

1. Shop	pee
1.1	Maintain Cloud Account
1.2	Configure E Commerce Setting
1.3	Account Tab
1.4	Product Tab 12
1.4.	Step to download product list from Shopee
1.4.2	2 Fetch product
1.5	Orders Tab
1.5.	1 Status
1.5.2	2 Fetch Order
1.5.3	B Post Order
1.5.4	Verify Status
1.5.5	5 Order Details
1.5.0	5 Sales Invoice
1.5.7	7 Sales Credit Note
1.5.8	3 Replace
1.5.9	<i>P</i> Print
1.6	Payment Tab
1.6.	Step to download statement from Shopee
1.6.2	2 Posting Payment
1.6.3	3 Withdrawal 38
1.7	FAQ
1.7.	How to do if have multiple location for each store?
1.7.2	2 How to do if i want to split Lazada and Shopee Sales?
1.7.3	B How to handle Serial Number?
1.7.4 Selle	How system handle the situation when Shipping Fees charges higher than er Paid Amount cause escrow amount in negative?
1.7.5 alrea	How to handle the order in Cancelled Status but earlier user in Shipped Status ady posting the Invoice



1. Shopee

1.1 Maintain Cloud Account



1.1.2 Click on NEW

😁 New Tok	en		×
New Tok Description Platform Status	shopee Shop 1 i) Enter Shop name Shopee ii) Select Platform	Active Ba	X Reset we & New Save Close Link
i) Enter D o	scription		

- ii) Select **Platform**
- iii) Click on Link Button



1.1.3 Login Shopee Credential





1.1.4 Click on Confirm Authorization



1.1.5 : Press SAVE

音 Token		_	
Description	Lazada Shop 1	Active 🗸	New Edit -
	Linking Success	,	Save Cance] More ▼ Preglew ▼ Refresh Browse

• Once linking Successful, system will be returned status Linking Success Message.



1.2 Configure E Commerce Setting

1.2.1 GL -> Maintain Account

i) Create Shopee Payment Method



ii) Create Shopee Voucher / Discount Account Under Sales Adjustment

aintain Account							
Description	Code 🗠	Special Type	Tax	Industries Code	Cash Flow Statement	^	N
5% PREFERENCE SHARE CAPITAL	100-002					-	
> RESERVE							6
- SHARE FREMIUM ACCOUNT	100-500	-				-	0
> RETAINED EARNING						-	_
RETAINED EARNING	150-000					-	
> NON-CURRENT LIABILITIES							
- DOWN FROM DIRECTOR	150-500					-	1.00
- DOWN FROM DIRECTOR - KITTEN 1	150-501					-	
LOAN FROM DIRECTOR - KITTEN 2	150-502						
LOAN FROM DIRECTOR - KITTEN 3	150-503					-	
> SALES							
a sales	500-000						h -
SALES ADJUSTMENT						3	
DET DN INWADDS	510-000					-	
DISCOUNT	510-100					-	1
- I VOUCHER	510-200						
COST OF GOODS SOLD							
B STOCKS AT THE BEGINNING OF YEAR	600-000	Opening Stock					
MANUFACTURING	605-000	Manufacturing Control Account					
OPENING STOCK - RAW MATERIAL	605-100	Opening Stock					
- D PURCHASE RAW MATERIAL	605-200	-					
FACTORY OVERHEAD	605-300	-					
CLOSING STOCK	605-900	Closing Stock					Ľ
- DURCHASE	610-000	_					
- I PURCHASE-HANDPHONES	610-0000	-					
PURCHASE-ACCESSORIES	610-1000	-					
PURCHASE-PREPAID	610-2000						
PURCHASE RETURNED	612-000						
PURCHASE RETURNED HANDPHONES	612-0000						
PURCHASE RETURNED-ACCESSORIES	612-1000						
PURCHASE RETURNED-PREPAID	612-2000						
PURCHASE RETURNED-PREPAID GABRIAGE INMARDS	612-2000	-				1	
PURCHASE RETURNED-PREPAID CARRIAGE INWARDS STOYL USS	612-2000 615-000 617-000	-					



iii) Create Shipping and Transaction Fee under Expenses

		Description	Code 🛆	Special Type	Ta×	Industries Code	Cash Flow Statement	1
		STOCK LOSS	617-000					-
		STOCKS AT THE END OF THE YEAR	620-000	Closing Stock				-
÷	6	DTHER INCOME						-
		GAIN ON FOREIGN EXCHANGE	530-000	-				-
		RENTAL	531-000	-				-
	۲	EXTRA ORDINARY INCOME						-
÷	6	EXPENSES						3
		ADVERTISEMENT	901-000					-
		BANK CHARGES	902-000					-
		CONSUMABLE	903-000	-				-
		SALARJES	904-000	-				-
		TRAVELLING EXPENSES	905-000					-
		UPKEEP OF MOTOR VEHICLE	906-000					-
		WATER & ELECTRICITY	907-000	-				-
		EPF - EMPLOYER	908-000	-				-
		SOCSO - EMPLOYER	909-000					-
		TELEPHONE & FAX CHARGES	910-000					-
		I HIRE PURCHASE INTEREST	911-000	-				-
		CLERICAL CHARGES	912-000	-				-
		SALES COMMISSION	913-000	-				-
		OVER TIME	914-000					-
		OFFICE & WAREHOUSE RENTAL	915-000					-
		TOLL, PARKING & FINED	916-000	-				-
		TRAVEL & ACCOMODATION	917-000					1
		DIRECTOR'S REMUNERATION	918-000					1
		PETROL	919-000	-				
		PRINTING	920-000					
		STATIONERY	921-000					
		OFFICE REFRESHMENT	922-000	-				
		IL DEPARTMENTON OF EVED ACCETE	022.000					
		I SHEPPING	924-000					
	Ŀ	TRANSACTION FEE	925-000					
		LOSS ON FOREIGN EXCHANGE	980-000					-
8	6	TAXATION						-

• It is up to company want to create under which category. Some of the Company will create under Cost of Goods Sold.

1.2.2 Customer -> Maintain Customer

😁 м	ain Customer	
Attac	- Maintain Customer - CTOS Read MyKad	New
hments	Company: SHOPEE MOBILE MALAYSIA SDN BHD	Edit 👻
·	GST. No. : Control A/C: 300-000 ▼ Code: 300-50001 Cust. Category: ▼	_elete
		Cancel
	neral Credit Control Note Tax Bank Account	More 🔻
	Branch: + - Branch Name: BILLING Address: LEVEL 25. SOUTHPOINT	Refresh
	MID VALLEY CITY, LINGKARAN SYED PUTRA	Browse
	59200 KUALA LUMPU	•
	Coordinate: 0, 0 Map Direction	
	Attention:	J
	Phone: Mobile: Fax:	
	Emal:	
	Area: 🚥 🔍 🐨 Credit Terms: 30 Days 🔍 🚥 Statement: Open Item 🔍	
	Agent: Aging On: Invoice Date	
	Currency	Close



- 1.2.3 Stock -> Maintain Stock Group Create Lazada Shipping / Transaction / Voucher / Discount Stock Group
 - i) Create Discount Stock Group

😁 м	Maintain Group	
Attachr	Maintain Stock Group	New
nents	Code: DISCOUNT Description: DISCOUNT Costing Method Fixed Costing	Edt V Delete
	GL Account Code :-	Refresh
	Cash Sales Code: Cash Pullicitias	rchase Code:
	S. Return Code: 510-100 V P. Return Balance Sheet Stock: V	m Code:
		Close



ii) Create Voucher Stock Group

😁 Mainta	ain Group			
Attachn	-Maintain Stock	Group		New
iments	Code: Description: Costing Method: <u>GL Account Code</u> Sales Code:	VOUCHER VOUCHER Fixed Costing		Edt Delete Save Cancel Refresh
	Cash Sales Code: S. Return Code: Balance Sheet Stock:	Cash Purchase Code: 510-200 P. Return Code:	× ×	Bi Owice

• Repeat same step to create for Shipping and Transaction Fees Stock Group

1.2.4 Stock -> Stock Item

i) Create Discount Stock Item

🖀 Maintain If	tem								
Attachments	intain Si le: Di cription Di	SCOUNT			5	Serial No.	Stock Contro	<u>ן</u> נ	<u>N</u> ew Edit ≠ Delete
Iter Basi Ref. Ref. She	m Group: DI e UOM UM Cost: Price: If:	SCOUNT	Reorder Le Reorder Q Lead Time: Output Tax:	vel: 0.00 y: 1.00 ↔ c: ♥	Remark 1: Remark 2: Barcode: Tariff: Bal Qty : 0.00		•		Save ▼ Cancel Refresh Browse
	Cust. Price	Supp. Price BC Rate 1.00	DM More Desc. Ref. Cost 0.00	Opn Bal. Categor Ref. Price 0.00	y Alternative Cust. Min Price	Item Supp. Base	Item Barcode Note 2nd UOM: Default UOM : Sales:		
							Purchase:		Close

Note : Unticked Stock Control



ii) Create Voucher Item Code

😁 Ma	aintain Item								
Attachments	Maintain Code: Description:	Stock Iten Voucher Voucher	n			Serial No.	Stock Control 🗹 Active).	New Edit 💌
								J.	<u>Save</u> ▼
	Item Group:	VOUCHER •	Reorder L	evel: 0.00	Remark 1:				<u>C</u> ancel
	Base UOM	UNIT	Reorder (2ty: 1.00	Remark 2:				Refresh
	Ref. Cost:	0.0	DO Lead Time	e; 0 🗘	Barcode:				Browse
	Ref. Price:	0.0	0 Output Ta	ax: 💌	Tariff:		•	,	DIOMSE
	Shelf:		Input Tax	: •	Bal Qty : 0.00				
	UOM Cust. Pri	ce Supp. Price	BOM More Desc	Opn Bal. Categor	y Alternative Cust	. Item Supp	Item Barcode Note		
	+ -						2nd UOM:		
		Rate	Ref. Cost	Ref. Price	Min Price	Base	Defendet 1000 -		
	▶ UNIT	1.00	0.00	0.00			Delaul COM :		
							Sales:		
							Purchase:		
							Stock:		Close

• Repeat same step to create for Shipping and Transaction Fees Item Code



1.3 Account Tab

- 1.3.1 Click on \bigcirc -> Shopee
- 1.3.2 Click on Account Tab -> Double click on your account

😁 Shopee					- 0 ×
Account Product Order Pay	ment				
3 Description	Name	Customer	Payment	Expiry Date	
SHOPEE Shop 1	onlinecaraccessories			15/05/2022 11:16:16	New
					Refresh
		Double Click			

1.3.2.1 Mapping Code

😁 Shopee					- 0 X
Account Product Or	der Payment				
E Description	n Name	Customer	Payment	Expiry Date	Marca
► SHOPEE Shop 1	onlinecaraccessories			15/05/2022 11:16:16	New
		😁 Settings	×		Refresh
		Customer 300-S0	001 i) Customer C	ode	
		Payment 310-00	6 ii) Pay	ment Method	
		Shipping SHIPPI	IG iii) Shipping Ite	m Code	
		Transaction TRANS	ACTION FEE iv) Tra	insaction Item Code	
		Voucher VOUCH	ER v) Voucher Iter	m Code	
		Discount DISCO	JNT vi) Dis	scount Item Code	
		Location	vii) Location	Code	
		Project	viii) Project Code	
			OK Cancel		
			Press OK		



1.3.2.2 Expiry Date

- Is the linking expired with both parties given by Shopee platform for security policy, once expired must relink with Shopee account to fetch the order.

