



Empower SMEs to grow E-commerce Business

Prime Commerce

Distribution - User Manual

Prime One-Stop Solutions

Prime Dashboard is dashboard software for everyone by visualizing analytics data and tracking end-to-end business performance.

Prime Distribution is online software which could help SMEs manage multiple channels (from E-commerce, social media to offline retails) in one place and sell everywhere effortlessly.

Prime CRM is an online software which could help SMEs manage their customer's inquire in multiple channels from online to offline (from social media, website, SMS, email-marketing, call-center etc.) and turn conversations into conversions



Prime Web is online web builder which could help SMEs to build the e-commerce store in minute.

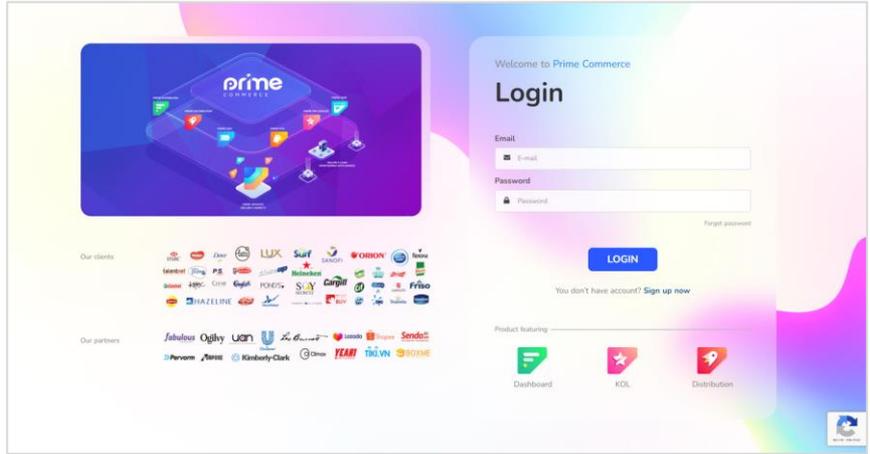
Prime Influencer is online software which could help SMEs to book influencer and manage their influencer campaign in real-time .

Prime POS is an online software (Desktop & Mobile App) which could help tracking sales and reporting , it also could help SMEs take the payment whereas their customer are and pair to online payment with billing printer to become all-in-one powerful system.

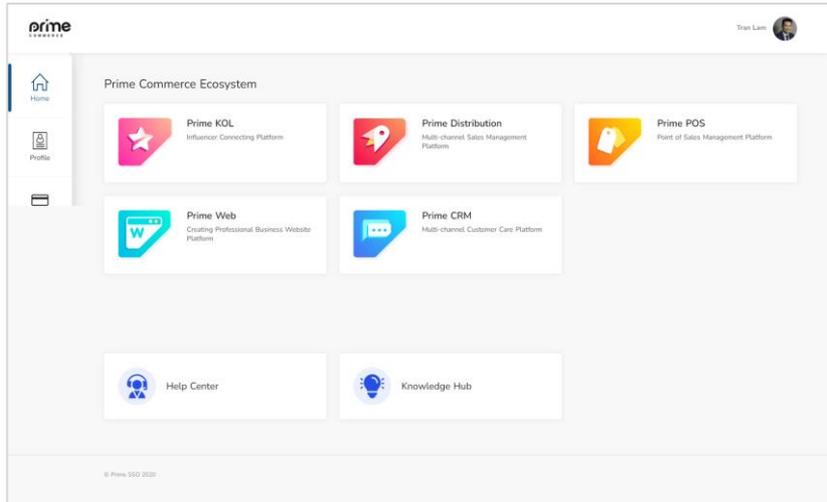
GET STARTED

Go to auth.primecommerce.asia/auth/login

Login by enter user name and password
(*)*Provided by PRIME via email*



Explore 5 products to leverage your business
Choose Prime Distribution



PRIME DISTRIBUTION



Description: Prime Distribution is online software which could help SMEs manage multiple channels (from E-commerce, social media to offline retails) in one place and sell everywhere effortlessly.

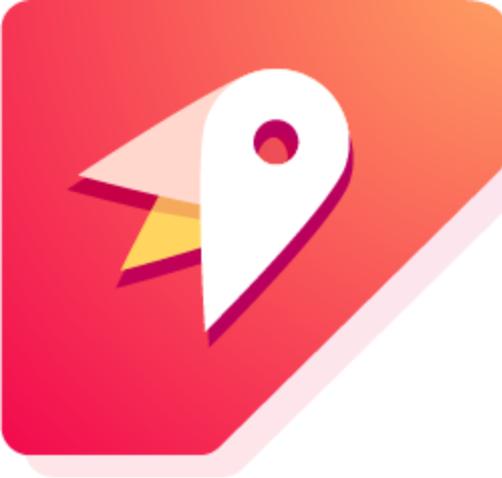
1. Suitable for all categories



2. Features



- Connecting multiple E-commerce platforms
- Providing detailed analytical solutions
- Managing more effective products by SKU code
- Easier to manage orders and customers
- Systemise business situation and optimising solutions

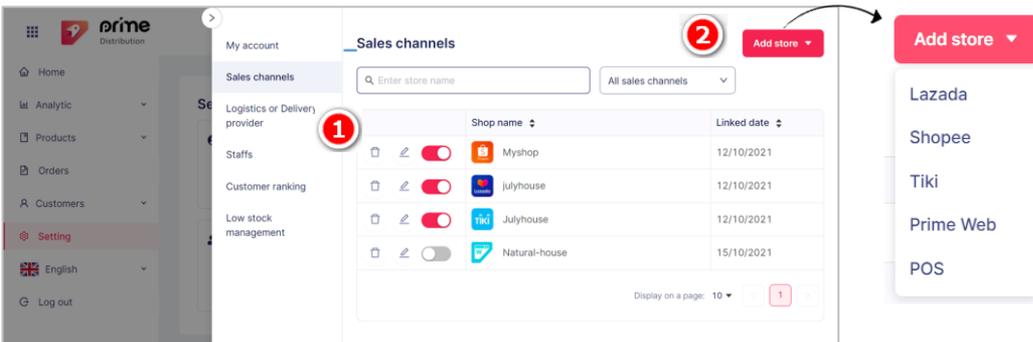


PRIME DISTRIBUTION USER MANUAL

Agenda

- | | |
|---------------------|---------|
| I. Initial settings | [6-8] |
| II. Home | [9] |
| III. Analytics | [10-11] |
| IV. Products | [12-15] |
| V. Orders | [16-17] |
| VI. Customers | [18-21] |
| VII. Settings | [22-24] |

I. Initial Settings – Add shop



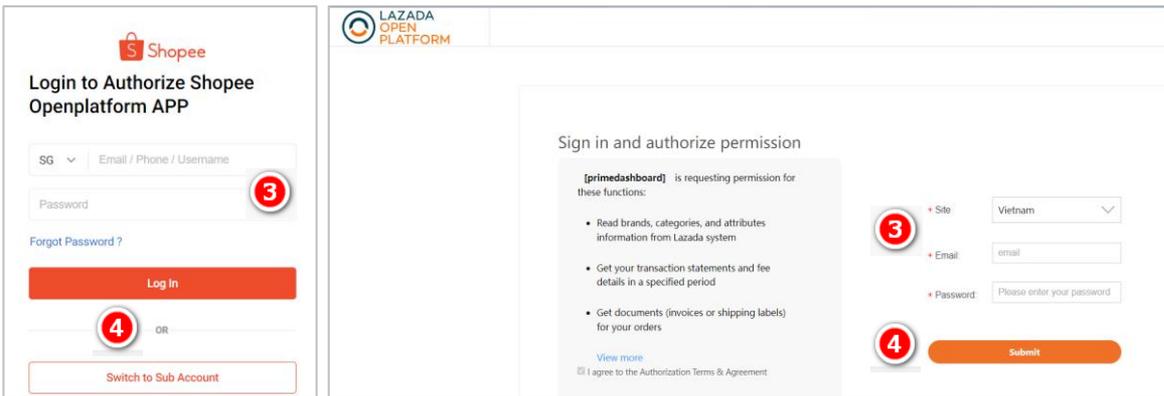
Step 1: Settings > Sales channels
Step 2: Click **Add store** and select shop that you want to add

You will be directed to sign in and authorisation page

Step 3: Fill in your Shopee/Lazada/Tiki accounts

Step 4: Click Login or Submit to complete.

