



Empower SMEs to grow E-commerce Business

Prime Commerce **Website** - 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
COMMERCE



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 to 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.

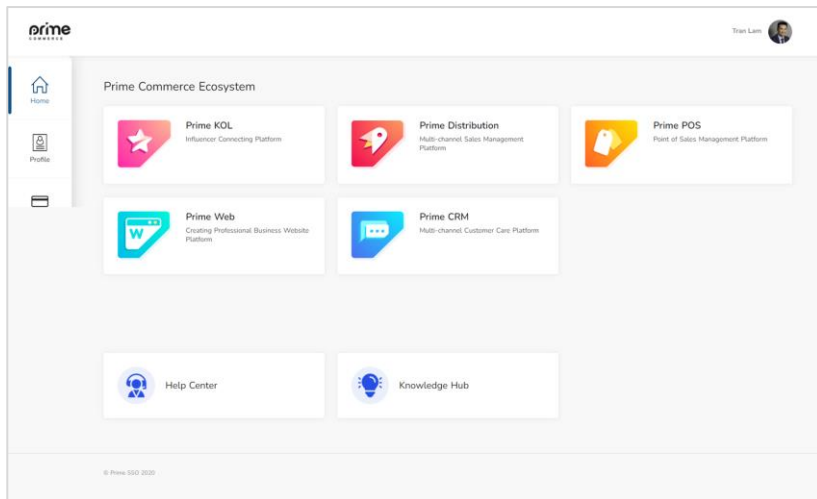
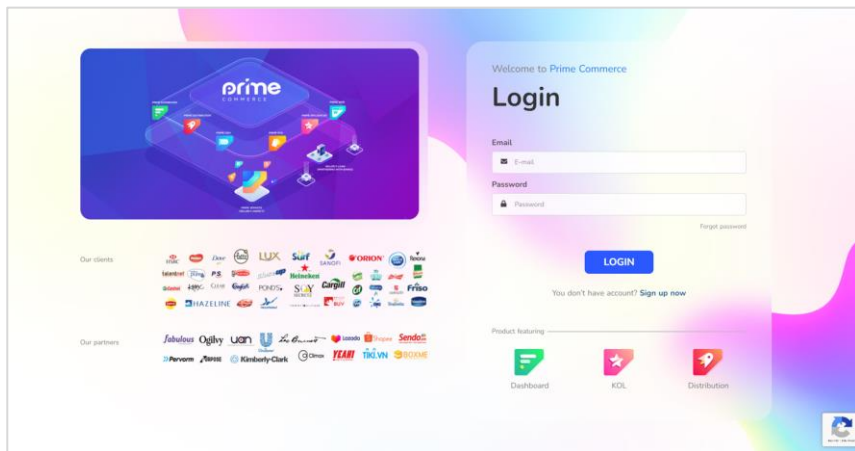
prime

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 Web

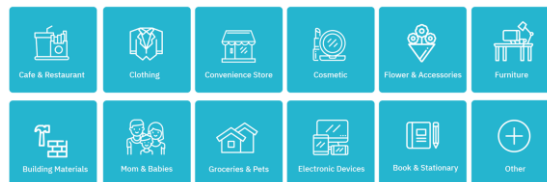


PRIME WEB

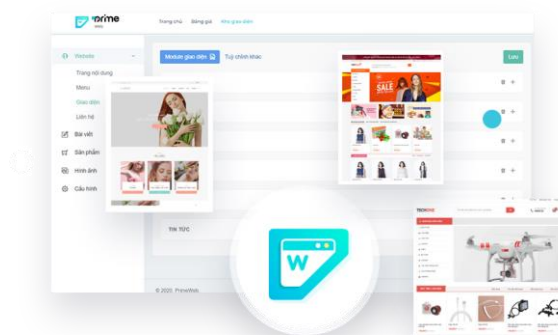


Description: Prime Web is online web builder which could help SMEs to build the e-commerce store in minute.

1. Suitable for all categories



2. Standard Features



- Create a professional sales website
- Friendly interface, simple operation
- Diverse template library, modern design
- Manage products and orders effectively



PRIME WEB USER MANUAL

Agenda

- | | | |
|-------|---------------------------------|---------|
| I. | Home | [6] |
| II. | Web builder | [7-27] |
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I. Home

At home page of Prime Web, you will see steps to build your website, click “Customize” at each step and follow the instruction to:

Step 1: Pick a website template

Step 2: Modify theme, font, logo, favicon

Step 3: Customize available pages

Step 4: Create content for the website

Step 5: Set up payment method (optional)

Step 6: Set up delivery provider (optional)

Step 7: Publish your website

The screenshot displays the Prime Web home page. On the left is a sidebar menu with options: Home, Web builder, General, Page, Menu, Content manager, Product, Article, Sales operation, and Setting. The main content area is titled "How do I create a selling website with Prime Web?" and features a progress indicator showing "1/7" steps completed. Below the title, there are seven numbered steps, each with a description and a "Customize" button:

1. Step 1. Pick the template you love. More templates are on the way! [Customize](#)
2. Step 2. Set up logo and favicon [Customize](#)
3. Step 3. Customize your available pages [Customize](#)
4. Step 4. Upload products and articles [Customize](#)
5. Step 5. Set up your online payment method [Customize](#)
6. Step 6. Activate your delivery service [Customize](#)
7. Step 7. Preview and go online [Customize](#)

At the bottom left of the main area, there is a language selector set to "English".



II. Web builder - General



Where you can find tools to customize your own website your style

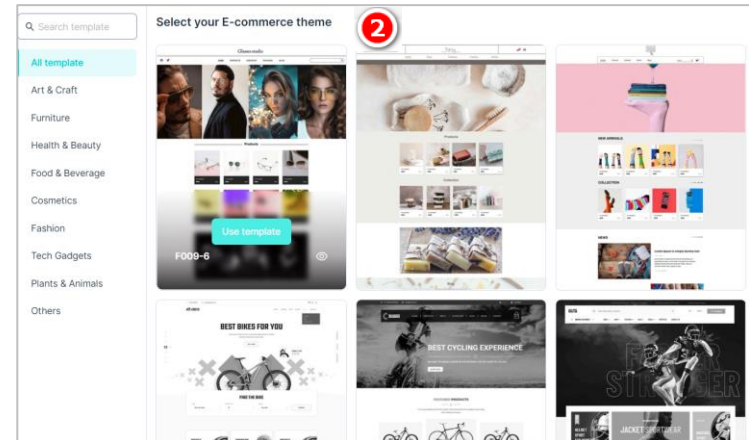
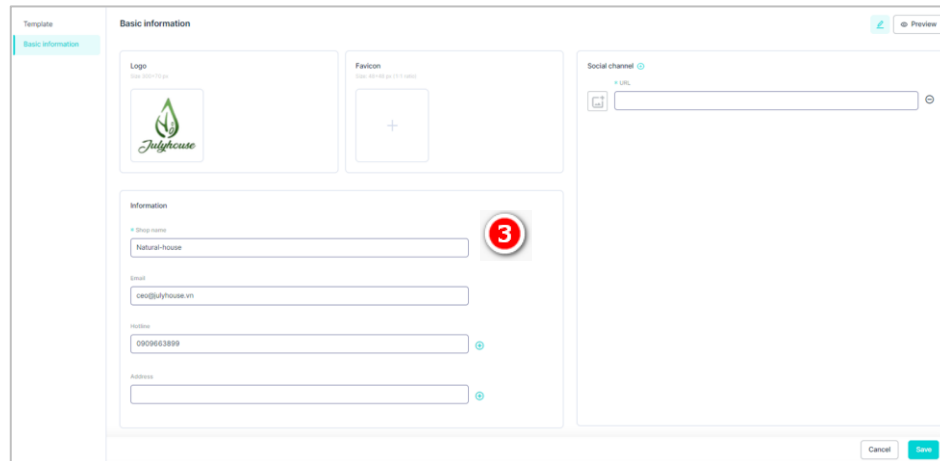
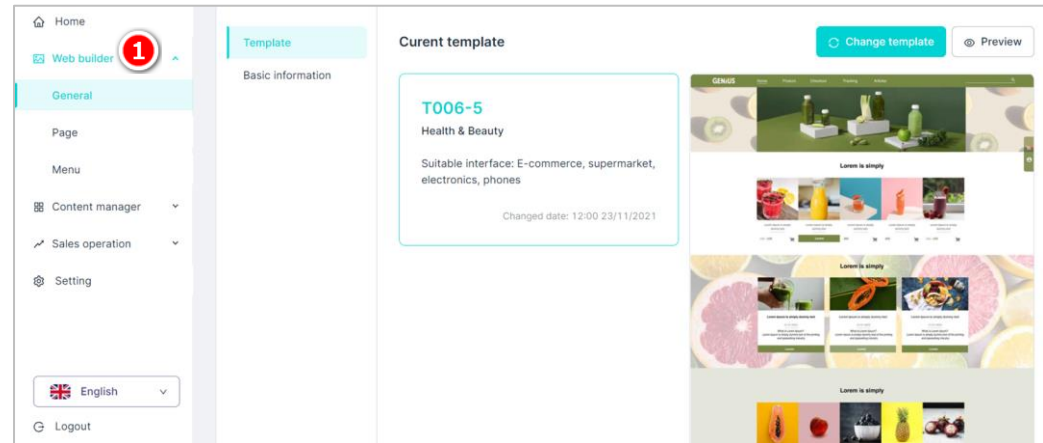
When it comes to pick a template, we provide available website template with different layouts and themes:

