

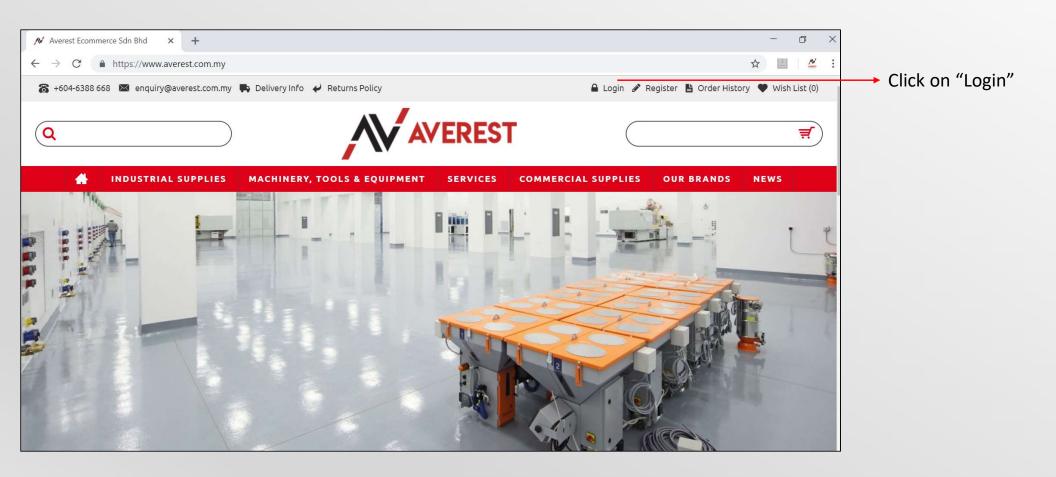
Product Upload Tutorial

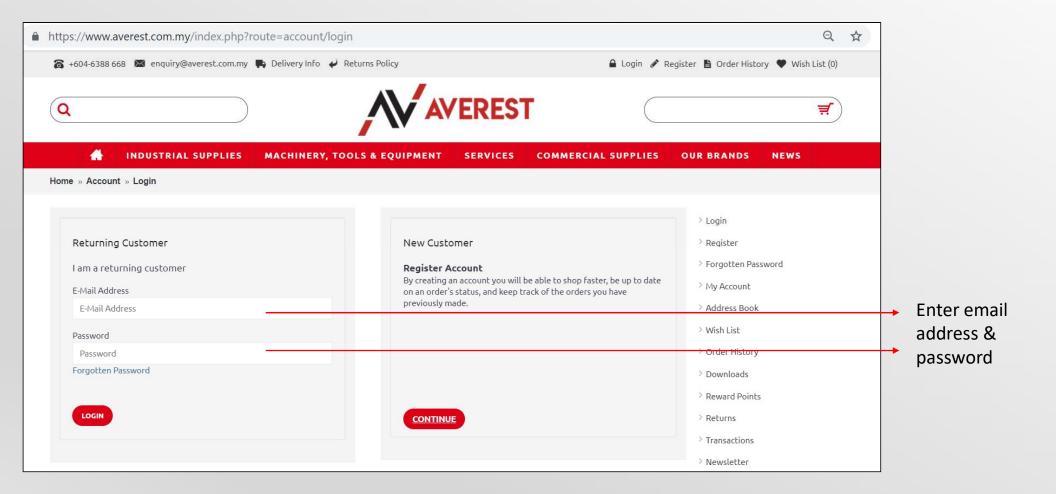
Request for Quote (RFQ) Product

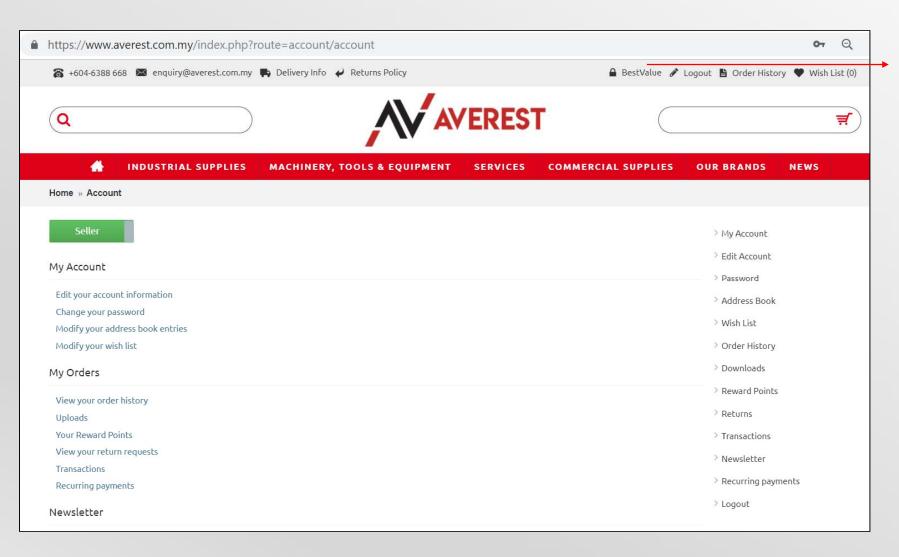
Example of RFQ Product





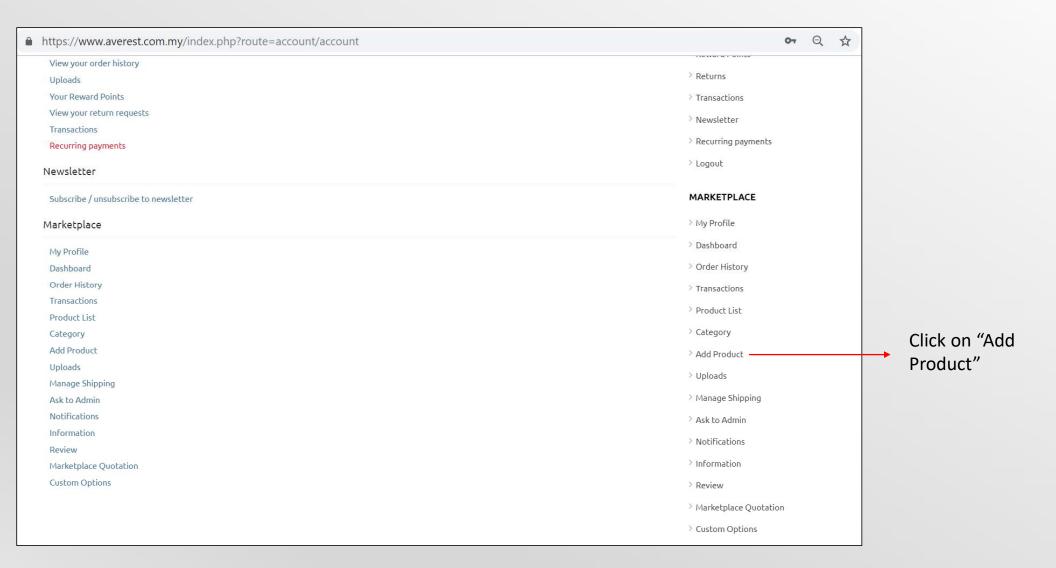


