



**edrop**

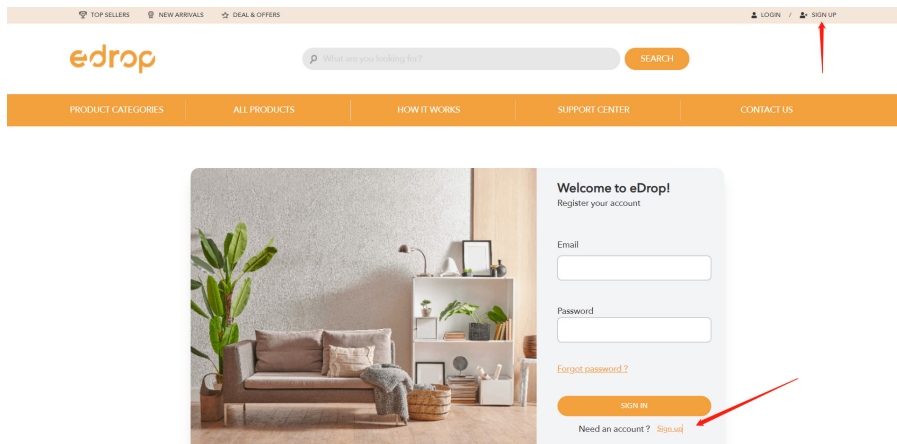
**User Guide**  
Edrop user manual

# User Guide

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# 1 - User Registration

## I.Registration steps



a. Click on the **SIGN UP** at the top right corner of the website.

The image shows a 'Create A New Account' registration form. At the top, there is a progress indicator with three steps: 'Step 1', 'Step 2', and 'Finish'. The form contains the following fields and options:

- First Name\*
- Last Name\*
- Mobile\*
- Email\*
- Verification Code\* (with a 'Get Verification Code' button)
- Password\*
- Confirm Password\*
- Gender\* (Please select...)
- Country\* (AU)
- Suburb / State / Postcode\* (Please select...)
- ABN\*
- Bank Account Name
- Bank Account Number
- BSB
- Company\*
- Company Suburb / State / Postcode (Please select...)
- Company Address 1\*
- Company Address 2
- Website\*
- Sales Channel / Platform\* (checkboxes for Ebay, Amazon, Other, Shopify, Magento)
- How Did You Hear About Us? (Please select)
- What Is Your Business Type? (Please select)
- Is Your Business Up And Running? (Please select)
- Do You Use Any Social Media? (Please select)
- Receive daily inventory update (checkbox)
- Subscribe to our newsletter (checkbox)
- I agree to the Terms and Conditions and have read the Privacy Pol (checkbox)

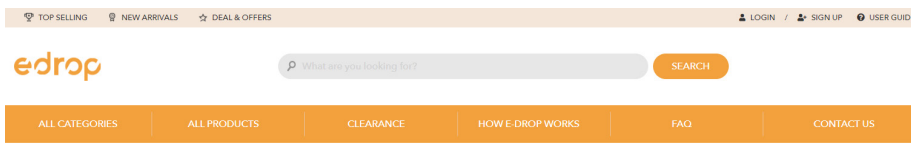
A 'Sign up' button is located at the bottom of the form.

b. Fill in the form.

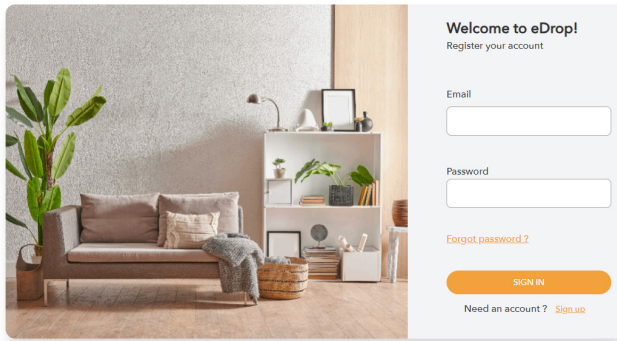
※ Please verify your company information as it will be applied to your invoice details.

c. **Submit** the form.

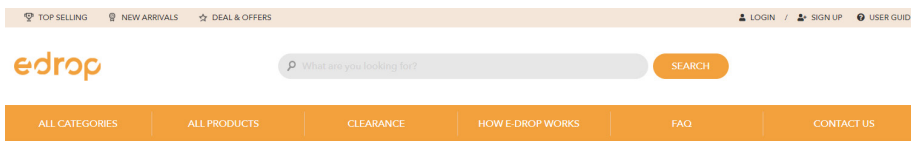
## II. Log in



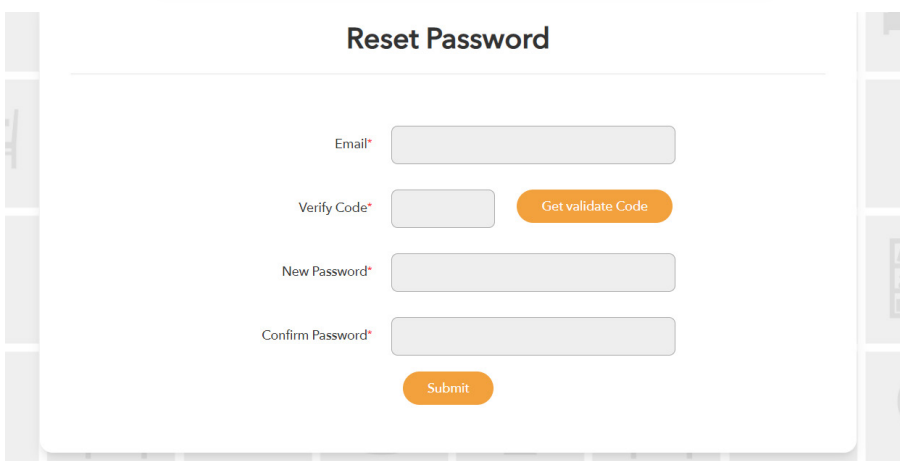
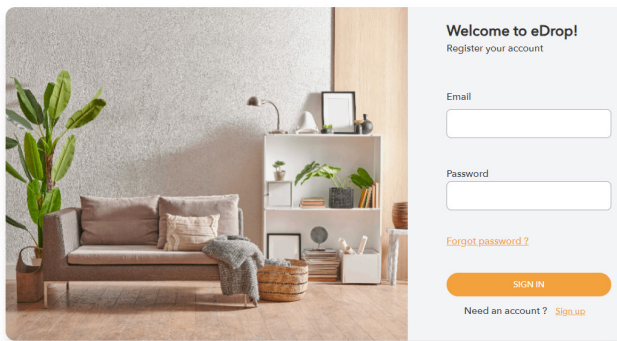
- Click on the LOGIN at the top right corner of the website.
- Fill in your username and password.
- Click on the SIGN IN.



## III. Forget password



- Click on the LOGIN at the top right corner of the website.
- Click on **Forgot Password**.



- Reset your password by filling in your email address, validating the code, new password and confirming password.
- Click on the **SUBMIT**.

## 2 - User details changes

### I. User details

edrop

What are you looking for? SEARCH

ALL CATEGORIES ALL PRODUCTS HOW E DROP WORKS FAQ CONTACT US

Dashboard Recharge Orders Import Unpaid Payment Paid Watch List Profile User Profile

User Profile

Account [redacted]  
Email [redacted]  
Mobile [redacted]  
Nick Name\*  
First Name\*  
Last Name\*  
Gender\* Male  
Country / State / Suburb\* Australia / Tasmania / Glebe  
Postcode\*

- Log into your account and click on the account icon.
- Go to Profile page and under **User Profile**
- Amend changes as needed.
- Click on the **SUBMIT CHANGE**.

### II. Changing Email

Change Email

Email\*  
Verification Code\*  
Get Verification Code  
Submit email

- Modify the email address for receiving system emails through Email address amendment.
- ※ Please note that the login account email address remains unchanged. Please use the originally registered email address to log in.

### III. User password

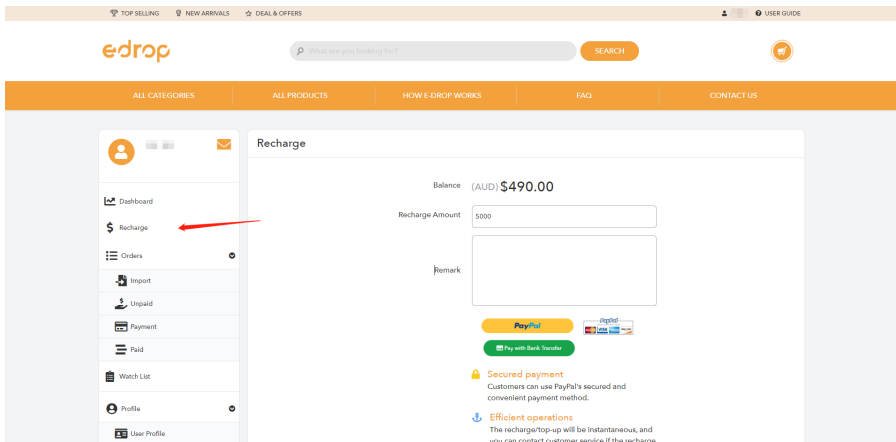
Change password

Old Password  
New Password  
Repeat Password  
Verify Code  
Get code  
Submit password

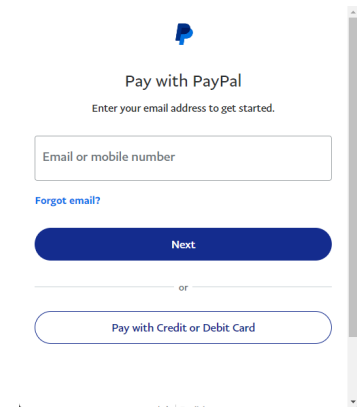
- Log into your account and click on the account icon.
- Go to Profile page and under **User Profile**
- Go to Change Password.
- Once done, click on the **SUBMIT PASSWORD**

### 3 - Recharge process

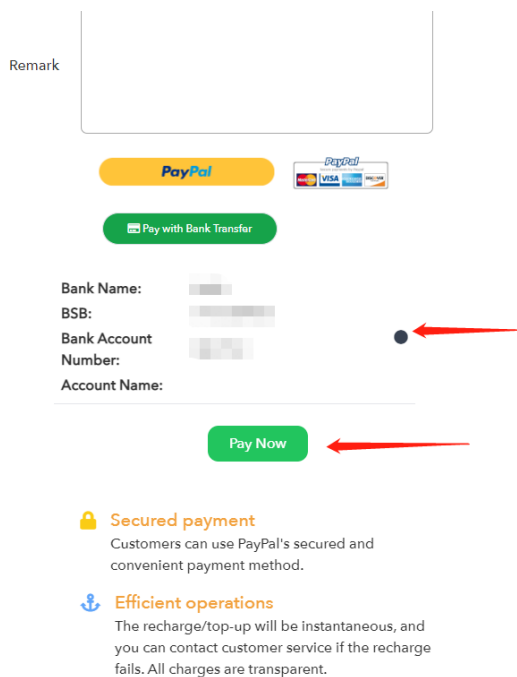
#### I.Recharge steps



- Log into your account and click on the account icon.
- Go to **Recharge** page.
- Fill in the Recharge Amount and Remark (if there is any)
- Click on **Paypal** to proceed.



