

Negotiation Appointment

Introduction

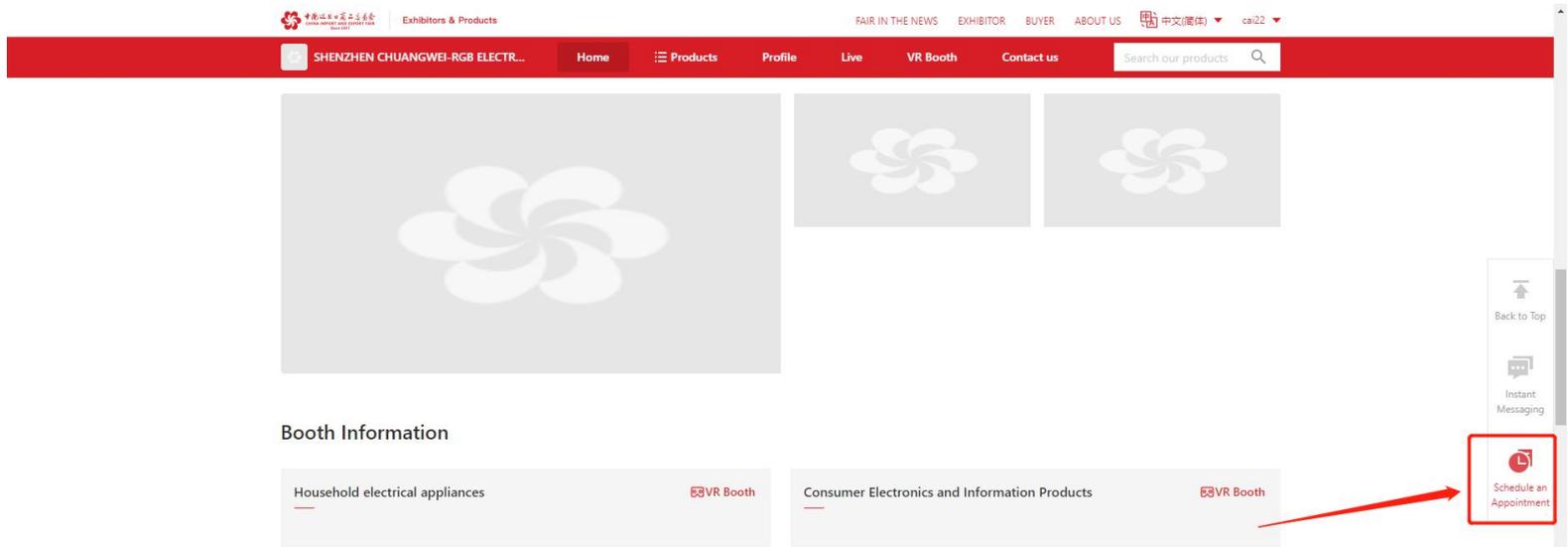
Negotiation Appointment allows exhibitors and buyers to hold online video conference. Buyers can send appointment requests to exhibitors in exhibitors' homepages, product pages, and buyers' "My Requests" pages. The negotiation appointment is scheduled when the exhibitor accepts it. Empowered by online meeting software, negotiation appointment supports communication via video, audio, and text messages, etc.



