

Post Sourcing Requests

Introduction

By posting sourcing requests, buyers can express their sourcing intentions to exhibitors quickly and clearly, and get more product recommendations in return. Only company account admins can view "All Requests" and "All Matched Products".

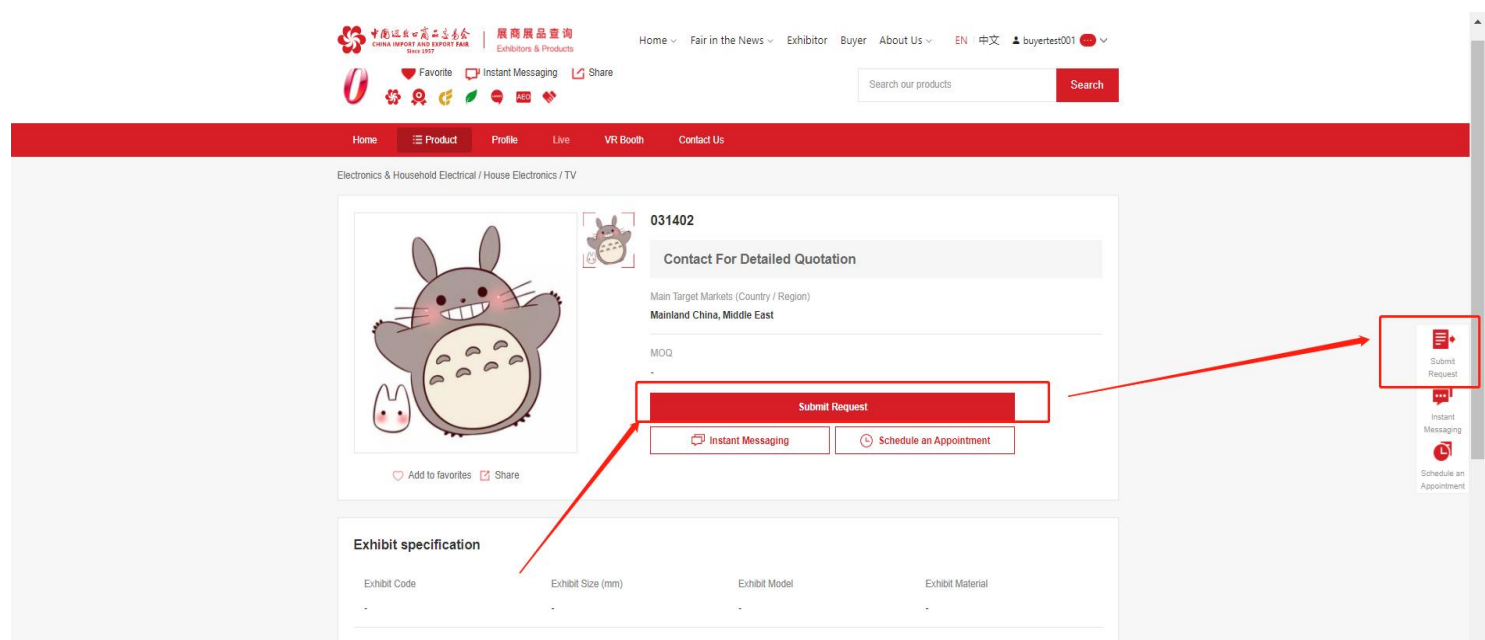
There are two types of requests: targeted requests and non-targeted requests.

1. **Targeted requests** are made for specific products.
2. **Trade Matching**, you can specify custom conditions, and the system will recommend you matched products using its big data-based matching engine.

Post Sourcing Requests

Post targeted requests:

Step 1: Enter a product details page and click the "Submit Request" button to submit a targeted request.



Step 2: Enter the request submission page to fill in your request information. Tick "Send Business Card" or "Recommend More Exhibitors to Me" as needed, and then submit your request.

