offered to buyer

**Product Name :**

Name of Product to be mentioned.

**Product Detail :**

Any Important detail you wish to include.

**Unit Price**

**\$ :** Price per unit in Dollars .

**Total Price \$ :**

Total price of Products

Total Price = \$ ( Unit Price \* Quantity )

Item no	Quantity	Product Name	Product Detail	Unit Price\$	Total Price \$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can always Add more products by clicking on + **Sign** . You can delete product details by simply clicking on **Cross Sign**



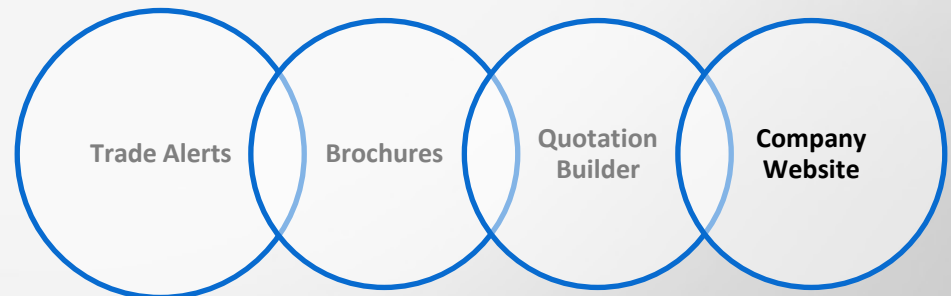
## Attachments

You can post your product Brochure , Catalogue, User Manual etc in any format (JPEG, PNG , PDF) which you desire you accompany your Quotation.

<b>Attachment1</b>		<b>Attachment</b>	<b>Remove</b>
<b>Attachment2</b>		<b>Attachment</b>	<b>Remove</b>
<b>Attachment3</b>		<b>Attachment</b>	<b>Remove</b>
<b>Attachment4</b>		<b>Attachment</b>	<b>Remove</b>
		<b>Post</b>	<b>Reset</b>

## Company Website

- Your own Products Based Website to increase your business exposure and new opportunities. This website will increase your product's online exposure on the world wide web.





# Trade Tools Page

## Trade Alerts

- » Add New Trade Alert
- » Manage Alerts

## Brochures

- » Add Company Brochure
- » Manage Brochures

## Certificates

- » Add Certificate
- » Manage Certificates

## Message Templates

- » Manage Saved Messages

## Auto Reply

- » Add Auto Reply
- » Manage Auto Reply

## Quotation Builder New!

- » Add Auto Quotation
- » Manage Auto Quotations

## Blocked Senders

- » Blocked Senders

## Trade Shows

- » Add New Trade Show

## Company Website

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » Site Design
- » Banner
- » My Pages
- » Manage Email Accounts

## Sub Accounts

- » Manage Sub Accounts

**Step 1:** Click on Trade Tools as shown in the upper bar

**Step 2:** Click on Company Website



# Manage Domain

My Tradekey | Messages | Buying | Selling | Company Profile | Account Settings | Trade Tools | Administrative Tools

- Trade Alerts
  - » Add New Trade Alert
  - » Manage Alerts
- Brochures
  - » Add Company Brochure
  - » Manage Brochures
- Message Templates
  - » Manage Saved Messages
- Quotation Builder
  - » Add Auto Quotation
  - » Manage Auto Quotations
- Blocked Senders
  - » Blocked Senders
- Trade Shows
  - » Add New Trade Show
- Company Website**
  - » Manage Domain
  - » Member Information
  - » Manage Company Photos
  - » Site Design
  - » Banner
  - » My Pages

### Company Website

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » Site Design
- » Banner
- » My Pages
- » Manage Email Accounts

6,231,259 Registered Users

Ads by Google | [Buyers Also digital radio](#) | [Online Sourcing Fair](#) | [Distributors Required](#) | [HEP drive green lighting](#)

Search:  Show All  Sell Offers  Country/Region  Sort by TrustPoints  Search  Advanced Search

Home > Premium Services > Web DHS Services

### Premium services

Overview

GoldKey Membership

SilverKey Membership

**Advertise with Us**

- » Why Advertise on TradeKey?
- » Keyword Priority Listing
- » Advertisement Types and Rates
- » Featured Product
- » Premium Supplier
- » Instant Buy
- » Unlimited Products
- » Web DHS Services
- » Contact us

Live Support ONLINE

## Dominate Your Presence on the Web

### Get Your OWN Business Website

Nowadays, having a user friendly business website that is SEO friendly as well is really great for businesses! It helps you to increase your visibility over the web that results in more customers and increased profits. Also, it demonstrates your company's ability that highlights through your website.

TradeKey.com is proud to introduce a "Web DHS Services" considering the requirements of Valued Customers in mind, which includes **Web Designing, Web Hosting, Domain Registration, Multiple E-Mail Accounts, and Web Promotion through SEO** etc.

We have good range of SEO friendly website templates, graphics and many other elements to choose anyone of them without any hesitation as each of them is really unique and great.

## Attract Foreign BUYERS with Your OWN Company Website

Website Solution Details	Availability
<b>Services Description</b> <b>Website Template of Your Choice</b> <ul style="list-style-type: none"> <li>» Your Company's Home Page with Your Basic Company Info. and Product Showcase</li> <li>» Your Company's About Us Page with Your Company Details</li> <li>» Unlimited Product Catalog – You may display unlimited products with images</li> <li>» Product Detail Pages of each product(s)</li> <li>» Product Search Form</li> <li>» Special Offers Page Creation Feature</li> <li>» Inquiry Form with each product(s)</li> </ul>	Available

When you click on Manage Domain, You will receive Confirmation that your domain is functional and its URL would be displayed.

**Note:** if you don't have Product based website, home page would be directed to this page

Company Website

- » Manage Domain
- » **Member Information**
- » Manage Company Photos
- » Site Design
- » Banner
- » My Pages
- » Manage Email Accounts

When you click 'Members information' in 'Company Website', a Members Contact Information form will open.

In Members Contact Information Form following information is required

- Personal Information
- Communication Information
- Social Information
- Company Information

You can always change your company information through "Click Here" and you will be directed to Company Profile page, where you can change

# Members Information

## Member Contact Information

Note: This information will be shown for your domain [gpclimited.com] only. If you wish to change your Company Information [Click Here](#)

### Member Contact Information

#### Personal Information

First Name

Last Name

Email Address

#### Communication Information

MSN IM

AOL IM

YAHOO IM

GOOGLE IM

SKYPE IM

#### Social Information

Facebook Share URL

Twitter Share URL

GooglePlus Share URL

#### Company Information

Current Logo:

Company Logo

Dimensions : 100px X 100px

## Uploading Company Logo

Company Information

Company Logo    Dimensions : 100px X 100px

In the Company Information Section simply Browse for your Company Logo and click **Browse** Tab to see Upload Image window.

**Upload Image...**

**NOTE:** For best viewing, Please attach files up to size of 1 MB with 1024 x 768 resolution

In the upload image window, simply browse and select the desire logo.

After successfully uploading the Company logo, click Submit to insert the logo on the website.

# Company Photos

For uploading your Company photos  
Simply Click ' **Manage Company Photos** '

» **Manage Company Photos**

On the 'Upload and Manage Photos' page  
select Company Photos you want to include in  
your website.

## Upload and Manage Photos

### Upload Company Photos :

Profile Photos

Action:

**Browse Photo...**

Your Image will be resized in 200 X 200 pixels

**Submit**

The image would be resized in 200\*200  
pixels and uploaded.

## Manage Previous Images

Remove Image



Remove Image

**Note:** These images will not be available  
to all templates

# Site Design

In the **Company Website Design** Section Simply Click on Site Design, you will see a wide range of attractive templates to choose from , compatible with your industry and products. You can change your Templates anytime during your premium membership tenure.

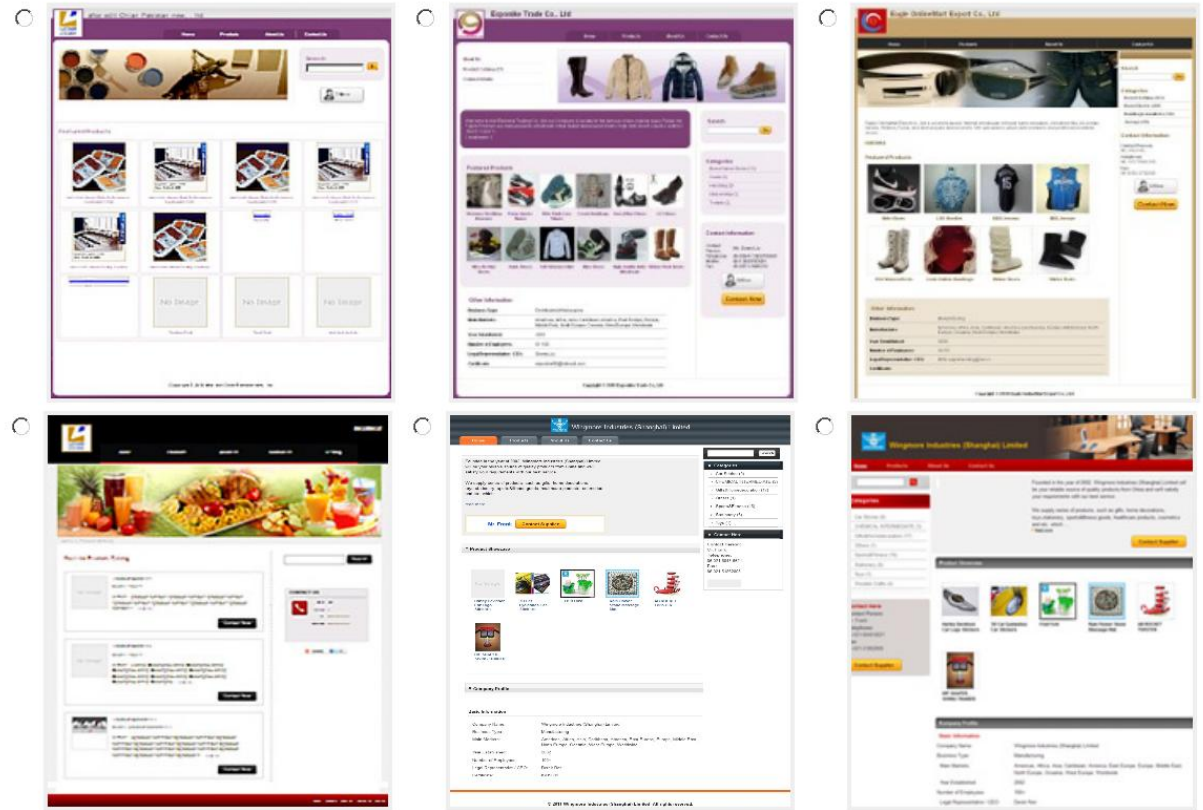
## Company Website

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » **Site Design**
- » Banner
- » My Pages
- » Manage Email Accounts

### Site Design

#### Select Theme

Select Site Banners / View S



Save Settings

Select Banner

View Site

Upload Banner..



**Company Website**

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » Site Design
- » **Banner**
- » My Pages
- » Manage Email Accounts

## Banner

Select Banner in **Company Website**, there are a wide range of banner to choose from. You can also upload your own customized banner and select multiple banners at the same time.

# My Pages

## Company Website

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » Site Design
- » **Banner**
- » My Pages
- » Manage Email Accounts

Manage Your DHS Site Pages

Add Page

In **Company Website**, when you click on '**My Pages**', a window opens, titled '**Manage your DHS Site Pages**'  
Simply click on '**Add Page**' (See next slide)

# My Pages

## My Pages>>Manage your DHS Pages>> Add Page

After you Click on **Add Pages** , 5 Text Boxes will be displayed.

**Page Name:** The page name you will enter will be shown in the Top Bar along with Home, Products, About Us and Contact Us on the website

**Page Title:** What you will insert in Page Title would be shown in your internet browser bar

**Page Meta Keywords:** The meta keywords tag allows you to provide additional text for crawler-based search engines

**Page Meta Description:** A brief description about the page you are going to add in your website

**Page Content:** Write the content about the page you adding. You can also format the content text as per your requirement.

