



# **STORE MANAGEMENT & STORE ADD ON**

## **MERCHANT PORTAL STORE MANAGEMENT & STORE ADD ON USER GUIDE**

# INTRODUCTION

## STORE MANAGEMENT & STORE ADD ON

This is one of many process and tools provided to merchants through Merchant Portal, allowing merchants to efficiently manage their stores and add additional stores within the platform.



Adding a new store is a seamless process whenever a merchant opens a new branch. This streamlined approach ensures that expansion is quick and hassle-free.



The ability to effectively manage and oversee all aspects of their store listings and information.

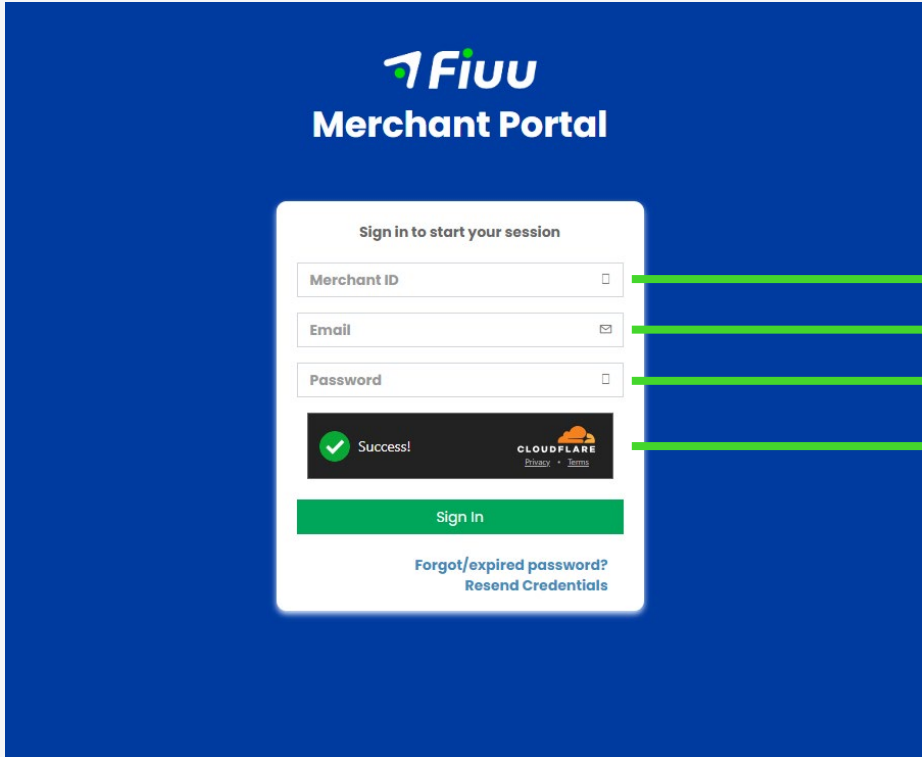


Save time and enhance efficiency with streamlined store management, allowing merchants to quickly add new branches with ease.

This system is designed to streamline the management process, making it easier for merchants to scale their operations and maintain control over multiple stores from a single, centralized platform.

# MERCHANT PORTAL LOGIN

Log in to the merchant portal by accessing the following link: <https://portal.merchant.razer.com/>



Input Merchant ID.

