

## Introduction

Global Sources Private Supplier Catalog (PSC) is an online application for managing your content and business on Global Sources Online. It is designed to help you increase sales opportunities with minimum time and resources. It is also designed to help you manage and take advantage of your sales opportunities efficiently in a secure environment.

What can you do with PSC?

Send out your Product Alert to buyers at anytime

Display new products to select buyers with password-protected Private Showrooms

Track buyer leads and generate more inquiries

Record, manage and analyze buyers' inquiries

Make informed sales decisions by viewing market intelligence reports

If you need further assistance, please contact your Client Service Officer, e-mail us at [supplierservice@globalsources.com](mailto:supplierservice@globalsources.com) or call our client service hotlines:

Beijing: 800 810 9399

Shanghai: 800 820 8553

Shenzhen: 800 830 6228

Xi'an: 800 870 8885

Hong Kong: 852 2831 2770

Taipei: 080 907 0701

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## 1. Login to Private Supplier Catalog

Step 1: Go to [www.psc.globalsources.com](http://www.psc.globalsources.com)

Step 2: Input your Login Name or E-mail and Password, then click “Login Now”

**Login**

**Registered User**

Login to access your Private Supplier Catalog  
You must have cookies enabled to login. [Find out how](#)

**Login Name or E-mail:**   
yourname@company.com or Login Name

**Password:**   
Password is Case Sensitive

For China users: if you are experiencing slow system performance, you may try this [alternative login](#) page to access your Private Supplier Catalog.

[Forgot your login name or password?](#)

Remember me when I come back to Global Sources  
You may not wish to use this option if you share a computer

**LOGIN NOW**

Tips:

If you forget your login name or password, you can just click on the “Forgot login name or password” link. The system will immediately send you an e-mail with a link to create a new password.

## 2. Create and Post Product Information

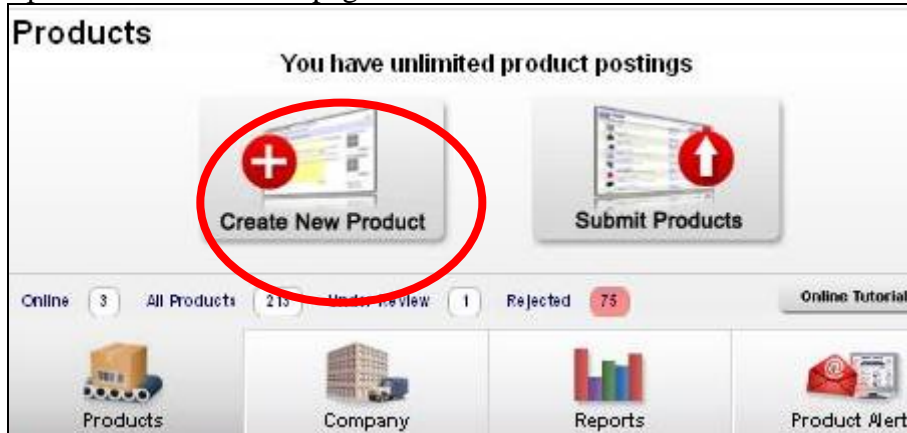
### 2.1. How to Create Product

“Create New Product” is to input product information into Private Supplier Catalog, which is the first step of conducting your online marketing in Private Supplier Catalog.

Step 1: Click “Create New Product” under “Products” in the menu bar.



You can go to “Create New Product” page by clicking the shortcut key ‘Create new product’ in PSC homepage .



Step 2: Input product information in the product profile page.



Note: Product category is a very important section. Choosing the most appropriate category for each of your product may help you get the right inquiries from the right buyers. If no proper category’s found for your product here, please refer to the steps below.

- 1). Click ‘Select other category’

Tips:

Each new product will trigger an e-mail alert to your target buyers in Global Sources Online. It will be sent to the mail box of the buyers directly. The buyers can view the product details, and even send inquiries to you immediately.

Tips:

Click “Watch Tutorial” to study online how to create new product  
Click ‘?’ to learn how to fill the related field. And an online sample of the item will be displayed

Tips:

Field marked with a red asterisk (\*) are the minimum required items

Primary Product Information  
Ensure accurate search results and make your product more attractive

**Product Category:** \* --Select One-- Select other category

**Product Name and Short Description:** \*  100 characters left [Spell Check](#)

2). You can add the proper category in the pop-up window by ‘Keyword Search’ or ‘Level Search’

**Select a product category by using one of the options below:**

Search by Product Keywords

Tip: You may enter keyword(s) in either simplified Chinese or English. [?](#)

[Click to view more available Product Categories](#)

Path: [All Categories](#)

- Auto Parts & Accessories 汽车配件及用品
- Auto Safety & Security 汽车防盗与安全设备

1. Keyword search(Recommended):

Enter the ‘keyword’ in the searching bar and click ‘Search’ button. (Here entering as few words as possible may result in more categories for your option.

**Select a product category by using one of the options below:**

Search by Product Keywords

Tip: You may enter keyword(s) in either simplified Chinese or English. [?](#)

1.2 Select the category, then click ‘Add’ button.

- Accessories for iPod iPod配件
- Car FM transmitters 车载FM发射器
- Car MP3 connection kits 车载MP3连接配件
- Car MP3 players 车载MP3
- Docking stations for iPhone iPhone底座

2. Level Search

2.1 Click the related category shown by verticals.

Tips:

You may input keyword in English or Chinese to search the most appropriate product category accurately.

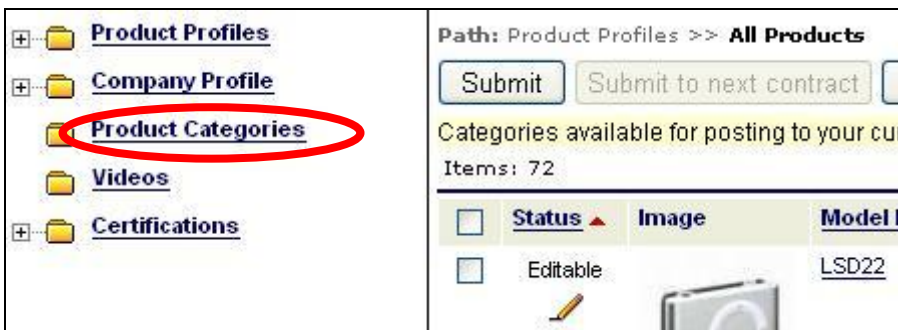


2.2 Choose the most appropriate category, click 'Add' button.



You can also add as many product categories as possible through 'Product Categories' folder. Steps are shown below:

Click 'Product Categories' folder in 'Products' page



2. Click 'Add more' button.

Tips:

Compared to adding category by "Keyword Search" or "Level Search", you may add as many product categories as possible at one time through "Product Categories" folder



Through these two methods above, more categories can be added and meanwhile would appear in the drop-down menu for your selection in ‘Create new product’ page.

Step 3: Once product information inputting is done, click “Save & Submit” to post product online. If posting is supposed to be done later, click “Save”



You can also create a new product quickly by copying existing products

1. Create new products quickly by “Copy” function in “Save Confirmation” page

Step 1: Click “Copy and edit as new product” in “Save Confirmation” page



Step 2: “Create/Edit Product Profile” page will be transferred to and model

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number will be appended with a “-1” automatically. Product model number or other profile can be edited and saved afterward. Then a new product has been created.

<b>Product Category:</b> ?	* Portable speakers 便携音箱
<b>Product Name and Short Description:</b>	* Mini Portable speakers, supports Microphone and Reco
<b>Model Number:</b>	ABC-1

2. Create new products quickly by “Copy” function in tool bar

Step 1: Click “Products” in the menu bar. Select the product to be copied, and then click “Copy”.

Path: Product Profiles >> All Products

Submit Submit to next contract **Copy** Delete Other actions

Categories available for posting to your current Marketing Website contract: 97

Items: 72

<input type="checkbox"/>	Status	Image	Model Number	Description	Cate
<input checked="" type="checkbox"/>	Editable		EC003ec003	Mini Flash MP3 Player Supports Microphone and Recording Function Available in Silver	Flash playe

Step 2: Click “Copy here” to choose a folder for the copied product

**Select Destination Folder**

- All Products (72) [Copy here](#)
- DVD (42) [Copy here](#)
  - Car DVD (20) [Copy here](#)
    - DCD (0) [Copy here](#)
  - MP3 (64) [Copy here](#)
  - cardboard gift box (8) [Copy here](#)
  - cordless cellphone (7) [Copy here](#)

Cancel

Step 3: model number will be appended with a “-1” automatically. Click the

product image or model number to edit model number or other product profile and click save. Then a new product has been created.

<input type="checkbox"/>	Status	Image	Model Number	Description	Category
<input type="checkbox"/>	Editable 		<a href="#">EC003ec003</a>	Mini Flash MP3 Player Supports Microphone and Recording Function Available in Silver	Flash playe 
<input type="checkbox"/>	Editable 		<a href="#">EC003ec003-1</a>	Mini Flash MP3 Player Supports Microphone and Recording Function Available in Silver	Flash playe 

## 2.2. How to Post Products to Your Websites

2.2.1 Post product information in “Create/Edit Product Profile” page.  
Click “Save & Submit” after new product information input is done.

**+ Additional Information for Private Showroom**

 If you provide more information, you are more likely to receive more inquiries.

2.2.2 Post product in “Save confirmation” page  
Click “Submit” after new product information input is done.

**Save Confirmation**

Your product [F-M009a-1](#) has been saved in your All Products folder.

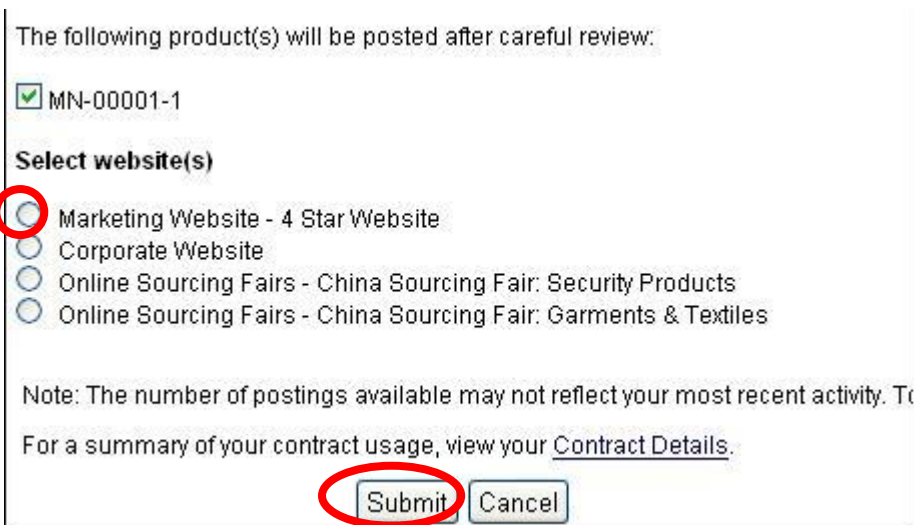
[Copy and edit as new product](#)

2.2.3 Post products in “All Products” folder

Step 1: Click “Products” in menu bar and then go to “All Products” folder. Click selected products to be online, then click “Submit” in tool bar



Step 2: Click selected website, then click “Submit”



## 2.2.4 Post product in “Product Basket”

If you want to post more than one products on different pages at the same time, you can use this function to store products temporarily, and post all at one time.

Step 1: Click selected products in “All Products” folder, then click “Add to Product Basket”

Tips:

“Marketing Website” is our name for your website on Global Sources Online.

“Corporate Website” is your website hosted by Global Sources using your own URL.

“Online Sourcing Fairs” is the website specific to shows featured in Global Sources Sourcing Fairs.

Please contact your Customer Service Officer if you want to know more about Corporate Website and Online Sourcing Fairs.

