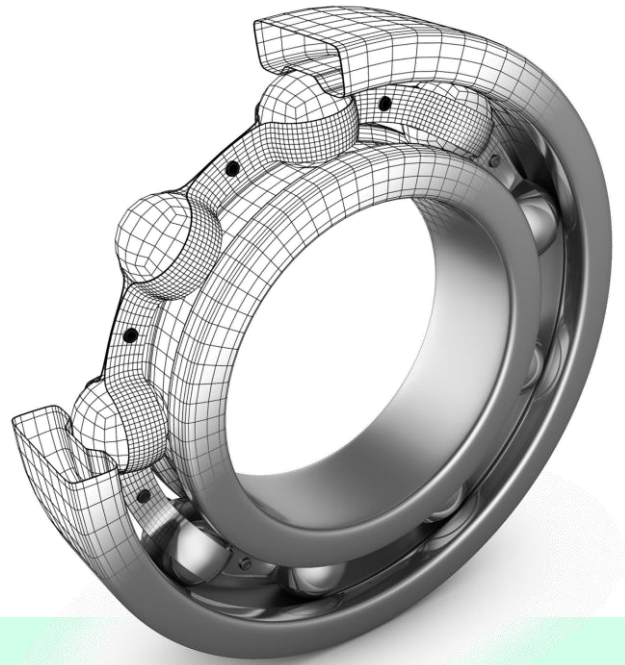




**BEARING X**

# **BEARING X QUICK START USER GUIDE**

**NEVER BEFORE HAS TRADING OF  
BEARINGS BEEN EASIER**





## BEARING X QUICK START USER GUIDE

### Important notes

#### Trading hours:

BEARING X is online from **Monday to Friday, from 6am to 6pm** (Central European Time). If you access BEARING X outside these hours, you will get one of the following error messages: "503 Service Unavailable" or "Can't find server".

#### Placing Orders:

- In order to ensure that orders are always up to date, **all orders placed are deleted after 6pm** (Central European Time) **on each trading day**.
- During a trading day it is possible to **delete orders manually**.
- **IMPORTANT:** If you upload your **orders twice on the same trading day**, it will cause orders to **appear twice in the marketplace**. **The orders will not be overwritten**.

#### Positive Trading:

- In order to ensure that an active and positive trading at BEARING X takes place, each participant should **upload at least 1000 orders per day**. For this purpose a CSV file can be used. You will find a description of how to use the **CSV file** in this User Guide on **page 5 step 3**.
- In order to avoid double sales, we recommend to keep a **buffer** of at least **20% of the individual item stocks** and do not offer them at BEARING X.

#### Personal Access:

Each participant has a personal BEARING X access. It is linked to the IP address and thus to the computer network of the respective company. This means that it is **only possible** for you as a user to **use BEARING X within your own computer network**.

#### Contact:

If you have any **questions**, we are at your disposal from **Monday to Friday, from 8:30am to 4:30pm** (Central European Time). You can reach us under the following contact details:

E-mail : bearingx.io@gmail.com

Phone : +49 (0) 421 336 28 44



## BEARING X QUICK START USER GUIDE

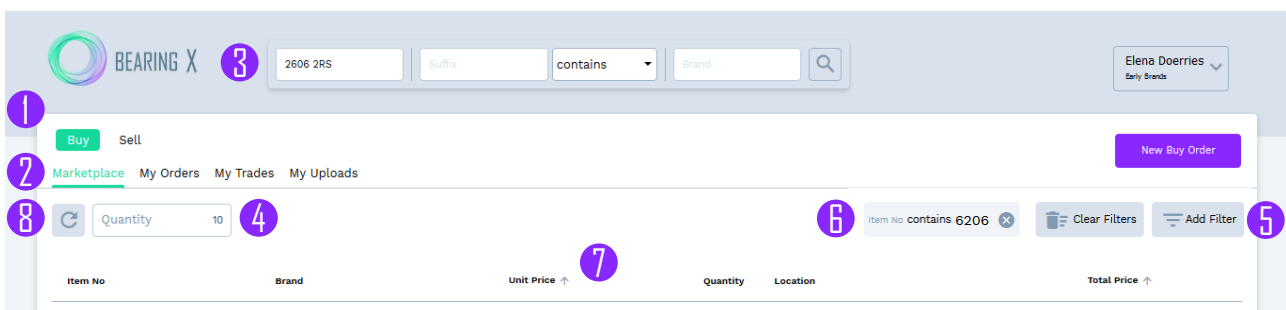
### How can I buy or sell bearings via the marketplace?

1. Right under the BEARING X logo you can choose between "Buy" and "Sell".
2. Depending on whether you selected "Buy" or "Sell", you will see either Buy-Orders or Sell-Orders under "Marketplace".

**Info:** Orders are **binding offers** to buy or sell for a specific type of bearing. An order can be placed at a certain unit price, e.g. 100 units of article 6206 2RS.

3. Using the search bar at the top you can search for the desired item description and brand. You can also choose whether a specific suffix should be included or excluded in the article description.
4. Using the "Quantity" field on the left above the marketplace results you can enter the desired quantity of the item you are looking for.

**Info:** The "Quantity" field is always preset to 10. Please always remember to adjust the quantity before buying or selling.



