

WWW.SINOPIO.aC 网站使用手册(2.0 中文版)

用户中心与表单* 2020年10月修订版

*建议使用PC电脑端登录使用,此说明不含手机默认端;



目录

01	用户中心	
02	推荐专区	
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www.sinopro.ae



Sinopro.ae-Middle East B2B Industrial Product Platform	Register	1-1 注册与登陆
<section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header>	Email Password Confirm password Country/Region UAE I am a Supplier Buyer Full name Company name	3、您可以勾选注册供应商"Supplier"或买方用户"Buyer" 4、请选择您所在的国家以及国家区号; 5、供应商公司名称请填写全称,以便于后期的实名认证; 6、非供应商用户也可使用第三方账号登陆 Facebook、Twitter;
	Tel +971 • I agree with the Terms & Conditions for Registration. Register or use a social network. $\widehat{\mathbb{C}}$ $\widehat{\mathbb{C}}$ Already registered? Sign In.	<text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>

注册页面

登陆页面



1-2 供应商用户中心面板

登陆您的供应商账户即可进入,供应 商用户中心现有11项内容,您可在对 应的版块中添加您的产品、询盘、金 融申请等信息;以下为从上至下对应 的释义;

Dashboard	l	
1 My Profile	\longrightarrow	01 个人基本资料,请完善您真实的基本资料,以便于我们为您提供更好的服务;
👚 My Store	\longrightarrow	02 线上展厅,可自定义包括店头、benner、简介、联系方式、产品、FAQS等;
@ My Post Enquiries	\longrightarrow	03 大厅询价记录,用户在首页询盘大厅发布的询价记录;
🔀 My Product Enquiries	\longrightarrow	04 询价记录,用户在产品详情页直接向网站发送的询价记录;
💕 My Quotes	\longrightarrow	05 报价记录, 用户发送的产品报价记录;
P My Received Quotes	\longrightarrow	06 询价回复, 来自网站的产品报价;
A My Products	\longrightarrow	07 产品专区,可发布您经营的工业类相关产品;
O My Used Products	\longrightarrow	08 二手专区, 可发布您的二手设备以及二手材料;
👷 Wishlist	\longrightarrow	09 我的收藏, 您可以将感兴趣的产品进行收藏,在这里会集中显示;
🚺 Credit Form	\longrightarrow	10 赊销额度申请,有资金需求的请填写《赊销额度申请》表单;
Payment Application	\longrightarrow	11 付款申请,为供应商申请付款开通的电子窗口;
🖋 Change Password	\longrightarrow	12 修改密码, 密码设置,谨慎操作;









1-4-1 供应商线上展厅开通条件

满足以下前五种条件,即可免费开通:

- 1、用户需添加5个产品以上;
- 2、上传完整的公司基本信息、工厂实景图与联系方式;
- 3、上传公司LOGO、店招;
- 4、上传您的广告banner,最多可以上传三张,1920x530px.
- 5、根据您的产品生产、销售与服务性质,编辑FAQS问答;
- 6、预览店铺与产品,可随时进行优化调整;





1-4-2 线上展厅开通后的功能

- 1、您所发布的所有产品详情页,出现线上展厅图标;点击后可
- 进入您的线上展厅页面;
- 2、拥有一个中东地区的线上展厅,可以完整的展示供应商信息;
- 3、用户可实时在线向您留言或询价!
- 4、引流推荐:对于线上展厅装修精致、且产品多的,平台将会优选推荐到网站首页,为您带来更多的流量;

2020年底前我们会辅助100家中小型供应商免费装修线上展厅, 记得请根据迪拜时间申请哦!

