

## ZALORALUXURY

# Marketplace Product Upload Guidelines

August 2025

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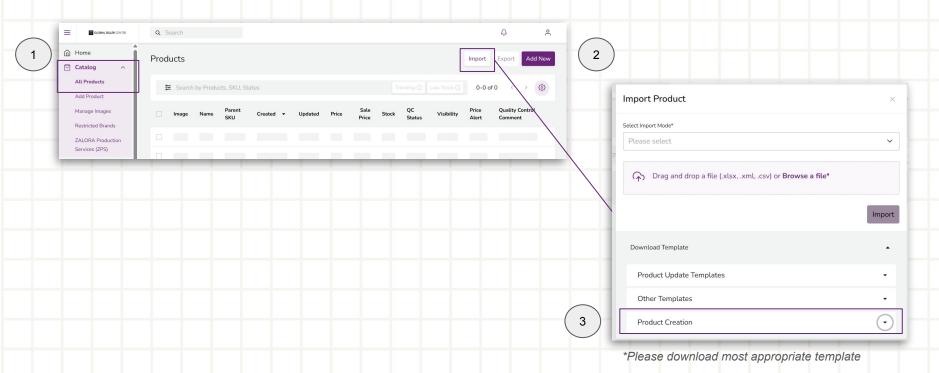
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### **SKU Creation via Bulk Upload**

Please download the **Product Creation Template** on Seller Center to work on bulk uploads.



### **SKU Creation Information**

Please download the **Product Creation Template** on Seller Center to work on bulk uploads.

Mandatory & Non-editable Fields	Mandatory & Editable Fields
<ul> <li>Sub Cat Type</li> <li>Brand</li> <li>Gender</li> <li>Size System</li> <li>Size</li> <li>Shipment Type</li> </ul>	<ul> <li>Name (Product Name)</li> <li>SKU Supplier Config</li> <li>Seller SKU</li> <li>Price</li> <li>Description</li> <li>Packaging size and weight</li> <li>Primary Category</li> <li>Browse Nodes</li> <li>Color</li> <li>Color</li> <li>Material</li> <li>Description</li> <li>Care Label</li> <li>Measurements</li> </ul>

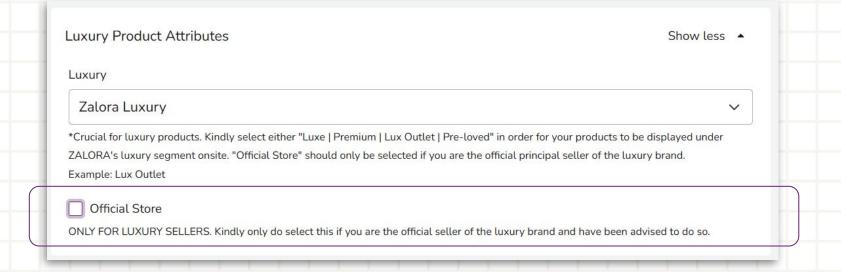
### **General Inputs - must read**

Product Name (Title)  Do not use abbreviations, product code, symbols. Eg: Small Leather Zipped Wallet in Emerald Green. No Brand Name Within The Product Name.		Do not use abbreviations, product code, symbols. Eg: Small Leather Zipped Wallet in Emerald Green. No Brand Name Within The Product Name.	
В	Brand	Ensure it matches with the brand that has been registered with the Zalora Team	
Product ID EAN Barcode of the SKU - this is mandatory for sellers that use Zalora warehouse. It is optional for other sellers to include if not using Zalora		EAN Barcode of the SKU - this is mandatory for sellers that use Zalora warehouse. It is optional for other sellers to include if not using Zalora warehouse.	
Р	rimary Category	Mandatory and non-editable. Influences the SubCat Type options.	
В	Browse Nodes	Must mirror the Primary Category (View more on slides page 9-12)	
s	subCat Type	Category of Product. It is dependant on Primary Category chosen.  Example: Dresses, Watches, Eyewear, Crossbody bags, Totes // Gold, White Gold, Silver, Platinum, Palladium, Titanium = Metal Jewellery.	
S	iize System Brand*	Size system used by the brand. For more information refer to Page 40 - Sub Cat Type to Size System Brand Sizes of the product must be within the range of the chosen Size System Brand (Example: UK, US, International).	
V	/ariation*	Size/Variation of the productFor more information refer to Page 40 - Sub Cat Type to Size System Brand Variation works for different size, same price item only. Different size, different price items would need to be created separately	
s	iize Charts*	It is compulsory for Apparel and Shoes products. For more information refer to Page 40 - Size Chart Templates	
D	Description	Luxury sellers need to follow a specific guideline. (View more on slides page 15-24). For template, refer to page 40 - Description Template	
C	Color Family	ly Please choose from available dropdown options only.	
V	Veight & Dimensions	Box Height (cm), Box Length (cm), Box Width (cm), Weight (Kg). This info is mandatory.	

