

Digital Marketplace User Manual

目录

Part1.Introduction to the Trading Main Site	2
1.1 What is the Trading Main Site?	2
1.2 How to Join the Trading Main Site.....	2
1.3 How to help	3
Part 2. Operation of Trading Main Site Functions	4
2.1 Front-End Function Introduction.....	4
2.2 Back-End Function Introduction	8
Part 3. Frequently Asked Questions.....	13
3.1 How to Place an Order	13
3.2 How to Negotiate a Price	13
3.3 How to Make Payment.....	15
3.4 How to Receive Payment.....	15
3.5 Order Compensation	15
3.6 How to Contact the Platform.....	15

Part1.Introduction to the Trading Main Site

1.1 What is the Trading Main Site?

The Trading Main Site is an online trading platform for international freight forwarding peers. You can book cargo space directly online as a buyer or publish freight rates as a supplier on the platform.

As a neutral third party, the platform does not participate in the procurement or sale of freight rates. Instead, it provides technical support and services for rate display, payment settlement, and more.

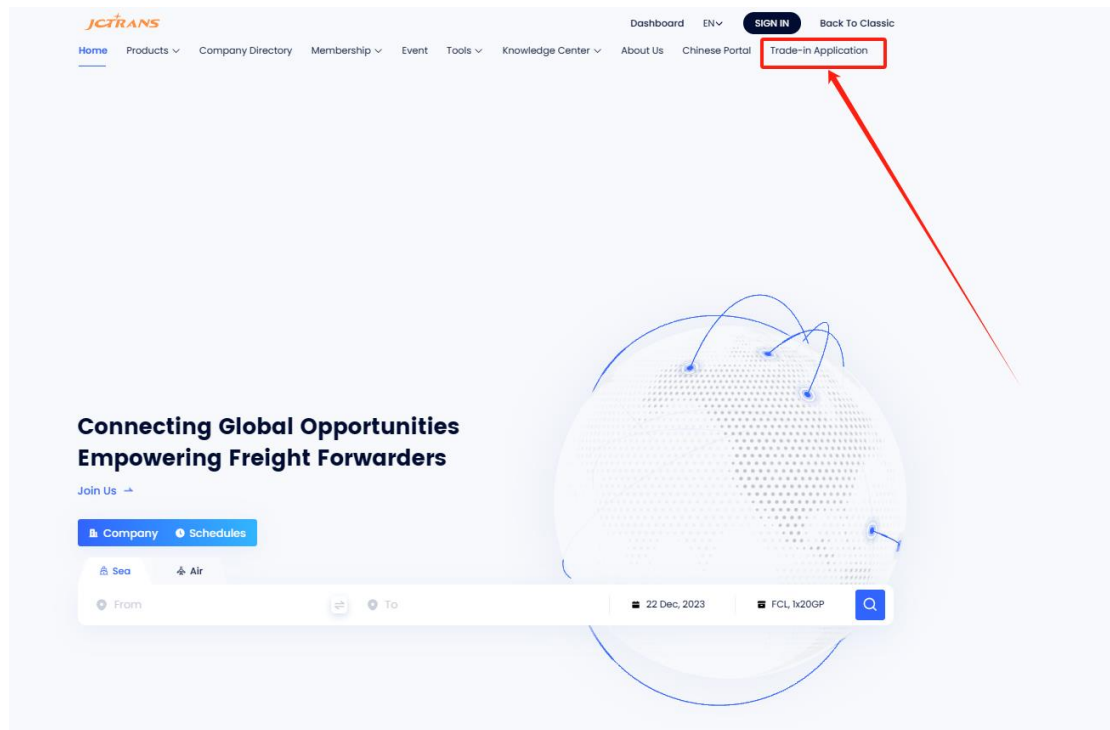
JCtrans members can enjoy up to \$150,000 per year in trade guarantees.

1.2 How to Join the Trading Main Site

To join, visit the JCtrans website, log in, and select 'Join Trade Platform' from the homepage navigation bar. Click on 'Free Registration' and follow the system prompts to fill in your company information to submit your application.

