CIFTIS 中国国际服务贸易交易会
CHINA INTERNATIONAL FAIR FOR TRADE IN SERVICES

2021

[CIFTIS 2021 Digital Platform]

Guidebook for Exhibitor

Log in the official website of CIFTIS.
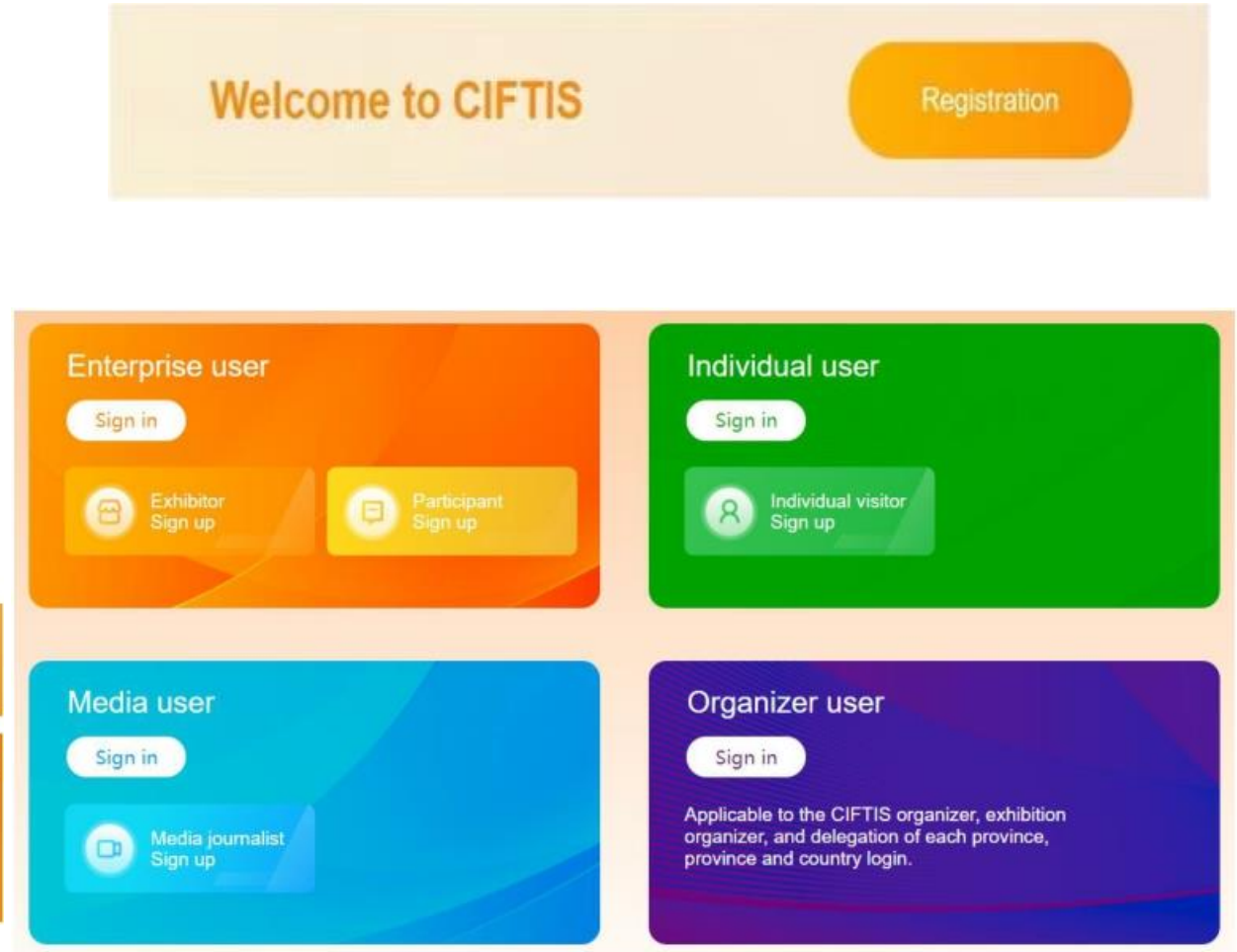
Step 1: Visit the official website

Open the official website of CIFTIS (Chrome, Firefox browsers are recommended)

https://www.ciftis.org, and click the on-line registration button on the homepage or the button in the upper right corner.

