



User Manual

Version 1.0
Update: 30th July 2014

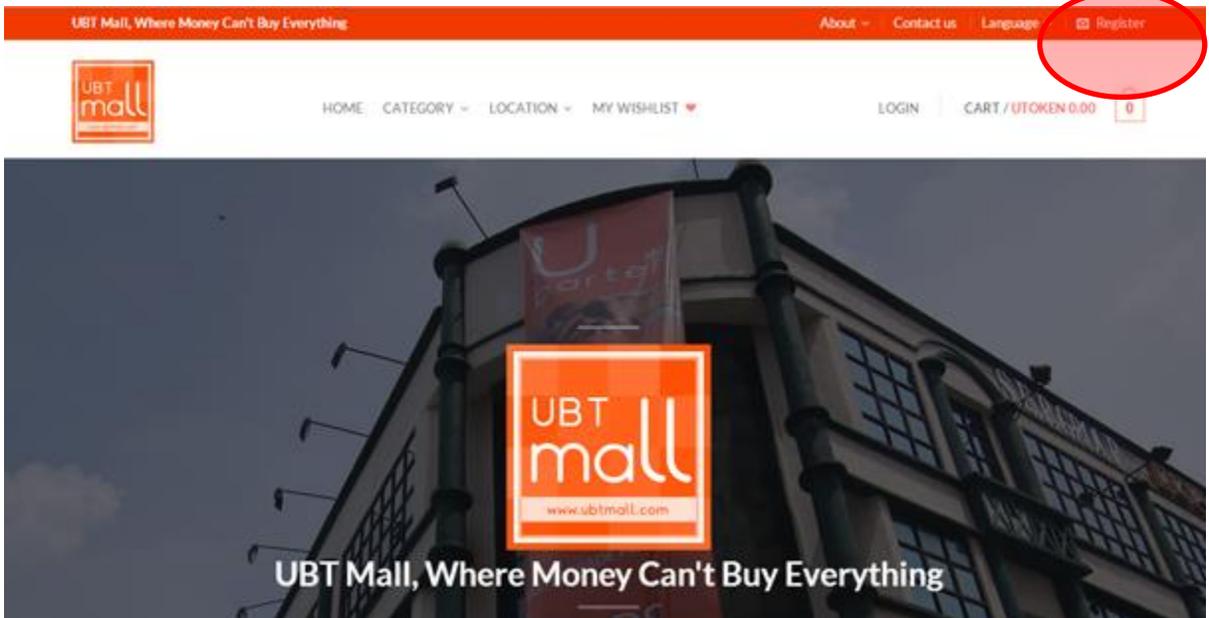
CONTENT

User Manual

1	Register & Verification.....	03
2	Login	05
3	Forget Password	07
4	Member Home page.....	09
5	Personal Information.....	10
6	Buyer	15
6	Seller.....	20
7	Shopping.....	30
8	Confirm Order Status.....	40
9	What is U-Safe Trading.....	43

REGISTER & VERIFICATION

01 How to register



Step 1

1. Open a browser and type www.ubtmall.com;
2. Click on the  button at the top right corner of the page to register an UBT account;

Step 2

1. Fill in your account information accordingly and click the  button :-

Email	Please use a valid email address as a verification email will be sent to you
Password	We recommend you to use a strong password such as the combination of alphanumeric
Confirm Password	Re-type your password to confirm
Username	This unique Username will be shown through out the webpage.
Full Name	As per Identity Card or Passport
Mobile Phone	Your Mobile phone number
Address 1	Your mailing or correspondent address that we can reach you easily
Address 2	Alternative mailing or correspondent address where we can reach you easily
City	The City that you are now staying
State/ Province	The State or Province that you are now staying
Country	The Country that your are now staying

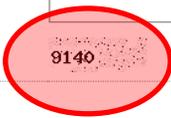
REGISTER & VERIFICATION

02 Account Verification

Security Validation

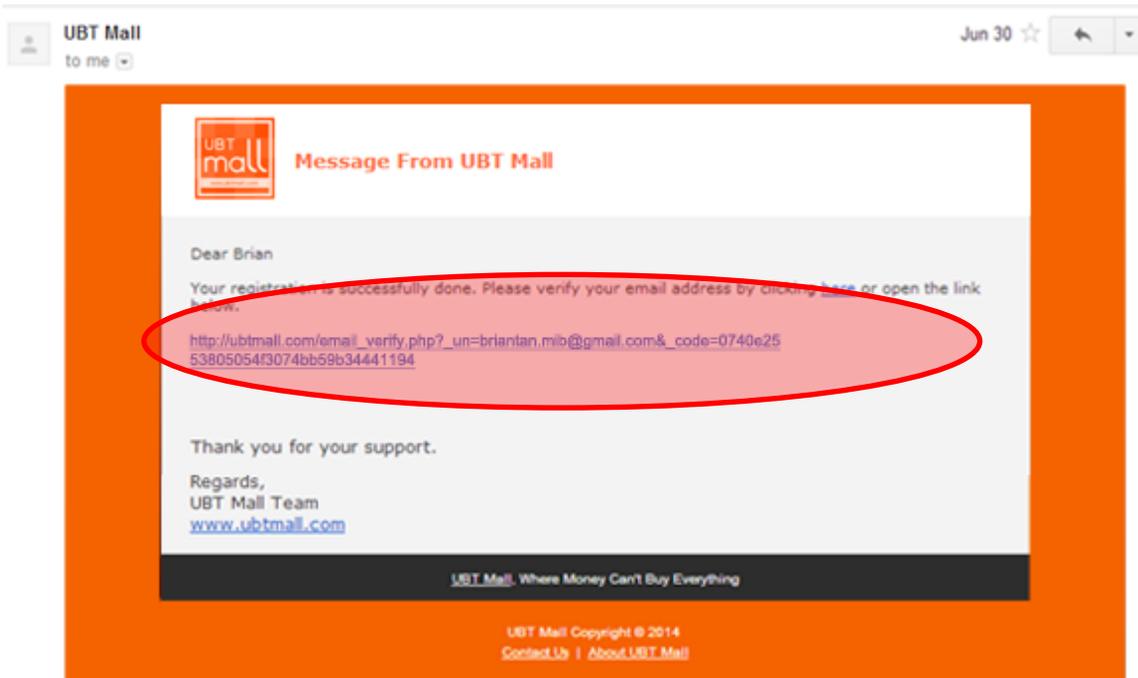
Please key in your security verification and press 'Confirm' button to proceed with the registration.

Verification Image: *



Step 3

1. Double check your personal details, click button to go back to the previous page to make amendment;
2. Key in the Verification Image number;
3. Click the button to confirm;
4. The system will automatically send you a verification email .



Step 4

1. Go to your email system, click on the Verification email that sent by UBT Mall;
2. Click on the link provided, then your email address is now verified.

Note:

Incase you have not received any email from UBT Mall, please check your Spam/ Junk mail box, and double check whether you have key in the correct email address.

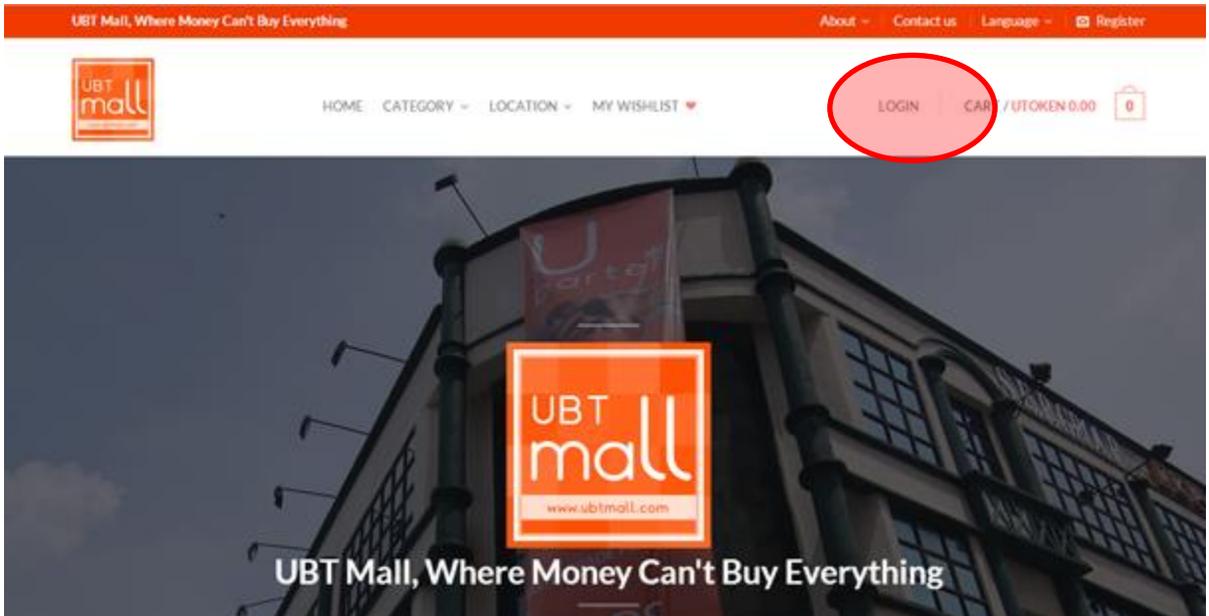
Email Verification

Your email address is successfully verified, you may now continue to enjoy using our services. Thank you.

Step 5

1. After your click on the verification link, it will redirect back to UBT Mall website, stating that you have successfully verify your email address.

01 How to login



Step 1

1. Click on the button to login to your UBT account;

MY ACCOUNT

MEMBER LOGIN

Email*

Password*

Verification Image*

I Agree Terms of Use

[Forget Password?](#)

Step 2

1. Key in your email address that you have registered with UBT Mall;
2. Key in the password;
3. Key in the Verification Image number displayed;
4. Click on the I Agree Terms of Use check box;
5. Click on the button to login to the Member Home page.

MEMBER LOGIN

You have not verified your account yet and you cannot login to your account. Please check your email for the welcome email during your registration to complete the verification process. To resend the verification email, please [click here](#).

Email*

Password *

Verification

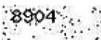


Image *

I Agree Terms of Use

LOGIN

[Forget Password?](#)

1. If you have not verified your email address, you will not be able to login to the website;
2. Please check your email system and click on the verification link to verify your email address;

Resend Verification Email

1. You may also request to resend the verification email by clicking on the [here](#). button.

FORGET PASSWORD

MY ACCOUNT

MEMBER LOGIN

Email*

Password*

Verification Image* 

I Agree Terms of Use

Step 1:

1. If you have forgotten your password, just click on the **Forget Password?** button;

Retrieve Forgotten Password

If you have forgotten your password, you can follow the below instruction to retrieve your password. Please fill in the required information below to retrieve your password. The system will send an email including your account details to help you retrieve your account password.

Account Email: *

Step 1:

1. Key in your email address that you have registered with UBT Mall;
2. Click on the button;
3. The system will automatically email the login password to you.



brian
[redacted]@gmail.com

✔ Welcome, brian

MEMBER'S HOME

Brian Tan, welcome to UBT Mall.

- 0 new product Q&A.
- 3 new Private Message(s).
- 3 Pending Purchase(s).
- 1 item(s) on shelf
- 0 Pending Sale(s).

