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## 1. Lazada

## 1.1 Maintain Cloud Account

### 1.1.1 Select -> Maintain Cloud Account (One Time Setting)



#### 1.1.2 Click on NEW

Token	- • •
Description Lazada Shop 1 i	Active
	Link iii Cancel More V Preview V Refresh Browse
i) Enter <b>Description</b>	

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



### 1.1.3 Select Platform



1.1.4 Login with your credentials

OPEN PLATFORM			Saved to this PC	*
	<ul> <li>Sign in and Authorize Permission</li> <li>Me App [SQL Account - Lazada] is requesting permission for these functions:</li> <li>Read brands, categories, and attributes information from Lazada system</li> <li>Get your transaction statements and fee details in a specified period</li> <li>Get documents (invoices or shipping labels) for your orders</li> <li>View more</li> <li>Jagree to the Authorization Terms and Agreement</li> </ul>	Site Malaysia     Email: onlinecaraccessoriessofnbbuck     Password:     Submit     Free res Solumit		x
				*



#### 1.1.5 : Press on SAVE

😁 Token			
Description	Lazada Shop 1	Active	New
Platform	Lazada V		Delete Save
	Link		Cance <u>l</u> More 💌
		>	Pre <u>v</u> iew -
			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 Lazada Voucher / Discount Account Under Sales Adjustment

🖀 Maintain Account						
Description	Code	A Special Type	Tax	Industries Code	Cash Flow Statement	New
- 3% PREFERENCE SHARE CAPITAL	100-002	-				
Sector Reserve						Edit •
- I SHARE PREMIUM ACCOUNT	100-500	-				Delete
🕀 💪 RETAINED EARNING					-	
RETAINED EARNING	150-000					
Construct Liabilities						
E I LOAN FROM DIRECTOR	150-500					Refresh
- DI LOAN FROM DIRECTOR - KITTEN 1	150-501					Toon out?
LOAN FROM DIRECTOR - KITTEN 2	150-502	-				
LOAN FROM DIRECTOR - KITTEN 3	150-503	1.000				
B & SALES						
SALES	500-000				-	n l
B & SALES ADJUSTMENT						
DED DN MARADO	510-000				·	
- DISCOUNT	510-100					
- I VOUCHER	510-200					
COST OF GOODS SOLD						>
STOCKS AT THE BEGINNING OF YEAR	600-000	Opening Stock				
	605-000	Manufacturing Control Account				
OPENING STOCK - RAW MATERIAL	605-100	Opening Stock				
URCHASE RAW MATERIAL	605-200					
- I FACTORY OVERHEAD	605-300	-				
CLOSING STOCK	605-900	Closing Stock				
- I PURCHASE	610-000	-				
URCHASE-HANDPHONES	610-0000	-				
I PURCHASE-ACCESSORIES	610-1000					
- II PURCHASE-PREPAID	610-2000	100				
PURCHASE RETURNED	612-000	-				
I PURCHASE RETURNED-HANDPHONES	612-0000	-				
I PURCHASE RETURNED-ACCESSORIES	612-1000	-				
URCHASE RETURNED-PREPAID	612-2000	-				
CARRIAGE INWARDS	615-000					
STOCK LOSS	617-000	-				
STOCKS AT THE END OF THE YEAR	620-000	Closing Stock			• •	Close

#### ii) Create Shipping and Transaction Fee under Expenses

Description	Code	△ Special Type	Tax	Industries Code	Cash Flow Statement	1
STOCK LOSS	617-000					-
STOCKS AT THE END OF THE YEAR	620-000	Closing Stock				-
COTHER INCOME						*
GAIN ON FOREIGN EXCHANGE	530-000					-
RENTAL	531-000	-				-
EXTRA ORDINARY INCOME						-
						9
- advertisement	901-000	-				-
BANK CHARGES	902-000	(T)				-
- CONSUMABLE	903-000	-				-
- 🗈 SALARIES	904-000	-				-
TRAVELLING EXPENSES	905-000					-
- I UPKEEP OF MOTOR VEHICLE	906-000	-				-
- WATER & ELECTRICITY	907-000	(T)				-
- D EPF - EMPLOYER	908-000	-				-
- 🗈 SOCSO - EMPLOYER	909-000					-
TELEPHONE & FAX CHARGES	910-000					-
- i HIRE PURCHASE INTEREST	911-000	-				-
- CLERICAL CHARGES	912-000					-
- I SALES COMMISSION	913-000	-				-
- OVER TIME	914-000					-
OFFICE 8. WAREHOUSE RENTAL	915-000					-
- I TOLL, PARKING & FINED	916-000	-				-
- ITRAVEL & ACCOMODATION	917-000					
- DIRECTOR'S REMUNERATION	918-000	-				-
PETROL	919-000					
PRINTING	920-000					
- I STATIONERY	921-000					
- OFFICE REFRESHMENT	922-000	-				
	022.000					-
- i SHIPPING	924-000					
- ITRANSACTION FEE	925-000					
LOSS ON FOREIGN EXCHANGE	980-000					-

• 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	intain Customer	- 🗆 🗙
Attac	- Maintain Customer - CTOS Read MyKad	<u>N</u> ew
hments	Company: Lazada Malaysia (Ecart Services Malaysia Sdn Bhd) Control A/C: 300-000  Code: 300-L0001 Cust. Category:  Cust. Category: Cust. Cat	Edit   Edit  Edit  Save  Cancel  More
	Branch:       + -       Branch Name BILLING         BILLING       Address:       LEVEL 20 TO 22, MENARA WORLDWIDE         198, JALAN BUKT BINTANG,       55100 KUALA LUMPUR         Coordnate:       0, 0       Map Direction         Attention:	Refresh Browse
	Area:     •••••     V     Credit Terms: 30 Days     ••••     Statement: Open Item     ▼       Agent:     ••••     ••••     Aging On:     Invoice Date     ▼       Currency****     ••••     Price Tag:     ▼	Close

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

i) Create Discount Stock Group

4	Maintain Stocl	c Group		New
	Code: Description: Costing Method	DISCOUNT DISCOUNT Fixed Costing		Edt Delet
-	GL Account Code	1-		
	Sales Code:	510-100 ×	Purchase Code:	~ Refres
	Cash Sales Code:		Cash Purchase Code:	<ul> <li>Brows</li> </ul>
	S. Return Code:	510-100 v	P. Return Code:	~
-	Balance Sheet Stock:	~		
				LI .



#### ii) Create Voucher Stock Group

Code:	VOUCHER		Active
Description:	VOUCHER		
Costing Method	Fixed Costing		
GL Account Coo Sales Code:	510-200 V	Purchase Code:	~
Cash Sales Code:	~	Cash Purchase Code:	~
S. Return Code:	510-200 v	P. Return Code;	~
Balance Sheet Stock:	~		

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

#### 1.2.4 Stock -> Stock Item

#### i) Create Discount Stock Item

Descript					Serial No. 🗧 🔄 Sto	ck Control 🖌 Active		Edit
	ON DISCOUNT							Dek
	_						J	📙 Sa
Item Gr	DISCOUNT	🔨 🚥 Reorder L	.evel: 0.00	Remark 1:			] [	<u>C</u> an
Base UOM		Reorder (	2ty: 1.00	Remark 2:				Refre
Ref. Cost	. 0	.00 Lead Time	e: 0 🗘	Barcode:				Brow
Ref. Price	. 0	.00 Output T	ax:	Tariff:	•		>	DIOW
Shelf:		Input Tax	a 🔽	Bal Qty : 0.00				
UOM Cu	st. Price Supp. Price	BOM More Desc	. Opn Bal. Categor	y Alternative Cust	. Item Supp. Item	Barcode Note		
+ -					2nd	UOM:		
∃ UC	M Rate	Ref. Cost	Ref. Price	Min Price	Base	with LIOM -		
► UN	IT 1.00	0.00	0.00					



#### ii) Create Voucher Item Code

😁 м	aintain Item								
Attachments	Maintain Stor       Code:     Vol       Description:     Vol	JCHER JCHER				Serial No.	Stock Control 🗹 Active	). 	New Edit ▼ Delete
	Item Group: VOL Base UOM UNI Ref. Cost: Ref. Price:	JCHER ▼ … T 0.00 0.00	Reorder Level:	0.00	Remark 1: Remark 2: Barcode: Tariff: Bal Oty : 0.00		<b>→</b>	.), ] ] ] ,	Save ▼ Cancel Refresh Browse
	UOM Cust Price S	Supp. Price BOM Rate Ref. 1.00	More Desc. Opn B Cost Ref 0.00	al. Category	/ Alternative Cust. Min Price	. Item Supp. Base	Item Barcode Note 2nd UOM: Default UOM: 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 -> Lazada
- 1.3.2 Click on Account Tab -> Double click on your account



#### 1.3.2.2 Expiry Date

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

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



## 1.4 Product Tab

## 1.4.1 Step to download Product list from Lazada

1.4.1.1 Click on "Products" Tab, then click on "Manage Products" and then click "Bulk Manage"



### 1.4.1.2 Select "Bulk Edit" option

Lazada Seller Center	Home > Manage Products Manage Products	Bulk Manage 🗸	+ New Product
Products	During Campaign period from [2022-09-08: 23:30:00] - [2022-09-09:00:40:00], these functions are disabled. [Buik Add][Buik Edit] [API Create, Update.	Bulk Add	×
Manage Products	9	Bulk Edit	
Add Products	All Active Traft Pending QC Violation Deleted	Manage Image	1 Products ()

#### 1.4.1.3 Press "Export Excel Template" and save it to your computer location.

1 Export & Edit Excel File	pad Excel File
/hich product do you want to edit?	
All products 🔷 Specific Category 🕘 Selected Products: 0	
Vhich attribute do you want to edit?	
<ul> <li>Basic information (Name, Main Images, Description)</li> </ul>	
Product Specification	
Stock & Price	
Variant Images	
Weight & Shipping	

You can choose to have Lazada 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.

Ver6/ Status	Item Code	Name	Solar Si(1)	Price A	Product
Exists in stock item	hopdato/2019bt	Honda HBV 2015 ABS High Quality Q istom Bt Boot Tray Cargo Liner	hondabry2019bt	39.00	Eetch
Exists in stock item	herraßem	Dated in Barza Door Visor RCM Ar Drass	hazzaßem	49.60	Pedal
Evists in stock item	personal2cm	Proton Persona 2016 Door Visor 12CM & Press	personal2cm	32.90	Post
Evists in stock item	personaPicm	Proton Persona 2016-2020 Door Vitor BCM &r Press	nersonaBcm	49.60	
Exists in stock item	vivaRcm	Periodi a Viva Door Visor BCM air Press	vivaBcm	49.60	Filter
Exists in stock item	myy/2011-2016mugen	Peroclua Mvvi 2011-2016 Door Visor Mucen Air Press	myw/2011-2016mutern	23.90	ACTIVE
Exists in stock item	myyioldmugen	Perodua Mvvi Old Door Visor Muden Ar Press	myyioldmugen	23.90	
Exists in stock item	aviamusen	Percelua áxia Door Visor Muten ár Press	aviamuaten	27.00	
Exists in stock item	witamupen	Proton Wira Door Visor Mugen Air Press	wramuser	23.90	
Exists in stock item	watamupen	Proton Wata Door Visor Muden Ar Press	watamupen	23.90	
Exists in stock item	rizmusen	Proton Inz Door Visor Mugen Ar Press	irtzmugen	23.90	
Exists in stock item	881	LE SOL Account Entermise Edition - E-Commerce (2021)	881	118.00	
Exists in stock item	ha	LE	h3	118.00	
Exists in stock item	9005	LE Tetching does	9006	118.00	
Exists in stock item	9005	LE	9005	118.00	
Exists in stock item	hi	LE T	ni hi	118.00	
Exists in stock item	h7	LE OK	h7	118.00	
Exists in stock item	hß	LED Car Headrant 6500K HB	he	118.00	
Exists in stock item	h11	LED Car Headlight 6500K H11	h11	118.00	
Exists in stock item	h4	LED Car Headight 6500K H4	h4	158.00	
Exists in stock item	gen-212cm	Proton Gen-2 Door Visor 12CM Ar Press	gen-212cm	32.90	
Exists in stock item	waja12cm	Proton Waja Door Visor 12CM Ar Press	waja12cm	32.90	
Exists in stock item	sagabimfft×12cm	Proton Saga BLM/ FL/ FLX Door Visor 12CM Air Press	sagabimffx12cm	32.90	
Exists in stock item	saga2016-201912cm	Proton Saga 2016-2019 Door Visor 12CM Ar Press	saga2016-201912cm	32.90	
Exists in stock item	wira12cm	Proton Wira Door Visor 120M Air Press	wra12cm	32.90	
Exists in stock item	myvi2011-201612cm	Perodua Myvi 2011-2016 Door Visor 12CM Air Press	myvi2011-201612cm	32.90	
Exists in stock item	myviold12cm	Perodua Myvi Old Door Visor 12CM Air Press	myviold12cm	32.90	
Exists in stock item	myvi1712cm	Peroclua Myvi 2017 Door Visor 12CM Ar Press	myvi1712cm	32.90	
Exists in stock item	dty2015mugen	Honda City 2015-2019 Door Visor Mugan Air Press	city2015mugen	29.90	
Exists in stock item	jazz 20 148cm	Honda Jazz 2014-2020 Door Visor BCM Air Press	jazz 20148cm	49.60	
Exists in stock item	aty2007-2014mugen	Honda City 2007-2014 Door Visor Mugen Air Press	otty2007-2014mugen	29.90	
Exists in stock item	jazz2009-2013mugen	Honda Jazz 2009-2013 Door Visor Mugen Air Press	jazz 2009-2013mugen	29.90	
Exists in stock item	vios201412cm	Toyota Vios 2014-2020 Door Visor 12CM Air Press	vios201412cm	32.90	
Exists in stock item	almera201112cm	Nesan Almera 2011 Door Visor 12CM Ar Press	almera201112cm	32.90	