After entering the page as shown on the right side,

- New registration please select

- Registered users please select

Welcome to CIFTIS   Registration

Log in

Exhibitor Sign up

Enterprise User
Sign in

Enterprise user
Sign in
Exhibitor Sign up
Participant Sign up

Individual user
Sign in
Individual visitor Sign up

Media user
Sign in
Media journalist Sign up

Organizer user
Sign in
Applicable to the CIFTIS organizer, exhibition organizer, and delegation of each province, province and country login.

Log in the official website of CIFTIS.

Step 2: Create an account

Fill in the username, password, commonly used cellphone number.

- Username: Supporting 4-20 letters, numbers, underline "_", hyphen "-".
- Password: 8-20 digits in length, which must contain letters and numbers.

Click "Next"

Please sign up with a Chinese cellphone number.

If you do not have a Chinese cellphone number, please sign up with an e-mail.

Note: Please keep your username and password carefully, avoiding leaks.

Enterprise sign up

① Account information — ② Enterprise information — ③ Sign up successful

Please enter username

Please enter password

+86 | Please enter mobile phone

Verification | Please enter veri | Send

☐ I have read and agree to the "Registration Agreement"

Next

Sign up with email

Log in the official website of CIFTIS.

Step 2: Create an account

Complete the registration information and submit for account creation.

• Enterprise ID: It is recommended to enter the enterprise name in Pinyin or English abbreviation.
It supports 4-20 letters, numbers, underline "_", hyphen "-".
Please remember your enterprise identity for further log-in.

• Enterprise Information:
Enterprise Name
Only one account can be registered for each name, and please fill in the name on the business license.
Industry
Please choose the industry field that the enterprise belongs to according to the actual situation.

After completing the information, please click "Submit".

Enterprise sign up

✓ Account information ② Enterprise information ③ Sign up successful

Please set an enterprise id. When the users sign in, they need to enter it!

* Enterprise id: Enter the enterprise name in pinyin or English abbreviation

Enterprise information

* Enterprise Name: Please enter enterprise name

* Enterprise registration: Please se ∨   Please se ∨   Please enter detailed address

* Industry: Please select ∨   Please select ∨

* Industry fields of concerned: Please select interest tag ∨

Submit

Log in the official website of CIFTIS.

Step 3: Log-in

After submission, the account is created successfully.
Click "Sign in", and enter the user page.

Enter the **enterprise identity, username** and **password** you
just set up, and complete the sign up. After that, you can
continue to submit information for exhibition.

⑦ FAQs

Q: What can I do if I forget the password or company identity?

A: If it shows "Incorrect username or password", please click " Forgot
   password" to recover the password.

   If the username is wrong, please contact the sponsor and find back your
   username and company identity.

Submit exhibition information.

Fill in exhibition information.

- Contact information: Please fill in the business contact information, which is visible to other companies.

- **Exhibition type:**

  On-line Exhibitors: Companies that only apply for on-line exhibition **cannot submit** applications for **badge**.

  On-line and off-line Exhibitors: on-line + off-line exhibitors can submit an application for badge.

- Invitation code of the affiliated institution/delegation: Please fill in the invitation code you received for the exhibition. Please note that the invitation code can only be used once, please do not apply it again.

- Other exhibition information: The purpose, content and demand for exhibition. Please fill in the information according to the actual situation.

Submit exhibition information.

Fill in company information

- Commercial reg. No.: Enterprises, public institutions and social groups **registered in China must fill in the commercial registration number actually**; other units do not need to fill in it.

- Enterprise Nature: For entities that are not enterprise, public institutions and social groups, please select "Other Organisations".

- Type of Enterprise: Please select Domestic Investment, Hong Kong, Macao and Taiwan Investment, or Foreign Investment. This field does not affect the approval, and please just fill in the information according to the actual situation .

- Fortune Global 500 or not: For Fortune 500 companies, please check "Yes", and enter keywords to select the enterprise name.

- URL: Please fill in the URL corresponding to the company's homepage or main business. There is no need to fill in the URL if the company does not have one.

