



hktdc.com Sourcing

上传产品照片用户指南

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1. 登录帐户

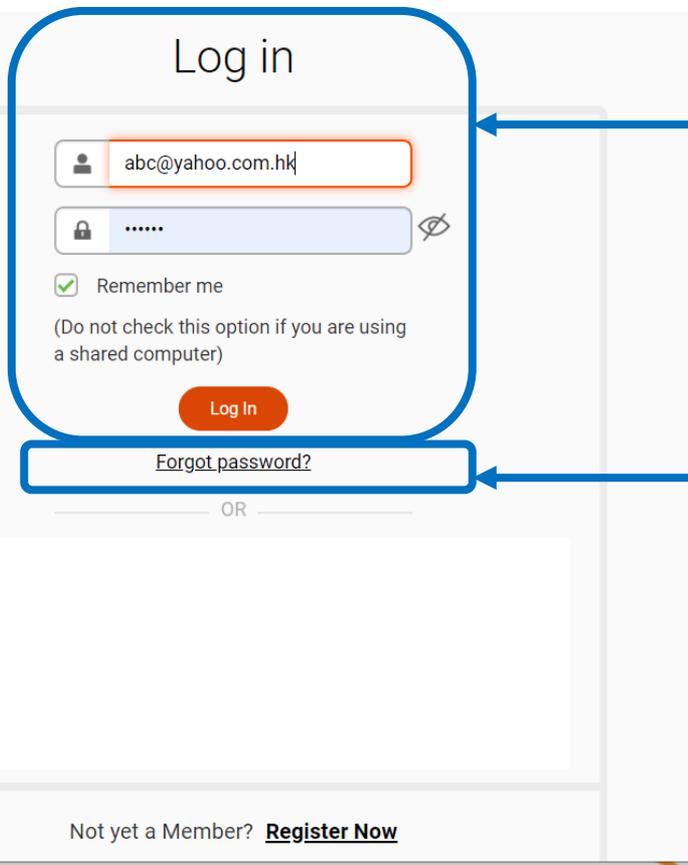
1. 开启浏览器 并 输入网址 “sourcing.hktdc.com”

The screenshot shows the homepage of sourcing.hktdc.com. The browser's address bar contains "sourcing.hktdc.com". The website header includes the logo "hktcd.com Sourcing 貿發網採購" and a navigation menu with "Products", "Services", and "Suppliers". A search bar is present with the text "What are you looking for?". On the right side, there is a "My Sourcing" section with a dropdown arrow icon. The background features a large illustration of a magnifying glass over a bar chart and a person looking at a screen.

2. 点击  图标以打开下拉选单。

3. 点击 “我的采购” (My Sourcing) 旁边的  图标以登录。

1. 登录帐户



The screenshot shows a login interface with the following elements:

- Log in** title
- Username field: (highlighted with a red border)
- Password field: (with an eye icon for visibility toggle)
- Remember me
- Text: (Do not check this option if you are using a shared computer)
- Log In** button
- [Forgot password?](#) link (highlighted with a blue border)
- OR separator
- Not yet a Member? [Register Now](#)

Blue arrows point from the text boxes on the right to the 'Log In' button and the 'Forgot password?' link.

输入电邮地址和密码后点击“登入”

