

ZALORA

Seller Center Settings

May 2025



Seller Center Settings

1 Adding & Managing Seller Center Users

2 API Key & Integration Management

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Adding & Managing Seller Center Users



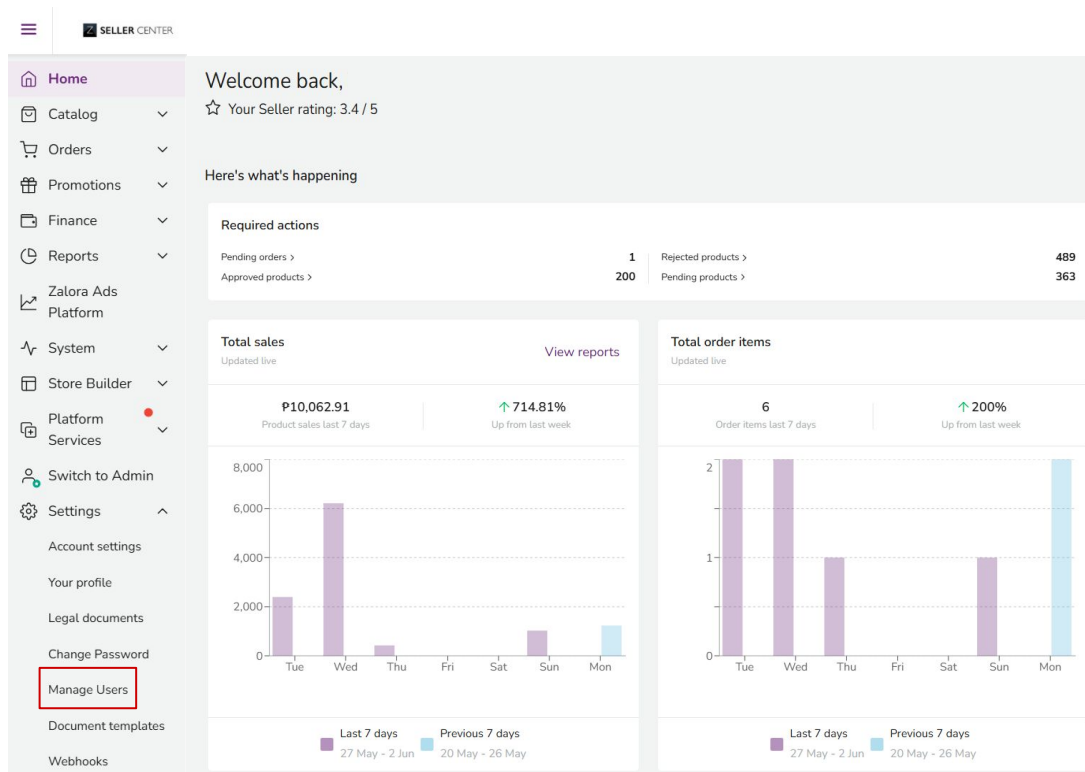
Adding users to your Seller Center account

You can add users to run your Zalora Seller Center account.

You can choose the function of these users according to your needs
The maximum number of users you can add is 4 users in one Seller Center.

Steps to add users to your Seller Center account:

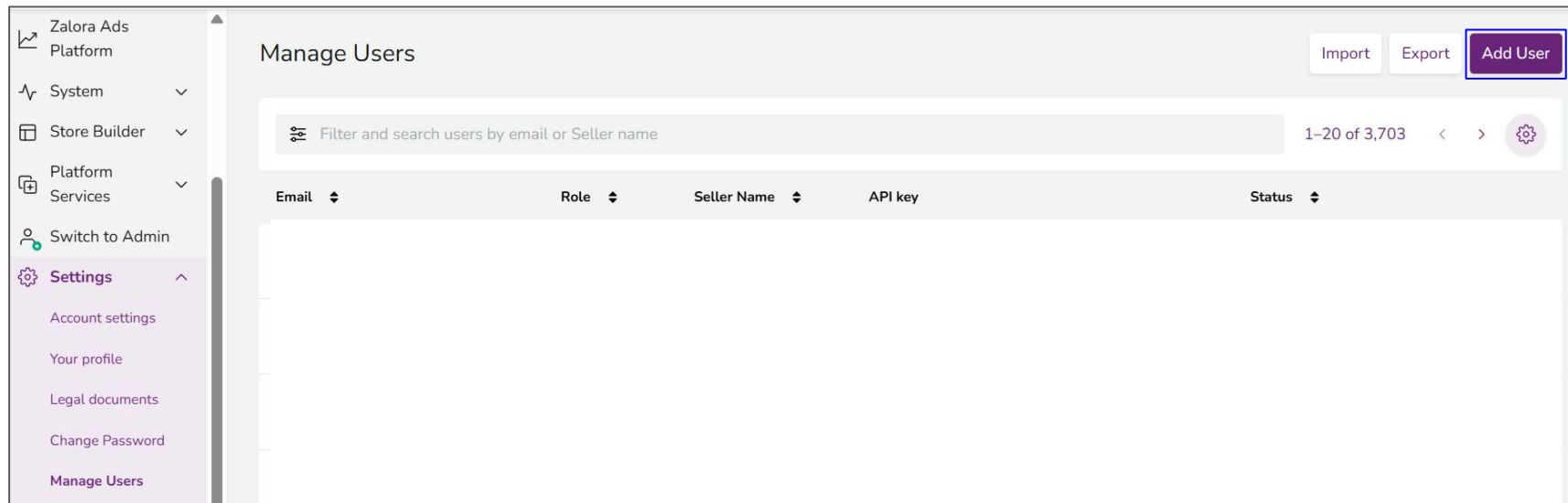
1 Click the Settings menu > **Manage Users**



