

Lovebeauty Seller Guide

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Introduction

Welcome to lovebeauty.me – a brand new mobile social ecommerce platform that combines sellers, buyers and bloggers. We bring to sellers not just a platform to list and sell products, but we also help them to match your products to the best beauty and fashion tips in the community.

How to register as a seller

Step 1: Homepage

Go to <http://m.lovebeauty.me>, click on “Seller” on the top right, the screen will scroll to the seller section. You will see “Seller Sign in” button as show in Figure 1.

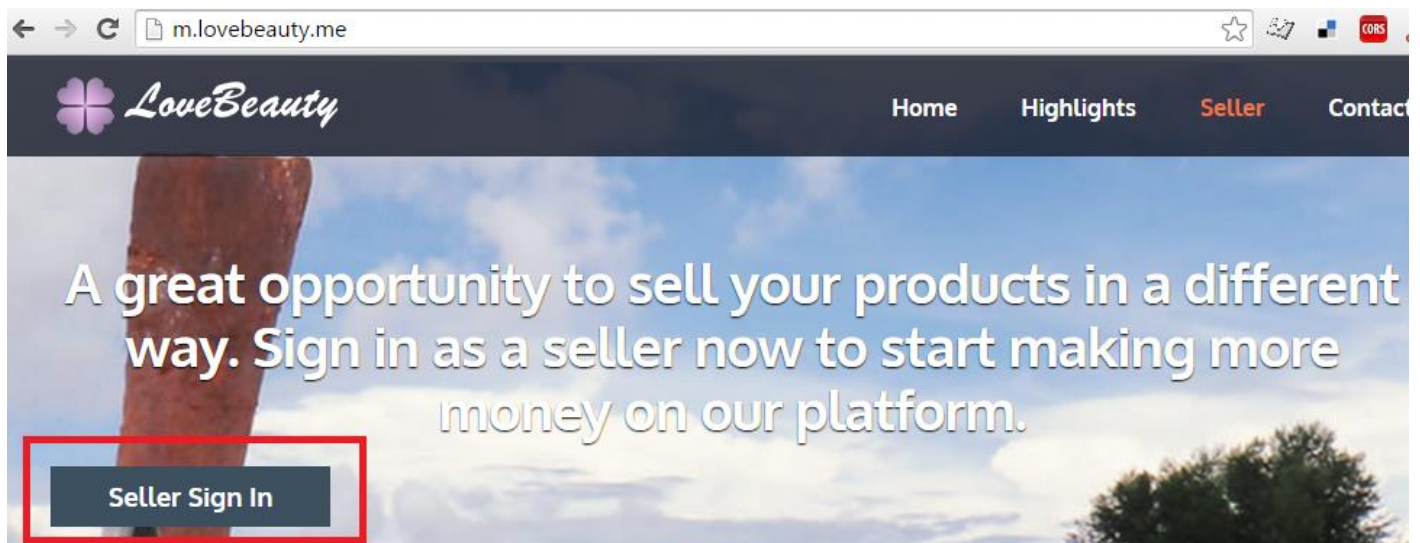


Figure 1. Seller Sign in

Step 2: Sign in page

Click on “Seller Sign in” button, you will see seller register page shown below. If you have already signed up and approved as seller, you can input your username and password and click Login. If you haven't signed up, click on “Sign up”.

A screenshot of the 'Please Sign In' form. The form is white with a light gray border. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a green button labeled 'Login'. At the bottom of the form are two links: 'Forgot password' on the left and 'Sign up' on the right.

Figure 2 User sign in page

Step 3: Sign up page

Answering four questions and clicking on “Submit” will send your seller application to Lovebeauty. You will receive email confirming Lovebeauty receives your application. The email will contain your

username. Please allow 24 hours to 48 hours for Lovebeauty team to proceed. During this time period, you may receive email asking some more questions for verification purpose. Once you are approved, you can use your username and password to login.

