



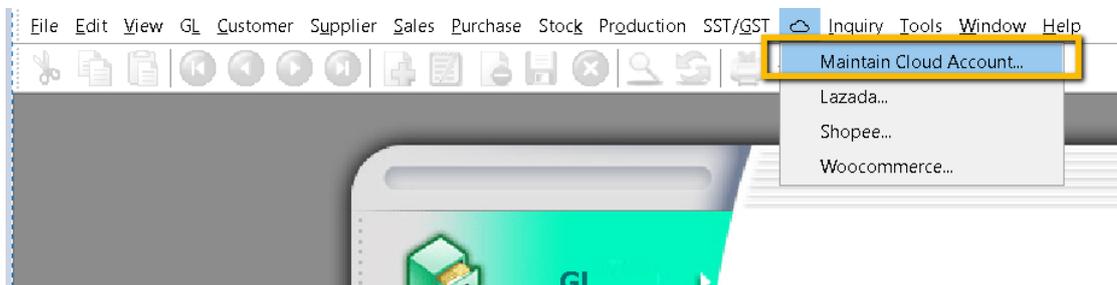
E Commerce - Shopee

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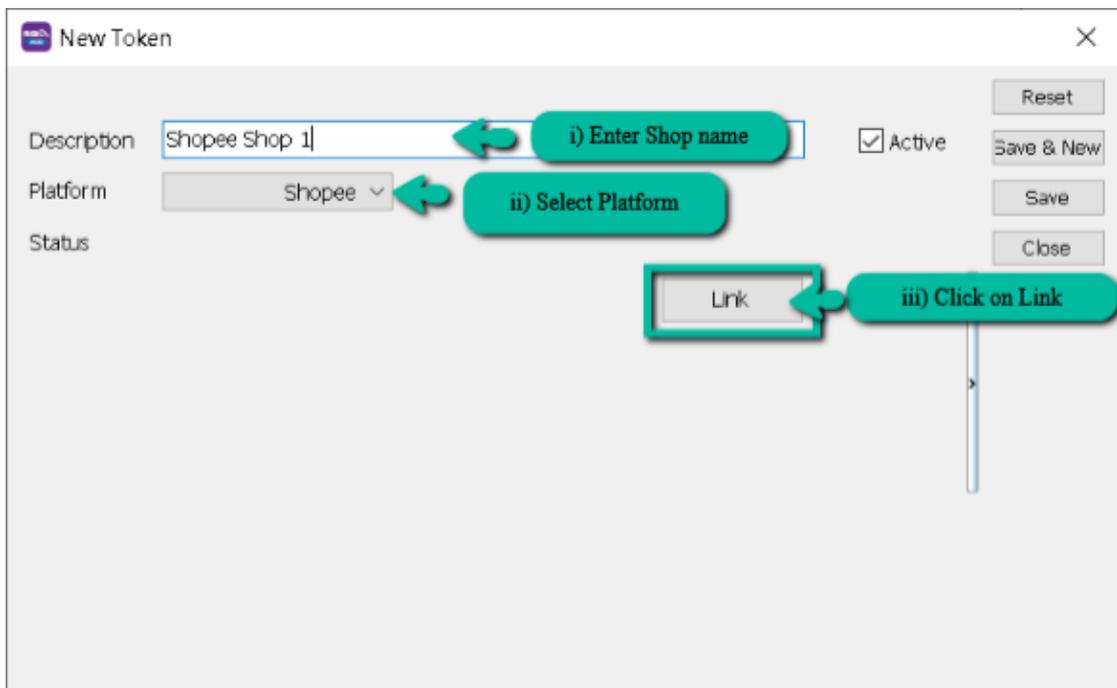
1. Shopee

1.1 Maintain Cloud Account

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



1.1.2 Click on NEW



i) Enter **Description**

ii) Select **Platform**

iii) Click on **Link** Button

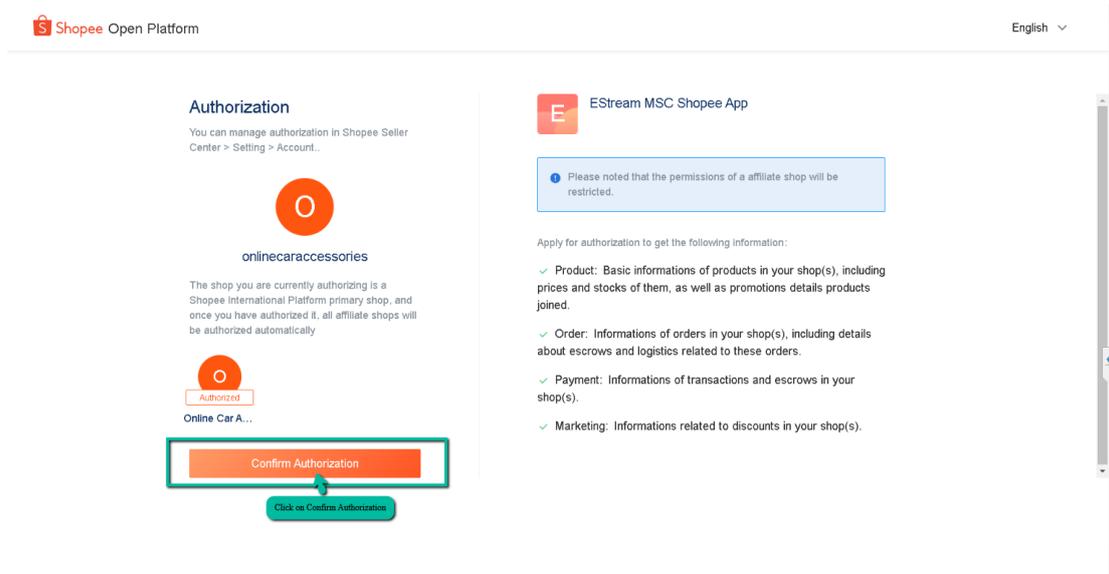
1.1.3 Login Shopee Credential

The screenshot shows the Shopee login interface. At the top, the Shopee logo is displayed. Below it, the text reads "Login to Authorize Shopee Openplatform APP". The login form includes a dropdown menu for region (set to "MY"), a text input field for the email address "onlinecaraccessoriesdnbhd@gmail.com", and a password input field. A "Forgot Password?" link is located below the password field. A prominent red "Log In" button is centered below the form. Below the "Log In" button, there is an "OR" separator and a "Switch to Sub Account" button. At the bottom left, there is a language selector set to "English".

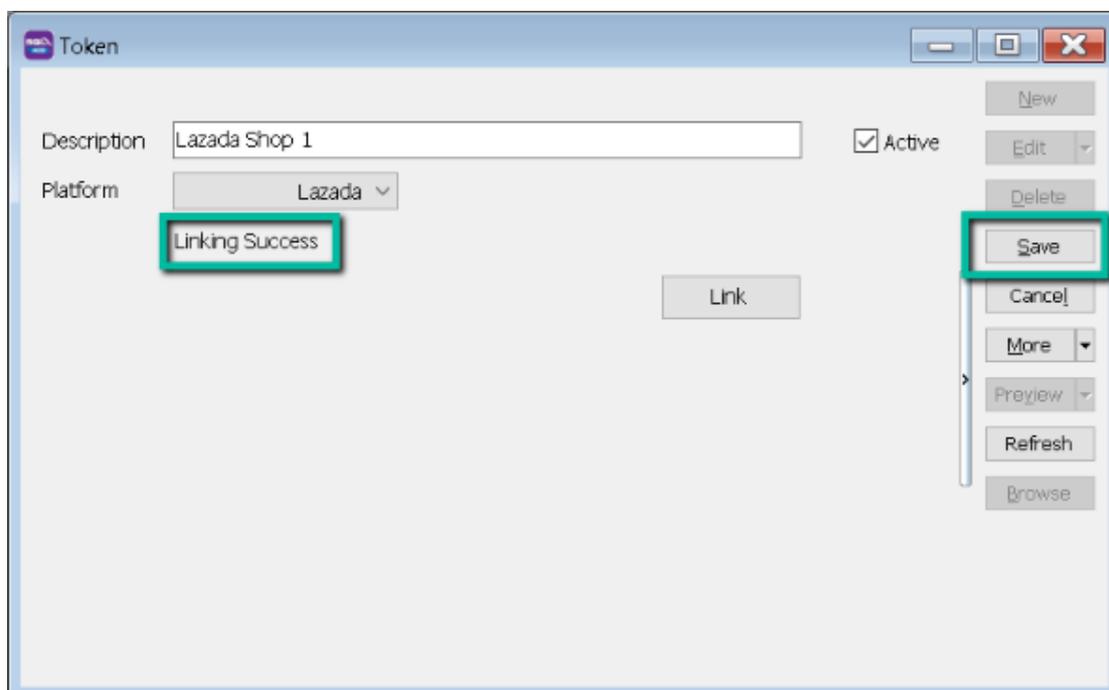
Annotations on the right side of the form:

- i) Enter Shopee Logon ID (points to the email input field)
- ii) Enter Password (points to the password input field)
- iii) Press on Log In (points to the "Log In" button)

1.1.4 Click on Confirm Authorization



1.1.5 : Press SAVE

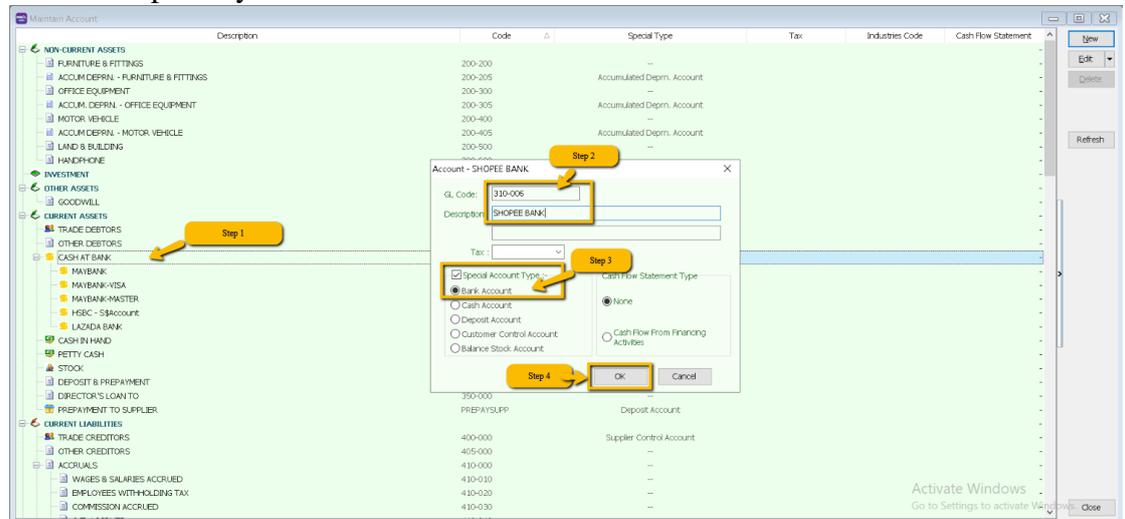


- Once linking Successful, system will be returned status Linking Success Message.

1.2 Configure E Commerce Setting

1.2.1 GL -> Maintain Account

i) Create Shopee Payment Method

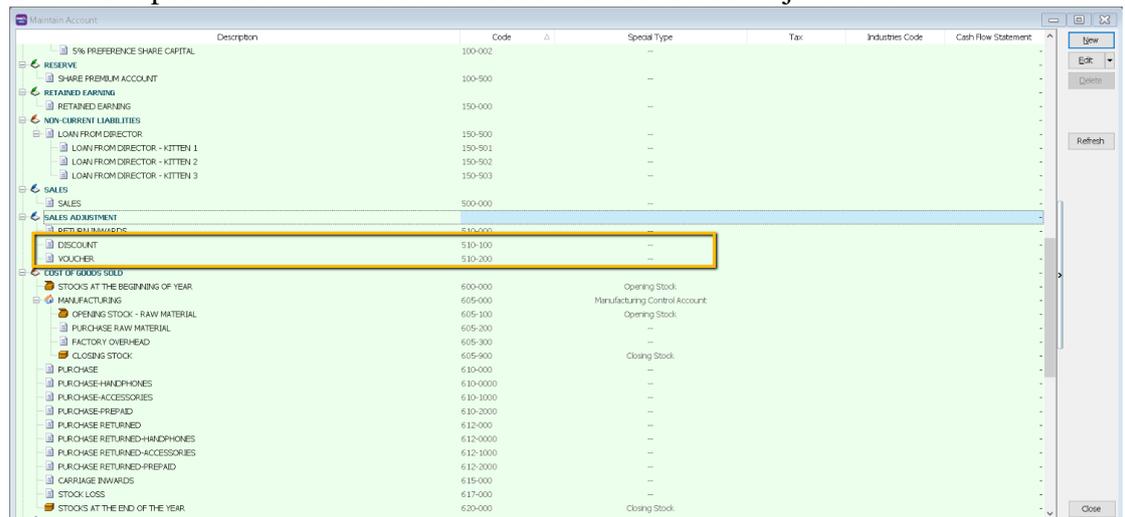


The screenshot shows the 'Maintain Account' window with a tree view on the left and a table of accounts on the right. A dialog box titled 'Account - SHOPEE BANK' is open, showing the following configuration:

- GL Code:** 310-006 (Step 2)
- Description:** SHOPEE BANK
- Special Account Type:** Bank Account (checked) (Step 3)
- Cash Flow Statement Type:** None (selected)
- OK** button is highlighted (Step 4)

Yellow arrows labeled 'Step 1' through 'Step 4' indicate the sequence of actions: Step 1 points to the 'CASH AT BANK' folder, Step 2 points to the 'GL Code' field, Step 3 points to the 'Special Account Type' radio button, and Step 4 points to the 'OK' button.

ii) Create Shopee Voucher / Discount Account Under Sales Adjustment



The screenshot shows the 'Maintain Account' window with a tree view on the left and a table of accounts on the right. The 'SALES ADJUSTMENT' folder is expanded, and the following accounts are listed:

Description	Code	Special Type
DISCOUNT	510-100	
VOUCHER	510-200	

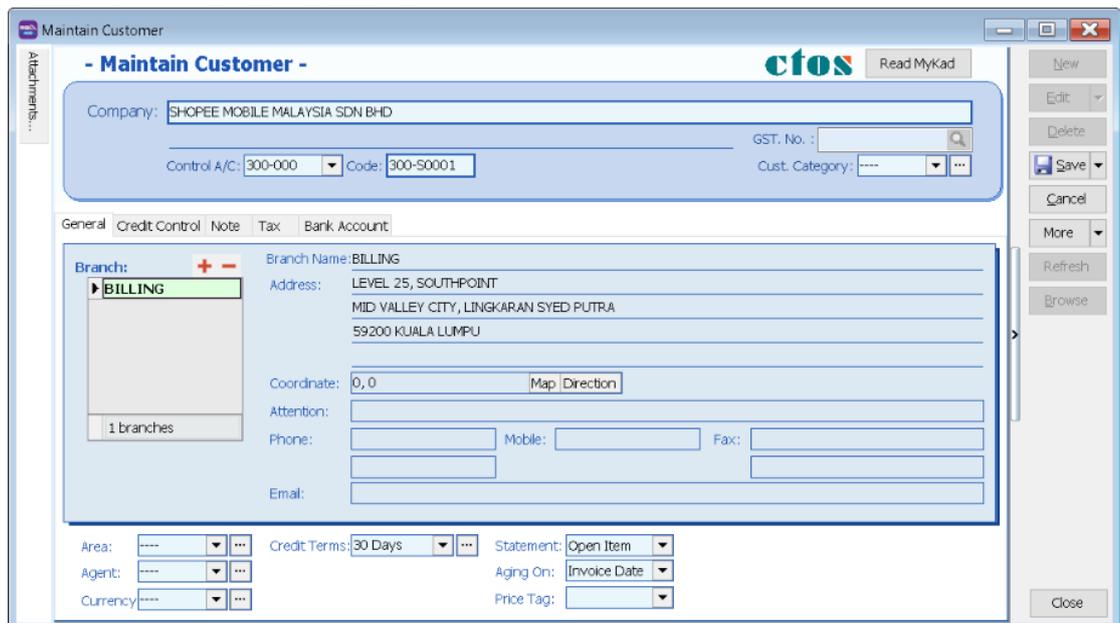
A yellow box highlights the 'DISCOUNT' and 'VOUCHER' accounts.

iii) Create Shipping and Transaction Fee under Expenses

Description	Code	Special Type	Tax	Industries Code	Cash Flow Statement
STOCK LOSS	617-000	--			
STOCKS AT THE END OF THE YEAR	620-000	Closing Stock			
OTHER INCOME					
GAIN ON FOREIGN EXCHANGE	530-000	--			
RENTAL	531-000	--			
EXTRA ORDINARY INCOME					
EXPENSES					
ADVERTISEMENT	901-000	--			
BANK CHARGES	902-000	--			
CONSUMABLE	903-000	--			
SALARIES	904-000	--			
TRAVELLING EXPENSES	905-000	--			
UPKEEP OF MOTOR VEHICLE	906-000	--			
WATER & ELECTRICITY	907-000	--			
EPF - EMPLOYER	908-000	--			
SOCSSO - EMPLOYER	909-000	--			
TELEPHONE & FAX CHARGES	910-000	--			
HIRE PURCHASE INTEREST	911-000	--			
CLERICAL CHARGES	912-000	--			
SALES COMMISSION	913-000	--			
OVER TIME	914-000	--			
OFFICE & WAREHOUSE RENTAL	915-000	--			
TOLL PARKING & FRIED	916-000	--			
TRAVEL & ACCOMMODATION	917-000	--			
DIRECTOR'S REMUNERATION	918-000	--			
PETROL	919-000	--			
PRINTING	920-000	--			
STATIONERY	921-000	--			
OFFICE REFRESHMENT	922-000	--			
DEPRECIATION OF FIXED ASSETS	923-000	--			
SHIPPING	924-000	--			
TRANSACTION FEE	925-000	--			
LOSS ON FOREIGN EXCHANGE	980-000	--			
TAXATION					

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

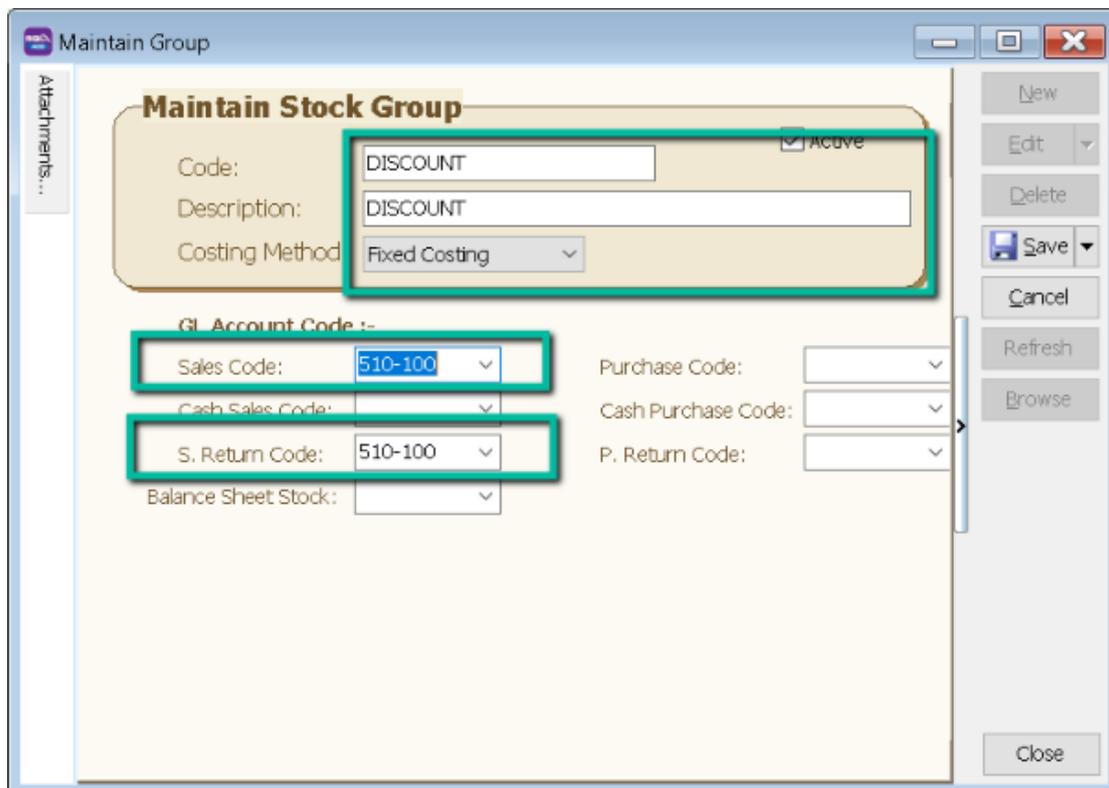
1.2.2 Customer -> Maintain Customer



1.2.3 Stock -> Maintain Stock Group

Create Lazada Shipping / Transaction / Voucher / Discount Stock Group

i) Create Discount Stock Group



Maintain Group

Maintain Stock Group

Code: DISCOUNT Active

Description: DISCOUNT

Costing Method: Fixed Costing

GL Account Code :-

Sales Code: 510-100

Cash Sales Code:

S. Return Code: 510-100

Balance Sheet Stock:

Purchase Code:

Cash Purchase Code:

P. Return Code:

Attachments...