服务热线: +971 4 880 6686



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SinoPro sou	URCING III	✓ Search term	Q Search	🔵 MMM 🝷 🔽	

Dashboard	Payment Request			
My Profile			1-4-3	供应商付款申请页面
my Store	Add New LPO Payment Application	Leave a message		
@ My Post Enquiries		3	1、界面共有	有三项内容:创建付款申请单号、查询历史与留言;
My Product Enquiries	Order Under Process Submit Docu	ment Under Review	Ready for Collection 2、申请环 ³	节共计四步 , 第一步与第二步为供应商操作输入 ;
💅 My Quotes	2020-10-21 0000-00-0	0 0000-00-00	0000-00-00 3	· 创建付款由请 输入订单号 全额 单位·
P My Received Quotes	Add LPO			
🛞 My Products	LPO No *	amount/currency *	4、第二步	:
O My Used Products	LPO Number		ED ~ 5、点击此处	处可展开,查看申请历史的状态;
🜪 Wishlist	Submit			
Credit Form				
\$ Payment Application				
🖋 Change Password	LPO No:GSCKM202009368	Submit Document >		
	LPO No:	Submit Document >		
	LPO No:	Pending >		
	LPO No:	Pending >		





1-5 普通用户中心面板

登陆您的账户即可进入到普通用户中 心,它现有7项内容,您可以在对应的 版块中,获取您的询盘信息、产品信 息、金融申请等;以下为从上至下对 应的释义;

Shortcuts	
1 My Profile	
@ My Post Enquiries	02 大厅询价记录,用户在首页询盘大厅发布的询价记录;
🙀 My Product Enquiries	——————————————————————————————————————
🕞 My Received Quotes	—————————————————————————————————————
🜪 Wishlist	———— 05 我的收藏, 您可以将感兴趣的产品进行收藏,在这里会集中显示;
📔 Credit Form	—————————————————————————————————————
🖋 Change Password	> 07 修改密码,密码设置,谨慎操作;

DINOPTO	SOURCING III
170.00	Industrial Products

	cts C	R Search Minin	
rtcuts	Add Product		
My Profile	Product Information		
Mar Charac	Name *	Brand	
viy store	Product Name	Brand Name	
ly Post Enquiries	Category *	Subcategory	
fy Product Enquiries	Choose *		•
/ly Quotes	Reference Price *	Lead Time *	
/ly Received Quotes	Price USD •	Lead Time	
/ly Products	Min. Order Quantity	Supply Capability	
Av Used Products	Minimum Quantity Acres •	Supply capability	
Webliek	Trade Terms *	Destination/Port	
visniist	FOB	Destination / Port	
redit Form	Payment Terms	Stock Location *	
hange Password	TT in Advance	Stock Location	
	Origin		
	Origin		
	Product Description		
	Introduction *		
	Tachnical Parama *		
	↔ 🖪 B / U 🖽 ∞ 🚍		
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	Designation of Descention of Utilized Automatics		
	Packaging Artersates & Warrancy *		
	↔ B / <u>U</u> ∞		
	SEO Informations		
	Title * Max 60 Chars		
	Product name - model - Brand		
	Keywords *Separated by comma ,		
	Description *Max 160 chars		
	Description *Max 160 chars		
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	Description *Max 160 chars		
	Description *Max 160 chars		
	Description *Max 160 chars Product Gallery Seg3-AddSeg4-SKUS561826956 Upload up to 5 Images for the Callery		
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	Description *Max 160 chars Product Gallery Seg3 AddSeg4-SKU5561820556 Upload up to 5 Images for the Gallery Drop files	here to upload	
	Description *kias too chare Product Callery Seg3 AddSeg4-SKU5561826956 Upload up to S Images for the Callery Drop files	here to upload	
	Description *kias tio chars Product Callery Seg3-AddSeg4-SKU5561826956 Upload up to 5 Images for the Callery Drop files	here to upload	
	Description **4ax 160 chars Product Callery Seg3 AddSeg4 SKUS561826956 Upload up to 5 Images for the Callery Drop files Add	here to upload	

1-6 供应商发布产品

点击"My Products"进入产品发布,在编辑产品中,请注意选择适合的分类(本站 一级分类23个,二级分类390个),产品信息要求全面真实,图片要求主图一张, 附图2张以上,均不小于800x800px像素,推荐大小1000x1000px;详情编辑器中 可添加表格、图片以及网页源表格;