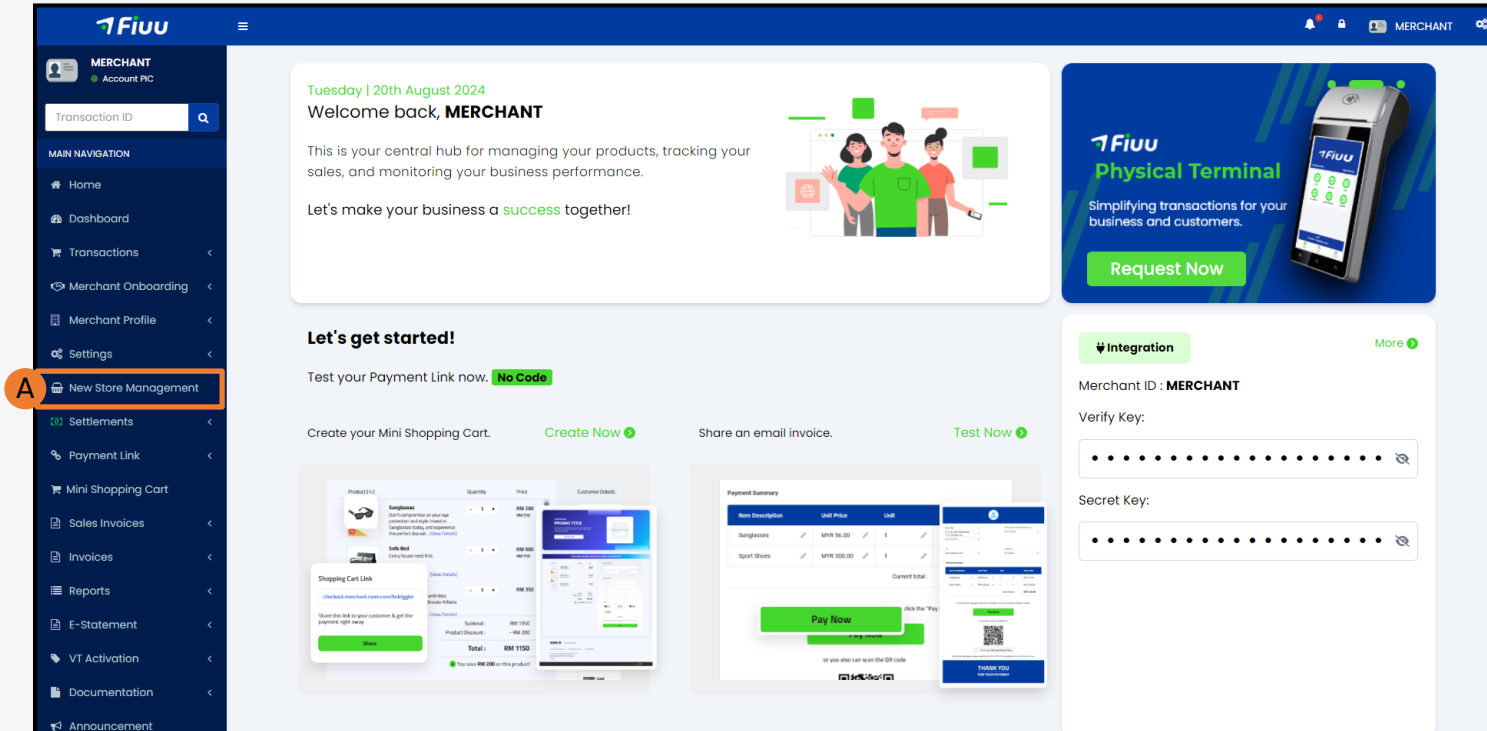
Input Primary Registered Email Address.

Input Merchant Account Password.

Tick "I'm not a robot" Captcha to proceed with the login.

# MERCHANT PORTAL HOMEPAGE

This is the page where you will see upon successful login. This is the home page of the Merchant Portal. To get started, click on **A**.



The screenshot displays the Fiuu Merchant Portal homepage. The interface features a dark blue header with the Fiuu logo, a hamburger menu, and user information (MERCHANT, Account PIC). A search bar for Transaction ID is present. The left sidebar contains a 'MAIN NAVIGATION' menu with items like Home, Dashboard, Transactions, Merchant Onboarding, Merchant Profile, Settings, New Store Management (highlighted with a red box and labeled 'A'), Settlements, Payment Link, Mini Shopping Cart, Sales Invoices, Invoices, Reports, E-Statement, VT Activation, and Documentation. The main content area includes a welcome message for Tuesday, 20th August 2024, a central hub description, and a 'Let's get started!' section with links to 'Create your Mini Shopping Cart', 'Share an email invoice', and 'Test your Payment Link now'. A 'Physical Terminal' promotion is also visible, along with an 'Integration' section showing the Merchant ID and keys.

