



# Goodada Seller User Manual

## 卖家使用 Goodada 网站说明

### Before you start

注册开始前的注意事项

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## **Before You Start**

### **Information required For Seller Registration.**

注册开始前，卖家需要准备的相关信息

#### **1. Image of Company Logo**

公司徽标图片

#### **2. Images of exterior of Company**

公司外观图片

#### **3. Image of Sales Person**

销售人员的照片

**All Registration Pages MUST be completed before products can be added.**

所有注册页须填写完备后才能添加产品

**Seller must complete page 1 in order to be registered on Goodada.**

卖家须完成第一页，才能在 Goodada 注册

**Seller can log onto Goodada to complete pages 2, 3, 4.**

卖家登陆 Goodada 后来完成第 2,3,4 页



## Section 1: Seller Registers on Goodada

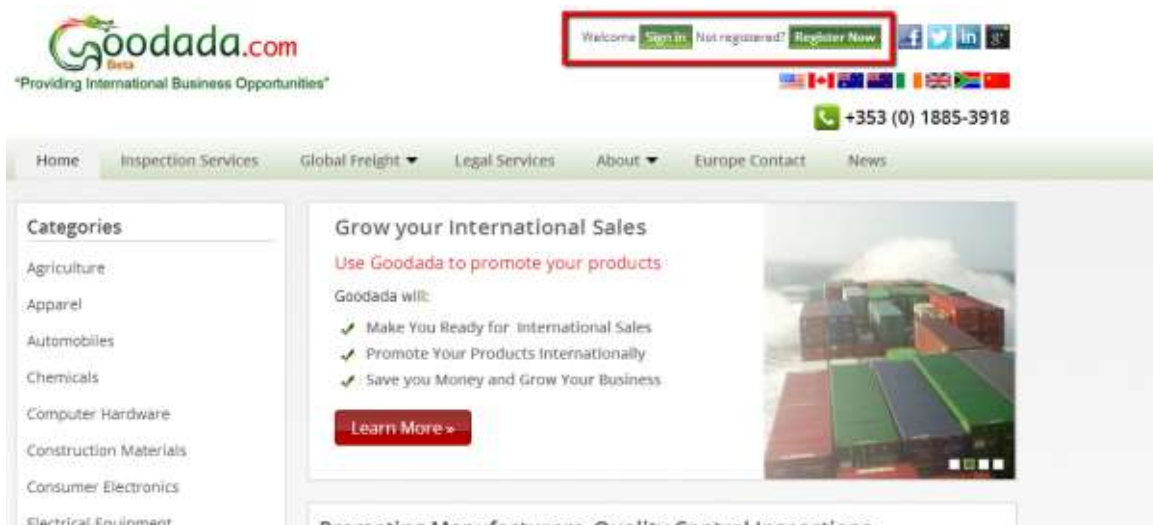
### 第一部分：卖家在 Goodada 注册

1. Seller visits Goodada website. [www.goodada.com](http://www.goodada.com)

卖家浏览 Goodada 网站 [www.goodada.com](http://www.goodada.com)

2. Seller clicks on the “Register Now” icon in the top right of the Goodada Page

卖家在 Goodada 页面右上点击“Register Now”



3. Seller completes – “Create a Seller Account Form” (25% of registration)

卖家完成-“Create a Seller Account Form”（建立卖家账号，占注册完成的 25%）

- a. **Note that this page must be completed for Goodada to create your account**

注意该页必须完成才能创立自己的账号

- b. This section is for the contact person whom Goodada will be able to contact.

该部分是用于在 Goodada 上的联系人信息

- c. The details in this section are for Goodada’s records only.

该部分中的细节仅用于 Goodada 的录入信息

- d. The information section is will **NOT BE DISPLAYED** to the public.

该信息部分不会展示给公众



Create a Seller Account

25%

50%

75%

100%

Contact Details

Please note: fields marked with a \* are required

Contact First Name \*

Contact Last Name \*

Contact Email \*

Password \*

Confirm Password \*

Name of Goodada Partner who will recommend your company \*

Submit »





#### 4. Complete Seller Company Information (50%)

完成卖家公司信息（50%）

- a. All information must be in English

所有信息须用英文完成

- b. This information will be displayed to the Public

该信息将被展示给公众

- c. All Pages must be completed before Products can

所有页面须完成，才能登录产品

**Seller Profile**

25%50%75%100%

*Profile must be completed before Seller can proceed to the next stage.*

### Upload Company Information

*Please note: fields marked with a \* are required*

Company Name \* ?

