



PAKISTAN TRADE PORTAL

A PROJECT OF TDAP

USER MANUAL (Seller Registration)



1st Step :

Profile Creation of Company

Click on the link

<https://pakistantradeportal.gov.pk/register/supplier>

Mandatory fields:

- Name of the Owner (First name and Last name as per CNIC) Email, Phone Number, City, Email
- A conformation email will be sent to the user.

User Profile

Enter Email *

Enter Phone *

Enter CNIC *

Upload CNIC Front & Back Image *
 No file chosen

Enter Password *

Confirm Password *

Business Profile

Company Name *

Street Address *

Enter City * Enter Province *

National Tax Number

Securities & Exchange Commission of Pakistan (SECP) No#

Already have an account? [Login](#)
Not a Seller? [Register as Buyer](#)



2nd Step:

COMPANY CREATION

Mandatory fields:

- Name as per documents, Email, CNIC, Phone Number Password.
- National Tax & SECP Registration numbers will be scrutinized, and verified status (green tick) will be awarded to authentic users. **However, at this stage these registrations are not mandatory.**
- A conformation email will be sent to the user.

Business

Company Name *

Address *

NTN no *

SSCP no *

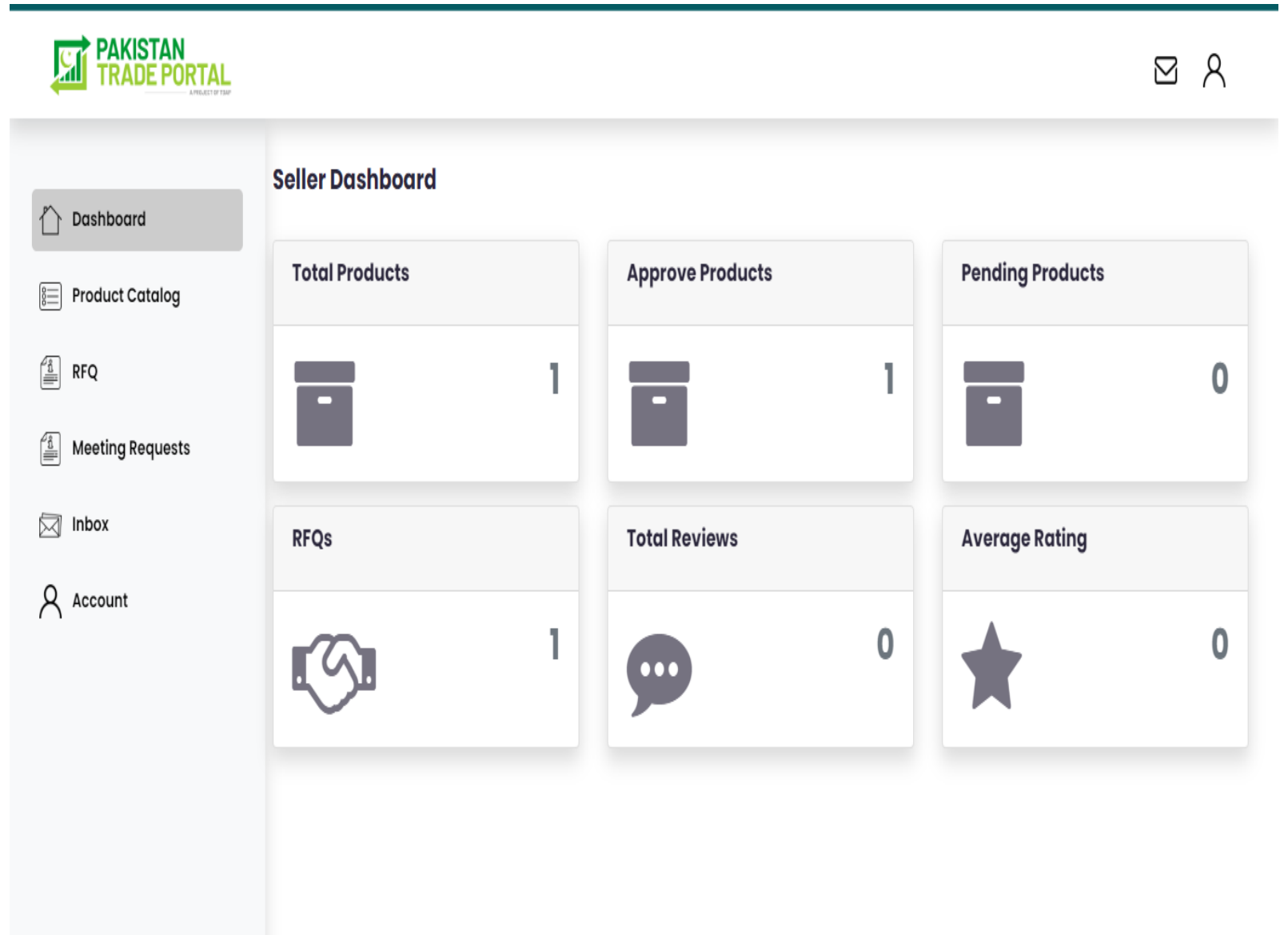
SUBMIT



3rd Step:

Seller's DASHBOARD

Seller will get an overview of products listed on this website, pending orders, reviews from customers and average rating



PAKISTAN TRADE PORTAL
A PROJECT OF TDAP

Dashboard

Product Catalog

RFQ

Meeting Requests

Inbox

Account

Seller Dashboard

Metric	Value
Total Products	1
Approve Products	1
Pending Products	0
RFQs	1
Total Reviews	0
Average Rating	0



4th Step:

PRODUCT UPLOAD: SINGLE AND BULK

Seller can upload products manually or by directly uploading an excel sheet (template)

Upload Products

To start, select the type of upload you need



Add a single product

Used for adding one product at a time from within the website



Bulk upload

Used for uploading multiple products at a time via one, or two template file(s)