Manage Your DHS Site Pages Add Page

<b>Trade Alerts</b>	
<b>Brochures</b>	
<b>Certificates</b>	
<b>Message Templates</b>	<input type="text"/> <small>Page Name (required)</small>
<b>Auto Reply</b>	<input type="text"/> <small>Page Title (required)</small>
<b>Quotation Builder</b>	<input type="text"/> <small>Page Meta Keywords (required)</small>
<b>Auto Buyer Finder</b>	<input type="text"/> <small>Page Meta Desc (required)</small>
<b>Blocked Senders</b>	
<b>Trade Shows</b>	<small>Page Content (required)</small>
<b>Company Website</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <span style="font-size: 8px;">B I U</span> <span style="font-size: 8px;">List</span> <span style="font-size: 8px;">Size</span> <span style="font-size: 8px;">▼</span> <span style="font-size: 8px;">List</span> <span style="font-size: 8px;">List</span> <span style="font-size: 8px;">T</span> <span style="font-size: 8px;">Color</span> <span style="font-size: 8px;">Color</span> <span style="font-size: 8px;">Image</span> <span style="font-size: 8px;">Calendar</span> </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>

- » Manage Domain
- » Member Information
- » Manage Company Photos
- » Site Design
- » Banner
- » **My Pages**
- » Manage Email Accounts



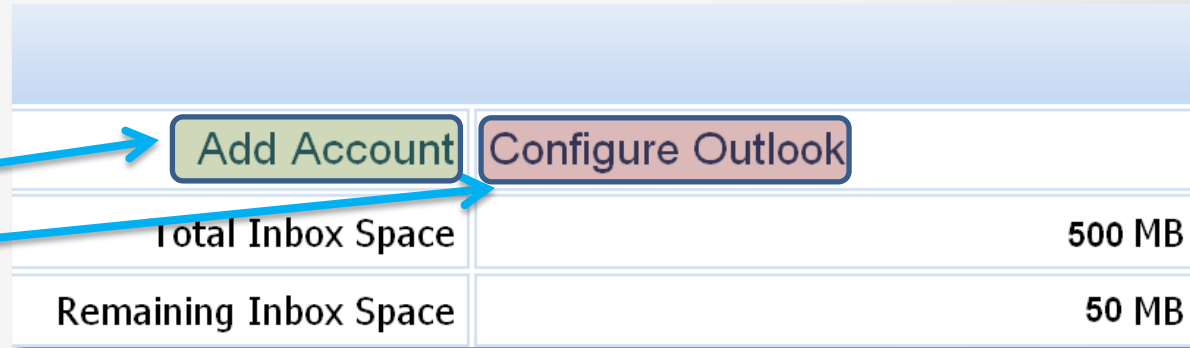
# Manage Email Accounts

In Company Website

Manage Email Accounts has two options

- Add Account
- Configure Outlook

There would be a complete tutorial on “How to configure Microsoft Outlook”



<b>Add Account</b>		<b>Configure Outlook</b>
Total Inbox Space		500 MB
Remaining Inbox Space		50 MB

## Add Account

When you click on **Add Account** , four Text Boxes will be displayed.

**First Text box** is where your Email Id is to be mentioned

In the **Second Text Box** , type Password. (Minimum Password Length is 6 characters)

In the **Third Text Box** , Re-type your password , to make sure you typed the correct password in the second field.

In the **Fourth Text Box** simply mention the size of memory quota (MB) of your email account which you want to assign.

Then simply click '**Add Account**' Button

You can Reset your account details by clicking on the **Reset** and fill the information again.

	Add Account	Configure Outlook
	Total Inbox Space	
	Remaining Inbox Space	

<input type="text" value="akbar.kan"/>	Email (required)@gpcclimited.com
<input type="password" value="●●●●●●"/>	Password (required) [ Note: min. password length is 6. ]
<input type="text"/>	Re-type password
<input type="text" value="100"/>	Quota ( MB )
<input type="button" value="Add Account"/>	<input type="button" value="Reset"/>

# Configure Outlook

Click on **Configure Outlook**

When clicked on **Configure Outlook**, you can see **Configuring Mail Client message**. Below it you can see **“Step by step guide”**.

Add Account	Configure Outlook
Total Inbox Space	500 MB
Remaining Inbox Space	500 MB

Configuring Mail Client for **gpcclimited.com**  
**Manual Settings**  
Mail Server Username: username@gpcclimited.com  
Incoming Mail Server: mail.gpcclimited.com  
Outgoing Mail Server: mail.gpcclimited.com(**server requires authentication**)  
[Click to see step by step guide](#)



```
graph LR; A((User's Guide)) --- B((Selling Page))
```

**User's  
Guide**

**Selling  
Page**

**My Tradekey  
Page**

**Advanced  
Tips**

**Messages  
Page**

Learn how to add and manage your products and sell offers. Learn how to save time with batch upload and import product feature of Tradekey.com for unlimited product posting.

**Trade Tools  
Page**

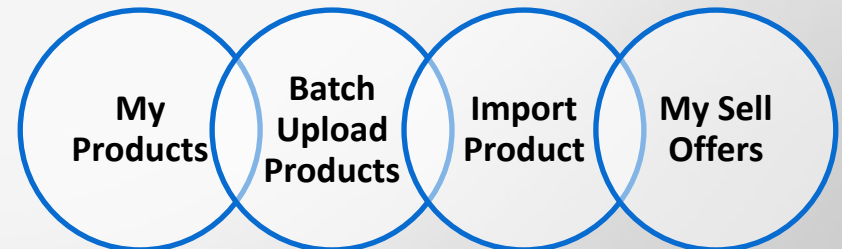
**Company  
Profile**

**Selling Page**



# Table of Content

	Selling Page
4.1	<b><u>My Products</u></b>
	Add New Product
	Manage Product
	Manage Product Groups
4.2	<b><u>Batch Upload Products</u></b>
	Upload Product in Batch
	Manage Uploaded Product
4.3	<b><u>Import Product</u></b>
4.4	<b><u>My Sell Offers</u></b>
	Add New Sell Offer
	Manage Sell Offer



# Introduction



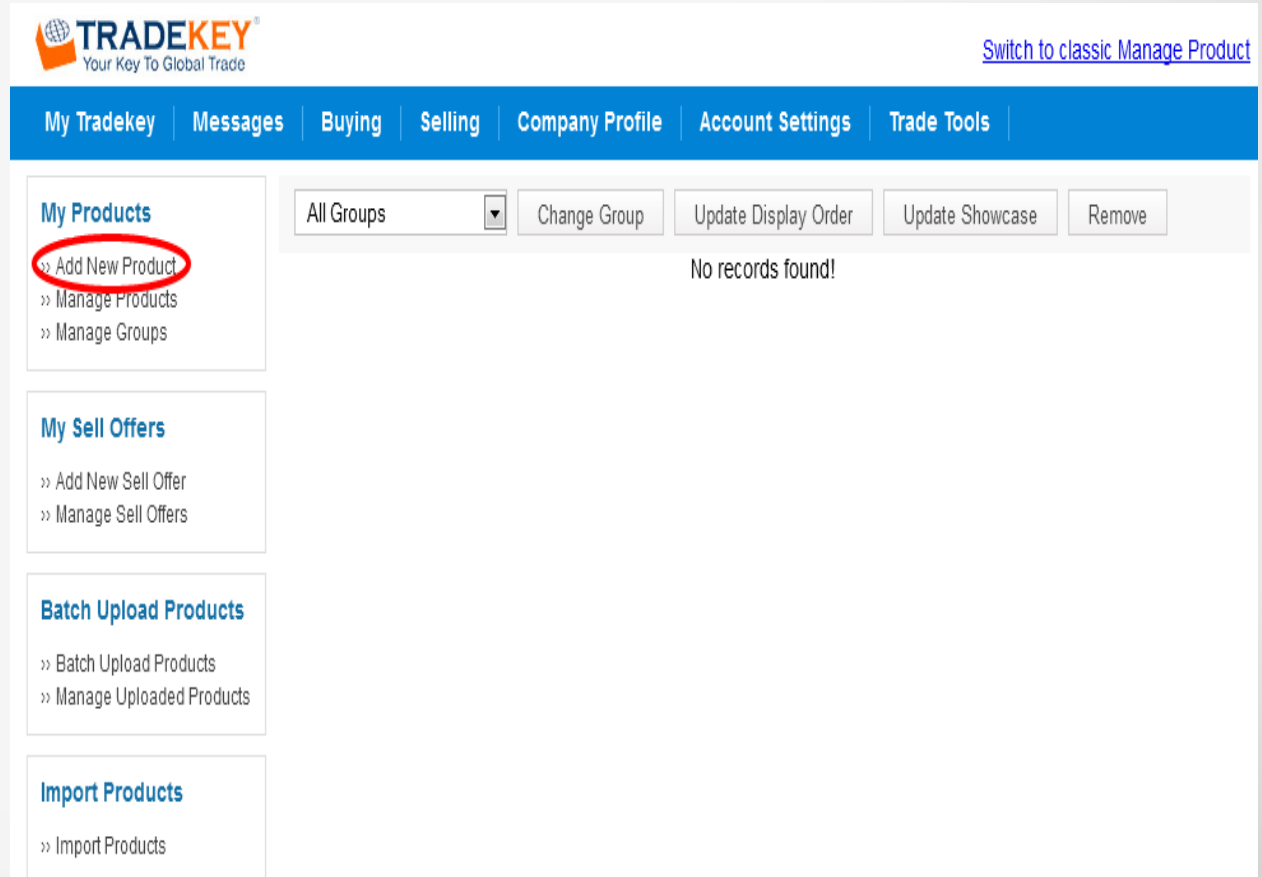
# Selling Page

- You can manage and add your products and Sell Offers on the Selling page. This page is amongst the most important pages of your Tradekey Account.

# Selling Page

There are 4 sections in this page which are as follows:

1. **My Products**
2. **My Sell Offers**
3. **Batch Upload Products**
4. **Import Products**



The screenshot shows the TradeKey Selling Page interface. At the top left is the TradeKey logo and the tagline "Your Key To Global Trade". To the right is a link that says "Switch to classic Manage Product". Below the logo is a blue navigation bar with the following items: "My Tradekey", "Messages", "Buying", "Selling", "Company Profile", "Account Settings", and "Trade Tools". The main content area is divided into several sections. On the left, there are four boxes: "My Products", "My Sell Offers", "Batch Upload Products", and "Import Products". Each box contains a list of actions: "Add New Product", "Manage Products", "Manage Groups" for My Products; "Add New Sell Offer", "Manage Sell Offers" for My Sell Offers; "Batch Upload Products", "Manage Uploaded Products" for Batch Upload Products; and "Import Products" for Import Products. The "Add New Product" link in the "My Products" box is circled in red. On the right side of the main content area, there is a control bar with a dropdown menu set to "All Groups", and buttons for "Change Group", "Update Display Order", "Update Showcase", and "Remove". Below this bar, the text "No records found!" is displayed.

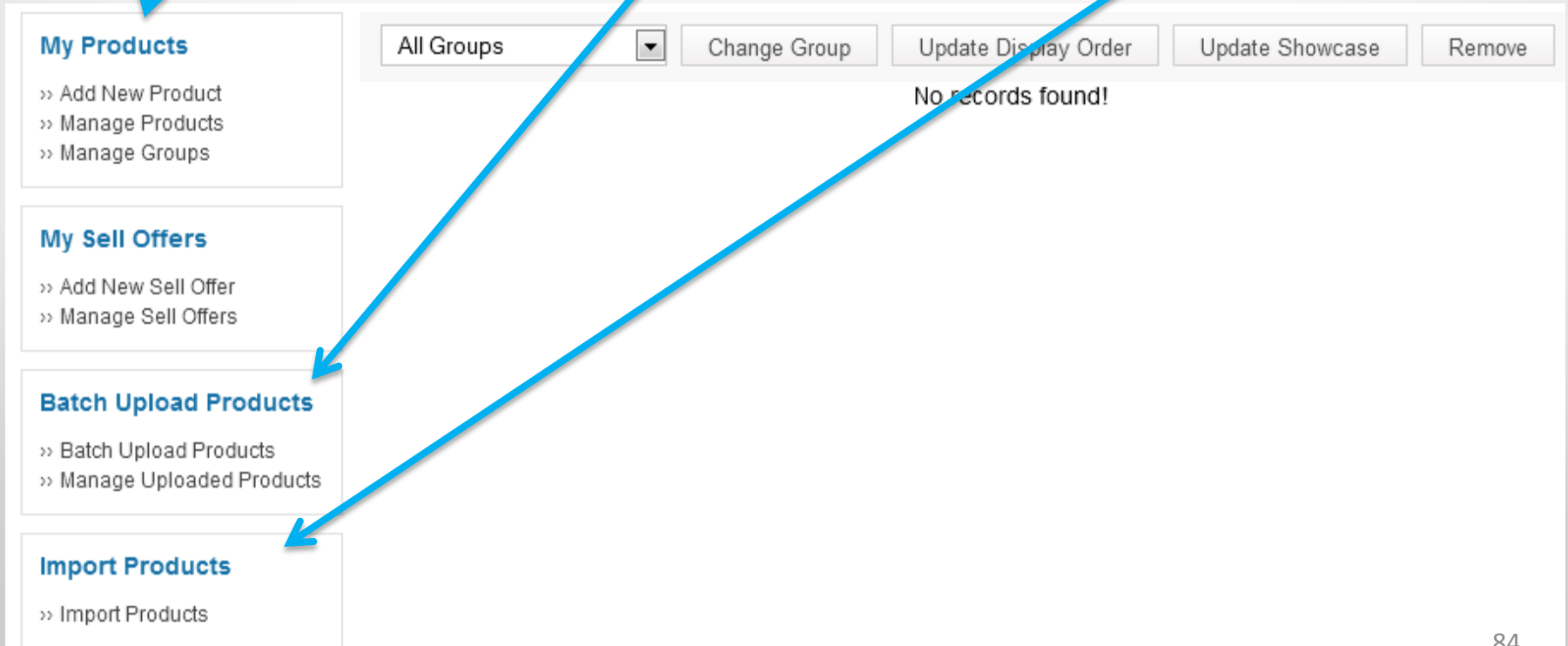
# My Products

There are three different ways you can add products on Tradekey

Add New Product

Batch upload Product

Product Import



The screenshot shows the 'My Products' section of the TradeKey interface. On the left, there is a sidebar menu with four main categories: 'My Products', 'My Sell Offers', 'Batch Upload Products', and 'Import Products'. Each category has a list of sub-options. On the right, there is a main content area with a header containing a dropdown menu set to 'All Groups' and four buttons: 'Change Group', 'Update Display Order', 'Update Showcase', and 'Remove'. Below the header, the text 'No records found!' is displayed. Three blue arrows originate from the top blue box: one points to 'Add New Product' in the sidebar, one points to 'Batch Upload Products' in the sidebar, and one points to 'Import Products' in the sidebar.

