Operation Guide for Self-pickup Function of SaleYee Distribution Platform

1. Operation Guide for Self-pickup Function

1. Product List Page - Product Selection

• Enter the product list page, select "Self-pickup" in the transaction mode, and you can filter out all product SKUs that support self-pickup business on the platform;

• The price displayed on the product list page is the self-pickup price;



2. Product order - Self-pickup order

• Enter the product details page, click the "Shipping Logistics" option box, select "Self-Pick up", and the price will show the self-pickup price;

≡ All Categories	All Products	New Arrivals 💼	Discount Zone 🕸	Best Sellers 👙	SaleYee Direct Delivery 🐼	
Home page / Music & Art / 1	Musical Instruments & Equ	ipment / stringed instr	ument			
		VIOLIN SKU:	Unavailable Platform: Not Sell on Amazonfi Rosin,Extra Strings a 08941007 SPU: Dropshipping	: Amazon Full Size 4/4 Violin Se nd Sordine BFYCOPMIGI First Direct purchase from	t for Adults Beginners Students with Ha listing time: 06/07/2023 the factory	rd Case,Violin Bow,Shoulder
		P Co Wa Ser	lease log in for upon: irehouse type: vice Description:	no VIP discount r more details Please login to view SaleYee certified (Officia @ Reservation)	ly cooperated warehouse) shipping] 🕑 Protection Service	Learn more about membership benefits
<		Sel	erehouse : gistics Service : ect the quantity :	US Self-Pick up	\sim	

•Determine the number of label files required based on the number of parcels shipped; (e.g., if the number of parcel shipped is 1, when the quantity is selected as 1, 1 label file is required; if the number of parcels shipped is 3, when the quantity is selected as 2, 6 label files are required;)

Sale <mark>Y</mark> ee	Search winning pr	oducts to sell ((by keyw	rord/SKU)	All Categories	-	Beginner's Get \$20	Coupons SaleYee	Wishlist	Downloads	Bulk order
All Categories	All Products	New Arrivals 🗰	Discount Zone	👂 🛛 Best Sellers 🖕	SaleYee Direct D	elivery 🐼 Spe	cial Products			
Home page / Patio & Gardening /	sunshade / gazet	00								
		10'	x30' Outdoor Party	Tent with 8 Removable Si	dewalls, Waterpro	oof Canopy Patio W	/edding Gazebo	, White		
	. A Sta	SKI	J: 97185781 SP	PU: BDDRTGFBTD First	listing time: 26/0	9/2022				
			Dropshipping	Reservation Dir	ect purchase from	the factory				
			JSD 66.00	Transaction fee not included						
		-	erified Member	no VIP discount			Learn	more about	membership	benefits
Tana Cas	I Invest		Varehouse type :	SaleYee certified (Officially	cooperated warehou	se)				
	10.70 TH	S S	ervice Description :	Reservation Free s	hipping 📀 Protecti	on Service				
		V SEE	Varehouse:	US UK						
			ogistics Service :	Self-Pick up	✓ Estimated	delivery time: 1-3	Day(s) Maxim	um combin	ed shipmer	t
	CONTRACTOR OF			quantity: 1 Number of	f shipped packages	5: 1				
< 🚧 🛲 🚰	- <u>fa</u> <u>• a</u>	s > s	elect the quantity:	- 1 + Availab	le Stock: 8075					
	- <u>/a</u>	9.9.8	🗒 Buy Now	异 Add to Cart	Free Import	\bigcirc				
		4	가 Download (Remainin	ng: 200) 🗘 Set Arrival/Ou	ut-of-Stock Notice	U High-price feedb	ack			

• Click "Buy Now" to enter the order submission page. Please fill in the delivery information and order information correctly. You need to fill in the "Logistics Method" and "Logistics Tracking Number" correctly and upload the corresponding number of Label files; (Please be sure to fill in the logistics method and logistics tracking number correctly to avoid abnormal delivery)