Step 1: Web builder > General

Step 2: Pick a template that match your style

Step 3: Set up logo, and favicon, shop name

*You can click  to edit information and click  to complete





II. Web builder - Page

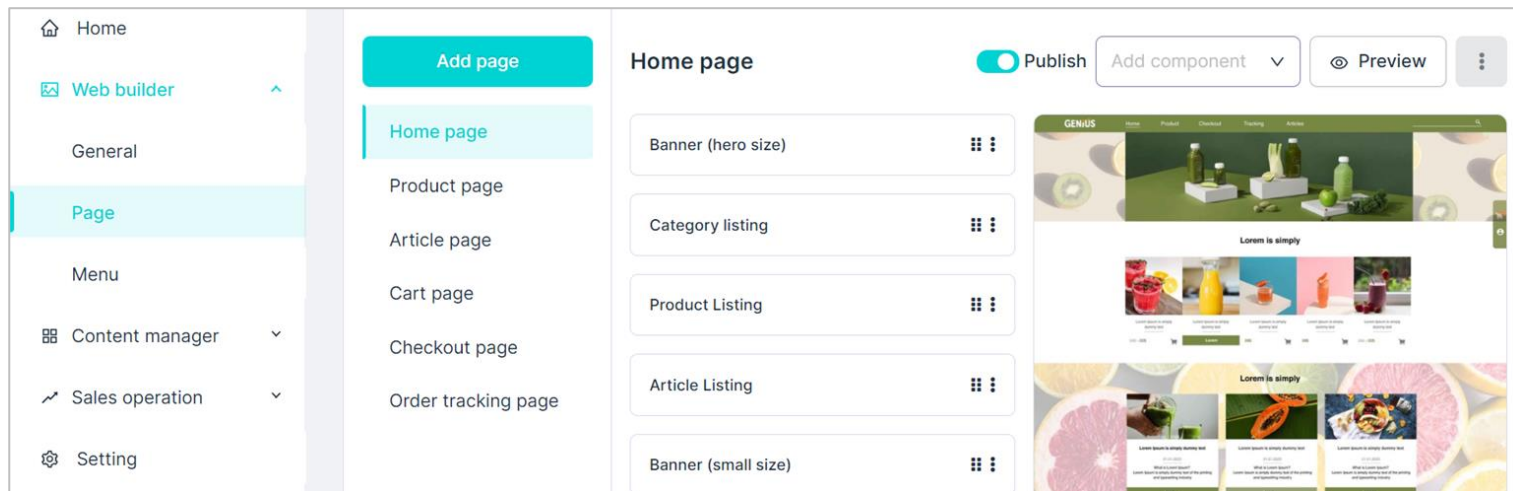
Where you can find tools to customize your own website your style

For each available page layout, you can customize the module:

You go to Web builder > Page

After choosing template, there are 6 default pages:

1. **Home page:** is the first page displayed when entering the website address
2. **Product page:** is a page showing all products of all categories and brands
3. **Article page:** is a page showing all articles of all categories
4. **Cart page:** is a page showing the products in the shopping cart
5. **Checkout page:** is a page which buyers make payment and fill in shipping information
6. **Order tracking page:** is a page to check the delivery progress of the ordered orders






II. Web builder - Page

Action of page:


Step 1: If you want to Add new page, you can click

Add page


Step 2: Select a page you want to customize

Step 3: Click  at each module to edit (delete) information

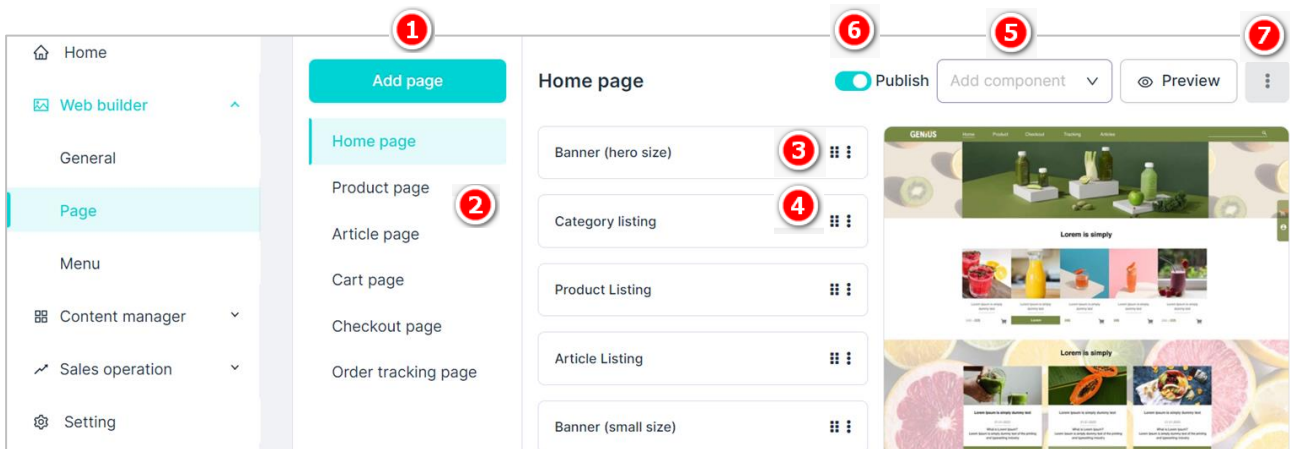
Step 4: Click  to arrange module orders

Step 5: Click  to add more module (component) for each page

Step 6: You can **Publish** or **Unpublish** page by click  or 

Step 7: In addition, you can click  to **edit SEO**

Note: Depending on the different pages, there will be general or separate actions



SEO editor

* Page name
Product page

* Page title
Product page

* Metadata description
Placeholder

Metadata tag
Placeholder

* URL
/products

Cancel Save



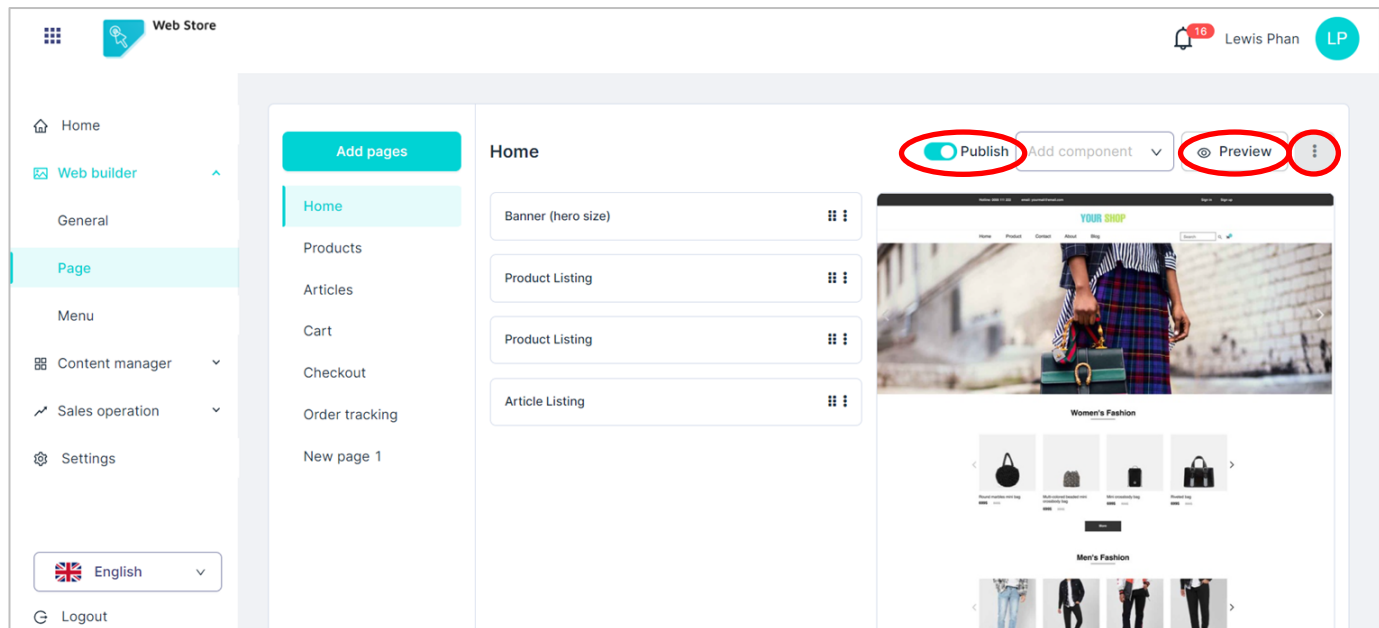
II. Web builder - Page

Homepage: is the first page displayed when entering the website address

Action support

- Preview
- Publish or Unpublish
- Edit SEO

*No component required





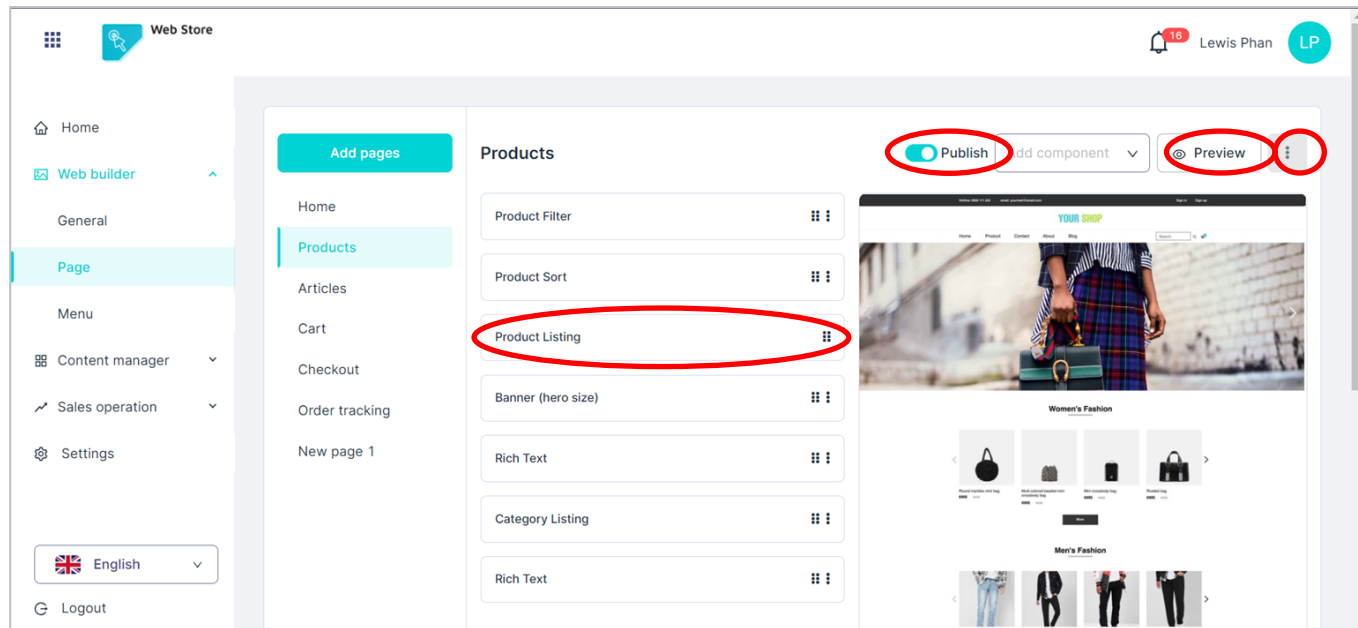
II. Web builder - Page

Product page: is a page showing all products of all categories and brands

Action support

- Preview
- Publish or Unpublish
- Edit SEO

*Component required: Product listing (can't delete, hide and config), Product sort and Product filter





