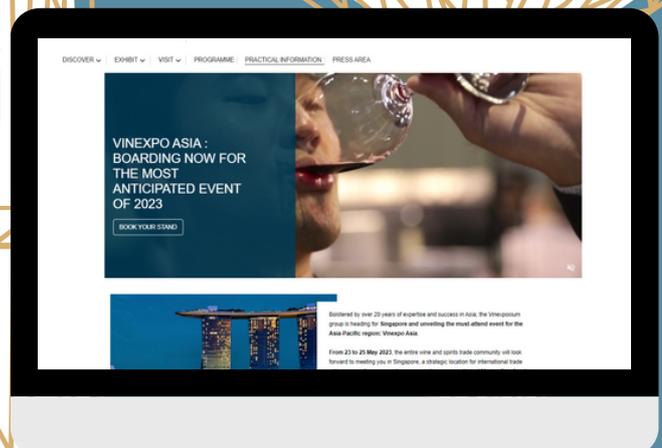
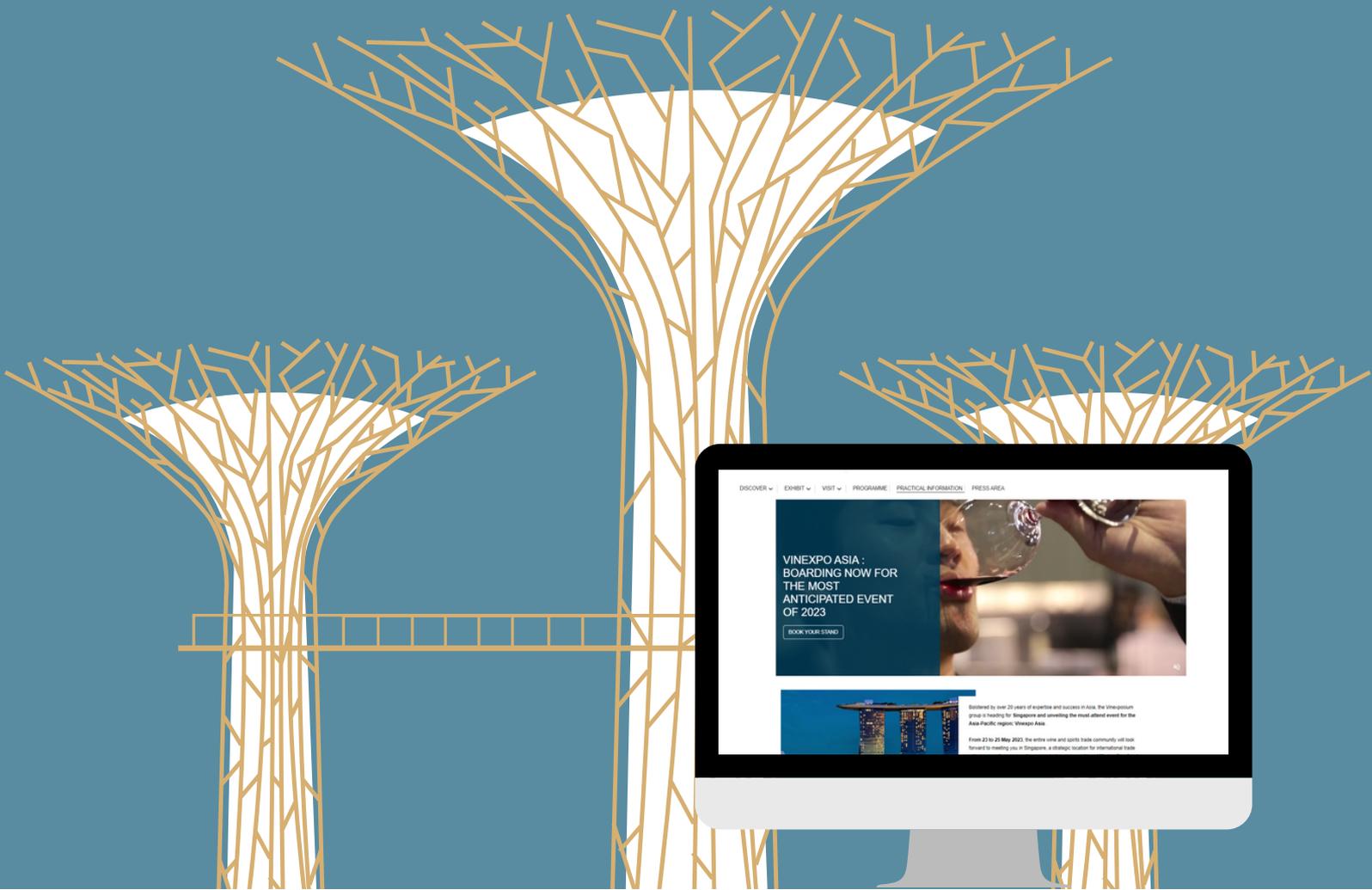