New

Edit

Delete

Save

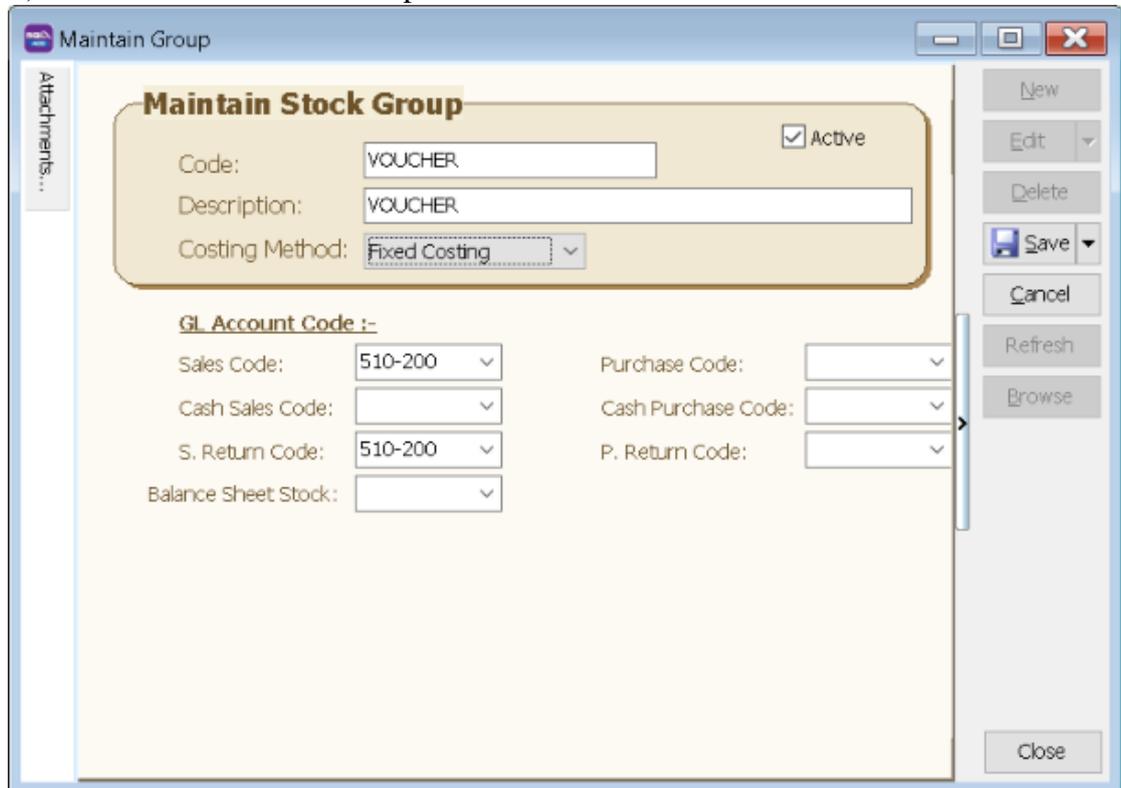
Cancel

Refresh

Browse

Close

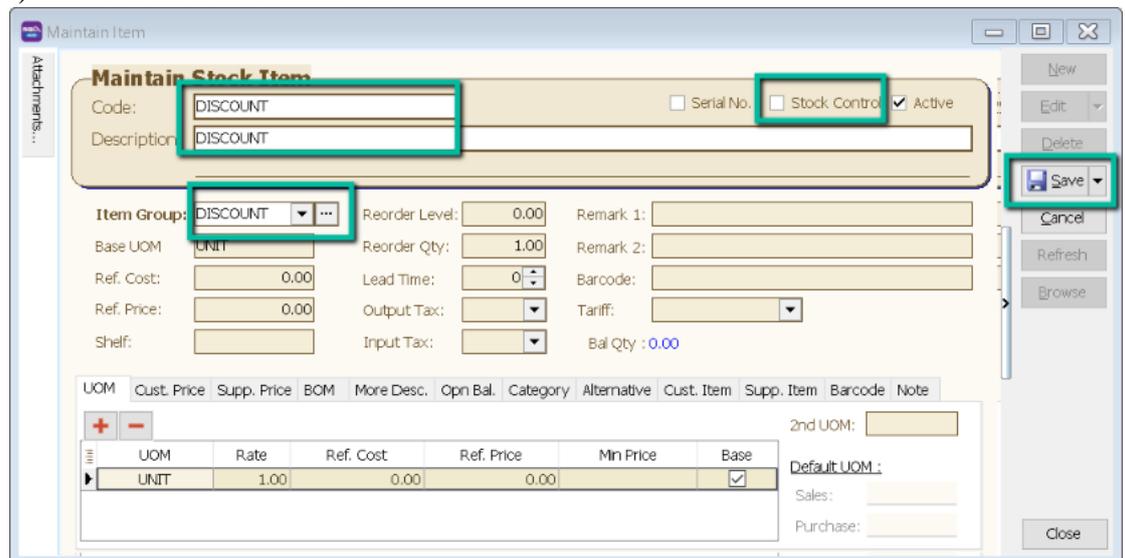
ii) Create Voucher Stock Group



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

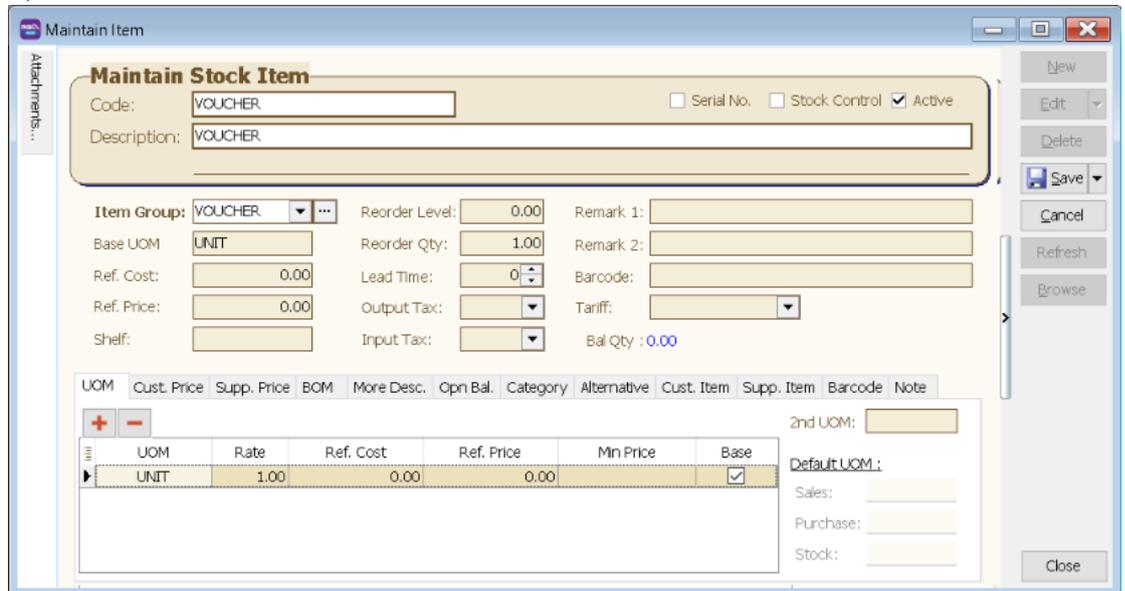
1.2.4 Stock -> Stock Item

i) Create Discount Stock Item



Note : Unticked Stock Control

ii) Create Voucher Item Code



Maintain Item
Maintain Stock Item
 Code: Serial No. Stock Control Active
 Description:
 Item Group: Reorder Level: Remark 1:
 Base UOM: Reorder Qty: Remark 2:
 Ref. Cost: Lead Time: Barcode:
 Ref. Price: Output Tax: Tariff:
 Shelf: Input Tax: Bal Qty : 0.00

UOM	Rate	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	0.00	0.00		<input checked="" type="checkbox"/>

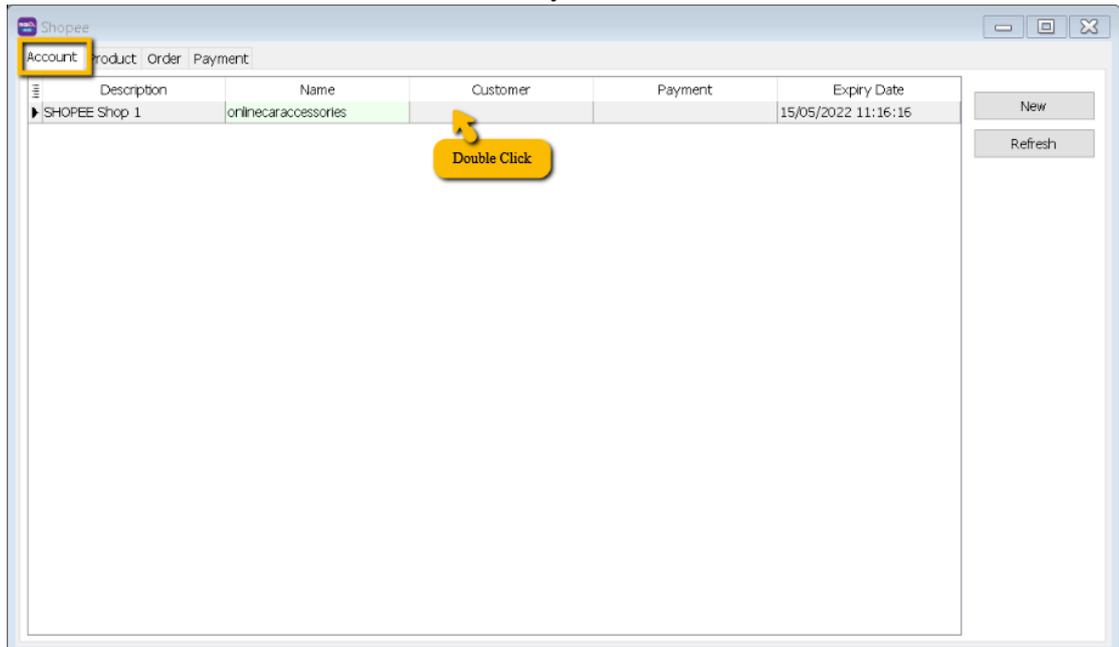
2nd UOM:
 Default UOM :
 Sales:
 Purchase:
 Stock:

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

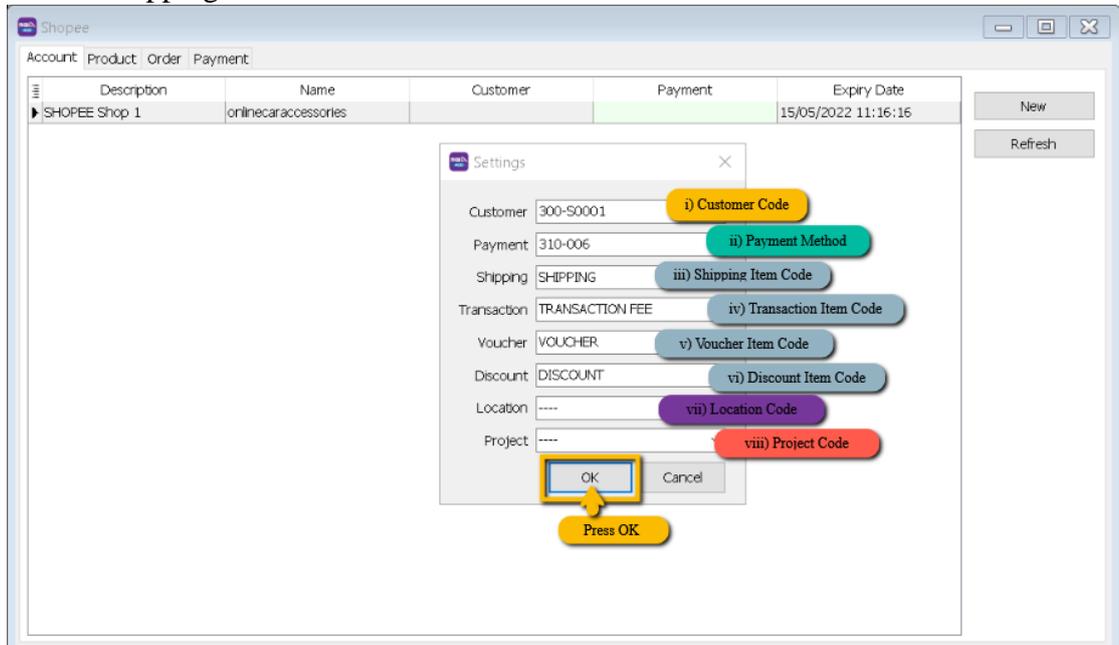
1.3 Account Tab

1.3.1 Click on ☁ -> Shopee

1.3.2 Click on Account Tab -> Double click on your account



1.3.2.1 Mapping Code





E Commerce - Shopee

1.3.2.2 Expiry Date

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

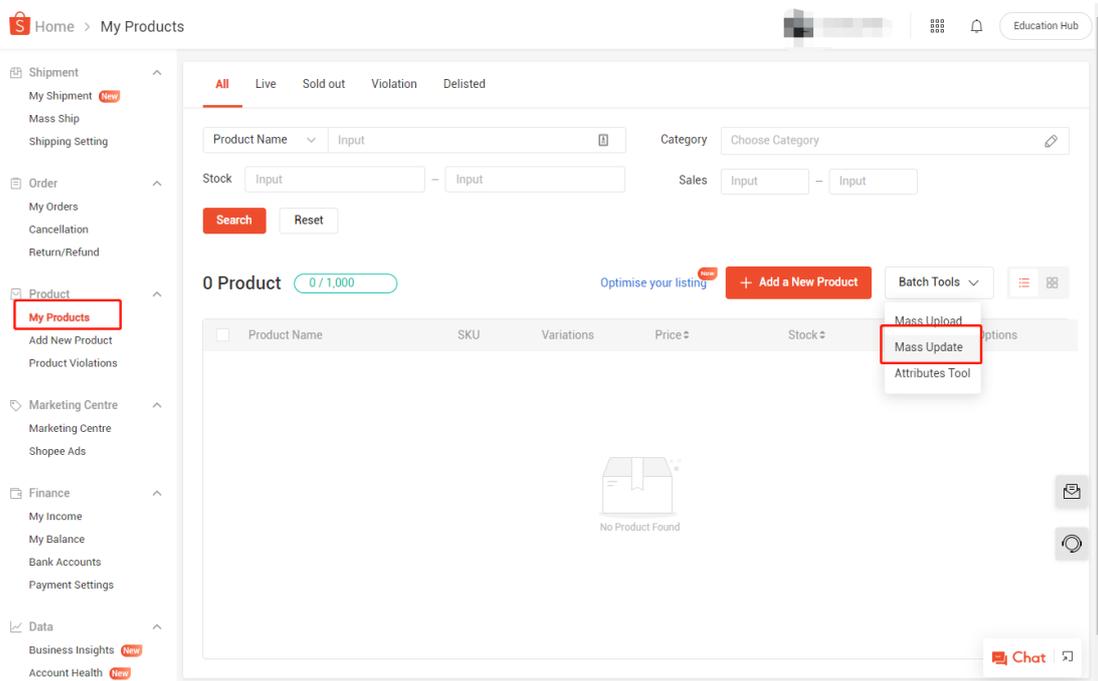
Video Link : <https://www.youtube.com/watch?v=B9UmhTYjFHM>

1.4 Product Tab

1.4.1 Step to download product list from Shopee

1.4.1.1 Navigate to “My Products” under “Product” category.

1.4.1.2 Click on “Batch Tools” and select “Mass Update”



1.4.1.3 Click on “Generate” to generate the product list.

1.4.1.4 Click on “Download” to get the generated product list.

Home > My Products > Mass Update

Education Hub

Mass Update

Download Upload

Please select to download templates below to update your products through Microsoft Excel.

Generate Templates

Basic Info
 Sales Info
 Shipping Info
 DTS Info
 Media Info

Generate

Records

Shopee will only keep your files in the last 30 days.

Date	File Type	File Name	Processed	Action
20/05/2021 09:16	Basic Info	mass_update_basi...	1	Download

Tips

User Guide
Learn how to fill and modify product information within Mass update templates.
[View](#)

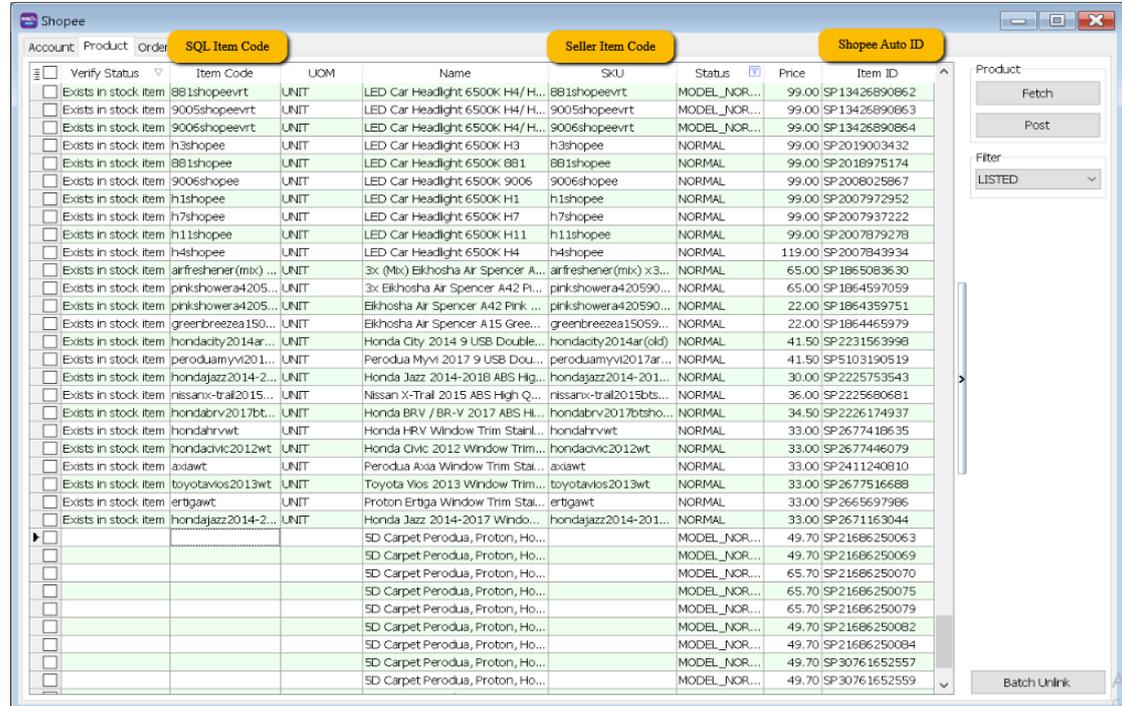
Template
Shopee mass update function would only support:

- Microsoft Excel 2007 & higher version Windows PC.
- Less than 5Mb per file, XL/SX/XLS file.

