

Multilingual Cart Manual



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1. Prior to Using This System

Refer to the following explanations concerning browser usage and prohibited characters. Be sure to check the following:

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Recommended Browsers

To use the software on this management screen, we recommend the following browser versions:

- Internet Explorer 8.x or later

- Firefox (official version)

- Chrome (official version)

We recommend using the latest versions of Firefox and Chrome. For details on the latest versions, check the websites of the respective browsers. Note that even with the most current browser versions, unofficial versions (beta versions, etc.) might not run normally.

Browser Settings (enable cookies)

Login management uses the "cookies" feature. If cookies are not enabled, you cannot log into the management screen. The procedure (for Windows) is described below. With Chrome and Firefox, cookies are enabled by default.

Procedure for Internet Explorer 7, 8, 9

1. Select [Internet Options] from the [Tools] menu.
 - ✂ If the menu bar is not displayed, press the [Alt] key on the keyboard.
2. Click the [Privacy] tab.
3. Click the [Defaults] button.
 - ✂ If you cannot click the [Defaults] button, the defaults are already set (i.e. cookies are enabled).
4. Click the [OK] button.

Browser Settings (confirmation of enabling of JavaScript)

A portion of the management screen uses JavaScript.
Follow the procedure below (for Windows) to check that JavaScript is enabled.
With Chrome and Firefox, Javascript is enabled by default.

Procedure for Internet Explorer 7, 8, 9

1. Click [Tools] on the Internet Explorer menu bar.
 - ※ If the menu bar is not displayed, it can be displayed by pressing the [Alt] key on the keyboard.
2. Click [Internet Options] from the [Tools] menu.
3. Click [Security].
4. Make sure that "Internet" (Earth icon) is displayed, and then click the [Default level] button.

If the button cannot be pressed, this means that the [Default level] has already been selected. If so, proceed to step 5.

Javascript can also be enabled using the following method:

- (1) Press the [Customize level] button to display "Security settings - Internet zone".
- (2) At the "Script" item, select "Enable" for each of the following: [Java applet script], [Active script] and [Permit pasting by script].
- (3) Click [OK]. A warning "Change the settings of this zone?" is displayed. Click [Yes].
5. The screen returns to [Internet Options]. Click the [OK] button.

Prohibited characters

For this management screen, the following 1-byte symbols are defined as special characters for the system:

- Single quotation marks (')
- Double quotation marks (")
- Japanese yen sign (¥)

Note that characters input as 1-byte entered are sometimes replaced with 2-byte characters.

(* In input screens that support HTML input and annotation, single-byte characters will not be replaced with double-byte characters. These can be used as part of tags.)

2. Login and Store Screen Top

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Login to Management Screen

1. Enter the store ID and password that was sent to you, and click the [Login] button.
 - ※ For stores using the system for the first time: Currently, passwords are automatically assigned by the system. After login, the Password Edit screen is displayed. Change the password to one that is easy-to-remember but difficult-to-steal using 4 to 32 1-byte alphanumeric characters.



Enter License ID and password then click "Login".

License ID	(number format)
Password	(alphanumeric format)

Login

• [If you have "Login ID" beside the License ID and password, click here.](#)

• [Forgot password? click here.](#)

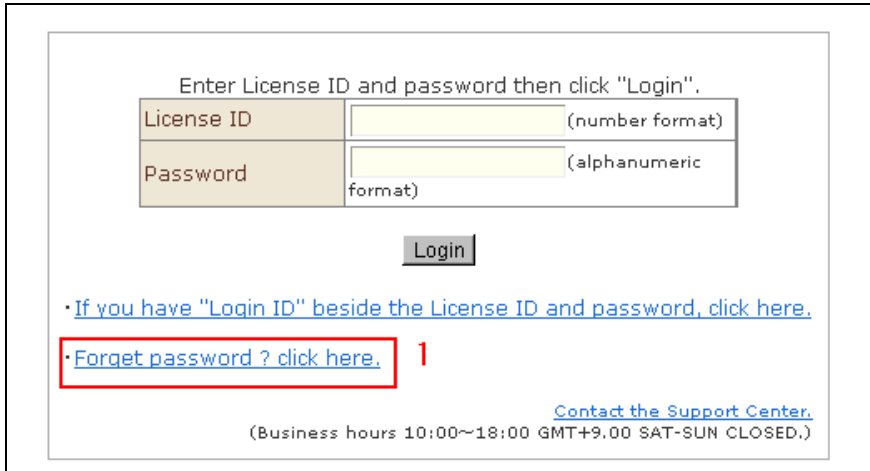
[Contact the Support Center.](#)
(Business hours: 10:00~18:00 GMT+9.00 SAT-SUN CLOSED.)

- If login fails ●
 - Caution when entering the store ID and password
Entry is code- (1- or 2-byte) and case-sensitive.
 - Cookies setting
Login management uses the "cookies" feature. If cookies are set to "disabled" in your browser, you cannot log in. So, cookies must be set to "enabled".

Reissuing the main user password

The password can be reissued if it has become null and void, or the main user has forgotten his/her password.

1. Click "Reissue password" on the management screen login page.



Enter License ID and password then click "Login".

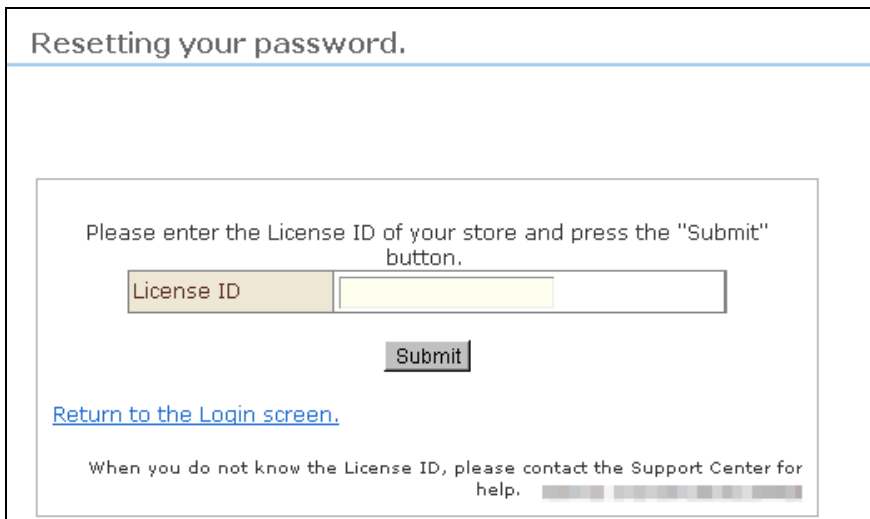
License ID	<input type="text"/>	(number format)
Password	<input type="password"/>	(alphanumeric format)

- [If you have "Login ID" beside the License ID and password, click here.](#)
- [Forget password ? click here.](#) 1

[Contact the Support Center.](#)
(Business hours 10:00~18:00 GMT+9.00 SAT-SUN CLOSED.)

2. Enter the store ID.

3. Click [Submit].



Resetting your password.

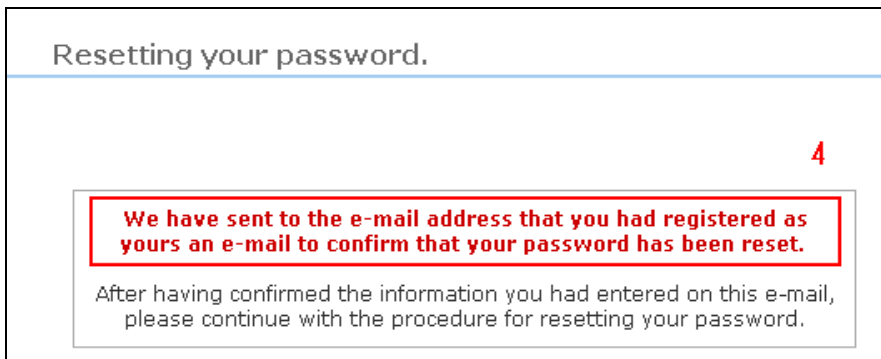
Please enter the License ID of your store and press the "Submit" button.

License ID	<input type="text"/>
------------	----------------------

[Return to the Login screen.](#)

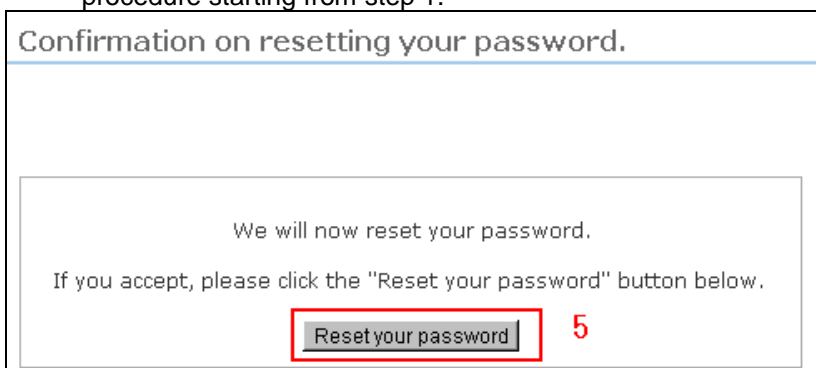
When you do not know the License ID, please contact the Support Center for help.

- The password reissue completed e-mail will be sent to your registered e-mail address. This e-mail will contain a URL for carrying out the password reissue procedure.

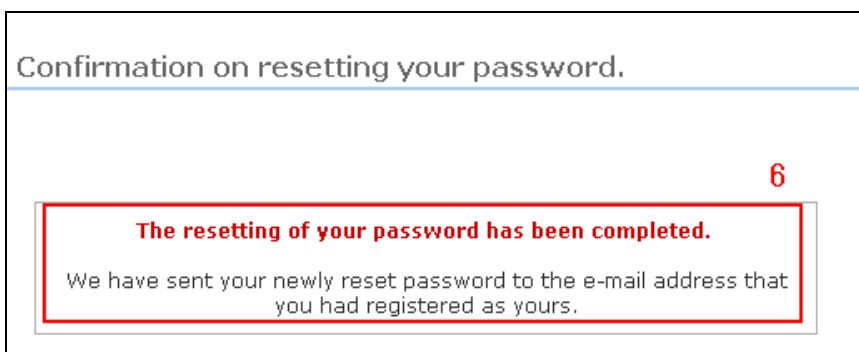


- Clicking the URL in the e-mail will display the "Password reissue confirmation." Click the [Reissue] button on this screen. A new password will be sent to your registered e-mail address.

※ The URL is valid for 24 hours from application for reissue. After 24 hours, you must repeat the procedure starting from step 1.



- Reissue of the password is completed.



- Use the new password that was mailed to you to log in from the regular login screen.

Reissuing the sub-user password

The password can be reissued if it has become null and void, or the sub-user has forgotten his/her password.

1. Click "Reissue password" on the management screen login page.

Login

Enter License ID, Login ID and password then click "Login".

License ID	<input type="text"/>	(number format)
Login ID	<input type="text"/>	(alphanumeric format)
Password	<input type="text"/>	(alphanumeric format)

[If you do not have "Login ID", click here.](#)

[Forget password ? click here.](#) 1

[Contact the Support Center.](#)
(Business hours 10:00~18:00 GMT+9.00 SAT-SUN CLOSED.)

2. Enter the store ID and login ID.
3. Click [Submit].

Resetting your password.

2

Please enter the License ID and the login ID of your store. Then press the "Submit" button.

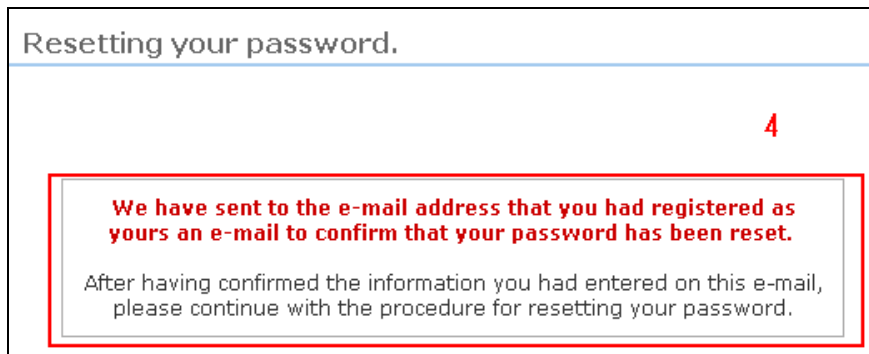
License ID	<input type="text"/>
Login ID	<input type="text"/>

3

[Return to the Login screen.](#)

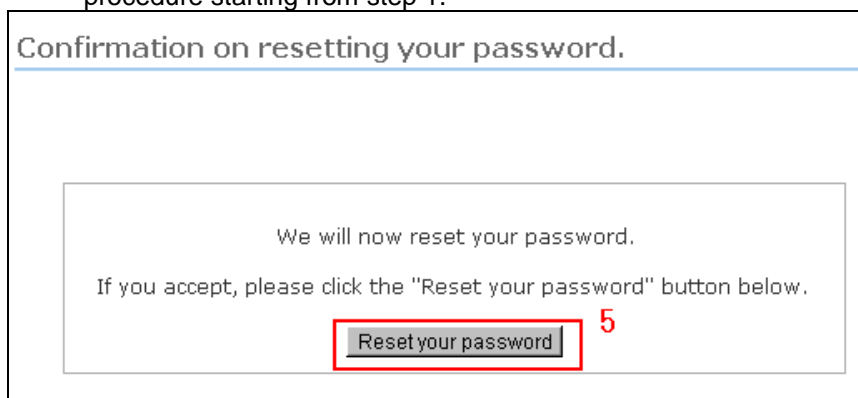
When you do not know the License ID or the Login ID, please contact the Managerial Officer of the License ID for help.

- The password reissue completed e-mail will be sent to your registered e-mail address. This e-mail will contain a URL for carrying out the password reissue procedure.

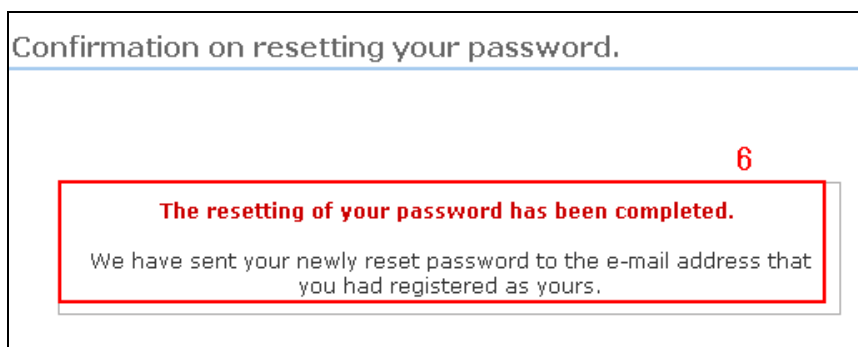


- Clicking the URL in the e-mail will display the "Password reissue confirmation." Click the [Reissue] button on this screen. A new password will be sent to your registered e-mail address.

※ The URL is valid for 24 hours from application for reissue. After 24 hours, you must repeat the procedure starting from step 1.



- Reissue of the password is completed.



- Use the new password that was mailed to you to log in from the regular login screen.

Changing Passwords

You can change the login password. After an initial login, the Password Edit screen is automatically displayed.

Passwords are valid for six months. To ensure secure online shopping, we recommend periodically changing passwords.


•Tips when creating passwords•

- Set a password using 4 to 32 1-byte alphanumeric characters.
- Do not use 2-byte characters (2-byte characters such as "A" or "1", and Chinese characters) or symbols.
- Entry of alphabet characters is case-sensitive.

Procedure

- (1) Enter the current password.
- (2) Enter the new password twice.
- (3) Click the [Change Password] button. The password is changed. At the next login, log in with the new password.

Change password



Note:

- Use between 4 and 32 one-byte characters.
- Do not use any two-byte characters (such as hiragana and kanji) or symbols.
- The password will be case sensitive.

*must be entered.

Current Password*	<input type="password"/>	(1)
New Password*	<input type="password"/>	(2)
New Password(please re-enter)*	<input type="password"/>	

(3)

Management Screen Top

- (1) Returns you to the store management screen top.
- (2) Images or files in various formats can be uploaded. Two or more files can also be batch-uploaded.
- (3) URL information for each page can be browsed.
- (4) The shopping site for this store is displayed.
- (5) The manual can be browsed.
- (6) Logs you out of the management screen. (Log out after completing all tasks.)
- (7) You can check whether or not setup is finished. The shop will not be displayed properly if there are any omissions in the items at "Setup" that required input. If there are any errors in the display, press the [CHECK] button to check the display.
- (8) This is the main menu.
- (9) The status of received order data is displayed.
- (10) The status of member data is displayed.
- (11) The status of inquiries is displayed.
- (12) This notifies you of system maintenance information, etc. Please view this information when using this system.

3. Language Settings

The language will be displayed in accordance with your contract. Set the screen display language and display order priority.

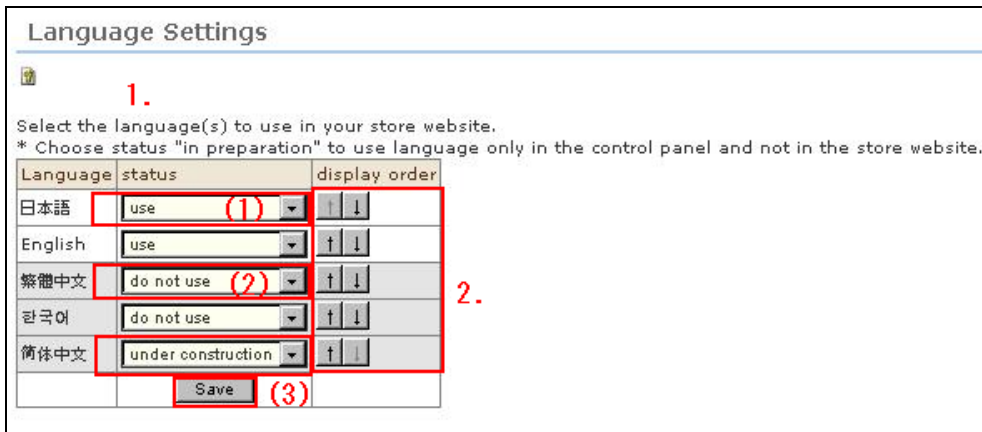
Procedure

1. You can change the display status of pages by individual language.
 - (1) Display the desired language by selecting the [use] button.
 - (2) Selecting [do not use] hides that respective language (i.e. input items do not appear even in the management screen).
 - (3) Selecting the [under construction] button also hides the respective language. (Input items appear in the management screen, and entry and preview are possible.)

2. Set the display order.

Languages are displayed in order of preference from the top down. Click the [↓][↑] buttons to change the sort order. The topmost language is displayed first when the shop is accessed.

3. When you have finished the setting, click the [Save] button. This saves the details you have entered.



1.

Select the language(s) to use in your store website.
 * Choose status "in preparation" to use language only in the control panel and not in the store website.

Language	status	display order
日本語	use (1)	↑ ↓
English	use	↑ ↓
繁體中文	do not use (2)	↑ ↓
한국어	do not use	↑ ↓
简体中文	under construction	↑ ↓

2.

Save (3)

* Even if [use] is set for a display language, shops will not be displayed in that language unless the design template for that language is set.
 For example, to display "Japanese and " English", two templates- "Japanese" and "English"- are required.

4. Basic Information Settings

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Setting basic information

Procedure

1. Enter each of basic information items.

(1) English store name*

This is used for data transactions with the external system.

English store name*	DEMO shop
---------------------	-----------

(2) Store name*

Enter the store name to be displayed on the site in the respective language.

Store name*	Japanese	デモショップ
	English	DEMO Shop

(3) Base currency*

This changes the base currency for the entire shop.

* To edit the base currency, contact Support.

Base currency*	If you want to change the base currency, Please contact us. JPY:日本円
----------------	---

(4) Base country (For details (see "Changing the base country" on page 26))

Select the base country. "Ship in own country/domestically", "Pay in own country/domestically" and "Price in own country/domestically" are applied to the country selected as the base country.

Base country	<input checked="" type="radio"/> Japan 日本 Change base country <input type="checkbox"/> Do not show the Japanese prefectures in this shop. Caution: It omits Japanese prefectures and disables shipments to Japanese addresses . Please select only if you do not ship within Japan.
--------------	--

(5) Maximum weight of orders

Determine how to respond when the total weight of the customer's ordered products is heavier than the shipping weight of freight that can be handled at a single time.

Maximum weight of orders*	30000 g maximum (half-size font character) ex. 30000 g = 30 kg When placing an order, if the total weight of the products exceeds this number, <input checked="" type="radio"/> an error message will appear (it will not be possible to finalize the order) <input type="radio"/> order without finalized postage fee
---------------------------	---

(6) Calculate shipping fee in Japan regardless of number of items

When "Calculate" is selected, the "Calculate shipping fee when only 1 item is purchased" product specification is ignored, and the shipping fee is calculated for freight addressed to within Japan.

Calculate domestic shipping. (in Japan)	When you select "Calculate" for items being shipped within Japan we will calculate the postage without regard for merchandise notes specifying the "Calculate automatically for orders with only one product." <input checked="" type="radio"/> Do not calculate (order without confirming shipping fee) <input type="radio"/> Calculate
---	---

(7) Settlement URL expiration date

You can edit the expiration date of the settlement screen URL that is issued when placing an order/requesting settlement again.

Settlement URL expiration date	<p>The expiration date for the settlement URL displayed when an order is placed or an incomplete order reminder is sent. If space is left blank, 14 days will be the default setting.</p> <p>3 <input type="text"/> expiration date (half-size font character)</p>
--------------------------------	--

(8) Homepage URL

Enter only when the top page is to be set to an external URL.

Homepage URL	<p>When Homepage URL is the same as the shop top page of this system, there is no need to enter the URL here when entering the URL, please start from http://</p> <p>Japaneseuse URL <input type="text"/></p> <p>Englishuse URL <input type="text"/></p>
--------------	--

(9) Return URL after order

Enter this after order completion when wishing to display pages other than the shop's top page.

Return URL after order	<p>When Return URL after order is the same as the shop top page of this system, there is no need to enter the URL here. when entering the URL, please start from http://</p> <p>Japaneseuse URL <input type="text"/></p> <p>Englishuse URL <input type="text"/></p>
------------------------	---

(10) Copyright

This is the copyright displayed in the page footer.

Copyright	<p>the copyright displayed in the page footer.</p> <p>Translate this</p> <p>Japanese <input type="text"/></p> <p>English <input type="text" value="Copyright©"/></p>
-----------	--

(11) Top page information

This is displayed in the (Notices) section of the top page.

Top page information (HTML accepted)	<p>Displayed in the top page information (announcements) area.</p> <p>Translate this</p> <p>▼Japanese (HTML accepted+resizable)</p> <p><input type="text" value="こちらはデモショップです。真店舗にあわせて各項目内容を書き換えて、お使いください。"/></p> <p>▼English (HTML accepted+resizable)</p> <p><input type="text" value="This is a DEMO shop. Create your shop by modifying each item."/></p>
---	---

(12) Input field for generating questions to the customer

Create an entry field for the store to post questions to the customer. This is displayed on the Order screen. Use this for questionnaires, etc.
(When nothing is input, "Entry filed for the store to post questions to the customer" is not created.))

Space for entering questions for the customer placing an order	<p>Create a space for questions from the store to customers making an order. Displayed on the order page (If the space below is left blank, the "questions for customers from the store column" will not be created.</p> <p>Translate this</p> <p>▼Japanese</p> <input style="width: 100%; height: 15px;" type="text"/> <p>▼English</p> <input style="width: 100%; height: 15px;" type="text"/> <p>example question: Please tell us what motivated you to purchase from us today.</p>
--	--

(13) Google Shopping Feed Utility

XML feed for Google Shopping is automatically output once a day. Use this when registering products to Google Shopping.

Google Shopping create a feed function*	<p>If you select "use", your Google Shopping product information feed will be created/renewed a 6:45AM every day.</p> <p><input checked="" type="radio"/> do not use <input type="radio"/> use</p> <p>The US/English URL feed for this store.:</p> <input style="width: 100%; height: 15px;" type="text"/>
---	--

(14) CDN Cache

Use this when experiencing difficulty making changes such as updated images, etc. due to enabling of the CDN function.

Cached content can be forcibly cleared.

CDN Cache	<p>Use this when you purge CDN cache</p> <p>Email address to notify the result of CDN cache purge</p> <input style="width: 100%; height: 15px;" type="text"/> Purge the CDN cache.
-----------	---

(15) Store description

This is output to the Google Shopping feed as the store description.

store description	<p>The Google Shopping feed is output in the store description. If there is nothing entered it will remain blank.</p> <p>Japanese store description <input style="width: 100%; height: 15px;" type="text"/></p> <p>English store description <input style="width: 100%; height: 15px;" type="text"/></p>
-------------------	--

(16) Type of translation delivery notice

Use this when using the YAQS translation function. Select the send frequency of delivery notice e-mails when requesting translation.

Type of translation delivery notice	<p><input type="checkbox"/> one at a time (each project)</p> <p><input type="checkbox"/> one per day (list form)</p>
-------------------------------------	--

(17) Shop information for translators

Use this when using the YAQS translation function. Enter the store description for translators, if

available. Entry is optional.

Shop information for translators	<input type="text"/>
----------------------------------	----------------------

(18) Reference URL for translators

Use this when using the YAQS translation function. Enter this as a description field for store information for translators. Entry is optional.

Reference URL for translators	<input type="text"/>
-------------------------------	----------------------


(19) Other information

Use this when using the YAQS translation function. Enter reference information for translators, if available. Entry is optional.

Other information	(if a translation glossary, a URL for translation policies etc... added here, the translator will be able to deliver a more adequate translation) <input type="text"/>
-------------------	---

(20) favicon

favicons used as browser icons and favorite marks can be registered.

favicon	 <input type="button" value="ファイルを選択"/> 選択されていません
---------	---

(21) Site map

A site map can be registered to the search engine.

Site map	Site map ref. URL <input type="text"/> <input type="button" value="ファイルを選択"/> 選択されていません
----------	---

(22) Support Information Contact E-mail Address

Enter the e-mail address for send support-related information.

emergency contact e-mail address *	possible to define multiples, separated by commas <input type="text"/>
------------------------------------	---

(23) Conversion tag

Select "Do not display" and "Display" for the conversion tag.

Conversion tag	<input type="button" value="not display"/>
----------------	--

(24) Lot buying discount function

Volume discounts can be set. To use this function, select this checkbox.

Volume discount	<input type="radio"/> do not use <input checked="" type="radio"/> use
-----------------	---

(25) Sale function

Sale price and sale date/time settings can be used. To use this function, select this checkbox.

Sale function	<input type="radio"/> do not use <input checked="" type="radio"/> use
---------------	---

(26) Display function of products using ajax

This function allows you to get product information and inventory information, that can be used with the content management function, in real time. To post products in content in "content management," select this checkbox.

Display function of good using ajax	The real-time stock data be available on the Contents Management function. <input checked="" type="radio"/> do not use <input type="radio"/> use
-------------------------------------	---

(27) Auto-interpolation function for batch registration of products' SKU

When batch registering products' SKU, SKUs without any combinations are interpolated by status that cannot be ordered to prevent erroneous ordering.

Auto-interpolation function for batch registration of goods' SKU	This changes the status of SKU's that do not fit together to "impossible to order" as to prevent false order incidents at the time of batch registration of goods'SKU <input checked="" type="radio"/> Use <input type="radio"/> Do not use
--	--

(28) Adjustment function for delivery method options

This setting automatically hides shipping methods that are not available for countries registered by the user as delivery destinations at "Select delivery method" at order input 2.

Adjustment module of the delivery method options.	<input type="radio"/> do not use <input checked="" type="radio"/> use
---	---

※ When this function is not used, the "Select shipping method" display changes (as described below), depending on whether there is a delivery destination country ID in the shipping country information.

- 1) When there is a delivery destination country ID in the shipping country information: "Delivery method" that includes the shipping country of the delivery destination is displayed.
- 2) When there is no delivery destination country ID in the shipping country information: "Shipping method" is displayed when only the search conditions "Outside Japan" and "All OK" are entered.
(The orderer manually selects the shipping area that matches the delivery destination.)

