

Thai Travel Mart

USER MANUAL

“SELLER”

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

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



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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

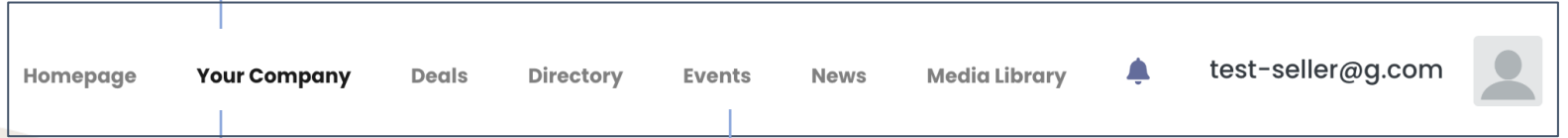


HOME is the starting page where you can access to all function and feature of the system as well as updated news and stories from TAT.

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

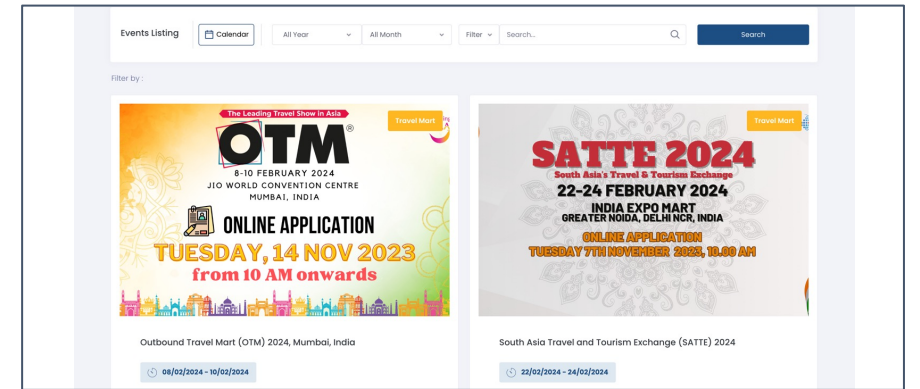
Main Menu

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.



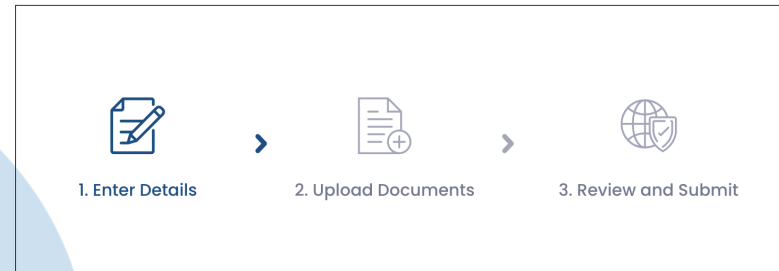
STEP 1 : REGISTRATION

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.



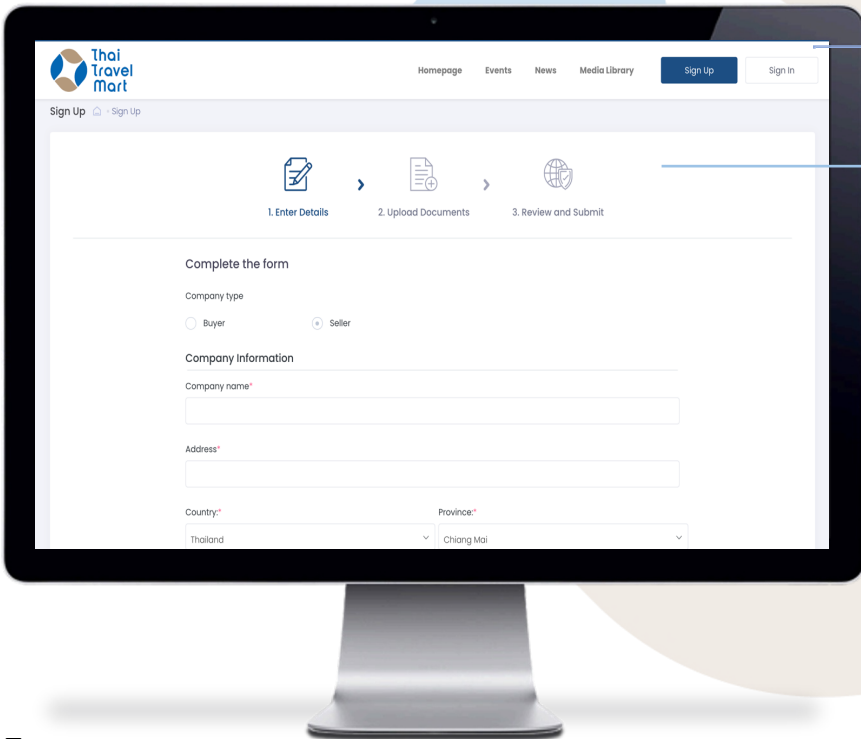
3 Once you click "submit", the document will be uploaded. We will send you a **Submit Confirm Email** when it's completed.