提示:表中*号为必填项。

- 要求供应商用户所上传的产品,产品名称详细(建议使用长尾词),方便客户搜索; • 要求提供比较明确的参考价格或者价格区间;
- 原产地、库存地点、发货时间、产品型号、产品品牌、产品包装、售后服务、供货 能力、贸易方式、付款条件、最低起订量等按照实际情况完整填写,非*选项不能

提供的,可以填写 N/A;

- Certification 请填写关于产品或者工厂的质量认证资质。例如ISO,DCL等等;
- Brief Introduction 产品简介是描述产品定义,产品功能,产品应用等。
- Technical Para-metre 产品技术参数栏,包括产品的相关参数表格,参考标准,产 品的生产工艺等等,多多益善。



1-7-1 上传产品图片

点击"My Products"进入产品发布,在编辑产品中,请注意选择适合的分类(本站 一级分类23个,二级分类390个),产品信息要求全面真实,图片要求主图一张, 附图2张以上,均不小于800x800px像素,推荐大小1000x1000px;详情编辑器中 可添加表格、图片以及网页源表格;

提示:表中*号为必填项。

ease make sure the image is small	er than 500KB and 800x800~1500x1500 pixels.	
	Drop files here to upload	
	(I)	
	T	
Add		
Deorder Imgaec		

- **图片命名**:请将图片的名字与产品名保持一致,请使用英文命名,禁止使用中文命名,本平台为英文版网站,谷歌搜索提取,仅对英文有益;
- 图片尺寸:大于800x800px,小于1500x1500px,图片推荐比例使用1:1,单张图 片请小于300K,方便您的产品打开速度更快;
- 图片压缩:如您的片超出大小,可以使用"https://tinypng.com/"进行在线压缩,或 选择其他方式进行压缩,单张图片清晰且小于200K为佳;
- **白底图片**:产品至少上传一张白底产品图;
- 产品上传:一次性可上传5张图片, JPEG图片。
- 主图:第一张图片即为产品的主图,点击"Reorder Imgaes"可拖动图片,调整顺序, 调整好后,点击"Save Reordering "确认, 主图比例必须为1:1。
- 图片水印:产品图片可以附带明显的品牌logo,构图美观即可,拒绝满屏水印;
- **图片删除**:将重复或不符合规定的产品图片删除,避免页面加载过长,提高页面装修质量;



1-7-2 产品二次编辑

如图所示,点击"Edit"图标,可再次进入产品编辑界面,方便用户及时调整产品信息。

Dashboard 🕥	My Products		+ Add New	产品二次编辑
My Profile	1 Suspended rope Platform ZLP630 Construction cradles Parapet type or counterweight type Category: Machinery & Equipment Sub Category: Construction Machinery Date: 2020-05-06 13:10:59		Preview C Edit	」点击"Edit"图标,可再次进入产品编辑界面,方便 用户及时调整产品信息。
My Product Enquiries	2 Alloy Steel Over Head Lifting Chain Grade 80 Category: Tools & Accessories Sub Category: Lifting Tools Date : 2020-05-03 17:39:59	0000 0000	Preview	点击"垃圾桶图标"可删除该产品。
Products	3 Ratchet Lever Hoists Lever block Category: Tools & Accessories Sub Category: Lifting Tools Date: 2020-04-29 19:32:18	X	Preview C Edit	一进入页面预览。
 My Used Products ★ Wishlist ☐ Credit Form 	4 Hand chain Hoist chain blocks Category: Tools & Accessories Sub Category: Lifting Tools Date: 2020-04-29 19:23:54	5	Preview C Edit	
Change Password	5 Steel wire rope sling left hand or right hand lay Category: Hardware Sub Category: Wire Date: 2020-04-29 15:08:47	\bigcirc	Preview C Edit	
	6 Chain Slings 4 Legs lifting chains Category: Tools & Accessories Sub Category: Lifting Tools Date : 2020-04-29 14:50:28	ĨĨÅÅ	Preview C Edit	