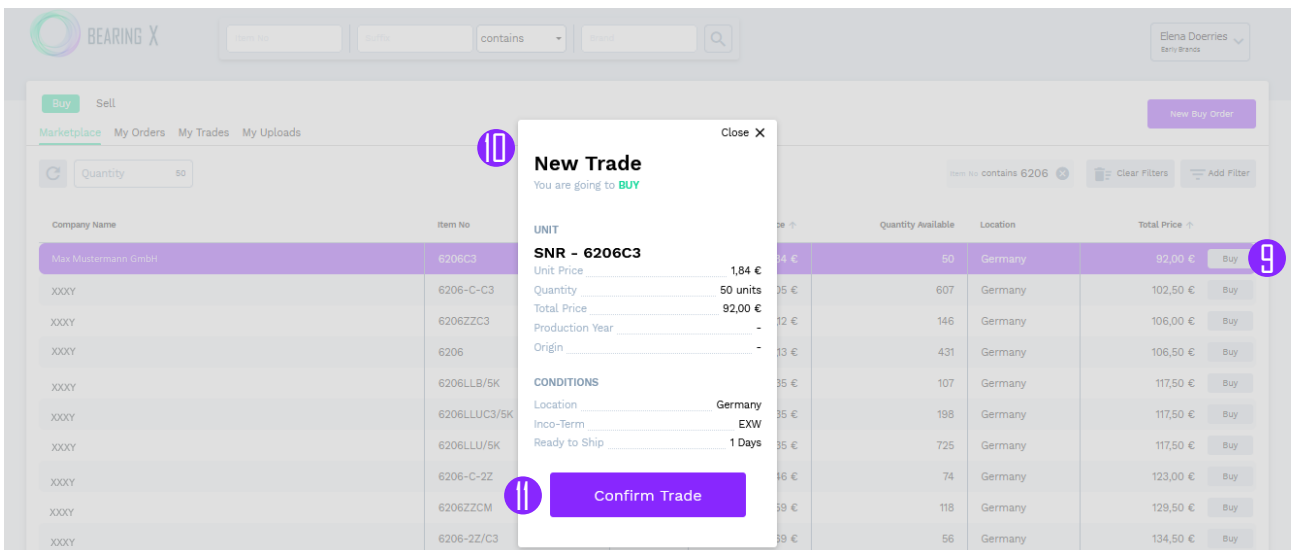
5. You can also use "Add Filter" on the right above the marketplace results to search for the desired item name and brand. You can also specify the desired price range and countries. With "Clear Filters" you can delete all filters simultaneously.
6. As soon as a filter is activated, the filter value appears as a field to the left of the "Add Filter" button, which can be deactivated again by clicking on the small grey cross to the right of the field.
7. In order to sort the results, you have to click on the heading of the corresponding column. With the first click the results will be sorted in ascending order, with the second click in descending order and with the third click you can deactivate the sorting.
8. If you have been on the "Marketplace" for a long time and want to update the results, you can click on the "Refresh" button.

**Info:** The sorting function is also available for you under "My Orders" and under "My Trades". Please note that you cannot sort by "Total Price" under "My Trades".

## BEARING X QUICK START USER GUIDE

### How can I buy or sell bearings via the marketplace?

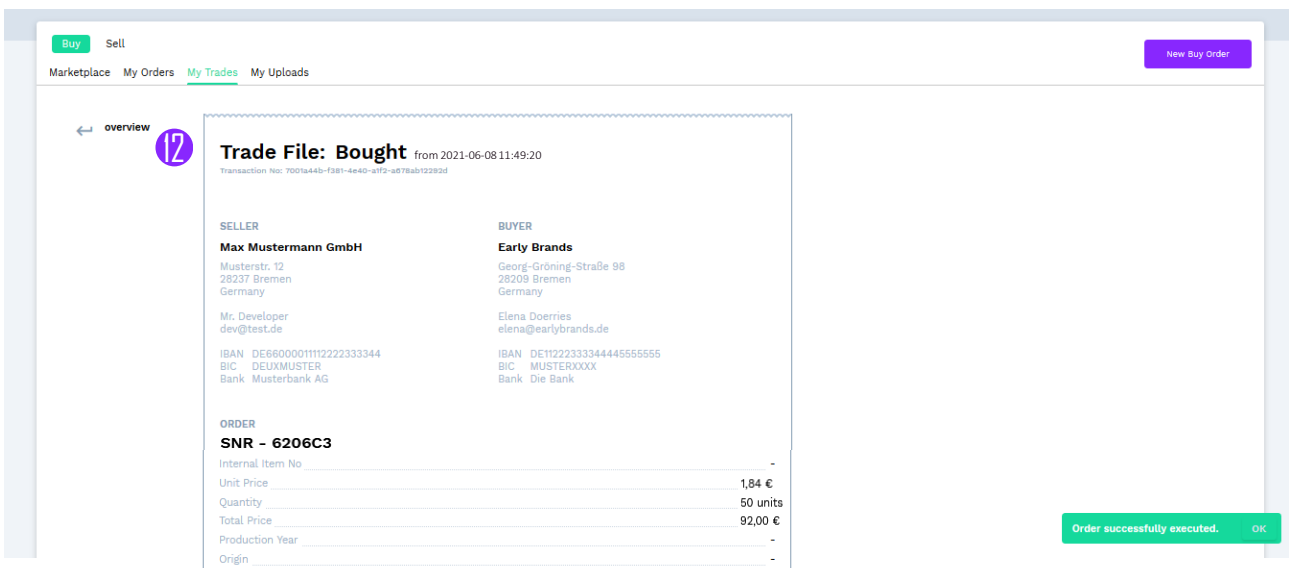
9. Once you have decided on an order from the marketplace, click on the "Buy" or "Sell" button to the right of the corresponding order.
10. When you click on it, a summary of information about the selected order appears, which you should check before buying or selling the goods.
11. At the bottom of the window you confirm the purchase or sale with the "Confirm Trade" button.