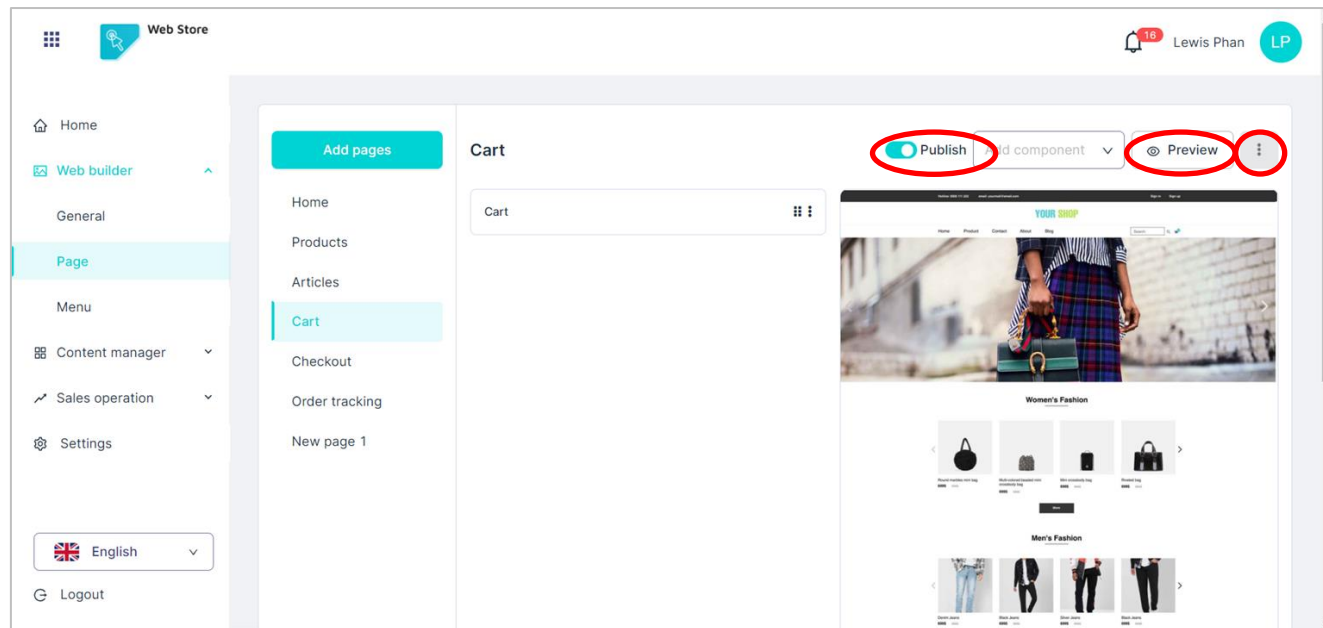
II. Web builder - Page

Cart page: is a page showing the products in the shopping cart

Action support

- Preview
- Publish or Unpublish
- Edit SEO

*Component required: Cart component





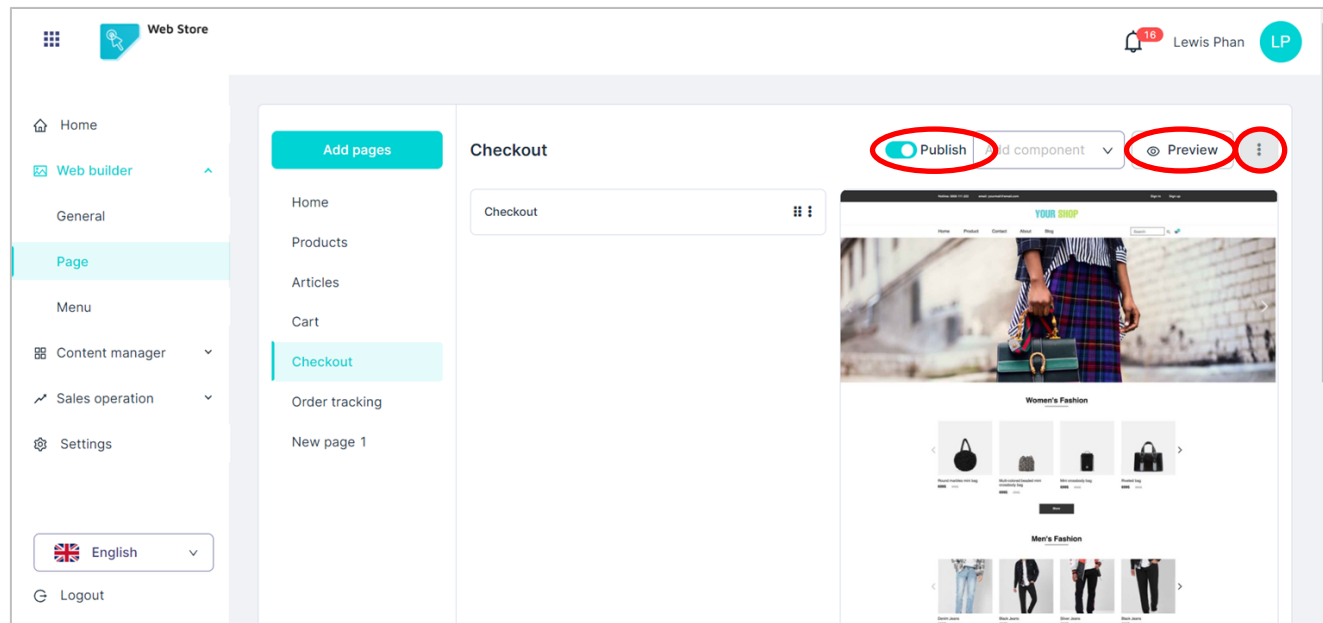
II. Web builder - Page

Checkout page: is a page which buyers make payment and fill in shipping information

Action support

- Preview
- Publish or Unpublish
- Edit SEO

*Component required: Check out component





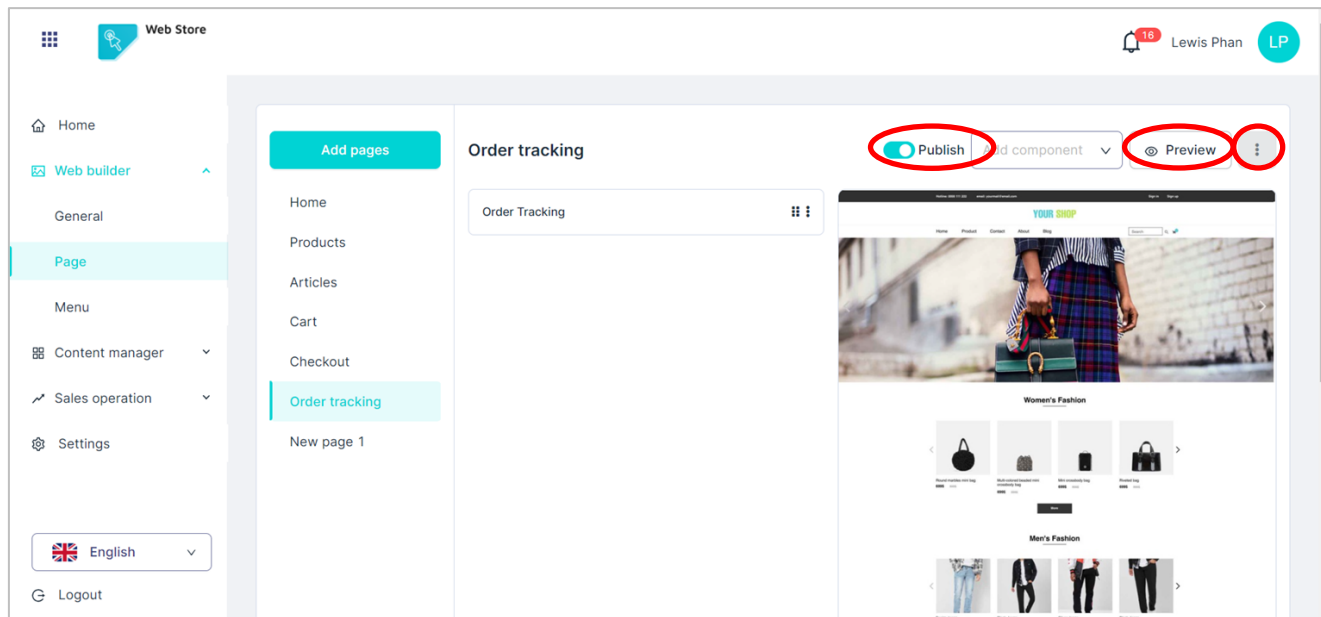
II. Web builder - Page

Order tracking page: is a page to check the delivery progress of the ordered orders

Action support

- Preview
- Publish or Unpublish
- Edit SEO

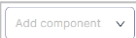
*Component required: Order tracking component





