

A woman with dark hair and a striped headscarf stands against a white wall under a blue sky. She is wearing a white long-sleeved shirt and a gold chain necklace. The background features large black brushstrokes in the top-left and bottom-right corners.

ZALORA

FINANCE GUIDELINE

June 2025

ZALORA

List of Contents

- Financial reconciliation
- How do sellers see commission details from tax invoices?
- Fees
- How to check balance in ZALORA Seller Center
- Payments
- Differences
- Taxes





ZALORA

Financial Reconciliation

The kind of monthly report you receive

SALES REPORT

Sales report includes all transactions from the previous month. You can view it in Seller Center under the menu. **Report >**

Account Statement.

Only orders with the status of delivered, failed, returned, or canceled are included in the Sales Report. If you have no transactions, you will not receive any documents.

INVOICE

Invoice detailing all transactions for Service Fees as follows:

- Standard Fee (Commission, Admin Fee, Payment Gateway).
- Additional Fee (Trender Basic)

CREDIT NOTE

An invoice detailing all transactions for the shipping fee rebate.

Financial Reconciliation

For sales in each country, the seller will receive a collection of **Account Statements**, Invoices, Tax Invoices, and Credit Notes in their respective local currencies. For example, as follows:

Calendar Day	5th	25th	15th
Month 1	Orders delivered to customers and returns received in ZALORA WH		
Month 2	Account Statement	Payout	Invoice, Credit Note (if applicable), Tax Invoice

ZALORA issues tax invoices at the end of each month. You will receive the invoice, tax invoice, and Credit Note via the email you provided during onboarding. Invoices are issued by the 15th of each month at the latest.

Due to system limitations, invoices and credit notes can only be sent via email. If the seller wishes to change to a different email address, please submit a request through the Vendor Update Form. It is estimated that the profile update will be synchronized to the Seller Centre within a maximum of 7 days.

If you do not receive the aforementioned documents, please contact us via the Seller Helpdesk.

Financial Reconciliation

Example of Tax Invoice and Credit Note:

ZALORA

PT. Fashion Marketplace Indonesia
Capital Place Lantai 26
Jl. Jend. Gatot Subroto Kav. 18
Kuningan Barat, Mampang Prapatan
Jakarta Selatan, DKI Jakarta 12710
Indonesia
PT. Fashion Marketplace Indonesia is a VAT Registered entity.

INVOICE

NPWP No 03.344.376.3-015.000
Invoice No 0800024368
Invoice Issue Date 31.12.2022
Invoice Issue Place Indonesia
Payment Due Date 30.01.2023

Bill To
Name :
Address :
Attn :
Contact :
Company :

Description	Amount (IDR)		
For Transaction Period: 01.12.2022-31.12.2022	Net	VAT	Total
Standard fees			
Commission Fee			
Commission Fee Credit			
Fixed Fee			
Admin Fee			
Cancellations & Return Penalties - Credit			
Cancellations & Return Penalties			
Lost or Damaged			
Lost or Damaged Credit			
Monthly Subscription			
Vouchers/ Cart Rules Related Fees - Sales			
Vouchers/Cart Rules Related Fees - Return			
Others			
Production Services			
General Debit Fee			
General Fee Credit			
Voucher Subscription Fee			
Voucher Subscription Fee Credit			
Return Fee			
Return Shipping Fee			
Delayed Dispatch Fee			
Import Fee			
Payment Gateway Fee			
Payment Gateway Credit			
Return Handling Fee			
Trender Fee			
Shipping Fee Rebate			
Shipping Fee Credit			
Delivery Fee by Weight			
Marketing Commitment			
Bad Faith Fee and Incident Fee			
Other Fee Debit			
Other Fee Credit			

ZALORA

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Indonesia
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CREDIT NOTE

NPWP No 03.344.376.3-015.000
Credit Note No 1100005864
Credit Note Issue Date 31.12.2022
Credit Note Issue Place Indonesia

Bill To
Name :
Address :
Attn :
Contact :
Company :

Description	Amount (IDR)		
For Transaction Period: 01.12.2022-31.12.2022	Net	VAT	Total
Shipping Fee Rebate			



ZALORA

How can sellers access commission details from tax invoices?

How can sellers access commission details from tax invoices?

Click **Finance** > **Account Statement** > Download the Tax Invoice Report in the section **Export** > **Invoice Tax Document**.

The screenshot shows the Seller Center dashboard. On the left sidebar, the 'Finance' menu is highlighted with a blue box. The main area displays 'Welcome back, Zalora Test ID!' and 'Your Seller rating: 2.0 / 5'. Below this, there's a section 'Here's what's happening' with a table showing '2' orders, 'IDR 6,000.00' total revenue, and '7' live products. Further down, there's a 'Required actions' section with 'Pending orders' (0) and 'Approved products' (44). At the bottom, there's a 'Total sales' section showing 'IDR 6,000.00' and a 'View reports' link.

All Monthly Reports in Seller Center are based on "delivered" sales. In the sense that when an order is successfully sent to the customer.

The screenshot shows the 'Account Statements' page. The 'Export' button in the top right corner is highlighted with a blue box. An arrow points from this button to an 'Export' modal window. In the modal, the 'Invoice tax document' option is selected. Another arrow points from the 'Export' button in the modal to the 'File Manager' section at the bottom right. The 'File Manager' shows a file named 'ReportTransaction_2025-06-17T150127+0700.xlsx' with a download icon highlighted by a blue box.

