



hktdc.com Sourcing

上传产品照片用户指南

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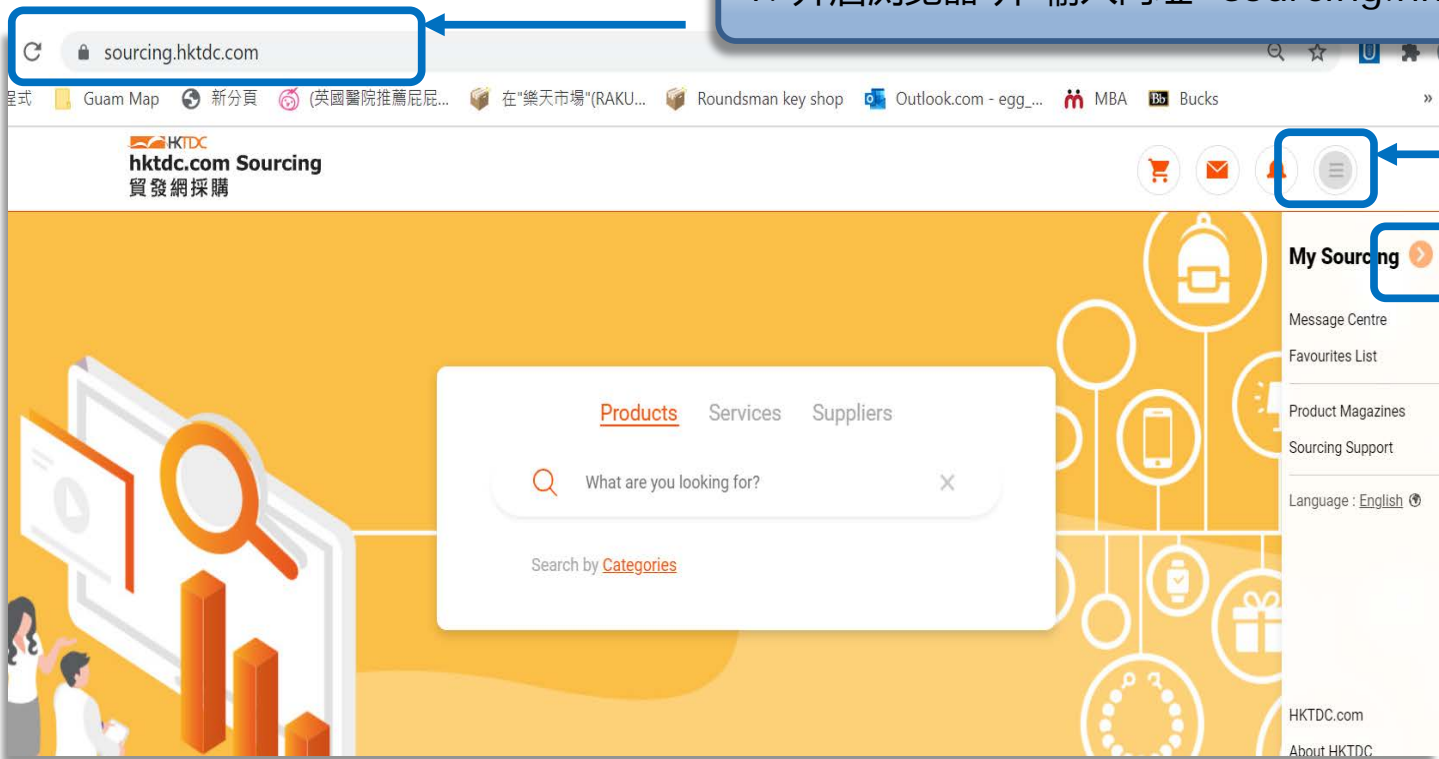
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1. 登录帐户

