USER MANUAL

TRADE FACILITATION PROJECT WITH THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY FOR PERUVIAN MSME EXPORTERS AND IMPORTERS

Document #: VUCE_A441
Version 1.0

VUCE-B2B (Buyer)

2019.07
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Version1)</th>
<th>Writing date</th>
<th>Details</th>
<th>Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>2019.04.25</td>
<td>First draft</td>
<td>Jin Young Kim</td>
</tr>
</tbody>
</table>

1. Guide for version management
- Numbering: <version release> (ex: 1.1, 2.0,...)
- Version: Modify in cases of new draft of all content, changes in operational criteria, and addition of essential functionalities
- Release: Modify in cases of partial edition and supplements
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VUCE-B2B SYSTEM

1. Summary
2. Process Flowchart
3. Diagram of Menu Structure
El Ministerio de Comercio Exterior y Turismo (Mincetur) viene trabajando para poner a disposición de su empresa o negocio una plataforma EPYMEX y VUCE B2B con el objetivo de agrupar exportadores por sectores con la finalidad exponer sus productos a quienes buscan esta información de manera ordenada y calificada.

En ese sentido, la plataforma VUCE B2B está enfocado a todos los bienes y servicios exportables del país el mismo que traspasa las barreras del idioma y evitar los intermediarios. También, se garantizará la confiabilidad de los vendedores por que se realizará una primera validación con la clave Sol de SUNAT y una segunda validación por PROMPERÚ. Asimismo, VUCE B2B es un Marketplace donde los exportadores, importadores y prestadores de servicios podrán relacionarse para efectuar transacciones comerciales. Si una empresa requiere un proveedor de servicios local, una entidad financiera, una compañía de seguros, servicio de transporte y otros, podrá solicitar una cotización a los proveedores que formen parte de este sistema y llegar a un acuerdo en las mejores condiciones.

E-PYME es una solución tecnológica que brindará a las MIPYME una plataforma informática para que puedan realizar la gestión empresarial de sus negocios con orientación a sus operaciones de comercio exterior. Con este sistema las empresas exportadoras podrán ser más competitivas al acortar la brecha digital que tienen respecto a sus pares en el exterior, gestionando en un sistema integrado sus recursos empresariales: producción, ventas, gestión de clientes, logística, compras, finanzas y contabilidad.

Entre las principales ventajas del uso de la plataforma del EPYMEX y VUCE B2B son: su empresa tendrá mayor transparencia de la información el cual permitirá tomar decisiones de las compras más acertadas. Asimismo, sus productos tendrán la posibilidad de ser vendidos/visitados a cualquier hora sin limitaciones de horarios durante todo el año. También, con las plataformas podrás ofrecer tus productos/servicios sin la necesidad de invertir dinero en la creación de tu propio Marketplace.

Finalmente, el Mincetur pone a disposición de la comunidad del comercio exterior estas dos plataformas de forma gratuita, segura y confiable para sus operaciones comerciales.
Sign Up as an International Buyer. After searching products, inquiries, quotations and orders are provided only to members.

Search for information of the products to purchase. To proceed with the product purchase, product comparison and view of similar products of specific companies are provided.

Contact the seller with inquiries about the products, and submit another inquiry about the response from the seller.

Submit a Request for Quotation on the product search screen or inquiry details screen. The seller that received the Request For Quotation proceeds to create the quotation.

Check the quotation received from the seller and proceed with the Order.

The seller checks the status of orders/work orders/delivery/shipment after receiving the order, and registers the evaluation of the product and delivery after the product has been received.
UI CONFIGURATION

1. UI Configuration
Header:
- Browse by Category: Searches products and information of the companies registered in the corresponding category by selecting the category.
- Integrated Search: Searches information of products, companies, customs agents, and forwarders.
- Advanced Search: Provides an advanced search function to find the desired results quickly and accurately by specifying search conditions for the words entered.

Contents:
- Main Banner: Shows a banner for product and site promotion. By doing click, redirects to the related screen.
- Success Stories: Shows information about recommended success stories.
- Category: Shows representative categories on the Main Page so that the user can access the products easily.
- Trade Shows & Events: Shows information about national and international trade shows.

