

BONSAI  SUISEKI
MARKET
Vendi e acquista in sicurezza

USER GUIDE

REVISION
December 2022

A PROJECT
geniodelweb.it



WHY 'BONSAI SUISEKI MARKET'



Because we think that a niche market like Bonsai, Suiseki and related accessories needs a serious, multilingual, reliable and quality marketplace.

Where buyers and sellers can operate efficiently and safely.

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WHO IS 'BONSAI SUISEKI MARKET' AIMED AT?



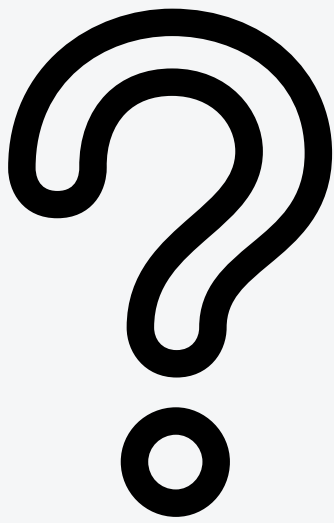
Bonsai Suiseki Market is aimed at all Bonsai and Suiseki enthusiasts, amateurs and professionals. from Italy or from other countries.

Here you will find the ideal tool for exchanging, searching, buying and selling plants, stones and accessories.

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DO I HAVE TO REGISTER?



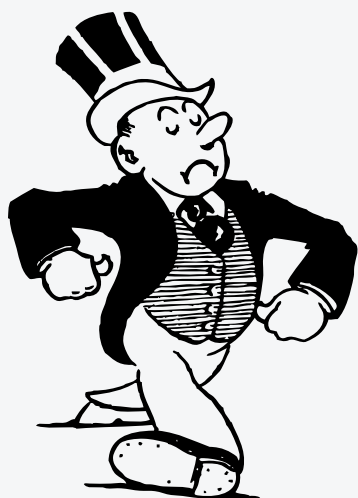
If you want to get in touch with advertisers you need to register, if you only want to view advertisements registration is not necessary.

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I AM A PROFESSIONAL IN THE SECTOR

A nurseryman, an importer,
a school owner, an
instructor, as long as you
have a VAT number



For professionals we have a specific section of Bonsai Suiseki Market. Here you can offer material that is only intended for and visible to other professionals.

Of course you can continue to publish advertisements for private customers.

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**I'M A
PROFESSIONAL
AND ALREADY
HAVE AN E-
COMMERCE**



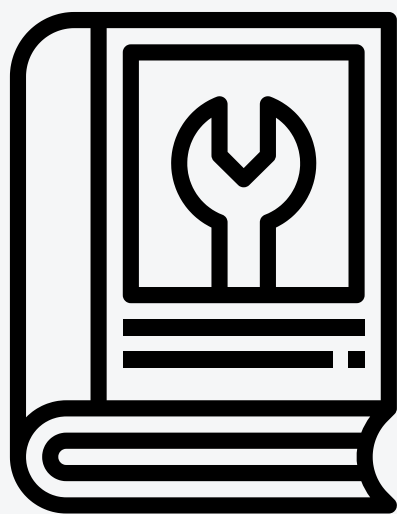
Perfect, in the ad you can include a direct **link** to your product, so you can increase your organic visibility.

And if your e-commerce no longer satisfies you... you can always talk to us about it