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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

Company Calendar

My Calendar

Business Card Management

Business Cards My Company Received

Business Cards I Received

My Favorites

Exhibitors Following

Products Following

Promotion

i-Invite

Shipping and Payment

Shipping Method

Select

Destination Port

Lead Time

0/2000

Payment Terms

Select

Requirements

Recommend more exhibitors and exhibits

No

Contact Information

If you agree with the exhibitor to contact you, please leave the contact information

* Buyer Name

B

Buyer Email

at

Buyer Mobile Number

+86

* Country / Region

中

Attachment Information

File Name

Remarks

Modifier

Modification Time

No attachments

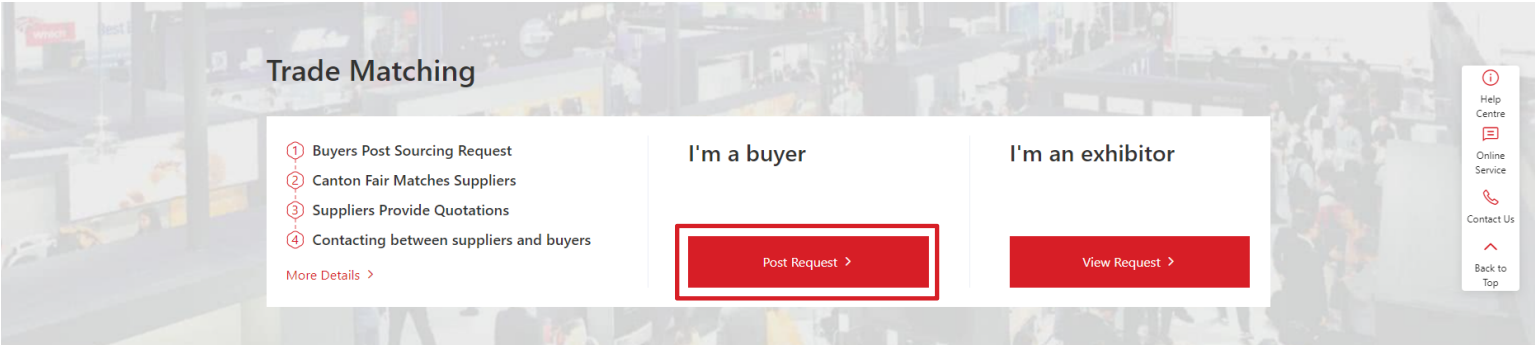
Submit Request

Cancel

Please notice that once the sourcing request is submitted,it cannot be modified.