Note: Use phone number for Shopee, Gmail for Lazada/Tiki. For Shopee, an OTP sent to your phone number will be required before completion



I. Initial Settings – Add delivery providers

My account
Sales channels
Logistics or Delivery provider
Staffs
Customer ranking
Low stock management

Logistics or Delivery provider

Setting Add shipping provider

Add shipping provider

Giao hàng nhanh

J&T Express

Step 1: Settings > Logistics or Delivery providers

Step 2: Click **Add shipping provider** to link

Add shipping provider

Account Token API:

Ex: 39a4b333 - e4545 - 11aa - 95aa - 7897aaa2221

See How to get Token API and Authorization Terms [here](#)

Cancel Next

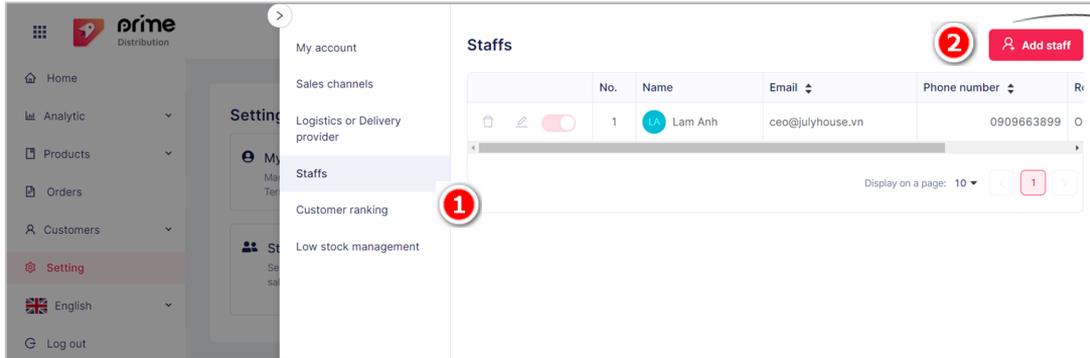
Step 3: Fill in full obligatory information and complete full step

Step 4: Linked successfully

Note: User had an account for that delivery provider



I. Initial Settings – Add staffs



The 'Add staff' form contains the following fields and options:

- Name:** Text input field.
- Email:** Text input field.
- Send email update request at:** cs@primecommerce.asia
- Role:** Radio buttons for 'Manager' and 'Staffs'. A red circle '3' is placed over these options.
- Authorization:** Radio button for 'This staff has full access to Prime Distribution system.'
- Access authority:** Checkboxes for 'Products', 'Orders', 'Customers', 'Setting', and 'Analytic'.
- Buttons:** 'Cancel' and 'Send invitation'. A red circle '4' is placed over the 'Send invitation' button.

Step 1: Settings > Staffs

Step 2: Click **Add staff** to add new user who you want to access system

Step 3: Fill in information (name, email) and authorize (full or limited)

Step 4: Click **Send invitation**. Then new user verify email, activate account and log in to access system

Note: Email has not been added before

II. Home

Where you can find suggestion of daily activities and view overall performance from all marketplaces

Step 1: Select Date range and tick on shop/or shops that you would like to view its performance

Step 2: Check "To-do-list" to see what need to be done for each stores (the activities)

Step 3: Quick catch up with your overall performance including "Total Revenue" and "New Order"

Step 4: In addition, you can see 5 latest news

The dashboard displays the following information:

- Header:** Prime Distribution logo, user profile (Lam Anh), and notification bell.
- Navigation:** Home, Analytic, Products, Orders, Customers, Setting, English, Log out.
- Date range:** 22/12/2021 - 29/12/2021. Shops (4/4) with a red circle '1' indicating a notification.
- To do list:** A row of six cards with a red circle '2' above them:
 - 138 orders Pending**
 - 200 orders Shipping**
 - 2 orders Return/Refund**
 - 217 orders Cancelled**
 - 597 products Low on stock**
 - 0 products No revenue**
- Summary Metrics:**
 - Total income:** 180,392,199 (compare to 7 days ago) with a red circle '3'.
 - New order:** 1,534 orders (compare to 7 days ago) with a red circle '3' and a 78.36% increase.
- Marketplace Performance:**
 - SHOPEE:** 116,305,239 (46.71% increase, 1/1 Shop)
 - TIKI:** 7,648,530 (103.63% increase, 1/1 Shop)
 - LAZADA:** 56,438,430 (182.19% increase, 1/1 Shop)
 - PRIME WEB:** Does not linked yet (0/0 Shop)
- News:** A red circle '4' above a list of 5 news items with a 'See more >' link.
- Shops (4/4) Panel:** A list of shops with checkboxes: Lazada, julyhouse, Shopee, Myshop, Tiki, Julyhouse, Prime Web, Natural-house. A 'Delete all' link is present.
- Pie Chart:** A pie chart showing the distribution of new orders by marketplace: Shopee (blue), Lazada (yellow), Tiki (green), and Prime Web (pink).



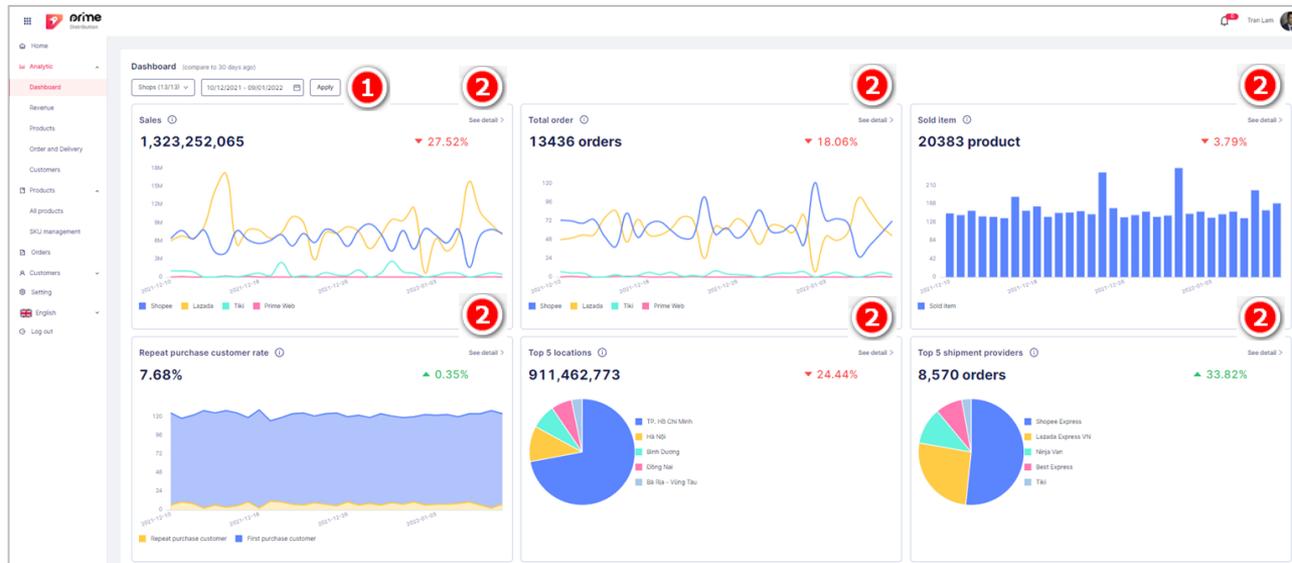
III. Analytics - Dashboard

Where you can find overall performance with variety of metrics

Step 1: Select "Date range" and tick on shop/or shops that you would like to view its performance