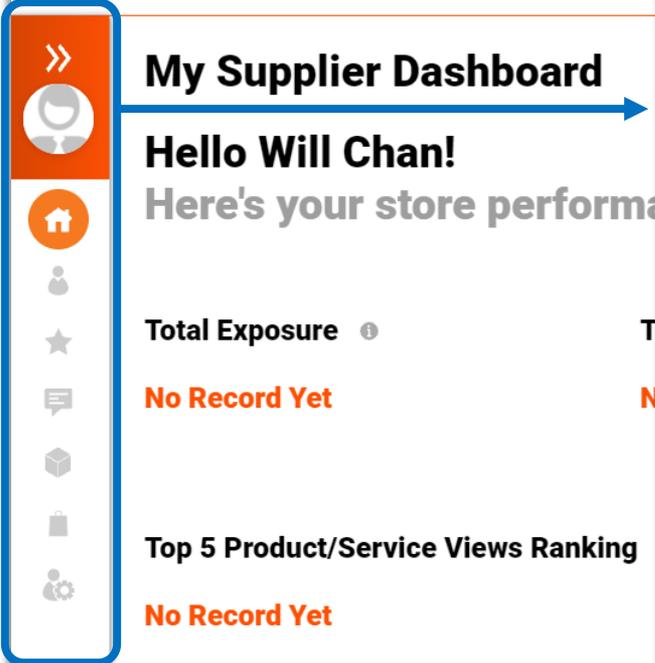


提示：请使用申请时“联系电子邮件”所填写的相同账号登录

如果您忘记密码，请点击“忘记密码”来重设您的登录密码

导航栏和选单

 hktcd.com Sourcing
貿發網採購

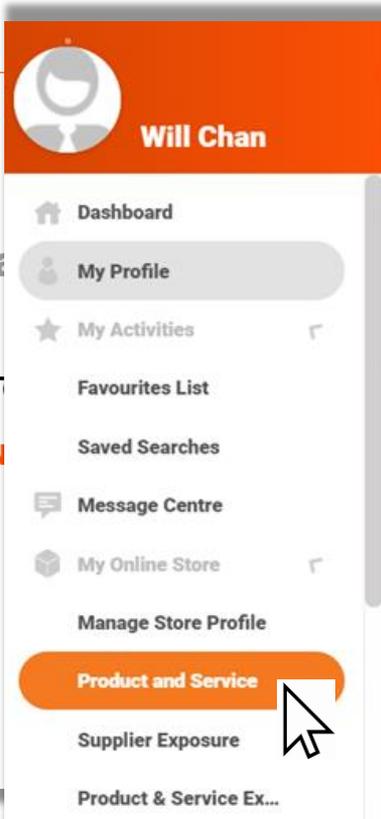


My Supplier Dashboard

Hello Will Chan!
Here's your store performance

Total Exposure ⓘ
No Record Yet

Top 5 Product/Service Views Ranking
No Record Yet



Will Chan

- Dashboard
- My Profile**
- My Activities
- Favourites List
- Saved Searches
- Message Centre
- My Online Store
- Manage Store Profile
- Product and Service**
- Supplier Exposure
- Product & Service Ex...

1. 将滑鼠  指向左侧图标列以展开导航栏。
2. 选择 “产品和服务” 上传产品相片

上传照片 - 重要提示

吸引买家注意的产品照片提示：



- 使用纯白色背景



- 避免在一张照片中使用多种产品
(每张照片一个产品)

照片要求

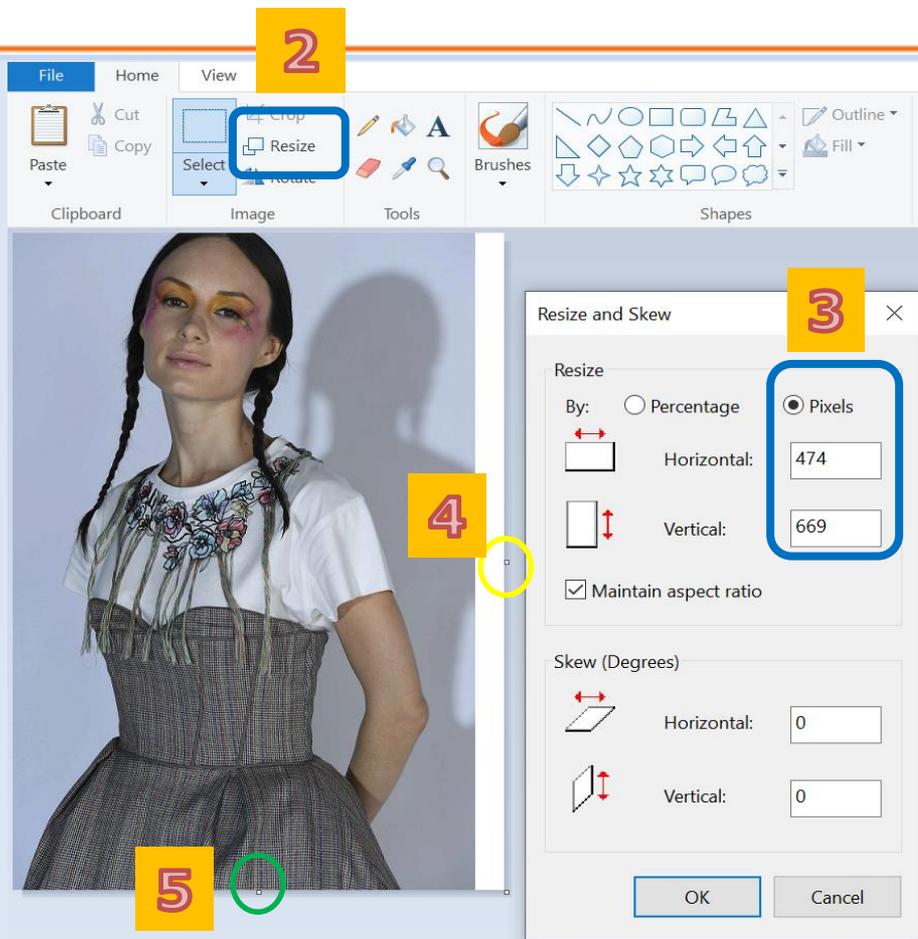
照片文件格式：

- 支援 JPG, JPEG, PNG
- 照片解像度: 72dpi
- 照片档案大小: 每张相片均不能超过5MB
- 照片尺寸: > 550 x 550 pixel
(建议使用: 1500 x 1500 px 的照片)



