



SFC Warehouse Fulfillment

User Guide

2017 Version

Step 1. Create Product

Please fill in the required information as indicated below:



Fulfillment Service

+ My Account

+ Storage

+ Shipping

6-Step Guide



Create Product



Activate Plan



Activate Product
+Paste Label



Create ASN
+Send to SFC



Create Order



Submit Order

Create Product

Create Product

Upload Products

SKU :

* Your self-defined product ID. Letters and/or numbers only. No spacing, punctuations or special characters. Maximum 20 characters. Must be unique.

SKU Name :

* Alpha-numeric, maximum 50 characters.

Chinese Name :

*

Description for Customs :

* Alpha-numeric, maximum 100 characters.

Declared Value (USD) :

* Numeric only, 2 decimal places allowed.

Weight(kg) :

* Numeric only, 2 decimal places allowed. Must be positive.

Volume(cm) : Length Width Height *

* Numeric only, 2 decimal places allowed. Must be positive.

English Description of Material or Component :

* Maximum 50 characters. English characters only. Please enter material, component or production method. For example, 100% Silk Knitted Blouse.

Chinese Description of Material or Component :

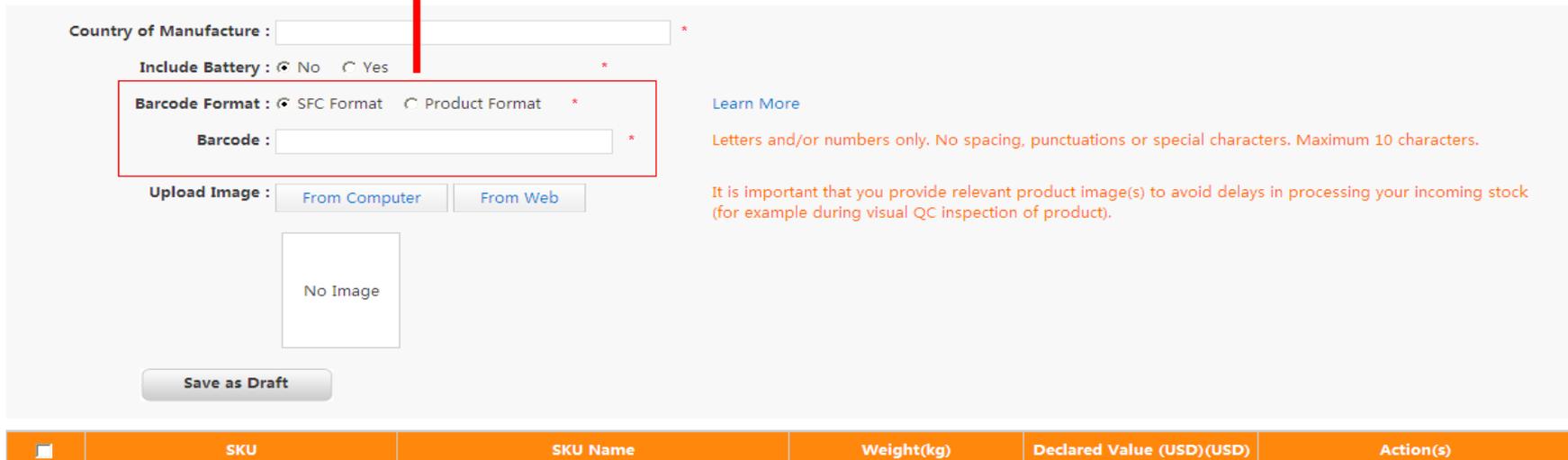
* Maximum 50 characters. Chinese characters only.

HS Code :

* This is the international standard code for classifying your product at the Customs.

Step1. Create Product

- Set up the **Barcode Format** for each SKU; this barcode label will be placed on each of your item. You could print out the barcode label from our system and stuck by your own, or we could help to paste the barcode label once we received your shipment, but with a cost of RMB0.12/Label.



Country of Manufacture : *

Include Battery : No Yes *

Barcode Format : SFC Format Product Format *

Barcode : *

Upload Image :

No Image

[Learn More](#)

Letters and/or numbers only. No spacing, punctuations or special characters. Maximum 10 characters.

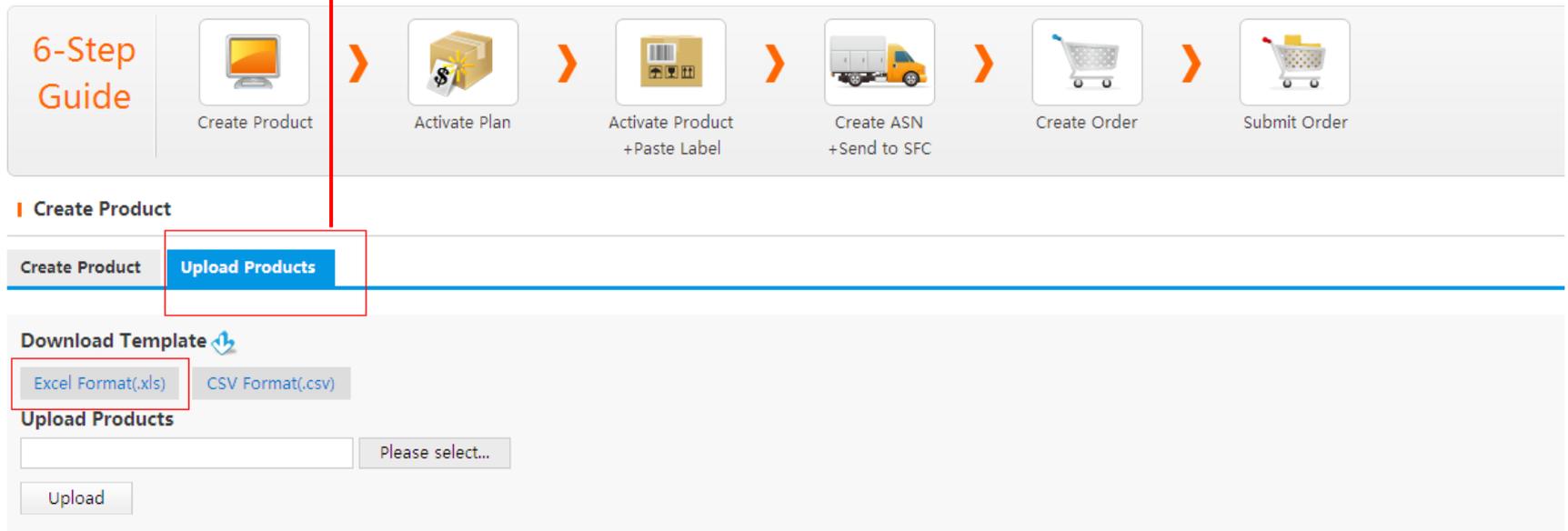
It is important that you provide relevant product image(s) to avoid delays in processing your incoming stock (for example during visual QC inspection of product).

