



ONENOW

SELLER MODULE

MODULE ผู้ขาย

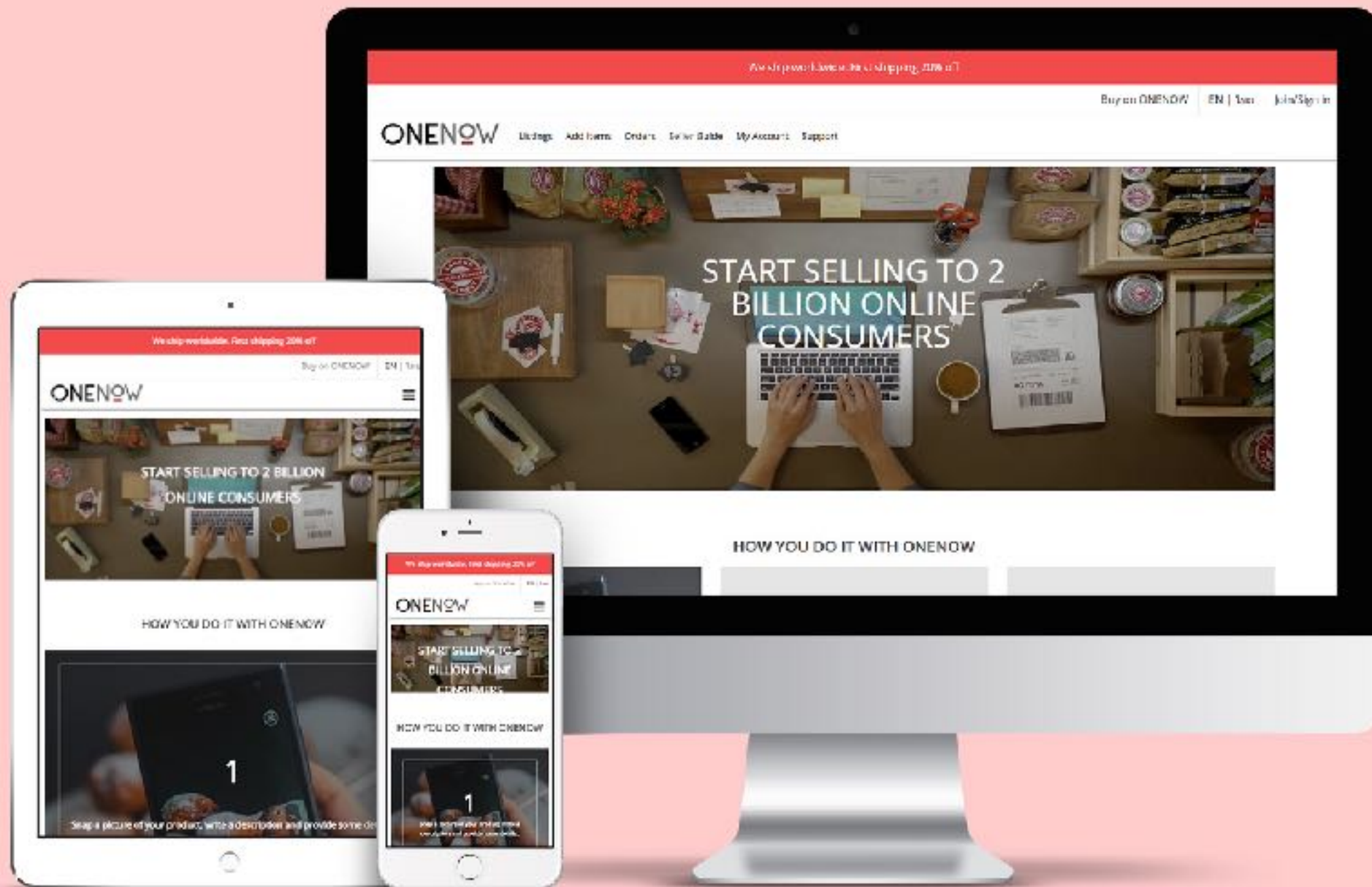
USER GUIDE MANUAL

CONFIDENTIALITY AGREEMENT

This OneNow/BuyThai Seller user guide manual is solely intended for One Now/ BuyThai partnered merchants. This includes Order management, Order processing and Order confirmation.

No part of this OneNow/BuyThai user guide manual shall be distributed, printed or published in any forms without a written consent or any legal documentation permission authorization from One Now/BuyThai.

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เกี่ยวกับ ABOUT

OneNow/BuyThai Seller Module user guide manual is a paperless web-based Seller platform accessible via desktop and mobile enabled in English and Thai language.

