

# Self-Service Center User Handbook

## for Professional Visitors at 2022 Hainan EXPO



(Access 1)

Click the login button and enter the system.



### 1. Register

Click “Register” and fill up company and personal information to acquire an account.



Self service center

Professional visitor

By username By phone number

\*Username:

Please enter UserName

\*Password:

Please enter UserPwd

\*Verification code:

Please enter Ver



[Forgot password?](#)

Login

Register

采购商报名请联系工作人员:

(Organization information)

1.Organization Info 2.Contact Person 3.Set Password 4.Complete

### Organization Info

Organization name:  \*

Address:

Zipcode:

Telephone:  \*Format:86-010-88385476

Website:

«Back Next »

1.Organization Info 2.Contact Person 3.Set Password 4.Complete

### Contact Person

Name:  \*

Gender:  Male  Female \*

Title:

Cellphone:  \*

Verification code:

Email:  \*

(Contact person information)

1.Organization Info 2.Contact Person 3.Set Password 4.Complete

### Set login password

Password:  \*

Confirm password:  \*

(Set a password)

1.Organization Info 2.Contact Person 3.Set Password 4.Complete

## Complete

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**Click Confirm button at the bottom right to complete registration.**

**To sign up for the EXPO, please also complete the following steps:**

- 1.Login to the self-service center backend;
- 2.Find the sign-up page, and complete a registration form by clicking the "Add" button and following the instructions. Click "Submit" and you can check on your application progress in the backend.

«Previous Confirm

(Click Confirm)

1.Organization Info 2.Contact Person 3.Set Password 4.Complete

## Complete

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You have successfully registered as:**0024628**

[Login to Self-service Center now.>>>](#)

«Previous Finish

(Complete registration)

## 2. Login

Self service center

Professional visitor

By username By phone number

\*Username:  
Please enter UserName

\*Password:  
Please enter UserPwd

\*Verification code:  
Please enter Ver **a N F F**

[Forgot password?](#)

**Login**

[Register](#)

采购商报名请联系工作人员:

Please note: Log in with the same username and password set during the user registration process.

## 3. Information Update

1. An EXPO introduction is available on the Home page.

Menu « Home

Basic Info

- Organization
- Contact Person
- Change Password

Group Sign-up

EXPO Info

Invoice Info

**Introduction**

Hainan expo 2022 will be held in Haikou this year. The exhibition area will be expanded from 80,000 square meters to 100,000 square meters.

First, the theme is more distinctive, highlighting " high-quality products and new products " and the world's top consumer brands. At the same time, hundreds of well-known brands from China and abroad will release the latest products and designs during the expo.

Second, the internationalization degree is higher. The international exhibition area increases by 20,000 square meters compared with last year, and the proportion of overseas brands increases to 80%. France will be the guest of honor of Hainan Expo 2022.

Third, domestic high-quality products are more prominent. 31 provinces, autonomous regions and cities in China will organize local consumer goods to the exhibition. At the same time, a new national goods pavilion will be set up to highlight domestic high-quality products and time-honored brands, so as to provide a stage for Chinese brands to display, transact , and "go abroad".

(Home page)

2. Basic info – Organization info: complete organization info by filling in all the blanks marked with “\*”.

expo HAINAN 中国国际消费品博览会  
CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO

Session selected: Welcome to China International Consumer Products Expo 2022 | Exit

Menu: Home Organization

Basic Info

- Organization
- Contact Person
- Change Password

Group Sign-up

EXPO Info

Invoice Info

Contact Person

\*Organization name (CH):  Organization name (EN):

\*Industry:  Original industry classification (for reference only):

\*Located: ---Please---

\*Country/region: Please Select

(Basic Info)

3. Basic Info – Contact Person: Complete information of the contact persons of your organization. [Click here to add a new contact person.](#)

expo HAINAN 中国国际消费品博览会  
CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO

Session selected: Welcome to China International Consumer Products Expo 2022 | Exit

Menu: Home Contact Person

Basic Info

- Organization
- Contact Person
- Change Password

Group Sign-up

EXPO Info

Invoice Info

Contact person info

Click here to add a new contact person [Add](#)

