<div align="center">

KINGDOM OF CAMBODIA
NATION RELIGION KING

</div>

<div align="center">

MINISTRY OF COMMERCE

</div>

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.

1. Sign up to CambodiaTrade

1. Go to the website cambodiatrade.com

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 <u>As Vendor</u>)

   3.2. Use either **Phone Number** or **Email Address** (by clicking **Use Email** or **Use Phone Number**).

   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, Privacy Policy and Disclaimer</u> and agree to be bound by them;

   3.5. Then, press   **&+ Sign Up**

1.1. Sign up a new account with Phone Number

1. Enter **Phone Number** | 🇰🇭 +855 ⌄ | Phone Number * |

2. Fill up Required Information marked as "*Red Asterisk ***";

3. Then, press   **&+ Sign Up**

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

CambodiaTrade
លេខកូដបញ្ជាក់គី | Your verification code:
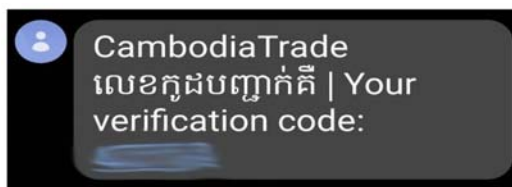
5. Paste the **6-digits code** onto **Confirm Code Screen**

Pre-Registration

The CambodiaTrade marketplace is now open for pre-registration by SMEs who wish to sell products on the marketplace. To be eligible to use the marketplace, SMEs have to meet the following criteria:

1. Is a company or enterprise formally registered with the Ministry of Commerce or its affiliates;
2. Has a valid Patent Tax and VAT certificate;
3. Offers products that are made in Cambodia.

We will review the information and documents provided by you for completeness and accuracy within 3 working days. Once your account is approved, you will be able to fully use the Service. For more information, please visit this [download document here]
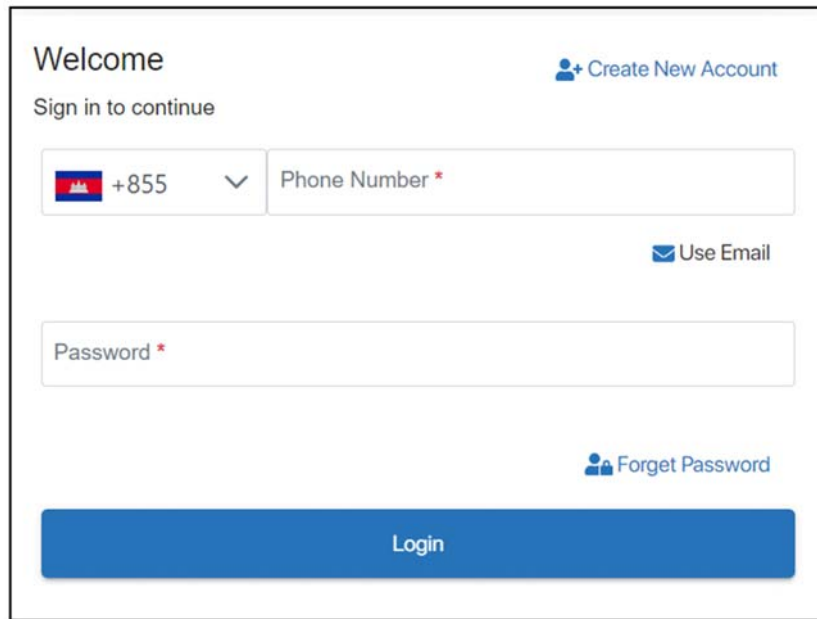
Confirmation Code already sent to your phone number. Please check it!

| Confirm Code * |

✔ Confirm

6. Then, press   **✔ Confirm**

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

8. Then, press [Login]

1.2. Sign up a new account with Email

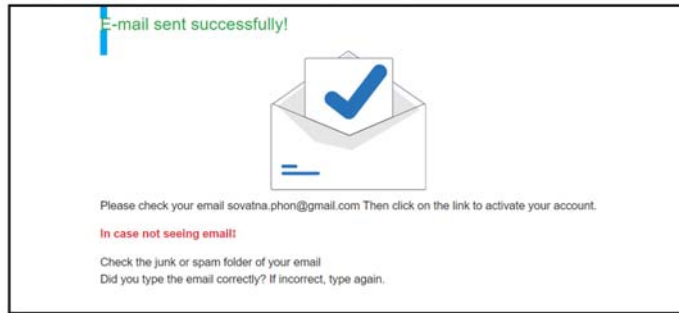1. Press **Use Email** (right side) ✉ Use Email