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

🗃 Lazada					
Account Product Orders Payment	SQL Item Code		Seller Item Code	Lazada Auto generate SKU	
E Verify Status	Item Code	Name	Seler SkU	Shop SKU	Product
Exists in stock item	hondahrv2015bt	Honda HRV 2015 ABS High Quality Oustom Fit Boot Tray Cargo Liner	hondahrv2015bt	93666195_MY-894184154	Fetch
Exists in stock item	bezzaBorn	Perodua Bezza Door Visor 8CM Air Press	bezza8cm	90996421_MY-868696841	
Exists in stock item	persona12cm	Proton Persona 2016 Door Visor 12CM Air Press	persona12cm	90922450_MY-868120610	Post
Exists in stock item	persona@cm	Proton Persona 2016-2020 Door Visor BCM Air Press	personaBom	90904368 MY-867734444	
Exists in stock item	wwa8cm	Perodua Viva Door Visor BCM Air Press	vivaBcm	90538939_MY-865924181	Filter
Exists in stock item	myvi2011-2016mugen	Perodua Myvi 2011-2016 Door Visor Mugen Ar Press	myvi2011-2016mugen	B6196501_MV-836962306	ACTIVE
Exists in stock item	myvioldmugen	Perodua Myvi Old Door Visor Mugen Air Press	myvioidmugen	86170930_MY-836794367	
Exists in stock item	axiamugen	Perodua Axia Door Visor Mugen Ar Press	axiamugen	86150800_MY-836680638	
Exists in stock item	wramugen	Proton Wira Door Visor Mugen Air Press	wiramugen	B6164494_MY-B36546360	
Exists in stock item	wajamugen	Proton Waja Door Visor Mugen Ar Press	wajamugen	86136567_MY-836538146	
Exists in stock item	rizmugen	Proton Inz Door Visor Mugen Air Press	rizmugen	86148129_MY-836442705	
Exists in stock item	881	LED Car Headlight 6500K 881	881	75380460_MY-780320551	in i
Exists in stock item	h3	LED Car Headlight 6500K H3	h3	75362632_MY-780296554	
Exists in stock item	9006	LED Car Headlight 6500K 9006	9006	73894194_MY-775628145	
Exists in stock item	9005	LED Car Headlight 6500K 9005	9005	73860881_MY-775600284	
Exists in stock item	hi	LED Car Headlight 6500K H1	<b>h</b> 1	73854914_MY-775596078	
Exists in stock item	h7	LED Car Headight 6500K H7	h7	73840995_MY-775578321	
Exists in stock item	h8	LED Car Headlight 6500K HB	18	73838753_MY-775538542	
Exists in stock item	h11	LED Car Headlight 6500K H11	111	73836276_MY-775482633	
Exists in stock item	h4	LED Car Headlight 6500K H4	64	73732831_MY-775448365	
Exists in stock item	gen-212cm	Proton Gen-2 Door Visor 12CM Air Press	gen-212cm	50932959_MY-685723339	
Exists in stock item	waja12cm	Proton Waja Door Visor 12CM Air Press	waja12cm	50993793_MY-685697534	
Exists in stock item	sagabimffb:12cm	Proton Saga BLM/ FL/ FLX Door Visor 120M Ar Press	sagabimfft×12cm	50993778_MY-685689226	
Exists in stock item	saga2016-201912cm	Proton Saga 2016-2019 Door Visor 12CM Air Press	taga2016-201912cm	50977767_MY-685666482	
Exists in stock item	wra12cm	Proton Wira Door Visor 120M Air Press	wra12cm	50927851_MY-685628312	
Exists in stock item	myvi2011-201612cm	Perodua Myvi 2011-2016 Door Visor 12CM Air Press	myvi2011-201612cm	50963787_MY-685616494	
Exists in stock item	myviold12cm	Perodua Myvi Old Door Visor 12CM Air Press	mywiold12cm	50977717_MY-685609967	
Exists in stock item	myvi1712cm	Perodua Myvi 2017 Door Visor 12CM Ar Press	myvi1712cm	50920865_MY-685591928	
Exists in stock item	city2015mugen	Honda City 2015-2019 Door Visor Mugen Ar Press	aty2015mugen	50929776_MY-685545835	
Exists in stock item	3azz20148cm	Honda Jazz 2014-2020 Door Visor BCM Ar Press	azz20148cm	50932742_MY-685545135	
Exists in stock item	city2007-2014mugen	Honda Oty 2007-2014 Door Visor Mugen Ar Press	aty2007-2014mugen	50924842_MY-685544540	
Exists in stock item	azz2009-2013mugen	Honda Jazz 2009-2013 Door Visor Mugen Air Press	azz2009-2013mugen	50928818_MY-685538585	
Exists in stock item	Mos201412cm	Toyota Wos 2014-2020 Door Visor 12CM Air Press	vios201412cm	50963702_MY-685516850	
Exists in stock item	almera201112cm	Nissan Almera 2011 Door Visor 12CM Ar Press	imera201112cm	50924673_MY-685353953	Battelo i Jakok
Eviets in stock item	Luc man	Proton Gen-2 Door Vicor RCM ar Press	pen-29cm	50977455 MY-685315959	Batch Unink



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

📽 Lazada					- C ×
Account Product Orders Payn	nent				
E Verify Status	Item Code	Name	Seller SKU	Price	<ul> <li>Product</li> </ul>
x 🔄 🗠 kists in stock item	NL-RAW-CASHEW-500 (b)	500gram Nutty Lover Al	NL-SALT-ALMOND-500	59.00	Fetch
• 🗹 Exists in stock item	NL-UNSALT-ALMOND-1000	1KG Nutty Lover Almond	NL-UNSALT-ALMOND-1000	118.00	
• 🗹 Exists in stock item	NL-SALT-CASHEW-500	500gram Nutty Lover Ca	NL-SALT-CASHEW-500	62.00	Post
• 🗹 Exists in stock item	NL-SALT-CASHEW-1000	1KG Nutty Lover Cashew	NL-SALT-CASHEW-1000	126.00	
• 🗹 Exists in stock item	NL-RAW-SUNFLOWER S	500Gram Nutty Lover Pr	NL-RAW-SUNFLOWER S	22.00	Filter
• 🗹 Exists in stock item	NL-RAW-SUNFLOWER S	1KG Nutty Lover Premiu	NL-RAW-SUNFLOWER S	44.00	ACTIVE ~
• 🗹 Exists in stock item	NL-GOJI-500	500Gram Nutty Lover Pr	NL-GOJI-500	59.00	
• 🗹 Exists in stock item	NL-WHITE-QUINOA-500	500Gram Nutty Lover Pr	NL-WHITE-QUINOA-500	27.00	
• 🗹 Exists in stock item	NL-WHITE-QUINOA-1000	1KG Nutty Lover Premiu	NL-WHITE-QUINOA-1000	54.00	
• 🗹 Exists in stock item	NL-CNY-B3F2-MACADAMI	[Buy3Free2 CNY] Nutty L	NL-CNY-B3F2-MACADAMI	312.00	
• 🗹 Exists in stock item	NL-RAW-PUMPKIN-1000	1KG Nutty Lover Premiu	NL-RAW-PUMPKIN-1000	84.00	
• 🗹 Exists in stock item	NL-RAW-PUMPKIN-500	500Gram Nutty Lover Pr	NL-RAW-PUMPKIN-500	42.00	>
• 🗹 Exists in stock item	NL-GOJI-1000	1kg Nutty Lover Premiu	NL-GOJI-1000	118.00	
• 🗹 Exists in stock item	NL-NUTTY MIX-1000	1KG Nutty Lover Premiu	NL-NUTTY MIX-1000	176.00	
<ul> <li></li></ul>	NL-CHIASEED-200	200Gram Nutty Lover Pr	NL-CHIASEED-200	22.00	
• 🗹 Exists in stock item	NL-CHIASEED-1000	1KG Nutty Lover Premiu	NL-CHIASEED-1000	84.00	U
• 🗹 Exists in stock item	NL-MACADAMIA-SPLIT-500	500Gram Nutty Lover Pr	NL-MACADAMIA-SPLIT-500	97.00	
+ 🗹 Exists in stock item	NL-FIG-500 (b)	500gram Nutty Lover Pr	NL-FIG-500 (b)	52.00	
• 🗹 Exists in stock item	NL-RAW-CASHEW-500 (b)	500gram Nutty Lover Pr	NL-RAW-CASHEW-500 (b)	59.00	
• 🗹 Exists in stock item	NL-BLUEBERRY-500	500Gram Nutty Lover Pr	NL-BLUEBERRY-500	82.00	
• 🗹 Exists in stock item	NL-RAW-ALMOND-500 (b)	500gram Nutty Lover Pr	NL-RAW-ALMOND-500 (b)	63.00	
+ 🗹 Exists in stock item	NL-MIGHTY MIX-1000	1kg Nutty Lover Premiu	NL-MIGHTY MIX-1000	94.00	
+ 🗹 Exists in stock item	NL-CRANBERRY-500 (b)	500gram Nutty Lover Pr	NL-CRANBERRY-500 (b)	42.00	
+ 🗹 Exists in stock item	NL-PRUNE-1000 (b)	1KG Nutty Lover Premiu	NL-PRUNE-1000 (b)	70.00	V Batch Unlink

#### 1.4.2.3 Verified Status: Success when posting done

Verify Status	Item Code 🛛 🛆	UOM	Name	Seller SKU	Shop SKU	Price ^	Product
Success al	mera2011mugen	UNIT	Nissan Almera 2011-2020 Door Visor	almera2011mugen	LZ521860464_MY-1015696201	28.00	Fetch
Success at	zaBcm	UNIT	Perodua Alza Door Visor BCM Air Press	alza8cm	LZ450630902_MY-684706999	49.60	
Success al	zamugenlazada	UNIT	Perodua Alza Door Visor Mugen Air Press	alzamugeniazada	LZ520762423_MY-1010762333	23.90	Post
Success ar	ralmeralazada	UNIT	Nissan Almera Arm Rest 7 USB Adjusta	aralmeralazada	LZ595992597_MY-1208128831	55.00	La series
Success ar	raruzlazada	UNIT	Perodua Aruz Arm Rest 7 USB Adjusta	araruzlazada	LZ595218367_MY-1205452569	55.00	Filter
Success ar	raxialazada	UNIT	Perodua Axia Arm Rest 7 USB Adjusta	araxialazada	LZ595136013_MY-1205002686	55.00	ACTIVE
Success ar	rbezzalazada	UNIT	Perodua Bezza Arm Rest 7 USB Adjust	arbezzalazada	LZ595178580_MY-1205396628	55.00	
Success ar	rbr-vlazada	UNIT	Honda BR-V Arm Rest 7 USB Adjustab	arbr-vlazada	LZ595882967_MY-1207980014	55.00	
Success ar	rcity 14-19lazada	UNIT	Honda City 14-19 Arm Rest 7 USB Adj	arcity 14-19lazada	LZ595818240_MY-1207692592	55.00	
Success ar	rexoralazada	UNIT	Proton Exora Arm Rest 7 USB Adjusta	arexoralazada	LZ595306533_MY-1205810341	55.00	
Success ar	ririzlazada	UNIT	Proton Iriz Arm Rest 7 USB Adjustable	aririzlazada	LZ595354024_MY-1205746900	55.00	
Success ar	rjazz 14-19lazada	UNIT	Honda Jazz 14-19 Arm Rest 7 USB Ad	arjazz14-19lazada	LZ595868642_MV-1207776453	55.00	
Success ar	myvi05-16lazada	UNIT	Perodua Myvi 05-16 Arm Rest 7 USB	armyvi05-16lazada	LZ595100526_MY-1205142064	55.00	1
Success ar	rmyvi17-19lazada	UNIT	Perodua Myvi 17-19 Arm Rest 7 USB	armyvi17-19lazada	LZ595118552_MV-1205286652	55.00	
Success ar	rpersona 16 lazada	UNIT	Proton Persona 2016 Arm Rest 7 USB	arpersona 16 lazada	LZ595258931_MV-1205780200	55.00	
Success ar	rsaga 16-19lazada	UNIT	Proton Saga 16-19 Arm Rest 7 USB A	arsaga 16-19 lazada	LZ595266597_MY-1205692123	55.00	
Success ar	rsagablm08-15lazada	UNIT	Proton Saga BLM 08-15 Arm Rest 7 U	arsagablm08-15la	LZ595202859_MV-1205600599	55.00	
Success ar	ruz 10cmlazada	UNIT	Perodua Aruz Door Visor 10CM Air Press	aruz 10cmlazada	LZ505738568_MY-955996081	39.00	
Success ar	ruz8cmlazada	UNIT	Perodua Aruz Door Visor BCM Air Press	aruz8cmlazada	LZ522214653_MY-1017240084	49.60	
Success ar	ruzmugenlazada	UNIT	Perodua Aruz Door Visor Mugen Air Pr	aruzmugenlazada	LZ505750402_MY-956058092	36.00	
Success ar	rvios 14 18 lazada	UNIT	Toyota Vios 2014-2018 Arm Rest 7 U	arvios1418lazada	LZ1356100660_MY-4227644245	55.00	
Success av	xia8cm	UNIT	Perodua Axia Door Visor 8CM Ar Press	axiaBcm	LZ450932025_MY-684690115	49.60	
Success a	xiamugen	UNIT	Perodua Axia Door Visor Mugen Air Pr	axiamugen	LZ486150800_MY-836680638	27.00	
Success be	ezza8cm	UNIT	Perodua Bezza Door Visor 8CM Air Press	bezza8cm	LZ490996421_MV-868696841	49.60	E.
Success be	ezzamugenlazada	UNIT	Perodua Bezza Door Visor Mugen Air P	bezzamugenlazada	LZ520794222_MY-1010730660	23.90 ¥	Batch Unlink

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



😁 Maintain Item						- 0 ×	
Maintain Stor	ck Item					New	
Code: almer	a2011mugen		Serial No	. 🗹 Stock Cont	ol 🗹 Active	<u>E</u> dit •	•
Description: Nissar	n Almera 2011-2020 Door Vis	or Mugen Air Press				Delete	1
						Save -	,
Item Group: DEFA	JULT 💌 Reorder /	Level: 0.00	Remark 1:			Cancel	i
Base UOM	Reorder	Qty: 1.00	Remark 2:			Refresh	ñ
Ref. Cost:	0.00 Lead Tim	e: 0	Barcode:			Browse	ñ
Ref. Price:	28.00 Output T	ax:	Tariff:	•		. Diomse	1
Shelf:	Input Ta	x: 🔽	Bal Qty : 0.00				
UOM Cust. Price Su	upp. Price BOM More Desc	. Opn Bal. Category	Alternative Cust. Item S	Supp. Item Barco	de Note		
+ -							
∃ Alterna	ative Item Code	Description	UOM	Ref. Cost	Ref. Price		
LZ521860464_MY-1	1015696201		UNIT	0.00	28.00		
Count = 1						Church	
						Close	

1.4.2.4 You can still decide to map to different item code (system will auto ticked the record you change the item code), once done all, click on POST button.