The screenshot shows the BEARING X marketplace interface. A modal window titled "New Trade" is open, displaying details for a trade. The modal includes a "Close X" button, a "Confirm Trade" button, and a summary of the trade details. The background shows a table of orders with columns for Company Name, Item No, Quantity Available, Location, and Total Price. A "Buy" button is visible next to the selected order.

Company Name	Item No	Quantity Available	Location	Total Price
Max Mustermann GmbH	6206C3	50	Germany	92,00 €
XXXX	6206-C-C3	607	Germany	102,50 €
XXXX	6206ZZC3	146	Germany	106,00 €
XXXX	6206	431	Germany	106,50 €
XXXX	6206LLB/5K	107	Germany	117,50 €
XXXX	6206LLUC3/5K	198	Germany	117,50 €
XXXX	6206LLU/5K	725	Germany	117,50 €
XXXX	6206-C-2Z	74	Germany	123,00 €
XXXX	6206ZZCM	118	Germany	129,50 €
XXXX	6206-2Z/C3	56	Germany	134,50 €

12. A "Trade File" will then automatically appear with information on the seller or buyer of the goods, including his account details and a summary of the executed order.



The screenshot shows the "Trade File: Bought" overview page. The page displays the trade details, including the seller and buyer information, and a summary of the order. A green notification bar at the bottom right indicates "Order successfully executed. OK".

**Trade File: Bought** from 2021-06-08 11:49:20  
Transaction No: 70b1a44b-f3b1-4c4e-wf5-1a07b3b3228d

SELLER	BUYER
<b>Max Mustermann GmbH</b>	<b>Early Brands</b>
Musterstr. 12 28237 Bremen Germany	Georg-Gröning-Straße 98 28209 Bremen Germany
Mr. Developer dev@test.de	Elena Doerries elena@earlybrands.de
IBAN DE66000111222333344 BIC DEUXMUSTER Bank Musterbank AG	IBAN DE122233344445555555 BIC MUSTERXXXX Bank Die Bank

**ORDER**  
**SNR - 6206C3**

Internal Item No	-
Unit Price	1,84 €
Quantity	50 units
Total Price	92,00 €
Production Year	-
Origin	-