Step 2: Check each metric performances and click "See detail" in order to go deep dive into the statistics and insights. The metrics include:

- Total Revenue
- Total orders
- Product sold
- Repeat purchase customer rate
- Top 5 locations
- Top 5 shipping providers
- Product rank



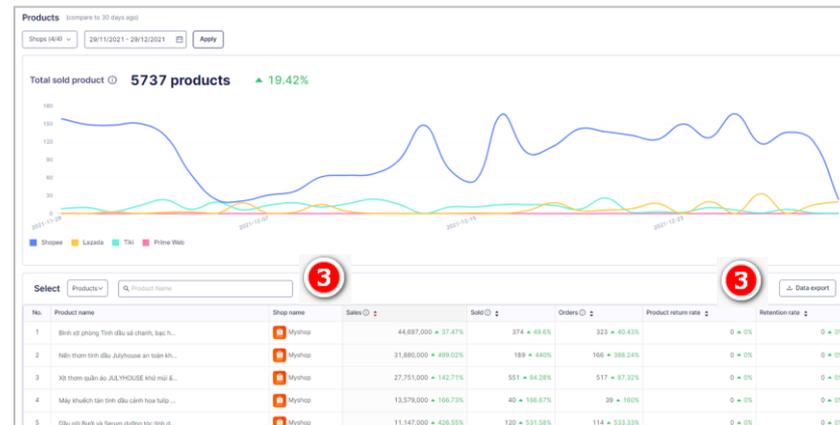
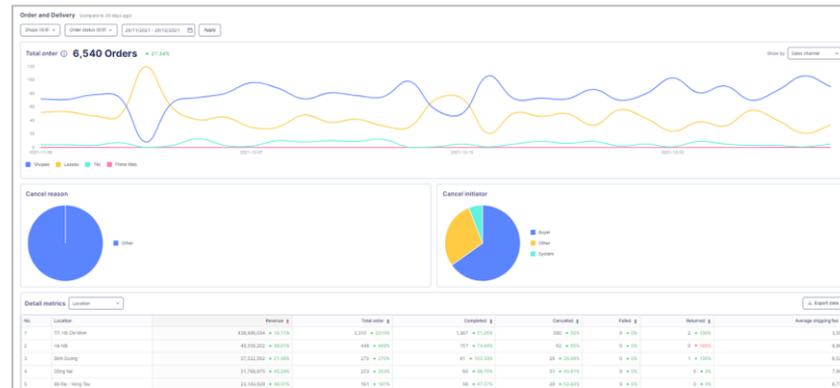
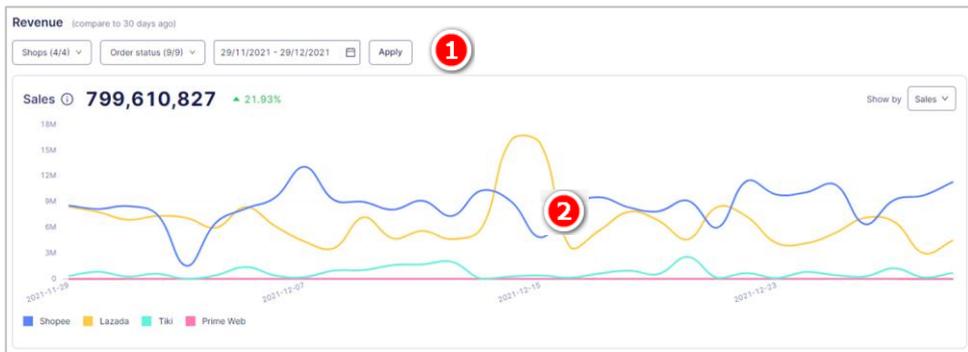
Product rank ⓘ 2 See detail >

No.	Product name	Sold ⓘ ↕	Revenue ⓘ ↕
1	Bình xịt phòng Tinh dầu sả chanh, b...	374 ▲ 49.6%	44,697,000 ▲ 37.47%
2	Nến thơm tinh dầu Julyhouse an to...	189 ▲ 440%	31,880,000 ▲ 499.02%
3	Xịt thơm quần áo JULYHOUSE khử ...	551 ▲ 84.28%	27,751,000 ▲ 142.71%
4	Máy khuếch tán tinh dầu cánh hoa t...	40 ▲ 166.67%	13,579,000 ▲ 166.73%
5	Dầu gội Bưởi và Serum dưỡng tóc ti...	118 ▲ 521.05%	10,869,000 ▲ 413.42%

III. Analytics – Detailed metric

Where you can find details analytics of all metrics
 For each detailed metrics analytics page, you can:

- Step 1:** Select shop(s) and date range
- Step 2:** Hover onto performance line to view detail information
- Step 3:** Search and export into data sheet (excel file)



IV. Products

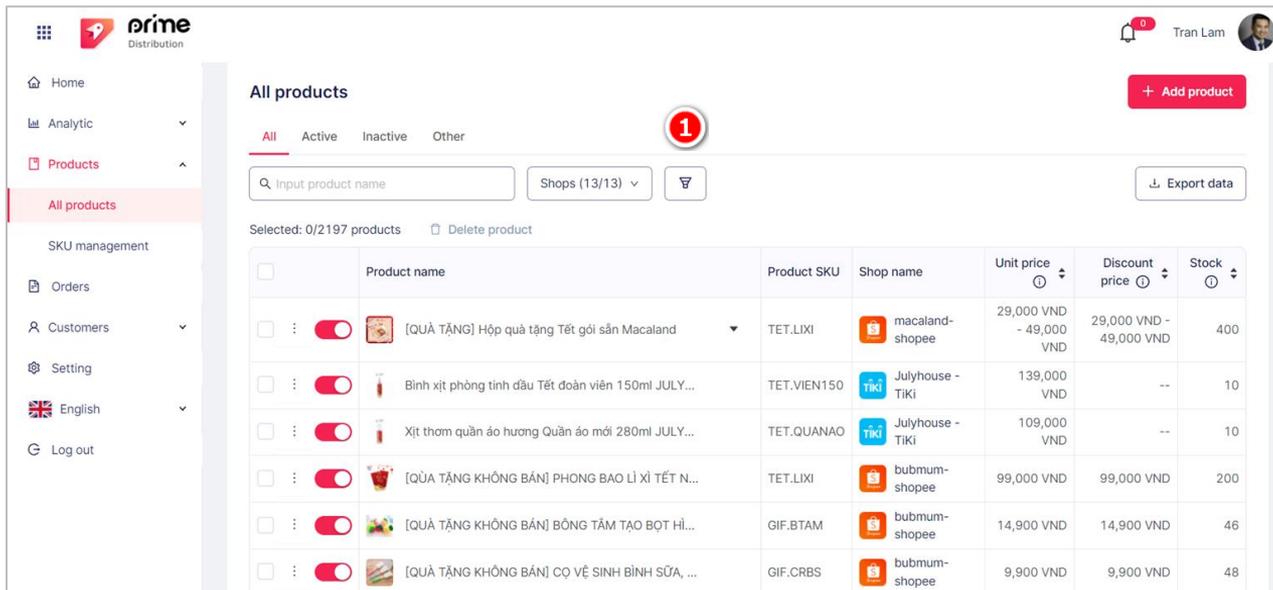
Where you can manage all products data from all sales channels

