



iAbrasive.com

User Service Manual

For My iAbrasive

Content

Chapter 1: My iAbrasive	4
At a glance	4
Chapter 2: Messages & Contacts	5
Messages	5
At a glance.....	5
Sending and receiving messages.....	6
Managing messages.....	8
Folders.....	9
Contacts.....	11
At a glance.....	11
Adding and managing contacts	11
Chapter 3: Company Profile	13
At a glance.....	13
Editing basic information	13
Editing trade information.....	15
Chapter 4: Selling.....	16
At a glance.....	16
Posting a product.....	17
Managing products	18
Tips for posting and editing products	19
Chapter 5: Buying.....	21
At a glance.....	21
Posting a buying request.....	22
Managing buying requests	22
Tips for posting and editing buying requests.....	22
Joining into buyers DB.....	24
Chapter 6: Account Setting.....	25
At a glance.....	25
Editing personal info	25
Changing email address.....	26

Changing password	27
Configuring security question	27
Chapter 7: Feedback	29
At a glance	29
Submitting a new feedback	30
Replying and receiving messages.....	30
Closed.....	31

Chapter 1: My iAbrasive

1

At a glance

NOTE: Only logged-in users have permission to all services illustrated in this manual. So, please make sure you have already signed in to My iAbrasive.

Welcome Coraddreoni! Sign Out Messages(4) | Help

iAbrasive beta
International Abrasives Trade

User Service Manual

My iAbrasive Messages & Contacts Selling Company Profile Account Setting Feedback Click for Buyer Version

Free Member
Coraddreoni Shanmffneid
My Store
Abrasive TEEEDdr
Edit My Profile
Edit Company Profile
Last Signed In:
IP: 192.168.1.53
2013-02-01 00:41:04

Shortcuts
→ Check New Message
→ Post New Product
→ Manage Products
→ My Feedback
Submit Feedback

Notice: iAbrasive is currently for beta testing (beta.iabrasive.com). If you find any problems, we appreciate your feedback.

More Products, More Visibility!
You have posted 5 products. You can post up to 100 products.
Post Your Products as an Expert!
Post Product Now

My iAbrasive Overview

Message	Product	Feedback
Unread messages	Products need to edit	Unread feedbacks
Total 19 messages Send new	Total 5 products Post new	Total 8 feedbacks Submit new

iAbrasive News
· Brief Introduction to iAbrasive...
· Main Features of iAbrasive.com
· iAbrasive.com Logo is Confir...
· International Abrasives Trade...
· iAbrasive Refine Search & G...

Customer Services
+86-371-86167220
support@iabrasive.com
support@iabrasive.com
support@iabrasive.com
support@iabrasive.com

Online Store Admin: My iAbrasive is your personal communication and trade management tool on iAbrasive.com.

Supplier/Buyer Version: My iAbrasive is separated for suppliers and buyers. You can switch versions on the right hand side of the navigation bar.

To-do List: Check "My iAbrasive Overview" regularly to complete your to-do list.

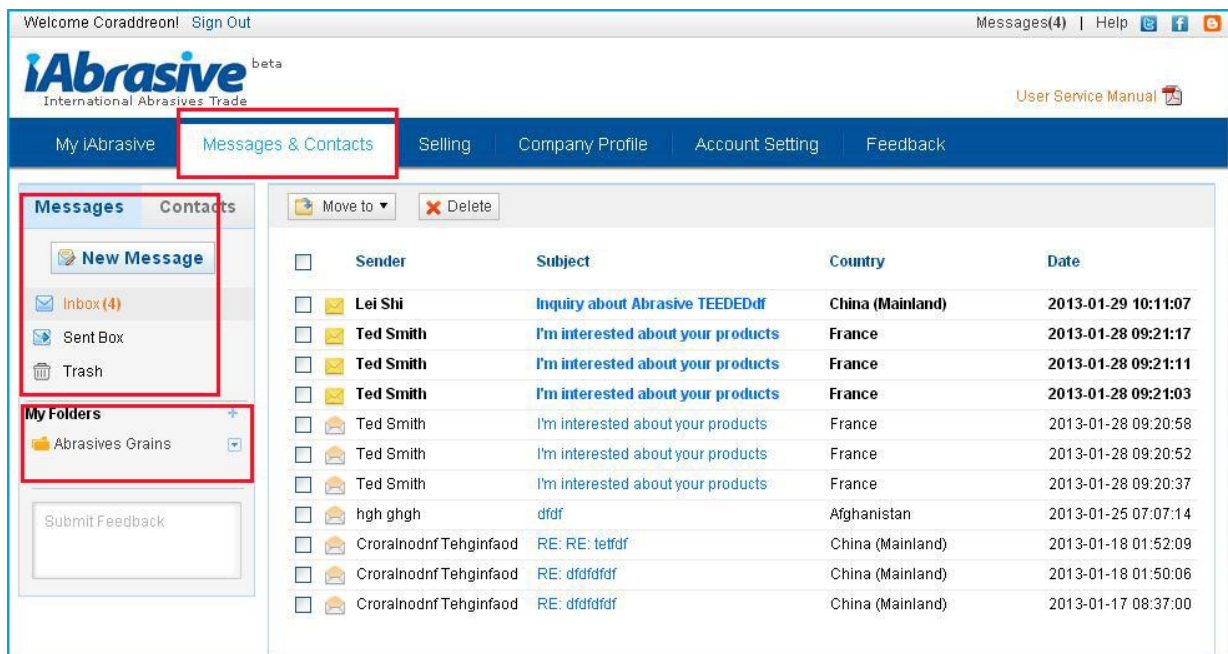
Chapter 2: Messages & Contacts

2

"Messages & Contacts" is your communication management center where you can check and manage inquiries and contacts that you corresponded with other iAbrasive.com members.