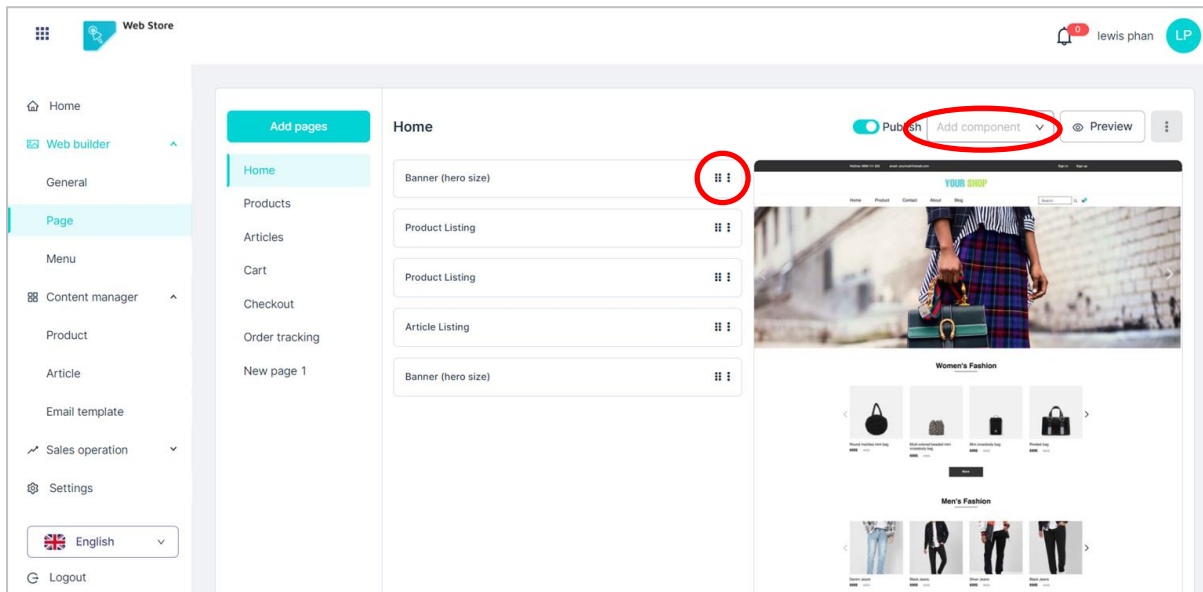
II. Web builder - Page

Available actions of components:

Config: Click  to add component and start setting up

Delete (Edit): Click  to delete (edit)

Reposition: Click  to change the arrangement position





II. Web builder - Page

How to config components?

*Banner:

Step 1: Choose component size

Have 2 options:

- Hero banner (default choice)
- Small banner

Step 2: Click  to upload new image
(maximum 10 images)

Step 3: Choose animation

Have 2 options:

- Auto-sliding: The system will automatically run the banner every (x) seconds, user must set timing for rotation (in seconds) - default 3s
- Manual-sliding: Consumers have to press arrow for the banner to run



In addition, supporting attach the URL to each banner, display the URL input box for each image.

Step 4: Click  to complete

Banner

Component size 1

Hero banner ▼

 Select image 

Animation 3


☐ Manual-sliding 2


☒ Auto-sliding

Timing for rotation

3 second

Image



Cancel  Save 4



II. Web builder - Page

How to config components?

*Product listing:

Step 1: Input header name (maximum 10 words)

Step 2: Choose products you want to add

Have 3 options:

- All products: (default choice) - Display products in all categories or not in any category
- Fixed list of product: Select up to 15 fixed products, support for repositioning the display order
- Random list from 1 product category: Display all products in a certain category (can be child or parent)

Step 3: Order by (default): Order will show descending (doesn't support for "Fixed list of products" choice)

Step 4: Others: When tick this item, users allow the system to display products that are out of stock

Step 5: Click  to complete

Product Listing

* Header

DEMO

Choose products:

☒ All products

☐ Fixed list of products

☐ Random list from 1 product category

Order by:

☒ Added date

Others:

☒ Display out of stock products

Cancel

Save



II. Web builder - Page

How to config components?

*Article listing:

Step 1: Input header name (maximum 10 words)

Step 2: Choose articles you want to add


Have 3 options:

- All articles: (default choice) - Display articles in all categories or not in any category
- Fixed list of articles: Select up to 15 fixed articles, support for repositioning the display order
- Random list from 1 article category: Display all articles in a certain category (can be child or parent)


Step 3: Order by (default): Order will show descending (doesn't support for "Fixed list of articles" choice)

Step 4: Click  to complete

Article listing

* Header 


Our articles

Choose articles: 


☒ All articles

☐ Fixed list of articles

☐ Random list from 1 article category

Order by: 

☒ Added date



Cancel

Save



II. Web builder - Page

How to config components?

*Rich text:

Users can add images and text to this frame. There is a font format tool. Image upload or choose from the archive

Rich text

B

I

U

☒

” “

< >

H1

H2

☰ ☰

x₂

x²

Normal

⌵

Normal

⌵

Sans Serif

⌵

A

🖼️

☰

ℱ

🔗

📎

📁

📄

Insert text here ...

Cancel

Save

19

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II. Web builder - Page

How to config components?

***Product filter:** only appear permanently on the Product Page

Step 1: Input header name (maximum 10 words)

Step 2: Choose criteria (choose at least 1 option)

Have 4 options:

- Variant group (in here shows the list of variant groups users created before)
- Price
- Brand
- Category (parent and child)

Step 3: Click  to complete

Product filter

* Header

1

Product Filter

Criteria

2

☒ Variant group

☒ Price

☒ Brand

☒ Category

3

Cancel

Save



II. Web builder - Page

How to config components?

***Article filter:** only appear permanently on the Article Page

Step 1: Input header name (maximum 10 words)

Step 2: Choose criteria

- Category (parent and child)

Step 3: Click  to complete

Article filter

* Header

Article Filter

Criteria

☒ Category

Cancel

Save



II. Web builder - Page

How to config components?

***Product sort:** only appear permanently on the Product Page

Step 1: Input header name (maximum 10 words)

Step 2: Choose items per page: 10, 20 or 50

Step 3: Choose criteria (choose at least 1 option)

Have 3 options:

- Price (increase, decrease)
- Added date (increase, decrease)
- Discount value (less or more)

Step 4: Click  to complete

Product sort

* Header

1

Product Sort

Items per page

2

Criteria

3

☒ Price

☒ Added date

☒ Discount value

4

Cancel

Save



II. Web builder - Page

How to config components?

***Article sort:** only appear permanently on the Article Page


Step 1: Input header name (maximum 10 words)


Step 2: Choose items per page: 10, 20 or 50


Step 3: Choose criteria: Added date


Step 4: Click  to complete

Article sort

* Header 


Items per page 

10 

Criteria 

☒ Added date

Cancel

 Save



II. Web builder - Page

How to config components?

***Cart:** only appear permanently on the Cart Page

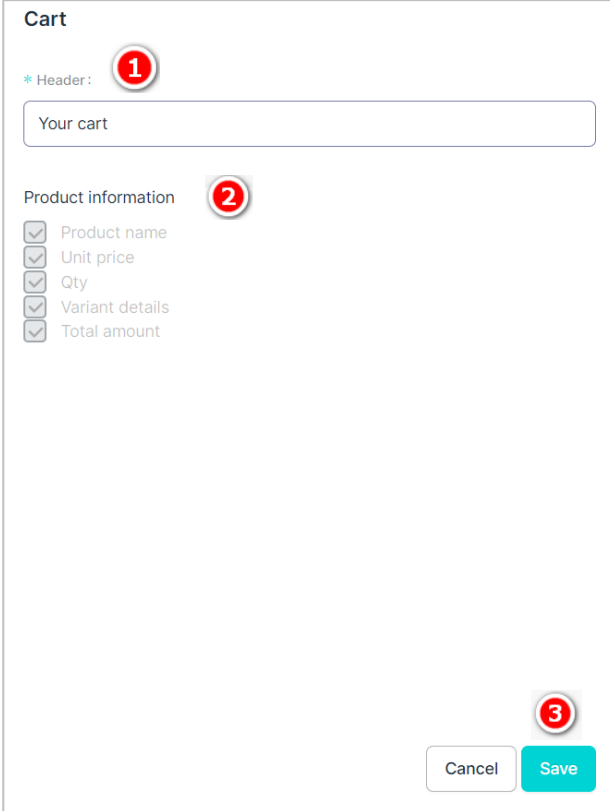
Step 1: Input header name (maximum 10 words)

Step 2: Product information

All option here are unable to untick:

- Product name
- Unit price
- Qty
- Variant details
- Total amount

Step 3: Click  to complete



The screenshot shows the 'Cart' configuration window. It has a title bar 'Cart'. Below it, a section labeled '* Header :' with a red circle '1' next to it contains a text input field with the value 'Your cart'. Below this is a section labeled 'Product information' with a red circle '2' next to it. This section contains five checkboxes, all of which are checked: 'Product name', 'Unit price', 'Qty', 'Variant details', and 'Total amount'. At the bottom right, there are two buttons: 'Cancel' and 'Save', with a red circle '3' next to the 'Save' button.



II. Web builder - Page

How to config components?