Chat

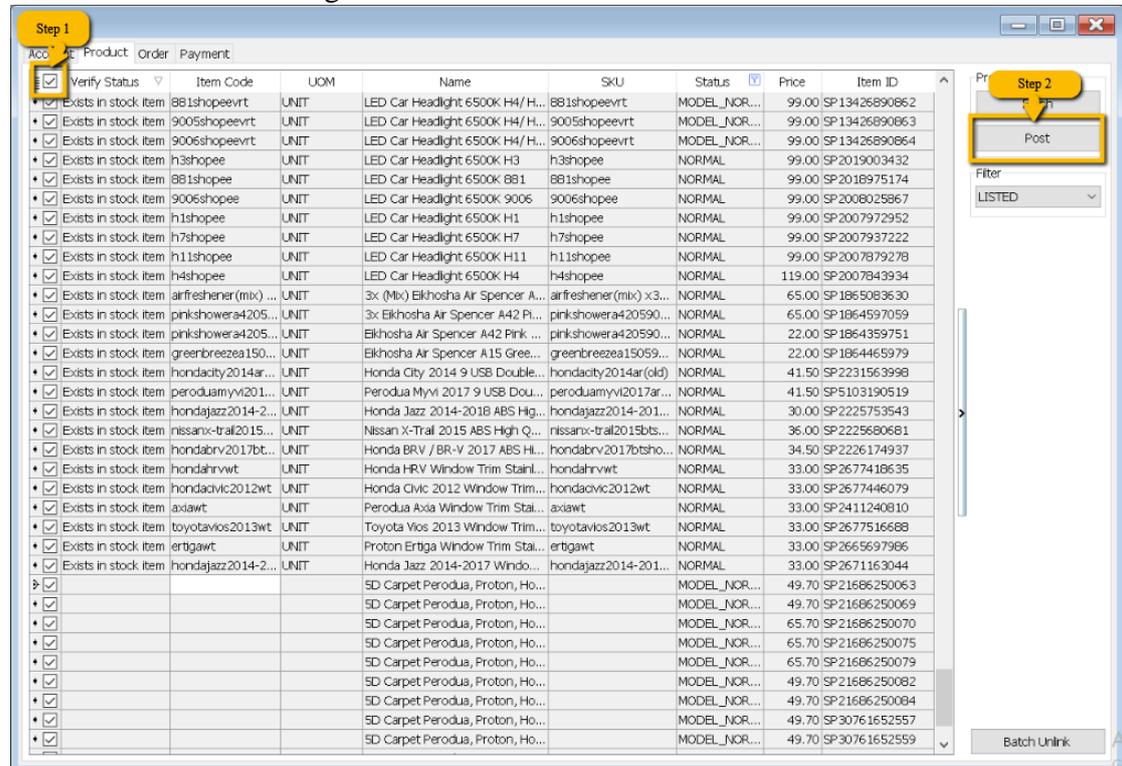
You can choose to have Shopee SKU as SQL Item Code by import to SQL, may contact your service agent to assist on this product import.

E Commerce - Shopee



Verify Status	Item Code	UOM	Name	SKU	Status	Price	Item ID
<input type="checkbox"/>	8B1shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	8B1shopeevrt	MODEL_NOR...	99.00	SP13426890862
<input type="checkbox"/>	9005shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	9005shopeevrt	MODEL_NOR...	99.00	SP13426890863
<input type="checkbox"/>	9006shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	9006shopeevrt	MODEL_NOR...	99.00	SP13426890864
<input type="checkbox"/>	h3shopee	UNIT	LED Car Headlight 6500K H3	h3shopee	NORMAL	99.00	SP2019003432
<input type="checkbox"/>	8B1shopee	UNIT	LED Car Headlight 6500K 8B1	8B1shopee	NORMAL	99.00	SP2018975174
<input type="checkbox"/>	9006shopee	UNIT	LED Car Headlight 6500K 9006	9006shopee	NORMAL	99.00	SP2008025867
<input type="checkbox"/>	h1shopee	UNIT	LED Car Headlight 6500K H1	h1shopee	NORMAL	99.00	SP2007972952
<input type="checkbox"/>	h7shopee	UNIT	LED Car Headlight 6500K H7	h7shopee	NORMAL	99.00	SP2007937222
<input type="checkbox"/>	h11shopee	UNIT	LED Car Headlight 6500K H11	h11shopee	NORMAL	99.00	SP2007879278
<input type="checkbox"/>	h4shopee	UNIT	LED Car Headlight 6500K H4	h4shopee	NORMAL	119.00	SP2007843934
<input type="checkbox"/>	airfreshener(mix) ...	UNIT	3x (Mix) Eikhosha Air Spencer A...	airfreshener(mix) x3...	NORMAL	65.00	SP1865083630
<input type="checkbox"/>	pinkshowera4205...	UNIT	3x Eikhosha Air Spencer A42 P...	pinkshowera420590...	NORMAL	65.00	SP1864597059
<input type="checkbox"/>	pinkshowera4205...	UNIT	Eikhosha Air Spencer A42 Pink ...	pinkshowera420590...	NORMAL	22.00	SP1864359751
<input type="checkbox"/>	greenbreezea150...	UNIT	Eikhosha Air Spencer A15 Gree...	greenbreezea15059...	NORMAL	22.00	SP1864465979
<input type="checkbox"/>	hondaacity2014ar...	UNIT	Honda City 2014 9 USB Double...	hondaacity2014ar(old)	NORMAL	41.50	SP2231563998
<input type="checkbox"/>	peroduamyvi2017...	UNIT	Perodua Myvi 2017 9 USB Dou...	peroduamyvi2017ar...	NORMAL	41.50	SP15103190519
<input type="checkbox"/>	hondajazz2014-2...	UNIT	Honda Jazz 2014-2018 ABS Hig...	hondajazz2014-201...	NORMAL	30.00	SP2225753543
<input type="checkbox"/>	nissanx-traf2015...	UNIT	Nissan X-Traf 2015 ABS High Q...	nissanx-traf2015bts...	NORMAL	36.00	SP2225680681
<input type="checkbox"/>	hondabr2017bt...	UNIT	Honda BRV / BR-V 2017 ABS H...	hondabr2017bts...	NORMAL	34.50	SP2226174937
<input type="checkbox"/>	hondahrvt	UNIT	Honda HRV Window Trim Stainl...	hondahrvt	NORMAL	33.00	SP2677418635
<input type="checkbox"/>	hondaacvc2012wt	UNIT	Honda Civic 2012 Window Trim...	hondaacvc2012wt	NORMAL	33.00	SP2677446079
<input type="checkbox"/>	axiawt	UNIT	Perodua Axia Window Trim Stal...	axiawt	NORMAL	33.00	SP2411240810
<input type="checkbox"/>	toyotavios2013wt	UNIT	Toyota Vios 2013 Window Trim...	toyotavios2013wt	NORMAL	33.00	SP2677516688
<input type="checkbox"/>	ertigawt	UNIT	Proton Ertiga Window Trim Stal...	ertigawt	NORMAL	33.00	SP2665697986
<input type="checkbox"/>	hondajazz2014-2...	UNIT	Honda Jazz 2014-2017 Windo...	hondajazz2014-201...	NORMAL	33.00	SP2671163044
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250063
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250069
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250070
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250075
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250079
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250082
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250084
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP30761652557
<input type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP30761652559

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



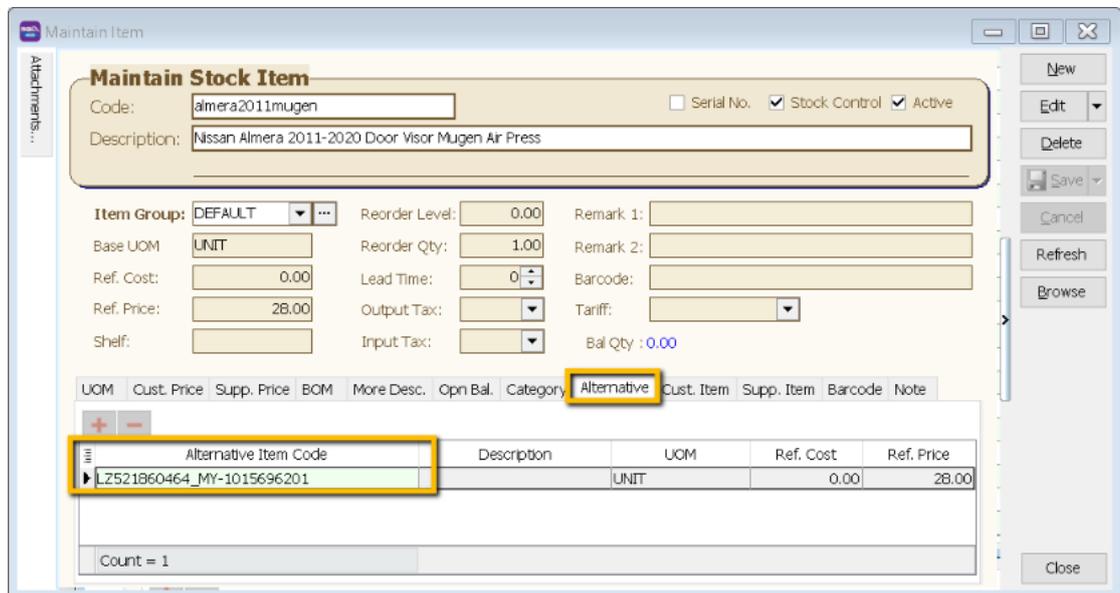
Verify Status	Item Code	UOM	Name	SKU	Status	Price	Item ID
<input checked="" type="checkbox"/>	8B1shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	8B1shopeevrt	MODEL_NOR...	99.00	SP13426890862
<input checked="" type="checkbox"/>	9005shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	9005shopeevrt	MODEL_NOR...	99.00	SP13426890863
<input checked="" type="checkbox"/>	9006shopeevrt	UNIT	LED Car Headlight 6500K H4/H...	9006shopeevrt	MODEL_NOR...	99.00	SP13426890864
<input checked="" type="checkbox"/>	h3shopee	UNIT	LED Car Headlight 6500K H3	h3shopee	NORMAL	99.00	SP2019003432
<input checked="" type="checkbox"/>	8B1shopee	UNIT	LED Car Headlight 6500K 8B1	8B1shopee	NORMAL	99.00	SP2018975174
<input checked="" type="checkbox"/>	9006shopee	UNIT	LED Car Headlight 6500K 9006	9006shopee	NORMAL	99.00	SP2008025867
<input checked="" type="checkbox"/>	h1shopee	UNIT	LED Car Headlight 6500K H1	h1shopee	NORMAL	99.00	SP2007972952
<input checked="" type="checkbox"/>	h7shopee	UNIT	LED Car Headlight 6500K H7	h7shopee	NORMAL	99.00	SP2007937222
<input checked="" type="checkbox"/>	h11shopee	UNIT	LED Car Headlight 6500K H11	h11shopee	NORMAL	99.00	SP2007879278
<input checked="" type="checkbox"/>	h4shopee	UNIT	LED Car Headlight 6500K H4	h4shopee	NORMAL	119.00	SP2007843934
<input checked="" type="checkbox"/>	airfreshener(mix) ...	UNIT	3x (Mix) Eikhosha Air Spencer A...	airfreshener(mix) x3...	NORMAL	65.00	SP1865083630
<input checked="" type="checkbox"/>	pinkshowera4205...	UNIT	3x Eikhosha Air Spencer A42 P...	pinkshowera420590...	NORMAL	65.00	SP1864597059
<input checked="" type="checkbox"/>	pinkshowera4205...	UNIT	Eikhosha Air Spencer A42 Pink ...	pinkshowera420590...	NORMAL	22.00	SP1864359751
<input checked="" type="checkbox"/>	greenbreezea150...	UNIT	Eikhosha Air Spencer A15 Gree...	greenbreezea15059...	NORMAL	22.00	SP1864465979
<input checked="" type="checkbox"/>	hondaacity2014ar...	UNIT	Honda City 2014 9 USB Double...	hondaacity2014ar(old)	NORMAL	41.50	SP2231563998
<input checked="" type="checkbox"/>	peroduamyvi2017...	UNIT	Perodua Myvi 2017 9 USB Dou...	peroduamyvi2017ar...	NORMAL	41.50	SP15103190519
<input checked="" type="checkbox"/>	hondajazz2014-2...	UNIT	Honda Jazz 2014-2018 ABS Hig...	hondajazz2014-201...	NORMAL	30.00	SP2225753543
<input checked="" type="checkbox"/>	nissanx-traf2015...	UNIT	Nissan X-Traf 2015 ABS High Q...	nissanx-traf2015bts...	NORMAL	36.00	SP2225680681
<input checked="" type="checkbox"/>	hondabr2017bt...	UNIT	Honda BRV / BR-V 2017 ABS H...	hondabr2017bts...	NORMAL	34.50	SP2226174937
<input checked="" type="checkbox"/>	hondahrvt	UNIT	Honda HRV Window Trim Stainl...	hondahrvt	NORMAL	33.00	SP2677418635
<input checked="" type="checkbox"/>	hondaacvc2012wt	UNIT	Honda Civic 2012 Window Trim...	hondaacvc2012wt	NORMAL	33.00	SP2677446079
<input checked="" type="checkbox"/>	axiawt	UNIT	Perodua Axia Window Trim Stal...	axiawt	NORMAL	33.00	SP2411240810
<input checked="" type="checkbox"/>	toyotavios2013wt	UNIT	Toyota Vios 2013 Window Trim...	toyotavios2013wt	NORMAL	33.00	SP2677516688
<input checked="" type="checkbox"/>	ertigawt	UNIT	Proton Ertiga Window Trim Stal...	ertigawt	NORMAL	33.00	SP2665697986
<input checked="" type="checkbox"/>	hondajazz2014-2...	UNIT	Honda Jazz 2014-2017 Windo...	hondajazz2014-201...	NORMAL	33.00	SP2671163044
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250063
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250069
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250070
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250075
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		65.70	SP21686250079
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250082
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP21686250084
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP30761652557
<input checked="" type="checkbox"/>			SD Carpet Perodua, Proton, Ho...	MODEL_NOR...		49.70	SP30761652559

1.4.2.3 Verified Status: Success when posting done



Verify Status	Item Code	UOM	Name	Seller SKU	Shop SKU	Price
Success	almera2011mugen	UNIT	Nissan Almera 2011-2020 Door Visor ...	almera2011mugen	LZ521860464_MY-1015696201	28.00
Success	alza8cm	UNIT	Perodua Alza Door Visor BCM Air Press	alza8cm	LZ450630902_MY-684706999	49.60
Success	almazamugenzalazada	UNIT	Perodua Alza Door Visor Mugen Air Press	almazamugenzalazada	LZ520762423_MY-1010762333	23.90
Success	aralmeralazada	UNIT	Nissan Almera Arm Rest 7 USB Adjusta...	aralmeralazada	LZ595992597_MY-1208128831	55.00
Success	aranuzlazada	UNIT	Perodua Aruz Arm Rest 7 USB Adjusta...	aranuzlazada	LZ595218367_MY-1205452569	55.00
Success	araxialazada	UNIT	Perodua Axia Arm Rest 7 USB Adjusta...	araxialazada	LZ595136013_MY-1205002686	55.00
Success	arbezzalazada	UNIT	Perodua Bezza Arm Rest 7 USB Adjusta...	arbezzalazada	LZ595178590_MY-1205396628	55.00
Success	arbr-vlazada	UNIT	Honda BR-V Arm Rest 7 USB Adjustab...	arbr-vlazada	LZ595882967_MY-1207980014	55.00
Success	aroty14-19lazada	UNIT	Honda City 14-19 Arm Rest 7 USB Adj...	aroty14-19lazada	LZ595818240_MY-1207692592	55.00
Success	arexoralazada	UNIT	Proton Exora Arm Rest 7 USB Adjusta...	arexoralazada	LZ595306533_MY-1205810341	55.00
Success	arinzlazada	UNIT	Proton Iriz Arm Rest 7 USB Adjustabl...	arinzlazada	LZ595354024_MY-1205746900	55.00
Success	arjazz14-19lazada	UNIT	Honda Jazz 14-19 Arm Rest 7 USB Ad...	arjazz14-19lazada	LZ595968642_MY-1207776453	55.00
Success	armyv105-16lazada	UNIT	Perodua Myvi 05-16 Arm Rest 7 USB ...	armyv105-16lazada	LZ595100526_MY-1205142064	55.00
Success	armyv17-19lazada	UNIT	Perodua Myvi 17-19 Arm Rest 7 USB ...	armyv17-19lazada	LZ595118552_MY-1205286652	55.00
Success	arpersona16lazada	UNIT	Proton Persona 2016 Arm Rest 7 USB...	arpersona16lazada	LZ595258931_MY-1205780200	55.00
Success	arsaga16-19lazada	UNIT	Proton Saga 16-19 Arm Rest 7 USB A...	arsaga16-19lazada	LZ595266597_MY-1205692123	55.00
Success	arsagabl08-15lazada	UNIT	Proton Saga BLM 08-15 Arm Rest 7 U...	arsagabl08-15la...	LZ595202859_MY-1205600599	55.00
Success	aruz10cmlazada	UNIT	Perodua Aruz Door Visor 10CM Air Press	aruz10cmlazada	LZ505738568_MY-955996081	39.00
Success	aruz8cm lazada	UNIT	Perodua Aruz Door Visor BCM Air Press	aruz8cm lazada	LZ522214653_MY-1017240084	49.60
Success	aruzmugenzalazada	UNIT	Perodua Aruz Door Visor Mugen Air Pr...	aruzmugenzalazada	LZ505750402_MY-956058092	36.00
Success	arvios1418lazada	UNIT	Toyota Yios 2014-2018 Arm Rest 7 U...	arvios1418lazada	LZ1356100660_MY-4227644245	55.00
Success	axia8cm	UNIT	Perodua Axia Door Visor BCM Air Press	axia8cm	LZ450932025_MY-684690115	49.60
Success	axiamugenz	UNIT	Perodua Axia Door Visor Mugen Air Pr...	axiamugenz	LZ486150800_MY-836680638	27.00
Success	bezza8cm	UNIT	Perodua Bezza Door Visor BCM Air Press	bezza8cm	LZ490996421_MY-868696841	49.60
Success	bezzamugenzalazada	UNIT	Perodua Bezza Door Visor Mugen Air P...	bezzamugenzalazada	LZ520794222_MY-1010730660	23.90

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



Maintain Stock Item

Code: Serial No. Stock Control Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

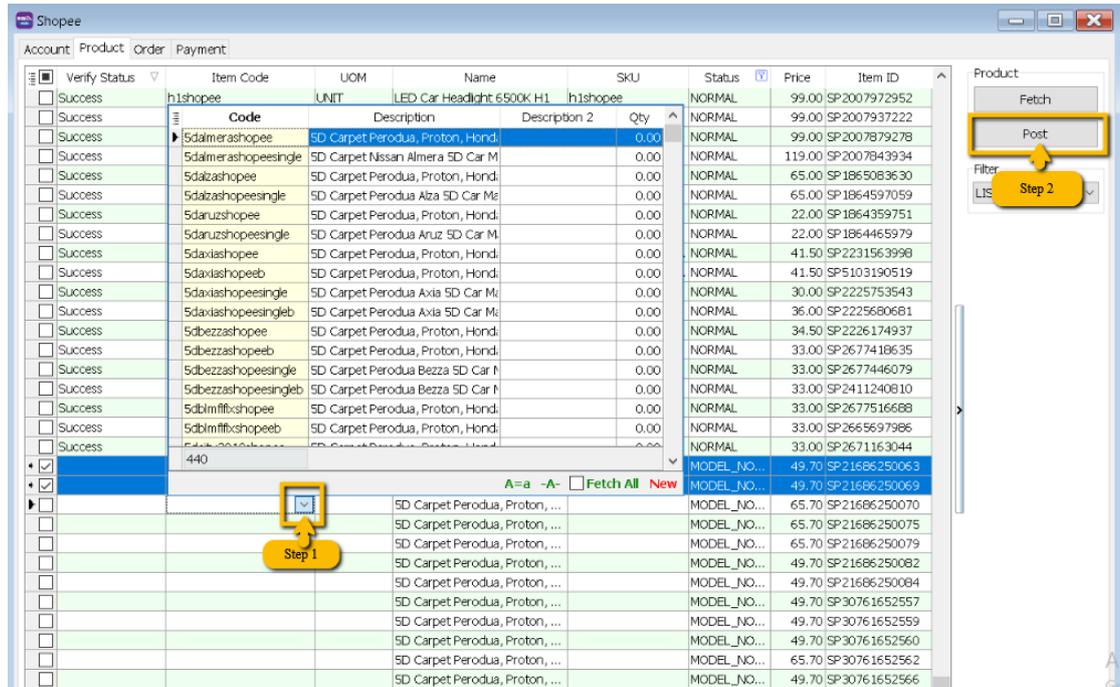
Ref. Price: Output Tax: Tariff:

Shelf: Input Tax: Bal Qty:

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode	Note
				Alternative Item Code			<input checked="" type="checkbox"/>				
				LZ521860464_MY-1015696201			<input checked="" type="checkbox"/>				

Count = 1

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



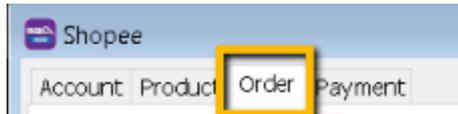
The screenshot shows the Shopee software interface with a list of items. The columns are: Verify Status, Item Code, UOM, Name, SKU, Status, Price, and Item ID. A 'Post' button is highlighted in the top right corner. A 'Step 1' callout points to a checkbox in the 'Verify Status' column. A 'Step 2' callout points to the 'Post' button.

