

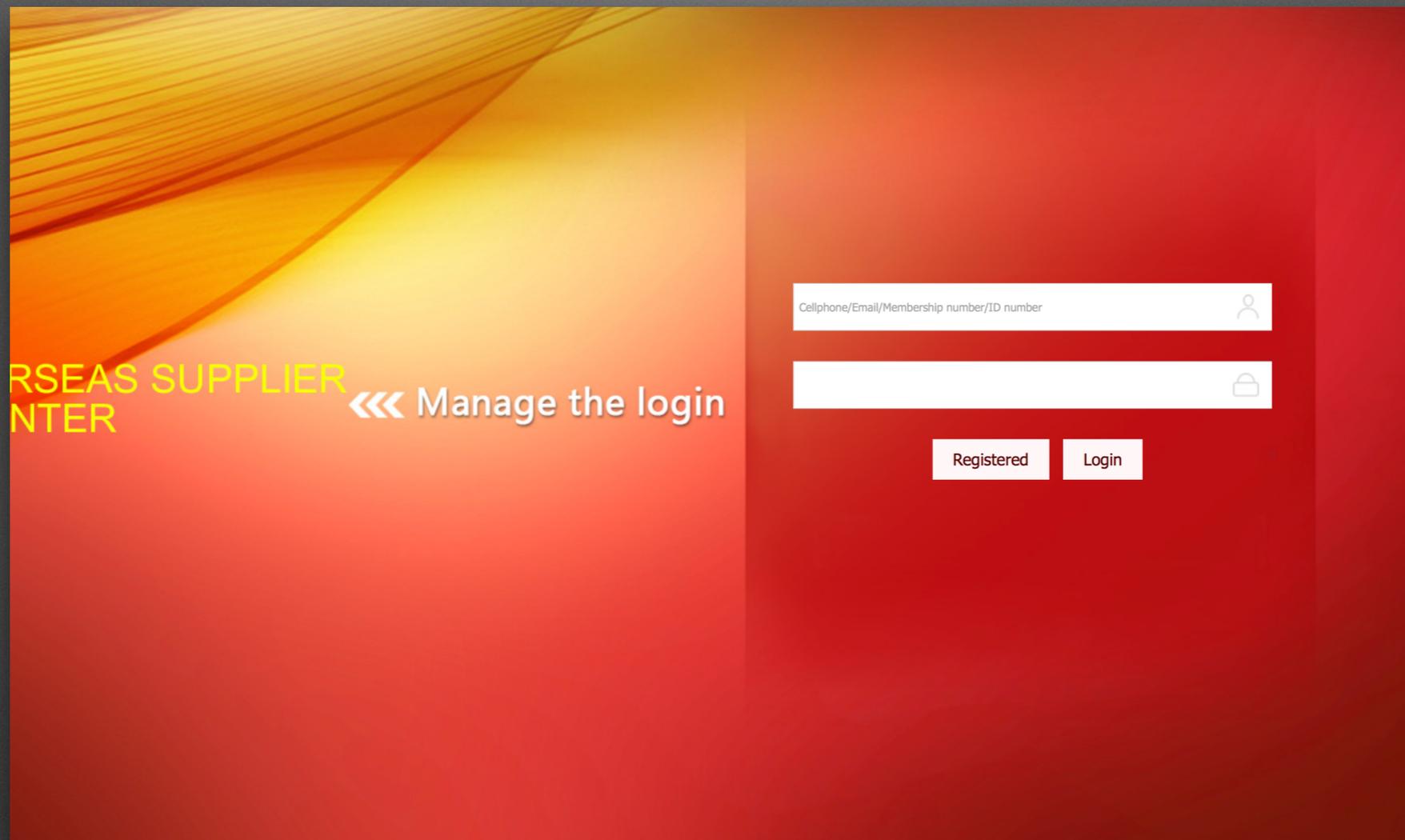
# Chapter 1: How to get start ?

There are TWO WAYS to get in



**1st WAY : Please go to : <http://www.hw0001.cn>**

Find “ [Supplier Member Center] ” on the top right of the conner.



**2nd WAY: Please go to <http://my.hw0001.cn/>**

Click "Register" if you are new to Haiwei or click "Login" if you have been a member of Haiwei Online Supplier Member.

## Chapter 2

# If you are new to Haiwei Online Mall

Click the “Register”, and follow the step to cleat your account.

**note: The business information CANNOT be edited after “Save Change”**

**海伟互联**  
HAIWEI ONLINE

合法·直销·安全·优质

WINERY SIGN UP

\* Email Address:

Email Address



\* Choose a Password:



\* Verify Password:



\* Verication Code:



Not Clear?

[Change a New Code](#)

I have read and agree [《Haiwei Online Mall Registration Terms of Service》](#)

register

# 1st: Get to the sigh up page

Fill up the following information and click register



Overseas Winery, Welcome to our Supplier Member Center
Change Password
Log Out

> Account Information > Profile

- [My Account](#)
- [Collection](#)
- [Group Buying](#)
- [Order Management](#)

### Profile

**Personal Information**

**\*Name:**

**\***  Private  Male  Female

Identification No.:

**\*Del:**   
(e.g.: +1-888-1234567)

**\*Email:**   
(e.g.: user@163.com)

Address:

**Business Information**

**\*Winery Name:**   
(The name of the winery should within 40 characters)

Short Form:   
(The short form of the winery's name should within 30 Characters)

**\*BRN:**  (15 digits of business registration license)

**\*Product Types:**  Wines  Spirits  Others

**\*Business Types:**  Group Buying  Collection

**\*Country:** --请选择--

Arial Unicode MS:

Currency Code:

Background:

**\*Certification Documents** (1m or smaller jpg. gif. png. files)



Original Front Label



Original Back Label



Sanitary Certificate

**2nd: After creating your account, the page will jump into here**

**You should first fill out the personal information, then is the business information about your winery or company.**

**For the personal information, the \* brackets are being required, please enter them carefully**

**Note: for the Certification Documents should only be the formate listed above: Jpg, Gif. Png. and the image size should be 1m or smaller. any other formate or larger than 1m image cannot be uploaded in this section.**