VINEXPO ASIA

Boarding now for the most anticipated event of 2023

TUTORIAL #2

How do I make an appointment with a buyer?



VINEXPO ASIA

Boarding now for the most anticipated event of 2023

How do I make an appointment with a buyer?

Step 1 - Go to the [Vinexpo Asia website](#) / download the Vinexposium mobile app (QR code).

Step 2 - Log in by filling your account e-mail and password.

Step 3 - Click on the 'Exhibit' menu and then 'Buyers' list'.

Step 4 - Search for the buyer(s) you are interested in by using the search bar or the filters on the left side.

Step 5 - Send an appointment request by clicking on the calendar icon / It is also possible to contact the buyers by message beforehand.

Step 6 - Fill in the required fields (participants, date, time...).

Step 7 - Follow-up the appointments status.



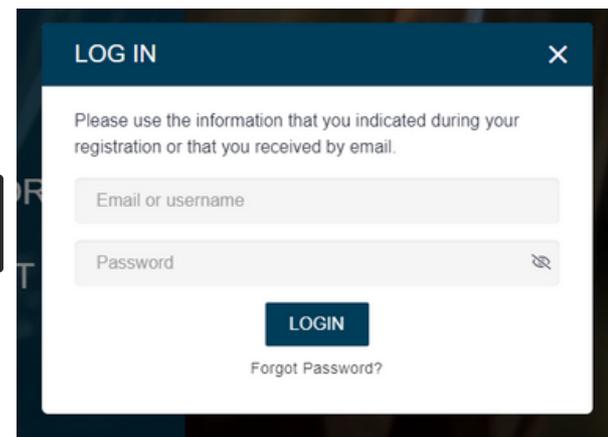
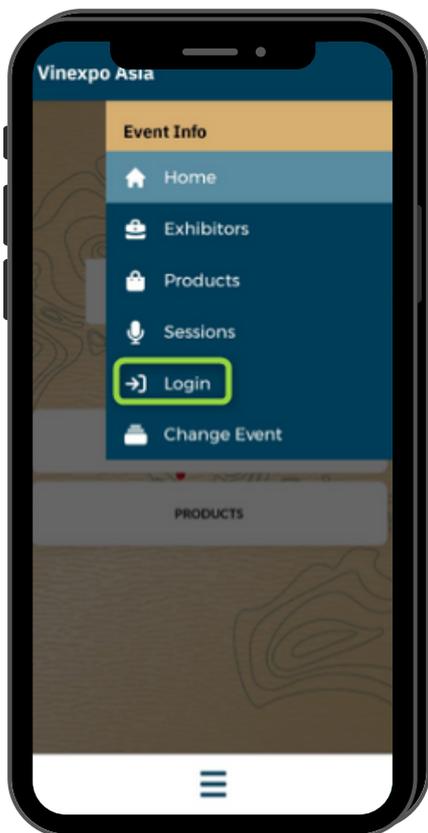
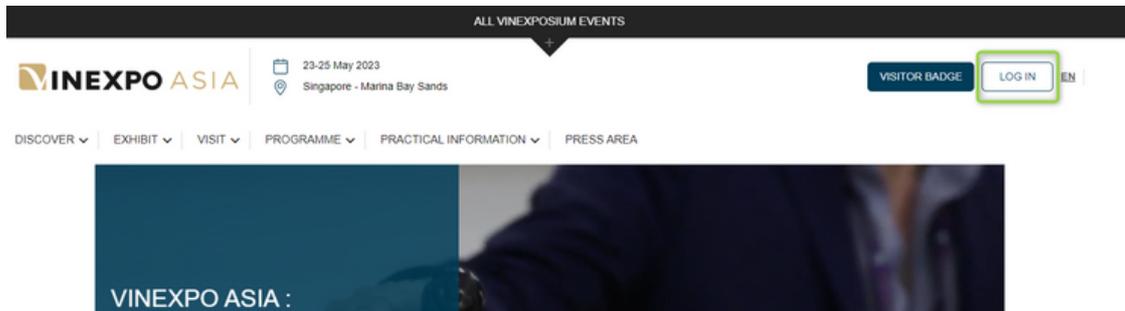
1 Go to the Vinexpo Asia website