**My Products**

- » Add New Product
- » Manage Products
- » Manage Groups

**My Sell Offers**

- » Add New Sell Offer
- » Manage Sell Offers

**Batch Upload Products**

- » Batch Upload Products
- » Manage Uploaded Products

**Import Products**

- » Import Products

All Groups

No records found!

## Add New Products

### Add one product at a time

There are 2 basic steps to add new product:

- **Step A**
  - A1 Auto Category Selection
  - A2 Manual Selection of Category
- **Step B**
  - Add Product Details



# Add New Product

## Step 1

- Sign in at Tradekey.com
- Go to Member's Area > Selling
- Click on Add New Product

### 1 Product Basic Information

Search Category

Or select category from the list below:

- Agriculture
- Apparel & Clothing
- Automobiles
- Beauty & Personal Care
- Business Services
- Chemicals
- Computer Hardware & Software
- Construction & Real Estate
- Consumer Electronics
- Electrical & Electronics Supplies
- Energy Products
- Environment
- Excess Inventory

\* Product Name

\* keywords

## Step A1. Auto Category Selection

**Select a category:** Insert a keyword related to your product and click on Search for Auto Selection of the Category.

**Category Suggestion List:** Our system will suggest you the category Automatically.

**Categories Selected:** The selected Category will be shown here.

**1 Product Basic Information**

Search Category

- Office & School Supplies >> Office Equipment >> Presentation Equipment >> Projectors
- Consumer Electronics >> Televisions >> Other Televisions
- Consumer Electronics >> DVD Player & Home Theater >> DVD Players
- Consumer Electronics >> Audio & video >> Amplifiers
- Consumer Electronics >> Other Consumer Electronics
- Computer Hardware & Software >> PC Peripherals >> Speakers
- Consumer Electronics >> Televisions >> LED TVs
- Consumer Electronics >> Audio & Video >> Speakers & Subwoofers
- Consumer Electronics >> DVD Player & Home Theater >> Home Theater Systems

[Can't find your category? Browse categories and select from our list](#)

Selected Category

# Add New Product

## Step A2 Manual Selection of Category

**Category List:** In case you want to select the product category manually, simply select the category from the list.

**1 Product Basic Information**

Search Category

Or select category from the list below:

Agriculture	Auto Accessories	Alloy Wheels
Apparel & Clothing	Auto Body Parts	Auto Axles
<b>Automobiles</b>	Auto Electrical System	Brake System
Beauty & Personal Care	Auto Electronics	Car Wheels
Business Services	Auto Engine System	Clutch Parts
Chemicals	<b>Auto Parts</b>	Drive Shafts
Computer Hardware & Software	Car Care Equipment	Suspension System
Construction & Real Estate	Car Cleaning Tools	<b>Tires</b>
Consumer Electronics	New Cars	Transmission
Electrical & Electronics Supplies	Steering System	Universal Parts
Energy Products	Used Cars	Wheel Parts
Environment	Vehicle Equipment	Other Auto Parts
Excess Inventory	Vehicle Tools	

Selected Category: **Automobiles >> Auto Parts >> Tires** ✓

**Categories Selected:**  
The selected Category will be shown here.

## Step B. Add Product Details:

**Categories Selected:** The category you selected on the previous step will be displayed. You can also change the category here.

**Product Name:** Provide a relevant product name, (Through this keyword, your product will be ranked on Tradekey, make sure you provide the relevant product name

**Keywords:** Insert generic, specific and other combinations of Keywords related to your product (Max 55 characters per box). You can also use "[Google Keyword Tool](#)" for keyword suggestion. (See next Slide)

**Product Description:** Provide a detailed description about your product ( material, specification, production time, packaging etc) that would be mentioned in your product page. This can vary from industry to industry.

**Product Images:** Add images of your products. you can add up to 5 image per product. Relevant and tasteful Product Images gives you more chances of inquiries.

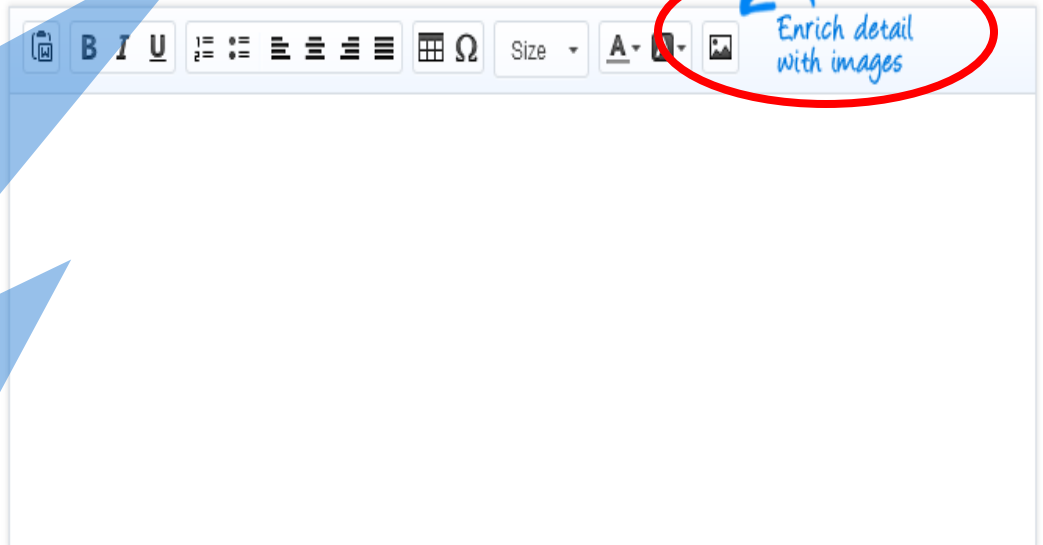
**Product Group:** You can create your product groups to logically divide your products in product showcase page

Selected Category **Automobiles >> Auto Parts >> Tires** ✓

\* Product Name

\* keywords

\* Detailed Description



The screenshot shows the product details form with a red circle around the image icon in the rich text editor toolbar and the text "Enrich detail with images" written next to it. The form includes fields for Product Name, keywords, and Detailed Description, along with a Product Images section with an upload button and a Video section.

Product Images

Click to upload Images

(Only png,jpg,gif files are allowed. Files size up to 2Mb)

Video

Product Group

Select Group

**Product Video:** Provide your product video by entering a link of your already uploaded videos on YouTube or Youku<sup>89</sup>



## Step B. Add Product Details:

### 2 Product Specifications

Information to help buyers find your product in search results. Buyers can use item specifications to refine their search and find your product faster.

**More Product Details:** Enter Attributes and details of your products.

More Product Details

Enter attribute here - e.g. Color

Enter value here - e.g. Red

Add More

**Model/Article No:** (Mention model number if any)

Model/Article No

Brochures

Click to upload Brochures (Only PDF files are allowed)

**Product Brochures:** Product Brochures, User Manuals, Product Specification Documents, Warranty related documents can be added in this section.

## Step D: Add Product Details

### Packaging & Shipment Details.

#### 3 Trade Information

(Competitive information will enable buyers to take interest in your product)

<b>Minimum Order Quantity:</b> What is the minimum quantity you will accept in one order?	Minimum Order Quantity	<input type="text" value="0"/>	Select Unit	<input type="text"/>			
<b>FOB Price (USD):</b> What is the Freight on board prices?	FOB Price (USD) Min	<input type="text" value="0.00"/>	~	<input type="text" value="0.00"/>	Select Unit	<input type="text"/>	<input type="checkbox"/> Negotiable
<b>Payment Type:</b> What mode of payment you accept	Payment Type:	Select Payment Type <input type="text"/>					
<b>Supplying Ability:</b> The quantity in units you can supply per day, per week, per month or per year etc.	Supplying Ability	<input type="text" value="0"/>	Select Unit	<input type="text"/>	Select Duration	<input type="text"/>	
<b>Delivery Time:</b> Average number of days to deliver your product at the buyer's destination.	Delivery	<input type="text"/>					
<b>Packaging Detail:</b> Specify your packaging detail , for instance wooden crate, iron boxes, blister packaging, plastic boxes packaging etc	Packaging Detail	<input type="text"/>					

# Add Product Details

## Product Quality Meter

**Product Quality Meter:** Displays how completely you have provided the information of each product and the quality of that posting in %.

**FAQ's search:** are listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic

### Product Quality Meter



### Posting Help

Type your question Z

- » How important is to tell the delivery time?
- » How can I display product video?
- » Which file types are supported by your system?
- » What dimensions can be uploaded for the pictures?
- » What is product video?
- » What should be the maximum file size of picture?
- » Where is the detailed description shown on tradekey?

# Manage Products

# Manage Product

Sign in>Selling tab>Manage Products

This page displays the list of products you have already added.

**My Products**

- >> Add New Product
- >> **Manage Products**
- >> Manage Groups

**My Sell Offers**

- >> Add New Sell Offer
- >> Manage Sell Offers

**Batch Upload Products**


- >> Batch Upload Products
- >> Manage Uploaded Products

**Import Products**

- >> Import Products

To remove a product just click the checkbox and click remove button below.  
Order Detail: It is the order in which your products will be displayed in the products catalog. A product with the display order '1' will be displayed at the top

All Groups ▾
Change Group
Update Display Order
Update Showcase
Remove

	Title	Display Order	Posted On	Action
<input type="checkbox"/>	 <b>Mugs</b> [ M1 ] Group: 1 image(s)	1	06-19-2013	Options ▾

All Groups ▾
Change Group
Update Display Order
Update Showcase
Remove

**Change Group:** You can change group as per product category.

**Update Display Order:** Your products would be in order of numeric value. For a product with display order 1 will be displayed at the top ,followed by 2, 3 and 4. To display products in this respective order click on the Update Display Order button.

**Update Showcase:** After you have made the desired changes to the product on this page simply check/uncheck the **Showcase** checkbox and click on **Update Showcase Button**.

**Remove:** If you wish to Remove product, simply click the check box of the product and click on the Remove button.

**COPY:** Click on "Options" which have "edit" and "copy" features.

# Edit your Product Details

**More Product Details:** Edit the attributes and details of your products.

**Category :** Edit your category and click on the select category Tab .

**Product Name:** Edit product name, (Through this Product name (acting as a keyword), your product will be rank on Tradekey, so make sure you provide extremely relevant product name.

**Keywords:** Insert generic, specific and other combinations of Keywords related to your product (Max 55 characters per box). You can also use "[Google Keyword Tool](#)" for keyword suggestion

**Product details:** In the Product Detail section Edit all fields such as brand name, etc. (these fields can vary with product type).

**More Product Details:** Edit the attributes and details of your products.

**Model/Article No:** Mention model number (if any).

1

## Product Basic Information

Search Category

Search

Or select category from the list below:

- Agriculture
- Apparel & Clothing
- Automobiles
- Beauty & Personal Care
- Business Services
- Chemicals
- Computer Hardware & Software
- Construction & Real Estate
- Consumer Electronics
- Electrical & Electronics Supplies
- Energy Products
- Environment
- Excess Inventory

\* Product Name

\* keywords

\* Detailed Description

📷
**B** ***I*** **U**
☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰
Ω
Size ▾
🔍
📷

Enrich detail with images

Product Images Click to upload Images (Only png,jpg,gif files are allowed. Files size up to 2Mb)

Video

Product Group Select Group ▾

2

## Product Specifications

Information to help buyers find your product in search results. Buyers can use item specifications to refine their search and find your product faster.

More Product Details

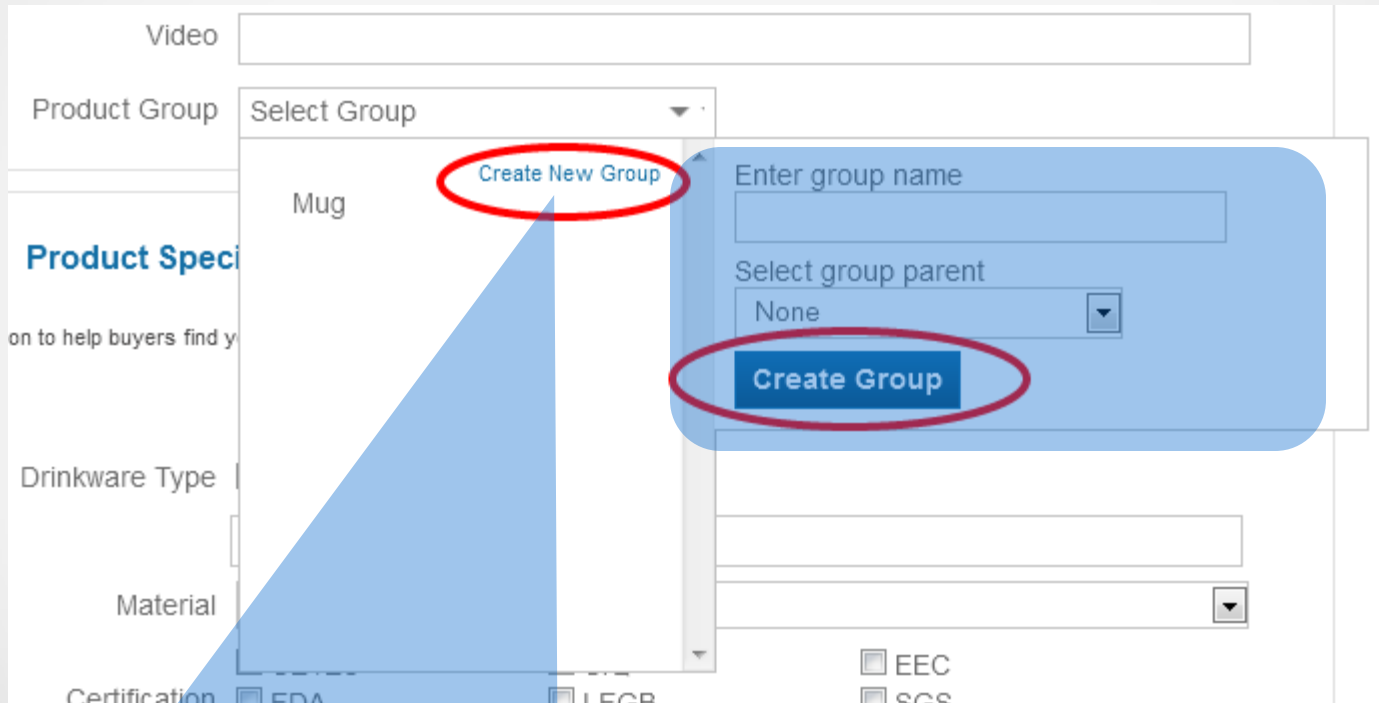
Add More

Model/Article No

Brochures Click to upload Brochures (Only PDF files are allowed)

# Manage Group

You can create and manage product groups in the **Manage Groups**. However in order to assign a group to a product to have to go to **“Manage Products”** section.