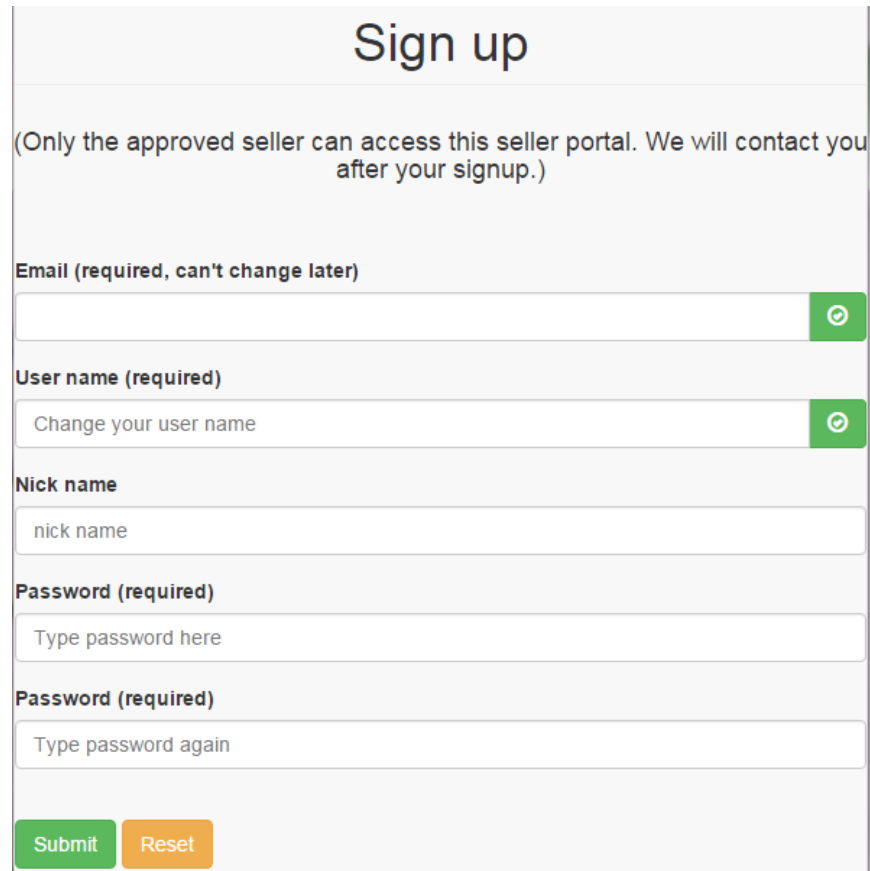
A sign-up form titled "Sign up" with a note: "(Only the approved seller can access this seller portal. We will contact you after your signup.)". The form contains five input fields: "Email (required, can't change later)", "User name (required)" with placeholder text "Change your user name", "Nick name" with placeholder text "nick name", "Password (required)" with placeholder text "Type password here", and a second "Password (required)" field with placeholder text "Type password again". At the bottom are "Submit" and "Reset" buttons.

Figure 3 Sign up page

Step 4: Seller portal home page

Once you logged in, you will see seller home page as the figure below.

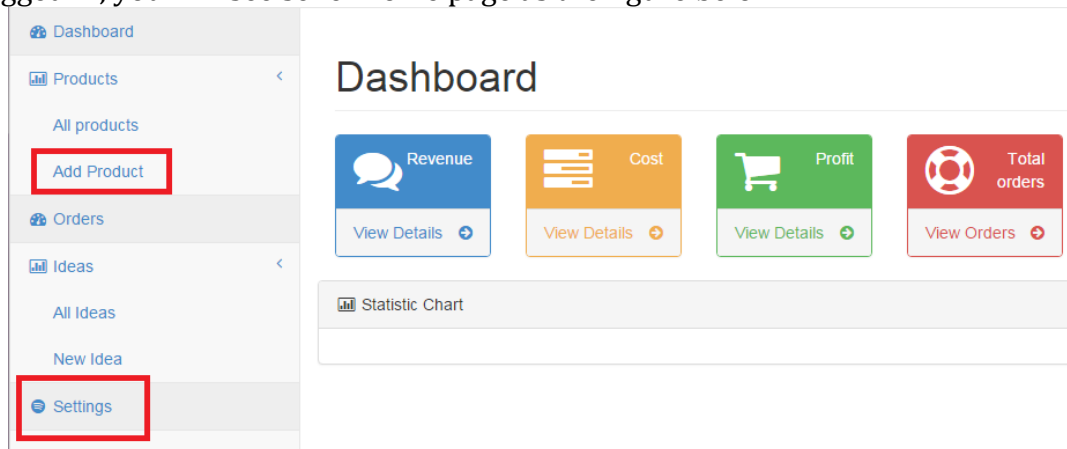


Figure 4 Seller portal homepage

Step 5: Seller setting

Click on "Settings" at Figure 4. We will see the setting page. All fields in that page should be self-explanatory. The company detail should be filled for your identification. Your billing detail is required for us to send you the payment check.

Here we would like to emphasize on the shipping setting. You can specify the policy for free shipping which will motivate buyers to buy more products from your shop.

For example, if you input “10” to “Free shipping minimum quantity” and input “8” to “Per-order shipping fee”, then buyer will get free shipping if the buyer order includes 10 or more items from your shop. If the buyer buys less than 10 items from your shop, the buyer will be charged a flat shipping fee as \$8.

