NINJA
User's Guide
for Buyers

Table of Contents

CIS
Car dealers Internet Solutions

【 What is NINJA? 】

This is a new service to support transactions between Japan's used car traders and overseas buyers/dealers.
This is the best site out there for overseas buyers/dealers to search vehicles consigned to "USS"—Japan's largest membership used car auction.
This service is operated by a USS group company, and safe and secure transactions are ensured.

This is a membership-based service dedicated to searching desired AA consigned vehicles and communicating and negotiating with Japan's used car traders.
Only USS members who use "NINJA" and overseas buyers/dealers can use this service.
* Bidding is made by a USS member.

What "NINJA" makes possible:
- You can search information of vehicles consigned to the USS Auto Auction.
- Each time a vehicle you want is consigned, the vehicle is automatically listed to save you time and energy.
- Vehicles recommended by a USS member are automatically listed.
- Your ordered vehicles are automatically listed to make the management of your ordered vehicles easier.
- The message function for the easy attachment of consigned vehicle information enables smoother negotiation.
You are sure to find a vehicle you want through the USS Auction—the No. 1 used car auction in Japan.
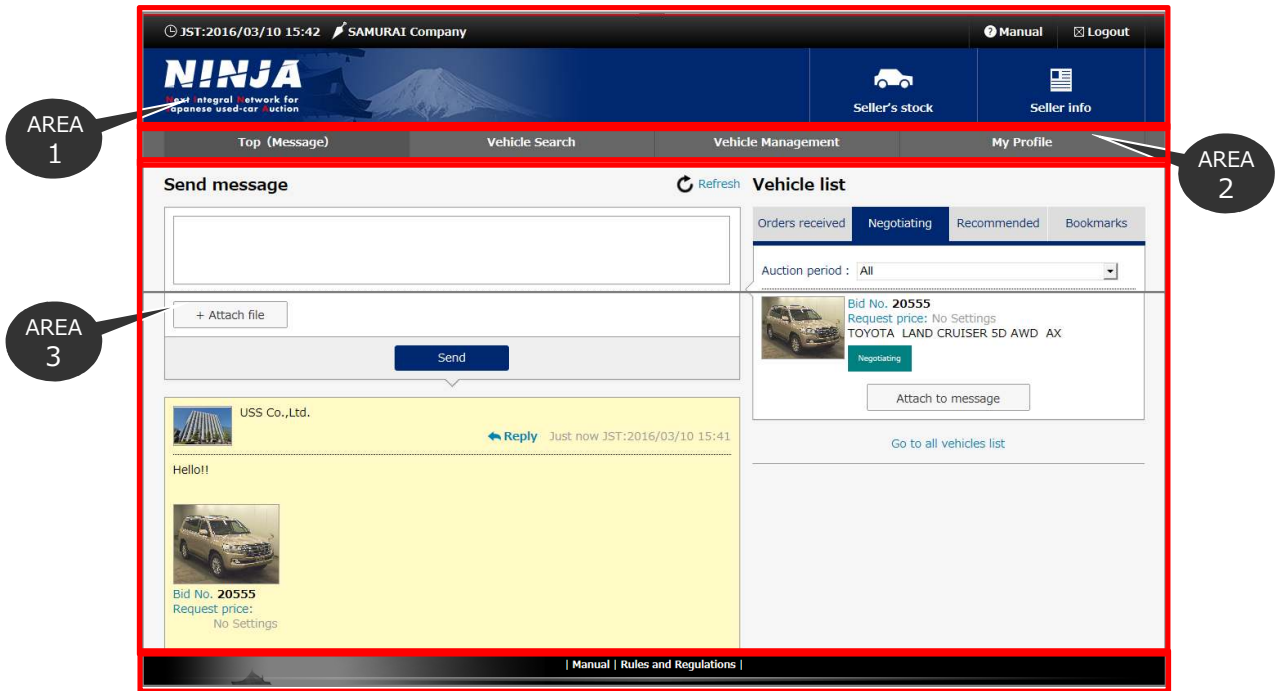
【 Recommended environment 】

Internet Explorer9 or higher ・Fire Fox・Chrome・Safari

⚠ **Note**

・The site cannot be accessed from inside Japan.

・You cannot access the service via multiple terminals at the same time using the same ID.

・The screen may not display correctly on some smartphones or tablet devices.

【 Screen Explanation 】
TOP screen

AREA1	Header

【Manual、Logout】
【Seller's stock】 ： Member's Vehicles in Stock will be displayed.
【Seller info】 ： Information on the member will be displayed.

AREA2	Menu

TOP（Message）
 Messages to/from the member and vehicle list (in part) will be displayed.

Vehicle Search
 The Vehicle Search screen will be displayed.
 You can search auction vehicles and send messages to the member.
 Also, by setting common search conditions, you can easily make searches.

Vehicle Management
 List of "Orders received", "Negotiating", "Recommended", and "Bookmarks" screen will be displayed.You can send messages and do other things.

My Profile
 The registered buyer information screen will be displayed.
 You can update the registered information, reissue the password, cancel your ID, etc.

AREA3	Message＆Vehicle list

Send message
 You can exchange messages with the member.
 New messages from the member and the history of exchanged messages will be displayed.

Vehicle list
 Some of Orders received, Negotiating, Recommended, or Buyer Bookmarks are displayed.

AREA4	Footer

Rules and Regulations
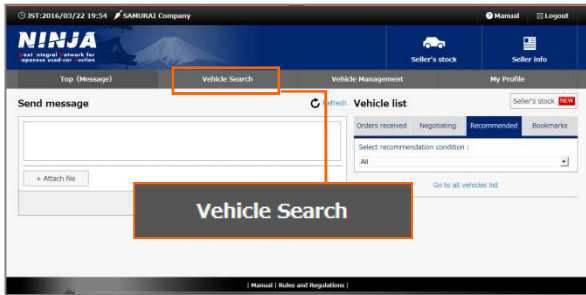 Be sure to check before use.

【 Overview 】

You can search vehicles consigned to auctions using 5 methods.
You can search vehicles meeting your demands by using various search methods.
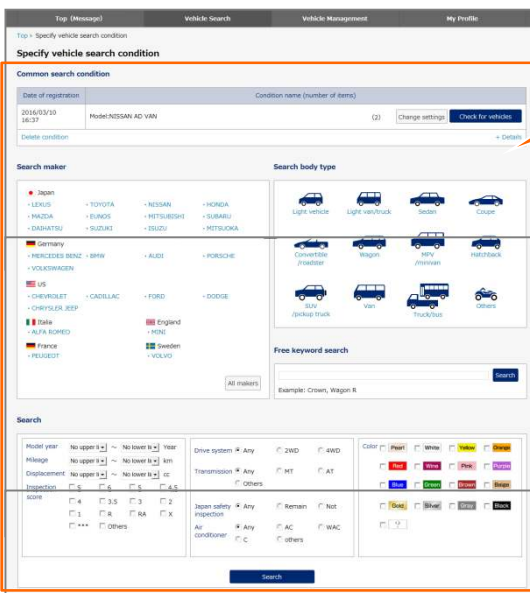
【 Method of operation Ⅰ 】

Search vehicles

| ① | Selecting the Vehicle Search screen |

①-1) Click "**Vehicle Search**".

| ② | Displaying the Vehicle Search screen |

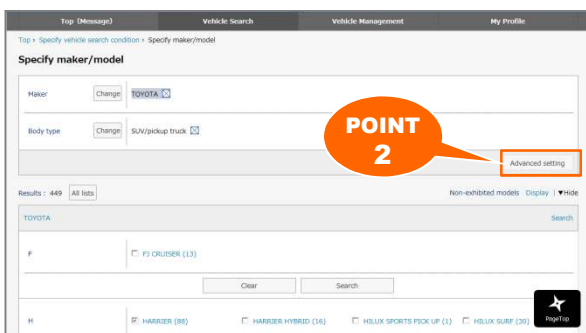②-1) The Vehicle Search screen will be displayed. Select a search method.