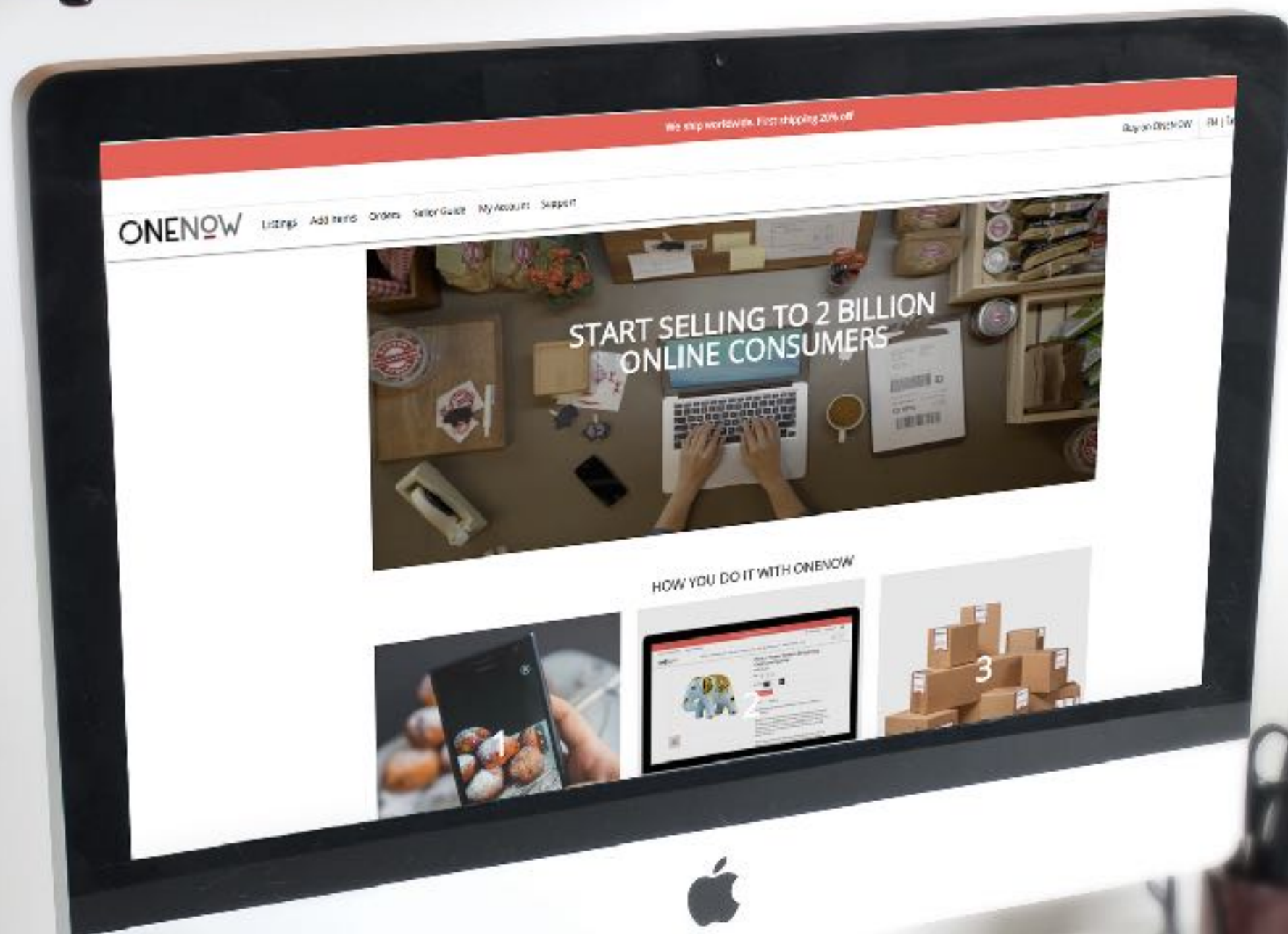
This includes the following features:

- * **Seller Account**
- * **Listings**
- * **Add Items**
- * **Orders**
- * **Seller Guide**
- * **My Account**
- * **Support**



