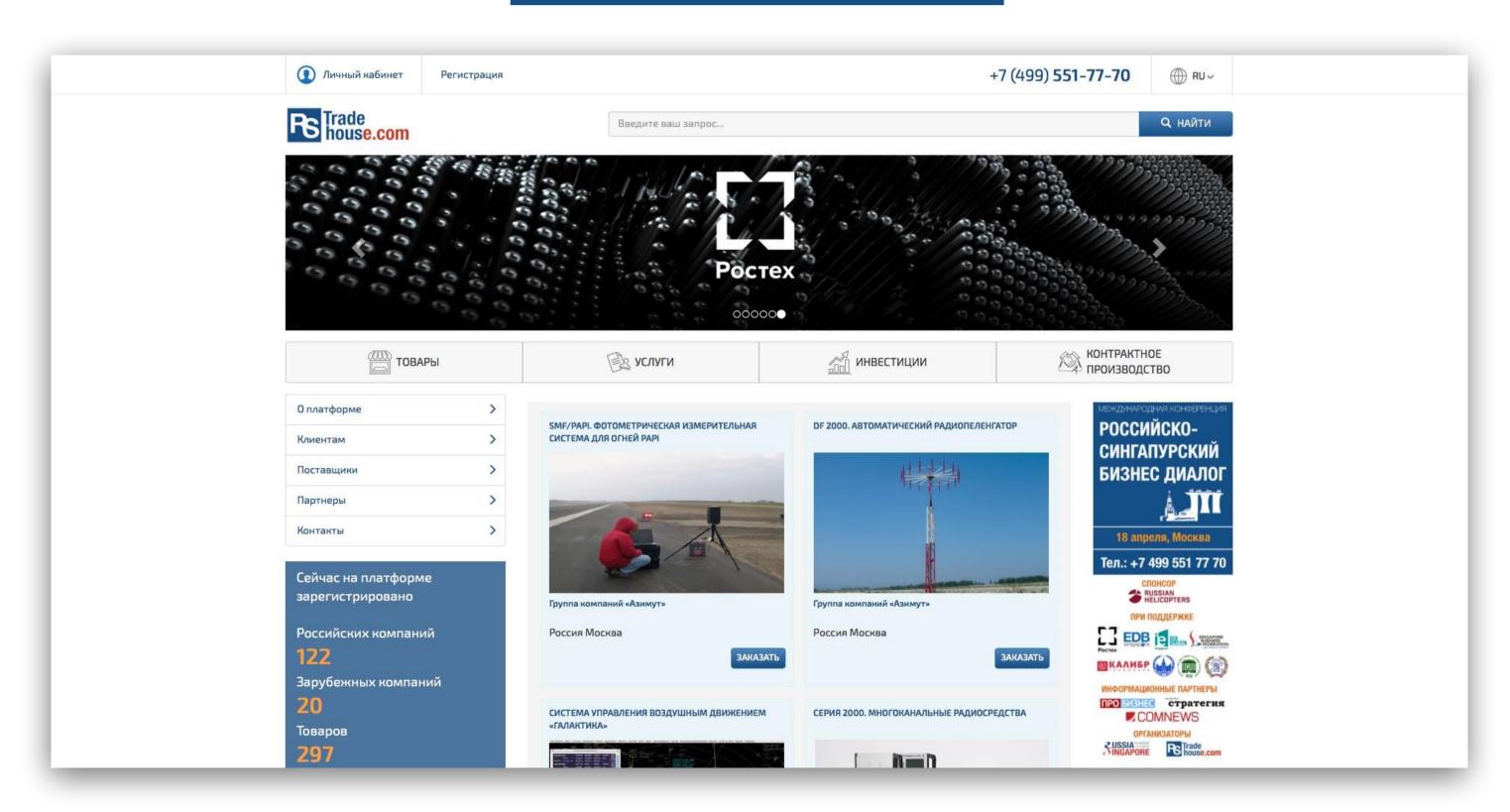
# Registration and placement of goods and services on RSTrade