Video Link : <u>https://www.youtube.com/watch?v=B9UmhTYjFHM</u>



1.4 Product Tab

1.4.1 Step to download product list from Shopee

- 1.4.1.1 Navigate to "My Products" under "Product" category.
- 1.4.1.2 Click on "Batch Tools" and select "Mass Update"

S Home > My Pro	oducts	3			Education Hub
Shipment My Shipment New Mass Ship	^	All Live Sold out Violation Delisted			
Shipping Setting		Product Name ~ Input	Category	Choose Category	Ø
Order My Orders Cancellation Return/Refund	^	Stock Input – Input Search Reset	Sales	Input – Input	
Product My Products	^	0 Product (0/1,000)	Optimise your listing	Add a New Product	Batch Tools ∨ III 88
Add New Product Product Violations		Product Name SKU	Variations Price \$	Stock ¢	Mass Update Attributes Tool
Marketing Centre Marketing Centre Shopee Ads	^				
Finance	^				Ð
My Income My Balance Bank Accounts			No Product Found		0
Payment Settings					
∠ Data Business Insights (New Account Health (New)	Â				📑 Chat । प्र

- 1.4.1.3 Click on "Generate" to generate the product list.
- 1.4.1.4 Click on "Download" to get the generated product list.



S Home >	My Products > Ma	ss Update				ф. 	Education Hub
(Mass Update Download Uplo Please select to down Generate Template: Basic Info Generate	load templates below S Sales Info 🔷 Ship	to update your products ping Info ODTS Info	through Microsoft E:	cel.		
	Records Shopee will only keep	your files in the last 3	D days.				
	Date 20/05/2021 09:16	File Type Basic Info	File Name	Processed 1	Action Download	Tips User Guide Learn how to fill and modify product information within Mass update templates. View Template Support: • Microsoft Excel 2007 & higher version Windows PC. • Less then 5Mb per file, XLSX/XLS file.	0
							🖳 Chat 🛛 🖘

You can choose to have Shopee SKU as SQL Item Code by import to SQL, may contact your service agent to assist on this product import.



1.4.2 Fetch product

1.4.2.1 Click on Product Tab -> Click on Fetch Button -> System will return the message when fetching done.

😁 Shop	bee	Step 1								
Accoun	rt Product	er Payment								Step 2
≣□	Verify Status	Item Code	UOM	Name	SKU	Status 🔽	Price	Item ID	^	Product
				NANOMAT Car	nanomatsaga2	NORMAL	139.00	SP753B102291		Fetch
				NANOMAT Car	nanomatiriz20	NORMAL	139.00	SP7438110459		
				NANOMAT Car	nanomaterv20	NORMAL	205.00	SP7238078558		Post
				NANOMAT Car	nanomatjazz2	NORMAL	175.00	SP6938083425		
				NANOMAT Car	nanomatcity2	NORMAL	175.00	SP6738080150		Filter
				NANOMAT Car	nanomatcx-52	NORMAL	205.00	SP6638084055		LISTED ~
				NANOMAT Car	nanomatvios2	NORMAL	175.00	SP6637728674		
				NANOMAT Car	nanomatrush2	NORMAL	205.00	SP6538076379		_
			SQL Ac	count Enterprise I	Edition - Testing	Company - Shop	05.00 × 05.00	SP18682481489		
							75.00	SP18682481490		
			Fetchi	ng done			05.00	SP18682481491		
							05.00	SP18682481492		,
							OK 75.00	SP18682481493		
							75.00	SP18682481494		
				NANOMAT Car	nanomatbrv20	MODEL_NORM	175.00	SP18682481495		
				NANOMAT Car	nanomatcivic2	MODEL_NORM	205.00	SP18682481496		
				NANOMAT Car	nanomatjazz2	MODEL_NORM	175.00	SP18682481497		
				NANOMAT Car	nanomatcx-52	MODEL_NORM	205.00	SP18682481498		
				NANOMAT Car	nanomatalmer	MODEL_NORM	155.00	SP18682481499		
				NANOMAT Car	nanomataxia2	MODEL_NORM	139.00	SP18682481500		
				NANOMAT Car	nanomatbezza	MODEL_NORM	139.00	SP18682481501		
				NANOMAT Car	nanomatmyvi	MODEL_NORM	155.00	SP18682481502		
				NANOMAT Car	nanomatalza2	MODEL_NORM	155.00	SP18682481503		
				NANOMAT Car	nanomataruz2	MODEL_NORM	205.00	SP18682481504		
				NANOMAT Car	nanomatsaga2	MODEL_NORM	139.00	SP18682481505	\sim	Batch Unlink

1.4.2.2 Verify Status: Exist in Stock Item are meaning SQL and Seller SKU are having the same Item Code.



ount Product Order	SQL Item Code			Seller Item Code			Shopee Auto ID		
Verify Status ⊽	Item Code	UOM	Name	SKU	Status 🔽	Price	Item ID	^	Product
Exists in stock item 88	31shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	881shopeevrt	MODEL_NOR	99.00	SP13426890862		Fetch
Exists in stock item 90	05shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	9005shopeevrt	MODEL_NOR	99.00	SP13426890863		
Exists in stock item 90	06shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	9006shopeevrt	MODEL_NOR	99.00	SP13426890864		Post
Exists in stock item h3	Bshopee	UNIT	LED Car Headlight 6500K H3	h3shopee	NORMAL	99.00	SP2019003432		
Exists in stock item 88	31shopee	UNIT	LED Car Headlight 6500K 881	881shopee	NORMAL	99.00	SP2018975174	1	Filter
Exists in stock item 90	006shopee	UNIT	LED Car Headlight 6500K 9006	9006shopee	NORMAL	99.00	SP2008025867	1	LISTED
Exists in stock item h1	1shopee	UNIT	LED Car Headlight 6500K H1	h1shopee	NORMAL	99.00	SP2007972952		
Exists in stock item h7	7shopee	UNIT	LED Car Headlight 6500K H7	h7shopee	NORMAL	99.00	SP2007937222		
Exists in stock item h1	11shopee	UNIT	LED Car Headlight 6500K H11	h11shopee	NORMAL	99.00	SP2007879278		
Exists in stock item h4	1shopee	UNIT	LED Car Headlight 6500K H4	h4shopee	NORMAL	119.00	SP2007843934		
Exists in stock item air	freshener(mix)	UNIT	3x (Mix) Eikhosha Air Spencer A	airfreshener(mix) ×3	NORMAL	65.00	SP1865083630		
Exists in stock item pir	nkshowera4205	UNIT	3x Eikhosha Air Spencer A42 Pi	pinkshowera420590	NORMAL	65.00	SP1864597059	1 Ir	i i i i i i i i i i i i i i i i i i i
Exists in stock item pir	nkshowera4205	UNIT	Eikhosha Air Spencer A42 Pink	pinkshowera420590	NORMAL	22.00	SP1864359751		1
Exists in stock item gr	eenbreezea150	UNIT	Elkhosha Air Spencer A15 Gree	greenbreezea15059	NORMAL	22.00	SP1864465979		1
Exists in stock item ho	ndacity2014ar	UNIT	Honda City 2014 9 USB Double	hondacity2014ar(old)	NORMAL	41.50	SP2231563998		1
Exists in stock item pe	roduamyvi201	UNIT	Perodua Myvi 2017 9 USB Dou	peroduamyvi2017ar	NORMAL	41.50	SP5103190519		1
Exists in stock item ho	ondajazz2014-2	UNIT	Honda Jazz 2014-2018 ABS Hig	hondajazz2014-201	NORMAL	30.00	SP2225753543	1 :	>
Exists in stock item inis	ssanx-trail2015	UNIT	Nissan X-Trail 2015 ABS High Q	nissanx-trail2015bts	NORMAL	36.00	SP2225680681		1
Exists in stock item ho	ndabrv2017bt	UNIT	Honda BRV / BR-V 2017 ABS HL	hondabrv2017btsho	NORMAL	34.50	SP2226174937		1
Exists in stock item ho	ndahr∨wt	UNIT	Honda HRV Window Trim Stainl	hondahrvwt	NORMAL	33.00	SP2677418635		1
Exists in stock item ho	ondacivic2012wt	UNIT	Honda Civic 2012 Window Trim	hondacivic2012wt	NORMAL	33.00	SP2677446079		1
Exists in stock item ax	iawt	UNIT	Perodua Axia Window Trim Stai	axiawt	NORMAL	33.00	SP2411240810		
Exists in stock item to	yotavios2013wt	UNIT	Toyota Vios 2013 Window Trim	toyotavios2013wt	NORMAL	33.00	SP2677516688		
Exists in stock item er	tigawt	UNIT	Proton Ertiga Window Trim Stal	ertigawt	NORMAL	33.00	SP2665697986		
Exists in stock item ho	ondajazz2014-2	UNIT	Honda Jazz 2014-2017 Windo	hondajazz2014-201	NORMAL	33.00	SP2671163044		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250063		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250069		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250070		
			SD Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250075		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250079		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250082		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250084		
			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP30761652557		

If you decide to use the same item code as Seller Sku, ticked on select All records -> press on Post button for the first time so system will remember the settings.

Step 1										- 0	
Acc t Product Orde	er Payment										
Verify Status 🗸	Item Code	UOM	Name	SKU	Status 🝸	Price	Item ID	^	Pr	Step 2	
• 🖂 Exists in stock item	881shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	881shopeevrt	MODEL_NOR	99.00	SP13426890862		_	F 5h	
• 🔽 Exists in stock item	9005shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	9005shopeevrt	MODEL_NOR	99.00	SP13426890863				_
• 🔽 Exists in stock item	9006shopeevrt	UNIT	LED Car Headlight 6500K H4/ H	9006shopeevrt	MODEL_NOR	99.00	SP13426890864			Post	
• 🗹 Exists in stock item	h3shopee	UNIT	LED Car Headlight 6500K H3	h3shopee	NORMAL	99.00	SP2019003432				_
• 🗹 Exists in stock item	881shopee	UNIT	LED Car Headlight 6500K 881	881shopee	NORMAL	99.00	SP2018975174		Fiter		
• 🗹 Exists in stock item	9006shopee	UNIT	LED Car Headlight 6500K 9006	9006shopee	NORMAL	99.00	SP2008025867		LISTE	Ð	\sim
• 🗹 Exists in stock item	h1shopee	UNIT	LED Car Headlight 6500K H1	h1shopee	NORMAL	99.00	SP2007972952				
• 🔽 Exists in stock item	n h7shopee	UNIT	LED Car Headlight 6500K H7	h7shopee	NORMAL	99.00	SP2007937222				
• 🗹 Exists in stock item	h11shopee	UNIT	LED Car Headlight 6500K H11	h11shopee	NORMAL	99.00	SP2007879278				
• 🗹 Exists in stock item	h4shopee	UNIT	LED Car Headlight 6500K H4	h4shopee	NORMAL	119.00	SP2007843934				
• 🗹 Exists in stock item	airfreshener(mi×)	UNIT	3x (Mx) Elkhosha Air Spencer A	airfreshener(mix) ×3	NORMAL	65.00	SP1865083630				
• 🗹 Exists in stock item	pinkshowera4205	. UNIT	3x Eikhosha Air Spencer A42 Pi	pinkshowera420590	NORMAL	65.00	SP1864597059				
• 🔽 Exists in stock item	pinkshowera4205	. UNIT	Eikhosha Air Spencer A42 Pink	pinkshowera420590	NORMAL	22.00	SP1864359751				
• 🔽 Exists in stock item	greenbreezea150	UNIT	Elkhosha Air Spencer A15 Gree	greenbreezea15059	NORMAL	22.00	SP1864465979				
• 🔽 Exists in stock item	hondacity2014ar	UNIT	Honda City 2014 9 USB Double	hondacity2014ar(old)	NORMAL	41.50	SP2231563998				
• 🔽 Exists in stock item	n peroduamyvi201	UNIT	Perodua Myvi 2017 9 USB Dou	peroduamyvi2017ar	NORMAL	41.50	SP5103190519				
• 🔽 Exists in stock item	hondajazz2014-2	UNIT	Honda Jazz 2014-2018 ABS Hig	hondajazz2014-201	NORMAL	30.00	SP2225753543		>		
• 🗹 Exists in stock item	nissanx-trail2015	UNIT	Nissan X-Trail 2015 ABS High Q	nissanx-trail2015bts	NORMAL	36.00	SP2225680681				
• 🔽 Exists in stock item	hondabry2017bt	UNIT	Honda BRV / BR-V 2017 ABS HL	hondabrv2017btsho	NORMAL	34.50	SP2226174937				
• 🔽 Exists in stock item	hondahrvwt	UNIT	Honda HRV Window Trim Stainl	hondahrvwt	NORMAL	33.00	SP2677418635				
• 🔽 Exists in stock item	hondacivic2012wt	UNIT	Honda Civic 2012 Window Trim	hondacivic2012wt	NORMAL	33.00	SP2677446079				
• 🔽 Exists in stock item	n axiawt	UNIT	Perodua Axia Window Trim Stai	axiawt	NORMAL	33.00	SP2411240810				
• 🔽 Exists in stock item	toyotavios2013wt	UNIT	Toyota Vios 2013 Window Trim	toyotavios2013wt	NORMAL	33.00	SP2677516688				
• 🔽 Exists in stock item	n ertigawt	UNIT	Proton Ertiga Window Trim Stal	ertigawt	NORMAL	33.00	SP2665697986				
• 🔽 Exists in stock item	hondajazz2014-2	UNIT	Honda Jazz 2014-2017 Windo	hondajazz2014-201	NORMAL	33.00	SP2671163044				
»√			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250063				
• 🗸			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250069				
• 🗸			5D Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250070				
• 🔽			5D Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250075				
• 🗸			5D Carpet Perodua, Proton, Ho		MODEL_NOR	65.70	SP21686250079				
• 🔽			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250082				
• 🔽			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP21686250084				
• 🔽			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP30761652557				
• 🔽			5D Carpet Perodua, Proton, Ho		MODEL_NOR	49.70	SP30761652559	- U	F	Batch Unlin	rk