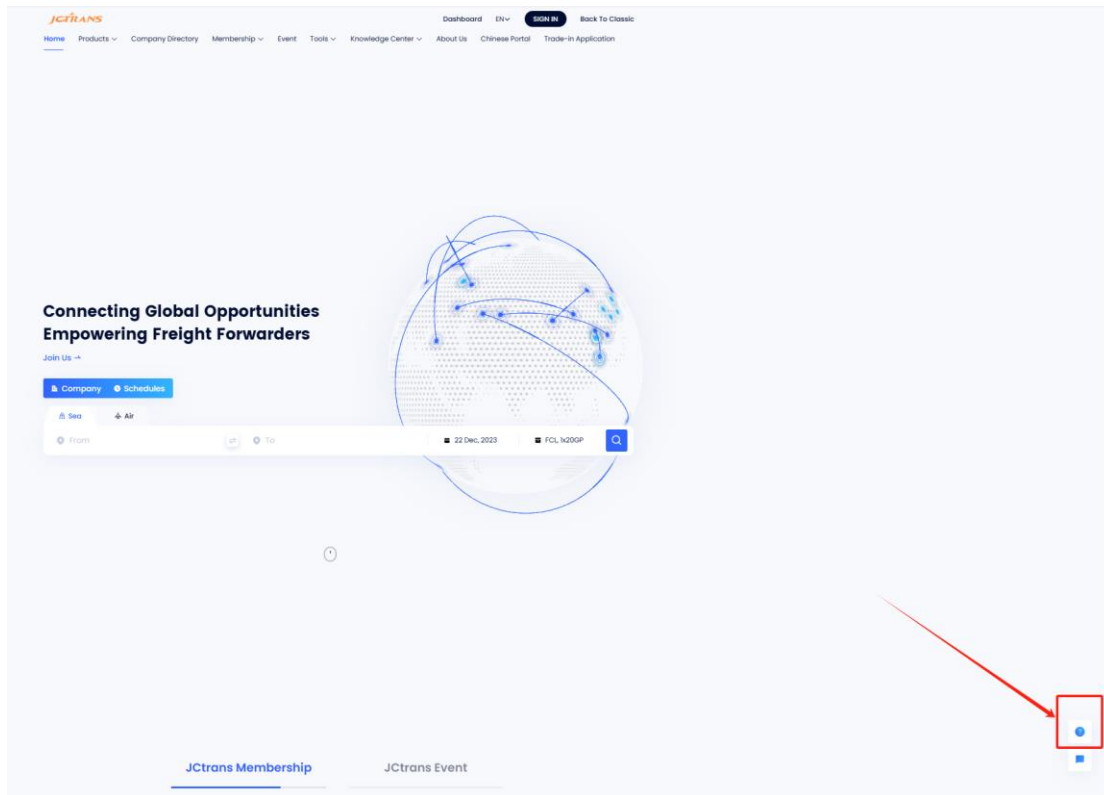
If you are not yet a JC member, please sign up for JC membership first. Once your application is submitted successfully, our platform staff will contact you.

If you are already a member, simply fill in the company information as prompted by the system. Once the platform approves your application, your customer success manager will inform you of the approval outcome.



1.3 How to help

If you are unsure how to navigate the website after joining the Trading Main Site, you can find assistance by clicking on the 'Help Center' at the bottom right corner of the website. There, you can download a detailed user guide. Alternatively, you can directly contact your customer success manager for comprehensive and personalized guidance.



Part 2. Operation of Trading Main Site Functions

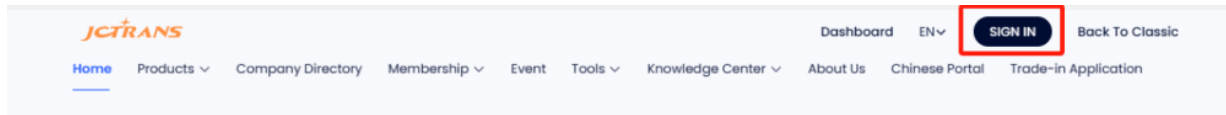
2.1 Front-End Function Introduction

2.1.1 Login

Web address: <https://www.jctrans.com>

Open the Jctrans website, click the login button at the top right corner, enter your username and password, and complete the login after passing the image verification.