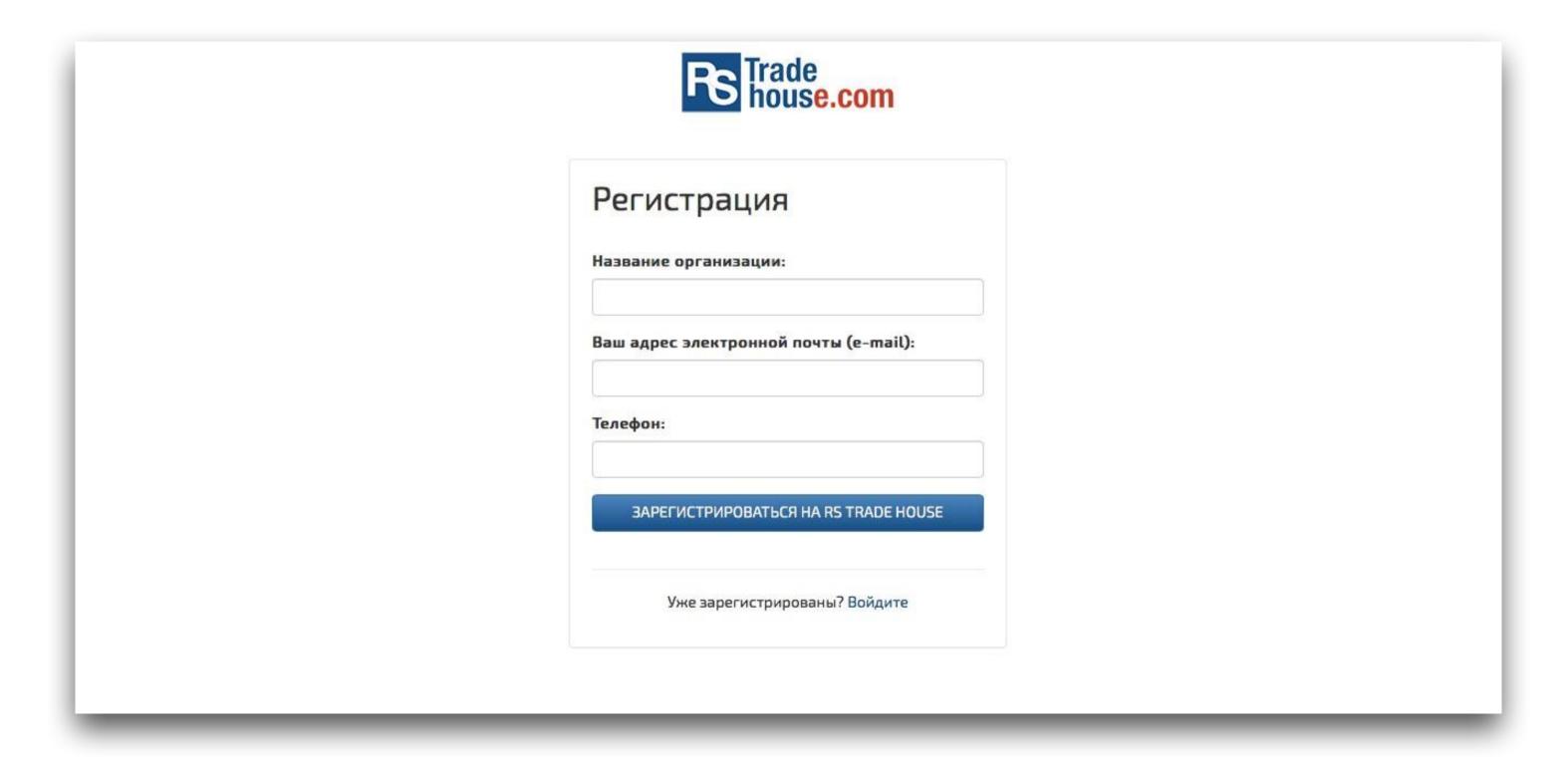
#### www.rstradehouse.com



#### Step 1 Registration

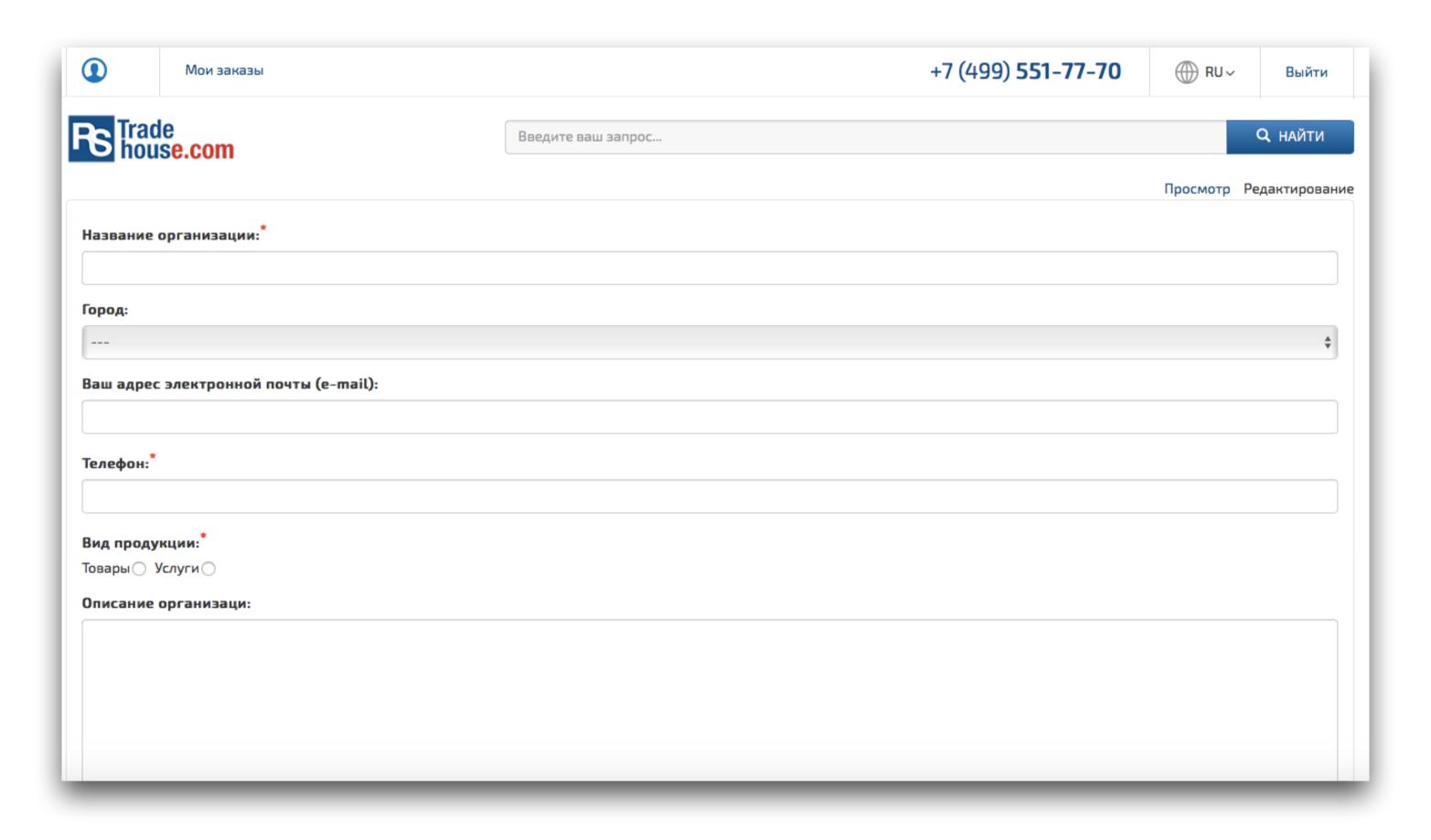
For placement the information on Commerce-Information Platform, you must at first to register a company. After - upload goods and their description. If there is opportunity, the and description on English language. below is a brief User registration process on site and institution goods.

At the headline of the site there is link - "Registration". By clicking on it, you are getting on page from registration form. For registration it is required to enter the name of your organization, e-mail address and contact phone, by which operator of the platform can contact you if necessary. On e-mail address which you have specified at registration, will come letter with the link, which will be necessary click for activation of your account. After you will receive one more letter with password generated by the Platform. Password is necessary to save. Next, enter on site with this password and login by link "My account". Shapes and instruments for placement information about your company goods and services will be available.



