NEHRUPLACE.APP / FIELD MANUAL / 01

A clearer way to navigate the market.

For visitors, buyers and sellers

Real screens. Practical steps. Clear decisions.

78 illustrated workflows | English | First professional draft

13 October - 19 November 2026. Read the current page and its confirmation before publishing, sending, deleting or paying.

The public guide can be read before sign-in. Account actions still require the appropriate account and permissions.

Choose a task

Click a title to jump to its illustrated page. PDF bookmarks provide the same navigation.

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Choose a task

Click a title to jump to its illustrated page. PDF bookmarks provide the same navigation.

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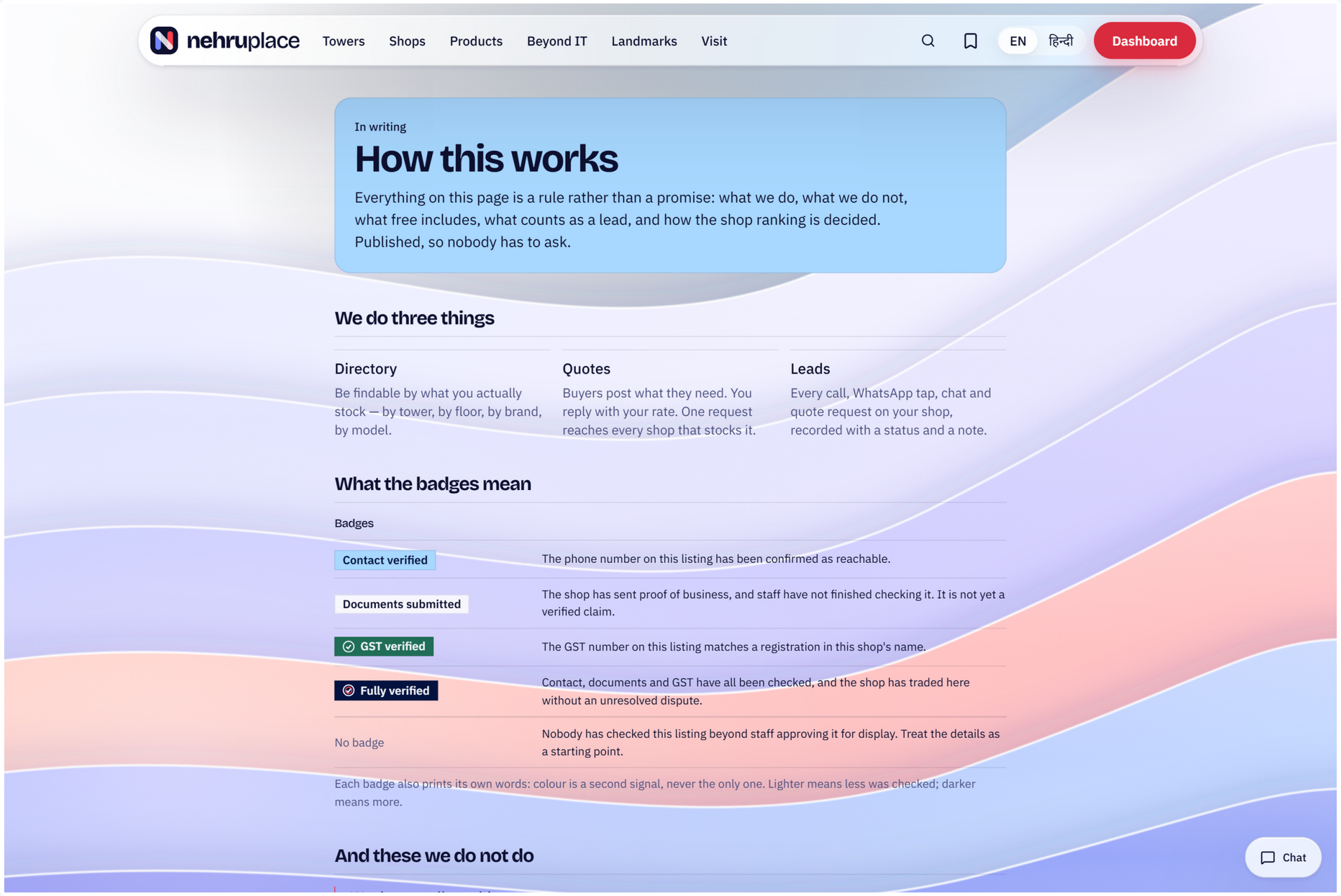
75 Recognise products by their photographs

76 Manage multiple locations

77 Invite a manager

78 Add products by browsing the catalogue

Start with How this works



Understand what the platform does before sharing information or choosing a plan.

1

Read the rules for listings, leads and ranking.

2

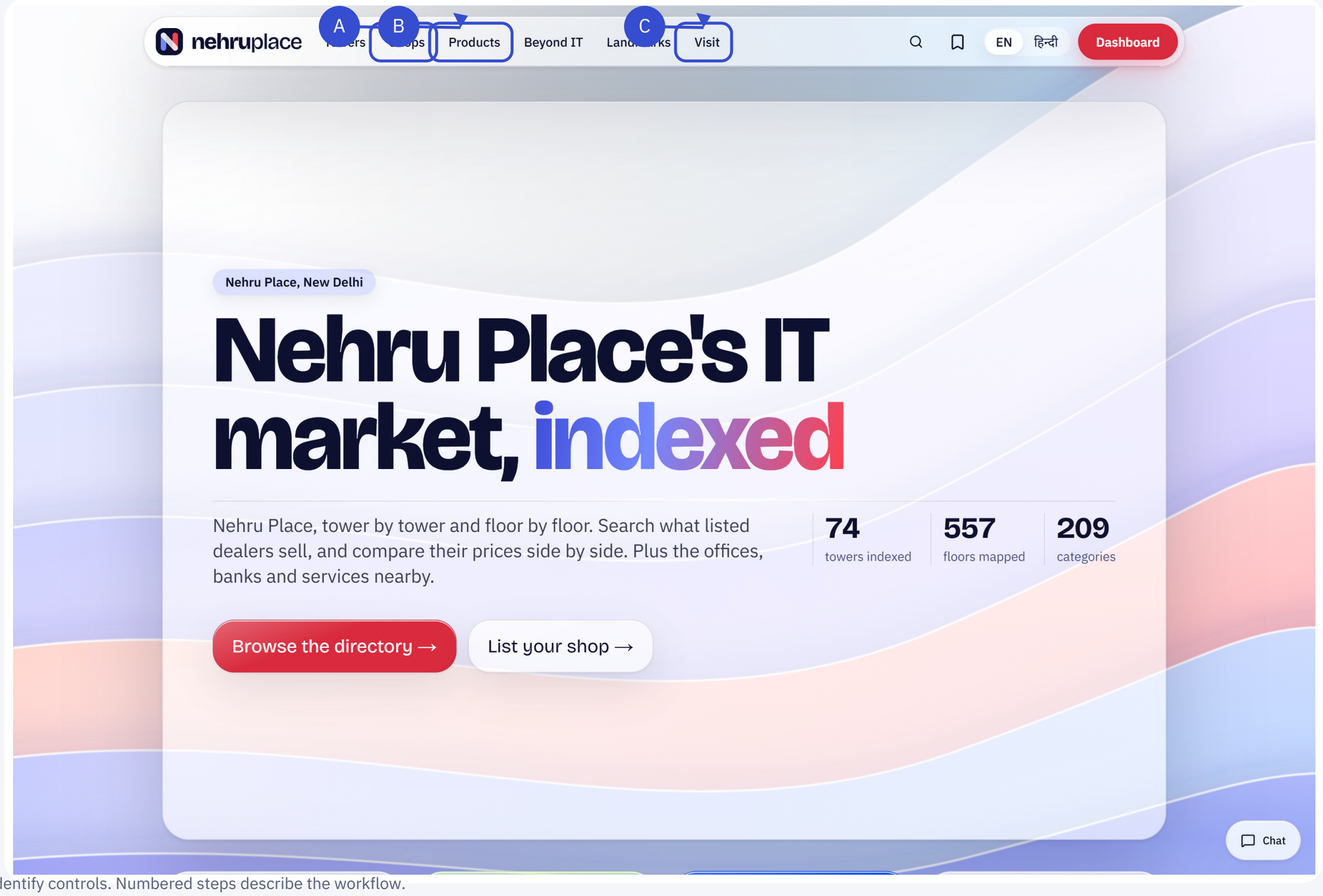
Open the illustrated manual for step-by-step guidance.

3

Use the glossary when a trade or credit term is unfamiliar.

Open this page: nehruplace.app/how-it-works

Explore the market



Lettered marks identify controls. Numbered steps describe the workflow.

The homepage opens the market by shop, product category or building.

1

Choose a category to see its shops first, followed by products.

2

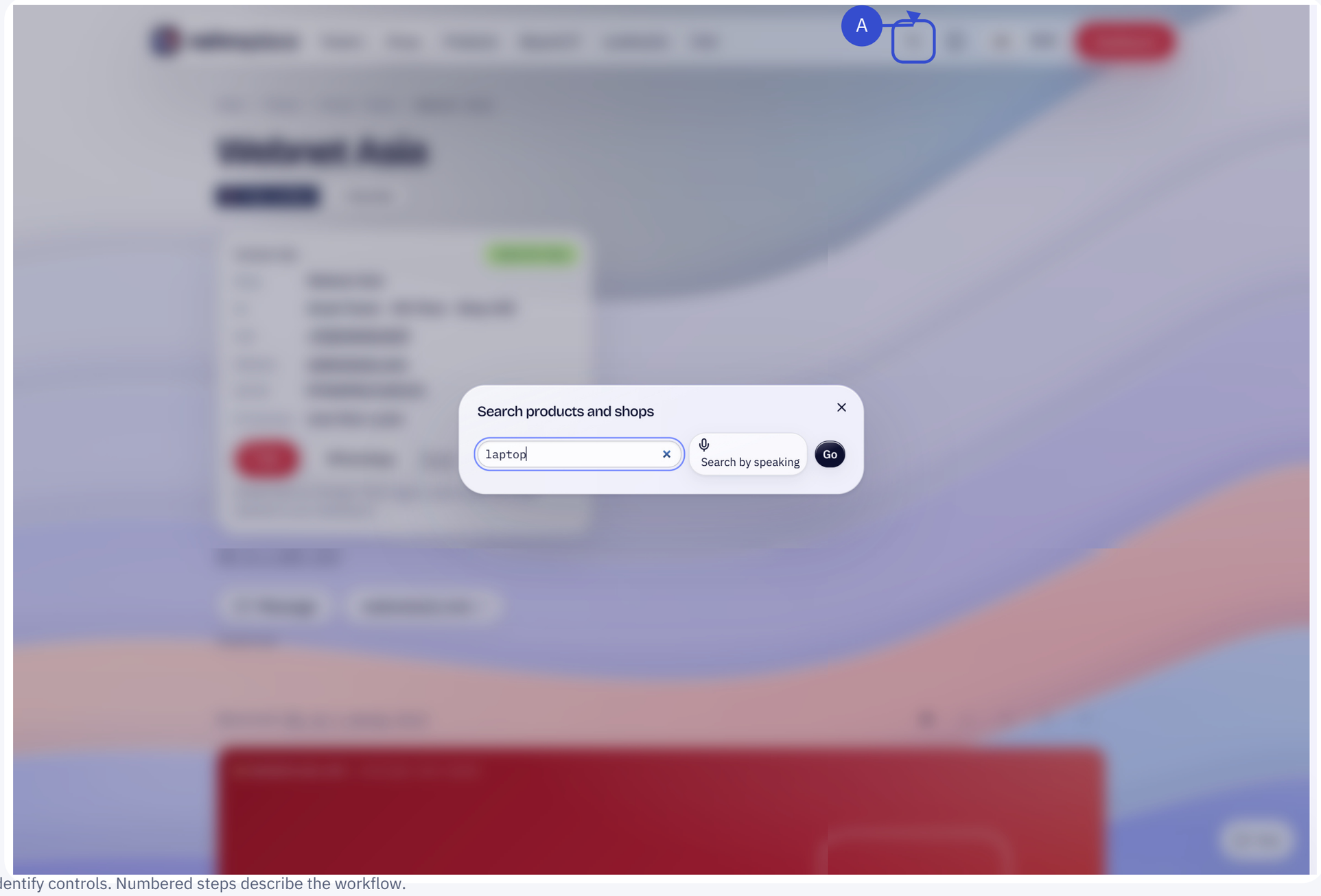
Choose Products when you know the model or specification. Product photos stay visible above cards.

3

Use the All towers button beside The market, tower by tower to browse every building.

Open this page: nehruplace.app/

Open search



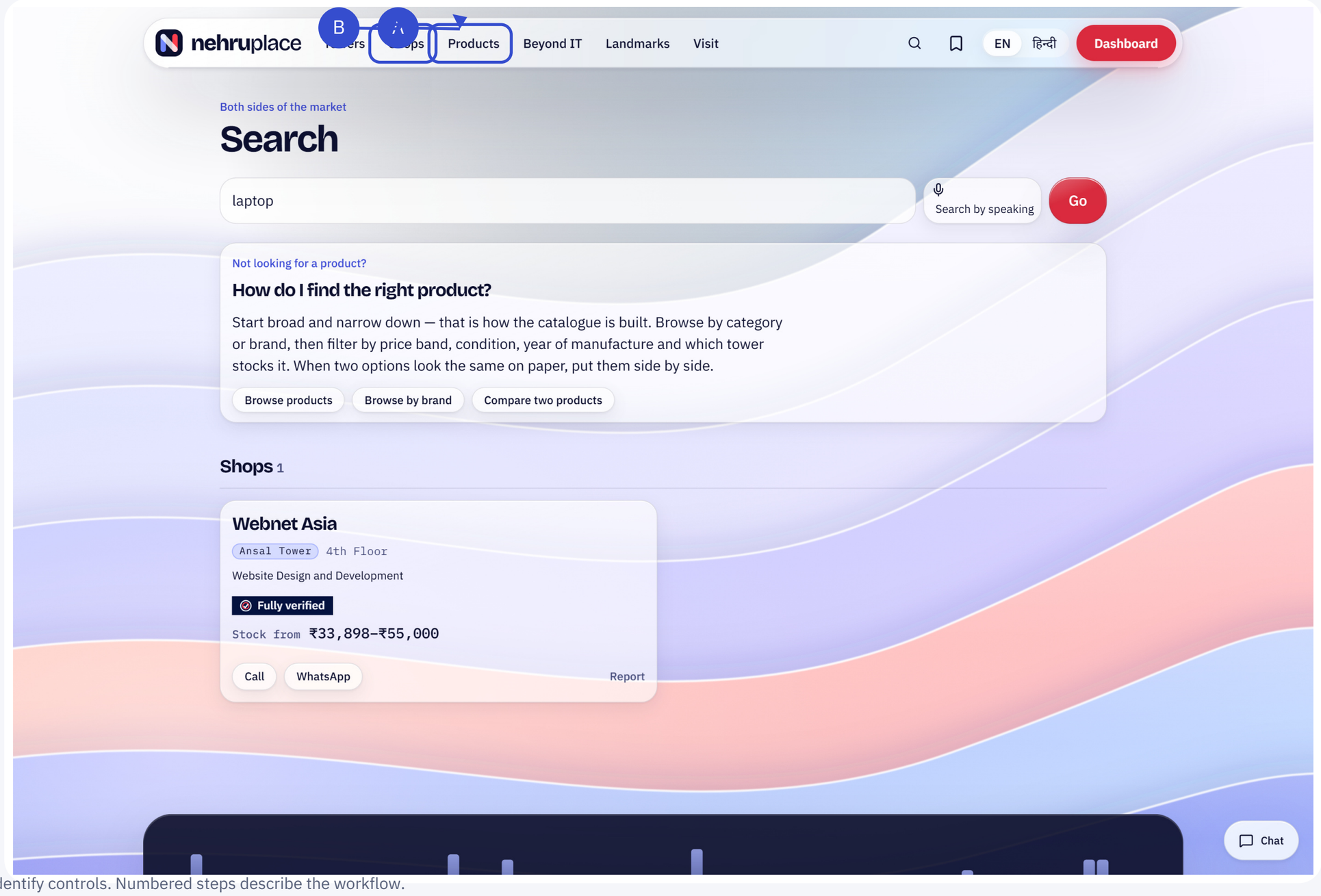
Lettered marks identify controls. Numbered steps describe the workflow.

Search in ordinary words. A model number is useful when you need an exact configuration.

1. Open Search from the header.
2. Type a product, shop, building or service.
3. Submit the search and choose a result type.

Open this page: nehruplace.app/search

Read search results



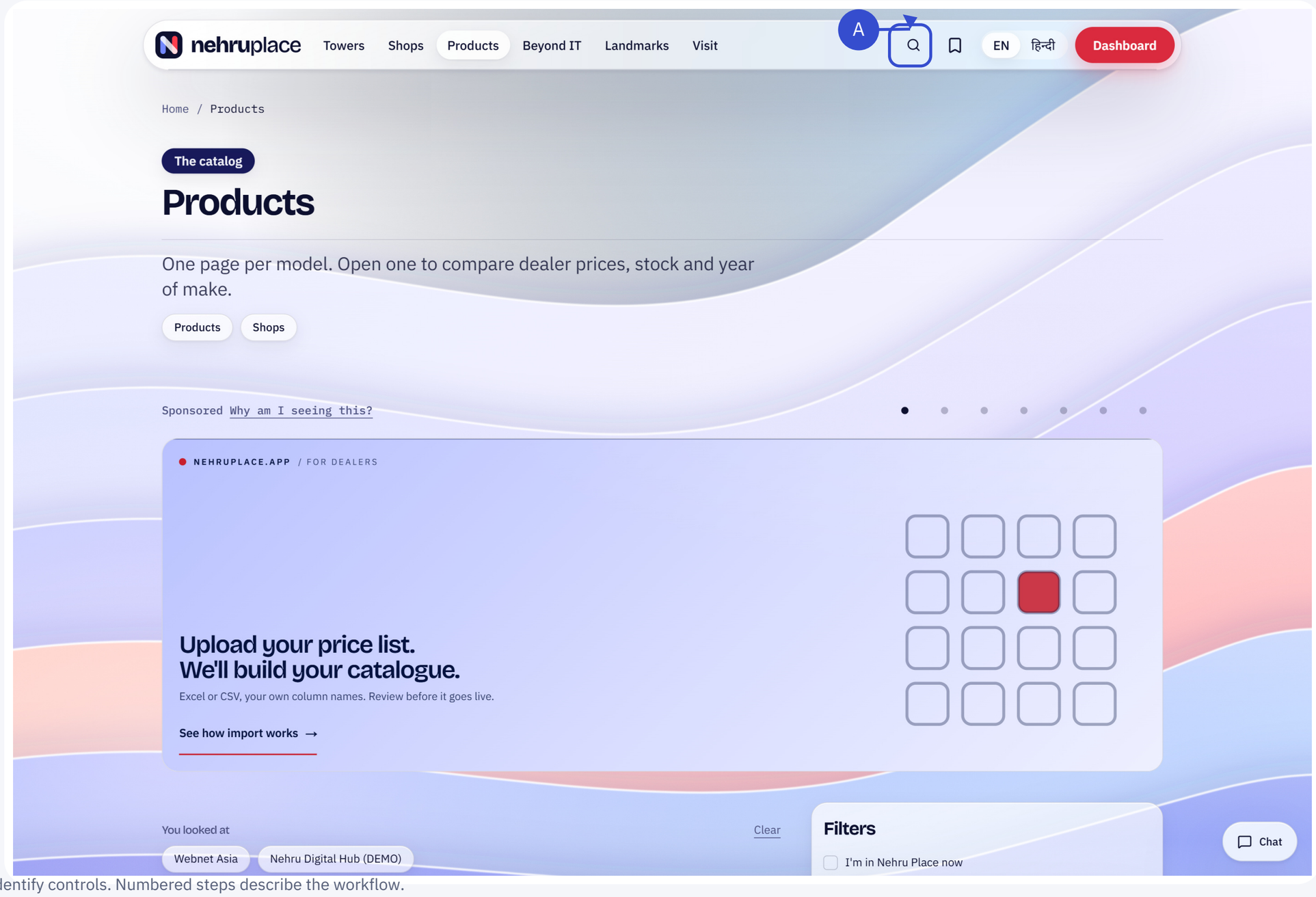
Lettered marks identify controls. Numbered steps describe the workflow.

A result is a starting point. Check its details and availability before making a buying decision.

1. Review the available result groups.
2. Use a more specific term if the result is too broad.
3. Open the relevant result to compare specifications or shop details.

Open this page: nehruplace.app/search?q=laptop

Find a product



Lettered marks identify controls. Numbered steps describe the workflow.

The catalogue groups products by identity and specifications. Each shop adds its own price and stock offer.

1

Choose a category or search for a model.

2

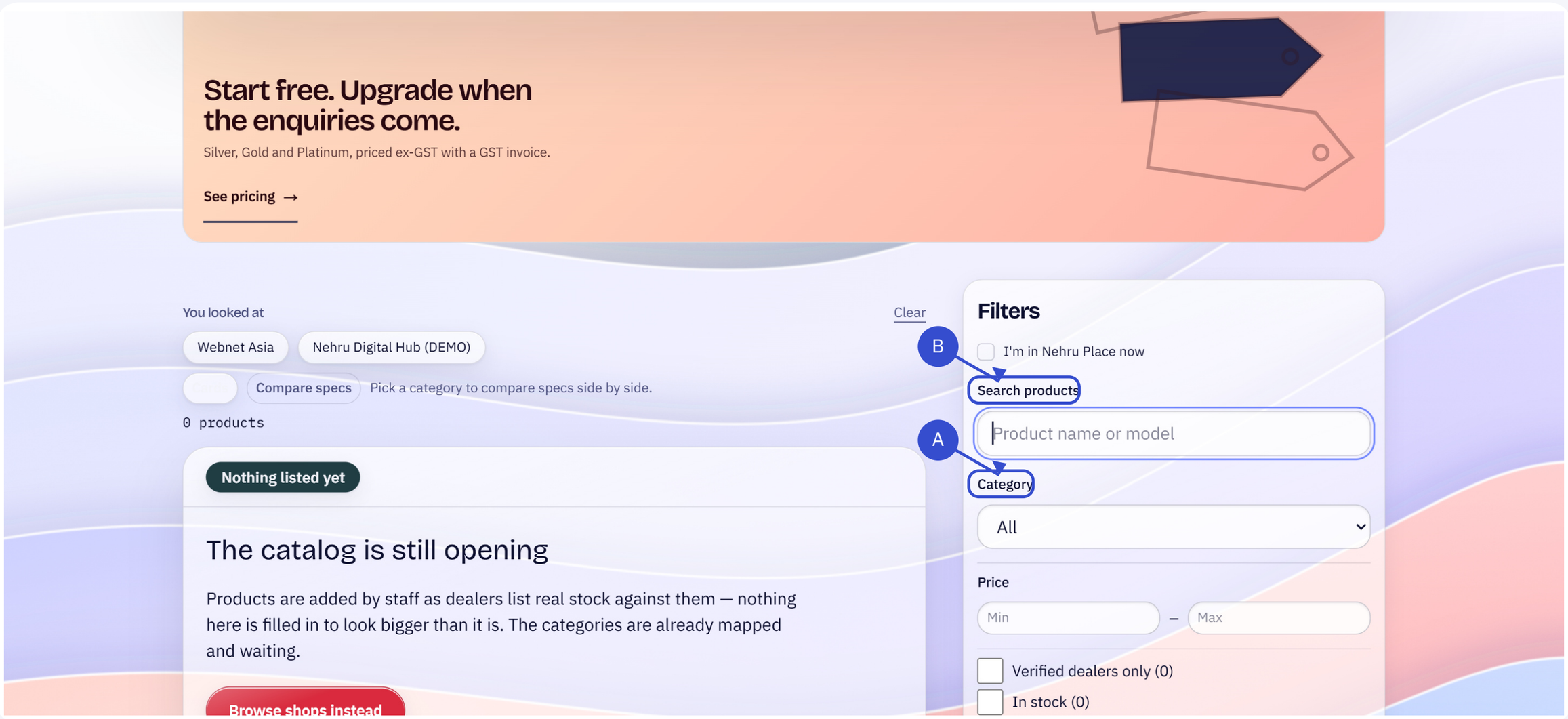
Use Cards for product photos above each name, or Compare specs for a table with thumbnails.

3

Open a product to read full specifications and compare dealer offers.

Open this page: nehruplace.app/products

Narrow the product list



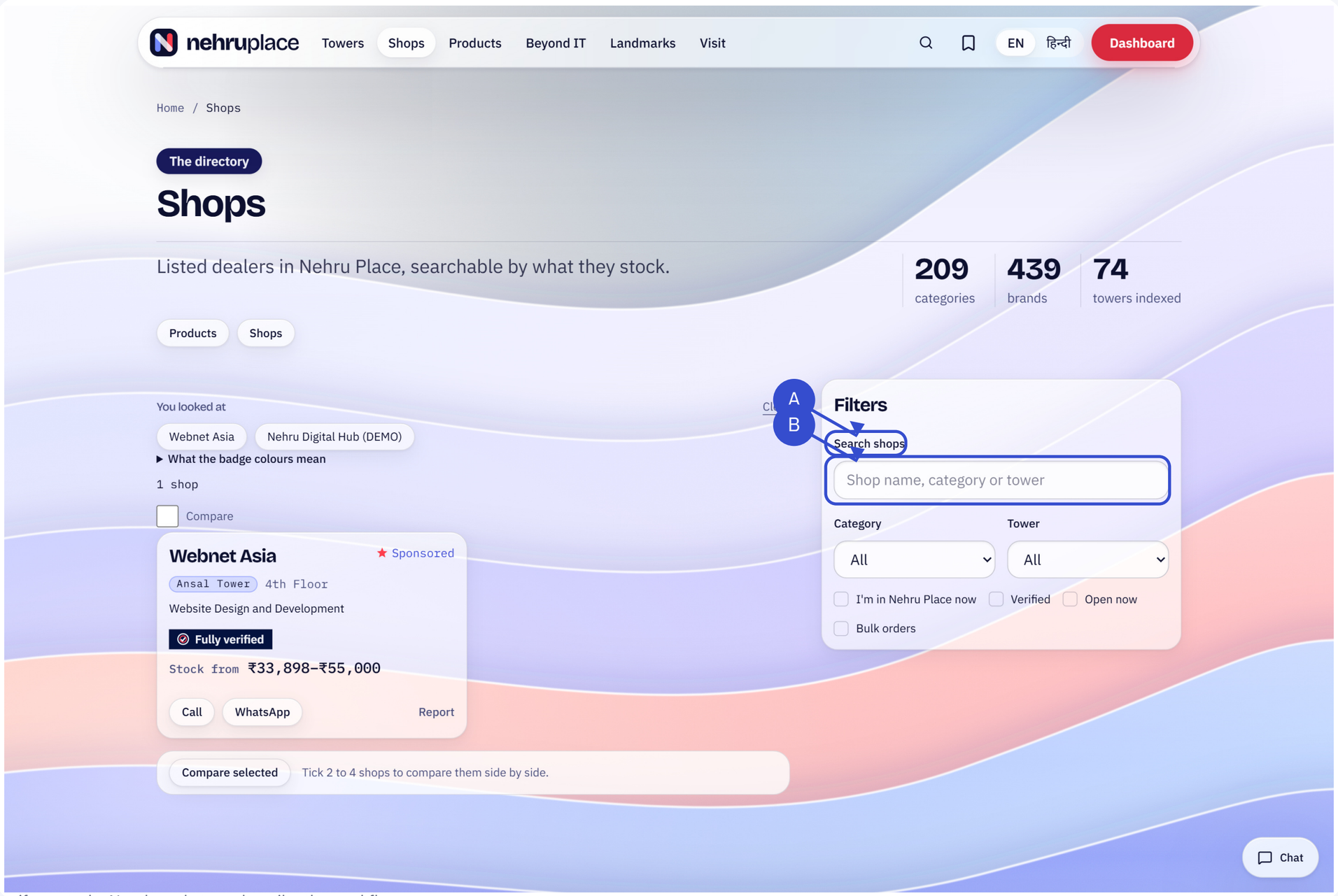
Lettered marks identify controls. Numbered steps describe the workflow.

Use filters together to describe the product you actually need.

1. Select the category first.
2. Add brand, budget or the available specification filters.
3. Clear restrictive filters if no matching product is listed.

Open this page: nehruplace.app/products

Find the right shop



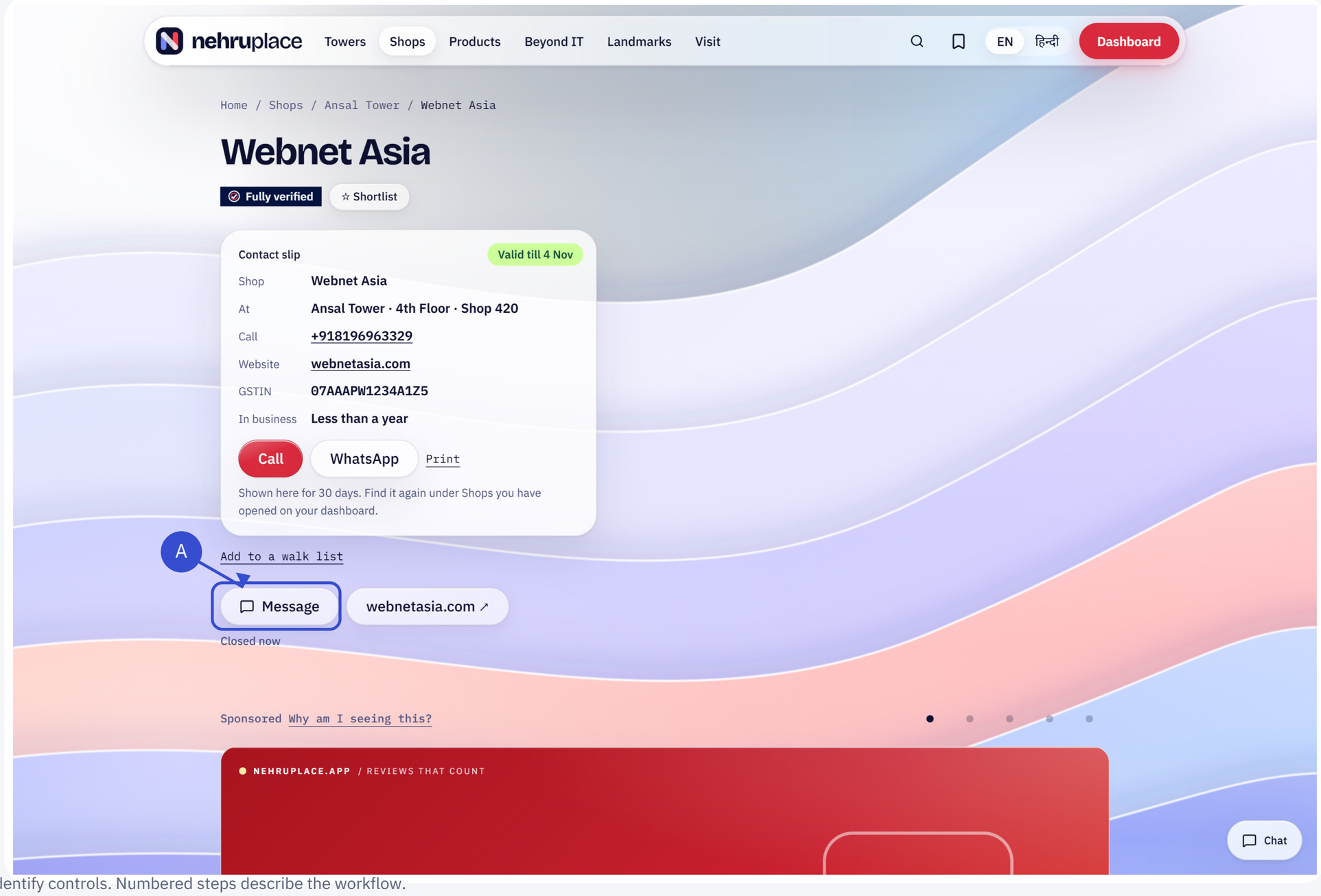
Lettered marks identify controls. Numbered steps describe the workflow.

Check what a shop sells, where it is and the evidence behind its badges.

1. Filter by the products or services you need.
2. Read the building and floor before choosing a shop.
3. Open the shop page to view its public contact and listing details.

Open this page: nehruplace.app/shops

Use a shop contact slip



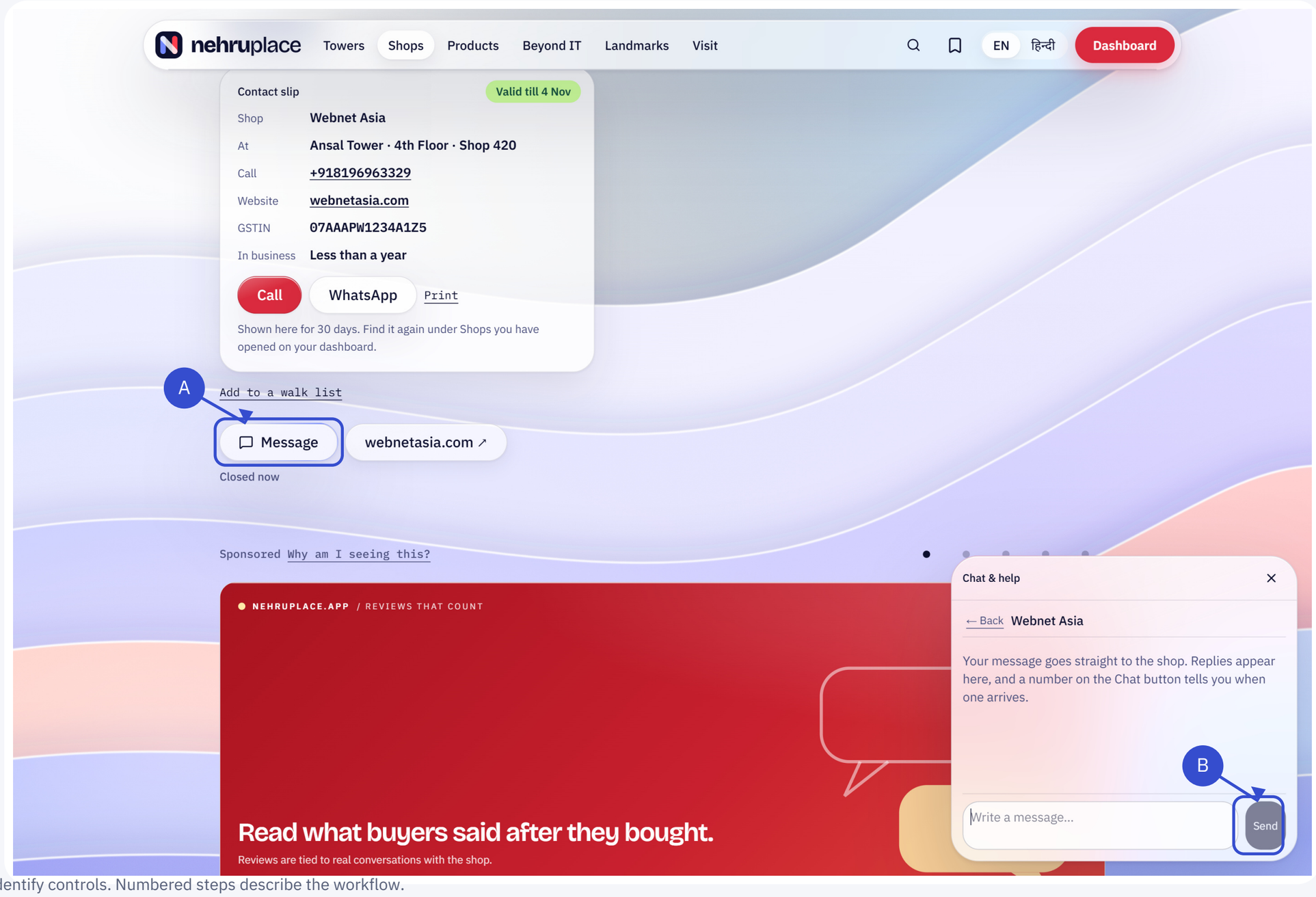
Lettered marks identify controls. Numbered steps describe the workflow.

A contact reveal and a private message are different actions. Review any credit charge before confirming a reveal.

1. Read the shop location and verification tags.
2. Choose the contact or message action you need.
3. Once a phone number is revealed, its telephone link can open your calling app.

Open this page: nehruplace.app/shops/webnet-asia

Message a shop



Lettered marks identify controls. Numbered steps describe the workflow.

Messages stay in the site's conversation. You can also message your own shop to keep personal notes.

1

Sign in and open Message on the shop page.