Account Statements

Current Statement
1 Jun 2025 - 30 Jun 2025

Opening Balance Negative closing balance from previous statements -IDR 450,000.00

Orders

Sales Revenue	IDR 0.00
VAT	IDR 0.00
WHT	IDR 0.00
Other Revenues	IDR 0.00
Fees	IDR 0.00
Subsidy	IDR 0.00
Subtotal	IDR 0.00

Refunds

Returned or Cancelled Orders	IDR 0.00
Debit of other revenues	IDR 0.00
Refund on Fees	IDR 0.00
Subsidy Refund	IDR 0.00
VAT	IDR 0.00
WHT	IDR 0.00
Subtotal	IDR 0.00

Others

Others	IDR 0.00
VAT	IDR 0.00
WHT	IDR 0.00
Subtotal	IDR 0.00

Export

Export parameters

- ☐ Sales report
- ☐ All transactions report
- ☒ Invoice tax document

Cancel Export

Statement List

Showing data for Indonesia in the Marketplace time

2025

Change the year to access past account statements.

Payout Period / Nr.

IDR 0.00 - 1 Jun 2025 - 30 Jun 2025
Current Statement

IDR 0.00 - 1 May 2025 - 31 May 2025
ID106YP-20250501-IDR Unpaid

IDR 0.00 - 1 Apr 2025 - 30 Apr 2025
ID106YP-20250401-IDR Unpaid

IDR 0.00 - 1 Mar 2025 - 31 Mar 2025
ID106YP-20250301-IDR Unpaid

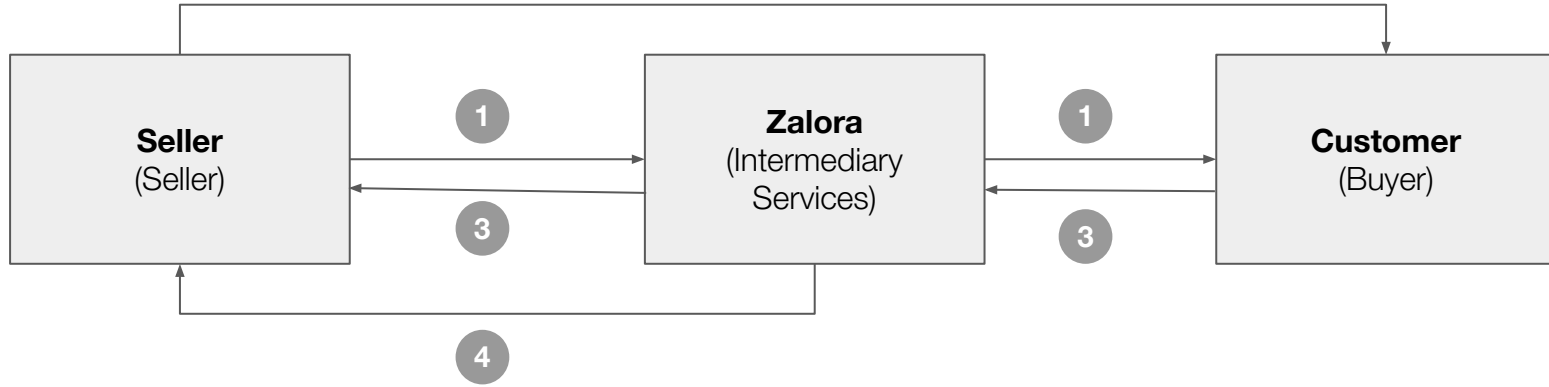
IDR 0.00 - 1 Feb 2025 - 28 Feb 2025
ID106YP-20250201-IDR Unpaid

IDR 0.00 - 1 Jan 2025 - 31 Jan 2025
ID106YP-20250101-IDR Unpaid

File Manager

ReportTransaction_2025-06-17T150127+0700.xlsx

Invoice and Tax Considerations



Notes:

1. Seller (Seller) conducts a purchase transaction with Customer (Buyer) through the Zalora site.
2. For this transaction, the product will be shipped directly from Seller (Seller) to Customer (Buyer). If there are any documents that the Seller (Seller) must fulfill regarding the purchase transaction and delivery of goods, such as invoices and tax invoices, these documents must be issued in the names of Seller (Seller) and Customer (Buyer), not in the name of Zalora. In this context, Zalora acts solely as an Intermediary Service connecting Seller (Seller) with Customer (Buyer).
3. Zalora will collect payment from Customer (Buyer) on behalf of Seller (Seller) for the transaction and will transfer it to Seller (Seller) according to the procedures outlined in the agreed contract.
4. Zalora will deduct a fee from the payment to Seller (Seller) for the Intermediary Service as per the agreed contract procedures. In this instance, Zalora will issue an Invoice and Tax Invoice to the Seller concerning the Intermediary Services. If the Seller is required to withhold Article 23 Income Tax, then the Seller is allowed to deduct the Income Tax related to the Intermediary Services from the Invoice issued by Zalora.



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Cost

Cost

- All fees will be applied unless waived in the Commercial Terms.
- All percentages and amounts stated in the agreement are Net Value. Additional tax charges may apply when Zalora invoices the Seller, depending on the current market tax policy of the country.
- If the fee is refunded due to a return or cancellation by the customer, the tax charged on the fee will also be refunded. However, if the fee is not refunded, such as in the case of gateway payment, and the return or order is canceled, then the tax previously charged on the fee will not be refunded.

