



QualityTrade User Guide

Content

We will take you through the following steps:

- Activate company
- Supplier set up
- Dashboard
- Quote
- Account settings

This user guide will provide steps on how certified companies set their profiles up on QualityTrade.com, the exclusive marketplace for ISO certified companies.

Activate company

Populate the form with:

- Your email address
- Personal name
- Create password

You will receive a confirmation email. Click on the link to confirm your identify.

Welcome **Test Company** to QualityTrade, the world's first certified trade network. We are excited to introduce you to over one million certified companies in our network and to work with you to grow your business, while improving the quality of trade globally.

We can't wait to get you trading. Please check and complete your company details below and upload your products to get started (all it takes is about 3 minutes).

peter@qualitytrade.com

First name

Last name

Create password

Confirm password

By signing up, I agree to QualityTrade's [Terms of Service](#), [Privacy Policy](#).

Activate profile

Already have an QualityTrade account?

Sign in

Any other questions? Contact us at feedback@qualitytrade.com

[Sign up with different company](#)

Supplier set up

In order to be accepted, each supplier must hold a valid accredited certification and include at least one product or service.

- Create product or service
- Upload certification
- Request quote (optional)

If you were invited from QualityTrade or your certification body, your certification information will be pre-populated, so just review it for accuracy

Great progress, Peter

Now let's get some details so we can publish your listing.

Using invite, you can invite colleagues from your organisation to help complete your profile.

 Invite member

STEP 1

⌚ 1 min

Tell us what you sell ?

We'll make your products or services visible to millions of buyers from around the world.

Continue

STEP 2

⌚ 30 secs

Upload your certification ?

Once we have validated your certification, you'll be part of the exclusive global certified network.

Continue

STEP 3 (Optional)

⌚ 1 min

Tell us what you buy ?

We'll connect you with more than 1 million ISO certified companies.

Continue

Skip it

Create product / service

1. Enter name
2. Select relevant category
3. Upload photos
4. Complete specifications
5. Include additional specs, if required.
6. Enter trade information
7. Enter logistics information
8. Complete detailed information

You only receive quotes where you have uploaded a product or service. It is important to answer the specifications to make sure you only receive relevant quotes.

Display a new product
You will receive quotes for the categories where you have entered a product.

Product name
Product name ? Tell us what you sell...
Please enter a product name which best describes what you're selling.

Select product category
If you can not find your relevant product category, please let us know: support@qualitytrade.com

Enter product keyword e.g. Outdoor led street light

Product category selection:

- Agriculture
- Food & Beverage
- Apparel
- Textiles & Leather Products
- Electrical Equipment & Supplies
- Home Appliances
- Chemicals
- Minerals & Metallurgy
- Energy
- Entertainment
- Transportation
- Construction & Real Estate
- Home & Garden
- Health & Medical
- Gifts & Crafts
- Buildings
- Other Food & Beverage
- Meat & Poultry
- Confectionery
- Grain Products
- Food Ingredients
- Fruit Products
- Vegetable Products
- Tea
- Baby Food
- Coffee
- Honey & Honey Products
- Beverages
- Snacks
- Infused Oils
- Beer
- Cocktails
- Liquor
- Wine
- Fruit Wine
- Spirits
- Liquor
- Gifts & Crafts
- Shoes

Basic information

Status: Active

Stock: In Stock

Product photo ?

Drop files here or click to upload.

The maximum size for a single file is 1MB. The following formats are supported: jpg, png, gif.
Please upload high quality images which best showcase what you're selling. Buyers rely on images to make purchase decisions.
We suggest uploading a range of pictures displaying multiple angles to properly promote your product. We suggest your images be less than 1000px*1000px with a blue subject to improve buyer satisfaction.