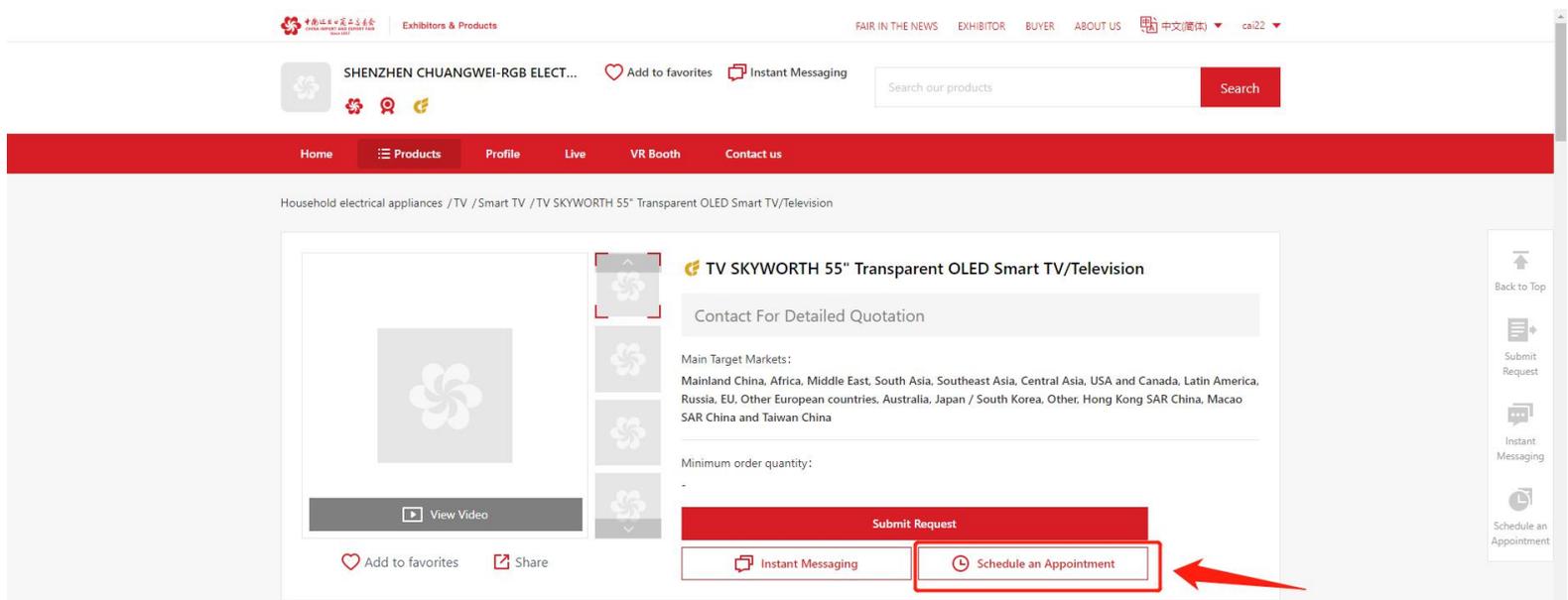
Make Negotiation Appointments

Step 1: Select one of the 4 methods below to use the function.

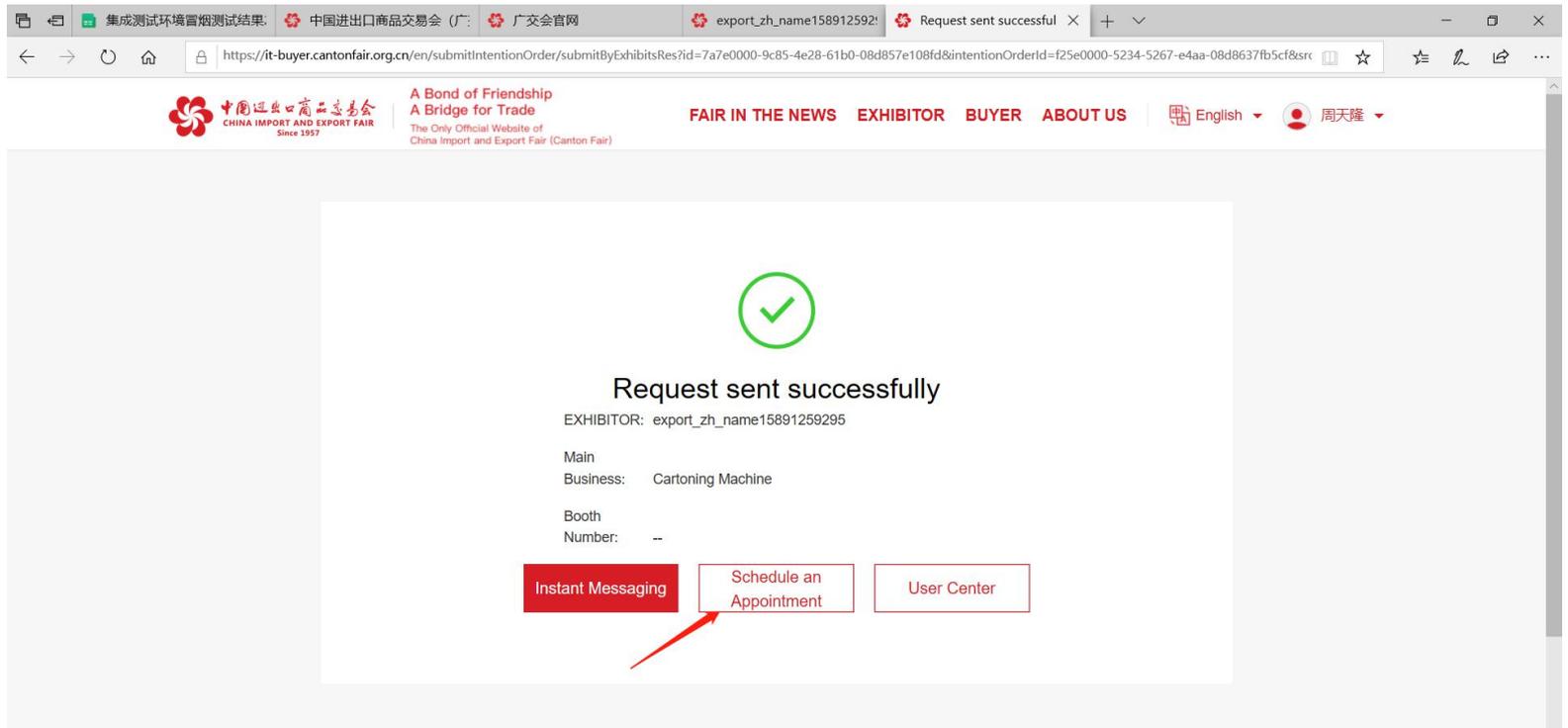
Method 1: Enter an exhibitor's homepage, click "Schedule an Appointment" on the right bar.



