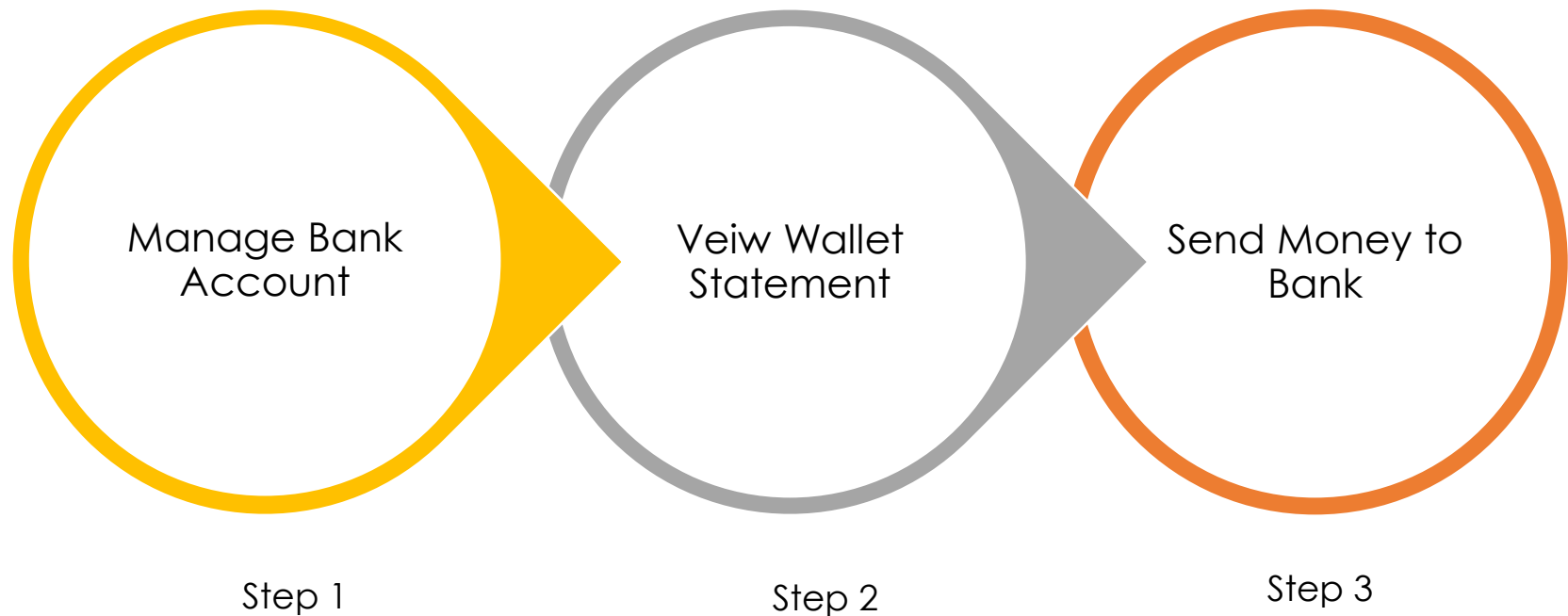




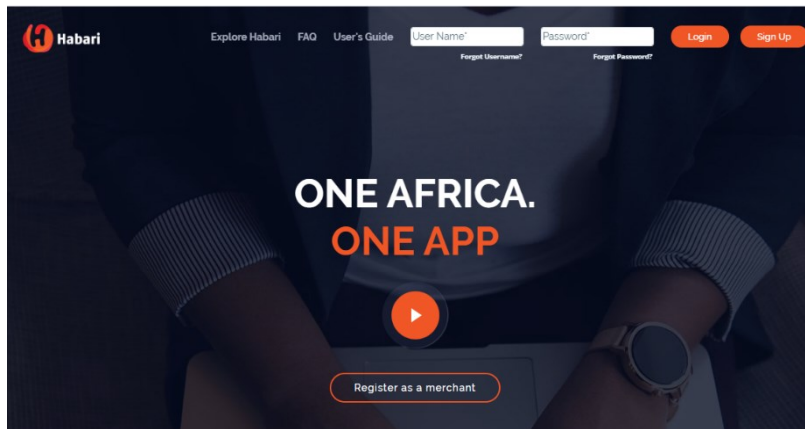
Shop Merchant Panel 2.0

Managing Your Habari Wallet

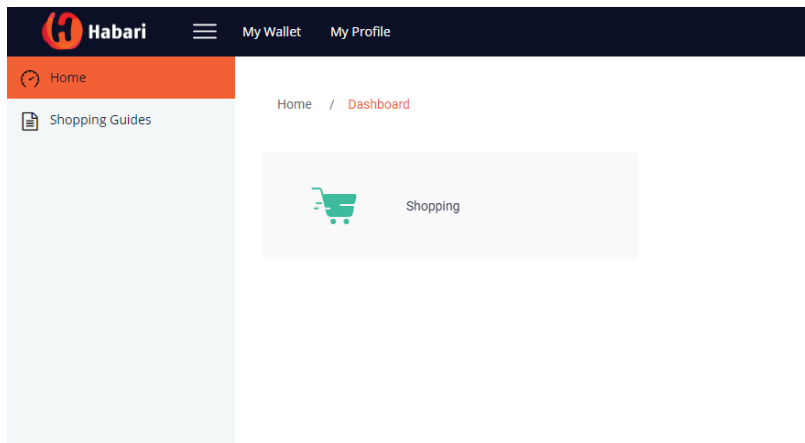


Habari wallet process flow

Managing Your Habari Wallet



Login to your admin merchant panel




Select "My Wallet" to see your Wallet page

Managing Your Habari Wallet

Step 1: Manage Bank Account

Home / My Wallet



Wallet id
VG6JekKVnsRh2b5Nv4b7

[Print](#) [Download](#)

