

# Cross-border e-Commerce B2B Platform User Manual

## Cross-border e-Commerce B2B Platform User Manual

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# 1 Introduction to B2B Platform

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## 1.1 Introduction

## 1.2 Benefits

## 1.1 Introduction

The cross-border e-commerce B2B platform is a customized cross-border B2B inquiry online platform for global big buyers, which connects cross-border transactions and logistics. Relying on overseas government enterprises and domestic industrial cloud policies, it effectively links global big buyers with service providers in Guangdong, Jiangsu, Zhejiang and other places, creates an efficient link to the entire biological link, and accelerates the digital transformation and upgrading of the global trade industry.

## 1.2 Benefits

### 1. For Sellers

- a. Provide sourcing channels for overseas high-quality buyers, quickly grab orders, and efficiently promote cooperation
- b. One stop online matchmaking and trading platform featuring accurate matching, efficient collaboration, safety and reliability

### 2. For Buyers

- a. Efficient matching with high-quality suppliers and obtaining high-quality supply channels
- b. Compliant and efficient online matchmaking trading platform

# 2 Seller Guide

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[2.1 Seller Registration](#)

[2.2 How to Find RFQs](#)

[2.3 Supplier withdrawal process](#)

## 2.1 Seller Registration

### 2.1.1 Conditions for Registering with B2B Platform

To become a Huawei Cloud B2B platform service provider, you need to meet the following conditions:

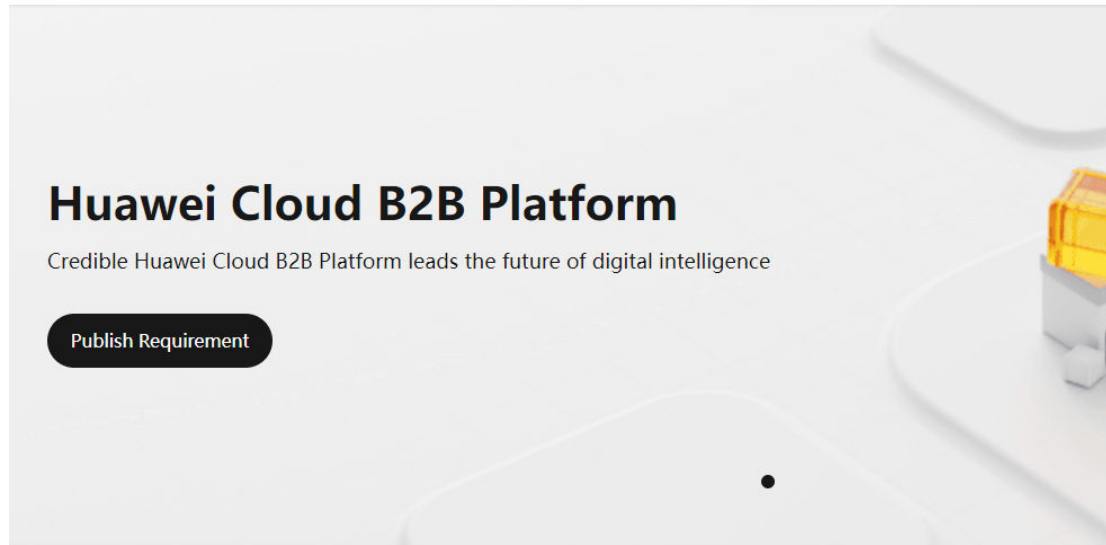
register as a Huawei user

### 2.1.2 Registration Process

#### 2.1.2.1 Registering an Account and Logging In

1. Register Huawei account
2. Log in to Huawei Cloud cross-border e-commerce B2B platform
  - Visit [B2B platform homepage](#)
  - Click the **Log In** button at the upper right corner to jump to the login page

Huawei Cloud B2B Platform



- Enter the Huawei account and password and click **Log In**

HUAWEI ID login

Phone/Email/Login ID/HUAWEI CLOUD account name

Password

LOG IN

Register | Forgot password

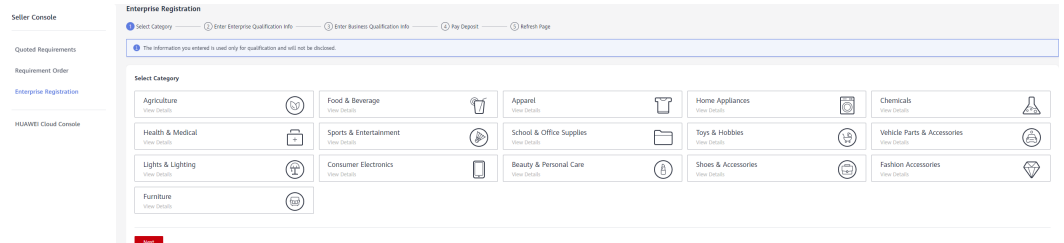
Use Another Account

IAM User | Federated User | Huawei Website Account |  
Huawei Enterprise Partner | HUAWEI CLOUD Account

