

SFC Warehouse Fulfillment

User Guide

2019 Version



Create individual SKU: Please fill in the required information as indicated below:

| 1:17 Dashboard | o-e a stebesine | |
|------------------|-----------------------------|---|
| & My Account → | | |
| Storage | | |
| E Create Product | 1 Create Product | |
| 🖉 Edit Product | Create Product Uploa | d Products |
| 🖺 Create ASN | Standard products Packing M | aterials |
| ASN List | 1、Product Base Info | |
| Create RMA | * SKU | Please Input |
| RMA List | | Your self-defined product ID. Letters and/or numbers only. No spacing, punctuations or special characters. Maximum 20 characters. Must be unique. SKU is required! |
| | * SKU Name | Please Input |
| 🗐 Inventory List | | SKU Name can't contains Chinese! |
| | * Chinese Name | Please Input |
| Shipping | | Product Chinese name is required! |
| | * Description for Customs | Please Input |



Different SKU should have different barcodes for them. If the products did not have the barcodes for themselves, please define your SFC barcodes in the system then our warehouse would paste the barcodes when received the stocks with **0.12RMB/label**.

| Storage | s | This is for Customs Declaration. Please input the usage or purpose of the product. For example, if this is a cell phone, then Usage: Usage is required! | For Communicatic |
|------------------|---------------------------------------|---|------------------|
| E Create Product | * HS Code | | |
| | | This is the international standard code for classifying your product at the Customs. Download the HS Code List HS Code is required! | |
| Edit Product | * Country of Manufacture | | |
| 🗄 Create ASN | * Include Battery | Country of Manufacture is required! O No Yes | |
| 🗄 ASN List | * Does the product has an | No Yes | |
| Create RMA | existing barcode on it? | | |
| RMA List | * Please input your preferred barcode | Please input your self-defined or self-assigned character string. No spacing, punctuations or special characters. Maximum 10 chara Barcode is required for Custom Label! | cters More |

Tips: Please upload one image at least for each SKU in the system, which enables us to recognize the product we received is exactly same as you uploaded.



Create SKUs in batch: Create Product - Upload Products - Download the Excel Format; please fill in the required information for Excel Format then upload into the system.





Before activating your product, you can "Edit Product" at anytime.

After your product is activated, you can only modify the SKU Name, Description, HS Code and Country of Manufacture. For other information, you need to deactivate your product before making any changes.

| 🔏 My Account 🖂 | | | | | | | | |
|--------------------------------|--------------------------|----------------------|-------------------|--------------------|-------------|-------------------------|--------------------|---------------------|
| 🔝 Storage 🔷 | | > |] > | > | | > | 7 | 0-0 |
| E Create Product | | | | | | | | |
| Z Edit Product | 🖉 Product List | | | | | | | |
| 🗵 Create ASN | SKU | Keywords | | Warehouse Please S | Select 🗸 | Customer Product Num | ber | |
| | SKU Name | Туре | Standard produ 🖂 | Activation Date | option date | Search Clear | | |
| 🖾 ASN List | Deleted (20) Deeff (204) | Dending Approval (2) | Deject (D) | /07743 | Export | Enable new warehouse. | Deactivate | Print Product Label |
| Create RMA | Deleted (26) Draft (284) | Pending Approval (2) | Reject (0) Active | (2771) | Export | Enable new wateriouse. | Deacuvate | Frint Floduet Laber |
| RMA List | No Image | SKU | SKU Name | Warehouse | Weight(kg) | Product Value (US D) | Time | Action(s) |
| ⊕ ⁺ Add-on Services | 0003 | | | | | | 2040-44-44-47-25-4 | _ |



Step 2. Activate product

Select the SKU which you want to activate, then click Confirm button.

| RMA List | 🔀 No image | sku | SKU Name | Warehouse | Weight(kg) | Product Value (US D) | Time | Action(s) |
|----------------|----------------|----------------------|-----------------------|--------------------|-------------|-------------------------|--------|---------------|
| Create RMA | Deleted (1) | Pending Approval (0) | Reject (0) Active (3) | | | | Export | Active Delete |
| 🖹 ASN List | SKU Name | Туре | | | option date | Search | | |
| E Create ASN | SKU | Keywords | | Narehouse Please S | | stomer Product Num | ber | |
| 2 Edit Product | 🖉 Product List | | | | | | | |
| Create Product | | | | | | | | |
| 🗊 Storage 🗠 | | > | > [| | | > | > | |
| 읍 My Account 🗠 | | | | | | | | |

