

# OPERATION INSTRUCTION

FOREIGN TRADE E-COMMERCE PLATFORM OF SPOT TRANSACTION

永远不要对客户说不，

客户需求就是我们的追求！



Website: <https://esales.rizhaosteel.com/>

Register: <https://esales.rizhaosteel.com/account/loginWm/>

首页 请登录 免费注册 在线客服 ∨ 联系我们

**H 日照钢铁** RIZHAO STEEL

现货区 ∨ 捆包号/品种/牌号/供应商名称 搜索 购物车(0)

原竞价区

全部商品分类 ∨

首页 现货商城 限时抢购 废旧物资 **Foreign trade bidding**

建筑用材 > 副产品 > 废旧物资 > 热轧卷 > 钢坯 > 钢材废品 > 钢材次品 > 冷轧酸洗镀锌 > 汽车用钢 > 型钢 >

欢迎来到日钢电商平台!  
一手资源 可靠保证 交易安全

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我的采购 我的销售

公告 规则 资讯

抢购公告: 船运矿渣粉JCX...2020-09-23  
抢购公告: 船运矿渣粉JCX...2020-09-23  
抢购公告: 粉煤灰JCXSZ-... 2020-09-23  
[更多 >](#)

期货在线交易  
在线提报期货需求

提交需求 → 钢厂评审 → 合同确认  
贷款支付 → 钢厂排产 → 订货完成

## Auction Time

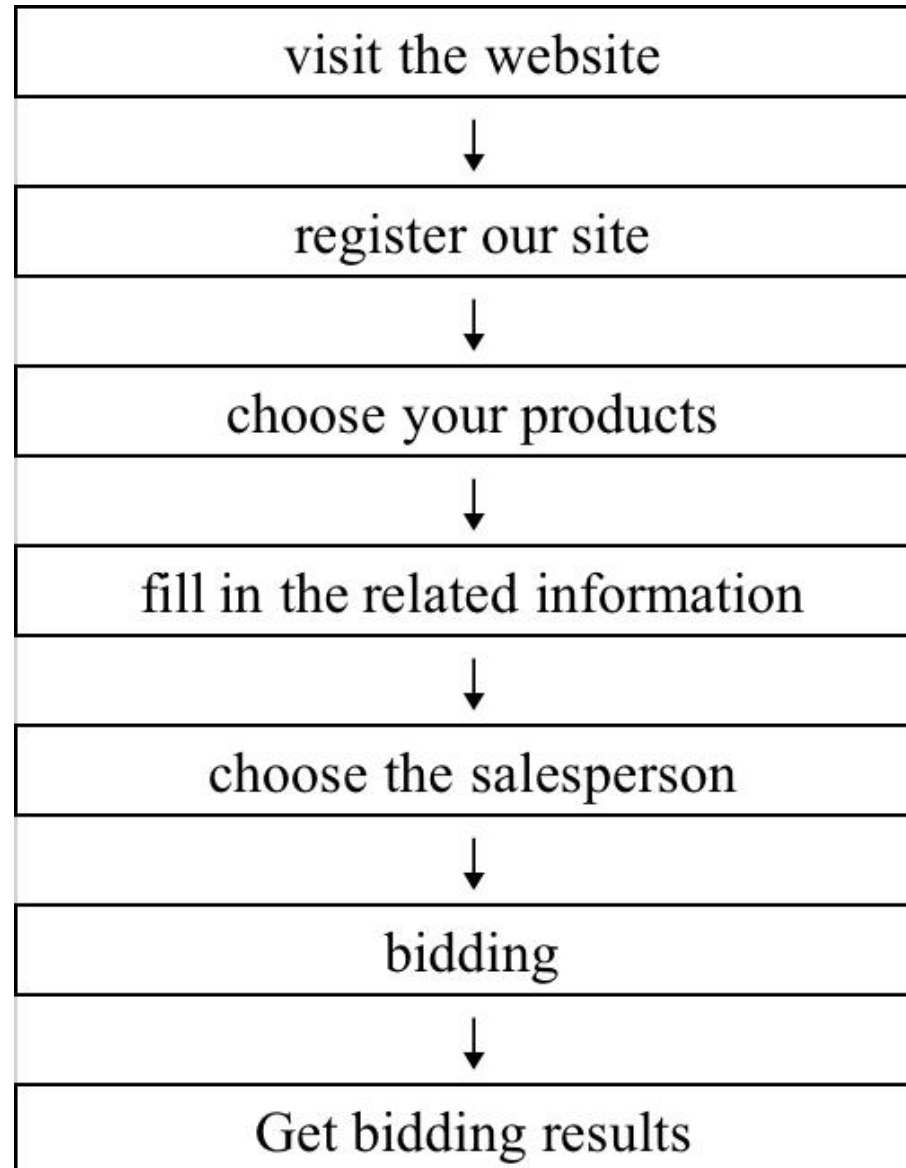
Every Wednesday 14: 00 - 14:00 the next day

## Catalogue

1. Diagram of Purchase Process
2. Points of Registration and Operation & Points for Attention
3. Operation Instruction for Goods Selection and Order Placing
4. Questions and Contact

## 1. Diagram of Purchase Process

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### 2.1.1 Log in the screen page for customer's registration

Website: <https://esales.rizhaosteel.com/account/loginWm/>


Homepage Login Registration Customer Service Contact Us

RIZHAO STEEL | Welcome To Log In

RIZHAO STEEL  
E-commerce Platform

Please Enter The Account Number

Please Enter The Password

Code  [New Code](#)

Login

[Register](#) [Retrieve Your Account Or Password](#)