Channel/Publisher Name : Valerie Store 123

Merchant Full Name: Valerie Store

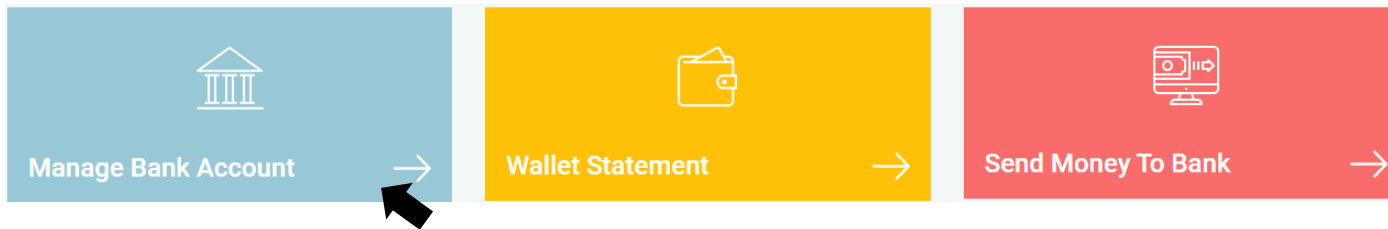
Wallet Balance: **₦93,510.515**

Allowed Withdrawal Amount: **₦93,510.515**

KYC Status: Not Verified

Tier: TIER 1

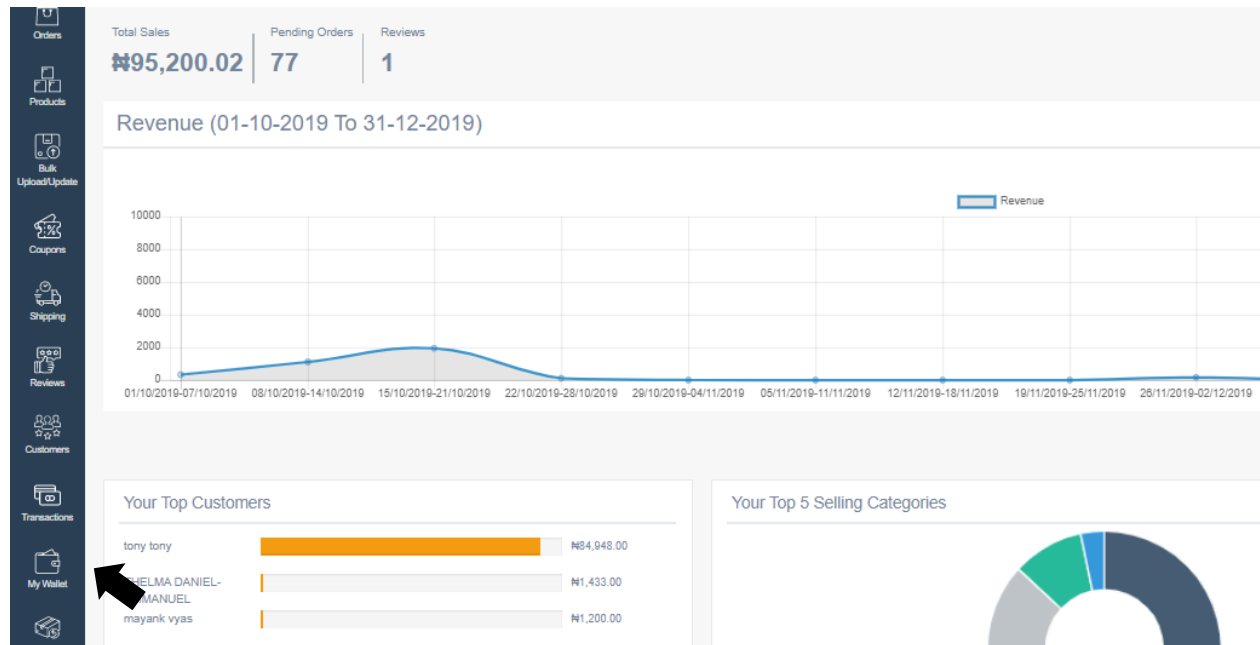
GT Bank Account: No



Here is a brief explanation of the terms on this webpage:

- Channel/ Publisher Name: This is a representation of how your store is on the frontend and what your customers see as well.
- Merchant Full Name: This is the name you entered when your Full name was requested for at the point of registration.
- Wallet Balance: This represents the total amount of money in your Habari Wallet at any point in time.
- Allowed Withdrawal Amount: This shows the total amount that is available for withdrawal in your Habari Wallet. In other words, money that has stayed in the Wallet and has exceeded the 14-day escrow.
- KYC: The full meaning of KYC is also known as Know Your Customer. Your KYC shows “verified” when you have added your BVN to your Habari Profile
- Tier: There are currently 3 Bank Tiers. Tier 1 and Tier 3 are the most common ones and it is according to your GTBank account profile.
- GTBank Account: This tells if you have added your GTBank Account details to your Habari profile.

Useful Tip: Here is another way to access your Habari Wallet. From your dashboard, navigate to “My wallet” and click on “Manage Bank Account / Send Money to Bank”



Amount in Wallet: ₦95,211.00 | Amount in Escrow: ₦137.00 | Threshold Amount: N500,000.00

Manage Bank Account / Send Money to Bank | Sort By: Select

Statement

Show 10 entries

Date	Username	Order ID	Transaction Type	Type	Amount	Payment Due Date
Jan 16, 2020	claradelakun	6406	purchase	credit	10.985	Jan 30, 2020
Jan 02, 2020	Adesuwa	6246	purchase	credit	1689.5	Jan 16, 2020
Jan 02, 2020	Adesuwa		refund	debit	-689.5	Feb 01, 2020

To add a new bank account, click on '**Create New Account**' as seen below:

My Bank Accounts

Create New Account

Index	Account Number	Bank Name	Account Holder Name	Account Type	Actions	Default
No record found						

Input the required information such as Bank Name, account Number (NUBAN), Account type (Savings or Current), Account Name. To select an account as your default account for cash out, select "**Set as default**" and Save. Your new account details will now be displayed under '**My Bank Accounts**'.