Cost

Cost Type	Description	Refunds related to returned goods
Commission	Fees charged by ZALORA, as agreed in the commercial terms, are based on the price list of products sold on the Website.	Yes
Shipping Fees	A fee charged by ZALORA to sellers to cover the logistics costs incurred for the delivery of orders. This can be charged on a (i) per item basis or (ii) per order/parcel basis.	No
Cancellation & Return Penalties	<p>Standard penalty fee is charged for cancellation & return.</p> <p>Cancellation fee is charged if the order is canceled due to late delivery/failed pickup/cancellation due to out of stock.</p> <p>Return penalty fee is charged if the customer returns the item due to:</p> <ul style="list-style-type: none">a) damaged productb) product received is not as expectedc) product is missing/insufficient	No
Cancellation & Return Penalties - Credit	Return to seller for Cancellation Penalty & Return subject to erroneous charge/penalty exemption (exceptional cases)	N/A
Coupons/ Promotional related charges - Sales	Charged to the seller for each Discount/Promotion Code used by the Customer when checking out. Applies to any discount/promotion funded by the seller	Yes
Coupons/ Promotional related charges - Returns	Returns to seller for any related Discount/Promotion- Fees are charged if Customer returns the product sold.	N/A

Cost

Cost Type	Description	Refunds related to returned goods
Production Cost	Production Fee will be charged if the seller uses ZALORA Production Services. Scope of services provided or to be provided in Malaysia, unless stated and agreed between the parties in writing: Managed products include receiving, processing or returning sample photoshoots, photography up to [6] angles (front, side, back and styling), photo retouching, content writing, product categorization up to uploading to Websites.	No
General Debit Cost	General debit fee is an additional fee charged to sellers who are proven to be fraudulent through TRE rules. For details on the fees charged, please check the “comment” column on the All Transaction tab downloaded from each seller’s monthly report.	No
General Credit Cost	General credit charges are additional return fees paid to the seller that are not covered by other fee categories.	N/A
Subscription Coupon Cost	Fees to be paid to ZALORA to activate coupons for seller products on the platform	Yes
Subscription Credit Coupon Cost	Refunds are issued to the seller for the coupon subscription fee incurred when the customer returns the product.	N/A

Return fee	Return fees will be applied for each customer who initiates a return and will cover the shipping of goods from (i) the Customer's address to the ZALORA Warehouse; and (ii) from the ZALORA Warehouse to the Seller. These fees will be calculated "per item" of the returned goods.	No
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Cost

Cost Type	Description	Refunds related to returned goods
Return shipping fee / Return to Seller / Return handling fee	The fee charged to the Seller is “per item” based on (i) when a return request is made by the Seller, or (ii) when the Seller or /ZALORA exercises its right to discontinue the product and it needs to be returned to the Seller. This fee will cover the cost of importing the goods, picking up and packing per item for the return and storing the goods while the goods are in ZALORA's warehouse. Any taxes and duties associated with the “Return product to Seller” request will be borne by the Seller.	No
Late shipping fee	Standard Fee per item of product due to late delivery and exceeding the agreed time limit between the seller and ZALORA entity.	No
Payment Gateway fee	standard % of the list price per product sold on the Website, for the use of Payment Gateway Fees offered by ZALORA to Sellers.	No
Trender fee	Monthly subscription fee charged for ZALORA Trender Basic Package subscription.	No
Shipping fee rebate	The reimbursement will be paid to the seller after the shipping cost that has been used by the Customer is charged to the shipping cost. (Applicable to Sellers who choose the 'Shipping Model from ZALORA' type which will be charged the actual 3PL cost)	N/A

Cost

Cost Type	Description	Refunds related to returned goods
Credit Shipping Cost	Shipping costs are refunded to the Seller for excess costs incurred in the previous period	N/A
Shipping cost based on weight	Costs are charged based on parcel weight replacing per order/per item.	No
Marketing Commitment / ZAP Commitment	standard % of the list price of products sold on the Website, for the use of marketing services offered by ZALORA.	Yes



