



Autism Mall E-Marketplace
User Manual on
“How to Become a Seller”

Table of Content

Content	Page
1 Introduction 1.1 Who Can Benefit From This User Manual? 1.2 Key Features of AMEM User Manual	
2 Requirements 2.1 Minimum PC Requirements 2.2 Supported Web Browser	
3 Direct Link to Website 3.1 Guidelines on how to direct to the AMEM Website	
4 Register as a Seller 4.1 Guidelines on how to register as a seller	
5 Add New Products 5.1 Guidelines on how to add new products	
6 Update Products Details 6.1 Guideline on how to update products details	
7 Delete Product 7.1 Guidelines on how to delete products on your seller account	
8 Manage Order 8.1 Guidelines on how to manage order from customers	
9 Manage Message 9.1 Guidelines on how to view and reply messages	
10 Manage Review 10.1 Guidelines on how to view customers review	
11 Manage Stock 11.1 Guidelines on how to update number of stocks	
12 Manage Carriers 12.1 Guidelines on how to view and add new carriers for your shop 12.2 Guidelines on how to delete the selected carrier	

Content	Page
13 Manage Suppliers 13.1 Guidelines on how to view and add new suppliers 13.2 Guidelines on how to add new suppliers 13.3 Guidelines on how to delete suppliers	
14 Manage Shop Managers 14.1 Guidelines on how to view a list of shop managers and add new shop managers 14.2 Guidelines on how to delete the selected shop manager	
15 View Your Shop 15.1 Guidelines on how to see your shop details and products	

1 Introduction

Autism Mall E-Marketplace (AMEM) User Manual is a manual that comes with guidelines that will assist the users to use the website. In this manual, it also comes with minimum requirements for devices to be used for the website.

1.1 Who Can Benefit From This User Manual?

- AMEM Seller

1.2 Key Features of AMEM User Manual

- Users friendly and well-designed online system.
- Well instructed guideline for sellers to understand.

2 Requirements

2.1 Minimum PC Requirements

The minimum requirements for running the web browser required to operate the website are listed below:

- Windows 7, Windows 8, Windows 8.1 , Windows 10 or later
- Intel Pentium 4 Processor or later (SSE3 capable)

2.2 Supported Web Browser

- Google Chrome
- Mozilla Firefox
- Opera
- Microsoft Edge
- Internet Explorer

3 Direct Link to Website

3.1 Guidelines on how to direct to the AMEM Website

3.1.1 Click on the link below to go to Autism Mall mainpage

Website Link: <https://autismmall.uitm.edu.my/>

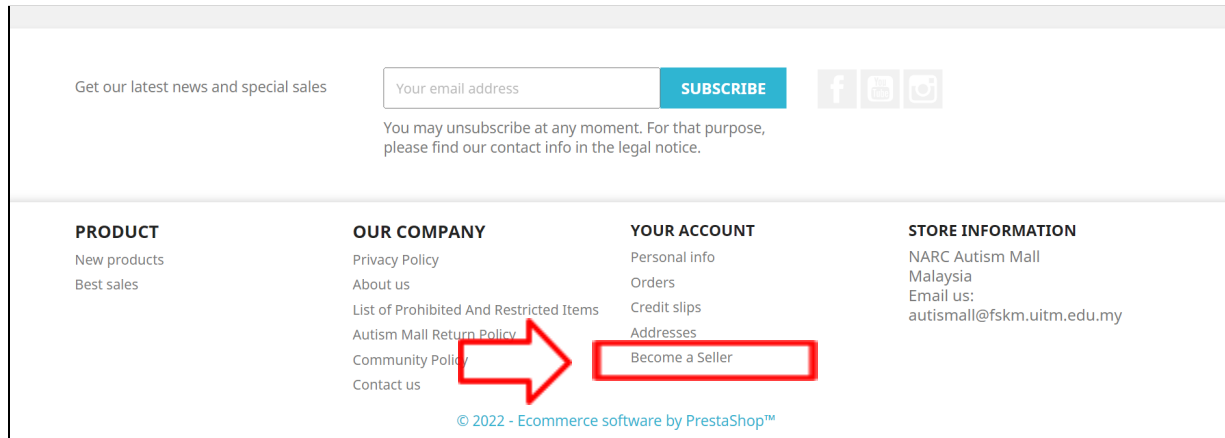


- i. Users must browse to the URL link provided to access the website page.

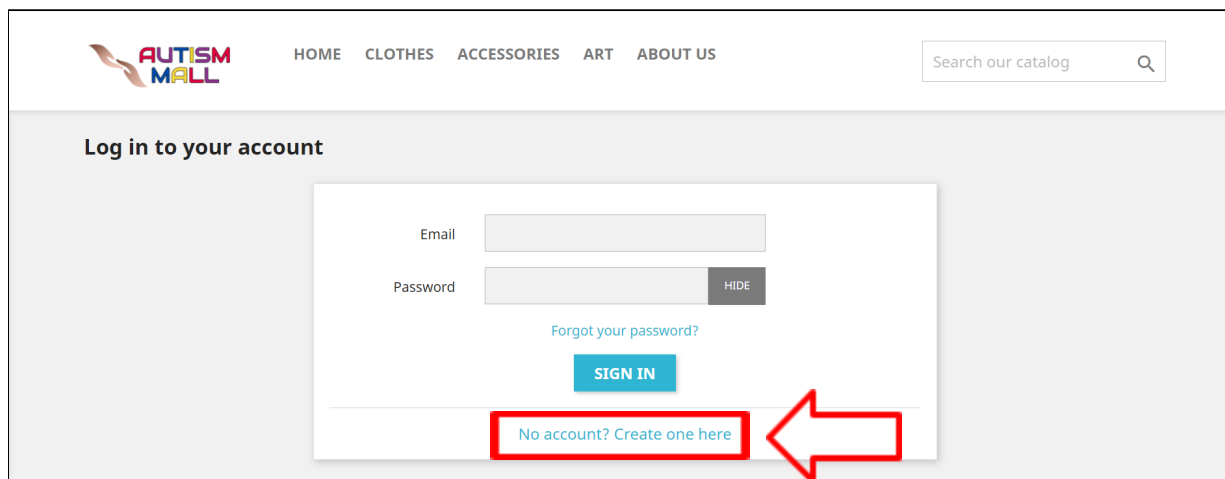
4 Register as a Seller

4.1 Guidelines on how to register as a seller

4.1.1 Click on the “Become a seller” button at the bottom of the home page

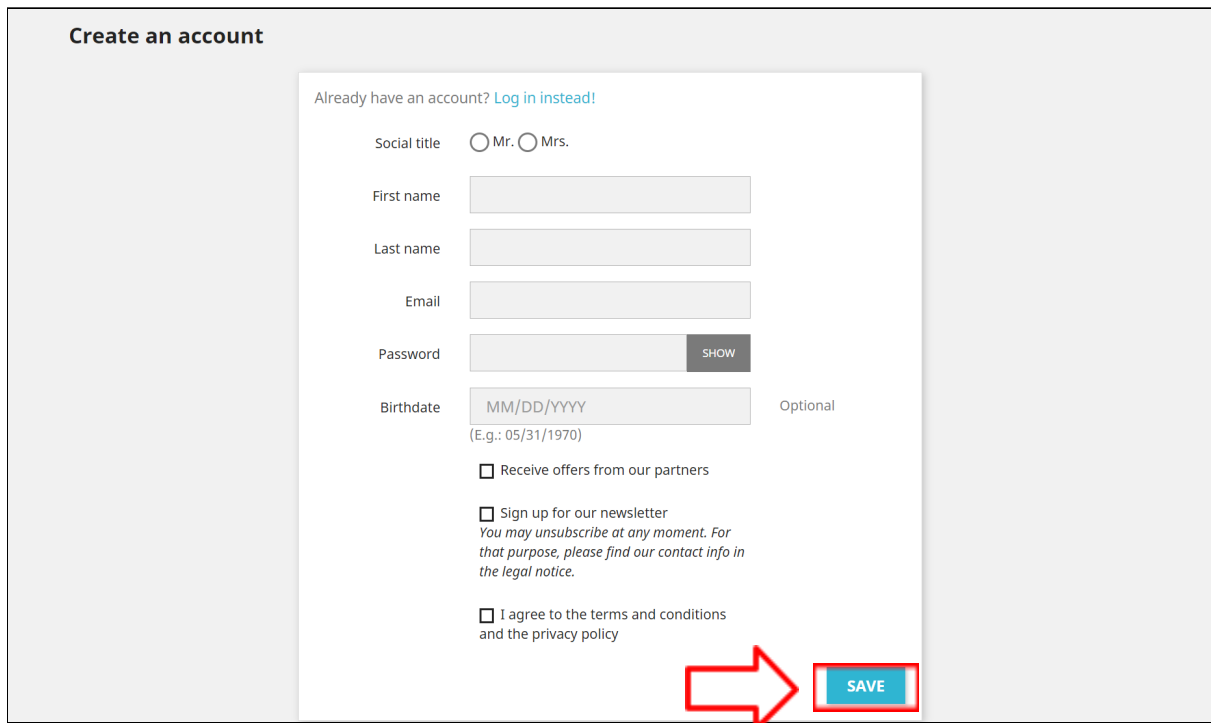


4.1.2 Click on the “No Account, Create One Here” hyperlink to create a new account



4.1.3 Fill in the form with your information such as:

- i. First name
- ii. Last name
- iii. Email
- iv. Password
- v. Birthdate



Create an account

Already have an account? [Log in instead!](#)

Social title Mr. Mrs.

First name

Last name

Email

Password

Birthdate Optional
(E.g.: 05/31/1970)

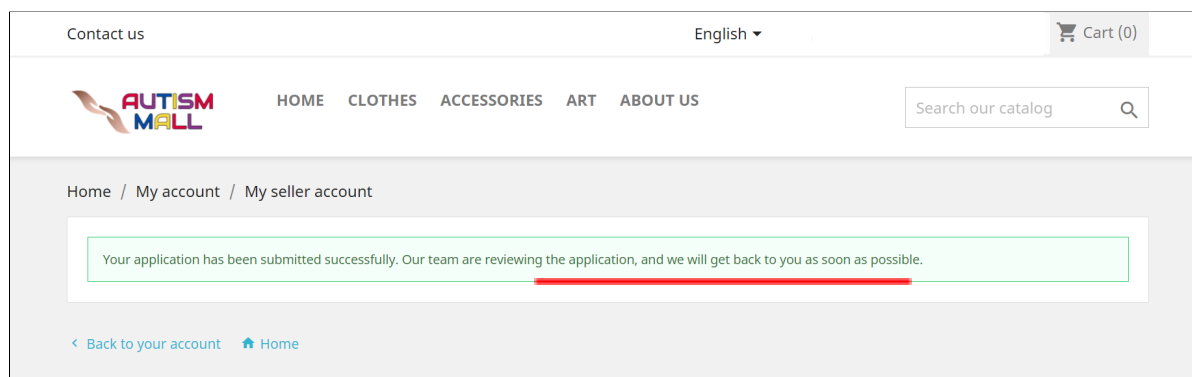
Receive offers from our partners

Sign up for our newsletter
You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.

I agree to the terms and conditions and the privacy policy

4.1.4 Click on the “**Save**” button after completing the form.

4.1.5 Sellers are required to wait for the application to be approved by the admin.



4.1.6 After receiving the approval from the admin, you may proceed by filling in the form with the details of your shop such as:

- i. Shop name
- ii. Shop description
- iii. Shop address
- iv. Shop phone number

4.1.7 Other details without this (*) **symbols** are optional to be filled. The details are such as:

- i. VAT number
- ii. Shop banner
- iii. Banner URL
- iv. Facebook link
- v. Instagram link
- vi. Google link
- vii. Twitter link

Contact us English Sign out Nurul Khaleesya Cart (0)

HOME CLOTHES ACCESSORIES ART ABOUT US Search our catalog

Home / My account / My seller account

! Congratulations! Your application has been approved. You can now create your shop by completing the form below.

* Seller name: Nurul Khaleesya

* Seller email: khaleesyafoundationesi@gmail.com

* Shop name: khalee_shop en

* Shop description: khalee_shop sells a variety of sensory toys that are suitable for kids with autism. Our products are available to purchase for affordable and reasonable price. en


* Shop address: Batu Pahat, Johor en

* Shop phone number: 0104679515

VAT number

Chat

* Shop logo



Dark Brown Neutral Minimalist Aesthetic Elegant Boho Brand Fashion Business Circular Logo (1).png Browse