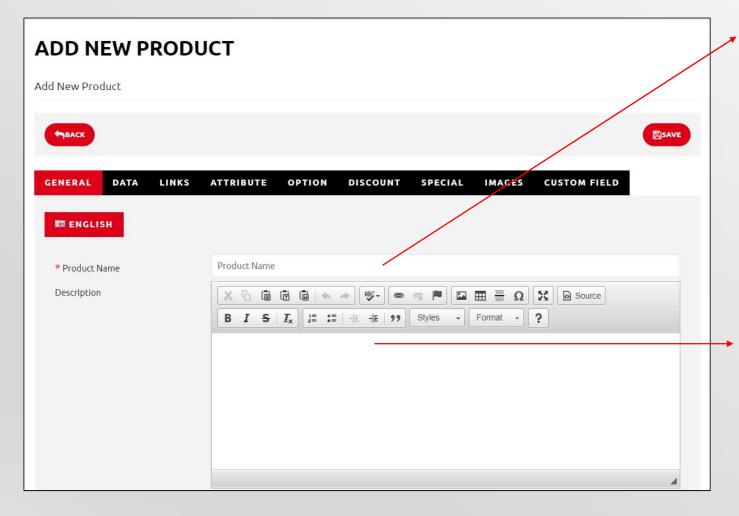




Click on your username here

This page will display all your admin features





Product Name should contain Brand, Product Type, Purpose of the Product and Model Number.