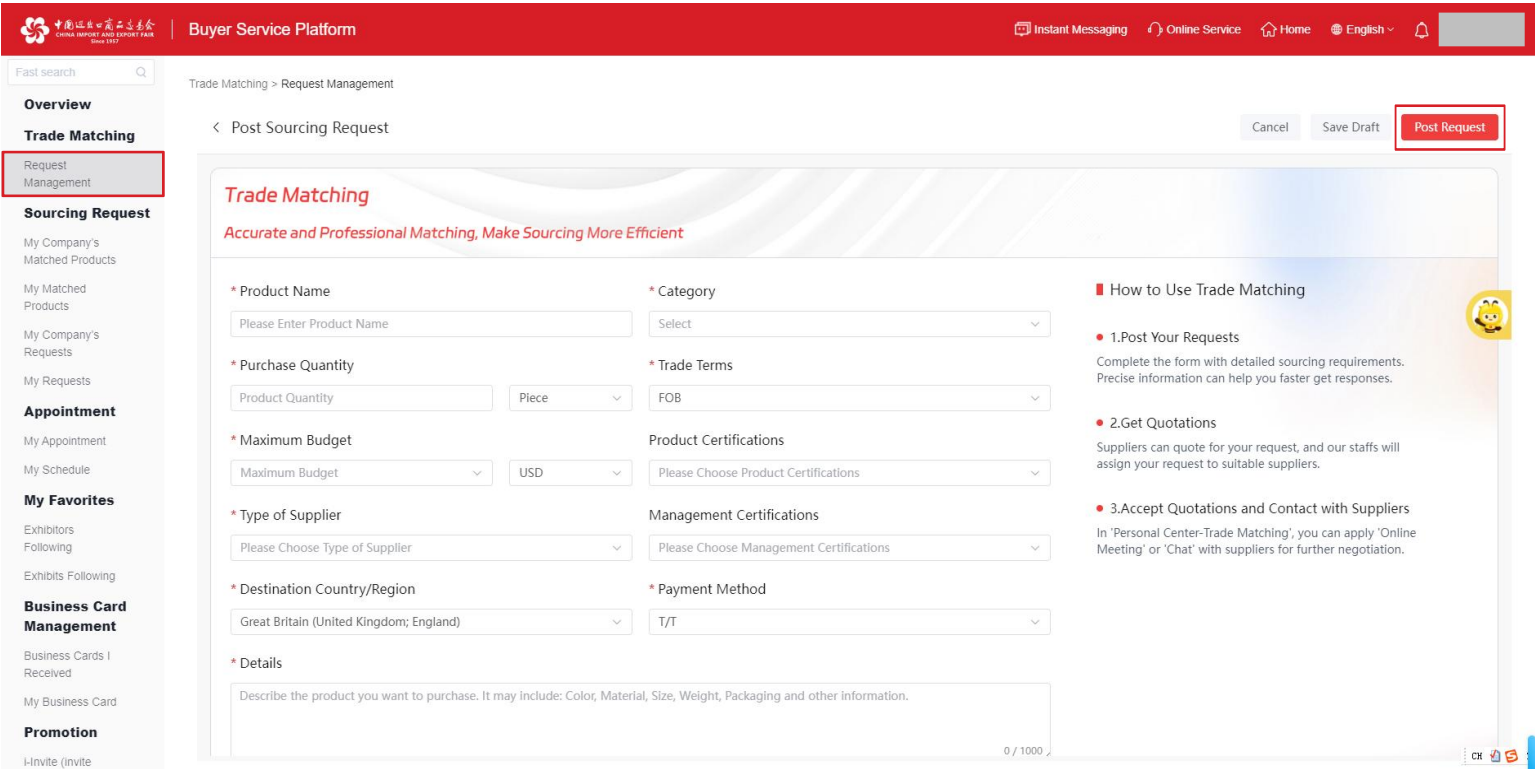
Post requests of Trade Matching:

Step 1: Enter the Trade Matching and click the "Post Request" button.



Now you can enter the basic information of your Trade Matching request.

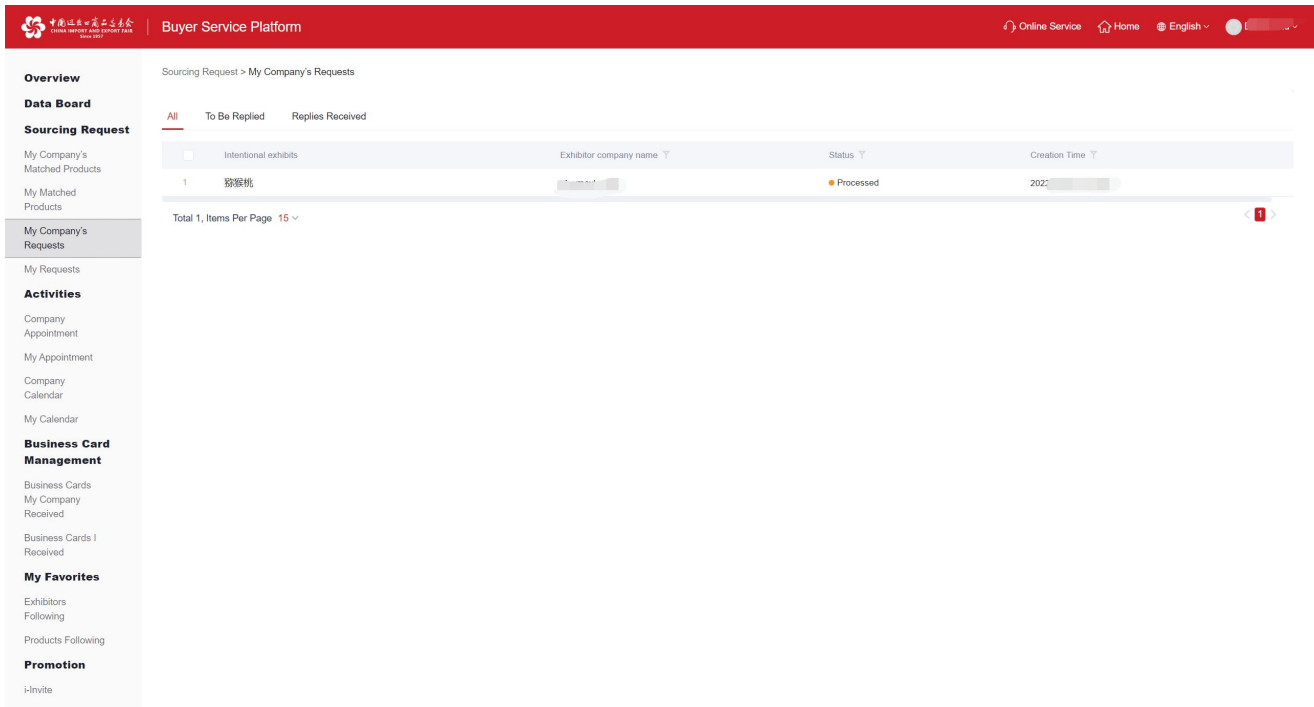
Note: To get more accurate product recommendations, you can enter more detailed sourcing information.



