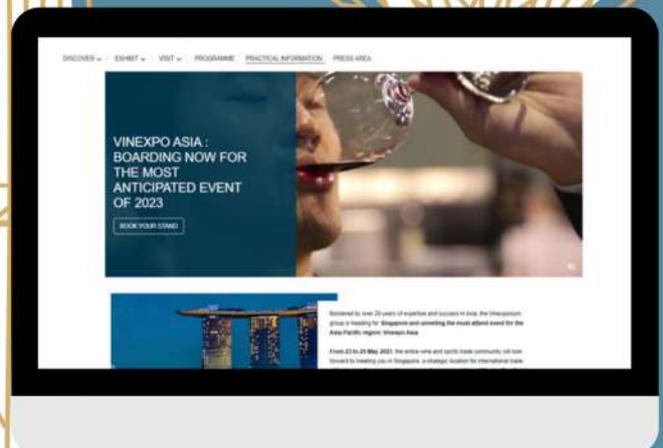
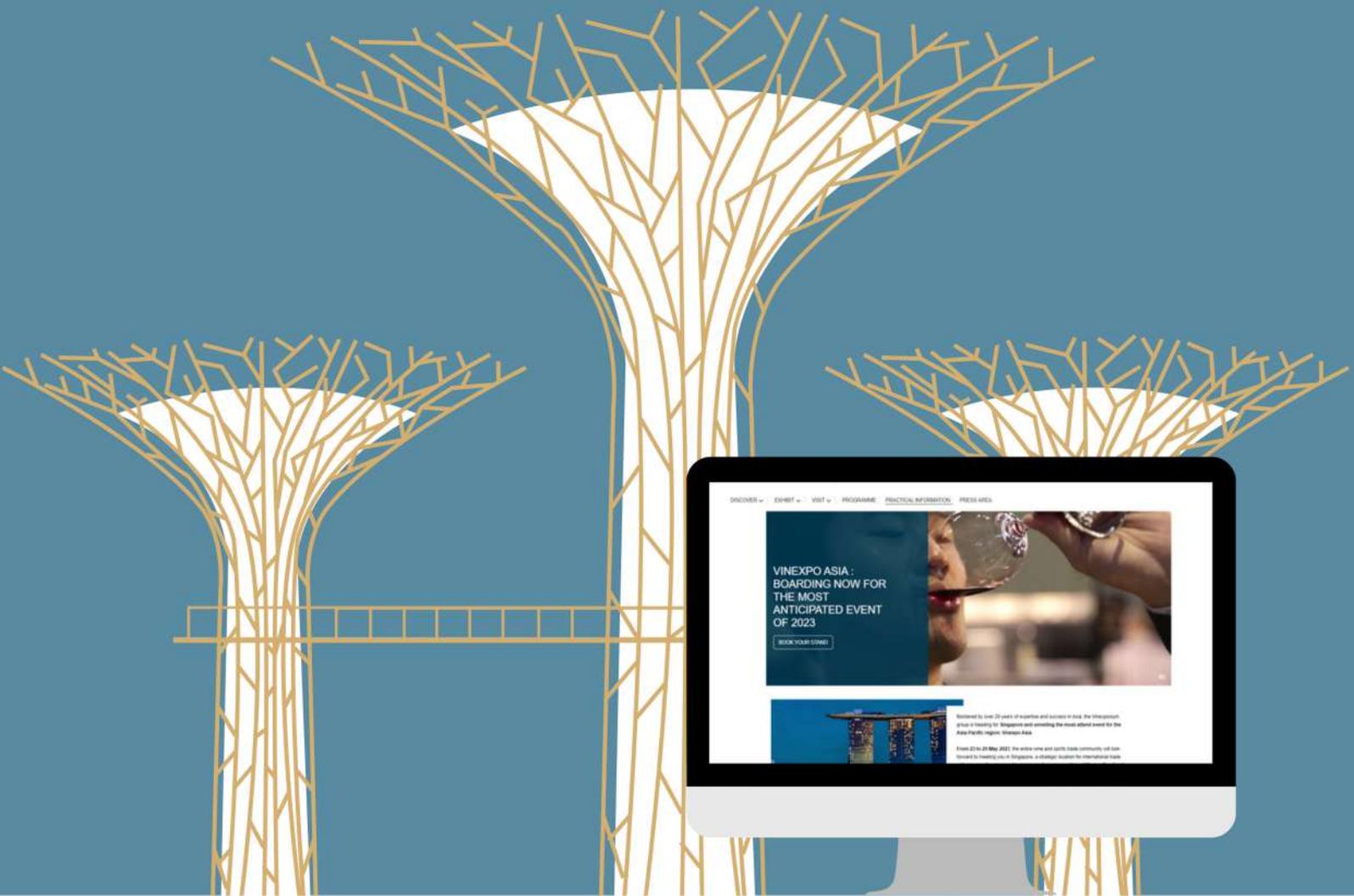


