

ZALORA

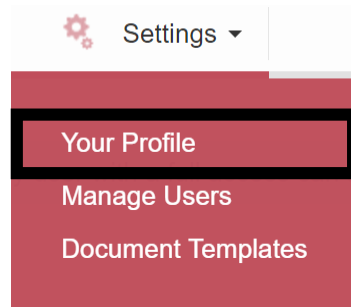
MARKETPLACE

Updating Your Seller Center Profile

UPDATING YOUR PROFILE

Getting Started on Seller Center

- Step 1: After logging on to Seller Center, click on Settings → Your Profile



- Step 2: Complete the sections that fall under the **General** tab



UPDATING YOUR PROFILE


Information to Prepare Beforehand

- Step 3: Before you begin, make sure you have the following information ready:
 - Seller's Contact Number
 - Company's Legal Name
 - Business' Legal Type
 - Business Address
 - Business Registration Number
 - Name of Product Brand(s)
 - Bank Account Details
 - Parcel Pick-Up Address

UPDATING YOUR PROFILE

General → Seller Account Information

Seller Account Information

Seller ID	<input type="text" value="SG10130"/>	Automatically assigned by Seller Center
First and Last Name	<input type="text" value="Martin Roesch"/>	First and Last name of Brand Owner
Phone Number *	<input type="text" value="123456789"/>	Phone number of dedicated person-in-charge of Seller Center matters
Display Name / Shop Name	<input type="text" value="Rocket Internet Labs"/>	Shop/Brand name that could be different from Legal/Company Name
Email Address *	<input type="text" value="martin.roesch@rocket-internet.de"/>	Email address of dedicated person-in-charge of Seller Center matters
Optional File	<div> CMS User Manual.pdf</div> <div>Download file</div> <p>Allowed types are images, PDF files and MS Word documents</p>	<div>Change</div> <div>Remove</div>

LEGEND

 Editable Field  Non-Editable Field

UPDATING YOUR PROFILE

General → Business Information

Business Information

Legal Name / Company Name *

Rocket Internet Labs

Business name as stated on the registered business license

Legal Form *

Limited liability company ▼

Select the business type from the dropdown list: (1) Limited Liability, (2) Public Company, (3) Sole Proprietorship

Address 1 *

Berlin

City / Town *

Berlin

Country *

Germany ▼

Your business' office or local headquarters' address

Postal Code *

1043

Person in Charge

Andrea

Name of dedicated person-in-charge of Seller Center matters and operations

Business Registration No.

201209453H

Business registration number as reflected on registered business license

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Editable Field



Non-Editable Field

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UPDATING YOUR PROFILE

General → Business Information

Business Information

VAT Information File

Select file

If applicable, upload your VAT or tax eligibility information

Allowed types are images, PDF files and MS Word documents

Acra

Select file

If applicable, upload your Business Registration or ACRA

Allowed types are images, PDF files and MS Word documents

Trademark

Select file

If applicable, upload your trademark registration or certificate

Allowed types are images, PDF files and MS Word documents

Letter of Authorization

Select file

If applicable, upload the letter of authorization from your company or HQ

Allowed types are images, PDF files and MS Word documents

Letter of Distribution (from Principal)

Select file

If applicable, upload the letter of distribution from the principal owner

Allowed types are images, PDF files and MS Word documents

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Editable Field



Non-Editable Field

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UPDATING YOUR PROFILE

General → Shop Information

Shop Information

Do you have valid license to sell, distribute products you sell?

Yes ▼

How do you supply geographically?

International ▼

Do you own any brands for the products you are selling?

Yes ▼

Which brands do you want to sell?

Nike x

Main Product Category

-Select your Main Categories- ▼

Number of products you plan to sell

1-10 ▼

License File

Select file

For all the questions with a dropdown answer option available, select the answer accordingly

For open-ended answers, enter your answers in the text box provided

If applicable, upload your License for distribution rights

LEGEND

Allowed types are images, PDF files and MS Word documents

 Editable Field  Non-Editable Field

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UPDATING YOUR PROFILE

General → Bank Account

Bank Account

Beneficiary Name *

Rocket

Account Number *

123456789

Bank *

Rocket Bank

Bank Code *

117544

IBAN

DE766587698EEDI

Branch Code *

RS0123456789

Bank information *

 200_s.gif

Change

Remove

[Download file](#)

Allowed types are images, PDF files and MS Word documents

Enter the correct bank details to ensure proper remittance of your generated earnings from ZALORA

Key information required:

1. Account Name
2. Account Number
3. Bank Name
4. Bank Code

Do upload a copy of your bank information in either JPG, PDF or MSWord format

Please note that the bank account details can only be input and edited by you – do ensure that there are no errors

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Editable Field



Non-Editable Field

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UPDATING YOUR PROFILE

General → Pick Up Address

Pick up address

Copy from Business Address

Contact Name (for Pick up)

Martin Roesch

Name of person-in-charge to liaise with for order pick-ups

Address1

182 Clemenceau Avenue

Enter the address for the courier to pick up the order packages for delivery to customer

Address2

Phone Number

97238103

This can be your physical shop, office or warehouse address

Postal Code

239922

If this is the same as your office address, click on "Copy from Business Address"

City / Town

Singapore

Note: We do not reveal ZALORA Marketplace sellers' address to customers

Country

Singapore ▼

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UPDATING YOUR PROFILE

Boutique Logo → Upload Your Logo

{COMPULSORY}

- Choose a strong fashion image
- Display brand logo clearly
- No promotional codes
- Adhere to ZALORA guidelines:
 - 520 (width) x 354 (height) pixels
 - Min. 72 ppi resolution
 - Landscape layout
 - Visual image with brand logo



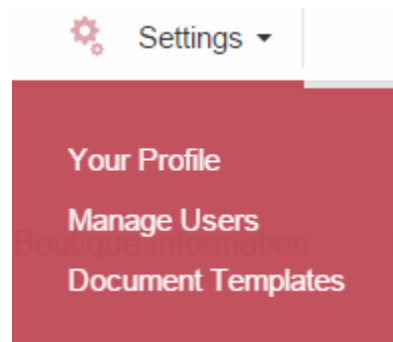
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UPDATING YOUR PROFILE

Boutique Logo → Upload Your Logo

{COMPULSORY}

- Step 1: Click on **Settings** → **Your Profile**, then the “Boutique Logo” tab



- Step 2: Click on **Boutique Logo** tab



- Step 3: Select logo image and click the “**Upload**” button