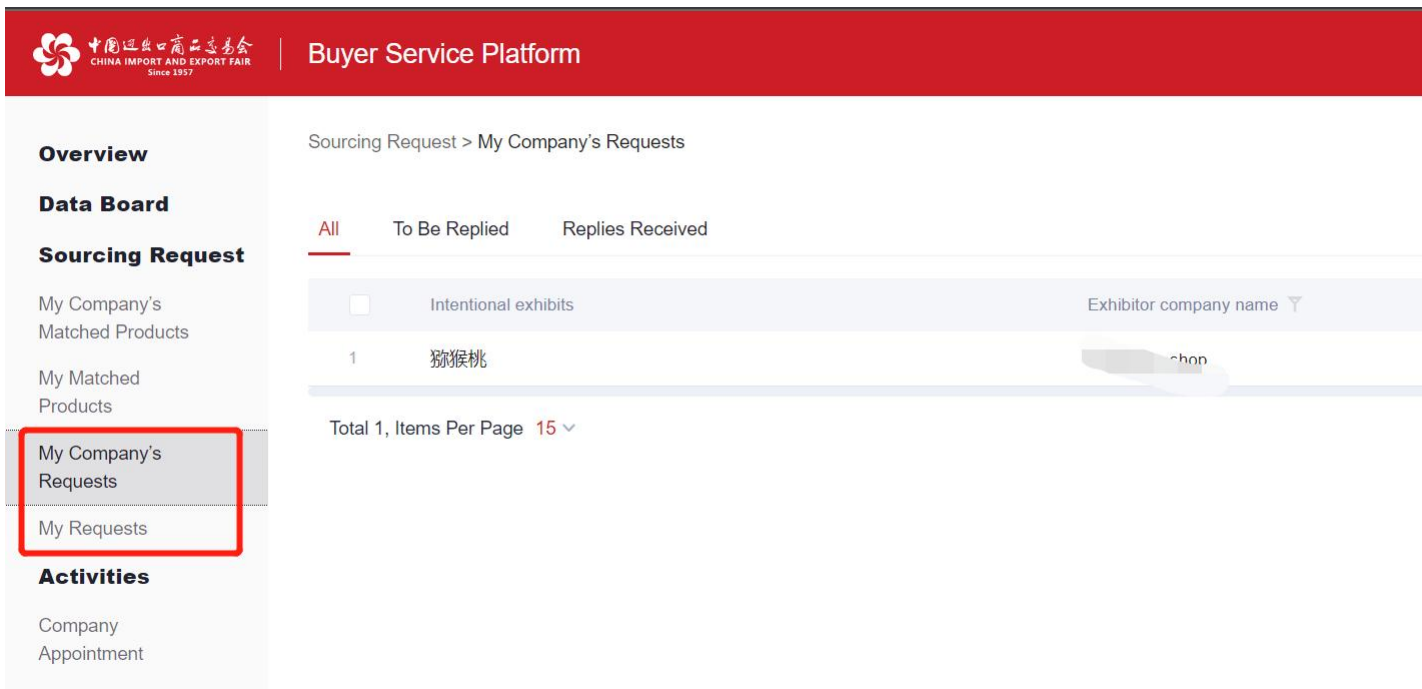
Click "Post Request" when you done the request form.