Messages

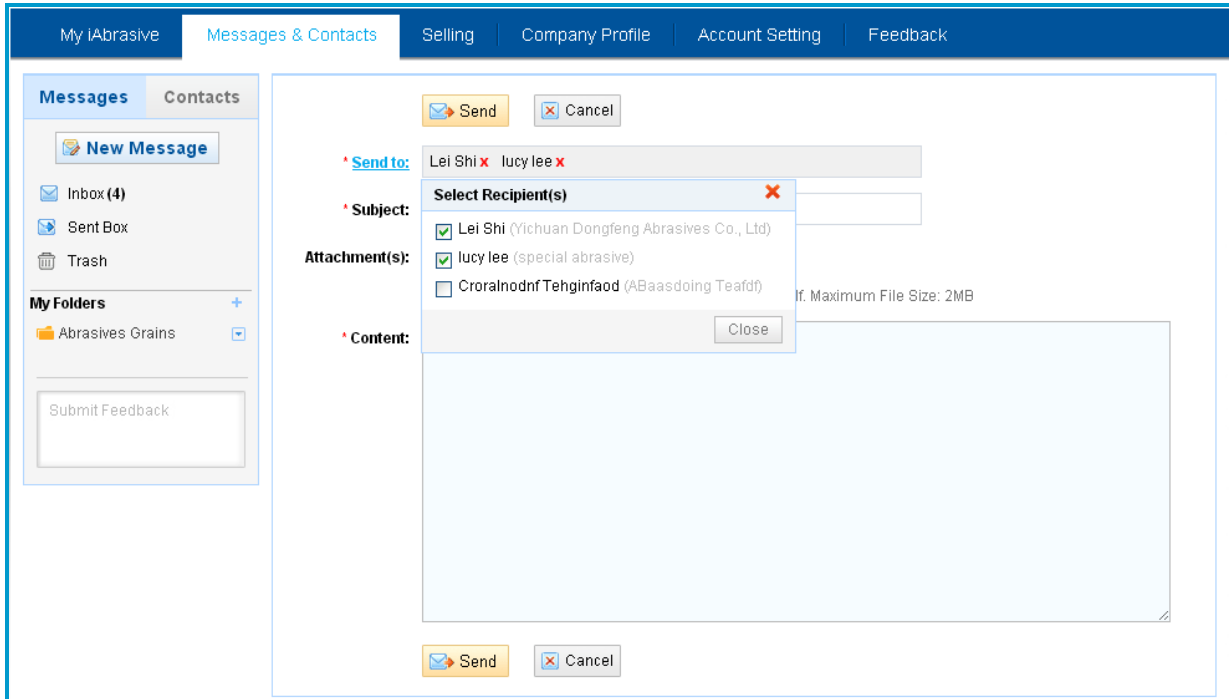
At a glance



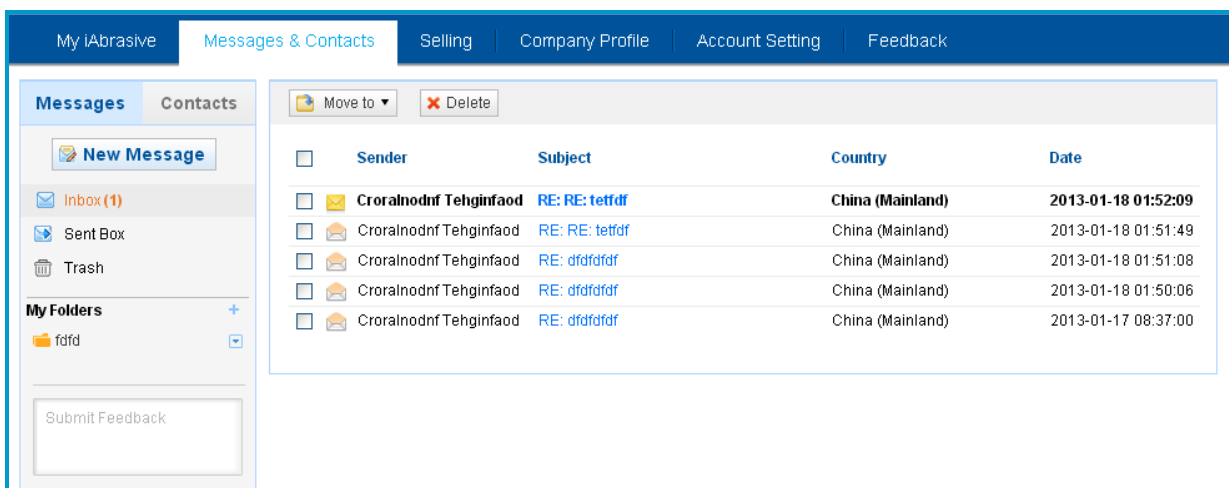
Messages center allows you to check and manage all of your recent or past conversation with inquiries details.

Sending and receiving messages

Send a new message: Click "New Message", click "Send to" to select recipient(s) from contact list, enter subject and content or attach files, then send successfully.

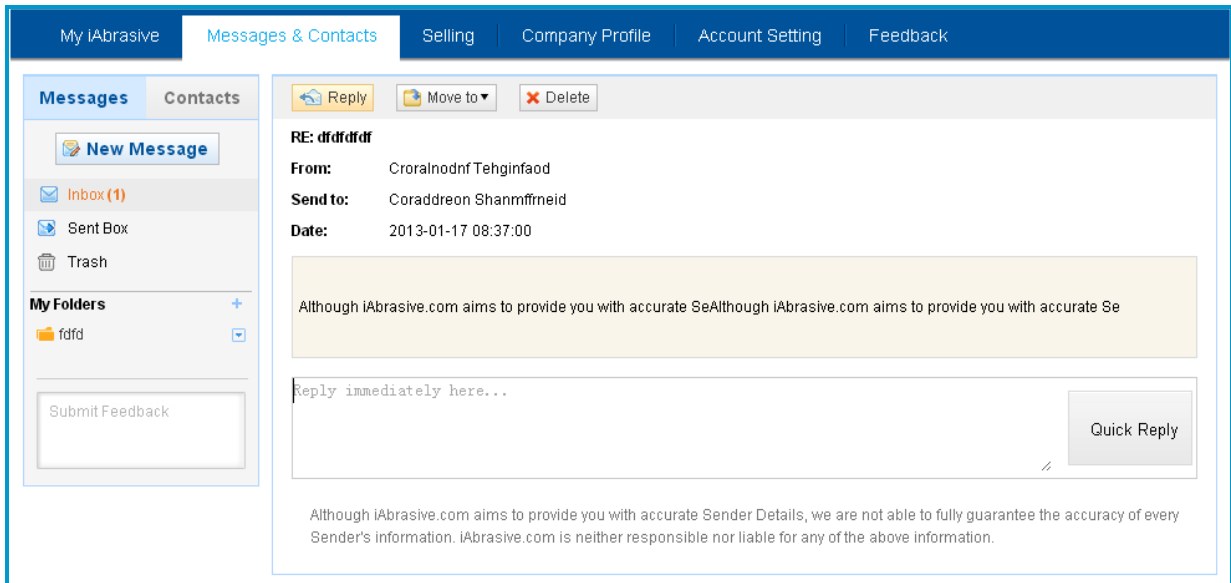


Read new message: If there are new unread messages in Inbox, it will show in following ways.

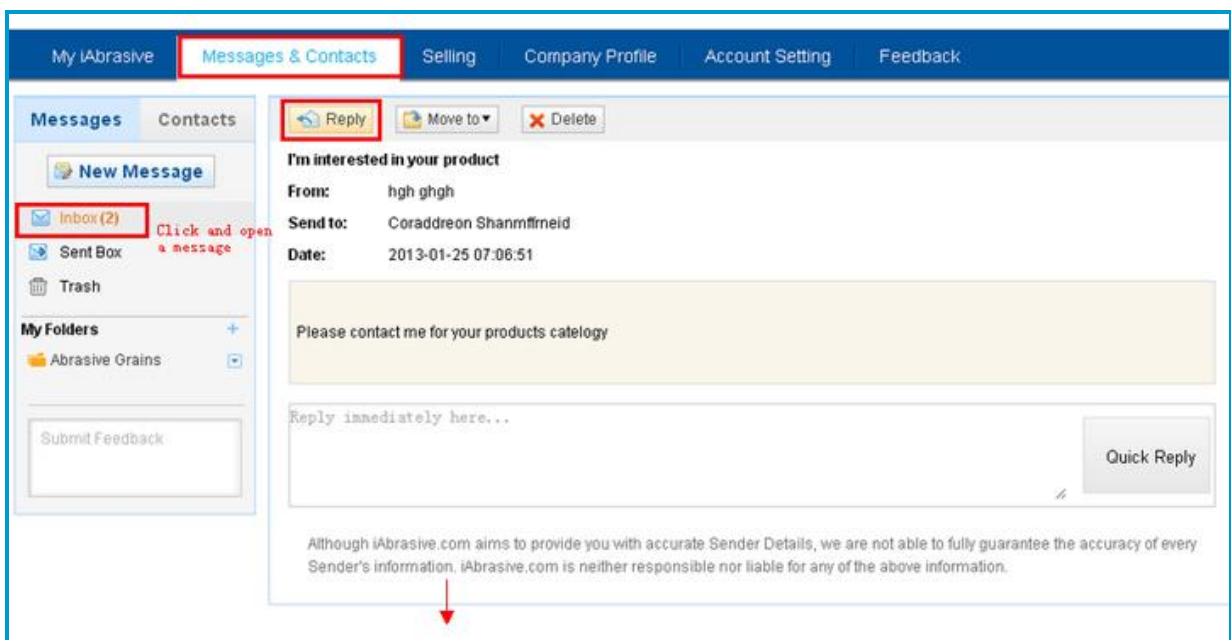


The number, eg.1, means 1 unread new message; It will show in bold in message listing. Click subject to read.

Quick reply: In "Inbox", click message subject to read, then enter response and click "Quick Reply" to send successfully.



Reply with attachments: In "Inbox", click message subject to read, click "Reply", enter subject, content and attach files, then send successfully.



Send to: Croralnodnf Tehginfaod

Subject: RE: RE: dfdfdfdf

Attachment(s): **SELECT FILES**

File Format: Jpg, Jpeg, Png, Gif, Doc, Docx, Xls, Xlsx, Pdf. Maximum File Size: 2MB

Content:

Enter content

Send **Cancel**

Managing messages

Move message(s) from inbox into other folder: In Inbox message listing, select message(s), then click "Move to" to remove items to other folder.

NOTE: To move messages, please make sure you have already added new folder.

My iAbrasive **Messages & Contacts** Selling Company Profile Account Setting Feedback

Messages Contacts

New Message

Inbox (3)

Sent Box

Trash

My Folders

Abrasives Grains

Submit Feedback

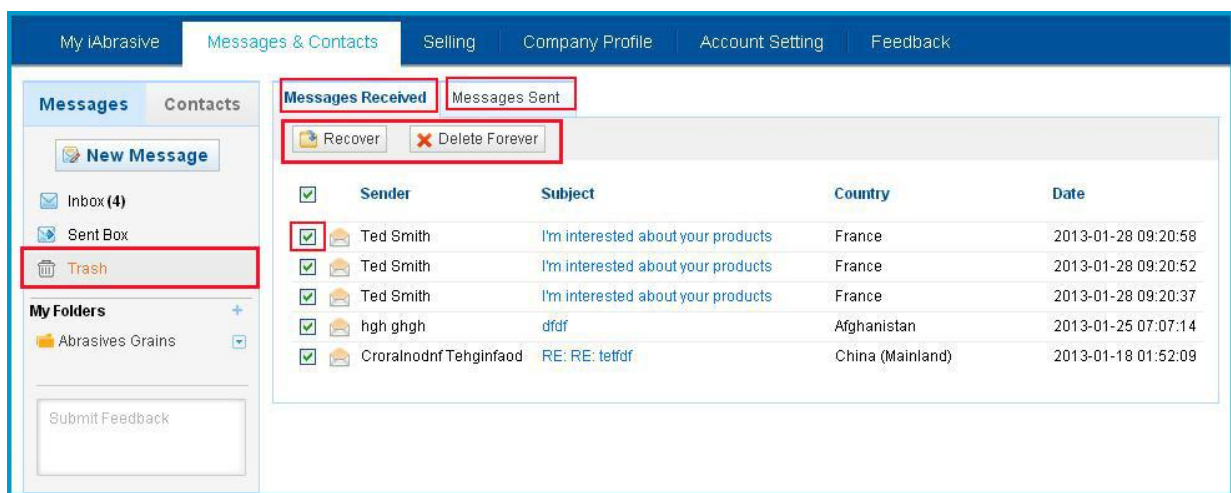
Move to **Delete**

		Subject	Country	Date
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:21:17
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:21:11
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:21:03
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:20:58
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:20:52
<input checked="" type="checkbox"/>	Ted Smith	I'm interested about your products	France	2013-01-28 09:20:37
<input checked="" type="checkbox"/>	hgh ghgh	dfdf	Afghanistan	2013-01-25 07:07:14
<input checked="" type="checkbox"/>	Croralnodnf Tehginfaod	RE: RE: tetfdf	China (Mainland)	2013-01-18 01:52:09
<input checked="" type="checkbox"/>	Croralnodnf Tehginfaod	RE: dfdfdfdf	China (Mainland)	2013-01-18 01:50:06
<input checked="" type="checkbox"/>	Croralnodnf Tehginfaod	RE: dfdfdfdf	China (Mainland)	2013-01-17 08:37:00