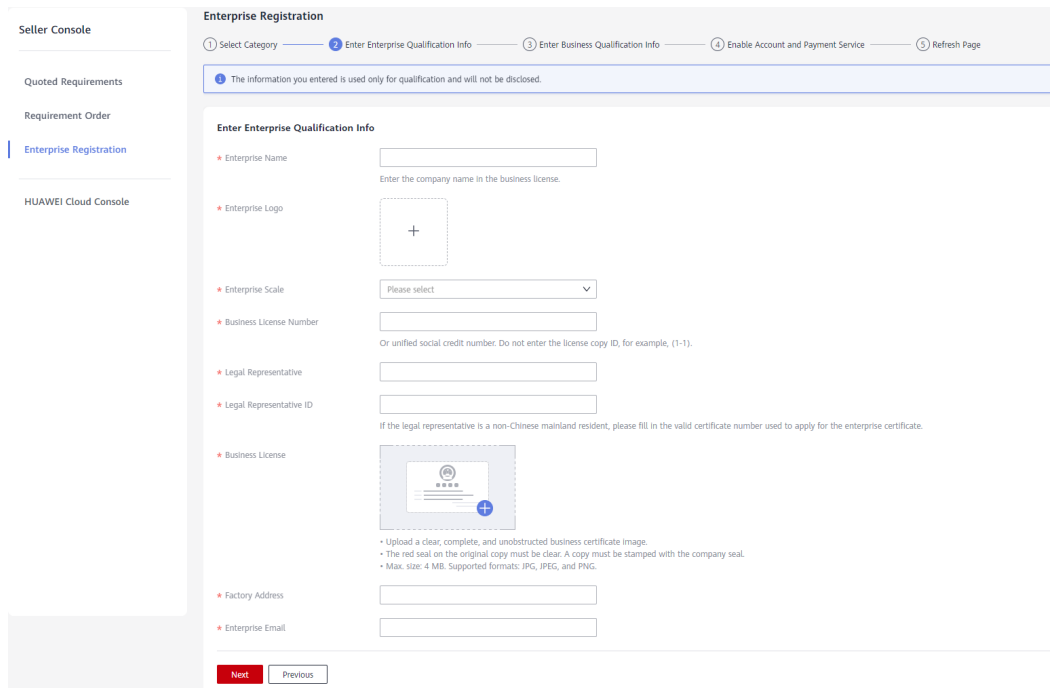
Your account and network information will be used to help improve your login experience. [Learn more](#)

## 2.1.2.2 Applying for Registration

1. Log in to the [B2B platform homepage](#)
2. Click **Seller Console** in the upper right corner
3. Click **Register as Seller**
4. Select settled category



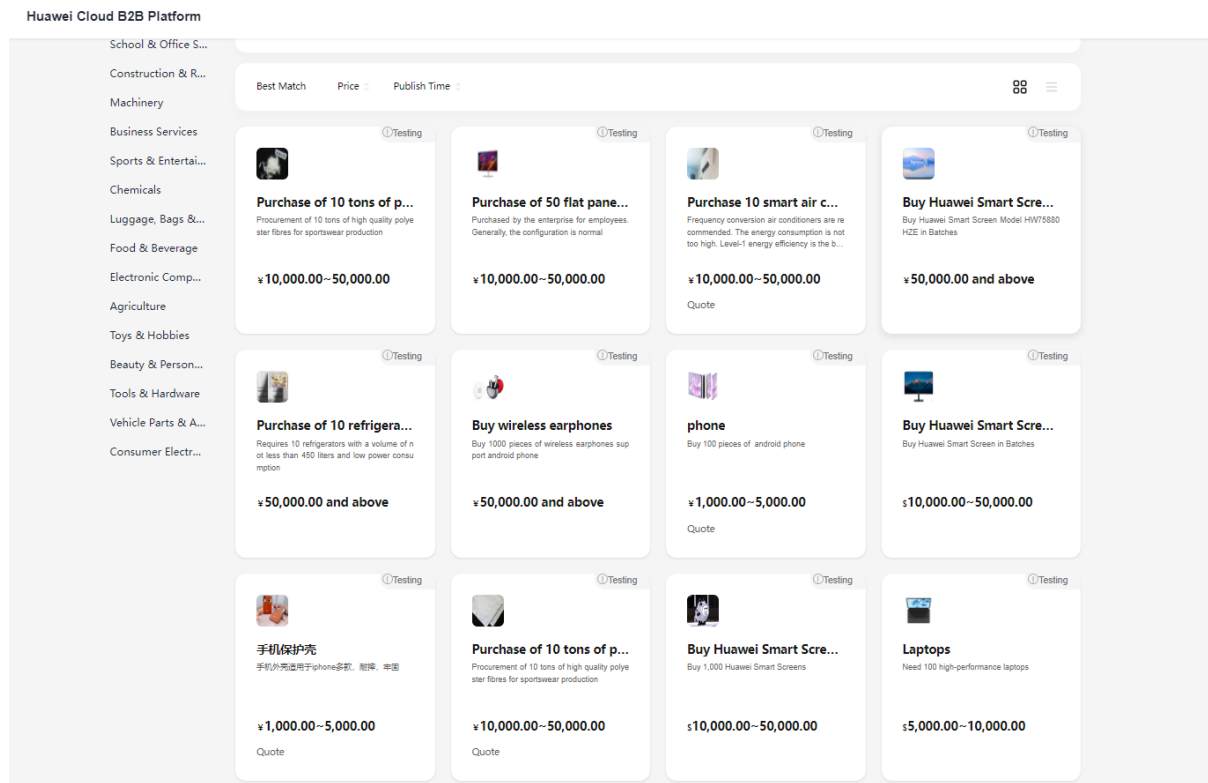
5. Fill in relevant information as required

The screenshot shows the 'Enter Enterprise Qualification Info' form. The progress bar at the top indicates the current step is 2. The form contains several input fields and a file upload area. The fields are: Enterprise Name (with a note: 'Enter the company name in the business license'), Enterprise Logo (with a plus icon in a dashed box), Enterprise Scale (a dropdown menu with 'Please select'), Business License Number (with a note: 'Or unified social credit number. Do not enter the license copy ID, for example, (1-1)'), Legal Representative (text input), Legal Representative ID (text input), Business License (with a note: 'If the legal representative is a non-Chinese mainland resident, please fill in the valid certificate number used to apply for the enterprise certificate.' and a file upload area with a plus icon), Factory Address (text input), and Enterprise Email (text input). At the bottom, there are 'Next' and 'Previous' buttons.