VINEXPO ASIA,  
BOARDING NOW FOR THE MOST ANTICIPATED  
EVENT OF 2024

# TUTORIAL #1

How to update my company page in  
the online catalogue?



# VINEXPO ASIA

Boarding now for the most anticipated event of 2024

## How to update my company page in the online catalogue?

Step 1- **Go to the Vinexpo Asia website**

Step 2- **Log in** with your e-mail and password (same as your exhibitor area)

Step 3- **Go to your company profile**

Step 4- **Add a logo**

Step 5- **Fill in your general information**

Step 6- **Select your product categories**

Step 7- **Complete the company description**

Step 8- **Select your main activity**

Step 9- **Add a video**

Step 10- **Add marketing content**

Step 11- **Add team members**

Step 12- **Paid options** (products and featured logo in the catalogue)

1

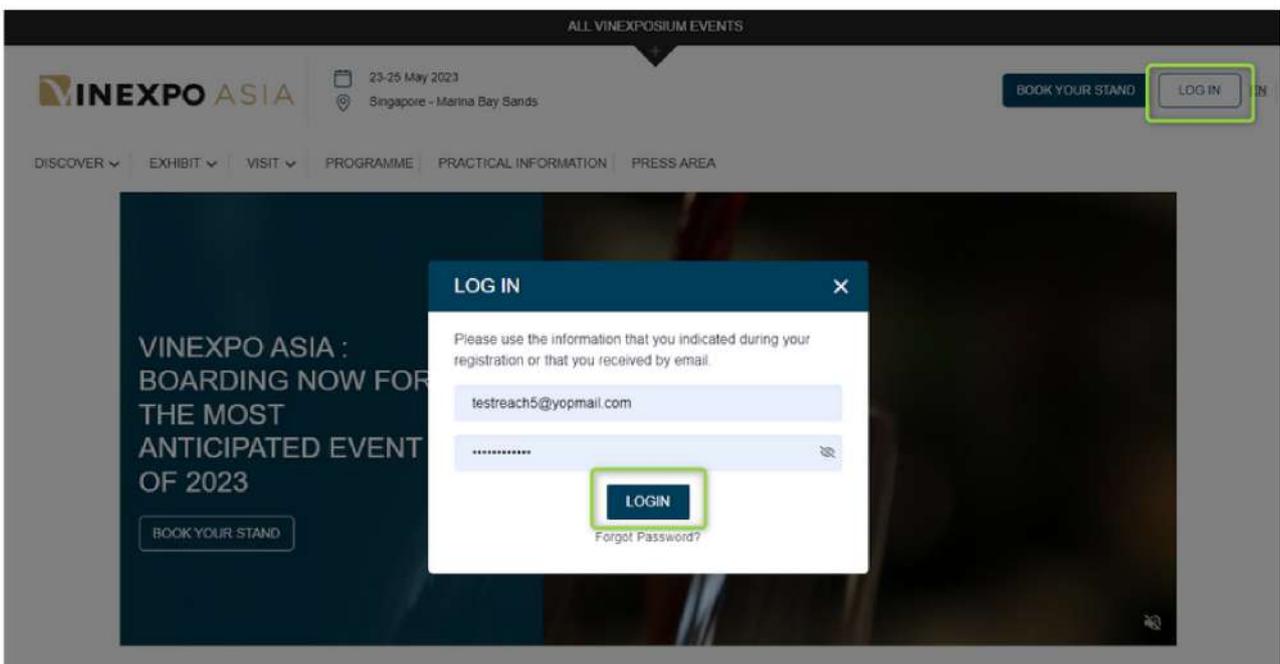
## Go to the website

- Go to Vinexpo Asia website (<https://www.vinexpoasia.com/>)