Verify Status	Item Code	UOM	Name	SKU	Status	Price	Item ID
Success	h1shopee	UNIT	LED Car Headlight 6500K H1	h1shopee	NORMAL	99.00	SP2007972952
Success	5dai		Carpet Perodua, Proton, Hond.		NORMAL	99.00	SP2007937222
Success	5daimerashopee		5D Carpet Perodua, Proton, Hond.		NORMAL	99.00	SP2007879278
Success	5daimerashopeesingle		5D Carpet Nissan Almera 5D Car M		NORMAL	119.00	SP2007843934
Success	5dalzashopee		5D Carpet Perodua, Proton, Hond.		NORMAL	65.00	SP1865083630
Success	5dalzashopeesingle		5D Carpet Perodua Alza 5D Car Me		NORMAL	65.00	SP1864597059
Success	5daruzshopee		5D Carpet Perodua, Proton, Hond.		NORMAL	22.00	SP1864359751
Success	5daruzshopeesingle		5D Carpet Perodua Aruz 5D Car M		NORMAL	22.00	SP1864465979
Success	5daxiashopee		5D Carpet Perodua, Proton, Hond.		NORMAL	41.50	SP2231563998
Success	5daxiashopeeb		5D Carpet Perodua, Proton, Hond.		NORMAL	41.50	SP5103190519
Success	5daxiashopeesingle		5D Carpet Perodua Axia 5D Car M		NORMAL	30.00	SP2225753543
Success	5daxiashopeesingleb		5D Carpet Perodua Axia 5D Car Me		NORMAL	36.00	SP2225680681
Success	5dbezzashopee		5D Carpet Perodua, Proton, Hond.		NORMAL	34.50	SP2226174937
Success	5dbezzashopeeb		5D Carpet Perodua, Proton, Hond.		NORMAL	33.00	SP2677418635
Success	5dbezzashopeesingle		5D Carpet Perodua Bezza 5D Car M		NORMAL	33.00	SP2677446079
Success	5dbezzashopeesingleb		5D Carpet Perodua Bezza 5D Car M		NORMAL	33.00	SP2411240810
Success	5dbimiflxshopee		5D Carpet Perodua, Proton, Hond.		NORMAL	33.00	SP2677516688
Success	5dbimiflxshopeeb		5D Carpet Perodua, Proton, Hond.		NORMAL	33.00	SP2665697986
Success	5dbimiflxshopeesingle		5D Carpet Perodua, Proton, Hond.		NORMAL	33.00	SP2671163044
Success	440				NORMAL	49.70	SP21686250063
Success					NORMAL	49.70	SP21686250069
Success					NORMAL	65.70	SP21686250070
Success					NORMAL	65.70	SP21686250075
Success					NORMAL	65.70	SP21686250079
Success					NORMAL	49.70	SP21686250082
Success					NORMAL	49.70	SP21686250084
Success					NORMAL	49.70	SP30761652557
Success					NORMAL	49.70	SP30761652559
Success					NORMAL	49.70	SP30761652560
Success					NORMAL	65.70	SP30761652562
Success					NORMAL	49.70	SP30761652566

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

1.5 Orders Tab

- Click on Orders Tab



1.5.1 Status

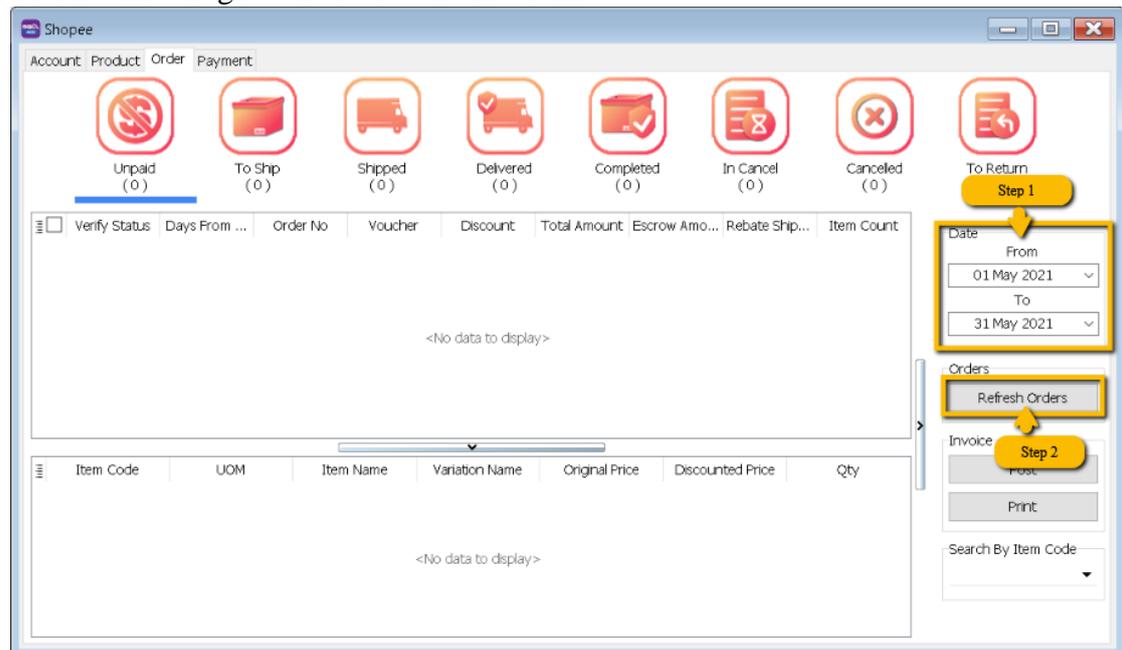


Status	Posting to Sales Invoice	Posting to Sales Credit Note
Unpaid	×	×
To Ship	×	×
Shipped	✓	×
Delivered	✓	×
Completed	✓	✓ (when Return Refund Amt <> 0)
In Cancel	×	×
Cancelled	×	×
To Return	×	×

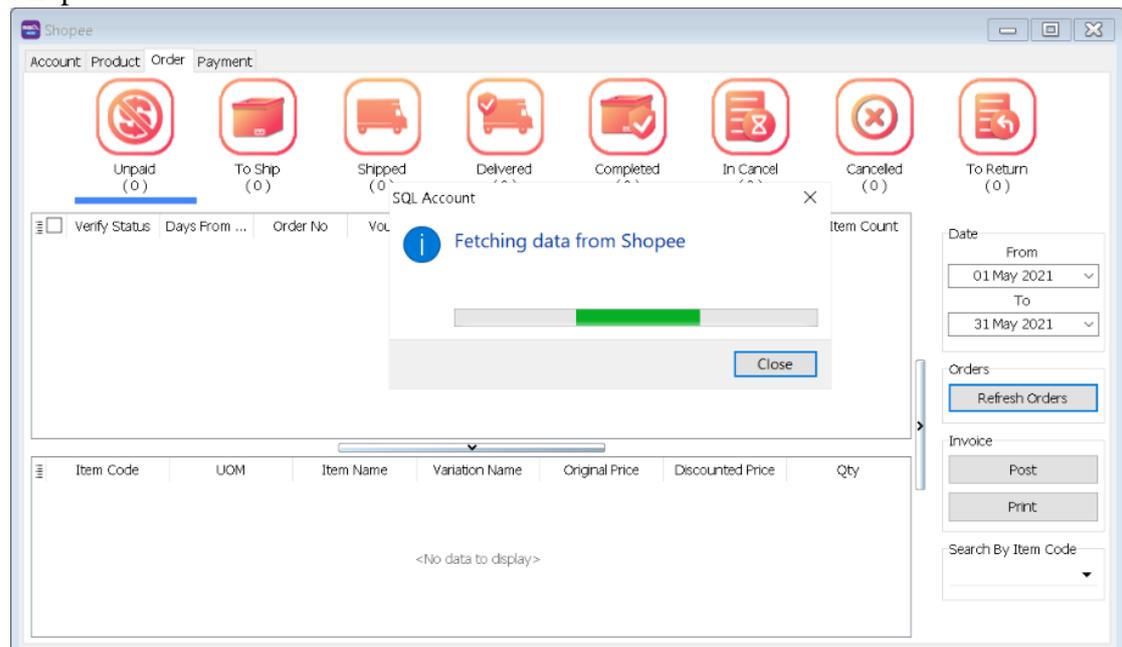
Remark: Each order number will be posted once. You can delete the Invoice if you want to repost.

1.5.2 Fetch Order

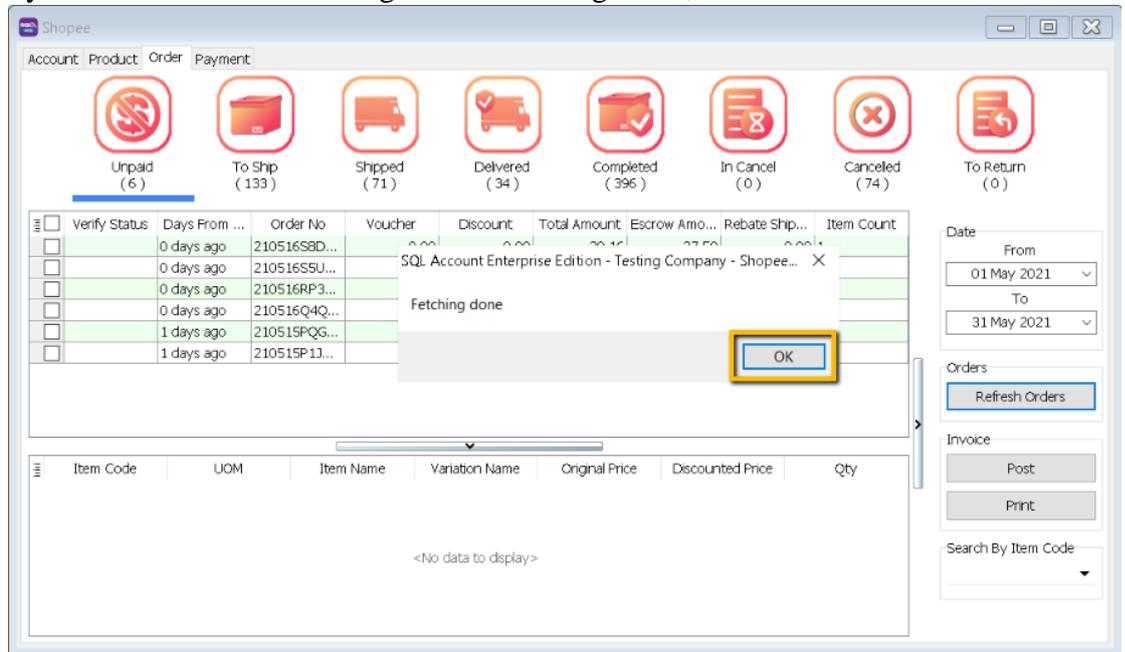
1.5.2.1 Select Date Range -> Click on Refresh Order



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

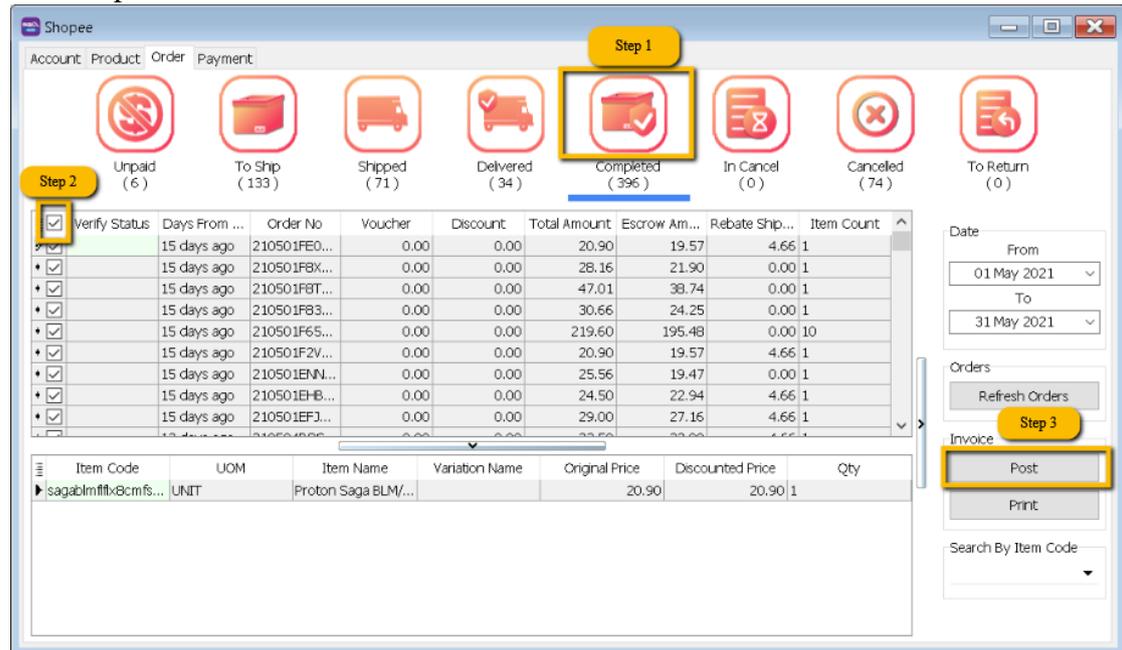


System will return the message when Fetching Done, Press OK.

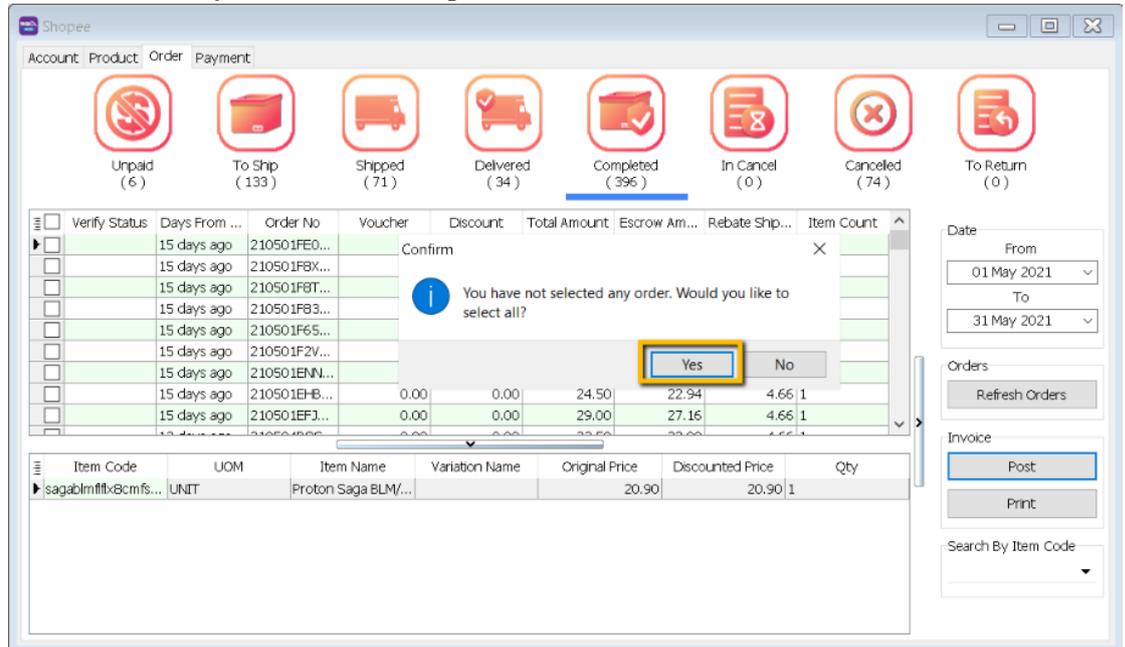


1.5.3 Post Order

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

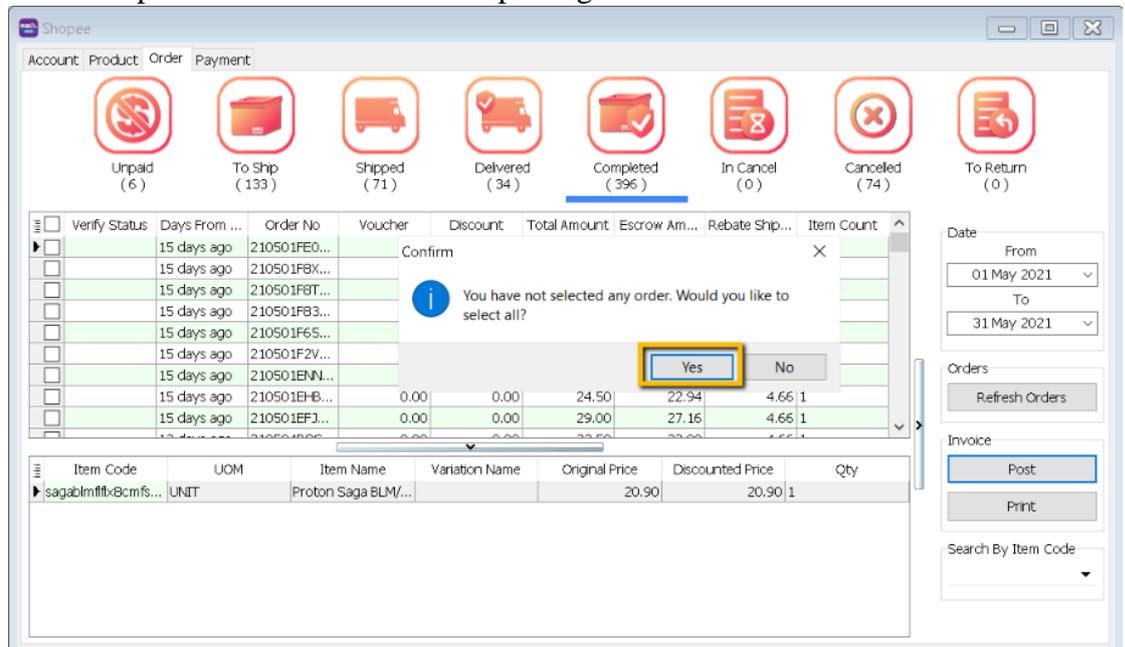


- 1.5.3.2 If you did not tick on any order when do the posting, system will raise a message: You have not selected any order. Would you like to select all? If you would like to post all -> Press Yes



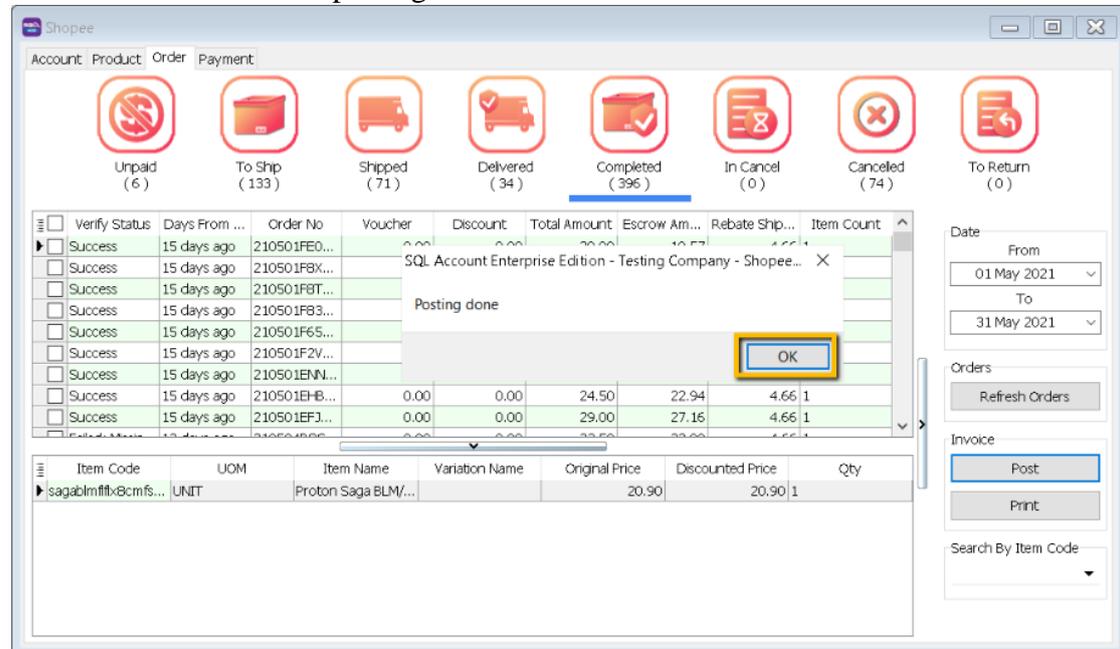
The screenshot shows the Shopee interface with a confirmation dialog box. The dialog box contains the following text: "You have not selected any order. Would you like to select all?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a yellow box. The background interface shows a table of orders with columns: Verify Status, Days From, Order No, Voucher, Discount, Total Amount, Escrow Am..., Rebate Shp..., and Item Count. The "Completed" status is highlighted in blue.