The screenshot shows the 'Manage Groups' interface. A dropdown menu for 'Product Group' is open, showing 'Mug' and a 'Create New Group' link. A modal form is displayed with the following fields:

- Enter group name
- Select group parent (None)
- Create Group button

A blue callout box points to the 'Create New Group' link.

**Create New Group:** To add a new group simply enter “Group Name” and “group parent” and click “Create group”

# My Sell Offer

- Sell Offers increases your exposure on Tradekey.com thus maximizing business opportunities . Sell Offers are useful for posting your product variants and different SKUs\*.





# Step 1. Auto Category Selection

**Select a category:** Insert a keyword related to your product and click on Search for Auto Selection of the Category.

## 1 Sell Offer Details

Search Category

**Search**

- Home & Garden >> Dining Products >> Drinkware >> Porcelain Mugs
- Home & Garden >> Dining Products >> Drinkware >> Plastic Mugs
- Home & Garden >> Dining Products >> Drinkware >> Glass Mugs
- Home & Garden >> Dining Products >> Drinkware >> Glass Cups
- Home & Garden >> Dining Products >> Dinnerware >> Dinnerware Sets
- Home & Garden >> Dining Products >> Drinkware >> Cups & Saucers
- Home & Garden >> Dining Products >> Drinkware >> Coffee & Tea Sets
- Home & Garden >> Dining Products >> Drinkware >> Glass
- Gifts & Crafts >> Promotion Gifts
- Home & Garden >> Dining Products >> Drinkware >> Ceramic Mugs

**Category Suggestion List:** Our system will suggest you the category Automatically.

**Categories Selected:** The selected Category will be shown here.

Can't find your category? [Browse categories and select from our list](#)

Selected Category:  

# My Sell Offer

**Category List:** In case you want to select the product category manually, simply select the category from the list.

## 1 Sell Offer Details

Search Category  Search

\* Or select category from the list below:

<ul style="list-style-type: none"><li><b>Agriculture</b></li><li>Apparel &amp; Clothing</li><li>Automobiles</li><li>Beauty &amp; Personal Care</li><li>Business Services</li><li>Chemicals</li><li>Computer Hardware &amp; Software</li><li>Construction &amp; Real Estate</li><li>Consumer Electronics</li><li>Electrical &amp; Electronics Supplies</li><li>Energy Products</li><li>Environment</li><li>Export Inventory</li></ul>	<ul style="list-style-type: none"><li>Agricultural Greenhouses</li><li>Animal husbandry</li><li><b>Beans</b></li><li>Flowers &amp; Plants</li><li>Forestry Products</li><li>Fruits</li><li>Grains</li><li>Mushrooms &amp; Truffles</li><li>Nuts &amp; Kernels</li><li>Oils &amp; Extracts</li><li>Organic Foods</li><li>Plant Seeds</li><li>Seeds</li></ul>	<ul style="list-style-type: none"><li>Arabica Coffee Beans</li><li>Bean Products</li><li>Black Beans</li><li>Broad Beans</li><li>Butter Beans</li><li>Chickpeas</li><li><b>Cocoa Beans</b></li><li>Fresh Beans</li><li>Kidney Beans</li><li>Lentils</li><li>Lima Beans</li><li>Mung Beans</li><li>Peas</li></ul>
--	---	--

Selected Category: **Agriculture >> Beans >> Cocoa Beans** ✓

**Categories Selected:**  
The selected Category will be shown here.

# My Sell Offer

**Title:** Your Sell offer title should be specific to product type. e.g. Electric Neck Massager

\* Sell Offer Title

\* Keywords

**Keywords:** Enter keywords which you think the buyer will use to find your products on Tradekey.com. Provide relevant keywords or phrase in Keyword section e.g. massager, neck massage:

\* Detailed Description

Rich text editor toolbar with icons for Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Decrease Indent, Increase Indent, Table, Link, Size, Text Color, Background Color, and Image. A blue arrow points to the Image icon with the text "Click to enrich detail with images".

**Product Description:** Provide a detailed description about your product (material, specification, production time, packaging etc) that would be mentioned in your product page. This can vary from industry to industry.

(0/40000)

(Min 300 Characters)

\* Time of Validity

1 Month



Product Images

Click to upload Image

(Only png,jpg,gif files are allowed. Files size up to 2Mb, you can upload 1 image)

**Product Images:** Add images of your products. you can add up to 5 image per product. Relevant and tasteful Product Images gives you more chances of inquiries.

## Step D: Add Product Details

### Packaging & Shipment Details.

**Packaging Detail:** Specify your packaging detail, for instance wooden crate, iron boxes, blister packaging, plastic boxes packaging etc.

#### 2 Packaging & Shipment Details

Packaging Detail

**Delivery Time:** Average number of days to deliver your product at the buyer's destination.

Delivery

Supplying Ability

**Supplying Ability:** The quantity in units you can supply per day, per week, per month or per year etc.

## Step D: Add Product Details

### Packaging & Shipment Details.

**3** Minimum Order & Payment

Minimum Order Quantity

FOB Price (USD) Min  ~  Per   Negotiable

Payment Type

Re-Post:  Re-Post this offer automatically after it expires  
(Only paid members can use this feature)

**Post Sell Offer**

**Minimum Order Quantity:** What is the minimum quantity you will accept in one order?

**FOB Price (USD):** What is the Freight on board prices?

**Payment Type:** What mode of payment you accept?

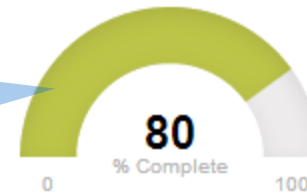
After all the process is done. Click on Post Sell Offer

# Add Product Details

## Product Quality Meter

**Sell Offer Quality Meter:** Displays how completely you have provided the information of each product and the quality of that Sell Offer in %.

### Sell Offer Quality Meter



**FAQ's search:** are listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic

### Posting Help

Keyword

- » How you select best keywords?
- » What is Google Keyword tool?
- » How do I make it easier for buyers to find my sell offer?
- » What do you mean by keywords?

# Manage Sell Offers

**My Products**

- » Add New Product
- » Manage Products
- » Manage Groups
- » Deleted Products

**My Sell Offers**

- » Add New Sell Offer
- » Manage Sell Offers

**Batch Upload Products**

- » Batch Upload Products
- » Manage Uploaded Products
- » Bulk Image Uploader New!

**Import Products**

- » Import Products

Company : \*\*\*\*\*

Add Selloffer

Enter selloffer title

Search

[Sell offers used: 4] [Maximum Allowed: 20]  
To remove an offer or repost it, select respective checkbox and click on appropriate button given below.

Re-Post

Remove

<input type="checkbox"/> Title	Posted On	Expires On	Action
<input type="checkbox"/> Acrolein Diethyl Acetal	03-15-2013	04-15-2013	Unverified
<input type="checkbox"/> <b>Acrolein Diethyl Acetal</b>	08-10-2010	09-10-2010	Edit
<input type="checkbox"/> <b>Ethylene Glycol Monovinyl Ether</b>	08-10-2010	09-10-2010	Edit
<input type="checkbox"/> <b>Methyl Vinyl Ethers</b>	08-10-2010	09-10-2010	Edit

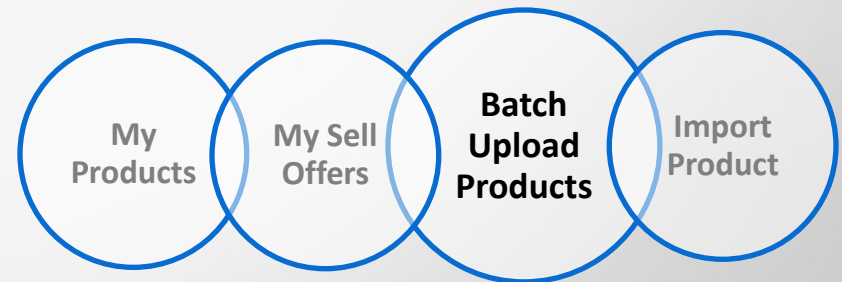
Re-Post

Remove

- On each page only 40 sell offers can be displayed.
- It's very hard and time consuming to go through so many pages to find your specific sell offer you want to change.
- If you wish to find your desired sell offer, just **“Enter product title “** in the Search Bar and click on the search tab
- Your required sell offers in that list would be displayed.
- Rest is exactly the same as **Manage Product**.

# Batch Upload Product

- Upload your similar products all at once. This time saving feature is helpful in Unlimited Products Posting.





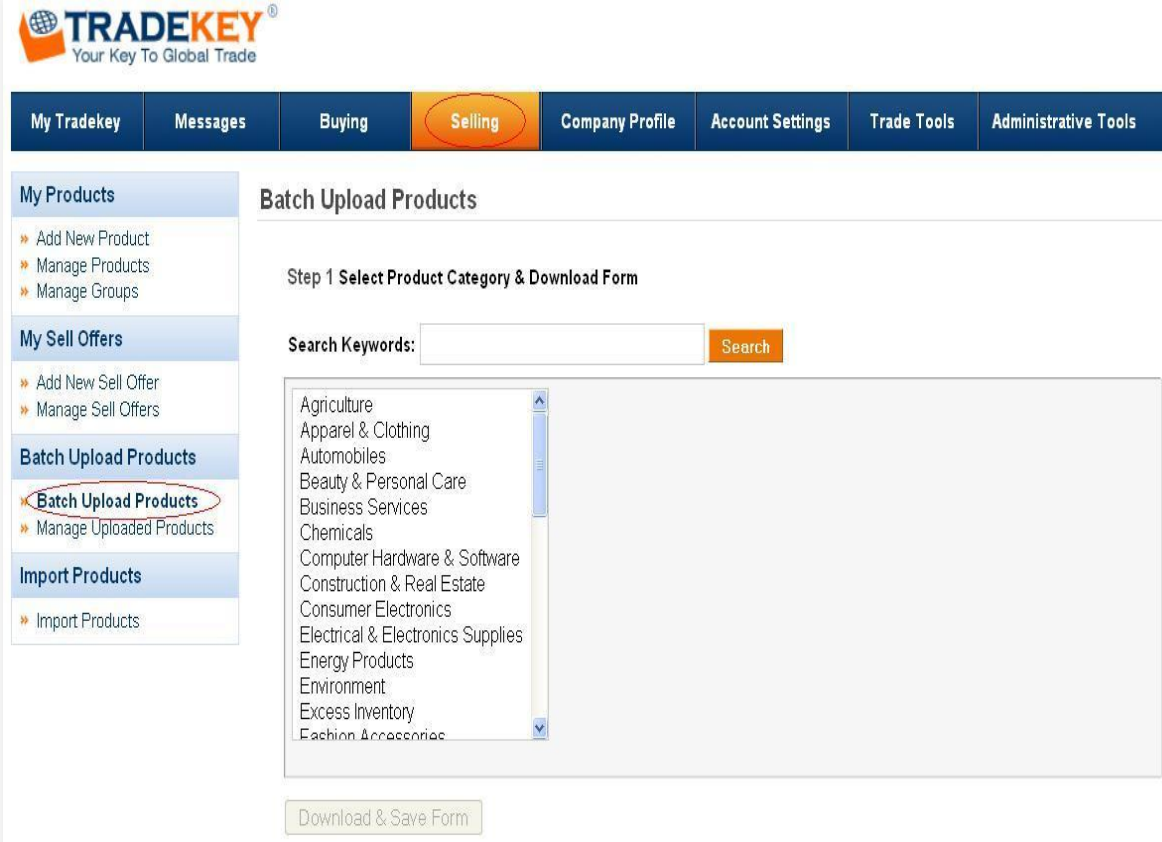
# Batch Upload Products

Through batch upload you can upload your products basic and necessary information in one step.

This feature is very useful in uploading Unlimited Products.