#### II.Recharge with Bank TRansfer



- Click **Pay with Bank Transfer**.
- Select the Bank Account that you wish to make the payment with.
- Click into **Pay Now** and it will lead you to Submit Payment with Bank Transfer Page.
- Submit Payment with Bank Transfer .

### Our Bank Details

Account Bank Name :

BSB :

Bank Account Number :

Account Name :

### Your Transfer Transaction Details

Receipt Number:\*

Account Name:\*

Transaction Receipt:\*

[Click to upload](#)

Attachment size < 2MB

Remark :

- e. Please fill in the **Receipt Number** and **upload the Transaction Receipt**, and click Submit to proceed.

## III.Recharge successfully

Recharge success

**Recharge success !**  
Your current balance is :  
**\$9,089.77**

- Secured payment**  
Customers can use PayPal's secured and convenient payment method.
- Efficient operations**  
The recharge/top-up will be instantaneous, and you can contact customer service if the recharge fails. All charges are transparent.
- Secured transactions**

- a. Once Paypal processed successfully, it will show that you've recharged successfully.

## IV.Check available balance

Orders: 16 / 19 | Products: 201 | Balance: \*\*\*\*\*

Rank	Product ID	Product Name	Quantity	Price
1	MT-MF-A2-B-Q	Bedra Memory Foam Mattress Topper Cool Gel Bed Bamboo Cover 7-Zone 8CM Queen	14	\$1,496.60
2	EK-01-ST-BK	Mazam 61 Keys Electronic Piano Keyboard Electric Keyboards Beginner Kids Gift	6	\$599,994.00
3	BT-A23-RAT-WD	Okikure Bedside Table 2 Drawers Rattan Bedroom Storage Cabinet Furniture Wood	4	\$215.60
4	BT-B7-LED-H-BK	Okikure Bedside Table RGB LED Nightstand Cabinet 3 Drawers Side Table Furniture	2	\$177.80
5	DCH-AHB4-GN-2PC	Okikure Dining Chairs Kitchen Chair Velvet Fabric Padded Seat Cafe Set of 2	2	\$193.80
6	EK-02-BK	Mazam 61 Keys Piano Keyboard Electronic Musical Kids Toy Gift With Microphone	2	\$59.80
7	MT-PTA5-K-WH	Bedra Mattress Topper Microfibre Luxury Pillowtop Protector Pad Cover King	2	\$91.80

- a. Go to **Dashboard** page.
- b. Click on the eye icon to check your available balance.
- c. You can also check the balance on the **Recharge** page.

Balance (AUD) **\$2,034.86**

Recharge Amount:

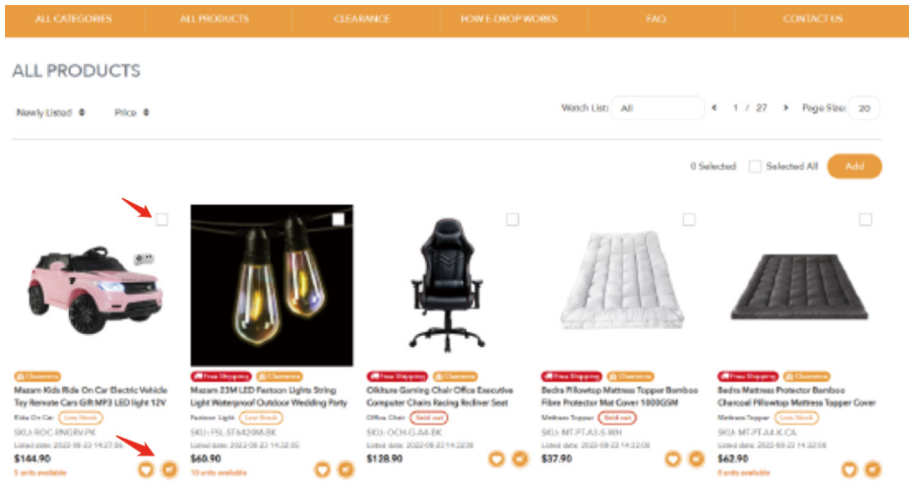
Remark:

[PayPal](#)

- Secured payment**  
Customers can use PayPal's secured and convenient payment method.
- Efficient operations**  
The recharge/top-up will be instantaneous, and you can contact customer service if the recharge fails. All charges are transparent.
- Secured transactions**

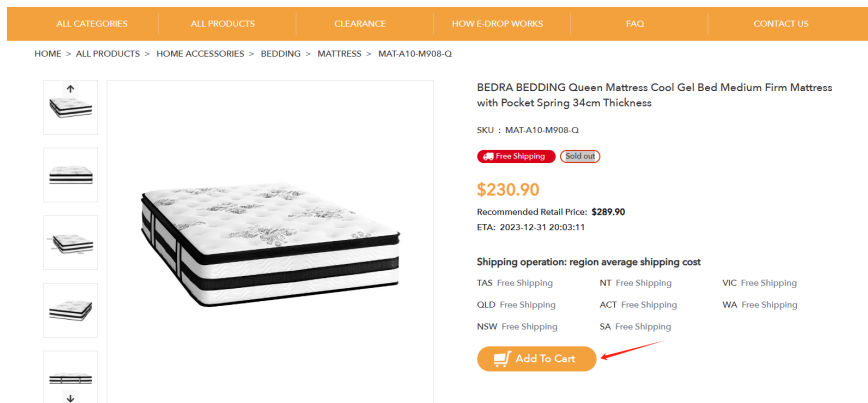
## 4 - Product selection

### I. Add products into the cart



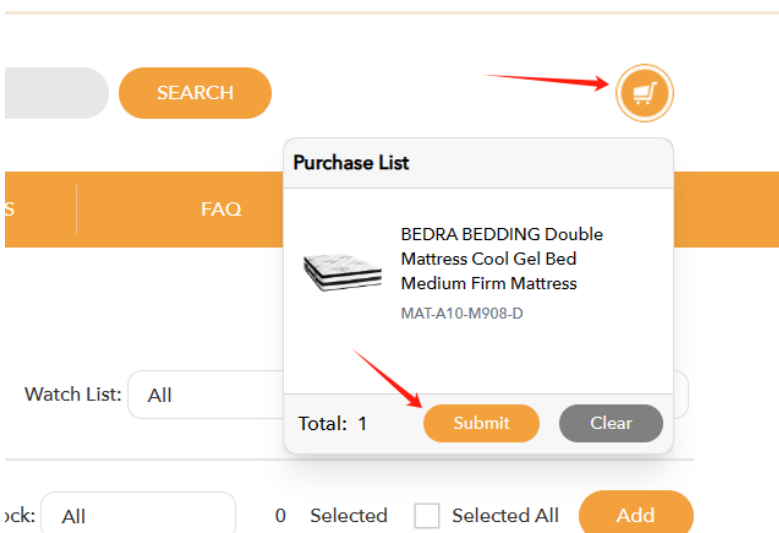
- a. You can select individual products by ticking on the photo or click on the **ADD** button.

### II. Visit watch list products



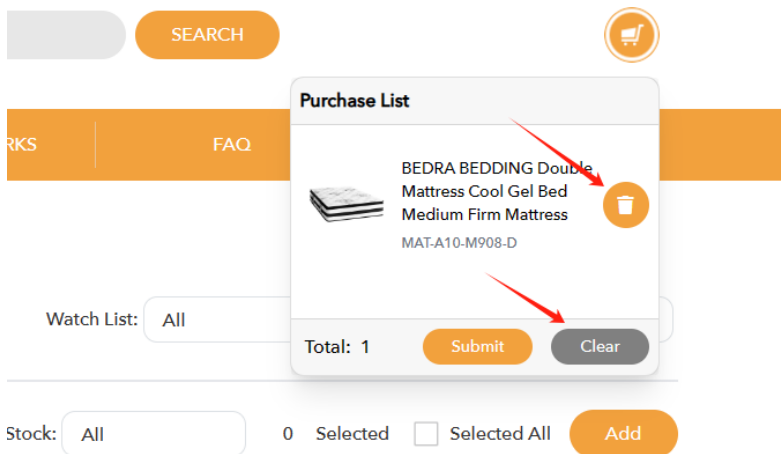
- a. You can select individual products by ticking on the photo or click on the **Add to Cart** button .

### III. Add products into watch list



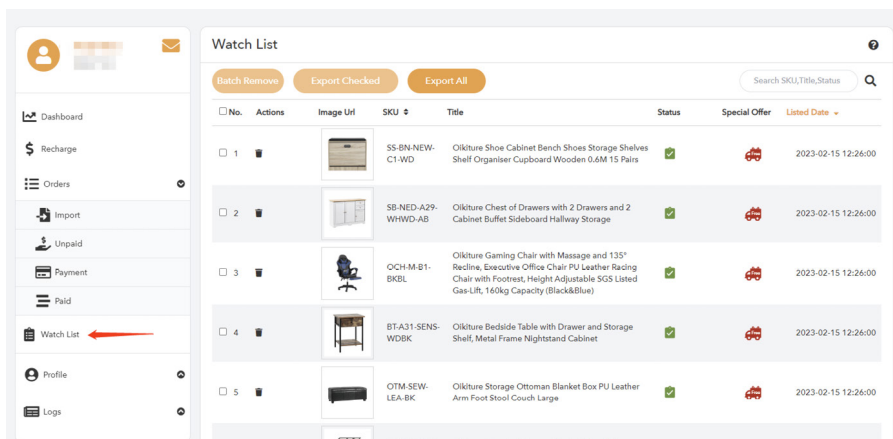
- a. Click on the cart basket icon on the top right corner.
- b. Cart list will pop up.
- c. Click on the **SUBMIT**.

## VI. Remove products from cart



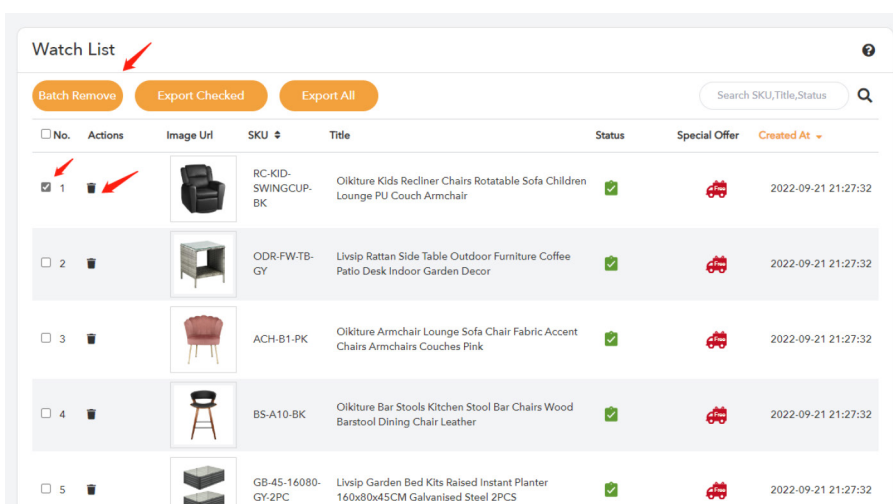
- Click on the cart basket icon on the top right corner.
- Cart list will pop up.
- Hover mouse to the product that you want to remove.
- Bin icon will appear.
- Click on the Bin icon.
- Click on the **CLEAR** to remove.