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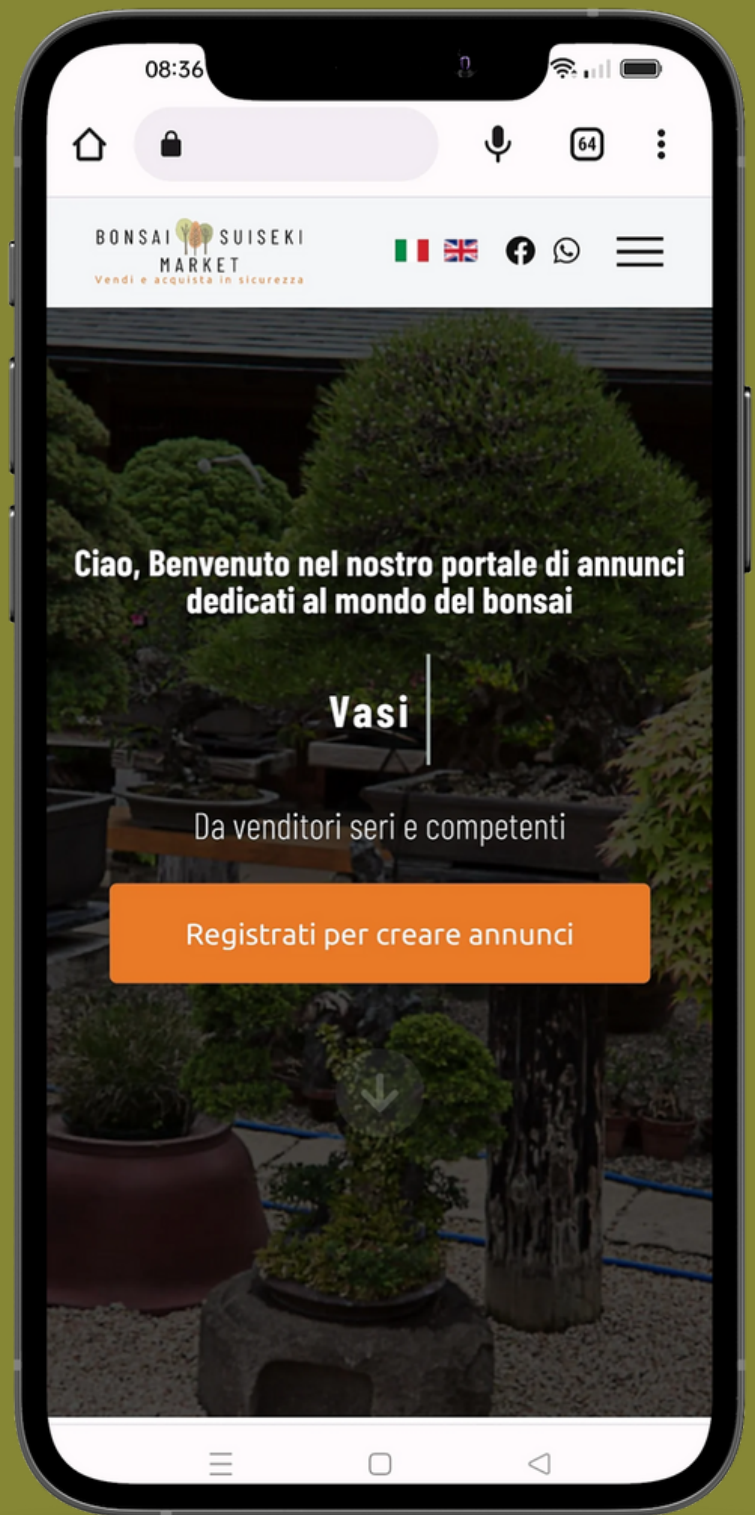
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MENU



On the website, or on the phone, click on the symbol you see above to open the side menu



REGISTRATION

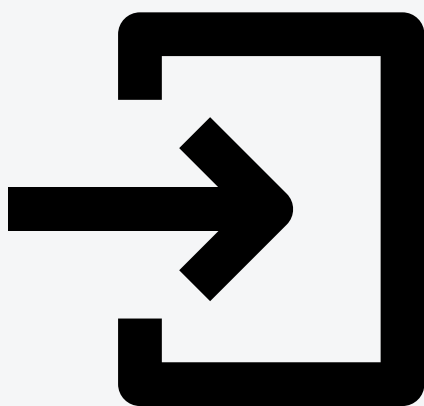


Select '**Register**' from the side menu

You will be asked for your **name**, a **username**, an **email** address, important, it must be active and working, on that you will receive all enquiries from your contacts. A **password** and the preferred language (IT or EN) you will use for the advertisements.