Filter products: search quickly with smart filters

Step 1: Click 

Step 2: Fill in information and choose your choice

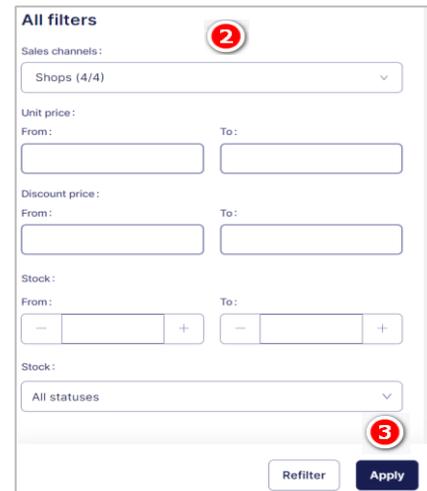
Step 3: Click 



All products

1

	Product name	Product SKU	Shop name	Unit price	Discount price	Stock
<input type="checkbox"/>	 [QUÀ TẶNG] Hộp quà tặng Tết gói sản Macaland	TET.LIXI	 macaland-shopee	29,000 VND - 49,000 VND	29,000 VND - 49,000 VND	400
<input type="checkbox"/>	 Bình xịt phòng tinh dầu Tết đoàn viên 150ml JULY...	TET.VIEN150	 Julyhouse - TIKI	139,000 VND	--	10
<input type="checkbox"/>	 Xịt thơm quần áo hương Quần áo mới 280ml JULY...	TET.QUANAO	 Julyhouse - TIKI	109,000 VND	--	10
<input type="checkbox"/>	 [QUÀ TẶNG KHÔNG BÁN] PHONG BAO LÌ XÌ TẾT N...	TET.LIXI	 bubmum-shopee	99,000 VND	99,000 VND	200
<input type="checkbox"/>	 [QUÀ TẶNG KHÔNG BÁN] BÔNG TẮM TẠO BỌT HÍ...	GIF.BTAM	 bubmum-shopee	14,900 VND	14,900 VND	46
<input type="checkbox"/>	 [QUÀ TẶNG KHÔNG BÁN] CỌ VỆ SINH BÌNH SỮA, ...	GIF.CRBS	 bubmum-shopee	9,900 VND	9,900 VND	48



All filters

2

Sales channels:
Shops (4/4)

Unit price:
From: To:

Discount price:
From: To:

Stock:
From: To:

Stock:
All statuses

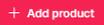
3

Refilter Apply

IV. Products

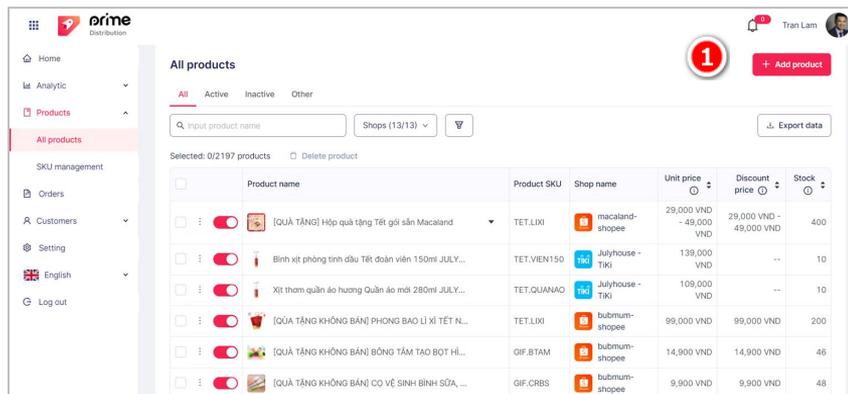
Where you can manage all products data from all sales channels

Add new product

Step 1: Click 

Step 2: Fill in the corresponding information according to the instructions (*you can add product to one or more shops at once*)

Step 3: Complete full steps and add successfully



	Product name	Product SKU	Shop name	Unit price	Discount price	Stock
<input type="checkbox"/>	[QUÀ TẶNG] Hộp quà tặng Tết gói sẵn Macaland	TET.LIXI	macaland-shopee	29,000 VND ~ 49,000 VND	29,000 VND - 49,000 VND	400
<input type="checkbox"/>	Bình xịt phòng tinh dầu Tết đoàn viên 150ml JULY...	TET.VIEN150	Julyhouse - TIKI	138,000 VND	--	10
<input type="checkbox"/>	Xịt thơm quần áo hương Quần áo mới 280ml JULY...	TET.Quanao	Julyhouse - TIKI	109,000 VND	--	10
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] PHÒNG BAO LÌ XÌ TẾT N...	TET.LIXI	bubmum-shopee	99,000 VND	99,000 VND	200
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] BÔNG TẮM TẠO BỌT H...	QIF.BTAM	bubmum-shopee	14,900 VND	14,900 VND	48
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] CỌ VỆ SINH BÌNH SỮA, ...	QIF.CRBS	bubmum-shopee	9,900 VND	9,900 VND	48



Add new product

Basic information

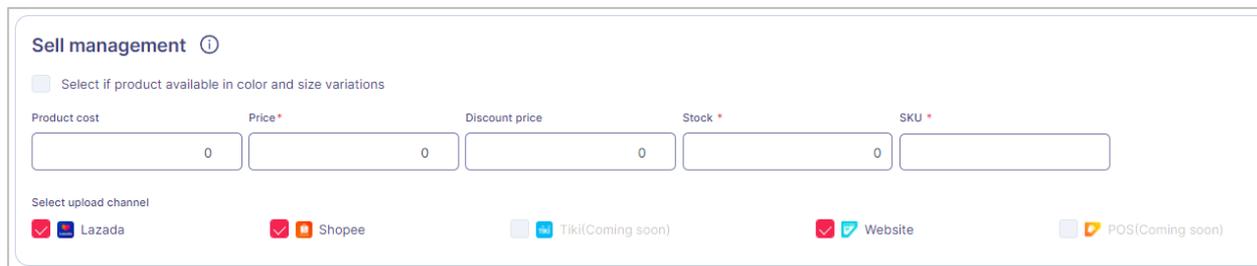
Product name *
New product 11 / 120

Category *
Select category

Specific feature *
0 / 1000

Product detail *
0 / 1000

Product image *
+ + + + + + + +



Sell management

Select if product available in color and size variations

Product cost: 0 Price: 0 Discount price: 0 Stock: 0 SKU:

Select upload channel

Lazada Shopee TIKI(Coming soon) Website POS(Coming soon)

IV. Products

Where you can manage all products data from all sales channels

View info or edit products

Step 1: Click to a product you want to view(edit)

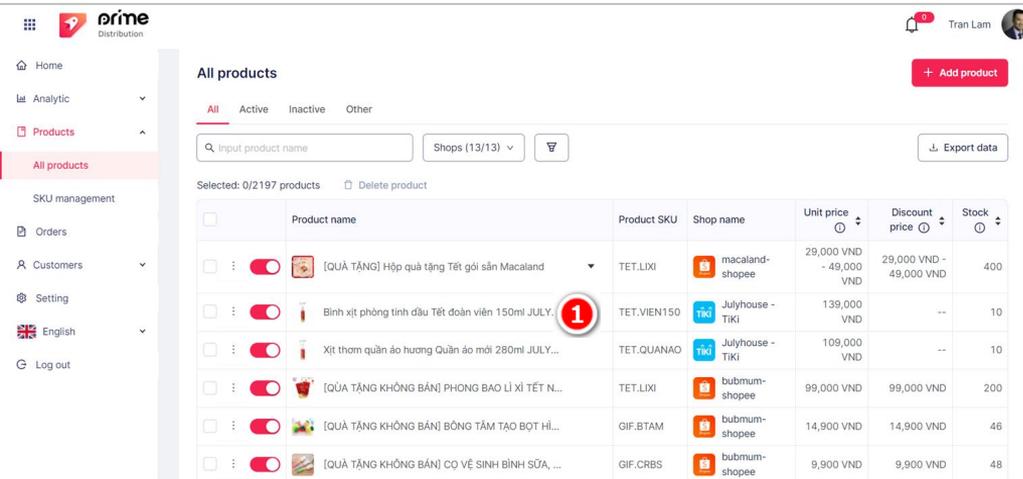
Step 2: Scroll down to find an edit symbol and modify something that you want

