



MANUAL

For FashionGo Vendor Admin



FashionGo.net
726 E 12th St, Suite 306
Los Angeles, CA 90021
Monday – Friday
8AM – 5:30PM (PST)

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Add Multiple New Items

Items > Item Manager > **Add New Items**

1. To add multiple new items, click on **Add New Items**.
2. Select category to upload items.
3. Click on **Select Images** and browse to find your images.
 - a. Select multiple images at once by dragging your cursor instead of clicking one by one.
4. Make sure that the checkboxes next to **Style No.** are checked.
5. Click **Add** and wait for the message stating that images were saved.

The screenshot shows the 'Add Multiple Items' page in a web application. The top navigation bar has 'Items' circled in green with a '1' callout. The left sidebar has 'Add New Items' highlighted with a '1' callout. The main content area has 'Category: OUTWEARS' and 'Sort No: 1' with a '2' callout. Below this is an 'ADD' button with a '5' callout. The main area contains a table of items with 'Style No.' and 'Image' columns. The first 'Image' column has a 'Select Images' button with a '3' callout. The first 'Style No.' checkbox is checked with a '4' callout. A red warning message states: 'Multiple image selection is supported. Maximum allowed size is 300KB per image. After select images, make sure to click the ADD button, otherwise the items will not be added.' The bottom 'ADD' button also has a '5' callout.

Add a Single New Item

Items > Item Manager > **Add A New Item**

1. To add a single new item, click on **Add a New Item**.
2. Fill out **Information, Color, and Images**.
3. Click **SAVE** and preview your images.
 - a. This option also allows you to input information for the item on the same page.

Tip: Newly added items will appear in **New Items** in **Fast Edit**, where you will be able to edit multiple items at once.

Home > Item Management >

Add New Item

11:30 AM Wednesday, September 24 2014

CLONE SAVE

Information

Status Active Inactive

Style No. Vendor Self-Vendor Vendor Style No.

Category FG Category

Size Size should be conformed to pack in count

Pack Pack should be conformed to size in count

Even Color Sale Only Yes No Minimum Qty Per Style 0

Price \$ Original Price \$ Call for Price

Color

ALMOND APRICOT AQUA AS IS AS IS MODEL PIC (GREY/RED)

AS IS MODEL PIC BLUE/CORAL AS IS MODEL PICTURE BEIGE BLACK BLACK (ANIMAL)

BLACK (PREORDER) BLACK (SOLD OUT) BLACK (BACK ORDER) BLACK (DIAMONDS) BLACK (POLKA DOTS)

BLACK (TRIBAL) BLACK (TRIBAL) SOLD OUT BLACK / BLACK

Images

upload image, make sure to click the save button, otherwise the image will not be changed. Max. allowed file size is 300KB per image. Image file name should not exceed 50 in length, otherwise it automatically truncated and/or assigned unique name by system.

1 2 3 4 5

No...n No...n No...n No...n No...n

New Items

Items > Item Manager > **New Items**

1. To view recently created items, click on **New Items**.
2. You can change item information and images by clicking **Edit Detail**.

Tip: Items marked with * are required.

The screenshot displays the 'New Items' page in the Item Manager. The top navigation bar includes 'Items', 'Orders', 'Feedbacks', 'Messages', 'Marketing Tools', 'Customers', and 'Administration'. The 'Items' tab is active. The left sidebar contains sections for 'Items', 'Basic Setup', and 'Statistics'. The 'Items' section has a 'New Items' link circled in green with a '1' next to it. The 'Basic Setup' section has an 'edit detail' link circled in green with a '2' next to it. The main content area shows 'New Items' with a 'SAVE' button. An 'Edit Item' modal window is open, showing fields for 'Status', 'Style No.', 'Category', 'Size', 'Color', 'Price', and 'Description'. The 'Price' field is circled in green with a '2' next to it. The modal also includes a 'CLONE' button and a 'SAVE' button.

Fast Edit

Items > Item Manager > **Fast Edit**

1. To edit multiple items at once in selected categories, use **Fast Edit**.
2. Select a category in the upper right corner.
3. You can change item information and images by clicking **Edit Detail**.

Tip: You can filter **ACTIVE** vs. **INACTIVE** items.

The screenshot displays the 'Fast Edit' interface. The left sidebar contains the following sections:

- Items**
 - Edit All Items
 - Add New Items
 - Add a New Item
 - New Items
 - Fast Edit** (1)
 - Assign Sorting No.
- Basic Setup**
 - Category
 - Color
 - Size
 - Pack
 - Fabric
- Statistics**
 - Items vs Sales
 - Best Sellings

The main content area shows the 'Fast Edit' page with the following elements:

- Home > Item Management >
- Fast Edit (01:37 PM Wednesday, September 24 2014)
- Currently 446 items exist.
- Category: All (2)
- Filter: All All (3)
- Page 1 of 45 | 1 2 3 4 5 6 7 8 9 10 ... 45
- Items per page: 10
- SAVE
- Uncheck All
- Item

The 'Edit Item' modal window shows the following details for item T6012:

- Home > Item Management >
- Edit Item
- T6012
- CLONE
- * is required
- [-] Information
- Status * Active Inactive Modified 9/19/2014 3:12:35 PM Activated 9/19/2014 3:12:35 PM
- Style No. * T6012 Vendor Self-Vendor
- Category * PRE-ORDER FG Category * Women
- Size * 2-2-2 (S-M-L) Size should be conformed to pack in
- Pack Pack1 (2-2-2) Pack should be conformed to size in
- Even Color Sale Only Yes No Minimum Qty Per Style
- Price * \$ 15.00 Original Price [?] \$
- Labeled U.S.A

Assign Sorting No.

Items > Item Manager > Assign Sorting No.

1. Go to **Administration > Setting** and select **Sort Products by Last Update Date**.
2. Go to **Items > Assign Sorting No.**
3. There is a preset default sorting number for all your items. This allows the items to sort by creation date, activation date, etc.
4. If left at default number, items will sort automatically.

Tip: Sorting numbers dictate the order in which items will appear.

The image shows two screenshots from an admin dashboard. The top screenshot is the 'Settings: Access Permission and others' page. The 'Administration' menu is circled in green. In the 'Sort products by' section, 'Last Update Date' is selected, and a green circle '1a' highlights the 'Setting' option in the 'Company Setups' sidebar. A green circle '1b' highlights the 'Last Update Date' radio button. The bottom screenshot is the 'Assign Sort No' page. The 'Items' menu is circled in green. A green circle '2' highlights the 'Assign Sorting No.' option in the sidebar. A table of items is shown with columns for 'Sel.', 'Item', 'Style No.', 'Price', 'Last Modified On', 'Activated On', 'Active', and 'Sorting No.'. A green box highlights the 'Activated On' and 'Active' columns for the first three items. A green circle '3' highlights the 'Sorting No.' input field for the first item, which has a value of 999. A green arrow points to the 'Sorting No.' input field for the second item, which also has a value of 999.

Settings: Access Permission and others

Do you allow users who have not logged in to view your front page (not inside)? Yes No

Do you allow unverified users to access product/listing pages? Yes No

Do you allow unverified users to checkout? Yes No

Sort products by (effective on your store main page only)

Activation Date Last Update Date

Show feedback Yes No

Consolidation Yes No

Company Setups

Setting **1a**

Payment Methods

Shipment Methods

Return Policy

F.A.Q.

Items

Home > Item Management >

Assign Sort No

Currently 200 items exist. Style No. Search Category: TOPS


Filter: All Page 1 of 4 | 1 2 3 4 Items per page: 50

Assign Sort No: Assign **SAVE**

Sel.	Item	Style No.	Price	Last Modified On	Activated On	Active	Sorting No
<input type="checkbox"/>		D7084		9/5/2014 5:33:50 PM	9/5/2014 5:33:50 PM	Yes	<input type="text" value="001"/> 999 3
<input type="checkbox"/>		D7123		9/4/2014 11:04:59 AM	9/4/2014 11:04:59 AM	No	<input type="text" value="002"/> 999
<input type="checkbox"/>		T5895		9/4/2014 10:56:34 AM	9/4/2014 10:56:34 AM	Yes	<input type="text" value="003"/> 999
<input type="checkbox"/>		T5745	\$10.00	9/19/2014 10:15:15 AM	8/22/2014 11:13:54 AM	No	<input type="text" value=""/> 999
<input type="checkbox"/>		T5948	\$12.50	9/11/2014 11:38:29 AM	8/14/2014 5:54:50 PM	Yes	<input type="text" value=""/> 999

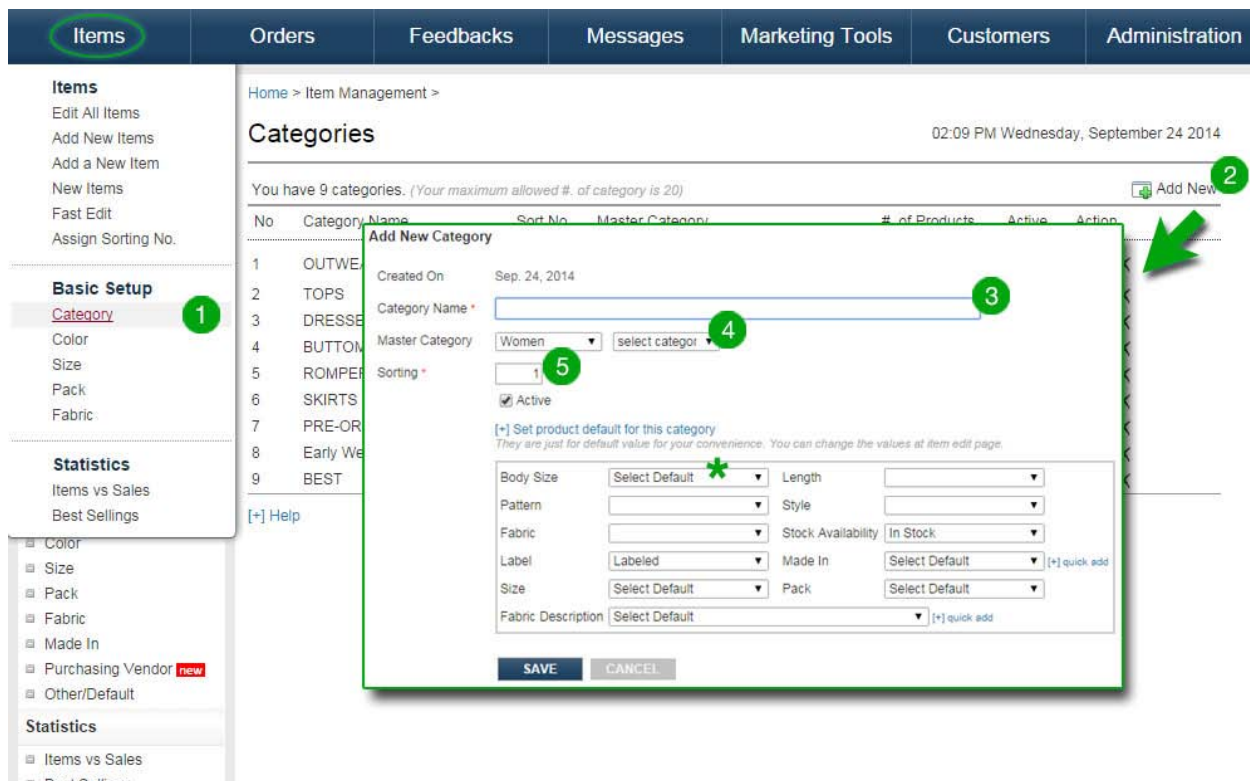
Category

Items > Basic Setup > **Category**

1. To view the **Categories** for your inventory, go to **Category** under **Basic Setup**.
2. To add categories, click on  **Add New** (located on the right side of the page).
3. Type in the **Category Name**.
4. Select the **Master Category**.
5. Change the **Sorting Number** to a number that is not being used by any other category and click **SAVE**.