	SKU	SKU Name	Weight(kg)	Declared Value (USD)(USD)	Action(s)
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- Make sure to upload one picture of each product in the system before activating your product, which enables us to inspect the product we received is exactly same as you uploaded.

Step 1. Create Product

You could also **Batch Upload** the products if you have more than one SKUs; please fill in the required information from **Excel Template**.



The screenshot displays a 6-step process guide for product creation. The steps are: 1. Create Product, 2. Activate Plan, 3. Activate Product + Paste Label, 4. Create ASN + Send to SFC, 5. Create Order, and 6. Submit Order. The 'Create Product' step is highlighted with a red box, and a red arrow points from the text 'Batch Upload' in the text above to this step. Below the guide, the 'Create Product' section is active, showing a sub-menu with 'Create Product' and 'Upload Products'. The 'Upload Products' option is highlighted with a red box. Underneath, there is a 'Download Template' section with two options: 'Excel Format(.xls)' and 'CSV Format(.csv)'. The 'Excel Format(.xls)' option is highlighted with a red box. Below this, there is an 'Upload Products' section with a text input field, a dropdown menu labeled 'Please select...', and an 'Upload' button.

Step 1. Create Product

- Before activating your product, you can “**Edit Product**” at anytime.
- After your product is activated, you can only modify the **SKU Name**, **Description**, **HS Code** and **Country of Manufacture**. For other information, you need to **Deactivate** your product before making any changes.

Fulfillment Service

- My Account
- Storage
 - Create Product
 - Edit Product**
 - Create ASN
 - ASN List
 - Add-on Services
 - Inventory List
- Shipping

6-Step Guide


Create Product


Activate Plan


Activate Product
+ Paste Label


Create ASN
+ Send to SFC


Create Order


Submit Order

Edit Product

SKU:

Keywords:

Warehouse:

customer product number:

SKU Name:

Product Status:

Activation Date:

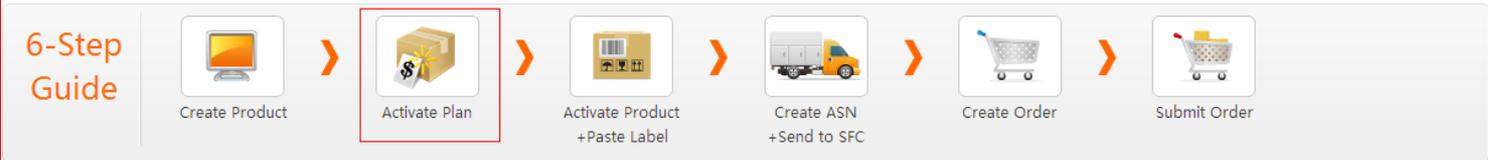
Activate
Deactivate
Delete
Print Product Label

No.	Image	SKU	SKU Name	Warehouse	Weight(kg)	Declared Value	Status	Time	Action(s)
1	--	minwifi	fsdffasdfafa	-	0.500	20.00	-	-	 
2		Ray200001409	Ladies' Blouse	-	0.900	1.00	-	-	 
3		Ray200001410	Ladies' Blouse	-	0.900	1.00	-	-	 

Step 2. Activate Plan

Click “**Activate Plan**” to activate your resources; the billing cycle starts. Please make sure your shipment is ready to send to us before activate your plan. You could **Edit Plan** or do **Extra Purchase** if the resource is insufficient.