- Enterprise Introduction: After the application for the exhibition is approved, the enterprise introduction will be displayed to the public and other companies. Please fill in it carefully. Fill in it in a minimum of 50 characters and a maximum of 1,000 characters.

Click "Submit", and wait for the approval by the Organizing Committee.

Submit exhibition information.

View approval status

After an enterprise applies for exhibition, it needs to be approved by the Organizing Committee. You can check the approval status in the enterprise card in the upper left corner of the Account Center page:
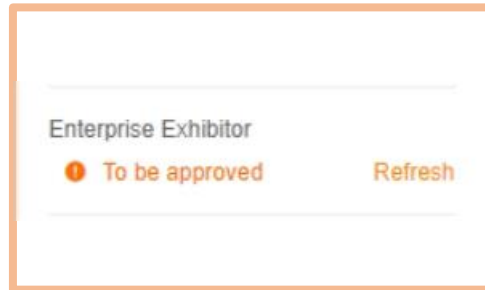
Enterprise Exhibitor ❗ To be approved Refresh	**Enterprise Exhibitor** ❗ Approving Refresh	**Enterprise Exhibitor** ❌ Rejected Rejection Reason: Incorrect inform ation	**Enterprise Exhibitor** ✅ Approved
Under the status of "To be approved", the exhibition information can be updated.	Under the status of "Approving", the exhibition information cannot be edited.	Under the status of "Rejected", View the reasons for "Rejected". Edit the information and re-submit the application.	✅ Approved. The final status of application approved for exhibition

In the process of "To be approved", enterprises applying for on-line and off-line exhibitions can enter the operation background and submit personnel badge applications.

Enterprise Exhibitor   Click "Enter Operation Platform" to perform personnel badge application, reservation of cloud negotiation room, online exhibition hall construction (only for exhibitors), etc.   🔲 Enter Operation Platform
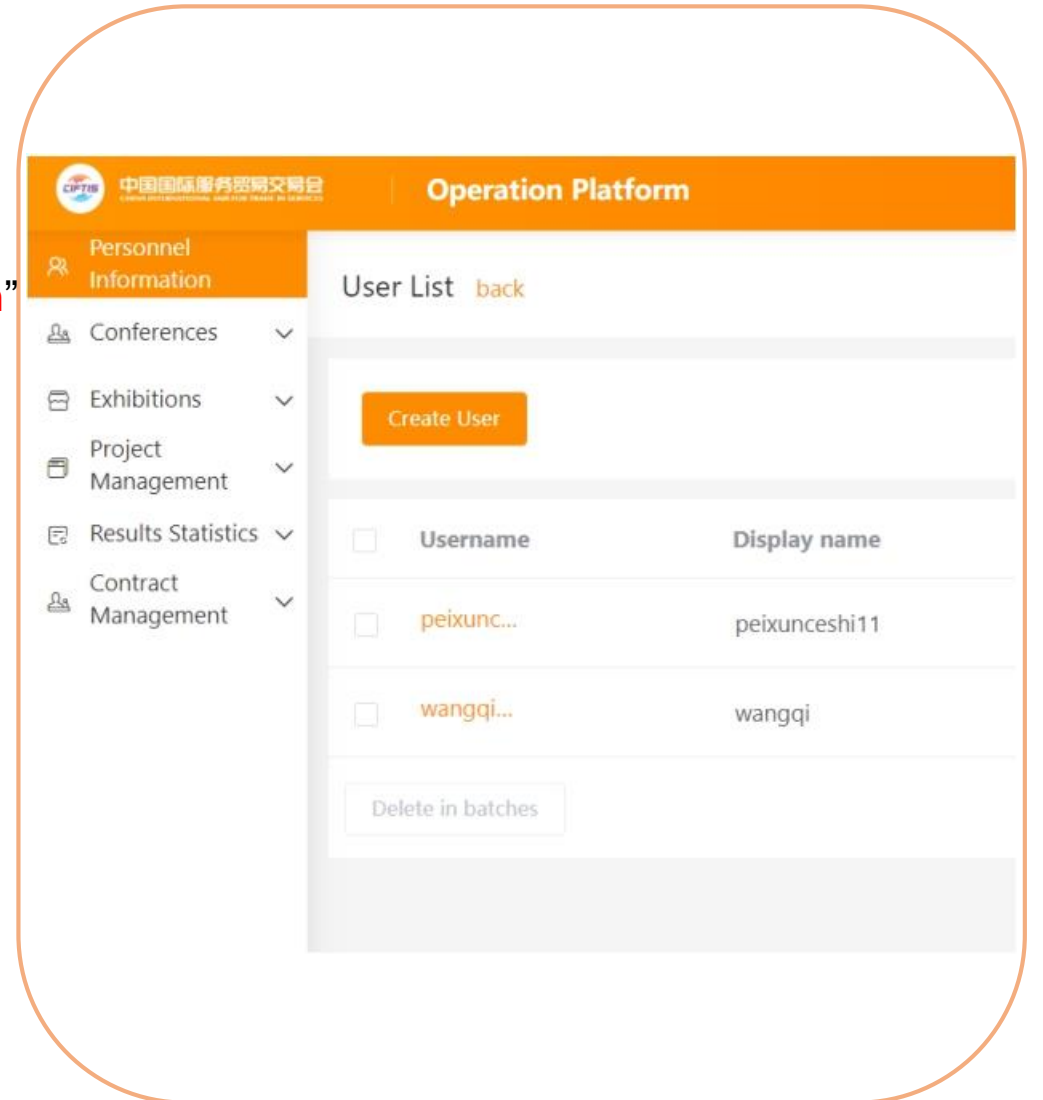
Submit the personnel information of the enterprise.