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Step 2: Click “View Product Basket”



Step 3: Click selected products, then click “Submit”



After a product is successfully submitted, it's automatically saved in 'Under Review' folder. Meanwhile the product status will show “Under Review”, which means you can't edit this product meanwhile. If some information has to be updated, you may go to “Under Review” folder and click selected product, then click “Unsubmit”. Afterward you may edit the product profile back into “All Products” folder.

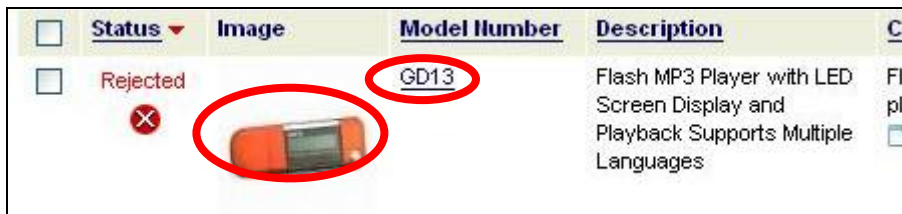


### 2.3. How to Work on Rejected Products

If your submitted products are rejected, you may check out the rejection reasons by two means as following:

#### 2.3.1 Find out rejection reasons in “All Products” folder

Click rejected product images or model numbers in “All Products” folder to find out the rejection reasons. You may edit the product profile accordingly and then submit the products again.



#### 2.3.2 Find out rejection reasons in “Rejected” folder

“Rejected” folder will appear in red as long as there are any rejected products. Click “Rejected” folder and check “Rejection Reason” column. You may click the product images to edit product profile accordingly and then submit the products again. Afterwards, the products will be not in “Rejected” folder but “Under Review” folder.

Model Number	Description	Category	Rejected	Rejection Reason
GD13	Flash MP3 Player with LED Screen Display and Playback Supports	Flash MP3 players	28 Jun 2010	请提供尺寸为360 x 360 像素,大小为5 x 5"或12.7 x 12.7cm,精度为100dpi 或以上标准的图片,以免 图片太小或产品模糊。

Note: It’s possible to see the below notification after your submitting product or

**Tips:**

Your registered e-mail box will receive a notification sent by system if your submitted products are rejected.

company information. If it happens, please fill and submit Vender Profile at first. Further detailed information will be stated in Chapter 8.1



## 2.4. How to Unpost or Replace Online Products

You may unpost or replace online products at anytime

Step 1: Click “Products” menu bar and you will probably see three folders shown as below under “Online” folder. Please note that any of the three folders will be displayed and available only depending on your contract details.



Step 2: If you want to unpost products offline from your Global Sources Marketing Website, please select the products in “Marketing Website” folder and then click “Unpost”.



If you want to replace products in your Global Sources Marketing Website, please select the products in “Marketing Website” folder and then click “Replace” .



The product status to be replaced will show “To be replaced”. You may select new products to be online in “All Products” folder and then click “Submit”. New products will replace the locked products immediately when they are posted online successfully.



## 2.5. How to Create Product Certifications

Step 1: Click “Create Product Certification” in “Product” menu bar

**Tips:**  
To ensure your product replacement happens without delay, please use the “Replace” function to pull down products



Step 2: Click “Save” after input product certification information

**First, select the standard of your certificate, license or test report**

Certificate Standard:  [Learn](#)  
 If not in the list above, please specify:

**Provide certification details**

Scanned Image of the Certification: New   
 Image will only be uploaded upon Save

Certificate Number:

Issue Date:  --Month--  --Year--  
 Expiry Date:  --Month--  --Year--

Issued by:   
 Name of the 3rd party that issued your certificate (e.g., BVQI, etc.)

Scope/Range:   
 Product, management or process that is certified (e.g., ISO 9001 system, Lead-free content, etc.)

Certification Logo:   
 Image will only be uploaded upon Save

Tips:

To attract buyers’ interest and trust in your products, you may upload the scanning files of product certificates

## 2.6. How to Manage Product Certifications

### 2.6.1 Manage product certifications in “Manage Product Certifications” in “Product” menu bar

Step 1: Click “Manage Product Certifications” in “Product” menu bar

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Step 2: Click selected certification, then click “Assign to Products”



## 2.6.2 Manage product certifications in “All Products” folder

Step 1: Click “Products” in menu bar and then “All Products” folder. Select products and click “Assign Certifications” in tool bar

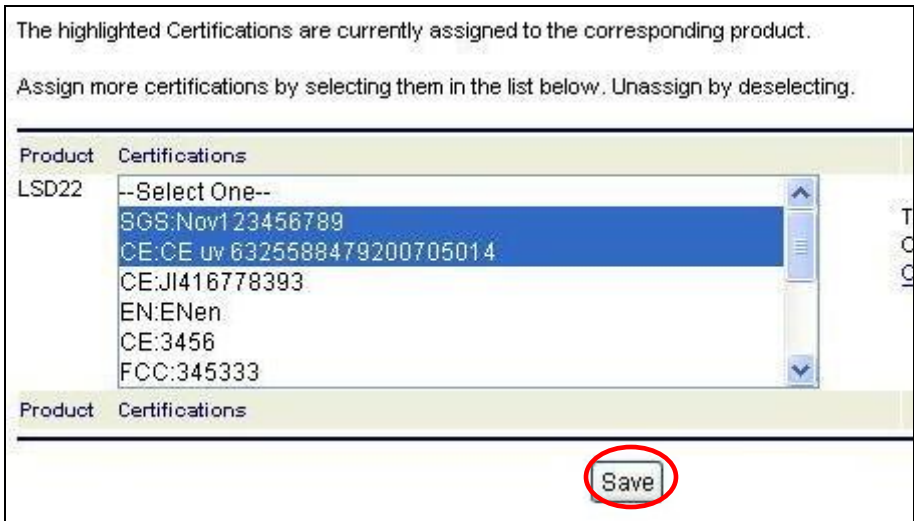


Step 2: Select relevant certification(s) and then click “Save”

Tips:

You may link more than one certifications to more than one products with “Manage Product Certifications” Function.

Please do re-submit the products linked to certifications if the certifications are supposed to be online.



## 2.7. Managing your Product Highlights

### 2.7.1 How to select products to display as Product Highlights

Step 1: Click “Manage Product Highlights” under the “Products” menu



Or go to the “Marketing Website” section of your “Online” products folder, then click the “Manage Product Highlights” link.



Step 2: Click the “Select Products” button



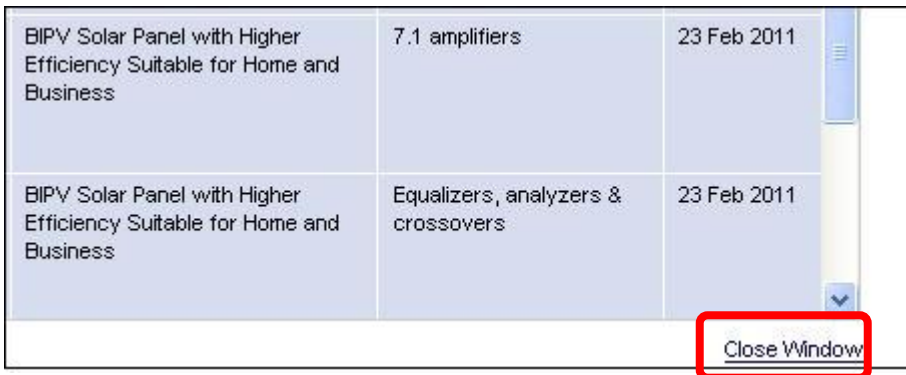
Tips:

Click “Watch tutorial” for a video explanation of how to select your Product Highlights

Tick the products you want to display as Product Highlights, then click the “Select” button to confirm your selection. If you would like to select products that are displayed on different pages, click “Select” before moving on to another page.



When finished selecting products, click the “Close Window” link.



Step 3: Finally, click the “Submit” button to update your Marketing Website with

your new Product Highlights.

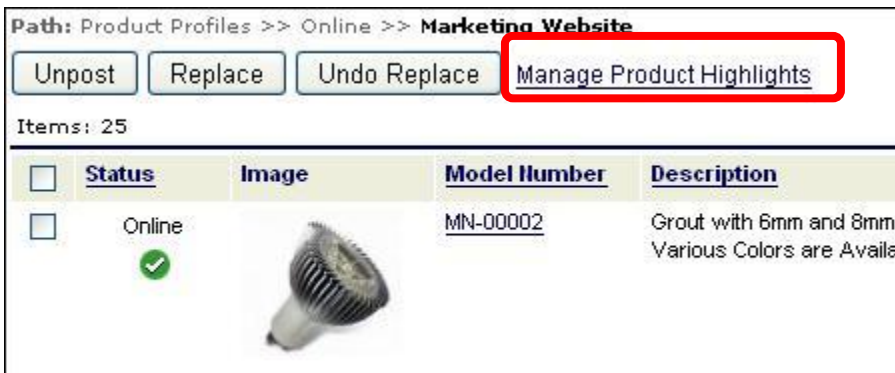


## 2.7.2 How to remove your Product Highlights

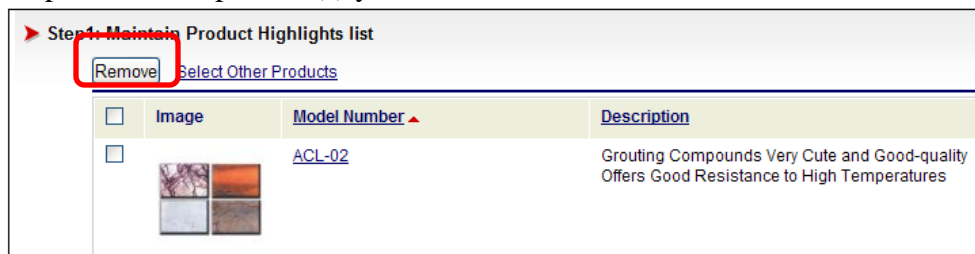
Step 1: Click “Manage Product Highlights” under the “Products” menu



Or go to the “Marketing Website” section of your “Online” products folder, then click the “Manage Product Highlights” link.



Step 2: Tick the product(s) you would like to remove, then click “Remove”



Tips:

You can click the “Select other products” link to choose additional product highlights, or click the “Remove” button to remove products from your Product Highlights section.

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Step 3: Click the “Submit” button to update your Marketing Website. Your selected product(s) will be removed from your Product Highlights section.



### 2.8. How to Use “E-mail Selected Products” Function to Send Product Information

Step 1: Click selected products in “All Products” folder and then click “E-mail Selected Product(s)” in tool bar



Step 2: Input receiver’s email address and click “Send”

**E-mail**  
**The following profiles have been selected to be sent to recipients by e-mail:**

- LSD22

**From:** sunnyh@globalsources.com

**To:**  \*

**Cc:**  Separate multiple recipients with a semicolon(,)

**Bcc:**  Separate multiple recipients with a semicolon(,)

Copy to my own e-mail  
 You will receive separate e-mails for each recipient listed above.

**Subject:** Product Profiles from PSC Training (Shen) \*

**Message:** Hello,  
 The following product profiles from PSC Training (Shenzhen) Co Ltd have been sent to you for your perusal, and are accessible via the

**Format:**  Global Sources Marketing Website  
 Private Supplier Catalog

Tips:

You can select addresses from your address book by clicking on “To”, “Cc” and “Bcc” links.

“Bcc” function will be suggested if there are more than one receivers.

### 3. Create and Post Company Information

#### 3.1. How to Manage Basic Company Information Main Section

Step 1: Click “Edit Main Section” in “Company” in menu bar

Home	Products	Company	Private Showroom	Reports
	(For Greater Ch	<ul style="list-style-type: none"> <li>• <b>Edit Main Section</b></li> <li>• <a href="#">Create Company Certification</a></li> <li>• <a href="#">Manage Company Certifications</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Preview Website</a></li> <li>• <a href="#">Create PDF Catalog</a></li> <li>• <a href="#">Upload Video</a></li> </ul>	

Step 2: Click “Primary Company Information” and “Additional Company Information” to edit or update company information.

