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1.0 How to Login

    i.   Go to URL *https://usanitamall.com*
   ii.   Scroll to the bottom and look for "Be a Seller"
  iii.   Click "Apply Now"
  iv.   Fill in the personal information & shop Basic information
   v.   Click "Register Your Shop"
  vi.   Click verification email / key in verification code

Take Note
Seller account is only accessible to manage upon web apps.
Seller account cannot manage shop via mobile apps.

Double check the URL then scroll down

Find "BE A SELLER" then click "Apply Now"

Register Your Shop

Personal Info

Your name *

Name

Your Email *

Email

Your phone number *

+60 ▾   12-345 6789

Your Password *

Password

Repeat Password *

Confirm Password

Fill in personal information
- Name
- Email
- Phone number
- Password

Basic Info

Shop Name *

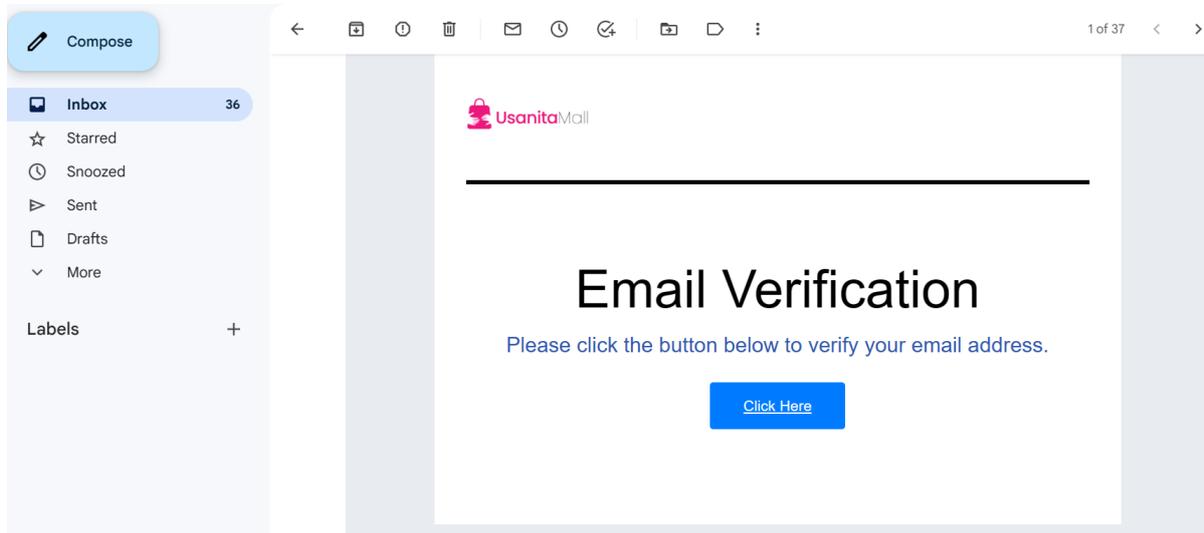LoLok

Address *

Jalan Inovasi 2, Bukit Jalil

Fill in Shop Basic information
- Shop Name
- Shop Address

Click "Register Your Shop"

Register Your Shop

Click Verification Link in email (might be in Inbox or Spam / Junk)

Compose

Inbox   36
Starred
Snoozed
Sent
Drafts
More

Labels +

1 of 37

UsanitaMall

Email Verification

Please click the button below to verify your email address.