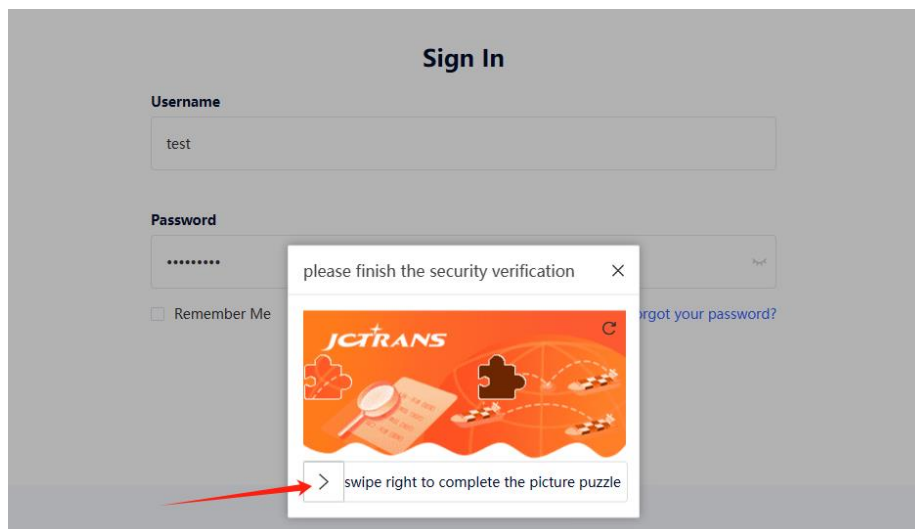
Step 1:



Step 2:

The screenshot shows the 'Sign In' page of the JCTrans website. The page has a header with the text 'Connecting Global Opportunities Empowering Freight Forwarders' and a background image of a 3D puzzle. The main content area is a white box with the title 'Sign In'. It contains two input fields: 'Username' with the placeholder 'Please enter your Username/phone number/email' and 'Password' with the placeholder 'Please enter the password'. Below the password field is a checkbox for 'Remember Me' and a link for 'Forgot your password?'. A blue 'Sign In →' button is centered below the fields. At the bottom, there is a link: 'Don't have an account? Register'.

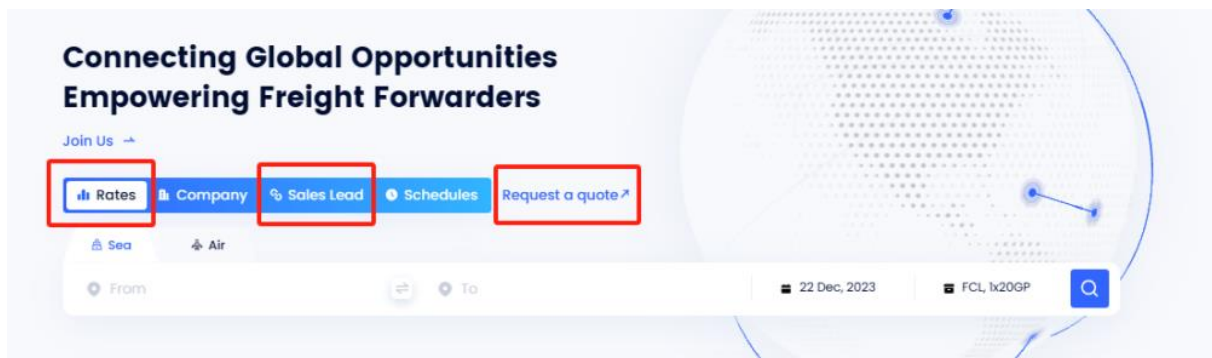
Step 3:



2.1.2 Search Bar

After joining the Trading Main Site, you will notice three new functional modules added to the search bar on the homepage.

These are: Freight Rate, Sales Opportunities, and Get a Quote.

