

User Manual

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Registration and Subscription

What are the Terms and Conditions of Use?

QatarSMS USER AGREEMENT

This QatarSMS User Agreement ("this Agreement") describes the terms and conditions ("Terms and Conditions") for use of the QatarSMS Service ("The Service") by the user (hereinafter referred to as "The User").

PLEASE READ THEM CAREFULLY.

This Agreement, the Code of Conduct, and the information provided in the User Information Registration Page represent the entire Agreement between QatarSMS and the User (individually referred to as the "Party" and collectively referred to as the "Parties") with respect to the subject matter hereof. By continuing to use the Service, the User agrees to be bound by this Agreement and to observe and perform the Terms and Conditions herein, and to make the payments herein set out.

1. Acceptance

- 1.1 QatarSMS shall permit use of the service (as defined below) subject to the Terms and Conditions of this agreement. By continuing to use the service in any way, it is agreed herein that the user has read, understood and accepted all the Terms and Conditions of this agreement unconditionally. The user must not continue to use the service if the user does not understand or agree to the Terms and Conditions of this agreement.
- 1.2 The user agrees to abide by all applicable laws, regulations and network operator or service provider requirements. Any complaint from a network operator or service provider will be regarded in a very serious light and the user's use of the service may be terminated or suspended accordingly.
- 1.3 It should be noted that the use of different services offered by QatarSMS on its website ("the Service Website") may be subject to additional terms and conditions as indicated on that part of the service website. The user's use of these services will also be subject to the terms and conditions governing the relevant services.



2. Duration

2.1 This agreement between the parties shall commence upon the service activation and shall continue in force thereafter unless terminated earlier in accordance with Clauses 7 and 8 of this agreement.

3. Conditions of Use

3.1 Registration:

- 3.1.1 The service will be available via the Internet. Therefore, in order to use the service, the User must obtain access to the World Wide Web, and pay any service fees associated with such access. In addition, the user must provide all equipment necessary to make such connection to the World Wide Web, including a computer and modem or other access device.
- 3.1.2 The user interested in this service should register on the service website. The user will be required to review and accept the Terms and Conditions of this agreement and the Code of Conduct.
- 3.1.3 The user must provide current, complete and accurate information in the user Information registration page. Users may also be requested to provide name of their companies. Inaccurate details will result in suspension of service.
- 3.1.4 Once the request has been approved by QatarSMS, the service will be activated and the user will be notified of the acceptance through SMS Messages and/or email.
- 3.1.5 QatarSMS reserves the right to reject any request at its own discretion without justification.
- 3.2 Service Usage:
- 3.2.1 In order to use the service after activation, the user should access the provided account on the service website or pre assigned servers.
- 3.2.2 The user must provide the username and password whenever the user subsequently wishes to use the service.
- 3.2.3 The user shall generate and provide the list of Recipients' numbers. The user is not permitted to send SMS Messages to Recipients who have made clear that they do not wish to receive SMS Messages or advertisements via SMS. Detailed guidelines for using the service are available on the Service website.
- 3.2.4 The user shall accept all liabilities arising from all transactions which are conducted by means of the service where the password was provided. QatarSMS will not be required to enquire into the authority of any person who uses the password and will assume that the user has authorized all transactions that are conducted through the use of the password and these transactions will be deemed to have been performed by the user himself.

3.3 SMS Cost:



3.3.1 The cost of each message consists of the message cost (network operator), database, user care and handling cost. QatarSMS reserves the right to modify, increase, or decrease the cost per message, for a specific network(s) or for the whole service.

3.4 SMS Delivery:

3.4.1 QatarSMS will use all reasonable endeavors to ensure the successful delivery of all messages. However, QatarSMS does not warrant or guarantee that these messages will reach the correct destination or recipient, or will be received in their entirety, or will be received or sent within a particular time period.