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

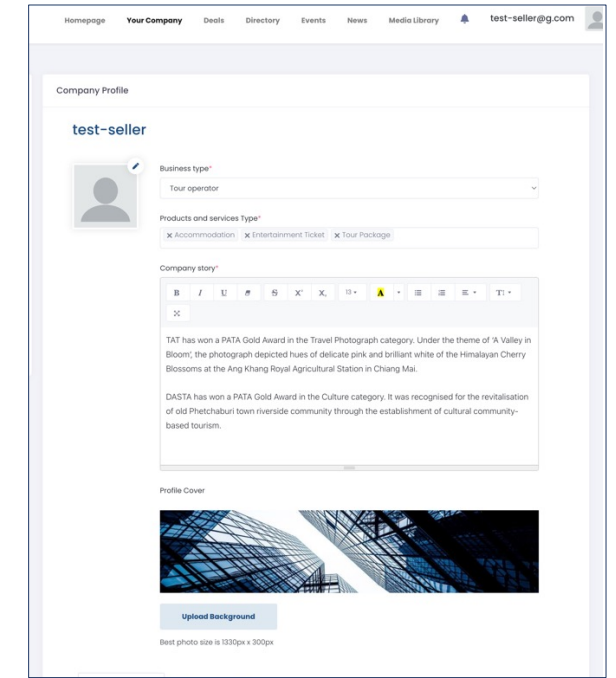
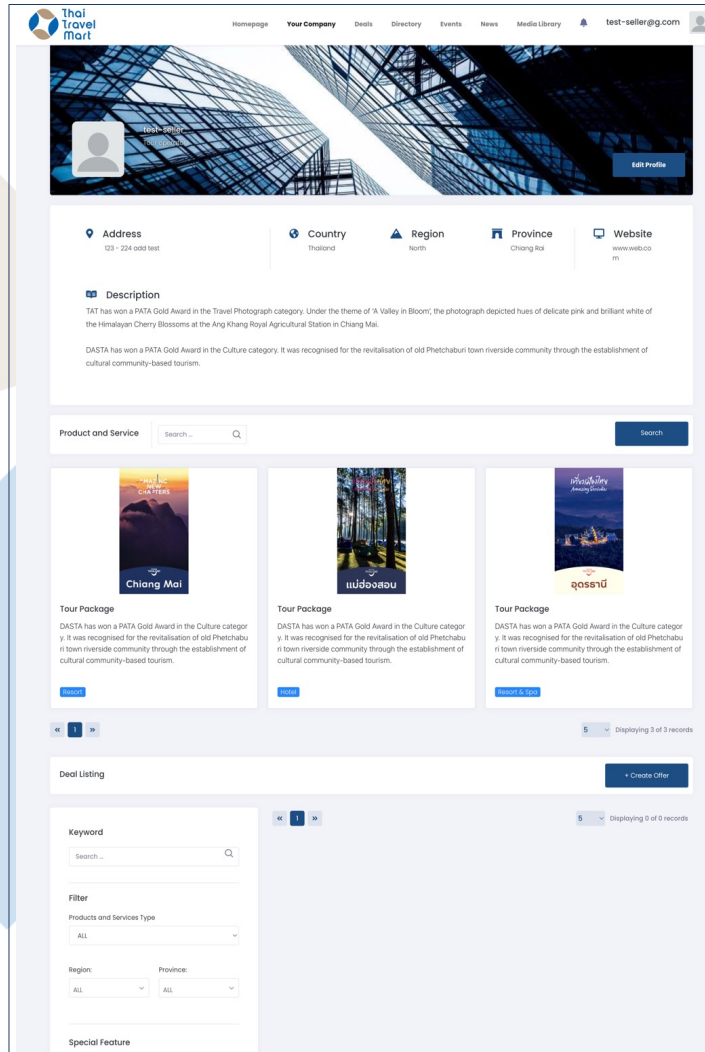
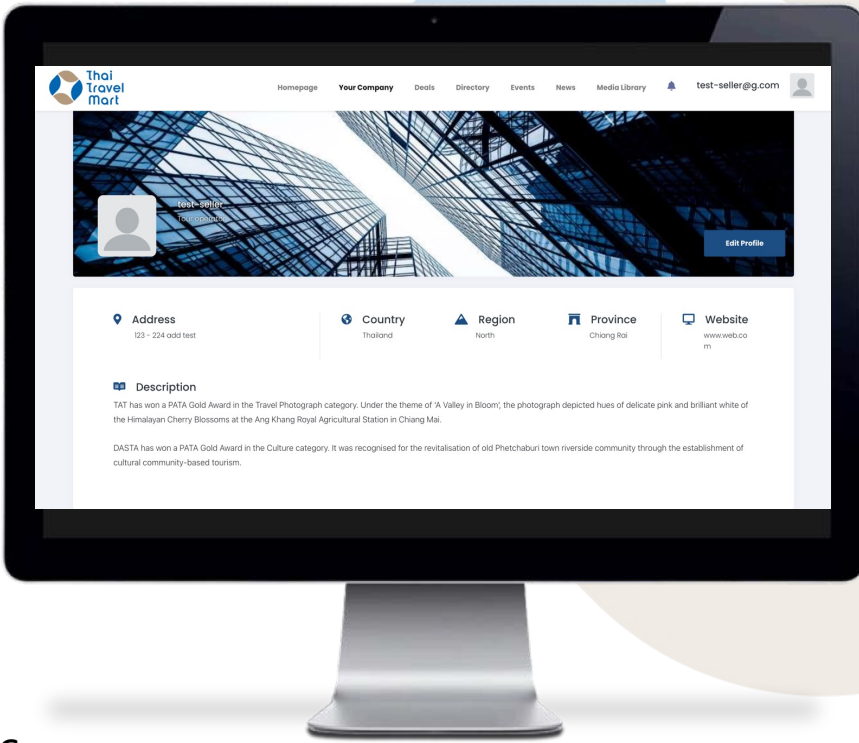
Select **“Your Company”**, then **“View Profile”** to access to the Company Profile page.

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 Company Information.