Step 3: Click **Confirm** to complete

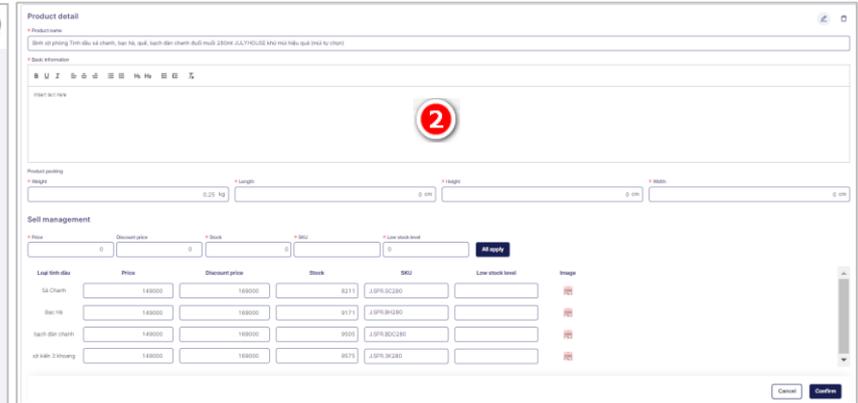
* To hide a product from published online stores, click

* To unhide a product, click

* To delete a product permanently, click  and select Delete products



	Product name	Product SKU	Shop name	Unit price	Discount price	Stock
<input type="checkbox"/>	[QUÀ TẶNG] Hộp quà tặng Tết gói sẵn Macaland	TET.LIXI	macaland-shopee	29,000 VND - 49,000 VND	29,000 VND - 49,000 VND	400
<input type="checkbox"/>	Bình xịt phòng tinh dầu Tết đoàn viên 150ml JULY...	TET.VIEN150	Julyhouse - TIKI	139,000 VND	--	10
<input type="checkbox"/>	Xịt thơm quần áo hương Quần áo mới 280ml JULY...	TET.QUANAO	Julyhouse - TIKI	109,000 VND	--	10
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] PHONG BAO LÌ XÌ TẾT N...	TET.LIXI	bubmum-shopee	99,000 VND	99,000 VND	200
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] BÔNG TẮM TẠO BỌT HÌ...	GIF.BTAM	bubmum-shopee	14,900 VND	14,900 VND	46
<input type="checkbox"/>	[QUÀ TẶNG KHÔNG BÁN] CỌ VỆ SINH BÌNH SỮA, ...	GIF.CRBS	bubmum-shopee	9,900 VND	9,900 VND	48



Product detail

Product name: Bình xịt phòng Tinh dầu và chanh, tinh trà, quả, xịt thơm quần áo mới 280ml JULY... (mới hiển thị qua tìm kiếm)

Basic information

Product pricing

Unit price: 0.00 VND, Discount price: 0.00 VND, Stock: 0.000

Sell management

Low stock rule	Price	Discount price	Stock	SKU	Low stock level	Image
Sả Chanh	149000	109000	9211	LSPR.BC280		
Tinh trà	149000	109000	9171	LSPR.BH280		
Xịt thơm quần áo	149000	109000	9555	LSPR.BC240		
Chổi vệ sinh	149000	109000	9575	LSPR.SK280		

3

IV. Products – SKU management

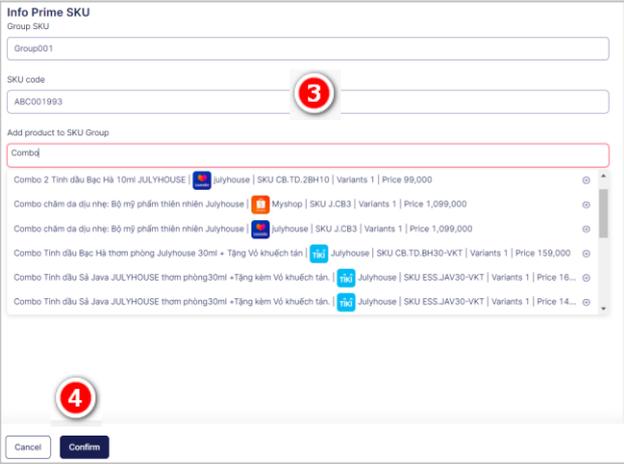
Where you can optimize product management by SKU code

Create product SKU

1. Click “SKU management”
2. Click **+ Add to Group Prime SKU**
3. Enter group name and search products to add in the group
4. Click **Confirm**

Export data

- * At product management page, click 
- * Wait a few second for the data loading
- * Choose a dated version to download



Info Prime SKU

Group SKU
Group001

SKU code
ABC001993

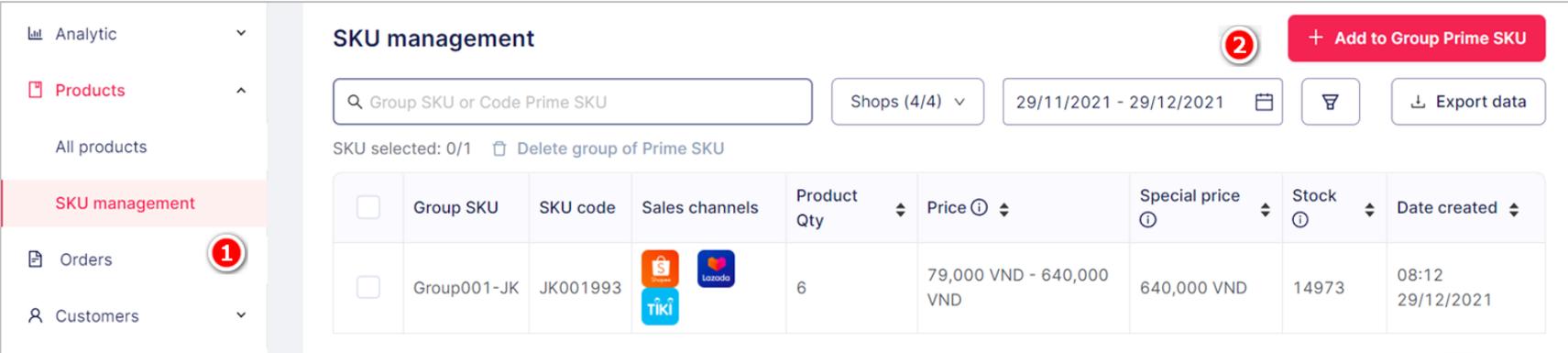
Add product to SKU Group

Combo

- Combo 2. Tinh dầu Bạc Hà 10ml JULYHOUSE |  Julyhouse | SKU CB.TD.ZBH10 | Variants 1 | Price 99,000
- Combo chăm da dịu nhẹ: Bộ mỹ phẩm thiên nhiên Julyhouse |  Myshop | SKU J.CB3 | Variants 1 | Price 1,099,000
- Combo chăm da dịu nhẹ: Bộ mỹ phẩm thiên nhiên Julyhouse |  Julyhouse | SKU J.CB3 | Variants 1 | Price 1,099,000
- Combo Tinh dầu Bạc Hà thơm phòng Julyhouse 30ml + Tặng Vó khuếch tán |  Tiki | Julyhouse | SKU CB.TD.BH30-VKT | Variants 1 | Price 150,000
- Combo Tinh dầu Sả Java JULYHOUSE thơm phòng30ml + Tặng kèm Vó khuếch tán. |  Tiki | Julyhouse | SKU ESS.JAV30-VKT | Variants 1 | Price 18...
- Combo Tinh dầu Sả Java JULYHOUSE thơm phòng30ml + Tặng kèm Vó khuếch tán. |  Tiki | Julyhouse | SKU ESS.JAV30-VKT | Variants 1 | Price 14...