3.5 Unauthorized Interference

3.5.1 Notwithstanding the other liabilities defined in this Agreement, the user will not interfere with or jeopardize the functionality or the operation of any part of the service or attempt to interfere with or jeopardize the functionality or operation of any part of the service. This includes, but is not limited to, attempting, permitting or assisting any person to gain unauthorized access to the service, other accounts, computer systems or networks connected to the service, through password mining or any other means, copy; tamper with; reverse engineer; de-compile; disassemble; re-write and/or reengineer any part of the service, the QatarSMS Website or any application used in, or provided as part of the Service.

4. Payment

- 4.1 In order to be able to send SMS Messages to the targeted audience, the user must pay the associated cost(s) of sending in advance.
- 4.2 All payments shall be made in Saudi Arabiai Dinars by credit card through the payment facility available on the website or to be paid in cash or cheque at QatarSMS counters subject to availability. By providing QatarSMS with the user's credit card details the user warrants being authorized to do so and that the credit card belongs to the User and or the user's Company. QatarSMS reserves the right to reject certain credit cards and/or limit the number and type of credit cards the user may use.
- 4.3 All payments by the user are final and non-refundable. Should the User believe there have been improper charges for the Service, QatarSMS must be notified providing any information necessary in order to review and resolve the query. The query must be submitted as soon as reasonably possible but in any event within ten (10) business days of the date of the relevant bank statement reflecting the charge.

5. Privacy Policy

5.1 The user is obliged to supply all information requested by QatarSMS. The aforesaid information shall be kept confidential, complete and accurate. In this regard, the user undertakes to notify QatarSMS at the earliest and in writing of any change relating to such information.



- 5.2 All information given by the user is for identification and verification purposes only unless otherwise agreed by the parties. QatarSMS will not disclose or use any information submitted by the user for any purpose other than that for which the user is using the Service.
- 5.3 QatarSMS shall protect the user's information using the same standard of care that it applies to safeguard its own confidential information and that the information shall be stored in such a way as to prevent any unauthorized disclosure thereof.

6. Breach

- 6.1 QatarSMS may terminate this agreement immediately at its absolute discretion without written notice and shall retain all its rights to claim for payment of all accrued amounts and for any possible indemnities, if the User:
- 6.1.1 Commits a material breach of this agreement which cannot be remedied; or
- 6.1.2 Is repeatedly in breach of this agreement; or
- 6.1.3 Commits any fraudulent or unlawful conduct related to the User's use of the service.
- 6.1.4 is the subject of a bankruptcy order, or becomes insolvent, or goes into voluntary or compulsory liquidation.
- 6.2 Termination of this agreement under the provisions of sub-clause 7.1 will not entitle the user to a refund of all of or any part of the amounts paid.
- 6.3 Where as QatarSMS is obliged to defend any action against QatarSMS as a consequence of the User's breach the User agrees to be responsible for all costs and expenses incurred by QatarSMS including its legal and professional costs on a full indemnity basis.

7. Termination

- 7.1 The User shall be entitled to terminate this Agreement at any time. However, amounts paid by the User shall not be refundable.
- 7.2 Notwithstanding clause 7, QatarSMS may terminate, change, suspend, or discontinue this Agreement, the Service and/or the User's use of the Service, including the availability of any features of the Service, at any time. In the event of termination of the Service or of the User's use of the Service by QatarSMS for reasons other than those contained in clause 7, QatarSMS shall provide the User with a written notice period of ten (10) calendar days in which the User has to use any remaining credits, thereafter they will expire and no refund will be given.

