

Proxtera

Proxtera 贸易平台指南

助力中小企业走向全球成功





贸易枢纽中小企业之旅

作为企业入驻

获得验证

买家

在 Proxtera 网络上
购买

卖家

创建产品目录

卖家

在 Proxtera 网络上
销售



- 注册账户
- 填写业务简介
- 添加团队成员



Proxtera 将对中小企业进行验证，然后才能继续使用平台



- 搜索产品
- 与卖家谈判
- 创建采购订单



- 填写卖家简介
- 创建产品目录
- 上传产品列表



- 与买家谈判
- 接受采购订单
- 开具发票



第 1 部分：作为企业入驻



- 注册账户
- 填写业务简介
- 添加团队成员

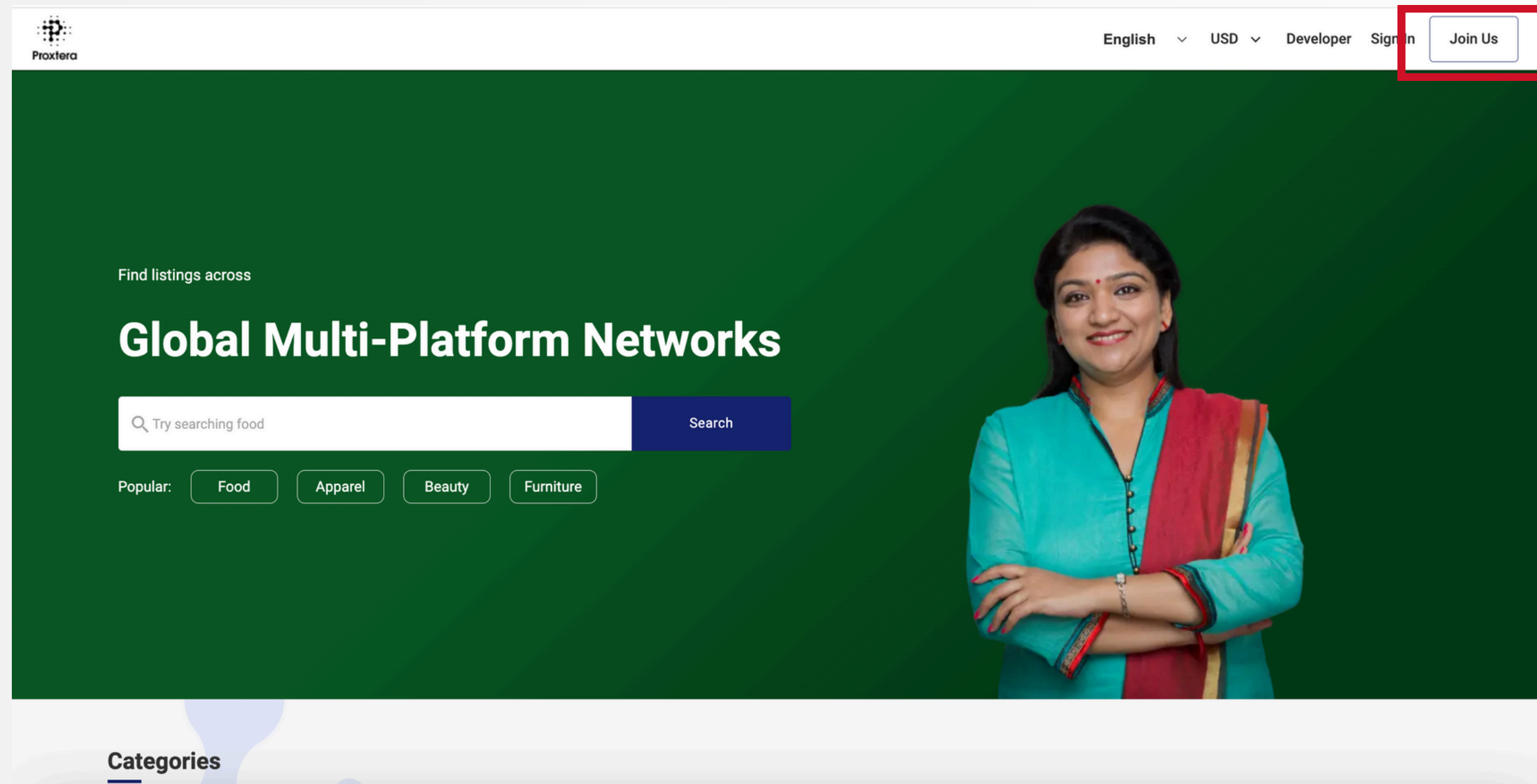
入驻前，请确保您是贵公司授权注册账户的员工。
请准备好以下信息：

- 公司法定名称
- 税号
- 商业注册号
- 实体类型
- 成立日期



步骤 1: 前往 Proxtera 贸易平台的门户网站

<https://trade.proxtera.com/>





如果您还没有账户，请单击“加入我们”。

步骤 2: 点击注册为企业

输入您的企业电子邮件，然后点击注册为企业

Sign - Up

 Continue with Facebook

 Continue with Google

Or

Email Address*

Sign Up

Sign Up as a Business ⓘ

I agree to Proxtera's Commercial Agreement & Terms and Conditions.

I agree to Proxtera's Terms of Use.

I agree to Proxtera's Privacy and Security Policies.

Already a member? [Sign - In](#)




User Details


First Name*

Last Name*

Email Address*

Password* 

A minimum of 8 characters. A combination of uppercase and lowercase letters, numbers and special characters is required.

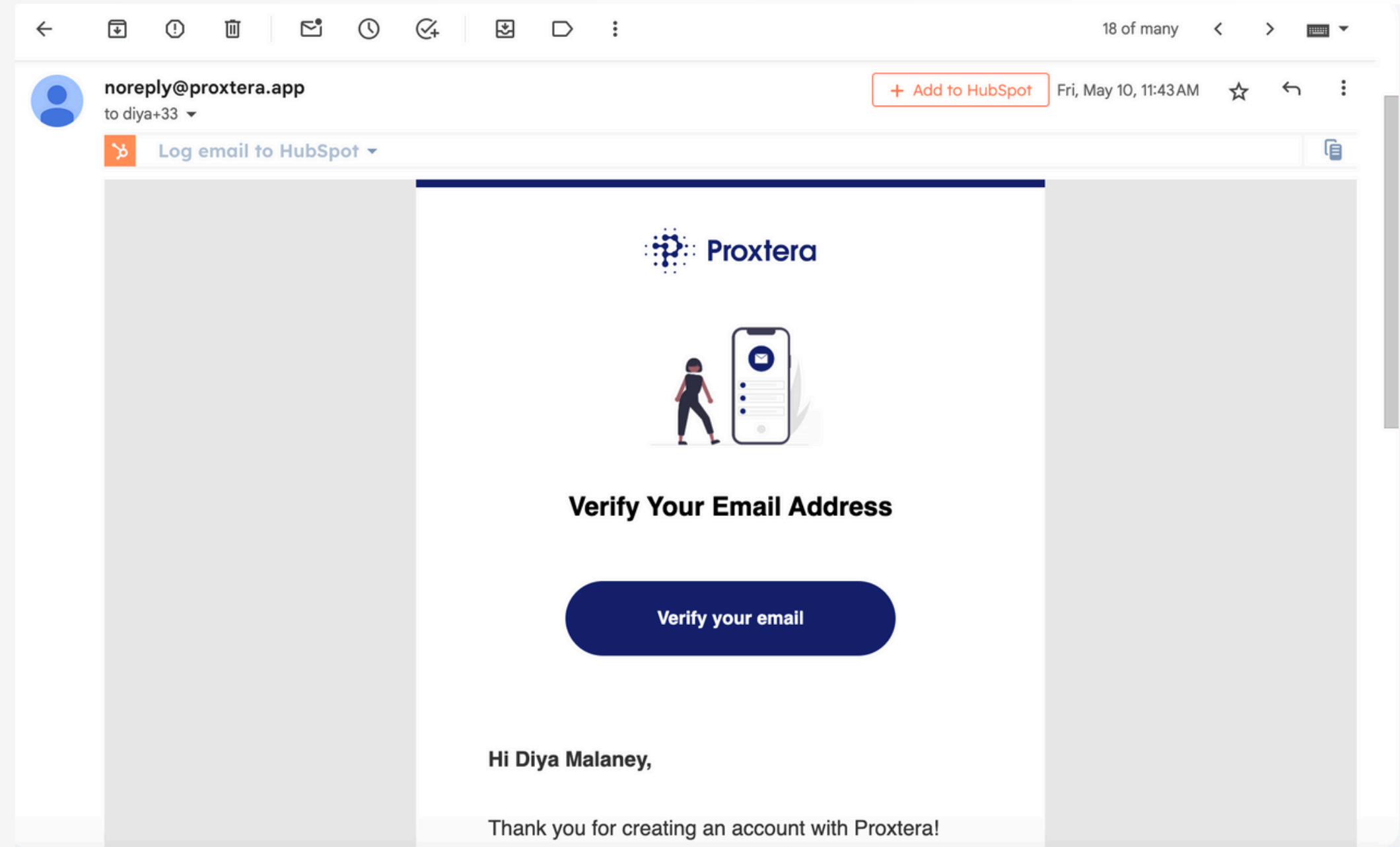
Confirm Password* 

Sign Up

输入您的个人信息并点击注册

步骤 3: 验证您的电子邮件地址

打开您的电子邮件应用程序，找到来自 Proxtera 的电子邮件以验证您的电子邮箱。如果您的邮箱中没有该邮件，请查看垃圾邮件文件夹。



步骤 4: 创建企业简介

Proxtera Try searching food Search

Company Logo

1 Business Details 2 Contact Information 3 Key Members

Business Details ⓘ

Company Information

Company Legal Name*
N.A.