Tips:


- If default settings are selected for a category, the same setting will apply to all items inserted into the same category.
- You must select a **Body Size** for all categories whose **Master Category** is **Women**. No other **Master Categories** require **Body Size**.



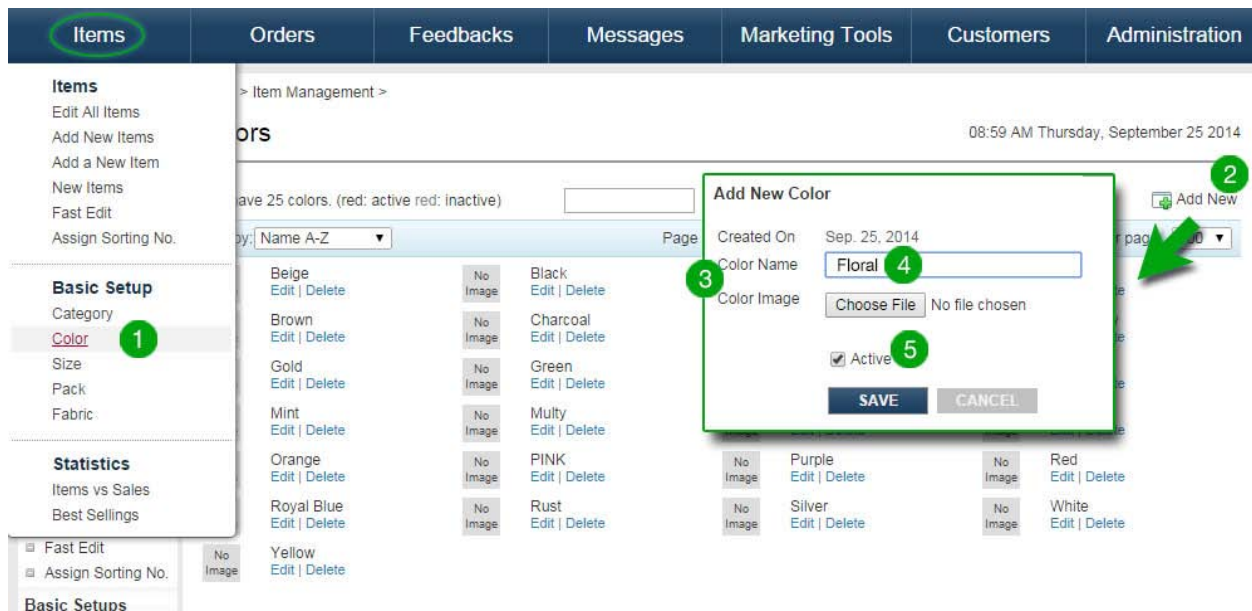
The screenshot shows the 'Categories' management page. On the left, the 'Basic Setup' menu has 'Category' highlighted with a green circle '1'. The main content area shows a table of existing categories and an 'Add New Category' modal window. The modal window has several fields with green callouts: 'Add New' button (2), 'Category Name' input field (3), 'Master Category' dropdown menu (4), and 'Sorting' input field (5). The modal also includes a 'Body Size' dropdown with a red asterisk, and other fields like 'Length', 'Pattern', 'Fabric', 'Label', 'Size', 'Pack', and 'Fabric Description'. The 'SAVE' and 'CANCEL' buttons are at the bottom of the modal.

Color

Items > Basic Setup > **Color**

1. To add **Colors** to your inventory, go to **Color** under **Basic Setup**.
2. Click on  **Add New** (located on the right side of the page).
3. Type in the **Color Name** and attach **Color Image** if desired. Picture size must be 100px x 100px.
4. For any prints, enter the dominant **Color Name** or the name of the pattern (i.e. leopard, floral, etc).
5. Check the **Active** checkbox and click **SAVE**.

Tip: Active colors will appear in dark grey, inactive colors will appear light grey.




The screenshot displays the 'Color' management interface. The top navigation bar includes 'Items', 'Orders', 'Feedbacks', 'Messages', 'Marketing Tools', 'Customers', and 'Administration'. The 'Items' menu is open, showing 'Basic Setup' options: Category, **Color**, Size, Pack, and Fabric. The 'Color' option is highlighted with a green circle and the number 1. The main content area shows a table of colors with columns for 'Color Name', 'Color Image', and 'Active'. A modal window titled 'Add New Color' is open, showing the following fields: 'Color Name' (Floral), 'Color Image' (Choose File), and an 'Active' checkbox. The 'Color Name' field is highlighted with a green circle and the number 4. The 'Active' checkbox is highlighted with a green circle and the number 5. The 'SAVE' button is highlighted with a green circle and the number 3. The 'Add New' button in the top right corner is highlighted with a green circle and the number 2. The background shows a list of colors with columns for 'Color Name', 'Color Image', and 'Active'.

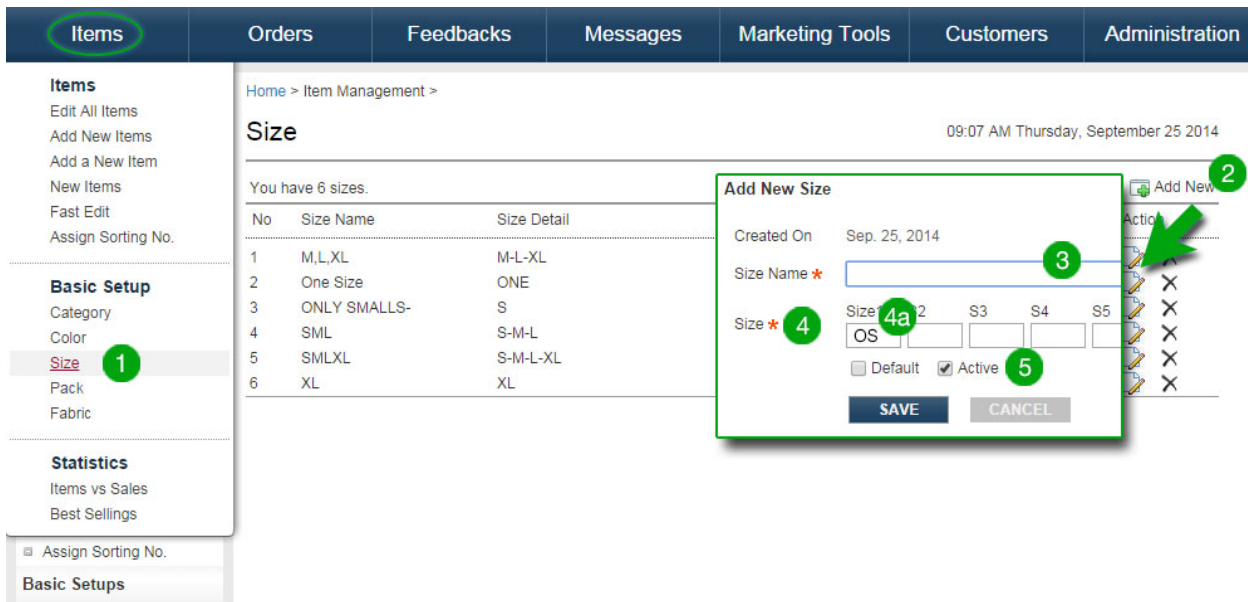
Color Name	Color Image	Active
Beige	No Image	Black
Brown	No Image	Charcoal
Gold	No Image	Green
Mint	No Image	Multy
Orange	No Image	PINK
Royal Blue	No Image	Rust
Yellow	No Image	
	No Image	Purple
	No Image	Silver
	No Image	Red
	No Image	White

Size

Items > Basic Setup > **Size**

1. To add **Sizes** to your inventory, go to **Size** under **Basic Setup**.
2. Click on  **Add New** (located on the right side of the page).
3. Type in **Size Name** (i.e. REGULAR, SML, SIZE 1, LADIES, etc).
4. Enter each **Size** in each box starting from **S1** (i.e. for size group SML, enter S in **S1**, M in **S2**, and L in **S3**. Spaces cannot be skipped).
 - a. For “One Size” items, enter “OS” in **S1**.
5. Check the **Active** checkbox and click **SAVE**.

Tip: All size combinations must be saved separately.



The screenshot displays the 'Size' management interface. The sidebar on the left shows the 'Basic Setup' section with 'Size' highlighted (1). The main content area shows a table of existing sizes and an 'Add New Size' modal window. The modal window has a green border and contains the following fields:


- Created On:** Sep. 25, 2014 (3)
- Size Name ***: (3)
- Size ***: (4) with sub-fields for S1, S2, S3, S4, S5 (4a)
- Active** checkbox: checked (5)
- SAVE** and **CANCEL** buttons

The 'Add New' button in the top right corner of the modal window is circled in green (2). A green arrow points to this button. The table of existing sizes is as follows:

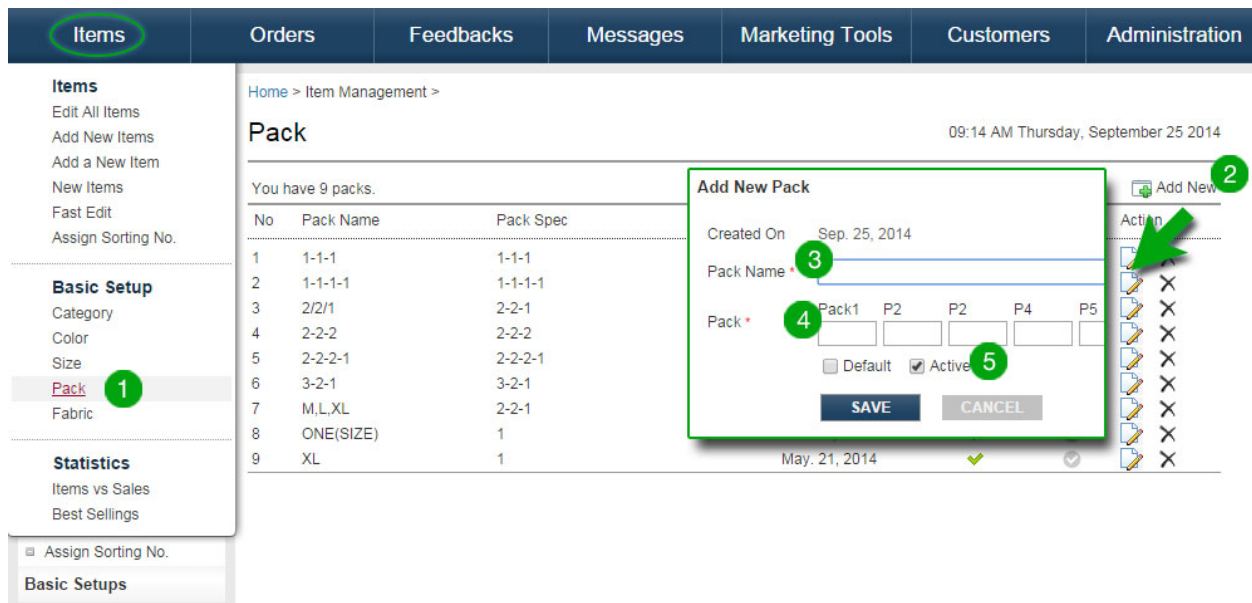
No	Size Name	Size Detail
1	M,L,XL	M-L-XL
2	One Size	ONE
3	ONLY SMALLS-	S
4	SML	S-M-L
5	SMLXL	S-M-L-XL
6	XL	XL

Pack

Items > Basic Setup > Pack

1. To add **Packs** to your inventory, go to **Pack** under **Basic Setup**.
2. Click on  **Add New** (located on the right side of the page).
3. Type in name of **Pack** (i.e. REGULAR, 2/2/2, 2/2/1, 3/2/1, etc).
4. Enter the number of each size under each box starting from **P1** (i.e. for Pack 2/2/2, enter 2 in **P1**, 2 in **P2**, 2 in **P3**. Spaces cannot be skipped).
5. Check the **Active** checkbox and click **SAVE**.