(29) Age verification function

Age verification can be set by individual store. When "use" is selected, enter the age to be set as the standard. When this is entered, be sure to set an entry field for birthdays at order input 1.

Age verification function	<input checked="" type="radio"/> do not use <input type="radio"/> use Standard age <input type="text" value="15"/> years old
---------------------------	--

(30) Next-engine inventory-info cooperation

Set this to use next-engine inventory-info cooperation.

Next-engine inventory-info cooperation	If use Next-engine, please set below. <input checked="" type="radio"/> do not use <input type="radio"/> use
--	--

(31) Shop authentication (**For details** (see "**Setting shop authentication**" on page 28))

When this function is used, you will be prompted to enter your ID and password when you access an online shop.

Shop authentication (access restriction)	If use password protection to whole shop, please set below. <input checked="" type="radio"/> do not use <input type="radio"/> use
--	--

(32) IP Restriction (**For details** (see "**Setting IP authentication**" on page 29))

You can apply IP restrictions so that online shops can be accessed by only permitted IP

addresses.

- ※ Be sure to use this when related personnel have a fixed IP address. If they do not have a fixed IP address, use "Shop authentication".

IP Restriction	It allows IP restriction over the entire online shop. <input checked="" type="radio"/> do not use <input type="radio"/> use
----------------	---

2. Click the [Save] button. This saves the details you have entered.

Changing the base country

You can change the country where distribution bases, etc. are actually located as desired.

1. Click the "Change base country" field from the "Base country" field in the Basic Information Settings.

Basic information settings	
*must be entered.	
English store name*	<input type="text"/>
Store name*	Japanese <input type="text"/> English <input type="text"/>
Base currency*	If you want to change the base currency, Please contact us. JPY:日本円 ● Japan 日本
Base country	Change base country <input checked="" type="checkbox"/> Do not show the Japanese prefectures in this shop. Caution: It omits Japanese prefectures and disables shipments to Japanese addresses . Please select only if you do not ship within Japan.

2. The "Change base country" screen is displayed.

Change base country		
Please select "base country(s)". The "Domestic delivery", "Domestic payment", "Domestic price" in this shop are available for the consumer who live in or send item to the base country(s).		
<input type="button" value="Save"/> (2)		
<input type="checkbox"/> Afghanistan	(1) <input type="checkbox"/> Albania	<input type="checkbox"/> Algeria
<input type="checkbox"/> American Samoa	<input type="checkbox"/> Andorra	<input type="checkbox"/> Angola
<input type="checkbox"/> Anguilla	<input type="checkbox"/> Antigua/Barbuda	<input type="checkbox"/> Argentina
<input type="checkbox"/> Armenia	<input type="checkbox"/> Aruba	<input type="checkbox"/> Australia
<input type="checkbox"/> Austria	<input type="checkbox"/> Azerbaijan	<input type="checkbox"/> Bahamas
<input type="checkbox"/> Bahrain	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> Barbados

- (1) Select the checkbox of the country you want to set as the base country. (Two or more checkboxes can be set.) "Ship in own country/domestically", "Pay in own country/domestically" and "Price in own country/domestically" are applied to the country selected as the base country.
- (2) Click the [Save] button.

The country currently selected as the base country will be displayed in red in the "Change base country" screen.

<input type="checkbox"/> India	<input type="checkbox"/> Indonesia	<input type="checkbox"/> Iran
<input type="checkbox"/> Iraq	<input type="checkbox"/> Ireland	<input type="checkbox"/> Israel
<input type="checkbox"/> Italy	<input type="checkbox"/> Ivory Coast	<input type="checkbox"/> Jamaica
<input checked="" type="checkbox"/> Japan	<input type="checkbox"/> Jordan	<input type="checkbox"/> Kazakhstan
<input type="checkbox"/> Kenya	<input type="checkbox"/> Kuwait	<input type="checkbox"/> Kyrgyzstan
<input type="checkbox"/> Laos	<input type="checkbox"/> Latvia	<input type="checkbox"/> Lebanon
<input type="checkbox"/> Lesotho	<input type="checkbox"/> Liberia	<input type="checkbox"/> Libya
<input type="checkbox"/> Liechtenstein	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Luxembourg

In the list screen, only the country selected as the base country will be displayed.

Basic information settings	
 *must be entered.	
English store name*	<input type="text"/>
Store name*	Japanese <input type="text"/>
	English <input type="text"/>
Base currency*	If you want to change the base currency, Please contact us. JPY: 日本円
Base country	<input checked="" type="radio"/> Japan 日本 Change base country
	<input type="checkbox"/> Do not show the Japanese prefectures in this shop. Caution: It omits Japanese prefectures and disables shipments to Japanese addresses . Please select only if you do not ship within Japan.

Option available only when "Japan" is set as the base country

"Omit Japanese prefectures for this shop" checkbox

With this function, all delivery destination prefectures are automatically regarded as "99: Overseas" to free the customer from the trouble of entering the destination **when delivery is not to be performed in Japan** at stores whose base country is set as Japan.

* Note: Japan's prefectures will be omitted and delivery inside Japan will no longer be possible. Select only stores where delivery in Japan will not be performed.

Setting shop authentication

When this function is enabled, you will be prompted to enter your ID and password when you access the shop, and the store will not be displayed until the correct ID and password are entered. Use this function, for example, to set sites for use limited to only related personnel.

When this function is enabled, you will be prompted to enter the ID and password twice in SSL screens and non-SSL screens.

Procedure

1. Change the "Shop authentication" radio button to "use".

Shop authentication (access restriction)	If use password protection to whole shop, please set below. <input checked="" type="radio"/> do not use <input type="radio"/> use
--	---

2. Input items for setting shop authentication will be displayed.

Shop authentication (access restriction)	If use password protection to whole shop, please set below. <input type="radio"/> do not use <input checked="" type="radio"/> use Login ID <input type="text" value="1111"/> (alphanumeric format) (1) Password <input type="text" value="1111"/> (alphanumeric format) (2) Term of validity 2012 Year <input type="text" value="7"/> Month <input type="text" value="18"/> Day ~ 2013 Year <input type="text" value="7"/> Month <input type="text" value="19"/> Day
--	---

- (1) Enter the ID and password for browsing shops.

- (2) Set the period during which you will be prompted to enter your ID and password.

When the start date (left) is set to February 8, this authentication function will be enabled at 0 a.m. of February 8 (Japan Time).

When the end date (right) is set to February 8, this authentication function will be canceled at 0 a.m. of February 9 (Japan Time).

To validate this function immediately, enter a past date for the start date (left).

3. When shop authentication is enabled, you will be prompted to enter your ID and password as follows when you click a shop URL:

The shop will be displayed when you log in using the login ID and password that was set at (1) in step 2.



Enter Your ID, Password Please

ユーザー名:

パスワード:

ログイン キャンセル

Setting IP authentication

With the shop authentication function, only shops to which IDs and passwords can be entered are available. However, with the IP authentication, use of shops is limited to pre-registered IP addresses only.

Use of shops can be limited to related personnel only without the need to share IDs and passwords.

*****Caution*****

When IP addresses are dynamically assigned, a different IP address will be assigned at the next connection attempt and so the previous authenticated connection will be disabled.

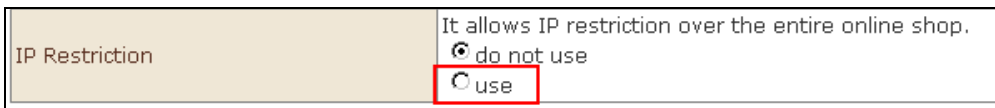
Be sure to enter only fixed IP addresses (IP address of permanently connected routers).

Confirm the fixed IP address with the system administrator or your contracted Internet provider.

If you are unsure of the fixed IP address connection, use "Shop authentication".

Procedure

1. Change the "IP Restriction" radio button to "use".



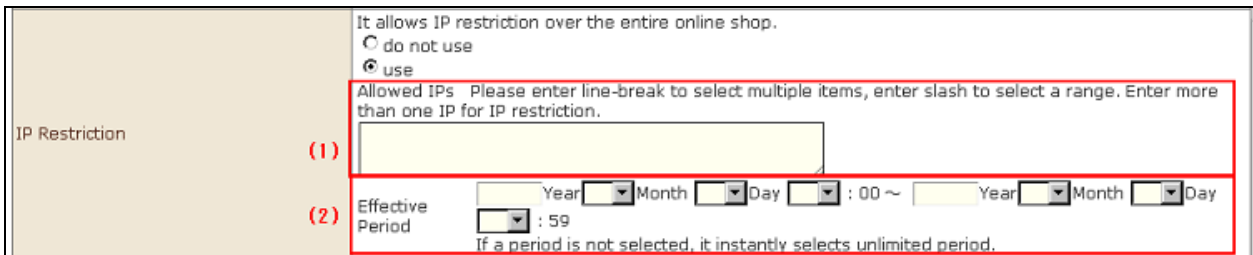
IP Restriction

It allows IP restriction over the entire online shop.

do not use

use

2. Input items for setting IP restriction will be displayed.



IP Restriction

It allows IP restriction over the entire online shop.

do not use

use

Allowed IPs Please enter line-break to select multiple items, enter slash to select a range. Enter more than one IP for IP restriction.

(1)

(2) Effective Period Year Month Day : 00 ~ Year Month Day : 59

If a period is not selected, it instantly selects unlimited period.

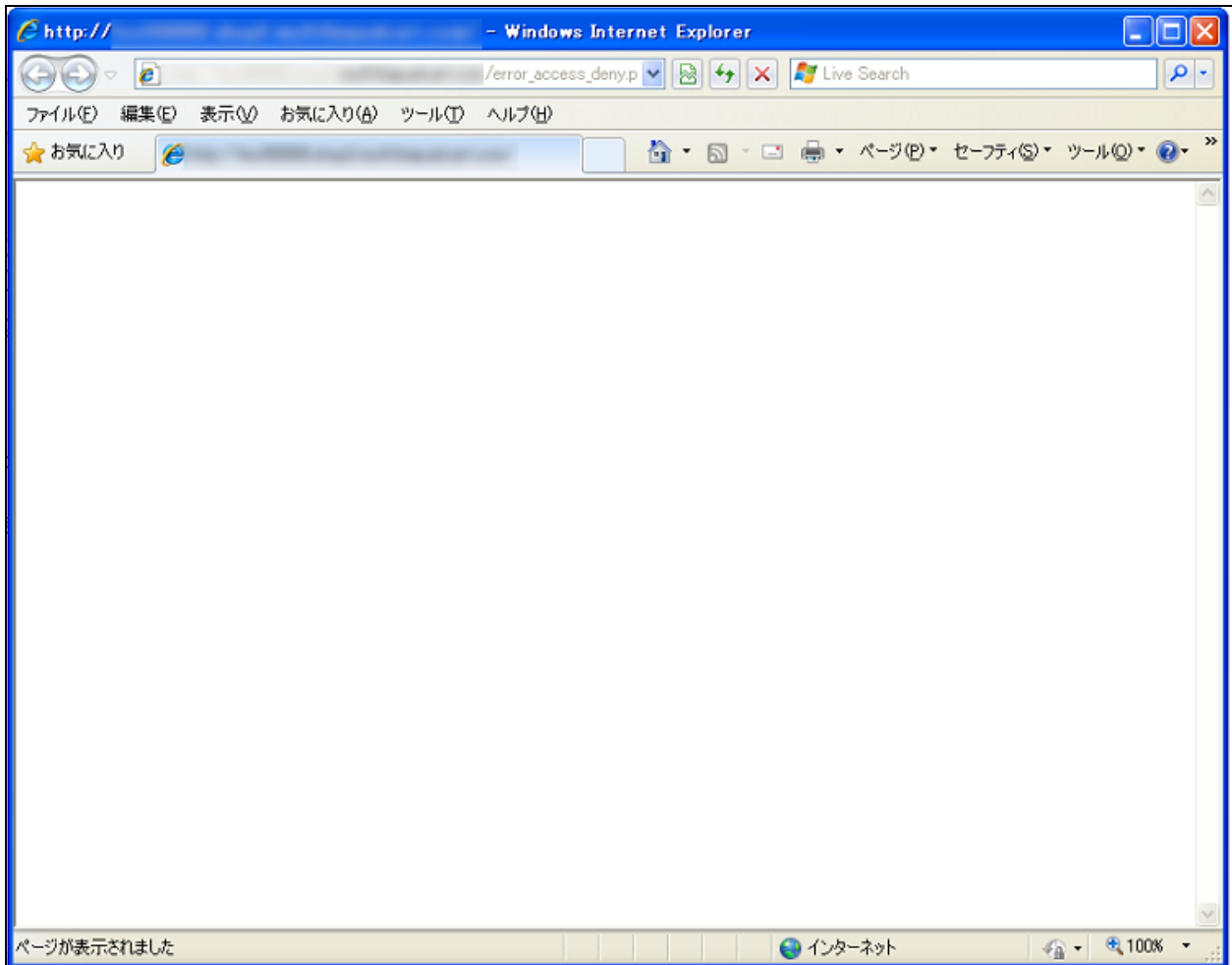
- (1) Allowed IPs: Delimit with a line feed. Two or more IP addresses can be specified, and a range of addresses can be specified by a slash "/". When IP Restriction is set to "use", enter one or more IP address.

Example) 192.244.0.0/16

192.168.0.1

- (2) Expiration date: This can be specified in 1-hour units. When no period has been specified, the period will instantly be regarded as infinite.

3. When IP Restriction is validated, the error screen will be displayed if a shop URL is clicked from an IP address not included in the Allowed IPs.
You can customize the content of the error screen using the "Error (IP Restriction) template, which is editable in "Design Settings".
When nothing is set, a blank screen will be displayed as follows, and the shop cannot be viewed:



5. Setting the Currency

You can set the currency information, such as (exchange) rate conversions, in online shop displays.

Example of editing currency information at an online shop

Item Number	test20121120-01
Item Name	test20121120-01xxx
Price (domestic)	710 JPY
Price (overseas)	810 JPY
Price (domestic)	Approx. \approx 7.96 USD
Price (overseas)	Approx. \approx 9.09 USD

color red size S

Quantity: 1

- Contents -

- [Editing setting information by individual currency 32](#)
- [Batch-editing the sort order 34](#)

Editing setting information by individual currency

1. Click the [Currency ID] you want to edit.

Currency Settings

Here you can change the currency labels to use at the store, and the number and the order of currencies with rate conversion.

Currency ID	Currency name	Priority	Show this currency?
USD	United States dollar 1	1	display
JPY	Japanese yen	2	display
TWD	New Taiwan dollar	3	display
HKD	Hong Kong dollar	4	display
KRW	South Korean won	5	display

2. The Currency Setting screen opens.

Currency Settings: Edit USD

[Back to currency list](#)

2

*must be entered.

Currency ID	USD	
Currency name	United States dollar	
Currency label*	English	USD (1)
	Japanese	USD
	French	USD
	Russian	USD
Priority	1	(2)
Show this currency?	<input checked="" type="radio"/> display <input type="radio"/> not display	(3)

3

- (1) Currency label

This is the display name of the currency displayed according to individual language. You can edit the name as desired.

- (2) Currency display order

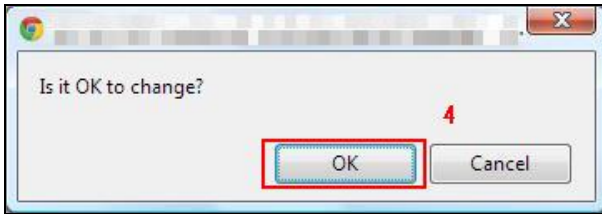
This is the sort order of the dropdown list for currency selection. The smaller the number, the higher the sort order becomes.

- (3) Store visibility

Select whether or not to display this currency in net shops. When "Do not display" is selected, that currency is no longer displayed in the exchange rate edit display.

3. When the [Setting] button is clicked, a confirmation message is displayed.

4. Click [OK]. The edits are saved.



Batch-editing the sort order

1. In the list display screen for setting the currency, enter the sort order of the dropdown list for currency selection at "Currency Display Order". The smaller the number, the higher the sort order becomes.

Currency Settings

Here you can change the currency labels to use at the store, and the number and the order of currencies with rate conversion.

Save all 2

Currency ID	Currency name	Priority	Show this currency?
USD	United States dollar	1	display
JPY	Japanese yen		display
TWD	New Taiwan dollar		display
HKD	Hong Kong dollar		display
KRW	South Korean won		display
CNY	Chinese yuan		display
AUD	Australian dollar		display
CAD	Canada doller		display
EUR	Euro		display
GBP	British pound		display

1

2. Click the [Save all] button.
3. The confirmation message is displayed. Click [OK]. All sort orders are saved.

Save all, Is it OK?

3

Be sure to check the newly changed currency label and sort orders in the actual online shop screen.

6. Setting Points

Available with this system is a member system where customers can register to receive various benefits.

With Point Settings, you can set whether or not to use point functions in the member system and make more detailed settings.

Procedure

1. Set whether or not to use the point functions.
When "use" is selected, detailed settings are carried out.
When "do not use" is selected, there is no need to input the following:
For issued points, retained points are displayed in the customer's order input screen (payment/shipping method selection screen).
2. Set up the point functions in more detail.
*** Only when "use" is set for the point functions**
 - (1) Point rate
Set the standard sum for determining how much a point is worth when points are redeemed.
 - (2) Point issue method
Set whether or not to issue points when points are used.
 - (3) Points issued at member registration
Set the number of points to issue when a customer is registered as a member.
Besides the "Member Registration" screen, customers can also register as members when shopping from the "Order" screen.
 - (4) Issuing points
Set the number of issued points.

*** Figures past the decimal point after calculation are rounded down.**

(5) Useable points

Set the minimum and maximum number of points that can be used at a single time when points are redeemed.

(6) Point description

Enter a description about use of points in each language. (HTML supported)

These details are displayed in the customer's order input screen (payment/shipping method selection screen).

3. Click the [Save] button. This saves the details you have entered.

Point Settings

This is the point discount function. You can issue points to your customers which customers can use during their next purchase at your shop

***must be entered.**

point function*	<input type="radio"/> do not use <input checked="" type="radio"/> use <small>*If you chose "use" at above, set-up the form below.</small>	1
------------------------	---	----------

(*)must be entered if using the point function. **2**

point rate(*)	1points = 1 JPY (number format)	(1)
point issue method(*)	<input checked="" type="radio"/> Do not issue when points are used. <input type="radio"/> Issue even if points are used	(2)
points issued at member registration(*)	0 points(number format) points are... <input checked="" type="radio"/> issued at all member registration windows <input type="radio"/> issued only at member registration from order windows	(3)
issuing points(*)	item cost 100 JPY every 1 issue points(number format) <small>*The calculated result is rounded down.</small>	(4)
useable points(*)	minimum 1 points~ maximum 500 points (number format)	(5)
point description(*) (HTML accepted)	Enter description of points. This will be displayed in order windows. ▼English <input type="text"/> ▼Japanese <input type="text"/> ▼French <input type="text"/> ▼Russian <input type="text"/> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> Description example: You will get 1 point for every 2 dollars purchase. 1 point = 1 cent. You can start using your points if you have more than 100 points in stock. </div>	(6)

Save **3**

7. Setting the Payment Method

Set the payment method. The details you set become the selection options for "Display Method" on the Order screen.

Also, when a customer selects C.O.D. and places an order, the C.O.D. commission is determined and the order total is calculated based on this setting.

* When the customer wants to pay by credit card, consult with the respective payment service. A separate contract is required for this.

Payment by credit card is not possible when "Credit" is registered without a contract in place.

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Registering payment method

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- C.O.D. (YAMATO TA-Q-BIN Collect) 50
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PayPal

Procedure

1. Select the type of payment method you want to register and click the [New registration] button. The "New Registration" screen is displayed. In this example, let's register PayPal as the new payment method.

* Two or more of the same methods can be registered as the payment method.
 Example) Display the PayPal payment method as two names: "PayPal" and "Creditcard".
 This prevents excluding customers who assume they cannot pay by credit card via PayPal.

Payment Method Settings

 You will set up the method(s) of payment. The contents that have been set up will constitute the "choices" for the "Methods of Payment".
 Based on this setup, you will determine the handling fee and calculate the total amount of your orders.

In order to add payment methods, please select the type of payment methods needed and click on "New Registration". The input screen will open.
 You will be able to register multiple payment methods and select those of your preference.

(methods of payment)	New registration 1
(methods of payment)	
Bank transfer	display order
Postal transfer	↑ ↓
International postal money order	
C.O.D. (YAMATO TA-Q-BIN Collect)	↑ ↓
PayPal	
PayPal Express Checkout	↑ ↓
PayPal Web Payment Plus	
Alipay	↑ ↓
Credit Card (GMO Payment gateway (CCS-Ware for Internet(E))	↑ ↓
Credit Card (GMO PG multi-payment service)	
Credit Card (GMO PG multi-payment service member ID settlement)	↑ ↓
China Union Pay (Veri Trans)	
Credit Card (Veri Trans)	↑ ↓
Credit Card (J-Payment)	
Credit Card (Eximbay)	↑ ↓
Credit Card (SBPS : SoftBank Payment Service)	
Credit Card (Epsilon)	↑ ↓
Pay at convenience store (Epsilon)	
Online bank transfer (Epsilon)	↑ ↓

- Enter the display method.
 (* The screen example is for "PayPal". The same also applies to other display methods.)
 [*] indicates required items.

Payment Method Settings: New registration [Go to top of Payment Method Settings](#)

*must be entered. 2

methods of payment	PayPal																					
<p>PayPal</p> <p>PayPal is the online method of account settlement that is particularly widely used in America and Europe. The account settlement is done in advance by either making the payment to the account or by settling the account, using the account that has been registered with your credit card.</p> <p>Given the fact that remittances are transacted between accounts, in order to make account in advance. Even if customers have not had an account setup to date, customers can create one here and now, using your credit card.</p> <p>If you already have an account, you will be able to use PayPal account settlement by just entering your e-mail address for the account in the last column of this page. Even if you have not acquired a PayPal account yet, you can complete the procedure for getting one from Paypal Website. It only takes a few minutes.</p> <p>More information, see the website below.</p> <ul style="list-style-type: none"> The setup method of PayPal and its Guide. Website of PayPal. <p>次の支払方法に対応</p>	<p>(1)</p>																					
<p>title of payment*</p> <p>When a customer is considering and selecting the payment method, it's indicated as the "payment method name".</p> <p>ex. C.O.D., Credit card, Paypal</p> <p>English <input type="text" value="PayPal"/></p> <p>Japanese <input type="text" value="PayPal"/></p> <p>French <input type="text"/></p> <p>Russian <input type="text"/></p>	<p>(2)</p>																					
<p>description (HTML accepted)</p> <p>Input an explanation of the payment method. This explanatory note is displayed on the "payment / delivery screen"</p> <p>Example) Visa, Master, JCB and AMEX credit cards are useable. When using one, is the purchase amount is below \$50, there will be a 3% handling fee.</p> <p>▼English <input type="text"/></p> <p>▼Japanese <input type="text"/></p> <p>▼French <input type="text"/></p> <p>▼Russian <input type="text"/></p>	<p>(3)</p>																					
<p>handling fees</p> <p>Input the handling fee received from the customer. Input the range of money amounts of the merchandise in ascending order. With the range of the purchase amount decided, it is possible to configure the percentage and fixed amount. If the handling charge is not received from the customer, it is not necessary to input it. The handling charge will be 0 JPY for merchandise amounts outside the range.</p> <table border="1"> <thead> <tr> <th>Merchandise amount(<input type="text" value="Not less than"/>)</th> <th>handling fees</th> <th>After the decimal point...</th> </tr> </thead> <tbody> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> <tr> <td><input type="text"/> JPYNot less than</td> <td><input type="text"/> JPY</td> <td><input type="text" value="round off"/></td> </tr> </tbody> </table>	Merchandise amount(<input type="text" value="Not less than"/>)	handling fees	After the decimal point...	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>	<p>(4)</p>
Merchandise amount(<input type="text" value="Not less than"/>)	handling fees	After the decimal point...																				
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<input type="text"/> JPYNot less than	<input type="text"/> JPY	<input type="text" value="round off"/>																				
<p>Upper limit for this payment</p> <p>At the time of the order, if the total amount paid exceeds this amount of money, an error will display. It won't be setup or 0 will be limitless.</p> <p><input type="text"/> JPY</p>	<p>(5)</p>																					
<p>Acceptable area*</p> <p>Select the area (domestic or international) where this payment method is possible.</p> <p>Customers address <input type="text"/></p> <p>Delivery address <input type="text"/></p>	<p>(6)</p>																					
<p>publication*</p> <p>Select whether this payment method will be displayed on the shopping site.</p> <p><input checked="" type="radio"/> Display <input type="radio"/> Non-display</p>	<p>(7)</p>																					
<p>PayPal account email address*</p> <p><input type="text"/> (alphanumeric format)</p>	<p>(8)</p>																					
<p>PayPal API</p> <p>user <input type="text"/> (Half-width)</p> <p>password <input type="text"/> (Half-width)</p> <p>signature <input type="text"/> (Half-width)</p>	<p>(9)</p>																					

New registration 3

(1) Description of settlement method

This description details the features of each individual settlement method and contract procedures. A contract with the respective payment service is required to use the selected

payment method.

(2) Title of payment*

This is displayed as the "Name of the payment method" when a customer is considering or selecting a payment method.

Example) Credit card, C.O.D., PayPal

(3) Description

Enter a description about the payment method. These details are displayed in the payment/shipping fee screen.

Example) Visa, JCB and AMEX credit cards can be used. When using these credit cards, a 3% commission is charged for orders of \$500 or below.

(4) Commission

Enter the commission to be charged to the customer. Enter the amount of the products in a range starting with the smallest amount.

You can determine the range by purchase amount, and set the commission as a percentage and a fixed amount. When the customer is not to be charged a commission, there is no need to enter this item. The commission outside the range for the amount of the product is 0 Japanese yen.

* You can select from "rounding off to the nearest whole number" and "rounding down" for handling of fractions for commission calculated by "percentage."

(5) Upper limit for this payment

You can set the upper limit for the total payment amount during orders.

(6) Acceptable area

Select the area for the orderer/delivery destination (own country or outside own country) that this payment method may be applied to.

The customer can select "Domestic only", "Overseas only" or "Unrestricted."

(7) Publication*

Select whether or not to display this payment method on the shopping site.

(8) PayPal account e-mail address*

Enter the e-mail address of the PayPal account.

(9) Paypal API

By setting this, the PayPal settlement result can be accurately acquired.

In addition to when PayPal settlement is completed, the results of settlements not completed once per day can be re-acquired by inquiring with PayPal into the settlement status from this system.