Footer:
- Customer Services: Gives support to clients. It is composed of Notices, News, Q&A, FAQ, Contact Us, and Terms & Conditions.
- About Us: Shows introduction information of the site.
- Trade Services: Provides information about logistic services and trade.
- E-PYMEX: Redirects to e-PYMEX System.
### Header
VUCE-B2B logo, top menu, categories, integrated search, advanced search

### Left
- List of categories, refine search, products viewed recently related to the search results
  - Related Category: Shows product search results grouped by categories.
  - Refine Search: Detailed search can be performed with the attribute information corresponding to product search results.
  - Recently viewed products: Information of products viewed recently

### Contents
- Related Search: Detailed search can be performed by selecting Search in Result or Synonym search for the keywords entered.
- Product List or Sellers List: Searches results corresponding to search conditions.

### Footer
Information of bottom menu, Copyright, redirection to e-PYMEX System
SIGN UP

1. Sign Up Procedure
2. Sign In
3. Forgot your password?
4. Dashboard
SIGN UP PROCEDURE (1/3)

1. Click on the Sign Up Menu

2. Register User Information
   2-1. Register information
   2-2. Check agreements
   2-3. Sign Up

3. Authentication by email

4. Sign Up confirmation

Access to the site: www.vuceb2b.gob.pe

Go to Sign Up screen: Click on the ‘Sign Up’ button at the top side of the screen to go to the Sign Up screen.
Enter Information: Enter basic member information
- Country, Company Name, Product Lines, Full Name, Phone, and Email are required fields.
- Sign in with the registered email and password after completing Sign Up

Agree to Provide Information:
- Check the options of agreement to provide information to VUCE-B2B System and to receive emails.
- Detailed information is provided in the Menu Customer Services > Terms&Conditions

Sign Up Button: A confirmation mail will be sent to the registered email.
2. Authentication by email: Check the authentication email received in the registered email and click the 'Complete' button to complete the authentication process.

2. Complete Registration: When the authentication is completed, the registration completion screen is displayed. Click the 'Sign In' button at the top of the page to sign in with your registered Email/Password information.
**Single Sign-On**

- **Screen description**
  - Single sign-on screen for sellers, buyers, and logistics services.
  - Redirects to the sign in screen by clicking on the "Sign In" button at the top of the screen.

1. **Sign In**
   - Enter your registered email and password to login.
   - If a failed password is entered 3 times, additional authentication is required to sign in.

2. **Forgot your password?**
   - If you forgot your password, redirects to the screen to reset your password.

3. **Need an account?**
   - Redirects to the Sign Up screen.
FORGOT YOUR PASSWORD?(1/2)

- ***Forgot your password?***

1. **Forgot your password?**
   - Enter email account
   - By clicking on the Send button, an email is sent to the registered email to reset the password

2. **User email sent**
   - Screen that indicates that the email has been sent to the user

3. **Email to reset password**
   - Clicking on the “Reset Password” button or the URL, redirects to the password reset screen.
   - The password reset must be carried out within 24 hours of receiving the email.
Screen description
- Screen to reset user password
- Access the password reset screen using the URL provided in the received email.

1. Reset your password
   - Enter new password
   - The password must combine numbers and letters, and it should contain at least 8 characters.
Screen description
- Screen to understand transaction information and interest information at a glance

Description of Quick Menu
1. New Inquiries: It checks the number of unread inquiries and redirects to the Inquiries screen by clicking on it.
2. New quotation: It checks the number of unread quotations and redirects to the Quotations screen by clicking on it.
3. Favorites: It checks the number of favorites and redirects to the Favorites screen by clicking on it.

Latest Inquiries
- You can see up to three of your recently received inquiries.
- By clicking on “See More”, redirects to the list of all the inquiries screen.

Latest Quotations
- You can see up to three of your recently received quotations.
- By clicking on “See More”, redirects to the list of RFQs screen.

Latest Orders
- You can see up to three of your recently received orders.
- By clicking on “See More”, redirects to the list of orders screen.
SEARCH FOR PRODUCTS

1. Main
2. Categories
3. Products
4. Sellers
5. Favorites
1. **Browse by Category** - Selecting a category, redirects to the product information screen for the corresponding category.