-  Fulfillment Service
-  My Account
-  Storage
-  Shipping



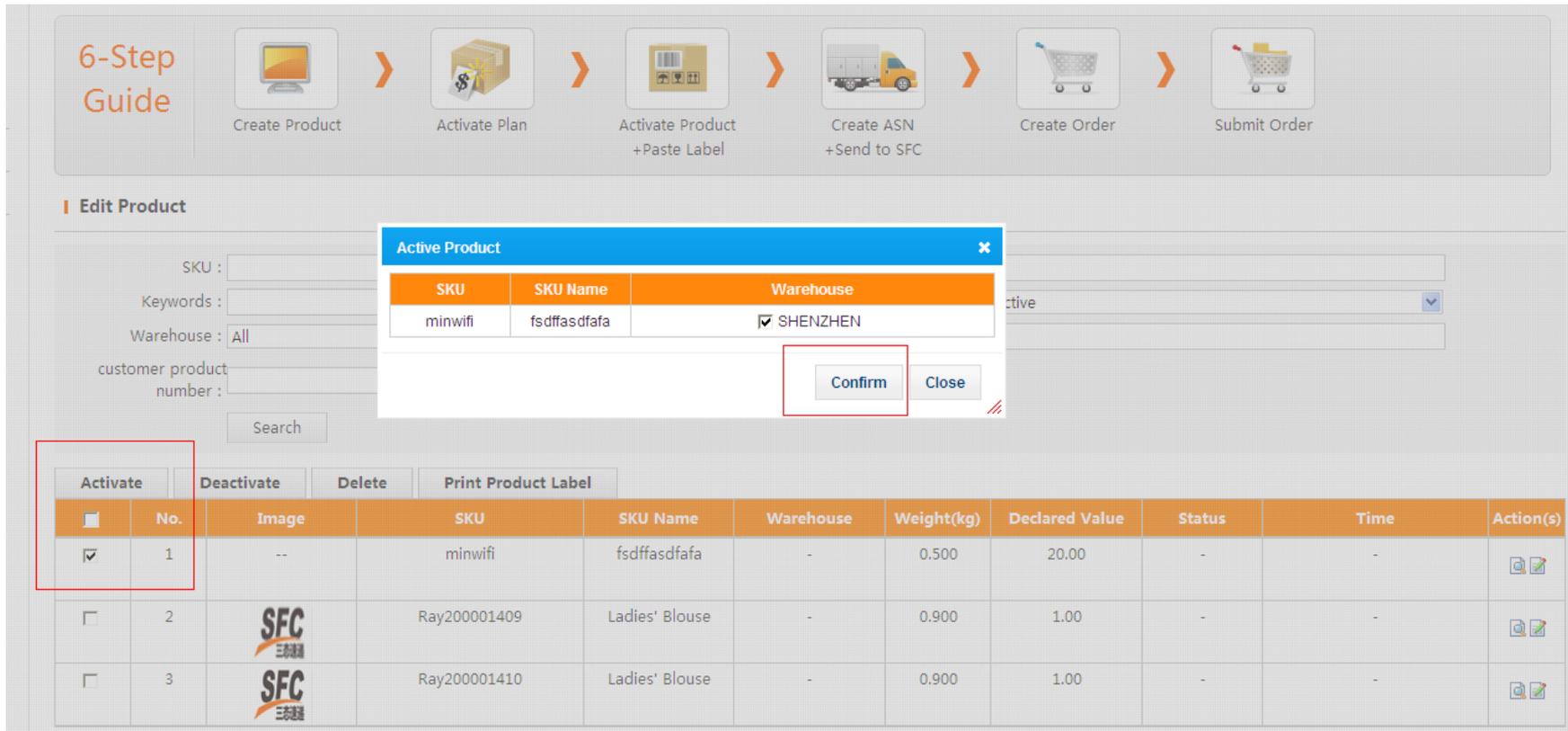
My Plan

1. When you activate your Plan, we will debit the Plan-Fee from your account and the billing cycle will start.
2. Your current Plan will be active for 1 month (billing cycle). You may edit your Plan at anytime but the new Plan will only start on the next billing date.
3. You may purchase extra Resources if you exceed your current Plan.
4. The numbers for Storage Space have been rounded off for display purposes. Please move mouse over the number to view actual figure.

This Month Plan	Next Month Plan	History					Warehouse: SHENZHEN
	Plan	Unit Price	Plan Usage	Extra Purchase	Available Balance		
Storage Space(CBM)	25	142.500/CBM	19.48	0	5.53	Plan Fee: ¥ 4458.75, Next Billing Date: 8 Nov 2013	
SKU	50	14.925/SKU	2	0	48		
Plan-Items	100	1.500/piece	-2.00	0	102.00		

Step 3. Activate product

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



The screenshot displays the SFC product management interface. At the top, a 6-step guide is visible, with the third step, 'Activate Product + Paste Label', highlighted. Below the guide, the 'Edit Product' section contains input fields for SKU, Keywords, Warehouse (set to 'All'), and customer product number. A modal dialog box titled 'Active Product' is open, showing a table with one row: SKU 'minwifi', SKU Name 'fsdffasdfafa', and Warehouse 'SHENZHEN' (checked). The 'Confirm' button in the dialog is highlighted with a red box. Below the dialog, a table lists products with columns for Activate, Deactivate, Delete, Print Product Label, No., Image, SKU, SKU Name, Warehouse, Weight(kg), Declared Value, Status, Time, and Action(s). The first row in the table has its 'Activate' checkbox checked and is also highlighted with a red box.

Activate	No.	Image	SKU	SKU Name	Warehouse	Weight(kg)	Declared Value	Status	Time	Action(s)
<input checked="" type="checkbox"/>	1	--	minwifi	fsdffasdfafa	-	0.500	20.00	-	-	 
<input type="checkbox"/>	2		Ray200001409	Ladies' Blouse	-	0.900	1.00	-	-	 
<input type="checkbox"/>	3		Ray200001410	Ladies' Blouse	-	0.900	1.00	-	-	 

Step 3. Print and Paste Barcode Label

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

6-Step Guide

- Create Product
- Activate Plan
- Activate Product + Paste Label**
- Create ASN + Send to SFC
- Create Order
- Submit Order

Edit Product

SKU :
Keywords :
Warehouse : All
customer product number :
Search

Print Product Label

S/No	SKU	SKU Name	Warehouse	Number of Labels
2	1000002	Ladies' Blouse	SHENZHEN	100
3	1000003	Ladies' Blouse	SHENZHEN	500

Size of Label
 Default size: 5cm*2cm
 Custom Size

Confirm Close

Activate	No.	Image	SKU	SKU Name	Warehouse	QTY	Status	Time	Action(s)
<input type="checkbox"/>	1	--	1000001	Puzzle					
<input checked="" type="checkbox"/>	2	--	1000002	Ladies' Blouse					
<input checked="" type="checkbox"/>	3	--	1000003	Ladies' Blouse	SHENZHEN	0.100	1.00	Active	2013-08-13 18:35:51



A00188000001

Step 4. Create ASN

- Create ASN → Manually Add Products
- Create ASN → Batch Uploading Products

 Fulfillment Service

- [+ My Account](#)
- [+ Storage](#)
- [+ Shipping](#)

6-Step Guide

 Create Product
  Activate Plan
  Activate Product + Paste Label
  Create ASN + Send to SFC
  Create Order
  Submit Order

Create ASN

You need to create an ASN (Advanced Shipping Notice) to notify us of your incoming stock. Please do this before sending your products to our warehouse.

SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Add-on Services	Action(s)
Total			0	0.00		

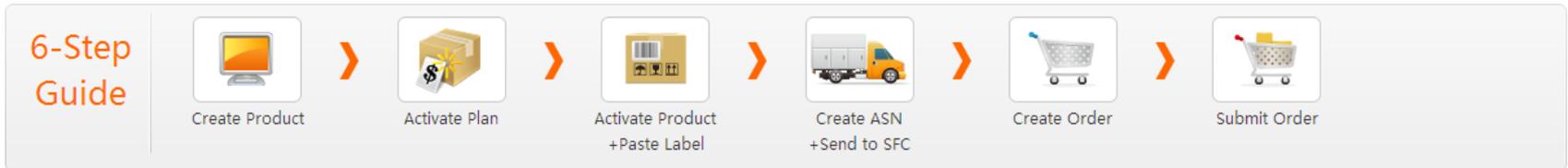
Additional Info

Reference No. :

Send to Warehouse : Drop-off 3rd Party Carrier

Step 4. Create ASN

- Enter the number of QTY of selected SKU



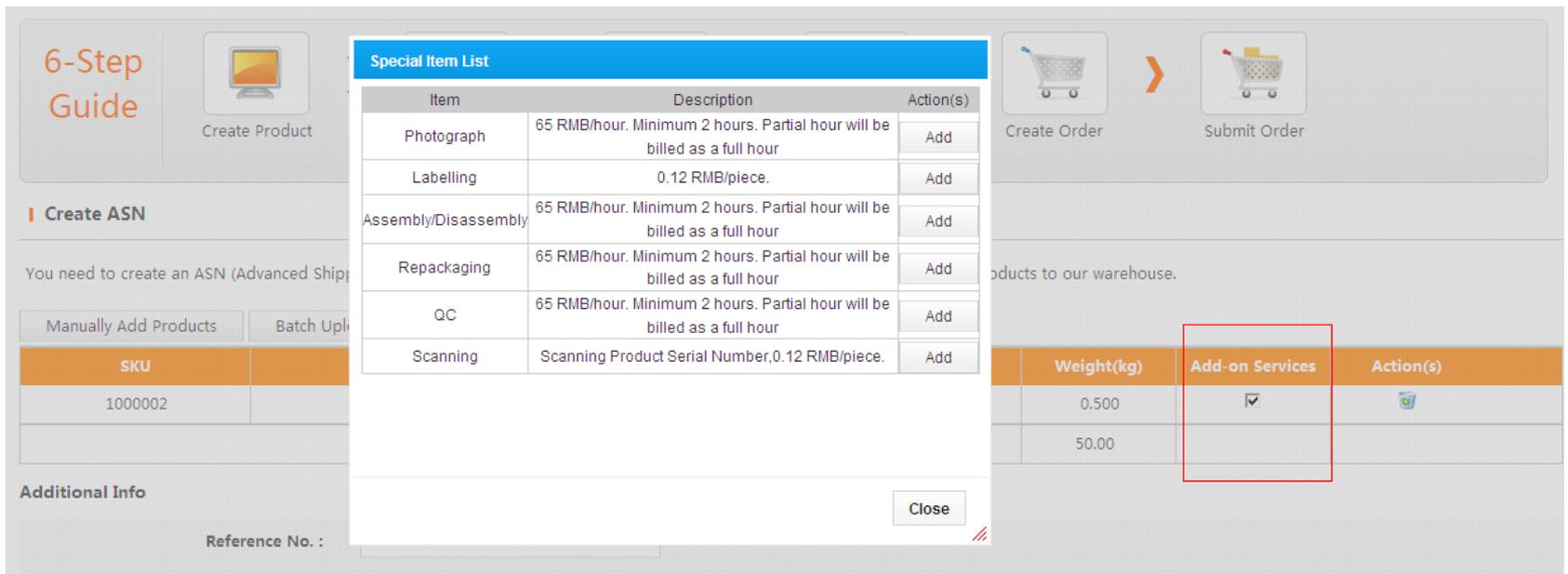
Create ASN

You need to create an ASN (Advanced Shipping Notice) to notify us of your incoming stock. Please do this before sending your products to our warehouse.

SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Add-on Services	Action(s)
1000002	Ladies' Blouse	女式上衣	<input type="text" value="100"/>	0.500	<input type="checkbox"/>	
Total			100	50.00		

Step 4. Create ASN

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



The screenshot shows the 'Create ASN' interface. A 'Special Item List' modal window is open, displaying a table of services to be added to the ASN. The table has columns for 'Item', 'Description', and 'Action(s)'. The items listed are Photograph, Labelling, Assembly/Disassembly, Repackaging, QC, and Scanning, each with an 'Add' button. Below the modal, a table shows the 'Add-on Services' for the product. The 'Add-on Services' column has a checkbox checked for the first row (0.500 kg) and is highlighted with a red box. The 'Action(s)' column has a trash icon for the first row.

Item	Description	Action(s)
Photograph	65 RMB/hour. Minimum 2 hours. Partial hour will be billed as a full hour	Add
Labelling	0.12 RMB/piece.	Add
Assembly/Disassembly	65 RMB/hour. Minimum 2 hours. Partial hour will be billed as a full hour	Add
Repackaging	65 RMB/hour. Minimum 2 hours. Partial hour will be billed as a full hour	Add
QC	65 RMB/hour. Minimum 2 hours. Partial hour will be billed as a full hour	Add
Scanning	Scanning Product Serial Number,0.12 RMB/piece.	Add

Weight(kg)	Add-on Services	Action(s)
0.500	<input checked="" type="checkbox"/>	
50.00		

Step 4. Create ASN

Please remark your **Special Requirement** for Add-On Service.