Country of Incorporation*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Countries of Operations

Primary Activity/Industry*

Secondary Activity/ Industry

No. of Employees

Annual Turnover

Create your Business Profile

By creating a Business account on Proxtera, you unlock the ability to efficiently manage your transactions, collaborate with multiple users, and expedite the trade process for enhanced productivity.

Confirm Your Details

First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Company Legal Name*

Country of Incorporation / Registration*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Continue Later Next

填写您的企业简介
并点击下一步

步骤 5: 输入您的企业详细信息

Try searching food

English USD Developer Favourites

Company Logo

1 Business Details 2 Contact Information 3 Key Members 4 Other Info

Business Details ⓘ

Company Information

Company Legal Name*

Country of Incorporation*

Countries of Operations

Tax Identification Number*
Your government-issued business unique identification number.

Primary Activity/Industry*

Secondary Activity/ Industry

No. of Employees

Annual Turnover

Company Website
If you do not have a company website, you can provide a link to your company social media page

步骤 5: 添加团队成员

Team Members ⓘ

Name
Active

Admin ✎

XYZ@gmail.com

+ 31 xxxxxxxxxxxx

test

Add Team Member



First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Role*

Display in Contacts (User profile will be public)

Cancel Add and Send Invite

您可以在业务页面添加新的团队成员，并为成员分配权限（如管理员或用户）。



第 2 部分：获取验证



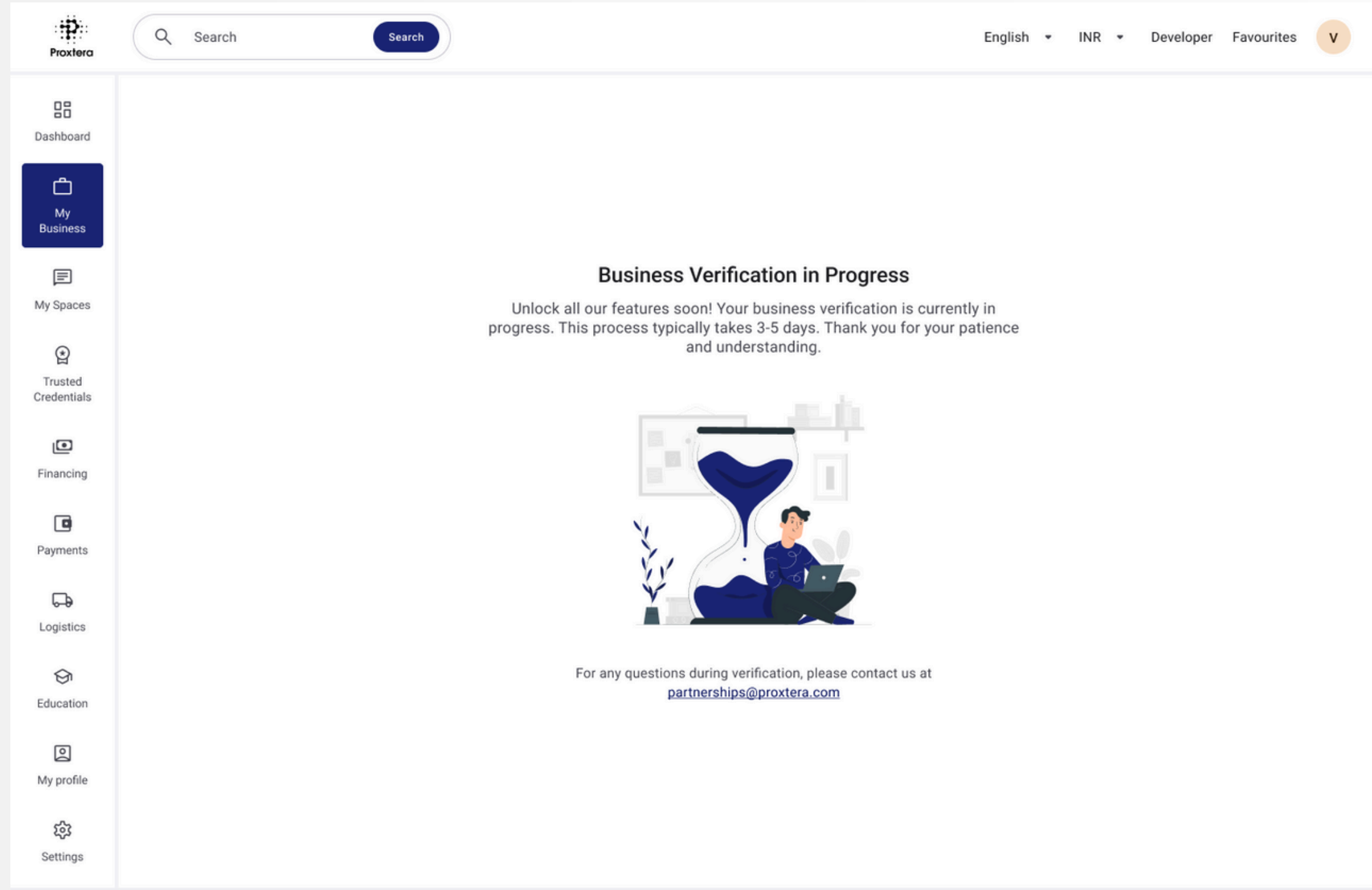
Proxtera 致力于在平台上建立一个经过验证的买家和卖家网络

Proxtera 将对中小企业进行验证，然后才能继续使用平台





步骤 6: 正在进行企业信息验证




The screenshot shows the Proxtera user interface. At the top left is the Proxtera logo. To its right is a search bar with a magnifying glass icon and a 'Search' button. Further right are language and currency dropdowns for 'English' and 'INR', followed by 'Developer' and 'Favourites' links, and a user profile icon with the letter 'V'. A vertical sidebar on the left contains navigation icons and labels: Dashboard, My Business (highlighted in blue), My Spaces, Trusted Credentials, Financing, Payments, Logistics, Education, My profile, and Settings. The main content area features a central message titled 'Business Verification in Progress'. The text reads: 'Unlock all our features soon! Your business verification is currently in progress. This process typically takes 3-5 days. Thank you for your patience and understanding.' Below the text is an illustration of a person sitting on the floor with a laptop, next to a large hourglass. At the bottom of the message, it says: 'For any questions during verification, please contact us at partnerships@proxtera.com'.



步骤 7: 验证确认

您将通过电子邮件
收到最新的验证状
态信息。



Hi,

Congratulations on completing your business profile!

As a verified business you can:

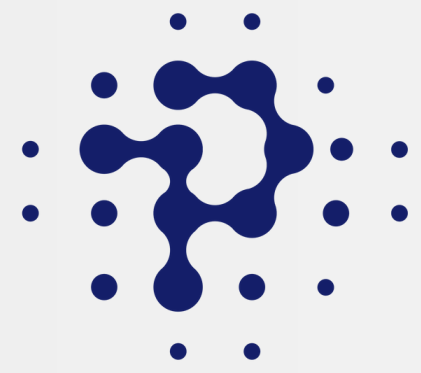
- **Add team members** to your account
- Begin sourcing **from Asia and parts of Africa**
- **Negotiate directly with sellers**
- **Access our services:** Explore financing & cross border payment options
- **List on our network:** View our step-by-step guide

[Begin Sourcing](#)

Looking to build your financial literacy?
Check out our education platform, SME Financial Empowerment with your Proxtera Plus login and begin your literacy journey!

