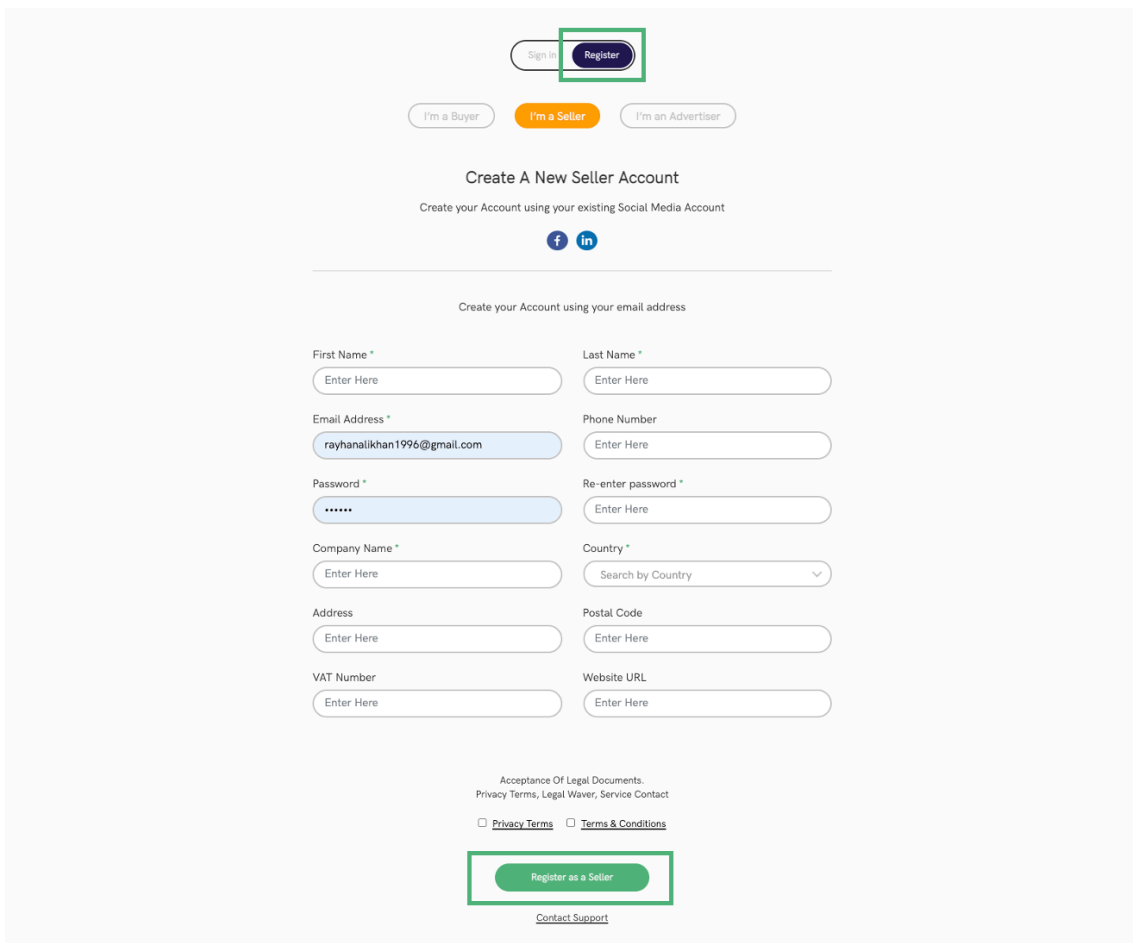
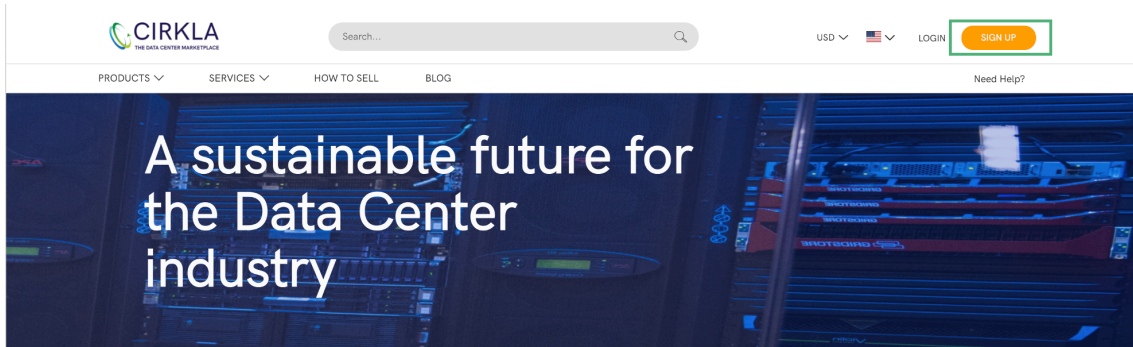


# SELLER - USER MANUAL

**STEP 1: Register.** In order to start selling your secondhand product go to the “Sign up” button and click on “I’m a Seller”.

You will need to fill all the information and accept the legal terms to get registered. You can also use your Social Media accounts to make a quicker sign up.