Order successfully executed. OK

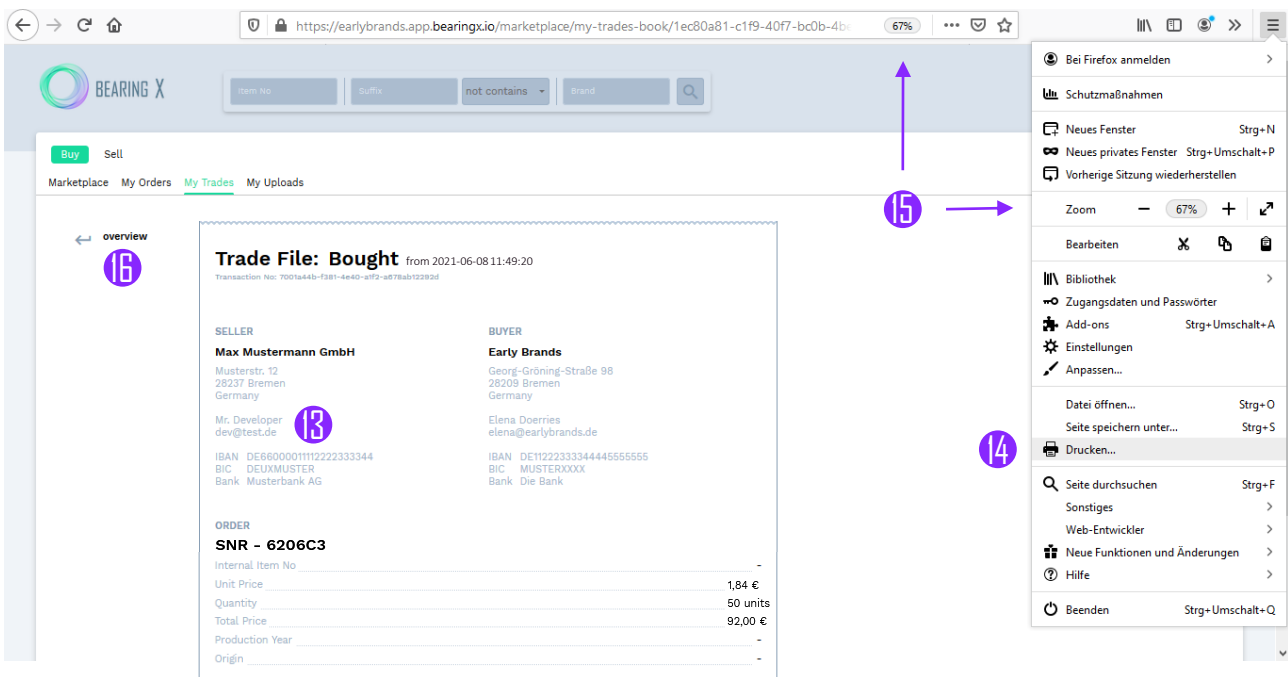
## BEARING X QUICK START USER GUIDE

### How can I buy or sell bearings via the marketplace?

13. The contact person listed in the "Trade File" will be informed about the trade by an automatic email notification. In order to agree on the details of the shipment of the goods or the payment methods, you should contact your trade partner.
14. Via your browser you have the possibility to print the Trade File and store it for you.
15. You can also zoom into the application via your browser.

**Info:** If your browser is set to 100% zoom, you may not be able to see the application completely on screen. To change this, you should adjust the zoom setting in your browser (e.g. as shown in point 15).

16. The "overview" button takes you to the overview of all your trades under "My Trades".

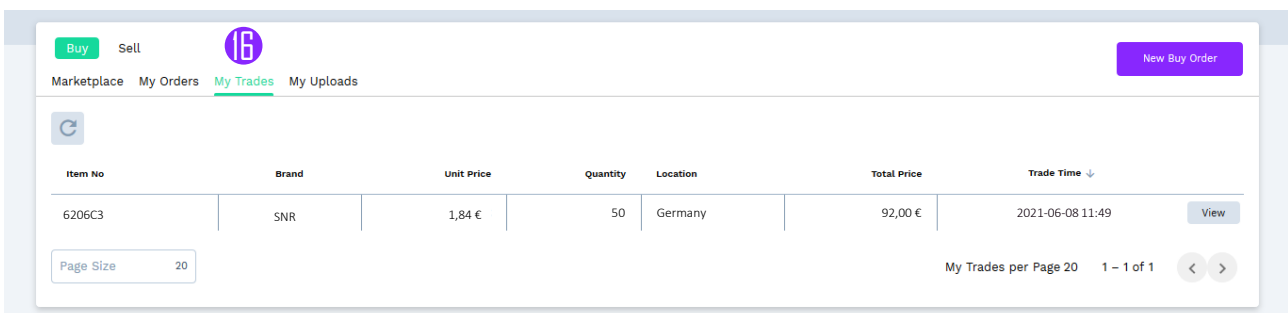


The screenshot shows the BEARING X marketplace interface. The main content area displays a "Trade File: Bought" from 2021-06-08 11:49:20. The trade details include:

- SELLER:** Max Mustermann GmbH, Musterstr. 12, 28237 Bremen, Germany. Contact: Mr. Developer, dev@test.de.
- BUYER:** Early Brands, Georg-Gröning-Straße 98, 28209 Bremen, Germany. Contact: Elena Doerries, elena@earlybrands.de.
- ORDER:** SNR - 6206C3. Internal Item No: -, Unit Price: 1,84 €, Quantity: 50 units, Total Price: 92,00 €, Production Year: -, Origin: -.

Annotations in the image point to specific features:

- 13:** Points to the "Trade File" title.
- 14:** Points to the "Drucken..." (Print) button in the browser's context menu.
- 15:** Points to the browser's zoom settings, which are currently set to 67%.
- 16:** Points to the "overview" button in the top left corner of the trade file view.



The screenshot shows the "My Trades" overview page. The table displays the following data:

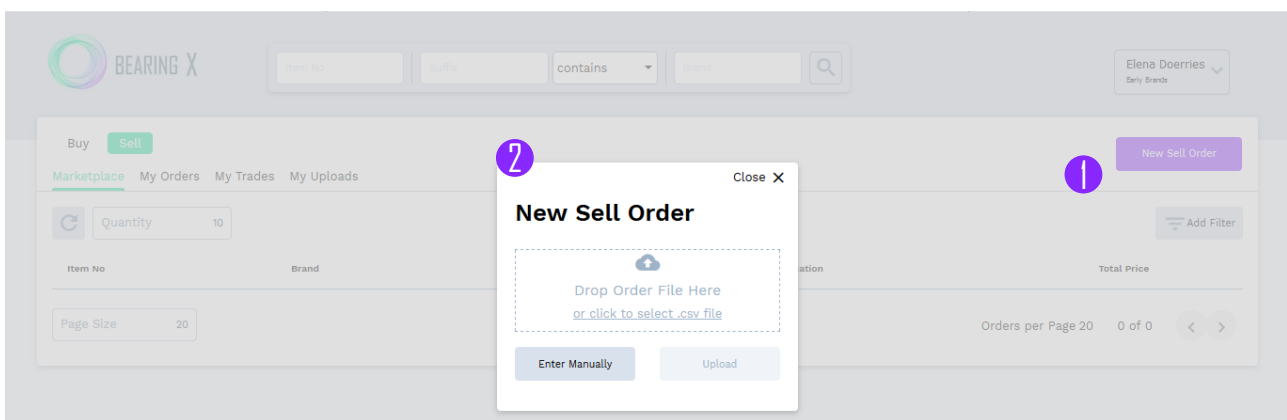
Item No	Brand	Unit Price	Quantity	Location	Total Price	Trade Time
6206C3	SNR	1,84 €	50	Germany	92,00 €	2021-06-08 11:49

Additional details: Page Size is set to 20. The page shows "My Trades per Page 20" and "1 - 1 of 1".