Specifications

Type: Type

Material: Material

Quantity:

Usage: Usage

Feature: ☐ Economical ☐ UV Protection
☐ Environmental Friendly ☐ Waterproof
☐ Anti-corrosion ☐ Flame Retardant
☐ High Temperature Resistant ☐ Aldehyde Extractor
☐ Anti-acid ☐ Anti-alkali
☐ LCD Screen ☐ Reusable
☐ Others

Color: Color

Certification: Certification

Warranty: ☐ 1 Year ☐ 2 Years
☐ 3 Years ☐ Others

Additional Specs:

Trade Information

Currency: USD

Unit type: Unit/Units

Price setting: ☒ Price (FOB) ☐ Price (By quantity)

FOB price: USD Minimum price Maximum price per Unit

Minimum order: 100 Units

Payment Options: ☐ L/C ☐ D/A ☐ D/P ☐ T/T ☐ Western Union ☐ MoneyGram ☐ Paypal ☐ Alipay

Logistics Information

Sample Available: ☒ Available ☐ Not Available

Delivery Time: Shipped in ☐ 1 days ☒ 3 days ☐ 5 days ☐ 7 days ☐ 10 days or more after payment.

Port: Port

Supply Ability: 60 per Month

Packaging Details: Enter packaging type, dimensions, container capacity etc.

Delivery Details: Delivery: 1 day after received 30% deposit.

Upload certification

If you were invited from QualityTrade or your certification body, your certification information will be pre-populated.

Below are the fields required.

- Certification number
- Scanned certification
- Certification body
- Certification
- Scope
- Issue date
- Expiry date

Upload certification

Certificate number

Upload certification

Drop a file here or click to upload.

The maximum size for a single file is 5MB. The following formats are supported: .jpeg, .jpg, .png

Certification Body

Certification

Scope Description

Issue Date

Expiry Date

Click to see how to provide.


[Certification example](#)



Not certified? [Email us](#)

Dashboard

In the Dashboard you can see all of your activities as a certified supplier and buyer.



Categories

Hi Peter

Overview

For supplier

Requests for Quotation

Negotiations

Orders

For buyer

Requests

Quotes

Orders

Get a new quote

Products

Add new product

Listing

Services

Add new service

Listing

Certifications

Add new Certification

Add new Product Cert.

For buyer


Requests (36)

Quotes (1)

Orders (5)

Request for Quote (36)


View all



Tablet PC in Advertising Screens

Requested at: 2017-06-28
Category: Advertising S...
Budget: \$12.00


View Quote



Sports shirt in Apparel

Requested at: 2017-06-28
Category: Apparel
Budget: \$12.00


View Quote



Toy in Polymer

Requested at: 2017-06-28
Category: Polymer
Budget: \$0.00

View Quote




Women's camisoles in Camisoles

Requested at: 2017-06-28
Category: Camisoles
Budget: \$23.00

View Quote


Buyer Quotes (1)

View all




Canned King fish in Seafood

asdfasdf




Chemicals in Chemicals

asdfasdf




Fresh cacao in Cacao Beans

asdf




Fridge in Home Appliances

asdf




Prawns in Seafood

asdf



Canned fish in Seafood


asdf



Request quote


When creating a quote for a certified company:

You can use the “**Search bar**” or the “**Categories**” to find the products or services you need.

 Categories

Tell us what you need


canned

Food & Beverage  Canned Food


Mechanical Parts & Fabrication Services

- Canned Crustacean
- Canned Fish
- Canned Meat
- Canned Fruit
- Canned Vegetables
- Grain Products
 - Breakfast Cereal
- Other Food & Beverage
- Food Ingredients

Answering the Q&A's creates a thorough quote improving communication and ensures the quote is sent to the correct certified companies.

Get Quotes in Canned Fish 

RFQ name

 100%
High

☒ What variety of canned fish are you after?

☒ What preservation process do you need?

☒ Please specify which part of fish to be canned

☒ Body ☐ Eye
☒ Fin ☐ Head
☐ Skin ☐ Tail
☐ Whole ☐ Others

☒ What shelf life do you need?

☒ Do you require a specific certification?

☒ What flavor do you need?

☒ Please specify lid for each can? ☒ Easy Open Lid ☐ Common Lid
☐ Others

☒ What is the net weight for each canned fish? (g)

☒ How many canned fish do you need?


☒ How soon do you need to receive this product? ☒ As soon as possible
☐ Within 1 month
☐ 1-3 months
☐ 3-6 months
☐ More than 5 months


☒ What is your budget?

☐ Do you have any further requirements?

Description

Do not put your contact detail to prevent getting spam.