Please be patient to wait for the order posting.

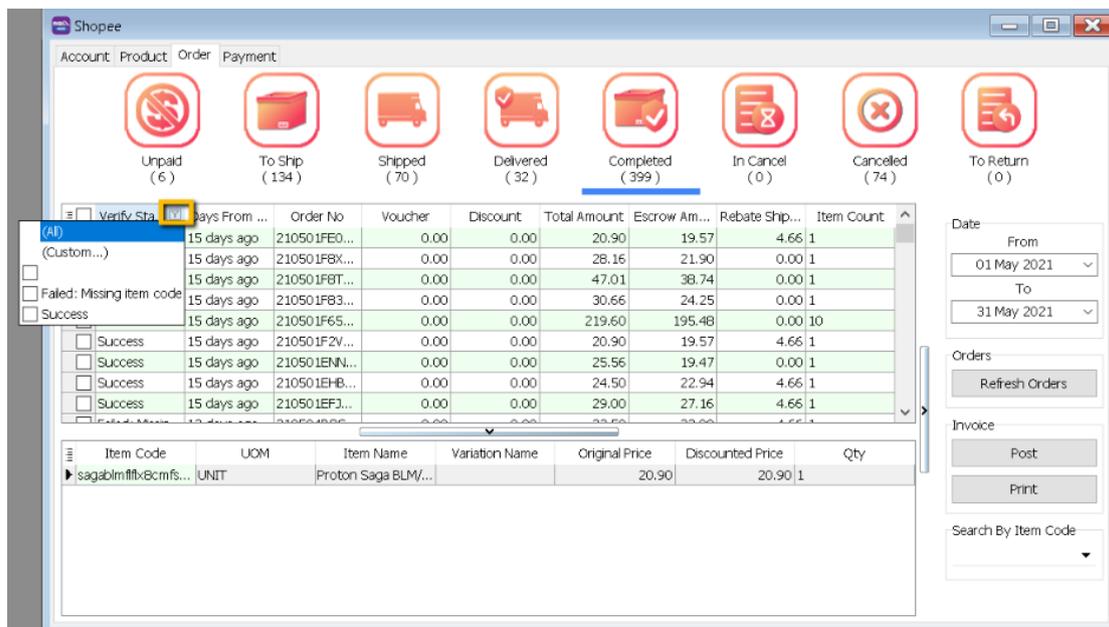


This screenshot is identical to the one above, showing the same Shopee interface and confirmation dialog box. The "Yes" button in the dialog box is highlighted with a yellow box.

1.5.3.3 Click on OK when done posting



1.5.4 Verify Status



1.5.4.1 Posted

- Earlier Order posted before, system will ignore.

1.5.4.2 Success

- Order had been successfully Posting.

1.5.4.3 Failed – Missing Dataset Property

- Normally repost will be fine.

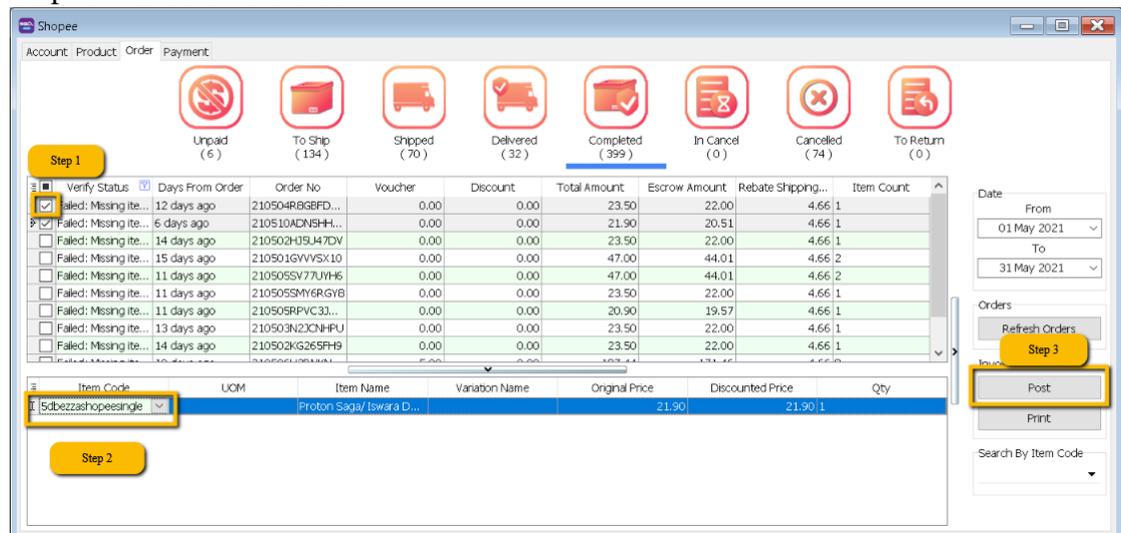
1.5.4.4 Catastrophic Failure

- Normally repost will be fine (Can restart SQL if unable to post)

1.5.4.5 Failed – Missing Item Code

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

Step 1: Ticked on the order

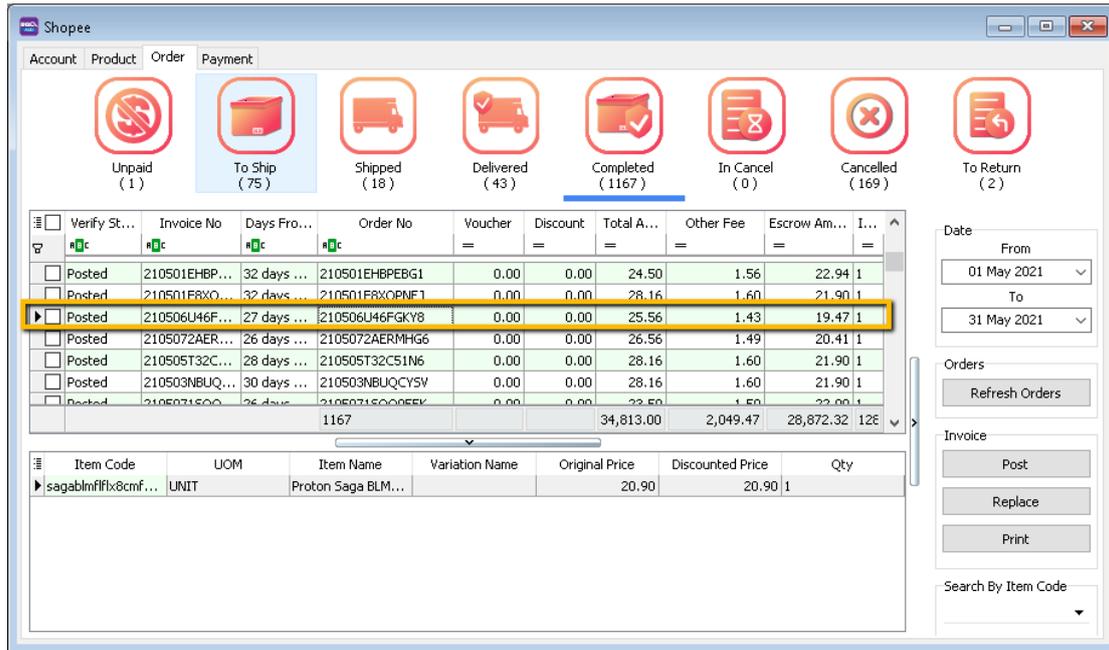


Step 2: Click on Item Code Drop Down, user can manually map the item code

Step 3: Click on Post

1.5.5 Order Details

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



Shopee Order Management Interface

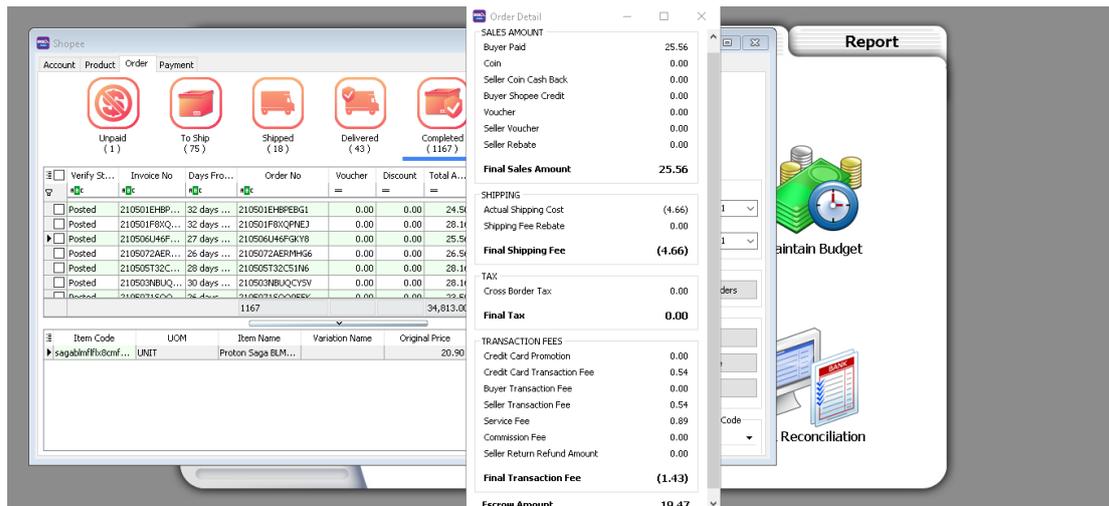
Account: Product Order Payment

Unpaid (1) | **To Ship (75)** | Shipped (18) | Delivered (43) | Completed (1167) | In Cancel (0) | Cancelled (169) | To Return (2)

Verify St...	Invoice No	Days Fro...	Order No	Voucher	Discount	Total A...	Other Fee	Escrow Am...	I...
Posted	210501EHBP...	32 days ...	210501EHBPBEG1	0.00	0.00	24.50	1.56	22.94	1
Posted	210501FRXO...	32 days ...	210501FRXOPNF1	0.00	0.00	28.16	1.60	21.90	1
▶ Posted	210506U46F...	27 days ...	210506U46FGKY8	0.00	0.00	25.56	1.43	19.47	1
Posted	2105072AER...	26 days ...	2105072AERMHG6	0.00	0.00	26.56	1.49	20.41	1
Posted	210505T32C...	28 days ...	210505T32CS1N6	0.00	0.00	28.16	1.60	21.90	1
Posted	210503NBUQ...	30 days ...	210503NBUQCYSV	0.00	0.00	28.16	1.60	21.90	1
Posted	2105031500...	26 days ...	2105031500QEEK	0.00	0.00	22.50	1.50	22.00	1
1167						34,813.00	2,049.47	28,872.32	126

Item Code: sagablnflfx8cnf... UOM: UNIT Item Name: Proton Saga BLM... Original Price: 20.90 Discounted Price: 20.90 Qty: 1

1.5.2 Order details will be displayed.



Order Detail

SALES AMOUNT

- Buyer Paid: 25.56
- Coin: 0.00
- Seller Coin Cash Back: 0.00
- Buyer Shopee Credit: 0.00
- Voucher: 0.00
- Seller Voucher: 0.00
- Seller Rebate: 0.00
- Final Sales Amount: 25.56**

SHIPPING

- Actual Shipping Cost: (4.66)
- Shipping Fee Rebate: 0.00
- Final Shipping Fee: (4.66)**

TAX

- Cross Border Tax: 0.00
- Final Tax: 0.00**

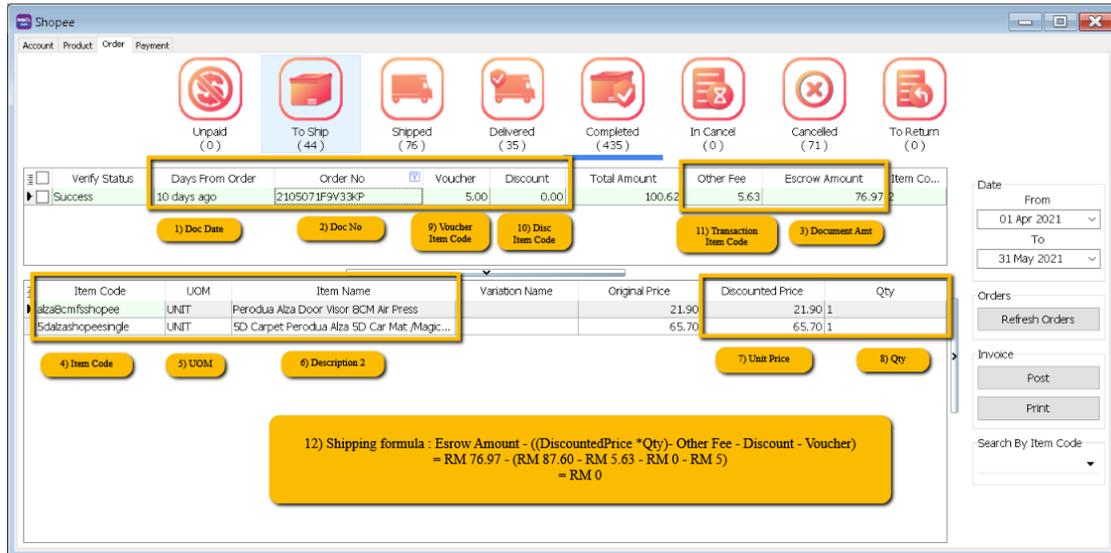
TRANSACTION FEES

- Credit Card Promotion: 0.00
- Credit Card Transaction Fee: 0.54
- Buyer Transaction Fee: 0.00
- Seller Transaction Fee: 0.54
- Service Fee: 0.89
- Commission Fee: 0.00
- Seller Return Refund Amount: 0.00
- Final Transaction Fee: (1.43)**

Escrow Amount: 19.47

1.5.6 Sales Invoice

- Example of Sales Invoice posted from Shopee | Orders.



The screenshot shows the Shopee Orders interface. At the top, there are status filters: Unpaid (0), To Ship (44), Shipped (76), Delivered (35), Completed (435), In Cancel (0), Cancelled (71), and To Return (0). Below this, order details are shown: Days From Order (10 days ago), Order No (2105071F9V33KP), Voucher (5.00), Discount (0.00), Total Amount (100.62), Other Fee (5.63), and Escrow Amount (76.97). A table lists items with columns for Item Code, UOM, Item Name, Variation Name, Original Price, Discounted Price, and Qty. A yellow box highlights the shipping formula calculation:

Item Code	UOM	Item Name	Variation Name	Original Price	Discounted Price	Qty
alza8cmfshopee	UNIT	Perodua Alza Door Visor BCM Air Press		21.90	21.90	1
5dazashopeesingle	UNIT	SD Carpet Perodua Alza SD Car Mat Magic...		65.70	65.70	1

12) Shipping formula : Escrow Amount - ((DiscountedPrice *Qty)- Other Fee - Discount - Voucher)
= RM 76.97 - (RM 87.60 - RM 5.63 - RM 0 - RM 5)
= RM 0

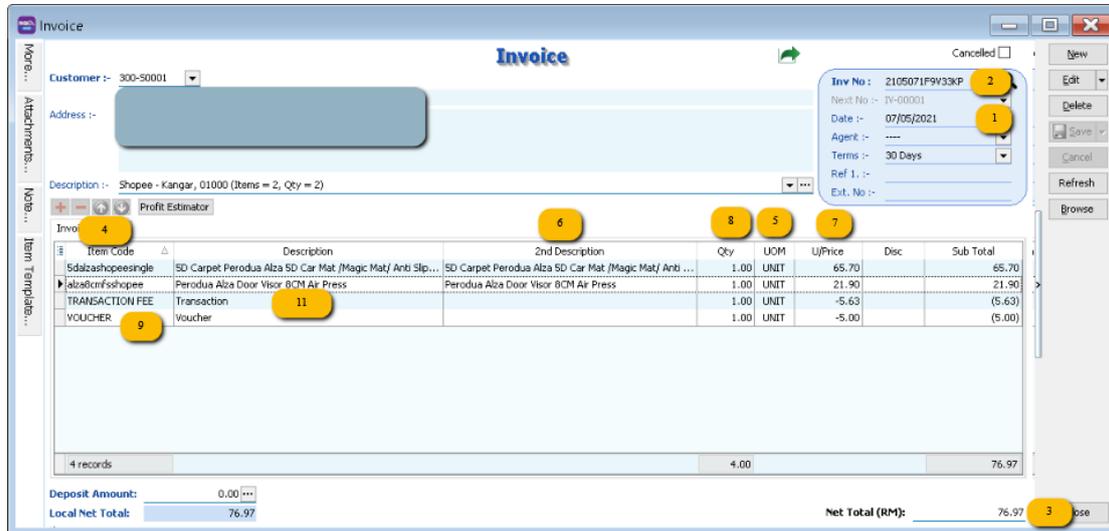
Formula to calc Shipping Fees:

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

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

= RM 0

Note: Escrow Amount will be Shopee release amount.



Invoice

Customer: 300-S0001
Address: [Redacted]
Description: Shopee - Kangar, 01000 (Items = 2, Qty = 2)

Inv No: 2105071F9V33KP
Next No: IV-00001
Date: 07/05/2021
Agent: [Redacted]
Terms: 30 Days
Ref 1: [Redacted]
Ext. No: [Redacted]

Item Code	Description	2nd Description	Qty	UOM	UJPrice	Disc	Sub Total
Sdzazshopeesingle	SD Carpet Perodua Alza 5D Car Mat (Magic Mat/ Anti Slip...	SD Carpet Perodua Alza 5D Car Mat (Magic Mat/ Anti ...	1.00	UNIT	65.70		65.70
alza8cnfshopee	Perodua Alza Door Visor 8CM Air Press	Perodua Alza Door Visor 8CM Air Press	1.00	UNIT	21.90		21.90
TRANSACTION FEE	Transaction		1.00	UNIT	-5.63		(5.63)
VOUCHER	Voucher		1.00	UNIT	-5.00		(5.00)

4 records | 4.00 | 76.97

Deposit Amount: 0.00
Local Net Total: 76.97
Net Total (RM): 76.97

Note:

Missing no 10 Discount Item Code?

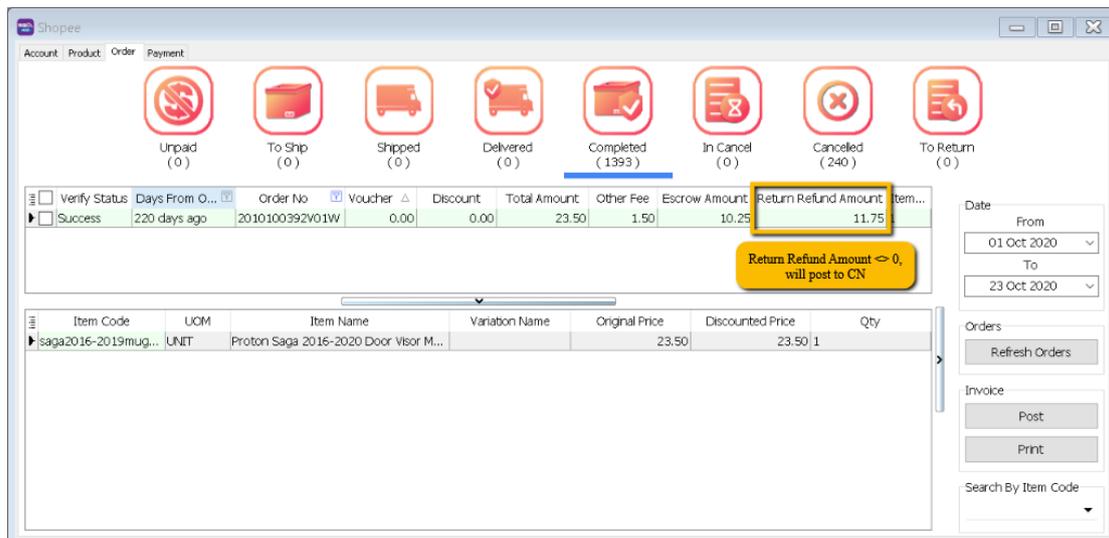
- No, is due to Disc is 0, system will not be posting over.