2

## Log on to your profile

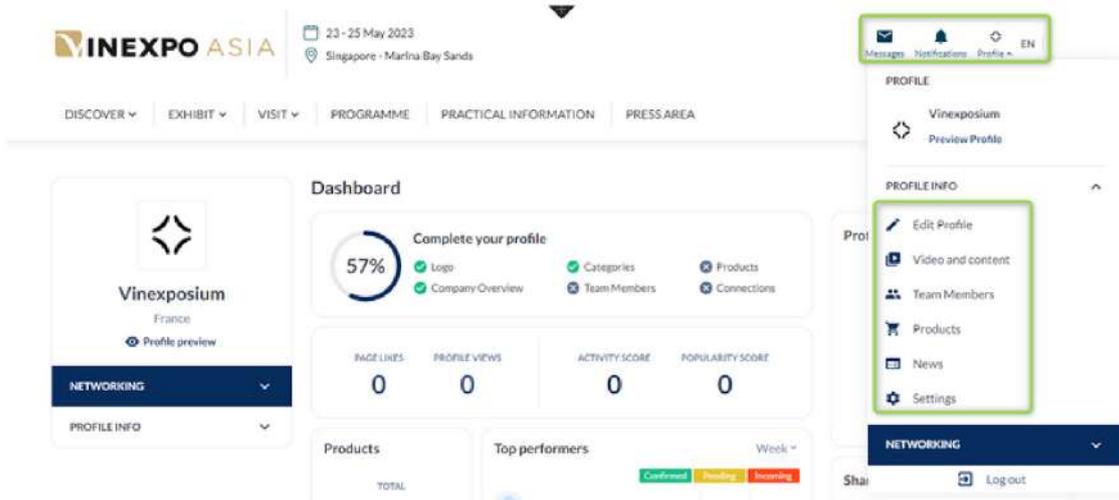
- Click on 'Log in' and fill in the e-mail and password of your account (same credentials than your exhibitor space).



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

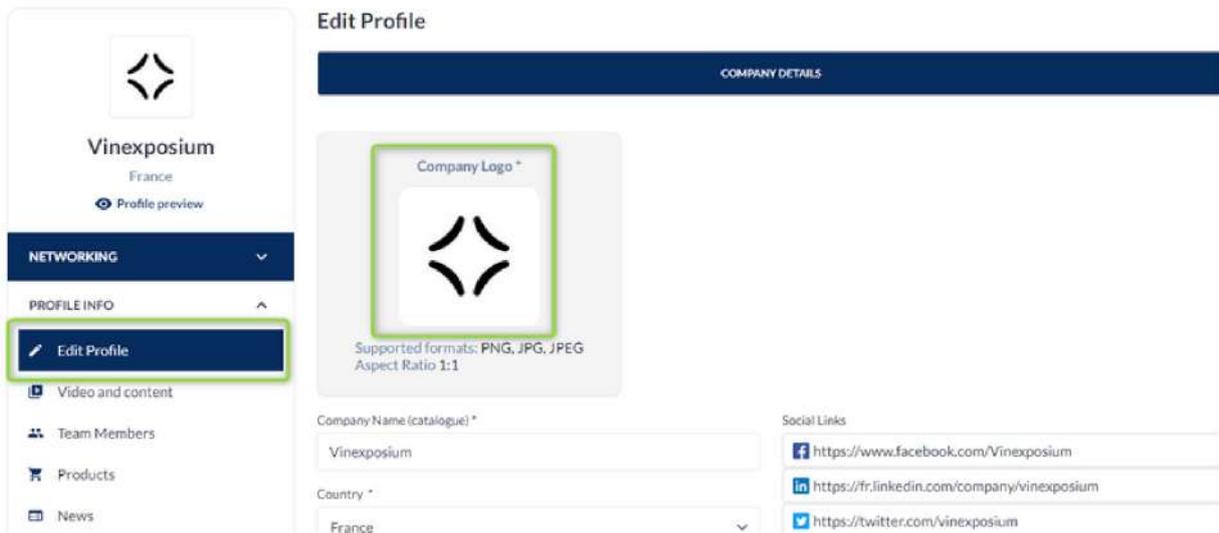
### 3 Go to your company profile

- Click on 'Profile' in the top right menu
- Then click on 'Edit Profile'

