



hktdc.com Sourcing

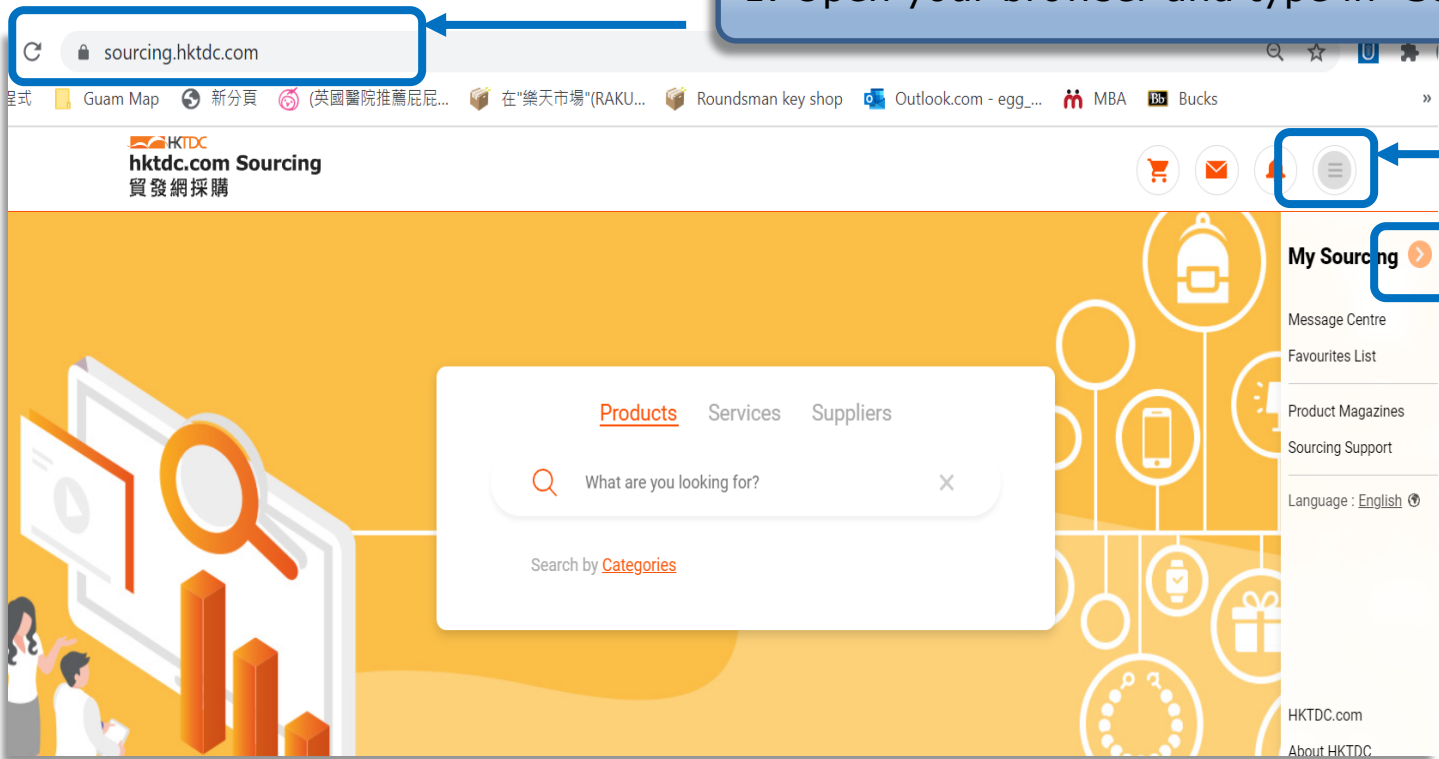
Photo Upload User Guide


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1. Log-in and get started

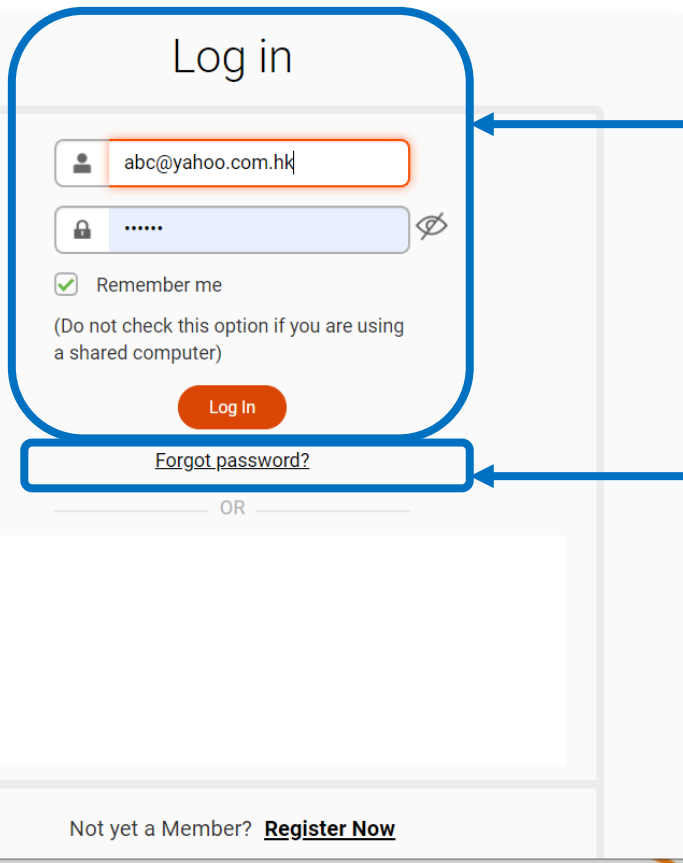
1. Open your browser and type in “**sourcing.hktdc.com**”



2. Click the  icon to open the dropdown menu.

3. Click the  icon next to “**My Sourcing**” to log in.

1. Log-in and get started



The screenshot shows a login interface with the following elements:

- Log in** title
- Email input field containing `abc@yahoo.com.hk` (highlighted with a red border and a blue arrow pointing to the tip box).
- Password input field with masked characters (.....) and a toggle icon (highlighted with a blue arrow pointing to the tip box).