Delete message(s): In message listing, select message(s), then click "Delete". Deleted messages will be listed in Trash folder under Messages Received/ Messages Sent.

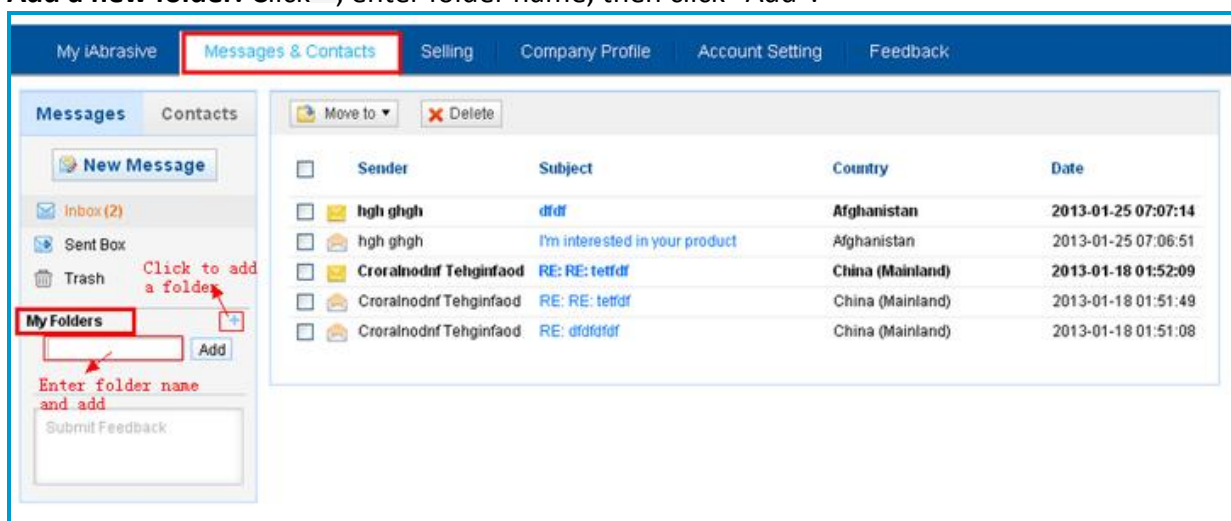
Recover message(s) from Trash: In Trash, select items, then click "Recover" to move deleted messages back to their original place.

Delete forever from Trash: In Trash, select items, then click "Delete Forever" to delete messages permanently.

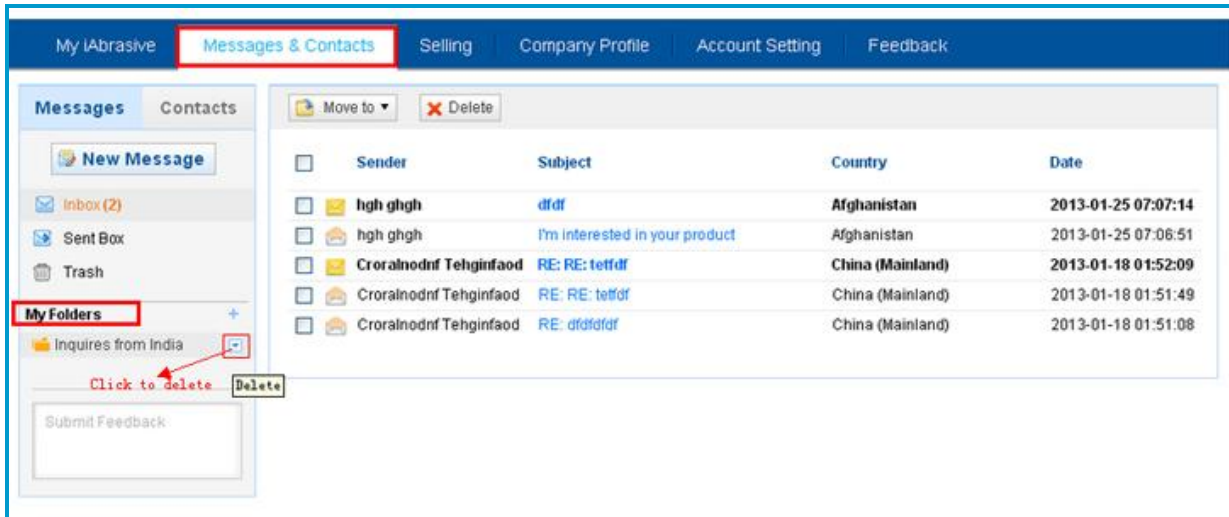


Folders

Add a new folder: Click **+**, enter folder name, then click "Add".



Delete a folder: Click **⌵** to delete directly.

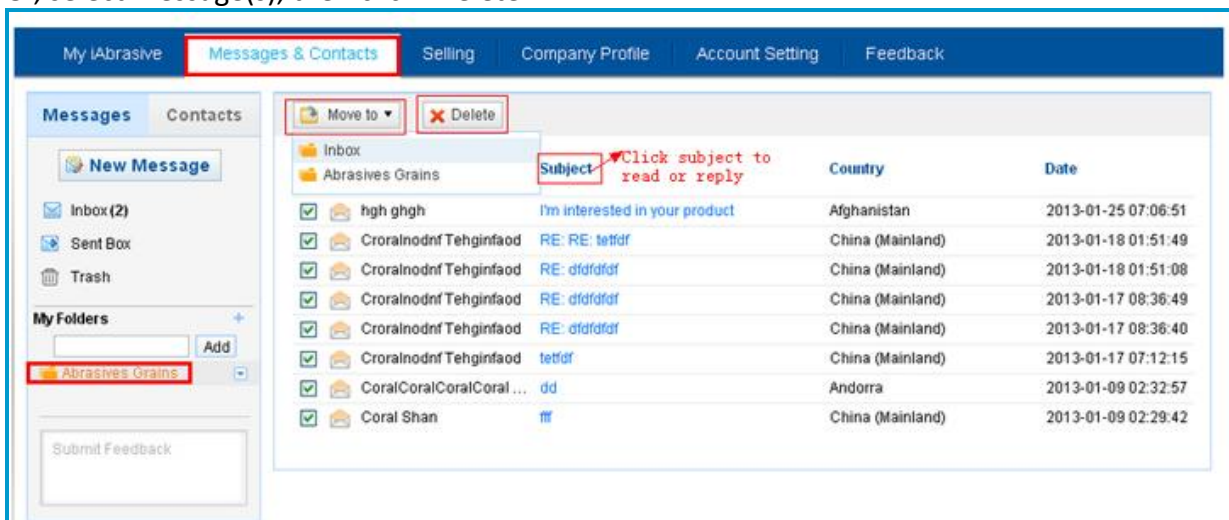


Manage messages in a folder: Click folder name to check messages under it, you can:

Click message subject to read or reply;

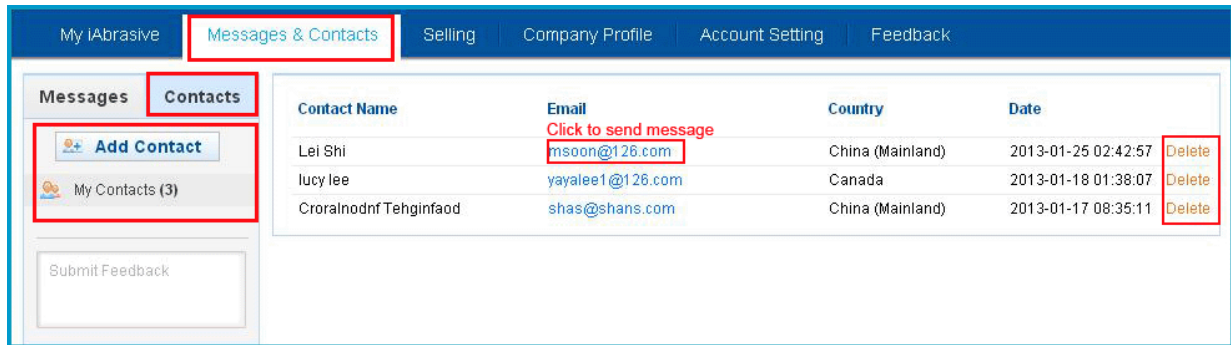
Select message(s), then click "Move to" to remove items to other folder;

Or, select message(s), then click "Delete".