4

Cancel Confirm



SKU management

+ Add to Group Prime SKU

Group SKU or Code Prime SKU

Shops (4/4)

29/11/2021 - 29/12/2021

Export data

SKU selected: 0/1  Delete group of Prime SKU

<input type="checkbox"/>	Group SKU	SKU code	Sales channels	Product Qty	Price	Special price	Stock	Date created
<input type="checkbox"/>	Group001-JK	JK001993	  	6	79,000 VND - 640,000 VND	640,000 VND	14973	08:12 29/12/2021

V. Orders

Where you can receive real-time updates of new orders and manage overall fulfillment process

Filter orders: search quickly with smart filters

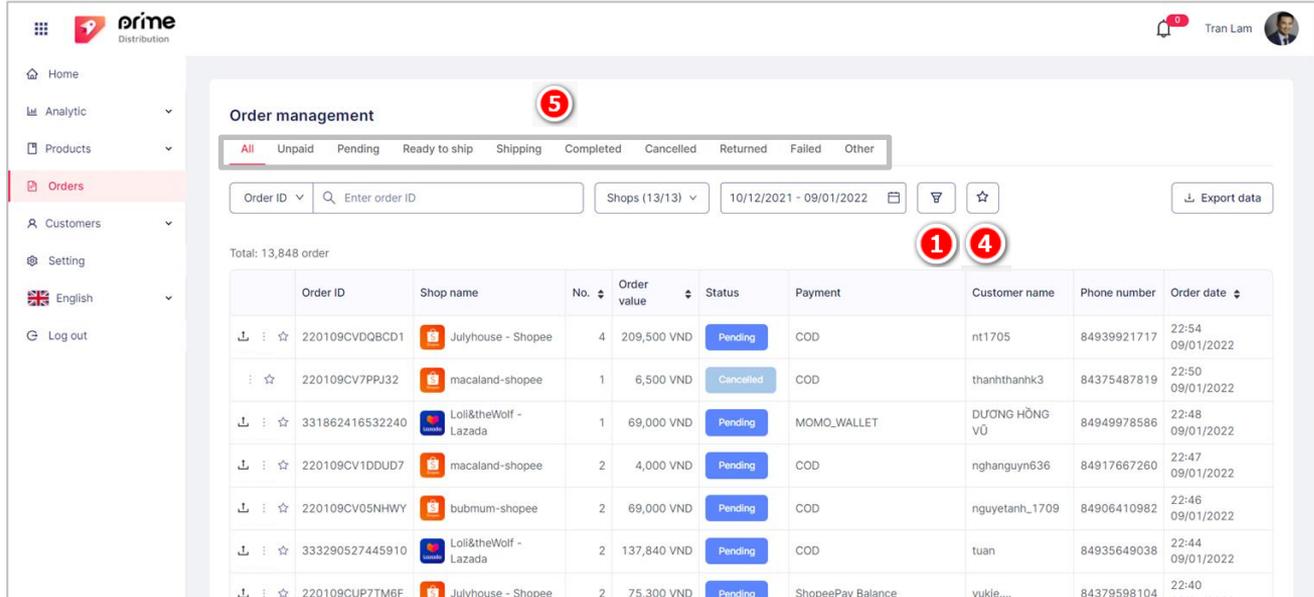
Step 1: Click 

Step 2: Fill in filter criterias (by total price, payment method, order date)

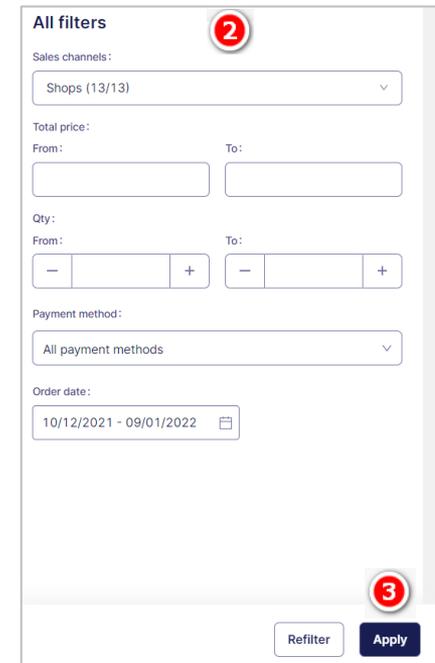
Step 3: Click 

Step 4: You can click  to mark and filter marked orders

Step 5: Keep track on order status by select a status in status bar and view



Order ID	Shop name	No.	Order value	Status	Payment	Customer name	Phone number	Order date
220109CVDQBCD1	Julyhouse - Shopee	4	209,500 VND	Pending	COD	nt1705	84939921717	22:54 09/01/2022
220109CV7PPJ32	macaland-shopee	1	6,500 VND	Cancelled	COD	thanhthanh3	84375487819	22:50 09/01/2022
331862416532240	Loli&theWolf - Lazada	1	69,000 VND	Pending	MOMO_WALLET	DƯƠNG HỒNG VŨ	84949978586	22:48 09/01/2022
220109CV1DDUD7	macaland-shopee	2	4,000 VND	Pending	COD	nganguyn636	84917667260	22:47 09/01/2022
220109CV05NHWY	bubmum-shopee	2	69,000 VND	Pending	COD	nguyetanh_1709	84906410982	22:46 09/01/2022
333290527445910	Loli&theWolf - Lazada	2	137,840 VND	Pending	COD	luan	84935649038	22:44 09/01/2022
220109CUP7TM6F	Julyhouse - Shopee	2	75,300 VND	Pending	ShopeePay Balance	yukie....	84379598104	22:40 09/01/2022



V. Orders

Where you can receive real-time updates of new orders and manage overall fulfillment process