### **Official Store**

This Official Store attribute should only be used by Luxury Principal sellers.

The "Official Store" option should only be selected as advised by your AMs should you be the brand's official principal seller / authorised distributor (brand principal has given permission to use the official store tick)

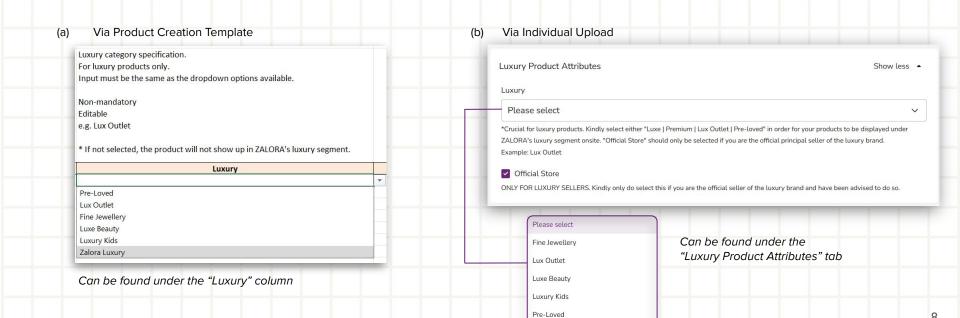


### **Luxury Attribute Tagging**

ZALORALUXURY

In order for your luxury products to successfully show up under ZALORA's luxury segment onsite, the correct Luxury attribute has to be selected in Seller Centre.

Kindly do select the appropriate luxury attribute as advised to you by your AMs. Do note that you are only allowed to select **ONE** luxury attribute. Luxury attributes can be added / updated through 2 methods:



Zalora Luxury

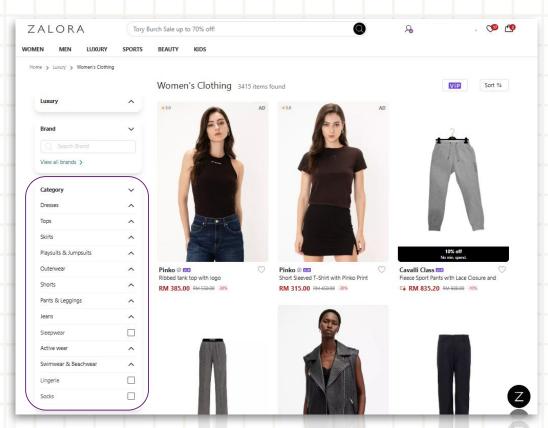
### **Luxury Browse Nodes Tagging**

Luxury browse nodes are needed to ensure that your luxury products fall under the proper luxury categorisation – and this is **mandatory** for luxury sellers!

For instance, on ZALORA, there is a refine selection that customers can use to further filter for their searches.

Your luxury SKUs should be tagged to the appropriate luxury browse nodes, to ensure that your products can be found under the correct filter for better customer discoverability and visibility.

Failure to tag Browse Nodes onto your SKUs will lead to QC Rejection.



### **Luxury Browse Nodes Tagging**

Luxury browse nodes can be added / updated through 2 methods: Via Product Creation Template Additional categories that could apply to the product. Please refer to [Categories] tab for the options available. If more than 1, use "," as separator. Max of 4 browse nodes. Non-mandatory Editable e.g. 243 BrowseNodes 243 \* We highly recommend sellers to use the mapped Primary Category and Browse Nodes in Slide 13