1.4.2.3 Verified Status: Success when posting done

Success aimera2011mugen UNIT Nasan Almera 2011-2020 Door Visor almera2011mugen LZ521860464_MY-1015696201 28.00 Success akanugentazada UNIT Perodua Aiza Door Visor BCM Air Press akaalcm L2450633902_MY-684706999 49.60 Success aramugentazada UNIT Neson Alman Pressia Alamugentazada L2595092597_MY-1001762333 23.30 Success aramudatazada UNIT Neson Almar Arm Rest 7 USB Adjusta arawalazada L2595138073_MY-1205402569 55.00 Success arawalazada UNIT Perodua Axua Arm Rest 7 USB Adjusta arawalazada L2595138013_MY-1205402686 55.00 Success arbm-valazada UNIT Honda RR-V Arm Rest 7 USB Adjusta arawalazada L2595138013_MY-1205902686 55.00 Success arbm-valazada UNIT Honda RR-V Arm Rest 7 USB Adjusta arcv/sazada L2595305133_MY-120790014 55.00 Success artizazda UNIT Proton Exora Arm Rest 7 USB Adjusta arcv/sazada L259530526_MY-120591031 55.00 Success artizazada UNIT Proton Exo	Verify Stat.	is Item Code 🛛 🛆	UOM	Name	Seller SKU	Shop SKU	Price		Product
Success aza8cm UNT Perodua Alza Door Visor 8CM Air Press alza8cm L2450630902_MY-684706999 49.60 Success azamugerlazada UNT Perodua Alza Door Visor Mugen Air Press alzamugerlazada L250762423_MY-1010762333 23.90 Success aralmeralazada UNT Nissan Almera Arm Rest 7 USB Adjusta aranzulazada L259571897_MY-12081288311 55.00 Success aradiazada UNT Perodua Arm Rest 7 USB Adjusta araukazada L259513650_MY-1205452569 55.00 Success arabrazada UNT Perodua Atm Rest 7 USB Adjusta araukazada L259513650_MY-1205452569 55.00 Success arbr-vazada UNT Honda Berza Arm Rest 7 USB Adjusta araukazada L259582857_MY-1205902662 55.00 Success artr/lasada UNT Honda Berza Arm Rest 7 USB Adjusta arcr/lasada L2595806642_MY-12079692592 55.00 Success artr/lasada UNT Honda Berza Arm Rest 7 USB Adjusta artr/lasada L2595516052_MY-1205746900 55.00 Success artr/lazada UNT Proton Irz Arm Rest 7 USB Adjusta artr/lazada L2595516052_MY-120776453 <t< td=""><td>Success</td><td>almera2011mugen</td><td>UNIT</td><td>Nissan Almera 2011-2020 Door Visor</td><td>almera2011mugen</td><td>LZ521860464_MY-1015696201</td><td>28.00</td><td></td><td>Fetc</td></t<>	Success	almera2011mugen	UNIT	Nissan Almera 2011-2020 Door Visor	almera2011mugen	LZ521860464_MY-1015696201	28.00		Fetc
Success akamugenizzada UNT Perodua Alza Door Vitor Mugen Air Press akamugenizzada L250762423_MY-1010762333 23.90 Success araimerakazda UNT Nissan Aimera Arm Rest 7 USB Adjusta araimerakazda L259592057_MY-1208128831 55.00 Success araudzazda UNT Perodua Anuz Arm Rest 7 USB Adjusta araudzazda L259592057_MY-120812862 55.00 Success arbczałazda UNT Perodua Anuz Arm Rest 7 USB Adjusta araudzada L2595138013_MY-1205002665 55.00 Success arbczałazda UNT Perodua Aka Arm Rest 7 USB Adjusta araudzada L2595138020_MY-1205902662 55.00 Success arbczałazda UNT Honda BR-V Arm Rest 7 USB Adjusta arbczałazda L2595188296_MY-120590104 55.00 Success arctorlazada UNT Proton Exora Arm Rest 7 USB Adjusta arbczałazda L2595180264_MY-1205910341 55.00 Success arctorlazada UNT Proton Exora Arm Rest 7 USB Adjusta arbczałazda L259518052_MY-1205142064 55.00 Success argrasona16azada UNT P	Success	alzaBcm	UNIT	Perodua Alza Door Visor BCM Air Press	alza8cm	LZ450630902_MY-684706999	49.60		
Success animerakazada UNT Nissan Almera Arm Rest 7 USB Adjusta animerakazada LZ595921937_MY-1208128831 55.00 Success araudazada UNT Perodua Aruz Arm Rest 7 USB Adjusta anzukazada LZ595218367_MY-1205422659 55.00 Success araudazada UNT Perodua Aruz Arm Rest 7 USB Adjusta anzukazada LZ595178180_LMY-1205302662 55.00 Success arbc-viazada UNT Perodua Aruz Arm Rest 7 USB Adjusta arbc-viazada LZ595181284_UNT-1205302662 55.00 Success arbc-viazada UNT Honda RE-V Arm Rest 7 USB Adjusta arbc-viazada LZ595812840_UNT-1205910341 55.00 Success arroxity14-19kazada UNT Proton Exora Arm Rest 7 USB Adjusta arcviroxirazada LZ595305625_MY-120510314 55.00 Success arroxity14-19kazada UNT Proton Exora Arm Rest 7 USB Adjusta arzviroxirazada LZ59530562651_MY-120510314 55.00 Success arroxity14-19kazada UNT Proton Exora Arm Rest 7 USB. Adjusta arzviroxirazada LZ59510135_MY-120510204 55.00 Success arroxity14-19kazada UNT Perodua Myd 17-19 Arm Rest 7 USB. Adjusta	Success	alzamugenlazada	UNIT	Perodua Alza Door Visor Mugen Air Press	alzamugeniazada	LZ520762423_MY-1010762333	23.90		Pos
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Success argaz14-19/azada UNIT Honda Jazz 14-19 Arm Rest 7 USB Ad argaz14-19/azada LZ5955608642_MY-1207776453 55.00 Success armyv105-16/azada UNIT Perodua Myv1 05-16 Arm Rest 7 USB armyv107-19/azada LZ5955100526_MY-1205126652 55.00 Success armyv17-19/azada UNIT Perodua Myv1 05-16 Arm Rest 7 USB armyv17-19/azada LZ5955100526_MY-1205286652 55.00 Success argag16-19/azada UNIT Perodua Myv1 7-19 Arm Rest 7 USB argsorona16/azada LZ5955208593_MY-1205280652 55.00 Success arsaga16-19/azada UNIT Proton Pasona 2016 Arm Rest 7 USB arsaga16-19/azada LZ5955208593_MY-1205692123 55.00 Success arsaga16-19/azada UNIT Proton Saga 16-19 Arm Rest 7 USB argagabim06-15/a LZ59520859_MY-1205692123 55.00 Success aruz10cmiazada UNIT Proton Saga 16-19 Arm Rest 7 USB argagabim06-15/a LZ5952708569_MY-1205692123 55.00 Success aruz10cmiazada UNIT Produa Aruz Door Visor ROM Air Press aruz10cmiazada LZ5952704550_MY-1205692123 55.00 </td <td>Success</td> <td>aririzlazada</td> <td>UNIT</td> <td>Proton Iriz Arm Rest 7 USB Adjustable</td> <td>aririzlazada</td> <td>LZ595354024_MY-1205746900</td> <td>55.00</td> <td></td> <td></td>	Success	aririzlazada	UNIT	Proton Iriz Arm Rest 7 USB Adjustable	aririzlazada	LZ595354024_MY-1205746900	55.00		
Success armyN05-16lazada UNIT Perodua MyN 05-16 Arm Rest 7 USB armyN05-16lazada LZ595100526_MY-1205142064 S5.00 Success armyN17-19lazada UNIT Perodua MyN 17-19 Arm Rest 7 USB armyN17-19lazada LZ59510555_MY-1205142064 S5.00 Success appersona16lazada UNIT Perodua MyN 17-19 Arm Rest 7 USB arpersona16lazada LZ595208931_MY-1205780200 S5.00 Success aragala16-19kazada UNIT Proton Saga 16-19 Arm Rest 7 USB aragala16-19kazada LZ595268931_MY-120580203 S5.00 Success aragala16-19kazada UNIT Proton Saga 16-19 Arm Rest 7 USB aragala16-19kazada LZ59520895_MY-120560213 S5.00 Success aragala16-19kazada UNIT Produa Aruz Door Visor 10CM Ar Press aruz10cmlazada LZ505738568_MY-955996081 39.00 Success aruzmugenlazada UNIT Perodua Aruz Door Visor 10CM Air Press aruzmugenlazada LZ505759402_MY-950658932 36.00 Success arusmugenlazada UNIT Perodua Aruz Door Visor 00CM Air Press arusmugenlazada LZ505759402_MY-950658932 36.00 Success<	Success	arjazz 14-19lazada	UNIT	Honda Jazz 14-19 Arm Rest 7 USB Ad	arjazz14-19lazada	LZ595868642_MY-1207776453	55.00		
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Success aruzBcmlazada UNIT Perodua Aruz Door Visor BCM Air Press aruzBcmlazada LZ522214653_MY-1017240084 49.60 Success aruzmugeritazada UNIT Perodua Aruz Door Visor Mugen Air Pr aruzmugeritazada LZ505750402_MY-35605092 36.00 Success arviso1418lazada UNIT Toyota Ylos 2014-2018 Arm Rest 7 U arviso1418lazada LZ155106060_MY-4227644245 55.00 Success avai80m UNIT Perodua Avia Door Visor 8CM Air Press avaiaRum LZ450930205_MY-684690115 49.60 Success avaimugen UNIT Perodua Avia Door Visor 8CM Air Press avaimugen LZ466150800_MY-4326640538 27.00	Success	aruz 10cm lazada	UNIT	Perodua Aruz Door Visor 10CM Air Press	aruz 10cmlazada	LZ505738568_MY-955996081	39.00		
Success anizmugenlazada UNIT Perodua Aruz Door Visor Mugen Air Pr anizmugenlazada L2505750402_MV-956058092 36.00 Success arvlos1418lazada UNIT Toyota Visor 2014-2018 Arm Rest 7 U arvlos1418lazada L2155100660_MV-4227644245 55.00 Success axia8cm UNIT Perodua Axia Door Visor 8CM Ar Press axia8cm L2450510050_MV-6364690115 49.60 Success axiamugen UNIT Perodua Axia Door Visor 8CM Ar Press axiamugen L2466150800_MV-636680538 27.00	Success	aruzBcmlazada	UNIT	Perodua Aruz Door Visor BCM Air Press	aruz8cmlazada	LZ522214653_MY-1017240084	49.60		
Success arvios1418/azada UNIT Toyota Vios 2014-2018 Arm Rest 7 U arvios1418/azada LZ1356100660_MY-4227644245 55.00 Success axia8cm UNIT Perodua Axia Door Visor 8CM Air Press axia8cm LZ450932025_MY-684690115 49.60 Success axiamugen UNIT Perodua Axia Door Visor Mugen Air Pr axiamugen LZ466150800_MY-836680638 27.00	Success	aruzmugenlazada	UNIT	Perodua Aruz Door Visor Mugen Air Pr	aruzmugenlazada	LZ505750402_MY-956058092	36.00		
Success axia8cm UNIT Perodua Axia Door Visor 8CM Air Press axia8cm LZ450932025_MY-684690115 49.60 Success axiamugen UNIT Perodua Axia Door Visor Mugen Air Pr axiamugen LZ466150800_MY-836680638 27.00	Success	arvios 14 18 lazada	UNIT	Toyota Vios 2014-2018 Arm Rest 7 U	arvios1418lazada	LZ1356100660_MY-4227644245	55.00		
Success axiamugen UNIT Perodua Axia Door Visor Mugen Air Pr axiamugen LZ486150800_MY-836680638 27.00	Success	axia⊜cm	UNIT	Perodua Axia Door Visor BCM Air Press	axiaBcm	LZ450932025_MY-684690115	49.60		
	Success	axiamugen	UNIT	Perodua Axia Door Visor Mugen Air Pr	axiamugen	LZ486150800_MY-836680638	27.00		
	Success	bezzamucieniazada	UNIT	Perodua Bezza Door Visor Mugen Air P	hezzamu nenlazada	L7520794222_MV-1010730660	23.90	~	Batch U