Adding users to your Seller Center account

2

Click the button **Add User**



The screenshot displays the 'Manage Users' interface. On the left is a sidebar with navigation options: 'Zalora Ads Platform', 'System', 'Store Builder', 'Platform Services', 'Switch to Admin', and 'Settings'. The 'Settings' menu is expanded, showing 'Account settings', 'Your profile', 'Legal documents', 'Change Password', and 'Manage Users'. The main content area is titled 'Manage Users' and includes 'Import' and 'Export' buttons. A prominent 'Add User' button is highlighted with a red border. Below these buttons is a search bar labeled 'Filter and search users by email or Seller name' and a pagination indicator '1-20 of 3,703'. A table header is visible with columns: 'Email', 'Role', 'Seller Name', 'API key', and 'Status'.

Adding users to your Seller Center account

3 Fill in some required information on the page **Add User**:

The image displays two versions of the 'Add User' form. The left version shows the form with the 'Role*' dropdown menu set to 'Seller Full Access'. The right version shows the same form with the 'Role*' dropdown menu expanded, revealing a list of roles: 'Seller Full Access' (highlighted), 'Seller Catalog Access', 'Seller Order Access', 'Seller API Access', 'Seller API Product Access', 'Seller API Order Access', 'Developer', and 'Seller Finance Access'. An arrow points from the 'Seller Full Access' option in the left form to the expanded dropdown in the right form.

Add User

Role*

Seller Full Access

Email Address*

Name*

Default Language*

English

User Settings

☒ Active*

☒ Allow using password*

Cancel Save

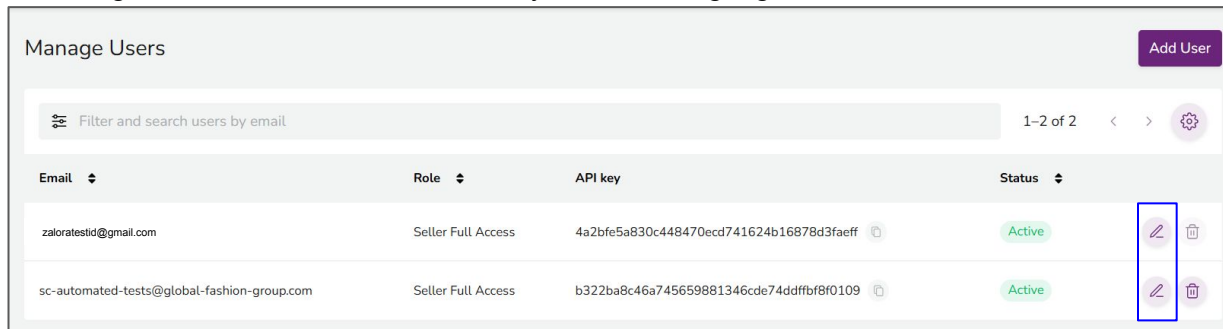
- A. Select the role option depending on the access restrictions you grant to the user:
- **Seller Full Access** – access to all features
 - **Seller Catalog Access** – access only to the Products tab
 - **Seller Order Access** – access only to the Orders tab
 - **Seller API Access** – access to your API account to all features
 - **Seller API Product Access** – access to your API account only to the Products tab
 - **Seller API Order Access** – access to your API account only to the Orders tab
 - **Seller Finance Access** – access only to the Reports tab
- B. Fill in the email address that will be added to your Seller Center account
- C. Make sure the **Active** and **Allow using password** sections are checked to activate the newly created user account
- D. If all the information is correct, click **Save**
- E. A notification email will be sent to the email you registered, check the **Inbox/Spam** folder on the email
- F. After **Reset Password**, the email can be used to **Login to your Seller Center**

