

ZALORA

Customise Your Profile



January 2026



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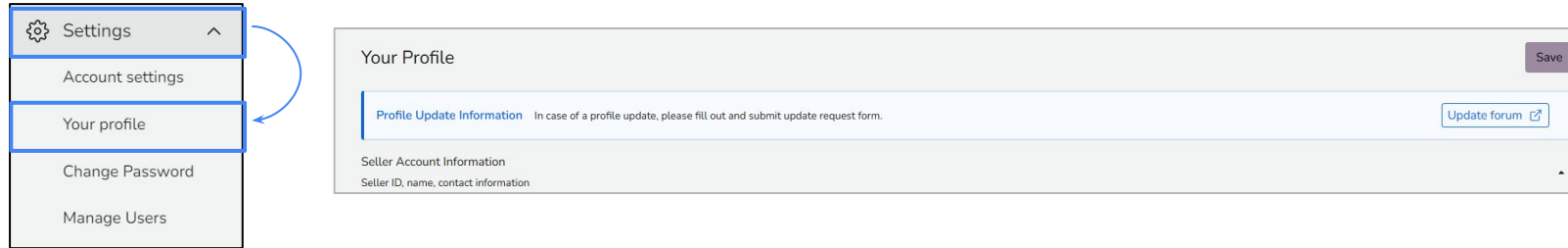
Update Data Profil Seller Center

2026

Perubahan data pada Profil Seller Center

Apabila terdapat perubahan data seputar informasi toko/perusahaan, penjual dapat mengajukan perubahan data. Simak langkah-langkahnya :

- Login ke Seller Center
- Pilih Menu **Setting** > **Your Profil**



- Isi dan submit form request Update data profil Seller Center dengan Copy link [Seller Account Update Form](#) pada browser Anda
- Setelah form request berhasil disubmit, mohon tunggu hingga maksimal 7 hari, kemudian data perubahan akan berhasil tersinkronisasi di halaman Profil Anda pada Seller Center.

Perubahan data pada Profil Seller Center

Setelah Anda membuka link form pada halaman browser, akan muncul daftar informasi yang dapat Anda ajukan perubahan, seperti pada daftar berikut :

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Seller Account Update Form

Please fill in the following information to confirm your seller identity before proceeding to next section

sarah.febriyani@id.zalora.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Your email

Seller ID *

Go to Settings > Your Profile to get the Seller ID, e.g.: SG102AA

Your answer

Shop Name *

Your answer

Purpose *

Basic Seller Center Information

Next Clear form

Choose

Basic Seller Center Information

Seller Center / Shop Name

Business Information

Pickup Address

Bank Account Information

All Seller Data Update

Termination

Form dikategorikan menjadi 7 fungsi yang berbeda sesuai urutannya :

1. Basic Seller Center Information : Perubahan informasi dasar Seller Center (Email, PIC Admin, alamat email, nomor telepon)
2. Shop Name : Perubahan nama toko Anda
3. Business Information : Perubahan informasi data bisnis perusahaan/Individu
4. Pick Up Address : Perubahan alamat pick up
5. Bank Account Information : Perubahan informasi akun Bank
6. All Seller Data Update : Perubahan keseluruhan data
7. Termination : Pemberhentian kerja sama dengan Zalora

Perubahan data pada Profil Seller Center

Berikut data informasi yang dapat dilakukan perubahan :

1. Basic Seller Center Information

Seller Account Information

Seller ID, name, contact information

Seller ID

ID106YP

Non Edit - Otomatis terisi pada Seller Center

Display Name / Shop Name*

Test Kreasi Nusantara

Request perubahan melalui Form

First and Last Name*

Test Kreasi Nusantara

Request perubahan melalui Form

Email Address*

rizkyfitriani1995@gmail.com

Request perubahan melalui Form

Phone Number

081932822643

Request perubahan melalui Form

Perubahan data pada Profil Seller Center

2. Business Information

Legal Form		Request perubahan melalui Form
Address 1	Menara Bidakara 1 Lt 17, Tebet, Jakarta Selatan, DKI	Request perubahan melalui Form
Address 2		
Postal Code	12870	Request perubahan melalui Form
City / Town	Jakarta Selatan	Request perubahan melalui Form
Country	Indonesia	
Business Registration No.	0000000000	Request perubahan melalui Form
VAT Registered	No	Request perubahan melalui Form
Seller VAT		Request perubahan melalui Form
Business Information Document		
📎 Drag and drop file here, or Browse file Allowed types are images, PDF files and MS Word documents.		
Legal Name / Company Name	Test Kreasi Nusantara	Request perubahan melalui Form