## BEARING X QUICK START USER GUIDE

### How can I place an order?

1. On the right side above the "Add Filter" menu is the "New Buy Order" button (if you are in "Buy") or the "New Sell Order" button (if you are in "Sell").
2. With a click on the button a field appears where you can choose whether you enter your order manually or want to enter several orders in one CSV file.



3. **List of orders:** The CSV file can be uploaded via the "Upload" button. In the CSV file you have to enter the following parameters:
  - **Column A:** S for sell OR B for buy
  - **Column B:** Number of units to be sold or bought
  - **Column C:** Price per piece (IMPORTANT! Decimal numbers are separated by a comma)
  - **Column D:** Minimum purchase quantity
  - **Column E:** Article description (Type)
  - **Column F:** Brand
  - **Column G:** Country of your location
  - **Column H (optional):** Production year of the article
  - **Column I (optional):** Country of manufacture of the article
  - **Column J (optional):** Internal article number of own company
  - **Column K (optional):** Definition of a fixed price (further information on p. xx)

	A	B	C	D	E	F	G	H	I	J	K
1	buySell	quantity	pricePerUnit	minimumPartialQuantity	itemNumber	brand	location	productionYear	origin	articleNumber	fixedPrice
2	S	300	1,52	20	6206	SNR	Austria	2020	Japan	abCD12356	false
3											

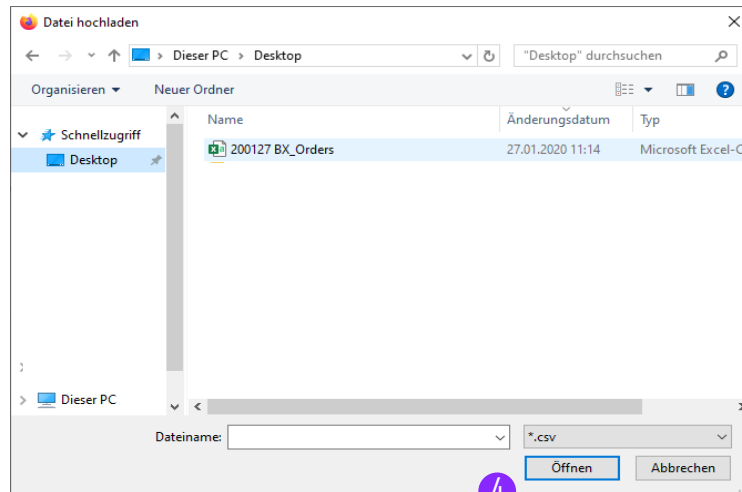
**Info:** All orders are displayed in EUR.

**Info:** Never upload the entire stock of an article on BEARING X if you offer this article on other sales channels. This way you avoid double sales.