Note: Once you post successful, system will keep the Shop SKU in Stock Item as Alternative Item

Atta	aintain Item	Stock Item								<u>N</u> ew
chmen	Code:	almera2011mugen				📃 Serial N	io. 🗹 Stock Contr	ol 🗹 Active):	Edit 👻
5 :	Description:	Nissan Almera 2011-203	20 Door Visor	Mugen Air Press] [-	Delete
									J	Save -
	Item Group	DEFAULT 🔻 …	Reorder Lev	/el: 0.00	Remark 1:] [<u>C</u> ancel
	Base UOM	UNIT	Reorder Qty	/: 1.00	Remark 2:] []	Refresh
	Ref. Cost:	0.00	Lead Time:	0	Barcode:					Browse
	Ref. Price:	28.00	Output Tax		Tariff:		•		>	
	Shelf:		Input Tax:	•	Bal Qty :	0.00			-	
	UOM Cust. Pr	rice Supp. Price BOM	More Desc.	Opn Bal. Categor	Alternative	Cust. Item	Supp. Item Barco	de Note		
	+ -									
	3	Alternative Item Code		Description		UOM	Ref. Cost	Ref. Price		
	▶LZ52186046	4_MY-1015696201			UNIT		0.00	28.00	3.	
									-	
	Count = 1									
	Count = 1									Close



1.4.2.4 You can still manually do the mapping on the item code (system will auto ticked the record you have change the item code), once done all, click on POST button.

🔁 Sho	pee											
Accou	nt Product Order	Payment										
1	Verify Status 🛛 🗸	Item Code	UOM	Name			sku	Status 🔽	Price	Item ID	^	Product
	Success	h1shopee	UNIT	LED Car Headlight 6	500K H1	h1shope	;	NORMAL	99.00	SP2007972952		Fetch
	Success	∃ Code	De	scription	Descript	ion 2	Qty 🔨	NORMAL	99.00	SP2007937222		
	Success	5dalmerashopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	99.00	SP2007879278		Post
	Success	5dalmerashopeesingle	5D Carpet Niss	an Almera 5D Car M			0.00	NORMAL	119.00	SP2007843934		
	Success	5dalzashopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	65.00	SP1865083630		Hitter
	Success	5dalzashopeesingle	5D Carpet Per	odua Alza 5D Car Ma			0.00	NORMAL	65.00	SP1864597059		LIS Step 2
	Success	5daruzshopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	22.00	SP1864359751		
	Success	5daruzshopeesingle	5D Carpet Per	odua Aruz 5D Car M			0.00	NORMAL	22.00	SP1864465979		
	Success	5daxiashopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	41.50	SP2231563998		
	Success	5daxiashopeeb	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	41.50	SP5103190519		
	Success	5daxiashopeesingle	5D Carpet Per	odua Axia 5D Car Ma			0.00	NORMAL	30.00	SP2225753543		
	Success	5daxiashopeesingleb	5D Carpet Per	odua Axia 5D Car Ma			0.00	NORMAL	36.00	SP2225680681		1
	Success	5dbezzashopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	34.50	SP2226174937		
	Success	5dbezzashopeeb	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	33.00	SP2677418635		
	Success	5dbezzashopeesingle	5D Carpet Per	odua Bezza 5D Car N			0.00	NORMAL	33.00	SP2677446079		
	Success	5dbezzashopeesingleb	5D Carpet Per	odua Bezza 5D Car N			0.00	NORMAL	33.00	SP2411240810		
	Success	5dblmflftxshopee	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	33.00	SP2677516688		>
	Success	5dblmflftxshopeeb	5D Carpet Per	odua, Proton, Honda			0.00	NORMAL	33.00	SP2665697986		
	Success	C-1-22040-1	CD Comet Des	adar Carbon Hand				NORMAL	33.00	SP2671163044		
• 🗹		440					~	MODEL_NO	49.70	SP21686250063		
• 🗸			-		A=a -A-	Fetch	All New	MODEL_NO	49.70	SP21686250069		
		· · · · · · · · · · · · · · · · · · ·		5D Carpet Perodua	Proton,			MODEL_NO	65.70	SP21686250070		
			4	5D Carpet Perodua	Proton,			MODEL_NO	65.70	SP21686250075		
			<u>,</u>	5D Carpet Perodua	Proton,			MODEL_NO	65.70	SP21686250079		
		Step		5D Carpet Perodua	Proton,			MODEL_NO	49.70	SP21686250082		
				5D Carpet Perodua	Proton,			MODEL_NO	49.70	SP21686250084		
				5D Carpet Perodua	Proton,			MODEL_NO	49.70	SP30761652557		
				5D Carpet Perodua	Proton,			MODEL_NO	49.70	SP30761652559		
				5D Carpet Perodua,	Proton,			MODEL_NO	49.70	SP30761652560		
				5D Carpet Perodua	Proton,			MODEL_NO	65.70	SP30761652562		-
				5D Carpet Perodua	Proton,			MODEL_NO	49.70	SP30761652566		

Video Link : https://www.youtube.com/watch?v=B9UmhTYjFHM



1.5 Orders Tab

- Click on Orders Tab



1.5.1 Status



Status	Posting to Sales Invoice	Posting to Sales Credit Note
Unpaid	×	×
To Ship	×	×
Shipped	\checkmark	×
Delivered	\checkmark	×
Completed	\checkmark	√ (when Return Refund Amt <> 0)
In Cancel	×	×
Cancelled	×	×
To Return	×	×

Remark: Each order number will be posted once. You can delete the Invoice if you want to repost.



1.5.2 Fetch Order

1.5.2.1 Select Date Range -> Click on Refresh Order

🗃 Shopee			
Account Product Order Payment			
Unpaid (0)	Shipped Delvered Con	npleted (0)	eled To Return Step 1
I Verify Status Days From Order No	Voucher Discount Total Amount	t Escrow Amo Rebate Ship Item Co	unt Date
	<no data="" display="" to=""></no>		From 01 May 2021 ~ To 31 May 2021 ~ Orders Refresh Orders
	~		Invoice Step 2
∃ Item Code UOM Item N	lame Variation Name Original P	rice Discounted Price Qty	Print Search By Item Code

Please be patient, system is on the way to fetch the order from Shopee

🖀 Shopee	
Account Product Order Payment	
Linead To Enc.	To Beltino
$\begin{array}{c} (0) \\$	(0)
Sul Account x tem Count tem Count tem Count Close	Date From 01 May 2021 ~ To 31 May 2021 ~ Orders Refresh Orders
· · · · · · · · · · · · · · · · · · ·	Invoice
E Item Code UOM Item Name Variation Name Original Price Discounted Price Qty	Post
	Print
<no data="" display="" to=""></no>	Search By Item Code



Sho	pee									
ccour	nt Product C	order Payment								
								$\textcircled{\begin{tabular}{ c c c c } \hline \hline & \hline \hline & \hline \\ \hline & \hline & \hline \\ \hline & \hline & \hline \\ \hline \\$		
	Unpaid (6)	10 (1	snp 133)	(71)	(34)	(396)	In Cancel (0)	(74)	(0)	
	Venfy Status	Days From 0 days ago 0 days ago 0 days ago 0 days ago 1 days ago 1 days ago	Order No 21051658D 21051655U 210516RP3 210516Q4Q 210515PQ5 210515P1J	Voucher SQL A Feto	Discount To	tal Amount Escrow A	mo Rebate Ship an colored and colore	Item Count	Date From 01 May 20 To 31 May 20 Orders Refresh 0	n 021 ~ 021 ~
					~				Invoice	
Ē	Item Code	UOM	Iten	Name N	/ariation Name	Original Price Di	iscounted Price	Qty	Pos Prin	t t
				<nc< td=""><td>o data to display></td><td></td><td></td><td></td><td>Search by Iter</td><td>T CODE ▼</td></nc<>	o data to display>				Search by Iter	T CODE ▼

1.5.3 Post Order

1.5.3.1 Click on the status you want to post the order, let us take an example on Completed Status -> Ticked all -> Click on Post

Shopee						Step 1			
ccount Product	Order Paymer			1				Ø	
Step 2 Unpaid	i T (o Ship 133)	Shipped (71)	Delivere (34)	d Cor	npleted 396)	In Cancel (0)	Cancel (74)	iled To Return) (0)
Verify Status	Days From	Order No	Voucher	Discount	Total Amount	Escrow Am	Rebate Ship	Item Count	^ B.t.
	15 days ago	210501FE0	0.00	0.00	20,90	19.57	4.66	1	Erom
	15 days ago	210501F8X	0.00	0.00	28.16	21.90	0.00	1	01 May 2021
	15 days ago	210501F8T	0.00	0.00	47.01	38.74	0.00	1	01///ay 2021
	15 days ago	210501F83	0.00	0.00	30.66	24.25	0.00	1	TO
	15 days ago	210501F65	0.00	0.00	219.60	195.48	0.00	10	31 May 2021
	15 days ago	210501F2V	0.00	0.00	20.90	19.57	4.66	1	
	15 days ago	210501ENN	0.00	0.00	25.56	19.47	0.00	1	Orders
	15 days ago	210501EHB	0.00	0.00	24.50	22.94	4.66	1	Refresh Orders
\checkmark	15 days ago	210501EFJ	0.00	0.00	29.00	27.16	4.66	1	Step 3
	10 4000 000	210504000	0.00	v	22.50	22.00	1.00		
Item Code	UOM	I Iter	n Name 🛛 🕅	ariation Name	Original F	rice Disco	ounted Price	Qty	Post
sagablmfffx8cmfs	UNIT	Proton	Saga BLM/			20.90	20.90 1		
									Print
									Search By Item Code



1.5.3.2 If you did not tick on any order when do the posting, system will raise a message: You have not selected any order. Would you like to select all? If you would like to post all -> Press Yes



Please be patient to wait for the order posting.





