

Thai Travel Mart

USER MANUAL

“BUYER”

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

For more information please contact Email: admin.ttvm@tat.or.th



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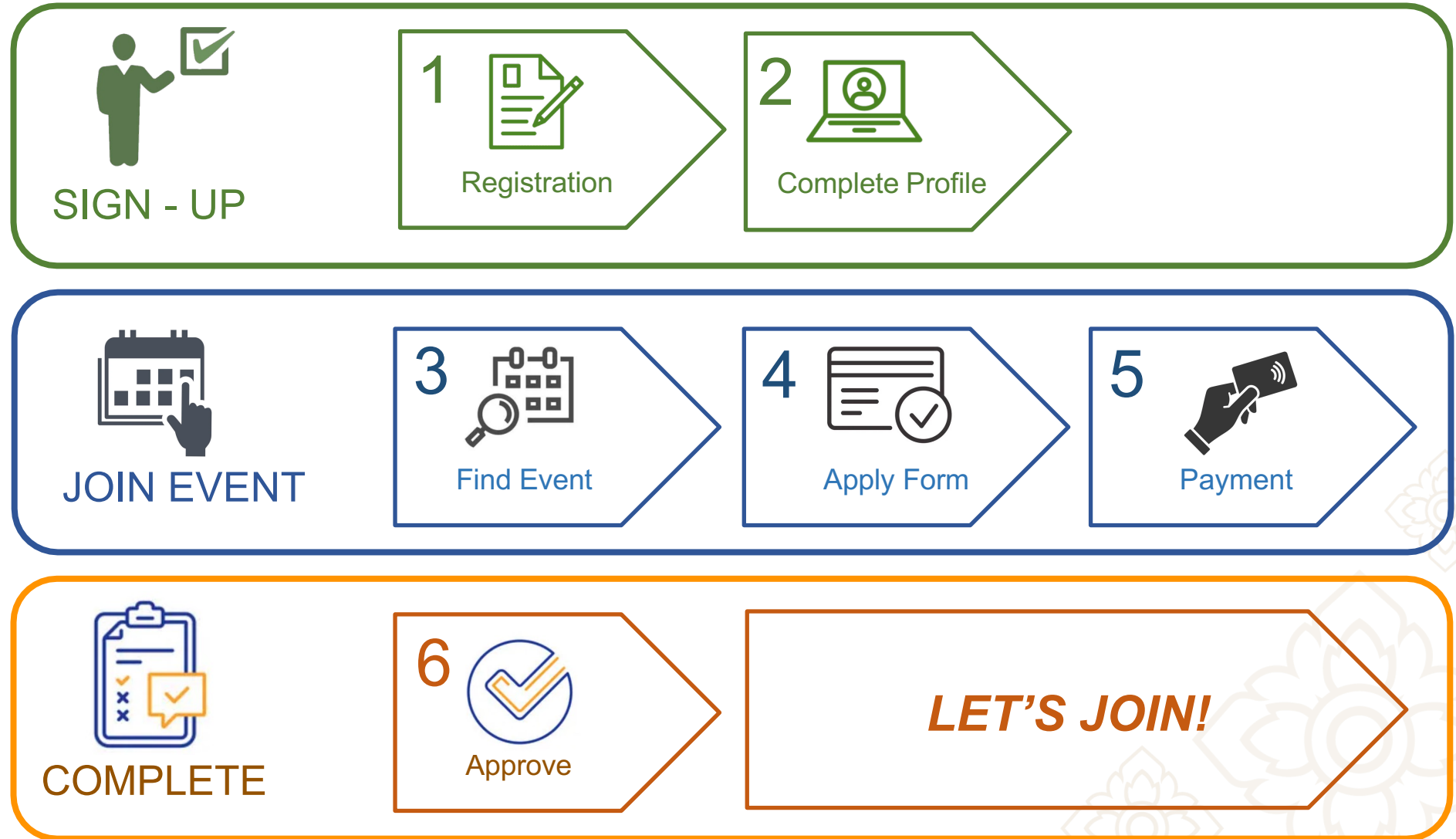
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USER'S JOURNEY

Complete your business deal within six easy steps via Thaitravelmart.

Go further with all the essential information you may need to develop your business and overall Thaitravelmart

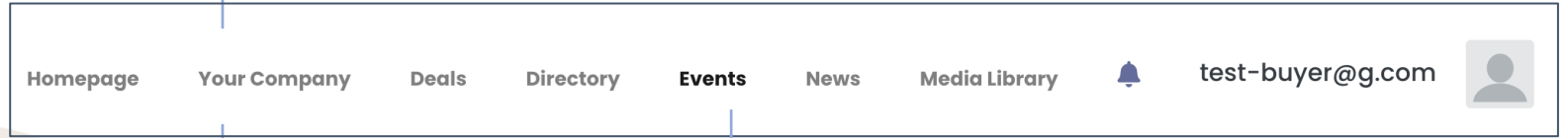


HOME is the starting page where you can access to all function and feature of the system as well as updated news and stories from TAT.

At the top, you can click at each menu to access to each function.

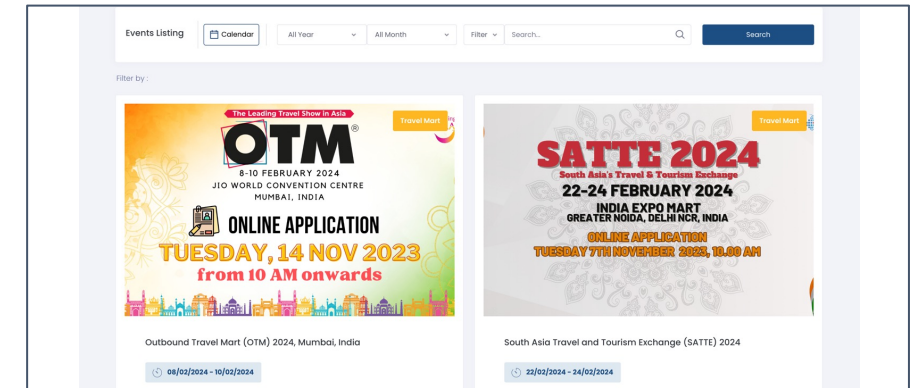
Main Menu

Lead you to most of the function. As well as login or sign up to register.