Contacts

At a glance

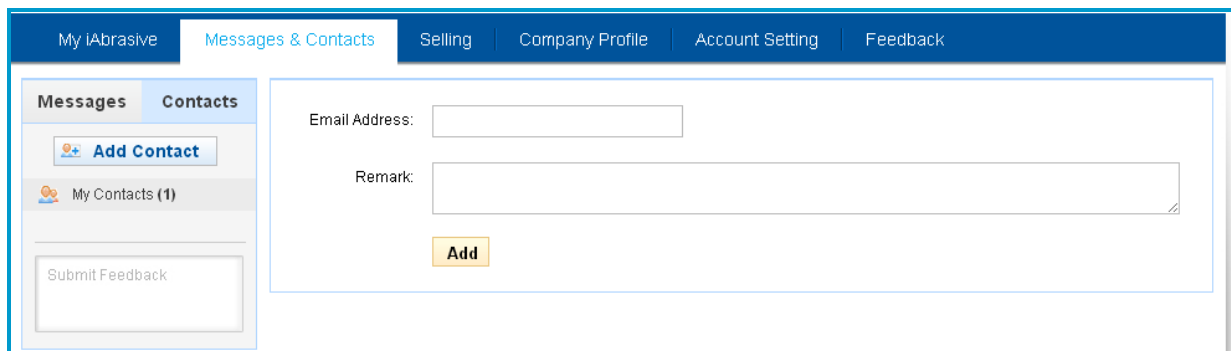


"My Contacts" is your personal list of members you have corresponded with through iAbrasive.com. You can add iAbrasive.com members into your contact list, and send message to them directly.

Adding and managing contacts

Add someone to your contacts: In "Contacts" section, click "Add Contact", then enter email address or remark to add successfully.

NOTE: you can only add iAbrasive.com members.



Send a message to someone: In "Contacts" section, click "My Contacts", click his email, enter subject and content or attach files, then send successfully.

My IAbasive **Messages & Contacts** Selling Company Profile Account Setting Feedback

Messages **Contacts**

[Add Contact](#)

My Contacts (3)

[Submit Feedback](#)

Contact Name	Email	Country	Date	
Lei Shi	msoon@126.com	China (Mainland)	2013-01-25 02:42:57	Delete
lucy lee	yayalee1@126.com	Canada	2013-01-18 01:38:07	Delete
Croralnodnf Tehginfaod	shas@shans.com	China (Mainland)	2013-01-17 08:35:11	Delete

Click to Send Message Now

Send Message Now

Send Cancel

*** Send to:** Lei Shi x

*** Subject:**

Attachment(s): [SELECT FILES](#)

File Format: Jpg, Jpeg, Png, Gif, Doc, Docx, Xls, Xlsx, Pdf. Maximum File Size: 2MB

*** Content:**

Send Cancel

Delete a contact: In "Contacts" section, click "My Contacts", find the one you want to remove, then click "Delete".

My IAbasive **Messages & Contacts** Selling Company Profile Account Setting Feedback

Messages **Contacts**

[Add Contact](#)

My Contacts (3)

[Submit Feedback](#)

Contact Name	Email	Country	Date	
Lei Shi	msoon@126.com	China (Mainland)	2013-01-25 02:42:57	Delete
lucy lee	yayalee1@126.com	Canada	2013-01-18 01:38:07	Delete
Croralnodnf Tehginfaod	shas@shans.com	China (Mainland)	2013-01-17 08:35:11	Delete

Chapter 3: Company Profile

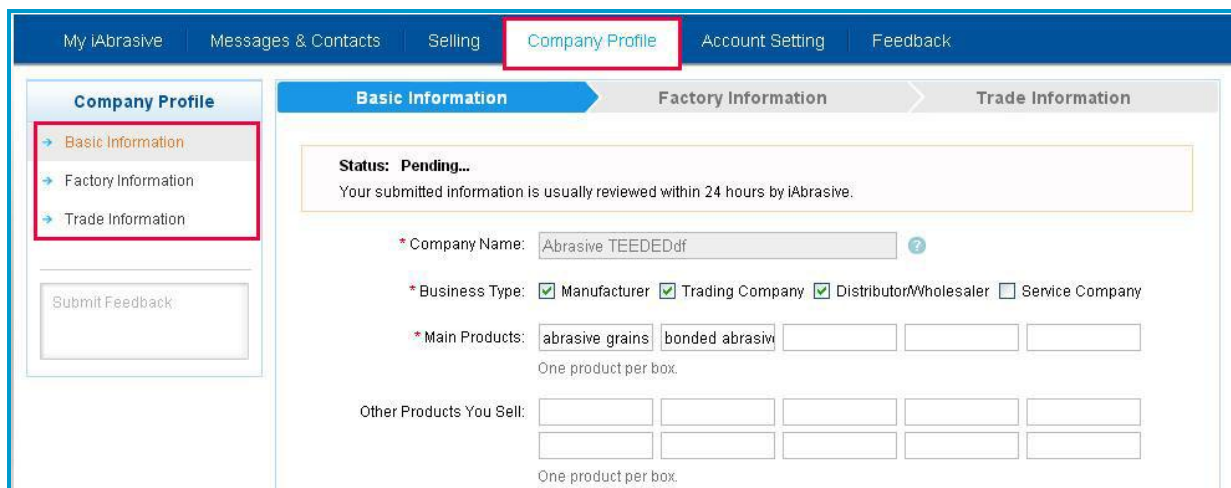
3

"Company Profile" is for Suppliers editing and completing their company detailed information such as introduction, factory and trade information, etc.

NOTE:

- 1. "Company Profile" is for Supplier version only.
- 2. Posted Company Profile will not be displayed online if your email address is unverified. So, please don't forget to confirm your email address.
- 3. To be a Supplier, or to post products, the Basic Information of Company Profile is required. It helps to make Suppliers' trade info more reliable.

At a glance



Editing basic information

Detailed basic information is very important for buyers to get a better first impression of your company.

Company Name: Please ensure that your Company Name is genuine and complete.

* Company Name: ?

Business Type: Select one or more business types based on your main business model, or select "other" if your business type is not listed.

* Business Type: Manufacturer Trading Company Distributor/Wholesaler Service Company

Company Logo: Please upload your Company Logo, which will be displayed beside your company name on your online store website.

File Format: Jpg, Jpeg, Png, Gif, Doc, Docx, Xls, Xlsx, Pdf. Maximum File Size: 2MB.

Company Logo: 

File Format: Jpg, Jpeg, Png or Gif. Maximum File Size: 2MB

Detailed Company Introduction: Include additional company information such as your company history, achievements, investors, main customers, equipment and technology, product brands and product quality. This information will give your potential customers more reasons to trust you. Please do not enter HTML text here.

* Detailed Company Introduction:

Operational Address/ Contact Address: Please pay attention to the two addresses. If they are same, simply click "Same as Operational Address".

Operational Address: * Address:
Street:
* City:
* Country:
Zip/Post Code:

Contact Address: Address: Same as Operational Address
Street:
City:
Country:
Zip/Post Code:

Tel: 93 -
Fax: 93 -
Mobile: 93

NOTE:

Before clicking 'Submit', please check your info that you provided. After submitting, Company Name and Country are not available to change any further once approved. If you have any problems, please feedback to us.

Editing factory information

Complete factory information helps buyers understand your capabilities faster.

The screenshot shows the 'Company Profile' page with the 'Factory Information' tab selected. The 'Submit' button is highlighted with a red dashed box. The form includes the following fields:

- Do You Own/Cooperate With a Factory? Yes No
- Factory Location: Same as Operational Address
- Factory Size:
- Contract Manufacturing: OEM Service Offered Design Service Offered Buyer Label Offered
- No. of QC Staff:
- No. of R&D Staff:
- No. of Production Lines:
- Annual Output Value:

Buttons: [Skip this step](#)

Editing trade information

Complete trade information helps buyers make better sourcing decisions.

The screenshot shows the 'Company Profile' page with the 'Trade Information' tab selected. The 'Trade Information' tab is highlighted with a red box. The form includes the following fields:

- Total Annual Sales Volume:
- Export Percentage:
- No. of Staff in Trade Dept:
- Main Markets: North America South America Eastern Europe
 Southeast Asia Africa Oceania
 Mid East Eastern Asia Western Europe
 Central America Northern Europe Southern Europe
 South Asia Domestic Market
- Industries Focused: Abrasives Abrasive Products Aerospace
 Automotive Aviation Consumer Goods
 Construction Chemical Defence
 Electronics Environment & Recycling Fabrication
 Foundry Healthcare Iron & Steel

Chapter 4: Selling

4

"Selling" is where Suppliers can post and manage products. Approved products will be listed in iAbrasive.com product listings, as well as on members' own online store. It shows to potential buyers what products the supplier is selling. Product Listings have no expiry date and can be viewed online 24 hours a day, 7 days a week all year round.