	Sale¥ee	Search winning	products to sell ((by keyword/SKU)	All Categories 👻	Beginners Get \$20 Coupons SaleYee Wishlist Downloads Bulk order
Shipping Address					
New address Select from	n address book				
* Recipient		Phone number	E-mail		
Required		Optional	Optional		
* Street address		Street address 2			
Required		Optional			
* Country/Region	* Province	* City	* Postal code		
Please select a country c 👻	Please select a state, pro 👻	Required	Required		
Order information Please be sure to choose 	a genuine sales platform so that Sa	eleYee platform can match se	uitable logistics for you. Otherwise, it may affer	tt your store.	
* Selling platform		Customized Order No.			
Select	~	Store order number of	an be entered as a note		
To ensure that your pa 1. Logistics informatio 2. Single Label Independent	ickage is shipped normally, ple n is consistent: The selected lo ndent File. If your Label file cor	ase carefully check the fo gistics product and track nbines multiple Labels, p	ollowing information: ing number must completely match the u lease be sure to split it into "single PDF f	iploaded Label information; ile" (ie: 1 PDF corresponds to 1 Label).	
* Logistics product	* Tracking number	Label file	Operation		
Select *		Upload	Add Label information		

•After confirming that the information is correct, click Submit Order and pay the order amount.

3. Self-pickup order - batch order

1. Click the "batch order" button to enter the batch order page. Click "download template" to download the batch order form;

Sale	Yee	Search winning products to sell ((by keywor	rd/SKU) All Cat	egories 🔻 Q Be	eginner's Mission My SaleYee Wishlist Downloads	∖ ⊒ ilk order
≡ All Cate	gories	All Products New Arrivals 🚖	Discount Zone 😌 🛛 Best Seller	s 🍓 🛛 SaleYee Direct Delivery	ry 🐼 Special Products	
My SaleYee	>	Bulk order				
🤠 Message center	>		কি	Import	t steps:	
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Marketing Activities Order management	``	-		3. Uplo 4. A m	load the file; naximum of 1,000 data items at a time.	
RFQ						
My Order Platform sync orders		Order instructions: 1. One-piece dropshipping orders only support "free s 2. If the delivery area is the UK/FU you need to fill in th	shipping" delivery.	AT tay policy		
Bulk order Abnormal order		 [After-sales guarantee service has been launched or guarantee service for batch orders will not be purch 	n January 4, 2022. To protect your after-sal nased by default, and you need to fill it in you	rs rights, please be sure to use the Exc irself to successfully purchase it]	cel template updated after January 4, 2022. Please note that the	after-sales
Returns and refunds		 vvnen your sales platform is temu, if you choose no order. 	it "Self-Hickup" to place an order, the platfo	m will not block hedex logistics for del	erivery. It is recommended that you use the "Seif-Mickup" deriver	y logistics to place an
C Third-party platform	>	Time: Start date	- End date	Table Na	ame:	
Stock reservation new	>			Search		
🖲 Billing	>	Time	Table Name	Statu	tus Operation	
Account	2					

2. Fill in the batch order template:

Fill in the batch upload template according to the order information, please note: (1). For self-pickup orders, the delivery logistics must select "Self-Pick up", that is, the corresponding delivery logistics code is GP90654;

(2). The sales platform needs to be filled in truthfully;

(3). Whether to pick up by yourself should be filled in "Yes";

(4). The Label file is named with the customer's customized order number so that the subsequent upload of the Label file can be more efficient and accurate.