SUPPLIER MEMBER CENTER

### Personal Information

\*Name:

\*  Private  Male  Female

Identification No.:

\*Del:   
(e.g.: +1-888-1234567)

\*Email:   
(e.g.: user@163.com)

Address:

**\*Certification Documents** (1m or smaller jpg. gif. png. files)

 Original Front Label <input type="text" value="?"/>	 Original Back Label <input type="text" value="?"/>	 Sanitary Certificate <input type="text" value="?"/>
 Business Registration <input type="text" value="?"/>	 Certification of Winer	 Certificate of Origin
 Inspection Certificate		

**Note: The Personal Information can always be edited after saving change**

## Business info:

1. Types can be more than one
2. Select the original country
3. Currency code can be changed

1: When you are selecting the Product Types and the Business Types, you can click more than one selections base on the products you bring in and the services you need.

2. When you are selecting the country, please select the original country where your winery or company located. If the products you have are from more than one county, don't need to worried at this section, you can add as many as you need in the "Collection" and "Group Buying" Parts.

3. When you selected the country, the Arial Unicode and Currency Code will be defaulted as the local currency. However, you can change it by click into the bracket. As mentioned on "2", here is only about your general business background, and the currency type you selected here will not affect the trade. You can decide your currency type on "Collection" and "Group Buying" Parts when you are adding your products.

**Business Information**

\*Winery Name:   
(The name of the winery should within 40 characters)

Short Form:   
(The short form of the winery's name should within 30 Characters)

\*BRN:  (15 digits of business registration license)

**You can select more than one types**

\*Product Types:  Wines  Spirits  Others

\*Business Types:  Group Buying  Collection

\*Country:

Arial Unicode MS:

Currency Code:

Background:

**select the country, currency will be defaulted, but can be changed**

**Note: The Business Information CANNOT be edited after the first time you saving change**

Address: 101, Phase 1, Deyimingju Estate, Xili Rd	*Country: Australia
	Arial Unicode MS: EURO
	Currency Code: AUD
	Background:

**\*Certification Documents** (1m or smaller jpg. gif. png. files)

 Original Front Label	 Original Back Label	 Sanitary Certificate
 Business Registration	 Certification of Winery	 Certificate of Origin
 Inspection Certificate		

**Opinions Review**

Status: **Qualification-pending**

[Save Change](#)

**3rd. Click “Save Change” after you filling out all information.**

After clicking “Save Change”, your info will send to the system and be pending, the relative department will prove it as soon as possible.

Original Front Label      Original Back Label      Sanitary Certificate



Business Registration



Certification of Winery



Certificate of Origin



Inspection Certificate

**Approved**

**Opinions Review**

Status: **Qualifica** **Approved**

**Save Change**

**Approved, you can use all the functions of the web**

After the system approved your registration, you can start to upload your products.

# **Chapter 3**

## **What can I do on Haiwei Online Mall**

General introduction of the functions by the catalogs

# On top left you can find the Functions List

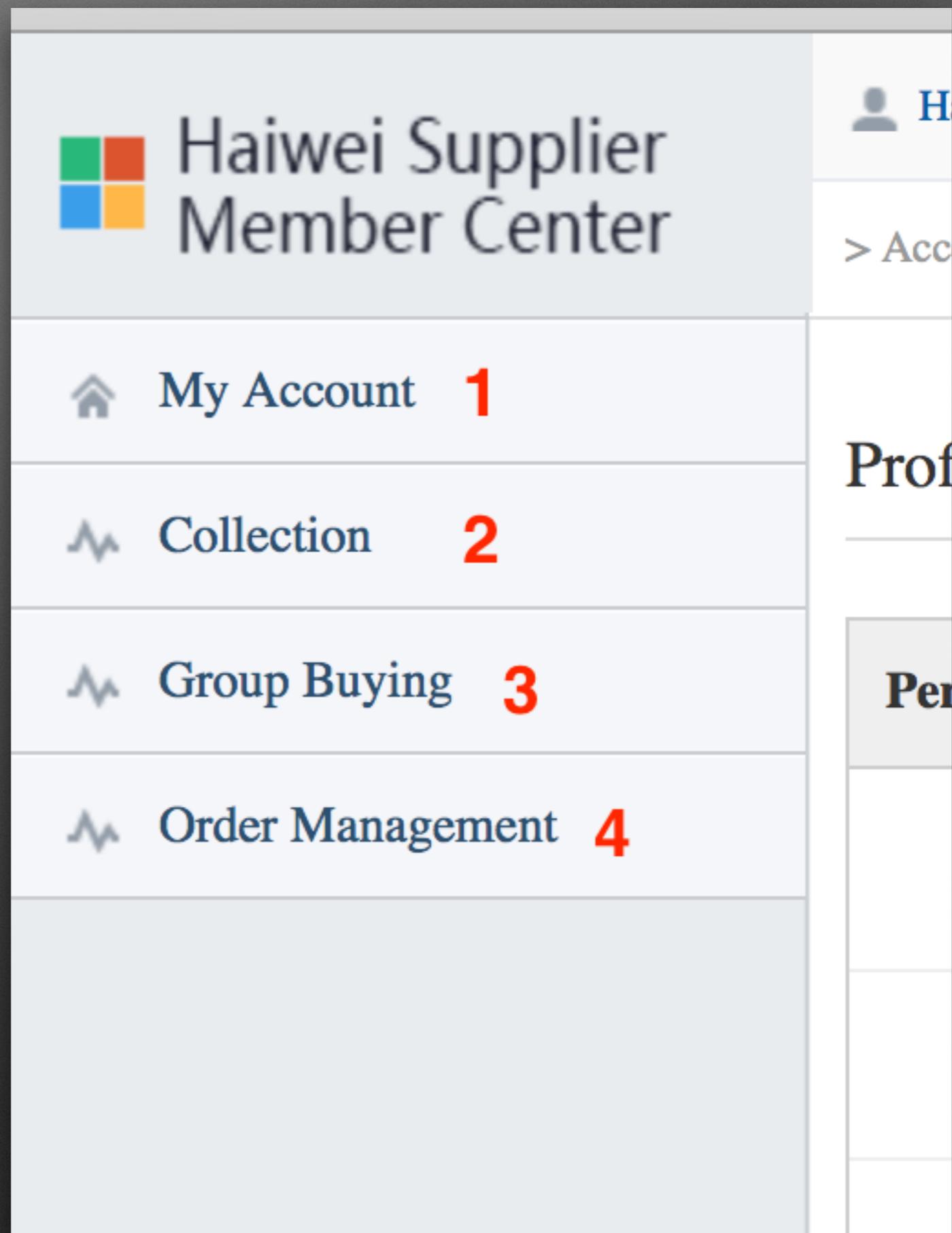
There are 4 main parts for you to manage  
your activities on Haiwei Online Mall

