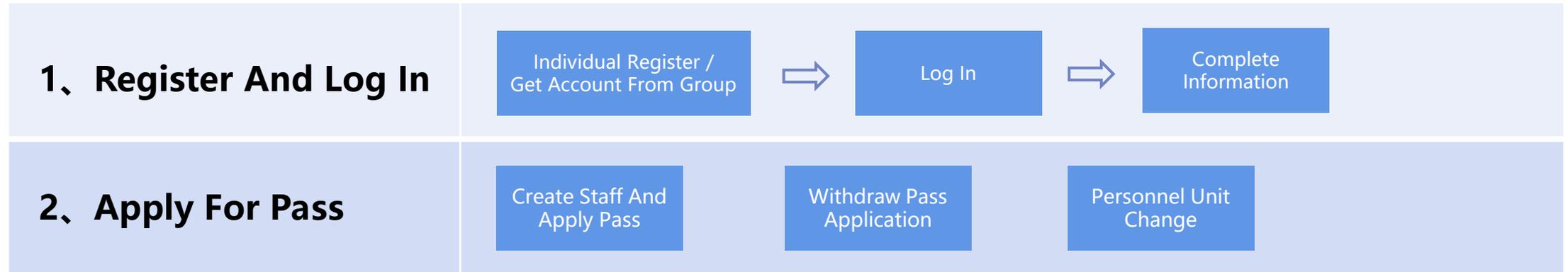




**DE** DIGITAL EXPO  
云上会展  
阿里巴巴集团旗下

# Visitor Manual

# Visitor Operation Process

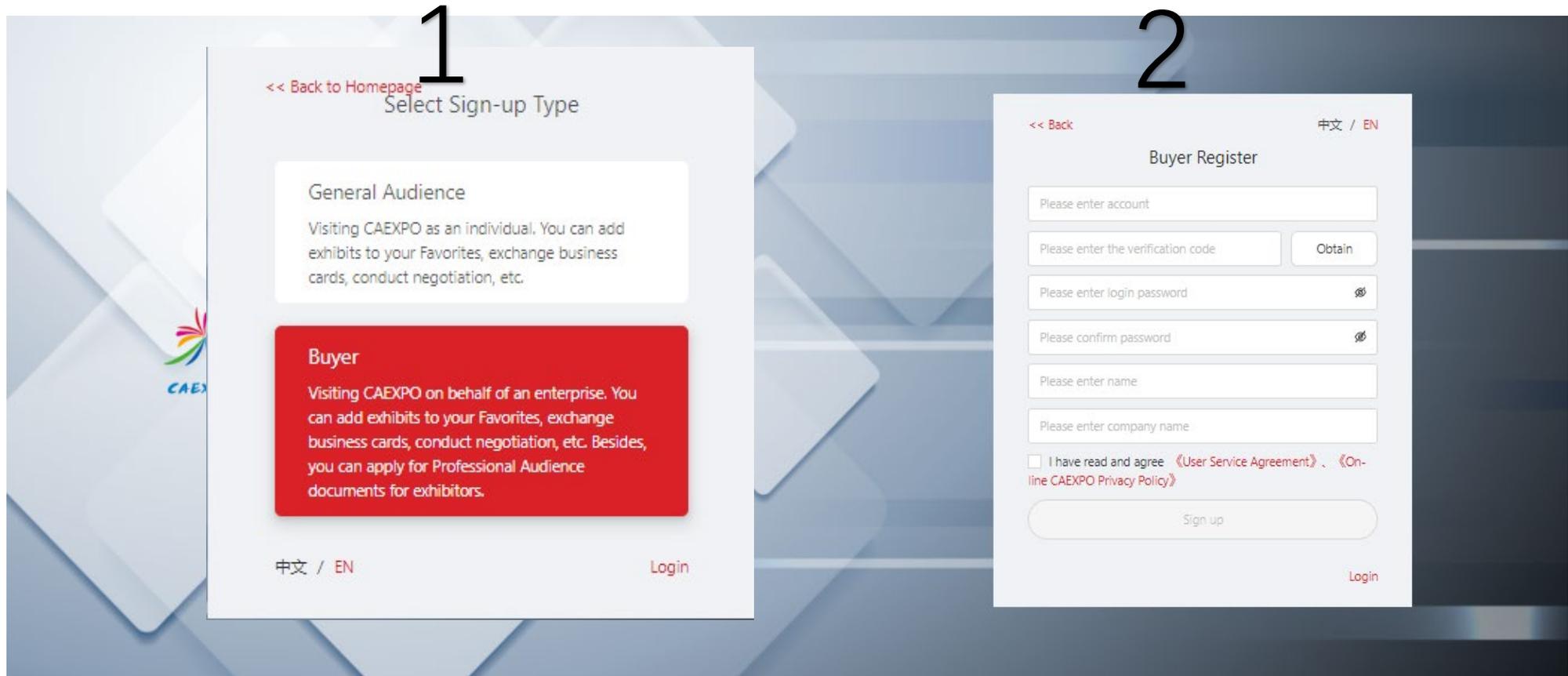


# *1. Register And Log In*

# Account Register



1. Google Chrome 80 or above are recommended
2. Backstage link: <https://www.caexpo.org/register-type>
3. If you do not have an account , you need to open the login page and click “register” :<1> select “Visitor” ; <2> fill in information.



# Log In

Enterprise can log in the workbench by account and password or verification code.