More Products, More Visibility, More Inquiries!

NOTE:

- 1. "Selling" is for Supplier version only.
- 2. Posted products will not be displayed online if registered email address is unverified or Company Profile is not approved.
- 3. To post products, please make sure the Basic Information of Company Profile has been completed. It helps to make Suppliers' trade info more reliable.

At a glance

The screenshot shows the 'Selling' section of the iAbrasive.com interface. The top navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Selling' (highlighted), 'Company Profile', 'Account Setting', and 'Feedback'. On the left, the 'Selling' sidebar contains 'Post New Product' and 'Manage Products' (highlighted), along with a 'Submit Feedback' button. The main area is titled 'Manage Products' and includes a note: 'Approved products can be managed as displayed or not displayed status according to your needs.' Below this, there are filters for 'All (5)', 'Approved (2)', 'Rejected (1)', and 'Pending (2)'. A 'Delete' button and a 'Change Display Status' dropdown are visible. The product list has the following columns: checkboxes, Product Name & Category, Display, Date, and Action. Two products are listed: 'Brown Fused Alumina' and 'Abrasives', both with a 'Yes' display status and a date of 'Jan 29, 2013'. The action menu for each product includes 'Edit', 'Delete', and 'Post a Similar Product'.

	Product Name & Category	Display	Date	Action
<input type="checkbox"/>	 Brown Fused Alumina Category: Brown Fused Alumina	Yes ▼	Jan 29, 2013	Edit Delete Post a Similar Product
<input type="checkbox"/>	 Abrasives Category: Brown Fused Alumina	Yes ▼	Jan 29, 2013	Edit Delete Post a Similar Product

Posting a product

Post a new product: Click "Post New Product", select category and click "Next", then complete the form and click "Post Product".

The screenshot illustrates the process of posting a new product on the iAbrasive website. It is divided into three main sections:

- Category Selection:** The user navigates to the "Selling" section and clicks "Post New Product". They then select a category path: "Abrasive Materials" >> "Aluminum Oxide" >> "Brown Fused Alumina". A "Next" button is highlighted.
- Product Basics Form:** The user is taken to a form where they enter product details. The form includes fields for "Product Name", "Product Keyword" (with a note "One Keyword Only - e.g. 'Grinding Wheels'"), "More Keywords" (with a note "One Keyword per box"), and "Product Photo" (with a "SELECT FILES" button and supported formats: Jpg, Jpeg, Png or Gif, Max. 5 photos, per 2MB). A "Post Product" button is highlighted.
- Success Message:** After submission, a green checkmark icon and the message "Product submitted successfully!" are displayed. A notification box states: "Your product will be displayed online within 24 hours of approval." Below this, a "Post a Similar Product" button is highlighted, along with the text: "To save time, you can click Post a Similar Product to quick post the same category product."

Tips: In product submitting success page, you can also click "Post a Similar Product" to quick post the same category product.

Post a similar product: In product submitting success page; or in "Manage Products" section, click "Post a Similar Product", modify product name and other info, then submit.

NOTE:

1. "Post a Similar Product" means copying all information of current product to a new one, with the same category and product details.
2. You can still modify any information except for selecting new category.
3. You must modify current Product Name, which should not be same with already posted listings.

Managing products

Edit a product: In "Manage Products", click "Edit" in product listing, then modify and submit.

The screenshot shows the 'Manage Products' interface. The top navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Selling', 'Company Profile', 'Account Setting', and 'Feedback'. The 'Selling' section is active, with 'Manage Products' highlighted. Below this, there are tabs for 'All (5)', 'Approved (2)', 'Rejected (0)', and 'Pending (3)'. A 'Delete' button is visible. The main table has columns for 'Product Name & Category', 'Status', 'Date', and 'Action'. Three products are listed:

Product Name & Category	Status	Date	Action
Brown Aluminium Oxide Category: Brown Fused Alumina	Pending	Jan 29, 2013	Edit Delete Post a Similar Product
Brown Fused Alumina Category: Brown Fused Alumina	Approved	Jan 29, 2013	Edit Delete Post a Similar Product
Abrasives Category: Brown Fused Alumina	Approved	Jan 29, 2013	Edit Delete Post a Similar Product

Delete products: In "Manage Products", select product(s) and click "Delete" in product listing, then click "OK" to confirm the deletion.


NOTE: Deleted product(s) can not be restored again.

Change display status of products: In "Manage Products", find "Approved" section, then:

For batch operation: select product(s) then click "Change Display Status" to change;

For single operation: simply click "Yes"/"No" in product listing to change.

NOTE: Only Approved products can be managed as displayed or not displayed status.

Rejected products: In "Rejected" section under "Manage Products", move your mouse to , see the reason for rejection, then click "Edit" to modify and resubmit. Or, you can also delete it.

NOTE: Listings will be deleted or returned to you without publishing if information of which are not abrasives & abrasive products related, or violate the related policy of iAbrasive.com.

Tips for posting and editing products

Product Basics

Besides helping buyers clearly understand your listing, it will also influence your product ranking in search results.

Product Basics Besides helping buyers clearly understand your listing, it will also influence your product ranking in search results.

* Product Name: ?

* Product Keyword: One Keyword Only - e.g. "Grinding Wheels" ?

More Keywords: One Keyword per box

Product Photo: Supported Formats: Jpg, Jpeg, Png or Gif, Max. 5 photos, per 2MB. ?

Product Name:

*A complete and accurate product name helps your product listing get better ranking in searching results related with your product name.

*It also attracts potential customers to know more about your product.

*A complete product name should include the name, type, specification, model number, relevant certification, application and industry standard terms - e.g. "A30TBF Resin Reinforced Cutting Wheel for Stainless Steel".

NOTE: Product Name can not be same with already posted listings.

Product Keyword: Please enter keywords that are similar to the product's name (e.g. a synonym) or words that you think buyers might use to search for your product.

Product Photo: Most buyers prefer the products with photos and then are interested in knowing more. The photo should match your product and its descriptions. Supported Formats: Jpg, Jpeg, Png or Gif; Max. 5 photos, per 2MB.

Product Details

Complete product details help your product listing gain more exposure and visibility to potential buyers.

When buyers refine search results by narrowing product details or attributes, your product listing will show out if they are tailored to refine search criteria.

Product Details Complete product details help your listing gain more exposure and visibility to potential buyers. ?

Place of Origin:

More Details: Please fill in both attribute name and value (e.g., Color: Red)

Attribute Name	Value
<input type="text"/>	<input type="text"/>

?

Add more product details: Click "Add more", fill in attribute name and value, you can add maximum 10 more details.

Trade Information

Complete trade information helps buyers make better sourcing decisions.

Trade Information Complete trade information helps buyers make better sourcing decisions.

Min. Unit of Measure:

Min. Order Quantity:

FOB Price: - / Pieces

Port:

Packaging Details:

OEM: Yes

Production Capacity: Pieces /

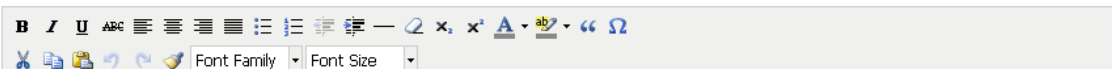
Payment Terms: L/C D/A D/P T/T Western Union MoneyGram Other

Detailed Description

The more details you describe for your product, the more attractive it will be for potential buyers.

Detailed Description The more details you describe for your product, the more attractive it will be for potential buyers.

Use English Only; Do not leave personal contact information such as email address.

* 

Path: p

Tips for Detailed Description:

1. Include detailed product specifications, features, applications, quality standards, certifications and/or services your company offers.
2. To make the information more reader-friendly, break them into small sections and number them; highlight key info with bold, color, etc.
3. Avoid repetitive descriptions and redundant information.
4. Use English Only; Do not leave personal contact information such as email address.

Chapter 5: Buying

5

For Buyer version, the main function of "Buying" is to post and manage buying requests. Then check and manage received quotations sent from suppliers. Buyers can also join into Buyers DB to be permanent buyers in iAbrasive.

At a glance

The screenshot shows the 'Post Buying Request' form. The top navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Buying' (selected), 'Account Setting', and 'Feedback'. The left sidebar has 'Buying' with sub-links: 'Post Buying Request', 'Manage Buying Requests', and 'Join into Buyers DB'. A 'Submit Feedback' button is also present. The main content area is titled 'Post Buying Request' and contains an information box: 'Please tell suppliers what you need, and then wait their quotations.' Below this are three fields: 'Product Name' (with a hint: 'Enter an accurate product name - e.g: "T41 Cutting Disc for metal"'), 'Product Category' (a dropdown menu with 'Please select Category'), and 'Detailed Description' (with a hint: 'You can include: - Exact Product Name').