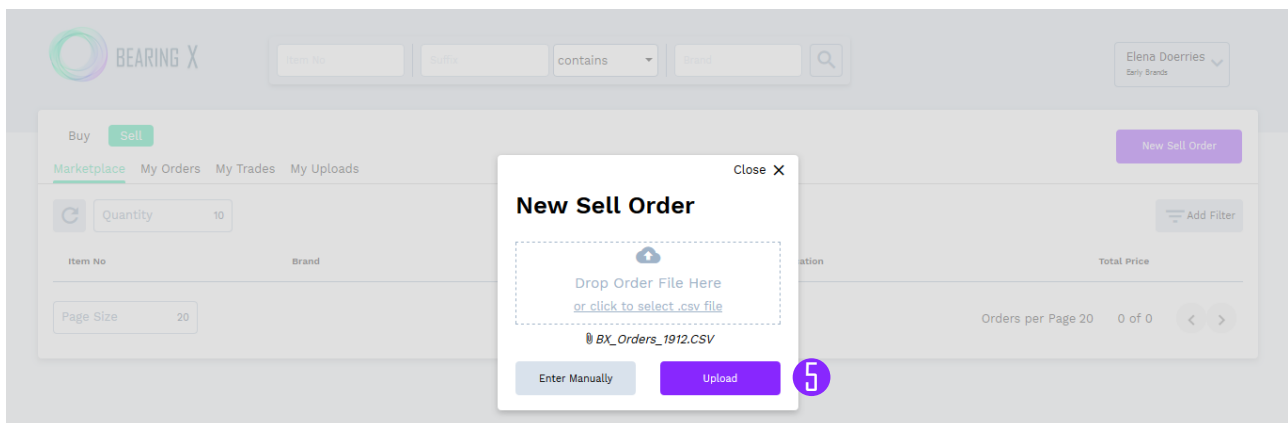
## BEARING X QUICK START USER GUIDE

### How can I place an order?

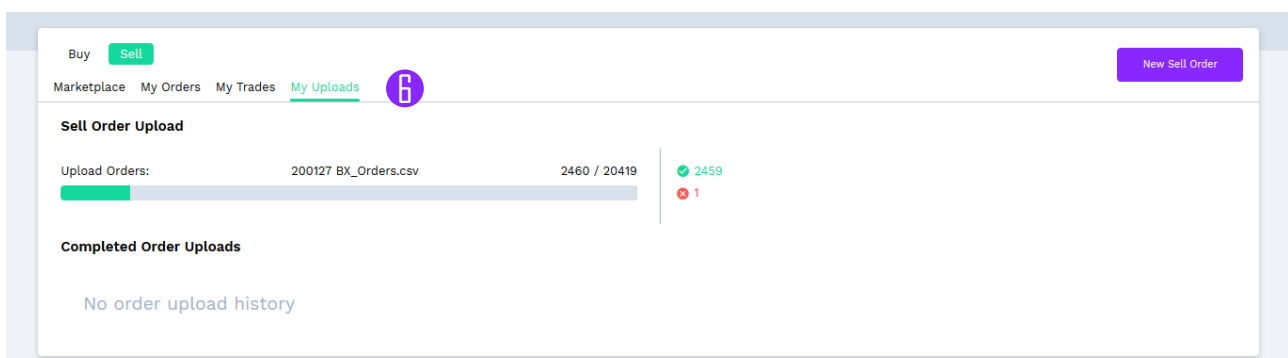
- Once the CSV file is completed, you can select the appropriate folder and file via "Open".



- Use the "Upload" button to load the CSV file.



- Under "My Uploads" you can track the uploading progress.





## BEARING X QUICK START USER GUIDE

### How can I place an order?

**Info:** It is possible to upload more than one CSV file at once, but this will not increase the overall speed of the upload process.

7. If an error occurs during upload and some of your orders with incorrect information are not uploaded, you will be able to view these orders. To do so, you have to click on the red cross next to the corresponding CSV File under "My Uploads". With the click a window appears, in which the corresponding rows with the wrong value are displayed.

Buy **Sell** New Sell Order

Marketplace My Orders My Trades **My Uploads**

**Sell Order Upload**

No order upload in progress

**Completed Order Uploads**

File: 200127 BX\_Orders.csv 2020-01-27 14:10 20418 1 7

Buy **Sell** New Sell Order

Marketplace **7** My Orders My Trades My Uploads

**Upload Errors** Close X

Row number	Error message
20	A payload field is not set correctly. [field=, violation=OrderQuantityGreaterEqualsMinimumPartialQuantity]

Errors per Page 5 1 - 1 of 1

**Info:** Please note that every day at 6pm (Central European Time) all your orders will be deleted.

8. You will find all your uploaded orders under "My Orders". Just like in "Marketplace" and "My Trades" the orders are separated into Sell and Buy. Your buy orders can be found under "Buy" and your sell orders under "Sell".

Buy **Sell** **8** New Sell Order

Marketplace **My Orders** My Trades My Uploads

Refresh Add Filter

Item No	Brand	Unit Price	Quantity	Location	Total Price	Order Time ↓	
22309 CA W33	SKF	50,20 €	7	Italy	351,40 €	2020-01-27 15:10	View
22207 CA W33	ELW	28,90 €	50	Germany	1,445,00 €	2020-01-27 15:10	View

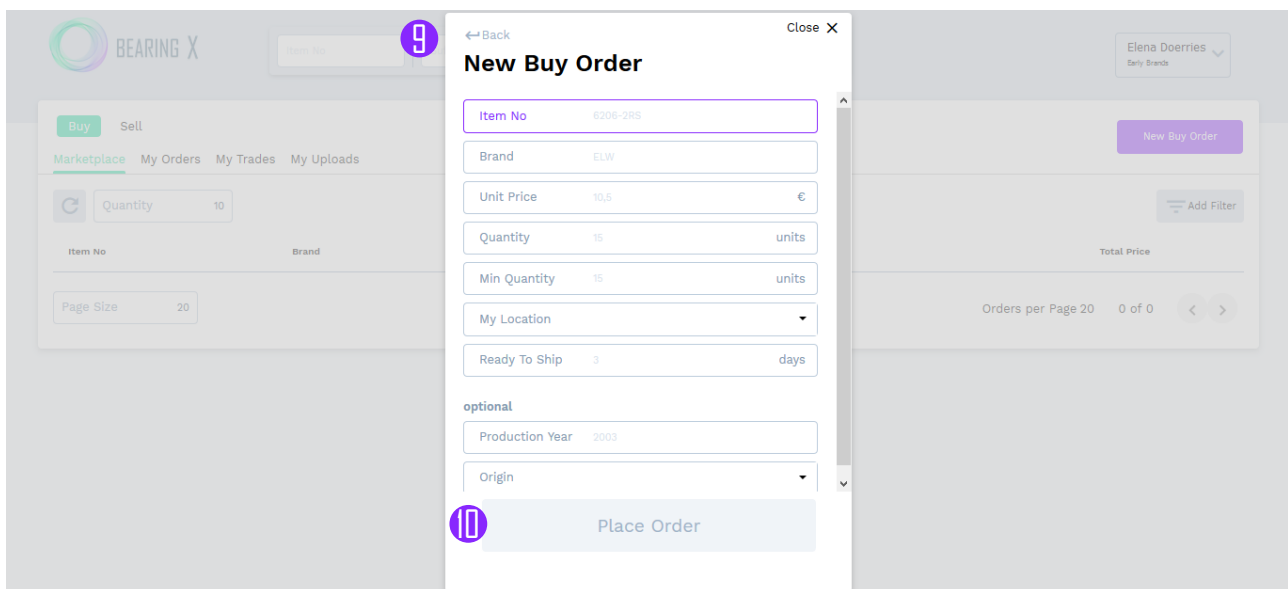


## BEARING X QUICK START USER GUIDE

### How can I place an order?

9. **Single Order:** With a click on the "Enter Manually" button a form is opened in which you can enter required information about the order.
10. If all information in the summary is entered correctly, you can place the order on the marketplace using the "Place Order" button.