Company Address \* ?

Company Country \*

[Select Country] ▼

Company Region

Company Telephone Number \*

-  -

Company Fax Number

-  -

Company Website ?

Submit »



## 5. Complete Company Background information (75%)

完成公司背景信息（75%）

- a. All information must be English

所有信息都是英文的

- b. You must put in mandatory information such as

须填入合法的信息

- i. Year Formed

成立时间

- ii. Company Logo

公司徽标

- iii. Exterior Photos of Buildings

公司大楼外貌

- c. Include some background information on your company. Note it will increase your ability to get more sales by almost 30%

加入公司的背景信息。这样会增加 30%的销售额

- d. If you have a company video please add it. This will make your company more attractive to new customers by almost 20%

若有公司录像，请添加。这会提高公司被新客户认知度约 20%

- e. Include some photos of your Factory. This will make it easier for new customers to choose you.

加入工厂的一些照片，这会使新客户更容易的选择您



## Seller Profile

25%

50%

75%

100%

*Profile must be completed before Seller can proceed to the next stage.*

### Upload Company Background Information

*Please note: fields marked with a \* are required*

Year Company Formed

Select Year



Company History and Background ?

**(Note: Maximum 1150 characters including spaces)**

Company Logo \* ?

(Upload only jpg, gif, png max size 3Mb)

Browse

Company Video ?

(Insert link to company video)



## 6. Complete Information on Sales contact for Visitors to Goodada

完成销售联络信息，以便买家联系

- a. All information must be in English

所有资料须是英文

- b. This is the information of the Sales Person that the customer will communicate with.