Perubahan data pada Profil Seller Center

3. Bank Information

Bank Account

Bank account details

Bank

Request perubahan melalui Form

Bank Code

Request perubahan melalui Form

Account Number

Request perubahan melalui Form

Account Name

Request perubahan melalui Form

IBAN

SWIFT

Bank Information Document

⤴ Drag and drop file here, or [Browse file](#)

Non Edit - Mohon untuk tidak drop file

Allowed types are images, PDF files and MS Word documents.

Bank Information Document

⤴ Drag and drop file here, or [Browse file](#)

Non Edit - Mohon untuk tidak drop file

Allowed types are images, PDF files and MS Word documents.

Perubahan data pada Profil Seller Center

4. Pick - Up Address

Customer Care

Customer Care information

Address 1

Jl. H. Sinen C2 40 RT007/07 Ragunan Pasar Minggu Jakarta Selatan..

Request perubahan melalui Form

Address 2

City / Town

Jakarta Selatan

Request perubahan melalui Form

Country

Indonesia

First and Last Name

Ghifa Thariq Anfasa

Request perubahan melalui Form

Phone Number

085778573348

Request perubahan melalui Form

Postal Code

12550

Request perubahan melalui Form

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**Tutup Toko
Sementara :
*Holiday Mode***



Tutup Toko Sementara : *Holiday Mode*

Jika Anda ingin menutup toko atau jika Anda tidak dapat memenuhi pesanan pelanggan, Anda dapat menonaktifkan sementara toko Anda dengan mengaktifkan *Holiday Mode*

Saat dalam *Holiday Mode*, Anda masih dapat masuk ke akun Seller Center untuk memproses pesanan yang sudah masuk sebelum dimulainya periode *Holiday Mode*, melihat Laporan Akun, serta melihat pengaturan profil Anda.

Holiday Mode dapat diatur maksimal hingga **90 Hari**. Toko dan produk Anda akan otomatis tidak aktif pada website Zalora di periode yang sudah ditentukan dan Toko akan aktif kembali satu hari di jam **00.01** setelah tanggal *Holiday Mode* akun seller center Anda berakhir.

Contoh :

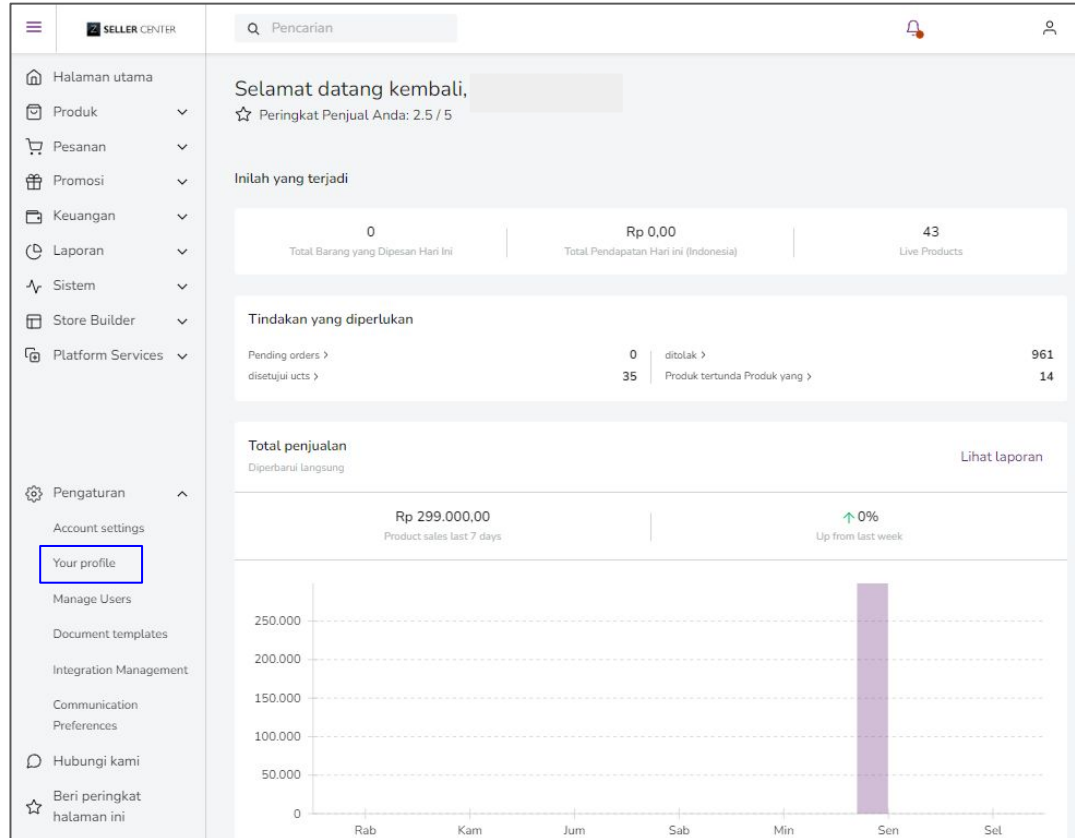
Jika Anda mengatur Holiday Mode toko Anda hingga **14 Juli 2025**, maka akun Anda akan aktif kembali pada tanggal **15 Juli 2025 pukul 00.01**