- Go to the [Vinexpo Asia website](https://vinexpoasia.com/) (https://vinexpoasia.com/)
- Or download the Vinexposium mobile application from the App Store or Google Play (Qr code)



2 Log in to your account

- Click on 'Log in' and enter your account email and password (both same as exhibitor area).



If you no longer remember your password, click on '**Forgot password?**' You will receive an email with a link to create a new one.



Tips : Add a team member

- you have not yet added a representative to your corporate page, then first log onto your company account , go to the 'Team members' tab and add it as an admin. With this role, you will be able to switch profile easily.
- The representative profile will be approved immediatly and you will receive a confirmation by e-mail.
- We recommend to book meetings as a person using your team member profile.

ALL VINEXPOSIUM EVENTS

VINEXPO ASIA 23 - 25 May 2023
Singapore - Marina Bay Sands

Messages Notifications Profile EN

DISCOVER ▾ EXHIBIT ▾ VISIT ▾ PROGRAMME ▾ PRACTICAL INFORMATION ▾ PRESS AREA

Vinexposium
France
Profile preview

NETWORKING ▾

PROFILE INFO ▲

Edit Profile

Video and content

Team Members

Products

Settings

Team members + Add Team Member

Each team member must have a valid, unique email address Got it!

Audrey Marqueyssat
Sales representative
Vinexposium

Jessica Margan
Sales representative
Vinexposium

Jordane TOUTON
Sales Manager
Vinexposium

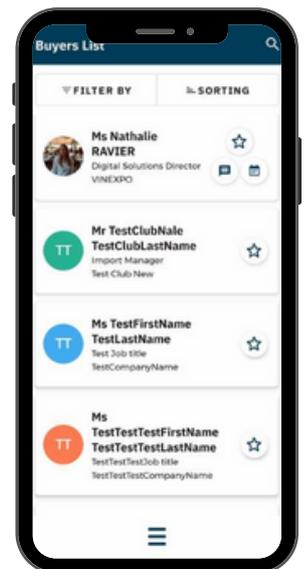
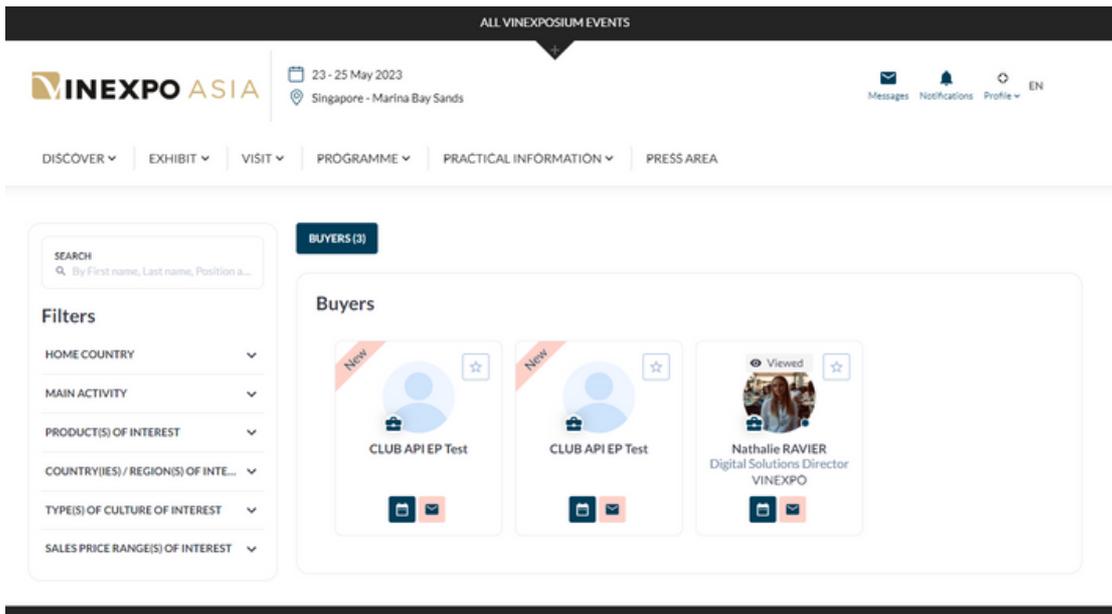
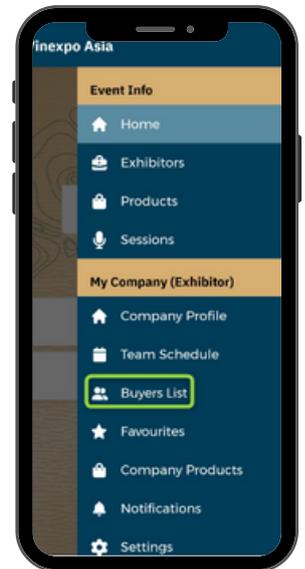
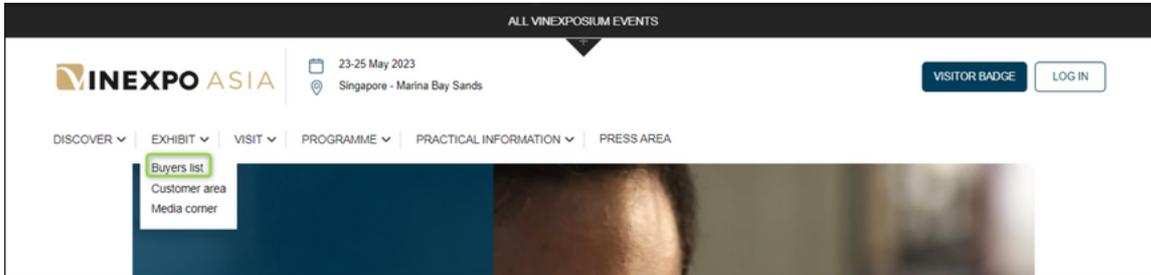
Célia KOUCHY LEBLANC
Sales representative
Vinexposium