Step 1: Personnel registration

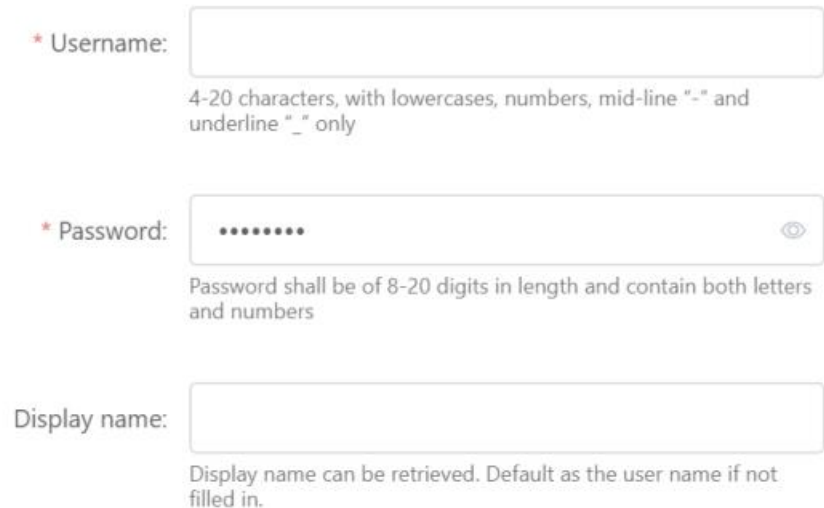At the operation background, click the "Personnel Information" menu .

- The administrator account is displayed by default. You can click "Edit" to complete the information of the administrator.

- Click "Create User" to create other personnel account under the company.

Submit the personnel information of the enterprise.

Fill in personnel information of the enterprise

- Username: Enterprise's personnel can log in the official website, APP and operation background of CIFTIS with the "enterprise id" + "username".

- Password: The system automatically generates an 8-digit password, which can be modified. You can also create a user first, and then click "Reset the password" later – when you reset the password, the system will send the new password to the sub-user via SMS.

- Display name: The real name of the enterprise's personnel will not be visible to other companies. You can maintain names such as "Manager Wang" for external display.

* Username:

4-20 characters, with lowercases, numbers, mid-line "-" and underline "_" only

* Password: ••••••••

Password shall be of 8-20 digits in length and contain both letters and numbers

Display name:

Display name can be retrieved. Default as the user name if not filled in.

Submit the personnel information of the enterprise.

- Nationality: Please select the nationality of the company personnel.

- Name: Fill in the real name of the user; for users with a nationality of "Overseas", the name must be filled in English.

- Gender: Select user's gender.

