



eBay fulfilment By Orange Connex

Seller Manual

- Manage Your Inventory -

Effective date: 2nd November 2023

Orange Connex reserves the right to modify the User Manual at any time by posting the updated version on Our Official Website or sending it to your email account as notice to you.



1. Create Inbound Orders

There are three steps to send inventory to Orange Connex fulfilment centres (FC).

To create an inbound order, go to **SEND INVENTORY > CREATE INBOUND ORDER**.

- a. **SHIP >** Select which fulfilment centre you would like to send your inventory to, the method of shipping and select an estimated day of arrival, etc.

1. Ship

2. Select SKU(s)

3. Packing Your Items

* Which fulfillment center will you ship to?
UK Fulfillment Center

Fulfillment Center Address :
Orange Connex Fulfillment Centre - UK04
Mill Road
England
G8-CV21 1PR Rugby
Phone +44 7747770826
Email inboundUK.fulfillment@orangeconnex.com

International Shipping Method
TRUCK

We will send you a replenishment reminder based on the expected transportation duration for your selected shipping mode.

* Estimated Arrival Date
2023-09-11

Inbound Reference Number
The length can not exceed 30.

* Where is your inventory shipped from?
China
324994999

For international shipping, please provide VAT No./EORI No. based on [GB] regulatory requirements, please go to My VAT/EORI to fill in the information

* Inbound Shipping Method
Self Delivery/Road Transport

If your goods will be arriving at the fulfillment center by truck, please ensure that the ASN is created in advance. If your goods will be arriving by express, please upload the Tracking Number in advance. Otherwise, the processing and put away of your inbound order is likely to be delayed.

Next

- b. **SELECT SKUs:** Next, select the SKUs that are being sent.

YOU ARE HERE > SEND INVENTORY > Create Inbound Order

1. Ship

2. Select SKU(s)

3. Packing Your Items

Add Your SKU(s)

SKUID / SKU Name / OC SKUID

Download Template

Select files from your computer

Upload

Review SKU(s)

SELLER SKU ID	SKU NAME	* QUANTITY	NEED UN LABEL?	DO YOU WANT TO USE OC PACKAGING?	REMARK	ACTIONS
G8BSTDTEST005 OC0000006324656	TEST005	10	No	No		DELETE

Reminder:

If your inbound order contains SKU shipping with OC packaging. Please refer to [Packing Material Reference List](#). If you have any questions, please contact our Customer Experience team.

Please consult our Service Center for detailed information regarding the High-value Product Service.

VAS Service

Labeling

- Click here to apply the VAS labelling service to all items in your inbound shipment.

- Inbound multi-SKU in one carton option is disabled if VAS labelling service is selected. Only 1 SKU per carton is enabled for faster inbound processing.

Previous Save as Draft Next

This can either be done by manually searching the SKUs in the OC platform or downloading the template, completing it, and then uploading it to the OC platform.

*Seller SKU ID	*OC SKU ID	*Quantity	*Carton Number	
SKU1		100	A0001	Note: One of Seller SKU ID and OC SKU ID is required. Note: SKU1 and SKU2 are both loaded in carton A0001, in other words, A0001 contains 200 items: SKU1 x 100, SKU2 x 100. Note: SKU 3 are loaded in carton number2 and carton number3 in each carton. There are 200 SKU3 in total. Carton number rule: start from A0001 and the carton numbers are printed in numerical order.
SKU2		100	A0001	
SKU3		100	A0002	
SKU3		100	A0003	

At this stage, it is important that you update the quantity being sent per SKU.

c. PACK YOUR SKUs

This page allows you to set the number of SKUs per carton as well as how many cartons you are shipping to the FC.

- **SKU per Carton** allows you to input your shipments' packing information, showing all SKUs, which you have chosen in the SKU Selection step.
- **Remaining Quantity:** Indicates SKUs which have not been packed, as well as quantity remaining.
- **Carton quantity** will be also shown at the bottom of the page.

Make sure all information matches your physical packing.

Fill in your packing quantity per carton & quantity of the cartons in the blanks. The total packed quantity will be calculated and displayed in the **"TOTAL SKU QUANTITY"** column.

If you have cartons packed with different quantities under one SKU, press the **"+"** button under **"ACTION"** to add a new bar.

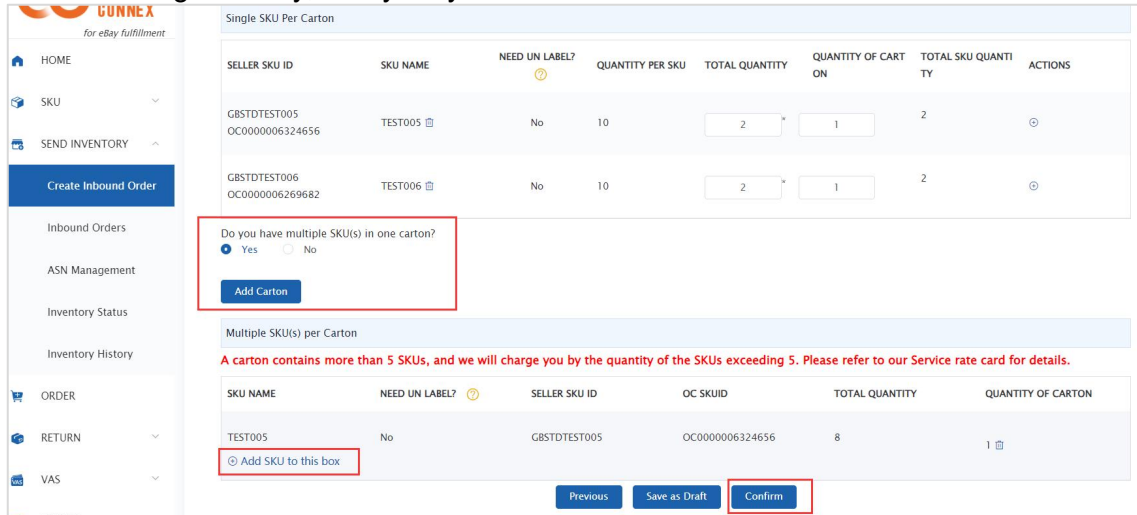
If you have multiple SKUs mixed in one carton, choose **Yes** to add mixed cartons.

- Press **"Add SKU to this box"** and choose the SKU, the remaining quantity will be filled in the carton.
- **Maximum 5 SKUs within one carton** and one SKU cannot be packed in different mixed

cartons.

If VAS Service was selected in step 2, this will be defaulted as **No**

If an SKU only exists in mixed cartons, click  right after the SKU Name, this SKU will move into Remaining Quantity, ready for you to add as a mixed carton.



SELLER SKU ID	SKU NAME	NEED UN LABEL?	QUANTITY PER SKU	TOTAL QUANTITY	QUANTITY OF CARTON	TOTAL SKU QUANTITY	ACTIONS
GBSTDTTEST005 OC0000006324656	TEST005	No	10	2	1	2	
GBSTDTTEST006 OC0000006269682	TEST006	No	10	2	1	2	

Do you have multiple SKU(s) in one carton?
 Yes No
Add Carton

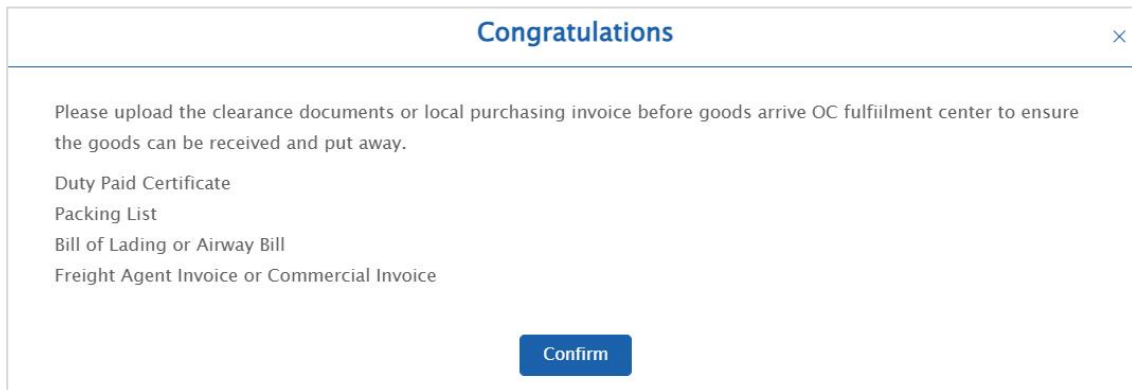
A carton contains more than 5 SKUs, and we will charge you by the quantity of the SKUs exceeding 5. Please refer to our Service rate card for details.

SKU NAME	NEED UN LABEL?	SELLER SKU ID	OC SKU ID	TOTAL QUANTITY	QUANTITY OF CARTON
TEST005	No	GBSTDTTEST005	OC0000006324656	8	1

Add SKU to this box

Previous Save as Draft Confirm

Click **“Confirm”** to submit the Inbound Order.



Congratulations

Please upload the clearance documents or local purchasing invoice before goods arrive OC fulfilment center to ensure the goods can be received and put away.

Duty Paid Certificate
Packing List
Bill of Lading or Airway Bill
Freight Agent Invoice or Commercial Invoice

Confirm

Once confirmed, a message will appear advising the user this has been successful, and this will prompt you to:

- Print your carton labels.
- Add the tracking number(s) or book ASN for your inbound shipment.

Note:

If you are expected to ship your inbound with a courier of your choice and to update the portal with details of your tracking number and courier of choice.

If you want to ship the goods to the UK Fulfilment Centre, the Clearance Document will be required to be uploaded.

For any SKU(S) sent by a freight forwarder/shipper, truck or rail the **ASN (Advanced Shipping Notification)** Portal URL will pop up once submitted.

You are required to place an **Advanced Shipping Notification (ASN)** using the **Booking Number** to inform the fulfilment centre of your planned arrival time and shipment details.

Congratulations



You have created an inbound order! Please find the booking number below.

BOOKING NUMBER: J8aLNggGFq 

You can use this BOOKING NUMBER to login into our "MANAGE YOUR ASN" portal. **Unbooked deliveries will cause an additional service charge at our fulfillment center.**

ASN URL: <https://asn.orangeconnex.com>

[Print Labels](#)

2. Inbound Order Management

a) Inbound Order Dashboard

Click and enter [SEND INVENTORY]>[Inbound Orders] to quickly view the subtotal number of orders which need further action.

1. Click [Details] on the left side of the dashboard to enter **Inspection Exception**.

The screenshot shows the 'Inbound Orders' dashboard. At the top left, there is a red-bordered box containing a large orange number '12' and the text 'Inspection Exception'. Below this, it says 'Please handle the exception(s) as soon as possible, or we will charge Storage Fee for the SKU(s) without action in 7 days after inspection.' and a blue 'DETAILS' button. To the right, a large orange number '87' is followed by 'Await More Actions'. Below this, there are four categories: '31 Await Booking' (with a 'DETAILS' link), '16 Tracking No. Required' (with a 'DETAILS' link), '0 Booking Failed', and '40 Clearance Doc Required' (with a 'DETAILS' link'). Below these are search filters for 'INBOUND ORDER NO.', 'VAT/EORI No.', 'Create Time', 'Arrival Time', 'Fulfillment Center', 'Seller SKU ID', and 'Clearance Document Registration Status'. There is also a 'Lack Clearance Doc' checkbox and 'SEARCH' and 'CLEAR' buttons.

2. Click [Details] on the right side of the dashboard to target orders which need one of the below further actions in the list.

- 1) Await Booking - for Courier delivery mode
 - 2) Tracking No. Required - for Self-delivery/road transport mode
- Await Booking as an example:

This screenshot is similar to the previous one but with a red arrow pointing from the '31 Await Booking' category to the 'Await Booking (31)' filter in the table below. The table has columns: INBOUND ORDER NO., BOOKING NUMBER, ASN LIST, STATUS, INBOUND REFERENCE NUMBER, CREATE TIME, and ACTION. Two rows are visible:

INBOUND ORDER NO.	BOOKING NUMBER	ASN LIST	STATUS	INBOUND REFERENCE NUMBER	CREATE TIME	ACTION
OCI4GB05014083	J8aLNgCGFq		Await Booking		2023-09-08 01:24:39	UPLOAD CLEARANCE DOC
OCI4DE04826249	dWS2EQ85af		Await Booking		2023-07-17 17:59:39	CREATE ASN

3) Clearance Doc Required - for orders shipping to the UK Fulfilment Centre

Inbound Orders

12 Inspection Exception

Please handle the exception(s) as soon as possible, or we will charge Storage Fee for the SKU(s) without action in 7 days after inspection.