Corentin HERBÉ
Sales representative

margaux montmory
Sales representative

3 Go to Exhibit menu and Buyers list

- Click on 'Exhibit' in the menu bar
- Click on Buyers list
- You land on the buyers list:



Tips & tricks

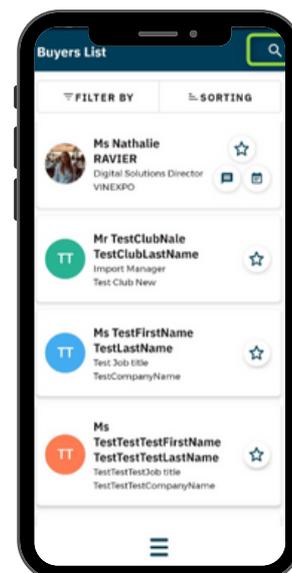
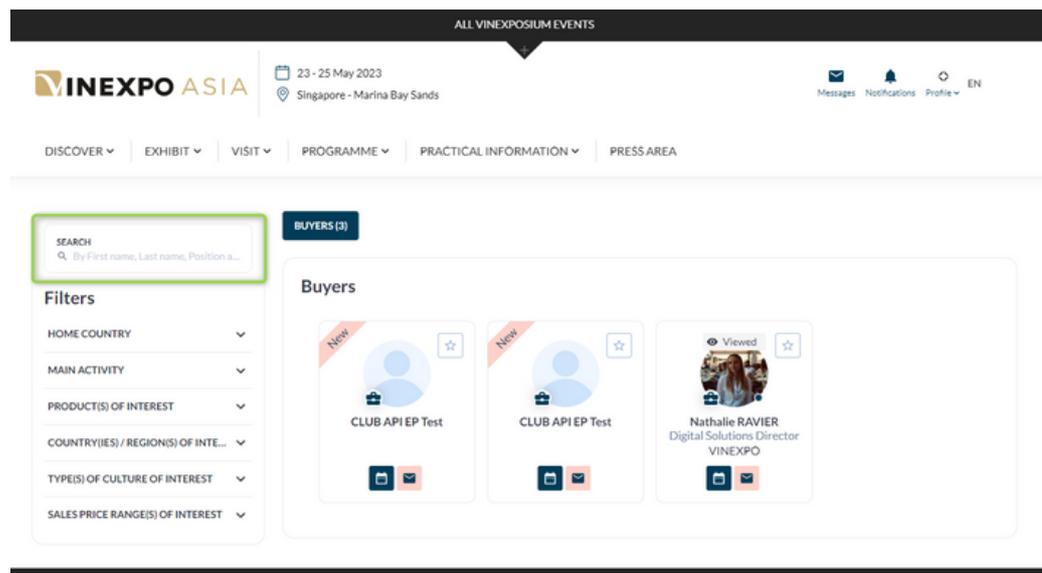
- The buyers list is updated every 5 minutes

