



hktdc.com Sourcing

Photo Upload User Guide

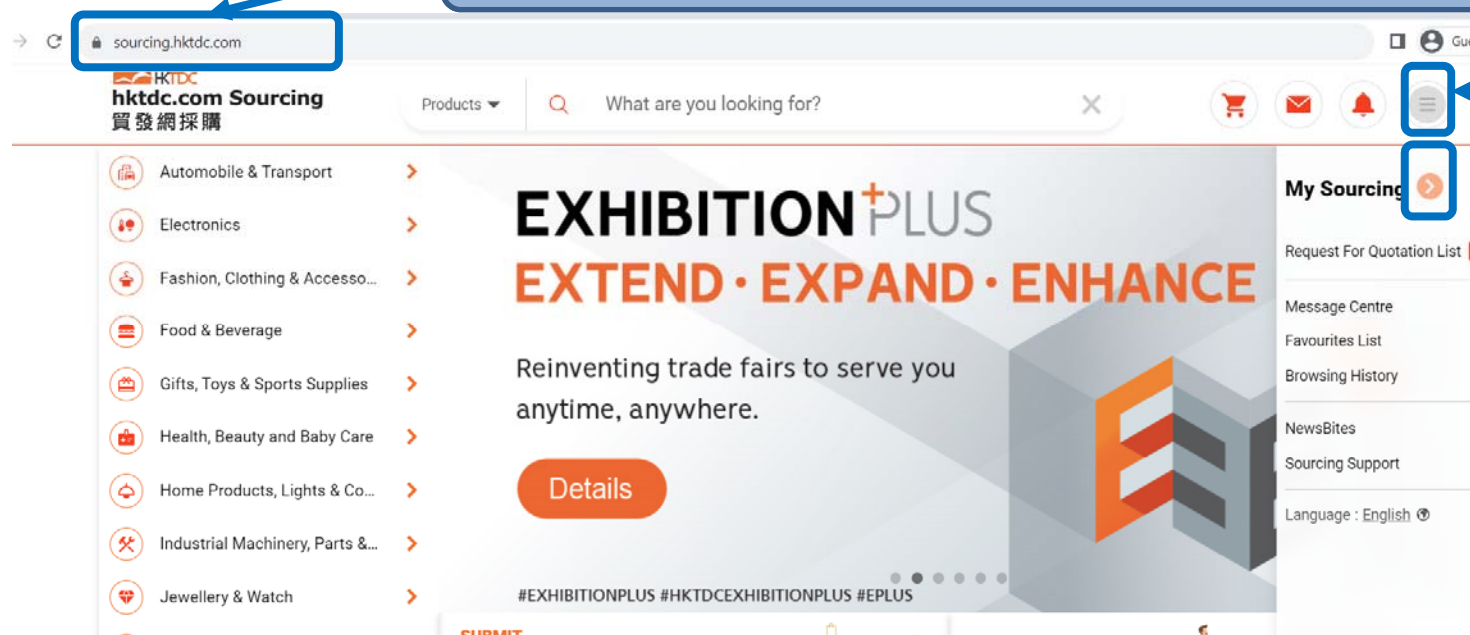


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1. Log-in and get started

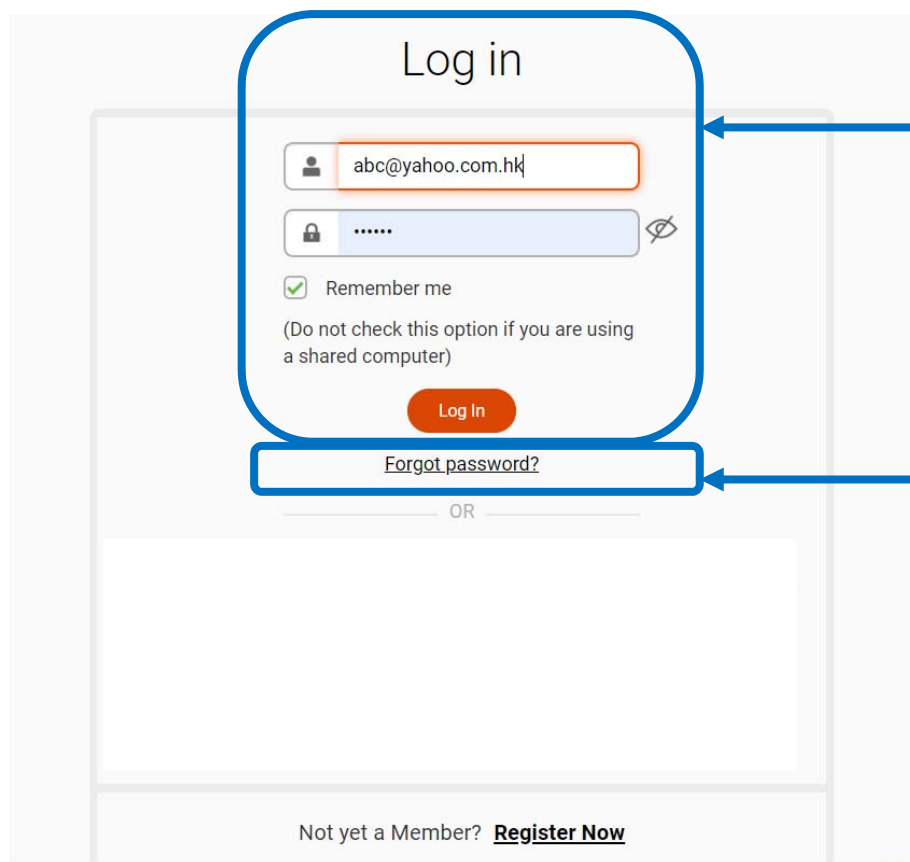
1. Open your browser and type in "sourcing.hktdc.com"