POINT 1

POINT1

There are 5 methods to search vehicles!
- ・ Common search condition
- ・ Search maker
- ・ Search Body type
- ・ Free keyword search
- ・ Search using detailed conditions

| ③ | Displaying the Vehicle Details screen
* This section offers instructions on how to search vehicles by maker. |

③-1) Select a desired vehicle.
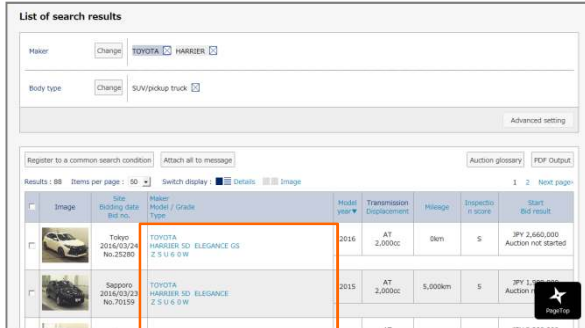
POINT2

By clicking **"Advanced settings"**,
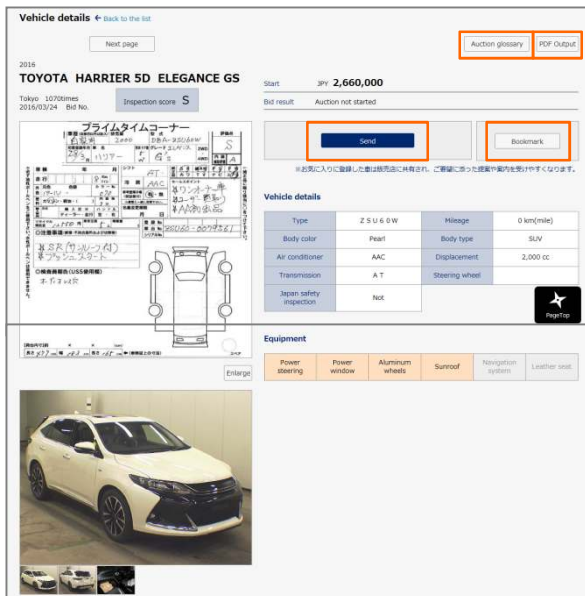you can refine your search by specifying conditions.

【 Method of operation Ⅱ 】

Search vehicles

④	Displaying the Search Results List screen

④-1) Select a desired vehicle from among the search results.

⑤	Displaying the Vehicle Details screen

⑤-1) The Vehicle Details screen will be displayed.
From this screen, you can send a message to a USS member, or register a vehicle to Bookmarks.

⊕ **Plus**

Auction glossary

Evaluation score details will be displayed.
Please refer to this when choosing a vehicle.

PDF Output

The Details screen will be output to PDF.

Send

You can send an e-mail with vehicle information attached to a USS member.
You can also enter and send your request price, and smoothly conduct a transaction.

Bookmark

Register to your Bookmarks.
Vehicles registered to your bookmarks are shared with USS member, increasing the likelihood of receiving suggestions that meet your demand.

【 Overview 】

You can register a vehicle you are interested in to your Bookmarks.
Vehicles registered to your Bookmarks can be checked on the Vehicle Management screen.
Vehicles registered to your bookmarks are shared with USS member, increasing the likelihood of receiving suggestions that meet
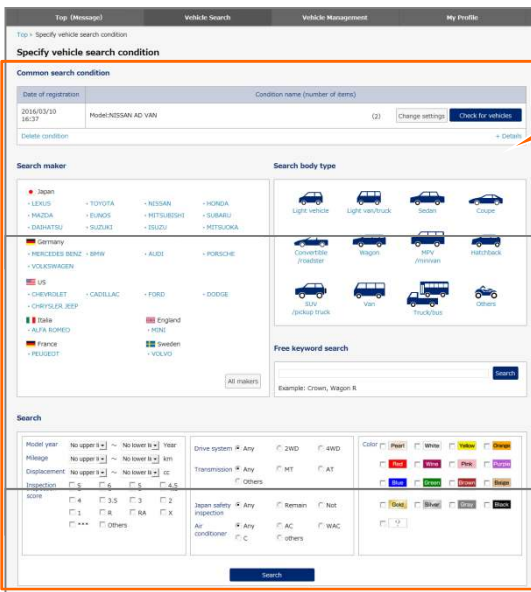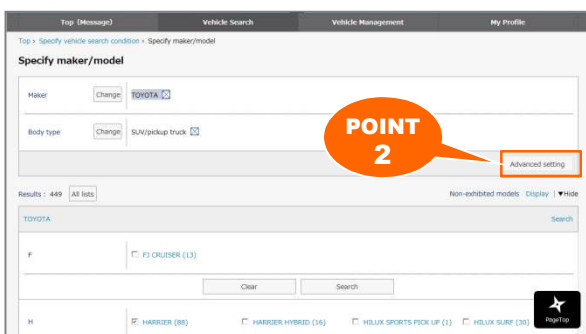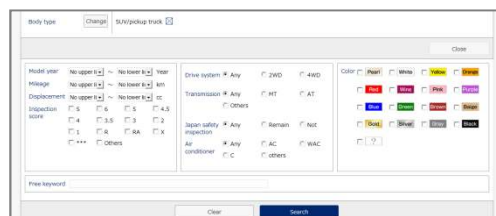
【 Method of operation Ⅰ 】

Registering vehicles to Bookmarks

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①	Selecting the Vehicle Search screen

①-1）Click **"Vehicle Search"**.

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②	Displaying the Vehicle Search screen

②-1）The Vehicle Search screen will be displayed. Select a search method.

POINT 1

POINT1

There are 5 methods to search vehicles!
・ Common search condition
・ Search maker
・ Search Body type
・ Free keyword search
・ Search using detailed conditions

You can register vehicles to your Bookmarks using any method.

---

③	Displaying the Vehicle Details screen * This section offers instructions on how to search vehicles by maker.

③-1）Select a desired vehicle.

POINT2

POINT 2

By clicking **"Advanced settings"**,
you can refine your search by specifying conditions.

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【 Method of operation Ⅱ 】

Registering vehicles to Bookmarks

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④	Displaying the Search Results List screen
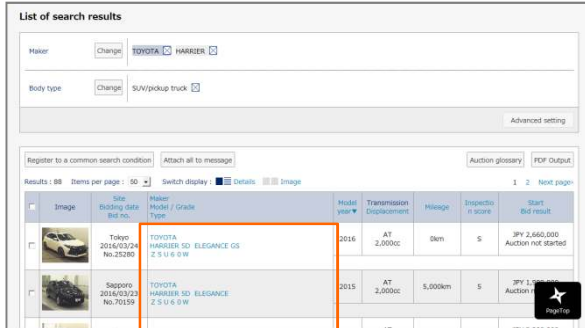
④-1) Select a desired vehicle from among the search results.

| ⑤	Displaying the Vehicle Details screen

⑤-1) The Vehicle Details screen will be displayed.