Step 2. Print and Paste Barcode Label

Select the SKU —>Print Product Label —> Enter the QTY —> Confirm The default size of barcode is 5cm * 2cm, you can set the label size according to your needs, but please leave enough space on your product to paste the label smoothly, and enable us to scan the barcode successfully.

| 🔝 Storage | | print | | | | |
|--------------------------------|-------------------|--------------------------|-------------------|----------|----------------------------|---------------------|
| E Create Product | | Warehouse SHE | NZHEN 🗸 | | | |
| Ledit Product | 🖉 Product List | SKU | SKU Name | Quantity | | |
| | SKU | MC12L | MOBICASE 12 Litre | 1 | lumber | |
| Create ASN | | MC13 | MOBICASE 13 | 1 | | |
| 🖾 ASN List | SKU Name | MC15 | MOBICASE 15 | 1 | ar | |
| Create RMA | Deleted (2) Draft | Barcode Type O SF | | ode | se. Deactivate | Print Product Label |
| RMA List | 🕺 No Ima | Volume 0 5c | | | S Time | Action(s) |
| ⊕ ⁺ Add-on Services | 1 | Bar code number 4 | Zhang/per line | | 2018-11-23 10:53:1 | 2 |
| Inventory List | | • | | Cancel | Confirm 2018 11 20 20 05 1 | |





Manually Add Products

Batch Uploading Products

 \longrightarrow

 \rightarrow

Create ASN Create ASN

| -22128.16 Details | | ∆You must crea | ate an ASN to notify us of your | r incoming stock. Please do this be | fore sending your products to our v | varehouse. If you need Add-on Se | ervices (such as Product Barcode | Labeling, Product Photography, A | Assembly/Disassembly, Repackag | ing, Special QC, Scanning |
|----------------------------|---|----------------|--|---------------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|---------------------------|
| Тор-ир | | | lumber), then please add prodi Varehouse | luct first and select the "Add-on Ser | rvices" checkbox for that product. | | | | | |
| A My Account | V | SHEN | ZHEN02 | | | | ~ | | | |
| Storage | ^ | 2 Prepack | ting : | | | | | | | |
| Create Product | | • Prep | ack by SFC 🔵 Prepa | ack Myself Prepack by SFC: Fo | or order which consists of just 1 uni | t of a single SKU, we can prepact | c before sending over to overseas | s warehouse for storage. We will t | oill you accordingly, based on our t | fees structure. |
| Edit Product Create ASN | | 3 Add/Mo | dify Product Information | 1 | | | | | | |
| ASN List | | Add Pr | roduct Batch Upload Pro | oducts | | | | | | |
| Create RMA | | | SKU | SKU Name | Chinese Name | Quantity | Weight(kg) | Declared Value (USD) | Add-on Services | Action(s) |
| RMA List | | | | | | No Data | | | | |



| Input the QTY of | 3 Add/Modify Product | • | would like | to send | to our war | ehouse. | |
|------------------|------------------------|----------------------------|-----------------------------|-------------------------------|---------------------------------------|--|----------------------|
| Create Product | Add Product Ba | ch Upload Products | | | | | |
| Edit Product | Additiodate | ch opioad i foddeta | | \frown | | | |
| Create ASN | SKU | SKU Name | Chinese Name | Quantity | Weight(kg) | Declared Value (USD) | Add-on Services |
| ASN List | > 1205TEST06 | 1205TEST06 | 音乐老虎投影灯 | 10 | 0.200 | 213.00 | |
| Create RMA | total | | | 10 | 2.000 | 2130.00 | |
| RMA List | Fee | | | | | | |
| Add-on Services | 4 Input other ASN Info | mation | | | | | |
| Inventory List | Send to Wareh | ouse 🧿 Drop-off 🛛 3rd Part | y Carrier | | | | |
| Shipping ~ | unloading o | tion 🧿 SFC Unloading 🔷 u | Inloading on your own Notes | : "SFC Unloading" means the : | services of unloading cargo from true | :ks.Unloading charges: Unit Price * Ca | rton QTY * discount. |
| Dverdue Amount | destina | shenzheno2 | ╱ 深圳市龙华区观澜街道桂月 | 月路306号仪表世界工业园3栋34 | × | | |