## IV. Visit watch list products



- Log into your account and click on the account icon.
- Click on the **Watch List** page.

## V. Delete watch list products



- Log into your account and click on the account icon.
- Click on the **Watch List** page.
- Click on the Bin icon on the right for individual product.
- You can tick on multiple products and click on **Batch Remove**.

## VII.Import Watch list products

Watch List

Batch Remove Export Checked Export All

Search SKU,Title,Status

<input checked="" type="checkbox"/> No.	Actions	Image Url	SKU	Title	Status	Special Offer	Created At
<input checked="" type="checkbox"/> 1			RC-KID-SWINGCUP-BK	Oikiture Kids Recliner Chairs Rotatable Sofa Children Lounge PU Couch Armchair	<input checked="" type="checkbox"/>		2022-09-21 21:27:32
<input checked="" type="checkbox"/> 2			ODR-FW-TB-GY	Livsip Rattan Side Table Outdoor Furniture Coffee Patio Desk Indoor Garden Decor	<input checked="" type="checkbox"/>		2022-09-21 21:27:32
<input checked="" type="checkbox"/> 3			ACH-B1-PK	Oikiture Armchair Lounge Sofa Chair Fabric Accent Chairs Armchairs Couches Pink	<input checked="" type="checkbox"/>		2022-09-21 21:27:32
<input checked="" type="checkbox"/> 4			BS-A10-BK	Oikiture Bar Stools Kitchen Stool Bar Chairs Wood Barstool Dining Chair Leather	<input checked="" type="checkbox"/>		2022-09-21 21:27:32
<input checked="" type="checkbox"/> 5			GB-45-16080-GY-2PC	Livsip Garden Bed Kits Raised Instant Planter 160x80x45CM Galvanised Steel 2PCS	<input checked="" type="checkbox"/>		2022-09-21 21:27:32

- Log into your account and click on the account icon.
- Click on the [Watch List](#) page.
- You can tick on multiple products and click on [Export Checked](#).
- Click on [Export All](#) to export all the products in Watch List.

# 5 - Product Inventory status and next ETA date Inquiry

## I.Product Inventory Inquiry

Newly Listed Price Watch List: All Available Stock: All 1 / 56 Page Size: 20

All   
 In stock   
 Sold out

0 Selected Selected All Add

**Free Shipping** **Low Stock**  
 Okikure Shoe Cabinet with 2 Doors Shoe Storage Rack 20 Pairs Black  
 SKU: SS-AND-DZ-BK  
 Listed date: 2023-04-10 11:51:21  
**\$92.90**  
 5 units available

**Free Shipping** **Low Stock**  
 BEDRA BEDDING Single Mattress Cool Gel Bed Medium Firm Mattress with Pocket  
 SKU: MAT-A10-M908-S  
 Listed date: 2023-09-18 16:37:49  
**\$140.90**  
 4 units available

**Free Shipping** **Sold out**  
 BEDRA BEDDING Queen Mattress Cool Gel Bed Medium Firm Mattress with Pocket  
 SKU: MAT-A10-M908-Q  
 Listed date: 2023-09-18 16:37:49  
**\$230.90**

**Free Shipping** **Sold out**  
 BEDRA BEDDING Double Mattress Cool Gel Bed Medium Firm Mattress with Pocket  
 SKU: MAT-A10-M908-D  
 Listed date: 2023-09-18 16:37:49  
**\$214.90**

**Free Shipping** **Sold out**  
 BEDRA BEDDING King Mattress Cool Gel Bed Medium Firm Mattress with Pocket  
 SKU: MAT-A10-M908-K  
 Listed date: 2023-09-18 16:37:49  
**\$269.90**

a. You can view the inventory status through the product catalogue page.

b. Filter the active products through Watch List.

c. Obtain inventory and ETA information

※ Inventory quantity prompt:

When inventory quantity is less than 10 units, it will display the exact quantity available.

When inventory quantity is more than 10 units, it will display a prompt information of more than 10 units is available.

ALL CATEGORIES ALL PRODUCTS CLEARANCE HOW E-DROP WORKS FAQ CONTACT US

HOME > ALL PRODUCTS > HOME ACCESSORIES > BEDDING > MATTRESS > MAT-A10-M908-Q



**BEDRA BEDDING Queen Mattress Cool Gel Bed Medium Firm Mattress with Pocket Spring 34cm Thickness**

SKU : MAT-A10-M908-Q

**Free Shipping** **Sold out**

**\$230.90**

Recommended Retail Price: **\$289.90**

ETA: 2023-12-31 20:03:11

Shipping operation: region average shipping cost

TAS Free Shipping NT Free Shipping VIC Free Shipping  
 QLD Free Shipping ACT Free Shipping WA Free Shipping  
 NSW Free Shipping SA Free Shipping

Add To Cart

on the product details page.the product details page.

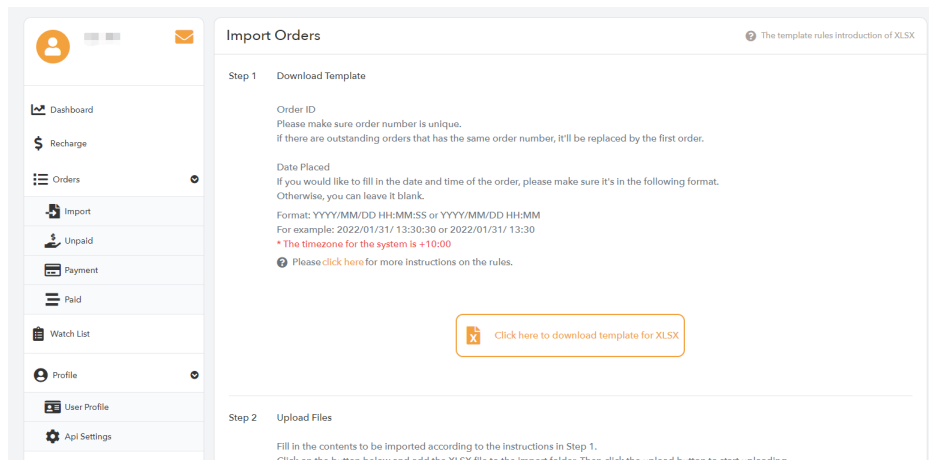
※ If there is no inventory available, the status will show as SOLD OUT and ETA (Estimated Time of Arrival) will be displayed.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Stu	Category Name	Title	Image Url	Min Quantity	Max Quantity	Min Unit Price	Max Unit Price	Recommended Retail Price	Stock Qty	Description	Feature	Pack Content	Sp	
2	ACHST42FK	Armchair	Okikure Armchair	https://imagevage.com/...	1	10	187.9	187.9	239.9	15	Perfect for relaxing at it's High back tufted	Okikure Armchair x	Brand		
3	AF-A1BK	Air Fryer	Okikure Air Fryer	https://imagevage.com/...	1	10	83.9	83.9	99.9	0	Welcome to healthier 80% less fat than	Okikure Air Fryer x1-tr	Brand		
4	AF-A1IN	Air Fryer	Okikure Air Fryer 5.5L	https://imagevage.com/...	1	10	83.9	83.9	99.9	0	Welcome to healthier 80% less fat than	Okikure Air Fryer x1-tr	Brand		
5	AF-A1BK	Air Fryer	Okikure Air Fryer 5.5L	https://imagevage.com/...	1	10	107.9	107.9	129.9	0	Welcome to healthier 80% less fat than	Okikure Air Fryer x1-tr	Brand		
6	AF-A1IN	Air Fryer	Okikure Air Fryer 5.5L	https://imagevage.com/...	1	10	112.9	112.9	135.9	0	Welcome to healthier 80% less fat than	Okikure Air Fryer x1-tr	Brand		
7	BS-A1BK	Bar Stool	Okikure Bar Stool	https://imagevage.com/...	1	10	110.9	110.9	139.9	0	Sturdy steel base-tr	Okikure Bar stool x	Brand		
8	BS-A1BK-2PC	Bar Stool	Okikure Bar Stool	https://imagevage.com/...	1	10	124.9	124.9	159.9	0	Sturdy steel base-tr	Okikure Bar stool x	Brand		
9	BT-A14WD	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	33.9	33.9	69.9	3	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
10	BT-A14WD	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	48.9	48.9	59.9	18	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
11	BT-A14WD	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	48.9	48.9	59.9	20	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
12	BT-A14WD	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	44.9	44.9	55.9	11	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
13	BT-BT-LED14DK	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	88.9	88.9	109.9	0	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
14	BT-BT-LED14HN	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	88.9	88.9	109.9	0	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
15	BT-BT-LED14EK	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	79.9	79.9	99.9	0	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
16	BT-BT-LED14HN	Bedside Table	Okikure Bedside Table	https://imagevage.com/...	1	10	79.9	79.9	99.9	0	Sturdy steel base-tr	Okikure Bedside Table x	Brand		
17	COOAT-3D-WIAB	Chest of Drawers	Okikure Chest of Drawers	https://imagevage.com/...	1	10	169.9	169.9	329.9	0	Sturdy steel base-tr	Okikure Chest of	Brand		
18	DOH43WN	Dining Chair	Okikure Dining Chair	https://imagevage.com/...	1	10	86.9	86.9	109.9	5	High back support-tr	Okikure Dining chair	Brand		
19	EK-A2BK	Electronic Keyboard	Okikure Electronic Keyboard	https://imagevage.com/...	1	10	27.9	27.9	29.9	0	Perfect for kids with its	Okikure E-key	Brand		
20	FMA4S1GY	Folding Mattress	Okikure Folding Mattress	https://imagevage.com/...	1	10	74.9	74.9	94.9	5	Perfect for kids with its	Okikure Folding Ma	Brand		
21	FMA4S1GY	Folding Mattress	Okikure Folding Mattress	https://imagevage.com/...	1	10	110.9	110.9	139.9	5	Perfect for kids with its	Okikure Folding Ma	Brand		
22	RDC-R62RV-OK	Rice Cooker	Okikure Rice Cooker	https://imagevage.com/...	1	10	144.9	144.9	179.9	4	Perfect for kids with its	Okikure Rice Cooker	Brand		
23	SB-A18AT-WD	Sideboard	Okikure Sideboard	https://imagevage.com/...	1	10	96.9	96.9	119.9	5	Perfect for kids with its	Okikure Sideboard x	Brand		

d. Export product information including inventory level and next ETA date through the Watch List page.