The screenshot shows the Pakistan Trade Portal interface. At the top left is the logo for 'PAKISTAN TRADE PORTAL' with the tagline 'A PROJECT OF TDAP'. On the right side of the header, there are icons for a mail envelope and a user profile. A left-hand navigation menu contains the following items: 'Dashboard', 'Product Catalog' (which is highlighted), 'RFQ', 'Meeting Requests', 'Inbox', and 'Account'. The main content area is titled 'Upload Bulk Images' and features a large box with a box icon containing two upward arrows and a diamond shape. Below the icon, the text reads 'Upload Bulk Images' and 'Used for uploading multiple images of products at a time.'



5th Step:

SINGLE UPLOAD:

Information required for single product upload includes;

- **Product Name:** Unique name with first letter Capital and without comma.
- **Key Features of the products:** What's unique about your product.
- **Keywords (Search Words):** Keywords will help your product to get more searches on the portal.
- **Product Description (Max. 300 words):** Some qualities about your product in para form.
- **Product Images:** Different angles of your products. You can add up to 8 images of each product.
- **Product SKU:** Stock Keeping Unit of the product
- **Pricing (USD):** Price convertor will convert PKR > USD
- **Minimum Order Qty or Minimum Value Quality, Unit Price and Wholesale (Bulk) Price**
- **Product Dimensions (Weight, LWH)**
- **Shipping Details:** Ready to ship or not

PAKISTAN TRADE PORTAL

Dashboard
Product Catalog
RFQ
Meeting Requests
Inbox
Account

Add new product

Product Information

Basic Information

Category * Sub Category (Optional) Sub Category (Optional)

Textiles
Agriculture
Leather
Engineering

Product name *
Enter Product name

Key features *
Example : 8GB RAM, 128GB ROM

Keywords *
Type product search keywords

Description

Description *
Enter information about this Product

Images *

Add images of your product to engage customers.
Images should be square with minimum allowed dimensions to be 400x400.
Allowed file extensions are (png, bmp, jpeg, and jpg)

Choose Files | No file chosen

Product Identifier

SKU *
Enter Product SKU

Pricing

Price unit of measure *
choose

Price list *

Add pricing to your product. You can also create bulk pricing rules to offer price discounts based on quantity breaks

Minimum order quantity	Unit price	Sale price	Add Tier
Enter minimum quantity	Enter unit price	Enter sale price	

Dimensions & weight

Enter the dimensions and weight of this product.