Recommended size: 250x250 px. Accepted formats: jpg, png, gif. Limit: 8Mb

Shop banner: Choose file Browse en

Recommended size: 1170x170 px. Accepted formats: jpg, png, gif. Limit: 8Mb

Banner URL: en

Facebook link

Instagram link

Google link

Twitter link

CREATE SHOP

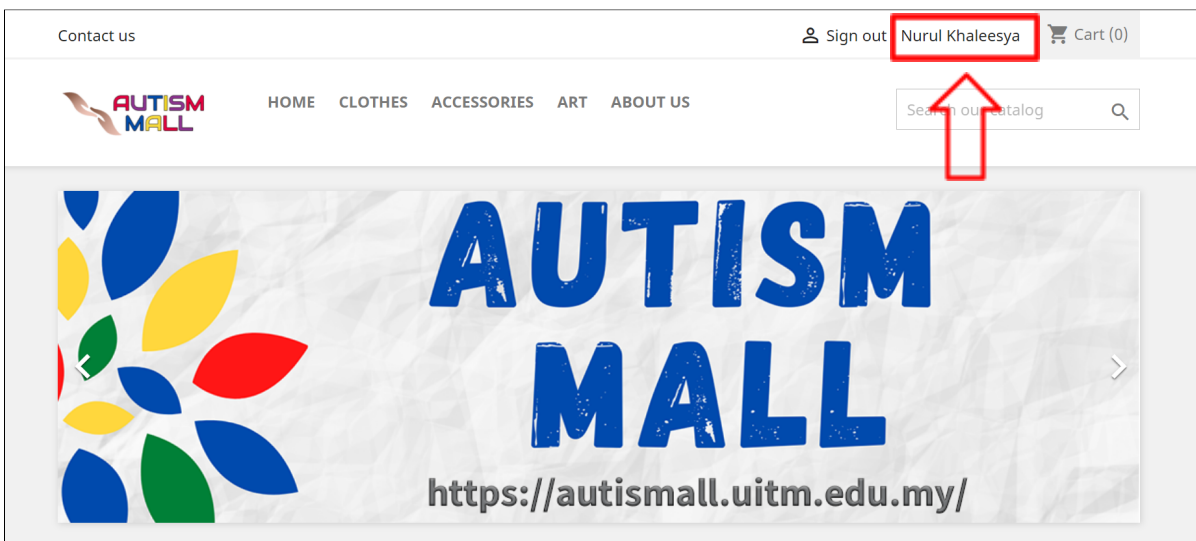
Chat

4.1.8 Click on the **“Create Shop”** button after completing the form and you are ready to sell your product.

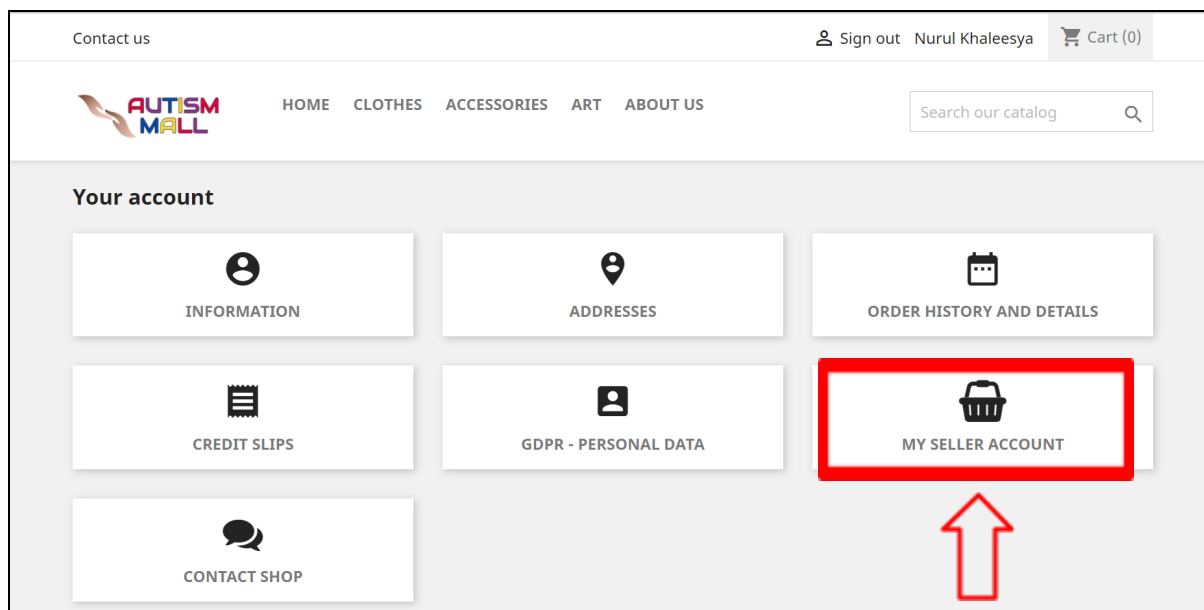
5 Add New Products

5.1 Guidelines on how to add new products

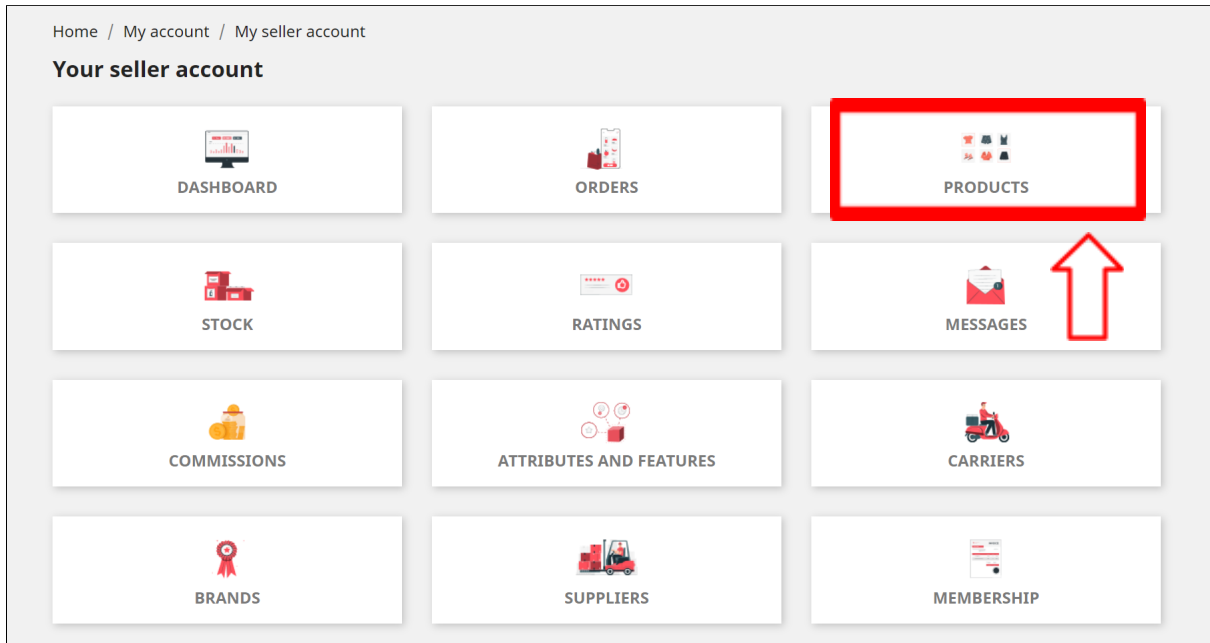
5.1.1 Click on **your account name** at the top of the page and the page will redirect you to your account page.



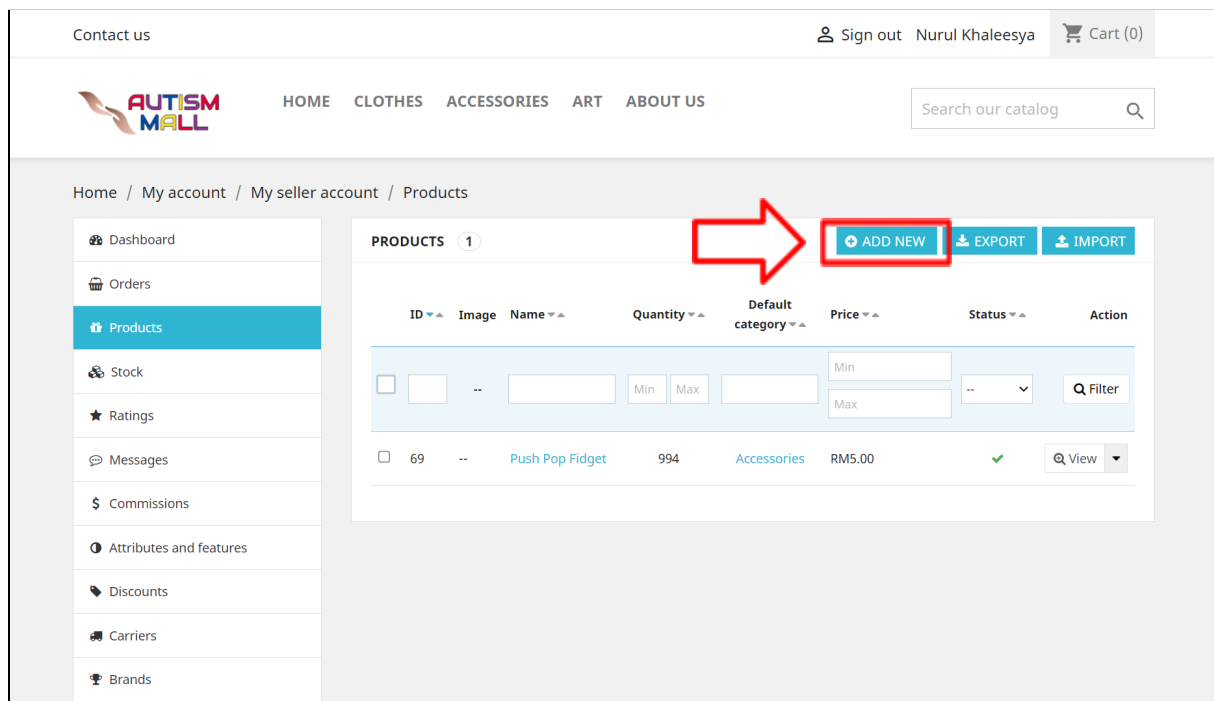
5.1.2 Click on the **“My Seller Account”** button to see more options.



5.1.3 The page will display options for your account and go to the **“Products”** page to add new products.

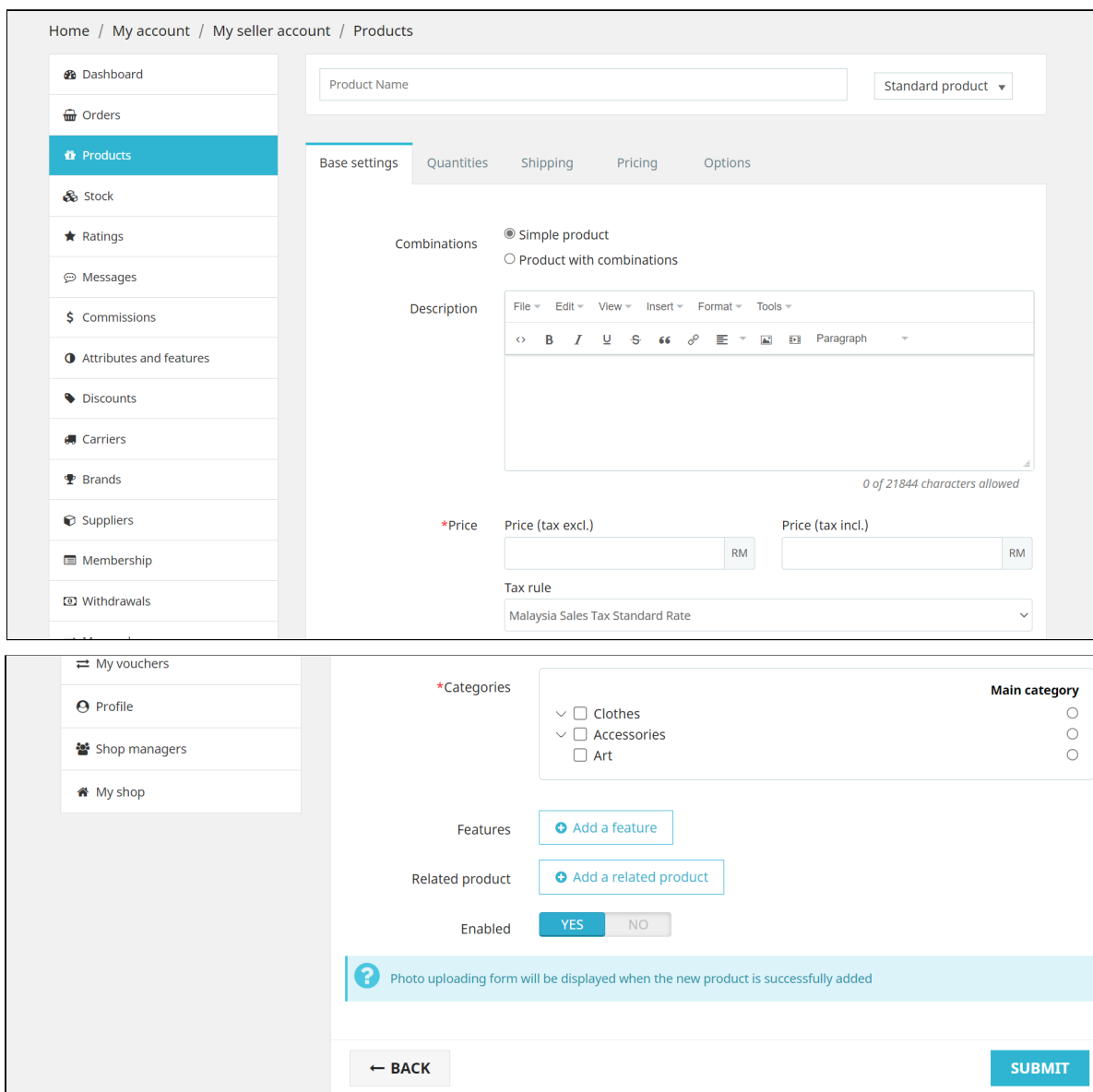


5.1.4 Click on the **“Add New”** button to add products to your shop.



5.1.5 Fill in the form with your product information in **five sections** such as:

i. Base settings



The screenshot displays the 'Products' management interface. The top navigation bar shows 'Home / My account / My seller account / Products'. A sidebar on the left contains various account management options, with 'Products' highlighted. The main content area is titled 'Base settings' and includes a 'Product Name' input field and a 'Standard product' dropdown menu. Below this, there are tabs for 'Base settings', 'Quantities', 'Shipping', 'Pricing', and 'Options'. The 'Base settings' tab is active and contains the following sections:

- Combinations:** Radio buttons for 'Simple product' (selected) and 'Product with combinations'.
- Description:** A rich text editor with a toolbar (File, Edit, View, Insert, Format, Tools) and a text area. A character count at the bottom right indicates '0 of 21844 characters allowed'.
- *Price:** Two input fields: 'Price (tax excl.)' and 'Price (tax incl.)', both with 'RM' currency indicators.
- Tax rule:** A dropdown menu currently set to 'Malaysia Sales Tax Standard Rate'.
- *Categories:** A list of categories with checkboxes: 'Clothes', 'Accessories', and 'Art'. To the right, a 'Main category' section has three radio buttons.
- Features:** A button labeled '+ Add a feature'.
- Related product:** A button labeled '+ Add a related product'.
- Enabled:** Radio buttons for 'YES' (selected) and 'NO'.

A light blue notification banner at the bottom of the form states: '? Photo uploading form will be displayed when the new product is successfully added'. At the bottom of the page, there are '← BACK' and 'SUBMIT' buttons.

ii. Quantities

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile

Standard product ▾

Base settings

Quantities

Shipping

Pricing

Options

Quantities

Quantity Minimum quantity for sale

Stock

Stock location

Low stock level Send me an email when the quantity is below or equals this level

Availability preferences

Behavior when product is out of stock

Deny orders

Allow orders

Use default behavior (Deny orders)

← BACK
SUBMIT

iii. Shipping

- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Shop managers
- My shop

Base settings
Quantities
Shipping
Pricing
Options

Package dimension

Charge additional shipping costs based on packet dimensions covered here.

Width cm Height cm Depth cm Weight kg

Delivery Time ?

None

Default delivery time

Specify delivery time to this product

Delivery time of in-stock products: Leave empty to disable.

Delivery time of out-of-stock products with allowed orders: Leave empty to disable.

Shipping fees ?

Does this product incur additional shipping costs?

RM

Available carriers

Third party courier (Depend on arrangement with seller)

! If no carrier is selected then all the carriers will be available for customers orders.

iv. Pricing

Home / My account / My seller account / Products

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals

Standard product ▼

Base settings
Quantities
Shipping
Pricing
Options

Price

Price (tax excl.)

 RM

Price (tax incl.)

 RM

Tax rule

Malaysia Sales Tax Standard Rate
▼

Specific prices [?](#)

+ Add a specific price

Rule	Combination	Currency	Country	Group	Customer	Fixed price	Impact	Period	From

← BACK
SUBMIT

v. Options

- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Shop managers
- My shop

Base settings
Quantities
Shipping
Pricing
Options

Condition & References

Condition [?](#)

Display condition on product page

EAN-13 or JAN barcode [?](#)

UPC barcode [?](#)

Customization

Customers can personalize the product by entering some text or by providing custom image files.