You will receive an email to validate your account, please review your inbox and your spam. If you have any problem, do not hesitate to contact us at [contact@cirkla.tech](mailto:contact@cirkla.tech). Once the account has been validated, you will be able to Login as an the “Seller”.

[Sign In](#) [Register](#)

### Sign In To Your Account

If you have an account, you can sign in with your email address.

Email \*

Enter email here

Password \*

Enter Password

[Forgot Your Password?](#)

[Sign In](#)

Sign in using your existing Social Media Account



## Seller Dashboard

The screenshot displays the Cirkla Seller Dashboard. On the left is a green sidebar menu with the Cirkla logo and navigation options: DASHBOARD, BUY A PLAN, ADD A PRODUCT, PLANS LIST, SOLD PRODUCTS, MESSAGES, UPDATE PROFILE, and USER MANUAL. The main content area has a header with a search bar, a notification icon (2), and the user name 'Rayhan Ali Khan (Seller)'. Below the header is a statistics dashboard with eight cards: Total Amount Approved (€0), Total Amount Pending (€3,084), Total Amount Sold (€0), Weekly Approved Amount (€0), Numbers of Products Pending (2), Number of Products Sold (0), Number of Products Approved (1), and Number of Products Rejected (2). The bottom section is 'My Products List' with an 'Add Product' button and a table of products. The table has columns for Product ID, Title, Category, Subcategory, Status, and Action. Three products are listed: Product ID 109 (Approved), Product ID 100 (Rejected), and Product ID 73 (Rejected). Each product row has action buttons: 'Chat With Broker', 'View', 'Edit Plan', 'Edit', and 'Delete'.

“Dashboard” tab:

1. **Left Menu:** it contains all pages and functionalities related to the Seller. By clicking on each tab, you will be able to navigate to that specific page. The top left contains Cirkla’s logo, and the currency drop down (\$/€). Currency is selected automatically based on the country’s user.
2. **Header Area:** in this area you can navigate to the notifications page by clicking on the notification’s icon. The Seller will be able to search the product in the search bar. In the right side, there is the user information.
3. **Statistics of the Seller:** all data related to the Seller is displayed in a dashboard. The information available is: Total Amount Approved, Total Amount Pending, Total Amount Sold, Weekly Approved Amount, Numbers of Products Pending, Numbers of Products Sold, Numbers of Products Approved, and Numbers of Products Rejected.
4. **Product List:** it shows in a list all products the Seller has uploaded on the platform. The status for the products are: Approved, Pending, Rejected. The products will be approved by Cirkla.

## STEP 2: Buy a Plan

The screenshot displays the 'Buy a Plan' interface in a seller's account. It features a sidebar with navigation options like 'BUY A PLAN', 'PLANS LIST', and 'SOLD PRODUCTS'. The main content area is divided into several sections: 'Buy A New Plan' with three plan cards (Basic, Plus, Pro), a 'Discount Code' input field, a 'Payment Method' selection (PayPal, Credit Card, Bank Transfer), and a 'Your Transaction' summary table. The summary table lists the selected plans, their quantities, and durations, along with a total amount of €654 and a 'Place Order' button.

“Buy a Plan” tab:

1. First of all, the Seller has to buy a plan in order to upload a Product. There are three different plans (plans features can be checked by clicking on the top tab “HOW TO SELL” and clicking on “2<sup>nd</sup> Life Plans” (picture below), “2<sup>nd</sup> Life Plans” are the plans that apply to the Seller). The three plans are: “2<sup>nd</sup> Life Basic”, “2<sup>nd</sup> Life Plus”, and “2<sup>nd</sup> Life Pro”. The Seller will need to select the plan wanted by selecting the quantity of the plans he/she wants to buy, and the plan’s duration, this field indicates the duration the plan will be valid for.
2. If the Seller has any coupon code, it can be used in order to get a plan discount.
3. Finally, the Seller will need to select a Payment method. It can be paid through PayPal, Credit Card or Bank Transfer.
4. The column on the right, “Your Transaction” will show a summary of the plans selected, its quantity and duration and if a discount applies. The Seller will need to click on “Place Order” button in order to finalize its purchase.

The screenshot shows the 'HOW TO SELL' section of the Cirkla website. It includes a search bar, navigation links for 'PRODUCTS', 'SERVICES', and 'HOW TO SELL', and a 'Need Help?' link. The main content area is titled 'Start selling on CIRKLA today' and contains a promotional message. Below the message are two buttons: '2nd Life Plans' and 'Advertiser Plans'. At the bottom, there are three plan cards, each with a 'Select' button. The cards are: '2nd Life Basic' (\$8 / Month), '2nd Life Plus' (\$21 / Month), and '2nd Life Pro' (\$50 / Month). Each card lists features such as product pictures, description length, priority, auditing advice, and newsletter.