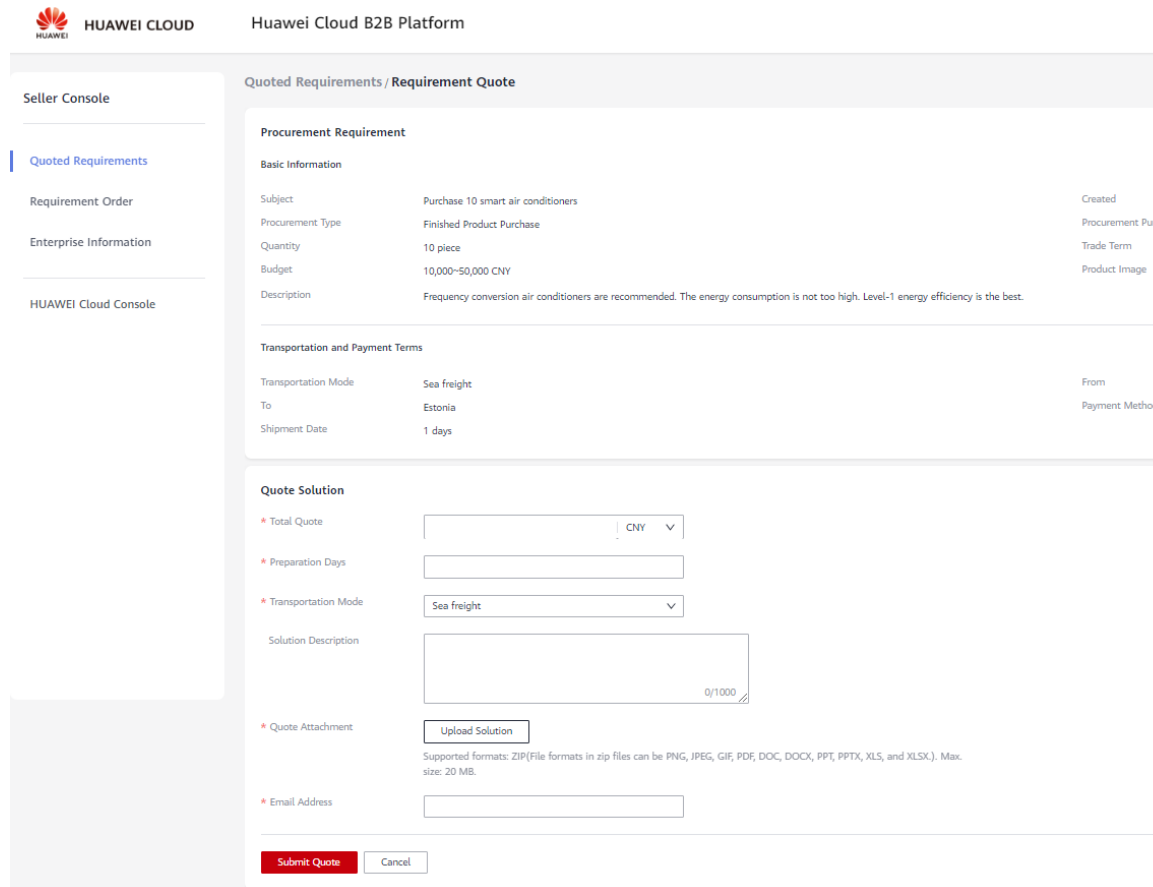
6. Operation review
7. Account opening and payment service
8. Completion of settlement

## 2.2 How to Find RFQs

After successful settlement, the service provider will enter the demand square for quotation and subsequent operations



1. The quotation scheme entered by the service provider will be accepted and confirmed by the purchaser





2. All the requirements participating in the quotation will be displayed on the "Participating Requirements" menu page, and the demand status can be viewed

**Quoted Requirements**

Enter a keyword.

[All\(4\)](#)   [Communicating\(1\)](#)   [Confirmed\(0\)](#)   [Traded\(3\)](#)   [Canceled\(0\)](#)

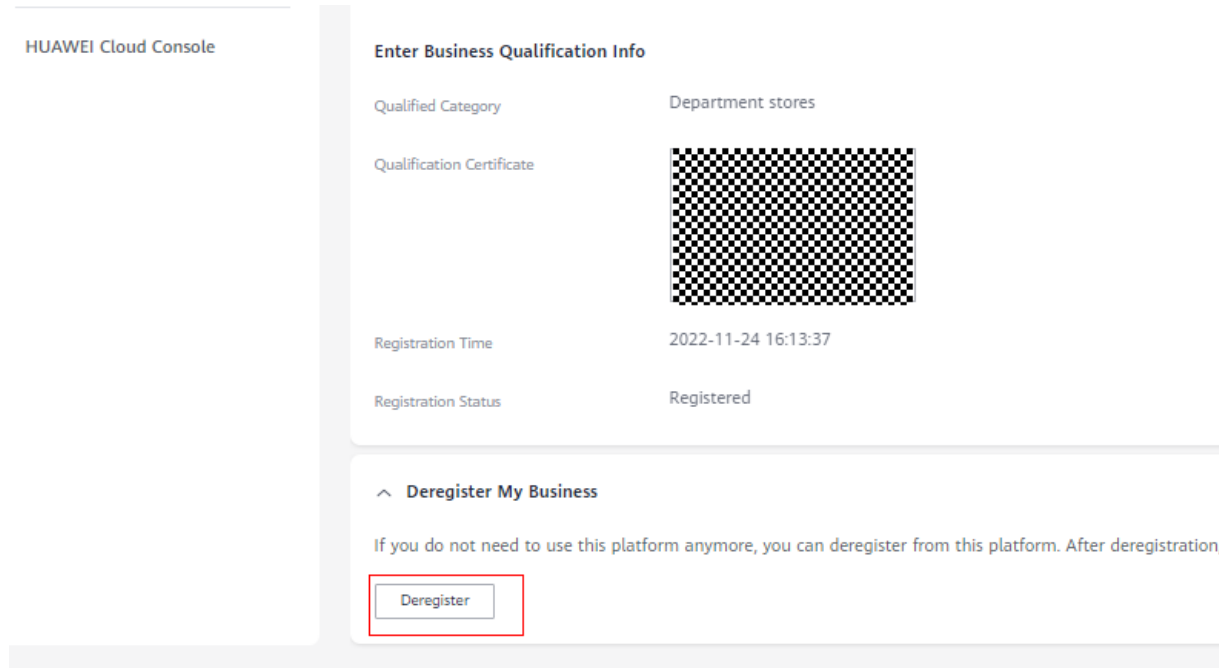
ID	Subject	Category	Quantity	Unit	Budget	Currency	Buyer	Con
25	Buy Huawei HiSilicon	Gas Heaters	100	piece	1,000~5,000	CNY	济南桦益医疗有限公司	合同
22	10 tons of cantaloupe	Fresh Melons	10	metric tons	5,000~10,000	CNY	btm test buyer	11.p
21	Laptops	Laptops	10	piece	5,000~10,000	USD	btm test buyer	11.p
17	手机保护壳	Mobile Phone Bags & Cases	0	piece	1,000~5,000	CNY	test1111	Uplo Cont