DETAILS

87 Await More Actions

31 Await Booking	DETAILS	16 Tracking No. Required	DETAILS
0 Booking Failed		40 Clearance Doc Required	DETAILS

INBOUND ORDER NO.

VAT/EORI No.

Create Time Arrival Time

Fulfillment Center

Seller SKU ID

Clearance Document Registration Status

Lack Clearance Doc

[EXPORT](#) [Batch Upload File](#)

ALL (40) Draft (0) Await Booking (8) Tracking No. Required (4) Scheduled (2) Arrived (8) Processing (2) Put Away (5) Cancelled (11)

INBOUND ORDER NO.	BOOKING NUMBER	ASN LIST	STATUS	INBOUND REFERENCE NUMBER	ACTION
OC14GB05014083	J8aLNggGFq		Await Booking		Lack Clearance Doc UPLOAD CLEARANCE DOC

b) Inspection Exception List

Click [CREATE VAS] on the right side of the list to enter the VAS page directly, or you could view the exception reasons first and then continue to the next step.

for eBay fulfillment

Inspection Exception (4) [Inspection Exception Guideline](#)

INBOUND ORDER NO.

Create Time Arrival Time

Overdue Only

ALL(4) Await VAS(4) Refer to Details(0)

INBOUND ORDER NO.	Overdue Fee	BOOKING NUMBER	ASN LIST	STATUS	INBOU ACTION
OC15DE06057043	--	Wa62eytqP		Put Away	CREATE VAS
OC15DE06037	Overdue	m0UdyToCXd		Arrived	CREATE VAS
OC15GB05982033	0.01 GBP	Y2dfpRBD3M		Put Away	CREATE VAS
OC15GB05975053	0.00	8f1ojmi0u		Arrived	CREATE VAS

*You can tick [Overdue Only] to filter orders which have occurred Inbound Exception Overdue Storage Fee and find the amount from the list.

*The fee will stop billing once the VAS order is created.

c) Inbound Order Details

The Inbound Order Details page consists of three parts, Order Information, Exception Details and Putaway Details.

1. Order Information:

You can view more details of [Shipping Information], [Booking Details] and [Clearance Document Details] clearly.

1) Shipping to other fulfilment centres except the UK.

INBOUND ORDER NO.: OC15DE06057043 Inspection Exception

Tracking No. Required Scheduled Arrived Processing Put Away Cancel

August 3rd 2023, 11:46:22 August 3rd 2023, 13:03:21 August 3rd 2023, 12:08:29

Order Information

Shipping Information Booking Details

Shipping Information

Address: Orange Connex Fulfillment Centre-DE04
 Bochumer Str.119
 Nordrhein-Westfalen
 DE-44866 Bochum
 Phone: +49 1795444412
 Email: inboundDE.fulfillment@orangeconnex.com

Shipping From: DE
 International Shipping Method:
 Inbound Shipping Method: Courier Delivery
 ETA: 2023-08-03
 VAT/EORI No.:

2) Shipping to UK Fulfillment Centre.

Order Information

Shipping Information Booking Details * Clearance Document Details

Clearance Document Details

File Type	File Name	Status	Remark
* Duty Paid Certificate E2/H2 & C88 Customs declarations / CDS Entry		Waiting for the upload	
* Packing List		Waiting for the upload	
* Bill of Lading or Airway Bill		Waiting for the upload	
* Freight Agent Invoice or Commercial Invoice		Waiting for the upload	

[Submit](#)

2. Putaway Details:

Putaway Details

SKU Quantity: 5 SKU Type: 1 Carton Quantity: 1

Seller SKUID OC SKUID	SKU Name	Order Qty	Received Quantity	Putaway Quantity	Putaway Time
Location Group test01-RUG OC0000012198070	Location Group test01-RUG	5	5	4	2023-08-03T18:24:58+0800

3. Exception Details:

Exception Details

Attention: This inbound order contains inspection exception SKU(s), please handle them as soon as possible, or we will charge Storage Fee for the SKU(s) without action in 7 days after inspection(subject to exception reason "Others" currently). You can refer to the details from the billing statement if any.

SKU Quantity: 0 SKU Type: 1

ASN000094

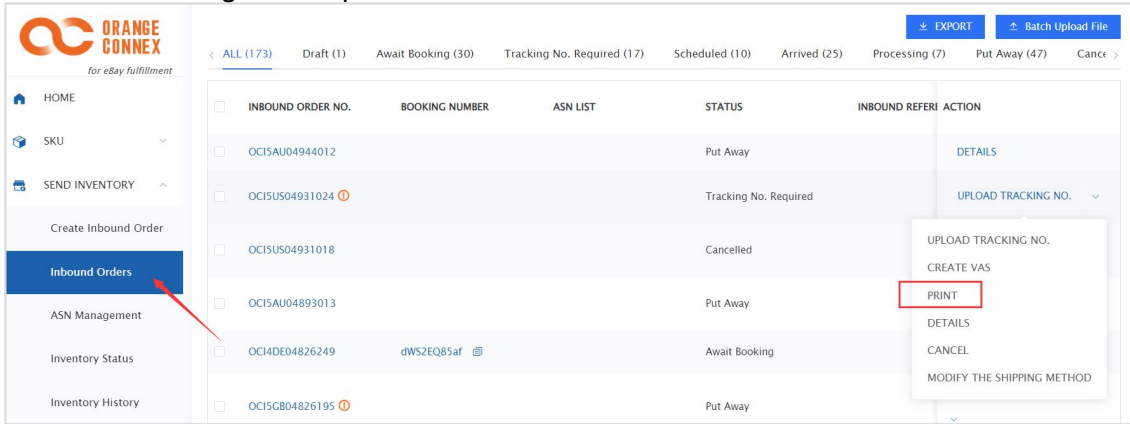
Seller SKUID OC SKUID	SKU Name	Order Qty	Exception Qty	Exception Reason	Photo
SOL20230203005		0	3	unidentified SKUID	View Pictures

[CREATE VAS](#) [Back](#) [Inspection Exception Guideline >](#)

3. Inbound Preparations

After your Inbound Order is successfully created, you can go to print out the SKU(s)/Carton/Pallet labels, under SEND INVENTORY > Inbound Orders.

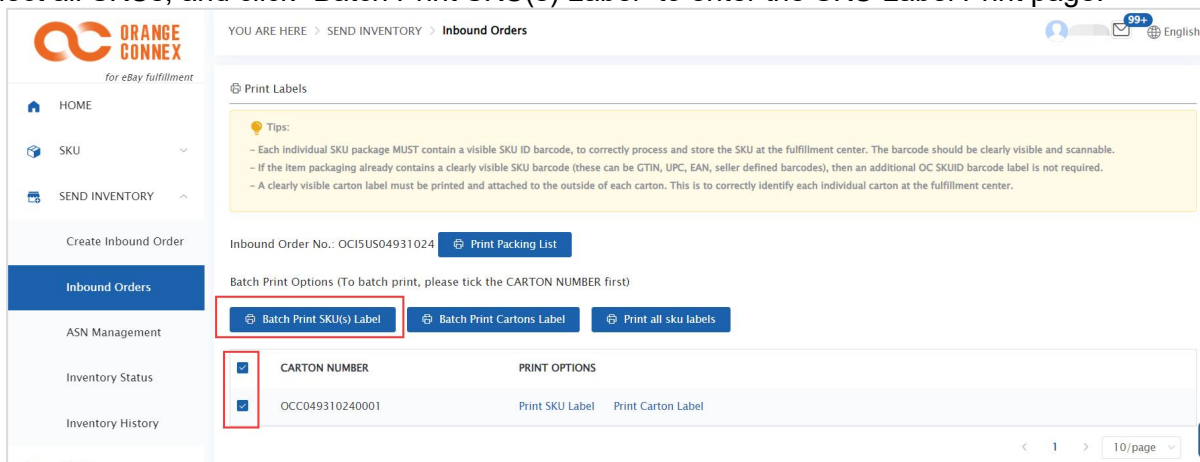
Click “PRINT” on the right of a specific inbound order.



3.1 Print SKU Labels

When preparing to send your shipment to our fulfilment centre, please make sure you print out the OC SKU label and affix it to your SKU.

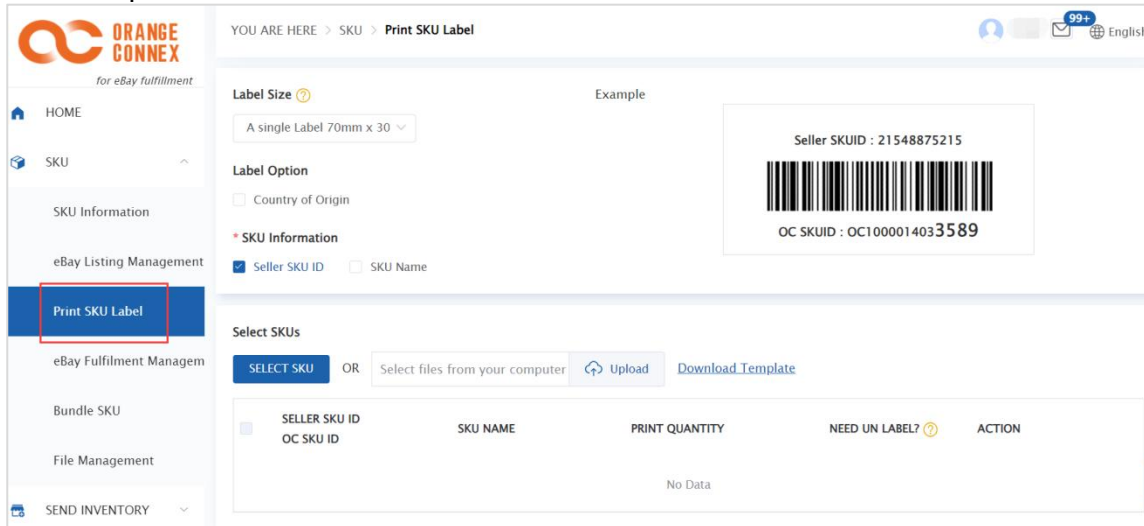
Select all SKUs, and click “Batch Print SKU(s) Label” to enter the SKU Label Print page.



a. **Select printing options**, including Label size, Label option and Seller SKUID/OC SKUID/SKU name. The sizes of SKU labels are listed below:

- Single Label 50mm x 30mm
- Single Label 60mm x 20mm
- Single Label 60mm x 30mm
- Single Label 70mm x 30mm
- Single Label 100mm x 30mm
- Single Label 100mm x 50mm
- 30-up labels 1" x 2 5/8" on US letter
- 21-up labels 63.5 mm x 38.1 mm on A4
- 24-up labels 70 mm x 37 mm on A4
- 27-up labels 63.5 mm x 29.6 mm on A4
- 44-up labels 48.5 mm x 25.4 mm on A4

