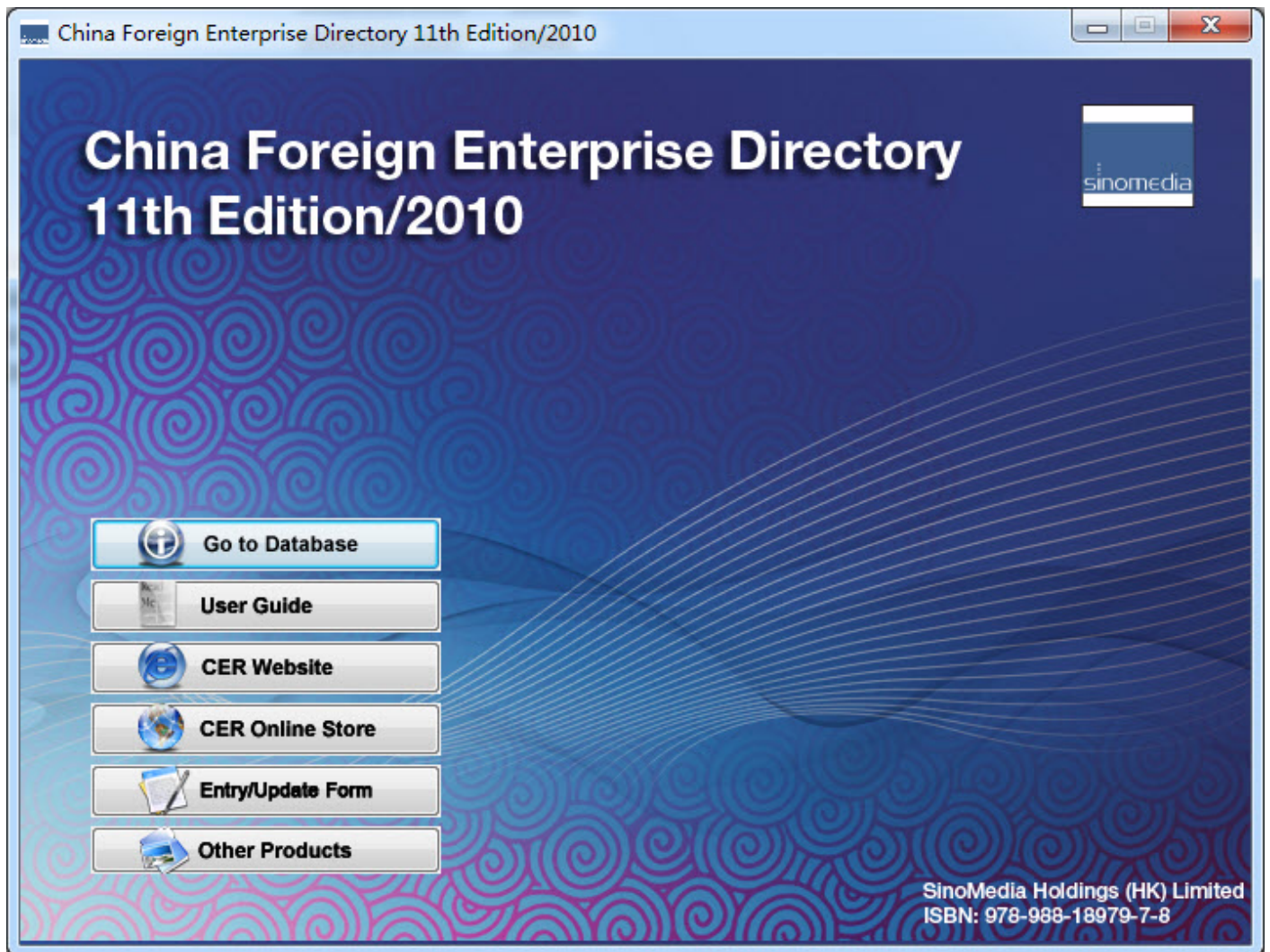


# FED User Guide

This application works under all versions of the Windows operating system.

## WELCOME PAGE



As shown above, the welcome page consists of six function buttons.