If you input “25” to “Free shipping cost limit” and “8” to “Per-order shipping fee”, then we will automatically put \$0 shipping fee if the buyer order exceeds \$25. If the order is worth below \$25, the buyer will be charged a flat shipping fee as \$8.

The image shows a form for configuring free shipping settings. It consists of four input fields and one dropdown menu, all with a light gray border and rounded corners. The first three are text inputs, and the last is a currency selector. The labels are in a bold, dark gray font.

Free shipping minimum quantity

Free shipping cost limit

Per-order shipping fee

Currency

USD ▼

Figure 5 Free shipping setting

Step 6: Add product

There are four sections required at “Add product” page. They are “Product name”, “description”, “Price”, and “Estimated delivery time”. For better product management, you can input “sku” which is a unique identification to your product. To make your product more attractive, you can upload up to four images from your local disk. Please be advised to pre-process your image to not upload image with very large size or strange dimension.

Adding options can allow your users to choose the same product with different color, size, or other options. You can input the name of the option and the values of it.

Once you have all the sections (required or optional) filled in, you can press “Submit” to post your product. Immediately, you can see your product at IOS APP.

[illegible]

To have better experience on mobile phone, the recommended image size is 420*640.

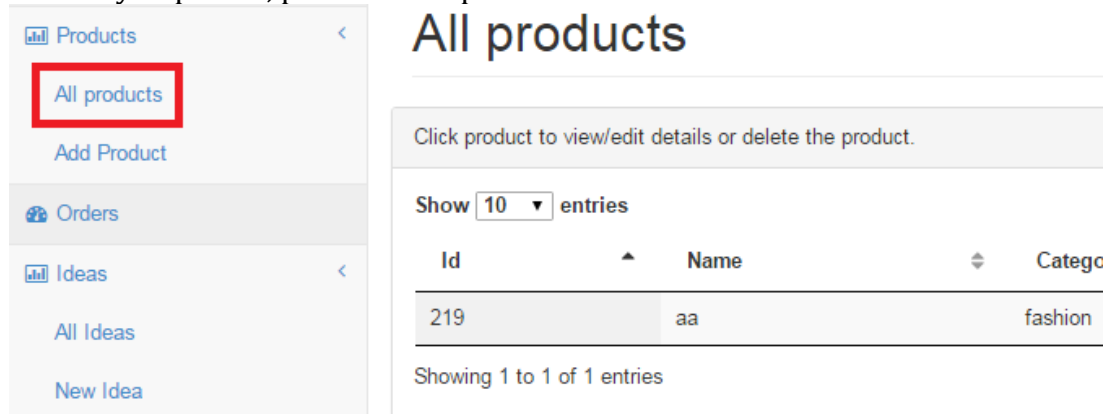
Image 1 X Image 2 X

Figure 7 Add product (2)

Figure 8 Add product (3)

Step 7: List all product

To list all products you posted, press on “All products”.



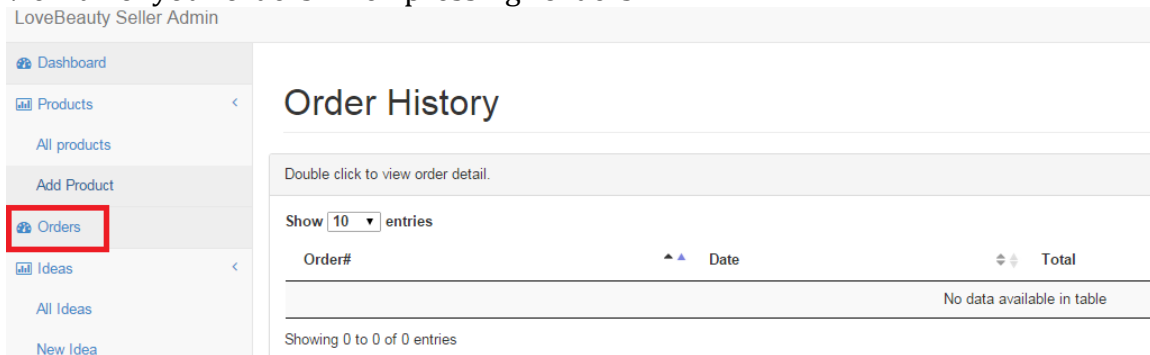
The screenshot shows the 'All products' page. The left sidebar has a menu with 'Products', 'All products' (highlighted with a red box), 'Add Product', 'Orders', 'Ideas', 'All Ideas', and 'New Idea'. The main content area is titled 'All products' and includes a instruction: 'Click product to view/edit details or delete the product.' Below this is a 'Show 10 entries' dropdown. A table lists products with columns 'Id', 'Name', and 'Category'. One entry is visible: Id 219, Name aa, Category fashion. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Id	Name	Category
219	aa	fashion

Figure 9 List all products

Step 8: List order

You may view all of your orders when pressing “Orders”.