Note: Your company name displayed online can be modified. Plus, in “Primary Company Information”, “Company Registration Number” is very important, please make sure it’s filled.

Help with this form  
[Watch tutorial](#)

**Posting Details**  
 Submitted By: \_\_\_\_\_  
 Online Version(s): [Main](#) [Marketing Website](#)

**Company Profile**

**Company Details**

1. [Primary Company Information](#)

2. [Additional Company Information](#)

**Company Registration Number:**   
[Learn more](#)

Website Display Name :   
 Logo:   
Image will only be upl

**Tips:**

Click “Watch Tutorial” to learn how to create company main section

We suggest you should fill in “Company Registration Number” to acquire buyers’ trust.

Step 3: Click “Save” when modifying is done.

Department :   
 E-mail Address :

### 3.2. How to Manage Detailed Company Information Section

To present more comprehensive information about your company’s strengths and features than that which appears on the “Main” page, you can use “Detailed Company Information” section.

Step 1: Click “Company” in menu bar

<a href="#">Home</a>	<a href="#">Products</a>	<a href="#">Company</a>	<a href="#">Private Showroom</a>	<a href="#">Reports</a>
(For Greater Ch		<ul style="list-style-type: none"> <li><a href="#">Edit Main Section</a></li> <li><a href="#">Create Company Certification</a></li> <li><a href="#">Manage Company Certifications</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Preview Website</a></li> <li><a href="#">Create PDF Catalog</a></li> <li><a href="#">Upload Video</a></li> </ul>	

Step 2: Click the detailed company information section links

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Detailed Company Information ?		
<input type="checkbox"/> Under Review	Quality Control	X
<input type="checkbox"/> Under Review	Trading Services	X
<input type="checkbox"/> Editable	Factory Tour	✓

Step 3: Click “Save” when finish inputting information

Job Title :

Signature Image:

Image will only be uploaded upon Save

### 3.3 .How to Post Company Information Online

Step 1: Click “Company” in menu bar

Home	Products	Company	Private Showroom	Reports
(For Greater Ch		<ul style="list-style-type: none"> <li>Edit Main Section</li> <li>Create Company Certification</li> <li>Manage Company Certifications</li> </ul>	<ul style="list-style-type: none"> <li>Preview Website</li> <li>Create PDF Catalog</li> <li>Upload Video</li> </ul>	

Step 2: Click selected company information sections to be online and then click “Submit”

Path: Company Profile >> All Sections

Items: 14

Status	Section
<b>Basic Company Information ?</b>	
<input type="checkbox"/> Editable	Main
<b>Detailed Company Information ?</b>	
<input type="checkbox"/> Rejected	Trade Shows

Step 3: Click “Confirm”

Tips:

Only P2 clients and above can submit the Additional Company Info besides Main.

**Submit Company Profile Section(s)**

The following Company Profile Section(s) will be posted online after careful review:

Main

**Destination:**

Marketing Website/Online Sourcing Fairs/Corporate Website

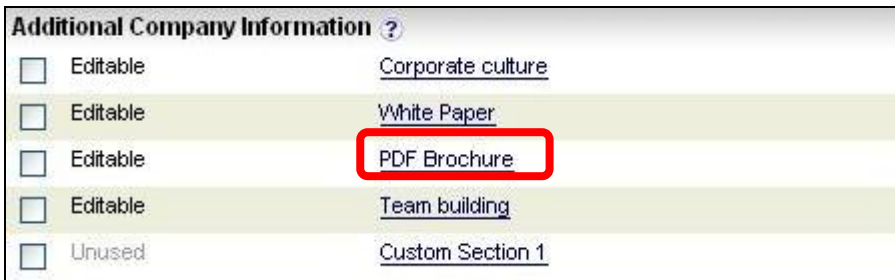
### 3.4. How to Manage Additional Company Information Section

#### 3.4.1 How to post PDF brochure

Step 1: Click “Company” in menu bar



Step 2: Click “PDF Brochure” in “Additional Company Information” section



Step 3: Browse and upload PDF brochure saved in your computer and choose “Display online”. Then click “Save”

**Upload PDF Brochure**

Provide buyers with additional company and product information by posting a download your file.  
 Note: Only one PDF Brochure can be posted to your Marketing Website at a time. M

219296980.pdf

<input type="text"/>	浏览...	<input checked="" type="radio"/> Display online
<input type="text"/>	浏览...	<input type="radio"/> Display online
<input type="text"/>	浏览...	<input type="radio"/> Display online
<input type="text"/>	浏览...	<input type="radio"/> Display online
<input type="text"/>	浏览...	<input type="radio"/> Display online

Save Cancel

Tips:

P2 clients or above can post PDF brochure to Marketing Website for buyers to download

Tips:

It is the same as posting PDF brochure to posting White Paper.

Step 4: Go back to “Company” and select “PDF Brochure” in “Additional Company Information”. And then click “Submit”

Path: Company Profile >> All Sections

Submit E-mail Add to PDF Catalog

Items: 14

**Additional Company Information** ?

<input type="checkbox"/> Editable	<a href="#">Corporate culture</a>
<input type="checkbox"/> Editable	<a href="#">White Paper</a>
<input checked="" type="checkbox"/> Editable	<a href="#">PDF Brochure</a>

Note: You may upload five PDF brochures, each of which is at maximum space of 5M, but only one PDF brochure can be displayed online.

### 3.4.2 How to create “Custom Section” information

Step 1: Click “Company” in menu bar

Home	Products	<b>Company</b>	Private Showroom	Reports
(For Greater Ch		▪ <a href="#">Edit Main Section</a>	▪ <a href="#">Preview Website</a>	
		▪ <a href="#">Create Company Certification</a>	▪ <a href="#">Create PDF Catalog</a>	
		▪ <a href="#">Manage Company Certifications</a>	▪ <a href="#">Upload Video</a>	

Step 2: Click “Custom Section X” in “Additional Company Information” section

## Private Supplier Catalog

Additional Company Information ?	
<input type="checkbox"/> Editable	<a href="#">Corporate culture</a>
<input type="checkbox"/> Editable	<a href="#">White Paper</a>
<input type="checkbox"/> Editable	<a href="#">PDF Brochure</a>
<input type="checkbox"/> Editable	<a href="#">Team building</a>
<input type="checkbox"/> Unused	<a href="#">Custom Section 1</a>

Step 3: Input information and custom “Page Title”, then click “Save”

**Image 3:**

Image will only be uploaded upon Save

**Caption:**

Tips:

The page titles of Custom Sections can be customized. The quantity of custom section to be online is according to your contract type. You may contact your customer service officer for more information.

### 3.5. How to Create PDF Brochure

For P4 and above contracts, users can create PDF brochure by Private Supplier Catalog

Step 1: Click “Create PDF Catalog” in “Company “ in menu bar

Home	Products	Company	Private Showroom	Reports
	(For Greater Ch	<ul style="list-style-type: none"> <li>Edit Main Section</li> <li>Create Company Certification</li> <li>Manage Company Certifications</li> </ul>	<ul style="list-style-type: none"> <li>Preview Website</li> <li><b>Create PDF Catalog</b></li> <li>Upload Video</li> </ul>	

Step 2: Click “All Sections” or “All Products“ link to select relevant company profile sections or products

**How to create your PDF Catalog**

**Step 1:** Select company profile sections in the **All Sections** folder and/or product **All Products** folder and click **Add to PDF Catalog**

**Step 2:** Click the **Create PDF Catalog** button below

**Step 3:** Set your product listing order

Step 3: Select company profile sections or products to be added to PDF catalog, then click “Add to PDF Catalog”

# Private Supplier Catalog

Path: Product Profiles >> All Products

Submit Submit to next contract Copy Delete Other actions

Categories available for posting to your current Marketing Website

Items: 72

<input type="checkbox"/>	Status ▲	Image	Model Number	Description
<input checked="" type="checkbox"/>	Editable		LSD22	Flash MP3 with Built-in 120mAh Rechargeable Battery and High-speed USB2.0 Interface

Other actions

- Other actions
- E-mail Selected Products
- Move to Another Folder
- Assign Certification
- Add to Private Catalog
- Add to PDF Catalog**
- Add to Product Basket
- Copy to Chinese Profile

Step 4: Click “Create PDF Catalog”

**Selected products and company profile sections**

These items will be included the next time you create your PDF Catalog.

Remove

<input type="checkbox"/>	<b>Product/Company Profile Section</b>	<b>Added ▼</b>
<input type="checkbox"/>	F-M009a-1	2 Jul 2010
<input type="checkbox"/>	LSD22	2 Jul 2010
<input type="checkbox"/>	Factory Tour	1 Jun 2010
<input type="checkbox"/>	Main	1 Jun 2010
<input type="checkbox"/>	<b>Product/Company Profile Section</b>	<b>Added ▼</b>

Remove

**Create PDF Catalog**

Step 5: Set product list order and then click “Confirm”

**Create PDF Catalog**

Place numbers in the boxes below to indicate the order in which you would like the items listed.

Note: Company profile sections will be listed in the same order as they appear in the product list.

LSD22

F-M009a-1

**Confirm** Cancel

Note: Company profile sections will be listed in the same order as they appear on your Marketing Website

### 3.6. How to Manage Company Certifications

The steps of creating and managing company certifications are similar to product certifications'. You may take Chapters 2.5 and 2.6 for reference.

## 4. Create Private Showroom

### 4.1. How to Create Private Showroom

Step 1: Click "Create Showroom" under "Private Showroom" in menu bar



Step 2: Input custom "Showroom name" and "Login ID". Then click "Create"

**Private Showroom - Create**

Private Showroom is a password-protected environment where you can show products to selected buyers. [Learn more.](#)

**Showroom Name:**

Choose a name that is descriptive of the products in the showroom or appropriate for the buyers you are targeting. (e.g. Our Latest Products)

**Login ID:**

The buyers you invite will use this to access your Private Showroom. They will also be sent a system-generated password to email.

Step 3: Click "Add Products".

**Create Private Showroom Confirmation**

Your Private Showroom **new** has been created.

### 4.2. How to Add Products to Private Showroom

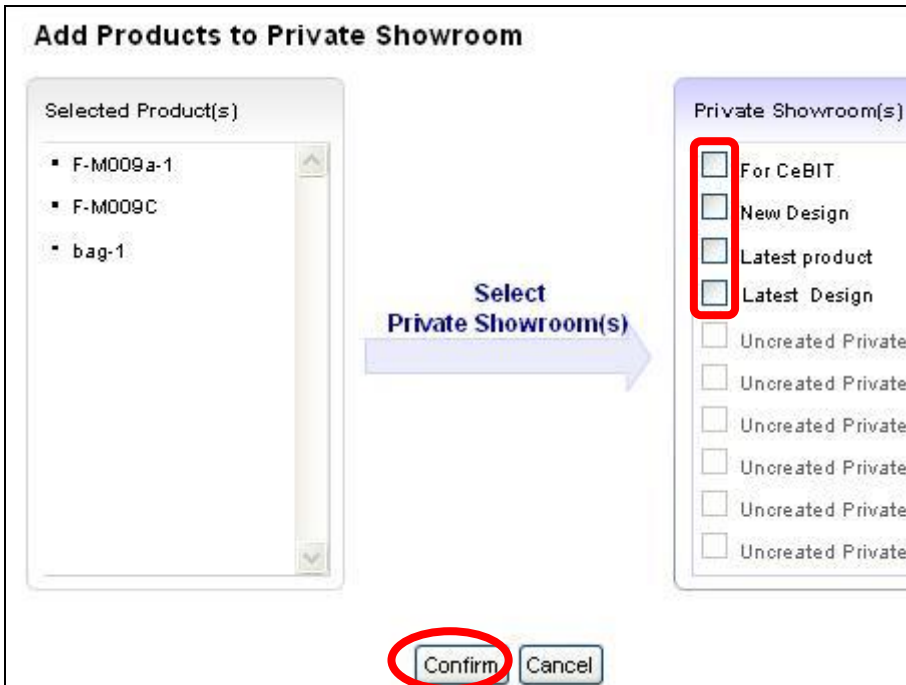
Step 1: Select products to be added to showroom, then click "Add to Showroom" and click "Continue"

Tips:

You may create 10 Private Showrooms. In each Private Showroom, the quantity of products are not limited.