Example

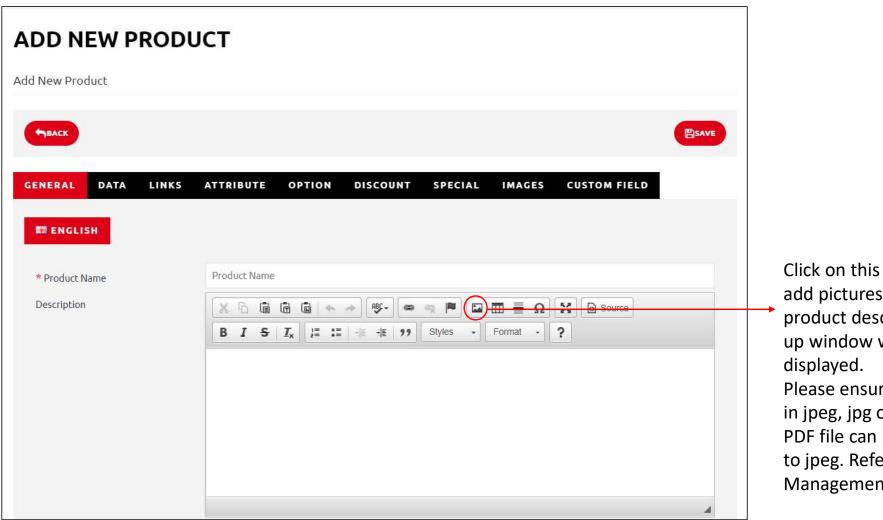
- i) Brand: 2RABOND (optional)
- ii) Product Type: Glove
- iii) Purpose: Chemical
- Resistance/Protection
- iv) Model Number/Version/Specs: CHR1

Job Master

Product Name: 2RABOND Chemical Resistance Gloves CHR1 Job Master 2

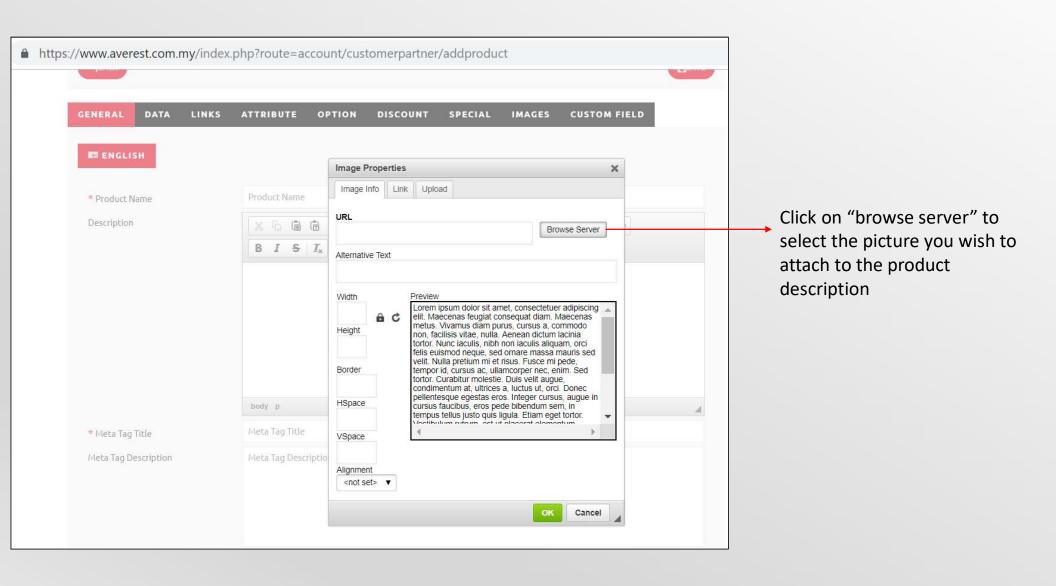
For Product Description, enter / attach the following:

- i) Company Logo / Product Brand logo
- ii) Description of the product / Product Features
- iii) Technical Specification
- iv) Product brochure (refer to Image Management Tutorial to learn how to convert pdf to jpeg)
- v) Product Video (refer to Add Video Tutorial)