Missing no 12 Shipping Item Code?

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

1.5.7 Sales Credit Note

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



Shopee

Account Product Order Payment

Unpaid (0) To Ship (0) Shipped (0) Delivered (0) Completed (1393) In Cancel (0) Canceled (240) To Return (0)

Verify Status	Days From O...	Order No	Voucher	Discount	Total Amount	Other Fee	Escrow Amount	Return Refund Amount	Item...
Success	220 days ago	2010100392V01W	0.00	0.00	23.50	1.50	10.25	11.75	

Return Refund Amount <= 0, will post to CN

Item Code	UOM	Item Name	Variation Name	Original Price	Discounted Price	Qty
saga2016-2019mug...	UNIT	Proton Saga 2016-2020 Door Visor M...		23.50	23.50	1

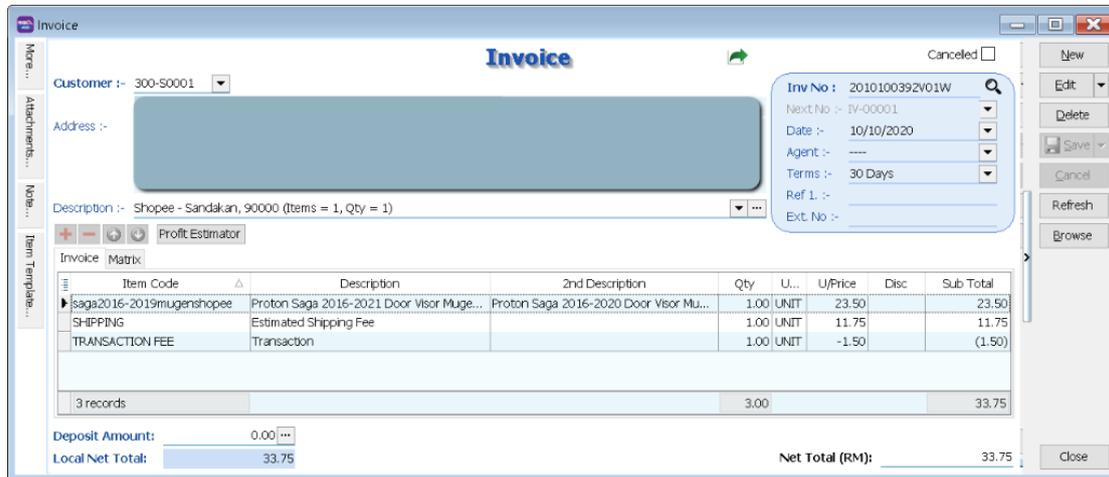
Date: From 01 Oct 2020 To 23 Oct 2020

Orders: Refresh Orders

Invoice: Post, Print

Search By Item Code

Sales -> Invoice



Invoice

Customer :- 300-S0001

Address :- [Redacted]

Description :- Shopee - Sandakan, 90000 (Items = 1, Qty = 1)

Inv No : 2010100392V01W
Next No :- IV-00001
Date :- 10/10/2020
Agent :- ----
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item	Item Code	Description	2nd Description	Qty	U...	U/Price	Disc	Sub Total
	saga2016-2019mugenshoopee	Proton Saga 2016-2021 Door Visor Muge...	Proton Saga 2016-2020 Door Visor Mu...	1.00	UNIT	23.50		23.50
	SHIPPING	Estimated Shipping Fee		1.00	UNIT	11.75		11.75
	TRANSACTION FEE	Transaction		1.00	UNIT	-1.50		(1.50)
				3 records				33.75

Deposit Amount: 0.00
Local Net Total: 33.75

Net Total (RM): 33.75

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

Product = RM 23.50

Others = RM 1.50

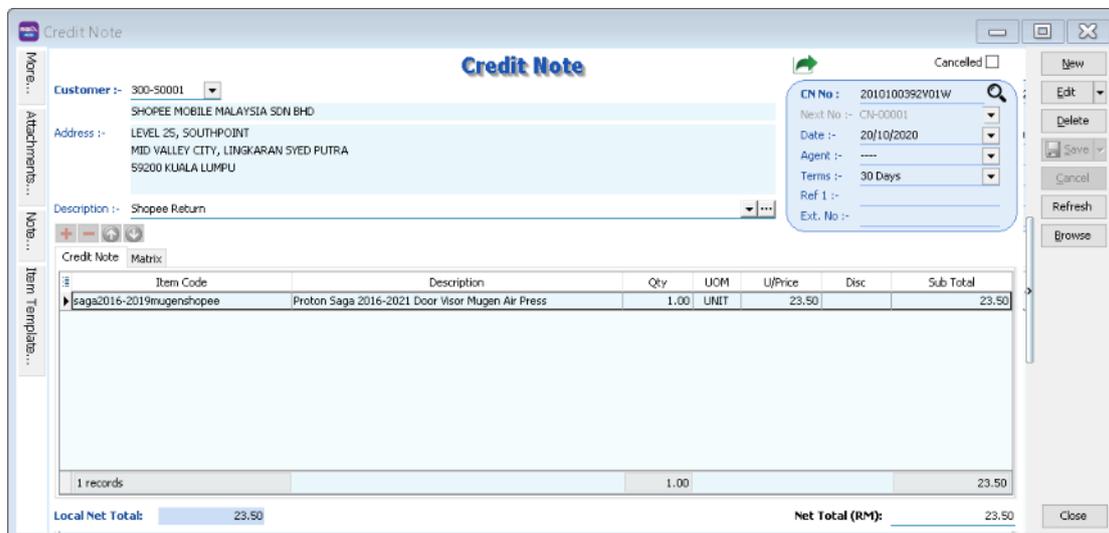
Shipping Fees calc on CN will be different when have return refund amount.

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

= RM 11.75

Sales -> Credit Note

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



Credit Note

Customer :- 300-S0001
SHOPEE MOBILE MALAYSIA SDN BHD

Address :- LEVEL 25, SOUTHPOINT
MID VALLEY CITY, LINGKARAN SYED PUTRA
59200 KUALA LUMPUR

Description :- Shopee Return

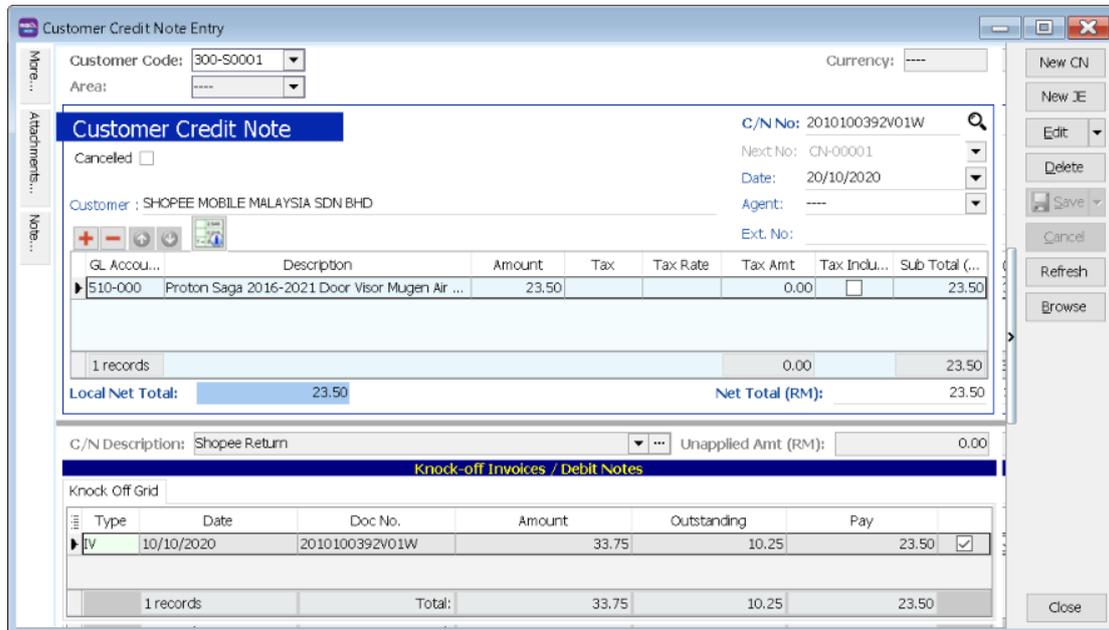
CN No : 2010100392V01W
Next No :- CN-00001
Date :- 20/10/2020
Agent :- ----
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item	Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total
	saga2016-2019mugenshoopee	Proton Saga 2016-2021 Door Visor Mugen Air Press	1.00	UNIT	23.50		23.50
				1 records			23.50

Local Net Total: 23.50

Net Total (RM): 23.50

Customer -> Customer Credit Note



Customer Credit Note Entry

Customer Code: 300-S0001 Currency: ----

Area: ----

Customer Credit Note C/N No: 2010100392V01W

Next No: CN-00001

Date: 20/10/2020

Agent: ----

Ext. No:

Customer: SHOPEE MOBILE MALAYSIA SDN BHD

GL Accou...	Description	Amount	Tax	Tax Rate	Tax Amt	Tax Inclu...	Sub Total (...)
510-000	Proton Saga 2016-2021 Door Visor Mugen Air ...	23.50			0.00	<input type="checkbox"/>	23.50
1 records					0.00		23.50
Local Net Total:		23.50			Net Total (RM):		23.50

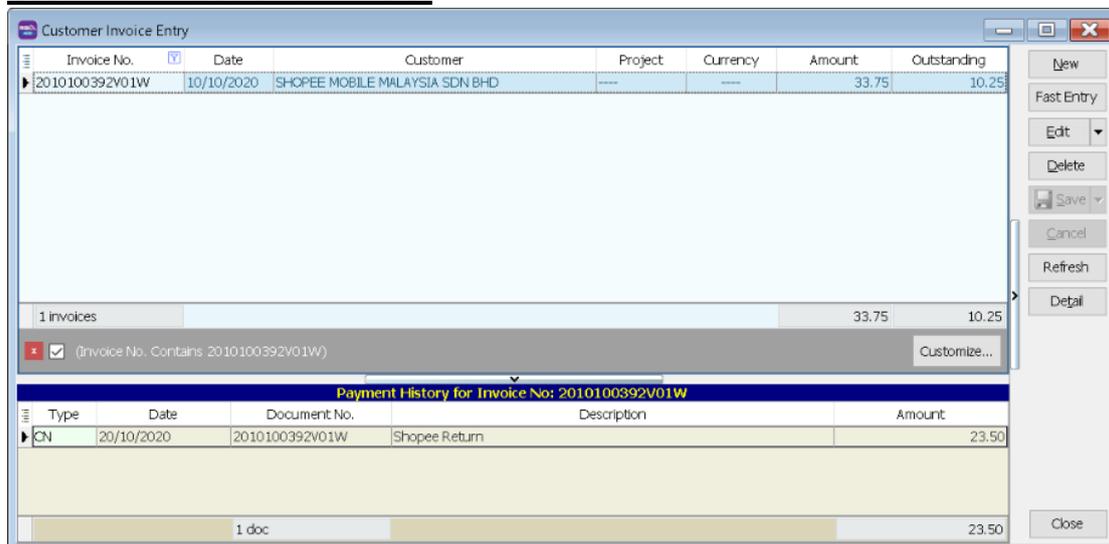
C/N Description: Shopee Return Unapplied Amt (RM): 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
[V]	10/10/2020	2010100392V01W	33.75	10.25	23.50
1 records		Total:	33.75	10.25	23.50

Note: System will auto knockoff the Invoice.

Customer -> Customer Invoice



Customer Invoice Entry

Invoice No.	Date	Customer	Project	Currency	Amount	Outstanding
2010100392V01W	10/10/2020	SHOPEE MOBILE MALAYSIA SDN BHD	----	----	33.75	10.25
1 Invoices					33.75	10.25

(Invoice No. Contains 2010100392V01W) Customize...

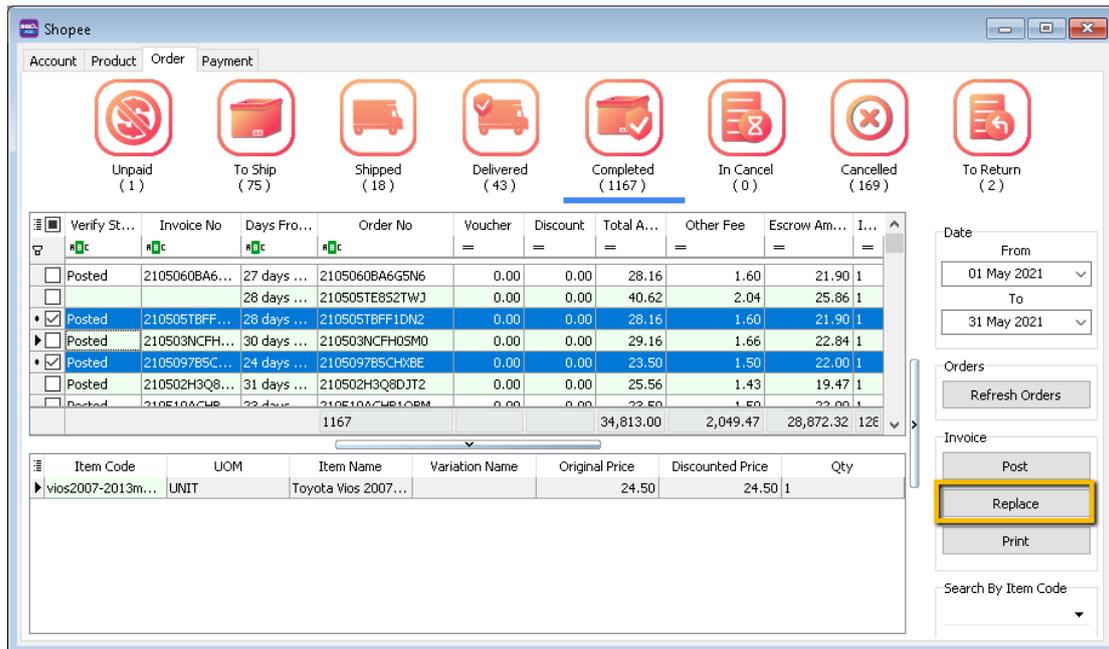
Payment History for Invoice No: 2010100392V01W

Type	Date	Document No.	Description	Amount
CN	20/10/2020	2010100392V01W	Shopee Return	23.50
1 doc				23.50

- Outstanding Amount will be Shopee Release Amount

1.5.8 Replace

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

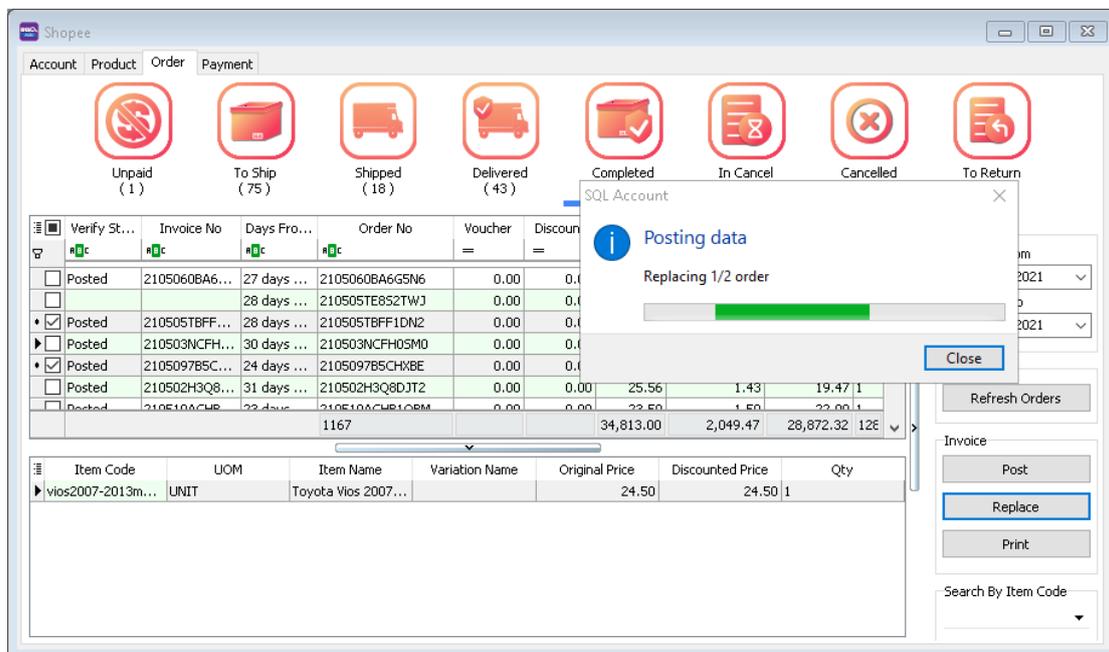


The screenshot shows the Shopee software interface with the 'Order' tab selected. The top navigation bar includes 'Account', 'Product', 'Order', and 'Payment'. Below this, there are icons for various order statuses: Unpaid (1), To Ship (75), Shipped (18), Delivered (43), Completed (1167), In Cancel (0), Cancelled (169), and To Return (2). The 'Completed' status is highlighted.

Verify St...	Invoice No	Days Fro...	Order No	Voucher	Discount	Total A...	Other Fee	Escrow Am...	I...	
<input type="checkbox"/>	2105060BA6...	27 days ...	2105060BA6G5N6	0.00	0.00	28.16	1.60	21.90	1	
<input type="checkbox"/>	210505TE852...	28 days ...	210505TE852TWJ	0.00	0.00	40.62	2.04	25.86	1	
<input checked="" type="checkbox"/>	210505TBFF...	28 days ...	210505TBFF1DN2	0.00	0.00	28.16	1.60	21.90	1	
<input checked="" type="checkbox"/>	210503NCFH...	30 days ...	210503NCFH05M0	0.00	0.00	29.16	1.66	22.84	1	
<input checked="" type="checkbox"/>	2105097B5C...	24 days ...	2105097B5CHXBE	0.00	0.00	23.50	1.50	22.00	1	
<input type="checkbox"/>	210502H3Q8...	31 days ...	210502H3Q8DJT2	0.00	0.00	25.56	1.43	19.47	1	
<input type="checkbox"/>	210510A...	22 days ...	210510A...	0.00	0.00	22.50	1.50	22.00	1	
						1167	34,813.00	2,049.47	28,872.32	126

Below the table, there is a section for 'Item Code', 'UOM', 'Item Name', 'Variation Name', 'Original Price', 'Discounted Price', and 'Qty'. The first row shows 'vios2007-2013m...' with a UOM of 'UNIT', Item Name 'Toyota Vios 2007...', Original Price '24.50', Discounted Price '24.50', and Qty '1'.