Lazada								
count Product Orders Payment								
Verify Status	Item Code		Name		Seller SkU	Shop SkU	^	Product
🛃 🛿 dsts in stock item	hondacity2014-2018btshopee	ionda HRV 2015 ABS High Q	uality Custom	Fit Boot Tray Cargo Liner	hondahrv2015bt	493666195_MY-894184154		Fetch
exists in stock item	E Code Des	cription Description 2	Qty /	5	bezzaBcm	490996421_MY-868696841		
Exists in stock item	hdsb2050ft Car Tinted HD 1	Silver Black Series Sc	0.00	255	persona12cm	490922450_MY-868120610		Post
Exists in stock item	hdsb35100ft Car Tinted HD 5	Silver Black Series Sc	0.00	Ar Press	personaBcm	490904368_MY-867734444		<u>.</u>
Exists in stock item	hdsb3510ft Car Tinted HD 1	Silver Black Series Sk	0.00		vivaBcm	490538939_My-865924181		Filter
Exists in stock item	hdsb3550ft Car Tinted HD S	Silver Black Series Sc	0.00	Air Press	myvi2011-2016mugen	486196501_MY-836962306		ACTIVE
Exists in stock item	hdsb50100ft Car Tinted HD 5	Silver Black Series Sc	0.00		myvioldmugen	486170930_MY-836794367		
Exists in stock item	hdsb5010ft Car Tinted HD	Silver Black Series Sc	0.00		axiamugen	486150800_MY-836680638	100	
Exists in stock item	hdsb5050ft Car Tinted HD 1	Silver Black Series Sc	0.00		wramugen	486164494_MY-836546360		
Exists in stock item	hondabry2017bt Honda BRV 203	17 ABS High Quality	0.00		wajamugen	486136567_MY-836538146		
Exists in stock item	hondabry 2017btshope Honda BRV / Bi	R-V 2017 ABS High	0.00		rizmugen	496148129_MY-836442705		
Exists in stock item	hondacty2008-2013b Honda City 200	6-2013 ABS High C	0.00		881	475380460_MY-780320551	475380460_MY-780320551	
Exists in stock item	hondacity2008-2013b Honda City 200	6-2013 ABS High C	0.00		h3	475362632_MY-780296554		
Exists in stock item	hondacity2014-2017w Honda City 20:	4-2017 Window Tr	0.00		9006	473894194_MY-775628145		
Exists in stock item	hondacty2014-2018b Honda City 203	4-2018 ABS High C	0.00		9005	473860881_MY-775600284		
Exists in stock item	hondacty2014-2018b Honda City 201	4-2018 ABS High C	0.00		h1	473854914_MY-775596078		
Exists in stock item	hondacty2014ar(old) Honda City 201	4 9 USB Double Lar	0.00		h7	473840995_My-775578321		
Exists in stock item	hondacty2014arlazadi Honda City 201	4 9 USB Double La	0.00		h8	473838753_MY-775538542		
Exists in stock item	production and think of the on	Charles da	0.00		h11	473836276_MY-775482633		
Exists in stock item	651			2	h4	473732831_MY-775448365		
Exists in stock item		A=a -A- 🗌 Fe	etch All New	1	gen-212cm	450932959_MY-685723339		
Exists in stock item	waja12cm	Proton Waja Door Visor 12Cf	M Air Press		waja12cm	450993793_MY-685697534		
Exists in stock item	sagabimfftx12cm	Proton Saga BLM/ FL/ FLX Do	or Visor 12CM	1 Air Press	sagabimfftx12cm	450993778_MY-685689226		
Exists in stock item	saga2016-201912cm	Proton Saga 2016-2019 Doo	r Visor 12CM	Ar Press	saga2016-201912cm	450977767_MY-685666482		
Exists in stock item	wra12cm	Proton Wira Door Visor 12CM	1 Air Press		wira12cm	450927851_MY-685628312		
Exists in stock item	myvi2011-201612cm	Perodua Myvi 2011-2016 Do	or Visor 12CM	Air Press	myvi2011-201612cm	450963787_MY-685616494		
Exists in stock item	myviold12cm	Perodua Mvvi Old Door Visor	12CM Ar Pres	s	myyiold12cm	450977717 MY-685609967		

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



## 1.5 Orders Tab



### **1.5.1** Status – Default Post Action



Status	Posting To Sales Quotation	Posting to Sales Invoice
Pending	×	×
To Ship	$\checkmark$	×
Shipped	×	$\checkmark$
Delivered	X	$\checkmark$
Cancelled	X	X
Returned	X	$\checkmark$

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



-
Payroll

Count Product orders Payment         Pending (64)       To Ship To Ship (64)       Shipped (25)       Delvered (109)       Cancelled (41)       Returned (1)         Pending (64)       To Ship (64)       Price       Paid Price       Items Count       Status       Returned (1)         Posted       4 days ago       2824763737728       21.90       23.90       1 delvered       To         Posted       5 days ago       2814094929229       21.90       23.90       1 delvered       To         Posted       5 days ago       28140556560279       21.90       23.90       1 delvered       To         Posted       5 days ago       2813984949215       27.00       29.00       1 delvered       To         Posted       5 days ago       2813984949215       27.00       29.00       1 delvered       To         Posted       5 days ago       281398449215       27.00       29.00       1 delvered       To         Posted       5 days ago       281398449215       27.00       29.00       1 delvered       To         Posted       5 days ago       2813916786494       23.90       25.90       1 delvered       To         Posted       5 days ago       2813916786494	Lazada	Orders Downwort								
Image: Normal data in the second data i	ccount Product ·	orders Payment		-		$\frown$		_	~	
Pending (64)       To Ship (0)       Shipped (25)       Delvered (109)       Cancelled (41)       Returned (1)         Pending (64)       To Ship (0)       Price       Paid Price       Items Count       Status       Items Count							(0)			
Pending (64)       To Ship (0)       Shipped (25)       Delvered (109)       Cancelled (41)       Returned (1)         Verify Status       Days From Order       Order ID       Price       Paid Price       Items Count       Status       Image: Count of the status       Image:								=		
Pending (64)       To Ship (0)       Shipped (25)       Devered (109)       Canceled (41)       Returned (11)         Werlfy Status       Days From Order       Order ID       Price       Paid Price       Items Count       Status       Image: Status		-				9				
Image: Status       Days From Order       Order ID       Price       Paid Price       Items Count       Status       Image: S		Pending (64)	то ()	Ship D)	Shipped (25)	(109)	Cancelled (41)	Return (1)	ed	
Verify Status       Days From Order       Order ID       Price       Paid Price       Items Count       Status       Items Count       Items Count       Status       Items Count       Status       Items Count       Status       Items Count       Status			2	18 	·	()	-	3-7	St	ep 1
Posted       4 days ago       2824763737728       21.90       24.90       1 delivered         Posted       4 days ago       2814094929229       21.90       23.90       1 delivered         Posted       5 days ago       2814655660279       21.90       23.90       1 delivered         Posted       5 days ago       2814655660279       21.90       23.90       1 delivered         Posted       5 days ago       2814655660279       21.90       23.90       1 delivered         Posted       5 days ago       2813967442875       27.00       29.00       1 delivered         Posted       5 days ago       28139398422929       23.90       25.90       1 delivered         Posted       5 days ago       2813816768404645       23.90       25.90       1 delivered         Posted       5 days ago       2813816768404645       23.90       25.90       1 delivered       Vice         Posted       6 days ago       281396768404645       23.90       25.90       1 delivered       Vice       Name         Item Code       UCM       Name       Variation       Item Price       Pracking Code       Qty       Search By Item Code         Ada8cm       UNIT       Perodua	Verify Stat.	us Days From Ord	der Order I	D P	nce Pa	id Price	Items Count	Status 🚦	Date	1
Posted       4 days ago       2814094929229       21.90       23.90       1 delivered         Posted       5 days ago       2824825966160       21.90       23.90       1 delivered         Posted       5 days ago       2814656560279       21.90       23.90       1 delivered         Posted       5 days ago       2813656560279       21.90       23.90       1 delivered         Posted       5 days ago       2813867442875       27.00       29.00       1 delivered         Posted       5 days ago       281389449215       27.00       29.00       1 delivered         Posted       5 days ago       281398449215       27.00       29.00       1 delivered         Posted       5 days ago       2813966404645       23.90       25.90       1 delivered         Posted       6 days ago       2813768404645       23.90       25.90       1 delivered       Vicine         Posted       6 days ago       2813768404645       23.90       25.90       1 delivered       Vicine       Vicine       Vicine         Item Code       UOM       Name       Variation       Item Price       Pad Price       Tracking Code       Qty       Search By Item Code         Step <td>Posted</td> <td>4 days ago</td> <td>282476373</td> <td>7728</td> <td>21.90</td> <td>24.90</td> <td>1</td> <td>delivered</td> <td>From</td> <td></td>	Posted	4 days ago	282476373	7728	21.90	24.90	1	delivered	From	
Posted         5 days ago         2824825996160         21.90         23.90         1         delivered           Posted         5 days ago         2814555560279         21.90         23.90         1         delivered         1         31 May 2021           Posted         5 days ago         2813984949215         21.90         23.90         1         delivered         31 May 2021           Posted         5 days ago         2813984949215         21.90         23.90         1         delivered         0           Posted         5 days ago         2813984942229         23.90         25.90         1         delivered         0           Posted         5 days ago         2813968404645         23.90         25.90         1         delivered         0           Posted         6 days ago         2813968404645         23.90         25.90         1         delivered         0         <	Posted	4 days ago	281409492	9229	21.90	23.90	1	delivered	01 May 20	21
Posted         5 days ago         2814656560279         21.90         23.90         1 delivered           Posted         5 days ago         2824967442875         21.90         23.90         1 delivered           Posted         5 days ago         2813984949215         27.00         29.00         1 delivered           Posted         5 days ago         2813984949215         27.00         29.00         1 delivered           Posted         5 days ago         2813984949215         27.00         29.00         1 delivered           Posted         5 days ago         2813968404645         23.90         25.90         1 delivered           Posted         6 days ago         2813768404645         23.90         25.90         1 delivered           Item Code         UOM         Name         Variation         Item Price         Pad Price         Tracking Code         Qty           axia8cm         UNIT         Perodua Axia D         21.90         21.90         Tub/KA00512294         1	Posted	5 days ago	282482598	5160	21.90	23.90	1	delivered	To	.5.7
Posted         5 days ago         2824967442875         21.90         23.90         1 delivered           Posted         5 days ago         2813984949215         27.00         29.00         1 delivered           Posted         5 days ago         281398949215         27.00         29.00         1 delivered           Posted         5 days ago         2813989462929         23.90         25.90         1 delivered           Posted         5 days ago         2813816706404645         23.90         25.90         1 delivered           Posted         6 days ago         2813816706404645         23.90         25.90         1 delivered           Item Code         UCM         Name         Variation         Item Price         Pad Price         Tracking Code         Qty           axia8cm         UNIT         Perodua Axia D         21.90         21.90         TLMKA00512294         1	Posted	5 days ago	281465656	0279	21.90	23.90	1	delivered	21.1411.20	21
Posted         5 days ago         2813384949215         27.00         29.00         1 delivered           Posted         5 days ago         281396422929         23.90         25.90         1 delivered           Posted         5 days ago         281396422929         21.90         23.90         1 delivered           Posted         5 days ago         2813968404645         23.90         25.90         1 delivered           Posted         6 days ago         2813968404645         23.90         25.90         1 delivered         Image: Condem set of the set of t	Posted	5 days ago	282496744	2875	21.90	23.90	1	delivered	31 May 20	21
Posted       5 days ago       2813998422929       23.90       25.90       1 delivered         Posted       5 days ago       2813966404645       23.90       23.90       1 delivered         Posted       6 days ago       2813966404645       23.90       25.90       1 delivered         Item Code       UOM       Name       Variation       Item Price       Pad Price       Tracking Code       Qty         axia8cm       UNIT       Perodua Axia D       21.90       21.90       TLMKA00512294       1	Posted	5 days ago	281338494	9215	27.00	29.00	1	delivered		
Posted       5 days ago       2813916786949       21.90       23.90       1 delivered         Posted       6 days ago       2813768404645       23.90       25.90       1 delivered         Item Code       UOM       Name       Variation       Item Price       Pad Price       Tracking Code       Qty         axia8cm       UNIT       Perodua Axia D       21.90       21.90       1.00       TLMKA00512294       1	Posted	5 days ago	281399842	2929	23.90	25.90	1	delivered	Orders	
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Item Code UCM Name Variation Item Price Paid Price Tracking Code Qty Axia D 21.90 21.90 TLMKA00512294 1	Posted	6 days ago	281376840	4645	23.90	25.90	1	delivered	, <b>–</b>	<u>~</u>
Item Code         UCM         Name         Variation         Item Price         Paid Price         Tracking Code         Qty           axia8cm         UNIT         Perodua Axia D         21.90         21.90         TLMKA00512294         1	le · ·	1 C 1					*	-ua	Invoice	Sten 2
axia8cm UNIT Perodua Axia D 21.90 21.90 TLMKA00512294 1 Search By Item Code	Item Code	UOM	Name	Variation	Item Price	Paid Price	Tracking Co	de Qty	Powe	otep 2
Search By Item Code	axia8cm	UNIT Pe	rodua Axia D		21.90	21	.90 TLMKA00512	294 1	U .	
									Search By Item	n Code

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

Account Product	Orders Paymen	t									
	Per	ding iding To iding (	ship 0,1	Shipped (6)	Delvered (5)	Cancele (17)	ed	Returned (0)			
≣ Verify Sta	tus Days From 0 days ago	0 Order 0 Order 1 281878201	SQL Acco	Fetching da	ta from Laza	la	×	us 😨 ^		Date From	
	0 days ago 0 days ago	282865171 281834091	9						1	01 May 2021 To	~
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										Search By Item Coo	de •



.ccount	Product	Orders Pa	Pending (64)	ToS	hp	Shipped (25)		Delivered	Cancelled (41)	Re	eturned		
	Verify Sta	tus Days	From Order	Order IE	, )	Price	Paid F	Price Iter	ns Count	Status	<b>N</b>	Date	
		0 day	s ago	2818782019	284	21.90		23.90	1 per	ding		From	
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l It	em Code	UON	1	Name	Variation	n Item Pr	ce	Paid Price	Tracking Code	ç	2ty	Post	
+ kanci	l8cm	UNIT	Peroc	lua Kancil			21.90	11.90		1	U		
												-Search By Item C	ode .