### 2.1.2 Fill in the content as requested:

HOME Login Registration Customer Service Contact Us

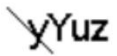
日照钢铁 RIZHAO STEEL

Stock Package Code/Commodity/Grade/Manufacturer Search Shopping Cart(0)

Welcome to Register An Existing Account? Please Login

\* USERNAME rzkhzc

\* E-MAIL rzkhzc@hotmail.com

\* Identifying Code yyuz  New Code

\* Code 9687 Waiting32s

\* Password Setting ..... Password length is incorrect

\* Confirm Password ..... Confirm that the password length is incorrect

Agree And Authorize 《Registration Agreement》

Register

2.1.3 After successful registration, customers need to fill in the company name, registered address, shareholder members list, board members list, regular bank information, and then submit for verification. (Kindly please notice that purchase cannot be proceeded until submission verified)

### Audit Certification

#### Information

\* companyName:

\* Shareholders:

\* BoardMembers:

Referee:

\* RegisteredAddress:

\* Banks:

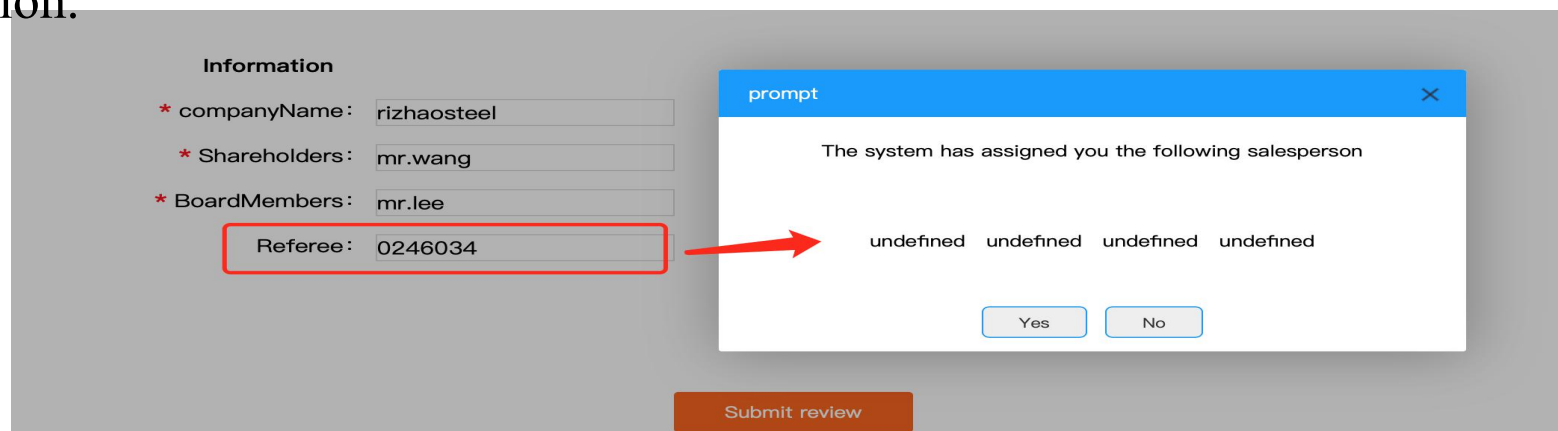


### 2.1.4 How to fill in the tab of introducer (salesman) :

The customer needs to fill in the last six Employee No. of the introducer(salesman), no need to enter the letter “R”.(Please notice that the Employee No. for salesman in Rizhao Steel is RXXXXXX.)

If wrongly filled, the system will automatically prompt that there is no salesman using this Employee No. existing. After filling in correctly, the system will automatically bring out the name

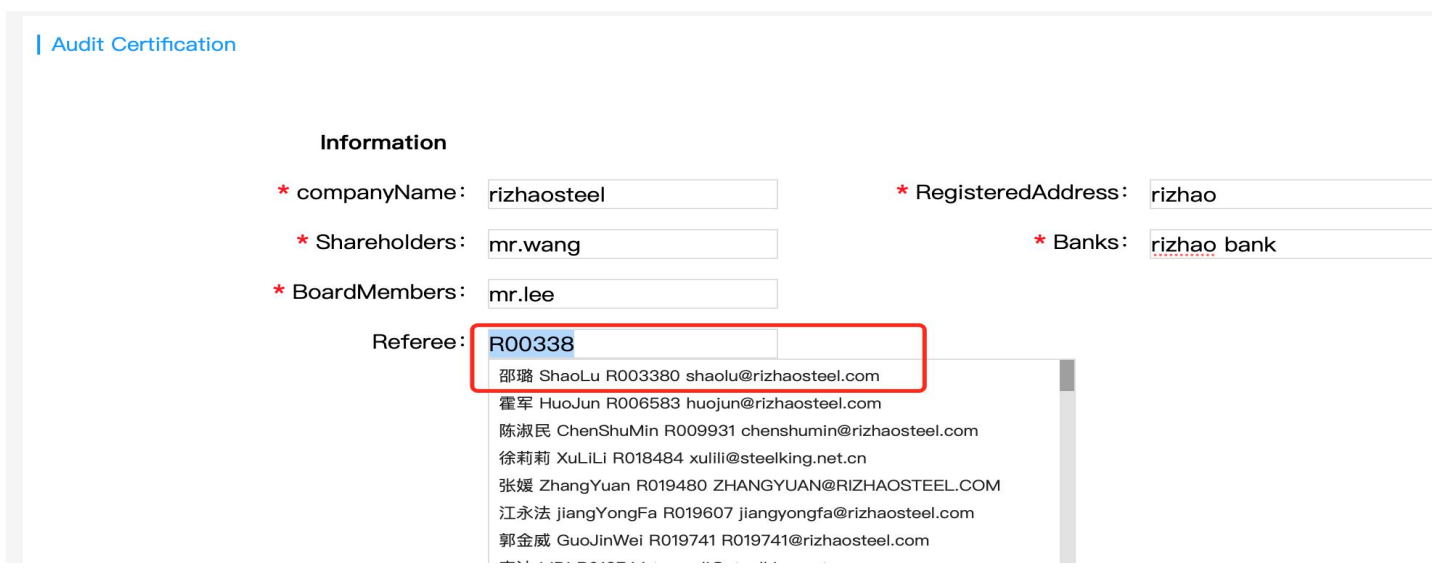
and phone number of the introducer(salesman). Then it can be submitted for approval after confirmation.