Events

List of all event contents from TAT.



Main Banner

Interesting information from Tourism Authority of Thailand, and partners; upcoming update, information, promotion and more...

***Guest User, without login, they will see only 4 menu**
Get limited access to Homepage, Events, News & Media Library menu only.



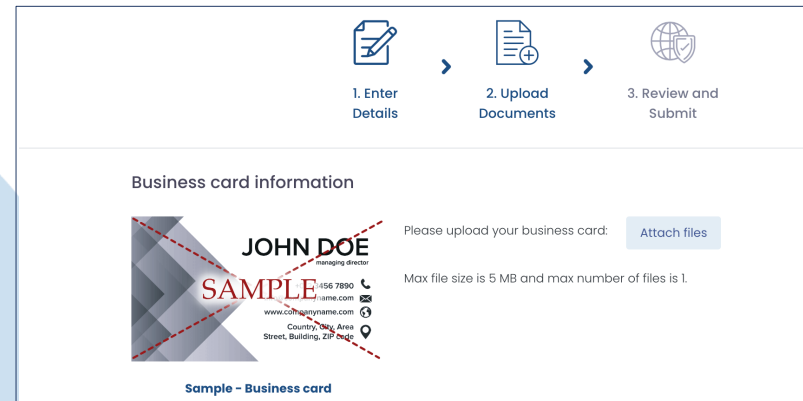
STEP 1 : REGISTRATION

To start creating your account, you will need to register and get approval by the Tourism Authority of Thailand. Just follow 3 simple steps of the registration process and submit your business registration document and required license to verify your business identification.

1 Select "Sign Up" on the main menu




2 Complete the registration form
Follow 3 steps to submit the registration.





Upload your Business Card, max number of file is 1.

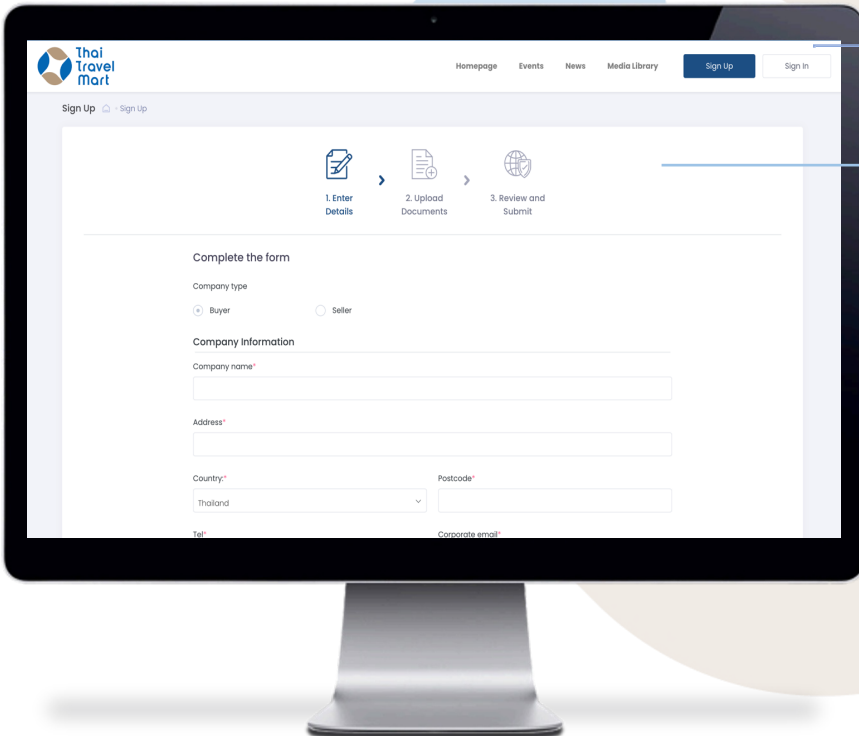
3 Once you click "submit", the document will be uploaded. We will send you a **Submit Confirm Email** when it's completed.

4 We will verify all information and document to **APPROVE** and your account will be created.
Standard time : 2 working days



 **APPROVE:** You will receive an acknowledge Email together with temporary Username & Password for first sign-in.

 **REJECT:** You will get an acknowledge Email to inform you that your registration was rejected.



STEP 2 : COMPLETE PROFILE

After your account is created, it is now your task to complete your company profile.

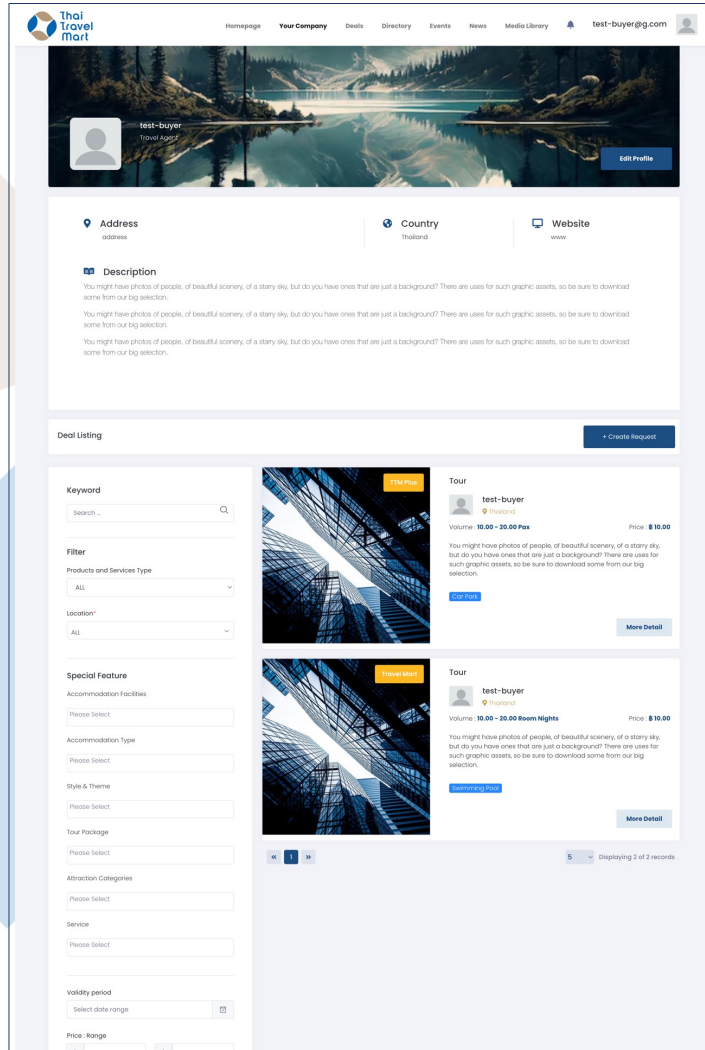
Click from main menu **“Your Company”** then, **“View Profile”**