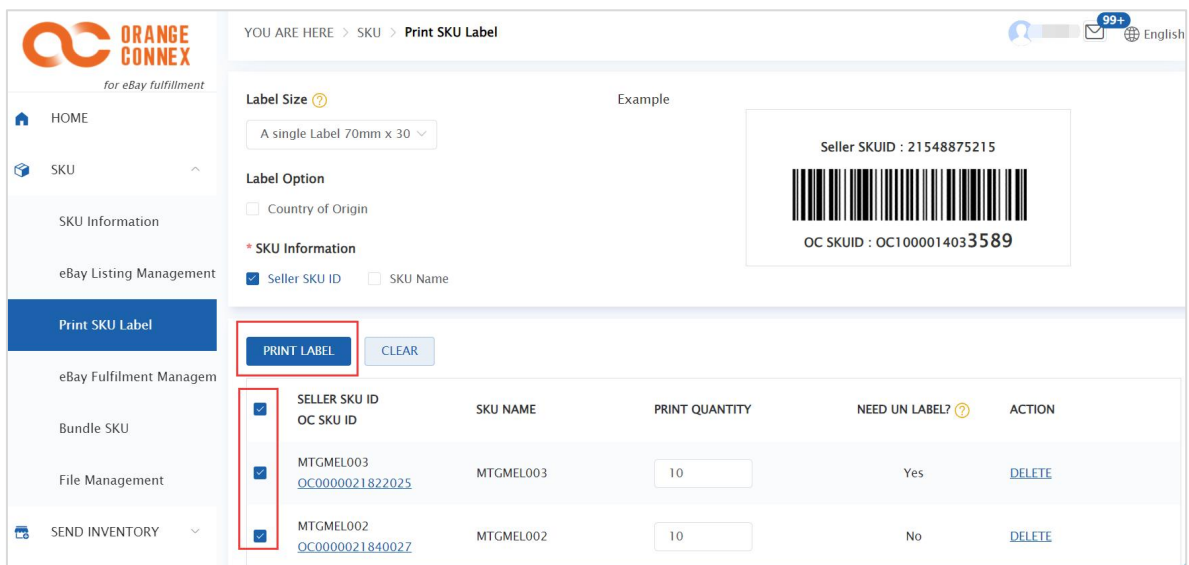
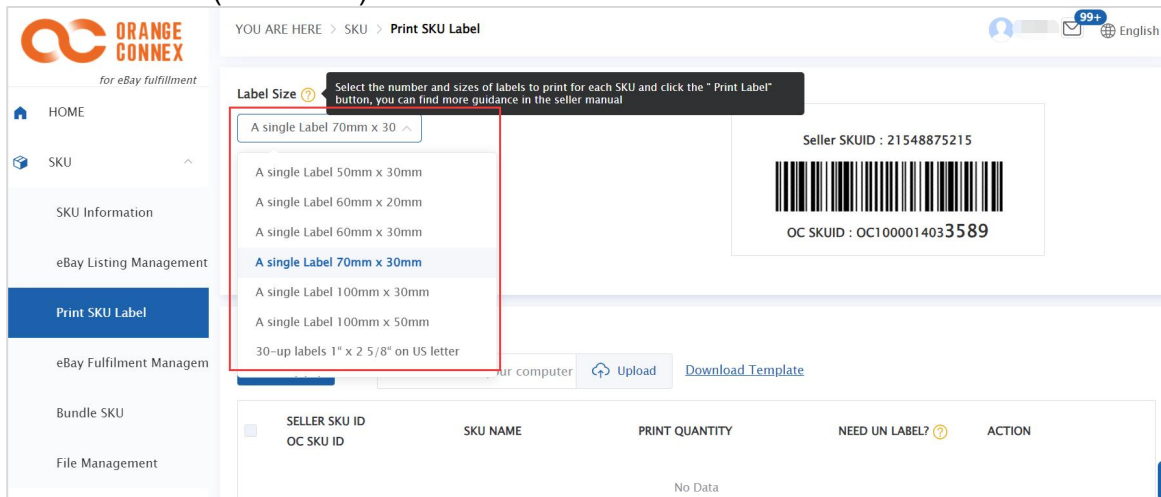
- 40-up labels 52.5 mm x 29.7 mm on A4



b. Define country of origin (optional)

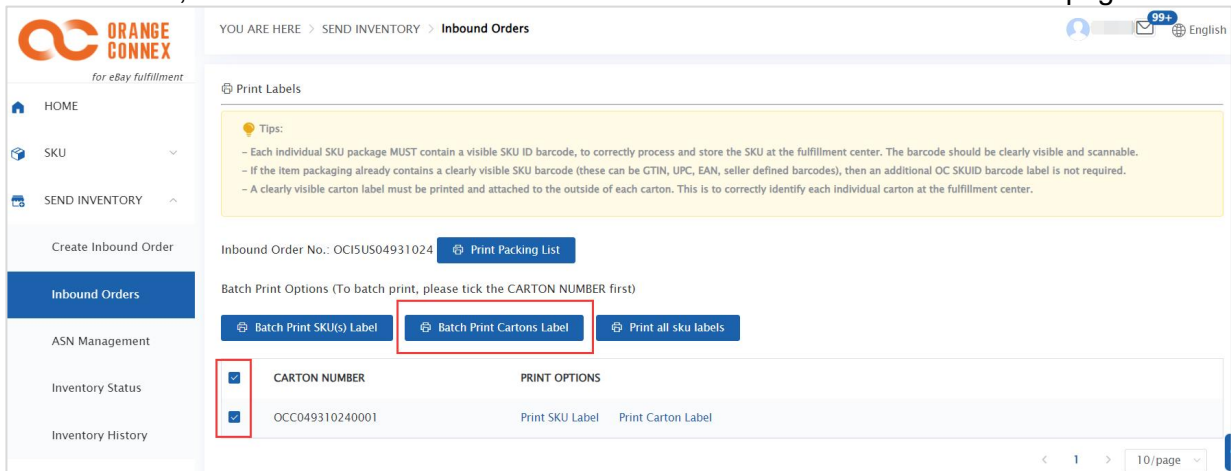
c. Select SKUs (either by clicking on **Select SKUs** and selecting each SKU individually or a batch upload by downloading the template). Here, you will need to enter each Seller SKUID along with the quantity of labels needed.

d. Click **Print Label** (See below)



3.2 Print Carton/Pallet Labels

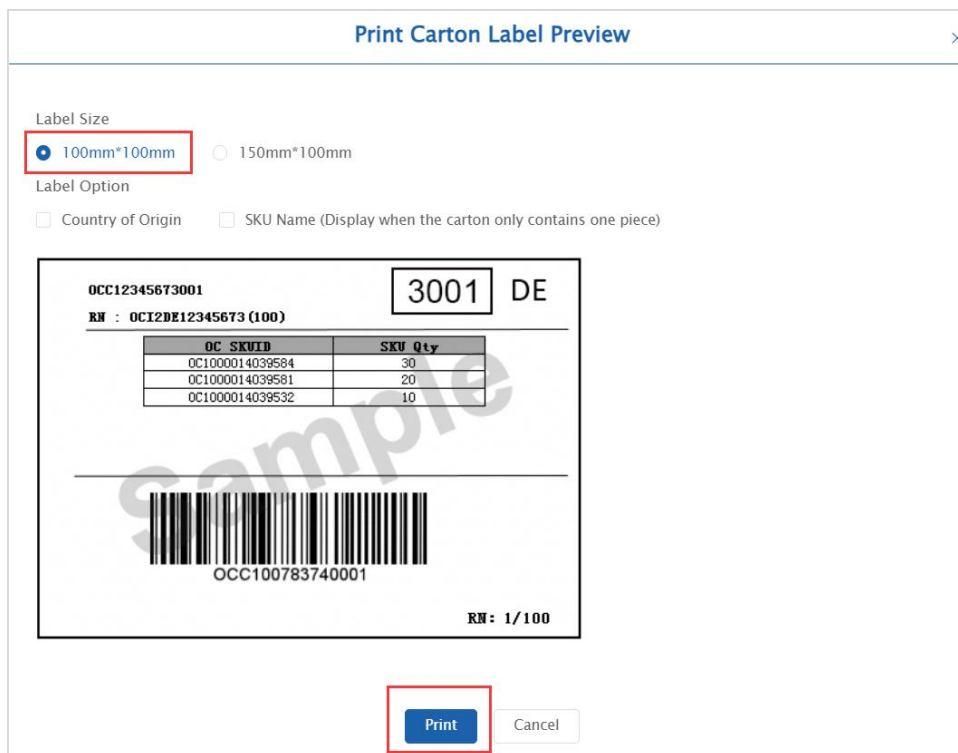
Select all SKUs, and click “Batch Print Carton Label” to enter the Carton Label Print page.



The screenshot shows the Orange Connex interface for Inbound Orders. The left sidebar contains navigation options: HOME, SKU, SEND INVENTORY, Create Inbound Order, Inbound Orders (selected), ASN Management, Inventory Status, and Inventory History. The main content area displays 'Print Labels' with a tips section and an Inbound Order No. of OCC049310240001. Below this, there are three buttons: 'Batch Print SKU(s) Label', 'Batch Print Cartons Label' (highlighted with a red box), and 'Print all sku labels'. A table below shows the selected carton number and its print options.

CARTON NUMBER	PRINT OPTIONS
OCC049310240001	Print SKU Label Print Carton Label

Click “Print” (note: your carton label size is 100mm* 100mm)



The screenshot shows the 'Print Carton Label Preview' dialog box. It includes options for 'Label Size' (100mm*100mm selected, 150mm*100mm) and 'Label Option' (Country of Origin, SKU Name). The preview area shows a sample label with the following content:

OCC12345673001 3001 DE
RN : OCI2DE12345673 (100)

OC SKUID	SKU Qty
OC1000014039584	30
OC1000014039581	20
OC1000014039532	10

OCC100783740001
RN: 1/100

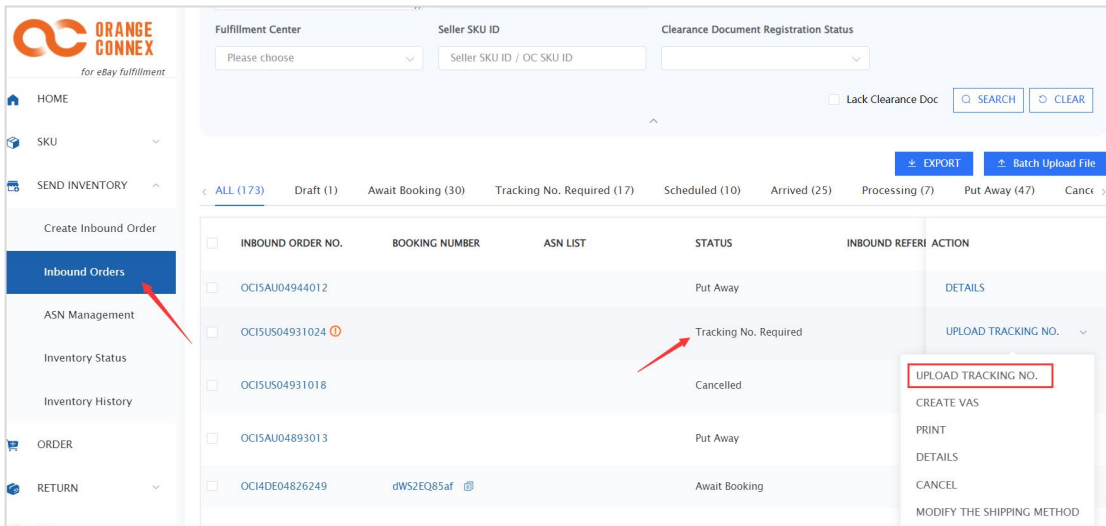
The 'Print' button is highlighted with a red box.

Note: You can choose the label size and country of origin before printing.

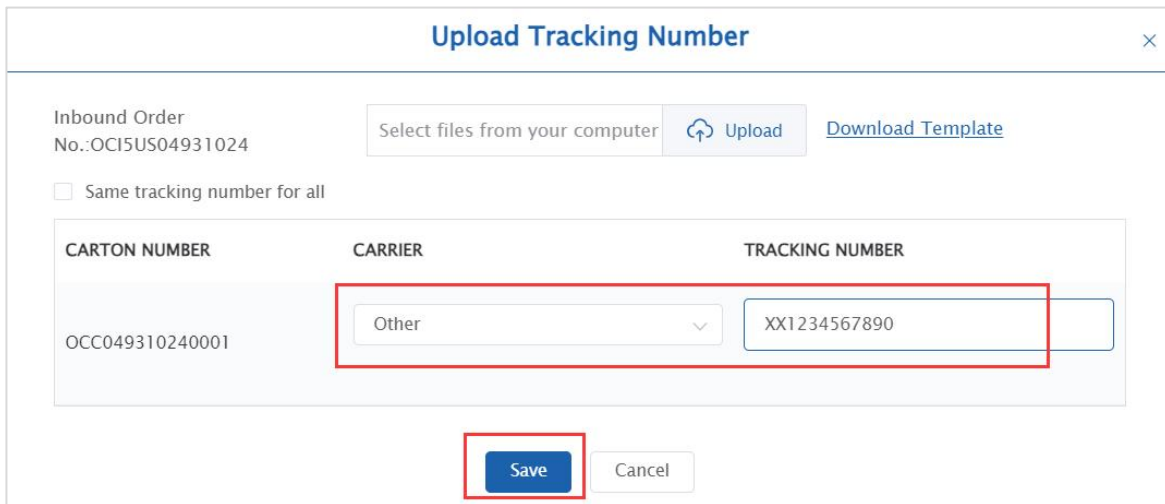
3.3 Upload Tracking No.

Used if you send your Inbound Order through a standard parcel or express service. You will need to upload the shipping tracking number.

Click “UPLOADING TRACKING NO.” on the right of a specific inbound order.



Select the Carrier and input the Tracking Number, then click “Save”.

