



hktdc.com Sourcing

Photo Upload User Guide

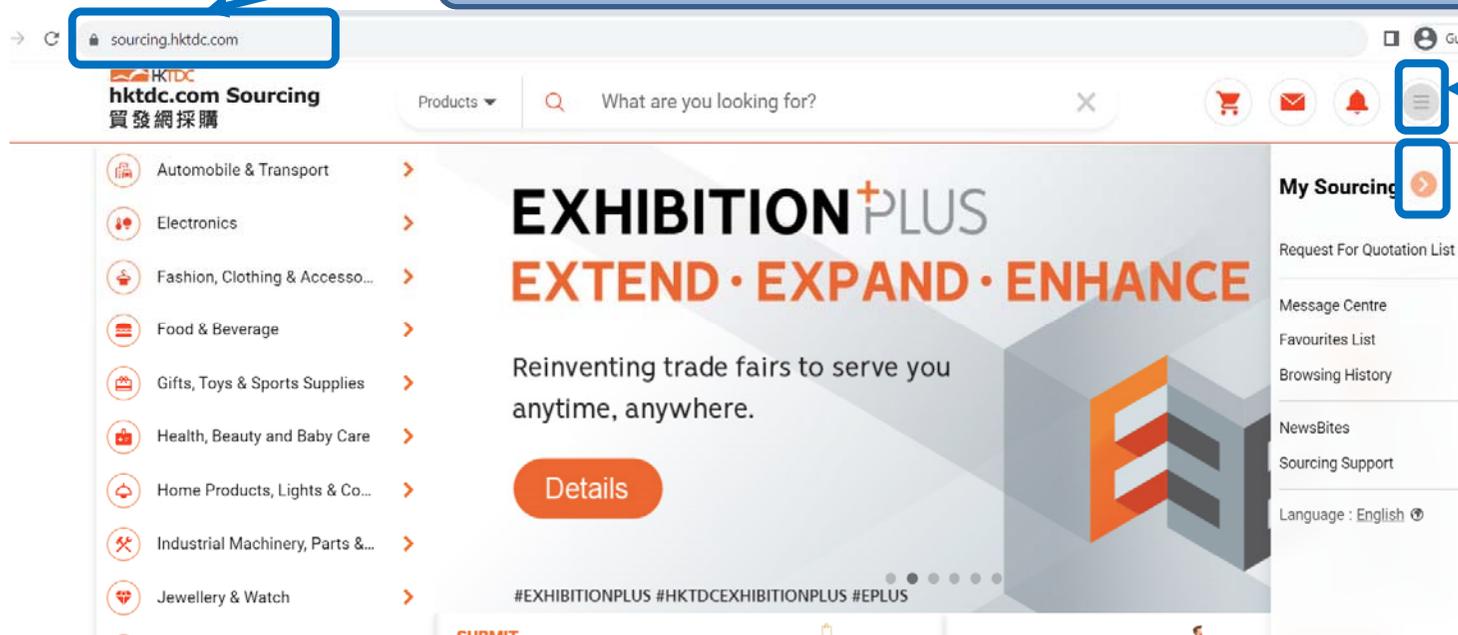


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1. Log-in and get started

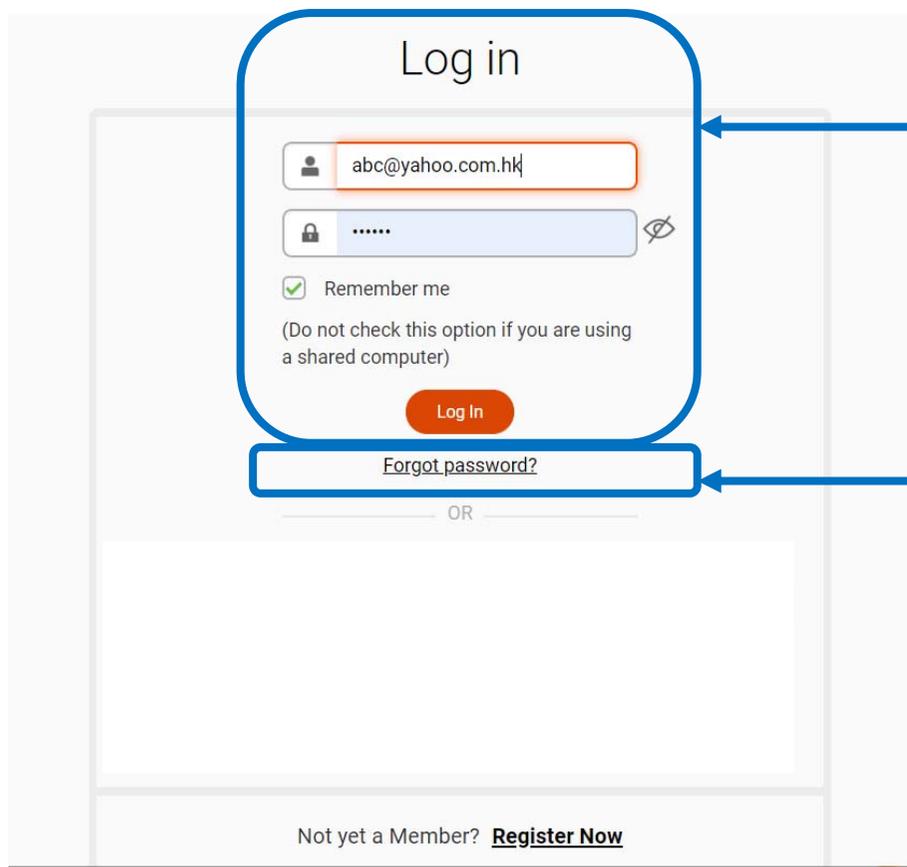
1. Open your browser and type in "sourcing.hktdc.com"



2. Click the icon to open the dropdown menu.

3. Click the icon next to "My Sourcing" to log in.

1. Log-in and get started



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

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

Blue annotations include a rounded rectangle around the email and password fields, an arrow pointing from the "Log In" button to the text box on the right, and another rounded rectangle around the "Forgot password?" link with an arrow pointing to its text box.

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

The screenshot displays the user interface for hktcd.com Sourcing. At the top left, the logo and text "hktcd.com Sourcing 貿發網採購" are visible. The main header area includes a navigation bar with a double arrow icon and the text "My Supplier Dashboard". Below this, a user profile section for "Will Chan" is shown, featuring a profile picture and a list of menu items: Dashboard, My Profile, My Activities, Favourites List, Saved Searches, Message Centre, My Online Store, Manage Store Profile, Product and Service, Supplier Exposure, and Product & Service Ex... The "Product and Service" item is highlighted in orange, and a mouse cursor is pointing at it. To the left of the menu, there are several data cards: "Hello Will Chan! Here's your store performance" with "Total Exposure" and "No Record Yet", and "Top 5 Product/Service Views Ranking" with "No Record Yet".

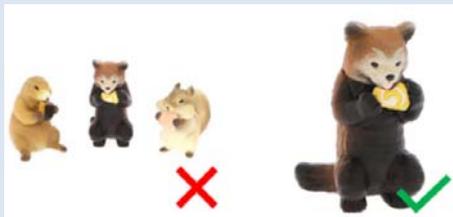
1. Expand the navigation bar by moving the cursor  to menu bar.
2. Select "**Product and Service**" for uploading photos