ZALORA

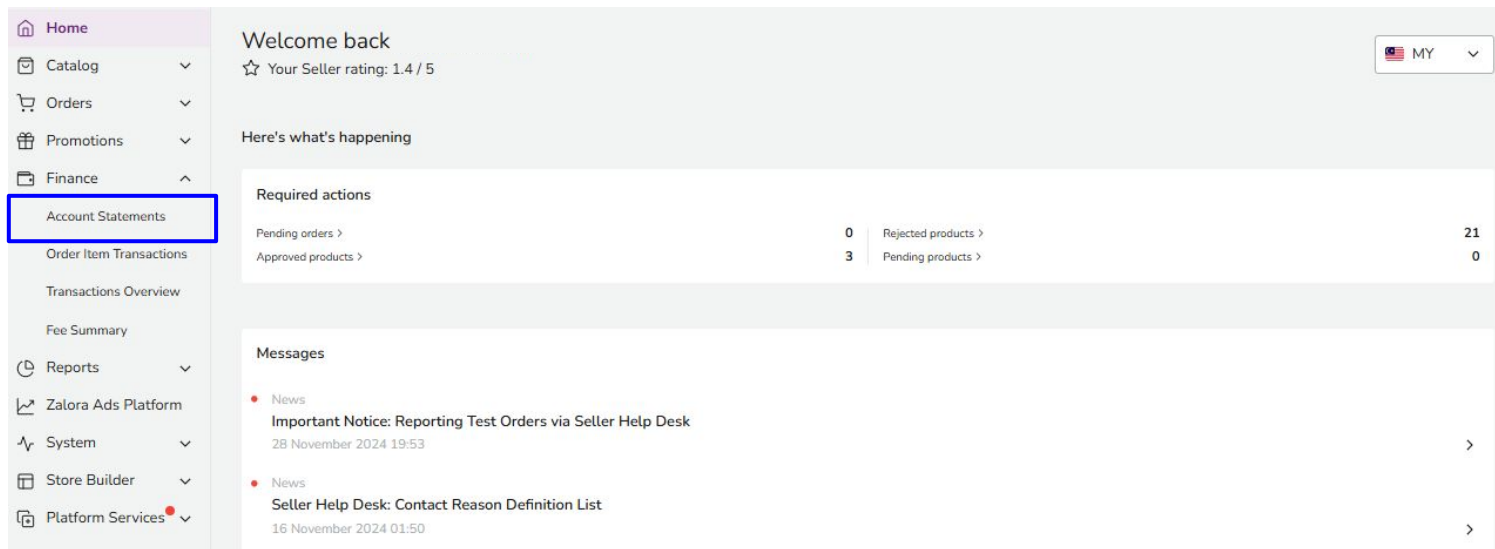
**How to Check Balance in
ZALORA Seller Center**

How To Check Balance In Zalora Seller Center

Sellers can view the current balance in 'Account Statements' within Seller Center.

Step:

- Click Menu **Finance** > Choose **Account Statements**



The screenshot displays the Zalora Seller Center interface. On the left, a vertical sidebar contains a list of menu items: Home, Catalog, Orders, Promotions, Finance, Account Statements (highlighted with a blue box), Order Item Transactions, Transactions Overview, Fee Summary, Reports, Zalora Ads Platform, System, Store Builder, and Platform Services. The main content area on the right is titled 'Welcome back' and shows a seller rating of 1.4 / 5. Below this, there's a section for 'Required actions' with a table of pending and approved products. At the bottom, there's a 'Messages' section with two news items.

Required actions	
Pending orders >	0
Approved products >	3
Rejected products >	21
Pending products >	0

Messages

- News**
Important Notice: Reporting Test Orders via Seller Help Desk
28 November 2024 19:53 >
- News**
Seller Help Desk: Contact Reason Definition List
16 November 2024 01:50 >

How To Check Balance In Zalora Seller Center

- For a negative balance, it indicates that the seller owes ZALORA the displayed amount.
- For a positive balance, it signifies that the sales balance held by the seller will be paid by ZALORA.

Home	Account Statements		MY	Export
Catalog	HKKKOI5B-20250601-MYR		Unpaid	
Orders	1 Jun 2025 - 30 Jun 2025			
Promotions				
Finance				
Account Statements				
Order Item Transactions				
Transactions Overview				
Fee Summary				
Reports				
Zalora Ads Platform				
System				
Store Builder				
Platform Services				
Switch to Admin				
Settings				
Help & FAQs				
Opening Balance		Negative closing balance from previous statements	MYR 0.00	
Orders		Sales Revenue	MYR 0.00	
		VAT	MYR 0.00	
		WHT	MYR 0.00	
		Other Revenues	MYR 0.00	
		Fees	MYR 0.00	
		Subsidy	MYR 0.00	
		Subtotal	MYR 0.00	
Refunds		Returned or Cancelled Orders	MYR 0.00	
		Debit of other revenues	MYR 0.00	
		Refund on Fees	MYR 0.00	
		Subsidy Refund	MYR 0.00	
		VAT	MYR 0.00	
		WHT	MYR 0.00	
		Subtotal	MYR 0.00	
Others		Others	MYR 0.00	
		VAT	MYR 0.00	
		WHT	MYR 0.00	
		Subtotal	MYR 0.00	
Closing Balance		Total Balance	MYR 0.00	
Payout		Payout	MYR 0.00	

Statement List

Showing data for Malaysia in the Marketplace time

2025

Change the year to access past account statements.

Payout Period / Nr.