ACCOUNT INFORMATION

Username: Brian
 Email: [redacted]@gmail.com
 Last Login: 18/7/2014 3:49:48 PM

PERSONAL INFORMATION

- PROFILE
- UTOKEN ACCOUNT
- PRIVATE MESSAGE (3)

BUYER

- MY WISHLIST ♥
- PENDING PURCHASE (3)
- PURCHASE HISTORY

SELLER

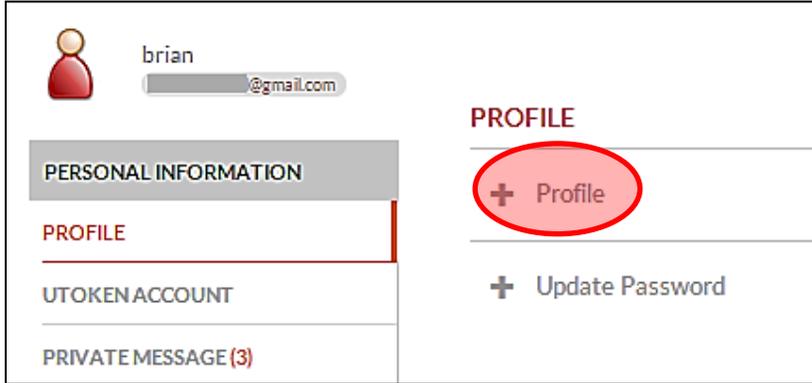
- PRODUCT Q&A
- PRODUCT ON SHELF +
- PENDING SALES
- SALES HISTORY
- LOGOUT

Profile	Edit your personal details & password
UToken Account	Link your UBT Account with UToken Account
Private Message	Communicate with other users or Admin Management
My Wishlist	Keep your favorite products in wish list
Pending Purchase	All the purchase transactions which are not yet completed.
Purchase History	All the purchase transactions which have already completed.
Product Q&A	Buyer inquiries on your products
Product on Shelf	Products that your are selling; add new product; or edit existing product
Pending sales	All the sales transactions which are not yet completed.
Sales History	All the sales transactions which have already completed.
Logout	Logout from Member page

PERSONAL INFORMATION

01 Profile

User Manual



1. Click on the  button to view the content of your profile.

Account Information

Personal Information

Email: [redacted]@gmail.com

Username: brian

UTokenUsername: brian

Full Name: *

Profile Image: 

[Delete this profile image](#)

No file chosen

Acceptable only: jpg / png / gif / JPG / PNG / GIF. Maximum upload size is 1500 KB. Recommended image dimension is 800 x 800.

Contact Information

Mobile Phone: *

Address 1:

Address 2:

City:

Zip / Postal Code:

State / Province:

Country:

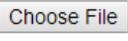
Security Verification

Verification Image: *

Edit your Profile

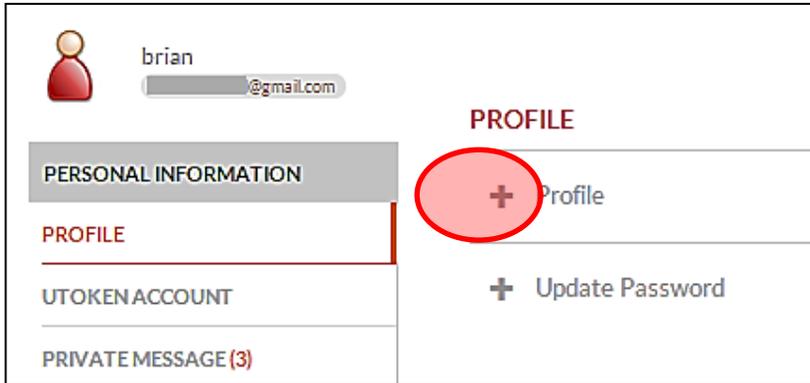
1. You can edit your profile details by key in the latest information in the column accordingly;
2. Please take note that **email address** and **Username** cannot be edited.
3. After key in the info, fill in the Verification Image number, and click on the  button

Change your Profile Image

1. You can edit your profile image by click on the  button;
2. Choose any image file from your device;
3. Fill in the Verification Image number, and click on the  button

PERSONAL INFORMATION

02 Update Password



1. Click on the  button to update your password.

— Update Password

Account Password

Existing Password: *

New Password: *

Password must be at least 8 characters long.

Re-type New Password: *

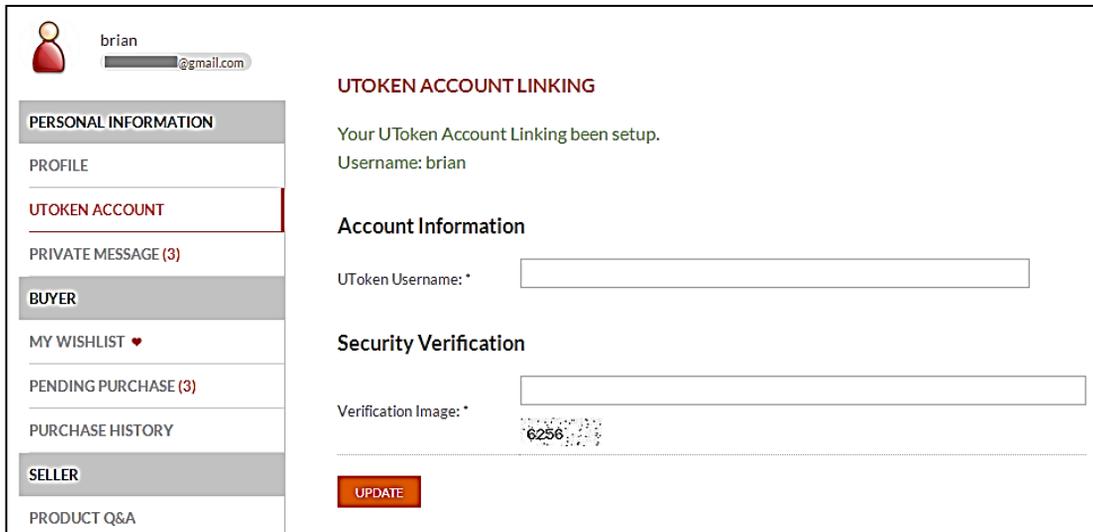
Verification Image: *

3211

UPDATE

Change your Login Password

1. Key in your existing password;
2. Key in your new password;
3. Retype your new password;
4. Fill in the Verification Image number, and click on the  button

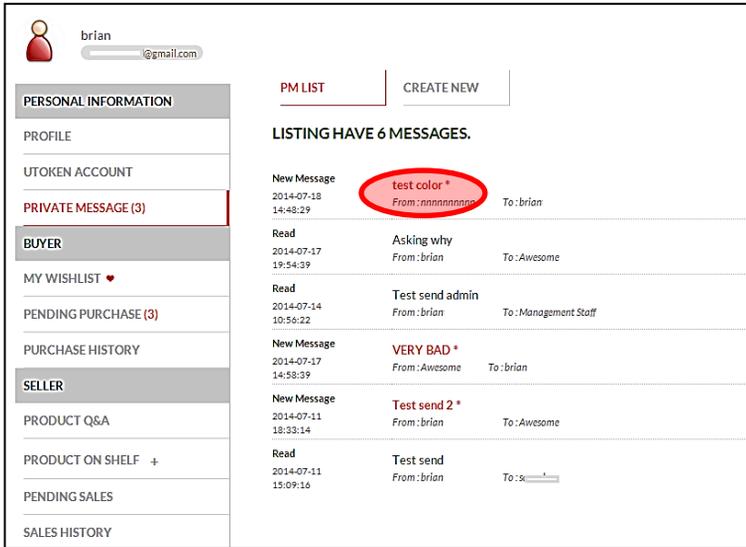


The screenshot shows a user profile page for 'brian' with email '@gmail.com'. The left sidebar contains navigation links: PERSONAL INFORMATION, PROFILE, UTOKEN ACCOUNT (highlighted), PRIVATE MESSAGE (3), BUYER, MY WISHLIST, PENDING PURCHASE (3), PURCHASE HISTORY, SELLER, and PRODUCT Q&A. The main content area is titled 'UTOKEN ACCOUNT LINKING' and displays the message: 'Your UToken Account Linking been setup. Username: brian'. Below this, there are two sections: 'Account Information' with a 'UToken Username: *' field, and 'Security Verification' with a 'Verification Image: *' field containing a CAPTCHA image showing the number '6256'. An orange 'UPDATE' button is located at the bottom of the form.

If you want to sell your product at UBT Mall, you must first link your UBT account with an UToken Account to receive payment:-

1. Key in your UToken Username;
2. Fill in Verification Image Number and then click **UPDATE** button.
3. An Verification email will be sent to your registered email address;
4. Go to your email system and click on the verification link in the email;
5. You will be directed to UBT Mall webpage, stating that you have successfully update your UToken account.

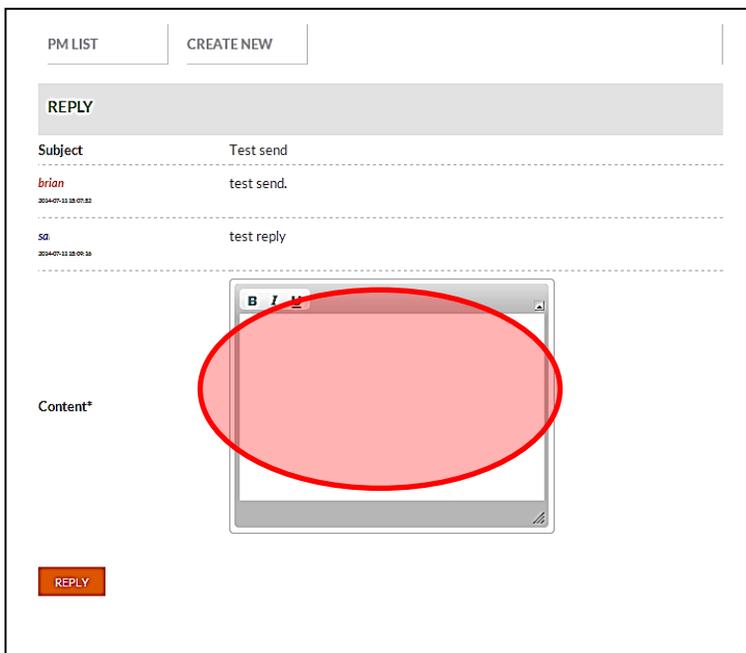
04 Private Message- Reply

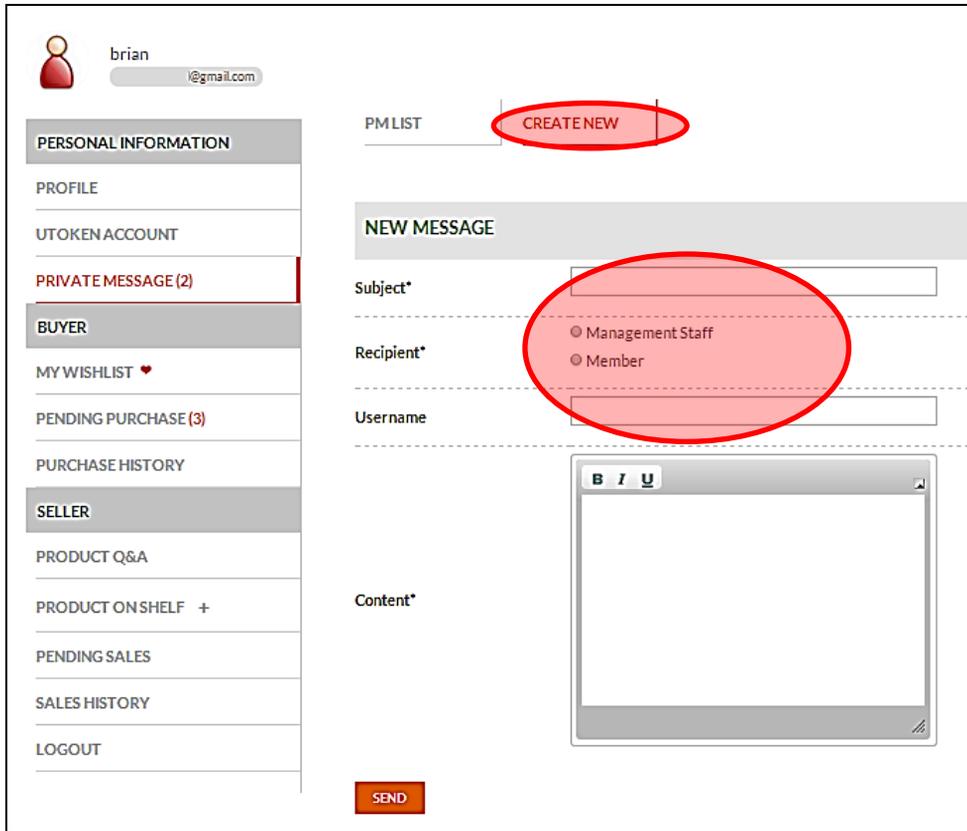


In UBT Mall, we have created a features named Private Message, users can use this function to send message to other users or Management Admin.