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 the HKTDC login interface. A blue rounded rectangle highlights the login form, which includes an email input field containing 'abc@yahoo.com.hk', a password input field with masked characters and a visibility toggle, a 'Remember me' checkbox, and a 'Log In' button. Below the form is a 'Forgot password?' link. A blue arrow points from the first instruction box to the email field, and another blue arrow points from the second instruction box to the 'Forgot password?' link. At the bottom of the page, there is a link for '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

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. Expand the navigation bar by moving the cursor to menu bar.

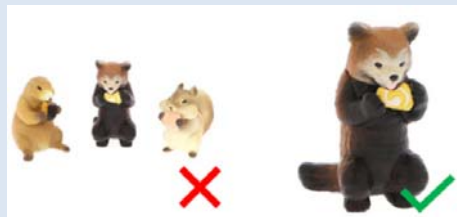
2. Select "**Product and Service**" for uploading photos

Uploading photo – Important Tips

Product Photo Tips to draw attention from buyers:



- Use plain white background

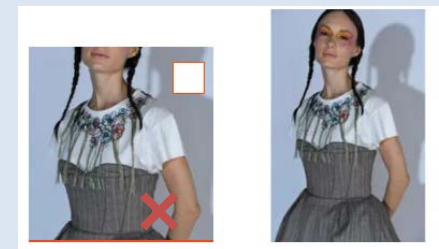


- Avoid multi-products in one photo (ONE product per photo)

Photo Requirements

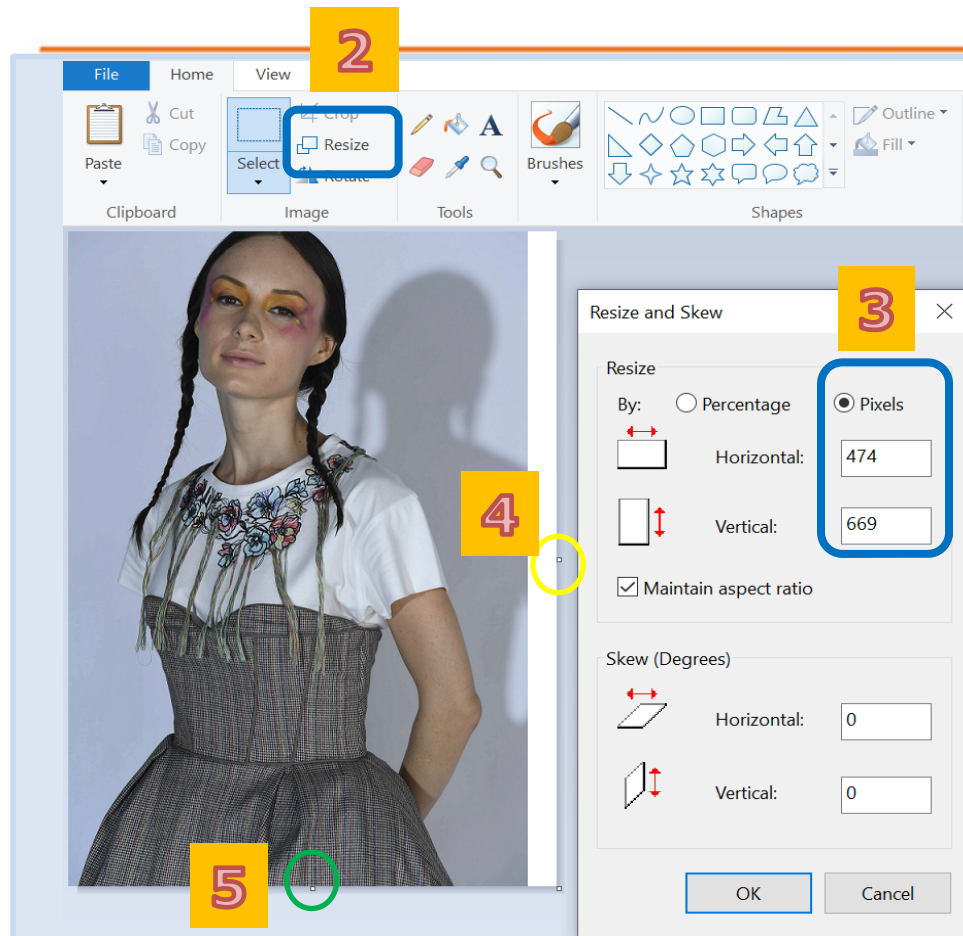
Photo File Format:

- 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

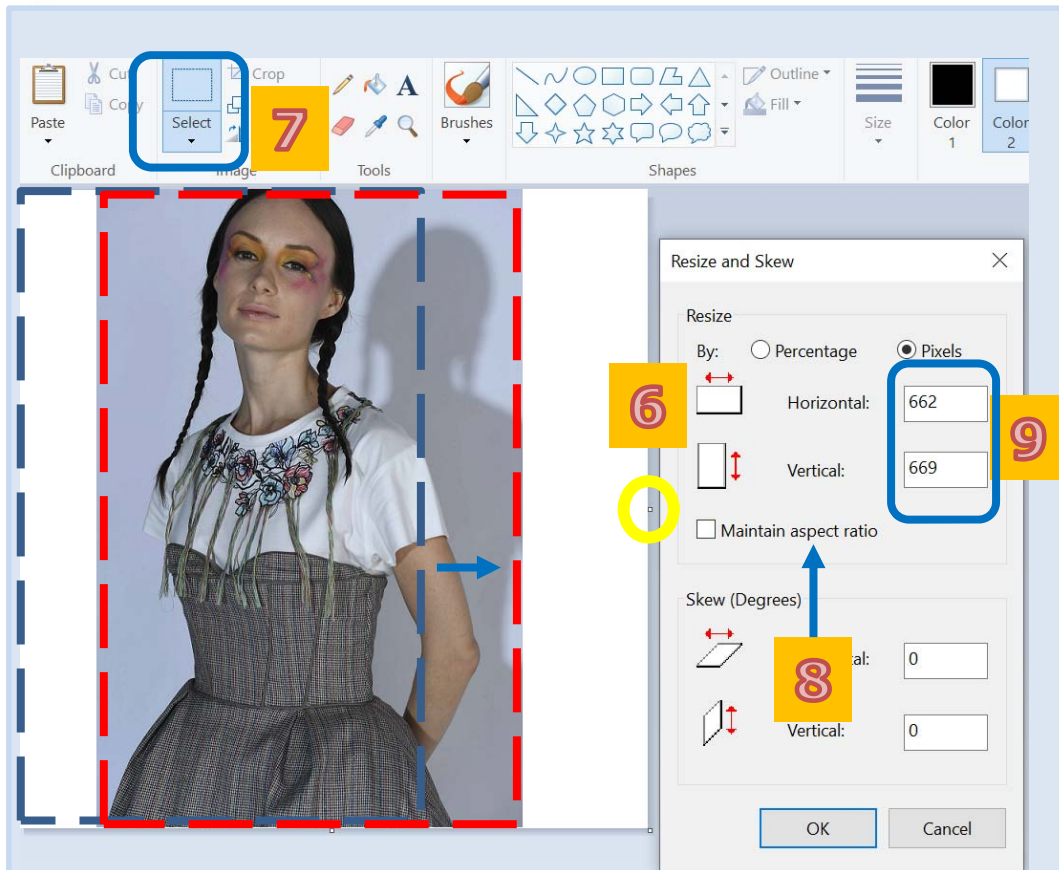


Easy way to fix the dimension

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**

<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

Search

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

香港貿發局

Uploading photo

Add Product

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



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

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

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 *

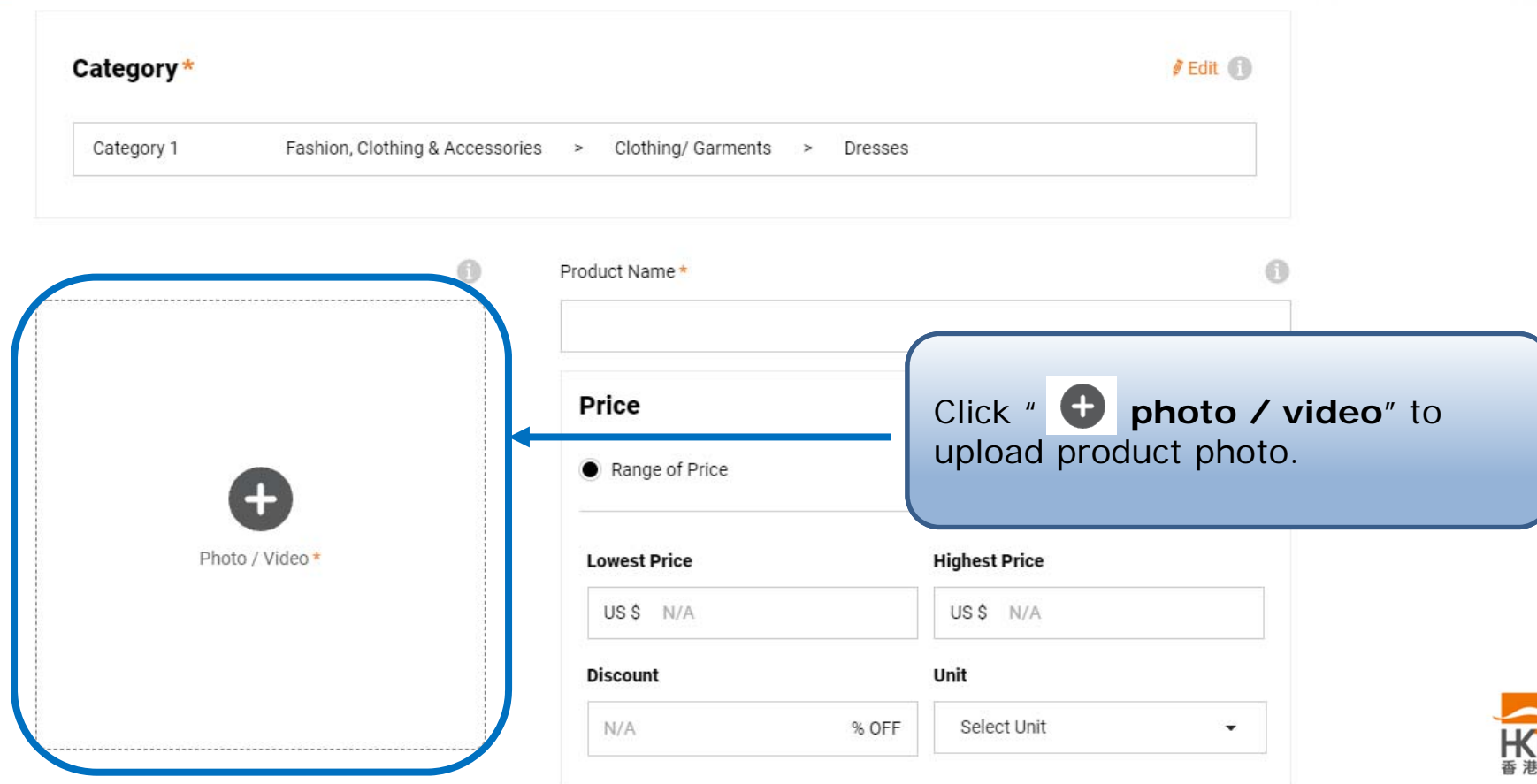
Add



Supporting Document



Uploading photo



Category * Edit i

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


Product Name * i


Price

☒ Range of Price

Lowest Price	Highest Price
US \$ N/A	US \$ N/A

Discount	Unit
N/A % OFF	Select Unit ▼

Click "  **photo / video** " to upload product photo.

 Photo / Video *

Uploading photo

Photo / Video ⓘ

Media Library

← Upload progress

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

+ Add

2

☒

brand photo 3_2021111120...

☐

brand photo 3.jpg

☐

testing 2.JPG

☐

testing.JPG

Remove

Download

Maximum upload 15 file

Submit

Close

4

No. of Select


Media Library

1

12

Uploading photo

Photo / Video ⓘ



✕

🔄

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Save


Media Library

← Upload file

100%

brand photo 3_20211112102321.jpg 106 KB

After the photo is successfully uploaded, press **"save"**.


香港貿發局

Uploading photo

Category *

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

Product Name *

Price

☒ Range of Price ☐ Tier Pricing


Lowest Price **Highest Price**

US \$ N/A US \$ N/A

Discount **Unit**

N/A % OFF Select Unit

Photo / Video *



[Edit](#)

Input all information in the required fields

Uploading photo

[illegible]

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

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><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

[Listing Policy](#)

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 hktcdc.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) 2112 3710/ (86) 020 2911 0485

Working hours: Mon-Fri 0900 – 1700 (GMT+8)

Email: sourcingsupport@hktdc.org

Thank you!