The screenshot shows a registration form with the following fields:

- Information
- \* companyName: rizhaosteel
- \* Shareholders: mr.wang
- \* BoardMembers: mr.lee
- Referee: 0246034

A red box highlights the Referee field. A red arrow points from this field to a modal dialog box titled "prompt". The dialog box contains the text: "The system has assigned you the following salesperson" followed by four "undefined" placeholders. At the bottom of the dialog are "Yes" and "No" buttons. Below the form is a "Submit review" button.



The screenshot shows the registration form with the following fields:

- Audit Certification
- Information
- \* companyName: rizhaosteel
- \* Shareholders: mr.wang
- \* BoardMembers: mr.lee
- \* RegisteredAddress: rizhao
- \* Banks: rizhao bank
- Referee: R00338

A red box highlights the Referee field. Below the Referee field is a list of salesperson information:

- 邵璐 ShaoLu R003380 shaolu@rizhaosteel.com
- 霍军 HuoJun R006583 huojun@rizhaosteel.com
- 陈淑民 ChenShuMin R009931 chenshumin@rizhaosteel.com
- 徐莉莉 XuLiLi R018484 xulili@steelking.net.cn
- 张媛 ZhangYuan R019480 ZHANGYUAN@RIZHAOSTEEL.COM
- 江永法 jiangYongFa R019607 jiangyongfa@rizhaosteel.com
- 郭金威 GuoJinWei R019741 R019741@rizhaosteel.com

2.1.4 How to fill in the tab of introducer (salesman) : If the customer misses filling in the introducer's information, it can also be submitted directly for approval. The system will automatically pop up the default introducer when submitting and please confirm then.

Audit Certification

**Information**

\* companyName: rizhaosteel

\* Shareholders: mr.wang

\* BoardMembers: mr.lee

Referee: The first letter must be capitaliz

Submit review

prompt

The system has assigned you the following salesperson

李杰 R036962 LiJie lijie@steelking.net.cn

Yes No

2.1.4 How to fill in the tab of introducer (salesman) : After the approval is submitted, the corresponding salesman will receive the contact information of the new registered customer to contact promptly and do a good job of customer maintenance.



### 2.1.5 Relevant matters about customer registration and authentication Authentication requirements :

1. For the old customers who have registered in the CRM and ERP system, after finishing the customer registration, the administrator shall supplement the corresponding vendor number at the time of authentication.

2. For new customers who have not registered in the CRM and ERP system, the corresponding salesmen shall assist customers to complete the registration and synchronization of CRM customer information during registration in the platform, and then the corresponding vendor number shall be supplemented by the platform administrator at the time of authentication.

3. For old customers who have registered in CRM system but whose customer relationship have not been maintained, the synchronization of CRM approval needs to be completed, and then the corresponding vendor number shall be supplemented by the platform administrator at the time of authentication.

### 2.2.1 Retrieve password by clicking “forget account number or password”

**H** 日照钢铁  
RIZHAO STEEL | Welcome To Log In

# RIZHAO STEEL E-commerce Platform

Please Enter The Account Number

Please Enter The Password

Code **p7Kb** [New Code](#)

[Login](#)

[Register](#) [Retrieve Your Account Or Password](#)

### 2.2.2 Fill in the password recovery interface according to the prompts

Retrieve Your Password

1 Verify Identity

2 Password Setting

3 Completed

\* E-mail

\* Identifying Code



[New Code](#)

\* Security Code

Get Code

Next



### 2.2.3 Set the new password

Retrieve Your Password

1 Verify Identity

2 Password Setting

3 Completed

\* PassWord

W

M

S

\* Confirm

BACK

NEXT

### 2.2.4 Password recovery completed

| Retrieve Your Password

1 Verify Identity      2 Password Setting      3 Completed

✔ Password recovered successfully, please remember to change the password!

LOGIN

#### 3.1 Enter the steel bidding area through the home page

首页 请登录 免费注册 在线客服 ∨ 联系我们

**H 日照钢铁** RIZHAO STEEL

现货区 ∨ 捆包号/品种/牌号/供应商名称 搜索 购物车(0)

全部商品分类 ∨

- 建筑用材 >
- 副产品 >
- 废旧物资 >
- 热轧卷 >
- 钢坯 >
- 钢材废品 >
- 钢材次品 >
- 冷轧酸洗镀锌 >
- 汽车用钢 >
- 型钢 >