(b) Via Individual Upload

Category

Primary Category\*

Backpacks in Bags > Women's Bags > Backpacks

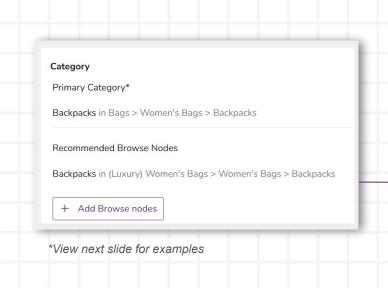
Recommended Browse Nodes

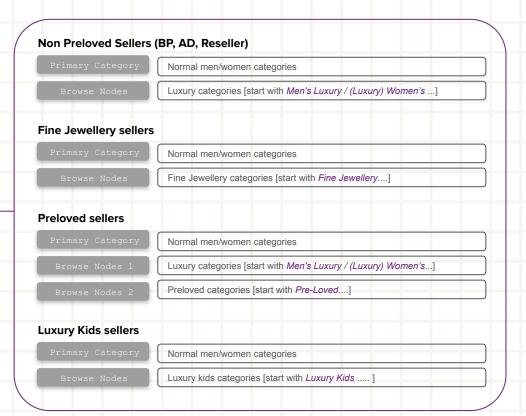
Backpacks in (Luxury) Women's Bags > Women's Bags > Backpacks

+ Add Browse nodes

The browse node the item should be assigned to. Please consult the Browse Tree Guide for more information and to find the best node for your product. It is very important that you categorize your product correctly; if you don't provide a node, or if you provide an incorrect node, customers may not be able to find your product easily

### **How to Tag Primary Categories & Browse Nodes**





### **How to Tag Primary Categories & Browse Nodes**

Type of Seller	Primary Category	Browse Nodes
Non Pre-Loved  Brand Principal	[38] Shoes > Women's Shoes > Heels	[7506] (Luxury) Women's Shoes > Women's Shoes > Heels
<ul><li>Authorised     Distributors</li><li>Resellers</li></ul>	[22] Shoes > Men's Shoes > Loafers & Boat Shoes	[7703] Men's Luxury > Shoes > Loafers & Boat Shoes
Pre-Loved	[242] Clothing > Women's Clothing > Dresses	[7531] (Luxury) Women's Clothing > Women's Clothing > Dresses [6550] Pre-Loved > Pre-Loved > Women's Clothing > Dresses
Fine Jewellery	[128] Accessories > Women's Accessories > Jewellery > Necklaces	[7095] Fine Jewellery > Fine Jewellery > Necklaces

\*Browse Nodes must start with

Pri Cat - GSC	Primary Category	General Browse Nodes for GSC	Pre-loved Browse Nodes for GSC	Fine Jewellery Browse Nodes for GSC	SubCatType
242	Clothing > Women's Clothing > Dresses	7531	6550		Dresses
128	Accessories > Women's Accessories > Jewellery > Necklaces	7469	4330	7095	Metal Jewellery
401	Bags > Women's Bags > Hand Bags	7426	7768		Top-handles

\*If you choose Primary Category 242, ensure your browse nodes follows the mapping accordingly (7531 for non pre-loved, 6550 for pre-loved) followed by the relevant SubCats. SubCats are dependent on the Primary Category

PrimaryCategory	BrowseNodes
242 - Clothing / Women's Clothing / Dresses	7531

J.

Primary Category and Browse Nodes Mapping Guide here



#### **Pre-Loved Condition Attribute**

This Condition attribute should only be used by Preloved sellers for Preloved products.

Kindly ensure that if you are not a pre-loved seller, leave this attribute empty should they not be a preloved seller.

Choose only **ONE** condition.

Ranking: Brand New > Very Good > Good > Fair

Pre-Loved Luxury Product Attributes

Condition (Only for Pre-Loved Items)

Please select

To be used only for products under the Pre-Loved Category to indicate the condition of the Pre-loved item Options: Brand New, Good, Very

Good, & Fair Example: Very Good

Fair

Good

Show less .

V

ory Good

Please select

**Brand New** 

#### **Price**

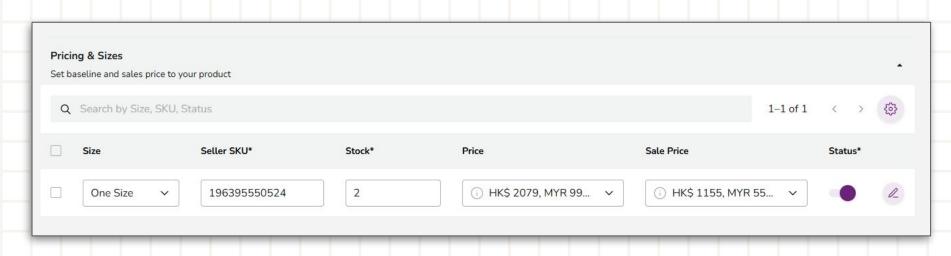
<u>Price</u>: Retail Recommended Price (inclusive of taxes)

Seller to prepare the prices in different currencies. (MYR, SGD, HKD, PHP, IDR).