**Note:** Only similar products can be uploaded.

1. Sign in at Tradekey.com
2. Go to Member's Area> Selling
3. Click on Batch Upload Products



The screenshot displays the TradeKey website interface. At the top, the TradeKey logo and tagline 'Your Key To Global Trade' are visible. Below the logo is a navigation menu with tabs for 'My Tradekey', 'Messages', 'Buying', 'Selling' (highlighted), 'Company Profile', 'Account Settings', 'Trade Tools', and 'Administrative Tools'. On the left side, there is a sidebar menu with sections: 'My Products' (Add New Product, Manage Products, Manage Groups), 'My Sell Offers' (Add New Sell Offer, Manage Sell Offers), 'Batch Upload Products' (Batch Upload Products, Manage Uploaded Products), and 'Import Products' (Import Products). The 'Batch Upload Products' option is circled in red. The main content area is titled 'Batch Upload Products' and shows 'Step 1 Select Product Category & Download Form'. It includes a search bar with the text 'Search Keywords:' and a 'Search' button. Below the search bar is a scrollable list of product categories: Agriculture, Apparel & Clothing, Automobiles, Beauty & Personal Care, Business Services, Chemicals, Computer Hardware & Software, Construction & Real Estate, Consumer Electronics, Electrical & Electronics Supplies, Energy Products, Environment, Excess Inventory, and Fashion Accessories. At the bottom of the main content area, there is a 'Download & Save Form' button.

## Batch Upload Product

### Step 1:

Provide a product category keyword or you can select your category manually..

#### Step 1 Select Product Category & Download Form

Search Keywords:

# Batch Upload Product

## Step 2: Add Details Add Product Details to the Form

	A	B	C	D	E
2	Consumer Electronics >> Mobile Phones				
4	Product Name	Model/Article No	Product Keyword	Listing Description	Detailed Description
5	Led TV	12345		Led TV.Led TV	we Sell Led TV
6					
7					
8					

### Mandatory and Optional Fields in Excel Sheet

Excel sheet contains mandatory (RED- Typed in Red ) Fields and optional fields Typed in (Black).

#### **Mandatory Fields**

Product Name  
Model/Article No  
Product Keyword  
Listing Description(Maximum 100 Words)  
Detailed Description(Maximum 300 words )

#### **Optional Fields**

Brand Name  
Type  
Size  
Wide Screen Support  
Display Format  
Use Cabinet Color

# Batch Upload Product

## Step 3

Save the excel sheet , browse and upload it.

**Step 3 Upload Form**

**File name:**

C:\Documents and Set

## Batch Upload Product

After successfully uploading the file you will see the following window

You have successfully uploaded 1 product(s).  
Next Step: Click on Edit and Display, add product image & details, and post it to display.

---

**Manage Bulk Products**

<input type="checkbox"/>	Title	Posted On	Action
<input type="checkbox"/>	Led TV	2012-04-28	Edit and Display

**Next step:** click on *edit and display* to add product image, and post it to display in your products catalogue.

# Manage Uploaded Product

- Manage your batch uploaded products on this page where you can edit and even remove a complete batch with a single click.

# Manage Uploaded Products

In the Batch Upload Products , when you click on ‘ **Manage Uploaded Products** ‘ the ‘ **Manage Bulk Products** ‘ page is displayed.

My Tradekey	Messages	Buying	Selling	Company Profile	Account Settings	Trade Tools																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p><b>My Products</b></p> <ul style="list-style-type: none"> <li>» Add New Product</li> <li>» Manage Products</li> <li>» Manage Groups</li> </ul> <p><b>My Sell Offers</b></p> <ul style="list-style-type: none"> <li>» Add New Sell Offer</li> <li>» Manage Sell Offers</li> </ul> <p><b>Batch Upload Products</b></p> <ul style="list-style-type: none"> <li>» Batch Upload Products</li> <li>» Manage Uploaded Products</li> </ul> </div> <div style="width: 70%;"> <p><b>Manage Bulk Products</b> <span style="float: right;">Total Products: 4</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 75%;">Title</th> <th style="width: 15%;">Posted On</th> <th style="width: 5%;">Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>tr</td> <td>2012-04-05</td> <td>Edit and Display</td> </tr> <tr> <td><input type="checkbox"/></td> <td>y</td> <td>2012-04-05</td> <td>Edit and Display</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ty</td> <td>2012-04-05</td> <td>Edit and Display</td> </tr> <tr> <td><input type="checkbox"/></td> <td>t</td> <td>2012-04-05</td> <td>Edit and Display</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Remove"/></p> </div> </div>								Title	Posted On	Action	<input type="checkbox"/>	tr	2012-04-05	Edit and Display	<input type="checkbox"/>	y	2012-04-05	Edit and Display	<input type="checkbox"/>	ty	2012-04-05	Edit and Display	<input type="checkbox"/>	t	2012-04-05	Edit and Display
	Title	Posted On	Action																							
<input type="checkbox"/>	tr	2012-04-05	Edit and Display																							
<input type="checkbox"/>	y	2012-04-05	Edit and Display																							
<input type="checkbox"/>	ty	2012-04-05	Edit and Display																							
<input type="checkbox"/>	t	2012-04-05	Edit and Display																							

**Remove:**

If you wish to delete your product batch, place the check on the product’s checkbox and click on “Remove”

**Edit & Display:**

Click on Edit and Display to edit more details to the product, add image and format texts for each products individually and add in it product catalogue after hitting “Submit”

# Import Products

- Import product is a time saving feature which allows you to directly import your products posted on Alibaba or Made in China websites. Simply enter the URL of your product page and this feature will import and add products on your Tradekey Account in **My Products** Section.

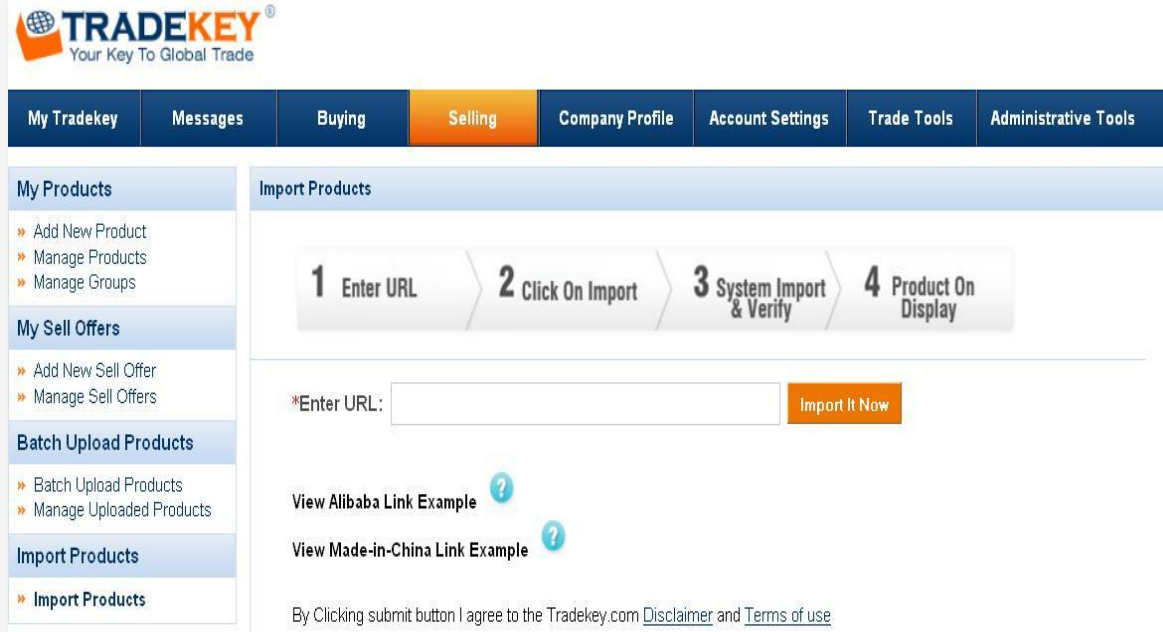




# Import Products

Sign in at Tradekey.com  
Go to Member's Area>Selling

1. Click on Import Products
2. Enter URL
3. Click on Import
4. System will import and verify the link
5. Products will be displayed



The screenshot shows the TradeKey user interface for importing products. At the top, the TradeKey logo and tagline 'Your Key To Global Trade' are visible. Below the logo is a navigation bar with tabs for 'My Tradekey', 'Messages', 'Buying', 'Selling' (highlighted), 'Company Profile', 'Account Settings', 'Trade Tools', and 'Administrative Tools'. The main content area is titled 'Import Products' and features a four-step process flow: 1. Enter URL, 2. Click On Import, 3. System Import & Verify, and 4. Product On Display. Below the flow is a form with a text input field labeled '\*Enter URL:' and an orange 'Import It Now' button. There are also two links with question marks: 'View Alibaba Link Example' and 'View Made-in-China Link Example'. At the bottom, a small disclaimer reads: 'By Clicking submit button I agree to the Tradekey.com Disclaimer and Terms of use'.



You can view the example of the Product links on the mouse over to

**View Alibaba Link Example** ?

**View Made-in-China Link Example**

By Clicking submit button I agree to th

**GoldSuppliers:**

[http://\\*\\*\\*\\*\\*.en.alibaba.com/](http://*****.en.alibaba.com/)  
[http://\\*\\*\\*\\*\\*.en.alibaba.com/productlist.html](http://*****.en.alibaba.com/productlist.html)

**Free Members:**

[http://www.alibaba.com/member/\\*\\*\\*\\*\\*.html](http://www.alibaba.com/member/*****.html)  
[http://www.alibaba.com/member/\\*\\*\\*\\*\\*/productlist.html](http://www.alibaba.com/member/*****/productlist.html)

[Home](#) | [Sell Offers](#) | [Buyers](#) | [Products](#) | [Companies](#) | [Trade Alerts](#) | [Premium Services](#)

**View Alibaba Link Example** ?

**View Made-in-China Link Example** ?

By Clicking submit button I agree to the Trad

**Made-in-china Free Members:**

[http://www.made-in-china.com/showroom/\\*\\*\\*\\*\\*.html](http://www.made-in-china.com/showroom/*****.html)  
[http://www.made-in-china.com/showroom/\\*\\*\\*\\*\\*/product-list/catalog-1.html](http://www.made-in-china.com/showroom/*****/product-list/catalog-1.html)  
[http://www.made-in-china.com/showroom/\\*\\*\\*\\*\\*/products/index.html](http://www.made-in-china.com/showroom/*****/products/index.html)  
[http://www.made-in-china.com/showroom/\\*\\*\\*\\*\\*/companyinfo/companyname.html](http://www.made-in-china.com/showroom/*****/companyinfo/companyname.html)

**Made-in-china Paid Members:**

[http://\\*\\*\\*\\*\\*.en.made-in-china.com/product-list-1.html](http://*****.en.made-in-china.com/product-list-1.html)  
[http://\\*\\*\\*\\*\\*.en.made-in-china.com/product/EqKxzWHbbdVA/China-Top-Fashion-Designer-Boot-New-Stylish-Boots-B120308-41-.html](http://*****.en.made-in-china.com/product/EqKxzWHbbdVA/China-Top-Fashion-Designer-Boot-New-Stylish-Boots-B120308-41-.html)

[Home](#) | [Sell Offers](#) | [Buyers](#) | [Products](#) | [Trade Shows](#) | [Canton Fair](#) | [Community](#) | [Contact Us](#) | [Advertise](#)