- ☒ Remember me
- Text: (Do not check this option if you are using a shared computer)
- Log In** button
- [Forgot password?](#) (highlighted with a blue arrow pointing to the tip box)
- OR separator
- Not yet a Member? [Register Now](#)

Input the email and password and click "Log In"

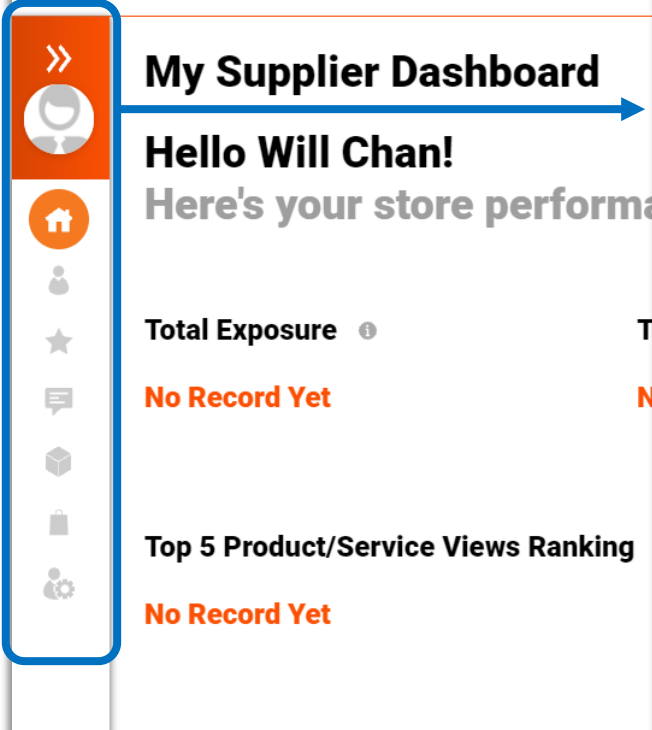


Tips: please login with the same "**contact email**" for your application

If you forget your password, click "forgot password" to Reset Password

Navigation bar and Menu

HK TDC
hktdc.com Sourcing
貿發網採購

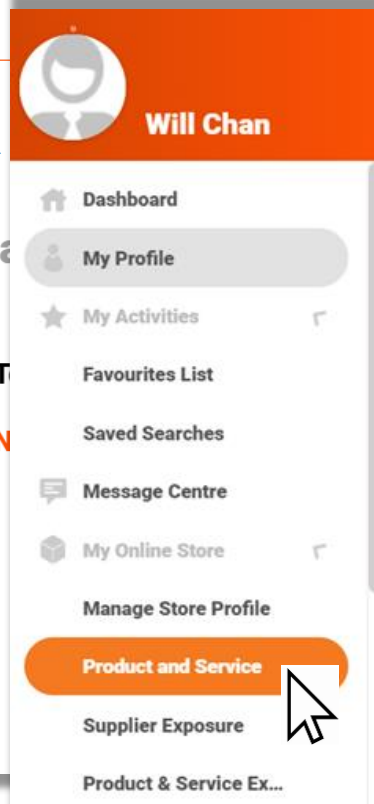


My Supplier Dashboard

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...