Our advice :

Your attractive business profile is a key to gain interest from your future business partner and the first step to start your business.

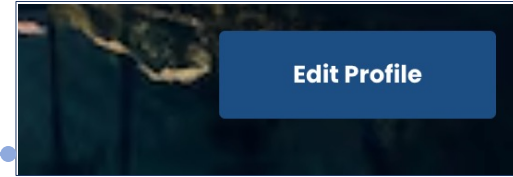
1

Select **“Your Company”**, then **“View Profile”** to access to the Company Profile page.

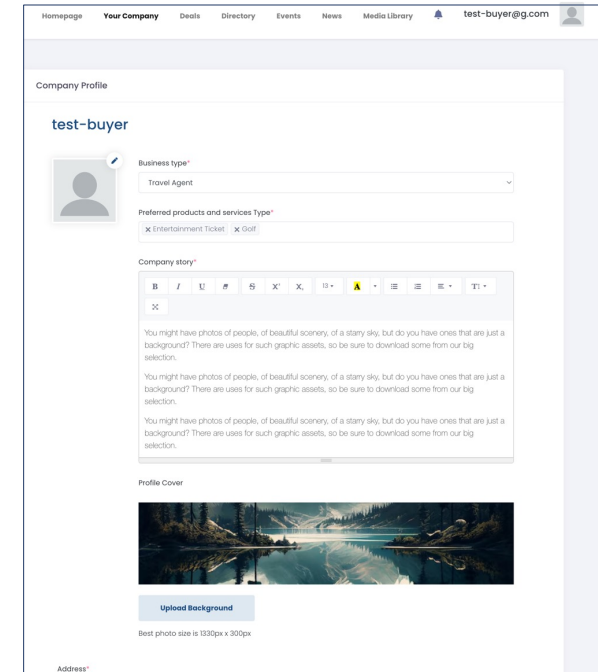


2

Click **“Edit Profile”** to go to **“Edit Profile”** page



To access **“Edit Profile”** page.



STEP 2 : COMPLETE PROFILE

You can **Add** and **Edit** all information and upload attractive photos of your product.

Our advice :
Quality and meaningful photo will make your profile more attractive especially products and services photo.

1

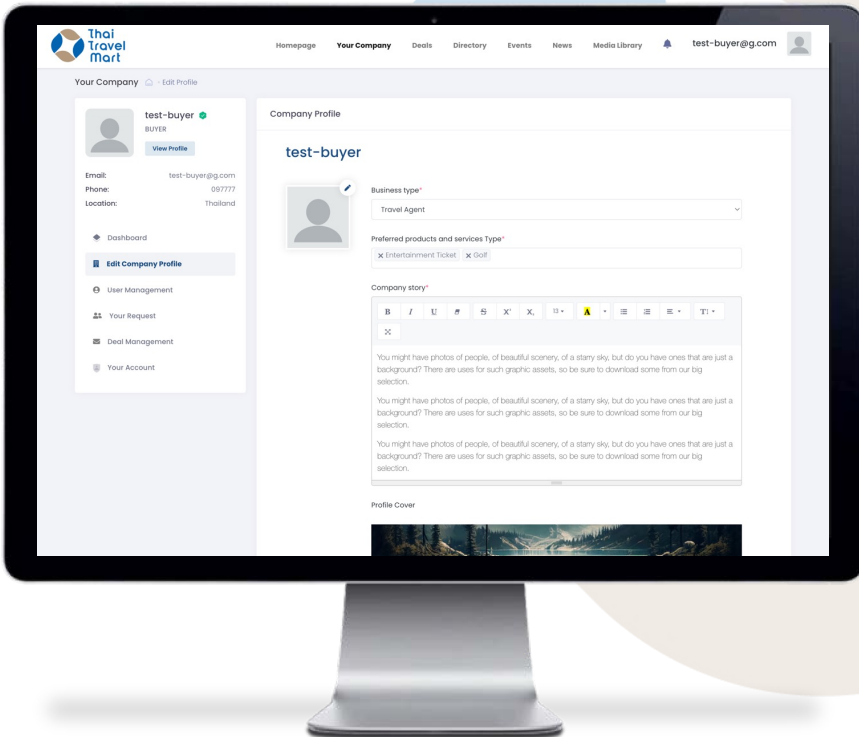
Select **“Edit Profile”** to access **“Edit Profile”** page. Then you could add and edit all information.

1.1) Add/Edit Main Information.

- Company Logo
- Profile Cover
- Business Type
- Products and Services Type
- Company Story
(Description of company / Business)

1.2) Add/Edit Contact Information.

- Edit information from the registration process
- Update the new Business License document here once it is going to expire.



