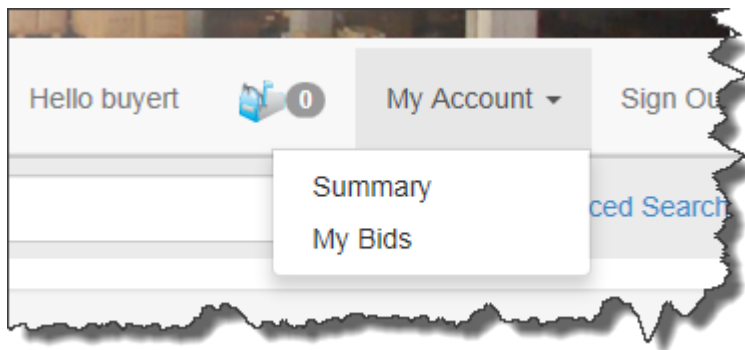


MILPARTS® Buyer's User Guide

My Account Summary

The My Account section is where the buyer can find all of the information related to their interactions with the site. Anything from their credit card billing information to their scheduled listings can be accessed here.

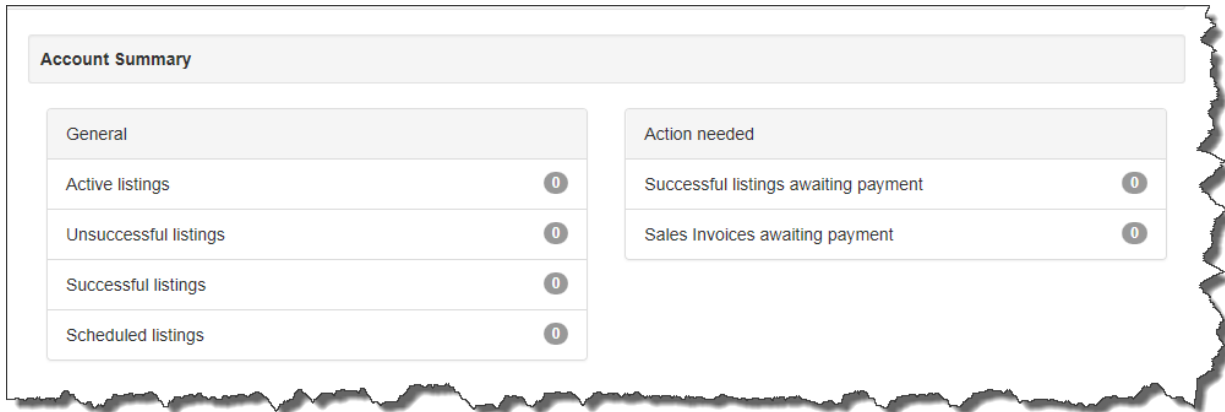


Sections in this area include:

- [Bidding](#)
- [Invoices](#)
- [Site Fees](#)
- [Account](#)
- [Messaging](#)

My Account Summary

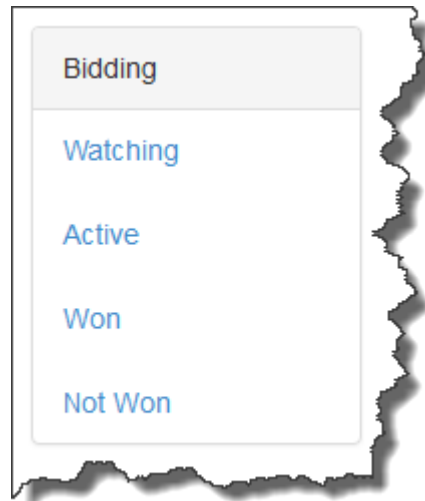
This section provides a quick overview of your account.



Account Summary	
General	
Active listings	0
Unsuccessful listings	0
Successful listings	0
Scheduled listings	0
Action needed	
Successful listings awaiting payment	0
Sales Invoices awaiting payment	0

Bidding

In this section you can review any listing you are watching, bidding on, or have already purchased. You can also see the listings that you did not win. The Bidding section is essentially a personal shopping log.



This section contains the following subsections:

[Watching](#)

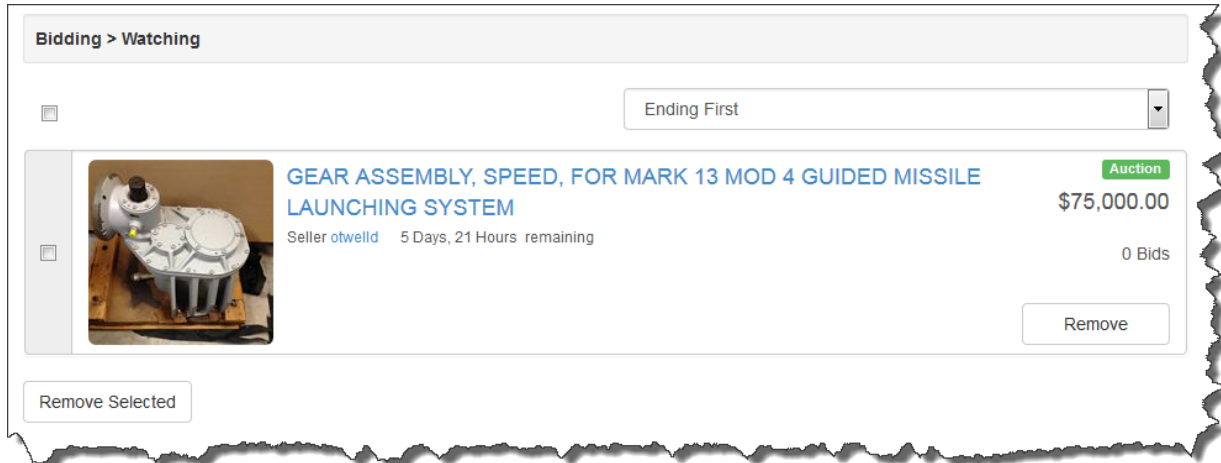
[Active](#)

[Won](#)

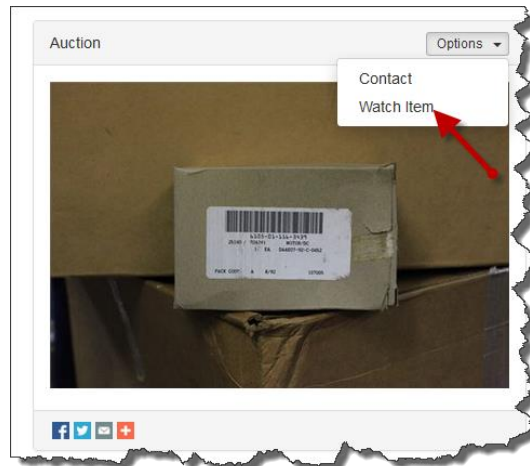
[Not Won](#)

Watching

"My Account > Bidding > Watching" displays listings a user has selected to "watch." Watching a listing does not require the user to bid.