**Fiuu** MERCHANT Account PIC

Transaction ID

**MAIN NAVIGATION**

- Home
- Dashboard
- Transactions
- Merchant Onboarding
- Merchant Profile
- Settings
- New Store Management**
- Settlements
- Payment Link
- Mini Shopping Cart
- Sales Invoices
- Invoices
- Reports
- E-Statement
- VT Activation
- Documentation
- Announcement

**Tuesday | 20th August 2024**

Welcome back, **MERCHANT**

This is your central hub for managing your products, tracking your sales, and monitoring your business performance.

Let's make your business a **success** together!

**Let's get started!**

Test your Payment Link now: **No Code**

Create your Mini Shopping Cart. **Create Now**

Share an email invoice. **Test Now**

**Physical Terminal**

Simplifying transactions for your business and customers.

**Request Now**

**Integration** **More**

Merchant ID : **MERCHANT**

Verify Key:

Secret Key:

# NEW STORE MANAGEMENT HOMEPAGE

## PENDING STORES

This is the New Store Management homepage. Let's look at what is available on this homepage.

Create Date	Application ID	Merchant ID	Store ID	Store Name	Terminal ID
2024-07-16 14:09:18	75572	merchant1	store1	MERCHANT STORE 1	12345678
2024-07-11 17:35:38	75398	merchant2	store2	MERCHANT STORE 2	12345678
2024-07-05 12:22:06	75158	merchant3	store3	MERCHANT STORE 3	12345678
2024-05-27 16:42:36	73203	merchant4	store4	MERCHANT STORE 4	12345678
2024-03-19 15:39:04	70338	merchant5	store5	MERCHANT STORE 5	12345678
2024-01-17 10:41:01	67409	merchant6	store6	MERCHANT STORE 6	12345678
2024-01-17 10:41:01	67409	merchant7	store7	MERCHANT STORE 7	12345678
2023-09-21 16:51:31	60568	merchant8	store8	MERCHANT STORE 8	12345678

- A To add a new store, press “+ Add Store”.
- B This **Search** space is to search stores that has already been added.
- C Two tabs under this section:
  - **Pending Stores** – submitted added store that is currently under reviewed.
  - **Store Listing** – approved added store. Refer to next slide for more details.
- D Listing of the store depending on the chosen tab.

# NEW STORE MANAGEMENT

## STORE LISTING

This is the New Store Management homepage. This is the store listing showing all successfully added stores.

The screenshot displays the Fiuu Merchant Store Management interface. The left sidebar contains a 'MAIN NAVIGATION' menu with options: Home, Dashboard, Transactions, Merchant Profile, Settings, New Store Management (highlighted), Settlements, Payment Link, Mini Shopping Cart, Sales Invoices, Invoices, Reports, E-Statement, VT Activation, Documentation, Announcement, and Newsletter. The main content area is titled 'Store Management' and features a search bar (B) labeled 'Search Store Name...', a '+ Add Store' button (A), and two tabs: 'Pending Stores' and 'Store Listing' (C). Below the tabs is a 'Filter Status...' dropdown (D) and a 'Download' button. The 'Store Listing' tab displays a table with the following data:

Create Date	Merchant ID	Store ID	Store Name	Terminal ID	App Code	Secret Key	Status
2019-10-03 14:28:04	merchant	2699	MERCHANT STORE 1	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Active
2019-04-26 17:11:15	merchant	2614	MERCHANT STORE 2	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Active
2023-10-24 09:32:26	merchant	3070	MERCHANT STORE 3	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Inactive
2019-02-18 09:59:55	merchant	2602	MERCHANT STORE 4	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Active
2019-11-04 09:18:10	merchant	2729	MERCHANT STORE 5	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Inactive
2019-11-25 09:41:29	merchant	2742	MERCHANT STORE 6	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Active
2019-09-10 09:36:02	merchant	2688	MERCHANT STORE 7	12345678	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	1q2w3e4r5t6y7u8i9o0pla2s3d4f5g6h7j	Active

A To add a new store, press “+ Add Store”.