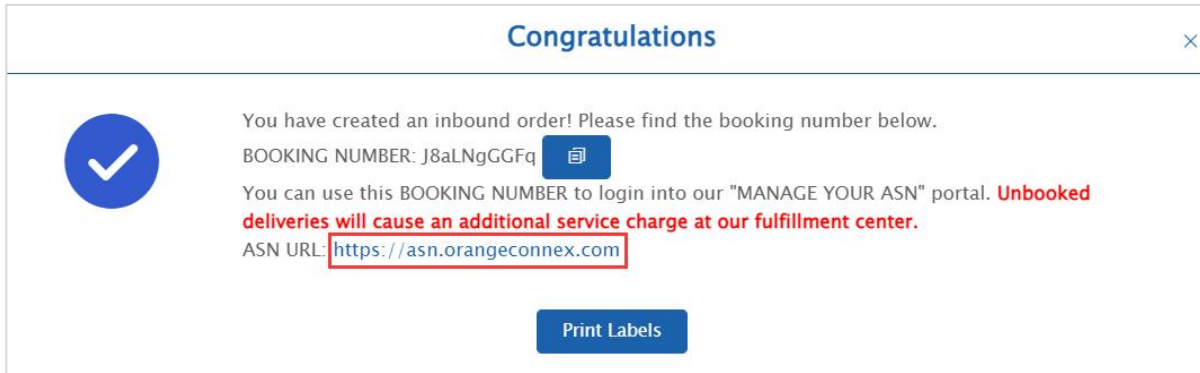


3.4 Book ASN

Used if you send your Inbound Order via a Freight forwarder or Truck. An ASN is required for any shipment arranged for delivery to a fulfilment centre via a Freight forwarder or Shipper. This is so that the fulfilment centre is made aware of the delivery time and can arrange suitable warehouse coverage to ensure the delivery can be received.

Note: If an ASN is not created or the shipment does not arrive at the scheduled time, then there is a high likelihood that the shipment will be refused.

If you have selected Freight or Truck as the Shipping Method when creating an Inbound Order, you will have the option to create an ASN once you finalise the order.



Alternatively, to create an ASN go to **SEND INVENTORY > Inbound Orders > Create ASN.**

Inbound Orders

12 Inspection Exception
Please handle the exception(s) as soon as possible, or we will charge Storage Fee for the SKU(s) without action in 7 days after inspection.

87 Await More Actions
31 Await Booking
16 Tracking No. Required
40 Clearance Doc Required

INBOUND ORDER NO. [dropdown]
separate orders by pressing Enter key, up to 20

VAT/EORI No. [input]
VAT/EORI No. [input]

Create Time [Start Time to End Time]
Arrival Time [Start Time to End Time]

Fulfillment Center [Please choose]
Seller SKU ID [Seller SKU ID / OC SKU ID]

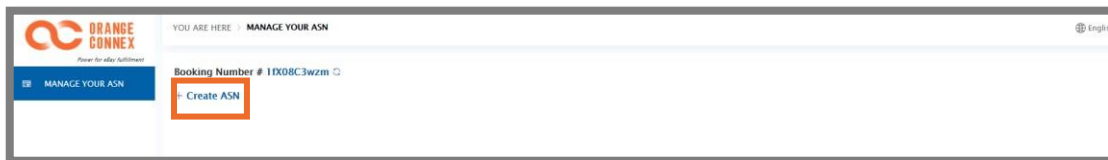
Clearance Document Registration Status [dropdown]

Lack Clearance Doc [SEARCH] [CLEAR]

ALL (174) Draft (1) **Await Booking (31)** Tracking No. Required (16) Scheduled (11) Arrived (25) Processing (7) Put Away (47) Cancelled (36)

INBOUND ORDER NO.	BOOKING NUMBER	ASN LIST	STATUS	INBOUND REFERENCE NUMBER	CREATE TIME	FULFILLMENT CENTER	ACTION
OCHEB05014083	J8aLNggGFq		Await Booking		2023-09-08 01:24:39	UK Fulfillment Center	UPLOAD CLEARANCE DOC
OCHE04826249	dWS2EQ85af		Await Booking		2023-07-17 17:59:39	DE Fulfillment Center	CREATE ASN
OCIAU04607048	r32KwAMQzs		Await Booking		2023-04-25 13:03:31	AU Sydney Fulfillment Center	CREATE ASN

You will be redirected to the ASN Portal where you will need to provide details regarding the shipment of your Inbound Order.



Click **+ Create ASN.**

YOU ARE HERE > MANAGE YOUR ASN English

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MANAGE YOUR ASN

1. Select Inbound Order 2. Add Container/Truck Information 3. Select Arrival Date

Booking Number # J8aLNgGGFq

Only one ASN can be created for one inbound order. Please contact our customer service team, if you have to deliver one inbound order several times due to exceptional situations such as custom clearance issue.

Fulfillment Center Address:
Orange Connex Fulfillment Centre - UK04
Mill Road
England
GB-CV21 1PR Rugby
+44 7747770826
InboundUK.fulfillment@orangeconnex.com

INBOUND ORDER NUMBER	CARTON QUANTITY	SKU CATEGORY QUANTITY	SKU QUANTITY
OCI4GB05014083	3	2	20

Enter Inbound Order Number ADD INBOUND ORDER **BATCH ADD INBOUND ORDER**

No Data

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MANAGE YOUR ASN

Rheinland-Pfalz
DE-55450 Langenlonsheim
49 1736173438
InboundUK.fulfillment@orangeconnex.com

BATCH ADD INBOUND ORDER

Please enter your inbound number.

Maximum 500 inbound, please separate them with enter, comma and space bar

Import Cancel

Next

You will see the details of your Inbound Order and the address of the fulfilment centre. You can add multiple Inbound Orders to the same shipment by clicking **BATCH ADD INBOUND ORDER**. **A maximum of 500 inbound orders** can be added at one time, separate the inbound numbers with Enter, Comma or Space. Click **NEXT** to continue.

YOU ARE HERE > **MANAGE YOUR ASN** English

1. Select Inbound Order **2. Add Container/Truck Information** 3. Select Arrival Date

+ Add

Review Container Details

CONTAINER/TRUCK TYPE	CONTAINER NUMBER	CONTAINER SEAL NUMBER	LOAD TYPE	PALLET QUANTITY	LOOSE CA
					No

Total Information

* Total Volume * Volume Unit

* Total Weight * Weight Unit

Add the total weight of the shipment in kilograms and the total volume in cubic meters and click **+ Add**.

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MANAGE YOUR ASN

Add Container
Booking Number J8aLNggGfQ

* Delivery Type

* Container/Truck Type

CONTAINER SEAL NUMBER

Pallet Quantity

Delivery Company Name

Contact Person

Container Number

* Load Type

Loose Carton Quantity

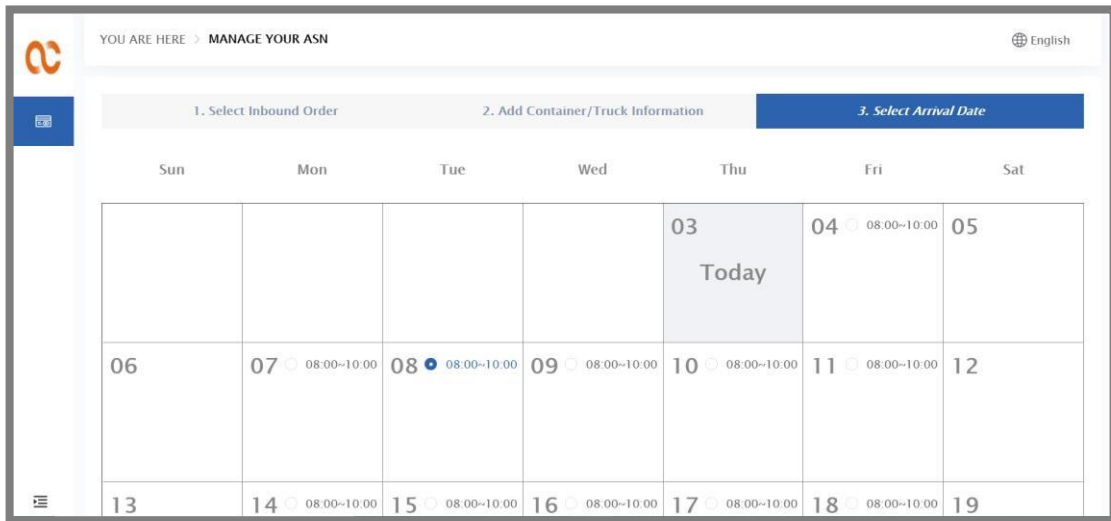
License Plate Number

Contact Phone Number

You will be requested to provide information on:

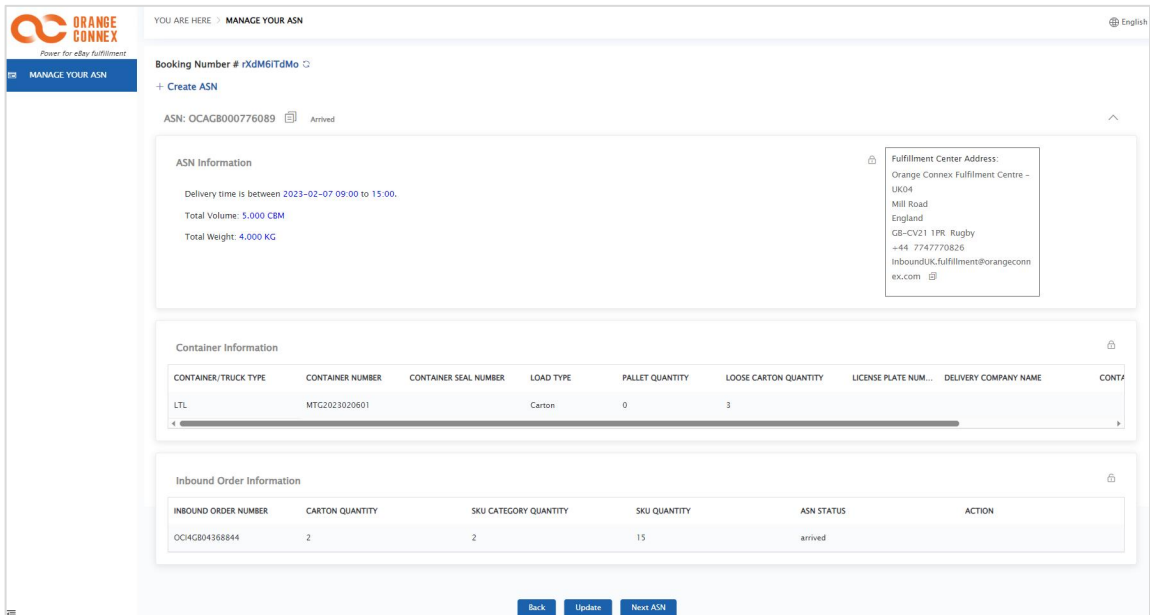
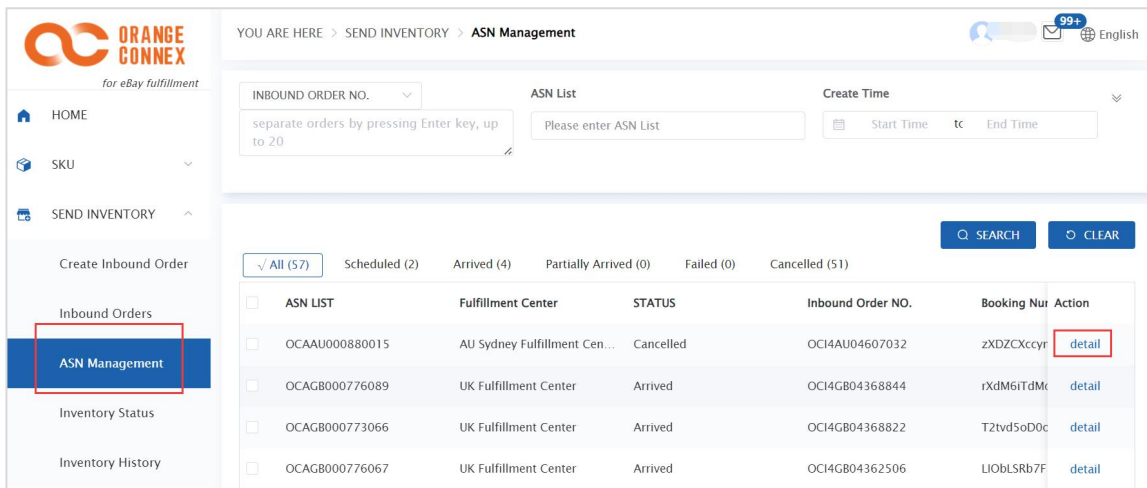
- a. Delivery Type
- b. Container/Truck Type
- c. Container Seal Number – if sending a full Container or Truck
- d. Delivery Company details
- e. Load Type – Pallets and/or Cartons

To add more than one Container /Truck please click **Add Another Container**. Once all the information has been added click **SAVE & BACK**. You will be redirected to the fulfilment centre calendar to book a timeslot for the arrival of your shipment.



Once you select an Arrival Date and click **Submit** you will receive a message with your ASN Booking Number.

You can also go to **SEND INVENTORY > ASN Management** to find the ASN booking details.