Upon receipt of your request, an administrator will verify and activate your account.

SITE ACCESS



Once registration is complete, from the side menu select '**Login**'.

You will be asked for your previously created username and password.

If you have forgotten your credentials, you can ask for them to be restored; you will receive an email from the system with the necessary information.

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NOW LET US KNOW



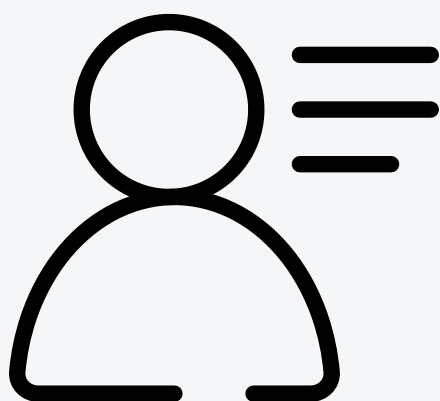
Would you buy a valuable object from a stranger?

A clear and well-filled profile is an indicator of seriousness and security for buyers. Take five minutes of your time to let others know who you are.

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EDIT PROFILE



Select '**Edit Profile**' from the side menu

You will be asked for some information, you can upload an avatar that represents you, your location (also indicative if you prefer), your payment method, a short biography, your website if you have one, and if private your tax code. If you have a VAT number, enter it together with your Pec and/or SDI code.

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EDIT PROFILE



Select 'Edit Profile' from the side menu.

You can also upload your terms and conditions in the description, so that every buyer can be informed of your terms and conditions.

As staff, we will positively assess the presence of this information

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WHY WE ASK FOR YOUR DATE OF BIRTH AND YOUR TAX ID OR VAT ID



We ask for this information to verify that you are of legal age and because by law, if you purchase our services, we must send you an invoice for what you have purchased.

Remember to enter your SDI code if you are a professional and if you use electronic invoicing (only for italian people).

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WISH LIST



Have you seen a particularly interesting ad and want to put it on your wish list?

It is very simple, just select the star you see in the ad. To call it up later on, click the 'Wish List' item in the menu.

If you are no longer interested, deselect the star.

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PREFERRED VENDORS



You are interested in viewing the listings of a specific group of **sellers**, put them in your 'favourites' list.

It's easy, in the search options display 'Sellers' and put a star on the sellers you want to follow. To view their listings, click on '**Favourite Sellers**' in the menu and only the listings of those sellers will appear.

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HOW TO PLACE AN AD - 1



From the right-hand menu choose 'Insert Ad'.

Depending on the category of the ad you will be asked for some detailed information regarding the material and preferred shipping costs / delivery methods.

You will be able to select the type of ad (sell, swap, search, gift) you wish to place and the duration of the publication (up to 10 days is free).

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HOW TO PLACE AN AD - 2



Then enter a short and extended description of the product you want to place, put your contact details, if you have a video you can put the link.

Then put the price and specify whether it is negotiable. If you do not want to display the price, do not put it and put "Yes" on "**Confidential negotiation**".

If you want to make an auction, select 'Yes' in the Active Bidding field.

HOW TO PLACE AN AD - 3

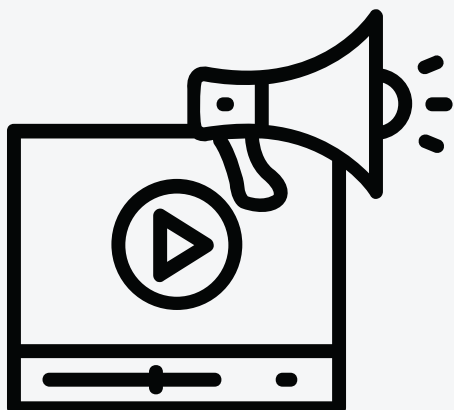
You have interesting material, create an **Auction** to sell to the highest bidder!



In the case of an auction you will be asked for the starting price, the minimum price (reserve), and the minimum and maximum increment values of the auction bids.

