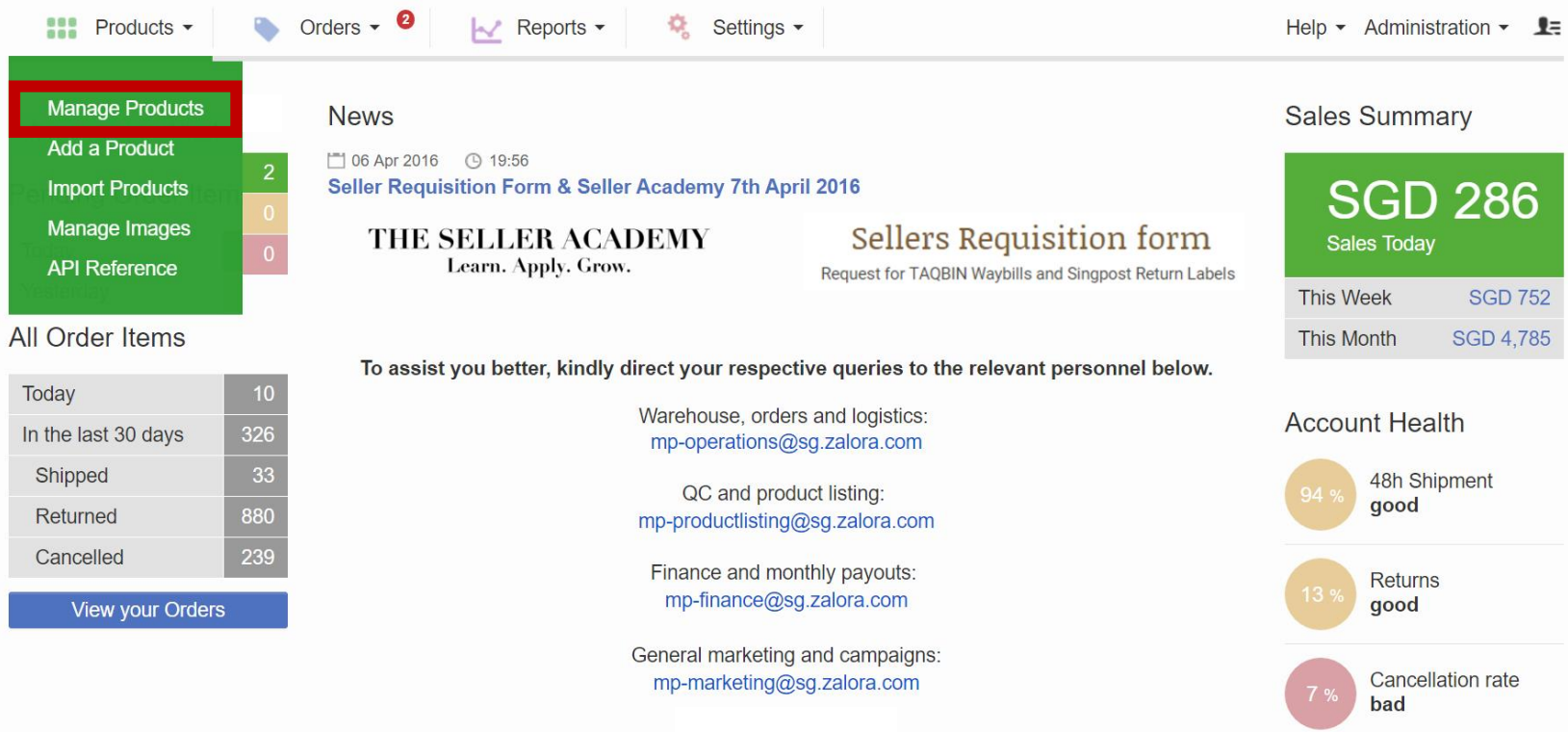
ZALORA

MANAGING YOUR PRODUCTS

MANAGING YOUR PRODUCTS

Getting Started on Seller Center

- After logging on to Seller Center, click on **Products → Manage Products**

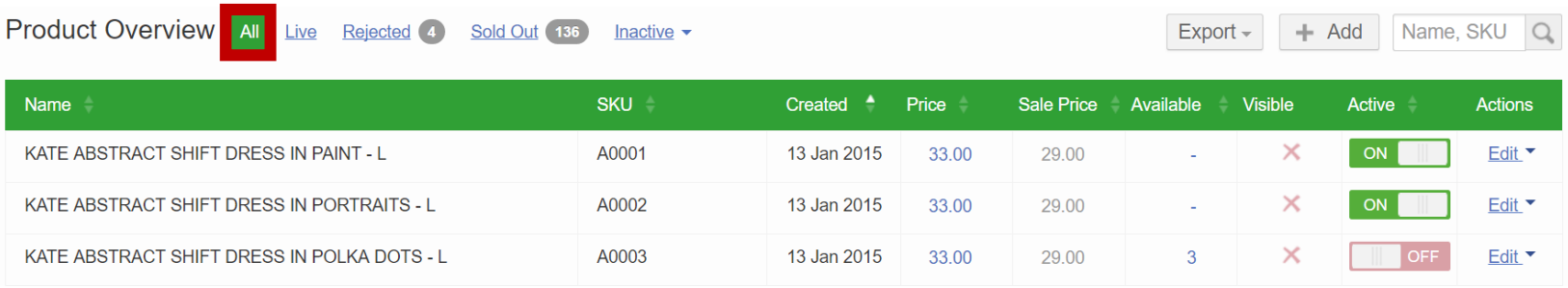


ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(1) Product Management Overview

- To view all products uploaded to Seller Center, filter using the **"All"** tab



Name	SKU	Created	Price	Sale Price	Available	Visible	Active	Actions
KATE ABSTRACT SHIFT DRESS IN PAINT - L	A0001	13 Jan 2015	33.00	29.00	-	✗	ON	Edit