Reply New Message

1. The Subject marked in Orange colour means there is new message which is not read yet.
2. Click on any new message, it will go to reply page.
3. Private message is a two-way communication. Multi discussion can be carried out under the same subject.
4. Key in your message in the Text box, and click the **REPLY** button.





The screenshot displays the user interface for creating a new private message. On the left, a navigation menu for user 'brian' includes options like 'PERSONAL INFORMATION', 'BUYER', and 'SELLER'. The 'PRIVATE MESSAGE (2)' option is highlighted. The main area shows a 'NEW MESSAGE' form with fields for 'Subject*', 'Recipient*', and 'Username'. The 'Recipient*' field has two radio button options: 'Management Staff' (selected) and 'Member'. A 'SEND' button is located at the bottom of the form.

Create New Message

1. Click on the **CREATE NEW** button;
2. Key in your subject;
3. Choose the recipient type whether it is Management staff, or other users;
4. If you would like to send the message to other users, key in his/her username;
5. Type your message content in the text box; and then click on the **SEND** button.



brian
@gmail.com

MY WISHLIST

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST ♥

PENDING PURCHASE (3)

PURCHASE HISTORY

✕		pink panda 100% cotton sleeping pyjamas dress	38.00	Active	CART
✕		Japan Sexy dress off shoulder sky blue chiffon elegant dinner dress	75.00	Active	CART
✕		Projector Canon LV-7260	2,000.00	Active	CART

My Wish List is a New features in UBT Mall. If you have any items that you are interested but not yet decided to place the order, you may keep the item in My Wish List.

How to add to My Wish List

Select Type ▼

Select Category ▼

Select Product Locatio ▼

[Q](#)

Step 1:

1. At the Search Box, key in any keyword, select product type, or select the product category;
2. Click on the  button.
3. From the product list, choose any product by clicking the Product name or Image.

HOME / ALL PRODUCTS

BROWSE

ALL PRODUCTS

AUTOMOBILES

COMPUTER

CONSTRUCTION & HARDWARE

MACHINERY & MECHANICAL PARTS

ELECTRONICS

HOME APPLIANCES

PRODUCT	UNIT PRICE	LOCATION	
 Huawei Honor 3c- Brand new with Screen	499.00	Malaysia	CART
 Easecox promo package slimming cream (3 bottles) ...	1,500.00	Malaysia	CART
 anti allergy 925 silver diamond stone ear rings ...	120.00	Malaysia	CART
 angelina jolie favourite 925 silver ear rings ...	120.00	Malaysia	CART
 Swarovski green sapphires classic elegant ear ...	100.00	Malaysia	CART

HOME / MOBILE PHONE & ACCESSORIES

HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover

~~699.00~~
499.00

★★★★☆ 181 views

+ EXCHANGED RATES

ADD TO CART - 1 + / 5 items

Today UToken Rate : 0.401

Item Location : Malaysia

Post Date : 2014-07-09 - 2014-12-31

Promotion Period : 2014-07-09 - 2014-08-31

Step 2:

1. At the product page, click on the  button at the product image;
2. Then the product will be added to My Wish List.

briantanmtd
briantan.mtd@gmail.com

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST ♥

PENDING PURCHASE (3)

PURCHASE HISTORY

MY WISHLIST

	HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover	499.00	Active	CART
	pink panda 100% cotton sleeping pyjamas dress	38.00	Active	CART
	Japan Sexy dress off shoulder sky blue chiffon elegant dinner dress	75.00	Active	CART
	Projector Canon LV-7260	2,000.00	Active	CART



brian
@gmail.com

PENDING PURCHASE

3 pending purchase records.

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	102093	膜洁传奇1853金箔水养素颜眼霜 抗皱提拉紧致去细纹滋润	53.00	Accepted	Pending

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	100011	New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~	220.00	Pending	Pending

Pending Purchase is where all the uncompleted purchase transactions kept.

1. Just Click on the **View Detail** button to view the transaction details.
2. In the Transaction Details page, click on the  button to view the details of certain product.

ORDER DETAIL BY BUYER

Order No: #MYS-100111	Order Status: Placed
Contact Person: Brian Tan	Order Create Date: 18 Jul 2014
Contact No: 123456	Payment Method: U-Safe Trading
Address: 123, abc 12345 abc selangor Malaysia	Payment Status: Pending Member Payment
	Payment Date: N/A

 Product ID : #100011
New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~ (UToken): 200.00

Pending Payment : UToken 220.00

CHECKOUT WITH 

02 Pending Purchase

ORDER DETAIL BY BUYER

Order No.: #MYS-100111	Order Status: Placed
Contact Person: Brian	Order Create Date: 18 Jul 2014
Contact No.: 123456	Payment Method: U-Safe Trading
Address: 123, abc 12345 abc selangor Malaysia	Payment Status: Pending Member Payment
	Payment Date: N/A

Product ID: #100011
New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~ (UToken) : 200.00

Product No. : 1	Acceptance	Delivery Info 1	Delivery Info 2	Payment Release
Seller Username : Awesome	Status: Pending	Courier Type: Domestic	Tracking No.: -	Status: Pending
Quantity : 1	Accept Date: -	Courier Name: Seller Default	Send Out Date: -	Release Date: -
Unit Price (UToken) : 200.00	Payment Status = 'Pending Member Payment'.	Status: Pending	Estimated Reach Date: -	Auto Release Date: -
Delivery Fees/ Unit (UToken) : 20.00				
Product ID : #100011				
Product Name : New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~				
Sub Total (UToken) : 220.00				

1. Acceptance: whether the Seller accept this order or not.

- i. Pending: Seller not yet response to this order.
- ii. Cancel: If there is no response from the seller within 3 days, any payment made by the buyer will be 100% fully refunded.
- iii. Accepted: Seller accepts this order
- iv. Rejected: this order has been rejected by seller, and any payment made will be 100% refunded to buyer.

2. Deliver Info 1:

- i. Courier Type: Domestic/ International/ Self-Collect
- ii. Courier Name: the Courier Company name

3. Deliver Info 2:

- i. Tracking No: Courier Company parcel reference Number.

4. Payment Release:

- i. Release Date: after the Buyer received the item, the Buyer should update the status by clicking the "Received" button in the page. Then the payment will be released to the seller directly.
- ii. Auto Payment Release: Payment will be automatically released to Seller at the 7th day, starting from the date the seller fill in the Deliver Info 2 details, regardless the Buyer received the product or yet.



brian

PURCHASE HISTORY

Payment Release Status:

From:

Payment Release Date Range:

To:

SEARCH

Listing 3 purchase records.

No.	Created Date	Product ID	Product Name	Seller Username	Order ID	Unit Price (Utoken)	Delivery Fees (Utoken)	Total (Utoken)	Payment Release Status	Payment Release Date
1	10 Jul 2014	100593	MPV TOYOTA IPSUM 2.4 VVTI	ahmad8779	MYS-100080	75,000.00	0.00	75,000.00	Refunded	10 Jul 2014
2	10 Jul 2014	100011	New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~	Awesome	MYS-100080	200.00	20.00	220.00	Confirmed	10 Jul 2014
3	10 Jul 2014	102511	HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover	briantanmtd	MYS-100080	499.00	5.00	1,008.00	Refunded	10 Jul 2014

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST ♥

PENDING PURCHASE (3)

PURCHASE HISTORY

SELLER

PRODUCT Q&A

PRODUCT ON SHELF +

PENDING SALES

SALES HISTORY

LOGOUT

Purchase History is where all the completed purchase transactions kept.

User can search the transaction by selecting the following criteria:-

1. Payment Release type: Completed / Refunded
2. Date Range

brian
@gmail.com

PRODUCT Q&A

No.	Product ID	Product Name	Quantity of Q&A
1	102511	HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover	1 [View]

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST ♥

PENDING PURCHASE (3)

PURCHASE HISTORY

SELLER

PRODUCT Q&A (1)

PRODUCT ON SHELF +

PENDING SALES

Product Q&A is where all the interested buyers leave their questions at your product page.

1. Click on the [\[View\]](#) button, to view & reply to the question
2. Click on the “Product Q&A” sub-page button;

HOME / MOBILE PHONE & ACCESSORIES

HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover

-699.00
499.00

★★★★☆ 187 views

+ EXCHANGED RATES

ADD TO CART

-
1
+ / 5 items

Today UToken Rate : 0.403

Item Location : Malaysia

Post Date : 2014-07-09 - 2014-12-31

Promotion Period : 2014-07-09 - 2014-08-31

PRODUCT DESCRIPTION

SELLER INFO

PRODUCT REVIEWS

PRODUCT Q&A

DELIVERY INFO

1 Question

Ely - 5 Aug 2014:

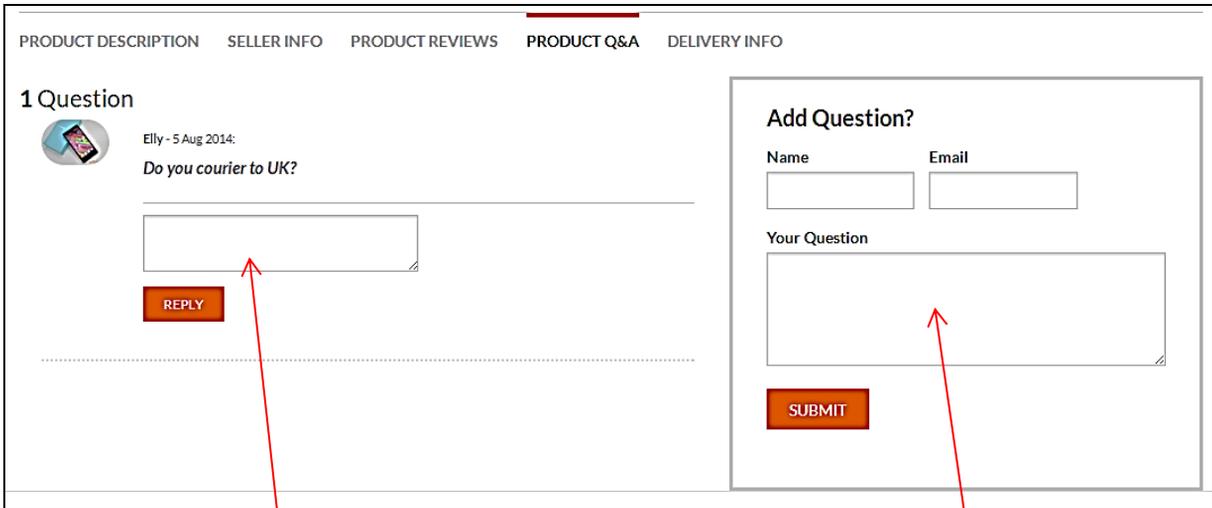
Do you courier to UK?

Add Question?

Name

Email

Your Question



The screenshot shows the 'PRODUCT Q&A' section of a website. At the top, there are navigation tabs: 'PRODUCT DESCRIPTION', 'SELLER INFO', 'PRODUCT REVIEWS', 'PRODUCT Q&A' (which is highlighted with a red underline), and 'DELIVERY INFO'. Below the tabs, there is a section titled '1 Question'. On the left, a user profile icon is shown next to the text 'Elly - 5 Aug 2014: Do you courier to UK?'. Below this is a large empty text box for the seller's reply, with a red arrow pointing to it from the text below. A red 'REPLY' button is positioned below the text box. On the right, there is a box titled 'Add Question?'. It contains two input fields for 'Name' and 'Email', followed by a larger text area for 'Your Question', and a red 'SUBMIT' button. A red arrow points to the 'Your Question' text area from the text below.