■ To set PayPal API

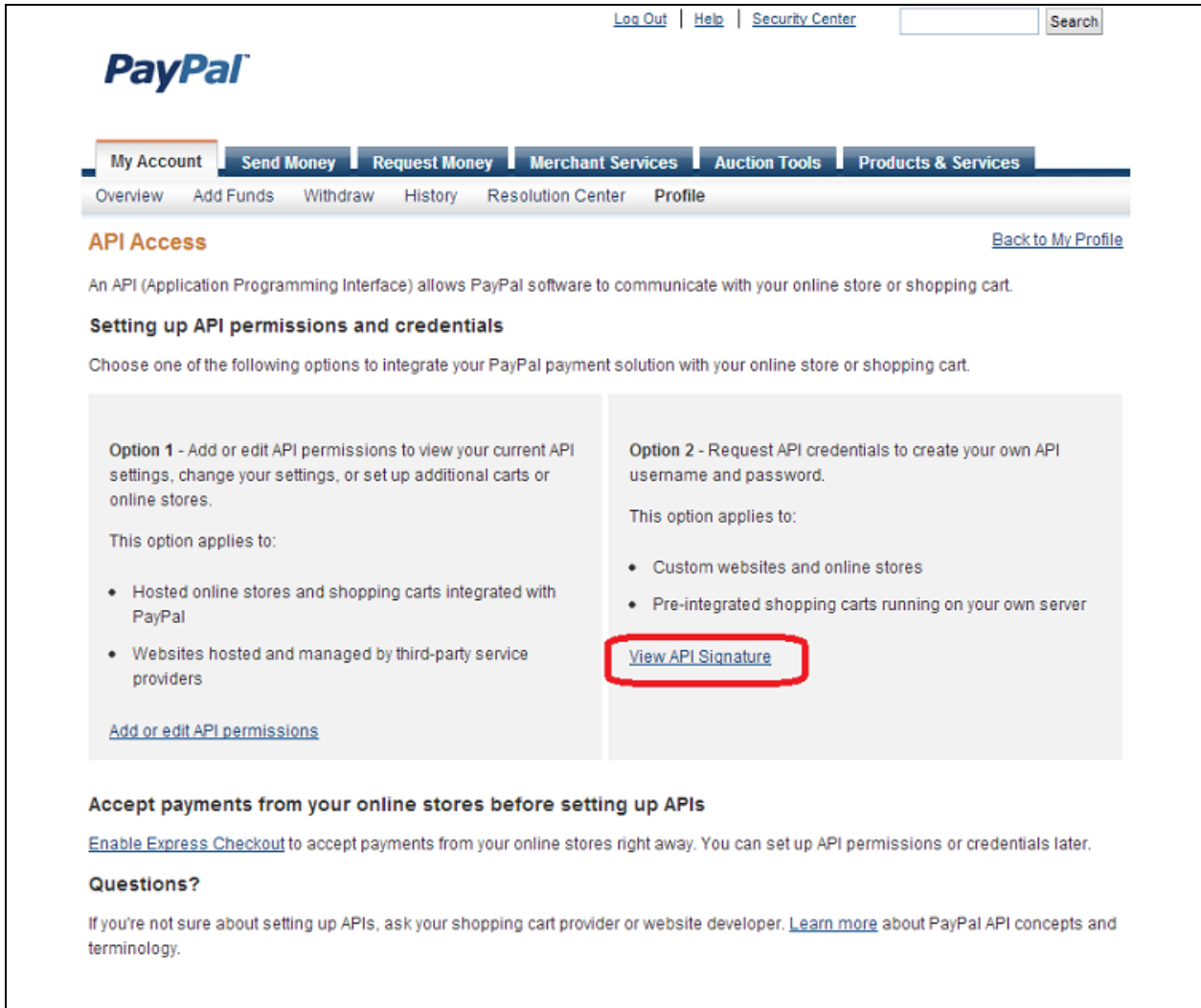
1. Log into the PayPal management screen with the PayPal account currently set to this system, and select "My selling tools" from the "Profile" tab.

From the screen that opens, click the "API access" item.

The screenshot shows the PayPal 'My Profile' page. At the top, there are links for 'Log Out', 'Help', and 'Security and Protection', along with a search bar. Below this is a navigation bar with tabs for 'My Account', 'Send Money', 'Request Money', 'Merchant Services', 'Auction Tools', and 'Products & Services'. Under 'My Account', there are sub-links for 'Overview', 'Add Funds', 'Withdraw', 'History', 'Resolution Center', and 'Profile' (which is circled in red). The main content area is titled 'My Profile' and contains a left sidebar with categories: 'My business info', 'My financial info', 'My settings', and 'My selling tools' (which is circled in red). The main area displays a list of settings under various sections: 'My business setup', 'eBay ID', 'Selling online', and 'Getting paid and managing my risk'. The 'API access' item under the 'Selling online' section is highlighted with a red box. It includes the text 'Manage API credentials to integrate my PayPal account with my online store or shopping cart.' and an 'Update' link.

Section	Item	Description	Action
My business setup	My business setup	Cool tools to help boost my business.	Get started
	eBay ID	Link my eBay ID to my PayPal account.	Update
Selling online	PayPal buttons	Manage my payment buttons.	Update
	Credit card statement name	Name of my business as it appears on customer card statements. WIPJI-YAPAN	Update
	Sales tax	Set up sales taxes for multiple regions.	Update
	Custom payment pages	Set up PayPal payment pages to look like my website.	Update
	Website preferences	Bring customers back to my website after they pay with PayPal.	Update
	API access	Manage API credentials to integrate my PayPal account with my online store or shopping cart.	Update
	Invoice templates	Create and manage my invoices.	Update
Getting paid and managing my risk	My automatic payments	Manage the subscriptions and automatic payments that I offer my customers.	Update
	Instant payment notifications	Integrate PayPal payment notifications with my website.	Update
	Block payments	Limit payments, add instructions, and more.	Update
	Customer service message	Create a personalized message for customer disputes.	Update

2. The "API Access" management screen opens. Click "Request API credentials" ("Display API signature" when API has already been used).



[Log Out](#) | [Help](#) | [Security Center](#)

PayPal

My Account | **Send Money** | **Request Money** | **Merchant Services** | **Auction Tools** | **Products & Services**

Overview | Add Funds | Withdraw | History | Resolution Center | Profile

API Access [Back to My Profile](#)

An API (Application Programming Interface) allows PayPal software to communicate with your online store or shopping cart.

Setting up API permissions and credentials

Choose one of the following options to integrate your PayPal payment solution with your online store or shopping cart.

Option 1 - Add or edit API permissions to view your current API settings, change your settings, or set up additional carts or online stores.

This option applies to:

- Hosted online stores and shopping carts integrated with PayPal
- Websites hosted and managed by third-party service providers

[Add or edit API permissions](#)

Option 2 - Request API credentials to create your own API username and password.

This option applies to:

- Custom websites and online stores
- Pre-integrated shopping carts running on your own server

[View API Signature](#)

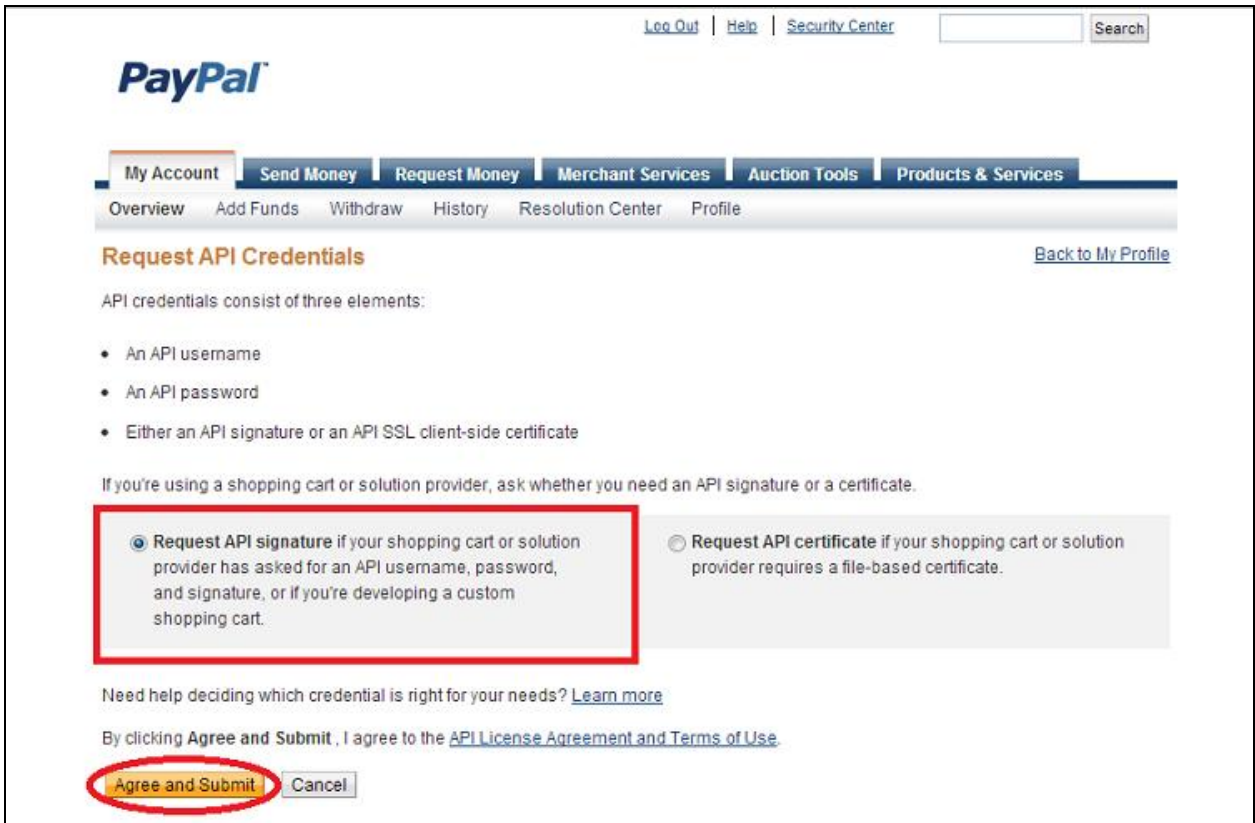
Accept payments from your online stores before setting up APIs

[Enable Express Checkout](#) to accept payments from your online stores right away. You can set up API permissions or credentials later.

Questions?

If you're not sure about setting up APIs, ask your shopping cart provider or website developer. [Learn more](#) about PayPal API concepts and terminology.

- The "Request API Credentials" page opens. Select "Request API signature if your shopping cart or solution provider has asked for an API username, password, and signature, or if you're developing a custom shopping cart.", and click the [Agree and Submit] button. (This screen will not be displayed if API has already been used.)



Log Out | Help | Security Center Search

PayPal

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | Withdraw | History | Resolution Center | Profile

Request API Credentials [Back to My Profile](#)

API credentials consist of three elements:

- An API username
- An API password
- Either an API signature or an API SSL client-side certificate

If you're using a shopping cart or solution provider, ask whether you need an API signature or a certificate.

Request API signature if your shopping cart or solution provider has asked for an API username, password, and signature, or if you're developing a custom shopping cart.

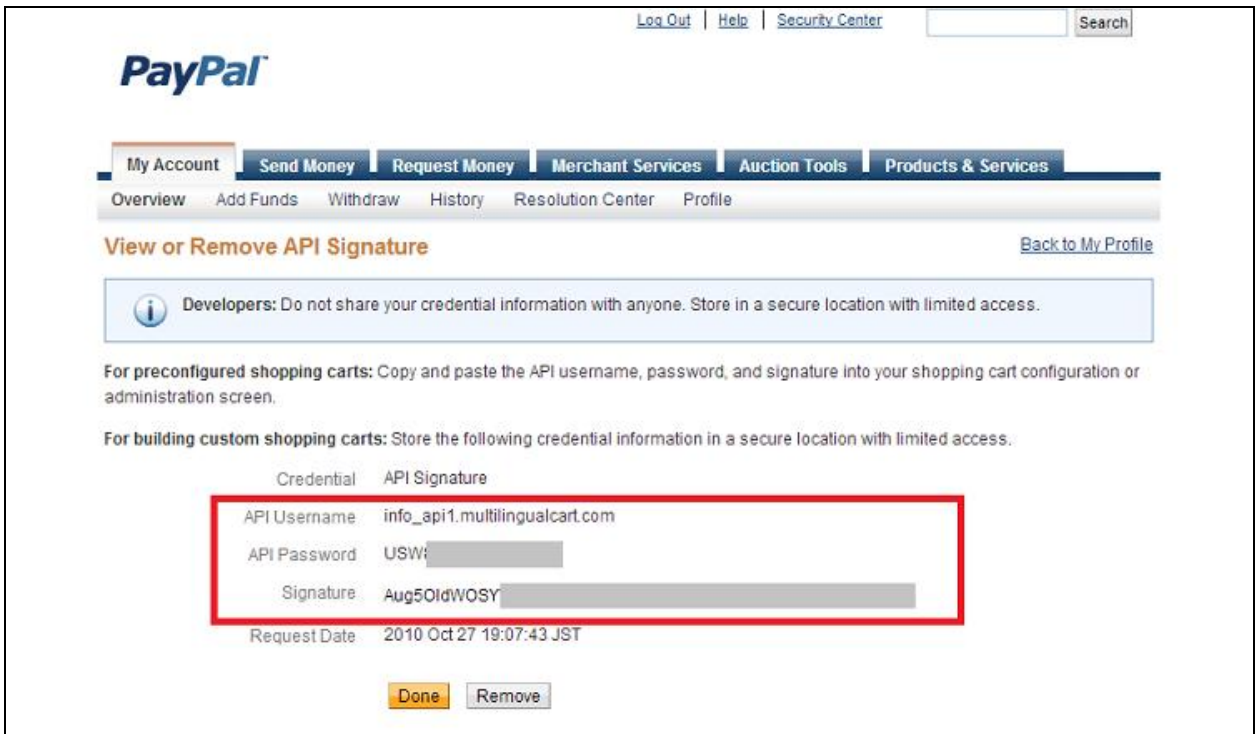
Request API certificate if your shopping cart or solution provider requires a file-based certificate.

Need help deciding which credential is right for your needs? [Learn more](#)

By clicking **Agree and Submit**, I agree to the [API License Agreement and Terms of Use](#).

Agree and Submit Cancel

- The API information is displayed. Enter this information in this system's management screen.



Log Out | Help | Security Center Search

PayPal

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products & Services

Overview | Add Funds | Withdraw | History | Resolution Center | Profile

View or Remove API Signature [Back to My Profile](#)

Developers: Do not share your credential information with anyone. Store in a secure location with limited access.

For **preconfigured shopping carts**: Copy and paste the API username, password, and signature into your shopping cart configuration or administration screen.

For **building custom shopping carts**: Store the following credential information in a secure location with limited access.

Credential	API Signature
API Username	info_api1.multilingualcart.com
API Password	USW: [redacted]
Signature	Aug50ldWOSY [redacted]
Request Date	2010 Oct 27 19:07:43 JST

Done Remove

- The screen returns to this system's management screen. Select "PayPal" from the "Payment Method Settings" currently in use. Enter the PayPal API user name, password, and signature in the PayPal API fields.

Upper limit for this payment	At the time of the order, if the total amount paid exceeds this amount of money, an error will display. It won't be setup or 0 will be limitless. <input type="text"/> JPY
Acceptable area*	Select the area (domestic or international) where this payment method is possible. Customers address <input type="text"/> Delivery address <input type="text"/>
publication*	Select whether this payment method will be displayed on the shopping site. <input checked="" type="radio"/> Display <input type="radio"/> Non-display
PayPal account email address*	<input type="text"/> (alphanumeric format)
PayPal API	user <input type="text"/> (Half-width)
	password <input type="text"/> (Half-width)
	signature <input type="text"/> (Half-width)
<input type="button" value="Edit"/> <input type="button" value="delete"/>	

- Click the [New Registration] button to complete registration.

Epsilon

* Steps (1) to (7) of the setting method are the same as those for PayPal.

Payment Method Settings: New registration	
Go to top of Payment Method Settings	
*must be entered.	
methods of payment	Credit Card (Epsilon)
About Epsilon (1)	 <p>Epsilon is an online payment gateway. It provides yen-denominated settlements. The Contract with Epsilon is required to use it. To become a user, you will be screened by the credit card company (OR the credit card company will conduct a credit check on you), a process which normally takes three to four weeks. When you apply, please allow ample time. More information, see the website below.</p> <ul style="list-style-type: none"> Website of Epsilon. <p>Accepted Card</p> 
contract code* (8)	Enter the contract code of Epsilon. <input type="text"/> (Half width 8-digit numbers)
Password (9)	Enter the contract password of Epsilon. When you use "Payment Completion Screen CGI for Epsilon" available with this system, you need to enter the password. <input type="password"/> (Half-width)
Test mode	Configure the access point server in the Test Environment. If there are checks, the payment will be sent to the test server. <input type="checkbox"/> Set "Test mode"
<input type="button" value="New registration"/> 3	

(8) Contract code*

Enter the Epsilon contract code.

(9) Password

Enter the Epsilon password.


* Be sure to enter this when using the "payment completed screen CGI for Epsilon" provided with this system.


3. Click the [New Registration] button to complete registration.

24card payment JP

* Steps (1) to (7) of the setting method are the same as those for PayPal.

Payment Method Settings: New registration [Go to top of Payment Method Settings](#)

 *must be entered.

methods of payment	Credit card (24 Card Settlement JP)
About 24card payment JP (1)	<p>24カード決済JP</p> <p>This is an online credit card company. It is supported by 3D Secure, available in two languages: Japanese and English. It provides yen-denominated settlements. The Contract with 24 card payment is required to use it. To become a user, you will be screened by the credit card company (OR the credit card company will conduct a credit check on you), a process which normally takes two to three weeks. When you apply, please allow ample time. More information, see the website below.</p> <ul style="list-style-type: none"> Website of 24card payment JP. <p>Accepted Card</p> 
member store number* (8)	Enter the Merchant ID of 24 card-payment.jp . <input type="text"/> (Half-width)
Return page (e option) (9)	If this shop activate "Return URL" in the control panel of 24 card-payment.jp', Enter the e-option number of 24 card-payment.jp. e= <input type="text"/> (Half-width)

³

(8) Member store number*

Enter the member store number for 24card payment JP.

(9) Return page (e-option)

To enable "Return page" in the 24card payment JP management screen, enter its e-option number. (See the screen below.)

3. Click the [New Registration] button to complete registration.

“Return page” in 24card payment JP management screen

ご注文ありがとうございました / Thank you for your order.

商品名/Purchases : せんべい(kashi-003)
 価格/Payments : ¥ 2 000

以下の払込依頼ページをプリントアウトされるか、払込票番号をメモして最寄りのセブンイレブンのレジにてお支払いください。

Please either print out the below payment request form or write down the number on the form, take it to your nearest 7-11 store, and make your payment at the counter.

払込依頼票 Payment request form	ここをクリック/Click here
払込票番号 the number on the form	3484635498721
支払期限 Due Date for Payment	2007-11-09

GMO Payment gateway (MOD-I) CCS-Ware for Internet(E)

* Steps (1) to (7) of the setting method are the same as those for PayPal.

Payment Method Settings: New registration [Go to top of Payment Method Settings](#)

*must be entered.

methods of payment	Credit Card (GMO Payment gateway (CCS-Ware for Internet(E)))
About GMO Payment gateway(MOD-I) (1)	<p>GMO Payment gateway is an online payment gateway. It provides yen-denominated settlements. The Contract with GMO Payment gateway is required to use it. To become a user, you will be screened by the credit card company (OR the credit card company will conduct a credit check on you), a process which normally takes two weeks to two months. When you apply, please allow ample time. for detail, see the links below .</p> <ul style="list-style-type: none"> Website of GMO Payment gateway. <p>Accepted Card</p>
shop ID* (8)	Enter the contract shop ID of GMO Payment gateway (CCS MOD-I). <input type="text"/>
shop password* (9)	Enter the contract Password of GMO Payment gateway (CCS MOD-I). <input type="text"/> (Half-width)
3D secure (10)	A 3D secure feature is available to reduce the risk of illegal uses such as identity fraud. <input type="checkbox"/> Use 3D secure

- (8) Shop ID*
Enter the contract shop ID of the GMO Payment gateway (CCS MOD-I)
 - (9) Shop password
Enter the contract shop password of the GMO Payment gateway (CCS MOD-I).
 - (10) 3D secure
3D secure can be set to reduce the risk of illegal use.
3. Click the [New Registration] button to complete registration.

GMO Payment gateway (MOD-I) PG multi payment service

* Steps (1) to (7) of the setting method are the same as those for PayPal.

publication*		<input checked="" type="radio"/> Display <input type="radio"/> Non-display
site ID*	(8)	Enter the site ID of GMO Payment gateway (PG Multi-payment service). <input type="text"/>
site password*	(9)	Enter the Password of GMO Payment gateway (PG Multi-payment service). <input type="text"/> (Half-width)
shop ID*	(10)	Enter the shop ID of GMO Payment gateway (PG Multi-payment service). <input type="text"/>
shop password*	(11)	Enter the shop password of GMO Payment gateway (PG Multi-payment service). <input type="text"/> (Half-width)
Authorization (AUTH) mode	(12)	An Authorization Request (AUTH) will be created for the Transaction Type when payment is via a card. In the case of the check not going through, there will be a Capture Request (CAPTURE). <input type="checkbox"/> Authorization (AUTH) mode
Test mode	(13)	Configure the access point server in the Test Environment. If there are checks, the payment will be sent to the test server. <input type="checkbox"/> Test mode
3D secure	(14)	A 3D secure feature is available to reduce the risk of illegal uses such as identity fraud. <input type="checkbox"/> Use 3D secure

- (8) Site ID
- (9) Site password
- (10) Shop ID
- (11) Shop password

(8) to (11) are provided from the GMO Payment gateway (MOD-I). Enter the provided information.

(12) Provisional sales (AUTH) mode

When this item is selected, the data send type (processing category) is set to provisional sales (AUTH) at settlement. If this item is not selected, the data send type (processing category) immediately becomes sales (CAPTURE).

- ※ Process the actual sales record after sending provisional sales to the GMO Payment gateway (MOD-I) (PG multi payment) management screen.
- ※ A contract with GMO Payment gateway (MOD-I) must be concluded beforehand. Note that this function will not operate properly if the details input do not match the contract details.

(13) Test Mode

When this item is selected, the connection destination at settlement becomes a test environment for the GMO Payment gateway (MOD-I) (PG multi payment). If this item is not selected, the actual environment is connected to.

- ※ In the test environment, be sure to enter "8. Site ID to 11. Shop password" for the test environment.
- ※ In the test environment, be sure to perform the test using the card No. for the test.

(14) 3D secure

When "Use 3D secure" is selected, the 3D secure function for reducing the risk of illegal use is enabled.

- ※ A contract with GMO Payment gateway (MOD-I) must be concluded beforehand. Note that this function will not operate properly if the details input do not match the contract details.
- ※ Operation of 3D secure cannot be confirmed in the GMO Payment gateway (MOD-I) development environment or with the test card.

3. Click the [New Registration] button to complete registration.

Eximbay payment

* Steps (1) to (7) of the setting method are the same as those for PayPal.

merchant ID* (8)	Enter the merchant ID of Eximbay. <input type="text"/>
merchant password* (9)	Enter the merchant password of Eximbay. <input type="password"/> (Half-width)
<input type="button" value="New registration"/>	

- (8) Merchant ID
Enter the Eximbay merchant ID.
 - (9) Merchant password
Enter Eximbay merchant password.
3. Click the [New Registration] button to complete registration.

C.O.D. (YAMATO TA-Q-BIN Collect)

* Steps (1) to (3) and (5) to (7) of the setting method are the same as those for PayPal.

- (4) For YAMATO TA-Q-BIN Collect, a "Load sample" button is provided at the commission setting item.

Pressing this button captures the standard settings for the following information at the currency currently selected for the store:


- Collect commission
- Upper limit for this payment

3. Click the [New Registration] button to complete registration.

handling fees (4)	Input the handling fee received from the customer. Input the range of money amounts of the merchandise in ascending order. With the range of the purchase amount decided, it is possible to configure the percentage and fixed amount. If the handling charge is not received from the customer, it is not necessary to input it. The handling charge will be 0 JPY for merchandise amounts outside the range.		
	Merchandise amount+ Shipping fee(Up to)	handling fees	Get sample data After the decimal point...
	JPYUp to	JPY	round off
	JPYUp to	JPY	round off
	JPYUp to	JPY	round off
	JPYUp to	JPY	round off
	JPYUp to	JPY	round off
Upper limit for this payment	At the time of the order, if the total amount paid exceeds this amount of money, an error will display. It won't be setup or 0 will be limitless. JPY		
Acceptable area*	Select the area (domestic or international) where this payment method is possible. Customers address Delivery address		
publication*	Select whether this payment method will be displayed on the shopping site. <input checked="" type="radio"/> Display <input type="radio"/> Non-display		
<input type="button" value="New registration"/>			
handling fees	Input the handling fee received from the customer. Input the range of money amounts of the merchandise in ascending order. With the range of the purchase amount decided, it is possible to configure the percentage and fixed amount. If the handling charge is not received from the customer, it is not necessary to input it. The handling charge will be 0 JPY for merchandise amounts outside the range.		
	Merchandise amount+ Shipping fee(Up to)	handling fees	Get sample data After the decimal point...
	9685 JPYUp to	315 JPY	round off
	29580 JPYUp to	420 JPY	round off
	99370 JPYUp to	630 JPY	round off
	298951 JPYUp to	1050 JPY	round off
	JPYUp to	JPY	round off
Upper limit for this payment	At the time of the order, if the total amount paid exceeds this amount of money, an error will display. It won't be setup or 0 will be limitless. 300000 JPY		
Acceptable area*	Select the area (domestic or international) where this payment method is possible. Customers address Delivery address		
publication*	Select whether this payment method will be displayed on the shopping site. <input checked="" type="radio"/> Display <input type="radio"/> Non-display		
<input type="button" value="New registration"/>			

Alipay settlement

* To use "Alipay settlement", you must apply for "Alipay settlement" beforehand.

Payment Method Settings: New registration		Go to top of Payment Method Settings																
*must be entered.																		
methods of payment	Alipay																	
About Alipay (1)	 <p>With the payment method of China's largest shopping mall "Taobaowang", Alipay is an online payment service boasting of a top share in China in regards to the number of users and the total transaction amount. There are two ways to use this service. By inputting Alipay's "Non-Escrow Alipay service" business ID/password acquired from Alipay, you'll be able to use the Alipay payment. More information, see the website below.</p> <ul style="list-style-type: none"> • Website of Alipay. 																	
Acceptable area* (6)	Select the area (domestic or international) where this payment method is possible. Customers address: <input type="text"/> Delivery address: <input type="text"/>																	
direct deposit bank information* (8)	<table border="1"> <tr><td>bank name</td><td><input type="text"/></td></tr> <tr><td>account branch name</td><td><input type="text"/></td></tr> <tr><td>account type (normal or checking)</td><td><input type="text"/></td></tr> <tr><td>account number</td><td><input type="text"/> ()</td></tr> <tr><td>account holder name (kanji)</td><td><input type="text"/></td></tr> <tr><td>account holder name (furigana)</td><td><input type="text"/></td></tr> <tr><td>partner ID*</td><td>Enter the partner ID of Alipay. <input type="text"/></td></tr> <tr><td>partner password*</td><td>Enter the partner password of Alipay. <input type="text"/> (Half-width)</td></tr> </table>		bank name	<input type="text"/>	account branch name	<input type="text"/>	account type (normal or checking)	<input type="text"/>	account number	<input type="text"/> ()	account holder name (kanji)	<input type="text"/>	account holder name (furigana)	<input type="text"/>	partner ID*	Enter the partner ID of Alipay. <input type="text"/>	partner password*	Enter the partner password of Alipay. <input type="text"/> (Half-width)
bank name	<input type="text"/>																	
account branch name	<input type="text"/>																	
account type (normal or checking)	<input type="text"/>																	
account number	<input type="text"/> ()																	
account holder name (kanji)	<input type="text"/>																	
account holder name (furigana)	<input type="text"/>																	
partner ID*	Enter the partner ID of Alipay. <input type="text"/>																	
partner password*	Enter the partner password of Alipay. <input type="text"/> (Half-width)																	
<input type="button" value="New registration"/>																		

- (1) **Payment Method Title***
This is displayed as the "Name payment method" when a customer is considering or selecting a payment method.
 - (6) **Acceptable area***
Select the area (own country or outside own country) in which this payment method can be accepted.
 - (8) **Payment transfer account information***
Enter all required information.

Enter temporary number values (e.g. 0000) for the partner ID and Partner password, and contact the Support Center when entry is finished. Set ID/PASS at the Support Center.
3. Click the [New Registration] button to complete registration.

Editing payment methods

Procedure

1. Click the payment method you want to edit from the list. The "Change registration" screen will be displayed.

Payment Method Settings

You will set up the method(s) of payment. The contents that have been set up will constitute the "choices" for the "Methods of Payment". Based on this setup, you will determine the handling fee and calculate the total amount of your orders.

In order to add payment methods, please select the type of payment methods needed and click on "New Registration". The input screen will open. You will be able to register multiple payment methods and select those of your preference.

(methods of payment)

title of payment	1	methods of payment	display order
YAMATO TRANSPORT COLLECT		C.O.D. (YAMATO TA-Q-BIN Collect)	<input type="button" value="↑"/> <input type="button" value="↓"/>
credit card		Credit Card (GMO PG multi-payment service)	<input type="button" value="↑"/> <input type="button" value="↓"/>
PayPal WebPaymentPlus		PayPal Web Payment Plus	<input type="button" value="↑"/> <input type="button" value="↓"/>
SBI card		Credit Card (Veri Trans)	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Edit the registered details.
(* Input items are the same as those in the registration screen.)