SELLER ORDER MANAGEMENT



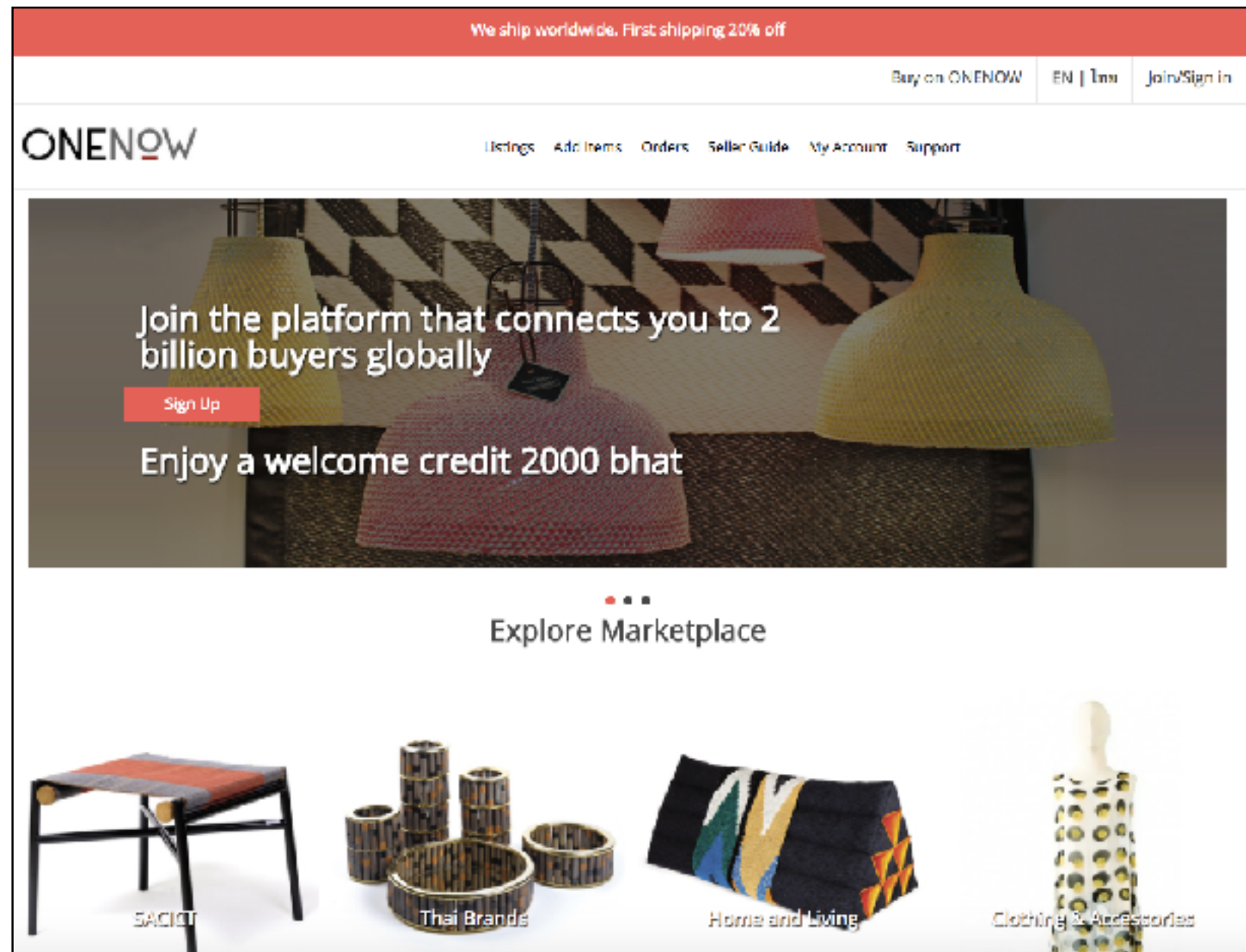


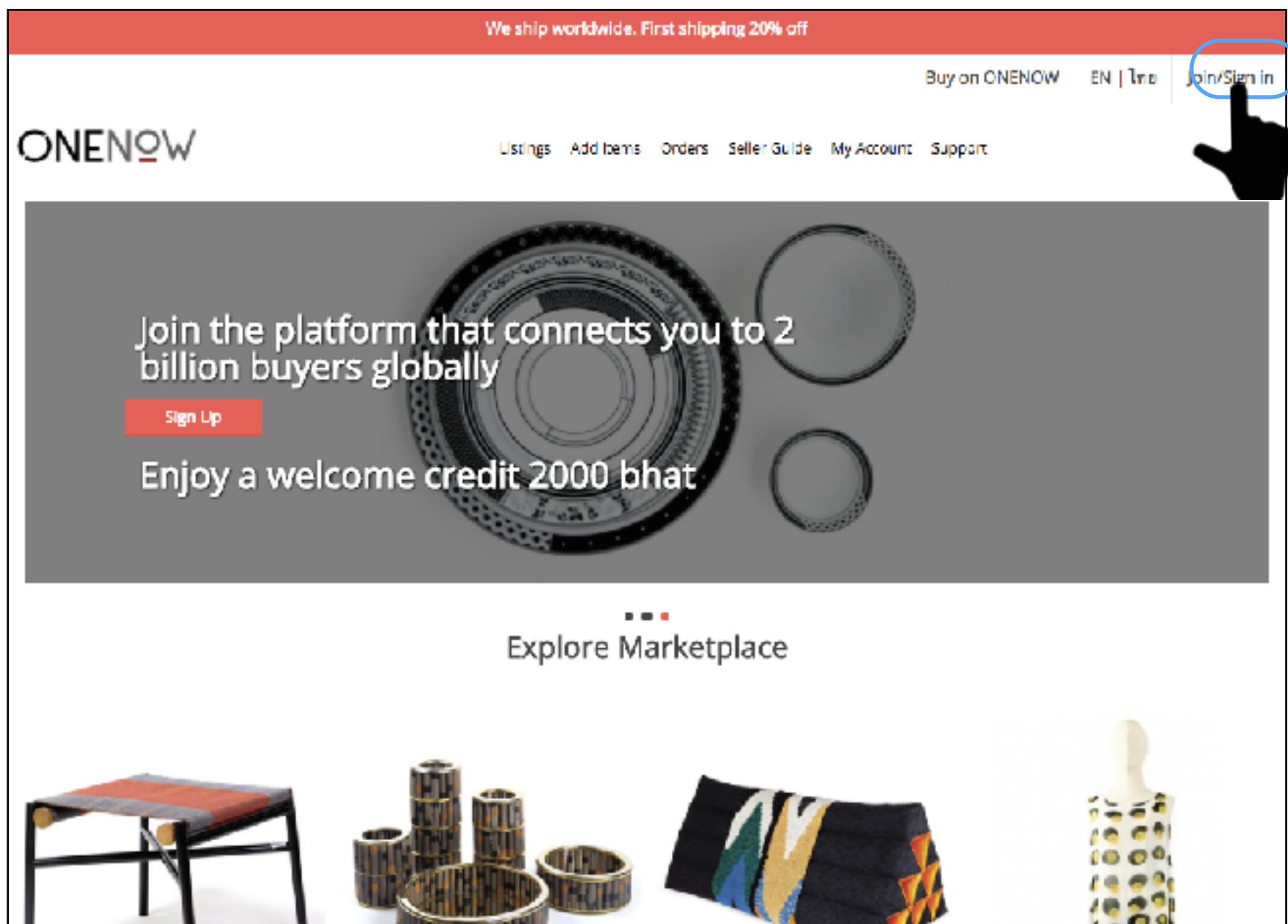
หน้าแรก HOMEPAGE

Open your browser and log into your seller account:

www.onenow.com/buythai/seller

This is how your “**HOMEPAGE**” looks like. From here you can Register and Login.





ลงชื่อเข้าใช้ SIGN IN

Once you open your seller homepage, click “**Join/Sign In**” as shown in the image on the right.

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EN | ไทย

