# Buyer Manual

Ver. 1.1

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# Registration

1. Sign up

Please click Sign up button at the top right of the main screen.



### Registration

# 2. Fill out personal information.

After entering your personal information, click

Next

#### Sign up

	User Name	
	Please include your real name if possible	
2	ID (Email) Check	
	Please enter your actual email (You can't change ID once registration is done)	
3	Password	
	Password can be entered in upper / lower case letters and special characters (8-20 letters)	
4	Corporation type	
	Both dental clinic and dental lab can join HERi2go as buyer. Seller's registration is available for dental labs only.	
	Please note. You can't change your corpration type once you set	
	<ul> <li>I agree to <u>Service Policy</u> (Mandatoty)</li> </ul>	
5	I agree to Privacy Policy (Mandatoty)	
	Next	

#### 1. User Name (Name)

Please write your real name excluding special characters and numbers. (Korean and English available)

#### 2. ID(Email)

It cannot be changed, so please write carefully and click Check for duplicates.

\* You need to download Brity Messenger app and register separately in order to check your order, delivery statues and communicating between you and sellers. You should use the same ID for both HERi2go and Brity Messenger.

(More information about Brity Messenger please go to p29.)

#### 3. Password

Please make your password using english uppercase and lowercase letters and special characters. (8-20 characters can be input.)

#### 4. Corporation type

Those who want to apply for a seller, please make sure you choose Dental Lab.

5. Terms and Conditions Check Please check both service policy and privacy policy.

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### Registration

3. Email confirmation

When the below screen appears, click Next and Cose, then confirmation email will be sent to your login email address.



### Registration

# 4. E-mail Authentication

Please

Click for Verification

button in your confirmation email for the final registration.

#### Please verify your email



Please verify your email to complete signing up to HERi2go. Click the button below for verification.



Corporate Information/Shipping Address Registration

# 1. Corporate information

To register corporate information/delivery address, click the corporate information button on the upper right corner of the main screen.



Corporate Information/Shipping Address Registration

# 2. Corporation information registration

#### Please enter corporation information.

If you fill out now, you can reduce time when you make purchase order.

Information below is required to use HERi2go as Buyer.



Corporation type

Dental Clinic



\* HERi2go ID is automatically entered here but you can change it freely

\* Change email doesn't affect on ID

#### 1. Profile picture Click the icon (by to attach a photo. (jpg, jpeg or png) (up to 5MB)

#### 2. Corporation name

Please put your corporation name (letters, numbers and special characters)

3. Owner namePlease put the representative's name.Please enter within 50 characters using letters, numbers and special characters.

#### 4. Email

Please put the email address where you will actually receive emails. By default, HERi2go ID email address is put and you can change the email address different from ID.

Corporate Information/Shipping Address Registration

# 3. Registering phone number and delivery address

After entering the phone number and shipping address, click

#### Office/Representative phone number

Country number

Office/Representative phone number

Phone number is used for shipment information only and it is not expose until Sellers confirm your purchase order.

)	Address	
	Detail address	
	Region/City/State	
	Not selected	`



#### 1. Office/Representative phone number

Save changes

Please enter the office or representative phone number.

#### 2. Address

 $\sim$ 

Please enter your business address.



### Main Screen

### 1. Searching by Dental Prosthesis Type/ Dental lab classification

You can make specific dental prosthesis products or search labs registered in a specific classification.



#### 1. Search Product

You can search by selecting a laboratory that make only a specific prosthesis.

All selection or multiple selection are possible.

#### 2. Dental Lab level

You can search by selecting dental labs of a specific classification. All selection or multiple selection are possible.

# Main Screen

## 2. Keyword Search

You can find a specific lab using the keyword search function.

Search Product	Lab level 😧	1	1 Keyword	2 Add Keyword
Choose Product type	Choose Lab level	1	Enter Keyword	
	a ta ta Alaka ana <mark>a</mark> a	best $ imes$		
		best $\times$	3	

#### 1. Keyword Enter

Enter the keyword you are looking for.

#### 2. Multiple Search

Yon can add multiple keywords you want to find by clicking Add Keyword .

#### 3. Delete all

If you want to delete all the added keywords, you can delete them all by clicking the  $\mathbb{C}$  Clear all keywords button.

