

SELLER REGISTRATION AND STORE CREATION PROCESS

Welcome to Nabay, your favourite Global Virtual Mall.

Your store creation process cannot be simpler than the one that Nabay provides. It's a simple two steps to create your Store on Nabay Mall:

1. Register as a Seller on Nabay (Possible only on Nabay Web Version and not on Mobile Nabay Mobile App):
 - a. Please click on the easy link 'Open Store' or choose the Seller/Store from the Register drop down provided on the Nabay header panel, or select the "Seller Registration" in the footer section of the Nabay.com landing page; alternatively If you are already an existing registered user, please log in and select 'Become a Seller' option from the left navigation panel in your 'My Accounts Section'.
 - b. Once on the Sellers Registration page, please provide the following details:
 - i. Sellers General Information:
 - First Name
 - Last Name
 - Gender
 - ii. Stores General Information:
 - Store Name
 - Business Name
 - Mobile Number
 - Country
 - State/Province/Governorate
 - City
 - Valid Identification Number:
 - ✓ In case of a registered business, please provide your Company Registration Number, Trade Licence Number, Company Identification Number or any other number that is used to register your business in your country.
 - ✓ In case of an individual, please provide your Social Security Number, Passport Number, Aadhar number, Civil ID Number or any other number that is used for your identity in your country.
 - ✓ Note: This identification number is used for verification & authentication and will not be publicly displayed on the website.
 - Verification Document - Please upload 'pdf' version of the document pertaining to the above Valid Identification Number.
 - Applicable Tax Type:
 - ✓ In case of a registered business, please select VAT Number, GST Number, Sales Tax Number or Other from the drop down in the field.
 - ✓ In case of an Individual, please select Individual from the drop down in the field.

- Relevant Tax Registration Number:
 - ✓ In case of a registered business, please provide the relevant tax registration number for the tax type selected in Applicable Tax Type field. If you have selected 'Other' option (in Applicable Tax Type) then please provide the relevant tax registration number applicable to your business.
 - ✓ In case of you have selected 'Individual' (in the Applicable Tax Type filed) then please type N/A in the Relevant Tax Registration Number field.
 - c. Having provided all the required details, you may now click on the Create Account button to create your sellers account.
 - d. AT THIS STAGE, YOU ARE NOW THE REGISTERED SELLER ON NABAY, YOUR STORE URL HAS BEEN RESERVED - BUT - YOUR STORE IS YET TO BE CREATED.
 - e. A pop-up notification, will appear confirming creation of your account and registration. The notification will also provide you two links i.e., NOW (to immediately proceed with further Store Creation process or LATER (to continue with the Store Creation process at a later stage).
2. Create your Store:
- a. Nabay requires a trigger from you to proceed with the Store Creation process.
 - b. In case, you would have selected 'NOW' in the registration conformation pop-up window (point 1.e above), the Nabay system would set the backend store processes and take you to the "Choose Your Subscription Plan' page.
 - c. In case, you would have selected 'Later' in the registration pop-up window (point 1.e above), the Nabay system would take you to your Account Dashboard. You may always come back to your Account Dashboard by simply logging into Nabay with your registered credentials. To proceed with your Store Creation process, you would have to select Manage Store > Create Store link from your Account Dashboard left panel and the Nabay system would set the backend store processes and take you to the "Choose Your Subscription Plan' page.
 - d. Choose Your Subscription Plan:
 - i. You may now evaluate the subscription plan options and select your desired plan. However, before doing that, you may just want to understand the specific plan options and what comes along with them. While a brief plan features are provided for each plan type on the Choose Your Subscription Plan page, for detailed feature list, please refer to the Sellers Guide.
 - ii. Nabay provides with multiple plan options and you reserve the right to have your Product Store or Service Store or a joint Product & Service Store. You have following options for your plan choice:
 - For Product Store, choose the Product subscription plan only.
 - For Services Store. Choose the Service Store subscription plan only.
 - For a joint Product & Service Store, you must choose at least one Product subscription plan and one Service Store subscription plan.

- iii. For Plugged In subscription plans, please refer to the Plugged In steps to plug Your Website on Nabay, either for e-commerce business or just as an informative or promotional website.
- e. Having selected your subscription plan, click on the Submit button, which would submit your store creation request to Nabay and you will be redirected to My Plan Summary page, awaiting Nabay Admin Approval.
- f. On Nabay Admin's approval, you will receive a confirmatory email on your registered mail id, confirming your Store Creation and providing you the link for your Stores Admin Panel.

CONGRATULATIONS - YOUR STORE HAS BEEN CREATED ON NABAY AND YOU MAY PROCEED WITH PERSONALISING AND LAUNCHING YOUR STORE.

