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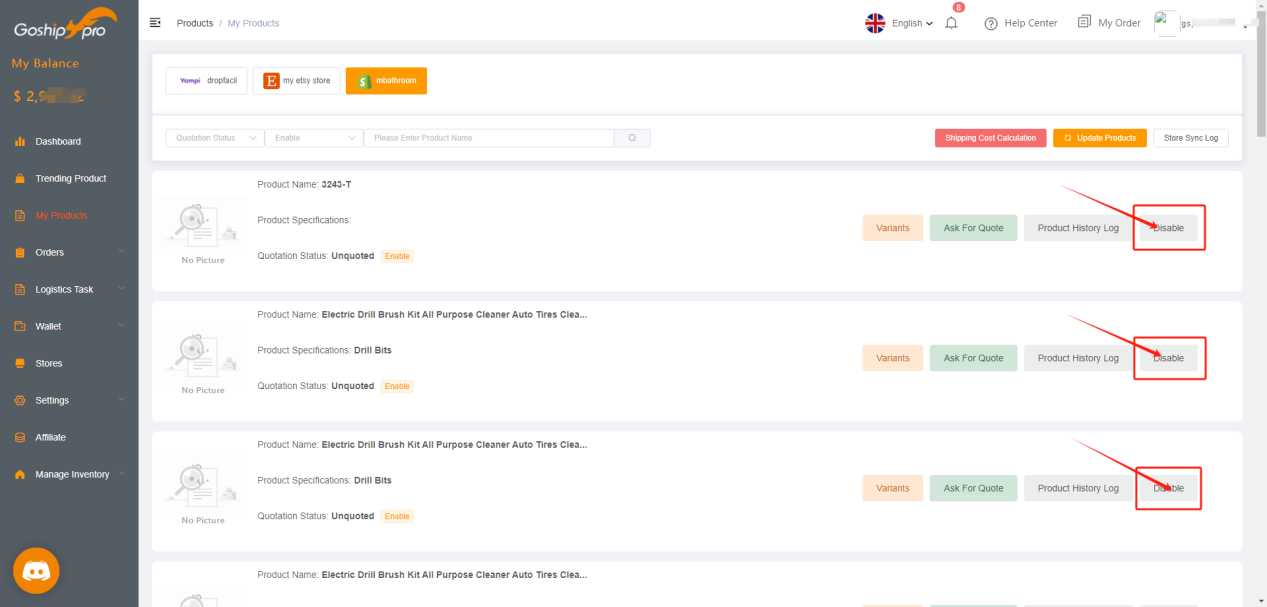
Function 10

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Function 1

# “Disable” Button on “My Products” Page:

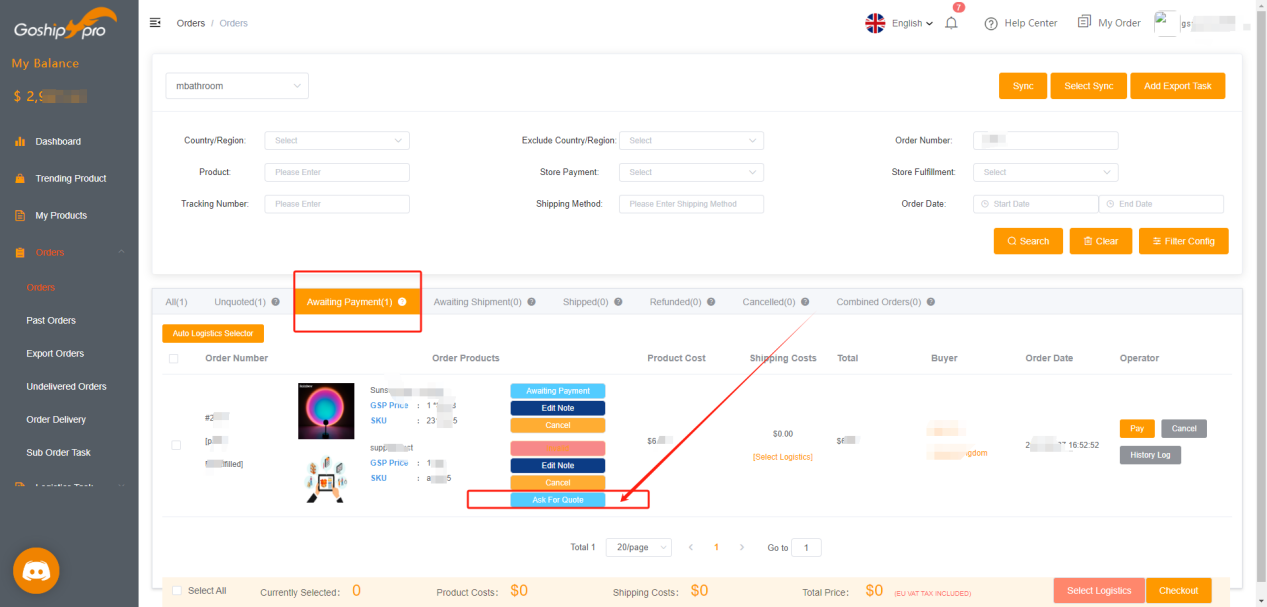
**Cancel Goshippro's sourcing and order fulfillment services for that specific product.**



Function 2

# **“Ask for Quote” Button on “Orders > Orders > Awaiting Payment”:**

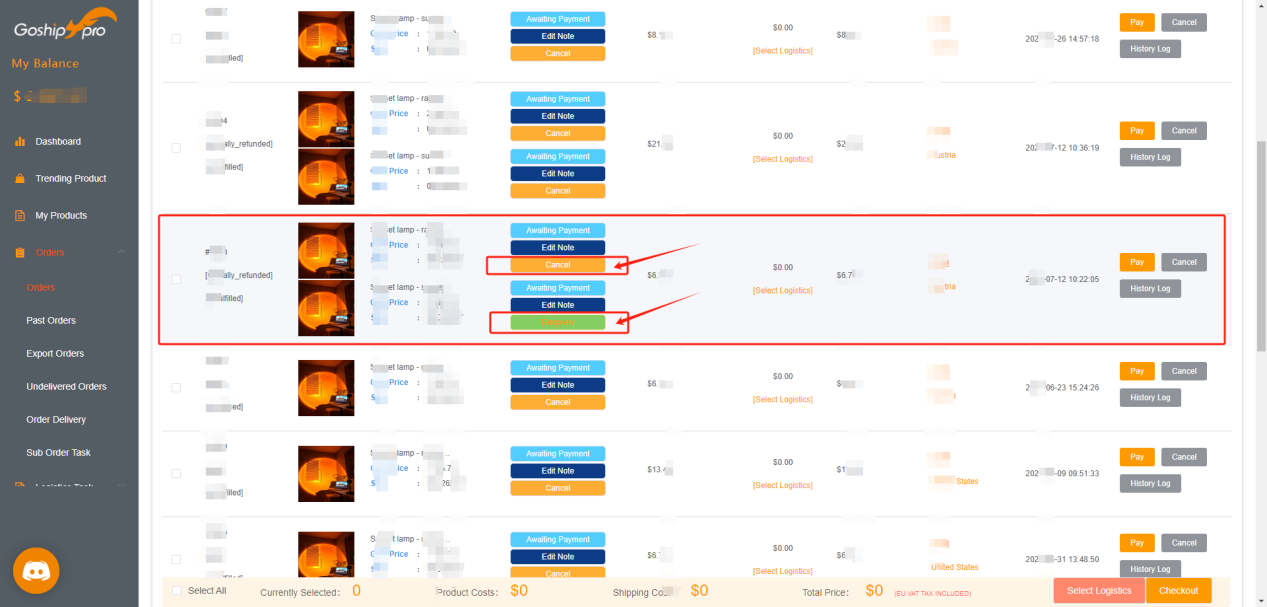
**Requote the invalid variant that you deleted in the store. Once the quote is completed, you can proceed to pay for the order.**