MYR 0.00 - 1 Jun 2025 - 30 Jun 2025

HKKKOI5B-20250601-MYR

Unpaid

MYR 0.00 - 1 May 2025 - 31 May 2025

HKKKOI5B-20250501-MYR

Unpaid

MYR 0.00 - 1 Apr 2025 - 30 Apr 2025

HKKKOI5B-20250401-MYR

Unpaid



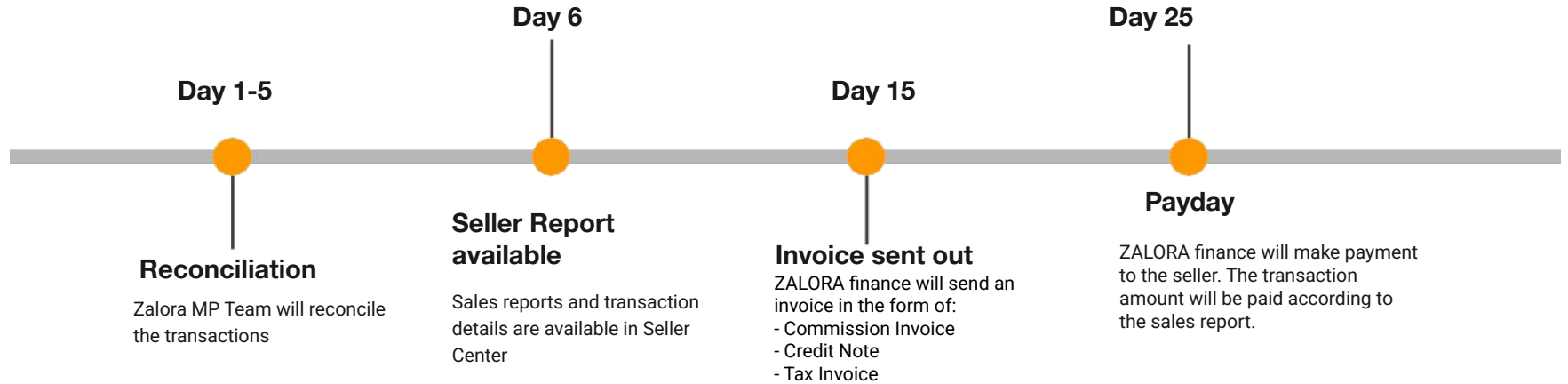
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Payment

Payment

- Zalora payments to sellers are processed once a month. You will receive payments between the 25th of each month for net sales from the previous month.
- Please ensure that all requested documents are completed during the onboarding process. Unsuccessful payments will be reprocessed in the following monthly cycle.
- If you wish to change your bank account details, please fill out the request [here](#). Allow 7 days for the profile information updates to synchronize in Seller Center.
- Errors resulting from inaccurate information will lead to delayed payments. The finance team will process payments based on the bank details provided. Once updated, payments will be directed to the new bank account in the next payment cycle.

Financial Timeline



If there is a difference resulting from transaction problems, it will be processed on the 6th day of the following month.

Bank Account Details

Payment of sales funds at Zalora to the seller's account based on the Bank account registered in the Seller Center on the menu **Settings** > **Your Profile**. Please ensure that the bank account data listed in the Seller Center is correct.

Bank Account
Bank account details

Account Name

Account Number

Bank

Bank Code

Bank Information Document

📎 Drag and drop file here, or **Browse file**

Allowed types are images, PDF files and MS Word documents

IBAN

SWIFT

 **Note:**

**If there is a change in account number,
please fill in the following form**

<https://forms.gle/iPAjQhRxkvwEyX3p9>

Changes to account numbers will be processed and synchronized in the Seller Center within a maximum of 7 working days.




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Difference

Difference

- If you notice any discrepancies in your Sales Report, please report the issue through the Seller Helpdesk in Seller Center
- If the check has been completed and a discrepancy caused by Zalora is found, we will adjust the difference in your Sales Report for the following month. There will be no review of previously finalized sales reports.
- Adjustments for the difference in funds will be processed and can be verified on the 6th day** in your Sales Report.

 **Note:** ** Depends on the type and level of complexity of the problem that occurs.

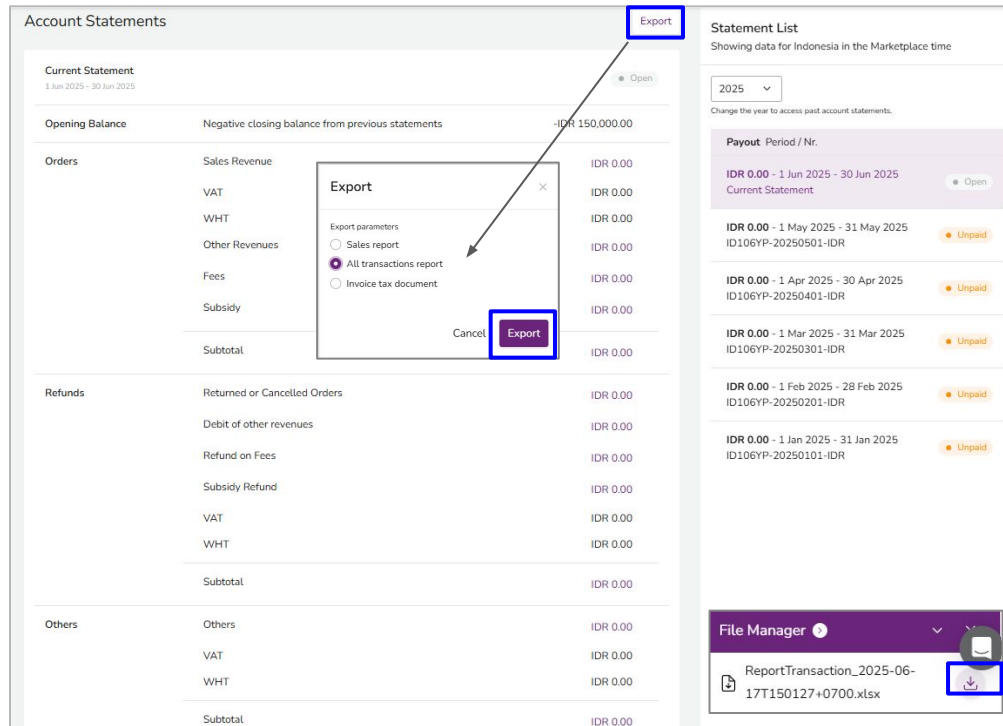
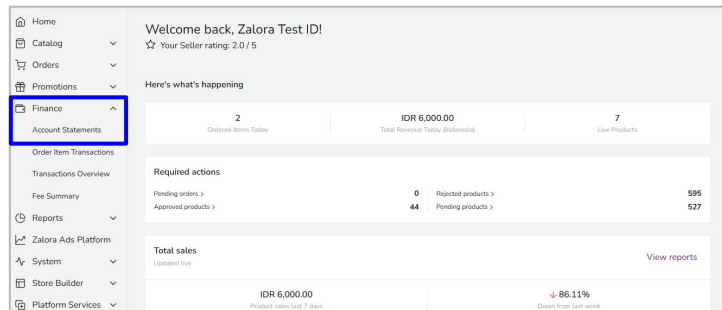
Difference