Step 2: After clicking on “Continue”, below screenshot displays. Select relevant showroom and click “Confirm”. (More than one showrooms can be selected at one time)



### 4.3. How to Invite Buyers to Visit Private Showroom (Eligible for P3&above suppliers)

Step 1: Click “Manage showroom” under “Private Showroom” in menu bar

# Private Supplier Catalog



Step 2: Click “View and Invite” to go to “Invite Buyers” page

<input type="button" value="View as Slideshow"/>	<input type="button" value="Create Offline Slideshow"/>	<input type="button" value="Attach PDF Brochure"/>	
<input type="checkbox"/> Showroom Name	Buyers Invited	Updated	PDF Brochure
<input type="checkbox"/> Latest product	<input type="button" value="View and Invite"/>	22-Jun-2010	X
<input type="checkbox"/> New Design	<input type="button" value="View and Invite"/>	18-Jun-2010	X
<input type="checkbox"/> For CeBIT	<input type="button" value="View and Invite"/>	30-May-2010	✓

Step 3: Click “Invite More” to invite more buyers



Step 4: Input buyer(s) E-mail address, subject and additional message. Then click “Invite”

Below is a list of the buyers you have invited to view your Private Showroom N

Items: 1

E-mail Address ▲	Company	Last Name
sunny_hlh@163.com		
E-mail Address ▲	Company	Last Name

---

**From:** sunnyh@globalsources.com

**To:**

Separate each e-mail address with a comma.  
Click on To: to add e-mail addresses from your Address Book

Copy to my own e-mail

**Subject:** Private Showroom - Invitation

**Additional Message:**

Include a personalized message for your selected buyers

Tips:

P3 clients and above can invite buyers to view Private Showroom

Tips:

You can select addresses from your address book by clicking on the “To:” link.

The below is an invitation letter sample which invited buyers will receive. Invited buyers may log into your private showroom by clicking the link and using the user name and password in the letter.

Hello,

You are invited to access the Private Showroom of PSCe Training Co. Ltd.

Your user name is: VIP buyer  
Your password is: 2ApfnrxP

Please do not share your login and password with anyone else.

Please click on the following link to access the Private Showroom

[http://showroom.globalsources.com/privateshowroom/gsol/pex/en/tsibog/jspx.ex.jsp?showroom\\_id=8200000090229](http://showroom.globalsources.com/privateshowroom/gsol/pex/en/tsibog/jspx.ex.jsp?showroom_id=8200000090229)

Tips:

Login password will be set at random by system

#### 4.4. How to Add Additional Information for Private Showroom

Before adding product(s) to a Private Showroom, you can add special information exclusively for use in showrooms in the “Additional Information for Private Showroom” field at the bottom of the “Product Profile” page, such as FOB price.

**Additional Information for Private Showroom**  
Private Showroom is only available for certain contract types. The fol

**Audio File:**   
MP3 format only. Maximum file size 200 KB

**Additional Field Name:**

**Additional Information:**

#### 4.5. How to Attach PDF Brochure to Private Showroom(Eligible for P2&above suppliers )

If you have already uploaded a PDF catalog or White Paper to Private Supplier Catalog, you can make them accessible from your Private Showrooms. Select the target showroom, and then click “Attach PDF Brochure/White

Paper”.

<input type="button" value="View as Slideshow"/>	<input type="button" value="Create Offline Slideshow"/>	<input type="button" value="Attach PDF Brochure"/>	
<input type="checkbox"/> Showroom Name	Buyers Invited	Updated	PDF Brochure
<input type="checkbox"/> Latest product	<a href="#">View and Invite</a>	22-Jun-2010	X
<input type="checkbox"/> New Design	<a href="#">View and Invite</a>	18-Jun-2010	X

Tips:

P2 clients and above can add PDF brochure and White Paper to Private Showroom.

## 4.6. How to Present Your Products with Slideshow Function at Trade Shows

You can initiate an auto-play slideshow to display the products that you've added to your Private Showroom(s) during trade shows. (The quantity of the products added to Private Showroom is not limited)

You can create online slideshows or offline slideshows, depending on your Internet connection status at the show.

### 4.6.1. Create Online Slideshow

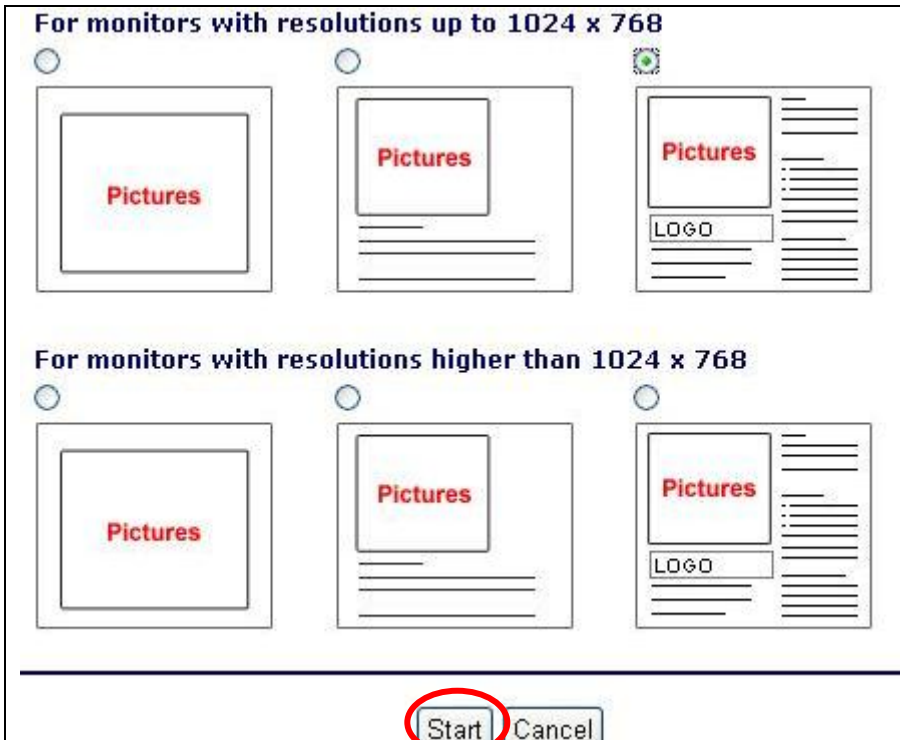
Step 1: Click “Manager Showroom” under “Private Showroom” in menu bar

<b>Private Showroom</b>	<b>Reports</b>	<b>Inquiries</b>	<b>Buyer Meetings</b>
<ul style="list-style-type: none"> <li><a href="#">Create Showroom</a></li> <li><input type="checkbox"/> <a href="#">Manage Showroom</a></li> </ul>	<a href="#">Technics Buyer Meeting. Apply Now!</a>		

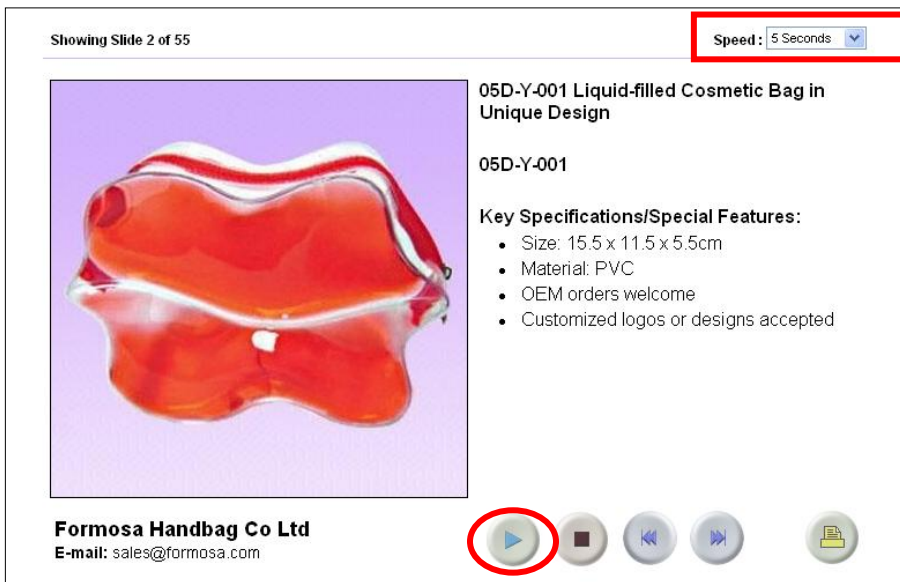
Step 2: Select target showroom(s) and then click “View as Slideshow”

<input type="button" value="View as Slideshow"/>	<input type="button" value="Create Offline Slideshow"/>	<input type="button" value="Attach PDF Brochure"/>	
<input type="checkbox"/> Showroom Name	Buyers Invited	Updated	PDF Brochure
<input type="checkbox"/> Latest product	<a href="#">View and Invite</a>	22-Jun-2010	X
<input type="checkbox"/> New Design	<a href="#">View and Invite</a>	18-Jun-2010	X

Step 3: Select proper layout and then click “Start”



Step 4: Click “OK” on the pop-up window. And then click “Play” to start the slide show. You can set the time interval on the “Speed” menu at the top right corner of the page.



#### 4.6.2 Create Offline Slideshow

If you don't have an Internet connection at the show, you can create and download an Offline Slideshow to be saved in your USB or hard drives in advance. Then you can play slideshow offline in your computer

## Private Supplier Catalog

Step 1: Select the Private Showroom(s) of which you wish to create a slideshow, and then click “Create Offline Slideshow”.

<input type="button" value="View as Slideshow"/>	<input type="button" value="Create Offline Slideshow"/>	<input type="button" value="Attach PDF Brochure"/>	
<input type="checkbox"/> Showroom Name	Buyers Invited	Updated	PDF Brochure
<input type="checkbox"/> Latest product	<a href="#">View and Invite</a>	22-Jun-2010	X
<input type="checkbox"/> New Design	<a href="#">View and Invite</a>	18-Jun-2010	X

Step 2: After choosing the layout and clicking “Create”, you will receive an e-mail notification entitled with “Private Supplier Catalog –Slideshow Download Notification”. It will contain a link for you to download the slideshow. Extract the downloaded zip file, and you will find a file named “slideshow.html”. Click on this file to start the offline slideshow in your default browser.

Dear Sunny Huang,  
 The Offline Slideshow you have requested is now ready for download. Please click on the URL below to return to your Private Showroom and download the slideshow.  
[http://psc.globalsources.com/psc/gsol/pex/en/tsiks/jsp/showrfilename=2008826236906 Sunny\\_hlh43442.zip](http://psc.globalsources.com/psc/gsol/pex/en/tsiks/jsp/showrfilename=2008826236906_Sunny_hlh43442.zip)  
 If you have any questions or need assistance, please

## 5. Viewing Market Intelligence Reports

Private Supplier Catalog’s Reports can help you understand trends in your industry, check on the status of your competitors, view your buyer leads and more. This section contains five main parts, including 20 different reports: Your Marketing Results, Buyer Leads, Industry Trends, Your Contract Details and Client Service Report.