MY ACCOUNT

COLLECTION

GROUP BUYING

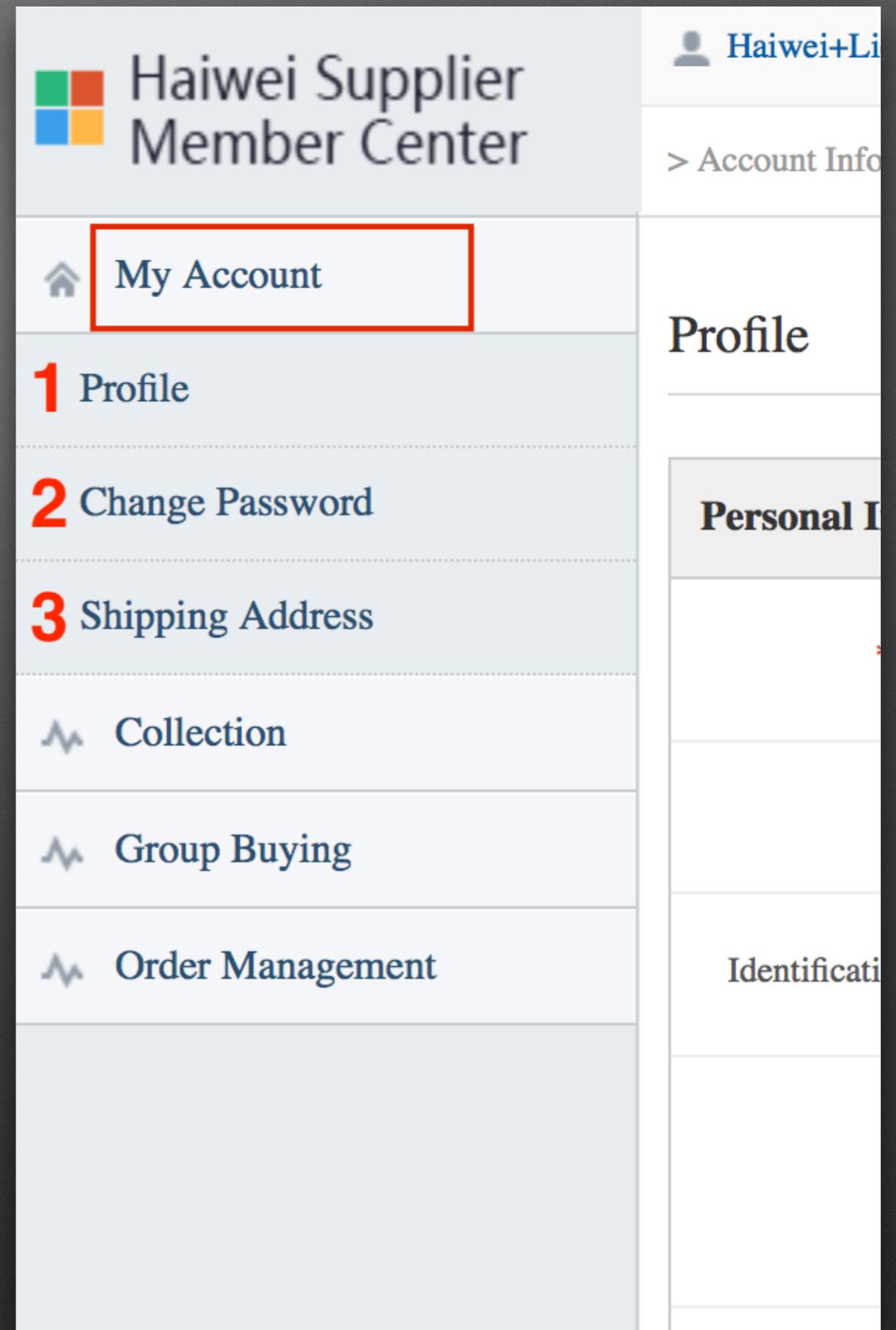
ORDER MANAGEMENT



# Chapter 4

## My Account

**My Account:**  
is to manage your  
general background  
and privacy  
information



Haiwei Supplier Member Center

Haiwei+Liquor+Trading+Market, Overseas Winery, Welcome to our Supplier Member Center [Change Password](#) [Log Out](#)

> Account Information > Profile

My Account

Profile

Change Password

Shipping Address

Collection

Group Buying

Order Management

### Profile

#### Personal Information

\*Name: Luno Wang

\*  Private  Male  Female

Identification No.: 440301198909236755

\*Del: +852 6251-4006  
(e.g.: +1-888-1234567)

\*Email: luno\_66@me.com  
(e.g.: user@163.com)

#### Business Information

\*Winery Name: Haiwei Liquor Trading Market  
(The name of the winery should within 40 characters)

Short Form: Haiwei  
(The short form of the winery's name should within 10 characters)

\*BRN: 998988874666666 (15 digits)

\*Product Types:  Wines  Spirits

\*Business Types:  Group Buying  Collection

\*Country: Australia

**1. “Profile” is about managing Personal Information and Business Information; it is an id. or introduction of yourself and your business**

Remember:

The “Personal Information” you filled out after the first time you saving the changes, can be edited anytime you want in the future.