+ Add a customization field

Attached files

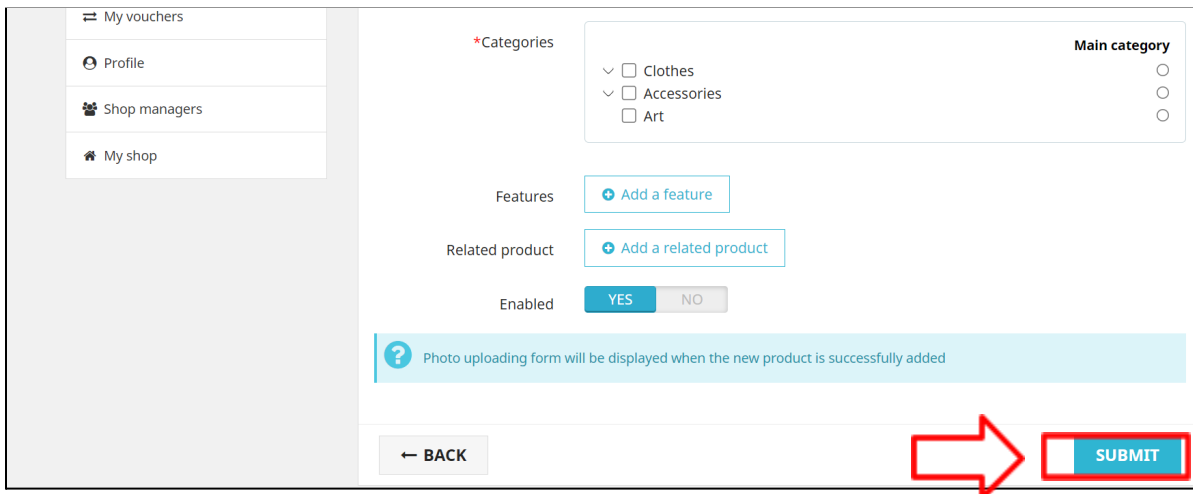
Add files that customers can download directly on the product page (instructions, manual, recipe, etc.).

There is no attachment yet.

+ Attach a new file

← BACK
SUBMIT

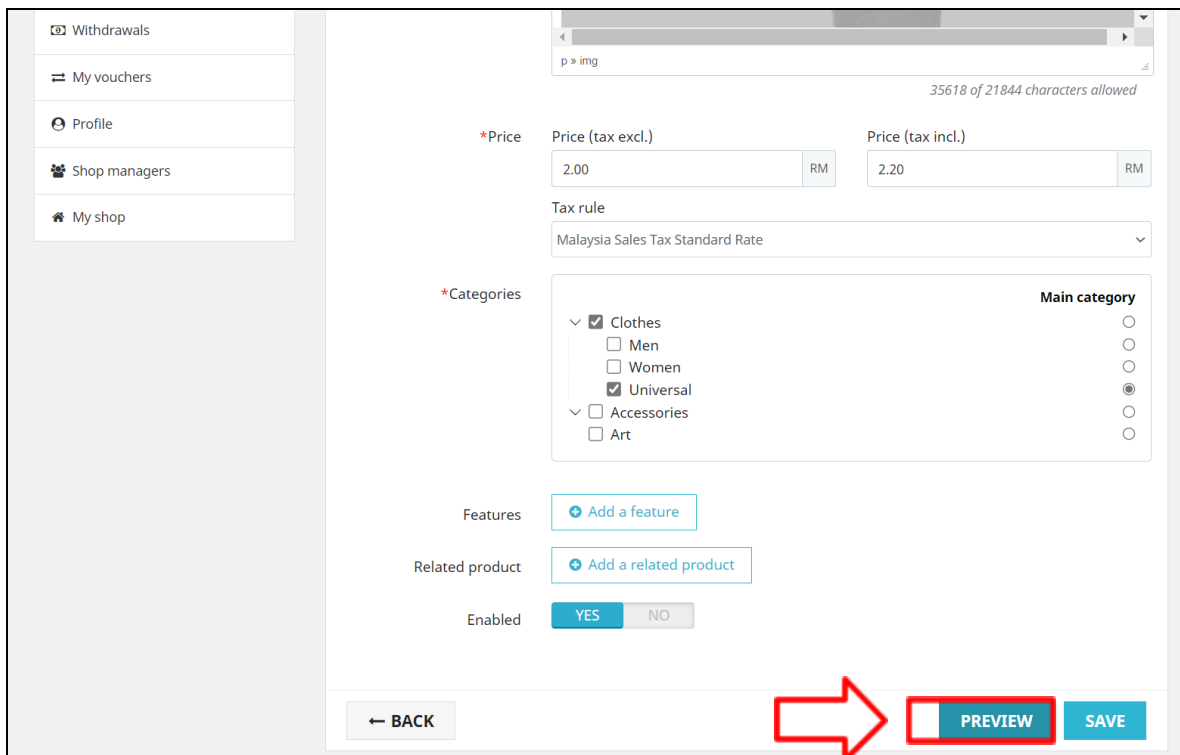
5.1.6 Click on the **“Submit”** button after completing the information.



The screenshot shows a product creation form with a sidebar on the left containing 'My vouchers', 'Profile', 'Shop managers', and 'My shop'. The main form area includes:

- *Categories:** A list of categories with checkboxes: 'Clothes', 'Accessories', and 'Art'. To the right, under 'Main category', there are three radio buttons.
- Features:** A button labeled 'Add a feature'.
- Related product:** A button labeled 'Add a related product'.
- Enabled:** A toggle switch with 'YES' selected and 'NO' unselected.
- A light blue notification bar with a question mark icon and the text: 'Photo uploading form will be displayed when the new product is successfully added'.
- At the bottom, there is a '← BACK' button and a 'SUBMIT' button. A red arrow points to the 'SUBMIT' button.

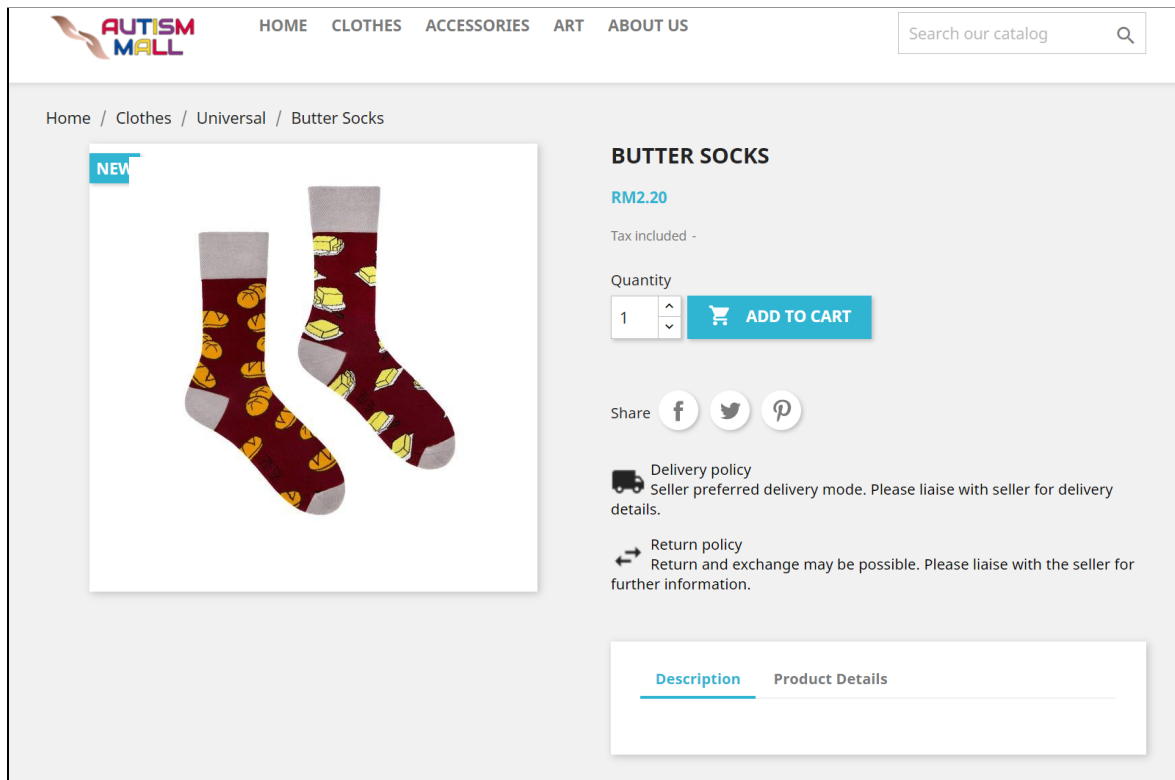
5.1.7 Click on the **“Preview”** button to see your new product and the page will redirect you to the details page of the selected product.



The screenshot shows the same product creation form, but with additional fields filled out:

- *Price:** Two input fields. The first is 'Price (tax excl.)' with the value '2.00' and a unit 'RM'. The second is 'Price (tax incl.)' with the value '2.20' and a unit 'RM'.
- Tax rule:** A dropdown menu showing 'Malaysia Sales Tax Standard Rate'.
- *Categories:** The 'Clothes' category is expanded, showing sub-categories: 'Men', 'Women', and 'Universal'. 'Universal' is checked. 'Accessories' and 'Art' are also listed with checkboxes.
- Main category:** The radio buttons are now visible, with the bottom one selected.
- Buttons:** At the bottom, there is a '← BACK' button, a 'PREVIEW' button (highlighted with a red arrow), and a 'SAVE' button.

5.1.8 The product details page will be displayed.

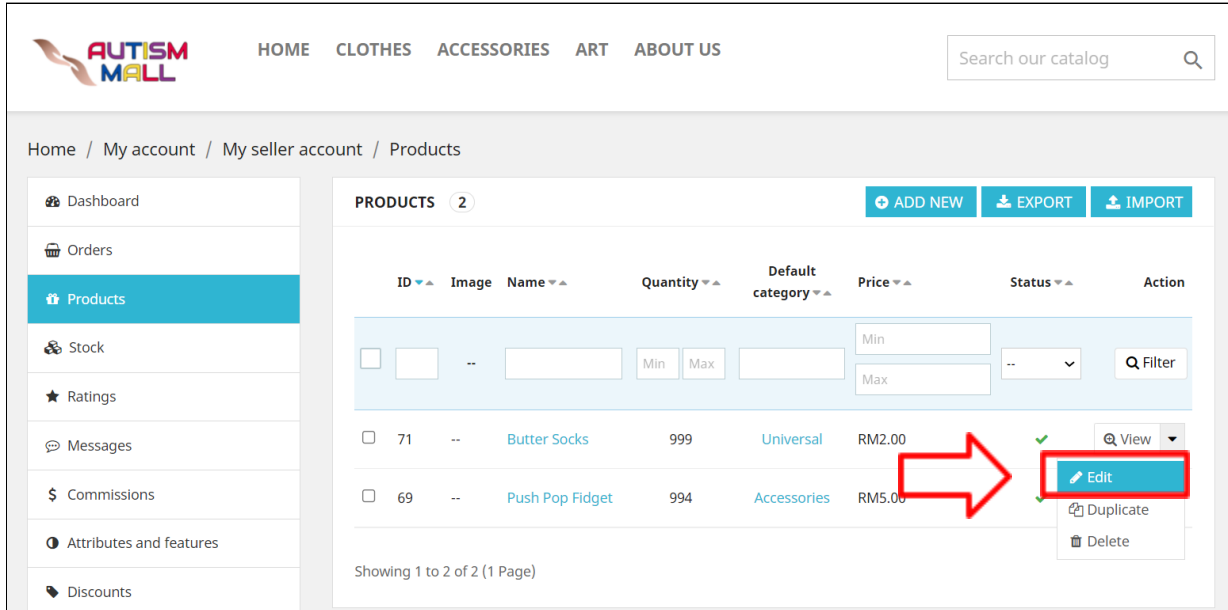


The screenshot shows the product details page for 'BUTTER SOCKS' on the Autism Mall website. The page layout includes a navigation bar at the top with the Autism Mall logo and menu items: HOME, CLOTHES, ACCESSORIES, ART, and ABOUT US. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb trail reads: Home / Clothes / Universal / Butter Socks. The main product image shows a pair of dark red socks with a yellow butter pattern. A 'NEW' badge is visible in the top left corner of the image. To the right of the image, the product title 'BUTTER SOCKS' is displayed in bold, followed by the price 'RM2.20'. Below the price, it states 'Tax included -'. The quantity is set to '1', and there is an 'ADD TO CART' button with a shopping cart icon. Below the quantity and button, there are social media sharing icons for Facebook, Twitter, and Pinterest. The page also includes a 'Delivery policy' section with a truck icon, stating 'Seller preferred delivery mode. Please liaise with seller for delivery details.' and a 'Return policy' section with a return icon, stating 'Return and exchange may be possible. Please liaise with the seller for further information.' At the bottom of the page, there are two tabs: 'Description' (which is active) and 'Product Details'.

6 Update Products Details

6.1 Guidelines on how to update products details

6.1.1 Go the “**Products**” page and click on the “**Edit**” button to update the details of the selected product.

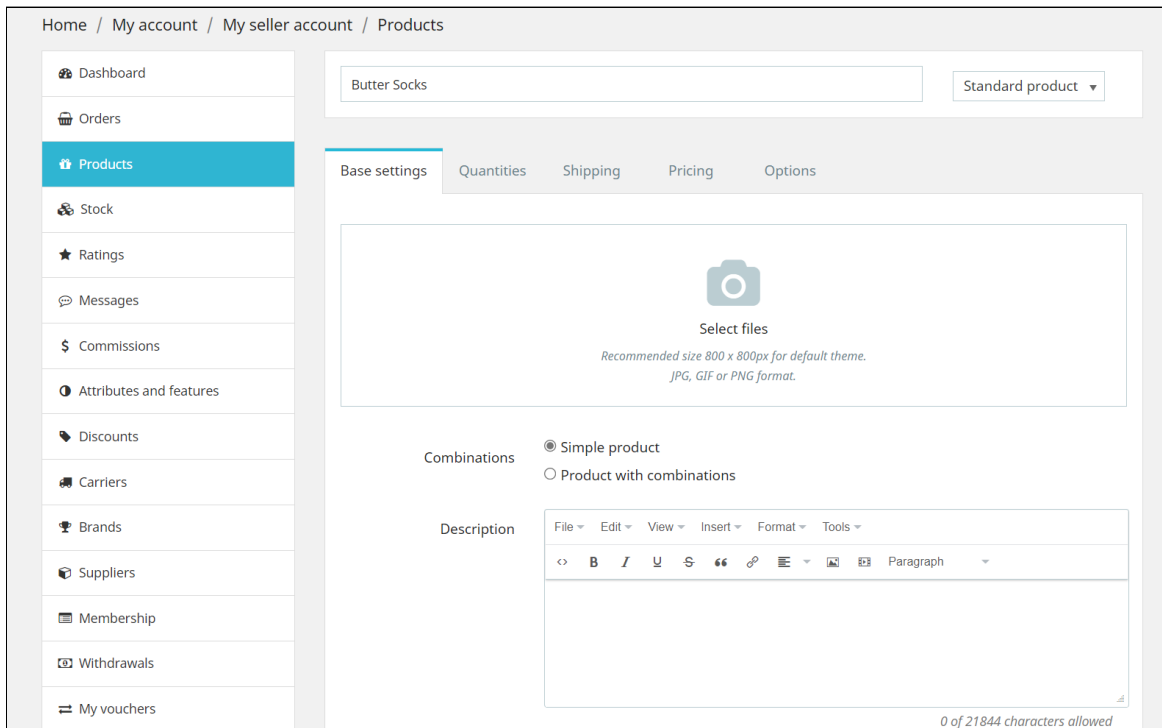


The screenshot shows the Autism Mall admin dashboard. The top navigation bar includes the logo, menu items (HOME, CLOTHES, ACCESSORIES, ART, ABOUT US), and a search bar. The breadcrumb trail is Home / My account / My seller account / Products. A sidebar on the left lists various dashboard sections, with 'Products' selected. The main content area displays a table of products with columns for ID, Image, Name, Quantity, Default category, Price, Status, and Action. Two products are listed: 'Butter Socks' (ID 71, Price RM2.00) and 'Push Pop Fidget' (ID 69, Price RM5.00). The 'Edit' button for the 'Push Pop Fidget' product is highlighted with a red box, and a red arrow points to it from the right.