Every active listing includes the option to allow a user to save the listing to their "watch" list.



Remove Selected - Removes selected listings from the watch list.

Note: The column header checkbox will both select and deselect all listings being watched.

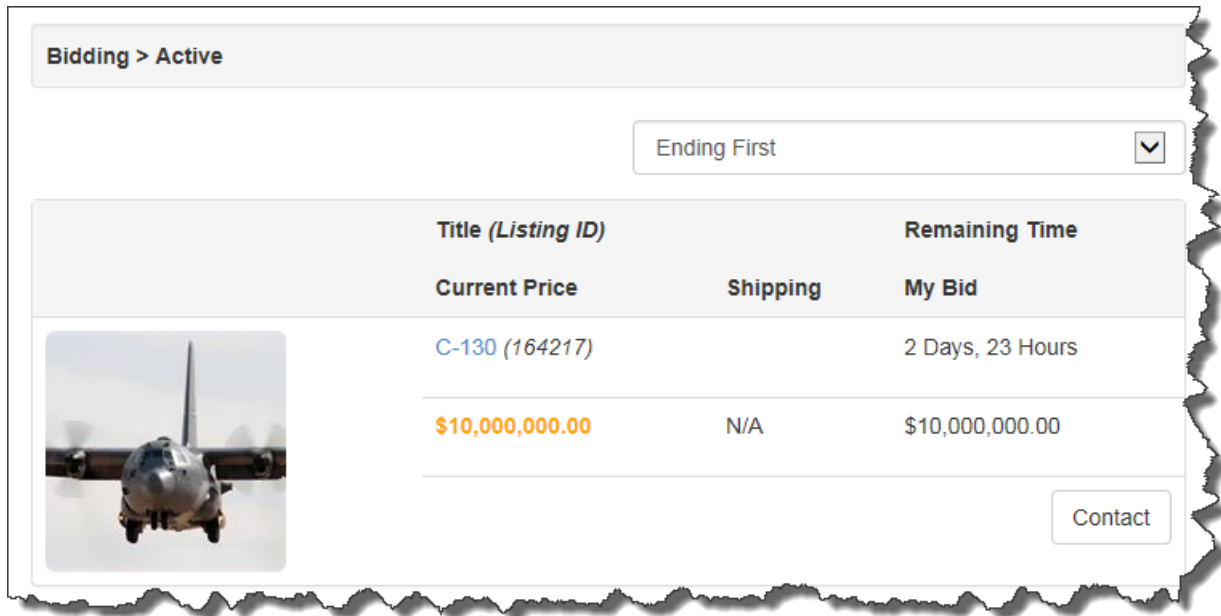
Sorting Options

- **Ending First** - Sort by ascending closing date/time. The listings ending soonest will be displayed first.


- **Ending Last** - Sort by descending closing date/time. The listings ending furthest in the future will be displayed first.
- **Price, High to Low** - Sort by descending price.
- **Price, Low to High** - Sort by ascending price.

Active

"My Account > Bidding > Active" displays all active listings a user is bidding on. This section will also show 'fixed price' listings that the user has purchased from that are still active.



The screenshot shows a web interface for active listings. At the top, there is a breadcrumb trail "Bidding > Active". Below this is a sorting dropdown menu set to "Ending First". The main content area features a table with columns for "Title (Listing ID)", "Current Price", "Shipping", and "Remaining Time". A "My Bid" column is also present. The first listing is for a C-130 aircraft (Listing ID 164217), with a current price of \$10,000,000.00, shipping listed as N/A, and a remaining time of 2 Days, 23 Hours. A "Contact" button is located at the bottom right of the listing card.

Title (Listing ID)	Current Price	Shipping	Remaining Time	My Bid
 C-130 (164217)	\$10,000,000.00	N/A	2 Days, 23 Hours	\$10,000,000.00

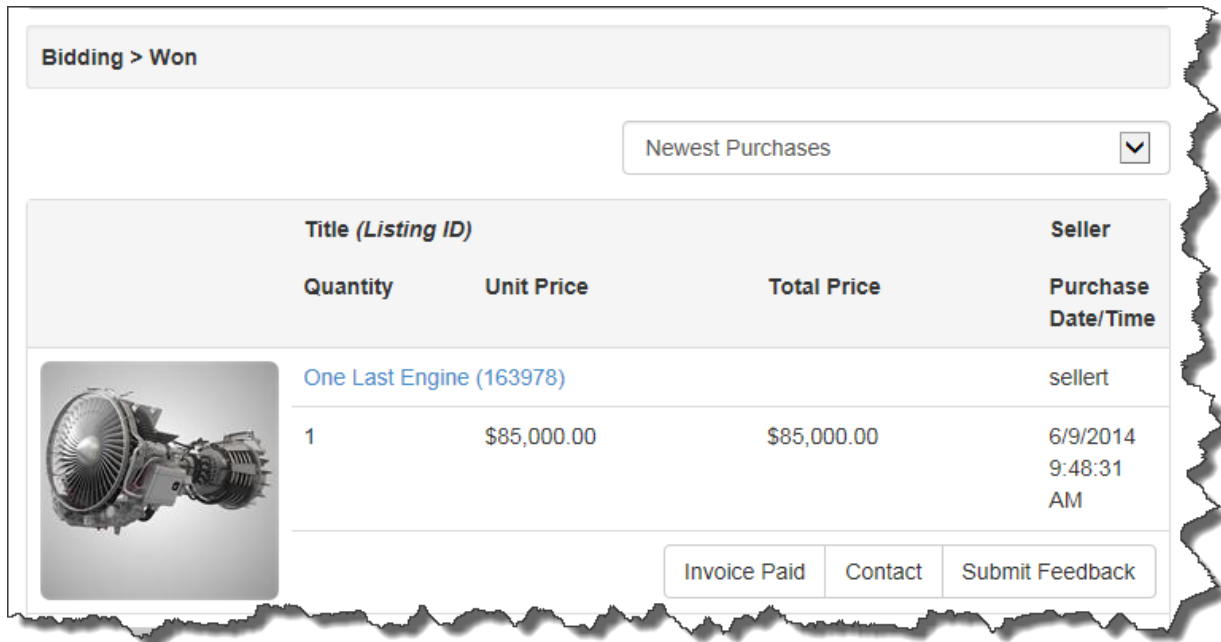
Contact - Contact the Seller about the listing using the internal messaging system.