Join/Sign in

port

Join the platform
billion buyers

Sign Up

Enjoy a welcome credit 2000 Bhat

Explore Marketplace

ลงชื่อเข้าใช้
SIGN IN

A pop up form will show where you can enter your registered email address and password in OneNow/ BuyThai website

SIGN IN

Email address

Enter email

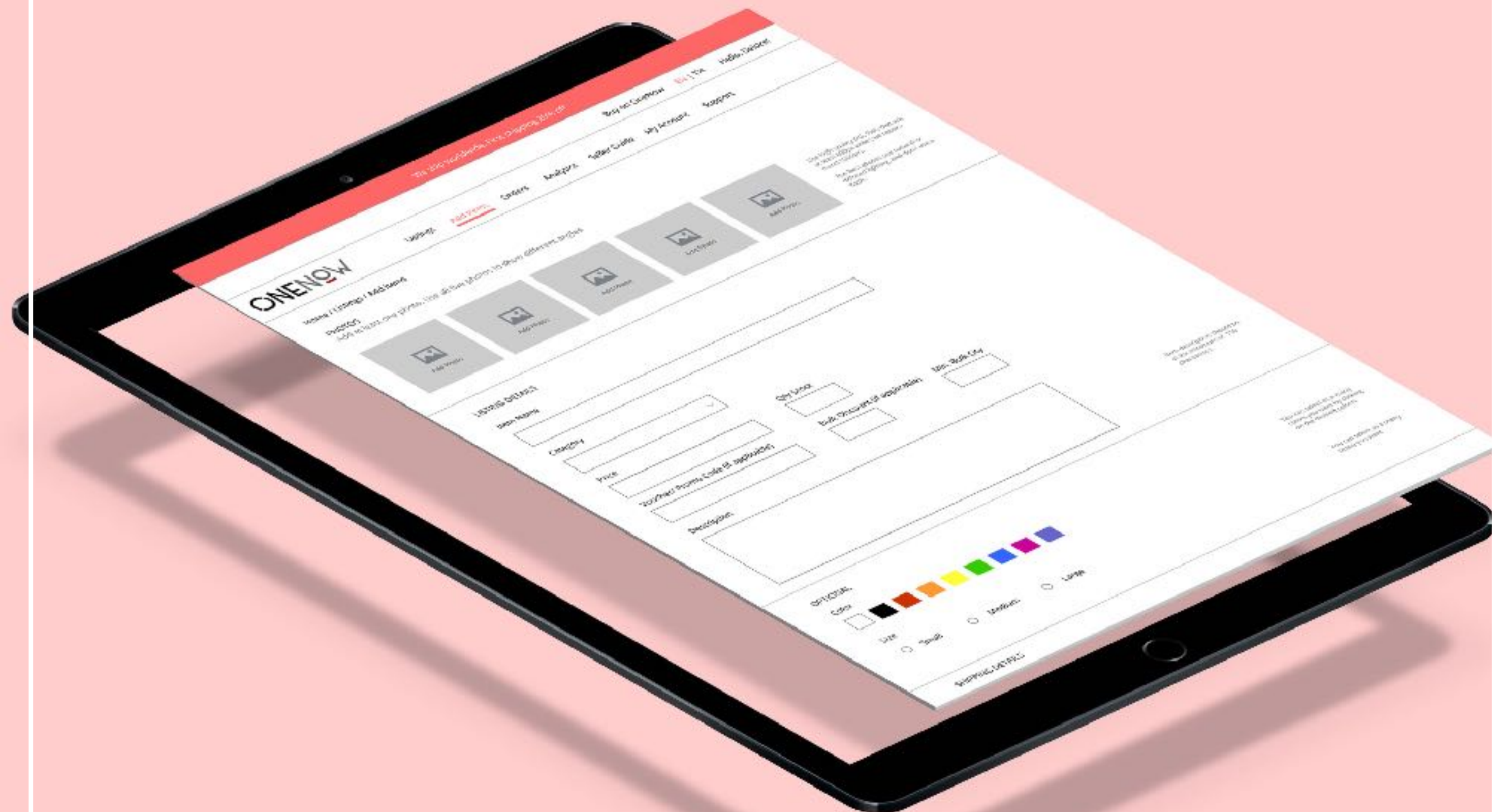
Password

Password

☒ Remember Me

➔ Sign In

Not here before? Sign Up.
Lost your password?