KATE ABSTRACT SHIFT DRESS IN PORTRAITS - L	A0002	13 Jan 2015	33.00	29.00	-	✗	ON	Edit
KATE ABSTRACT SHIFT DRESS IN POLKA DOTS - L	A0003	13 Jan 2015	33.00	29.00	3	✗	OFF	Edit

- To view products that are live on ZALORA, filter using the **"Live"** tab

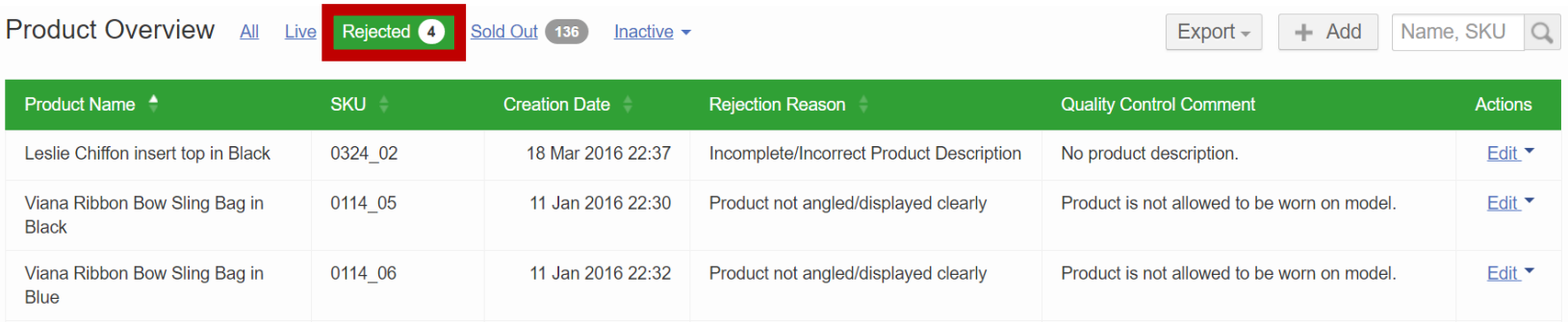
Name	SKU	Created	Price	Sale Price	Available	Visible	Active	Actions
Chloe Flower Bloom Skorts in Blue Floral - M	0103_07M	03 Jan 2016	28.00	-	27	✓	ON	Edit
Chloe Skorts in Spring Florals - M	0516_40M	30 May 2015	28.00	-	18	✓	ON	Edit
Chloe Skorts in Spring Florals - S	0516_40S	30 May 2015	28.00	-	20	✓	ON	Edit