Create ASN

You need to create an ASN (Advanced Shipping Notice) to notify us of your incoming stock. Please do this before sending your products to our warehouse.

Manually Add Products

Batch Upload Products

SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Add-on Services	Action(s)
1000002	Ladies' Blouse	女式上衣	<input type="text" value="100"/>	0.500	<input checked="" type="checkbox"/>	
Labelling	Specific Requirements: put the barcode label on top of the box					<input type="button" value="+"/> <input type="button" value="-"/>
Total			100	50.00		

Step 4. Create ASN

- Send your shipment to our warehouse

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

2. Arrange **CN FedEx** for domestic pick-up from
your local factory, Click "**Schedule Pickup**" to
place shipping order. The shipping cost can be
either prepaid by your supplier or SFC pay it
once we received your shipment and charge back
from your account after then (CNFedEx cut-off
time is 13:00 pm from Monday to Friday).

3. **Pick-up by SFC Drivers**, but only
within certain areas, please contact
your local Account Manger for help.

The screenshot displays the SFC web portal interface. The top navigation bar includes icons for My SFC, Account, Billing, Abnormal, Shipping (highlighted with a red box), Fulfillment, and Feedback. The left sidebar menu lists options such as Shipment, Create New Order, Upload Batch Orders, Custom Order, My Orders, Manage Products, Print Pickup List, Schedule Pickup (highlighted with a red box), and Pickup List. The main content area is titled 'Schedule Pickup' and contains the following form fields:

- *your User ID is : A0200
- *Contact Person : 刘
- *Phone : 400400
- Phone2 :
- *City : 上海(Shanghai)
- Pickup Area : 浦东区(PuDong)
- *Address : Park, Ying Ren Shi Village, Shivan_Banan_Shenzhen_Guangdong
- *Pickup Method : Pickup by FedEx
- *Send To : 深圳分公司(Shenzhen)
- *Pickup Frequency : One-time Pickup
- *One-time PickupDate :
- Picking time wanted : (Deadline)
- *Number of Packages : piece

Additional text at the bottom of the form reads: "FedEx do not pickup or deliver packages on Saturday and Sunday".

Step 4. Create ASN

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

Additional Info

Reference No. :	<input type="text"/>	
Send to Warehouse :		<input type="radio"/> Drop-off <input checked="" type="radio"/> 3rd Party Carrier
Tracking No. :	<input type="text"/> *	
Carrier :	<input type="text"/>	
Contact Name :	<input type="text"/>	
Phone :	<input type="text"/>	
		<input type="button" value="Create ASN"/>
		<input type="button" value="PrintASN"/>

Step 4. Create ASN

Click "Print ASN" → Select → Confirm

Create ASN

You need to create an ASN (Advanced Shipping Notice) to notify us of your incoming stock. Please do this before sending your products to our warehouse.

Manually Add Products | Batch Upload Products

SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Add-on Services	Action(s)
Total						

Additional Info

Reference No. :

Send to Warehouse :

×

SKU	SKU Name	Quantity	Weight(kg)	
1000002	Ladies' Blouse	100	0.500	<input checked="" type="checkbox"/>

<input type="checkbox"/>	ASN No.	Reference No.	Expected Qty	Create Time	Action(s)
<input checked="" type="checkbox"/>	RA0200131010002		1	100	2013-10-10 17:42:33   
<input type="checkbox"/>	RA0200131010001		2	2	2013-10-10 14:16:08   

Step 4. Print the ASN List

Please make sure to put the blue part at inside of your box which enables us to check the QTY when we received your goods. Mark your **SFC ID number** and put the pink part at outside of box which enables us to recognize your goods from other customers.

重要提示

请将首页（入库单条码+仓库地址）贴在包装外面。
 将此页（装箱清单）放入箱内。
 箱内的产品与数量必须跟装箱清单一致。
 箱内的每件产品必须贴上产品条码标签，如果需要SFC协助贴标签，请先在创建入库单时申请增值服务，箱内不同的产品必须明显区分，以便识别，否则每款产品将收取处理费¥20/次。
 如果包装是从国外进口，您必须负责所有海关事宜，包括付关税。
 为了避免您的产品入库延误，请在装箱前确保每个SKU都至少上传一张图片。

Important Notice

Please attach the first page (Barcode + Address) on outside of carton.
 Insert this page (Packing List) into carton.
 Packing list and inventory count must match what will be sent to SFC.
 Every piece of product must have a Product Barcode Label. If you want SFC to paste label for you, then please apply for such Add-on Service when creating ASN. Different products must be clearly separated and identifiable, otherwise, there is a handling fee of ¥20 per product.
 If carton is coming from outside China, then it must be free and clear of all duties and fees before arriving at SFC.
 It is important that you provide relevant product image (s) to avoid delays in processing your incoming stock (for example during visual QC inspection of product).