System will return the message when Fetching Done, Press OK.

## 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 Delivered Status -> Ticked all -> Click on Post

Lazada Account Product	Orders Payment				Step 1	)			
						$\odot$			
Step 2	(64	ing 105 i) (0)	ip Shipp (25	) L	(109)	(41)	(1)	ea	
Verify Stat	tus Days From	Order Order ID	Price	Paid	Price	Items Count	Status	<u>^</u>	Date
	4 days ago	28247637377	28 21	90	24.90	1	delivered		From
	4 days ago	28140949292	29 21	90	23.90	1	delivered	_	01 May 2021 v
	5 days ago	28248259861	60 21	90	23.90	1	delivered		To
	5 days ago	28146565602	79 21	.90	23.90	1	delivered		21 May 2021
	5 days ago	28249674428	75 21	.90	23.90	1	delivered		51 May 2021 *
	5 days ago	28133849492	15 27	.00	29.00	1	delivered		
	5 days ago	28139984229	29 23	3.90	25.90	1	delivered		Orders
	5 days ago	28138167869	49 21	90	23.90	1	delivered		Refresh Orders
	6 days ago	28137684046	45 23	3.90	25.90	1	delivered	~ >	Step 3
			~ ~ ~						Invoice
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i avia8cm	LINE	Perodua Avia D	TO TO TO TO	21 90	21	90 TI MK400512	294 1	1	
P anabom	oran	r croada rola bill		21.00		100 111 101000112	254 1	_	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

		Pending	To Ship St	pped Delivered	Cancel		Returned			
Verify Stat	us Davs Prom	(64)	(0) ( Price	25) (109)	(41) Paid Price		(1) Items Count	Status	1	
	0 days ano	281878201928485		21.90		23.90	1 pe	ndina		Date
1	0 days ago	282865171910034		21.90		24.90	1 00	odina		Prom
Ĩ	0 days ago	281834091574918	-	21.90		23.90	1.00	nding		01 May 2021
1	0 days ago	282914734774335		21.90		21.90	1 pe	nding		То
1	0 days ago	281858812258427				5.70	1 pe	nding		31 May 2021
1	0 days ago	282878797539766	Confirm			5.90	1 pe	nding		
	0 days ago	281831479035417				3.90	1 pe	nding		Orders
1	1 days ago	281838229956124	You nave no	t selected any order. Wou	lid you like to	1.90	1 pe	nding		Refresh Orders
]	1 days ago	282889738228204	Select all?			7.60	2 pe	nding		-
	1 days ago	282861529833516				3.90	1 pe	nding		Invoice
	1 days ago	281807620890320		Yes	No	3.90	1 pe	nding		Post
	1 days ago	281788048061167		21.30		£5.40	1 pe	nding		
	1 days ago	282870324978052		21.90		25.70	1 pe	nding		-Search By Item Cock
	1 days ago	281804805053128	0	23.90		25.90	1 pe	nding		
	1 days ago	281764497648352		21.90		24.90	1 pe	nding	1	
	1 days ago	281810000190023		21.90		24.90	1 pe	nding		
	1 days ago	282846110363256		27.00		31.50	1 pe	nding		
	1 days ago	281744262710914		21.90		26.40	1 pe	nding		
	1 days ago	282831940966082		28.00		32.50	1 pe	nding	U	
	1 days ago	282811952216322		21.90		24.90	1 pe	ndna	~	
Barris da da	1.004.6			Barrow Barlow		and Barbara	We will be a should			
Item Code	COM	Name	vanation	Item Price	F	aid Price	Tracking Code	QQ		
landilisem	UNIT	Perodua Kandi Loor Visor BUML.		2	1.90		11.90	1		

Please be patient to wait for the order posting.

Lazada							- 0
Account Product Orders Payment							
		Pending To (	Shipped (%)	Delivered (108)	Returned		
■ Verify Status	Davs From Order	Order ID	,	Price	Paid Price	Items Count	^
	3 days ago	282476373772881		21.90	24.90		1 Date
2	3 days ago	281409492922904		21.00	23.90		1 011410-0021
	4 days ago	282482598616017 SQL	Account	×	23.90		1
	4 days ago	281465656027980			23.90		1 To
	4 days ago	282496744287533	Posting data		23.90		1 31 May 2021
	4 days ago	281338494921584			29.00		1
	4 days ago	281399842292945	Posting 30/108 order		25.90		1 Orders
	4 days ago	281381678694912			23.90		1 Refresh Orders
	5 days ago	281376840464587			25.90		1
	5 days ago	282414948178503			30.00		1 Invoice
	5 days ago	282363152333041		Close	26.90		1 Dout
	5 days ago	282397781439063		21.90	23.90		1
	6 days ago	282384752206342		41.90	46.90		1 Search By Item Cod
	6 days ago	282369927543444		21.90	23.90		1
	6 days ago	282258598701503		21.90	23.90		1
	6 days ago	282316379778472		21.90	23.90		1
	6 days ago	282358502111364		21.90	25.70		1
	6 days ago	281280458918955		27.00	29.00		1
	6 days ago	281203886562780		21.90	24.90		1
	6 days ado	282325744034348		23.90	25.90		1 ~
Item Code	LIOM	Name	Variation	Item Price	Paid Price	OIV	
avia9cm	INIT Per	och ia Avia Door Visor BCM Air Pr		2	190 219	2.7	
						Activate V	/indows

1.5.3.3 Click on OK when done posting





## 1.5.4 Verify Status

count Product O	ders Payment									
		Pending (64)	To Ship (0)	pped Delve (324	red Cance 4) (823	Med Return 3) (5)	hed			
	erify Status	Days From Order	Order ID	Price	Paid Price	Items Count	Status	× ×	Data	
(Al)		4 days ago	282476373772881	21.90	24.90	1	delivered		Erom	
(Custom)		4 days ago	281409492922904	21.90	23.90	1	delivered		01.0ct 2020	_
510		5 days ago	282482598616017	21.90	23.90	1	delivered		010002020	_
Falled - Missi	ng DataSet property	5 days ago	281465656027980	21.90	23.90	1	delivered		TO	
Failed - Missi	ng item code	5 days ago	282496744287533	21.90	23.90	1	delivered		31 May 2021	_
Success		5 days ago	281338494921584	27.00	29.00	1	delivered			
Success		5 days ago	281399842292945	23.90	25.90	1	delivered	1	Orders	
Success		5 days ago	281381678694912	21.90	23.90	1	delivered		Refresh Order	s
Success		6 days ago	281376840464587	23.90	25.90	1	delivered		E.	
Success		6 days ago	282414948178503	28.00	30.00	1	delivered	>	Invoice	
Current		E dave and	201203102320041	22.00	26.00	1.	dalwarad	~	Post	
Item Code	LIOM	Nama	Variation	Item Drice	Paid Drice	Tracking Code	Oby		1	
nielli Code	LINIT	Deredue Avia Deer	Variauori	21.00	Palu FILCE 21.00	TI MICEODE 19904	24	U	Search By Item Co	de
AIdOCIII	ONTI	Perodua Ada Door		21.70	21.50	TLMKA00512234	+			

- 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.

Ttorman	, repose								
😁 Lazada									- D <b>X</b>
Account Product On	ders Payment								
		Pending (64)	To Shp (0)	Shipped Delv (25) (32	red (82	eled Returns 3) (5)	ed .		
₹Z V	/erify Status	Days From Orde	er Order ID	Price	Paid Price	Items Count	Status	7	Date
Failed - Missing D	ataSet property	54 days ago	27687886852562	9 23.90	28.4	0	l delivered		From
Step 1									01 Oct 2020 ~ To 31 May 2021 ~ Orders Refresh Orders
								>	Invoice
			v						Post
Item Code	UOM	Name	Variation	Item Price	Paid Price	Tracking Code	Qty		Search
<ul> <li>atzamugenlazada</li> </ul>	UNIT	Perodua Alza Door		23.90	23.70	ILMKAU0444742	1		Step 2

#### 1.5.4.4 Failed – Missing Item Code

- Is due to Lazada have inactive item code, user can manually map in orders.

Step 1: Click on Item Code Drop Down, user can manually map the item code

		Pen (5	ding ToShip Ship (1) (0) (2	ped Delvered 6) (3243)	Cancelled Returned (817) (5)		
Verify Statu:	s 🔟 Days From Order	Order ID	Voucher	Price	Paid Price	Items Count	Status
Failed - Missing item of	code 75 days ago	275317644899771	0.13	205.00	218.00		1 delivered
Faled - Meena item o	ode 75 days ago	276199386340493	0.03	22.00	26.00		1 delivered
Code	Description	Description 2 Qty	0.00	139.00	152.00		1 delivered
AABBCC	AABBCC	-1.00	0.00	49.70	62.70		1 delivered
DISCOUNT	DISCOUNT	0.00	1.02	49.70	64.70		1 delivered
SHIPPING	SHIPPING	-311.00	0.00	49.70	62.70		1 delivered
TRANSACTION FEE	TRANSACTION FEE	0.00	0.00	175.00	190.00		1 delivered
VOUCHER	VOUCHER	0.00	0.00	155.00	168.00		1 delivered
almera2011mugen	Nissan Almera 2011-2020 Door Vis	-2.00	0.00	175.00	188.00		1 delivered
alza8cm	Perodua Alza Door Visor 8CM Air Pr	-5.00	0.00	49.70	64.70		1 delivered
alzamugenlazada	Perodua Alza Door Visor Mugen Air	0.00	0.00	139.00	152.00		1 delivered
aralmeralazada	Nissan Almera Arm Rest 7 USB Adju	-3.00	0.00	49.70	64.70		1 delivered
araruzlazada	Perodua Aruz Arm Rest 7 USB Adju	-2.00	0.00	205.00	220.00		1 delivered
araxialazada	Perodua Axia Arm Rest 7 USB Adju	-1.00	0.00	139.00	152.00		1 delivered
arbezzalazada	Perodua Bezza Arm Rest 7 USB Ad	0.00	4.66	175.00	188.00		1 delivered
arbr-vlazada	Honda BR-V Arm Rest 7 USB Adjus	0.00	0.00	205.00	295.00		1 delivered
arcity 14-19lazada	Honda City 14-19 Arm Rest 7 USB	-2.00	0.10	32.90	32.90		1 delivered
arexoralazada	Proton Exora Arm Rest 7 USB Adju	0.00	0.10	139.00	144.00		1 delivered
aririzlazada	Proton Iriz Arm Rest 7 USB Adjusta	0.00	0.00	139.00	154.00		1 delivered
	1144 de June 14 10 Ann 0 ank 71 00	0.00	0.00	205.00	218.00		1 delivered
67		×	~				
		A=a -A- Fetch All New	Variation	Item Price	Paid Price	Tracking Code	Qty
		5D Carpet Proton Saga FLX 5	D Color Family Black with red side	49.70	49.70 TLM	IKA00415521	1

Step 2: Ticked on the record you want to post Step 3: Click on Post

Lazad



## 1.5.5 Sales Invoice

- Example of Sales Invoice posted from Lazada | Orders.

🕿 Lazada					- 0 🗙
Account Product Orders Payment					
		•	🛞 🖪	6	
Pending	To Ship Sh	ipped Delivered	Canceled Return	ied	
(0)	(0) (	(0) (13)	(3) (0)		
E Verify Status Days From Created At	Order ID F	Price Paid Price	Shipping Fee 🛛 It 🗹 😒	Status 🔽	Date
g = 40t =	* <b>D</b> ¢ =		= • <b>1</b> c d	lelivered	From
▶ Success 48 days ago 02/05/2021	280584620770161	350.00 435.00	85.00 10 delive	red	01 May 2021 🗸 🗸
	DocNo		Shipping Fees		To
L				[	02 May 2021
Item Code UOM Name	Shop SK	U Variation	Item Price Paid Price	Qty ,	Orders
	R C	PDc	= =		Refresh Orders
I ×5010cmlazada UNIT Proton X50 Door Vise	r 10C LZ1703176620_MY-64	462108672	35.00 350.	.00 10	
Item Code UOM Description 2	Remark	2	Unit Dring	Otre	Invoice
	I Celliark	<u> </u>	Unit File	Quy	Post
					Replace

<b>2</b>	nvoice															
More				Invoice						•			Car	ncelled 🗌		New
<u> </u>	Eustomer :- 300-L0	001 💌	00Y							_(	Inv No :	28058	4620770161	Q,		Edit 👻
Attach	Address :- Miri, 9	8000									Date :-	02/05	2021	•		Delete
ments											Agent :- Terms :-	30 Da	vs	•		Cancel
	Description :- Lazada	- Miri, 98000 (Items = 1, Qty = 10	0								Ref 1. :-					Refresh
Vote	+ - 🕜 🕑 Pr	ofit Estimator	·								Ext. No :-					Browse
Ite	Invoice Matrix	De contration	a da una rue	Dura to	~				617.1J			<b>T</b> :	<b>7</b>	6 h T h		
Γm	solution lace     intern Code     intern Code	Proton X50 Door Visor 10CM AL	Proton X50 Deer Visor 10CM Air	LZ1703176620 MY-6462108672	10.00	UNIT	35.00	DISC	SUD 10tal 350.00	Tax	Tax Race	1a	Tax Ame	350.00	1	
emp	SHIPPING	Shipping Fee			1.00	UNIT	85.00		85.00				0.00	85.00		
late															U	
_																
	2 records				11.00				435.00				0.00	435.00		
	Deposit Amount:	0.00														
	Local Net Total:	435.00												435.00		Close



## 1.5.6 Sales Credit Note

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

Lazad	a Product Or	rders Payme	nt	Pending (0)	)	ihip	Shipped (1)	Delvered (711)	Canceled (239)	h Returns	a			
= 8	Verify :	Status	Crea	ted At		rder ID		Price	Paid F	Price	Items Count		Date	
	-		24/00/2020		262506625	261207		44	50	46.57		2	01 Sep 2020	
井			24/09/2020		202000020/	1207	-	44.	.50	40.57		2	01 3cp 2020	
늼			09/09/2020		2614510095	28986	_	19	50	24.00		1	30 Sep 2020	
	uccess		09/09/2020		2623533089	71703		19	.50	23.00		1	50 50p 2020	
	uccess		09/09/2020		2612502633	378209		37.	.50	42.30		1	Orders	
P	osted		05/09/2020		2607124233	869670		19.	.50	24.00		1	Defrech Orde	
S	uccess		05/09/2020		2615303335	504398		37.	.50	42.30		1	Refreshi Orde	15
													Mark Al	-
					7			222.	50	9.0	0		Invoice	
I	tem Code	UON	1	Name	Variation	Iter	n Price	Paid Price	Return Amoun	it Return Qt	y Qty		Post	-
REC		80C	REC		# <b>0</b> C	_		=	=	=	=		Drint	
123/1	234	UNIT	Perodu	a Aruz Arm			37.50	37.5	0 37	.50 1	1		Think	
14	Code	LIOM	1						Sub Total	QTY			Search By Item Co	ode

Returned Sales will be posted to 1 document only.