8. Disclaimer/Limitation of Liability

8.1 The Service is provided as is.



- 8.2 The user shall be responsible for maintaining the confidentiality of the password and shall notify QatarSMS immediately in writing if the confidentiality of the password has or may have been compromised.
- 8.3 The User acknowledges that SMS Messages are transmitted unencrypted.
- 8.4 QatarSMS shall not be responsible for any injury, loss, liability, claim or damage of any kind suffered or incurred by the user or any user of the service which results from or relates to the service, the Terms and Conditions, the User's access to the service Website, utilization of the service or reliance on any information contained on the service Website.
- 8.5 Without limiting sub-clause 9.4 above, QatarSMS will not be responsible and its liability is excluded for the following:
- 8.5.1 All statements made by the user or users of the user's account;
- 8.5.2 Any liability arising directly or indirectly out of not complying with the Terms and Conditions herein and/or the terms and conditions of the code of conduct.
- 8.5.3 The unavailability or the consequences of the unavailability of the service website or the service for any reason; including but not limited to failure of, malfunction or defect of any nature in the service website or of the Internet network or a telecommunications network.
- 8.5.4 Any act or failure to act by any other third party involved in delivering the service, including but not limited to the failure of a financial institution to carry out in whole or in part any transaction which it has been requested to perform.
- 8.5.5 Any circumstances for any indirect, contingent or consequential loss (including, but without being limited to, loss of revenue, loss of data, loss of business or loss of profits) sustained or incurred by the user, howsoever arising.
- 8.6 Where applicable, QatarSMS shall not warranty the delivery and accuracy of non-English language sections/ SMS Messages to Mobile devices which do not support non-English languages.
- 8.7 QatarSMS reserves the right to enhance, develop, and modify services and contents on its Website at any time.
- 8.8 The user is solely responsible for all acts or omissions that occur under its account or password, including the content of any transmissions through the Service.
- 8.9 QatarSMS will not be held liable to any third party claims and/or actions taken with respect to the service offered. The user agrees to give QatarSMS all reasonably necessary assistance in handling a claim by a party against QatarSMS which is related to the user's use of the service. Any defense or negotiated settlement, as decided upon by QatarSMS, will be binding on the user.



8.10 Without limitation to the exclusions set out above, any proven liability arising out of QatarSMS's negligence or conduct or that of its employees, agents or sub-contractors or of network or service providers involved in the provision of the service, shall be limited to an amount not exceeding one (1) month's average payment by the user for the use of this service.

9. Intellectual Property

- 9.1 All information, right, title and interest relating to copyright, trade mark, patents and trade names, trade secrets and any other proprietary rights, whether registered or unregistered and however embodied, communication media, and systems associated with the service and/or the Service Website and the underlying services ("the Intellectual Property") shall vest in QatarSMS and remain the sole property of QatarSMS. By using the services, the user does not obtain any rights in the infrastructure, content or software associated with the services.
- 9.2 The user agrees not to use, challenge, or exploit the Intellectual Property in any way unless the user has been given prior written consent by QatarSMS.
- 9.3 The service may include material or content which is owned by third parties and/or the rights in which vest in third parties. The user may not use, copy, exploit or publish any aspect of the service, without the prior written consent of the owner of the rights therein.
- 9.4 Each Party shall promptly inform the other of any claims in respect of patent rights, copyrights, registered designs or other Intellectual property rights and shall make no settlement thereof without giving to the other prior notice of the claim and a reasonable opportunity to deal with the same.

10. Events beyond QatarSMS's Reasonable Control

10.1 QatarSMS shall not be liable to the user if it is unable to perform any obligation or provide the service because of any factor outside QatarSMS's reasonable control, including (but not limited to) act of God, fire, extreme weather conditions, industrial action, default or failure of a third party, war, act of government or state, terrorist acts, civil commotion, insurrection or embargo.

11. Governing Law and Disputes

11.1 This Agreement shall be governed by and construed in accordance with the laws of the Kingdom of Saudi Arabia and the parties hereby submit to the jurisdiction of the Kingdom of Saudi Arabia Courts.

12. Miscellaneous

- 12.1 The Gregorian calendar shall apply.
- 12.2 The user shall not assign any of its obligations under this agreement without the prior written consent of QatarSMS.



- 12.3 The clause headings are included in this agreement for ease of reference only and are not to be considered as an integral part of this agreement.
- 12.4 This agreement supersedes and merges any and all prior agreements, promises, understandings, statements, representations, warranties, indemnities and inducements to the making of this agreement relied upon by either party, whether written or oral, explicit or implied.
- 12.5 Should any provision of this agreement prove to be unenforceable, illegal, invalid or otherwise void for whatever reason; the offending provision shall be deemed deleted and the remaining provisions shall continue in full force and effect. The invalid, illegal or unenforceable provision shall be replaced by a mutually acceptable provision, which, being valid, legal and enforceable comes closest to the intention of the parties with respect to the invalid, illegal, or unenforceable provision.
- 12.6 No delay, neglect or forbearance on the part of either party in enforcing against the other party any term or condition of this agreement shall either be, or be deemed to be, a waiver or in any way prejudice any right of that party under this agreement.
- 12.7 All notices/complaints must be directed to QatarSMS through either:

Email: <u>info@QatarSMS.net</u> in writing and within ten (10) business days of the event causing the objection.