***Checkout:** only appear permanently on the Checkout Page

Step 1: Input header name (maximum 10 words)

Step 2: Receiver information

In here user ticks in the fields of information that consumers must enter such as consignee information (some fields will not be able to untick and only support text change)

Step 3: Payment method

User sees the payment methods that user can choose. Can't disable/enable here (must be done in settings)

Step 4: Delivery provider

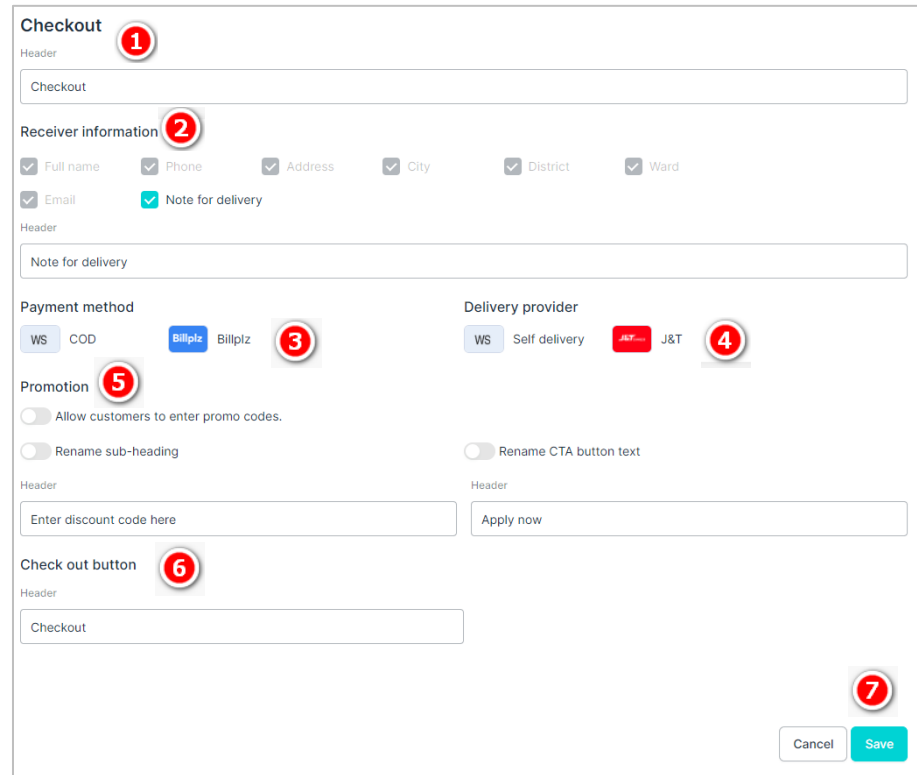
User sees the delivery providers that user can choose. Can't disable/enable here (must be done in settings)

Step 5: Promotion

- User enable allows consumers to enter promo codes.
- User can rename sub - heading (default: Enter discount code here)
- User can rename CTA button text (default: Apply now)

Step 6: User can rename check out button (Default = "Check out now")

Step 7: Click  to complete



The screenshot displays the configuration interface for the 'Checkout' component, with numbered steps 1 through 7 indicating the sequence of configuration:

- Header:** A text input field labeled 'Checkout'.
- Receiver information:** A section with checkboxes for 'Full name', 'Phone', 'Address', 'City', 'District', 'Ward', 'Email', and 'Note for delivery' (which is checked).
- Payment method:** A section with two columns. The left column has 'WS' and 'COD' (selected). The right column has 'Billplz' (selected) and 'Billplz'.
- Delivery provider:** A section with two columns. The left column has 'WS' and 'Self delivery' (selected). The right column has 'J&T' (selected) and 'J&T'.
- Promotion:** A section with two columns. The left column has 'Allow customers to enter promo codes.' (checked) and 'Rename sub-heading' (unchecked). The right column has 'Rename CTA button text' (unchecked).
- Check out button:** A text input field labeled 'Checkout'.
- Footer:** A section with 'Cancel' and 'Save' buttons.



II. Web builder - Page

How to config components?

***Order tracking:** only appear permanently on the Order Tracking Page

Step 1: Input header name (maximum 10 words)

Step 2: Input search box text (maximum 10 words)

Step 3: Input search button text (maximum 10 words)

Step 4: Result

In here user chooses what information can be displayed in the results screen, which will be able to include fields that cannot be untick

- Receiver information (tickable)
- Order status & order details (unable to untick)
- Payment method (tickable)
- Delivery provider (tickable)
- Used discount code (tickable)

Step 5: Click  to complete

Order tracking

* Header

Search your order

* Search box text

Enter order ID

* Search button text

Search

Result

☒ Receiver information

☒ Payment method

☒ Delivery provider

☒ Use discount code

☐ Order status & order details

Cancel

Save



II. Web builder - Menu

Where you can find tools to customize your own website your style

You can edit Header/ Footer with these steps:

Step 1: Go to Web builder > Menu

Step 2: On Header tab, you can click [+ Add menu](#) to add new menu

Step 3: Click at each module to edit (delete) photo and information

Step 4: Click to arrange module orders

Step 5: On Footer tab, you can [Add new tab](#) to add new

Step 6: Click to delete column footer

The screenshot displays the 'Web builder' interface with the 'Menu' section selected. The left sidebar shows the navigation menu with 'Menu' highlighted. The main area is divided into 'Header' and 'Footer' tabs. The 'Header' tab is active, showing a list of header components (Tab 1: Products, Tab 2: Articles, Tab 3: Cart, Tab 4: Checkout, Tab 5: Order tracking) with edit (three dots) and move (drag handle) icons. A modal window titled 'Add header component' is open, showing a 'Choose category' dropdown and a list of categories (Product category, Article category, Product brand, Specific page) with their corresponding sub-categories (Recently News, Trendy articles). The 'Footer' tab is also visible, showing a list of footer components (Column 1, Column 2, Column 3) with edit and move icons. A modal window titled 'Add footer component' is open, showing a 'Column name' dropdown and a list of column types (Placeholder, Internal hyperlink text, External hyperlink text, Hyperlink icon, Plain text). The 'Add new line' button is highlighted in the modal.

Where you can manage content for products, articles and email template

Adding your products to your website

Step 1: Click [+ Add product](#)

Step 2: Fill in the required information at pop-up window

Step 3: Click  to complete

[illegible]



III. Content manager - Products

Where you can manage content for products, articles and email template

View or Edit products

Step 1: Select filter criterias

Step 2: Click  to a product you want to edit

Step 3: Fill in the corresponding information according to the instructions

Step 4: Click  to complete

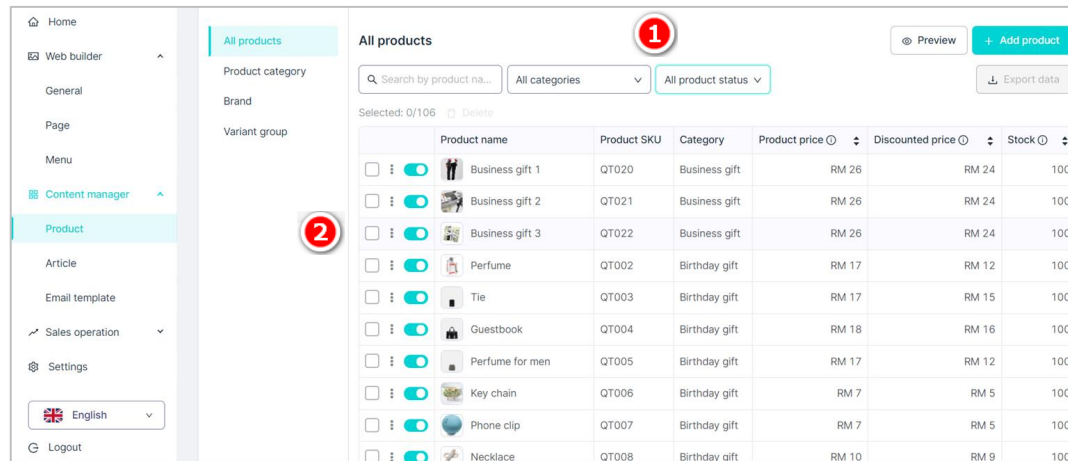
* To hide a product from published online stores, click 

* To unhide a product, click 

* To delete one or more products permanently, click  and select Delete

* To export data click 





















* Similarly, you can add and edit Product category, Brand and Variant group



All products

Search by product na... All categories All product status

Selected: 0/106 Delete

	Product name	Product SKU	Category	Product price	Discounted price	Stock
<input type="checkbox"/> 	 Business gift 1	QT020	Business gift	RM 26	RM 24	100
<input type="checkbox"/> 	 Business gift 2	QT021	Business gift	RM 26	RM 24	100
<input type="checkbox"/> 	 Business gift 3	QT022	Business gift	RM 26	RM 24	100
<input type="checkbox"/> 	 Perfume	QT002	Birthday gift	RM 17	RM 12	100
<input type="checkbox"/> 	 Tie	QT003	Birthday gift	RM 17	RM 15	100
<input type="checkbox"/> 	 Guestbook	QT004	Birthday gift	RM 18	RM 16	100
<input type="checkbox"/> 	 Perfume for men	QT005	Birthday gift	RM 17	RM 12	100
<input type="checkbox"/> 	 Key chain	QT006	Birthday gift	RM 7	RM 5	100
<input type="checkbox"/> 	 Phone clip	QT007	Birthday gift	RM 7	RM 5	100
<input type="checkbox"/> 	 Necklace	QT008	Birthday gift	RM 10	RM 9	100



Edit product

Basic information

Product name

Business gift 1

Category

Gift / Business gift

Featured description

Business gift 1

Description

Business gift 1

Cancel Save



III. Content manager - Articles

Where you can manage content for products, articles and email template

Adding your articles to your website

Step 1: Click **Add article**

Step 2: Fill in the required information at pop-up window

Step 3: Click **Save** to complete

The screenshot shows the 'All article' management interface. On the left is a sidebar with navigation links: Home, Web builder, Content manager (active), Product, Article (active), Email template, Sales operation, and Setting. Below the sidebar is a language selector set to 'English'. The main area is titled 'All article' and includes a search bar, a category dropdown, and buttons for 'Preview', 'Add article' (highlighted with a red circle 1), and 'Export data'. Below these is a table of articles with columns for selection, article title, teaser description, category, and latest update. The table contains six rows of sample data.

	Article title	Teaser description	Category	Latest update
<input type="checkbox"/> <input checked="" type="checkbox"/>	Experience choosing to buy a phone	When you are going to buy a new phone, in addition to the price, you also aim for the best...	Recently News	18:03 14/10/2021
<input type="checkbox"/> <input checked="" type="checkbox"/>	Best Cheap Tablets Today	Tablets are very useful entertainment devices and are increasingly becoming an entertaining...	Recently News	18:03 14/10/2021
<input type="checkbox"/> <input checked="" type="checkbox"/>	Top 5 mid-range smartphones worth buying 2019	Top 5 mid-range smartphones worth buying 2019	Recently News	18:03 14/10/2021
<input type="checkbox"/> <input checked="" type="checkbox"/>	Experience choosing to buy a phone	When you are going to buy a new phone, in addition to the price, you also aim for the best...	Recently News	18:03 14/10/2021
<input type="checkbox"/> <input checked="" type="checkbox"/>	Best Cheap Tablets Today	Tablets are very useful entertainment devices and are increasingly becoming an entertaining...	Recently News	18:03 14/10/2021
<input type="checkbox"/> <input checked="" type="checkbox"/>	Top 5 mid-range smartphones worth buying 2019	Top 5 mid-range smartphones worth buying 2019	Recently News	18:03 14/10/2021

The 'Add article' form contains the following fields: Article title, Page title, Category (dropdown), Meta description, Meta tag, Teaser description (highlighted with a red circle 2), and Content (a rich text editor). At the bottom, there is a 'Teaser' section with a 'Select image' button and 'Cancel'/'Save' buttons (the 'Save' button is highlighted with a red circle 3).