Sorting Options

- **Ending First** - Sort by ascending closing date/time. The listings ending soonest will be displayed first.
- **Ending Last** - Sort by descending closing date/time. The listings ending furthest in the future will be displayed first.
- **Price, High to Low** - Sort by descending price.
- **Price, Low to High** - Sort by ascending price.


Won

"My Account > Bidding > Won" shows all auction listings a user has won and all 'buy now' purchases. There are a number of actions that can be taken from this page.



Bidding > Won

Newest Purchases

Title (Listing ID)	Quantity	Unit Price	Total Price	Seller	Purchase Date/Time
 One Last Engine (163978)	1	\$85,000.00	\$85,000.00	sellert	6/9/2014 9:48:31 AM

Invoice Paid Contact Submit Feedback

View Invoice - View your unpaid invoice details.

Note: This button will appear if the invoice is unpaid and the Seller does not accept online payments.

Invoice Paid - View your paid invoice details.

Note: This button will appear if the invoice has been paid.

Checkout - View and pay your invoice.

Note: This button will appear if the invoice is unpaid and the Seller accepts online payments.

Note: If an invoice or checkout button is not displayed, then the Seller does not allow immediate checkout. The Seller will be prompted to generate the invoice from their own Seller dashboard.

Contact - Contact the Seller about the listing using the internal messaging system.

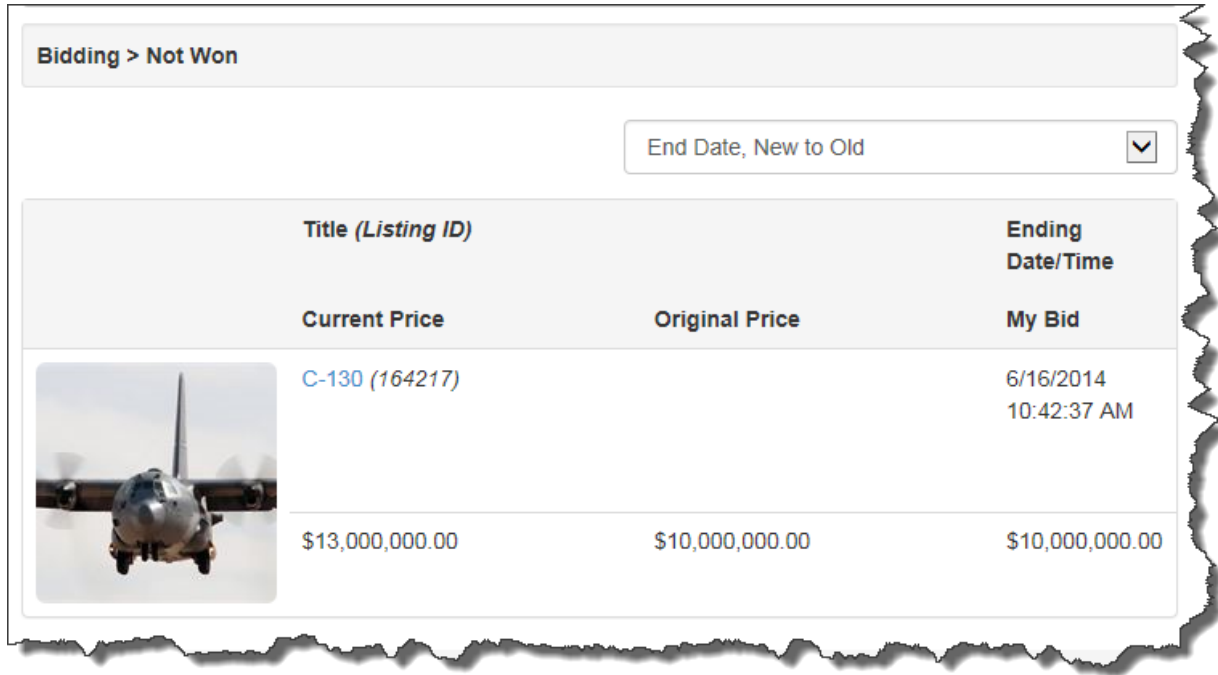
Submit Feedback - Submit a review of your transaction experience with the Seller.


Sorting Options

- **Newest Purchases** - Sort by ascending purchase date/time. The most recent purchases will be displayed first.
- **Oldest Purchases** - Sort by descending purchase date/time. The oldest purchases will be displayed first.
- **Price, High to Low** - Sort by descending price.
- **Price, Low to High** - Sort by ascending price.
- **Seller User Name, A to Z** - The listings sorted in alphabetical order by Seller username.
- **Seller User Name, Z to A** - The listings sorted in reverse alphabetical order by Seller username.

Not Won

"My Account > Bidding > Not Won" shows all listings for which you have bid activity, but did not win.