恭喜，您现在是
Proxtera 网络上的认证
企业。





Proxtera

Buyer

第 3 部分: 在 Proxtera 网络上购买

3



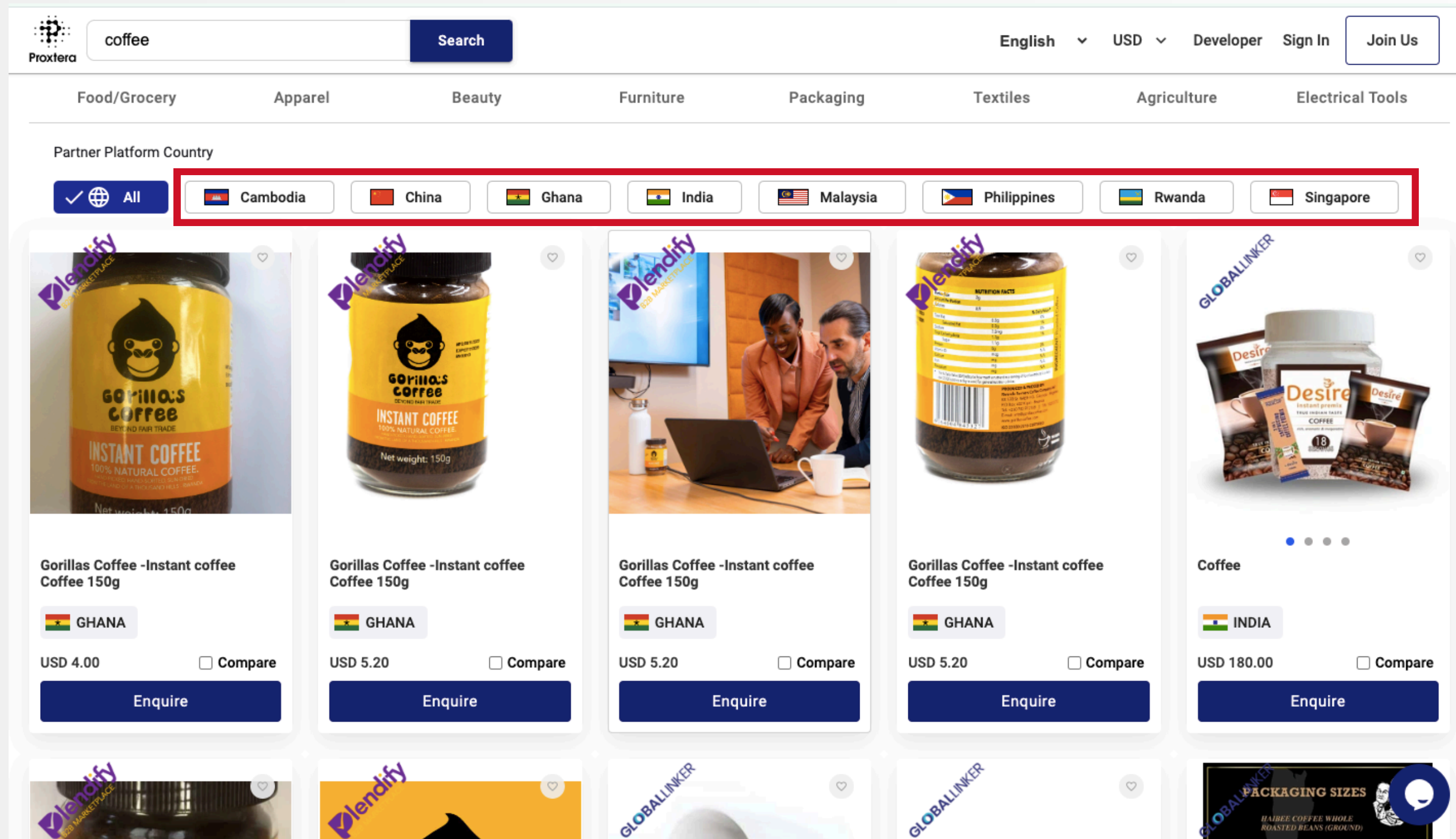
- 搜索产品
- 与卖家谈判
- 创建采购订单

如果您有意向从其他国家购买商品，您可以搜索所选产品并直接联系卖家。可以采取的行动：

- 要求报价
- 索取样品
- 获取融资
- 完成跨境支付



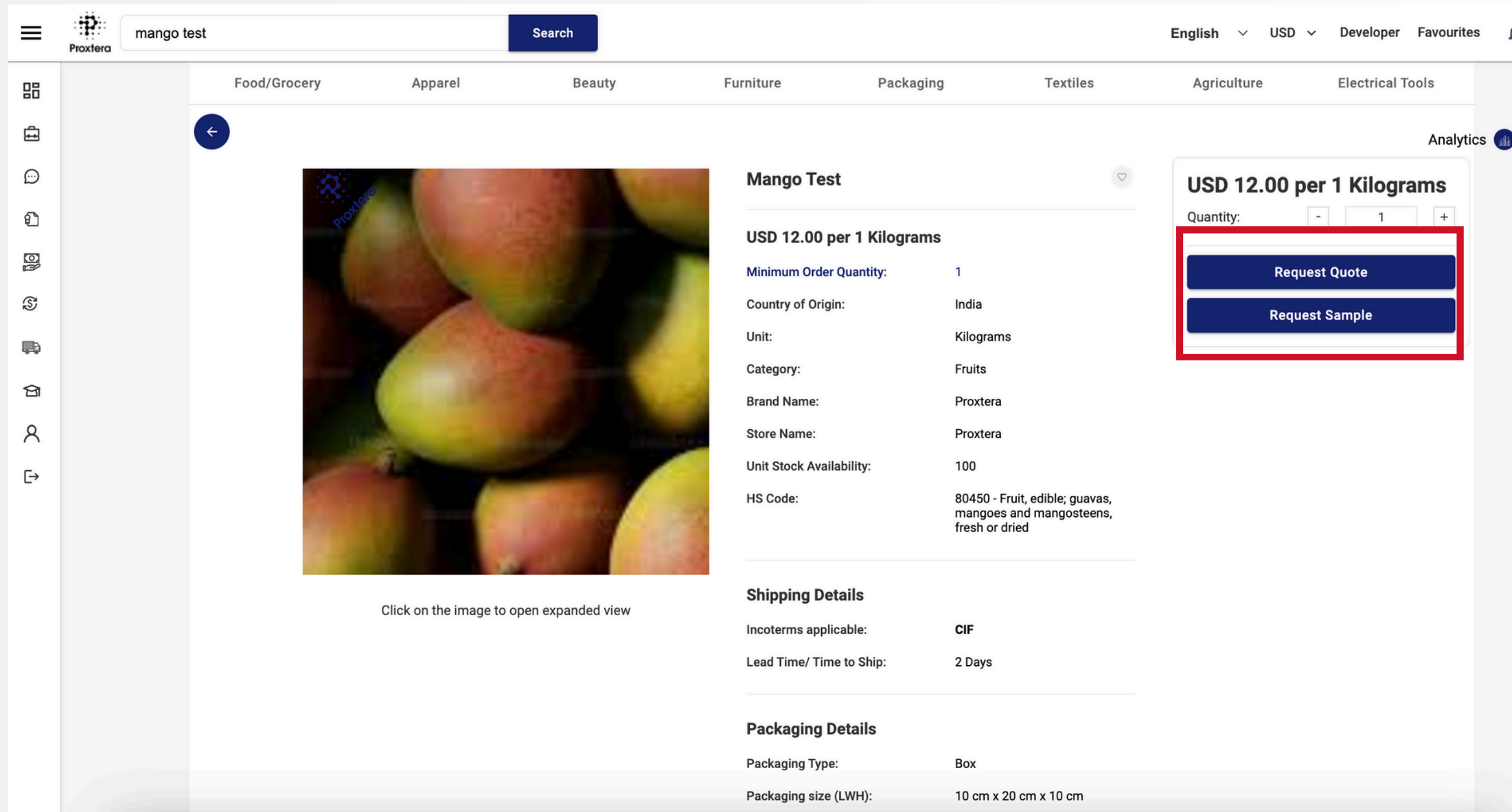
步骤 8: 在 Proxtera 网络上搜索产品



The screenshot shows the Proxtera website interface. At the top, there is a search bar with the word "coffee" entered and a "Search" button. To the right of the search bar are links for "English", "USD", "Developer", "Sign In", and "Join Us". Below the search bar is a navigation menu with categories: "Food/Grocery", "Apparel", "Beauty", "Furniture", "Packaging", "Textiles", "Agriculture", and "Electrical Tools". Underneath the navigation menu is a "Partner Platform Country" section with a grid of country selection buttons: "All", "Cambodia", "China", "Ghana", "India", "Malaysia", "Philippines", "Rwanda", and "Singapore". A red box highlights the "Ghana" button. Below the country selection is a grid of product listings. The first four listings are for "Gorillas Coffee - Instant coffee Coffee 150g" from Ghana, each with a price of USD 4.00 or USD 5.20 and an "Enquire" button. The fifth listing is for "Coffee" from India, priced at USD 180.00, also with an "Enquire" button. The bottom row shows the beginning of other product listings, including one for "PACKAGING SIZES" for "HAIBEE COFFEE WHOLE ROASTED BEANS (GROUND)".