Function 3

# **“Cancel” Button on “Orders > Orders > Awaiting Payment” Page:**

**Click on "Cancel" button to remove a product from order; click on "Recovery" button to restore the product.**

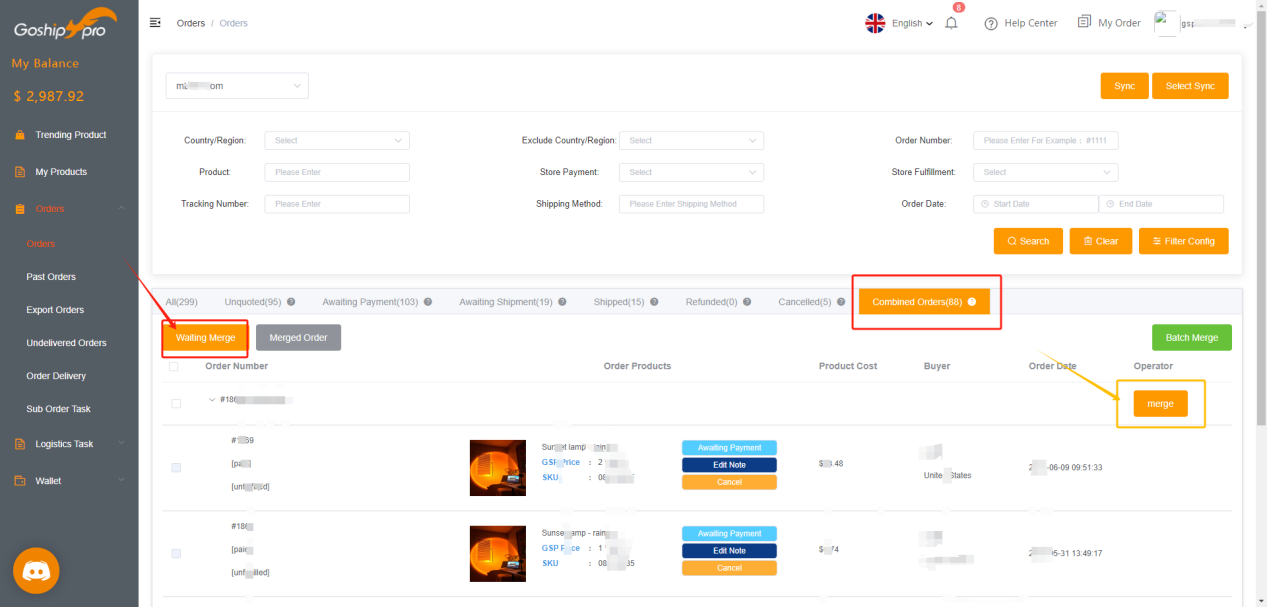


Function 4

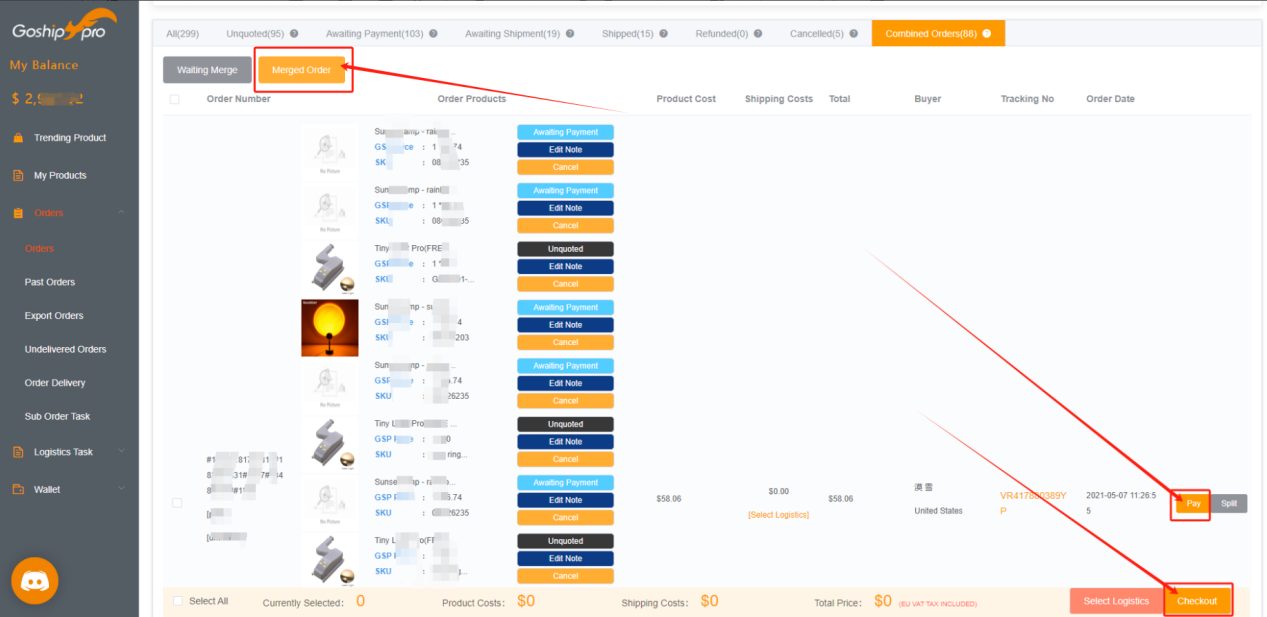
# **“Merge” Button on “Orders > Orders > Combined Orders” Page:**