1. 'Go to Database' links to the **China Foreign Enterprise Directory 11<sup>th</sup> Edition**;
2. 'User Guide' links to this document;
3. 'CER Website' links;
4. 'CER Online Store' links;
5. 'Entry/Update Form' links to this document in Word format;
6. 'Other Product's links to information on other CER products;

# MAIN FRAME

China Foreign Enterprise Directory 11th Edition/2010

File Print PrintView Search

Print Preview Search Memo Email Export

## China Foreign Enterprise Directory 11th Edition/2010

sinomedia

Industry Country Alphabetical Location

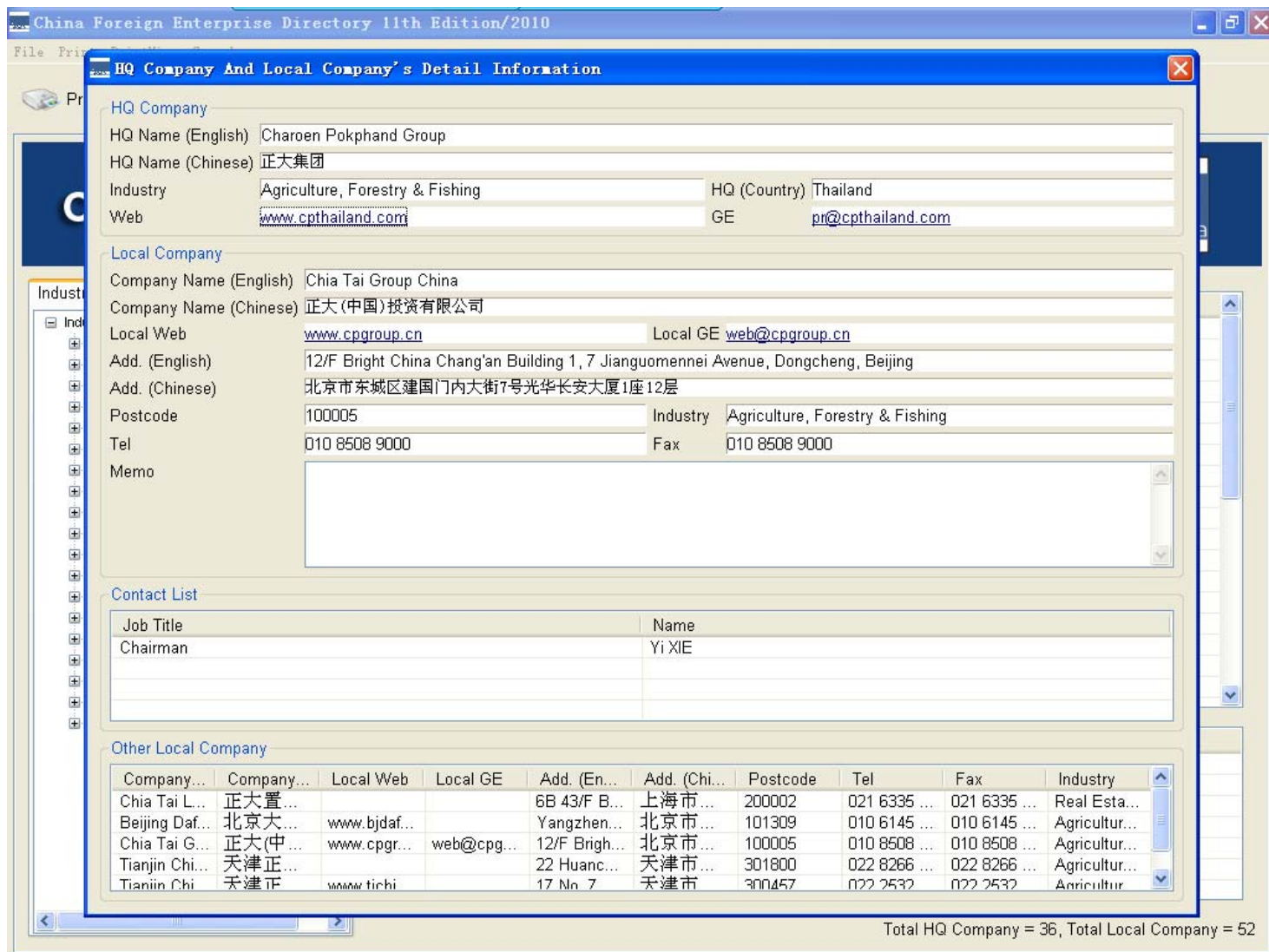
- Industry
  - AGRICULTURE, FORESTRY & FISHING
    - Agriculture, Forestry & Fishing
  - AIRLINES
    - Airlines
  - BANKING, FINANCE & INSURANCE
  - CHEMICALS
  - EDUCATION & TRAINING
  - ENERGY, UTILITIES & ENVIRONMENT
  - FASHION & LUXURY GOODS
  - FOOD & BEVERAGE
  - GOVERNMENT & NGOs
  - HEALTHCARE, BIOLOGY & PHARMACEUTICALS
  - LEISURE, TOURISM & HOSPITALITY
  - MANUFACTURING
  - MEDIA & ADVERTISING
  - PROFESSIONAL & BUSINESS SERVICES
  - REAL ESTATE & CONSTRUCTION
  - STEEL, METALS & MINING
  - TECHNOLOGY & TELECOMMUNICATIONS
  - TRANSPORTATION & WAREHOUSING
  - WHOLESALE, RETAIL TRADE & RENTAL