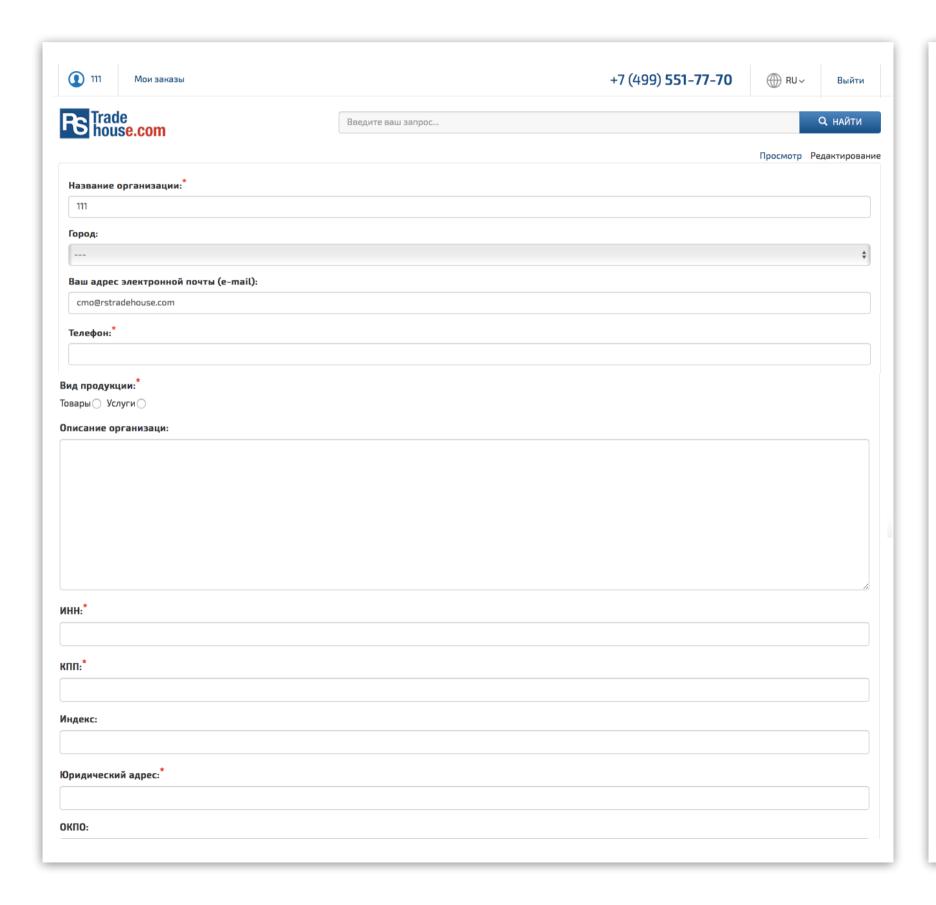
## Step 2 My Account

After that you will get yet one letter with password generated by the Platform. Password is necessary to save. Next, enter on site with this password and login by link "My Account". You will have the tools available to place information about your company, products and services.



## Step 2 My account

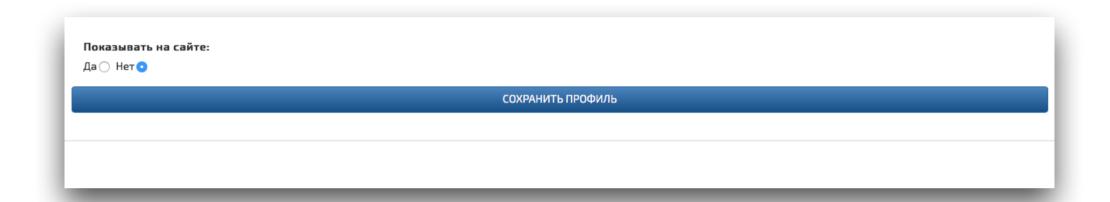
At first you must fill in the information about company. The form for entering and editing information about organizations available just after entering by link "My account". "
The fields, which are mandatory to fill are marked by red asterisk. If not filled the field "ID", the information in the company's profile not will be maintained. Apart from text information to the card of the company you can upload logo and pictures. Optimal size logo is 80x80 pixels. Pictures should be uploaded in formats JPG or PNG, the size up to 100Kb. Names of unloadable graphic files must be exclusively written in Latin alphabet.