Address*
address

Country* Thailand Postcode* 12130

Tel* 097777 Corporate Email* test-buyer@g.com

Website
www

Contact Information

Contact Person* Mr. First name* test-buyer Last name* test

Position* d Email* test-buyer@g.com

Tel* 097

2

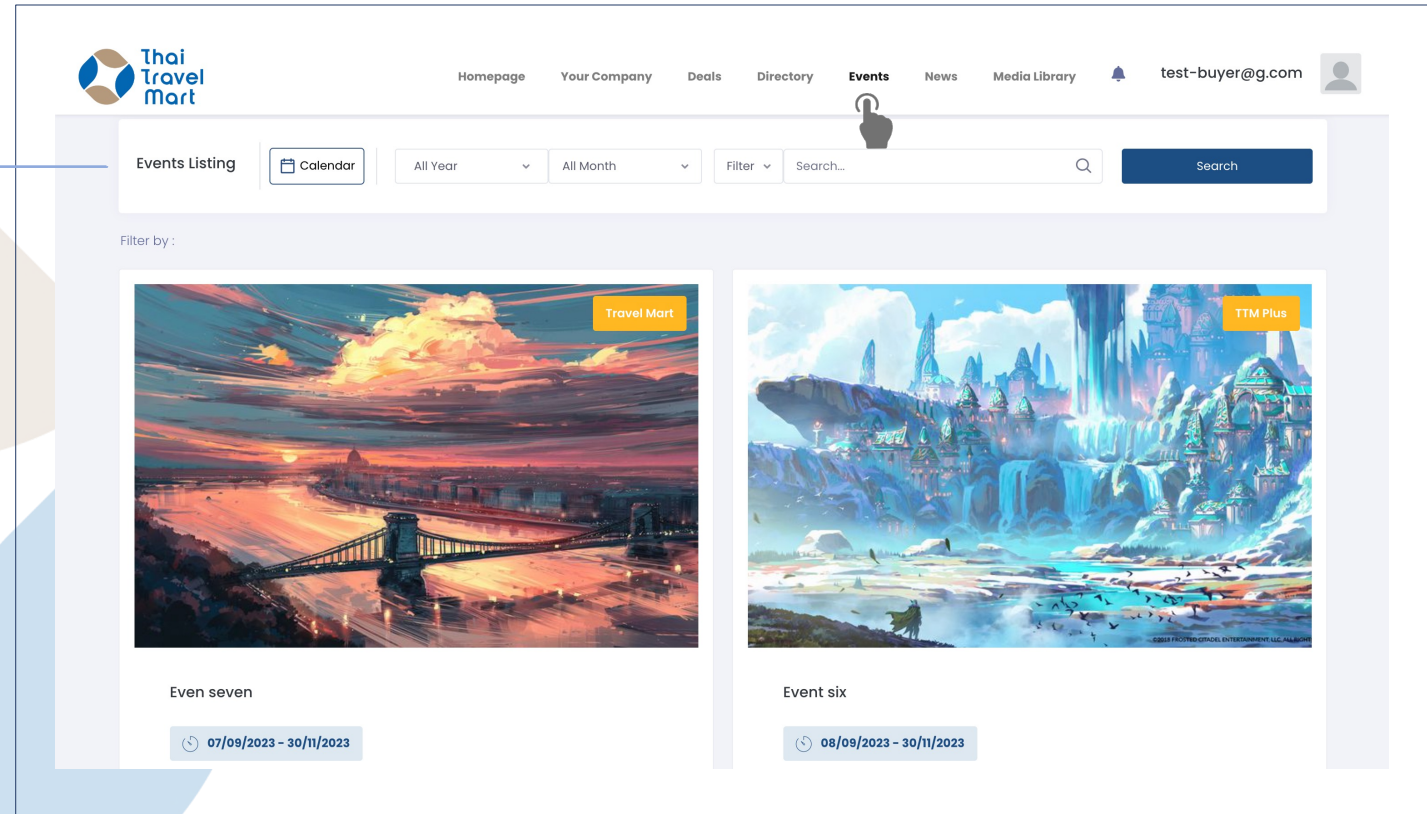
After complete, then click **“Save”**.

STEP 3 : JOIN EVENT

“Event” is a trade activity that creates by TAT which brings some marketing activity on-ground event and may focus on the group of buyer and seller who interest in the same products/services during a specific period.

1

Select “ Events” from the main menu to get to the list of all Events.



2

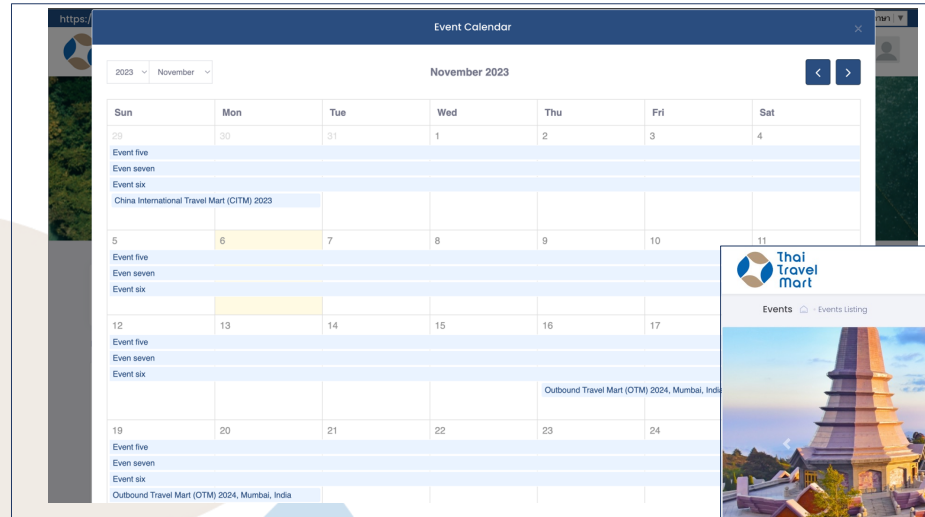
From Event Listing, Click “ Calendar ” or “Filter by Criteria” to view Events.