*Note that funds in your wallet only become available after a standard **14 days** when orders have been fulfilled.

Bank Name

Account Number

Account Type

Account Holder Name

Merchant Type





Set as default

SAVE

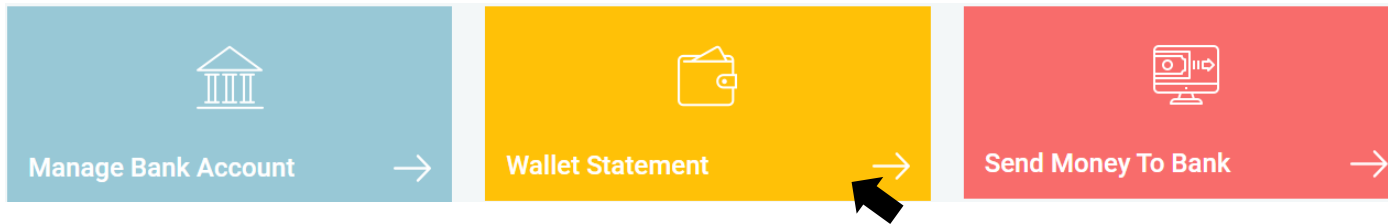
Cancel

My Bank Accounts

Create New Account

Index	Account Number	Bank Name	Account Holder Name	Account Type	Actions	Default
18953	02*****94	gtbank	ADEWUYI OLUWATOYIN ADESUWA	Current	 	<input type="checkbox"/>
18954	02*****11	gtbank	ADEWUYI OLUWATOYIN ADESUWA	Saving	 	<input type="checkbox"/>

Step 2: View Wallet Statement



Your Wallet statement is a breakdown of all the monetary transactions on your Habari Store. These transaction types usually fall under two categories - **Purchases** from customers or **Refunds** to customers. The statement can also be exported to a CSV file. See sample below:

Seller Name: **valerie valerie** Wallet Balance: **₦93,510.52**
Allowed Withdrawal Amount: **₦93,510.515**

My Wallet Statement [Export Excel](#)

Select Filter

Date	Username	Order Id	Transaction Type	Type ▼	Amount	Payment Due Date
Dec 10, 2019	Zalak.89	5907	purchase	credit	984.015	Dec 24, 2019

	A	B	C	D	E	F	G	H
1	Date	Username	Order Id	Coupon Co	Transactio	Type	Amount	
2	Jan 16, 202	claradelak	6406		purchase	credit	10.985	
3	Jan 02, 202	Adesuwa	6246		purchase	credit	1689.5	
4	Jan 02, 202	Adesuwa	-		refund	debit	-689.5	

Home / My Wallet

Seller Name: **valerie valerie** Wallet Balance: **N95,211**

Allowed Withdrawal Amount: **N95,200.015**

My Wallet Statement Export Excel

Date	Username	Order Id	Transaction Type	Type ▼
Jan 16, 2020	claradelakun	6406	purchase	credit
Jan 2, 2020	Adesuwa	6246	purchase	credit
Jan 2, 2020	Adesuwa		refund	debit
Jan 2, 2020	Adesuwa	6245	purchase	credit
Dec 10, 2019	Zalak.89	5907	purchase	credit