Select the Add-On Service Based on your needs (i.e. Photograph, Barcode labeling, Assembly & Disassembly, Repackaging, Special QC, Scanning for Serial Number)

| st of value-added services | | |
|----------------------------|----------------------|-----------|
| project name | project description | Action(s) |
| Photography | Photography | Add |
| Labeling | Labeling | Add |
| Assembly/Disassembly | Assembly/Disassembly | Add |
| Repackaging | Repackaging | Add |

* Replacing & Adding packaging and assembling & disassembly cannot be selected at the same time.



You also could remark your **Special Requirement** for Add-On Service.

| & My Account 🕥 🧃 | Add/Mo | odify Product Infor | mation | | | | | | | | |
|------------------|--------------|---------------------|-----------------|----------------------|----------|------------|--------------------------|--------|-----------|----------|---|
| 🗊 Storage 🔷 🔨 | Add F | Product Batch I | Jpload Products | | | | | | | | |
| E Create Product | | SKU | SKU Name | Chinese Name | Quantity | Weight(kg) | Declared Value (U SD) | Add-on | Services | Action(s |) |
| Edit Product | ~ | 1205BATEST05 | english name | A207白色连衣裙10 2 | 1000 | 1.000 | 3.00 | | | Ī | |
| Create ASN | Name | of value-added se | rvice | Specific Requirem | ents | | | | Action(s) | | |
| 🖾 ASN List | Photo | graphy | | Specific Requirement | nts | | | | Delete | Add | |
| Create RMA | total Fee | | | | 1000 | 1000.000 | 3000.00 | | | | |



Drop-Off by your local factory / supplier / 3rd Party domestic courier service

If you choose 3rd Party domestic courier service, please enter the Tracking number into system which allows us to track the status in advance. If you have no tracking number available, or your supplier will directly send to us, just select the Drop-off.

| 8 | My Account | ~ | 4 Input other ASN Information | on |
|---|-----------------|---|-------------------------------|--|
| | Storage | ^ | Send to Warehouse | Drop-off 3rd Party Carrier |
| | Create Product | | unloading option | • SFC Unloading O unloading on your own Notes: "SFC Unloading" means the services of unloading |
| | Edit Product | | destination | SHENZHEN02 ※ 深圳市龙华区观澜街道桂月路306号仪表世界工业园3栋3楼 |
| | Create ASN | | Reference No. | |
| | ASN List | | Reference No. | |
| | Create RMA | | ASN Level | Standard Priority |
| | RMA List | | Does it send to FBA | No Yes |
| | Add-on Services | | warehouse | |
| | Inventory List | | Tracking No. | |
| | Shipping | ~ | | |
| | | | Carrier | Please Input V |
| Ë | Overdue Amount | | | |



Step 5. Print ASN

| Create RMA | | > 2018-11-14 17:37:18 | RR203618111400002 | | 2 | HONGKONG | 24 | 24 | 0 | 0 | 10 6 7 1 |
|---------------|---|-----------------------|-------------------|------|--------|----------|-----|----|---|---|----------|
| Click Storage | ; | AS | N List | Prin | t Pack | king Li | ist | | | | |

| ☆ Storage | ^ | Delet | ed (139) Awaiting Arrival (2 | 8) Processing (6) Pendi | ng Approval (0) Fi | inish (18) Partial Arrival (5) | | | | | | Expand ASN(s) Export |
|----------------------------|---|-------|------------------------------|-------------------------|--------------------|--------------------------------|------------|--------------|-------------|---------------|-----------------|----------------------|
| Create Product | | | Create Time | A SN No. | Reference No | o. No. of SKU | Warehouse | Expected Qty | Not Arrived | Qualified Qty | Unqualified Qty | Action(s) |
| Edit Product Create ASN | | > | 2019-03-11 10:20:48 | RR203619031100001 | | 1 | SHENZHEN02 | 1 | 1 | 0 | 0 | ┎╒╞╱┉ |
| ASN List | | > | 2019-03-07 10:21:40 | RR203619030700001 | | 1 | SHENZHEN02 | 1 | 1 | 0 | 0 | |
| Create RMA | | > | 2018-11-14 17:37:18 | RR203618111400002 | | 2 | HONGKONG | 24 | 24 | 0 | 0 | ₫ ₹ ₽ 0 ₫ |