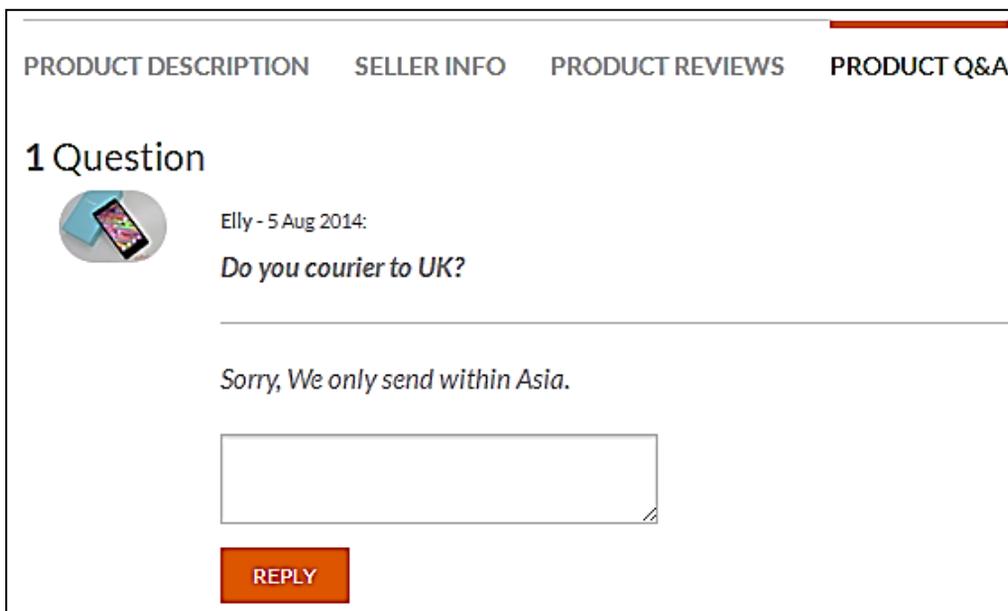
This is where the seller answers the questions.

This is where the interested buyer leave their questions.

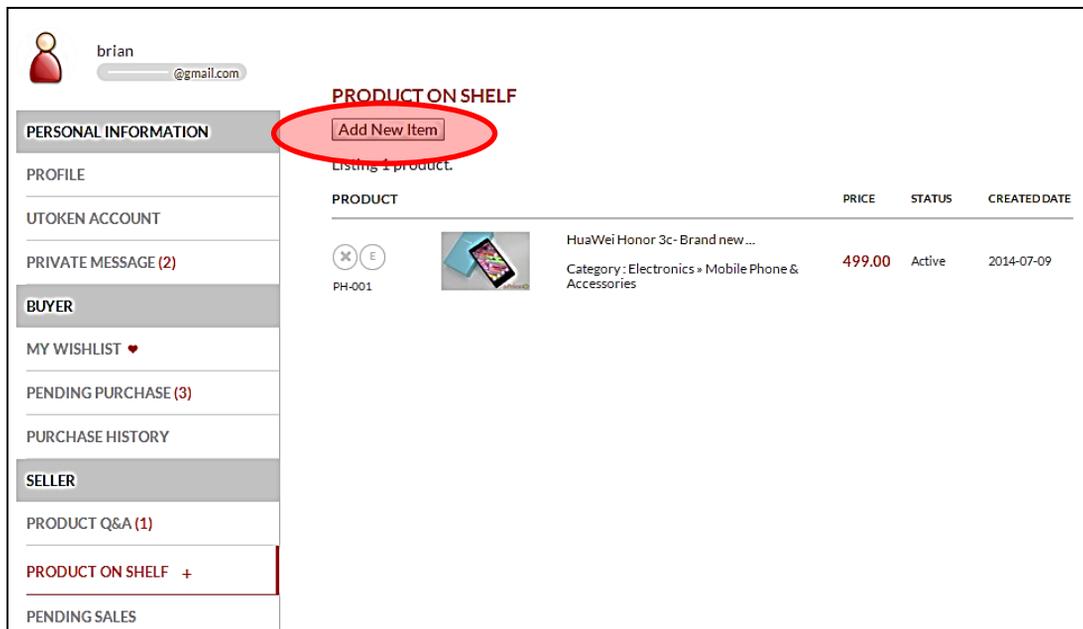
How to reply to customers' question

At the "Product Q&A" page, only the seller can view the reply box. What the seller needs to do, key in the reply and click on the **REPLY** button.

*Seller is allowed add new reply/updates under the same question.



The screenshot shows the 'PRODUCT Q&A' section of a website. At the top, there are navigation tabs: 'PRODUCT DESCRIPTION', 'SELLER INFO', 'PRODUCT REVIEWS', and 'PRODUCT Q&A' (which is highlighted with a red underline). Below the tabs, there is a section titled '1 Question'. On the left, a user profile icon is shown next to the text 'Elly - 5 Aug 2014: Do you courier to UK?'. Below this is a large empty text box for the seller's reply, with a red arrow pointing to it from the text below. A red 'REPLY' button is positioned below the text box.



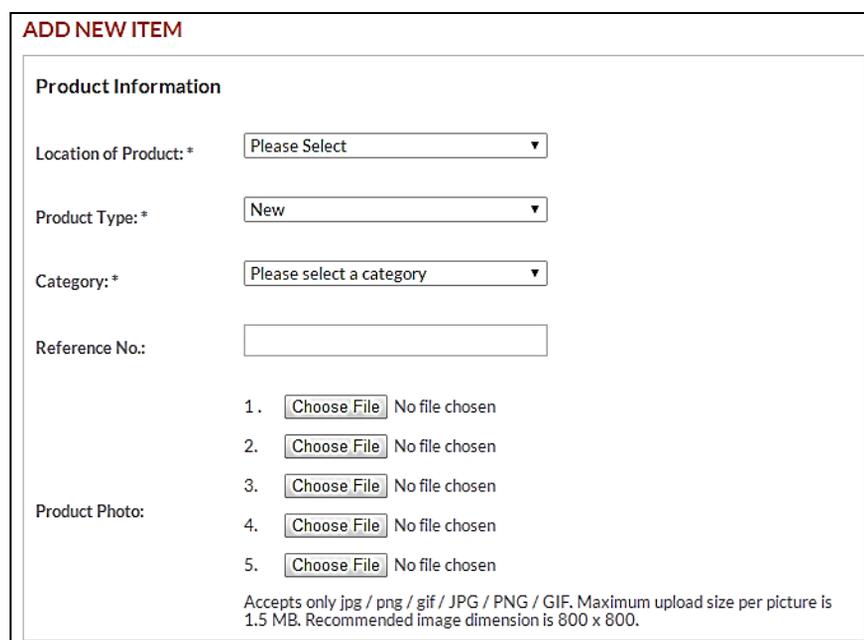
The screenshot shows the seller's dashboard for user 'brian'. The 'PRODUCT ON SHELF' section is highlighted, and the 'Add New Item' button is circled in red. Below this, a table lists a product: 'HuaWei Honor 3c - Brand new ...' with a price of 499.00, status 'Active', and a creation date of 2014-07-09. The dashboard also includes sections for Personal Information, Buyer, and Seller activities.

Product On Shelf:

Seller can add new product, edit or delete existing product under this module.

How to Add New product:

1. Click on the **Add New Item** button;
2. Key in Product Information, and upload product photos.



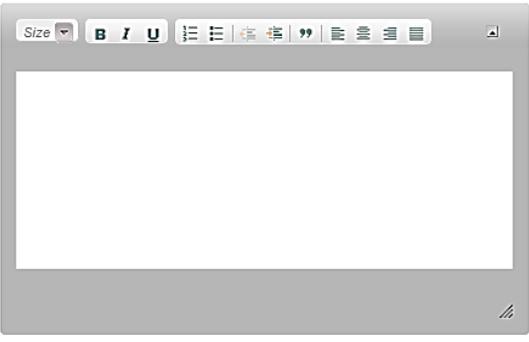
The 'ADD NEW ITEM' form contains the following fields and options:

- Product Information**
 - Location of Product: * (Please Select)
 - Product Type: * (New)
 - Category: * (Please select a category)
 - Reference No.:
- Product Photo:**
 - 1. Choose File No file chosen
 - 2. Choose File No file chosen
 - 3. Choose File No file chosen
 - 4. Choose File No file chosen
 - 5. Choose File No file chosen

Accepts only jpg / png / gif / JPG / PNG / GIF. Maximum upload size per picture is 1.5 MB. Recommended image dimension is 800 x 800.

Product Details

Title: *

Description: 

Step 2: Add Product details

1. Key in Product title;
2. Type your product description in the text box.

** Please take note that there is no Auto-Translation functions for this module.*

+ EXCHANGED RATES

UToken

AUD ▼

Price & Promotion

Quantity: *

Normal Price: * (Utoken)

Promotion Price: * (Utoken)

Product Available Date

From:

To:

Promotion Date

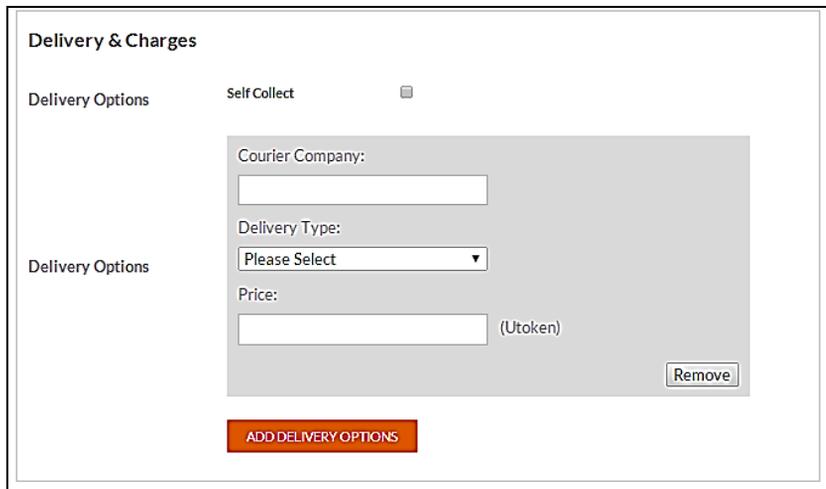
From:

To:

Step 3: Set up Price & promotion details

1. All the fields must be filled in.
2. If the Date left blank, the product will be set as "Inactive" and would not be displayed.

** You may use the "Exchange Rate" tools to calculate your price, by clicking on the + button.*



The screenshot shows the 'Delivery & Charges' section of the seller interface. It includes a 'Delivery Options' section with a 'Self Collect' checkbox. Below this is a form for adding a new delivery option, containing fields for 'Courier Company', 'Delivery Type' (a dropdown menu with 'Please Select'), and 'Price' (with a '(Utoken)' label). A 'Remove' button is located at the bottom right of the form. At the bottom of the section is an orange 'ADD DELIVERY OPTIONS' button.

Step 3: Set up Delivery details

1. If seller prefers only Self-Collect, just click on the Self-Collect Check box ;
2. For Courier services, key in the Courier Company name;
3. Select Delivery type whether it is Domestic or International;
4. Key in the Price for Delivery fees.