## STEP 3: Add a Product

**Product Specifications**

Select a Plan: 2nd Life Basic (Duration: 6 Months) | Product Name: \* Enter Here

Category: \* --Select-- | Subcategory: \* --Select-- | Brand: Enter Here | Model: Enter Here

Year of Manufacturing: --Select-- | State of the Equipment: --Select-- | Type of facility where is installed: --Select-- | Declaration of Product Performance: --Select--

Size (Length, width, height) [Ex: 100x50x20 cm / 39x23x8 in]: Enter Here | Weight (kg): Enter Here | Voltage (Volts): Enter Here | Frequency (Hz): Enter Here

Description: Enter Here

Photos \* (format accepted: png, jpg, jpeg)

Drag here or upload your photos

**Pricing**

Seller Asking Price: 0.00€ € | Acceptable Sell Price: 0.00€ € | Discount Price (Optional): 0.00€ €

**Location and Shipping**

Country: Select a country | State: - | Status of Returns: Not Accept Returns

Upload Documents (format accepted: doc, docx, ppt, pptx, pdf)

Optional services:

Product certification report  
 Product certification by 3rd party

Submit

### “Add a Product” tab:

1. In order to upload a Product, the Seller will need to choose a Plan. If the Seller does not have any plan available, the fields will not show up.
2. Once the plan has been selected, the Seller will need to provide all product details. The Seller has to take into account that there are some mandatory fields and that the images uploaded have to be real picture of the product, not generic ones. The Product Description, the Number of document and the Photos uploaded will be limited depending on the plan chosen.
3. The product will be approved by CIRKLA.

## Plans List

The screenshot displays the 'Plans List' page for a seller on the Cirkla platform. The sidebar on the left contains the following navigation items: EUR, DASHBOARD, BUY A PLAN, ADD A PRODUCT, PLANS LIST (highlighted), SOLD PRODUCTS, MESSAGES, UPDATE PROFILE, and USER MANUAL. The main content area features a search bar and a notification icon. Below this is a table titled 'Plans List' with the following data:

Plan Type	Quantity Available	Period
2nd LIFE BASIC	6	6 Months
2nd LIFE PLUS	3	6 Months
2nd LIFE PRO	4	6 Months

At the bottom of the page, there is a footer with the text 'CIRKLA SELLER ACCOUNT' on the left and 'Copyright © 2022 | www.cirkla.tech. All rights reserved.' on the right.

“Plans List” tab:

1. This list shows all the plans that the Seller has available in order to upload new products.

## Sold Products List

The screenshot displays the Cirkla Seller Account dashboard. On the left is a green sidebar with the Cirkla logo and navigation menu items: EUR, DASHBOARD, BUY A PLAN, ADD A PRODUCT, PLANS LIST, SOLD PRODUCTS (highlighted), MESSAGES, UPDATE PROFILE, and USER MANUAL. The main content area features a search bar, a notification bell with a red '3' badge, and a user profile for 'Rayhan Ali Khan (Seller)'. Below this is a 'Sold Products List' section with a table header containing columns for Product ID, Title, Category, Subcategory, Price, and Status. The table body is currently empty. At the bottom right, there is a copyright notice: 'Copyright © 2022 | www.cirkla.tech. All rights reserved.'

“Sold Products” tab:

2. This list shows all the products which have been sold.

## Messages

The screenshot displays the 'Messages' section of the CIRKLA Seller Account. On the left is a green sidebar with the following menu items: DASHBOARD, BUY A PLAN, ADD A PRODUCT, PLANS LIST, SOLD PRODUCTS, MESSAGES (highlighted), UPDATE PROFILE, and USER MANUAL. The main content area is titled 'Chat History' and contains a table with the following columns: ID, Product Name, Messages, and Action. To the right of the table is a 'Chat with' modal window, which is currently empty and has a text input field at the bottom labeled 'Type your message...' with a send button. The top navigation bar includes a search bar, a notification bell with a red dot, and the user profile 'Rayhan Ali Khan (Seller)'. At the bottom of the page, there is a footer with the text 'CIRKLA SELLER ACCOUNT' on the left and 'Copyright © 2022 | www.cirkla.tech. All rights reserved.' on the right.

“Messages” tab:

- It displays in a list all the messages the Seller has had with CIRKLA. It contains some details as the Product ID, Item (Product Name), the last message related to that product and button to open that Chat. The Chat of that particular product will show its history.



## Update Profile

The screenshot displays the 'Update Profile' interface for a Cirkla Seller Account. The page is divided into a green sidebar on the left and a main content area. The sidebar contains navigation links: DASHBOARD, BUY A PLAN, ADD A PRODUCT, AVAILABLE PLANS, SOLD PRODUCTS, MESSAGES, UPDATE PROFILE (which is highlighted), and USER MANUAL. The main content area features a top navigation bar with a search bar, a notification bell, a flag icon, and the user's name 'Rayhan Ali Khan (Seller)'. Below this is a 'Personal Details' form with the following fields: First Name (\*), Last Name (\*), Email Address (\*), Phone Number, Password, and Re-enter Password. The form includes 'Cancel' and 'Save' buttons. Below the form are sections for 'Change Password' and 'Company Details'. The footer of the page includes the text 'CIRKLA SELLER ACCOUNT' and 'Copyright © 2022 | www.cirkla.tech. All rights reserved.'

“Update Profile” tab:

- The Seller can update and change its profile details from this page.
- Fields that contain a star (\*) are mandatory.