[Home](#) / [Listings](#) / [Add Items](#)

PHOTOS

Add at least one photo. Use all five photos to show different angles.



Add Photo



Add Photo



Add Photo



Add Photo



Add Photo

Use high quality JPEG, PNG files are at least 600px wide (we recommend 1200px).

The best photos use natural or diffused lighting, and don't use a flash.

LISTING DETAILS

Item Name

Category

Price

Qty Stock

Voucher/ Promo Code (if applicable)

Bulk Discount (if applicable)

Min. Bulk Qty

Description

OPTIONAL

Color

Size

Item description should be at the minimum of 150 characters.

You can select as many colors you want by clicking on the desired colors.

You can select as many sizes you want.

เพิ่มสินค้า ADD ITEMS

Click “Add Items” in the navigation menu if you want to add new items in your store.

You will have to fill out the following input forms before you can successfully save new items in your listings.

In this page, you will be asked to “Add Photos” , “Enter Item Name”, “Select appropriate category”, “Item Name”, “Category”, “Price”, etc.

SHIPPING DETAILS

Shipping Weight (kg)

☐ Shop in Poly Bag ☐ Shop in Box

Product Dimensions (cm)

Add item

เพิ่มสินค้า ADD ITEMS

Once you filled out everything, click “Add Item” button, a pop up box will tell you that you need to wait for the verification of the item that you want to publish.

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Hello, Deidre!