按您有意购买的国家进行筛选

步骤 9: 直接与卖家谈判



The screenshot shows the Proxtera product page for 'Mango Test'. The price is USD 12.00 per 1 Kilograms. The page includes a search bar, navigation tabs (Food/Grocery, Apparel, Beauty, Furniture, Packaging, Textiles, Agriculture, Electrical Tools), and a sidebar with icons. The product details are as follows:

Mango Test	
Price	USD 12.00 per 1 Kilograms
Minimum Order Quantity:	1
Country of Origin:	India
Unit:	Kilograms
Category:	Fruits
Brand Name:	Proxtera
Store Name:	Proxtera
Unit Stock Availability:	100
HS Code:	80450 - Fruit, edible; guavas, mangoes and mangosteens, fresh or dried

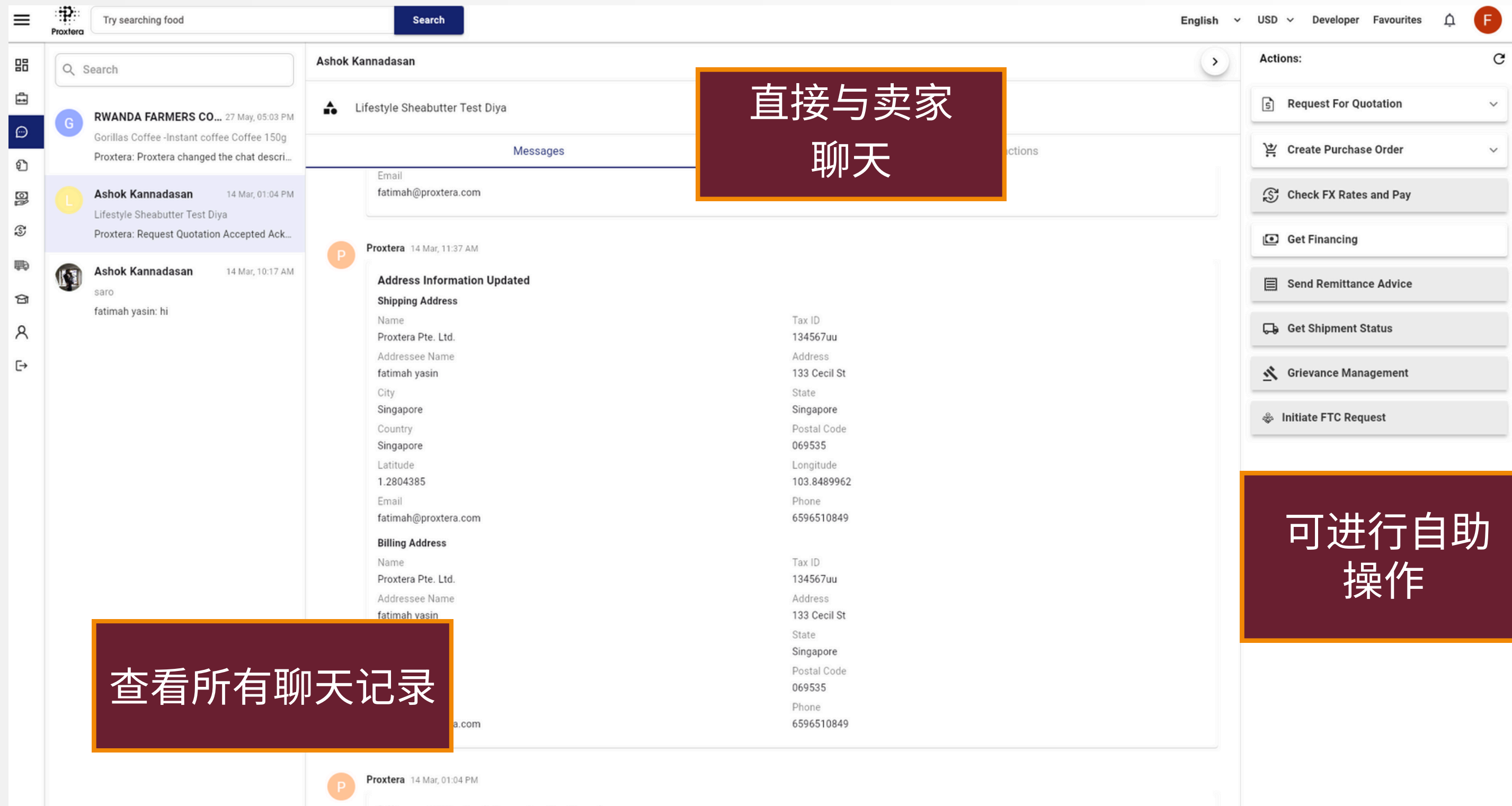
Shipping Details	
Incoterms applicable:	CIF
Lead Time/ Time to Ship:	2 Days

Packaging Details	
Packaging Type:	Box
Packaging size (LWH):	10 cm x 20 cm x 10 cm

Quantity:

选定产品后，您可以向卖家索取报价或样品

步骤 10: Proxtera Spaces

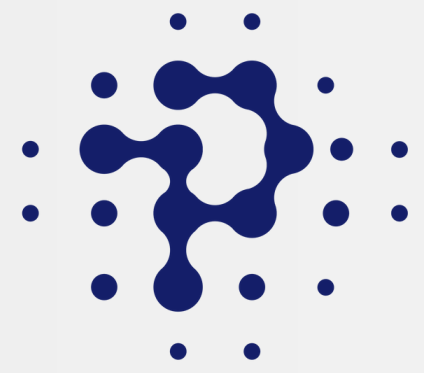


The screenshot displays the Proxtera Spaces user interface. At the top, there is a search bar with the text "Try searching food" and a "Search" button. The right side of the header shows language ("English"), currency ("USD"), and user profile ("Developer", "Favourites", "F").

The main content area is divided into three sections:

- Left Panel (Chat List):** Shows a list of chat conversations. The selected chat is with "Ashok Kannadasan" regarding "Lifestyle Sheabutter Test Diya".
- Center Panel (Chat & Profile):** Displays the chat messages and the contact's profile information. A red box highlights the text "直接与卖家聊天" (Direct chat with seller). The profile information includes:
 - Address Information Updated**
 - Shipping Address:** Name: Proxtera Pte. Ltd., Addressee Name: fatimah yasin, City: Singapore, Country: Singapore, Tax ID: 134567uu, Address: 133 Cecil St, State: Singapore, Postal Code: 069535, Longitude: 103.8489962, Phone: 6596510849.
 - Billing Address:** Name: Proxtera Pte. Ltd., Addressee Name: fatimah yasin, City: Singapore, Country: Singapore, Tax ID: 134567uu, Address: 133 Cecil St, State: Singapore, Postal Code: 069535, Phone: 6596510849.
- Right Panel (Actions):** Lists various actions available to the user, such as "Request For Quotation", "Create Purchase Order", "Check FX Rates and Pay", "Get Financing", "Send Remittance Advice", "Get Shipment Status", "Grievance Management", and "Initiate FTC Request".

At the bottom left, a red box highlights the text "查看所有聊天记录" (View all chat records). At the bottom right, another red box highlights the text "可进行自助操作" (Self-service operations available).