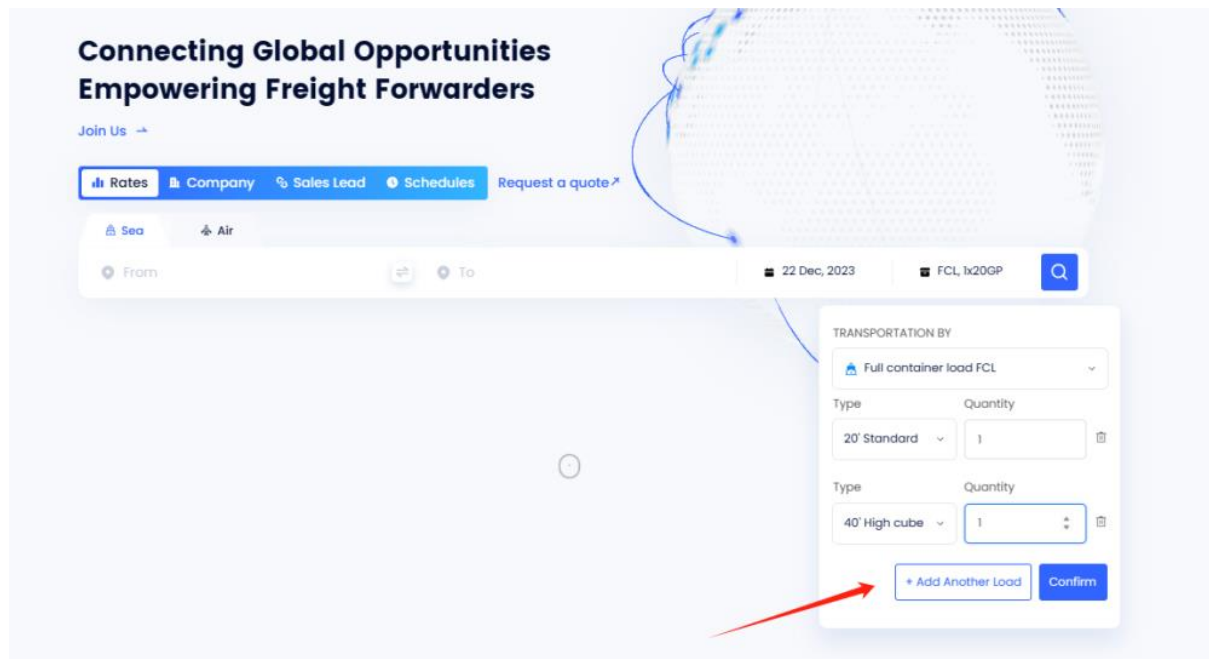


a) Freight Rates

As a buyer, you can use this search bar to find cabin prices that meet your needs based on information like the port of origin, destination port, date, container type, and quantity.

Currently, it supports a variety of combinations for four container types: 20GP, 40GP, 40HQ, and 45HQ.

You can add container types and quantities according to your personalized needs.



b) **Request a Quote**

As a buyer, if you cannot find freight products that meet your needs in the search, you can click on 'Request a Quote'.

This allows you to send your requirements to all suppliers on the Trading Main Site with a single click.

c) **Sales Lead**

As a seller, you can use this search bar to enter the port of origin and destination port based on the shipping route information you can provide, to search for the list of inquiries posted by buyers.

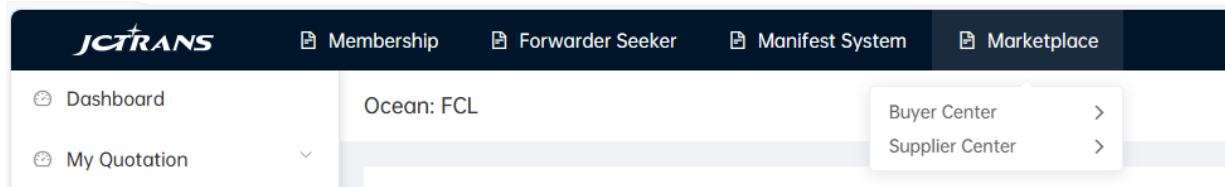
2.1.3 Special Offers

As a buyer, you can view special offers on the platform separately for imports and exports. As a seller, you can set your preferentially recommended special offers in the supplier center. Once set up, the platform will display them to buyers in the order you configured.

2.1.4 Recommended Shops

As a buyer, you can see supplier shops recommended by the platform here.

2.2 Back-End Function Introduction



2.2.1 Buyer Center

2.2.1.1 My Shipments

This section is your order center, where all orders made through the Trading Main Site are recorded.

There are two types of orders on the platform: regular orders and guaranteed orders.

It is important to note that when booking a guaranteed order on the platform, you may be required to pay an upfront guarantee fee for your order (the specific amount of the guarantee is determined by the supplier's pricing).