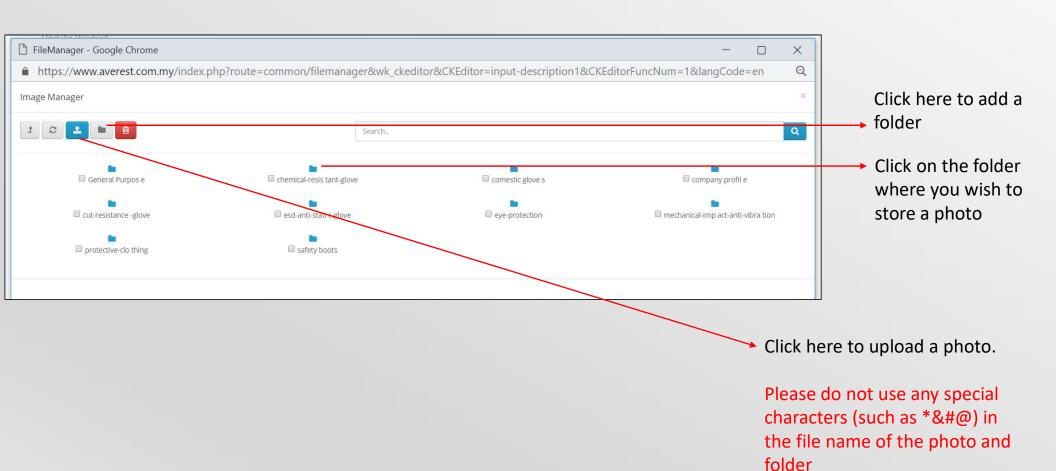


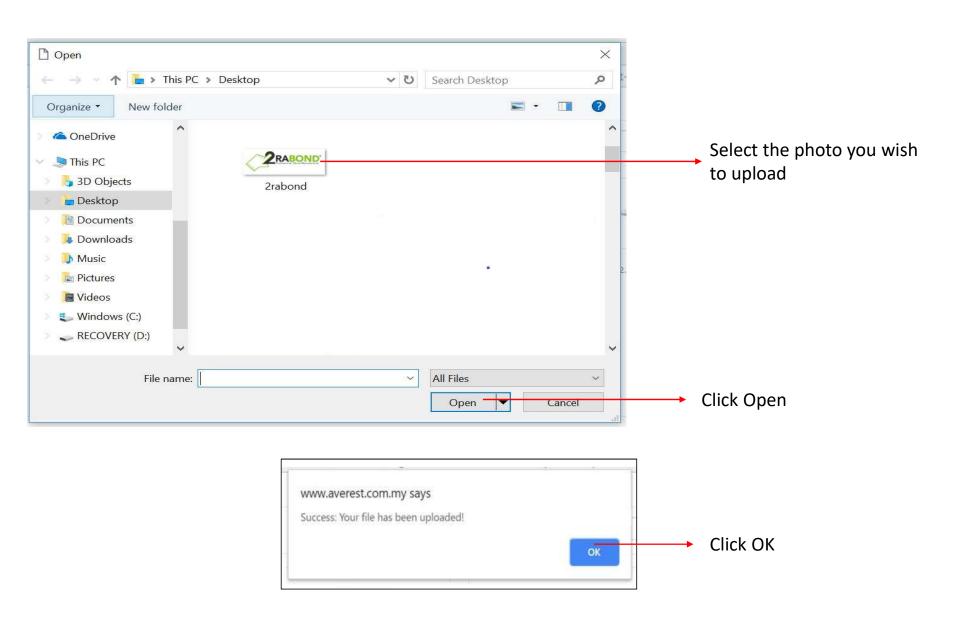
Click on this image icon to add pictures into the product description. A pop up window will be displayed.

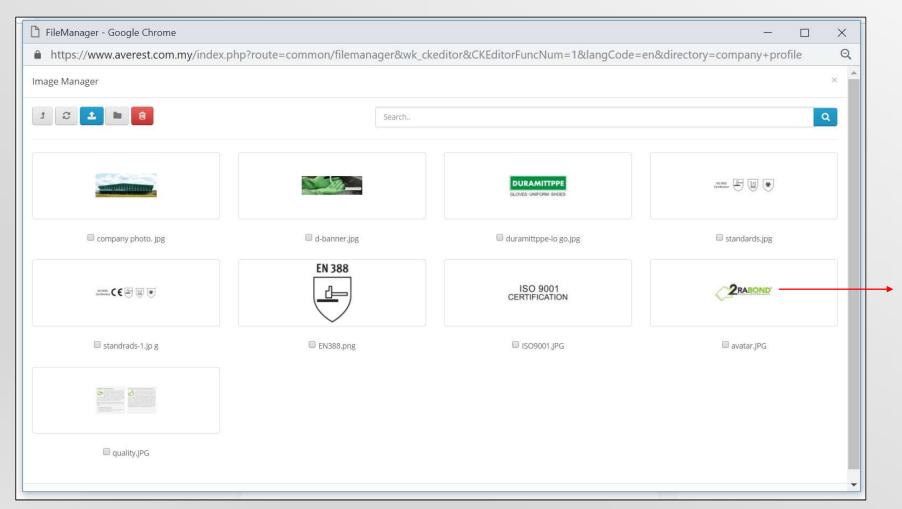
Please ensure your image is in jpeg, jpg or png format. PDF file can be converted to jpeg. Refer to Image Management Tutorial