In this scenario it is posted to Sales Invoice.

Select "Post" to post it to sales invoice.

😁 Laza	ada											X
Accou	nt Produc	t Orders Pay	ment									
		(	Pending (0)	To Ship (0)	Shipped (1)	Deliv (7:	ered 11)	Cancelled (239)	Returned (7)			
1		Verify Status	Creat	ted At	Order ID	Price	Paid Pr	ice Ite	ems Count 🔷	1,	Date	
8 =	R <mark>O</mark> C		=		REC	=	=	=			From	
			21/09/20	20 2	263180506525803	44	.50	44.50	2		01 Sep 2020	~
	Posted		09/09/20	20 2	261451009528986	19	.50	24.00	1		То	
	Posted		09/09/20	20 2	262353308971703	19	.50	23.00	1		30 Sep 2020	~
• 🗸	Posted		09/09/20	20 2	261250263378209	37	.50	42.30	1			
	Posted		05/09/20	20 2	260712423369670	19	.50	24.00	1		Orders	
	Posted		05/09/20	20 2	261530333504398	37	.50	42.30	1		Refresh Orders	
					7	222	.50	9.00	~	>		
					~						Mark All	•
E I	tem Code	UOM	Name	Variation	n Item Price	Paid Price	Return Amo	Return Qty	Qty		Invoice	
8	:	R B C	RBC	R B C	=	=	=	-	=	Ľ (	Dest 4	
▶ 123	3/1234		Perodua Aruz		37.50	37.50	37.50	1	1	11	Post	
											Print	
											Search By Item Code	•



😁 In	voice				- 🗆 🗙
More		Invoice		Cancelled 🗌	New
-	Customer :- <u>300-L0001</u>		Inv No	<b>0:</b> 261250263378209	<u>E</u> dit ▼
Attac	60*****01 - GIVITHIRAN		Next N	o :- IV-00099 🔹	Delete
hme	Address :- Pulau Pinang, 10460		Date :-	• 09/09/2020 🔻	
nts			Agent	🔻	Save 🗸
			Terms	:- 30 Days 🔻	<u>C</u> ancel
Note	Description :- Lazada - Pulau Pinang, 10460 (Iten	ns = 1, Qty = 1)	▼ Ref 1. :	:- 	Refresh
Ħ	+ - 🕢 🕐 Profit Estimator	Transferable 🗹			> <u>B</u> rowse
BM T	Invoice Matrix				
empl	Item Code Description	Qty U U/Price Disc	Sub Total Tax Ta Ta	ax Tax Amt Sub Total (	
ate	▶ 123/1234 123/1234	0.00 UNIT 37.50	0.00	0.00	
· ·					
	1 records	0.00	0.00	0.00 0.00	
	Deposit Amount: 0.00 ···				
	Local Net Total: 0.00			0.00	Close

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



## **1.5.7** Status – Others than Default POST Action

- Beside the post button, press the black triangle, and select "Post" to post it to sales invoice.



Status	Posting to Sales Invoice	Posting to Sales Quotation	Replace Invoice	Post as Cancelled Sales Invoice
Pending	×	$\checkmark$	Х	$\checkmark$
To Ship	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Shipped	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Delivered	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Cancelled	×	$\checkmark$	×	$\checkmark$
Returned	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$



## 1.6 Payment Tab

### **1.6.2** Step to Download statement from Lazada

1.6.1.1 Click on Seller Center -> Finance Tab on left menu -> Account Statement -> Statement Period

\*\*The new version of Lazada Seller Center, has changed the

settlement period from weekly to daily.

## WEEKLY CYCLE TO DAILY CYCLE SELLER STATEMENT

Seller Statement changes from weekly to daily. check in Finance > Account Statement > Statement Period





## 1.6.2.2 At your Statement Overview, go to Settlement Report to see the weekly statement.

Home + My Statement				
My Statement				Back to old version
Statement Overview Order Ov	erview Transaction Overview My Invo	ice		
() Tell us how we can improve yo	ur payment experiences. Click here to feedbac	k		
Settlement Overview		Manage My Balance	Settlement Report	For more
Open (j)	Settlement in Progress ()	Recent Settlement (j)	2 May - 8 May 2022	Download 👻
MYR 0.00	MYR 0.00	MYR	25 Apr - 1 May 2022	Download 👻
Payment of 13 May 2022	01 Nov 2016 - 14 Nov 2016 and more	Payment of 12 May 2022	18 Apr - 24 Apr 2022	Download 👻
			11 Apr - 17 Apr 2022	Download 👻

1.6.2.3 Click "Download" and download the file of the weekly statement that contains the payments that you want to export.

Home > My Statement My Statement				Back to old version
Statement Overview Order O	verview Transaction Overview My Invo	ice		
(i) Tell us how we can improve yo	our payment experiences. Click here to feedbac	*		
Settlement Overview		Manage My Balance	Settlement Report	For more
Open 🗊	Settlement in Progress (j)	Recent Settlement (j)	2 May - 8 May 2022	Download 👻
MYR 0.00	MYR 0.00	MYR	25 Apr - 1 May 2022	Download 👻
Payment of 13 May 2022	01 Nov 2016 - 14 Nov 2016 and more	Payment of 12 May 2022	18 Apr - 24 Apr 2022	Download 👻
			11 Apr - 17 Apr 2022	Download 👻

### **1.6.3 Posting Payment**

- 1.6.3.1 Select Account (Only if you have more than 1 store)
- 1.6.3.2 Click Load CSV (Statement downloaded from Step 1.6



🗃 Lazada	
Account Product Orders Payment	
Accoun Lazada Shop 1 (oninecaraccessoriessdnt V	ost
📱 Verify Status Date Payme 🛆 Invoice No Order No Order D Item Paym Shipp Shipp Shipp Vouc Olaims Com	n Relea
<no data="" display="" to=""></no>	

#### 1.6.3.3 Select the statement download from Lazada

Cognice New folder     Cognice     Cognice     Cognice     Cognice     Connents	🗃 Open			×
Optice New folder     Image: Control     Image: Control   Image: Control     Image: Con	← → ~ ↑ 🖡 > This PC > Desktop > Ecommerce			✓ Ŭ ,P Search Ecommerce
Quick Access   Image: Province accord transaction     Determodified   Type   State   Image: Province accord transaction     Determodified   Image: Province accord transaction   Image: Province accord transaction </th <th>Organize • New folder</th> <th></th> <th></th> <th>III • 🗆 🕖</th>	Organize • New folder			III • 🗆 🕖
Activate Windows	Cuick acces     Dowrloads     Courrents     Courrent	Date modified 08/12/2020 12:09	Type Size Microsoft Excel Co 185 KB	Select a file to preview.
File name:	File name:			Activaty CSV Files (*.csv,*.txt) ~

#### 1.6.3.4 Click on Post



Verify Status         Date         Payment No         Invoke No         Order Date         Item.         Paym.         Shipt.	ount Lazada Sho	p 1 (onlinecaraccesso	riessdht ~									Lo	ad CSV		Po	st
27/10/2020         263551644515164         263551644515164         18.30         (0.49)         (5.50)         4.00         (1.50)         0.00         0.00         (2           27/10/2020         2635522468239         2635522468239         19.50         (0.50)         (5.0)         3.00         (1.50)         0.00         0.00         (2           27/10/2020         263554256671440         253564256771440         25.00         (0.50)         (5.0)         4.00         (1.50)         0.00         0.00         (2           27/10/2020         26355540565328         28357540055328         19.50         (0.51)         (5.50)         4.00         (1.00)         0.00         0.00         (2           27/10/2020         263585039943872         2835942393772         19.50         (0.51)         (5.50)         4.50         (1.00)         0.00         0.00         (2           27/10/2020         2635637930772         2835942393772         19.50         (1.50)         4.50         (1.00)         0.00         0.00         (2         (1.01)         0.00         0.00         (2         (1.01)         0.00         0.00         (2         (1.01)         0.00         0.00         (0.0)         (0.00)         (0.00)         (	Verify Status	Date	Payment No	Invoice No	Δ	Order No	Order Date	Item	Paym	Shipp	Shippi	Ship	Voucher	Claims	Com	Relea.
27/10/2020         263553225468239         19.50         (0.50)         (5.0)         4.00         (1.0)         0.00         0.00         C           27/10/2020         263554250671440         26356420671440         2506         (5.0)         4.00         (1.50)         0.00         0.00         C           27/10/2020         26355420671440         2635642065724         2535817522734         22350         (0.50)         (5.0)         4.00         (1.50)         0.00         0.00         C           27/10/2020         26359503943872         2535817522734         23350         (0.50)         (5.50)         4.00         (1.00)         0.00         0.00         C           27/10/2020         263595429309772         25359429309772         19.50         (0.51)         (5.50)         4.50         (1.00)         0.00         0.00         C           27/10/2020         263653876962257         23.29         (0.80)         (5.50)         4.50         (1.00)         0.00         0.00         C           27/10/2020         26365149114515         25369429309772         19.53         (4.50)         4.50         (1.00)         0.00         0.00         C         2710/2020         26365341491445105         18.33         (0.4		27/10/2020		263551644515164		263551644515164		18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.3
22110/2020         285564250671440         28504250671440         25.00         (6.0)         (5.2)         3.50         (7.0)         0.00         0.00         C           22710/2020         285575640605328         28575640605328         13.50         (0.50)         (5.0)         4.00         (1.50)         0.00         0.00         C           22110/2020         285355197525724         28538137522724         23.50         (0.50)         (5.50)         4.00         (1.00)         0.00         0.00         C           27110/2020         285395039943972         21.50         (0.51)         (5.50)         4.50         (1.00)         0.00         0.00         C           27110/2020         285602686334095         28539269277         32.30         (0.80)         (5.50)         4.50         (1.00)         0.00         0.00         C           27110/2020         28569367662257         28363376962257         32.30         (0.80)         (5.50)         4.50         (1.00)         0.00         0.00         0.00         C           27110/2020         285691491415161         2853914901551324999         18.33         (0.49)         (5.50)         4.50         (1.00)         0.00         0.00         0.00         0.00 <td></td> <td>27/10/2020</td> <td></td> <td>263553225468239</td> <td></td> <td>263553225468239</td> <td></td> <td>19.50</td> <td>(0.50)</td> <td>(5.50)</td> <td>4.00</td> <td>(1.50)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>17.5</td>		27/10/2020		263553225468239		263553225468239		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.5
22110/2020       263575640605328       25357540605328       19.50       (5.0)       4.00       (1.0)       0.00<		27/10/2020		263564250671440		263564250671440		25.00	(0.60)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	22.7
22/10/2020         285381875252734         28358187522734         28359         (5.0)         4.00         (1.0)         0.00		27/10/2020		263575640605328		263575640605328		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.5
2710/020         2639803994372         2639803994372         19.50         0.51         0.50         4.50         0.00 <t< td=""><td></td><td>28/10/2020</td><td></td><td>263581875252734</td><td></td><td>263581875252734</td><td></td><td>23.50</td><td>(0.58)</td><td>(5.50)</td><td>4.00</td><td>(1.50)</td><td>0.00</td><td>0.00</td><td>0.00</td><td>21.4</td></t<>		28/10/2020		263581875252734		263581875252734		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.4
2710/0200         26399429399772         919.00         10.10         10.00         0.00         0.00         0.00           27/10/2020         26300266334095         26300266334095         18.33         0.420         55.00         1.70         0.00 <t< td=""><td></td><td>27/10/2020</td><td></td><td>263585039943872</td><td></td><td>263585039943872</td><td></td><td>19.50</td><td>(0.51)</td><td>(5.50)</td><td>4.50</td><td>(1.00)</td><td>0.00</td><td>0.00</td><td>0.00</td><td>17.9</td></t<>		27/10/2020		263585039943872		263585039943872		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.9
27/10/2020       265602663340965       269026683340962       18.3       0.40       5.50       1.79       0.71       0.00       0.00       2         27/10/2020       263653876962257       263653876962257       32.50       0.090       5.50       4.50       1.00       0		27/10/2020		263595429309772		263595429309772		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.9
2710/2020         263653876962257         32.90         0.00         5.00         0.00		27/10/2020		263602686334095		263602686334095		18.33	(0.42)	(5.50)	1.79	(3.71)	0.00	0.00	2.21	16.4
2710/2020       2836413194005       2836413194005       18.30       0.49       (5.0)       4.50       0.00		27/10/2020		263653876962257		263653876962257		32.90	(0.80)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	31.
28/10/2020         263691491116161         26369149111661         18.33         (0.49)         (5.50)         4.50         (0.00)         0.00		27/10/2020		263661419146105		263661419146105		18.30	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.1
27/10/2020       25399044950520       356.90       0.070       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000       6.000       0.000		28/10/2020		263691491116161		263691491116161		18.33	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.8
27/10/2020         263711656132499         263711656132499         18.33         (0.40)         (5.0)         4.00         (1.0)         0.00		27/10/2020		263699044960620		263699044960620		36.60	(0.78)	(6.00)	0.00	(6.00)	0.00	0.00	4.80	34.
27/10/2020         263714067249743         263714067249743         18.33         (0.47)         (5.0)         3.50         (1.0)         (0.0)         0.00         C           27/10/2020         263757413644526         263757413644526         25.00         (0.69)         (5.0)         3.50         (1.0)         0.00         0.00         C           27/10/2020         2641529155071         261529155071         19.50         (0.49)         (5.0)         3.50         (1.0)         0.00         0.00         C           26/10/2020         2641291455071         2641291450714         39.00         (0.49)         (5.0)         4.50         (1.0)         0.00         0.00         C0           26/10/2020         264247240520432         26420740520432         28.00         (0.60)         (5.5)         4.50         (1.0)         0.00         0.00         C0           27/10/2020         26436045321031         264302783710521         24302783710521         23.50         (0.50)         (5.5)         4.50         (1.0)         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00<		27/10/2020		263711656192499		263711656192499		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.
27/10/2020         283757413644526         263757413644526         25.00         (0.63)         (5.0)         4.00         0.00		27/10/2020		263714087248743		263714087248743		18.33	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.
2710/2020         264152199165071         264152199165071         19.50         (0.49)         (5.0)         1.00         0.00		27/10/2020		263757413644526		263757413644526		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.
86/10/2020         26418064455347         26418064455347         39.00         (0.20)         (0.00)		27/10/2020		264152199165071		264152199165071		19.50	(0.49)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	17.
28/10/2020         264247240520432         264247240520432         28.00         (0.67)         (5.20)         3.50         (1.70)         0.00 <td></td> <td>26/10/2020</td> <td></td> <td>264180844565347</td> <td></td> <td>264180844565347</td> <td></td> <td>39.00</td> <td>(0.92)</td> <td>(6.00)</td> <td>4.00</td> <td>(2.00)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>36.</td>		26/10/2020		264180844565347		264180844565347		39.00	(0.92)	(6.00)	4.00	(2.00)	0.00	0.00	0.00	36.
26/10/2020         264368046321031         264368046321031         23.90         (0.60)         (5.90)         4.00         1.00)         0.00		28/10/2020		264247240520432		264247240520432		28.00	(0.67)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	25.
27/10/2020         264390587782003         28490587782003         28,50         (0,59)         (5,50)         4,00         (1,50)         0,00		26/10/2020		264368046321031		264368046321031		23.90	(0.60)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	22.
28/10/2020         264382783710521         264382783710521         19.50         (0.51)         (5.50)         4.50         (1.00)         0.00 <td></td> <td>27/10/2020</td> <td></td> <td>264380587582003</td> <td></td> <td>264380587582003</td> <td></td> <td>23.50</td> <td>(0.58)</td> <td>(5.50)</td> <td>4.00</td> <td>(1.50)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>21.</td>		27/10/2020		264380587582003		264380587582003		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.
27/10/2020         264389467258548         264389467258548         19.50         (0.50)         (5.0)         10.00         0.00		28/10/2020		264382783710521		264382783710521		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.9
27/10/2020         264394377005136         264394377005136         18.00         (0.47)         (5.20)         3.50         (1.70)         0.00         0.00         0.00         20           27/10/2020         264393795434685         264399795434685         18.33         (0.42)         (5.50)         1.84         (3.66)         0.00		27/10/2020		264388467258548		264388467258548		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.5
27/10/2020         264399795434685         264399795434685         18.33         (0.42)         (5.50)         1.84         (3.66)         0.00         0.00         2           27/10/2020         264423546806305         264423546806305         54.90         (1.26)         (6.99)         4.80         (2.19)         0.00         0		27/10/2020		264394377005136		264394377005136		18.30	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.
27/10/2020 264423546806305 264423546806305 54.90 (1.26) (6.99) 4.80 (2.19) 0.00 0.00 0		27/10/2020		264399795434685		264399795434685		18.33	(0.42)	(5.50)	1.84	(3.66)	0.00	0.00	2.16	16.4
		27/10/2020		264423546806305		264423546806305		54.90	(1.26)	(6.99)	4.80	(2.19)	0.00	0.00	0.00	51.4
27/10/2020 264434780502976 264434780502976 18.33 (0.48) (5.50) 4.00 (1.50) 0.00 0.00 0		27/10/2020		264434780502976		264434780502976		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.3