Click Here

Seller can only manage shop via this page (only available in web apps but not mobile apps)

Click "Verify"

Shop Verification (Visit Shop)

Verification Info

Field	
Your Name *	Your Name
Shop Name *	Shop Name
Email *	Email
SSM No *	SSM No
Full Address *	Full Address
Phone Number *	Phone Number
SSM Certificates *	Choose File

Fill in Verification information
- Your Name & Shop Name
- Email
- SSM Number & Certificate
- Shop Full Address
- Phone Number

Click "Apply"

Apply

2.0 How to Set Shopping Settings

    i.   Click "Shop Setting" on Dashboard

    ii.   Key in information needed

    iii.   Click "Save"

Continue filling shop basic information
- Shop Logo
- Shop Phone number
- Shop Meta Title & Description

Click "Save"

Upload Shop Banners (optional)

Take Note
Please follow the image size

Fill in Social Media Link (optional)

Click "Save"

3.0 How to Add Products

    i.   Click "Product" on Dashboard
   ii.   Key in information needed
  iii.   Click "Add New Product"
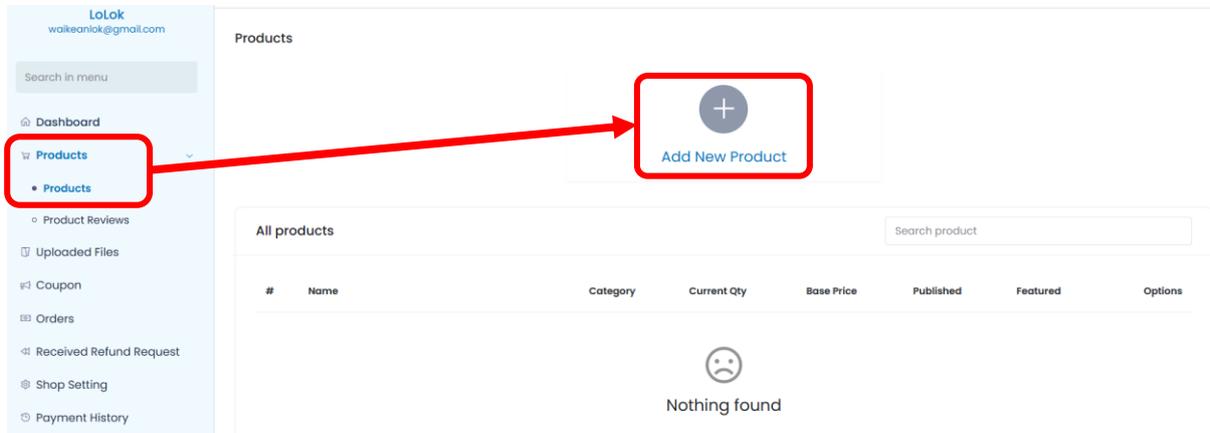
Fill in formation
- Product Name
- Select Category
- Select Brand(optional)
- Unit
- Minimum Purchase Quantity
- Search Tags

Turn on if the product is refundable, otherwise turn it off.

Provide Product Reference (Optional but Recommended)

Take Note
Please follow the correct size for Gallery image & Thumbnail image accordingly or it may lose its shape.

Product Variation

Colors	Nothing selected ⌄		🟢 ➡ Turn on to add variety on product

Attributes	Size ⌄	➡ Attribute can be multi-choices

Choose the attributes of this product and then input values of each attribute

Size	Nothing selected ⌃

Product price + stock

Unit price *

> 0

Discount Date Range

> Select Date

Discount *

> 0

| Flat ⌃ |

Key in price & Quantity

Take Note
Discount can be chosen as flat or %. Put 0 if no discount.

Quantity *

> 0

SKU (e.g Product Numbers)

> SKU (e.g Product Numbers)

External link

> External link

Leave it blank if you do not use external site link

External link button text

> External link button text

Leave it blank if you do not use external site link

Product Description

Description

B U *I* ▤ ☰ ≣ ☰⌄ ✨⌄

A⌄ ▦⌄ 🔗 🖼 ▶▮ ⤢ ↶ ↷

Key in Description by Words or PDF

Take Note
Description will be shown on Product Details on user mobile app.