**Hot Products:** [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#)

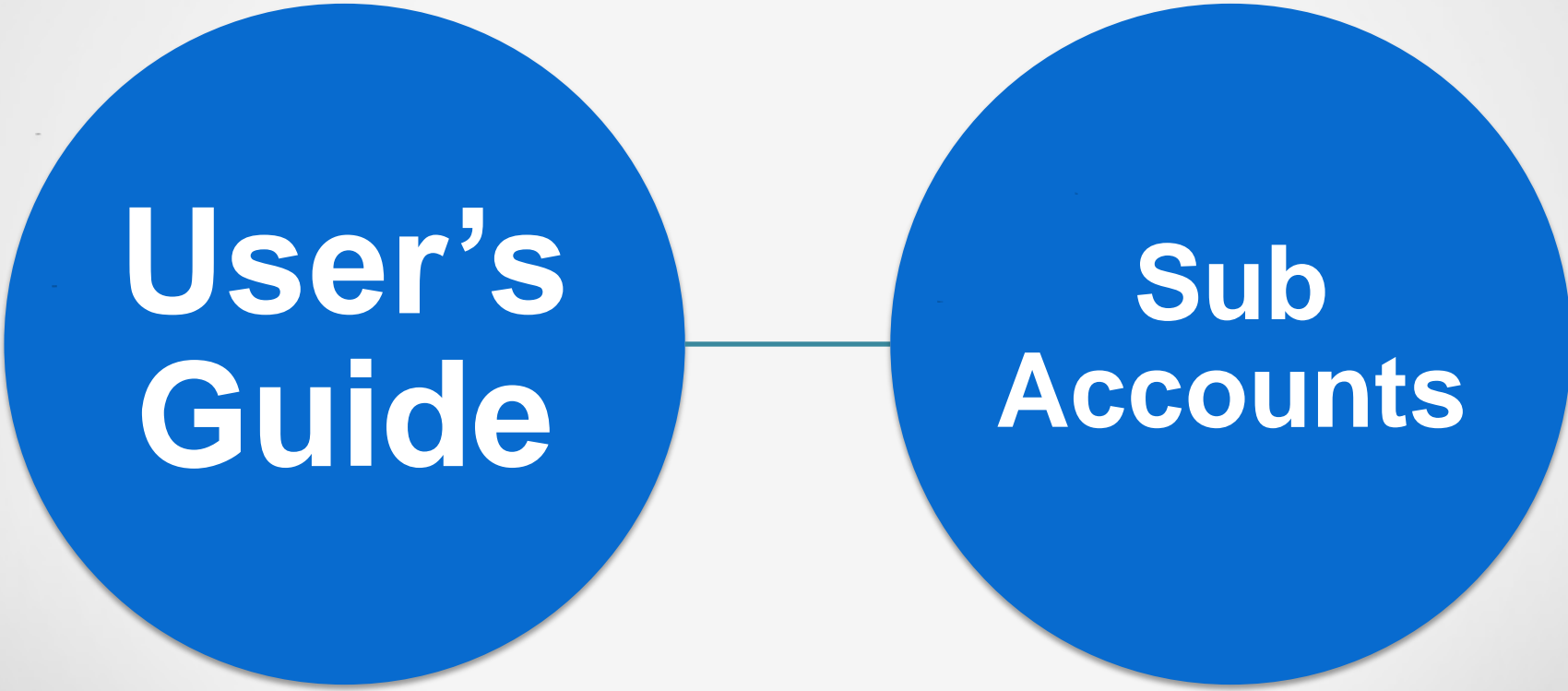
**Step 1:** Enter URL

**Step 2:** Click on Import tab

**Step 3:** System will import and verify

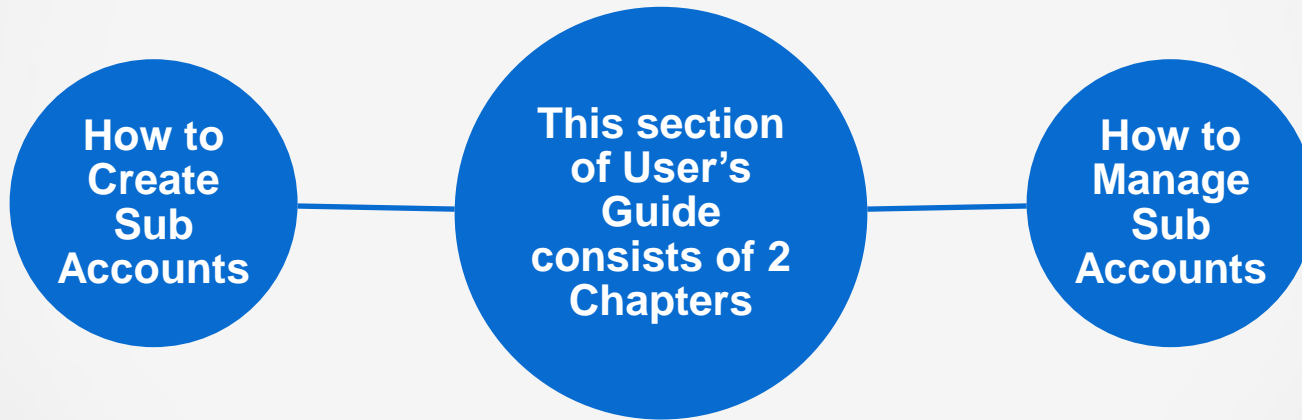
**Step 4:** Product will be displayed

**Note:** you can extract information from Alibaba product page link and/or Made-in-China product page link



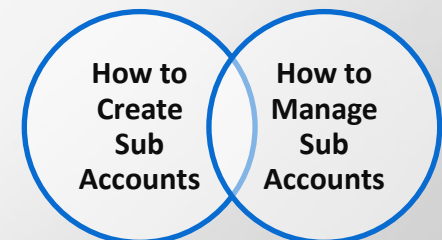
**User's  
Guide**

**Sub  
Accounts**



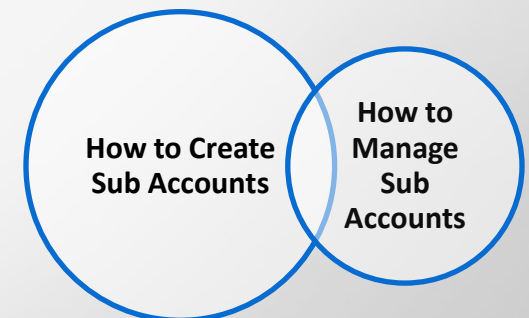
# Table of Content

Sub-Accounts	
	<a href="#"><u>How to Create Sub-Accounts</u></a>
	<a href="#"><u>Add New Sub Accounts</u></a>
	<a href="#"><u>Assign Rights to Sub Accounts</u></a>
	<a href="#"><u>Manage Sub Account</u></a>
	<a href="#"><u>Transfer Unassigned Offers</u></a>
	<a href="#"><u>View Account Activity</u></a>
	<a href="#"><u>Account Ownership Details</u></a>
	<a href="#"><u>Edit /Delete/Disable/Enable</u></a>



# Sub Accounts

Sub Account is an effective **Management tool** , where as **Parent** Account you can delegate tasks , while keeping an eye on the Sub Account activities, assigning rights and responsibilities as per the expertise and experience of your Sub Account Holders.



## How to Create Sub Accounts ?

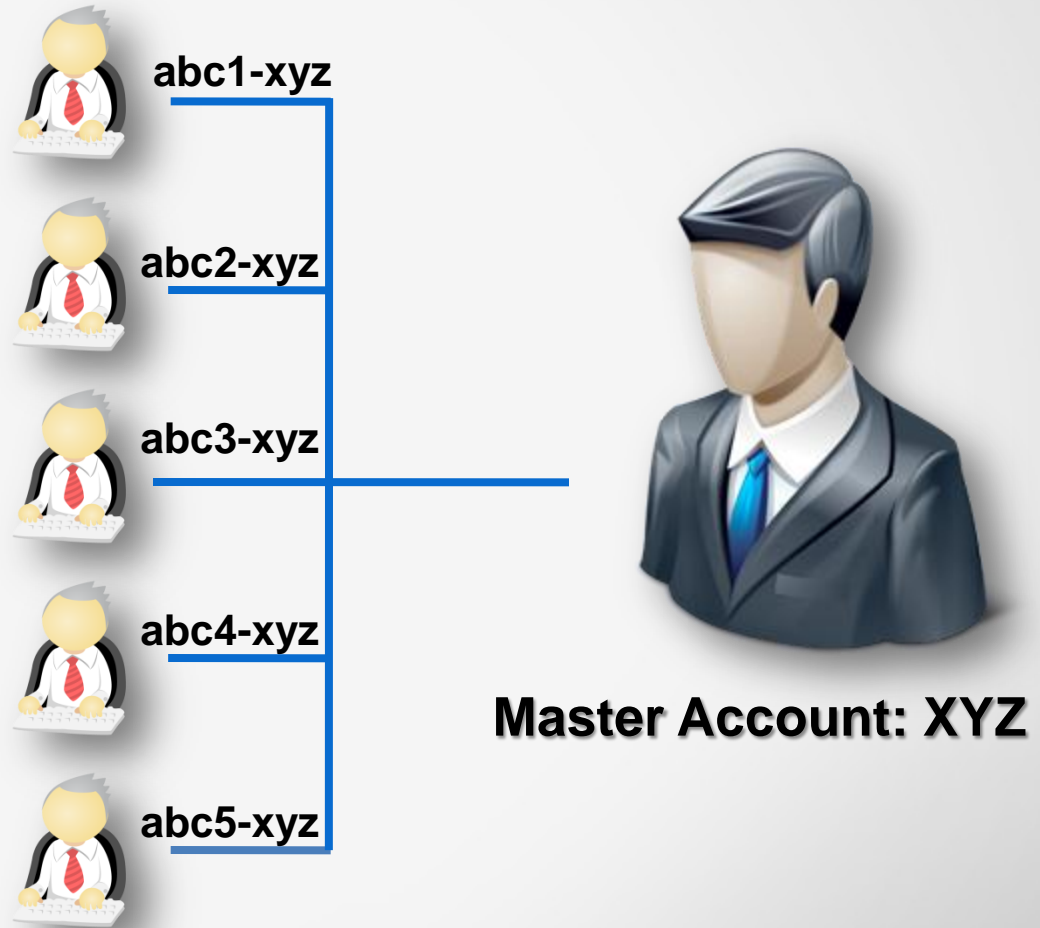
- **Step 1** Go to Tradekey.com Member's Area>Trade Tools>Subaccounts>Manage Subaccounts
- **Step 2** On this page you will find Add Sub Accounts , click on it. Now you can create sub accounts with limited rights feature.
- **Step 3-A** Provide User Name, Email and password for all accounts.
- **Step 3-B** In the user right section place check in the check boxes the specific right you wish to assign to each user account.

*Once the sub accounts are created , being Parent account holder you can effectively monitor all activities of your sub accounts .*

## Names of Sub Account Ids

Sub Account user name will be created by a master account

Example : If a master account “xyz” provide 5 Sub Account Names abc1,abc2,abc3,abc4,abc5, the Sub Account names generated would be “**abc1-xyz**“, “**abc2-xyz**“, “**abc3-xyz**“, “**abc4-xyz**“, “**abc5-xyz**“,





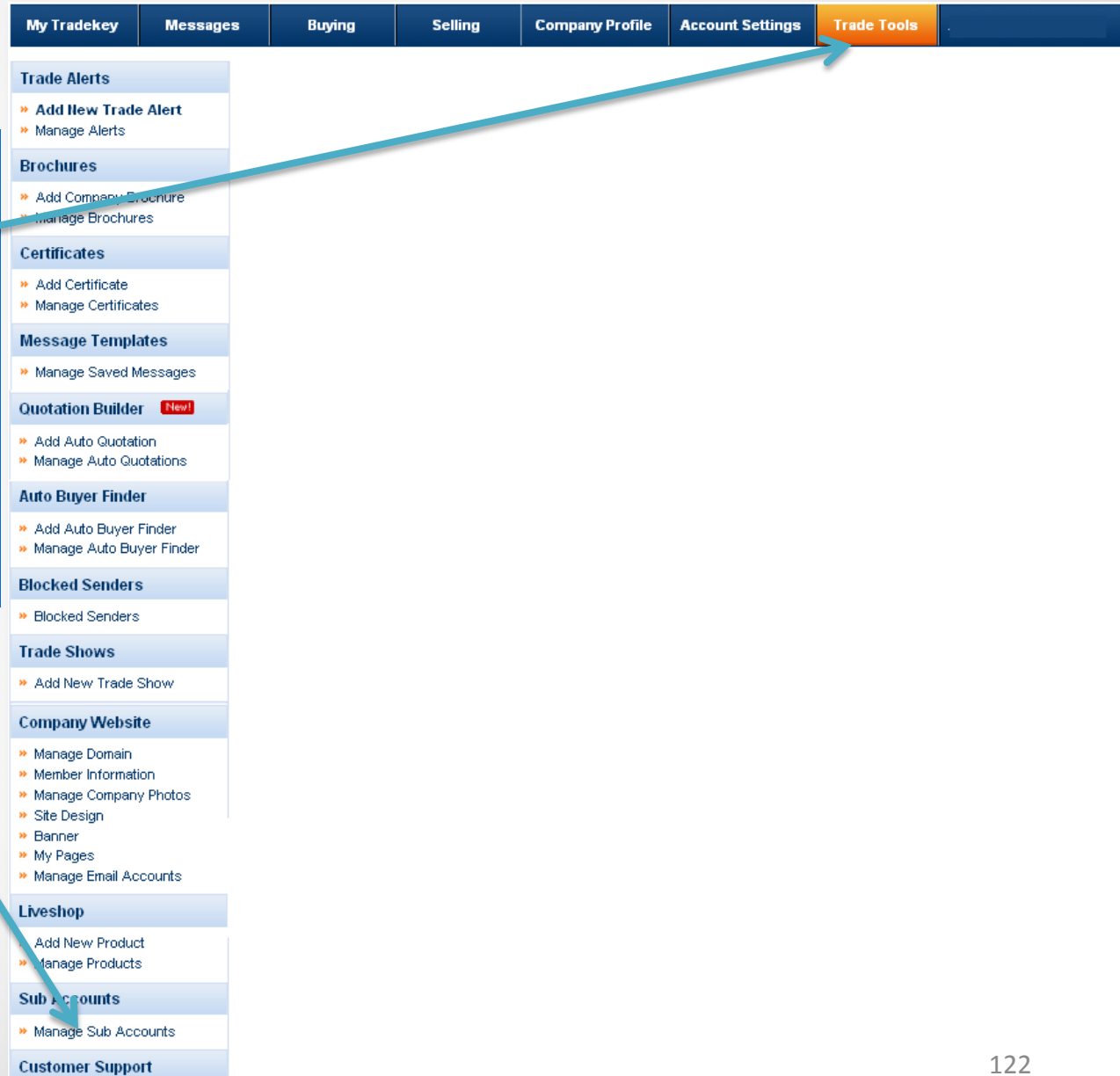
# Create Sub Account

## Step 1

Go to Tradekey.com Members Area

In the Top Bar, click on **Trade Tools**  
On the vertical column on the left hand side you will find Sub Accounts. Click on it.

There is **Manage Sub Accounts** option below Sub Accounts . Click on it.



