

Negotiation Appointment

Introduction

There are two ways of negotiation appointment: online and offline appointment. By holding online video conference empowered by various kinds of online meeting software, exhibitors and buyers can have online negotiation via video, audio, and text messages, etc.

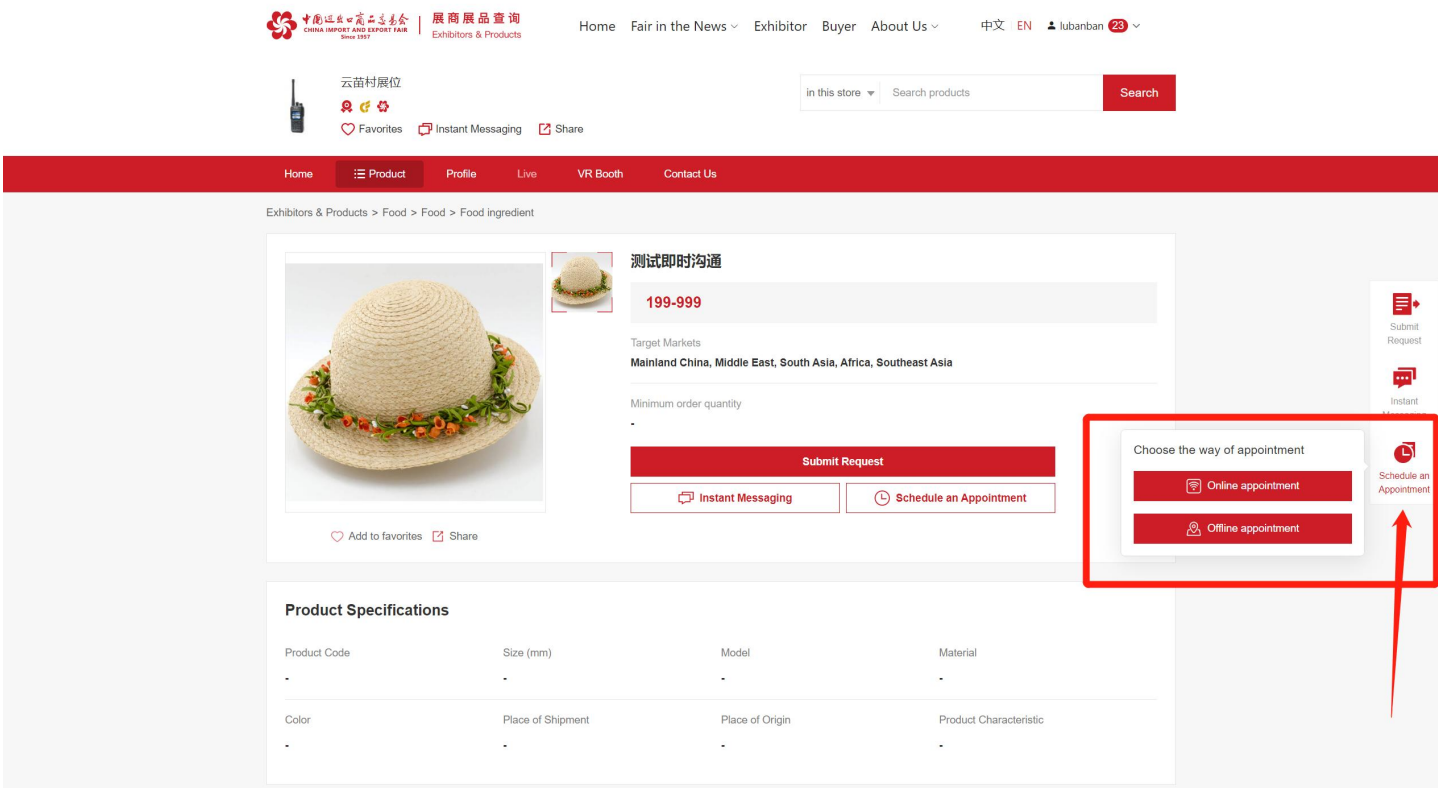
Besides, buyers could make appointments online with exhibitors participating offline to conduct face-to-face negotiations during the onsite fair.

Buyers can send appointment requests to exhibitors in exhibitors' homepages, product pages, and buyers' "My Requests" pages. The negotiation appointment is scheduled when the exhibitor accepts it.