- Certificate Type: Please fill in the badge number of the enterprise personnel. Domestic personnel fill in the ID number, Hong Kong, Macao and Taiwan personnel fill in the Hong Kong, Macao and Taiwan (Home-Visiting Certificate, MTP) document number, and overseas personnel fill in the passport number.

- Birthday: Please fill in the date of birth of the personnel.

- Cellphone number: It is required for domestic personnel. At least one for cellphone and email address is required for overseas and Hong Kong, Macao and Taiwan personnel.
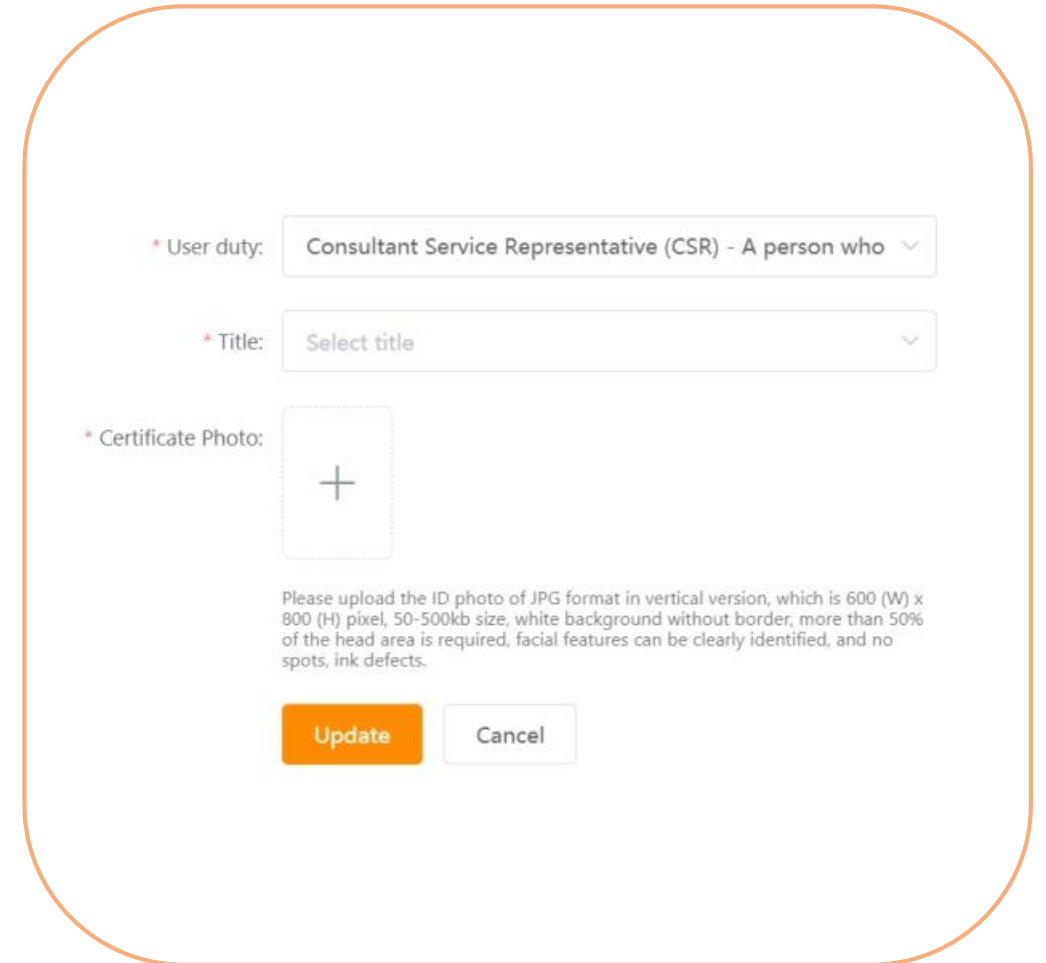
* Nationality:	Domestic	China
* Name:	Surname	Name
* Gender:	○ Male ○ Female	
* Certificate Type:	ID Card	
* Certificate No.:		
* Birthday:	Select date	
* Cellphone:	+86	
Email:		

Submit the personnel information of the enterprise.

- User duty: Please select the appropriate duty for the personnel.

  - Business Representative : A person who can conduct online business negotiations (by text and video) with signing intention on behalf of the enterprise.