**Combine orders with the same address to save on shipping costs.**

1. Click on “Waiting Merge” to “Merge” or “Batch Merge” orders with identical address.



1. Click on “Merged Order” to pay merged orders.

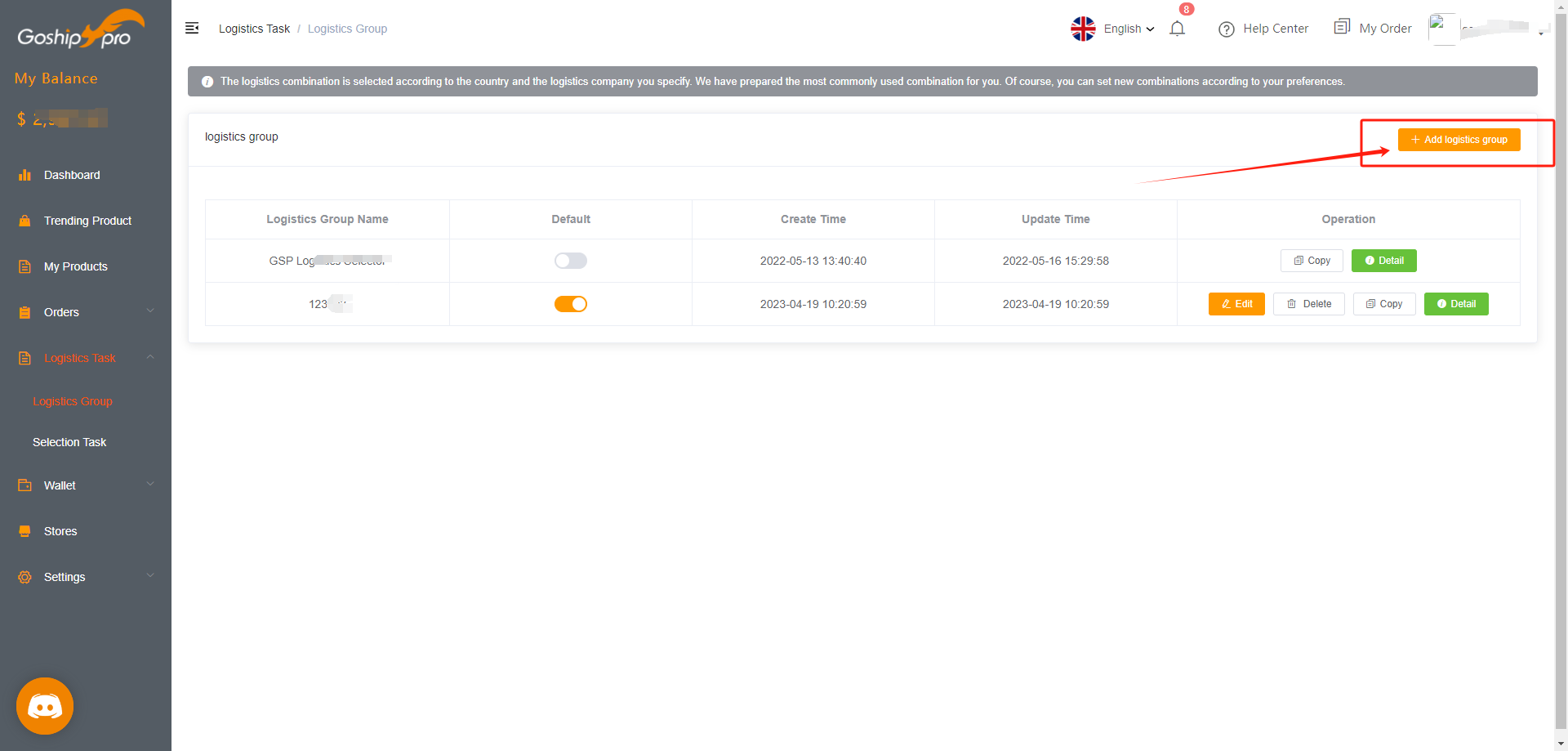


Function 5

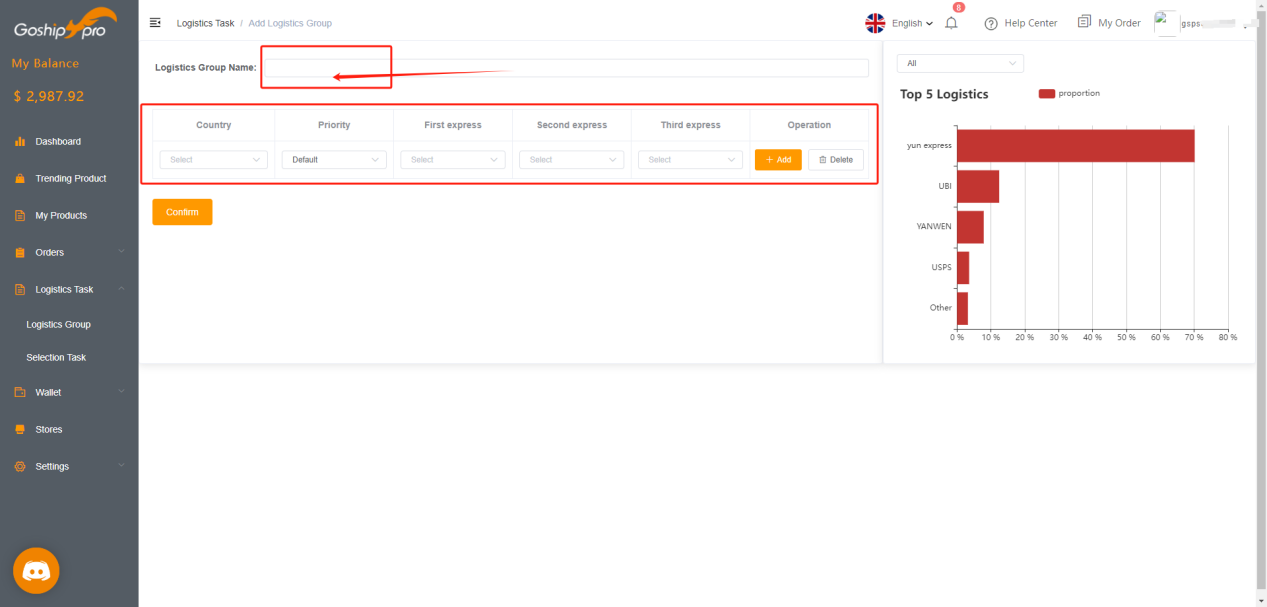
# **“Logistics Task” Page:**

**Automatically select the appropriate logistics options for a large number of pending orders.**

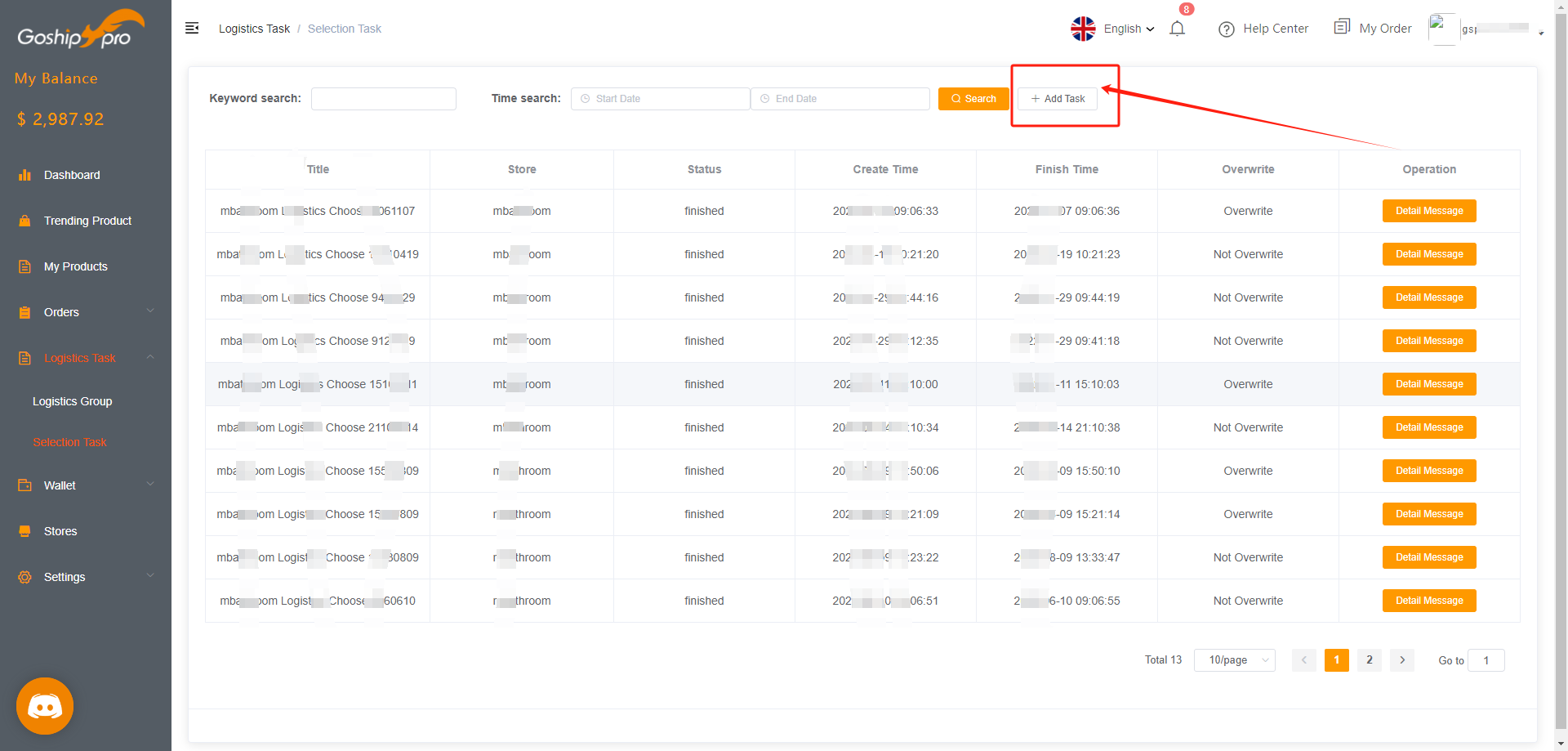
1. “Logistics Task > Logistics Group” : Configure the automatic logistics Group.



Name your new logistics group to differentiate it from others. For the Priority option, you can choose “Default’’, which requires choosing top 3 preferred logistics options. When none of the three logistics options are available, you need to manually select one before payment. You can also choose “Price” for the Priority option, which means the cheapest logistics lines will be chosen for the order. Please note that some of the cheapest logistics lines may take longer shipping times.



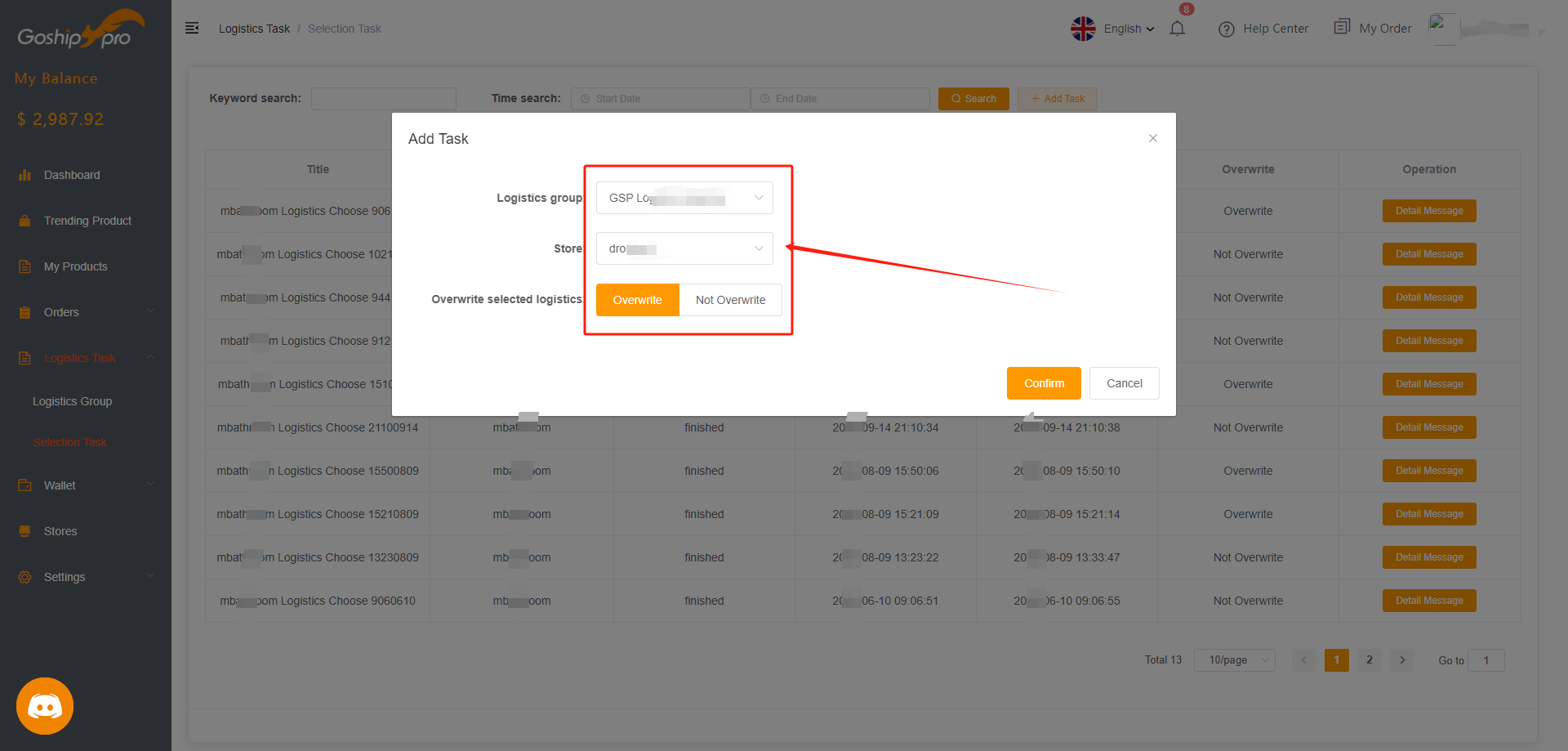
1. “Logistics Task > Selection Task” : Enable the automatic logistics selection feature.



“Overwrite”: Overwrite any previously chosen logistics for the order.

“Not Overwrite”: This task will ignore orders that already have selected logistics.

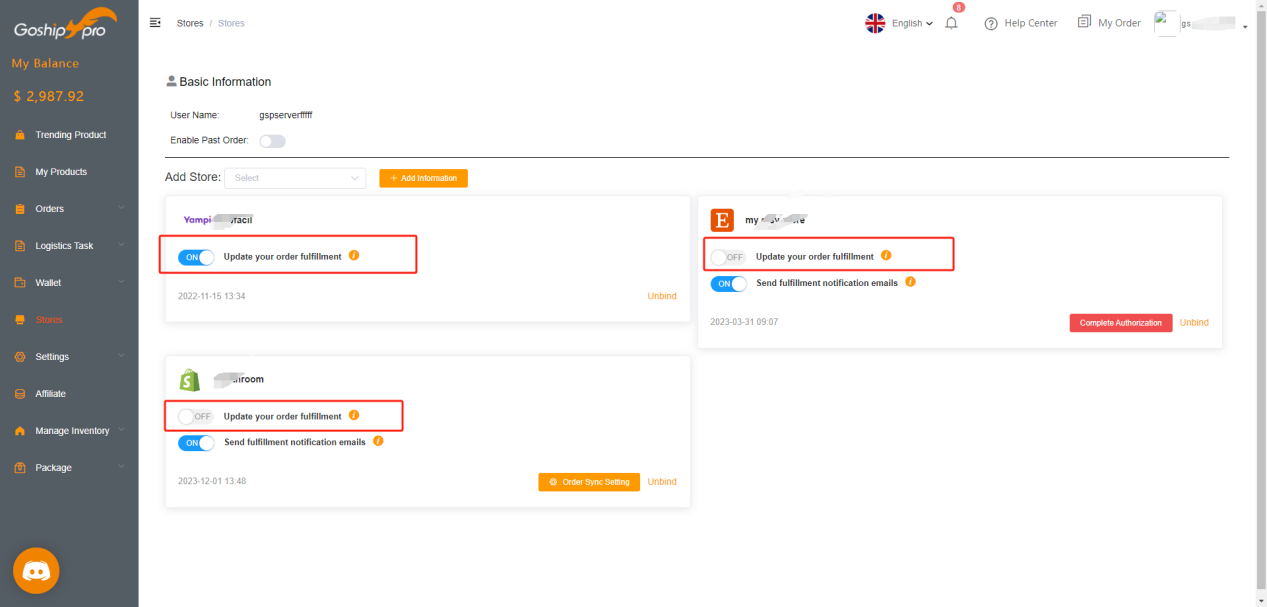
“Detail Message”: Processing result.



