

NABAY BES

BARTER GUIDE

Welcome to Nabay. We are proud to have your association. You are at the right place - a Barter Exchange Platform - that allows you to seamlessly Barter your products / services - in a cashless manner - following the age-old barter trading system. All you need is a product or service that you would like to barter, look for the products / services options on Nabay, go through with the bartering process and build a strong Barter Community.

Let us guide you through the process of Bartering and assist you with the utility and fun of bartering on Nabay.

You just need to take simple and smooth five Steps to successfully Barter your Products / Services:

1. Register to Nabay and Identify yourself as a Barterer.
2. Create your Profile Page.
3. Upload your Products / Services to Barter.
4. Search for Products / Services you Wish to Barter your Products / Services With.
5. Show Interest, Engage in the Barter Transaction and Conclude your Deal.

Registration

Nabay is all about best business practices. We expect everyone in Nabay community to register, whether it's a Nabay Mall store owner or Nabay Hosted store owner or a buyer or a barterer.

Nabay is available in web and mobile versions.

- Click the Register button on the top right corner of the Nabay landing page, provide your name, email-id, phone number and create your own password and you become a registered member of the Nabay family. Your email-id is your unique user name. User registration can be accomplished on both web and mobile versions. You are just a step away from being a registered Barterer. If you are ready, please follow this [LINK](#) or read on.
- Barterer registration is available on both Nabay web & mobile version.
- As a registered user, you can now choose the 'Become A Barterer' option under "My Account" section, provide a few details, understand and consent to the Terms and Conditions by selecting the checkbox. You now become a registered Barterer of the Nabay Family.

- If you were not previously a registered member of the Nabay family, no worries, you can complete the above two steps by simply following the "Become a Barterer" link provided in the header section of the Nabay landing page or you may follow this [LINK](#).
- If you are a first time visitor to Nabay and wants to select a Product / Service to receive in barter, no issues, on clicking the 'Barter Now' button, you will be automatically navigated to the registration process and then to the barter transaction.
- Alternatively, you may choose to bypass the Nabay Registration Process and simply login with your social media account login. Currently, Nabay allows social media account linked login for registered users of Google, Facebook, Instagram and Linked-In.

Type of Barter Transactions

Nabay Barter Exchange Platform - a unique interesting concept- in a cashless manner - you can barter your Products / Services with other Products / Services put up for barter by another Nabay barter member.

You can engage and conclude following barter transactions:

- Product with Product
- Product with Service
- Service with Service

Create Your Profile Page

Nabay believes in building trustworthy and transparent barter community. For assured success, please create your profile page, upload your profile picture and provide basic details so that you and other members of the Nabay Barter Community establish authenticity and credibility of each other.

Please follow the 'Create Your Profile Page' link under your 'My Account' section or simply follow this [LINK](#).

Navigation

- Barter Landing Page: Dynamically assorted list of Products / Services available for barter on Nabay.
- Products / Services Details Page: You can view the details of Products / Services of your interest by simply clicking on 'View Detail' button.

- Initiating Barter Transaction: You can initiate the barter transaction by simply clicking on 'Barter Now' button from the Products / Services details page.
- Barter Form: On clicking the 'Barter Now' button the Barter Form will open, showing your selected Product / Service and also the list of Products / Services that you have uploaded to barter.
- Submitted Request: In the Barter Form, select the Product / Service that you would like to barter with the Product / Service you have chosen. Subsequently, just click the 'Submit Request' button and Nabay would automatically share your interest with the other Nabay Barter member, whose Product / Service you have chosen in the form of a notification. Kindly note that, using the Barter Form, while showing your interest in your chosen Product / Service, if you desire more clarity, you may also ask a question or seek clarification from the other Nabay Barter member.
- Your Barter Dashboard: Through your 'My Account' section, you can manage and achieve success with your barter transactions. Through your Barter Dashboard, you can:
 - ✓ Upload your Products / Services that you wish to Barter
 - ✓ Review and manage your Products / Services list.
 - ✓ View your Submitted Requests
 - ✓ View your Received Requests
- Received Request: Once you submit a barter request, the other Nabay Barter member, would receive a Nabay notification with a link navigating to 'Received Request' page. Clicking on the 'View Detail' will take the other Nabay Barter member to your Product / Service details page, which will show the details of the Products / Services offered in barter transaction and also provide the options to either Reject or Accept or answer the query.
- Submitted Request Status: Until the other Nabay Barter member accepts your barter request, the transaction status in your 'Submitted Request' page will remain 'Pending', alternatively, on transaction acceptance by the other Nabay Barter member, the status will change to 'Accepted' and you will receive a Nabay notification stating that the barter transaction initiated by you has been successfully concluded. In case, your query has been answered by the other Nabay Barter member, you will receive a Nabay notification to the effect, which you can view and take further action.
- My Products / Services List: This would provide a complete listing of all your Products / Services that you have uploaded to barter, an option to you keep any Product / Service active (available for barter) or deactivate (not available for barter any more). From here, you can also view the history of Products / Services and which will also provide you with the details of all the transactions done in the past for that particular Product / Service.