BTH- N 71 Ramkhamhang 8,
Yake 6 Huamark, Bangkhapi
10240 Bangkok, TH

My Account

Logout

ONENOW

Listings

Add Items

Orders

Analytics

Seller Guide

My Account

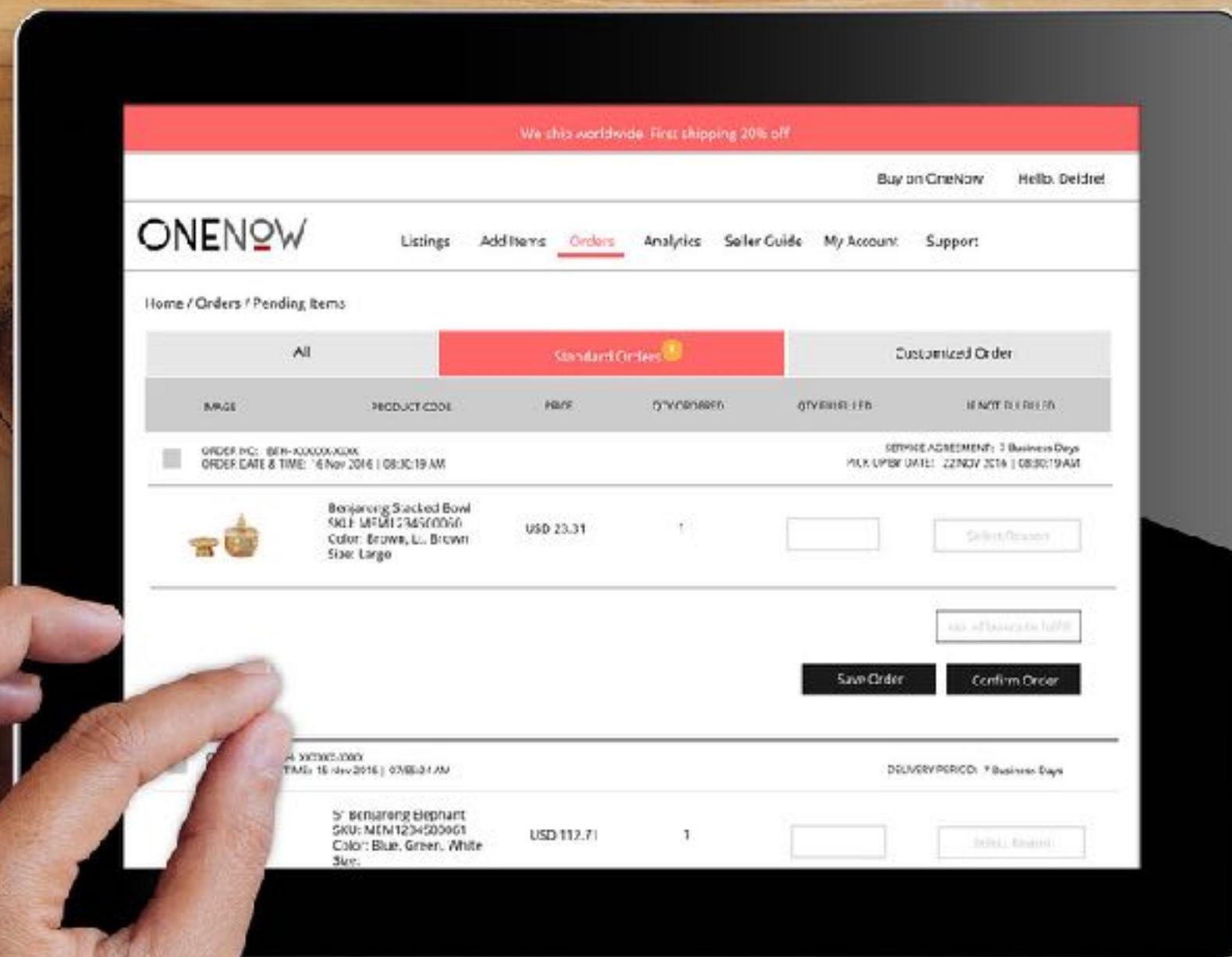
Support



Home / Listings

IMAGE	ITEM NAME	QTY STOCK	PRICE	DATE ADDED	STATUS	EDIT/ UNPUBLISH
	5" Benjarong Elephant	25	350 BHT	07 Nov 2016 02:10PM	For Review	 
	Benjarong Stacked Bowl	50	750 BHT	07 Nov 2016 01:52PM	Published	 

รายชื่อสินค้า LISTINGS

All added items regardless whether “Unpublished”, “Published” or “For Review” will be added in the Listings Page. You can edit the item by clicking the pen vector and unpublished items once you click the X icon.



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Buy on OneNow Hello, Deldrel					
ONENOW Listings Add Items <u>Orders</u> Analytics Seller Guide My Account Support					
Home / Orders / Pending Items					
All		Standard Orders 1		Customized Order	
IMAGE	PRODUCT CODE	PRICE	QTY ON HAND	QTY ORDERED	DELIVERY DATE
ORDER INFO: BEN-K000000000 ORDER DATE & TIME: 16 Nov 2016 08:30:19 AM					
DELIVERY AGREEMENT: 3 Business Days PICKUP DATE: 22 NOV 2016 08:30:19 AM					
	Benjarong Sacked Bowl SKU: MFM1234500060 Color: Brown, L. Brown Size: Large	USD 23.31	1	<input type="text"/>	<input type="button" value="Select Quantity"/>
<input type="button" value="Add to Cart"/>					
<input type="button" value="Save Order"/> <input type="button" value="Confirm Order"/>					
ORDER INFO: BEN-K000000000 ORDER DATE & TIME: 16 Nov 2016 08:30:19 AM					
DELIVERY PERIOD: 3 Business Days					
	5' Benjarong Elephant SKU: MFM1234500061 Color: Blue, Green, White Size: Large	USD 112.71	1	<input type="text"/>	<input type="button" value="Select Quantity"/>



ขั้นตอนการสั่งซื้อ PENDING ORDERS

You can check “Pending Orders”
In the Orders section that can be
found in the navigation menu.

Click it and check Standard
Orders. Customised orders are
for order that have more than
7-14 days of Shipping date, it is
not available for now.

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[Listings](#) [Add Items](#) [Orders](#) [Analytics](#) [Seller Guide](#) [My Account](#) [Support](#)

Home / Orders / Pending Items

All

Standard Orders

Customized Order

IMAGE	PRODUCT CODE	PRICE	QTY ORDERED	QTY FULL FILLED	IF NOT FULL FILLED
<div><div>ORDER NO: BTH-XXXXXX-XXXX</div><div>ORDER DATE & TIME: 16 Nov 2018 09:00:19 AM</div><div>SERVICE AGREEMENT: 7 Business Days</div><div>PICK UP BY DATE: 23 NOV 2018 08:50:19 AM</div></div>					
	Benjarong Stacked Bowl SKU: MEM1234ND0001 Color: Brown, Lt. Brown Size: Large	USD 23.8 / 1	1	<div></div>	<div>Select Reason</div> <div>No. of boxes to fulfill</div> <div><div>Save Order</div><div>Confirm Order</div></div>
<div><div>ORDER NO: BTH-XXXXXX-XXXX</div><div>ORDER DATE & TIME: 16 Nov 2018 07:35:24 AM</div><div>DELIVERY FEEDBACK: 7 Business Days</div></div>					
	5" Benjarong Elephant SKU: MEM123450C061 Color: Blue, Green, White Size:	USD 112 / 1	1	<div></div>	<div>Select Reason</div> <div>No. of boxes to fulfill</div> <div><div>Save Order</div><div>Confirm Order</div></div>

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Listings
Add Items
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Support