Payment Method Settings: Change registration [Go to top of Payment Method Settings](#)

*must be entered.

methods of payment	C.O.D. (YAMATO TA-Q-BIN Collect)
title of payment*	<p>When a customer is considering and selecting the payment method, it's indicated as the "payment method name".</p> <p>ex. C.O.D, Credit card, Paypal</p> <p>English <input type="text" value="YAMATO TRANSPORT COLLECT"/></p> <p>Japanese <input type="text" value="ヤマト運輸コレクト"/></p> <p>French <input type="text"/></p> <p>Russian <input type="text"/></p>
description (HTML accepted)	<p>Input an explanation of the payment method. This explanatory note is displayed on the "payment / delivery screen"</p> <p>Example) Visa, Master, JCB and AMEX credit cards are useable. When using one, is the purchase amount is below \$50, there will be a 3% handling fee.</p> <p>▼English <input type="text" value="説明XXX
XXXXXXXXXXXXXXXXXXXX"/></p> <p>▼Japanese <input type="text" value="説明XXX"/></p>

3. Click the [Edit] button to complete editing.

Upper limit for this payment	At the time of the order, if the total amount paid exceeds this amount of money, an error will display. It won't be setup or 0 will be limitless. 300000 JPY
Acceptable area*	Select the area (domestic or international) where this payment method is possible. Customers address <input type="text" value="Unrestricted (domestic and international are acceptable)"/> Delivery address <input type="text" value="Unrestricted (domestic and international are acceptable)"/>
publication*	Select whether this payment method will be displayed on the shopping site. <input checked="" type="radio"/> Display <input type="radio"/> Non-display
(3) <input type="button" value="Edit"/> <input type="button" value="delete"/>	

Deleting payment methods

Procedure

1. Click the payment method you want to delete from the list. The "Change registration" screen will be displayed.

Payment Method Settings

You will set up the method(s) of payment. The contents that have been set up will constitute the "choices" for the "Methods of Payment".
Based on this setup, you will determine the handling fee and calculate the total amount of your orders.

In order to add payment methods, please select the type of payment methods needed and click on "New Registration". The input screen will open.
You will be able to register multiple payment methods and select those of your preference.

(methods of payment)

title of payment	1	methods of payment	display order
YAMATO TRANSPORT COLLECT		C.O.D. (YAMATO TA-Q-BIN Collect)	<input type="button" value="↑"/> <input type="button" value="↓"/>
credit card		Credit Card (GMO PG multi-payment service)	<input type="button" value="↑"/> <input type="button" value="↓"/>
PayPal WebPaymentPlus		PayPal Web Payment Plus	<input type="button" value="↑"/> <input type="button" value="↓"/>
SBI card		Credit Card (Veri Trans)	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Click the [Delete] button to complete deletion.

Payment Method Settings: Change registration [Go to top of Payment Method Settings](#)

*must be entered.

methods of payment: C.O.D. (YAMATO TA-Q-BIN Collect)

title of payment*
 English: YAMATO TRANSPORT COLLECT
 Japanese: ヤマト運輸コレクト
 French:
 Russian:

description (HTML accepted)
 Input an explanation of the payment method. This explanatory note is displayed on the "payment / delivery screen".
 Example) Visa, Master, JCB and AMEX credit cards are useable. When using one, is the purchase amount is below \$50, there will be a 3% handling fee.
 English: 説明XXX
 Japanese: 説明XXX

Upper limit for this payment: 300000 JPY

Acceptable area*
 Customers address: Unrestricted (domestic and international are acceptable)
 Delivery address: Unrestricted (domestic and international are acceptable)

publication*
 Display Non-display

3

Changing the display order of payment methods

You can change the display order of selection options (dropdown list) for payment methods that are displayed on the shop screen.

Step 1 ▶ **Step 2** ▶ Step 3 ▶ Finish!

Checkout (Choose payment and delivery methods)

Your shopping cart has the following item(s).

Item Name	Price	Number of items	Subtotal
test20120928-03xx(test20120928-03) color:red	5,100 JPY	1	5,100 JPY
Merchandise Total			5,100 JPY

Choose payment and delivery methods
* are required fields.

Payment method*	Please choose ▼	(Payment and delivery details)
Delivery method *	Please choose YAMATO TRANSPORT COLLECT credit card PayPal WebPaymentPlus	(Payment and delivery details)

Point

Procedure

1. This is operated by accessing the "Display order" field in the payment method list on the "Payment Method Settings" screen.

Clicking the [↑] button moves the selection option up, and clicking the [↓] button moves the selection option down.

The sort order in this screen becomes the sort order of payment methods in the shop screen.

Payment Method Settings

You will set up the method(s) of payment. The contents that have been set up will constitute the "choices" for the "Methods of Payment".
Based on this setup, you will determine the handling fee and calculate the total amount of your orders.

In order to add payment methods, please select the type of payment methods needed and click on "New Registration". The input screen will open.
You will be able to register multiple payment methods and select those of your preference.

(methods of payment) ▼ **New registration**

title of payment	methods of payment	display order
YAMATO TRANSPORT COLLECT	C.O.D. (YAMATO TA-Q-BIN Collect)	↑ ↓
credit card	Credit Card (GMO PG multi-payment service)	↑ ↓
PayPal WebPaymentPlus	PayPal Web Payment Plus	↑ ↓
SBI card	Credit Card (Veri Trans)	↑ ↓
PayPal	PayPal	↑ ↓

8. Setting the Shipping Method

Set the shipping method. The details you set become the selection options for "Shipping Method" on the order screen.

The shipping fee is determined and the total order amount is calculated based on this setting.

Set the shipping destination category, weight, and shipping fee based on the transaction information of the carrier who deals with your store.

The charge is calculated as follows:

[Calculation formula] Shipping fee = Basic shipping fee + optional shipping fee (by amount of product)
+ optional shipping fee (by weight of product)

- Contents -


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Creating shipping method items

Procedure

1. Click [New Registration] from the Shipping Method Settings top screen.

Shipping Method Settings

 The delivery method will be setup. The setup details will become a "delivery method" option on the order screen.
Based on this setup, the Shipping fee will be decided upon and the order total will be calculated. Set up the shipping address section, weight, and fees based on the business data of the delivery company you do business with.

- [EMS](#)
- [SAL](#)
- [Fedex](#)
- [UPS](#)

1

New registration

 In the case appending the delivery method, click here.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
FedEx IP	<ul style="list-style-type: none"> • Shipping area settings • basic freight settings • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> ↑ ↓ </div>

2. Enter the shipping method items.

[*] indicates required items.

Shipping Method Settings: New registration		Go to top of Shipping Method Settings
*must be entered.		2
Type	<input type="radio"/> Yamato TA-Q-BIN <input checked="" type="radio"/> other	(1)
title of shipping method*	Japanese <input type="text"/> English <input type="text"/>	(2)
description (HTML accepted)	Input an explanation in relation to the delivery method. This explanatory note represents the "payment / delivery screen". ▼Japanese <input type="text"/>	(3)
	▼English <input type="text"/>	
Charge policy*	<input type="radio"/> free <input type="radio"/> Shipping fee is charged (a situation where the Shipping fee is not free). <input type="radio"/> Shipping fee is charged (a situation where the Shipping fee is free). Free delivery with <input type="text"/> JPY minimum purchase.(number format)	(4)
Service area*	Choose the available region (within or outside Japan) for this delivery method. <input type="text"/>	(5)
Shipping area*	Select the area (domestic or international) where this shipping method is possible. <input type="text"/>	(6)
publication*	Select whether to show shipping method on this shop. <input checked="" type="radio"/> display <input type="radio"/> not display	(7)
<input type="button" value="New registration"/>		3

- (1) Type
Select the shipping method type.
 - (2) Title of shipping method
Enter the shipping method title. (This is displayed on the payment/shipping fee screen.))
 - (3) Description (HTML supported)
Enter a description about the shipping method. (This is displayed on the payment/shipping fee screen.))
 - (4) Charge policy*
Select from "Free Shipping", "Charged (no conditions for free shipping)," and "Charged (conditions for free shipping)".
When "Charged (conditions for free shipping)" is selected, enter the amount required to qualify for free shipping.
- ※ When shipping is charged for, set up [Shipping area settings], [Basic freight settings] and [Optional freight settings], if necessary. You can check the setting status of the shipping fee at [Preview].

(5) Service area

Select the area to set for this shipping method. Select from [Domestic only], [Overseas only] and [Unrestricted].

(6) Shipping area*

Select ([Own country], [Outside own country], or [Unrestricted (both own country and outside own country)] for areas where this shipping method can be accepted.

(7) Publication*

Select whether or not to display this shipping method on the shopping site.

When the shipping method is hidden, it can be edited, but will not be listed in the shop.

●Items (8) to (16) are added on only when "Shipping methods" at item 1 is set to "YAMATO TRANSPORT".

publication*	Select whether to show shipping method on this shop. <input checked="" type="radio"/> display <input type="radio"/> not display			
Specify the item code (ItemCD), item name (ItemNm). (8)	<input checked="" type="radio"/> Output the item number and ItemNm of the accepted order to B2. <input type="radio"/> Fix the ItemCD and ItemNM outputted to B2 with the following details.			
ItemCd 1 (9)	<input type="text"/>			
ItemNm 1 (10)	<input type="text"/>			
ItemCd 2 (11)	<input type="text"/>			
ItemNm 2 (12)	<input type="text"/>			
ShipperCd* (13)	<input type="text"/>			
Group code (14)	<input type="text"/>			
Shipping charge trace No.* (15)	<input type="text"/>			
Time Zone Service (16)	Time Zone Code	Time Zone	Country	<input type="button" value="get time zone sample"/>
	0000	指定なし	Japanese	English
	1012	10~12時指定	Hong Kong 香港(ホンコン)	No specified time.
	1214	12~14時指定	Japan 日本	Before 12 noon
	1417	14~16時指定	Singapore シンガポール	2pm - 2pm
	1719	16~18時指定	Taiwan 台湾	2pm - 5pm
	1921	18~20時指定		5pm - 7pm
	2022	20~22時指定		7pm - 9pm

(8) Specify the item code (ItemCD), item name (ItemNm)

Set how the description of the products is to be output when outputting order information to YAMATO TRANSPORT's invoicing system "B2".

When "Output product No. and name of received order as is to B2" is selected, the product No. and name of the products will be output as "ItemCd 1", "ItemCd 2", "Product 1" and "Product 2" in B2. When "Fix item code and item number output to B2 by following content B2" is selected, the item code and item number entered at (9) to (12) below will be output regardless of the customer's order details.

(9) ItemCd 1

(10) ItemNm 1

(11) ItemCd 2

(12) ItemNm 2

Items (9) to (12) are used only when "Fix item code and item number output to B2 by following

content" is selected at item (8).

- (13) Shipper Code * **Required**
- (14) Group code
- (15) Shipping charge trace No. * **Required**

For items (13) to (15), enter the numbers provided via your contract with YAMATO TRANSPORT. These are not displayed on the shop screen. This information is required when outputting received order data to the invoicing system.

(16) Time Zone Service

Enter this when using YAMATO TRANSPORT's time designated delivery service.

- Code: Enter YAMATO TRANSPORT's time zone code. These are not displayed on the shop screen. This code is required when outputting received order data to the invoicing system.
- Name: This is displayed on the shop screen, and becomes a selection option for the customer. Enter in the respective language.

Select the country you want to use from the dropdown list at the top right, and click the [Get time zone sample] button. The default values for time zone designation with YAMATO TRANSPORT in each respective country are acquired.

<Time zone service designation is displayed as follows on the shop screen>

Checkout (Choose payment and delivery methods)

Your shopping cart has the following item(s).

Item Name	Price	Number of items	Subtotal
テスト20120329-SKU未指定02(test-20120329-02-s) Size:S color:チョコレート	2,100 JPY	2	4,200 JPY
Merchandise Total			4,200 JPY

Choose payment and delivery methods
* are required fields.

Payment method*	YAMATO TRANSPORT COLLECT <input type="button" value="v"/> (Payment and delivery details)		
Delivery method *	Yamato TA-Q-BIN <input type="button" value="v"/> (Payment and delivery details)		
	Please choose a region of the delivery address.--> <input type="button" value="v"/> Hong Kong <input type="button" value="v"/> <small>*If the delivery address is outside Japan, shipping fee is calculated based on the region. For information about delivery regions, click here</small>		
Desired delivery date	Year <input type="text"/>	Month <input type="button" value="v"/>	Day <input type="button" value="v"/>
Time zone	Please select <input type="button" value="v"/> Please select		
Point Point program informat	12:00-14:00		
Available points	14:00-16:00		
	16:00-18:00		
The number of points	18:00-20:00		
	20:00-21:00		
		toward this purchase	<input type="text"/> 19Points <small>numerals)</small>
			<input type="text"/> Use points(Half-width

3. Click the [New Registration] button.


Entering shipping area categories

Set the overseas areas where shipping is available. (Shipping fees can be set in units of these areas.))

Procedure

1. Click [Shipping area settings] from the Shipping Method Settings top screen.



Shipping Method Settings

 The delivery method will be setup. The setup details will become a "delivery method" option on the order screen. Based on this setup, the Shipping fee will be decided upon and the order total will be calculated. Set up the shipping address section, weight, and fees based on the business data of the delivery company you do business with.

- [EMS](#)
- [SAL](#)
- [Fedex](#)
- [UPS](#)

New registration In the case appending the delivery method, click here.


In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> • Shipping area settings ¹ • basic freight settings • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	 

2. The shipping area list page is displayed. Set the overseas areas where shipping is available. Click [New Registration] from the top screen.

Shipping method settings:service area

[Go to top of Shipping method settings](#)

 Setup the overseas regions where delivery is possible. (It is possible to setup the Shipping fee for these regions' denominations.)


New registration ² Add the overseas regions

title of shipping method	EMS
--------------------------	-----

- The new registration page for the overseas area is displayed. Enter the items for the overseas area.
[*] indicates required items.

Shipping method settings: Outside JapanNew registration

[Back](#) [Back to the top of Shipping method settings](#)

 -

*must be entered.

title of shipping method	EMS
region name*	<input style="width: 90%;" type="text"/> (1)
Description (HTML accepted)	Enter the explanation on the overseas shipping region. This text will be displayed in the Overseas Shipping Region Screen. ▼Japanese
	<input style="width: 90%;" type="text"/> (2)
	▼English <input style="width: 90%;" type="text"/>

(3)

- Region name*

* This category name is displayed on the payment/shipping fee screen. Note that only one region name will be applied in all languages.

- Description (HTML supported)

Enter a description about overseas shipping areas in each language. This description is displayed in the "Overseas Shipping Area" screen.

- When input is finished, click the [New registration] button.


Setting the Shipping Country

You can set shipping countries to be included in a range for the "Region name" set above. To set "Shipping Country Settings", first finish setting the region name above.

Procedure

1. Click [Shipping area settings] from the Shipping Method Settings top screen.

Shipping Method Settings

 The delivery method will be setup. The setup details will become a "delivery method" option on the order screen. Based on this setup, the Shipping fee will be decided upon and the order total will be calculated. Set up the shipping address section, weight, and fees based on the business data of the delivery company you do business with.

- [EMS](#)
- [SAL](#)
- [Fedex](#)
- [UPS](#)

New registration In the case appending the delivery method, click here.


In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> • Shipping area settings 1 • basic freight settings • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. The shipping area list page is displayed. Click the link of the [Region name] to be set.

Shipping method settings:service area

[Go to top of Shipping method settings](#)

 Setup the overseas regions where delivery is possible. (It is possible to setup the Shipping fee for these regions' denominations.)

New registration Add the overseas regions

title of shipping method

shipping service area name	display order
Asia 2	<input type="button" value="↑"/> <input type="button" value="↓"/>
North & Central America, Oceania, Middle East	<input type="button" value="↑"/> <input type="button" value="↓"/>
Europe	<input type="button" value="↑"/> <input type="button" value="↓"/>
South America, Africa	<input type="button" value="↑"/> <input type="button" value="↓"/>

3. The page for editing the registered region name is displayed. Set the shipping country. Select the shipping country in question. To select two or more countries, click while holding down the Ctrl button.

* With shipping by EMS, the target country is automatically selected by selecting the checkbox for the region in question. (two or more selections possible)

Shipping method settings: Outside JapanChange registration

[Back](#) [Back to the top of Shipping method settings](#)



*must be entered.

title of shipping method	EMS
region name*	Asia
Description (HTML accepted)	<p>Enter the explanation on the overseas shipping region. This text will be displayed in the Overseas Shipping Region Screen.</p> <p>Translate this</p> <p>▼Japanese</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>▼English</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

[Edit](#)

[delete](#)

Shipping Country Settings

You can set the shipping countries included within the range of each Overseas Region set above. Complete the settings for the above-mentioned Overseas Regions first in order to set the Shipping Country Settings.

<p>Countries (in service area)</p> <ul style="list-style-type: none"> Brunei ブルネイ Bhutan ブータン China 中国 Guam グアム Hong Kong 香港(ホンコン) Indonesia インドネシア India インド Cambodia カンボジア South Korea 韓国 Laos ラオス Sri Lanka スリランカ <p>*multiple selection accepted.(multiple addition accepted.)</p>	<p>4</p> <p>Add></p> <p><delete</p>	<p>Countries (in service area)</p> <ul style="list-style-type: none"> Bangladesh バングラディシュ <p>*multiple selection accepted.(multiple deletion and move accepted.)</p>
---	---	---

*When you click the regions below, the countries that EMS is used will be selected.

- Asia (First Zone) 3
- Oceania (Second Zone)
- North America, Central America (Second Zone)
- Middle East (Second Zone)
- Europe (Second Zone)
- South America (Third Zone)
- Africa (Third Zone)

[Save](#)

6

4. Click the [Add] button.
5. The selected country(ies) move to the shipping country you added.
6. Click the [Save] button.

7. The confirmation sub-window will open. Click the [OK] button.

Shipping Country Settings

You can set the shipping countries included within the range of each Overseas Region set above. Complete the settings for the above-mentioned Overseas Regions first in order to set the Shipping Country Settings.

Countries (in service area)

- Brunei ブルネイ
- Bhutan ブータン
- China 中国
- Guam グアム
- Hong Kong 香港(ホンコン)
- Indonesia インドネシア
- India インド
- Cambodia カンボジア
- South Korea 韓国
- Laos ラオス
- Sri Lanka スリランカ

*multiple selection accepted.(multiple addition accepted.)

Countries (in service area)

- Bangladesh バングラディシュ

*multiple selection accepted.(multiple deletion and move accepted.)

Save

Add> <delete

*When you click the regions below, the countries that EMS is used will be selected.

- Asia (First Zone)
- Oceania (Second Zone)
- North America, Central America (Second Zone)
- Middle East (Second Zone)
- Europe (Second Zone)
- South America (Third Zone)
- Africa (Third Zone)

Is it OK to save?

7

OK

キャンセル

8. The display returns to the shipping area list page. Repeat the same procedure to set the shipping country.

Shipping method settings:service area

[Go to top of Shipping method settings](#)

Setup the overseas regions where delivery is possible. (It is possible to setup the Shipping fee for these regions' denominations.)

New registration Add the overseas regions

title of shipping method EMS

shipping service area name	display order
Asia	↑ ↓
North & Central America, Oceania, Middle East	↑ ↓
Europe	↑ ↓
South America, Africa	↑ ↓

Setting Basic Freight

Setting the basic freight (packing material, commission, insurance, etc.)

<Supplementary explanation regarding shipping free (basic freight and optional shipping fee)>
 First set the shipping fee (basic freight) for each individual region, and set the shipping fee (optional shipping fee) based on amount of product and weight. The extra shipping fee will be added on.

[Calculation formula]


Shipping fee = Basic freight + optional shipping fee (by amount of products) + optional shipping fee (by weight of products)

- * When the basic shipping fee is not set, it is assumed to be "0".
- * The amount and weight of products in a range to which the optional shipping fee is not set will not be calculated.
- * When setting the shipping fee based on the weight of products, be sure to enter the weight, too, when registering the products.

Procedure

1. Click [Basic freight settings] from the Shipping Method Settings top screen.



Shipping Method Settings

 The delivery method will be setup. The setup details will become a "delivery method" option on the order screen. Based on this setup, the Shipping fee will be decided upon and the order total will be calculated. Set up the shipping address section, weight, and fees based on the business data of the delivery company you do business with.

- [EMS](#)
- [SAL](#)
- [Fedex](#)
- [UPS](#)

New registration In the case appending the delivery method, click here.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
 For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> • Shipping area settings • basic freight settings 1 • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	 

2. Enter the basic freight for each individual region.

Shipping method settings: basic freight settings

[Back to the top of Shipping method settings](#)
[Go to optional shipping fee settings](#)

Set the basic shipping charges by region.

NOTE: About shipping charges (Basic shipping charge, Optional shipping charge)
 First, set the shipping charge (basic shipping charge) for each region. When the shipping charges by product amount and weight (optional charges) are set, these charges will be added.
[Calculation Method] Shipping charge = Basic shipping charge + Optional shipping charge (by product amount) + Optional shipping charge (by weight)

- When the basic shipping charge is not set, it is assumed to be 0 JPY.
- Optional shipping charges by product amount and weight which are not set shall not be added.
- When setting the shipping charges according to the product weight, make sure the weight is entered during product registration.

title of shipping method 2

(1)

Basic shipping fee	<input style="width: 90%;" type="text" value="Outside Japan"/> area <input style="width: 10%;" type="text" value="JPY"/> <input type="button" value="Batch entry"/>
--------------------	---

Enter prices in half-width number.

<Outside Japan>

Asia	<input style="width: 90%;" type="text"/>	JPY
North & Central America, Oceania, Middle East	<input style="width: 90%;" type="text"/>	JPY
Europe	<input style="width: 90%;" type="text"/>	JPY
South America, Africa	<input style="width: 90%;" type="text"/>	JPY

(2)

3

(1) To batch enter the basic freight, select by the pulldown menu, enter the amount, and click [Batch entry].

(2) To set the basic freight individually, enter individually.

3. When input is finished, click the [Save basic shipping fee] button.

Setting optional freight

Setting the optional freight setting (expenses that fluctuate by purchase amount and weight)
 The freight can be set to "by product purchase amount" or "by weight of products" for each individual region. This freight is added to the basic freight.

Procedure

1. From the Shipping Method Settings top screen, click [Optional freight settings].

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
 For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> Shipping area settings basic freight settings optional freight settings 1 freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. A pulldown menu for selecting the regions entered at "Shipping area categories" will be displayed. Select the region you want to enter.
3. Click the [Select] button.

Shipping method settings: optional freight settings

[Back to the top of Shipping method settings](#)
[Go to basic shipping fee settings](#)

You can set the shipping charges by product amount and product weight for each region. These shipping charges will be added to the basic shipping charges.

NOTE: About shipping charges (Basic shipping charge, Optional shipping charge)
 First, set the shipping charge (basic shipping charge) for each region. When the shipping charges by product amount and weight (optional charges) are set, these charges will be added.
[Calculation Method] Shipping charge = Basic shipping charge + Optional shipping charge (by product amount) + Optional shipping charge (by weight)

- When the basic shipping charge is not set, it is assumed to be 0 JPY.
- Optional shipping charges by product amount and weight which are not set shall not be added.
- When setting the shipping charges according to the product weight, make sure the weight is entered during product registration.

title of shipping method	Optional shipping fee	[All clear (optional shipping fee)]
EMS	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">2</p> <p>(Select area)</p> <ul style="list-style-type: none"> Asia North & Central America, Oceania, Middle East Europe South America, Africa <p style="text-align: right;"><input type="button" value="Select"/> 3</p> </div>	

*The region needs to be selected first to set the optional shipping charges.
 After selection, the shipping charges can then be set.

4. Click [Shipping fee settings] at items based on the amount of products and the [Shipping fee

settings] at items based on the weight of products. A sub-window for entry opens.

title of shipping method EMS

Optional shipping fee [All clear (optional shipping fee)]

Asia [Select]

Asia

The settings for product amount and weight are done separately. Click the respective Shipping Charges Setting to perform the settings.
You can use the Batch Copy function to copy the settings to other regions.

order amount separately [Shipping fee settings] [Copy all]	Weight separately [Shipping fee settings] [Copy all]
order amount(and over) Shipping	Weight(less than) Shipping
The shipping fee is not setup	The shipping fee is not setup

5. Enter the optional freight for each individual amount and weight. Generally, a shipping company's freight is calculated based on whichever of weight and volume is the larger, in accordance with each shipping company's standards.

In this system, the freight calculation is done by the weight of the products alone.

※ The screen example is for optional freight by individual weight. The same applies to optional freight by individual purchase amount.

5 Shipping method settings: Weight of the product ordered settings

source format less than(input value) and over [Setting] (1)

Baseline If weight of the products ordered [] g, accept orders and set "undefined" shipping fee. [Setting] (2)

Shipping fee settings by Weight of the product ordered
enter Weight of the product ordered in ascending order.
The Shipping fee will not be add-subtracted. for merchandise weight outside the range of Weight of the product ordered .

Weight of the product ordered (less than)	Shipping fee
[] g	[] JPY (3)
[] g	[] JPY
[] g	[] JPY
[] g	[] JPY

6 [Save] [Close]

- (1) Set the input format.

You can enter in one of two ways, by "(Standard weight) or less" or "(Standard weight) or more." Follow the entry rules of the shipping company you are using.

- (2) Set standards for unfixed shipping costs for weights that cannot be calculated by this shipping method alone.

When the total weight at ordering is greater than the weight entered at this item, the order can be received as unfixed without calculation of the freight.

Since orders received outside the range to which freight can be set at item 3 are not calculated (i.e. become zero), we recommend entering to prevent freight calculation accidents when there is a difference between the setting range in item 3 and the maximum weight that was set at Basic Information Settings.

- (3) Enter the freight for each individual weight of products.

- * When using optional freight for each individual weight, be sure to enter the weight when registering the product information.
- * Enter the weight of the goods in a range, starting with the smallest weight. Freight outside the range of weight of the products is not calculated.

6. When input is finished, click the [Save] button.

After the settings are saved, the display returns to the optional freight setting page. Repeat the same procedure for each region to register the optional freight.

8. Freight can also be batch copied to make entry simpler.

title of shipping method EMS

Optional shipping fee [All clear (optional shipping fee)]

Asia Select

8

Asia

The settings for product amount and weight are done separately. Click the respective Shipping Charges Setting to perform the settings.
 You can use the Batch Copy function to copy the settings to other regions. **(1)**

order amount separately [Shipping fee settings] [Copy all]	Weight separately [Shipping fee settings] [Copy all]														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">order amount(and over)</th> <th style="width: 50%;">Shipping</th> </tr> <tr> <td colspan="2" style="text-align: center;">The shipping fee is not setup</td> </tr> </table>	order amount(and over)	Shipping	The shipping fee is not setup		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Weight(less than)</th> <th style="width: 50%;">Shipping</th> </tr> <tr> <td style="text-align: center;">0 g</td> <td style="text-align: center;">900 JPY</td> </tr> <tr> <td style="text-align: center;">300 g</td> <td style="text-align: center;">1,000 JPY</td> </tr> <tr> <td style="text-align: center;">500 g</td> <td style="text-align: center;">1,240 JPY</td> </tr> <tr> <td style="text-align: center;">600 g</td> <td style="text-align: center;">1,380 JPY</td> </tr> </table>	Weight(less than)	Shipping	0 g	900 JPY	300 g	1,000 JPY	500 g	1,240 JPY	600 g	1,380 JPY
order amount(and over)	Shipping														
The shipping fee is not setup															
Weight(less than)	Shipping														
0 g	900 JPY														
300 g	1,000 JPY														
500 g	1,240 JPY														
600 g	1,380 JPY														

- (1) Select the optional freight settings to copy from the pulldown menu, and click [Copy all].

(2) Select the copy destination region.

(3) Click the [Copy all] button.