Langkah-langkah mengatur Holiday Mode di Seller Center:

1

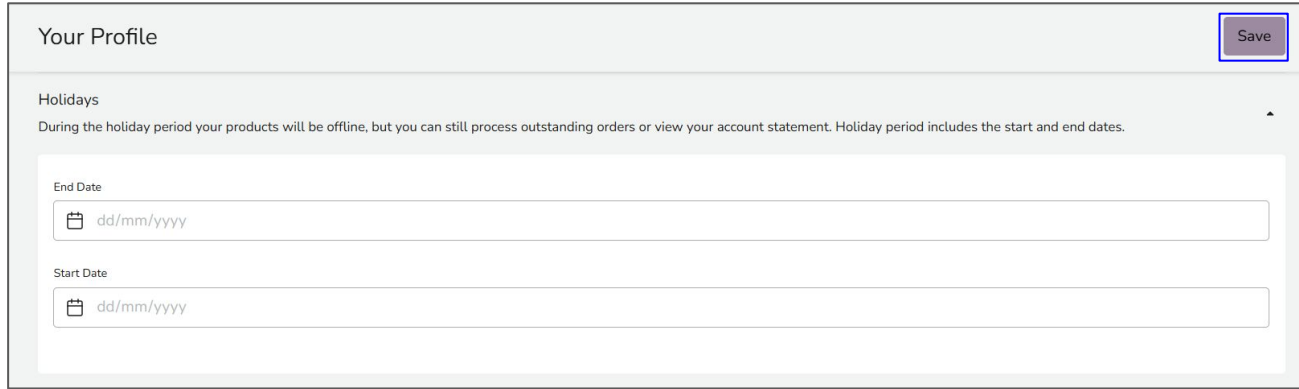
A. New UI

Klik menu Pengaturan > Your Profile > **pilih tab General**



Langkah-langkah mengatur Holiday Mode di Seller Center:

- 2 Scroll ke bagian bawah dari tab General bagian **Holidays** > masukan tanggal berakhir dan tanggal mulai Holiday mode > **klik save**



Your Profile Save

Holidays

During the holiday period your products will be offline, but you can still process outstanding orders or view your account statement. Holiday period includes the start and end dates.