⑤-2) Click **"Bookmark"**.

⑤-3) Registration will be complete when "Confirm register to bookmarks" is shown.
The "Vehicle condition" will then be additionally displayed on the Vehicle Details screen, and an indication that a vehicle has been registered to Bookmarks will be shown.
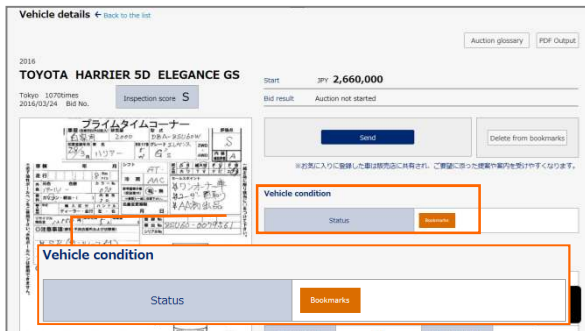
⊕ **Plus**

You can check the registered vehicles from the Bookmarks tab on the Vehicle Management screen.

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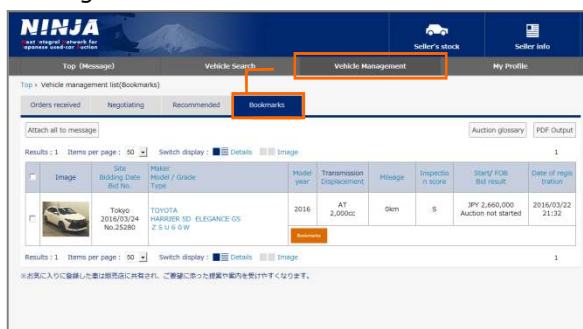
【 Overview 】

　　You can register search conditions that you use frequently.
　　Removes the need to set search conditions, allowing you to search vehicles efficiently.

【 Method of operation Ⅰ 】

　Setting Common search condition

| ① | Selecting the Vehicle Search screen |
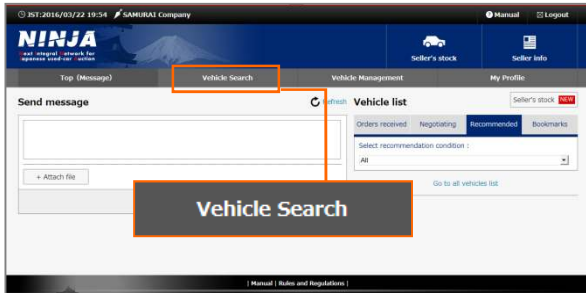
①-1) Click **"Vehicle Search"**.

| ② | Displaying the Vehicle Search screen |
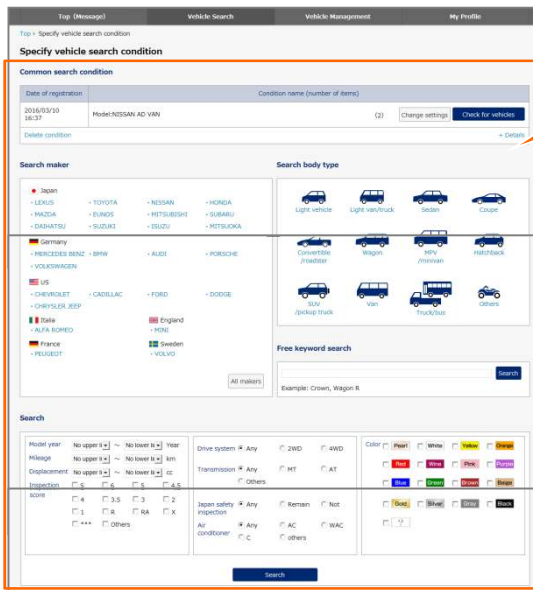
②-1) The Vehicle Search screen will be displayed. Select a search method.
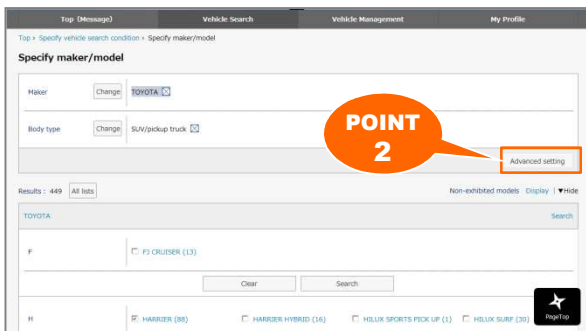
POINT 1

POINT1

　There are 5 methods to search vehicles!
　　・ Common search condition
　　・ Search maker
　　・ Search Body type
　　・ Free keyword search
　　・ Search using detailed conditions

　You can register Common search condition using any method.

| ③ | Displaying the Vehicle Details screen
* This section offers instructions on how to search vehicles by maker. |

③-1) Select a desired vehicle.

POINT2

POINT 2

　By clicking **"Advanced settings"**,
　you can refine your search by specifying conditions.

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【 Method of operation Ⅱ 】

Setting Common search condition

| ④ | Displaying the Search Results List screen |
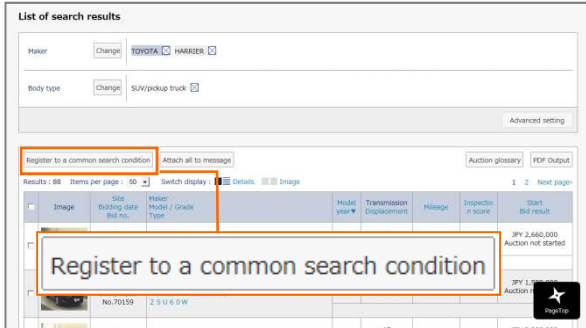
④-1) The search results list will be shown.
If you want to register these conditions, click **"Common search condition"**.

| ⑤ | Registering Common Search Condition screen |
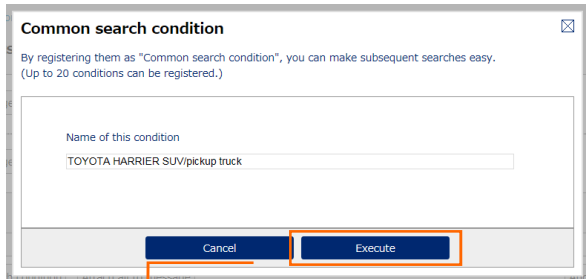
⑤-1) Enter a name for the search conditions.

⑤-2) Click **"Execute"**.
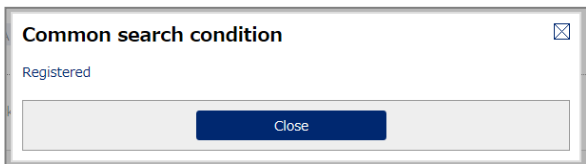
⑤-3) The registration will be complete when "Registered" is displayed.