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nsactio Require *. Please fill in it at the format of DS+3 numbers such as DS001	n Customized Order No d Optional; You can customize the order No. as you like or just fill in the order numbers at your selling platform;	. SKU Required* , such as 46656201	QTY Requir ed*, su ch as 1	oatch área Optional; if not filled, it will be the first area in the list by default	tics Servic Optional; if not filled, it will be the first logistics service in the first dispatch area by default	selling Platfor Required*: please refer to the "Selling Platform" in another sheet to help us offer proper shipping acthod to neet the selling platform's	msactio Require d when selling on eBay; Please fill ir the transac tion II by the SalesHi	ritem II Require d when selling on eBay: Please fill the eBay item number, which	ded Ser Options 1, separat ed with ',' if aultipl e codes are filled in. Please refer	Optiona 1; use "," to separat e protect ion service code which can be referre	Recipient Required*, s uch as Jesse Keith	elephone N. Optional, s uch as 6144109583 6.Correct phone No. helps fast shipment	 Email Optional; used for pickup communications for EU orders 	Street 1 Required* such as DIERKER R	Street 2 Not require	City d Required*, such as COLUMBUS	Code/C Optiona 1; it is require d to fill in the state/p rovince code when the	entry C Require d*, such as US or GB	o tax num Optiona 1, only for product s from countri es requiri ng to collect VAT. If you	<u>ost code</u> Require d≉	<mark>elf-picku</mark> Required∗ , Yes or NO
1. Trans	action No. is used to	distinguis	h order	s. Please a	ake sure tha	t each order ha	ns a unio the delig	que tran	saction	number.	+ data chal	1 provail									
3. The	ne cransaccion number	TS Che Sala	e and c	the receipt .	Information	is uniteratic, t	tue cerr-	very auu	1699 01	cue mas	c unce stier	i prevaii.									
4. Pleas 5. Pleas 6. Up to 7. The	e import the data with e fill in the form in 300 pieces of data c: <u>a using your sales</u>	hout changi succession an be impor platform 1	ng the . Do no ted. Temu, i	original fo: ot leave a b if you sele	rmat of the lank line, c ct a non-1	excel. therwise the da <u>Self-Pickup</u> J	optior	for pl	l not be acing	uploade in order	d. r, the plat	tform will	not block FedEx	logistic:	s for shipme	ent. It is	recomme	nded to	use th	e [Self	-Pickup J
Transac ion No	t Customized Order No.	SKU	QTY	Dispatch Area Code	Logistics Service Code	Selling Platfor	nsactio	rIten II	Value- Added Service	Protect ion Service Code	Recipient	Telephone No.	Email	Street 1	Street 2	City	State Code/Co unty	Country Code	tax nur	Postal code	Self- pickup
DS001 DS002 DS003	TT-8201006786653011 TT-8200548357297728 TT-8200996301064833	85031935 85031935 85031935	1	SZ0001 SZ0001 SZ0001	GP90564 GP90564 GP90564	TEMU TEMU TEMU					Mark Blanca Bethaney B Ruhullah Is	9288908518 4044061930 7206832854	mbdragon12340gma cheeks1770aol.com apple_001586.0f2	1 3805 N Sw 3946 pine 18098 E 4	iss Rd dale LN 4th Ave	Flagstaff Gainesvill Denver	AZ GA CO	US US US		86004 30507 80249	Yes Yes Yes

3. Click the "Upload File" button to upload the completed batch order form;

Sale	Ye	9 ≡.	Search winning p	roducts to sell ((by keyword	I/SKU)	All C	ategories 🔻	Q	Get \$20 Co S Beginner's Mission	My SaleYee Wishlist Downloads Bulk order
						6) Warehouse \sim	Start Drops	hipping Member Bene	fits Logout My Order Cart (47) News (10)
≡ All Cat	egories		All Products	New Arrivals 🧰 🛛 Di	iscount Zone 🄇	Best Sellers	SaleYee	Direct Del	livery 🐼 Specia	Products
My SaleYee	>	Bulk order								
😳 Message center	>			A	·)			In	nort steps:	
🗛 Product management	>			Click to upload a file, or dra	ag and drop the fil	le here		1	. Download the template	Download the template
Arketing Activities	>			Uplo	ad			2	Paste the order inform	tion into the template as required;
								3	. Upload the file: . A maximum of 1,000 d	ata items at a time.
REQ			💿 打开							×
My Order		Order ins	← → * ↑ 📙 י	此电脑 > 桌面 > 自提订单模	腋			~ ひ 在1	自提订单模板 中接索	٩
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Returns and refunds		4. When order	副和	E HIER + HOLE - / CANA		2023/03/07 1440	VPIO T144	110 1		that you use the "Self-Pickup" delivery logistics to place an
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C Third-party platform	>		↓ 下戦) 音乐							
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S 0.00			▲ 系统 (C:)							
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SoleYe				304					打开(0) 取消	

4. After uploading the file, you can confirm whether the order has been uploaded successfully based on the information in the following area. If it fails, you need to check whether the format and content are correct. If there are no problems with the filling and it still cannot be uploaded, please contact your business manager for processing.