STORE PERSONALISATION PROCESS

Nabay believes in Your Stores identity, individuality and branding and provides a simple process for you to manage your Stores personalization. Your Store will a unique Store on Nabay and you have the freedom to decide Your Sores look & fee, colour combinations and your Stores images or banners. Your store's personalisation simple two-step process:

1. Upload Your Store's Logo:
 - a. Once Nabay Admin approves your store and you receive the approval e-mail notification, please click on the Admin Panel link provided in the said e-mail or alternatively, login to Nabay with your registered credentials.
 - b. On your Account Dashboard, you will have a pop-up on the top section of the page, indicating the balance steps for launching your Store on Nabay.
 - c. Click on the first personalization option.
 - d. As a Step 1 of the personalization process, please upload your stores Logo. You must have a white background image of your Logo in the size range of 1MB to 4MB.
2. Select Your Store's Theme:
 - a. In this step you would be required to select a theme for your store.
 - b. As a default, Nabay Default theme would be applied to your store.
 - c. Please preview the theme options (which are available to you based on your subscription plan), select and apply your chosen theme.
 - d. With completion of this step, your Store will come alive on Nabay and your store will be represented on the Nabay Map - with your Store's Logo and tag of 'Launching Soon'.
 - e. Kindly note that the product images, banners, footer content etc. on the applied theme are just placeholders and made available to assist you with knowing the sections that you can further personalise through Content section of your Admin Panel.
 - f. A part of personalization, you can also provide and edit the text content for various footer links in your applied theme.

CONGRATULATIONS - YOUR STORE NOW HAS YOUR UNIQUE IDENTITY & BRANDING AND YOU MAY PROCEED WITH THE PROCESS TO LAUNCH YOUR STORE.

MANAGE STORE (PRODUCT & SERVICE UPLOAD) AND GO LIVE PROCESS

Nabay believes in your freedom to catalogue, choose product/service categories, provide product/service description and set various other attributes to your products/service in a manner that best suits Your Store and also in a manner to assist you with better search results. Nabay provides you with a two-step process to manage Your Store and Launch (Go Live) Your Store:

1. Manage Store:

- a. Upon completing the personalization process, on your Account Dashboard's pop-up on the top section of the page, click on the second option to Manage Your Store.
- b. Product/Service Upload:
 - i. By clicking on 'Manage Your Store', you will land in the 'Catalog' section of your Stores Admin panel, from where you would be in a position to upload your products / services.
 - ii. You must have a list of products / services that you wish to list and sell on your Store. You may choose the option to upload products / services individually or alternatively please use the pre-set mass product / service upload Nabay template (in .xls format) in the Catalog Section of your Admin Panel.
 - iii. Please ensure that you have properly categorised your products / services and used proper keywords in their description. This will help you to achieve effective capturing of your listings on Nabay Search and external Search Engines.
 - iv. Please also select an appropriate "Related To" tag for your products / services from one of the Nabay defined Related To tags. This is a unique Nabay feature to help and push priority search listings on Nabay. Just as an example, swimsuit, diving suit, fishing gear, boat, beachwear, swimming glasses, cruises etc. are all related to 'Water'. Just in case, you don't find an appropriate "Related To" tag for your product / service, kindly e-mail Nabay admin (admin@nabay.com) and your suggestion will be considered by Nabay for inclusion to the "Related To" tags list.
 - v. Please upload pictures, video links and documents for your products / services. Kindly note that Nabay does not allow upload of video files, but provides with the option of uploading your YouTube or Vimeo video links. Please peruse the pictures and document upload guidelines, provided in the Sellers Guide.
- c. Shipping Rules:
 - i. Please follow the Stores Shipping section from your Admin Panel and provide your Product Pick Up Address, update Product Shipping Rules, set Product Shipping limitations for specific destinations and define Pricing Policy (for

example, free shipping) for your products. Kindly note that Nabay aids you with order fulfilment and has tied up with Aramex as the Logistics Partner. As and when Nabay ties up with additional Logistics Partners, you or the buyer will have the option to choose a preferred shipper with the purchased product delivery. While Nabay arranged Logistics Partner is mandatory, just in case you need to have your own alternative Logistics Partner, you may set it up on your own or get in touch with Nabay admin (admin@nabay.com) and you will be advised of the process to do so.

d. Taxation Rules & Invoicing:

- i. Please follow the Tax Rules section from your Admin Panel and set up the tax rules applicable to your Store and set the invoicing process. Please ensure that the tax rules set by you, are in compliance with the tax rules of your Country / State.

e. Returns & Refund Policy:

- i. Lastly, please define a clear return and refund policy for your Store, which must abide by the Returns & Refund policy guidelines of Nabay. You may provide the option for a default standard return and refund policy for your Store or even set it up for a specific product category or specific products. While you enjoy the freedom to define and have your own return and refund policy, kindly peruse the Nabay Return and Refund policy, which covers basic situations and are mandatorily applicable to all Stores.

2. Go Live: Upon completing the Manage Store step, on your Account Dashboard's pop-up on the top section of the page, click on the third option Go Live. Just pay for your chosen subscription plan and Launch Your Store.

CONGRATULATIONS - YOUR STORE IS IN BUSINESS ON NABAY.