



# Instruction Manual

## B2B platform at ENTECH VIETNAM 2025

(For BUYER)

### 1. Setup basic information:

According to the email address that was used to register, the Organizer will set up an account. Once the account is set, you will receive an email which includes all the information to log in (ID, Password, Login link) from the Organizer to the email that was registered. You can access the website directly from the link in the email or website address: <https://expoplus.vn/entech/login> to log into the system.

- *Update your personal information/ company's information*

After logging in to the system, the personal and company information will appear, please fill in all the needed information on this page to increase the chances of meeting your potential partners. (All personal information including email, and phone number will not be shared with any 3rd parties. The Organizer will only use all this information to serve the business and trading connections at the exhibition)

**(\*) This system has a filtering feature to introduce the most suitable partner depending on the purpose of your participation in the exhibition. Please fill in the “Purpose” section to help the system generate and suggest the best partners for you.**

Purpose

- Find a domestic agent for company's products
- Find a import-export company
- Find a company specialized in water treatment for solid waste

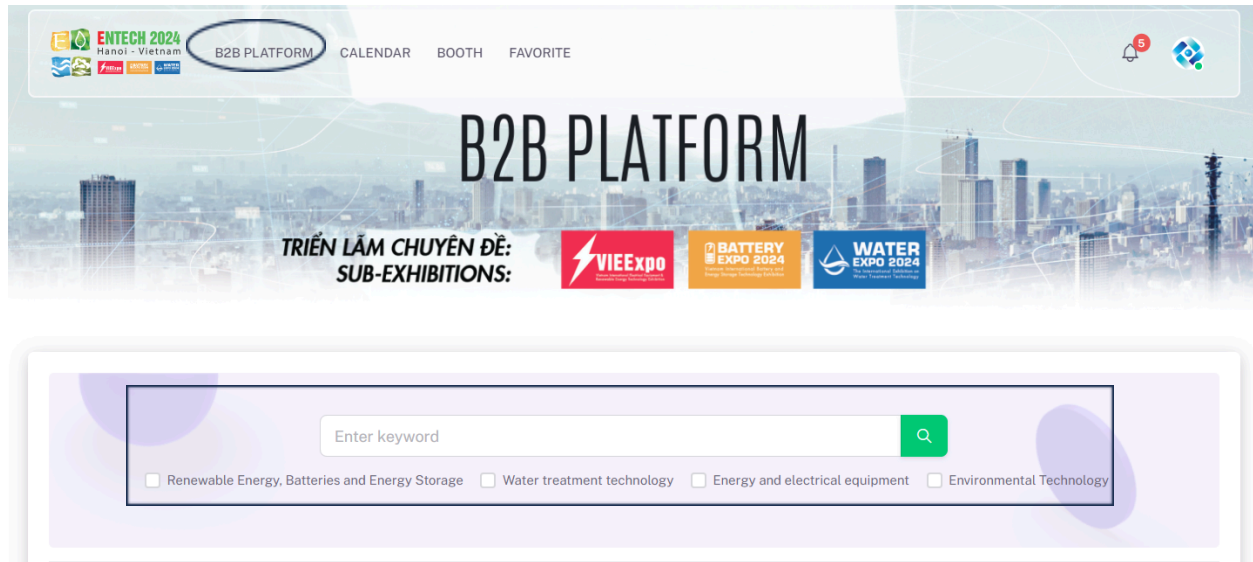
Save info

### 1. Using features to book appointments:

These features will help you book appointments and requests proactively with the most suitable Exhibitors.