Home / Orders / Pending Items

All		Standard Orders		Customized Order	
IMAGE	PRODUCT CODE	PRICE	QTY ORDERED	QTY FULFILLED	IF NOT FULFILLED
ORDER NO.: BHS-XXXX-XXXX ORDER DATE & TIME: 16 Nov 2016 08:00:19 AM					
SERVICE AGREEMENT: 7 Business Days DELIVERY DATE: 22 NOV 2016 08:30:19 AM					
	Banjarong Stacked Bowl SKU: M-EM1234500060 Color: Brown, Lt. Brown Size: Large	USD 25.31	1	<input type="text" value="1"/>	<input type="button" value="Select Reason"/>
				<input type="text" value="no. of boxes to fulfill"/>	
				<input type="button" value="Save Order"/> <input type="button" value="Confirm Order"/>	
ORDER NO.: BHS-XXXX-XXXX ORDER DATE & TIME: 16 Nov 2016 07:56:24 AM					
DELIVERY PERIOD: 7 Business Days					
	5" Banjarong Elephant SKU: M-EM1234500061 Color: Blue, Green, White Size:	USD 112.71	1	<input type="text"/>	<input type="button" value="Select Reason"/>
				<input type="text" value="no. of boxes to fulfill"/>	
				<input type="button" value="Save Order"/> <input type="button" value="Confirm Order"/>	

ขั้นตอนการสั่งซื้อ PENDING ORDERS

Fill out the appropriate number in “Fulfilled Orders” if you have available items in your stocks.

Remember that if you declare “0”, then you have to select a reason why, otherwise you cannot fulfill the no. of box.

Fill out the no. of box that should be use in packing the items. This will occur in the warehouse.

SAVE ORDER - if you want to save the details in your order list because you are still waiting for other items to be fulfilled.

CONFIRM ORDER - click this when you are ready to confirm the availability of the pending orders.

ORDER LABEL(S)

Please print these labels and stick them on each box.




Print

OK

ขั้นตอนการสั่งซื้อ PENDING ORDERS

After clicking “CONFIRM ORDER”,
this pop up button will show up to
show your “Order Label” click ok so
you can proceed to the Confirm
Order page


[Home](#) / [Sales](#) / [Confirmed Orders](#)

IMAGE	PRODUCT CODE	PRICE	QUANTITY ORDERED	QUANTITY FULFILLED	ITEM ACTION
ORDER NO: BTH-111916-0511 ORDER DATE: 19 NOV 2016 12:05:07 PM			SERVICE AGREEMENT: 2 DAYS PICK UP BY DATE: 21 NOV 2016 12:05:07 PM		
	Stacked Bowl with Tray SKU: CMB1029800010 Color: N/A Size: N/A	USD 378.0	1	1	Cancel Item
					For Pickup

ยืนยันการสั่งซื้อ CONFIRMED ORDERS

You will be directed in this page after fulfilling pending orders. If there are no issues in these orders, click “PICK UP ARRANGED” button to proceed to the next step.

[Home](#) / [Sales](#) / [Arrange Pickup](#)

IMAGE	PRODUCT CODE	PRICE	QUANTITY ORDERED	QUANTITY FULFILLED	IF NOT FULFILLED
<div>ORDER NO: BTH-111916-0511</div> <div>ORDER DATE: 19 NOV 2016 12:05:07 PM</div> <div>SERVICE AGREEMENT: 2 DAYS</div> <div>PICK UP BY DATE: 21 NOV 2016 12:05:07 PM</div>					
	Stacked Bowl with Tray SKU: CMB1029800010 Color: N/A Size: N/A	USD 378.0	1	1	

Fulfilled in 1 package

[Arrange Pick Up](#)

การส่งมอบรถกระบะ

ARRANGE PICKUP

This page will show summary of the Order transaction and Order lines as well as availability of items and number of fulfilled packages that you declare. Once OK, click “ARRANGE PICK UP” button

Home / Sales / Arrange Pickup

IMAGE

ORDER NO: BTH-111916-0511

ORDER DATE: 19 NOV 2016 | 12:05:07 PM



Stacked Bowl with Tray

SKU: CMB1029800010

Color: N/A

Size: N/A

THANK YOU

An email notification was sent to the warehouse requesting for pick up. Please prepare the package(s) between 9am and 2pm on your selected schedule of collection.

Upon collection, please enter the details on Order/Tracking Confirmation.

We look forward to your continued business. Thank you!

Confirm

QUANTITY FULFILLED

IF NOT FULFILLED

SERVICE AGREEMENT: 2 DAYS

PICK UP BY DATE: 21 NOV 2016 | 12:05:07 PM

1

Fulfilled in 1 package


Pick Up Arranged

การส่งมอบรถกระบะ ARRANGE PICKUP

A pop up display form will show after clicking the “Arrange Pickup” button, indicating that a request to the warehouse has been taken place.

Arranged pickup request created on the same day will not be credited as pick up schedule will take place on the next day.

[Home](#) / [Sales](#) / Tracking Confirmation


IMAGE	PRODUCT CODE	PRICE	QUANTITY ORDERED	QUANTITY FULFILLED	IF NOT FULFILLED
ORDER NO: BTH-111916-0511 ORDER DATE: 19 NOV 2016 12:05:07 PM			SERVICE AGREEMENT: 2 DAYS PICK UP BY DATE: 21 NOV 2016 12:05:07 PM		
	Stacked Bowl with Tray SKU: CMB1029800010 Color: N/A Size: N/A	USD 378.0	1	1	
View Order Label(s)			Fulfilled in 1 package Pickup arranged on: Sat Nov 19 2016 - 12:15PM		
			<div>Driver's name-Date/Time of pickup</div> <div>Confirm</div>		

ยืนยันการติดตาม TRACKING CONFIRMATION

When the pickup guy arrives, don't forget to get the driver's name and input it in the system by clicking **Orders > Tracking Confirmation**.