III. Content manager - Articles

Where you can manage content for products, articles and email template

View or Edit articles


Step 1: Select filter criterias

Step 2: Click  to a article you want to edit

Step 3: Fill in the corresponding information according to the instructions

Step 4: Click  to complete

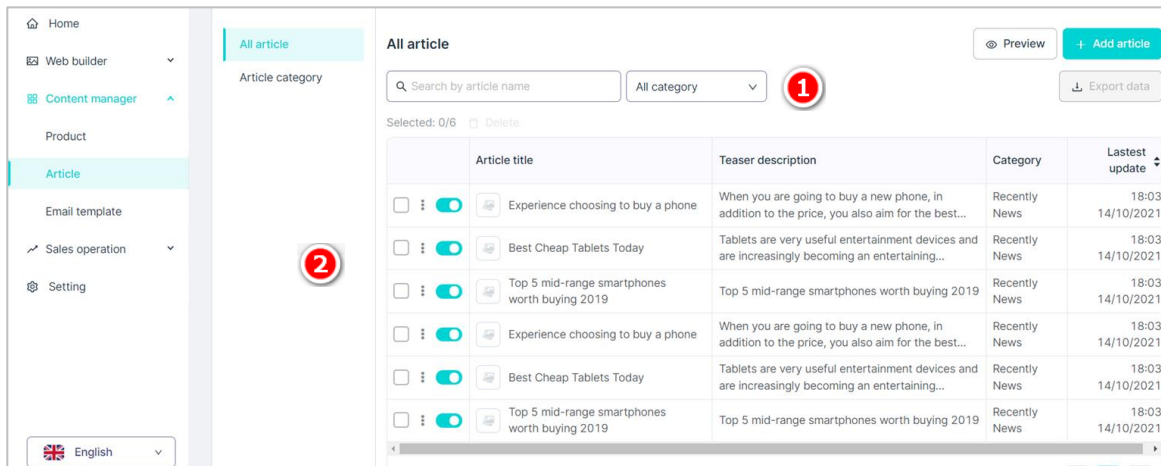
* To hide an article from published online stores, click 

* To unhide an article, click 



* To delete one or more articles permanently, click  and select **Delete**


* To export data click 













* *Similarly, you can add and edit Article category*

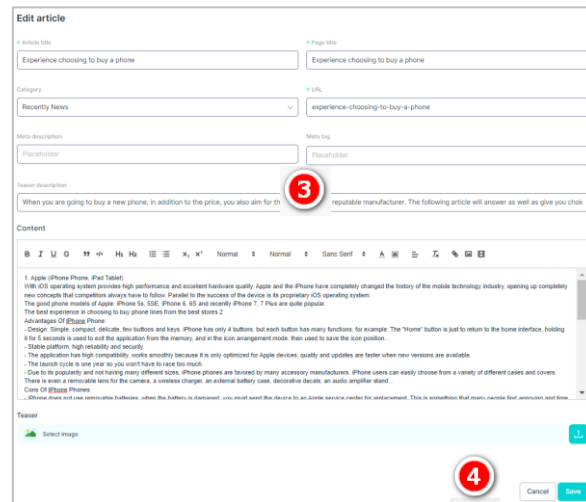


All article


Search by article name: All category:  


Selected: 0/6 


	Article title	Teaser description	Category	Lastest update
<input type="checkbox"/>  	Experience choosing to buy a phone	When you are going to buy a new phone, in addition to the price, you also aim for the best...	Recently News	18:03 14/10/2021
<input type="checkbox"/>  	Best Cheap Tablets Today	Tablets are very useful entertainment devices and are increasingly becoming an entertaining...	Recently News	18:03 14/10/2021
<input type="checkbox"/>  	Top 5 mid-range smartphones worth buying 2019	Top 5 mid-range smartphones worth buying 2019	Recently News	18:03 14/10/2021
<input type="checkbox"/>  	Experience choosing to buy a phone	When you are going to buy a new phone, in addition to the price, you also aim for the best...	Recently News	18:03 14/10/2021
<input type="checkbox"/>  	Best Cheap Tablets Today	Tablets are very useful entertainment devices and are increasingly becoming an entertaining...	Recently News	18:03 14/10/2021
<input type="checkbox"/>  	Top 5 mid-range smartphones worth buying 2019	Top 5 mid-range smartphones worth buying 2019	Recently News	18:03 14/10/2021




Edit article


Article title: 



Category: 

Write description: 

Teaser description: 

Content:

Teaser: 


III. Content manager – Email template

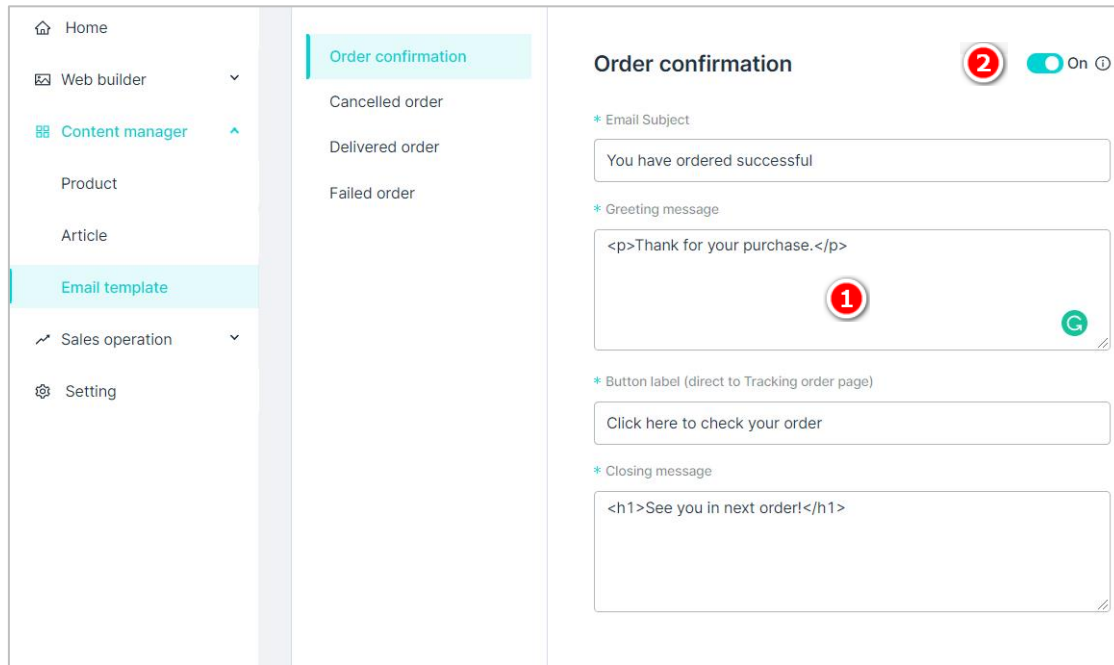
Where you can manage content for products, articles and email template

On Email template tab, you can set up email template to send to buyers/sellers when they place an orders including:

Order confirmation, Cancelled order, Delivered order and Failed order

Step 1: Change text email directly

Step 2: Click  to on/ off email you want



The screenshot shows the 'Email template' section of a web application. On the left is a sidebar with navigation links: Home, Web builder, Content manager (highlighted), Product, Article, Email template (highlighted), Sales operation, and Setting. The main area is divided into two columns. The left column lists email templates: Order confirmation (highlighted), Cancelled order, Delivered order, and Failed order. The right column shows the configuration for the 'Order confirmation' template. At the top right of this section is a toggle switch labeled 'On' with a red circle containing the number '2' next to it. Below this are four text input fields for email content: 'Email Subject' (containing 'You have ordered successful'), 'Greeting message' (containing '<p>Thank for your purchase.</p>' with a red circle containing the number '1' and a green 'G' icon), 'Button label (direct to Tracking order page)' (containing 'Click here to check your order'), and 'Closing message' (containing '<h1>See you in next order!</h1>').