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

Business License

Business License Number: test1234567 Business License Expiredate: ⚠ License Expired

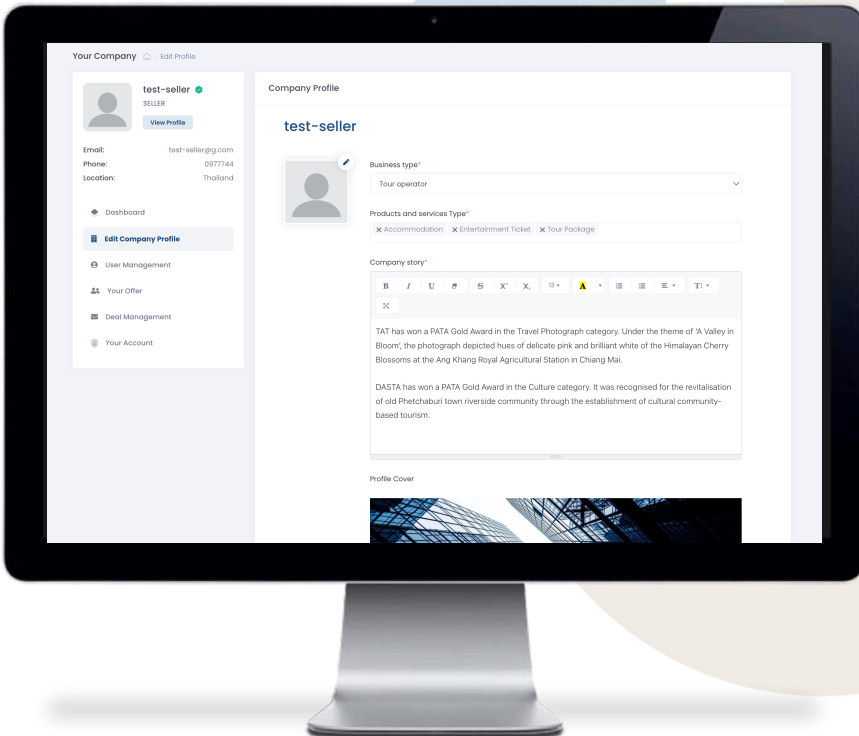
1073-BusinessLicens-12e947.png		
1073-BusinessLicens-82b978.png		
1073-BusinessLicens-54a358.png		

Business license number:* test1234567 Business License expire date (DD-MM-YYY)* 7 10 2023

Please upload the business license: [Attach files](#)

Max file size is 5 MB and max number of files is 5.

When your license has expired, warning will appear after login. Please proceed to upload a new one.