2. **Keywords Search** - If you search for a keyword after selecting Products, you will be redirected to the search results screen of product information. If you search for a keyword after selecting Sellers, you will be redirected to the search results screen of sellers information. If you search for a keyword after selecting Customs Agent, you will be redirected to the search results screen of logistic services information. If you search for a keyword after selecting Forwarders, you will be redirected to the search results screen of forwarders information. If you search for a keyword after selecting Advanced Search, you will be redirected to the advanced search pop-up window.

3. **Main Banner** - The promotional banner of the site is displayed. If you click on the image of the banner, you will be redirected to the related screen.

4. **Success Stories** - If you click on the ‘+’ button, you will be redirected to the success stories screen. If you click on the content next to the image, you will be redirected to the detailed information screen. If you click on the name or logo of the company, you will be redirected to the Showroom of the corresponding company.

5. **Category** - Redirects to the product information screen of the corresponding category.
6. **Trade Shows & Events**
   - Online/offline Trade Shows information
   - If you click on the name of the Trade Show, you will be redirected to the site of the corresponding trade show.
   - If you click on See More, you will be redirected to the site of all the on/offline Trade Shows.

7. **How it Works**
   - This section is a visually simplified section of the VUCE-B2B Marketplace’s customer discovery, sales, purchasing process and reliability.

8. **Footer**
   - Customer Services: Gives support to clients. It is composed of Notices, News, Q&A, FAQ, Contact Us, and Terms & Conditions.
   - About Us: Shows introduction information of the site.
   - Trade Services: Provides information about logistic services and trade.
   - E-PYMEX: Redirects to e-PYMEX System.
**Screen Description**
- Screen composed of popular products by category and recommended company information.
- If you click on a product category at the top of the main screen, you will be redirected to the product and company search screen for the corresponding category.

**Related Search**
- Detailed search by selecting Search in Result or Synonym search.

**Hot Products**
- Hot Products of the corresponding category.
- Hot Products refer to recently registered or recommended products by the company.
- By clicking, you will be redirected to the detailed information screen of the corresponding product.
- If you click on the heart icon, the corresponding product will be registered or deleted as a favorite.

**Featured Companies**
- Shows information of recommended companies and their key product for the corresponding category.

**Contact**
- A pop-up windows is shown to submit an Inquiry or Request for Quotation to the corresponding company.

**All Categories**
- Shows information of all the categories.
- If you click on the category name, it will make a new search within the selected category name.
1. Related Category
- Product search results are shown by categories.
- If you click on a category, it will make a new search of the products for the corresponding category.

2. Refine Search
- Attribute information corresponding to the product search results.
- After selecting an item, click the Apply button to perform a detailed search. Reset button resets all the selected search conditions.

3. Recently viewed products
- Information of products viewed recently.
- By clicking, you will be redirected to the screen of product details.

4. Related Search
- Detailed search can be performed by selecting Search in Result or Synonym search for the keywords entered.

5. Compare, Contact
- Compare: Redirects to the results screen of the comparison of information for the selected products. (Up to 5)
- Contact: An inquiry or RFQ pop-up window is shown for the selected product.

6. Similar from this seller
- By clicking, similar products of the company are shown.

7. Sort by & Change list layout
- Sort by: You can sort by Years Exporting, Export Amount, Year Established, and Response Rate.
- You can change the layout of the search results to List or Gallery type.
### Write Inquiry

#### Inquiry or RFQ

1. **Inquiry**
2. **Request For Quotation**

**Product / Company**
- Giant Peruvian Popcorn Corn
- ROSEWATER SHIRT
- Global Leader Co., LTD

**Subject**

**Message**

[Upload]

---

#### Description

- **Screen Description**
  - Pop-up screen for product inquiries

1. **Inquiry**
   - Check the selected product and company information, and enter your inquiry.