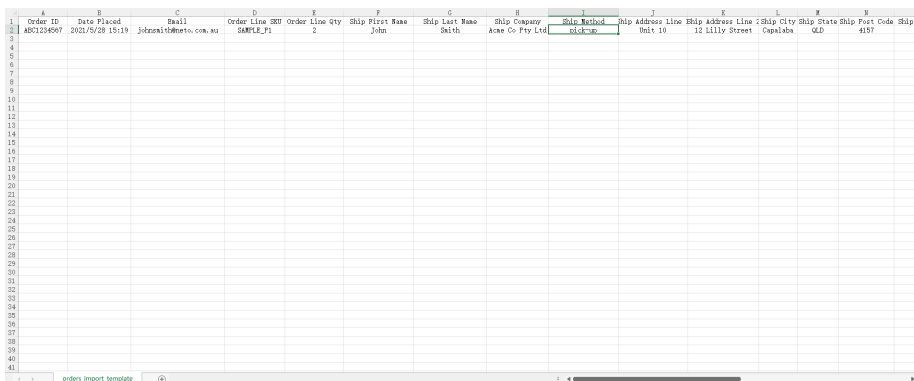
## 6 - Import sales orders

### I. Template download



- Log into your account and click on the account icon.
- Go to Orders heading and Click on Import.
- Click on the “[Click here to download template XLSX](#)” .

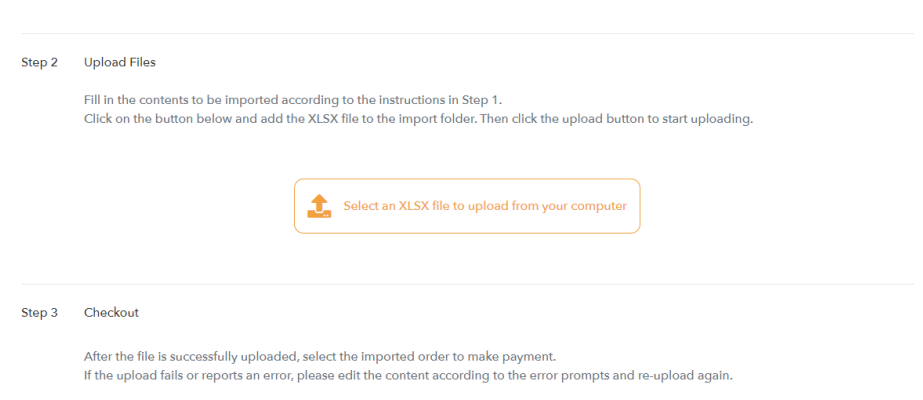
### II. Fill in template



- Open downloaded template xlsx file.
- Fill in the details correctly to prevent upload failure.
- The system will proof check SKU, Order ID, Date Placed, Address and Postcode.
- In the exported file, it's now added Top sellers, New Arrivals, Deals and Offers, and Clearance column.
- Fill in the template under SKU Sale Price and Ship Company ABN to generate invoice under your company details to your customer. If it's not filled in, invoice will not be generated.
- Leave a message regarding customer request or specific instruction, in order to process your order enquiries in a timely manner.

※ For import file template guidance, please refer to <https://edrop.com.au/user/orders/xlsx/introduce>

### III. Upload template



- Go to Step 2.
- Click on the “[Click to select XLSX files to upload](#)” .

## IV. Check unpaid orders

No.	Order Status	Order Number	Grand Total	Shipping Method	Shipping Total	Created At	Customer Remark
1	New	hooo1004	\$59.80	standard	\$0.00	2022-11-21 22:46	Leave at front door
2	New	hooo1003	\$199,998.00	standard	\$0.00	2022-11-21 22:46	Leave at front door
3	New	hooo1005	\$193.80	standard	\$0.00	2022-11-21 22:46	Leave at front door

a. Log into your account and click on the account icon.

b. Go into Orders heading and Click on Unpaid.

※ If there is an Error shown on orders, please check XLSX file and reupload.

## V. Reupload template

**Step 2 Upload Files**

Fill in the contents to be imported according to the instructions in Step 1.  
Click on the button below and add the XLSX file to the import folder. Then click the upload button to start uploading.

Select an XLSX file to upload from your computer

**Step 3 Checkout**

After the file is successfully uploaded, select the imported order to make payment.  
If the upload fails or reports an error, please edit the content according to the error prompts and re-upload again.

a. Go to Step 2.

b. Reupload amended xlsx file by clicking on “Click to select xlsx files to upload” .

c. System will replace order information.

## 7 - Shipping charges enquiry

### I. Postcode

ALL CATEGORIES ALL PRODUCTS CLEARANCE HOW E-DROP WORKS FAQ CONTACT US

HOME > ALL PRODUCTS > HOME ACCESSORIES > BEDDING > MATTRESS > MAT-A10-M908-Q

BEDRA BEDDING Queen Mattress Cool Gel Bed Medium Firm Mattress with Pocket Spring 34cm Thickness

SKU : MAT-A10-M908-Q

Free Shipping Sold out

**\$230.90**

Recommended Retail Price: **\$289.90**  
ETA: 2023-12-31 20:03:11

Shipping operation: region average shipping cost

TAS Free Shipping NT Free Shipping VIC Free Shipping  
QLD Free Shipping ACT Free Shipping WA Free Shipping  
NSW Free Shipping SA Free Shipping

Add To Cart

- Click on the product.
- Go to the product details page.
- Enter the postcode to calculate the shipping charges.

### II. Order details

Unpaid Orders

Payment Orders Search order number

No.	Order Status	Order Number	Grand Total	Shipping Method	Shipping Total	Created At	Customer Remark
01	New	hooo1004	\$59.80	standard	\$0.00	2022-11-21 22:46	Leave at front door
02	New	hooo1003	\$199,998.00	standard	\$0.00	2022-11-21 22:46	Leave at front door
03	New	hooo1005	\$193.80	standard	\$0.00	2022-11-21 22:46	Leave at front door

- Go to Orders heading and Click on **Unpaid**.
- Click on the Order Number or the Details icon.

Order No. hooo1005 Shipping cost \$0.00 Order cost \$193.80 Create date: 2022-11-21 22:46:00 Update date:

Order total: **\$200,251.60**  
Shipping total: **\$0.00**

The product price and shipping price may fluctuate according to the actual order. Do you agree with this?

**Grand total: \$200,251.60**

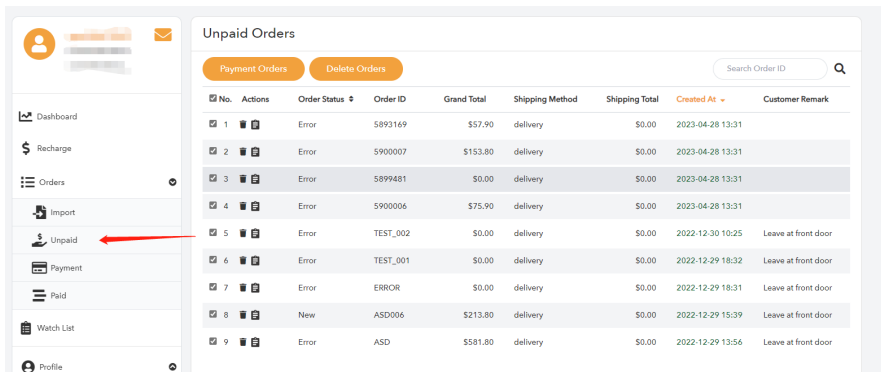
Balance: \$490.00

Pay with Balance  
PayPal  
Pay with bank transfer

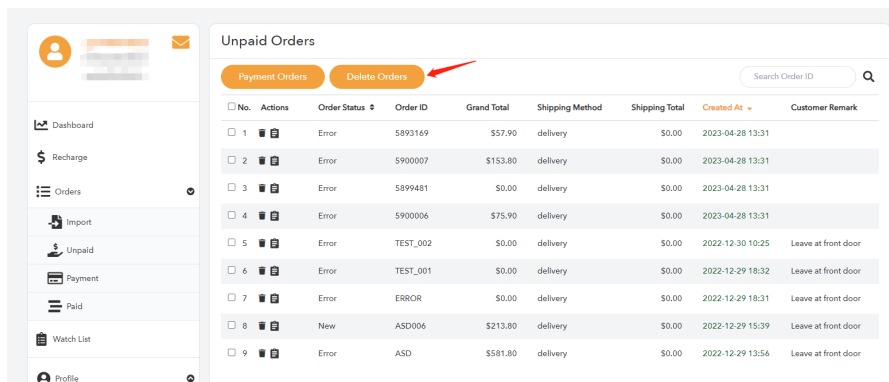
- Order details page will pop up separately.
- You can check the Shipping Total on the page.

## 8 - Delete unpaid orders

### I. Steps to delete unpaid orders



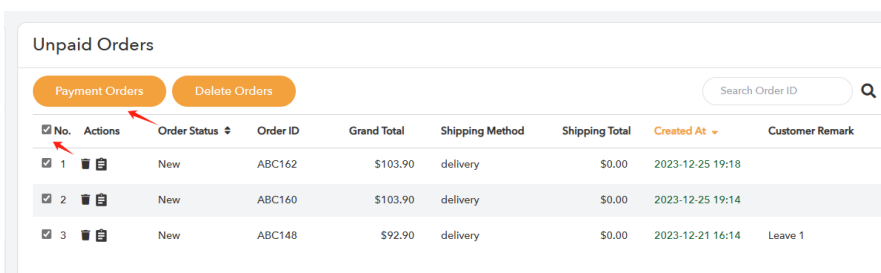
- Log into your account and click on the account icon.
- Go to the Orders heading and Click on **Unpaid**.
- Click on the Bin icon to delete.



- Bulk delete function .

## 9 - Make order payment

### I. Steps to make payment



- Log into your account and click on the account icon.
- Go to the Order heading and click on **Unpaid**.
- Select multiple orders from the list and click on the **Payment Orders**.
- Or click on Orders Checkout page.
- Click on Paypal to proceed

# 10 - Orders Checkout

## I. Checking Orders Details

Orders Checkout

Order No.	Shipping cost	Order cost	Create date: 2022-11-21 22:38:00	Update date: 2022-11-21 22:39:00
hooo1000	\$0.00	\$199,998.00		

SKU	Title	Price	QTY	Amount
EK-01-ST-BK	Mazam 61 Keys Electronic Piano Keyboard Electric Keyboards Beginner Kids Gift	\$99,999.00	2	\$199,998.00

Order No.	Shipping cost	Order cost	Create date: 2022-11-21 22:38:00	Update date: 2022-11-21 22:39:00
hooo1001	\$0.00	\$59.80		

Order total: **\$200,057.80**  
Shipping total: **\$0.00**  
 The product price and shipping price may fluctuate according to the actual order. Do you agree with this?  
**Grand total: \$200,057.80**

- a. Go into Unpaid, select the orders that you want to make the payment for, and click into Payment Orders to proceed to the Orders Checkout page.
- b. To look into the details of each order, click the down arrow to expand the order.