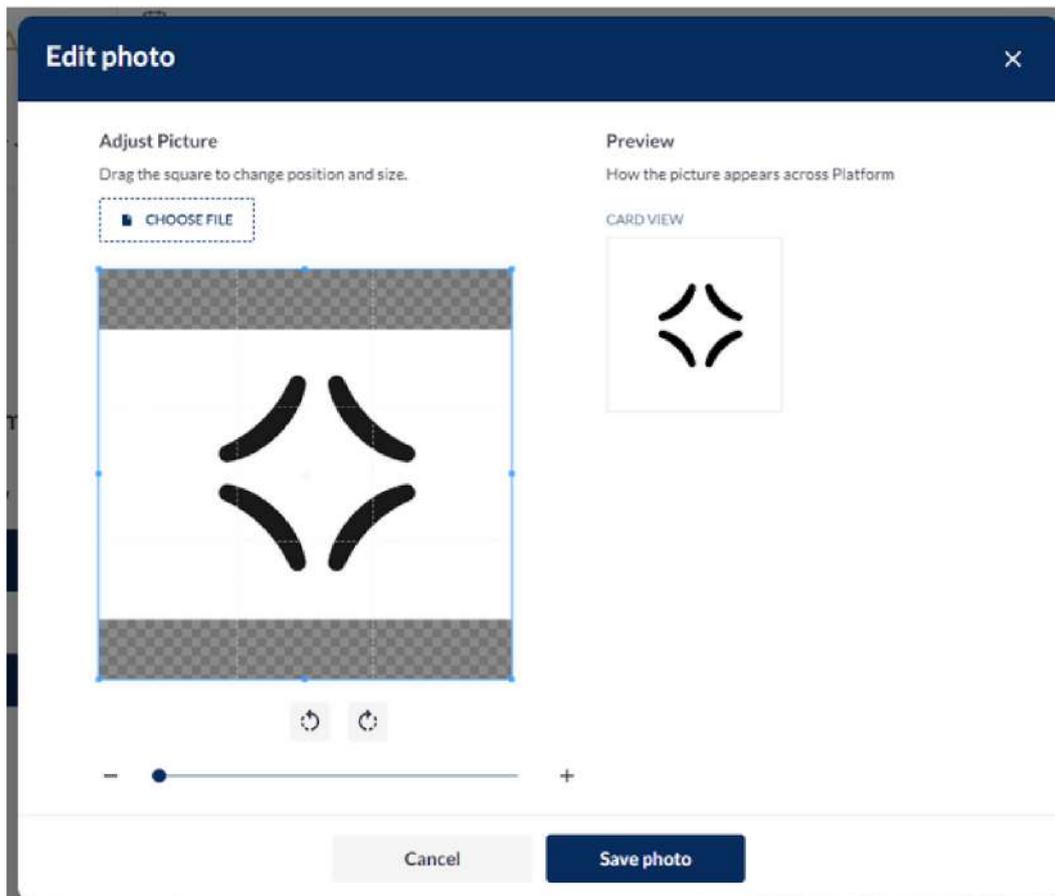


### 4 Add a logo

- Click to add a picture



- Select the photo in your files and click on 'open'.
- Adjust the image and click on 'Confirm' to save the changes.



## 5 Complete your information

- Company name (catalogue) => To be filled in EN and FR to avoid empty fields
- Country
- Region/State
- City
- Post Code
- Website
- Facebook => Link to your Facebook page
- LinkedIn => Link to your LinkedIn page
- Twitter => Link to your Twitter account
- YouTube => Link to your YouTube channel
- Instagram => Link to your Instagram page

Then click on the 'Save' button at the bottom of the page to save the changes.

## 6 Add product categories

- Click on 'Add a category', then select:
  - Product categories
  - Type of culture
  - Grape variety
  - Price range
  - Selling format
  - Vintage/Age/Quality
  - Contry, Region & Appellation

corresponding to the products you will present during the show.