Shipping method settings: Weight of the product ordered
Another batch copy

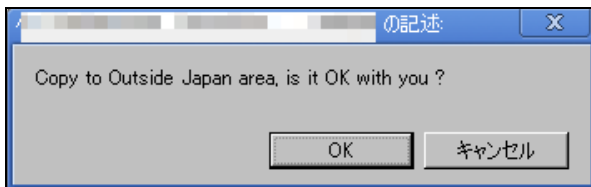
[Back to optional freight settings](#) [Back to the top of Shipping method settings](#)

Weight of the product ordered Make another bundle copy (overwrite).
Please confirm source contents shown below before proceeding [bundle copy].
This bundle copy is to overwrite, not to add. (If you have already set this mode, please make sure.)
If shipping fee has not set in its source, the fee will be cleared in its destination.

title of shipping method	EMS	
Shipping area to be copied	Asia	
Shipping fee to be copied	Weight of the product ordered separately	
	Weight of the product ordered (less than)	Shipping
	0 g	900 JPY
	300 g	1,000 JPY
	500 g	1,240 JPY
	600 g	1,380 JPY
Shipping area to be copied	Outside Japan	(2)

(3)

(4) The confirmation message is displayed. Click the [OK] button.



Setting the Cool TA-Q-BIN surcharge

The cool TA-Q-BIN surcharge can be additionally set only when "Shipping methods" is set to "YAMATO TRANSPORT" in the "Shipping Method Settings". The cool TA-Q-BIN surcharge is added to the shipping fee when products specified with a "frozen" or "cold storage" temperature zone are purchased.

Procedure

1. Select "Cool TA-Q-BIN Surcharge settings" from the shipping method list at "Shipping Method Settings".

✕ This item is not displayed when "Shipping methods" is other than "YAMATO TRANSPORT".



Shipping Method Settings

The delivery method will be setup. The setup details will become a "delivery method" option on the order screen.
Based on this setup, the Shipping fee will be decided upon and the order total will be calculated. Set up the shipping address section, weight, and fees based on the business data of the delivery company you do business with.

- [EMS](#)
- [SAL](#)
- [Fedex](#)
- [UPS](#)

New registration In the case appending the delivery method, click here.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
Yamato TA-Q-BIN	<ul style="list-style-type: none"> • Shipping area settings • basic freight settings • optional freight settings • Cool TA-Q-BIN Surcharge settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	  ↓

- The "Cool TA-Q-BIN Surcharge settings" sub-window is displayed. Enter the Cool TA-Q-BIN settings.

Shipping method settings: Cool TA-Q-BIN charges settings 2

MAX weight of Cool TA-Q-BIN g (over)

an error message will appear (it will not be possible to finalize the order)
 order without finalized postage fee

(1)

Enter the weights in decreasing order.
The Shipping fee will not be add-subtracted, for merchandise weight outside the range.

Weight(less than)	Shipping	<input type="button" value="get sample data of surcharge"/> (2)
<input type="text" value="2000"/> g (to)	<input type="text" value="210"/> JPY	
<input type="text" value="5000"/> g (to)	<input type="text" value="210"/> JPY	
<input type="text" value="10000"/> g (to)	<input type="text" value="310"/> JPY	
<input type="text" value="15000"/> g (to)	<input type="text" value="610"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	
<input type="text"/> g (to)	<input type="text"/> JPY	

3

- MAX weight of Cool TA-Q-BIN

Enter the maximum weight that can be accepted by the Cool TA-Q-BIN service. Note that the maximum weight that can be accepted is sometimes smaller than room temperature products.

- Weight range (or below only)/freight of Cool TA-Q-BIN

Enter the weight designation and surcharge to be charged in the case of that weight range. The customer will actually be billed based on this tariff.

For (1) and (2), you can also set the maximum weight and sample surcharge categories for Cool TA-Q-BIN corresponding to the base country by clicking "Get sample data of surcharge".

- Click the [Save] button to complete setting.

Confirming freight

Confirm the freights you have set.

Procedure

1. Click [Preview] from the Shipping Method Settings top screen.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
 For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> • Shipping area settings • basic freight settings • optional freight settings • freeze auto-calculation by country 	<div style="text-align: center;"> ↑ ↓ </div> <div style="text-align: center;"> Preview </div>

2. You can check the setting status of the freight. (Unfixed) is displayed at parts that are not yet set.

Shipping(EMS:Express Mail Service by Japan Post Service)

1. [Asia](#) 2. [North&Central America, Oceania, Middle East](#) 3. [Europe](#) 4. [South America, Africa](#)

No.	Area	Basic shipping fee(USD)	optional shipping fee (by purchased amount)	optional shipping fee (by weight of the products ordered)
1	Asia	0.00	(unfinished)	Weight(gless than or equal to) Shipping(USD)
				300 900.00
				500 1,100.00
				600 1,240.00
2	North&Central America, Oceania, Middle East	0.00	(unfinished)	Weight(gless than or equal to) Shipping(USD)
				300 1,200.00
				500 1,500.00
				600 1,680.00
3	Europe	0.00	(unfinished)	Weight(gless than or equal to) Shipping(USD)
				300 1,500.00
				500 1,800.00
				600 2,000.00
4	South America, Africa	0.00	(unfinished)	Weight(gless than or equal to) Shipping(USD)
				300 1,700.00
				500 2,100.00
				600 2,440.00

The words "not yet" indicate that the shipping fee has not yet been established. When the basic shipping charge is not set, it is assumed to be 0 USD.

Editing shipping method items

Procedure

1. Click the "Title of shipping method" to edit from the list. The "Change registration" screen will be displayed.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
 For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
1 EMS:Express Mail Service by Japan Post Service	<ul style="list-style-type: none"> • Shipping area settings • basic freight settings • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Edit the registered details.

3. Click the [Edit] button to complete editing.

Shipping Method Settings: Change registration

[Go to top of Shipping Method Settings](#)

2

*must be entered.

Type	<input type="radio"/> Yamato TA-Q-BIN <input checked="" type="radio"/> other
title of shipping method*	Japanese <input type="text" value="EMS"/> English <input type="text" value="EMS"/>
description (HTML accepted)	<p>Input an explanation in relation to the delivery method. This explanatory note represents the "payment / delivery screen".</p> <p>Translate this</p> <p>▼Japanese <input type="text" value="EMS"/></p> <p>▼English <input type="text"/></p>
Charge policy*	<input type="radio"/> free <input type="radio"/> Shipping fee is charged (a situation where the Shipping fee is not free). <input checked="" type="radio"/> Shipping fee is charged (a situation where the Shipping fee is free). Free delivery with <input type="text"/> JPY minimum purchase. (number format)
Service area*	<p>Choose the available region (within or outside Japan) for this delivery method.</p> <p><input type="text" value="unrestricted"/> ▼</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Attention</p> <p>In the case of "Shipping area settings" or "Shipping fee setup" being taken care of, the following cautions are required.</p> <ul style="list-style-type: none"> In the case where "outside Japan" is changed from "within Japan" and "unrestricted", the overseas region name and that Shipping fee will be cleared. In the case where "within Japan" is changed from "outside Japan" and "unrestricted", the Shipping fee for the Japanese region will be cleared. </div>
Shipping area*	<p>Select the area (domestic or international) where this shipping method is possible.</p> <p><input type="text" value="Not limited"/> ▼</p>
publication*	<p>Select whether to show shipping method on this shop.</p> <p><input checked="" type="radio"/> display <input type="radio"/> not display</p>

3

Editing the basic freight

Procedure

1. Click "Basic freight settings" from the list. The "Basic freight settings" screen will be displayed.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> Shipping area settings basic freight settings optional freight settings freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Edit the registered details.
3. Click the [Edit] button to complete editing.

title of shipping method	EMS	2
Basic shipping fee		
	Outside Japan	area <input type="text"/> JPY <input type="button" value="Batch entry"/>
Enter prices in half-width number. <Outside Japan>		
	Asia	<input type="text"/> JPY
	North & Central America, Oceania, Middle East	<input type="text"/> JPY
	Europe	<input type="text"/> JPY
	South America, Africa	<input type="text"/> JPY
<input type="button" value="Save basic shipping fee"/>		3

Setting the optional freight

Procedure

1. Click "Optional freight settings" from the list. The "Optional freight settings" screen will be displayed.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> Shipping area settings basic freight settings optional freight settings ¹ freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Select the "Region name" you want to edit from the list.
3. Click the [Select] button. The optional freight screen for the selected region will be displayed.

Optional shipping fee [\[All clear \(optional shipping fee\) \]](#)

(Select area) ²

- Asia
- North & Central America, Oceania, Middle East
- Europe
- South America, Africa

³

*The region needs to be selected first to set the optional shipping charges.
After selection, the shipping charges can then be set.

4. Click [Shipping fee settings] for the setting to edit. A sub-window for entry opens.

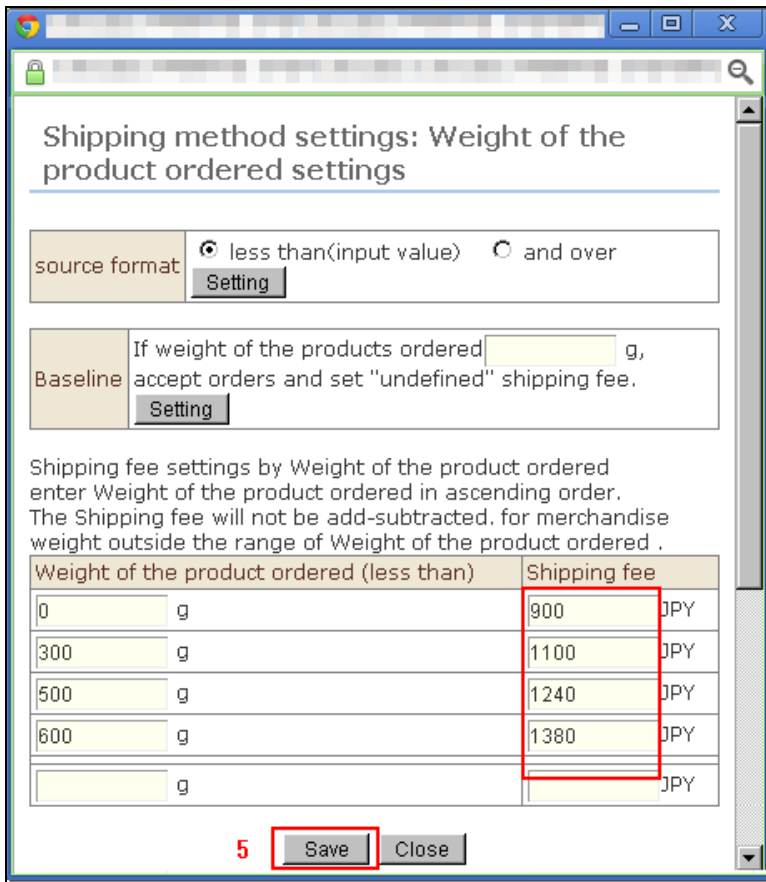
Optional shipping fee [\[All clear \(optional shipping fee\) \]](#)

Asia

The settings for product amount and weight are done separately. Click the respective Shipping Charges Setting to perform the settings.
You can use the Batch Copy function to copy the settings to other regions.

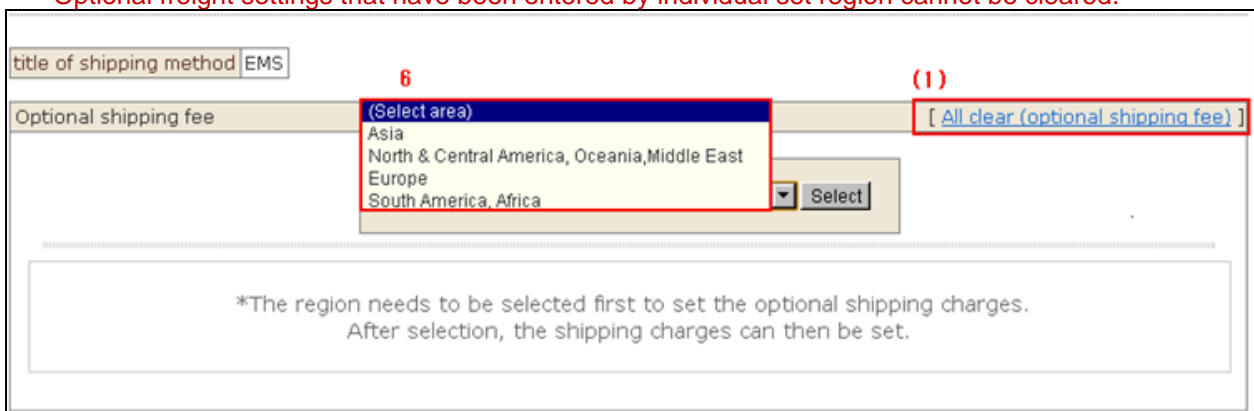
order amount separately [Shipping fee settings] [Copy all]	Weight separately [Shipping fee settings] [Copy all] ⁴														
<table border="1"> <thead> <tr> <th>order amount(and over)</th> <th>Shipping</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">The shipping fee is not setup</td> </tr> </tbody> </table>	order amount(and over)	Shipping	The shipping fee is not setup		<table border="1"> <thead> <tr> <th>Weight(less than)</th> <th>Shipping</th> </tr> </thead> <tbody> <tr> <td>0 g</td> <td>900 JPY</td> </tr> <tr> <td>300 g</td> <td>1,100 JPY</td> </tr> <tr> <td>500 g</td> <td>1,240 JPY</td> </tr> <tr> <td>600 g</td> <td>1,380 JPY</td> </tr> </tbody> </table>	Weight(less than)	Shipping	0 g	900 JPY	300 g	1,100 JPY	500 g	1,240 JPY	600 g	1,380 JPY
order amount(and over)	Shipping														
The shipping fee is not setup															
Weight(less than)	Shipping														
0 g	900 JPY														
300 g	1,100 JPY														
500 g	1,240 JPY														
600 g	1,380 JPY														

4. Edit the registered details.
5. Click the [Save] button to complete editing.



6. All entered optional freight settings can be cleared.

*Optional freight settings that have been entered by individual set region cannot be cleared.



- (1) Click "All clear (optional shipping fee)" on the right of the Optional freight settings screen.

- (2) Click the [All clear (optional shipping fee)] button.

Shipping method settings: clear all

[Back to optional freight settings](#) [Back to the top of Shipping method settings](#)

We wish to dispense with the optional shipping fee for all the regions that have been set up under the delivery methods given below.
*caution: unable to return

title of shipping method	EMS
--------------------------	-----

(2)

- (3) The confirmation message is displayed. Click the [OK] button.

Clear all, is this OK ?

(3)

Deleting shipping method items

Procedure

1. Click the "Title of shipping method" to delete from the list. The "Change registration" screen will be displayed.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.

For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS 1	<ul style="list-style-type: none"> Shipping area settings basic freight settings optional freight settings freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Click the [Delete] button to complete deletion.

Shipping Method Settings: Change registration

[Go to top of Shipping Method Settings](#)

*must be entered.

Type	<input type="radio"/> Yamato TA-Q-BIN <input checked="" type="radio"/> other
title of shipping method*	Japanese <input type="text" value="EMS"/> English <input type="text" value="EMS"/>
description (HTML accepted)	Input an explanation in relation to the delivery method. This explanatory note represents the "payment / delivery screen". <input type="button" value="Translate this"/> ▼Japanese <input type="text" value="EMS"/> ▼English <input type="text"/>
Charge policy*	<input type="radio"/> free <input type="radio"/> Shipping fee is charged (a situation where the Shipping fee is not free). <input checked="" type="radio"/> Shipping fee is charged (a situation where the Shipping fee is free). Free delivery with <input type="text" value="5000"/> JPY minimum purchase. (number format)
Service area*	Choose the available region (within or outside Japan) for this delivery method. <input type="text" value="unrestricted"/> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Attention</p> <p>In the case of "Shipping area settings" or "Shipping fee setup" being taken care of, the following cautions are required.</p> <ul style="list-style-type: none"> • In the case where "outside Japan" is changed from "within Japan" and "unrestricted", the overseas region name and that Shipping fee will be cleared. • In the case where "within Japan" is changed from "outside Japan" and "unrestricted", the Shipping fee for the Japanese region will be cleared. </div>
Shipping area*	Select the area (domestic or international) where this shipping method is possible. <input type="text" value="Not limited"/>
publication*	Select whether to show shipping method on this shop. <input checked="" type="radio"/> display <input type="radio"/> not display

 2

Deleting shipping area categories

Procedure

1. Click "Overseas shipping area settings" from the list. The "Overseas shipping area list" screen will be displayed.

In the case of a shipping fee, carry out [Shipping area settings], [basic freight settings] and [optional freight settings] as necessary.
For [Preview], you can confirm the established state of the Shipping fee.

title of shipping method	settings	display order
EMS	<ul style="list-style-type: none"> • Shipping area settings 1 • basic freight settings • optional freight settings • freeze auto-calculation by country <p style="text-align: right;">[Preview]</p>	<input type="button" value="↑"/> <input type="button" value="↓"/>

2. Click the "Region name" to delete from the list. The "Change registration" screen will be displayed.

Shipping method settings:service area

[Go to top of Shipping method settings](#)

Setup the overseas regions where delivery is possible. (It is possible to setup the Shipping fee for these regions' denominations.)

Add the overseas regions

title of shipping method	EMS
shipping service area name	display order
Asia 2	<input type="button" value="↑"/> <input type="button" value="↓"/>
North & Central America, Oceania, Middle East	<input type="button" value="↑"/> <input type="button" value="↓"/>
Europe	<input type="button" value="↑"/> <input type="button" value="↓"/>
South America, Africa	<input type="button" value="↑"/> <input type="button" value="↓"/>

3. Click the [Delete] button to complete deletion.

Shipping method settings: Outside JapanChange registration

[Back](#) [Back to the top of Shipping method settings](#)

**must be entered.*

title of shipping method	EMS
region name*	<input type="text" value="Asia"/>
Description (HTML accepted)	Enter the explanation on the overseas shipping region. This text will be displayed in the Overseas Shipping Region Screen. <input type="button" value="Translate this"/>
	▼Japanese <input type="text"/>
	▼English <input type="text"/>

3

9. Email Settings

Set e-mails to be automatically sent to customers in response to various customer actions. E-mails can also be received at your store (person in charge) by BCC.

Type of e-mail

No.	Type of e-mail	Supplementary Explanation
1	Member registration completed	The member registration completed e-mail is sent to customers (registered persons) after registration as a member.
2	Membership information update completed	The membership information update completed e-mail is sent to customers (registered persons) after application for editing of member information.
3	Order confirmation (shipping cost fixed)	The order confirmation e-mail is sent to the customer (orderer) when there is an order from the customer (orderer). * This e-mail is sent when the shipping fee is fixed at the same time as the order.
4	Order confirmation (shipping cost unfixed)	The order confirmation e-mail is sent to the customer (orderer) when there is an order from the customer (orderer). * This e-mail is sent when the shipping fee cannot be fixed at the same time as the order.
5	Order payment completed	The order payment completed e-mail is sent to the customer (orderer) when the customer has completed payment at the time of the order or after the total payment notice. * This e-mail is sent when the payment completed notice is received from the payment service.
6	Total payment notice	The shipping fee is calculated by the store when it is not fixed at the time of the order. The total payment notice e-mail is sent to the customer (orderer) from the management screen after calculation of shipping fee.
7	Payment confirmation	The payment confirmation e-mail is sent to the customer (orderer) from the management screen when payment has not yet been received after the order.
8	Shipment notice	The shipment notice e-mail is sent to the customer (orderer) when the shipment date has been registered from the management screen.
9	Download URL notice	The download URL notice is sent to purchasers of download products. * This e-mail is displayed only for stores that use the download sales function.
10	Inquiry	The inquiry confirmation e-mail is sent to customers (inquirers) when an inquiry is made.
11	Inquiry reply	The inquiry reply e-mail is sent to customers (inquirers).
12	Password reissue confirmation	The password reissue confirmation e-mail is sent to customers (registered persons).
13	Password reissue completed	The password reissue completed e-mail is sent to customers (registered persons).
14	Estimate confirmation	The estimate confirmation e-mail is sent to customers (registered persons). * This e-mail is displayed only for stores that use the corporate estimate function.
15	Withdrawal completed	The withdrawal completed e-mail is sent to those who have withdrawn their membership.

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➤ [Setting auto-response e-mails](#)

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Setting auto-response e-mails

* The following example describes the procedure for setting the "member registration completed e-mail." The procedure for other e-mails is the same so refer to this procedure.

Procedure

1. Click [Member registration completed].

Email Settings	
You can setup emails you will send to your customers here. Please be reminded that shop (administrators) will receive emails by BCC	
No.	Description
1	member registration completed Email that will be sent to the newly-registered customer (member) when the registration is completed.
2	membership information update completed Email that will be sent to the customer (member) when the customer changed his/her membership information.
3	order confirmation (shipping cost fixed) Email that will be sent to the customer when the customer completed his/her order. * This email will be sent when the shipping cost is fixed at the same time with the completion of order.
4	order confirmation (shipping cost unfixed) Email that will be sent to the customer when the customer completed his/her order. * This email will be sent when the shipping cost remains unfixed at the completion of order.
5	order payment completed Email that will be sent to the customer (member) when the payment is completed after either the completion of order or the notice of total payment. * This email will only be sent if the payment service offers the notice of payment completion.
6	total payment notice Email that will be sent to the customer when the shipping cost is calculated by the shop administrator. When the shipping cost remains unfixed at the completion of order, the shop administrator will need to calculate the shipping cost and send the email.
7	payment confirmation Email that will be sent to the customer when the payment can not be received by the customer after his/her order.
8	shipment notice
9	download url notice
10	inquiry Email that will be sent to the customer when receiving an inquiry from the customer.
11	inquiry reply Email to reply to the customer's inquiry.
12	password reissue confirmation Confirmation email that will be sent to the customer when reissuing the password.
13	password reissue completed Email that will be sent to the customers when reissue of the password is completed.
14	estimate confirmation Send an e-mail to a client, informing him that his application for an estimate has been accepted.
15	withdrawal completed Send an e-mail to a client, informing him that the procedure for his withdrawal from membership has been completed.

No.3. Order confirmation (shipping cost fixed)

4. Order confirmation (shipping cost unfixed)

5. Order payment completed

6. Total payment notice

7. Payment confirmation

8. Shipment notice

9. Regarding the download URL notice, you can confirm the sent mail log in the customer's received orders screen.

2. Enter the e-mail information.

- (1) Enter the sender's e-mail address and BCC (person in charge's e-mail address).

Email Settings:Set-up

2 [back to top of Email Setting](#)

*must be entered.

Type of email	member registration completed	(1)
From*	<input style="width: 90%;" type="text"/>	(alphanumeric format)
BCC	<input style="width: 90%;" type="text"/>	

subject and body text*

A variety of email options are available for the body text of your email. Email options are indicated as <{xxxxxx}> in the body text. For your convenience, sample emails are also available.

▼Japanese

Subject [>>Sample](#)

list of email options [more](#)

\$user_id	Member ID
\$name_sei	Family name
\$name_mei	Given name
\$zip	Zip code

※ If two or more persons in charge want to receive e-mails, enter the e-mail address delimited by commas. Up to five persons in charge can be specified.

* When the e-mail address of a cellphone (so-called "feature phone") has been set as BCC, text might be corrupted since multilingual text code "UTF-8" is not supported on some cellphone models.

3. Enter the subject and content.

How to enter using sample e-mails

- (1) Sample e-mail text pops up on screen in the respective language by clicking >> Sample to the right of the subject.
- (2) Clicking the [Import sample] button imports the sample e-mail. Click the [Close] button to close the sample e-mail text in the screen popup.

Email Settings:Set-up

[back to top of Email Setting](#)

*must be entered. 3

Type of email	member registration completed
From*	<input type="text"/> (alphanumeric format)
BCC	<input type="text"/>

subject and body text*

A variety of email options are available for the body text of your email. Email options are indicated as <{xxxxxx}> in the body text. For your convenience, sample emails are also available.

▼English

Subject: Sample Title >>Sample (1)

Sample Letter

list of email options [more](#)

\$user_id	Member ID
\$name_sei	Family name
\$name_mei	Given name
\$zip	Zip code
\$addr	Address (join from country name to street)
\$country_name	Country name
\$ken_name	Japanese prefecture name or "outside japan"

(2)

member registration completed(English)Sample

Subject: ショップ名]Completion of member registr&

Hello, <{\$name_mei}> <{\$name_sei}>

Thank you for registering as a member at our store. Please verify the following registration information. Also, entering your login and password will save you time entering your customer information next time you order.

[Registration details]
 Login ID: <{\$loginid}>
 Password: (Your password)
 Name: <{\$name_mei}> <{\$name_sei}>
 Address :ZIP <{\$zip}>

Import sample
Close

- (3) Edit the [Shop name] in the subject field.
Edit the [Shop name] onwards at the end of the content field.

* E-mail variables can be used in subjects and content.
The part <{xxxxxx}> is an e-mail variable.

When e-mail variables are used, the content of the e-mail is automatically swapped with the information of each individual customer.

Each e-mail sample is designed so that variables can be combined and standard auto-response e-mails can be output.

If there is a non-conformity in the customized content, member registration or received order processing sometimes can no longer be performed normally. Before customizing variables, be sure to make a backup and check operation after the e-mail has been edited.

4. Click the [Save] button. This saves the details you have entered.

Email Settings:Set-up

[back to top of Email Setting](#)

*must be entered.

Type of email	member registration completed
From*	xxxxxx@xxx.xxx.com (alphanumeric format)
BCC	xxxxxx@xxx.xxx.com

subject and body text*

A variety of email options are available for the body text of your email. Email options are indicated as <{xxxxxx}> in the body text. For your convenience, sample emails are also available.

▼ English (3)

Subject [ショップ名] Completion of member registrat >>Sample

E-Mail: <{ \$email }>
 Date of birth: <{ \$birthday }>
 Sex : <{ if \$sex == 1 }> Male<{ elseif \$sex == 2 }>Female<{/if }>

[Contact information]
<http://www.example.com/> (4)
 E-Mail: xxx@example.com
 TEL: xxx-xxx-xxxx

▼ Japanese

Subject [ショップ名]会員登録完了確認 >>Sample

<{ \$name_sei }> <{ \$name_mei }> 様
 この度は当店への会員登録ありがとうございます。
 以下のご登録内容のご確認をお願いします。
 尚、ログインIDとパスワードを入力することにより、
 次回のご注文時にお客様の情報を入力する手間が省けます。

[ご登録内容]

list of email options [more](#)

\$user_id	Member ID
\$name_sei	Family name
\$name_mei	Given name
\$zip	Zip code
\$addr	Address (join from country name to street)
\$country_name	Country name
\$ken_name	Japanese prefecture name or "outside japan"
\$addr2	STATE
\$addr2_2	CITY
\$addr2_3	Address1
\$addr2_4	Address2
\$tel	Telephone no.
\$email	e-mail address
\$birthday	Birthday
\$sex	Gender
\$loginid	Login ID
\$company_name	Company name
\$company_section	Section name
\$option_1	Option item 1
\$option_2	Option item 2
\$option_3	Option item 3
\$option_4	Option item 4
\$option_5	Option item 5
\$option_6	Option item 6
\$option_7	Option item 7
\$option_8	Option item 8
\$option_9	Option item 9
\$option_10	Option item 10
\$option_11	Option item 11

4

Save

10. Setting Inquiry Forms

Inquiries are dealt with in accordance with the following flow on this system:

- A. Inquiry form (explained in this chapter)
- ↓
- B. Auto-response e-mail (set at "Email Settings")
- ↓
- C. Inquiry management (explained in "Inquiry Management")
- ↓
- D. Inquiry response e-mail (set at "Email Settings")

Stores set items for inquiry forms, questionnaire forms, etc. as desired, if necessary. Fixed phrases for sample replies also can be set to the reply field.

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Setting Inquiry Forms

※ To enable an inquiry form, set at "Inquiry Form field settings" for each display language. "Unset" languages are disabled.

1. Click [Inquiry Form field settings].

Inquiry Form Settings

In order to activate the "Inquiry Form", please set it up by using the "Editing the Items of Inquiry" for the display language.
 On the "Inquiry Form", you can set up as many as five optional items, in addition to name, e-mail address and the contents of the inquiry.
 The parameter of the "Inquiry Form" URL is
 <{\$inquiry_url}>

Display language	(1)	
English	Inquiry Form field settings	Registered
Japanese	Inquiry Form field settings	Registered
Korean	Inquiry Form field settings	Unregistered
French	Inquiry Form field settings	Unregistered
Russian	Inquiry Form field settings	Unregistered

2. By default, each of the items in the inquiry form - name, e-mail address and inquiry details (text area) - are displayed in the store screen. So, set the display phrases for each item.