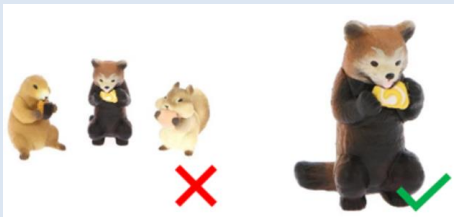
1. Expand the navigation bar by moving the cursor to menu bar.
2. Select "**Product and Service**" for uploading photos

Uploading photo – Important Tips

Product Photo Tips to draw attention from buyers:



- Use plain white background



- Avoid multi-products in one photo (ONE product per photo)

Photo Requirements

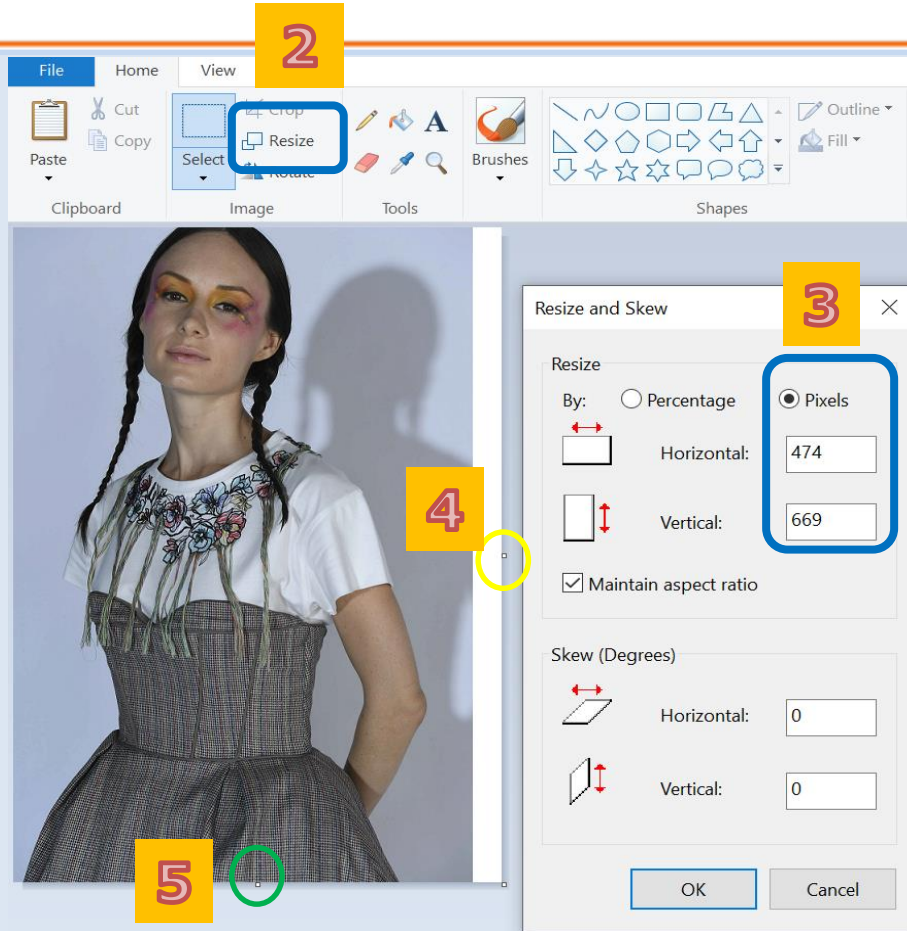
Photo File Format:

- JPG, JPEG, PNG
- Resolution: 72dpi
- File size: less than 5MB per photo
- **Photo dimension:** 550 x 550 pixel (Recommended: 1500 x 1500)



- If photo incorporate incorrect dimension, the photo cannot be displayed correctly