Company Info Products and Services

Address* 123 - 224 add test

Country* Thailand Province* Chiang Rai

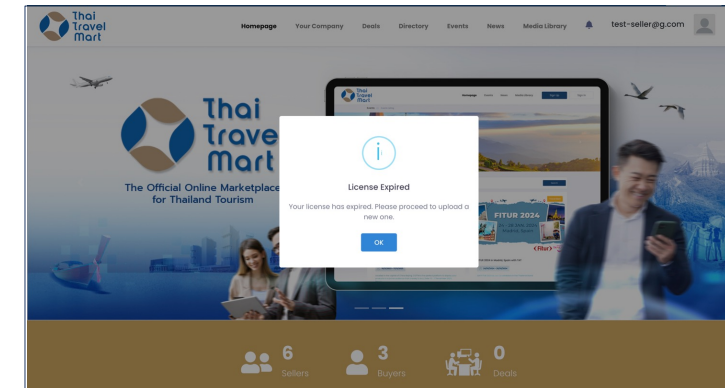
Postcode* 12999 Tel* 0977744

Corporate Email* test-seller@g.com Website www.web.com

Contact Information

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

Position* Email*



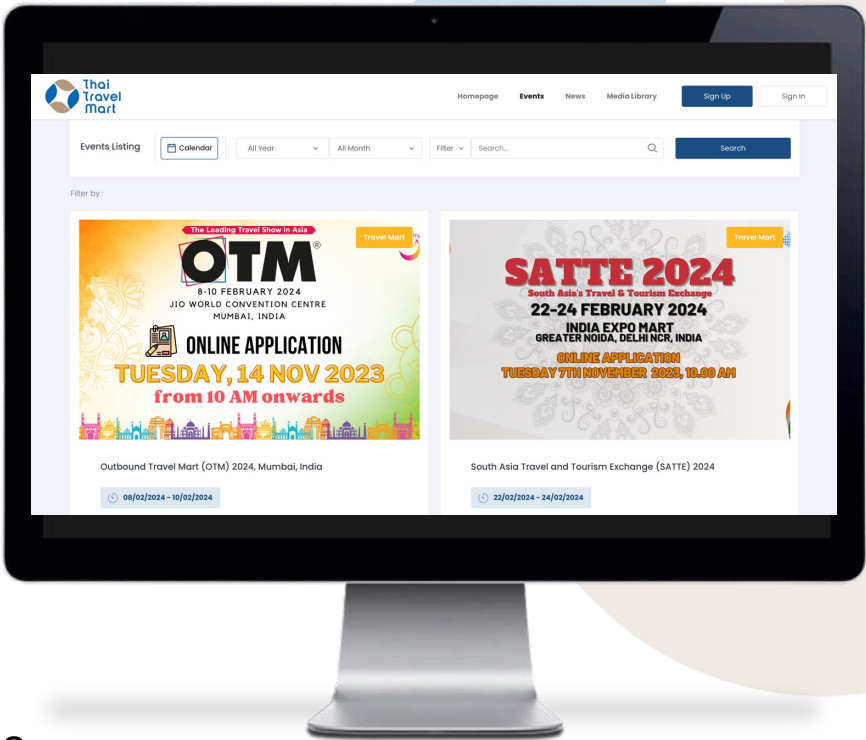
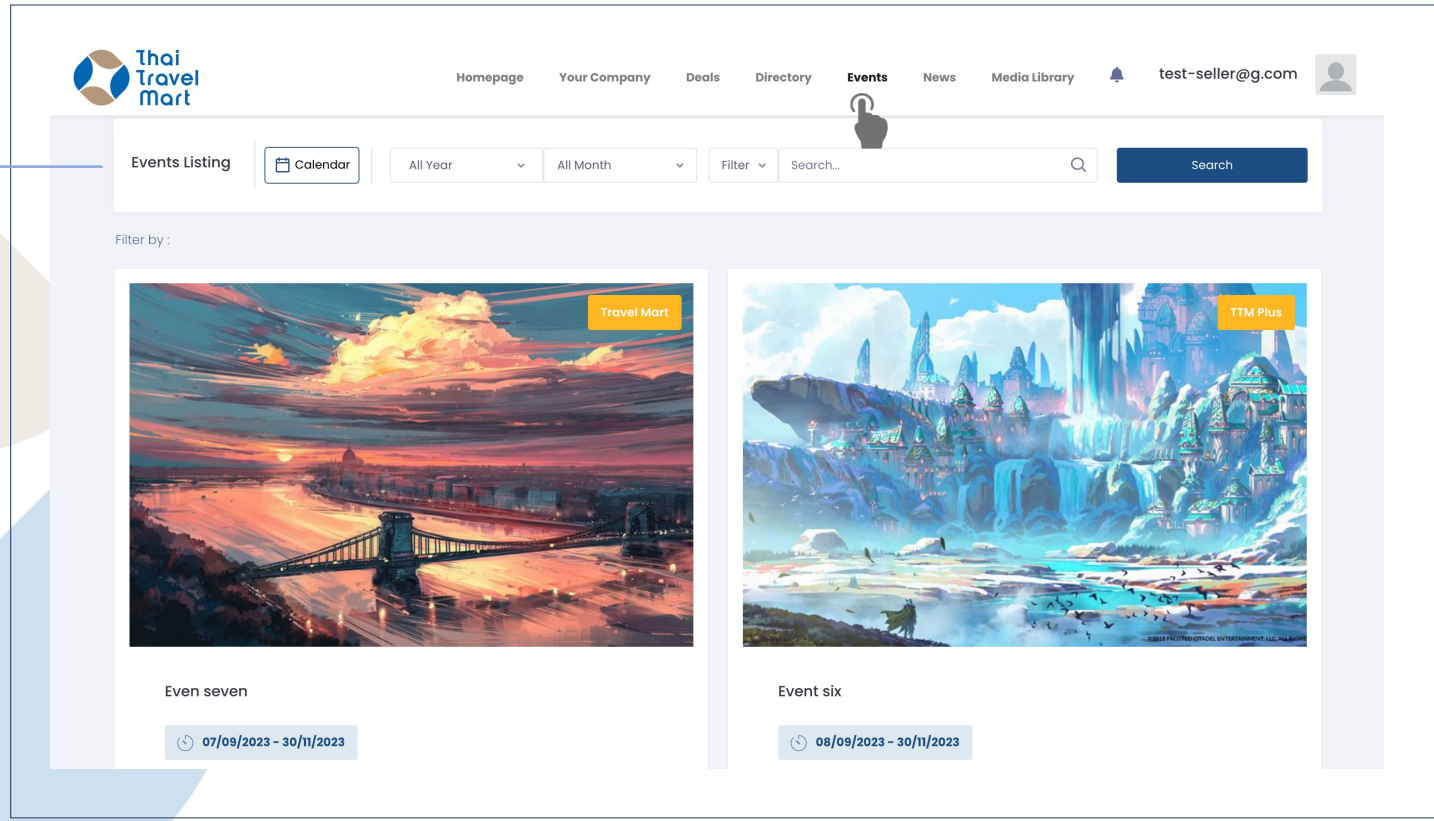
2

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.

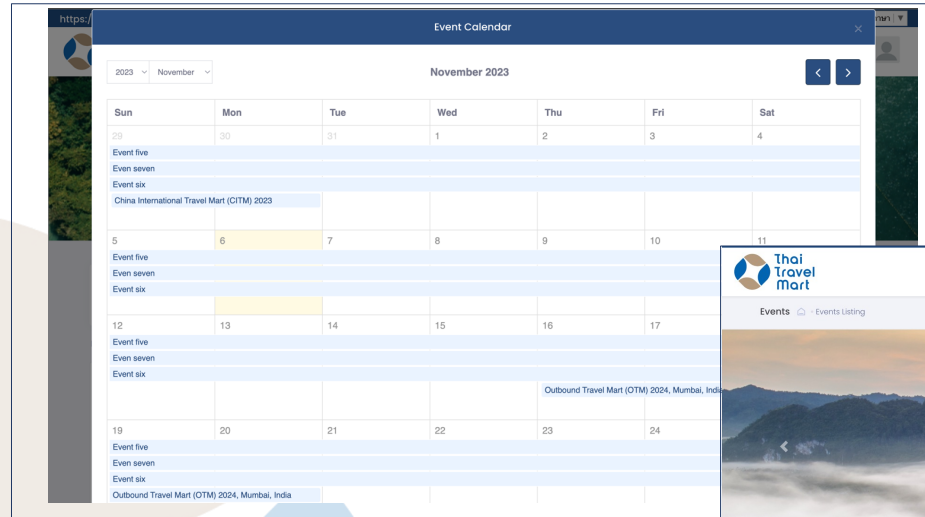


2 From Event Listing, Click “ Calendar ” or “Filter by Criteria” to view Events.

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)