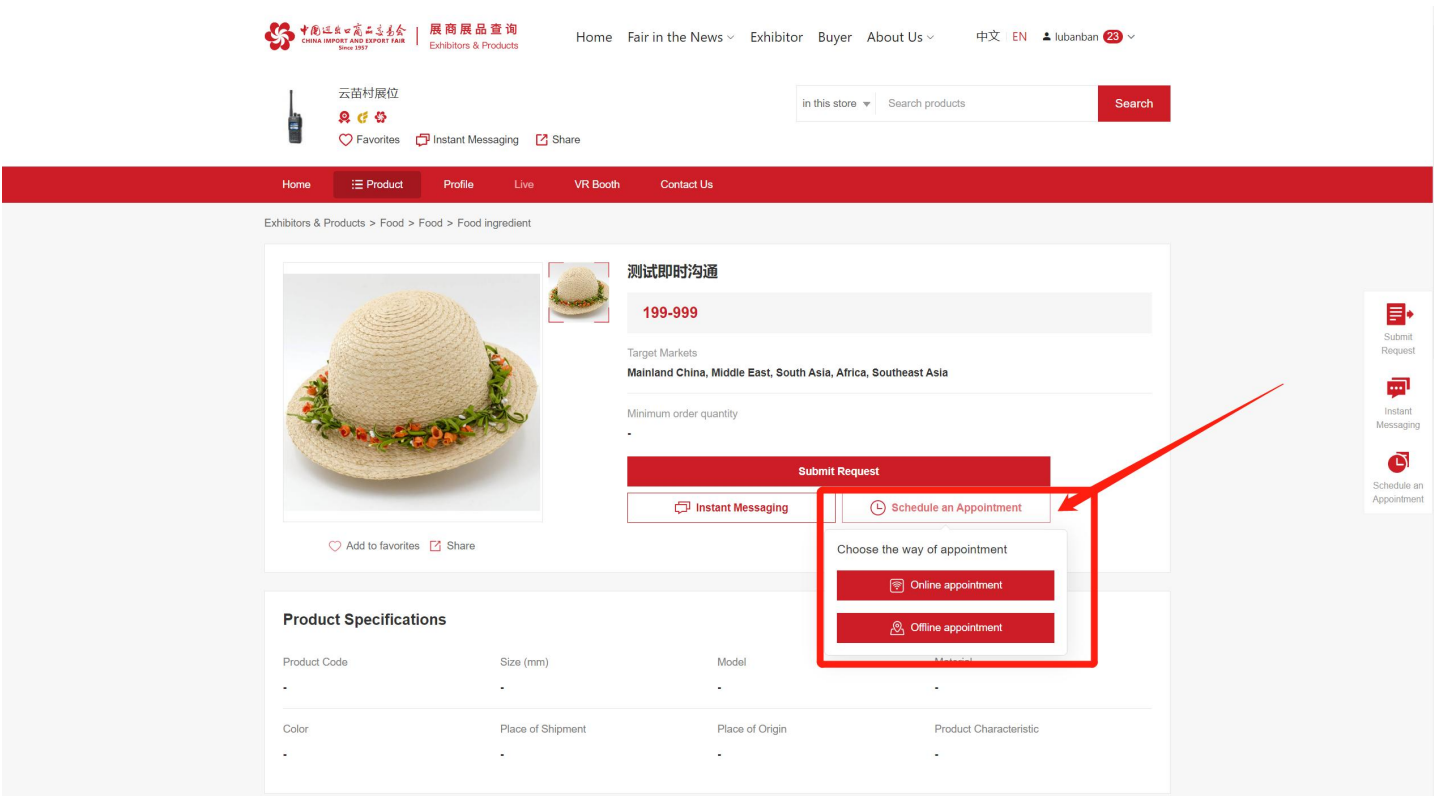
Make Negotiation Appointments

Step 1: Select one of the 3 methods below to use the function.

Method 1: Enter an exhibitor's homepage, click "Schedule an Appointment" on the right bar.



Method 2: Enter a product details page, click the "Schedule an Appointment" button.



Step 2: Submit your negotiation appointment and wait for the exhibitor to accept.