You can check the status of your Inbound order by going to **SEND INVENTORY > Inbound Orders** and selecting the order number.

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for eBay fulfillment

INBOUND ORDER NO.: OCISU504931024

Tracking No. Required | **Scheduled** | Arrived | Processing | Put Away | Cancel

Order Information

Shipping Information | Booking Details

Shipping Information

Address: Orange Connex US Fulfillment Center -South01
5880 W Fuqua Street, Suite 200
Texas
US-77085 Houston
Phone: +01 346-599-1853
Email: InboundUS.fulfillment@orangeconnex.com

Shipping From: CN
International Shipping Method:
Inbound Shipping Method: Courier Delivery
ETA: 2023-08-22
VAT/EORI No.:

Putaway Details

SKU Quantity: 1 | SKU Type: 1 | Carton Quantity: 1

Seller SKUID OC SKUID	SKU Name	Order Qty	Received Quantity	Putaway Quantity	Putaway Time
OC123458 OC000013088861	Cup 1	1			

Note: Changes can be made with a day's (24 hours) notice. A new ASN will need to be created where less than a day's (24 hours) notice can be given.

3.5 Upload Clearance Documents

Clearance Documents are required if shipping to the UK Fulfilment Centre. Click "UPLOAD TRACKING NO." on the right of a specific inbound order.

ORANGE CONNEX
for eBay fulfillment

EXPORT | Batch Upload File

ALL (40) | Draft (0) | Await Booking (6) | Tracking No. Required (4) | Scheduled (2) | Arrived (6) | Processing (2) | Put Away (5) | Cancelled (11)

INBOUND ORDER NO.	BOOKING NUMBER	ASN LIST	STATUS	INBOUND REFERENCE NUMBER	ACTION
<input type="checkbox"/>	OC14GB05014083	J8aLNgGGFq	Await Booking		UPLOAD CLEARANCE DOC
<input type="checkbox"/>	OC15GB04826195		Put Away		UPLOAD CLEARANCE DOC
<input type="checkbox"/>	OC14GB04394093	XvGGPu052X	Cancelled		DELETE
<input type="checkbox"/>	OC15GB04368904		Processing		UPLOAD TRACKING NO.
<input type="checkbox"/>	OC15GB04368888		Arrived		UPLOAD TRACKING NO.

Click the "Clearance Document Details" tab of Order Information, load the requested files, and then submit.

HOME

SKU

SEND INVENTORY

Create Inbound Order

Inbound Orders

ASN Management

Inventory Status

Inventory History

ORDER

RETURN

VAS

BILLING

INBOUND ORDER NO.: OCI4GB05014083

Lack Clearance Doc

Await Booking

Await Booking

Scheduled

Arrived

Processing

Put Away

Cancel

September 7th 2023, 18:24:38





Order Information

Shipping Information

Booking Details

* Clearance Document Details

Clearance Document Details

File Type	File Name	Status	Remark
* Duty Paid Certificate E2 /H2 & C88 Customs declarations / CDS Entry		Waiting for the upload	
* Packing List		Waiting for the upload	
* Bill of Lading or Airway Bill		Waiting for the upload	
* Freight Agent Invoice or Commercial Invoice		Waiting for the upload	

Submit

4. Inventory Status & History

Once your shipment has arrived at the Orange Connex warehouse, you can then use the section 'Inventory status' under the 'SEND INVENTORY' tab to check on the status. You can also view your sales information for outbound orders.

DE Fulfillment Center	UK Fulfillment Center	AU Sydney Fulfillment Center	AU Melbourne Fulfillment Center	US Los Angeles Fulfillment Center	US New Jersey Fulfillment Center	US Houston Fulfillment Center	IT Fulfillment Center	
SKU NAME	FULFILLMENT CENTER	SELLER SKUID OC SKUID	IN-TRANSIT	RECEIVED	AVAILABLE	RESERVED	UNFULFILLABLE	TOTAL SALES
KKKKK	DE Fulfillment Center	test-maoli OC0000006341469	105	0	3	97	0	14
TEST014	DE Fulfillment Center	GBSTTEST014 OC0000006234070	101	0	2	127	0	1
TEST006	DE Fulfillment Center	GBSTTEST006 OC0000006269682	2	0	0	0	0	0
TEST011	DE Fulfillment Center	GBSTTEST011 OC0000006291763	103	0	0	109	0	1
TEST005	DE Fulfillment Center	GBSTTEST005 OC0000006324656	1	0	300	0	0	0
TEST010	DE Fulfillment Center	GBSTTEST010 OC0000006373982	111	0	112	0	0	3

Your 'Inventory Status' explained:

- **In-Transit** – The inventory is in transit.
- **Received** – The inventory has been received by our fulfilment centre and it is being processed.
- **Available** – The inventory has been put away.
- **Reserved** – The inventory is reserved in stock for certain reasons. There are several sub-statuses:
 - *Allocated* - Inventory allocated because of an outbound order being received.
 - *VAS* - under VAS processing.
 - *Suspend* - The inventory is On Hold due to certain exceptions (e.g., dimension discrepancy).
 - *Reserved-Hold* - A temporary freeze on goods due to non-compliance with local regulations (usually caused by missing Customs Clearance documents, invalid VAT, etc.).
- **Unfulfillable** – The inventory cannot be fulfilled (e.g., damaged SKU)

Also, you can use the section 'Inventory History' under the 'SEND INVENTORY' tab to check on the records.

- HOME
- SKU
- SEND INVENTORY
 - Create Inbound Order
 - Inbound Orders
 - ASN Management
 - Inventory Status
 - Inventory History
 - ORDER
 - RETURN

SKU ID: Order Type: Date: to Reason:

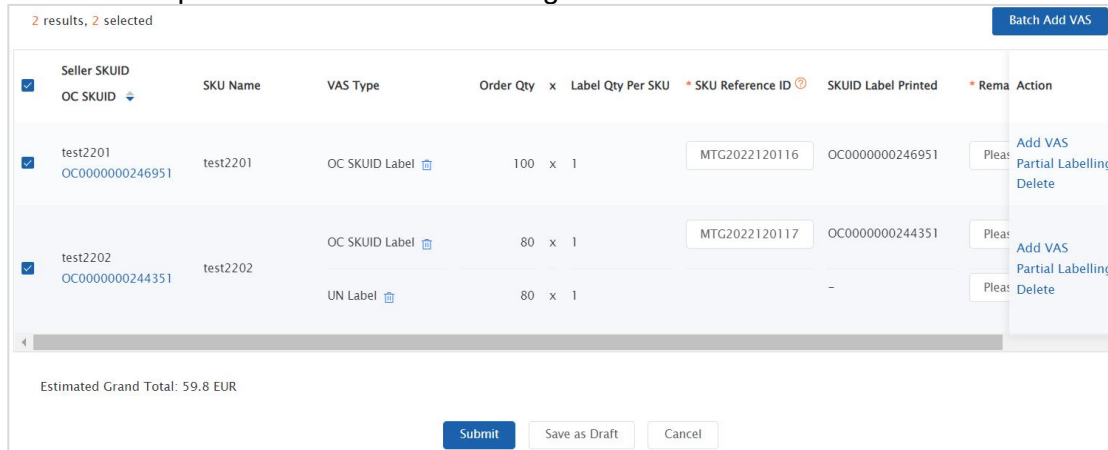
SEARCH CLEAR EXPORT

DE	UK	AU Sydney	AU Melbourne	US Los Angeles	US New Jersey	US Houston	IT				
Fulfillment Center	Fulfillment Center	Fulfillment Center	Fulfillment Center	Fulfillment Center	Fulfillment Center	Fulfillment Center	Fulfillment Center				
SKU NAME	FULFILLMENT CENTER	SELLER SKUID OC SKUID	Reason	ORDER TYPE	ORDER NO.	BATCH NO.	OPERATING TIME	VARIATION	AVAILABLE QUANTITY	REMARK	
<input type="checkbox"/>	TEST010	DE Fulfillment Center	GBSTDTEST010 OC000000637398 2	Outbound Order Cancel	OUTBOUND	OCO00002098 84371DE	20220303	2023-08-31 18:18:20	1	117	
<input type="checkbox"/>	TEST010	DE Fulfillment Center	GBSTDTEST010 OC000000637398 2	Outbound Order Submitted	OUTBOUND	OCO00002098 84371DE	20220303	2023-08-31 18:12:29	-1	116	

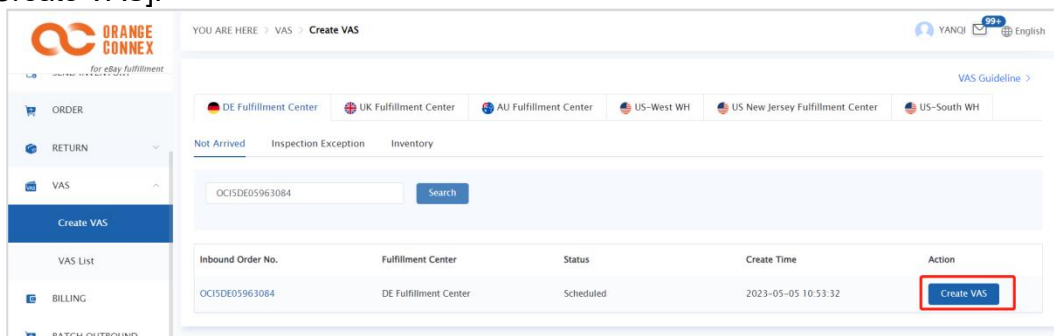
1. Create a VAS Order > Type of Order — Not Arrived

Order route: [VAS] > [Create VAS]

You can submit multiple VAS orders for all/some goods under the same Inbound Order at once.

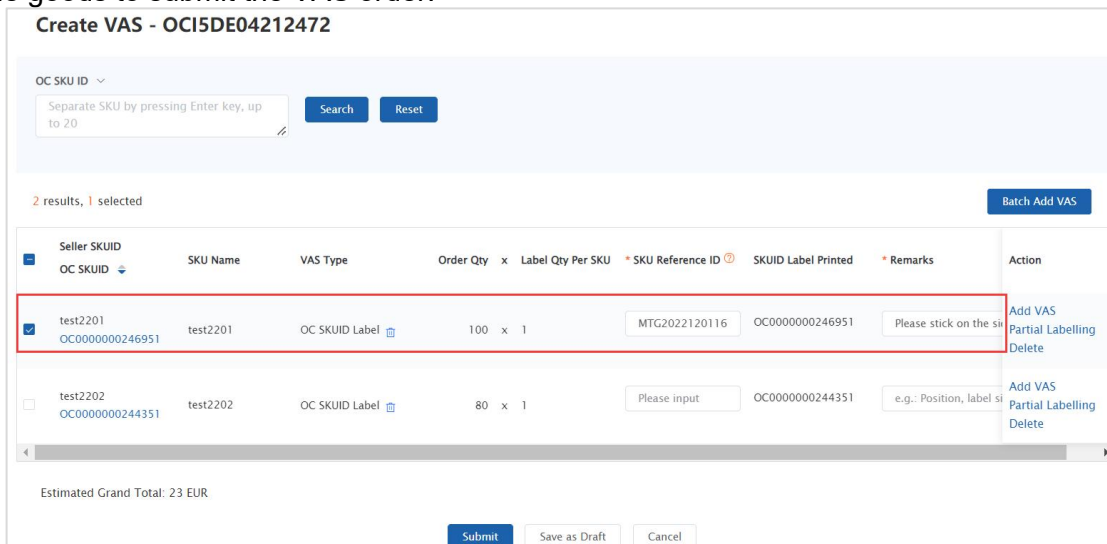


According to the “Fulfilment Centre” and “Inbound Order No.”, search for the Inbound Order for which you would like to place a VAS order. Click to [Create VAS].



1.1 Quick to place order

After clicking [Create VAS], the “OC SKUID Label” service is applied for all the goods you tick in the Inbound Order by default. You only need to add the SKU Reference ID and remarks, and then tick all or some goods to submit the VAS order.



Create VAS - OCI5DE04212472

OC SKU ID

2 results, 2 selected

<input checked="" type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty	x	Label Qty Per SKU	* SKU Reference ID	SKUID Label Printed	* Remarks	Action
<input checked="" type="checkbox"/>	test2201 OC0000000246951	test2201	OC SKUID Label	100	x	1	MTG2022120116	OC0000000246951	Please stick on the si	Add VAS Partial Labelling Delete
<input checked="" type="checkbox"/>	test2202 OC0000000244351	test2202	OC SKUID Label	80	x	1	MTG2022120117	OC0000000244351	Please stick on the si	Add VAS Partial Labelling Delete

Estimated Grand Total: 41.4 EUR

- * “SKU Reference ID” - an identifiable number or bar code of the goods, with which the Fulfilment Centre can accurately identify the goods that need to be labeled;
 - * “Label Qty Per SKU” - how many labels you want to put on each piece of goods;
- The default quantity is “1”, or you can click the button of [Add VAS] to change the quantity manually on the corresponding page.