Manage Sourcing Requests

In your Buyer Service Platform, you can click “My Company’s Requests” on the left sidebar to view all the requests of your company's staff accounts (the function is for admins only). Or you can click "My Requests" to view your own ones.



You can set the processed status of a sourcing request (targeted/ non-targeted) on the sourcing requests list.



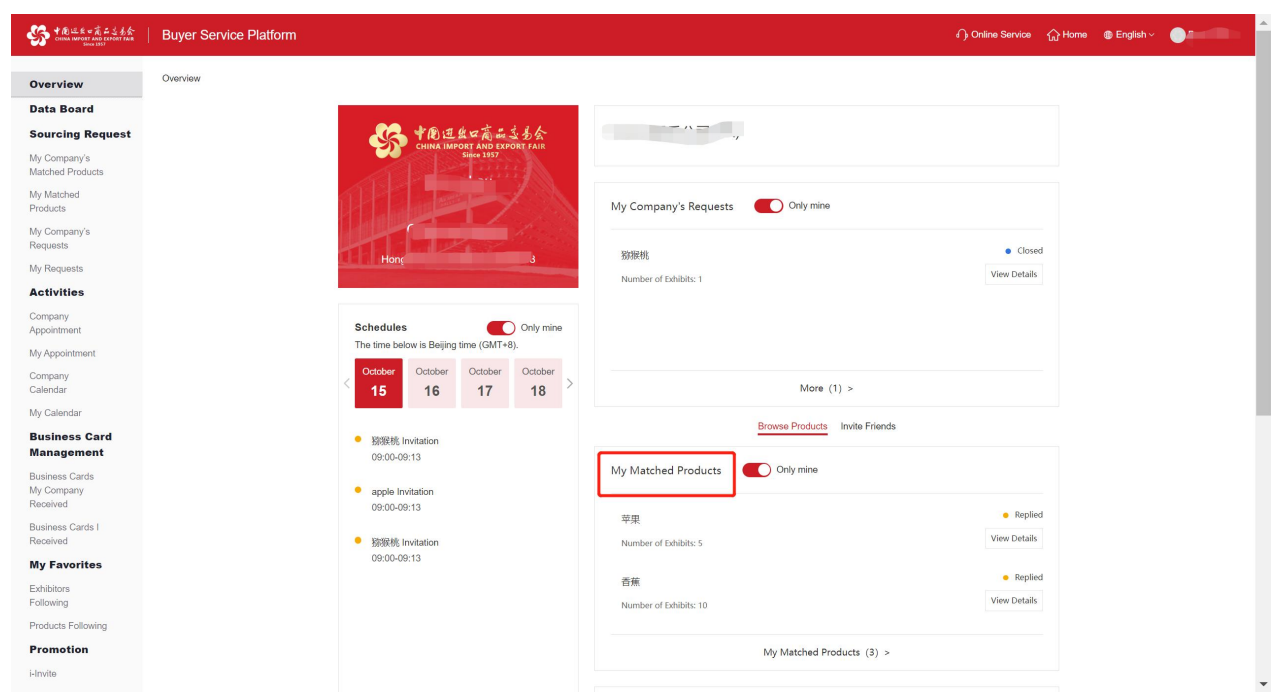
In your request page, you can send instant messages to exhibitors and exchange business cards with them.

Smart Matching

When posting a targeted request, if you tick the "Recommend More Exhibitors to Me" checkbox, the system will also recommend similar products for you. For non-targeted requests, matched products will be automatically displayed.

In your Buyer Service Platform, you can view and manage your matched products by the following 2 methods.

Method 1: View the products in the " My Matched Products " section of the overview page.



Method 2: Click “My Company’s Matched Products” on the left sidebar to view all the matched products of your company's staff accounts (the function is for admins only). Or you can click "My Matched Products" to view your own ones.