The types of constraints that lead to variations in the Sales Report are as follows:

Category	Detail	Refund report
Waive penalty order processing	Refund of penalty order to the seller due to (out of stock/failed pick up), which has been charged to the seller, but the package has actually been sent.	Waive Penalty Fee
Claim due to lost item	Sales payments to sellers due to goods being lost in transit, during delivery to customers or return to the seller's address.	Sales Revenue
Sales adjustment (Mismatch status order)	Sales payment to the seller because the order status has been cancelled, but the package has actually been received by the customer.	Sales Revenue
Claim due to defective/wrong item sent to seller	Sales payment to the seller due to the return package received by the seller being damaged/inappropriate.	Sales Revenue
Transaction Adjustment	Adjustment for transaction billing errors charged to the seller by Zalora (Example: Charge for Trender Basic)	Refund on Fees

How do sellers view the specifics of the differences?

- Click the **Finance** menu > **Account Statement** > select the transaction period, click **Export** > **All Transaction Report** > **Export**, the details will be downloaded via **Excel File**.



Sellers are encouraged to download the monthly Sales Report after the 6th day of the following month to ensure the nominal amount is easily accessible.

How do sellers view the specifics of the differences?

Open the downloaded file. You can find the adjustment fund information for your constraint in the “Comment” column.

Comment	
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Wrong Item Received by Seller
[Manually created] Return	- Wrong Item Received by Seller
[Manually created] Return	- Wrong Item Received by Seller
[Manually created] Return	- Wrong Item Received by Seller
[Manually created] Return	- Wrong Item Received by Seller
[Manually created] Return	- Lost on Return to Seller
[Manually created] Return	- Lost on Return to Seller



Differences arising from lost returned goods or returned goods received by the seller that do not match the description.

Comment	
[Manually Created]	- Down Payment Credit
[Manually Created]	- Down Payment Credit
[Manually Created]	- Down Payment Credit



Adjustment for billing errors in transactions charged to the seller by Zalora



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**Finance Module
- New UI (GSC)**

Finance -> Account Statement

Home

Catalog

Orders

Promotions

Finance

Account Statements

Order Item Transactions

Transactions Overview

Reports

System

Store Builder

Platform Services

Switch to Admin

Settings

Help & FAQs

Contact us

Rate this page

Account Statements

Take me to the old Account Statements >

Current Statement

15 Sept 2024 - 30 Sept 2024

Opening Balance

Negative closing balance from previous statements

MYR 0.00

Orders

Sales Revenue

VAT

WHT

Other Revenues

Fees

Subsidy

Subtotal

MYR 651,363.45

MYR 0.00

MYR 0.00

-MYR 54,088.09

MYR 0.00

MYR 493,672.89

Refunds

Returned or Cancelled Orders

Debit of other revenues

Refund on Fees

Subsidy Refund

VAT

WHT

Subtotal

-MYR 266,339.20

MYR 37,429.65

MYR 22,259.19

MYR 0.00

MYR 0.00

MYR 0.00

-MYR 206,650.36

Country Selector to switch between statements

MY

Export

Download Sales Report or Transaction overview

Transaction Breakdown

Statement List per period

Download specific transactions only

Statement List

Showing data for Malaysia in the Marketplace time

2024

Change the year to access past account statements.

Payout Period / Nr.

MYR 287,022.53 - 15 Sept 2024 - 30 Sept 2024

Current Statement

Open

MYR 910,935.60 - 1 Sept 2024 - 14 Sept 2024

I-20240901-MYR

Unpaid

MYR 518,875.90 - 15 Aug 2024 - 31 Aug 2024

-20240815-MYR

Paid

MYR 588,810.58 - 1 Aug 2024 - 14 Aug 2024

-20240801-MYR

Paid

MYR 582,347.26 - 15 Jul 2024 - 31 Jul 2024

I-20240715-MYR

Paid

MYR 795,885.97 - 1 Jul 2024 - 14 Jul 2024

-20240701-MYR

Paid

MYR 891,637.62 - 15 Jun 2024 - 30 Jun 2024

-20240615-MYR

Paid

MYR 815,480.71 - 1 Jun 2024 - 14 Jun 2024

I-20240601-MYR

Paid

Finance -> Order Item Transaction

The screenshot shows the 'Order Item Transactions' page in a web application. The left sidebar contains navigation links: Home, Catalog, Orders, Promotions, Finance (selected), Account Statements, Order Item Transactions, Transactions Overview, Reports, System, Store Builder, and Platform Services. The main content area has a search bar and a date filter. The table displays transaction details for various orders, including order numbers, dates, products, seller SKUs, prices, commissions, fees, payout amounts, and operational/payout statuses. Annotations with arrows point to specific features: 'Date Filter' points to the date filter input; 'Search / Filter Bar for status, statement, order number, ...' points to the search bar; 'Export filtered or all transactions' points to the 'Export' button; 'Go to Order Details Page' points to the order number link; and 'View Details for this order' points to the eye icon in the last column.