### 5.1. Where can I find these reports?

Click on the report you want to view in the “Reports” menu.

# Private Supplier Catalog

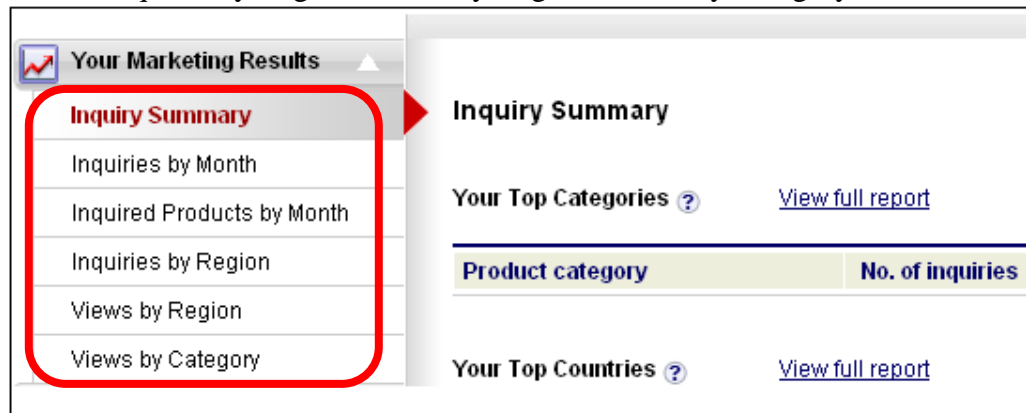


Or, once in the Report section, click on the link in the left-hand navigation bar.



## 5.2. Which information is included in each report?

**Your Marketing Results** includes: Inquiry Summary, Inquired Products by Month, Inquires by Region, Views by Region, Views by Category



**Buyer Leads** contains information about the buyers who, in the last six months, viewed your PDF Brochure, Magazine Ad, White Paper, Supplier Capability Assessment or Video on your Marketing Website, or your Private Showroom.

### Tips:

If you have not posted a video, PDF Brochure or White Paper to your Marketing Website, or if buyers have not viewed them, you will not be able to generate this report.

Views by Category		Name	
 <b>Buyer Leads</b>	2011-03-18 22:41:29.0	I.B.K.Carib bean nv	Bas,Timmerm
 <b>Industry Trends</b>	2011-03-17 01:00:56.0	SHENZHE N SUCCESS	husheng,hua
Hot Products			

**Industry Trends** includes: Hot Products, Competitor Report, Top Regions, Top Categories, Top Product Postings, Top New Product Postings, Top Views by Category and Sourcing Fair Reports.

Industry Trends		Name	
<b>Hot Products</b>	5	Inimitable toys	
Competitor Report	6	Children's casual shoes	
Top Regions	7	Children's T-shirts	
Top Categories	8	Baby clothing sets	
Top Product Postings	9	School bags	
Top New Product Postings	10	Baby strollers	
Top Views by Category	11	Children's hair accessories	
Sourcing Fair Reports	12	Children's swimwear	
	13	Baby shoes	
	14	Children's socks	
	15	Children's sports shoes	
	16	Baby monitors	

The **Client Service Report** summarizes your usage of Global Sources services. Super Administrators will receive an e-mail version of the report each month, while other users can download it in the Reports section. The Client Service Report provides detailed information on your:

- Marketing Results
- Global Sources Marketing Website Usage
- Magazine Ad
- Sourcing Fairs
- Product Galleries
- Private Sourcing Events
- Training Course Attendance
- Private Showrooms
- Third Party Verifications

Note: items may vary depending on your contract

## 6. Manage Inquiries

All of the buyer inquiries you receive from Global Sources will be recorded on

### Tips:

Each Customer Service Report will be saved in Private Supplier Catalog for one year.

this page for your viewing and managing all the inquiries.

## 6.1. How to Log in Inquiries Manager

Step 1: Click “View Inquiries” under “Inquiries” in menu bar

Private Showroom	Reports	Inquiries	Buyer Meetings	Trac
		<a href="#">View Inquiries</a> <ul style="list-style-type: none"> <li>▪ <a href="#">Inquiry Reports</a></li> <li>▪ <a href="#">Create Automatic Distribution Rule</a></li> <li>▪ <a href="#">Edit Automatic Distribution Rule</a></li> </ul>		

Step 2: You will see all the inquiries that buyers sent you through our system in a table. The most recent inquiries will displayed on the top of the list. There are up to 50 inquiries listed on each page.

You can click on the subject link to check the details of the inquiry.

Hide	Unhide	Show All	Filter	Copy	Move	Search
Items: 6						
<input type="checkbox"/> Date ▼	<u>Inquiry from</u>	<u>Hidden</u>	<u>Subject</u>			
<input type="checkbox"/> 6 Apr 2010	PS	N	<a href="#">Request for Information</a>	<a href="#">Forward Inquiry</a>		

## 6.2. How to Forward Inquiries

You can forward inquiries to your own e-mail or to specific staff for follow up.

Step 1: Click ‘Forward Inquiry’ under ‘Subject’ of the inquiry to be forwarded.

Hide	Unhide	Show All	Filter	Copy	Move	Search
Items: 6						
<input type="checkbox"/> Date ▼	<u>Inquiry from</u>	<u>Hidden</u>	<u>Subject</u>			
<input type="checkbox"/> 6 Apr 2010	PS	N	<a href="#">Request for Information</a>	<a href="#">Forward Inquiry</a>		
<input type="checkbox"/> 10 Mar 2009	PS	N	<a href="#">Request for Information</a>			

Step 2: Input the e-mail address of the recipient, and then click “Send”.

**E-mail**  
 The following inquiry emails have been selected to be sent to recipients by e-mail

- Request for Information

**From:** sunny\_hlh@163.com

**To:**

**Cc:**  Separate multiple recipients with a semicolon(,)

**Bcc:**  Separate multiple recipients with a semicolon(,)

Copy to my own e-mail

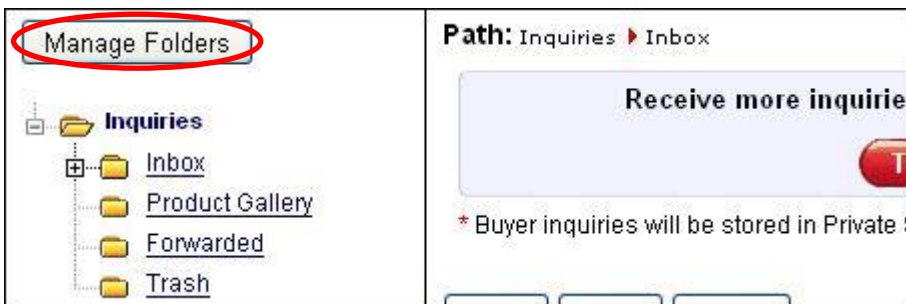
Tips:

You can select addresses from your address book by clicking on “To”, “Cc” and “Bcc” links.

## 6.3. How to manage your inquiries by creating an Automatic Distribution Rule

You can automatically forward inquiries to assigned folders by creating Automatic Distribution Rules. To start, create a subfolder.

Step 1: Click ‘Manage folders’ button on the ‘View inquires’ page.



Tips:

Only Super Administrator can review all inquires received and distribute them to other users for follow-up.

Step 2: Click “Create” after “Inbox” or “Forwarded” folder



Step 3: Input new folder name and click 'Create'

Second, create an Automatic Distribution Rule to automatically send inquiries to a subfolder.

Step 1: Click 'Create Automatic Distribution Rule' under 'Inquiries' in the menu bar.

Private Showroom	Reports	Inquiries	Buyer Meetings	Tran
		<ul style="list-style-type: none"> <li>▪ View Inquiries</li> <li>▪ Inquiry Reports</li> <li>▪ <b>Create Automatic Distribution Rule</b></li> <li>▪ Edit Automatic Distribution Rule</li> </ul>		

Step 2: Select a subfolder in the drop-up menu under 'Move Inquiries to the specified folder'.

Step 3: Separate inquiries by either country of origin, product category, or by e-mail domain name. You can also separate them by using both of the three rules at a time.

**2. Specify your Distribution rule:\***  
Please choose at least one of the three parameters below.

Separate inquiries by country of origin and move to specified folder:

-----Select Country of origin-----  
Afghanistan  
Aland Islands  
Albania

To select or deselect more than one item, hold down the CTRL key and left-click on the items.

Separate inquiries by Product Category and move to specified folder:

-----Select Product Category-----  
2.1-ch computer speakers  
2.4GHz cordless phones  
3G phones

To select or deselect more than one item, hold down the CTRL key and left-click on the items.

Separate inquiries by e-mail domain name and move to specified folder:

-----Select e-mail domain name-----  
Add a comma after the domain name.

Step 4: Input rule name, such as “By Category”, and then click ‘Save’.

**3. Name your rule:\***

Maximum of 100 characters

Step 5: Click the folder selected by Step 2 and distribute it to a user so that he/she can enter this folder and review those inquiries directly. (Please make sure the user is an administrator)

Manage Folders

**Please note:** the sort function will be disabled when you click on a folder to assign it to a different folder.

Assign this folder to:

Items: 3

Date ▾

25 Feb 2008

USA  
India  
Britain  
Forwarded  
Trash

Ellena Cheng  
milly g  
Sunny Huang  
Coco Tang  
Sherry Shi  
Peter Wing  
scarlet xu  
Simon Lee

Tips:

Assign the same name to both your subfolder and automatic distribution rule.

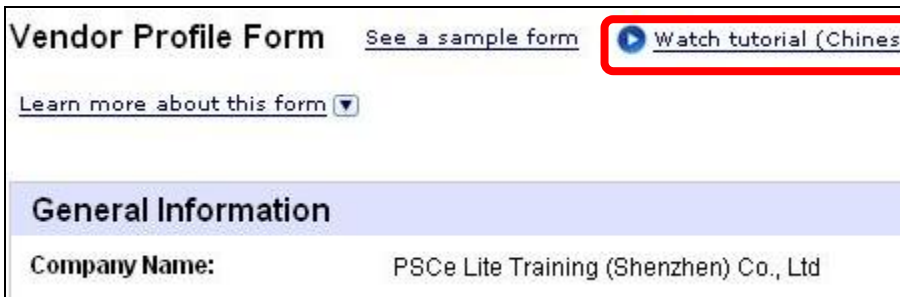
## 7. Attend Buyer Meetings to Attain Opportunities of Meeting with Major or Leading Buyers

### 7.1. How to Create and Submit Vendor Profile

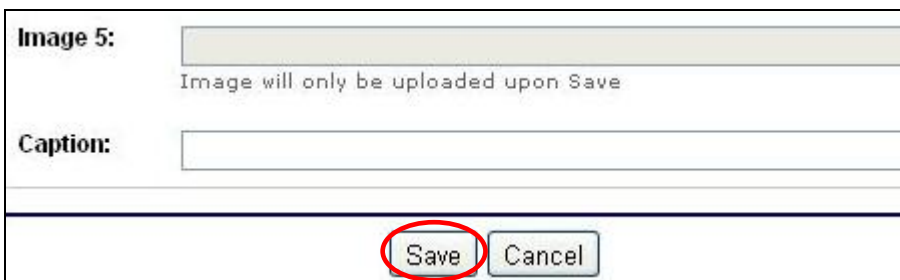
Step 1: Click “Create Vendor Profile” under “Buyer Meetings” in menu bar



Step 2: Input relevant information



Step 3: Click “Save” when inputting is done.



Step 4: Click “Update Vendor Profile” if you need to update your vendor profile.



## 7.2. How to Apply for Buyer Meetings

Step 1: Click “Buyer Meetings” in menu bar and view the schedule of buyer meetings.