1.2 Add VAS to individual SKU

Click the button of [Add VAS] on the right

Create VAS - OCI5DE04212472

OC SKU ID

2 results, 0 selected

<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty	x	Label Qty Per SKU	* SKU Reference ID	SKUID Label Printed	* Remarks	Action
<input type="checkbox"/>	test2201 OC0000000246951	test2201	OC SKUID Label	100	x	1	MTG2022120116	OC0000000246951	Please stick on the si	Add VAS Partial Labelling Delete
<input type="checkbox"/>	test2202 OC0000000244351	test2202	OC SKUID Label	80	x	1	MTG2022120117	OC0000000244351	Please stick on the si	Add VAS Partial Labelling Delete

Estimated Grand Total: 0.00

Select the VAS of “OC SKUID Label” or “UN Label”.

Add VAS ✕

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type ▼ OC SKUID Label

* SKU Reference ID MTG2022120117

Order Qty 80

* Label Qty Per SKU 1

* Remarks Please stick on the side

Confirm
Cancel

Add VAS ✕

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type ▼ UN Label

Order Qty 80

* Label Qty Per SKU 1

* Remarks e.g.: Position, label size, etc.

Confirm
Cancel

1.3 Add VAS in batches to multiple SKUs

Click the button of [Batch Add VAS] on the right.

Create VAS - OC15DE04212472

OC SKU ID ▼

Separate SKU by pressing Enter key, up to 20

Search
Reset

OC SKUID Label

UN Label

Batch Add VAS

2 results, 0 selected

☐	Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty x	Label Qty Per SKU	* SKU Reference ID	SKUID Label Printed	* Remarks	Action
☐	test2201 OC0000000246951	test2201	OC SKUID Label	100 x	1	Please input	OC0000000246951	e.g.: Position, label si	Add VAS Partial Labelling Delete
☐	test2202 OC0000000244351	test2202	OC SKUID Label	80 x	1	Please input	OC0000000244351	e.g.: Position, label si	Add VAS Partial Labelling Delete

Estimated Grand Total: 0.00

Submit
Save as Draft
Cancel

Select the VAS of “OC SKUID Label” or “UN Label” in batches.

OC SKUID Label ✕

Please complete corresponding information.

Seller SKUID OC SKUID	SKU Name	* SKU Reference ID ?	Order Qty x	Label Qty Per SKU	* Remarks
test2201 OC0000000246951	test2201	MTG2022120116	100 x	1	Please stick on the side
test2202 OC0000000244351	test2202	MTG2022120117	80 x	1	Please stick on the side

Confirm
Cancel

UN Label ✕

Please complete corresponding information.

Seller SKUID OC SKUID	SKU Name	Order Qty x	Label Qty Per SKU	* Remarks
test2201 OC0000000246951	test2201	100 x	1	Please stick on the side
test2202 OC0000000244351	test2202	80 x	1	Please stick on the side

Confirm
Cancel

1.4 Add the Labelling Service to the designated Carton

If the goods are packed in multiple cartons and there is only one kind of goods in the carton, you can add the VAS of Labelling for the goods with specified Carton No. Click the button of [Partial Labelling] on the right.

Create VAS - OC15DE04212472

OC SKU ID ▼

Separate SKU by pressing Enter key, up to 20

Search
Reset

2 results, 0 selected Batch Add VAS

Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty x	Label Qty Per SKU	* SKU Reference ID ?	SKUID Label Printed	* Remarks	Action
test2201 OC0000000246951	test2201	OC SKUID Label 📄	100 x	1	Please input	OC0000000246951	e.g.: Position, label s	Add VAS Partial Labelling Delete
test2202 OC0000000244351	test2202	OC SKUID Label 📄	80 x	1	Please input	OC0000000244351	e.g.: Position, label s	Add VAS Partial Labelling Delete

Estimated Grand Total: 0.00

Submit
Save as Draft
Cancel

Tick the Carton number you want to label and click [Confirm].

Partial Labelling

- Please select the cartons you want to add Labelling Service.
- Apply for only one SKU is included in each carton.

SKU Name: **test2201** SKU Qty: **40** Carton Qty: **2**

<input type="checkbox"/>	Carton No.	SKU Qty
<input type="checkbox"/>	OCC042124720001	20
<input checked="" type="checkbox"/>	OCC042124720002	20
<input checked="" type="checkbox"/>	OCC042124720003	20
<input type="checkbox"/>	OCC042124720004	20
<input type="checkbox"/>	OCC042124720005	20

After clicking [Confirm], the "Order Qty" in the list is the sum of the goods with the cartons you tick.

Create VAS - OC15DE04212472

OC SKU ID

2 results, 0 selected

<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty x	Label Qty Per SKU	SKU Reference ID	SKUID Label Printed	Remarks	Action
<input checked="" type="checkbox"/>	test2201 OC0000000246951	test2201	OC SKUID Label	40 x	1	MTG2022120116	OC0000000246951	Please stick on the si	Add VAS Partial Labelling Reset Qty to All Delete
<input type="checkbox"/>	test2202 OC0000000244351	test2202	OC SKUID Label	80 x	1	Please input	OC0000000244351	e.g.: Position, label si	Add VAS Partial Labelling Delete

Estimated Grand Total: 0.00

You can also click the button of [Reset Qty to All] on the right to change back to label all the goods.

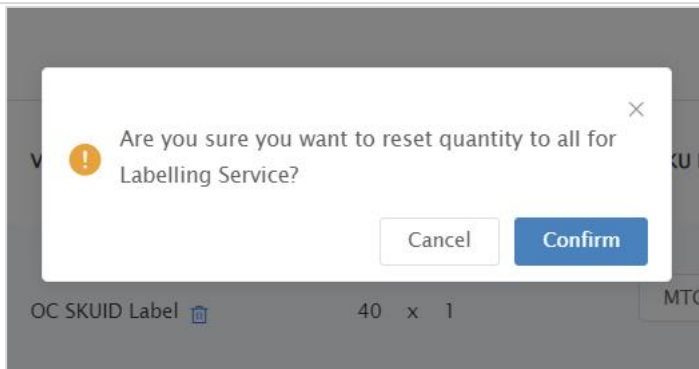
Create VAS - OCI5DE04212472

OC SKU ID

2 results, 0 selected

<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	VAS Type	Order Qty x	Label Qty Per SKU	* SKU Reference ID	SKUID Label Printed	* Remarks	Action
<input type="checkbox"/>	test2201 OC0000000246951	test2201	OC SKUID Label	40 x	1	MTG2022120116	OC0000000246951	Please stick on the s	Add VAS Partial Labelling Reset Qty to All Delete
<input type="checkbox"/>	test2202 OC0000000244351	test2202	OC SKUID Label	80 x	1	Please input	OC0000000244351	e.g.: Position, label s	Add VAS Partial Labelling Delete

Estimated Grand Total: 0.00



2. Create a VAS Order > Type of Order — Inspection Exception

Order route: [VAS] > [Create VAS]

It supports the submission of multiple VAS orders for all exception goods under the same Inbound Order at once, or you can submit the order for each group of exception goods in batches.

However, for the same set of exception reasons for the same goods, please be sure to submit all the required VAS orders at one time.

Seller SKUID	SKU Name	Arrival Date	Exception	Exception Qty	Photo	VAS Type	VAS Qty	Label Qty Per SKU	Remarks	Action
2020081006 OC00000002978 73	DE081006	2022-03-11 DEFRAC220311 00001	SKU Damaged	2		Packaging	2	x -	Please enter	Add VAS Delete
SKU081101 OC00000002912 67	SKU name0811 01	2022-03-11 DEFRAC220311 00001	SKU Label and Product...	10		OC SKUID Label	10	x 1	e.g.: Pos	Add VAS Delete

Estimated Grand Total: 3.16 EUR

Please refer to below Suggestions for Exception SKU(s):

Exception Reason

- 1) SKU Damaged
- 2) Unidentified SKUID¹
- 3) Lack of UN Label (SIOP SKU)
- 4) SKU Label and Product Mismatched
- 5) Substandard Shipping Package
- 6) Off-list SKU²
- 7) Size/Weight Mismatched
- 8) Exceed Service Limits
- 9) Others

Suggestion

- Packaging
- OC SKUID Label
- UN Label
- OC SKUID Label
- Packaging
- Put-away as normal. Please contact OC Service Center if needed
- Put-away as normal. Please contact OC Service Center if needed
- Please contact OC Service Center
- Please contact OC Service Center

1. If the SKU has not been created in Orange Connex Fulfillment Platform, you may contact our Service Center to continue the receiving after creating.
2. Off-list SKU means the SKU that has been created in Orange Connex Fulfillment Platform but was not in the Inbound Order.

Select “Fulfilment Centre”, and the list will display the Inbound Orders of all the exception SKUs in it. You can process them one by one or enter the “Inbound Order No.” to search for the one for which you want to place a VAS order. Click [Create VAS].

Inbound Order No.	Fulfilment Center	Status	Arrival Time	Action
OC15GB05908025	UK Fulfillment Center	Processing	2023-02-07 17:26:52	Create VAS
OC14GB05905200	UK Fulfillment Center	Arrived	2023-02-07 01:24:18	Create VAS
OC14GB05903290	UK Fulfillment Center	Arrived	2023-02-06 02:24:27	Create VAS

2.1 Quick to place orders

If you tick all the items on the interface and “Submit”, you will be thought to add all VAS as required

for handling all the exception goods under the selected Inbound Order by default. All you need to do is to add relevant information (such as OC SKUID, and remarks), and then place an order with one click after confirmation.

2 results, 2 selected Batch Add VAS

<input checked="" type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	Arrival Date Batch No.	Exception	Exception Qty	Photo	VAS Type	VAS Qty	x	Label Qty Per SKU	Remarks	Action
<input checked="" type="checkbox"/>	2020081006 OC00000002978 73	DE081006	2022-03-11 DEFAC220311 00001	SKU Damaged	2		Packaging	2	x	-	Please e...	Add VAS Delete
<input checked="" type="checkbox"/>	SKU081101 OC00000002912 67	SKU name0811 01	2022-03-11 DEFAC220311 00001	SKU Label and Produ...	10		OC SKUID Label	10	x	1	e.g.: Pos	Add VAS Delete

Estimated Grand Total: 3.16 EUR

Submit Save as Draft Cancel

* "Label Qty Per SKU" - how many labels you want to put on each piece of goods; The default quantity is "1", or you can click the button of [Add VAS] to change the quantity manually on the corresponding page.

2.2 Add VAS to individual SKU

Click the button of [Add VAS] on the right.

<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	Arrival Date Batch No.	Exception	Exception Qty	Photo	VAS Type	VAS Qty	x	Label Qty Per SKU	Remarks	Action
<input type="checkbox"/>	2020081006 OC00000002978 73	DE081006	2022-03-11 DEFAC220311 00001	SKU Damaged	2		Packaging	2	x	-	Please e...	Add VAS Delete
<input type="checkbox"/>	SKU081101 OC00000002912 67	SKU name0811 01	2022-03-11 DEFAC220311 00001	SKU Label and Produ...	10		OC SKUID Label	10	x	1	e.g.: Pos	Add VAS Delete

Estimated Grand Total: 0.00

Submit Save as Draft Cancel

Choose the VAS of "OC SKUID Label", "UN Label", "Packaging" or "Disposal".

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type OC SKUID Label

VAS Qty 10

* OC SKUID OC000000022205

* Label Qty Per SKU 1

* Remarks Please stick on the side

Confirm Cancel

Here you can enter it manually or select the OC SKUID you want to label from the list.

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type

VAS Qty 10

* Label Qty Per SKU

* Remarks

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type

VAS Qty 10

Remarks

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type No other VAS will be available for SKUs that selected Disposal.

Exception Qty 10

* VAS Qty

Remarks

No other VAS will be available for goods that have been ticked as "Disposal".

If you add another VAS and then choose "Disposal", the quantity chosen as "Disposal" will be automatically deducted for the order of other services.

For example:

The Exception Qty in this group is 10, and the qty of "Packaging" is 10;

If the qty of "Disposal" is added as 5, then the qty of "Packaging" will turn to 5 automatically.

1 results, 0 selected Batch Add VAS

<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	Arrival Date Batch No.	Exception	Exception Qty	Photo	VAS Type	VAS Qty x	Label Qty Per SKU	* Remarks	Action
<input type="checkbox"/>	test2208 OC00000002654 68	test2208	IBN-OC15DE000 17024	SKU Damaged	10		Packaging	5 x	-	Please enter	Add VAS Delete
							Disposal	5 x	-	Please enter	

Estimated Grand Total: 0.00

2.3 Add VAS in bulk to multiple SKUs

Click the button of [Batch Add VAS] on the right.