- 12.8 The Parties acknowledge that this agreement and its performance do not create a partnership or joint venture between any of the parties. The parties agree that, for purposes of this agreement, each party shall be solely responsible for its own acts and omissions. Neither of the parties shall be responsible for any loss or damage caused by the act or omission of the other party or by virtue of this agreement.
- 12.9 QatarSMS reserves the right to amend this agreement with notice. The user may not alter the Terms and Conditions without the written consent of QatarSMS.

13. Interpretation

- 13.1 "SMS" means Short Message Service, is the ability to send (or receive) a text message of about 160 characters to (or from) an SMS enabled device (e.g. SMS enabled mobile phone).
- 13.2 "Service Provider" means a party which has entered into a commercial arrangement with user for the delivery of SMS Messages to phone users.
- 13.3 "SMS Message" means a message sent via SMS by or on behalf of the Service Provider that is designed to promote the sale of or demand for goods or services whether or not it invites or solicits a response from the Recipient, unless otherwise specified.
- 13.4 Purchasing method means the way user may purchase SMS messages in large quantities for use within their internal and/or external environments.



- 13.5 "the Service" means QatarSMS service, unless otherwise specified.
- 13.6 "Recipient" means person who receives an SMS message, either intentionally or unintentionally.

How do I register in the website?

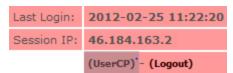
- Click on "Register Now" at the top of the Homepage
- Fill in the registration form and click on "Register"
- You will receive an SMS message on your mobile phone that contains a code to activate your account
- Enter the activation code in the website and click on "Verify Now"



• Once you are registered you will get 10 free SMS messages

How do I update my password?

Click on "User CP" at the top of the page



Click on "Update"



Fill in the updated fields and click on "Update Now"





Credit Balance and Payment

How can I refill my account?

- Enter Username and Password and click on "Login"
- Click on "Credit Management" at the top of the page



Click on "Refill your account"



• Enter the amount of credit you wish to purchase and click on "Calculate" to view the total price, then click on "Continue to Next Step"



- Select the Payment Method and click on "Continue to Next Step"
- 1. If you choose to pay with CrediMax (Online Payment), follow the next steps:
 - 1.1 The number of points you specified and the amount to be paid will be shown, then click on "Continue to CrediMax"

VERIFY AND CONTINUE TO CREDIMAX PAYMENT GATEWAY

SMS Quantity: 1000

Amount (BHD): 6

Continue to CrediMax >>



1.2 Select the credit card you would like to pay with







1.2.1 If your card type is (VISA), select VISA, fill in the required details and click on "Pay"



1.2.2 If your card type is (MasterCard), select MasterCard, fill in the required details and click on "Pay"



- 1.3 You will be redirected to the QatarSMS website
- 1.4 If the payment was successful, the payment details will be shown and the points that were purchased will be added to your account



- 2. If you choose to make an Online Payment by using your ATM card, follow the next steps:
 - 2.1 The number of points you specified and the amount to be paid will be shown, then click on "Purchase Now"



2.2 Fill in the required details and Click on "Submit"



- 2.3 The bank will process and check the validity of your data
- 2.4 You will be redirected to the QatarSMS website
- 2.5 If the payment was successful, the payment details will be shown and the points that were purchased will be added to your account
- 3. If you choose to pay using PayPal, follow the next steps:
 - 3.1 Click on "Buy Now" to be redirected to the PayPal website



3.2 If you don't have a PayPal account, fill in the Registration form and click on "Agree and Create Account"

By clicking the button below, I agree to the PayPal <u>User</u>
<u>Agreement</u> and <u>Privacy Policy</u>.