**You may add another Courier options by click on the*

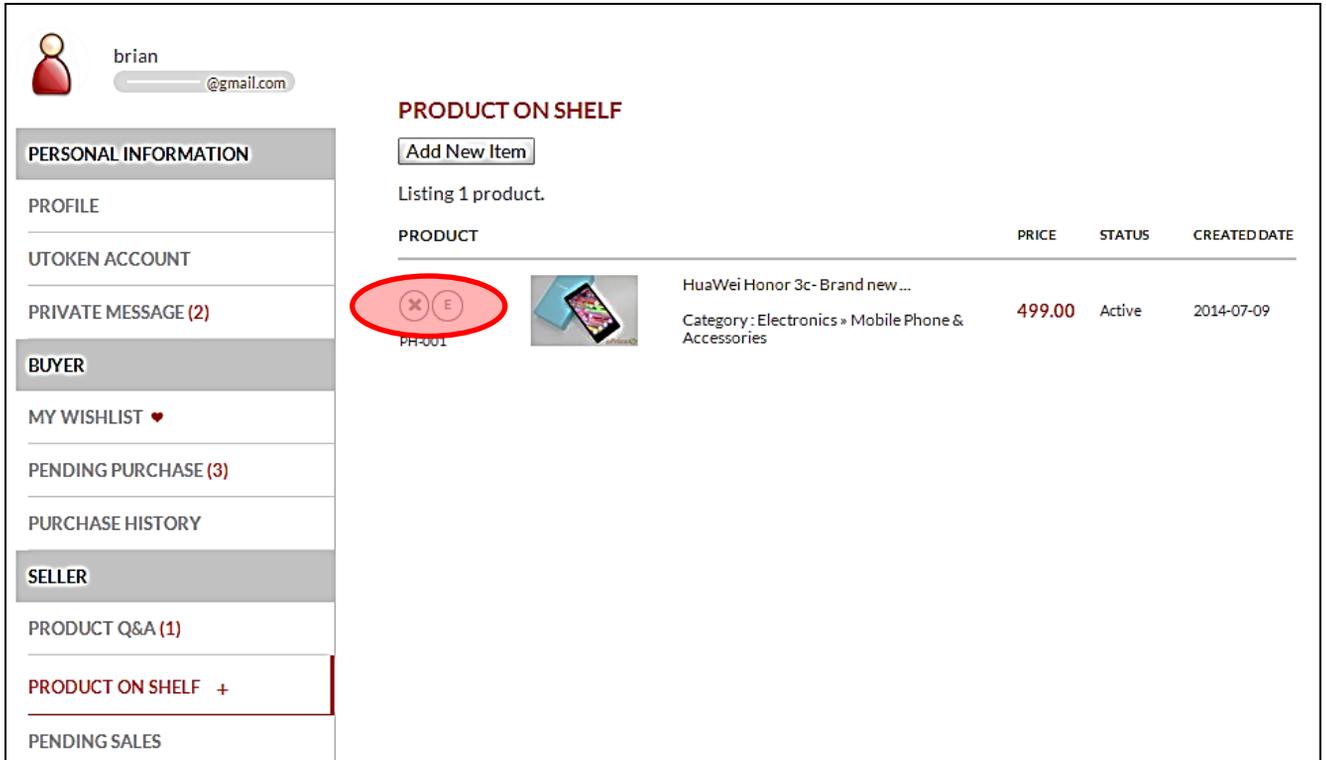
ADD DELIVERY OPTIONS button.



The screenshot shows the 'Remark' and 'Status' section of the seller interface. It includes a 'Remark' text input field and a 'Status: *' dropdown menu with 'Active' selected. At the bottom are two orange buttons: 'BACK' and 'ADD PRODUCT'.

Step 4: Set product status

1. Key in Remark for your own reference;
2. Set the Status to active;
3. Click on the **ADD PRODUCT** button to add the products



PERSONAL INFORMATION

Profile: brian (@gmail.com)

PERSONAL INFORMATION

- PROFILE
- UTOKEN ACCOUNT
- PRIVATE MESSAGE (2)

BUYER

- MY WISHLIST ♥
- PENDING PURCHASE (3)
- PURCHASE HISTORY

SELLER

- PRODUCT Q&A (1)
- PRODUCT ON SHELF +**
- PENDING SALES

PRODUCT ON SHELF

[Add New Item](#)

Listing 1 product.

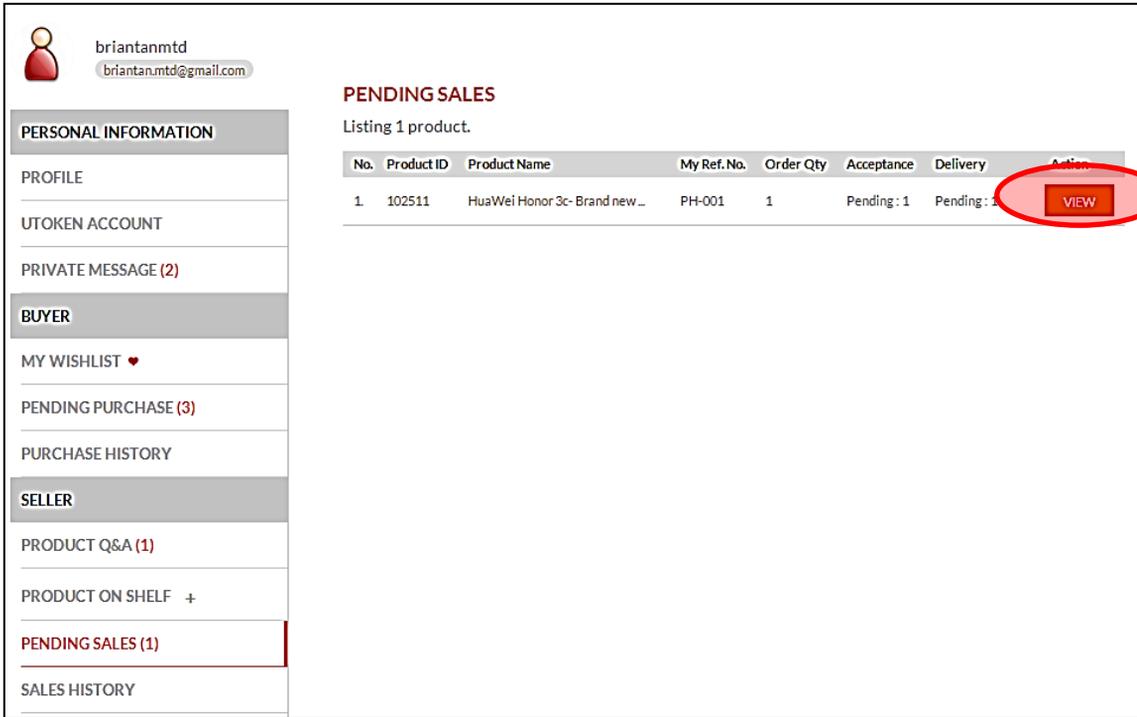
PRODUCT	PRICE	STATUS	CREATED DATE
 HuaWei Honor 3c- Brand new ... Category : Electronics » Mobile Phone & Accessories PH-001	499.00	Active	2014-07-09

Edit Product

1. At the “Product On Shelf” page, click on the  button;
2. Edit/update your information and click [UPDATE PRODUCT](#) button.

Delete Product

1. At the “Product On Shelf” page, click on the  button;
2. Click “OK” to confirm remove the product.

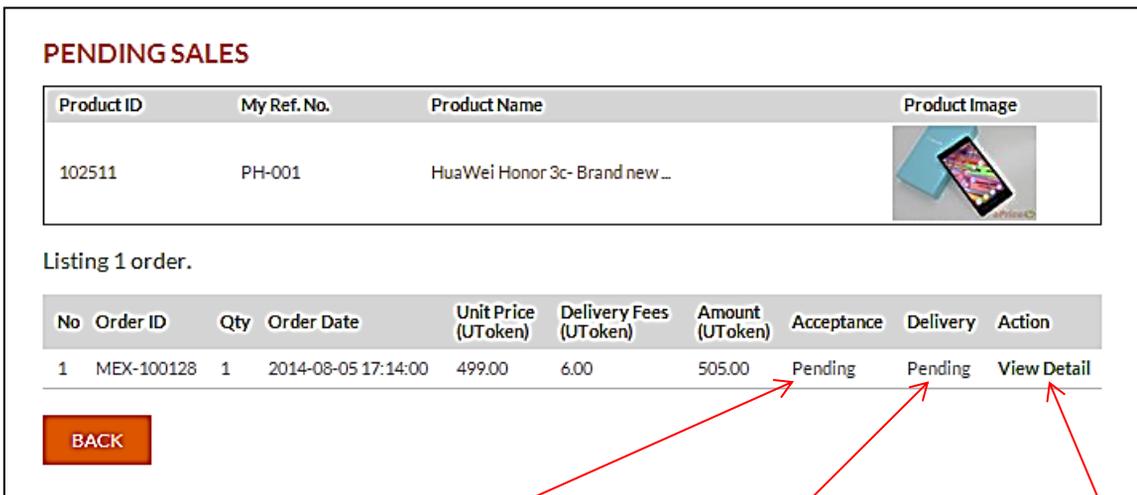


PENDING SALES
Listing 1 product.

No.	Product ID	Product Name	My Ref.No.	Order Qty	Acceptance	Delivery	Action
1	102511	HuaWei Honor 3c- Brand new ...	PH-001	1	Pending : 1	Pending : 1	VIEW

Pending Sales:

After Buyer placed an order, and made the payment, it will go to Seller's Pending sales page. Seller has to click on the [VIEW](#) button to view the order details.



PENDING SALES

Product ID	My Ref. No.	Product Name	Product Image
102511	PH-001	HuaWei Honor 3c- Brand new ...	

Listing 1 order.

No	Order ID	Qty	Order Date	Unit Price (UToken)	Delivery Fees (UToken)	Amount (UToken)	Acceptance	Delivery	Action
1	MEX-100128	1	2014-08-05 17:14:00	499.00	6.00	505.00	Pending	Pending	View Detail

[BACK](#)

Acceptance Pending:

this order is not yet accepted by seller.

Delivery Pending:

This product is not yet sent out by seller.

View Details:

Click this button to view and update actions

03 Pending Sales

+ Product ID : #102511
 HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover (UToken) : 499.00

Step 1: click on the  button to view the details.

 brian
@gmail.com

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST 

PENDING PURCHASE (3)

PURCHASE HISTORY

SELLER

PRODUCT Q&A (1)

PRODUCT ON SHELF +

PENDING SALES (1)

SALES HISTORY

LOGOUT

ORDER DETAIL BY SELLER

Order No.: #MEX-100128	Order Status: Placed
Buyer Username: Awesome	Order Create Date: 5 Aug 2014
Contact Person: Awesome	Payment Method: U-Safe Trading
Contact No.: 123456789	Payment Status: Payment Confirmed
Address: 123, ABC Street, 12345 Big City Big State Mexico	Payment Date: 5 Aug 2014

Product ID : #102511
 HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover (UToken) : 499.00

Product No. : 1	Acceptance	Delivery Info 1	Delivery Info 2	Payment Release
Quantity : 1	Status: Pending	Courier Type: Domestic	Tracking No.: -	Status: Pending
Unit Price (UToken) : 499.00	Accept Date: -	Courier Name: SkyNet	Send Out Date: -	Release Date: -
Delivery Fees/ Unit (UToken) : 6.00	ACCEPT ORDER	Status: Pending	Estimated Reach Date: -	Auto Release Date: -
Product ID : #102511	REJECT ORDER			
Product Name : HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover				
Sub Total (UToken) : 505.00				
Total Order : UToken 505.00				

Step 2: Accept/ Reject order

1. If Seller decided to accept the order, just click on **ACCEPT ORDER** button;
2. Or click on the **REJECT ORDER** button to reject the order.
3. **Auto Cancellation:** after Buyer made the payment, the Seller should response to this order within 3 calendar days, otherwise, an Auto Cancellation will be carried out and the Buyer will get 100% full refund.

Product No.: 1	Acceptance	Delivery Info 1	Delivery Info 2	Payment Release	
Quantity: 1 Unit Price (UToken): 499.00 Delivery Fees/ Unit (UToken): 6.00 Product ID: #102511 Product Name: HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover	Status: Accepted				
	Accept Date: 5 Aug 2014				
	Update Delivery Info Tracking No.: <input type="text"/>	Courier Type: Domestic	Tracking No.: -	Status: Pending	
	Send Out Date: <input type="text"/>	Courier Name: SkyNet	Send Out Date: -	Release Date: -	
	Estimated Reach Date: <input type="text"/>	Status: Pending	Estimated Reach Date: -	Auto Release Date: -	
<input type="button" value="UPDATE"/>		**Please insert 'Send Out Date' to change 'Delivery Status' to 'Send Out' and wait for buyer to click 'Receive'.			
Sub Total (UToken): 505.00					

Step 3: Delivery Info

1. After accepted the order, the seller may start preparing the for the delivery;
2. Tracking No: this is the Courier Company reference number for tracking the goods.
3. Send out date: the date that the seller send out the goods;
4. Estimated reach time: the estimated date that the Buyer would receive the goods.

Note:

Auto Payment Release: Payment will be automatically released to Seller at the 7th day, starting from the date the seller fill in the Deliver Info details, regardless the Buyer received the product or yet.



brian

@gmail.com

SALES HISTORY

Payment Release Status: All

From:

Payment Release Date Range: To:

SEARCH

Listing 2 sales records.