Sellers are encouraged to organise product photos by folders to ease future tracking and reference

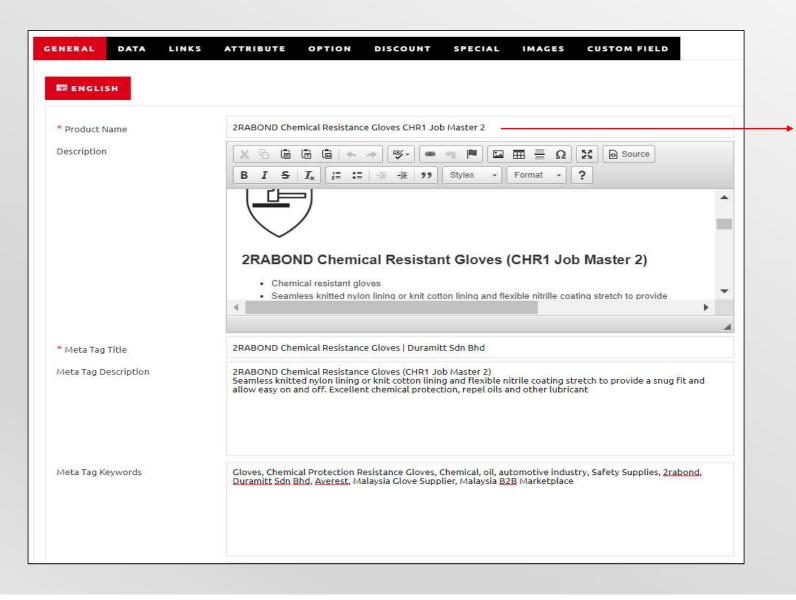






Once upload is completed, the image will be displayed in the folder.

Click on the image you wish to attach to the Product Description



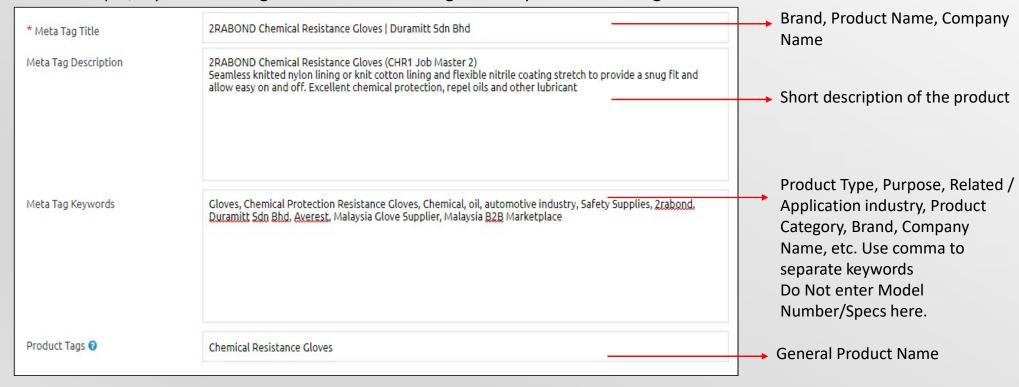
Once done, the image which you attach should be displayed here.