⊕ **Plus**

The registered conditions will be shown in the "Common search condition" of the Vehicle Search screen.
By clicking "Check for vehicles", you can search vehicles using the registered conditions.
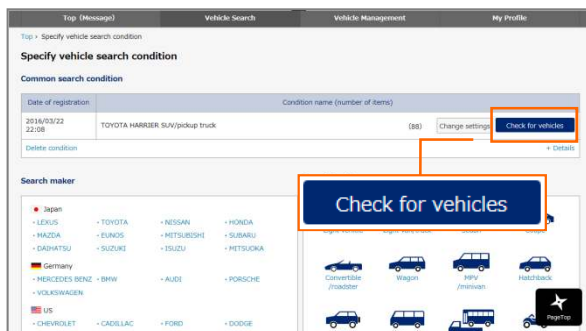
【 Overview 】

You can send messages to the member.
You can exchange messages interactively.

【 Method of operation I 】

Sending a message

①	Sending a message
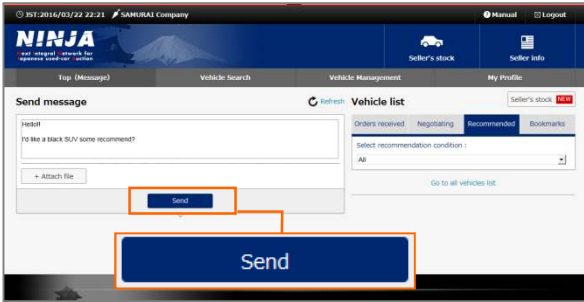
①-1) Enter a message you want to send.

①-2) Click **"Send"**.

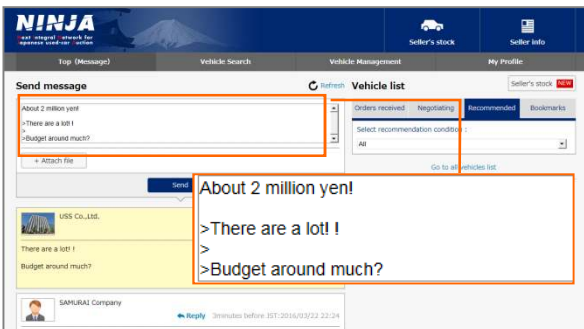| ②	Confirming the message to be sent
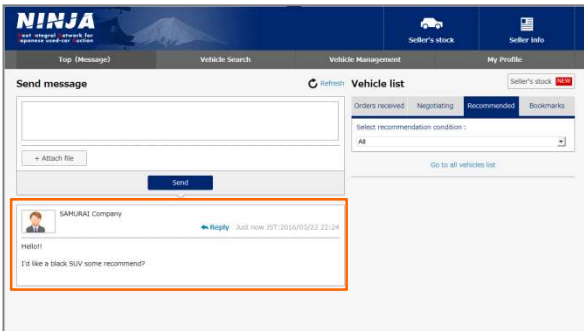
②-1) You can check your sent messages on the screen.

③	Replying to a message
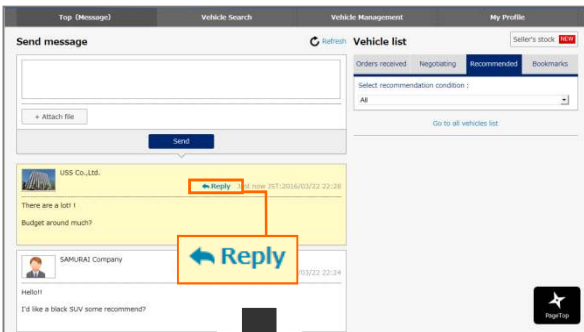
③-1) You can check your sent messages on the screen.

③-2) Click "**Reply** " to reply to a message.

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【 Overview 】

You can send an e-mail by attaching the image and exhibit sheet of a vehicle you want.
You can also enter your request price, and you can conduct a transaction efficiently.

【 Method of operation Ⅰ 】

Sending a message with vehicle information attached

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①   Selecting the Vehicle Search screen

①-1) Click **"Vehicle Search"**.

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②   Displaying the Vehicle Search screen

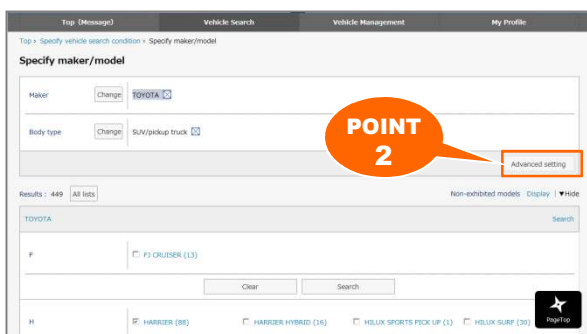
②-1) The Vehicle Search screen will be displayed. Select a search method.

POINT 1

POINT1

There are 5 methods to search vehicles!
・ Common search condition
・ Search maker
・ Search Body type
・ Free keyword search
・ Search using detailed conditions

You can send a message with vehicle information attached using any method.

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③   Displaying the Vehicle Details screen
      * This section offers instructions on how to search vehicles by maker.
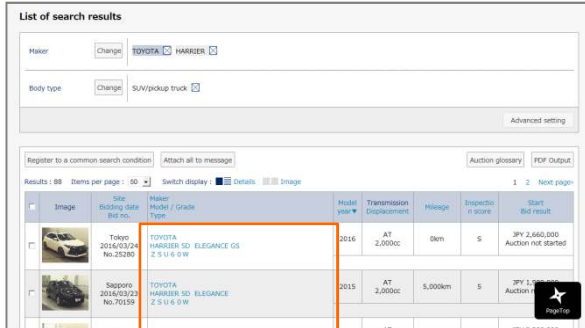

③-1) Select a desired vehicle.

POINT2

By clicking **"Advanced settings"**,
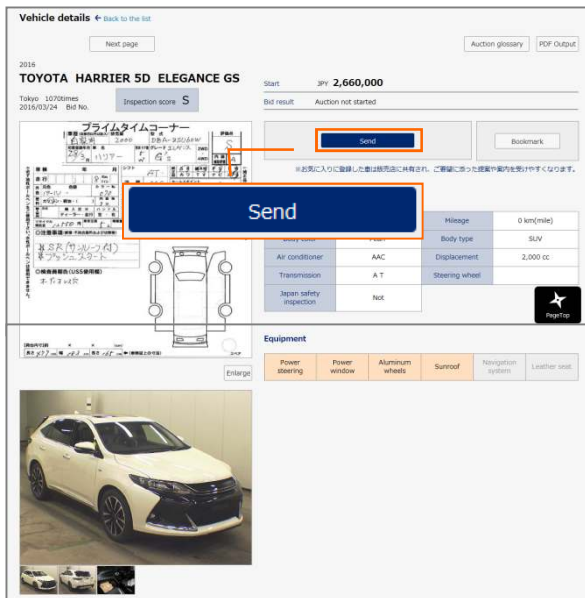you can refine your search by specifying conditions.

【 Method of operation Ⅱ 】
Sending a message with vehicle information attached

| ④ | Displaying the Search Results List screen |

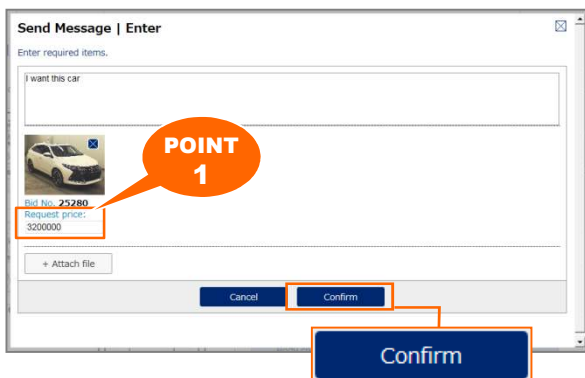④-1) Select a desired vehicle from among the search results.

| ⑤ | Displaying the Vehicle Details screen |

⑤-1) The Vehicle Details screen will be displayed.