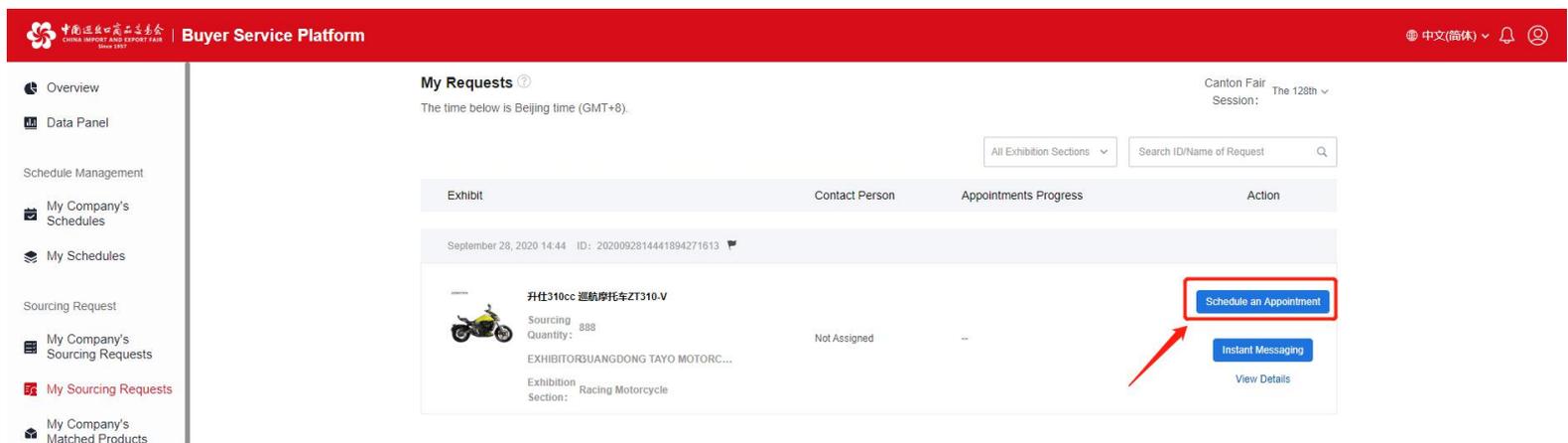
Method 2: Enter a product details page, click the "Schedule an Appointment" button.



Method 3: After sending the request, you can click the "Schedule an Appointment" button.



Method 4: After your request is assigned to a salesperson, you can enter the "My Requests" page in your Buyer Service Platform, and click the "Schedule an Appointment" button.



Step 2: Submit your negotiation appointment and wait for the exhibitor to accept.

1. Enter the negotiation topic and then select the time. The time displayed is Beijing time (GMT+8) and the time period for each appointment is 30 minutes, your local time is displayed as well.

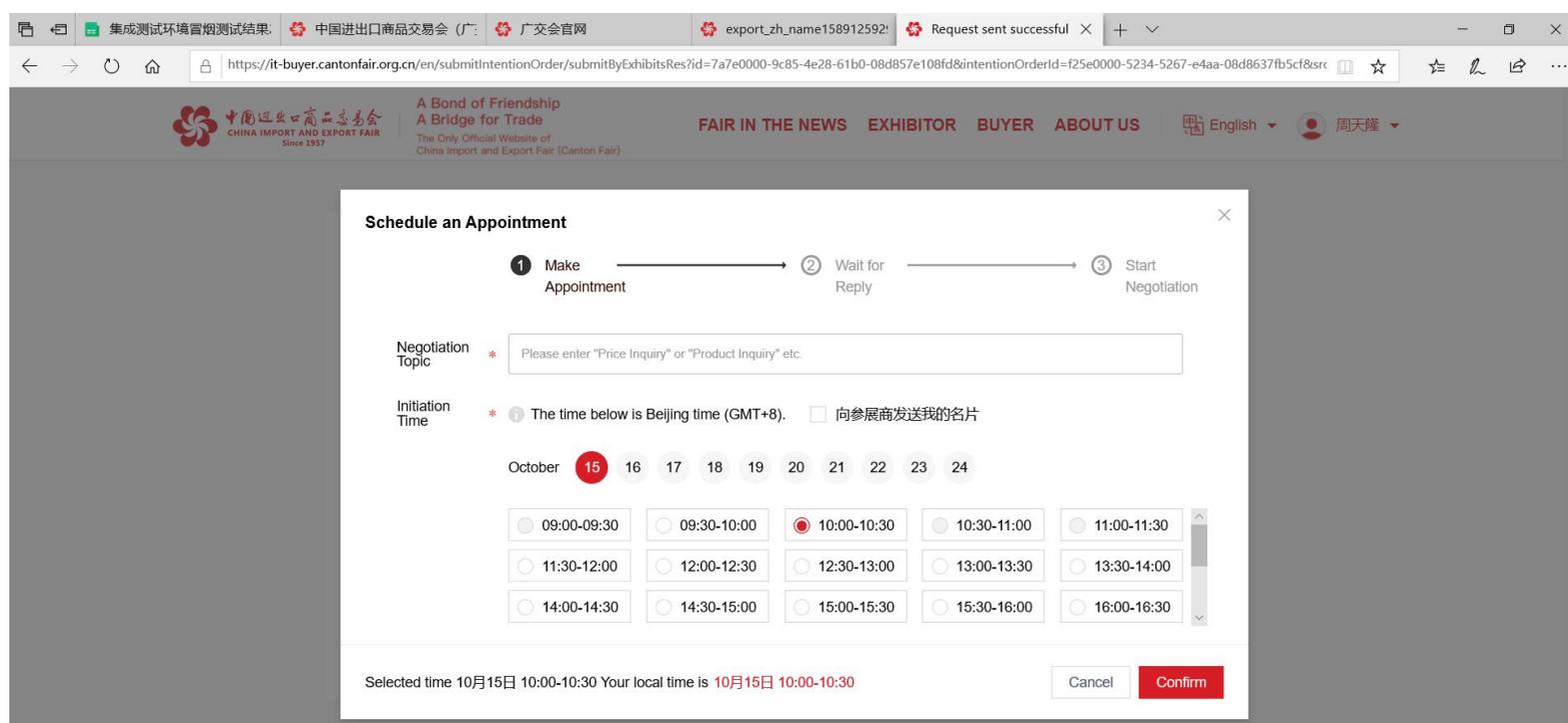
Notes:

(1). If a period is gray, it means that:

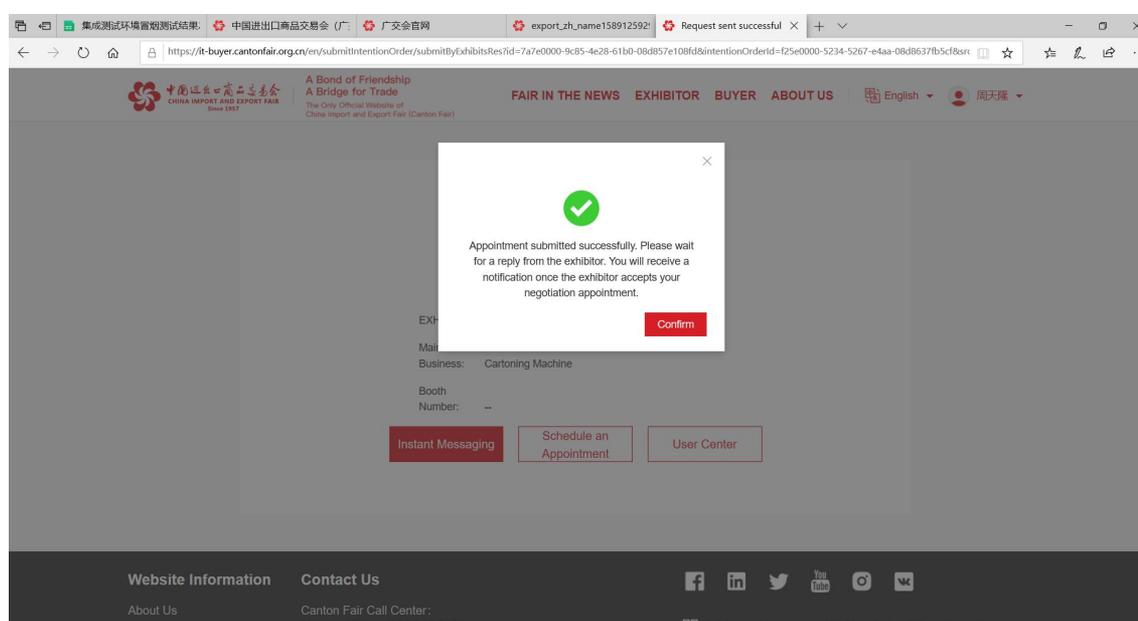
- a. The exhibitor has already scheduled a negotiation with others in this period.
- b. You have already scheduled a negotiation with others in this period.

(2). If there's already a live stream scheduled for this specified period, you will be reminded about that, but you can still proceed.

2. Select an available period and go next.



3. Wait for the reply from the exhibitor.



4. If the exhibitor accepts your appointment, you will get a message in message centre. Furthermore, domestic buyers will also get notifications via SMS, and overseas buyers will get email notifications.



Manage Negotiation Appointments

Admin permissions:

Manage all negotiation appointments of the company (Buyer Service Platform -> My Company's Appointments).

Functions in "My Company's Appointments" and "My Appointments" are the same, such as sending instant messages to exhibitors, viewing appointment details, canceling appointments, and check the rejected appointments.

Note: "My Company's Appointments" is only available for admins.

You can manage your negotiation appointments by the following 3 methods:

Method 1:

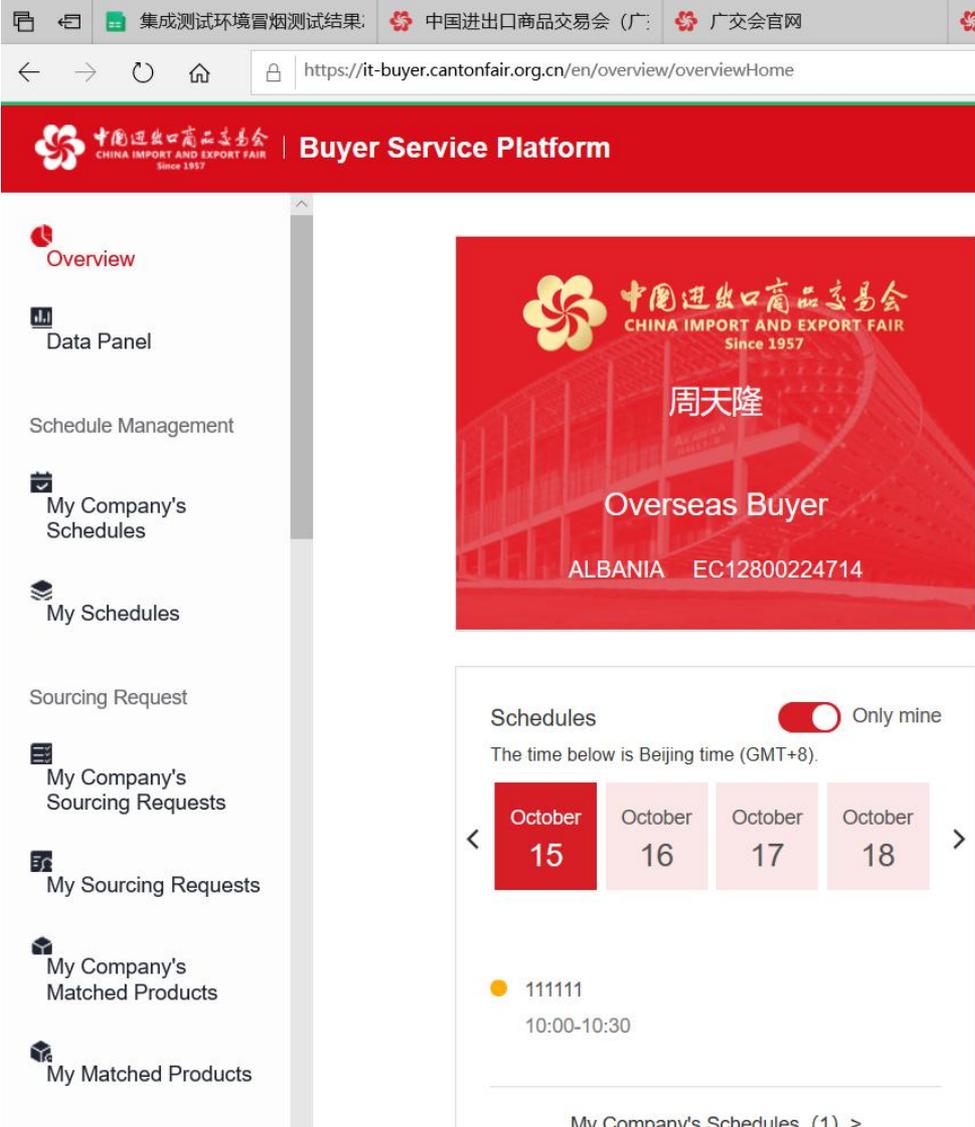
Check scheduled appointments on your overview page of Buyer Service Platform.

Find all of your scheduled appointments and live streams in "My Schedules", and click to view details.

Admins can view the schedules of all staff accounts or click "Only Mine" to display their own ones.

Note: The Schedules page only displays successfully scheduled negotiation appointments and live streams.

You cannot cancel appointments, check rejected ones nor the rejection reasons here.



The screenshot shows a web browser window with the URL <https://it-buyer.cantonfair.org.cn/en/overview/overviewHome>. The page title is "Buyer Service Platform". The left sidebar contains a navigation menu with the following items: Overview, Data Panel, Schedule Management, My Company's Schedules, My Schedules, Sourcing Request, My Company's Sourcing Requests, My Sourcing Requests, My Company's Matched Products, and My Matched Products. The main content area displays a red banner for "周天隆 Overseas Buyer" with the ID "ALBANIA EC12800224714". Below the banner, there is a "Schedules" section with a toggle switch for "Only mine" (which is turned on). The text below the toggle says "The time below is Beijing time (GMT+8)". A calendar view shows the dates October 15, 16, 17, and 18. A yellow dot indicates a schedule on October 15 from 10:00-10:30. The bottom of the page shows "My Company's Schedules (1) >".

Method 2:

Click "My Company's Appointments" on the left sidebar to view the status of all appointments made by your company's staff accounts, or click "My Appointments" to view your own ones.

Status:

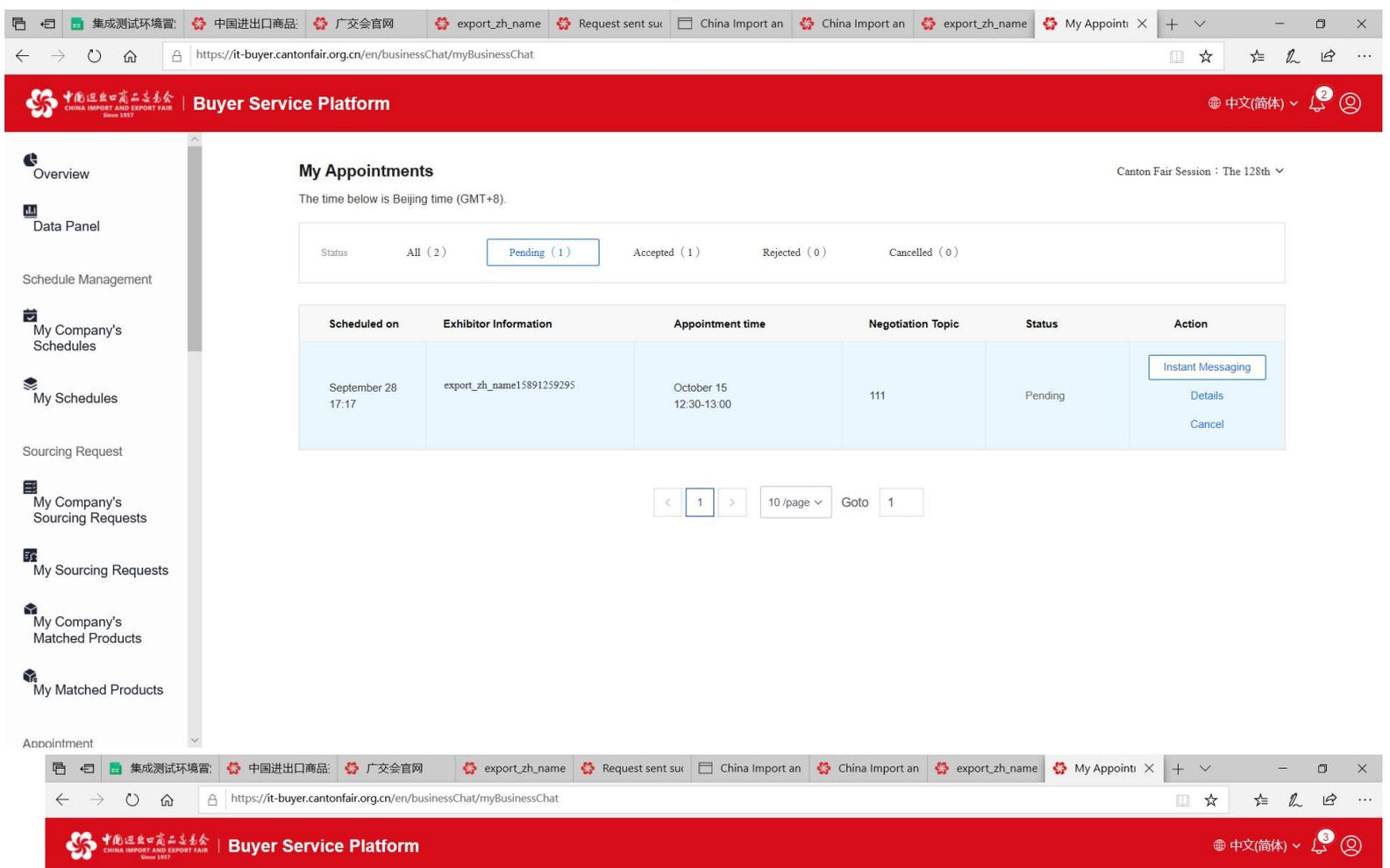
Pending: The negotiation appointment is not processed yet. You can view the details or click "Instant Messaging" to talk to the exhibitor.

Accepted: The negotiation appointment is accepted. You can view the details or click "Instant Messaging" to talk to the exhibitor.

Rejected: The negotiation appointment is rejected. You can click "View Reasons" to view the rejection reasons. You can also view the details or click "Instant Messaging" to talk to the exhibitor.

Canceled: The negotiation appointment is canceled by you or the exhibitor. You can also view the details or click "Instant Messaging" to talk to the exhibitor.

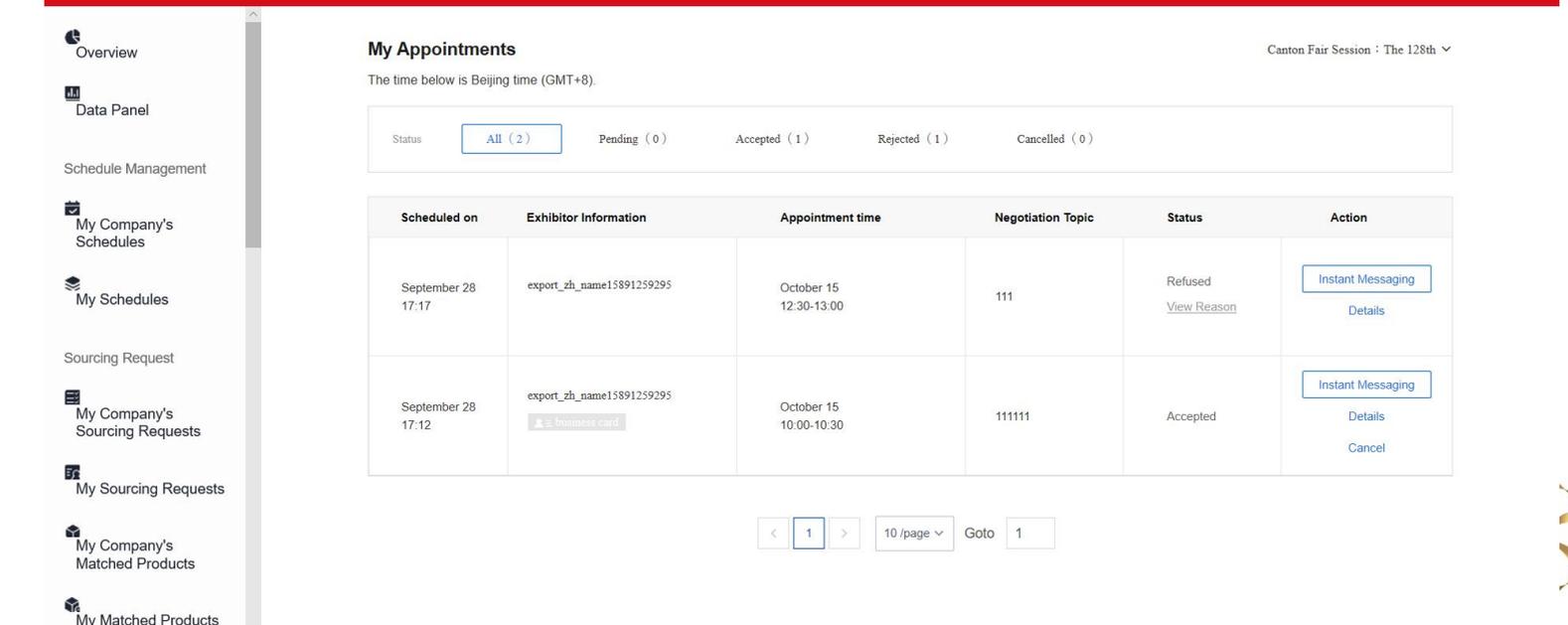
Note: You can click "Cancel" to cancel certain negotiation appointments.