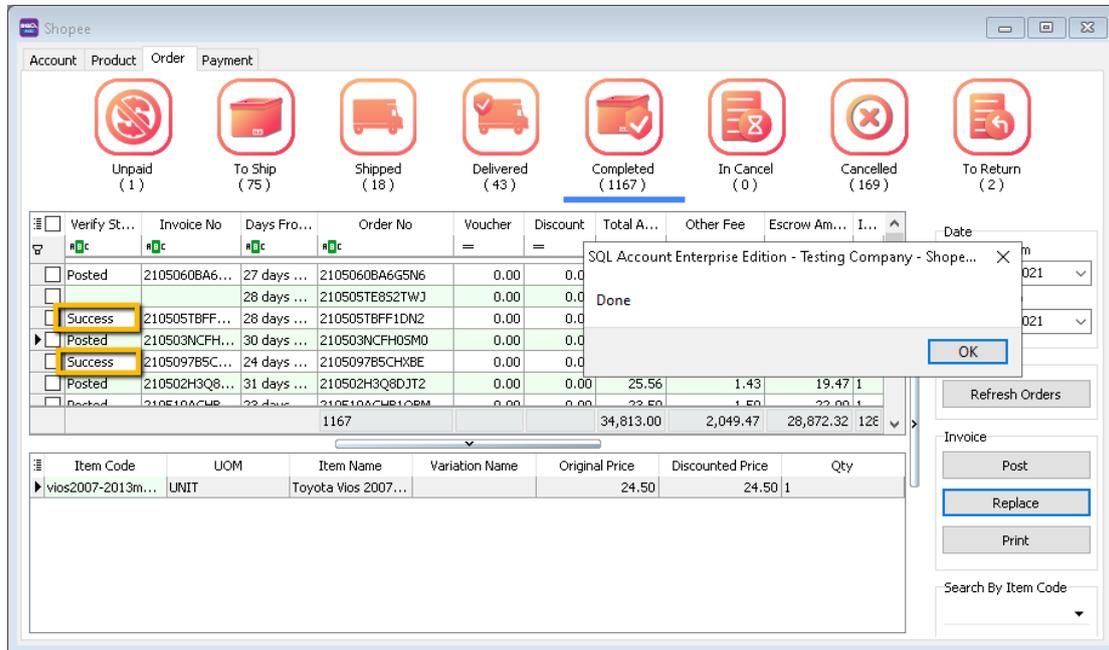
On the right side, there are buttons for 'Post', 'Replace' (highlighted with a yellow box), and 'Print'. There is also a 'Search By Item Code' field.



The screenshot shows the same Shopee software interface as above, but with a 'Posting data' dialog box open. The dialog box has a title bar 'SQL Account' and a close button. It contains an information icon, the text 'Posting data', and 'Replacing 1/2 order' with a green progress bar. A 'Close' button is at the bottom right of the dialog.

The 'Replace' button in the right-hand sidebar is now highlighted with a blue box, indicating it has been clicked.

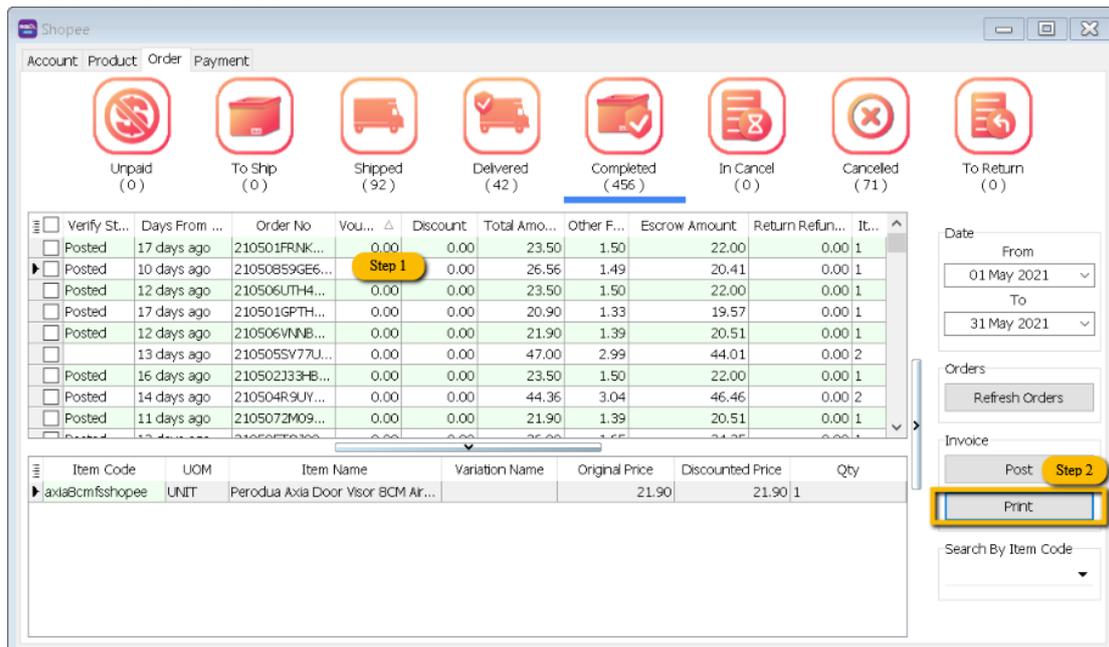
1.5.8.2 The order selected will be replaced.



The screenshot shows the Shopee software interface. At the top, there are navigation tabs: Account, Product, Order, and Payment. Below these are icons for various order statuses: Unpaid (1), To Ship (75), Shipped (18), Delivered (43), Completed (1167), In Cancel (0), Cancelled (169), and To Return (2). The 'Completed' status is selected. Below the icons is a table of orders with columns: Verify St..., Invoice No, Days Fro..., Order No, Voucher, Discount, Total A..., Other Fee, Escrow Am..., and Date. One row is highlighted with a yellow background. Below the table is another table with columns: Item Code, UOM, Item Name, Variation Name, Original Price, Discounted Price, and Qty. The right-hand panel contains buttons for Refresh Orders, Invoice, Post, Replace, and Print. A search bar for 'Search By Item Code' is also present.

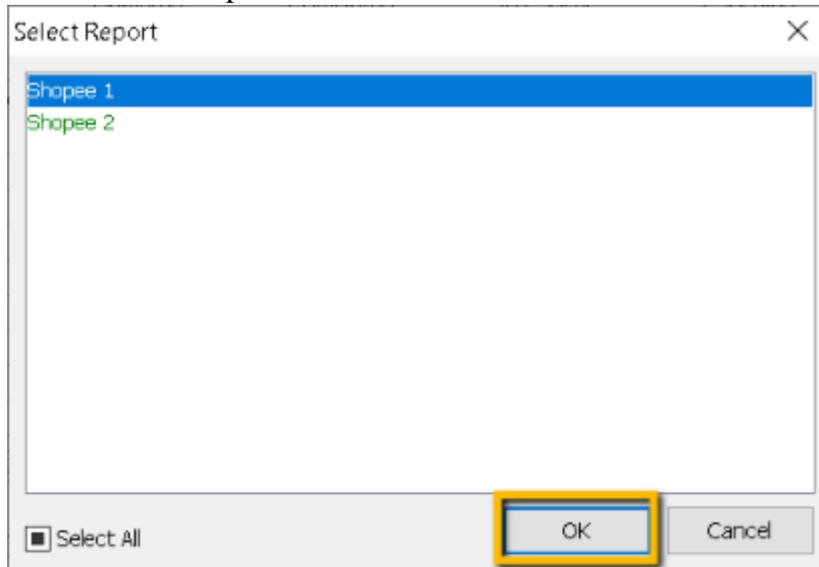
1.5.9 Print

1.5.9.1 Click on Order No -> Print



The screenshot shows the Shopee software interface. At the top, there are navigation tabs: Account, Product, Order, and Payment. Below these are icons for various order statuses: Unpaid (0), To Ship (0), Shipped (92), Delivered (42), Completed (456), In Cancel (0), Cancelled (71), and To Return (0). The 'Completed' status is selected. Below the icons is a table of orders with columns: Verify St..., Days From..., Order No, Vou..., Discount, Total Amo..., Other F..., Escrow Amount, Return Refun..., and It... One row is highlighted with a yellow background. Below the table is another table with columns: Item Code, UOM, Item Name, Variation Name, Original Price, Discounted Price, and Qty. The right-hand panel contains buttons for Refresh Orders, Invoice, Post, and Print. A search bar for 'Search By Item Code' is also present. The 'Print' button is highlighted with a yellow box.

1.5.9.2 Select Report -> Press OK





E Commerce - Shopee

Sample Report

 **E Shopee Mart** (201308315235 (0674388-P))
No 1, 2nd Floor, Jalan Setia Dagang AK U13/AK,
Setia Alam, 40170 Shah Alam, Selangor, Malaysia

Phone : 03-70901300

Invoice

Delivery Address: 

Date: **08/05/2021**

Doc No: **210508596666FY**



No	Description	Qty	Price/Unit	Sub Total (RM)
1	Perodua Aaja Door Visor 8CM Air Press	1.00	21.90	21.90
2	Shipping Fee	1.00	4.66	4.66

RINGGIT MALAYSSIA : TWENTY SIX AND CENTS FIFTY SIX ONLY 26.56

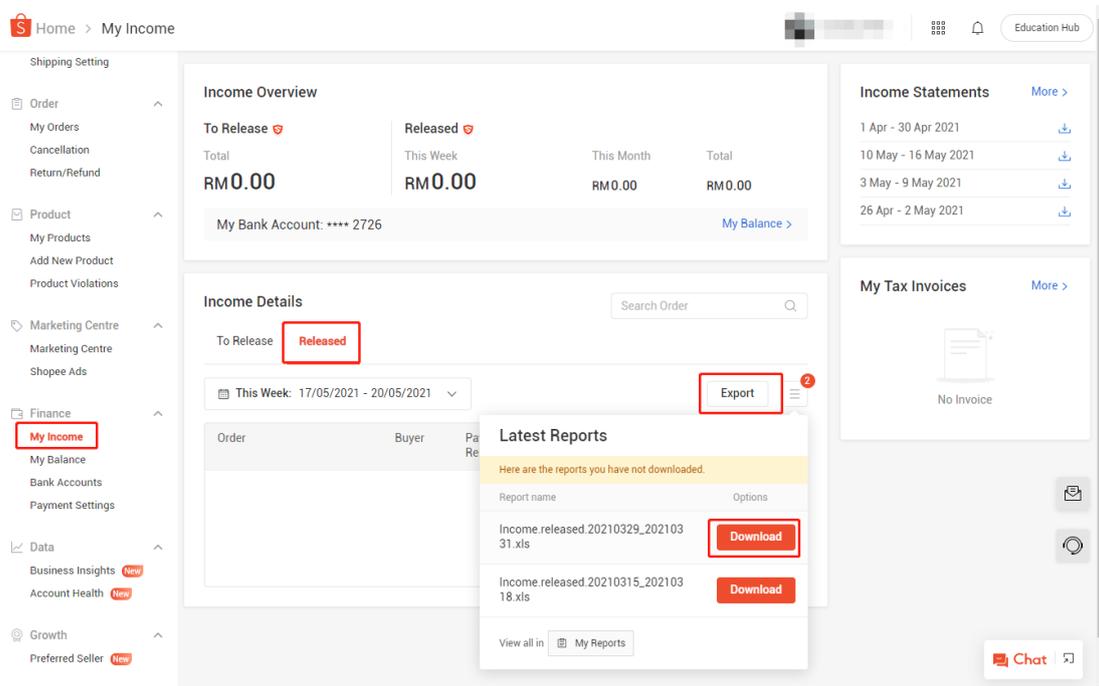
 Computer Generated
No signature Required

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

1.6 Payment Tab

1.6.1 Step to download statement from Shopee

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

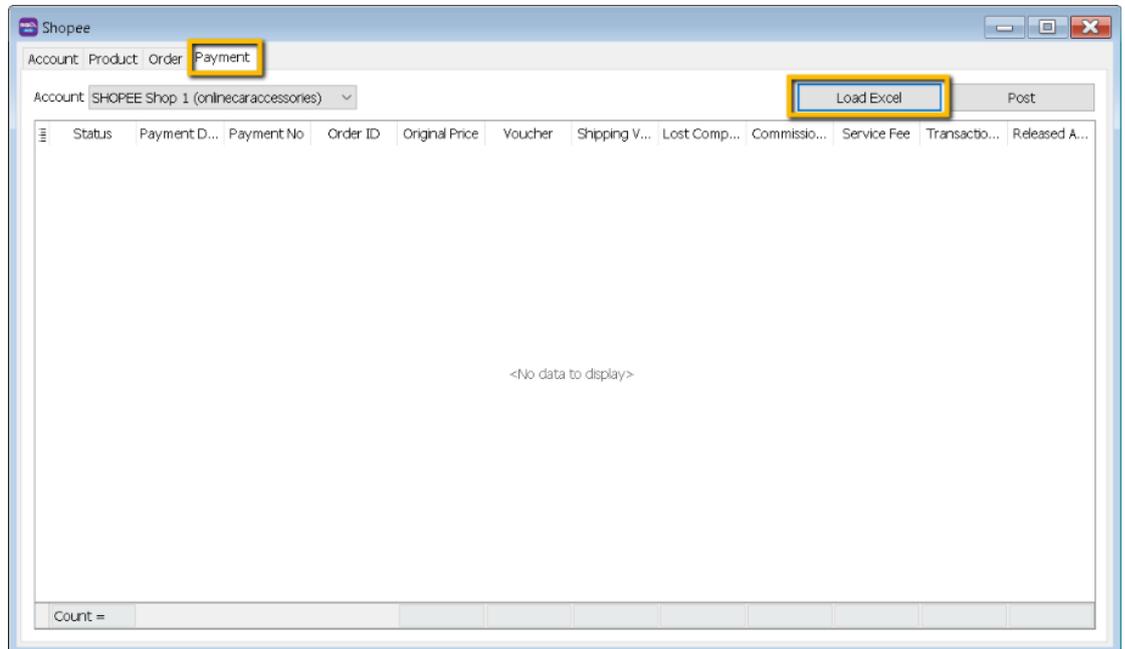


The screenshot displays the 'My Income' page in the Shopee Seller Center. The 'Income Overview' section shows 'To Release' and 'Released' amounts, both at RM0.00. The 'Released' tab is selected. An 'Export' button is highlighted in red. A 'Latest Reports' modal is open, showing two reports with 'Download' buttons highlighted in red. The left sidebar shows the 'Finance' category with 'My Income' selected.

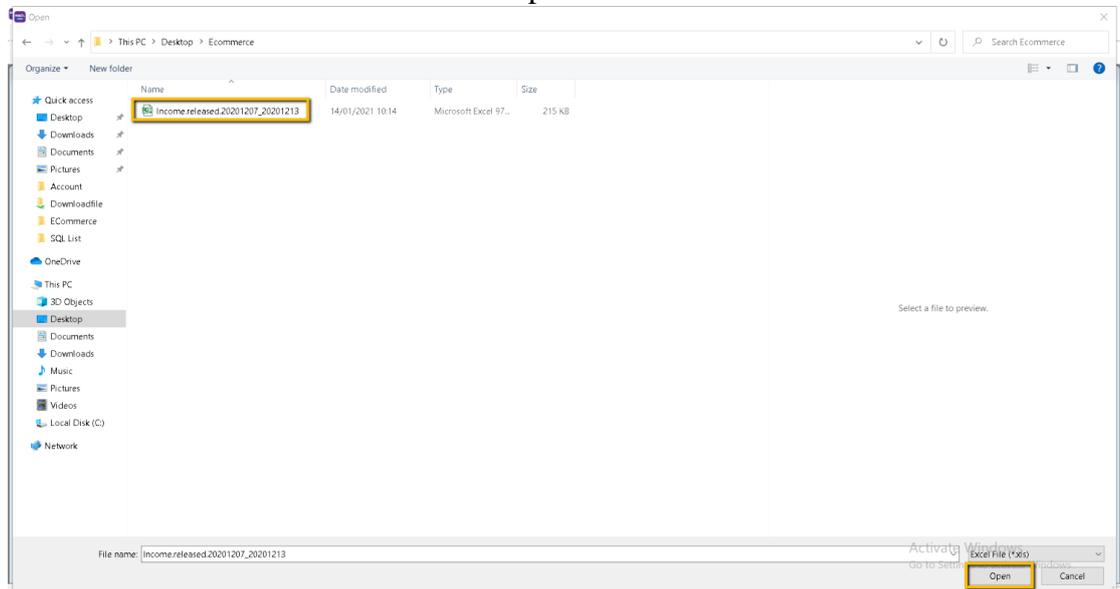
1.6.2 Posting Payment

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

1.6.2.2 Click Load Excel

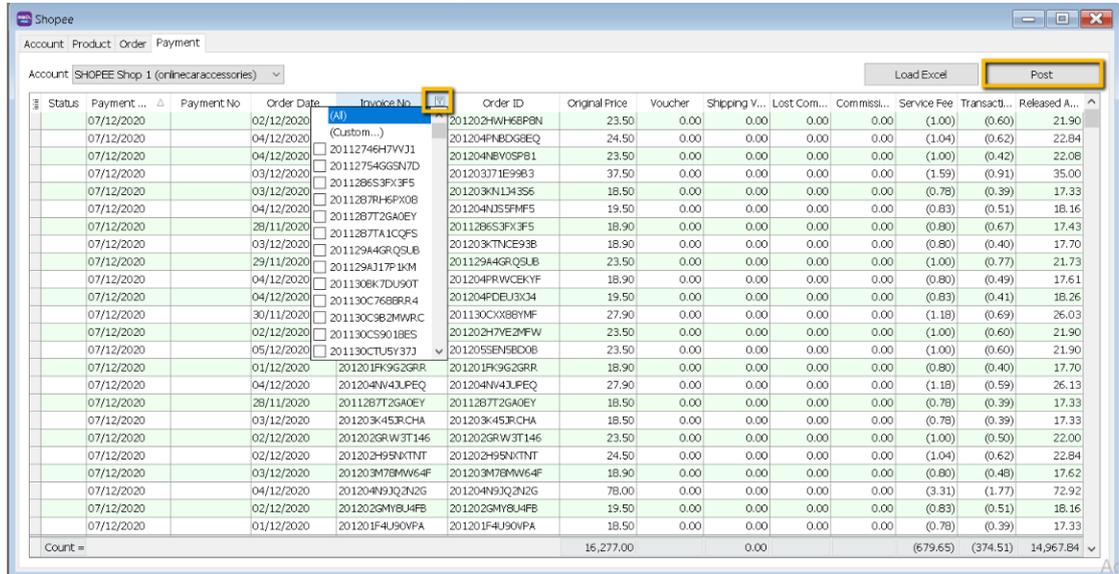


1.6.3 Select the statement download from Shopee



E Commerce - Shopee

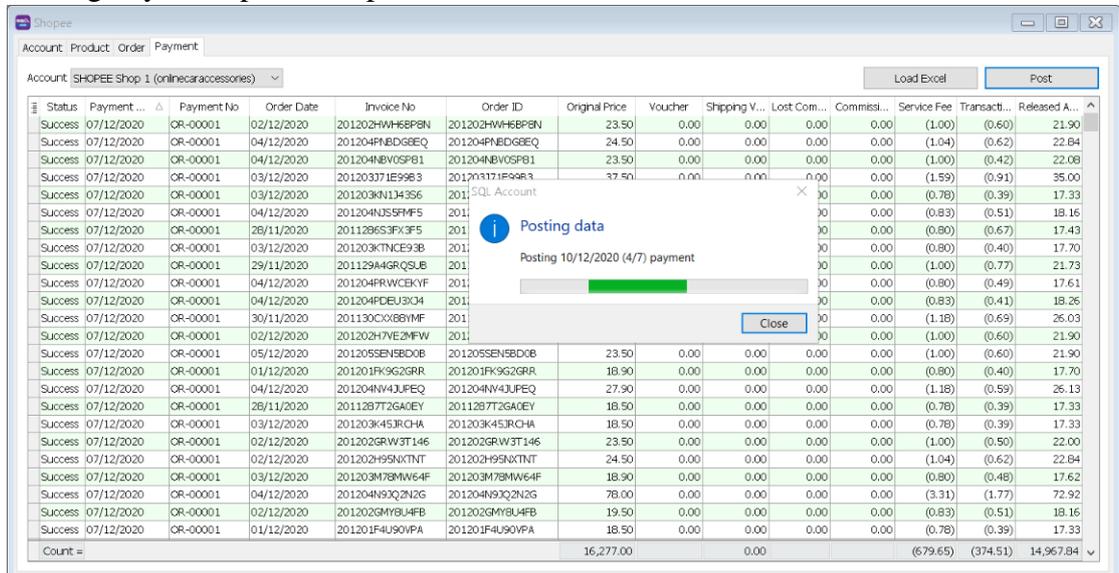
1.6.4 Check on Invoice No Column, make sure no blank Invoice No. It is advisable to post all the order first before do payment. Once done, click on Post