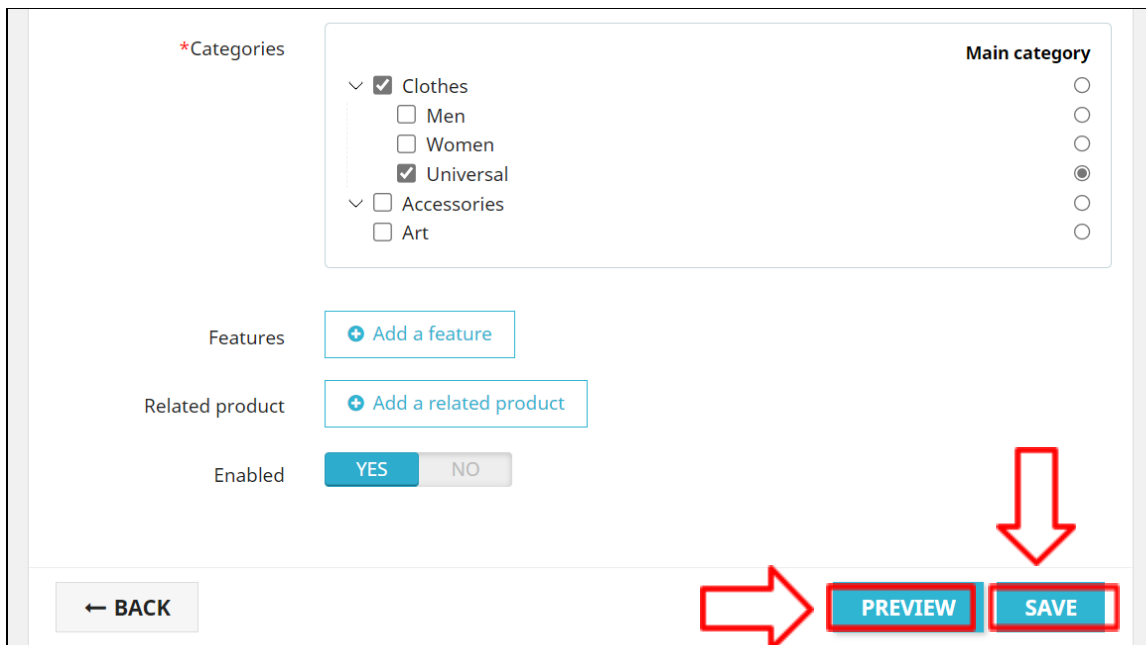
ID	Image	Name	Quantity	Default category	Price	Status	Action
71	--	Butter Socks	999	Universal	RM2.00	✓	View Edit Duplicate Delete
69	--	Push Pop Fidget	994	Accessories	RM5.00	✓	View Edit Duplicate Delete

Showing 1 to 2 of 2 (1 Page)

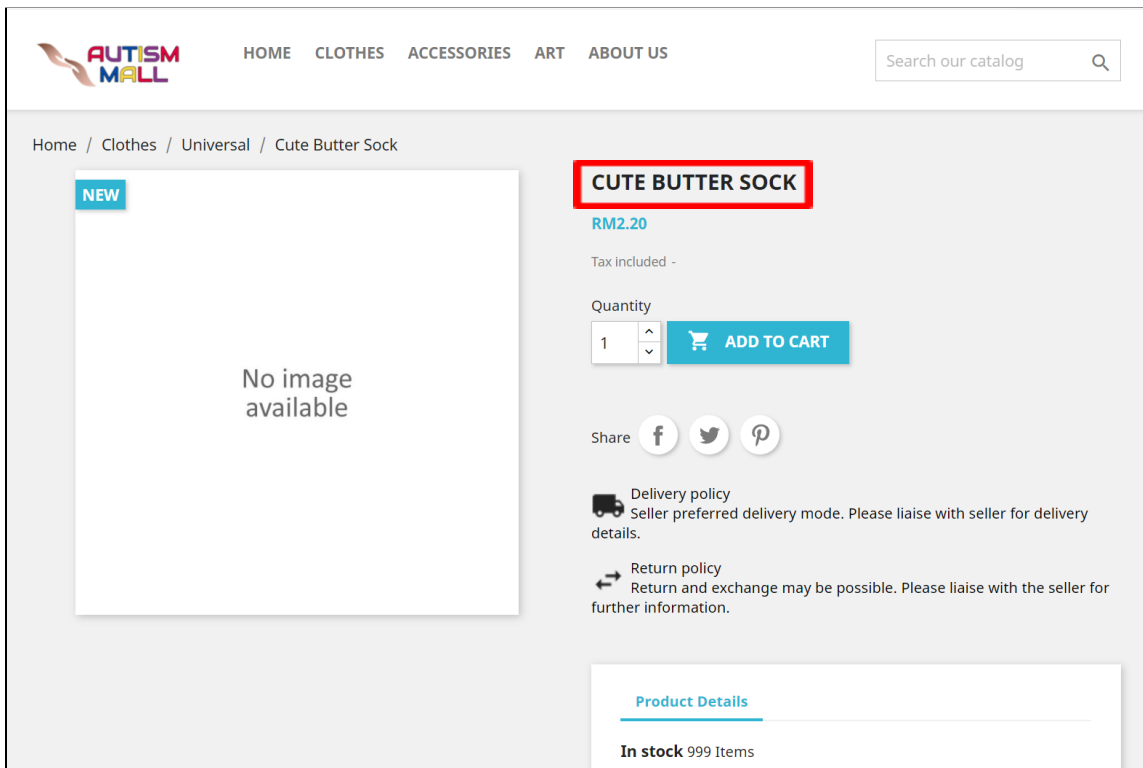
6.1.2 Fill in the form with the latest details about your product.



6.1.3 Click on the “Save” button after updating the product details and click on the “Preview” button to see the updated version of your product details.



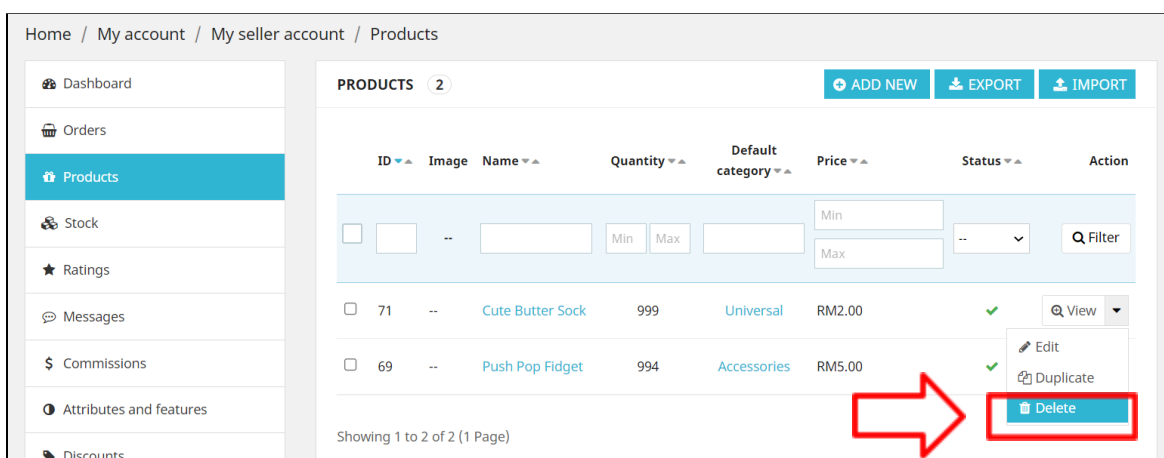
6.1.4 The updated version of your product details will be displayed.



7 Delete Product

7.1 Guidelines on how to delete products on your seller account

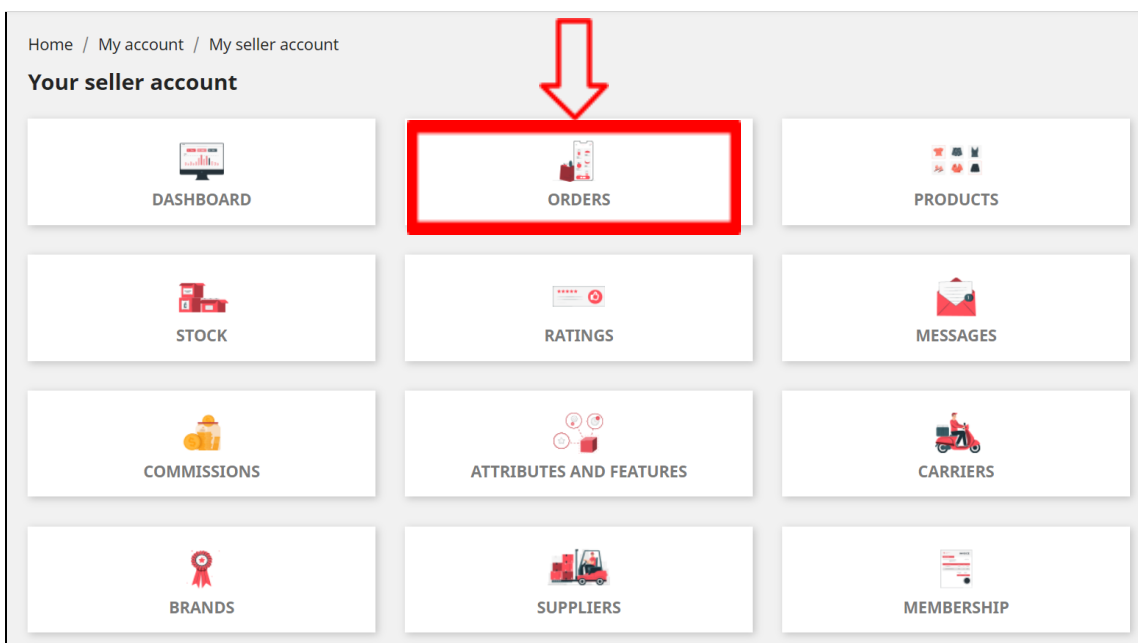
7.1.1 Go to the **“Products”** page and click on the **“Delete”** button to delete your selected product.



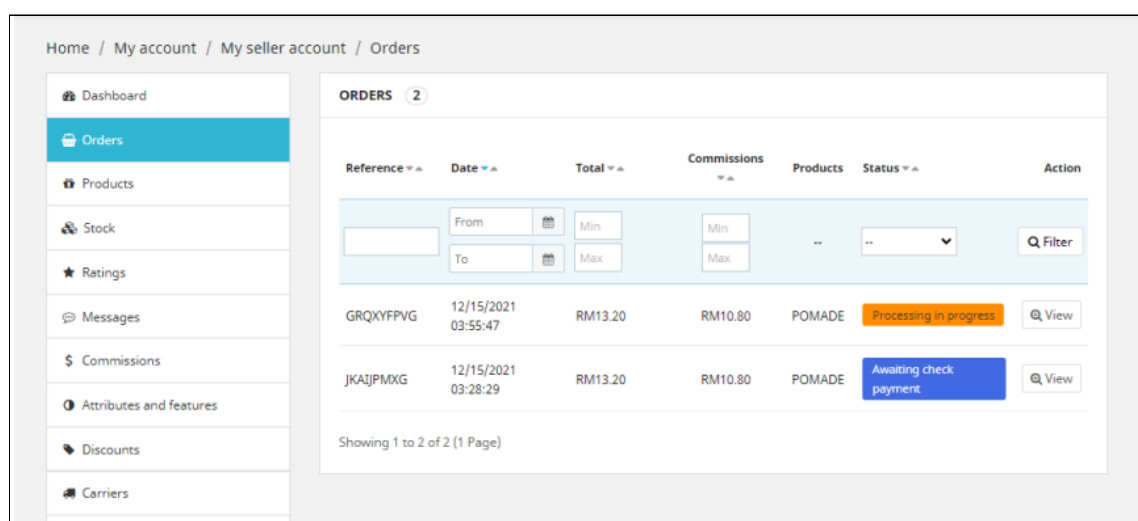
8 Manage Order

8.1 Guidelines on how to manage order from customers

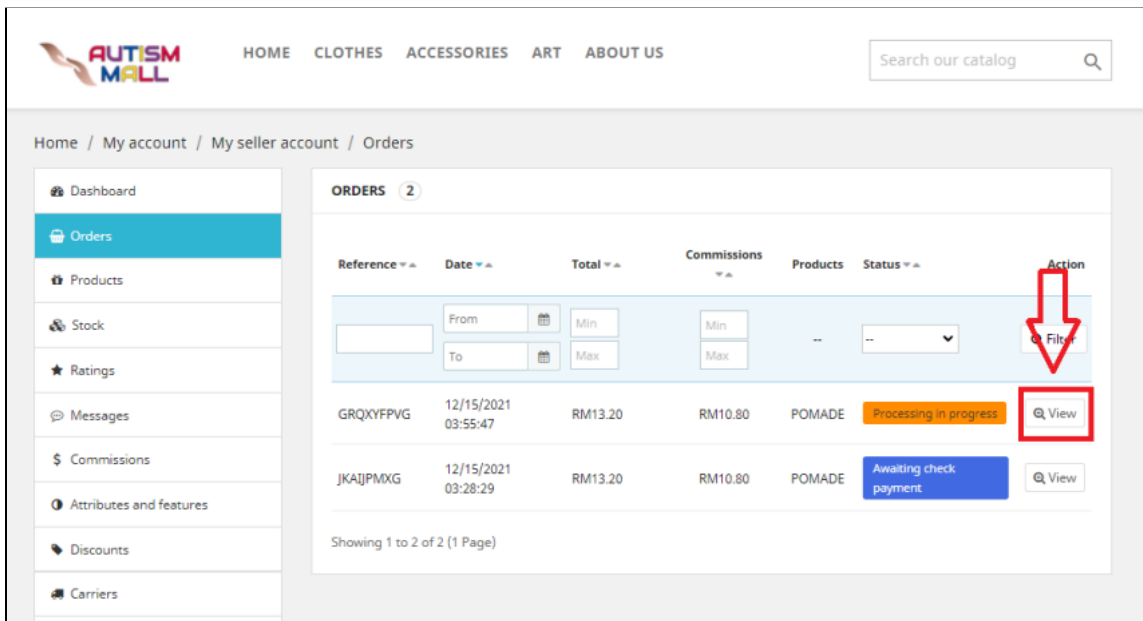
8.1.1 Go to the “Orders” page to view orders list.