- 如果相片尺寸不正确，相片将无法正确显示

上传照片 - 重要提示



修改相片尺寸的简易方法

1. 以“小画家”(Paint) 打开相片
2. 点击“调整大小”(Resize) 打开弹出式视窗
3. 点击“像素”(Pixels)以查看图片像素 (左侧例子图片像素为 474 x 669)
4. 如果要调整相片的水平像素，请拖动黄色圆圈位置
5. 如果要调整相片的垂直像素，请拖动绿色圆圈位置

上传照片

The screenshot shows a user interface for managing products and services. At the top, there is a header with the title 'My Product and Service' and a search bar. Below the header, a blue callout box with a white border contains the text: '想添加新产品的照片先点击“添加产品”按钮'. A blue arrow points from this callout box to the 'Add Product' button, which is highlighted with a blue dashed border. The 'Add Service' button is also visible. Below the buttons is a table with columns: Name, Last Updated, Type, Completeness Score, Status, Note, and Online. The table contains four rows of draft products, each with a placeholder image icon, a 'P' type, a 'Low Quality' score, and an 'Offline' status.

My Product and Service

Total number of online products/services : 0

Search

+ Add Product

+ Add Service

想添加新产品的照片先点击“添加产品”按钮

<input type="checkbox"/>	Name ▾	Last Updated ▾	Type ▾	Completeness Score ▾	Status ▾	Note	Online ▾
<input type="checkbox"/>	(Draft)	Today, 12:02 pm	P	Low Quality	Draft	Improve Content	Offline
<input type="checkbox"/>	(Draft)	Today, 12:02 pm	P	Low Quality	Draft	Improve Content	Offline
<input type="checkbox"/>	(Draft)	Today, 12:01 pm	P	Low Quality	Draft	Improve Content	Offline
<input type="checkbox"/>	(Draft)	02 Nov 2021	P	Low Quality	Draft	Improve Content	Offline

上传照片

Add Product

Required *

Category *

+ Category

Product Name *

Price

Range of Price

Tier Pricing

Lowest Price

US \$ N/A

Highest Price

US \$ N/A

Discount

N/A

% OFF

Unit

Select Unit

Photo / Video *

Media Storage Us



选择最能描述您产品的分类 (最多选择三个分类)。

提示: 于顶部点击“浏览”(browse) 就可从下拉式选单中选择合适分类。

Search

Browse

[old]Aircraft
Maintenance
Fashion, Clothing &
Accessories
[old]Tableware &
Barware
[old]y
[old]Bathroom Fixtures &
alicecode01

Eyewear & Accessories
Fashion Accessories
Shoes & Accessories
Socks, Legwears & Hosiery
Textiles, Fabrics & Yarns
Bags, Handbags &
Accessories
Clothing/ Garments

Pullovers
Bibs
Swimwears
Tops, Tee Shirts &
Blouses
Dresses
Functional Wear
Underwears & Sleep and
Loungewear

Add

First Category *

Add

Supporting Document

上传照片

Category * Edit i

Category 1 Fashion, Clothing & Accessories > Clothing/ Garments > Dresses

Product Name * i

Price

Range of Price

Lowest Price	Highest Price
<input type="text" value="US \$ N/A"/>	<input type="text" value="US \$ N/A"/>
Discount	Unit
<input type="text" value="N/A"/> % OFF	<input type="text" value="Select Unit"/>

Photo / Video *

点击“ 产品/视频”上传产品相片。

上传照片

Photo / Video ⓘ

Media Library

← Upload progress

1. 点击“媒体库”从电脑上传相片
2. 点击“新增”上传产品相片。
3. 勾选想上传的相片
4. 递交

The screenshot shows the photo upload interface. At the top left is a '+ Add' button (callout 2). Below it is a search bar. The main area displays four photo thumbnails: two of a woman in a dress (the first is selected with a red checkmark, callout 3), a gold necklace (callout 3), and a diamond ring (callout 3). Above the thumbnails are 'Remove' and 'Download' icons. Below the thumbnails is a pink bar with the text 'Maximum upload 15 file'. At the bottom are 'Submit' and 'Close' buttons (callout 4).