1.5.3.3 Click on OK when done posting



1.5.4 Verify Status

	😁 Sh Acco	op <i>ee</i> unt Product ^O	order Paymen	t										×
						1								
		Unpaid (6)	To (Ship 134)	Shipped (70)	Delivere (32)	d Coi (mpleted 399)	In Cancel (0)	Cancel (74)	ed)		To Return (0)	
	E	Verify Sta. 🔟	ays From	Order No	Voucher	Discount	Total Amount	Escrow Am	Rebate Ship	Item Count	^		Date	
	AI)		15 days ago	210501FE0	0.0	0.00	20.90	19.57	4.66 1	l			From	
	Custom	····)	15 days ago	210501F8X	0.0	0.00	28.16	21.90	0.00 1	L			01 May 2021	~
H,	aled: M	issing item code	15 days ago	210501F8T	0.0	0.00	47.01	38.74	0.00 1				To	_
H	Success	issing item code	15 days ago	210501F83	0.0	0.00	30.66	24.25	0.00 1	L			31 May 2021	~
		1-	15 days ago	210501F65	0.0	0.00	219.60	195.48	0.00 1	10				
		Success	15 days ago	210501F2V	0.0	0.00	20.90	19.57	4.66 1				Orders	
		J Success	15 days ago	210501ENN	0.0	0.00	25.55	19.47	0.00 1	1			Defeate Orders	
] Success	15 days ago	210501EFB	0.0	0.00	24.50	22.34	4.66				Refresh Orders	
		Success	10 days ago	210501EFJ	0.0	0.00	29.00	27.16	4.00		~	>	Invision	
						*							Tryace	
	1	Item Code	UOM	Ite	m Name	Variation Name	Original F	Price Disco	ounted Price	Qty	_		Post	
	▶ sa	igablmflfl×8cmfs	UNIT	Proton	Saga BLM/			20.90	20.90 1		_		Print	
														_
													Search By Item Code	e
														•



1.5.4.1 Posted

- Earlier Order posted before, system will ignore.
- 1.5.4.2 Success
- Order had been successfully Posting.
- 1.5.4.3 Failed Missing Dataset Property
- Normally repost will be fine.
- 1.5.4.4 Catastrophic Failure
- Normally repost will be fine (Can restart SQL if unable to post)
- 1.5.4.5 Failed Missing Item Code
- Is due to Shopee have inactive item code, user can manually map in orders.

hopee										- 0
ount Product Order	Payment									
				1) 🖪			5	
Step 1	Unpaid (6)	To Ship (134)	Shipped (70)	Delivered (32)	Completed (399)	In Cance (0)	Cancelled (74)	To R	etum 0)	
📕 Verify Status 🛛	Days From Order	Order No	Voucher	Discount	Total Amount	Escrow Amount	Rebate Shipping	Item Count	^	Data
ailed: Missing ite	12 days ago	210504R8GBFD	0.00	0.00	23.50	22.00	4.66 1			From
Z Falled: Missing ite	6 days ago	210510ADN5HH	0.00	0.00	21.90	20.51	4.66 1			01 May 2021
Failed: Missing ite	14 days ago	210502HJ5U47DV	0.00	0.00	23.50	22.00	4.66 1			To
Failed: Missing ite	15 days ago	210501GVVVSX10	0.00	0.00	47.00	44.01	4.66 2			21 May 2021
Failed: Missing ite	11 days ago	210505SV77UYH6	0.00	0.00	47.00	44.01	4.66 2			31 May 2021
Failed: Missing ite	11 days ago	2105055MY6RGY8	0.00	0.00	23.50	22.00	4.66 1			
Failed: Missing ite	11 days ago	210505RPVC3J	0.00	0.00	20.90	19.57	4.66 1			Orders
Failed: Missing ite	13 days ago	210503N23CNHPU	0.00	0.00	23.50	22.00	4.66 1			Refresh Orders
Failed: Missing ite	14 days ago	210502KG265FH9	0.00	0.00	23.50	22.00	4.66 1		~ >	Step 3
Trailed Advised in	10 4		E 00	v	102.44	171.40	1000			Invo
Item Code	UOM	Iter	n Name	Variation Name	Original Pri	ce Disco	unted Price	Qty		Post
dbezzashopeesingle	~	Proton Sag	ja/ Iswara D			21.90	21.90 1		U	<u> </u>
										Print
Step 2										Search By Item Coo

Step 1: Ticked on the order

Step 2: Click on Item Code Drop Down, user can manually map the item code Step 3: Click on Post



1.5.5 Order Details

1.5.1 Double click on the order which you want to view the detail.

😁 Shopee											
Account Product	Order Payme	nt									
Unpai (1)	Unpaid (1) To Ship (75) Shipped (18)						Completed (1167)	In Canc (0)	el Cancell (169	ed	To Return (2)
I Verify St	Invoice No	Days Fro	Order No		Voucher	Discount	Total A	Other Fee	Escrow Am I	^	Date
8 88C	8 <mark>8</mark> C	RBC	RBC		=	=	=	=	= =		From
Posted	210501EHBP	32 days	210501EHBPEBG	51	0.00	0.00	24.50	1.56	22.94 1		01 May 2021 🗸 🗸
Posted	210501E8XO	32 days	210501E8XOPNE	-1	0.00	0.00	28.16	1.60	21,90 1		То
Posted :	210506U46F	27 days	210506U46FGK1	'8	0.00	0.00	25.56	1.43	19.47 1		31 May 2021 🗸 🗸
Posted	2105072AER	26 days	2105072AERMH	G6	0.00	0.00	26.56	1.49	20.41 1		
Posted :	210505T32C	28 days	210505T32C51N	16	0.00	0.00	28.16	1.60	21.90 1		Orders
Posted :	210503NBUQ	30 days	210503NBUQCY	SV	0.00	0.00	28.16	1.60	21.90 1		Refresh Orders
Doctod	2105071500	24 days	1167	=	0.00	0.00	22 E0 34 913 00	2 040 47	22 00 1		
			1107		v		01,010.00	2,017.17	20,072.02 120	~ /	Invoice
Item Code ▶ sagablmflflx8cmf	UOM	1 Pro	Item Name ton Saga BLM	Vari	iation Name	Origin	al Price 20.90	Discounted Price	90 1		Post
											Replace
											Print
											Search By Item Code

1.5.2 Order details will be displayed.

Shopee Account Produc	t Order Paym	ent	_				Order Detail - SALES AMOUNT Buyer Paid Coin Salles Cein Crath Back	25.56 0.00	^ = 🛛	Report
	Naid	To Ship (75)	Shipped (18)	Delvered (43)		Completed (1167)	Seller Con Cash Back Buyer Shopee Credit Voucher Seller Voucher Seller Robate	0.00 0.00 0.00 0.00		
3 Verify St	Invoice No	Days Fro	Order No	Voucher	Discount	Total A	Final Sales Amount	25.56		
8 <mark>80</mark> 0	*DC	REC	8 <mark>8</mark> 0	-	-	=	SHIPPING			
Posted	210501EHBP	32 days	210501EHBPEBG1	0.00	0.00	24.5	Actual Shipping Cost	(4.66)	1 ~	
Posted	210501F8XQ	32 days	210501F8XQPNE.	0.00	0.00	28.1	Shipping Fee Rebate	0.00		
Posted Docted	210506U46F	27 days	210506046FGKY8	6 0.00	0.00	25.5	Final Shipping Fee	(4.66)	1 ~	aintain Budget
Posted	2105072AER	28 days	21050572AER/HMG	0.00	0.00	28.1		(1100)		
Posted	210503NBUQ	. 30 days	210503NBUOCY5	V 0.00	0.00	28.1	TAX			
Doctod	2105071500	Se dair	2105071500055	0.00	0.00	- 22 E	Cross Border Tax	0.00	ders	
			1167			34,813.00	Final Tax	0.00		
These Could			These Alexan	V Unitabien Mana	Quinte	al Duine				
La Ttell Code	of. LINIT	Pro	too Saga BLM	vanauotthiidille	Origin	20.90	TRANSACTION FEES	0.00		
, sagadini ikuci	and a second	110	con ango bahim			20.00	Credit Card Promotion	0.00	3	
							Creat Caro transaction Fee	0.54		
							Seller Transaction Fee	0.00		
							Service Eee	0.54	Code	
							Commission Fee	0.09		Reconciliation
							Seller Beturn Refund (mount	0.00	· · ·	Reconciliation
							Final Transaction Fee	(1.43)		
							Escrow Amount	19.47	~	



1.5.6 Sales Invoice

- Example of Sales Invoice posted from Shopee | Orders.

😁 Shopee									×
Account Product Order Payr	nent								
	Unpaid (0)) To Ship (44) Shipped (76)	Delivered (35)	Completed (435)	In Cancel (0)	Cancelled (71)	To Return (0)		
I Verify Status	Days From C	Order No 🗹 Vo	oucher Discount	Total Amount	Other Fee	Escrow Amount	Item Co	Duto	
Success	10 days ago	2105071F9V33KP	5.00 0.00	100.62	5.63	76	.97 2	Date	
							_	01 Apr 2021	~
	1) Doc Date	2) Doc No 9) V Item	n Code Item Code		11) Transaction Item Code	3) Document An	at	То	
		_		· ·			_	31 May 2021	~
Then Conto	LION	These Alexand	Variation Manua	Crisis of Daises	Circumstra	d Deine	05.		
Item Code	UOM	Item Name	Variation Name	Original Price	Discounte	31 00 1	Qty	Orders	
5dalzashopeesingle	UNIT	5D Carpet Perodua Alza 5D Car Mat Magic.		65	.70	65.70 1		Refresh Order	s
4) Item Code	5) UOM	6) Description 2 12) Shipping formula : E =	srow Amount - ((Disco RM 76.97 - (RM 87.6(=	ountedPrice *Qty)- C) - RM 5.63 - RM 0 RM 0	7) Unit 1 Other Fee - Disco - RM 5)	over the second se	5) Qiy	Invoice Post Print Search By Item Co	de v

Formula to calc Shipping Fees:

Escrow Amount - ((Discounted Price *Qty)- Other Fee - Discount - Voucher)

= RM 76.97 - (RM 87.60 - RM 5.63 - RM 0 - RM 5)

$= \mathbf{R}\mathbf{M} \mathbf{0}$

Note: Escrow Amount will be Shopee release amount.