The screenshot displays the TradeKey website's navigation menu. The top bar contains the following tabs: My Tradekey, Messages, Buying, Selling, Company Profile, Account Settings, Trade Tools, and a final empty tab. The 'Trade Tools' tab is highlighted in orange. Below the top bar is a vertical column of menu items, each with a sub-menu list:

- Trade Alerts**
  - » Add New Trade Alert
  - » Manage Alerts
- Brochures**
  - » Add Company Brochure
  - » Manage Brochures
- Certificates**
  - » Add Certificate
  - » Manage Certificates
- Message Templates**
  - » Manage Saved Messages
- Quotation Builder** New!
  - » Add Auto Quotation
  - » Manage Auto Quotations
- Auto Buyer Finder**
  - » Add Auto Buyer Finder
  - » Manage Auto Buyer Finder
- Blocked Senders**
  - » Blocked Senders
- Trade Shows**
  - » Add New Trade Show
- Company Website**
  - » Manage Domain
  - » Member Information
  - » Manage Company Photos
  - » Site Design
  - » Banner
  - » My Pages
  - » Manage Email Accounts
- Liveshop**
  - » Add New Product
  - » Manage Products
- Sub Accounts**
  - » Manage Sub Accounts
- Customer Support**

Two blue arrows are overlaid on the image: one points from the 'Trade Tools' tab in the top bar to the 'Sub Accounts' menu item, and another points from the 'Manage Sub Accounts' sub-menu item to the 'Sub Accounts' menu item.

# Create Sub Account

## Step 2

On this page you will find Add Sub Accounts , click on it.  
Now you can create sub accounts with limited rights feature.

### Add New Sub Account

#### \* Required Information

\*Username:

\*Email:

\*Password:

## Create Sub Account Step 3- A

Provide User Name, Email and Password for a Sub account.

### Add New Sub Account

#### \* Required Information

\*Username:

abc1

\*Email:

abc1@supertrader.com

\*Password:

●●●●●●●●

# Create Sub Account

## 3-B User Access Rights

In the user right section place check in the check boxes the specific rights you wish to assign to each user account

User Access Rights			
Module	Maximum Allowed	Used	Description
<input checked="" type="checkbox"/> Sell Offer	5		Manage Sell offers
<input checked="" type="checkbox"/> Buy Offer	3		Manage Buyoffers
<input checked="" type="checkbox"/> Product	2		Manage Products, Product Groups
<input checked="" type="checkbox"/> Company Profile			Manage Company Profile
<input checked="" type="checkbox"/> Message Center	<input checked="" type="checkbox"/>	View All	View Inquiries, Quotations and chats, if checked sub account can view all inquiries otherwise only his own

### Sell Offer , Buy Offers and Product

Tick the checkbox to enable the Sub Account Holder to post , modify , delete, update on assigned **Sell offers, Buy Offers** and **Product**.

**NOTE:** The products can be posted , modified and deleted before they are optimized. Once the products are optimized they will be locked. In order to modify the product after optimization kindly contact your KAM.

### Company Profile

Tick the checkbox to enable the subaccount holder to update and change any information except company name, key products & services.

### Message Center

Here you have 3 options,

#### 1. Tick Message Center Checkbox:

Limit the sub account to only view inquiries / quotation received on his posted product/sell offered.

#### 2. Tick View All Check box:

Now this sub account can view all inquiries in the message center.

#### 3. No Tick:

If both checkboxes are left empty, the sub account holder will not be able to view any inquiry or quotation or chat history at all.

# Create Sub Account User Access Rights

## New Contacts :

If the New Contacts checkbox is ticked, the Sub Account can **send** new inquiries, quotations and reply to those inquiries.

## Trade Alerts :

If the Trade Alerts checkbox is ticked, all Trade Alerts can be viewed and edited by Sub Account.

## Trade Shows :

Tick the checkbox to enable the Sub account holder to submit Tradeshows on <http://tradeshow.tradekey.com/>

## Trade Mate Account :

By placing a check in the check box , Trade Mate Account can be activated and can be used by Sub Account Holder.

<input type="checkbox"/>	New Contacts		Send New Inquiries and Quotations, and reply
<input checked="" type="checkbox"/>	Trade Alert	20	Manage TradeAlerts
<input type="checkbox"/>	Trade Shows		Tradeshow Submission
<input type="checkbox"/>	TradeMate Account		Instant Messenger Account Setup
<input type="checkbox"/>	Show All		If checked sub account can view all Product and sell offer otherwise only his own

**Create Sub Account**

**“Show All”** , The sub-account holder gets access to view all products and sell offer just like the Master Account.

Finally, click **Create Sub Account** after all access rights are assigned.

# Manage Sub Accounts



# Manage Sub Accounts

After the creation of Sub Accounts all credentials will be displayed

## Manage Sub Accounts.

From here you can view the following options,

- I. User Name
- II. Last Login Date
- III. Access Rights
- IV. Action

Sub Accounts			Allowed: 5 Used: 1
User Name	Last Login	Access Rights	Action
newone-babar.gk	2012-03-02 12:00:47	Sell Offer Buy Offer Product Message Center	Transfer Unassigned Offers View Account Activity Account Ownership Details Edit Disable Delete

# Activities to Manage Sub-Accounts

**Master Account/Parent Account can perform following actions in order to manage Sub-Accounts.**

[Transfer Unassigned Offers](#)

[View Account Activity](#)

[Account Ownership Details](#)

[Edit](#)

[Disable](#)

[Delete](#)



# Transfer Unassigned Offers

## Step 1

By clicking on “**Transfer Unassigned Offers**”, parent account can transfer the ownership of selected activity (**Unassigned offers only**) to the Sub-account holder.

Select your respective offers from ‘**Sub Account Activity**’

Select Sub Account Activity in the Drop Down Menu either **Sell Offer**, **Buy Offer**, **Product** or **Trade Alert** and click on Submit to see the list of unassigned offers as shown in the image.

**Owner Account Activities Search**

**Sub Account Activity**   Total Count : 17

**Record Type : Buy Offer**

**Entity ID:**

Entity ID	Activity Type	Ownership
We are the famous wholesaler of shoesrice test ipod nokia shoesrice test ipod nokia shoes	Buy Offer	<input type="text" value="select"/>
add RFQ for testing	Buy Offer	<input type="text" value="select"/>
RFQ new one	Buy Offer	<input type="text" value="select"/>
nike shoes	Buy Offer	<input type="text" value="select"/>
buy sport shoes 123	Buy Offer	<input type="text" value="select"/>
add rfq buyoffer	Buy Offer	<input type="text" value="select"/>
new rfq	Buy Offer	<input type="text" value="select"/>
rfq for disapprove	Buy Offer	<input type="text" value="select"/>
rfq for approve	Buy Offer	<input type="text" value="select"/>
nike shoes new	Buy Offer	<input type="text" value="select"/>
rfq new wali	Buy Offer	<input type="text" value="select"/>
shoes sb2	Buy Offer	<input type="text" value="select"/>
shoes2 sb2	Buy Offer	<input type="text" value="select"/>
sell sports shoes	Buy Offer	<input type="text" value="select"/>
rfq premium sell shoes	Buy Offer	<input type="text" value="select"/>
sports shoes shoes	Buy Offer	<input type="text" value="select"/>
shoes shoes nike	Buy Offer	<input type="text" value="select"/>

130

# Transfer Unassigned Offers

## Step2

[Back to Manage Sub Accounts](#)

### Owner Account Activities Search

Sub Account Activity

Total Count : 15

Record Type : Sell Offer

Entity ID:

Entity Type:

Ownership:

steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton

Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer  
Sell Offer

In the 'Ownership' drop down menu, you can select the "sub-account" you would like to Transfer the offers.

After Clicking "Submit" all the selected offers will be assigned to respective sub-accounts.

metal iron cotton  
metal iron cotton  
metal iron nike  
seloffer ki batain  
steel metal iron cotton  
steel metal iron cotton  
steel metal iron cotton

# View Sub Account Activity

After clicking on "View Account Activity", you can select the Sub Account User and review the accounts performed activity with Dates and Time.

**Sub Account Activities Search**

Sub Account:

Sub Account Activity:

**Activity by user**

Activity Performed:	Date:
2 Inquiries/quotations/replies deleted	2010-11-27 12:53:36
10 Inquiries/quotations/replies deleted	2010-11-27 12:53:21
4 Inquiries/quotations/replies deleted	2010-11-27 12:52:47
1 Inquiries/quotations/replies deleted	2010-11-27 12:52:21
4 Inquiries/quotations/replies deleted	2010-11-27 11:30:00
Tradealert updated	2010-11-24 10:58:15
Tradealert updated	2010-11-24 10:58:15
Tradealert updated	2010-11-08 11:18:44
Tradealert added	2010-11-08 10:39:11
Tradealert deleted	2010-11-05 18:01:41
Tradeshows submitted	2010-11-05 12:29:13
Reply for an inquiry deleted	2010-11-05 12:17:21
Reply for an inquiry deleted	2010-11-05 12:17:02
Reply for a quotation deleted	2010-11-05 12:16:33
Quotation deleted	2010-11-05 12:16:24
Inquiry for profile deleted	2010-11-05 12:15:11
Inquiry for profile deleted	2010-11-05 12:14:53
Inquiry for Sell offer deleted	2010-11-05 12:14:25
Inquiry for product deleted	2010-11-05 12:14:25
Member Spam marked	2010-11-05 11:41:57

As Parent Account holder, you can select and view all the activities performed by **Sub Account** & can effectively monitor **Sub-Account Activities** by your Sub Accounts with Dates & Time Respectively

1- Select Sub Account  
2- Sub account activity  
3- Click Submit

All the activities will be displayed with date & time

# Account Ownership Details

By clicking on “**Account ownership details**”, parent account can transfer the posted offers of one sub account to another sub account.

Just select the **sub account** from which you want to transfer the offer’s ownership.

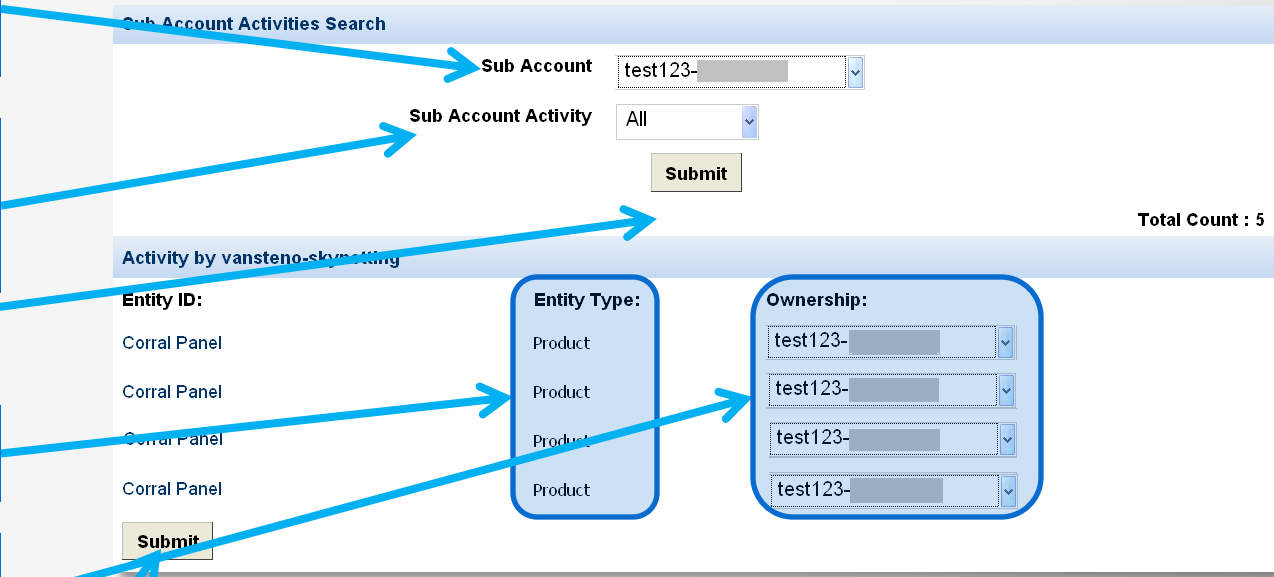
Select the offer type which you want to transfer from sub account activity (**Product, Sell offer, buy Offer or Trade Alerts**).

Click **Submit**

All the respective offers of the selected **Sub-Account** will be displayed below.

Select the **sub account** which you want to transfer the offer under ownership Column Through Drop Down.

Click **Submit** & the selected offers will be Transferred to the new sub account



The screenshot shows the 'Sub Account Activities Search' interface. At the top, there is a search bar with a 'Sub Account' dropdown menu set to 'test123-' and a 'Sub Account Activity' dropdown menu set to 'All'. A 'Submit' button is located below these dropdowns. Below the search bar, the results are displayed under the heading 'Activity by vansteno-sloymtting'. The results are organized into three columns: 'Entity ID', 'Entity Type', and 'Ownership'. The 'Entity ID' column contains four entries, each labeled 'Corral Panel'. The 'Entity Type' column contains four entries, each labeled 'Product'. The 'Ownership' column contains four entries, each labeled 'test123-' with a dropdown arrow. A 'Total Count : 5' is displayed on the right side of the results area. A 'Submit' button is located at the bottom of the results area. Blue arrows point from the text boxes on the left to the corresponding elements in the interface: the 'Sub Account' dropdown, the 'Sub Account Activity' dropdown, the 'Entity Type' column, the 'Ownership' column, and the 'Submit' button at the bottom.