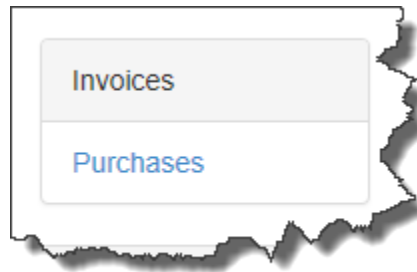
Bidding > Not Won				
End Date, New to Old <input type="button" value="v"/>				
Title (Listing ID)		Ending Date/Time		
Current Price	Original Price	My Bid		
 C-130 (164217)		6/16/2014 10:42:37 AM		
\$13,000,000.00	\$10,000,000.00	\$10,000,000.00		

Sorting Options

- **End Date, New to Old** - Sort by ascending closing date/time. The listings with the earliest close date will be displayed first.
- **End Date, Old to New** - Sort by descending closing date/time. The listings with the oldest close date will be displayed first.
- **Price, High to Low** - Sort by descending price.
- **Price, Low to High** - Sort by ascending price.

Invoices

In this section you can keep track of purchase or sale invoices. Sellers can mark invoices paid or shipped. Buyers can manage some aspects of the invoice before paying. Buyers can select the payment options and choose a shipping method or even combine multiple purchases to one invoice.

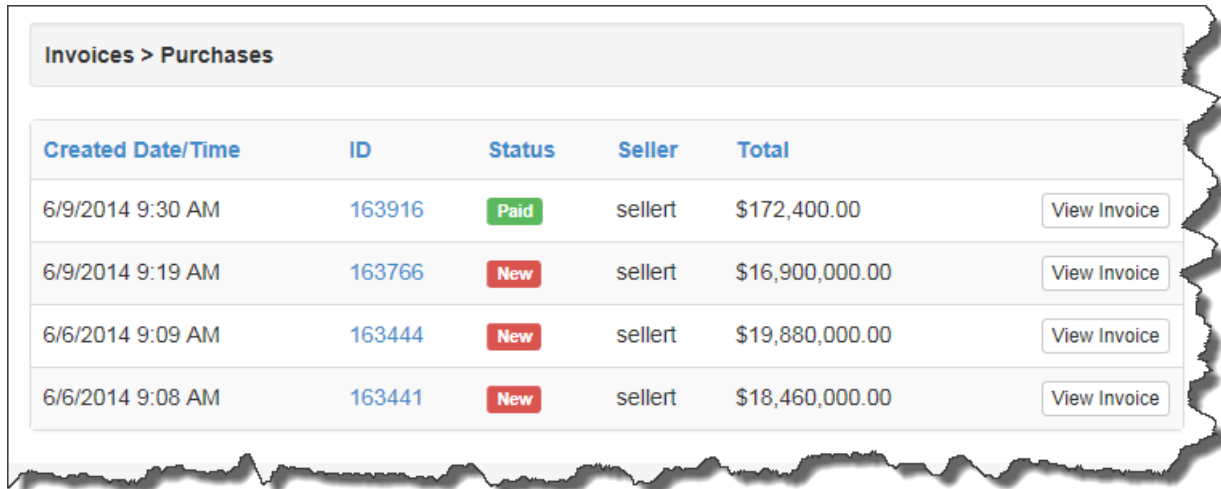


This section includes the following subsections:

[Purchases](#)

Purchases

This section allows users to view invoices for items they have purchased.



Created Date/Time	ID	Status	Seller	Total	
6/9/2014 9:30 AM	163916	Paid	sellert	\$172,400.00	View Invoice
6/9/2014 9:19 AM	163766	New	sellert	\$16,900,000.00	View Invoice
6/6/2014 9:09 AM	163444	New	sellert	\$19,880,000.00	View Invoice
6/6/2014 9:08 AM	163441	New	sellert	\$18,460,000.00	View Invoice

Sorting Options:

- **Created Date/Time** - This sorts by the Created Date and Time.
- **ID** - This sorts by the Invoice ID.
- **Status** - This sorts by the invoice's current status.
- **Seller** - This sorts by the Seller's username.
- **Total** - This sorts by the invoice's total.

View Invoice:

This button displays the invoice detail which includes Payment Options and Payment History.

Payment Options

Note: Sometimes you may be required to select a shipping option before the payment options will appear.

Credit Card - Here you can select one of your existing Credit Cards or enter a new Credit Card.

Manage Existing Credit Cards - This option links to [Account > Credit Cards](#) where you can make changes to an existing card or add a new card.

Pay with Credit Card - Clicking this option will finalize the transaction.

PayPal - By clicking on the PayPal button you will be directed to PayPal to complete the transaction.

Invoice

Shipping Option - Choose a shipping option provided by the Seller.

The following information is displayed:

- Seller's user name
- Buyer's user name
- Invoice Date
- Invoice Number
- Seller's Address
- Buyer's Address
- Item Description(s)
- Price
- Quantity
- Subtotal
- Sales Tax
- Total

Payment History

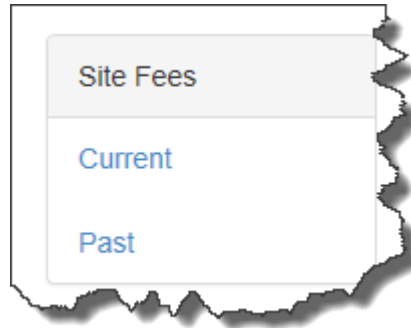
A list of any payment attempts will be displayed here. The information consists of:

- Date
- Time
- Payment Method
- Status of the Payment

- Amount Paid

Site Fees

This is where you can identify and pay all of the fees the site has charged you for listing items for sale. All fees paid to the site in the past can be reviewed.



This section contains the following subsections:

- [Current](#)
- [Past](#)

Current

This section shows fees associated with listing items for sale on the site. The site will generate an invoice with all of the listing fees.

This section is where you will find any fees associated with listing items for sale on the site.

Payment Options

Note: These Payment options are customized by each user. For more information about this see [Listing Preferences > Payment](#).

Credit Card - Here you can select one of your existing Credit Cards or enter a new Credit Card.

Manage Existing Credit Cards - This option will bring you to [Account > Credit Cards](#) where you can make changes to an existing card or add a new card.