Order Item Transactions
Take me to the old Order Item Transactions >

Order date
Filter order date

Search / Filter Bar for status, statement, order number, ...

Search product, order or any other available criteria

Statement -20240915-MYR X Save this filter

1-20 of 16,737

Order number	Order date	Product	Seller SKU	Paid Price	Commission	Fees	Payout Amount	Operational Status	Payout Status
MY-221714597	30 Sept 2024 05:45	Boat-neck vest top	1240471C	MYR 29.90	-MYR 1.29	-MYR 3.77	MYR 24.84	Delivered	Unpaid
MY-221714597	30 Sept 2024 05:45	High-waisted tailored trousers	10911860	MYR 79.90	-MYR 3.45	-MYR 10.05	MYR 66.40	Delivered	Unpaid
MY-287914597	30 Sept 2024 05:01	Textured-weave shirt	1193743C	MYR 79.92	-MYR 3.45	-MYR 31.03	MYR 65.42	Delivered	Unpaid
MY-287914597	30 Sept 2024 05:01	shirt	12330920	MYR 43.96	-MYR 1.90	-MYR 17.07	MYR 35.98	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Collared vest top	1261649C	MYR 31.83	-MYR 1.38	-MYR 12.40	MYR 26.12	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Leggings	10092880	MYR 31.83	-MYR 1.38	-MYR 12.40	MYR 26.12	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Flared-skirt bandeau dress	12268670C	MYR 223.31	-MYR 9.67	-MYR 86.92	MYR 183.31	Delivered	Unpaid

Finance -> Order Item Transaction

GLOBAL SELLER CENTER

Search

Home

Catalog

Orders

Promotions

Finance

Account Statements

Order Item Transactions

Transactions Overview

Reports

System

Store Builder

Platform Services

< Order Item Transactions

Item #8043997 - High-waisted tailored trousers

Order number MY-221714597 >

30 Sept 2024

Shipped

30 Sept 2024

Ready to Ship

30 Sept 2024

Delivered

Payout details

Transaction list applicable for the selected order item

Date	Transaction Type	Amount	Transaction Number	Statement	Rule ID	Payment Status
30 Sept 2024 11:41	Payment Gateway Fee	-MYR 1.73	-1RNA9LW	-20240915-MYR	33	Unpaid
30 Sept 2024 11:41	ZAP Commitments			-20240915-MYR	69	Unpaid
30 Sept 2024 11:41	Commission	-MYR 3.45	-1KG5LZY	-20240915-MYR	1	Unpaid
30 Sept 2024 11:41	Import Fee	-MYR 4.00	-1JXC3AC	20240915-MYR	31	Unpaid
30 Sept 2024 11:41	Item Price Credit	MYR 79.90	-21MOMQH	20240915-MYR	23	Unpaid

Go to Sales Report Statement Period

Sales Details

Order item details

Seller SKU

Zalora SKU

Paid Price

Unit Price

Shipping type

Wallet credit

Store credit

L186011010

34B2F46GS-087JCA

MYR 79.90

MYR 79.90

Warehouse

0

0

Finance -> Transaction Overview

GLOBAL SELLER CENTER

Search

Home

Catalog

Orders

Promotions

Finance

Account Statements

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Start date

Filter start date

Date Filter

Search / Filter Bar for status, statement, order number, ...

Search transactions

Transaction list applicable for the selected order item

Export

Export filtered or all transactions

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Go to Sales Report Statement Period

Date	Transaction Type	Transaction Number	Order number	Details	Amount	Payment Status	Statement
1 Oct 2024 14:56	Payment Gateway Fee	-11F76PP	MY-213754597	KACF42A50GS-082WSB	-MYR 0.86	Open	Current Statement
1 Oct 2024 14:56	ZAP Commitments	-22C6GAC	MY-213754597	KACF42A50GS-082WSB	-MYR 2.16	Open	Current Statement
1 Oct 2024 14:56	Commission	-138LRZB	MY-213754597	KACF42A50GS-082WSB			Current Statement
1 Oct 2024 14:56	Discount Fee	-1E7FI2G	MY-213754597	KACF42A50GS-082WSB	-MYR 9.98	Open	Current Statement
1 Oct 2024 14:56	Item Price Credit	-1H2DB1U	MY-213754597	KACF42A50GS-082WSB	MYR 49.90	Open	Current Statement
1 Oct 2024 14:56	Payment Gateway Fee	-1R4HSTG	MY-213754597	KA69D10C7GS-013MPA	-MYR 0.49	Open	Current Statement
1 Oct 2024 14:56	ZAP Commitments	-13RD73F	MY-213754597	KA69D10C7GS-013MPA	-MYR 1.24	Open	Current Statement
1 Oct 2024 14:56	Commission	-12AFNHY	MY-213754597	KA69D10C7GS-013MPA	-MYR 0.99	Open	Current Statement



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**Finance Module
- New UI (LSC)**