Upload your Products / Services

Through your Barter Dashboard, you can upload your Products / Services, provide details for your Products / Services including the Name, Description, Indicative Price, Age of the Product, Location of the Product or from where the Services would be provided, Return Policy in case of a Product etc.

The Products / Services Upload section is self-explanatory and you will have absolutely no issues with your Products / Services upload.

You can also upload multiple images, multiple video links and multiple documents to support or describe your Product / Service. However, maximum number of images, video links and documents that can be uploaded have been stated herein below.

Product Upload/Edit/Delete Guidelines

- You will be provided with option to add (upload) a Product and save it as a draft on Nabay. Once you are ready with upload of your supporting images/video links/documents, you would be able to 'Publish' the Product any time later.
- Nabay charges on Product upload will become applicable once you 'Publish' the Product for barter. Only then your Product will become Active and be available on search results and for viewing by other Nabay Barter members.
- You can upload a maximum number of 6 images, 6 video links and 6 documents per Product upload.
- Your Product upload carries a unique name and an SKU code generated by Nabay. The Product Title (unique name) and the SKU code are non-editable.
- You, however, enjoy the freedom to edit Product description and other details of the Product at your discretion.
- You also enjoy the option to edit indicative price of your Product and are free to decrease or increase the indicative price as per your choice, however, this would remain subject to Nabay charges you pay for such an edit.
- In case you decide to decrease the indicative price of your Product, there will be no impact on the Nabay charges that you have already paid and there would be no refund of the differential amount.
- In case you decide to increase the indicative price of your Product, the differential amount of Nabay charge will be collected by Nabay.
- Your Product upload will carry a validity period of six (6) months only. After 6 months - the Product will be deactivated and not visible to other users.

However, you may wish to extend the validity period by another six (6) months by paying Nabay charges, once again.

- For Products with multiple quantity- the Nabay stock of your Product will be managed under one 'Product Title' and a single SKU code.
- Additionally, no refund on Nabay charges will be made, should you decide to delete the Product within the validity period from your Barter Products / Services list.

Products Image/Video/Documents Upload Guidelines

These guidelines are provided to assist you with the success of your barter transaction.

Picture/Photos/Images

- Please use current pictures/photos/images.
- It is mandatory to upload at least one picture/photo/image for the product.
- Please use only JPEG (.jpeg file extension) or PNG (.png file extension) or GIF (.gif file extension).
- The file size has to be within 2 MB and 4 MB.
- You should use only white background pictures/photos/images.
- The pictures/photos/images should not have any borders. However, your identity watermark is permissible.

Videos

- You may upload only video links from You tube or Vimeo.
- Nabay does not provide for uploading video files (MPEG, MP3, MP4, AVI, FLV etc.).

Documents

- Documents must necessarily be in PDF format.
- The file size limit for document upload is 1 MB.
- You may scan your document or convert them to PDF accordingly.
- Please do not use PDF's with Portfolio format or that have an expiration date or are password protected.

Nabay charges, as defined below, are determined on the basis of your Product indicative pricing and charged once at the time of upload with a validity of 6 months.