⑤-2) Click **"Send"**.

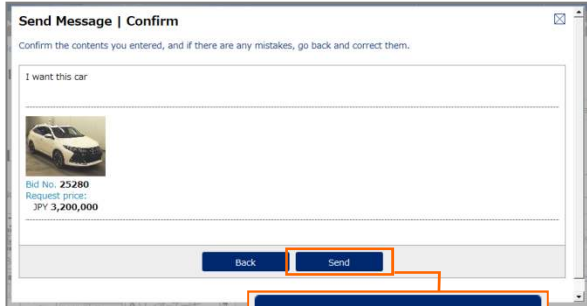| ⑥ | Enter your message and request price. |

⑥-1) Enter your message and request price.

POINT1

By entering your request price,
you can conduct transactions efficiently.

⑥-2) Click **"Confirm"**.

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【 Method of operation Ⅲ 】

Sending a message with vehicle information attached

⑦	Confirming Message to be Sent screen

⑦-1) Confirm your entries and Click **"Send"**.

⑦-2) Transmission will be complete when " Send Message | Complete
The message has been sent.
The transmitted contents can be checked in "Buyer top page(Message)" " is shown.
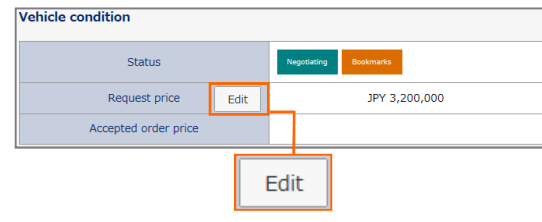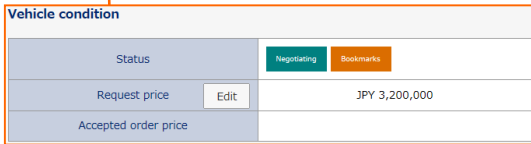
⑦-3) The Vehicle condition will be additionally shown in the Vehicle Details screen, and an indication of the status "Negotiating" will be shown. Your request price will also be shown.

⊕ **Plus**

By clicking the **"Edit"** button,
you can change your request price.

⊕ **Plus**

You can check the registered vehicles from the Negotiating tab on the Vehicle Management screen.
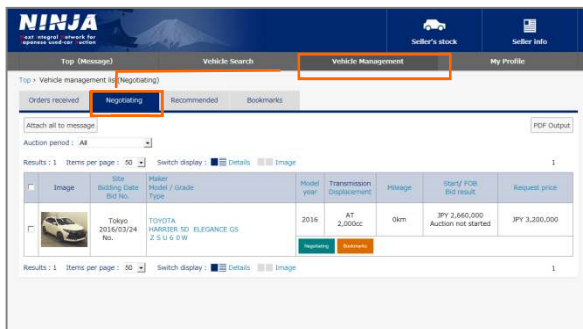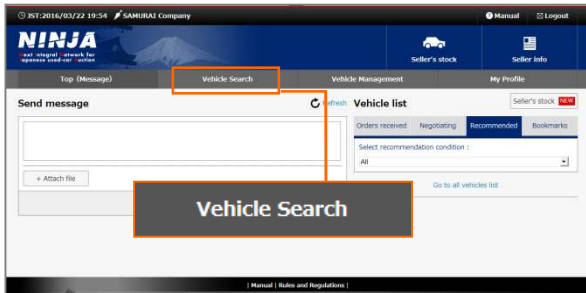
【 Overview 】

You do not necessarily have to specify a vehicle, but you can send an e-mail with images and exhibit sheets for multiple vehicles at one time.

You can also enter your request price, and you can conduct a transaction efficiently.
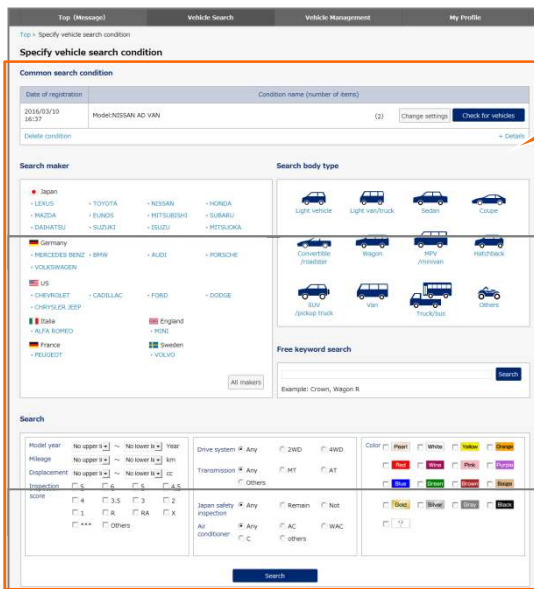
【 Method of operation Ⅰ 】

Sending a message with multiple pieces of vehicle information attached

① Selecting the Vehicle Search screen

①-1） Click **"Vehicle Search"**.

② Displaying the Vehicle Search screen

②-1） The Vehicle Search screen will be displayed. Select a search method.

POINT 1

POINT1

There are 5 methods to search vehicles!
・Common search condition
・Search maker
・Search Body type
・Free keyword search
・Search using detailed conditions

You can send a message with vehicle information attached using any method.

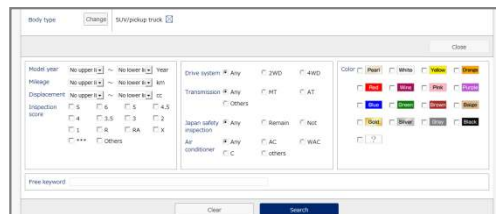### ③ Displaying the Vehicle Details screen

* This section offers instructions on how to search vehicles by maker.

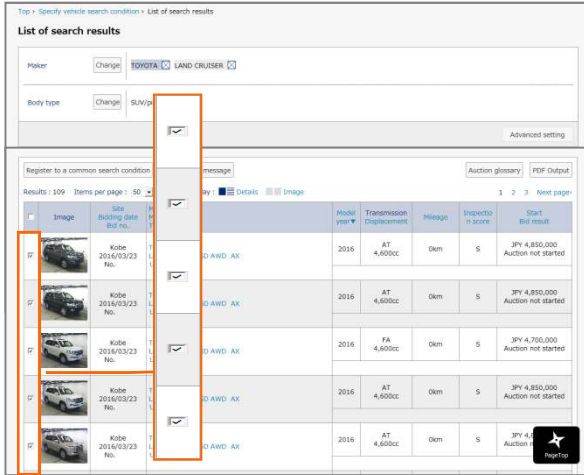③-1） Select a desired vehicle.

POINT 2

POINT2

By clicking **"Advanced settings"**,
you can refine your search by specifying conditions.