\*HKD is a mandatory pricing even if seller is not selling in the venture. In this case, seller may input a <u>dummy price.</u>

Sale Price: Discount Price

You may indicate the start date time and end date time for sale price if you wish to plan it at a later date.





### **General Luxury Description Template - Mandatory to adopt**



**Description Template** <u>here</u>



\*Please download and use this template according to your category and <a href="copy & paste in your Product Creation Template">copy & paste in your Product Creation Template</a>



Unique selling points to describe the product.
Will display on ZALORA website.

#### Mandatory Editable

e.g. - Floral printed ruched detail midi dress<br/>
- Off shoulder neckline<br/>
- Slim fitt<br/>
br>

- \* As best practices:
- At least 3 unique selling points/descriptions
- Add a dash symbol "-" in front of every points
- Add a line break "<br>'' at the end of the point for a spacing in sentence
- For Beauty category, input expiry date to help customers make informed purchases

Description

#### Resellers, BP, AD

Only within 30 days. Returns must be unworn, unwashed, undamaged, unused, with the Zalora store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / duet boxes.

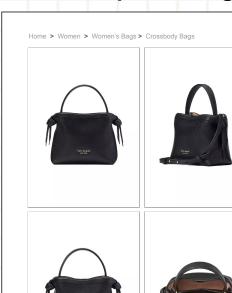
with all provided boxes / dust bags.

Exchanges are subjected to stock availability"

#### Fine Jewellery, Fine Watches & Pre-Loved

Only within 7 days. Returns must be unworn, unwashed, undamaged, unused, with the store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / dust bags. Exchanges are subjected to stock availability.

#### **Ideal Description - Bags**





Knott Mini Crossbody Tote Black

#### About the Product

COLOUR Black

#### MATERIAL

Pebbled leather Faille lining

#### SIZE

Length: 6.75"(17cm) Height: 5.5"(14cm) Width: 3.5"(9cm) Strap drop: 52cm

#### PRODUCT DETAILS

Handle drop: 3.25" Removable adjustable crossbody strap Interior slip pocket Magnetic snap closure Double compartment Pinmount logo Made in Italy Style No. KD067

#### PACKAGING DETAILS

Product comes in its original Kate Spade box and dust bag. Authenticity and warranty cards are not included.

#### WARRANTY

Product does not come with any warranty services in the event of wear and tear.

#### RETURN/EXCHANGE

Only within 30 days. Returns must be unworn, unwashed, undamaged, unused, with the store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / dust bags. Exchanges are subjected to stock availability. The proper full name of the product (matching with the brand.com) Brand Name to be excluded

List all the material components of the product

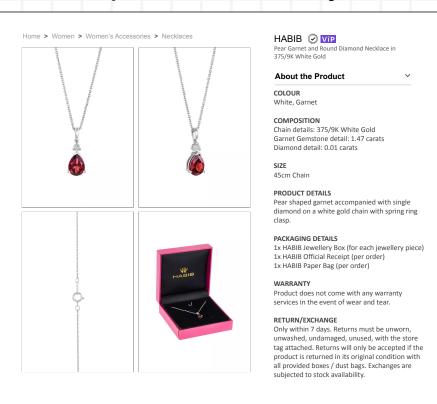
Clearly state the size measurements of the product including strap length if included

For products that come with brand's original packaging.
Indicate whether Authenticity and Warranty cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

### **Ideal Description - Fine Jewellery**



The proper full name of the product (matching with the brand.com) Brand Name to be excluded

Clearly state the descriptions of the gemstones

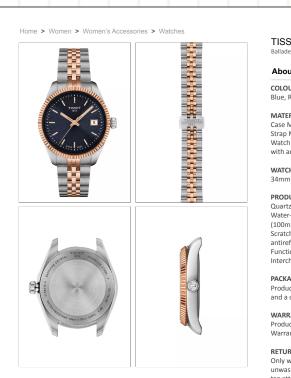
Clearly state the size measurements of the product including chain length

Clearly entail packaging details that is customer will receive. Indicate whether Warranty & Authenticity cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

### **Ideal Description - Fine Watches**



TISSOT 🕢 VIP

Ballade 34mm Women's Watch

About the Product

COLOUR

Blue, Rose Gold, Silver

MATERIAL

Case Material: Stainless steel Strap Material: Stainless steel Watch Glass: Scratch-resistant sapphire crystal with antireflective coating

WATCH CASE DIAMETER

PRODUCT DETAILS

Quartz

Water-resistant up to a pressure of 10 bar (100m) Scratch-resistant sapphire crystal with

antireflective coating Functions: EOL (battery end-of-life indicator),

Interchangeable quick release bracelet

PACKAGING DETAILS

Product comes in a watch box, a warranty card, and a care book

WARRANTY

Product comes with 2 Years of Manufacture

RETURN/EXCHANGE

Only within 7 days. Returns must be unworn, unwashed, undamaged, unused, with the store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / dust bags. Exchanges are subjected to stock availability.