HQ Name (English)	HQ Name (Chinese)	Industry	HQ (Country)	Web	GE
Agrifrance	法国阿利芳公司	Agriculture, F...	France	www.agrifran...	N/A
Archer Daniels Midland...	ADM公司	Agriculture, F...	United States	www.admworl...	N/A
Barenbrug Holding BV	百绿有限公司	Agriculture, F...	Netherlands	www.barenbr...	info@barenbr...
Beijing Dayi Hanri Inter...	北京大一韩日国际...	Agriculture, F...	China	N/A	N/A
Biomin GTI GmbH	奥地利百奥明公司	Agriculture, F...	Austria	www.biomin.net	N/A
British American Tobac...	英美烟草集团	Agriculture, F...	United Kingd...	www.bat.com	N/A
California Cedar Produ...	California Cedar Produ...	Agriculture, F...	United States	www.calceda...	N/A
Cargill, Inc.	嘉吉公司	Agriculture, F...	United States	www.cargill.c...	N/A
Charoen Pokphand Gr...	正大集团	Agriculture, F...	Thailand	www.cpthaila...	pr@cpthailan...
CNH	凯斯纽荷兰	Agriculture, F...	United States	www.cnh.com	N/A
ContiGroup Companies...	ContiGroup Companie...	Agriculture, F...	United States	www.contigro...	information@...
Corn Products Internati...	美国玉米制品国际...	Agriculture, F...	United States	www.compro...	corpcomm@...
Eurosemillas S.A.	西班牙艾诺斯种业...	Agriculture, F...	Spain	www.eurose...	maruchi@eur...
Finnforest	Finnforest	Agriculture, F...	Finland	www.finnfores...	N/A
Grimaud	克里莫	Agriculture, F...	France	www.grimaud.fr	N/A
Hazera Genetics Ltd.	海泽拉优质种子公...	Agriculture, F...	Israel	www.hazera....	N/A
Hong Kong Yee Hing S...	香港怡兴种业	Agriculture, F...	Hong Kong S...	www.yeehing...	N/A

Compan...	Compan...	Local W...	Local GE	Add. (E...	Add. (C...	Postcode	Tel	Fax	Industry
Chia Tai ...	正大置...			6B 43/F...	上海市...	200002	021 633...	021 633...	Real Es...
Beijing D...	北京大...	www.bjd...		Yangzh...	北京市...	101309	010 614...	010 614...	Agricult...
Chia Tai ...	正大(...	www.cp...	web@c...	12/F Bri...	北京市...	100005	010 850...	010 850...	Agricult...
Tianjin C...	天津正...			22 Huan...	天津市...	301800	022 826...	022 826...	Agricult...
Tianjin C...	天津正...	www.tjc...		17 No. ...	天津市...	300457	022 253...	022 253...	Agricult...