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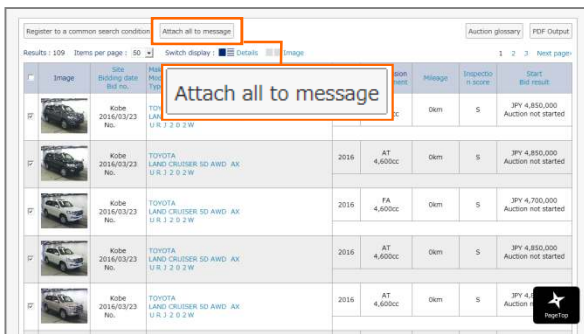## 【 Method of operation Ⅱ 】

Sending a message with multiple pieces of vehicle information attached

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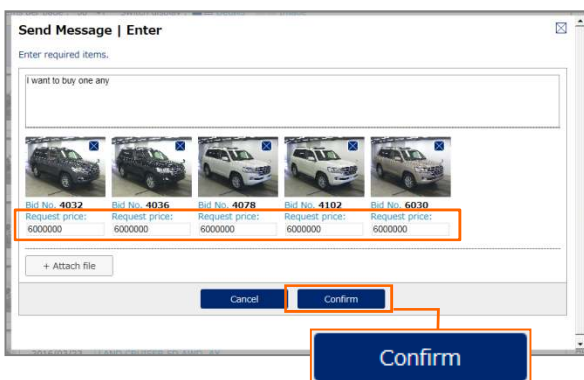**④   Displaying the Search Results List screen**

④-1) The search results list will be shown.
Check the box next to the vehicle for which you want to send a message.

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⑤   Displaying the Vehicle Details screen

⑤-1) Click **"Attach all to message"**.

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⑥   Enter your message and request price
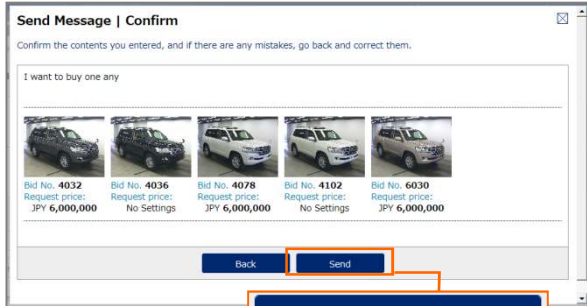

⑥-1) Enter your message and request price.

POINT1

By entering your request price,
you can conduct transactions efficiently.

⑥-2) Click **"Confirm"**.

【 Method of operation Ⅲ 】

Sending a message with multiple pieces of vehicle information attached

⑦	Confirming Message to be Sent screen

⑦-1) Confirm your entries and Click **"Send"**.

⑦-2) Transmission will be complete when " Send Message | Complete
The message has been sent.
The transmitted contents can be checked in "Buyer top page(Message)" " is shown.

⑦-3) The Vehicle condition will be additionally shown in the Vehicle Details screen, and an indication of the status "Negotiating" will be shown.

⊕ **Plus**

You can check the registered vehicles from the Negotiating tab on the Vehicle Management screen.
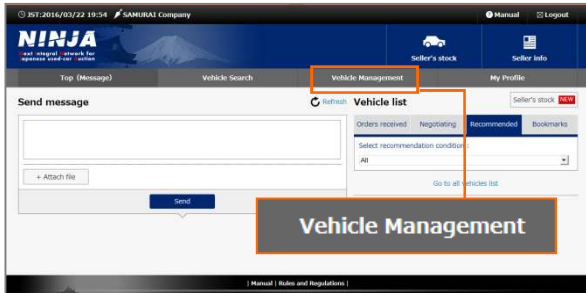
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【 Overview 】

You can check vehicles under negotiation and for which an order has been received.
You can also check vehicles recommended by the USS member you have transactions with and vehicles you have bookmarked.
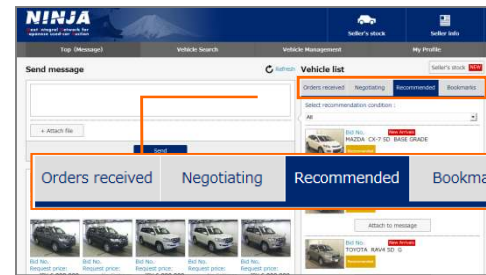
【 Method of operation Ⅰ 】

Checkng transaction status
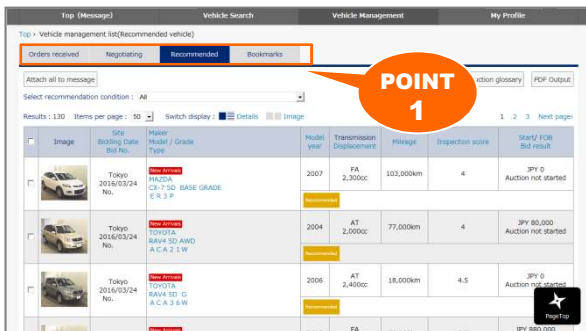
①	Selecting the Vehicle management screen

①-1) Click **"Vehicle Management"**.

➕ **Plus**

The transaction status can also be checked from the TOP page.

②	Displaying the Vehicle management screen

②-1) Vehicles with the status "Order received", "Negotiating", "Recommended" and "Bookmarks" are shown respectively.
Switch tabs to show different vehicles.

➕ **Plus**

The "Recommended" tab is selected by default.

POINT1

・Order received
Displays vehicles for which negotiations with the member have been completed and bidding is to take place.

・Negotiating
Displays vehicles for which you have sent an e-mail to the member.

・Recommended
Displays vehicles recommended by the member.

・Bookmarks
Displays vehicles registered to Bookmarks.

【 Overview 】

You may receive "recommended vehicle" information from the member. If you are interested in a vehicle, you can register it to your "Bookmarks" or "send a message".
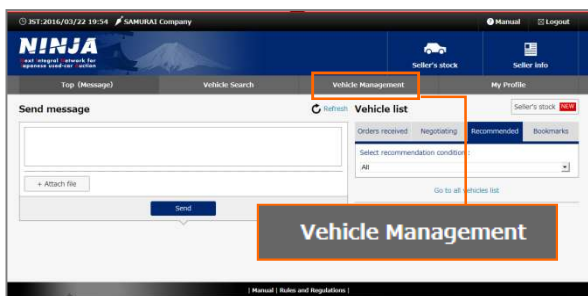
In addition, if you choose the setting to receive the "** mail," you can receive the notification by e-mail at 8:00 a.m. Japan time.
You can change e-mail notification settings from "My Profile. "For details, check "Changing the e-mail notification settings" (P.23〜P.24).

【 Method of operation Ⅰ 】
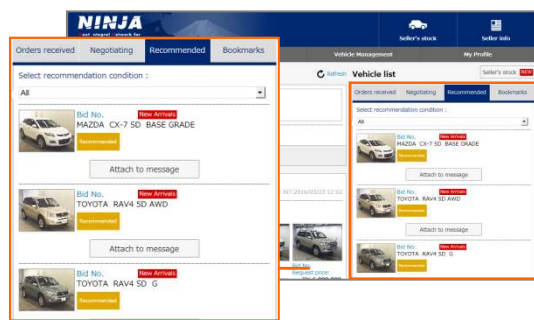
Checking recommended vehicles

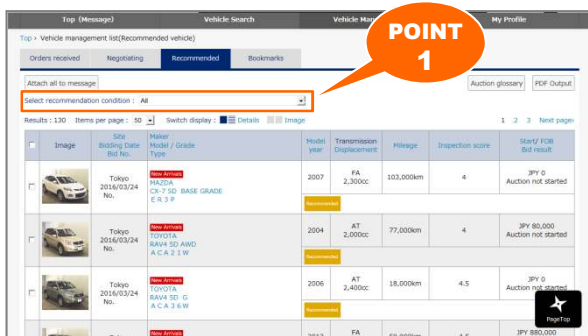| ①	Selecting the Vehicle management screen

①-1) Click **"Vehicle Management"**.