No.	Created Date	Product Name	Buyer Username	Order ID	Unit Price (Utoken)	Delivery Fees (Utoken)	Total (Utoken)	Payment Release Status	Payment Release Date
1	17 Jul 2014	[#ID: 102511] HuaWei Honor 3c-Brand new with Screen Protector and Soft gel Cover	nnnnnnnnn	BHS-100107	499.00	0.00	499.00	Refunded	18 Jul 2014
2	10 Jul 2014	[#ID: 102511] HuaWei Honor 3c-Brand new with Screen Protector and Soft gel Cover	briantanmtd	MYS-100080	499.00	5.00	1008.00	Refunded	10 Jul 2014

PERSONAL INFORMATION

PROFILE

UTOKEN ACCOUNT

PRIVATE MESSAGE (2)

BUYER

MY WISHLIST ♥

PENDING PURCHASE (3)

PURCHASE HISTORY

SELLER

PRODUCT Q&A (1)

PRODUCT ON SHELF +

PENDING SALES (1)

SALES HISTORY

Sales History is where all the completed sales transactions kept.

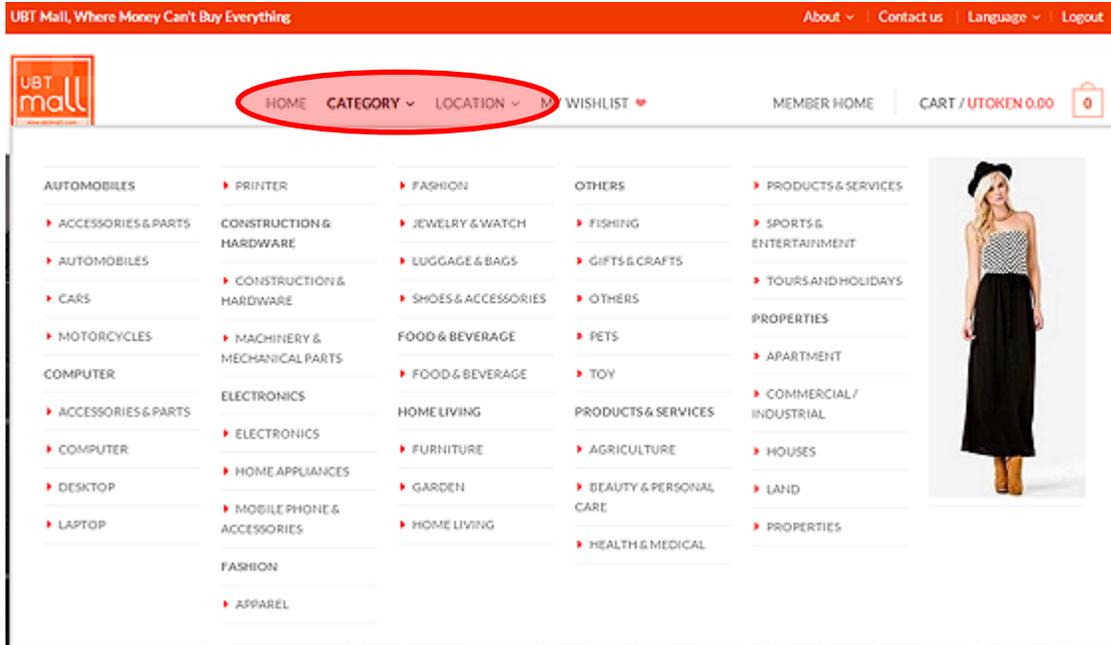
User can search the transaction by selecting the following criteria:-

1. Payment Release type: Completed / Refunded
2. Date Range

Method 1:

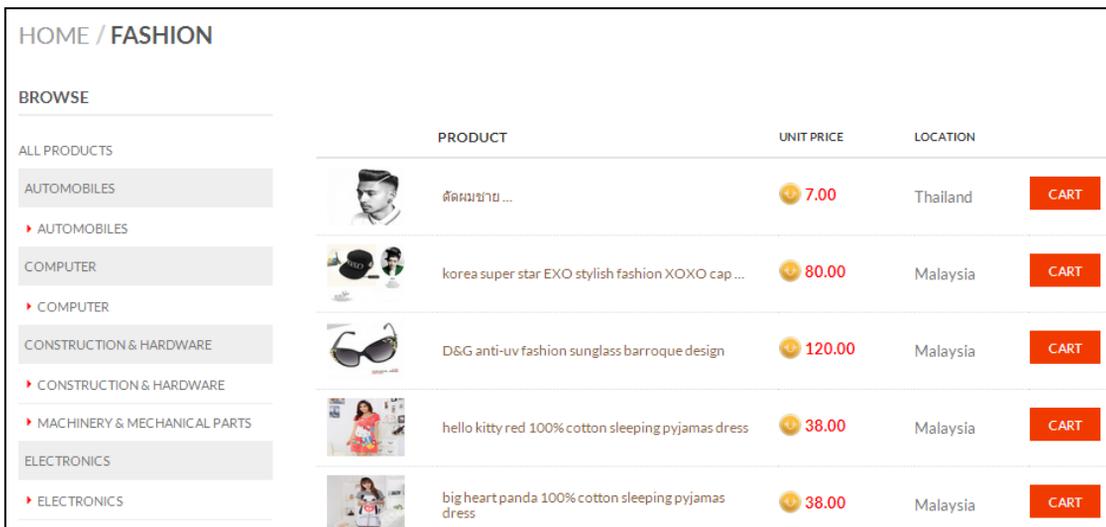
1. Key in the criteria and Click on the  button.
2. It will go to the Product Listing.
3. Click on the Product name or image file, it will go to the product page.

HOME / ALL PRODUCTS				
BROWSE				
ALL PRODUCTS				
AUTOMOBILES				
▶ AUTOMOBILES				
COMPUTER				
▶ COMPUTER				
CONSTRUCTION & HARDWARE				
▶ CONSTRUCTION & HARDWARE				
MACHINERY & MECHANICAL PARTS				
▶ MACHINERY & MECHANICAL PARTS				
ELECTRONICS				
▶ ELECTRONICS				
▶ HOME APPLIANCES				
▶ MOBILE PHONE & ACCESSORIES				
FASHION				
▶ APPAREL				
PRODUCT	UNIT PRICE	LOCATION		
 HuaWei Honor 3c- Brand new with Screen Protector ...	499.00	Mexico	<input type="button" value="CART"/>	
 Easecox promo package slimming cream (3 bottles) ...	1,500.00	Malaysia	<input type="button" value="CART"/>	
 anti allergy 925 silver diamond stone ear rings ...	120.00	Malaysia	<input type="button" value="CART"/>	
 angelina jolie favourite 925 silver ear rings ...	120.00	Malaysia	<input type="button" value="CART"/>	
 Swarovski green sapphires classic elegant ear ...	100.00	Malaysia	<input type="button" value="CART"/>	
 Swarovski blue sapphires vintage dinner ear rings	100.00	Malaysia	<input type="button" value="CART"/>	
 Movenpick White Sand Beach Pattaya	250,000.00	Thailand	<input type="button" value="CART"/>	



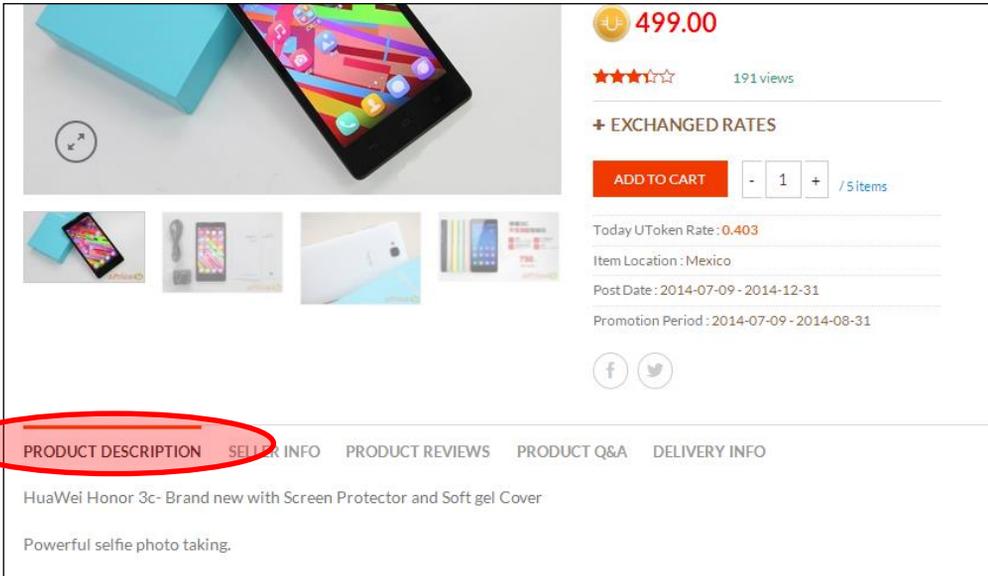
Method 2:

1. At the top menu button, click on “CATEGORY”, and select the category that you are interested.
2. For example, click on “FASHION”, it will go to the Fashion product listing.



Indications:

1. Add to “My Wish List”
2. Click to enlarge image file
3. Click to view the next image file
4. Previous/ Next Product in the same category
5. Click on the **+** button for the latest Utoken Exchange rate
6. Add to cart
7. You may share this product to Facebook or Twitter



499.00

★ ★ ★ ★ ☆ 191 views

+ EXCHANGED RATES

ADD TO CART - 1 + / 5 items

Today UToken Rate : 0.403

Item Location : Mexico

Post Date : 2014-07-09 - 2014-12-31

Promotion Period : 2014-07-09 - 2014-08-31

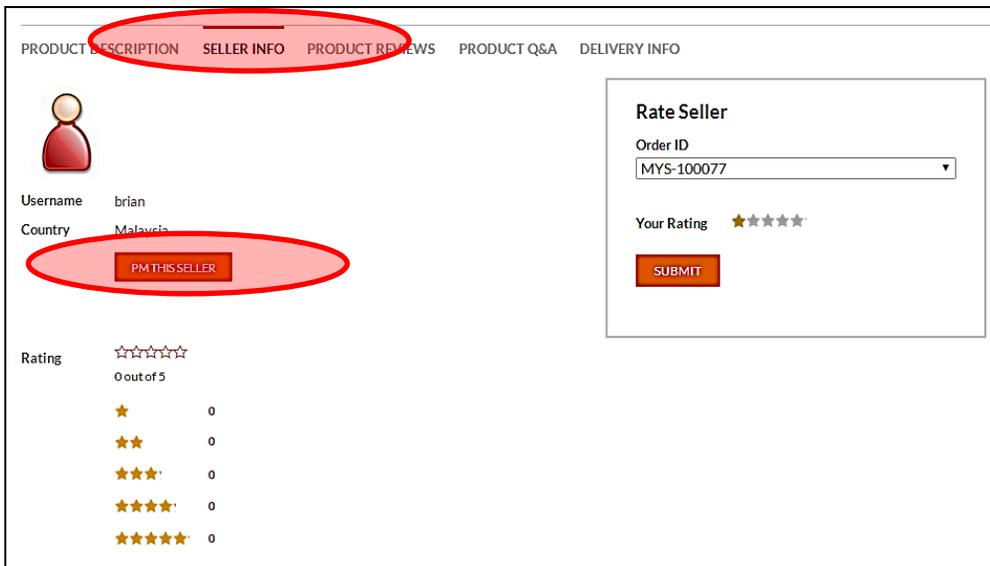
PRODUCT DESCRIPTION SELLER INFO PRODUCT REVIEWS PRODUCT Q&A DELIVERY INFO

HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover

Powerful selfie photo taking.

Product Description:

The details of the product that is input by the seller.