The screenshot shows the 'Manage Buying Requests' table. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'Buying' with sub-links: 'Post Buying Request', 'Manage Buying Requests' (selected), and 'Join into Buyers DB'. A 'Submit Feedback' button is also present. The main content area is titled 'Manage Buying Requests' and contains an information box: 'All of your posted RFQs are listed here. Pending/ Approved/ Rejected means the status of the RFQ.' Below this is a table with columns: 'Product Name', 'Posted Date', 'Expired Date', 'Status', 'All Quotes (Unread)', and 'Manage'. The table has three rows of data.

Product Name	Posted Date	Expired Date	Status	All Quotes (Unread)	Manage
Abrasives	Jan 24, 2013	Feb 24, 2013	Approved	0 (0)	Delete
Abrasive Grains	Jan 24, 2013	Feb 24, 2013	Pending	0 (0)	Edit Delete
ddfdf ?	Jan 16, 2013	Feb 16, 2013	Rejected	0 (0)	Edit Delete

Posting a buying request

Post a buying request: Click "Post Buying Request", complete the form, then click "Submit".

NOTE: During posting process, if you have not joined into Buyers DB, you can also click "Join into Buyers DB" to complete required form.


Managing buying requests

Edit a buying request: Click "Edit" directly in listing, then modify and submit; Or, click Product Name to view and click "Edit RFQ", then modify and submit.

NOTE: RFQs under Approved status can not be edited.

Delete a buying request: Click "Delete" in the listing, then click "Yes" to confirm deletion.

Quotations record: Click the Number under "All Quotes (Unread)" list to check and manage quotations.

Rejected buying requests: In "Rejected" section under "Manage Buying Requests", move your mouse to , see the reason for rejection, then click "Edit" (or, click Product Name to view and click "Edit RFQ") to modify accordingly and resubmit. Or, you can also delete it directly.

NOTE: Listings will be deleted or returned to you without publishing if information of which are not abrasives & abrasive products related, or violate the related policy of iAbrasive.com.

Tips for posting and editing buying requests

Most suppliers prefer buying requests with more details, so that they can evaluate whether they meet buyers' requirement, at the same time build credibility with buyers, they will also quote seriously.

Product Name: Please enter a complete and accurate product name that you are buying. A complete product name should include the name, type, specification, model number, relevant certification, application and industry standard terms - e.g. "A30TBF Resin Reinforced Cutting Wheel for Stainless Steel".

Detailed Description: Detailed description of buying request will help supplier understand buyers' needs better, and buyers will get more quality quotations.

Detailed description may include:

- Exact product name
- Grit size/dimension/shape
- Grade/quality standard
- Material, application, packing, etc.

Relevant Files: Attach relevant files to describe your specific requirements, for example, sample picture or drawing, or others. File Format: Jpg, Jpeg, Png, Gif, Doc, Docx, Xls, Xlsx, Pdf; File Size:

2MB Max.

Expired Time: Select a date when you no longer want suppliers to contact you.

Quotes I Need: Select the quotations limit you need suppliers quote to you.

More Details: For suppliers to better understand buyers' request, more info is preferred.

Buyer' Contact Info: Please ensure that the contact information in "My Profile" is correct. Only premium supplier can view buyers' contact information. To modify, you will be taken to "My Profile".

Post Buying Request

Please tell suppliers what you need, and then wait their quotations.

* Product Name:
Enter an accurate product name - e.g: "T41 Cutting Disc for metal".

Product Category:

* Detailed Description:

Relevant Files:
File Format: Jpg, Jpeg, Png, Gif, Doc, Docx, Xls, Xlsx, Pdf; File Size: 2MB Max.

Quantity Required:
Enter your estimated bulk order quantity (not sample quantity).

Annual Purchase Volume:
Enter your estimated purchase quantity in a year.

Expired Time:
Select a date when you no longer want suppliers to contact you.

Quotes I Need:
Select the quotations limit you need suppliers quote to you.

For suppliers to better understand your request, enter more info here.

Please ensure that your contact information is correct. To modify, please go to [My Profile](#)

Joining into buyers DB

Why?

Reasons for joining into iAbrasive Buyers DB:

- Being a permanent buyer in iAbrasive.com
- Tell suppliers your long term purchasing list
- Wait genuine suppliers contact you directly
- Receive our latest services for buyers

How?

Click "Join into Buyers DB", then complete the form and click "Join".

NOTE: Please enter your long-term purchasing list for "Abrasives & Abrasive Products to buy".

Edit my info in Buyers DB if I have already joined: In "Join into Buyers DB" section, click "Edit" to modify, then submit.

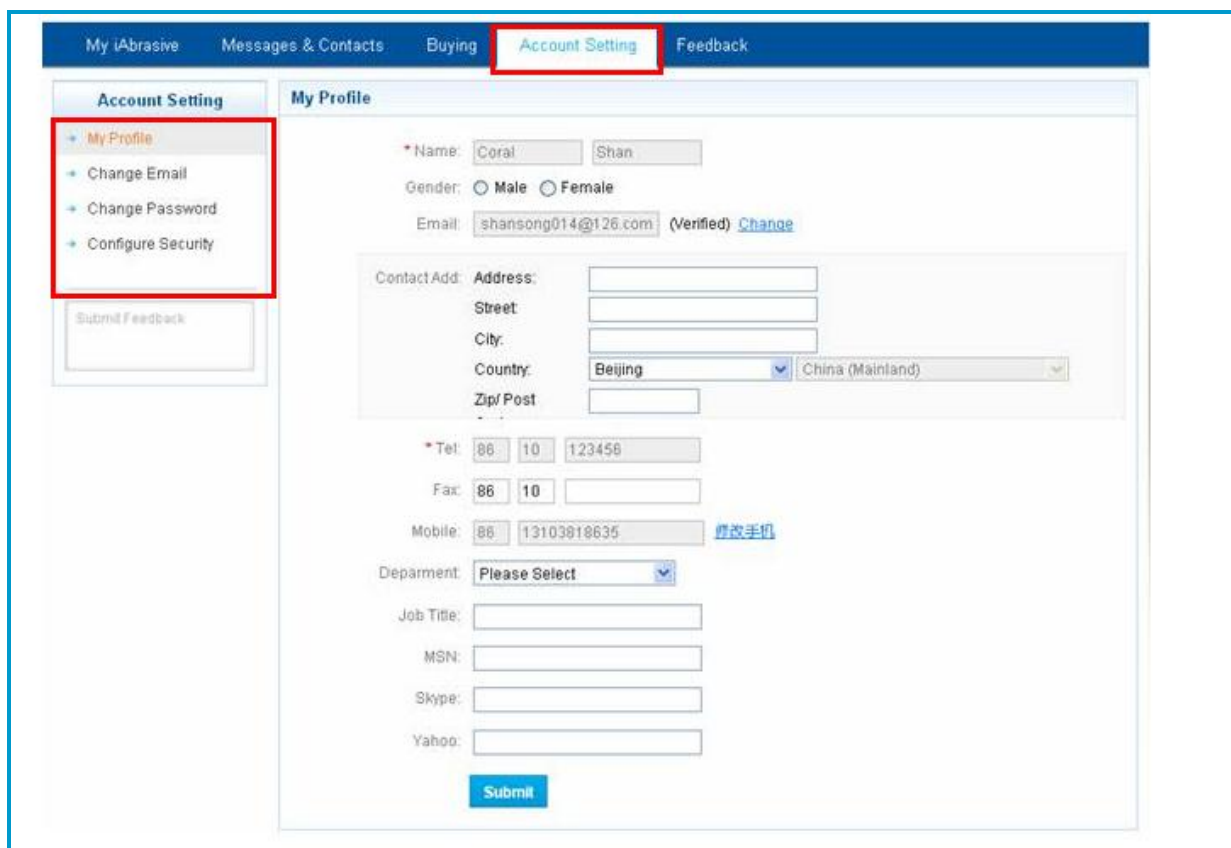
The screenshot shows the 'Buying' section of the iAbrasive website. The top navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Buying' (active), 'Account Setting', and 'Feedback'. The left sidebar has a 'Buying' menu with options: 'Post Buying Request', 'Manage Buying Requests', 'Join into Buyers DB' (highlighted), and a 'Submit Feedback' button. The main content area displays a green checkmark icon and the message: 'You have already joined into iAbrasive Buyers DB.' Below this is a 'Sourcing Information' section with the following details: 'Abrasives & abrasives', 'Abrasive Products to buy:', 'Business Type: Buying Office, Trading Company, Retailer, Government Agency/ Organization', 'Your Industry: Road Maintenance', and 'Website:'. The 'Contact Details' section includes fields for 'Contact Name:', 'Contact Email:', and 'Company Name:'. A 'Contact Add:' section contains a form with fields for 'Address:', 'Street:', 'City:', 'Country/Region:', and 'Zip/Post Code:'. At the bottom of the contact details are fields for 'Tel: 93', 'Fax: 93', 'MSN:', 'Skype:', and 'Yahoo:'. An 'Edit' button is located at the bottom center of the form area.