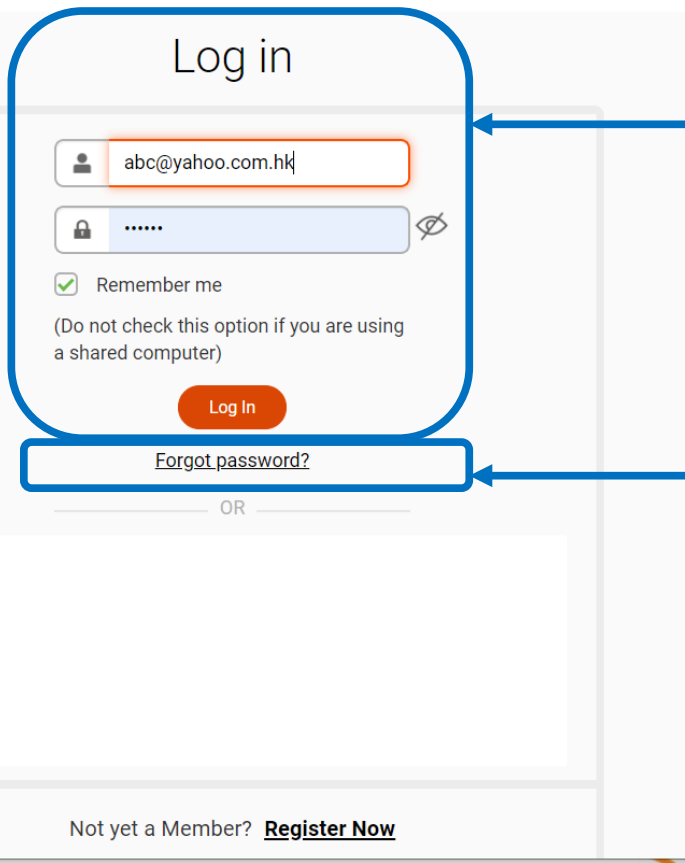
1. 开启浏览器 并 输入网址 “sourcing.hktdc.com”



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 image shows a login form titled "Log in". It contains the following elements:

- A text input field for the email address, containing "abc@yahoo.com.hk".
- A password input field with a lock icon and a visibility toggle icon.
- A checkbox labeled "Remember me" which is checked.
- A note: "(Do not check this option if you are using a shared computer)".
- A red "Log In" button.
- A link labeled "Forgot password?".
- An "OR" separator.
- A link for "Not yet a Member? [Register Now](#)".

Blue arrows point from the text boxes on the right to the email and password fields, and from the "Forgot password?" link to the "Forgot password?" text.

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

HKTDC
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...