😁 Ir	nvoice									
More			Invoice			•		Cancelled 🗌		New
1	Eustomer :- 300-50001	-				Inv No :	2105071	F9V33KP 2	1	Edit 💌
Atta	Address in					Next No	:- IV-00001			Delete
h	Hudross					Date :-	07/05/20			Save -
ente						Terms :-	30 Days	-		Cancel
ĩ					_	Ref 1. :-				Defeat
g	Description :- Shopee - Ka	angar, 01000 (Items = 2, Qty = 2)			•	Ext. No :	e -		1	Rerresh
8	+ - G O Profit E	Istimator	6	8	5	7			'n	Browse
Ħ		D					D	6 L 7 L 1	d	
Ē	Sdalzashoneesingle	Description SD Carpet Perodua Alza SD Car Mat (Magic Mati Anti Slin	2nd Description 5D Carpet Perodua Alza 5D Car Mat (Magic Mat) Anti	1.00	LINIT	0/Price 65.70	Disc	5ub Total 65.70	1	
emp	▶ alza8cmfsshopee	Perodua Alza Door Visor 8CM Air Press	Perodua Alza Door Visor 8CM Air Press	1.00	UNIT	21.90		21.90	5	
olate	TRANSACTION FEE	Transaction 11		1.00	UNIT	-5.63		(5.63)		
f.	VOUCHER 9	Voucher		1.00	UNIT	-5.00		(5.00)	H	
	_									
	4 records			4.00				76.97		
	Describ Amounty	0.00								
	Local Net Total:	76.97				Net Tota	d (RM):	76.97	a	3 Inse
	Coconnectrotal:	70.77				ec Tota	a (15.1).	70.57		

Note:

Missing no 10 Discount Item Code?

- No, is due to Disc is 0, system will not be posting over.

Missing no 12 Shipping Item Code?

- No, is due to Shipping Fees is 0, system will not be posting over.

1.5.7 Sales Credit Note

- Example of Sales Credit Note posted from Shopee | Orders.

-	Shop	ee	udan a												[- 0	X
Ac	ount	Product	ear Pay	Jripaid (0)	To Shp (0)	Shipped (0)		elivered (0)	Completed (1393)		In Cancel		Canceled (240)	TOR	eturn 0)		
11	v v	erify Stati	220 c	From O 🛙	Crder No 2010100392V01	Voucher △ W 0.00	Discount 0.00	Total Amou 2	unt Other Fee 3.50 1.50	Escrow a	Amount 10.25 Re	turn Refi turn Refur will p	und Amount 11.75 ad Amount ⇔ ost to CN	ltem 0,	Date 01 23	From Oct 2020 To Oct 2020	~
3		Item Co	de	NOU	Iter	n Name	Varia	ition Name	Original Pri	ce	Discounted	d Price	Qty		Orders		
ŀ	saga	2016-201	9mug	UNIT	Proton Saga 2016	-2020 Door Visor	M			23.50		23.50	L	,	Re	fresh Orders	s
															Invoice Search	Post Print By Item Co	de •



Sales -> Invoice

😁 In	voice									
More.			Invoice					Cancelled 🗌	I	New
:	Customer :- 300-50001 💌				Inv	No: 201	0100392\	101W 🔍	· ·	Edit 🝷
Attachments	Address :-				Nex Date Age	t No :- IV-0 e :- 10/: nt :	0001 10/2020	•		Delete
z					Terr	ns:- 30 E	Days	•		<u>C</u> ancel
ote	Description :- Shopee - Sandakan, S	90000 (Items = 1, Qty = 1)		• …	Ext.	No :-				Refresh
17	+ - 🕢 🕐 Profit Estimator				Chie					Browse
em T	Invoice Matrix								>	
Idua	🗄 Item Code 🛆	Description	2nd Description	Qty	U	U/Price	Disc	Sub Total		
ate.	saga2016-2019mugenshopee	Proton Saga 2016-2021 Door Visor Muge	Proton Saga 2016-2020 Door Visor Mu	1.00	UNIT	23.50		23.50		
:	SHIPPING	Estimated Shipping Fee		1.00	UNIT	11.75		11.75	U	
	TRANSACTION FEE	Transaction		1.00	UNIT	-1.50		(1.50)		
	3 records			3.00				33.75		
	Local Net Total:	33.75			Net	Fotal (RM):		33.75		Close

Escrow = RM 10.25(Escrow Amt) + 23.50(Product) = RM 33.75 Product = RM 23.50 Others = RM 1.50

Shipping Fees calc on CN will be different when have return refund amount.

= RM 33.75 - (RM23.50 - RM 1.50 - RM 0 - RM 0)

= RM 11.75

Sales -> Credit Note

CN will be posting return product without Shipping and Transaction fees.

2	Credit Note										
More	Fustomer :-	300-50001	Credit Note					-	Canceller		<u>N</u> ew
	curcumer .	SHOPEE MOBILE MALAYSIA SDI	N BHD			(LN NO :	20101	00392701W		Eur -
Attachments	Address :-	LEVEL 25, SOUTHPOINT MID VALLEY CITY, LINGKARAN 59200 KUALA LUMPU	SYED PUTRA				Date :- Agent :- Terms :-	20/10/ 30 Day	/2020	• • • •	Delete
Z	Description :-	Shopee Return				•	Ext. No :-			—)	Refresh
lote	+ - 🕥	\odot									Browse
	Credit Note	Matrix									
E m	3	Item Code	Description	Qty	UOM	U/Pri	ie -	Disc	Sub Total		
æ	▶ saga2016	2019mugenshopee	Proton Saga 2016-2021 Door Visor Mugen Air Press	1.00	UNIT		23.50			23.50	
nplate											J
	1 records			1.00						23.50	
	Local Net To	tal: 23.50					Net Total	(RM):		23.50	Close



Customer -> Customer Credit Note

Cust	omer Cre	dit Note Entry									-	
	Custome	r Code: 300-S0001	•					Currency	:			New CN
١,	Area:	****	•									New JE
	Custo	mer Credit Not	e				C/N No:	2010100392\	/01W	Q,		Edit 🔻
	Canceled						Next No:	CN-00001		•		Delete
							Date:	20/10/2020		-		Deere
	Customer	SHOPEE MOBILE MAL	AYSIA SDN BHD				Agent:			•		🚽 Save 🔻
	+ -	• •					Ext. No:					Cancel
	GL Acc	ou	Description	Amount	Tax	Tax Rate	Ta× Amt	Tax Indu	Sub Tot	al (9	Refresh
	▶ 510-00	510-000 Proton Saga 2016-2021 Door Visor Mugen Air 23.50 0.00 23.50										
	1 reco	rds					0.00)	2	3.50	>	
	Local Net	t Total:	23.50			١	Net Total (RM	1):	:	23.50		
	C/N Des	cription: Shopee Retur	m		•	••••• Unapp	olied Amt (RN	4):		0.00	Ì	
			Knock-o	ff Invoices / D	ebit Notes						1	
	Knock Off	Grid										
	🛛 Туре	Date	Doc No.	Amount		Outstan	ding	Pay				
	▶ IV	10/10/2020	2010100392V01W		33.75		10.25		23.50	\checkmark	1	
		1 records	Total:		33.75		10.25		23.50			Close
15												

Note: System will auto knockoff the Invoice.

Customer -> Customer Invoice

😁 Custom	er Invoice f	Entry										
∃ Inv	pice No.	Y	Date		Customer		Project	Currency	Amount	Outstanding		New
▶ 2010100	392V01W	10/3	10/2020	SHOPEE MOBILE M	1ALAYSIA SDN BHD				33.75	10.25	ľ	East Entry
												Edit 🔻
												Delete
												<u>_</u> sve ▼
												<u>C</u> ancel
												Refresh
1 in asiss									22.75	10.25) [De <u>t</u> ai
TINVOLG	15								33.75	10.25		
🔺 🗹 (ir										Customize		
				Paymer	nt History for Invoid	e No: 20101	100392V01W	1				
📱 Туре	D	ate	[Document No.		De	scription			Amount]	
▶ CN	20/10/202	20	20101	00392V01W	Shopee Return					23.50	I .	
			1 doc							23.50		Close

- Outstanding Amount will be Shopee Release Amount



1.5.8 Replace

1.5.8.1 Select the order that need to be replaced and click on Replace.

Shopee	
Account Product Order Payment	
(1) (75) (18) (43) (1167) (0)	(169) (2)
Image: Second	Date
Posted 2105060BA6 27 days 2105060BA6G5N6 0.00 0.00 28.16 1.60 21	.90 1 01 May 2021 ~
28 days 210505TE852TWJ 0.00 0.00 40.62 2.04 25	.86 1 To
Image: Market Ma Market Market Mar	.90 1 31 May 2021 V
▶ Posted 210503NCFH 30 days 210503NCFH05M0 0.00 0.00 29.16 1.66 22	.84 1
Posted 210509/85C 24 days 210509/85CHX8E 0.00 0.00 23:50 1.50 22 Posted 210509/85C 24 days 210509/85CHX8E 0.00 0.00 23:50 1.43 19	47 1
Decked D105106/CHP D2 days D105106/CHP D105106/CHP <thd105106 chp<="" th=""> <thd105< td=""><td>Refresh Orders</td></thd105<></thd105106>	Refresh Orders
1167 34,813.00 2,049.47 28,872	.32 126 🗸 🔪
	Invoice
Item Code UOM Item Name Variation Name Original Price Discounted Price	Qty Post
▶ vios2007-2013m UNIT Toyota Vios 2007 24.50 24.50 1	Replace
	Print
	Search By Item Code
	—
Shopee	
Account Product Order Payment	
Account Product Order Payment Unpaid (1) To Ship (1) To Ship (75) To Shipped (18) To Shipped (18) To Shipped (43) To SQL Account	Cancelled To Return
Account Product Order Payment	Cancelled To Return
Account Product Order Payment	Cancelled To Return
Account Product Order Payment	Cancelled To Return

	(1)	(75)	(18)		(43)	S	SQL Accou	nt				\times		
≣∎ ⊽	Verify St	Invoice No REC	Days Fro	. Order No		Voucher =	Discoun =		osting d	lata				m	
	Posted	2105060BA6	27 days	2105060BA6G5N	16	0.00	0.(R	eplacing 1,	/2 order				2021	\sim
			28 days	210505TE852TV	ני ני	0.00	0.(þ	
• 🗹	Posted	210505TBFF	28 days	210505TBFF1DM	12	0.00	0.0							2021	\sim
	Posted	210503NCFH	30 days	210503NCFH05	40	0.00	0.(
• 🗹	Posted	2105097B5C	24 days	2105097B5CHXE	E	0.00	0.(_ L	Close		
	Posted	210502H3Q8	31 days	210502H3Q8DJ1	2	0.00	0.00	25.5	6	1.43	19.47 1		Defree	 h_Order	-
	Doctod	2105108/00	22 daug	2105108/080	DM	0.00	0.00	່ ວວຣ	o	1 50	22.00.1		Refres	n order	5
				1167				34,813.0	0 2,1	049.47	28,872.32 128 💊	· >	Terreise		
				(v							Invoice		
3	Item Code	UON	1	Item Name	Varia	ation Name	Origin	nal Price	Discount	ted Price	Qty		P	ost	
▶ vio	s2007-2013n	n UNIT	To	ota Vios 2007				24.50		24.50	1	U			
													Rej	place	
													Ρ	rint	
													Search By I	tem Co	de