2. **Send**
   - Entered information is sent to the seller.
   - Transmission results and response information can be found in My Trade menu.
**Write Request For Quotation**

---

### Inquiry or RFQ

- **Request For Quotation**

<table>
<thead>
<tr>
<th>Product / Company</th>
<th>Giant Peruvian Popping Corn ROSEWATER SHIRT / Global Leader Co., LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Quantity</td>
<td>[ ] [ ] [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Target Unit Price</td>
<td>[ ] [ ] [ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>INCOTERMS</td>
<td>FOB</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Select Payment Terms</td>
</tr>
<tr>
<td>Transport method</td>
<td>Select Transport Method</td>
</tr>
<tr>
<td>Destination Port</td>
<td>Select Country [ ] [ ] [ ] (Country, Transport method)</td>
</tr>
<tr>
<td>Delivery request date</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
<tr>
<td>Message</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

---

### Description

- **Screen Description**
  - Pop-up screen to submit Request for Quotation (RFQ) of products.

1. **Request For Quotation**
   - Enter the RFQ information for the selected product. (‘*’ are required fields)
   - When entering a destination port, you must select the destination country, transport method, and the port of arrival.

2. **Send**
   - Entered information is sent to the seller.
   - Transmission results and response information can be found in My Trade menu.
### Screen Description

- Screen to compare the information of selected products in the product list.

### Comparison conditions

1. **You can change the items to check by selecting All Features, Product Features, Company Features.**
2. **You can select Hide the Same or Highlight the Difference to compare products easily.**

### Products

- When comparing four or more products, the left and right navigation buttons are activated.
- Click on the left or right button to see the comparison products.

### Comparison items

- Items that compare products and company information

---

#### IV-3 Compare Products

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<tr>
<th>Minimum Order Quantity</th>
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<th>300 Carat(s)</th>
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<td>-</td>
<td>USD 200.00 - 250.00</td>
</tr>
<tr>
<td>Port</td>
<td>-</td>
<td>ICH</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>-</td>
<td>L/C (Letter of Credit), D/P (Document Against Payment)</td>
</tr>
<tr>
<td>Certificate</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td>-</td>
<td>Large, Medium, Small</td>
</tr>
<tr>
<td>Color</td>
<td>-</td>
<td>Black, Red, Dusty Blue, Silver Birch, Midnight, Brown, Pink</td>
</tr>
</tbody>
</table>

#### Company Profile

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Type</td>
<td>Manufacturer Buying Office Agent</td>
<td>Manufacturer Buying Office Agent</td>
<td>Manufacturer Buying Office Agent</td>
</tr>
<tr>
<td>Supplier Location</td>
<td>BOLIVIA</td>
<td>BOLIVIA</td>
<td>BOLIVIA</td>
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<tr>
<td>Main Products</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
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<td>Main Markets</td>
<td>LIBYAN ARAB JAMAHIRIYA, KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF MEXICO, NICARAGUA, MALI</td>
<td>LIBYAN ARAB JAMAHIRIYA, KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF MEXICO, NICARAGUA, MALI</td>
<td>LIBYAN ARAB JAMAHIRIYA, KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF MEXICO, NICARAGUA, MALI</td>
</tr>
<tr>
<td>Total of Employees</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
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<td>Year Established</td>
<td>1990</td>
<td>1990</td>
<td>1990</td>
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<td>Exports Since</td>
<td>2015</td>
<td>2015</td>
<td>2015</td>
</tr>
<tr>
<td>Certificate</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Screen Description

- Exports Stats tab screen

Exports Stats tab
- Shows export statistics of companies provided by PROMPERU.
PRODUCTS

IV-3

**Product Details (1/3)**

1. **Product image**
   - Click on the product image to enlarge the image.

2. **Product Basic Information**
   - Composed of Product Name, Product Satisfaction, Price, Minimum Order, Production Capacity, Processing Time, Packing Details, Payment Terms, and Product Attributes.
   - By clicking on the Contact button, a pop-up window for Inquiries or Request For Quotation is shown.

3. **Company Information**
   - Shows selling company information for the corresponding products.

4. **Product Details**
   - Composed of Product Description, Related Videos, Production Capacity, Processing Time, and Packing Details.

5. **Products from this seller**
   - Information of other products of the selling company.
   - By clicking, you will be redirected to the product details screen.
PRODUCTS

IV-3

Product Details (3/3)

1. Selling company image
   - Shows images of the company.

2. Selling company information
   - Shows details of the selling company.
   - If you put the mouse on the RUC icon, you can see a description of RUC.