客户会根据这些信息来联系销售人员的

- c. A clear photo of the Sales person is required

须加入一张清晰的销售人员的照片

**Seller Profile**

25% 50% 75% 100%

*Profile must be completed before Seller can proceed to the next stage.*

**Upload Sales Contact Information**

*Please note: fields marked with a \* are required*

Sales Person First Name \*

Sales Person Last Name \*

Sales Person Telephone Number \*

855 - -

Sales Person Mobile Number \*

855 - -

Sales Person Fax Number

855 - -

Sales Person Email Address \*





## Section 2: Seller logs onto Goodada website

### 第二部分：卖家登录 Goodada 网站

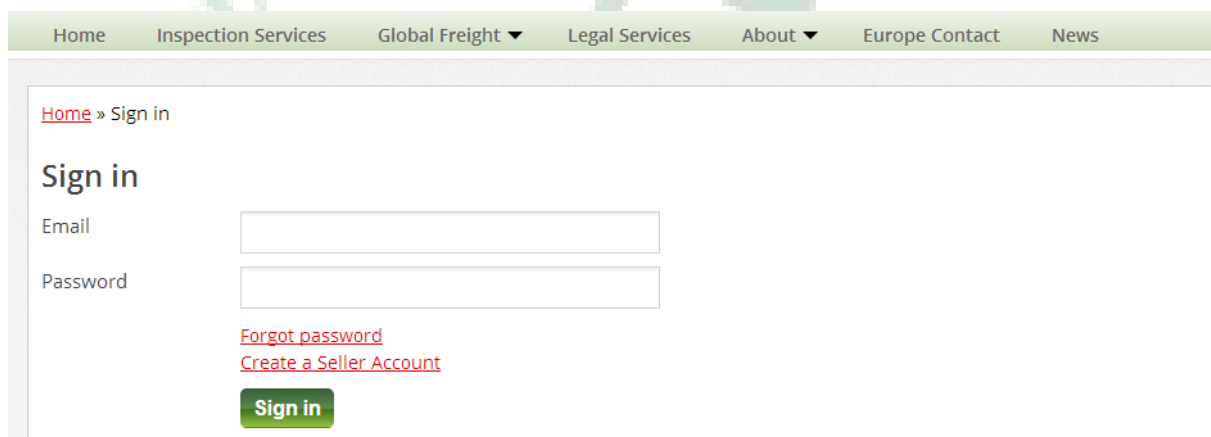
1. Seller clicks log in icon

卖家点击 log in 图标



2. Seller enters in their email address and password

卖家输入自己的邮箱 和密码





### Section 3: How to use Seller Control Panel on Goodada

#### 第三部分：卖家在 Gooddada 网站上如何使用控制面板

1. Seller can confirm their Account Status on Goodada

卖家在 Goodada 上可以确认他们的账号状态

There are 3 Seller Account Status

共有三种账号状态

- i. Verified  
已核实的
- ii. Awaiting Verification  
等待核实
- iii. Suspended  
待定的



2. There seller has 5 Action icons located on the top right of the Control Panel

在控制面板右上有 5 个功能图标

- a. Products – This allows the Seller to Add/ Delete/ Amend their Products on Goodada  
产品---允许卖家在 Goodada 上增加/删除/更改他们的产品
- b. Profile – This allows the Seller to update the information about their Company on Goodada  
简介---允许卖家在 Goodada 上更新他们的公司介绍
- c. Contact – This allows the Seller to amend the Contact Details for their company  
联络--允许卖家更改他们公司的联络信息



d. Logout – This allows the Seller to exit their control Panel

退出---允许卖家退出他们的控制面板

e. Contact Goodada – If the Seller requires any information they can ask Goodada.

联系 Goodada—卖家若需任何信息可询问 Goodada

PRODUCTS	CATEGORY	RANGE	GROUP	ACTIVE?	+ Add New Product	
Sofa Leather	Furniture	Home Furniture	Living Room Furniture	Yes	Edit	Has photo
Boss 3 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	Edit	Has photo



## Section 4: How to Add/ Edit/ Delete products on Goodada

### 第四部分：如何在 Goodada 上添加/编辑/删除产品

#### 1. How to Add a new Product onto Goodada

如何在 Goodada 上添加新的产品

**\*\*Note\*\* You must have an image of the Product available \*\*Note\*\***

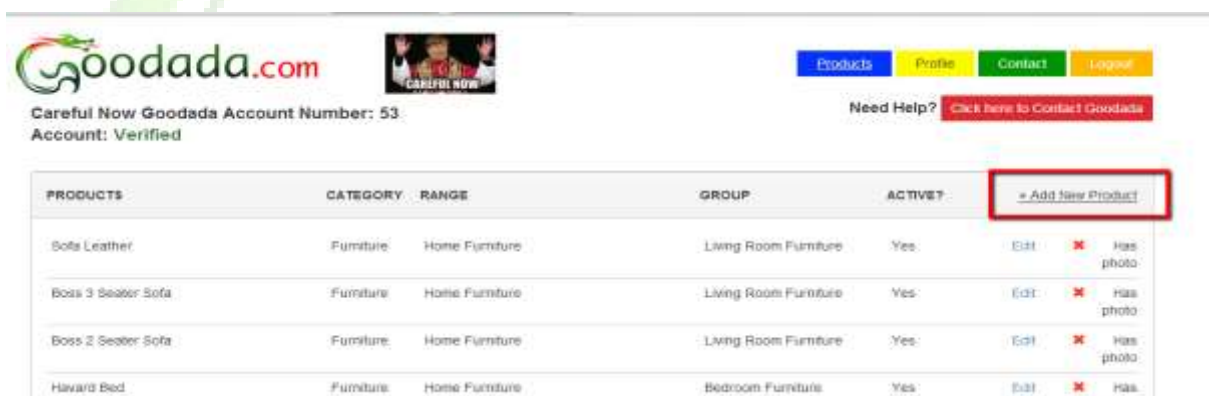
**\*\*注意\*\*须有可使用的产品图片**

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen

点击屏幕右上角蓝色键“Products”

- b. Click on the “Add New Product” Button

点击“Add New Product”（添加新产品）键



- c. Fill out the information required – **IN ENGLISH**

填入所需英文信息



Careful Now Goodada Account Number: 53  
Account: Verified

[Products](#) [Profile](#) [Contact](#) [Logout](#)

Need Help? [Click here to Contact Goodada](#)

### Add/Edit product

Fields marked \* are required

Product Name\* ?

Product Keywords\* ?

Allowed file types for upload: jpg, jpeg, gif, png.  
Max file size: 3Mb  
Picture size: 200 x 200 px

Product Image\* ?

Browse

Seller Product Code\* ?

Product Category\* ?

[Select an option]

Product Range\* ?

[Select an option]

Product Group\* ?

[Select an option]

Save

« Prev

- d. Suggest some Keywords – This will assist the user in searching for your product.