<< Back to Homepage

## Login

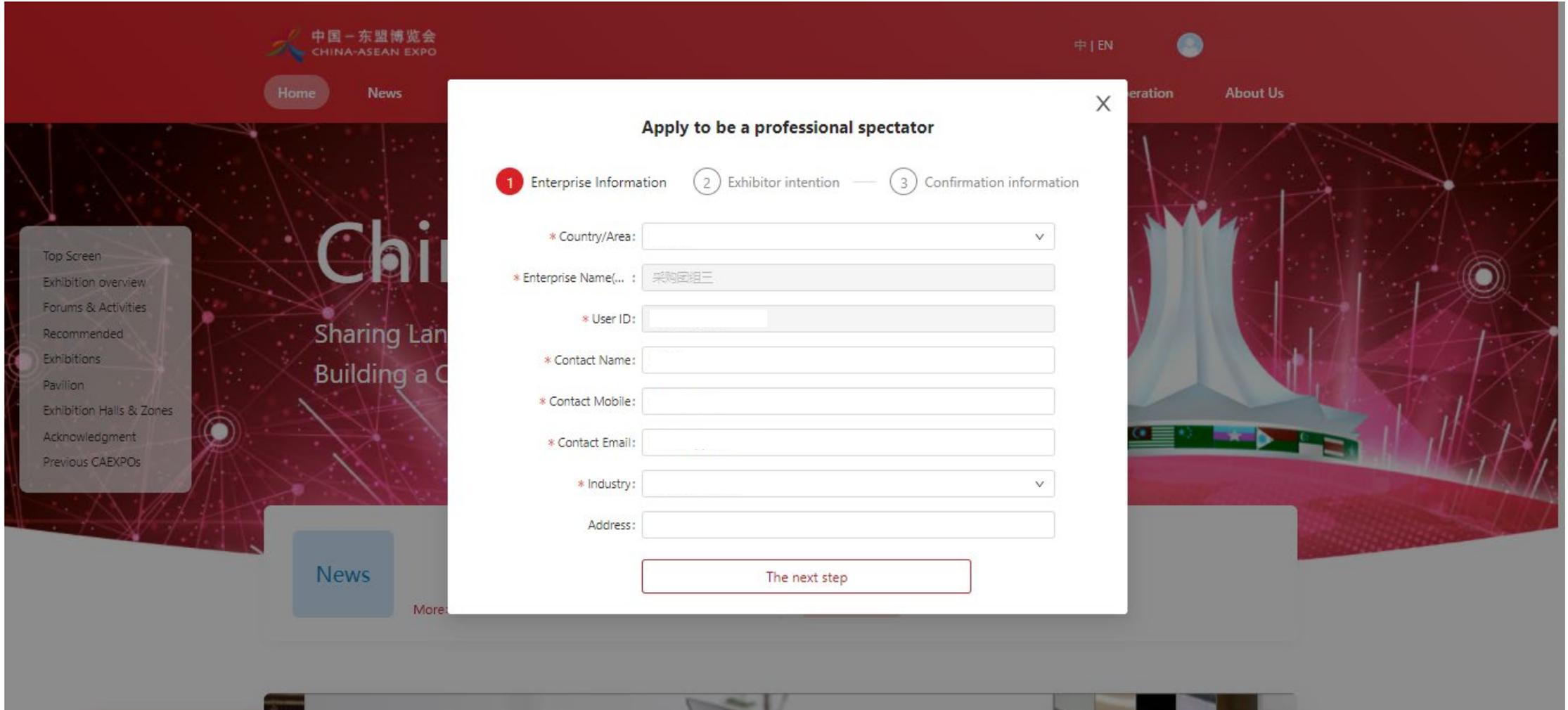
Password      Verification code

[中文 / EN](#)      [Account Register](#)

# Complete Information

Exhibitors need to complete information when first time log in:

Step 1. Complete and confirm the enterprise information.



# Select Intention

Step 2. Choose the category that you are interested in.



The screenshot shows the website for the China-ASEAN Expo. The main navigation bar includes: Home, News, Conferences & Forums, Exhibitions, Exhibitors, Investment & Trade, Brand Cooperation, and About Us. A sidebar menu on the left lists: Top Screen, Exhibition overview, Forums & Activities, Recommended, Exhibitions, Pavilion, Exhibition Halls & Zones, Acknowledgment, and Previous CAEXPOs. The main content area features a large banner with the text 'China-ASEAN Expo' and 'Sharing Land, Building a Future'. A modal window titled 'Apply to be a professional spectator' is open, showing a progress bar with three steps: 1. Finished, 2. Exhibitor intention (current step), and 3. Confirmation information. The form includes a 'Category' search field and a 'Participation Way' section with the following options:

- Pavilions of Commodity Trade
  - ASEAN Pavilions
  - Belt & Road and International Pavilion
  - China Pavilion
  - Agriculture Exhibition
  - Light Industry Exhibition
- Investment Cooperation
  - International Economic and Industrial Capacity Cooperation

# Confirm Information



Step 3. Confirm information and if you need to modify , please click "The previous step"

中国-东盟博览会  
CHINA-ASEAN EXPO

Home News

中 | EN

eration About Us

### Apply to be a professional spectator

Finished — Finished — **3** Confirmation information

**Enterprise Information**

Country/Area : Ecuador

Enterprise Name(CN)

User ID : 9987@qq.com

Contact Name :

Contact Mobile :

Contact Email :

Industry :

Address :

**Exhibitor intention**

Category :