Tip: All pack combinations must be saved separately.



The screenshot shows the 'Pack' management interface. The left sidebar has a navigation menu with 'Items' and 'Basic Setup' sections. The 'Pack' option is highlighted in the 'Basic Setup' section. The main content area displays a table of existing packs and an 'Add New Pack' modal window. The modal window has five numbered callouts: 1 points to the 'Pack' menu item, 2 points to the 'Add New' button, 3 points to the 'Pack Name' input field, 4 points to the 'Pack' size selection boxes, and 5 points to the 'Active' checkbox. A green arrow points to the 'Add New' button in the modal window.

No	Pack Name	Pack Spec
1	1-1-1	1-1-1
2	1-1-1-1	1-1-1-1
3	2/2/1	2-2-1
4	2-2-2	2-2-2
5	2-2-2-1	2-2-2-1
6	3-2-1	3-2-1
7	M,L,XL	2-2-1
8	ONE(SIZE)	1
9	XL	1

Add New Pack

Created On: Sep. 25, 2014

Pack Name:


Pack: Pack1 P2 P2 P4 P5

Default Active

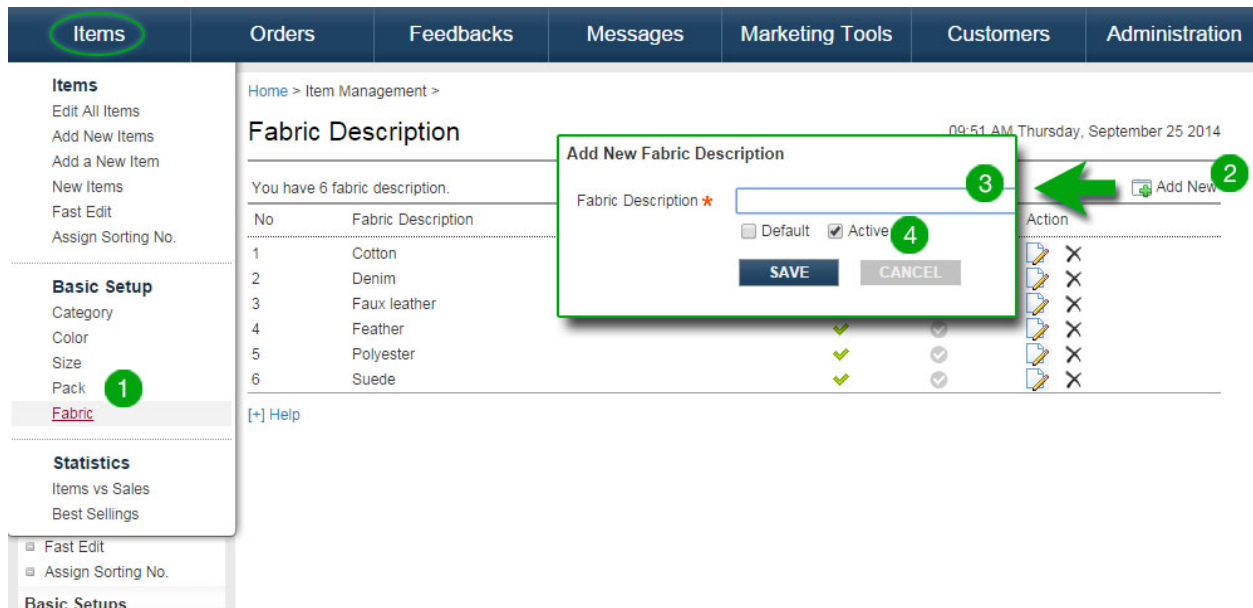
SAVE **CANCEL**

Fabric

Items > Basic Setup > **Fabric**

1. To add **Fabric** Descriptions to your inventory, go to **Fabric** under **Basic Setup**.
2. Click on  **Add New** (located on the right side of the page).
3. Type in **Fabric Description**.
4. Check the **Active** checkbox and click **SAVE**.

Tip: Active must be checked to be able to select fabric when editing.



Home > Item Management >

Fabric Description

09:51 AM Thursday, September 25 2014

You have 6 fabric description.

No	Fabric Description			
1	Cotton			
2	Denim			
3	Faux leather			
4	Feather	✓	✓	
5	Polyester	✓	✓	
6	Suede	✓	✓	

[+] Help

Add New Fabric Description

Fabric Description *

Default Active

SAVE **CANCEL**

1 **Basic Setup**


2 **Add New**

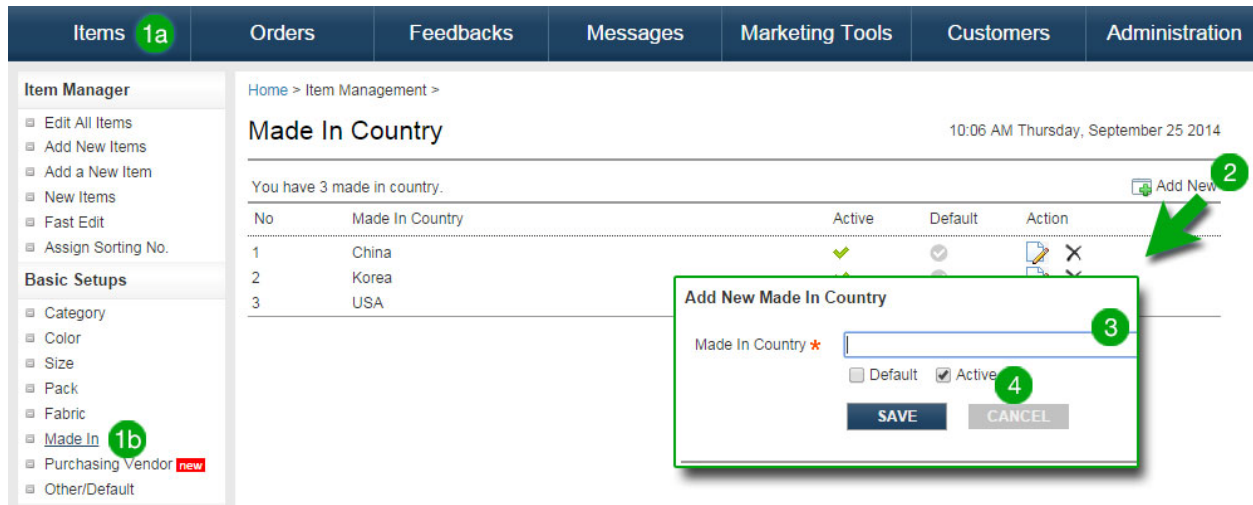
3 **Fabric Description ***

4 **Active**







Made In

Items > Basic Setups > **Made in**

1. To include your products' country of manufacture, click on **Items** and then go to **Made In**, under **Basic Setups**.
2. Click on  **Add New** (located on the right side of the page).
3. Type in **Made In Country**.
4. Check the **Active** checkbox and click **SAVE**.



The screenshot shows the 'Made In Country' management page. The top navigation bar includes 'Items' (1a), 'Orders', 'Feedbacks', 'Messages', 'Marketing Tools', 'Customers', and 'Administration'. The left sidebar has 'Item Manager' and 'Basic Setups' sections. The 'Basic Setups' section includes 'Made In' (1b). The main content area shows a table with 3 entries: 1 (China), 2 (Korea), and 3 (USA). An 'Add New' button (2) is in the top right. A modal window titled 'Add New Made In Country' is open, showing a text input field for 'Made In Country' (3), a 'Default' checkbox, and an 'Active' checkbox (4) which is checked. 'SAVE' and 'CANCEL' buttons are at the bottom of the modal.

No	Made In Country	Active	Default	Action
1	China	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
2	Korea	<input type="checkbox"/>	<input type="checkbox"/>	 
3	USA	<input type="checkbox"/>	<input type="checkbox"/>	 

Other / Default

Items > Basic Setups > **Other/Default**

1. To set **Defaults** for your inventory items, click on **Items** and then go to **Other/Default** under **Basic Setups**.
2. Select **Default Inventory Status** from dropdown.
3. Select **Default Label** from dropdown.
4. Click **Save**.

The screenshot displays the 'Other/Default Setting for Item' page. The top navigation bar includes 'Items 1a', 'Orders', 'Feedbacks', and 'Messages'. The left sidebar is divided into three sections: 'Item Manager' with options like 'Edit All Items' and 'Add New Items'; 'Basic Setups' with options like 'Category', 'Color', 'Size', 'Pack', 'Fabric', 'Made In', 'Purchasing Vendor new', and 'Other/Default 1b'; and 'Statistics'. The main content area shows the breadcrumb 'Home > Item Management >' and the title 'Other/Default Setting for Item'. Below the title, there are two dropdown menus: 'Default Inventory Status' with 'Selected Default' selected (marked with a green circle '2'), and 'Default Label' with 'Select Default' selected (marked with a green circle '3'). A 'Save' button (marked with a green circle '4') is located at the bottom of the form.