Uploading photo – Important Tips

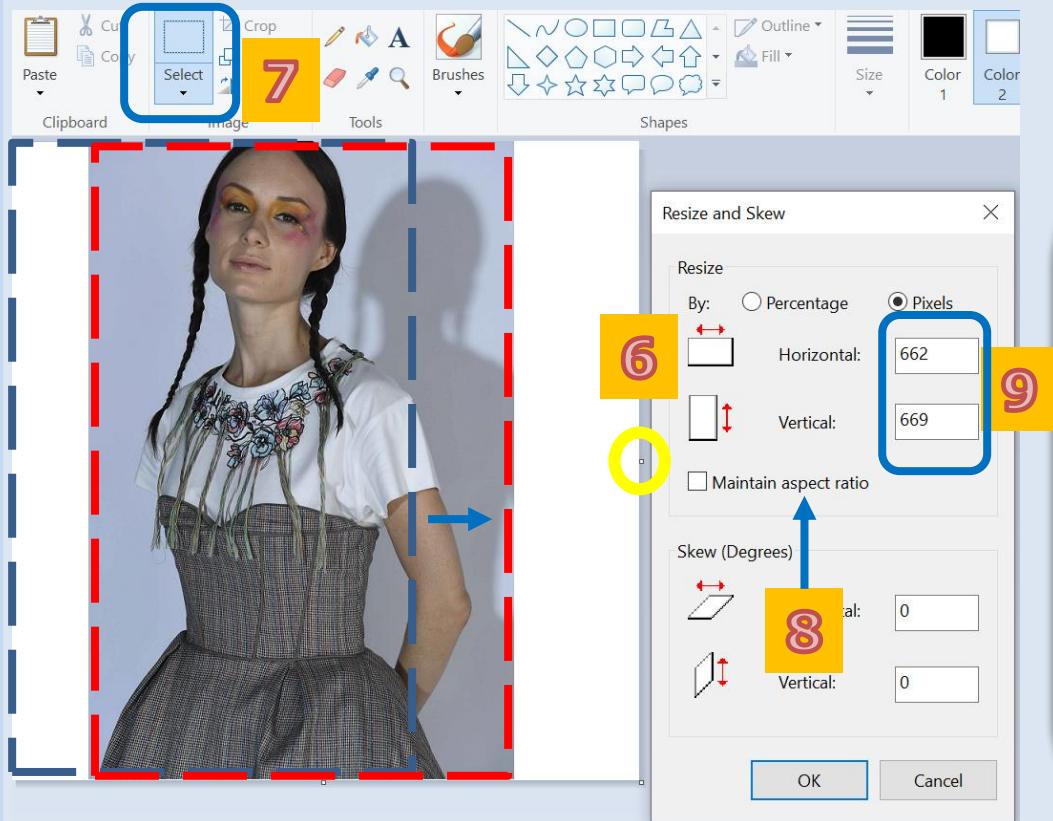


Easy way to fix the dimension

1. Open the picture with "Paint"
2. Click "**Resize**" to open the pop-up window
3. Choose "**Pixels**" to view the pixel (the example on the left is **474 x 669**)
4. Drag the yellow circle if you want to adjust the Horizontal pixel
5. Drag the green circle if you want to adjust the Vertical pixel








Uploading photo – Important Tips

Easy way to fix the dimension




6. In this case, we drag the yellow circle to adjust the dimension to align Horizontal and Vertical to **similar** number
7. Choose **“select”** to crop the photo and place it in center (Move from **Blue** to **red**)
8. Uncheck the **“Maintain aspect ration”** box
9. Input **“600”** in both **“Horizontal”** and **“Vertical”** boxes
10. Save the picture and you can upload the picture now


Uploading photo











My Product and Service

Total number of online products/services : 0

 Add Product

 Add Service

Add new product photo by clicking **"Add Product"** button

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

Uploading photo

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 *

Select a maximum of three categories which best describe your product photo.



Tips: Click "**browse**" on tap to select from dropdown menu

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
Lounge Wears

Add

First Category *

Add

Supporting Document

Uploading photo

Category*

Category 1

Fashion, Clothing & Accessories > Clothing/ Garments > Dresses

Edit ⓘ

Product Name*

Price

Range of Price

Lowest Price

US \$ N/A

Highest Price

US \$ N/A

Discount

N/A % OFF

Unit

Select Unit ▼

+

Photo / Video*

Click “+ photo / video” to upload product photo.