## II. Price Change Notice

Orders Checkout

Order No.	Shipping cost	Order cost	Create date: 2022-11-21 22:38:00	Update date: 2022-11-21 22:39:00
hooo1002	\$0.00	\$193.80		

Order total: **\$193.80**  
Shipping total: **\$0.00**  
 By checking this box, you are agreeing to the price and shipping cost change to this order.  
**Grand total: \$193.80**

- a. Price may change before the payment is made.
- b. If you agree with the price change and tick the box, it will automatically calculate a new price for payment processing.
- c. If you disagree with the price change, you'll need to reimport and generate a new order.

※ By checking this box, you are agreeing to the price and shipping cost change to this order.

## III. Pay with Balance

Order total: **\$253.60**  
Shipping total: **\$0.00**  
 The product price and shipping price may fluctuate according to the actual order. Do you agree with this?  
**Grand total: \$253.60**

Balance: **\$1.00**

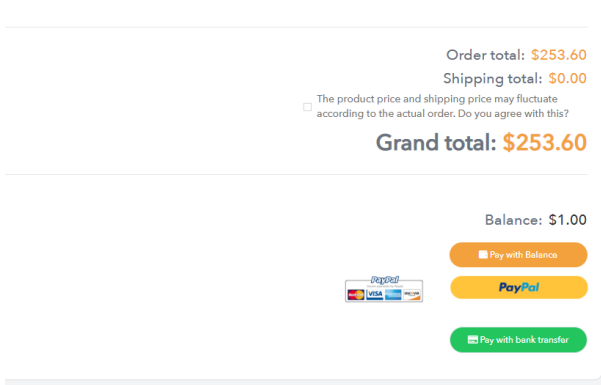
- a. Click into **Pay with Balance**.
- b. If there's insufficient balance, you can go to Recharge tab to top up the balance.

## IV. Pay with Paypal

Order total: \$253.60  
Shipping total: \$0.00  
 The product price and shipping price may fluctuate according to the actual order. Do you agree with this?


**Grand total: \$253.60**

Balance: \$1.00



a. Click into [Paypal](#).

b. You can complete the payment through Paypal page.



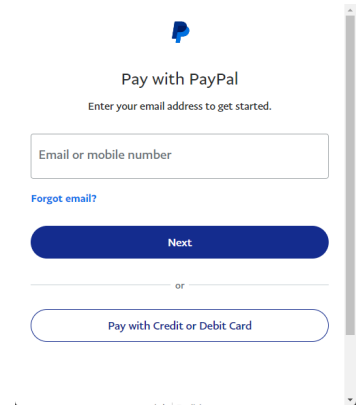
Pay with PayPal

Enter your email address to get started.

Email or mobile number

[Forgot email?](#)

or



## V. Pay with Bank Transfer

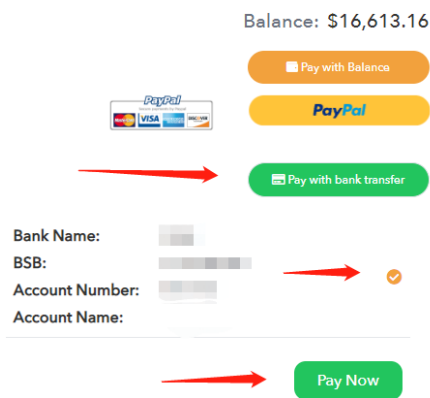
Balance: \$16,613.16

Bank Name: [Redacted]

BSB: [Redacted]

Account Number: [Redacted]

Account Name: [Redacted]



a. Click [Pay with Bank Transfer](#).

b. Select the Bank Account that you wish to make the payment with.

c. Click into [Pay Now](#) and it will lead you to **Submit Payment with Bank Transfer Page**.

### Our Bank Details

Account Bank Name: [Redacted]

BSB: [Redacted]

Bank Account Number: [Redacted]

Account Name: [Redacted]

### Your Transfer Transaction Details

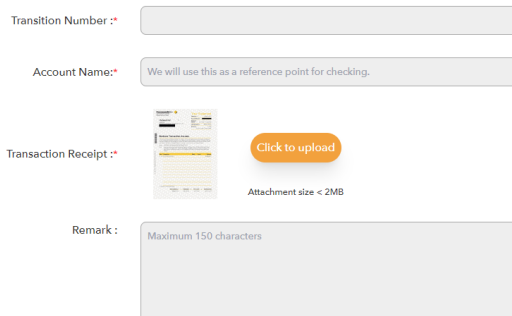
Transition Number :\*

Account Name:\*

Transaction Receipt :\*

Remark :\*

Attachment size < 2MB



d. Submit Payment with Bank Transfer .

e. Please fill in the **Transaction Number** and **upload the Transaction Receipt**, and click Submit to proceed.

## 11 - Payment List

### I. Checking Order Payments Transactions

Actions	No.	Record Sn	Pay Date	Amounts	Pay Type	Pay Status	Trn
	1	9f0dc45c730c4aab83f17e28d9d81e43	2022-11-22 12:06	\$161.80	paypal payment	payment fail	
	2	f8370bb97ac4492ea1eb948174d37807	2022-08-30 13:01	\$1.00	paypal payment	payment success	2.4k 93
	3	0e19f6a671504fe0b1c2f0776a1bc388	2022-08-30 13:06	\$1.00	balance payment	payment success	
	4	92d051bb95814592bdb4b54376f76582	2022-09-30 14:57	\$1.00	paypal payment	payment success	5.1k 63
	5	190a54029c0e45d889dae32586118679	2022-11-11 10:18	\$5,000.00	paypal payment	payment fail	
	6	5b88ef7f66534419f28465347c209f1	2022-11-11 10:22	\$257.80	paypal payment	payment fail	

a. Click into **Payment tab**.

b. Display all of the orders transactions and payment status.



**Cancel Payment Order**



**Submit Bank Transfer**



**Payment Detail**



**Payment Success**



**Payment Fail**

## 12 - View Paid Orders Details

I. For successfully paid orders, there is a notification email sent to you.

II. You can also check with the following steps:

No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1		2023-12-25 17:29	ABC155	\$48.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
2		2023-12-25 17:29	ABC156	\$207.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
3		2023-12-24 18:57	ABC154	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
4		2023-12-24 18:47	ABC152	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
5		2023-12-24 13:20	ABC151	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
6		2023-12-24 13:20	ABC153	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
7		2023-12-22 18:47	ABC12221353	\$92.90	Cancelled	Fully Paid	normal	2023-12-22 15:19
8		2023-12-22 16:00	ABC1222	\$92.90	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
9		2023-12-22 15:58	ABC12221356	\$185.80	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
10		2023-12-21 16:37	ABC149	\$92.90	New	During The Payment	normal	2023-12-21 15:19

a. Go to **Paid tab**.

b. Click into the order to view order details.

## 13 - Download Orders

I. To download the Orders, please follow the following steps:

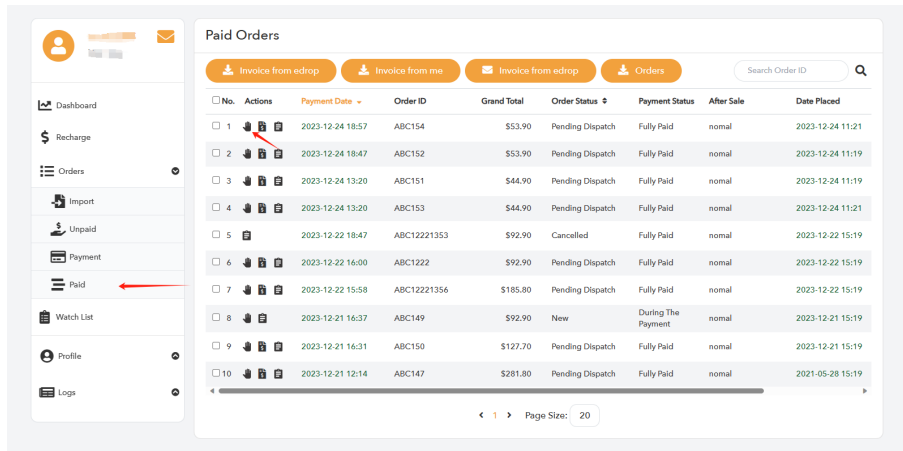
No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1		2023-12-25 17:29	ABC155	\$48.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
2		2023-12-25 17:29	ABC156	\$207.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
3		2023-12-24 18:57	ABC154	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
4		2023-12-24 18:47	ABC152	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
5		2023-12-24 13:20	ABC151	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
6		2023-12-24 13:20	ABC153	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
7		2023-12-22 18:47	ABC12221353	\$92.90	Cancelled	Fully Paid	normal	2023-12-22 15:19
8		2023-12-22 16:00	ABC1222	\$92.90	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
9		2023-12-22 15:58	ABC12221356	\$185.80	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
10		2023-12-21 16:37	ABC149	\$92.90	New	During The Payment	normal	2023-12-21 15:19

a. Go to **Paid tab**.

b. For multiple orders, you can select the orders and click on **Download Orders** to save a PDF copy for each order.

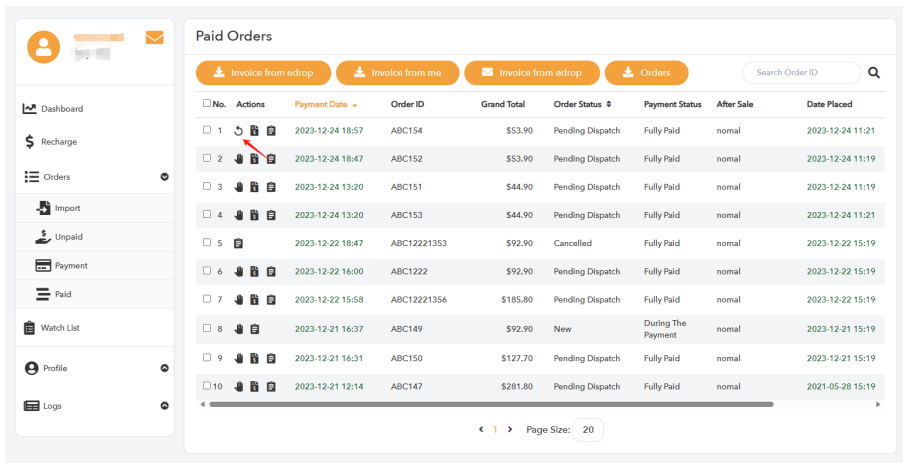
# 14 - Cancel order

## I.Steps to cancel order



- a. Log into your account and click on the account icon.
  - b. Go to Orders heading and click on **paid**.
  - c. Go into the order details.
  - d. Click on the Cancel Order icon.
- ※ If the icon has not been updated, please refresh the page.

## II. Withdraw cancellation



- a. Go to the Orders heading and click on **Paid**.
  - b. Search the order.
  - c. Click on the Withdraw Cancellation icon.
- ※ If the icon has not been updated, please refresh the page.