原竞价区

首页 现货商城 限时抢购 废旧物资 **Foreign trade bidding**

**日钢电商平台全新升级**  
期货与现货一体、交易与服务并重

期货在线交易

在线提报期货需求

提交需求 → 钢厂评审 → 合同确认

货款支付 → 钢厂排产 → 订货完成

欢迎来到日钢电商平台!  
一手资源 可靠保证 交易安全

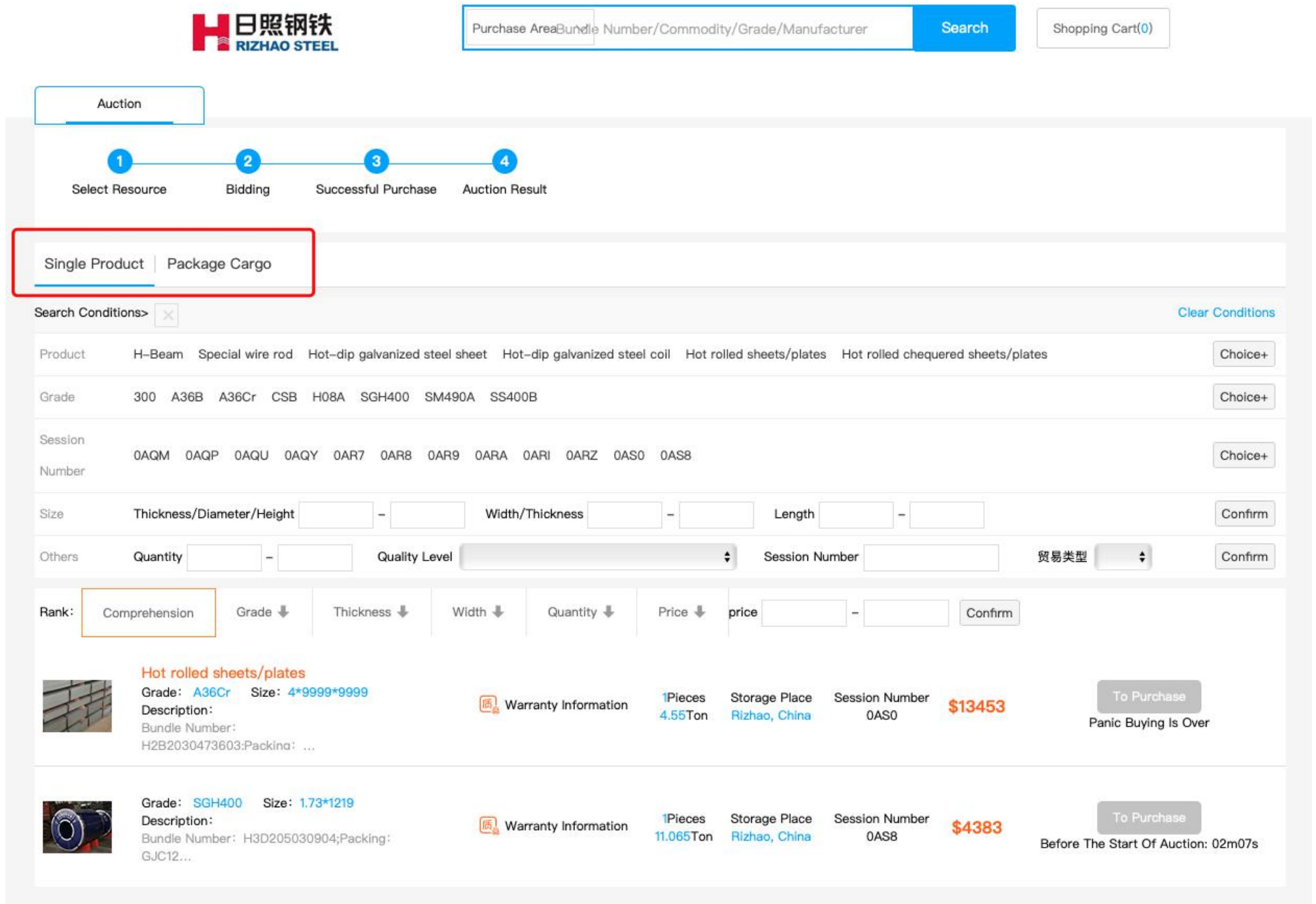
立即登录 免费注册

我的采购 我的销售

公告 规则 资讯

抢购公告: 船运矿渣粉JCX...2020-09-23  
抢购公告: 船运矿渣粉JCX...2020-09-23  
抢购公告: 粉煤灰JCXSZ-... 2020-09-23  
[更多 >](#)

## 3.1 Enter the steel bidding area through the home page





The screenshot displays the Rizhao Steel bidding interface. At the top, there is a search bar with the placeholder text "Purchase Area Bundle Number/Commodity/Grade/Manufacturer" and a "Search" button. To the right is a "Shopping Cart(0)" button. Below the search bar is a navigation bar with "Auction" selected. A progress bar shows four steps: 1. Select Resource, 2. Bidding, 3. Successful Purchase, and 4. Auction Result. Below the progress bar are two tabs: "Single Product" (highlighted with a red box) and "Package Cargo".