- a) **Order List:** All your regular orders can be found here. You can search for them based on Port of Loading (POL), Port of Discharge (POD), order status (Status), and seller's name (Seller).
- b) **Booking List:** All your booking orders can be found here. You can search for them based on Booking Number (Booking NO), Bill of Lading Number (BL NO), Port of Loading (POL), Port of Discharge (POD), order status (Status), and seller's name (Seller).

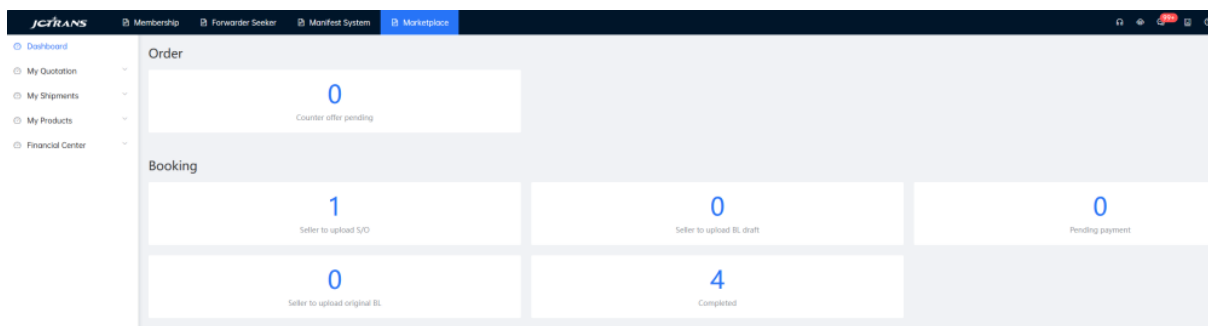
2.2.1.2 Financial Center

Bill Records: All your bill information will be recorded here. You can search for them based on Bill of Lading Number (BL NO), Port of Loading (POL), Port of Discharge (POD), order status (Status), and seller's name (Seller).

2.2.2 Supplier Center

2.2.2.1 Dashboard

This area displays your pending tasks. You can click on the icons above to quickly navigate to the pages where these tasks need to be processed.



2.2.2.2 My Quotation

My Counter Offer:

Buyers may negotiate the price for regular orders. When a buyer starts a negotiation, you can view the specific order details in My Counter Offer.

You can choose to accept or refuse. If you accept, the order will proceed at the negotiated price. If you refuse, provide your reason for refusal, and the order will be closed.

2.2.2.3 My Shipments

- a) **Order List:** All regular orders you have sold can be found here. You can search for them based on Port of Loading (POL), Port of Discharge (POD), order status (Status), and buyer's name (Buyer).
- b) **Booking List:** All booking orders you have sold can be found here. You can search for them based on Booking Number (Booking NO), Bill of Lading Number (BL NO), Port of Loading (POL), Port of Discharge (POD), order status (Status), and buyer's name (Buyer).

2.2.2.4 My Products

- a) **Ocean FCL:** Here, you can publish and edit your ocean full container load (FCL) products. The platform supports batch import. You can click 'Import' on the page and download the freight rate template. After filling in the freight information, click the import button to upload the file.

Tips: If the uploaded product is in draft status, it cannot be published at this time. You need to click the edit button on the right to complete the information before publishing.

If you need to search for a product, you can directly select the product status and Port of Loading for the search, or click 'unfold' on the right for expanded multi-condition precise search.

Ocean: FCL

Item No:

Status:

POL:

Reset Search Unfold

- b) **Special Offers:** Click 'NEW' to select the special offers you want to display, and configure the display order to complete the setup. Special offers are configured from your already published products, and you can configure up to four special offers at a time. If the products you configured have expired, the special offers will also expire accordingly.

2.2.2.5 Financial Center

Here, you can check the receipt status of your orders.