	Category *	Subcategory *	
My Profile	Choose	•	•
My Post Enquiries	- Choose		
My Product Enquiries	Name *	Article Number	Model No *
		03201002	
My Quotes	Year Of manufacture *	Manufacture *	Reference Price (As per unit) *
My Received Quotes	1975	choose	
My Products	Lead time *	Aftersales and warranty *	Payment Terms *
My Used Products			TT in Advance
Wishlist	Hours Used *	Product Type *	Stock Location *
		Choose	
Credit Form	Origin *	Promotion	Promotion Price
Change Password	Choose •	No	
	Promotion Description		
	Technical Para-metre *	 ▲・ΞΞΞ·· ⊞·· ∞ ⊠	• X 42 ?
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1-8 二手产品发布

点击"My Used Products"进入二手产品发布,在编辑产品中,请注意选择适合的 分类(本站一级分类27个,二级分类408个),产品信息要求全面真实,图片要求 主图一张,附图2张以上,均不小于800x800px像素,推荐大小1000x1000px; 详情编辑器中可添加表格以及网页源表格,功能强大;

提示:表中*号为必填项。

- 要求供应商用户所上传的产品,产品名称详细(建议使用长尾词),方便客户搜索;
- 要求提供比较明确的参考价格或者价格区间,发货时间、产品型号、产品品牌、产 品年份、售后服务、付款方式、使用时间、库存地点、原产地等按照实际情况填写, 非*选项不能提供的,可以填写N/A;
- 产品简介部分主要描述产品定义,产品功能,产品应用等;
- 技术参数包括产品的相关参数表格,参考标准,产品的生产工艺等等。
- 主图附图上传请参照第六页 1-5



Shortcuts	Credit Application Form		
1 My Profile	Company Name(English) *		Company Name(local Language) *
@ My Post Enquiries			
Mv Product Enquiries	Company Address		
My Received Quotes			h
A well he	Country *		Website
Vishlist Vishlist	Select	2	
Credit Form	Company Phone *		Fax
🖋 Change Password			
	Company Type *		
	Select		
	Sector	Tender	Nuclear Contrains Asses
	Agent(Commission)	Producer(End-Users)	Manufacturer(Similiar Product) Building Material Wholesaler
	Builder	Retailer	Contractor
	Established *		Number of staff *
			Select
	Registered Capital(US\$) *		Annual Turnover *
			Select •
	Annual Profit(US\$) *		Fax
	Shareholder(s) *		Shareholder Member(s)
	Applicant Email *		Applicant Address
	Sex *		Contact Date Of Birth
	Male Female		
	Religion		Credit Value Expectation
	Tentative Credit Period		Trade License
			选择文件
			Submit

1-9 赊销额度申请表

资信良好,与平台有过业务合作的客户,可申请赊销额度,获取平 台资金的支持;

提示:表中*号为必填项。

公司名要求提供英文名和当地国家母语名称,公司地址、所在国家、
 电话、传真、网址、公司类型、所属行业等如实填写;

- 公司注册时间,注册资本,股东信息需严格与上传的营业执照信息, 保持一致;员工人数、年销售额等数据按照公司上一年度的实际发生 额填写;
- 申请人邮箱、性别等请务必准确填写,申请的后续环节需要与您直接
 联系,例如提供资料的审核与补充,申请状态的通知等等;
- 请按照实际需要申请赊销额度,赊销天数原则上不超过120天。



2 推荐专区 Hot Products

- 网站首页的推荐专区分为多个二级门类,会将优质供应商产品、装修精良的产品、价格明确并具有区域优势的产品、长期合作的供应商产品推荐至首页;每个门类会有10 个产品的推荐名额,每月会根据市场需求及价格的变动做出调整;
- 首页推荐专区的产品,以付费广告供应商、VIP供应商的产品优先推荐;
- 推荐产品定期会在中东、非洲等区域的相关平台做推广,以增加品牌识别度与流量;