STEP 3 : JOIN EVENT

All event information will appear on the event page. Each event information will be;

- ❖ Event name and description
- ❖ Products/Services or theme that relates to the event
- ❖ A specific period of the event
- ❖ Other rules or conditions of the event (if any)

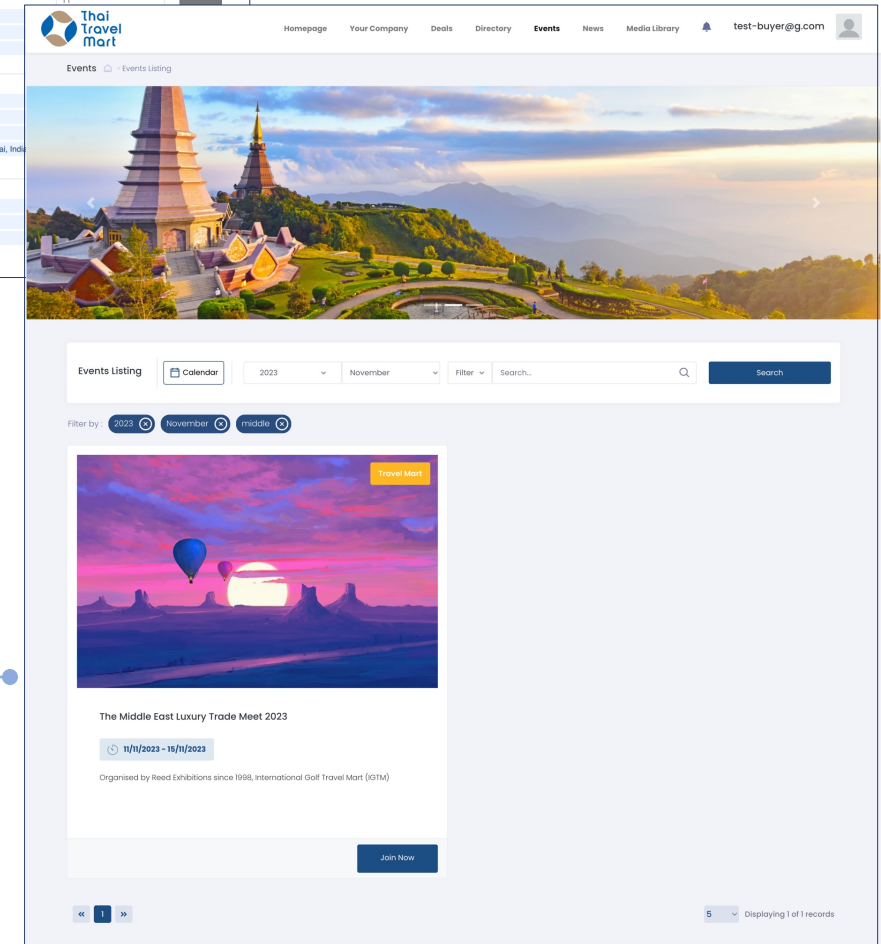
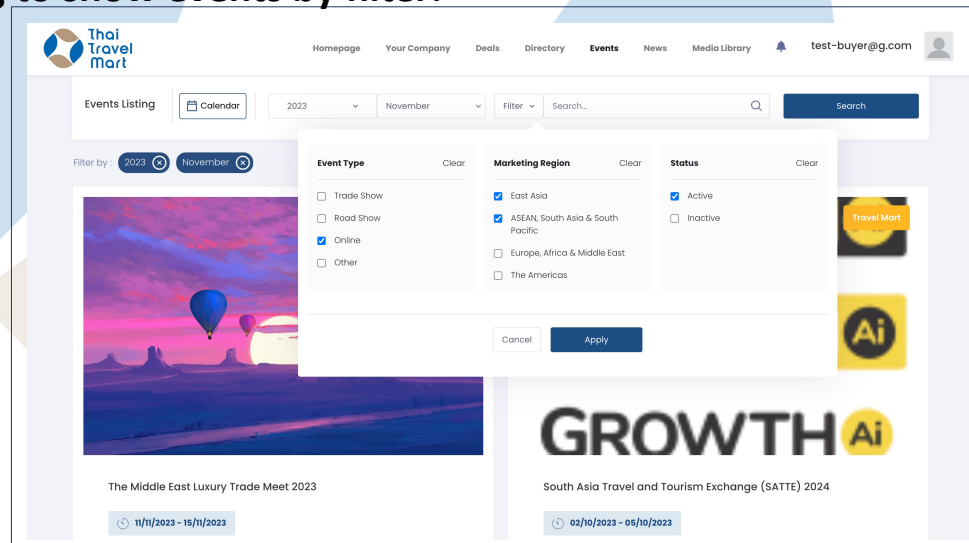


2.1 Event Calendar

2.2 Criteria

Use the following to show events by filter:

- Year/Month
- Event Type
- Marketing Region
- Status
- Specific Keywords



STEP 3 : JOIN EVENT

Sellers who interest in the event can join by click on the “Join” then prepare specific business offers/requests for each event and add on the platform before the event start. Once the event begins, all pre-create business offers/requests will appear on the event page. Then everyone can start to look up and consider to begin business negotiation and complete it within the event period.