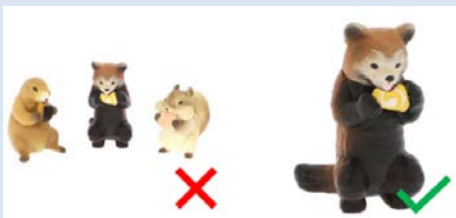
1. 将鼠标指向左侧图标列以展开导航栏。
2. 选择“产品和服务”上传产品相片

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

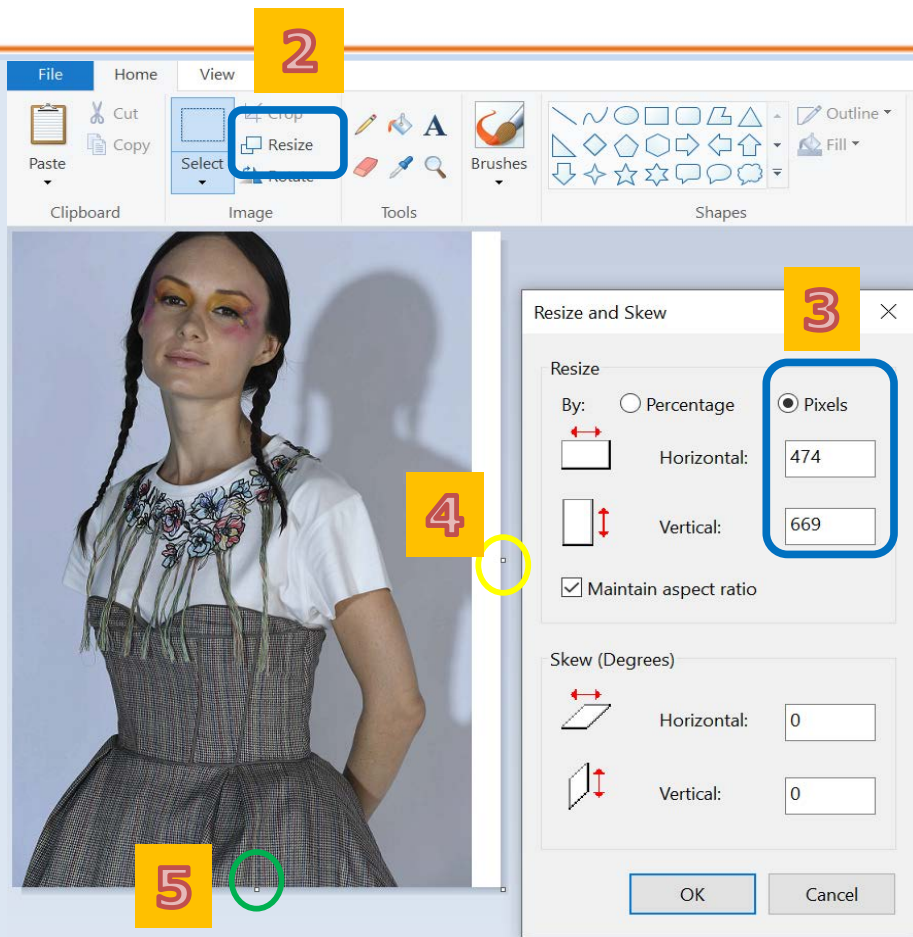
照片文件格式：

- 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

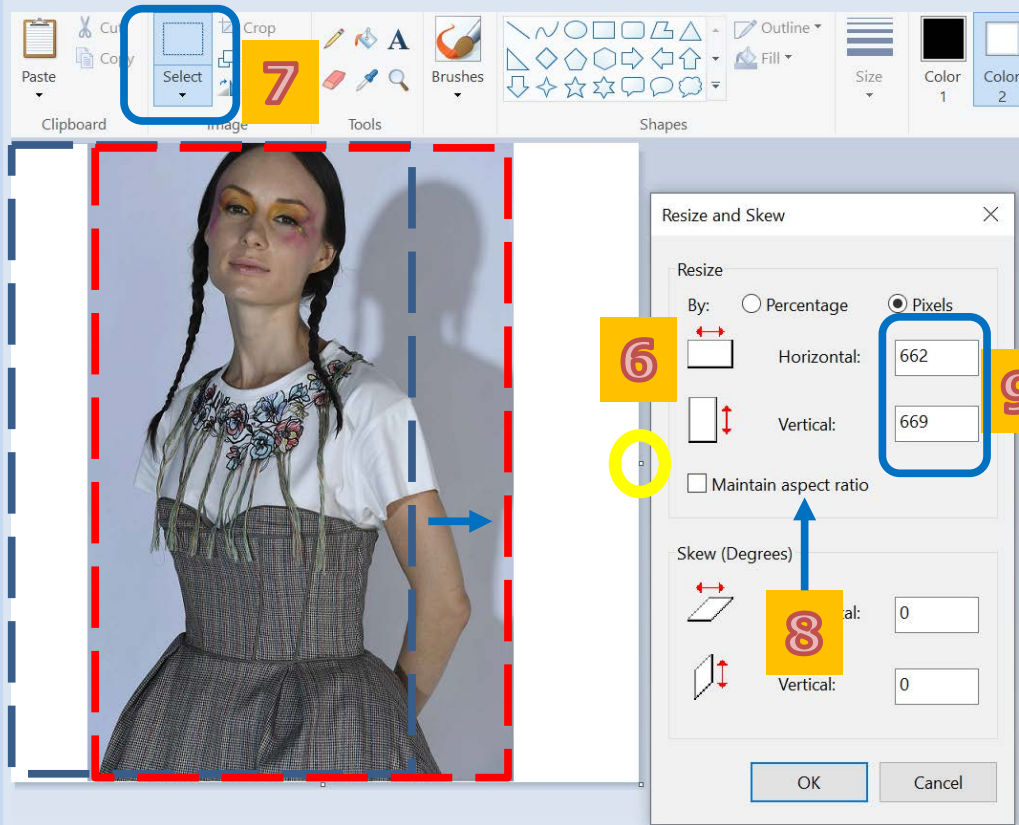


修改相片尺寸的简易方法

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 – 重要提示

修改相片尺寸的简易方法



6. 在示范例子的情况下，我们拖动黄色圆圈来调整尺寸以将水平和垂直调整到相近的数字
7. 点击“**选择**” (select) 裁剪照片并将其移放于正中心 (从**蓝色**位置移动到**红色**位置)
8. 勾选“维持外观比例” (Maintain aspect ratio)
9. 在“水平”和“垂直”框中输入“600”
10. 储存图片后即可上传作产品相片