⊕ **Plus**

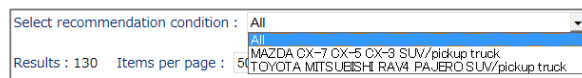The transaction status can also be checked from the TOP page.

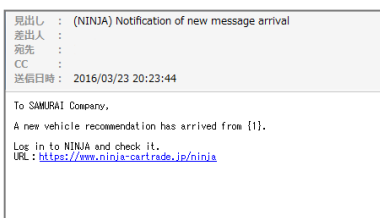| ②	Displaying the recommended vehicles list screen

②-1) Recommended Vehicles will be displayed.

POINT1

From the Select recommendation condition menu, you can change the recommendation conditions set by the member.

Technique

If you find a vehicle you are interested in among the vehicles recommended by a member, you can register it to your "Bookmarks" or "send a message".

・ How to register vehicles to Bookmarks
  Registering vehicles to Bookmarks P.6〜P.7

・ How to Send a message with vehicle information attached
  Sending a message with vehicle information attached
  P.11〜P.13

・How to Send a message with multiple pieces of vehicle information attached Sending a message with multiple pieces of vehicle information attached   P.14〜P.15
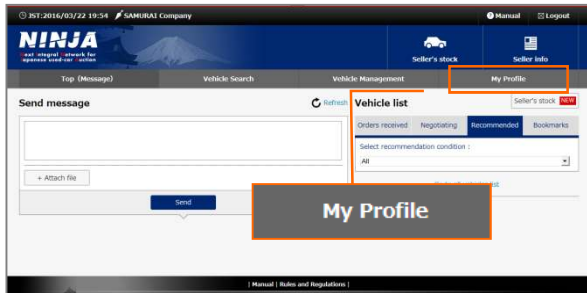
⊕ **Plus**

By setting to " Notify new email of recommended vehicle information," you will be notified via e-mail.
Source address: info@ninja-cartrade.jp

【 Overview 】
You can change your initially registered contents.
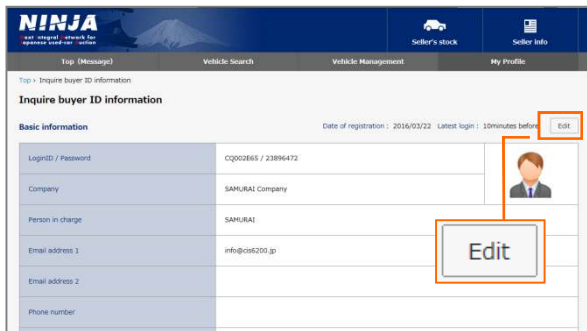
【 Method of operation I 】
Editing a profile
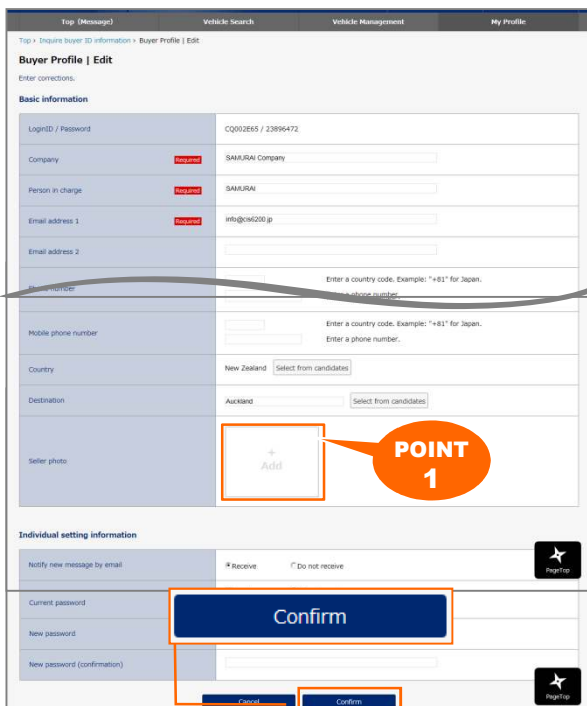
| ① | Selecting the My Profile |

①-1) Click **"My Profile"**.

| ② | Displaying the screen to edit "My Profile" |

②-1) Click **"Edit"**.

| ③ | Enter information to edit "My Profile" |

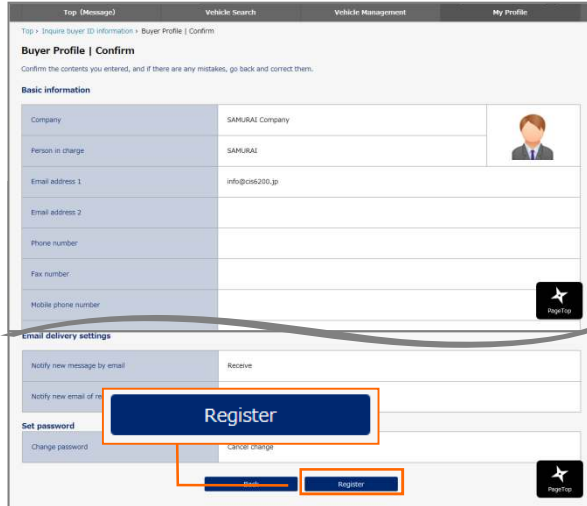③-1) Go to an item to be edited and enter the information.

POINT1

You can register photos.
If you register photos, they will be shown as thumbnail images on buyer and member screens, as well as in messages.

③-2) Click **"Confirm"**.

【 Method of operation Ⅱ 】
　Editing a profile

④	My Profile Edit Confirmation screen

④-1) Confirm your edits and click **"Register "**.

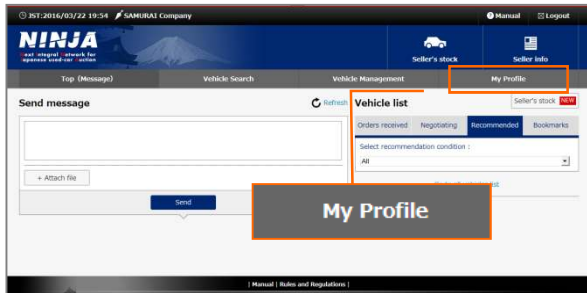④-2) The edit will be complete when " Registered" is shown.