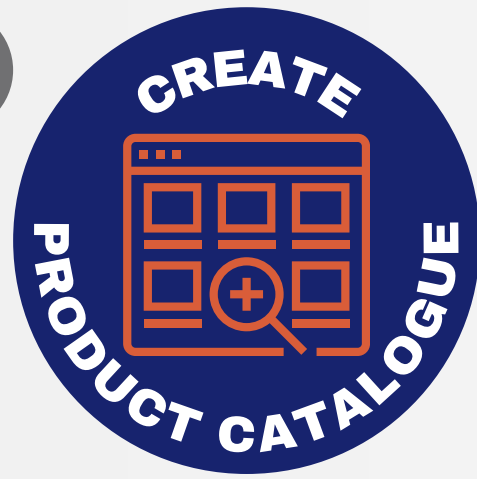


Proxtera

卖家

第 4 部分: 创建产品目录

4

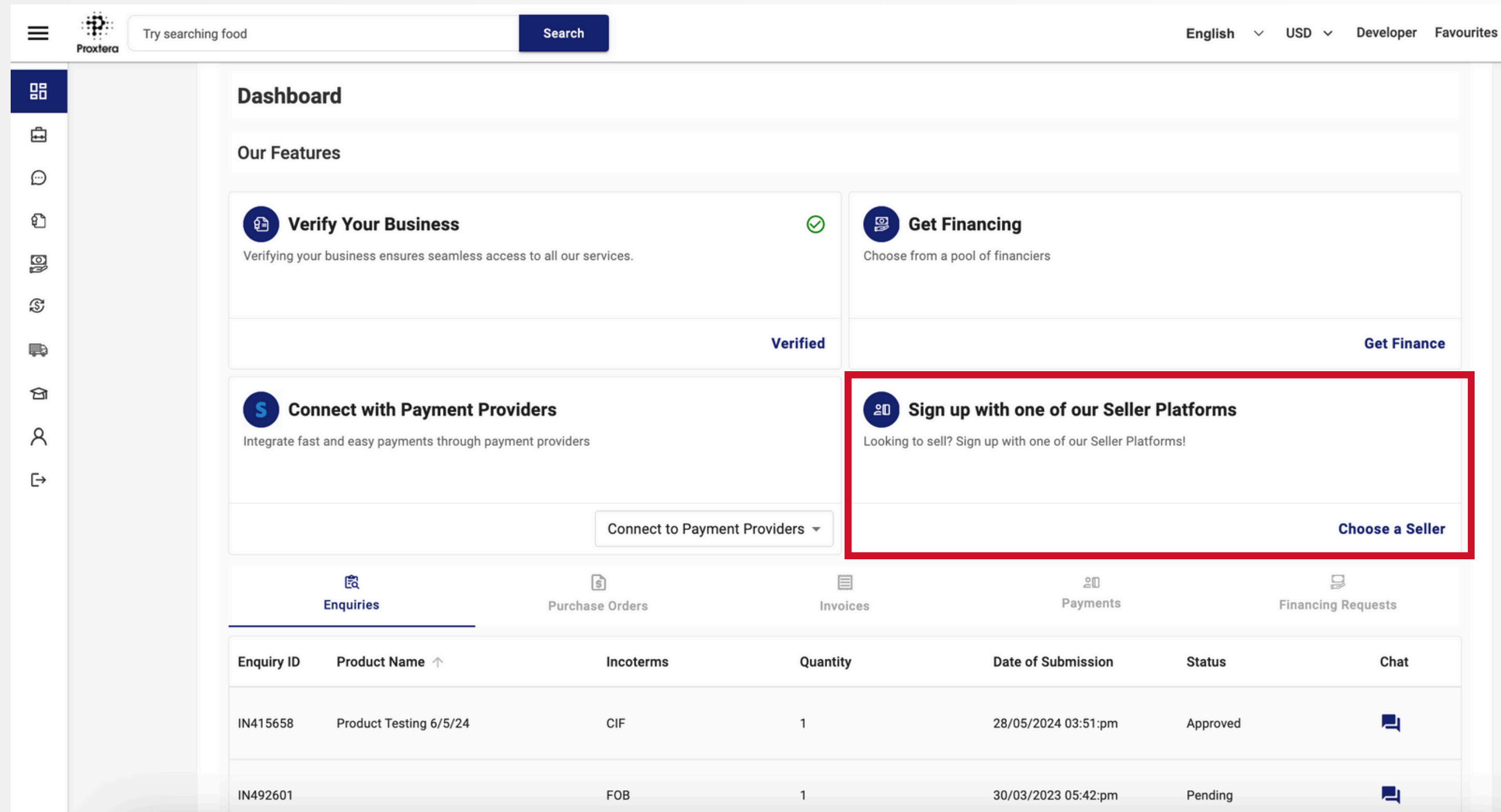


- 填写卖家简介
- 创建产品目录
- 上传产品列表



有意向出口的中小企业可以创建自己的店铺和产品目录。这将包括产品详细信息、技术规格、定价、付款条件等。



步骤 11: 在 Proxtera 网络上销售



The screenshot shows the Proxtera dashboard with a sidebar on the left and a main content area. The main content area is titled 'Dashboard' and contains several feature cards. The card 'Sign up with one of our Seller Platforms' is highlighted with a red box. Below the feature cards, there are navigation tabs for 'Enquiries', 'Purchase Orders', 'Invoices', 'Payments', and 'Financing Requests'. The 'Enquiries' tab is active, showing a table of enquiries.

Enquiry ID	Product Name ↑	Incoterms	Quantity	Date of Submission	Status	Chat
IN415658	Product Testing 6/5/24	CIF	1	28/05/2024 03:51:pm	Approved	
IN492601		FOB	1	30/03/2023 05:42:pm	Pending	

前往仪表盘，点击选择卖家

步骤 12: 选择直接在 Proxtera 网络上与我们的合作卖家平台进行销售


Seller Platforms

How to get started?


Signing up to your desired marketplace has never been easier! Simply click on the logo of your chosen platform, review their Terms & Conditions, and begin the process.

- **Onboard to the marketplace of your choice**
Browse through operational and product information of a wide variety of marketplaces, before choosing your desired platform!
- **Upload your catalogue and begin selling**
Sign up to your chosen marketplace and upload your catalogue for selling!

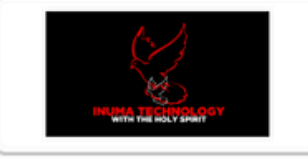
Filter By:




About:
Tap into a global network for buying and selling.
Based In:
Global
Operating Countries/Continent:
Singapore, Australia, Global
Popular Products:
Animals & Pet Supplies Fashion Apparel Fabrics Arts & Entertainment Baby & Toddler Construction & Real Estate Fintech Services Cameras & Optics
Beauty & Personal care Food & Beverages Religious & Ceremonial Furniture Home & Office Luggage & Bags Media School & Office Supplies
Computer Hardware & Software Toys & Games Vehicles & Parts




About:
Connecting farmers to global food buyers and growing with them to provide a competitive edge across
Based In:
Ghana
Operating Countries/Continent:
Ghana, India, Africa, Singapore, Japan, China, United Arab Emirates, Germany, Netherlands, United Kingdom
Popular Products:
Roots & Tubers Grains & Cereals Fruits & Vegetables Agrochemicals Agronomic Support Fashion & Apparel



About:
Focusing on most recent and futuristic technology through research and testing to create international
Based In:
Rwanda
Operating Countries/Continent:
Africa, Algeria, Burundi, Cameroon, DRC, Egypt, Ethiopia, Ghana, Haiti, Israel, Ivory Coast, Malawi, Mali, Russia, Rwanda, Senegal, Singapore, Sweden, Tanzania, Thailand, Tunisia, Turkey, Uganda
Popular Products:
Smart House System Beauty & Personal care Computer Hardware & Software Construction & Real Estate Fashion Apparel Fabrics Agriculture & Farming
Fintech Services Food & Beverages Home & Office Housewares & Supplies