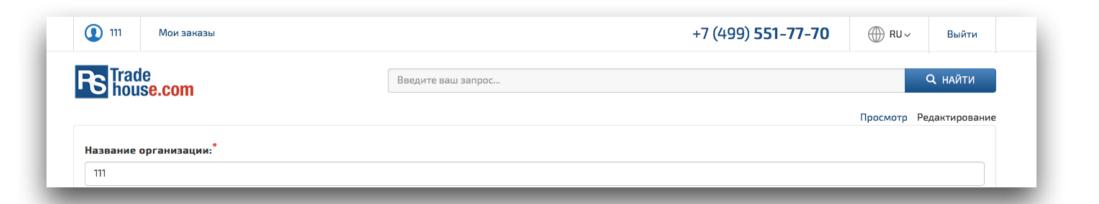
Главный бухгалтер:	
Банковские реквизиты: Б <b>ик:</b> *	Название банка:*
Корр. счет:*	Расчетный счет:
Адреса доставки: <sup>-</sup> ород: *	Добав
ород: Адрес:	
Логотип компании	
Рекомендованный размер логотипа 80х80 пикселей.	
Переташите файлы сюда или выберите файлы вручную	
Перетащите файлы сюда или выберите файлы вручную	
Перетащите файлы сюда или выберите файлы вручную  Отправить	
Отправить	
Отправить Изображения:	

## Step 2 My account

For display the company's card on website RSTrade you need to switch "Show on site » put at position "Yes". After entering all necessary information about company press the button "Save profile".



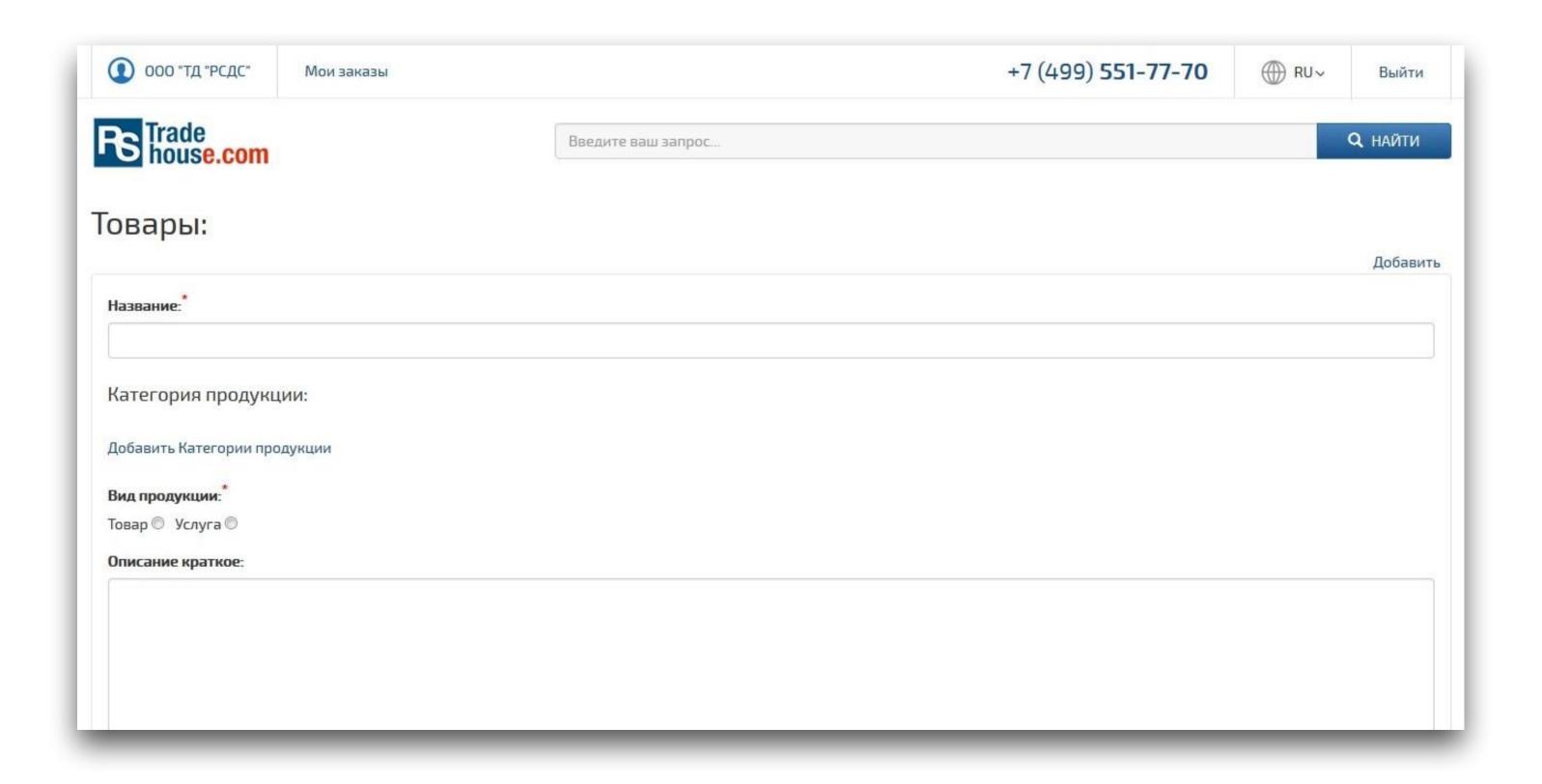
After that proceed to the view Profile mode, clicking on link "View" at the top law corner form. There is also link "Edit", which allows to continue entering information about company or make necessary changes.