3. Verified Business Registration Details
   - Information of selling companies provided by PROMPERU

Description

- Screen Description
  - Company Profile tab screen.

- Selling company image
  - Shows images of the company.

- Selling company information
  - Shows details of the selling company.
  - If you put the mouse on the RUC icon, you can see a description of RUC.

- Verified Business Registration Details
  - Information of selling companies provided by PROMPERU
1. Related Category
   - Related category information for the products of the selling company
   - Click to search for products in the corresponding category

2. Recently viewed products
   - Information of products viewed recently
   - By clicking, you will be redirected to the information screen of the corresponding product.

3. Related Search
   - Detailed search is performed by selecting Search in Result or Synonym search for the keyword entered.

4. Sort by
   - Sort the search results by Years Exporting, Export Amount, Year Established, Response Rate.

5. Information of the selling company
   - Details of the seller
   - Contact: A pop-up window appears for the selected product.

6. Products of the selling company
   - Representative product information of the seller
   - Click on the icon to add it as a favorite
   - Click on the product image to go to the product details screen
   - Click on the Company Name to go to the showroom of the company.
IV-5

FAVORITES

Products

Screen Description
- Screen of the list of products added as favorites
- Click on the “Favorite” button in the product list or product details screen to register the information
- Click on the ‘Favorite’ menu at the top of the page to go to the Favorite list screen.

1. Delete
   Deletes the selected product from the favorites list

2. Product Information
   - Information of products registered as favorites
   - Click to go to the product details screen

3. Selling Company Information
   - Contact: A pop-up window appears to send an inquiry to the seller.
   - Information of the seller for the corresponding products.
**Screen Description**

- Screen of the list of companies registered as favorites
- Shows company information which was registered by clicking on the “Favorite” button in the showroom of the company.
- Click on the 'Favorite' menu at the top of the page to go to the screen of the list of favorites.

1. **Delete**
   - Deletes the selected item from the list.

2. **Company Information**
   - Clicking on the company name, you will be redirected to the showroom of the company.
   - Clicking on the Contact button, you will be redirected to a pop-up window to register an inquiry.

3. **Product Information**
   - Click the product name to go to the screen of product details
INQUIRIES/ QUOTATIONS/ ORDERS

1. Inquiries
2. Request for Quotation
3. Quotations
4. Orders
### Inquiries

<table>
<thead>
<tr>
<th>No.</th>
<th>To</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MR. MIGUEL SARMIENTO</td>
<td>¿Puedo obtener una muestra antes de la compra?</td>
<td>08/14/2019</td>
</tr>
<tr>
<td>2</td>
<td>(KEELING PLC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MR. MIGUEL SARMIENTO</td>
<td>¿Puedo obtener una muestra antes de la compra?</td>
<td>08/14/2019</td>
</tr>
<tr>
<td></td>
<td>(KEELING PLC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Glory Holy</td>
<td>macazza</td>
<td>08/06/2019</td>
</tr>
<tr>
<td></td>
<td>(Global Leader Co., LTD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MR. MIGUEL SARMIENTO</td>
<td>Inquiry about high heel 3rd Urgent!</td>
<td>06/06/2019</td>
</tr>
<tr>
<td></td>
<td>(KEELING PLC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MR. MIGUEL SARMIENTO</td>
<td>Inquiry about the high heel 3rd card</td>
<td>06/06/2019</td>
</tr>
<tr>
<td></td>
<td>(KEELING PLC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>JAVIER CRUZ</td>
<td>Inquiry about Nine West</td>
<td>07/29/2019</td>
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<tr>
<td></td>
<td>(LABORATORIO HERBAL FOOD</td>
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<td>SOCIEDAD ANONIMA)</td>
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<td>JAVIER CRUZ</td>
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<td>07/29/2019</td>
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<td>SOCIEDAD ANONIMA)</td>
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<td>9</td>
<td>Ernesto Enrique Moya</td>
<td>Solicite una cotización</td>
<td>07/29/2019</td>
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<td></td>
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<td>SO GANZI</td>
<td>I want to buy a large quantity of Raw cacao powder</td>
<td>07/22/2019</td>
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<td>11</td>
<td>Glory Holy</td>
<td>send inquiry</td>
<td>07/19/2019</td>
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<td>(Global Leader Co., LTD)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Information about the selling company and products
- You can search information about the products and the seller.
- Product information is only shown for inquiries about the product.
- Click on the “See More” button to view the seller details.