Hot Products	Scaffolding	Q Electrical Cables	Formwork	Chemical	Hardware	Light Machinery	Power tools	Wood	Tower Crane
Hot Products									
					A.	0			
Building Wires electrical cables electrical wires 3 co ,4 core wires	Deformed conform to Hot rolled	steel bar B500B BS4449 Rebars steel rebar Cona	Mill fini galvaniz Ir A213 A	sh or Hot dip zed Seamless Pi 335 A199 SRL, [pes (H DRL	uplock scaffolding lorizontal)	Ledgers	Excavators Ope Range 3,860 – 7 9035E, 906D, 90	rating Weight 70,500 kg 08E, 909ECR,
Ref Price : Get latest Prices Min Order Qty: 1km	Ref Price : A Min Order (ED 2100.00 2ty: 10 tons	Ref Price Min Ord	e: AED 3550.00 er Qty: Stons	Re	ef Price : AED 3200.00 in Order Qty: 1 ton		Ref Price : Get lat Min Order Qty: 1	<mark>est Prices</mark> Unit
📕 🗩 🖂 Inquire N	low	🗩 🖾 Inquire No	w	📕 🗩 🖾 Inqui	re Now	📕 🗩 🖾 Inq	uire Now		Minquire Now



3 招投标询盘 Tenders & Bidding

- 在首页Tenders & Bidding划过出现对话选项,可选择对现有的询盘进行报价,也可以发布您 想要的产品询盘;
- ・ 点击发布询盘右图可见,填写相关信息,点击"Add to Buy"可添加多个产品,表格中可上传
 多个附件;如遇到多产品询盘,请填写一个产品信息,再上传您的打包附件即可,附件支持
 "JPG、PDF、DOCX、XLSX";

• 提交审核通过后,在首页询盘大厅显示部分信息,其他用户即可快速报价;

0000	Product Name	Purchase Quantity	Country/Region	Valid to
REACH THE VALUABLE	Asbestos boards	150 CBM	Ras Al Khaimah	2020-05-30
ALL OVER MIDDLE	Fire clay refractory aggregates	50 CBM	Quote	List your Inquiry
EAST AND AFRICA	Alumina fire brick	300 CBM	Ras al Khaimah	2020-05-30
	seamless pipes	5000 pcs	dubai	2020-05-30
	Clay brick (UAE origin)	100 CBM	Ras al Khaimah	2020-05-30
Post our mouries fo	Paying Tribute to the From www.shopro.ae	nt Line Heroes in the	Battle Against Cov	/id-19

Product Name	Tender Code	Purchase Quantity	Country/Region	Valid to		<1/undefined>
Cement bags	REQ0074	2000000PCS	Ethiopia	2020-09-05	Quote now	(Try RFQ)
Vletal mesh	REQ0074	20000 Meters	UAE	2020-09-06	Quote now	(Try RFQ)
STAINLESS STEEL SHEET	REQ0075	4000Sqm	DUBAI	2020-09-07	Quote now	(Try RFQ)
ASTM Thermometers - °C	REQ0076	400 T	Qingdao, China	2020-09-07	Quote now	Try RFQ
IDPE Pipes and Fittings	REQ0078	30000 Meters	UAE	2020-09-08	Quote now	(Try RFQ)
Hardware	REQ0079	10000Unit	UAE	2020-09-08	Quote now	Try RFQ
Scaffolding tubes	REQ0081	4000Units	Dubai	2020-09-09	Quote now	(Try RFQ)



3 招投标询盘 Tenders & Bidding





4 二手专区 Used equipment

- 二手专区是一个自由开放的专区,用户可以免费发布自己想要出售的二手产品;注明它的所在地区、购买年限、使用时长、 价格等信息;也可以在详情中直接留下联系方式,以便购买者直接联系。请保证产品图片及信息真实有效,如已出售,请 及时下架产品;
- ・ 首页点击 Used Equipment 进入二手专区,点击右图所示位置,进入发布二手产品界面(供应商用户中心可直接进入);
- 委托发布的二手产品,请您提交给本站相关资料即可;
- 发布二手产品详情请参照 第07页 "1-5 二手产品发布"。

NEED TO SELL USED EQUIPMENT?