Total HQ Company = 36, Total Local Company = 52

(Pic. 01)



The main frame of the **FED** application consists of four parts:

1. At the top of the main page (indicated with a red frame) is the menu area, with 'Print', 'Preview', 'Search', 'Memo' and 'E-mail export' buttons and selection menus linked to related functions.
2. On the left of the main page (marked with a green frame) is the search area, which includes four main search function menus, four different to search the database. If you left-click the different tabs at the top of the search area, different keywords appear for you to select from.
3. In the middle of the main page (marked with a blue frame) is the main window for information output, occupying the biggest area of the whole page.
4. At the bottom of the main page (marked with a black frame) is a window with detailed information.

Other windows can be activated as needed, including a Detailed Info window, search window and print preview window.

## FUNCTIONS

1. Basic functions in the menu area (marked with a red frame). The basic functions are all inside the function areas

which you can easily use by left- clicking the mouse.

The basic functions include:

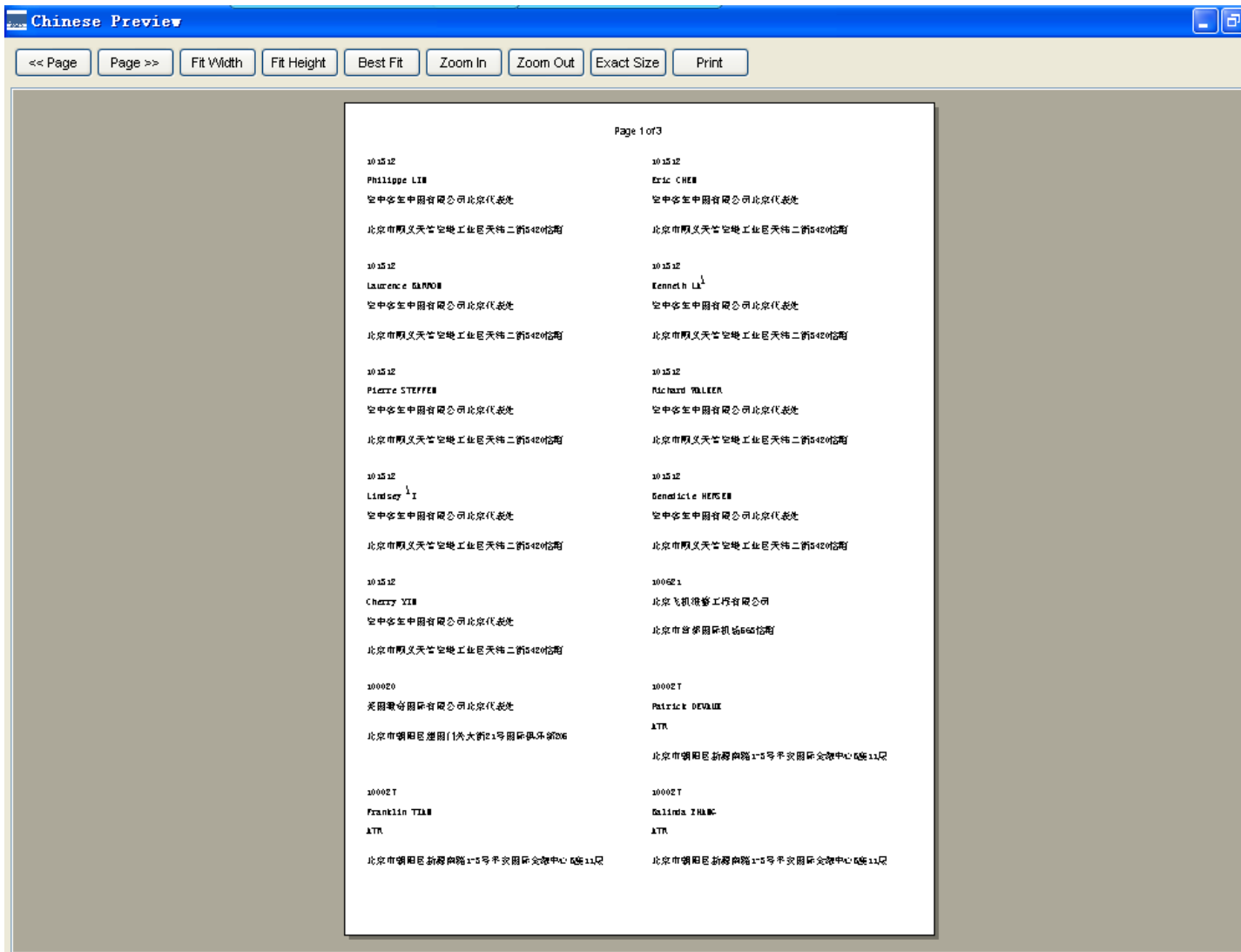
### 1.1 Print

This menu will call up the printer dialog; click it to link to the preview window. It includes three different print functions:

Print Listing: print the content of 'Listing Preview'

Print Labels (Chinese): print the content of 'Label Preview' (Chinese)

Print Labels (English): print the content of 'Label Preview' (English)



### 1.2 Preview

This menu will call an independent text window with preview options in which you can see the real print effect. Correspondingly, it also has three different previews:

**Listing Preview:** List detailed information of chosen subjects consisting of the company's information from the headquarter name to the contact person in its subsidiaries.

**Label Preview (Chinese):** list the contact information of particular companies in Chinese.

**Label Preview (English):** list the contact information of particular companies in English.

&lt;&lt; Page

Page &gt;&gt;

Fit Width

Fit Height

Best Fit

Zoom In

Zoom Out

Exact Size

Print

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**Airbus S.A.S**  
**空中客车公司**

HQ: France  
Web: [www.airbus.com](http://www.airbus.com)  
GE: N/A

Airbus China Ltd. Beijing Rep. Office  
空中客车中国有限公司北京代表处

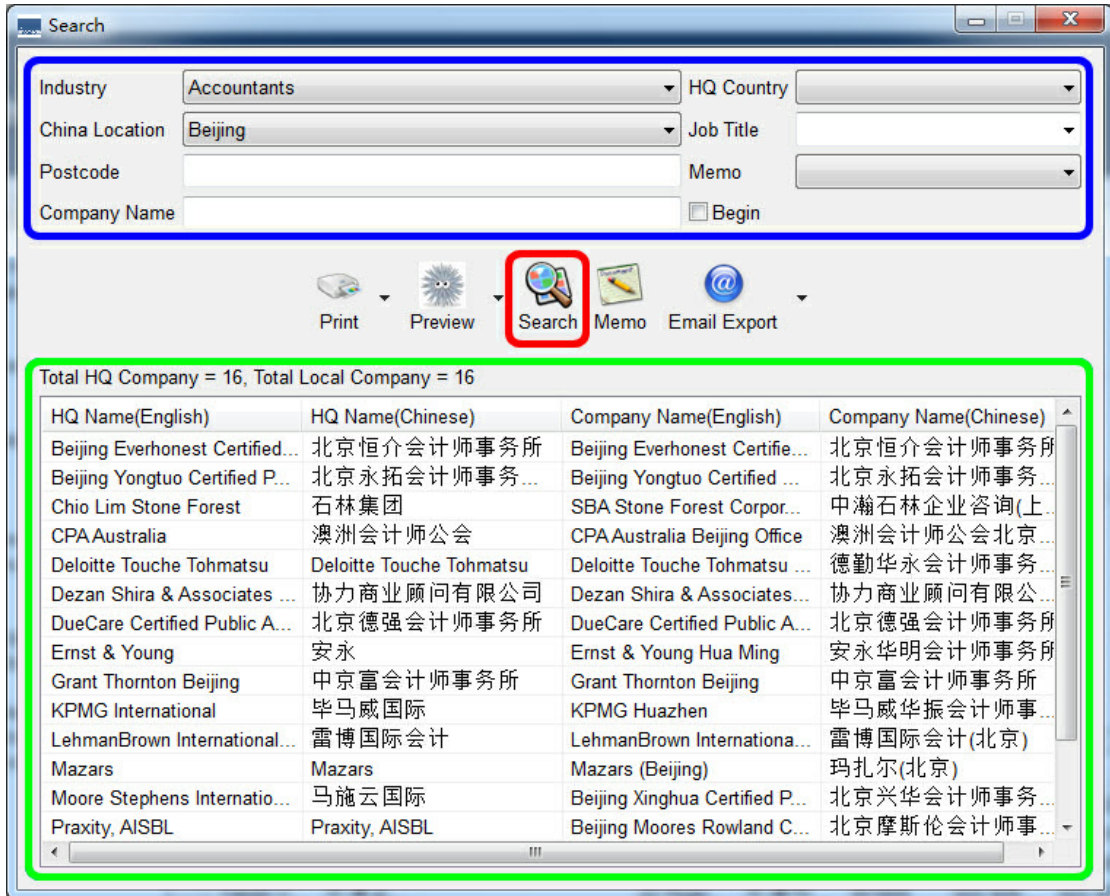
Add:  
北京市顺义区天竺空港工业区天竺二街142号  
P.O. Box 3420 Tianzhu Airport Ind. Zone, Shunyi, Beijing  
101312