Then enter product images (max. 6, max. size 2mb each). for plants we recommend one photo on each side, one photo from above and one photo from below.

ADVERTISEMENT PROMOTION



At your discretion, you may **highlight** your ad by selecting one or more of the available paid options.

First (on top)
Bold
Border
Background
Special

Confirm acceptance of the terms and conditions and '**Save**'.

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WHAT HAPPENS AFTER AN ADVERTISEMENT IS SENT?



After submission the advertisement will be analysed by an administrator, if it is complete it will be made public, if there are errors and/or changes are needed you will be notified where to take action.

In particular cases, the administrator, at his sole discretion, may NOT publish the ad if it does not comply with our Terms and Conditions.

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MY ADS



From the right-hand menu choose 'My Ads'. You will see a list of all your ads placed, with expiry dates, number of views received, and status. Also from this panel you will be able to make changes and renew adverts, and for each ad display the payments made for promotions. You can also delete or block your advertisements

AUCTION



From the right-hand menu choose '**Auctions**'.

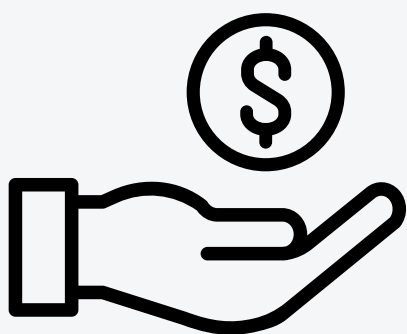
You will see all open auctions and can make your bid.

At the end of the auction, if you have participated, the system will notify you if you have won the auction.

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PRICES



From the right-hand menu choose '**Prices**'.

You will see the price list for our services, all adverts are **free** for a duration of **10 days**.

If you wish to extend the duration of an advertisement you can choose from the various options available, up to a maximum extension of 90 days.

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POINTS



Do you publish a **lot** of advertisements and always want to be on the front page?

Buy one of our points packages, with just a **few €** you will have plenty of points to promote all your offers.

Point packages can only be purchased with a credit card.

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BALANCE OF AVAILABLE POINTS



If you have purchased one of our points packages you can see your remaining points and view a statement of points spent

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SEARCHING FOR AN AD



In the menu on the right you have several choices to make your searches, you can search immediately by category, or do a more detailed search, specifying the word you are interested in and possibly including the region and category.

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BLOG



We provide our blog with lots of articles written by professionals and amateurs.

Would you like to write too?

No need to be a master, document your bonsai experiences well with text and pictures and contact us, for each article you will receive free points.

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DO YOU WANT TO ADVERTISE ON BONSAI SUISEKI MARKET?



We provide customised spaces in which to place your specific advertisement.

Try it!

You will address your message to a targeted and knowledgeable audience, at prices everyone can afford.

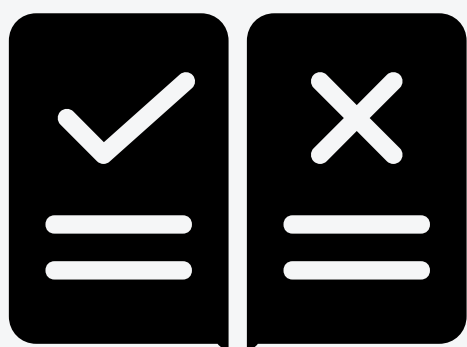
To find out more write to

promo@bonsaisuisekimarket.it

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RULES



Read the Terms and Conditions of Service.

We want to offer a quality service. All advertisements will be checked by the staff, who may request changes from the author if they do not meet our standards.

Ads must be congruent with the publication category

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PRIVACY



Bonsai Suiseki Market is very attentive to privacy and data protection issues.

We only use data in order to be able to provide our service correctly.

Receipt of any information e-mails is subject to your explicit acceptance.

We offer display advertising or advertising from industry players. We do not use user profiling services. Full details on our privacy and cookie policy.

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**DOUBTS AND
QUESTIONS?
CONTACT US.**



info@bonsaisuisekimarket.it

Whatsapp +39 3478208150

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