SFC Warehouse Fulfillment

User Guide

2019 Version

Step 1. Create Product

Create individual SKU: Please fill in the required information as indicated below:

Step 1. Create Product

Different SKU should have different barcodes for them. If the products did not have the barcodes for themselves, please define your SFC barcodes in the system then our warehouse would paste the barcodes when received the stocks with **0.12RMB/label**.

Tips: Please upload one image at least for each SKU in the system, which enables us to recognize the product we received is exactly same as you uploaded.

Step 1. Create Product

Create SKUs in batch: Create Product - Upload Products - Download the Excel Format; please fill in the required information for Excel Format then upload into the system.

Step 1. Create Product

Before activating your product, you can "Edit Product" at anytime.

After your product is activated, you can only modify the SKU Name, Description, HS Code and Country of Manufacture. For other information, you need to deactivate your product before making any changes.

Step 2. Activate product

Select the SKU which you want to activate, then click Confirm button.

Step 2. Print and Paste Barcode Label

Select the SKU ➜ Print Product Label ➜ Enter the QTY ➜ Confirm

The default size of barcode is 5cm * 2cm, you can set the label size according to your needs, but please leave enough space on your product to paste the label smoothly, and enable us to scan the barcode successfully.

Step 3. Create ASN

Create ASN   →   Manually Add Products

Create ASN   →   Batch Uploading Products

-22128.16   Details

Top-up

⚠ You must create an ASN to notify us of your incoming stock. Please do this before sending your products to our warehouse. If you need Add-on Services (such as Product Barcode Labeling, Product Photography, Assembly/Disassembly, Repackaging, Special QC, Scanning Product Serial Number), then please add product first and select the "Add-on Services" checkbox for that product.

- 👤 My Account   ⌄
- 🏠 Storage   ⌃
  - Create Product
  - Edit Product
  - **Create ASN**
  - ASN List
  - Create RMA
  - RMA List
  - Add-on Services

① **Select Warehouse**

SHENZHEN02   ⌄

② **Prepacking :**

⦿ Prepack by SFC   ○ Prepack Myself   Prepack by SFC: For order which consists of just 1 unit of a single SKU, we can prepack before sending over to overseas warehouse for storage. We will bill you accordingly, based on our fees structure.

③ **Add/Modify Product Information**

[Add Product] [Batch Upload Products]

SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Declared Value (USD)	Add-on Services	Action(s)
				No Data			

Step 3. Create ASN

Input the QTY of selected SKU that you would like to send to our warehouse.

Storage

Create Product

Edit Product

Create ASN

ASN List

Create RMA

RMA List

Add-on Services

Inventory List

Shipping

Overdue Amount

③ Add/Modify Product Information

Add Product   Batch Upload Products

	SKU	SKU Name	Chinese Name	Quantity	Weight(kg)	Declared Value (USD)	Add-on Services
>	1205TEST06	1205TEST06	音乐老虎投影灯	10	0.200	213.00	☐
total Fee				10	2.000	2130.00	

④ Input other ASN Information

Send to Warehouse ● Drop-off   ○ 3rd Party Carrier

unloading option ● SFC Unloading   ○ unloading on your own   Notes: "SFC Unloading" means the services of unloading cargo from trucks.Unloading charges: Unit Price * Carton QTY * discount.

destination   SHENZHEN02   ∨   深圳市龙华区观澜街道桂月路306号仪表世界工业园3栋3楼

Step 3. Create ASN

Select the Add-On Service Based on your needs (i.e. Photograph, Barcode labeling, Assembly & Disassembly, Repackaging, Special QC, Scanning for Serial Number)

project name	project description	Action(s)
Photography	Photography	Add
Labeling	Labeling	Add
Assembly/Disassembly	Assembly/Disassembly	Add
Repackaging	Repackaging	Add

List of value-added services

* Replacing & Adding packaging and assembling & disassembly cannot be selected at the same time.

Step 3. Create ASN

You also could remark your **Special Requirement** for Add-On Service.