The screenshot shows the 'My Appointments' page in the Buyer Service Platform. The status filter is set to 'Pending (1)'. The table below shows one appointment:

Scheduled on	Exhibitor Information	Appointment time	Negotiation Topic	Status	Action
September 28 17:17	export_zh_name15891259295	October 15 12:30-13:00	111	Pending	Instant Messaging Details Cancel

Navigation: 1 /page Goto 1



The screenshot shows the 'My Appointments' page with two appointments:

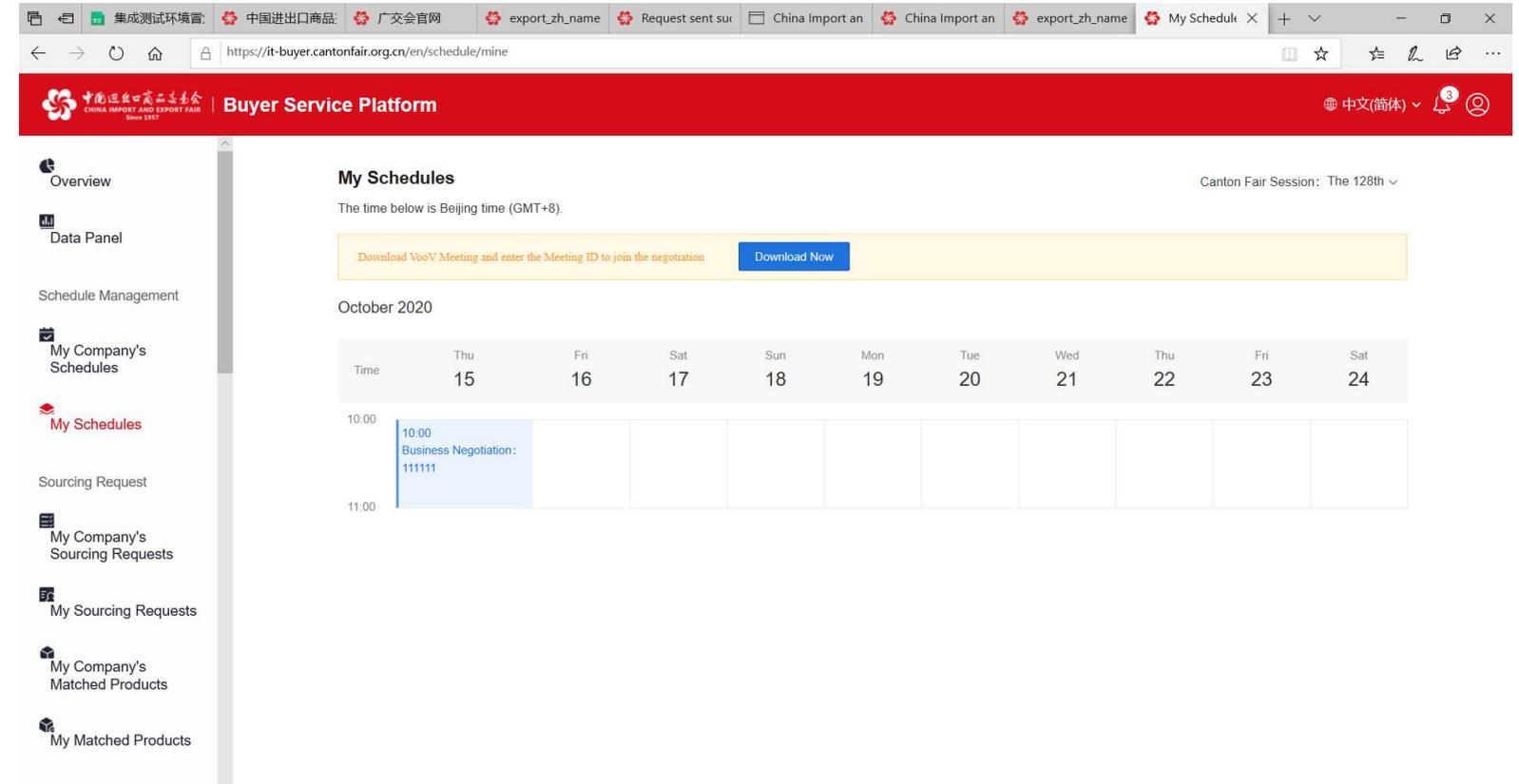
Scheduled on	Exhibitor Information	Appointment time	Negotiation Topic	Status	Action
September 28 17:17	export_zh_name15891259295	October 15 12:30-13:00	111	Refused View Reason	Instant Messaging Details
September 28 17:12	export_zh_name15891259295 Business Card	October 15 10:00-10:30	111111	Accepted	Instant Messaging Details Cancel

Navigation: 1 /page Goto 1

Method 3:

Click "My Company's Schedules" to view the successfully scheduled negotiation appointments and live streams of your company's staff accounts. Click "My Schedules" to view your own ones.