4 Select your contact

To search the buyers list, there are several options:

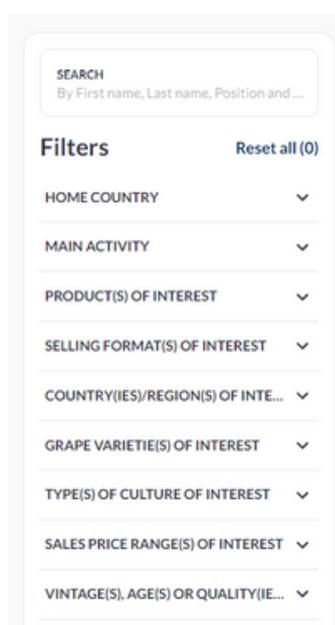
1. Using the search bar

Type in the buyer's name or company if you know it



2. Using the filters

According to the selection of filters proposed on the left side, select the one(s) you want. Once you have selected the filter(s), the selection is automatically updated.



If you would like to **delete a filter**: click on the cross at the top in 'Your filters'. You can also uncheck it on the side.

It is also possible to **erase all your filters** by clicking on 'Reset all'.

The screenshot displays the VINEXPO ASIA website interface. At the top, a dark banner reads "ALL VINEXPOSIUM EVENTS". Below this, the VINEXPO ASIA logo is on the left, and the event details "23 - 25 May 2023" and "Singapore - Marina Bay Sands" are in the center. On the right, there are icons for Messages, Notifications, and Profile, along with the language "EN". A navigation bar contains links for DISCOVER, EXHIBIT, VISIT, PROGRAMME, PRACTICAL INFORMATION, and PRESS AREA.

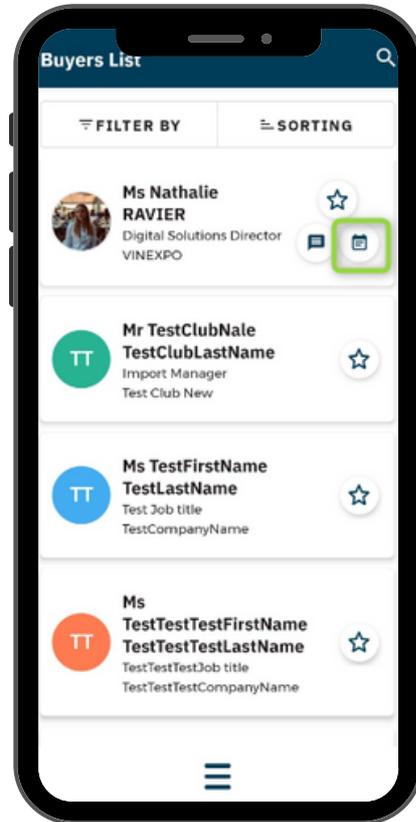
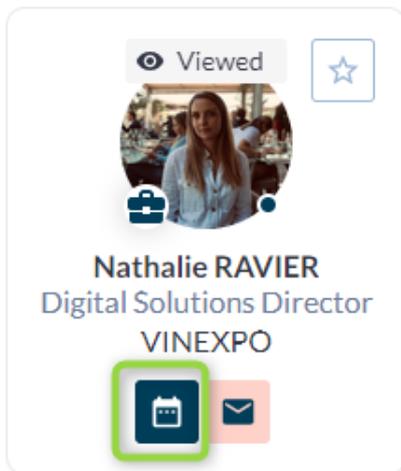
The main content area is divided into two sections. On the left is the "Filters" sidebar, which includes a search box, a "Reset all (2)" button (highlighted with a green box), a "Copy link to applied filters" button, and two filter categories: "HOME COUNTRY" (with a search box and "France" selected) and "MAIN ACTIVITY" (with "Specialized distributor" selected). On the right is the "BUYERS (1)" section, titled "Buyers", which shows "YOUR FILTERS: France x Specialized distributor x". Below this, a buyer profile card for "Nathalie RAVIER" is displayed, including her photo, title "Digital Solutions Director VINEXPO", and contact icons for a calendar and email.