Weight	Length
Enter Weight KG	Enter Length inch
Height	Width
Enter height inch	Enter Width inch

Shipping details

Is Ready to ship?	Is Buy Now?
Yes	Yes

Availability
In Stock

Offer Private Label Option
Yes

Additional details (It's optional)

Enter the details listed below for better discoverability of the product.

Label for field	Text to display
Label for field	Text to display

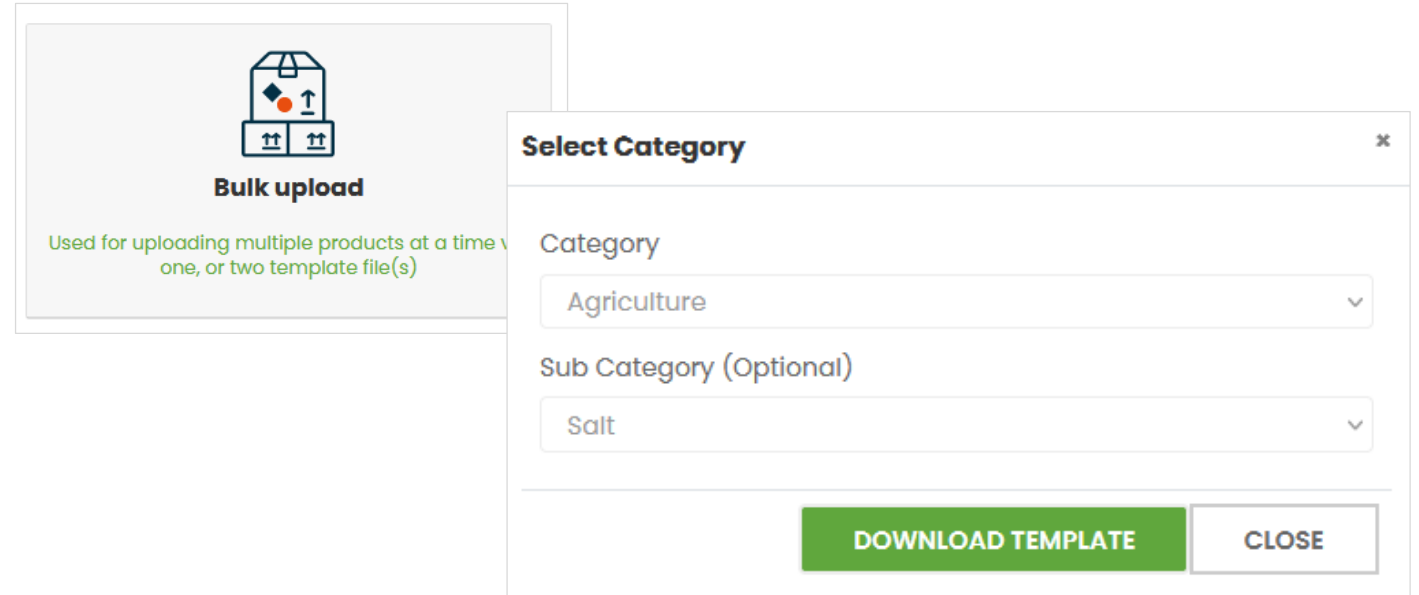
Send for review



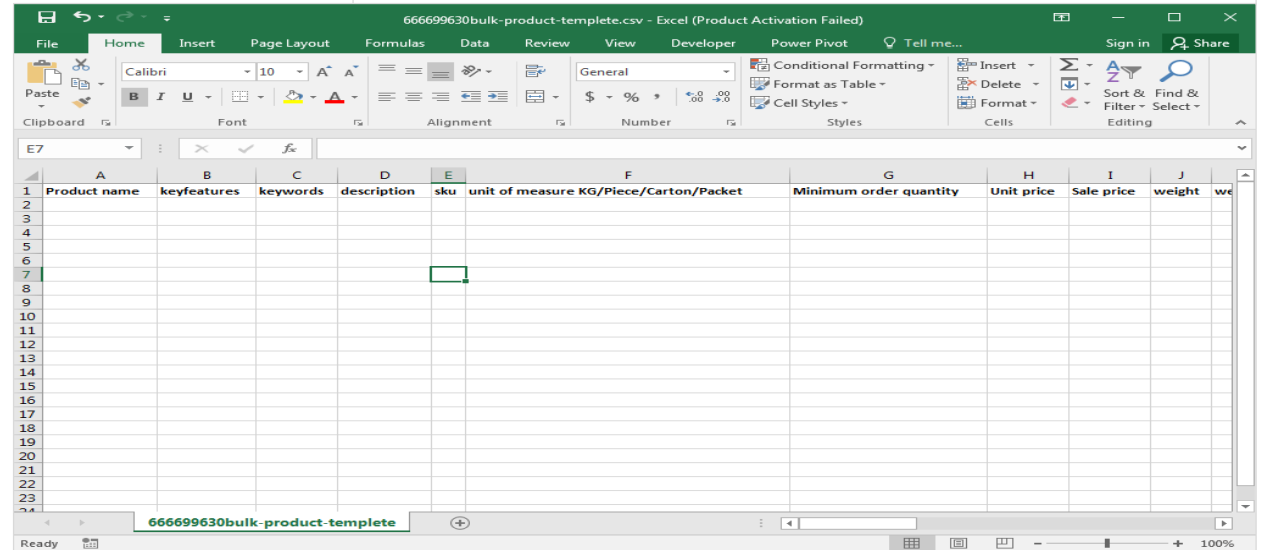
BULK UPLOAD

In case of bulk upload, the supplier needs to fill out all the relevant information in the excel template given on site and then upload the excel file.

Excel sheet has the same information tabs as of Single Product Upload has



The image shows a 'Bulk upload' icon consisting of a box with an upward arrow and two smaller boxes below it. Below the icon is the text 'Bulk upload' and a description: 'Used for uploading multiple products at a time via one, or two template file(s)'. To the right is a 'Select Category' dialog box with a close button (X). It contains two dropdown menus: 'Category' with 'Agriculture' selected and 'Sub Category (Optional)' with 'Salt' selected. At the bottom of the dialog are two buttons: 'DOWNLOAD TEMPLATE' (green) and 'CLOSE' (white).




The image shows an Excel spreadsheet titled '666699630bulk-product-template.csv - Excel (Product Activation Failed)'. The spreadsheet has columns labeled A through J. The headers are: A: Product name, B: keyfeatures, C: keywords, D: description, E: sku, F: unit of measure