- 1. Enter the negotiation topic and then select the time.
 - 2. Add staffs of your company or attach any other information.
 - 3. Wait for the reply from the exhibitor.
 - 4. If the exhibitor accepts your appointment, you will get a message in message centre.
- Furthermore, domestic buyers will also get notifications via SMS, and overseas buyers will get email notifications.

中国进出口商品交易会

CHINA IMPORT AND EXPORT FAIR

Since 1957

Buyer Service Platform

Online Service

Home

English

Overview

Data Board

Sourcing Request

My Company's Matched Products

My Matched Products

My Company's Requests

My Requests

Activities

Company Appointment

My Appointment

My Schedule

Company Calendar

My Calendar

Business Card Management

Business Cards

My Company Received

Business Cards I Received

My Business Card

My Favorites

Exhibitors

Following

Exhibits Following

Promotion

(GMT +08:00) China Standard Time -Beijing

* Appointment Name

7/500

* Activity Type

Online Meeting

* Sponsor Name

Company

Country/Region

* Start Time

2023-03-27

18 : 31

Clear

End Time

2023-03-27

18 : 44

Clear

Reminder

10 minutes before

Negotiation Topic

0/65535

Buyer info

	Participant	Participant Company	Comments	Available Time	
1				0/500	View
+ Add					

Exhibitor Info

Type	Code	Name	Booth Info
No Data			

Meeting Information

Meeting Information

Save and Send

Save

Cancel

中国进出口商品交易会

CHINA IMPORT AND EXPORT FAIR

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Buyer Service Platform

Online Service

Home

English

Overview

Data Board

Sourcing Request

My Company's Matched Products

My Matched Products

My Company's Requests

My Requests

Activities

Company Appointment

My Appointment

My Schedule

Company Calendar

My Calendar

Business Card Management

Business Cards

My Company Received

Business Cards I Received

My Business Card

My Favorites

Exhibitors

Following

Exhibits Following

Promotion

Activities > My Appointment

Saved and sent

Manage Negotiation Appointments

Admin permissions:

Manage all negotiation appointments of the company (Buyer Service Platform -> My Company's Appointments).

Functions in "My Company's Appointments" and "My Appointments" are the same, such as sending instant messages to exhibitors, viewing appointment details, canceling appointments, and check the rejected appointments.

Note: "My Company's Appointments" is only available for admins.

You can manage your negotiation appointments by the following 3 methods:

Method 1:

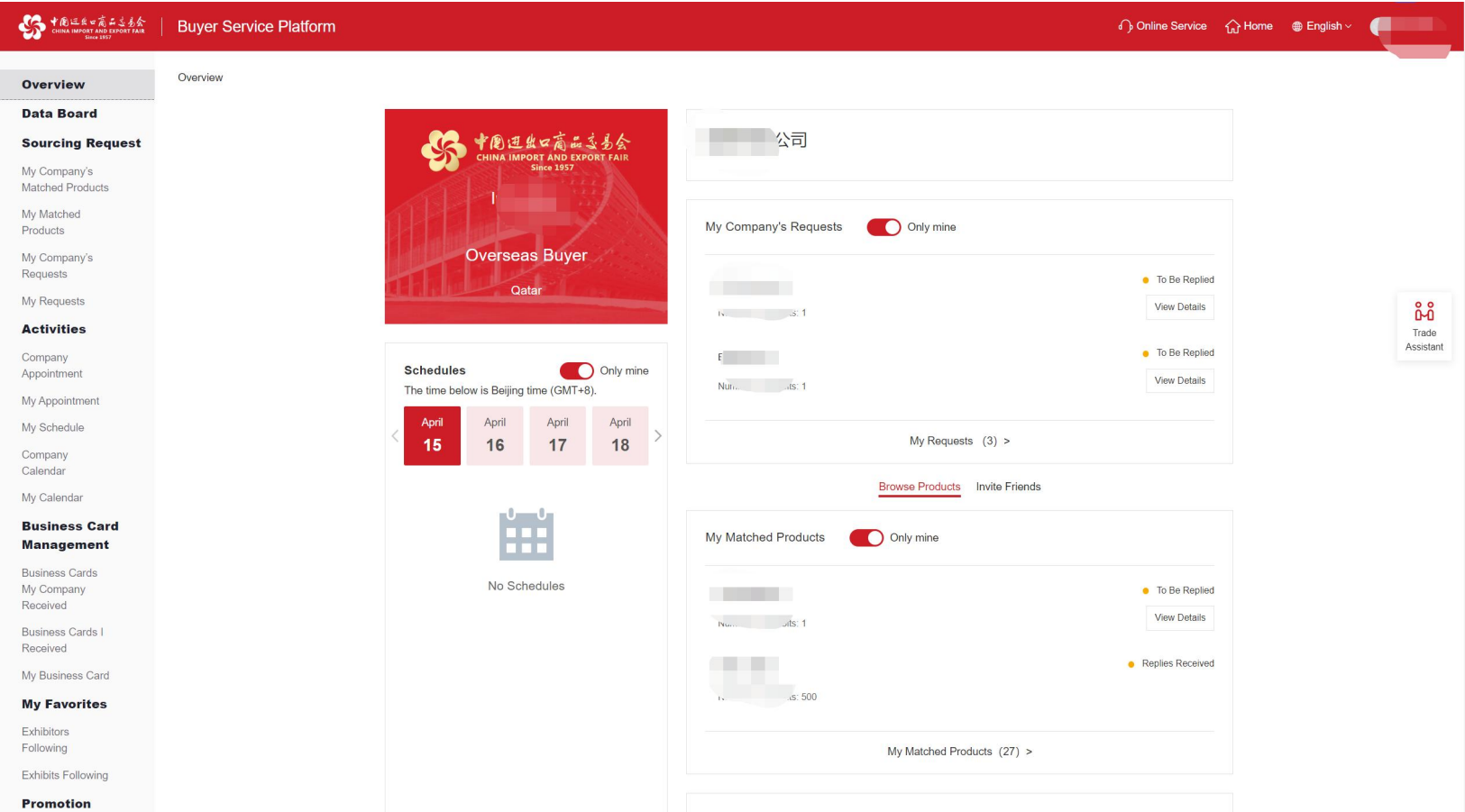
Check scheduled appointments on your overview page of Buyer Service Platform.

Find all of your scheduled appointments and live streams in "My Schedules", and click to view details.

Admins can view the schedules of all staff accounts or click "Only Mine" to display their own ones.

Note: The Schedules page only displays succesfully scheduled negotiation appointments and live streams.

You cannot cancel appointments, check rejected ones nor the rejection reasons here.



Method 2:

Click “My Activities" on the left sidebar to view the status of your appointments. Click "Status” to view several kinds of status:

Canceled: The negotiation appointment is canceled by you or the exhibitor.

Pending: The negotiation appointment is not processed yet. You can view the details or click "Instant Messaging" to talk to the exhibitor.

Accepted: The negotiation appointment is accepted. You can view the details or click "Instant Messaging" to talk to the exhibitor.

Rejected: The negotiation appointment is rejected. You can click "View Reasons" to view the rejection reasons. You can also view the details or click "Instant Messaging" to talk to the exhibitor.

Note: You can click "Cancel" to cancel certain negotiation appointments.

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Buyer Service Platform

Online Service

Home

English

Overview

Data Board

Sourcing Request

My Company's Matched Products

My Matched Products

My Company's Requests

My Requests

Activities

Company Appointment

My Appointment

My Schedule

Company Calendar

My Calendar

Business Card Management

Business Cards

My Company Received

Business Cards I Received

My Business Card

My Favorites

Exhibitors Following

Exhibits Following

Promotion

Activities > My Appointment

(GMT+08:00) China Standard Time -Beijing

+ Create

Q Appointment Name

	Appointment Name	Appointment Status	Activity Type	Participant Status	Recipient's Company	Start Time	
1		Pending	Online Meeting	1 Pending;		2023-03-27 18:31:00	Copy Cancel
2		New	Online Meeting	-	-	2023-03-23 12:19:00	Edit Copy
3	云	Pending	Offline Meeting	1 Pending;		2023-03-18 00:00:00	Copy Cancel
4	云	Pending	Online Meeting	1 Pending;		2022-10-23 19:00:00	Copy Cancel

Total 4, Items Per Page 15

Method 3:

Click “My Company’s Schedules" to view the successfully scheduled negotiation appointments and live streams of your company's staff accounts. Click "My Schedules" to view your own ones.

Note: You can click a date to view schedule details or cancel certain negotiation appointments.