2. Type in your **Email Address;**

3. Fill up Required Information marked as "Red Asterisk *"

4. Click a ☑ Click here to indicate that you have read and understood Terms and Conditions, Privacy Policy and Disclaimer and agree to be bound by them;

5. Then, press [＋ Sign Up]
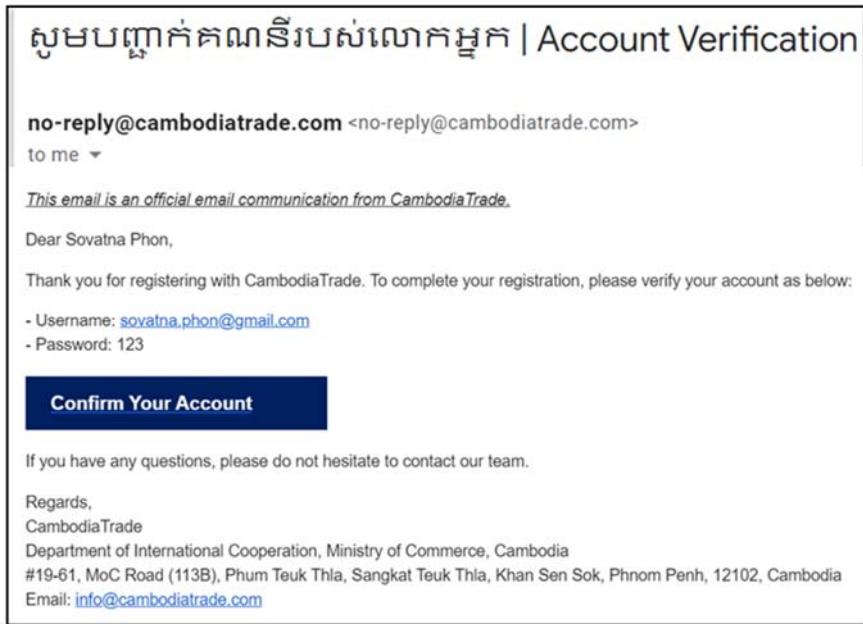
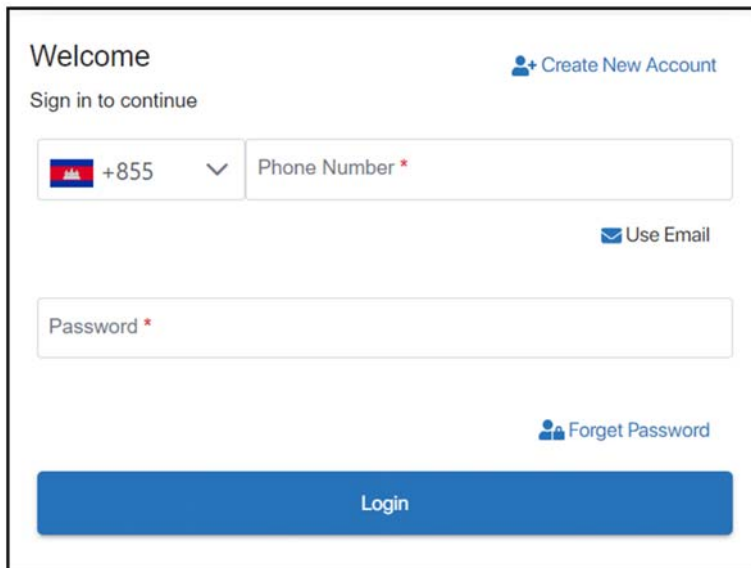6. A pop-up message appears, asking you to Check your Email Address;