1.6.3.5 Error in Red: Please sync all orders before posting payment.
Due to some order yet posting to Invoice. Before you do the posting, you can check on Invoice No column, post the orders with empty Invoice No.

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Verify Status	Date	Paym △	Invoice No	Order No	Order D	Item	Paym	Ship	Shippi	Ship	Vouc	Claims	Com	Rele
Order not posted	31/10/20			264821451176		55.00	(1.48)	(15.00)	14.80	(0.20)	0.00	0.00	0.00	53.32
Order not posted	31/10/20			265679709816		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	28/10/20			265726942268		55.00	(1.44)	(13.00)	12.80	(0.20)	0.00	0.00	0.00	53.36
Order not posted	29/10/20			264691855096		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	30/10/20			265717507855		78.90	(2.18)	(24.00)	23.80	(0.20)	0.00	0.00	0.00	76.52
Order not posted	01/11/20			265659707861		55.00	(1.31)	(15.00)	6.80	(8.20)	0.00	0.00	8.00	53.49
Order not posted	28/10/20			264518009569		55.00	(1.44)	(13.00)	12,80	(0.20)	0.00	0.00	0.00	53.36
	27/10/20		2645031053	264503105390		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35
	29/10/20		2647852437	264785243722		19.50	(0.47)	(5.20)	2.57	(2.63)	0.00	0.00	0.93	17.33
	01/11/20		2646676185	264667618539		97.50	(2.15)	(9.00)	5.00	(4.00)	0.00	0.00	0.00	91.35
	27/10/20		2635756406	263575640605		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/20		2645357747	264535774731		29.90	(0.73)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	28.17
	27/10/20		2644811944	264481194440		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	29/10/20		2654679873	265467987335		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	27/10/20		2644519865	264451986511		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37
	27/10/20		2635516445	263551644515		18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.32
	27/10/20		2643805875	264380587582		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42
	31/10/20		2655775730	265577573028		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50
	29/10/20		2656603335	265660333549		28.00	(0.63)	(5.20)	1.48	(3.72)	0.00	0.00	2.02	25.67
	27/10/20		2635954293	263595429309		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99
	31/10/20		2659907157	265990715757		37.90	(0.90)	(9.00)	4.80	(4 20)	0.00	0.00	0.00	32.80

Note: Lazada required you to sync all order before can posting payment due to have to tally with bank recon.



1.6.3.6 Once you check all the order have been posting (without empty Invoice No), click on Post

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1	Verify Status	Date	Payment No	Invoice No	Δ	Order No	Order D	ate Item	Paym	Shipp	Shippi	Ship	Voucher	Claims	Com	Relea	^
		27/10/2020		263551644515164		263551644515164		18.30	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.32	
		27/10/2020		263553225468239		263553225468239		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50	
		27/10/2020		263564250671440		263564250671440		25.00	(0.60)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	22.70	
		27/10/2020		263575640605328		263575640605328		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50	
		28/10/2020		263581875252734		263581875252734		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42	
		27/10/2020		263585039943872		263585039943872		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99	
		27/10/2020		263595429309772		263595429309772		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99	
		27/10/2020		263602686334095		263602686334095		18.33	(0.42)	(5.50)	1.79	(3.71)	0.00	0.00	2.21	16.41	
		27/10/2020		263653876962257		263653876962257		32.90	(0.80)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	31.10	
		27/10/2020		263661419146105		263661419146105		18.30	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.81	
		28/10/2020		263691491116161		263691491116161		18.33	(0.49)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	16.84	
		27/10/2020		263699044960620		263699044960620		36.60	(0.78)	(6.00)	0.00	(6.00)	0.00	0.00	4.80	34.62	
		27/10/2020		263711656192499		263711656192499		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35	
		27/10/2020		263714087248743		263714087248743		18.33	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.16	
		27/10/2020		263757413644526		263757413644526		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37	
		27/10/2020		264152199165071		264152199165071		19.50	(0.49)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	17.31	
		26/10/2020		264180844565347		264180844565347		39.00	(0.92)	(6.00)	4.00	(2.00)	0.00	0.00	0.00	36.08	
		28/10/2020		264247240520432		264247240520432		28.00	(0.67)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	25.63	
		26/10/2020		264368046321031		264368046321031		23.90	(0.60)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	22.30	
		27/10/2020		264380587582003		264380587582003		23.50	(0.58)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	21.42	
		28/10/2020		264382783710521		264382783710521		19.50	(0.51)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	17.99	
		27/10/2020		264388467258548		264388467258548		19.50	(0.50)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	17.50	
		27/10/2020		264394377005136		264394377005136		18.30	(0.47)	(5.20)	3.50	(1.70)	0.00	0.00	0.00	16.13	
		27/10/2020		264399795434685		264399795434685		18.33	(0.42)	(5.50)	1.84	(3.66)	0.00	0.00	2.16	16.41	
		27/10/2020		264423546806305		264423546806305		54.90	(1.26)	(6.99)	4.80	(2.19)	0.00	0.00	0.00	51.45	
		27/10/2020		264434780502976		264434780502976		18.33	(0.48)	(5.50)	4.00	(1.50)	0.00	0.00	0.00	16.35	
		27/10/2020		264451986511098		264451986511098		25.00	(0.63)	(5.50)	4.50	(1.00)	0.00	0.00	0.00	23.37	~

1.6.3.7 Posting Payment / Editing Invoice for Lazada Fees, please be patient

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	Verify Status	Date	Pay 🛆	Invoice No	Order No	Order	Ite	Pay	Shi	Ship	Shi	Marketin	Vou	Clai	Co	Rel
		27/10/2		264503105390557	2645031053		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.35
		29/10/2		264785243722598	2647852437		0.00	(0.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.33
		01/11/2		264667618539313	2646676185		0.00	(2.15)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.35
		27/10/2		263575640605328	263 501 4 460	int						×	p.00	0.00	0.00	17.50
		27/10/2		264535774731690	264 SQL ACLOU	anc.						~	0.00	0.00	0.00	28.17
		27/10/2		264481194440376	264	Posting	tata						0.00	0.00	0.00	17.50
		29/10/2		265467987335724	265	Usting t	Jata						0.00	0.00	0.00	17.50
		27/10/2		264451986511098	264 E	diting 27/	10/202	20 IV (3)	(37)				0.00	0.00	0.00	23.37
		27/10/2		263551644515164	263								0.00	0.00	0.00	16.32
		27/10/2		264380587582003	264								0.00	0.00	0.00	21.42
		31/10/2		265577573028324	265								0.00	0.00	0.00	17.50
		29/10/2		265660333549596	265							Close	0.00	0.00	0.00	25.67
		27/10/2		263595429309772	263	-	0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.99
		31/10/2		265990715757681	2659907157	1	0.00	(0.90)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.80
		30/10/2		264793612693577	2647936126		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
		27/10/2		263553225468239	2635532254		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50
		28/10/2		264750643058994	2647506430		0.00	(0.41)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.39
		26/10/2		265457390144177	2654573901		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.31
		28/10/2		264633288454378	2646332884		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.31
		28/10/2		265504537112435	2655045371		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.81
		28/10/2		264527007956411	2645270079		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.32
_		27/10/2		263585039943872	2635850399		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.99

1.6.3.8 Cheque number already exists



- Press **Yes**, system capture Lazada Payment ref ID as Cheque number.

													Lo	ad CSV	Post
Venify Status	A Order Da	te Date	Payment No	Order No	Item Price	Payment Fee	Shipping Fee Paid By Seller	Shipping Fee Paid B	y Customer	Shipping Variance	Shipping	Voucher	Claims	Commission Fee	Released Amo.
		5/6/2021			14.50	(0.39)	(3.80)		3.80	0.00	0.00	0.00	0.00	0.00	14.
		5/6/2021			39.00	(0.94)	(7.50)		5.50	(2.00)	0.00	0.00	0.00	0.00	36
		6/6/2021			14.50	(0.37)	(3.00)		3.00	0.00	0.00	0.00	0.00	0.00	14
		4/6/2021			3.50	(0.12)	(2.00)		2.00	0.00	0.00	0.00	0.00	0.00	3
		5/6/2021			39.00	(0.87)	(2.00)		2.00	0.00	0.00	0.00	0.00	0.00	38
		4/6/2021			35.80	SOL Account		~	4.80	2.80	0.00	0.00	0.00	0.00	37
		3/6/2021			14.50	SQC ACCOUNT			0.00	0.00	4.50	0.00	0.00	0.00	14
		3/6/2021			3.90	De atis	a data		3.00	0.00	0.00	0.00	0.00	0.00	3
		2/6/2021			3.90	Confirm		×	3.00	0.00	0.00	0.00	0.00	0.00	
		3/6/2021			25.90				2.00	0.00	0.00	0.00	0.00	0.00	25
		2/6/2021			14.50	Chequ	e number already exists.		2.00	0.00	0.00	0.00	0.00	0.00	14
		1/6/2021			5.70	Do you	want to save ?		3.80	0.00	0.00	0.00	0.00	0.00	5
		2/6/2021			29.90				4.00	(0.80)	0.00	0.00	0.00	0.00	21
		31/5/2021			25.90		Yes	No	2.00	0.00	0.00	0.00	0.00	0.00	25
		31/5/2021			29.00				3.00	0.00	0.00	0.00	0.00	0.00	28
		5/6/2021			14.50	(0.31)	(3.80)		0.00	0.00	3.80	0.00	0.00	0.00	14
		5/6/2021			31.80	(0.72)	(2.00)		2.00	0.00	0.00	0.00	0.00	0.00	31
		4/6/2021			14.50	(0.35)	(2.00)		2.00	0.00	0.00	0.00	0.00	0.00	14
		4/6/2021			34.90	(0.81)	(3.00)		3.00	0.00	0.00	0.00	0.00	0.00	34
		5/6/2021			15.90	(0.41)	(3.80)		3.80	0.00	0.00	0.00	0.00	0.00	1
		3/6/2021			3.90	(0.29)	(9.50)		9.50	0.00	0.00	0.00	0.00	0.00	3
		4/6/2021			14.00	(0.64)	(15.50)		15.50	0.00	0.00	0.00	0.00	0.00	1
		3/6/2021			7.00	(0.22)	(3.00)		3.00	0.00	0.00	0.00	tiva0.00	MindoWa.00	
	2	6/6/2021			15.90	(0.41)	(3.80)		3.80	0.00	0.00	0.00	0.5.0.00	is to activa 0.00	indows 15



User can choose to turn off prompt duplicate cheque number at Tools -> Option -> Miscellaneous -> Unticked Prompt Duplicate Cheque Number.