For Product Description, enter / attach the following:

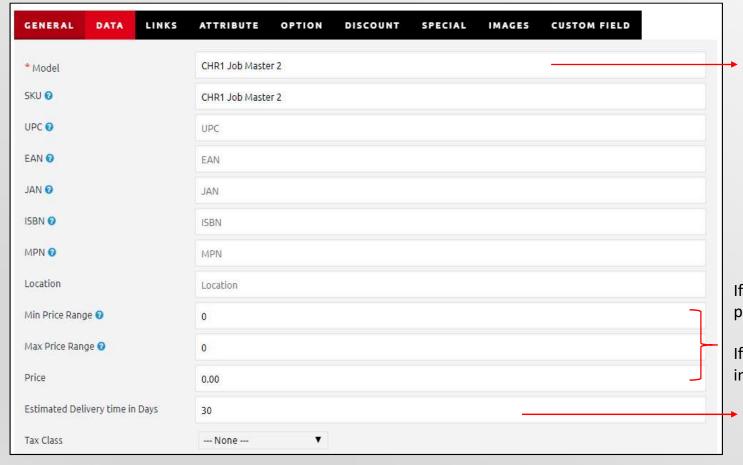
- i) Company Logo / Product Brand logo
- ii) Description of the product / Product Features
- iii) Technical Specification
- iv) Product brochure (refer to Image Management Tutorial to learn how to convert pdf to jpeg)
- v) Product Video (refer to Add Video Tutorial)

This section is very important as it can help make your products more searchable via google. As such, for the "Meta Tag Keywords", you should enter the keywords that buyers will normally key in when they google search for your product.

For example, if you are selling "Chemical resistance glove". Key in the following:



Do not use special characters such as *&^%\$ in these sections. Otherwise, an error message will appear when you save the upload.