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

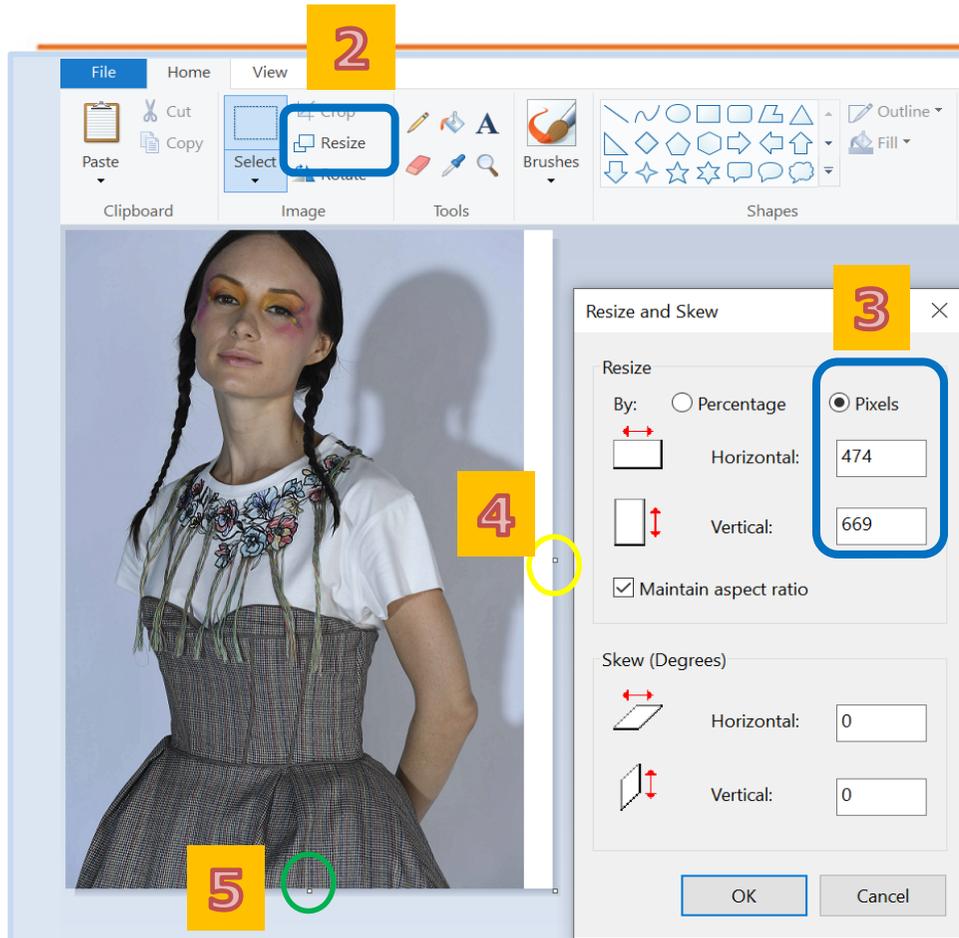
Photo File Format:

- 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

The screenshot shows a dashboard titled "My Product and Service" with a search bar and a notification that the total number of online products/services is 0. Two buttons, "Add Product" and "Add Service", are visible. A blue callout box with an arrow points to the "Add Product" button, containing the text: "Add new product photo by clicking 'Add Product' button". Below the buttons is a table with columns for Name, Last Updated, Type, Completeness Score, Status, Note, and Online. The table contains four rows of draft products, each with a photo icon, a "Low Quality" score, and an "Improve Content" note.

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

Search

+ Add Product **+ Add Service**

Add new product photo by clicking "Add Product" button

<input type="checkbox"/>	Name ▾	Last Updated ▾	Type ▾	Completeness Score ▾	Status ▾	Note	Online ▾
<input type="checkbox"/>	 (Draft)	Today, 12:02 pm	P	<div style="width: 50%; background-color: #ccc;">Low Quality</div>	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	 (Draft)	Today, 12:02 pm	P	<div style="width: 50%; background-color: #ccc;">Low Quality</div>	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	 (Draft)	Today, 12:01 pm	P	<div style="width: 50%; background-color: #ccc;">Low Quality</div>	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	 (Draft)	02 Nov 2021	P	<div style="width: 50%; background-color: #ccc;">Low Quality</div>	Draft	 Improve Content	<input type="checkbox"/> Offline