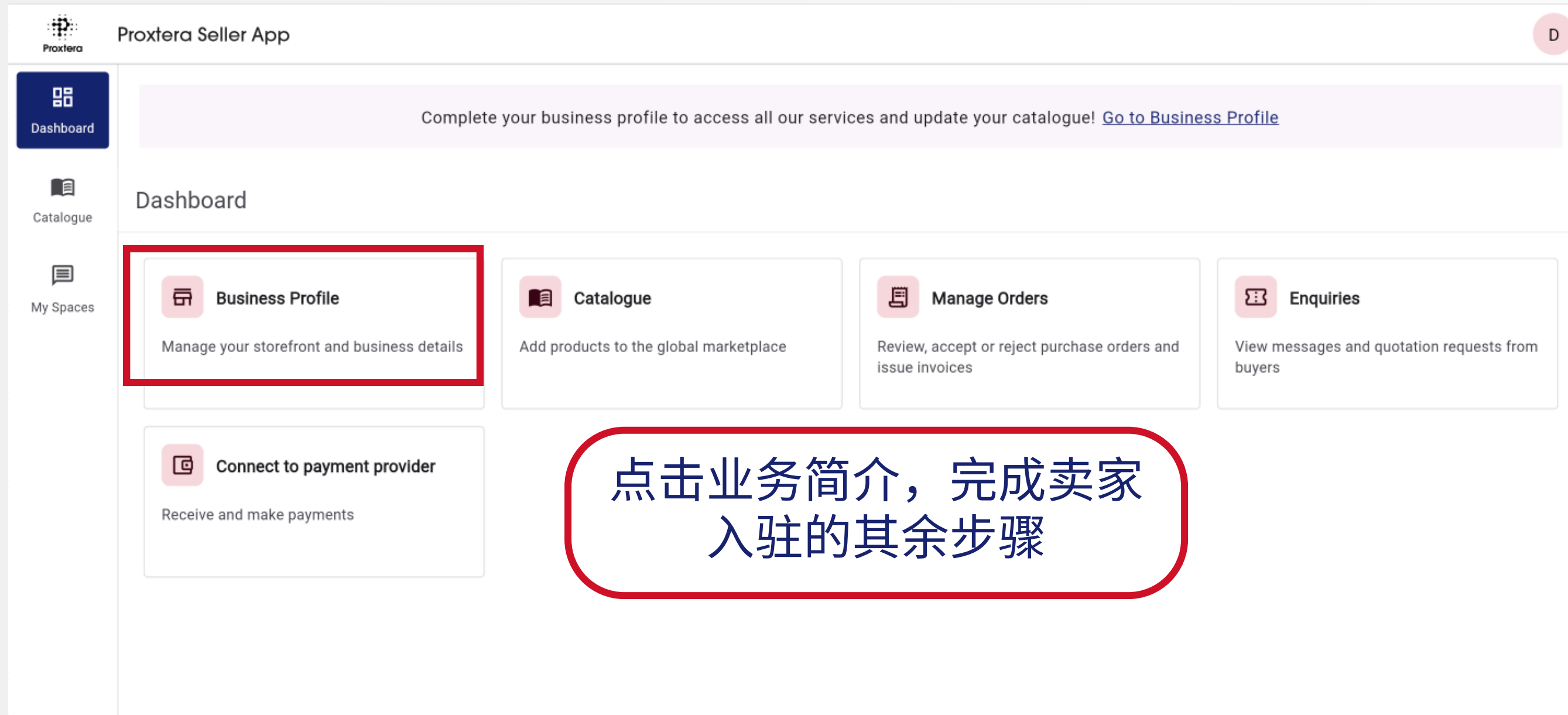
About:
A Business Enablement Platform committed to making SME businesses simpler, more profitable and enjoyable
Based In:
Mumbai, India
Operating Countries/Continent:
Australia, Canada, Czech Republic, Hong Kong, India, Kuwait, Maldives, Oman, Pakistan, Philippines, Singapore, Sri Lanka, Switzerland, Thailand, United Arab Emirates, USA, Vietnam
Popular Products:
Agriculture & Farming Beauty & Personal care Computer Hardware & Software Construction & Real Estate Fashion Apparel Fabrics



About:
A B2B marketplace that focuses on SME businesses who want to connect to new opportunities and have access to new countries to promote and sell their goods across Africa and beyond
Based In:
Ghana
Operating Countries/Continent:
Africa, Global
Popular Products:
Food & Beverages Beauty & Personal care Agriculture & Farming Housewares & Supplies Home & Office Fintech Services

点击 Proxtera 开始列出您的产品

步骤 13: 填写卖家简介



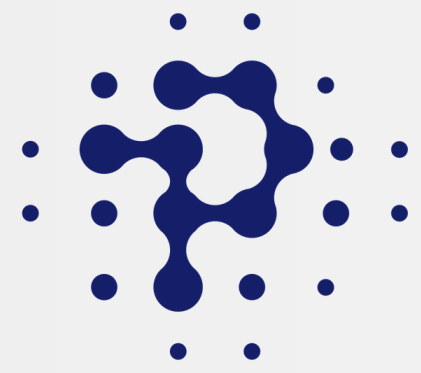
Proxtera Seller App

Complete your business profile to access all our services and update your catalogue! [Go to Business Profile](#)

Dashboard

- Business Profile**
Manage your storefront and business details
- Catalogue**
Add products to the global marketplace
- Manage Orders**
Review, accept or reject purchase orders and issue invoices
- Enquiries**
View messages and quotation requests from buyers
- Connect to payment provider**
Receive and make payments

点击业务简介，完成卖家入驻的其余步骤



Proxtera

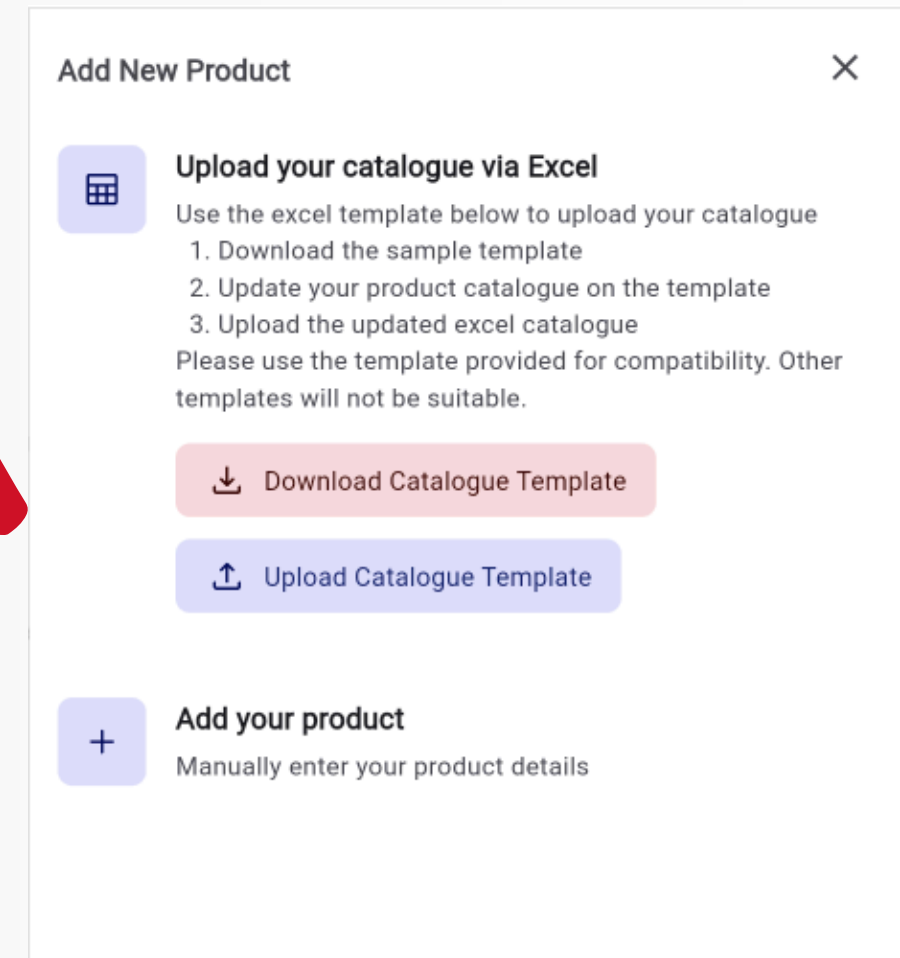
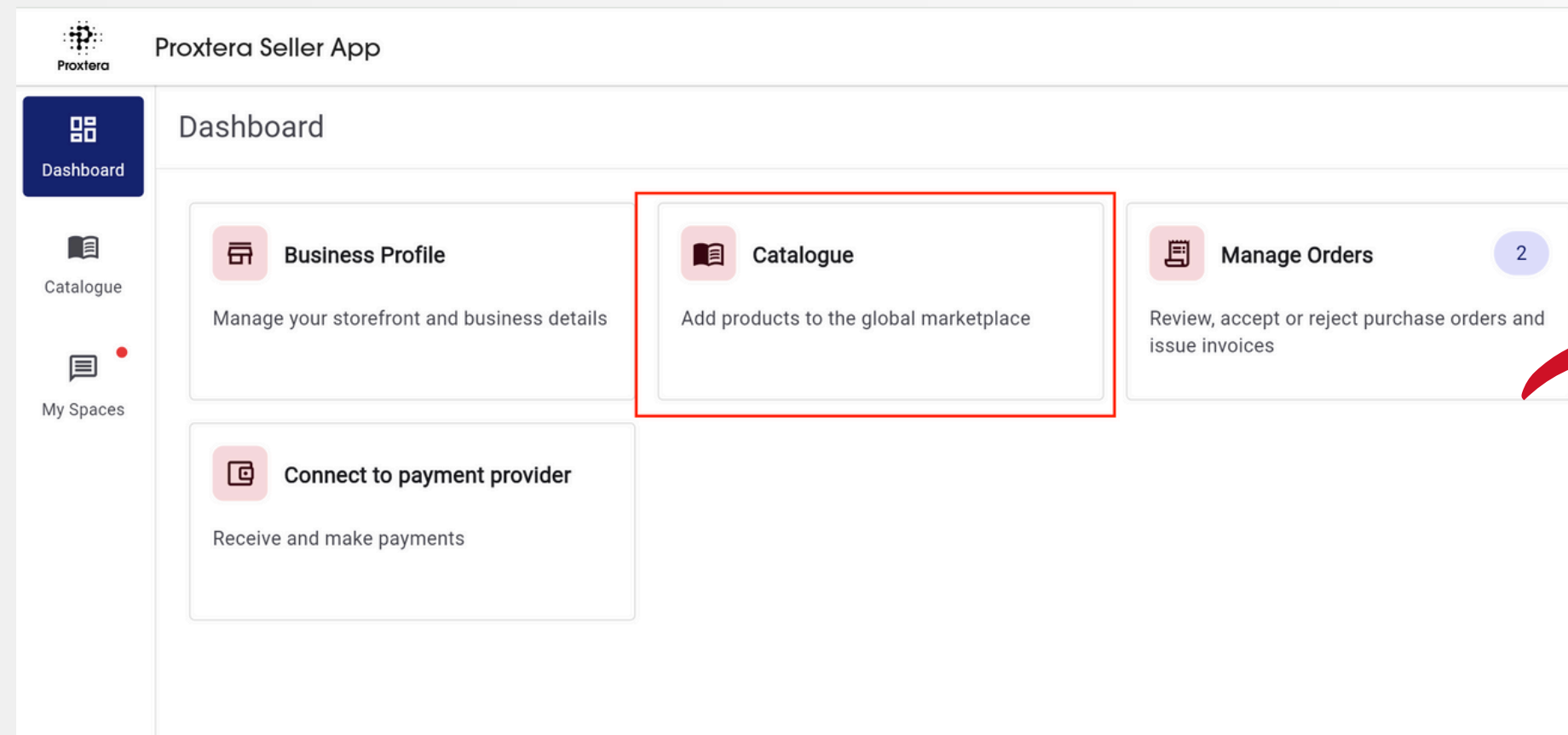