ZALORA
MARKETPLACE

MANAGING YOUR PRODUCTS

(1) Product Management Overview

- To view product submissions rejected by QC, select the **"Rejected"** tab



Product Name	SKU	Creation Date	Rejection Reason	Quality Control Comment	Actions
Leslie Chiffon insert top in Black	0324_02	18 Mar 2016 22:37	Incomplete/Incorrect Product Description	No product description.	Edit
Viana Ribbon Bow Sling Bag in Black	0114_05	11 Jan 2016 22:30	Product not angled/displayed clearly	Product is not allowed to be worn on model.	Edit
Viana Ribbon Bow Sling Bag in Blue	0114_06	11 Jan 2016 22:32	Product not angled/displayed clearly	Product is not allowed to be worn on model.	Edit

- To view products that are out of stock, filter using the **"Sold Out"** tab

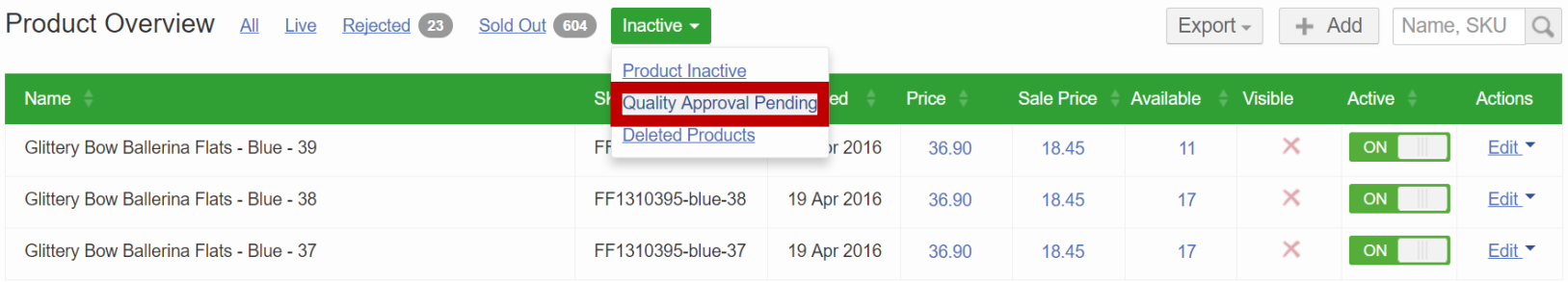
Name	SKU	Created	Price	Sale Price	Available	Visible	Active	Actions
CHLOE FLOWER BLOOM SKORTS - L	A0053	25 Feb 2015	28.00	-	-	✕	ON	Edit
Elina Flare Halter Circle Blouse in light Blue - One size	1112_06	06 Nov 2015	25.00	-	-	✕	ON	Edit
Kaye Oversize Casual Dress in Pink - One size	0407_09	04 Apr 2016	33.00	-	-	✕	ON	Edit

ZALORA
MARKETPLACE

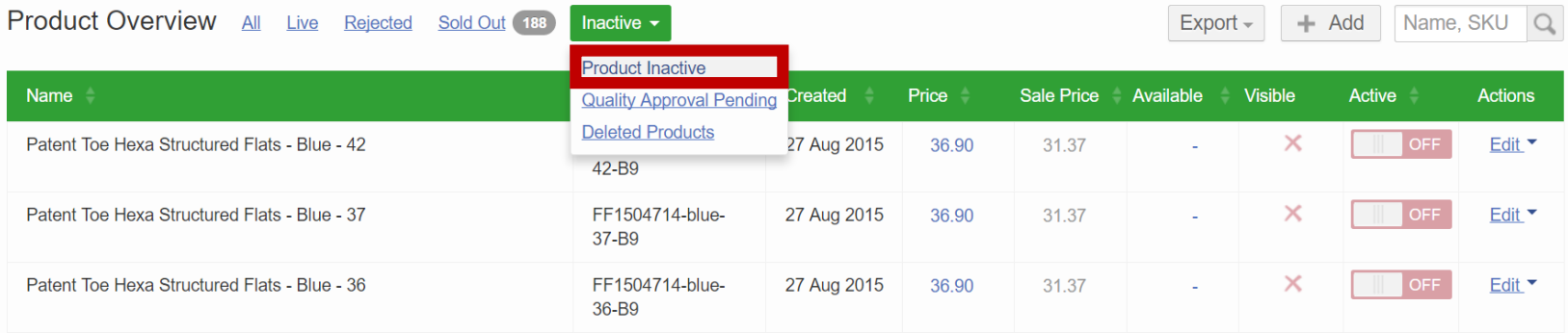
MANAGING YOUR PRODUCTS

(1) Product Management Overview

- To view product submissions pending by QC, click on **Inactive → Quality Approval Pending**