The proper full name of the product (matching with the brand.com) Brand Name to be excluded

List the material of the watch components

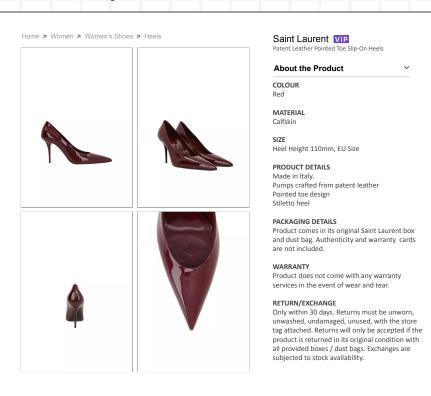
Clearly state the size of the watch case diameter

Clearly entail packaging details that is customer will receive. Indicate whether Warranty & Authenticity cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

#### **Ideal Description - Shoes**



The proper full name of the product (matching with the brand.com) Brand Name to be excluded

List all the material components of the product (Heel, Soles etc.)

Clearly state the size measurements of the product including heel height

For products that come with brand's original packaging.
Indicate whether Authenticity and Warranty cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

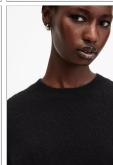
### **Ideal Description - Apparel**











AllSaints 

Jinx Pleated Dress

#### **About the Product**

COLOUR

Jinx Taupe Brown

#### MATERIAL

Shell: 96% polyester (recycled) 4% elastane Lining: 100% polyester (recycled)

#### SIZE

Length: 6.75"(17cm) Height: 5.5"(14cm) Width: 3.5"(9cm)

#### PRODUCT DETAILS

AllSaints Jinx Pleated Dress Jinx Taupe Brown / female 2024 Autumn-Winter

#### PACKAGING DETAILS

Product comes in its original brand box and original brand dust bag. Authenticity cards are not included.

#### WARRANTY

Product does not come with any warranty services in the event of wear and tear.

#### RETURN/EXCHANGE

Only within 30 days. Returns must be unworn, unwashed, undamaged, unused, with the store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / dust bags. Exchanges are subjected to stock availability. The proper full name of the product (matching with the brand.com) Brand Name to be excluded

List all the material components of the product

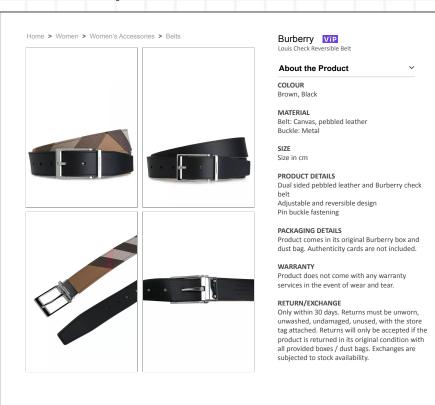
Clearly state the size measurements of the product

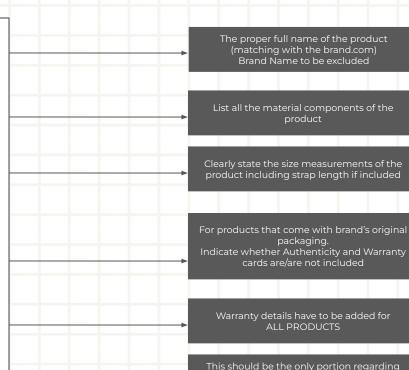
For products that come with brand's original packaging.
Indicate whether Authenticity and Warranty cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

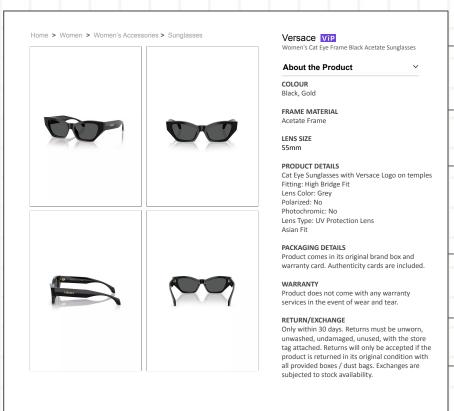
#### **Ideal Description - Accessories**





return / exchange in your product description

### **Ideal Description - Eyewear**



The proper full name of the product (matching with the brand.com) Brand Name to be excluded