ORDERS

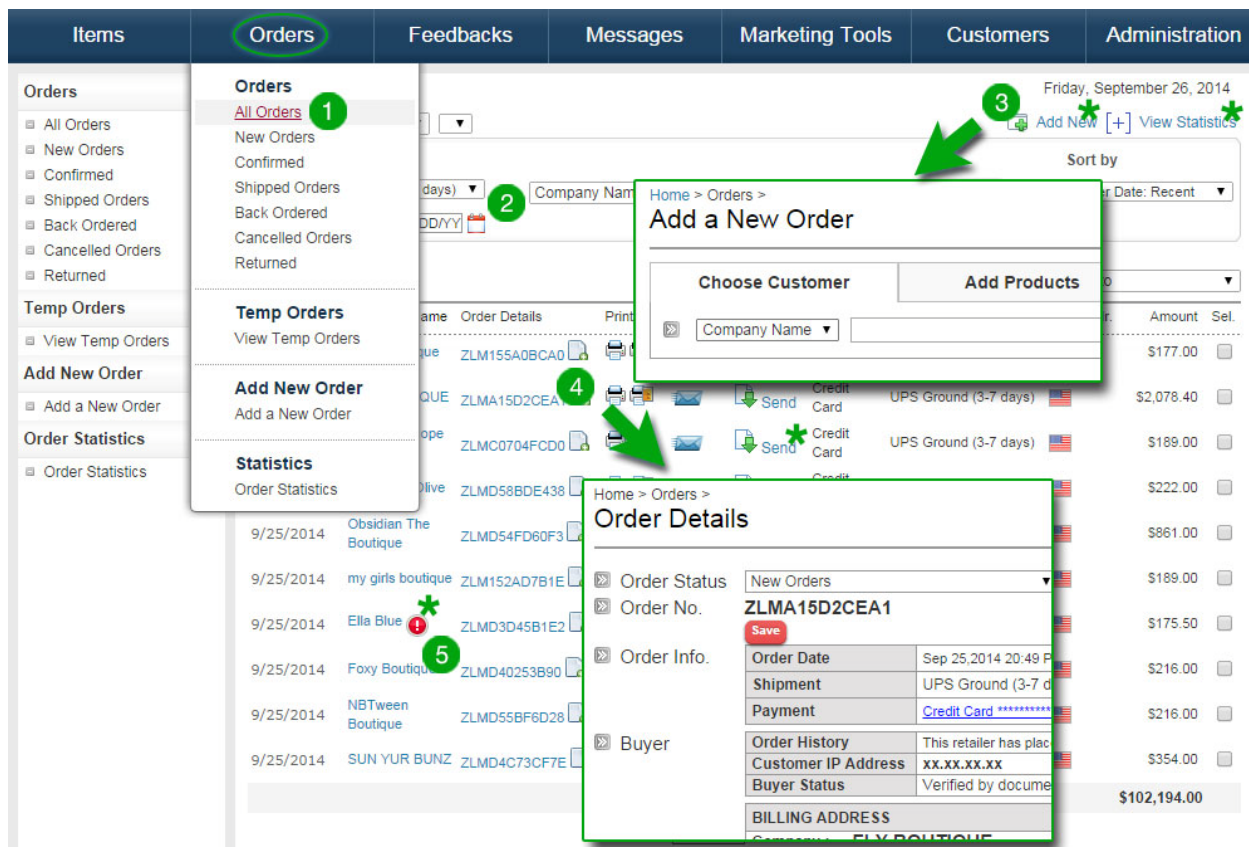
Orders

Orders > All Orders

- In **All Orders**, you can:
 - See all new, confirmed, shipped, and back orders.
 - Filter orders by date and company name, and sort by various options.
 - Add an order by vendor.
 - Click on a PO number to view order details.
 - Click on a company's name to view history and rating.

Tips:

-  **Add New** Manually enter a new order.
-  **View Statistics** you can view order statistics.
-  **Send** customer's credit card authorization form and Email.
-  **Report a fraudulent buyer**
-  **Be cautious of the buyer's credit information.**



The screenshot shows the 'Orders' management interface. The 'Orders' tab is selected, and a dropdown menu is open, showing options like 'All Orders', 'New Orders', 'Confirmed', etc. A green circle '1' highlights the 'All Orders' option. A green circle '2' highlights the 'Company Name' filter field. A green circle '3' highlights the 'Add New' button. A green circle '4' highlights the 'Send' button for a specific order. A green circle '5' highlights the 'Report a fraudulent buyer' icon. A red circle with an exclamation mark highlights the 'Warning' icon. Two pop-up windows are shown: 'Add a New Order' and 'Order Details'.

Order No.	Company Name	Order Date	Shipment	Payment	Amount
ZLMA155A0BCA0					\$177.00
ZLMA15D2CEA1			UPS Ground (3-7 days)	Credit Card	\$2,078.40
ZLMC0704FCD0			UPS Ground (3-7 days)	Credit Card	\$189.00
ZLMD58BDE438					\$222.00
ZLMD54FD60F3	Obsidian The Boutique	9/25/2014			\$861.00
ZLM152AD7B1E	my girls boutique	9/25/2014			\$189.00
ZLMD3D45B1E2	Ella Blue	9/25/2014			\$175.50
ZLMD40253B90	Foxy Boutique	9/25/2014			\$216.00
ZLMD55BF6D28	NBTween Boutique	9/25/2014			\$216.00
ZLMD4C73CF7E	SUN YUR BUNZ	9/25/2014			\$354.00
					\$102,194.00

New Orders

Orders > **New Orders**

Click on PO and review order details:

1. To view credit card information, enter the password that was set by management to access this information.
2. Credit card authorization forms and messages can be directly sent from the **Orders List** page.

Thursday, October 09, 2014

Please enter security password to view credit card info.
(If this is the first time use or you have not yet set up password, You will not be able to access credit card info. Please set a credit card access password first [here](#))

Submit Cancel

Order Info.

Order Date	Oct 08, 2014 10:30 PM (Created on: Oct 07, 2014/Modified on: Oct 08, 2014)
Shipment	UPS Ground (3-7 days) change
Payment	Credit Card *****4153
Order History	This is the 1st order from this retailer.
Customer IP Address	xx.xx.xx.xx
Buyer Status	Verified by document

BILLING ADDRESS
Company : a wild hair llc

SHIPPING ADDRESS
Store/Company: a wild hair llc
Attention To: desiree baggett
Address : 2884 jefferson st
marianna, FL 32446, United States
type: commercial check with UPS
Tel : 850-482-6855 Fax : Alt. :

Back Order/Out of Stock:

If items are back ordered or out of stock, click on the checkbox for the item and click on the blue **Out Of Stock** or **Back Order** button. Doing so will automatically update the total amount.

Home > Orders > Order Details 11:21 (PT) Thursday, Oct 9, 2014

Order Status: New Orders Order No.: ZLMD831AE308

Order Info.
Order Date: Oct 08, 2014 19:30 PM (Created on: Oct 07, 2014/Modified on: Oct 08, 2014)
Shipment: UPS Ground (3-7 days) change
Payment: [Credit Card *****4153](#)

Buyer
Order History: This is the 1st order from this retailer. [View Buyer Profile](#)
Customer IP Address: xx.xx.xx.xx
Buyer Status: Verified by document

BILLING ADDRESS
Company : a wild hair llc
Name : desiree baggett
Address : 2884 jefferson st
marianna, FL 32446, United States
Tel : 850-482-6855 Fax : Alt. :

SHIPPING ADDRESS
Store/Company: a wild hair llc
Attention To: desiree baggett
Address : 2884 jefferson st
marianna, FL 32446, United States
type: commercial check with UPS
Tel : 850-482-6855 Fax : Alt. :

Detail Information [Delete](#) [Out of Stock](#) [Back order](#)

No	Pic	Style #	Color	Size	Total Qty	Unit Price	Total	Sel
1		MUDD-55- RUST 510		6 6 1/2 7 7 1/2 8 8 1/2 9 10	12	\$ 18.00	\$216.00	<input checked="" type="checkbox"/>

Adding Items:

If a customer would like you to add another item to their order:

1. Search for the item at the bottom of the page.
2. Enter the style number and select it.
3. Add the number of pieces for each size.
4. Click **Add Item**. The added item should appear along with the previously ordered items.
5. Input the shipping and handling amount in **Shipping and Handling Fee** and click **RECALCULATE & UPDATE**.

TOTAL QTY: 12


Customer notes:

Staff only notes:

Sub Total : \$216.00
 Discount : -\$0.00
 Additional Discount : -\$ 0.00
 Shipping & Handling Fee : 5a \$ 50.00
 Extra Charge : \$0.00
Total Amount : \$216.00

5b **RECALCULATE & UPDATE** **SEND CONFIRM EMAIL**

» Add additional items: Style No CC-KIMMY-1A-330 1

No	Pic	Style #	Discount	Color											Total Qty	Unit Price	Total						
		CC-KIMMY-1A-330	<input type="checkbox"/>	BLACK	CC-KIMMY-1A-330 (\$12.60) 2										14	\$ 12.60	\$176.40						
					5	1/2	6	6	1/2	7	7	1/2	8	8	1/2	9	9	1/2	10	10			
					1	1	1	1	1	2	2	2	2	2	2	2	2	2	2				

4 Add Item

Send Confirm Email:

After all necessary changes and additions have been made, change the **Order Status** to **Confirmed Orders** and click **MOVE and EMAIL**. This will send a copy of the PO to the customer with all changes made. The order will move from **NEW** down to **CONFIRMED**.

Home > Orders >

Order Details

» Order Status

» Order No.

» Invoice No.

» Tracking No.

» Order Info.

Confirmed Orders

New Orders

Confirmed Orders

Partially Shipped Orders

Fully Shipped Orders

Back Ordered

Cancelled by Buyer

Cancelled by Vendor

Cancelled by Agreement

Returned

Shipment

UPS Ground (3-7 days) change

MOVE

MOVE and E-Mail

(Created on: Oct 07, 2014/ M

Change Order Status:

1. The status of each order can be changed by selecting **Status** on the dropdown menu above each PO or on the **All Orders** page
2. Select the checkboxes next to each order you want to move.
3. Select the new **Status** on the dropdown menu under **MOVE TO** (located on the right side of the page).

The screenshot displays a table of orders with columns for 'Print', 'Message', 'C.C.Form', 'Payment', and 'Shipment'. A dropdown menu is open above the table, showing a 'Move to' list with options: 'New Orders', 'Confirmed Orders', 'Partially Shipped Orders', 'Fully Shipped Orders', 'Cancelled by Buyer', 'Cancelled by Vendor', 'Cancelled by Agreement', and 'Returned'. A green circle with the number '3' highlights the dropdown menu, and another green circle with the number '2' highlights the checkboxes in the table.

Print	Message	C.C.Form	Payment	Shipment			
			Credit Card	UPS Ground (3-7 days)			
			Credit Card	UPS Ground (3-7 days)			
			Credit Card	UPS Ground (3-7 days)		\$189.00	<input checked="" type="checkbox"/>
			Credit Card	UPS Ground (3-7 days)		\$432.00	<input checked="" type="checkbox"/>

Confirmed

Orders > Confirmed

1. **Confirmed Orders** are orders that are ready to be shipped out.
2. Select an order and enter **Tracking Number** and **Invoice Number** on the **Order Details** page.
3. Click **Save Invoice and Tracking Number**.
4. Enter **Shipping Amount** and press **RECALCULATE & UPDATE**.
5. Change **Order Status** to **Fully Shipped Orders** and click **MOVE and EMAIL**. The order will then move down to **Shipped Orders**.

The screenshot displays the 'Confirmed' orders section of an e-commerce management system. The interface includes a navigation menu with options like 'Orders', 'Feedbacks', 'Messages', 'Marketing Tools', 'Customers', and 'Administration'. The 'Confirmed' status is highlighted in the menu. A list of orders is shown, with the first order (APBD06C75C5E) selected. The 'Order Details' form for this order is open, showing the 'Order Status' as 'Confirmed Orders', 'Order No.' as 'APBD06C75C5#', and fields for 'Invoice No.' and 'Tracking No.'. A 'Save Invoice & Tracking No.' button is visible. Below the form, a summary of charges is shown, including 'Total Amount' of \$243.00, 'Shipping & Handling Fee' of \$63.00, and 'Extra Charge' of \$0.00. A 'RECALCULATE & UPDATE' button is highlighted, along with a 'SEND CONFIRM EMAIL' button. The date 'Thursday, October 09, 2014' is displayed at the top right.

Partially Shipped

Orders > **Partially Shipped**

If you must make a partial shipment for any reason (i.e. items out of stock), change the **Order Status** to **Partially Shipped** for your records.