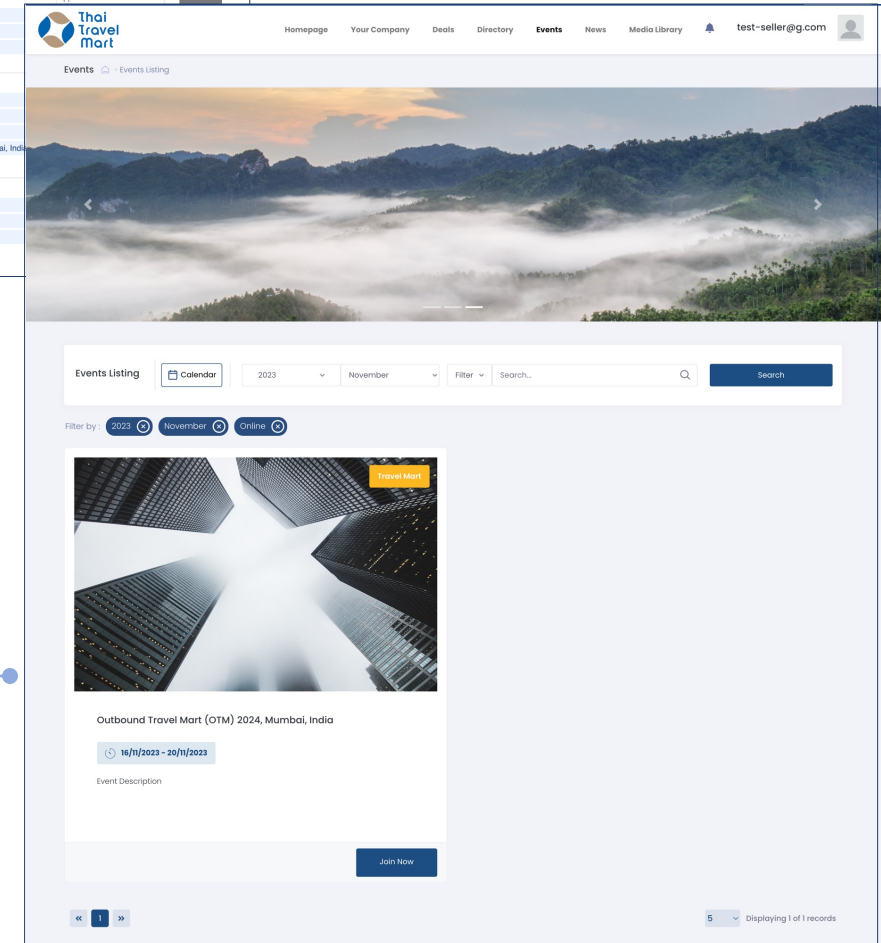
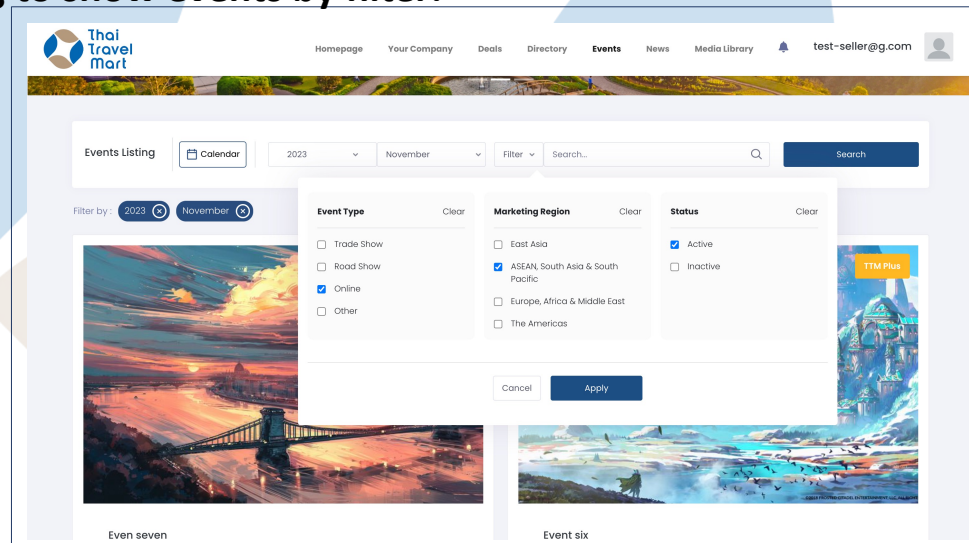


2.1 Event Calendar

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 displays the Thai Travel Mart website interface. The main content area features a large image of modern skyscrapers and a 'Join Now' button. Below the image, the event details are listed: 'Outbound Travel Mart (OTM) 2024, Mumbai, India' (16/11/2023 - 20/11/2023) and 'World Travel Market (WTM) 2023' (6-8 November, 2023) in London, The United Kingdom. A list of requirements for participants is provided, including a valid business license, SHA+ certification, and sustainable program participation. A detailed registration process is outlined in 8 steps, from logging in to receiving an invitation letter. Contact information for inquiries is also provided.

World Travel Market (WTM) 2023
6-8 November, 2023
London, The United Kingdom

Eligible participants must have these 3 following documents:

- A.) Participant must have a valid authorised business license.
- B.) Participant must receive SHA+ Certificated.
- C.) Participant must have any sustainable programme in the properties, CSR project, STGs, or receive at least of these certificates or awards **during 2018 to presents**. For example, Green Hotel, Green Leaf Hotel, No single used plastic hotel, or Thailand Tourism awards from 2019 to presents.