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

First Category *

Search **Browse**

- [old]Aircraft Maintenance
- Fashion, Clothing & Accessories
- [old]Tableware & Barware
- [old]y
- [old]Bathroom Fixtures & alicecode01
- Eyewear & Accessories
- Fashion Accessories
- Shoes & Accessories
- Socks, Legwears & Hosiery
- Textiles, Fabrics & Yarns
- Bags, Handbags & Accessories
- Clothing/ Garments
- Pullovers
- Bibs
- Swimwears
- Tops, Tee Shirts & Blouses
- Dresses
- Functional Wear
- Underwears & Sleep and Lounge Wears

Photo / Video *

Supporting Document

Uploading photo

Category * Edit i

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

i

Product Name * i

Price

Range of Price

Lowest Price **Highest Price**

Discount **Unit**

 % OFF ▼

Click " photo / video " to upload product photo.

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

The screenshot shows the photo upload interface. At the top left, there is a red "+ Add" button with a blue box and a yellow callout "2". Below it, a grid of four photo thumbnails is shown. The first two thumbnails, both showing a woman in a dress, have red checkmarks in their top-left corners and a yellow callout "3". The other two thumbnails, showing a necklace and a ring, do not have checkmarks. Below the thumbnails, there is a red "Submit" button with a blue box and a yellow callout "4", and a red "Close" button. A red message bar at the bottom of the grid says "Maximum upload 15 file". To the right of the grid, there is a search bar and "Remove" and "Download" links. At the bottom right, there is a "No. of Select" label.

The screenshot shows the Media Library interface. At the top, there is a red "Media Library" button with a blue box and a yellow callout "1". Below it, there is a large grey icon representing a photo gallery. At the bottom right, there is a mouse cursor pointing towards the "Media Library" button.

Uploading photo

Photo / Video ⓘ

Media Library

← Upload file

brand photo 3_20211112102321.jpg 106 KB 100%

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

Save

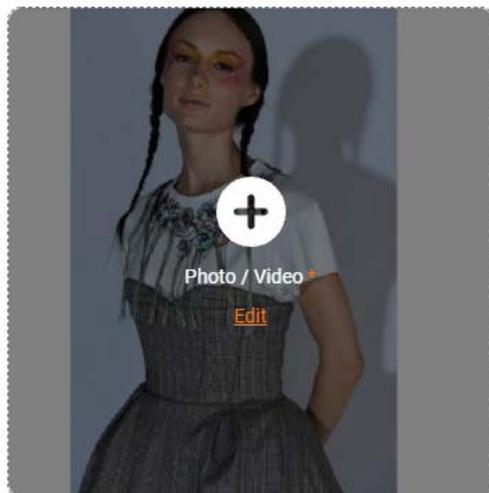
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Uploading photo

Category *

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

Input all information in the required fields



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

Uploading photo

The screenshot shows a product upload form with several sections. A blue box highlights the 'Keyword Tags' section, which includes a text input field with the placeholder 'Please enter' and an 'Add' button. Below the input field is a list of suggested tags: 'dress', 'apparel', 'round neck', 'Fashion', 'Outerwear', 'Hairstyle', 'Arm', 'Shoulder', 'One-piece garment', and 'White'. A yellow highlight is placed over the 'Suggested Tags' list. Another blue box highlights the 'Product Description' section, which features a rich text editor with various formatting options (bold, italic, underline, text color, background color, link, unlink, list, table, quote, indent, outdent) and a character count of '0/3000'. At the bottom of the form, there are four buttons: 'Preview & Submit', 'Edit Chinese Content' (highlighted with a blue box and an arrow pointing to it from the right), 'Save', and 'Close'.

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

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

Tips:

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

Uploading photo

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

<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: 5px;"></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: 5px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>	 (Draft)	Today, 10:05 am	P	<div style="width: 20%;"><div style="background-color: red; height: 5px;"></div></div> Low Quality	Draft	 Improve Content	<input type="checkbox"/> Offline
<input type="checkbox"/>			P	<div style="width: 20%;"><div style="background-color: red; height: 5px;"></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!