The screenshot shows the Thai Travel Mart website interface. At the top, there is a navigation bar with links for Homepage, Your Company, Deals, Directory, Events, News, Media Library, and a user profile icon for test-buyer@g.com. The main content area is titled 'Events' and features a large banner for 'The Middle East Luxury Trade Meet 2023' with a sunset and hot air balloons. Below the banner, there is a 'Join Now' button and a list of events. The event details for 'The Middle East Luxury Trade Meet 2023' are displayed, including the dates 11/11/2023 - 15/11/2023, the IGTM logo, and a description of the event. The event details include:

- Organised by Reed Exhibitions since 1998, International Golf Travel Mart (IGTM) takes place in a different location every year to provide the global golf travel industry with a platform to conduct real business and gain valuable industry insights.
- IGTM offers you the opportunity to:
 - Meet and do business with pre-qualified golf travel buyers
 - Source new golf products from all corners of the globe
 - Get exposure in leading international golf, travel and lifestyle publications
 - Keep up to date with exciting industry trends
- Pre-scheduled meetings are the heart of IGTM, which provide golf destinations, resorts and courses with the opportunity to connect with leading golf travel agents and tour operators who help grow the world's outbound tourism market.
- Event Date: 16-19 October 2023, at Feira Internacional de Lisboa (FIL), Lisbon, Portugal
- Event Website: www.igtmart.com
- Transportation: Own arrangement
- Accommodation: Own arrangement
- Visa: Thai national is required to secure a Schengen visa in order to travel or enter Portugal. The application form is available at <https://pt.liscontact.com/th/bkk/index.php?i=th>
- Participation Fee: 25,000 Baht (1 participant/company) Each company will have a schedule with up to 40 appointments plus access to networking events, for the 4 days of the event.

For further inquiries please contact TAT Europe, Africa and Middle East market department.
jodie.junn@tat.or.th
Tel 02 250 5500 ext. 1279

3

Show Event Detail,
then click “Join Now”
to register this event.

STEP 3 : JOIN EVENT

Next step is to add information for your delegate and address.

3.1 Add Main Information from the registration process.

- Delegate Name, Position, Email & Telephone
- Address Info., Company & Receipt Address

Click **“submit”**, will show the registration success for candidate MAIN or SECONDARY. **We will send you a Submit Confirm Email when it’s completed.**

Outbound Travel Mart (OTM) 2024, Mumbai, India - Event Registration

Your Delegate

Please input

Delegate 1

First name* Last name* Position* Email* Telephone*

Your Address

Please input

Company name* Identification number*

Company address* Receipt delivery address*

What are your products & services?

Please select

Others

Submit

Your Address

Please input

Thank you for your registration. We will confirm your registration shortly.

Please check your email for confirmation to the event. You are a candidate MAIN

OK

Please select

Submit

STEP 4 : COMPLETE EVENT

From the “**Dashboard**”, find the event section. All list of event **REQUESTS** will appear.

1 Your request is status “**Waiting for approve**”.

Your Company Dashboard

test-buyer ✓
BUYER
View Profile

Email: test-buyer@g.com
Phone: 097777
Location: Thailand

- Dashboard
- Edit Company Profile
- User Management
- Your Request
- Deal Management
- Your Account

Events

- The Middle East Luxur...**
Waiting for approve
11 - 15 Nov 2023
- Event six**
08 - 30 Nov 2023
- GROWTH South Asia Travel and...**
Waiting for approve
02 - 05 Oct 2023

Events Listing | Calendar | 2023 | November | Filter | Search...

Filter by: 2023 | November | Active | middle

The Middle East Luxury Trade Meet 2023
11/11/2023 - 15/11/2023
Organised by Reed Exhibitions since 1998, International Golf Travel Mart (IGTM)

Waiting for approve

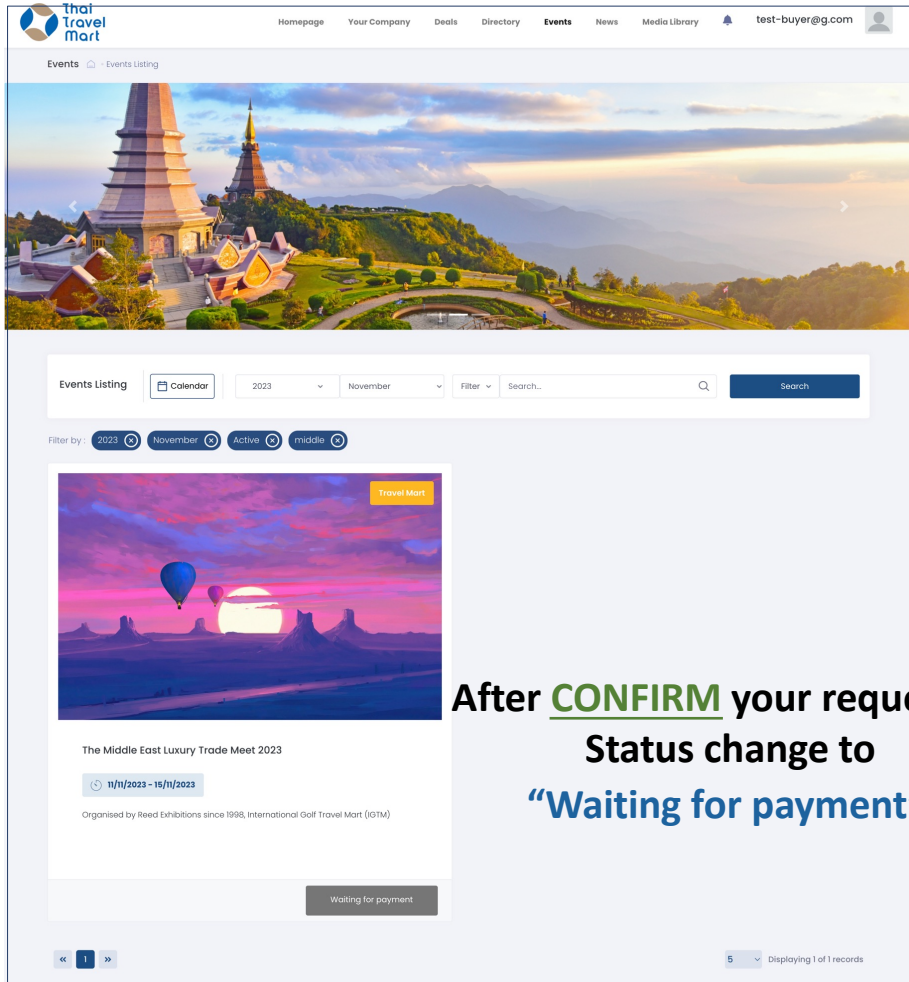
Can check your request from event page, status is “**Waiting for approve**”.