Step 4. Create ASN

Drop-Off by your local factory / supplier / 3rd Party domestic courier service

If you choose 3rd Party domestic courier service, please enter the Tracking number into system which allows us to track the status in advance. If you have no tracking number available, or your supplier will directly send to us, just select the Drop-off.

Step 5. Print ASN

| | 2018-11-14 17:37:18 | RR203618111400002 | | 2 | HONGKONG | 24 | 24 | 0 | 0 | |

Click **Storage**   **ASN List**   **Print Packing List**

Storage ∧

Create Product

Edit Product

Create ASN

ASN List

Create RMA

| Deleted (139) | Awaiting Arrival (28) | Processing (6) | Pending Approval (0) | Finish (18) | Partial Arrival (5) |

Expand ASN(s)   Export

	Create Time	ASN No.	Reference No.	No. of SKU	Warehouse	Expected Qty	Not Arrived	Qualified Qty	Unqualified Qty	Action(s)
>	2019-03-11 10:20:48	RR203619031100001		1	SHENZHEN02	1	1	0	0	
>	2019-03-07 10:21:40	RR203619030700001		1	SHENZHEN02	1	1	0	0	
>	2018-11-14 17:37:18	RR203618111400002		2	HONGKONG	24	24	0	0	

Step 5. Paste the ASN

Please make sure putting the blue part (Packing List) into the inner cartons which enables us to check the QTY when we received your goods.

Step 5. Paste the ASN

Please paste the first page with your SFC ID number for the outer cartons which enables us to recognize your goods from other customers.

地址：深圳市龙华区观澜街道桂月路306号仪表世界工业园3栋3楼三态速递中国仓储中心收货处
邮编：518109
前台：0755 84550927
电话：+8618938971034
电话：18126258730
收件人：三态速递 仓储中心收货处 吴廉艺（收）
SFC Warehouse Address:
SFC China Fulfillment Center, Floor 3, Building 3, Instrument World Industrial Park, NO 306 Guiyue Road , Guanlan Town, Longhua District, Shenzhen City, Guangdong Provience. Postal Code: 523000
reception desk : 0755 84550927
Contact Number: +86 18938971034
Contact Number: +86 18126258730

SFC Warehouse Address

English Address:SFC China Fulfillment Center, Floor 3, Building 3, Instrument World Industrial Park, NO 306 Guiyue Road , Guanlan Town, Longhua District, Shenzhen City, Guangdong Provience.

中文地址：深圳市龙华区观澜街道桂月路306号仪表世界工业园3栋3楼三态速递中国仓储中心收货处

收货人：吴廉艺 联系电话： +86 18077947297

Inventory List

Warehouse ⟶ Storage ⟶ Inventory List

Create Individual Order

After receiving the stocks —→ IQC inspection —→ Labeling —— Put the stocks into the shelf —→ Then there would be available units under inventory for you to create the orders.

Create Individual Order

Please fill in the required receipient information as below:

Create Individual Order

The Shipping Insurance Fee is 0.6% of the Declared Value and shipping fee, 1RMB per order is the minimum requirement.
The declared value greater than or equal to 25.00USD must be insured.
The Insurance Service applies on all Express Service and International Air mail with Registered Service (Tracking Number available) only.
The International Air Mail service with Non-Registered service has NO Insurance covered.

Create Batch Orders

You also could Batch Upload Orders if you have more orders at one time imported. Fill in the Excel Format as instruction showed.

Create Batch Orders

When fill in the batch upload template for the orders, please input different Reference Numbers for different orders as we would combine the ones with same reference number as one order.

Warehouse Name	Reference No.	Recipient First Name	Recipient Last Name	Recipient Address Line 1	Recipient Address Line 2
SHENZHEN02	10001	David	Poon	241 86th Avdde	
	10001				
SHENZHEN02	10002	Jassica	HUI	Yzermolenstraat 63	
(Required)	(Required)	(Required)	(Required)	(Required)	(Optional)

Create Batch Orders

When batch uploading your orders in Excel Template, if one order has more than one SKU: Please add another SKU in the next row (i.e. SKU200001, SKU200002). Please add all Insured Value of each SKU together (10+10=USD20) and leave the 2nd row as blank.