For entering the information about company on Chinese, Russian or Indonesian languages must switch language interface at the top law corner. RU corresponds to Russian, CN-Chinese and ID - Indonesian. Order of actions will be the same as in Russian-speaking interface.

## Step 3 Adding the product

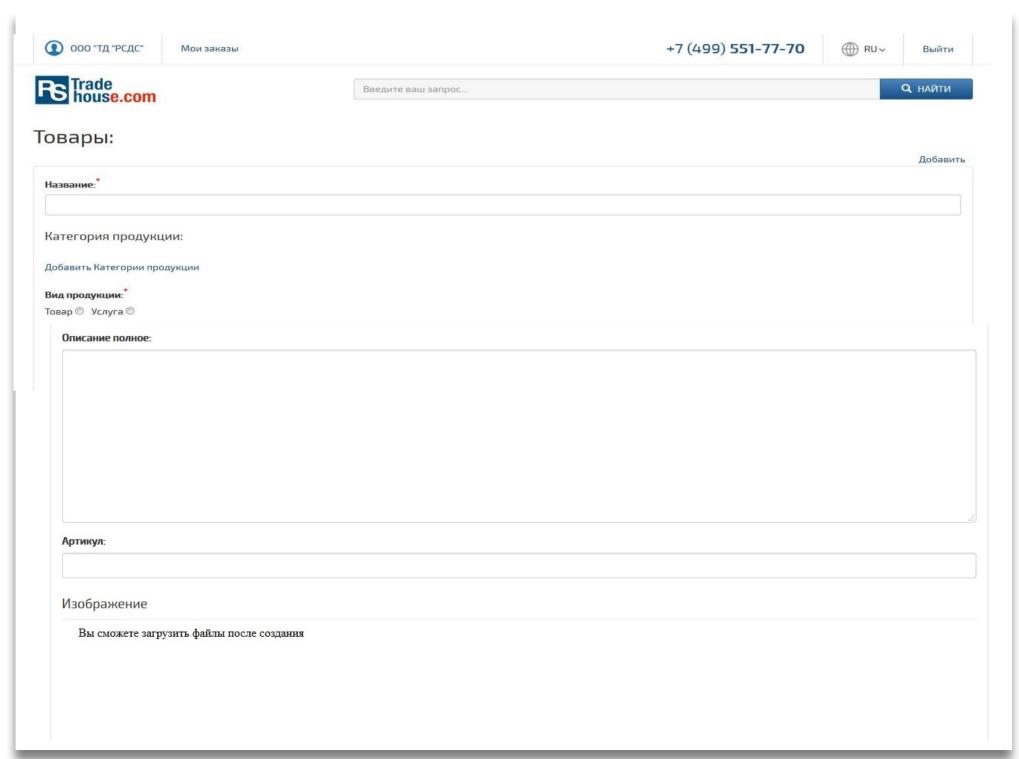
After finishing editing profile of your company go to the mode "view profile" and begin add goods or services your organization. At the bottom page of company's profile there is block "Products", inside which are two references - "Add" and "Show list". First is for adding goods or services and second for showing the list of added f goods and for choosing some of them for editing the information in Goods card.