- To view products that currently not live on ZALORA, click on **Inactive → Product Inactive**



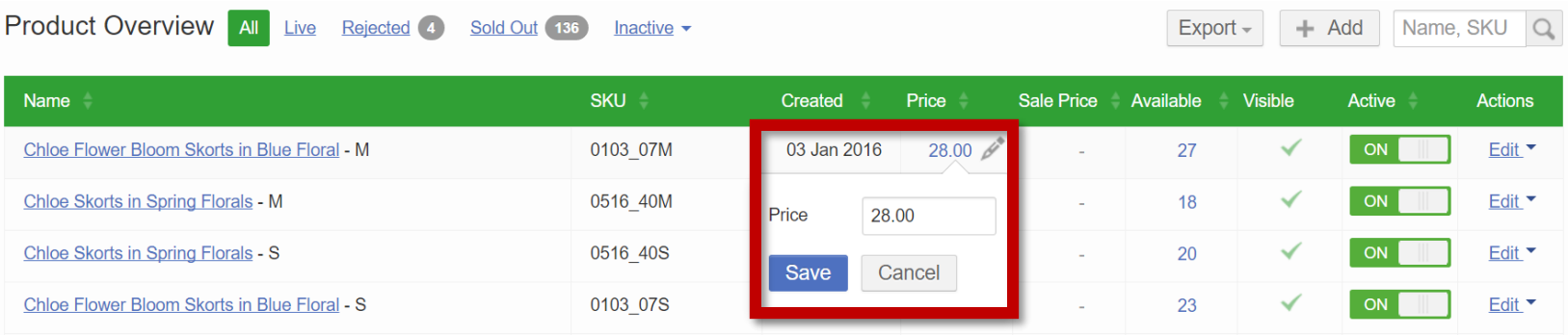
ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(2) Edit Price and Stock Quantity

- On the Product Overview page, you can make changes to the following:

(a) Price



- Drag cursor to the **Price** column
- Click on the pencil icon
- Adjust the prices for the selected product
- Click the **"Save"** button

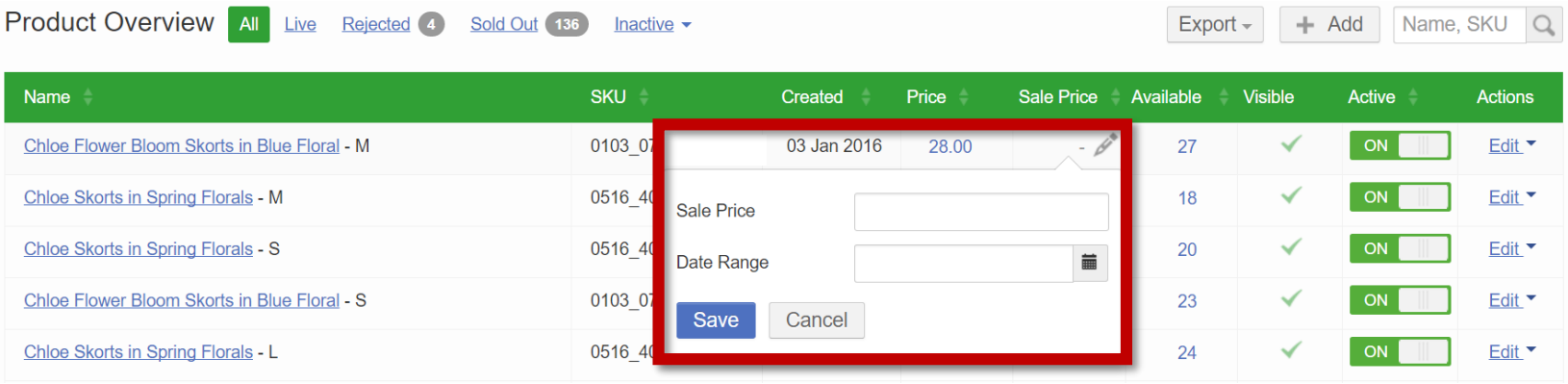
ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(2) Edit Price and Stock Quantity