2

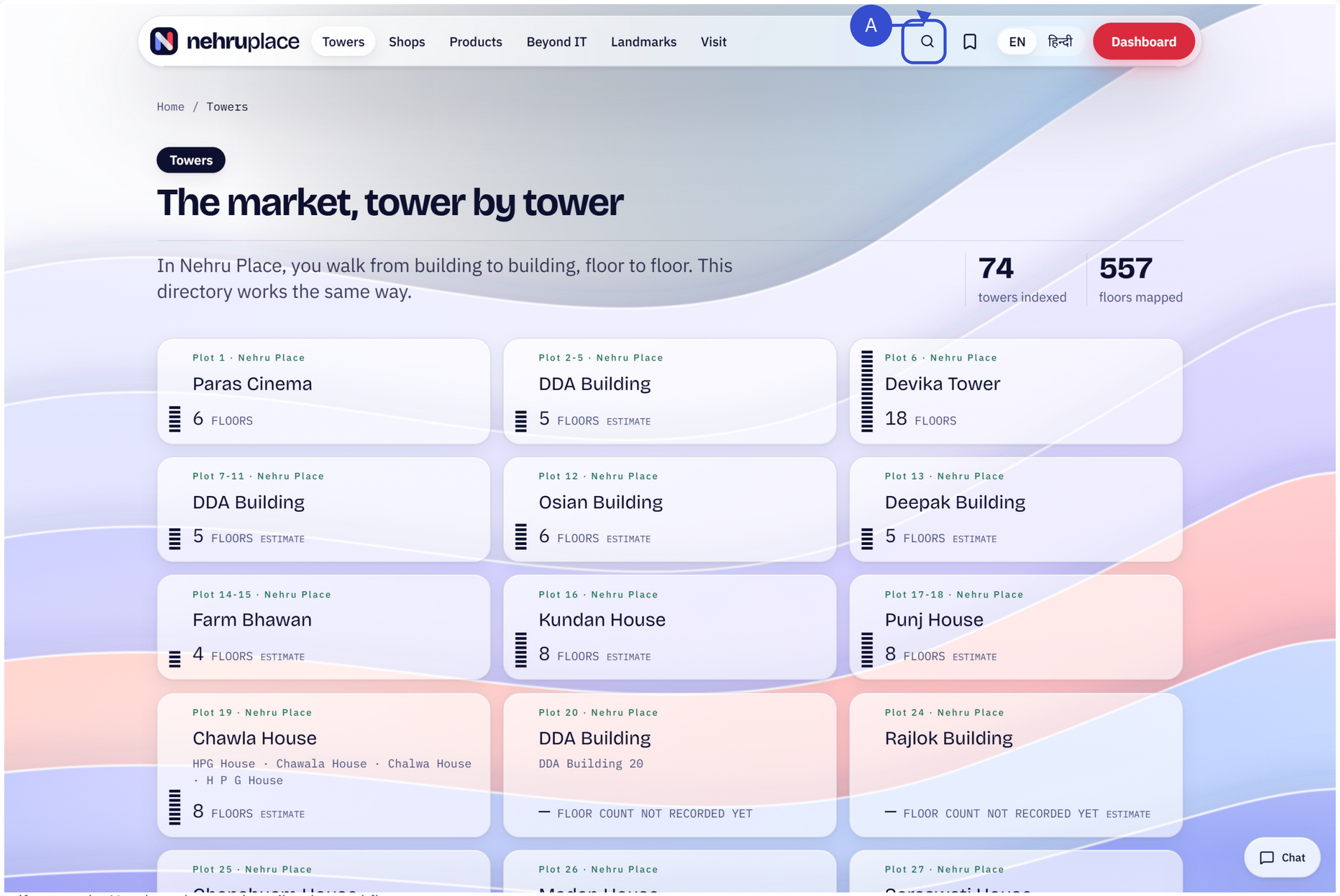
Write a short message with the model, quantity and question.

3

Press Send only when ready, then follow replies in Messages.

Open this page: nehruplace.app/shops/webnet-asia

Browse buildings



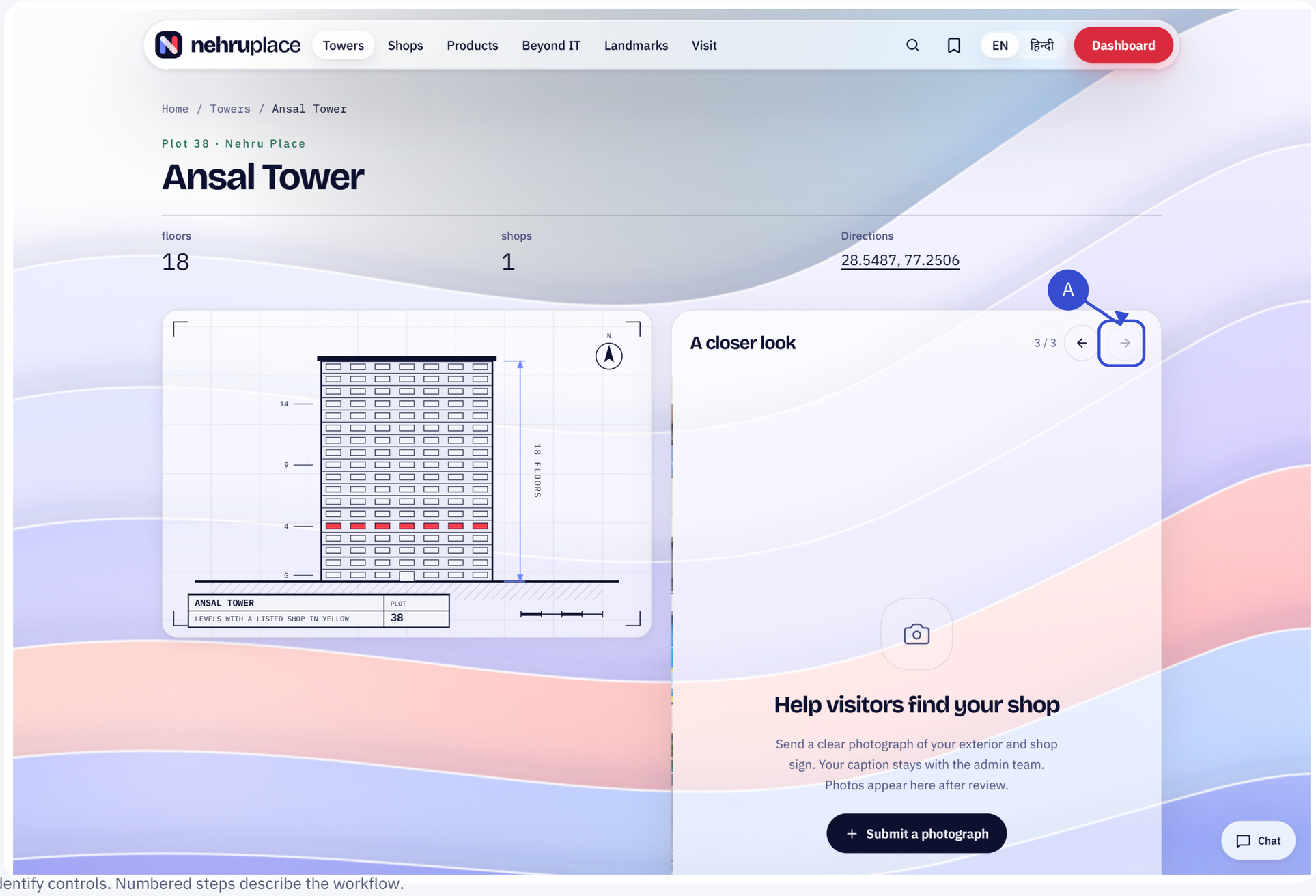
Lettered marks identify controls. Numbered steps describe the workflow.

Building pages connect photographs, floor information and the shops listed in each tower.

1. Find the building name or plot.
2. Open its tower page.
3. Choose a floor or a shop to continue your visit.

Open this page: nehruplace.app/towers

Read a tower page



Lettered marks identify controls. Numbered steps describe the workflow.

Photographs help you recognise an exterior; the directory helps you find a counter inside.

1. Use the photograph carousel to inspect the entrance and facade.
2. Read the floor and shop listings.
3. Use directions for the journey and confirm the exact entrance locally.

Open this page: nehruplace.app/towers/ansal-tower

Explore the district atlas



The atlas is an orientation tool. It is not a surveyed navigation instrument.

1

Choose the satellite or 3D view and find a place.

2

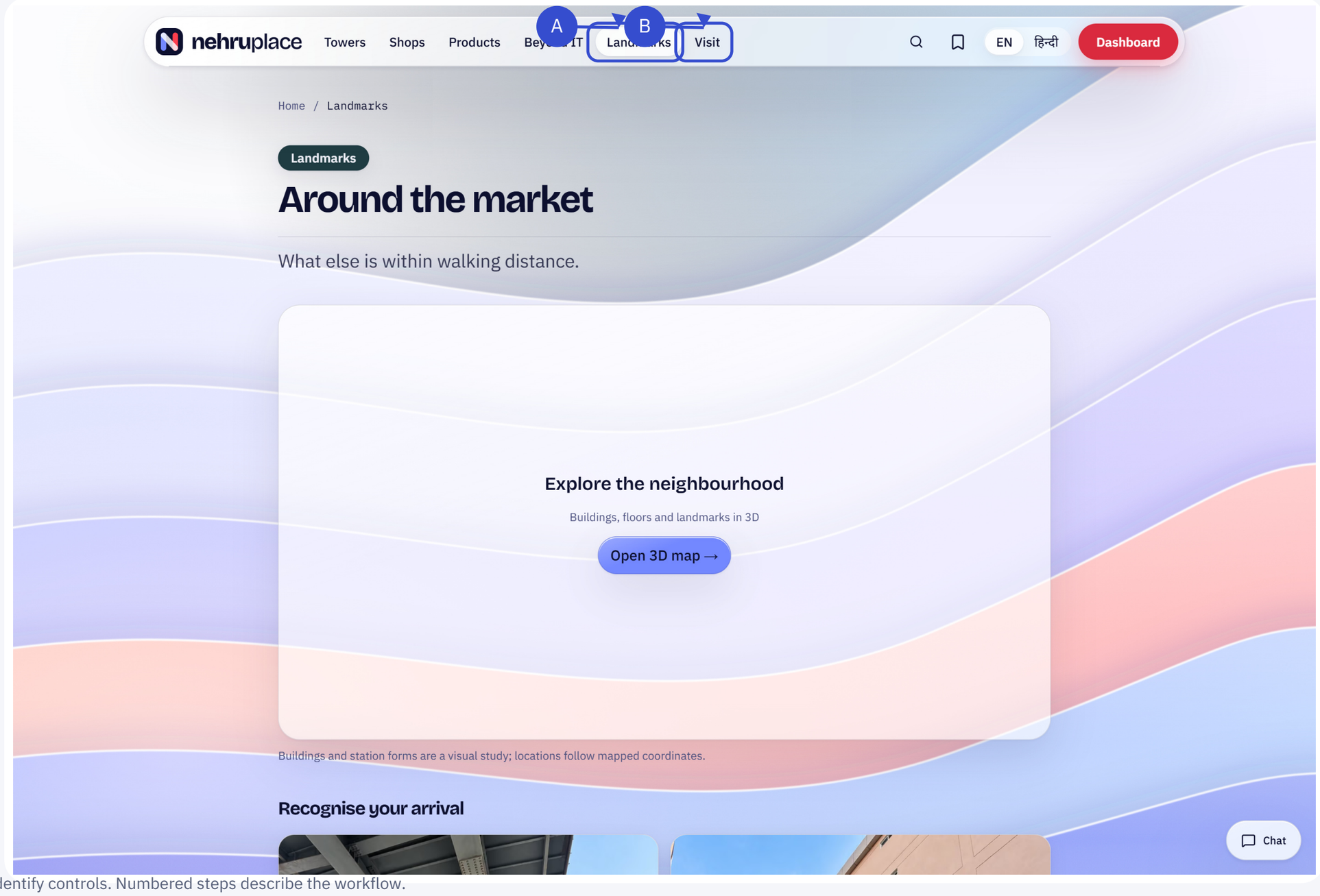
Drag to pan; use the displayed controls to orbit or zoom.

3

Use Reset to regain your bearings, or open directions for travel.

Open this page: nehruplace.app/visit#atlas

Discover landmarks and services



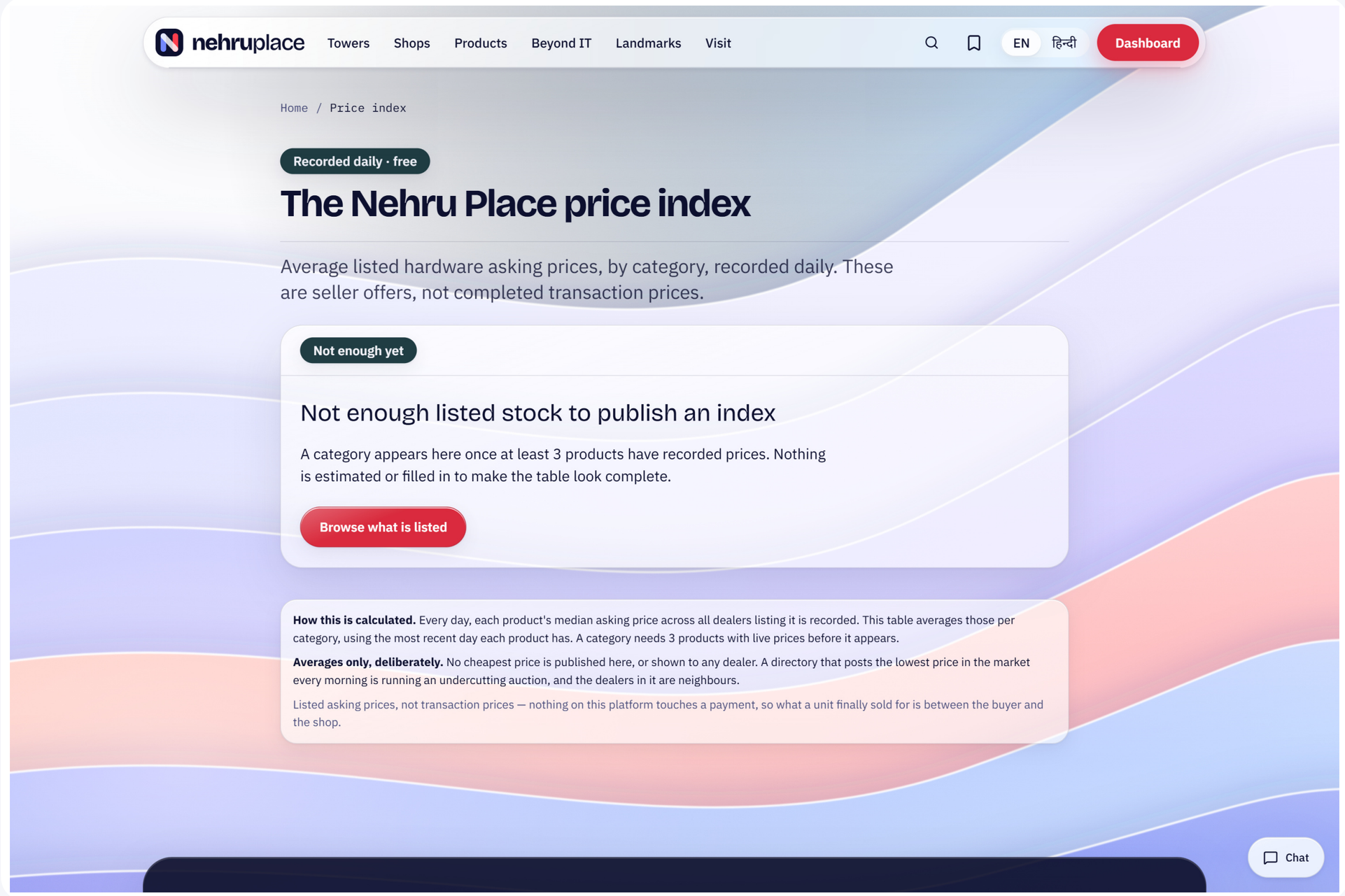
Lettered marks identify controls. Numbered steps describe the workflow.

Beyond IT and Landmarks help you discover the wider market and nearby places.

1. Open a place that interests you.
2. Read its location and practical information.
3. Check current timings or availability with the place before travelling.

Open this page: nehruplace.app/landmarks

Read the price index



An index describes the market's available observations. It is not a guaranteed quotation for a specific configuration.

1

Choose the relevant category or period.

2

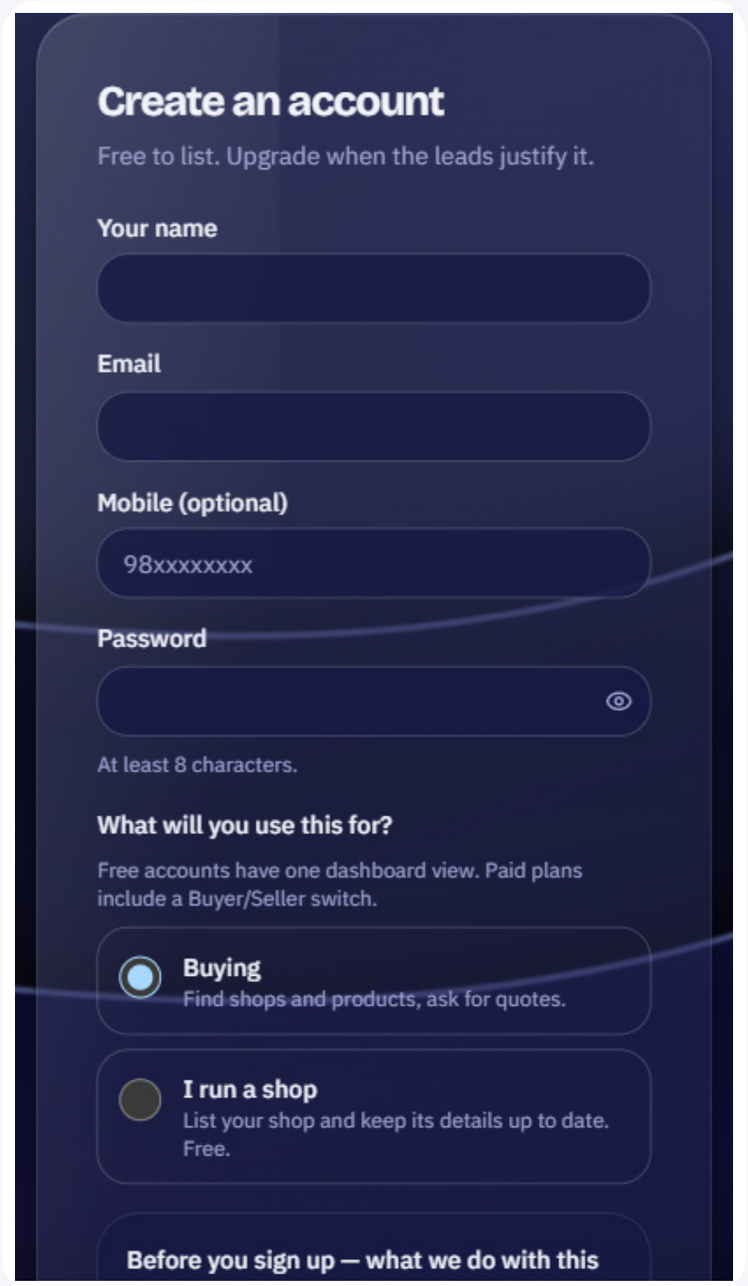
Read the units, sample and update information shown.

3

Ask shops for a current quote on your exact specification.

Open this page: nehruplace.app/price-index

Create an account



Read the contact-sharing notice before registering. The manual is offered again after the account is created.

1

Enter your own sign-in details.

2

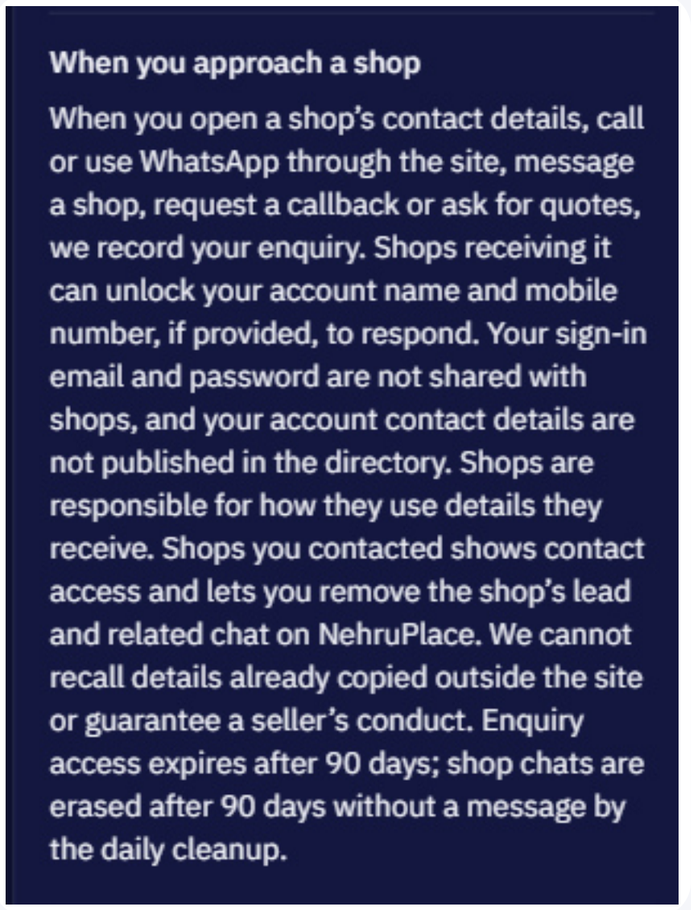
Choose Buying or I run a shop. Read how enquiries share your name and provided mobile number with responding shops.

3

After Create account succeeds, open Read the illustrated manual while you check your confirmation email. The dashboard also has Read the manual.

Open this page: nehruplace.app/signup

Understand who can see an enquiry



Exact registration wording

When you open a shop's contact details, call or use WhatsApp through the site, message a shop, request a callback or ask for quotes, we record your enquiry. Shops receiving it can unlock your account name and mobile number, if provided, to respond. Your sign-in email and password are not shared with shops, and your account contact details are not published in the directory. Shops are responsible for how they use details they receive. Shops you contacted shows contact access and lets you remove the shop's lead and related chat on NehruPlace. We cannot recall details already copied outside the site or guarantee a seller's conduct. Enquiry access expires after 90 days; shop chats are erased after 90 days without a message by the daily cleanup.

Registration explains contact access and its limits. Optional marketing and optional Google Analytics measurement are separate choices.

1

Read how approaching a shop creates an enquiry. A receiving shop can unlock your account name and provided mobile number.

2

Open Shops you contacted to see which shops have contact access and which have unlocked it. Remove sharing closes the lead and erases related shop chat for both sides.

3

Enquiry access lasts 90 days; inactive shop chats are erased after 90 days without a message by daily cleanup. We cannot recall copies saved outside the site.

Open this page: nehruplace.app/signup

Sign in or recover access



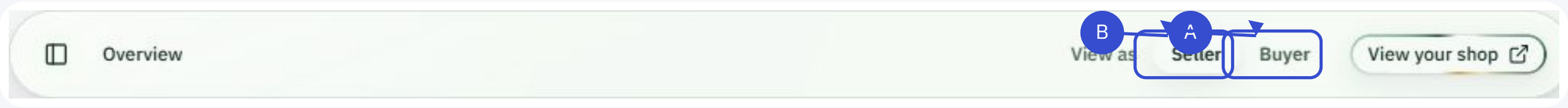
Lettered marks identify controls. Numbered steps describe the workflow.

Use your existing account rather than creating a second account for the same shop.

1. Enter your sign-in email and password.
2. Complete two-factor authentication if enabled.
3. Use Forgot password if you cannot sign in.

Open this page: nehruplace.app/login

Choose your dashboard view



Lettered marks identify controls. Numbered steps describe the workflow.

Paid plans, including Buyer Pro, let you switch Buyer and Seller views. Free accounts keep the view chosen at registration.

1

On a paid plan, choose Buyer at the top for buying tools.

2

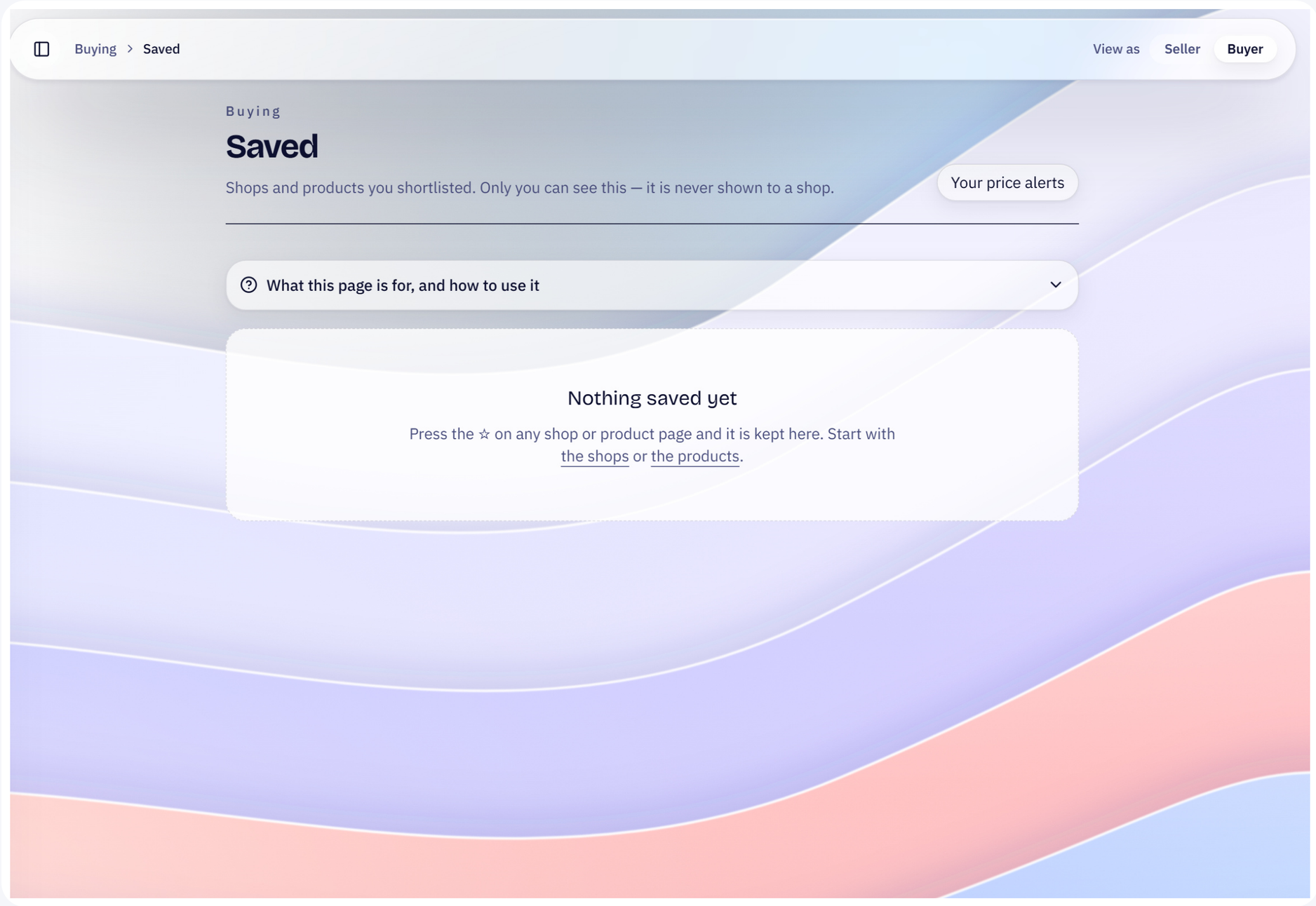
Choose Seller for shop tools. Without a shop, start with Register your shop.

3

Free accounts use their chosen view. Switching never grants staff access or changes shop ownership.

Open this page: nehruplace.app/dashboard

Keep a shortlist

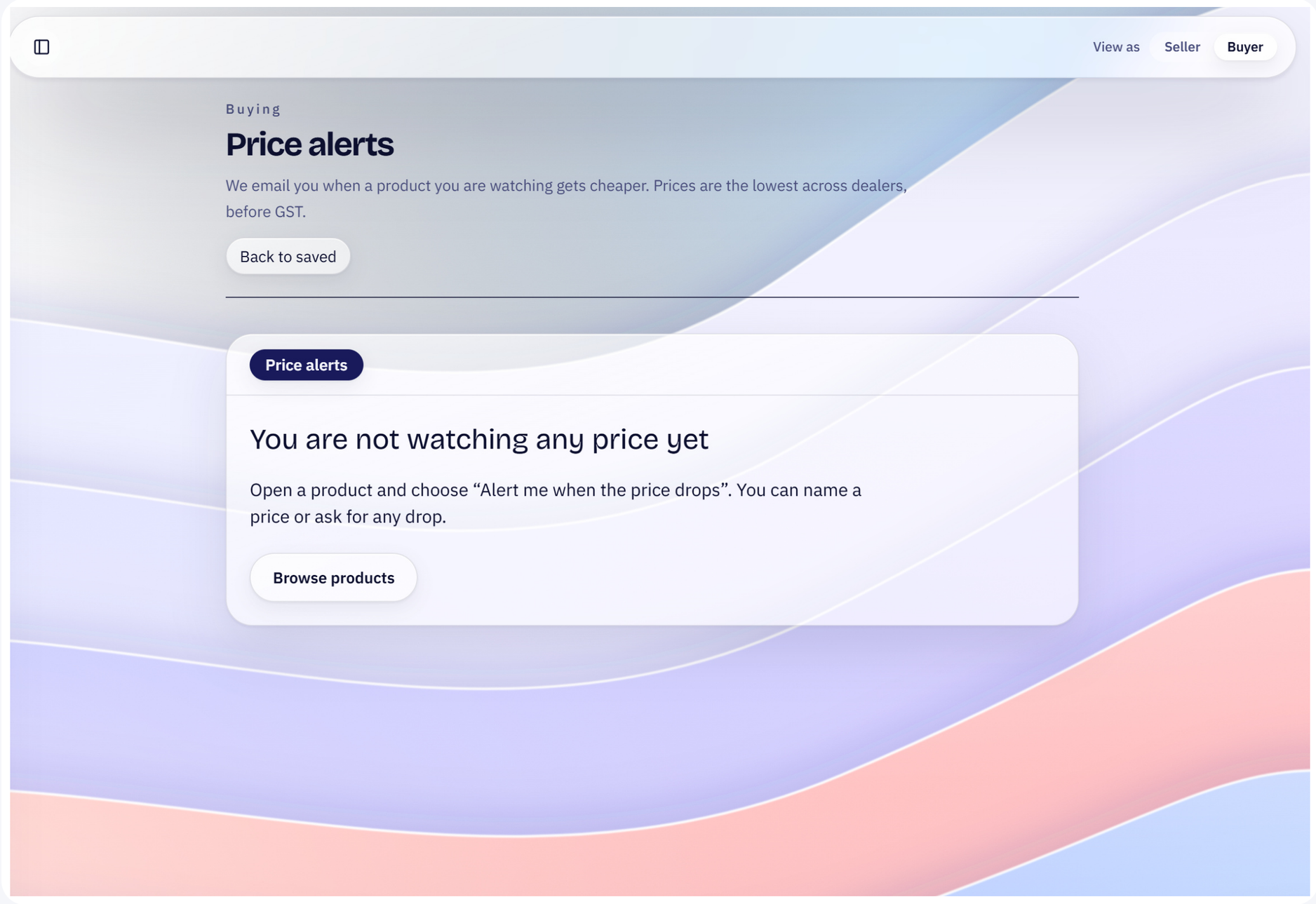


Saved items are deliberate selections, unlike the recent-view list stored on your device.

1. Sign in and save a shop or product from its page.
2. Open Saved to revisit the selection.
3. Review the items before sharing a shortlist link.

Open this page: nehruplace.app/dashboard/saved

Set a price alert

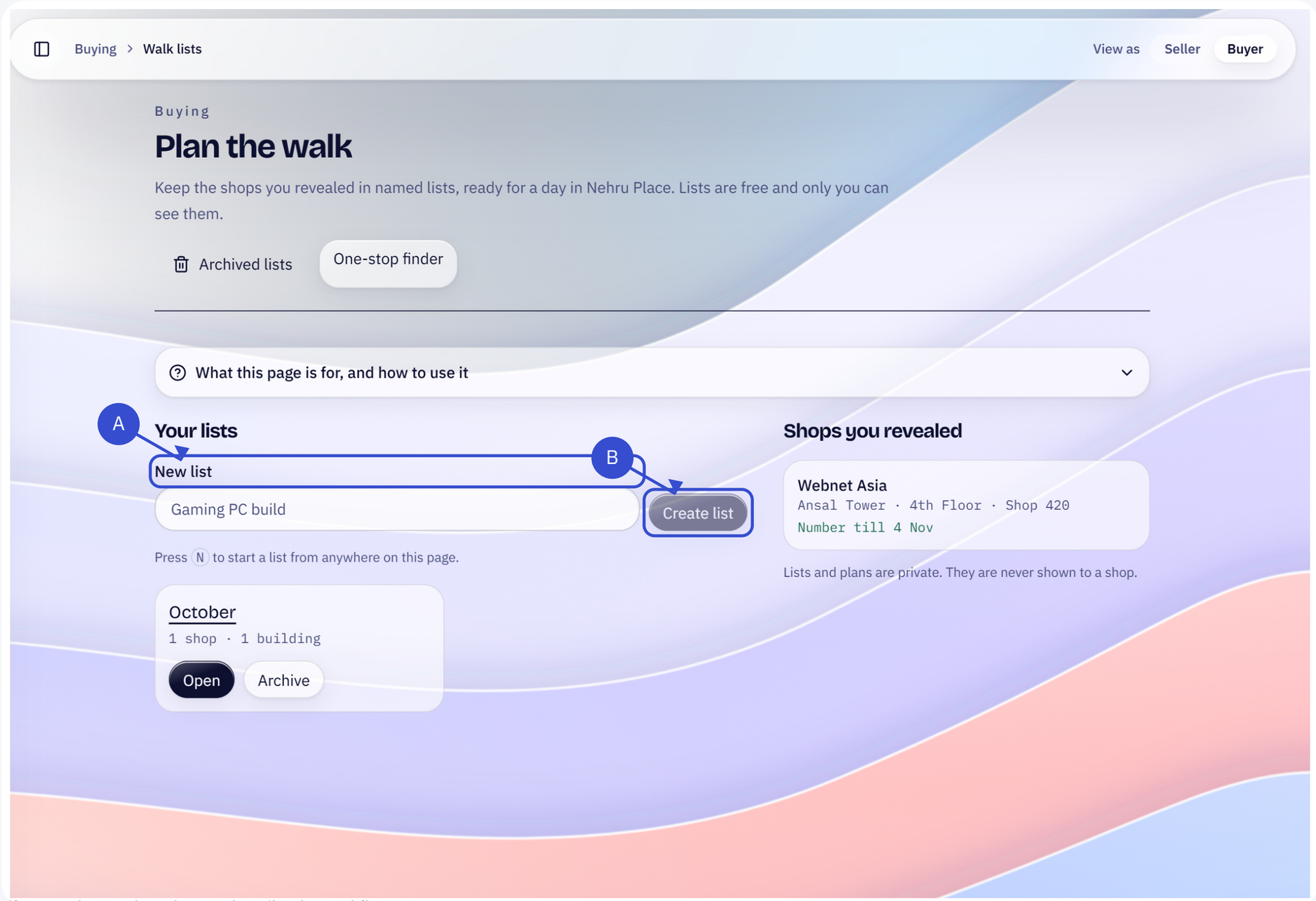


A price alert watches a product. Always confirm the condition and stock behind a price.

1. Open the product's alert action when available.
2. Choose the target price and confirm the alert.
3. Manage the saved alert from your dashboard.

Open this page: nehruplace.app/dashboard/alerts

Create a walk list



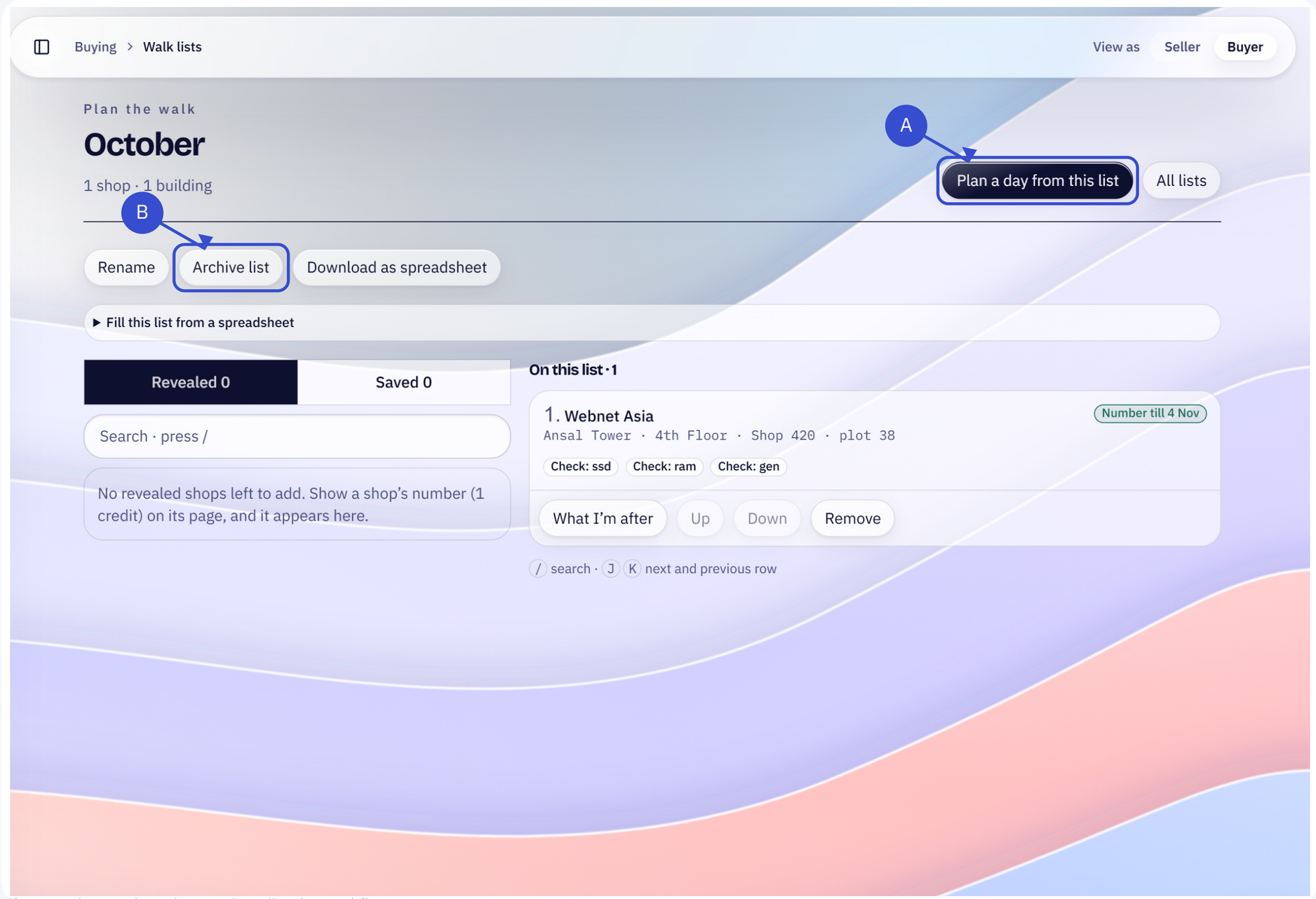
Lettered marks identify controls. Numbered steps describe the workflow.