Tel: 010 8048 6161  
Fax: 010 8048 6162  
VP & Chief Rep.  
Philippe LIN  
N/A  
VP Sales  
Eric CHEN  
N/A  
President  
Lorraine BARRON  
N/A  
CFO  
Michelle LAM  
N/A  
VP Customer Services  
Pierre STEFFEN  
N/A  
Customer Marketing GM  
Richard WALKER  
N/A  
PR Manager  
Lindsay MI  
N/A  
HR Director  
Benedicte HERSEN  
N/A  
HR China Policy Director  
Cherry YIN  
N/A

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**Ameco Beijing**  
**北京飞机维修工程有限公司**

## 1.3 Search



(Pic. 02)

Invoke an independent page (shown above) to search particular information with related key words on the top of the page (marked with a blue frame) and press the search button (marked with a red frame). The searching result will then be shown in the window below (marked with a green frame).

#### 1.4 Memo

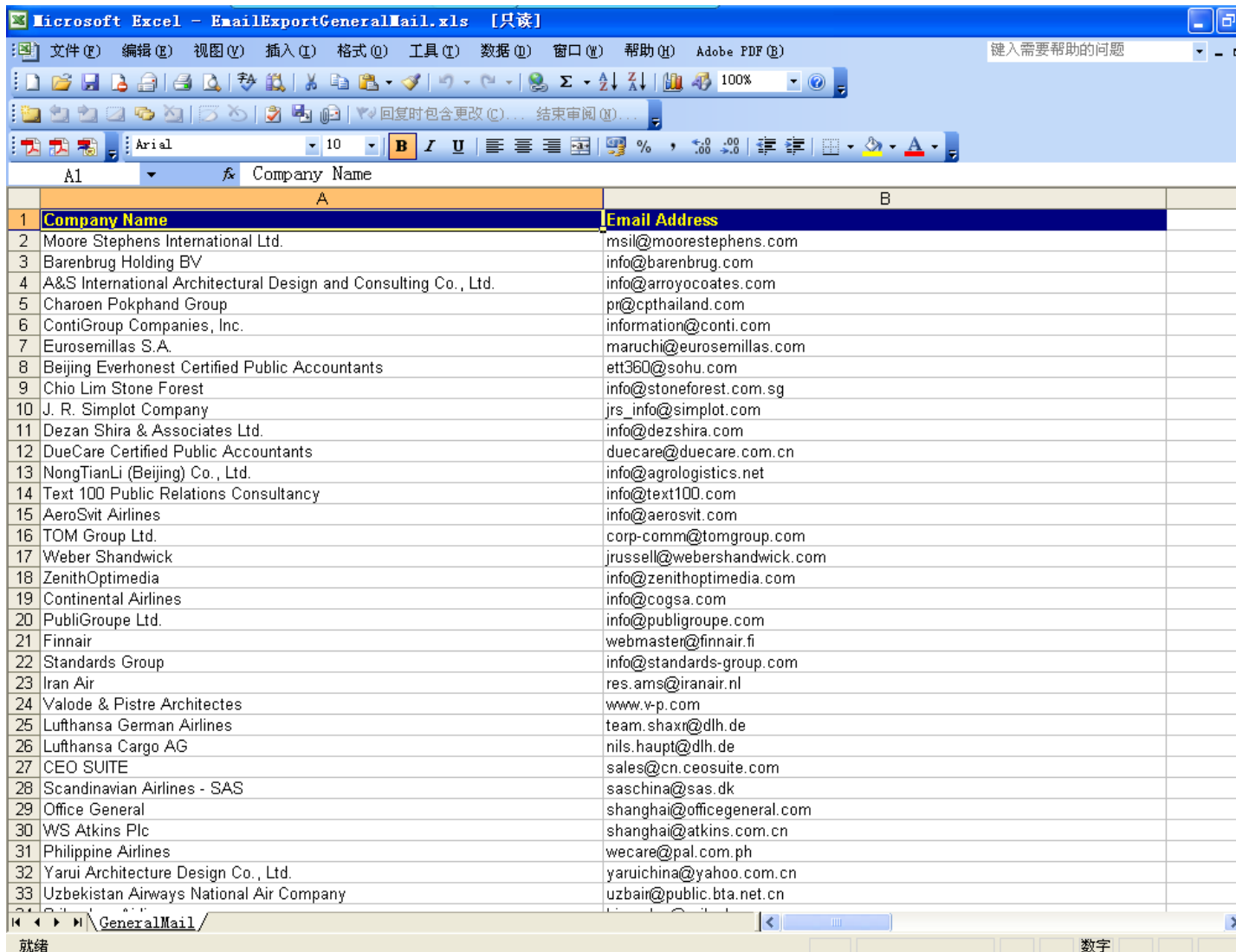


(Pic. 03)

If you want to add a memo to particular information of a Local Company (Local Companies only), select the row in the detailed info window (marked with a black frame in Pic. 01), then press the Memo button in the menu area (marked with a red frame in Pic. 01) and the independent window of the memo will be displayed as shown above (Pic. 03). You can add a memo in the text area.

## 1.5 Email Export

Export email in two ways. One is 'General Email' which includes the headquarter name and the related email; the second is 'Local Company Email' which includes the local company's name and email address.



The screenshot shows a Microsoft Excel spreadsheet titled 'EmailExportGeneralMail.xls'. The spreadsheet has two columns: 'Company Name' (Column A) and 'Email Address' (Column B). The data is as follows:

Company Name	Email Address
Moore Stephens International Ltd.	msll@moorestephens.com
Barenbrug Holding BV	info@barenbrug.com
A&S International Architectural Design and Consulting Co., Ltd.	info@arroyocoates.com
Charoen Pokphand Group	pr@cpthailand.com
ContiGroup Companies, Inc.	information@conti.com