Dashboard

My Quotation

My Shipments

My Products

Financial Center

Billing History

Ocean FCL Air

Order No:

BL No:

POL:

POD:

Status:

Buyer:

Open

Bank Slip Submitted

Payment Failed

payment Confirmed

Invoice Void

Currency:

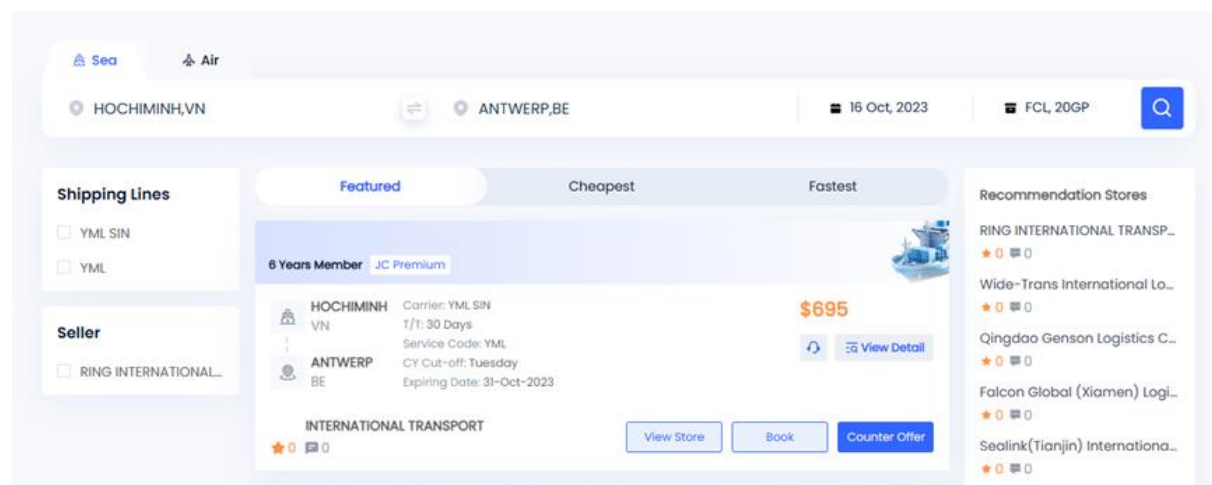
Buyer:

Invoice No:

Part 3. Frequently Asked Questions

3.1 How to Place an Order

After entering information such as the place of origin, destination, date, container type, and quantity, select the product you are satisfied with from the product list and click 'BOOK' to complete the booking and place the order.



3.2 How to Negotiate a Price

Click 'Counter Offer' on the product card to enter the negotiation page. Select the specific amount you wish to modify in the type of cost you want to change,

and then click confirm.

Counter offer

Ocean Freight

POL Charges

POD Charges

Additional Charges

The counteroffer will be systematically cancelled if the seller doesn't response in 3 days. Please be aware, there will be a penalty of USD200/Container in case you cancel the booking after the seller agrees your counter offer

Charge name	Comment	Unit	Unit price	Currency	Amount
Ocean Freight	Per Container	1	<div><div></div><div></div><div>475</div></div>	USD	475

Subtotal: \$475 + ¥0

Price spread: \$0 + ¥0

Total: **\$695 + ¥0**

Confirm

Counter offer

Ocean Freight

POL Charges

POD Charges

Additional Charges

The counteroffer will be systematically cancelled if the seller doesn't response in 3 days. Please be aware, there will be a penalty of USD200/Container in case you cancel the booking after the seller agrees your counter offer

Charge name	Comment	Unit	Unit price	Currency	Amount
Origin THC	Per Container	1	<div><div></div><div></div><div>130</div></div>	USD	130
Seal Fee	Per Container	1	<div><div></div><div></div><div>10</div></div>	USD	10
Origin Documentation Fee	Per Container	1	<div><div></div><div></div><div>45</div></div>	USD	45

Subtotal: \$220 + ¥0

Price spread: \$0 + ¥0

Total: **\$695 + ¥0**

Confirm

3.3 How to Make Payment

After the seller issues an invoice or invoice, the platform will notify you to make a payment in the message center of the workspace.

You can also directly click on the order that needs to be paid, where the seller's payment information and the total cost you need to pay will be displayed in the pending tasks.

3.4 How to Receive Payment

After the buyer confirms acceptance of the original BL (Bill of Lading) you uploaded, the platform will transfer the funds to your designated account.

3.5 Order Compensation

Compensation will be made according to the platform's existing compensation rules. For specific details, please contact your customer success manager.

3.6 How to Contact the Platform

- a) **Customer Success Manager:** Directly contact your customer success manager for assistance.

b) **Platform Customer Service:** Click on the dialogue box at the bottom right corner of the website, or click the customer service button at the top right of the workspace to contact platform customer service.