Step 5. Pastethe ASN

Please make sure putting the blue part (Packing List) into the inner cartons which enables us to check the QTY when we received your goods.

| | 重要提示 | Importan | t Notice | | | |
|--|--|--|---|--------------------------|--|--|
| 将此页(織粕浦 粕内的碎吊与规 粕内的碎件产品 标签。铺先在创 须明显区分。回 次。 如果包被是从因 税。 | 2年条码 + 全座丝丝) 贴在包裹外 (年)放入结内。 2重业绩跟随箱尚单一致。 3业绩贴上产品条码特益。如果需 1度入库单时申请增值服务。结内 (方便说别,否则解款产品将收取) 1分进口。他业绩负责所有清关率) 5品入库延误,请在激活产品前确 1片。 | www.outside of carton. Insert this page (Packing Lis Packing list and inventory or sent to SFC. 医SFC协助贬 Every piece of product musi Label. If you want SFC to pa please apply for such Add-or 地理我至20/ ASN. Different products musi identifiable, otherwise, there per product. If carton is coming from out: free and clear of all duties an SFC. It is important that you provi (s) to avoid delays in process | Insert this page (Packing List) into carton Packing list and inventory count must match wha sent to SFC. Every piece of product must have a Product Baro Label. If you want SFC to paste label for you, the please apply for such Add-on Service when creati ASN. Different products must be clearly separate identifiable, otherwise, there is a handling fee of 3 per product. If carton is coming from outside China, then it mu free and clear of all duties and fees before arriving | | | |
| RA02001 | 310106002 | 装箱清单 Packing List | User ID:A Date:2013 | 0200 3-10-10 17:43:09 | | |
| 序号 产品額片 No. Image | t 客户产品号 customer product number | 产品名称 SKU Name | &∄ Quantity | 全量(kg) Weight(kg) | | |
| 1 | | Ladies' Blouse | 100 | 0.500 | | |
| | | | | | | |



Step 5. Pastethe ASN

Please paste the first page with your SFC ID number for the outer cartons which enables us to recognize your goods from other customers.



地址:深圳市龙华区观澜街道桂月路306号仪表世界工业 园3栋3楼三态速递中国仓储中心收货处 邮编:518109 前台:0755 84550927 电话:+8618938971034 电话:18126258730 收件人:三态速递仓储中心收货处 吴廉艺(收) **SFC Warehouse Address:** SFC China Fulfillment Center, Floor 3, Building 3, Instrument World Industrial Park, NO 306 Guiyue Road, Guanlan Town, Longhua District, Shenzhen City, Guangdong Provience. Postal Code: 523000 reception desk:0755 84550927 Contact Number: +86 18938971034 Contact Number: +86 18126258730



English Address:SFC China Fulfillment Center, Floor 3, Building 3, Instrument World Industrial Park, NO 306 Guiyue Road, Guanlan Town, Longhua District, Shenzhen City, Guangdong Provience.

