Negotiation Appointment

1. Introduction to the Negotiation Appointment Feature

"Negotiation Appointment" is a function offered to buyers and exhibitors at the 127th Canton Fair. This function enables them to have business negotiation meetings via VooV Meeting to communicate by video, audio, and text. A buyer needs to make an appointment in advance at the exhibitor’s store or on their exhibits page. After the exhibitor accepts the appointment, the two parties can start their negotiation.

FAQs:
Q: What permissions do I need to use the negotiation appointment function?
A: The function is available to overseas buyers with complete registration and company information, domestic buyers and Chinese employees of foreign companies' REP offices with complete registration, company and personal information. Only buyers can initiate negotiation appointments to exhibitors.

Q: How many days will it take for the exhibitor to confirm the appointment? If the exhibitor does not confirm the appointment in time, will the appointment become invalid? What should I do?
A: The exhibitor can confirm the appointment before the appointment time. If the exhibitor does not confirm the negotiation in time, the appointment will become invalid, but you can click “Instant Messaging” to have conversations with the exhibitor in Buyer Service Platform – “My Negotiation Appointments”. You can also cancel your negotiation appointment.

Q: Can buyers choose a communication language when making a negotiation appointment so that exhibitors can prepare staff that speaks the specific language?
A: Choosing language and leaving remarks in making appointment are not available.

Q: Can the buyer inform the exhibitor of a specific time for negotiation by remarks?
A: Buyers can only select the negotiation time period set by exhibitors, and remarks are not supported.
2. How to Use the Negotiation Appointment Function

Step 1: open the negotiation appointment page (there are 4 ways to use the function).

No 1: You can click “Schedule an Appointment” on the top of the exhibitor's store homepage to make a negotiation appointment with the exhibitor.

No 2: You can click the “Schedule an Appointment” button on the right sidebar in “Exhibit Page -> Exhibit List -> Exhibit Details Page”.
No 3: You can click the “Appointment” button under the exhibit description in “Exhibit Page -> Exhibit List -> Exhibit Details Page”.

No 4: You can use the search function to find the exhibitor and then click on the exhibitor's profile to schedule an appointment.
2. How to Use the Negotiation Appointment Function

No 4: You can click the “Schedule an Appointment” button on the notice after submitting a sourcing request to the exhibitor.
2. How to Use the Negotiation Appointment Function

Step 2: submit and wait for the exhibitor’s confirmation.

1. Enter the negotiation topic and select a negotiation time: click the “Schedule an Appointment” button, select the negotiation time in the pop-up window. Each appointment time period is 30 minutes. All the time is Beijing time but your corresponding local time is displayed.

Notes: (1) If the exhibitor has already arranged a negotiation in a time period, you will be prompted that you cannot select the time period. (2) If you have already arranged a negotiation in a time period, you will be prompted that you cannot select the time period. (3) If you have already subscribed to a live stream which will start at a time period, you will be reminded of the live stream but you can still make the appointment.

2. Click “Confirm” for the next step.

3. If your appointment is submitted successfully, please wait for the reply from the exhibitor.

4. If your appointment is accepted by the exhibitor, you will be notified by email (for overseas buyers) or SMS (for domestic buyers and representative of buyer).
3. How to Manage Negotiation Appointments

You can view and manage your negotiation appointments in your account by the following 3 ways.

No 1:
1. You can view successful negotiation appointments in your schedule on the homepage of your account.

(Schedule) displays the negotiation appointments and live streams arranged successfully. You can click a date to see the details of the negotiation or live stream in pop-up window on the right. The admin of a buyer company can view the schedules of all buyer accounts under the company or choose to see his/her schedules only by clicking “Only mine”.

Notes: You cannot cancel negotiation appointments nor view the rejected negotiation appointments or the rejection reasons in your schedule. Only the successfully arranged appointments and live streams are displayed.
3. How to Manage Negotiation Appointments

No 2:
1. You can click “My Appointments” to view the status of all negotiation appointments on the left-side menu in your account. The status are “Pending”, “Accepted”, “Rejected”, and “Canceled”.