## 15 - Download Invoice

I. After payment has successfully processed, you'll receive a payment confirmation email and invoice.

II. To download the invoice, please follow the following steps:

The screenshot shows the 'Paid Orders' dashboard. At the top, there are four tabs: 'Invoice from edrop', 'Invoice from me', 'Invoice from edrop', and 'Orders'. Below the tabs is a search bar for 'Search Order ID'. The main content is a table with the following columns: No., Actions, Payment Date, Order ID, Grand Total, Order Status, Payment Status, After Sale, and Date Placed. The table contains 10 rows of order data. Red arrows point to the 'Invoice from edrop' and 'Invoice from me' tabs, and the 'Download Invoice' icon in the Actions column of the first row.

No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1	[Icons]	2023-12-24 18:57	ABC154	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
2	[Icons]	2023-12-24 18:47	ABC152	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
3	[Icons]	2023-12-24 13:20	ABC151	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
4	[Icons]	2023-12-24 13:20	ABC153	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
5	[Icons]	2023-12-22 18:47	ABC12221353	\$92.90	Cancelled	Fully Paid	normal	2023-12-22 15:19
6	[Icons]	2023-12-22 16:00	ABC1222	\$92.90	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
7	[Icons]	2023-12-22 15:58	ABC12221356	\$185.80	Pending Dispatch	Fully Paid	normal	2023-12-22 15:19
8	[Icons]	2023-12-21 16:37	ABC149	\$92.90	New	During The Payment	normal	2023-12-21 15:19
9	[Icons]	2023-12-21 16:31	ABC150	\$127.70	Pending Dispatch	Fully Paid	normal	2023-12-21 15:19
10	[Icons]	2023-12-21 12:14	ABC147	\$281.80	Pending Dispatch	Fully Paid	normal	2021-05-28 15:19

a. Go to **Paid** tab.

b. Click on the **Invoice** icon of the individual order to save a **PDF** copy.

c. For multiple orders, you can select the orders and click on **Download Invoice** to save a **PDF** copy for each order.

✳ Invoice from eDrop allows eDrop to generate invoice under eDrop header.

✳ Invoice from me allows eDrop to generate invoice on your behalf.

III. To resend the invoice, please follow the following steps:

The screenshot shows the 'Paid Orders' dashboard. At the top, there are four tabs: 'Invoice from edrop', 'Invoice from me', 'Invoice from edrop', and 'Orders'. Below the tabs is a search bar for 'Search Order ID'. The main content is a table with the following columns: No., Actions, Payment Date, Order ID, Grand Total, Order Status, Payment Status, After Sale, and Date Placed. The table contains 9 rows of order data. A red arrow points to the 'Invoice from edrop' tab.

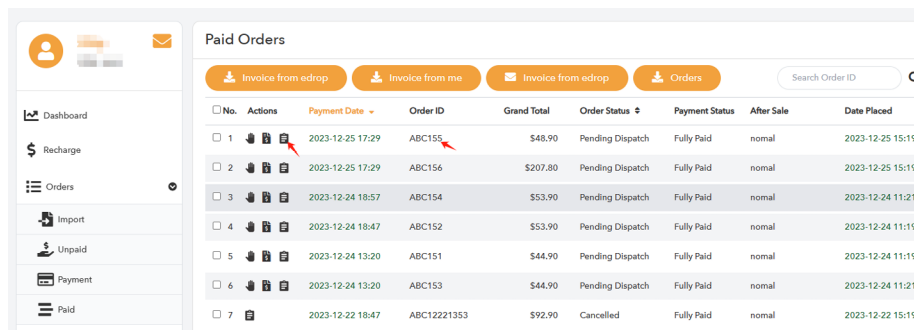
No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1	[Icons]	2023-12-25 19:22	ABC161	\$97.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
2	[Icons]	2023-12-25 19:15	ABC159	\$97.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
3	[Icons]	2023-12-25 18:00	ABC157	\$48.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
4	[Icons]	2023-12-25 18:00	ABC158	\$103.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
5	[Icons]	2023-12-25 17:29	ABC155	\$48.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
6	[Icons]	2023-12-25 17:29	ABC156	\$207.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
7	[Icons]	2023-12-24 18:57	ABC154	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
8	[Icons]	2023-12-24 18:47	ABC152	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
9	[Icons]	2023-12-24 13:20	ABC151	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19

a. Go to **Paid** tab.

b. Select the **paid** orders that you need an invoice copy.

c. Click on **Resend Invoice Email** to send the invoice copy to your registered email address.

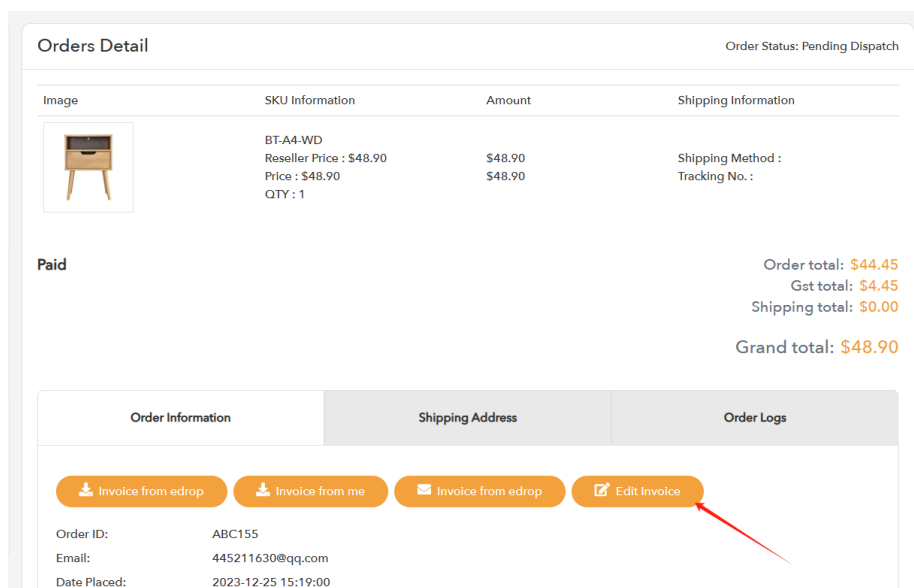
## IV. Invoice information amendment



No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1		2023-12-25 17:29	ABC155	\$48.90	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
2		2023-12-25 17:29	ABC156	\$207.80	Pending Dispatch	Fully Paid	normal	2023-12-25 15:19
3		2023-12-24 18:57	ABC154	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
4		2023-12-24 18:47	ABC152	\$53.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
5		2023-12-24 13:20	ABC151	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:19
6		2023-12-24 13:20	ABC153	\$44.90	Pending Dispatch	Fully Paid	normal	2023-12-24 11:21
7		2023-12-22 18:47	ABC12221353	\$92.90	Cancelled	Fully Paid	normal	2023-12-22 15:19

a. Go to **Paid** tab.

b. Click into the details page button or **ORDER ID** to check on order details.



**Orders Detail** Order Status: Pending Dispatch

Image	SKU Information	Amount	Shipping Information
	BT-A4-WD Reseller Price : \$48.90 Price : \$48.90 QTY : 1	\$48.90 \$48.90	Shipping Method : Tracking No. :

**Paid** Order total: \$44.45  
Gst total: \$4.45  
Shipping total: \$0.00  
Grand total: \$48.90

**Order Information**

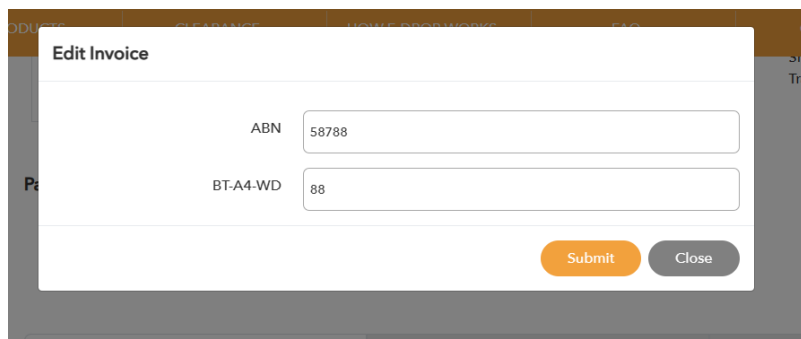
Order ID: ABC155  
Email: 445211630@qq.com  
Date Placed: 2023-12-25 15:19:00

**Shipping Address**

**Order Logs**

Invoice from edrop
Invoice from me
Invoice from edrop
Edit Invoice

c. On Order Information page, click Edit Invoice.



**Edit Invoice**

ABN

BT-A4-WD

Submit
Close

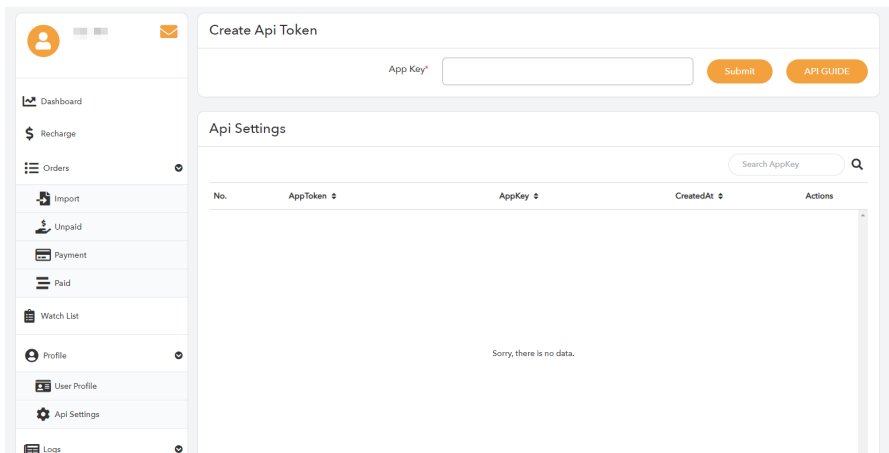
d. Modify ABN and SKU sale price in the pop-up page.

e. Return to Paid Orders page and click on Invoice from me to modify the invoice information of the order.

※ The modified content is only valid for the current order. Please fill in the correct information for each order when importing the bulk orders.