**Info:** Please note that only a "1" can be entered for "Ready to Ship".



11. The order summary will then appear under "My Orders".
12. By clicking on the "overview" button you can access the summary of all your orders.
13. Via "cancel Order" you can delete your orders.

**Info:** In order to prevent you from executing your own orders, the orders you place are not visible to yourself.

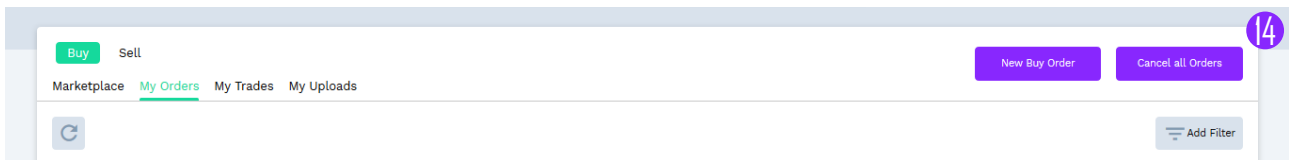


## BEARING X QUICK START USER GUIDE

### How can I place an order?

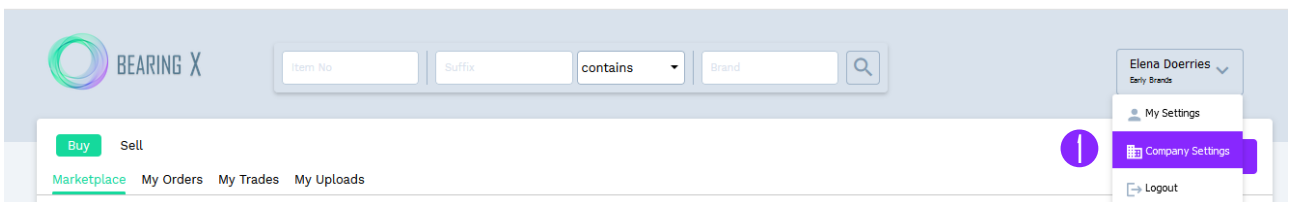
- With the "Cancel all Orders" button you can delete all your orders. Before the orders are deleted, you confirm once again via an info field that the orders should be deleted.

**Info:** Please note that all orders will be deleted. So the buy and the sell orders. While the orders are being deleted, you cannot upload new orders or manually delete other orders. Depending on the number of deleted orders, this action can take a few minutes.

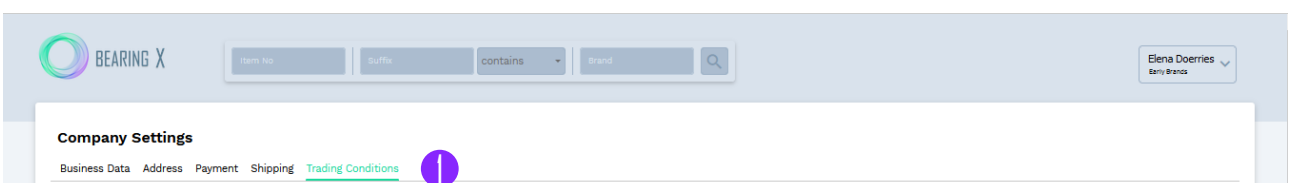


### How do I use the Trading Conditions?

**Info:** On the one hand, the trading conditions allow you to set individual discounts or surcharges for other companies in the marketplace. On the other hand, you can exclude other companies from trading with your company. As soon as you have placed a company on your blacklist, neither you nor the selected company can see the orders placed and you can no longer trade with each other. Changes made here are only visible to you. Traders who receive a discount or surcharge from you or who have been blacklisted will not be notified.



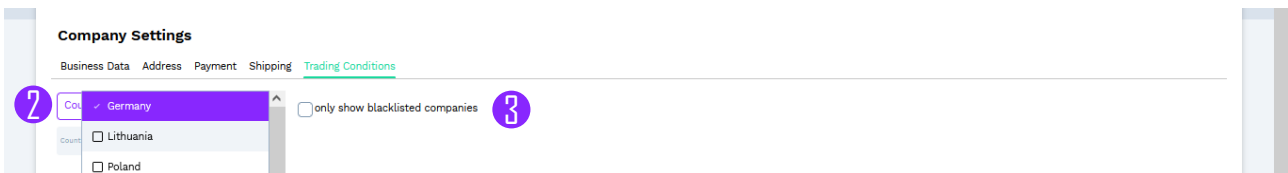
- The Trading Conditions are available in your "Company Settings".



## BEARING X QUICK START USER GUIDE

### How do I use the Trading Conditions?

- All participating companies are listed directly under the "Country Filter". In the filter you can select the countries in which the participating companies are located.
- You also have the option of displaying all the companies on the blacklist.