PRODUCT DESCRIPTION SELLER INFO PRODUCT REVIEWS PRODUCT Q&A DELIVERY INFO

Rate Seller

Order ID
MYS-100077

Your Rating ★ ★ ★ ★ ★

SUBMIT

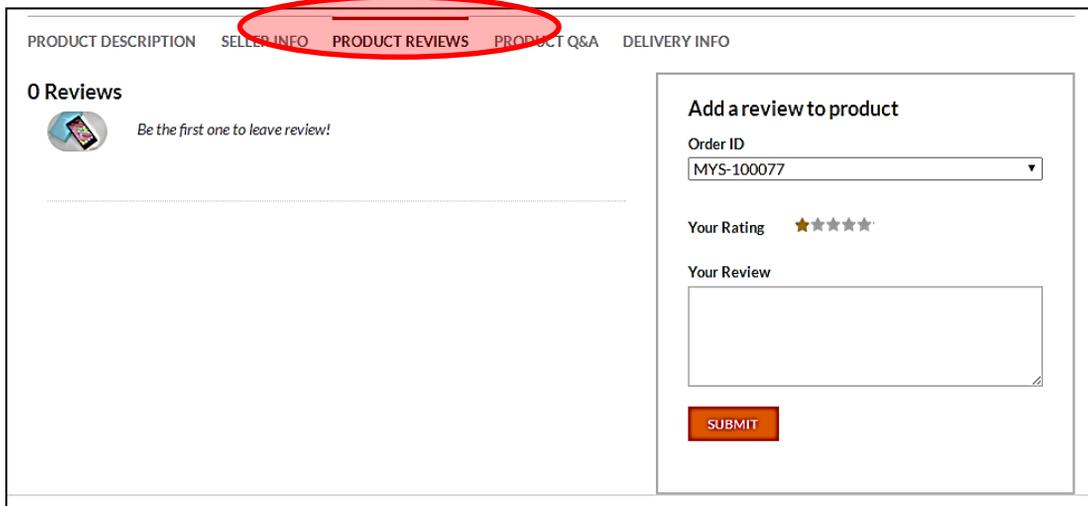
Rating

★ ★ ★ ★ ★
0 out of 5

★	0
★ ★	0
★ ★ ★	0
★ ★ ★ ★	0
★ ★ ★ ★ ★	0

Seller Info:

1. User can PM the seller by click on the **PM THIS SELLER** button.
2. Rate Seller: only successful Buyer allowed to rate the seller.



PRODUCT DESCRIPTION SELLER INFO **PRODUCT REVIEWS** PRODUCT Q&A DELIVERY INFO

0 Reviews

 *Be the first one to leave review!*

Order ID
MYS-100077

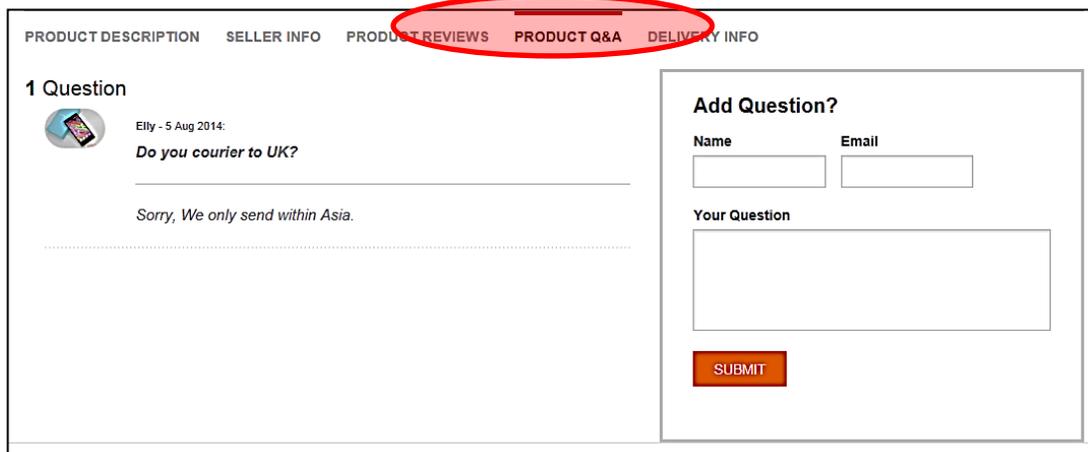
Your Rating ★★★★★

Your Review

SUBMIT

Product Review:

Only successful Buyer allowed to rate and add comment to this product.



PRODUCT DESCRIPTION SELLER INFO PRODUCT REVIEWS **PRODUCT Q&A** DELIVERY INFO

1 Question

 Elly - 5 Aug 2014:
Do you courier to UK?

Sorry, We only send within Asia.

Add Question?

Name Email

Your Question

SUBMIT

Product Q&A:

User can ask question at the product page.

PRODUCT DESCRIPTION SELLER INFO PRODUCT REVIEWS PRODUCT Q&A **DELIVERY INFO**

*This item is self-collectable

Method #1

Company Name : Pos Laju

Delivery Type : Domestic

Price : 5.00

Method #2

Company Name : SkyNet

Delivery Type : Domestic

Price : 6.00

Method #3

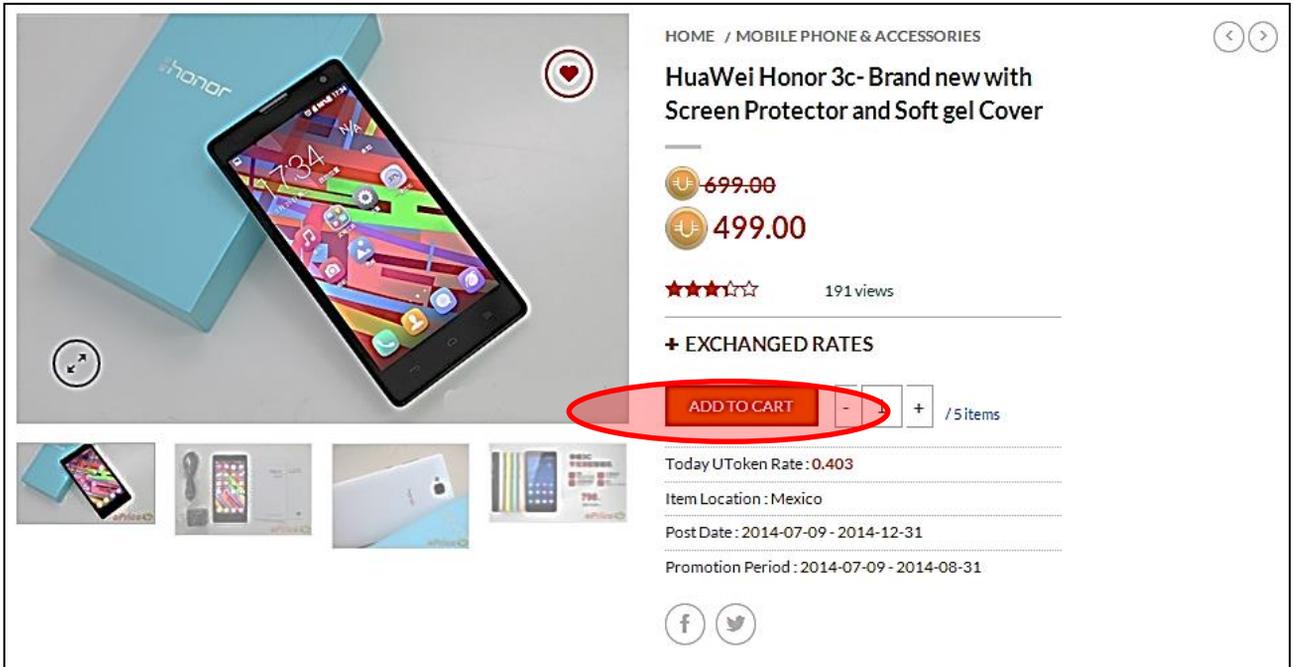
Company Name : DHL

Delivery Type : International

Price : 10.00

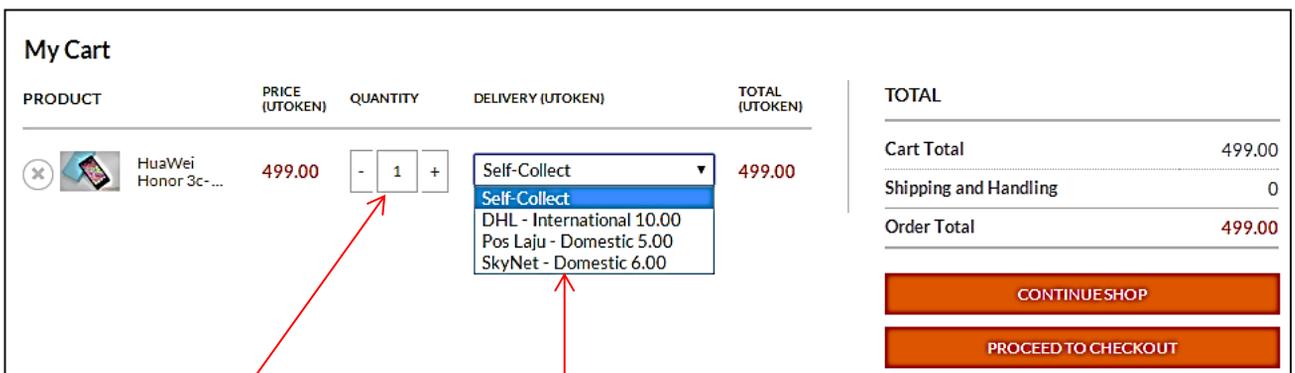
Delivery Info:

All the delivery info, including courier type, courier company name, as well as charges which is set by the seller will be displayed here.



Step 1: Add to cart

1. At the product page, click on the **ADD TO CART** button.
2. At the “My Cart” page, select your requirement:-



Select your quantity

Select delivery method

1. Click “Continue Shop” to save it in “My Cart” and make payment later, or
2. Click “Proceed To Check out” to make payment directly

Check Out

ORDER DETAILS

Contact Name :

Contact Number :

Contact Email :

Address :

Address 2 :

Zip / Postal Code :

City :

State / Province :

Country :

YOUR ORDER

PRODUCT	TOTAL (UTOKEN)
HuaWei Honor 3c- Brand ... x1	499.00
CART SUBTOTAL	499.00
SHIPPING AND HANDLING	10.00
ORDER TOTAL X 1	509.00

Step 2: Place an order

1. Key in your contact information;
2. Click on **BACK TO CART** button to reset the requirement.
3. Click on **PREVIEW** button to double check the order details;
4. After confirm with the order details, key in the verification Image number, and click the **CONFIRM** button

Security verification

Please key in your security verification and press 'Confirm' button to proceed with the order.

Verification Image :

Order Success

You have successfully placed an order. Please click the 'Checkout with UToken' button to proceed with the payment.



Order Details

Order No.:	#MEX-100129	Date:	9 Jul 2014
Payment method:	U-Safe Trading		
Contact Name:	Brian		
Contact No.:	123456		
Contact Email.:	brian@gmail.com		
Contact Address:	123, ABC Street 12345 Big City Big State MEX		
1	HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover	1499.00	10.00 509.00 Placed
	Total	509.000	-



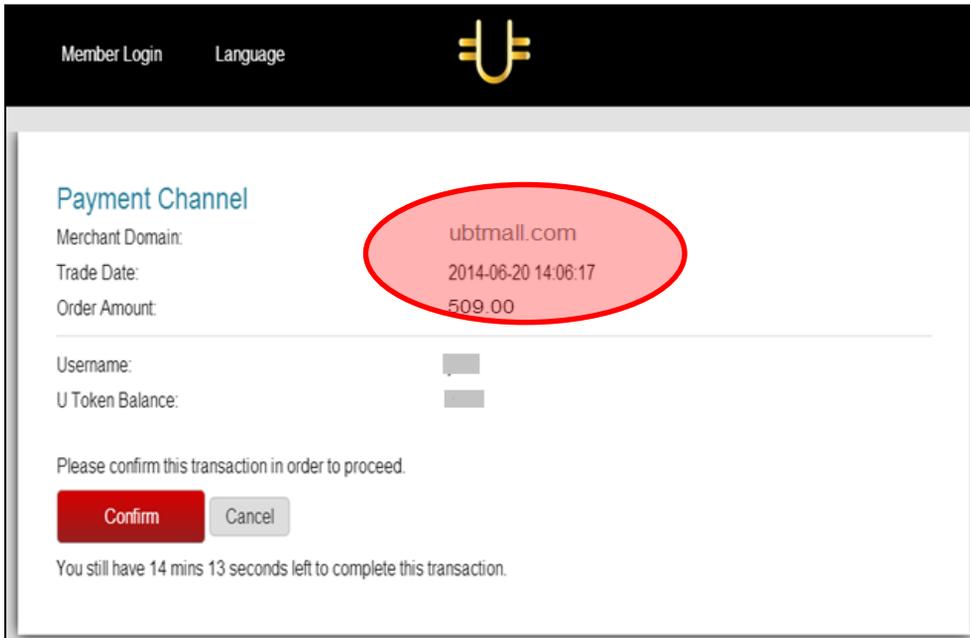
Step 3: Check out to make payment via UToken

1. If you come to this page, which means you have successfully place an order;
2. Click on the button to make payment via UToken system.