*Please select carefully your activity categories to avoid disappointing buyers, as they help them find you using filters . **The quota of activity categories is 30.***

Activity categories : Please select carefully your activity categories to avoid disappointing buyers, as they help them find you using filters . The quota of activity categories is 30.\*

+ ADD CATEGORY

France x Dry white x Still wine x Red x Rosé x Sweet wine x

Add Category

Please note, you can choose up to 30 categories

Product category

- Champagne & Sparkling Wine
- Still wine
- Spirits
- Beer
- Cider & Perry
- Other Alcoholic Beverage
- Soft Drinks - Mixers
- Soft Drinks - No / Low ABV

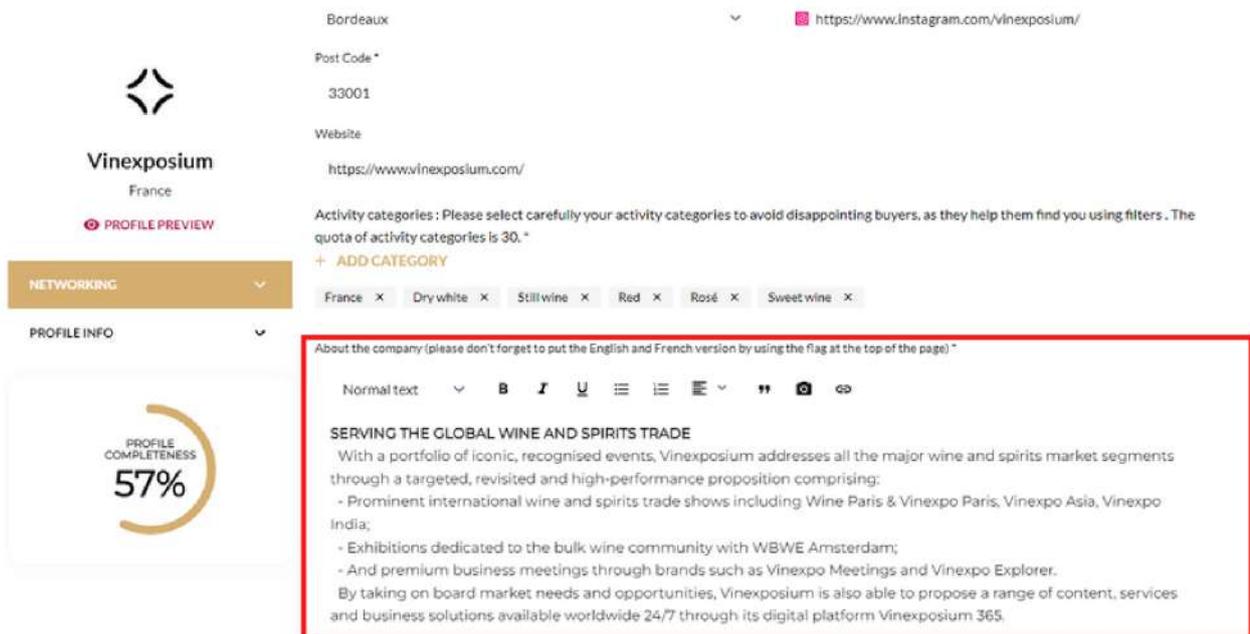
Grape Variety

Cancel Save

## 7 Complete your company description

Fill in the company description.

*The text will appear on your company page in the catalogue and will be visible to other users. Be brief but precise, with keywords so that trade buyers can find your profile.*



Bordeaux

Post Code \*

33001

Website

<https://www.vinexposium.com/>

<https://www.instagram.com/vinexposium/>

Activity categories: Please select carefully your activity categories to avoid disappointing buyers, as they help them find you using filters. The quota of activity categories is 30. \*

+ ADD CATEGORY

France x Dry white x Still wine x Red x Rosé x Sweet wine x

Normal text

**SERVING THE GLOBAL WINE AND SPIRITS TRADE**

With a portfolio of iconic, recognised events, Vinexposium addresses all the major wine and spirits market segments through a targeted, revisited and high-performance proposition comprising:

- Prominent international wine and spirits trade shows including Wine Paris & Vinexpo Paris, Vinexpo Asia, Vinexpo India;
- Exhibitions dedicated to the bulk wine community with WBWE Amsterdam;
- And premium business meetings through brands such as Vinexpo Meetings and Vinexpo Explorer.

By taking on board market needs and opportunities, Vinexposium is also able to propose a range of content, services and business solutions available worldwide 24/7 through its digital platform Vinexposium 365.