PDF Specification

PDF Specification   Browse   Choose File

SEO Meta Tags

Meta Title   Meta Title

Description

Meta Image   Browse   Choose File

Product will be displayed on search engine result pages and browser tabs. Example:

Shipping Configuration

Free Shipping   🟢

Flat Rate   ⚪

Is Product Quantity Mulitiply   ⚪

Adjust Product to be Free Shipping or Flat Shipping Cost

Take Note
"Is Product Quantity Multiply" stands for charging multiple shipping fee based on ordered product quantity

Low Stock Quantity Warning

Quantity

1

This will send notification to remind low stock when numbers of stocks is met.

Stock Visibility State

Show Stock Quantity   🟢

Show Stock With Text Only   ⚪

Hide Stock   ⚪

This will determine stock quantity to be viewed on User mobile app.

Turn "Show Stock With Text Only" on if stock quantity is disclosed

Cash on Delivery

Status   🟢

This will determine is Cash on Delivery available or not when User purchase the product
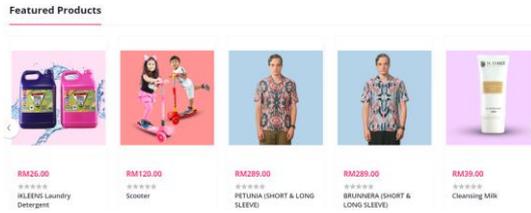
Featured

Status   (toggle off)

Todays Deal

Status   (toggle off)

Flash Deal

Add To Flash

Choose Flash Title ▾

Discount

0

Discount Type

Choose Discount Type ▾

This will determine will the product be shown on User mobile app Dashboard. For example,

Featured Status:

Featured Products

RM26.00	RM120.00	RM289.00	RM289.00	RM39.00
iKLEENS Laundry Detergent	Scooter	PETUNIA (SHORT & LONG SLEEVE)	BRUNNERA (SHORT & LONG SLEEVE)	Cleansing Milk

Todays Deal:

Todays Deal   Hot

RM26.00

RM20.00

Flash Deal:
This will determine is the product to be featured during Flash Sale

Estimate Shipping Time

Shipping Days

Shipping Days	Days

→ Key in Estimate Shipping Days

Vat & TAX

Tax

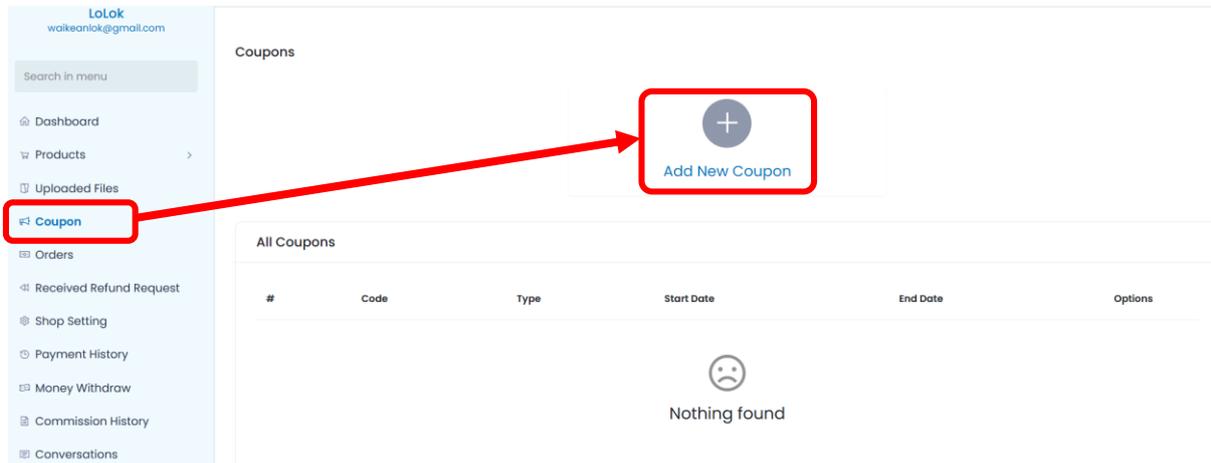| 0	Flat ▾

→ Key in Tax

Take Note
Tax can be calculated by Flat Number or %Percentage.