A walk list keeps your planned stops together before you visit the market.

1. Create a named list or import the supported file.
2. Add the shops you want to visit.
3. Open the list to order stops and plan a day.

Open this page: nehruplace.app/dashboard/walk

Organise a walk list



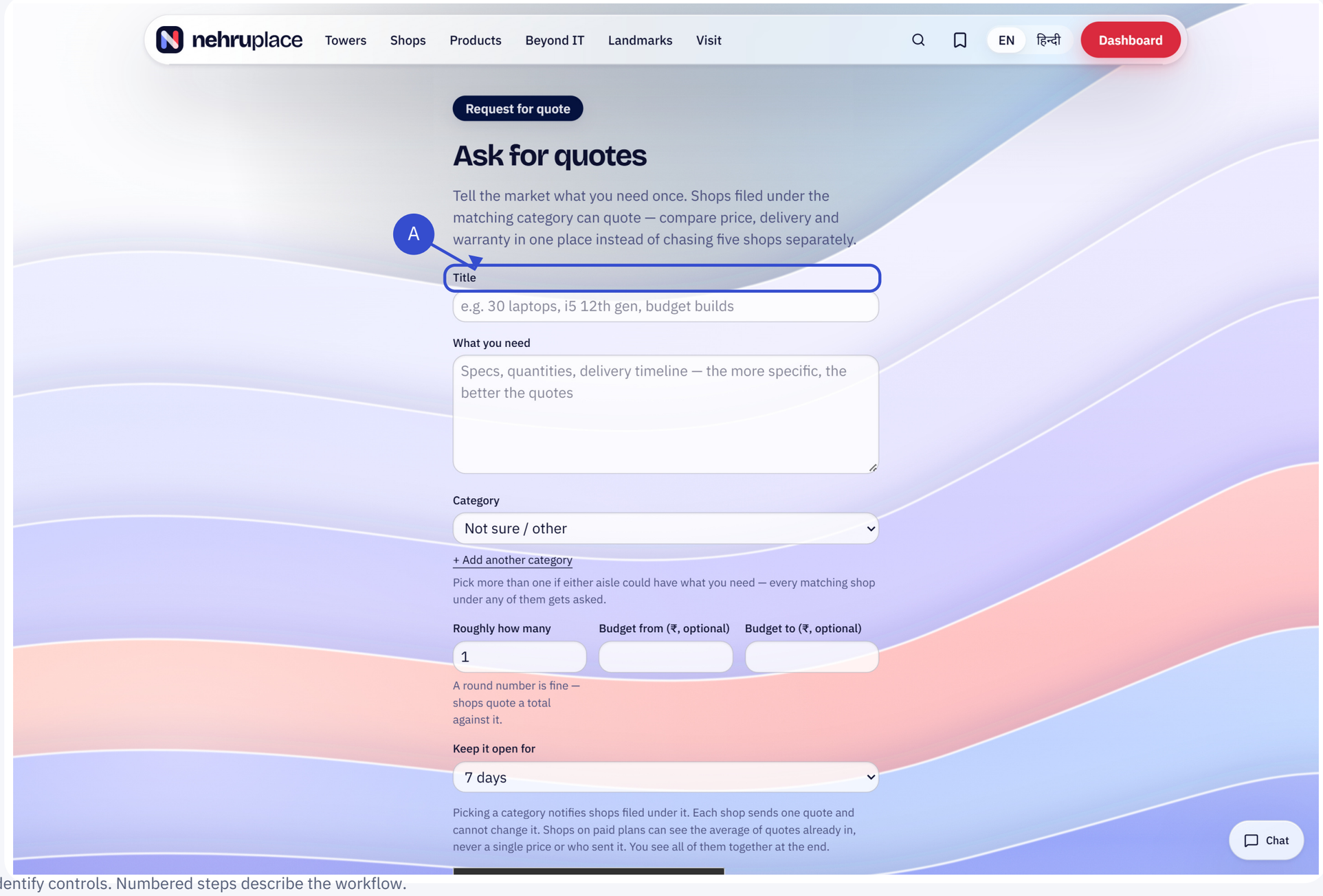
Lettered marks identify controls. Numbered steps describe the workflow.

Reordering a list, making a day plan and archiving a list are different operations.

1. Use the displayed controls to move or remove a stop.
2. Choose Plan a day when the list is ready.
3. Use the trash/archive entry to find archived lists; read the confirmation before deleting.

Open this page: nehruplace.app/dashboard/walk

Post a requirement



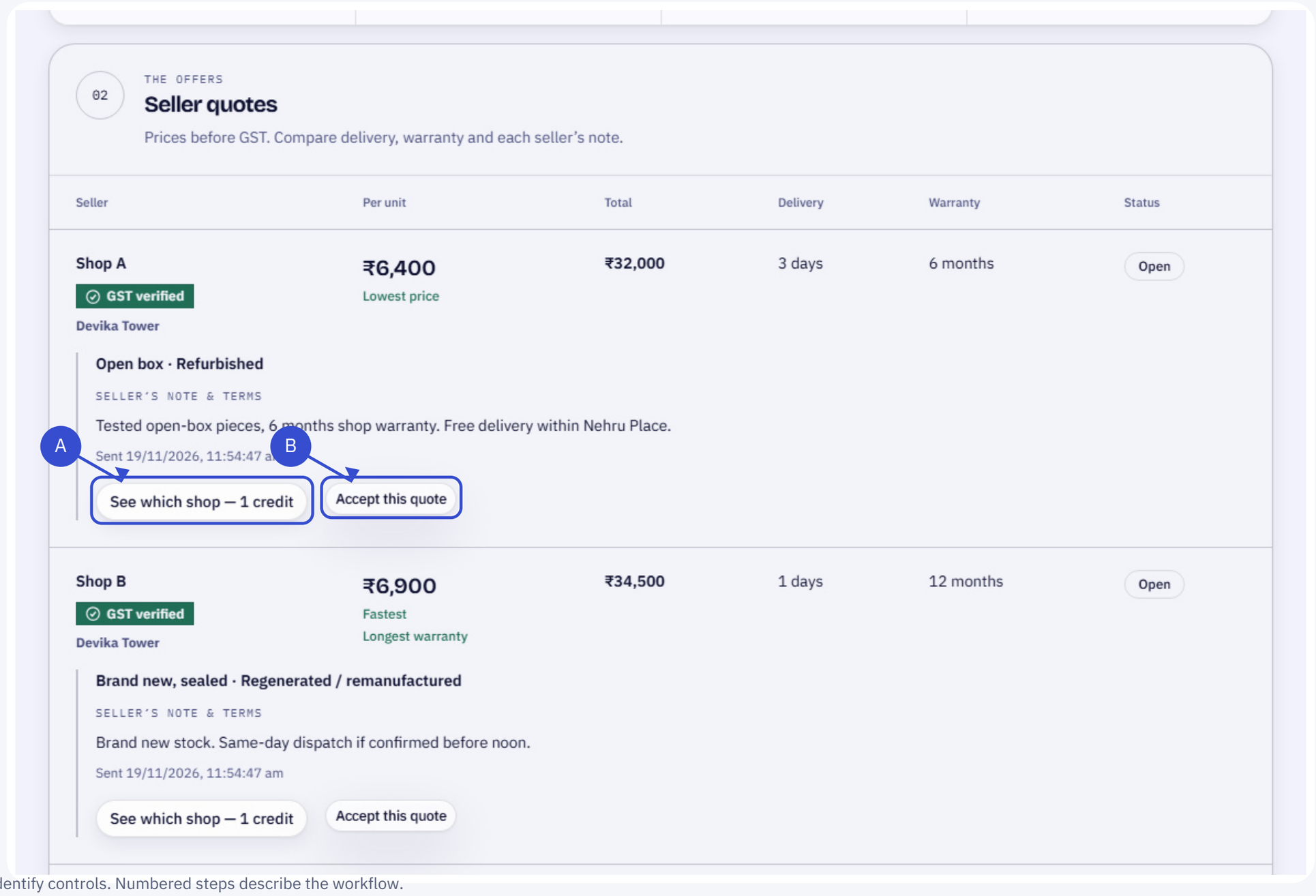
Lettered marks identify controls. Numbered steps describe the workflow.

Specific requirements get more useful quotes. A title alone is not enough for a bulk purchase.

1. Describe the product, quantity, condition and must-have specifications.
2. Add the available budget or timing details.
3. Review the request and submit it when all details are correct.

Open this page: nehruplace.app/rfqs/new

Compare replies to a requirement



Lettered marks identify controls. Numbered steps describe the workflow.

Open your request to see the buyer details separately from the sellers' quotes. Each quote shows the kinds of product the seller ticked.

1

Open Quote requests in your buyer dashboard, then select your request.

2

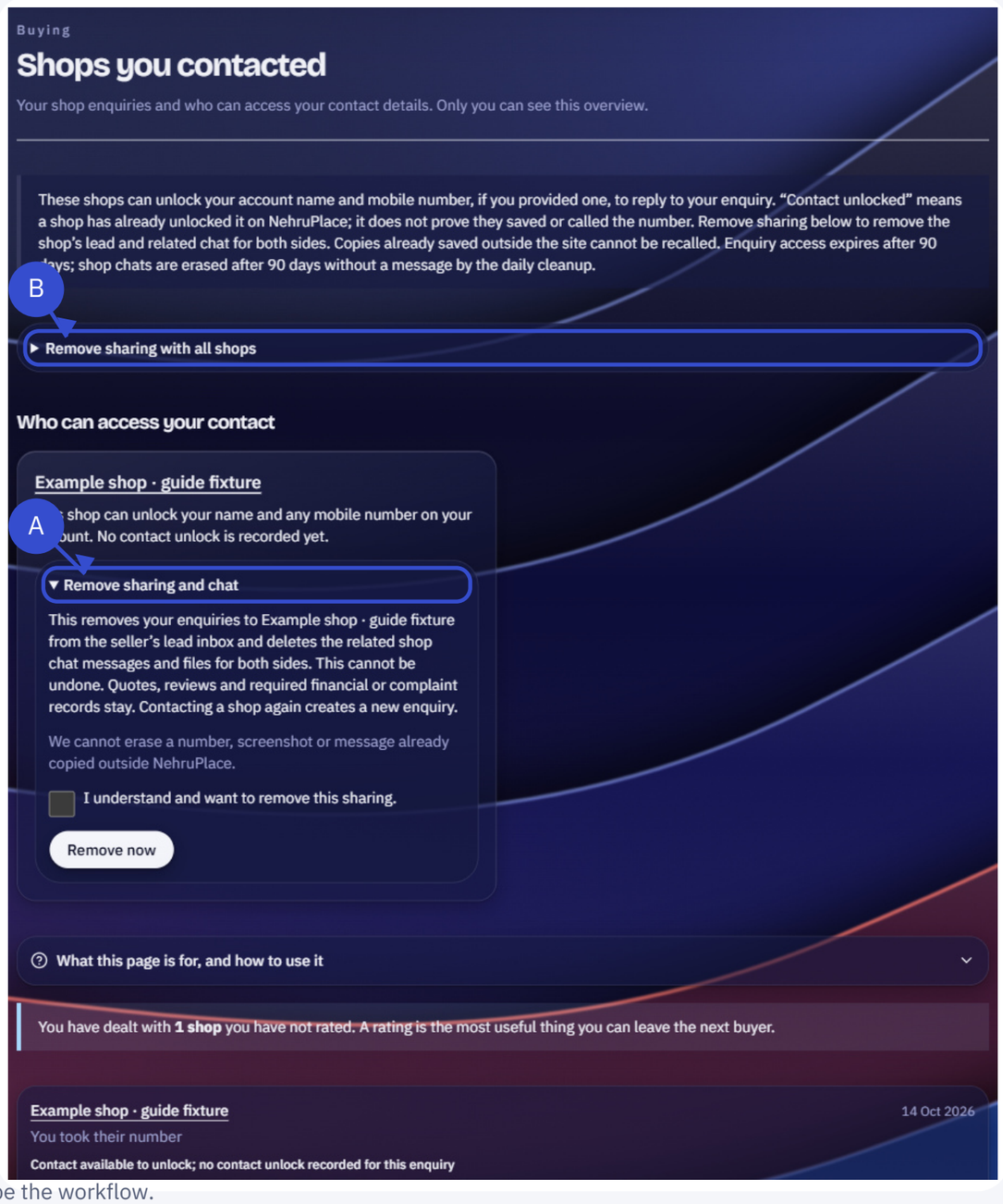
Compare price, the kind of product each seller ticked, warranty and the seller's note.

3

Use the acceptance control when offered; confirm stock and written terms with the shop.

Open this page: nehruplace.app/dashboard/rfqs

See and remove shop contact sharing



Lettered marks identify controls. Numbered steps describe the workflow.

The recipient cards show contact availability or an actual unlock date. This illustration uses a labelled staging example. An unlock record does not prove a seller saved or called your number.

1

Open Shops you contacted. Who can access your contact lists every shop with current enquiry access, separately from recent history.

2

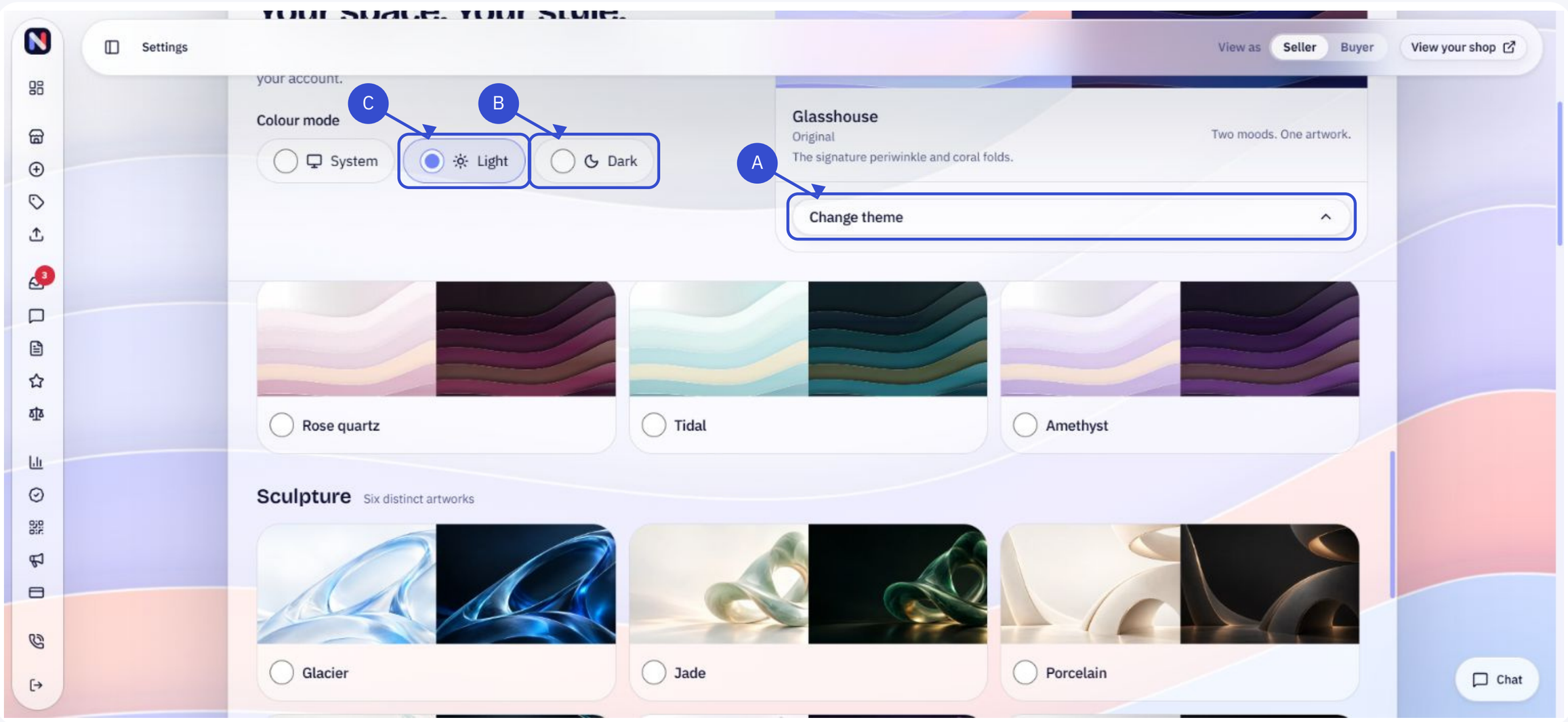
Open Remove sharing and chat for a shop, read the consequences, tick the confirmation and choose Remove now. The lead disappears from the shop inbox and related chat messages and files are removed for both sides.

3

Use Remove sharing with all shops for a complete reset. Required financial and complaint records stay. Removal cannot recall outside copies; contacting a shop again creates a new enquiry.

Open this page: nehruplace.app/dashboard/enquiries

Change the theme



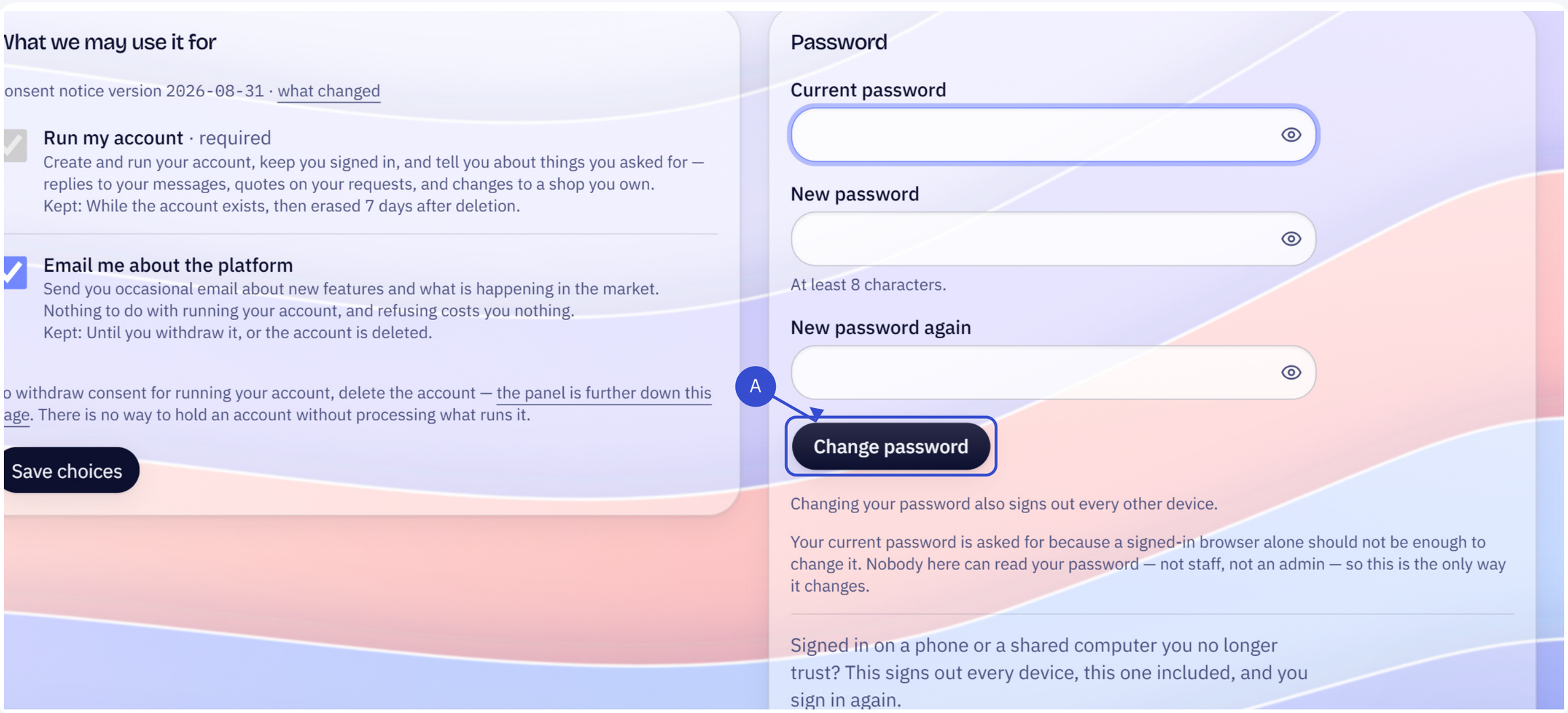
Lettered marks identify controls. Numbered steps describe the workflow.

Appearance is in Settings. Theme choices save automatically; there is no Save appearance button.

1. Open Settings, then Appearance.
2. Choose Change theme and select an artwork.
3. Choose Light, Dark or System. Switching mode keeps your selected theme.

Open this page: nehruplace.app/dashboard/settings#appearance

Protect your account



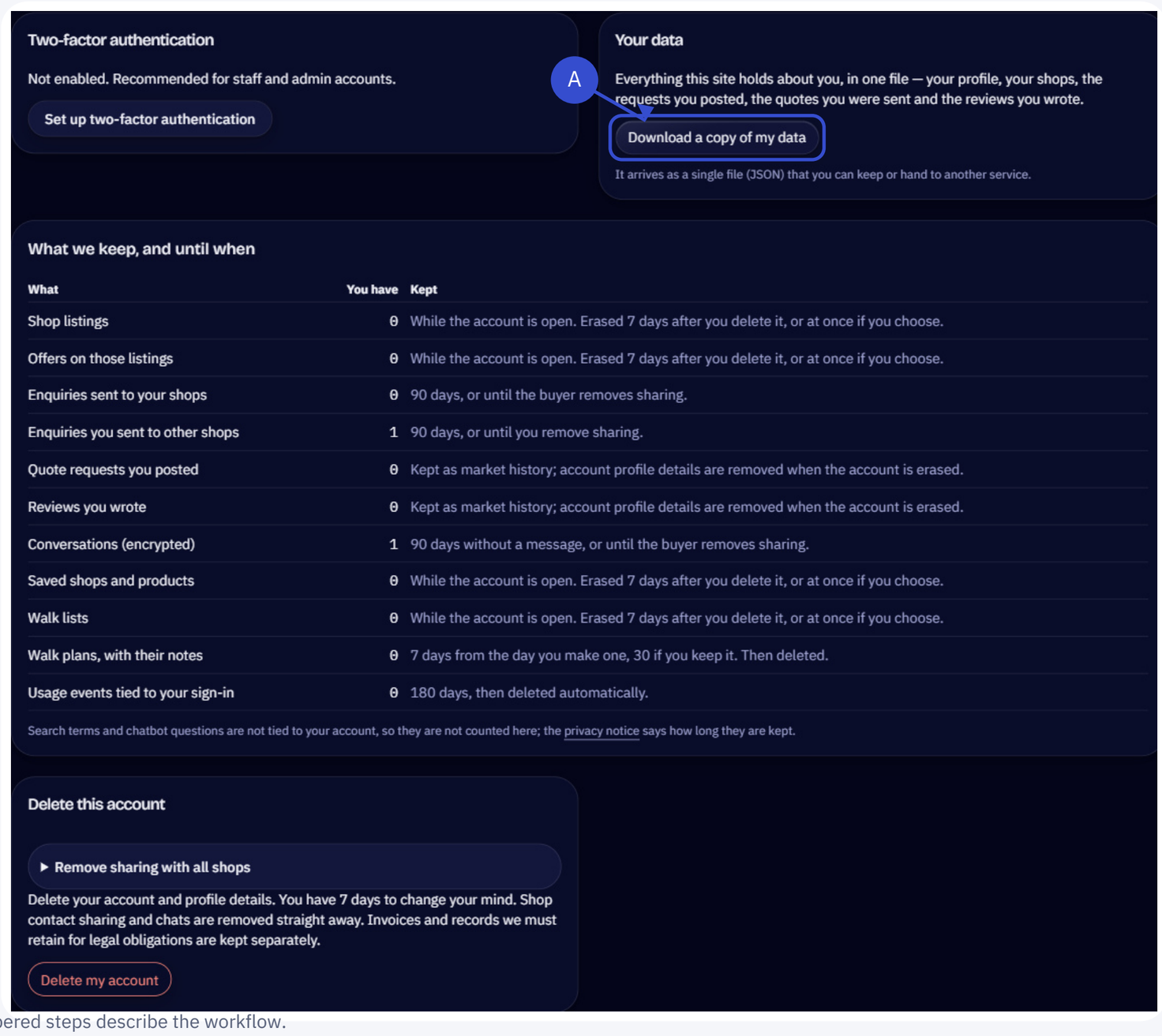
Lettered marks identify controls. Numbered steps describe the workflow.

Keep your sign-in credentials private and keep recovery codes somewhere safe.

1. Use Change password with your current password.
2. Set up two-factor authentication and keep the recovery codes.
3. Sign out everywhere if you no longer trust a signed-in device; this also signs out the current session.

Open this page: nehruplace.app/dashboard/settings#security

Manage privacy and your data



Lettered marks identify controls. Numbered steps describe the workflow.

You can remove shop sharing without deleting your account. Keep a downloaded account export private.

1

Review optional permissions and download your account data in Settings.

2

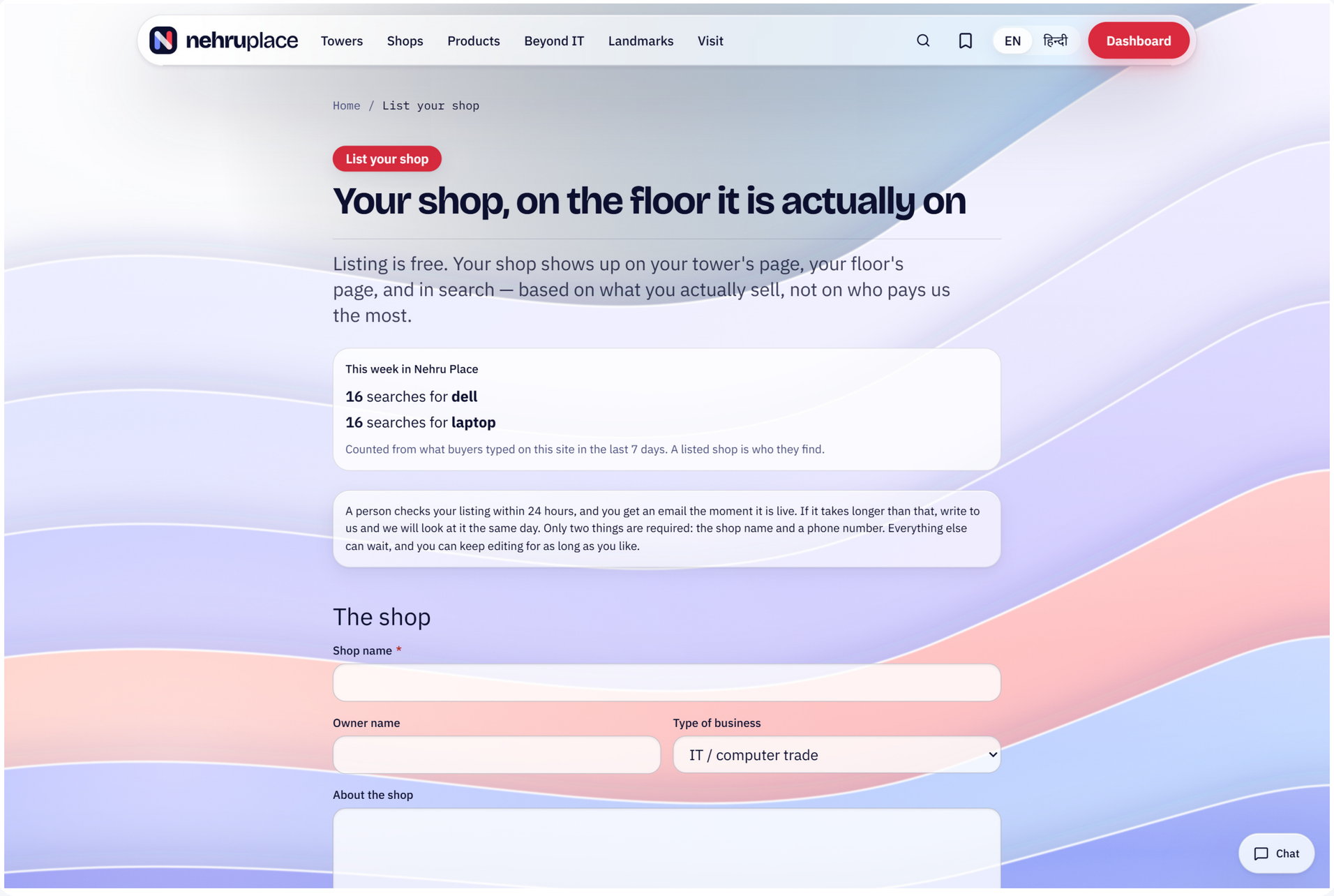
Before taking a break, use Remove sharing with all shops in the deletion section to remove shop leads and related chats. This does not cancel a paid plan or pause the account.

3

Deleting the account removes shop sharing immediately, including during the seven-day account recovery window. Removed shop chats do not return if the account is restored.

Open this page: nehruplace.app/dashboard/settings#data

Register your shop



Listing a shop is separate from adding a product or paying for a plan.

1

Enter the real business name, building, floor and contact details.

2

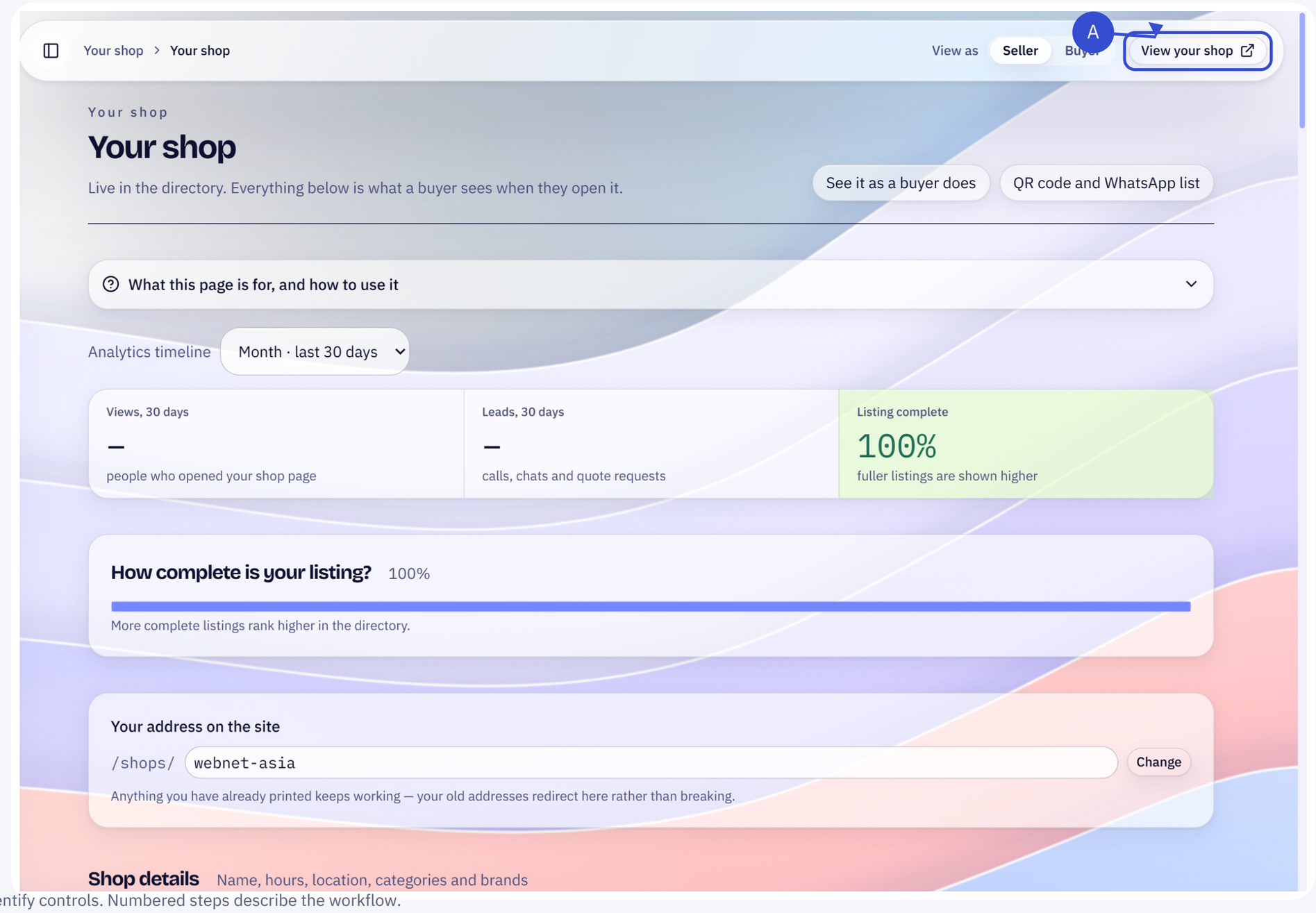
Tick the categories that describe what you actually sell. Use Select all on a section if you sell most of it, and the plus to add one we missed.

3

Review the submission and the next-step message on the page.

Open this page: nehruplace.app/list-your-shop

Manage your shop



Lettered marks identify controls. Numbered steps describe the workflow.

Your shop connects editing, products, advertisements and the public buyer view.

1

Choose the correct shop if your account owns two on Platinum.

2

Edit its public details, categories (Select all ticks a whole section) and available opening information.

3

Open View your shop to check the result as a buyer.

Open this page: nehruplace.app/dashboard/shop

Understand product versus offer



Lettered marks identify controls. Numbered steps describe the workflow.

The product describes what the item is. Your offer adds your price, stock, condition and warranty.

1

Search the existing catalogue for the exact model and specification first.

2

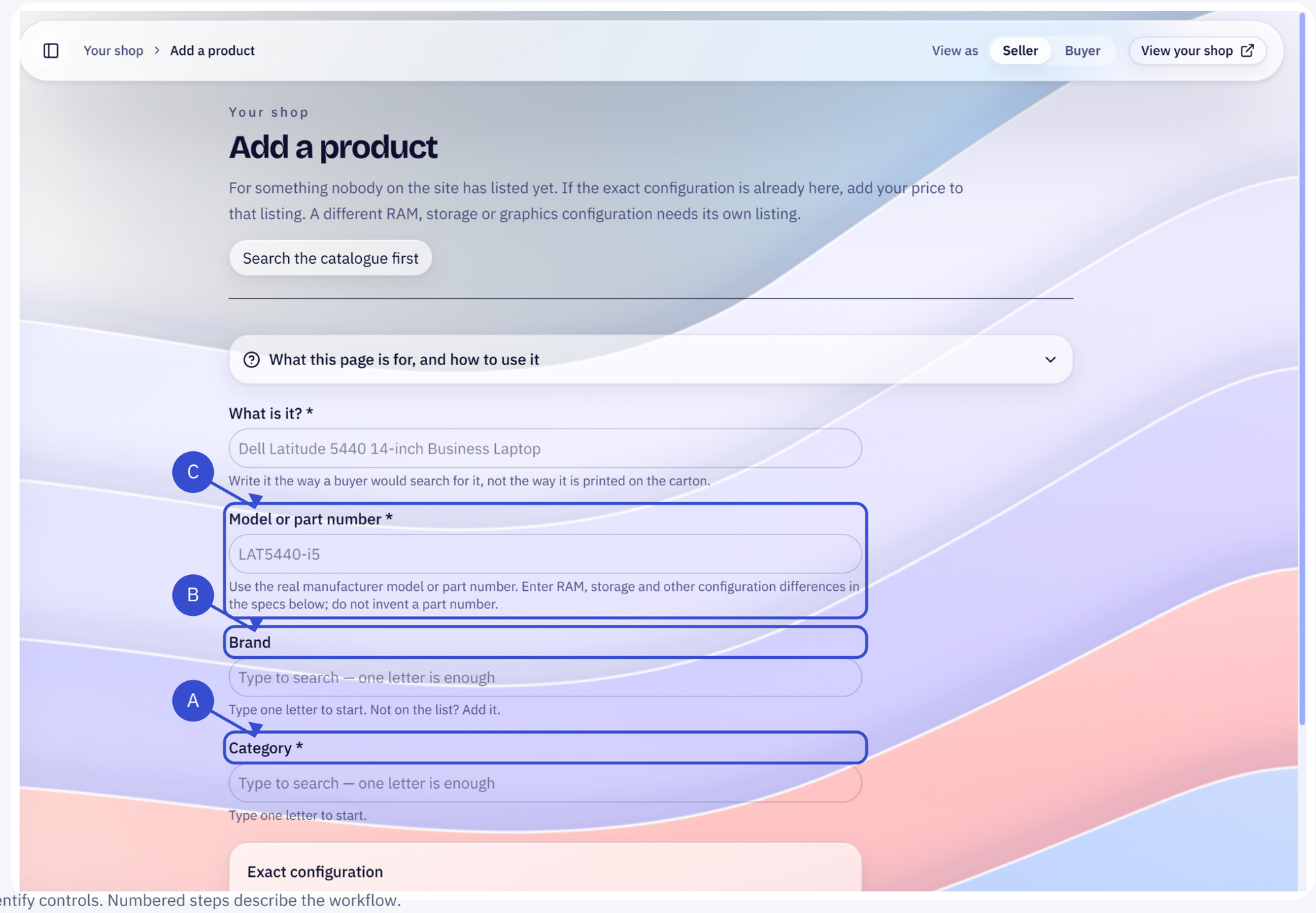
If the exact configuration exists, attach your own price to it.

3

If the specification differs, submit a distinct product with the correct model and required fields.