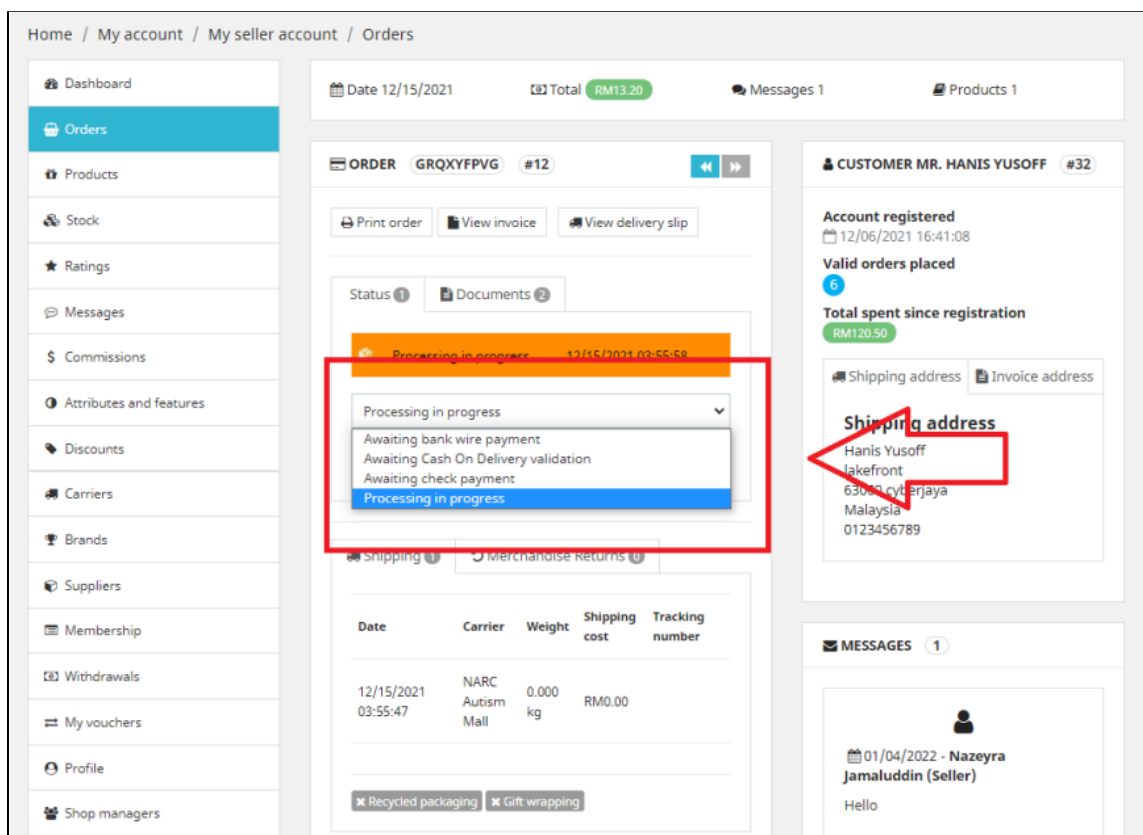
8.1.2 The list of orders will be displayed.



8.1.3 Click on the “View” button to see the order details.



8.1.4 Choose a suitable option for the order status.



8.1.5 Click on the “Update Status” button to update the order status.

Home / My account / My seller account / Orders

Date 12/15/2021 Total RM13.20 Messages 1 Products 1

ORDER GRQXYFPVG #12

Print order View invoice View delivery slip

Status 1 Documents 2

Processing in progress 12/15/2021 03:55:58

Awaiting Cash On Delivery validation

UPDATE STATUS

Shipping 1 Merchandise Returns 1

Date	Carrier	Weight	Shipping cost	Tracking number
12/15/2021 03:55:47	NARC Autism Mall	0.000 kg	RM0.00	

Recycled packaging Gift wrapping

CUSTOMER MR. HANIS YUSOFF #32

Account registered 12/06/2021 16:41:08

Valid orders placed 6

Total spent since registration RM120.50

Shipping address Invoice address

Shipping address

Hanis Yusoff
lakefront
63000 cyberjaya
Malaysia
0123456789

MESSAGES 1

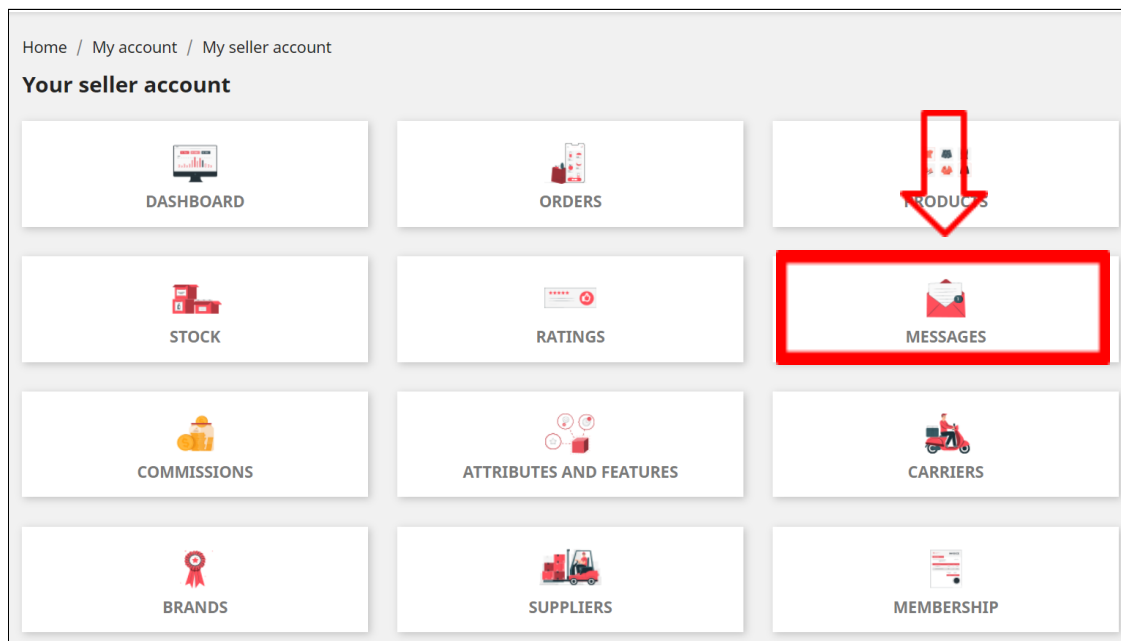
01/04/2022 - Nazeyra Jamaluddin (Seller)

Hello

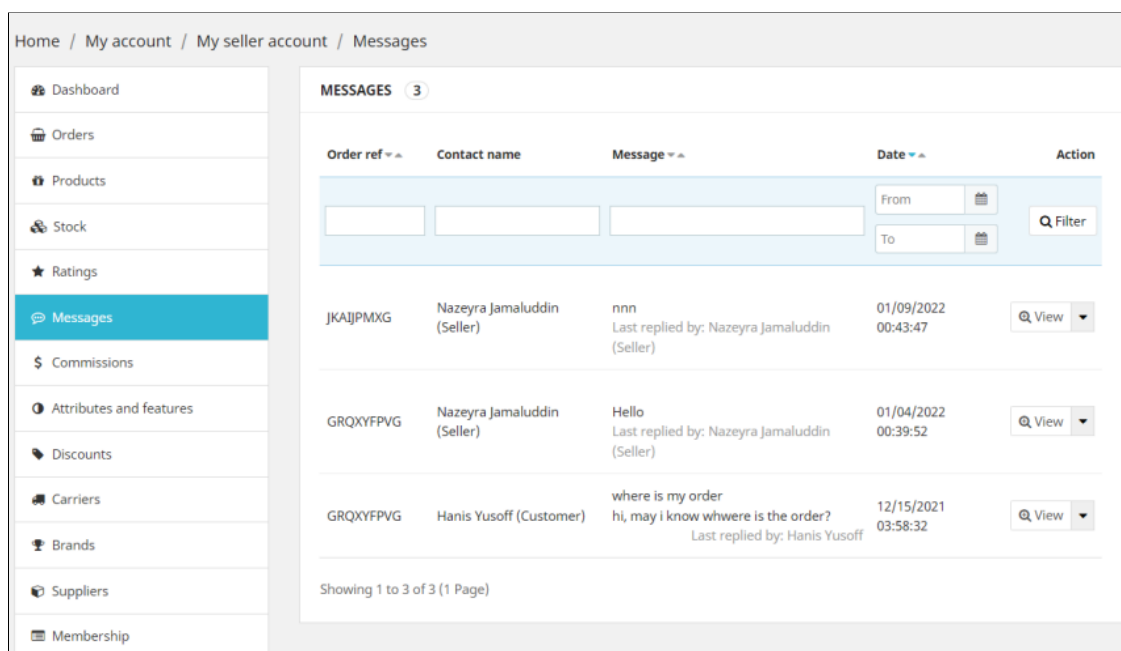
9 Manage Message

9.1 Guidelines on how to view and reply messages

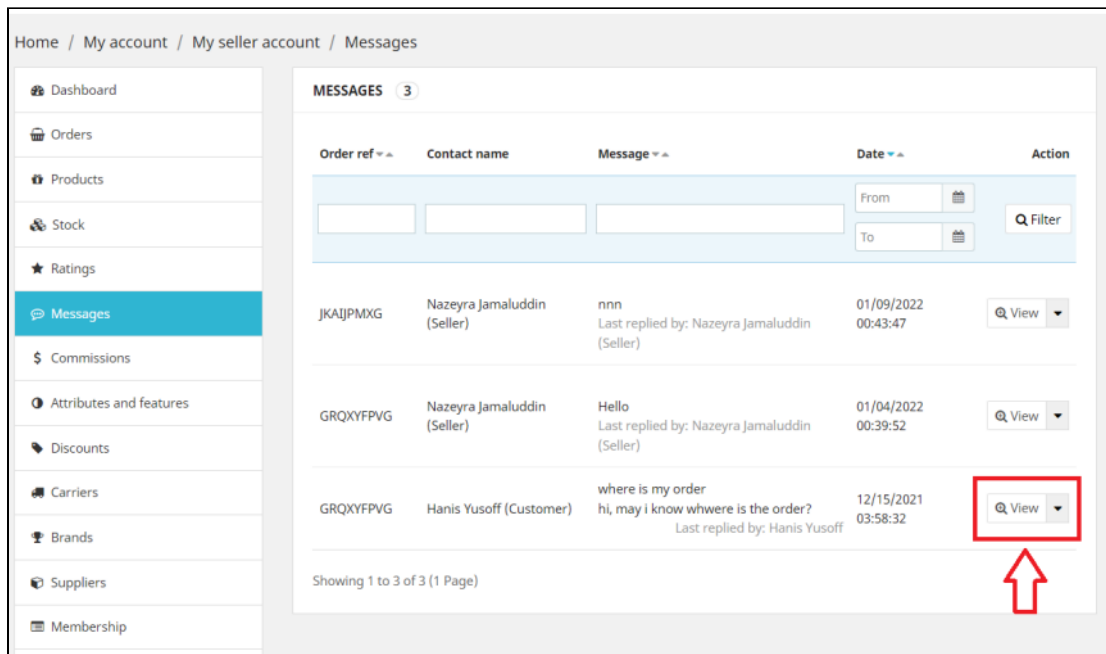
9.1.1 Go to the “**Message**” page to see messages from customers.



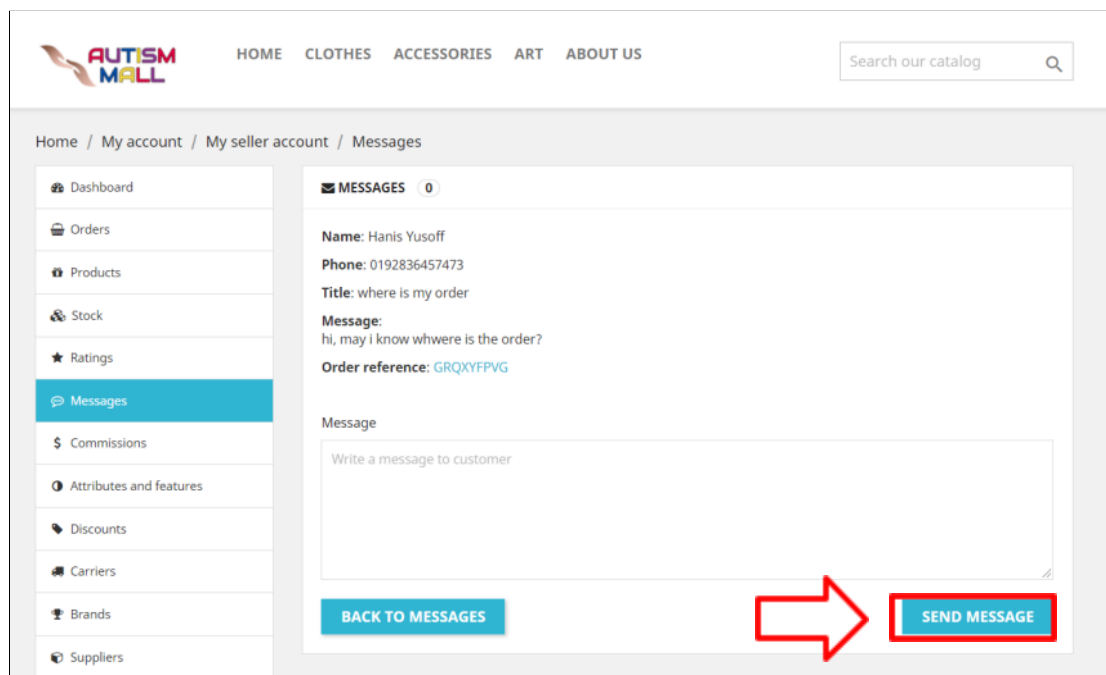
9.1.2 The list of messages will be displayed.



9.1.3 Click on the **“View”** button to reply to the selected message.



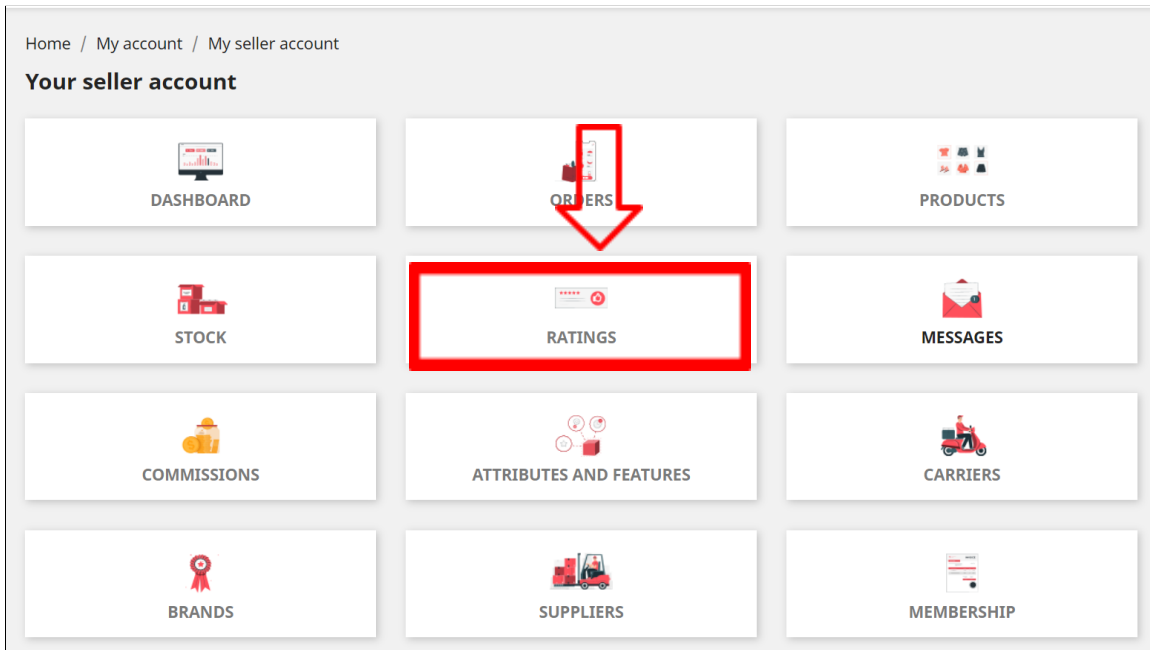
9.1.4 Fill in the form with the message and click on the **“Send Message”** button to send the message.