## 8 Select your main activity:

- Click on the main activity of your company



Main Activity

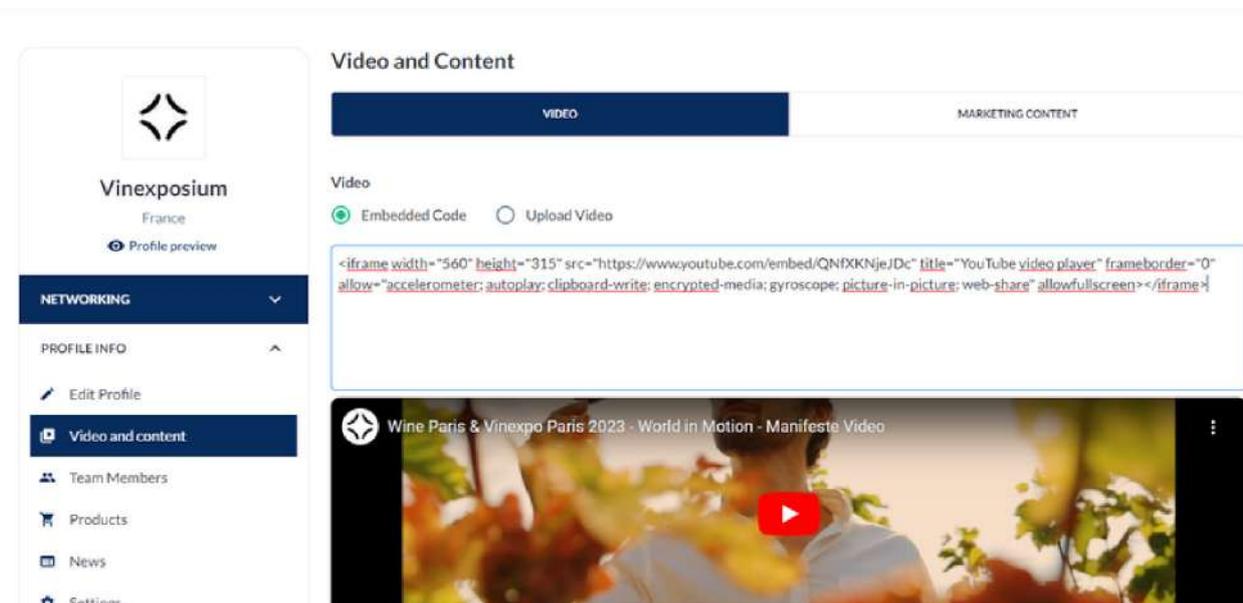
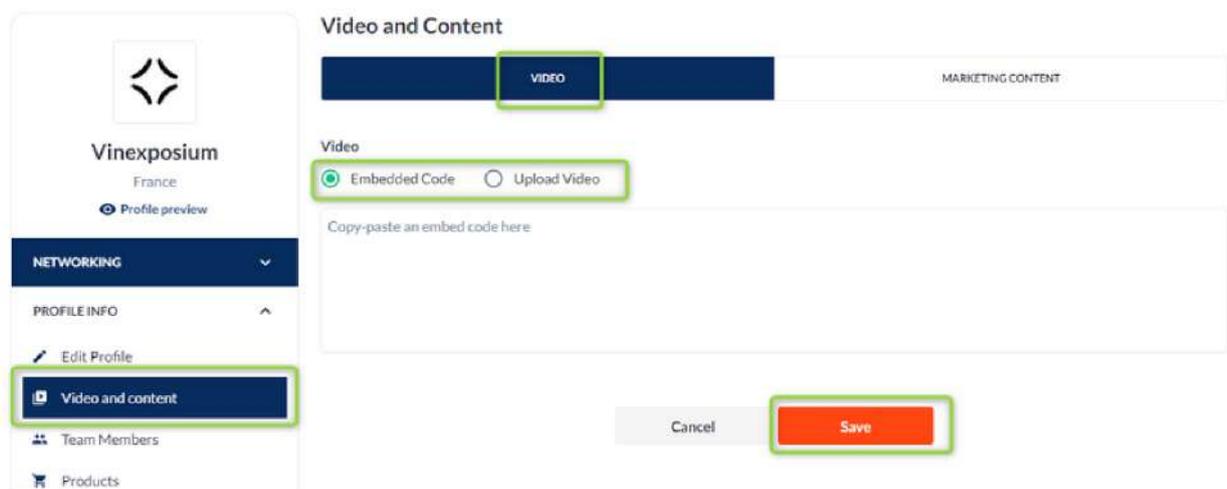
- Producer
- Merchant
- Cooperative
- Distributor
- Trade Union & Professional Committee
- Spirits
- Official partner
- Professional organisation and institution
- Press

Cancel Save

**Click on 'Save' at the bottom of the page to save all the changes.**

## 9 Add a video (optional)

- Click on 'Videos and content' in the left menu
- 2 options :
  - **Option 1:** Copy/paste the 'embed code' that you can find by doing a right click on your YouTube video for example.
  - **Option 2:** Click on 'Upload Video' to upload one of your videos (mp4 format, resolution 1080p, maximum size 50MB).