Pay with Credit Card - Clicking this button will attempt to pay the invoice with the selected options.

PayPal - By clicking on the PayPal button you will be taken to a transaction form and returned to the invoice when done.

Payment Options

To make payment using PayPal click here:

Pay With **PayPal**

Pay with a Credit Card.

New Credit Card

Card Type *

Select...

Card Number *

Site Fee Invoice

Billing Address Select - Clicking this button will bring up a list of addresses you have stored with the site.

See [Account > Addresses](#) for more information.

<p>MILPARTS Username: molleurd Invoice Number: 162500 Date Created: 5/22/2014 1:42 PM</p> <p>MILPARTS Address Military Parts Company, LLC 95 Pinecroft Road</p> <p>Anniston, AL 36207-4835 US</p>	<p>Billing Address <input type="button" value="Select"/></p> <p>Don Molleur 2830 Cedar Springs Road</p> <p>Jacksonville, AL 36265 US</p>
--	--

Total: **\$203.00**

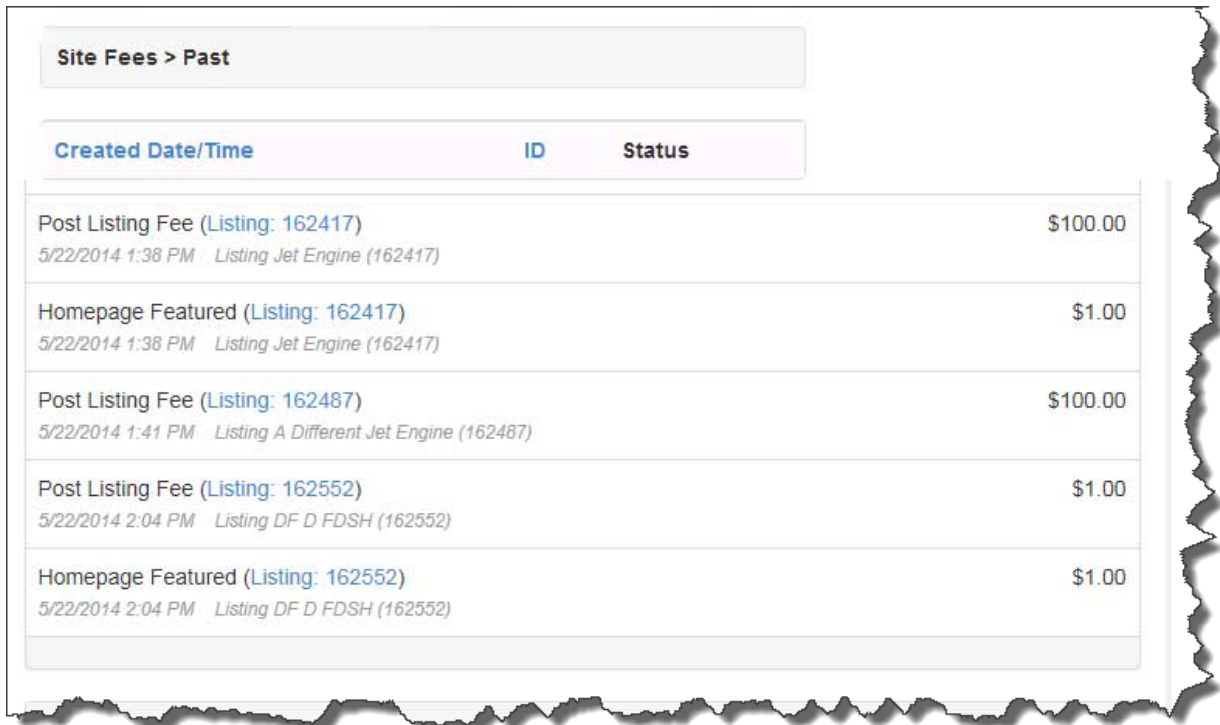
Itemized List of Fees

At the bottom of the invoice is a list of all the fees included in the invoice.

Post Listing Fee (Listing: 162417) <i>5/22/2014 1:38 PM Listing Jet Engine (162417)</i>	\$100.00
Homepage Featured (Listing: 162417) <i>5/22/2014 1:38 PM Listing Jet Engine (162417)</i>	\$1.00
Post Listing Fee (Listing: 162487) <i>5/22/2014 1:41 PM Listing A Different Jet Engine (162487)</i>	\$100.00
Post Listing Fee (Listing: 162552) <i>5/22/2014 2:04 PM Listing DF D FDSH (162552)</i>	\$1.00
Homepage Featured (Listing: 162552) <i>5/22/2014 2:04 PM Listing DF D FDSH (162552)</i>	\$1.00

Past

This section will show a list of all invoices paid. Clicking the invoice ID links will take you to the individual invoices.



Created Date/Time	ID	Status
Post Listing Fee (Listing: 162417) <small>5/22/2014 1:38 PM Listing Jet Engine (162417)</small>		\$100.00
Homepage Featured (Listing: 162417) <small>5/22/2014 1:38 PM Listing Jet Engine (162417)</small>		\$1.00
Post Listing Fee (Listing: 162487) <small>5/22/2014 1:41 PM Listing A Different Jet Engine (162487)</small>		\$100.00
Post Listing Fee (Listing: 162552) <small>5/22/2014 2:04 PM Listing DF D FDSH (162552)</small>		\$1.00
Homepage Featured (Listing: 162552) <small>5/22/2014 2:04 PM Listing DF D FDSH (162552)</small>		\$1.00

Print Invoice - This opens a new window with a printer friendly version of the invoice.

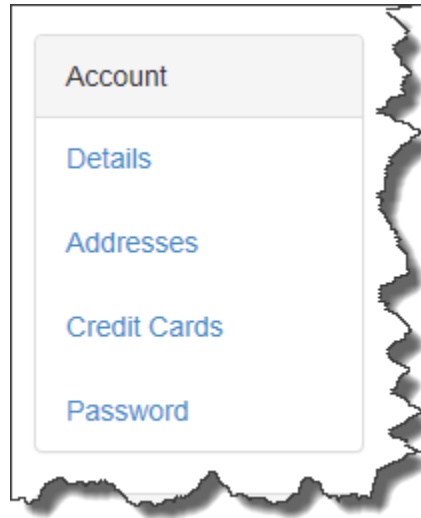
Payment History - This section at the bottom of the invoice will display the Past Site Fee Invoices paid.