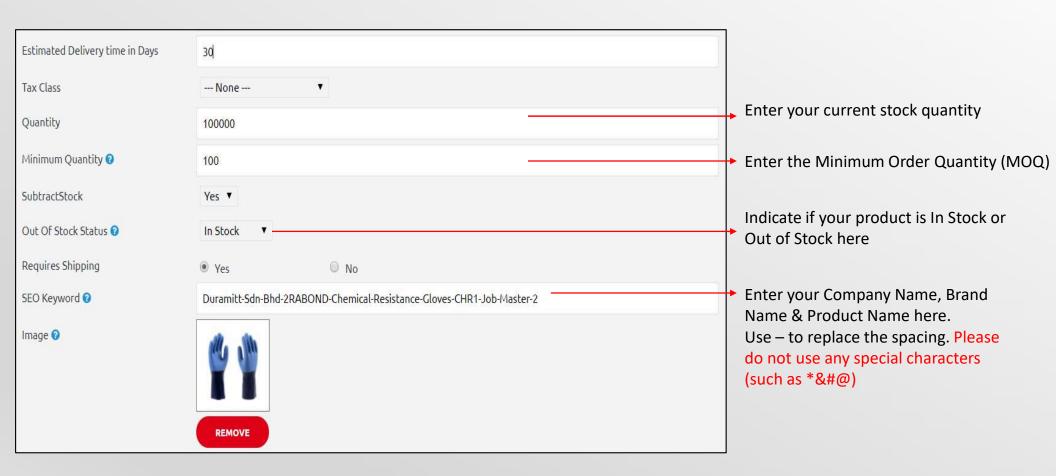


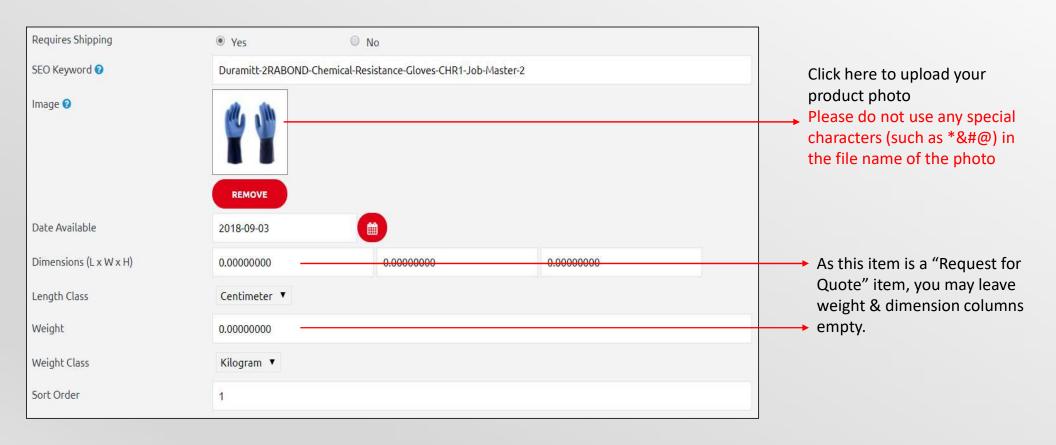
Enter your product Model here

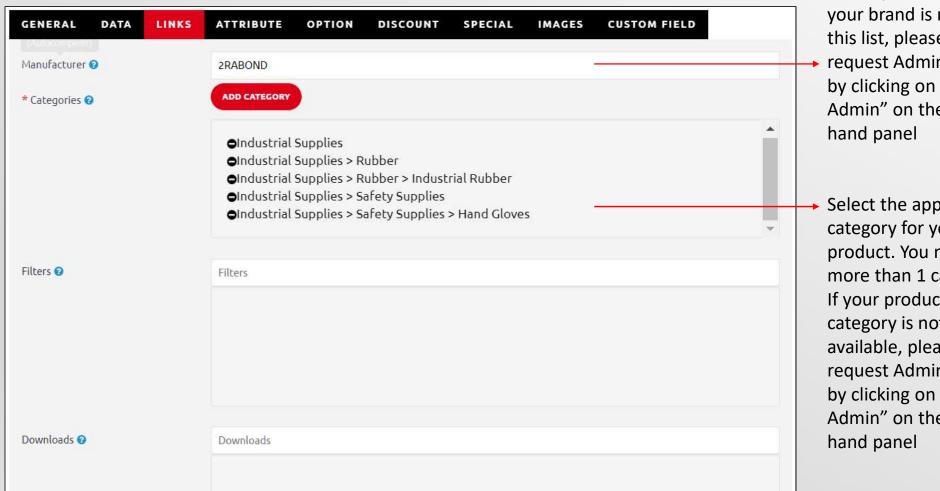
If you do not wish to show the price of a product, enter 0 for these 3 lines.

If you wish to show price range, please insert the Min and Max Price Range.

If your product needs 20-30 days to produce and delivered to customer, enter 30 here. This is only the estimated lead time. You may inform customer of any changes to this lead time when customer request for quotation from you.

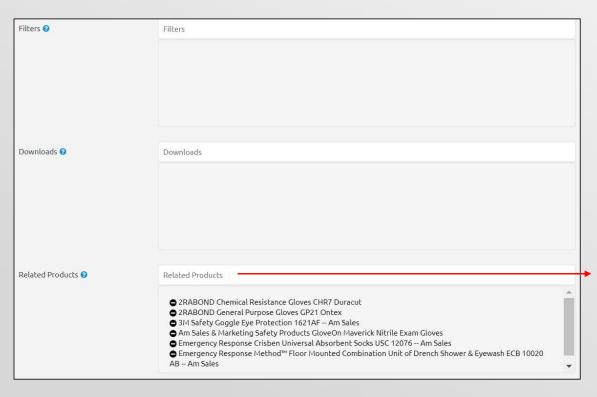




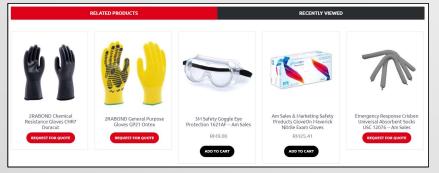


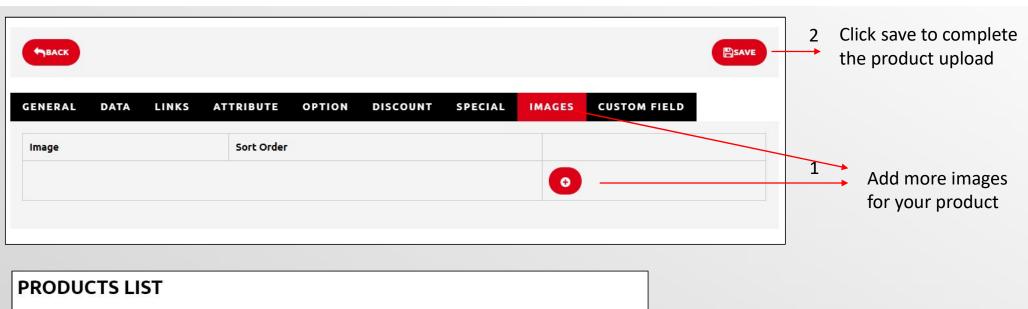
Select your brand. If your brand is not in this list, please request Admin to add by clicking on "Ask to Admin" on the right