Chapter 6: Account Setting

6

"Account Setting" is for registered members managing their account information, such as change my profile, change email, change password, configure security question to secure the safety of account.

At a glance



The screenshot shows a web interface for account management. At the top, there is a navigation bar with links: My iAbrasive, Messages & Contacts, Buying, Account Setting (highlighted with a red box), and Feedback. Below this, there are two main sections: Account Setting and My Profile. The Account Setting section has a sub-menu with options: My Profile (highlighted with a red box), Change Email, Change Password, and Configure Security. Below this sub-menu is a 'Submit Feedback' button. The My Profile section contains various input fields for personal information: Name (Coral, Shan), Gender (Male, Female), Email (shansong014@126.com, Verified, Change), Contact Address (Address, Street, City, Country: Beijing, China (Mainland), Zip/Post), Telephone (Tel: 86, 10, 123456), Fax (86, 10,), Mobile (86, 13103818635, 修改手机), Department (Please Select), Job Title, MSN, Skype, and Yahoo. A 'Submit' button is located at the bottom of the My Profile section.

Editing personal info

Edit my personal info: Click "My Profile", complete or modify your info, then click "Submit".

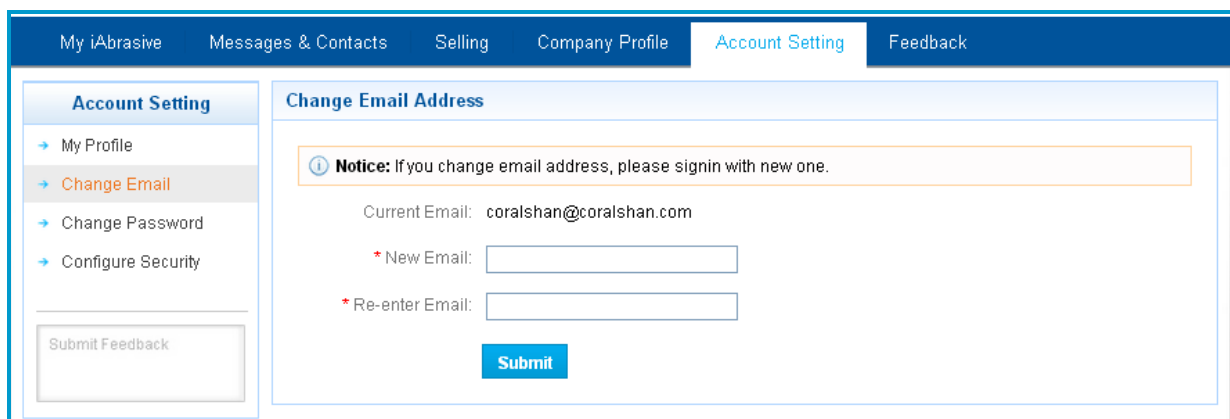
NOTE: If your email is Unverified, please click "Confirm Now" to get your email verified.

Changing email address

NOTE:

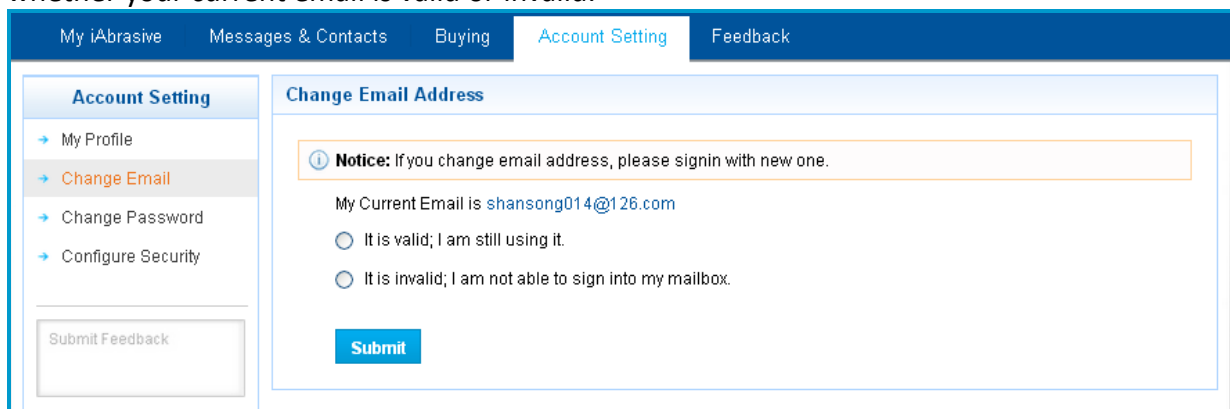
1. The new email address should have never been registered on our site before.
 2. All following Sign In behavior should use new email address, because the old won't work.
 3. Please don't forget to confirm your new email address asap.
- For the new one, if you cannot Sign In or if you have forgotten your registered email address, please contact our service team.

Change email when your current email is unverified: Click "Change Email", enter New Email Address directly, then click "Submit" to change successfully.



The screenshot shows the 'Account Setting' page with the 'Change Email Address' form. The navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Selling', 'Company Profile', 'Account Setting', and 'Feedback'. The left sidebar has 'Account Setting' with options: 'My Profile', 'Change Email', 'Change Password', and 'Configure Security'. The main content area is titled 'Change Email Address' and contains a notice: 'Notice: If you change email address, please signin with new one.' Below the notice, it shows 'Current Email: coralshan@coralshan.com'. There are two input fields: '* New Email:' and '* Re-enter Email:'. A blue 'Submit' button is at the bottom.

Change email when your current email has been verified: Click "Change Email", then select whether your current email is valid or invalid.



The screenshot shows the 'Account Setting' page with the 'Change Email Address' form. The navigation bar includes 'My iAbrasive', 'Messages & Contacts', 'Buying', 'Account Setting', and 'Feedback'. The left sidebar has 'Account Setting' with options: 'My Profile', 'Change Email', 'Change Password', and 'Configure Security'. The main content area is titled 'Change Email Address' and contains a notice: 'Notice: If you change email address, please signin with new one.' Below the notice, it shows 'My Current Email is shansong014@126.com'. There are two radio button options: 'It is valid; I am still using it.' and 'It is invalid; I am not able to sign into my mailbox.' A blue 'Submit' button is at the bottom.

If select the first option: It is valid; I am still using it.

An email will be sent to your current email, please check and click the link in the email, then enter your New Email and submit.

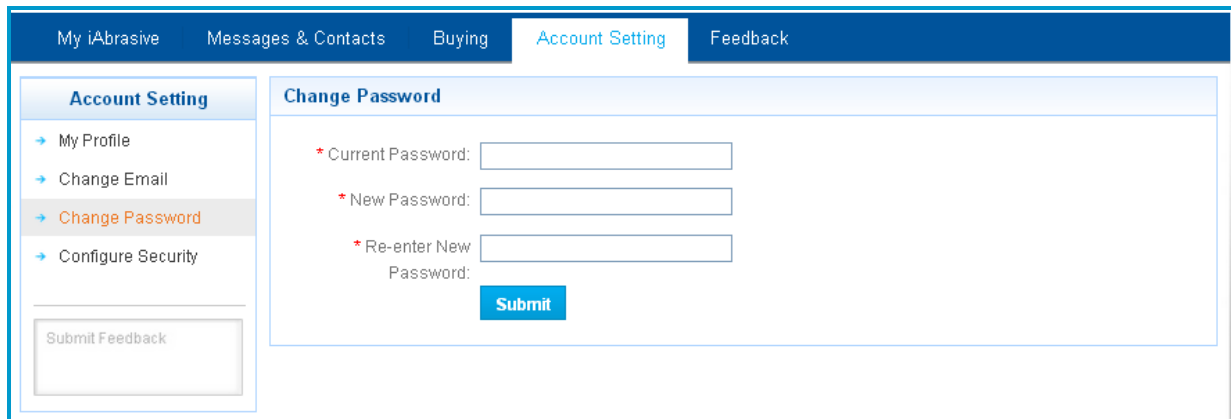
If select the second option: It is invalid; I am not able to sign into my mailbox.

Answer your own "Security Question" (if you don't have one, our system will guide you

through a quick set up process), once you answer correctly, please set your new email and submit.

Changing password

Change password: Click "Change Password", enter current and new passwords, then click "Submit" to change successfully.



The screenshot shows the 'Change Password' form within the 'Account Setting' section. The navigation bar at the top includes 'My iAbrasive', 'Messages & Contacts', 'Buying', 'Account Setting', and 'Feedback'. The left sidebar lists 'My Profile', 'Change Email', 'Change Password', and 'Configure Security', with 'Change Password' highlighted. The main form area contains three input fields: '* Current Password:', '* New Password:', and '* Re-enter New Password:'. A blue 'Submit' button is located at the bottom right of the form.