Step 2: Click “Apply Now” to a specific buyer meeting

Tips:

Click “Watch Tutorial” to learn how to edit “Vendor Profile”

Tips:

Private Sourcing Events are one-day events where

Step 3: Click “Submit” when finish inputting application form.

You may also apply for buyer meetings on the home page of PSC.

## 8. Product Gallery

Global Sources Product Galleries allow you to display your products at China Sourcing Fairs. Even if you are not exhibiting at the show, you can still present your products to thousands of serious buyers. You can choose to display your product digitally or, if your contract allows, physically. Buyers can then send you inquiries directly from the trade show floor.

### 8.1. How to select digital products for display at a Global Sources Product Gallery (available to two-star and higher suppliers)

Step 1: Under the “Trade Shows” menu, click “Product Gallery”.

preselected suppliers introduce their products and services to leading international buyers in 30- to 45-minute meetings. Custom Private Sourcing Events are designed for a single buyer's specific product needs. Like regular Private Sourcing Events, the buyer will preselect suppliers to meet with.

# Private Supplier Catalog



Or click on the “Display products at a Global Sources Product Gallery” link found in the Sourcing Fairs section of the homepage.

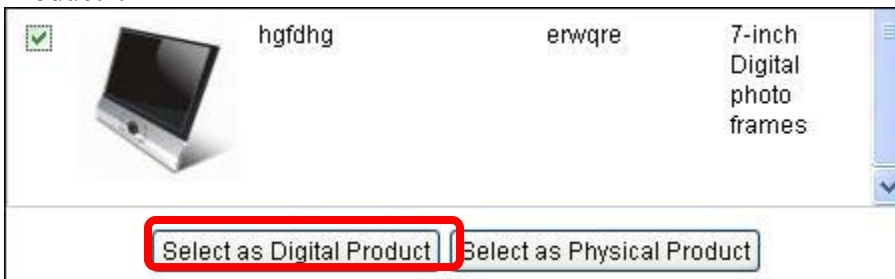


Step 2: On the Product Gallery page, find an upcoming Sourcing Fair at which you would like to display products, and click Submit.

World Expo	 5   5	11 Apr 2011	<b>SUBMIT</b>
May 15, 11	 1   1	01 May 2011	<a href="#">View accepted product categories</a>

Note: In order to submit products to a Global Sources Product Gallery, you must have a valid contract through the entire duration of the Sourcing Fair. In addition, the products you submit must be eligible for display at the Sourcing Fair. This is determined by the product’s category. Also, products displayed at Product Galleries must be posted to your Marketing Website. If you would like to display a product at a Product Gallery that is not on your Marketing Website, please submit the product to your Marketing Website first.

Step 3: On the left side of the product submission page, you will find a list of your products that are eligible for submission to your selected Product Gallery. Select the product(s) you would like to submit, then click “Select as Digital Product”.



**Tips:**

Digital products are displayed on a computer screen at Global Sources Product Galleries. Buyers can view pictures and a description of your products and send you inquiries directly from the trade show floor.

**Tips:**

For a list of which product categories are accepted for a particular Product Gallery, click on the “View accepted product categories” link under the “Submit” button on the Product Gallery page.

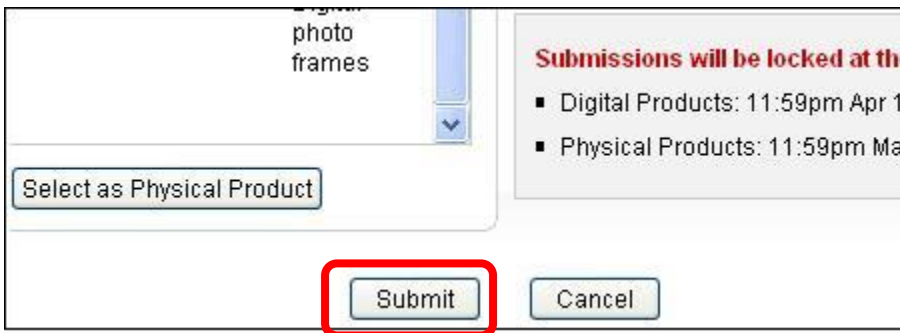
**Tips:**

## Private Supplier Catalog

On the right side of the product submission page, you will see a list of your selected products. If you would like to remove a previously selected product, click the corresponding “Remove” button.



Step 4: When you are finished, click “Submit” at the bottom of the page to confirm your selection.



### 8.2. How to update product information for products you have submitted to a Product Gallery.

If you would like to make changes to a product that you have already submitted to a Product Gallery (for example, upload a new picture or update the key specifications), you may do so at anytime before the submission deadline for the show.

Step 1: Open the Edit Product Profile form of the product you would like to update, make your changes and resubmit the product to your Marketing Website.

Step 2: Go to the Product Gallery page, find the relevant show and click the corresponding “Update” button.

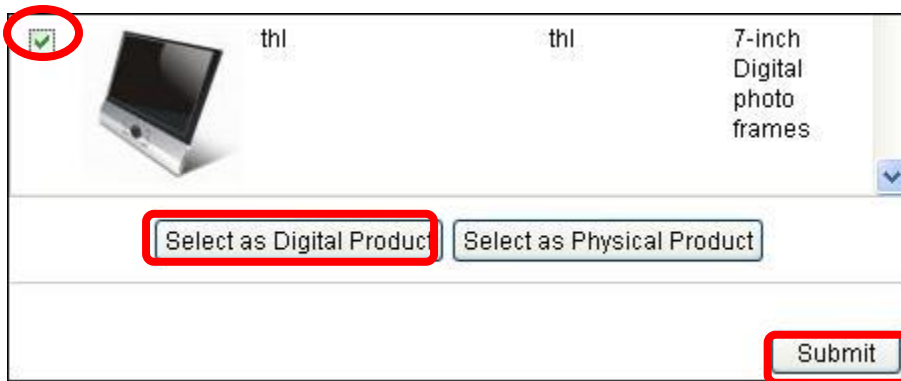
World Expo	 5   4	11 Apr 2011	<b>UPDATE</b>
May 15, 2011	 1   0	01 May 2011	<a href="#">View accepted product categories</a>

Step 3: Find the product you are updating in the “Selected products” box on the right side of the page and click “Remove”.

The submission deadline for a Product Gallery can be found in the table on the Product Gallery page and at the bottom of the Product Gallery submission page.



Step 4: Find the product in the list on the left side of the page, tick it, click “Select as Digital Product”, then click “Submit”.



### 8.3. How to display physical products at a Product Gallery (available to six-star suppliers only)

Currently, physical products are only displayed at Sourcing Fairs in Hong Kong.

The steps for submitting physical products are the same as for submitting digital products (described above). However, instead of clicking “Select as Digital Product”, you should click “Select as Physical Product”.



If you would like to change a physical product that you have already submitted, please notify your Client Service Officer.

**Tips:**

Physical products are displayed in glass showcases. Buyers can view your product then send inquiries from nearby computers.

## 9. Maintain Settings

### 9.1. How to Update User Profile & Password

Step 1: Click “User Profile & Password” under “Settings” at the upper right corner of home page in PSC



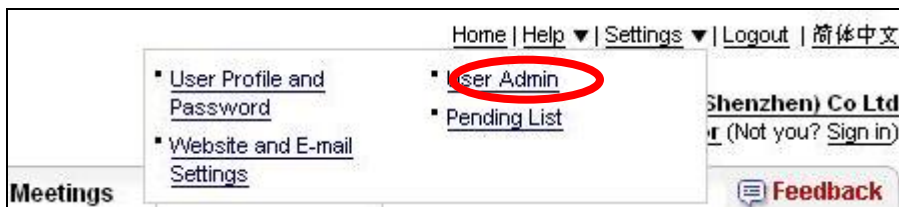
Step 2: You can update your personal information on this page. If you need to change your login password, please click “Change Password” link at the upper left corner.



### 9.2. How to Manage User Admin Roles

#### 9.2.1. How to add new users

Step 1: Click “User Admin” under “Settings” in menu bar



Step 2: Click “Add”.

**Tips:**  
You can have access to Private Supplier Catalog only when you've registered as a member on Global Sources website ([www.globalsources.com](http://www.globalsources.com)).

**Tips:**  
New password is effective immediately you change the old one.  
You will login to PSC with the new password next time.

<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Assign Role"/>
<b>Items: 63</b>		
<input type="checkbox"/>	<b>E-mail Address</b> ▲	<b>Last Name</b>
<input type="checkbox"/>	alanaye@tom.com	Ye
<input type="checkbox"/>	aliceluo@globalsources.com	Luo

Step 3: Input a user's e-mail address which is the same as the registered user's e-mail address on Global Sources Online website, select a role, and then click "Add".

**Add User**

Enter the email address of the user you wish to add.  
**Note:** all fields are required.

E-mail:

---

**Job Title**

- CEO/General Manager/Managing Director
- Sales/Marketing Manager
- Sales/Marketing Supervisor
- Sales/Marketing staff
- GS Internal User

**User Role**

- Administrator
- Editor
- Poster
- Super Administrator
- Viewer

---

[Invite user](#)

Tips:

Regarding the details, please refer to Appendix II.

#### User Roles:

Different user roles have different access levels within Private Supplier Catalog. The Super Administrator is the highest level user; s/he can use all functions. The next level user is Administrator. S/he can use all functions except Address books of other users and Inquiry Manager. The third level user is Poster. S/he differentiates her/himself from Administrator by not being allowed to user Buyer Leads, Private Showroom, Inquiry Analysis and E-mail & URL admin functions.

The fourth level user is Editor. S/he can only create or edit product and company information. The lowest level user is Viewer. S/he can only view the data and e-mail function.

### 9.2.2. How to maintain user(s) roles

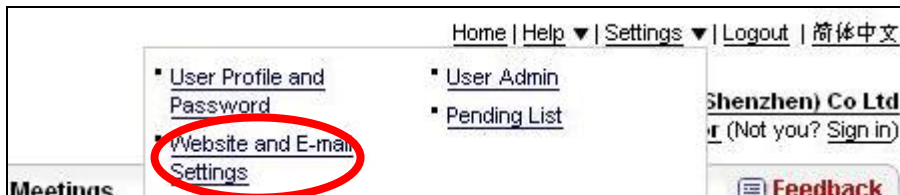
Select the user(s) you need to remove or assign role to, and then click “Remove” or “Assign Role” on “User Admin” page.



### 9.3. How to Set a Default E-mail Account for Receiving Buyer Inquiries

All the inquiries that buyers send you directly through GSOL will be sent to your default Buyer Inquiry E-mail, you can set up it by following these steps:

Step 1: Click “Website and E-mail Settings” under “Settings” in the menu bar.



Step 2: Click the “Buyer Inquiry E-mail” link.



Step 3: If you want to set your own e-mail address to receive buyers’ inquiries, you may input the e-mail address in the “Non-Global Sources E-mail Address” field. Also, if you want to use your Global Sources e-mail address, you may click the radio button next to your Global Sources e-mail address, and then click

“Save”.

**Select which e-mail account you want to receive buyer inquiries**

szpsce@globalsources.com  
 psctest@globalsources.com  
 testtestpsc@globalsources.com  
 123@hotmail.com

**Note:** To ensure delivery of all buyer inquiries, we recommend you use a Global

### 9.4. How to Set and Change Online Chat Accounts

You can have online chats with your Global Sources buyers using online chat tools such as AOL, MSN, Yahoo and Skype.

Step 1: Click ‘Website and E-mail Settings’ under “Settings” in menu bar. Then click “Online Chat Settings”

**Website and E-mail Settings**

<p><b>Marketing Website</b></p> <p><a href="#">Buyer Inquiry E-mail</a> Select which e-mail account you want to receive buyer inquiries</p> <p><a href="#">Online Chat Settings</a> Input user IDs for your chat tools</p>	<p><b>Corporate Website</b></p> <p><a href="#">Corporate Website Settings</a> View and update your Corporate Website settings</p> <p><a href="#">Choose Website Design</a></p>	<p><b>E-mail Services</b></p> <p><a href="#">Manage your Global Sources E-mail Account Password</a> Change the password for your Global Sources e-mail account</p>
--	--	--

Step 2: Input your account information, and then click “Save”.