5

Send an appointment request

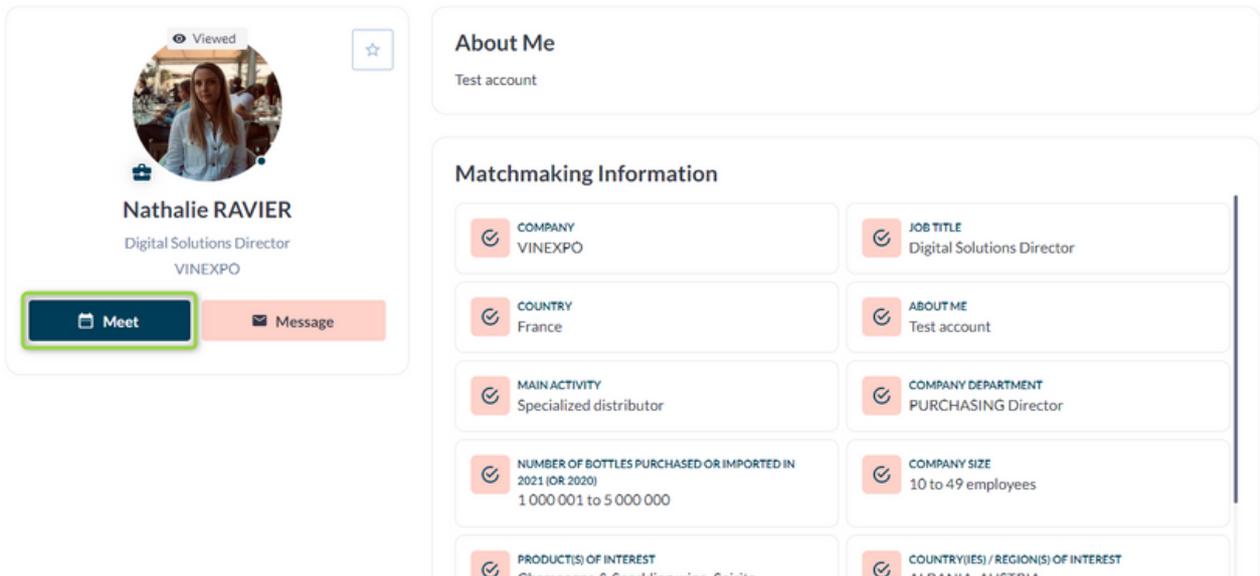
There are two ways to make an appointment:

1. By clicking directly on the "calendar" icon from the list of buyers:



2. By clicking on the buyer's profile :

Example of a buyer's page: you can find his/her personal information and what he/she is looking for



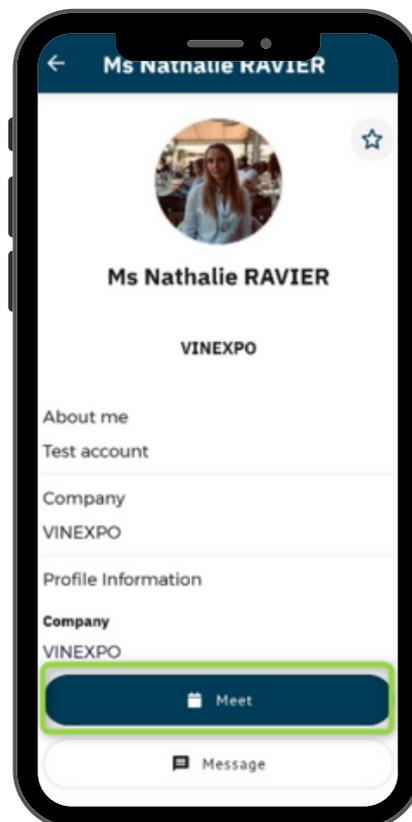
The desktop view of the buyer's profile page for Nathalie Ravier is divided into two main sections. On the left is a profile card, and on the right is a detailed information section.

Profile Card:

- Profile picture: Nathalie Ravier, with a "Viewed" status indicator.
- Name: **Nathalie RAVIER**
- Job Title: Digital Solutions Director
- Company: VINEXPO
- Buttons: "Meet" (highlighted with a green border) and "Message".