# Main Screen

# 3. Introduction of main screen



#### View all

1. Favorite Labs You can check the list of bookmarked labs.

#### Recommended Labs



TERA Dent Lab

DENTAL LAB

Dent Dental Lab



HERI CROWN

2. Recommended Labs The labs with the highest evaluation scores are listed.

# Main Screen

### 3. Introduction of main screen



When selecting a specific category, you can check the list of labs according to the type of prosthesis

\* Category: Denture, Crown & Bridge, Implant, Orthodontics, Inlay & onlay, Laminate and etc.

# The labs with the highest number of orders are listed.

The recently registered labs are listed.

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# 1. Fill out the order form

Please fill out the patient's personal information and attached the photos.



#### 1. Delete Order

If you want to delete the patient's order form, click the X button.

#### 2. Add order form

If you want to add an order form, click the **+Add Patient** button. You can add up to 10 orders.

#### 3. Attach photos

If you want to attach a photo such as a patient's oral photo, click of (jpg, jpeg or png only) (photo size: up to 10mb)

#### 4. Delete Photo

You can delete attached photo by clicking <u>Delete</u> button.

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### 2. Order dental prostheses



# 2-1. Order dental prostheses (teeth/jaw)

After selecting a tooth or jaw, click save to input the information.



1. Selecting a tooth or jaw You can click the tooth or jaw that you want to order the prosthesis.

#### 2. Selected

If you click the jaw, it will automatically go to the selected box, but you have to click Add to the list after you select the tooth in order to put it in the selected box.

#### 3. Complete Selection

If you finished the selection, please click



# 2-2. Order dental prostheses (occlusion relationship)

If you want to explain the patient's occlusal relationship, click 🗾 .



3. Orthodontic device order



# Fill out the order form

### 3-1. Orthodontic device order (drawing braces)

When you click vou can draw an orthodontic device you want to order. To save, please click save.





You can freely draw the braces.

2. 🔶

You can erase the part you want to.

3. 📀

You can delete the drawn braces entirely.

### 3-2. Orthodontic device order

If it is difficult to draw the orthodontic device with a mouse, click rint to print a photo of the teeth. After drawing on the paper, you can upload the photo by clicking .



1. Print

You can print a picture of the tooth shape.



2. Upload

You can attached the file or photo. (jpg, jpeg or png only)

### 3-3. Orthodontic device order (Invisalign brace)

If you want to order an Invisalign brace, you can input the angle and mark the extraction.



1. Angulation

You can input the angle of the tooth you want to correct.

2. Extraction You can mark the extraction when you click the number. (click again to cancel)

### 3-4. Select orthodontic device

When ordering orthodontic devices, choose from each list.



# 4. Product Selection

You can order by selecting the dental product you want to order. (same condition for dental prostheses and orthodontic devices)

			Material (\$ 0 ) 🗸	
Choose product options			Select one from each o	otion
STEP1 🗸		STEP2 V	teeth	2:
Crown & Br	dge	Partial denture	Resin: PMMA	(\$1) 🔵
Denture		Complete denture	Ceramic: Feldspathic Porcela	ín (\$2)
Dentare		Complete denture	Ceramic: Glass ceramic (Stai	n) (\$3)
			Ceramic: Glass ceramic (Laye	ered) (\$4) 🔿

1. Choose product options You can select the type of dental product for each step.

Select one from call option	
teeth 2	
Resin: PMMA	(\$1) 🔘
Ceramic: Feldspathic Porcelain	(\$2)
Ceramic: Glass ceramic (Stain)	(\$3)
Ceramic: Glass ceramic (Layered	(\$4)
Ceramic: Zirconia (Monolithic)	(\$5)
frame	
Resin: Acrylic	(\$ 6 ) 🔘

2. Required selection

buttons are mandatory and you must select to move on to the next item.



3. Designation of the number of accessories You can specify as many accessories as you want, and the price will change according to the number you specify.

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# 5. Attachment

Please attach the patient's oral scan file as a link as show below or enter the email address to send.



#### File link/information(Option)

# Payment

# 1. Payment

After filling out the order form, click	🕞 Receipt		
You can proceed with payment by clic	:king 📒	Submit Purchase Order	on the screen.

Payment amount		
Total price (Products and delivery rate)	44 pt	
Charged point	(Available point: 9,700 pt) 44 Switch points	1. Available point You can see the points that can be used . After you write points that you want to purchase and you click Apply.
Bonus point	(Available point: 0 pt)	(* If available points are insufficient, go to p 27)
	service point to use.	<ol><li>Check terms and conditions</li><li>When making payment, you must check the service policy and privacy policy.</li></ol>
2 ✓ I agree to the Service Policy	y related to payment.	<b>3. Payment</b> After finishing the fill out, click <b>Proceed</b> to complete the payment.
✓ I agree to the Privacy Policy	y related to payment.	
	3 Proceed Close	

# **Point Charging**

# 1. Payment

When charging points, click the payment button at the top right of the main screen.