中文地址:深圳市龙华区观澜街道桂月路306号仪表世界工业园3栋3楼三态速递中国仓储 中心收货处 收货人:吴廉艺 联系电话: +86 18077947297



Inventory List



| Create Product | | - | Image | SKU | SKU Nam e | Barcode | Warehouse | Weight(kg) | Available Quantity | Quantity | Time | Action(s) |
|--------------------------------|---|---|---------------------|----------|--|-------------------|-----------|------------|--------------------|----------|----------|-----------|
| ✓ Edit Product ☑ Create ASN | > | Q | 2 | 808 | Product X | 808xx808x x | SHENZHEN | 0.340 | 2999 | 2999 | 2018-09- | Eq |
| 🖹 ASN List | × | | F. | 1205TEST | 1205TEST 06 | 64564545 | SHENZHEN | 0.200 | 0 | 0 | | 6 |
| Create RMA | > | | Pass | 0752333 | Gingu | R2036075 2333 | SHENZHEN | 2.000 | 0 | 0 | | R |
| ⊕ ⁺ Add-on Services | > | | Ø | 10000112 | Transform er 3pcs in One kit set | 3794732 | SHENZHEN | 1.000 | 993 | 991 | 2018-09- | Pa |
| Inventory List | > | | leg <mark>Ex</mark> | 20151123 | TestEcom ers | R2036201 51123 | SHENZHEN | 0.260 | 967 | 967 | 2018-09- | الم |



Create Individual Order

After receiving the stocks \longrightarrow IQC inspection \longrightarrow Labeling \longrightarrow Put the stocks into the shelf \longrightarrow Then there would be available units under inventory for you to create the orders.

| Тор-ир | | E Create Order | | | | | | | |
|--|---|--|--|--|---|--------------------------------------|-----------------------|---------------------------------|---------------|
| 🖉 My Account | ~ | Create Order Batch U | Upload Orders | | | | | | |
| Storage | ~ | Select Warehouse Plea | ise select "SHENZHEN02"which is "I | DONGGUAN" originally | | | | | |
| Shipping | ^ | SHENZHEN02 | | | ~ | | | | |
| Create Order | | 2 Add/Modify Product Inf | formation | | | | | | |
| Orders List | | Add Product Batch | h Upload Products | | | | | | |
| Upload History Upload tracking template | | SKU | SKU Name | Chinese Name | Product Value per U it (USD) | In Declared Value per U nit (USD) | Quantity | Weight per Unit (kg) | Action (s) |
| Dverdue Amount | | 1205TEST06 | 1205TEST06productDescription | 音乐老虎投影灯 | 213.00 | 213.00 | 1 | 0.200 | |
| | | Total Fee | | | 213.00 | 213.00 | 1 | 0.20 | |
| | | ▲ Note: If you want to modif price. | fy the overall Declared Value of this order, the | n please do so by adjusting the Declared Value of indi | vidual product(s) above. Declared Value mus | t not be less than its actual cost (| Product Value) and yo | u should declare honestly based | on its sales |



Create Individual Order

Please fill in the required receipient information as below:

| In Dashboard | * Order Type | • Standard (Fulfill and Ship) O Non-Standard (Withdraw Stock) | FBA |
|------------------|-------------------------------------|---|-----|
| 윤 My Account | Country | United States Of America (美国) | |
| Storage | Shipping Method | EEXPHKW |] • |
| 🗟 Shipping | Reference No. | | |
| Create Order | * Recipient First Name | | |
| Orders List | * Recipient Last Name | This field is required! | |
| 令 Upload History | Recipient Company | | |
| | * Postal Code | This field is required! | |
| | * State | Select ~ | |
| | * City | | |
| | * Address Line 1 | Please enter address | |
| | | This field is required! | 2 |
| | Address Line 2 | Please enter address | |



Create Individual Order

The Shipping Insurance Fee is 0.6% of the Declared Value and shipping fee, 1RMB per order is the minimum requirement. The declared value greater than or equal to 25.00USD must be insured. The Insurance Service applies on all Express Service and International Air mail with Registered Service (Tracking Number available) only. The International Air Mail service with Non-Registered service has NO Insurance covered.

| Insured Value | USD * |
|---------------|---|
| | Shipping Insurance Fee is 0.6% of "Insured Value + Shipping Fee", minimum 1 RMB. No compensation for fragile items (glass, porcelain, ceramics, etc). |
| Insurance Fee | :: 1.00RMB |
| | I have read and accept the Insurance Agreement |
| | Insured amount is equal to the amount filled in Party B's logistic system by Party A, and cannot exceed 110% of actual value. Party A should be sure to fill in the right amount. |
| | Party B provides insurance service for Party A. In the insurance contract, Party B is insurance applicant, Party A is the insurant, and PICC (People's Insurance |
| | |



You also could Batch Upload Orders if you have more orders at one time imported. Fill in the Excel Format as instruction showed.