Home > Orders >
Order Details

Order Status: Confirmed Orders
Order No.: New Orders
Invoice No.: Confirmed Orders
Tracking No.: **Partially Shipped Orders**
Order Info.: Fully Shipped Orders, Back Ordered, Cancelled by Buyer, Cancelled by Vendor, Cancelled by Agreement, Returned

(Created on: Aug 01,201

Shipment	UPS Ground (3-7 days) change
Payment	Credit Card *****0713

Shipped Orders

Orders > **Shipped Orders**

1. The status of each order can be changed by selecting **Status** on the dropdown menu above each PO or on the **All Orders** page
2. Select the checkboxes next to each order you want to move.
3. Select the new **Status** on the dropdown menu under **MOVE TO** (located on the right side of the page).

Orders | Feedbacks | Messages | Marketing Tools | Customers | Administration

Thursday, October 09, 2014

Add New [+] View Statistics

Sort by: Order Date: Recent

Name	Order Details	Print	Message	C.C.Form	Payment	Shipment	
APBC4A6F441B				Send	Credit Card	UPS Ground (3-7 days)	: 10/9/2014
APBC99D577F6-BO				Send	American ending with Express		: 10/9/2014
APBD535AEB3F-BO				Send	Credit Card		: 10/9/2014
APBD62BF6111-BO				Send	Credit Card		: 10/9/2014

Move to: New Orders, Confirmed Orders, **Partially Shipped Orders**, Fully Shipped Orders, Cancelled by Buyer, Cancelled by Vendor, Cancelled by Agreement, Returned

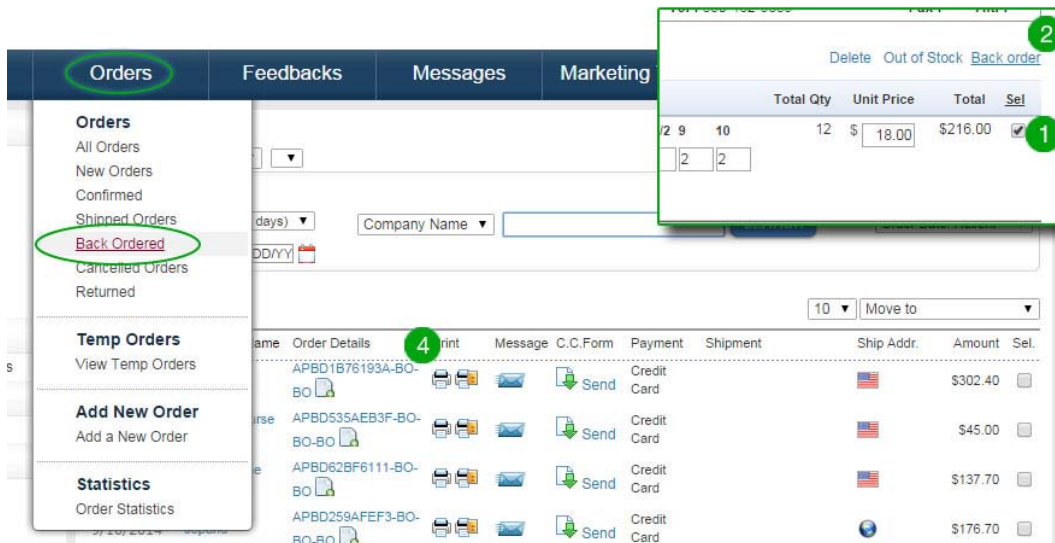
2

Back Ordered

Orders > **Back Ordered**

If an order contains back ordered items:

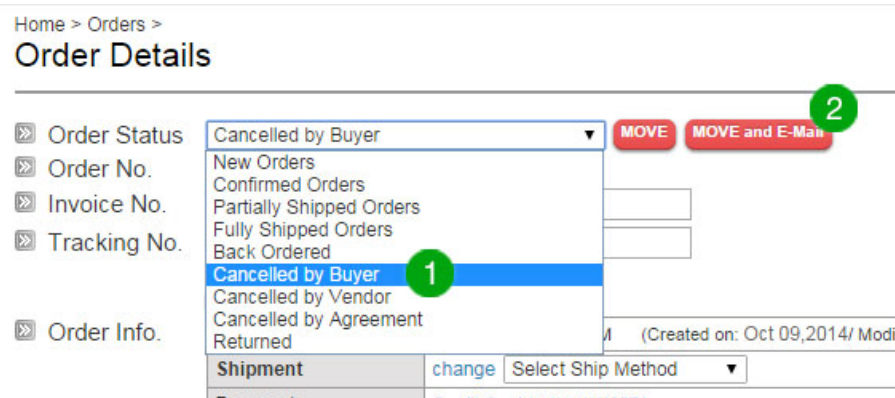
1. Select the items.
2. Click **Back Order**.
3. The item's status will state **Back Ordered**, and the quantity will change to 0.
4. The back ordered PO will appear under **Orders > Back Ordered** under the same PO number with the letters **BO** at the end of the number.



Cancelled by Buyer

Orders > **Cancelled by Buyer**

1. If a buyer cancels an order, change the **Status** to **Cancelled by Buyer**.
2. Click either **MOVE** or **MOVE and EMAIL** (**MOVE and EMAIL** will send an email to the customer) to confirm.



Cancelled by Vendor

Orders > **Cancelled by Vendor**

1. If you need to cancel an order, change the **Status** to **Cancelled by Vendor**.
2. Click either **MOVE** or **MOVE and EMAIL** (**MOVE and EMAIL** will send an email to the customer) to confirm.

Home > Orders >
Order Details

Order Status	Cancelled by Buyer	MOVE	MOVE and E-Mail
Order No.	New Orders		
Invoice No.	Confirmed Orders		
Tracking No.	Partially Shipped Orders		
	Fully Shipped Orders		
	Back Ordered		
	Cancelled by Buyer		
	Cancelled by Vendor		
	Cancelled by Agreement		
	Returned		

(Created on: Oct 09,2014/ Modi

Shipment	change	Select Ship Method
Payment	Credit Card *****0574	

Returned

Orders > **Returned**

If a customer returns an order, change the PO's **Order Status** to **Returned** for your records.

Home > Orders >
Order Details

Order Status	Cancelled by Buyer	MOVE	MOVE and E-Mail
Order No.	New Orders		
Invoice No.	Confirmed Orders		
Tracking No.	Partially Shipped Orders		
	Fully Shipped Orders		
	Back Ordered		
	Cancelled by Buyer		
	Cancelled by Vendor		
	Cancelled by Agreement		
	Returned		

(Created on: Oct 09,2014/ Modi

Shipment	change	Select Ship Method
Payment	Credit Card *****0574	

View Temp Orders

Orders > Temp Orders > **View Temp Orders**

Temp Orders are orders have that not been placed. It is a list of items that a buyer has placed into their cart. Filter the list by **Date** or by **Name of Company**.

Company Name	Temp Order ID
Filly Flair	TEMP-APBD88DAF288
Sun and fun shop	TEMP-APBD88DA24E6
dazzling divas boutique	TEMP-APBD88C4BB87
CBB Enterprises	TEMP-APBD88C2FF9F

Order Statistics

Orders > Order Statistics > **Order Statistics**

In **Order Statistics**, you can see a graph of ordered items and order amounts in \$. Select **Dates** and **Categories** to filter data, including by **Style Number**.

Order Item (Qty) & Order Amount (\$)

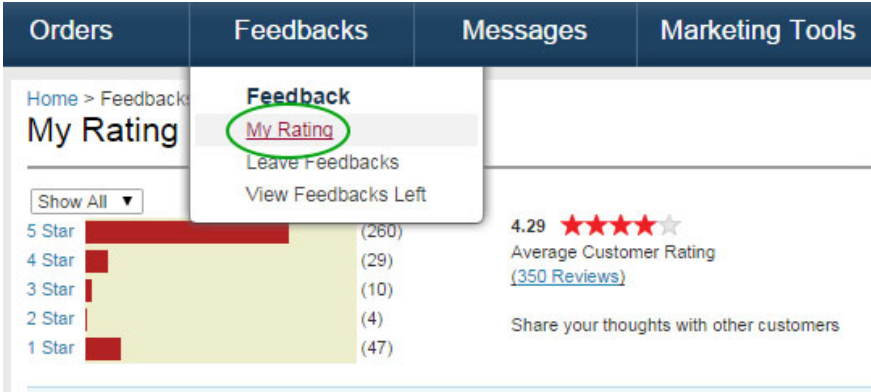
Date	Order Item (Qty)	Order Amount (\$)
08-28	738	11014
09-29	1070	17982
09-30	712	11748
10-01	619	9715
10-02		
10-03		
10-04		
10-05		
10-06		
10-07		
10-08		
10-09		

FEEDBACKS

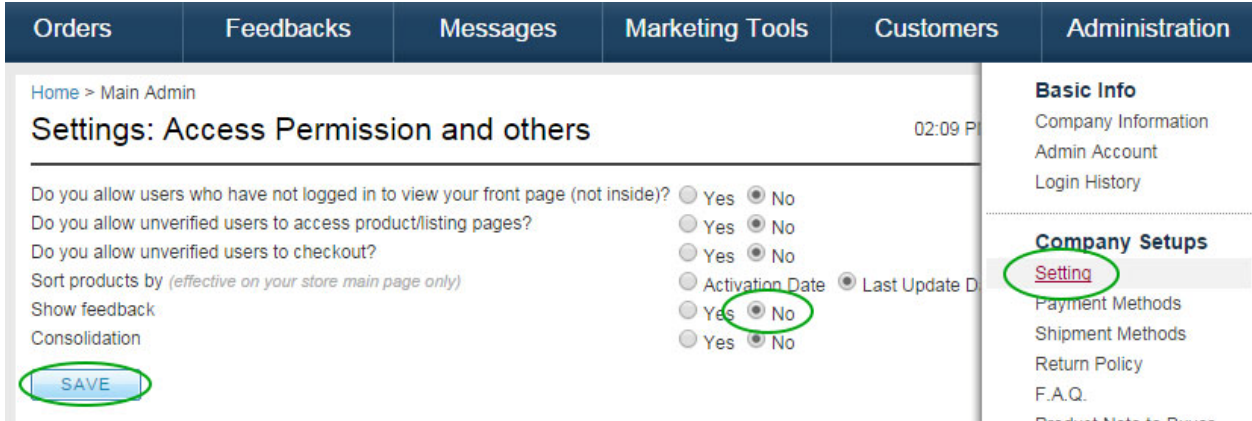
My Rating

Feedbacks > My Rating

See all Ratings buyers have left for your company.



To hide Ratings that you have left for buyers, go to **Administration > Setting > Show Feedback**, select **No**, and click **SAVE**.



Leave Feedbacks

Feedbacks > **Leave Feedbacks**

1. Search for buyers by **Date**, **PO Number**, or **Buyer Name**, or by manually selecting from the list.
2. Select the number of **Stars** you would like to leave for the buyer by moving your cursor over the stars.
3. Enter your **Comment** and click **SUBMIT** at the bottom-right of the page.

Home > Feedbacks
Leave Feedbacks

Feedbacks
My Rating
Leave Feedbacks
View Feedbacks Left

By Period: Last 1 week
Company Name: _____
By PO Number: _____
SEARCH

Date	Buyer	PO#	Feedback	Comment
10/7/2014	Filly Flair	APBB288F40E6-BO	★★★★★	
10/6/2014	Trending Now	APB156A42502-BO	★★★★★	

SUBMIT

1 of 4

View Feedbacks Left

Feedbacks > **View Feedbacks Left**

See all feedback you have left for past transactions.