List all the material components the frame

Clearly state the size and fit

For products that come with brand's original packaging.
Indicate whether Authenticity and Warranty cards are/are not included

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

### **Ideal Description - Pre-Loved**

Home > Women > Women's Bags > Hand Bags









Mario Valentino VIP

Pre-Loved Peri Top-Handle Bag

About the Product

OVERALL CONDITION

Very Good Scratches on the logo. The displayed item may have additional defects that are not explicitly mentioned.

COLOUR White, Grey

MATERIAL

PVC Leather, Polyurethane

SIZE

Dimensions: L16cm x H13cm x W8cm Handle drop: 5cm Shoulder drop: 60cm

PRODUCT DETAILS

Push lock flap closure
Lined interior
Fixed top handle
Adjustable and detachable crossbody strap

PACKAGING DETAILS

Product does not come with original box or dust bag. Authenticity Certificate is not provided.

**WARRANTY** 

Product does not come with any warranty services in the event of wear and tear.

RETURN/EXCHANGE

Only within 7 days. Returns must be unworn, unwashed, undamaged, unused, with the store tag attached. Returns will only be accepted if the product is returned in its original condition with all provided boxes / dust bags. Exchanges are subjected to stock availability. The proper full name of the product and must start with 'Pre-Loved'. Brand Name to be excluded

Condition grading (View Next Slide) Details on any wear and tear/defects

List all the material components of the product

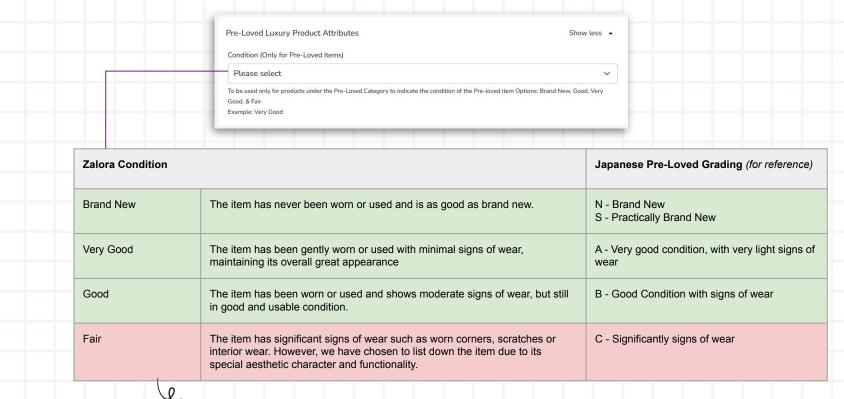
Clearly state the size measurements of the product including strap length if included

Indicate whether Authenticity Certificate is provided

Warranty details have to be added for ALL PRODUCTS

This should be the only portion regarding return / exchange in your product description

### **Pre-Loved only - Condition Grading Guide**



\*Zalora\_advises against Pre-Loved sellers listing SKUs/products in 'Fair'/'Grade C' condition

#### DO NOTs (will be rejected)

- Do not state that the items will look different than the images.
  All images should reflect the items accurately.
- Do not use your own return conditions. Kindly use the template provided in the next few slides.
- Do not add unnecessary information

-Origin: Italy. (the origin of different batches may be different, please subject to the real object)

-Photos and Measurements are for reference only, it may vary according to brand and style, the real object should be considered as final.

-Returns will only be accepted if the security tag remains intact, merchandise is in original condition and all tags, certificates, warranties, care instructions, product labeling, extra buttons, hangers, dust bags and boxes are intact and returned together with the Merchandise.

-All product parameters, pictures are for reference only, please refer to the actual goods; The product is purchased and transported from overseas; small scratches, threads, glue marks, slight smell and other defects that do not affect the quality, performance or use of the product are not quality problems.

#### Please notice that:

Country of origin may vary due to seasonality. All products comes with original packaging but may not come with branded paper box/bag. Photos and Measurements are for reference only, it may vary according to brand and style, the real object should be considered as final. Seller SKU: 3RTT17-7JDZZ-1200

Main Color: Black

Main Material: 54% Cotton 42% Modal 4%

Elastane

Country Of Origin: Turkey

#### Return Policy:

Returns will only be accepted if the security tag remains intact, merchandise is in original condition and all tags, certificates, warranties, care instructions, product labeling, extra buttons, hangers, dust bags and boxes are intact and returned together with the

Customers may request for item exchange if:

Jewellery size does not fit; Item is defective:

Received wrong item.