#### Step 3 Adding the product

By pressing the link "Add" opens the form entry information for cards commodity or services. AT this form can enter:

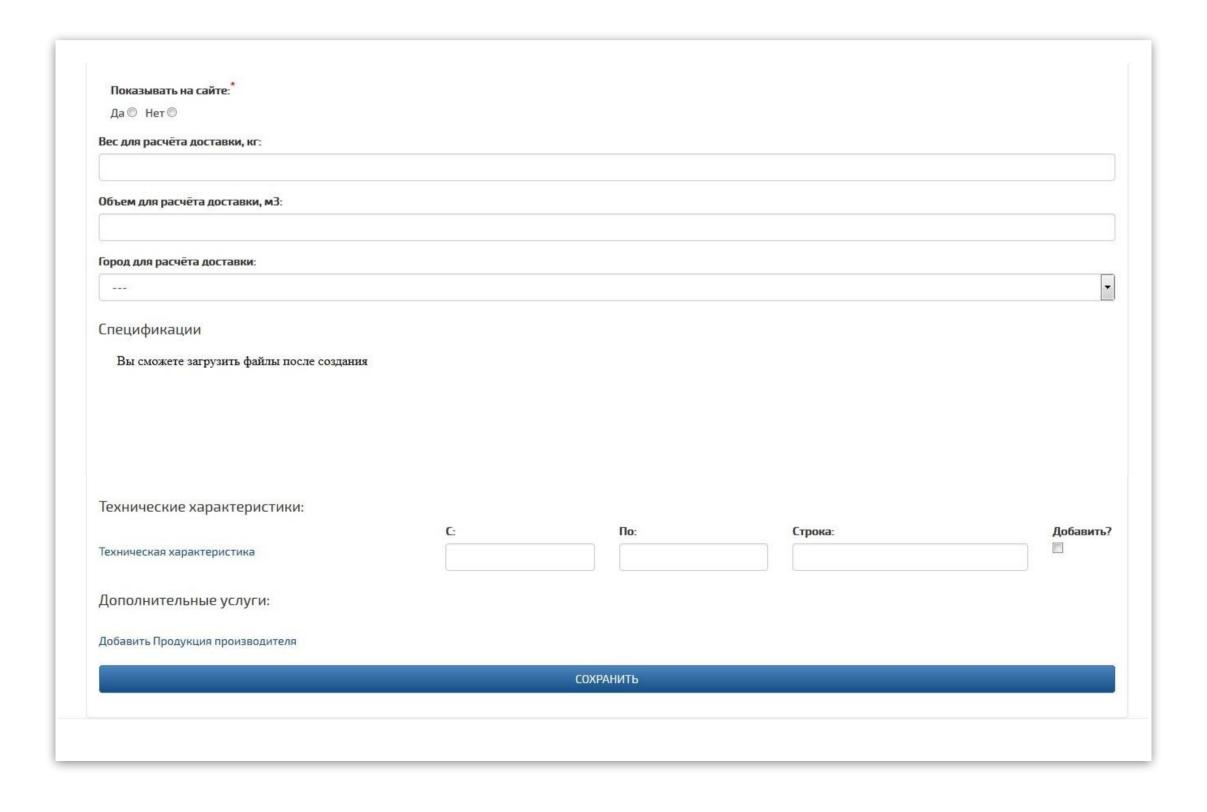
- -Product name.
- -More than one product image. All the images will be available in the gallery on the product page.
- -Short description of the product. Avoiding line breaks is the best way to enter the description.
- -The description will appear in the header on the product page and in the product list while searching.
- -Full description of the product. This desc page.
- -Item number.