Uploading photo

Photo / Video



1. Click "**Media Library**" to upload photo from your computer

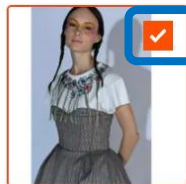
2. Click "**Add**" to upload photo.

3. "Tick" the require photo to be uploaded

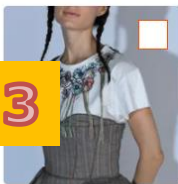
4. Submit



2



brand photo 3_202111120...



brand photo 3.jpg



testing 2.JPG



testing.JPG

Remove Download

Maximum upload 15 file



Close

4

Media Library

← Upload progress




1

No. of
Select



Uploading photo

Photo / Video ⓘ



✕

🔄

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Media Library

← Upload file

100%

brand photo 3_202111112102321.jpg 106 KB

After the photo is successfully uploaded, press **“save”**.

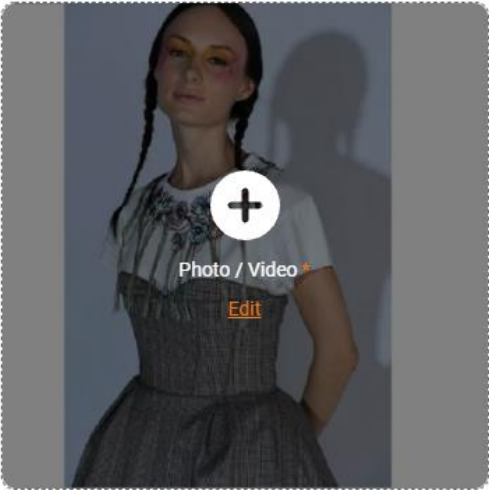
Save

Uploading photo

Input all information in the required fields

Category*

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



+

Photo / Video*

Edit

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



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香港貿易發展局

14

Uploading photo

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 A A           

Characters : 0/3000

Preview & Submit

Edit Chinese Content

Save

Close

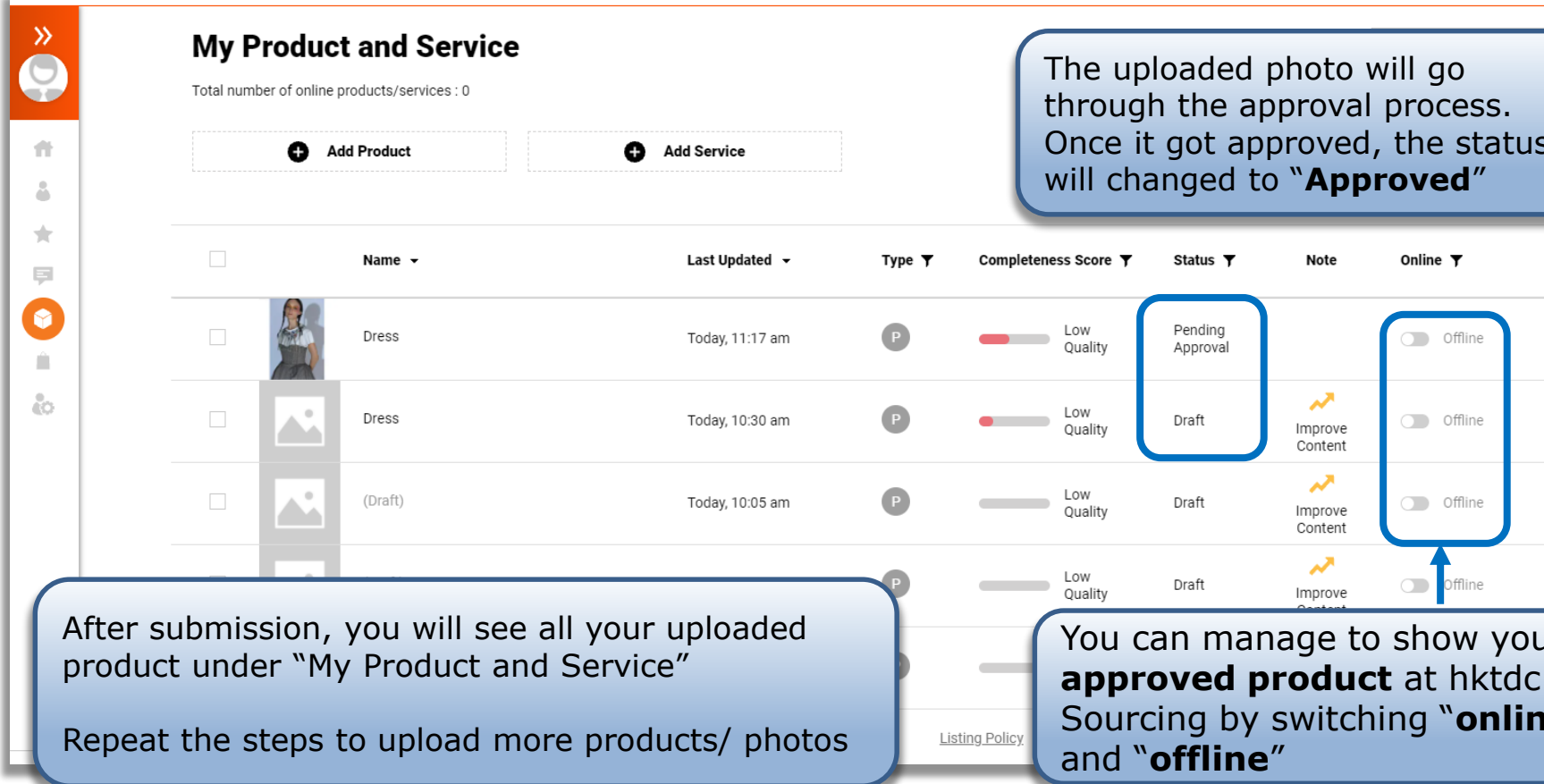
The system will **suggest** suitable tags according to the photo uploaded for your consideration. It is **strongly recommended** to choose the tags from the selection list to facilitate a better match.