Process an order

Step 1: Click directly to an order you want to process

Step 2: View order information

Step 3: To confirm order, click  and follow the instructions

Step 4: To cancel order click  and select Cancel

*You can click  directly to quick confirm or cancel order in order page

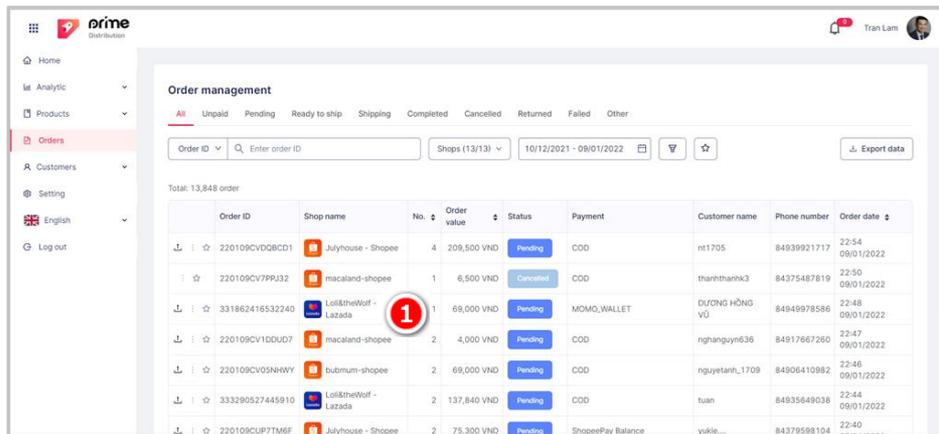
Step 5: Click 

Export data

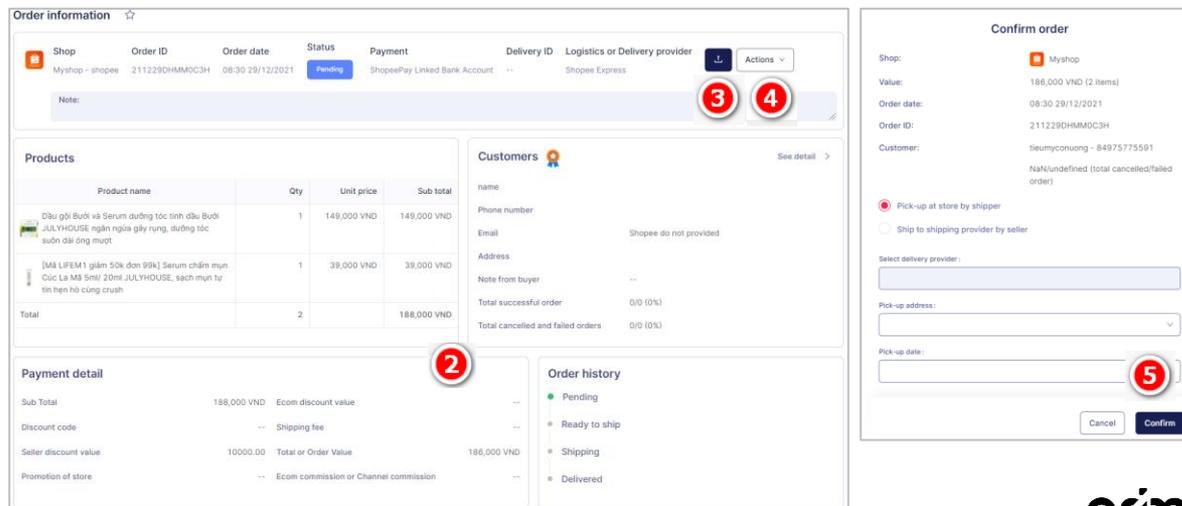
* At product management page, click 

* Wait a few second for the data loading

* Choose a dated version to download



Order ID	Shop name	No.	Order value	Status	Payment	Customer name	Phone number	Order date
220109CV08BCD1	julyhouse - Shopee	4	209,500 VND	Pending	COD	nt1705	84939921717	22:54 09/01/2022
220109CV7PPJ32	macaland-shopee	1	6,500 VND	Cancelled	COD	thanhthanhk3	84375487819	22:50 09/01/2022
331862416532240	LolitheWolf - Lazada	1	69,000 VND	Pending	MOMO,WALLET	DUONG HONG VU	84849978588	22:48 09/01/2022
220109CV1DDUD7	macaland-shopee	2	4,000 VND	Pending	COD	nghanguy636	84917667260	22:47 09/01/2022
220109CV05NHWW	tubum-shopee	2	69,000 VND	Pending	COD	nguyetanh_1709	84906410892	22:46 09/01/2022
333290527445910	LolitheWolf - Lazada	2	137,840 VND	Pending	COD	tsun	84935649038	22:44 09/01/2022
220109CUP7TMEF	julyhouse - Shopee	2	75,300 VND	Pending	ShopeePay Balance	yuki...	84379598104	22:40 09/01/2022



Product name	Qty	Unit price	Sub total
Dầu gội Bubi và Serum dưỡng tóc tinh dầu Bubi JULYHOUSE ngăn ngứa gấy rụng, dưỡng tóc suôn dài óng mượt.	1	149,000 VND	149,000 VND
[M8 LIFE1 giảm 50% đơn 99k] Serum chăm mụn Cúc La M8 5ml/ 20ml JULYHOUSE, sach mụn tự tin hạn hờ cũng crush.	1	39,000 VND	39,000 VND
Total	2		188,000 VND

Sub Total	188,000 VND	Ecom discount value	---
Discount code	---	Shipping fee	---
Seller discount value	10000.00	Total or Order Value	186,000 VND
Promotion of store	---	Ecom commission or Channel commission	---

VI. Customers

Where you can view your customer data in ranking list and other insight metrics

Filter customers: search quickly with smart filters

Step 1: Click 

Step 2: Fill in filter criterias (by total expenses, success rate, customer segment, ranking)

Step 3: Click 

All Customers

Shops (13/13)
 All ranks
 
1
Data export

Selected: 0/10 customer ⊕ Add to the segment ⊖ Remove from this segment

<input type="checkbox"/>	Ranking	Customer name	Phone number	Purchase channel	Total expenses	Success rate	Successful order	Customer segment	Latest transaction
<input type="checkbox"/>		thuyhungvo...	84387291398		99,600	100%	1	Does not belong to any segment	07/12/2021
<input type="checkbox"/>		Thành Tuyền	84906879275		7,900	100%	1	Does not belong to any segment	12/12/2021
<input type="checkbox"/>		Nguyen Tuyen	84898523819		39,300	100%	1	Does not belong to any segment	07/12/2021
<input type="checkbox"/>		keithhoang24	84937240496		0	0%	0	Does not belong to any segment	28/12/2021
<input type="checkbox"/>		thuyvyvanje...	84343727124		6,500	100%	1	Does not belong to any segment	22/12/2021
<input type="checkbox"/>		v85elymkdv...	84901313290		0	0%	0	Does not belong to any segment	21/12/2021
<input type="checkbox"/>		thanh.conejo	84836335799		0	0%	0	Does not belong to any segment	15/12/2021
<input type="checkbox"/>		tranbichgoc...	84939528088		382,000	100%	1	Does not belong to any segment	18/12/2021
<input type="checkbox"/>		Nguyễn thị kl...	84888360773		4,000	100%	1	Does not belong to any segment	12/12/2021
<input type="checkbox"/>		Hải Tô	84868134010		59,000	100%	1	Does not belong to any segment	14/12/2021

All filters

Sales channels
Shops (4/4) v

Total expenses
From To

Total successful order 2
From To

Success Rate
From % To %

Customer segment
All groups v

Customer ranking
All ranks v

Latest transaction
22/12/2021 - 29/12/2021 📅

Refilter
Apply
3

VI. Customers

Where you can view your customer data in ranking list and other insight metrics

View details

Step 1: Click to a customer name that you want to view insights

Step 2: View customer information (name, phone number, order status, total expenses, order history)

All Customers

Search: Enter customer name or p... Shops (13/13) All ranks Data export

Selected: 0/10 customer Add to the segment Remove from this segment

Ranking	Customer name	Phone number	Purchase channel	Total expenses	Success rate	Successful order	Customer segment	Latest transaction
	thuyhungvo...	84387291398		99,600	100%	1	Does not belong to any segment	07/12/2021
	Thanh Tuylin	84906879275		7,900	100%	1	Does not belong to any segment	12/12/2021
	Nguyen Tuyen	84698523819		39,300	100%	1	Does not belong to any segment	07/12/2021
	keithhoang24	84937240498		0	0%	0	Does not belong to any segment	28/12/2021
	thuyvyanye...	84343727124		6,500	100%	1	Does not belong to any segment	22/12/2021
	v8Selymkdr...	84901131290		0	0%	0	Does not belong to any segment	21/12/2021
	thanh.consoj	84836335799		0	0%	0	Does not belong to any segment	15/12/2021
	tranbichngoc...	84939528088		382,000	100%	1	Does not belong to any segment	18/12/2021
	Nguyễn thị kl...	84888360773		4,000	100%	1	Does not belong to any segment	12/12/2021
	Hải Tô	84868134010		59,000	100%	1	Does not belong to any segment	14/12/2021

Customer information

trâm Phone number: 84945236570

Note:

Transaction statistics

02/01/2022 - 09/01/2022

Order status

2 order

Total expenses

145,400

Order ID	Shop name	Number of product	Value	Status	Payment	Shipping	Order date
331822637838958	lilyhouse	2	99,400	Pending	COD		21:05 09/01/2022
330595209138958	lilyhouse	2	145,400	Completed	COD	Lazada Express VN	10:31 05/01/2022

VI. Customers

Where you can view your customer data in ranking list and other insight metrics

Add a customers to a potential segmentation

Step 1: Tick to select one or more customers for your new group

Step 2: Click

Step 3: Before that, make sure you created a group in Customer segment tab. Then click

Step 4: To remove a customer from a group, select a customer and click then click