However,

The “Business Information” **CANNOT** be edited after the first time you clicking “Save Change”

so,

PLEASE filling out the information carefully when you are first to register your account.

**Haiwei Supplier Member Center**

Account Information > **Change Password**

My Account

Profile

**Change Password**

Shipping Address

Collection

Group Buying

Order Management

### Supplier Member Password Change

Old Password:

New Password:

Note: Password must be 6~20 Character in length and should contain at

Confirm Password:

**Save Change**

## 2. “Change Password” you can change your passwords anytime you need

Remember to put in the correct “old password” and the new passwords cannot numbers or letters only.

The screenshot displays the Haiwei Supplier Member Center interface. The top header includes the logo and name 'Haiwei Supplier Member Center', a user profile section with the text 'Haiwei+Liquor+Trading+Market, Overseas Winery, Welcome to our Supplier Member Center', and a settings icon. A breadcrumb trail shows '> Account Information > Shipping Address'. The left sidebar contains navigation options: 'My Account', 'Profile', 'Change Password', 'Shipping Address' (highlighted in red), 'Collection', 'Group Buying', and 'Order Management'. The main content area is titled 'Manage Your Shipping Address' and features a red 'Add New' button. Below the button, a message states: 'There is/are 0 address/es added, you can have 20 more to add in.'

### 3. “Shipping Address” is to follow your shipment states

You can add up to 20 different addresses. If you have more than one vineyard, and send from different places, as the records and to be more connivance for every time you ship out the products

Member Center > Account Information > Shipping Address

My Account

Profile

Change Password

**Shipping Address**

Collection

Group Buying

Order Management

### Manage Your Shipping Address

**Add New** There is/are 0 address/es added, you can have 20 more to add in.

#### Edit Shipping Address

*Sender:	<input type="text" value="Luno Wang"/>	
*Address:	<input type="text" value="101, Phase 1, Deyimingju Estate, Xili Rd., Nanshan, Sh"/>	
*Cellphone:	<input type="text" value="+86 18126223223"/>	Used to receive shipment notification messages
Tel:	<input type="text" value="+86 755 86160566"/>	Used to confirm shipment order
*Email:	<input type="text" value="0008@hw0001.com"/>	Used to follow the Shipment Status
Postal code:	<input type="text" value="518000"/>	

**Click “Add New” and fill out the following information**

**click ‘confirm’ to save the address to your account**

Haiwei Supplier Member Center

Haiwei+Liquor+Trading+Market, Overseas Winery, Welcome to our Supplier Member Center [Change Password](#) [Log](#)

> Account Information > **Shipping Address**

### Manage Your Shipping Address

Address 1	(Default for shipment)	Delete
		<a href="#">Add New</a>
		<a href="#">Edit Shipping Address</a>
Sender:	Luno Wang	
Address:	101, Phase 1, Deyimingju Estate, Xili Rd.,	
Cellphone:	86 18126223223	
E-mail:	0008@hw0001.com	

when you adding only ONE address, it will be set as the default for all the shipment

**Haiwei Supplier Member Center**

Haiwei+Liquor+Trading+Market, Overseas Winery, Welcome to our Supplier Member Center [Change Password](#) [Log Out](#)

> Account Information > Shipping Address

### Manage Your Shipping Address

Address 1	Edit Shipping Address	Delete	set as Default
Sender: Luno Wong			
Address: 101, Phase 1, Deyimingju Estate, Xili Rd.,			
Cellphone: 86 18126223223			
E-mail: 0008@hw0001.com			

Address 2	Edit Shipping Address	Delete	set as Default
Sender: Joanna Cui			
Address: No.129, 10th Haibin road , Tianjin Port Free Trade			
Cellphone: 86 18322150769			
E-mail: 0033@hw0001.com			

Address 3	Edit Shipping Address	Delete	set as Default
Sender: Emma Yang			
Address: 315 Newport Avenue,Tianjin Free Port Trade Zone,			
Cellphone: 86 13602115712			
E-mail: 0035@hw0001.com			

**Add New** There is/are 3address/es added, you can have 17 more to add in.

**When you add more than TWO dresses, the auto default on the Address one will be canceled**

**You can set any address as default for the shipment, just to click in “set as Default” anytime you want the one be.**

**Haiwei Supplier Member Center**

> Account Information > Shipping Address

### Manage Your Shipping Address

Address 1	Address 2
<b>Edit Shipping Address</b> <b>Delete</b> <b>set as Default</b>	<b>Edit Shipping Address</b> <b>Delete</b> <b>set as Default</b>
Sender: Luno Wong	Sender: Joanna Cui
Address: 101, Phase 1, Deyimingju Estate, Xili Rd.,	Address: No.129, 10th Haibin road , Tianjin Port Free Trade
Cellphone: 86 18126223223	Cellphone: 86 18322150769
E-mail: 0008@hw0001.com	E-mail: 0033@hw0001.com

**Just click in and change it to the Default address**

Address 3
<b>(Default for shipment)</b> <b>Delete</b>
<b>Edit Shipping Address</b>
Sender: Emma Yang
Address: 315 Newport Avenue,Tianjin Free Port Trade Zone,
Cellphone: 86 13602115712
E-mail: 0035@hw0001.com

**Add New** There is/are 3 address/es added, you can have 17 more to add in.

**When ever you want to change the other address into the default, don't need to delete the existed one, just click in “set as Default” of the one you want.**