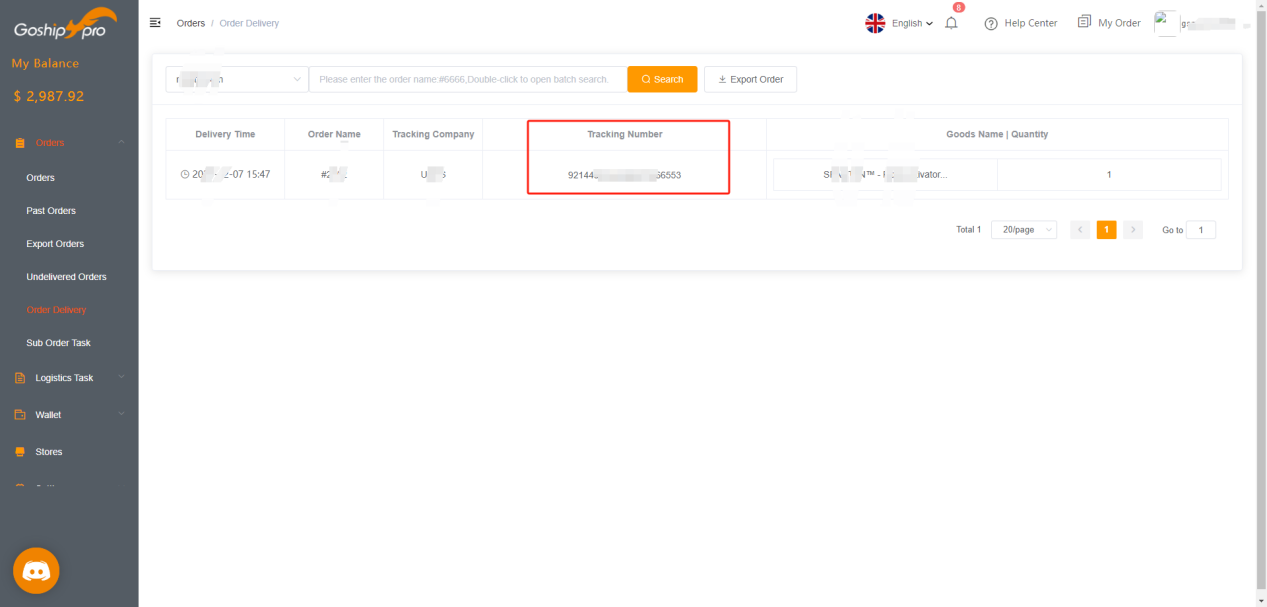
Function 6

# **“Update your order fulfillment” Button on “Stores” Page:**

**Choose whether to upload tracking numbers to your stores. (Tracking numbers include all the information from the initial departure in China to the final address of your customers.)**



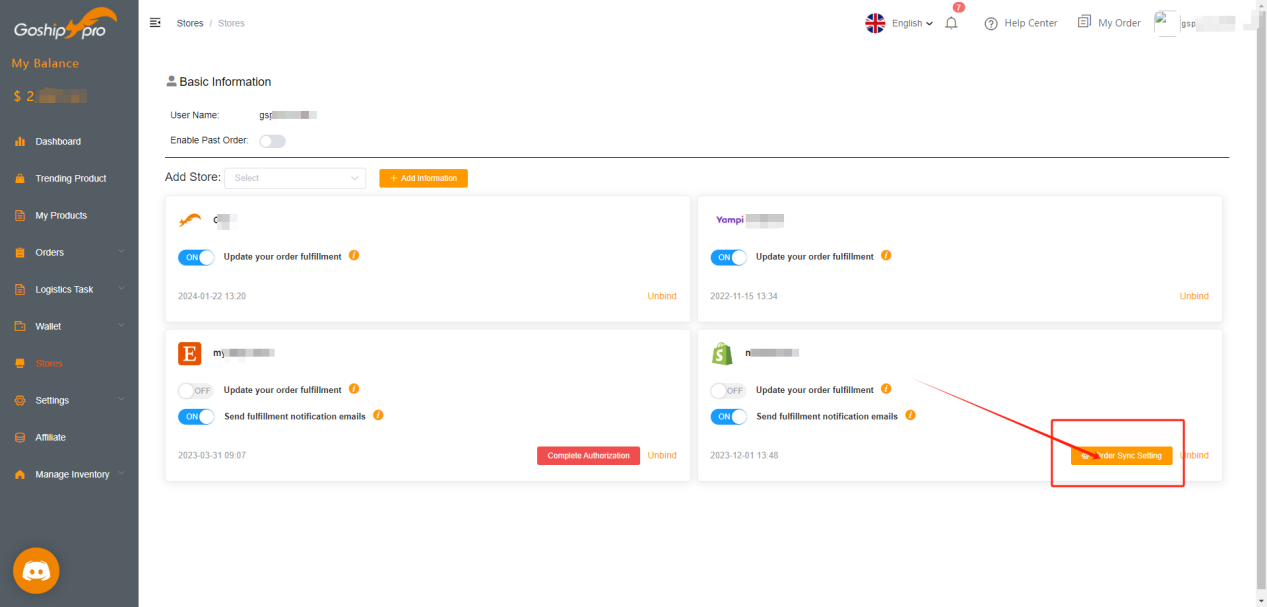
If you turn off the feature, you could view Tacking numbers here (Orders > Order Delivery).



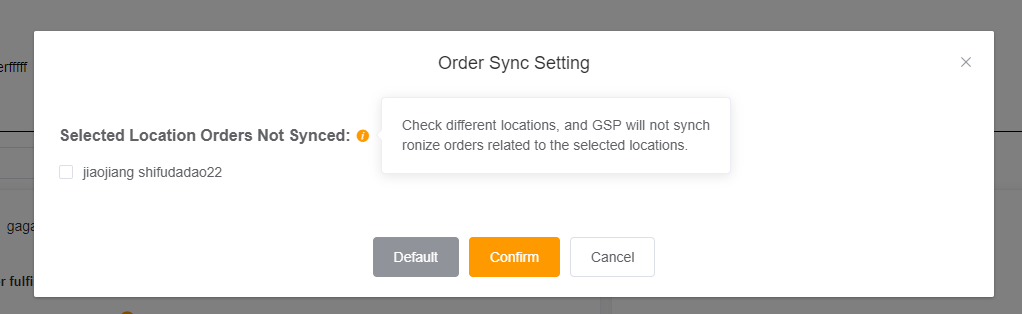
Function 7

# **“Order Sync Setting” Button on “Stores” Page:**

**Orders from selected location will not be synced on Goshippro (only for Shopify).**



**By default, all orders will be synced.**



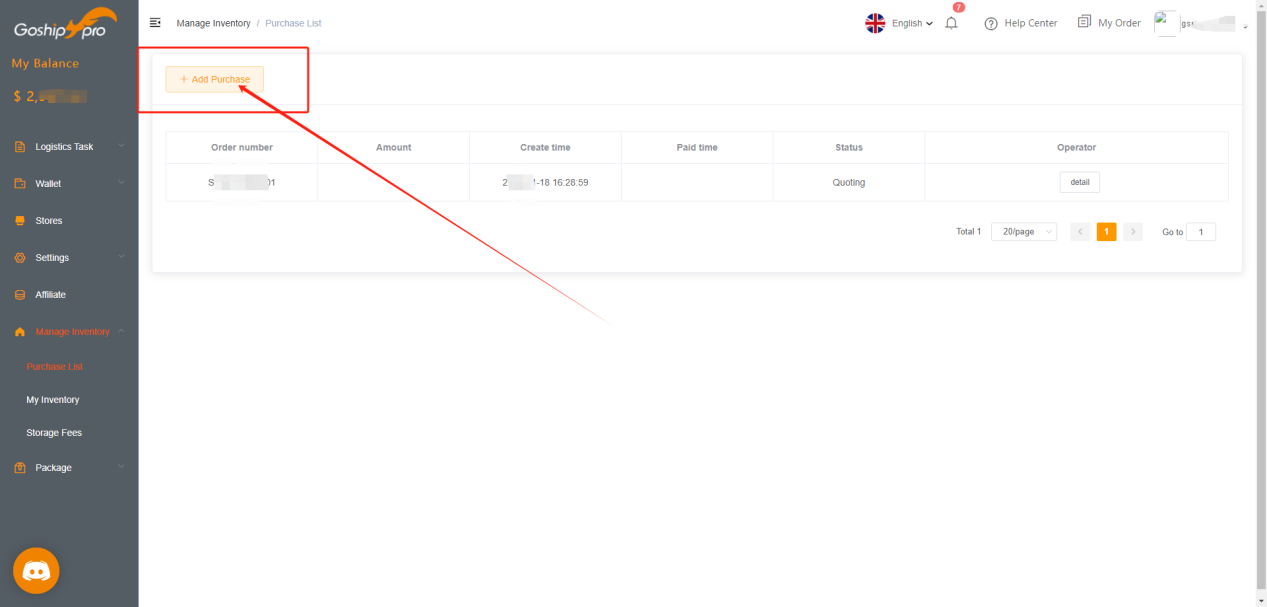
Function 8

# **“Manage Inventory” Page:**

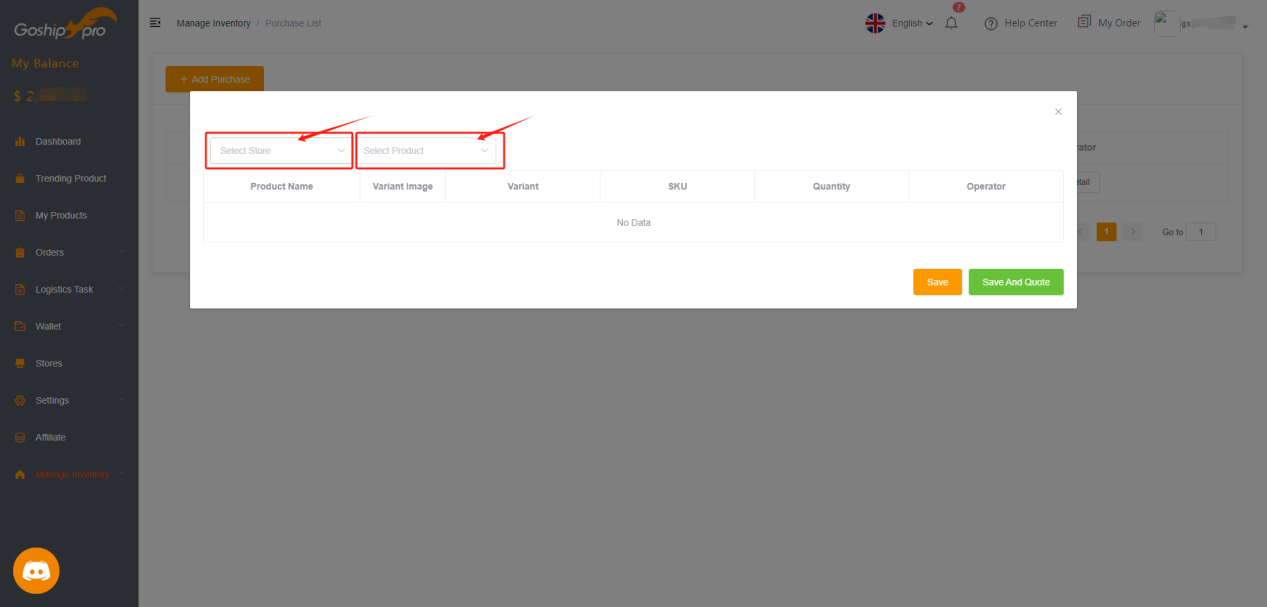
# **(For domestic warehouses)**

**Buy inventory to Goshippro warehouse to ensure smooth shipping during the Chinese New Year or reduce processing time to 24hr. Bulk purchases would may be eligible for discounted pricing. No storage fees for domestic warehouses.**