Sale	Yee	Search winning products to sell ((by k	xeyword/SKU) All Categories 💌	Q Beginner's Mission My SaleY	ee Wishlist Downloads Bulk order
			🗎 Warehouse 🗸	/ Start Dropshipping Member Benefits Logo	ut My Order Cart (47) News (10)
⊟ All Cat	egories	All Products New Arrivals 🚖	Discount Zone 🤤 🛛 Best Sellers 👙 SaleY	ee Direct Delivery 🛜 Special Products	
🕅 My SaleYee	>	Bulk order			
💬 Message center	>		Æ	Import steps:	
Product management	>	Click to upload a fil	le, or drag and drop the file here	1. Download the template Downl	pad the template
Harketing Activities	>		Upload	 Paste the order information into th Upload the file: 	e template as required;
Order management	~			 A maximum of 1,000 data items at 	a time.
RFQ					
My Order		Order instructions:			
Platform sync orders		 One-piece dropshipping orders only support "free 2 If the delivery area is the UK/EU you need to fill it 	e shipping" delivery. n the VAT tax number. Go to learn about the VAT tax policy.		
Bulk order		3. [After-sales guarantee service has been launched	d on January 4, 2022. To protect your after-sales rights, please b	e sure to use the Excel template updated after Janu	ary 4, 2022. Please note that the after-sales
Abnormal order		guarantee service for batch orders will not be pur 4. When your sales platform is Temu, if you choose	rchased by default, and you need to fill it in yourself to successfu not "Self-Pickup" to place an order, the platform will not block F	illy purchase it] edex logistics for delivery. It is recommended that v	ou use the "Self-Pickup" delivery logistics to place an
Returns and refunds		order.			
C Third-party platform	>	The Court data	(restate)	Table Manage	
🕎 Stock reservation 🗪	>	time. Start date	- End date	Table Name.	
Silling	>		Search		
0. 4		Time	Table Name	Status	Operation
CE ACCOUNT	,	5/12/2025 2:08:57 AM	Bulk-Order-Template_EN.xlsx	Success3.Failure0	
		5/12/2025 2:03:59 AM	Bulk-Order-Template_EN.xlsx	Success0,Failure3	Check the failure details

5. After uploading the order successfully, enter the "My Orders" page, select the "To be Paid" tab, and filter out the self-pickup orders for subsequent label file upload.

Platform sync orders		All orders Orders to be	e paid 3 Awaiting shipment 0 Orders	to be received 0	Complete	d Closed			
Bulk order		Order No. 👻	Orders in the past 30 days are visible by default	. The date range is a	djustab	Order time :	2025-05-01	- End date	2
Abnormal order		Tracking No.:	All		Ŧ	Currency:	All		Ŧ
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Third-party platform	>	Warehouse:	All		~	VAT type:	All		Ŧ
Stock reservation new	>	VAT ID number:				Support invoicing or not:	All		~
Billing	>	Inventory type:	All		w	Self-pickup order:	Yes		v
Account	>	Label status:	All.		~				
			Product	Price	Quantity	Total amour	it	Status	Operation
		Order No.: E0DS250	Product 512180911872116 Customized Order N	Price	Quantity 301064833	Total amour 5/12/2025 2:09:12 AM	nt 1	Status	Operation SaleYee Global Site
		Order No.: E0DS250	Product 512180911872116 Customized Order N White PVC Christmas Tree B70 Branches 35	Price	Quantity 301064833 1	Total amour 5/12/2025 2:09:12 AM USD 31.43 Detail ~	1 1	Status orders to be paid View the order	Operation SaleYee Global Site (Pay for orders Upload Label Cancel the order
		Order No.: E0DS250 FTT Spray V SkU850319 Order No.: E0DS250	Product 512180911872116 Customized Order I White PVC Christmas Tree 870 Branches 35 512180908499160 Customized Order I	Price 40.: TT-8200996 USD 31.43 40.: TT-8200548	Quantity 301064833 1 357297728	Total amour 5/12/2025 2:09:12 AM USD 31.43 Detail ~ 5/12/2025 2:09:08 AM	1 1 1	Status orders to be paid View the order	Operation SaleYee Global Site (Upload Label Cancel the order SaleYee Global Site (