**Moreover,**

**if there are some errors existed, you don't need to delete the whole address, just click in “Edit Shipping address”.**

# Chapter 5

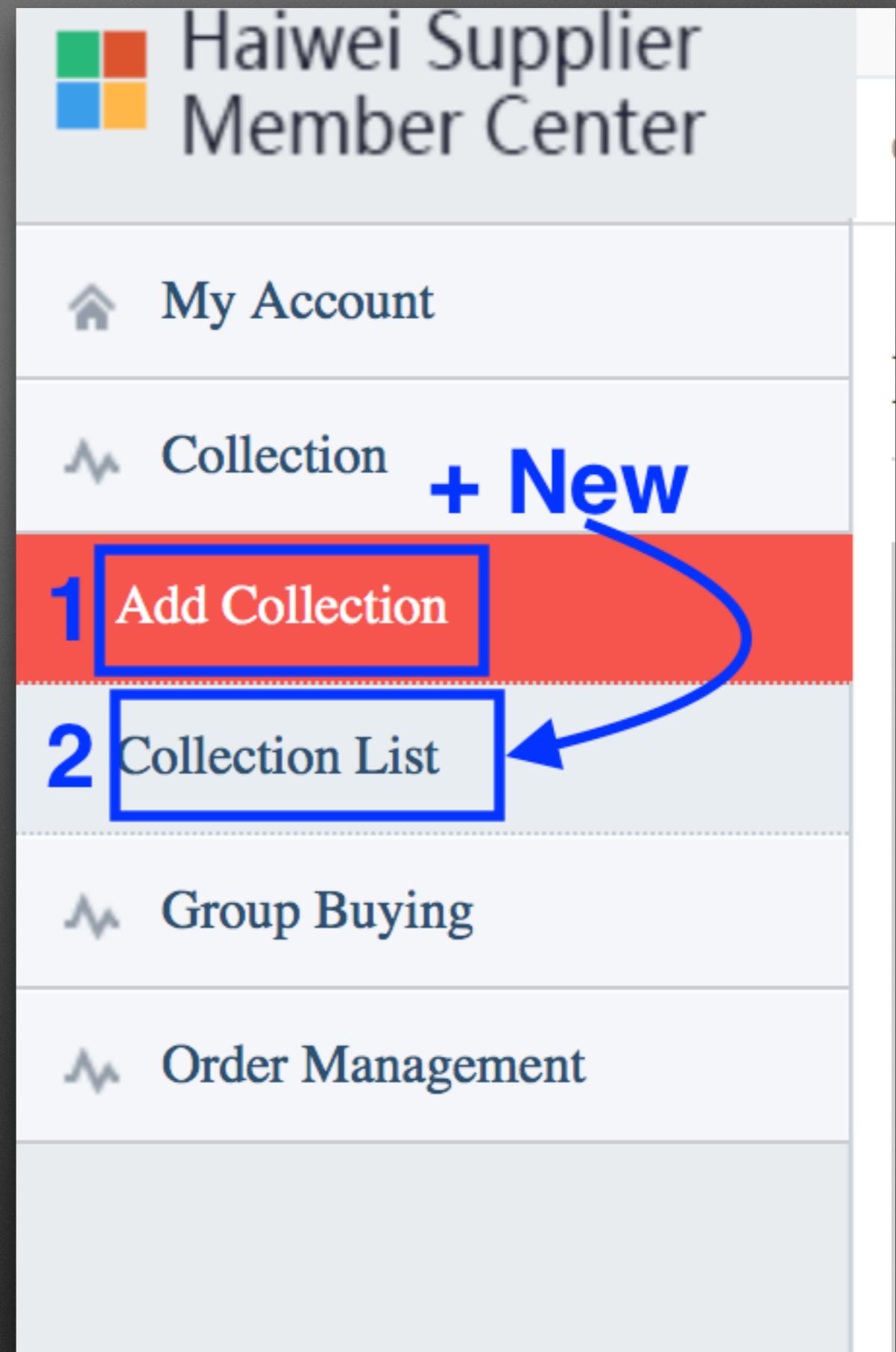
# Collection

# Collection: 2 Sections 1st Add Product 2nd Show on List

“Collection” actually is similar to “Group Buying”.

The different is the price level of the products, Collection are about the premium products. Which mean the products in Collection should have really high value and should have future appreciation.

The other different is about the shipment. when if a customer order one of the premium products you posted on Collection, you should ship out the one to him from your stock.



**Product Information**

\*Product Name:  100/100 **Product Name/Brand Name**

Product Number:  **product number is for us to manage your products, so it is not necessary to fill out** 40/40

\*Categories:

Brand:  **For the brand, you dont need to select at first, we will help you to translate and select.**

Specifications: Weight:  kg Volume:  m<sup>3</sup>

Net Weight:

Raw material:

\*Grape variety:

\*Vintage:

\*Alcohol:

# 1. Click “Add Collection” we have three parts to do. “Product Information”, “Further Information”, and “Product Page”.

In the bracket of “Product name”, Please add in the Brand Name of the wine which make us easier to translate into Chinese and add to “Brand” section.

“Product Number” is to managing the products, So we will set that in web system. You can left that empty.

“Further Information” is giving more details about the products and for people easier to find on searching engine like Baidu, Google, and Yahoo. And please put in some Images about your products and winery that could giving people more sense go you and be more attractive.

“Product Page” is an introduction in Chinese Webpage of your product. People can read through all the information and background about the product.

All the information you put in in English, we will help you to translate into Chinese. So all the decryption about the products will automatic show on relative page in Chinese of the web.

The screenshot shows a form titled "Further Information" with three main input areas:

- \*Key Words for Searching:** A large empty text box for entering search keywords.
- \*Product Description:** A large empty text box for describing the product.
- \*Details:** A rich text editor area with a toolbar containing icons for copy, paste, undo, redo, bold, italic, underline, link, unlink, list, and image. Below the toolbar is a large empty text area for detailed information.