When fill in the batch upload template for the orders, please input different **Reference Numbers** for different orders as we would combine the ones with same reference number as one order.

| Warehouse Name | Reference No. | Recipient First Name | Recipient Last Name | Recipient Address Line 1 | Recipient Address Line 2 |
|----------------|---------------|----------------------|---------------------|--------------------------|--------------------------|
| SHENZHEN02 | 10001 | David | Poon | 241 86th Avdde | |
| | 10001 | | | | |
| SHENZHEN02 | 10002 | Jassica | HUI | Yzermolenstraat 63 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| (Required) | (Required) | (Required) | (Required) | (Required) | (Optional) |



When batch uploading your orders in Excel Template, if one order has more than one SKU: Please add another SKU in the next row (i.e. SKU200001, SKU200002). Please add all Insured Value of each SKU together (10+10=USD20) and leave the 2nd row as blank.

| G | Н | I | J | K | | M | N | 0 | Р |
|-----------------|-----------------|------------------------|--------------------|---------------|------------|------------|-----------------|---------------------|----------------|
| Recipient City | Recipient State | Recipient Country Code | Recipient Zip Code | Recipient Tel | SKU | Quantity | Shipping Method | Insured Value (USD) | Description EN |
| New York | CA | US | 56789 | 26980140 | 200001 | 1 | HKBRAM | 20 | |
| | | | | | 200002 | 2 | | | |
| Heverlee Leuven | Kent | UK | ME3 8TS | 26980140 | 200003 | 1 | CNSFEDEX | 10 | |
| (Required) | (Required) | (Required) | (Required) | (Required) | (Required) | (Required) | (Required) | (Required) | (Optional) |

st input those for "Reference No.", "SKU" and "Quantity" fields only (as in above example).



After filling in the order template, please import it into the system. And you would see they are imported into the pending submit status or processing status which is up to you. If there are wrong information for the orders, you could check the results for system notification under Deatils of Upload History to do the corresponding correction.

| • Shipping | 🗊 U | pload History | | | |
|------------------|-------|---------------------------|---|---------------|---------|
| Create Order | Filen | ame | Upload Time 🖻 option date Search Clear | | |
| Orders List | Proc | cessing (0) Processed (1) |)4) | | |
| D Upload History | | | | | \cap |
| | No. | Upload Time | Filename | No. of Orders | Details |
| | 1 | 2018-12-06 14:58:43 | 20181206145843_副本Order_Standard(10-12)-test_R2036.xls | 0 | E |
| | 2 | 2018-12-06 14:48:54 | 20181206144854_副本Order_Standard(10-12)-test_R2036.xls | 0 | Ea |
| | 3 | 2018-12-06 14:48:41 | 20181206144841_副本Order_Standard(10-12)-test_R2036.xls | 0 | Ea |
| | 4 | 2018-12-06 14:46:53 | 20181206144653_副本Order_Standard(10-12)-test_R2036.xls | 0 | E |
| | 5 | 2018-12-06 10:16:32 | 20181206101632_Order_Standard(T1)_(1)_R2036.xls | 0 | E |



Orders List

After you submit your orders, you can check the order status via Orders List accordingly, our warehouse staff will pick & pack the orders under processing status according to submitted time. Please note that 16:00PM is our deadline for processing the orders.

| 🗟 Shipping 🔷 | | | | | | | | | | |
|----------------|--------------|--------------------------|---------------------|---------------------|------------|------------------|-------------------------|----------------------|---------------|--------------|
| Create Order | 🗟 Orders L | ist | | | | | | | | |
| Orders List | Warehouse | Please Select 🗸 🗸 | Reference No | | | Create Date | 🔲 option date | | | |
| Orders List | Shipping Me | thod Please Select | ✓ Recipient I | Name | c | Order No. | | | | |
| Upload History | Tracking No. | | Order Type | e Please Seler | t v] | Submitted 🗸 | 🗐 Start Data 👖 | o End Data | | |
| | Country | Please Select 🛛 🗸 | SKU | | Searc | hClear | | | | |
| | All (785) | Deleted (498) Draft (58) | Pending Submit (24) | Abnormal (106) | Processing | (55) Pending App | oroval (0) Pack | ed (0) Shipped | I (44) Expand | Order(s) Exp |
| | | Order No. | Reference N o. | Shipping Met hod | Country | Tracking No. | SFC Shippin g No. | Estimate Frei ght | Warehouse | Action(s) |
| | × 🗆 | WR20361809300007 | | DEAM2 | Australia | HKEN203697 6 | SFC1WR2036 812030003 | 51.90 | HONGKONG | |
| | ж П | WR20361809190001 | 123 | Self-Pickun | China | | | 0.00 | HONGKONG | |