Open this page: nehruplace.app/dashboard/products/new

Add a clear product identity



Lettered marks identify controls. Numbered steps describe the workflow.

Avoid duplicate or ambiguous products. A similar name does not prove the specification is identical.

1

Choose the correct category, brand and model or manufacturer part number.

2

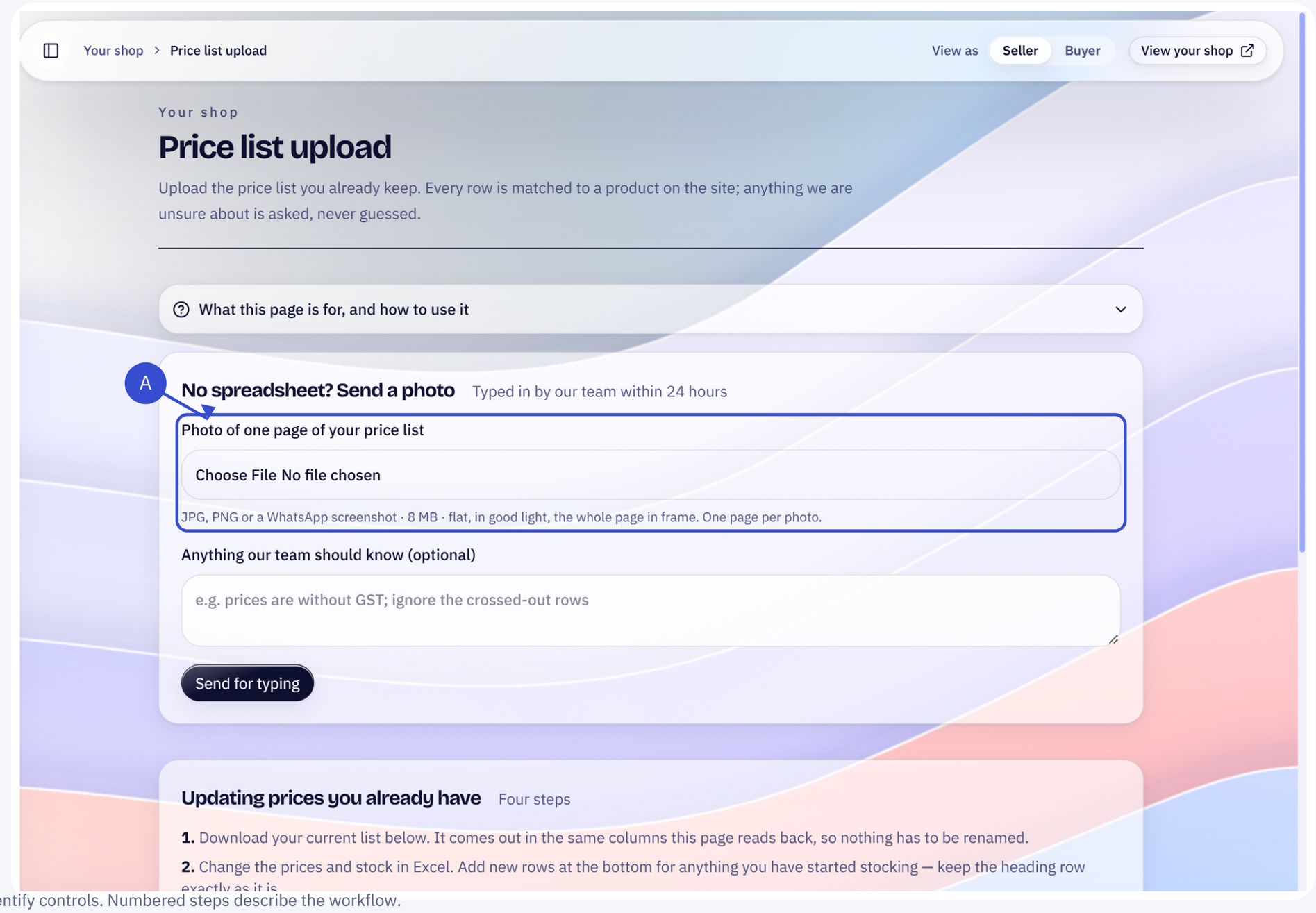
Complete the category's required specifications.

3

Read the short-format preview before submitting for the workflow shown.

Open this page: nehruplace.app/dashboard/products/new

Upload a price list



Lettered marks identify controls. Numbered steps describe the workflow.

A photo for staff typing and a structured spreadsheet import follow different workflows.

1

Choose the photo/PDF assistance route or the supported spreadsheet format.

2

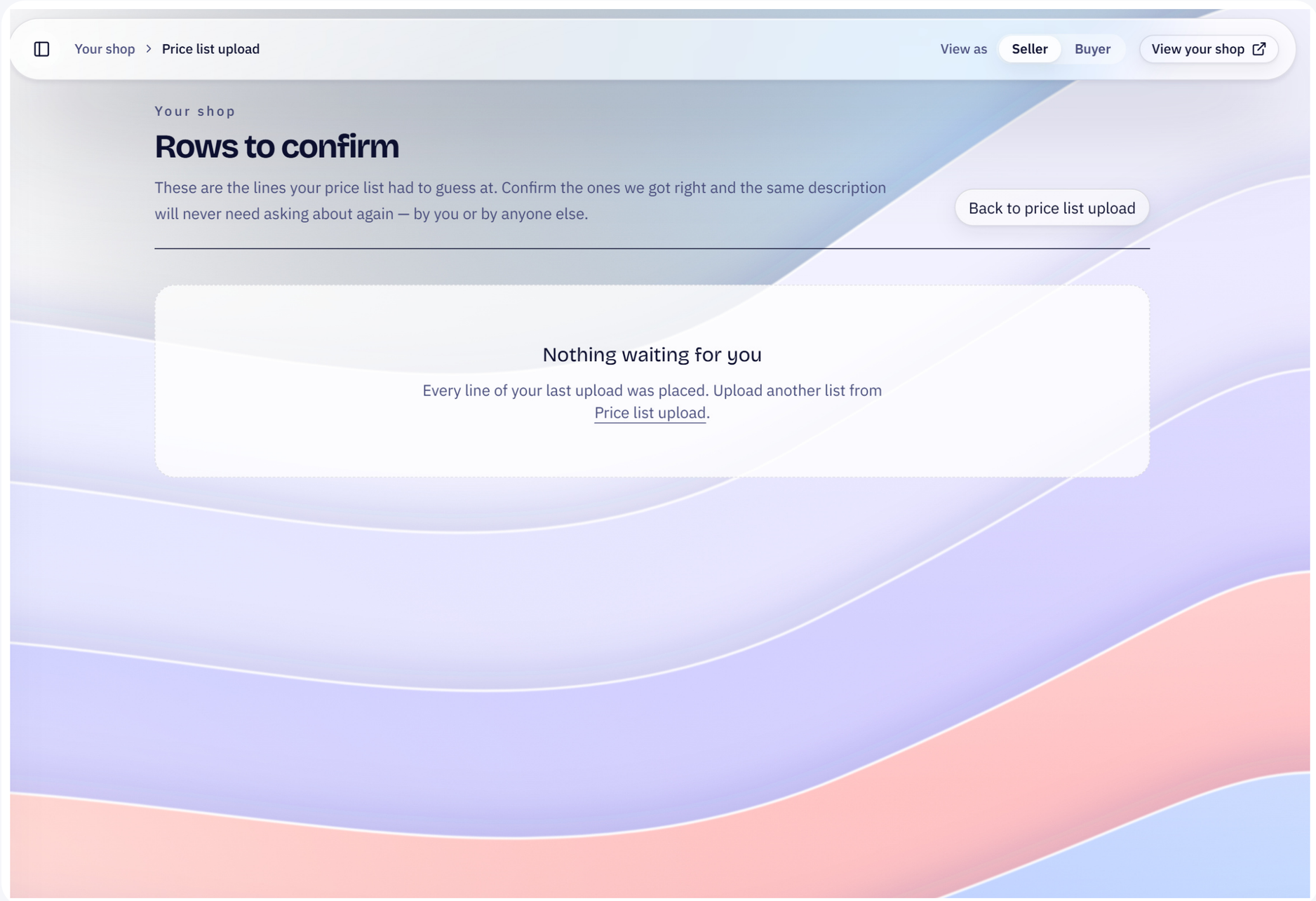
Include accurate model numbers and prices with the tax basis clear.

3

Review the imported or typed rows before they become your live offers.

Open this page: nehruplace.app/dashboard/catalog

Resolve unmatched imports

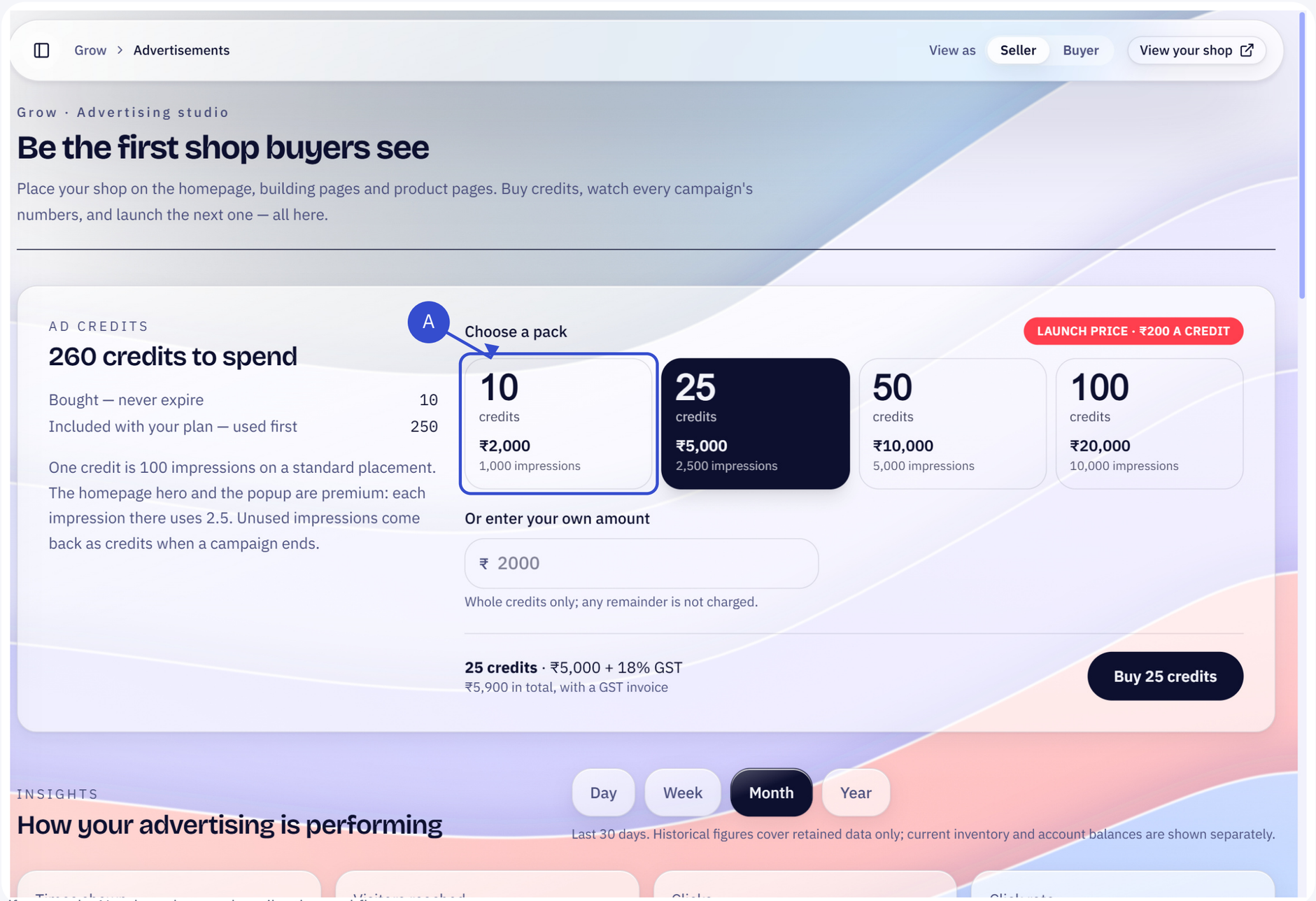


A suggested match needs review when the model or specification differs.

1. Open the rows waiting for your decision.
2. Compare the full product identity before accepting a match.
3. Use the available correction or new-product workflow when no exact match exists.

Open this page: nehruplace.app/dashboard/catalog/review

Run advertisements



Lettered marks identify controls. Numbered steps describe the workflow.

Advertisement credits, lead credits and report credits have different uses.

1

Review the current credit balance and choose a placement.

2

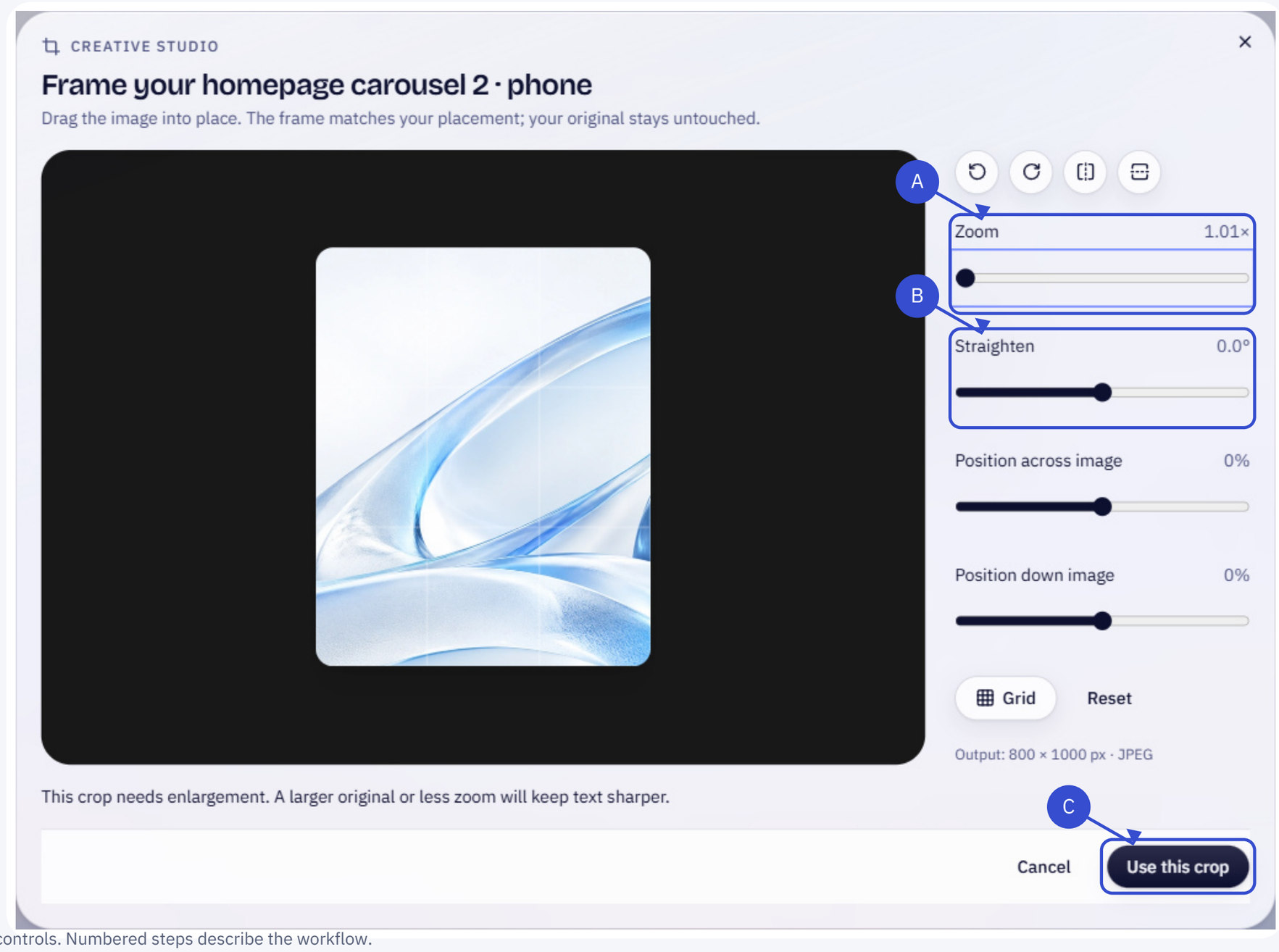
Prepare the phone and computer versions, crop to the placement's ratio, then submit for review.

3

Check campaign status, placements and delivered impressions; pause or take down a campaign with its available control.

Open this page: nehruplace.app/dashboard/advertisements

Frame an advertisement image



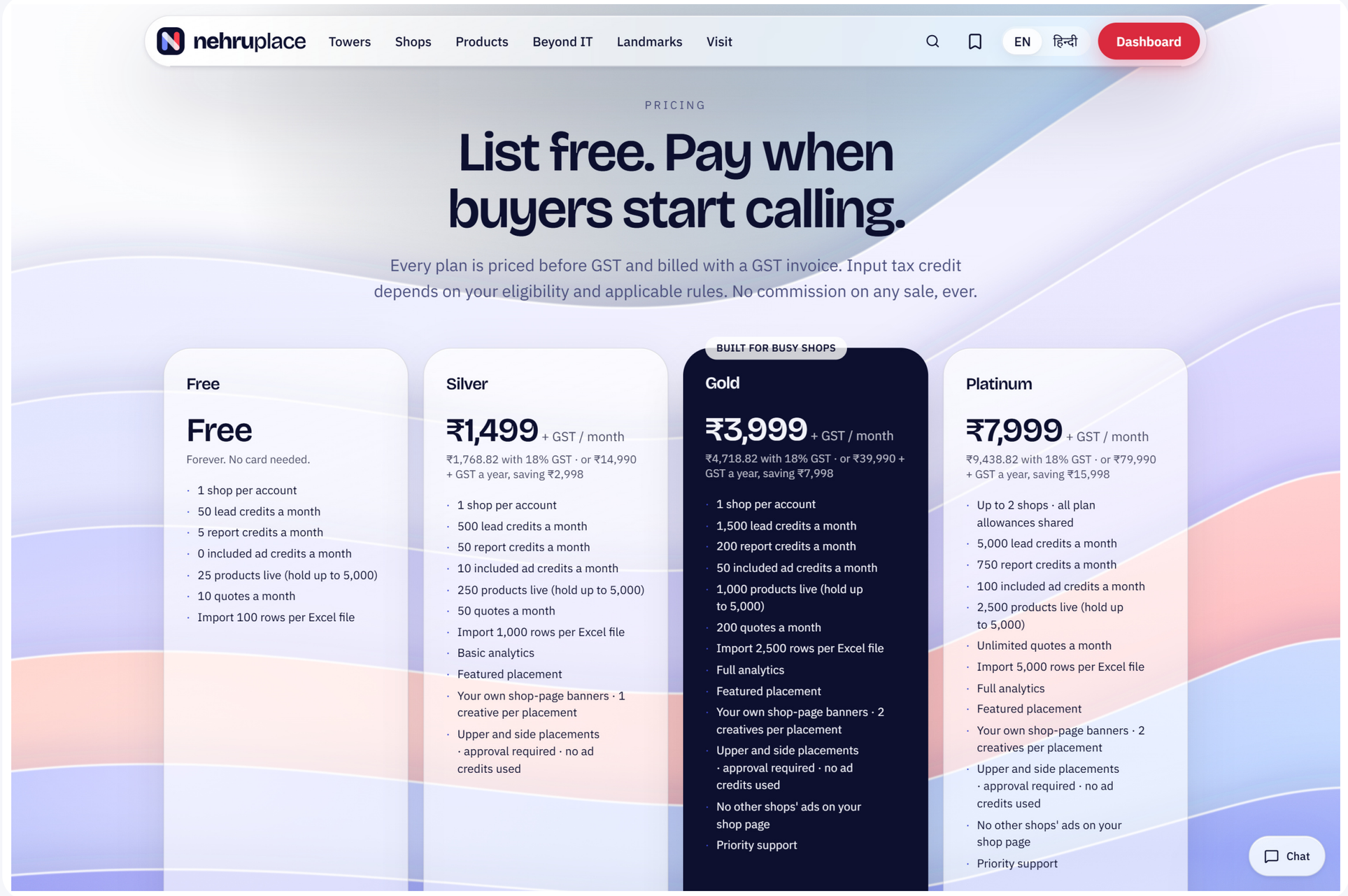
Lettered marks identify controls. Numbered steps describe the workflow.

Cropping starts locally. This sample shows the sharpness warning; no crop was applied or uploaded for the illustration.

1. Choose the phone or computer image field and select a JPEG, PNG or WebP original.
2. Drag to reframe, or use the position sliders. Zoom, rotate, straighten and use the grid to keep key text visible.
3. Check the output and sharpness warning. Use this crop uploads the image; Send for review submits the campaign separately.

Open this page: nehruplace.app/dashboard/advertisements

Choose a seller plan



Seller plans and buyer credit purchases are different. Read the features, limits and checkout total before choosing.

1

Compare monthly and yearly billing, including the amount charged upfront.

2

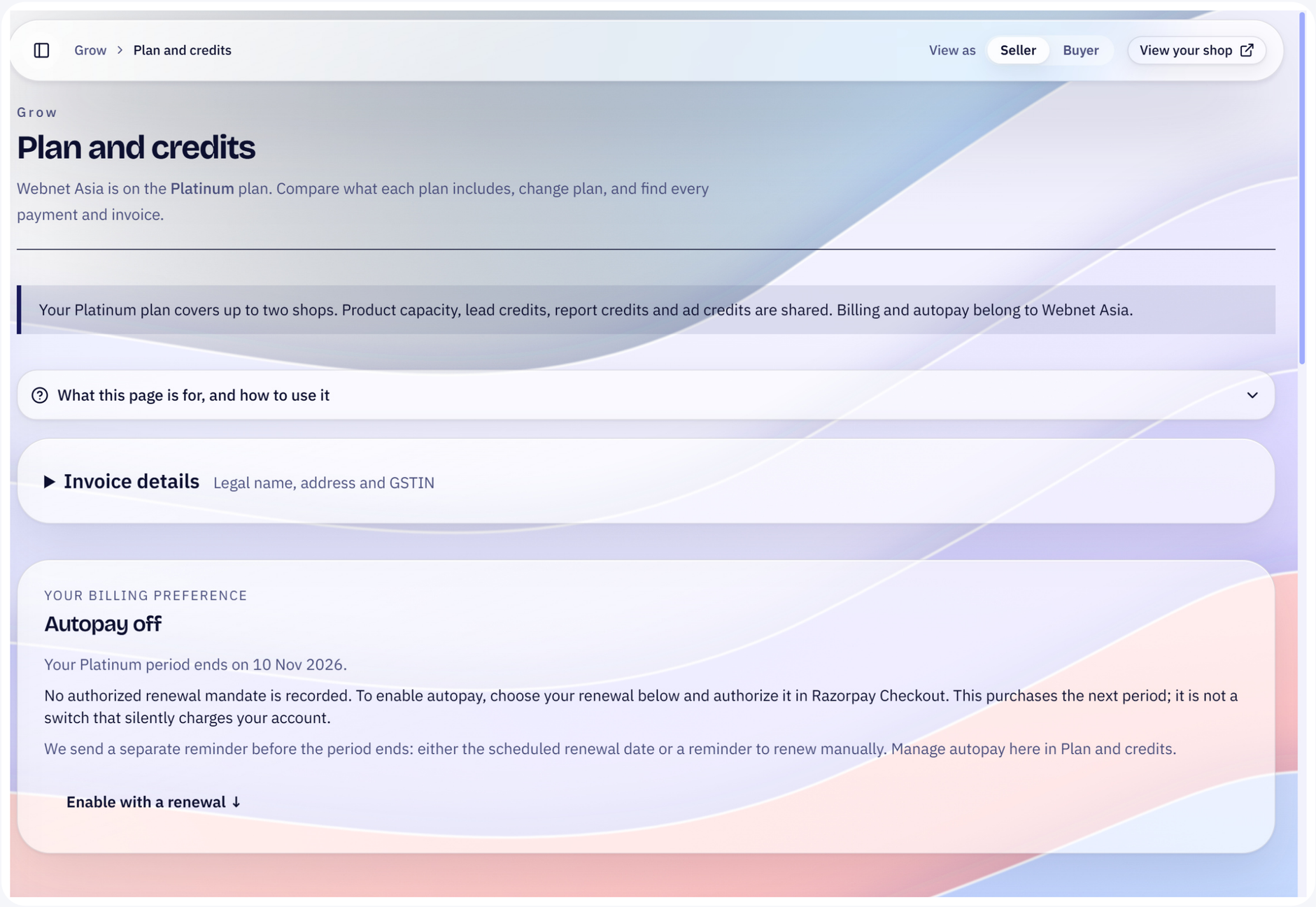
Read lead, report and advertisement credit allowances separately. An account balance is not its monthly allowance.

3

Check shop, live-product and import limits. Review the tax basis and final checkout total before paying.

Open this page: nehruplace.app/pricing

Read your plan and billing



The balance in an account can include purchases and adjustments; it is not the plan's monthly allowance.

1

Compare the plan cards and their monthly credits and limits.

2

Check the current subscription and the available renewal or autopay status.

3

Open billing history for invoices and the PDF download. Read the checkout total before paying.

Open this page: nehruplace.app/dashboard/billing

Read reports fairly



Lettered marks identify controls. Numbered steps describe the workflow.

Metrics describe the selected period. They do not prove a sale took place.

1

Select Day, Week, Month or Year and read the displayed date range.

2

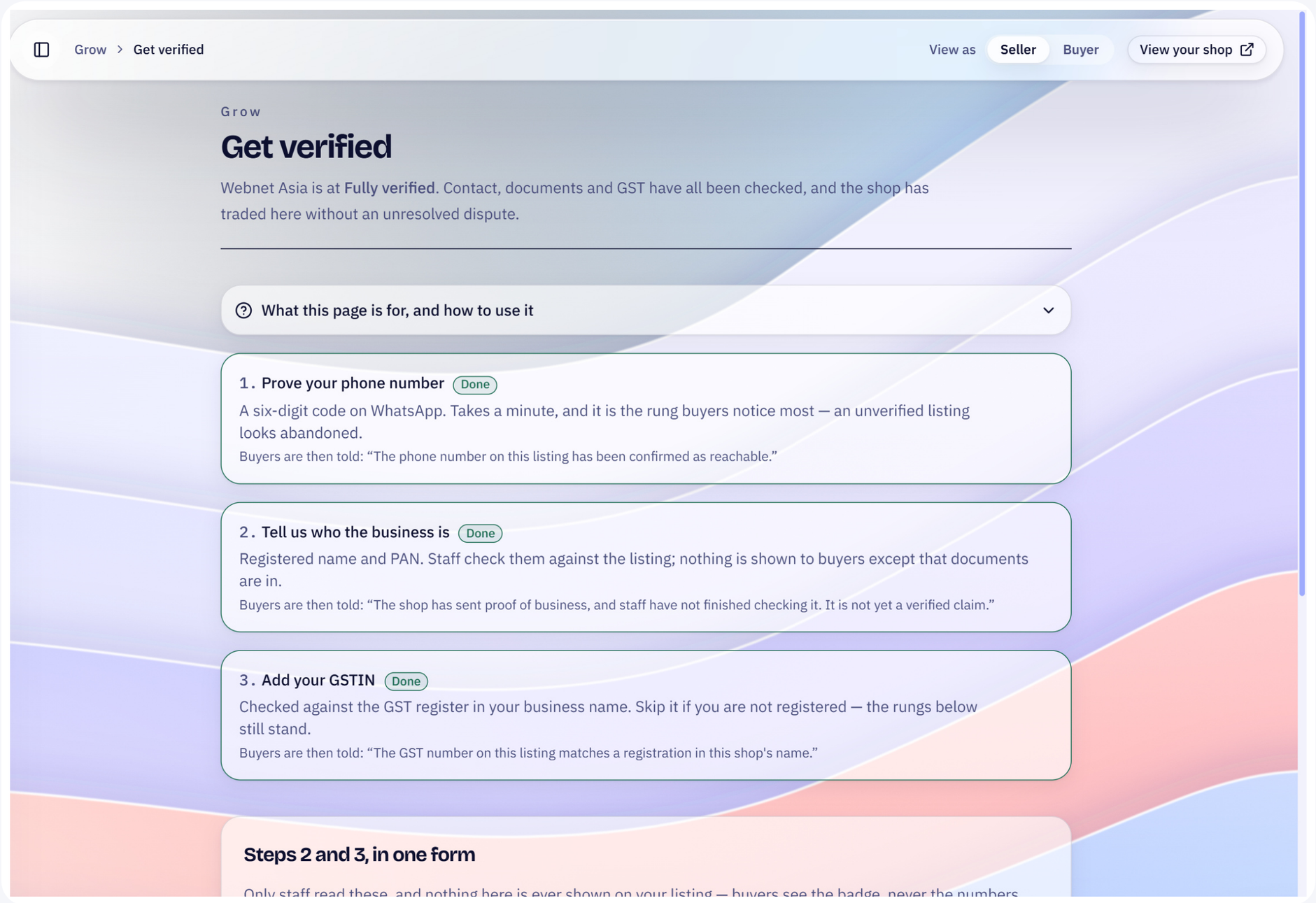
Compare like-for-like periods and note the timezone.

3

Use available weekly summaries or peer comparisons only when the page has enough data.

Open this page: nehruplace.app/dashboard/analytics

Request verification



Account contact verification and a shop's evidence checks are separate.

1

Open Get verified and read the required evidence.

2

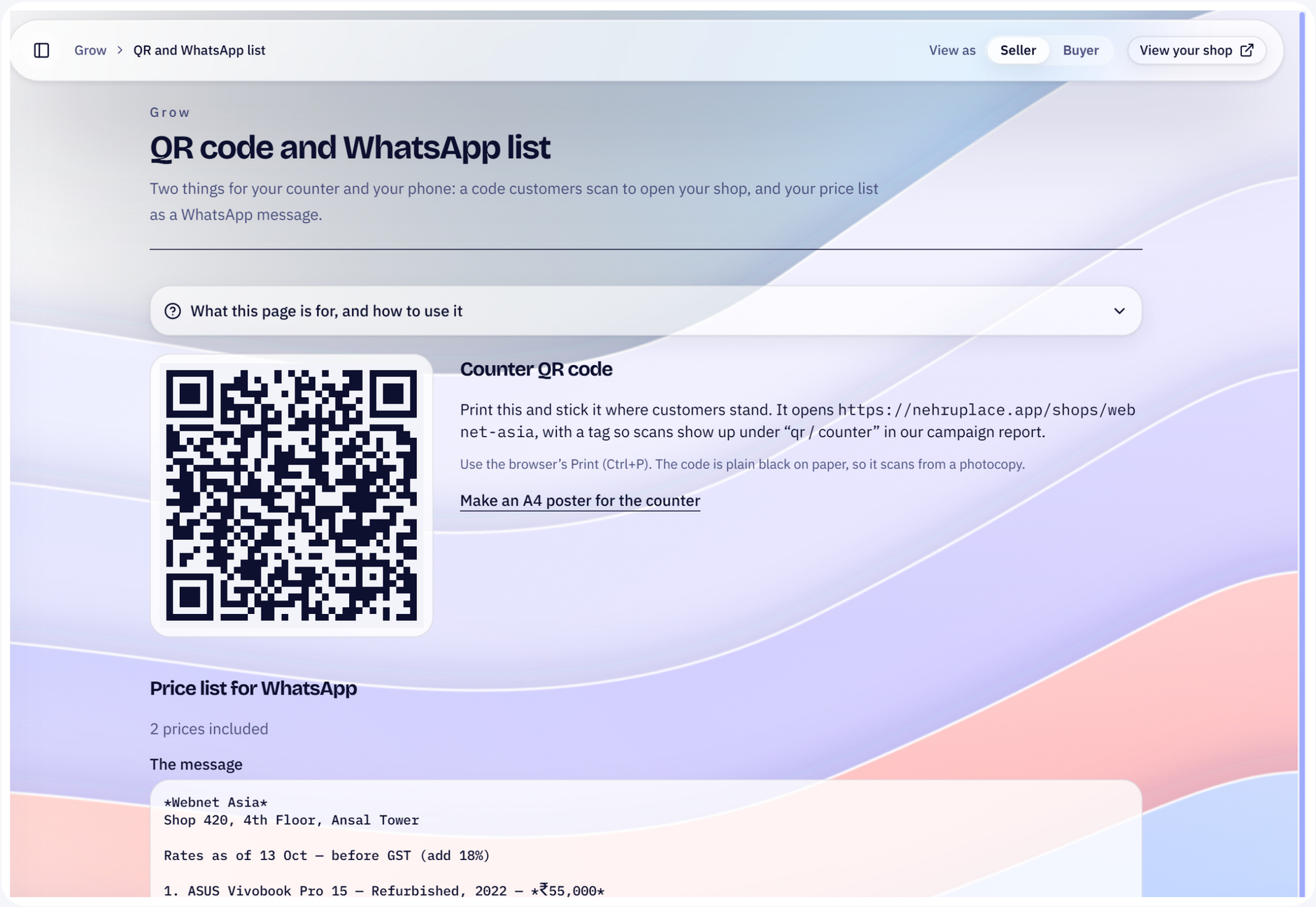
Submit accurate documents through the displayed workflow.

3

Watch the status and any correction request; a paid plan does not itself prove verification.

Open this page: nehruplace.app/dashboard/verification

Share your shop and stock

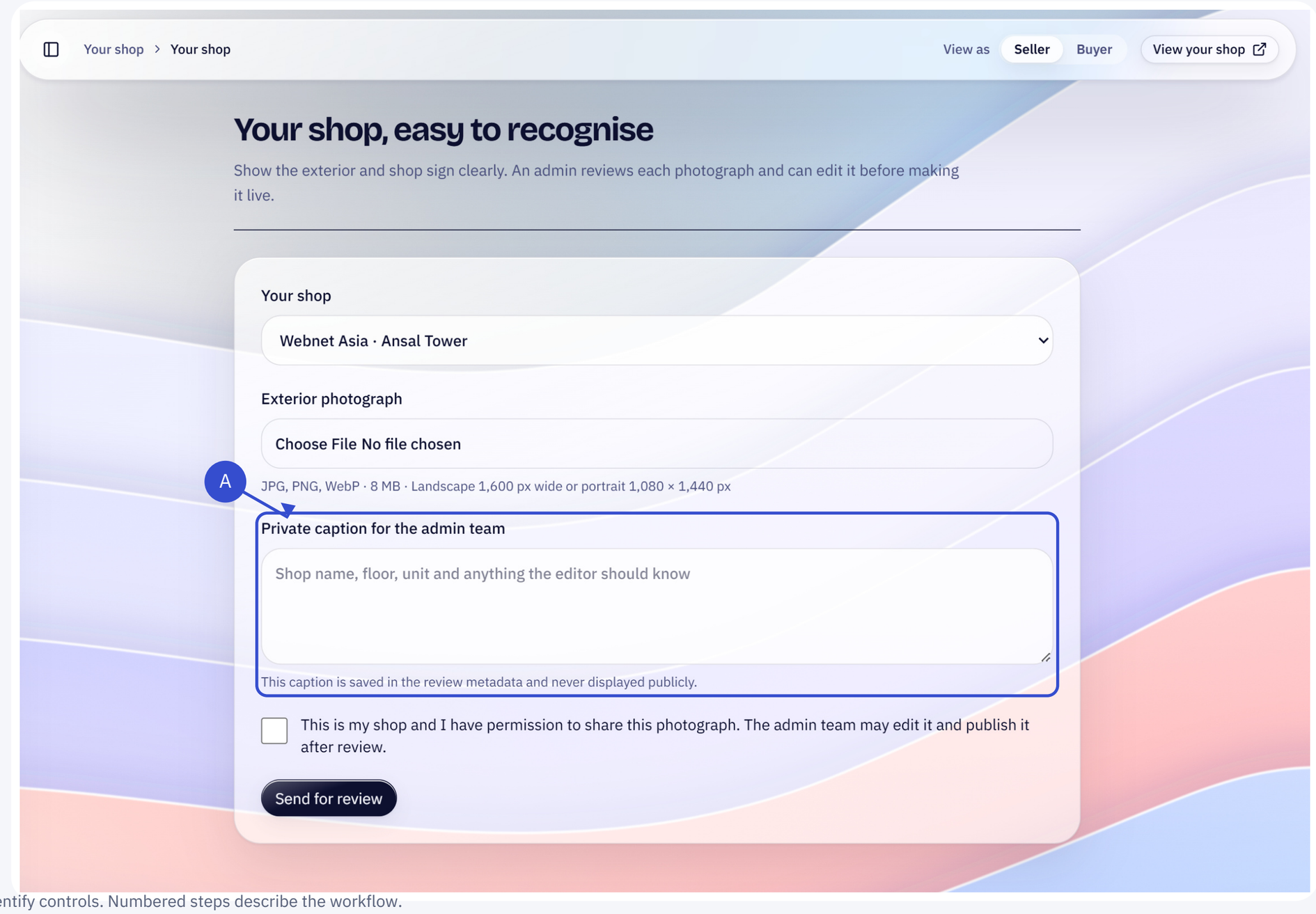


Check a shared link or QR code before printing it for customers.

1. Open QR and WhatsApp list.
2. Download or share the available shop QR, catalogue list or poster.
3. Scan the code on another device and confirm the shop and visible products.

