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## **Guidelines for Pre-Registration**

Interested SMEs are welcome to pre-register on **CambodiaTrade** marketplace, which is operated by the Ministry of Commerce, Cambodia. Through your account, you can add and sell your products to domestic and cross-border markets.

This guidelines will explain on:

- 1. How to sign up with the marketplace;
- 2. Adding details of your company or enterprise for review and approval; and
- 3. Adding products to your store inventory.

## **<u>1. Sign up to CambodiaTrade</u>**

1. Go to the website <u>cambodiatrade.com</u>

Pre-Registration	
The CambodiaTrade marketplace is now open for pre-registration by SMEs who wish to sell products on the narketplace. SMEs have to meet the following criteria:	e marketplace. To be eligible to use th
<ol> <li>Is a company or enterprise formally registered with the Ministry of Commerce or its affiliates;</li> <li>Has a valid Patent Tax and VAT certificate;</li> <li>Offers products that are made in Cambodia.</li> </ol>	
Ve will review the information and documents provided by you for completeness and accuracy within 3 workin ou will be able to fully use the Service. For more information, please visit this announcement.	g days. Once your account is approved
Create New Account	+3 Sign In
Trade Role: As Customer 💿 As Vendor	
Phone Number*	
	SUse Email
Full Name *	🕿 Use Email
Full Name * Required Password *	Subse Email
Full Name * Required Password * Required	S Use Email
Full Name * Required! Password * Repeat password *	Subse Email
Full Name *  Required  Repeat password *  Click here to indicate that you have read and understood Terms and Conditions, Privacy Policy and them.	Use Email

- 2. Read information carefully together with an official announcement, which can be downloaded from a link [*Very important*!!!].
- 3. **Sign up** a new account on CambodiaTrade:
  - 3.1. Select Trade Role (defaulted As Vendor)
  - 3.2. Use either <u>Phone Number</u> or <u>Email Address</u> (by clicking <u>Use Email</u> or <u>Use Phone</u> <u>Number</u>).
  - 3.3. Fill up Required Information marked as "Red Asterisk \*"
  - 3.4. Click a ☑ Click here to indicate that you have read and understood <u>Terms and Conditions</u>, <u>Privacy Policy and Disclaimer</u> and agree to be bound by them;

Phone Number \*

3.5. Then, press

👱 + Sign Up

### 1.1. Sign up a new account with Phone Number

- 1. Enter Phone Number
- 2. Fill up Required Information marked as "Red Asterisk \*";

+855

- 3. Then, press
- 4. Check SMS on your Mobile Phone, and Copy a 6-digits code.



2+ Sign Up

5. Paste the 6-digits code onto Confirm Code Screen

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marketpl	ace, SMEs have to meet the following criteria:
1. Is a co	mpany or enterprise formally registered with the Ministry of Commerce or its affiliates;
2. Has a	valid Patent Tax and VAT certificate;
5. Oners	province shat are move in composite.
We will re	when the information and documents provided by you for completeness and accuracy within 3 working days. Once your account is approved,
you will b	e able to fully use the Service. For more information, please visit this (download document here)
	Confirmation Code already sent to your phone number. Please check it!
	Confirm Code *
	Contern

7. Finally, Sign In Account using your Phone Number and Password

VVelcome Sign in to continue	2+ Create New Account
+855 ~	Phone Number *
	🖂 Use Email
Password *	
	Source Password
	Login

#### 1.2. Sign up a new account with Email

1. Press **Use Email** (right side) <sup> </sup> Use Email</sup>



2. Type in your Email Address;

Trade Role: As Customer () As Vendor	
Email *	
	Use Phone Number

- 3. Fill up Required Information marked as "Red Asterisk \*"
- 4. Click a ☑ Click here to indicate that you have read and understood <u>Terms and Conditions</u>, <u>Privacy Policy and Disclaimer</u> and agree to be bound by them;
- 5. Then, press

💄 Sign Up

6. A pop-up message appears, asking you to Check your Email Address;



**Confirm Your Account** 

7. Check your email, and Press Confirm Your Account



8. Finally, Sign In Account using your Email Address and Password

Velcome	2+ Create New Account
+855 🗸	Phone Number *
	😼 Use Email
Password *	
	Source Password
	Login