G	H	I	J	K	L	M	N	O	P
Recipient City	Recipient State	Recipient Country Code	Recipient Zip Code	Recipient Tel	SKU	Quantity	Shipping Method	Insured Value (USD)	Description EN
New York	CA	US	56789	26980140	200001	1	HKBRAM	20	
					200002	2			
Heverlee Leuven	Kent	UK	ME3 8TS	26980140	200003	1	CNSFEDEX	10	
(Required)	(Required)	(Required)	(Required)	(Required)	(Required)	(Required)	(Required)	(Required)	(Optional)

st input those for "Reference No.", "SKU" and "Quantity" fields only (as in above example).

Create Batch Orders

After filling in the order template, please import it into the system. And you would see they are imported into the pending submit status or processing status which is up to you. If there are wrong information for the orders, you could check the results for system notification under Deatils of Upload History to do the corresponding correction.

Orders List

After you submit your orders, you can check the order status via Orders List accordingly, our warehouse staff will pick & pack the orders under processing status according to submitted time. Please note that 16:00PM is our deadline for processing the orders.

Processing Status orders

When the shipping order is entered into stage "Processing", you can not make any changes; if you want to hold the orders or cancel the orders, please contact with our customer service and the 2 times of Items resources will be deducted.
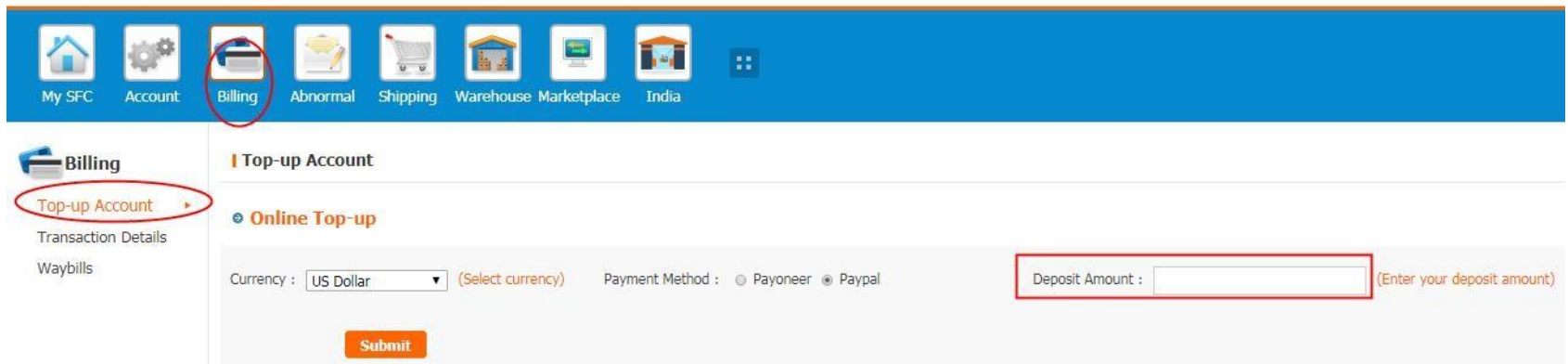
Top-UP your Account

Top-Up (Please mark your ID when you top-up either by PayPal or HSBC which enables our F/A to recognize and process in advance). Please make sure your account has sufficient amount before delivery, you may also set-up the balance reminder in our system:

Top-UP your Account

1.By Pay-Pal or Payoneer

Billing - Top-up Account - Enter the amount you would like to wire
Please be kindly noticed that there will be transaction fee charged by PayPal or Payoneer.

Top-UP your Account

2. By HSBC

Account name：ROYALWAY SUPPLY CHAIN MANAGEMENT LIMITED
Account number：801 323 544 838
Beneficiary Bank：HSBC Hong Kong
Bank code：004
Swift Code: HSBCHKHHHKH
Bank Address: 1 Queen's Road Central, Hong Kong
Bank Phone: (852) 2748 8288

Company Address：RMS 1318-19、13 HOLLYWOOD PLAZA,610 NATHAN RD MONGKOK,KLN