1.541			the same and	Consta
f in t	Numbering Type	Display Format	Number	Sample
General	Accounting value	[#,0.00;(#,0.00) #.0.0000	123456789.12345	123,456,789.1
	Currency Rate	#,0.0000	1234,12345	1,234,123
Car	Item Seling Drice	#,0.00;-#,0.00	1234.12345	1,234.1
2	Item Durchase Drice / Contract	#,0.00;-#,0.00	1234.12	1,234.1
6				
Lhit Price	Show Document Project Runtime Stock Costing Calcula Prompt Duplicate Cheque Num Use Doc Date For Acceptable 7 Post Audit Trail for Stock /Sales	ition for Stock Docume Inber Transaction Date Chec /Purchase Detail	ent king	
Lhit Price Lhit Price Leneral Ledger	Show Document Project Runtime Stock Costing Calcula Prompt Duplicate Cheque Num Use Doc Date For Acceptable Post Audit Trail for Stock/Sales Auto Post GL Stock Value	ition for Stock Docume Inber Transaction Date Chec /Purchase Detail	ent king	
Lhit Price eneral Ledger Customer	Show Document Project Runtime Stock Costing Calcula Prompt Duplicate Cheque Num Use Doc Date For Acceptable Post Audit Trail for Stock/Sales Auto Post GL Stock Value Default UOM : UNIT	ition for Stock Docume nber Transaction Date Chec /Purchase Detail	ent king	
Lhit Price eneral Ledger	Show Document Project Runtime Stock Costing Calcula Prompt Duplicate Cheque Num Use Doc Date For Acceptable Post Audit Trail for Stock/Sales Auto Post GL Stock Value Default UOM : UNIT	ition for Stock Docume nber Transaction Date Chec /Purchase Detail	ent king	



#### 1.6.3.9 Posting done

count Lazada	Shop 1 (online	caraccessoriessdri	t ~							Lo	oad CSV			Post	
Verify Status	Date	Payment 🛆	Invoice No	Order No	Order	Ite	Pay	Shi	Shi	Shi	Marketi	Vo	Clai	Co	Rel
Success	6/10/2020	OR-00008	265457390144177	265457390144177		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	5/10/2020	OR-00008	264564201104452	264564201104452		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	6/10/2020	OR-00008	264368046321031	264368046321031		0.00	(0.60)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22
Success	6/10/2020	OR-00008	264496408678636	264496408678636	1	0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	6/10/2020	OR-00008	264696508862629	264696508862629		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16
Success	6/10/2020	OR-00008	264541412641238	264541412641238		0.00	(0.49)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	6/10/2020	OR-00008	265489969663615	265489969663615		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	6/10/2020	OR-00008	264603424116994	264603424116994		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	6/10/2020	OR-00008	264586421888895	264586421888895		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21
Success	5/10/2020	OR-00008	265235383044322	265235383044322		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21
Success	6/10/2020	OR-00008	264180844565347	264180844565347		0.00	(0.92)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36
Success	7/10/2020	OR-00009	264503105390557	264503105390557		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16
Success	7/10/2020	OR-00009	263575640605328	263575640605328		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	7/10/2020	OR-00009	264535774731690	264535774731690		0.00	(0.73)	0.00	0.00	0.00	0.00	0,00	0,00	0.00	28
Success	7/10/2020	OR-00009	264481194440376	264481194440376		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	7/10/2020	OR-00009	264451986511098	264451986511098		0.00	(0.63)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23
Success	7/10/2020	OR-00009	263551644515164	263551644515164		0.00	(0.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16
Success	7/10/2020	OR-00009	264380587582003	264380587582003		0.00	(0.58)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21
Success	7/10/2020	OR-00009	263595429309772	263595429309772		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	7/10/2020	OR-00009	263553225468239	263553225468239		0.00	(0.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	7/10/2020	OR-00009	263585039943872	263585039943872		0.00	(0.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17
Success	7/10/2020	OR-00009	264916545002534	264916545002534		0.00	(0.47)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18

## 1.6.3.10 System will skip posting when Item Price is 0

🔁 La	zada															. 🗆 🗾	3
Acco	unt Pr	oduct	Orders Pa	ayment													
Acc	ount La	izada S	hop 1 (oniir	necaraccessories	sdnt ~							[	L	oad CSV		Post	
E	Verify	7	Date	Payment No	Invoice No	Order No	0r	Item Price	Payment Fee	Shipping	Shipping Fee P	Shipping	g Varia	Voucher Cla	i 🛆 Com	mi Releas	1
Þ	Skipped	P	/10/2020		265416952035202	265416952035202		0.00	0.00	0.00	0.00		0.00	0.00	6.00	0.00 6.00	
×	<b>V</b> (V	erify St	atus = Skip	iped)											A.	clistómize	/in s to

#### 1.6.3.11 Example of Sales Invoice with added in Transaction Fees Posted from Lazada | Payment



					Invoi	ce		-				Cancell	ed 🗌	Ť.	
Customer :-	300-L00	001 💌							(	Inv No :	265457390	144177	9	i	E
	60****	****04 - SITI NOR HALISA								NextNo	- IV-00001		•		C
ddress :-										Date :-	22/10/2020		-		
										Agent :-			-		-
	Kuala Lu	impur. 52100								Terms :-	30 Days		•		5
escription :-	Lazada -	Kuala Lumpur, 52100 (Items = 1, Otr	(= 1)					-		Ref 1. :-					R
- Court Public	Edebio	Re Contra atrax							-(	Ext. No :	·		)	1	
+ - 0	C PIO	ncesumaçor													B
Invoice Mat	itrix	NI 2000 1	5577 11	M3202		12472	anne Millione	1222 03		1929 22 11	200 200	Texas View		14	
E Item	Code	Description	Qty	UO	U/Price	Disc	Sub Total	Tax T	Гах	Tax I	Ta× Amt	Sub Tot	al (Tax)	1	
= 1001H															
▶ wra8cm		Proton Wira Door Visor 80M Air P	1.00	UNIT	19.50		19,5	0			0.00	0	19.50	>	
Wra8cm		Proton Wira Door Visor 8CM Air P Shipping Fee	1.00	UNIT	19.50 3.50		19.5	0			0.0	0	19.50 3.50	•	
► wra8cm SHIPPING TRANSACT	TION FEE	Proton Wira Door Visor 8CM Air P Shinning Fee Payment Fee	1.00 1.00 1.00	UNIT UNIT UNIT	19.50 3.50 -0.49		19.5 3.5 (0.49	0			0.0( 0.0) 0.0(	0	19.50 3.50 (0.49)	]	
Wra8cm     SHIPPING     TRANSACT	TION FEE	Proton Wira Door Visor 8CM Air P.,, Shioning Fee Payment Fee	1.00	UNIT	19.50 3.50 -0.49		19.5 3.5 (0.49	1			0.00	0	19.50 3.50 (0.49)		
<ul> <li>Identify</li> <li>Wraßom</li> <li>SHIPPING</li> <li>TRANSACT</li> <li>3 records</li> </ul>	TION FEE	Proton Wira Door Visor 8CM Air P., Shioning Fee Payment Fee	1.00 1.00 1.00 3.00	UNIT	19.50 3.50 -0.49		19.5 3.5 (0.49 22.5	1			0.00	0	19.50 3.50 (0.49) 22.51		

Note:

Version 794 – 801 will post to Sales CN Version 802 & above is Edit Sales Invoice and added in

1.6.3.12	Example of Customer Payment posted from Lazada   Payment
	- System will auto do the knockoff

0/F •0c	R No.	Date	C	ustomer	Currency	Amount =	U/A Amount	<u>N</u> ew
OR-0	0008 26	6/10/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		225.01	0.00	Ear
OR-0	0009 27	7/10/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		805.19	0.00	Delete
OR-0	0010 28	8/10/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		424.90	0.00	
OR-0	0011 29	9/10/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		245.63	0.00	<u>⊇ave</u>
OR-0	0012 30	0/10/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		235.23	0.00	Cance
OR-0	0013 31	1/10/2020	Lazada Malaysia (Ecart Ser	vices Malaysia Sdn Bhd)		431.36	0.00	
OR-0	0014 01	L/11/2020	Lazada Malaysia (Ecart Ser	rvices Malaysia Sdn Bhd)		246.52	0.00	Refres
7 rec	veipts		6	~		2,613.84	0.00	
7 rec	elpts e Di	ate	Invoice Document No.	2/ Debit Note Knock Off Org. Amount	Outstandin	2,613.84 g P	0.00	
7 rec Type IV	e D.	ate 2020 2	Invoice Document No. 64696508862629	2/ Debit Note Knock Off Org. Amount 22.31	Outstandin	2,613.84 g P 5.50	0.00 aid Amt. 16.81	1
7 rec Type IV	e Da 11/10/2 17/10/2	ate 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347	2/ Debit Note Knock Off Org. Amount 22.31 42.08	Outstandin	2,613.84 g P 5.50 6.00	0.00 aid Amt. 16.81 36.08	
7 rec Type IV IV	e Da 11/10/2 17/10/2 19/10/2	ate 2020 2 2020 2 2020 2	Involce Document No. 64696508862629 64180844565347 64368044321031	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80	Outstandin	2,613.84 g P 5,50 6,00 5,50	0.00 aid Amt. 16.81 36.08 22.30	
7 rec Type IV IV IV	e Da 11/10/2 17/10/2 19/10/2 20/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 643640412641238	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51	Outstandin	2,613.84 g P 5,50 6,00 5,50 5,20	0.00 aid Amt. 16.81 36.08 22.30 17.31	
7 rec Type IV IV IV IV	e Da 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 64541412641238 64564201104452	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51 23.49	Outstandin	2,613.84 g P 5,50 6.00 5,50 5,20 5,50	0.00 aid Amt. 36.08 22.30 17.31 17.99	42 43
7 rec Type IV IV IV IV IV	e Da 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2 20/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 64541412641238 64564201104452 64496406678636	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51 23.49 23.49	Outstandin	2,613.84 g P 5.50 6.00 5.50 5.50 5.50 5.50	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99	
7 rec Type IV IV IV IV IV	e Da 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2 20/10/2 20/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2	Involce Document No. 64696508862629 64180844565347 64368046321031 64541412641238 64564201104452 64496408678636 65235383044322	2/ Debit Note Knock Off Org. Amount 42:31 42:08 27:80 22:51 23:49 23:49 26:82	Outstandin	2,613.84 g P 5.50 6.00 5.50 5.20 5.50 5.50 5.20	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99 21.62	
7 rec Type IV IV IV IV IV IV IV	e Do 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2 20/10/2 20/10/2 20/10/2 21/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 64541212641238 64564201104452 64494410878636 65235383044322 64603424116994	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51 23.49 23.49 26.82 23.49	Outstandin	2,613.84 g P 5.50 6.00 5.50 5.20 5.50 5.50 5.50 5.50	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99 21.62 17.99	
7 rec Type IV IV IV IV IV IV IV IV	e D. 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2 20/10/2 20/10/2 20/10/2 20/10/2 21/10/2 21/10/2	ate 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2 2020 2	Invoice Document No. 64696508862629 641800844565347 64368046321031 6455412138 64554201104452 6445141288 64564201104452 64496408678636 65235383044322 64603424116994 64586421888895	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.60 22.51 23.49 23.49 26.82 23.49 26.82	Outstandn	2,613.84 g P 5.50 6.00 5.50 5.20 5.50 5.20 5.20 5.20 5.20	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99 21.62 17.99 21.62	
7 rec Type IV IV IV IV IV IV IV IV	e Da 11/10/2 17/10/2 19/10/2 20/10/2 20/10/2 20/10/2 20/10/2 21/10/2 21/10/2 22/10/2	ate 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 64541412641238 64564201104452 64496408678636 64562636 645263583044322 64603424116994 6458642188895 565457390144177	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51 23.49 23.49 26.82 23.49 26.82 23.49 26.82 23.49	Outstandn	2,613.84 g P 5.50 6.00 5.50 5.50 5.50 5.20 5.20 5.20 5.20 5.20	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99 21.62 17.99 21.62 17.31	
7 rec Type IV IV IV IV IV IV IV IV IV IV	e D. 11/10/2 17/10/2 20/10/2 20/10/2 20/10/2 20/10/2 20/10/2 21/10/2 21/10/2 21/10/2 21/10/2 22/10/2	ate 2020 2 2020 2	Invoice Document No. 64696508862629 64180844565347 64368046321031 64541412641238 64564201104452 64496408678636 65235383044322 64603424116994 64586421888895 65457390144177 65489969663615	2/ Debit Note Knock Off Org. Amount 22.31 42.08 27.80 22.51 23.49 23.49 26.82 23.49 26.82 23.49 26.82 23.49	Outstandn	2,613.84 g P 5.50 6.00 5.50 5.50 5.50 5.20 5.20 5.20 5.20 5.20 5.20 5.20 5.20 5.20	0.00 aid Amt. 16.81 36.08 22.30 17.31 17.99 17.99 21.62 17.99 21.62 17.31 17.99	



Note: Same Transaction Date will be posting as 1 Customer Payment.