Sort Options

- **Created Date/Time** - This will sort the Past Fees by the date they were billed to you.
- **ID** - This will sort the Past Fees by the listing ID number.

Account

In this section you can change your user specific settings like password and email address. You can also manage credit cards and addresses.

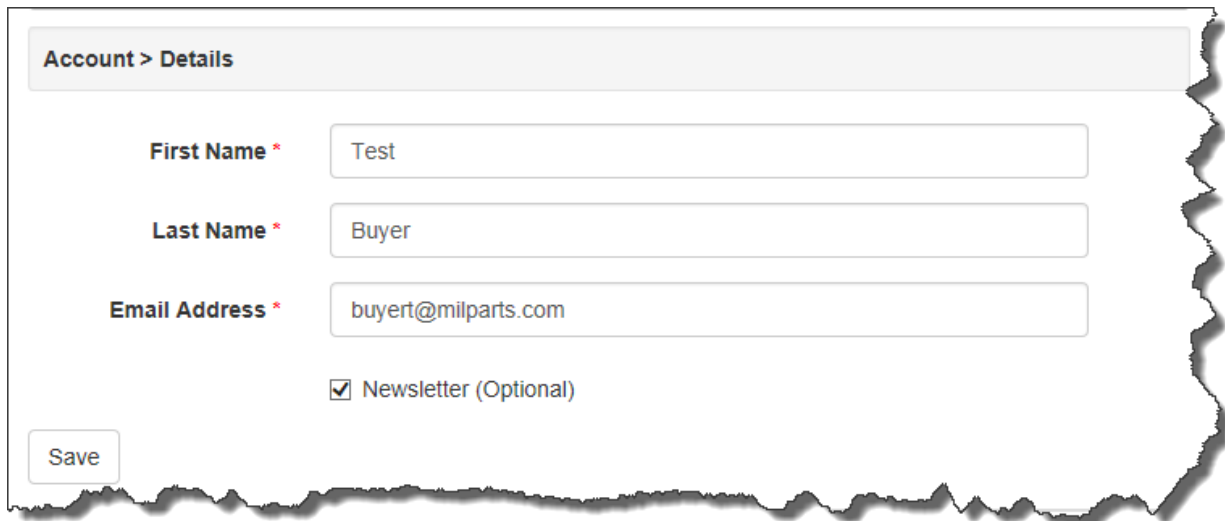


This section contains the following subsections:

- [Details](#)
- [Addresses](#)
- [Credit Cards](#)
- [Password](#)

Details

In this section you can edit specific details about your account.



The screenshot shows a web form titled "Account > Details". It contains three text input fields: "First Name" with the value "Test", "Last Name" with the value "Buyer", and "Email Address" with the value "buyert@milparts.com". Below these fields is a checkbox labeled "Newsletter (Optional)" which is checked. A "Save" button is located at the bottom left of the form area.

First Name - Your first name.

Last Name - Your last name.

Email Address - Your email address.

Note: Changing this field may require you to verify your email address.

Newsletter - Opt-in to receive newsletters from the Site.

Addresses

In this section you can manage physical addresses for billing and shipping.



Add New - Click this button to enter a new physical address.

- Description:
- First Name: *
- Last Name: *
- Street Address: *
- Street Address 2:
- Country or Territory: *
- City: *
- State/Region: *
- Zip/Postal: *

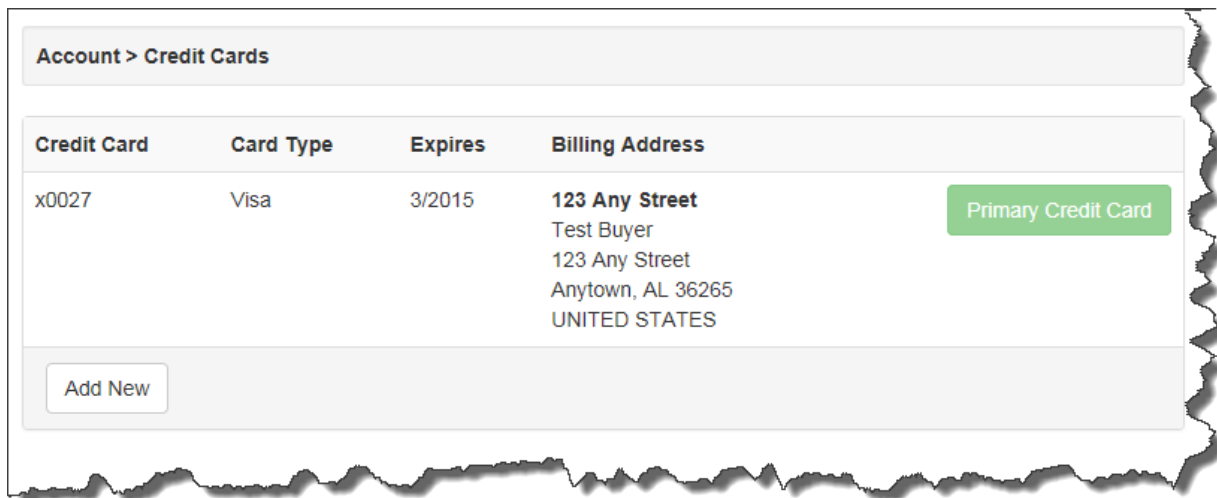
Note: The * means the field is required.

Set Primary - Click this button to choose an address as the default.

Edit - Click this button to edit an individual address.

Credit Cards

This section allows you to manage Credit Card information.



Set Primary - Clicking this button will select the respective card information as your primary card for processing fees and purchases.

Delete - Clicking this button will remove the credit card information from the site.

Add New - Clicking this button will allow you to add a new credit card.

Add Credit Card

Note: In this section all of the fields are required

Card Type - Choose one of the following from the drop-down list.