**Company Settings**

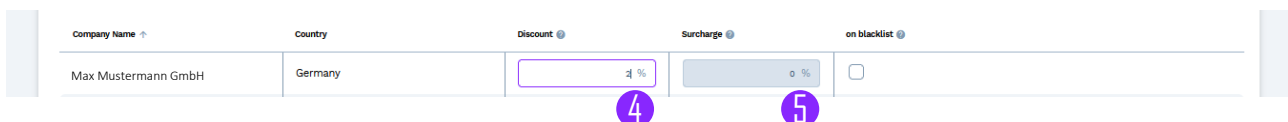
Business Data Address Payment Shipping **Trading Conditions**

2 Country:  Germany  Lithuania  Poland

only show blacklisted companies 3

- If you would like to grant a discount to a participating company, enter the desired discount in the "Discount" column. This is always given as a percentage. The discount is automatically applied to the net price you entered in your CSV list in column C "Unit Price". The prices including the given discount will be calculated automatically and the participating distributor to whom the discount has been given will only see the discounted prices for your orders. He does not see the original price.
- If you want to add a surcharge for a participating trader, enter the desired surcharge in the "Surcharge" column. All other factors are equal to the "Discount" described in point 4.

**Info:** It is not possible to enter a discount and a surcharge at the same time. As soon as you have made an entry in one of the two columns, the other column is greyed out.



Company Name	Country	Discount	Surcharge	on blacklist
Max Mustermann GmbH	Germany	4 %	0 %	<input type="checkbox"/>

- If desired, you have the option of deactivating the discount or surcharge for certain items from your CSV list. You can do this by entering the value "true" in the optional column K "fixedPrice" in your imported CSV list for the selected articles. This means that the "pricePerUnit" you have determined applies regardless of which individual discounts or surcharges you have set. This way you can offer your trading partners special prices for selected items and keep the selected discount or surcharge for all other items.

	A	B	C	D	E	F	G	H	I	J	K
1	buySell	quantity	pricePerUnit	minimumPartialQuantity	itemNumber	brand	location	productionYear	origin	articleNumber	fixedPrice
2	S	300	1,52	20	6206	SNR	Austria	2020	Japan	abCD12356	true
3											
4											

**Info:** If the column K remains empty or the value "false" is entered, then the individual discount or surcharge set per distributor will apply to the corresponding articles.

## BEARING X QUICK START USER GUIDE

### How do I use the Trading Conditions?

7. To put a company on the blacklist, you have to check the "on blacklist" column in the row with the corresponding company.
8. To save all changes in the Trading Conditions, click on "Save".

Company Name ↑	Country	Discount Ⓞ	Surcharge Ⓞ	on blacklist Ⓞ
Max Mustermann GmbH	Germany	<input type="text" value="2 %"/>	<input type="text" value="0 %"/>	<input type="checkbox"/>
XXXYxxx	Germany	<input type="text" value="0 %"/>	<input type="text" value="0 %"/>	<input checked="" type="checkbox"/> <b>7</b>

**Save** **8**

9. The changes are displayed before saving. Under the columns "Discount" and "Surcharge" the old and the new values are displayed. The column "on blacklist" also shows which companies have been added or removed. To finally save the changes you have made, please click on "Save".

### Changes to trading conditions

Company Name	Discount		Surcharge		on blacklist
	old	new	old	new	
Max Mustermann GmbH	0	2 <b>9</b>			
XXXYxxx					Added <b>9</b> +

Changes to the trading conditions will not affect your existing orders!

**9**
**Save**
**Cancel**

**Info:** The changes made apply immediately to all new orders placed by your company. If you have placed orders before changing the trading conditions, they will remain unaffected by the changes until the end of the trading day. To avoid this, you can delete all your previously placed orders (click on "Cancel all Orders" under "My Uploads") and place them again after adjusting the trading conditions.



## BEARING X QUICK START USER GUIDE

### FAQ

#### **What are orders?**

Orders are **binding offers** to buy or sell for a specific type of bearing. An order can be placed at a specific unit price, e.g. 100 units of article 6206 2RS.

#### **Why is my order not displayed in the marketplace?**

- To prevent you from executing your own orders, the orders you have placed are not visible to you.
- It is possible that a partial quantity of one of your orders is bought or sold and the quantity falls below the minimum quantity you have specified. Then this order will also no longer be displayed in the marketplace.

#### **Why do I not see parts of the application on my screen?**

If parts of your application are not visible on the screen, it may be necessary to adjust the zoom setting of your browser. You can adjust this directly via your browser settings. Page 4, point 15 of this guide describes how to adjust the setting with the browser Mozilla Firefox.

#### **I get an error message when uploading my orders as CSV file. What could be the reason?**

- Check that you have filled in all the required fields. Column H (Year of production) and column I (Country of production) are optional.
- Check that the decimal numbers of your prices are separated by a comma and not by a dot.
- Check that the minimum purchase quantity does not exceed the number of pieces offered.

#### **I was not at the PC for a few minutes and now the application does not work anymore, and I get error messages. Why?**

If you have not been active in the application for 1 hour, you have to log in to BEARING X again.

#### **Why can't I see my orders from yesterday?**

Every day at 6:00pm (Central European Time) all your orders are going to be deleted.

#### **I accidentally executed a trade for a product I do not own or need?**

Please contact the trading partner specified in the trade file immediately so that you can quickly solve the problem together.