Home > Feedbacks
Feedbacks

Feedbacks
My Rating
Leave Feedbacks
View Feedbacks Left

By Period: Select Period
By PO Number: _____

Date	Buyer Name	PO#	Feedback	Comment
8/15/2013	Flourish Boutique, LLC	APB9269F7B97	★★★★★	GREAT CUSTOMER!!

MESSAGES

Inbox

Message > **Inbox**

View all received messages.

Home > Messages > Messages

Thursday, October 09, 2014

<input type="checkbox"/>	Sender	Title	Sent Date
<input type="checkbox"/>	Brittanny Palmer (Indulge Boutique)	Regarding my Order (APB8958C3CB8) new	10/09/2014 12:17PM
<input type="checkbox"/>	Mallory Williams (Patriotic By Design)	Ship Date	10/09/2014 09:06AM

Outbox

Message > **Outbox**

View all sent messages.

Home > Messages > Messages

Thursday, October 09, 2014

<input type="checkbox"/>	Recipient	Title	Sent Date
<input type="checkbox"/>	Mallory Williams (Patriotic By Design)	Re) Ship Date	10/09/2014 10:50AM
<input type="checkbox"/>	Megan Weber (Stitches To Britches)	Re) 168 TB0461 SSP1649	10/09/2014 10:49AM

Write a New Message

Message > **Write a New**

Compose a new message.

1. **To:** Select type of recipient: Retailer, **Vendor**, or **FashionGo**.
2. **Title:** Select a topic from the dropdown menu, or enter your own.
3. Compose your message, and hit **SEND**.

The screenshot shows a web application interface for writing a new message. At the top, there is a navigation bar with tabs for Orders, Feedbacks, Messages, Marketing Tools, Customers, and Administration. The 'Messages' tab is selected and highlighted with a green circle. Below the navigation bar, the breadcrumb 'Home > Messages >' is visible, along with the date 'Thursday, October 09, 2014'. The main content area is split into two panes: 'Inbox' on the left and 'Write a New' on the right. The 'Write a New' pane contains a form with the following fields: 'From' (KEVIN LEE), 'To' (Retailer dropdown and text input), 'Title' (Select a topic dropdown and text input), and a large 'Contents' text area. At the bottom of the form are two buttons: 'SEND MESSAGE' and 'CANCEL'. Green callouts are placed on the interface: '1' is on the 'To' dropdown, '2' is on the 'Title' dropdown, '3a' is in the 'Contents' area, and '3b' is on the 'SEND MESSAGE' button. A 'Messages' dropdown menu is also visible, showing 'Inbox', 'Outbox', and 'Write a New' (which is highlighted with a green circle).

MARKETING TOOLS

Make a Catalogue

Marketing Tools > Catalogue > **Make a Catalogue**

This feature allows vendors to send e-catalogues to customers on FashionGo.net.

Types of Catalogues:

- The **FG Catalogue** is sent to all registered and active customers. For this catalogue, you may select four styles.
- You may also send a catalogue to individual customers by email address. For this catalogue, you may select up to twelve styles.

Create Catalogue:

1. Search by **Category**, **Period**, or **Style No.** to select items from your inventory.
2. Check up to twelve items (can be from a combination of different categories if desired).
3. Click **ADD CHECKED**.
4. **Name** your catalogue and **SAVE**. You may also **Preview** the catalogue.

The screenshot displays the 'Marketing Tools' section of a web application. The navigation bar at the top includes 'Orders', 'Feedbacks', 'Messages', 'Marketing Tools' (highlighted with a green circle), 'Customers', and 'Administrati...'. Below the navigation bar, the breadcrumb trail reads 'Home > Marketing Tools > Catalogue'. The main content area is divided into two tabs: 'Create Catalogue' (active) and 'Send Catalogue'. The 'Create Catalogue' tab contains a search bar with 'Select existing catalog' and a dropdown menu. Below the search bar, there are filters for 'Category: All (3498)' and 'Period: All time'. A grid of clothing items is displayed, with a green circle '2' next to the first item. A 'Search' button with a green circle '1' is located to the right of the grid. Below the grid, there is a '1 of 70' pagination indicator and a 'GO' button. At the bottom right of the grid, there is an 'Add Checked' button with a green circle '3'. Below the grid, there is a 'Catalogue Box 0 items' label, a 'Catalogue Name' input field, a 'Preview' button, and a 'Save' button with a green circle '4'.

Send a Catalogue

Marketing Tools > Catalogue > **Send a Catalogue**

1. Enter the **Email Addresses** you wish to send to.
2. Enter **Subject** and **Contents** (optional) as well.
3. **Attach** desired **Catalogue** and click on **Send Catalogue**.

Home > Marketing Tools > Catalogue

Advertising
Schedule Your Ad
Ad Purchase History

Catalogue
Make a Catalogue
Send a Catalogue
Apply to FG Catalogue

Special Promotion
Discount
Today's Deal

Statistics
Order Statistics
Best Selling Items
Items in Your Store
Store Visit History

Thursday, C

Apply to FG Catalogue

Apple B
Women & Junior
http://www.fashiongo.net/appleb

To
Retailer's email address **1**

Subject **2**

Contents (optional)

Seperate multiple email addresses with commas (e.g., retailer1@fashiongo.net, retailer2@fashi

Attach a Catalogue **3a** Select a Catalog

Send Catalogue **3b** Reset

Apply to FG Catalogue


Marketing Tools > Catalogue > **Apply to FG Catalogue**

1. Select desired **Catalogue**.
2. Check the **Active** checkbox.
3. Click **Apply**.

The screenshot shows the 'Marketing Tools' sidebar menu on the right, with 'Apply to FG Catalogue' highlighted in green. The main content area on the left is titled 'Catalogue' and contains the 'Apply To FG Catalogue' form. The form includes a dropdown menu for 'Catalogue' with the text 'Select a Catalog' and a green circle '1' next to it. Below the dropdown is a checked checkbox labeled 'Active' with a green circle '2' next to it. At the bottom of the form are two buttons: a red 'Apply' button with a green circle '3' next to it, and a blue 'Cancel' button. The breadcrumb path at the top left reads 'Home > Marketing Tools > Catalogue'.

Discount

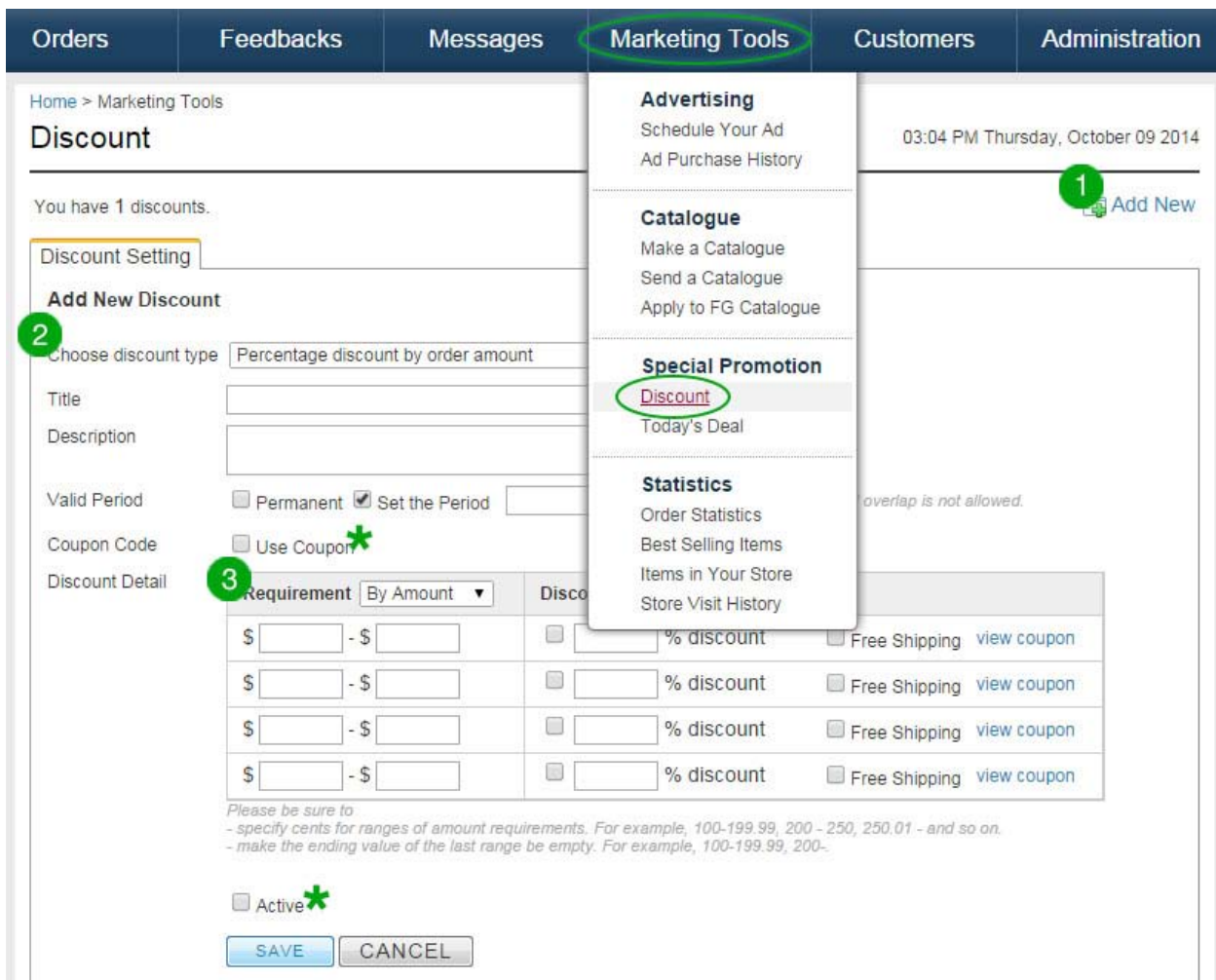
Marketing Tools > Special Promotion > **Discount**

1. Click  **Add New** to create a new **Discount**.
2. Fill in all requested information.
3. Set the requirements for the discount.
 - a. i.e. orders of \$100.00 to \$200.00 receive 5% off their order.
 - b. The following requirement would be \$200.01 to \$300.00, and so on.
 - c. Discounts can be set by amount or quantity.

Use Coupon:

If use coupon is checked, the system will generate a coupon and code. This code will be needed to apply the discount. If no coupon code is entered, one will be automatically applied.

Tip: Make sure to check the **Active** checkbox for the discount to go up on FashionGo.



Home > Marketing Tools

Discount

You have 1 discounts.

03:04 PM Thursday, October 09 2014

Advertising
Schedule Your Ad
Ad Purchase History

Catalogue
Make a Catalogue
Send a Catalogue
Apply to FG Catalogue

Special Promotion
Discount
Today's Deal

Statistics
Order Statistics
Best Selling Items
Items in Your Store
Store Visit History

overlap is not allowed.