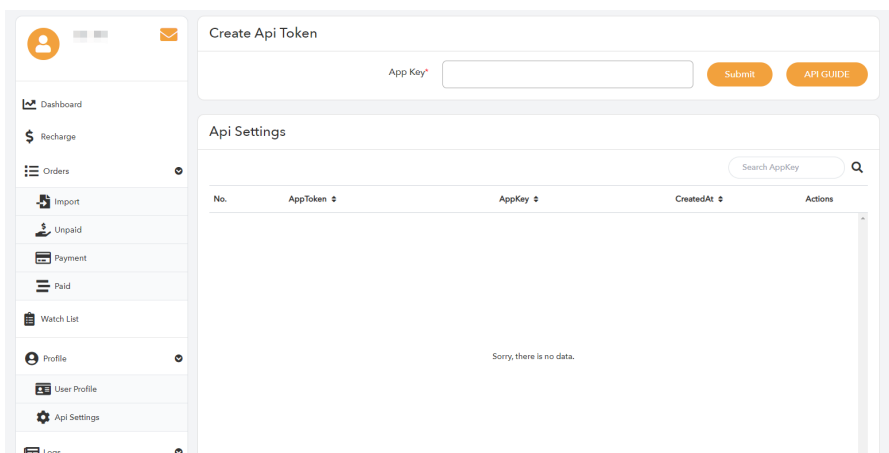
## 16 - API application

### I. Create API Token



- a. Log into your account and click on the account icon.
  - b. Go to click on [Api Settings](#).
  - c. Enter the APP KEY and click [Submit](#).
- ※ Notice the APP KEY name cannot be modified or deleted

### II. Guide to APIs



- a. Log into your account and click on the account icon.
  - b. Go to click on [Api Settings](#).
  - c. Click on [APIs Guide](#).
- ※ User is able to use different API to create sales order, obtain order list, watch list items and stock availability etc. Please go to User Dashboard to download latest API user manual to get started.

## 17 - Order status update

### I. Step to check order status

No.	Actions	Order No.	Grand Total	Order Status	Payment Status	Date Placed	Payment Date	Shipping Meth
1		Imp00041	\$999,999.00	Cancelled	Fully Paid	2022-12-07 13:00	2022-12-13 16:49	delivery
2		Imp00032	\$1.00	Cancelled	Fully Paid	2022-12-07 13:00	2022-12-12 16:14	delivery
3		Imp00020	\$1.00	Cancelled	Fully Paid	2022-12-07 13:00	2022-12-12 12:22	delivery
4		imp180397	\$213.80	Cancelled	Fully Paid	2022-11-21 10:00	2022-12-12 11:18	standard
5		Imp00015	\$1.00	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 23:22	delivery
6		Imp00011	\$199,998.00	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 20:45	delivery
7		Imp00012	\$59.80	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 20:45	delivery
8		Imp00007	\$299,997.00	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 20:23	delivery
9		Imp00008	\$80.70	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 20:23	delivery
10		Imp00005	\$199,998.00	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 19:23	delivery
11		Imp00006	\$59.80	Pending Dispatch	Fully Paid	2022-12-07 13:00	2022-12-07 19:23	delivery
12		imp180396	\$213.80	Pending Dispatch	Fully Paid	2022-11-20 10:00	2022-12-07 16:49	pickup

- Log into your account and click on the account icon.
- Go to Orders heading and click on Paid.
- Check under Order Status.

## 18 - View Tracking Number Details

- For dispatched orders, there is a notification email with tracking number details sent to you.
- You can also check with the following steps:

No.	Actions	Payment Date	Order ID	Grand Total	Order Status	Payment Status	After Sale	Date Placed
1		2023-02-01 12:37	IMPG0004	\$481.80	Pending Dispatch	Fully Paid	normal	2021-05-28 15:00
2		2023-01-29 17:29	IMPG0002	\$1,069.60	Pending Dispatch	Fully Paid	normal	2021-05-28 15:00
3		2023-01-29 17:05	IMPG0001	\$2,001,025.60	Pending Dispatch	Fully Paid	normal	2021-05-28 15:00
4		2022-12-29 20:09	ASD015	\$213.80	Pending Dispatch	Fully Paid	normal	2022-12-29 20:09
5		2022-12-29 20:08	ASD016	\$213.80	Pending Dispatch	Fully Paid	normal	2022-12-29 20:08
6		2022-12-29 20:08	ASD014	\$257.80	Pending Dispatch	Fully Paid	normal	2022-12-29 20:08
7		2022-12-29 19:47	ASD013	\$213.80	Dispatched	Fully Paid	normal	2022-12-29 19:47
8		2022-12-29 19:47	ASD011	\$257.80	Pending Dispatch	Fully Paid	normal	2022-12-29 19:47
9		2022-12-29 19:36	ASD012	\$213.80	Dispatched	Fully Paid	normal	2022-12-29 19:36
10		2022-12-29 19:06	ASD010	\$213.80	Dispatched	Fully Paid	normal	2022-12-29 19:06
11		2022-12-29 19:06	ASD008	\$257.80	Pending Dispatch	Fully Paid	normal	2022-12-29 19:06
12		2022-12-29 19:01	ASD009	\$213.80	Dispatched	Fully Paid	normal	2022-12-29 19:01
13		2022-12-29 18:56	ASD005	\$257.80	New	During The Payment	normal	2022-12-29 17:00

- Go to **Paid** tab.

Image	SKU Information	Amount	Shipping Information
	OCH-A2-BK Price : \$106.90 QTY : 2	\$213.80	Shipping Method : TEST2325 Tracking No. : TEST9663223

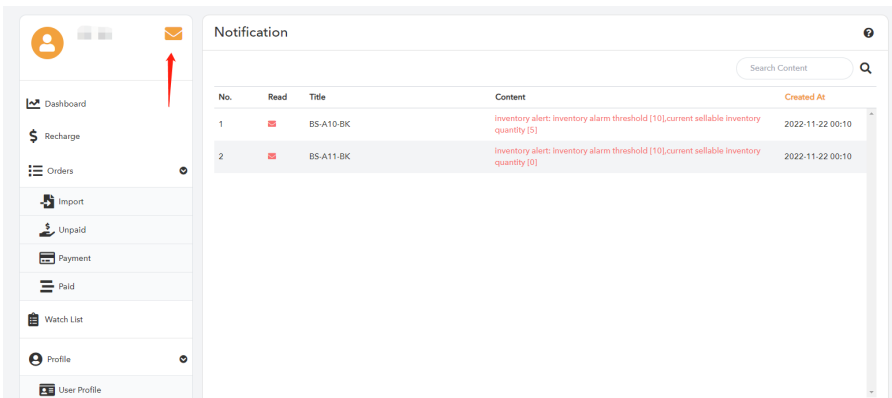
**Paid**

Order total: \$194.36  
Gst total: \$19.44  
Shipping total: \$0.00  
Grand total: \$213.80

- Click into the order to view tracking number details.

## 19 - Product changes notification

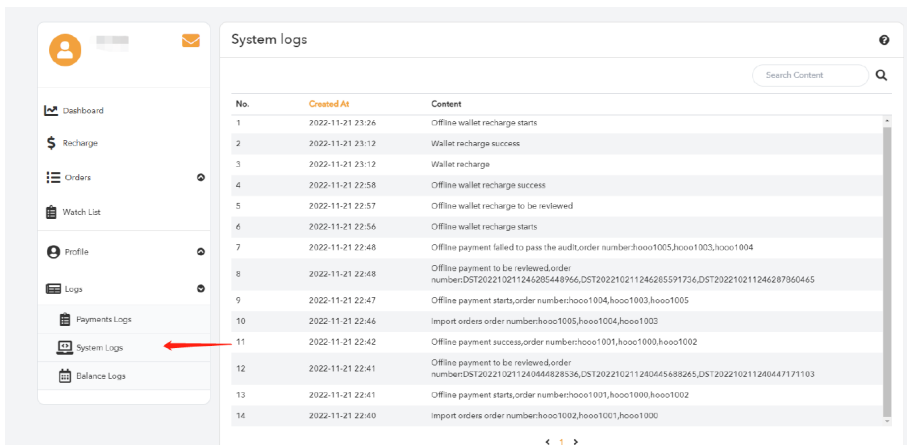
### III.Steps to check notification



- Log into your account and click on the account icon.
- Go to the Dashboard page.
- Click on the Envelope icon to enter Notification page.
- You will find the changes on product listed by SKU, update, and dates.
- You will receive by email notification as well.

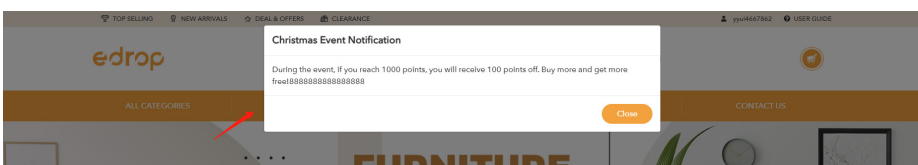
## 20 - System log update

### I.Steps to check log



- Log into your account and click on the account icon.
- Go to the Dashboard page.
- Click on the Envelope icon to enter Notification page.
- Check logs details by update and dates.

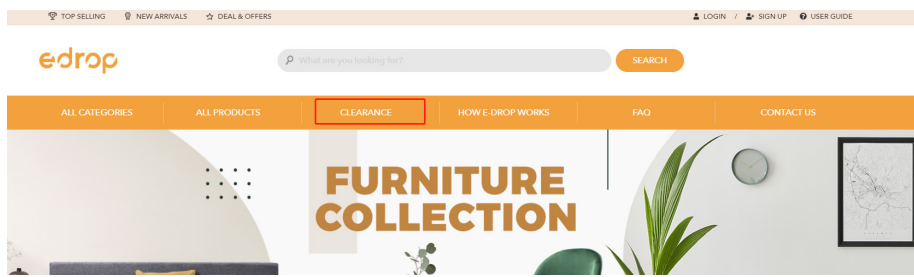
### II.Steps to check log



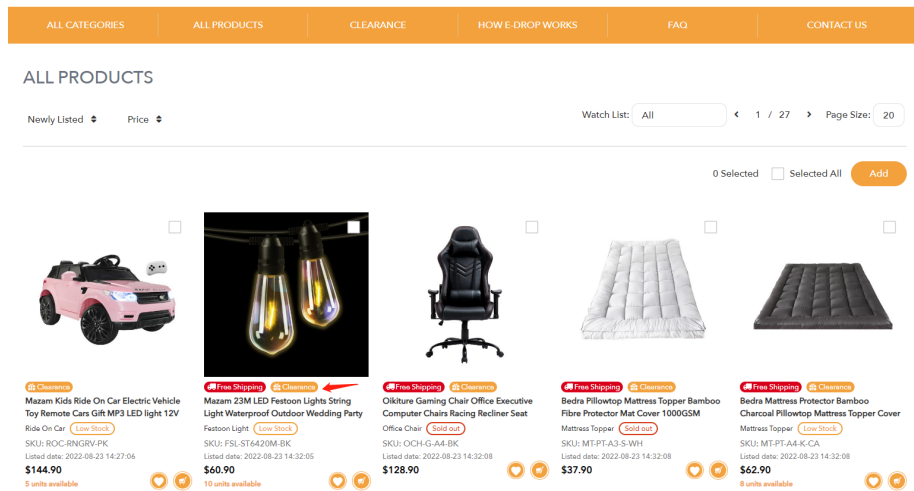
- For any new notifications, during your first login, a notification box will pop up on the main page. For example, delivery delay notice.