The screenshot shows a form titled "Product Page" with three input fields, each with a character count indicator:

- \*Page Title:** A text box with a character count of 200/200.
- \*Page Subcategories:** A text box with a character count of 400/400.
- \*Page Description:** A text box with a character count of 600/600.

At the bottom right of the form, there is a red button labeled "Next".

Member Center Haiweii Supplier Member Centre > Manage Your Products > Products Released

My Account **After filling out the product information, ADD JPG IMAGE**

Collection **must be "Jpg." only**

Group Buying

Order Management

Upload Products Images here (You can only upload 1m or smaller Jpg. files here)

**1** Product List Figure

Image show on list

Best Image SIZE: 800px\*800px

Product Name	Product Code	Price	In Stock	Approval Status	Published or Unpublished	Released Time	
 Signature/ La PU		€800	30	Pending	Unpublished	2015-12-11 13:33:31	View Edit

Product SKU Figure

Image show on product page

Upload

Upload

Upload

Upload

Upload

Confirm

**After finishing adding the products details, you should upload at least 2 JPG IMAGES here. One for "Product List Figure", the other for "Product SKU Figure"**

1. you should add a JPG on "Product List Figure" which will show on collection like before you click in a product.
2. On second line, you will see 5 places to upload JPG images, you should at least add in one photo about your product here. These photos will be shown on Product home page as the introduction photo where people first to click in your product.

**Note: All Images on web should had better be 800px\*800px**

## Products in Warehouse

Search by

Product Name:

Product Code:

Search

1

2

Before approval, you can edit your product information

Product Name	Product Code	Price	In Stock	Approval Status	Published or Unpublished	Released Time	...
 Signature/ La PU		€800	30	Pending	Unpublished	2015-12-11 13:33:31	<a href="#">View</a> <a href="#">Edit</a>
 LA PLUME ~ Excellence	0001	€100	10	PASSED	Published	2015-12-08 15:23:08	<a href="#">View</a>

After approval, can't be edited

**After adding your products, all the uploads are coming into the “Collection List”. Form the above image you will see there are 2 parts to should be gone though.**

1. “Approval Status” : After you adding a product with completed messages and images, all the information will send to the system, and we will prove it on system. Before Proving, it will shown as “Pending”, when we found all the information completed, you will see the “PASSED” there.

2. “Published or Unpublished”: After you completing the information and got passed, we will translate the relative information into Chinese in the system. At this time, it is “Unpublished” product. After completed, the page with all details will update to Chinese website. It will be shown as “Published”.

**Before** Publishing, you can ‘Edit’ or ‘View’ all the information you filled out.

**After** Published, you can only view what you have been filled, but not edit.

My Account  
Collection  
Add Collection  
**Collection List**  
Group Buying  
Order Management

### Products in Warehouse

Search by

Product Name:

**From "http://my.hw0001.cn":**  
The product has not been published, please check it later.

Product Name	Product Code	Price	In Stock	Approval Status	Published or Unpublished	Released Time	...
 <a href="#">Signature/ La PU</a> <b>click it</b>		€800	30	Pending	Unpublished	2015-12-11 13:33:31	<a href="#">View</a> <a href="#">Edit</a>
 LA PLUME ~ Excellence	0001	€100	10	PASSED	Published	2015-12-08 15:23:08	<a href="#">View</a>

# When the product status is “Unpublished”

When you are clicking in the name of the product which is not yet been published, you can get to the cite it link to. So, you should wait to the system to prove it.

Before that, you cant check the product site.

Haiwei Supplier Member Center

Haiwei+Liquor+Trading+Market, Overseas Winery, Welcome to our Supplier Member Center Change Password Log Out

Manage Your Products > Products in Warehouse

Products in Warehouse

Search by

Product Name:

海伟互联 HAIWEI ONLINE 合法·直销·安全·优质

020平台 搜索您需要的商品 鸡尾酒 葡萄酒 白酒 我的购物车

全部产品分类 首页 020平台 跨境直购 收藏投资 海伟会 400-668-0803

收藏投资 > 黑羽

黑羽 LA PLUME Excellence

参考年份: 2008年 酒精度: 13.5% vol  
葡萄品种: 梅洛 / 梅乐 净含量: 750ml ml

简介:

最新成交价 竞价  
¥ 10,400 卖1: ¥10,400 卖2: ¥-- 卖3: ¥--  
买1: ¥-- 买2: ¥-- 买3: ¥--

数量: - 1 +

Product Name	Product Code	Price	In Stock	Approval Status	Published or Unpublished	Released Time	...
 Signature/ La PU		€800	30	Pending	Unpublished	2015-12-11 13:33:31	View Edit
 LA PLUME ~ Excellence	0001	€100	10	PASSED	Published	2015-12-08 15:23:08	View

www.hw0001.cn

# When the product is been “Published”

You can click in the product name, and it will link to the product page of ‘Haiwei Online Mall’ on [www.w0001.cn](http://www.w0001.cn) . All the information you gave will have been translate into Chinese for all customers.

**Note: All Images on web should had better be 800px\*800px** or the shape will be out of shape

(All the information shown on the picture above are not correct, just for the web testing)

# **Chapter 6**

# **Group Buying**

## “Group Buying”

You can post all your products on site and to set a minimum and a maximum amount of the order.

When customers’ pre-orders reach the minimum amount, you should ship the products to China for them.

Lets separate in to 3 Parts:

**Part 1** To upload your products online. Refer back to the “Collection”, all the works are same. Filling out all require information, adding Images, waiting for the system to prove and upload.(check back “Collection” to see how to do)

**Part 2** To create different buying group. You should put products which have been proved on Part 1 into the group here. For example, the minimum amount for the group buying shipment is 1000 bottles.

**1st Case:** just put one product into a group, you should wait the amount add up to 1000 of the product

**2nd Case:** add more than one to a group. Like, put 3 different product into a group, each variety set up it muniment as 300, 300, 400 or 200, 300, 500. The number set up should base on amount of bottle in box, should be an integer.