Service Upload/Edit/Delete Guidelines

- You will be provided with option to add (upload) a Service and save it as a draft on Nabay. Once you are ready with upload of your supporting images/video links/documents, you would be able to 'Publish' the Service any time later.
- Nabay charges on Service upload will become applicable once you 'Publish' the Service for barter. Only then your Service will become 'Active' and be available on search results and for viewing by other Nabay Barter members.
- At the basic level, by paying Nabay charge of US\$ 1.00, you can upload one image, one video link and one document. You can upload a maximum number of 10 images, 10 video links and 10 documents per service upload, by opting for the 'Full Bouquet of Uploads'.
- In case you decide to remove images/video links/documents, there will be no impact on the Nabay charges that you have already paid and there would be no refund of the differential amount.
- If you have not opted for the 'Full Bouquet of Uploads', and you decide to upload additional images/video links/documents, the differential amount of Nabay charge will be collected by Nabay.
- Your Service upload will carry a validity period of six (6) months only. After 6 months - the Service will be deactivated and not visible to other users. However, you may wish to extend the validity period by another six (6) months by paying Nabay charges, once again.
- Your Service upload carries a unique name and an SKU code generated by Nabay. The Service Title (unique name) and the SKU code are non-editable.
- You, however, enjoy the freedom to edit Service description and other details of the Service at your discretion.
- Additionally, no refund on Nabay charges will be made, should you decide to delete the Service within the validity period from your Barter Products / Services list.

Services - Image/Video/Documents Upload Guidelines

The Services Images/Video/Documents upload guidelines are similar to the ones defined above for Products.

However, Nabay charges for Services upload, as defined below are determined on the basis of number of pictures/photos/images/video links/documents that you upload.

Products and Services Upload - Prohibitions

Nabay believes in building a decent, law abiding and non-offensive online community and expects to have both minors and adults as its honoured users. Nabay has set in three basic principles for uploading and selling any Products / Services / Pictures / Photos / Images / Video Links / Advertisements and Documents on Nabay:

- Anything that is prohibited by law in your origin country or within a jurisdiction that Nabay falls, is prohibited on Nabay. This would include pornographic materials, contraband material, drugs, weapons, prostitution, banned medicinal drugs and all other items that may be banned in the jurisdiction that you or Nabay falls.
- Anything that has sexual overtone (direct or indirect) or has explicit sexual images or has sexual verbiage is prohibited on Nabay.
- Anything that has offensive overtones, related to religion or a nation or a society or a tribe or a gender or has the potential of disturbing public order is prohibited on Nabay.

Nabay reserves the right to monitor your stores, listed products, uploaded pictures/photos/images/video links for any violations.

Its Nabay's intent to keep you safe and build a healthy trustworthy online community.

Barter Private Group Functionality

Considering that many would like to engage in a barter transaction with close family and friends, Nabay has created a Private Barter Group functionality. Every barter user has the option to create a private barter group and invite members by sending them a request via e-mail through the Nabay BES invite feature.

- Initiation of the Private Barter Group:
 - ✓ Any Barter registered user can start a private Group.
 - ✓ Each private Group must have a unique Group Name.
 - ✓ The Group initiator shall have the sole right to delete the Group.
 - ✓ Members to the Group can be added through an e-mail notification.
 - ✓ The invited person becomes a member once he registers as a barter user and accepts the invite.
- Inviting a member to the Private Barter Group:
 - ✓ Any Group member can invite any person by providing the mail id of the person, through system invite functionality.
 - ✓ Every Group Member has the option to be visible to the public or only to the within the private Group.

- **Group Profile Page:** Every private Group will have its own profile page which would have to be set up by the Group Initiator. The Group profile page would detail the following information:
 - ✓ Group Initiator details.
 - ✓ Group members list and details.
 - ✓ Products/services available for Barter within the Group.
- **Group Level Privacy:**
 - ✓ Group members retains the choice to decide if their product/service (uploaded for barter) can be viewed by the public or only by the group members.
 - ✓ The above Choice can be opted universally at the time of becoming a Group member or can be opted for specific product/service as well.
 - ✓ In case, a person is a member of multiple Groups, he retains the option to decide the privacy setting for his uploaded product/service, Group wise.
 - ✓ Nabay Search is designed to honour the privacy settings by a member.
 - ✓ Additionally, the individual Profile Page of a Group member who has opted to be visible only for The Group - shall not be visible to other non-Group users.