# 10

## Add marketing content

- Click on 'Marketing Content'



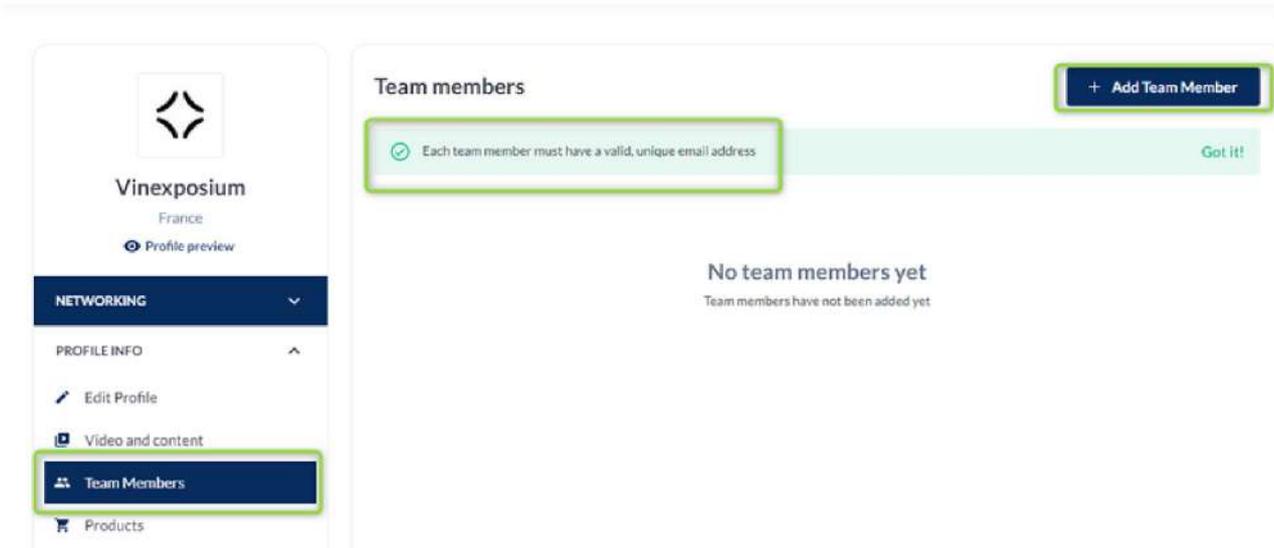
*You can upload documents (max weight 50mb, jpeg, png or pdf format) such as press releases, brochures or price lists but also marketing content to boost your profile.*

*Please note that these documents will be visible and downloadable by visitors on your profile.*

