

BizMSM.com User Manual for Merchant

1. Merchant Account Registration:

- a) Click on *'Login'*;
- b) Select *'Register As Merchant'*;
- c) Enter all *'Username'*, *'Email Address'*, and *'Password'*;
- d) Click on *'Submit'*;
- e) The merchant will be sent an email. To confirm signing up, click on the link provided;
- f) After clicking on the link, the merchant will be switched to a login page to setup the merchant account;
- g) The merchant will be asked to enter his/her "Merchant Image", "Business Category", "Merchant Name", "Merchant Description", "Telephone", "Street Address", "City", "State/Province", "Country or Region" and "Zip Code";
- h) Click on *'Submit'*;
- i) The merchant information will be submitted to the corresponding country manager of BizMSM.com for approval; Once the merchant application is approved, the merchant will be informed of the approval via email; The merchant account registration is complete;
- j) Click on *'Profile'* and select *'Logout'* to exit the website.

2. Account Login:

Enter the *'Username'* and *'Password'* to login. When a merchant is logged in, he/she will see *'Home'*, *'Profile'*, *'Wallet'*, *'Scan'*, *'Merchandise'*, *'Vouchers'*, and *'Messages'* action buttons in its upper menu bar. In a mobile device with a narrow screen, the menu bar will be displayed as a three-bar symbol in the upper right hand corner. Click on the symbol to list the above action buttons.

- a) Click on *'Home'* to enter merchant home page displaying the merchant info and a list of merchandise. Click on *'Show Merchant on Map'* to display the location of the merchant on a map;
- b) Click on *'Profile'* to see the profile of the merchant, to change password, to update merchant's profile, to update location info, and to logout;
- c) Click on *'Wallet'* to add a new wallet of different currency, to add Pay-pal account, to top up a wallet, to withdraw and to show transactions. See point 3 for more details;
- d) Click on *'Scan'* to redeem a voucher or coupon presented to the merchant. See point 4 for more details;
- e) Click on *'Merchant'* and then *'Merchandise ...'* to manage merchandises of the merchant, or click on *'Merchant'* and then *'Vouchers ...'* to manage vouchers of the merchant. See point 5 for more details;
- f) Click on *'Messages'* to view messages from the region manager.

3. **Wallet Page:**

Every wallet of a merchant is protected by the blockchain technology. All validated transactions are permanently recorded. Even a system administrator cannot delete or alter a transaction. MSMBs and consumers can download and validate all the recorded transactions anytime offline. In this page, the consumer will see *'Add New Wallet'* and a default *'Wallet'* with the corresponding currency.

- a) Click on *'Add New Wallet'* to add a new wallet. Select the currency desired. Click on *'Submit'* to complete the operation.
- b) For each wallet, there are four possible actions:
 - i. *'Add Paypal Account'*: when this action is selected, the merchant will provide and submit to BizMSM.biz his Paypal account and the merchant will not need to re-enter the Paypal account every time he/she want to access Paypal;
 - ii. *'Top Up'*: when this action is selected, the merchant will provide and submit the top-up amount. Select the payment provider and a request is submitted to the payment provider. After the request is approved, the merchant will be informed of the top-up success;
 - iii. *'Withdraw'*: when this action is selected, the merchant will provide and submit the withdrawal amount. An email is then sent to the administrator for withdrawal approval. Once the withdrawal is approved, the merchant will be informed by the payment provider of the credit in his/her account.
 - iv. *'Show Transactions'*: when this action is selected, the merchant can display the transactions in the desired time period, can validate whether all the transactions are valid, or can download all the transactions as a blockchain for storage or offline verification later.

4. **Scan Page**

This page displays an input window waiting for a voucher. The input process can be typing in the voucher or coupon number or scanning the QR code of the voucher or coupon if the computer has a camera; To redeem a voucher or coupon, the merchant scans the voucher or coupon and confirm redemption; After the consumer has confirmed the voucher or coupon redemption, the merchant will receive a message saying that the voucher or coupon redemption is successful.

5. **Merchant Dropdown Menu**

This is a dropdown menu with actions to manage merchandise and vouchers. These actions are explained in the following:

Merchandise

- a) *'Add Merchandise'*: This action allows a merchant to add new merchandise to their shop by providing picture, price and stock in of the merchandise;
- b) *'Merchandise List'*: This action will display a list of merchandise in the shop;

Voucher

- a) *'Add Vouchers(Batch)'*: The action allows a merchant can add new discount vouchers by providing information such as valid date, issue date, value, cost of the voucher; The merchant will also specify the number of vouchers to be issue. Once the above information is submitted, a summary of the voucher is displayed; Click on 'Select the Operation' and then 'Issue' to issue the vouchers. The merchant can also update or delete the generation of vouchers;
- b) *'List Vouchers Batch'*: This action will display a list of batches of vouchers issued by the merchant;
- c) *'List All Vouchers'*: This action will display a list of different vouchers issued by the merchant;