B This **Search** space is to search stores that has already been added.

C Two tabs under this section:

- **Pending Stores** – submitted added store that is currently under reviewed.
- **Store Listing** – approved added store. Refer to next slide for more details.

D Two options under this section:

- **Filter Status** – to narrow down your search by filtering the status of a store.
- **Download** – you can download the store details here.

E Listing of the store depending on the chosen tab.

# NEW STORE MANAGEMENT – ADD STORE

Here you may fill in the details of the store that you wish to add.

- A Selection of which store to be added.
- B Payment method (plan) that is assigned (by default) and its details.  
*Note: The plan for sub-merchants are set by default following the MRP plan. The shown plan is for viewing purposes as FYI.*
- C Sub-merchant (to-be added) information including a picture of the store.
- D Two types of terminal choice:
  - Fiuu terminal
  - Own terminal*Note: This is set by default as per MRP.*
- E Sub-merchant (to-be added) bank information for settlement purposes. Either following MRP or own entity. Tick the checkbox if the bank details are to follow MRP.  
**While Store Representative Information** is the PIC for that store (if any).
- F To add more store under the same application.

The screenshot shows the 'Store Add On' form in the Fiuu Merchant interface. The form is divided into several sections, each highlighted with a colored box and a letter:

- A (Yellow box):** Merchant Account selection dropdown.
- B (Orange box):** Payment Methods table showing Channel Name, Rate, and Cost.
- C (Blue box):** Store Information section including Store ID, Name, Address, Postcode, City, State, Country, and Store Photo.
- D (Green box):** Store Terminal Information section including Terminal Type, Number of Fiuu terminal(s), and Fiuu Terminal Options.
- E (Grey box):** Store Payout Details section including Store Bank Name, Store Bank Account Name, Store Bank Account Number, Store Bank Account Type, and Store Representative Information (Optional).
- F (Red box):** The '+Add Store' button and the 'Submit' button.

Channel Name	Rate	Cost
FPX	1.50%	(MYR) 1.00
FPX 62B	1.00%	(MYR) 1.00

**Store Information**

Store ID \*

Store Name \*

Store Address \*

Postcode \* City \*

State \* Country MALAYSIA

Store Photo \* (Formats: .jpg, .jpeg, .png)

**Store Terminal Information**

Terminal Type Number of Fiuu terminal(s) \*

Fiuu Terminal - 1 +

Fiuu Terminal Options \*

Select Fiuu terminal option...

**Store Payout Details**

Please provide your store payout details in this section if applicable. Otherwise, check the box to use the company's designated payout details.

☐ Please select if this store uses the same payout details as the company's payout details.

Store Bank Name \*

Select Bank...

Store Bank Account Name \*

Store Bank Account Number \*

Store Bank Account Type \*

Select Account Type...

Proof of Bank Account \* (Formats: .jpg, .jpeg, .png)

**Store Representative Information (Optional)**

Store Person-in-Charge (PIC)

Optional

Phone No

Optional

Store Email Address

Optional

**+Add Store** \*Add more stores if applicable

**Submit**

# NEW STORE MANAGEMENT – ADD STORE

**Fiuu** **MERCHANT** Account PIC

Transaction ID

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- Documentation
- Announcement
- Newsletter
- Vcode Checking

**Store Add On**

**Merchant Account \***

Select Merchant ID...