Matchmaking Information:

Field	Value
COMPANY	VINEXPO
JOB TITLE	Digital Solutions Director
COUNTRY	France
ABOUT ME	Test account
MAIN ACTIVITY	Specialized distributor
COMPANY DEPARTMENT	PURCHASING Director
NUMBER OF BOTTLES PURCHASED OR IMPORTED IN 2021 (OR 2020)	1 000 001 to 5 000 000
COMPANY SIZE	10 to 49 employees
PRODUCT(S) OF INTEREST	Champagne & Sparkling Wines
COUNTRY(IES) / REGION(S) OF INTEREST	ALGERIA, AUSTRALIA





Tips & tricks

- In order not to clog up buyers' mailboxes, **the limit for sending meeting requests is set at 200.**
- If a buyer requests an appointment, **it is imperative that you respond by accepting or refusing the request.** It is also possible to postpone the appointment by proposing another date and/or another time.
- Meetings are only scheduled and the **time slots reserved** for each party **once both parties have accepted** the meeting request.
- **The representatives of your team are the only ones who receive a notification** on the platform and a notification by e-mail for every step of the appointment-making process. You will not receive anything on your corporate page. This is why it is important to register a team member prior to making appointments.

Fill in the required fields:

Vinexposium
France
Profile preview

NETWORKING

PROFILE INFO

PROFILE COMPLETENESS
71%

Meeting data

Please fill the meeting data to start request a meeting

Meeting data Date & time

Who will go on meeting from your side *

Select members

Add more delegates

Search by email

Location * Duration of the meeting *

Exhibitor stand 30 min

Subject *

Type subject

Message *

Enter the message you would like to send to the other party

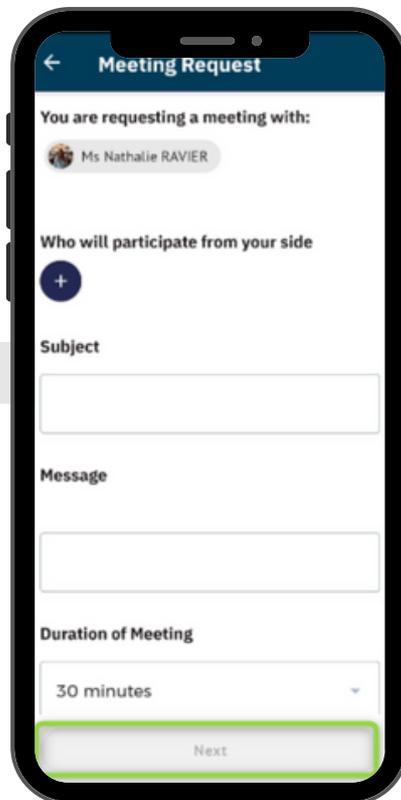
0/200

Media files

DROP YOUR IMAGE HERE OR CHOOSE FILE
up to 50 MB

Supported formats: JPEG, JPG, PNG, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, TXT, PDF, ZIP, RAR, GZ, 7Z

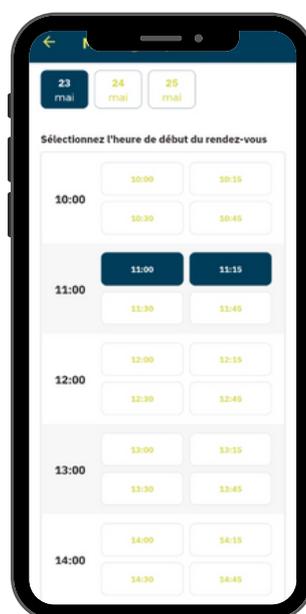
Next step



- 'You are requesting a meeting with': buyers name is already selected
 - 'Who will go on meeting from your side': you can add the other members of your company profile
 - 'Add more delegates' : you can invite other members by using their email address (they must already have an account)
 - 'Location': select online meeting
 - 'Duration of the meeting': from 15 minutes to 1 hour
 - 'Subject': reason for your appointment
 - 'Message': to briefly explain your request
- Select the date and then the time
 - Click on 'Request meeting'

Then, choose date and timing :

The desktop interface shows a meeting request form. On the left, the user's profile is displayed for 'Vinexposium France' with a '71% PROFILE COMPLETENESS' indicator. The main section is titled '23 May' and asks the user to 'Please select the time you want your meeting to start:'. There are tabs for 'TUE 23, May', 'WED 24, May', and 'THU 25, May'. Below the date selection, there are two radio buttons for 'Event time' (Asia/Singapore) and 'Your time' (Europe/Paris). A grid of time slots is provided, ranging from 10:00 to 17:00 in 15-minute increments. At the bottom right, there are two buttons: 'Previous step' and 'Request Meeting', with the latter being highlighted by a green border.