6. Click "Upload Label" to upload the label file for the corresponding self-pickup order. Please correctly fill in the "Logistics Method" and "Logistics Tracking Number" and upload the corresponding number of label files; (Please be sure to fill in the logistics method and logistics tracking number correctly to avoid abnormal delivery)

Sale	e ≡ • Search wir	nning products to sell ((by keyword/SKU)	All Categories 💌	Q Beginne	Get \$20 Coupons er's Mission My Si	AleYee Wishlist Downloads	ोंग s Bulk order
Platform sync orders Bulk order	All orders Orders to	be paid 3 Awaiting shipment 0 Orders to	b be received 0 Completed C	Closed Order time :	2025-05-01	- End date	
Abnormal order Returns and refunds	Tracking No.		*	Currency:	All		*
Third-party platform	Grea Upk War	oad Label			×		.* *
 Yotok reservation Billing Account 	VAT ID n Invento Label	 To ensure that your package is shipped norm Logistics information is consistent. The sel match the uploaded Label information; Single Label Independent File. If your Labe "single PDF file" (ie: 1 PDF corresponds to 1 	ally, please carefully check the follo ected logistics product and tracking I file combines multiple Labels, plea Label).	wing information: I number must comp Ise be sure to split it	pletely Linto		*
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	Select All Selected 0	Item Export to Excel * Batch cancel orders	Batch download				Proceed to pay

7. In the "To be Paid" orders, there will be a quantity prompt for the self-pickup orders that have not uploaded the label. Please complete the upload of the label file in time.

Platform sync orders		All orders Orders to be	e paid 3 Awaiting shipment 0 Orders	to be received 0	Complete	d Closed			
Bulk order		Order No. 👻	Orders in the past 30 days are visible by default	. The date range is a	djustab	Order time :	2025-05-01	- End date	ġ.
Abnormal order		Tracking No.:	All		~	Currency:	All		
Retains and retainus		Create type:	All		~	Export tracking No.:	All		~
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		You have 3 self-pickup o	rders that need to upload Label information. Please	e process as soon as	Search possible, othe	Fewer filter condi	tions 👞 delivery progress		
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		 You have 3 self-pickup of Order No.: E0DS250 	rders that need to upload Label information. Please Product 9512180911872116 Customized Order N	e process as soon as Price No.: TT-8200996	Search possible, othe Quantity 301064833	Fewer filter condi rwise it will affect the normal Total amour 5/12/2025 2:09:12 AM	delivery progress	Status	Operation SaleYee Global Site
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		You have 3 self-pickup or Order No.: E0DS250 FF Spray SKU850319 Order No.: E0DS250	Product Product Customized Order N White PVC Christmas Tree 870 Branches S5 S S S S S S S S S S S S S S S S S S	e process as soon as Price No.: TT-8200996 USD 31.43 No.: TT-8200548	Quantity 301064833 1 357297728	Fewer filter condi	delivery progress	Status ders to be paid View the order	Operation SaleYee Global Site Upload Label Cancel the ord SaleYee Global Site

After uploading the label file, click "Process to Merge Payment" to complete the batch payment for the self-pickup order.

2. Notes

1. The self-pickup price of the product supports reservation, but the grouping inventory only supports self-pickup orders. Reservation for non-self-pickup product

prices does not support self-pickup orders for the time being. The platform is stepping up service optimization and will support reservation inventory sharing in the future;

2. Self-pickup orders currently support manual orders, API orders, and batch orders, but do not support platform sync orders. The platform is stepping up service optimization and will support all ordering methods in the future;

3. For self-pickup orders, please be sure to filter the price with the logistics method of "Self-Pickup" to place an order to avoid abnormal delivery due to incorrect logistics methods;

4. The number of label files uploaded must be submitted strictly according to the "number of shipped packages" marked on the product details page to avoid some packages being unable to be shipped due to insufficient label files;

5. When submitting an order, please be sure to fill in the correct "logistics method and tracking number" to avoid delivery delays due to abnormal logistics information;