Eurosemillas S.A.	maruchi@eurosemillas.com
Beijing Everhonest Certified Public Accountants	ett360@sohu.com
Chio Lim Stone Forest	info@stoneforest.com.sg
J. R. Simplot Company	jrs_info@simplot.com
Dezan Shira & Associates Ltd.	info@dezshira.com
DueCare Certified Public Accountants	duecare@duecare.com.cn
NongTianLi (Beijing) Co., Ltd.	info@agrologistics.net
Text 100 Public Relations Consultancy	info@text100.com
AeroSvit Airlines	info@aerosvit.com
TOM Group Ltd.	corp-comm@tomgroup.com
Weber Shandwick	jrussell@webershandwick.com
ZenithOptimedia	info@zenithoptimedia.com
Continental Airlines	info@cogsa.com
PubliGroupe Ltd.	info@publigroupe.com
Finnair	webmaster@finnair.fi
Standards Group	info@standards-group.com
Iran Air	res.ams@iranair.nl
Valode & Pistre Architectes	www.v-p.com
Lufthansa German Airlines	team.shaxn@dlh.de
Lufthansa Cargo AG	nils.haupt@dlh.de
CEO SUITE	sales@cn.ceosuite.com
Scandinavian Airlines - SAS	saschina@sas.dk
Office General	shanghai@officegeneral.com
WS Atkins Plc	shanghai@atkins.com.cn
Philippine Airlines	wecare@pal.com.ph
Yarui Architecture Design Co., Ltd.	yaruchina@yahoo.com.cn
Uzbekistan Airways National Air Company	uzbair@public.bta.net.cn

## 2. Other detailed functions

### Searching function in main frame

Choose key words for searching a function in the search area and the output will be shown in the main output window. The key words are classified by 'Industry', 'Alphabetical', 'Location' and 'Country'; left-click any subject and the detailed key words will be shown in the area. If you select any detailed key words the result will be listed in the main output window.

### Get detailed information

Left-click the rows of information shown in the main output window and the detailed relative information will be shown in the smaller output window below. If you double-click the rows of information in the smaller output window, a new independent window with detailed information will be invoked.