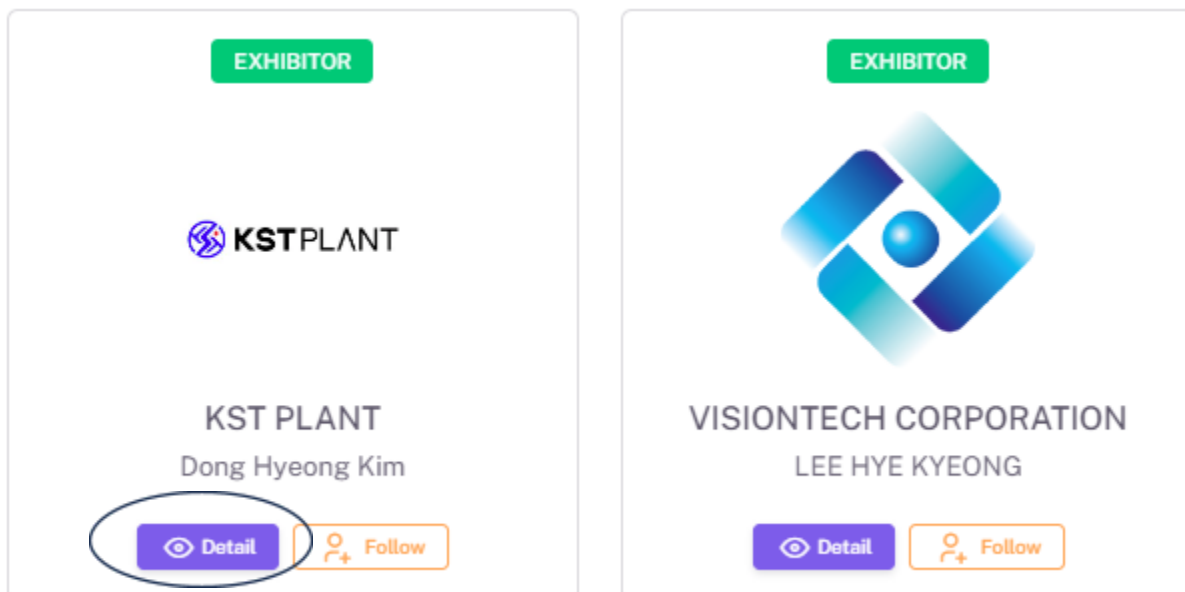
- *Actively looking for new meeting Partner:*

On the menu bar, after clicking **B2B PLATFORM** button, you will be moved to a list of Exhibitors that you could meet up at the exhibition.



You could use the search feature to find the most suitable Exhibitors (For example: Battery company, Environment company, water treatment, supplier, agent, agency, dealer vv.v).

You could click on DETAIL button to see all the detailed information about the specific Exhibitor. If you want to book an appointment with the Exhibitor, please click on BOOKING NOW button to move to the Booking page where you can choose the most preferred hour.



## Profile Information

LEE WON SYSTEM CO., LTD

EXHIBITOR

Booth number:

Fullname: LEE MUN WON

Position: Chủ tịch HĐQT (Chairman of the Board)

Website: www.lws.or.kr

Address: 50 1-Gil Soochuldaero Gumisi Gyeongsangbukdo Republic of Korea

Follow



On this page, the red hour box is where both you and the Exhibitor's schedule is busy. Please choose the green box hour to book the appointment.

## Booking

Refresh

2024-06-26

|               |               |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|---------------|
| 09:00 - 09:30 | 09:30 - 10:00 | 10:00 - 10:30 | 10:30 - 11:00 | 11:00 - 11:30 | 13:00 - 13:30 |
| 13:30 - 14:00 | 14:00 - 14:30 | 14:30 - 15:00 | 15:00 - 15:30 | 15:30 - 16:00 | 16:00 - 16:30 |
| 16:30 - 17:00 |               |               |               |               |               |

After choosing the preference hour, the system will send you a notification and confirmed email that you have successfully booked and the chosen hour will be changed to pending status.

In the case where the Exhibitor accepts your requested hour, the system will send an email to both parties to confirm the appointment that was successfully set up.