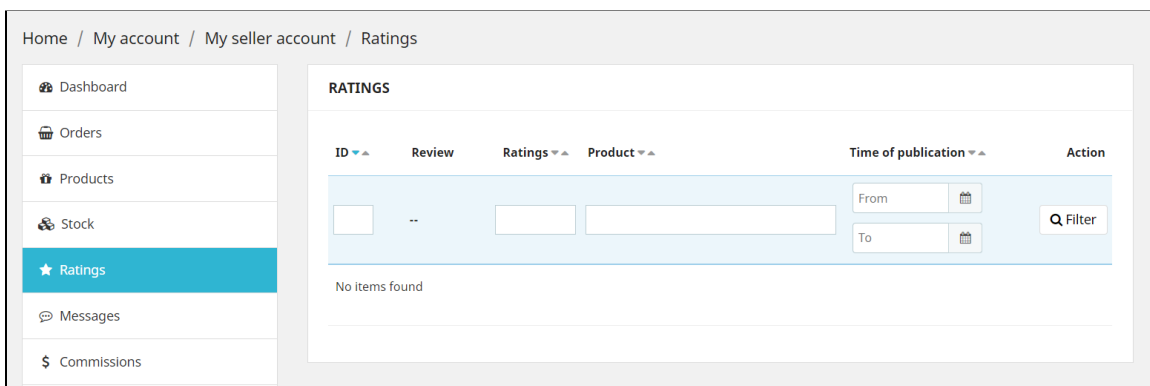
10 Manage Review

10.1 Guidelines on how to view customers review

10.1.1 Go to the “Ratings” page to view customers review



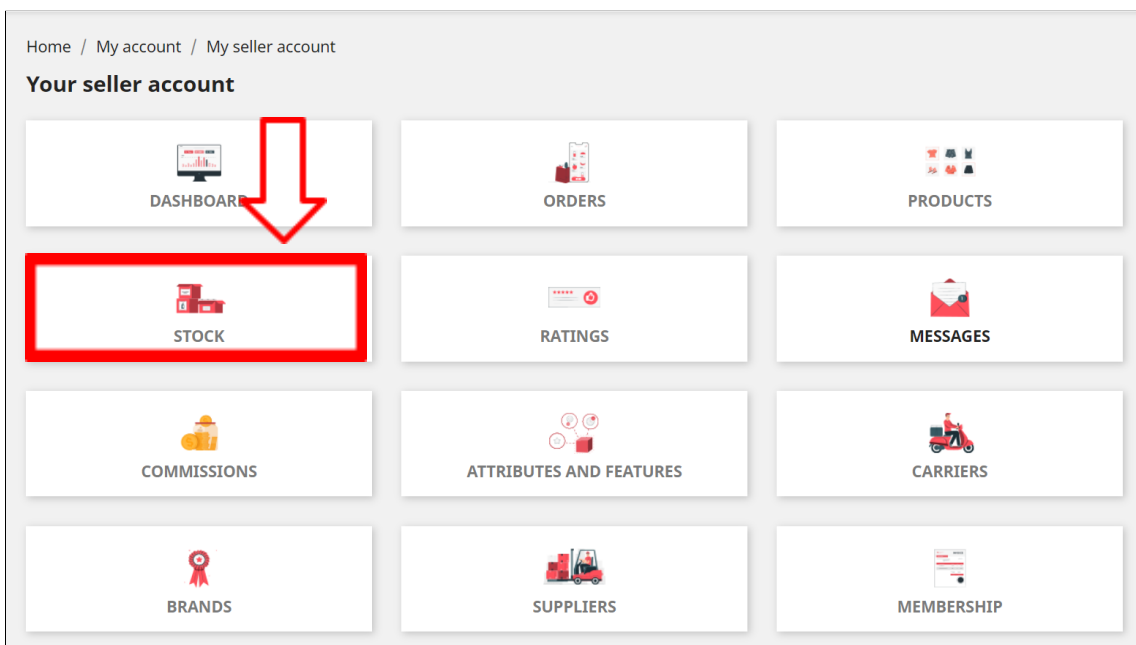
10.1.2 The list of reviews will be displayed.



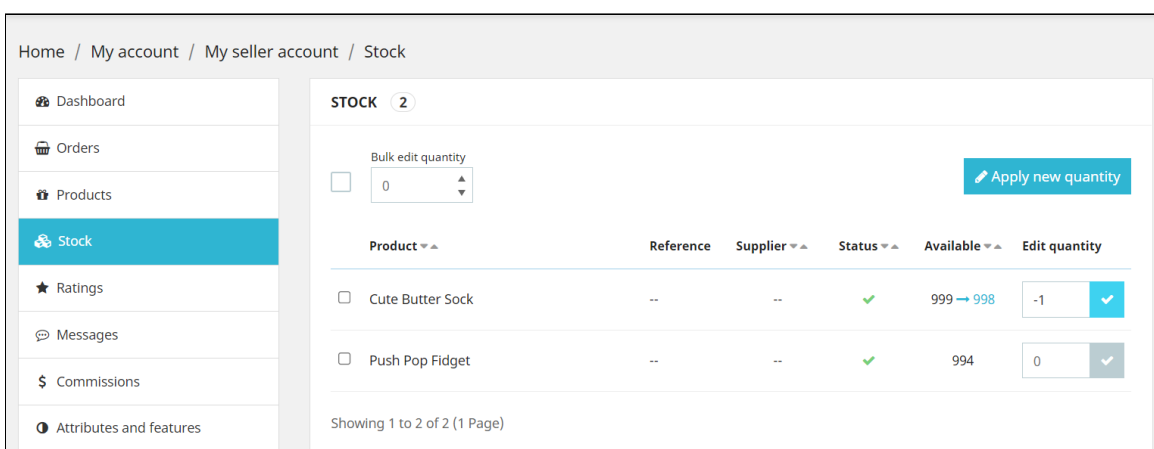
11 Manage Stock

11.1 Guidelines on how to update number of stocks

11.1.1 Go to the “Stock” page to view product stock.



11.1.2 The list of stocks will be displayed.



11.1.3 Click on the number section to change the amount of stock and click on the right button to update it.

Home / My account / My seller account / Stock

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts

STOCK 2

Bulk edit quantity Apply new quantity

Product	Reference	Supplier	Status	Available	Edit quantity
<input type="checkbox"/> Cute Butter Sock	--	--	✓	998 → 997	-1 <input type="button" value="✓"/>
<input type="checkbox"/> Push Pop Fidget	--	--	✓	994	0 <input type="button" value="✓"/>

Showing 1 to 2 of 2 (1 Page)


12 Manage Carriers


12.1 Guidelines on how to view and add new carriers for your shop


12.1.1 Go to the “**Carriers**” page to view the carriers option.


Home / My account / My seller account


Your seller account



DASHBOARD



ORDERS



PRODUCTS



STOCK



RATINGS



MESSAGES



COMMISSIONS


ATTRIBUTES AND FEATURES


CARRIERS


BRANDS


SUPPLIERS


MEMBERSHIP


12.1.2 The list of carriers will be displayed and click on the “Add New” button to add new carrier option.

Home / My account / My seller account / Carriers





- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers

CARRIERS

Using carriers Use the store's global carriers
 Create your own carriers and transportation costs
 Use both store's global carriers and your own carriers


+ ADD NEW

CARRIERS 1

ID	Name	Logo	Delay	Enabled	Free shipping	Action
		--		--	--	Q Filter
11	Ninja Van		3 - 5 days delivery (Local). Delivery time varies for International	✘	✘	
12	POSLAJU		3 - 5 days delivery (Local). Delivery time varies for International	✘	✘	
13	J & T		3 - 5 days delivery (Local). Delivery time varies for International	✘	✘	
14	NARC Autism Mall	--	Pick up in-store	✘	✔	
16	Third party courier		Depend on arrangement with seller	✔	✔	

12.1.3 Fill in the form with your preferred carrier information.

i. General settings

Home / My account / My seller account / Carriers

1 General settings
2 Shipping locations and costs
3 Size, weight, and group access
4 Summary

* Carrier name

* Transit time

Speed grade

Logo

No file chosen
Accepted formats: jpg, gif, png. Limit: 8Mb

Tracking URL

For example: 'http://example.com/track.php?num=@' with '@' where the tracking number should appear.

✕ Cancel

ii. Shipping locations and costs

Home / My account / My seller account / Carriers

1 General settings
2 Shipping locations and costs
3 Size, weight, and group access
4 Summary

[Add handling costs](#) YES NO

Free shipping YES NO

Billing According to total price.
 According to total weight.

Tax

[Out-of-range behavior](#)

Ranges

Will be applied when the weight is kg

Will be applied when the weight is kg

All

Europe RM

North America RM

Asia RM

Africa RM

Oceania RM

South America RM

Europe (non-EU) RM

Central America/Antilla RM

iii. Size, weight, and group access

Home / My account / My seller account / Carriers

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership

1 General settings
2 Shipping locations and costs
3 Size, weight, and group access
4 Summary

Maximum package width (cm)

Maximum package height (cm)

Maximum package depth (cm)

Maximum package weight (kg)

Group access

<input type="checkbox"/>	ID	Group name
<input checked="" type="checkbox"/>	1	Visitor
<input checked="" type="checkbox"/>	2	Guest
<input checked="" type="checkbox"/>	3	Customer

✕ Cancel
Previous
Next
Finish

iv. Summary

Home / My account / My seller account / Carriers

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership

1 General settings
2 Shipping locations and costs
3 Size, weight, and group access
4 Summary

CARRIER NAME: LALAMOVE EXPRESS

This carrier is not free and the transit time is **9.00 AM**.

Shipping costs are calculated according to the weight and the tax rule Malaysia Sales Tax Standard Rate will be applied.

This carrier can deliver orders from **0.000000 kg to 1 kg**. If the order is out of range, the behavior is to **apply the cost of the highest defined range**.

This carrier will be proposed for those delivery zones:
Asia

And it will be proposed for those client groups:
Visitor
Guest
Customer

Enabled
YES
NO

✕ Cancel
Previous
Next
Finish

12.1.4 Click on the “**Finish**” button after completing the form.

12.1.5 The new carrier option will be displayed on the list of carriers page.

Home / My account / My seller account / Carriers





Add carrier successfully

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Membership
- Withdrawals
- My vouchers
- Profile
- Shop managers

CARRIERS

Using carriers Use the store's global carriers
 Create your own carriers and transportation costs
 Use both store's global carriers and your own carriers

CARRIERS + ADD NEW

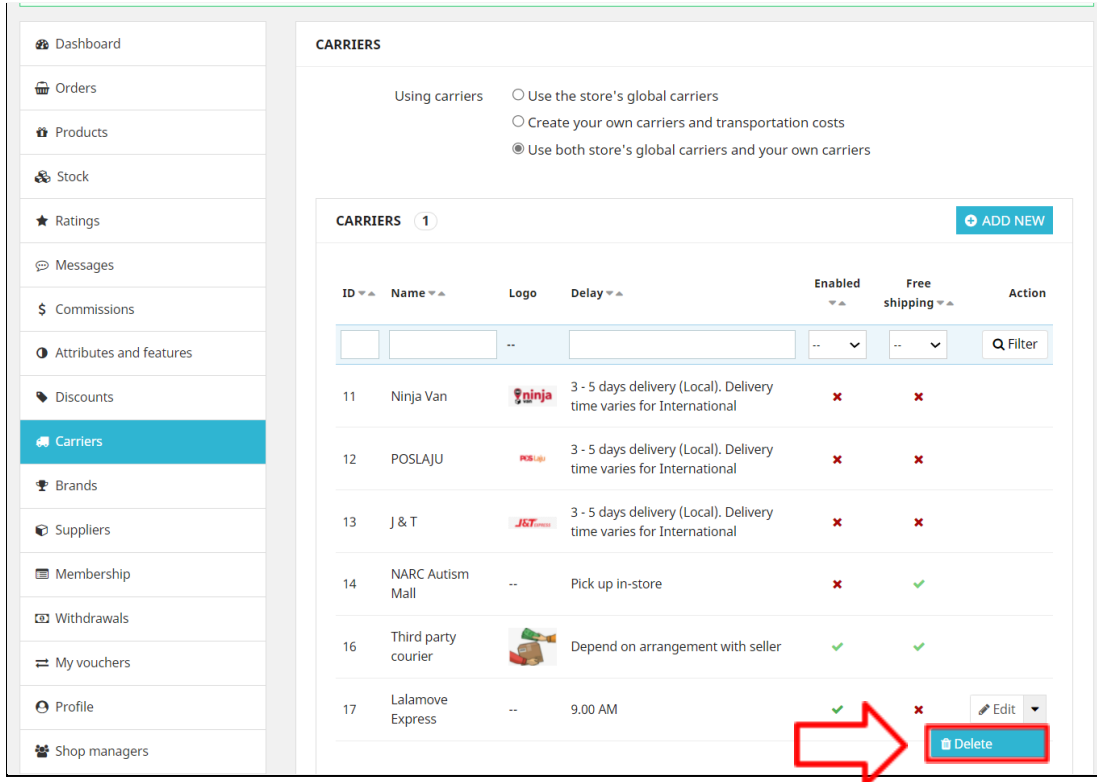
ID	Name	Logo	Delay	Enabled	Free shipping	Action
11	Ninja Van		3 - 5 days delivery (Local). Delivery time varies for International	✗	✗	
12	POSLAJU		3 - 5 days delivery (Local). Delivery time varies for International	✗	✗	
13	J & T		3 - 5 days delivery (Local). Delivery time varies for International	✗	✗	
14	NARC Autism Mall	--	Pick up in-store	✗	✓	
16	Third party courier		Depend on arrangement with seller	✓	✓	
17	Lalamove Express	--	9.00 AM	✓	✗	Edit

Autism Mall E-Marketplace User Manual

32

12.2 Guidelines on how to delete the selected carrier

12.2.1 Click on the “Delete” button to delete the carrier option.







The screenshot shows the 'CARRIERS' management page in the Autism Mall admin interface. The left sidebar contains navigation options, with 'Carriers' highlighted. The main content area shows a table of carriers with columns for ID, Name, Logo, Delay, Enabled, Free shipping, and Action. A red arrow points to the 'Delete' button in the Action column for the 'Lalamove Express' carrier (ID 17).