  - Consultant Service Representative (CSR) : Personnel who can chat with merchants in time in CIFTIS app.

- Title: Senior leader, Middle-level leader and General worker.

- Certificate Photo: If you need to create a badge, please follow the instructions on the page to provide a clear photo.

Click "Create" for the personnel account creation.

Submit application for exhibition badge of personnel of the enterprise.

Step 2: Submit the badge application.

Return to the list of enterprise personnel, check the personnel who need to be certified, and click the "Badge creation in batches" button [or click "Apply for badge" for the designated personnel].

Note: All kinds of off-line activities must be attended with a badge. Those who have not applied for badge cannot participate in off-line exhibitions, conferences or activities.

☑	Username	Display name	Cellphone	Email	User Type	Badge Type	Badge under Review	Operate
☑	peixunceshi11	peixunceshi11	-	3023727219@qq.com	Others	-	Not applied	Edit Reset password Apply for badge Delete
☑	test1	wang	18632666666	123456@126.com	Consultant	Exhibitor	To be approved	Edit Reset password Update application for badge Delete
☑	test2	Mr Han	18232453232	342343@126.com	Others	-	Not applied	Edit Reset password Apply for badge Delete

| Delete in batches | Badge creation in batches | | Total 3 | 10/page ∨ | < 1 > | Go to 1 |

Submit application for exhibition badge of personnel of the enterprise.

Select the type of badge to be created for the selected person, and then click the "OK" button.

After submitting the application, please wait for the approval by the Organizing Committee. After the final approval, the system will automatically submit for badge, and the relevant institution will contact the enterprise to obtain the badge.

Apply for participation ✕

* Certificate Type: ◯ Exhibitor ◯ Representative ◯ Buyer

Please confirm that user information is authentic and accurate. Where modification is needed: please edit and save it before submission.

You may modify the user information at any time after submission, but please note that the modified information will not be synchronized with the Organizing Committee before an application is filed for badge updating.

Submit the information of below 2 persons to apply for participation now?
peixunceshi11、 test2

Cancel   OK

Enterprises visiting and participating in the conference need to submit information through the CIFTIS digital platform

2. Log in the digital platform and submit information

- Enterprises shall fill in the information related to the visit and participation and submit it to the Organizing Committee for approval
- After submitting the application, the applicant can apply for badge simultaneously

4. The approved enterprises will become the certified merchants

- After being approved, the application status of the enterprise will be updated to "Approved", and the enterprise will officially become the visiting and participating enterprise of the 2020 CIFTIS
- The badges of the visitors and participants will be notified after the badge is created

1. Register a digital platform enterprise account

Enterprises sign up on-line accounts on the CIFTIS digital platform
- Set enterprise identity
- Set administrator account password

3. The Organizer approves the exhibition information

The Organizer approves the enterprise information

Log in the official website of CIFTIS.

Step 1: Visit the official website

Open the official website of the CIFTIS (Chrome, Firefox browsers are recommended)

https://www.ciftis.org, and click the on-line sign-up button on the homepage or the button [Log in] in the upper right corner.

After entering the page as it shows on the right side,

- New sign-up please select [Participant Sign up]

- Signed up users please select [Enterprise user Sign in]

Log in the official website of CIFTIS.

Step 2: Create an account

Fill in the username, password, commonly used mobile phone number.

- Username: Supporting 4-20 letters, numbers, underline "_", hyphen "-".
- Password: 8-20 digits in length, which must contain letters and numbers.

Click "Next"

Please sign up with Chinese mobile phone number.

If you do not have a Chinese phone number, please sign up with an e-mail.

Note: Please keep your username and password carefully, avoiding leaks.

Log in the official website of CIFTIS.

Step 2: Create an account

Complete the sign-up information and submit for account creation.

- Enterprise/institution identity: It is recommended to use the Pinyin initials or English abbreviation of the enterprise name.
  It supports 4-20 letters, numbers, underline "_", hyphen "-".
  Please remind your enterprise identity for further log-in.

- Enterprise Information:
  Enterprise Name
  Only one account can be signed up for each name, and please fill in the name on the business license.
  Industry/Address
  Please choose the industry of the enterprise according to the actual situation.

  After completing the information, please click "Submit".