Select Filter ^

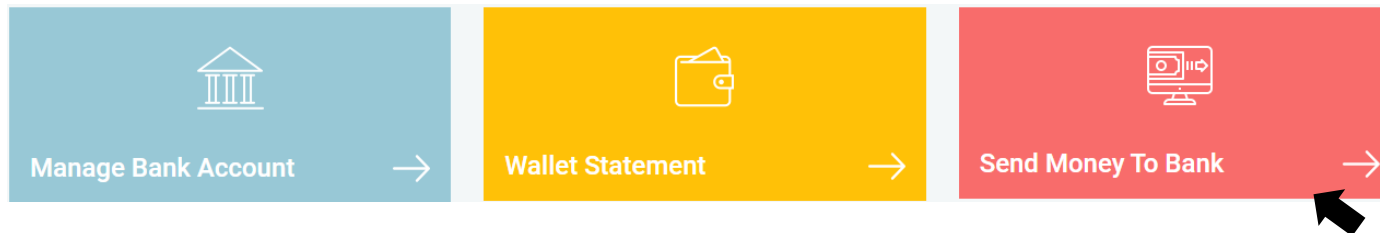
- Select All
- Order Id
- User Name
- Date
- Coupon code
- Transaction Type

You can also find unique transactions by filtering/searching with the following:

- **Date:** The date the transaction was made.
- **Coupon Code:** The coupon code used on a transaction.
- **Reference ID:** The reference ID on the transaction.
- **Transaction Type:** Searching with the transaction type.
- **Export Excel:** This option allows you to spool all your transaction details.

Step 3: Send Money to Bank

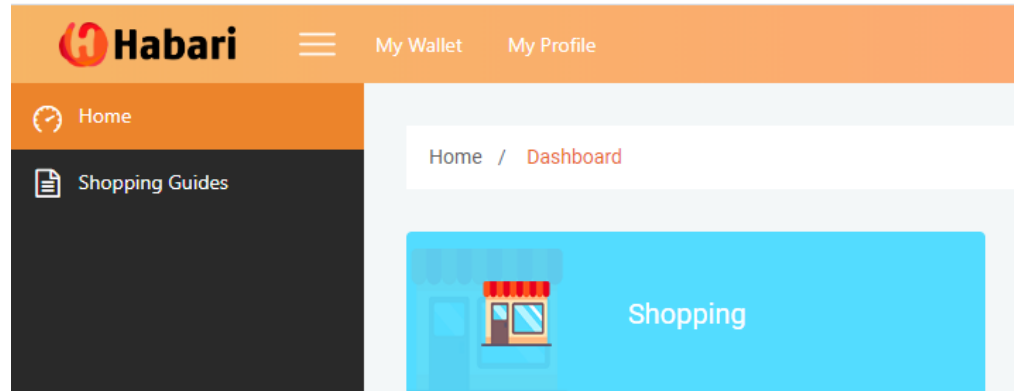
This is the process of moving your Money from your Wallet to your Bank account.



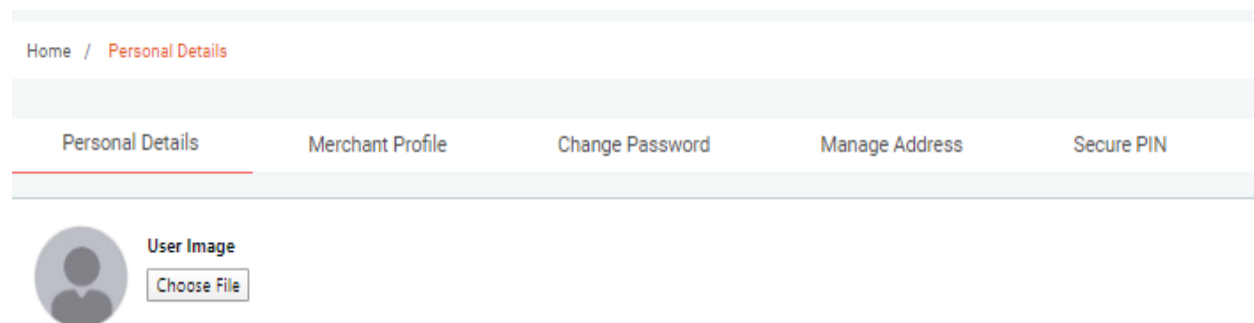
Before money can be moved from your Wallet to your bank account, you **MUST** have created your **six-digit Secure Pin**. Your secure pin serves as a security measure to protect your Habari seller account from unauthorized movement of funds.