# Edit Sub Account

As Parent Account Click on “Edit”, to change the Sub Accounts password and access rights.

Add New Sub Account

Sub Accounts			
User Name	Last Login	Access Rights	Action
sheeble-babar.gk		Sell Offer Buy Offer Product Company Profile Message Center New Contacts Trade Alert Trade Shows TradeMate Account Show All	Transfer Unassigned Offers View Account Activity Account Ownership Details <b>Edit</b> Disable Delete

Allowed: 5 Used: 2

Change the Sub Account Password here

Edit Sub Account

Username: newone-babar.gk

Email:

Password:

Tick the particular check box to grant sub account rights to access

- User Access Rights
- | Module   | Maximum Allowed                     | Used     | Description  |
|--|-------------------------------------|----------|--|
| <input checked="" type="checkbox"/> Sell Offer     | <input type="text" value="1"/>      | 0        | Manage Sell offers   |
| <input checked="" type="checkbox"/> Buy Offer      | <input type="text" value="1"/>      | 0        | Manage Buyoffers   |
| <input checked="" type="checkbox"/> Product        | <input type="text" value="5"/>      | 0        | Manage Products, Product Groups  |
| <input type="checkbox"/> Company Profile           |                                     |          | Manage Company Profile   |
| <input checked="" type="checkbox"/> Message Center | <input checked="" type="checkbox"/> | View All | View Inquiries, Quotations and chats, if checked sub account view all inquiries otherwise only his own |
| <input type="checkbox"/> New Contacts              |                                     |          | Send New Inquiries and Quotations, and reply   |
| <input type="checkbox"/> Trade Alert               |                                     |          | Manage TradeAlerts   |
| <input type="checkbox"/> Trade Shows               |                                     |          | Tradeshow Submission   |
| <input type="checkbox"/> TradeMate Account         |                                     |          | Instant Messenger Account Setup  |
| <input type="checkbox"/> Show All                  |                                     |          | If checked sub account can view all Product and sell offer otherwise only his own                      |

Enter the **limit** to rights of which you grant access to the subaccount. Leave blank for maximum limit.

Click update sub accounts to save and apply the changes.

**Update Sub Accounts**

# Disable Sub Account

By clicking on “Disable” at Action field, parent account can disable any Sub Account.

Add New Sub Account

Sub Accounts				Allowed: 5 Used: 1
User Name	Last Login	Access Rights	Action	
tang-shao1983	2012-05-09 09:03:57	Sell Offer Product	Transfer Unassigned Offers View Account Activity Account Ownership Details Edit <b>Disable</b> Delete	

After disabling the Account message will be displayed and the “Enable” Feature will Viewed, so parent user can enable the account again.

Sub Accounts				Allowed: 5 Used: 2
User Name	Last Login	Access Rights	Action	
subaccount3-babar.gk	2012-02-22 09:15:41	Sell Offer Buy Offer Product Company Profile Message Center New Contacts Trade Alert Trade Shows	Transfer Unassigned Offers View Account Activity Account Ownership Details Edit <b>Enable</b> Delete	

# Delete Sub Account

Parent Account can Click “Delete” to remove the subaccount.


Add New Sub Account

Sub Accounts				Allowed: 5 Used: 1
User Name	Last Login	Access Rights	Action	
tang-shao1983	2012-05-09 09:03:57	Sell Offer Product	Transfer Unassigned Offers View Account Activity Account Ownership Details Edit Disable Delete	

Add New Sub Account

Sub Accounts				Allowed: 5 Used: 1
User Name	Last Login	Access Rights	Action	
newone-babar.gk	2012-03-02 12:00:47	Sell Offer Buy Offer Product Message Center	Transfer Unassigned Offers View Account Activity Account Ownership Details Edit Enable Delete	

The page at http://d9.dev.pk says:

 Do you want to delete this sub account?

OK Cancel

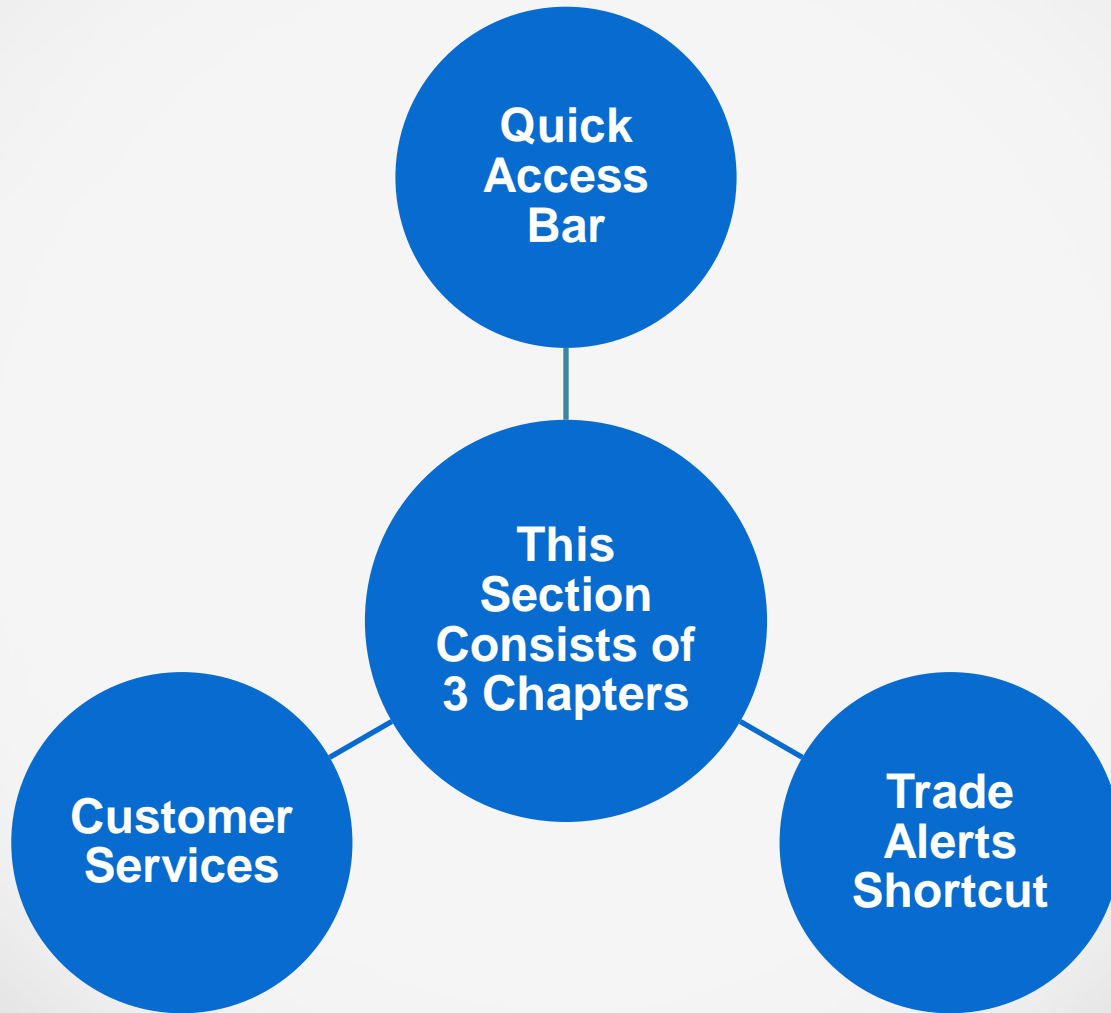
Trade Key | Premium Services  
[Manufacturer Directory](#) | [Exporter Directory](#)

**User's  
Guide**

**Advanced  
Tips**







## Table of Content

Advance Tips	
	<a href="#">Quick Access</a>
	<a href="#">Trade Alerts Short Cut</a>
	<a href="#">Customer Services</a>

## Advanced Tips

- Few advanced tips to make your online business experience on Tradekey simpler.

# Quick Access Bar

# Quick Access

You will see Quick Access on the left hand side.

## Quick Access

- » Check New Messages
- » Add New Product
- » Add Batch Upload New!
- » Import Products New!
- » Add New Sell Offer
- » Add New Buy Offer
- » Add New Trade Alert
- » Customer Support

My Tradekey
Messages
Buying
Selling
Company Profile
Account Settings
Trade Tools
Administrative Tools

**Account Status**  

Your Profile is 17% Completed

Why do this? [Learn More](#)

**Quick Access**

- » Check New Messages
- » Add New Product
- » Add Batch Upload New!
- » Import Products New!
- » Add New Sell Offer
- » Add New Buy Offer
- » Add New Trade Alert
- » Customer Support

**Invite your friends**

**Request for Quotation**  

To receive detailed and accurate quotations from suppliers matched by our Trade Experts.

[Click Here](#)

Are you looking for Reliable Suppliers? Just Tell us your Sourcing Need, and our Trade Experts help you match the right suppliers. **Post Your RFQ Now !**

**Posting Status**

Products	1 / 10	<div style="width: 10%;"></div>
Sell Offers	1 / 20	<div style="width: 5%;"></div>
Trade Alerts	3 / 20	<div style="width: 15%;"></div>
Profile	8 %	<div style="width: 8%;"></div>
Account	66 %	<div style="width: 66%;"></div>
Trust Points	0 %	<div style="width: 0%;"></div>
Reviews	0 %	<div style="width: 0%;"></div>

**Message Status**

You have total **0** Message(s)  
You have **0** unread Message(s)

You have **0** unread Chat(s) in **Trade Mate**

**Customer Services**

Get in touch with your account manager!

**Customer Service Assistant**

+92-21-111-111-539

[support@tradekey.com](mailto:support@tradekey.com)

[New Ticket](#)   [Ticket History](#)

Have a question?  
Get Help Online!

**Live Support**  
**ONLINE**

**My Status**

**Free Member**

Tradekey

Expiry Date: Unlimited

**Company Profile**

- » View Company Profile
- » Edit Company Profile

**Special Products**

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## Quick Access

**Quick Access** are shortcuts ,where you can go to your desired web page directly.

With '**Check New Messages**: You can view messages in your message center inbox.

**Add New Product**: You can directly go to add new product page.

**Add Batch Upload** : Through batch upload you can upload your products basic and necessary information at once. This feature is very useful in uploading Unlimited Products.

**Import Products**: Click here to directly Go to Import product page and import your products from Alibaba and Made in China Website.

**Add New Sell Offer** : Click on Add New Sell Offer to directly go to Add new Sell Offer Page.

**Add New Buy Offer**: Click on Add New Buy Offer to post buy offer for products you want to buy from Tradekey suppliers.

**Add New Trade Alert**: To set Trade Alerts click on the link

**Customer Support** : Ask for customer service or send Ticket.

### Quick Access

» Check New Messages

» Add New Product

» Add Batch Upload **New!**

» Import Products **New!**

» Add New Sell Offer

» Add New Buy Offer

» Add New Trade Alert

» Customer Support

# Trade Alerts Shortcut



# Trade Alerts Short Cut

- Go to My Tradekey.
- You can also access Trade Alerts from here.
- You can check the Trade Alerts set and the Trade Alerts remaining.
- Click on View More to check Trade Alerts by Keyword, Category, Country and Content Group .
- You can select the format HTML or Text,
- You can select the Frequency , Daily or Weekly.
- You can Add new Trade Alert or Delete it .



**Trade Alerts**

Trade Alerts Set: **50**  
Remaining: **50**

Everolimus,  
Epothilone B,  
Bimatoprost

[View More](#)

To receive detailed and accurate quotations from suppliers matched by our Trade Experts. [Click Here](#)

**TradeMate**  
TradeMate is free for all tradekey Members.

Sender	Subject	Date
Fuzhou Xinyuanron...	Quotation About leather sandal with t...	09 Dec 2012
Inshoppingmall007...	Quotation About leather sandal with t...	08 Dec 2012
SAMBO RUBBER CO,...	Quotation About leather sandal with t...	22 Nov 2012
Hebei Jinjiu Rubb...	Quotation About leather sandal with t...	22 Nov 2012
Shijiazhuanghuany...	Quotation About leather sandal with t...	13 Nov 2012

**My Status**  
Free Member  
Imagination limited  
Expiry Date: Unlimited

**Company Profile**  
» View Company Profile  
» Edit Company Profile

**TRADEKEY**  
Your Key To Global Trade

**No to Counterfeiting**  
Encourage Qualitative, Artistic and Innovative Work

**Trade Alerts**  
Trade Alerts Set 18  
Remaining: 2  
refrigerant,  
refrigerant 134a,  
refrigerant gases  
[View More](#)

# Customer Service

# Customer Services

Your Customer Care is there to resolve your queries and concerns .

Get connected with your customer care through MSN, Mobile No , Email .

Also send new Ticket and also check its History.

### Customer Services

Get in touch with your account manager!

 **Ismail Bangee**

 **raqureshi@dev.tradekey.com.pk**

 **+92-21-111-111-539**

 **customercare@tradekey.com**

[New Ticket](#)      [Ticket History](#)

### New Ticket

Thank you for your interest in TradeKey.com. Our team of Customer Service Specialists will be more than happy to help you.

**\*Required Information**

**\*Subject:**

**\*Message:**

**Attachment:**

**\*Confirm Text**  **a g c y** 

Please type in the text shown above.

for further information, how to best use your tradekey membership contact our customer support today at [customer care@tradekey.com](mailto:customer care@tradekey.com)

Also view the Other learning videos on TradeKey Messages Page, Company Profile, Selling Page, Trade Tools Page and Advanced Tips.