The "Search Conditions" section includes a search bar with a close button and a "Clear Conditions" link. The filters are as follows:

- Product:** H-Beam, Special wire rod, Hot-dip galvanized steel sheet, Hot-dip galvanized steel coil, Hot rolled sheets/plates, Hot rolled chequered sheets/plates. Choice+
- Grade:** 300, A36B, A36Cr, CSB, H08A, SGH400, SM490A, SS400B. Choice+
- Session Number:** 0AQM, 0AQP, 0AQU, 0AQY, 0AR7, 0AR8, 0AR9, 0ARA, 0ARI, 0ARZ, 0AS0, 0AS8. Choice+
- Size:** Thickness/Diameter/Height [ ] - [ ] Width/Thickness [ ] - [ ] Length [ ] - [ ]. Confirm
- Others:** Quantity [ ] - [ ] Quality Level [ ] Session Number [ ] 贸易类型 [ ]. Confirm

The "Rank:" section shows sorting options: Comprehension (highlighted), Grade ↓, Thickness ↓, Width ↓, Quantity ↓, Price ↓, and price [ ] - [ ]. Confirm

The product listings are as follows:

Image	Grade	Size	Description	Warranty Information	Quantity	Storage Place	Session Number	Price	Action
	A36Cr	4*9999*9999	Description: Bundle Number: H2B2030473603:Packing: ...	Warranty Information	1 Pieces 4.55Ton	Rizhao, China	0AS0	\$13453	To Purchase Panic Buying Is Over
	SGH400	1.73*1219	Description: Bundle Number: H3D205030904;Packing: GJC12...	Warranty Information	1 Pieces 11.065Ton	Rizhao, China	0AS8	\$4383	To Purchase Before The Start Of Auction: 02m07s

3.2 Click to bid, then add the delivery destinations and recommended salesman, who is responsible for maintaining the customer relationship in the CRM system;

Single Product | Package Cargo





Search Conditions> 
Clear Conditions

Product	H-Beam Special wire rod Hot-dip galvanized steel sheet Hot-dip galvanized steel coil Hot rolled sheets/plates Hot rolled chequered sheets/plates	Choice+
Grade	300 A36B A36Cr CSB H08A SGH400 SM490A SS400B	Choice+
Session Number	0AQM 0AQP 0AQU 0AQY 0AR7 0AR8 0AR9 0ARA 0ARI 0ARZ 0AS0 0AS8	Choice+
Size	Thickness/Diameter/Height <input type="text"/> - <input type="text"/> Width/Thickness <input type="text"/> - <input type="text"/> Length <input type="text"/> - <input type="text"/>	Confirm
Others	Quantity <input type="text"/> - <input type="text"/> Quality Level <input type="text"/> Session Number <input type="text"/> 贸易类型 <input type="text"/>	Confirm

Rank:

Comprehension

Grade ↓
Thickness ↓
Width ↓
Quantity ↓
Price ↓
price  - 
Confirm

	<p><b>Hot rolled sheets/plates</b></p> <p>Grade: <b>A36Cr</b> Size: <b>4*9999*9999</b></p> <p>Description:</p> <p>Bundle Number: H2B2030473603:Packing: ...</p>	 Warranty Information	<p>1Pieces</p> <p>4.55Ton</p>	<p>Storage Place</p> <p>Rizhao, China</p>	<p>Session Number</p> <p>0AS0</p>	<p><b>\$13453</b></p>	<div style="border: 1px solid #ccc; background-color: #ccc; padding: 5px; width: 100px; margin: 0 auto;">To Purchase</div> <p>Panic Buying Is Over</p>
	<p>Grade: <b>SGH400</b> Size: <b>1.73*1219</b></p> <p>Description:</p> <p>Bundle Number: H3D205030904:Packing: GJC12...</p>	 Warranty Information	<p>1Pieces</p> <p>11.065Ton</p>	<p>Storage Place</p> <p>Rizhao, China</p>	<p>Session Number</p> <p>0AS8</p>	<p><b>\$4383</b></p>	<div style="border: 1px solid #ccc; background-color: #f96; padding: 5px; width: 100px; margin: 0 auto;">To Purchase</div> <p>Before The End Of Auction: 03m46s</p>