KG/Piece/Cartron/Packet, G: Minimum order quantity, H: Unit price, I: Sale price, J: weight. The rows are numbered 1 through 24. The spreadsheet is open in Microsoft Excel, showing the ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Power Pivot, and Tell me... The status bar at the bottom indicates 'Ready' and '100%' zoom.



6th Step:

BULK UPLOAD:

Information required for bulk product upload includes;

- **Product Name:** Unique name with first letter Capital and without comma.
- **Key Features of the products:** What's unique about your product.
- **Keywords (Search Words):** Keywords will help your product to get more searches on the portal.
- **Product Description (Max. 300 words):** Some qualities about your product in para form. 
- **Product Images:** Different angles of your products. You can add up to 8 images of each product.
- **Product SKU:** Stock Keeping Unit of the product
- **Pricing (USD):** Price convertor will convert PKR > USD
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- **Product Dimensions (Weight, LWH)**
- **Shipping Details:** Ready to ship or not

The Best Apple Slicer For Your Needs

Features:

- Elegant color & classic outlook
- Easy to clean and dishwasher safe
- 100% Stainless steel blades for easy cutting
- Ergonomic anti-slip silicone handle for superior grip
- Multi-function usage, cut the fruit with ease - never spend too much time in kitchen!
- Come with a free peeler for you to peel the skin of the apple if you like!
- Super low price for a limited time only, don't hesitate to save money NOW!