☐ Do you have any further attachment? 

 Drop files here or click to upload.

The maximum size for a single file is 5MB. The following formats are supported: jpeg, jpg, png, txt, pdf, xls, xlsx, doc, docx, ppt, potx.

Respond quote

When responding to quotes enter this info:

- Price
- Quantity
- Delivery details

Click “Send Quotation” button to send your quote to the buyer.

QualityTrade
ISO certified marketplace

Categories Hi Test

Buyer information

United States
Test buyer

RFQ information	Prepare quotation
<div><p>ad in Advertising Screens</p><p>Requested at: 2017-06-16 Category: Advertising Screens Quantity: 0 item Budget: \$12.00</p></div> <div><p><input checked="" type="checkbox"/> Please specify operation system? Android 4.4</p><p><input checked="" type="checkbox"/> What color advertising screens do you need? Color Display</p><p><input checked="" type="checkbox"/> What is the installation method? Rack-mounted</p><p><input checked="" type="checkbox"/> What material do you need? 6 ms</p><p><input checked="" type="checkbox"/> What resolution do you need? 1024 x 600</p><p><input checked="" type="checkbox"/> How soon do you need to receive this product? Within 1 month</p></div>	<p>Quotation <input checked="" type="radio"/> Enter quote <input type="radio"/> Show your relevant products</p> <p>Unit Price <input type="text" value="USD"/> <input type="text" value="12"/> / item</p> <p>Quantity <input type="text" value="100"/> <input type="text" value="Unit/Units"/></p> <div><p>Note</p><p>Port: China Delivery date: 2017-05-24 Best price ever..</p></div> <hr/> <p>Total USD 1200.00</p> <div><p>Send Quotation</p></div>

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Negotiate quote

Once you have sent the quote, you and the buyer are free to chat, upload information and negotiate until you agree on the terms of the order.

The history of your communication with the buyer will be saved in the chat.

You can send an adjusted quote of necessary.

The screenshot displays the QualityTrade platform interface for a quote negotiation. The top navigation bar includes the QualityTrade logo, a search bar, and a user profile icon labeled 'Hi Test'. The main content area is divided into two columns: 'RFQ Information' and 'Prepare quotation'.

RFQ Information:

- Product:** Yellow chemical sand in Chemicals
- Requested at:** 2017-05-29
- Category:** Chemicals
- Quantity:** 0 item
- Budget:** \$12.00

RFQ Details:

- How much coating & paint do you require?** 12
- What is the main raw material of coating & paint?** Acrylic
- What is the intended usage of coating & paint?** 1asdf
- What application method of coating & paint?** Brush
- What is the state of coating & paint?** Liquid Coating
- What is the MF of coating & paint?** C3H4O2
- What is the CAS No. of coating & paint?** 9003-01-4
- What is the EINECS No. of coating & paint?** 210-898-8
- How soon do you need to receive this product?** Within 1 month

Prepare quotation:

- Quotation:** ☒ Enter quote, ☐ Show your relevant products
- Unit Price:** USD 12.00 / item
- Quantity:** 12 Unit/Units
- Note:** 123
- Total:** USD 144.00
- Send Quotation:** (Red button)

Footer:

- QualityTrade:** About us, Partners, Blog, Help, Feedback
- Buyers:** Benefits, Categories, How it works, Global sourcing
- Suppliers:** Benefits, How it works, ISO certification
- Copyright:** © QualityTrade All rights reserved
- Social Media:** Facebook, Twitter, LinkedIn, Terms, Privacy

Chat Window:

- Header:** 2017-06-28, Chat with Test Buyer via QualityTrade chat.
- Message:** Hi Test, I sent you quotation. Please check our price.
- Input:** Type a message here, Send button

Order quote

As a Buyer you can browse the different supplier quotes using the left hand navigation.

Once you have agreed on the terms with the certified supplier, you can finalise the orders by clicking on the “Order” button.

United States

Stellar Films Group Pty ...

United States

F&J ELECTRICAL T/A RAP...

United States

Reform Plastics (Derby)...

United States

THE AUDIT OFFICE OF N...

United States


DR. G. U. POPE COLLEG...