首页

上一页

1

2

共2页

到第

2

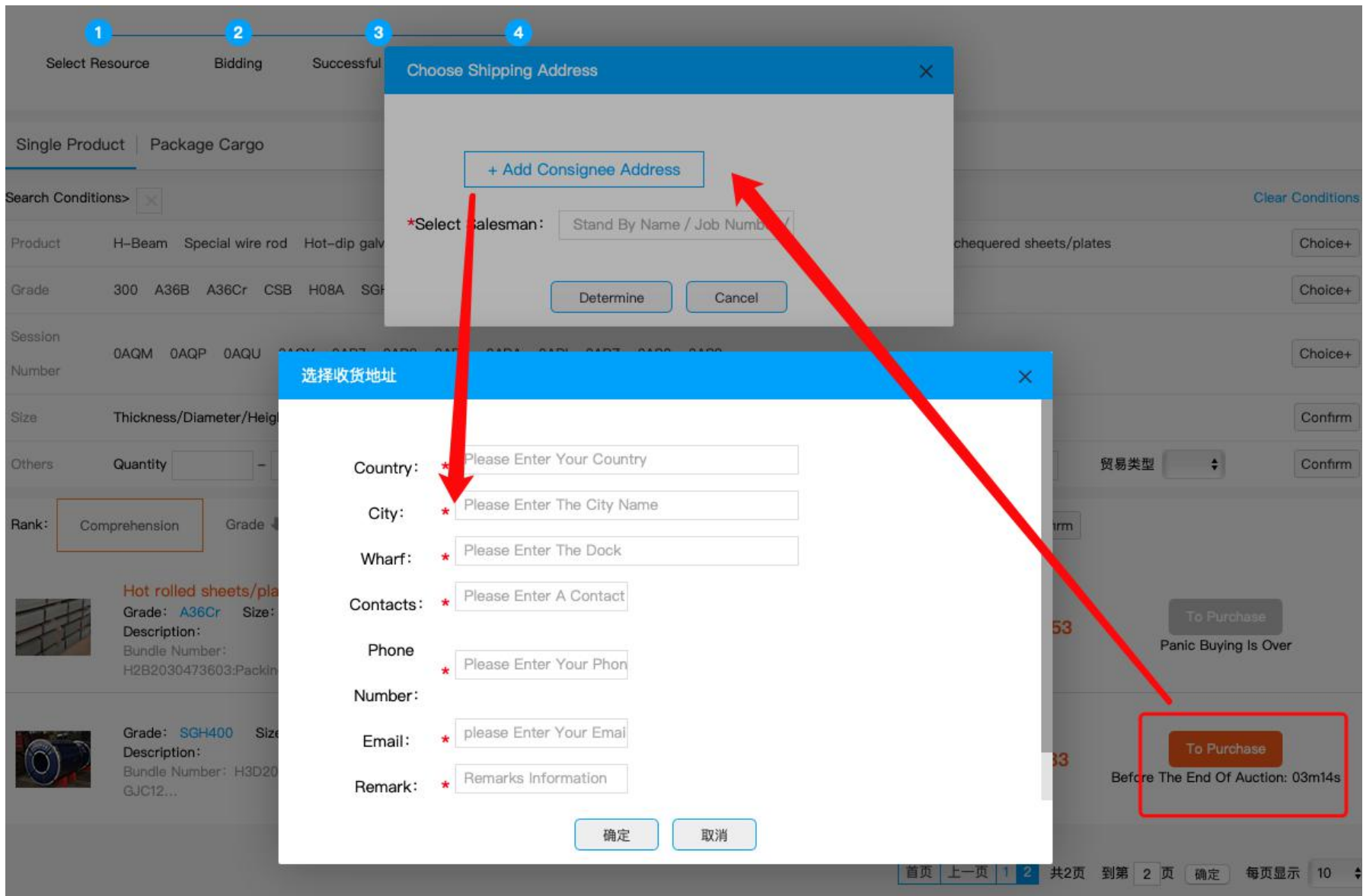
页

确定

每页显示

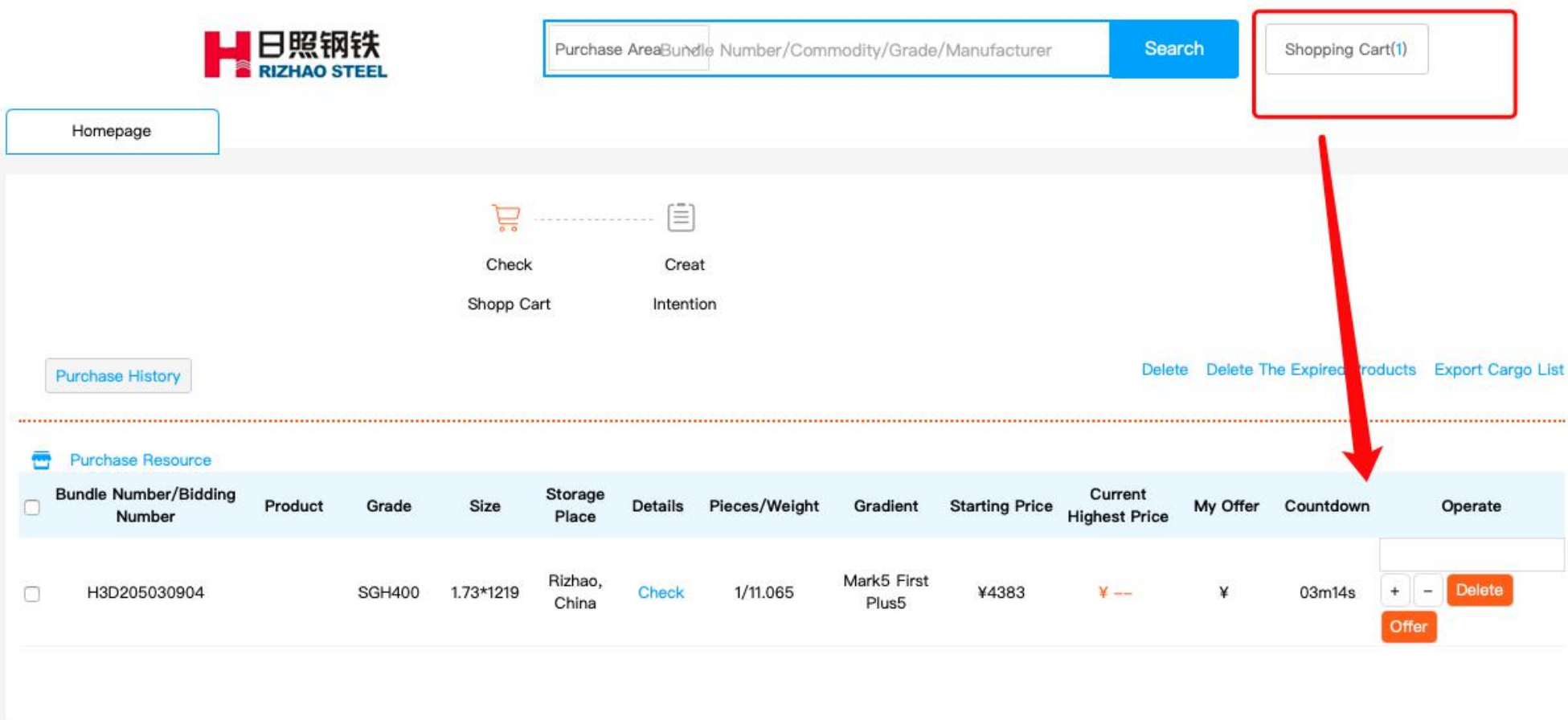
10

#### 3.3 Add the delivery destinations and save it, then go to the shopping cart to bid;





4.4 Please bid within the stipulated countdown time ( Five minutes will be automatically delayed when another customer bids in the last five minutes )