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 message states "Total number of online products/services : 0". Two buttons, "Add Product" and "Add Service", are visible. A blue callout box with a white border and a blue arrow points to the "Add Product" button, containing the text: "想添加新产品的照片先点击“添加产品”按钮". 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 "Draft" status, "Low Quality" score, and an "Improve Content" note. A sidebar on the left contains navigation icons, including a cube icon that is highlighted in orange.

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	<div style="width: 20%;"></div> Low Quality	Draft	Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	(Draft)	Today, 12:02 pm	P	<div style="width: 20%;"></div> Low Quality	Draft	Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	(Draft)	Today, 12:01 pm	P	<div style="width: 20%;"></div> Low Quality	Draft	Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	(Draft)	02 Nov 2021	P	<div style="width: 20%;"></div> Low Quality	Draft	Improve Content	<input type="checkbox"/> 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的分类。

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 *

Price

Range of Price

Lowest Price

US \$ N/A

Highest Price

US \$ N/A

Discount

N/A

% OFF

Unit

Select Unit



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

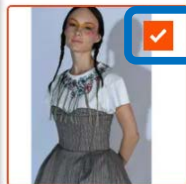
2. 点击“新增”上传产品相片。

3. 勾选想上传的相片

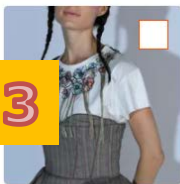
4. 递交



2



brand photo 3_202111120...



brand photo 3.jpg



testing 2.JPG



testing.JPG

Remove Download

Maximum upload 15 file



4

Search



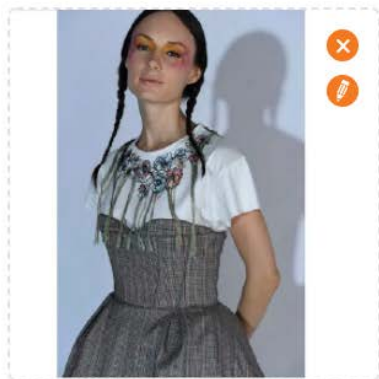
1

No. of
Select



上传照片

Photo / Video ⓘ



Media Library

← Upload file

brand photo_3_20211112102321.jpg 106 KB 100%

相片上传成功后，点击“储存”。

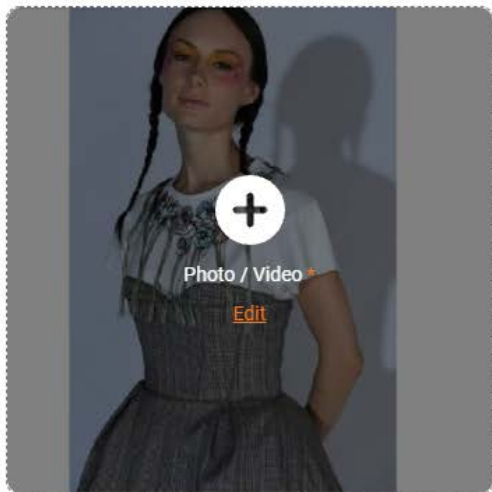
Save

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

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。

Preview & Submit

Edit Chinese Content










Save

Close

上传照片

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		<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		<input type="checkbox"/> Offline
<input type="checkbox"/>			P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft		<input type="checkbox"/> Offline
<input type="checkbox"/>			P	<div style="width: 20%;"><div style="background-color: red; height: 10px;"></div></div> Low Quality	Draft		<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) 2911 0485

办公时间: 周一至周五 0900 - 1700

电子地址 : sourcingsupport@hktdc.org

谢谢!