### **Point Charging**

2. Point charging

You can top up your points using PayPal or credit card.



# **Point Charging**

### 3. Point Refund

If you want to refund the charged points, click Refund point button on the payment management screen. You can proceed with the refund by clicking Refund point button on the Refund management screen.

Payment management	<b></b>	Refund ma	anagement				
Point information Charge point	You can only request a refund for the point change in this page						
1 600-pt Refund point	0 pt Service point can be used since 10,000pt.	Period	12 -	-	12		
		Price		-			
		Status	🕑 Switched 🛛 🕑 Re	efund processing	✓ Refund done		
							Q Search
<ol> <li>Select the Point Please select the points to be refunded.</li> </ol>		Select	Date	Туре	Price	Status	
<ol> <li>Refund point</li> <li>Points can be refunded by clicking on after selecting the points to be refunded</li> </ol>	Refund point button		03-NOV-2021	Basic point	\$1,000 <b>1</b>	Switched (Refund avail	able)
				2	Refund point	Withdraw refund	Close

### **Brity Messenger**

# 1. What is Brity Messenger?

It is a separate mobile application used for order and delivery status, communication between buyer and seller.



# [Appendix 1] Brity Messenger

### **Brity Messenger**

### 2. Brity Messenger Registration

After you sign up for HERi2go, you will receive an email about signing up for Brity Messenger.

Sign-up information email		Brity Messenger log-in screen
☆ BrityWorks	Welcome to Brity Works - Welcome to Brity Works	Sign In
Hello. HERi Platform Manager(	) has invited you as a user of HERi Platform.	ID(@example.com)
	nd temporary issued password and complete user	Password
		Sign In
ID (Email) One-time Password		Save ID
		New to Brity Works?
	Go to Brity Works	Brity Mail ID Registration

#### 1. Shortcut to Brity Messenger Registration

After checking Brity Messenger sign-up email in the email you signed up for HERi2g0, click Go to Brity Works to go to the Brity Messenger login screen.

#### 2. Log-in

Enter the ID(email) and temporary password written on the Brity Messenger sign-up email and click Sign In

# [Appendix 1] Brity Messenger

### **Brity Messenger**

## 2. Brity Messenger Registration

Following the signup process to complete your registration.

1	2 3	
Brity Meeting	You need to register new password.	Personal Information
Collection and Use of Personal Information (Required)	Password must be between 8 and 12 characters in combination of letters, numbe (!@# $%$ &*^).	Last Name* First Name*
1. Personal information items to collect Name, ID(e-mail account), password, company name, department, job title, employee number, [terminal model information, terminal OS information, terminal-specific information(IMEI, DUID, Mac Address, etc.), Push ID. configuration information]	<ul> <li>Password with ID cannot be used.</li> <li>Password with your personal information(employee number, phone number, etc.) cannot be used.</li> <li>Password cannot contain more than 3 characters of the identical or sequential letters/numbers.</li> </ul>	Nick Name
<ul> <li>* Items in [] are collected from mobile service customers.</li> <li>2. Purpose of collection and use about Personal Information</li> </ul>	Current Password	ID(E-mail)
(1) Provide service and relevant contents to customer in accordance with the company's Terms of Service +		External E-mail*
Personal information items to collect (Optional) Agree	New Password	This is the email address you use to find your password.
1. Personal information items to collect     Nickname, office number, office fax number, phone number, company address, job description, profile photo,     schedule, personal e-mail address     NEXT	Confirm Password NEXT	Mobile Select cnt. V
1. Check Terms and Conditions	2. Changing the password	3. Enter personal information

After agreeing the collection and use of personal information and the terms of use, please click next.

Please change the password and click next.

Click the save button after entering personal information.

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# **Report Seller**

1. Report Seller

After clicking on the relevant laboratory, click **<u>Report Seller</u>** button below.



Owner

### **Report Seller**

## 1. Report Seller

After selecting the report type, input the reason for the report, attaching a photo, and click button. Submit Seller name Report type 1. Report type (\*mandatory) Please select the reason you wish to report.  $\sim$ Report type 2. Report detail (\*mandatory) Report detail (0 / 1000) Please enter the details you want to report within 1000 letters. Report detail 3. Attachments If you want to attach a file, you can attach it by clicking the button or dragging the file. Please attach files with extension jpg, jpeg, png, pdf. Please attach a photo of 5 MB or less. You can attach up to 3 files. Attachments

3

Files or drage files here

You can attach maximum 3 files and each file's maximum volume is 5 MB

Submit

# **Personal Inquiry**

1. Personal inquiry

Please click Personal inquiryt the bottom of the main screen.