Finance -> Account Statement

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Account Statements

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Current Statement

15 Sept 2024 - 30 Sept 2024

Opening Balance

Negative closing balance from previous statements

MYR 0.00

Orders

Sales Revenue

MYR 651,363.45

VAT

MYR 0.00

WHT

MYR 0.00

Other Revenues

Fees

Subsidy

MYR 0.00

Subtotal

MYR 493,672.89

Refunds

Returned or Cancelled Orders

MYR 266,339.20

Debit of other revenues

MYR 37,429.65

Refund on Fees

Subsidy Refund

MYR 0.00

VAT

MYR 0.00

WHT

MYR 0.00

Subtotal

-MYR 206,650.36

Export

Download Sales Report or Transaction overview

Transaction Breakdown

Statement List per period

Download specific transactions only

Statement List

Showing data for Malaysia in the Marketplace time

2024

Change the year to access past account statements.

Payout Period / Nr.

MYR 287,022.53 - 15 Sept 2024 - 30 Sept 2024

Current Statement

Open

MYR 910,935.60 - 1 Sept 2024 - 14 Sept 2024

I-20240901-MYR

Unpaid

MYR 518,875.90 - 15 Aug 2024 - 31 Aug 2024

-20240815-MYR

Paid

MYR 588,810.58 - 1 Aug 2024 - 14 Aug 2024

-20240801-MYR

Paid

MYR 582,347.26 - 15 Jul 2024 - 31 Jul 2024

I-20240715-MYR

Paid

MYR 795,885.97 - 1 Jul 2024 - 14 Jul 2024

-20240701-MYR

Paid

MYR 891,637.62 - 15 Jun 2024 - 30 Jun 2024

-20240615-MYR

Paid

MYR 815,480.71 - 1 Jun 2024 - 14 Jun 2024

I-20240601-MYR

Paid

Finance -> Order Item Transaction

The screenshot shows the 'Order Item Transactions' page in a web application. The left sidebar contains navigation links: Home, Catalog, Orders, Promotions, Finance (selected), Account Statements, Order Item Transactions, Transactions Overview, Reports, System, Store Builder, and Platform Services. The main content area has a search bar and a date filter. The table displays transaction details for various orders, including order numbers, dates, products, prices, and statuses. Annotations with arrows point to specific features: 'Date Filter' points to the date filter input; 'Export filtered or all transactions' points to the 'Export' button; 'Search / Filter Bar for status, statement, order number, ...' points to the search bar; 'Go to Order Details Page' points to the order number link in the first row; and 'View Details for this order' points to the eye icon in the last row.

Order Item Transactions
Take me to the old Order Item Transactions >

Order date
Filter order date

Search / Filter Bar for status, statement, order number, ...

Search product, order or any other available criteria

Statement -20240915-MYR X Save this filter

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Order number	Order date	Product	Seller SKU	Paid Price	Commission	Fees	Payout Amount	Operational Status	Payout Status
MY-221714597	30 Sept 2024 05:45	Boat-neck vest top	1240471C	MYR 29.90	-MYR 1.29	-MYR 3.77	MYR 24.84	Delivered	Unpaid
MY-221714597	30 Sept 2024 05:45	High-waisted tailored trousers	10911860	MYR 79.90	-MYR 3.45	-MYR 10.05	MYR 66.40	Delivered	Unpaid
MY-287914597	30 Sept 2024 05:01	Textured-weave shirt	1193743C	MYR 79.92	-MYR 3.45	-MYR 31.03	MYR 65.42	Delivered	Unpaid
MY-287914597	30 Sept 2024 05:01	shirt	12330920	MYR 43.96	-MYR 1.90	-MYR 17.07	MYR 35.98	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Collared vest top	1261649C	MYR 31.83	-MYR 1.38	-MYR 12.40	MYR 26.12	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Leggings	10092880	MYR 31.83	-MYR 1.38	-MYR 12.40	MYR 26.12	Delivered	Unpaid
MY-287394597	29 Sept 2024 15:06	Flared-skirt bandeau dress	12268670C	MYR 223.31	-MYR 9.67	-MYR 86.92	MYR 183.31	Delivered	Unpaid

Finance -> Order Item Transaction

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Item #8043997 - High-waisted tailored trousers

Order number MY-221714597 >

30 Sept 2024

Shipped

30 Sept 2024

Ready to Ship

30 Sept 2024

Delivered

Payout details

Transaction list applicable for the selected order item

Date	Transaction Type	Amount	Transaction Number	Statement	Rule ID	Payment Status
30 Sept 2024 11:41	Payment Gateway Fee	-MYR 1.73	-1RNA9LW	-20240915-MYR	33	Unpaid
30 Sept 2024 11:41	ZAP Commitments			-20240915-MYR	69	Unpaid
30 Sept 2024 11:41	Commission	-MYR 3.45	-1KG5LZY	-20240915-MYR	1	Unpaid
30 Sept 2024 11:41	Import Fee	-MYR 4.00	-1JXC3AC	20240915-MYR	31	Unpaid
30 Sept 2024 11:41	Item Price Credit	MYR 79.90	-21MOMQH	20240915-MYR	23	Unpaid

Go to Sales Report Statement Period

Sales Details

Order item details

Seller SKU

Zalora SKU

Paid Price

Unit Price

Shipping type

Wallet credit

Store credit

L186011010

34B2F46GS-087JCA

MYR 79.90

MYR 79.90

Warehouse

0

0

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