5 Total : 4 < 1 >

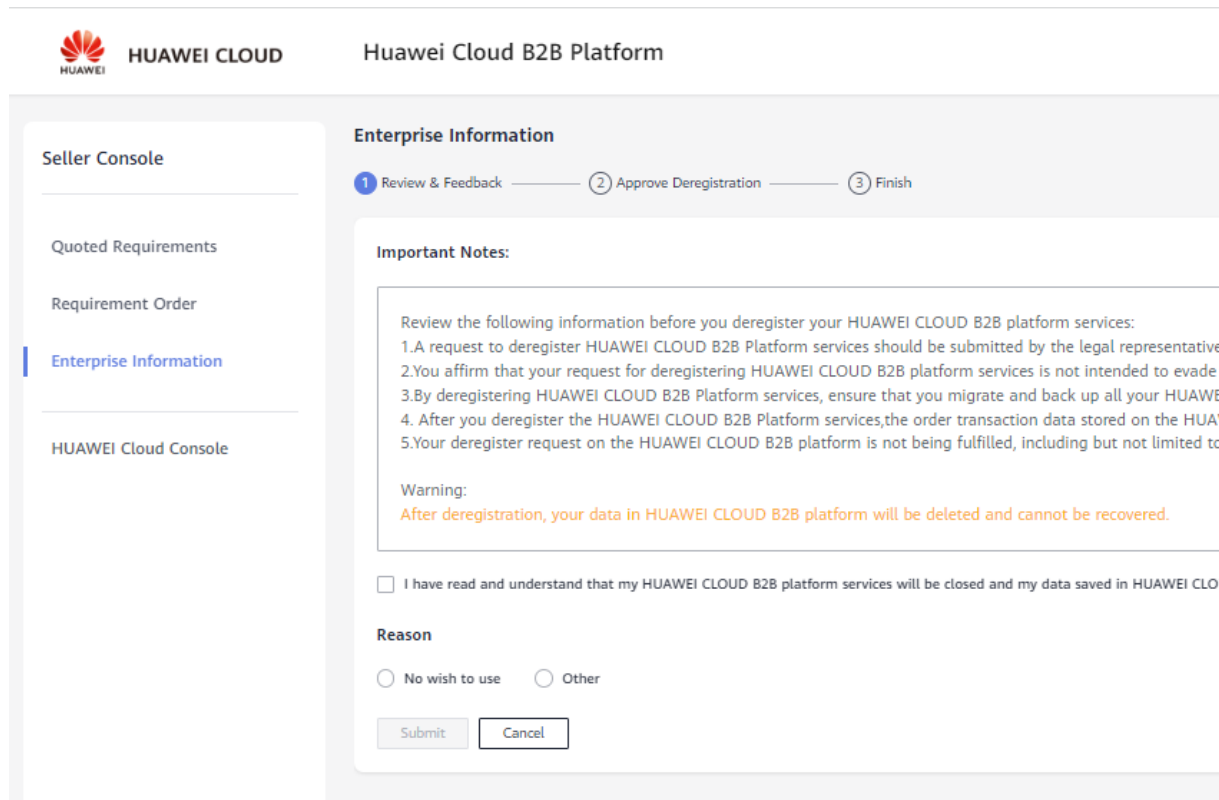
3. Click the contract to upload or view the contract details
4. On the demand list page, each request participating in quotation can view the quotation scheme. If the purchaser has not confirmed it, you can either [Modify Price] or directly contact the purchaser online
5. There are corresponding operations according to the order status:
  - a. The order generated after the purchaser's confirmation needs to be reviewed by the service provider, and the order flow will be formed after the approval
  - b. Under the status of the deposit to be paid and the balance to be paid, the buyer will be prompted by the internal letter after the operation of [Remind to pay the deposit] and [Remind to pay the balance]
  - c. Deposit paid status, prepare goods and upload corresponding material attachments (pictures or documents); The status of the balance payment has been paid, and the attachment information of the shipment related materials has been uploaded; The data uploaded for goods preparation and shipment vary according to different trade terms
  - d. After the purchaser confirms the receipt and operates [Initiate Collection], it can conduct cross-border entry and subsequent fund entry withdrawal and foreign exchange settlement

## 2.3 Supplier withdrawal process

After the service provider is successfully stationed, it can submit the network withdrawal process (when there is an unfinished order, the network withdrawal operation cannot be submitted); The network withdrawal process will take effect after being reviewed and approved by the BTM platform.