The screenshot shows the 'Order History' page. The left sidebar has a menu with 'Dashboard', 'Products', 'All products', 'Add Product', 'Orders' (highlighted with a red box), 'Ideas', 'All Ideas', and 'New Idea'. The main content area is titled 'Order History' and includes a instruction: 'Double click to view order detail.' Below this is a 'Show 10 entries' dropdown. A table lists orders with columns 'Order#', 'Date', and 'Total'. The table is empty, showing 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'.

Order#	Date	Total
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Figure 10 List all orders

Step 9: Create an idea to promote your product

It is a good idea to create an idea or story that is related to your product. You can link your product to this idea. At IOS side, users will see your products and can click to purchase at any time while reading your idea. There's a detailed built-in tutorial how to create new idea. Just click on “Help” text either on the top of the page or on the top-right of the page, depending on your browser's view width.

All products
Add Product
Orders
Ideas
All Ideas
New Idea
Settings

Help

Title

Idea title

Category

fashion

Tags (space is allowed)

Products

search products

Add Video Page

Add Image Page

Figure 11 Create ideas

Step 9: Check at APP

After posting an idea or a product, please always check the APP to find any issues and adjust accordingly.

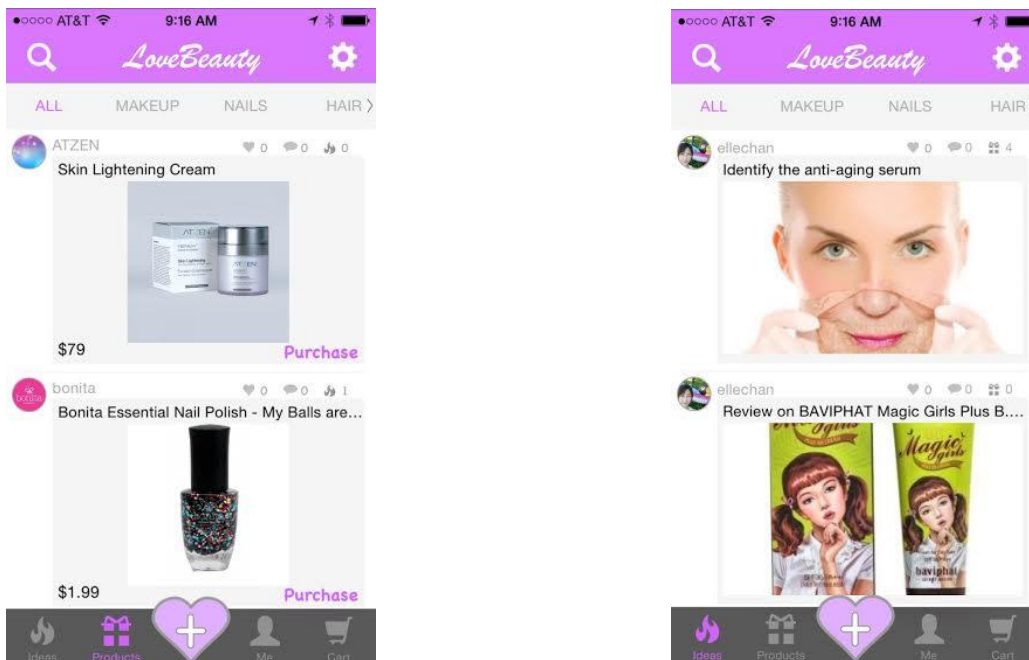


Figure 12 Check product/idea listing at IOS

Step 10: Change your avatar at APP

At APP side, please update your avatar with your company logo or other picture that can represent your business. Click on “Edit” as shown in the picture below.

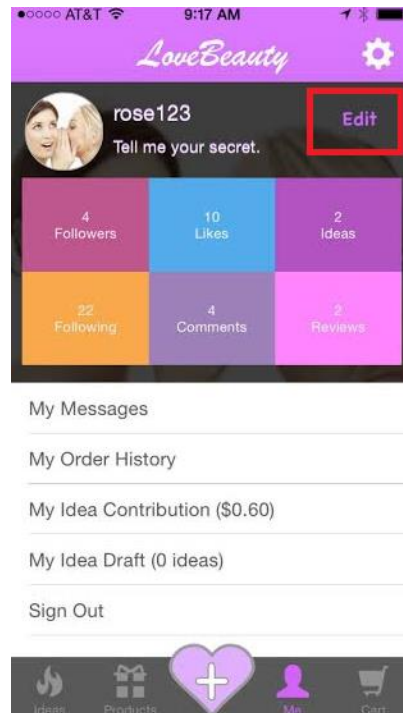


Figure 13 Change avatar