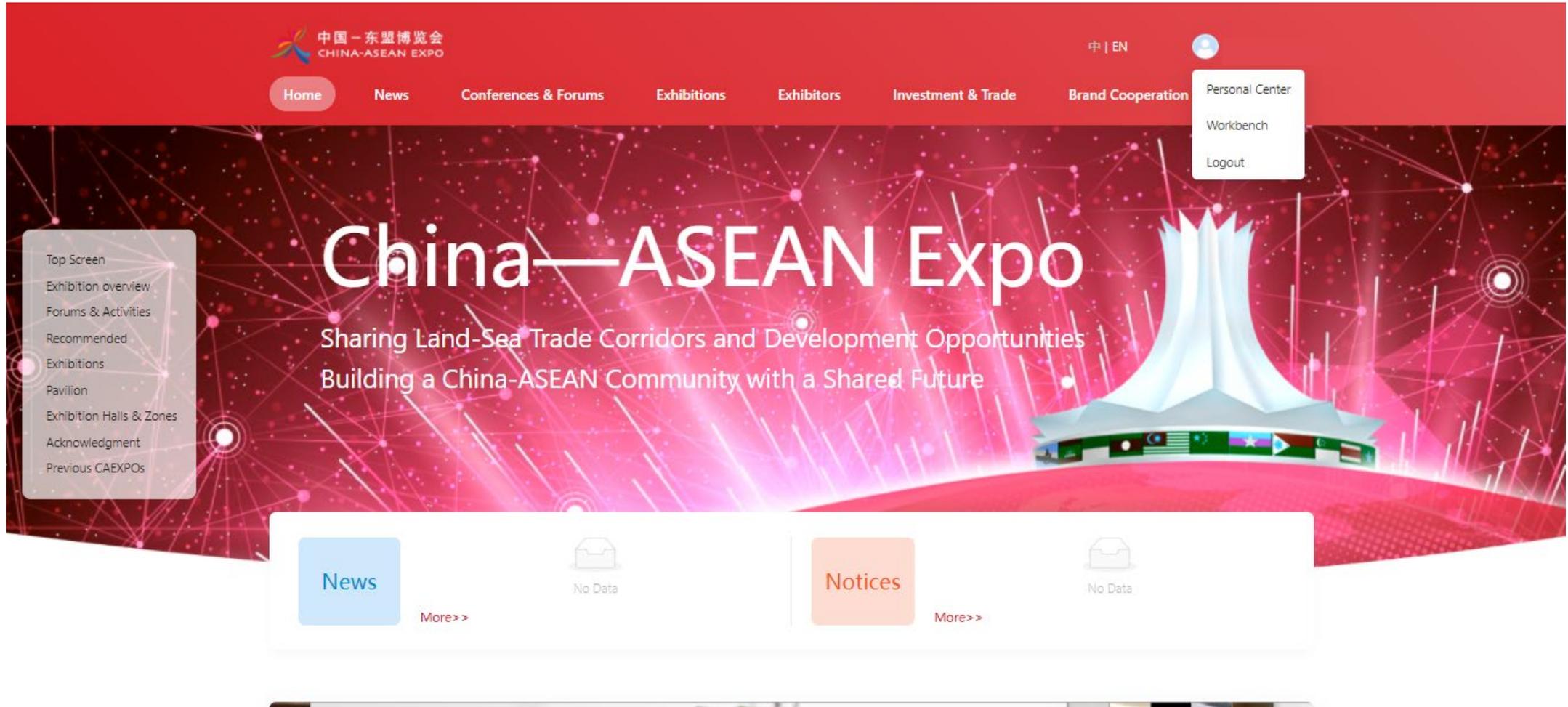
Participation Way :

The previous step Submit

# Enter Workbench



Enter the home page ,put the cursor on the account name and click “Workbench” to enter.



# Check Enterprise Information



Enter the workbench and you can check enterprise information.



The 18th CHINA-ASEAN EXPO / Enterprise Information

## Enterprise Information

Enterprise Information Enterprise personnel

### Basic Information

Country/Area:

User ID:

Contact Mobile:

Industry:

Labels:

Enterprise Name(CN):

Contact Name:

Contact Email:

Address:

Source:

### Exhibitor intention

Category: Snack Food, Halal Food, Health Care Food, Seasonings, Other Food

Participation Way: Both Online and Offline

China-ASEAN Expo Secretariat

CAEXPO Regular Consultants

张树国

Customer Hotline

Address

Email

## *2. Apply For Pass*

# Create Staff And Apply Pass



Click "Create" and then fill in staff information and select pass type.