Supplier information

United States

Stellar Films Group Pty Ltd

RFQ information



led in LED Pool Lights

Description here Description here

Requested at: 2017-06-09

Category: LED Pool Lights

Quantity: 6 item

Budget: \$50.00

Quotation information

Unit Type	Item
Unit Price	11.00
Quantity	49
Note	

Port: China
Delivery Date: 2017-08-12

Total

USD 539.00

Order

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Suppliers

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How it works

ISO certification

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f

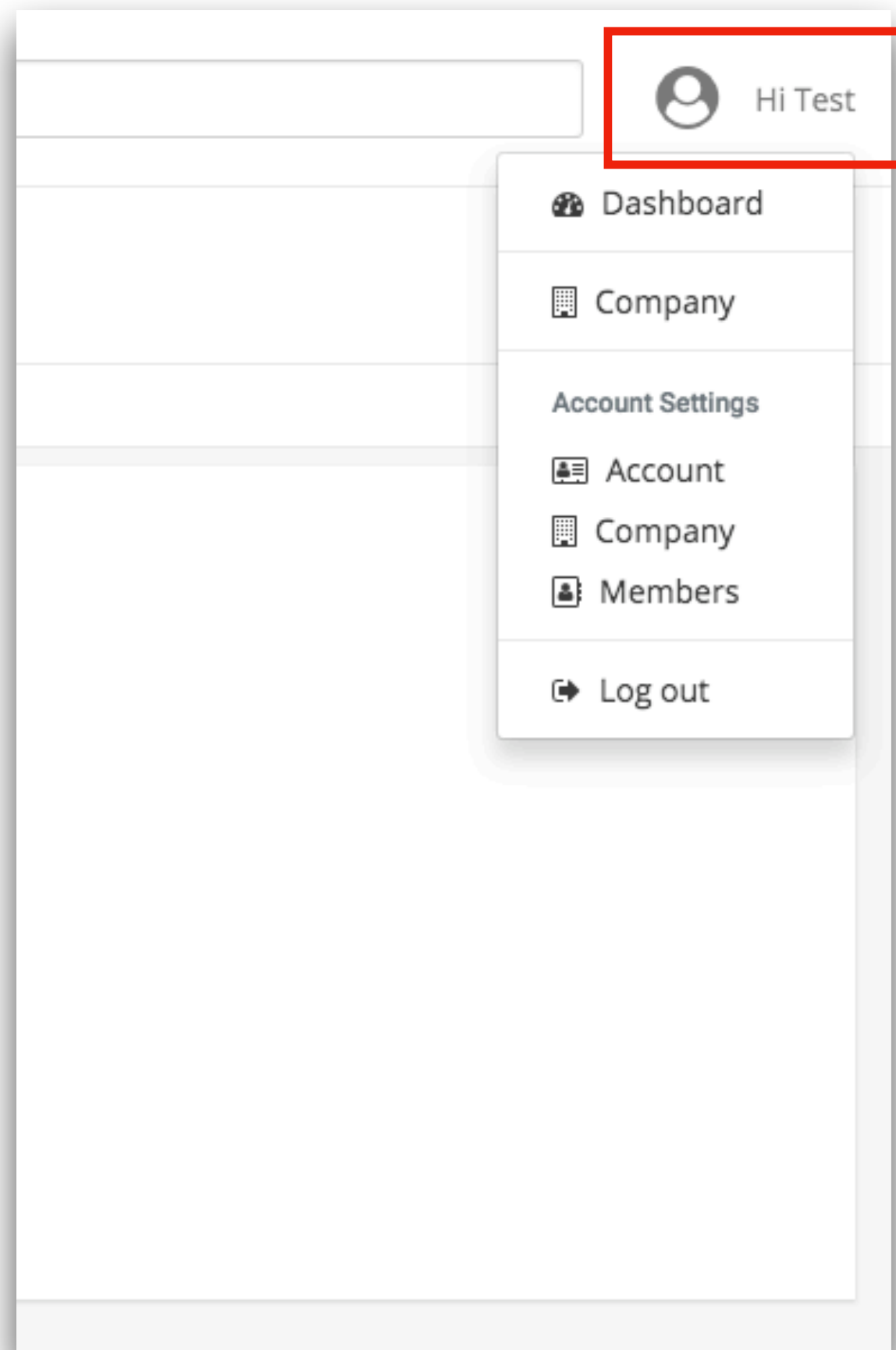
in

Terms

Privacy

Account settings

By clicking on this menu in the top right corner of any page you can access your account area menu.