Please read the instructions carefully before completing the application form.

- Log in to your TTM account and select join now. Please make sure that the contact person is correct.
- After joining the event, kindly send the mentioned documents (A&C) via email: wtm@tat.or.th. Please be informed that first-come-first-serve by sending the mentioned documents via email. However, you will need to join in the TTM website first.
- Once the documents have been sent to wtm@tat.or.th and got verified by TAT staffs, you will be receiving the detail of payment. To secure your place, **you will have 7 working days to process the payment**. If you fail to do so, we will consider the next application.
- Once the payment has been made, kindly send the evidence of payment via email : wtm@tat.or.th.
- The application fee is **100,000 Thai baht for 1 company with 3 participants**. If you would like to have an extra person, you will need to pay more. (The price will be announced in WTM website soon)
- The event can accommodate 40 companies.
- All participants will be receiving an invitation letter for applying a UK visa in mid of August 2023 and TAT will issue the invitation letter one time only. Therefore, no change of exhibitor's name after Thursday the 27th of July, 2023.
- No refund for any cancellation including any causes of travelling rejection.

TAT does not assume and expressly disclaims any liability direct or indirect to you or any person for your health and wellness. Which occurs from COVID-19 or any infection diseases, damages, or any injury caused by any failure performance or incidental accidents. We disclaim any responsibilities for diagnosis and medical care expenses or any expenses for health treatments.

Any enquiries, please contact :

- 1. Miss Supattisa Visanuvimol
Tel: 02-250-5500 ext. 1274
- 2. Miss Piyarat Naramitattisai
Tel: 02-250-5500 ext. 1262

Event Full Description

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

The screenshot shows a web browser window with the URL <https://ttvm.tenonize.dev>. The page title is "Outbound Travel Mart (OTM) 2024, Mumbai, India - Event Registration". The form is titled "Your Delegate" and "Your Address".

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

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

The screenshot shows a success message in a modal window. The title is "Your Address" and the subtitle is "Please input".

Success

Thank you for your registration. You are a candidate MAIN

OK

Please select


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-seller** ✓
SELLER
[View Profile](#)

Email: test-seller@g.com
Phone: 0977744
Location: Thailand


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

Events

-  **Outbound Travel Mart...**
Waiting for approve
16 – 20 Nov 2023
-  **Even seven**
Waiting for approve
07 – 30 Nov 2023
-  **China International...**
29 – 30 Oct 2023
-  **The Middle East Luxur...**
28 – 07 Oct 2023

Events Listing [Calendar](#) 2023 November Filter Search

Filter by: 2023 November Online Active

 **Outbound Travel Mart (OTM) 2024, Mumbai, India**
16/11/2023 – 20/11/2023
Event Description

Pending

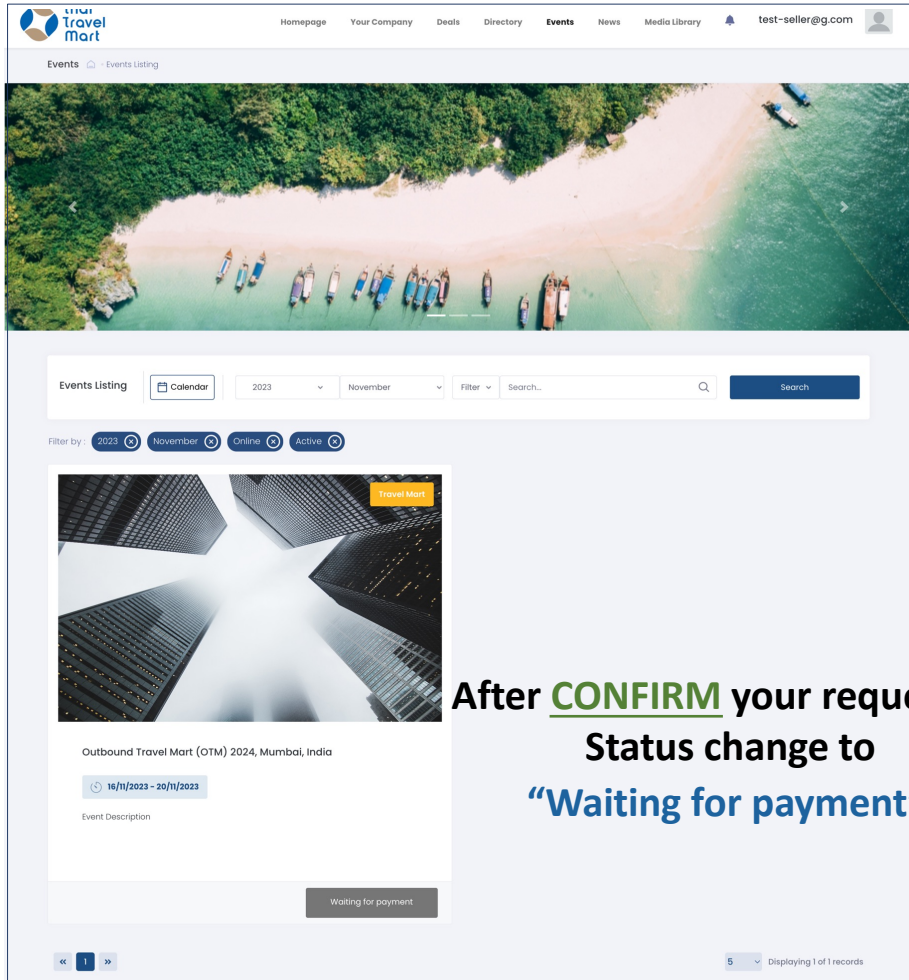
Can check your request from event page, status is “**Pending**”.