Seller SKUID

Exception All
 SKU Label and Product Dismatched Substandard shipping package SKU Damaged unidentified SKUID Size/Weight Dismatched

15 results, 15 selected

<input checked="" type="checkbox"/>	Seller SKUID OC SKUID	SKU Name	Arrival Date Batch No.	Exception	Exception Qty	Photo	VAS Type	VAS Qty x	Label Qty Per SKU	* Remarks	Action
<input checked="" type="checkbox"/>	test2203 OC00000002619 98	test2203	IBN-OC15DE000 17024	SKU Label and Produ... Size/Weight Dismatc...	10		OC SKUID Label	10 x	1	e.g.: Pos	Add VAS Delete
<input checked="" type="checkbox"/>	test2203 OC00000002619 98	test2203	IBN-OC15DE000 17024	Substandard shippin...	10		Packaging	10 x	-	Please enter	Add VAS Delete

Choose the VAS of “OC SKUID Label”, “UN Label”, “Packaging” or “Disposal” in bulk.

OC SKUID Label

Please complete corresponding information.

Seller SKUID OC SKUID	SKU Name	VAS Qty x	Label Qty Per SKU	* OC SKUID	* Remarks
test2203 OC0000000261998	test2203	10 x	<input type="text" value="1"/>	-	<input type="text" value="Please stick on the side"/>
test2203 OC0000000261998	test2203	10 x	<input type="text" value="1"/>	-	<input type="text" value="Please stick on the side"/>
test2204 OC0000000231601	test2204	10 x	<input type="text" value="1"/>	-	<input type="text" value="Please stick on the side"/>
test2207 OC0000000295327	test2207	10 x	<input type="text" value="1"/>	OC0000000259485	<input type="text" value="Please stick on the side"/>

Here you can enter it manually or select the OC SKUID you want to label from the list.

UN Label

Please complete corresponding information.

Seller SKUID OC SKUID	SKU Name	VAS Qty	x	Label Qty Per SKU	* Remarks
2020081006 OC0000000297873	DE081006	2	x	<input type="text" value="1"/>	<input type="text" value="Please stick on the side"/>
SKU081101 OC0000000291267	SKU name081101	10	x	<input type="text" value="1"/>	<input type="text" value="Please stick on the side"/>

Packaging

Please complete corresponding information.

Seller SKUID OC SKUID	SKU Name	VAS Qty	Remarks
2020081006 OC0000000297873	DE081006	2	<input type="text" value="Please input"/>
SKU081101 OC0000000291267	SKU name081101	10	<input type="text" value="Please input"/>

Disposal

Please input the qty you want to dispose. **No other VAS will be available for SKUs that selected Disposal.**

Seller SKUID OC SKUID	SKU Name	Exception Qty	VAS Qty	Remarks
2020081006 OC0000000297873	DE081006	2	<input type="text" value="1"/>	<input type="text" value="Please input"/>
SKU081101 OC0000000291267	SKU name081101	10	<input type="text" value="1"/>	<input type="text" value="Please input"/>

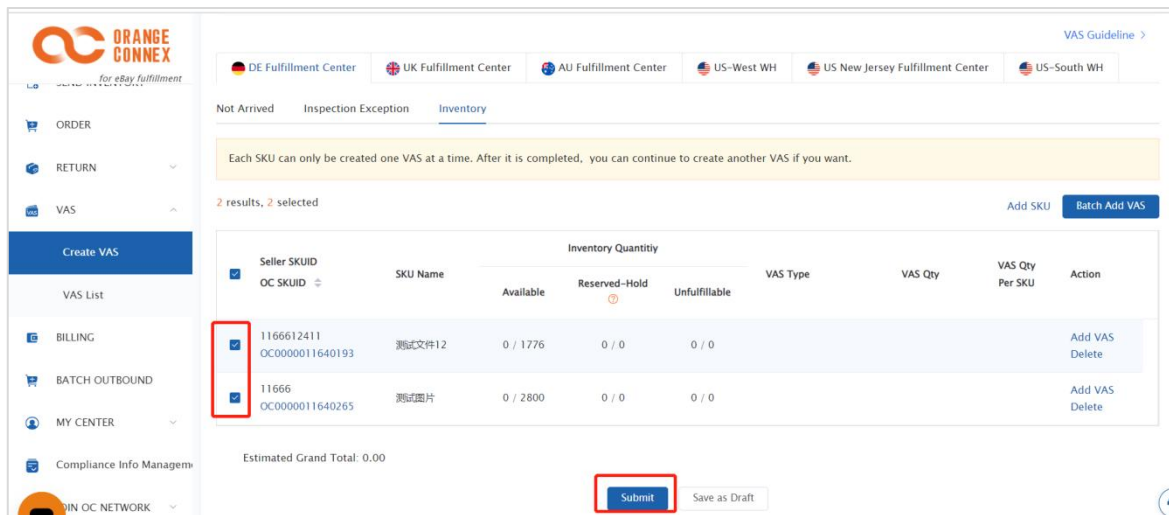
3. Create a VAS Order > Type of Order — Inventory

Order route: [VAS] > [Create VAS]

It supports the submission of the same VAS for multiple goods at once.

However, only one type of VAS can be ordered for the same goods at a time. And other VAS will be available after the processing in the Fulfilment Centre is done.

Order quantity = Available quantity + Reserved-Hold quantity + Unfulfillable quantity

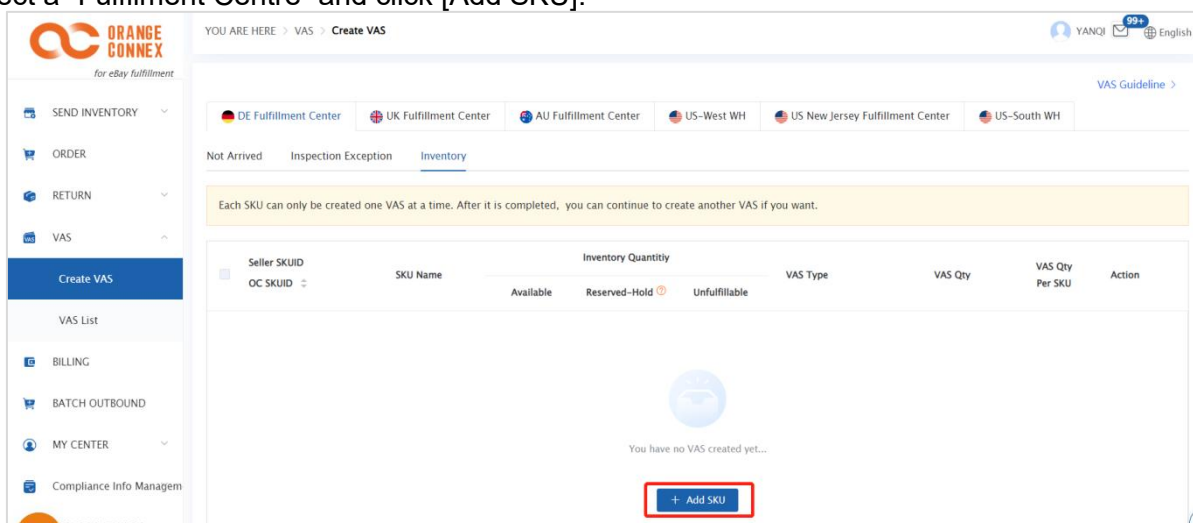


* "Reserved-Hold" - a temporary freeze on goods due to non-compliance with local regulations (usually caused by missing Customs Clearance documents, invalid VAT, etc.);

* "VAS Qty per SKU" - how many labels you want to put on each piece of goods (labelling service), or how many photos you want to take for each piece of goods (photo service);

The default quantity is "1", or you can click the button of [Edit] to change the quantity manually on the corresponding page.

Select a "Fulfilment Centre" and click [Add SKU].



Enter "OC SKUID/Seller SKUID/SKU Name" and click [Search].

Tick all SKUs for which you want to place a VAS order and click [Add].


Add SKU

Please add the SKUs that you want to create VAS to below list.

OC SKUID

	Seller SKUID OC SKUID	SKU Name	Inventory Quantity		
			Available	Reserved-Hold	Unfulfillable
<input checked="" type="checkbox"/>	test2204 OC0000000282307	test2204	98	10	0
<input checked="" type="checkbox"/>	test2207 OC0000000295327	test2207	97	0	0

You can also click [Add SKU].


YOU ARE HERE > VAS > Create VAS
YANQI 99+ English

DE Fulfillment Center
UK Fulfillment Center
AU Fulfillment Center
US-West WH
US New Jersey Fulfillment Center
US-South WH

VAS Guideline >

Not Arrived
Inspection Exception
Inventory

Each SKU can only be created one VAS at a time. After it is completed, you can continue to create another VAS if you want.

2 results, 0 selected

	Seller SKUID OC SKUID	SKU Name	Inventory Quantity			VAS Type	VAS Qty	VAS Qty Per SKU	Action
			Available	Reserved-Hold	Unfulfillable				
<input type="checkbox"/>	1166612411 OC0000011640193	测试文件12	0 / 1776	0 / 0	0 / 0				Add VAS Delete
<input type="checkbox"/>	11666 OC0000011640265	测试图片	0 / 2800	0 / 0	0 / 0				Add VAS Delete

Estimated Grand Total: 0.00

ORANGE CONNEX
for eBay Fulfillment

DE Fulfillment Center | UK Fulfillment Center | AU Fulfillment Center | US-West WH | US New Jersey Fulfillment Center | US-South WH

Not Arrived | Inspection Exception | **Inventory**

Each SKU can only be created one VAS at a time. After it is completed, you can continue to create another VAS if you want.

3 results, 0 selected Add SKU **Batch Add VAS**

Seller SKUID OC SKUID	SKU Name	Inventory Quantity			VAS Type	VAS Qty	VAS Qty Per SKU	Action
		Available	Reserved-Hold	Unfulfillable				
<input type="checkbox"/> 1166612411 OC0000011640193	测试文件12	0 / 1776	0 / 0	0 / 0				Add VAS Delete
<input type="checkbox"/> 11666 OC0000011640265	测试图片	0 / 2800	0 / 0	0 / 0				Add VAS Delete
<input type="checkbox"/> 1238123 OC0000011854046	指定包材	0 / 90	0 / 0	0 / 0				Add VAS Delete

Estimated Grand Total: 0.00

Submit Save as Draft

3.1 Add VAS to individual SKU.

Click the button of [Add VAS] on the right.

Not Arrived | Inspection Exception | **Inventory**

Each SKU can only be created one VAS at a time. After it is completed, you can continue to create another VAS if you want.

3 results, 0 selected Add SKU **Batch Add VAS**

Seller SKUID OC SKUID	SKU Name	Inventory Quantity			VAS Type	VAS Qty	VAS Qty Per SKU	Action
		Available	Reserved-Hold	Unfulfillable				
<input type="checkbox"/> test2204 OC0000000282307	test2204	0 / 98	0 / 10	0 / 0				Add VAS Delete
<input type="checkbox"/> test2207 OC0000000295327	test2207	0 / 97	0 / 0	0 / 0				Add VAS Delete
<input type="checkbox"/> Test_hz_02 OC0000000262815	Test_hz_02	0 / 40	0 / 0	0 / 0				Add VAS Delete

Estimated Grand Total: 0.00

Submit Save as Draft

Select the VAS of “OC SKUID Label”, “Other Label”, “Photo Taking”, “Packaging” or “Disposal”.

Add VAS ✕

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type ▼
OC SKUID Label

Inventory Quantiy

* Available 80 / 98

* Reserved-Hold 0 / 10

Unfulfillable 0 / 0

VAS Qty 80

* VAS Qty Per SKU 1

* OC SKUID OC000000222205

* Remarks Please stick on the side

Confirm
Cancel

Here you can enter it manually or select the OC SKUID you want to label from the list.

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type ▼
OC SKUID Label

Inventory Quantiy

* Available OC000000222205

* Reserved-Hold OC0000000259485

Unfulfillable OC0000000246951

VAS Qty OC0000000244351

* VAS Qty Per SKU OC0000000261998

* OC SKUID OC0000000260229

* Remarks OC0000000282307

* OC SKUID OC000000022205

* Remarks Please stick on the side

Confirm
Cancel

Add VAS ✕

Please select the VAS Type you want to add, and complete corresponding information.