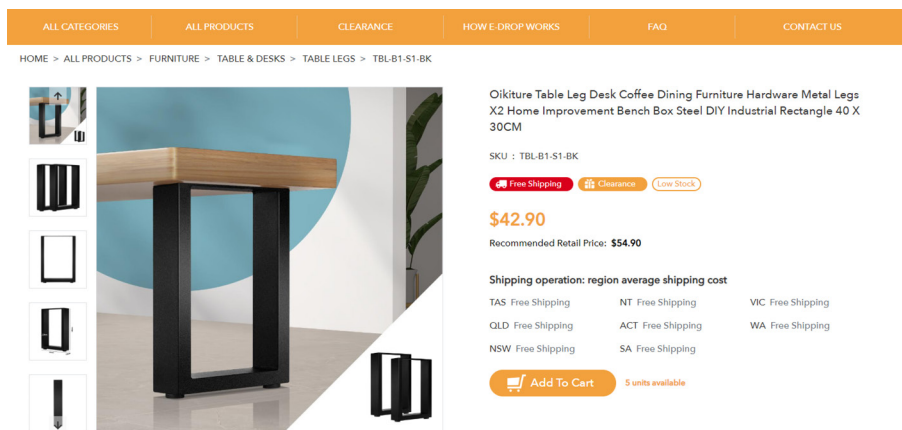
2023-9-04



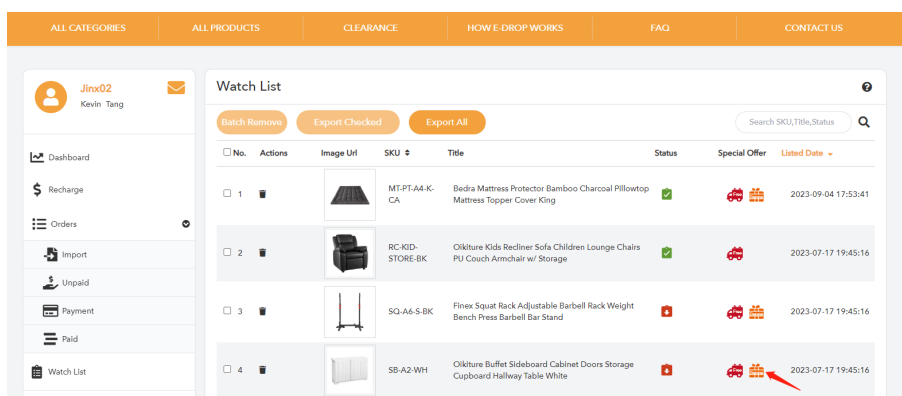
a. Clearance section has been adjusted on the main page( It has clearance price on).



b. On the Product Search page, a Clearance label is now added. On the Product Search page, a Clearance label is now added.





















c. On the Product Details page, a Clearance label is now added.



d. On the Watch List page, a Clearance label is now added.

Unpaid Orders

Payment Orders Delete Orders → Search Order ID 🔍

No.	Actions	Order Status	Order ID	Grand Total	Shipping Method	Shipping Total	Created At	Customer Remark
1	<input type="checkbox"/>  	Error	5893169	\$57.90	delivery	\$0.00	2023-04-28 13:31	
2	<input type="checkbox"/>  	Error	5900007	\$153.80	delivery	\$0.00	2023-04-28 13:31	
3	<input type="checkbox"/>  	Error	5899481	\$0.00	delivery	\$0.00	2023-04-28 13:31	
4	<input type="checkbox"/>  	Error	5900006	\$75.90	delivery	\$0.00	2023-04-28 13:31	
5	<input type="checkbox"/>  	Error	TEST_002	\$0.00	delivery	\$0.00	2022-12-30 10:25	Leave at front door
6	<input type="checkbox"/>  	Error	TEST_001	\$0.00	delivery	\$0.00	2022-12-29 18:32	Leave at front door
7	<input type="checkbox"/>  	Error	ERROR	\$0.00	delivery	\$0.00	2022-12-29 18:31	Leave at front door
8	<input type="checkbox"/>  	New	ASD006	\$213.80	delivery	\$0.00	2022-12-29 15:39	Leave at front door
9	<input type="checkbox"/>  	Error	ASD	\$581.80	delivery	\$0.00	2022-12-29 13:56	Leave at front door

e. On the Dashboard - Unpaid orders, bulk delete function is now added.

2023-9-04

### Create A New Account

Step 1 — Step 2 — Finish

First Name\*

Last Name\*

Mobile\*

Email\*

Verification Code\*

Password\*

Confirm Password\*

Gender\*

Country\*

Suburb / State / Postcode\*

ABN\*

Bank Account Name

Bank Account Number

BSB

Company\*

Company Suburb / State / Postcode

Company Address 1\*

Company Address 2

Website\*

Sales Channel / Platform\*  Ebay  Shopify  Amazon  Magento  Other

How Did You Hear About Us ?\*

What Is Your Business Type ?\*

Is Your Business Up And Running ?\*

Do You Use Any Social Media ?\*

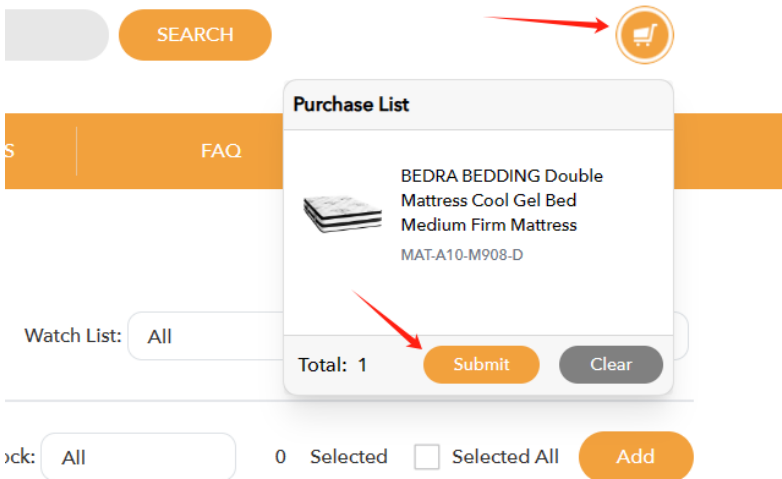
Receive daily inventory update

Subscribe to our newsletter

I agree to the [Terms and Conditions](#) and have read the [Privacy Pol](#)

a. Added the filling of customer company information

b. Optimized the region selection on the registration page

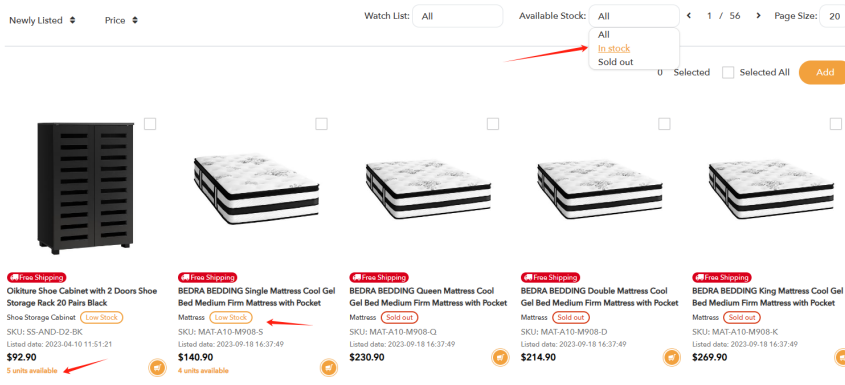


a. Purchase List UI update Modify the invoice information through SKU Sale Price and Ship Company ABN. If not set, third-party invoices will not be issued.

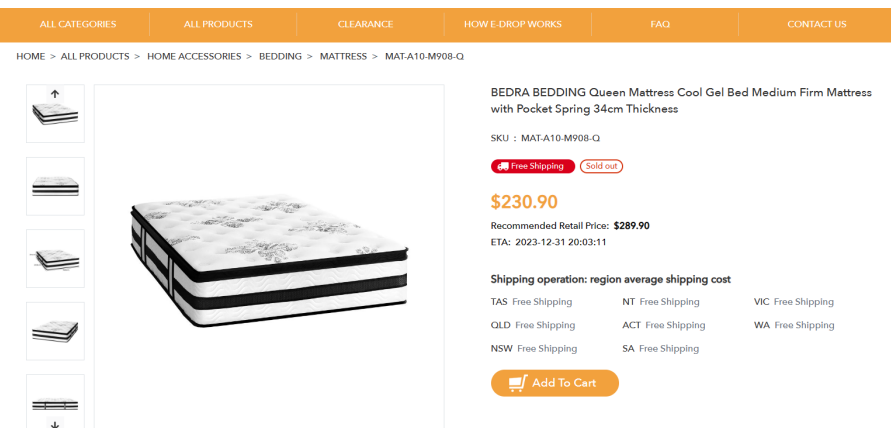
Order ID	Date Placed	Email	Order Line	Order Line Qty	Ship First Base	Ship Last Base	Ship Company	Ship Method	Ship Address Line	Ship Address Line	Ship City	Ship State	Ship Post Code	Ship
1	2023/09/18 15:19	johanna@bedra.com.au	SAMPLE_P1	2	Queen	Queen	Area Co Pty Ltd	pick-up	Unit 10	12 Lilly Street	Opalaba	QLD	4197	

b. Fill in the template under SKU Sale Price and Ship Company ABN to generate invoice under your company details to your

c. Leave a message regarding customer request or specific instruction, in order to process your order enquiries in a timely manner. customer. If it's not filled in, invoice will not be generated.




d. Obtain inventory and ETA information on the product details page.



e. Export product information including inventory level and next ETA date through the Watch List page.

※ If there is no inventory available, the status will show as SOLD OUT and ETA (Estimated Time of Arrival) will be displayed.

Orders Detail Order Status: Pending Dispatch

Image	SKU Information	Amount	Shipping Information
	BT-A4-WD Reseller Price : \$48.90 Price : \$48.90 QTY : 1	\$48.90 \$48.90	Shipping Method : Tracking No. :

**Paid** Order total: \$44.45  
Gst total: \$4.45  
Shipping total: \$0.00  
Grand total: \$48.90

Order Information
Shipping Address
Order Logs

Invoice from edrop
Invoice from me
Invoice from edrop
Edit Invoice

Order ID: ABC155  
Email: 445211630@qq.com  
Date Placed: 2023-12-25 15:19:00

**f.** On Order Information page, click Edit Invoice

### Edit Invoice

ABN

BT-A4-WD

Submit
Close

**g.** Modify ABN and SKU sale price in the pop-up page.

**h.** Return to Paid Orders page and click on Invoice from me to modify the invoice information of the order.

※ Invoice from eDrop allows eDrop to generate invoice under eDrop header.

※ Invoice from me allows eDrop to generate invoice on your behalf.

※ The modified content is only valid for the current order. Please fill in the correct information for each order when importing the bulk orders.

### Change Email

Email\*

Verification Code\*  Get Verification Code

Submit email

**i.** Modify the email address for receiving system emails through Email address amendment

※ Please note that the login account email address remains unchanged. Please use the originally registered email address to log in.