Questions and answers
- Details of the inquiry to the seller
- If the contact of the company reads the message, the icon next to the message indicates that it was read.

Reinquiry
- After confirming the answer, enter the inquiry message and attach files if necessary and inquire again
## Request For Quotations

<table>
<thead>
<tr>
<th>To</th>
<th>Product</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEN SAN (CELI MAX)</td>
<td>Popular ceiling paintable can be customized 3d home decor vintage digital vinyl wall paper designs</td>
<td>05/28/2019</td>
</tr>
<tr>
<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>ROSEWATER SHIRT chocolate</td>
<td>05/27/2019</td>
</tr>
<tr>
<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>ROSEWATER SHIRT chocolate</td>
<td>05/27/2019</td>
</tr>
<tr>
<td>Marcelo Romero Peter (Siiago Export)</td>
<td>ROSEWATER SHIRTS</td>
<td>05/21/2019</td>
</tr>
<tr>
<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>ROSEWATER SHIRT chocolate</td>
<td>04/29/2019</td>
</tr>
<tr>
<td>Michael Jackson (Siigro EXPORT Co., Ltd. Products for a healthy life)</td>
<td>Long Champ</td>
<td>04/22/2019</td>
</tr>
<tr>
<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>Giant Peruvian Popping Corn ROSEWATER SHIRT</td>
<td>04/19/2019</td>
</tr>
<tr>
<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>Giant Peruvian Popping Corn ROSEWATER SHIRT</td>
<td>04/19/2019</td>
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<td>04/19/2019</td>
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<td>Glory Holy (Global Leader Co., LTD-Export company)</td>
<td>Giant Peruvian Popping Corn ROSEWATER SHIRT</td>
<td>04/19/2019</td>
</tr>
</tbody>
</table>

### Description

- **Screen Description**
  - Screen of the List of Requests for Quotations

1. **Request For Quotations**
   - Click on the Product Name to go to the screen of details.
DESCRIPTION
- Screen Description
  - Screen of details of the Requests For Quotation

1. PRODUCT DETAILS & DELIVERY DETAILS
   - Information of the Request for Quotation of the product

2. HISTORY
   - By clicking, you can see the history of your quotations.
   - Changed items are displayed in another color.

3. CONTACT DETAILS
   - Information about the contact of the selling company
**Quotations**

1. **Search**
   - Click to see the list of All, Unread, and Read

2. **Quotations**
   - You can see the orders, cancellations and expiration date of the quotations you received.
   - Click on Product Name to go to the screen of details

**Description**

- Screen Description
  - Screen of the list of received quotations
  - You can check the status of the quotation through Status.

**Dashboard**

- Communication
  - Inquiries
  - Quotes
  - Request For Quotations
  - Quotations
  - Orders
  - My Account

**Quotations Table**

<table>
<thead>
<tr>
<th>From</th>
<th>Product</th>
<th>Country</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcelo Romero Peter (Sagro Export)</td>
<td>ROSEWATER SHIRT</td>
<td></td>
<td></td>
<td>05/12/2019</td>
</tr>
</tbody>
</table>
Screen Description
- Screen of detailed information of the quotations

Order, Edit, Cancel
- If you click on the ‘Order’ button, an order will be generated based on the quotation information.
- If you click on the ‘Edit’ button, you will be redirected to the Request for Quotation screen to inquire again.
- If you click on the “Cancel” button, the status of the quotation will change to cancelled.
- After the expiration date, you will not be able to inquire again or place an order.

Product Details & Delivery Details
- Shows information about the quotations and delivery of the products.

History
- By clicking, you can see the history of the quotations that you exchanged with the seller.