Homepage

Purchase Area Bundle Number/Commodity/Grade/Manufacturer **Search** Shopping Cart(1)

Check Shopp Cart Create Intention

Purchase History [Delete](#) [Delete The Expired products](#) [Export Cargo List](#)

Purchase Resource

Bundle Number/Bidding Number	Product	Grade	Size	Storage Place	Details	Pieces/Weight	Gradient	Starting Price	Current Highest Price	My Offer	Countdown	Operate
<input type="checkbox"/> H3D205030904		SGH400	1.73*1219	Rizhao, China	<a href="#">Check</a>	1/11.065	Mark5 First Plus5	¥4383	¥ --	¥	03m14s	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Delete"/> <input type="button" value="Offer"/>

3.5 When the bidding time is over, the bidding result will be shown on the page. If you win the bidding, the related salesman will contact you to confirm the details of the contract;

#### Purchase History

Purchase Number/Bundle Number

[Inquiry](#)

Purchase

Time:

-

Status:  In Purchasing  Purchase Success  Purchase Failure



[Inquiry](#)

Information Of Resources	Gradient	Deposit	Pieces/Weight	Starting Price	Current Highest Price	My Offer	Purchase Time	Status
Rizhao, China 1.73*1219 <a href="#">Bundle Details</a>	Mark Plus5 First Plus5	¥0	1/11.065	¥4383.00	¥4388.00	4388.00	2020-09-23 09: 00-09:07	Purchase Success

#### 3.6 Bidding Introductions:

The price you bid should not be lower than the auction reserve price, otherwise, you can not see the current highest bidding price.


If multiple customers ultimately bid the same price for the same items, the customer who firstly offer the price will win the bidding, according to the sequence of bidding time. Please refer to the examples on the next page

 .....   
 Check ..... Creat  
 Shopp Cart ..... Intention

[Purchase History](#)

[Delete](#)
[Delete The Expired Products](#)
[Export Cargo List](#)

---

 [Purchase Resource](#)

<input type="checkbox"/>	Bundle Number/Bidding Number	Product	Grade	Size	Storage Place	Details	Pieces/Weight	Gradient	Starting Price	Current Highest Price	My Offer	Countdown	Operate
<input type="checkbox"/>	H3D205030904		SGH400	1.73*1219	Rizhao, China	Check	1/11.065	Mark5 First Plus5	¥4383	¥ 4388	¥4388 Peak Price	00m00s	<input type="text"/> <div style="display: flex; align-items: center; gap: 5px;"> <span>+</span> <span>-</span> <span style="background-color: orange; color: white; padding: 2px 5px;">Offer</span> </div>

#### 4.7 Bidding Introductions: Examples

E,g. for the same item, when the customer A bids 4388USD/MT , the highest price is showed in my bidding list;

 .....   
 Check Creat  
 Shopp Cart Intention

[Purchase History](#)

[Delete](#) [Delete The Expired Products](#) [Export Cargo List](#)

 [Purchase Resource](#)

<input type="checkbox"/>	Bundle Number/Bidding Number	Product	Grade	Size	Storage Place	Details	Pieces/Weight	Gradient	Starting Price	Current Highest Price	My Offer	Countdown	Operate
<input type="checkbox"/>	H3D205030904		SGH400	1.73*1219	Rizhao, China	<a href="#">Check</a>	1/11.065	Mark5 First Plus5	¥4383	¥ 4388	¥4388 Peak Price	04m50s	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Offer"/>

## 4.7 Bidding Introductions: Examples

When customer B subsequently also bids 4383USD/MT for this item, it will be shown “The bidding price could not be lower than 4393USD/MT” in my bidding list , the customer B should continue to increase the price in order that B want to win the bidding.





The screenshot displays a bidding interface with a table of purchase resources and a modal warning message. The table has columns for Bundle Number/Bidding Number, Product, Grade, Size, Storage Place, Starting Price, Current Highest Price, My Offer, Countdown, and Operate. A modal window with a blue header and white body is overlaid on the table, displaying the message: "提示" (Notice) and "Your bid can not be below: 4393". A "确定" (Confirm) button is at the bottom of the modal. The table row for bundle H3D205030904 shows a starting price of ¥4383, a current highest price of ¥4388, and a my offer of ¥4388. The countdown is 04m29s. The Operate column has a text input field with "4383" and buttons for "+", "-", and "Offer".

Bundle Number/Bidding Number	Product	Grade	Size	Storage Place	Starting Price	Current Highest Price	My Offer	Countdown	Operate
<input type="checkbox"/> H3D205030904		SGH400	1.73*1219	Rizhao, China	¥4383	¥4388	¥4388 Peak Price	04m29s	4383 + - Offer

#### 4.8 Bidding Result Publicity

When the bidding session is over, you can check the bidding results in the purchasing history, and the related salesman will contact you to confirm the details of the contract asap.