Try to avoid using model number, serial number, etc. Suggest to input product feature, function, etc.








Tips:

You may also prepare the **Chinese content** of your products. When Buyer switch to Chinese, they can view the product content in Chinese.

Uploading photo



The screenshot shows a dashboard titled "My Product and Service" with a sub-header "Total number of online products/services : 0". Below this are two buttons: "+ Add Product" and "+ Add Service". A table lists products with columns: Name, Last Updated, Type, Completeness Score, Status, Note, and Online. The first product is a "Dress" with a photo, updated "Today, 11:17 am", status "Pending Approval", and a "Low Quality" score. The second product is a "Dress" with a placeholder image, updated "Today, 10:30 am", status "Draft", and a "Low Quality" score. The third product is a "(Draft)" with a placeholder image, updated "Today, 10:05 am", status "Draft", and a "Low Quality" score. The "Online" column has toggle switches for each product, all currently set to "Offline".

| | Name | Last Updated | Type | Completeness Score | Status | Note | Online |
|--------------------------|---|-----------------|------|------------------------------------|------------------|---|----------------------------------|
| <input type="checkbox"/> |  Dress | Today, 11:17 am | P | <div><div></div></div> Low Quality | Pending Approval | | <input type="checkbox"/> Offline |
| <input type="checkbox"/> |  Dress | Today, 10:30 am | P | <div><div></div></div> Low Quality | Draft |  Improve Content | <input type="checkbox"/> Offline |
| <input type="checkbox"/> |  (Draft) | Today, 10:05 am | P | <div><div></div></div> Low Quality | Draft |  Improve Content | <input type="checkbox"/> Offline |
| <input type="checkbox"/> |  | | P | <div><div></div></div> Low Quality | Draft |  Improve Content | <input type="checkbox"/> Offline |

The uploaded photo will go through the approval process. Once it got approved, the status will be changed to **"Approved"**

After submission, you will see all your uploaded product under "My Product and Service"

Repeat the steps to upload more products/ photos

You can manage to show your **approved product** at hktdc.com Sourcing by switching **"online"** and **"offline"**

Other Business Opportunities and Useful Productivity Functions

To make sure you do not miss any **Business Opportunities** (eg. [Buyer sourcing leads](#)) and make full use of all **Productivity System Functions** (eg. [Batch upload](#), [Instant messaging](#)) available for HKTDC 's online suppliers,

please click [HKTDC Online Supplier FAQ](#) or scan the QR code below for more details.



[HKTDC Online Supplier FAQ](#)

Enquiry

Should you have any queries regarding product upload, please feel free to call our hotline:

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

Working hours: Mon-Fri 0900 - 1700

Email: sourcingsupport@hktdc.org

Thank you!