Merchant Domain:
Ubtmall.com

Key in your UToken account details:
1. Username
2. Trading Password

Key in Verification Image number and click button



Payment Channel	
Merchant Domain:	ubtmall.com
Trade Date:	2014-06-20 14:06:17
Order Amount:	509.00

Username:

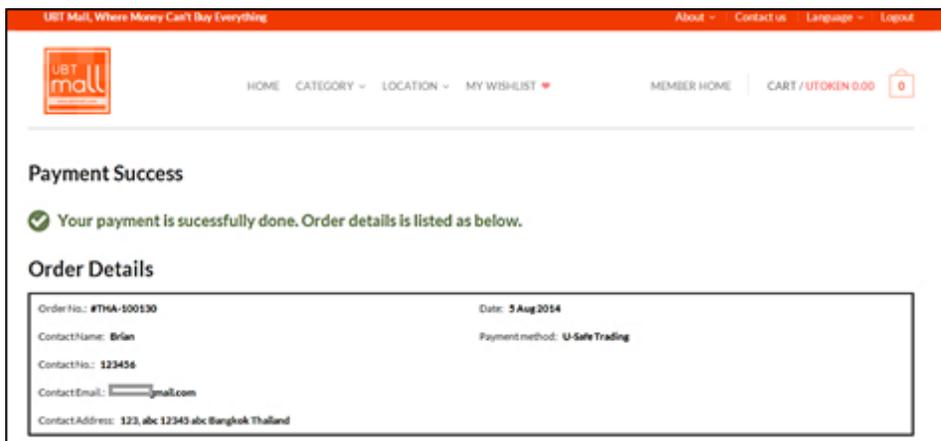
U Token Balance:

Please confirm this transaction in order to proceed.

You still have 14 mins 13 seconds left to complete this transaction.

Step 3: Check out to make payment via UToken

1. Double check on the Merchant Domain: ubtmall.com & amount;
2. Click button to confirm the payment.
3. It will direct back to ubtmall.com and the message below will be displayed, then you have successfully make the payment.



UBT Mall, Where Money Can't Buy Everything

HOME CATEGORY LOCATION MY WISHLIST MEMBER HOME CART / UTOKEN 0.00

Payment Success

Your payment is successfully done. Order details is listed as below.

Order Details

Order No.: #THA-100130	Date: 5 Aug 2014
Contact Name: Brian	Payment method: U-Safe Trading
Contact No.: 123456	
Contact Email: <input type="text"/> @gmail.com	
Contact Address: 123, abc 12345 abc Bangkok Thailand	

CONFIRM ORDER STATUS

01 Buyer how to confirm order

User Manual

PENDING PURCHASE
3 pending purchase records.

No. 1. [View Detail](#)

Order No: #CHN-100113 Order Status: Placed
Amount (UToken): 53.00 Order Date: 2014-07-18 13:12:27
Payment Status: Payment Confirmed
Payment Date: 2014-07-18 13:17:52

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	102093	膜洁伴香1853金箱水养素颜眼霜 抗皱提拉紧致去细纹滋润	53.00	Accepted	Pending

No. 2. [View Detail](#)

Order No: #MYS-100111 Order Status: Placed
Amount (UToken): 220.00 Order Date: 2014-07-18 00:54:07
Payment Status: Pending Member Payment
Payment Date: -

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	100011	New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~~	220.00	Pending	Pending

1. Go to “Member Home”, click on “Pending Purchase” module for the transaction details **(Refer to page 17 in this User manual)**.

Product ID : #102228
Gourmet black coffee Organo gold (UToken) : 100.00

Product No. : 1	Acceptance	Delivery Info 1	Delivery Info 2	Payment Release
Seller Username: Fernfern Quantity: 1 Unit Price (UToken): 100.00 Delivery Fees/Unit (UToken): 0.00 Product ID: #102228 Product Name: Gourmet black coffee Organo gold	Status: Pending Accept Date: - CANCEL ORDER	Courier Type: International Courier Name: Seller Default Status: Pending	Tracking No.: - Send Out Date: - Estimated Reach Date: -	Status: Pending Release Date: - Auto Release Date: -

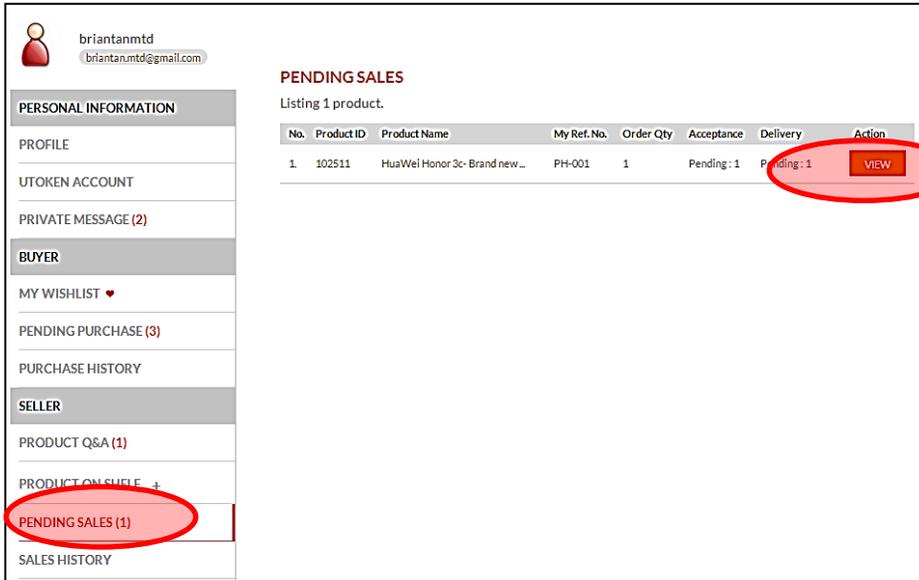
Sub Total (UToken): 100.00

Cancel order by Buyer

1. After successfully place an order and make the payment, the Buyer is allowed to cancel the order and get 100% full refund, provided that the seller has not accepted the order.
2. Click on the **CANCEL ORDER** button to cancel the order.
3. **Auto cancellation:** after making payment, if the Seller did not response within 3 calendar days, the Auto Cancellation will be carried out and the Buyer will get 100% full refund.

CONFIRM ORDER STATUS

02 Seller how to confirm order



The screenshot shows the seller's dashboard for user 'briantanmtd'. The left sidebar contains navigation options: PERSONAL INFORMATION, BUYER, and SELLER. Under SELLER, 'PENDING SALES (1)' is highlighted with a red circle. The main content area is titled 'PENDING SALES' and lists one product. A red circle highlights the 'VIEW' button in the 'Action' column of the product listing table.

No.	Product ID	Product Name	My Ref.No.	Order Qty	Acceptance	Delivery	Action
1	102511	HuaWei Honor 3c- Brand new...	PH-001	1	Pending: 1	Pending: 1	VIEW

1. Go to “Member Home”, click on “Pending Sales” module for the transaction details (**Refer to page 27 in this User manual**).
2. **Auto Cancellation:** after Buyer making payment, the Seller should decide whether to accept the order within 3 calendar days, otherwise and Auto Cancellation will be carried out and the Buyer will get 100% full refund.
3. After accept the order, the Seller should prepare for the delivery and update the Delivery info (**Refer to page 29 in this User manual**).
4. Payment release: after the Buyer received the goods and update the Receive status, the payment will be released to the Seller directly.
5. **Auto Payment Release:** Payment will be automatically released to Seller at the 7th day, starting from the date the seller fill in the Deliver Info details, regardless the Buyer received the product or yet.

CONFIRM ORDER STATUS

03 Buyer how to receive order

User Manual

brian
@gmail.com

PENDING PURCHASE

3 pending purchase records.

No. 1.

[View Detail](#)

Order No: #CHN-100113 Order Status: Placed
 Amount (UToken): 53.00 Order Date: 2014-07-18 13:12:27
 Payment Status: Payment Confirmed
 Payment Date: 2014-07-18 13:17:52

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	102093	膜洁传奇1853金箱水养素颜眼霜 抗皱提拉紧致去细纹滋润	53.00	Accepted	Pending

No. 2.

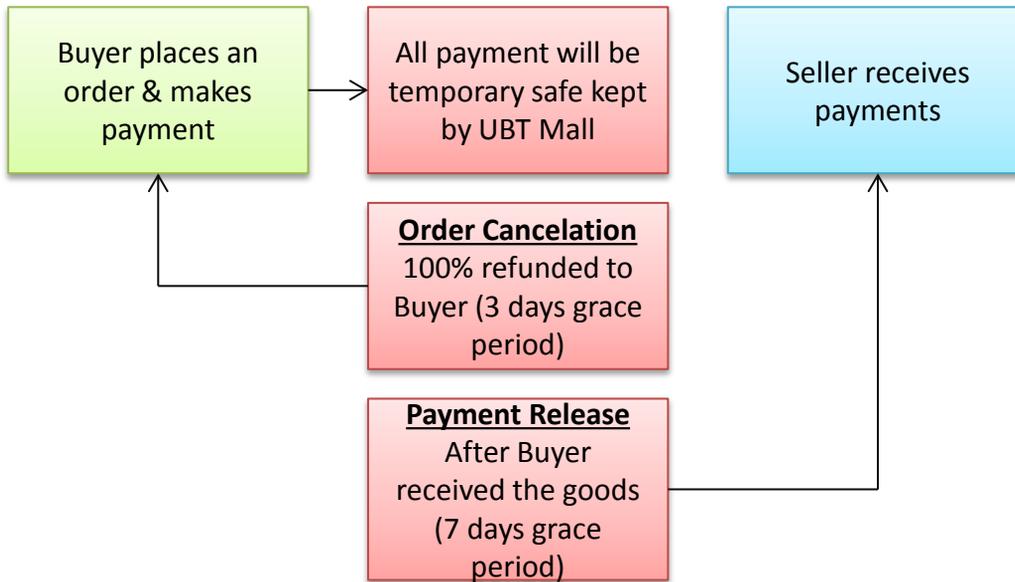
[View Detail](#)

Order No: #MYS-100111 Order Status: Placed
 Amount (UToken): 220.00 Order Date: 2014-07-18 00:54:07
 Payment Status: Pending Member Payment
 Payment Date: -

No.	Product ID	Product Name	Amount (UToken)	Acceptance	Delivery
1	100011	New Fashion N shoes 2014!!!!!! NEW ARRIVAL~~~	220.00	Pending	Pending

Product No.: 1	Acceptance	Delivery Info 1	Delivery Info 2	Payment Release
Seller Username: briananmtm Quantity: 1 Unit Price (UToken): 499.00 Delivery Fees/Unit(UToken): 6.00 Product ID: #102511 Product Name: HuaWei Honor 3c- Brand new with Screen Protector and Soft gel Cover Sub Total (UToken): 505.00	Status: Accepted Accepted Date: 5 Aug 2014 <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">RECEIVE</div>	Courier Type: Domestic Courier Name: SkyNet Status: Send Out	Tracking No.: 12345 Send Out Date: 6 Aug 2014 Estimated Reach Date: 9 Aug 2014	Status: Pending Release Date: - Auto Release Date: 13 Aug 2014

1. After the Seller sent out the goods, the order status will be updated in the system;
2. Buyer can check the status by clicking on the "Pending Purchase" module;
3. After receiving the goods, the buyer should update the Receive Status by clicking on the RECEIVE button.



1. U-Safe Trading is a distinctive and significant trading set by UBT Mall to protect both Buyers & Sellers.
2. All the payment will be safe kept by UBT Mall until the whole transaction is fully carried out.
3. Buyers are allowed to cancel the order and get 100% refund.
4. Seller can get the payment right after buyer receive the goods and click on receive button.

Note:

Domestic – 7 days

International – 30 days