**Online Chat Settings**

**Company Name :** PSC Training (Shenzhen) Co Ltd

**Last Updated:** 17-Mar-2010 at 14:39

**Updated By:** Peter Wing

**AOL ID:**

**MSN ID:**

**Skype ID:**

**Yahoo ID:**

Tips:

You can use all the four chatting tools at the same time, while only one ID is allowed to be keyed in.

## 9.5. How to Manage Corporate Website

You may have a Corporate Website provided by us with a free sub domain or a free website design with your own address (URL)

### 9.5.1. How to create Corporate Website URL

Step 1: Click “Create Your Corporate Website” on “Website and E-mail Settings” page

Website and E-mail Settings		
<b>Marketing Website</b> <a href="#">Buyer Inquiry E-mail</a> Select which e-mail account you want to receive buyer inquiries	<b>Corporate Website</b> <a href="#">Create Your Corporate Website</a> Set up your free Corporate Website	<b>E-mail Services</b> <a href="#">Manage your Global Sources E-mail Account Password</a> Change the password for your Global Sources e-mail account
<b>Online Chat Settings</b> Input user IDs for your chat tools	<a href="#">Choose Website Design</a>	

Step 2: Create a Corporate Website with a Global Sources address or with your own address

Register your website address	
<input type="radio"/>	<b>Option 1: Create a Corporate Website with a Global Sources add</b>
<input type="radio"/>	<b>Option 2: Create a Corporate Website with your own address</b> (not already exist online) <a href="#">Special instructions for .hk address</a>
<input type="submit" value="Submit"/>	

If you apply for a Corporate Website with your own address (URL), you have to redirect your address (URL) to the following IP address: 203.92.211.23 at first. Your application for URL register will be taken care of within 1 working day. Once it's done, we'll inform you.

### 9.5.2. How to choose website design

Six Corporate Website designs are provided for your options.

Step 1: Click “Choose Website Design” on “Website and E-mail Settings” page

**Website and E-mail Settings**

<p><b>Marketing Website</b>  <a href="#">Buyer Inquiry E-mail</a>                  Select which e-mail account you want to receive buyer inquiries</p> <p><a href="#">Online Chat Settings</a>                  Input user IDs for your chat tools</p>	<p><b>Corporate Website</b>  <a href="#">Create Your Corporate Website</a>                  Set up your free Corporate Website</p> <p><b>Choose Website Design</b>                  Select a design template for your Corporate Website</p>	<p><b>E-mail Services</b>  <a href="#">Manage your Global Sources E-mail Account Password</a>                  Change the password for your Global Sources e-mail account</p> <p><a href="#">Update E-mail Address</a>                  Change your e-mail</p>
--	---	--

Tips:

Global Sources provides six different website designs for your choice

Step 2: Choose a design among the six options and then click “Save”

**Corporate Website Preferences**  
 Customize your website preferences.  
 Choose one of these six designs for your Corporate Website.

### 9.6. How to Change Global Sources E-mail Password

You can modify the password of your Global Sources e-mail account in your Private Supplier Catalog by providing the old password or by using Hints & Questions.

Step 1: Click “Website and E-mail Settings” under “Settings” in menu bar.

Tips:

Please go to PSC to change the password

Step 2: Click “Manage your Global Sources E-mail Account Password”

Website and E-mail Settings		
<p><b>Marketing Website</b>  <a href="#">Buyer Inquiry E-mail</a>                      Select which e-mail account you want to receive buyer inquiries</p>	<p><b>Corporate Website</b>  <a href="#">Create Your Corporate Website</a>                      Set up your free Corporate Website</p>	<p><b>E-mail Services</b>  <a href="#">Manage your Global Sources E-mail Account Password</a>                      Change the password for your Global</p>

and set Hint Question & Your Answer immediately when you receive your Global Sources e-mail password

If you forget the password or Hint Question & Your Answer, please contact your customer service officer.

Step 3: Click “Change Password”

**Global Sources E-mail Account Password Management**

psctest@globalsources.com [Change Password](#) [Forgot Your Password?](#)

Step 4: Fill in your old password and new password. Also, please set up your own “Hint Question” and “Your Answer”, and then click “Submit”.

**Global Sources E-mail Address:** szpssc@globalsources.com

**Old Password:**  \*

**New Password:**  \*

**Confirm New Password:**  \*

**Hint Question:** ---Select One--- \*  
This will be used to identify you if you forgot your password.

**Your answer:**  \*  
Please enter four or more characters.



[What is this?](#)

**Enter the code shown above:**  \*

## 10. More Features

### 10.1. How to Create Address Book

You can save e-mail address in your Address Book to make it easier to send out

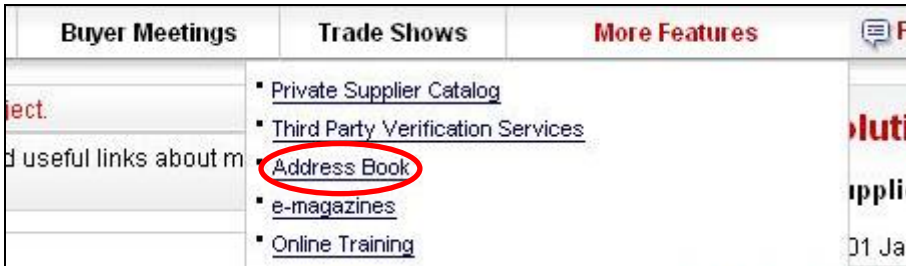
Tips:

Address book is

# Private Supplier Catalog

your latest product information or invitations to Private Showrooms.

Step 1: Click “Address Book” under “More Features” in menu bar. Then click “Add new contact”



Step 2: Then click “Add new contact”, and input information and then click “Save”.



## 10.2. How to Assign Contacts

Step 1: Select the contact to be assigned in “Address Book”, and click ‘Assign Contacts’



Step 2: Select the user you want to assign to, and then click ‘Save’.

composed of two levels, one is company level and another is user level. The company-level address book contains all the address books set up by all the users. And only Super Administrator is privileged to view all and distribute the buyers’ info to other users.

Tips:

If you are Super Administrator, you can distribute the buyers to other users for follow-up.

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<input type="checkbox"/>	<a href="mailto:garykwok@globalsources.com">garykwok@globalsources.com</a>	Kwok	Gary	Adm
<input type="checkbox"/>	<a href="mailto:goodfriendjeen@163.com">goodfriendjeen@163.com</a>	tang	ticole	Adm
<input type="checkbox"/>	<a href="mailto:gsjoyhuang@126.com">gsjoyhuang@126.com</a>	Wong	Joy	Adm
<input type="checkbox"/>	<u>E-mail Address</u> ▲	<u>Last Name</u>	<u>First Name</u>	<u>Role</u>

### 10.3. How to Batch Import Contact Information from Outlook/Outlook Express/Foxmail/CSV Files to Address Book

Step 1: Click “Import contacts” in “Address Book”

<input type="button" value="Delete"/>	<input type="button" value="Import contacts"/>	<input type="button" value="Assign Contacts"/>		
<b>Items: 19</b>				
<input type="checkbox"/>	<u>Company Name</u>	<u>First Name</u>	<u>Last Name</u> ▼	<u>E-mail</u>
<input type="checkbox"/>	asm	leo	lee	<a href="mailto:leoli@globalsources.com">leoli@globalsources.com</a>
<input type="checkbox"/>	Global Sources	Stella	Zhou	<a href="mailto:stellazhou@globalsources.com">stellazhou@globalsources.com</a>

Step 2: Select the language version of CSV file and source, then upload the CSV file and click “Submit”

**Address Book**

Please follow the two steps below to batch import the contact information from Outlook/Outlook Express/Foxmail/CSV files to the Address Book.

**Step 1: Prepare the contact information in a CSV format file**

- Export the contact information from your Outlook, Outlook Express or Foxmail. Please make sure to include the column titles.
- Or download the [CSV file template](#) here. Then, input the contact information into this file.

Note: this function is only available for Outlook 2003/2007, Outlook Express 6.0 and Foxmail 2.5. Note: Only the contact information that matches the fields of the address book of the Private Supplier Catalog will be imported.

**Please select the language version of CSV file:**

Simplified Chinese
  Traditional Chinese
  English

---

**Please select the CSV file source:**

-----select file source----- ▼

## 10.4. How to Import Contact Information from Inquiries in PSC to Address Book

Step 1: Click “View Inquiries” under “Inquiries” in menu bar. Find the buyer’s e-mail and click ‘Add to address book’ under “E-mail Address”

	<u>Company Name</u>	<u>Buyer Name</u>	<u>Country</u>	<u>E-mail Address</u>
<a href="#">Inquiry</a>	Global Sources	Stella Zhou	China	stellazhou@globalsources.com + Add to address book
<a href="#">Inquiry</a>	GSOL	Yannie She	China	sheyn@globalsources.com

Step 2: The buyer’s contact information will be imported into “Address Book”. You may edit and input more information and then click “Save”.

**Address Book**

**Contact Details**

**Contact Category:**  What is this?

**Title:**  Dr  Mr  Ms  Mrs

**First Name :**

## 10.5. How to view “e-Learning” courses

Global Sources provides a comprehensive program of online and in-person training resources. Go to the e-Learning page to enhance your marketing results, sales skills and international competitiveness by taking advantage of e-Learning courses, buyer interviews, supplier interviews, articles and much more.

Step 1: Click “e-Learning” under the “More Features” menu.

<a href="#">Inquiries</a>	<a href="#">Trade Shows</a>	<a href="#">More Features</a>	<a href="#">Feedback</a>
Generate more inquiries!		<ul style="list-style-type: none"> <li>▪ <a href="#">Private Supplier Catalog</a></li> <li>▪ <a href="#">PSC Admin</a></li> <li>▪ <a href="#">Third Party Verification Services</a></li> <li>▪ <a href="#">Address Book</a></li> <li>▪ <a href="#">e-Magazines</a></li> <li>▪ <a href="#">e-Learning</a></li> <li>▪ <a href="#">Verified Supplier Badge</a></li> </ul>	<input checked="" type="checkbox"/>

Or click the “eLearning” banner on the homepage.



Step 2: Click the “Course” menu bar on the e-Learning homepage to view all online tutorial courses.



## Appendix I : Six Steps for Global Sources Marketing Website Online

Dear clients, thank you very much for choosing Global Sources as your oversea marketing Partner! Get to start with six steps as below:

### Step 1: Register

- 1) Ask our Advertise Executive salve for assistance to register when contract is
- 2) Go to [www.globalsources.com](http://www.globalsources.com) and click "Register" at the upper right corner, fill out the required information
- 3) You can custom your GS e-mail account and URL to apply to the Advertise Executive sales. Please appoint a non-GS e-mail address to receive your GS e-mail password

### Step 2: Prepare company / product profile

- 1) Detailed company information, certifications, and so on
- 2) Product images, certifications, specifications, descriptions and so on
- 3) Learn how to use PSC by attending face-to-face PSC training or reading "PSC User Guide"

### Step 3: Post company / product profile online

- 1) Login to [www.psc.globalsources.com](http://www.psc.globalsources.com) with your own login name and password
- 2) Submit company / product profile in PSC
- 3) Your company / product profile will be updated online after Global Sources client service QA

### Step 4: GS e-mail setup

- 1) GS email account and password will be sent to your appointed e-mail address;
- 2) Login to [asmt.globalsources.com](http://asmt.globalsources.com) to register and activate your GS e-mail account
- 3) Set up your GS e-mail in Microsoft Outlook, Outlook Express, Foxmail as below:
  - Incoming mail server(POP3): [mail.cn.globalsources.com](http://mail.cn.globalsources.com)
  - Outgoing mail server(SMTP): [asmt.globalsources.com](http://asmt.globalsources.com)
- 4) Click "My server requires authentication" for outgoing mail server;
- 5) For security of your e-mail information and password, please do this:
  - Click "Accounts" under "Tools", click "Properties", then click "Advanced", tick on "This server requires a secure connection" for "Incoming mail (POP3)"
  - Please make sure this security operation will be done in all the computers set up with GS e-mail
- 6) Send an e-mail from your own non-GS e-mail address for testing
  - \* We suggest you choose not Leave a copy of messages on server. If your GS e-mail account is set up in two or more computers, please set leave a copy of messages on server within 2 days.