6

Follow-up of your appointments

Thanks to the different color codes, you can see the status of your appointments in 'Team Meetings' tab

Team Meetings

MAY 23 Additional Dates

All Meeting **Incoming** **Pending** **Confirmed** **Cancelled**

MEMBERS
Select members

MEETING REQUEST **Confirmed** Invalidate Link

Tuesday, 23 May 2023
10:15 - 10:45 | Asia/Singapore
04:15 - 04:45 | Local time
exhibitor_stand

TEST
TEST

PARTICIPANT FROM YOUR SIDE:
Corenth HERBE
Sales representative
Vineposium

PARTICIPANT FROM THIRD SIDE:
Nathalie RAVIER
Digital Solutions Director
VINEXPO

Reschedule
Cancel Meeting

MEETING REQUEST **Incoming**

Tuesday, 23 May 2023
13:00 - 13:30 | Asia/Singapore
07:00 - 07:30 | Local time
exhibitor_stand

TEST
TEST

PARTICIPANT FROM YOUR SIDE:
Corenth HERBE
Sales representative
Vineposium

PARTICIPANT FROM THIRD SIDE:
Nathalie RAVIER
Digital Solutions Director
VINEXPO

Confirm
Reschedule
Cancel Meeting

Team Schedule

Sessions **Meetings** My Schedule

23 MAY 24 MAY

FRANCE, BORDEAUX

23 May 2023
11:00-11:30 | Asia/Singapore
05:00-05:30 | Local Time
Exhibitor Stand

Ms Nathalie RAVIER
France, Bordeaux

23 May 2023
11:00-11:30 | Asia/Singapore
05:00-05:30 | Local Time
Exhibitor Stand

Ms Nathalie RAVIER
France, Bordeaux

23 May 2023
12:15-12:45 | Asia/Singapore



Send a message

By clicking on envelope icon :

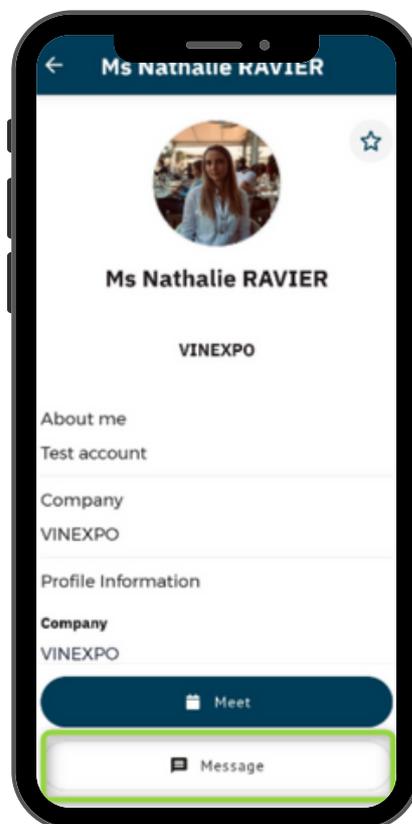
Nathalie RAVIER
Digital Solutions Director
VINEXPO

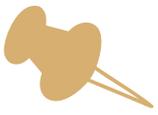
Meet Message

About Me
Test account

Matchmaking Information

COMPANY VINEXPO	JOB TITLE Digital Solutions Director
COUNTRY France	ABOUT ME Test account
MAIN ACTIVITY Specialized distributor	COMPANY DEPARTMENT PURCHASING Director
NUMBER OF BOTTLES PURCHASED OR IMPORTED IN 2021 (OR 2020) 1 000 001 to 5 000 000	COMPANY SIZE 10 to 49 employees





Tips & tricks

- In order not to over-solicit buyers, **the limit for sending messages is set at 200.**
- Once the message has been sent, the person will receive a notification.
- The star allows you **to bookmark a buyer** and then find him/her in the "Favorites" section of the profile.

8

Follow-up of your messages