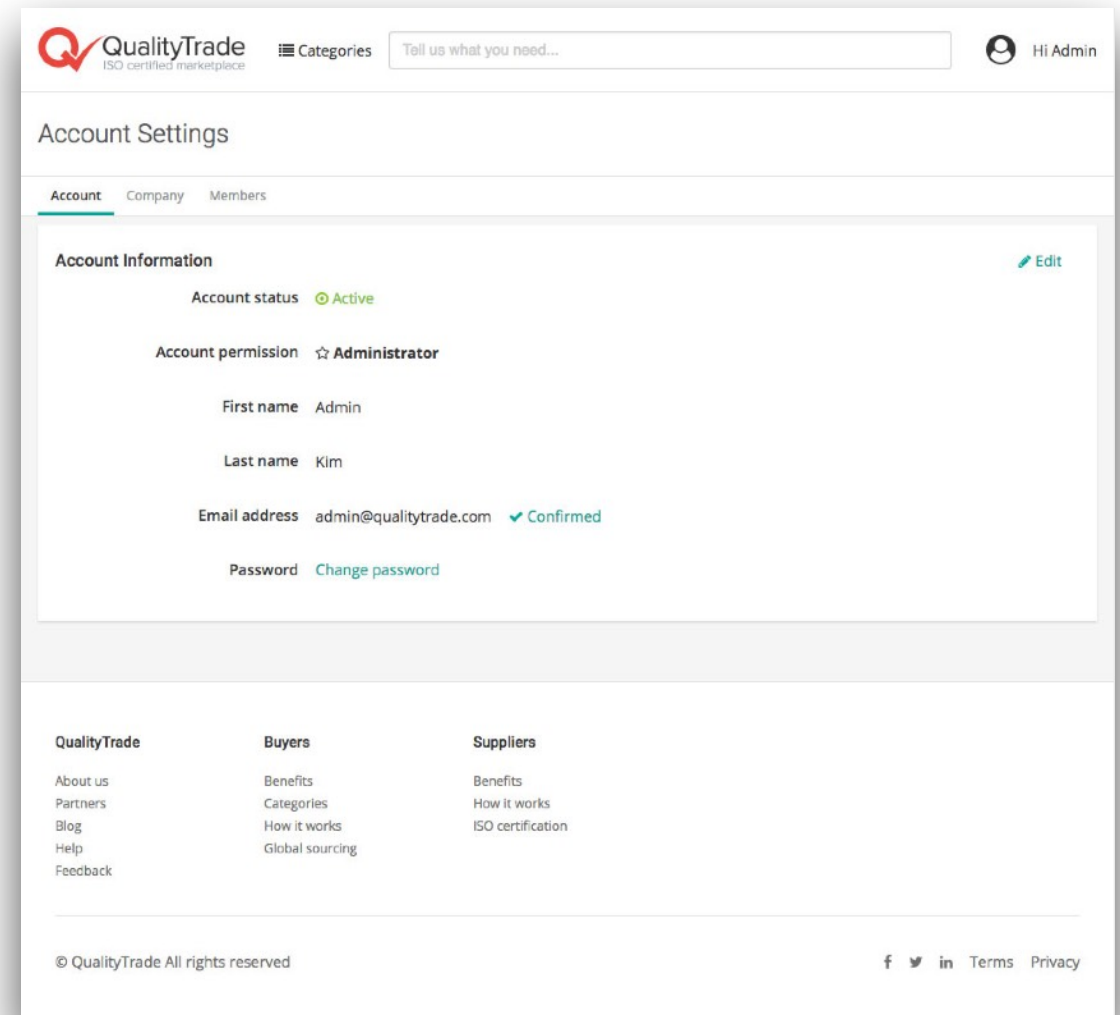


Account set up

In “Account” you can edit the following:

- First name
- Last name

If you are seeking to change your password, click on the “Change password” and follow the prompts.