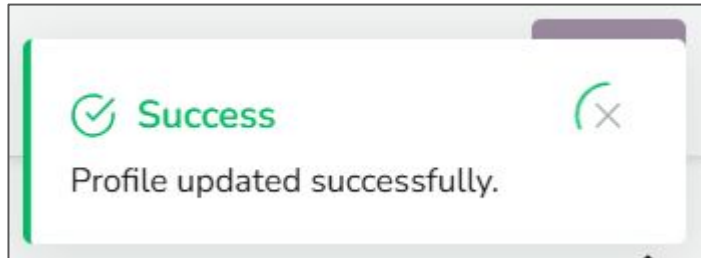
End Date

dd/mm/yyyy

Start Date

dd/mm/yyyy

- 3 Jika *Holiday Mode* pada toko Anda telah aktif maka akan muncul pop-up notifikasi ini pada bagian kanan atas akun Seller Center Anda



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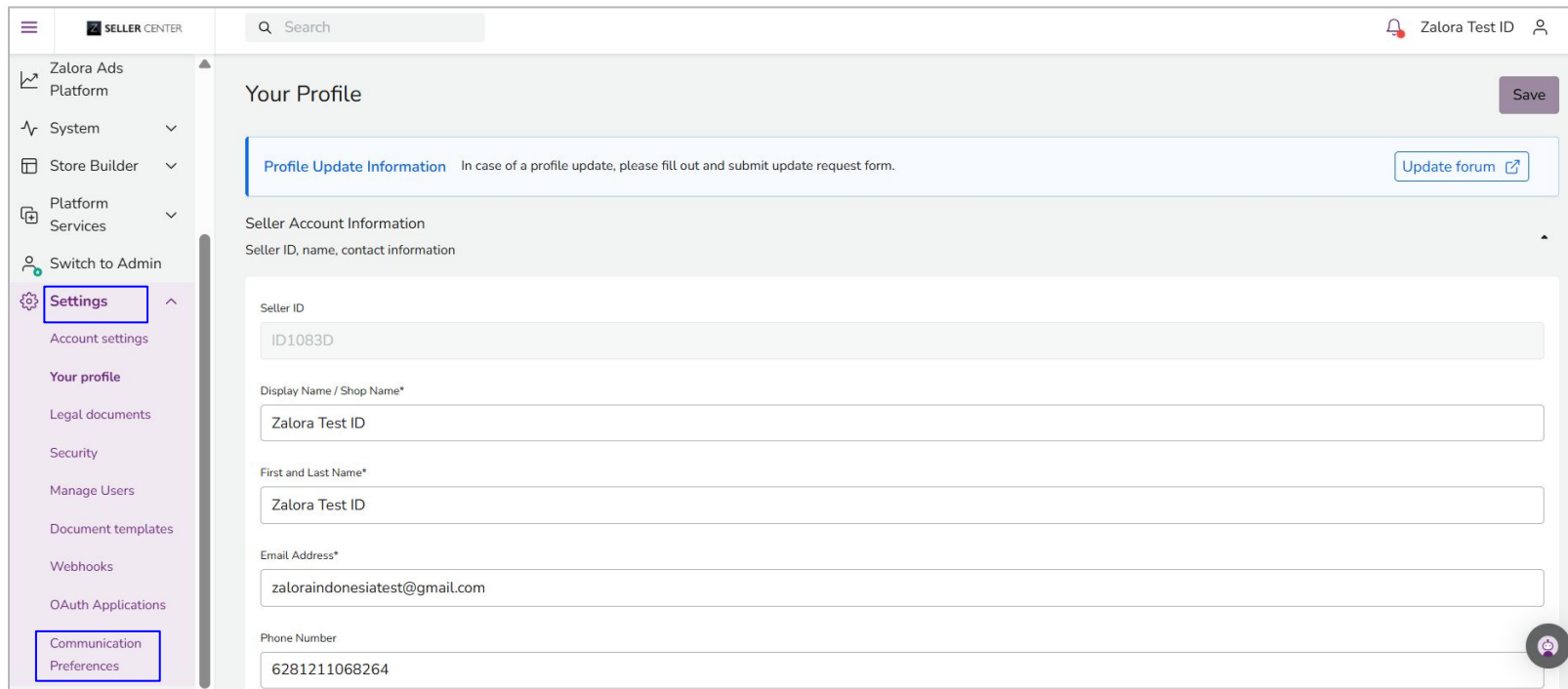
Mengaktifkan Notifikasi Order