**Payment Methods**

IB OTC EW

Channel Name	Rate	Cost
FPX	1.50%	(MYR) 1.00
FPX B2B	1.00%	(MYR) 1.00

**Store Information** Collapse

Store ID \*

Store Name \*

Store Address \*

Postcode \* City \*

State \* Country

Select State... MALAYSIA

**Store Payout Details**

Please provide your store payout details in this section if applicable. Otherwise, check the box to use the company's designated payout details.

☒ Please select if this store uses the same payout details as the company's payout details.

☒ This store is using the company's payout details.

**Store Representative Information (Optional)**

Store Person-In-Charge (PIC)

Optional

Phone No

Optional

Store Email Address

Optional

**Store Terminal Information**

Terminal Type

Fiuu Terminal - 1 +

Number of Fiuu terminal(s) \*

Fiuu Terminal Options \*

Select Fiuu terminal option...

**Add Store** \*Add more stores if applicable

**Submit**

This is a sample if bank details are selected as to follow MRP details.



# NEW STORE MANAGEMENT

## ADDING ADDITIONAL STORES

This is the New Store Management homepage. This is the store listing showing all successfully added stores.

**Merchant Account**

Select Merchant ID...

**Payment Methods**

IB QTC EW

Channel Name	Rate	Cost
FPX	1.50%	(Min) 1.00
FPX 828	1.00%	(Min) 1.00

**Store 1 Information** Delete Expand

**Store 2 Information** Delete Collapse

Store ID \*

Store Name \*

Store Address \*

Postcode \* City \*

State \* Country MALAYSIA

Store Photo \* (Formats: jpg, png, png) Choose File

**Store Payout Details**

Please provide your store payout details in this section if applicable. Otherwise, check the box to use the company's designated payout details.

☐ Please select if this store uses the same payout details as the company's payout details.

Store Bank Name \*

Select Bank...

Store Bank Account Name \*

Store Bank Account Number \*

Store Bank Account Type \*

Select Account Type...

Proof of Bank Account \* (Formats: jpg, png, png) Choose File

**Store Representative Information (Optional)**

Store Person-in-Charge (PIC) Optional

Phone No Optional Store Email Address Optional

**Store Terminal Information**

Terminal Type Number of Fiuu terminal(s) \*

Fiuu Terminal - 1 +

Fiuu Terminal Options \*

Select Fiuu terminal option...

**Add Store** Submit

**A** This is the first store details entered. Click on "Expand" to view the inputs. You may also delete the entry by clicking on the "Delete" button.

**B** This is the second store added on the same entry. To add more store at the same submission, click here

## NEW STORE MANAGEMENT IMAGE SUBMISSION

Here shows a sample of an image submission under the bank details. This is only applicable for store that will be using their own entity as their banking information.

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- Announcement
- Newsletter
- Vocode Checking

### Merchant Account \*

Select Merchant ID...▼

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### Payment Methods

IB    QTC    EW

---

Channel Name	Rate	Cost
FPX		(MYR) 1.00
FPX B2B		(MYR) 1.00

[Collapse](#)

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### Store Information

Store ID \*

Store Name \*

Store Address \*

Postcode \*

State \*

Country

Store Bank Account Number \*

Store Bank Account Type \*

Proof of Bank Account \* (Formats: .jpg, .jpeg, .png)

### Store Terminal Information

Terminal Type      Number of Fluu terminal(s) \*

Fluu Terminal      -      1      +

Fluu Terminal Options \*

Select Fluu Terminal option

The image shows a sample of a CIMB BANK Statement of Account. At the top left is the CIMB BANK logo and name. Below it are the account number and branch details. The main body of the statement lists transaction details, including dates and amounts. A large, semi-transparent watermark with the word "SAMPLE" in all caps is oriented diagonally from the bottom-left towards the top-right, covering most of the central part of the document.

# THANK YOU.

Store Management & Store Add On

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