- 1.6.3.13 Example of Bank Deposit posted from Lazada | Payment
- 7 Days of payment will group as 1 row in bank recon for easier bank recon.

🗃 Mainta	iin Bank De	eposit							_ ]	
- Mai	intain I	Bank I	Deposit ·							New
Bank Sli	ip No. :	MY0018	001366985							Edit 👻
Next No	0:		0 BD-00	001						Delete
Date:		01/11/2	020 ~							
		s <del>t.</del>								≥ave ▼
Date 🗹	01/05/2	2021 ~	to 31/05/	2021 ~						Cancel
Payment	t <u>M</u> ethod: [		~	Chegue No.		$\sim$	Search			Refresh
-									-	Browse
E Doc	No D	oc Date	Post Date	Description	Payment M	Cheque Nu	Doc Amt	Local Doc	1	
► OR-000	008 26/3	10/2020	26/10/2020	Lazada Mal	310-005	MY001800	225.01	225.01		
OR-000	009 27/3	10/2020	27/10/2020	Lazada Mal	310-005	MY001800	805.19	805.19		
OR-000	010 28/3	10/2020	28/10/2020	Lazada Mal	310-005	MY001800	424.90	424.90		
OR-000	011 29/3	10/2020	29/10/2020	Lazada Mal	310-005	MY001800	245.63	245.63	>	
OR-000	012 30/:	10/2020	30/10/2020	Lazada Mal	310-005	MY001800	235.23	235.23		
OR-000	013 31/3	10/2020	31/10/2020	Lazada Mal	310-005	MY001800	431.36	431.36		
OR-000	014 01/2	11/2020	01/11/2020	Lazada Mal	310-005	MY001800	246.52	246.52		
									u	
7							2,613.84	7.00	•	Close

Note: Bank Slip No is Lazada Payment Ref ID

Example of Bank Recon
C

Reconcile Bank	Transactions						
Bank Statement [ Account:	Date:	11/12/2020 ~ 110-005 ~	LAZADA BANK Out of Balance by :		0.00	Past Months Stat	∐ew Edit
Display Period Show Unticked Show Current Merce Back Ch	01/06/2020	to 31/12/2020 V Apply	Bank Statement i System Calculate B	Bank Closing :	0.00	0	Delete
Recon At	Date △ 01/11/2020	Description 7 Recepts - Lazada Malay	Noucher No Youcher No	Cheque No.	Debit 2,613.84	Credit Tick	Refrest Brows
							Check Bank Rec
							Cherr



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

### 1.6.4 Verify Status

- 1.6.4.3 Not Paid
- Paid Status is status for user to know the order have or have not pay to seller.
- Not paid status will not posting to Customer payment.

=	Lazada															
Ac	count Produ	luct Orde	ers Payment													
A	ccount M	10M'S H	EART - LAZADA	(momshear	t@v ~							Loa	id CSV		Post	
3	Verify 9	Status	Date	Payment	Order No	Item Price	Paymen	Shippin	Shippin	Shipping Va	Paid Status	Claims	Order	Releas	Voucher	Com
	Not paid	ł	20/04/2021		279065417378231	38.00	(0.86)	(3.00)	3.00		Not paid	· ·		35.12	-	(2.02)
Ľ																

1.6.4.4 Payment ref id not found

- Lazada allows seller to forward date download finance statement, without Payment ref ID which mean Lazada yet release payment to Seller, SQL will not posting without payment ref ID.



azada													
ount Product Orders Paym	ent												
count Lazada-JM Online (jackm	nobleonine@gmi ~										La	ad CSV	Post
Verify Status 🔬 C	order Date P	Payment No	Order No	Item Price	Payment Fee	Shipping Fee Paid By Seller	Shipping Fee Paid By Customer	Shipping Variance	Shipping	Voucher	Claims	Commission Fee	Released Amo.
payment ref id not found	10/6/2021		284347224366988	16.90	(0.46)	(4.50)	4.50	0.00	0.00	0.00	0.00	0.00	16.4
payment ref id not found	10/6/2021		285763555448760	99.00	(2.15)	(9.50)	2.67	(5.00)	1.83	0.00	0.00	0.00	91.
payment ref id not found	11/6/2021		285740953153339	16.90	(0.42)	(3.00)	3.00	0.00	0.00	0.00	0.00	0.00	16.
payment ref id not found	10/6/2021		284025615866772	9.80	(0.30)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	9.1
payment refid not found	10/6/2021		285822366689868	65.00	(1.42)	(5.50)	2.00	(3.50)	0.00	0.00	0.00	0.00	60.
payment ref id not found	11/6/2021		285636519702470	101.40	(2.34)	(14.00)	10.50	(3.50)	0.00	0.00	0.00	0.00	95.
payment ref id not found	12/6/2021		284932424770044	39.00	(0.91)	(4.80)	4.00	(0.80)	0.00	0.00	0.00	0.00	37
payment ref id not found	11/6/2021		286367739582050	45.00	(1.00)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	44.
payment ref id not found	10/6/2021		284228693211684	15.90	(0.43)	(4.50)	4.50	0.00	0.00	0.00	0.00	0.00	15
payment ref id not found	10/6/2021		284392477354833	4.90	(0.15)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	4
payment ref id not found	11/6/2021		285304037632531	45.00	(1.04)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	43
payment ref id not found	10/6/2021		285446594046619	16.90	(0.42)	(3.00)	3.00	0.00	0.00	0.00	0.00	0.00	16.
payment ref id not found	11/6/2021	-	284272670162757	25.90	(0.55)	(3.00)	0.00	0.00	3.00	0.00	0.00	0.00	25.
payment ref id not found	7/6/2021		283598028139426	39.00	(0.87)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	38.
payment ref id not found	11/6/2021		284978677570878	16.90	(0.40)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	16
payment refid not found	10/6/2021		284428845434914	14.70	(0.39)	(10.80)	3.00	(7.80)	0.00	0.00	0.00	0.00	6
payment ref id not found	13/6/2021	-	284779072302529	29.90	(0.68)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	29
payment ref id not found	11/6/2021		284656638753224	16.90	(0.40)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	16
payment ref id not found	13/6/2021	1	285390540987646	15.90	(0.41)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	15
payment ref id not found	11/6/2021		285763987529951	9.80	(0.26)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	9
payment refid not found	10/6/2021		284912682017108	45.00	(1.00)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	44
payment ref id not found	10/6/2021		285031898358645	9.80	(0.26)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	9
payment refid not found	10/6/2021		285531918185221	16.90	(0.40)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	16
payment ref id not found	8/6/2021		284126432000108	15.90	(0.38)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	15
payment ref id not found	8/6/2021		283927217052933	29.90	(0.72)	(4.00)	4.00	0.00	0.00	0.00	0.00	0.00	29.
payment ref id not found	10/6/2021		286105967714495	4,90	(0.18)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	4.
payment refid not found	12/6/2021		285420362350727	16.90	(0.43)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	16.
payment ref id not found	11/6/2021		285941585450237	4.90	(0.15)	(2.00)	2.00	0.00	0.00	0.00	0.00	0.00	- 4
payment ref id not found	10/6/2021		284371839554377	39.00	(0.91)	(3.80)	3.80	0.00	0.00	0.00	0.00	0.00	38
payment ref id not found	7/6/2021	-	284574534949180	14.50	(0.33)	(3.80)	0,85	0.00	2.95	0.00	0.00	0.00	14.
payment ref id not found	12/6/2021	1	286179950737709	29.90	(0.73)	(14.80)	4.50	(10.30)	0.00	0.00	0.00	0.00	18.



## 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 separate by Project
- Tools -> Maintain Project

### **1.7.3** How system handle Lazada Marketing Fees?

When load in Payment file(.csv) file in **Payment Tab** with marketing fees, if the amount is in positive, system will raise IV and payment, else system will post to Sales CN and Customer Refund.

Marketing Fees will post to Transaction Item Code.

### **1.7.4** Error sending data : (12002) The operation timed out.

- 1. User Internet unstable. Please check your internet connection. May try on others wifi or using mobile data.
- 2. Lazada server down, please try again later.

### 1.7.5 How system handle Reversal Item Price and Adjustment Item Charge?

- When load payment file, once the lazada payment release more than Outstanding Invoice amount, will deleted CN.



## **1.7.6** How system handle Opening Invoice?

- Load in payment, when order date before system conversion date, right click Select Check Past Invoice, Click on Post Past Invoice

🔁 Lazada					- • •
Account Product Order	Payment		Right click Check Past		
Account Lazada- Or	line Car (onlinecaraccessories: ~	Check Past Invoice	Invoice	Load CSV	Post
		Post Past Invoice	payment.		

- User required to post the past invoice in Order

# 1.7.7 Order Not Post when load in payment, how do I know the Order Date?

- Make sure in payment choose the **correct store name**, right click select **Check Past Invoice**
- Look for Order Date, system will show the Order Date on Verify Status with Order Not Posted

Lazada													
Account Product Orders Pay	ment			Right clic	k select Check								
Account				Pas	t Invoice		Check Past Invoice					Load CSV	Post
					Please sy	nc all orders	Post Past Invoice						
Verify Status	Order Date	Date	Payment No	Order No	Item Price	Payment Fee	Shipping Fee Paid	Shipping Fee Paid	Shipping Variance	Voucher	Claims	Commission Fee	Released Amount
Order not posted	17/04/2021	20/04/2021		280139350149247	18.00	(0.45)	(3.80)	3.80	0.00	(1.04)	0.00	0.00	16.01
Order not posted	18/04/2021	21/04/2021											5.32
Order not posted	17/04/2021	21/04/2021		280146595147754	9.00	(0.27)	(3.80)	3.80	0.00	(0.50)	0.00	0.00	8.23
Order not posted	18/04/2021	21/04/2021		279322027760301	5.50	(0.17)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	4.83
Order not posted	18/04/2021	21/04/2021		279309422093967	5.50	(0.12)	(3.80)	0.00	0.00	0.00	0.00	0.00	5.38
		22/04/2021		279470837394383	23.00	(0.55)	(3.80)	3.80	0.00	(0.50)	0.00	0.00	21.57
Order not posted	17/04/2021	20/04/2021		279149871087514	9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
		23/04/2021		279461807262763	3.50	(0.17)	(4.50)	4.50	0.00	0.00	0.00	0.00	3.31
Order not posted	18/04/2021	23/04/2021		279262852518802	12.00	(0.27)	(9.50)	1.50	0.00	(0.74)	0.00	0.00	10.61
Order not posted	17/04/2021	20/04/2021		280186398442732	9.00	(0.18)	(3.80)	0.00	0.00	(0.50)	0.00	0.00	8.32
		22/04/2021		280467565562092	16.00	(0.36)	(3.00)	3.00	0.00	(0.82)	0.00	0.00	14.02
Order not posted	22/04/2021	24/04/2021		280654757153739	18.00	(0.43)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	17.07
Order not posted	17/04/2021	20/04/2021		279203488703714	240.00	(4.80)	(18.80)	0.00	(18.80)	(13.60)	0.00	0.00	202.75
Order not posted	18/04/2021	21/04/2021		279262209189020	5.50	(0.18)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.32
Order not posted	17/04/2021	20/04/2021		280150364977754	9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
Order not posted	19/04/2021	21/04/2021		280255157339629	12.00	(0.32)	(3.80)	3.80	0.00	(0.74)	0.00	0.00	10.94
Order not posted	22/04/2021	24/04/2021		279601057966153	10.00	(0.20)	(3.00)	0.00	0.00	(0.50)	0.00	0.00	9.05
Order not posted	18/04/2021	21/04/2021		279275801806927	5.50	(0.12)	(3.00)	0.50	0.00	(0.50)	0.00	0.00	4.88
Order not posted	17/04/2021	21/04/2021		279211874332915	9.00	(0.24)	(3.00)	3.00	0.00	(0.50)	0.00	0.00	8.26
Order not posted	19/04/2021	22/04/2021		279379610846772	20.00	(0.50)	(4.50)	4.50	0.00	(0.40)	0.00	0.00	19.10
Order not posted	22/04/2021	23/04/2021		280609906637792	6.00	(0.19)	(3.00)	3.00	0.00	0.00	0.00	0.00	5.73
		25/04/2021		279463682633571	10.00	(0.28)	(3.80)	3.80	0.00	(0.50)	0.00	0.00	8.72
Order not posted	23/04/2021	25/04/2021		280747311592016	36.00	(0.80)	(3.00)	3.00	0.00	(1.22)	0.00	0.00	33.98

# **1.7.8** How system handle for the scenario when first release payment in negative due to overcharge on shipping fees

- When load payment, once release amount is in negative, system will delete earlier Invoice, and raise CN(amount will be exactly same as Payment file) and Refund.
- When 2<sup>nd</sup> payment(Adjustment), if the amount is in negative, append to CN and Refund, if in positive, will raise Invoice(Adjustment value) and Payment.



1.7.9 Fetch Order raise error : E097 : Offset and limit sum 5100 must less than 5000, request id : 2101235d16xxxx



- Lazada API Returned error as too huge transaction being fetched, the only way is to shorten the date period.

### **1.8.0** The specified access token is invalid or expired.



- Lazada API link expired, you are required to go back maintain cloud and link again with Lazada platform (Refer Step 1.1.3 – 1.1.5)



**1.8.1** API access frequently exceeds the limit. This ban will last 1 seconds.



Error appears after click Fetch. Solution, close your Lazada tab in SQL
 Account -> re-open it -> click "Fetch" button again

1.8.2 How system handle "Failed Delivery" in SQL?

All Unpaid To Ship Shipping <sup>3</sup>	Delivered Failed Delivery Car	ancellation Return Or Refund
Order Status: Failed Delivery Lost & Damag	ed	
Order Number 3225146767561_ × 2	C Tracking Number	2 9
	Mor	lore V

Orders with "Failed Delivery" in Lazada will be fetch into SQL with the status as **canceled.** 

If the order has transaction fees to offset, the canceled order can be posted as Cancelled Sales Invoice.



To post as invoice, click the black arrow beside the "Post" button and select "Post as Cancelled Sales Invoice".