# 11

## Add Team Members

- Click on 'Team Members' in the left menu

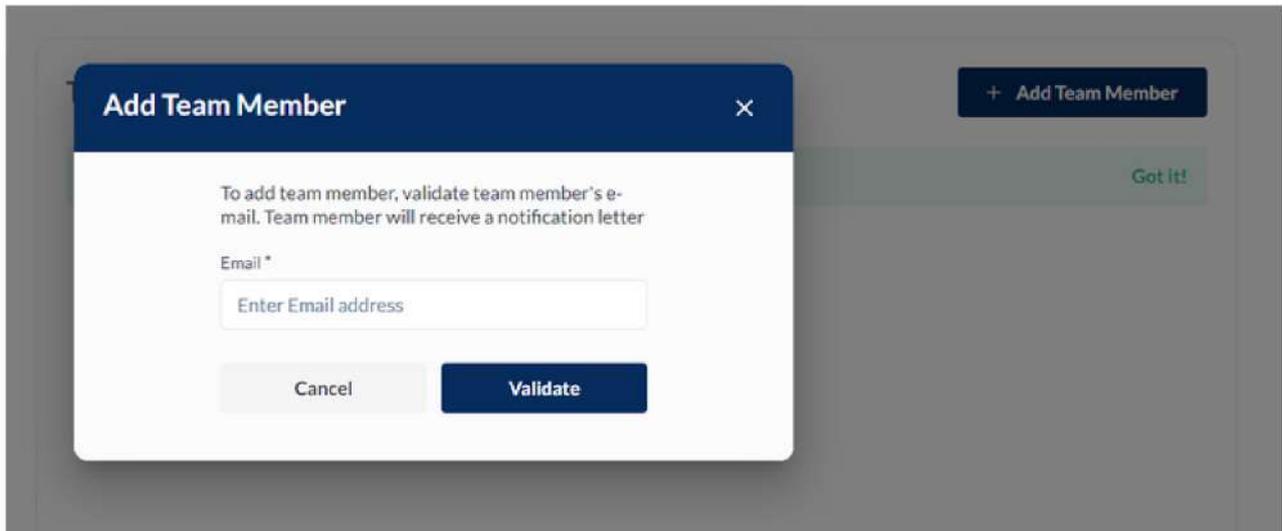


To create profiles for you and your team members, which will be present on your company page and will allow you to book meetings individually. **Each e-mail address must be unique.**

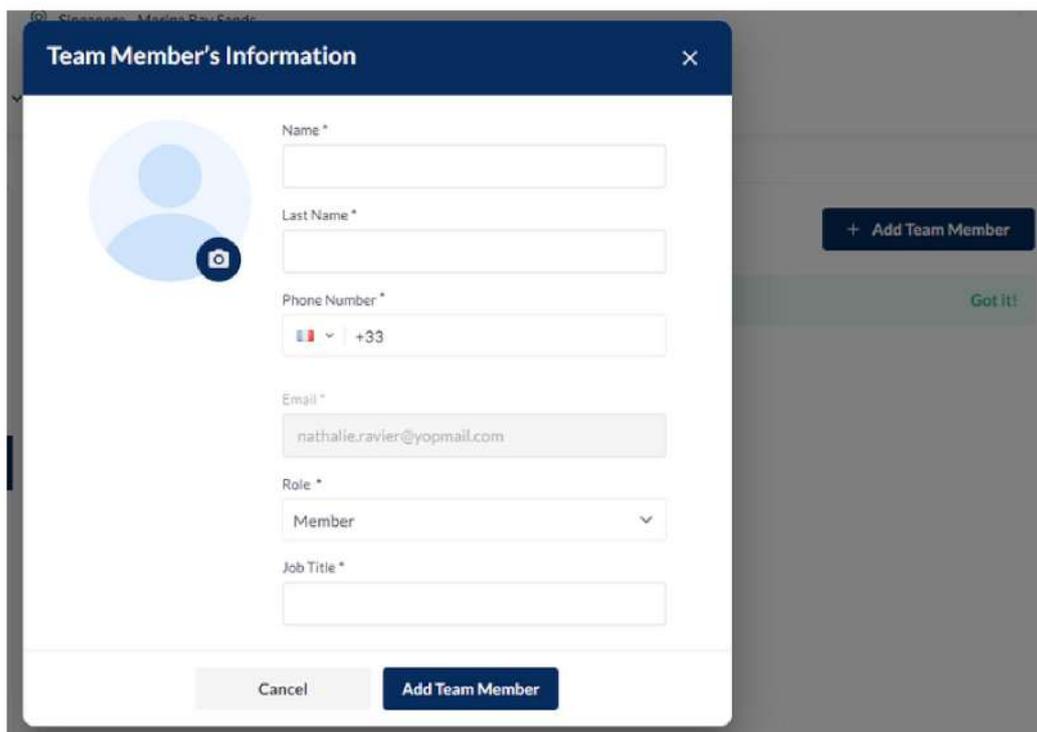
**Only team members can send and receive meeting requests.**

Only individual profiles with admin account can update the company page and upload products (if the option has been previously purchased).

- Click on 'Add a team member'
- Enter the email address of the team member (unique email)



- Click on the " Validate " button to add the team member
- Fill in the personal information of this team member
  - Last name
  - First name
  - Phone number
  - Role (only admins can access/modify the company profile)
  - Position
- Add a profile picture
- Click on 'Add a team member'



# 12 Option: add products

Adding products to your company profile is a **paid option**.

This option is available in the online store of your **exhibitor area**