Name	Title	Telephone	Email	Cellphone	Action
					Edit Delete

First Prev Page 1 Next Page Last All: 1

4. Basic Info – Change Password (including characters in three of the groups: upper case, lower case, numbers and punctuation)

expo HAINAN 中国国际消费品博览会  
CHINA INTERNATIONAL CONSUMER PRODUCTS EXPO

Session selected: Welcome to China International Consumer Products Expo 2022 | Exit

Menu: Home Change Password

Basic Info

- Organization
- Contact Person
- Change Password

Group Sign-up

EXPO Info

Invoice Info

Change password

\*Current password:

\*New password:

\*Confirm password:

Save

(Change Password)

## 4. Sign up as a group

### 1. Group Info: add a new group and complete group information

Group visitor list

Group name	Type	Number of members	Last edit
Home Prev 1 Next End			

Total Records: 0

(Add a group)

Update group visitor's info

\*Group name (EN):  \*Group name (CH):

\*Country/region:  \*Industry:

Number of visitors:  Time of arrival:

Time of leaving:  Type:

Hotel:

Group contact

Name:  \*Telephone:

\*Email:

Cellphone:

Ticket claimer

(Complete group visitors' information)

### 2. Group visitors' information: Click "Visitor – Professional Visitor" and "Add" and fill in the blanks.

Group visitor's ticket list

200 yuan for each ticket. You are entitled to 0 professional visitor's ticket(s)!

Ticket name	Claimed ticket(s)	Bonus ticket(s)	Free budget	Share via URL
Visitor-Professional Visitor	0	0	0	Share via URL

首页 上一页 1 下一页 尾页

记录总数: 1

(Group visitors' info)

Group visitor list

Payment status: Selected Company:  Search Add Share via URL Pay Export

Back

Free ticket(s) for [Visitor – Professional Visitor] to be claimed: 0  
Please note: The screening process starts after payment. Paid tickets that fail to pass the screening process will be refunded after the EXPO. Refunding or changing the holder is not available once a ticket passes screening.

<input type="checkbox"/> thePage/ <input type="checkbox"/> selectAll	Visitor name (CH)	Country/region	Company	Title	Sign- up as	ScreeningReason	Ticket payment status	Pick- up by	Courier number	Postal fee payment status	Action
The total number of records: 0											

(Visitor Info – click “Add”)

Update Group visitor's info

Travel & Lifestyle  
 Services  
 Selected & Stylish Jewelry Hall  
 High-end Food & Dietary Supplement (Hall No.3)  
 Pavilion of Countries

\*Area of Interest:  
 Fashion Life (Hall No.4)  
 High-end Food & Dietary Supplement (edible bird's nests and American ginseng) (Hall No.4)  
 Fashion Life (Hall No.5)  
 Cross-border E-commerce & Duty-free Shops Hall  
 Pavilion of Provinces and Municipalities  
 Chinese Fashion Brands Hall

\*Visitor name (EN):  Visitor name:

\*Gender:

(Visitor Info – complete the information)

Group visitor list

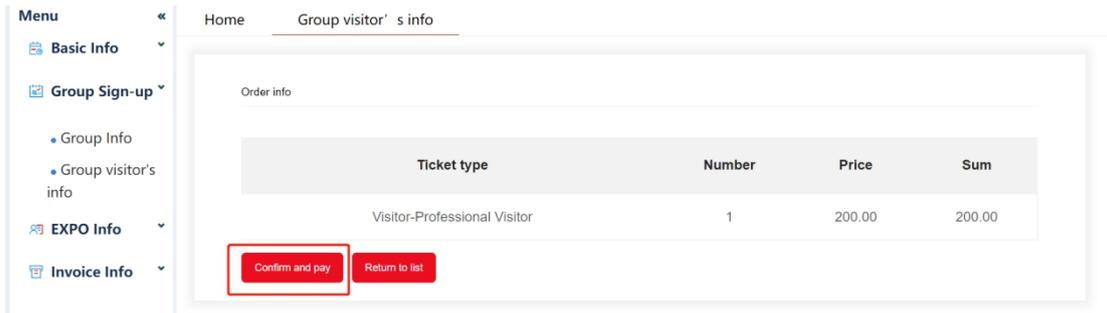
Payment status: Selected Company:  Search Add Share via URL Pay Export