Enter the driver's name and the date and time the driver picked up your package.

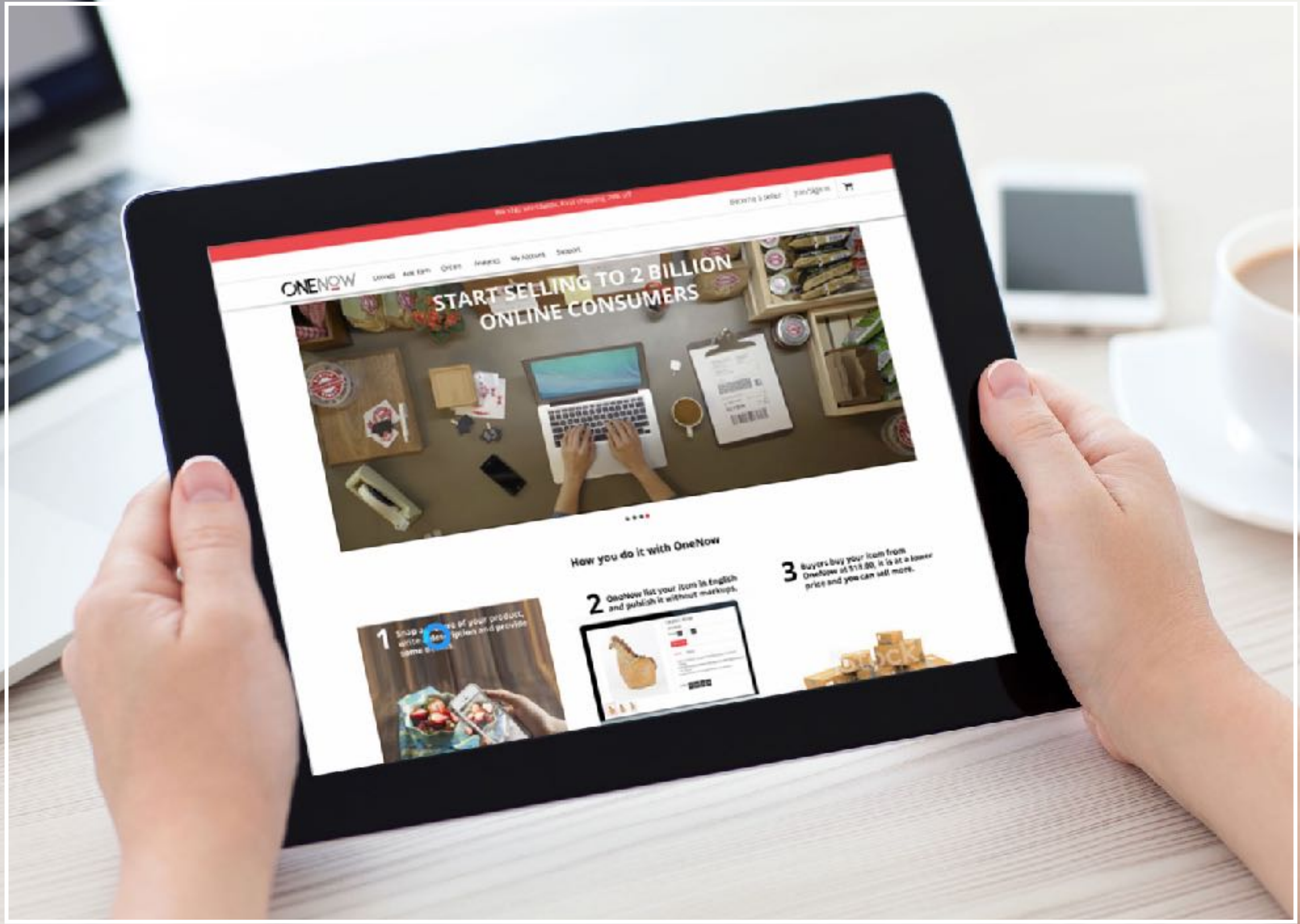
[Home](#) / [Sales](#) / [Order History](#)

IMAGE	PRODUCT CODE	PRICE	QUANTITY ORDERED	QUANTITY FULFILLED	IF NOT FULFILLED
<div>ORDER NO: BTH-111916-0511</div> <div>ORDER DATE: 19 NOV 2016 12:05:07 PM</div> <div>SERVICE AGREEMENT: 2 DAYS</div> <div>PICK UP BY DATE: 21 NOV 2016 12:05:07 PM</div>					
	Stacked Bowl with Tray SKU: CMB1029800010 Color: N/A Size: N/A	USD 378.0	1	1	
View Order Label(s)			<div>Fulfilled in 1 package</div> <div>Pickup arranged on: Sat Nov 19 2016 - 12:15PM</div> <div>Package(s) Submitted To</div> <div>Billy; November 19, 2016; 1:17PM</div>		

ประวัติการสั่งซื้อ

ORDER HISTORY

In this page you can access previously created order transactions that were sent to the warehouse.



THANK YOU!