Inquiry Form Settings: Edit

[Back to Inquiry Form list](#)

Display language : English
 *must be entered. 2

By default, each item of the contents of the Inquiry (Text Area), including name and e-mail address will be displayed, so please set up the display language of these items.
 On the "Inquiry Form", you can set up as many as five optional items, in addition to name, e-mail address and the contents of the inquiry.

Title*	Inquiry Form
Name field title*	Your Name (a)*
Email field title*	Your Email
Inquiry field title*	Comments
item 1	
item 2	(b)
item 3	
item 4	
item 5	
Free form	<div style="border: 1px solid gray; padding: 5px;"> Question <div style="border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> Answer <div style="border: 1px solid gray; width: 80%; height: 40px; margin-top: 5px; text-align: center;">(c)</div> </div>

Setting 3

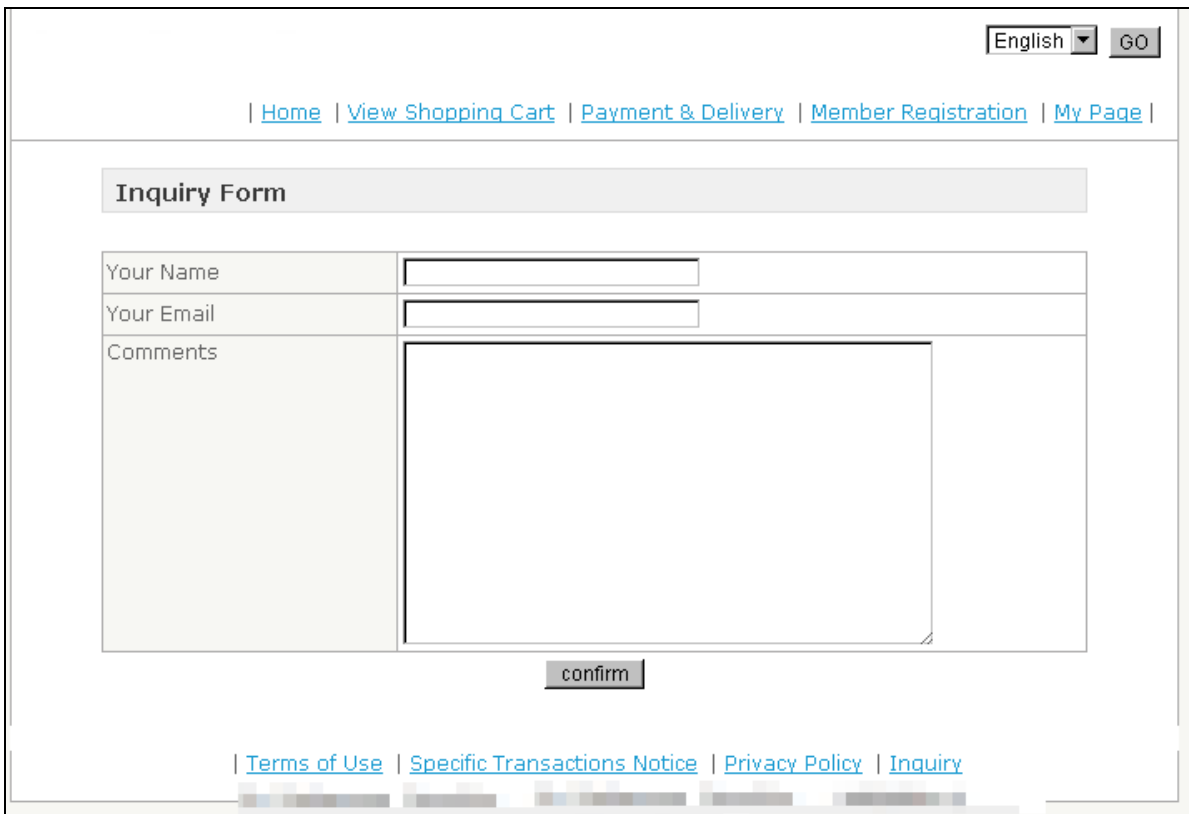
- (a) Enter the names of required input items. "form title", "name field", "e-mail address field", "inquiry details field"
- (b) Enter the inquiry items. Up to any five items can be set. When left blank, "Inquiry items 1 to 5" are not created.
- (c) Enter free-format items. You can also set sample replies at the reply section.

3. 3. Click the [Setting] button.

4. Let's confirm the shop inquiry page.

When an inquiry comes in, an e-mail with the inquiry content is distributed from the system to e-mail addresses set in the store's contract information.

An automatic reply is sent to the person who made the inquiry using the "inquiry" template in mail management.



Hint: The template variable for the inquiry form URL is <{\$inquiry_url}>.

Paste as follows to the template of the desired link destination page:

(Example)

<a href="<{\$inquiry_url}>">Inquiry

11. Design Settings (Basic)

You can add basic settings to templates for the number of languages, and edit or freely customize designs.

※ For example, to display shopping sites in "Japanese" and " English", two design templates "Japanese" and "English" are required.

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- [PC Design Settings: Settings](#) 99
- [Syntax check function for templates](#) 101
- [Editing designs for Smartphone](#) 102

Importing templates for PCs

1. Click the [Add new] button.

Design settings

Set the shop's screens and design.
For setting the design, pre-made templates can be used. Also, you can freely edit the templates.

Add new Add new template? click here. [Edit design for Smartphone](#)

Select	Display language	Template ID & Language	Template name	
<input type="radio"/>	English	ID: 2[English]	simple-B(英語)	Settings Edit template Copy Preview *1
<input type="radio"/>	Japanese	ID: 4[Japanese]	simple-A(日本語)	Settings Edit template Copy Preview *1
<input type="radio"/>		ID: 5[Japanese]	コピー ~ simple-A(日本語)	Settings Edit template Copy Preview *1

*the selected template will be shown in (Display language) . Execute

Please select the same language as the language of "Template ID & Language".

*1 When the display language is defined, the language can not be switched via the preview screen.


2. Design Settings: The screen for adding templates opens. Select the language for the desired template, and click the [Add] button.

3. The confirmation message will be displayed. Click [OK].

Design settings: Add

[Back to top of Design settings](#)

Step-A(Hidden domestic price)



English [Add](#)

[New!]Chinese (simplified) [Add](#)

[New!]Chinese (traditional) [Add](#)

[New!]Korean [Add](#)

[New!]Portuguese [Add](#)

[New!]Spanish [Add](#)

[New!]French [Add](#)


[New!] [Add](#)

Is it OK to add template ?

2

OK キャンセル


Christmas



Japanese [Add](#)

English [Add](#)

Simple-A



Japanese [Add](#)

English [Add](#)

Chinese (simplified) [Add](#)

Chinese (traditional) [Add](#)

Korean [Add](#)


Portuguese [Add](#)

[New!]Spanish [Add](#)

[New!]French [Add](#)

[New!] [Add](#)

Simple-B



Japanese [Add](#)

English [Add](#)

Chinese (simplified) [Add](#)

Chinese (traditional) [Add](#)

Korean [Add](#)

Portuguese [Add](#)

[New!]Spanish [Add](#)

[New!]French [Add](#)

[New!] [Add](#)

4. Choose which language to select on the imported template.
Click the radio button for the template you want to use.
5. Select the desired display language from the [Display] pulldown menu.
6. Click the [Execute] button.

To use an image, call the Image Manager window by clicking the [Image Manager] button at the top right.

When input is finished, click the [Save] button.

Design settings

Set the shop's screens and design.
For setting the design, pre-made templates can be used. Also, you can freely edit the templates.

Add new template? click here. [Edit design for Smartphone](#)

Select	Display language	Template ID & Language	Template name	
<input type="radio"/>	English	ID: 2[English]	simple-B(英語)	Settings Edit template Copy Preview *1
<input type="radio"/>	Japanese	ID: 4[Japanese]	simple-A(日本語)	Settings Edit template Copy Preview *1
<input checked="" type="radio"/>	4	ID: 5[Japanese]	simple-A(日本語)	Settings Edit template Copy Preview *1

* the selected template will be shown in (Display language) Execute 6

Please select the same language as the language of "Template ID & Language".

*1 When the display language is defined, the language can not be switched via the preview screen.

PC Design Settings: Settings

Enter the basic settings for each individual template.

1. Click [Settings] for the template you want to use.

* Note that the display language will not be displayed correctly if a display language page where display designations have been made differs from the display language provided for the template.

Design settings

Set the shop's screens and design.
For setting the design, pre-made templates can be used. Also, you can freely edit the templates.

[Add new](#) Add new template? click here. [Edit design for Smartphone](#)

Select	Display language	Template ID & Language	Template name	
<input type="radio"/>	English	ID: 2[English]	simple-B(英語)	Settings Edit template Copy Preview *1
<input type="radio"/>	Chinese (Simplified)	ID: 3[Chinese (Simplified)]	simple-B(簡体字中国語)	Settings Edit template Copy Preview *1
<input checked="" type="radio"/>	Japanese	ID: 4[Japanese]	simple-A(日本語)	Settings Edit template Copy Preview *1

* the selected template will be shown in . !

Please select the same language as the language of "Template ID & Language".

*1 When the display language is defined, the language can not be switched via the preview screen.

[*] indicates required items.

2. Template name*
Enter the template name.

Design settings: Settings

[Back to top of Design settings](#)

*must be entered.

Template ID & Language	ID: 4 []
Template name*	<input type="text" value="simple-A(日本語)"/> 2
Shop logo URL	If the logo image is not set, the shop name will be displayed instead. <input type="text" value=""/> [Image Manager] 3 *Please copy and paste the image URL from Image Manager .
Number of items to display in goods list page.*	Set the number of products to be displayed on a single page. <input type="text" value="10"/> items (number format) 4

5

3. Registration of shop logo image
An image can be registered as the shop image by copying & pasting the URL of the image uploaded to the server. Call up the Image Manager window by clicking the [Image Manager] button on the right side.

*If an image is not registered, the shop name will be displayed.

4. Number of exhibited products in the product list*
Enter the number of display items per page when displayed as a list.
5. When input is finished, click the [Edit] button.

* Perform this step on all templates you are to use.

※ Customizing designs

When creating designs for each of the screens in this system, you can call up various data from the system by incorporating variables in the templates.

Syntax check function for templates

When content that is not an SSL path is placed in design templates for SSL screens, errors might occur in the customer's browser.

To avoid this phenomenon, place content on non-SSL paths in the design template. The following confirmation will be displayed when you save the design template.



Editing designs for Smartphone

You can edit designs for smartphones.

1. Click the collection of designs for smartphones.

Design settings

Set the shop's screens and design.
For setting the design, pre-made templates can be used. Also, you can freely edit the templates.

[Add new](#) Add new template? click here. [Edit design for Smartphone](#) ¹

Select	Display language	Template ID & Language	Template name	
<input type="radio"/>	English	ID: 2[English]	simple-B(英語)	Settings Edit template Copy Preview *1
<input type="radio"/>	Chinese (Simplified)	ID: 3[Chinese (Simplified)]	simple-B(簡体字中国語)	Settings Edit template Copy Preview *1
<input type="radio"/>	Japanese	ID: 4[Japanese]	simple-A(日本語)	Settings Edit template Copy Preview *1

* the selected template will be shown in . [Execute](#)
Please select the same language as the language of "Template ID & Language".
*1 When the display language is defined, the language can not be switched via the preview screen.

2. The "Edit design for Smartphone" screen will open.
Operation methods from here on are the same as those for PC Design Settings.

Design settings (for Smartphone)

Set the shop's screens and design.
For setting the design, pre-made templates can be used. Also, you can freely edit the templates.

[Add new](#) ² Add new template? click here. [Edit design for PC](#)

Select	Display language	Template name	
<input type="radio"/>	Japanese	スマートフォン用英語テンプレート	Settings Edit template Copy Preview *1
<input type="radio"/>	English	スマートフォン用英語テンプレート	Settings Edit template Copy Preview *1

* the selected template will be shown in Please select the same language as the language of "Template ID & Language". [Execute](#)
*1 When the display language is defined, the language can not be switched via the preview screen.

Design settings (for Smartphone):Add

[Back to top of Design settings \(for Smartphone\)](#)



Simple-A

Japanese [Add](#)
English [Add](#)

12. Image Manager

You can perform various file management that will be used as contents for stores in addition to images.

- Contents -

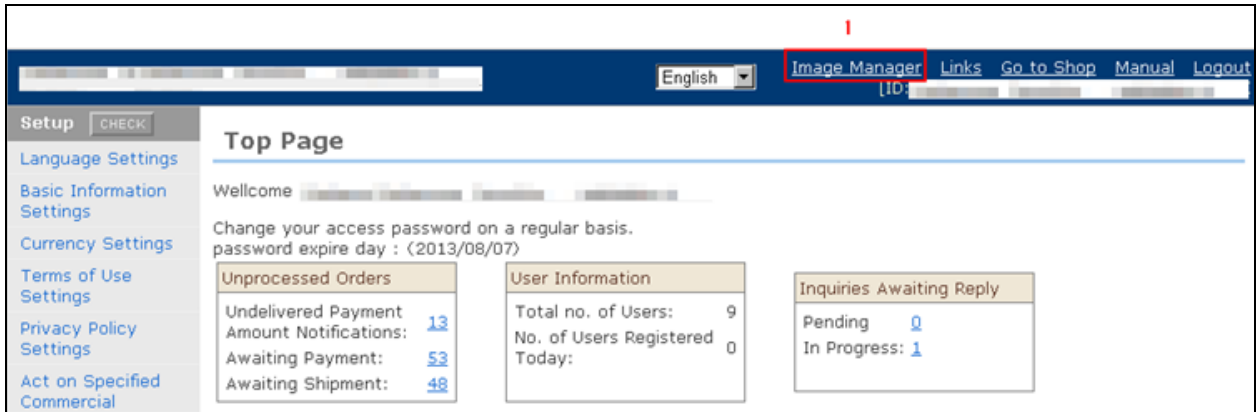
- [Uploading images](#) 104
- [Confirming uploaded images/confirming image URLs](#) 105
- [Deleting images](#) 106
- [Batch uploading image files](#) 107
- [Managing other files \(Javascript, CSS, PDF, FLASH, etc.\)](#) 109
- [Batch uploading contents files](#) 110

Uploading images

Upload images in your PC to the server.

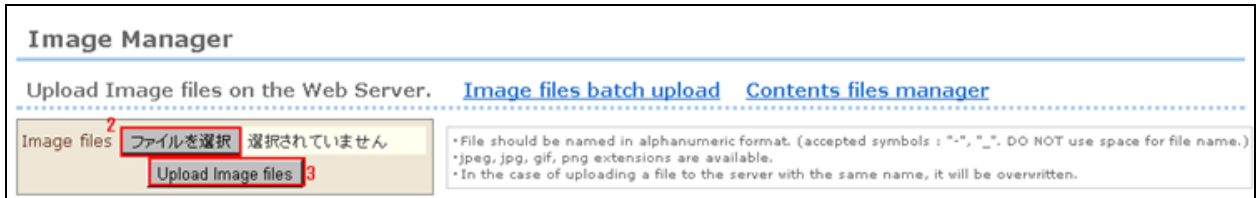
Procedure

1. Click "Image Manager" at the top right of the store management screen top.



2. Select the image from the PC with the [Open] button.

3. Click the [Upload image files] button. The images are uploaded to the server.



Confirming uploaded images/confirming image URLs

Procedure

1. Click the name of the image file you want to confirm from the list of files at "list of image files uploaded to the server." The images will be displayed on the right side of the screen.

2. The image URL is displayed at [URL].

When setting the shop logo, this URL can be edited by copying & pasting.
>>Design Settings: Shop logo settings (See page 60.)

3. The image tag for displaying the image is displayed at [Image tag].

Images can be displayed at any desired position by copying & pasting the "image tag" of the image you want to use to the "HTML supported" entry field.

Image Manager

Upload Image files on the Web Server. [Image files batch upload](#) [Contents files manager](#)

Image files ファイルを選択 選択されていません

・File should be named in alphanumeric format. (accepted symbols : "-", "_". DO NOT use space for file name.)
 ・jpeg, jpg, gif, png extensions are available.
 ・In the case of uploading a file to the server with the same name, it will be overwritten.

List of uploaded Image files on the Web Server.
If you click the file summary, an image and image's URL will be displayed on the right.

Select file's name							
<input type="checkbox"/> birthdaycake.PNG <div style="text-align: center; color: red; font-weight: bold;">1</div>							
<input type="button" value="delete"/> *The checked files will be deleted from the server.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">URL</td> <td style="width: 10%; text-align: center; color: red; font-weight: bold;">2</td> <td>/ori/50230/etc_img/birthdaycake.PNG</td> </tr> <tr> <td>Image tag</td> <td style="text-align: center; color: red; font-weight: bold;">3</td> <td></td> </tr> </table>	URL	2	/ori/50230/etc_img/birthdaycake.PNG	Image tag	3	
URL	2	/ori/50230/etc_img/birthdaycake.PNG					
Image tag	3						

Deleting images

Delete images from the server.

* Note that once images are deleted they cannot be recovered.

Procedure

1. Select the checkbox of the selection field of the image you want to delete from the file list. (Two or more images can be selected.)
2. Click the [Delete] button to complete deletion.

Image Manager

Upload Image files on the Web Server. [Image files batch upload](#) [Contents files manager](#)

Image files: 選択されていません

* File should be named in alphanumeric format. (accepted symbols : "-", "_". DO NOT use space for file name.)
* jpeg, jpg, gif, png extensions are available.
* In the case of uploading a file to the server with the same name, it will be overwritten.

List of uploaded Image files on the Web Server.

If you click the file summary, an image and image's URL will be displayed on the right.

Select	file's name
<input checked="" type="checkbox"/>	birthdaycake.PNG

1



URL	/ori/50230/etc_img/birthdaycake.PNG
IMG	

2

*The checked files will be deleted from the server.

Batch uploading image files

Product images and images other than products on the PC can be batch uploaded to a server.

Image Manager

Upload Image files on the Web Server. [Image files batch upload](#) [Contents files manager](#)

Image files 選択されていません

- File should be named in alphanumeric format. (accepted symbols : "-", "_". DO NOT use space for file name.)
- jpeg, jpg, gif, png extensions are available.
- In the case of uploading a file to the server with the same name, it will be overwritten.

Image files batch upload

Batch upload Goods image on the Web Server.

Goods images (Zipped) 選択されていません (1)

- Before uploading a batch of pictures, register the merchandise information. Validate only IDs of the registered merchandise.
- It's possible to upload up to 5MB at once.
- Prepare the merchandise image file name with the following rules.
Goods thumbnail : goods_goodsID_thum.extension
Goods image 1 : goods_goodsID_1.extension
...
Goods image 20 : goods_goodsID_20.extension
- File should be named in alphanumeric format. (accepted symbols : "-", "_". DO NOT use space for file name.)
- In zip file, jpeg, jpg, gif, png extensions are available.
- It's not possible to have separate directories in a zip file.
- In the case of uploading a file to the server with the same name, it will be overwritten.

Batch upload Image files on the Web Server.

Images (Zipped) 選択されていません (2)

- File should be named in alphanumeric format. (accepted symbols : "-", "_". DO NOT use space for file name.)
- In zip file, jpeg, jpg, gif, png extensions are available.
- It's not possible to have separate directories in a zip file.
- In the case of uploading a file to the server with the same name, it will be overwritten.

(1) Product images

- Before batch uploading, register the product information. Only the product ID of registered products is valid.
- The maximum size that can be uploaded in a single operation is 5MB.
- Name product image files according to the following rules:
Thumbnail images : goods_productID_thum.extension
Product image 1 : goods_productID_1.extension
~
Product image 20 : goods_productID_20.extension
- Use only 1-byte alphanumeric characters for file names. (Only the hyphen and underbar symbols are allowed. Spaces are not allowed.)
- Allowed file extensions in zip files are jpeg, jpg, gif, and png.
- Files cannot be split into two or more directories in zip files.
- If a file with the same name exists on the server when image files are uploaded, it will be **overwritten**.

(2) Images

Images on your PC (image files other than product images that are used, for example, for shop template design) can be batch uploaded to the server.

- Use only 1-byte alphanumeric characters for file names. (Only the hyphen and underbar symbols are allowed. Spaces are not allowed.)
- Allowed file extensions in zip files are jpeg, jpg, gif, and png.
- Files cannot be split into two or more directories in zip files.
- If a file with the same name exists on the server when image files are uploaded, it will be **overwritten**.

The following describes the procedure for batch uploading product images.

Procedure

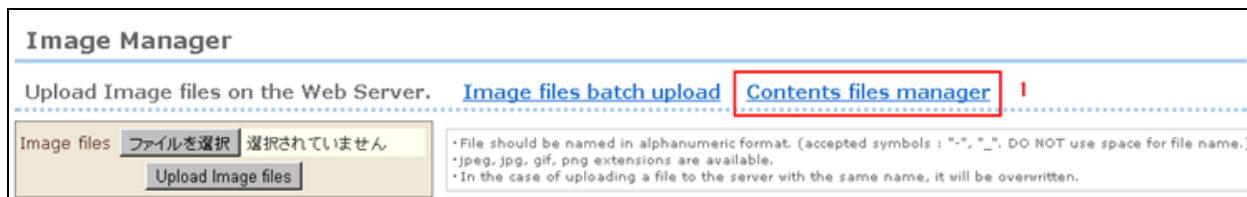
1. Compress the images.
Select the images you want to batch upload, and compress them as a zip file.
 - Do not set a password to the zip file.
 - Files cannot be split into two or more directories or located in a file hierarchy in zip files.
2. Select the compressed zip file from the [Select image files] button, and press the [Batch upload product images] button. (It will take a long time to upload the files if there are many images.) If the upload fails, an error message will be displayed. Remedy the problem by referring to the displayed error, and retry the upload.
3. If the upload ends successfully, the number of uploaded images and the upload completion message will be displayed.
4. You can confirm the product image after the upload in the "product details" page for the respective product. (Note that product images are not displayed in the "list of image files uploaded to the server.")

Managing other files (Javascript, CSS, PDF, FLASH, etc.)

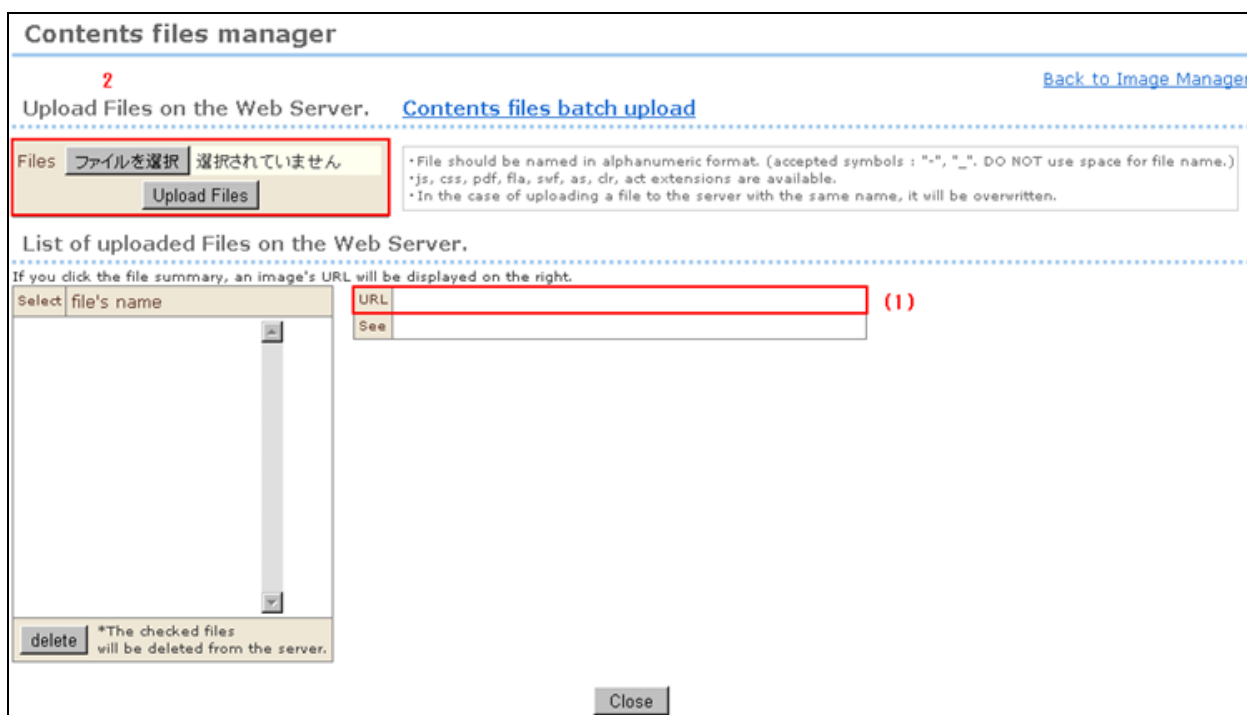
Files on your PC (js, css, pdf, fla, swf, as, clr, act, etc.) can be uploaded to the server.

Procedure

1. Click the [Contents files manager] button on the Image Manager screen.



2. The "Contents files manager" screen opens. Select the files from your PC from the [Select image files] button.



You can also use the batch upload function at the same time. This is handy if you want to upload a batch of two or more HS, CSS, Flash and other types of files. (For details, see page 00.)

3. Click the [Upload image files] button. The files are uploaded to the server.

- (1) To use files at a shop, write the path displayed in the management screen in the design template.

※ Batch uploaded files cannot be edited in the management screen. To edit file contents, edit them locally on your PC and upload them again under the same file name. They will be overwritten on the server.

Batch uploading contents files

Files (js, css, pdf, fla, swf, as, clr, act, etc.) corresponding to "contents files" on your PC can be batch uploaded to the server.

Procedure

1. Compress the target contents.
Select the contents you want to batch upload, and compress them as a zip file.
 - Do not set a password to the zip file.
 - Files cannot be split into two or more directories or located in a file hierarchy in zip files.
2. Click the [Contents files batch upload] button from the Contents files manager.



3. Select the compressed zip file from the [Select image files] button, and press the [Batch upload] button.
(It will take a long time to upload the files if the zip file is heavy.)
If the upload fails, an error message will be displayed. Remedy the problem by referring to the displayed error, and retry the upload.
3. If the upload ends successfully, the number of uploaded files and the upload completion message will be displayed.
4. You can confirm files after the upload in the "list of files uploaded to the server."

13. Settings (Free Page 1)

The free page is a page that can be freely edited. Use it as desired, for example, to introduce a company or a store or to announce wholesale selling.

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Settings (Free Page 1)

1. Open the "Settings (Free Page 1)" screen from the menu on the left.
Click [Free Page 1] to be edited. In this example, let's create a Company Profile page at free page 1.

2. Enter the title of the free page.

* Tags cannot be used in titles.

3. Enter the content.

* Input fields incorporate an automatic line feed function when inserting line feeds during text input. So, layouts containing table tags, for example, might get out of shape during HTML input. At this time, pad spaces between tags.

Example)

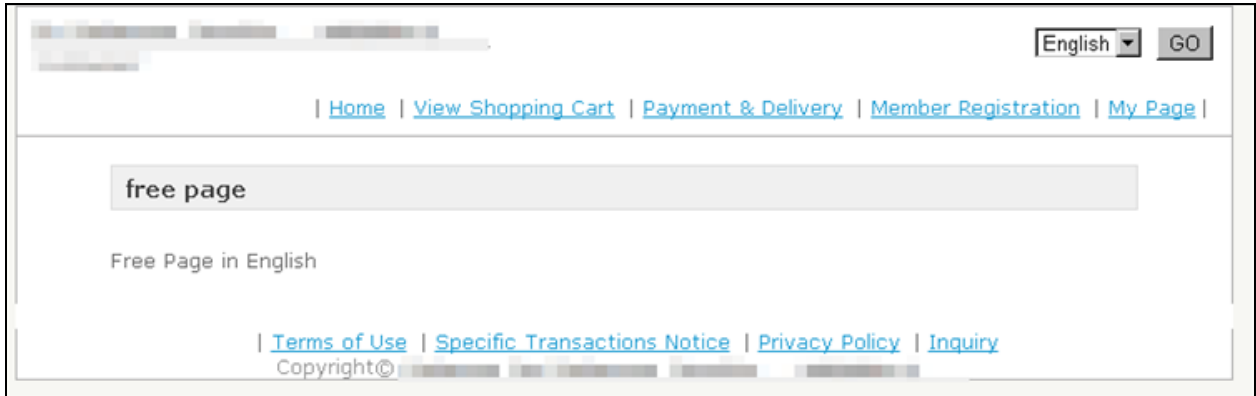
```
<table width="100%" border="1" cellspacing="0" cellpadding="0">
<tr>
<th scope="row">&nbsp;&nbsp;&nbsp;</th>
<td>&nbsp;&nbsp;&nbsp;</td>
```

↓Pad spaces between tags as follows:

```
<table width="100%" border="1" cellspacing="0" cellpadding="0"><tr><th
```

```
scope="row">&nbsp;</th><td>&nbsp;</td>
```

4. Click the [Save] button.
5. Let's click [Preview] to check the free page for the shop.



- ※. The template variable for the Free Page 1 URL is `<{$free1_url}>`.
Paste as follows to the template of the desired link destination page:
(Example)
`<a href="<{$free1_url}>">Company Profile`

6. To edit other free pages, click the appropriate [Free Page○] and edit in the same way.

14. Link API Function

You can use API when linking various information to an external system. For details on API specifications, check the technical data (separate sheet).

