



Buyer/Importer Registration Guide for THAIFEX - Virtual Trade Show (VTS)

- 1. The registration page can be accessed via:
 - URL link : https://importer-reg.thaifex-vts.com or
 - QR Code

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- 2. After the registration is completed, you will receive an auto-response email from <u>support@thaifex-vts.com</u> to confirm your registration. Then you are able to visit the website and access the platform at <u>www.thaifex-vts.com</u> with your user name & password.
- 3. Any registered buyer/importer from THAIFEXporter : Virtual Trade Show, the virtual trade show in 2020, can certainly use your previous user name & password to access the platform. In case, you could not recall your user name and password, please click on "FORGOT PASSWORD" button to reset the new user name and password.







Business Matching Procedure for THAIFEX - Virtual Trade Show (VTS)

> How to send a request for business matching.

- 1. Visit THAIFEX Virtual Trade Show via:
 - Click on "Visit THAIFEX-VTS" button shown in the confirmation email.
 - <u>https://www.thaifex-vts.com</u>
- 2. Log-in with your user name (your registered email) & password to access the platform.



3. Find exhibitors using a product category, a company name or key word.





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4. Click on "Business Matching" button to make an appointment.



- 5. Select any available time slot to request the appointment with the selected exhibitor. (Please consider your time zone against Thailand time zone (UTC+7) before sending the matching request).
- 6. Click on "SEND REQUEST" button to send the matching request to the exhibitor, and wait for the exhibitor to confirm the appointment via an email.

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7. Check and review all your matching schedule and status before the appointment date (25-29 May 2021).









> How to join the matching on the confirmed day.

- 1. Access THAIFEX Virtual Trade Show via:
 - <u>https://www.thaifex-vts.com</u>, Log-in with your user name & password. Then click on "Business Matching" button to check your schedule.
 - Click on the link <u>https://obm.thaifex-vts.com</u> (The link will be automatically sent to your email one day prior to the appointment date).



2. Click on "Go to Meeting" button by time slot sequentially.

Matching with exhibitor	Matching with requested	Matching	HEDULES with schedules
QUESTS		GO T	O MEETING
7 May 2021 19:00 - 09:45 (UTC +07:00) scal Time 09:00 AM - 09:45 AM	Food STATION	hibitor) Food Station A te Message d more information in our meeting	Go To Meeting Cancel





3. Check your appointment details, then click "JOIN MEETING".



Click "Join Meeting" to access online business matching

With Company Name

Meeting available on 04/05/2021 Time 10:00 - 10:45 HRS.



4. Be aware of the notice of microphone, sound and camera will be popped up and you must click "Allow".



5. Be able to invite your colleague to join the meeting. Please be advised that you are required to be in the meeting room first, then you can send "Copy Meeting Link" to your colleague to join the meeting.





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Preparation for Online Business Matching

1. High speed internet is required at minimum 10 MB per second.

2. PC, Notebook or Tablet must be equipped with a camera (resolution required not lower than 720P) and a microphone and needed to be activated before accessing to Online Business Matching room.

3. Headphone is recommended to prevent noise interruption in case simultaneous negotiations are taken place in the same area.

Contact details for more information of THAIFEX - Virtual Trade Show (VTS)

- For general information: info@thaifex-vts.com or call +66 (0) 64 264 6686
- For inquiries about the online business matching: <u>matching01@thaifex-vts.com</u> or

call +66 (0) 84 158 7198, +66 (0) 95 349 7816, +66(0) 91 057 6623.

• For inquiries about the online platform: support@thaifex-vts.com or call +66(0) 63 329 6565.