Using carriers

- Use the store's global carriers
- Create your own carriers and transportation costs
- Use both store's global carriers and your own carriers

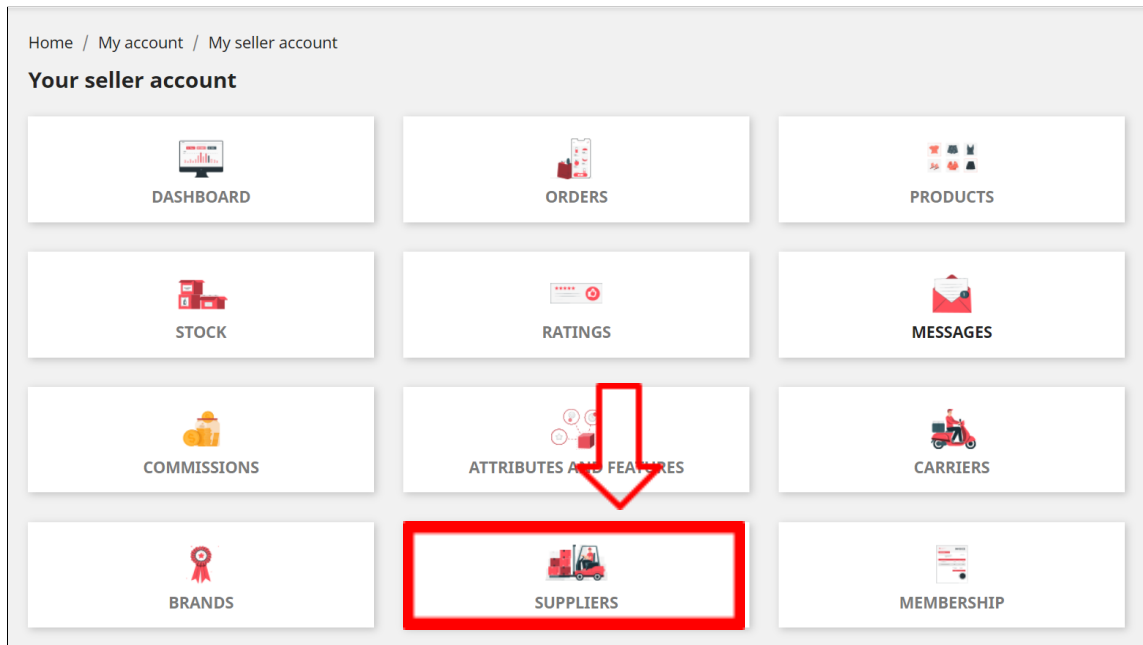
CARRIERS 1 ADD NEW

ID	Name	Logo	Delay	Enabled	Free shipping	Action
11	Ninja Van		3 - 5 days delivery (Local). Delivery time varies for International	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	POSLAJU		3 - 5 days delivery (Local). Delivery time varies for International	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	J & T		3 - 5 days delivery (Local). Delivery time varies for International	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14	NARC Autism Mall	--	Pick up in-store	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16	Third party courier		Depend on arrangement with seller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
17	Lalamove Express	--	9.00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

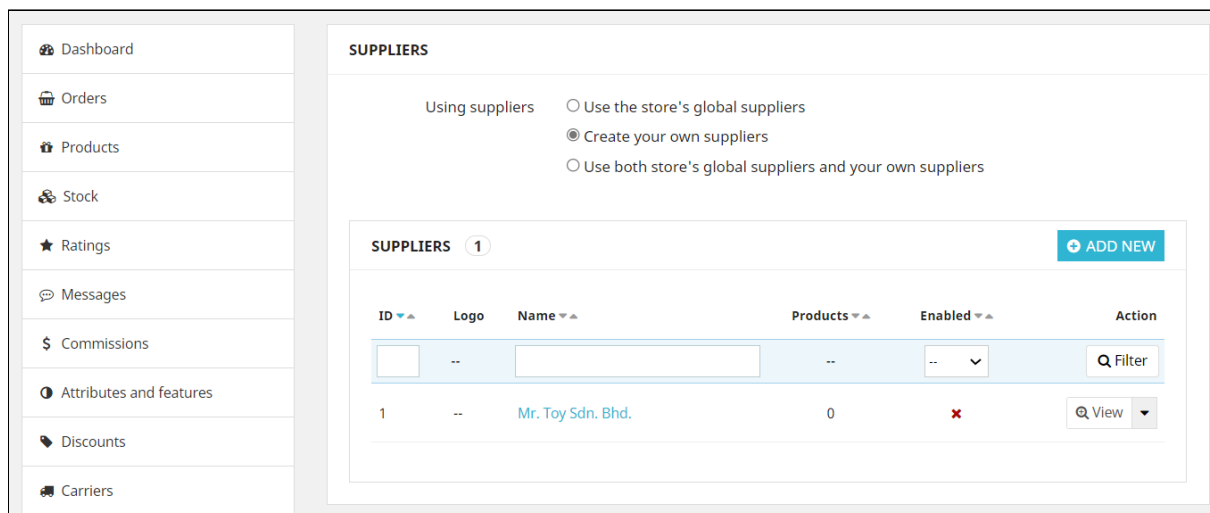
13 Manage Suppliers

13.1 Guidelines on how to view and add new suppliers

13.1.1 Go to the “Suppliers” page to view the list of suppliers.

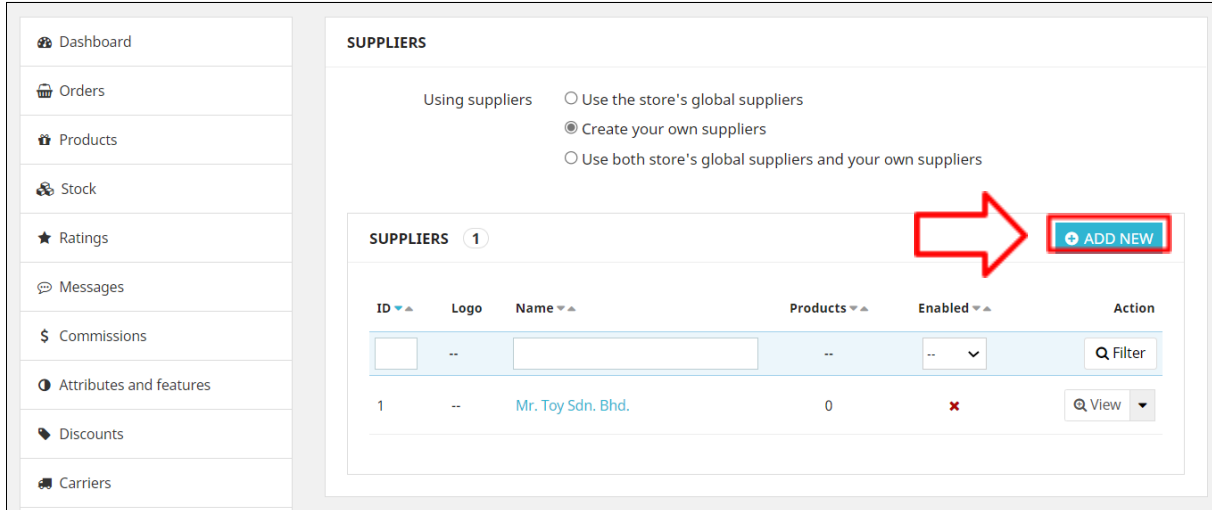


13.1.2 The list of suppliers will be displayed.



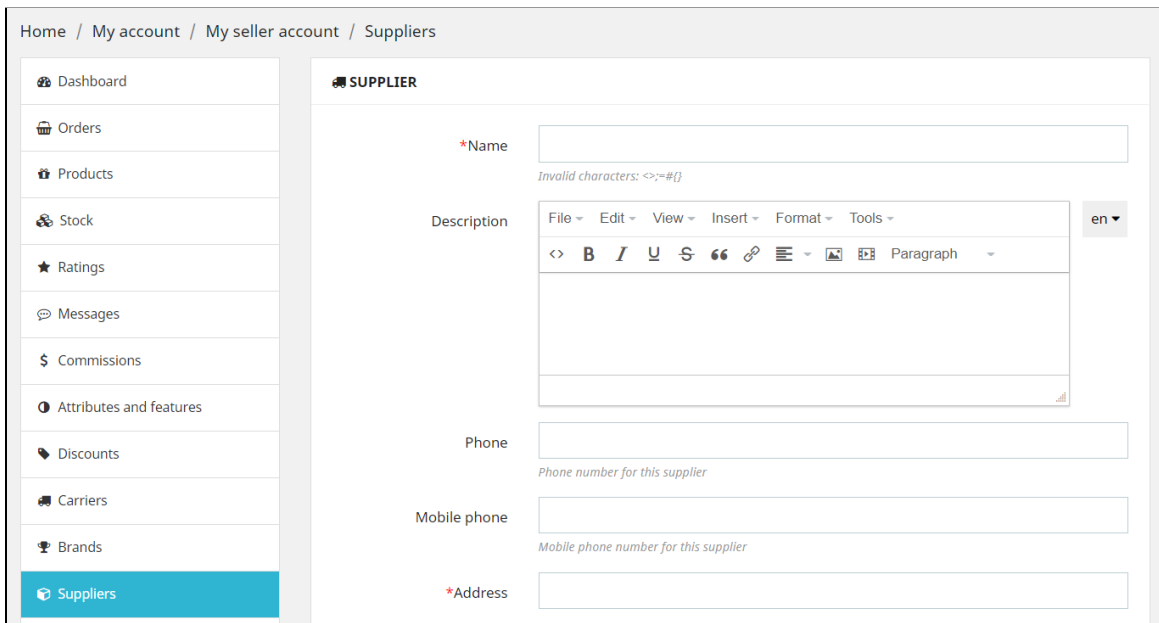
13.2 Guidelines on how to add new suppliers

13.2.1 Click on the “Add New” button to add new suppliers.



The screenshot shows the 'SUPPLIERS' management interface. On the left is a sidebar with navigation options: Dashboard, Orders, Products, Stock, Ratings, Messages, Commissions, Attributes and features, Discounts, and Carriers. The main content area is titled 'SUPPLIERS' and includes radio buttons for 'Using suppliers': 'Use the store's global suppliers', 'Create your own suppliers' (selected), and 'Use both store's global suppliers and your own suppliers'. Below this is a table with columns: ID, Logo, Name, Products, Enabled, and Action. A red arrow points to the 'ADD NEW' button in the top right of the table area. The table contains one entry: ID 1, Name 'Mr. Toy Sdn. Bhd.', Products 0, and Enabled status 'x'.

13.2.2 Fill in the form with the supplier's information.



The screenshot shows the 'SUPPLIER' form. The breadcrumb trail is 'Home / My account / My seller account / Suppliers'. The form fields are:

- Name**: A text input field with a red asterisk. Below it, a note says 'Invalid characters: <>=#{}'.
- Description**: A rich text editor with a toolbar containing options like Bold, Italic, Underline, and Paragraph.
- Phone**: A text input field with a note below it: 'Phone number for this supplier'.
- Mobile phone**: A text input field with a note below it: 'Mobile phone number for this supplier'.
- Address**: A text input field with a red asterisk.

- Membership
- Withdrawals
- My vouchers
- Profile
- Shop managers
- My shop

Address(2)

Zip/postal code

*City

*Country

*State


Logo No file chosen
Accepted formats: jpg, jpeg, gif, png. Limit: 8MB

Meta title en ▼
Invalid characters: <>=#{}

Meta description en ▼
Invalid characters: <>=#{}

Meta keywords en ▼
To add tags, click in the field, write something, and then press the "Enter" key. Invalid characters: <>=#{}

Enabled



13.2.3 Click on the **“Save”** button after completing the form.

13.2.4 The new supplier will be displayed on the list of suppliers page.

Home / My account / My seller account / Suppliers

Added successfully

- Dashboard
- Orders
- Products
- Stock
- Ratings
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands

SUPPLIERS

Using suppliers Use the store's global suppliers
 Create your own suppliers
 Use both store's global suppliers and your own suppliers

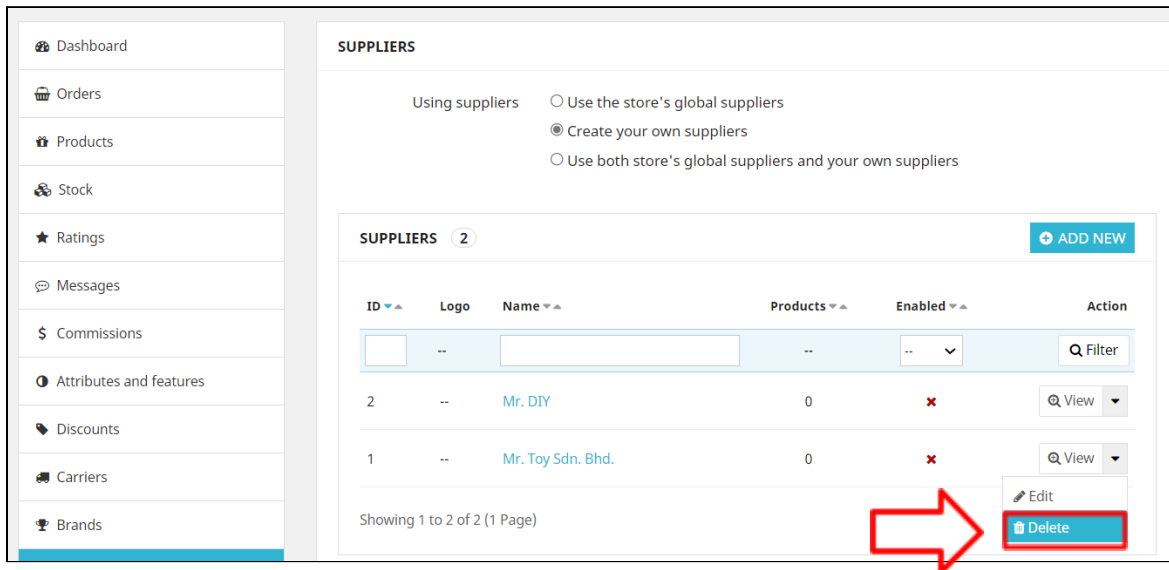
SUPPLIERS + ADD NEW

ID	Logo	Name	Products	Enabled	Action
	..	<input type="text"/> ▼	🔍 Filter
2	..	Mr. DIY	0	✘	🔍 View ▼
1	..	Mr. Toy Sdn. Bhd.	0	✘	🔍 View ▼

Showing 1 to 2 of 2 (1 Page)

13.3 Guidelines on how to delete suppliers

13.3.1 Click on the “Delete” button to delete the selected supplier.



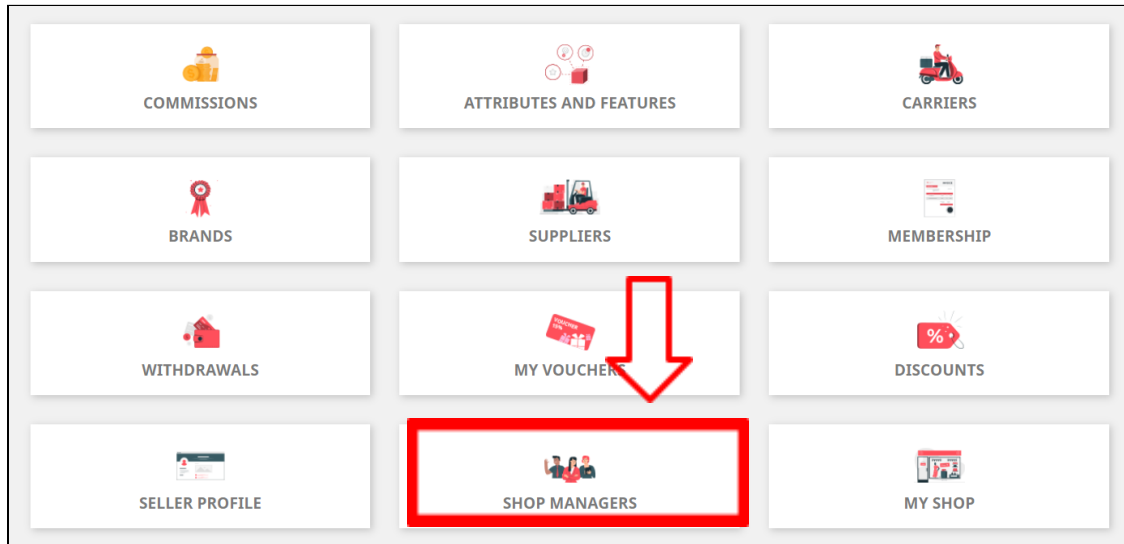
The screenshot shows the 'SUPPLIERS' management page. On the left is a sidebar with navigation options: Dashboard, Orders, Products, Stock, Ratings, Messages, Commissions, Attributes and features, Discounts, Carriers, and Brands. The main content area is titled 'SUPPLIERS' and includes radio buttons for 'Using suppliers' with options: 'Use the store's global suppliers', 'Create your own suppliers' (selected), and 'Use both store's global suppliers and your own suppliers'. Below this is a table with 2 suppliers. A red arrow points to the 'Delete' button in the 'Action' column of the first row.