Open this page: nehruplace.app/dashboard/share

Submit an exterior photograph



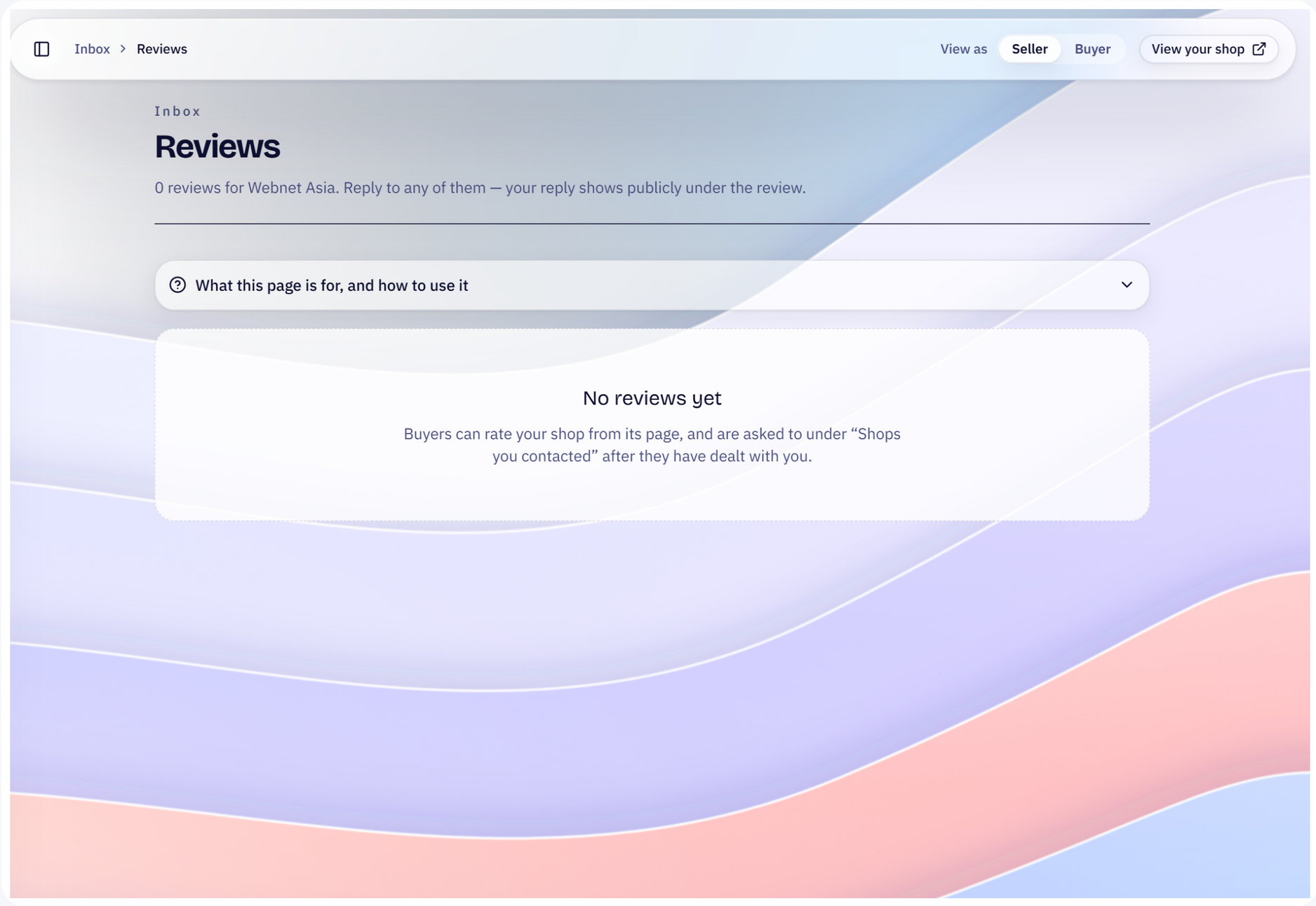
Lettered marks identify controls. Numbered steps describe the workflow.

Captions help staff identify the correct building or shop. A submission is not automatically public.

1. Choose the correct place and an accurate exterior photograph.
2. Write a useful caption for staff, including the building or entrance.
3. Submit for review and follow its status. Do not include private personal information in the image.

Open this page: nehruplace.app/dashboard/shop/photos

Handle reviews and disputes

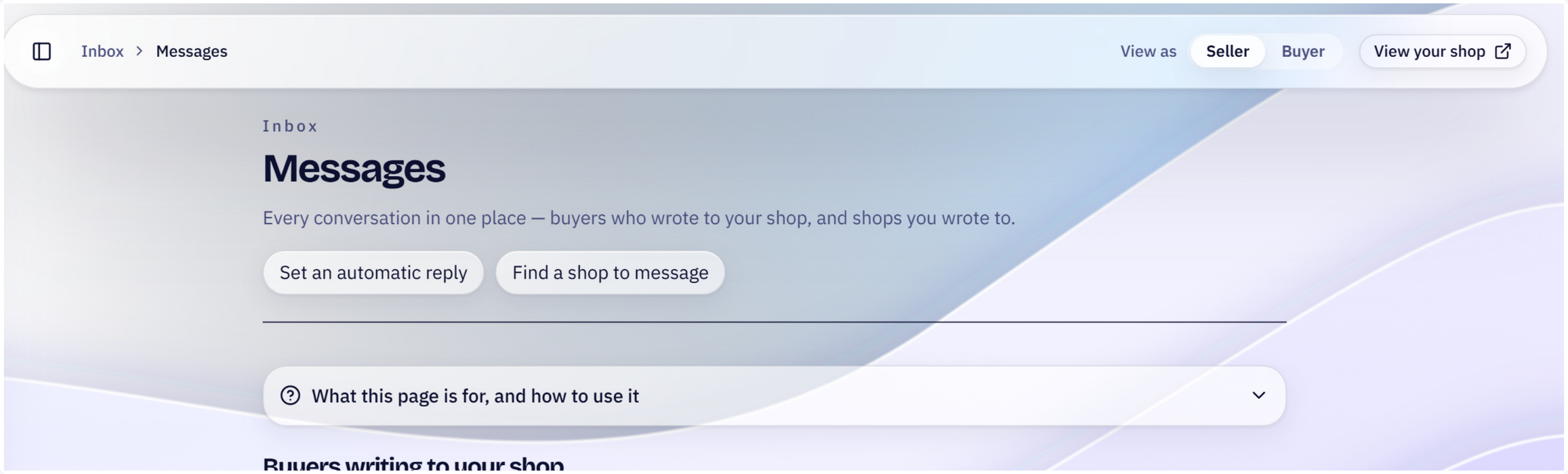


Respond with facts and avoid posting private customer details.

1. Open Reviews to read feedback and the available reply controls.
2. Use Disputes for a case that needs the dispute workflow.
3. Provide relevant evidence and follow the case status instead of making public accusations.

Open this page: nehruplace.app/dashboard/reviews

Follow leads and messages



A lead, a contact reveal and a message thread describe different interactions.

1

Use Leads for the available enquiry details and their status.

2

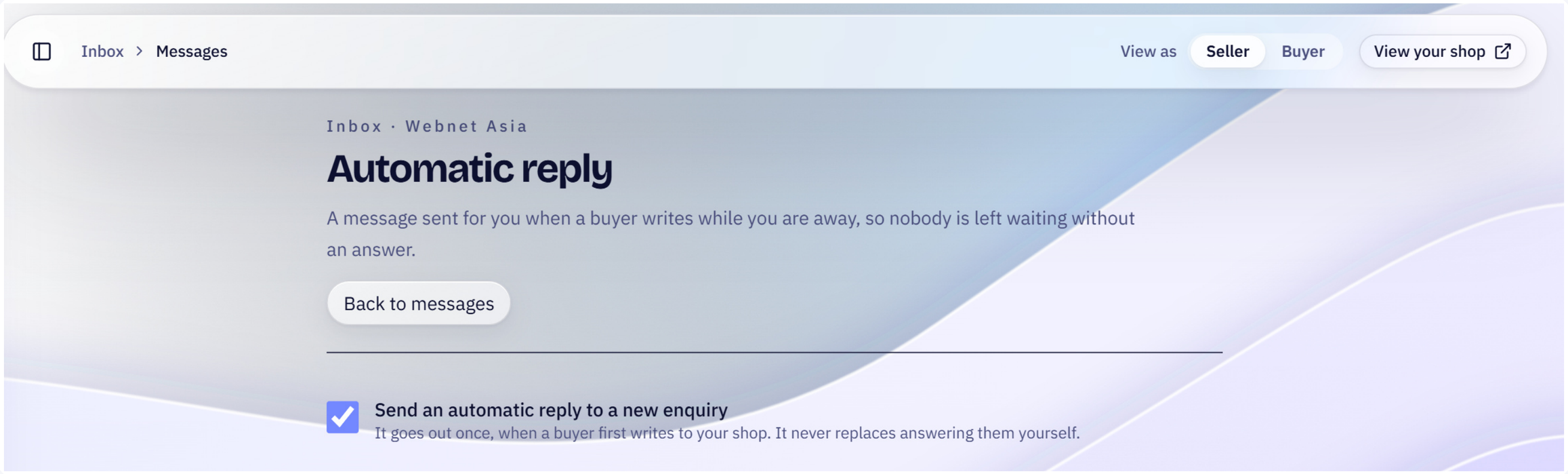
Use Messages to continue a private conversation.

3

Respond to the buyer's exact question and keep price, stock and specification clear.

Open this page: nehruplace.app/dashboard/messages

Prepare an automatic reply

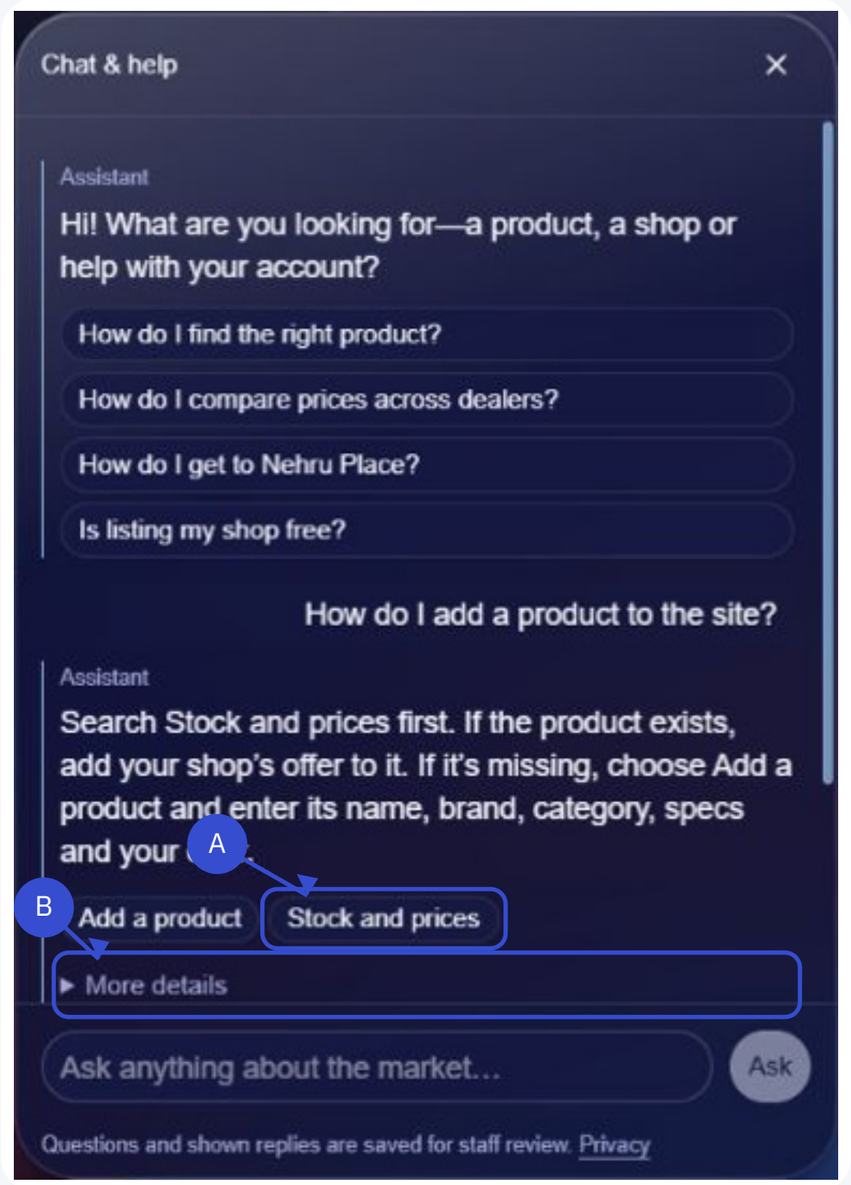


An automatic reply should set expectations without promising stock or a price you have not checked.

1. Open the auto-reply controls from Messages.
2. Write a short greeting, business hours and when you normally respond.
3. Review the enable/save state shown before relying on the automatic reply.

Open this page: nehruplace.app/dashboard/messages/auto-reply

Ask the assistant for help



Lettered marks identify controls. Numbered steps describe the workflow.

Ask in your own words. The assistant uses team-written answers and does not know live stock or invent addresses.

1

Open Chat and help and ask one question, such as How do I add a product?

2

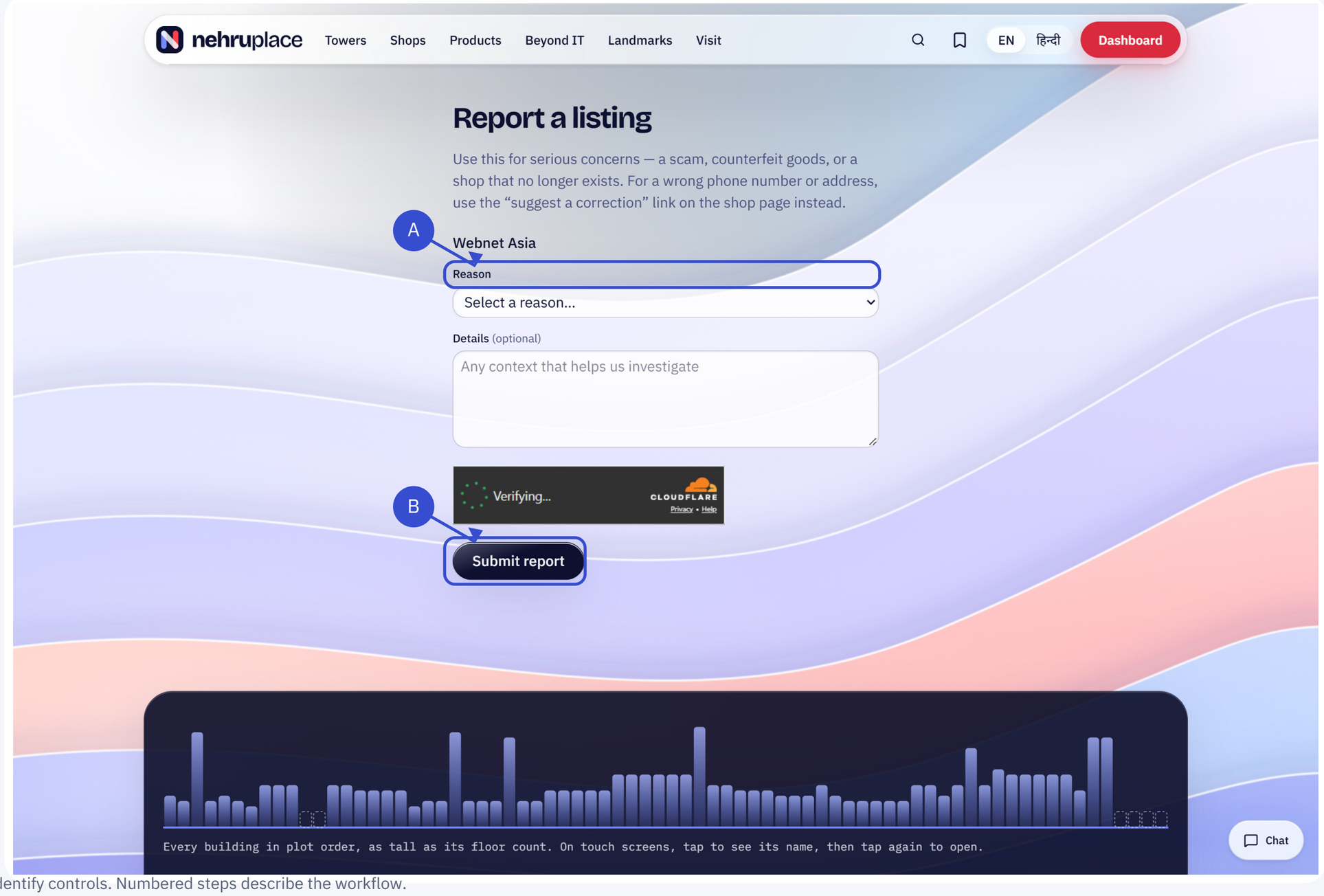
Follow the action link. More details and Related questions keep optional reading separate from the short answer.

3

If the answer misses your meaning, explain a little more or choose Message support. A support message is sent only when you submit it.

Open this page: nehruplace.app/how-it-works

Report a listing issue



Lettered marks identify controls. Numbered steps describe the workflow.

Report factual problems through the relevant listing rather than exposing private details publicly.

1

Open Report from the shop or product you mean.

2

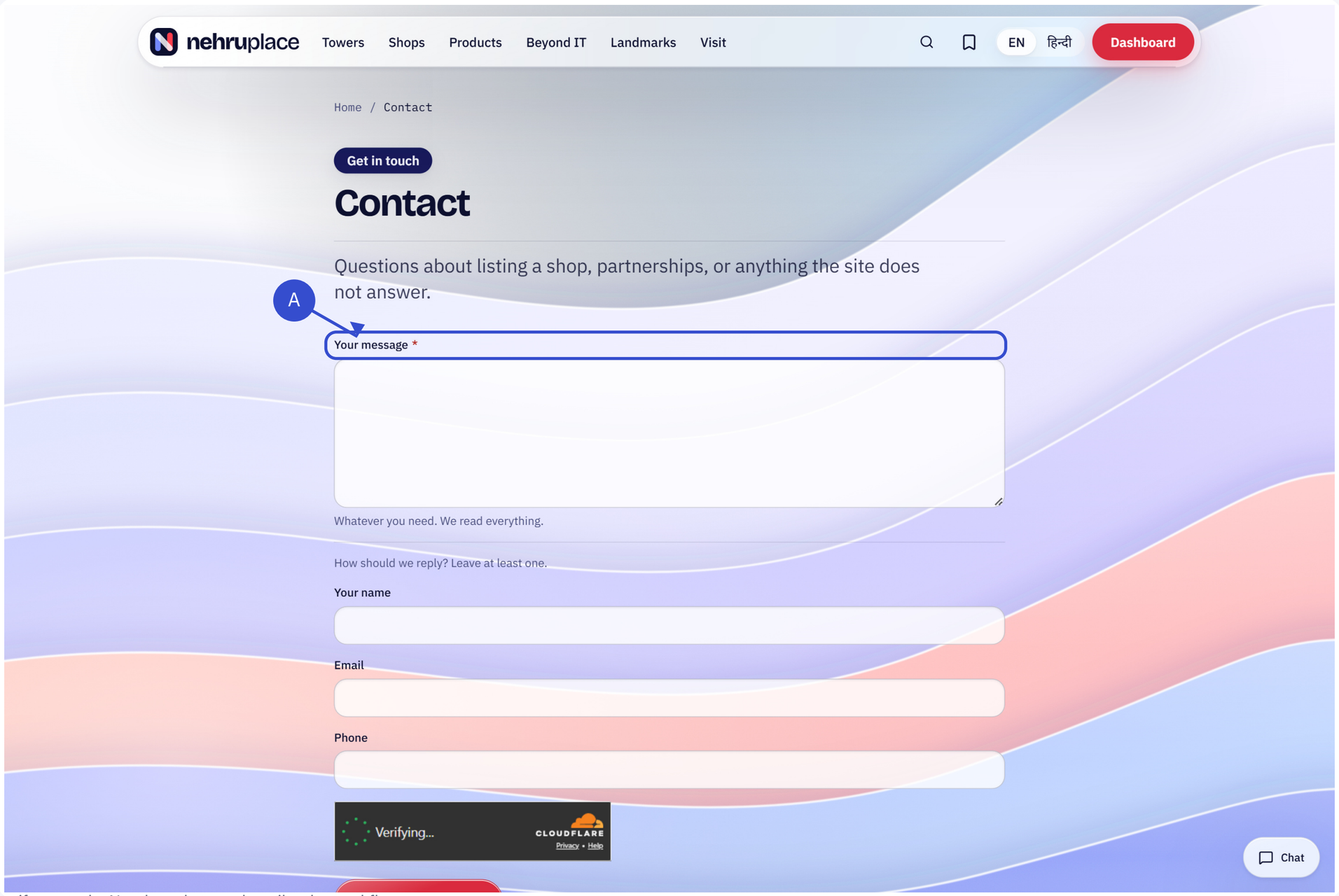
Choose a reason and describe the problem clearly.

3

Submit only relevant evidence and follow any response through your account.

Open this page: nehruplace.app/shops/webnet-asia

Contact the platform



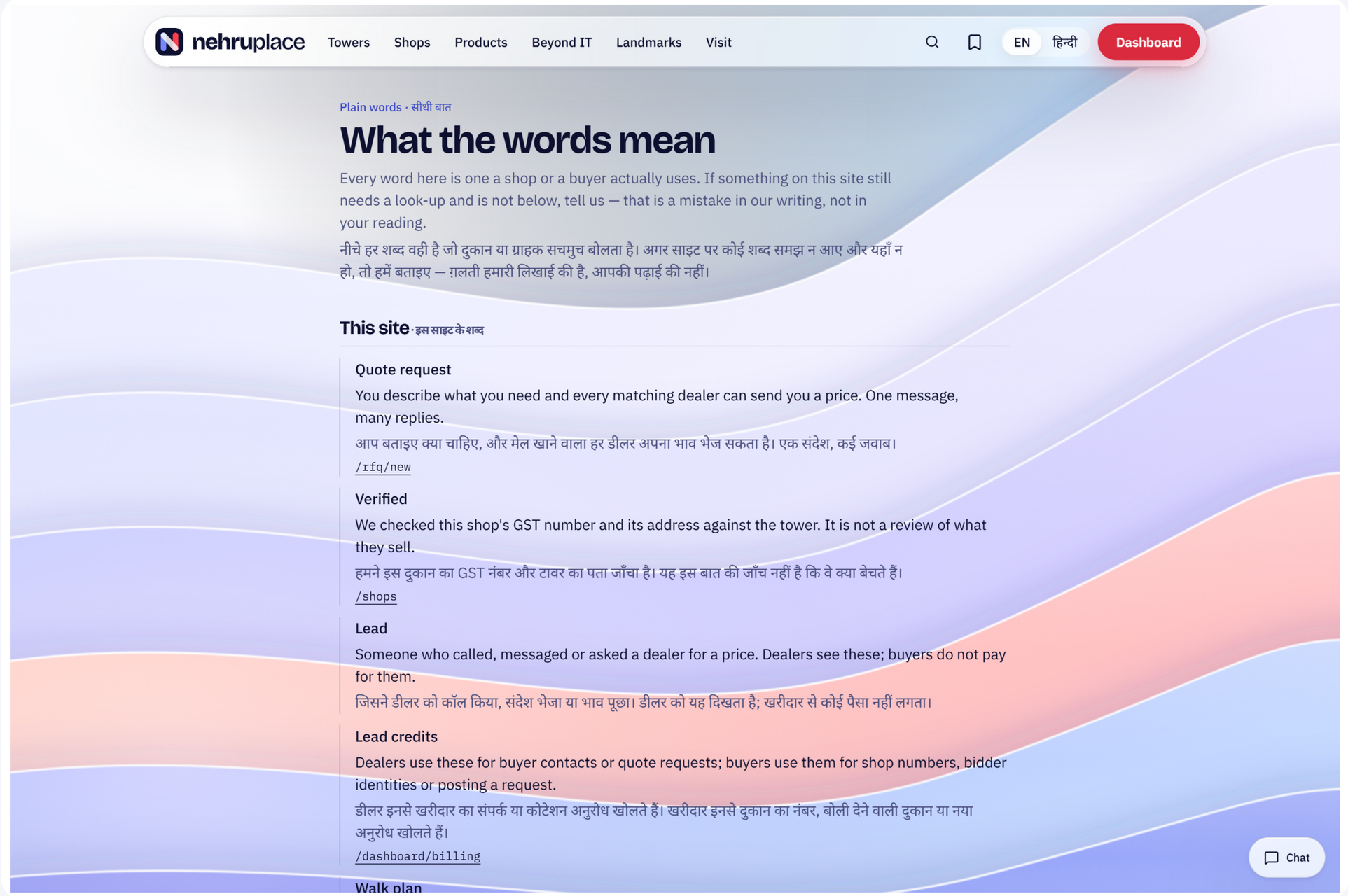
Lettered marks identify controls. Numbered steps describe the workflow.

Support and a message to a shop have different recipients.

1. Use Contact or Support for a platform issue.
2. Describe the page, action and error without sharing passwords or recovery codes.
3. Include enough context for the team to identify the issue.

Open this page: nehruplace.app/contact

Understand credits and trade terms

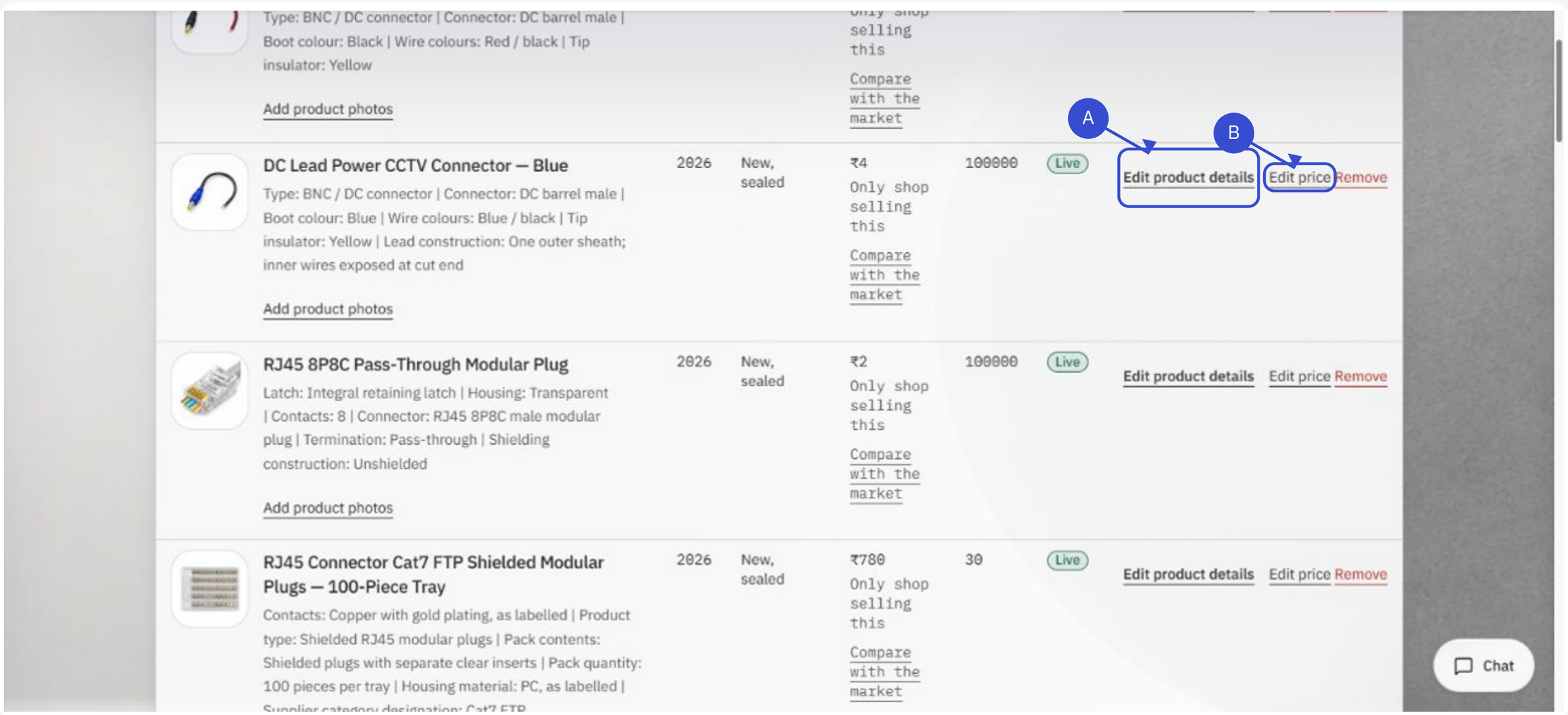


Use the glossary alongside the live plan and billing pages.

1. Find the term you are unsure about.
2. Keep lead, report and advertisement credits distinct.
3. Use the pricing and account pages for current allowances and balances.

Open this page: nehruplace.app/glossary

Read stock status before editing



Lettered marks identify controls. Numbered steps describe the workflow.

Product thumbnails help identify each stock row. Live, offline and removed are different statuses. This example is a staff account.

1

Open Stock and prices, choose a status filter and check the photo and exact configuration.

2

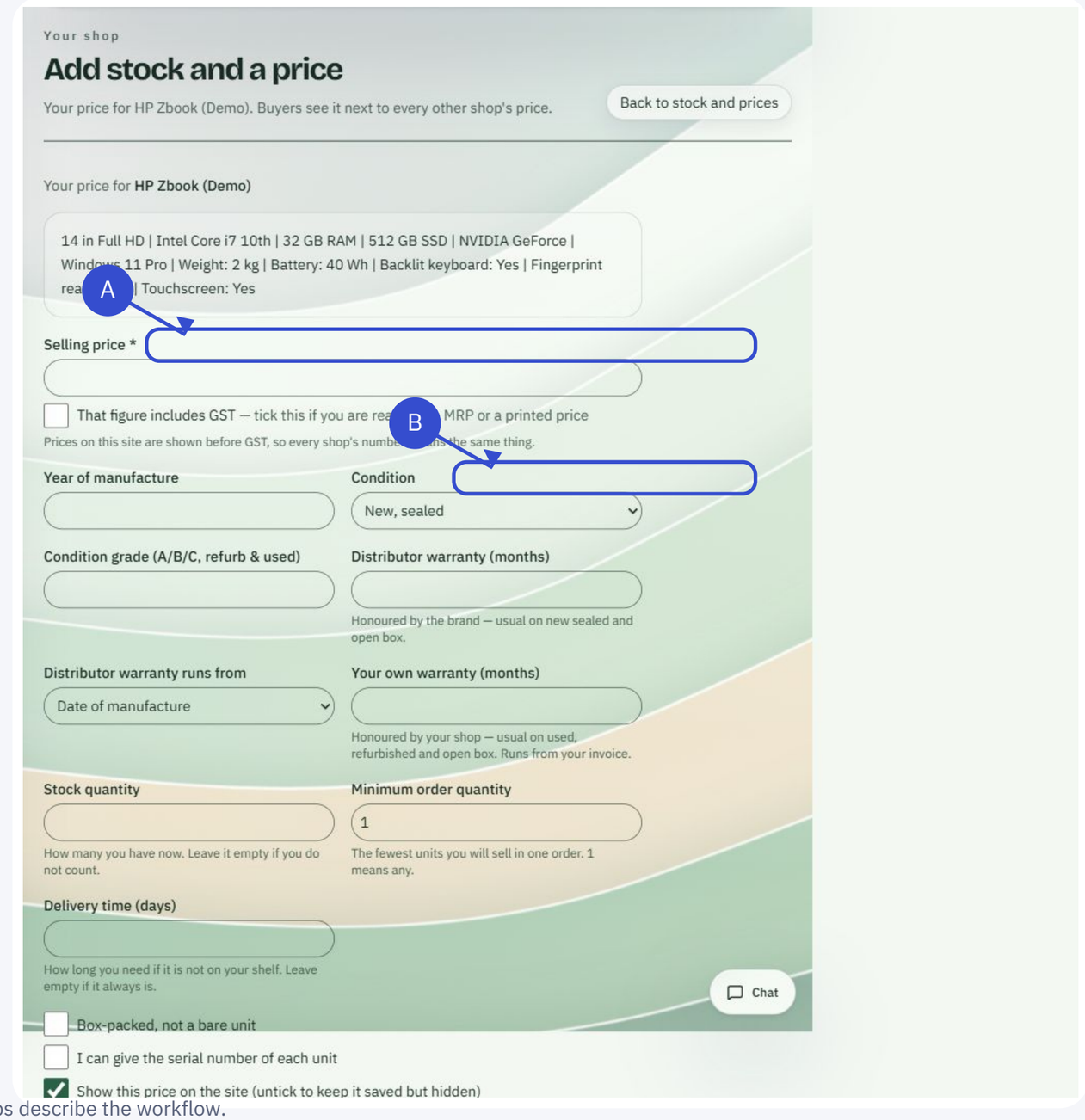
Use Edit price to change your offer. Staff also see Edit product details for the shared name, brand, category and specifications.

3

Use Fix and resubmit for your returned product. It needs staff review before publication.

Open this page: nehruplace.app/dashboard/offers

Add your price to an existing product



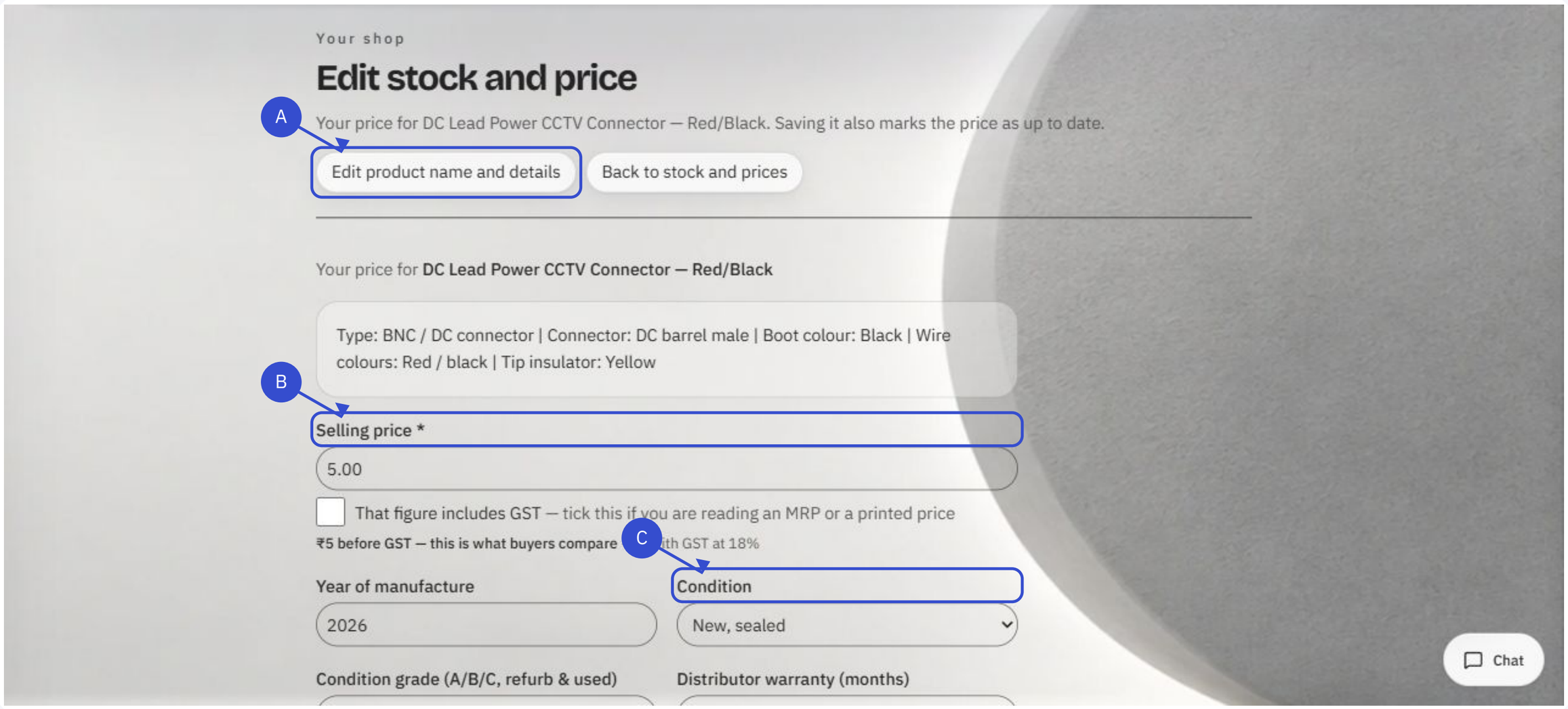
Lettered marks identify controls. Numbered steps describe the workflow.

Search the catalogue first. Add an offer to the exact configuration; create a new product only when the specifications differ.

1. Under Add stock, search the name or manufacturer model.
2. Compare the specification summary, then choose Put my price on this.
3. Enter price, GST treatment, condition, warranties and stock. Read Show this price before saving.