Fill in the reason for withdrawal and submit the process



# 3 Buyer Guide

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[3.1 Buyer Registration](#)

[3.2 How to Publish Requirement](#)

[3.3 Buyer withdrawal process](#)

## 3.1 Buyer Registration

### 3.1.1 Conditions for Registering with B2B Platform

To become a Huawei Cloud B2B platform service provider, you need to meet the following conditions:

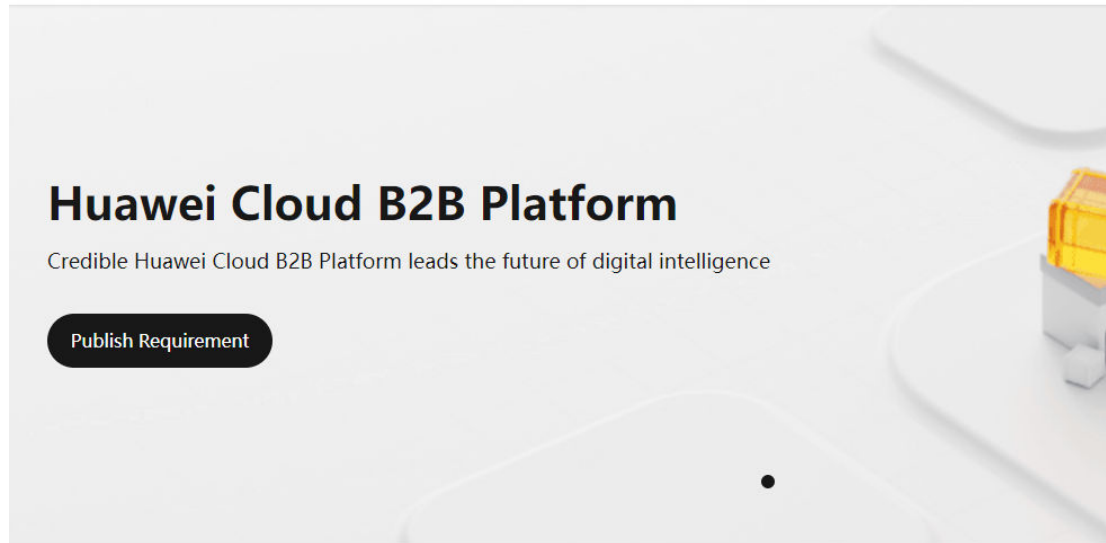
register as a Huawei user

### 3.1.2 Registration Process

#### 3.1.2.1 Registering an Account and Logging In

1. Register Huawei account
2. Log in to Huawei Cloud cross-border e-commerce B2B platform
  - Visit [B2B platform homepage](#)
  - Click the Log In button at the upper right corner to jump to the login page

### Huawei Cloud B2B Platform




- Enter the Huawei account and password and click Log In

**HUAWEI ID login**

Phone/Email/Login ID/HUAWEI CLOUD account name

Password



LOG IN

[Register](#) | [Forgot password](#)

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Use Another Account

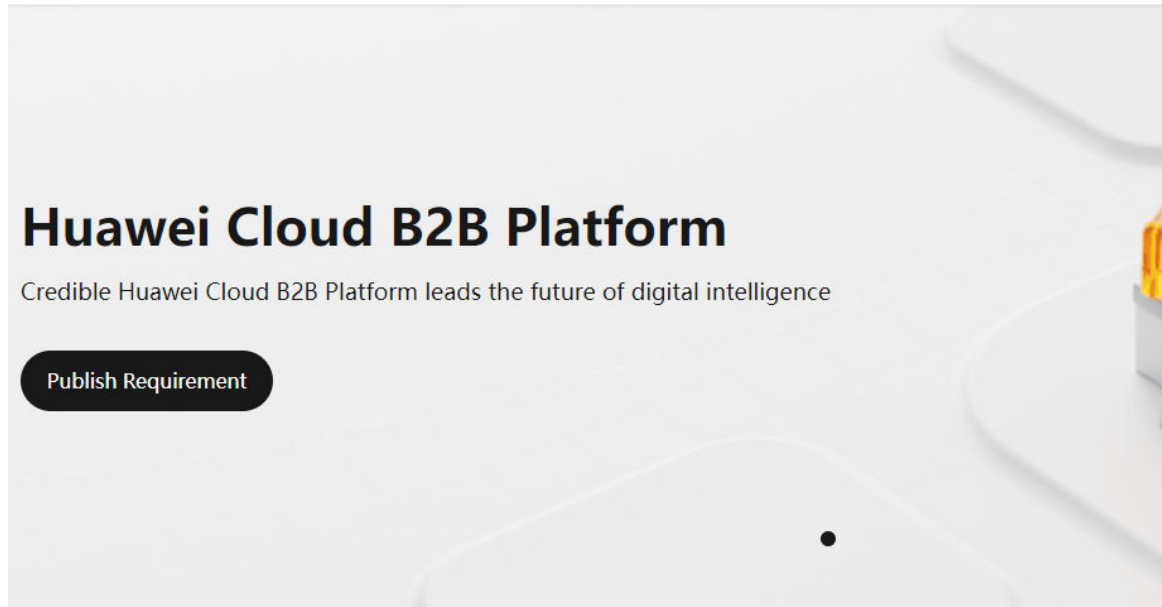
[IAM User](#) | [Federated User](#) | [Huawei Website Account](#) |  
[Huawei Enterprise Partner](#) | [HUAWEI CLOUD Account](#)

Your account and network information will be used to help improve your login experience. [Learn more](#)

### 3.1.2.2 Applying for Registration

1. Log in to the [B2B platform homepage](#)
2. Click **Buyer Console** in the upper right corner
3. Click **Register as Buyer**