Company set up

In “Company” you can upload business description and credentials. This includes your company address and operational capability.

You will receive quotes for the categories where you have entered a product / service or where you have selected preferences.

It's important to have a profile that thoroughly describes your business as buyers assess their information prior to requesting a quote.

The screenshot shows the 'Account Settings' page for a user named 'Hi Test'. The 'Company' tab is selected, displaying the 'Company Information' section. This section includes fields for 'Company status' (Active), 'Company name' (Test company), 'Company logo' (a red circle with a white 'Q'), and a 'Banner' image of a tractor in a field. Below these is the 'Business type' (Service Provider, Trading Company) and a 'Description' of the company's role in the accreditation system. The 'Quote preferences' section shows selected categories: Chemicals, Minerals & Metallurgy, Electrical Equipment & Supplies, Agriculture, and Textiles & Leather Products. Other fields include Website (asdf), Address (Sydney st, Manly Portugal 2000), Email (testcompany@qualitytrade.com), Phone (0404123123), Employees (10 - 50), Revenue (0 - 100000), Timezone (Australia/Sydney), and Payment methods (creditcard). A 'Factory Information' section at the bottom provides details like 'Factory address' (209 East esplanade, Manly, Sydney, NSW, Australia), 'Factory contact' (factory@qualitytrade.com), and 'Factory phone' (+61425123123). The footer contains links for QualityTrade, Buyers, and Suppliers, along with social media icons and a copyright notice.

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ISO certified marketplace

Categories Tell us what you need...

Hi Test


Account Settings


Account Company Members

Company Information [Edit](#)

Company status Active

Company name Test company

Company logo 

Banner 

Business type Service Provider, Trading Company

Description The Joint Accreditation System of Australia and New Zealand (JAS-ANZ) helps markets work better by providing internationally recognised accreditation services that create economic benefit. These strengthen national, Trans-Tasman and international trade and commerce. Accreditation adds value to the ever growing and increasingly complicated market chain in many ways, including by providing a symbol of assurance that certifiers and inspectors are independent and competent to perform their duties. Accredited certification and inspection of products, processes and people—called conformity assessment—has a ripple effect through the market chain, right to the consumer. It gives consumers confidence that their purchases meet specified standards and are quality assured. This includes retailers, wholesalers and individual consumers.

Quote preferences You will receive quotes for the categories where you have entered a product or where you selected preferences below.

Chemicals Minerals & Metallurgy Electrical Equipment & Supplies Agriculture Textiles & Leather Products

Website asdf

Address Sydney st, Manly Portugal 2000

Email testcompany@qualitytrade.com

Phone 0404123123

Employees 10 - 50

Revenue 0 - 100000

Timezone Australia/Sydney

Payment methods creditcard

Factory Information [Edit](#)

Factory address 209 East esplanade, Manly, Sydney, NSW, Australia

Factory contact factory@qualitytrade.com

Factory phone +61425123123

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Member set up

In “Members” you can invite colleagues, i.e. Sales, Procurement or Compliance and assign roles.

Administrator is the highest role and controls who has access and their level of access.

QualityTrade ISO certified marketplace

Categories Tell us what you need... Hi Test

Account Settings

Account Company **Members**

Members Information

[Invite member](#)

#	Status	Role	Name	Email address	Manage
1	Active	Manager	John Smith	test@qualitytrade.com	Edit
2	Active	Manager	Smith Johnston	test@qualitytrade.com	Edit
3	Suspended	Staff	Simon Manly	test@qualitytrade.com	Edit
4	Active	Manager	Fernando Martins	fernando@qualitytrade.com	Edit
5	Active	Manager	Johnny Smith	johnsmith@gmail.com	Edit
6	Active	☆ Administrator	Test Admin	admin@qualitytrade.com	Edit
7	Active	Staff	Jolan Amir	jolan@qualitytrade.com	Edit
8	Active	Manager	Marc Anderson	marc@qualitytrade.com	Edit
9	Active	☆ Administrator	Sydney Beach	sydney@qualitytrade.com	Edit


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Generating trade
for certified company