【 Overview 】
You can change your member-issued password if you like.
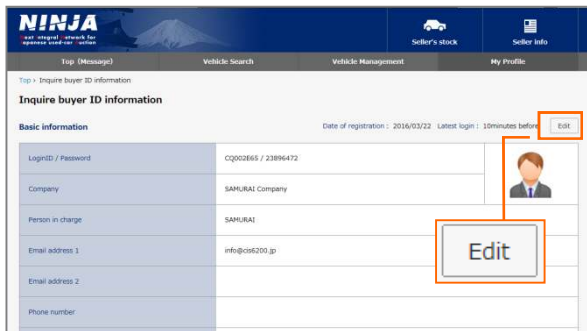
【 Method of operation Ⅰ 】
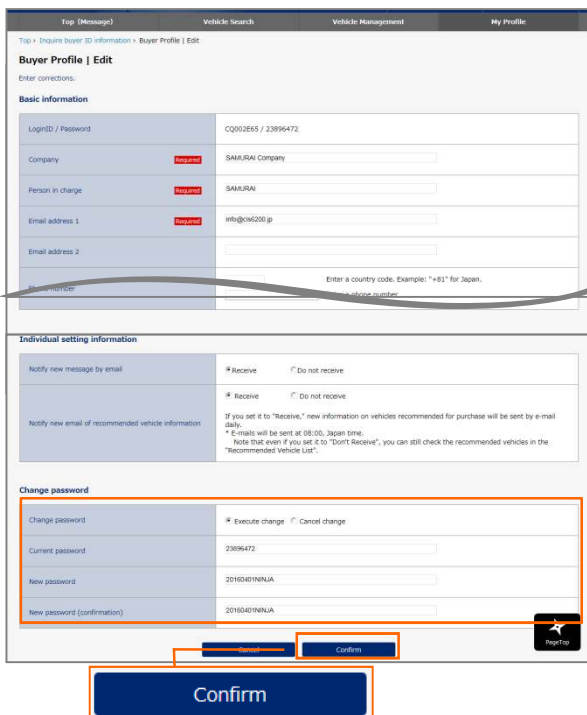### Checking my login password

①	Selecting the My Profile

①-1) Click **"My Profile"**.

②	Displaying the screen to edit "My Profile"

②-1) Click **"Edit"**.

③	Login Password Change Confirmation screen

③-1) Check "Execute change" for "Change password".

③-2) Enter your current password in "Current password".

③-3) Enter your new password in "New password". Enter your new password again in "New password (confirmation)" to confirm.

⊕ **Plus**

Your password can be between 6 and 20 characters long.

③-4) Click **"Confirm"**.

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【 Method of operation Ⅱ 】

Checking my login password

④	Login Password Change Confirmation screen

④-1) Click **"Register"**.

④-2) The edit will be complete when " Registered" is shown.

⚠ **Note**
You cannot change your user ID.

【 Overview 】

You can change the e-mail notification settings you initially made.
There are 2 patterns of notification settings.
Notify new message by email
・・・You will receive an e-mail when a message arrives from a member.
Notify new email of recommended vehicle information
・・・You will receive an e-mail when a vehicle recommended by a member is consigned to an auction.
The notification time is 8:00 a.m. Japan time.

Source address・・・info@ninja-cartrade.jp

Message of Notify new message by email

```
To SAMURAI Company,

A new message has arrived from USS

Log in to NINJA and check it.
URL : https://www..ninja-cartrade.jp/ninja[EOF]
```
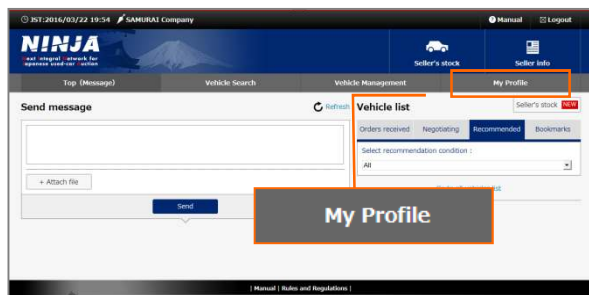
Message of Notify ne7w email of recommended vehicle information

```
To SAMURAI Company,

A new vehicle recommendation has arrived from USS

Log in to NINJA and check it.
URL : https://www.ninja-cartrade.jp/ninja
```
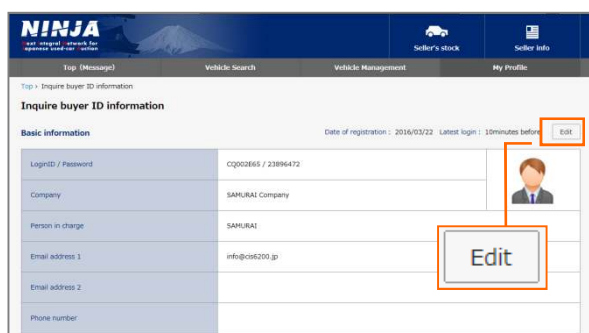
【 Method of operation I 】

Changing the e-mail notification settings

①	Selecting the My Profile

①-1) Click **"My Profile"**.

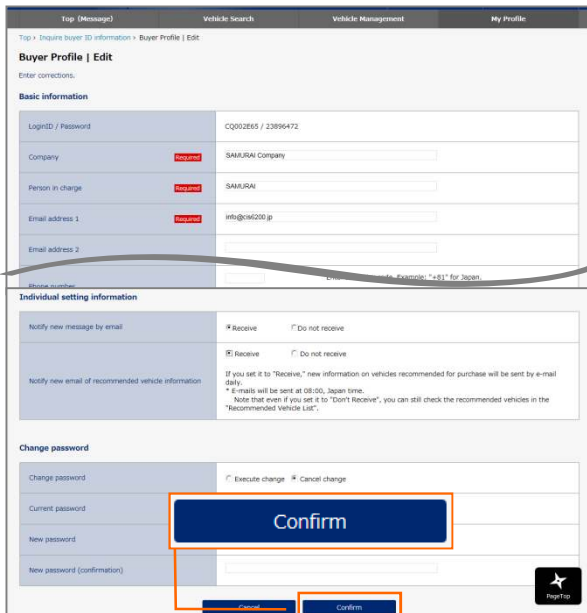| ②	Displaying the screen to edit "My Profile"

②-1) Click **"Edit"**.

【 Method of operation Ⅱ 】
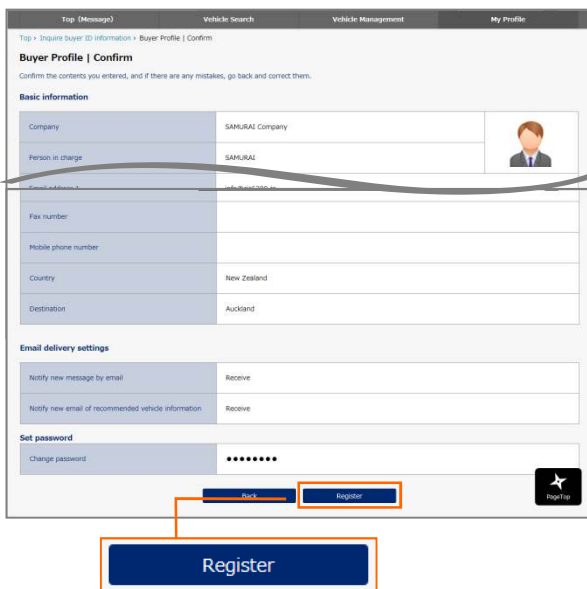
Changing the e-mail notification settings

| ③ | Changing the E-mail Notification Settings screen |

③-1) Change the notification settings for Individual setting information.

③-2) Click **"Confirm"**.

| ④ | E-mail Notification Settings Change Confirmation screen |

④-1) Click **"Register"**.

④-2) The edit will be complete when " Registered" is shown.