Huawei Cloud B2B Platform



4. Initiate the application for residence after entering the basic information



Buyer Console

Requirements

Requirement Order

Enterprise Information

Address Management

HUAWEI Cloud Console

Enterprise Registration

The information you entered is used only for qualification and wi

Enterprise Qualification Information

\* Enterprise Name

Enter the company name

\* Enterprise Scale

\* Business License Number

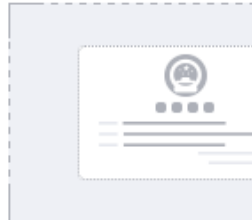
Or unified social credit nu

\* Legal Representative

\* Legal Representative ID

If the legal representative certificate number used t

\* Business License



- Upload a clear, complet
- The red seal on the orig
- Max. size: 4 MB. Suppor

\* International Bank Account

Add

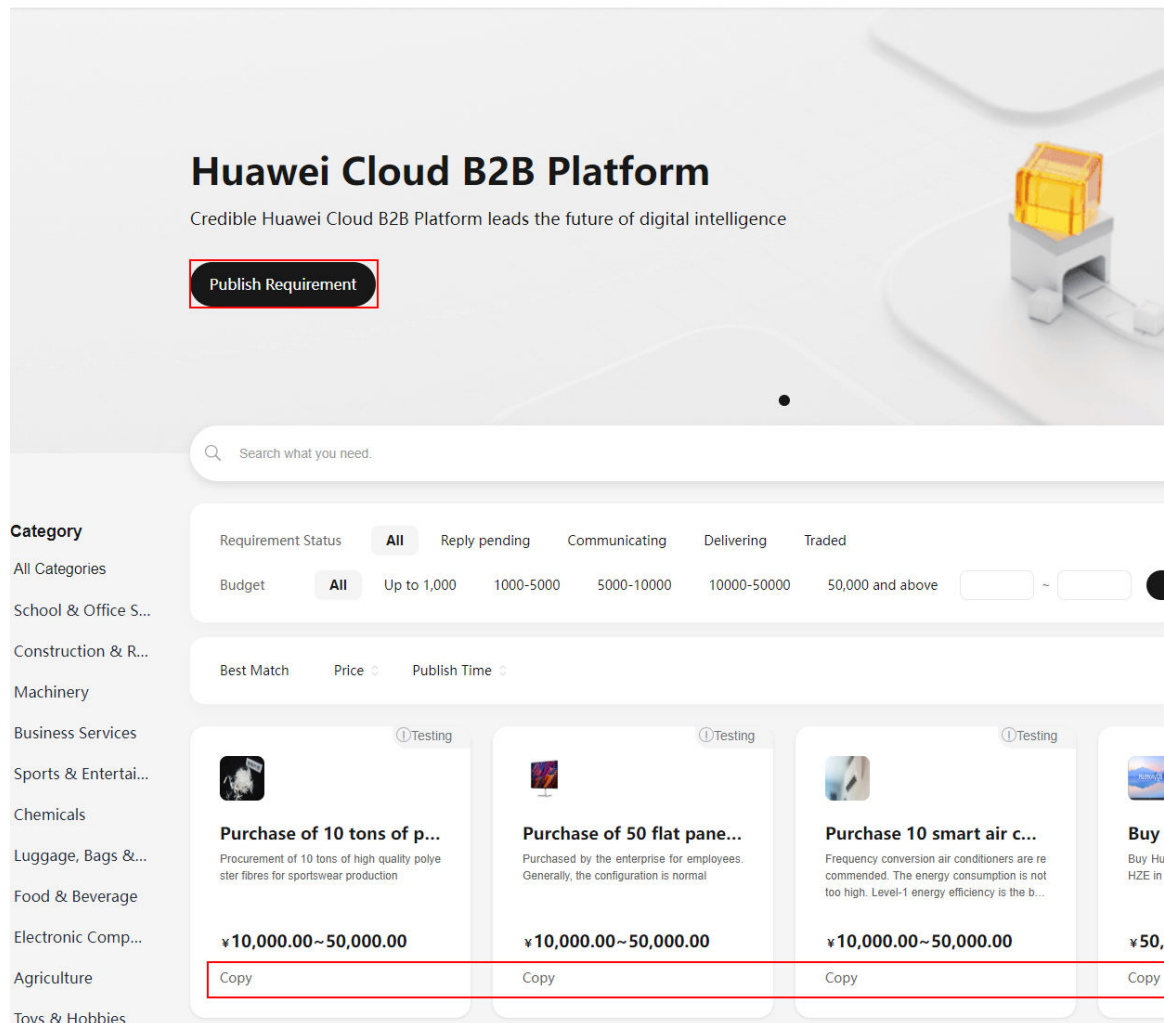
I have read and agree to [Huawei Cloud B2B Platform Buyer R](#)

Register

## 3.2 How to Publish Requirement

1. After the purchaser has successfully settled in, enter the demand square to publish the demand and subsequent operations. The demand square can copy the demand initiated by other purchasers for publishing

Huawei Cloud B2B Platform



2. Submit after filling in the demand details

Requirements / Publish Requirement

**Basic Information**

\* Subject

\* Category

\* Procurement Type

Procurement Purpose

\* Quantity

\* Trade Term

\* Budget

\* Description

\* Product Image   
Provide product images to obtain more accurate quotes. Max. size/image: 5 MB. Max. images: 10. Supported formats: JPG, GIF, JPEG, and PNG

\* Enterprise Email

\* Alias

**Transportation and Payment Terms**

\* Transportation Mode

From

\* To

Shipment Date Ship in  calendar days after seller receives prepayment

\* Payment Method

I have read and agree to [Huawei Cloud B2B Platform Product List Policy](#)

3. All published requirements will be displayed on the "Participated Requirements" menu page to see the requirements status; The newly submitted requirements will be published in the demand square after being approved by the platform. Click the demand number to view the quotation schemes of all service providers; Requirements can be directly published on the demand list page



### Huawei Cloud B2B Platform

**Requirements**


Enter a keyword.