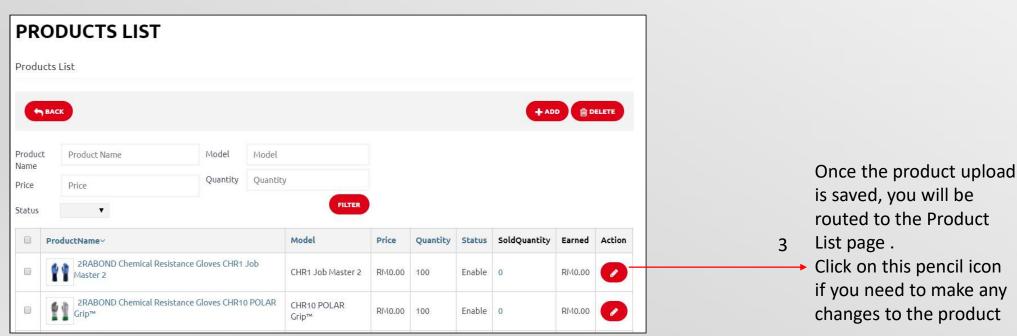
→ Select the applicable category for your product. You may add more than 1 category. If your product category is not available, please request Admin to add by clicking on "Ask to Admin" on the right

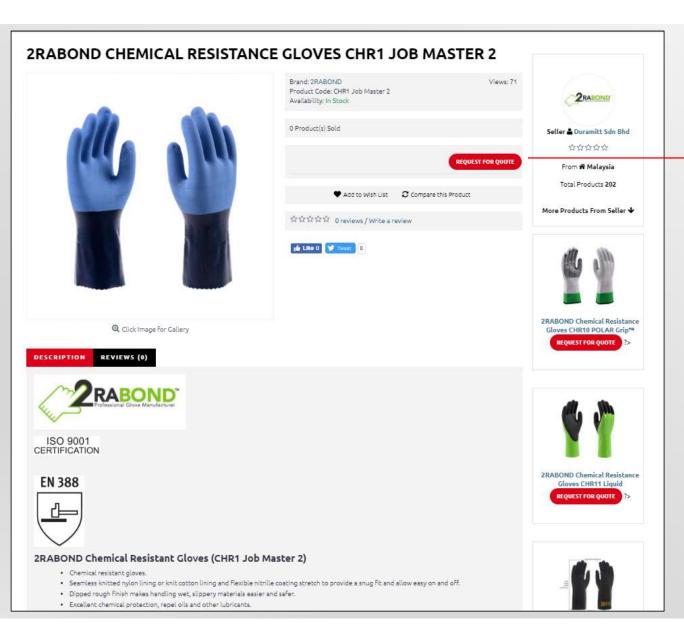


Click here to tag other products which are related to this product. These related products will appear at the bottom of this product as shown below.

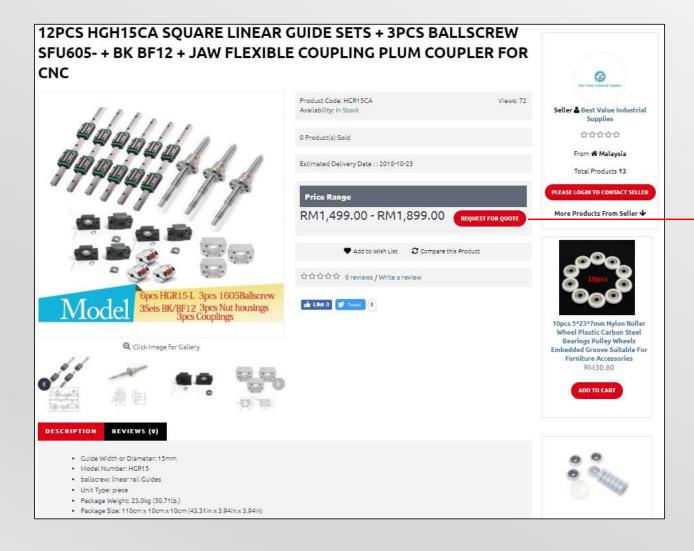








Your product will be displayed as a "Request For Quote" Item without price if you entered 0 in the minimum price range, maximum price range and price column



Your product will be displayed as a "Request For Quote" Item with price range if you entered a price range in the minimum price range & maximum price range column