Note: You can click a date to view schedule details or cancel certain negotiation appointments.



Buyer Service Platform

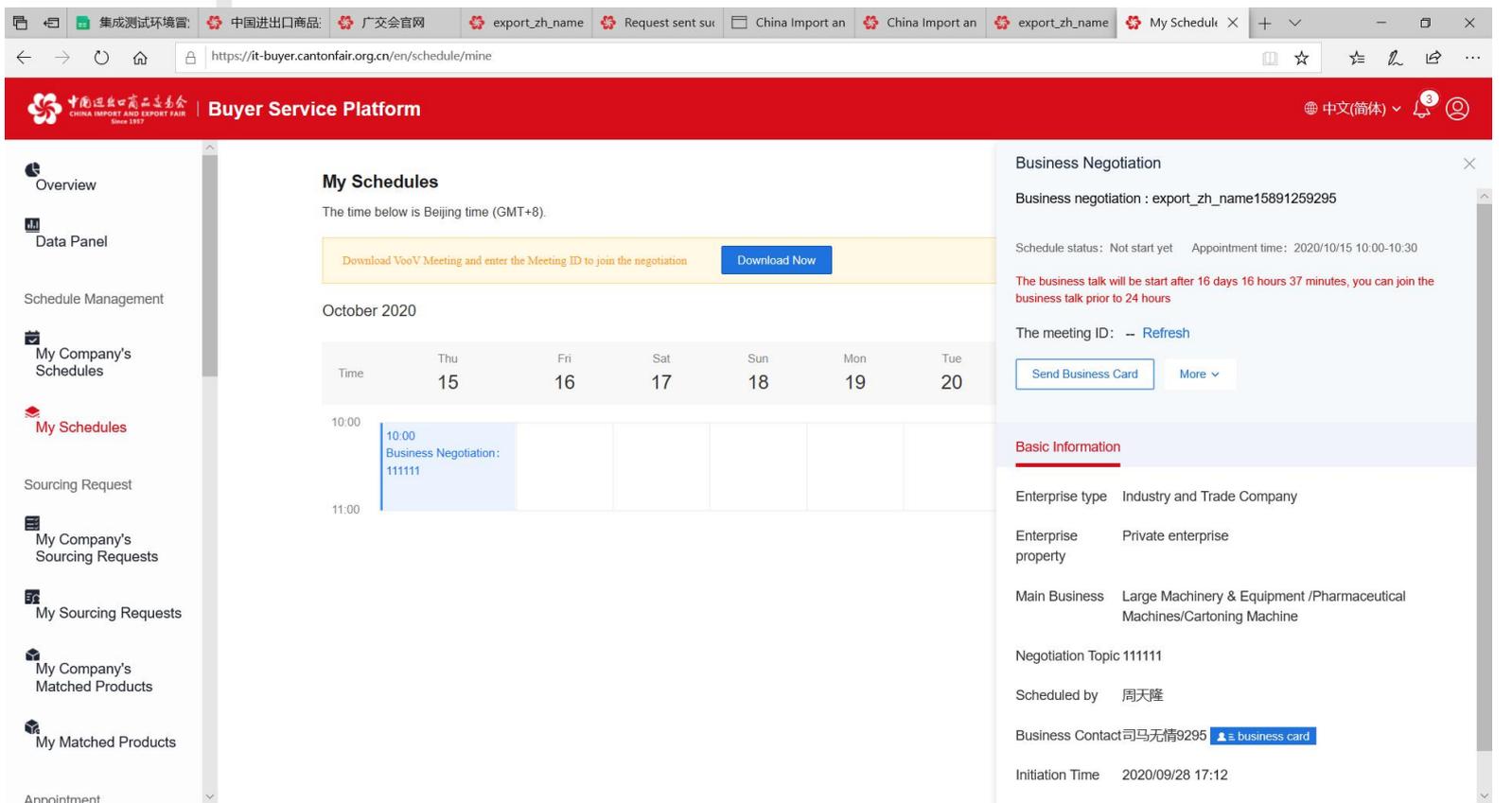
My Schedules Canton Fair Session: The 128th

The time below is Beijing time (GMT+8).

[Download VooV Meeting and enter the Meeting ID to join the negotiation](#) [Download Now](#)

October 2020

Time	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24
10:00	10:00 Business Negotiation: 111111									
11:00										



Buyer Service Platform

My Schedules Canton Fair Session: The 128th

The time below is Beijing time (GMT+8).

[Download VooV Meeting and enter the Meeting ID to join the negotiation](#) [Download Now](#)

October 2020

Time	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20
10:00	10:00 Business Negotiation: 111111					
11:00						

Business Negotiation

Business negotiation : export_zh_name15891259295

Schedule status: Not start yet Appointment time: 2020/10/15 10:00-10:30

The business talk will be start after 16 days 16 hours 37 minutes, you can join the business talk prior to 24 hours

The meeting ID: -- Refresh

[Send Business Card](#) [More](#)

Basic Information

Enterprise type Industry and Trade Company

Enterprise property Private enterprise

Main Business Large Machinery & Equipment /Pharmaceutical Machines/Cartoning Machine

Negotiation Topic 111111

Scheduled by 周天隆

Business Contact 司马无清9295 [business card](#)

Initiation Time 2020/09/28 17:12