When linking information that includes personal information, the information of the connection destination must be registered to this system and the ID and password for authentication must be acquired in advance.

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- [Registering the link destination system \(acquiring the ID and password for authentication\)](#) 115
- [Editing/deleting link destination systems](#) 117

Registering the link destination system (acquiring the ID and password for authentication)

There are two APIs: (search received order information) and (update invoice No.). The following example describes the procedure for the (search received order information) screen. Other operations are the same so refer to this procedure.

1. Register a new link API (search received order information).

API Control

(Attributes : [Order search API](#))

API type Add new API, click here.

.....

No corresponding data found.

2. Select the connection destination.

API Control: New registration

[Go to top of API Control](#)

API type: Order search API

.....

*must be entered.

Destination name	Explanation
<input type="radio"/> Other	

3. Enter the information of the connection destination that is allowed to search for received order information.

- (1) Destination name (required)
- (2) Explanation (optional)
1 and 2 are used for differentiating connection destinations within a store.
- (3) Allowed IPs (required)
- (4) Password (required)

API Control: New registration

[Go to top of API Control](#)

API type: Order search API 3

***must be entered.**

Destination name	Explanation
<input checked="" type="radio"/> Other	
Destination name* (1)	<input style="width: 100%;" type="text"/>
Explanation (2)	<input style="width: 100%; height: 40px;" type="text"/>
Authorized IP* (3)	<input style="width: 100%; height: 40px;" type="text"/> <small>Able to specify by using line break. ex. xxx.xxx.xxx.xxx xxx.xxx.xxx.xxx/xxx</small>
Auth Key	auto-generation item
Password* (4)	<input style="width: 100%;" type="password"/>

4

- 4. When input is finished, click the [New registration] button.
- 5. The connection destination is registered. Set the issued "Auth Key" and "Password" to api_auth_key and api_password of the connection destination system, and perform a connectivity test.

Editing/deleting link destination systems

1. Click the ID of the connection destination you want to edit from the "Link API control" list.

API Control

(Attributes : [Order search API](#))

API type Order search API New registration Add new API, click here.

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

API ID	API type	Destination name	Explanation
2	Update the number of invoice API	テスト送り状態更新01 en	接続先の説明文XXX
1	Order search API	テスト受注検索01 en	接続先の説明文01>XXX

2. The "Link API control: Change registration" screen will open.
3. To edit setting information of API link destinations, correct the display details, and click the [Edit] button.

API Control: Change registration

[Go to top of API Control](#)

API type: Update the number of invoice API

*must be entered.

Destination name*	<input type="text" value="XXX"/>
Explanation	<input style="height: 40px;" type="text" value="0 1 XXX"/>
Authorized IP*	<input style="height: 40px;" type="text"/> <p>Able to specify by using line break. ex. xxx.xxx.xxx.xxx xxx.xxx.xxx.xxx/xxx</p>
Auth Key	s5000800009p2vad8he0
Password*	<input type="text" value="abcdef"/>

- To delete an API link destination, click the [Delete] button.

API Control: Change registration

[Go to top of API Control](#)

API type: Update the number of invoice API

*must be entered.

Destination name*	xxx
Explanation	0 1 xxx
Authorized IP*	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Able to specify by using line break. ex. xxx.xxx.xxx.xxx xxx.xxx.xxx.xxx/xxx</p>
Auth Key	s5000800009p2vad8he0
Password*	abcdef

15. Sub-User Management

On this system, you can create "sub-user accounts" in addition to the "main user accounts" that is issued when you first enter into a contract with the store.

Main users are allowed to use all functions. You can, however, restrict the management items that can be accessed by sub-users.

To log into this system at subcontractors or departments that perform only specific clerical work, we recommend not sharing user management accounts but individually issuing sub-user accounts from the standpoint of both the protection of personal information and security.

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Registering new sub-users

1. Enter the sub-user information.

Sub-User Management: New registration							
Back to List of Sub-Users							
*must be entered.							
sub-license ID (1)	(Auto numbering)						
Login ID* (2)	(half-width numbers (over 4 words))						
Password* (3)	(auto-generation item)						
Password expiration date (4)	Year <input type="text"/> Month <input type="text"/> Day (If don't set expiration date: Sub-licensed will auto-transit from top screen to password update screen at first time of login.)						
Company & Division name* (5)	<input type="text"/>						
Name* (6)	<input type="text"/>						
Email Address* (7)	(alphanumeric format)						
Restrictions on function (8)	<table border="1"> <thead> <tr> <th>All functions</th> <th>Functions that allowed to access.</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Language Settings Basic Information Settings Currency Settings Terms of Use Settings Privacy Policy Settings Act on Specified Commercial Point Settings Payment Method Settings Shipping Country Settings Shipping Method Settings Email Settings </td> <td> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> </td> </tr> <tr> <td style="text-align: center;">*Multi-selection possible(multiple addition accepted.)</td> <td style="text-align: center;">*Multi-selection possible(multiple deletion and move accepted.)</td> </tr> </tbody> </table>	All functions	Functions that allowed to access.	<ul style="list-style-type: none"> Language Settings Basic Information Settings Currency Settings Terms of Use Settings Privacy Policy Settings Act on Specified Commercial Point Settings Payment Method Settings Shipping Country Settings Shipping Method Settings Email Settings 	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	*Multi-selection possible(multiple addition accepted.)	*Multi-selection possible(multiple deletion and move accepted.)
All functions	Functions that allowed to access.						
<ul style="list-style-type: none"> Language Settings Basic Information Settings Currency Settings Terms of Use Settings Privacy Policy Settings Act on Specified Commercial Point Settings Payment Method Settings Shipping Country Settings Shipping Method Settings Email Settings 	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>						
*Multi-selection possible(multiple addition accepted.)	*Multi-selection possible(multiple deletion and move accepted.)						
Remarks (9)	<input type="text"/>						
<p>2 <input type="button" value="New registration"/></p>							

- (1) Sub-User ID (automatically assigned)
 - (2) Set the login ID.
 - (3) Set the password.
 - (4) A password expiration date can be set. (entry optional)
When the expiration date is not set, the screen will move to changing of the password during login.
 - (5) Register the name of the company and department in use.
 - (6) Register the name of the person in charge.
 - (7) Register the e-mail address of the person in charge.
 - (8) You can set items that sub users can perform tasks on. Select the items that the sub-user will be allowed to access from the "All functions" field on the left, and click the [Add] button. Those items will move to "Accessible functions" field. Only items that have moved to the "Accessible functions" field will be displayed in the sub-user management screen.
 - (9) Remarks can be entered.
2. Click the [New registration] button to complete registration.

Confirming/editing sub-users

1. Open "Sub-User Management: List of Sub-Users". You can confirm registered sub-users in this list.

Sub-User Management: List of Sub-Users

New registration Add new sub-license ID, click here.

1

Display [1 - 4] out of [4]. [<Previous Page](#) | [Next Page>](#)

sub-license ID	Company & Division name	Name	Email Address	status
104	Effective
103	Effective
102	Effective
101	Effective

Display [1 - 4] out of [4]. [<Previous Page](#) | [Next Page>](#)

2. If you click a sub-user ID, "Sub-User Management: Change registration" will be displayed.

Sub-User Management: Change registration

[Back to List of Sub-Users](#)

2

*must be entered.

sub-license ID	103		
Login ID* (half-width numbers (over 4 words))		
Password* (Use between 4 and 32 one-byte characters.)		
Password expiration date	2013	Year <input type="text" value="8"/>	Month <input type="text" value="6"/> Day (If don't set expiration date: Sub-licensed will auto-transit from top screen to password update screen at first time of login.)
Company & Division name*		
Name*		
Email Address* (alphanumeric format)		
Registration Date*	2012/08/31		
Updated date*	2013/02/15		
status*	<input type="text" value="Effective"/>		
Restrictions on function	All functions Language Settings Currency Settings Terms of Use Settings Privacy Policy Settings Act on Specified Commercial Point Settings Payment Method Settings Shipping Country Settings Shipping Method Settings Email Settings Inquiry Form Settings *Multi-selection possible(multiple addition accepted.)	<input type="button" value="Add>"/> <input type="button" value="<delete"/>	Functions that allowed to access. Basic Information Settings Image Manager Item Management Item Batch Item Management Item SKU Marketing Management Data *Multi-selection possible(multiple deletion and move accepted.)
	Remarks		

3

3. After making editing changes, click the [Edit] button.

4. The sub-user settings are changed.

Disabling sub-user accounts

Though sub-users cannot be deleted, main users can change the status of sub-user accounts to enabled and disabled. Once a sub-user account is invalidated, sub-users can no longer log into the management screen.

1. Open "Sub-User Management: List of Sub-Users".
2. If you click a sub-user ID, "Sub-User Management: Change registration" will be displayed.
3. Change the "Status" dropdown list setting to "Disabled", and click the [Edit] button.
(Hint: To validate a sub-user account again, change the "Status" dropdown list setting to "Enabled".)

Sub-User Management: Change registration [Back to List of Sub-Users](#)

*must be entered.

sub-license ID	104												
Login ID*	1111 (half-width numbers (over 4 words))												
Password*	55555 (Use between 4 and 32 one-byte characters.)												
Password expiration date	2013 Year 6 Month 23 Day (If don't set expiration date: Sub-licensed will auto-transit from top screen to password update screen at first time of login.)												
Company & Division name*													
Name*													
Email Address*	(alphanumeric format)												
Registration Date*	2012/12/25												
Updated date*	2012/12/25												
status*	<div style="border: 1px solid black; padding: 2px;"> Effective ▼ Effective Invalid </div>												
Restrictions on function	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Basic Information Settings</td></tr> <tr><td>Currency Settings</td></tr> <tr><td>Terms of Use Settings</td></tr> <tr><td>Privacy Policy Settings</td></tr> <tr><td>Act on Specified Commercial</td></tr> <tr><td>Point Settings</td></tr> <tr><td>Payment Method Settings</td></tr> <tr><td>Shipping Country Settings</td></tr> <tr><td>Shipping Method Settings</td></tr> <tr><td>Email Settings</td></tr> <tr><td>Inquiry Form Settings</td></tr> </table> <p>*Multi-selection possible(multiple addition accepted.)</p> </div> <div style="width: 10%; text-align: center;"> Add> <delete </div> <div style="width: 40%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Language Settings</td></tr> </table> <p>*Multi-selection possible(multiple deletion and move accepted.)</p> </div> </div>	Basic Information Settings	Currency Settings	Terms of Use Settings	Privacy Policy Settings	Act on Specified Commercial	Point Settings	Payment Method Settings	Shipping Country Settings	Shipping Method Settings	Email Settings	Inquiry Form Settings	Language Settings
Basic Information Settings													
Currency Settings													
Terms of Use Settings													
Privacy Policy Settings													
Act on Specified Commercial													
Point Settings													
Payment Method Settings													
Shipping Country Settings													
Shipping Method Settings													
Email Settings													
Inquiry Form Settings													
Language Settings													
Remarks													

4. The screen will return to the list screen. Enabled sub-users will be displayed on a white background, and disabled sub-users will be displayed on a gray background.

Sub-User Management: List of Sub-Users

Add new sub-license ID, click here.

Display [1 - 4] out of [4]. [<Previous Page](#) | [Next Page>](#)

sub-license ID	Company & Division name	Name	Email Address	status
103				Effective
102				Effective
101				Effective
104				Invalid

To log in as a sub-user

1. Note down the sub-user's login ID and password, and log out from the top right of the screen.
(Main users and sub-users cannot log in at the same time on the same PC.)
2. In the login screen for the main user, click "If you have a "Login ID" beside the License ID and password, click here."

Login

Enter License ID and password then click "Login".

License ID	<input type="text"/>	(number format)
Password	<input type="password"/>	(alphanumeric format)

[If you have "Login ID" beside the License ID and password, click here.](#)

[Forget password ? click here.](#)

[Contact the Support Center.](#)
(Business hours 10:00~18:00 GMT+9.00 SAT-SUN CLOSED.)

3. The login screen for sub-users opens. Enter the "Store ID", "Login ID" and "Password", and click the [Login] button.

Login

Enter License ID, Login ID and password then click "Login".

License ID	<input type="text"/>	(number format)
Login ID	<input type="text"/>	(alphanumeric format)
Password	<input type="password"/>	(alphanumeric format)

[If you do not have "Login ID", click here.](#)

[Forget password ? click here.](#)

[Contact the Support Center.](#)
(Business hours 10:00~18:00 GMT+9.00 SAT-SUN CLOSED.)

4. You have not logged into the sub-user management screen. Confirm that the operation menus are limited to use by sub-users.

The screenshot shows the MultilingualCart administration interface. The top navigation bar includes 'English', 'Image Manager', 'Links', 'Go to Shop', 'Manual', and 'Logout'. The left sidebar menu is limited to the following items:

- Setup CHECK
- Basic Information Settings
- Item Management
- Item Batch Entry
- Item SKU Batch Entry
- Marketing Management
- Data Download (CPA113)
- Other
- Operation logs
- Contract Information
- Change Password

The main content area is titled 'Top Page' and displays a 'Welcome' message. It includes a warning to change the password and a 'password expire day : (2013/08/06)'. Three summary boxes are present:

Unprocessed Orders		User Information		Inquiries Awaiting Reply	
Undelivered Payment Amount	13	Total no. of Users:	9	Pending	0
Notifications:	53	No. of Users Registered Today:	0	In Progress:	1
Awaiting Payment:	48				
Awaiting Shipment:					

Below these boxes is an 'announcements' section with a list of recent updates:

- 【開発情報】2月12日追加・変更機能 (2013/02/13)
- 【お知らせ】2月12日メンテナンスのお知らせ (2013/02/12)
- 【開発情報】2月7日追加・変更機能 (2013/02/12)
- 【障害情報】ネットワーク障害発生及び復旧のご連絡 (2013/02/09)
- 【お知らせ】2月7日メンテナンスのお知らせ (2013/02/05)
- 【開発情報】1月29日追加・変更機能 (2013/01/30)
- 【お知らせ】1月29日メンテナンスのお知らせ (2013/01/29)
- 【開発情報】1月23日追加・変更機能 (2013/01/28)
- 【お知らせ】1月23日メンテナンスのお知らせ (2013/01/22)

On the right side, there are buttons for 'Twitter' and 'Blog'.

16. Inquiry Management

Inquiries are dealt with in accordance with the following flow on this system:

A. Inquiry form (Set at "Email Settings" page 57.)

↓

B. Auto-response e-mail (Set at "Email Settings" page 54.)

↓

C. Inquiry management (explained in this chapter)

↓

D. Inquiry response e-mail (Set at "Email Settings" page 53.)

On this screen, you confirm the status of inquiries and respond to inquiries.

- Contents -

- [Replying to inquiries](#) 127
- [Editing inquiry status](#) 131
- [Deleting inquiry status](#) 133

Replying to inquiries

Procedure

1. At "Inquiry manager: Inquiry list", display the target inquiry.
 - ※ For unanswered inquiries, the "Status" item is displayed in red and "Unanswered" is displayed.
2. Click the number of the inquiry you want to reply to.

Inquiry manager: Inquiry list

When setting the display conditions, please enter a description and click the [Search] button.

status	<input type="checkbox"/> Close <input type="checkbox"/> Pending Staus <input type="checkbox"/> Replying
Keyword	Inquiry No. <input type="text"/> Name <input type="text"/> Member ID <input type="text"/>
Inquiry date ▼	<input type="text"/> Year ▼ <input type="text"/> Month ▼ Day(from) ~ <input type="text"/> Year ▼ <input type="text"/> Month ▼ <input type="text"/> Day(to) (This year) (This month)
-- display order <input type="text" value="Newest dates on top"/> ▼ -- <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

Inquiry No.	date	Member ID	Name	Subject	Inquiry	status	Translate charge	Reply date
2	2012/11/06	7	test2		test2	In Progress		
1	2012/11/06	7	test		test	Pending		

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

3. Enter a comment to the customer, and click the [Check entry] button.

Inquiry manager: Inquiry

[Back to Inquiry list](#)

Inquiry

Inquiry No.	2		
Member ID	7		
status	In Progress ▾	<input type="button" value="Update"/>	
Inquiry date	2012/11/06		
Reply date			
お名前	test2		
メールアドレス	██████████		
お問合せ内容	test2		

Add comment

date	2013/02/26	Company, Section	██████████	Name	██████████
<div style="background-color: #ffffcc; border: 1px solid black; width: 100%; height: 100%;"></div>					

4. Check the entered comment, and click the [Register] button.

Inquiry manager: Reply comment

[Back to Inquiry](#)

Inquiry

Inquiry No.	2
Member ID	7
status	In Progress
Inquiry date	2012/11/06
Reply date	
お名前	test2
メールアドレス	██████████
お問合せ内容	test2

Comment

Comment No.	1	date	2012/11/06	Company, Section	██████████	Name	████
test test							

- The display moves to the "Inquiry manager: Return comment" screen. Click the [Return this comment] button. The comment is inserted in the "inquiry response" template at Email Settings as a Q&A comment, and is returned to the questioner.

Inquiry manager: Inquiry

[Back to Inquiry list](#)

Inquiry

Inquiry No.	2		
Member ID	7		
status	In Progress ▾	<input type="button" value="Update"/>	
Inquiry date	2012/11/06		
Reply date			
お名前	test2		
メールアドレス	██████████ ██████████ ██████████		
お問合せ内容	test2		

Comment

Comment No.	1	date	2012/11/06	Company, Section	██████████ ██████████	Name	
██████████ ██████████ ██████████		test test					
<input type="button" value="Reply to Inquiry"/>							

Add comment

date	2013/02/26	Company, Section	██████████ ██████████ ██████████	Name	██████████
<div style="background-color: #ffffcc; border: 1px solid #ccc; width: 100%; height: 100%;"></div>					
<input type="button" value="Confirm"/>					

Editing inquiry status

Though the inquiry status automatically changes by opening an inquiry or returning an e-mail, the following describes operation methods for forcibly editing status manually.

1. At "Inquiry manager: Inquiry list", select the inquiry whose status you want to edit.

Inquiry manager: Inquiry list

When setting the display conditions, please enter a description and click the [Search] button.

status	<input type="checkbox"/> Close <input type="checkbox"/> Pending Staus <input type="checkbox"/> Replying
Keyword	Inquiry No. <input type="text"/> Name <input type="text"/> Member ID <input type="text"/>
Inquiry date <input type="button" value="v"/>	<input type="text"/> Year <input type="button" value="v"/> Month <input type="button" value="v"/> Day(from) ~ <input type="text"/> Year <input type="button" value="v"/> Month <input type="button" value="v"/> Day(to) (This year) (This month)
-- display order <input type="button" value="v"/> Newest dates on top <input type="button" value="v"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

Inquiry No.	date	Member ID	Name	Subject	Inquiry	status	Translate charge	Reply date
2	2012/11/06	7	test2		test2	In Progress		
1	2012/11/06	7	test		test	Pending		

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

2. The "Inquiry manager: Inquiry details" screen opens.

3. Select the status at the "Status" dropdown list in the screen, and click the [Update] button.

Inquiry manager: Inquiry

[Back to Inquiry list](#)

Inquiry

Inquiry No.	2	
Member ID	7	
status	<input type="button" value="v"/> In Progress <input type="button" value="Update"/>	
	<input type="button" value="v"/> Pending <input type="button" value="v"/> In Progress	
Inquiry date	<input type="button" value="v"/> Answered	
Reply date		
お名前	test2	
メールアドレス	<input type="text"/>	
お問合せ内容	test2	

4. The inquiry status is changed.

Inquiry manager: Inquiry

[Back to Inquiry list](#)

The inquiry status has changed.

Inquiry

Inquiry No.	2
Member ID	7
status	<input type="button" value="In Progress"/> <input type="button" value="Update"/>
<input type="text"/>	
Inquiry date	2012/11/06
Reply date	
お名前	<input type="text"/>
メールアドレス	<input type="text"/>
お問合せ内容	test2

Deleting inquiry status

1. At "Inquiry manager: Inquiry list", select the inquiry you want to delete.

Inquiry manager: Inquiry list

When setting the display conditions, please enter a description and click the [Search] button.

status	<input type="checkbox"/> Close <input type="checkbox"/> Pending Staus <input type="checkbox"/> Replying
Keyword	Inquiry No. <input type="text"/> Name <input type="text"/> Member ID <input type="text"/>
Inquiry date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(from) ~ <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(to) (This year) (This month)
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

Inquiry No.	date	Member ID	Name	Subject	Inquiry	status	Translate charge	Reply date
2	2012/11/06	7	test2		test2	In Progress		
1	2012/11/06	7	test		test	Pending		

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

2. The "Inquiry manager: Inquiry details" screen opens.
3. Click the [Delete inquiry data] button in the screen.

4. The confirmation message is displayed. (The inquiry will be deleted, however, the translation that was ordered for the inquiry will not be deleted.) Click [OK].

Inquiry manager: Inquiry

[Back to Inquiry list](#)

Inquiry

Inquiry No.	2		
Member ID	7		
status	In Progress	<input type="button" value="Update"/>	
Inquiry date	<div style="border: 2px solid blue; padding: 5px; width: fit-content;"> <div style="background-color: #0056b3; color: white; padding: 2px;">Web ページからのメッセージ ×</div> <div style="padding: 5px;"> ? Delete the inquiry . Is it OK ? the ranslated text can not be deleted. </div> <div style="text-align: center; padding-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="キャンセル"/> </div> </div>		
Reply date			
お名前			
メールアドレス			
お問合せ内容			

5. The inquiry is deleted.

Inquiry manager: Inquiry list

When setting the display conditions, please enter a description and click the [Search] button.

status	<input type="checkbox"/> Close <input type="checkbox"/> Pending Staus <input type="checkbox"/> Replying		
Keyword	Inquiry No. <input type="text"/> Name <input type="text"/> Member ID <input type="text"/>		
Inquiry date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(from) ~ <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(to) (This year) (This month)		
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>			

Display [1 - 1] out of 1. <Previous Page | Next Page>

Inquiry No.	date	Member ID	Name	Subject	Inquiry	status	Translate charge	Reply date
1	2012/11/06	7	test		test	In Progress		

Display [1 - 1] out of 1. <Previous Page | Next Page>

17. Content Management

Using "product management," one product is always limited to ten pages on "free pages." However, using the "content management" function, content not linked to product information can be created without any restrictions to the number of pages.

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- [Setting free page templates for content management](#) 136
- [Creating content categories](#) 137
- [Confirming/editing content category](#) 138
- [Deleting content categories](#) 139
- [Creating content](#) 140
- [Confirming/editing content](#) 142
- [Deleting content](#) 144

Setting free page templates for content management

With the content management function, "free page" templates are shared. From a free page template, select the template to be used for "content category" and "content details".

Procedure

1. Open "Contents Templates Management", and select the name of the free page template you want to use with the content management function.

Contents templates management.

[Back to Summary of contents](#)

Free page	Type	Name
Free page 1	Detail	test1
Free page 2	Detail	test2
Free page 3	unused	
Free page 4	unused	
Free page 5	unused	
Free page 6	unused	
Free page 7	unused	
Free page 8	unused	
Free page 9	Category	
Free page 10	Detail	

2. The "Contents Templates Management: Registration" management screen opens. Enter the template information, and click the [Setting] button.
To use the content function, at least one each of "content category" and "content details" templates are required.

Contents templates management.: Entry

[Back to Summary of contents templates.](#)

*must be entered.

Free page	Free page1
Template name*	English test1 Japanese test1
Type*	<input type="radio"/> Category <input checked="" type="radio"/> Detail <input type="radio"/> unused

- ※ To edit a free page template that was originally set for free pages to use for content management use, the template content in "Design Settings" also must be edited for content management use.

Creating content categories

Content made with the content management function can be classified into one layer of categories. Content categories, like product categories, can be listed in almost store screens.

Procedure

1. Click "Add content-category" from the menu. The "Contents Categories Management: New Registration" screen opens.
2. Enter the category details.
 - 1) "Content category name": This is the category name that is actually displayed in the shop screen.
 - 2) Template: The template whose type is assigned as "content category" at "Contents Templates Management" is displayed. Select the template to be used with this content category.
 - 3) Priority: Sets the sort order of content categories in the content category list. Small numbers are sorted higher up. When content categories have the same number, categories having an older registration date sorted downwards.
 - 4) Visibility: Set whether or not to display this category. When Hide is set, all content belonging to this category is hidden.

Contents categories management.: New registration	
Back to Summary of contents categories.	
*must be entered.	
Content category ID	(Auto numbering)
Content category name*	English <input type="text"/>
	Japanese <input type="text"/>
Template*	<input type="text"/>
Priority	<input type="text"/>
Visibility	<input checked="" type="radio"/> Display <input type="radio"/> Non-display
<input type="button" value="New registration"/>	

3. Click the [New Registration] button. The categories are saved.

Confirming/editing content category

1. Click "Content Categories Management" from the menu. The "Contents Categories Management" screen opens. On this screen, you can perform the following operations for each category displayed in the list.
 - 1) Click "To content list page" for the respective categories. The display moves to the content list screen for the store.
 - 2) If you click "URL" for a particular category, the URL for that category will be displayed.
 - 3) The sort order of content categories can be batch edited by entering a number to "Priority" and executing "Save priority".

2. To confirm and edit the details of content categories, click the content category ID.

Contents categories management.

[Back to Summary of contents](#)

New registration Click here to add Category

Content category ID	Content category name	Template	Priority	Visibility	Contents summary
2	test2		<input type="text"/>	Display	Go to Contents summary URL
1	car		<input type="text"/>	Display	Go to Contents summary URL

Priority batch update

3. The "Contents Templates Management: Change registration" screen will be displayed. Correct the registered details, and click the [Edit] button.

Contents categories management.: Change registration

[Back to Summary of contents categories.](#)

*must be entered.

Content category ID	2
Content category name*	English test2
	Japanese テスト2
Template*	<input type="text"/>
Priority	<input type="text"/>
Visibility	<input checked="" type="radio"/> Display <input type="radio"/> Non-display

Edit delete

4. After the confirmation message, the content category will be changed.

Deleting content categories

1. Click "Content Categories Management" from the menu. The "Contents Categories Management" screen opens.
2. Click the category ID whose content category you want to delete.

Contents categories management.

[Back to Summary of contents](#)

New registration Click here to add Category

Content category ID	Content category name	Template	Priority	Visibility	Contents summary
2	test2			Display	Go to Contents summary URL
1	car			Display	Go to Contents summary URL

Priority batch update

3. The "Contents Templates Management: Change registration" screen will be displayed. Click the [Delete] button on the screen.

Contents categories management.: Change registration

[Back to Summary of contents categories.](#)

*must be entered.

Content category ID	2
Content category name*	English test2
	Japanese テスト2
Template*	<input type="text"/>
Priority	<input type="text"/>
Visibility	<input checked="" type="radio"/> Display <input type="radio"/> Non-display

4. After the confirmation message, the content category will be deleted.

Creating content

Procedure

Click "Add content" from the menu. The "Contents Management: New registration" screen opens. Enter the content details.

[Back to Summary of contents](#)

*must be entered.