#### Step 3 Adding the product

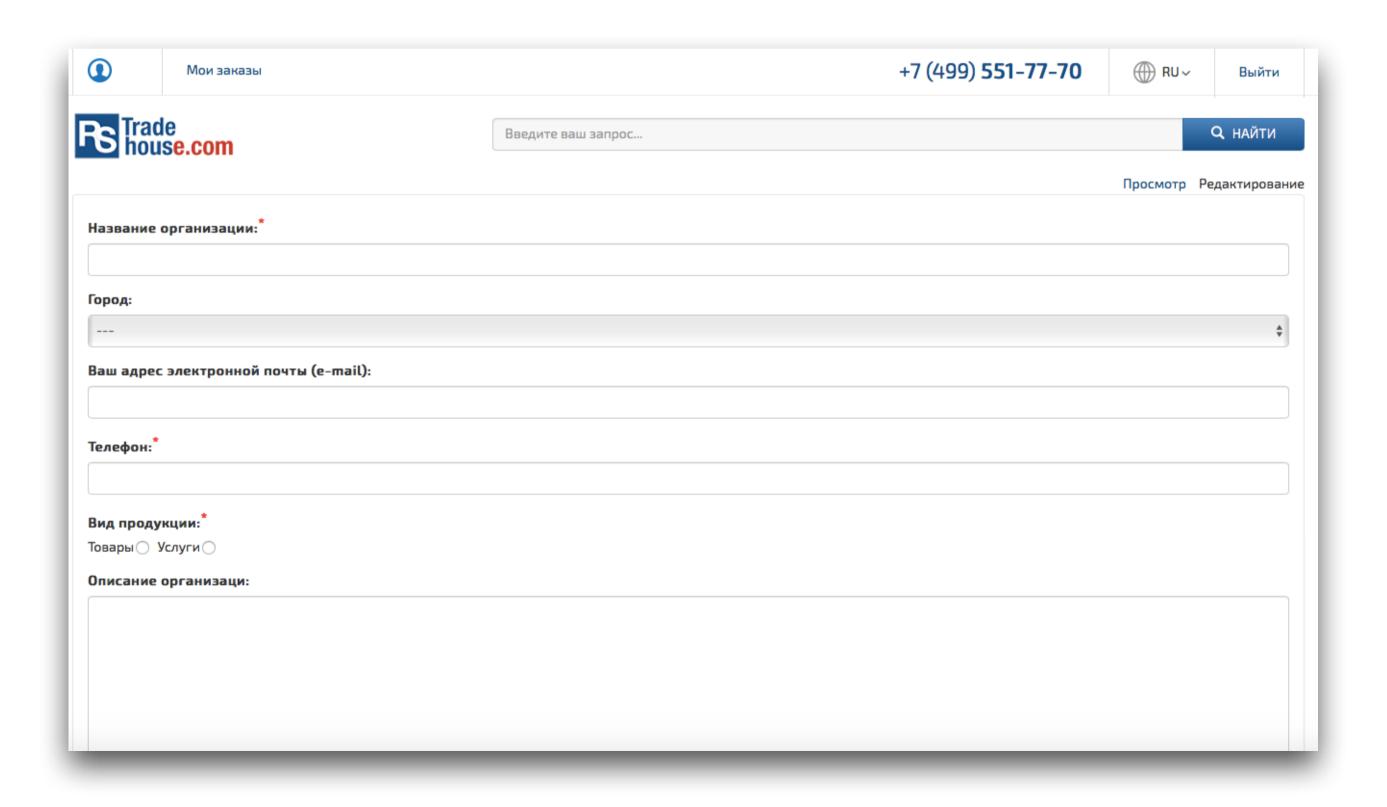
To publish or not online. This switch sets the visibility of the product on the website. It could be used when you have entered only a part of the information about the product. When information is entered completely you can make it visible to all.

Product category. The list of categories is formed in accordance with the All-Russian Classification of Products. Use the search tools to select the category. For publishing information on Chinese or Indonesian language - switch the language selector interface and fill the field Goods cards.



# Step 4 Editing product cards

- Sign in using your login and password.
- Find the product
- On the right top corner of the product page click the link "Edit"





If you face any difficulties with the information publishing on the platform, please send an email to us: info@rstradehouse.com or call: (7) 499 551 7770.