Discount Setting

Add New Discount

Choose discount type: Percentage discount by order amount

Title:

Description:

Valid Period: Permanent Set the Period

Coupon Code: Use Coupon *

Discount Detail

Requirement	By Amount	Discount	Free Shipping	view coupon
\$ <input type="text"/> - \$ <input type="text"/>	<input type="checkbox"/>	<input type="text"/> % discount	<input type="checkbox"/> Free Shipping	view coupon
\$ <input type="text"/> - \$ <input type="text"/>	<input type="checkbox"/>	<input type="text"/> % discount	<input type="checkbox"/> Free Shipping	view coupon
\$ <input type="text"/> - \$ <input type="text"/>	<input type="checkbox"/>	<input type="text"/> % discount	<input type="checkbox"/> Free Shipping	view coupon
\$ <input type="text"/> - \$ <input type="text"/>	<input type="checkbox"/>	<input type="text"/> % discount	<input type="checkbox"/> Free Shipping	view coupon

Please be sure to
- specify cents for ranges of amount requirements. For example, 100-199.99, 200 - 250, 250.01 - and so on.
- make the ending value of the last range be empty. For example, 100-199.99, 200-

Active *


Today's Deal

Marketing Tools > Special Promotion > **Today's Deal**

FashionGo will feature one special deal on the homepage each day for vendors who have applied for **Today's Deal**.

To Apply:

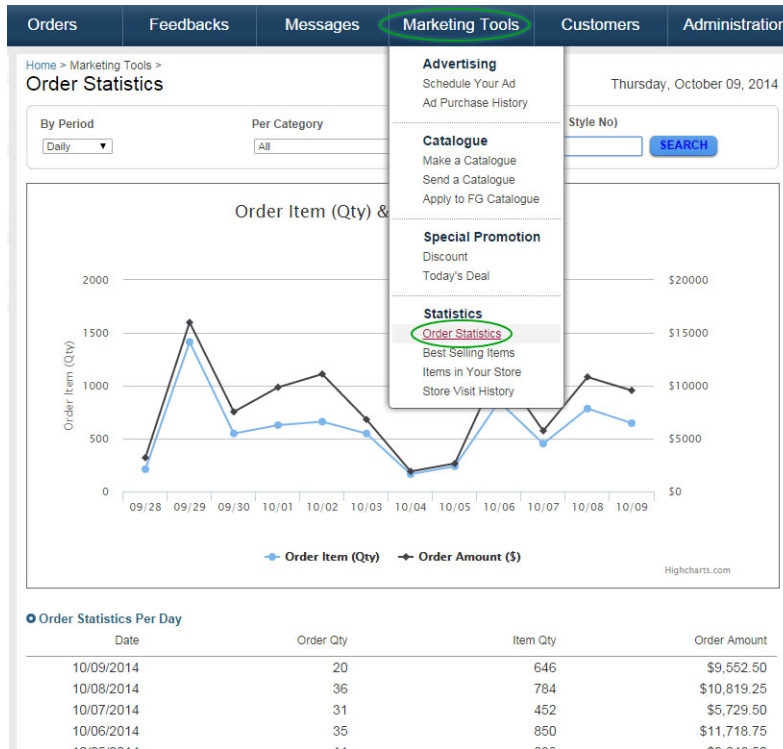
1. Click on **Apply Today Deal** to be considered for this feature.
2. Select preferred **Date** (can only be one specific day).
3. Select **Item** and **Today's Deal Price**.
 - a. Make sure to choose an item for which you have a lot of stock, as **Today's Deal** is scheduled one month in advance.
4. Enter available **Quantity** under each color.
5. Enter **Deal Title** and **Description**.
6. Click **APPLY**.
7. Call FashionGo to schedule your **Today's Deal**.

Orders	Feedbacks	Messages	Marketing Tools	Customers	Administration	
Home > Marketing Tools			03:11 PM Thursday, October 09 2014			
<h2>Today Deal</h2> <p>You have applied 0 times for today deal.</p> <p>Apply Today Deal</p> <p>Preferred Date 2 10/10/2014 - 10/10/2014</p> <p>Select Item 3 Sexy Dress. 1000-WID2618</p> <p>Today's Deal Price \$ <input type="text"/> 0% off orig price: \$ 19.00</p> <p>Qty 4 <input checked="" type="checkbox"/> IVORY <input checked="" type="checkbox"/> MINT <input checked="" type="checkbox"/> PEACH</p> <p>Deal Title 5 <input type="text"/></p> <p>Deal Description <input type="text"/></p> <p>6 <input type="button" value="APPLY"/> <input type="button" value="CANCEL"/></p>			<p>Advertising Schedule Your Ad Ad Purchase History</p> <p>Catalogue Make a Catalogue Send a Catalogue Apply to FG Catalogue</p> <p>Special Promotion Discount Today's Deal</p> <p>Statistics Order Statistics Best Selling Items Items in Your Store Store Visit History</p>		<p>1 Apply Today Deal</p> 	

Order Statistics

Marketing Tools > Statistics > **Order Statistics**

See order history and statistics by graph and list.



Best Sellings

Marketing Tools > Statistics > **Best Sellings**

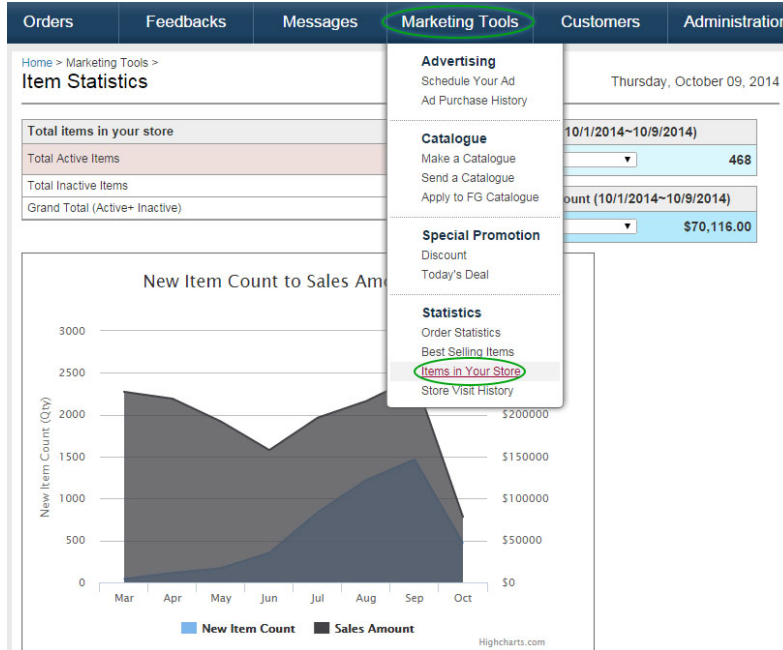
See a list of your bestselling items. This can also be filtered to meet specific needs.

No	Image	Style No	First Input Date	Total Qty	Total Amount
1		PREORDER-IT12740ERJ	09/08/2014	960	\$15,120.00
2		170-DV569	10/02/2014	198	\$4,801.50
3		PREORDER-M1002	08/14/2014	324	\$3,726.00

Items in Your Store

Marketing Tools > Statistics > **Items in Your Store**

See data for **Active**, **Inactive**, and **New** items, as well as total sales amounts.



Store Visit History

Marketing Tools > Statistics > **Store Visit History**

See a list of customers that have visited your site. Data can be filtered by **Date** and **Company Name**.

Visit Date	Company Name	Contact Name	IP Address
10/09/2014	CURRIE	Currie Bohn	70.165.11
10/09/2014			104.35.38
10/09/2014	Ember Boutique	Jamie Richardson	68.51.45.
10/09/2014	Gypsy Rose	Jentry Lloyd	108.248.1
10/09/2014	SOUTHERN GRAYCE BOUTIQUE	HOLLEY LEJEUNE	174.77.21
10/09/2014	Mojo's	Kimberly Kennedy	72.146.82
10/09/2014	Gypsy Rose	Jentry Lloyd	108.248.1
10/09/2014	Ember Boutique	Jamie Richardson	68.51.45.

CUSTOMERS

All Customers

Customers > All Customers

See a list of all registered customers on FashionGo.net. Filter by **Date**, **Company Name**, and **Permission Status**. You can also search by **Name**, **City**, **State**, **ZIP**, **Country**, **Phone Number**, or **Email**.

Home > Customers > All Customers

Customer
All Customers
Add New Customer
Blocked Customer

Last 30 days Company Name SEARCH

MM/DD/YY ~ MM/DD/YY Permission All Comments All Ordered All

Change Permission Status To Grant Apply to checked customers

<input type="checkbox"/> Sel.	Company Name	Name	Permit	Started	Status	Order	Comments
<input type="checkbox"/>	sassy chics boutique	bon sonak	G	10/09/2014	Unconfirmed	Me:0 / Others:0	Me:0 / Othe
<input type="checkbox"/>	Mix'n Cuucakes	Debra Nixon	G	10/09/2014	Unconfirmed	Me:0 / Others:0	Me:0 / Othe

Add New Customer

Customers > Add New Customer

Add individual customers to give them access to view items on FashionGo. Customers added by vendors will only have access to that vendor's page.

Home > Customers > Add New Customer

Customer
All Customers
Add New Customer
Blocked Customer

Customer Log In Information * indicates required field

First Name * Last Name *

Email Address * (ex:username@fashiongo.net) Verify Email Address *

Password * (5 to 16 characters) Verify Password *

ADMINISTRATION

Company Information

Administration > Basic Info > **Company Information**

1. **Company Description:** This will appear on your FashionGo front page. Write an introduction for your company as well as any other information you want to share with customers.
2. **FashionGo Account Information** is for FashionGo's records – please update whenever necessary.
3. **Showroom Address/Warehouse Address** is viewable by customers – please make sure this information is correct and up to date.

Orders Feedbacks Messages Marketing Tools Customers **Administration**

Home > Main Admin

Company Information

04:42 PM

Company Information

Company Description **1**

- * New Styles Updated Daily *
- * Huge Selection *
- * Same Day Shipping *
- * Best Quality at The Best Prices *

FashionGo Account Information **2**

Member Since	May 10, 2007	Code	MAD
Company Name	1MAD FIT	Email	1madfit@fashiongo.net
Contact Person	Customer Service		

Showroom Address	Warehouse Address
Address: 777 E. 10th Street, Suite #204 3	Address: 777 E. 10th Street, Suite #204
City: Los Angeles	City: Los Angeles
State: California	State: California

Basic Info

- Company Information**
- Admin Account
- Login History

Company Setups

- Setting
- Payment Methods
- Shipment Methods
- Return Policy
- F.A.Q.
- Product Note to Buyer
- Social Network
- Show Schedule
- Min Order Policy
- Size Chart
- Image Download

Billing & Invoices

- Item Upload
- Commission

Admin Account

Administration > Basic Info > **Admin Account**

Up to five other Admin IDs and Passwords are available besides the Master ID and Password first created by FashionGo.

1. To add a new admin, click **Add New Account** and input necessary information.
2. Check **Active** and click **SAVE**.

The **Admin ID & Password** refers to the Master ID and Password. You may change the password, but you may not change the ID.

Credit Card Access Password:

1. A password must be created and saved. Password must be at least six characters long and contain a number, uppercase letter, and lowercase letter.
2. Credit card information on PO's will only be viewable after the credit card access password has been entered.
3. Only authorized personnel should have access to credit card password for safety reasons.