- On the Product Overview page, you can make changes to the following:

(b) Sale Price



- Drag cursor to the **Sale Price** column
- Click on the pencil icon
- Input the Sale Price for the selected product
- Input the Date Range that the Sale Price will apply
- Click the **"Save"** button

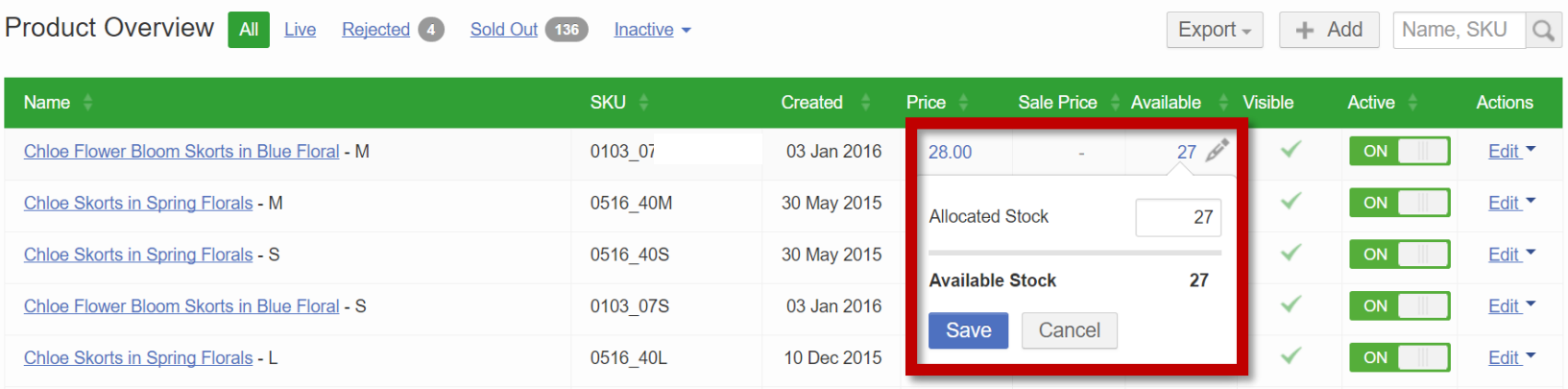
ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(2) Edit Price and Stock Quantity

- On the Product Overview page, you can make changes to the following:

(c) Stocks Quantity



- Drag cursor to the **Available** column
- Click on the pencil icon
- Adjust the allocated stock quantity for the selected product
- Click the **"Save"** button

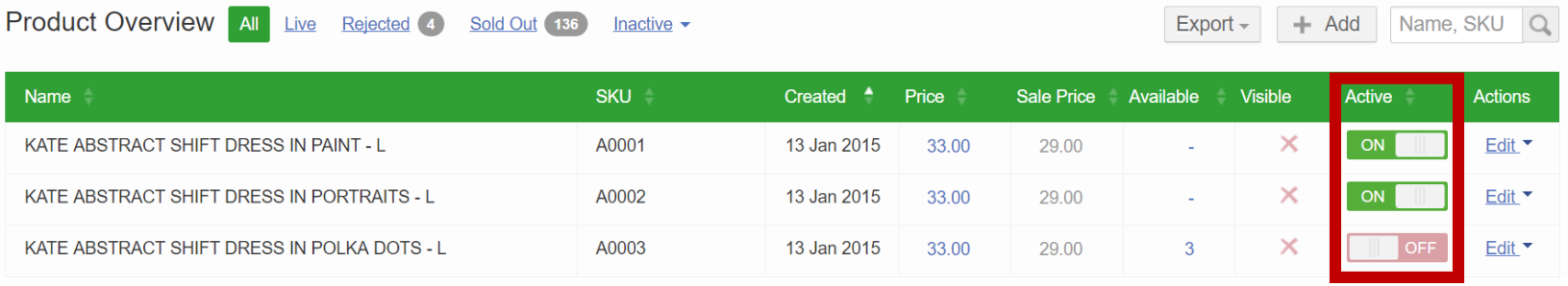
ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(2) Edit Price and Stock Quantity