STEP 4 : COMPLETE EVENT

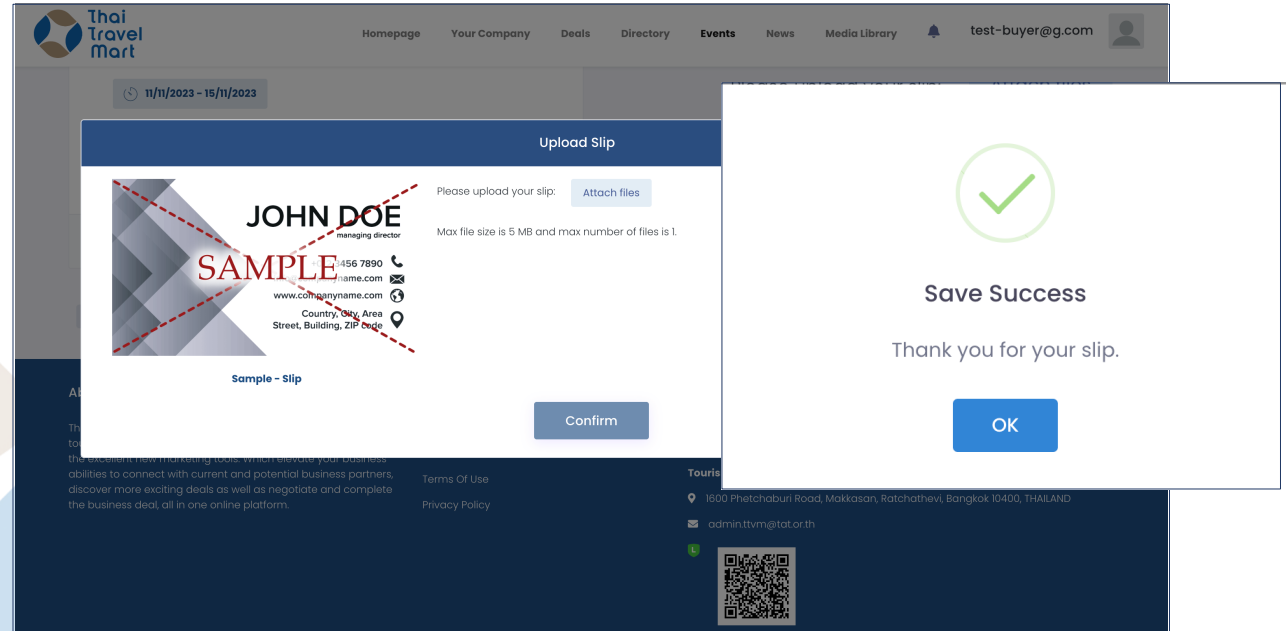
2

Upload the payment slip and click "Confirm"

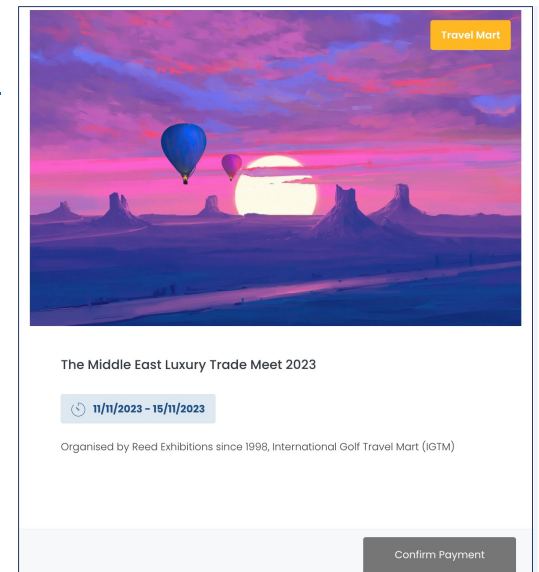
We will send you a Submit Confirm Email when it's confirmed request.



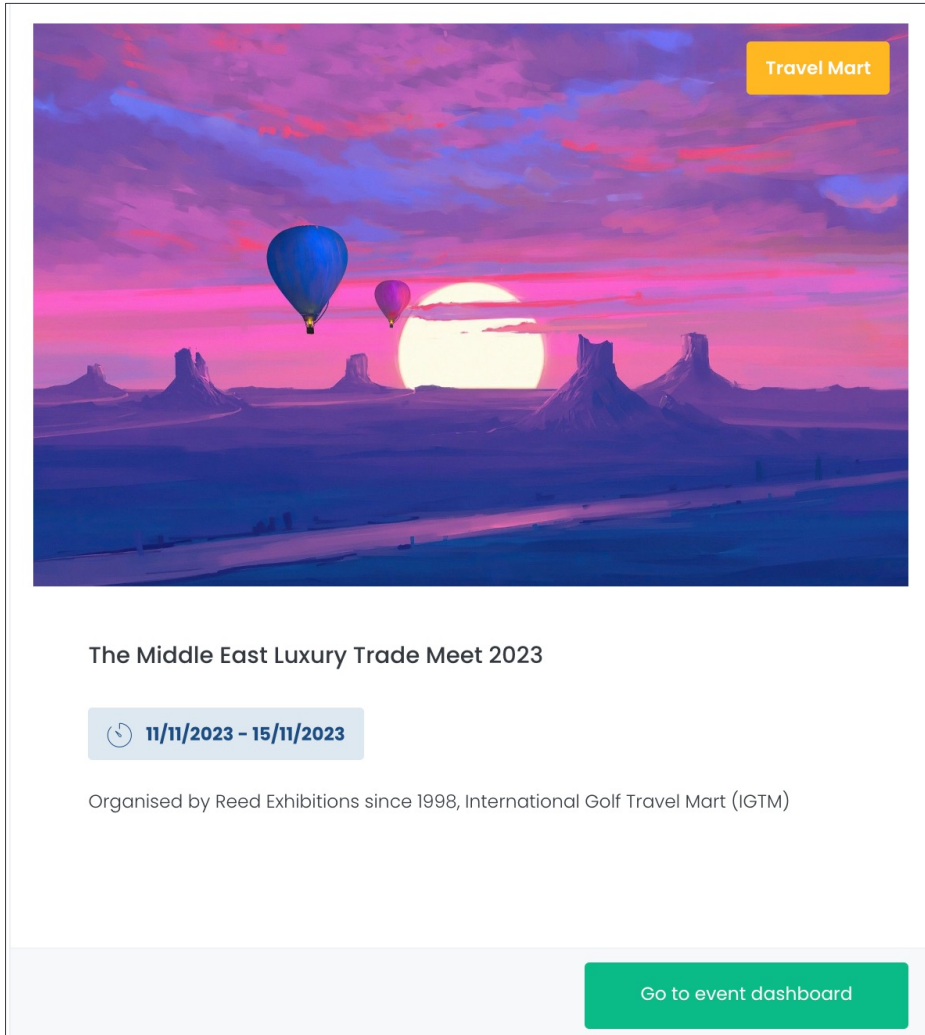
After **CONFIRM** your requested, Status change to "Waiting for payment".