**Part 3** After the groups on part 2 are being proved, those would be published on Haiwei Mall

The screenshot shows the Haiwei Supplier Member Center interface. The header includes the logo and the text "Haiwei Supplier Member Center". Below the header, there are several navigation options: "My Account", "Collection", "Group Buying", "Add Products", "Products in Warehouse", "Add New Group", "Existed Group", "Selling Products", and "Order Management". The "Group Buying" option is highlighted with a red border. The "Add Products" and "Products in Warehouse" options are grouped together and labeled "Part 1" with a blue border. The "Add New Group" and "Existed Group" options are grouped together and labeled "Part 2" with a green border. The "Selling Products" option is highlighted with an orange border and labeled "Part 3".

Section	Items
Group Buying	Group Buying
Part 1	Add Products, Products in Warehouse
Part 2	Add New Group, Existed Group
Part 3	Selling Products
Order Management	Order Management

## Group Buying

1 Add Products

**1st Upload your products one by one**

2 Products in Warehouse

**2nd Product you added on Section (1) will be listed here and wait for the system to approve**

3 Add New Group

**3rd Create buying group here, then select and add the approved products from the section (2)**

4 Existed Group

**4th As many as the groups you created on section (3) will be listed here, and showed it's status: pending, passed, published, and unpublished**

5 Selling Products

**5th All the buying group listed here are had been approved and published on Haiwei Online Mall**

**1st.** “Add Products”

**2nd.** Added products will jump into the list at the section “Products in Warehouse”, those are ready for the system to approve

**3rd.** “Add New Group” it to create new buying groups and to add the approved products from “Products in Warehouse” section into the group

**4th.** All the group you created on “Add New Group” will appeared here and wait for the system to approve.

**5th.** When the “approval status” on section “Existed Group” shows “PASSED”, the products if the group will be listed here and published on Haiwei Online Mall .

Details list on following pages

The screenshot shows the Haiwei Supplier Member Center interface. The top navigation bar includes the user name 'Test, Overseas Winery', a welcome message, and links for 'Change Password' and 'Log Out'. Below this is a breadcrumb trail: '> Manage Your Products > Products Releases'. The left sidebar contains a menu with options: 'My Account', 'Collection', 'Group Buying', 'Add Products' (highlighted in red), 'Selling Products', 'Products in Warehouse', 'Existed Group', 'Add New Group', and 'Order Management'. The main content area is titled 'Products Released' and contains a 'Product Information' form. The form fields are: '\*Product Name:' with a text input and a '100/100' character count; 'Product Number:' with a text input and a '40/40' character count; '\*Categories:' with a dropdown menu; 'Brand:' with a dropdown menu; 'Specifications:' with 'Weight:' and 'Volume:' sub-fields, each with a text input and units 'kg' and 'm³' respectively; 'Net Weight:' with a text input; and 'Raw material:' with a text input.

# 1st. You should click into “Add Products”

- Please refer back to **“Collection”**- **“Add Collection”**, all the STEPS & WAYS of filling out or uploading information are the same.
- After you filling out all the information and click to “Save Change”, the product you added in will jump to the list which will be shown on 2nd **“Products in Warehouse”**

Haiwei Supplier Member Center

Test, Overseas Winery, Welcome to our Supplier Member Center Change Password Log Out

> Manage Your Products > Products in Warehouse

Products in Warehouse

Search Product

Product Name:  Product Code:  Search

**P.S.:**  
All the following contents and numbers are NOT TRUE.  
We use these to TEST the SYSTEM

Listed below were the products you Added and Saved on section "Add Products"

Product Name	Product Code	Price	In Stock	Approval Status	Published or Unpublished	Released Date	...
 fda	fda	€10	20000	Pending	Unpublished	2015-12-14 23:20:22	View Edit
 JONCY Cote de Brouilly 2011	BG01-1	€15	982	PASSED	Unpublished	2015-11-19 15:39:14	View Edit
 Domaine du Bosquet Cabernet Sauvignon	DM03_1	€15	30000	Pending	Unpublished	2015-09-08 10:37:56	View Edit
 Domaine du Bosquet Syrah	DM02_1	€11	20000	PASSED	Unpublished	2015-09-08 10:21:52	View Edit
 Domaine du Bosquet Merlot	DM01_1	€13	20000	PASSED	Unpublished	2015-09-08 10:02:39	View Edit

<< 1 >>

## “Products in Warehouse” in “Group Buying”

Please Refer Back to Pp.27-29: “Product in Warehouse” in “Collection”

“Product Name”: The products listed here are from the products you added on “Add Products” section. In here, you will find that easier to follow and manage your products

“Product Code”: It about the system to create and to manage your product into order. So the system administer will handle it

“Approval Status”: when it is “PASSED”, these products can be added into buying group on “Add New Group” Section

“Published or Unpublished”: It would based on the products in the group has been approved by system and listed on “Selling Products” Section

Haiwei Supplier Member Center

Test, Overseas Winery, Welcome to our Supplier Member Center | Change Password | Log Out

> Manage Your Products > Group Buying Setting

### Add New Group

**Group Description** **1**

\*Group Name:  100/100

Activate:  Yes  No

Group description:  200/200

**Selected Products** **2**

Arrangement of your products selection

Product Name	Product Code	Group Buying Price	In Stock	Minimum Amount of Group Buying	Max Amount of Group Buying	...
<input type="checkbox"/>	Adega de Palmela	PT02	PTE10	94	Add	
<input type="checkbox"/>	Table Red Wine CANTONEDE	PT01	PTE10	94	Add	
<input type="checkbox"/>	Sensato	PT04	PTE10	88	Add	
<input type="checkbox"/>	Agrocarpia	PT03	PTE10	-32	Add	
<input type="checkbox"/>	Monte Reale Grillo	ML02-1	€20	468	Add	
<input type="checkbox"/>	Monte Reale Catarrato	ML01-1	€20	210	Add	

**3**

## “Add New Group”: You must group **one or more varieties** together as a buying group

1st. Fill out the

- What’s the name you make up for this group.