Open this page: nehruplace.app/dashboard/offers

Edit stock, condition and warranties



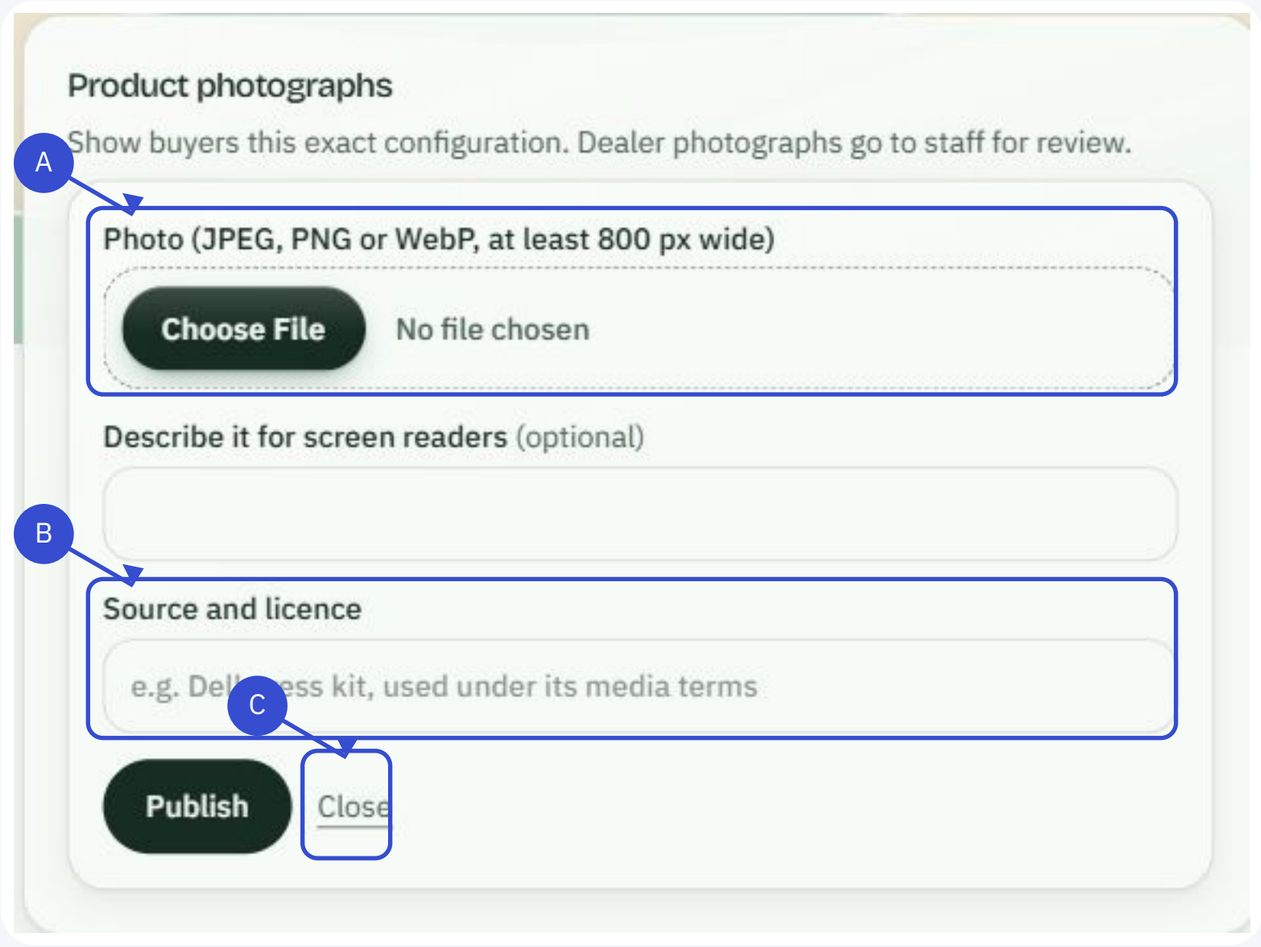
Lettered marks identify controls. Numbered steps describe the workflow.

An offer describes your shop’s stock. It does not change the shared product’s name or technical identity. The illustration shows the staff-only product-details link.

1. Open Edit price beside the correct product in Stock and prices.
2. Update price, manufacture year, condition, warranty months, stock quantity, minimum order or delivery time.
3. Save changes. Untick Show this price to hide the offer. Staff can use Edit product name and details above the form to rename the shared product.

Open this page: nehruplace.app/dashboard/offers

Submit product photographs



Lettered marks identify controls. Numbered steps describe the workflow.

Open a product’s Edit price page, then Product photographs. Staff publish; ordinary dealer submissions wait for review.

1

Choose Add product photo and a JPEG, PNG or WebP at least 800 pixels wide.

2

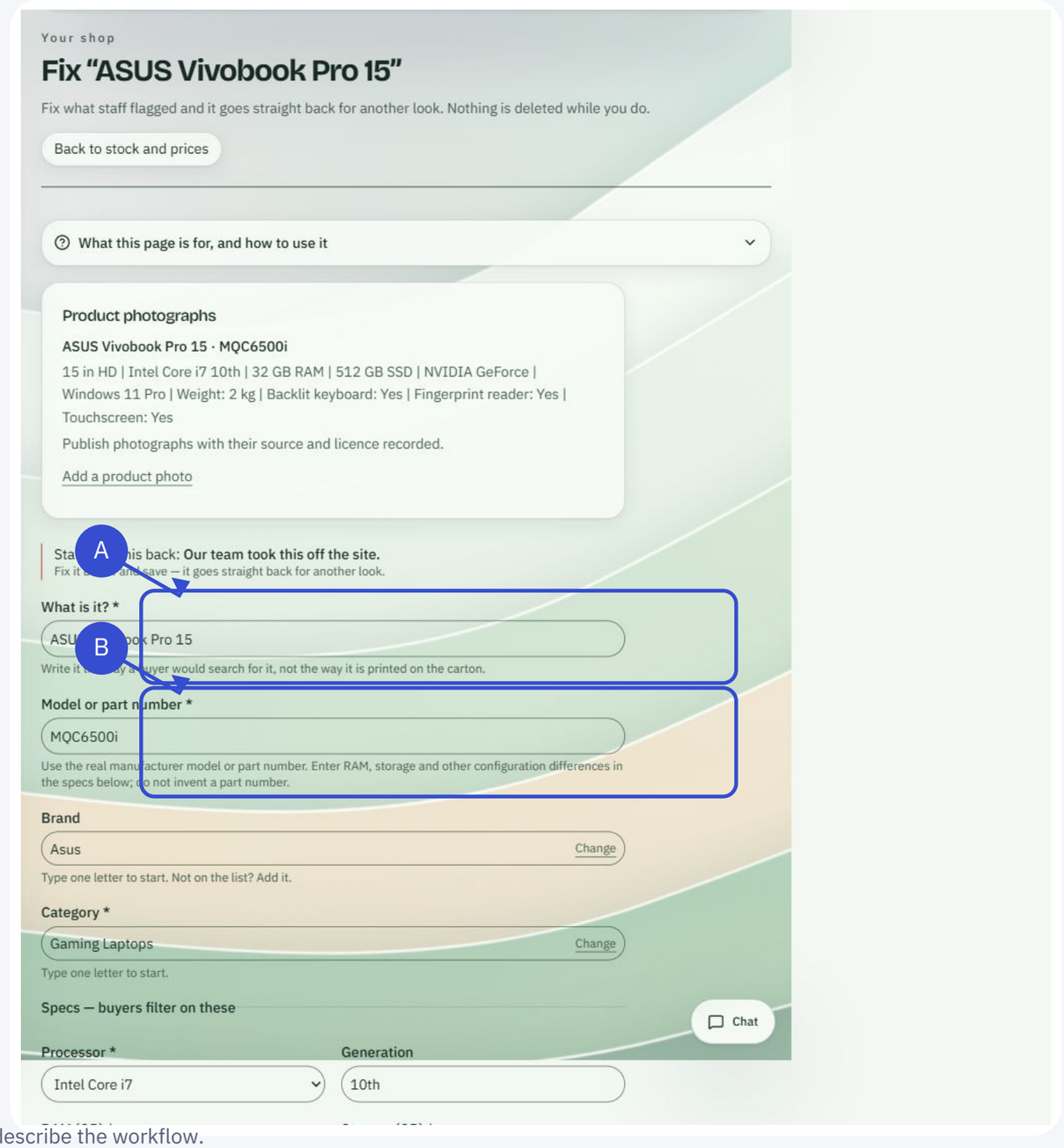
Describe the image and record its source and licence. Use photographs of this exact configuration.

3

Submit for review. A staff Publish button is different from dealer submission; Close cancels the open form.

Open this page: nehruplace.app/dashboard/offers

Correct and resubmit a product



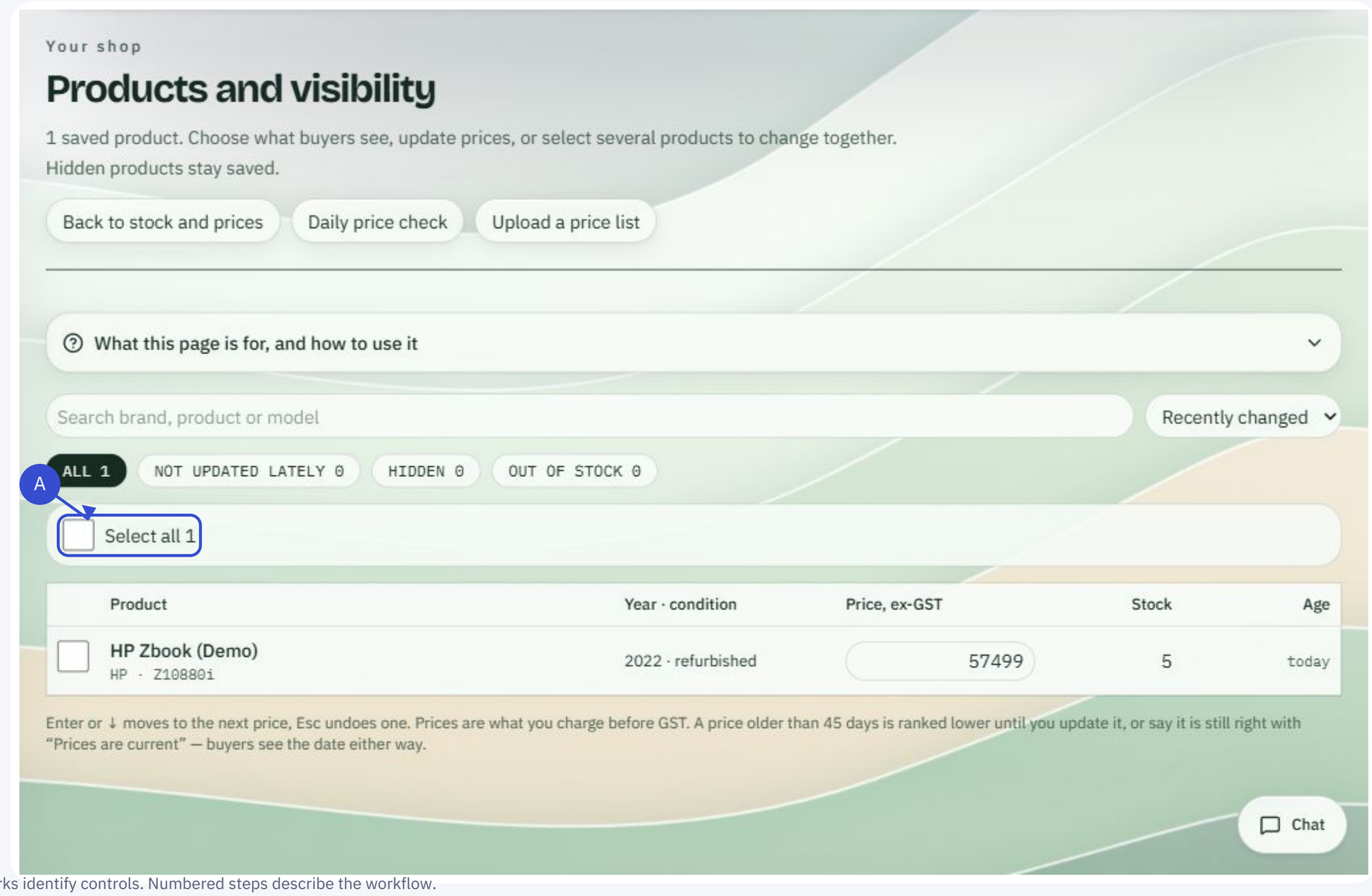
Lettered marks identify controls. Numbered steps describe the workflow.

Fix and resubmit opens the product editor after staff return or remove a listing. The photograph shows the current correction form.

1. Open Needs attention in Stock and prices and read the staff reason.
2. Correct the name, genuine model number and technical specifications; inspect Exact configuration.
3. Choose Save and resubmit. This requests another review; it does not promise immediate publication.

Open this page: nehruplace.app/dashboard/offers

Manage several prices together



Lettered marks identify controls. Numbered steps describe the workflow.

The catalogue table supports search, sorting, visibility filters and batch selection. Hidden stock remains saved.

1

Search your catalogue and choose an order or status filter.

2

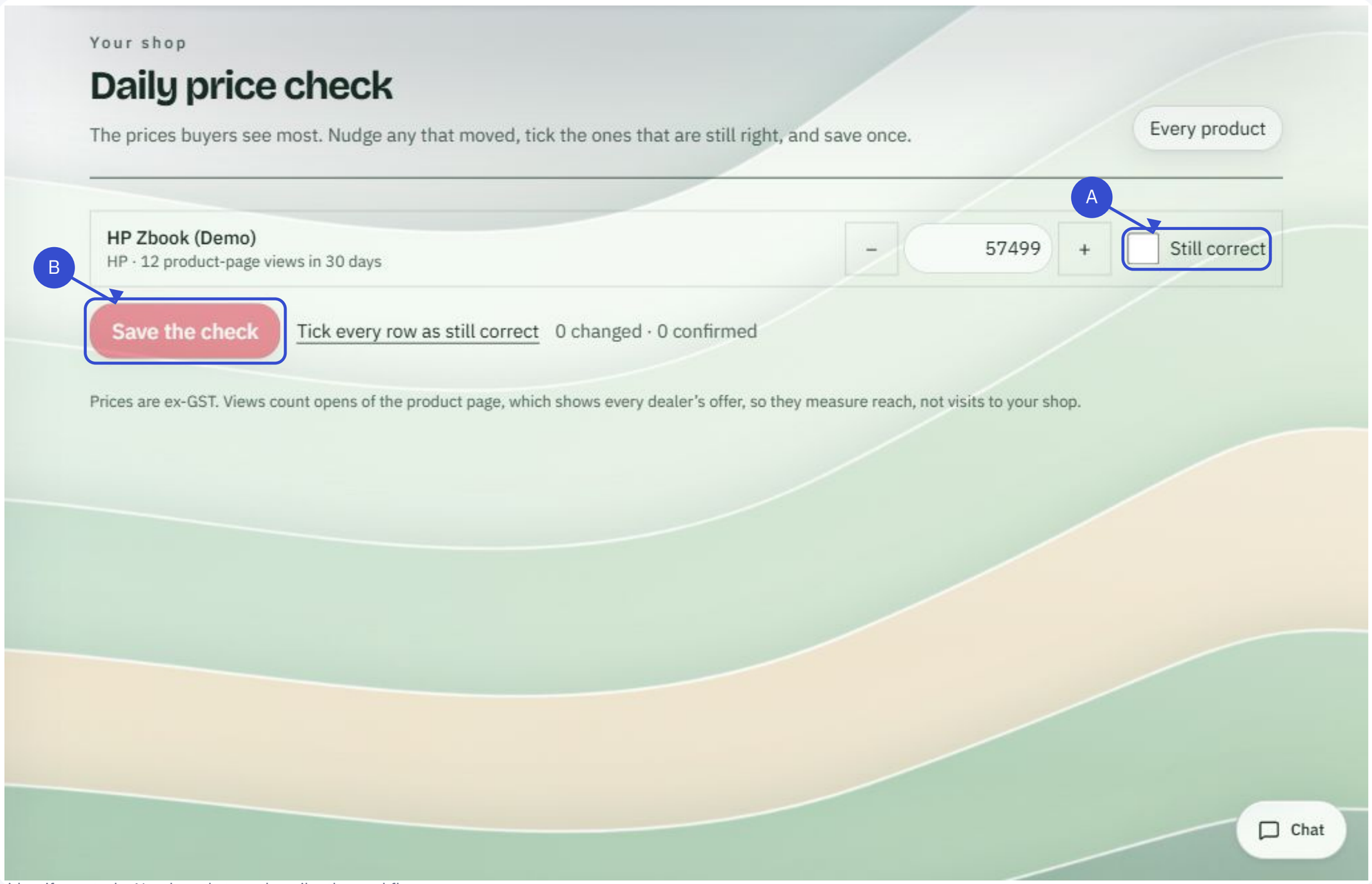
Select individual products or Select all; review the selection before a batch change.

3

Change prices or visibility and inspect the result. Download a spreadsheet from Stock and prices when needed.

Open this page: nehruplace.app/dashboard/offers/manage

Complete a daily price check



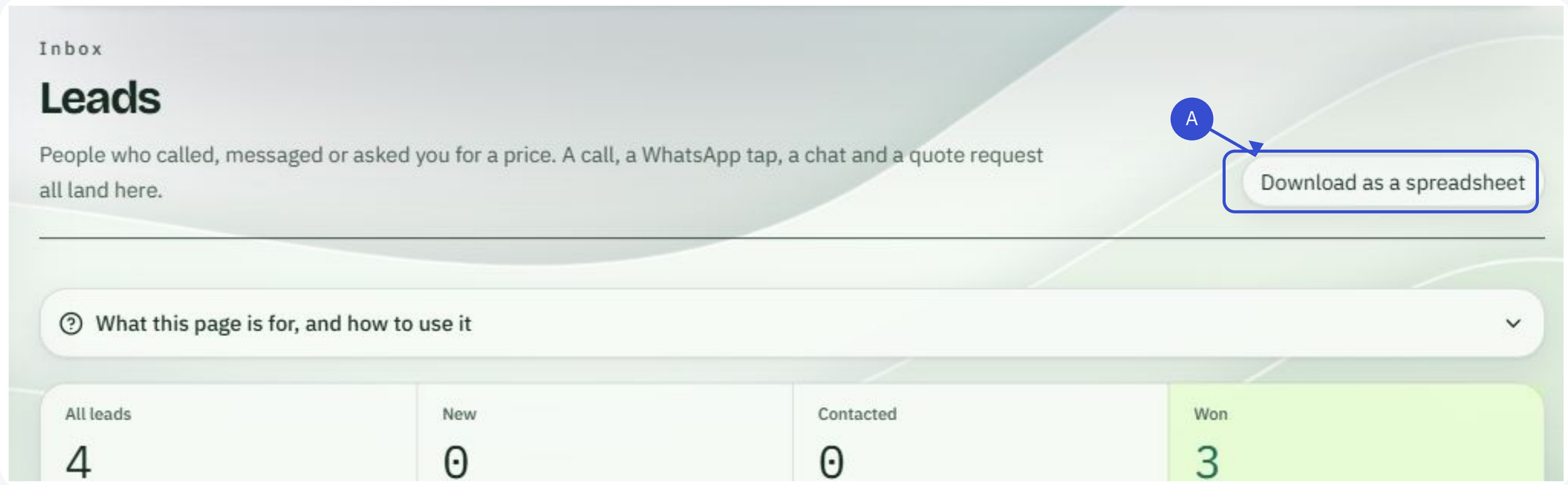
Lettered marks identify controls. Numbered steps describe the workflow.

This page prioritises products buyers open most. Confirm an unchanged price or correct one that moved.

1. Open Daily price check from Products and visibility.
2. Adjust changed prices; tick Still correct for prices that remain accurate.
3. Read the changed and confirmed counts, then Save the check. Figures are before GST.

Open this page: nehruplace.app/dashboard/offers/check

Manage incoming leads



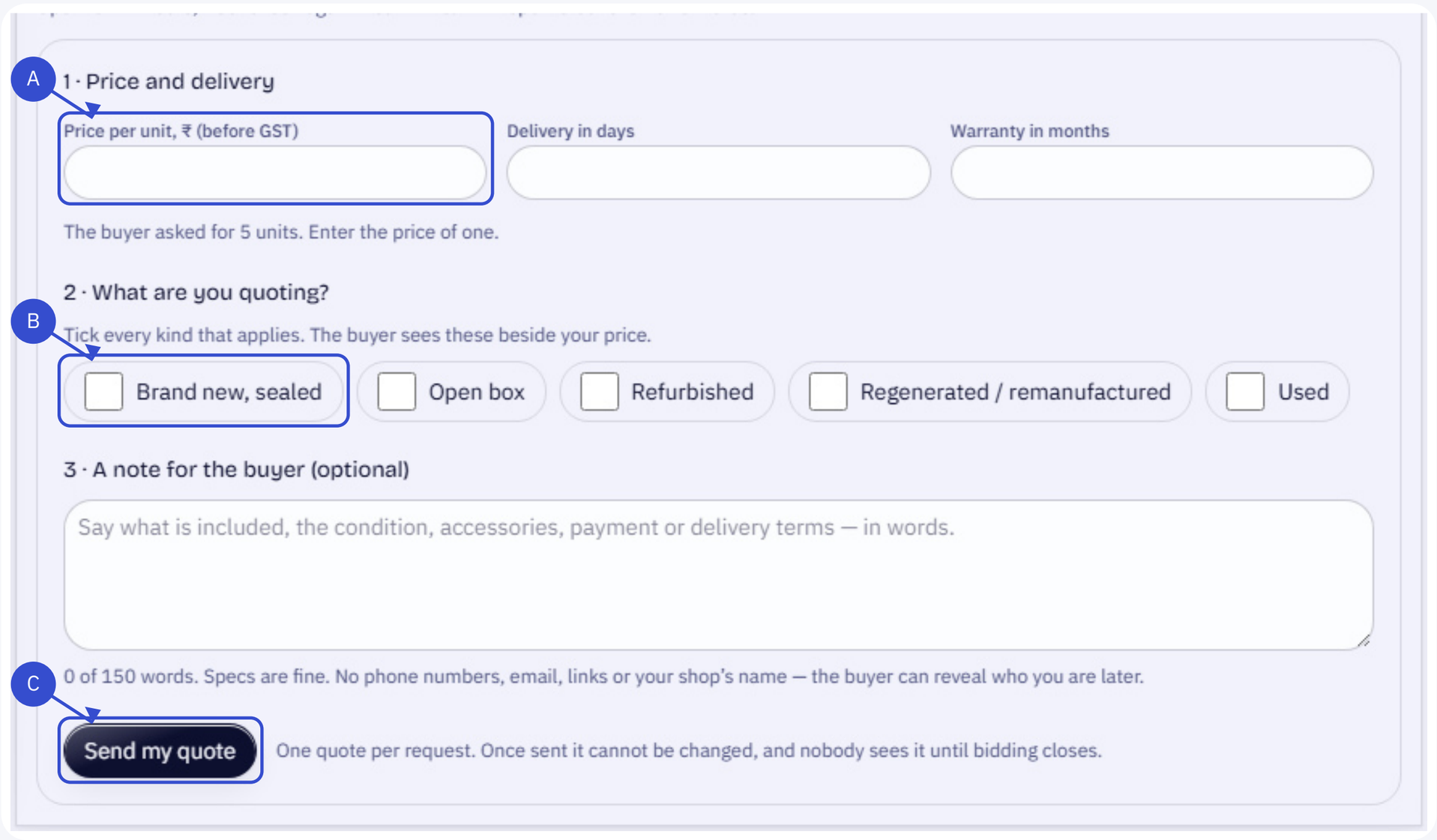
Lettered marks identify controls. Numbered steps describe the workflow.

Leads include contact opens, messages and requests. Customer details are intentionally outside this screenshot.

1. Filter by source and status. A reveal button states its credit cost before opening contact details.
2. Set New, Contacted, Quoted, Won or Lost and add a private working note.
3. Save changes. Use the spreadsheet export for your own records and handle customer details privately.

Open this page: nehruplace.app/dashboard/leads

Reply to quote requests



Lettered marks identify controls. Numbered steps describe the workflow.

Open Quote requests in your seller dashboard and open a request you want to answer. Paid plans can use View as to switch. The screenshot shows the quote form.

1

Read the buyer's requirement and quantity, and check the lead-credit cost before you open the request.

2

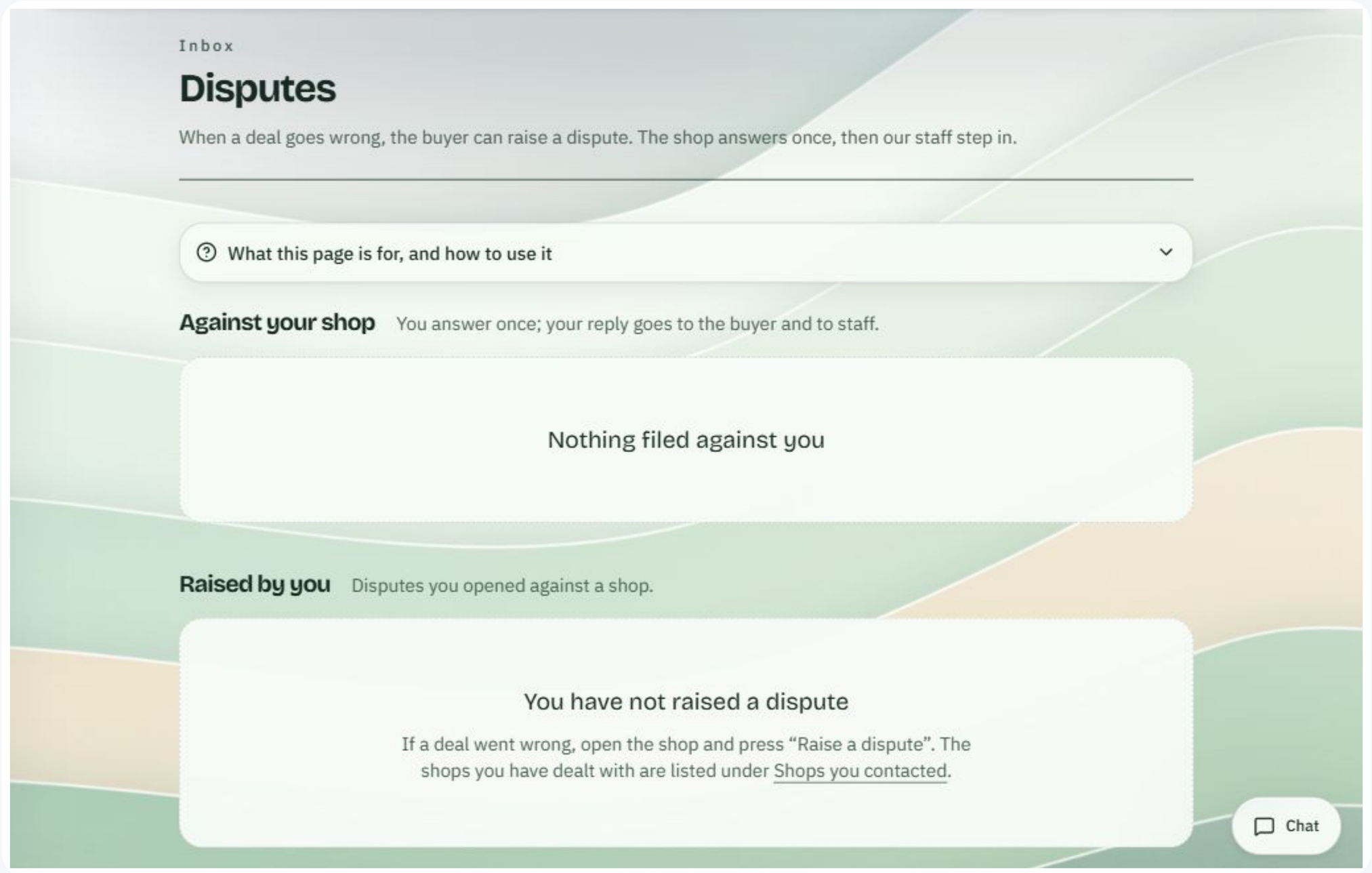
Send one final price per unit (before GST), with delivery days and warranty, and tick every kind of product you are quoting: brand new, open box, refurbished, regenerated or used.

3

Add a note of up to 150 words. Phone numbers, email, links and your shop name are not accepted. After the buyer closes the request, Your settled outcomes (one report credit) shows the price it closed at.

Open this page: nehruplace.app/dashboard/rfqs

Handle a dispute



Buyers see disputes they raised. Sellers also see cases against their shops. Staff review both sides.

1

For a problem with a deal, open the shop and use Raise a dispute when eligible.

2

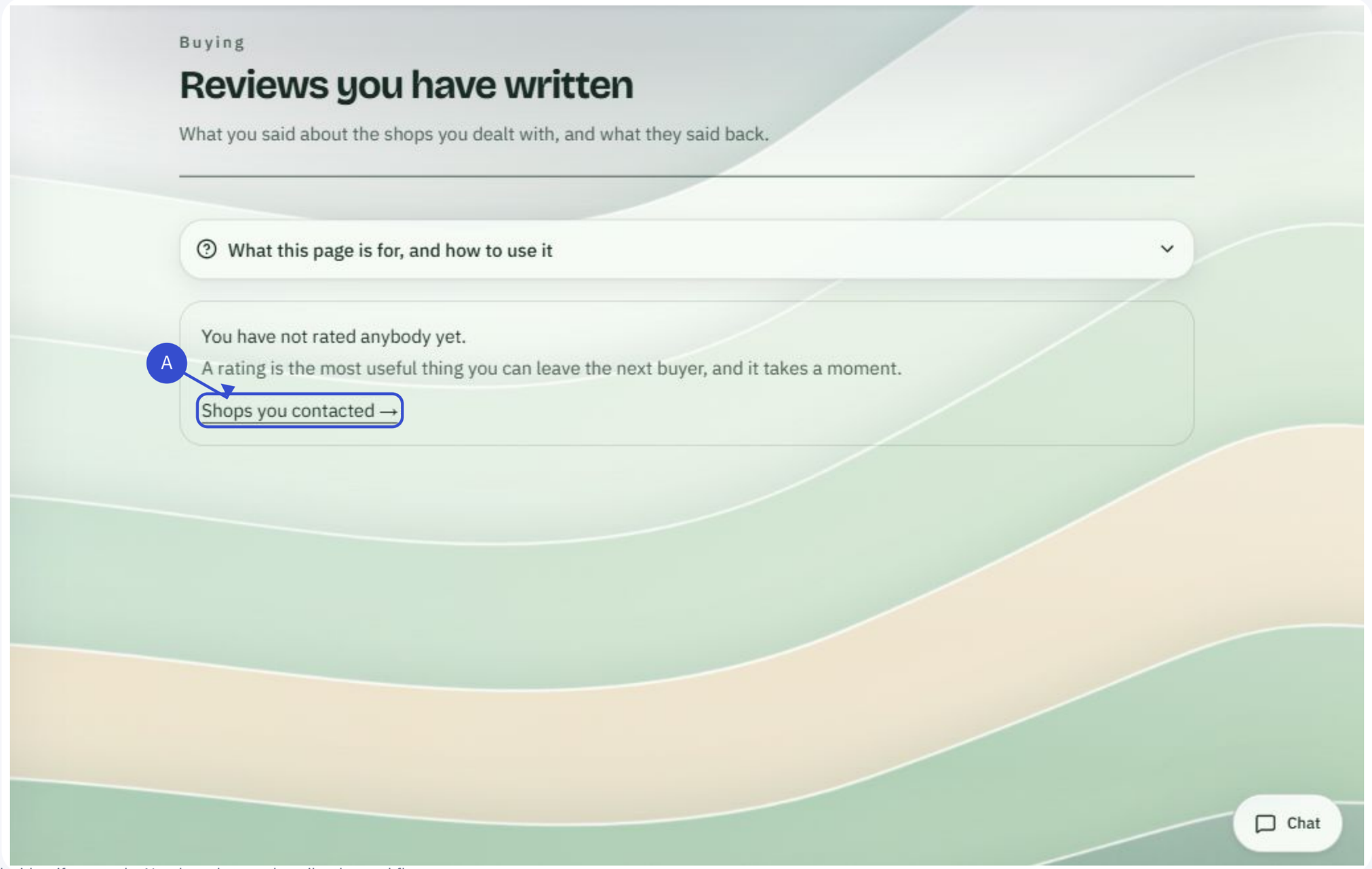
State the facts and retain invoices or evidence. Read the response and current status in Disputes.

3

A seller replies once; staff then step in. Use the platform conversation rather than posting private details publicly.

Open this page: nehruplace.app/dashboard/disputes

Read your own reviews



Lettered marks identify controls. Numbered steps describe the workflow.

Buyer view shows reviews you wrote and any dealer replies. Seller view shows feedback about your shop.

1

Open Reviews in your buyer dashboard. On a paid plan, use View as to switch if needed.

2

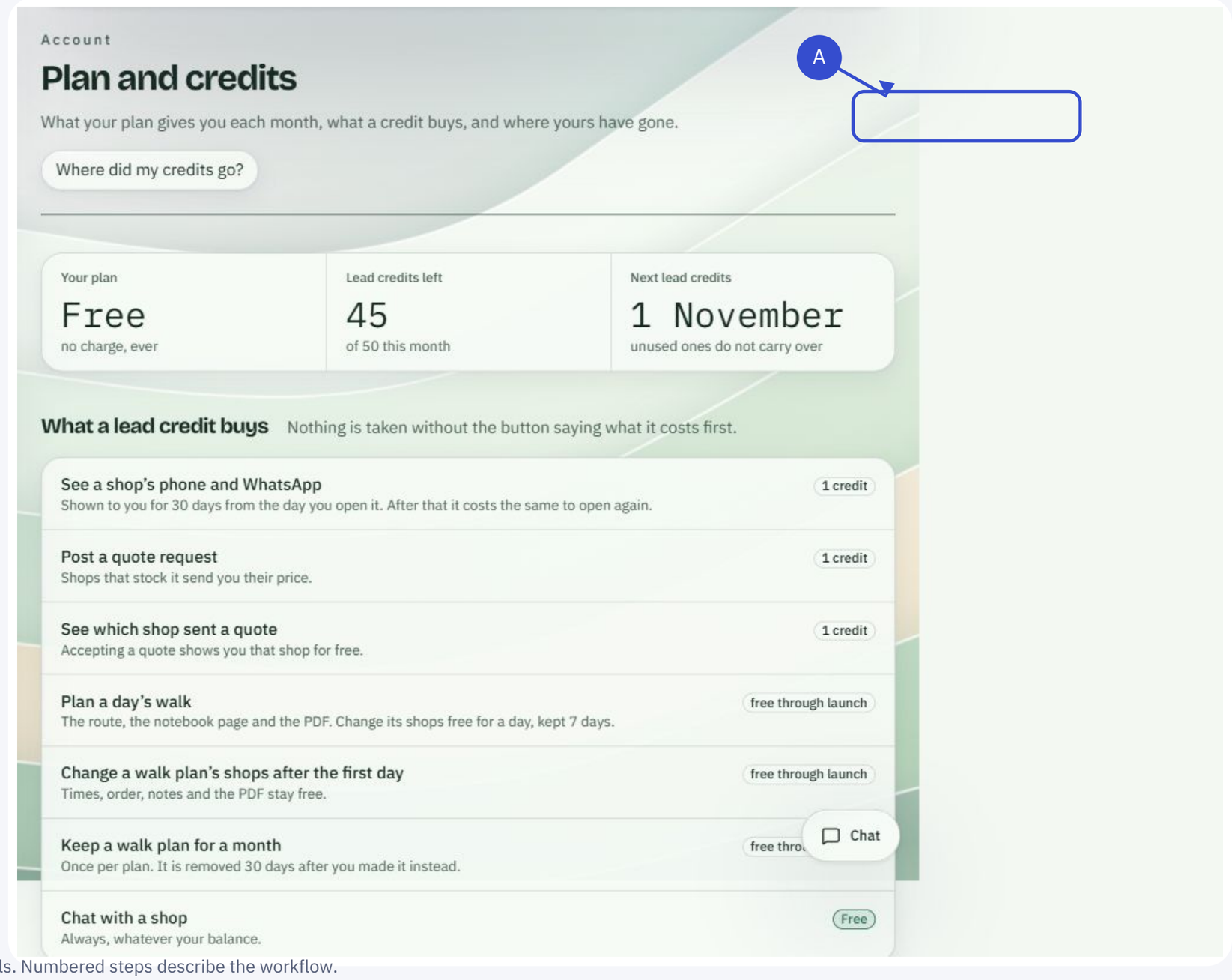
Review your past rating and the shop response; use Shops you contacted to revisit a dealer.

3

Write about a real experience on the shop page when eligible. You cannot review your own shop.

Open this page: nehruplace.app/dashboard/reviews

Understand buyer credits



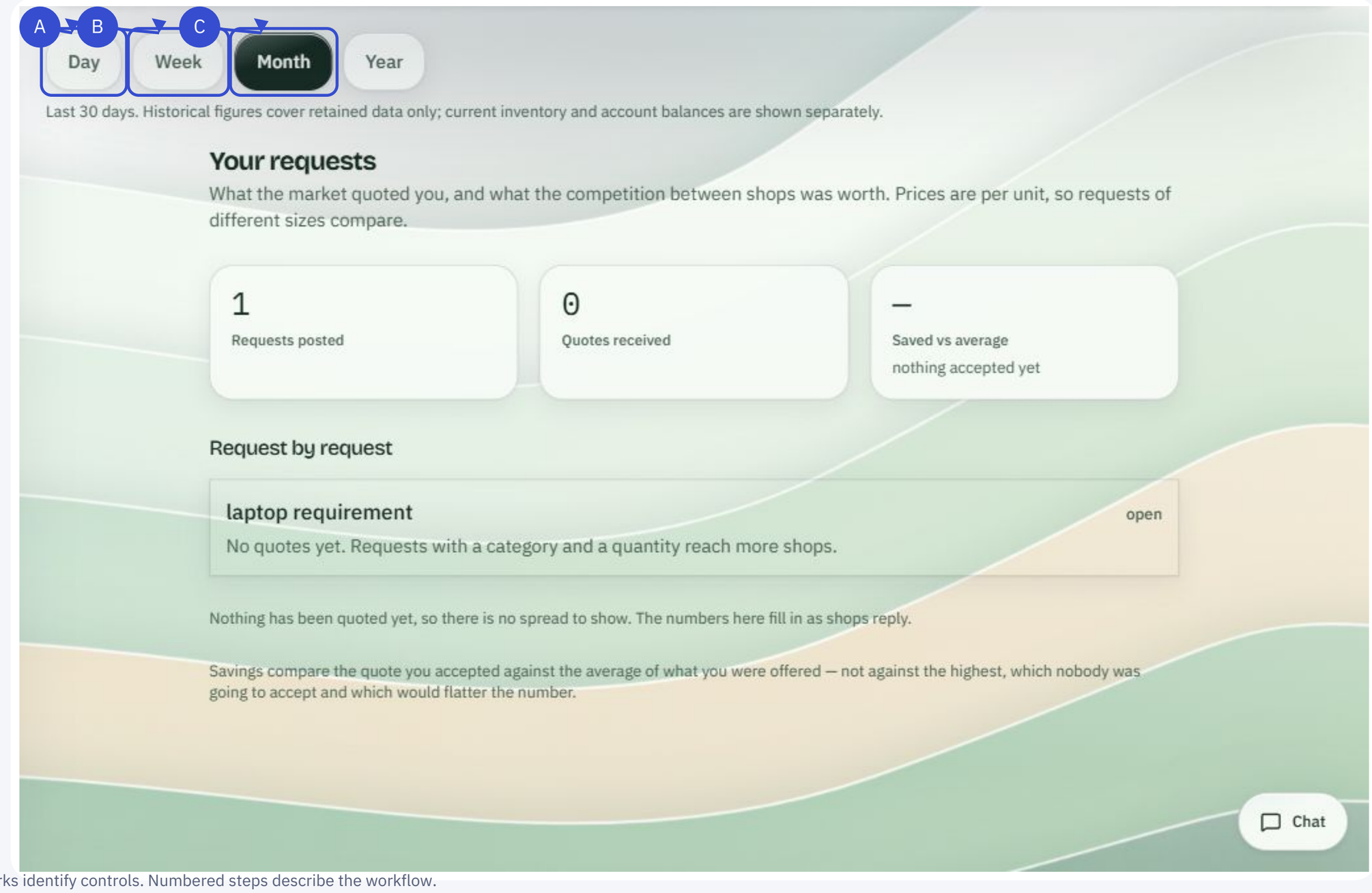
Lettered marks identify controls. Numbered steps describe the workflow.