Note: Requests due to change of mind and/or for items damaged due to wear and tear are NOT ACCEPTABLE. All requests are subject to approval.

-Season of use: Four seasons -Intended for: youth -Origin: Vietnam, mainland China, Philippines, etc. (the origin of different batches may be different, please subject to the real object) -Photos and Measurements are for reference only, it may vary according to brand and style, the real object should be considered as final. -All product parameters, pictures are for reference only, please refer to the actual goods;; The above description is not a reason to return or replace the goods, thank you for your understanding



### **Product Image Guidelines**

Full guidelines please refer to the deck shared by Zalora team in the email.

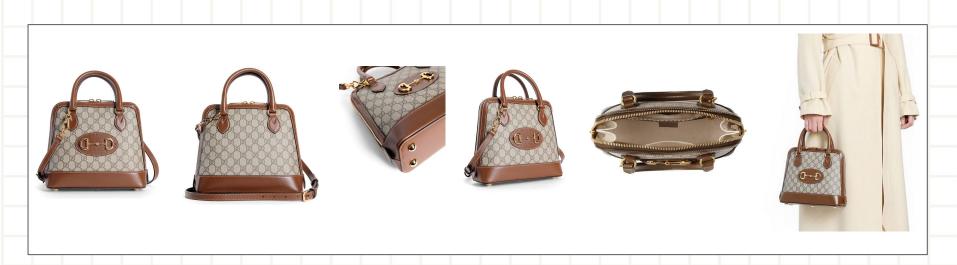
- First image to be portrait layout for the product.
  - First image for Shoes to point towards right side.
  - Eyewear images must be 45° to the left with logo and temples visible.
- With plain background White (non-apparel), Grey (apparel and non-apparel)
- Minimum of 4 images per SKU (Maximum 8 images), first image to be direct front facing.
- Recommended to have additional images to show product on model, this will increase conversion rate.
- JPEG format.
- Exactly **762pixel x 1100pixel** and 300dpi (not less than 100 dpi) in image size and resolution. This is to ensure image is not pixelated or distorted
- Size of file: 2MB max/ per file
- Clear and not blur/pixelated
  - Products are presented as the main focus of the image
  - Products are presented in a neat and tidy manner
  - Does not contain any other brand's logo/name
- No watermarks

\*When uploading images onto the Product Creation Template, please ensure it is in https format.

### **Image Guidelines - Bags**

All bag products should have at least 4 different images of the product itself - front, back and 2 sides.

If possible, photos of models with the products should also be included in order to assist the customers in envisioning how the product looks like on a person.



### **Image Guidelines - Fine Jewellery**

All accessories / jewellery products should have at least 4 different images of the product itself - front, back, full shot and close up.

#### If possible, include:

- Photos of models with the products should also be included in order to assist the customers in envisioning how the product looks like on a person.
- Brand size guide & Jewellery care tips















### **Image Guidelines - Fine Watches**

All watches products should have at least 4 different images of the product itself - front (with strap), type of clasp, front and back of case.

#### If possible, include:

- Photos of models with the product should also be included in order to assist the customers in envisioning how the product looks like on a person.



### **Image Guidelines - Apparel**

All apparel products should have at least 4 different images of the product itself - front, back, full shot and close up.

If possible, photos of models with the products should also be included in order to assist the customers in envisioning how the product looks like on a person.

For apparel, the products can be shot against a white or light grey background.











### Image Guidelines - Eyewear

All eyewear products should have at least 4 different images of the product itself - 45° to the left with logo and temples visible, front, side, back

#### If possible, include:

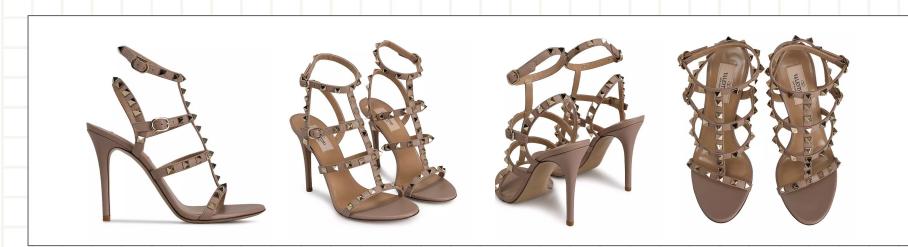
- Photos of models with the product should also be included in order to assist the customers in envisioning how the product looks like on a person.
- Packaging of the product that will be received by the customer (if applicable)



### **Image Guidelines - Shoes**

All shoes products should have at least 4 different images of the product itself -pointing right, front, back, above

If possible, photos of models with the products should also be included in order to assist the customers in envisioning how the product looks like on a person.