**(\*) By default, the meeting will be organized at the Exhibitor's booth. The Organizer will also prepare a trading area at the exhibition and provide free drinks. You could contact the Organizer to sign up for this specific trading area, the Organizer will send you an email to both you and the chosen Exhibitor to confirm the trading location and hour.**

In the case where your chosen Exhibitor wants to change to a different hour or cancel the appointment, the system will send you an email and notice with all the detailed information. Please frequently check the notification on the system or email to not miss any changes in your appointments. The Organizer will contact to remind and ensure all the parties are successfully set up the appointment.

### - Receiving an invitation appointment from Exhibitors:

Any Exhibitors can find you through the search feature. When there is a trading invitation appointment from the Exhibitor(s), the system will send you an email and a notification will appear at the ring

on the menu bar . You could accept the trading invitation appointment by clicking "Accept" right away from the notification or through **CALENDAR** button on the menu bar to move your calendar. Here, you can find a buzzing yellow button which is appointment(s)

DETAILED INFORMATION

2024-06-26 / 09:30 - 10:00

→

Accept

Change time

Cancel



that is/are waiting for you to process, click into **(ACCEPT)**, **(CHANGE TIME)** or **(CANCEL)** depending on your preference choice.

After successfully accepting an appointment, the specific hour will change to green which means that the hour is successfully set up.



# Frequently asked questions (FAQ)

## 1. *How can I/my company attract more meeting partners?*

Answer: For the company description, the booth description and purpose, please fill in all the detailed information and include all the keywords that best describe your products and company (For example environment company, battery field, wasted treatment, water treatment, I am a supplier/agent/agency/dealer, ...) since the searching feature will filter out all the keywords from what people looking for.

## 2. *How do I/my company meet(s) up with a suitable partner?*

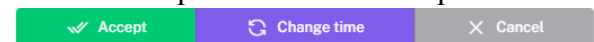
Answer: Please click on **B2B PLATFORM** button on the menu bar to be moved to the searching feature. Please type out all the purpose details that you are looking for in a business partner (for example: environment company, battery field, wasted treatment, water treatment, supplier/agent/agency/dealer, etc). The system will filter out all the suitable partners depending on the keywords and appear under for you. You could click on **DETAIL** button to see all the further detailed information about that partner. From that, you will be able to decide more precisely.

## 3. *How to not miss out on any invitation with my partner?*

Answer: Whenever there is a new invitation appointment, the system will give you notice right away through email and notification on the website. Please be sure to check your email as well as log in to the system to check the notification daily.

## 4. *What do I do when I receive an email/notification that I have a meeting invitation appointment?*

Answer: When there is an email or a notification on a new meeting invitation appointment, this means there is a partner who sees you as potential and wants to meet up at the exhibition. Please go to the system and log in to your account. After clicking in **CALENDAR** to find the appointment that appeared in yellow, click in, if the information page appears 2 options

 , which means the appointment that you booked is waiting for the partner to accept. If the information page appears 3 options  , which means the appointment that the other partner booked is waiting for you to process. Click into **ACCEPT, CHANGE TIME, CANCEL** depending on your preference.

## 5. *How do I change my booked appointment?*

Answer: When you make an appointment with the partner, if the partner hasn't responded where the appointment is accepted or declined, please click into **CALENDAR** and find the specific appointment. The appointment will appear as buzzing yellow. Please click on the appointment to open the information page and click **CHANGE TIME** button to change your hour. If you want to cancel the appointment, please click on **CANCEL** button, the system will send you a notice email to both parties on the cancelled appointment.

## 6. *What can I do when I want to change my personal/company information?*



Answer: The system will let you change the information whenever you want. Please click on your Avatar icon on the right side of the screen and click into **EDIT PROFILE**, you will be moved back to changing the information status of your personal/ my company information as your preference and remember to click **SAVE INFO** to save your updated information.

**7. *What if I found a potential partner but am not sure if I want to book an appointment with them yet, how can I save their information to book an appointment later on?***

Answer: On the search bar, the profile of each partner or from the suggestion of the Organizer, there will always be a **FOLLOW** button. Please click on this button to move this specific partner to your favourite list, after that, please click on the **FAVORITE** button to see all the partners that you save.