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4.0 How to Add Coupon

    i.   Click "Coupon" on Dashboard
    ii.   Click "Add New Coupon"
    iii.   Select Coupon Type, "For Products" or "For Total Orders"
    iv.   Key in the needed information
    v.   Click "Save"

Select coupon for "Product" or "Total Orders"

Take Note
- *For Products: the coupon is only available to selected products.*
- *For Total Orders: the coupon is only available when total order number met the requirement.*

4.1 Coupon type: For Products

Coupon Information Adding

Coupon Type	For Products ⌄

Add Your Product Base Coupon

Coupon code	Coupon code
Product	Nothing selected ⌄
Date	02/06/2023 – 02/06/2023
Discount	Discount / Amount ⌃

Save

Key in coupon information
- Coupon Code Name
- Select products for coupon
- Valid coupon date
- Discount value

Take note
Discount can be opted as amount or percentage.

4.2 Coupon type: For Total Orders

Coupon Information Adding

Coupon Type	For Total Orders ⌄

Add Your Cart Base Coupon

Coupon code	Coupon code
Minimum Shopping	Minimum Shopping
Discount	Discount / Amount ⌄
Maximum Discount Amount	Maximum Discount Amount
Date	02/06/2023 – 02/06/2023

Save

Key in coupon information
- Coupon Code Name
- Set minimum shopping order for coupon
- Discount value
- Maximum Discount Value
- Valid Date for Coupon

Take note
Discount can be opted as amount or percentage.

All Coupons

#	Code	Type	Start Date	End Date	Options
1	Lok test 2	Product Base	06-02-2023	07-02-2023	✏ 🗑
2	Lok Test 1	Cart Base	06-02-2023	07-02-2023	✏ 🗑
3	20/1 Test 1	Product Base	20-01-2023	20-01-2023	✏ 🗑
4	20/1 Test 3	Product Base	20-01-2023	20-01-2023	✏ 🗑
5	20/1 Test 2	Cart Base	20-01-2023	20-01-2023	✏ 🗑

Seller can choose to edit or delete the coupons

5.0 How to Check Order

  i.   Click "Order" on Dashboard
  ii. Seller can filter orders by payment status, deliver status & order code.
  iii. Seller can view certain order details or download invoice.
  iv. Seller can change deliver status of the order.
  v.   Seller can provide tracking code for customers for tracking.

Seller can click to view order details or download

Seller can change delivery status & provide tracking code for customer.

6.0 How to Check Refund Request

    i.   Click "Received Refund Request" on Dashboard

    ii.   Click "Show" on the reason column to check refund reason

    iii.   Seller can decide to approve or reject the refund request.

Seller can decide to approve or reject the refund after viewing the reason.

Take Note
The final call on refund request is on Admin.

7.0 How to do Money Withdraw

      i.   Click "Money Withdraw" on Dashboard
      ii.   Click "Send Withdraw Request"
      iii.   Key in the withdraw amount and message
      iv.   Click "Send"

Key in the withdraw amount and message / reason for requesting withdraw.

Click "Send"

Seller waits for the approval for withdraw from admin.

8.0 How to do Check Commission

     i.   Click "Commission History" on Dashboard
     ii.   Seller can filter the commission by date

Take Note

- *Commission is calculated per product, not per Order ID.*

  For example, customer ordered product A & product B in Order ID 001.
  In commission dashboard, it will show 2 same order ID 001 but with different amount of commission.

- *Admin Commission is calculated through the value on Seller Commission on admin page.*

- *Vendor Earning = Total amount – Admin Commission (if no Tax included)*

- *Vendor Earning = Total amount – Admin Commission + Tax (if Tax included)*

- *Customer's refunded item & Customer's applied discount are all deducted in Seller's Pending Balance.*