[All\(5\)](#) [Reviewing\(0\)](#) [Reply Pending\(1\)](#) [Communicating\(0\)](#) [Confirmed\(0\)](#) [Traded\(3\)](#) [Canceled\(1\)](#) [Rejected\(0\)](#)

ID	Subject	Category	Budget	Created	Quoted Sellers	Requirement Status
24	新疆哈密瓜	Fresh Melons	1,000 ~ 5,000 CNY	2022-12-06 15:42:25	0	● Canceled
23	Buy Huawei Smart Screen in Batches TEST	Other Presentation Equipment & Accessories	10,000 ~ 50,000 CNY	2022-12-06 15:13:27	0	● To be respo
22	10 tons of cantaloupe	Fresh Melons	5,000 ~ 10,000 CNY	2022-12-06 14:43:57	1	● Solded
21	Laptops	Laptops	5,000 ~ 10,000 USD	2022-12-01 18:49:58	1	● Solded
19	Buy Huawei Smart Screen in Batches	Other Presentation Equipment & Accessories	10,000 ~ 50,000 USD	2022-11-23 18:09:48	1	● Solded

5 Total : 5 < 1 >

4. Click the contract details to view the service provider's contract and upload the signed contract

 **HUAWEI CLOUD** Huawei Cloud B2B Platform

**Buyer Console**

- [Requirements](#)
- [Requirement Order](#)
- [Enterprise Information](#)
- [Address Management](#)

HUAWEI Cloud Console

**Requirements / Contract Detail**

**Product Information**

Product Name: [Redacted]

Product Pictures: [Redacted]

Product Description: [Redacted]

**Contract Detail**

Associated Requirement: [Redacted]

(Party A) Buyer: [Redacted]

(Party B) Seller: [Redacted]

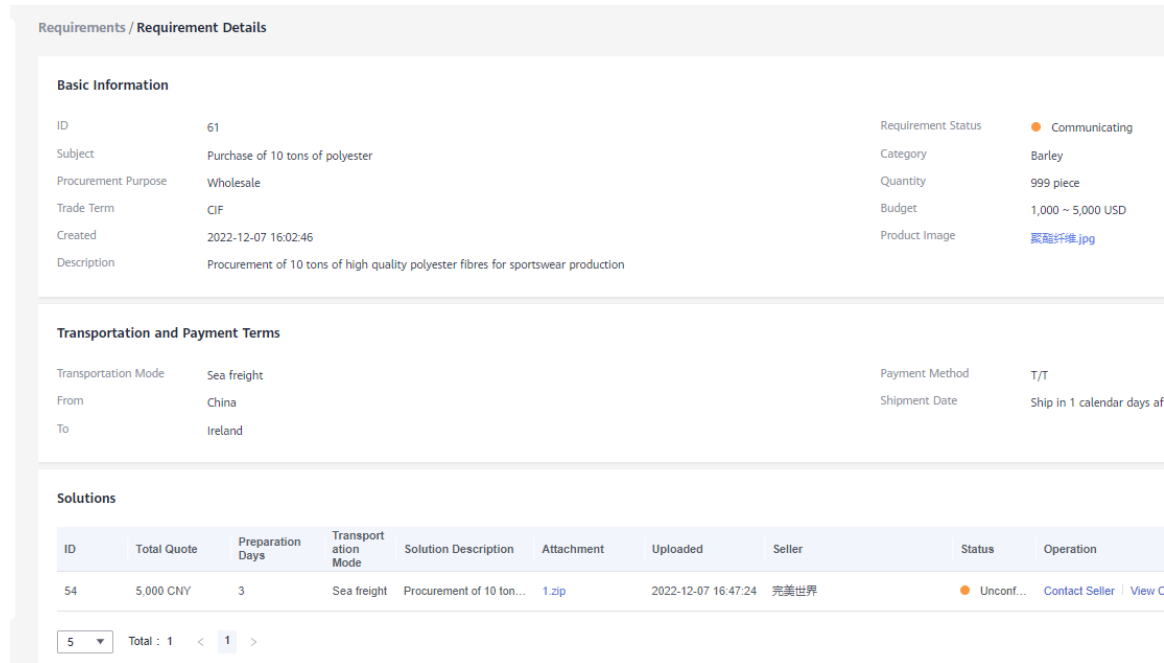
(Party B) Uploaded: 2022-12-07 16:28:55

Contract to Sign: [Redacted]