KA0200131010002

装箱清单

Packing List

User ID:A0200

Date:2013-10-10 17:43:09

序号 No.	产品图片 Image	客户产品号 customer product number	产品名称 SKU Name	数量 Quantity	重量(kg) Weight(kg)
1		A02001000002	Ladies' Blouse	100	0.500
总计(Total):				100	0.5



地址：广东省东莞市虎门镇南栅健民路 1巷6号（虎门跨境电商园仓储）
 邮编：523000
 电话：+8618938971034
 收件人：三态速递 仓储中心收货处 刘碧青（收）

SFC Warehouse Address:

HuMen Cross - Border E-commerce Park warehouse, South Gate, Jianmin Road, Lane 1, No. 6. HuMen Town. Dongguan City, Guang Dong Province, P.R.China Postal Code: 523000
 Contact Number: +86 18938971034



Send your shipment to SFC

- SFC Warehouse Address:

English Address

HuMen Cross - Border E-Commerce Park warehouse,
South Gate, Jianmin Road, Lane 1, No. 6.
HuMen Town.
Dongguan City,
Guang Dong Province,
P.R.China
Post code: 523000
Contact Number: +86 18938971034

中文地址

东莞市虎门镇南栅健民路 1巷6号
(虎门跨境电商园仓储)
邮编: 523000
联系电话: +86 18938971034

Check your Inventory Status



Fulfillment Service

My Account

Storage

- Create Product
- Edit Product
- Create ASN
- ASN List
- Add-on Services

Inventory List

Shipping

6-Step Guide



Create Product



Activate Plan



Activate Product
+Paste Label



Create ASN
+Send to SFC



Create Order



Submit Order

Inventory List

SKU :

SKU Name :

Batch Number :

Warehouse :

Stock-In Date : To

Export :

Search

Expand

Submit

No.	Image	SKU ▲	SKU Name	Barcode	Warehouse	Weight(kg)	Quantity ▲	Time ▲	Action(s)
1	No Image	MACBOOK1	FSDFASFA	789456123	SHENZHEN	0.500	181	2013-10-15 13:21:55	
		Stock-In Date	ASN No.	Batch Number	Stock-In Quantity	Insurance Expiry Date	Balance Quantity		
		2013-09-17 17:17:20	RA0200130917001	1309170276	180	2014-09-17 17:17:20	180		
2	No Image	1000003	Ladies' Blouse	A02001000003	SHENZHEN	0.100	348	2013-10-15 06:07:12	
3		Ray200001409	Ladies' Blouse	A0200raylee0009	SHENZHEN	0.900	0	2013-10-14 10:46:23	

Check your account

- View your plan resource from **My Plan**,
- View the billing information from **Plan Usage Details**,
- Set-up the automatic extra resource purchase from **Account Settings**,
- **Edit the monthly plan**, but the new plan will be activated until next billing cycle starts,
- **Extra Purchase** when your resource is insufficient to use.



Fulfillment Service

My Account

My Plan
Plan Usage Details
Account Settings

Storage

Shipping

6-Step Guide



Create Product



Activate Plan



Activate Product
+Paste Label



Create ASN
+Send to SFC



Create Order



Submit Order

My Plan

1. When you activate your Plan, we will debit the Plan-Fee from your account and the billing cycle will start.
2. Your current Plan will be active for 1 month (billing cycle). You may edit your Plan at anytime but the new Plan will only start on the next billing date.
3. You may purchase extra Resources if you exceed your current Plan.
4. The numbers for Storage Space have been rounded off for display purposes. Please move mouse over the number to view actual figure.

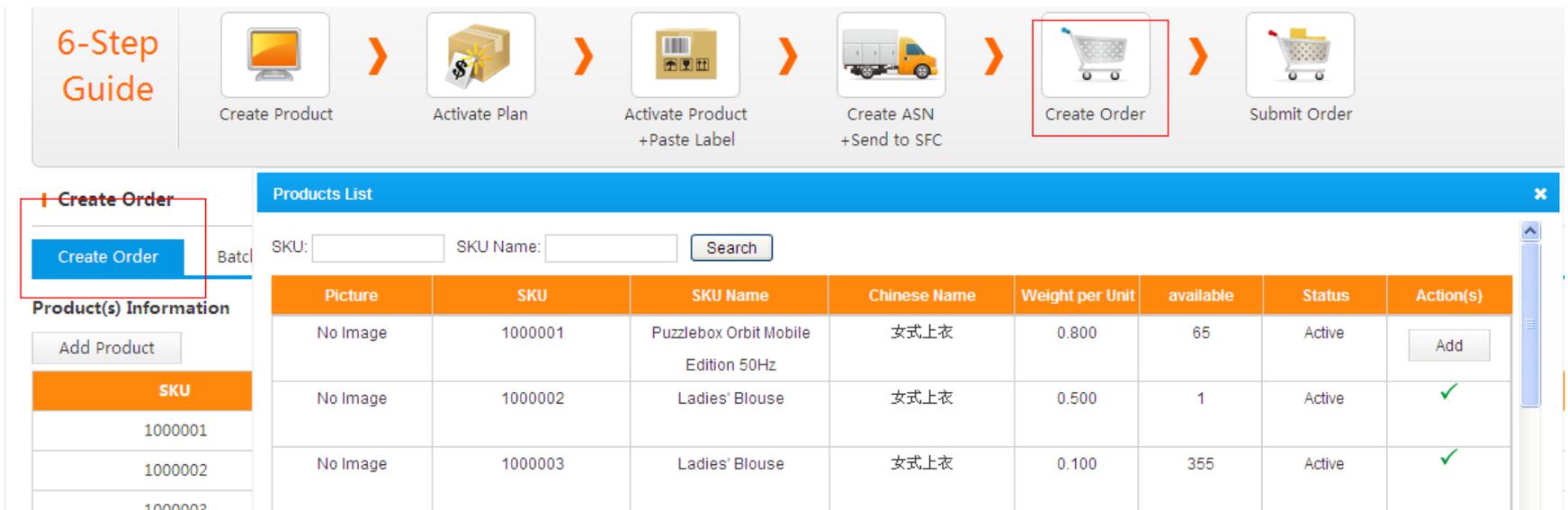
Edit Plan

Extra Purchase

This Month Plan	Next Month Plan	History	Warehouse: SHENZHEN			
	Plan	Unit Price	Plan Usage	Extra Purchase	Available Balance	
Storage Space(CBM)	25.00	142.500/CBM	21.88	0	3.12	Plan Fee: ¥4458.75, Next Billing Date: 8 Nov 2013
SKU	50	14.925/SKU	4	0	46	
Plan-Items	100	1.500/piece	19.80	0	80.20	

Step 5. Create your orders

After we received your shipment → IQC for inspection → Labeling → Put on Shelf for storage → **Create the order** → **Add Product** → **Select the SKU**



The screenshot displays the SFC system interface. At the top, a 6-step guide highlights the 'Create Order' step (represented by a shopping cart icon). Below this, the 'Create Order' button is highlighted in a red box. The main area shows a 'Products List' table with search filters and a table of products.