The document will be uploaded, **Waiting to verify and send you a Submit Confirm Email** when it's completed.

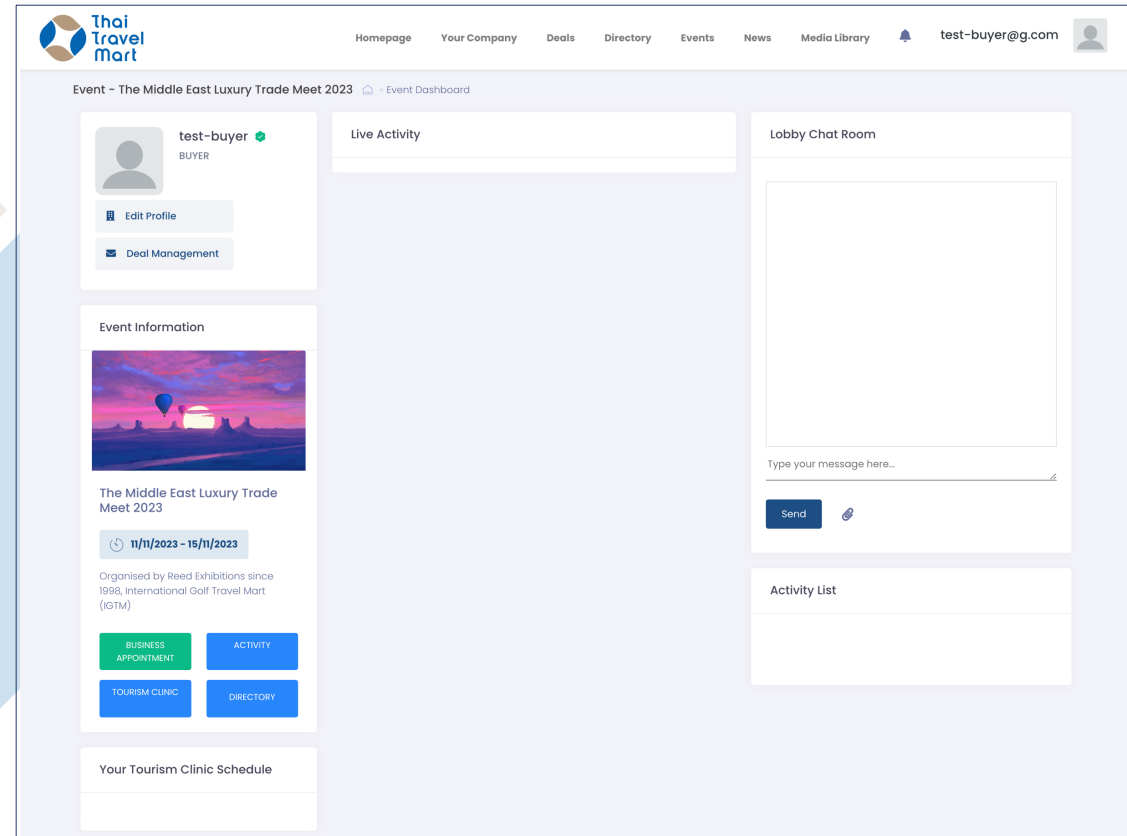


STEP 4 : COMPLETE EVENT



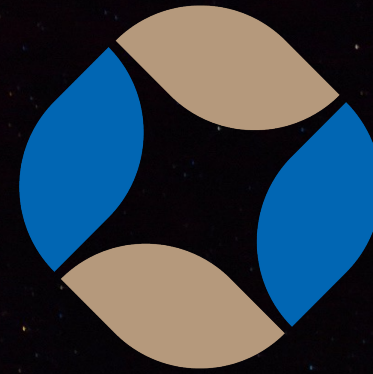
The event card features a vibrant sunset landscape with hot air balloons. A yellow 'Travel Mart' logo is in the top right corner. Below the image, the event title 'The Middle East Luxury Trade Meet 2023' is displayed, followed by the dates '11/11/2023 - 15/11/2023' and the organizer information 'Organised by Reed Exhibitions since 1998, International Golf Travel Mart (IGTM)'. A green button at the bottom right reads 'Go to event dashboard'.

3 Payment complete, **“Go to event dashboard”** Your event information will appear.



The dashboard screenshot shows a user profile for 'test-buyer' with 'BUYER' status and options for 'Edit Profile' and 'Deal Management'. The main section is titled 'Event Information' and includes the event title, dates, and organizer details. It features four buttons: 'BUSINESS APPOINTMENT', 'ACTIVITY', 'TOURISM CLINIC', and 'DIRECTORY'. Below these is a section for 'Your Tourism Clinic Schedule'. On the right side, there is a 'Live Activity' section, a 'Lobby Chat Room' with a message input field and a 'Send' button, and an 'Activity List' section.

4 **JOIN EVENT** process has been completed.



Thai
Travel
Mart

THANK YOU

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

For more information please contact Email: admin.ttvm@tat.or.th