ID	Logo	Name	Products	Enabled	Action
2	--	Mr. DIY	0	✘	View
1	--	Mr. Toy Sdn. Bhd.	0	✘	View

14 Manage Shop Managers

14.1 Guidelines on how to view a list of shop managers and add new shop managers

14.1.1 Go to the “Shop Managers” page to view a list of shop managers.



14.1.2 The list of shop managers will be displayed.

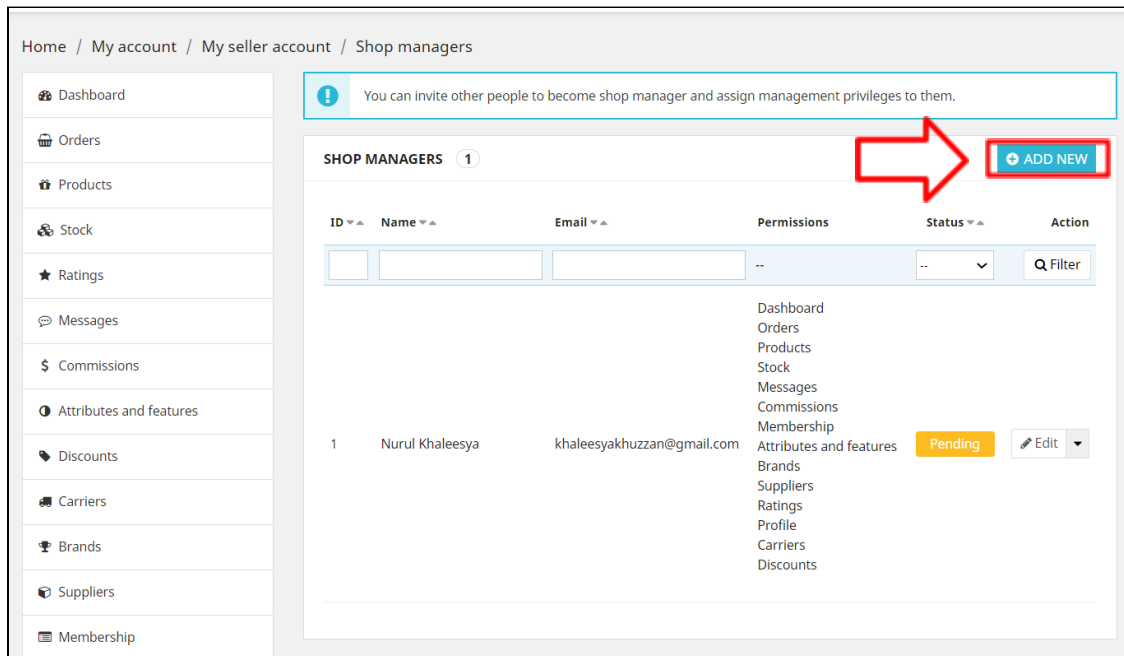
Home / My account / My seller account / Shop managers

SHOP MANAGERS 1 + ADD NEW

You can invite other people to become shop manager and assign management privileges to them.

ID	Name	Email	Permissions	Status	Action
1	Nurul Khaleesya	khaleesyakhuzzan@gmail.com	<ul style="list-style-type: none"> Dashboard Orders Products Stock Messages Commissions Membership Attributes and features Brands Suppliers Ratings Profile Carriers Discounts 	Pending	Edit

14.1.3 Click on the “Add New” button to add new shop managers.



Home / My account / My seller account / Shop managers

You can invite other people to become shop manager and assign management privileges to them.

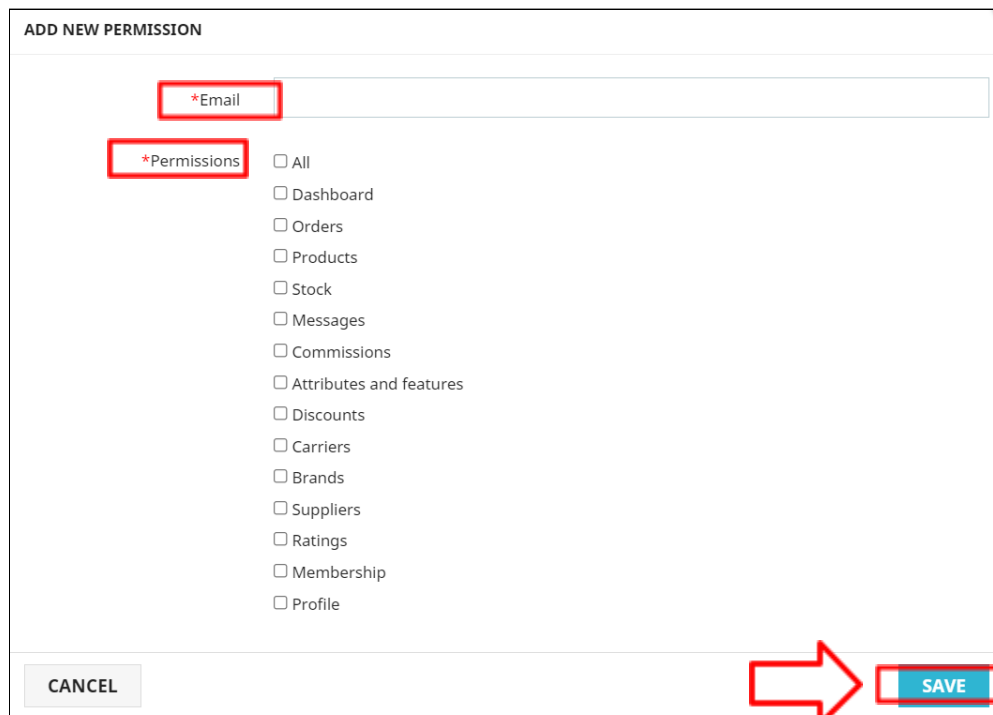
SHOP MANAGERS 1

ADD NEW

ID	Name	Email	Permissions	Status	Action
1	Nurul Khaleesya	khaleesyakhuzzan@gmail.com	<ul style="list-style-type: none"> Dashboard Orders Products Stock Messages Commissions Membership Attributes and features Brands Suppliers Ratings Profile Carriers Discounts 	Pending	Edit

14.1.4 Fill in the form with the shop manager’s information such as:

- i. **Email** (an account that have registered as a customer/seller at Autism Mall)
- ii. **Permission option**



ADD NEW PERMISSION

*Email

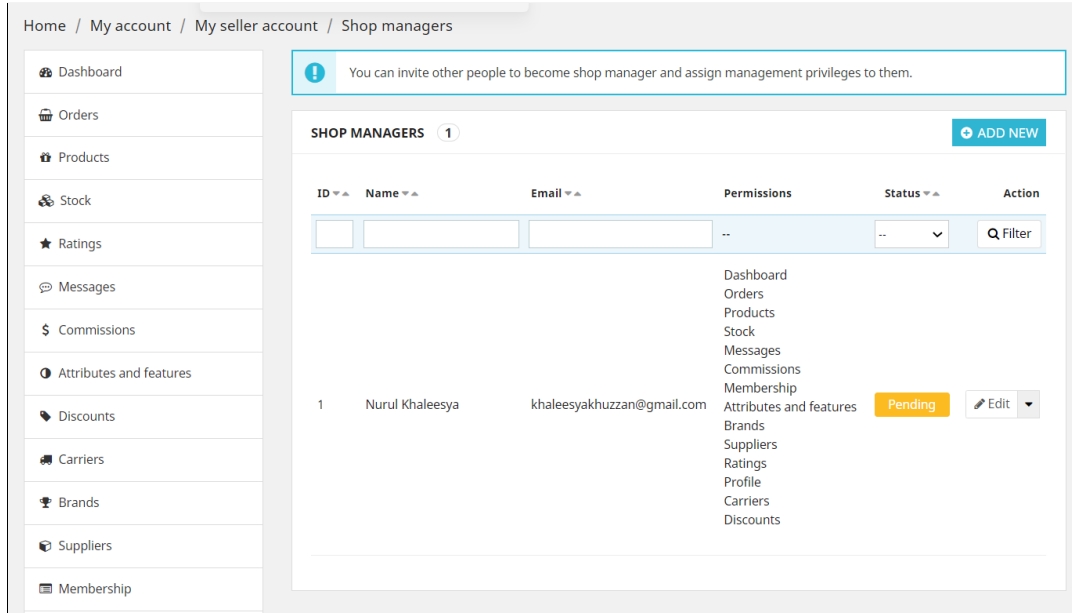
*Permissions

- All
- Dashboard
- Orders
- Products
- Stock
- Messages
- Commissions
- Attributes and features
- Discounts
- Carriers
- Brands
- Suppliers
- Ratings
- Membership
- Profile

CANCEL **SAVE**

14.1.5 Click on the “**Save**” button after completing the form.

14.1.6 The name of the new shop manager will be displayed on the shop managers page.



Home / My account / My seller account / Shop managers

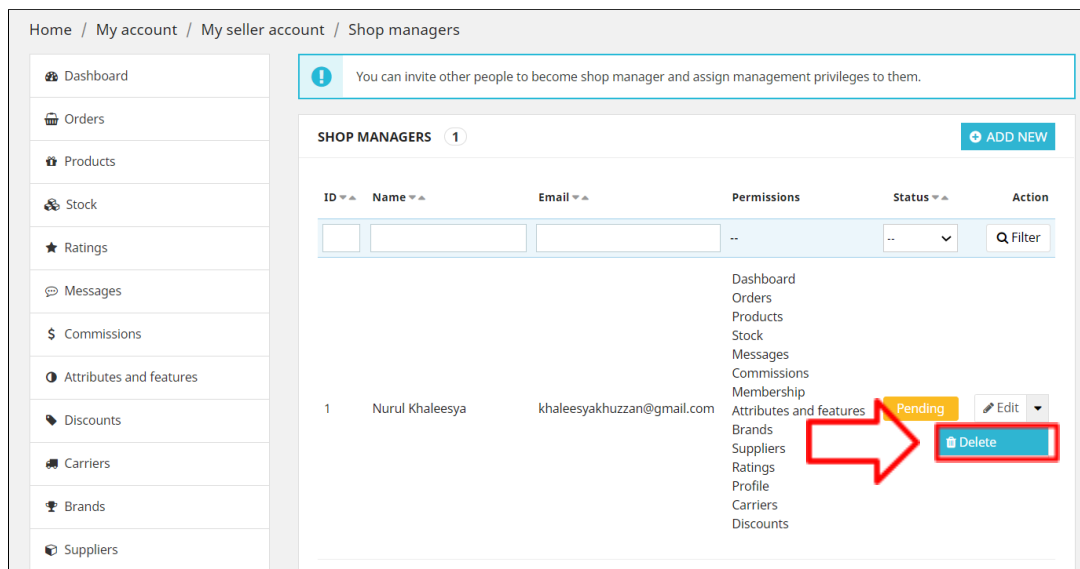
You can invite other people to become shop manager and assign management privileges to them.

SHOP MANAGERS 1 ADD NEW

ID	Name	Email	Permissions	Status	Action
1	Nurul Khaleesya	khaleesyakhuzzan@gmail.com	<ul style="list-style-type: none"> Dashboard Orders Products Stock Messages Commissions Membership Attributes and features Brands Suppliers Ratings Profile Carriers Discounts 	Pending	Edit

14.2 Guidelines on how to delete shop managers

14.2.1 Click on the “**Delete**” button to delete the selected shop manager.



Home / My account / My seller account / Shop managers

You can invite other people to become shop manager and assign management privileges to them.

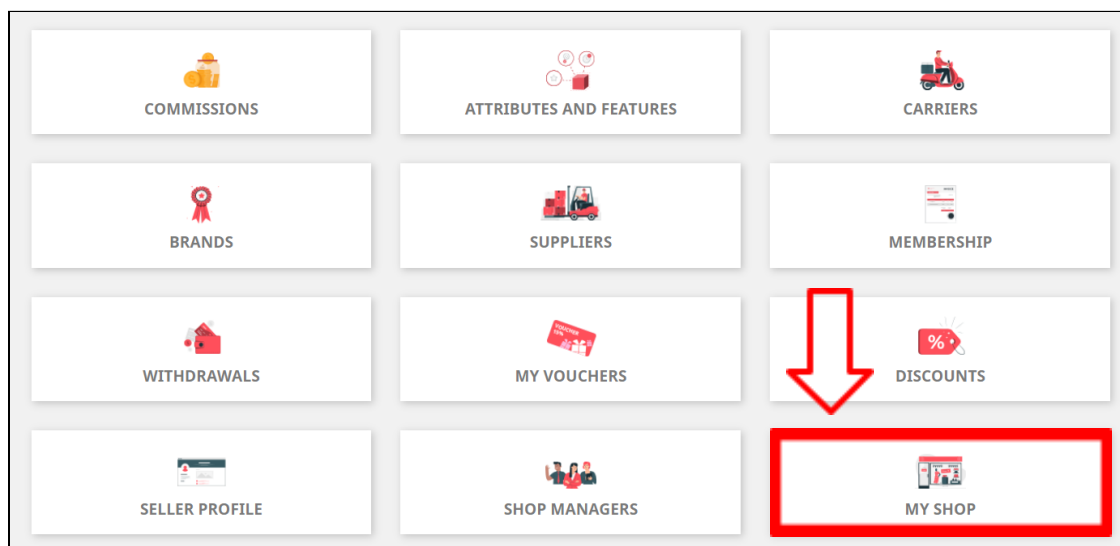
SHOP MANAGERS 1 ADD NEW

ID	Name	Email	Permissions	Status	Action
1	Nurul Khaleesya	khaleesyakhuzzan@gmail.com	<ul style="list-style-type: none"> Dashboard Orders Products Stock Messages Commissions Membership Attributes and features Brands Suppliers Ratings Profile Carriers Discounts 	Pending	Edit Delete

15 View Your Shop

15.1 Guidelines on how to see your shop details and products

15.1.1 Go to the “My Shop” page to view your shop details.



15.1.2 The details about your shop will be displayed.