9. Then, press

## 2. Adding Vendor Details

1. Login using your Phone Number or Email Address will display the following screen:

Login

3			물문 English	+ Account
0	Sign Up Phone Number :	Vendor Details Email :	Approved cheksophat@gmail.com	
Je Product	B RFQ :	HE Quote List	Windor Details 🍰 Setting	
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out Us	Support	Legal	News Center	
out CambodiaTrade iout Go4eCAM iout EIF	FAQ	Terms and Conditions, Privacy Policy and Disclaimer	Events & Fairs Press Roleases	C

2. To fill in Vendor Details, go to **Account** (*top right corner*) **Set English** • **Account** or click on • on your dashboard



3. Fill in the information. Required Information are marked with "Red Asterisk \*"

endor Details		E Save
Company Name *		Owner Name *
Phone Number *		Email*
Sector *	~	Year of establishment *
House # *		Street *
Province/City *	District *	Commune *
Membership	Women-owned/Women-lead	Provincial Business
Number of Englisher		Number of Women Employee 0
Company short description		
		A

4. Press **Save** (*right top corner*)



5. Upload Required Business Registration Certificate, Paten Certificate and VAT Certificate.

Vendor Legal

5.1. Press Vendor Legal

🚢 Productions Capacity	Vender Legal	<ul> <li>Standard/Certificate</li> </ul>
usiness Register Certificate *	Patent Certificate *	VAT Certificate *
1	1	1

5.2. Upload Files in PDF Format

💑 Productions Capacity	Windor Lagel	Standard/Certificate
Business Register Certificate *	Patent Certificate *	VAT Certificate *
1 0	1 0	± 0

- 5.3. Administrator will get you approved within <u>3 working days.</u> Please check your e-mail to find out the status of your account approval.
- 6. Once your account has been approved by **Administrator**, you will receive the following message in your email.



\* Note: It is important that your account is Approved as otherwise your products will not be displayed on the marketplace once the market place is officially launched.

## **<u>3. Adding Products to Your Store</u>**

- 1. Sign in your account
- 2. Start Adding your products. Press Add New + Add New

Sign In

En	mail : cheksophal@gmail.com	
IE Quote List	🕹 Vendor Details	La Setting
	III Quote List	🖬 Quote List 🕹 Vendor Details

#### 3. Fill up **Product Information**

ad New Product			$\frown$
Product Name *			
hort Description *			
B <i>I</i> <u>U</u> <del>5</del> ≡ ∨ i≡ i≡	II I   I     ~ ~ ~		Vail
			1 Select Photo
escription *			
B <i>I</i> <u>U</u> 5 ≣∽ i≣ i≣			category.
Product Details 🐧 Gallery 😂			
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Product Details  Gallery  Price * Product Dimension Inst Proge 0.00	Grass Wagnet 0.00	Unit training 0.00	
Product Details Gallery #D Price * Product Dimension Terr Trappe 0.00	Oran Waget 0.00	Unit tobare 0.00	
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Product Details Gallery #D Price * Product Dimension Tean Trappet 0.00	Oran Waget 0.00	Unit titleme 0.00	
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4. Press **Select Photo** to upload Main Image (*right side*)

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🛓 Select P	hoto
Category *	~

- 5. Choose **Category** of your product
- 6. Press Product Details Product Details

roduct Details 🖬 Gallery 🕮			
Price *			
Product Dimension Net Weight	Gross Weight	- Unit Volume	

7. Fill up product detail information (Currency in USD)

roduct Details 🗎	Gallery 🖾			
Price *				
5.00				
Product Dimension	i.			
Product Dimension	i :	- Gross Weight	- Unit Volume	

8. Go to Gallery, upload images

Product Details 🖺	Gallery 🗳		
		Dira (Galeti impae odu anna	
		brop/select image only zone	

Gallery 🗳

9. Upload multiple images



10. Press **Save & Add New** (*add more product*), Press **Save** (*save only this product*), Press **Cancel** (*do not post*) or **Add** more product later

Cancel	Save Save	Save & Add New
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11. Products added are now displayed in the **Product** section.

Dia RFQ			
	Cuote Last	🛓 Vendor Details	2. Setting
			+ Add
			✓Edit Boold BR

12. Products can be modified by pressing Edit (*edit product*), Sold (*sold out*), Remove (*delete product*)



## **Congratulations for completing your Pre-Registration!**