7. Check your email, and Press **Confirm Your Account**

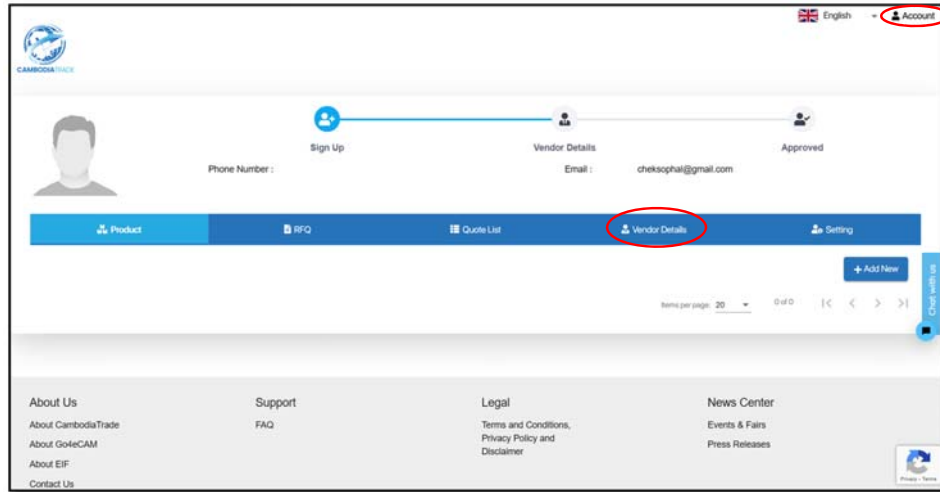8. Finally, **Sign In** Account using your **Email Address** and **Password**
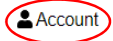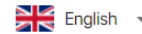
9. Then, press **Login**
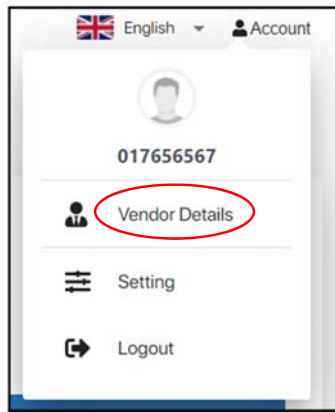
2. Adding Vendor Details

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

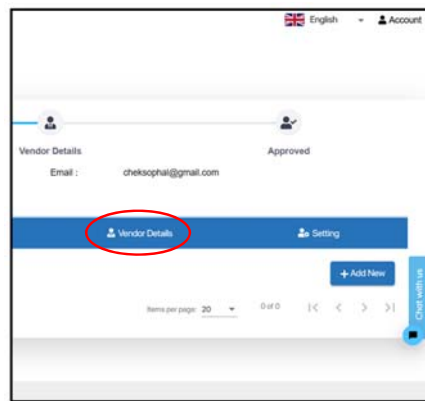2. To fill in Vendor Details, go to **Account** (*top right corner*) [🇬🇧 English ▾ 👤 Account] or click on [👥 Vendor Details] on your dashboard

or

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

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

5. Upload Required **Business Registration Certificate**, **Paten Certificate** and **VAT Certificate**.
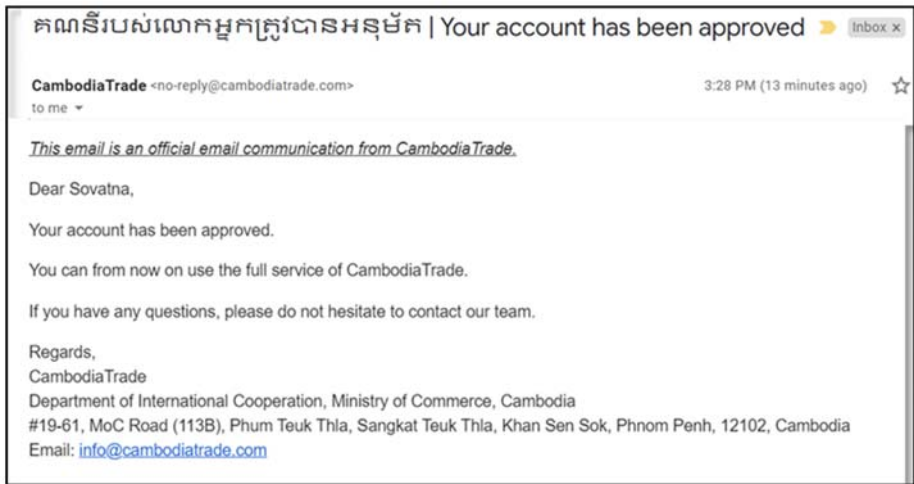
5.1. Press **Vendor Legal**