Buyer credit rules differ from shop-plan allowances. The screen explains each action before you spend.

1. Open Plan and credits in your buyer dashboard.
2. Read your allowance, remaining balance and next renewal date. Check the cost beside each action.
3. Compare Buyer Pro if you buy often. It currently requires staff activation; use the support link rather than assuming automatic card payments.

Open this page: nehruplace.app/dashboard/billing

Read buyer reporting



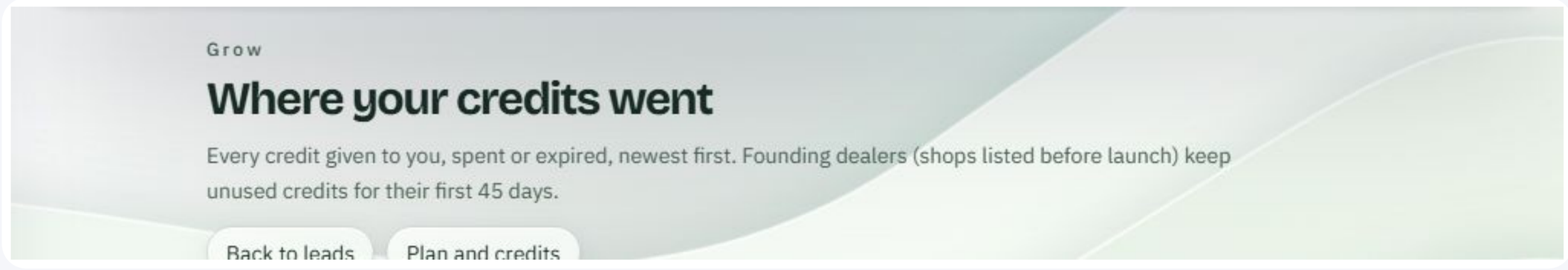
Lettered marks identify controls. Numbered steps describe the workflow.

Buyer reporting compares your requirements, replies and accepted quotes. Inventory and current balances are separate from historical activity.

1. Open Reports in your buyer dashboard.
2. Choose Day, Week, Month or Year and read the date-range description.
3. Compare like-for-like requests. No replies means no measured savings; an empty result is not a system error.

Open this page: nehruplace.app/dashboard/analytics

Trace credit spending

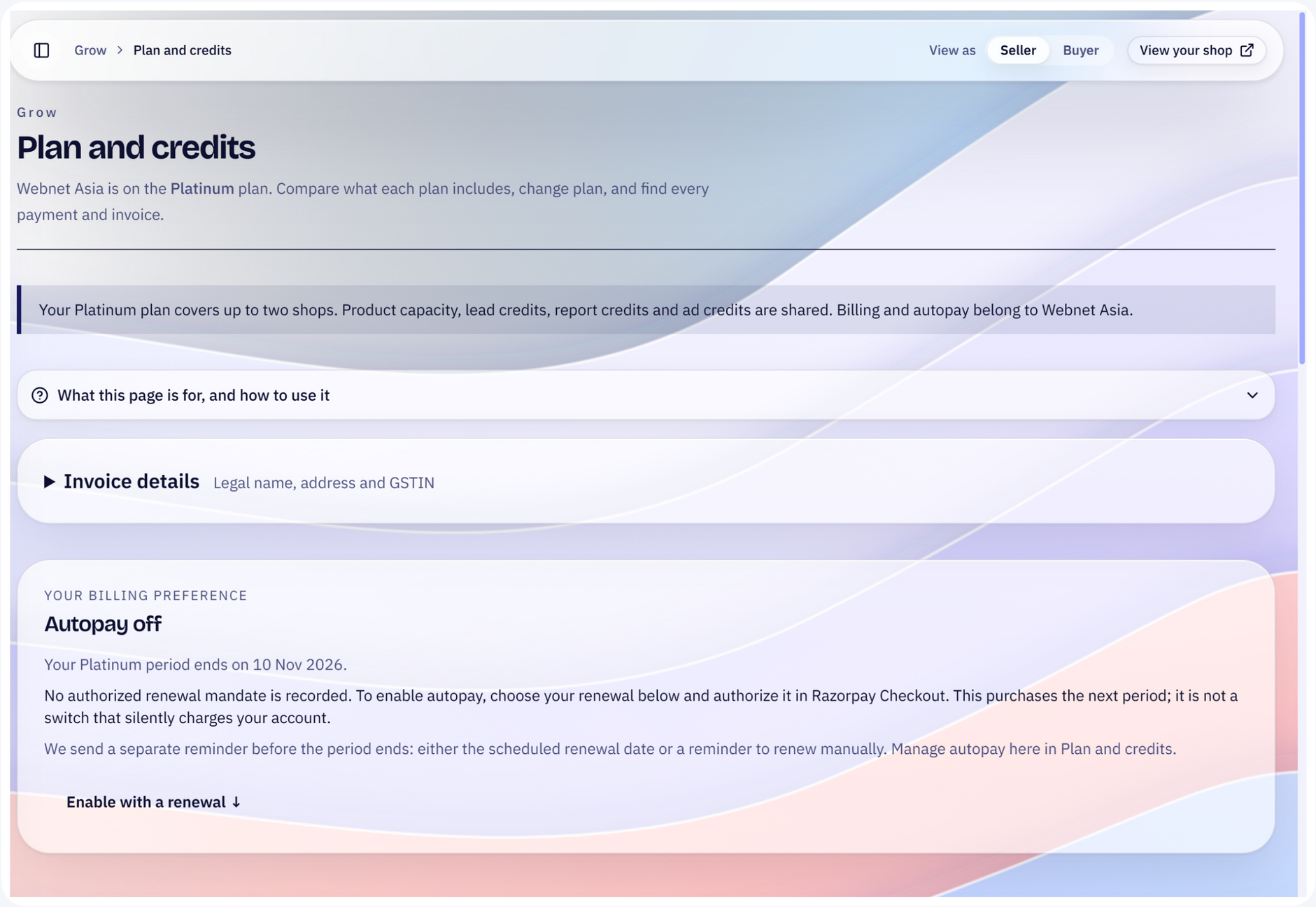


The ledger records credits given, spent or expired. Historical example entries are not current monthly plan allowances.

1. Open Where did my credits go from billing or leads.
2. Read the credit type, reason, date and positive or negative amount.
3. Return to Plan and credits for current allowances. Contact support with an entry reference if something appears wrong.

Open this page: nehruplace.app/dashboard/billing/credits

Download a tax invoice



Open an invoice from your payment history in Plan and credits. The illustration shows this entry page, not someone’s private invoice.

1

Select the invoice for the correct payment. This opens your own protected invoice page.

2

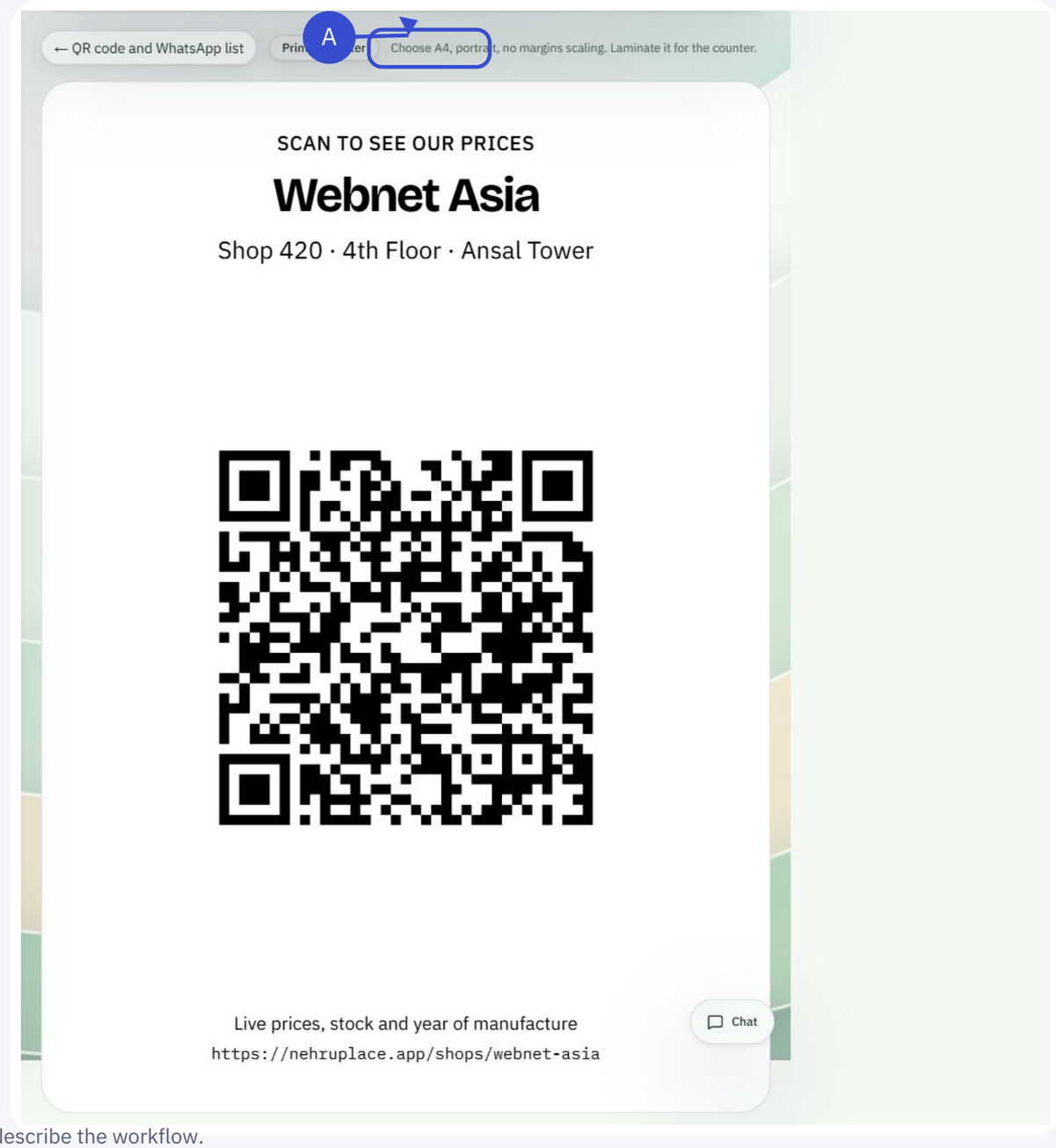
Check recipient name, address, GSTIN, tax split and payment reference.

3

Use Download PDF for the professional document; Print is a separate browser action. Send a correction request if details are wrong.

Open this page: nehruplace.app/dashboard/billing

Print a counter poster



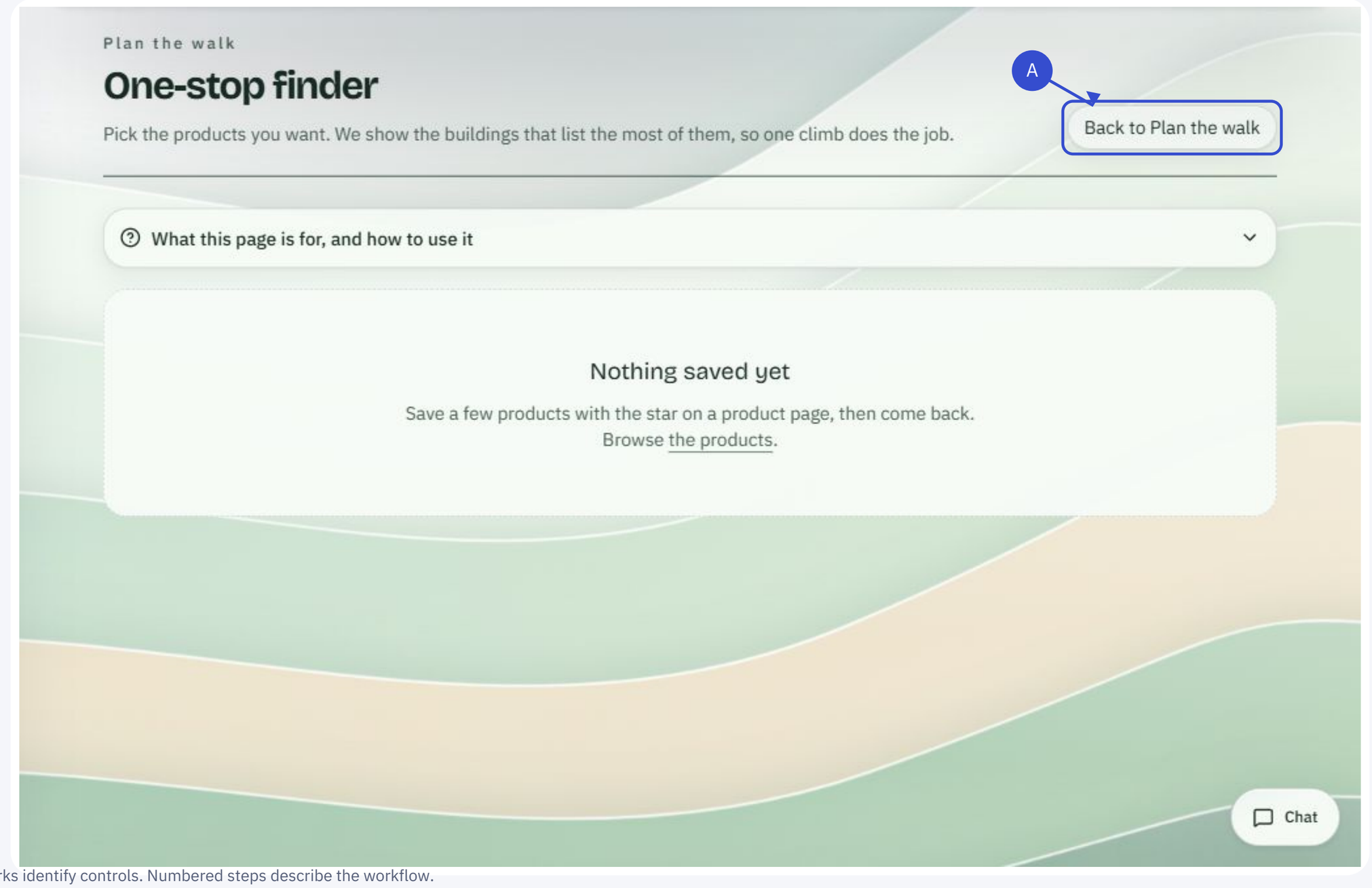
Lettered marks identify controls. Numbered steps describe the workflow.

The QR poster opens your public shop page. Preview the shop name, floor and unit before printing.

1. Open QR and WhatsApp list and choose its printable poster.
2. Verify the QR target and address. Test the QR with a phone before displaying it.
3. Choose Print A4 poster, portrait. Use the print instructions on screen for margins and scale.

Open this page: nehruplace.app/dashboard/share/poster

Find fewer stops for your shopping



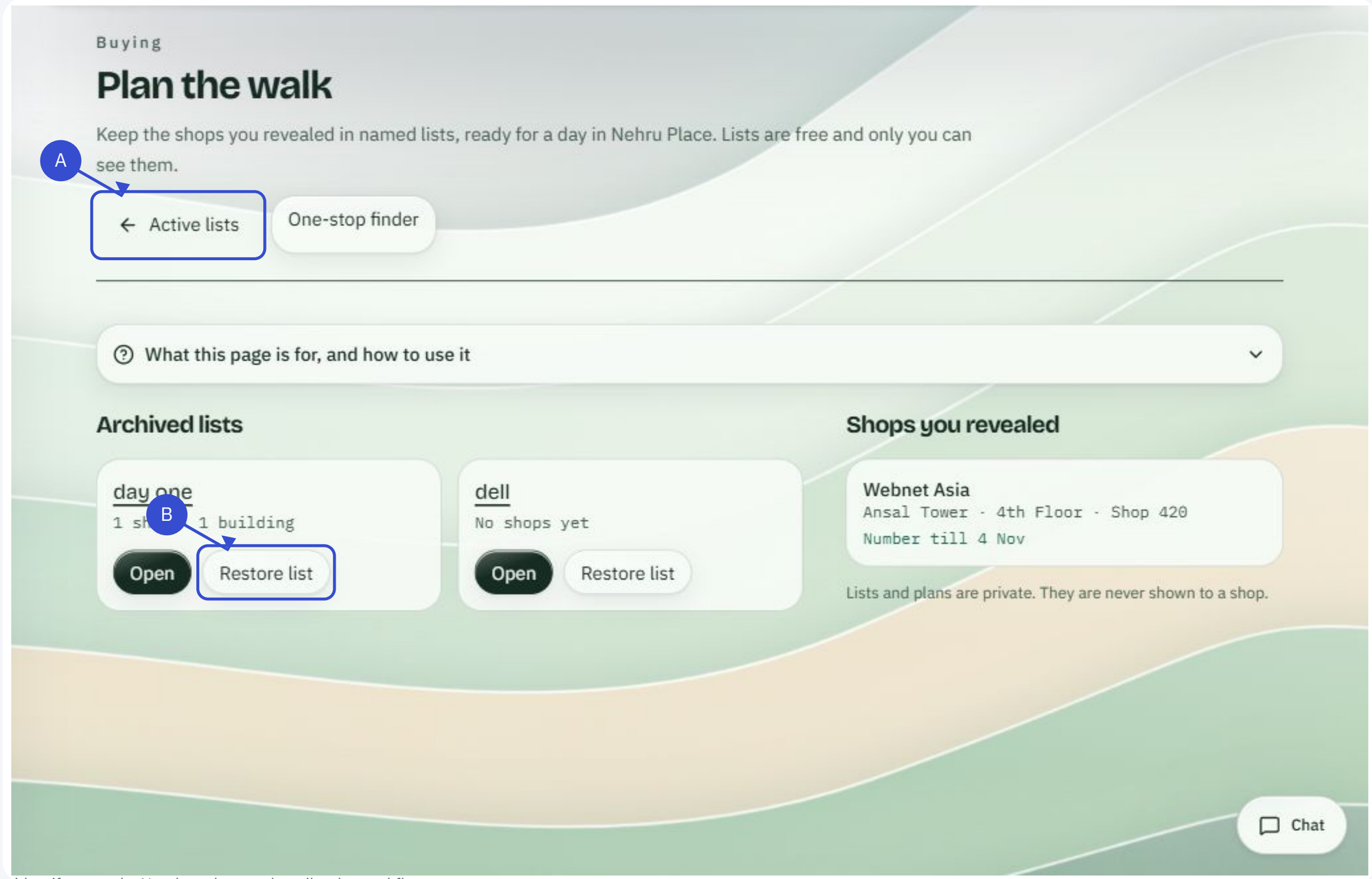
Lettered marks identify controls. Numbered steps describe the workflow.

The one-stop finder groups saved products by the buildings with matching live offers. Empty saved products show an honest starting state.

1. Save the exact configurations you want from product pages.
2. Open One-stop finder from Walk lists and choose your products.
3. Compare coverage and current offers. Check stock with dealers before travelling; coverage is not a guarantee.

Open this page: nehruplace.app/dashboard/walk/finder

Restore an archived walk list



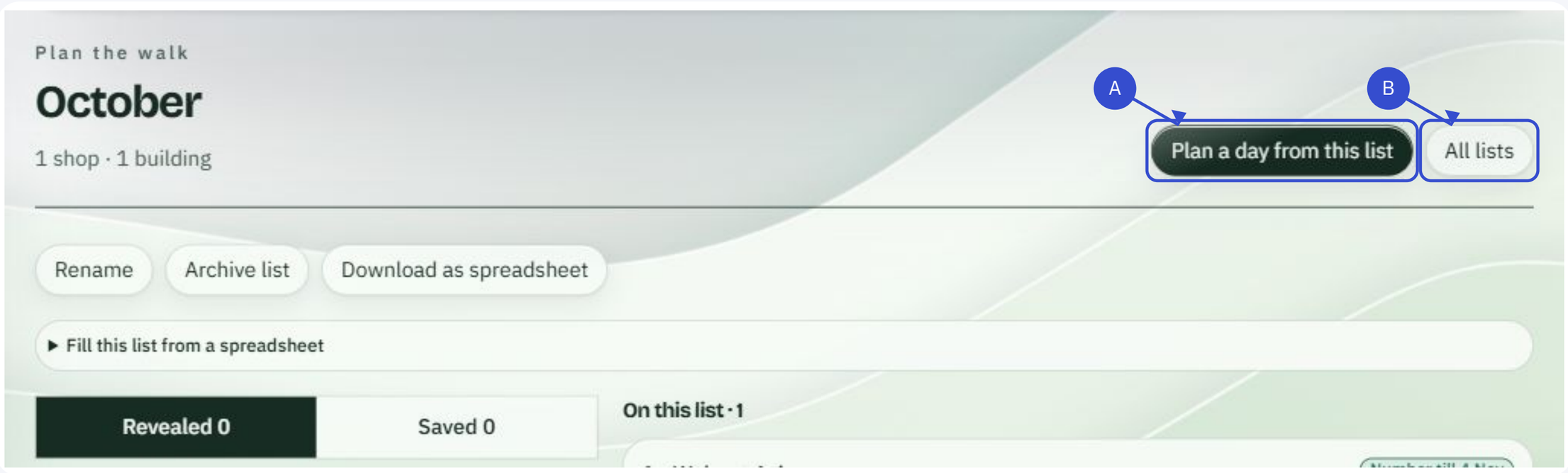
Lettered marks identify controls. Numbered steps describe the workflow.

Archiving removes a list from the active view while keeping it recoverable. It is different from a plan reaching its retention limit.

1. Open Archived lists from Plan the walk.
2. Open a list to inspect it, or choose Restore list to return it to active lists.
3. Choose Active lists when you are ready to organise the next visit.

Open this page: nehruplace.app/dashboard/walk?show=archived

Prepare a day plan from a list



Lettered marks identify controls. Numbered steps describe the workflow.

Open a list, then Plan a day from this list. This illustration shows the entry controls; an existing plan opens its own protected detail page.

1

Choose a list containing shops you have revealed and open Plan a day from this list.

2

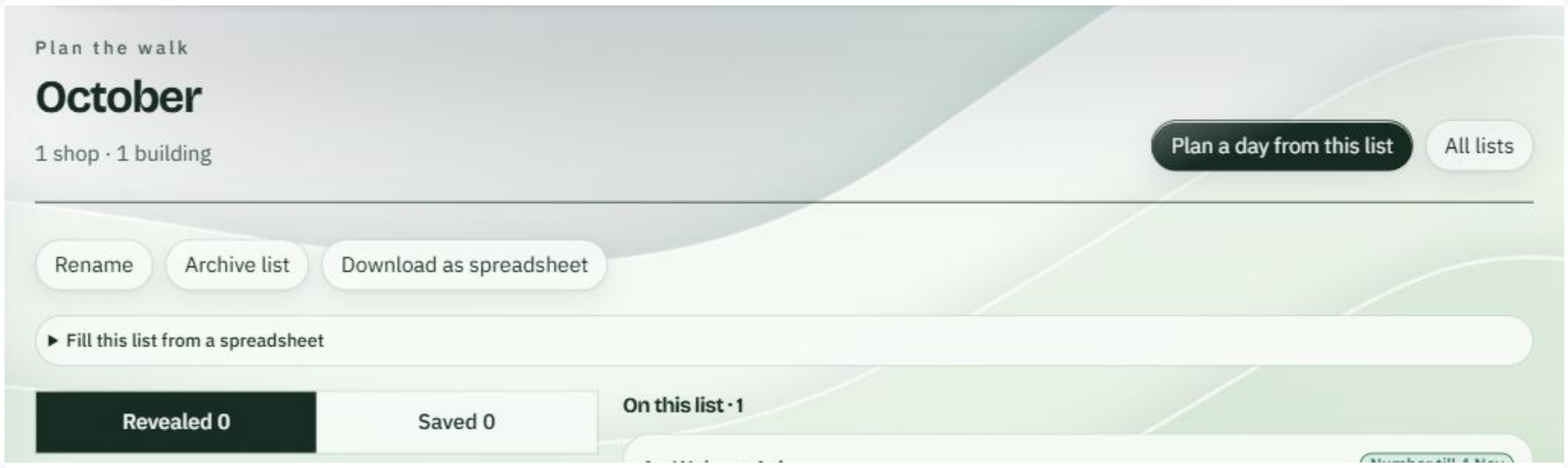
Set the visit date, arrival, pace, time limits and stops. A draft shows its shape before confirmation.

3

Read Create this plan and its current cost before confirming. A completed plan provides the route, downloads, On the day and Notebook.

Open this page: nehruplace.app/dashboard/walk

Use On the day during a visit



Open your completed plan, then On the day. The illustration shows where a plan begins; this mode needs an available completed plan.

1

Create or open your own completed walk plan and choose On the day.

2

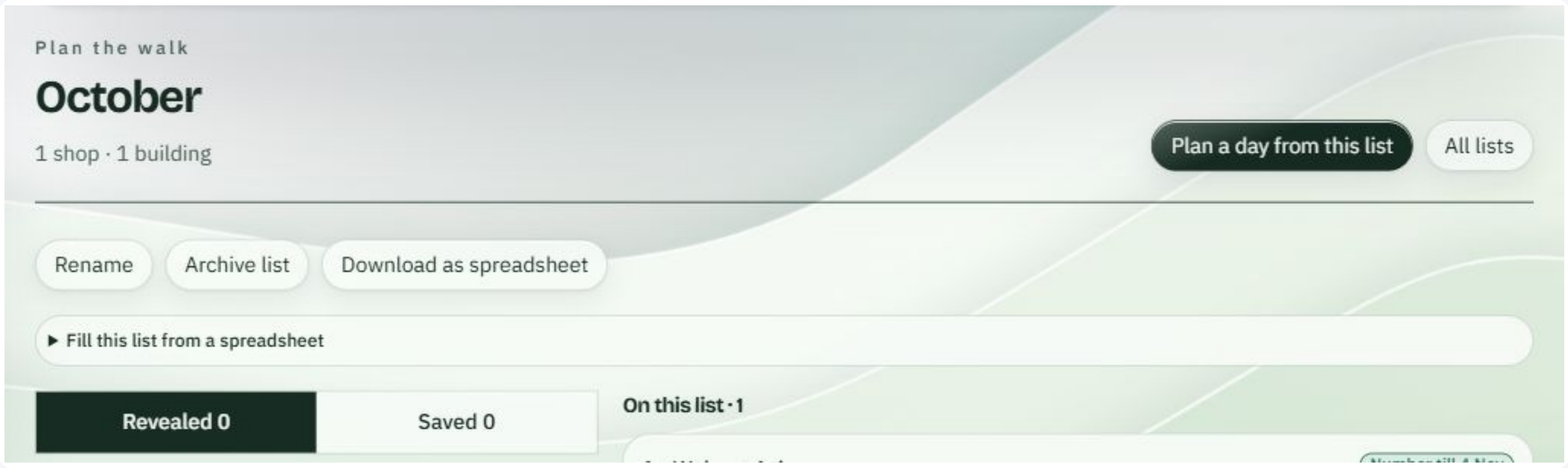
Follow Now and Next, checking shop hours and directions. Mark visits or update a delay only when it is accurate.

3

Read the revised timings and day summary. Any suggested message is for you to review and send yourself.

Open this page: nehruplace.app/dashboard/walk

Keep a walk notebook and PDF



A completed plan’s Notebook saves your visit notes and supplies its PDF. This illustration is the plan entry point, not a fabricated notebook.

1

Open the completed plan and choose Notebook. Draft or removed plans return to the plan explanation.

2

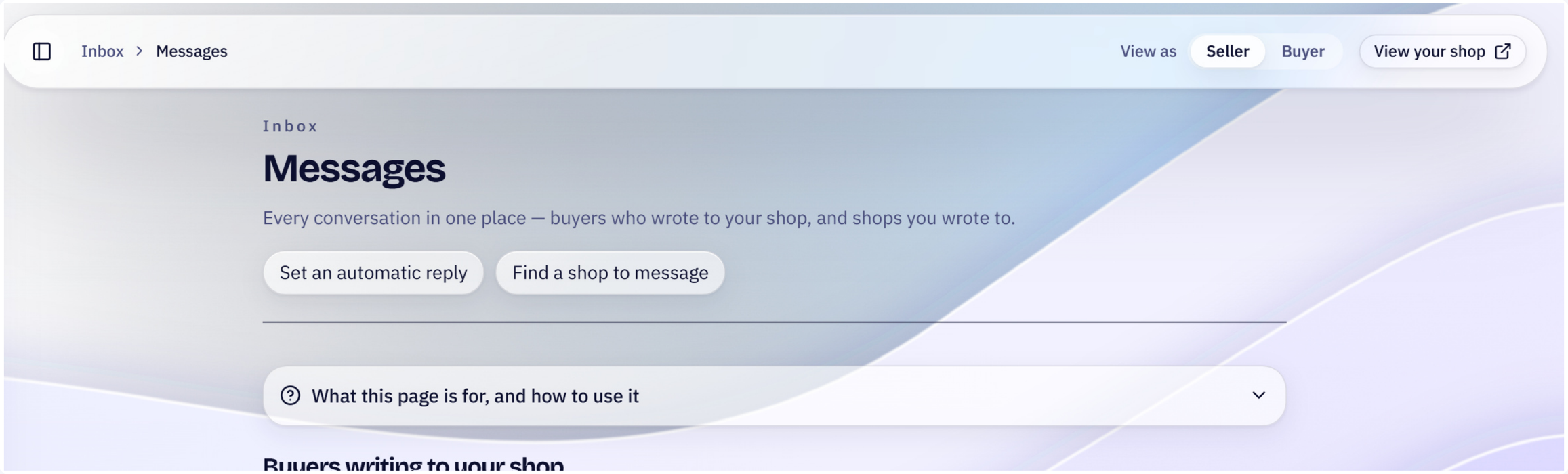
Write requirements and observations or tick checks. Notes save as you type, so avoid private information you do not want in a PDF.

3

Refresh the preview and download the PDF in the offered paper size. Keep your copy before the stated plan retention deadline.

Open this page: nehruplace.app/dashboard/walk

Read and continue a conversation



Messages is the entry point to your protected conversation detail pages. The screenshot is cropped to protect participants and message content.

1

Open Messages and choose the intended conversation. Buyer view shows your buying conversations; Seller view includes shop conversations.

2

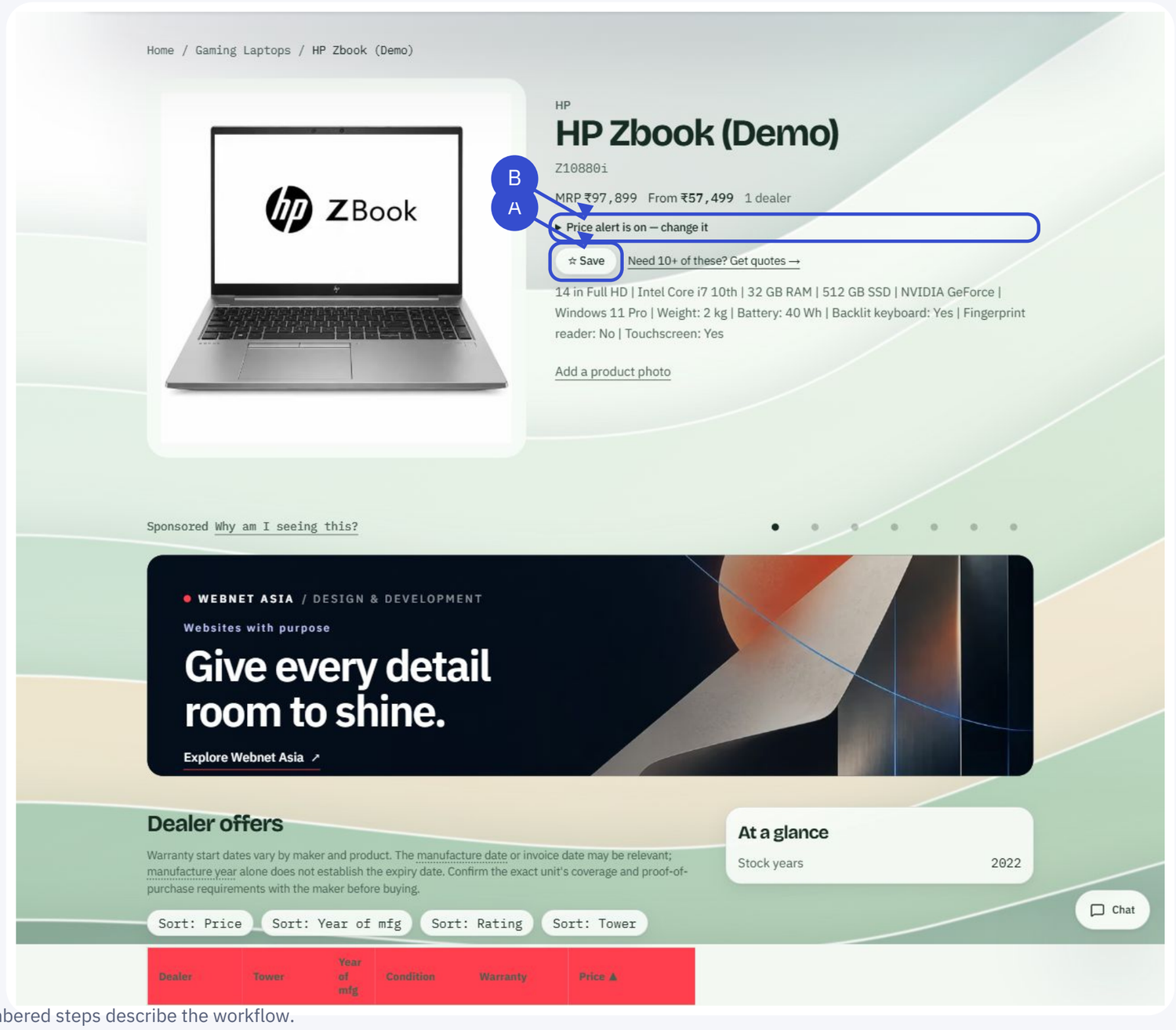
Read the full context before replying. A seller reveal button states its credit cost before opening a buyer’s contact details.

3

Write a clear reply and review it before Send. No message was sent merely to create this manual.

Open this page: nehruplace.app/dashboard/messages

Check the exact configuration



Lettered marks identify controls. Numbered steps describe the workflow.

A shared product page represents one technical configuration. The captured model is an example, not a recommendation.

1

Compare the short specification summary with the configuration you need.

2

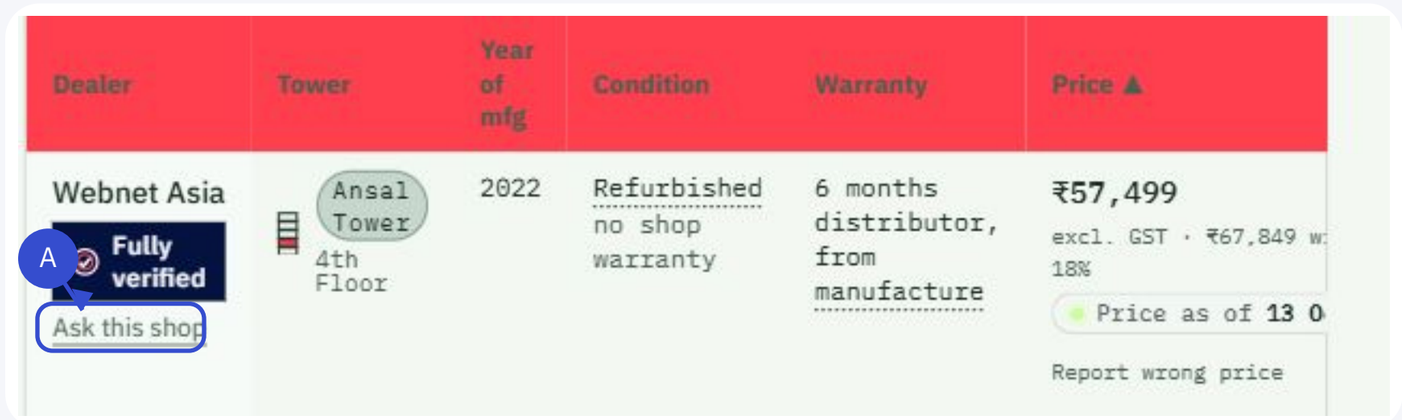
Check the complete specifications before comparing prices. Similar names or model families can have different RAM, storage or screens.

3

Save the product or set an alert only after confirming the variant. Ask dealers about the exact unit and availability.