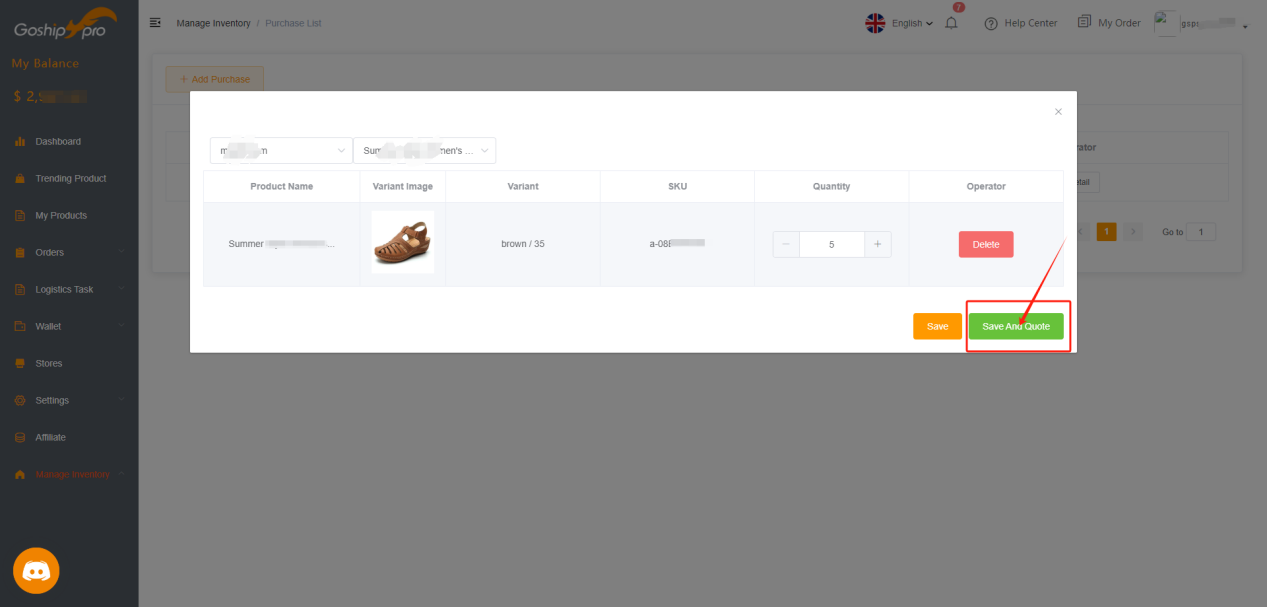
1. “Manage Inventory > Purchase List” : Submit or review the inventory list.



The inventory is applicable to all your stores. They still show prices on “Orders” page, but when you proceed with the actual payment, the product price becomes “0”.

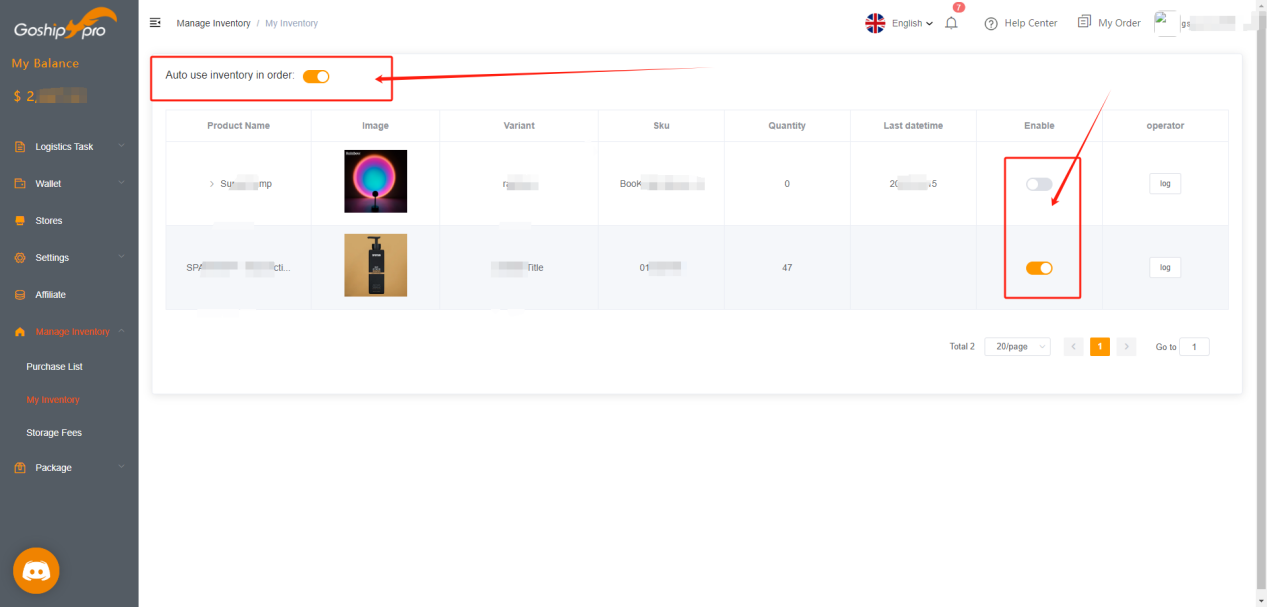


Currently there is a MOQ displayed. Click "Save And Quote" to generate a quote for inventory list. Once it is paid, the factories ship the goods to Goshippro warehouse. The inventory quantity will be updated upon receipt and stocking in Goshippro warehouse.



1. “Manage Inventory > My Inventory” : Keep track of the inventory status.

After buying inventory, it will be automatically used when paying for orders. To reserve the items for later use, you can disable "Auto-use inventory in order" or uncheck the "Enable" button. During order payment, you also have the option to exclude inventory deduction.



1. “Manage Inventory > Storage Fees” : Applicable only to overseas warehouses.

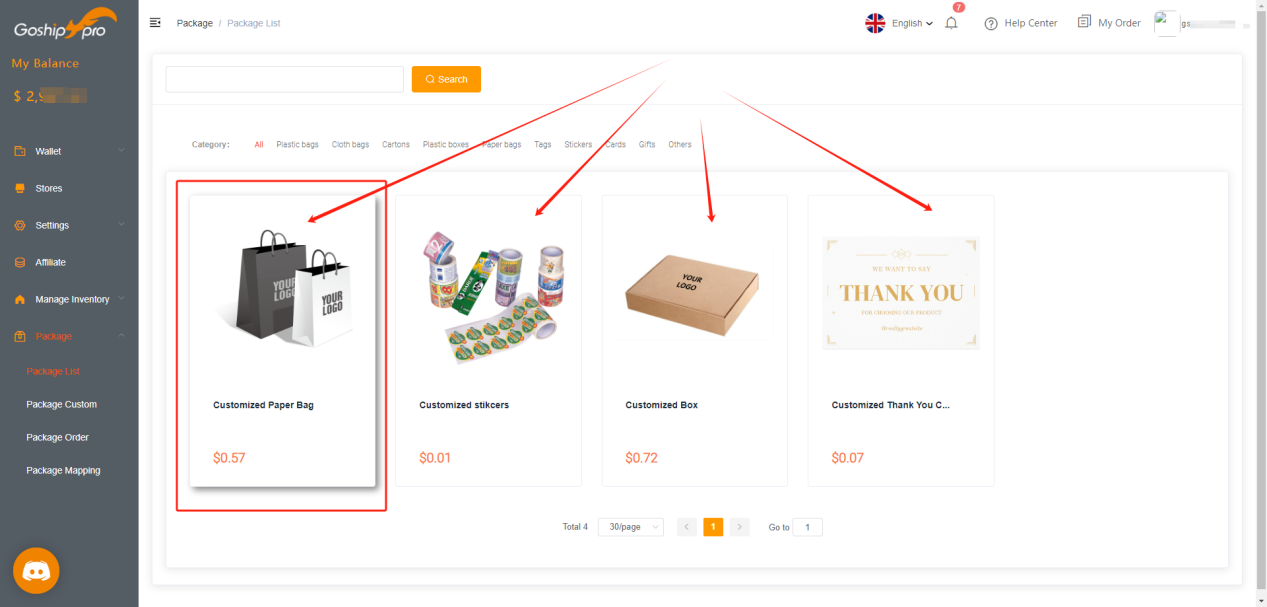
# **(For overseas warehouses)**

Function 9

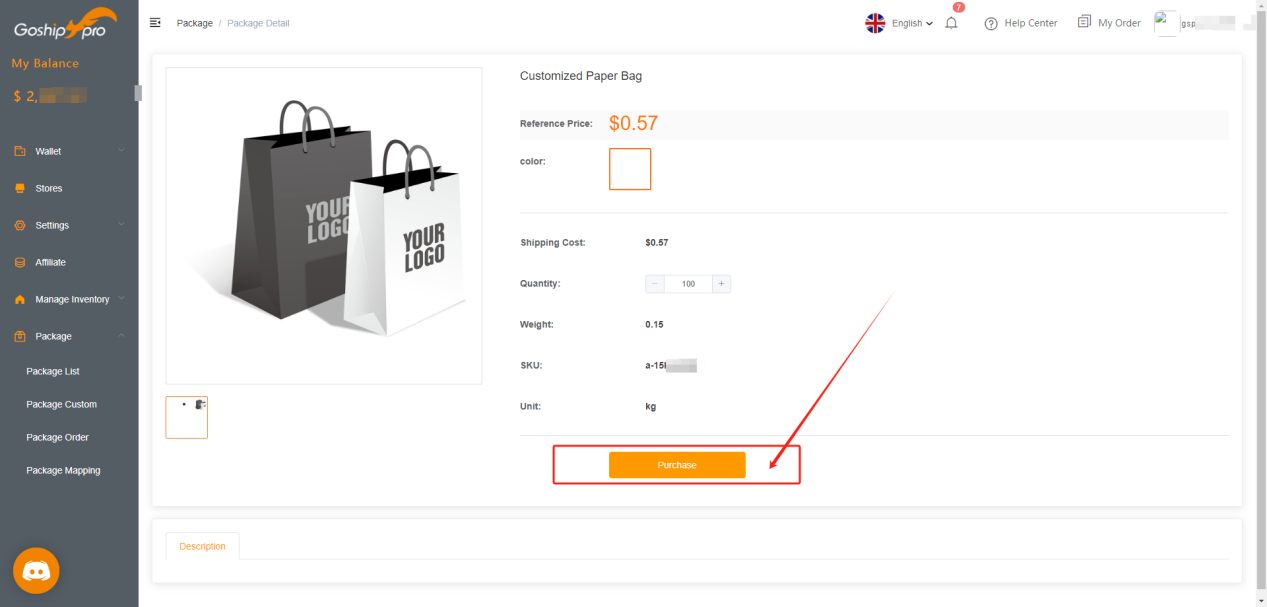
# **“Package” Page:**

**Custom Packaging.**

1. “Package > Package List” : Choose a packaging type.