*** VAS Type** Other Label ▼

Inventory Quantity

*** Available** 98 / 98

*** Reserved-Hold** 0 / 10

Unfulfillable 0 / 0

VAS Qty 98

*** VAS Qty Per SKU** 1

*** Label Layout File** Select files from your computer Upload

📎 001.jpg

*** Remarks** Please stick on the side

Confirm Cancel

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

*** VAS Type** Photo Taking ▼

Inventory Quantity

*** Available** 1 / 98

*** Reserved-Hold** 0 / 10

Unfulfillable 0 / 0

VAS Qty 1

*** VAS Qty Per SKU** 6

*** Remarks** clear

Confirm Cancel

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type

Inventory Quantity

* Available / 98

* Reserved-Hold / 10

Unfulfillable / 0

Handle Qty 10

Remarks

Add VAS

Please select the VAS Type you want to add, and complete corresponding information.

* VAS Type

Inventory Quantity

* Available / 98

* Reserved-Hold / 10

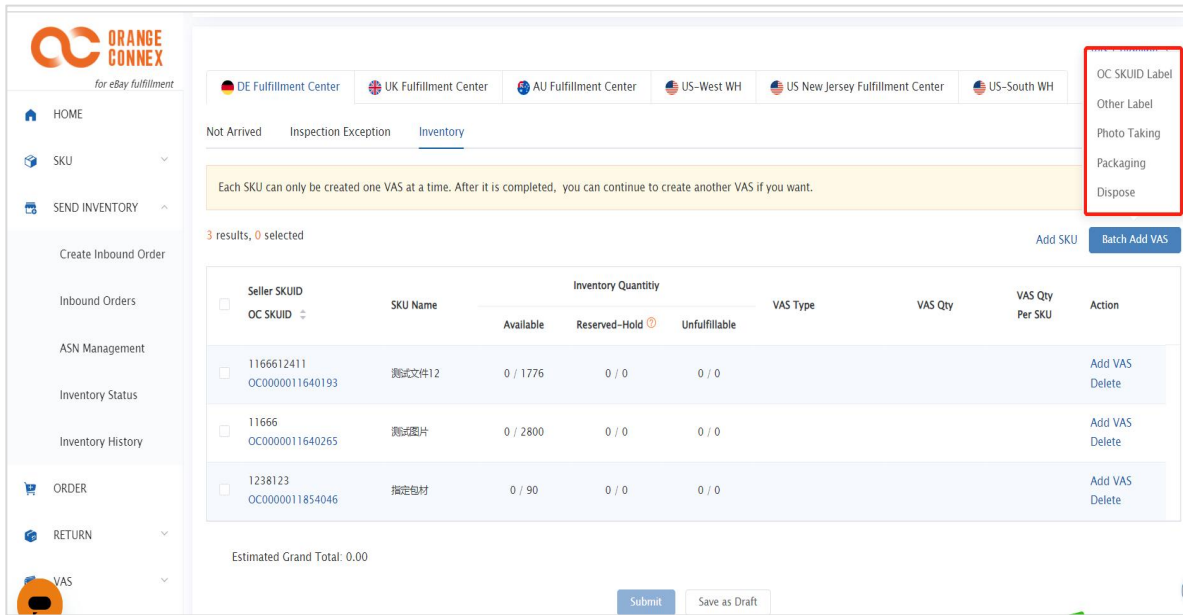
Unfulfillable / 0

VAS Qty 10

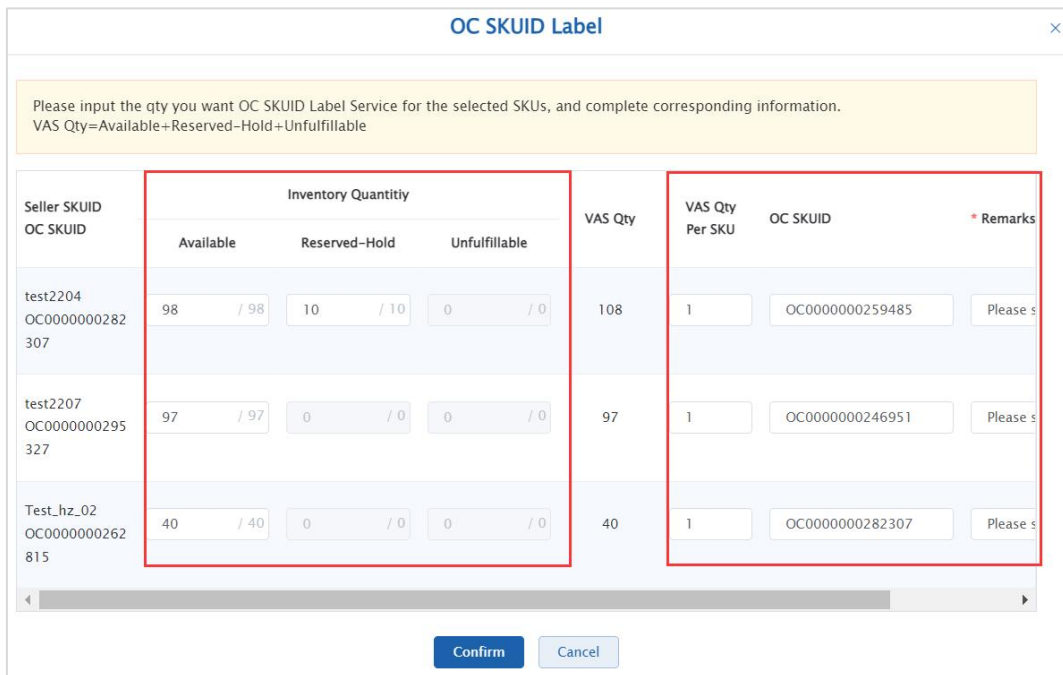
Remarks

3.2 Add VAS in bulk to multiple SKUs.

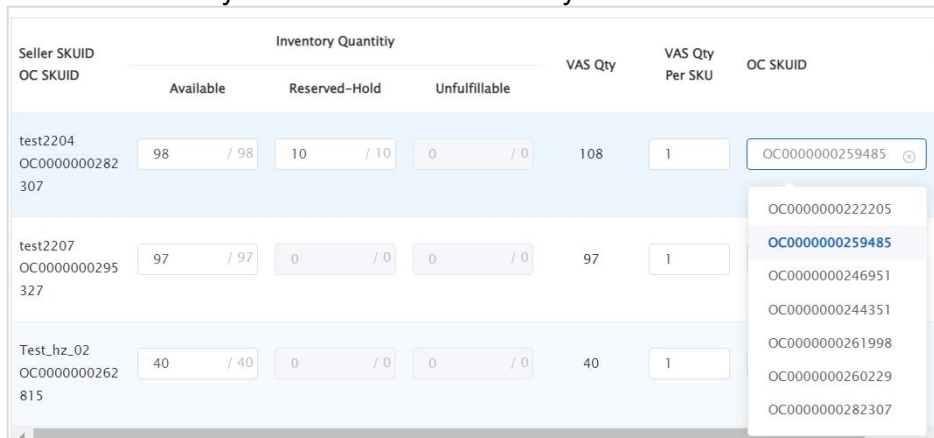
Click the button of [Batch Add VAS] on the right.



Select the VAS of **“OC SKUID Label”**, **“Other Label”**, **“Photo Taking”**, **“Packaging”** or **“Disposal”** in bulk.



Here you can enter it manually or select the OC SKUID you want to label from the list.



Other Label

Please input the qty and you want Other Label Service for the selected SKUs, complete corresponding information and upload Label Layout Files.

Seller SKUID OC SKUID	Inventory Quantity			VAS Qty	VAS Qty Per SKU	Label Layout File	* Remarks
	Available	Reserved-Hold	Unfulfillable				
test2204 OC0000000282307	98 / 98	10 / 10	0 / 0	108	1	001.jpg	Please enter
test2207 OC0000000295327	97 / 97	0 / 0	0 / 0	97	1	002.jpg	Please enter
Test_hz_02 OC0000000262815	40 / 40	0 / 0	0 / 0	40	1	003.jpg	Please enter

Photo Taking

Please input the qty you want Photo Taking Service for the selected SKUs, and complete corresponding information.
e.g.: Angle, content, etc.

Seller SKUID OC SKUID	Inventory Quantity			VAS Qty	VAS Qty Per SKU	* Remarks
	Available	Reserved-Hold	Unfulfillable			
test2204 OC0000000282307	1 / 98	0 / 10	0 / 0	1	6	each side clear
test2207 OC0000000295327	1 / 97	0 / 0	0 / 0	1	6	each side clear
Test_hz_02 OC0000000262815	1 / 40	0 / 0	0 / 0	1	6	each side clear

Dispose

Please input the qty you want Disposal Service for the selected SKUs.

Seller SKUID OC SKUID	Inventory Quantity			VAS Qty	Remarks
	Available	Reserved-Hold	Unfulfillable		
test2204 OC0000000282307	<input type="text"/> / 98	10 / 10	0 / 0	10	Please enter
test2207 OC0000000295327	10 / 97	0 / 0	0 / 0	10	Please enter
Test_hz_02 OC0000000262815	10 / 40	0 / 0	0 / 0	10	Please enter

Packaging ×

Seller SKUID OC SKUID	Inventory Quantity			Handle Qty	Remarks
	Available	Reserved-Hold	Unfulfillable		
test2204 OC0000000282307	40 / 98	0 / 10	0 / 0	40	Please enter
test2207 OC0000000295327	40 / 97	0 / 0	0 / 0	40	Please enter
Test_hz_02 OC0000000262815	20 / 40	0 / 0	0 / 0	20	Please enter

Inventory Quantity

×

Dispose

⚠ Are you sure you want to dispose the selected SKUs?

4. Cancel the VAS Order

Operation route: [VAS] > [VAS List]

Cancellation is allowed only if the VAS order is in the status of “Submitted” and “Order Receive Success”.

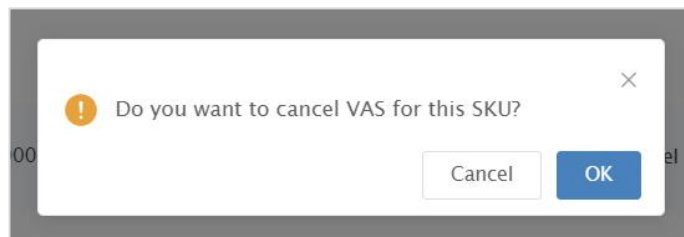
Locate the VAS order you would like to cancel and click [Details].

The screenshot shows the VAS List interface. On the left is a navigation menu with options: HOME, SKU, SEND INVENTORY, ORDER, OWNER TRANSFER, RETURN, and VAS. The VAS menu is expanded, showing 'Create VAS' and 'VAS List'. The main area contains search filters for Inbound Order No./Seller SKUID/OC SKUID, VAS No., and Order Type, along with a Fulfillment Center dropdown and Search/Reset buttons. Below the filters, there are status filters: All (102), Submitted (1), Order Receive Success (0), Processing (11), Partial Success (1), Completed (30), Failed (28), Cancelled (19), and Draft (12). An 'Export' button is visible. A table lists VAS orders with columns: VAS No., Fulfillment Center, Order Type, Inbound Order No., VAS Status, Handle Qty, Total Fee, and Action. The first row (VAS02256399) has a 'Details' button highlighted with a red box. The second row (VAS02257544) has 'Delete' and 'Edit' buttons.

4.1 Partial cancellation

Click the button of [Cancel] on the right of the details list to cancel the VAS of some goods.

The screenshot shows the 'VAS Details - VAS02256399' page. It includes a navigation menu on the left and a sidebar with the Orange Connex logo. The main content area has two sections: 'Basic Information' and 'VAS Summary'. The 'Basic Information' section shows: Fulfillment Center: DE Fulfillment Center, Inbound Order No.: OC15DE04212472, Order Type: Not Arrived, and VAS Status: Submitted. The 'VAS Summary' section is a table with columns: Seller SKUID/OC SKUID, Carton No., SKU Name, VAS Qty, VAS Type, Label Qty Per SKU, Handle Qty, SKU Reference, and Action. There are four rows of goods, each with a 'Cancel' button highlighted by a red box in the Action column.



4.2 Cancel the whole order

Or you can click the button of [Cancel Whole VAS] at the bottom of the service order page to cancel all VAS in this order.

test2201 OC0000000246951	OCC042124720001	test2201	20	OC SKUID Label
test2201 OC0000000246951	OCC042124720002	test2201	20	OC SKUID Label
test2201 OC0000000246951	OCC042124720003	test2201	20	OC SKUID Label
test2201 OC0000000246951	OCC042124720004	test2201	20	OC SKUID Label
test2201 OC0000000246951	OCC042124720005	test2201	20	OC SKUID Label

Handle Qty: 180 Total: 4

Cancel Whole VAS **Back**