- On the Product Overview page, you can make changes to the following:

(d) Live Status



- Drag cursor to the **Active** column
- Toggle between "On" and "Off" to turn the product on or off on ZALORA's website

ZALORA
MARKETPLACE

MANAGING YOUR PRODUCTS

(3) Edit or Delete Product Details

- To edit Product Details (e.g. Product Name, Brand, Colour, Description) or to delete a product,

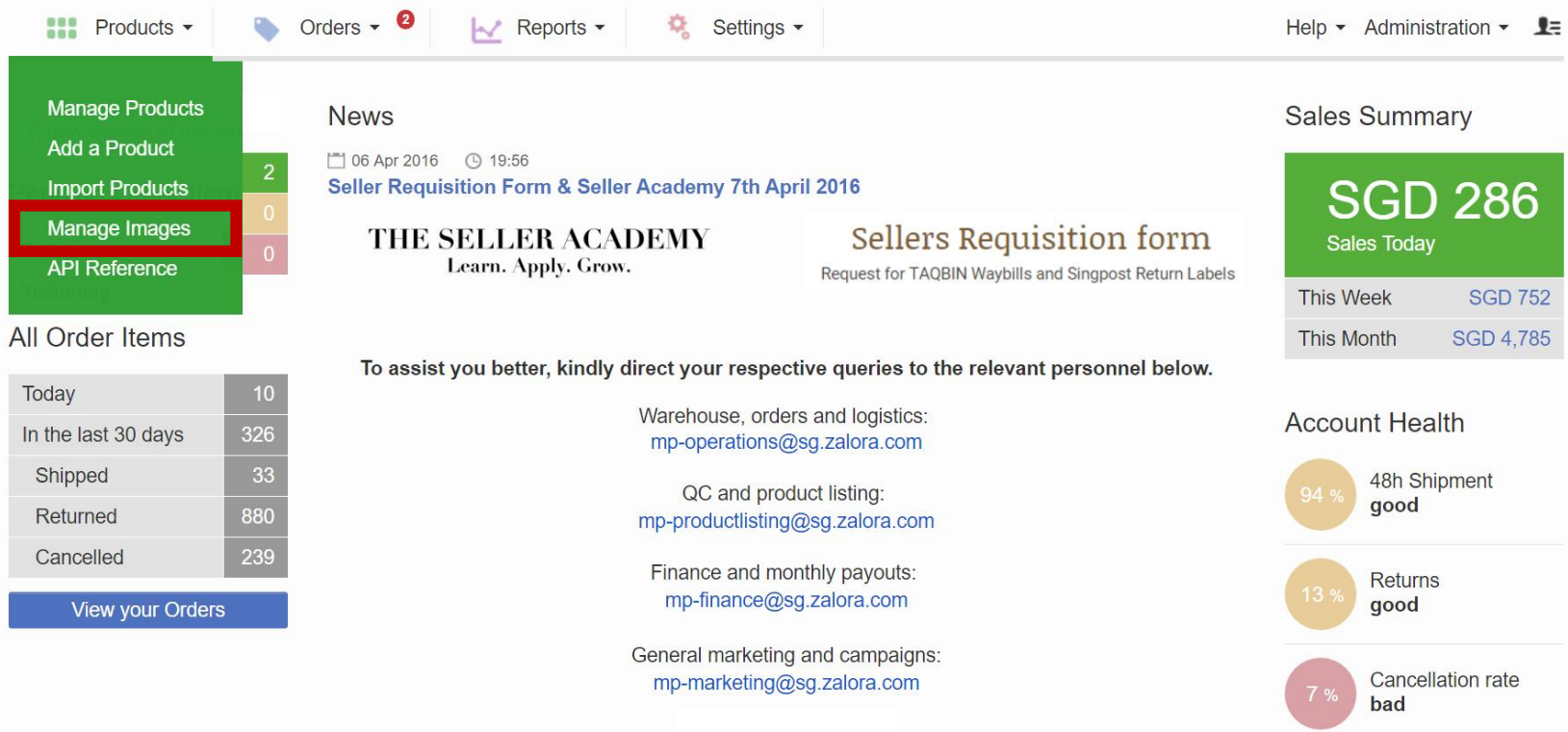
- Drag cursor to the **Actions** column
- Select the desired action

ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(4) Manage Product Images

- Click on **Products → Manage Images**

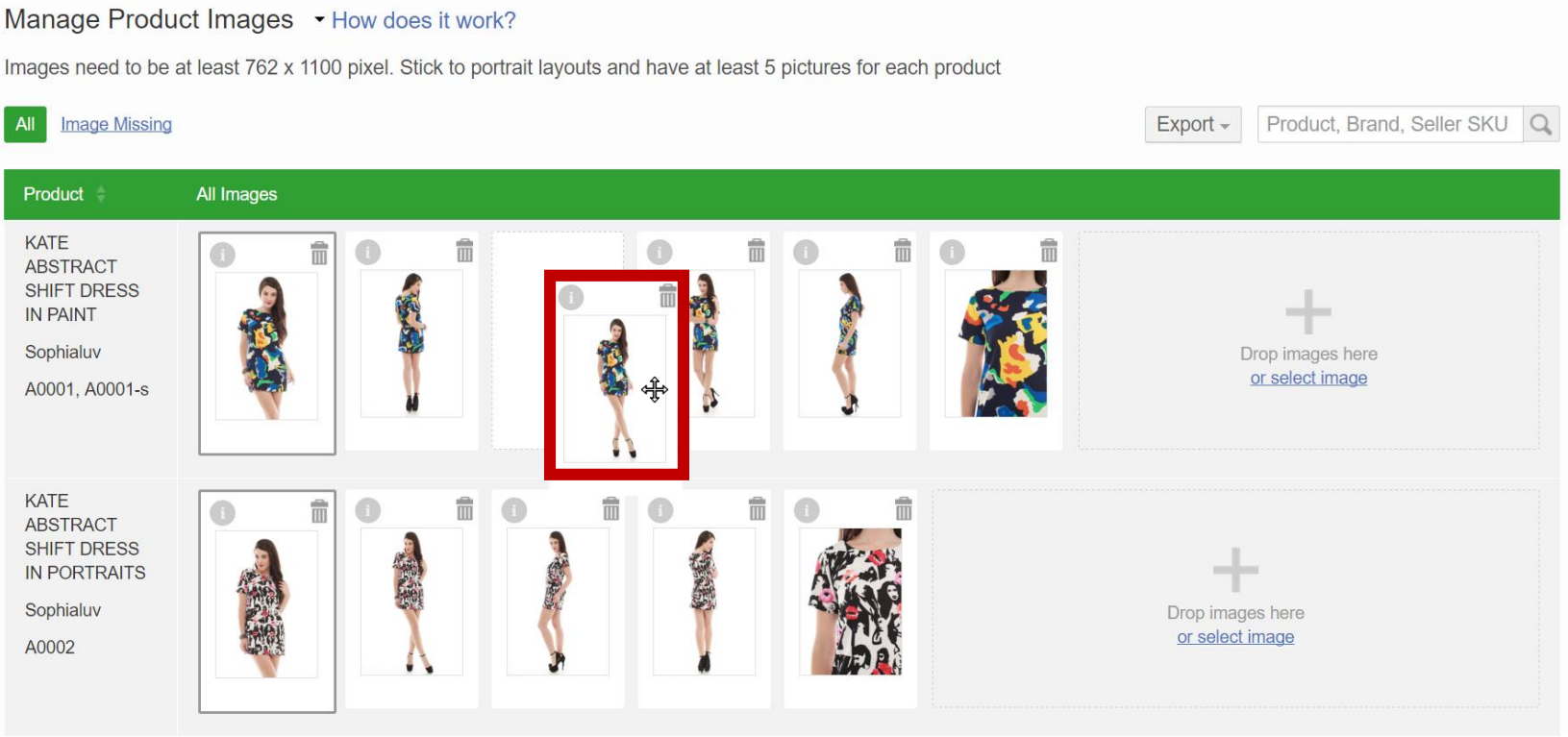


ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(4) Manage Product Images

- To Rearrange Order of Images
  - Click, drag and drop images in the order compliant to ZALORA guidelines