1.5.8.2 The order selected will be replaced.

😁 Sho	pee											
Accou	nt Product	Order Payme	int									
	Unpa		o Ship	Shipped		Delivered (43)		Completed (1167)		el Canco		To Return
	Verify St	, Invoice No	Days Fro	Order No		Voucher	Discount	Total A	Other Fee	Escrow Am I	. ^	
	R <mark>B</mark> C	REC	80,5110	#BC		=	= [Date
	SQL Account Enter										npany	- Shope X
	Posted 2105060BA6 27 days 2105060BA6G5N 28 days 2105057E852TW					0.00	0.0	Done				
Ē	Success	210505TBFF	28 days .	210505TBFF1DM	12	0.00	0.0	Done				021 ~
	Posted	210503NCFH	30 days .	210503NCFH05	40	0.00	0.0					01
	Success	2105097B5C	24 days .	2105097B5CHX	BE	0.00	0.0					UK
	Posted	210502H3Q8	31 days .	210502H3Q8DJ	Т2	0.00	0.0	25.56	1.43	19.47 1		Refresh Orders
	Doctod	2105104/08	22 dave	2105104/0400	DM	0.00	0.00	24 012 00	1 50	22.00.1	c	Refrestrorders
				1167		<u>v</u>		34,013.00	2,049.47	20,072.32 12	<	Invoice
:=	Item Code	LION	1	Item Name	Vəri	* iation Name	Origi	al Price	Discoupted Price	010		Post
Vios	2007-2013m	UNIT	Т	ovota Vios 2007	, an	adonnadine	Origi	24.50	24.	50 1		1000
				-,								Replace
												Duint
												Princ
												Search By Item Code
												-

1.5.9 Print

	Shopee											
Ac	count Product	t Order Paym	ient									
		aid	To Ship	Shipped (92)	ed Delvered Com			Completed In Cancel C			celed	To Return
	(0) (0) (0)					· /		·	-			
3	Verify St	Days From	Order No	Vou 🛆	Discount	Total Amo	Other F	Escro	w Amount	Return Refun It.	··· ^	Date
	Posted	17 days ago	210501FRNK	0.00	0.00	23.50	1.50		22.00	0.00 1		From
Þ	Posted	10 days ago	21050859GE6	Step 1	0.00	26.56	1.49		20.41	0.00 1		01 May 2021 ~
	Posted	12 days ago	210506UTH4	0.00	0.00	23.50	1.50		22.00	0.00 1		To
	Posted	17 days ago	210501GPTH	0.00	0.00	20.90	1.33		19.57	0.00 1		21 May 2021
	Posted	12 days ago	210506VNNB	0.00	0.00	21.90	1.39		20.51	0.00 1		31 May 2021 ~
		13 days ago	210505SV77U	0.00	0.00	47.00	2.99		44.01	0.00 2	_	Condum.
	Posted	16 days ago	210502J33HB	0.00	0.00	23.50	1.50		22.00	0.00 1		Orders
	Posted	14 days ago	210504R9UY	0.00	0.00	44.36	3.04		46.46	0.00 2	_	Refresh Orders
	Posted	11 days ago	2105072M09	0.00	0.00	21.90	1.39		20.51	0.00 1	~	>
		10 da	31050550300		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	25.00	100		24.25	0.00.1		Invoice
1	Item Code	UOM	Item	Name	Vari	ation Name	Original P	rice	Discounted I	Price Qty		Post Step 2
F	axia8cmfsshop	ee UNIT	Perodua Axia Doo	or Visor BCM	Air			21.90		21.90 1		
												Print
												Coards By Item Code
												Search By Item Code
												•

1.5.9.1 Click on Order No -> Print



1.5.9.2 Select Report -> Press OK

Select Report		×
Shopee 1		
Shopee 2		
Select All	ок	Cancel



٦

Sample Report

E Shopee Mart (201303315235 (0674388 No 1, 2nd Florr, Jalan Setia Dagang AK U13 Setia Alam, 40170 Shah Alam, Selangor, Ma	8-P)) 3 PAK, alaysia
Phone : 03-78901300	ce
Delhery Atornes	8/05/2021 210508596866FY 문산(1) 도망() 주학 도망() 주학 도양() 주학 도양() 주학
1 Perodua Axia Door Visor 8CM Air Press 2 Shipping Fee	1.00 21.90 21.90 1.00 4.66 4.66
RENOVED MALAYSIA : TWENTY SIX AND CENTS FIFTY SIX (ONLY 26.56
SCLASS	Computer Generalied No signature Require

Video Link: <u>https://www.youtube.com/watch?v=jrts5wSRecA</u>



1.6 Payment Tab

1.6.1 Step to download statement from Shopee

- 1.6.1.1 Navigate to "My Income" under "Finance" category.
- 1.6.1.2 Switch to "Released" tab under "Income Details"
- 1.6.1.3 Click on "Export" button and finally "Download" the file.

S Home > My Income		9 - F	Education Hub
Shipping Setting Criter Support Supp	Income Overview To Release 🔊 Released 😒 Total This Week RM 0.00 RM 0.00 My Bank Account: ++++ 2726	This Month Total RM 0.00 RM 0.00 My Balance >	Income Statements More > 1 Apr - 30 Apr 2021 خ 10 May - 16 May 2021 خ 3 May - 9 May 2021 خ 26 Apr - 2 May 2021 خ
My Products Add New Product Product Violations Marketing Centre	Income Details To Release Released	Search Order Q	My Tax Invoices More >
Shopee Ads	This Week: 17/05/2021 - 20/05/2021 ✓ Order Buyer Pa Re	Export 2 Latest Reports Here are the reports you have not downloaded.	No Invoice
Bank Accounts Payment Settings Data Susiness Insights		Report name Options Income released.20210329_202103 Download Income released.20210315_202103 Download	<u>e</u>
Growth ∧ Preferred Seller New		View all in 🕑 My Reports	📑 Chat । प्र

1.6.2 Posting Payment

1.6.2.1 Select Payment Tab -> Select Account (Only if you have more than 1 store)



1.6.2.2 Click Load Excel

😁 Sł	nopee	_	_									- 🗆 🗙
Acco	ount Proc	luct Order Pay	ment									
Acc	ount sho	PEE Shop 1 (onlir	necaraccessories) ~						Load Excel		Post
Ξ	Status	Payment D	Payment No	Order ID	Original Price	Voucher	Shipping V	Lost Comp	Commissio	Service Fee	Transactio	Released A
						<no data<="" td=""><td>to display></td><td></td><td></td><td></td><td></td><td></td></no>	to display>					
	Count -									[
	count =											

1.6.3 Select the statement download from Shopee

upen		2
- → ✓ ↑ 🖡 > This PC > Desktop > Ecommerce		✓ Ŭ ,○ Search Ecommerce
Organize • New folder		iii • 💷 📀
Cuick access Desktop Documents Concorte Concorte	Date modified Type Size 14/01/2021 10.14 Microsoft Excel 97. 215 K8	Select a file to preview.
File name: Income.released.20201207_20201213		Activaty VexerFile (*xis)



1.6.4 Check on Invoice No Column, make sure no blank Invoice No. It is advisable to post all the order first before do payment. Once done, click on Post

👛 Sho	pee													
Accou	nt Pro	duct Order Pay	yment											
Acco	unt SH	IOPEE Shop 1 (on	linecaraccessorie	s) v								Load Excel		Post
				-,	_									
3 S	tatus	Payment 🛆	Payment No	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V	Lost Com	Commissi	Service Fee	Transacti	Released A
		07/12/2020		02/12/2020	(Outtom)	201202HWH68P8N	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
		07/12/2020		04/12/2020	20112746U70001	201204PNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
		07/12/2020		04/12/2020	20112754CCSN7D	201204NBV0SP81	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
		07/12/2020		03/12/2020	20112754553476	201203J71E99B3	37.50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
		07/12/2020		03/12/2020	20112003317313	201203KN1343S6	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
		07/12/2020 04/12/2020 2011287T2GA0EY	2011287T2G40EY	201204NJS5FMF5	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16		
		07/12/2020		28/11/2020	2011287TA1COES	2011286S3FX3F5	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
		07/12/2020		03/12/2020	20112944GR05LB	201203KTNCE93B	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
		07/12/2020		29/11/2020	201129&117P1KM	201129A4GRQSUB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
		07/12/2020		04/12/2020	2011308K7DU90T	201204PRWCEKYF	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
		07/12/2020		04/12/2020	201130C7688RR4	201204PDEU3X34	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
		07/12/2020		30/11/2020	201130C9B2MWRC	201130CXX88YMF	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
		07/12/2020		02/12/2020	201130C59018ES	201202H7VE2MFW	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
		07/12/2020		05/12/2020	201130CTU5Y37J V	201205SEN5BD0B	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
		07/12/2020		01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
		07/12/2020		04/12/2020	201204NV4JUPEQ	201204NV4JUPEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
		07/12/2020		28/11/2020	2011287T2GAOEY	2011287T2GA0EY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
		07/12/2020		03/12/2020	201203K453RCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
		07/12/2020		02/12/2020	201202GRW3T146	201202GRW3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
		07/12/2020		02/12/2020	201202H95NXTNT	201202H95NXTNT	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
		07/12/2020		03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
		07/12/2020		04/12/2020	201204N9JQ2N2G	201204N9JQ2N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
		07/12/2020		02/12/2020	201202GMY8U4FB	201202GMY8U4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
		07/12/2020		01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
C	ount =					1	16,277.00		0.00			(679.65)	(374.51)	14,967.84 🗸

Blank Invoice No mean order yet do the posting.

Shopee													2
coount Pr	oduct Order Pa	ryment											
Account 54	JODEE Shop 1 (or	alizacaraccareoria	ie) V								Load Excel		Poet
Account of	INFLE SI NP I (U	ill lecal accessorie	(3)								Lodu Exter		POSt
∃ Status	Payment 🛆	Payment No	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V L	ost Com	Commissi	Service Fee	Transacti	Released A ^
Success	07/12/2020	OR-00001	02/12/2020	201202HWH6BP8N	201202HWH6BPBN	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	04/12/2020	201204PNBDG8EQ	201204PNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	04/12/2020	201204NBV0SP81	201204NBV0SP81	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	07/12/2020	OR-00001	03/12/2020	201203J71E99B3	201203171E9983	37 50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	07/12/2020	OR-00001	03/12/2020	201203KN1343S6	201: SQL Account				\times 10	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	04/12/2020	201204NJS5FMF5	201				00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	28/11/2020	2011286S3FX3F5	201 Postir	ig data			00	0.00	(0.80)	(0.67)	17.43
Success	07/12/2020	OR-00001	03/12/2020	201203KTNCE93B	201	10/10/2020 ///			00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	29/11/2020	201129A4GRQSUB	201 Posting	Posting 10/12/2020 (4/7) payment 00						(0.77)	21.73
Success	07/12/2020	OR-00001	04/12/2020	201204PR/WCEKYF	201	201					(0.80)	(0.49)	17.61
Success	07/12/2020	OR-00001	04/12/2020	201204PDEU3X34	201)0	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	OR-00001	30/11/2020	201130CXX88YMF	201			Clo)0	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	OR-00001	02/12/2020	201202H7VE2MFW	201			Cit)0	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	05/12/2020	201205SEN5BD0B	2012055EN58D08	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	04/12/2020	201204NV4JUPEQ	201204NV4JUPEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	OR-00001	28/11/2020	2011287T2GA0EY	2011287T2GA0EY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	02/12/2020	201202GRW3T146	201202GRW3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	OR-00001	02/12/2020	201202H95NXTNT	201202H95NXTNT	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	OR-00001	04/12/2020	201204N93Q2N2G	201204N93Q2N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	OR-00001	02/12/2020	201202GMY8U4FB	201202GMY8U4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Count =						16,277.00		0.00			(679.65)	(374.51)	14,967.84