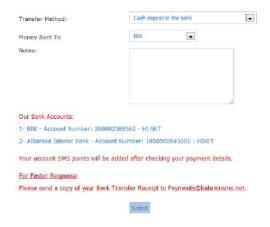
<u>Agree and Create Account</u>



3.3 If you have a PayPal account, enter your username and password to continue the payment process



- 3.4 You will be redirected to the QatarSMS website
- 3.5 If the payment was successful, the payment details will be shown and the points that were purchased will be added to your account
- 4. If you choose to pay by making a bank transfer, following the next steps:
 - 4.1 Fill in the form and click on "Submit"



- 4.2 The system will verify your details before adding the points to your account
- 4.3 Make sure that the amount you will be paying is deposited in your bank account
- 4.4 To send a copy of the deposit receipt: email Payments@QatarSMS.net or Fax 17910495, 17322670



How do I transfer credit to another account?

• Click on "Credit Management" at the top of the page



• Select "Transfer credit to another account"



• Fill in the required details and click on "Transfer"



How do I use the Tawasul refill card?

• Click on "Credit Management" at the top of the page



• Click on "Tawasul card"



• Enter the scractched number on your Tawasul card and click on "Continue to next step"



What are the approved bank accounts that are being dealt with?

Bank Name	Account Name	Account Number	Swift Code	IBAN
BBK	HINET	20000-2388-562	BBKUBHBM	BH45 BBKU 0020 0002 3885 62
AlBaraka Islamic Bank	HINET	1050-500693-001	ABIBBHBM	BH79 ABIB 0105 0500 6930 01
BMI	HINET	4000-0000-2637	BMUSBHBM	BH54 BMUS 0040 0000 0026 37

What are the prices of the SMS groups?

• Click on "Prices" at the top of the page



Quantity	Price / Credit	Expiry	Control Panel
1,000 - 9,999	4.5 Fils	UNEXPIRED	BahrainSMS CP 3.0
10,000 - 99,999	4 Fils	UNEXPIRED	BahrainSMS CP 3.0
100,000 - 199,000	3.5 Fils	UNEXPIRED	BahrainSMS CP 3.0

What are the Methods of Payment?

- 1) Deposit
 - Al Baraka Islamic Bank
 - BMI
 - BBK
- 2) Online Payment
 - CrediMax
 - ATM cards
 - PayPal
- 3) Cash or Checks



System Use

How to send SMS messages?

• Click on "Send SMS" at the top of the page



• Enter the recipient numbers in this format: 966xxxxxxxx, 966xxxxxxxxx



• In addition to entering the recipient numbers, you are allowed to add groups of contact from your phonebook in this format: 966xxxxxxxx, ##Group Name##



Select the Sender ID



• Enter the message content



• Schedule the date and time of the SMS message delivery and click on "Send"





How do I send a template SMS?

• Click on "Template SMS" at the top of the page



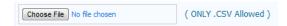
Select the number of columns to be displayed in the SMS message



• Specify the column of the Recipients numbers



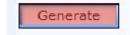
• Choose the Excel file and make sure that it is Saved As .csv



Enter the content of the message in this format: Dear {Name column}, Your CPR is {CPR column} Thank you!



• Click on "Generate"



How do I view reports of the SMS messages sent?



• Click on "Reports Center" at the top of the page



• Click on the category of the report that you would like to view

By Number



How do I send Bulk SMS messages?

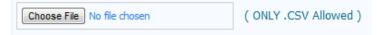
• Click on "Bulk SMS Sender" at the top of the page



Add the country code of the numbers that will receive the SMS message



• Choose the file that contains the list of numbers and make sure that it is Saved As .csv or .txt



• Schedule the date and time of the SMS message delivery and click on "Send"

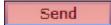
Schedule Date/Time yyyy-mm-dd 00

□ : 00

□ GMT+3



• Click on "Send"



How do I create a new group?