Langkah-langkah mengaktifkan notifikasi order

Jika di Seller Center terdapat order baru, tetapi Anda tidak menerima email notifikasi order, pastikan alamat email pada mailing list di menu **Communication Preferences** tidak kosong. Berikut panduan untuk mengaktifkan mailing list :

1 Klik menu **Settings > Communication Preferences**



The screenshot shows the 'Your Profile' page in the Seller Center. The left sidebar contains a menu with 'Settings' highlighted, and 'Communication Preferences' is selected under it. The main content area is titled 'Your Profile' and includes a 'Save' button. Below the title, there is a 'Profile Update Information' section with a link to 'Update forum'. The 'Seller Account Information' section is expanded, showing fields for 'Seller ID' (ID1083D), 'Display Name / Shop Name*' (Zalora Test ID), 'First and Last Name*' (Zalora Test ID), 'Email Address*' (zaloraindonesiatest@gmail.com), and 'Phone Number' (6281211068264). A 'Switch to Admin' button is visible in the sidebar.

SELLER CENTER Search Zalora Test ID

Your Profile Save

Profile Update Information In case of a profile update, please fill out and submit update request form. Update forum

Seller Account Information
Seller ID, name, contact information

Seller ID
ID1083D

Display Name / Shop Name*
Zalora Test ID

First and Last Name*
Zalora Test ID

Email Address*
zaloraindonesiatest@gmail.com

Phone Number
6281211068264

Settings
Account settings
Your profile
Legal documents
Security
Manage Users
Document templates
Webhooks
OAuth Applications
Communication Preferences

Langkah-langkah mengaktifkan notifikasi order

2

Jika pada kolom Mailing List masih kosong seperti pada tampilan berikut, klik ikon **Edit** (Pensil) untuk menambahkan email penerima notifikasi. Setelah itu, **centang email** yang ingin digunakan, lalu klik **Save**.

The screenshot displays the Seller Center interface. On the left, a sidebar menu includes options like Promotions, Finance, Reports, and Settings. The 'Settings' menu is expanded, showing 'Communication Preferences' as the selected option. The main area shows a table titled 'Communication Preferences' with columns for Mail type, Languages, and Mailing list. The table lists various email types such as 'Back In Stock Reminder', 'First Order', 'SSM Reminder 1', 'R2S SSM Order Cancellation', 'Reminder Overdue Pending', 'R2S SSM Overdue Order 48hr', 'New Order', 'R2S SSM Overdue Order 24hr', and 'Best Selling Low Stock Products Report'. Each row has an 'Edit' icon (three dots) in the Mailing list column. A blue box highlights the 'First Order' row, and an arrow points from its 'Edit' icon to a modal window titled 'First Order'. The modal window shows a search bar and a list of email addresses with checkboxes. The 'First Order' modal is titled 'First Order' and 'English'. It contains a search bar 'Search by email address or name'. Below the search bar, there are several email addresses with checkboxes: ☒ SELLER EMAIL, ☒ zaloraindonesiatest@gmail.com Zalora Test ID, ☐ SELLER FULL ACCESS, ☐ diyah.kusumaa@gmail.com Zalora Test ID, ☐ sc-automated-tests@global-fashion-group.com Test Automation, ☐ zaloratests@gmail.com Zalora Test, ☐ SELLER ORDER ACCESS, and ☐ avanalvin30@gmail.com Avan. At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue box.

Mail type	Languages	Mailing list
Back In Stock Reminder	English, Indonesian	zaloraindonesiatest@gmail.com
First Order	English	
SSM Reminder 1	English, Indonesian	zaloraindonesiatest@gmail.com, diyah.kusumaa@gmail.com, avanalvin30@gmail.com
R2S SSM Order Cancellation	English	zaloraindonesiatest@gmail.com
Reminder Overdue Pending	Indonesian	zaloraindonesiatest@gmail.com
R2S SSM Overdue Order 48hr	English	zaloraindonesiatest@gmail.com
New Order	English	
R2S SSM Overdue Order 24hr	English	zaloraindonesiatest@gmail.com
Best Selling Low Stock Products Report	English	diyah.kusumaa@gmail.com, sc-automated-tests@global-fashion-group.com, avanalvin30@gmail.com

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