# **Personal Inquiry**

2. Write Personal Inquiry

Please click

Write Personal Inquiry

### Personal inquiry

	Title	Inquiry type	Last updated	Statu
#### **Personal Inquiry**

#### 3. Write a personal inquiry

After you write a personal inquiry, please click

button.

Submit

	Inquiry Type	
	Inquiry Type 🗸	
	Email	
	z_z8808@naver.com	
2	Inquiry Title	0/5
	Inquiry Title	
3	Inquiry Detail	0/100
	Inquiry detail	
1	Attachments	
	Files or drage files here	

Back to list

Submit

1. Inquiry Type (\*mandatory) Please select the reason for inquiry.

2. Inquiry Title (\*mandatory)Please enter the subject of the content you wish to inquire.

3. Inquiry Detail (\*mandatory) Please enter the details you want to inquire within 1000 letters.

#### 4. Attachments

If you want to attach a file, you can attach it by clicking the button or dragging the file.

Please attach files with extension jpg, jpeg, png, pdf. Please attach a photo of 10MB or less. You can attach up to 3 files.

Personal Information Setting

1. Account





#### Personal Information Setting

#### 2-1. Personal information setting – changing name



#### **Personal Information Setting**

#### 2-2. Personal information setting- changing password

Please click **Change Password** button after entering all the information below.

#### Password

Password

Current password



1. Click **Change** button first and then enter your current password. (Input is not possible until the change button is clicked.)

# Current password Cancel New password Enter the password you want to change Confirm password Change Password Change Password

2. When you confirm the same password again after entering the new password, Change Password will be activated.

#### Order List

- 1. Check your order list
  - Click **Orders** button at the top right of the main screen.



#### **Order List**

#### 1. Choose your order type.

You can check the order history by order type.



#### 1. New order

When you place a new order, you can check the order form in the list.

#### 2. Remake

You can check the order for remake within the order that has not been confirmed for purchase.

#### 3. Warranty

You can check the order form that requested repair within the confirmed purchase order.

#### 4. Past order

You can check all orders that has been completed from purchase confirmation and evaluation at all stages such as new order/remake/warranty.

#### Order List

#### 2-1. Order Cancel Button

Click the Cancel Order button in the order history or order form.

# Developing

1. Order History After clicking the button, click the button. 2. Order Form Please click the button in the upper right corner of the order form.

#### Order List

#### 2-2. Cancel the order

Cancellation of an order is possible only for orders that are in the pending order acceptance status.

1. Select all If you wish to cancel all orders, please click

2. Select a specific order If you want to cancel only a specific order, please click the button of the relevant laboratory.

# Developing

3. Cancel the order Select the order you want to cancel and click the button.

#### Order List

#### 3-1. Remake button

Click the remake request button in the order history or order form.

# Developing

1. Order History After clicking the button, click the button. 2. Order Form Please click the button in the upper right corner of the order form.

#### Order List

3-2. Remake

Request for remake is possible until the buyer confirms the purchase.

1. Select reason for remake Please select the reason for the remake.

2. Detail of request remake **Developping** request for the relevant dental prosthesis within 1000 characters

> 3. Remake request for the patient (optional) For all other requests, please enter within 1000 characters.

4. Submit Remake Request Please click the button after filling out the reason for remake and request.

#### Order List

#### 4-1. Warranty Button

Click the repair request button in the order history or order form.

# Developing

1. Order History After clicking the button, click the button. 2. Order Form Please click the button in the upper right corner of the order form.

#### **Order List**

# 4-2. AS

The repair request can be made within one year after the buyer confirms the purchase.

1. Select reason for repair Please select the reason for the repair

2. Detail of request repair **Deve** Or place in the relevant dental prosthesis within 1000 characters

> 3. Repair request for the patient (optional) For all other requests, please enter within 1000 characters.

4. Submit Warranty repair Request Please click the button after filling out the reason for repair and request.

#### Withdrawal

1. Delete account

Click Account of the icon 🛞 in the upper right corner of the main screen and then click

Account

Delete account



# Name ID Password Current password Change

#### Withdrawal

#### 1. Delete account

After choosing the reasons for withdrawal and agreeing to all items, click

**Delete account** 