All Customers

Enter customer name or p... Shops (13/13) All ranks Data export

Selected: 3/10 customer Add to the segment Remove from this segment

<input type="checkbox"/>	Ranking	Customer name	Phone number	Purchase channel	Total expenses	Success rate	Successful order	Customer segment	Latest transaction
<input checked="" type="checkbox"/>		Hứa Lê Thiên...	84348941412		0	0%	0	Does not belong to any segment	09/01/2022
<input checked="" type="checkbox"/>		tramy_20.61	84385491311		0	0%	0	Does not belong to any segment	09/01/2022
<input checked="" type="checkbox"/>		Vũ Lê Sang			0	0%	0	Does not belong to any segment	09/01/2022
<input checked="" type="checkbox"/>		nguyendinh...	84989003621		0	0%	0	Does not belong to any segment	09/01/2022
<input type="checkbox"/>		nguyen van t...	84365875669		0	0%	0	Does not belong to any segment	09/01/2022
<input type="checkbox"/>		Vấn Thiên	84342783419		50,000	50%	1	Does not belong to any segment	09/01/2022
<input type="checkbox"/>		Nhu Y Nguyen	84797137803		0	0%	0	Does not belong to any segment	09/01/2022

Add to the customer segment

Selected: 10 customer

Select segment

Select a segment

Add new segment

potential (0)

CUSTOMER01 (0)

Cancel Confirm

Delete

This will remove customer from segment. Confirm if you want to continue.

Back Confirm

VI. Customers – Customer segment

Create customer segment

Step 1: Click 

Step 2: Fill in information

Step 3: Click 

View info or edit customer segment

Step 4: Click to a group you want to view or edit

Step 5: Click  to edit name

Step 6: Click  to delete segment

Export data

* At product management page, click 

* Wait a few second for the data loading

* Choose a dated version to download

Customer segment

1  

Enter segment name

Total: 2 segment

	Customer segment name	Customer quantity 	Successful order 	Total expenses 
	CUSTOMER01 	5	18	7,880,000

Customer segment detail

6 

5 

Updated: 11:03 29/12/2021 by system

Note:

Enter customer name or phone number 

Total: 5 

<input type="checkbox"/>	Customer name	Phone number	Sales channels	Total expenses 	Success Rate 	Total orders 	Latest transaction 
<input type="checkbox"/>	k90e6d0tnv	84967139922		0	0%	1	29/12/2021
<input type="checkbox"/>	4*****d	84*****89		0	0%	43	29/12/2021
<input type="checkbox"/>	D*****g	84*****19		0	0%	4	29/12/2021
<input type="checkbox"/>	H**uj	84*****79		1,735,000	19%	86	29/12/2021
<input type="checkbox"/>	*****g	84*****89		6,145,000	1%	58	28/11/2021

Create customer segment

New segment name

Group 01

Mention 





VII. Settings – My account

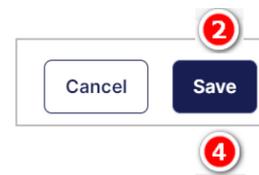
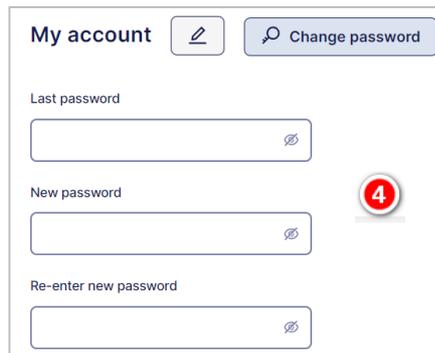
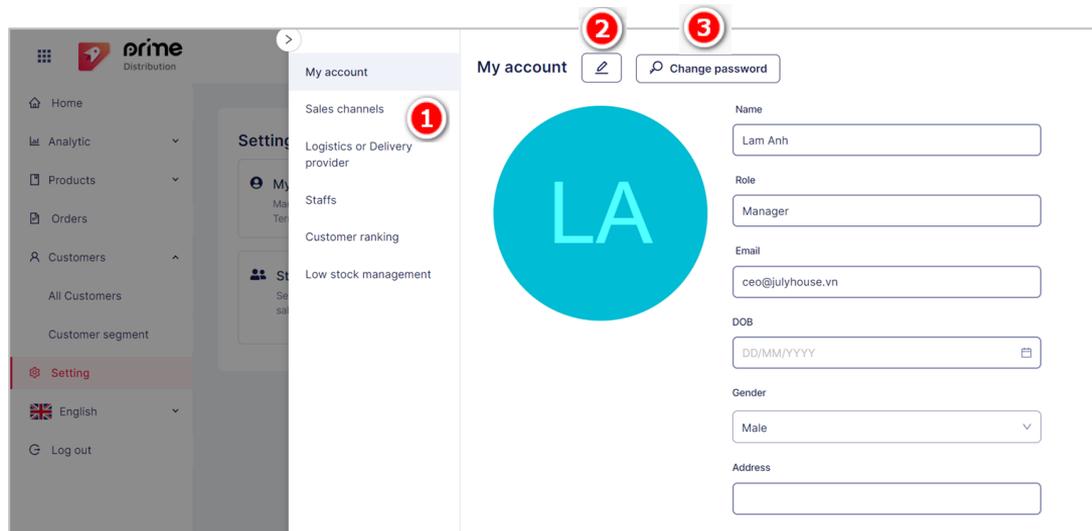
Where you can set up information account

Step 1: Settings > My account

Step 2: Click  to edit information (except for Role and Email). Then click 

Step 3: Click  to change your password.

Step 4: Fill in information (last and new password). Then click 



VII. Settings – Customer ranking

Where you can set up customer ranking

Step 1: Settings > Customer ranking

Step 2: Click [Condition setting](#) to set up

Step 3: You can rank by “Total expenses” or “Successful order”

Step 4: Click [Confirm](#)

Centralised Distribution

My account

Sales channels

Logistics or providers

Staffs

Customer ranking

Low stock management

Customer ranking

System will sort out automatically all customers by total completed (delivered) orders or total expenses over the period in sales channels. The ranking will be completed and updated at 11:59 PM daily.

[Condition setting](#)

Ranks	Total condition	Total customer
Diamond member	From 10,000,000	6
Gold member	From 5,000,000	9
Silver member	From 1,000,000	16
Copper member	From 0	3479

Rating condition is updated on 2021-12-29 10:51:49 by XRIS_F2 XRIS_L2.

Condition setting

Ranked by

Total expenses

Diamond From 10000000

Gold From 5000000

Silver From 1000000

Copper From 0

[Cancel](#) [Confirm](#)

Condition setting

Ranked by

Successful order

Diamond From 50 successful orders

Gold From 25 successful orders

Silver From 10 successful orders

Copper From 0 successful orders

[Cancel](#) [Confirm](#)

VII. Settings – Low stock management

Where you can set up low on stock

Step 1: Settings > Low stock management

Step 2: Click one or all shop to choose shop you want

Step 3: Click

Step 4: Input a number (an integer)

Step 5: Click to complete

Step 6: If you want to reset default low on stock, you can click

Centralised Distribution

My account

Sales channels

Logistics or providers

Staffs

Customer ranking

Low stock management

Low stock management

This will give a mass automatic application on the low on stock level for sort out products. It can be customised to a different low on stock level at Product page.

Enter store name

Shops (7/7)

Selected: 0/7 store

<input type="checkbox"/>	Shop name	Low stock level
<input type="checkbox"/>	mynewshop	Less than 1 products
<input type="checkbox"/>	lewisshop	Less than 1 products
<input type="checkbox"/>	pethouse	Less than 1 products
<input type="checkbox"/>	loveshop	Less than 1 products
<input type="checkbox"/>	XRIS_TIAN_9	Less than 1 products
<input type="checkbox"/>	XRIS_TIAN_9	Less than 1 products
<input type="checkbox"/>	bexiu_shop	Don't have any rule settled.

Low stock level

Apply: 7 shops

under

50 products

“At Prime Commerce, we believe that we can create positive impacts on people's lives through empowering online commerce.”

Thank you