STEP 4 : COMPLETE EVENT

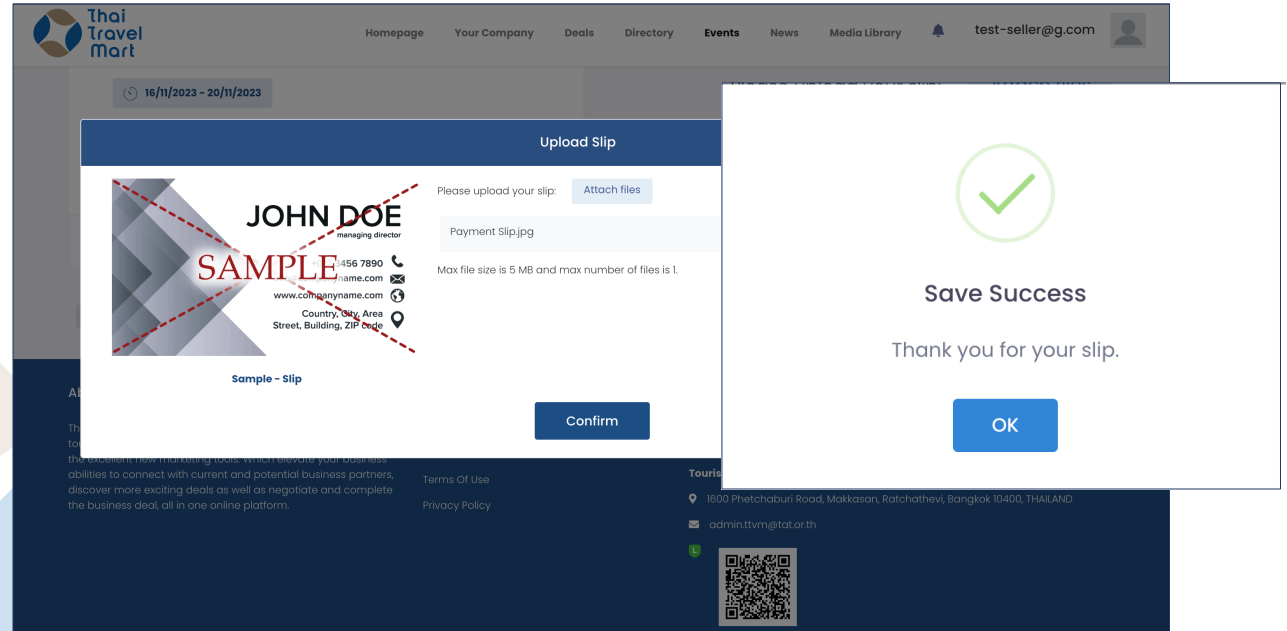
2

Upload the payment slip and click "Confirm"

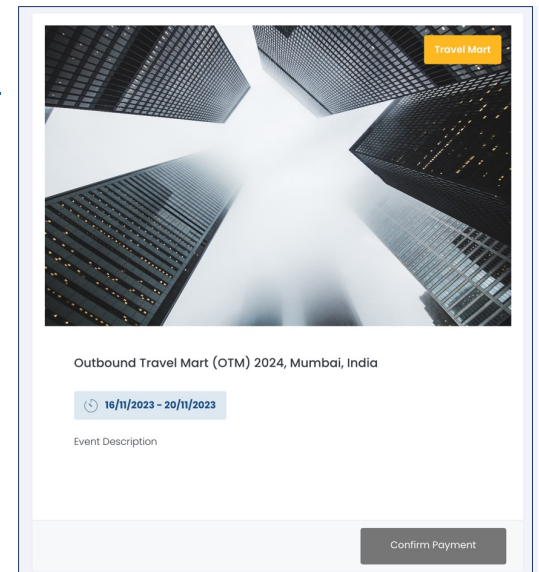
We will send you a Submit Confirm Email when it's confirmed request.