5.2. Upload Files in **PDF Format**

5.3. **Administrator** will get you approved within *3 working days.* 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.
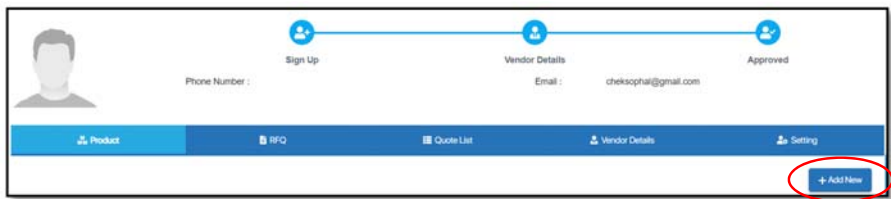

* Note: *It is important that your account is Approved as otherwise your products will not be displayed on the marketplace once the market place is officially launched.*

3. Adding Products to Your Store

1. **Sign in** your account

2. Start **Adding** your products. Press **Add New**

3. Fill up **Product Information**

4. Press **Select Photo** to upload Main Image (*right side*)

5. Choose **Category** of your product

6. Press Product Details   **Product Details**

7. Fill up product detail information (Currency in USD)
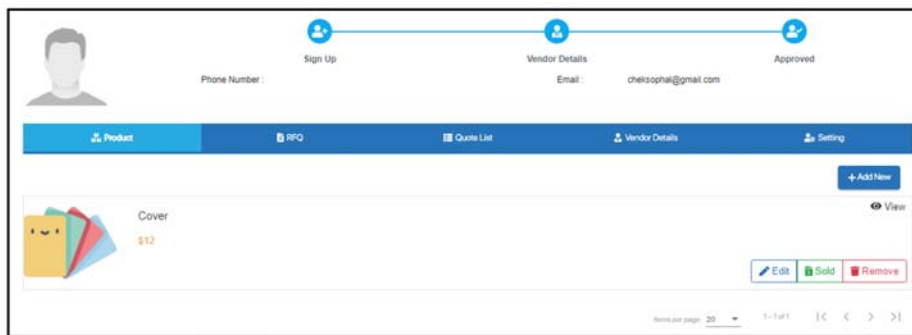
8. Go to Gallery, upload images Gallery 🖼

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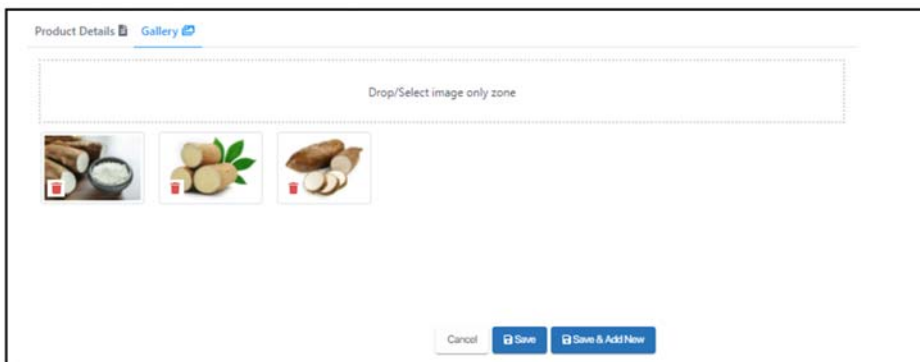
10. Press **Save & Add New** (*add more product*), Press **Save** (*save only this product*), Press **Cancel** (*do not post*) or **Add** more product later

11. Products added are now displayed in the **Product** section.

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

Congratulations for completing your Pre-Registration!