Click “Purchase” to fill in more details.

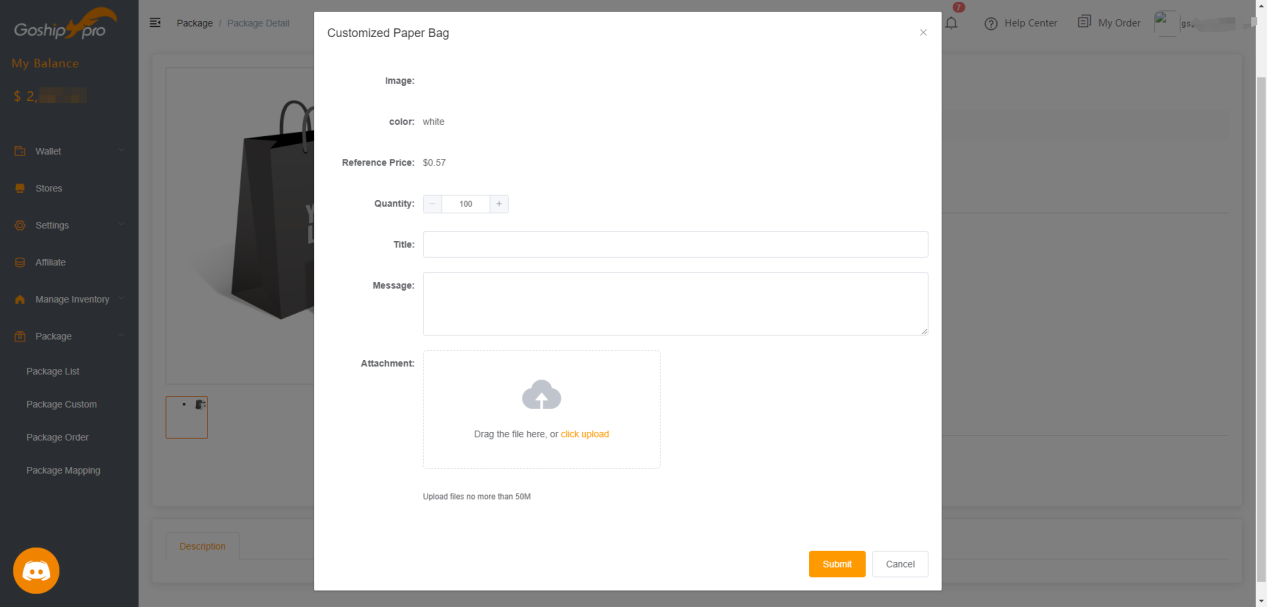


“Title” : Packaging Naming.

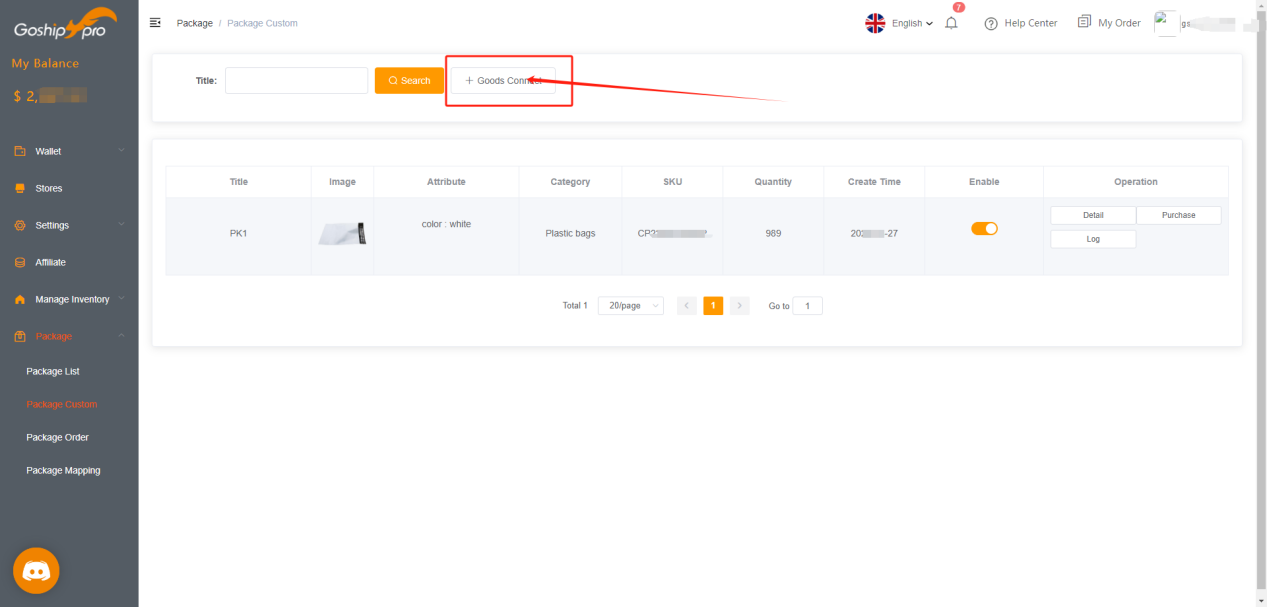
“Message” : Packaging requirements (packaging dimensions, text for printing).

“Attachment” : Logo or pattern.

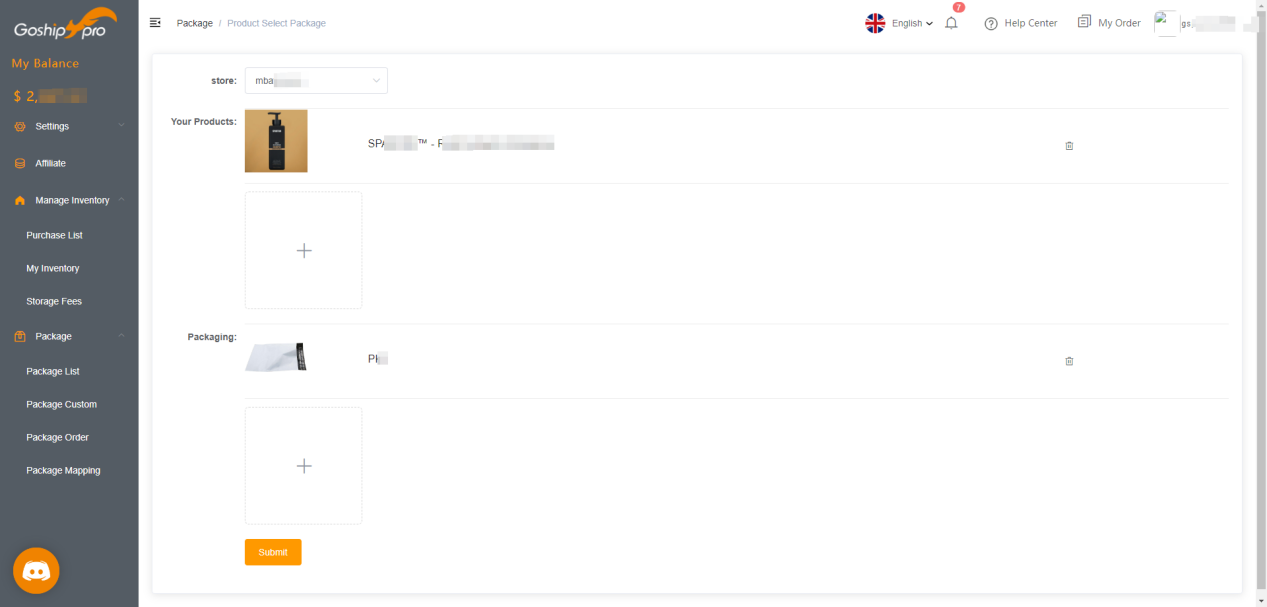
After submission, a new order will be created in the “Package Order” section. We will process the quote, and then you can make the payment.



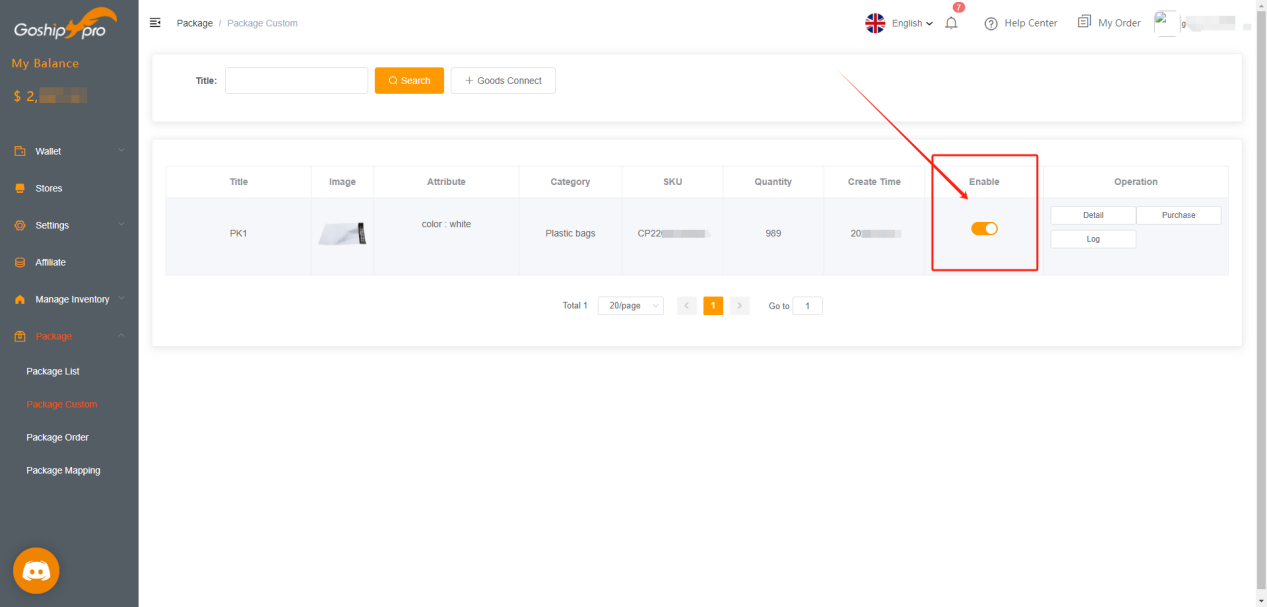
1. “Package > Package Custom” : After payment, View your ordered packaging. The quantity will be updated once the packaging materials are stored in Goshippro warehouses, temporarily displaying as “0”. Click on "Goods Connect" to apply the packaging to your products.