Log in the official website of CIFTIS.

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Step 3: Sign-in

After submission, the account is created successfully.

Click "Sign-in", and enter the enterprise user page.

Enter the "**Enterprise identity", "username"** and

"password" you just set up, and complete the sign-in.

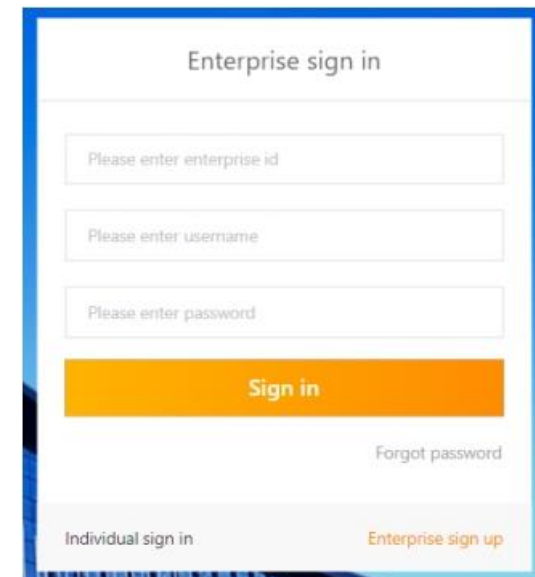After that, you can continue to submit information for

exhibition.

② FAQs

Q: What can I do if I forget the password or enterprise identity?

A: If it shows "Username or password error", please click "Forgot password" to recover

the password.

If the username is wrong, please contact the exhibition organization and find back

your username and enterprise identity.

Submit Participation Information

Step 2: Fill in participation information

- Contact information: Please fill in the enterprise's contact information, which is visible to other enterprises.

- **Participation type:**

  Directive invitation: enterprises with invitation codes

  Non-invitation: enterprises that need to attend but do not have an invitation code

  Invitation code received from Organizers/Delegations: Please fill in the invitation code you received for the participation. Please note that the invitation code can only be used once, please do not apply it again.

- Participation purpose: Please check according to the actual situation
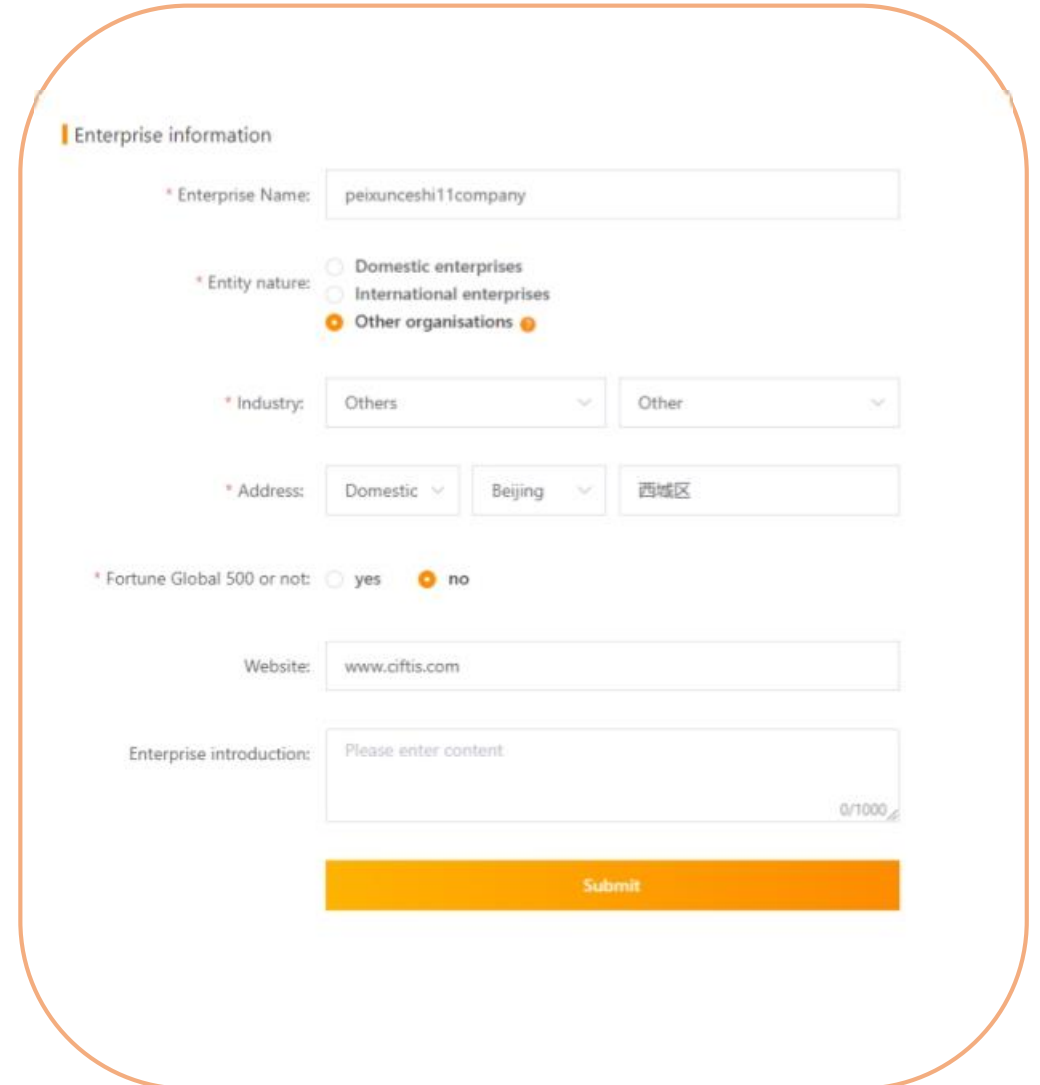
Submit Participation Information