-Activate: Yes-you sure the products in the group are ready to be uploaded

No-you still thinking and it is in pending, can’t be uploaded for now until you change to yes

-Group description: The introduction show on the Haiwei Online Mall which giving people to know what your product about

2nd. Click “Selected Products” a small window about PASSED products will be pop up, you can select and group them together which can be one or more selection. (details show on following page)

3rd. Ensured all the information completed, click “submit” and wait for the system to approve

Product Name :  Product Code :

<input type="checkbox"/> Select all	Product Name	Product Code	Group Buying Price	In Stock	...
<input type="button" value="Add selected"/>	<b>← 2nd Click into "Add selected"</b>				
<input checked="" type="checkbox"/>	Adega de Palmela	PT02	PTE10	94	Add
<input checked="" type="checkbox"/>	Table Red Wine CANTONEDE	PT01	PTE10	94	Add
<input checked="" type="checkbox"/>	Sensato	PT04	PTE10	88	Add
<input checked="" type="checkbox"/>	Agrocarpia	PT03	PTE10	-32	Add
<input type="checkbox"/>	Monte Reale Grillo	ML02-1	€20	468	Add
<input type="checkbox"/>	Monte Reale Catarratto	ML01-1	€20	210	Add

**1st** Select products you want to be into a buying group

<< 1 >>

## 1st Case of "Select Product" for "Add New Group": More than one product (eg. 4 products)

In this pop up window, you can tick as many as products (PASSED on "Products in Warehouse") you want and group them together. In this case, lets select four of those.



Haiwei Supplier Member Center

HaiWei, Overseas Winery, Welcome to our Supplier Member Center Change Password Log Out

> Manage Your Products > Group Buying Setting

### Add New Group

**Group Description**

\*Group Name: Peter

Activate:  Yes  No

Group description: kekekekekekekeke

New Selection

Product Name:  Product Code:  Search

<input checked="" type="checkbox"/> Select all	Product Name	Product Code	Group Buying Price	In Stock	...
<input checked="" type="checkbox"/>	Pukara Cabernet Sauvignon	LY03-1	\$20	294	Add

Remember to put on the Minimum and Maximum Amount

Minimum Amount of Group Buying	Max Amount of Group Buying
150	200

200/200

Arrangement of your products selection **Selected Products**

	Product Name	Product Code	Group Buying Price	In Stock	Minimum Amount of Group Buying	Max Amount of Group Buying	...
<input type="checkbox"/>	Pukara Cabernet Sauvignon	LY03-1	20.0000	294			Delete

**submit**

## 2nd Case of “Select Product” for “Add New Group”: Just ONE variety

Same as before, click into “Selected Product”, you can only tick one product.

On the table, please REMEMBER to put on the **MINIMUM** and **MAXIMUM** amount. Here is an example, if I put 150 on minimum, it means customers must at least 150 bottles for the shipment. Different from the 1st Case I gave, you pick and group more than one (in previous eg. 3 varieties). Even the total minimum amount is 150, you should also reach the minimum of each variety (eg. in 50bottles)

- My Account
- Collection
- Group Buying
- Add Products
- Products in Warehouse
- Add New Group
- Existed Group**
- Selling Products
- Order Management

### Add New Group

**Existed Group**

**Group Description**

Search for Existing Group

\*Group Name:

Buying Group Name:

Activate:  Yes  No

Group Name	Descriptions	Existe On Page	...	
Vermouth Bianco _Gibò	Vermouth Bianco _Gibò	Off	View <span style="border: 1px solid yellow; border-radius: 50%; padding: 2px;">Edit</span> <span style="border: 1px solid yellow; border-radius: 50%; padding: 2px;">Delete</span> Enable	
Vermouth Rosso _Gibò	Vermouth Rosso _Gibò	Enable	View	Off
Pukara Cabernet Sauvignon	Pukara Cabernet Sauvignon		View	Off
Monte Reale Catarratto	Monte Reale Catarratto		View	Off
Monte Reale Grillo	Monte Reale Grillo		View	Off
Cachaca Uma Silver	Cachaca Uma Silver		View	Off

**“Existed Group”**: Listed all the buying groups you created on “Add New Group” and to apply show or not to show on the page

On “Add New Group” :

If you clicked **“Yes”**, it means you would allow the system upload this buying group to the page. In this situation, you could just **“view”** the info of the group or **“off”** the group before it be published.

If you clicked **“No”**, it means you haven't applied the buying group be published on page. In this situation, you can **“Edit”** the products and information of the group or you can even **“Deleted”** the group you created.

The screenshot displays the Haiwei Supplier Member Center interface. On the left is a navigation menu with options like 'My Account', 'Collection', 'Group Buying', 'Add Products', 'Products in Warehouse', 'Add New Group', 'Existed Group', 'Selling Products', and 'Order Management'. The main area is titled 'Manage Your Products > Selling Products'. It features a search bar and a table of products. One product, 'Cachaca Uma Silver', is highlighted with a red box. An arrow points from this product to a detailed view window. Another arrow points from the 'View Product' button in the table to the same detailed view window. The detailed view shows product information such as name, code, categories, brand, and specifications.

Product Name	Product Number	Price	In Stock	Released Date	Added Time	...
 Cachaca Uma Silver	LY10-1	Gr. \$ 21	9456	2015-12-09 16:39:35	2016-01-13 11:22:36	<a href="#">View Product</a>

## “Selling Products” was the products which be approved on “Existed Group”

All the products in group will be individually listed here. Like, there are four varieties in one group, these four products will be listed one by one.

Products listed in this Section here **CANNOT be Edited**. You can only View the detail you fill out before.

When you click the name or the image, it will jump to the page which it be published on “Haiwei Online Mall”.

**END**

**Thank You!**