IV. Connect with Prime Distribution

In order to sync your web data to Prime Distribution, you need to do the synchronizing first

Sync your website:

Step 1: Go to Prime Distribution > Settings > Sales channels

Step 2: Click **Add store** and select Prime Web

Step 3: Agree on Terms of use

Step 4: Click **Confirm** to complete

Sales channels

Search: Enter store name | All sales channels

	Shop name	Linked date
	Myshop	12/10/2021
	julyhouse	12/10/2021
	Julyhouse	12/10/2021
	Natural-house	15/10/2021

Add store

- Lazada
- Shopee
- Tiki
- Prime Web
- POS

Add shop from Prime Web to Prime Distribution

Shop information

Shop name: **Natural-house**

natural-house.primeweb.asia

☒ I read and agree to the [Terms of use](#)

Confirm

Cancel



V. Set up payment method

You can choose to use a online payment gateway service or do COD
Default payment method is COD (if you prefer COD, please skip this step)
If you prefer a delivery service:

Step 1: Go to Settings > Payment method

Step 2: Click Add payment method and select available payment method (for example Stripe)

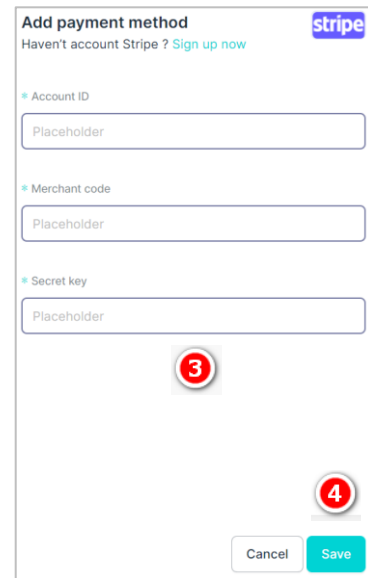
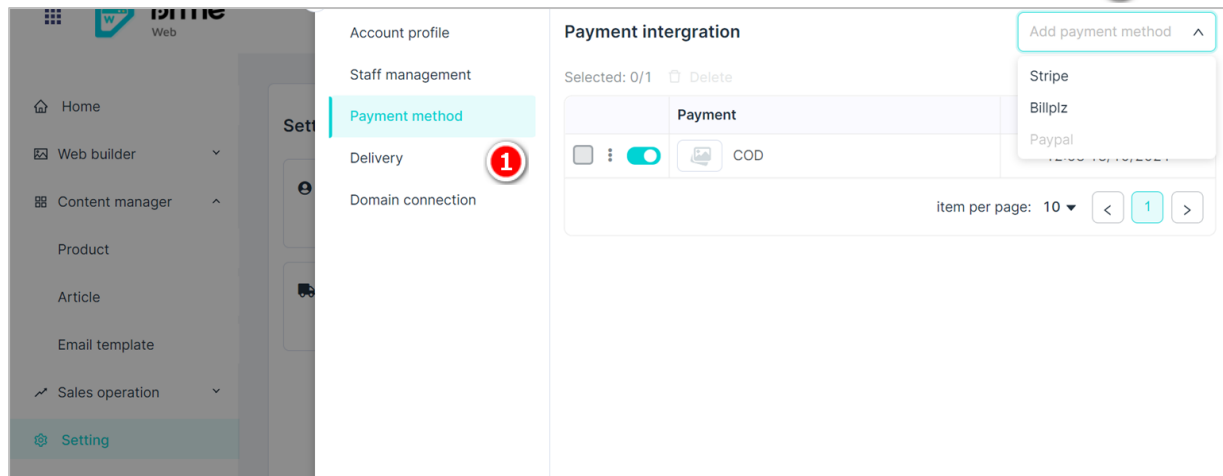
Step 3: Fill in required information which you can take from registration directly with Stripe for account

Step 4: Click Save to complete

* To enable or disable click ☒

* To delete click ⋮ or ☒

**Note: An account Prime Web add only an account Stripe*





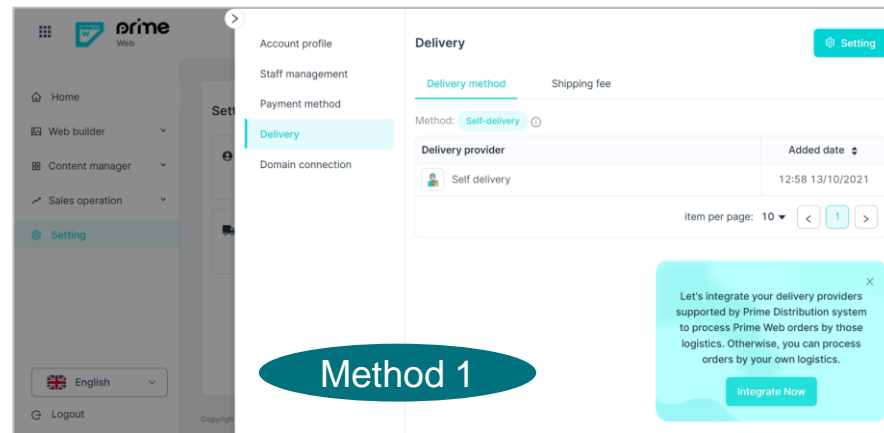
VI. Set up delivery provider

You can set up delivery provider and shipping fee

There are 2 methods: You can only publish 1 delivery method at a time

* Method 1: Self-delivery (default)

Sellers process orders without using delivery providers supported by Prime Distribution. User must enter a fixed shipping fee to use (next slide)



* Method 2: Integrated Delivery from Prime Distribution

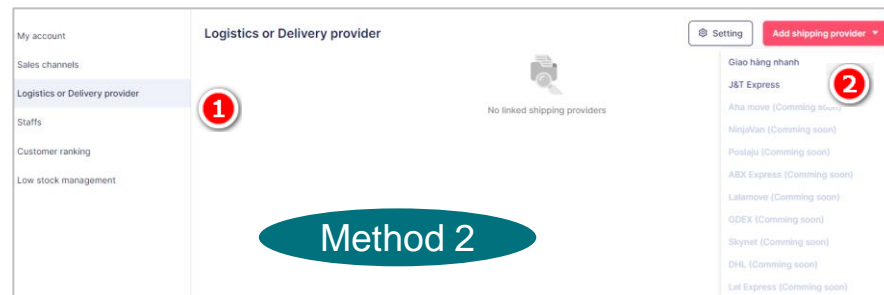
Step 1: Go to Prime Distribution > Settings > Delivery providers

Step 2: Click **Add shipping provider** and select one

Step 3: Fill in required information which you can take from registration directly for account

Step 4: Click **Confirm** to complete

** User had an account for that delivery provider*





VI. Set up delivery provider

Set up shipping fee

Step 1: Go to Settings > Delivery

Step 2: Click

* If sellers use Method 1, you have 2 options:

Step 3: One fixed fee for any sub-total value: No matter how much the order is, there is only 1 shipping fee.

Step 4: Different fixed fee based on subtotal value: Sub-total value of orders within a certain amount will apply 1 fixed fee

* If sellers use Method 2:

Step 5: It displays "Dynamic fee", its means shipping fee will be calculated on delivery provider's policy. When buyers make order, the fee will be shown on the checkout screen

Web Store

- Home
- Web builder
- Content manager
- Sales operation
- Order
- Customer
- Settings

Account profile

Staff management

Payment method

Delivery (1)

Domain connection

Delivery (2)

Settings

Delivery method

Shipping fee

Method: Integrated delivery

Delivery provider	Added date
Self delivery	18:48 01/12/2021
J&T	13:15 17/12/2021

Items per page: 10

Settings

Select delivery method

☒ Self-delivery (3)

☐ Integrated delivery

Shipping fee calculation: Fixed fee

Choose

One fixed fee for any sub-total value

Shipping fee:

20 RM

Cancel Save

Settings

Select delivery method

☐ Self-delivery

☒ Integrated delivery (4)

Shipping fee calculation: Fixed fee

Choose

Different fixed fee based on sub-total value

Sub-total value from: 0 RM

Sub-total value to: -- RM

Shipping fee: RM

Sub-total value from: 0 RM

Sub-total value to: -- RM

Shipping fee: RM

Cancel Save

Settings

Select delivery method

☐ Self-delivery

☒ Integrated delivery (5)

Shipping fee calculation: Dynamic fee

Shipping fee will be calculated on delivery provider's policy. When buyers make order, the fee will be shown on the checkout screen.

Cancel Save



VII. Sales Operation - Orders

You can easily operate and manage your business on Prime Web including order and customer data

* On Prime Web, you can see list of orders that buyers place successfully from website and you can search, view detailed information orders

Home

Web builder

Content manager

Sales operation

Order

Customer

Settings

Order

Q Search by order ID

All status

Export data

Order ID	Product quantity	Total price	Status	Payment	Customer name	Phone number	Order date
POL6J4YVYZWH4SMJ	1	RM 28	Ready to ship	COD	PRIME SERVICE	02866542688	18:39 30/12/2021
PO3OQ2Z5HGTHDWGG	3	RM 53	Canceled	COD	Iewis	0909577669	13:35 28/12/2021
POZZYA5FWFXWSDFW	1	RM 50,020	Canceled	COD	Full name	0889695864	16:59 15/12/2021
POHWWLFHJTKETJEK	1	RM 107	Canceled	COD	Phan Thanh Nhut	0334572490	13:35 17/12/2021
POEGSUK9PG49CVFW	1	RM 105	Pending	COD	Self-cod f009-2	123131	19:21 03/12/2021



VII. Sales Operation - Orders

You can easily operate and manage your business on Prime Web including order and customer data

* On Prime Distribution, the order information is transferred immediately to Centralised Distribution

Step 1: Go to Prime Distribution > Order management

Step 2: Filter orders that come from Prime Web

Step 3: You can confirm quickly by click

Step 4: Click to cancel order or cancel bill of lading (only ready to ship order)

Step 5: Click to complete

*In addition, you can search, filter, mark, view details and report data

Notes: If orders are fulfilled by self-delivery method, you do not need to confirm order to notify delivery agent, but only need to click confirm order when you complete the delivery yourself

Order management 1

All Unpaid Pending Ready to ship Shipping Completed Cancelled Returned Failed Other

Order ID Enter order ID Shops (1/2) 01/12/2021 - 31/12/2021

2

Total: 2 order

3	4	Order ID	Shop name	No.	Order value	Status	Payment	Customer name	Phone number	Order date
		POQU4G9UOLXGBXB5	B100-PRO	1	RM 121.1	Ready to ship	COD	elle	84123124434	14:32 17/12/2021
		POMVUU10EPTMLOD	B100-PRO	2	RM 125	Pending	COD	elle	123456789	09:49 15/12/2021

Order information

Shop: XRS_TIAN_9 - primeweb_v2 Order ID: PONWVGXYWUTC400 Order date: 17:51 30/12/2021 Status: Pending Payment: COD Delivery ID: --

Logistics or providers: Self-Delivery Actions

Note:

Products	Customers																				
<table border="1"> <thead> <tr> <th>Product name</th> <th>Qty</th> <th>Unit price</th> <th>Sub total</th> </tr> </thead> <tbody> <tr> <td>testnewfield 1111</td> <td>11</td> <td>RM 23.89</td> <td>RM 262.79</td> </tr> <tr> <td>Total</td> <td>11</td> <td></td> <td>RM 262.79</td> </tr> </tbody> </table>	Product name	Qty	Unit price	Sub total	testnewfield 1111	11	RM 23.89	RM 262.79	Total	11		RM 262.79	<p>See details ></p> <table border="1"> <tbody> <tr> <td>Name</td> <td>Phan Thanh Nhut</td> </tr> <tr> <td>Phone number</td> <td>1123670203</td> </tr> <tr> <td>Email</td> <td>Primeweb_v2 doesn't provide</td> </tr> <tr> <td>Address</td> <td>47 Bui Dinh Tuy, Ward 24, Binh Thanh District, 43200, SEGAMBT 3, KUALA LUMPUR</td> </tr> </tbody> </table>	Name	Phan Thanh Nhut	Phone number	1123670203	Email	Primeweb_v2 doesn't provide	Address	47 Bui Dinh Tuy, Ward 24, Binh Thanh District, 43200, SEGAMBT 3, KUALA LUMPUR
Product name	Qty	Unit price	Sub total																		
testnewfield 1111	11	RM 23.89	RM 262.79																		
Total	11		RM 262.79																		
Name	Phan Thanh Nhut																				
Phone number	1123670203																				
Email	Primeweb_v2 doesn't provide																				
Address	47 Bui Dinh Tuy, Ward 24, Binh Thanh District, 43200, SEGAMBT 3, KUALA LUMPUR																				

Confirm order

Shop: XRS_TIAN_9

Value: RM 282.79 (1 items)

Order date: 17:51 30/12/2021

Order ID: PONWVGXYWUTC400

Customer: Phan Thanh Nhut - 1123670203

0/1 (total cancelled/failed order)

Select delivery provider: JHT Express

Sender information

Shipper name: Mr.Blue Shipper phone: 60164586281

Shipper contact: Mr.Blue Sender zip: 47400

Shipper address: 2, Jalan Karinci, Bangsar South

Service pack: Pick up

Total fee: RM 282.79

Recipient information

Name: Phan Thanh Nhut

Phone number: 1123670203

Address: 47 Bui Dinh Tuy, Ward 24, Binh Thanh District, 43200, SEGAMBT 3, KUALA LUMPUR

State: KUALA LUMPUR

Area: --

Postcode: 43200

Note from buyer: --

Cancel Confirm 5



VII. Sales Operation - Customers

You can easily operate and manage your business on Prime Web including order and customer data

Step 1: Go to Sales operation > Customer tab

Step 2: You can see list of customers who have successfully placed orders on Prime Web

Step 3: You can search customer by name or phone number

Step 4: Click filter to choose ranks

Step 5: Click [Export data](#) to report if you want

Home

Web builder

Content manager

Sales operation

Order

Customer

Settings

Customer

Search by name, phone number

All ranks

All ranks

Bronze mem...

Silver member

Gold member

Diamond me...

Rank	Customer name	Phone number	Total order	Total spending	Complete rate	Failed rate	Last order
	Self-cod f009-2		1	RM 0	0%	0%	19:21 03/12/2021
	Phan Thanh Nhut	123131	1	RM 0	0%	0%	13:35 17/12/2021
	Full name	0889695864	1	RM 0	0%	0%	16:59 15/12/2021
	Iewis	0909577669	1	RM 0	0%	0%	13:35 28/12/2021
	PRIME SERVICE	02866542688	1	RM 0	0%	0%	18:39 30/12/2021
	Phan Thanh Nhut	1123670203	1	RM 0	0%	0%	00:50 31/12/2021


[Export data](#)




VIII. Settings – Account profile

You can set up your website including:
account information, staff management,
delivery, payment and domain connection

Step 1: Go to Settings > Account profile

Step 2: Click  to edit information such
as: name, phone, address (except for Role
and Email)

Step 3: Click 

Step 4: Click  if you want to
change your password

Step 5: Fill in old and new password

Step 6: Click  to complete

Account profile

Full name: Hoa Tran

Role: Staff

Email: hoatrang@gmail.com

Phone: 0123456789

Birthday: 01/01/1995

Gender: Male

Address: 84p Nguyen Dinh Chieu, Da Kao Ward, District 1

Change password

Cancel Save

Account profile

Change password

Old password: Placeholder

New password: Placeholder

Confirm new password: Placeholder

Cancel Save




VIII. Settings – Staff management

You can set up your website including: account information, staff management, delivery, payment and domain connection

Step 1: Go to Settings and select Staff management

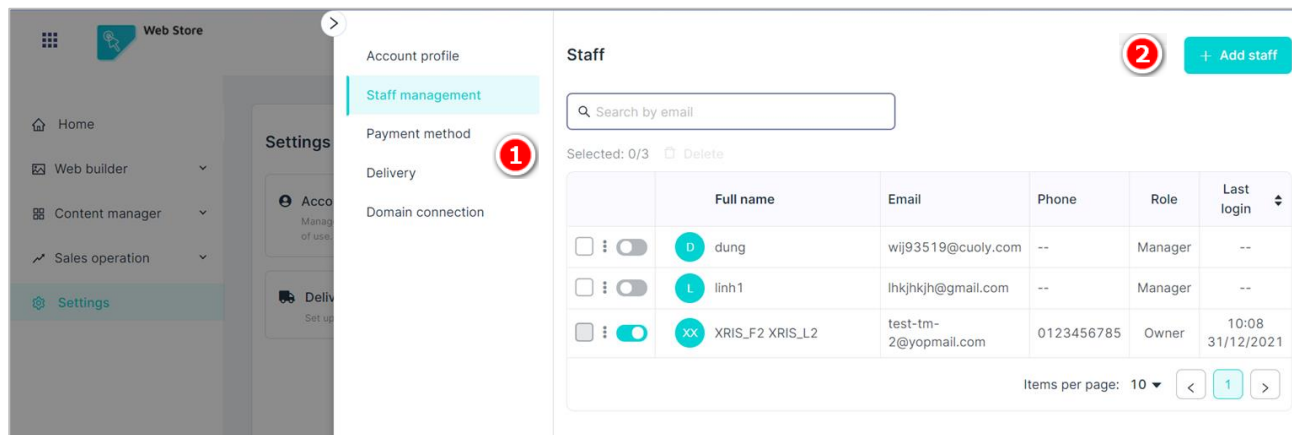
Step 2: Click  to add new user who you want to access system

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







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

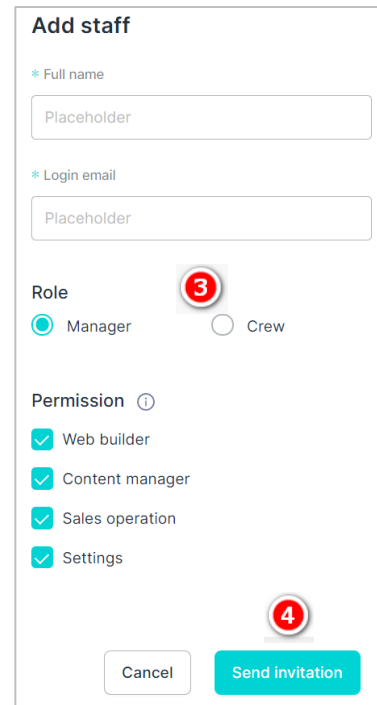
** You can search, enable or disable and delete staffs (owner accounts can't be enable or disable by staff accounts)*

Note: Email has not been added before



The screenshot shows the 'Web Store' settings page. The 'Settings' menu is on the left, and the 'Staff management' section is highlighted. A red circle with the number '1' is placed over the 'Staff management' menu item. The 'Staff' section is displayed, featuring a search bar and a table of staff members. A red circle with the number '2' is placed over the '+ Add staff' button. The table lists three staff members: 'dung' (Manager), 'linh1' (Manager), and 'XRIS_F2 XRIS_L2' (Owner). The table has columns for selection, full name, email, phone, role, and last login. At the bottom of the table, there is a pagination control showing 'Items per page: 10' and navigation buttons.

	Full name	Email	Phone	Role	Last login
<input type="checkbox"/> : 	 dung	wij93519@cuoly.com	--	Manager	--
<input type="checkbox"/> : 	 linh1	lhkjhkh@gmail.com	--	Manager	--
<input type="checkbox"/> : 	 XRIS_F2 XRIS_L2	test-tm-2@yopmail.com	0123456785	Owner	10:08 31/12/2021



The 'Add staff' form is shown. It has two input fields: 'Full name' and 'Login email', both with placeholder text. Below these fields are radio buttons for 'Role', with 'Manager' selected. A red circle with the number '3' is placed over the 'Manager' radio button. Under the 'Permission' section, there are four checkboxes: 'Web builder', 'Content manager', 'Sales operation', and 'Settings', all of which are checked. A red circle with the number '4' is placed over the 'Send invitation' button. At the bottom of the form are 'Cancel' and 'Send invitation' buttons.



VIII. Settings – Domain connection

You can set up your website including:
account information, staff management,
delivery, payment and domain connection

Step 1: Go to Settings > Domain connection
It always has default domain (can't edit,
can't delete, built-in https, built-in default
Primary domain)

Step 2: Click to set Primary
domain

Step 3: Click to complete

If you want to add new domain:

Step 4: Click

Step 5: Read "How to connect" for
instructions

Step 6: Enter the domain you want to
connect (can built-in https by click check
box)

Step 7: Click to complete

Domain connection

domain	Status	TPS
xris-tian-9.web-dev.ecommercehub.unifi.com.my	Primary domain	Connected Yes

Select primary domain

☒ xris-tian-9.web-dev.ecommercehub.unifi.com.my

How to connect

- Step 1: Work With Your Domain Host Account**
Login to your domain manage site. In your domain settings, find the area where you manage or edit name server records (DNS). Change nameservers of domain to IP 18.139.58.64 and add a TXT record with value `webstore-verification=TXTFKXAUM1L110WBFY13GFUTZDTIADT` to that domain.
- Step 2: Connect your Domain on web store**
Return back to Web Store, then you input the domain to this screen, also tick to supported options to the domain such as https. Then click 'Add' button to complete.
- Step 3: Succeed connecting**
After validation, the system will add the domain you have added with status of 'connected', now you can use it by selecting it as the primary domain.

Add domain

☒ Domain

Enter the domain you want to connect

☐ Add https

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

Thank you