### **Background of Product Images**

For all **non-apparel** products, all images should be against a <u>white</u> background in order for the luxury catalog to remain clean and easy on the eyes.







T New Arriva



Salvatore Ferragamo
Salvatore Ferragamo Small Crossbody Bag ...
S\$ 1,185.00 S\$ 1,980.00 -41%



MCM ⊘
Tracy Crossbody in Visetos Leather Block
S\$ 1,080.00



Bottega Veneta
Candy Cassette Crossbody bag

S\$ 2,362.50 S\$ 2,625.00 -10%

For all **apparel** products, all images can be shot against a <u>white or light grey</u> background in order for the luxury catalog to remain clean and easy on the eyes.







### **Clear Focused Images**

For all images, kindly ensure that the images are in the proper focus, with the correct dimensions. Photos which are blur, overstretched, heavily edited will not be accepted.



### **Unrelated Images**

Kindly ensure that no other unrelated images are uploaded.

Do not upload any images about product tags or returns policy if the image used features another product.

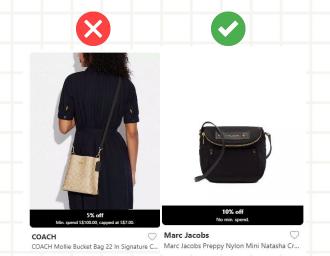
Unrelated images like these are confusing and misleading to customers and overall does not paint a very good impression about the product.

There is no need to include an additional image about product tags since it is already being mentioned in the description portion and returns policy description.



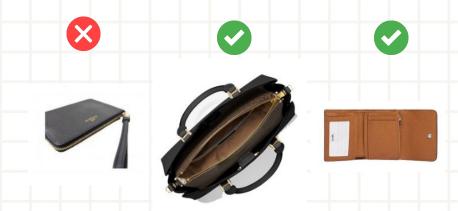
### 1st Image Rule

The 1st image should not have any models or additional items like packaging materials in order for the whole catalog to have a standardised look-and-feel.



### **Unnecessary Close-up Shoots**

Do not upload any unnecessary close-up image shots as this will lower the quality of the product information and customers' experience.



Unnecessary cropped image & poor resolution

Good resolution & close up from different angles to properly showcase the products.

#### Product images must reflect what customers will receive

Do not display items that are not included with the purchase. Avoid statements such as "images are for reference only". All visuals must accurately represent the contents of the order.





\*SUNGLASSES ARE FOR PACKAGING REFERENCE ONLY

#### Other examples to avoid:

- Images are for illustration purposes only.
- Images are illustrative and may not reflect the exact item supplied.
- Images are provided as a visual guide only.
- Product photos are indicative; actual contents may vary.
- Pictures are for display purposes only
- Visuals are examples only and may differ from the delivered product.
- Images are for context only and may not represent the precise configuration.
- Photos are for reference only; specifications prevail.
- Images serve as a guide only; items included are as described.
- The imagery is illustrative and should not be taken as exact





#### **Useful Attachments & Files**

These files below will help your journey to upload products with ZALORA more seamlessly!

#### Product Creation Template (PCT)

Please download latest version from GSC/LSC

#### Primary Category, Browse Nodes and SubCat Mapping

For GSC - Ensure that mapping is correct according to this guide sheet, otherwise your SKUs will be rejected!

#### **Description Template**

Please work on your descriptions on this template. Proceed to copy & paste in PCT

#### Sub Cat Type to Size System Brand

Help in identifying the available size systems (and available sizes) according to the sub cats.

#### **Size Chart Templates**

If you need help on how to display your Size Chart

#### Tax & Finance Simulation

Available on case to case basis - If required, please request from your Onboarding PIC

# **API Integration**

Please reach out to your Onboarding PIC, Account Manager or Luxury Category Manager for the relevant documents needed to work on your API Integration.

For longtail sellers with no Key Account Manager (KAM), please reach out to Seller Help Desk.

We highly suggest you opt for API especially when it comes to Stock Level Management.

Thank you!