Back

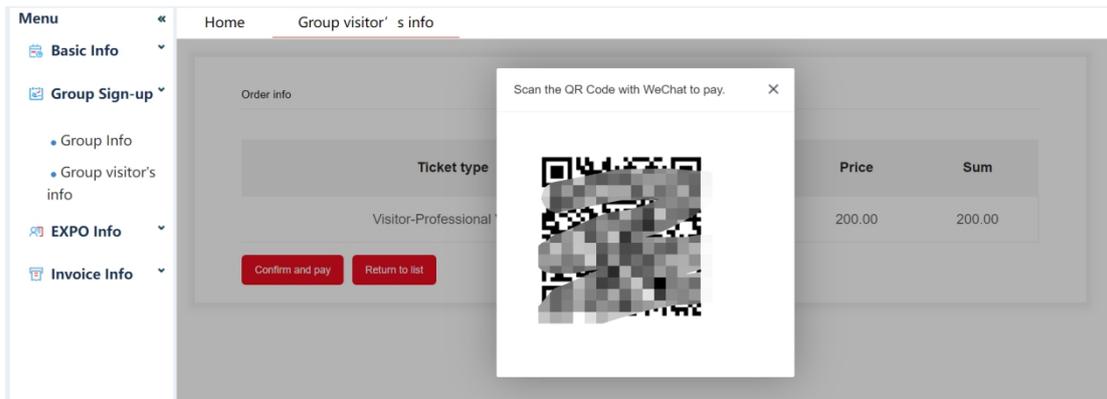
Free ticket(s) for [Visitor – Professional Visitor] to be claimed: 0  
Please note: The screening process starts after payment. Paid tickets that fail to pass the screening process will be refunded after the EXPO. Refunding or changing the holder is not available once a ticket passes screening.

<input type="checkbox"/> thePage/ <input type="checkbox"/> selectAll	Visitor name (CH)	Country/region	Company	Title	Sign- up as	ScreeningReason	Ticket payment status	Pick- up by	Courier number	Postal fee payment status	Action
<input type="checkbox"/>	1	中国		1111	团组 报名	待审核	未支付	机构 领取			Edit Delete
The total number of records: 1											

(Visitor Info – unpaid ticket)



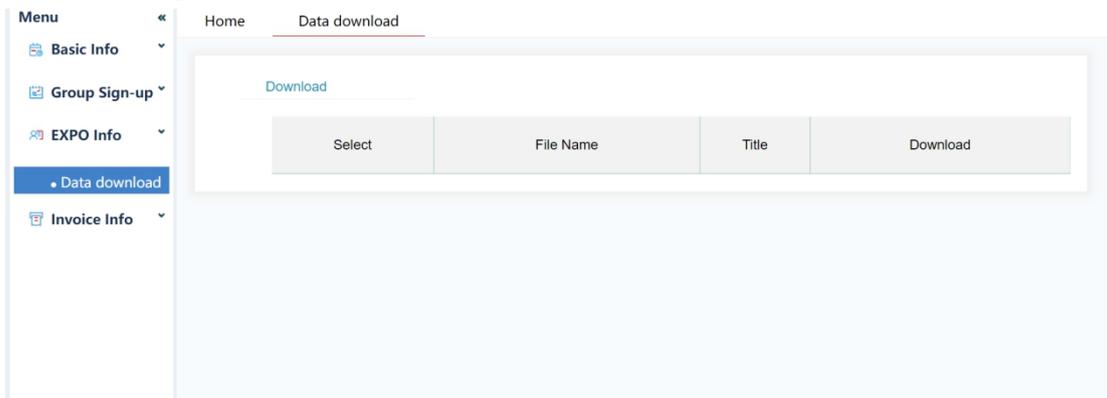
(Visitor Info – Confirm & Pay)



(Pay for the ticket – only accept WeChat payment)

## 5. EXPO Info

1. Material Download: Select the file(s) and click Download to initiate the download or print function.



(Material Download)

## 6. Invoice Info

6.1 Invoice Info: Complete the required contents and click “Save”.

Menu << Home Invoice Info

- Basic Info
- Group Sign-up
- EXPO Info
- Invoice Info
  - Invoice Info

Invoice info

*Invoice title:	<input type="text"/>	Address:	<input type="text"/>
Bank & account number:	<input type="text"/>	*Tax identification number:	<input type="text"/>
Telephone:	<input type="text"/>	Type of taxpayer:	--Selected--
Value-added tax material:	<input type="text"/> <a href="#">Browse...</a> <small>Please upload a RAR file</small>	Note:	<input type="text"/>

Save

(Invoice Info)