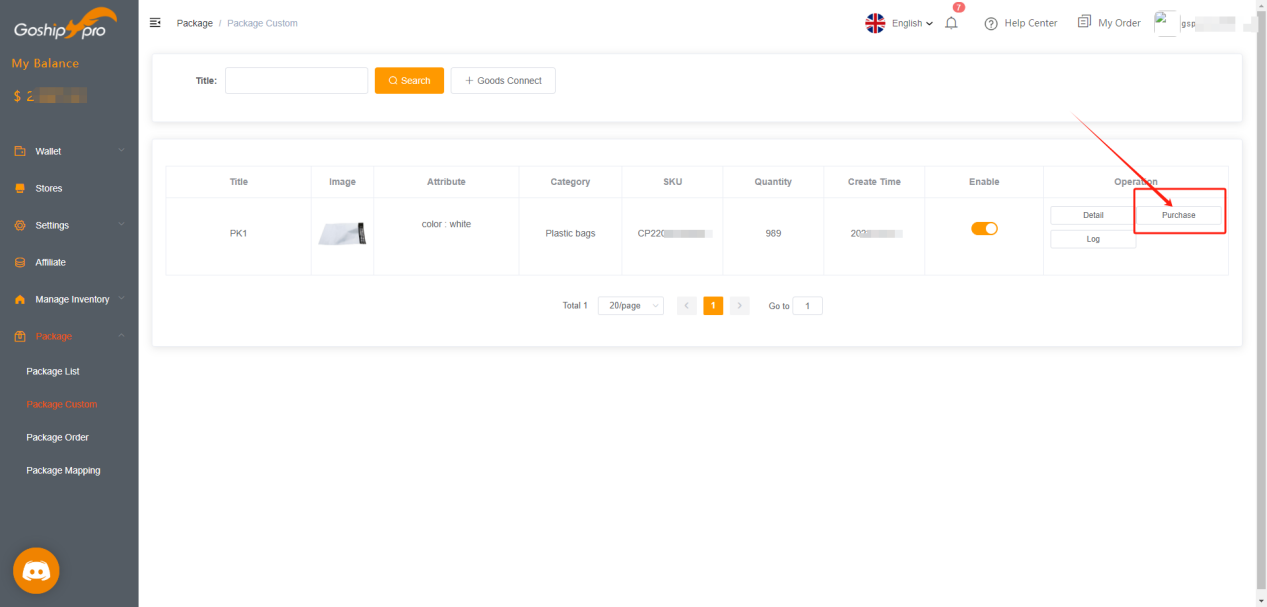
Select product in "Your Products", choose packaging in "Packaging". You could apply multiple products to one packaging or configure multiple packaging for one product. Configuration updates upon submission.



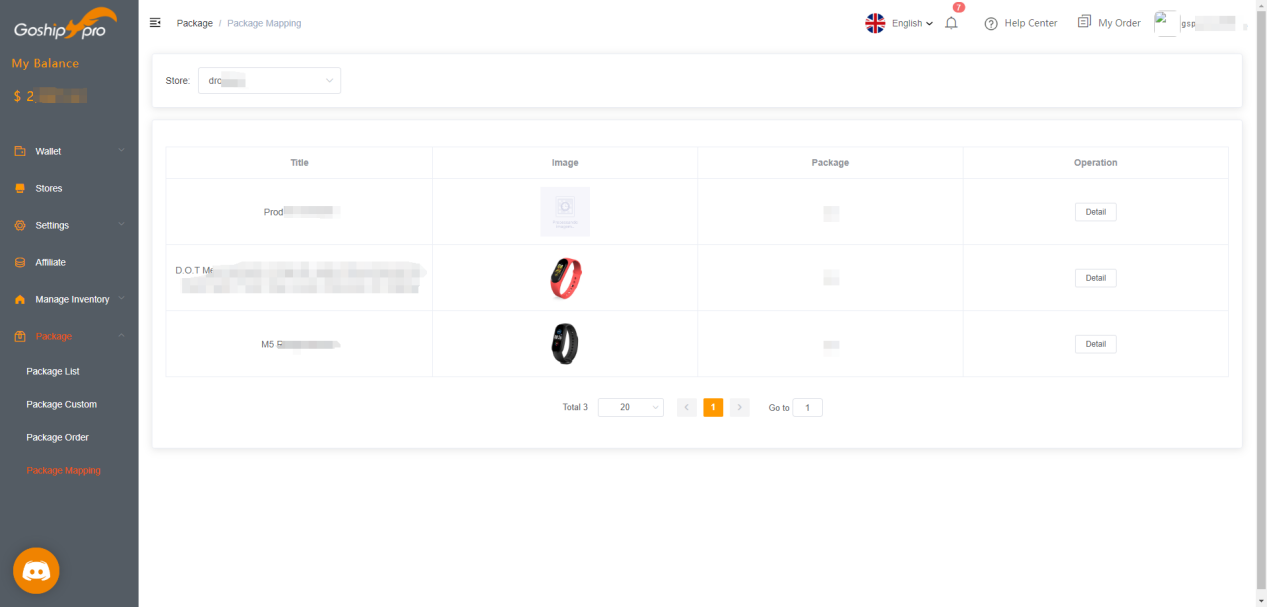
New packaging materials require manual activation. Toggle the switch to activate your custom packaging after the receipt and stocking in Goshippro warehouses. Packaging incurs slight logistics cost.



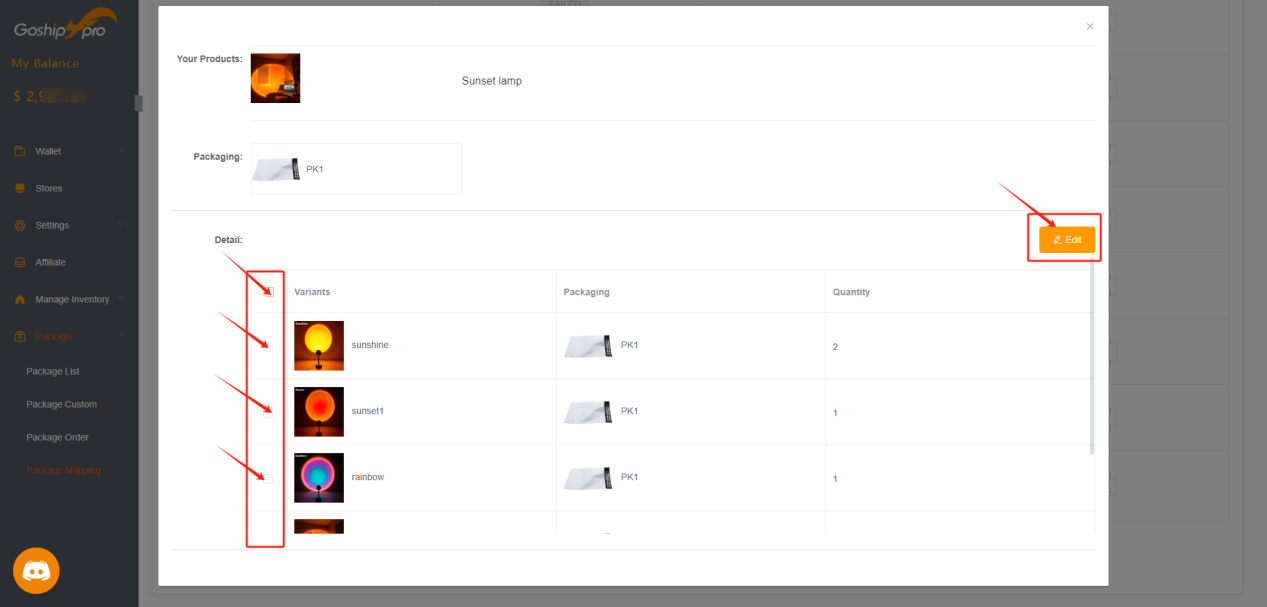
Insufficient packaging prompts quantity adjustment or disabling custom packaging. Click on "Purchase" to reorder previously purchased items.



1. “Package > Package Mapping” : View product and packaging configuration. Each product is connected to one set of packaging materials by default.



Click "Detail" to adjust the quantity of packaging sets for each variant as desired.