Picture	SKU	SKU Name	Chinese Name	Weight per Unit	available	Status	Action(s)
No Image	1000001	Puzzlebox Orbit Mobile Edition 50Hz	女式上衣	0.800	65	Active	Add
No Image	1000002	Ladies' Blouse	女式上衣	0.500	1	Active	✓
No Image	1000003	Ladies' Blouse	女式上衣	0.100	355	Active	✓

Step 5. Create your orders

Please fill in the required information as indicated

Order Information

Warehouse :	SHENZHEN	
Order Type :	<input checked="" type="radio"/> Standard (Fulfill and Ship) <input type="radio"/> Non-Standard (Withdraw Stock or Domestic Order)	
Country :	United Kingdom	* ✓
Reference No. :		
Recipient First Name :	Tracy	* ✓
Recipient Last Name :	Dou	* ✓
Recipient Company :	ABC	
Shipping Method :	HKBRAM	* The estimated cost will be 185.9RMB.
Postal Code :	NE11YB	* ✓
State :		* State: Maximum 30 characters. Must not contain Chinese characters.
City :	Newcastle	* ✓
Address Line 1 :	7 Copland Terrace	* ✓
Address Line 2 :		
Recipient Tel :	12345678	* ✓
Recipient Email :		
Description :	top;Ladies;Ladies	* ✓

Step 5. Create your orders

The **Shipping Insurance Fee** is **0.6%** of the Declared Value and shipping fee, at least 1 RMB per order.

The declared value greater than or equal to **25.00USD** must be insured.

The Insurance Service applies on all **Express Service** and **International Air mail with Registered Service** (Tracking Number available) only.

The International Air Mail service with Non-Registered service has **NO** Insurance covered.

Insured Value : USD *

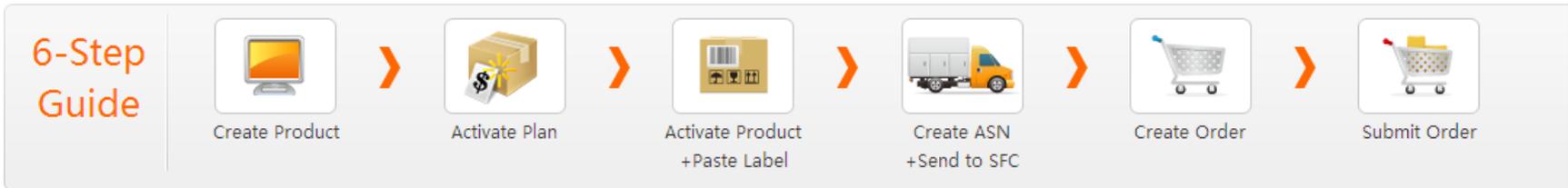
(Insurance Fee is 0.1% of the insured value. Minimum 0.01 RMB/order. No compensation for fragile items (glass, porcelain, ceramics, etc).)

Insurance Fee : 0.01RMB

Save

Step 5. Create your orders

- You could **Batch Upload Orders** if you have more than one order.
- Fill in the **Excel Format** as instruction shown.



Create Order

Create Order

Batch Upload Orders

Download Template : Excel Format(.xls)

Batch Upload Orders :

Please select...

Step5. Create your orders

When batch uploading your orders, please put different individual **Reference Number** per each order.

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

Step 5. Create your orders

When batch uploading your orders in Excel Template, if one order has more than one SKU: Please add another SKU in the next row (i.e. SKU200001, SKU200002).

Please add all Insured Value of each SKU together (10 +10 = USD20) and leave the 2nd row as blank.

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

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

Step 5. Create your orders

- Save and submit your orders

Order Information

Warehouse : SHENZHEN

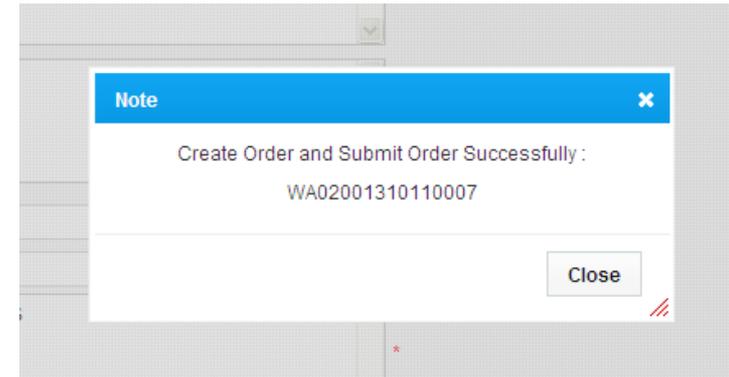
Order Type : Standard (Fulfill and Ship) Non-Standard (Withdraw Stock or Domestic Order)

Country : United Kingdom

SKU	SKU Name	Chinese Name	Declared Value per Unit	Quantity	Weight per Unit
1000001	Puzzlebox Orbit Mobile Edition	女式上衣	50.00	1	0.800
Total:			50.00	1	0.8