建议使用一些关键词----这有助于买家搜寻到你的产品

- e. Assign the Product to the correct classification on Goodada Database

在 Goodada 资料库内把产品正确分类

- f. Press the Save Button

点击 “Save” 保存键

## 2. How to Edit a Product

怎样编辑产品

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen

点击位于屏幕右上角的蓝键 “Products”

- b. Select the Product line that you wish to edit

选择要编辑的系列产品



- c. Click on the brown “Edit” Box on the Product Line

点击系列产品上的棕色“Edit”

- d. Make the changes in any of the sections that you require

在你认为需要的地方作更改

- e. Press the Save button at the bottom to save the changes

点击底部的保存键来保存已作的更改

### 3. How to Delete a Product

如何删除产品

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen

点击屏幕右上角的蓝键“Products”

- b. Select the product line that you wish to Delete

选择要删除的产品

- c. Click on the Red “Delete” Box

点击红色“Delete”

- d. A Warning message will appear asking you if you want to confirm deletion. Please “Yes” if you wish to confirm the deletion

提醒信息会询问是否确认删除。若确认删除，请确认 “Yes”.



## Section 5: How to Edit your Company Profile on Goodada

### 第 5 部分：如何在 Goodada 上编辑公司资料

1. Click on the Yellow Button titled “Profile” on the top right hand corner of the screen.

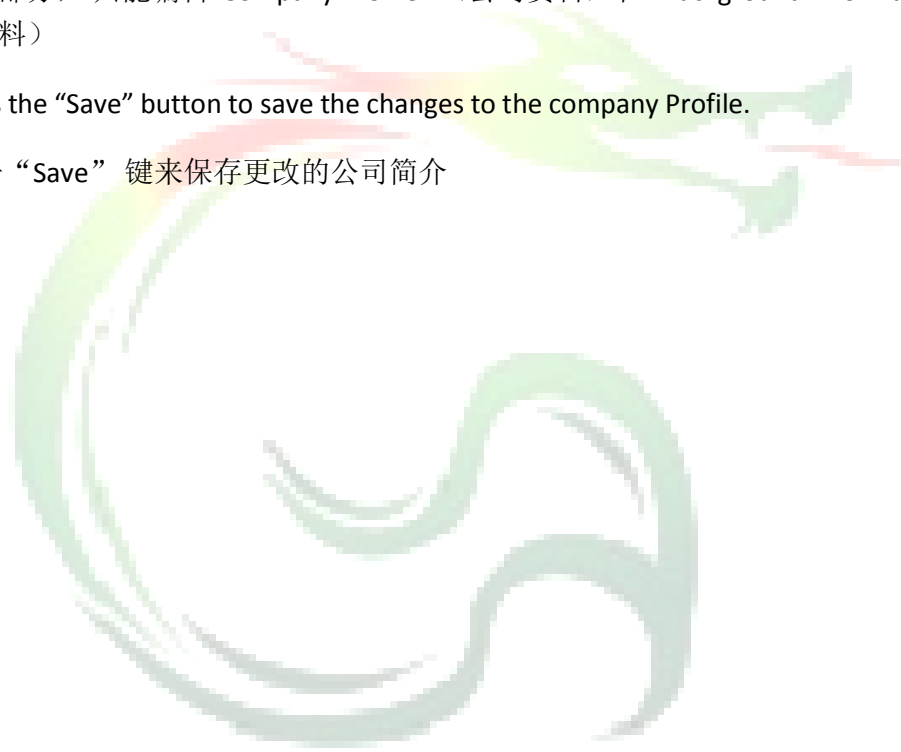
点击位于屏幕右上角的黄色键“Profile”

2. You can only edit your “Company Profile” and “Background Information” in this section.

在该部分，只能编辑“Company Profile”（公司资料）和“Background Information”（背景资料）

3. Press the “Save” button to save the changes to the company Profile.

点击“Save”键来保存更改的公司简介





## Section 6: How to Edit the Sales Contact Information on Goodada

### 第 6 部分：如何在 Goodada 上编辑销售联系信息

1. Click on the Green Button titled “Contact” on the top right hand corner of the screen.

点击位于屏幕右上角的绿色键“Contact”

2. You can edit the contact details of the Sales.

编辑销售联系信息

3. Press the “Save” button to save the changes to the Sales contact information.

点击 “Save” 键来保存更改的销售联系信息