Barter Special Interest Group Functionality

One may wish to engage in a barter transaction with people of same interests or hobbies or profession or residing in same locality or similar mindsets or any other attribute that one can imagine. Consequently, Nabay has created a Special Interest Barter Group functionality, which operates in a similar manner to a normal group functionality, with one variation. Every barter user has the option to create a special interest barter group. Name and profile of the group will be visible to the public and anyone who wishes to join your group can send you a request to join your group. You have the option to review and accept the request, resulting in your own special interest group.

Consequences of Any Violations

While we expect all our users to regulate themselves in accordance with the applicable laws and Nabay Terms & Conditions, should there be an advertent or inadvertent violation, Nabay reserves the right to:

- Notify the Nabay Barter member of the violations and ask for its immediate rectification.

- Without notice, take down the article / material / product / service / picture / photo / image / video link / document that stands in violation.
- Suspend or terminate a Nabay Barter member in case of gross or repeated violations.
- Report the violation / violator to the law enforcement agencies.
- None of the actions above will cause any direct or indirect liability of what so ever nature on Nabay and all consequences or resultant financial or other loss would be on account of the violating Nabay barter member.
- Kindly refer to the Nabay Barterers Terms & Conditions for better understanding of the consequences.

Nabay Charges - Products and Services Upload for Bartering

Products:

- Nabay Charges for Product upload (for barter) is based on the indicative price of the Product that you provide.
- Minimum charges are US\$ 1.0 and maximum charges can go up to US\$ 5.0.
- The charging policy is based on slab rate basis, linked to the indicative price of the Product. The table below provides the slab rates:

Indicative Product Price (US\$)	Nabay Charge (US\$)
1 to 100	1
101 to 200	2
201 to 300	3
301 to 400	4
401 to 20,000	5
>20,000	1%

- Nabay Charge would become applicable and your credit card will be charged for the respective amount only when you 'Publish' the Product for Barter.

Services:

- Nabay Charges for Service upload (for barter) is based on the number of supporting images / video links / documents that you upload in support for a specific Service.
- Minimum charges are US\$ 1.0 and maximum charges can go up to US\$ 5.0.
- There is a basic flat charge of US\$ 1.0 for a Service upload, allowing you to upload a image, a video link and a document,
- For uploading any additional image or a video link or a document, you will be charged at a rate of US\$ 0.50 for every additional image/video link/document. Just as an example, a Service upload with a total of 5

supporting images/video links/documents will bear US\$ 2.00 charge and a Service upload with a total of 10 supporting images/video links/documents will bear a US\$ 4.50 charge.

- However, if you choose a full bouquet charge of US\$ 5.00, you will enjoy the option of uploading a maximum of 10 images, 10 video links and 10 documents, for a particular Service.
- Nabay Charge would become applicable and your credit card will be charged for the respective amount only when you 'Publish' the Service for Barter.

Disclaimer:

- The above charges are indicative and will become applicable as and when Nabay decides to implement the charging. However, to begin with, users will have the option to upload their products/service for free. The validity period of the products would continue to be as stated above.

Barter Transaction Fulfilment

For barter transaction, Nabay does not provide for any logistics or delivery support, primarily because of the practical and logical limitations.

Once your barter transaction deal is done, you have the option to communicate with your deal partner and arrange for delivery of the exchanged products as per your mutual convenience.

You may always decide to meet up, check the product condition and conclude your barter transaction.

Should you anyway mutually decide to use a shipper for your product deliveries, you have the option to use an appropriate agency or get in touch with Aramex office in your city for necessary assistance.

All delivery expenses would necessarily be borne by you.

General Conditions

All barter transactions initiated and concluded on Nabay, are strictly done as per the Barter Terms & Conditions, which you have read, understood and consented while becoming a Barter Registered member of Nabay.

Nabay Support

While the Nabay Barterers Guide would assist you while bartering, should you need any further assistance, please feel free to drop in a mail to Nabay Support at care@nabay.com or chat with a Nabay Agent through the chat window.

Nabay endeavours to provide you with assistance and timely support on any issues that you face.

HAPPY BARTERING - HAPPY NABAYING