How to create/change your Secure Pin for Wallet to Bank Cash Out

1. Click on “My Profile” from the Home Menu



2. Select Secure Pin



3. Select Secure Pin

Home / [Change PIN](#)

Personal Details Merchant Profile Change Password Manage Address Secure PIN

Create Secure PIN

Retype PIN

SAVE

Creating a new six-digit Secure Pin

Home / [Change PIN](#)

Personal Details Merchant Profile Change Password Manage Address Secure PIN

Current PIN

Enter New PIN

Retype PIN

[Forgot Habari PIN?](#)

SAVE

Changing your six-digit Secure Pin

Note: Your secure PIN can only consist on **six digits or numbers**. PINs less than/greater than 6 digits or that have letters or special characters will not be accepted by the system.

Once your **six-digit Secure Pin** has been successfully created, moving the funds in your wallet to your GTBank account is the next step. Input all the given fields and save as seen below.

The screenshot shows a web interface for a transfer. At the top, there is a breadcrumb trail: Home / Transfer. Below this, the Seller Name is Oluwatoyin Adewuyi and the Allowed Withdrawal Amount is ₦29.55. The main form has the following fields: From: Wallet; To: 02****94; Bank Name: GT Bank; Amount: 1; Enter Description: Habari. At the bottom of the form, there are two buttons: Submit (highlighted with a black arrow) and Cancel.

You will be prompted to insert your **six-digit Secure Pin** for validation.

Wallet My Profile

Home / Transfer

Seller Name: Oluwatoyin A

From: Wallet

Bank Name: GT Bank

Amount: 1

Enter Description: Habari

Submit Cancel

Habari PIN

Please enter Habari PIN, if not created create PIN in my profile

Please enter valid PIN, PIN number must be exactly 6 digit long

Verify

Important Note: Be sure to check through for wrong inputs and correct before submitting it. Funds erroneously remitted to the wrong account cannot be reversed by Habari

Term Definitions

S/N	Name	Description/Definition
1	Create New Account	Before Money can be transferred from your Wallet to your Bank, you must add your GTBank Account details to your store on Habari. This process is referred to as adding a new Account.
2	Wallet Balance	This represents the total amount of money in your Habari Wallet at any point in time.
3	Allowed Withdrawal Amount	This shows the total amount that is available for withdrawal in your Habari Wallet. In other words, money that has stayed in the Wallet and has exceeded the 14 days escrow.
4	Date	The specific period the transaction was done. Searches can also be done with the date the transaction was made.
5	Coupon Code	The coupon code/promo code is the computer-generated code, consisting of letters or numbers that consumers use when shopping on Habari site's shopping cart (or checkout page) to obtain a discount on the current purchase.

6	Order ID	The Order ID is a set of unique numbers which can be used to identify and track orders.
7	Transaction Type	Most of the transactions done on the Module are usually Shopping Transactions.
8	Pin Creation	This represents the creation of your Six Digits Secure Pin and it is required before money can be transferred from your Habari Wallet to your bank account
9	Refund	The total amount of money returned to the customer.
10	Manual Cash out	Manual Cash out is the process of transferring the money in your Habari Wallet to your Bank Account.
11	Purchase	The proceeds from the item sold on your Habari store
12	Amount in wallet	This represents the total proceeds from the transactions done on your store in your Habari Wallet at the period.
13	Amount in Escrow	The difference between the total amount in your wallet minus the total amount Allowable for withdrawal. The money is not available to be moved to your bank because it is usually less than the escrow period
14	Threshold Amount	This is the maximum amount of money that can be moved from your Habari wallet to your bank account.

Having difficulties? Send us a mail, we would love to help!

support@habarigt.com