Check Shopp Cart

Creat Intention

Purchase History

[Delete](#)
[Delete The Expired Products](#)
[Export Cargo List](#)

---

**Purchase Resource**

Bundle Number/Bidding Number	Product	Grade	Size	Storage Place	Details	Pieces/Weight	Gradient	Starting Price	Current Highest Price	My Offer	Countdown	Operate
<input type="checkbox"/> H3D205030904		SGH400	1.73*1219	Rizhao, China	<a href="#">Check</a>	1/11.065	Mark5 First Plus5	¥4383	¥ 4388	¥4388 <span style="color: red;">Peak Price</span>	00m00s	<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="Offer"/>

**Purchase History**

Purchase Numeber/Bundle Number

Purchase Time:  -  Status:  In Purchasing  Purchase Success  Purchase Failure

Information Of Resources	Gradient	Deposit	Pieces/Weight	Starting Price	Current Highest Price	My Offer	Purchase Time	Status
Rizhao, China 1.73*1219 <a href="#">Bundle Details</a>	Mark Plus5 First Plus5	¥0	1/11.065	¥4383.00	¥4388.00	4388.00	2020-09-23 09: 00-09:07	Panic Buying Is Over, Please Wait For The Bid Opening Result



During the operation of the platform, please contact the person as follows:

Liu bo

liubo@steelking.net.cn

+86 18263301525

Friendly Reminder:

The current platform has certain compatibility requirements for browsers. It is recommended to use Firefox, Chrome, IE9 and above, 360 and other browsers. As for the operating system, win7 and above is recommended.



### Foreign trade office and related contacts:

Singapore sales company	Malaysia sales company	Indonesia sales company
Person in charge: Max Tan Telephone: +65-83869896 Service products: All steel products Service Area: Singapore Company address: BAOHUA STEEL INTERNATIONAL PTE LIMITED.9 RAFFLES PLACE 54-01 REPUBLIC PLAZA TOWER ONE SINGAPORE 048619 TANFANG	Person in charge: Kevin Jia Telephone: 60123631611 Service products: All steel products Service Area: Malaysia Company address: Suite 20-01&20-02B,Level 20,The Pinnacle,Persiaran Lagoon Bandar Sunway,47500 Subang jaya Selangor Darul Ehsan,Malaysia.JOE SIA MENG POH	Person in charge: Kevin Jia Telephone: +62-81212640128 Service products: All steel products Service Area: Indonesia Company address: Neo Soho Residence unit No. 1515 Letjen S. Parman Kav. 28, RT.3/RW.5, Tanjung Duren Selatan, Grogol Petamburan, Jakarta Barat 11470
Philippine sales company	South Korea Seoul sales company	South Korea Busan sales company
Person in charge: Ryan Nyeec Telephone: 0063-9177452260 Service products: All steel products Service Area: Philippines Company address: Room 508, Prestige Tower Condominium, F. Ortigas, Jr. Rd.,Ortigas Center, Pasig City	Person in charge: Paul-Song Telephone: 0082-2-6485-8858 Service products: All steel products Service Area: South Korea, Japan Company address: 16F, Center Building6, Yeouidaebang-ro 65-gil, Yeongdeungpo-gu, Seoul, Republic of Korea	Person in charge: Martin-Li Telephone: 0082-051-805-8828 Service products: All steel products Service Area: South Korea, Japan Company address: The Sharp Central Star Tower, No. E-1705#50, Jungang-daero 666beon-gil, Busanjin-gu, Busan, Republic of Korea
Africa Nigeria sales company	South Asia Pakistan sales company	Middle East Dubai sales company
Person in charge: Leo Telephone: 07017775263 Service products: All steel products Service Area: Nigeria Company address: B10,513, 1004 HOUSING ESTATE, VICTORIA ISLAND, LAGOS, NIGERIA ;	Person in charge: Harold Telephone: 3163991188 Service products: All steel products Service Area: South Asia region Company address: #211, block k, phase 5, DHA, Lahore, Pakistan	Person in charge: Kun-ma Telephone: +86 18263303408 Service products: All steel products Service Area: Middle East region Company address: RIZHAO STEEL INTERNATIONAL MIDDLE EAST FZEJAFZA View 18,Office 1702, P.O. BOX 263740JEBEL ALI FREE ZONE, DUBAI, UAE
Thailand sales company	Myanmar sales company	Vietnam Ho Chi Minh sales company
Person in charge: Eric Xu Telephone: +66-958075616 Service products: All steel products Service Area: Thailand Company address: ROOM NO. 141/221 TOWER A1 FLOOR 30 BELLE CONDO RAMA 9, BANGKOK XU XIAO LONG	Person in charge: Allen Chang Telephone: 0095-9254221121 Service products: All steel products Service Area: Myanmar Company address: RIZHAO STEEL CO., LTD.YANGON OFFICE Room 1215, Myanmar Centre Tower (2), Myanmar Plaza, 192, Kabar Aye Pagoda Road, Bahan Township, Yangon, Myanmar CHANG LEI	Person in charge: Steven Telephone: +84(28)38342265 Service products: All steel products Service Area: Vietnam Ho Chi Minh Company address: 201-203, Cach Mang Thang Tam, District 3, Hochiminh City, Vietnam
Saudi North Africa Sales Company	Africa Kenya sales company	Vietnam Hanoi sales company
Person in charge: David Guo Telephone: +966-555784138 Service products: All steel products Service Area: Saudi Arabia, North Africa Company address: ROOM A604 AL HILAL2 JEDDAH GATE, JEDDAH CITY, SAUDI ARABIA	Person in charge: Eason Tom Telephone: 254768027720 Service products: All steel products Service Area: Kenya Company address: OFFER TO LET OFFICE SPACE NUMBER 19C ON PART OF L/R 209/1519 — OFF STATE HOUSE ROAD — NAIROBI CITY.	Person in charge: Jay Ding Telephone: +86 18263301189 Service products: All steel products Service Area: Hanoi, Vietnam Company address: Room OF-01, 2nd floor, Building T11, Times City, 458 Minh Khai, Hai Ba Trung District, Hanoi, Vietnam