Configuring security question

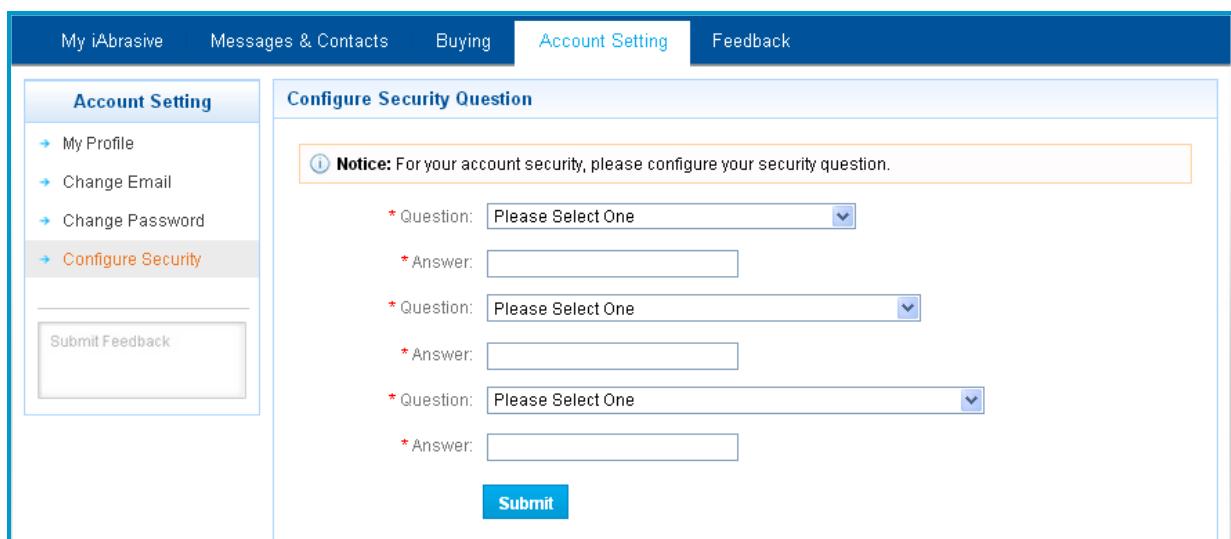
Why?

Configuring your own security question is for your account security.

You will be asked by your own security question when your verified e-mail address is invalid and you are going to change it.

How?

Click "Configure Security", choose a question from the dropdown menu and enter your answer, complete the form and click "Submit" to configure your security question successfully.



The screenshot shows the 'Configure Security Question' form within the 'Account Setting' section. The navigation bar at the top includes 'My iAbrasive', 'Messages & Contacts', 'Buying', 'Account Setting', and 'Feedback'. The left sidebar lists 'My Profile', 'Change Email', 'Change Password', and 'Configure Security', with 'Configure Security' highlighted. The main form area features a notice box: 'Notice: For your account security, please configure your security question.' Below this, there are three sets of input fields, each consisting of a '* Question:' dropdown menu (currently showing 'Please Select One') and a '* Answer:' text input field. A blue 'Submit' button is located at the bottom center of the form.

Changing my security question: Click "Configure Security", answer your own security question, once you answer correctly, please configure your new security question.

The screenshot shows a web interface with a dark blue header containing navigation links: "My iAbrasive", "Messages & Contacts", "Buying", "Account Setting" (highlighted), and "Feedback". On the left, a sidebar under "Account Setting" lists "My Profile", "Change Email", "Change Password", and "Configure Security" (highlighted in orange). Below this is a "Submit Feedback" button. The main content area is titled "Configure Security Question" and features an information box with a blue 'i' icon stating: "To change your security question, first please answer your current security question." Below this, a red asterisk indicates a required field: "Security Question: What's your pet's name?". An "Answer:" label is followed by an empty text input field. A blue link "Another Question" is positioned below the input field. At the bottom of the form is a blue "Submit" button.

Chapter 7: Feedback

7

Whenever our members have any questions, suggestions, complaints, find errors or others, they are welcome to feedback to us. We are open to listen to their comments and help to resolve their problems when using iAbrasive.com. We read all feedbacks carefully, and give prompt reply whenever required or needed.

Note: Besides "Feedback" navigator bar in "My iAbrasive", "Submit Feedback" can be seen anywhere in the left-hand side page under every navigator bar.

At a glance

Subject	Type	Date
dfdf	None	Jan 21, 2013
tedfd	Question	Jan 18, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	None	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
dddf	Question	Jan 17, 2013
Subject Test	Question	Jan 06, 2013

Type:

* Subject:

Comment:

Submitting a new feedback

Submit a feedback: Click "Submit Feedback", complete the simple form (type, subject and comment), then click "Submit".

Submitting feedback is easy and convenient!

iAbrasive Service Team will read your feedback carefully and reply as soon as possible. Go to the "Open" list to check the status of your feedback or send a response.

Replying and receiving messages

What does "Open" mean?

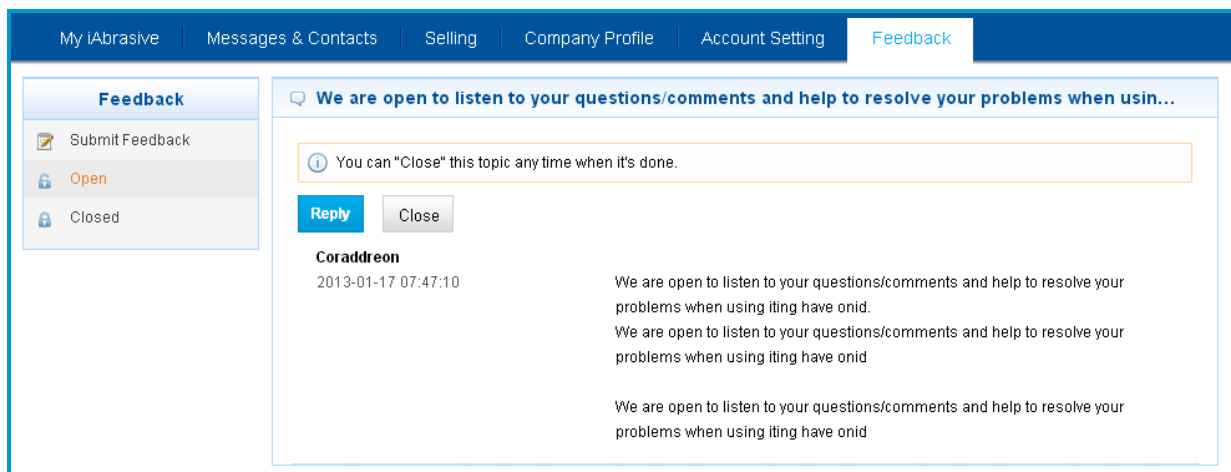
"Open" feedbacks can be interacted between you and iAbrasive by replying message.

Once your new feedback is submitted successfully, it will be listed in "Open" list. Then, iAbrasive service team will read carefully and give reply as soon as possible.



Then you can check new response from iAbrasive.

If your problems have not been resolved, you can still reply to the current topic.

Reply to my current topic: In "Open", click the topic that you want to respond, then click "Reply" to enter message and send.



The screenshot displays the iAbrasive user interface for managing feedback. At the top, there is a navigation bar with tabs for "My iAbrasive", "Messages & Contacts", "Selling", "Company Profile", "Account Setting", and "Feedback". The "Feedback" tab is currently selected. On the left side, there is a sidebar menu with three options: "Submit Feedback" (with a document icon), "Open" (with a lock icon and highlighted in orange), and "Closed" (with a lock icon). The main content area shows a feedback topic titled "We are open to listen to your questions/comments and help to resolve your problems when usin...". Below the title, there is a message box containing the text: "You can 'Close' this topic any time when it's done." Below this message box, there are two buttons: "Reply" (highlighted in blue) and "Close" (grey). The feedback is from a user named "Coraddreon" with a timestamp of "2013-01-17 07:47:10". The content of the feedback consists of three identical paragraphs: "We are open to listen to your questions/comments and help to resolve your problems when using iting have onid."

Read new response: If there are unread new responses from iAbrasive, it will show as  **Open (1)**. The number, eg.1, means 1 unread new responses; They will show in bold and  in listing. Click subject to read.

My iAbrasive | Messages & Contacts | Selling | Company Profile | Account Setting | **Feedback**

Feedback

- Submit Feedback
- Open (1)
- Closed

Open Feedbacks You have 1 new response

Subject	Type	Date
dfrdf	None	Jan 21, 2013
tedfdffffffffffffffffffff	Question	Jan 18, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	None	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
We are open to listen to your questions/comments and help to resolve your problems when u...	Question	Jan 17, 2013
dddff	Question	Jan 17, 2013
Subject Test	Question	Jan 06, 2013

Closed

What does "Closed" mean?

You can "Close" the topic of your feedbacks any time when it's done.

"Closed" feedback can not be replied any more. You can only view the topic and interactive messages between you and iAbrasive.

If you have any new questions further, please submit a new feedback.

My iAbrasive | Messages & Contacts | Selling | Company Profile | Account Setting | **Feedback**

Feedback

- Submit Feedback
- Open
- Closed

Closed Feedbacks

Subject	Type	Date
fff Jan 07, 2013	None	

Close a feedback when it's done: In "Open", click a topic that you want to close in listing, then click "Close".