Order Information

Warehouse:	SHENZHEN
Order Type:	Standard (Fulfill and Ship)
Reference No.:	
Recipient First Name:	Tracy
Recipient Last Name:	Dou
Recipient Company:	
Country:	United Kingdom
Shipping Method:	RM1R
Postal Code:	NE11YV
State:	London
City:	London

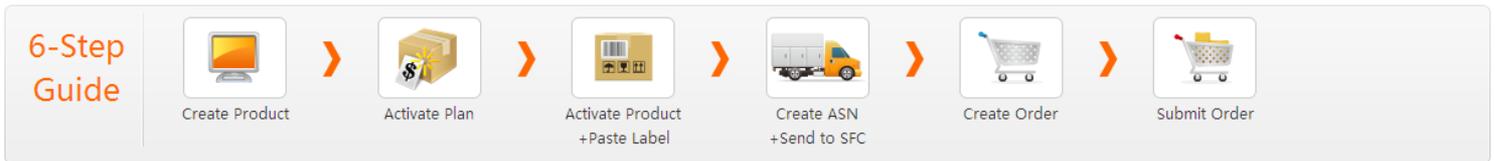


Step 5. Create your orders

After you submit your orders, you can check the process status via **Orders List** accordingly, our warehouse staff will start to pick & pack the items according to your orders.

Fulfillment Service

- My Account
- Storage
- Shipping**
 - Create Order
 - Orders List**
 - Upload History



Orders List

Warehouse :

Reference No. :

Create Date :

Order No. :

Order Type :

Shipping Method :

Deleted(19)	Draft(1)	Pending Submit(0)	Abnormal(6)	Processing(2)	Packed(7)	Shipped(0)
<input type="checkbox"/>	Order No.	Reference No.	Shipping Method	Country	Price	Action(s)
<input type="checkbox"/>	WA02001310110007		RM1R	United Kingdom	108.30	
<input type="checkbox"/>	WA02001310110005		RM1R	United Kingdom	95.21	

Step5. Create your orders

When the shipping order is entered into stage “**Processing**”, you can not make any changes; if you want to hold the orders or cancel the orders, the 2 times of Items resources will be deducted.

Shipping

- Create Order
- Orders List**
- Upload History

Orders List

Warehouse :

Reference No. :

Create Date :

Order No. :

Order Type :

Shipping Method :

Deleted(35) **Draft(1)** Pending Submit(5) Abnormal(31) **Processing(0)** Packed(12) Shipped(2)

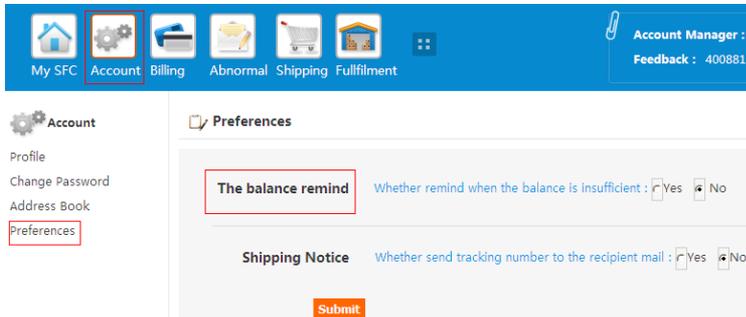
	Order No.	Reference No.	Shipping Method	Country	Price	Create Time	Action(s)
<input type="checkbox"/>	WA02001309260006	fdsafreeeeeeeeeeeeeeeeeeer	SELPICKUP	China	0.00	2013-09-26 13:31:52	

First < Previous **1** Next > Last PerPage 20 Total 1



Top-UP your Account

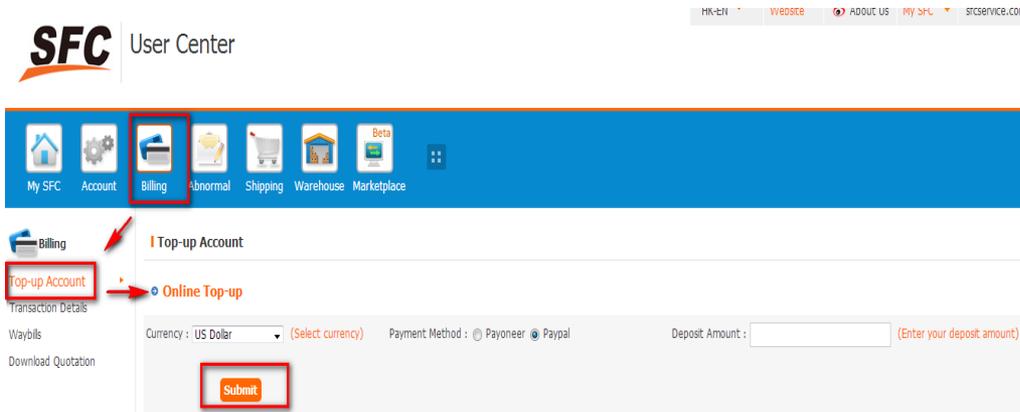
- Top-Up (Please mark your ID when you top-up either by PayPal or HSBC which enable our F/A to recognize and process in advance). Please make sure your account has sufficient amount before delivery, you may also set-up the balance reminder in our system:



1. By Pay-Pal or Payoneer

Go to 1. **“Top-Up Account”** 2. input **“Currency”** 3. **“Submit”**

Please be kindly noticed that there will be transaction fee charged by PayPal or Payoneer.





Top-UP your Account

- 2. By HSBC

Account name: ROYALWAY SUPPLY CHAIN MANAGEMENT LIMITED

Account number: 801 323 544 838

Beneficiary Bank: HSBC Hong Kong

Bank code: 004

Swift Code: HSBCHKHCHK

Bank Address: 1 Queen's Road Central, Hong Kong

Bank Phone: (852) 2748 8288

Please be kindly noticed that there will be transaction fee charged by HSBC.