完善卖家业务简介的额外数据字段

- 店铺名称（如果与公司法定名称不同）
- 店铺描述
- 店铺徽标
- 店铺地址
- 证书和执照（如适用）

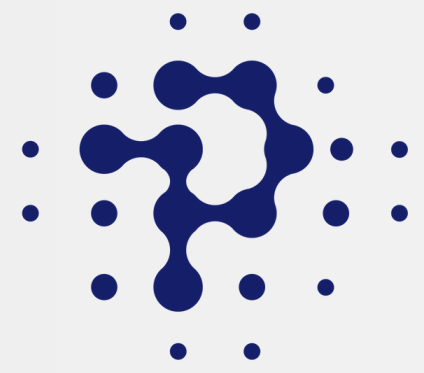


步骤 14: 添加目录



添加单个产品
或批量上传

上传产品后，您可以编辑或删除产品



Proxtera

卖家

第 5 部分：在 Proxtera 网络上销售

5

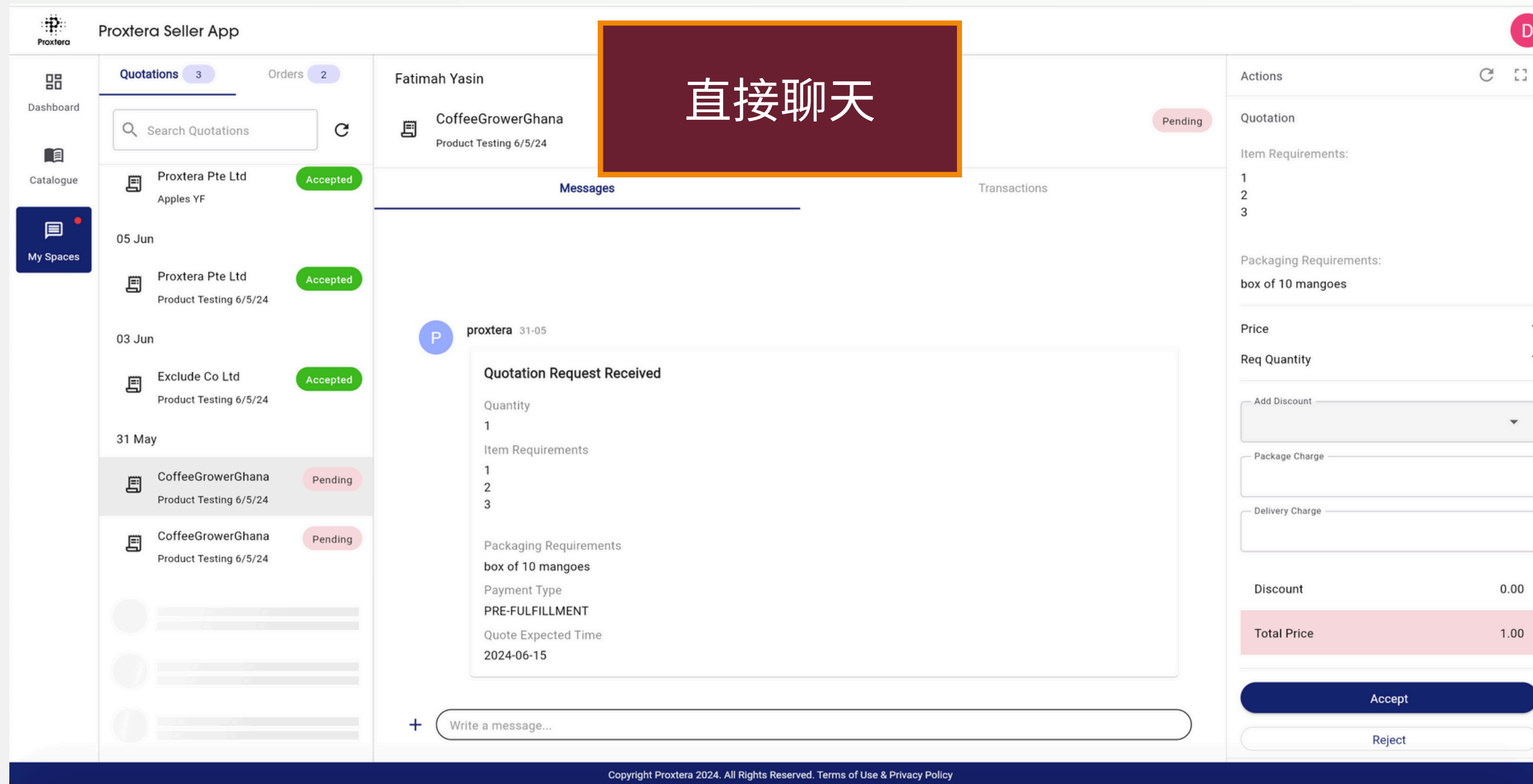


- 与买方谈判
- 接受采购订单
- 开具发票

现在，中小企业在 Proxtera 上拥有了数字商店，可以开始向感兴趣的买家销售和营销自己的产品了。



步骤 15: 与买家谈判



The screenshot displays the Proxtera Seller App interface. A central message box from the buyer, 'CoffeeGrowerGhana', is highlighted with a red box and the text '直接聊天' (Direct Chat). The message content is as follows:

Quotation Request Received

Quantity
1

Item Requirements
1
2
3

Packaging Requirements
box of 10 mangoes

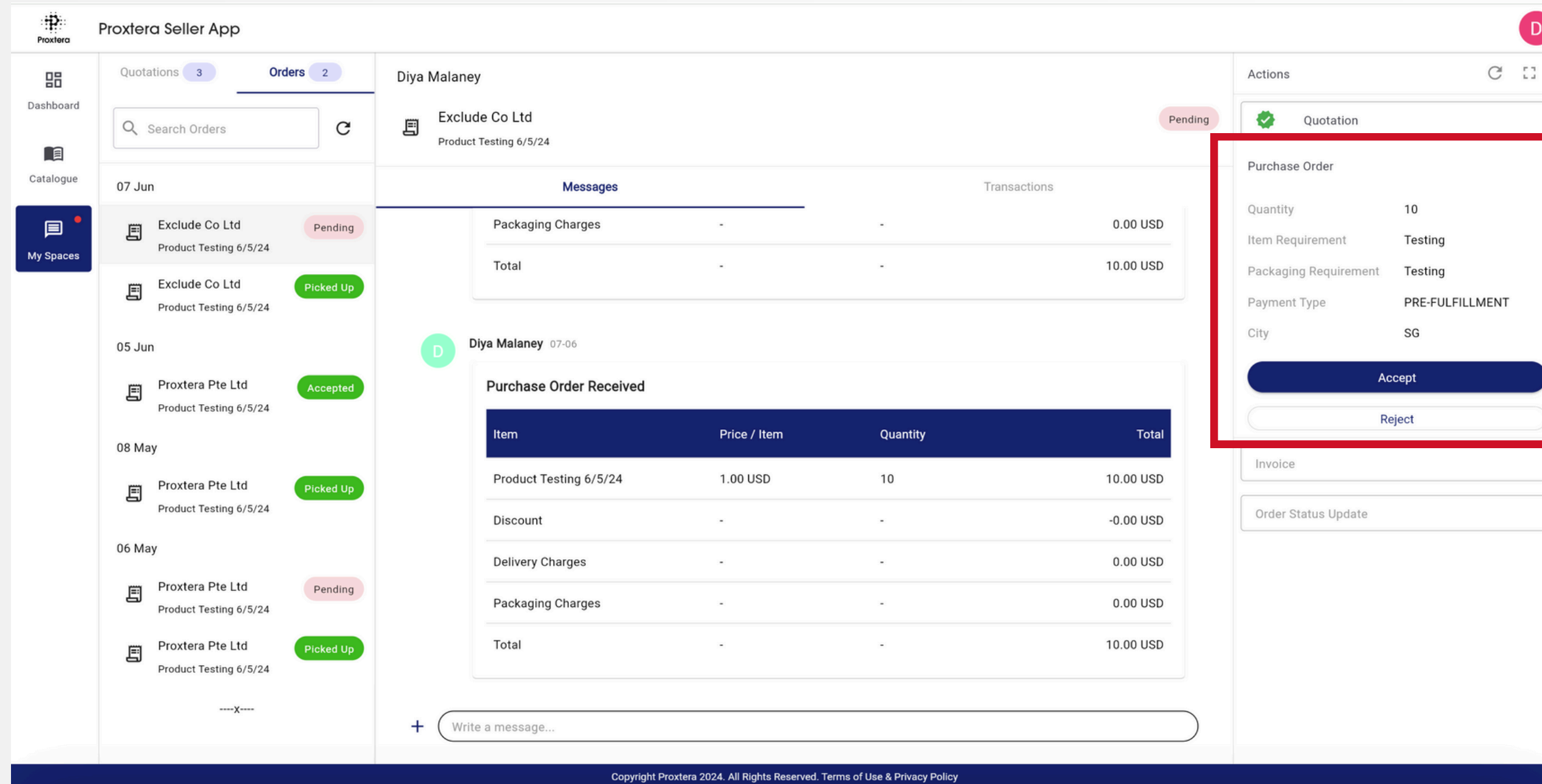
Payment Type
PRE-FULFILLMENT

Quote Expected Time
2024-06-15

The interface also shows a list of quotations on the left, with the current one from 'CoffeeGrowerGhana' marked as 'Pending'. On the right, there are fields for 'Price' (1), 'Req Quantity' (1), and 'Total Price' (1.00), along with 'Accept' and 'Reject' buttons.

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步骤 16: 接受采购订单



Proxtera Seller App

Quotations 3 | Orders 2

Diya Malaney

Exclude Co Ltd
Product Testing 6/5/24

Messages

Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Transactions

Purchase Order Received

Item	Price / Item	Quantity	Total
Product Testing 6/5/24	1.00 USD	10	10.00 USD
Discount	-	-	-0.00 USD
Delivery Charges	-	-	0.00 USD
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Purchase Order

- Quantity: 10
- Item Requirement: Testing
- Packaging Requirement: Testing
- Payment Type: PRE-FULFILLMENT
- City: SG

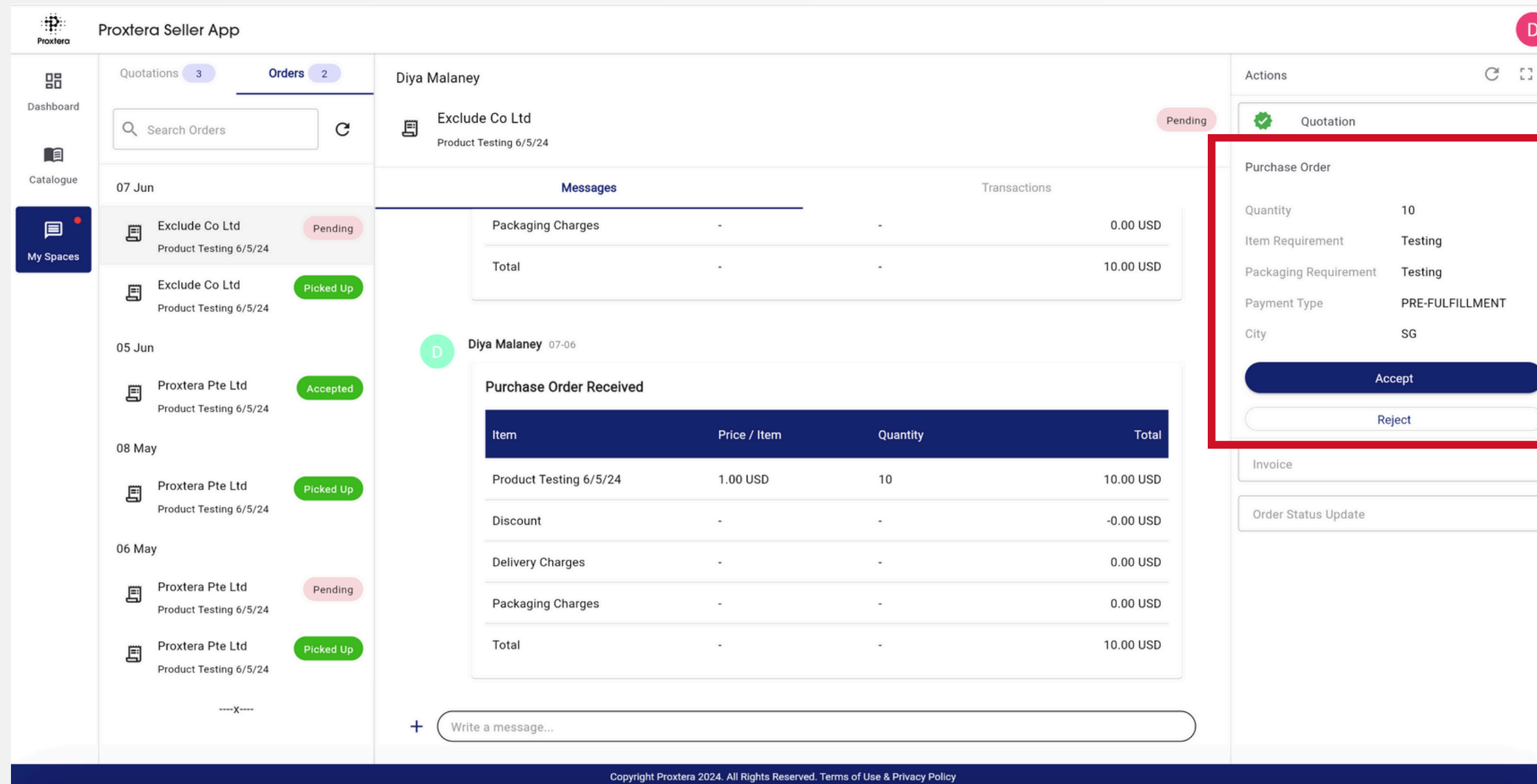
Accept

Reject

Write a message...

查看订单详情并接受订单

步骤 16: 接受采购订单



The screenshot displays the Proxtera Seller App interface. On the left, a sidebar contains navigation options: Dashboard, Catalogue, and My Spaces. The main area is divided into three sections: a list of orders, a message thread, and a purchase order summary.

Orders List:

Date	Order Details	Status
07 Jun	Exclude Co Ltd Product Testing 6/5/24	Pending
	Exclude Co Ltd Product Testing 6/5/24	Picked Up
05 Jun	Proxtera Pte Ltd Product Testing 6/5/24	Accepted
08 May	Proxtera Pte Ltd Product Testing 6/5/24	Picked Up
06 May	Proxtera Pte Ltd Product Testing 6/5/24	Pending
	Proxtera Pte Ltd Product Testing 6/5/24	Picked Up

Message Thread:

Diya Malaney 07-06

Purchase Order Received

Item	Price / Item	Quantity	Total
Product Testing 6/5/24	1.00 USD	10	10.00 USD
Discount	-	-	-0.00 USD
Delivery Charges	-	-	0.00 USD
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Transaction Summary:

Item	Price / Item	Quantity	Total
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Order Details (Purchase Order):

- Quantity: 10
- Item Requirement: Testing
- Packaging Requirement: Testing
- Payment Type: PRE-FULFILLMENT
- City: SG

Buttons: Accept, Reject

查看订单详情并接受订单



谢谢

赋能中小企业力量，释放其全球潜力

请联系我们：

partnerships@proxtera.com

proxtera.com | smefe.org



proxtera.com | smefe.org

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