Pending: the negotiation is not processed by the exhibitor. You can view the negotiation appointment details or click “Instant Messaging” to contact the exhibitor.

Accepted: the negotiation is accepted by the exhibitor. You can view the negotiation appointment details or click “Instant Messaging” to contact the exhibitor.

Rejected: the negotiation is rejected by the exhibitor. You can click “View Reason” to view the rejection reason, and you can also view the negotiation appointment details or click “Instant Messaging” to contact the exhibitor.

Canceled: the negotiation is canceled by the exhibitor. The cancelation reason will be displayed here (“I canceled the negotiation”/“The exhibitor canceled the negotiation”). You can view the negotiation appointment details or click “Instant Messaging” to contact the exhibitor.

[Notes] You can click “Cancel” to cancel negotiations.

<table>
<thead>
<tr>
<th>Sourcing Request</th>
<th>My Company’s Sourcing Requests</th>
<th>My Sourcing Requests</th>
<th>My Company’s Matched Products</th>
<th>My Matched Products</th>
<th>Appointment</th>
<th>All Appointment</th>
<th>My Appointments</th>
<th>Schedule Management</th>
<th>My Company’s Schedules</th>
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<tbody>
<tr>
<td></td>
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<td>Rejected (5)</td>
<td>Canceled (22)</td>
<td>Scheduled on</td>
<td>Exhibitor Information</td>
<td>Appointment Time</td>
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<td>(Ryan Long) Import and Export...</td>
<td>June 18</td>
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</table>
3. How to Manage Negotiation Appointments

No 3:
1. You can click “My Schedules” on the left-side menu to view the successfully arranged negotiations and live streams during the Canton Fair.
[Notes] Click “Schedule Details” in the schedule directory to see the detailed information or cancel negotiation appointments.
3. How to Manage Negotiation Appointments

Permissions for company admins:
Log in with an admin account, click “My Company’s Appointments” on the left-side menu to manage the negotiation appointments of all buyer accounts under the company. The function is the same as “My Appointments” (communicating with exhibitors, viewing appointment details [including rejected ones], and cancel negotiations).
You can use VooV Meeting (Chinese/international edition) for negotiations or use other video conferencing tools such as Zoom and Skype.

**[Notes]** The Canton Fair does not assume any legal responsibility for any disputes arising from the use of a third-party conference software.

Below is the user guide of VooV Meeting:

**VooV Meeting User Guide**

### How to complete preparations?

#### Step 1: Download the software

- **VooV Meeting Chinese edition**
  - For desktop, you can download the VooV Meeting at its official website: [https://meeting.tencent.com/download-center.html?from=1001](https://meeting.tencent.com/download-center.html?from=1001)
- **VooV Meeting International edition**
  - For desktop, you can download the VooV Meeting at its official website: [https://voovmeeting.com/download-center.html?from=1001](https://voovmeeting.com/download-center.html?from=1001)
  - For Android devices, you can download it in major app stores.
  - For iOS devices, you can download it in Apple App Store.
  - Overseas users can also download the app from the local app store and Android app stores.

#### Step 2: Register an account

- Click “Register/Login” button to enter the account/password login page
- Click on the "New User Registration" button to visit the registration page on the official website
- Fill in the information according to the requirements
- Complete registration

#### Step 3: Log in with your account

- You can log in with the account using the following 3 methods:
  - Login with an account and password
  - Login with a verification code
  - Login through WeChat

#### Step 4: Join the meeting

- After you submit a negotiation appointment and the exhibitor accepts it, you can create a meeting. The exhibitor can attend the meeting in time according to the notification email or SMS.

VooV Meeting supports full-platform operations, including Windows, MAC, iOS, and Android systems.

System requirements: Windows 7 and later; iOS 9.0 and later; Android 4.4 and later; MacOS 10.11 and later.