Note: The first time exhibitors apply for pass, they need to fill in contact details and verify.

The screenshot displays the CAEXPO system interface for creating staff and applying for a pass. It is divided into three numbered steps:

- Step 1:** The 'Enterprise Information' page is shown. The 'Create' button is circled in red.
- Step 2:** A 'Contact Details' dialog box is displayed, requiring a mobile phone number and a verification code. The dialog title and the 'Obtain' button are circled in red.
- Step 3:** The staff information form is shown. The 'Certificate type' field is circled in red.

The staff information form includes the following fields:

- \* Identity Car... : Select
- \* Identity Car... : Please enter
- \* birthday: Select
- Company N... : 某某某
- Position: Please enter
- Administrati... : Select
- \* Phone: Please enter
- \* Email: Please enter
- \* Photo: Upload pictures (JPG or PNG or JPEG image of 10K - 500K or less and 240 x 320 or 480 x 640)
- \* Certificate type: Visitor (radio button), 展商2 (radio button)

The 'Contact Details' dialog box contains the following fields:

- \* Mobile number: Please enter your mobil... (Obtain button)
- \* Verification Code: Enter the verification code (Cancel, OK buttons)

# Withdraw Pass Application



Click "Personnel list", select the personnel who need to withdraw the pass application, and click "Edit" on the right side. In the popup page, you can edit the information of personnel and withdraw the pass application..

**Note: it can be withdrawn under the status of to be review,. But it cannot be withdrawn under the status of "Under approval", please contact the sponsor to reject the review if you need to modify.**

The screenshot displays the CAEXPO system interface. On the left, the 'Enterprise Information' section is visible, showing details for 'TOM SMITH' from '滋滋企业'. The main area shows the 'Certificate Information' for a 'Visitor' certificate. The 'Certificate type' is 'Visitor', and the 'Status of E-pass' is 'Inactivated'. A red circle highlights the 'Withdraw' button. The right side of the interface shows a 'Buyer' profile and a table of 'Regular Consultants'.

Name	Country/Area	Identity Card ...	Gender	birthday	Company Name	Position	Administrative...	Phone	Photo
TOM SMITH	Aland Islands	r44***777	Male	1979-08-29	滋滋企业			*****8877	

Start date	End date	Certificate application	Operation
		<input type="checkbox"/> Create	<input type="checkbox"/> Edit   Certificate application

ms	<	1	>	10 / page

# Personnel Unit Change



If encounter the situation that “This person has been entered into other companies”, you can initiate a change request . After that company agreed, you can apply pass for the person. You can check related information in “Personnel unit change” .

The screenshot displays the CAEXPO system interface. At the top, the header includes the CAEXPO logo, the text "中国-东盟博览会 CHINA-ASEAN EXPO The 18th CHINA-ASEAN EXPO", and navigation options "中 | EN" and a user profile icon labeled "(Buyer)".

The main content area shows the "Create" form for a professional visitor. The form fields are as follows:

- \* Name: [Redacted] (A message above this field reads "This person has been entered into other companies" with a "Click to view" link circled in red.)
- \* Gender: Female
- \* Country/Area: [Redacted]
- \* Identity Car... : Passport
- \* Identity Car... : [Redacted]
- \* birthday: [Redacted]
- Company N... : [Redacted]
- Position: [Redacted]
- Administrati... : Select
- \* Phone: [Redacted]

A "Tips" dialog box is overlaid on the right side of the form. It contains the following text:

**! Tips**  
The user has been entered into the system by another organization. If you need to change the certificate-issuing organization, please click to initiate a change of organization application and contact the owner for processing  
Credentials administrator contact information: [Redacted]

The dialog box has two buttons: "Cancel" and "Initiate a change request".

The background shows the "Enterprise Information" section of the system, including a search bar with "Start date" and "End date" fields, and a list of companies with checkboxes and names like "琪琪" and "台风集团".

*THANKS*