

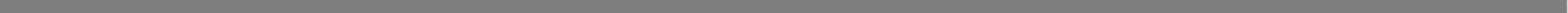


ZALORA



FINANCE

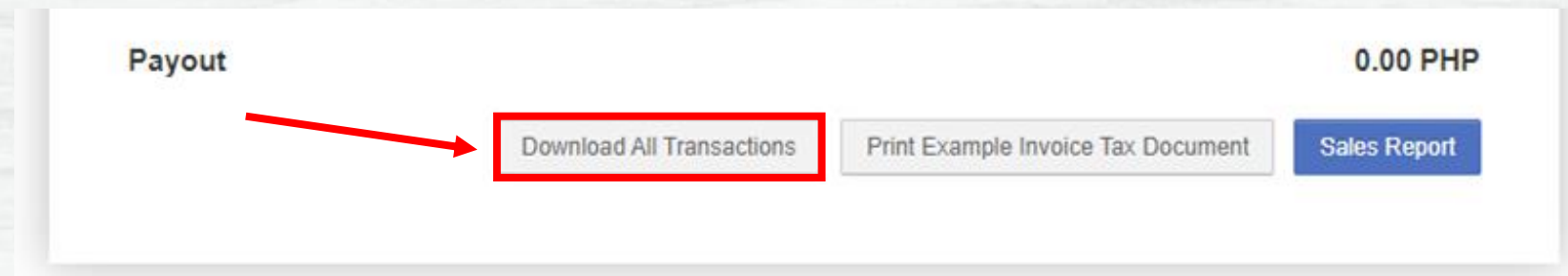
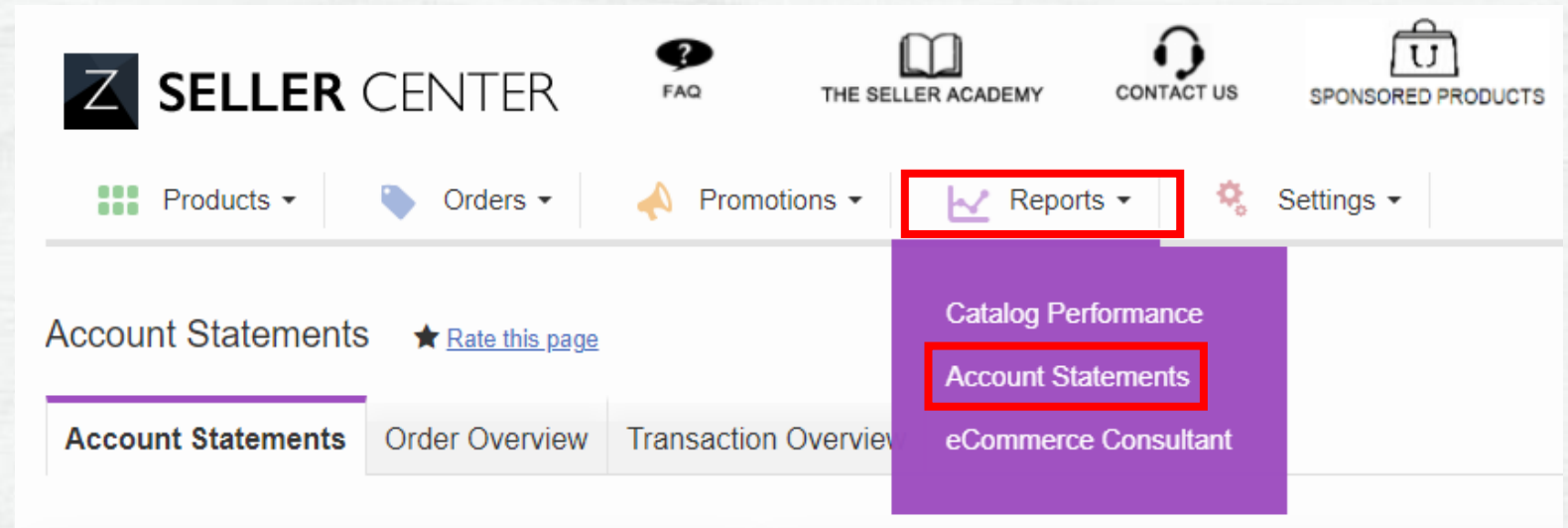
ONBOARDING DECK 2023



STATEMENT OF ACCOUNT

Step on how to get the SOA from Seller Center.

1. Log in to your Seller Center Account
2. Go to Reports then click Account Statements
3. Under Account Statements tab, choose which period you want to extract.
4. You may extract the charges by clicking "Download All Transactions" or "Download Sales Report" to get the total sales for the month below.
5. From the excel file, you may filter the "Transaction Type" (Column B) to get the specific order number.



STATEMENT OF ACCOUNT

SOA Issuance, ZALORA on a monthly basis will provide each Marketplace Seller of Statement of Account (SOA): every 10th business day of the month via Seller Center reports.

The SOA shall consist of the following:

- A. Name of the Seller
- B. Period covered by the report
- C. Order item details
- D. Opening balance
- E. Transactions Fees
 - Sales Revenue
 - Commission
 - Per Product service Fee
 - Penalty
 - Monthly subscription Fee
 - Discount Fee
- F. Refunds Transactions
 - Returned and Cancelled Orders
 - Debit of other revenues
 - Refund on Commission and Discount
 - Shipping Fee rebate (if applicable)
- G. Payout (Final sales of the month)
- H. Payment Status

PERIOD / NR.	PAYOUT
12 May 2021 - 31 May 2021	Current statement

PERIOD	STATUS
12 May 2021 – 31 May 2021	● Open

Opening Balance	Negative closing balance from previous statements.	0.00 PHP
Orders	Sales Revenue	0.00 PHP
	Other Revenues	0.00 PHP
	Fees	0.00 PHP
	Subtotal	0.00 PHP
Refunds	Returned or Cancelled Orders	0.00 PHP
	Debit of other revenues	0.00 PHP
	Refund on Fees	0.00 PHP
	Subtotal	0.00 PHP
Others	Others	0.00 PHP
	Subtotal	0.00 PHP
Closing Balance	Total Balance	0.00 PHP
Payout		0.00 PHP

[Download All Transactions](#) [Print Example Invoice Tax Document](#) [Sales Report](#)

STATEMENT OF ACCOUNT

Sales Transactions: March 1-31, 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
** August 2023 **						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- **Timeline**
- eSOA release from Seller Center: every 10th business days of the month.
- Disputes: Seller must review the SOA and communicate any discrepancy within 5 working days to Seller Center Help Desk.
- Seller shall reply and confirm the revised SOA if approved for payment within 2 working days.
- Payout: count starts on 1st day of the month.
- If payout falls on a holiday or weekend, payout will be on the earliest Friday before the payout date.


	<i>eSOA on Seller Center</i>
	<i>Last day of dispute</i>
	<i>Payout</i>

ZALORA



THANK YOU

 www.zalora.com.ph

 Muntinlupa City