1.6.5 Posting Payment, please be patient



1.6.6 Payment Posting done

Shopee													- 🗆 🛃
count Pro	duct Order P	ayment											
count SH	OPEE Shop 1 (o	ninecaraccessorie	es) ~								Load Excel		Post
Status	Payment 🛆	Payment No 🗄	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V	Lost Com	Commissi	Service Fee	Transacti	Released A ^
Success	07/12/2020	OR-00001	02/12/2020	201202HWH68P8N	201202HWH6BPBN	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	04/12/2020	201204PNBDG8EQ	201204PNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	04/12/2020	201204NBV0SP81	201204NBV0SP81	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	07/12/2020	OR-00001	03/12/2020	201203J71E99B3	201203J71E99B3	37.50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	07/12/2020	OR-00001	03/12/2020	201203KN1J43S6	201203KN1J4356	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	04/12/2020	201204NJS5FMF5	201204NJS5FMF5	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	28/11/2020	2011286S3FX3F5	2011286S3FX3F5	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
Success	07/12/2020	OR-00001	03/12/2020	201203KTNCE93B	201203KTNCE938	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	29/11/2020	201129A4GRQSUB	201129A4GRQSUB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
Success	07/12/2020	OR-00001	04/12/2020	201204PRWCEKYF	201204PRWCEKYF	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
Success	07/12/2020	OR-00001	04/12/2020	201204PDEU3X34	201204PDEU3X34	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	OR-00001	30/11/2020	201130CXX88YMF	201130CXX88YMF	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	OR-00001	02/12/2020	201202H7VE2MFW	201202H7VE2MFW	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	05/12/2020	201205SEN5BD0B	201205SEN5BD0B	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	04/12/2020	201204NV4JUPEQ	201204NV4JUPEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	OR-00001	28/11/2020	2011287T2GA0EY	2011287T2GA0EY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	02/12/2020	201202GRW3T146	201202GR/W3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	OR-00001	02/12/2020	201202H95NXTNT	201202H95NXTNT	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	OR-00001	04/12/2020	201204N9JQ2N2G	201204N93Q2N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	OR-00001	02/12/2020	201202GMY8U4FB	201202GMY8U4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
count =)		1			16,277.00		0.00			(679.65)	(374.51)	14,967.84 🗸

1.6.7 Example of Customer Payment posted from Shopee | Payment

System will group same payment date as 1 payment. Release Amount will be Shopee release amount. Example: On 7/12/2020, total payment received RM 1424.71

😂 Shopee													
Account Product Order Payment													
ccount [SHOPEE Shop 1 (onlinecaraccessories) V									Post				
Status	Payment 🛆 🕅	Payment No	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V	Lost Com	Commissio	Service Fee	Transacti	Released A
Success	(All)	CR-00001	02/12/2020	201202HWH6BPBN	201202HWH6BPBN	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	(Custom)	R-00001	04/12/2020	201204PNBDG8EQ	201204PNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	0//12/2020	R-00001	04/12/2020	201204NBV0SP81	201204NBV0SP81	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	08/12/2020	OR-00001	03/12/2020	201203J71E99B3	201203J71E99B3	37.50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	10/12/2020	OR-00001	03/12/2020	201203KN1J4356	201203KN1J43S6	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	11/12/2020	OR-00001	04/12/2020	201204NJS5FMF5	201204NJS5FMF5	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	12/12/2020	OR-00001	28/11/2020	2011286S3FX3F5	2011286S3FX3F5	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
Success	13/12/2020	OR-00001	03/12/2020	201203KTNCE938	201203KTNCE938	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	29/11/2020	201129A4GRQSUB	201129A4GRQSUB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
Success	07/12/2020	OR-00001	04/12/2020	201204PR/WCEKYF	201204PRWCEKYF	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
Success	07/12/2020	OR-00001	04/12/2020	201204PDEU3XJ4	201204PDEU3X34	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	OR-00001	30/11/2020	201130CXX88YMF	201130CXX88YMF	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	OR-00001	02/12/2020	201202H7VE2MFW	201202H7VE2MFW	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	05/12/2020	201205SEN5BD0B	2012055EN5BD0B	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	04/12/2020	201204NV4JUPEQ	201204NV4JUPEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	OR-00001	28/11/2020	2011287T2GA0EY	2011287T2GA0EY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	02/12/2020	201202GRW3T146	201202GRW3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	OR-00001	02/12/2020	201202H95NXTNT	201202H95NXTNT	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	OR-00001	04/12/2020	201204N93Q2N2G	201204N93Q2N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	OR-00001	02/12/2020	201202GMY8U4FB	201202GMY8U4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	01/12/2020	201201F7G439ES	201201F7G439ES	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.39)	17.71
Count -	0.740/0000	00.00004	00.000.000	lastrosanause	004400000000000	1 523 90	0.00	0.00		0.00	(64 64)	(34.55)	1 424 71



Customer -> Customer Payment

ustomer Payr	ment Entry						
Customer Project:	r Code: 300-S0001 💌	From Deposit : Add Deposit	×		Currency:		<u>N</u> ew Edit ▼
Custo Canceled Paid By :	mer Payment] AYSIA SDN BHD	O/R No: OR-00001 Next No: OR-00008 Date 07/12/2020 Agent: Area:	Q • •	Delete Save ▼ Cancel Refresh		
Received I Bank Char Cheque N Descriptio	Pail by : and the induct induction survering After induct induction survering Received In : SHOPEE BANK Image: Constraint of the induction survering Bank Charge : 0.00 Cheque No : Image: Constraint of the induction survering Description: Payment Received From Shopee						
	Date	Doc No.	âmount	Outstanding	Pav	^	
E IV	28/11/2020	201128653EX3E5	17.43	0.00	17.43		
IV	28/11/2020	2011287T2GA0EY	17.33	0.00	17.33		
IV	28/11/2020	2011287TA1COFS	17.47	0.00	17.47		
IV	28/11/2020	2011287RH6PX08	17.43	0.00	17.43		
IV	29/11/2020	201129A4GRQSUB	21.73	0.00	21.73		
IV	30/11/2020	201130CWVCSXSA	22.00	0.00	22.00		
IV	30/11/2020	201130C7686RR4	17.70	0.00	17.70		
IV	30/11/2020	201130CTU5Y37J	35.30	0.00	35.30		
IV	30/11/2020	201130C9B2MWRC	18.27	0.00	18.27	\checkmark	

System will auto do the knockoff.

🖀 Customer Payment Entry									
∃ 0/R	D/R No. Date Customer Currency Amount U/A Amount								
8 alle	-	4 0 4		# 0 ¢	-	-	-		
CR-0000	1 07/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			1,424.71	0.00	Fat 🔺		
OR-00002	2 08/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			2,523.31	0.00	Delete		
OR-00003	3 09/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			1,899.58	0.00			
OR-00004	4 10/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			2,828.24	0.00	ave 👻		
OR-00005	5 11/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			1,850.22	0.00	Cancel		
OR-00006	5 12/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			2,755.82	0.00			
OR-00007	7 13/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD			1,685.96	0.00	Refresh		
7 receipts	3			2	14,967.84	0.00			
		Inve	oice / Debit Note Knock Off						
∃ Туре	Date	Document No.	Org. Amount	Outstanding	P	aid Amt.			
▶ IV	28/11/2020	2011287RH6PX08	17.43		0.00	17.43			
IV	28/11/2020	2011286S3FX3F5	17.43		0.00	17.43			
IV	28/11/2020	2011287T2GA0EY	17.33		0.00	17.33			
IV	28/11/2020	2011287TA1CQFS	17.47		0.00	17.47			
IV	29/11/2020	201129A4GRQSUB	21.73		0.00	21.73			
		63 doc	1,424.71		0.00	1,424.71 🗸	Close		



1.6.3 Withdrawal

- Shopee will release to Seller Wallet and will be released to your bank account through automated / manual withdrawal.

i) Manual withdrawal

ii) Automate Withdrawal:

https://help.shopee.com.my/my/s/article/How-do-I-get-my-payment-1542969807960#:~:text=Orders%20can%20be%20completed%20by,account %20through%20automated%20%2F%20manual%20withdrawal.

Both way had to manually reverse out from Shopee Bank Account.

1.6.3.1 GL-> Cash Book Entry -> New OR

ash Book Entry								
Receipt Voucher					Voucher No: Next No: Date:	< <new>> OR-00008 31/12/2020</new>	Canceled	New PV New OR Edit
Received From: Shopee					Project :		• • • •	Qelete
Received In: MAYBANK +	Currency: 0.00 Cheque No:	-				Agent: Area:	•	Refresh Browse
Image: Second and the second	Company Name	GST No.	Amount 14,967.84	Tax	Tax Rate Tax Incl.	Tax Amt 0.00	Sub Total ; 14,967.84	
1 records Total			14,967.84			0.00	14,967.84	
Local Net Total: 14.967.84					Net Total (RM)	:	14.967.84	Close

Video Link: https://www.youtube.com/watch?v=PloG3CeHA1w



1.7 FAQ

1.7.1 How to do if have multiple location for each store?

- It is advisable user to create one Location called **Ecommerce**, use the stock transfer from location A to Ecommerce, Location B to Ecommerce, in Ecommerce | Shopee | Account | Location set to Ecommerce.

1.7.2 How to do if i want to split Lazada and Shopee Sales?

- Can set by project. Tools | Maintain Project.

1.7.3 How to handle Serial Number?

Use **To Ship Status** Post to Quotation first, then manually transfer to Invoice, fill Invoice Doc No = Order No and Serial Number as well.

When post Payment in **Payment Tab**, system will auto edit Invoice and fill in Transaction Fees in order tally with Shopee Escrow Amount.



1.7.4 How system handle the situation when Shipping Fees charges higher than Seller Paid Amount cause escrow amount in negative?

😁 Order Detail	_		\times			
SALES AMOUNT						
Buyer Paid		1	53.82			
Coin			0.00			
Seller Coin Cash Back			0.00			
Buyer Shopee Credit			0.00			
Voucher			0.00			
Seller Voucher		0.00				
Seller Rebate			0.00			
Final Sales Amount		15	3.82			
SHIPPING						
Actual Shipping Cost		(25	5.46)			
Shipping Fee Rebate			0.00			
Final Shipping Fee		(255	5.46)			
TAX						
Cross Border Tax			0.00			
Final Tax			0.00			
TRANSACTION FEES						
Credit Card Promotion			0.00			
Credit Card Transaction Fee			3.26			
Buyer Transaction Fee			0.00			
Seller Transaction Fee			3.26			
Service Fee			0.00			
Commission Fee			0.00			
Seller Return Refund Amount			0.00			
Final Transaction Fee		(3	8.26)			
Escrow Amount		(10-	1.90)			

This scenario system will post to **Sales CN** and **Customer Refund**.

In **Order Tab**, system will Post to Sales CN and set Qty in Negative.

When Load in Income statement(.xls) files into **Payment Tab**, system will auto post to Customer Refund.



1.7.5 How to handle the order in Cancelled Status but earlier user in Shipped Status already posting the Invoice.

It is due to seller sending few times to buyer. But nobody at home, so seller decided to cancel the order.

Solution: Shopee will not handle any action in Cancelled Status, in this case user can **either cancelled the invoice or transfer to CN**.

It is advising user to post when order completed.