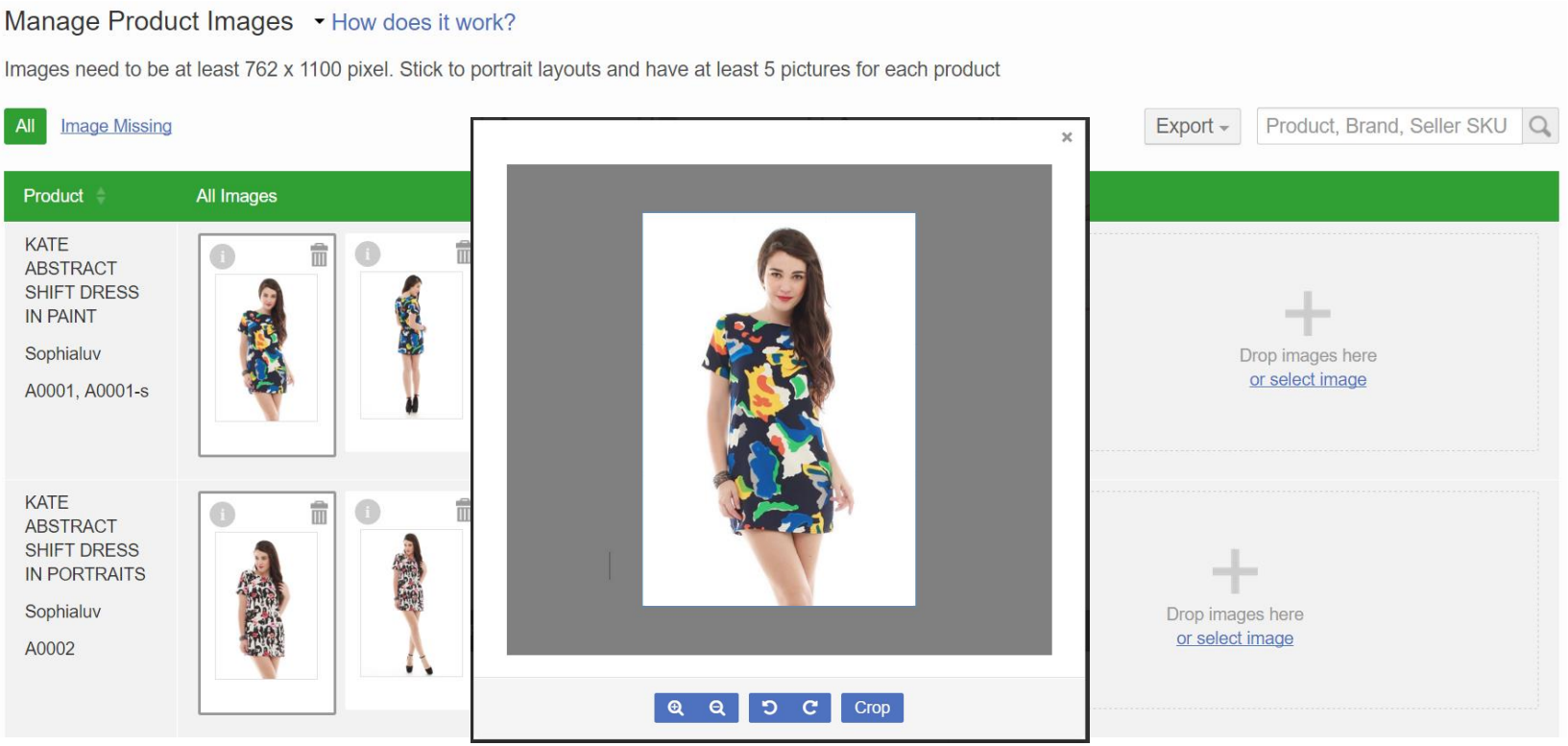


ZALORA MARKETPLACE

MANAGING YOUR PRODUCTS

(4) Manage Product Images

- To make simple edits (i.e. rotate or crop) to images,
  - Click on the ⓘ icon to reveal the pop-up for each product



ZALORA MARKETPLACE