СПСК

HERE







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中国建材·迪拜海外仓

- 中国建材国际网联首公司是世界500强企业中国建材集团外贸综合服务平台的重要组成部分,是中建材海外的全资子公司,2004年在迪拜自贸区注册成立, 2013年8月正式启动中国建材迪拜海外仓项目。
- 项目位于阿联龋迪拜杰贝阿里自由区南区,为保税仓库,总占地面积52188平
 米,拥有26000平米室外仓库(含2000平米航用区),及
 1500平米办公楼。项目设施齐全,装备完善,拥有专业的物流管理系统、24小时视频监控系统、液压卸货平台、消防泵房、发电机房、电控房、机房,及各式
 仓储装卸设备。

阿联酋 杰贝阿里港口介绍 »



🔤 中国建材迪拜海外仓介绍 中文版

世界500强企业 占总地面积52188m² 1500平米办公大楼 24小时视频监控系统

在线申请表

在线申请 »



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SINOPRO CNBM UAE

5 仓储物流 Logistics

站内点击个人中心的Logistics 或首页仓储物流版块,进入该页面,再点击右图所示"在线申请"可
 进入申请表单;

 可在线申请本海外仓的"仓储服务、物流服务、寄售服务、产品展示、线上推广"服务,提交资料后, 我们将在24小时内给你回复;

CHINA NATIONAL BUILDING MATERIAL GROUP





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SinoPro's Financial Service Systems Overview

CNBM SinoPro's finance service system is based upon existing business models and tailored for enterprises involved in E-commerce. Our service members are able to easily become users, receive credit certification, a credit rating and enjoy the benefits of credit. We are also proud to offer purchasing on credit, as well as other value-added services.

6 金融服务 Financial Service

- Sinopro金融服务是为了适应中东地区的实际市场行情而设置的版块,目的主要是为了更 好的服务我们的优质客户,满足他们在运营中的资金融通需求,促进彼此共赢;
- 在首页点击 Financial Service 版块进入金融服务页面,点击右图所示位置进入申请页面;
- 申请表单详情详见 第08页 《赊销额度申请表》

Credit Rating

Sinopro's professional risk control team and management team are well-versed in cuttingedge credit rating technology, and combined with CNBM's nearly 20 years of experience in international sales, have developed a reliable credit evaluation process and risk control system. View More >>

Credit Services

Sinopro's credit service utilizes a credit evaluation service developed and based upon registered customer credit ratings, allowing those users that meet certain conditions can enjoy a full range of value-added services.Sinopro provides a line of credit according to the customer's credit rating and performance. View More >>

Credit Purchasing

Sinopro's service team is staffed with professional purchasing managers, each of which has ample experience with international procurement and customers. They are committed to helping customers source the right product, and the right price. View More >>



Credit Rating Doing Business Operations Customer Evaluation

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Q: How does Sinopro rate its customers? A: Sinopro's Credit Services users are divided into ordinary members and certified members. Certified Members

enjoy improved cooperation, and are divided into three levels – A\2A\3A. O: What are the Certified Member rating criteria?

A: Refer to the linked document.

FAQs

Q: Are Certified Member ratings updated in real time?

A: Certified Member ratings are based on membership information, transaction history, and are updated on at least a monthly basis.

Credit Services Despite a current lack of liquidity, demand for goods high? There is no need to worry about losing clients, and after Sinopro conducts a credit assessment, all your credit issues are solved.



7 在线咨询 "Message us"

• 点击网站右下角"Message us",会弹出对话框,首次对话需要输入你的姓名和邮箱;随后 即可在线业务咨询、问题解答、网站注册申请指导等工作;



Message us

Sinopro

Active some time ago

Ask us anything – we'll get back to you here or by email.



×



感谢您的阅读与使用 www.sinopro.ae



* 由于系统在不断更新,本说明文件也会相应作出调整与更新,请用户以最新版本为准。 邮箱: info@sinopro.ae 电话:+9714 880 6686

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