Status	Payment ...	Payment No	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V...	Lost Com...	Commiss...	Service Fee	Transacti...	Released A...
	07/12/2020		02/12/2020	(AI)	201202HWH68P8N	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
	07/12/2020		04/12/2020	(Custom...)	201204FNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
	07/12/2020		04/12/2020	20112746H7WJ1	201204NBV0SPB1	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
	07/12/2020		03/12/2020	20112754GGSN7D	201203J7IE99B3	37.50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
	07/12/2020		03/12/2020	201128653FX3F5	201203KN1J4356	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
	07/12/2020		04/12/2020	2011287RH6PX08	201204NUS5FMF5	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
	07/12/2020		28/11/2020	2011287T2GAOEY	201128653FX3F5	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
	07/12/2020		03/12/2020	2011287TA1CQFS	201203KTNCE93B	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
	07/12/2020		29/11/2020	2011294J17P1KM	20112944GRQSUB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
	07/12/2020		04/12/2020	2011306K7DU90T	201204FRWCCKYF	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
	07/12/2020		04/12/2020	201130C768BR4	201204FDEU3K34	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
	07/12/2020		30/11/2020	201130CX8BYMF	201130CX8BYMF	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
	07/12/2020		02/12/2020	201130CS901BES	201202H7VE2MFW	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
	07/12/2020		05/12/2020	201130CTU5Y373	201205SEN5BDOB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
	07/12/2020		01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
	07/12/2020		04/12/2020	201204NW4JUFEQ	201204NW4JUFEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
	07/12/2020		28/11/2020	2011287T2GAOEY	2011287T2GAOEY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
	07/12/2020		03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
	07/12/2020		02/12/2020	201202GRW3T146	201202GRW3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
	07/12/2020		02/12/2020	201202H9SNKTN	201202H9SNKTN	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
	07/12/2020		03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
	07/12/2020		04/12/2020	201204N9JQ3N2G	201204N9JQ3N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
	07/12/2020		02/12/2020	201202GMVBU4FB	201202GMVBU4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
	07/12/2020		01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Count =						16,277.00		0.00			(679.65)	(374.51)	14,967.84

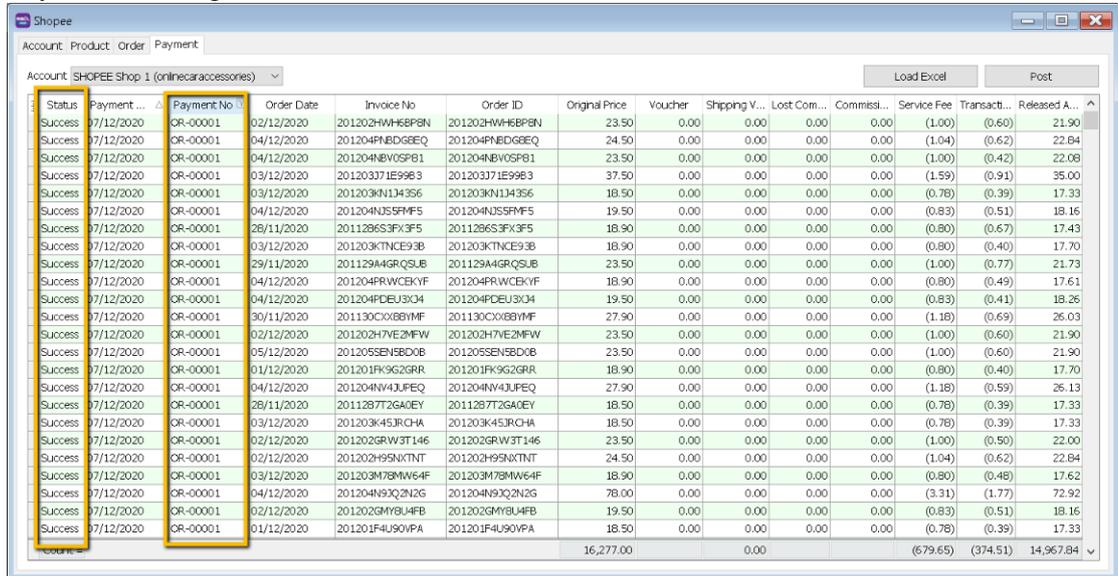
Blank Invoice No mean order yet do the posting.

1.6.5 Posting Payment, please be patient



Status	Payment ...	Payment No	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V...	Lost Com...	Commiss...	Service Fee	Transacti...	Released A...
Success	07/12/2020	OR-00001	02/12/2020	201202HWH68P8N	201202HWH68P8N	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	04/12/2020	201204FNBDG8EQ	201204FNBDG8EQ	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	04/12/2020	201204NBV0SPB1	201204NBV0SPB1	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	07/12/2020	OR-00001	03/12/2020	201203J7IE99B3	201203J7IE99B3	37.50	0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	07/12/2020	OR-00001	03/12/2020	201203KN1J4356	201203KN1J4356	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	04/12/2020	201204NUS5FMF5	201204NUS5FMF5	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	28/11/2020	201128653FX3F5	201128653FX3F5	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
Success	07/12/2020	OR-00001	03/12/2020	201203KTNCE93B	201203KTNCE93B	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	29/11/2020	20112944GRQSUB	20112944GRQSUB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
Success	07/12/2020	OR-00001	04/12/2020	201204FRWCCKYF	201204FRWCCKYF	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
Success	07/12/2020	OR-00001	04/12/2020	201204FDEU3K34	201204FDEU3K34	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	OR-00001	30/11/2020	201130CX8BYMF	201130CX8BYMF	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	OR-00001	02/12/2020	201202H7VE2MFW	201202H7VE2MFW	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	05/12/2020	201205SEN5BDOB	201205SEN5BDOB	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	OR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	OR-00001	04/12/2020	201204NW4JUFEQ	201204NW4JUFEQ	27.90	0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	OR-00001	28/11/2020	2011287T2GAOEY	2011287T2GAOEY	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	OR-00001	02/12/2020	201202GRW3T146	201202GRW3T146	23.50	0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	OR-00001	02/12/2020	201202H9SNKTN	201202H9SNKTN	24.50	0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	OR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90	0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	OR-00001	04/12/2020	201204N9JQ3N2G	201204N9JQ3N2G	78.00	0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	OR-00001	02/12/2020	201202GMVBU4FB	201202GMVBU4FB	19.50	0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	OR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50	0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Count =						16,277.00		0.00			(679.65)	(374.51)	14,967.84

1.6.6 Payment Posting done



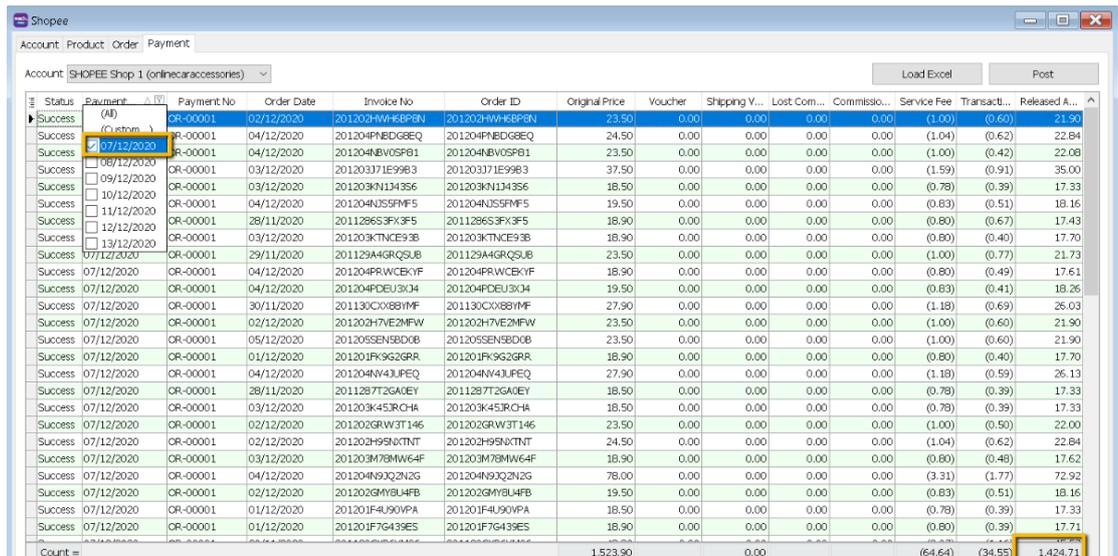
Status	Payment ...	Payment No.	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V...	Lost Com...	Commiss...	Service Fee	Transact...	Released A...	
Success	07/12/2020	CR-00001	02/12/2020	201202HWH68PBN	201202HWH68PBN	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	CR-00001	04/12/2020	201204FNBDG8EQ	201204FNBDG8EQ	24.50		0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	CR-00001	04/12/2020	201204NBV0SP81	201204NBV0SP81	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	07/12/2020	CR-00001	03/12/2020	201203J71E9963	201203J71E9963	37.50		0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	07/12/2020	CR-00001	03/12/2020	201203KN1J4356	201203KN1J4356	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	04/12/2020	201204NJS5FMF5	201204NJS5FMF5	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	CR-00001	28/11/2020	2011286S3FX3F5	2011286S3FX3F5	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
Success	07/12/2020	CR-00001	03/12/2020	201203KTNC93B	201203KTNC93B	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	CR-00001	29/11/2020	201129A4GRQSUB	201129A4GRQSUB	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
Success	07/12/2020	CR-00001	04/12/2020	201204FRWCEKYF	201204FRWCEKYF	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
Success	07/12/2020	CR-00001	04/12/2020	201204FDEU3KJ4	201204FDEU3KJ4	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	CR-00001	30/11/2020	201130CXBBYMF	201130CXBBYMF	27.90		0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	CR-00001	02/12/2020	201202H7VE2MFW	201202H7VE2MFW	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	CR-00001	05/12/2020	201205SEN5BDOB	201205SEN5BDOB	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	CR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	CR-00001	04/12/2020	201204NW4JUFEQ	201204NW4JUFEQ	27.90		0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	CR-00001	28/11/2020	2011287T2GAOEY	2011287T2GAOEY	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	02/12/2020	201202GRW3T146	201202GRW3T146	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	CR-00001	02/12/2020	201202H9SNXTNT	201202H9SNXTNT	24.50		0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	CR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	CR-00001	04/12/2020	201204N93Q2N2G	201204N93Q2N2G	78.00		0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	CR-00001	02/12/2020	201202GMYBUHFB	201202GMYBUHFB	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	CR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
						162,77.00		0.00				(679.65)	(374.51)	14,967.84

1.6.7 Example of Customer Payment posted from Shopee | Payment

System will group same payment date as 1 payment.

Release Amount will be Shopee release amount.

Example: On 7/12/2020, total payment received RM 1424.71



Status	Payment ...	Payment No.	Order Date	Invoice No	Order ID	Original Price	Voucher	Shipping V...	Lost Com...	Commiss...	Service Fee	Transact...	Released A...	
Success	(AB)	CR-00001	02/12/2020	201202HWH68PBN	201202HWH68PBN	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	(Custom)	CR-00001	04/12/2020	201204FNBDG8EQ	201204FNBDG8EQ	24.50		0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	08/12/2020	CR-00001	04/12/2020	201204NBV0SP81	201204NBV0SP81	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.42)	22.08
Success	09/12/2020	CR-00001	03/12/2020	201203J71E9963	201203J71E9963	37.50		0.00	0.00	0.00	0.00	(1.59)	(0.91)	35.00
Success	10/12/2020	CR-00001	03/12/2020	201203KN1J4356	201203KN1J4356	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	11/12/2020	CR-00001	04/12/2020	201204NJS5FMF5	201204NJS5FMF5	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	12/12/2020	CR-00001	28/11/2020	2011286S3FX3F5	2011286S3FX3F5	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.67)	17.43
Success	13/12/2020	CR-00001	03/12/2020	201203KTNC93B	201203KTNC93B	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	CR-00001	29/11/2020	201129A4GRQSUB	201129A4GRQSUB	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.77)	21.73
Success	07/12/2020	CR-00001	04/12/2020	201204FRWCEKYF	201204FRWCEKYF	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.49)	17.61
Success	07/12/2020	CR-00001	04/12/2020	201204FDEU3KJ4	201204FDEU3KJ4	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.41)	18.26
Success	07/12/2020	CR-00001	30/11/2020	201130CXBBYMF	201130CXBBYMF	27.90		0.00	0.00	0.00	0.00	(1.18)	(0.69)	26.03
Success	07/12/2020	CR-00001	02/12/2020	201202H7VE2MFW	201202H7VE2MFW	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	CR-00001	05/12/2020	201205SEN5BDOB	201205SEN5BDOB	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.60)	21.90
Success	07/12/2020	CR-00001	01/12/2020	201201FK9G2GRR	201201FK9G2GRR	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.40)	17.70
Success	07/12/2020	CR-00001	04/12/2020	201204NW4JUFEQ	201204NW4JUFEQ	27.90		0.00	0.00	0.00	0.00	(1.18)	(0.59)	26.13
Success	07/12/2020	CR-00001	28/11/2020	2011287T2GAOEY	2011287T2GAOEY	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	03/12/2020	201203K45JRCHA	201203K45JRCHA	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	02/12/2020	201202GRW3T146	201202GRW3T146	23.50		0.00	0.00	0.00	0.00	(1.00)	(0.50)	22.00
Success	07/12/2020	CR-00001	02/12/2020	201202H9SNXTNT	201202H9SNXTNT	24.50		0.00	0.00	0.00	0.00	(1.04)	(0.62)	22.84
Success	07/12/2020	CR-00001	03/12/2020	201203M78MW64F	201203M78MW64F	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.48)	17.62
Success	07/12/2020	CR-00001	04/12/2020	201204N93Q2N2G	201204N93Q2N2G	78.00		0.00	0.00	0.00	0.00	(3.31)	(1.77)	72.92
Success	07/12/2020	CR-00001	02/12/2020	201202GMYBUHFB	201202GMYBUHFB	19.50		0.00	0.00	0.00	0.00	(0.83)	(0.51)	18.16
Success	07/12/2020	CR-00001	01/12/2020	201201F4U90VPA	201201F4U90VPA	18.50		0.00	0.00	0.00	0.00	(0.78)	(0.39)	17.33
Success	07/12/2020	CR-00001	01/12/2020	201201F7G439ES	201201F7G439ES	18.90		0.00	0.00	0.00	0.00	(0.80)	(0.39)	17.71
Count =						1,523.90		0.00				(64.64)	(34.55)	1,424.71

Customer -> Customer Payment

Customer Payment Entry

Customer Code: 300-S0001 From Deposit: Add Deposit Currency: ---

Project: ---

Customer Payment O/R No: CR-00001

Next No: CR-00008

Date: 07/12/2020

Agent: ---

Area: ---

Paid By: SHOPEE MOBILE MALAYSIA SDN BHD

Received In: SHOPEE BANK

Bank Charge: 0.00

Cheque No: 

Paid Amount (RM): 1,424.71

Description: Payment Received From Shopee Unapplied Amt (RM): 0.00

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	28/11/2020	2011286S3FX3F5	17.43	0.00	17.43
IV	28/11/2020	2011287T2GAOEY	17.33	0.00	17.33
IV	28/11/2020	2011287TA1CQFS	17.47	0.00	17.47
IV	28/11/2020	2011287RH6PX08	17.43	0.00	17.43
IV	29/11/2020	201129A4GRQSUB	21.73	0.00	21.73
IV	30/11/2020	201130CWVCSXSA	22.00	0.00	22.00
IV	30/11/2020	201130C768BRR4	17.70	0.00	17.70
IV	30/11/2020	201130CTUSY37J	35.30	0.00	35.30
IV	30/11/2020	201130C9B2MWRC	18.27	0.00	18.27
63 doc			Total:	1,424.71	1,424.71

System will auto do the knockoff.

Customer Payment Entry

O/R No.	Date	Customer	Currency	Amount	U/A Amount
CR-00001	07/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	1,424.71	0.00
CR-00002	08/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	2,523.31	0.00
CR-00003	09/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	1,899.58	0.00
CR-00004	10/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	2,828.24	0.00
CR-00005	11/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	1,850.22	0.00
CR-00006	12/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	2,755.82	0.00
CR-00007	13/12/2020	SHOPEE MOBILE MALAYSIA SDN BHD	---	1,685.96	0.00
7 receipts				14,967.84	0.00

Type	Date	Document No.	Org. Amount	Outstanding	Paid Amt.
IV	28/11/2020	2011287RH6PX08	17.43	0.00	17.43
IV	28/11/2020	2011286S3FX3F5	17.43	0.00	17.43
IV	28/11/2020	2011287T2GAOEY	17.33	0.00	17.33
IV	28/11/2020	2011287TA1CQFS	17.47	0.00	17.47
IV	29/11/2020	201129A4GRQSUB	21.73	0.00	21.73
63 doc			1,424.71	0.00	1,424.71

1.6.3 Withdrawal

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

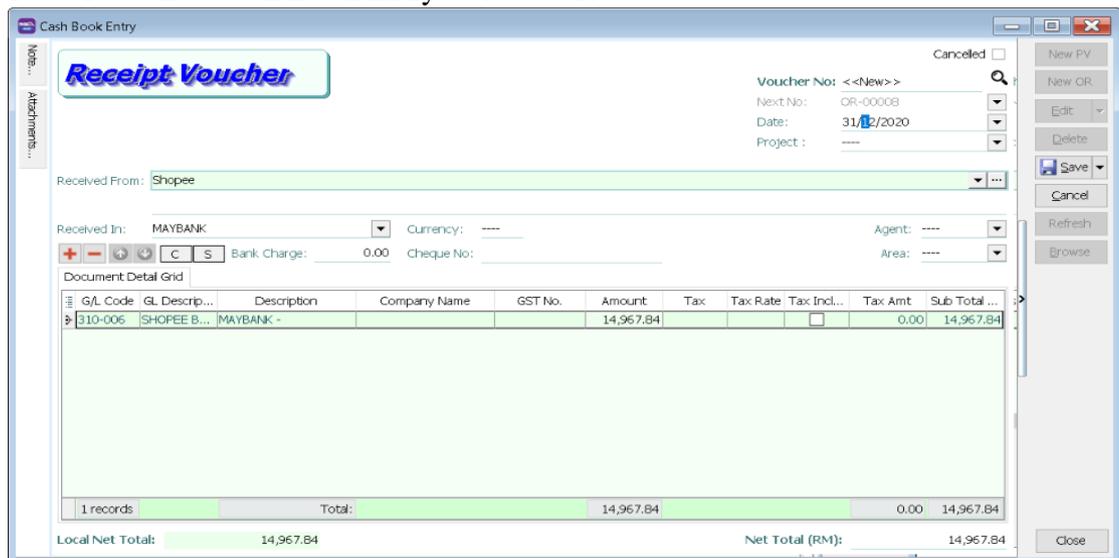
i) Manual withdrawal

ii) Automate Withdrawal:

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

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

1.6.3.1 GL-> Cash Book Entry -> New OR



The screenshot shows the 'Cash Book Entry' window with a 'Receipt Voucher' header. The 'Received From' field is set to 'Shopee' and 'Received In' is set to 'MAYBANK'. The date is 31/12/2020. A table below shows a single entry with a total amount of 14,967.84.

G/L Code	GL Descrip...	Description	Company Name	GST No.	Amount	Tax	Tax Rate	Tax Incl...	Tax Amt	Sub Total ...
310-006	SHOPEE B...	MAYBANK -			14,967.84				0.00	14,967.84
Total:					14,967.84				0.00	14,967.84

Local Net Total: 14,967.84 Net Total (RM): 14,967.84

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



E Commerce - Shopee

1.7 FAQ

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

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

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

- Can set by project.
Tools | Maintain Project.

1.7.3 How to handle Serial Number?

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

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

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

SALES AMOUNT	
Buyer Paid	153.82
Coin	0.00
Seller Coin Cash Back	0.00
Buyer Shopee Credit	0.00
Voucher	0.00
Seller Voucher	0.00
Seller Rebate	0.00
Final Sales Amount	153.82
SHIPPING	
Actual Shipping Cost	(255.46)
Shipping Fee Rebate	0.00
Final Shipping Fee	(255.46)
TAX	
Cross Border Tax	0.00
Final Tax	0.00
TRANSACTION FEES	
Credit Card Promotion	0.00
Credit Card Transaction Fee	3.26
Buyer Transaction Fee	0.00
Seller Transaction Fee	3.26
Service Fee	0.00
Commission Fee	0.00
Seller Return Refund Amount	0.00
Final Transaction Fee	(3.26)
Escrow Amount	(104.90)

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

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

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



E Commerce - Shopee

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

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

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

It is advising user to post when order completed.