No. of
Select



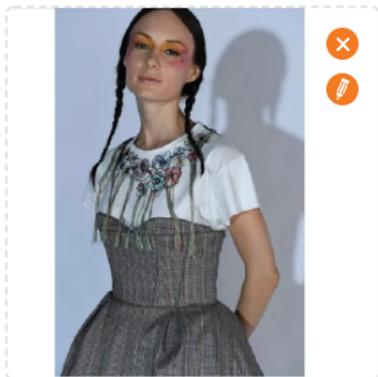
Media Library

1



上传照片

Photo / Video ⓘ



Media Library

← Upload file

brand photo 3_20211112102321.jpg 106 KB

相片上传成功后，点击“储存”。

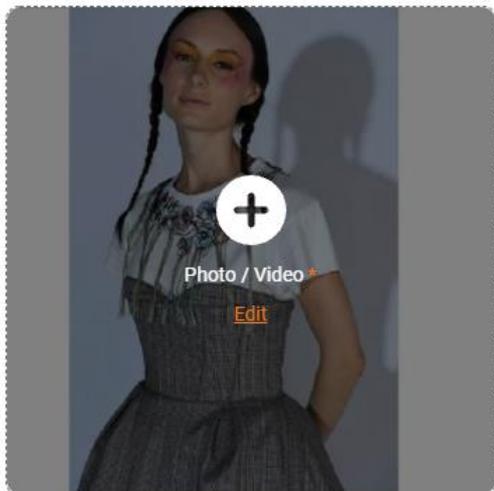
Save

上传照片

填写上所有必填资料

Category *

Category 1 Fashion, Clothing & Accessories > Clothing/ Garments > Dresses



Product Name *

Price

Range of Price

Tier Pricing

Lowest Price

US \$ N/A

Highest Price

US \$ N/A

Discount

N/A

% OFF

Unit

Select Unit

上传照片

Keyword Tags

Please enter

Add

Suggested Tags: [dress](#) [apparel](#) [round neck](#) [Fashion](#) [Outerwear](#) [Hairstyle](#) [Arm](#) [Shoulder](#)
[One-piece garment](#) [White](#) [More >>](#)

Production Lead Time

Day(s)

Shipping Method

Product Description *

B i U A AA A ↻ “ ” = = = ☒ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓ ♀ ♂ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓ ♀ ♂

Characters : 0/3000

Preview & Submit

Edit Chinese Content

Save

Close

系统将根据您所上传的相片**推荐合适的关键字标签**供您选择。

强烈建议从系统推荐中选择关键字标签以促进更好的配对。

请**尽量避免**只填写型号、序列号等资料。建议输入产品特性、功能等。

提示：
您还可以于“编辑中文内容”中填写上产品的中文内容。
当买家切换到中文版时，他们将可以查看中文的产品内容。

上传照片

The screenshot shows a dashboard titled "My Product and Service" with a sidebar on the left containing navigation icons. The main content area has two buttons: "Add Product" and "Add Service". Below these is a table with columns: Name, Last Updated, Type, Completeness Score, Status, Note, and Online. The table contains several rows of product listings. Annotations include a blue box around the "Pending Approval" status, another blue box around the "Offline" toggle switch, and a blue arrow pointing to the "Offline" toggle switch. A blue callout box at the top right explains the approval process, and two blue callout boxes at the bottom provide instructions on how to manage product status.

My Product and Service
Total number of online products/services : 0

+ Add Product **+ Add Service**

<input type="checkbox"/>	Name ▾	Last Updated ▾	Type ▾	Completeness Score ▾	Status ▾	Note	Online ▾
<input type="checkbox"/>	 Dress	Today, 11:17 am	P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Pending Approval		<input type="checkbox"/> Offline
<input type="checkbox"/>	 Dress	Today, 10:30 am	P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	 (Draft)	Today, 10:05 am	P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>			P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>			P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline

Listing Policy

上传的产品/相片将需要通过审批流程。一旦获得批准，状态将更改为“已审批”

提交后，您将在“我的产品和服务”下看到您上传的所有产品
重复以上步骤上传更多产品/相片

已审批产品您可以通过切换“在线”和“离线”来设定那些产品会于 hktcd.com Sourcing 上线展示

不容错过的商机及系统功能

为免错过任何作为香港贸发局网上供货商**可争取的商机**（例如：[买家采购需求](#)）及**可享用的全面系统功能**（例如：[批量上传](#)、[与买家实时通讯](#)），

请点击 [供货商常见问题](#)或扫描下方二维码了解更多。



[供货商常见问题](#)

查询

如果您对产品上传有任何疑问，请随时拨打我们的热线：

热线：(852) 3460 8868/ (86) 020 2911 0485

办公时间：周一至周五 0900 - 1700

电子地址：sourcingsupport@hktdc.org

谢谢!