Contact Details
- You can see the details of the contact of the selling company.
## Orders

<table>
<thead>
<tr>
<th>Order No.</th>
<th>To</th>
<th>Product</th>
<th>Price</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>201087460301001</td>
<td>MR. MIGUEL SARMENTO(KEELING PLC)</td>
<td>Comfortable Mens Canvas shoes Casual shoes flat shoes cheap</td>
<td>USD1,330.00</td>
<td>Pending</td>
<td>08/11/2019</td>
</tr>
<tr>
<td>201087461002002001</td>
<td>MR. MIGUEL SARMENTO(KEELING PLC)</td>
<td>[022] Comfortable Mens Canvas shoes Casual shoes flat shoes cheap</td>
<td>KRW16,000,000.00</td>
<td>Pending</td>
<td>08/14/2019</td>
</tr>
<tr>
<td>201087462000252001</td>
<td>MR. MIGUEL SARMENTO(KEELING PLC)</td>
<td>[026] 7CM ELEVATOR DRESS SHOES CL10022</td>
<td>PEN20,000.00</td>
<td>Pending</td>
<td>08/14/2019</td>
</tr>
<tr>
<td>20108746300001001</td>
<td>MR. MIGUEL SARMENTO(KEELING PLC)</td>
<td>[001] HANDMADE ELEVATOR Men'sapos;s DRESS DERRY SHOES EL0025</td>
<td>USD200.00</td>
<td>Destination</td>
<td>08/09/2019</td>
</tr>
<tr>
<td>201087464000001001</td>
<td>Glory Hory(Global Leader Co., LTD)</td>
<td>ROSEWATER SHIRT 112</td>
<td>USD85,285.00</td>
<td>Pending</td>
<td>08/06/2019</td>
</tr>
<tr>
<td>201087465002002001</td>
<td>SO GANZI(CELIMAX)</td>
<td>Raw Cacao / Cocoa Powder 100% Bulk Chocolate</td>
<td>USD15,700.00</td>
<td>Pending</td>
<td>07/22/2019</td>
</tr>
<tr>
<td>201087466001001001</td>
<td>Glory Hory(Global Leader Co., LTD)</td>
<td>MILKLESS</td>
<td>USD10,000.00</td>
<td>Pending</td>
<td>07/18/2019</td>
</tr>
<tr>
<td>201087467002002001</td>
<td>SO GANZI(CELIMAX)</td>
<td>ALPACA JACQUARD PONCHO</td>
<td>USD129,000.00</td>
<td>Pending</td>
<td>07/15/2019</td>
</tr>
<tr>
<td>20108746800001001</td>
<td>Glory Hory(Global Leader Co., LTD)</td>
<td>ROSEWATER SHIRT 9</td>
<td>USD500.00</td>
<td>Pending</td>
<td>07/15/2019</td>
</tr>
<tr>
<td>201087469002002001</td>
<td>Glory Hory(Global Leader Co., LTD)</td>
<td>MILKLESS</td>
<td>USD225,000.00</td>
<td>Pending</td>
<td>07/11/2019</td>
</tr>
</tbody>
</table>

### Description

- **Screen Description**
  - Screen of the List of information of the Orders.
  
- **Orders**
  - Click on Order Number to go to the screen of details of the orders
  - Check the status of your orders

- **Leave Feedback**
  - You will be redirected to a screen for entering a review of the transaction.
1. Product Details & Delivery Details
   - Shows information about the order and delivery of the products
   - Screen of details of the orders

2. Contact Details
   - Information about the contact of the selling company

3. Status Tracking
   - Shows the status after the order was placed

4. Product Feedback
   - Shows product reviews

5. Leave Feedback
   - Redirects to the transaction review registration screen for the ordered product
   - The selling company can leave a feedback after receiving the order
   - The button is deactivated after leaving the feedback
Screen Description
- Screen for leaving a review of the transaction after the delivery is completed.

1. Order Details
- Information about the order

2. Please rate this transaction
- Click on the star to rate the transaction.

3. Please tell us more
- Leave a review of the transaction
- Click on the Leave Feedback button to save the information you entered.
MY ACCOUNT

1. Profile
2. Email
3. Password
**Screen Description**
- Screen for managing basic information of the company
- The company name and country information, which were authenticated during user registration, cannot be modified.
- Registered information should be entered exactly as it is the information of the contact of the transaction, which is shown in the Inquiries, Request For Quotation and Order.