Orders | Feedbacks | Messages | Marketing Tools | Customers | **Administration**

Home > Main Admin

Admin Account

04:48 P

Currently 1 account(s) exist. You can make 5 more accounts. [+] Add new account **1**

Add new admin account 0

First Name / Last Name: /

User ID:

Password:

Role: Vendor Admin

Active **2**

Create Date	Name	Level	User ID	Password	Last Login Date
05/10/2007	Customer Service	WholeSaler	1madfit	*****	Oct 09, 2014 04:39:49

Admin ID & Password

First Name / Last Name: Customer Service /

User ID: 1madfit *User ID cannot be changed*

Password:

Credit Card Access Password

Password:

Password must be at least 6 characters long and contain all of the three following classes:

- a number (0-9)
- an uppercase letter (A-Z)
- a lowercase letter (a-z)

Basic Info
Company Information
Admin Account
Login History

Company Setups
Setting
Payment Methods
Shipment Methods
Return Policy
F.A.Q.
Product Note to Buyer
Social Network
Show Schedule
Min Order Policy
Size Chart
Image Download

Billing & Invoices
Item Upload
Commission

Login History

Administration > Basic Info > **Login History**

Show history of vendor login.

Home > Main Admin

Login History

04:56 PM

Filter By :

Login Date	User Name	User ID	Password	Login Date and IP
10/09/2014	Customer Service	1madfit	*****	Oct 09, 2014 03:39:49 PM and IP 64.60.70.24
10/09/2014	Customer Service	1madfit	*****	Oct 09, 2014 08:01:06 AM and IP 64.60.70.24
10/09/2014	Customer Service	1madfit	*****	Oct 09, 2014 07:48:28 AM and IP 64.60.70.24
10/09/2014	Customer Service	1madfit	*****	Oct 09, 2014 07:17:15 AM and IP 64.60.70.24
10/08/2014	Customer Service	1madfit	*****	Oct 08, 2014 08:00:55 AM and IP 64.60.70.24
10/08/2014	Customer Service	1madfit	*****	Oct 08, 2014 08:00:49 AM and IP 64.60.70.24

Basic Info
Company Information
Admin Account
Login History

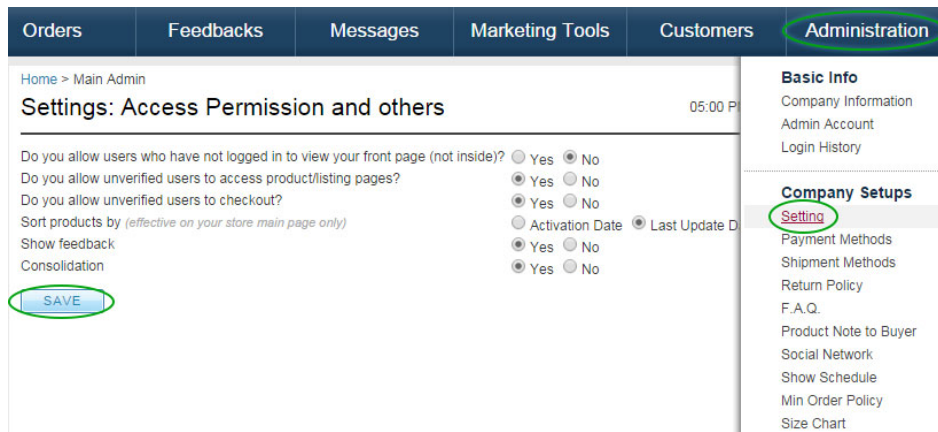
Company Setups
Setting
Payment Methods
Shipment Methods
Return Policy
F.A.Q.
Product Note to Buyer
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Setting

Administration > Company Setups > **Setting**

Access Permission and Others:

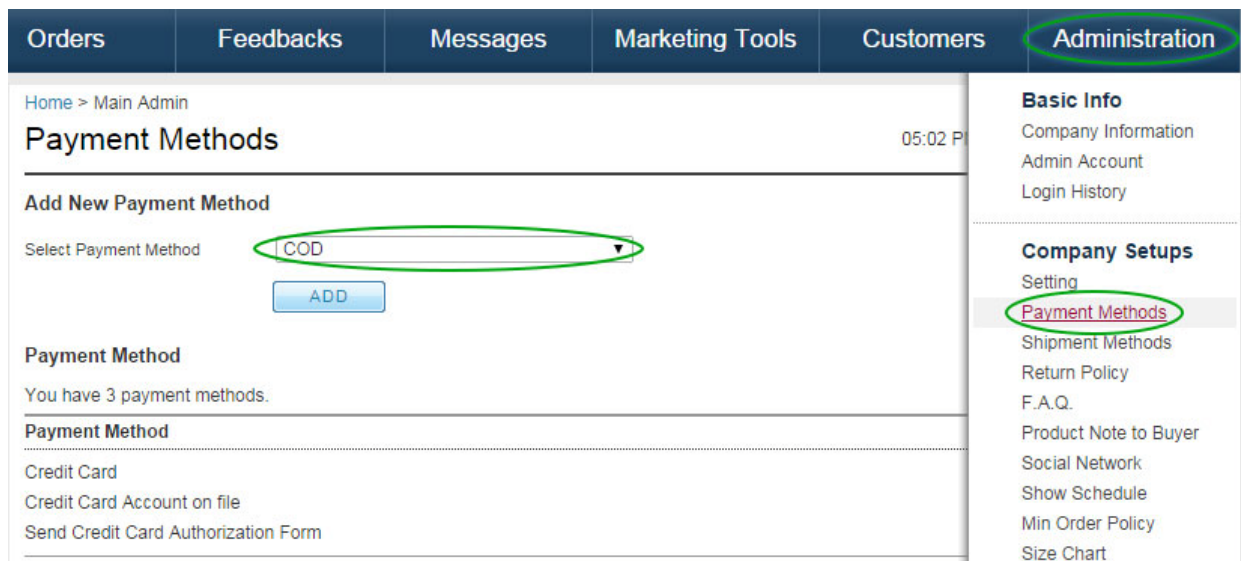
- Allow anyone (not logged in) to view your front page: Yes or No
- Allow unverified users to access product/listing pages: Yes or No
 - Verified: FashionGo has received documents proving legality of business
 - Unverified: Customer has registered but has not yet provided documents
- Allow unverified users to checkout: Yes or No
- Sort products by **Activation Date** or **Last Update Date**:
 - Activation Date: Products will show in order of activation date.
 - Last Update Date: Products will show in order in which they were updated.



Payment Methods

Administration > Company Setups > **Payment Methods**

Choose from the dropdown menu to add the payment methods you would like to offer to customers.



Shipment Methods

Administration > Company Setups > **Shipment Methods**

Choose from the dropdown menu to add the shipment methods you would like to offer to customers.

Orders Feedbacks Messages Marketing Tools Customers **Administration**

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Shipment Methods

05:04 PM

You have 14 shipping method(s).

Courier	Ship Method	List Order	Default
UPS	UPS Ground (3-7 days)	1	<input checked="" type="checkbox"/>
UPS	UPS 2nd Day	1	<input type="checkbox"/>
UPS	UPS 3rd Day	1	<input type="checkbox"/>
UPS	UPS Next Day	1	<input type="checkbox"/>
Other	Others	1	<input type="checkbox"/>
Trucking	UCL	1	<input type="checkbox"/>
Trucking	CTS	1	<input type="checkbox"/>
Trucking	LAZ	1	<input type="checkbox"/>
Other	Hand-Delivery	1	<input type="checkbox"/>

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Return Policy

Administration > Company Setups > **Return Policy**

1. Enter your return policy – be as detailed as possible.
2. **Active** box must be checked in order for customers to see it.
3. Be sure to **SAVE**.

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Return Policy

05:06 PM Thursday, October 09 2014

You have 11 return policies.

Add Return Policy

Active

SAVE

No.	Policy Item	Active	Action
1	All sales are NOT subject to a refund. ONLY store credit.	<input checked="" type="checkbox"/>	
2	Claims for any damage must be made within 7 business days upon receipt of merchandise and all items returned for credit must be in the original package with all parts included.	<input checked="" type="checkbox"/>	
3	If an order cancellation is necessary, a written request to the manufacturer must be approved before any order can be cancelled.	<input checked="" type="checkbox"/>	
4	20% restocking fee on ALL RETURNED GOODS FOR STORE CREDIT after 7 days.	<input checked="" type="checkbox"/>	
5	Absolutely no returns for special orders.	<input checked="" type="checkbox"/>	

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Billing & Invoices

FAQ

Administration > Company Setups > **F.A.Q**

Enter frequently asked questions and answers for customers to view.

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Return Policy

05:06 PM Thursday, October 09 2014

You have 11 return policies. 1 Add New

Add Return Policy

Active 2

3

No.	Policy Item	Active	Action
1	All sales are NOT subject to a refund. ONLY store credit.	✓	
2	Claims for any damage must be made within 7 business days upon receipt of merchandise and all items returned for credit must be in the original package with all parts included.	✓	
3	If an order cancellation is necessary, a written request to the manufacturer must be approved before any order can be cancelled.	✓	
4	20% restocking fee on ALL RETURNED GOODS FOR STORE CREDIT after 7 days.	✓	
5	Absolutely no returns for special orders.	✓	

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Billing & Invoices

- Item Upload
- Commission

Product Note to Buyer

Administration > Company Setups > **Product Note to Buyer**

Input any special notes regarding products in this section.

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Product Note to Buyer

08:08

This note will display all product detail page. [View Example](#)

Your product note will be shown like the below.

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Billing & Invoices

- Item Upload
- Commission

Social Network

Administration > Company Setups > **Social Network**

Add your company's social network and blog links, if you have them.

The screenshot shows the 'Administration' menu with 'Social Network' highlighted. The main content area is titled 'Social Network' and contains four input fields for 'Facebook', 'Twitter', 'Youtube', and 'Blog', each with a 'http://' placeholder. A 'SAVE' button is located at the bottom right of the form. The right sidebar menu includes 'Basic Info' and 'Company Setups', with 'Social Network' highlighted under 'Company Setups'.

Show Schedule

Administration > Company Setups > **Show Schedule**

Enter any shows your company is scheduled to attend.

The screenshot shows the 'Administration' menu with 'Show Schedule' highlighted. The main content area is titled 'Show Schedule' and contains a form for 'Add a New Show Schedule'. The form includes fields for 'Show Name', 'Date' (with a date range selector), 'Booth #', 'Location' (with a note '(city, state, address etc)'), 'Website URL', and 'Note'. There is also an 'Active' checkbox at the bottom left. The right sidebar menu includes 'Basic Info' and 'Company Setups', with 'Show Schedule' highlighted under 'Company Setups'.

Min Order Policy

Administration > Company Setups > **Min Order Policy**

Set the minimum amount for customer orders.

Image Download

Administration > Company Setups > **Image Download**

If FashionGo takes pictures of your products, you may download the pictures for your own records in this section.

Select desired images and click **Download Images** at the bottom of the page.

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Item Image Download

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By Period

Select Period Style No **SEARCH**

MM/DD/YY ~ MM/DD/YY

Sort by: Created On: Recent

TH6211B Created on 10/8/2014	DH9056E Created on 10/2/2014	TH6373 Created on 10/2/2014	TH6485 Created on 10/2/2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PH665A Created on 9/26/2014	D-193 Created on 9/26/2014	JH3859 Created on 9/26/2014	JH3655A Created on 9/26/2014
			TH6329C Created on 9/26/2014

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Download Images

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