Open this page: nehruplace.app/products

Compare dealer offers fairly



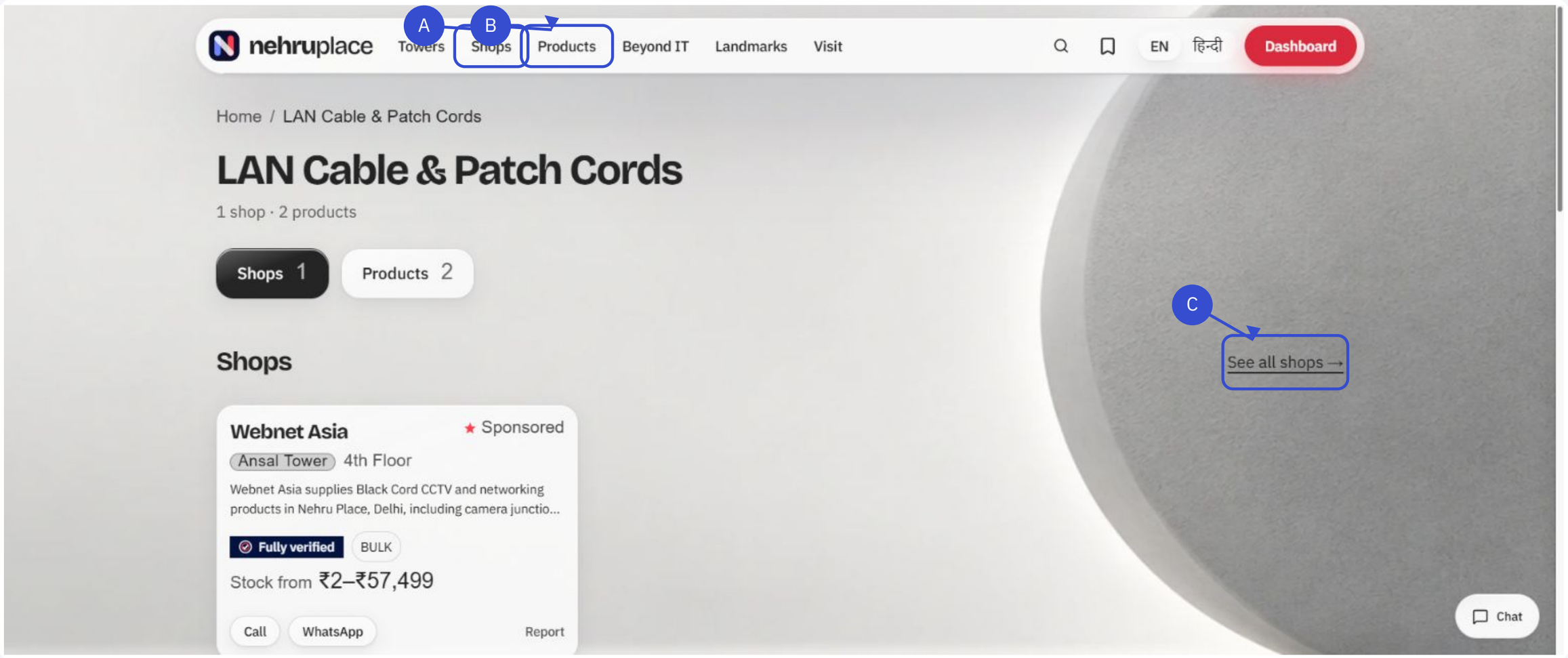
Lettered marks identify controls. Numbered steps describe the workflow.

The dealer table compares offers for the same configuration. Condition, manufacture year and warranty can still differ.

1. Compare each dealer’s condition, year and warranty terms, not just the lowest number.
2. Read the ex-GST price, inclusive amount and price-updated date. Use the sort controls when comparing several dealers.
3. Open the dealer or Ask this shop to confirm stock and coverage. The example currently has one dealer, so it is not a competitive market sample.

Open this page: nehruplace.app/products

Browse shops and products in one category



Lettered marks identify controls. Numbered steps describe the workflow.

A category opens one page with shops first, then products. Counts and jump links help you reach either section.

1

Choose a category from the homepage.

2

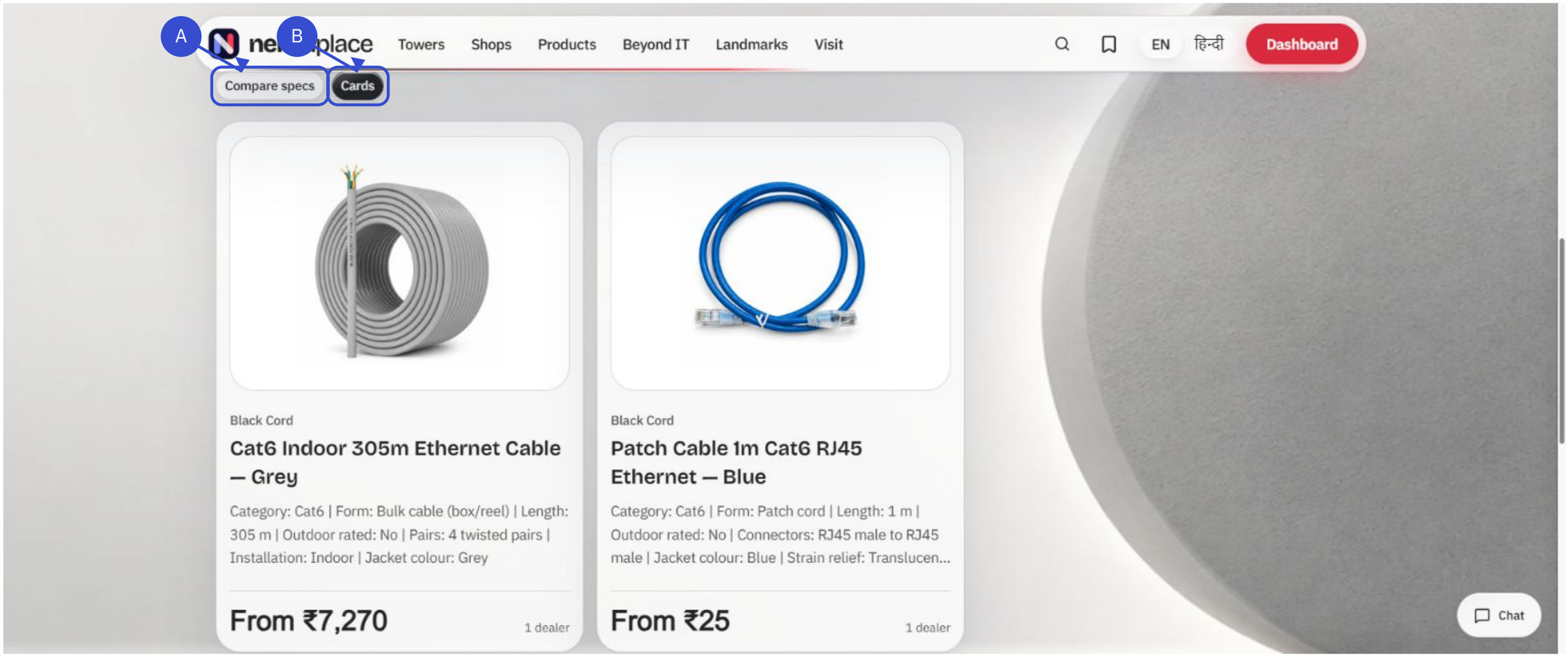
Use Shops or Products beneath the category name to jump to that section.

3

Choose See all shops or See all products to open the full filtered directory.

Open this page: nehruplace.app/category/networking/lan-cable

Recognise products by their photographs



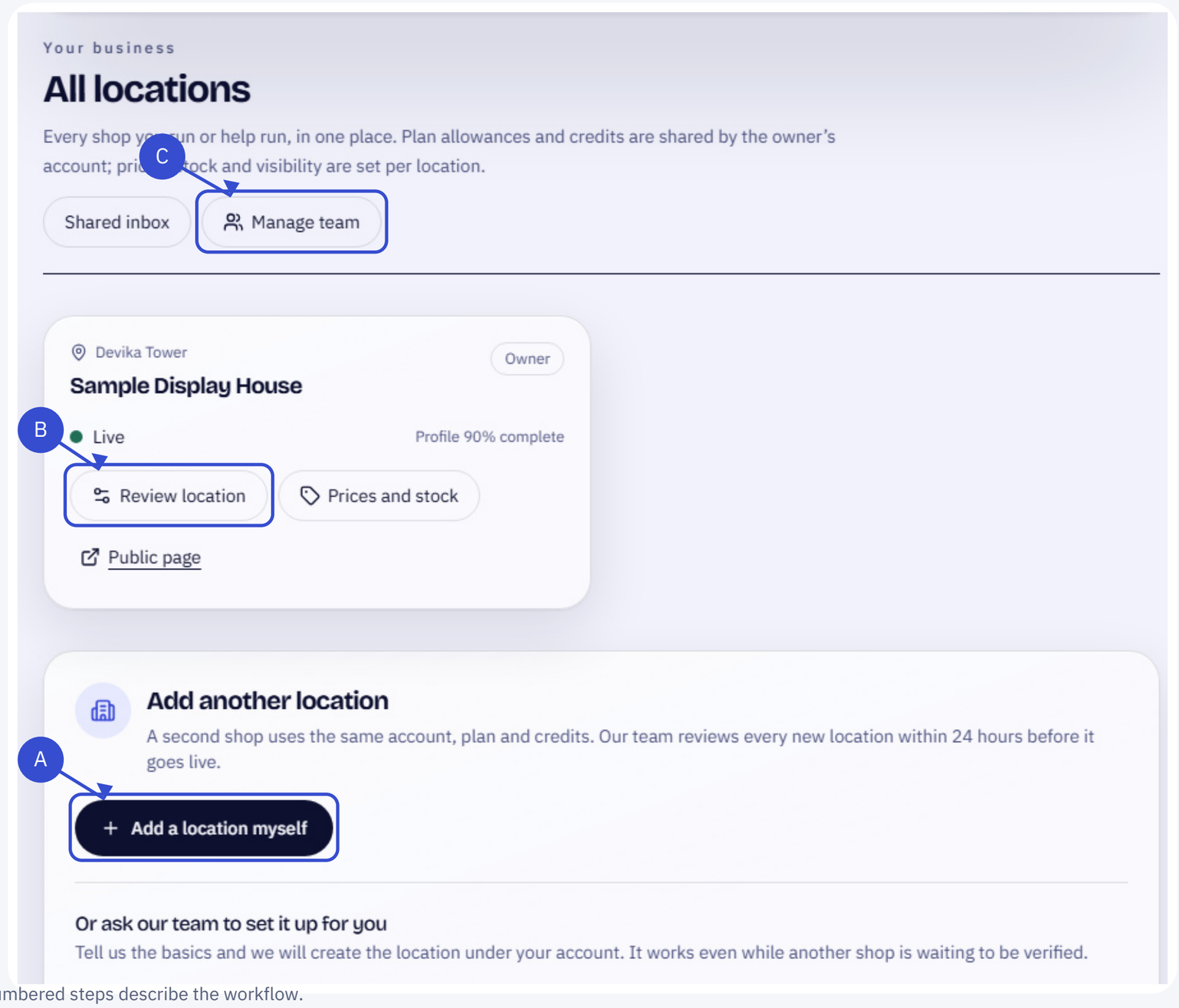
Lettered marks identify controls. Numbered steps describe the workflow.

Cards show each available product photo above the title on desktop and phone. No hover is needed. Missing photos use a placeholder.

1. Choose Cards to browse photos, names, short specs and starting prices.
2. Choose Compare specs for a table with product thumbnails. Stock lists and shop price lists also show thumbnails.
3. Open the product for the full specifications, photographs and dealer offers.

Open this page: nehruplace.app/category/networking/lan-cable?view=cards#products

Manage multiple locations



Lettered marks identify controls. Numbered steps describe the workflow.

Run more than one shop from one account. Plan allowances and credits are shared; prices, stock and visibility are set per location.

1

Open All locations to see every shop you run or help run.

2

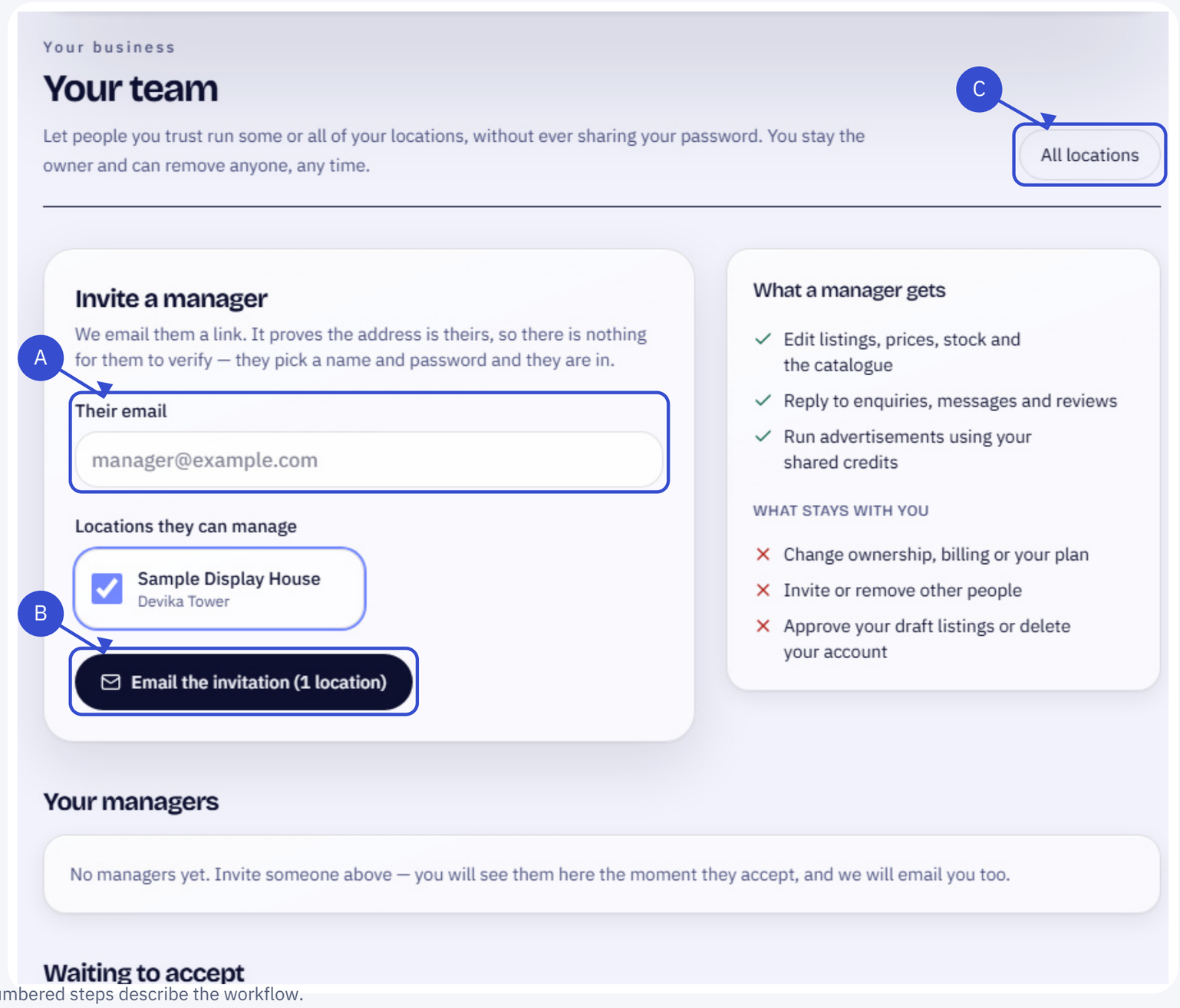
Choose Add a location myself, or ask our team to set it up for you. Our team reviews every new location within 24 hours before it goes live.

3

Use Review location and Prices and stock on each card to keep that location's details and stock separate.

Open this page: nehruplace.app/dashboard/locations

Invite a manager



Lettered marks identify controls. Numbered steps describe the workflow.

Let people you trust run some or all of your locations without sharing your password. You stay the owner and can remove anyone, any time.

1

Enter their email and tick the locations they can manage.

2

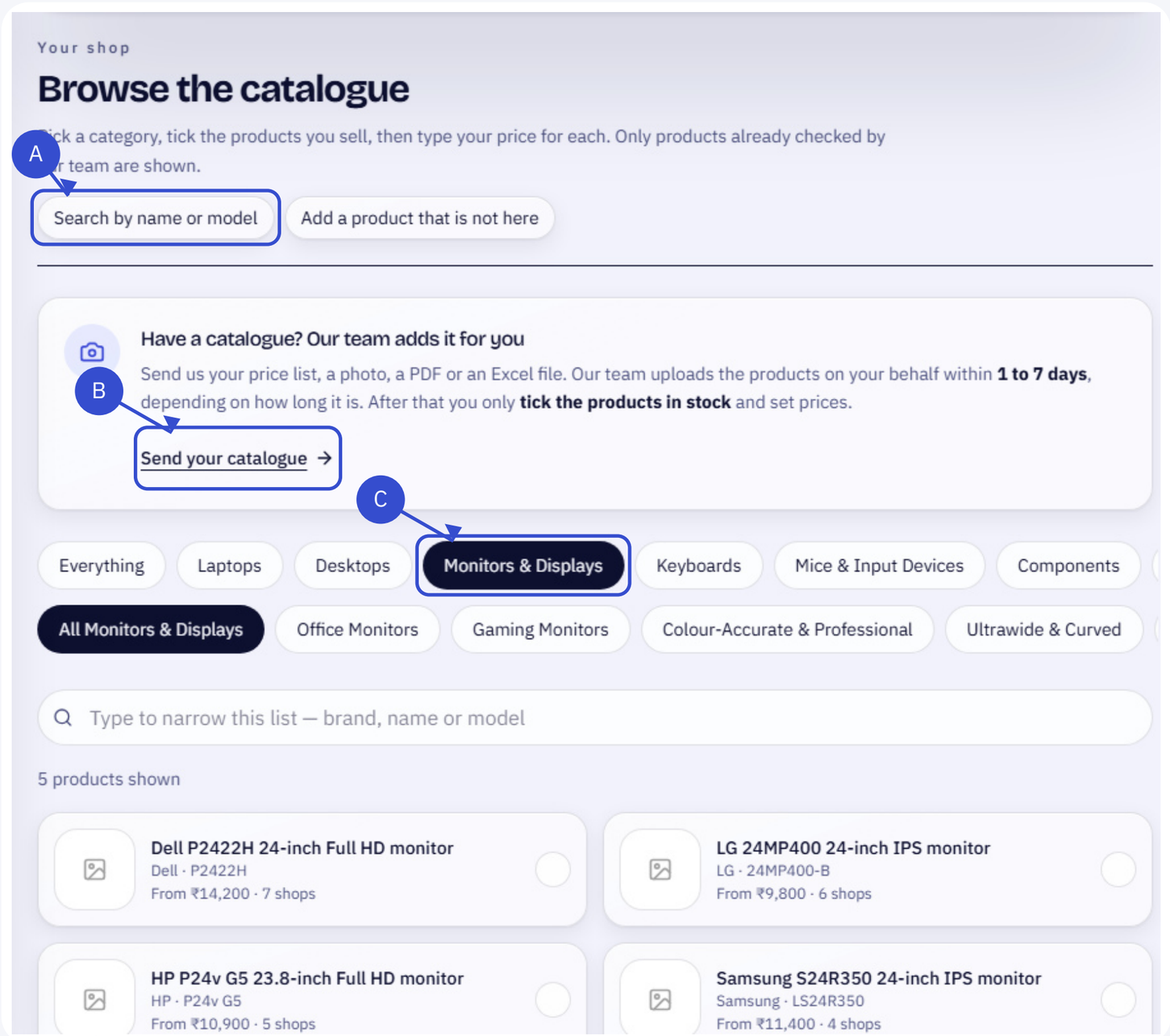
Choose Email the invitation. The link proves the address is theirs, so they only pick a name and password.

3

A manager can edit listings, prices, stock and ads and reply to enquiries. Ownership, billing, your plan, approving drafts and deleting the account stay with you.

Open this page: nehruplace.app/dashboard/team

Add products by browsing the catalogue



Lettered marks identify controls. Numbered steps describe the workflow.

Pick a category, tick the products you sell, then type your price for each. Only products already checked by our team are shown.

1

Choose a category and a sub-category, or type a brand, name or model to narrow the list.

2

Tick the products you stock and enter your price for each.

3

Product not here? Use Add a product that is not here, or Send your catalogue and our team uploads it for you within 1 to 7 days.

Open this page: nehruplace.app/dashboard/offers/browse

Questions, answered plainly

How do I switch between buying and selling?

Paid plans, including Buyer Pro, have View as at the top of the dashboard. Choose Buyer or Seller without changing your account. Free accounts keep the view chosen at registration.

Also asked: How do I open the buyer dashboard? / Where is the seller view switch?

nehruplace.app/dashboard

How do I change my name or phone number?

Open Settings, then Your details. Edit the available fields and save. Your sign-in email is displayed separately and cannot be changed in that form.

Also asked: Where can I edit my account details? / Can I update my profile phone number?

nehruplace.app/dashboard/settings#details

Can I change my login email in Settings?

The current Settings form does not change your sign-in email. Contact Support if you need help; do not create another account just to move your existing shop.

Also asked: Where is the change email address option? / I need to replace the email used to sign in

nehruplace.app/support

How do I change my password?

Open Settings, then Password and two-factor. Use Change password and follow the checks shown there. If you cannot sign in, use Forgot password on the login page.

Also asked: Where can I update my account password? / I want to set a different login password

nehruplace.app/dashboard/settings#security

Questions, answered plainly

How do I turn on two-factor authentication?

Open Settings, then Password and two-factor. Follow the authenticator setup and confirm its code. Keep your recovery codes somewhere safe before finishing.

Also asked: Where do I enable an authenticator app? / How can I protect my login with 2FA?

nehruplace.app/dashboard/settings#security

How do I sign out on other devices?

Open Settings, then Password and two-factor. Use Sign out everywhere to end your other sessions. You will need to sign in again on those devices.

Also asked: Can I log out all my sessions? / I forgot to sign out on another computer

nehruplace.app/dashboard/settings#security

Where can I verify my mobile and email?

Open Settings and choose Verify mobile and email. Follow the verification steps for each contact. Shop verification is a separate process under Get verified.

Also asked: How do I confirm my account phone number? / Where do I check whether my email is verified?

nehruplace.app/dashboard/settings#verification

How do I change my privacy permissions?

Open Settings, then What we may use it for. Review each permission and update your choices. The page explains which use you are allowing.

Also asked: Where do I withdraw optional consent? / Can I change what my account data is used for?

nehruplace.app/dashboard/settings#privacy

Questions, answered plainly

How do I download my account data?

Open Settings, then Your data. Use the download option to get the information available for your account. Keep the downloaded file private.

Also asked: Where is my personal data export? / Can I get a copy of the information saved about me?

nehruplace.app/dashboard/settings#data

How do I delete my account?

Open Settings, then Delete account. Read what will be removed and what must be retained before confirming. This is different from archiving a walk list or hiding a product.

Also asked: Where is the account deletion option? / I want to erase my account rather than hide a listing

nehruplace.app/dashboard/settings#delete

How do I change the glass and accent colours?

Choose a theme in Settings > Appearance. Its palette changes the wallpaper and matching interface colours together. Light and dark mode keep the same selected theme.

Also asked: Can the dashboard cards match my wallpaper? / Where do I choose a different accent palette?

nehruplace.app/dashboard/settings#appearance

How do I register my first shop?

Choose List your shop and enter its name, building, floor, contact details and what you sell. Check the details before submitting. The page tells you what happens next.

Also asked: Where can I create a shop listing? / I have no shop listed on my seller account

nehruplace.app/list-your-shop

Questions, answered plainly

How do I edit my shop address or opening hours?

Open Your shop, update the address or hours and save. Check the public shop page afterwards so buyers see the correct location and times.

Also asked: Where do I update my shop opening times? / My shop floor or unit number needs correcting

nehruplace.app/dashboard/shop

How do I add a category my shop sells?

Open Your shop and find Categories. Choose the relevant heading, then the category. If it is missing, use Add and give it a clear buyer-friendly name. Follow the review notice before saving.

Also asked: Where do I select what my shop sells? / The category I need is missing from the shop form

nehruplace.app/dashboard/shop#categories

How do I add a brand to my shop?

Open Your shop and choose the brands you carry. Use the Add option if a real brand is missing. Save the shop details when you finish.

Also asked: Where do I list the brands I stock? / A brand I sell is not in the shop picker

nehruplace.app/dashboard/shop

How do I check my shop completeness?

Open the dashboard overview and review your shop card and suggested next steps. Fill in missing details in Your shop. Completeness describes the listing, not a guarantee of sales.

Also asked: Why is my shop profile not fully complete? / Where can I see missing listing details?

nehruplace.app/dashboard

Questions, answered plainly

How do I see my shop as a buyer?

Use See it as a buyer does on your shop card, or View your shop at the top of the dashboard. This opens the public listing so you can check its details and stock.

Also asked: Where is the public preview of my shop? / Can I check what visitors see on my listing?

nehruplace.app/dashboard

How do I submit shop verification documents?

Open Get verified and follow the document requirements shown there. Upload clear, relevant evidence. Submission does not itself award a badge; staff review the evidence.

Also asked: Where do I upload proof of my business? / How do I apply for a verified shop badge?

nehruplace.app/dashboard/verification

How do I add a product price without duplicating the product?

Open Stock and prices. Under Add stock, find the product and choose Put my price on this. Check its specifications before entering your price and stock. Add a new product only when the exact configuration is missing.

Also asked: Where do I add my price to an existing product? / I sell an existing model and do not want a duplicate catalogue entry

nehruplace.app/dashboard/offers

How do I edit a price or stock status?

Open Stock and prices, find the product and open its offer. Update the price or stock fields and save. Manage visibility separately if you want to hide it from buyers.

Also asked: Where can I update a product selling price? / How do I mark an offer out of stock?

nehruplace.app/dashboard/offers

Questions, answered plainly

How do I upload an Excel price list?

Open Price list upload. Download its template or follow the required columns, then upload your file. Review unmatched rows before accepting the import results.

Also asked: Can I add stock from a spreadsheet? / Where do I import my dealer price list?

nehruplace.app/dashboard/catalog

Where do I review unmatched import rows?

Open Price list upload and its review queue. Check each suggested product and its specifications. Correct a match or provide the missing information instead of accepting the wrong variant.

Also asked: My imported spreadsheet has rows that did not match / How do I correct a suggested catalogue match?

nehruplace.app/dashboard/catalog/review

Where can I find my previous price list uploads?

Open Price list upload and look under Past uploads. Review the result of the relevant file before uploading another copy.

Also asked: Can I check the result of an earlier import? / Where is the history of my spreadsheet uploads?

nehruplace.app/dashboard/catalog#h-past

Why are some saved products not live?

Your live product allowance depends on your plan. Open Products and visibility to choose what buyers see. Products hidden by a plan limit remain saved; check the reason shown on the page.

Also asked: I uploaded stock but some offers are hidden / Where can I check my remaining live product slots?

nehruplace.app/dashboard/offers/manage

Questions, answered plainly

How do I reply to a buyer message?

Open Messages, choose the conversation and write your reply. Keep the discussion in the thread so you can find it later. Do not post private contact details in public quote notes.

Also asked: Where are conversations with buyers? / How can I answer a shop enquiry in chat?

nehruplace.app/dashboard/messages

How do I set an automatic chat reply?

Open Messages and Auto reply. Set the wording and options shown there, then save. Use a short, useful message such as your opening hours or when you will respond.

Also asked: Where can I edit my shop auto reply? / Can chat show a response while I am away?

nehruplace.app/dashboard/messages/auto-reply

Where can I see buyer leads?

Open Leads to review calls, WhatsApp taps, messages and quote requests recorded for your shop. The page shows which details need a lead credit to reveal.

Also asked: Where do shop enquiries appear in the dashboard? / How do I check calls and WhatsApp enquiries?

nehruplace.app/dashboard/leads

How do I export my leads?

Open Leads and use its spreadsheet download option. Store the file securely and use the contact information only for the enquiry it relates to.

Also asked: Can I download my lead records? / Where can I get shop enquiries as a spreadsheet?

nehruplace.app/dashboard/leads

Questions, answered plainly

How do I find quote requests for my shop?

Open Quote requests in the seller dashboard. Review the buyer's quantity and specifications before preparing a quote. Requests are matched using the categories your shop lists.

Also asked: Where are buyer requirements matched to my shop? / How do I open requests I can quote on?

nehruplace.app/dashboard/rfqs

Can I change a quote after sending it?

Each shop sends one final quote per request. Check its price, quantity and buyer-facing note before submitting. If there is a mistake afterwards, use the request's available contact or support workflow.

Also asked: Can I revise a quote I already submitted? / I want to send a second price on the same request

nehruplace.app/dashboard/rfqs

Can I write a note with my quote?

Use the buyer-facing note field when preparing your quote. Explain the condition, availability or what is included. Avoid phone numbers and off-site contact details; admins can review quote content.

Also asked: Where do I describe what my quote includes? / Can a seller add a message beside the quoted price?

nehruplace.app/dashboard/rfqs

How do I choose or change my paid plan?

Open Plan and credits and compare the plan cards. Choose the plan you need, then review the checkout details and GST before paying. The page shows any payment availability restrictions.

Also asked: Where can I upgrade my shop plan? / How do I compare subscriptions in the dashboard?

nehruplace.app/dashboard/billing

Questions, answered plainly

Where do I see how my credits were spent?

Open Plan and credits, then the credit ledger. It shows grants and spending for lead, report and ad credits. Purchased ad credits are shown separately from the included monthly allowance.

Also asked: How can I check my credit transaction history? / Why is my available credit balance lower?

nehruplace.app/dashboard/billing/credits

How do I buy extra ad credits?

Open Advertisements or Plan and credits and choose an ad-credit pack or custom amount. Review the cost and GST before checkout. Bought credits do not expire; included monthly credits follow the monthly allowance.

Also asked: Where can I purchase more advertising credits? / Can I top up ads without changing my shop plan?

nehruplace.app/dashboard/advertisements

How do I create a new advertisement?

Open Advertisements. Choose the placement, add the required phone and computer images, crop them and provide the destination link. Review the preview before submitting for approval.

Also asked: Where can I start an ad campaign? / How do I submit a creative for an advertising slot?

nehruplace.app/dashboard/advertisements

How do I crop an advertisement image?

In Advertisements, choose an image and open its crop editor. Adjust the framing for the placement and confirm the crop. Preview the phone and computer versions before submitting.

Also asked: My ad image has the wrong shape for the slot / Where can I adjust the frame of my banner image?

nehruplace.app/dashboard/advertisements

Questions, answered plainly

Where do I see my ad impressions and placements?

Open Advertisements and find the campaign. Its details show where it runs, its status and recorded performance. Impressions count displays; visits and sales are different results.

Also asked: How can I check how often my campaign was shown? / Where are the links and placement details for my adverts?

nehruplace.app/dashboard/advertisements

How do I get a QR code for my shop?

Open QR and WhatsApp list. Use your shop's QR preview and download option, then test the code before printing it for your counter or packaging.

Also asked: Where can I download my shop QR code? / Can I make a scannable link to my shop page?

nehruplace.app/dashboard/share

How do I share my product list on WhatsApp?

Open QR and WhatsApp list and use the catalogue-sharing option. Check the products and prices first. The sharing step opens your chosen app; it does not silently send to your contacts.

Also asked: Where can I share my stock list with a customer? / Can I send a shop catalogue link through WhatsApp?

nehruplace.app/dashboard/share

Where can I read and respond to shop reviews?

Open Reviews to read buyer feedback and use the response options available to your shop. Keep replies helpful and factual. Report a problem through the available moderation workflow.

Also asked: How do I answer a review about my shop? / Where is feedback buyers left on my listing?

nehruplace.app/dashboard/reviews

Questions, answered plainly

How do I respond to a dispute?

Open Disputes and select the case. Read the issue, add a factual response and relevant evidence, then submit through that case. Keep personal information out of unrelated public fields.

Also asked: Where can I answer a complaint against my shop? / How do I provide evidence for an open dispute?

nehruplace.app/dashboard/disputes

How do I save a shop for later?

Sign in and use Shortlist on the shop page or card. Find it later under Saved in your dashboard. Saving is private; each registered account's current shop save contributes one ranking point.

Also asked: Where do shortlisted shops go? / How can I bookmark a dealer I want to revisit?

nehruplace.app/dashboard/saved

How do I remove something from Saved?

Open Saved and use the remove or unsave option on the item. It removes your saved reference; it does not delete the shop or product from the site.

Also asked: Can I unshortlist a shop? / I no longer want a product in my saved items

nehruplace.app/dashboard/saved

How do I set a product price alert?

Open the product page and choose Alert me when the price drops. Set the available target or drop option. You can review and remove your alerts under Price alerts in the dashboard.

Also asked: Can I be notified when a listed price falls? / Where do I create a price-drop watch?

nehruplace.app/dashboard/alerts

Questions, answered plainly

How do I stop a price alert?

Open Price alerts and remove the alert you no longer need. This stops that watch; it does not remove the product from your saved items.

Also asked: Where can I unsubscribe from a product price watch? / Can I remove a price-drop notification?

nehruplace.app/dashboard/alerts

Where are shops I contacted earlier?

Open Shops you contacted. The recipient cards show who can unlock your name and mobile, and when an unlock was recorded. Open Remove sharing and chat, confirm and choose Remove now to remove that shop’s lead and related chat for both sides. You can also remove sharing with all shops. Copies saved outside the site cannot be recalled.

Also asked: How do I remove a shop’s access to my phone number? / Which shops have unlocked my contact details?

nehruplace.app/dashboard/enquiries

How do I post a buyer request for quotes?

Open Request a quote and write the product, exact specifications, quantity and relevant requirements. Review the request before submitting so matched shops can price the same requirement.

Also asked: Where can I ask multiple shops for prices? / How do I request quotes for a bulk purchase?

nehruplace.app/rfq/new

How do I create a walk list?

Open Walk lists and create a list for your trip. Add shops from their pages or your saved items, then use the available planning options to organise the visit.

Also asked: Where do I start a list of shops to visit? / Can I organise shortlisted dealers for a market trip?

nehruplace.app/dashboard/walk

Questions, answered plainly

How do I download or print a walk plan?

Open your plan from Walk lists and use its download or print options. Review the stops before leaving; a planned route does not guarantee that a shop is open or has stock.

Also asked: Where can I export my market visit itinerary? / Can I take my shop visit plan as a PDF?

nehruplace.app/dashboard/walk

How do I add visit notes to a walk plan?

Open your plan from Walk lists and choose its notebook or visit view. Record the prices and details you want to compare. Keep receipts and written dealer terms separately.

Also asked: Where can I record notes from shop visits? / How do I compare details collected during my walk?

nehruplace.app/dashboard/walk

How do I submit a photograph of my shop exterior?

Open Shop photographs, choose your shop and upload a clear exterior image with a caption. Staff review submissions before publishing them. Your caption helps the team identify the correct shop or building.

Also asked: Where can I upload an outside photo of my shop? / Can I send a shopfront image for the gallery?

nehruplace.app/dashboard/shop/photos

How do I choose a different shop page URL?

Open Your shop and find the shop URL section. Choose an available address and save it through that control. Check the new link before printing it; this is separate from editing your shop's name.

Also asked: Where can I change my shop page link? / Can I customise my shop web address?

nehruplace.app/dashboard/shop

Questions, answered plainly

How do I share my shortlist with someone?

Open Saved and use the shortlist-sharing option. Review the shops included before sharing its link. Sharing the shortlist does not give someone access to your private account.

Also asked: Can I send my saved shop list to a friend? / Where do I create a link to my shortlisted dealers?

nehruplace.app/dashboard/saved

Where can I see quotes sellers sent to my request?

Open Quote requests in your buyer dashboard and select your request. On a paid plan, choose Buyer in View as first if needed. Read the seller prices and notes alongside your original requirements.

Also asked: How do I view responses to my own quote request? / Where are the offers received for my buying requirement?

nehruplace.app/dashboard/rfqs

How do I accept a seller quote?

Open your request in the buyer view and review the quotes. Use the acceptance option on the quote you choose, following the page's checks. Confirm stock, condition and written terms with the shop before completing a purchase.

Also asked: Where can I choose the winning quote for my request? / How do I select a shop after receiving quotes?

nehruplace.app/dashboard/rfqs

Can I message my own shop?

Yes. Open your public shop page and choose Message while signed in. You can use your own conversation for notes or reminders. It does not publish those messages as a shop review.

Also asked: Can I chat with myself through my shop? / How do I send a reminder to my own shop conversation?

nehruplace.app/dashboard/messages

Questions, answered plainly

How do I leave a review for a shop?

Open the shop page, sign in and use its review option. Describe your actual experience and follow the eligibility checks shown there. You cannot review your own shop.

Also asked: Where can I rate a dealer I visited? / Can I post feedback about a shop as a buyer?

nehruplace.app/shops

How do I compare shortlisted shops?

Open the shop comparison page or the comparison option shown with your saved shops. Compare their location, verification and relevant details; confirm current stock and prices directly with each dealer.

Also asked: Can I compare dealers before choosing one? / Where can I put saved shops side by side?

nehruplace.app/shops/compare

Read this draft with confidence

Screenshots show genuine live-site or isolated release-build screens captured on 13 October - 19 November 2026. Lettered borders and arrows are document annotations, not extra buttons in the product. Numbered steps explain the workflow. Some pages are cropped to focus the task and protect account details.

Balances, dates, counts and account statuses are examples from the captured account. Your account, plan, permissions and the current data determine what you see.

This draft verifies navigation, visible controls, form structure and source rules. It does not claim a completed payment, a sent message, a published campaign, an approved upload or a deleted record. Those actions were not performed just to illustrate the manual.

All 42 buyer/seller dashboard page routes are documented. Conditional invoice, conversation and completed-walk pages are illustrated from their entry controls to protect private records. Product comparison, offer editing and photograph fields were inspected using the available example product; no upload was submitted. Free accounts keep one chosen view; paid plans include switching.

Read review status and confirmations carefully. Saved does not always mean public. Uploaded does not always mean approved. A pause is different from deletion. A credit balance is different from a monthly allowance.

Need help? Use Chat and help for navigation, or Contact/Support for an issue. Include the page and what you were trying to do. Never send a password, two-factor recovery code or payment secret.