1. **Profile**
   - Product Lines: Select and register the company’s main handling items.
   - Profile Picture: Select and register a profile picture for the user

2. **Change Email Address**
   - By clicking, you will be redirected to the screen to change your email address.

**Description**
- **Company Name**: Korea Trade
- **Product Lines**: Bings, Premises for cookies
- **Profile Picture**: Uploaded new picture
- **Full Name**: Kidoong Hong
- **Email**: kyorno79@gmail.com
- **Country**: REPUBLIC OF KOREA
- **Province/State**: Seoul
- **City/Area**: Gangdong gu
- **Address**: Gangdong-dong
- **Zip/Postal Code**: 143-40
- **Phone**: +82 - 229 024761144
- **Mobile Phone**: +82 - 229 01027225665
- **Department**: Public Service Division
- **Job Title**: Deputy General Manager
Ⅵ-2

My Trade > My Account > My Account > Email

### Description

- **Screen Description**
  - Screen for changing the information about the email address (sign in ID) of the user

- **Change Email**
  - Enter Current email address, New email address, and Email address confirmation to request to change your email address information

- **Save**
  - A confirmation email will be sent to the new email.
  - Clicking on the OK button in the authentication email, changes the Email information.
  - The URL sent to your new email address to confirm the change will only be available for 24 hours after you receive the mail.

<table>
<thead>
<tr>
<th>Screen Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen for changing the information about the email address (sign in ID) of the user</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Email</th>
</tr>
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<tr>
<td>Enter Current email address, New email address, and Email address confirmation to request to change your email address information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>A confirmation email will be sent to the new email.</td>
</tr>
<tr>
<td>Clicking on the OK button in the authentication email, changes the Email information.</td>
</tr>
<tr>
<td>The URL sent to your new email address to confirm the change will only be available for 24 hours after you receive the mail.</td>
</tr>
</tbody>
</table>
Screen Description
- Screen to change your password

Password
- The password must combine numbers and letters, and it should contain at least 8 characters.
SYSTEM FOR MOBILE PHONES

1. Sign In
2. Dashboard
3. Orders
Welcome to our Site!

Email

Password

Sign In

Screen Description
- Initial screen of B2B system for mobile phones

Sign in
- Sign in with your account information (Email / Password) registered on the PC version.
1. General Information - Shows the user information of the logged in buying company.

2. Communication - Shows the number of received Inquiries/Quotations and the number of Requests For Quotations/Orders.
   - By clicking on the number of orders, you will be redirected to the screen of the list of orders.
Screen Description
- Screen of the List of Orders

Search conditions
- After selecting Order No., Export Dclr No., Cargo Dclr No., and B/L No., enter the related number to search the details of the order.
- If you enter the seller name, you can search the related order details.

Structure of items
- Consists of Order Date, Order No, Seller, Name, and Order Status.
- Clicking on Order No. redirects you to the Order Details screen.

Order Tracking
- The Order Tracking button is activated when the selling company has received an order.
- By clicking on the button, you will be redirected to the screen of details of Order.
Description

- Screen Description
  - Screen of Details of the Order

- Product Details
  - Shows information about the product order.

- Search conditions
  - After selecting Order No., Export Dclr No., Cargo Dclr No., and B/L No., enter the related number to search the details of the order.

**Contact**

Company: Global Leader Co., LTD
Address: Lima 1201
City/Area: CHACHAPOYAS
State/Province: CHACHAPOYAS
Country: PERU
Phone: +51-591 891116547
Website: http://siagroexport.com/en/home/

**Order Details**

1. ROSEWATER SHIRT 112

   - Quantity: 555 Cubic kilometer(s)
   - Item Price: USD 123.00
   - Total Price: USD 68,265.00

2. Delivery Details

   - INCOTERMS: FOB
   - Payment Terms: D/A
   - Destination Port: ALGERIA / MARITIMO / DZ - BEJAIA (EX BOUGIE)
VII-3

Order Tracking

- **Screen Description**
  - Screen of Cargo Tracking information

- **Order Tracking**
  - Shows information about Cargo Declaration, Export Declaration, and SR.

- **Order Status**
  - Shows information about the order status.