• Click on "Phonebook" at the top of the page



• Click on "New Group"



• Enter the Group name and Description

Group Name: Grou	Group Description:		

• Click on "Submit"



How do I add numbers in the phonebook?



• Click on "Phonebook" at the top of the page



Click on "Import" next to the group you would like to add numbers to



- Enter the numbers in either one of these formats:
 - 1) 966xxxxxxxxx, 966xxxxxxxxx
 - 966xxxxxxxx
 966xxxxxxxx
 - 3) Ahmed, 966xxxxxxxx Mohammed, 966xxxxxxxx
 - 4) Ahmed, 966xxxxxxxx, My Family Mohammed, 966xxxxxxxx, My Work



• Click on "Import"

Import

How do I search for a number in the phonebook?

• Click on "Phonebook" at the top of the page





• Click on "Search"



• Enter the number or name you are searching for and click on "Submit"



How can I move a number from one group to another?

• Click on "Phonebook" at the top of the page



• Click on "Manage" next to the group which contains the number you would like to move



• Click on "Move" next to the contact you would like to move



• Select the group you would like to move the contact to and click on "Save"



What is a Black List?



The Black List is a list of numbers that the user creates to prevent the delivery of SMS messages to them

How can I add numbers to the Black List?

• Click on "Phonebook" at the top of the page



• Click on "Manage" next to the Black List



• Click on "New contact"



• Enter the name, mobile number and description of the contact

Name:	Mobile Number:	Description:

• Click on "Submit"



What are the news alert services?



- Al Ayam
- Akhbar Al Khaleej
- Al Jazeera
- Al Jazeera Sport
- Al Arabiya
- Al Wasat
- BBC News
- BBC Sports
- BBC Economy
- Saudi Arabia Weather
- Saudi Arabia News Agency

How do I subscribe to news alert services?

• Click on "SMS Alerts" at the top of the page



• Click on "New Service"



• Select the services you would like to subscribe to by clicking on "Subscribe Now"

Subscribe Now

Enter the required details and click on "Save setting"



How can I send SMS messages to my phonebook groups through my mobile?

• Click on "Mobile Messaging" at the top of the page





• Select the groups of contacts you would like to send SMS messages to



• Select the Sender ID



Click on "Save Setting"



• Send the SMS message content to the number mentioned at the top of the page from your mobile phone

```
**SIMPLY SEND SMS TO +(973) 32225668
```

How do I an import numbers from Excel file?

• Click on "Phonebook" at the top of the page





• Click on "Excel" next to the group that you will like to add the numbers to



- Make sure that the phone numbers column in the Excel file is column B and save it as .csv
- Choose the .csv file and click on "Import"



How do I export my numbers from the website to an Excel file?

• Click on "Phonebook" at the top of the page



• Click on "Export" next to the group you would like to export



• The Excel file will directly be saved on your computer

Programmers Support

What is API?



API is an abbreviation for a set of functions known as one of the devices on the way to use some services on other devices. QatarSMS provides a set of variables and functions to the user endpoints to access our transmission gateway, deal with it for sending SMS messages, checking credit balance and many other services.

How can I send SMS messages from an application or server?

• Click on "API Manager" at the top of the page



• To activate the service, set the service status to "Enabled"



- Choose the API sender ID from the list, if your API sender ID was open skip this step so that your API sender ID becomes a variable that can be controlled by you through the API link
- The system will set a password for the API link, if you want to change it click on "Set New Password"
- Click on "Save Setting"



 The system will create an example to the API link using HTTP at the bottom of the page, you can benefit from it directly

Why do I need API?

Programmers can use it to adapt their application so that they can be transmitted through our gateway. This portal has been prepared to ensure flexibility and become suitable for all.



Problems

How can I recover my password?

• Click on "Forgot your password?"



• Enter the required details and click "Continue"

TO RESET YOUR PASSWORD, ENTER YOUR LOGIN ID WITH ASSOCIATED EMAIL ADDRESS AND THE CHARACTERS IN THE PICTURE BELOW.

LOGIN ID:		
EMAIL ADDRESS:		
SECURITY CODE:		Gjsu5
Cor	ntinue	