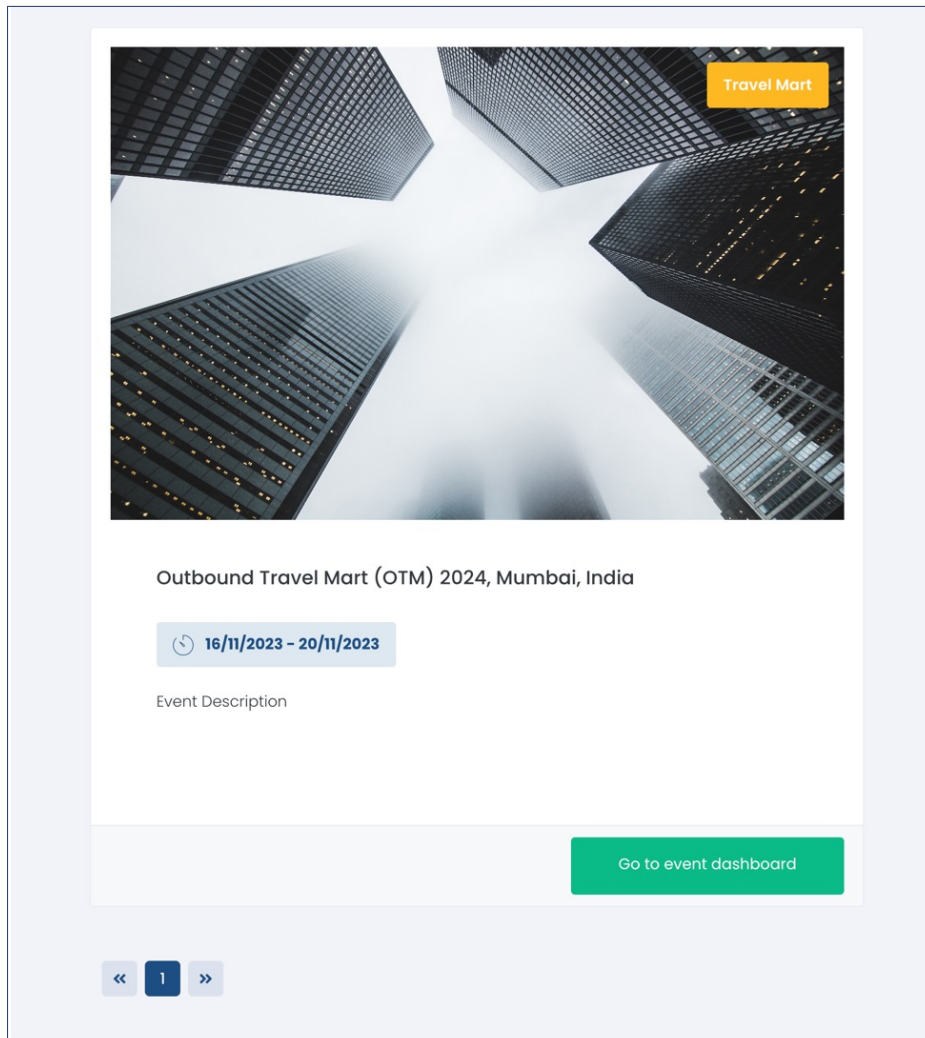
After **CONFIRM** your requested, Status change to "Waiting for payment".



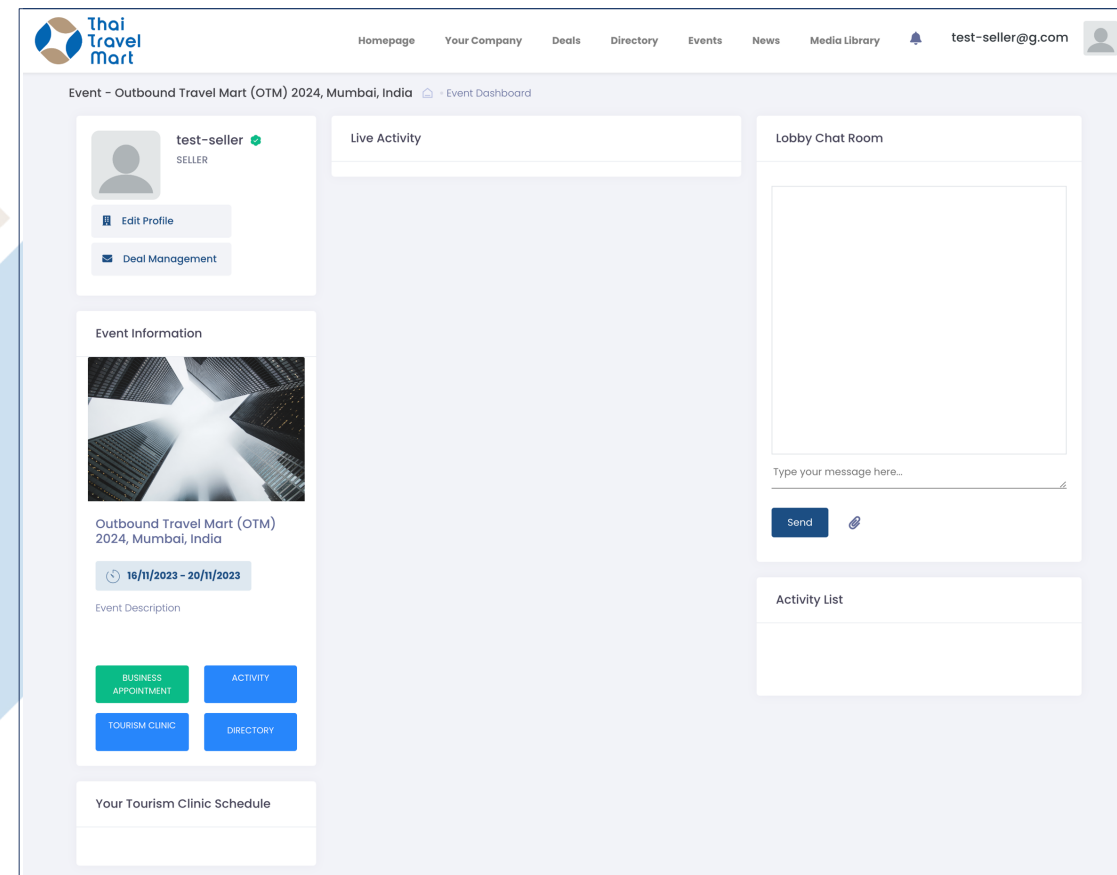
The document will be uploaded, Waiting to verify and send you a Submit Confirm Email when it's completed.



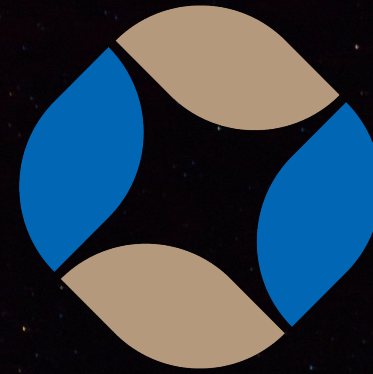
STEP 4 : COMPLETE EVENT



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



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