Managing Seller Center Users

Settings > **Manage Users**





A Changing User Access

To change user role access, name, activity status or language, click **Edit**:



Manage Users Add User

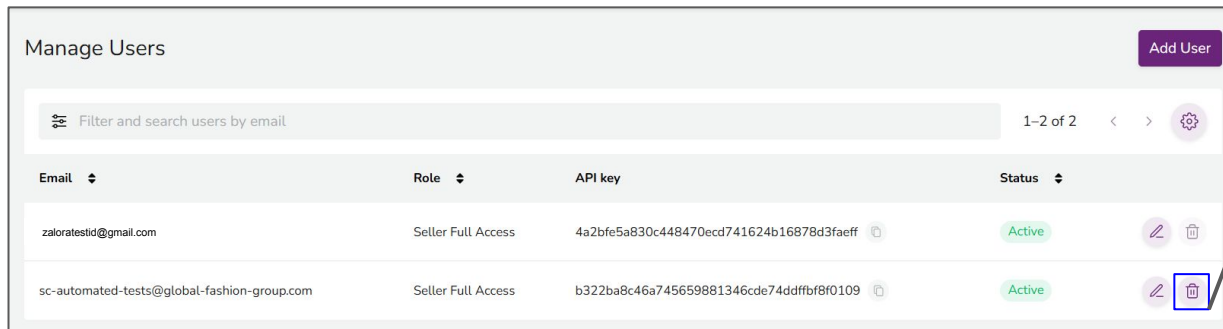
Filter and search users by email 1-2 of 2

Email	Role	API key	Status	
zaloretestid@gmail.com	Seller Full Access	4a2bfe5a830c448470ecd741624b16878d3faeff	Active	 
sc-automated-tests@global-fashion-group.com	Seller Full Access	b322ba8c46a745659881346cde74ddffb8f0109	Active	 

B





To delete a user, click the **Delete** button

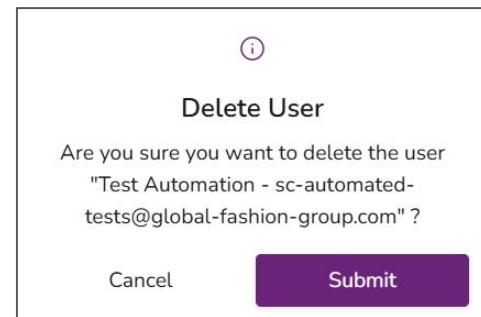
- A notification pop-up will appear to confirm
- Click **"Submit"** to complete the user deletion, or **"Cancel"** to cancel.



Manage Users Add User

Filter and search users by email 1-2 of 2

Email	Role	API key	Status	
zaloretestid@gmail.com	Seller Full Access	4a2bfe5a830c448470ecd741624b16878d3faeff	Active	 
sc-automated-tests@global-fashion-group.com	Seller Full Access	b322ba8c46a745659881346cde74ddffb8f0109	Active	 



Delete User

Are you sure you want to delete the user
"Test Automation - sc-automated-
tests@global-fashion-group.com" ?

Cancel Submit

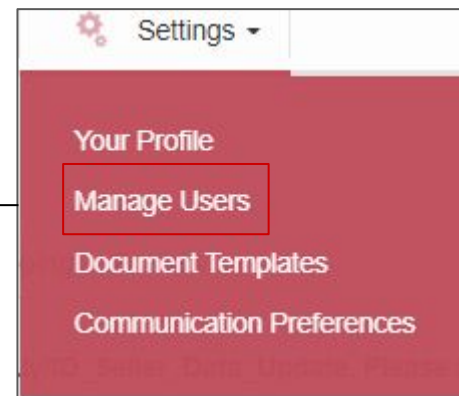
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API Key & Integration Management



API Key & Integration Management

If you are using a **Third Party or API** to run your Seller Center, you can find the **API Key** in the menu **Settings > Manage User**



Products ▾

Orders ▾

Promotions ▾

Reports ▾

Settings ▾

Help ▾

Administration ▾

Users [★ Rate this page](#)

Export ▾

+ Add User

ZALORA TEST ID

Email ▴	Role ▴	Seller Name ▴	Status ▴	API Key	Actions
	Seller Full Access	Zalora Test ID	Active	Generate API Key 86f1e1a7600d20d0d8fd2caf4a84941bb6bcb1e6	
	Seller Full Access	Zalora Test ID	Active	Generate API Key 5e2266117c38ccd1fcda2fb3c4a4b392cb2bfca9	
	Seller Full Access	Zalora Test ID	Active	Generate API Key 4f990d655079eb5899064d763e8a4290888ae56e	

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