Processing Status orders

When the shipping order is entered into stage "Processing", you can not make any changes; if you want to hold the orders or cancel the orders, please contact with our customer service and the 2 times of Items resources will be deducted.

| B Shipping ^ | 171 | | | | | | | | | |
|------------------|--------------|----------------------------|---------------------|---------------------|------------|------------------|-------------------------|----------------------|-------------|--------------|
| Create Order | 🖾 Orders Li | st | | | | | | | | |
| Orders List | Warehouse | Please Select V | Reference No | | | Create Date | 📋 option date | | | |
| Olders List | Shipping Met | thod Please Select | ✓ Recipient N | lame | | Order No. | | | | |
| の Upload History | Tracking No. | | Order Type | Please Seler | t v | Submitted V | 🗐 Start Data 👖 | o End Data | | |
| | Country | Please Select 🗸 🗸 | sku | | Searc | ch Clear | | | | |
| | All (785) | Deleted (498) Draft (58) F | Pending Submit (24) | Abnormal (106) | Processing | (55) Pending App | proval (0) Pack | ed (0) Shipped | (44) Expand | Order(s) Exp |
| | | | | | | / | | | | |
| | - | Order No. | Reference N o. | Shipping Met hod | Country | Tracking No. | SFC Shippin g No. | Estimate Frei ght | Warehouse | Action(s) |
| | > | WR20361809300007 | | DEAM2 | Australia | HKEN203697 6 | SFC1WR2036 812030003 | 51.90 | HONGKONG | |
| | | WR20361809190001 | 123 | Self-Pickun | China | | | 0.00 | HONGKONG | |



Top-UP your Account

Top-Up (Please mark your ID when you top-up either by PayPal or HSBC which enables our F/A to recognize and process in advance). Please make sure your account has sufficient amount before delivery, you may also set-up the balance reminder in our system:

| My SFC Account | Image: Billing Image: Billin |
|---|---|
| Account | Preferences |
| Profile Change Password Address Book | The balance remind Whether remind when the balance is insufficient : Yes No Sets the account balance : 5100 RMB (Send remind message when account balance is below the set amount) |
| Preferences API Certificate | Shipping Notice Whether send tracking number to the recipient mail : ©Yes ®No |
| User sub account User role SAEXP Protocol | Distribution information |



Top-UP your Account

1.By Pay-Pal or Payoneer

Billing - Top-up Account - Enter the amount you would like to wire Please be kindly noticed that there will be transaction fee charged by PayPal or Payoneer.

| Shipping Warehouse Marketplace India | | | |
|--------------------------------------|---|---------------------|---|
| | | | |
| | d : 💿 Payoneer 🛞 Paypal | Deposit Amount : | (Enter your deposit amount) |
| | al Shipping Warehouse Marketplace India unt -up ollar v (Select currency) Payment Method Submit | unt -up ollar | unt -up ollar ▼ (Select currency) Payment Method : ⊙ Payoneer ⊛ Paypal Deposit Amount : |



Top-UP your Account

2. By HSBC

Account name: ROYALWAY SUPPLY CHAIN MANAGEMENT LIMITED Account number: 801 323 544 838 Beneficiary Bank: HSBC Hong Kong Bank code: 004 Swift Code: HSBCHKHHHKH Bank Address: 1 Queen's Road Central, Hong Kong Bank Phone: (852) 2748 8288

Company Address: RMS 1318-19、13 HOLLYWOOD PLAZA,610 NATHAN RD MONGKOK,KLN