Speicification:

Slicer size: 17.5 x 11 x 6cm.

Weight: 116g

Peeler size: 10.2 x 7 cm

Peeler weight: 25g

Guarantee/Warranty

1 year, no questions asked, full money back guarantee, if unsatisfied with the product

Package included:

1 x apple slicer

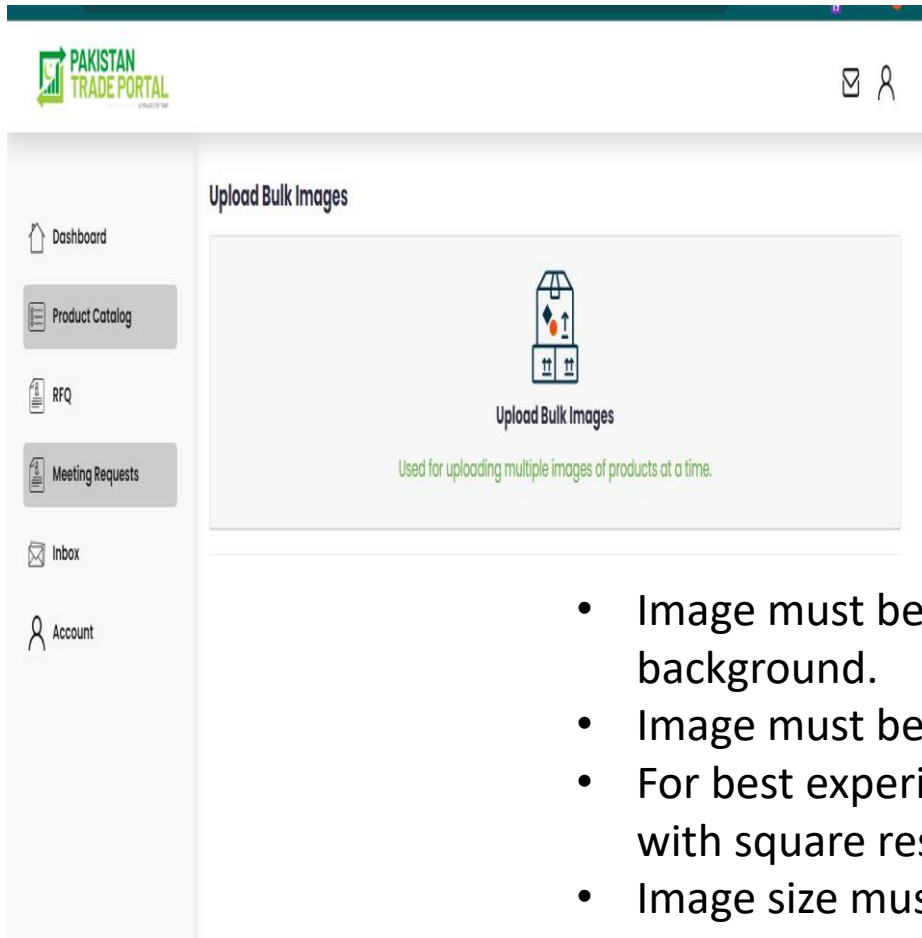
1 x peeler



7th Step:

BULK UPLOAD IMAGES:

Information required for bulk product images upload includes



- Image must be with transparent background.
- Image must be in jpg/png format.
- For best experience upload image with square resolution.
- Image size must not exceed 600 kB.



<https://www.pakistantradeportal.gov.pk/>