### Step 5: Spam management:

- 1) Your GS e-mail account will receive a Welcome letter sent by Spam Message Center, which includes the login password at <http://login.postini.com>;
- 2) If the password is missing, you may input any words in "Password" box, then click "Login in". Once "Forgot your password" link appears on the page, please click it to set a new password.
- 3) Check and deliver spam

### Step 6: Looking for assistance:

Please contact customer service officer for any further questions. You may also call our free service hotlines:

Shanghai: 800 820 8553 / Shenzhen: 800 830 6228 / Beijing: 800 810 9399

## Appendix II : Q & A

### 1. Login Access

#### 1. How to acquire user access to log into PSC?

Please follow the procedure as below:

- 1) Go to [www.globalsources.com](http://www.globalsources.com), click “Register” at the upper right corner to register as a Global Sources Online member
- 2) Input your own e-mail address, set your login name and password
- 3) Apply to Administrator or Super Administrator in PSC or your Customer Service Officer for acquiring user access

#### 2. What do the different user roles mean?

All users of your Private Supplier Catalog are assigned a role that determines which functions each can perform. Below is a list of user roles and their corresponding functions:

Private Supplier Catalog Function	Super Administrator	Administrator	Poster	Editor	Viewer
Manage your user profile and password	✓	✓	✓	✓	✓
View created Product Profiles and Company Profile Sections	✓	✓	✓	✓	✓
View Online Training	✓	✓	✓	✓	✓
Batch-send products using "E-mail this"	✓	✓	✓	✓	✓
Manage and add new contacts to Address Book	✓	✓	✓	✓	✓
Create and edit Product and Company Profiles	✓	✓	✓	✓	
Manage product folders	✓	✓	✓	✓	
Invite buyers to your Private Showrooms	✓	✓	✓	✓	
Create Private Showrooms	✓	✓	✓		
Post Product Profiles and Company Profile Sections to Global Sources Online/Corporate Website/Online Sourcing Fairs	✓	✓	✓		

View Industry Trends and Contract Details Reports	✓	✓	✓		
View Marketing Results, Buyer Leads and Client Service Reports	✓	✓			
Generate reports: Hot Products and My Competitors	✓	✓	✓		
Create PDF Catalog and post it to Global Sources Online	✓	✓	✓		
Generate reports: Private Showroom Visitors, Inquiry Reports and Buyer Leads	✓	✓			
View and manage inquiries	✓	✓			
Manage Buyer Inquiry E-mail Address	✓	✓			
User Admin	✓	✓			
Manage Online Chat Settings	✓	✓			
Manage and distribute inquiries	✓				
Manage Address Book and distribute entries to other users	✓				

### 3. How do I change my password?

- 1). Click on User Profile and Password under Settings in the menu bar.
- 2). Click on the Change Password link on the left navigation bar.
- 3). Input your new password.
- 4). Click Submit.
- 5). To go back to your Private Supplier Catalog click on the PSC link on the left navigation bar.

### 4. How can I retrieve my login name or password if I have forgotten it?

If you have forgotten your login name or password, you can just click on the "Forgot Your Login Name or Password" link on the login page [www.psc.globalsources.com](http://www.psc.globalsources.com). Enter the e-mail address that you've registered with Global Sources on the following page, and the system will send you an e-mail with a secure link to change your password.

### 5. Create/Edit Product Profile

1. How do I create a Product Profile?
  - 1) Click "Create New Product" under "Products" in menu bar, or click "Create New Product" on PSC home page
  - 2) Enter the product information in the respective fields

3) Click Save.

## 2. How do I add Product Certifications?

You need to create Product Certifications at first, then you can link certifications to products respectively.

- 1) Click "Create Product Certifications" under "Products" in menu bar
- 2) Input relevant information and upload certification logos, then click Save
- 3) Select relevant certifications on "Manage Product Certification" page, and then click "Assign to Products"
- 4) Select relevant products to be linked and then click "Assign"
- 5) Go back to "Products" page and submit all the products assigned to certifications to be online

You may also select or cancel relevant certifications on "Create/Edit Product Profile" page

## 3. Can I update a Product Profile or Company Profile section even if it is already posted online??

Yes. When a Product Profile or Company Profile section is already posted online, it can still be edited or updated.

- 1). Click on Products or Company in the menu bar. Find out the Product Profile or Company Profile section you want to update
- 2). Edit the Product Profile or Company Profile section then click Save to store the changes you have made.
- 3). To submit, find the Product Profile or Company Profile section in All Products folder.
- 4). Click Submit. This will overwrite the current Product Profile or Company Profile section online with your updated version.

## 4. Why can't I delete some of the products in my Created folder?

If you see the message: "One or more products you selected is online and cannot be deleted" when you try to delete products, it is because those products are currently displayed online in your websites or Private Showrooms, or they are selected for inclusion in a new PDF Catalog. In order to delete these products, you must remove them from these destinations first.

You can find out the product's destinations in the Posting Details section of the Product Profile page by clicking on its model number in the Created folder.

To remove online products from your Marketing Website, Corporate Website or Online Sourcing Fairs, you need to unpost them from these online destination folders in the Catalog Center.

To remove online products from your Private Showroom, click on "Edit Showroom" under "Private Showroom" in the menu bar

To remove products from your PDF catalog list, click on "Generate PDF Catalog" under "PDF Catalog" in the menu bar.

## 6. Uploading Product Images

#### 1. Why do I fail to upload an image in JPEG format?

If the image that you tried to upload is confirmed to be in JPEG format, but you still fail to upload it to your Private Supplier Catalog, the problem may be on the color mode. The browser does not support CMYK image; hence you cannot upload it in your Private Supplier Catalog. Please convert the image from CMYK to RGB. Most image-editing software packages, like Photoshop, have this function.

#### 2. What are the specifications of the product images?

Image format: JPEG

Image size: at least 38 KB, less than 2 MB

Dimension: 5 inches by 5 inches (12.7 X 12.7 cm or 360 X 360 pixels)

Resolution: at least 100 dpi

Color mode: RGB

Go to [Image Guidelines](#) to get other suggested guidelines on product images

#### 3. The image I see online is different from the one I submitted. What happened?

If you submit the Product Profile with the image for posting, the Global Sources Quality Assurance team may enhance your image for online viewing.

#### 4. Can I delete a product image once it is uploaded?

No. However, you can replace the existing product image with a new one.

To do this:

- 1). Click “Products” in menu bar. Click on Product image or model number whose image you want to replace in “All Products” folder.
- 2). Click Browse to upload your new product image. The new image, in thumbnail size, will be reflected in the Product Profile.
- 3). Click Save.

### **7. Submit/Replace/Unpost Product Profiles and Company Profile sections**

#### 1. How do I remove a Product Profile from online?

Copies of the Product Profiles that you have posted online are listed in “Online” folder on “Products” page. To remove a product that is currently online, you need to remove the Product Profile from “Online” folder.

To do this:

- 1) Click “Products” in menu bar. And then click on the online destination (e.g. Marketing Website) folder where your product is posted
- 2) Select the Product you want to unpost
- 3) Click Unpost.
- 4). Click Ok to confirm. The unposted product will be offline within 24 hours

#### 2. How do I replace a Product Profile from my website?

To replace product profiles(s) which are currently online, indicate which product(s) you wish to have replaced from the relevant online folder.

To do this:

- 1) Click “Products” in menu bar, then click the Online destination folder where your product is posted in “Online” folder
- 2) Select the product you wish to replace on your website
- 3) Click “Replace”
- 4) Click “Confirm”

The act of locking products for replacement will not, in itself, replace the products on your website. After locking products for replacement, you must submit product(s) from the Created folder (or subfolders) to the relevant destination. Newly submitted products that have been approved by the Global Sources Quality Assurance team, will replace products that have been locked for replacement.

### **8. What is the difference between Replace and Unpost?**

Replace is used to replace products that are currently online on your Global Sources website. Newly submitted products will replace the products that have been locked for replacement. Your posting availability will not change.

Unpost is used to pull down products that are currently online on your Global Sources website. Within 24 hours, the selected product(s) will be pulled down and the posting availability will be credited.

### **9. Why haven't updates I made to Product Profiles been updated on my Marketing Website?**

After making and saving changes to a product, you must repost that product to its online destination for the changes to be reflected.

To do this:

1. Select the products that you just created or updated in “All Products” folder
2. Click the Submit
3. Select the online destination to which you wish to post your products.
4. Click Submit

### **10. I posted a Product Profile successfully, but afterwards I received an e-mail telling me it has been rejected. How did this happen?**

There are two reasons why a Product Profile posting did not go online:

The Quality Assurance team of Global Sources has reviewed your Product Profile.

Product Profiles are normally rejected when they lack certain product information or if an

image is of insufficient quality. To find out the exact reason from the Quality Assurance team, refer to the Comments line in the Posting Details of the Product Profile.

You have exceeded the allowable number of postings to the destination you are posting. You can either unpost one or more of your online products or contact Global Sources to purchase another online package to increase your allowable number of postings. To check your contract status:

1. Click “Reports“ in the menu
2. Click the “Your Contract Details” report
3. On the “Your Contract Details” page, you will see the total number of postings you have made and the total number of allowable postings per contract.

#### 5. Website and E-mail Settings

1. Where do I specify the e-mail account to use for receiving buyer inquiries?

- 1). Click “Website and E-mail Settings” under “Settings” in menu bar.
- 2). Click “ Buyer Inquiry E-mail” under the Marketing Website section.
- 3). On the Buyer Inquiry E-mail page, tick the radio button next to the e-mail address you want to use for receiving buyer inquiries.
- 4). Click Save.

How do I change my Global Source e-mail address password?

To do this:

- 1). Click “Website and E-mail Settings” under Settings in menu bar.
- 2). Click “Manage your Global Sources E-mail Account Password” under “E-mail Services” section.
- 3). Click “Change Password” , and set your Hint Question & Answer in case you forget the password in future.

3. How do I specify and update my Online Chat accounts?

- 1). Click “Website and E-mail Settings” under “Settings” in menu bar.
- 2). Click “Online Chat Settings” under the Marketing Website section.
- 3). Enter your AOL, MSN, Skype or Yahoo ID in the respective field and click Save.

#### 6. User Administration

1. How do I add a user to my Private Supplier Catalog?

The Super Administrator and Administrator user are allowed to add a new Private Supplier Catalog user.

To do this:

- 1) Click “User Admin” under “Settings” in menu bar
- 2) Click “Add” on “User Administration page
- 3) Enter the new user's registered e-mail address and assign the user role
- 4) Click “Add”

So, please make sure the new user has registered in [www.globalsources.com](http://www.globalsources.com)

## Private Supplier Catalog

Also, please note that Super Administrator can be assigned to only one user while other user roles are not limited in quantity

### 2. How do I remove a user from My Private Supplier Catalog?

The Super Administrator and Administrator user are allowed to remove other Private Supplier Catalog users.

To do this:

- 1). Click on User Admin under Settings in the menu bar.
- 2). On the User Administration page, select the user(s) you wish to remove
- 3). Click Remove