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PARTIES INVOLVED

1. Platform
Platform: Dropshipii

2. Merchant
Name: YOU
Domain: Your online shop (Eg. Lazada)
Register with Lazada
**REGISTER WITH LAZADA**

**STEP 1**
Search [sellercenter.lazada.com.my](http://sellercenter.lazada.com.my) at the browser
Click the **“Sign Up”** to register

**STEP 2**
Choose **“Local Seller”**, then **“Sign Up as a Lazada Seller”**
REGISTER WITH LAZADA

Start your business on Lazada

Account Type
- Individual – For all types of sellers, big or small
- Corporate – For sellers with a business registration

Individuals will need a valid government issued ID showing citizenship and birth date, and to be at least 18 years old in order to sell as an individual on Lazada.

Email Address
Password
- At least 8 characters, including 1 letter, 1 number and 1 symbol.
Confirm Password
- At least 8 characters, including 1 letter, 1 number and 1 symbol.

Have a referral code

By clicking Next, you agree to these Terms & Conditions

STEP 3
- Fill in information to sign up
- Then click “Next”
REGISTER WITH LAZADA

STEP
4. Click “My Account”

5. Choose “General” fill all information such as “Seller Account” “Business Information” “Bank Account”
STEP
6. Click “Warehouse”
   - Fill in information
   - Fill in the warehouse address, leaving your own name and contact phone
   - Warehouse address:
     Warehouse No.3 & No.6 of LOT 2127, Batu 3 1/2, KM 5.6 Jalan Jelebu, Jalan Pantai, 70400 Seremban, Negeri Sembilan.

NOTE:
Please put seller’s phone number, NOT WAREHOUSE PHONE NUMBER
STEP 7
Check “Shipment Provider”, If there are no “LEX” please go to customer service centre, ask them to set up shipment provider to “LEX MY” as Shipment.
Shop Authorization
SHOP AUTHORIZATION

STEP
1. Click your account icon
2. Click “Dropsynz Marketplace”
3. Click “New Authorization” at the “Lazada” option
SHOP AUTHORIZATION

STEP

4. Select Country “Malaysia”
   - Then enter your email and password that you log in for your Lazada Account

5. Click “Log In”

6. Check back “dropsynz Marketplace” page, once Authorization succeed, it will show your Lazada shop name
SYNC PRODUCTS

1. Click “Products” to show and select the product that you want
2. Click “Add To My Store”
3. Click the Lazada icon
SYNC PRODUCTS

4. Select the category
*Make sure put the correct category that you want to put at Lazada

5. Click “Next”
SYNC PRODUCTS

STEP

6. Fill in all the information

7. Select colour code

8. These selling price will show at Lazada
   *Please do not make any changes on this.
   *This price already be auto calculated by Dropshipii system (cost price X 2), therefore later on you need to do discount promotion for it on Lazada.

9. Click “Sync to Lazada”
SYNC PRODUCTS

NOTES

- Go to your Lazada store to check the uploaded products.
- You may edit the product or selling price if needed at the seller center.
- You may do the Marketing sales at seller center.
**STEP**

1. Go to your Lazada seller center, then click on “Products”

2. Click “Manage Products”

3. Click “All” to show all products

4. Select the product that you want to do promotion

**REMINDER**

You must do promotion
5. Click on the Price to edit

6. Key in the price that after 50% off

7. Select the promotion period
   *Recommend as long as possible

8. Click “Batch Fill”

9. It will auto show the 50% off price at “Daily discount price” column

10. Click on “Confirm”

11. Congratulations! You have successfully made the discount promotion
LOGISTIC FEES

NOTES

- Lazada is having own logistic system, so seller no need to update any logistic fee

- The Logistic Fee will be paid by customer at platform (except you set up free shipping).
REMINDER
To avoid any late shipment, you are strongly be advised to top up sufficient amount on your Dropshipii account.
Dropshipii using the pre-paid credit system.

STEP
1. Click your account icon.
2. Click “Top up Credits”.
3. Select the amount you top up and click the “Top Up” button
*Minimum amount is RM50, Maximum amount RM1000

*The top up credit is non-refundable
**TOP UP**

**STEP**

*After click top up, you will be directed to Kiple page to proceed the transaction.*

4. Select the payment method that you want
5. Click the “Proceed”

After payment is successfully made, the amount will appear at your Dropshipii account.
STEP

Lazada Seller Centre will indicate whenever there is an order, and it will be sync to Dropshipii platform and go through auto credit deduction to complete the payment process.

1. You may login to Dropshipii and you may check if there is any pending payment by clicking “Pending Payment”.

*All your orders will show in “My order” page.
* When there is insufficient credit on your Dropshipii account, Dropshipii will not proceed with the pending orders, and the order will remain at the “Pending Payment” page until payment is made.

Insufficient credit > You can see the orders show at Dropshipii “Pending Payment” page

*After you have top up, you need to click on “Pay now” for the pending order that show at the “Pending Payment” page to complete the payment process.
STEP

2. Order will indicate “Processed” at “My Order” page.

Orders will be processed 1-2 working days after successful payment.

- After indicate “Processed”, the product will be sent for packing and delivery.
- You could check at your Lazada Seller Centre to check the delivery status.
ORDER STATUS

STEP
1. Click “My Order” to check your order status.
2. The status of the order will be shown in the right side in the “Orders Page”.

<table>
<thead>
<tr>
<th>My Order</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>2</td>
</tr>
<tr>
<td>My Profile</td>
<td></td>
</tr>
<tr>
<td>Affiliate</td>
<td></td>
</tr>
<tr>
<td>Topup Credits</td>
<td></td>
</tr>
<tr>
<td>Credits History</td>
<td></td>
</tr>
<tr>
<td>My Order</td>
<td></td>
</tr>
<tr>
<td>Pending Payment</td>
<td></td>
</tr>
<tr>
<td>Drpsynz Marketplace</td>
<td></td>
</tr>
<tr>
<td>My Store</td>
<td></td>
</tr>
</tbody>
</table>
ORDER STATUS

- Pending: Not yet Pay, check back your account balance
- Processed: We are processing the packing
- Shipped: Order has been sent out
- Cancelled: Order cancelled by buyer
Thank you!

Let’s start our Dropshipping Business