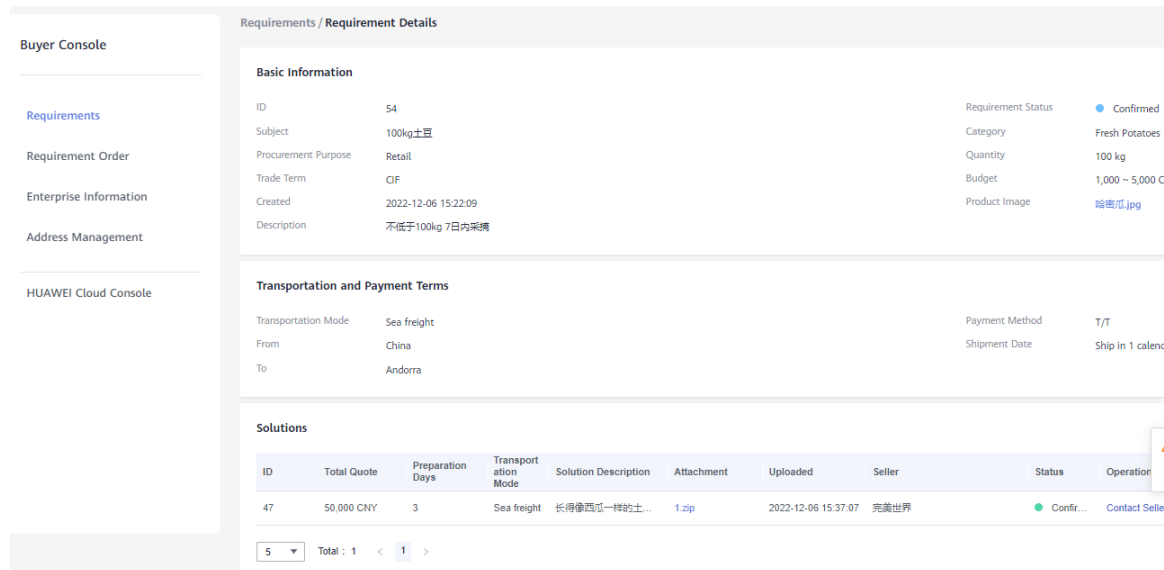
2022-12-07 16:28:55 Refresh

Signed Contract:

5. View the quotation details of the service provider in the demand details, and select the quotation scheme to confirm the service provider



6. The purchaser submits the order and enters the relevant order information to generate a demand order



**Buyer Information**

\* Enterprise Email [Redacted] \* Alias [Redacted]

**Product Information**

Product Pictures [Redacted]

\* Product Name [ ] \* Unit [ piece ]

\* Specifications [ ] \* Unit Price [ ]

\* Quantity [ 1 ] \* Total Price [ 0 ]

**Transportation Terms**

\* Trade Term [ CIF ] \* Shipment Date [ Ship in 1 calendar days after seller receives payment ]

\* Transportation Mode [ Sea freight ] \* Address [ Redacted ]

**Payment Terms**

\* Total Amount [ USD 0 ] Payment Method  Bank Remittance  PingPong

\* Advance Payment [ 0 ] [ USD ]

\* Retainage [ USD 0 ]

7. After the purchaser accepts and confirms, a demand order is formed, which is displayed on the "demand order" menu page

HUAWEI CLOUD Huawei Cloud B2B Platform

**Requirement Order**

Enter a keyword. [ ]

All(23) To Be Confirmed(2) Rejected(1) Canceled(1) Advance Payment Pending(6) Advance Pa

Order ID	Subject	Total Amount	Seller	Trade Term	Shipment Date	Cre
20221206100000001	[Redacted]	¥ 6,000	[Redacted]	CIF	Ship in 1 calendar days after seller receives payment	202
20221128070000002	[Redacted]	\$10,000	[Redacted]	CIF	Ship in 1 calendar days after seller receives payment	202
20221123020000002	[Redacted]	¥ 2,000	[Redacted]	CIF	Ship in 1 calendar days after seller receives payment	202

[ 5 ] Total : 3 < 1 >

8. There are corresponding operations according to the order status:
  - a. The order generated after the purchaser's confirmation needs to be reviewed by the service provider, and the order flow will be formed after the approval

- b. Pay the service provider with the bank card filled in at the time of settlement, and the platform will synchronously obtain the payment flow
- c. Under the status of the deposit to be paid and the balance to be paid, the status changes accordingly after the associated payment flow
- d. The status of paid deposit, balance to be paid and balance paid can view the relevant document information uploaded by the service provider
- e. After the deposit has been paid, you can operate Return Refund at any stage before confirming receipt

### 3.3 Buyer withdrawal process


After the purchaser has successfully settled in, he/she can submit the return process (when there is an unfinished order, the return operation cannot be submitted); The network withdrawal process will take effect after being reviewed and approved by the BTM platform.

Huawei Cloud B2B Platform

**Enterprise Information**

**Qualified** | You have registered with Huawei Cloud B2B Platform.

**Enterprise Qualification Information**

Enterprise Name	btm test buyer
Enterprise Scale	Small (10-100 employees)
Business License Number	123852456741358
Legal Representative	*****j
Legal Representative ID	321324*****
Business License	
Bank Account	6227*****3456
Bank	Pingpong
Register time	2022-11-23 14:30:41

**^ Deregister My Business**

If you do not need to use this platform anymore, you can deregister from this platform. After deregistration, data saved on the platform will be deleted and cannot be restored. Ensure that all your orders on the platform are completed.

### Huawei Cloud B2B Platform

Enterprise Information / **Deregister My Business**

1 Review & Feedback — 2 Approve Deregistration — 3 Finish

#### Important Notes:

Review the following information before you deregister your HUAWEI CLOUD B2B platform services:

1. A request to deregister HUAWEI CLOUD B2B Platform services should be submitted by the legal representative of the resident enterprise

2. You affirm that your request for deregistering HUAWEI CLOUD B2B platform services is not intended to evade any ongoing or impending dispute or litigation, avoid supervision by administrative authorities, or bypass relevant laws and regulations.

3. By deregistering HUAWEI CLOUD B2B Platform services, ensure that you migrate and back up all your HUAWEI CLOUD B2B platform data, you waive your rights to retrieve the service data.

4. After you deregister the HUAWEI CLOUD B2B Platform services, the order transaction data stored on the HUAWEI CLOUD B2B platform will continue to be stored according to regulatory requirements, and other data in HUAWEI CLOUD B2B platform will be deleted.

5. Your deregister request on the HUAWEI CLOUD B2B platform is not being fulfilled, including but not limited to being fulfilled orders and after-sales orders.

Warning:

After deregistration, your data in HUAWEI CLOUD B2B platform will be deleted and cannot be recovered.

I have read and understand that my HUAWEI CLOUD B2B platform services will be closed and my data saved in HUAWEI CLOUD B2B platform will be deleted and cannot be recovered.

#### Reason

No wish to use  Other