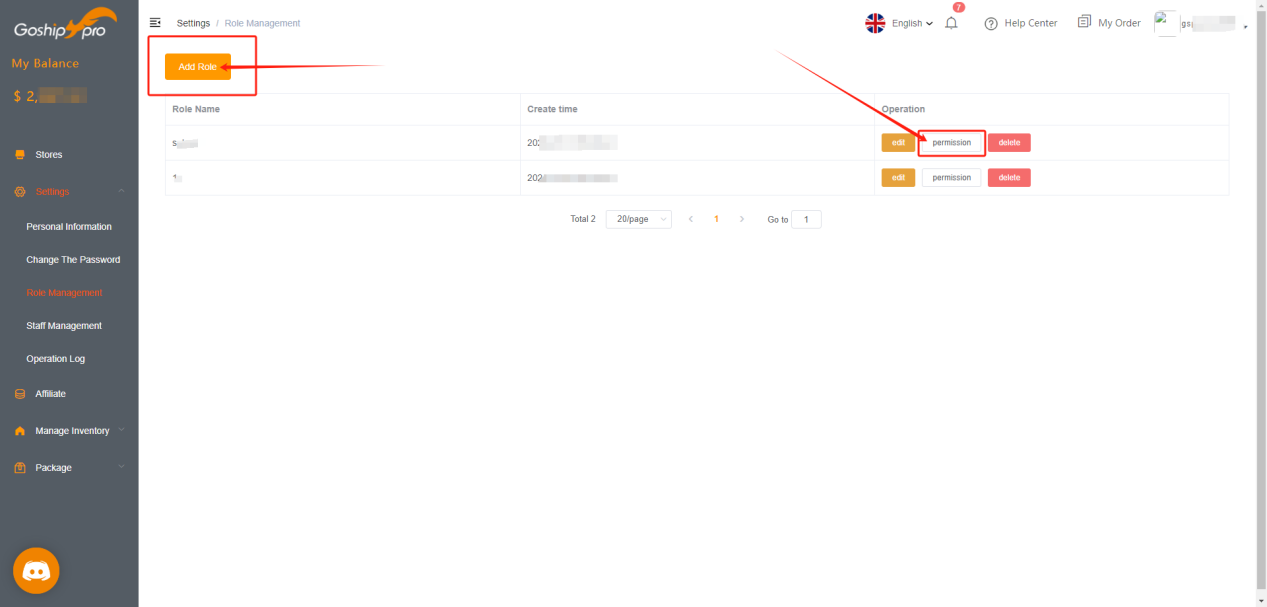


Function 10

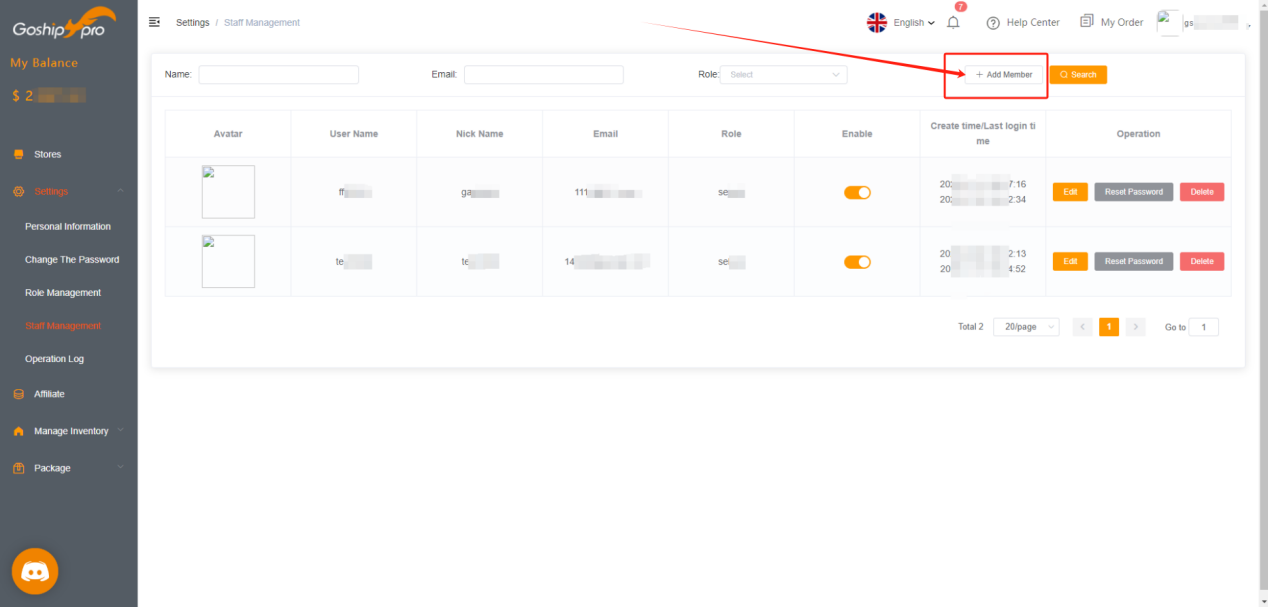
# **“Settings” Page:**

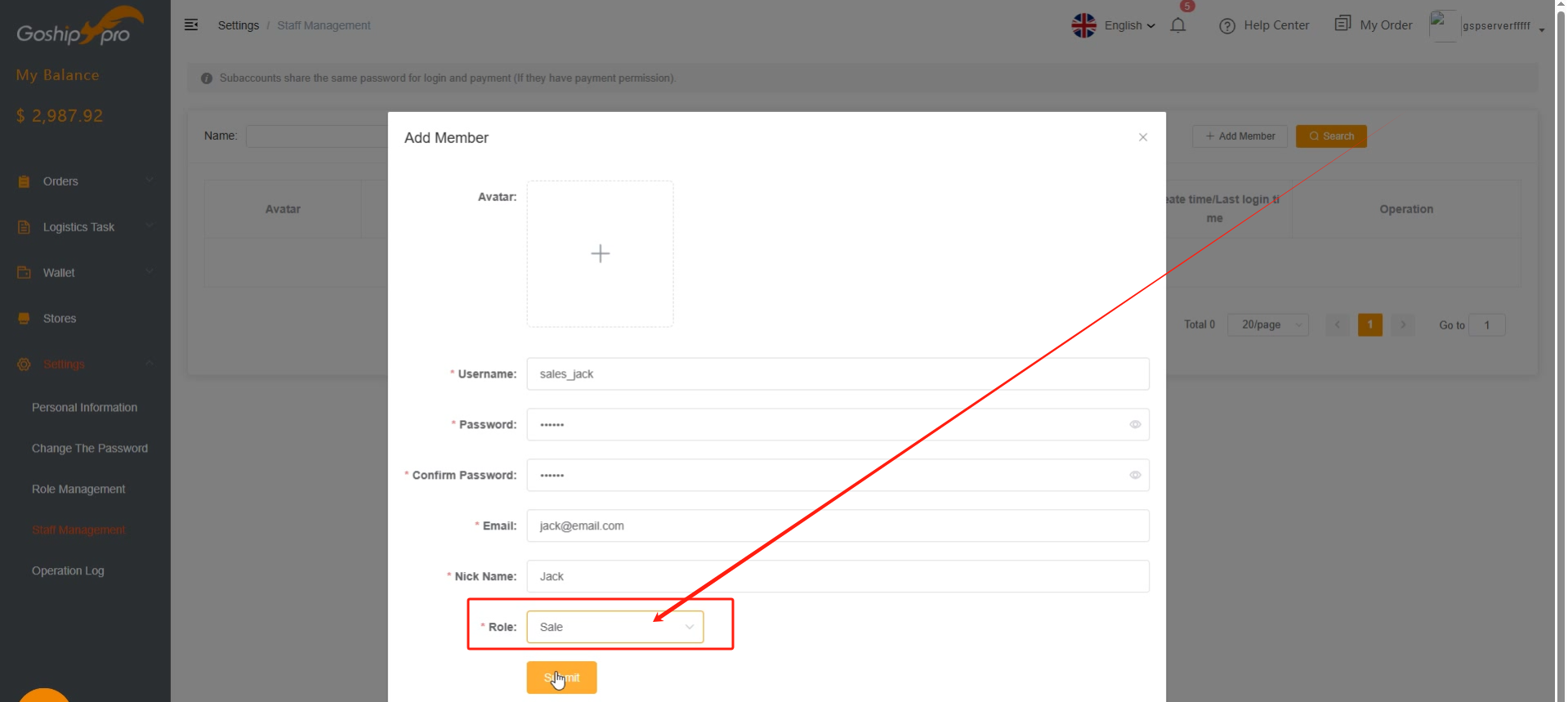
**Create sub-accounts to share resources with main account based on permissions.**

1. “Settings > Role Management” : Create roles and set corresponding permissions for each role.



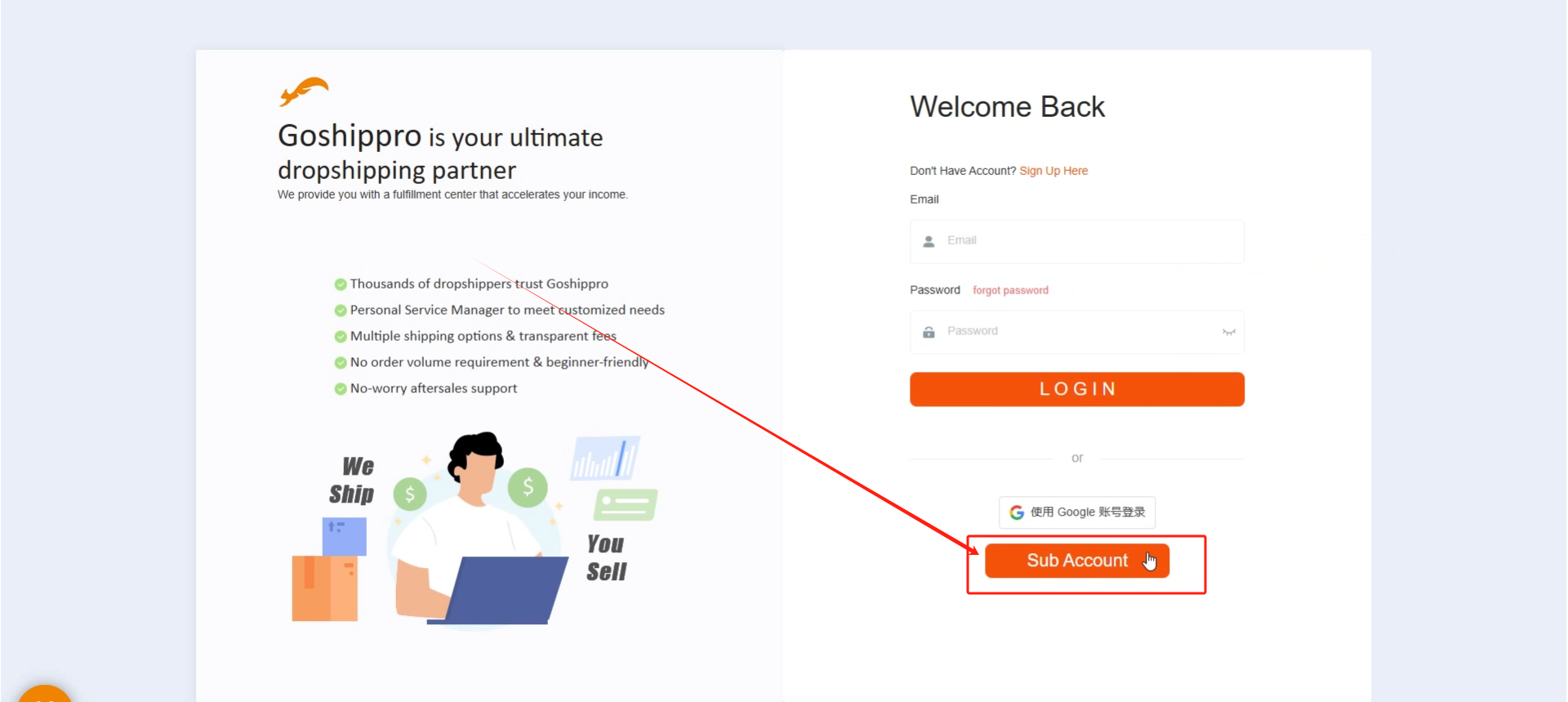
1. “Settings > Staff Management” : Click on "Add Member" to create a new sub-account and assign the desired role to it.





**Sub-account Access to Store Order Data**

1. log in to Sub-account



1. Select the store and date range on “Dashboard” page to view order information, including order quantity and total amount paid.