- Visa
- Mastercard
- American Express
- Discover

Card Number - Enter the card number using only numbers.

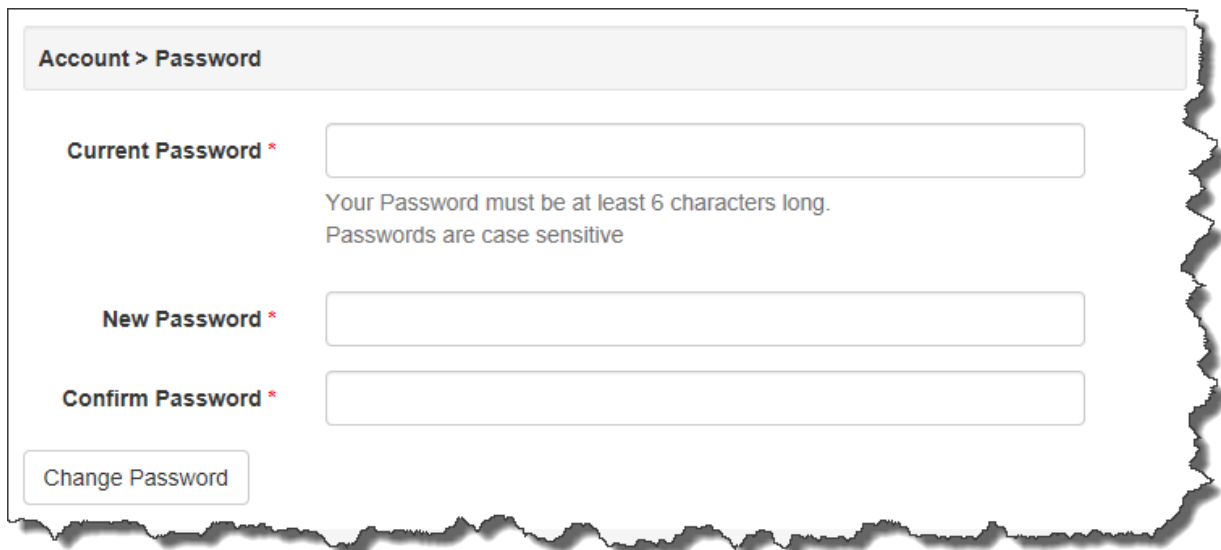
Expiration Month - Select the expiration month.

Expiration Year - Select the expiration year.

Select Address - Select the billing address that is associated with the card.

Password

In this section you can change your password.

A screenshot of a web form for changing a password. The form is titled "Account > Password" and contains three input fields: "Current Password *", "New Password *", and "Confirm Password *". Below the "Current Password" field, there is a note: "Your Password must be at least 6 characters long. Passwords are case sensitive". At the bottom left of the form is a "Change Password" button. The entire form is enclosed in a box with a torn paper effect on the right side.

Account > Password

Current Password *

Your Password must be at least 6 characters long.
Passwords are case sensitive

New Password *

Confirm Password *

Change Password

Note: Your password must be at least 6 characters long and is case sensitive.

Current Password - Your old password.

Password - Your new password.

Confirm New Password - A repeat of the new password.

Messaging

In this section you can view and reply to messages.

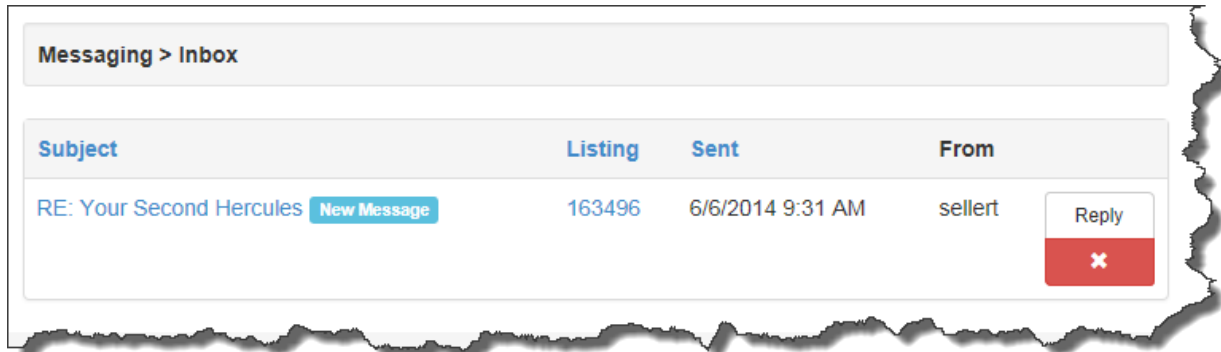


This section contains the following subsections:

- [Inbox](#)
- [Outbox](#)

Inbox

This section shows messages from other users.



View - This is a direct link to the Read Message page.

Reply - This will open a reply form for the message.

Delete - This will permanently remove the message.