Step 3: Fill in enterprise information

- Commercial registration number: Enterprises, public institutions and social groups **registered in China must fill in the commercial registration number actually**; other organizations do not need to fill in it.

- Entity nature: For entities that are not enterprise, public institutions and social groups, please select "Other organizations".

- Enterprise type: Please choose Domestic Investment, Hong Kong, Macao and Taiwan Investment, or Foreign Investment. This field does not affect the approval, and please just fill in the information according to the actual situation.

- Fortune Global 500 or not: For Fortune Global 500 enterprises, please check "Yes" , and enter keywords to select the enterprise names.

- Website: Please fill in the website corresponding to the enterprise's homepage or main business. There is no need to fill in the website if the enterprise does not have one.

- Enterprise introduction: After the application for participation is approved, the enterprise introduction will be displayed to the public and other enterprises. Please fill in it carefully. Fill in it in a minimum of 50 characters and a maximum of 1,000 characters.

Click "Submit", and wait for the approval by the Organizing Committee.
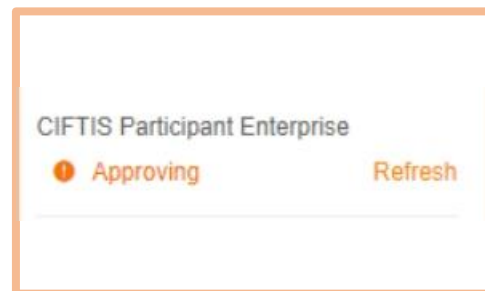
Submit Participation Information
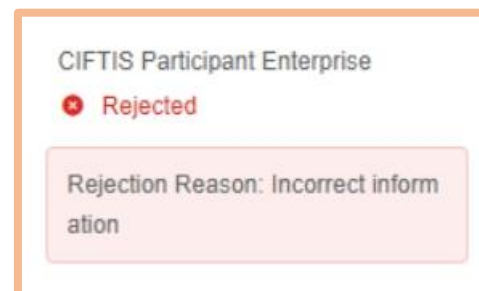
View approval status

After an enterprise applies for participation, it needs to be approved by the Organizing Committee. You can check the approval status in the enterprise card in the upper left corner of the Account Center page:

Under the status of "To Be Approved",

The participation information can be refreshed

Under the status of "Approving",

The participation information cannot be edited

Under the status of "Rejected",

View the reasons for "Rejection Reason".

Edit the information and re-submit the application.

Approved

The final status of application approved for participation.

While waiting for approval, enterprises applying for on-line and off-line participation can enter the operation background first and add enterprise personnel. After it is approved, they can directly apply for badge.