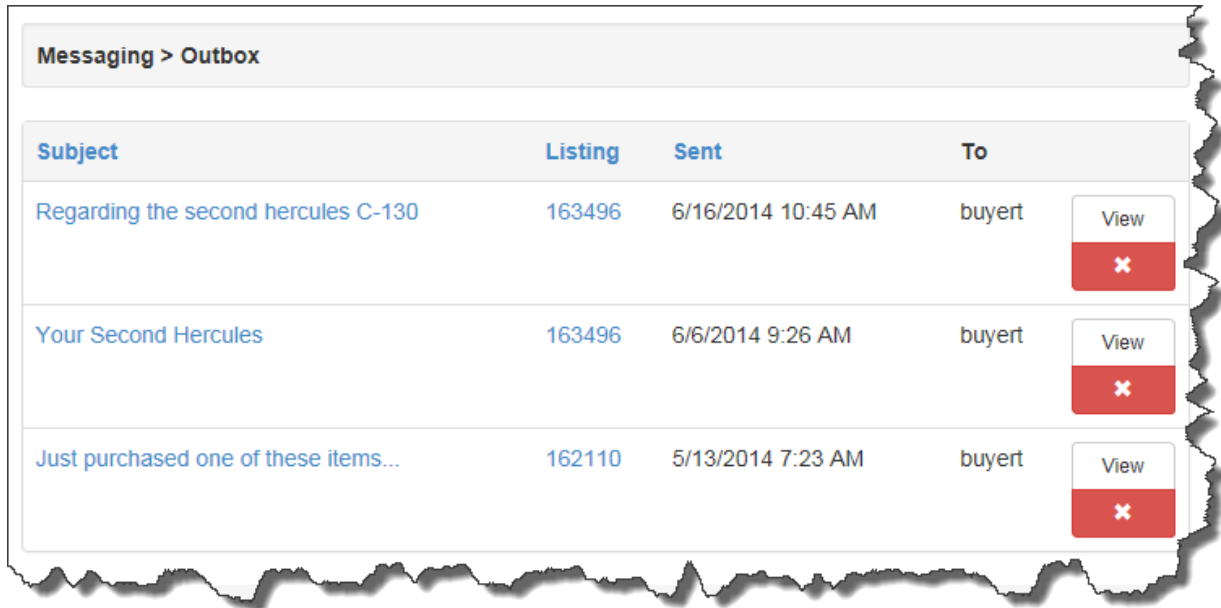
Report Abuse - This will send an email to the administrator about the message in question.

Sorting Options

- **Subject** - This will organize the messages by the subject line.
- **Listing** - This will organize the messages by the listing ID number.
- **Date Sent** - This will organize the messages by the date they were sent.

Outbox

This section shows messages the user has sent.



Subject	Listing	Sent	To	
Regarding the second hercules C-130	163496	6/16/2014 10:45 AM	buyert	View ✕
Your Second Hercules	163496	6/6/2014 9:26 AM	buyert	View ✕
Just purchased one of these items...	162110	5/13/2014 7:23 AM	buyert	View ✕

View - This is a direct link to the Read Message page.

Delete - This will permanently remove the message.

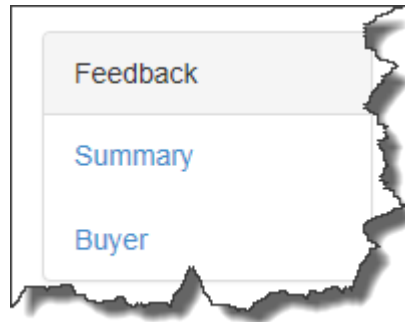
Report Abuse - This will send an email to the administrator about the message in question.

Sorting Options

- **Subject** - This will organize the messages by the subject line.
- **Listing** - This will organize the messages by the listing ID number.
- **Sent** - This will organize the messages by the date they were sent.

Feedback

This section allows you to review any feedback left for you as a Buyer or a Seller.

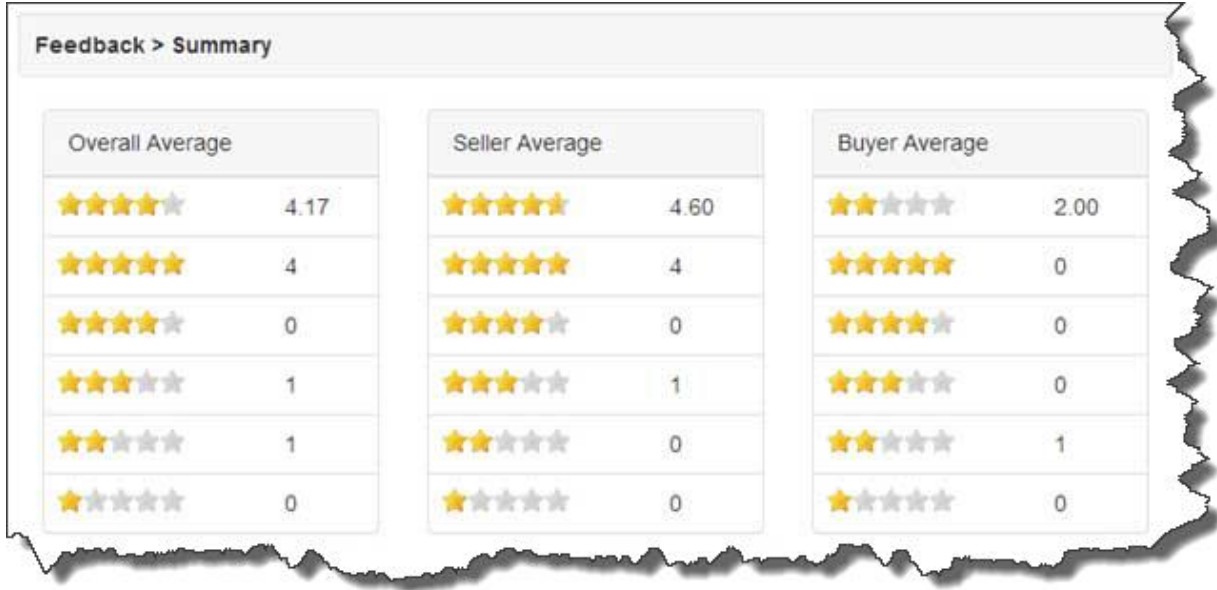


This section contains the following subsections:

- [Summary](#)
- [Buyer](#)
- [Seller](#)

Summary

This section displays an overview of your Feedback score. Feedback uses a five star rating system and comments to track a user's Buyer/Seller reputation.



Buyer

This section shows all of the feedback you have received from transactions where you were the purchaser.



Rating	Feedback	Left By	Listing	Date/Time
★ ★ ★	not too bad	admin	322673	1/8/2013 4:18:34 PM

Rating - The star rating will be displayed here.

Feedback - The comment will be displayed here.

Left By - This column displays the user that left the feedback.

Note: Clicking on the user name in the Left By column will bring you to a full list of that user's feedback.

Listing - This column displays the listing the feedback is in reference to.

Note: Clicking on the listing number will bring you to the listing detail page.

Date/Time - The date and time the feedback was submitted will be displayed here.

Sorting Options:

- **Rating** - This will sort the list by the feedback rating.
- **Date/Time** - This will sort the list by the date the feedback was submitted.