Contents ID	(Auto numbering)	
Category*	<input type="text"/>	2
Template*	<input type="text"/>	
start date*	2013 Year <input type="text" value="2"/> Month <input type="text" value="15"/> Day	
end date*	2013 Year <input type="text" value="2"/> Month <input type="text" value="15"/> Day	
File name	<input type="text"/>	
Title	English <input type="text"/>	
	Japanese <input type="text"/>	
content (HTML accepted)	English <input style="width: 100%; height: 40px;" type="text"/>	
	Japanese <input style="width: 100%; height: 40px;" type="text"/>	

3

- 1) Category: The categories created at "Contents Categories Management" are displayed. Select the category to which this content belongs.
- 2) Template: The template whose type is assigned as "content details" at "Contents Templates Management" is displayed. Select the template to be used by this content.
- 3) Start date: The date that this content will be made public can be specified. When November 6, 2012 is specified, the content will automatically be made public from November 6, 12:00 a.m. (Japan Time).
To immediately make content public, enter a past date.
- 4) End date: The date that this content will no longer be made public can be specified. When November 7, 2012 is specified, the content will automatically be made public from November 6, 23:59 p.m. (Japan Time).
- 5) File name: The URL of the content can be edited as desired. When a file name is not entered, a different content ID will be issued each time that an article is created. So, even though the URL changes, by setting the file name the same URL will be carried over even if the article is rewritten.

■Content URL when a file name is not entered

http://domain/content_display languageID_currencyID_contentID.html

Example) http://testdomain.com/content_en_JPY_1.html

■Content URL when there is a file name "aboutus.html"

http://domain/contents/display languageID_currencyID/filename

Example) http://testdomain.com/contents/en_JPY/aboutus.html

* The display language ID and currency ID change according to the selections made by the customer.

- 6) Title: The title of this content
 - 7) Content: The body of these contents.
 - ※ Variables cannot be used in the contents function body. To acquire product information and assigned stock promptly, use the "Display function of goods using ajax" in the Basic Information Settings.
 - ※ To customize screens using the display function of goods using ajax, knowledge of how to edit ajax is required.
2. Click the [New Registration] button.
 3. After the confirmation message, the content will be created.

Confirming/editing content

1. Click "Contents Management" from the menu. The "Contents Management" screen opens. On this screen, you can perform the following operations for each content type displayed in the list.
 - 1) Click "Content page" for the respective content. The display moves to the corresponding content screen that is public.
 - 2) If you click "URL" for a particular content category, the URL for that content item will be displayed.

2. To confirm and edit the details of content, click the content ID.

Contents management: Summary of contents

[Go to Contents templates management.](#)
[Go to Contents categories management.](#)

New registration Click here to add Contents

When setting the display conditions, please enter a description and click the [Search] button.

Category

Display [1 - 6] out of 6. [<Previous Page](#) | [Next Page>](#)

Contents ID	Category	Title	Template	start date	end date	contents page
3	test2			2012/06/22	2013/06/22	contents page URL
2	car		test2	2012/02/23	2012/02/25	contents page URL
1	car		test2	2012/02/22	2012/06/22	contents page URL

- The "Contents Management: Change registration" screen will open. Correct the details, and click the [Edit] button.

Contents management: Change registration

[Back to Summary of contents](#)

**must be entered.*

Contents ID	3		
Category*	test2		
Template*			
start date*	2012	Year 6	Month 22
end date*	2013	Year 6	Month 22
File name			
Title	English	xxxxxxxxxxxxxxxxxxxxxxxx	
	Japanese	xxxxxxxxxxxxxxxxxxxxxxxx	
content (HTML accepted)	English	xxxxxxxxxxxxxxxxxxxxxxxx	
	Japanese	xxxxxxxxxxxxxxxxxxxxxxxx	

- After the confirmation message, the content details will be changed.

Deleting content

1. Click "Contents Management" from the menu. The "Contents Management" screen opens.
2. Click the contents ID of the content you want to delete.

Contents management: Summary of contents

[Go to Contents templates management.](#)
[Go to Contents categories management.](#)

New registration Click here to add Contents

When setting the display conditions, please enter a description and click the [Search] button.

Category

Display [1 - 6] out of 6. [<Previous Page](#) | [Next Page>](#)

Contents ID	Category	Title	Template	start date	end date	contents page
3	test2			2012/06/22	2013/06/22	contents page URL
2	car		test2	2012/02/23	2012/02/25	contents page URL
1	car		test2	2012/02/22	2012/06/22	contents page URL

3. The "Contents Management: Change registration" screen will open. Click the [Delete] button.

Contents management: Change registration

[Back to Summary of contents](#)

*must be entered.

Contents ID	3
Category*	test2
Template*	<input type="text"/>
start date*	2012 Year <input type="text" value="6"/> Month <input type="text" value="22"/> Day
end date*	2013 Year <input type="text" value="6"/> Month <input type="text" value="22"/> Day
File name	<input type="text"/>
Title	English <input type="text" value="xxxxxxxxxxxxxxxxxxxx"/> Japanese <input type="text" value="xxxxxxxxxxxxxxxxxxxx"/>
content (HTML accepted)	English <input type="text" value="xxxxxxxxxxxxxxxxxxxx"/> Japanese <input type="text" value="xxxxxxxxxxxxxxxxxxxx"/>

4. After the confirmation message, the content will be deleted.

18. Category Management

Register categories for making it easier for customers to select products. Large and small categories can be registered.

- Contents -

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- Editing category information. 148
- Deleting category information. 149
- Changing the display order of categories 150
- Batch registering categories 151

Registering categories

To register a large category, click the [Add large category] button, and to register a small category, click the [Add small category] button.

- * The following example shows the procedure for registering a large category.

Procedure

1. Click the [Add large category] button. The "New Registration" screen will be displayed.

Category management: Summary

You will register the categories for the purpose of enabling the customers to choose the products with ease. You can choose either large category or small category.
 If you wish to register "large category", please click on the "add large category" button. If you wish to register "small category", proceed to click on the "add the small category" button after registering "large category".
 If you wish to make a change in the order of showing the categories you have registered, [Click here](#) .

Large category	Small category	status
Add large category	1	

2. Enter the category information.

Category management: New registration

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*must be entered.

Category name*	English	porcelain
	Japanese	陶磁器
Description (HTML accepted)	English	
	Japanese	
status		Display

[New registration](#) 2

- a. Enter the category name in the respective language.
* The category name is a required item.
- b. Enter a simple explanation (HTML supported).
* Also, simple descriptions can be displayed in the list of products in mail order sites.

3. Click the [New rRegistration] button to complete registration.

Editing category information.

Procedure

1. Click the category name you want to edit from the list. The "Change Registration" screen will be displayed.

Category management: Summary

You will register the categories for the purpose of enabling the customers to choose the products with ease. You can choose either large category or small category.
 If you wish to register "large category", please click on the "add large category" button. If you wish to register "small category", proceed to click on the "add the small category" button after registering "large category".
 If you wish to make a change in the order of showing the categories you have registered, [Click here](#).

Large category	Small category	status
porcelain	-	Display
1	<input type="button" value="Add small category"/>	
<input type="button" value="Add large category"/>		

2. Edit the registered details.
3. Click the [Edit] button to complete editing.

Category management: Change registration

[Back to top](#)

*must be entered.

Category name*	<input type="button" value="Translate this"/>
English	<input type="text" value="porcelain"/>
Japanese	<input type="text" value="陶磁器"/>
Description (HTML accepted)	<input type="button" value="Translate this"/>
English	<input type="text"/>
Japanese	<input type="text"/>
status	<input type="text" value="Display"/>

2

Deleting category information.

Delete category information.

* When a large category is deleted, the small categories included in that large category also are deleted.

* When products are registered in categories to be deleted, that category cannot be deleted.

Procedure

1. Click the category name you want to delete from the list. The "Change registration" screen will be displayed.

Category management: Summary

You will register the categories for the purpose of enabling the customers to choose the products with ease. You can choose either large category or small category.
 If you wish to register "large category", please click on the "add large category" button. If you wish to register "small category", proceed to click on the "add the small category" button after registering "large category".
 If you wish to make a change in the order of showing the categories you have registered, [Click here](#).

Large category	Small category	status
porcelain	-	Display
1	<input type="button" value="Add small category"/>	
<input type="button" value="Add large category"/>		

2. Click the [Delete] button to complete deletion.

Category management: Change registration

[Back to top](#)

*must be entered.

	<input type="button" value="Translate this"/>
Category name*	English <input type="text" value="porcelain"/>
	Japanese <input type="text" value="陶磁器"/>
	<input type="button" value="Translate this"/>
Description (HTML accepted)	English <input type="text"/>
	Japanese <input type="text"/>
status	<input type="text" value="Display"/>

2

Changing the display order of categories

Procedure

1. Click the [Click here-->>] link. The "Edit display order" screen will be displayed.

Category management: Summary

You will register the categories for the purpose of enabling the customers to choose the products with ease. You can choose either large category or small category.
 If you wish to register "large category", please click on the "add large category" button. If you wish to register "small category", proceed to click on the "add the small category" button after registering "large category".
 If you wish to make a change in the order of showing the categories you have registered [Click here](#) ¹

Large category	Small category	status
porcelain	-	Display
	<input type="button" value="Add small category"/>	
Tea cup	-	Display
	<input type="button" value="Add small category"/>	
<input type="button" value="Add large category"/>		

2. Correct the display order.
 The display order can be changed by clicking the ↓↑ button displayed to the right of the category you wish to move.

Category management: Change display order

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If you press the button ↓↑ for the category you want to move, you can change the order in which it is shown.

Category name	display order
·porcelain	<input type="button" value="↑↓"/> ²
·Tea cup	<input type="button" value="↑↓"/>

Batch registering categories

You can upload a CSV file to batch register "category data." (Additional categories can only be added. They cannot be changed.)

- * Before performing a batch registration, be sure to check the "Precautions" linked from the management screen.
- * The format of each CSV file changes with each individual store according to the number and sort order of supported languages. When creating a CSV file, download the CSV sample file from the management screen.

1. Select the file.

Batch entry of category (Selecting file...)

Upload the CSV file and register Category together. (Only for additional registration. No changes allowed.)

* Check [Note](#): before doing the batch registration.

* As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.

You can download the CSV sample from the link shown below.
[\(Japanese \(shift-jis\)\(comma-delimited\) / Unicode \(UTF-8\) with BOM\(tab-delimited\) / Unicode \(UTF-16LE\) without BOM\(tab-delimited\) \)](#)

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis)

2. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file.
 For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

3. Click the [Confirm] button. The file is uploaded and is checked.

4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

Batch entry of category (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

No.	Check result	Category	Name of large category(English)	Category name(English)	Category
1		0		test category1	テストカテ
2	Category not entered			test category2	テストカテ

Back

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

Batch entry of category (Confirming file contents...)

Please check the content. If OK, click the upload button .

No.	Check result	Category	Name of large category(English)	Category name(English)	Category name(Ja)
1		0		test category1	テストカテゴリー1
2		0		test category2	テストカテゴリー2

Upload Back

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Batch entry of category (Upload complete.)

Uploaded.
Added 2

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19. Product Management

Product information can be managed.

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Registering new products

1. Click the [Add new] button.

Product Management: Resisted item list

[Go to option label settings](#)

New registration Add new item, click HERE.

When setting the display conditions, please enter a description and click the [Search] button.

Category	<input type="text"/>	Product No.1	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> (Able to specify up to 50 by using line break.)
Product ID	<input type="text"/>		
Products No. & name	<input type="text"/>		
Manage inventory in this shop?	<input type="text"/>		
Show?	<input type="text"/>		
Sale status	<input type="text"/>		
-- display order		Sort by in a new order <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

2. Enter the detailed information of the product.

Product Management: New registration

[Back to the item list](#)

*must be entered.

Product ID	(1)	(Auto numbering)
Product No.1*	(2)	<input type="text"/> (Please be aware that if you correct this item, Product No. 1 of Product Batch Update will change.)
Product No.2	(3)	<input type="text"/>
Copy (Be shown both to the lists and detail.)	(4)	English <input type="text"/> Japanese <input type="text"/>
Name*	(5)	English <input type="text"/> Japanese <input type="text"/>
Category*	(6)	Category

- (1) Product ID*

This is the ID of the target product.
(The ID will be automatically assigned.)

(2) Products No.1 & name*

This text string can be set by the customer for each individual product. * When batch registering products or SKU, Products No.1 & name becomes the key.

(3) Products No.2 & name

This text string can be set by the customer for each individual product.

(4) Copy

You can register the features of the target product as catch copy.

(This is shown in both the lists and details.)

(5) Name*

Enter the product name.

(6) Category*

The category to which the product belongs can be set. Click the [Category] button, and select the category to which the product belongs. (Two or more can be selected.)

Brand	(7)	*This will be shown on Google Shopping Feed. Input is recommended to output. English <input type="text"/> Japanese <input type="text"/>
Domestic price*	(8)	<input type="text"/> JPY (number format)
International price*	(9)	<input type="text"/> JPY (number format)
Assigned quantity in stock	(10)	To control inventory, select "Control Inventory" and input the inventory number. <input type="text"/> Do not manage stocks <input type="text"/> (number format)
Unit	(11)	English <input type="text"/> Japanese <input type="text"/> (ex. unit, pieces, kg...)
Order limit	(12)	Limit the number that can be ordered. Minimum order quantity <input type="text"/> Maximum order quantity <input type="text"/> (number format) *Default to "1" if the minimum order number has not been inputted.

(7) Brand

Register this when posting in Google Shopping Feed.

(8) Domestic price*

Register the selling price for inside your country.

(9) International price*

Register the selling price for outside your country.

(10) Assigned quantity in stock

Select "Inventory Management" and enter the assigned quantity in stock to perform inventory

management on this product regardless of item unit/SKU unit.

(11) Unit

Set the unit for when placing orders.

(12) Order Restrictions

The number of orders can be limited by inputting this item.

Time stamp*	(13)	Product list is used in "From Most Recent" 2013 Year <input type="text" value="2"/> Month <input type="text" value="15"/> Day <input type="text" value="19"/> : <input type="text" value="44"/>
Priority	(14)	<input type="text"/> (number format)
Restrictions on overseas shipment*	(15)	Place limits on products which cannot be exported in the case that sales are directed overseas. <input checked="" type="radio"/> No restrictions <input type="radio"/> Apply restrictions on overseas shipment (disable overseas shipment) If products are restricted from being delivered overseas... <ul style="list-style-type: none"> • A warning along the lines of "This product cannot be delivered overseas" will appear on the Product List or Product Details screen. • An error will occur at the time of an order is placed if the delivery address is an overseas address.
Calculation of shipping charges*	(16)	Set whether the delivery fee is automatically calculated when the delivery method is set. <input checked="" type="radio"/> Calculate automatically <input type="radio"/> Do not calculate automatically <input type="radio"/> Calculate automatically for orders with only one product *Shipping fee cannot be automatically set if there are both products where shipping fee is automatically calculated and products where delivery fee is not automatically calculated combined in the one order.
Pack together with other products*	(17)	Items used in calculating shipping fee. When multiple products are ordered, the total delivery fee for products which can be packaged together will be calculated while delivery fee for those products which cannot be packaged together will be calculated separately. <input checked="" type="radio"/> Joint packing allowed <input type="radio"/> Joint packing not allowed
Weight	(18)	Necessary when delivery fee is set to be determined per weight. Values are entered in grams. <input type="text"/> g (number format) *Default to "0" if the weight has not been inputted.
Origin	(19)	<input type="text"/>

(13) Time stamp*

This is used for "incoming orders" in the product display list.

(14) Priority

Set the display order of priority of products in the product list display. The smaller the input value, the higher the priority becomes.

(15) Restrictions on overseas shipment*

Export restrictions can be applied to products that are not allowed to be exported when selling product inside and outside your country.

(16) Calculation of shipping charges*

Set whether or not to automatically calculate shipping charges based on the delivery method setting.

(17) Pack together with other products*

When packing together with other products, the combined shipping charge for all products can be calculated. When not packing together with other products, the shipping charge is calculated for one package per single product.

(18) Weight

This is required when setting shipping charges by weight. The input unit is grams (g).

(19) Origin

You can select the country of origin. This can be input to the received order information.

HS code	(20)	<input type="text"/> (number format) *About HS code, See here(JETRO)
Product code	(21)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (number format) Please enter the JAN (UPC, EAN) code and ISBN code of this product. *A mandatory item of Google Shopping Feed. To output, make sure to input.
Product number	(22)	<input type="text"/> (number format) If this product has a part number issued by the manufacturer, please enter. *This will be shown on Google Shopping Feed. Input is recommended to output.
Condition	(23)	<input checked="" type="radio"/> New <input type="radio"/> Old <input type="radio"/> Recycled *A mandatory item of Google Shopping Feed. To output, make sure to input.
Stock type (Google shopping feed)	(24)	<input checked="" type="radio"/> Stock check ("in stock", "out of stock") <input type="radio"/> available for order <input type="radio"/> preorder *A mandatory item of Google Shopping Feed. To output, make sure to input.
Shipment & Charge free flag (Charity)	(25)	Shipping fee and handling fee are not added for those products which are checked. <input type="checkbox"/> set shipment & charge free
Name printable item	(26)	<input type="checkbox"/> Set as name printable item
Non-delivery item flag	(27)	<input type="checkbox"/> This item do not require delivery.

(20) HS code

You can set the HS code. This can be input to the received order information.

(21) Product code

Enter the JAN (UPC, EAN) code or ISBN code of this product.

* 21, 23 and 23 are required items for Google Shopping Feed. Be sure to enter these for output.

(22) Product number

Enter this when this product has a product number issued by the manufacturer.

(23) Condition

Select from the three conditions (new/secondhand/recycled) for the product.

(24) Stock type (Google shopping feed)

Select from the three stock types (judged in stock/back order/reserved).

In the case of judged in stock, the inventory information is automatically acquired, and in stock or not is output to the feed.

(25) Shipment & Charge free flag (Charity)

Shipping charges and commission are not charged on products this item is selected for.

(26) Name printable item

You can specify this for products on which names will be printed. When a product is to have a

name printed on it, besides the addition of options (name printing information), that do not involve being put in stock, to the product, the breakdown line will be shared with each individual product even if two or more of the same product are put in the same cart.

(27) Non-delivery item flag

Select this if the product does not require delivery.

Product type	(28)	<input checked="" type="radio"/> Normal item <input type="radio"/> Download item
Download item	(29)	Download file <input type="button" value="ファイルを選択"/> 選択されていません Download available days <input type="text"/> Days (number format) <input type="checkbox"/> Automatically send Download URL after paid.
Temperature zone	(30)	<input checked="" type="radio"/> Normal (Dry) <input type="radio"/> Frozen <input type="radio"/> Chilled
Group code for volume discount	(31)	<input type="text"/>
Sale	(32)	Sale status <input type="checkbox"/> Not on sale Sale start date <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> : <input type="text"/> : <input type="text"/> (Immediately) Sale end date <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> : <input type="text"/> : <input type="text"/> <small>(The time for uninitialization is set automatically to 365 days later.)</small> Sale price (domestic) <input type="text"/> JPY (number format) Sale price(overseas) <input type="text"/> JPY (number format)
Description (HTML accepted)	(33)	English <input type="text"/> Japanese <input type="text"/>
Additional descriptions (HTML accepted)		English <input type="text"/> Japanese <input type="text"/>
Free options1: (HTML accepted)	(34)	English <input type="text"/> Japanese <input type="text"/>
Free options5: (HTML accepted)	(35)	<input type="text"/> Japanese <input type="text"/>
Show?*	(36)	<input checked="" type="radio"/> display (show this item) <input type="radio"/> not display (Do not show this item)
Remarks	(37)	<input type="text"/>

(28) Product type

- ※ This item is displayed only when the "download sales function" is included in the contract.
 Select whether the product is a regular product (product to be distributed) or a download item.

(29) Download item

- ※ This item is displayed only when the "download sales function" is included in the contract. In the case of download items, select the download item and effective number of download days.

(30) Temperature zone

Select from the three categories (general/frozen/cold storage) for the product.

(31) Group code for volume discount

This function enables fluctuation in prices depending on the number of purchased items. It enables purchasing such as "00% off a grab selection of X items." Enter the group code targeted for discounting at this item.

(32) Sale

You can set the date/time that sales are to be performed.

(33) Description (HTML supported)

List details (description) for each individual product.

(34) Free options

This product information management item can be set as desired by the customer.

(35) Show?*

Select whether or not to list products in the shopping site.

(36) Remarks

Use this item when sharing product information in the store.

3. Click the [New Registration] button. The product information is registered.

Registering product images and captions

1. Click the Product ID from "Product Management: Registered item list" and re-open product information that has been saved once.

Product Management: Resisted item list

[Go to option label settings](#)

New registrations Add new item, click HERE.

When setting the display conditions, please enter a description and click the [Search] button.

Category: Product No.1:

Product ID:

Products No. & name:

Manage inventory in this shop?:

Show?:

Sale status:

-- display order: Sort by in a new order: Search: Reset:

Display [1 - 15] out of 15. <Previous Page | Next Page>

Preview settings: HTML template: (pc): 2 English (Display language: English) simple-#(英語) Language: English Currency: USD

[All]	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	show?	Manage inventory in this shop?	Sale status	Priority	Cart tag	Preview	Goods detail page	Last update
<input type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 9,100 JPY	display	Manage stocks	Not on sale	2	Cart tag	Preview	See the page URL	2012/12/12 10:01:13
<input type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 9,100 JPY	display	Manage stocks	Not on sale	1	Cart tag	Preview	See the page URL	2013/01/18 19:01:38

<Previous Page | Next Page>

Delete checked items: チェックされた商品のセール終了する: Save priority:

2. Register the product images and captions.

Click [Batch edit].

※ Up to 20 images and captions can be set.

Product Management: Change registration

[Back to the item list](#)

*must be entered.

Product ID: 1

Product No.1*: C001 (Please be aware that if you correct this item, Product No. 1 of Product Batch Update will change.)

Product No.2:

Copy (Be shown both to the lists and detail.)

English:

Japanese:

Name*

English: Strawberry cake with Macaron

Japanese: イチゴとマカロンケーキ

Category*: porcelain

[Category](#)

Product's images & caption (Up to 20) [Batch edit](#)

Thumbnail	Products image 1	Products image 2	Products image 3	Products image 4	Products image 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Separate windows for product images, captions and changing registration are displayed.

Select the images on your PC from [Select image files] and upload the images.

Product images & captions: Change registration

Edit Close

Thumbnail	<input checked="" type="checkbox"/> Delete 3 <input type="button" value="ファイルを選択"/> 選択されていません	4
Products image 1	<input checked="" type="checkbox"/> Delete <input type="button" value="ファイルを選択"/> 選択されていません	English <input type="text"/> Japanese <input type="text"/>
Products image 2	<input checked="" type="checkbox"/> Delete <input type="button" value="ファイルを選択"/> 選択されていません	English <input type="text"/> Japanese <input type="text"/>
Products image 20	<input checked="" type="checkbox"/> Delete <input type="button" value="ファイルを選択"/> 選択されていません	English <input type="text"/> Japanese <input type="text"/>

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4. Enter the captions. (entry optional)
 Thumbnails do not have captions.
5. Click the [Edit] button to complete registration.
6. The thumbnails and product images are uploaded.

Product Management: Change registration

[Back to the item list](#)

*must be entered.

Product ID	1
Product No.1*	C001 (Please be aware that if you correct this item, Product No. 1 of Product Batch Update will change.)
Product No.2	<input type="text"/>
Copy (Be shown both to the lists and detail.)	<input type="button" value="Translate this"/>
	English <input type="text"/> Japanese <input type="text"/>
Name*	<input type="button" value="Translate this"/>
	English Strawberry cake with Macaron Japanese イチゴとマカロンのケーキ
Category*	porcelain Category

6 Product's images & caption (Up to 20) [Batch edit](#)

Thumbnail	Products image 1	Products image 2	Products image 3	Products image 4	Products image 5	Product

Registering optional items

You can select menus for color, size, etc. Up to two menus can be set.
The option items added here become SKU selection options.

1. Click the option [Add].

Product's images & caption (up to 20)
[Batch edit](#)

Thumbnail	Products image 1	Products image 2	Products image 3	Products image 4	Products image 5	Product
						

Option (Able to set a select menu for color, size, etc. Can set for up to 2 items.)

[Add](#)
1

SKU (Able to set inventory number and price by option.)
*Please make sure to reset when the options are changed.

[Setting](#)

Volume discount (It is possible to set the discount rate to suit the number of items. Cannot be set for 10 items.)

[Add](#)

Edit delete

2. Register the product options.

For stores that require entry of a store exclusive code, enter the code,

Product Option: New registration

English	Japanese	Original code
Item name: <input type="text" value="Size"/>	Item name: <input type="text" value="Size"/>	2
options:	options:	
1. <input type="text" value="S"/>	1. <input type="text" value="S"/>	1. <input type="text"/>
2. <input type="text" value="M"/>	2. <input type="text" value="M"/>	2. <input type="text"/>
3. <input type="text" value="L"/>	3. <input type="text" value="L"/>	3. <input type="text"/>
4. <input type="text"/>	4. <input type="text"/>	4. <input type="text"/>
29. <input type="text"/>	29. <input type="text"/>	29. <input type="text"/>
30. <input type="text"/>	30. <input type="text"/>	30. <input type="text"/>

3

3. After registration, click [New Registration].

4. The product option is added.

Product's images & caption (Up to 20) [Batch edit](#)

Thumbnail	Products image 1	Products image 2	Products image 3	Products image 4	Products image 5	Product

4

Option (Able to set a select menu for color, size, etc. Can set for up to 2 items.) [Add](#)

Item name	Value
Size	S,M,L

To add more options, repeats steps 1 to 3.

5. Example of screen display

English ▾ GO

[Home](#) | [View Shopping Cart](#) | [Payment & Delivery](#) | [Member Registration](#) | [My Page](#) |

Categories

- [All Items](#)
- [porcelain](#)
- [Tea cup](#)
- [Plate](#)
 - [Italy](#)
 - [japan](#)
- [Glass](#)
- [Spoon](#)

Item Search

All Items ▾

[All Items](#) > [porcelain](#) > [Strawberry cake with Macaron](#)

Strawberry cake with Macaron



This is a Strawberry cake with Macaron. Tastes delicious with a cup of darjeeling tea.

Item Number	C001
Item Name	Strawberry cake with Macaron
Price in Japan	450 JPY
Price Outside Japan	400 JPY

Quantity:

5

Size S ▾

Registering SKU information

Register SKU (Stock Keeping Unit) information.

* Be sure to reset options when they have been edited.

1. Click [Setting].

Option (Able to set a select menu for color, size, etc. Can set for up to 2 items.) [Add](#)

Item name	Value
Size	S,M,L

SKU (Able to set inventory number and price by option.) 1 [Setting](#)

*Please make sure to reset when the options are changed.

2. The "Product SKU New registration " window is displayed.

Products SKU: Change registration ²

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Size	Option has not set	SKU Number	Domestic price	International price	Assigned quantity in stock	Original code Size	Original code Option has not set	Weight (g)
S		01	450	400	99			100
M		02	450	400	100			100
L		03	450	400	100			100

3 [New registration](#) [Close](#)

- (1) Option item 1 created at "Option Setting" is entered.
- (2) Option item 2 created at "Option Setting" is entered.
 - ※ To edit (1) and (2), set again from the "Option" item.
- (3) Products No. & name in individual SKU units can be set. At receipt of order, Products No.1 & name is overwritten and output.
- (4) Price inside your country of SKU unit
- (5) Price outside your country of SKU unit
 - ※ When SKU has been set, the item price is ignored and the SKU price is used.

- (6) Assigned quantity in stock of SKU unitWhen SKU has been set, the assigned quantity of items in stock is ignored and items are managed by SKU stock.
- (7) An exclusive code for option item 1 created at "Option Setting" is entered.
- (8) An exclusive code for option item 2 created at "Option Setting" is entered.
- (9) Weight of SKU unitWhen SKU has been set, the item weight is ignored and the shipping fee is calculated by SKU weight.

3. Click the [New Registration] button.The SKU management information is added.

SKU (Able to set inventory number and price by option.) [Setting](#)

*Please make sure to reset when the options are changed.

Size	Option 2 (unregistered)	SKU Number	Domestic price	International price	Assigned quantity in stock	Original code Size	Original code Option 2 (unregistered)	Weight (g)	Sale price (do
S			450	400	99			100	100
M			450	400	100			100	200
			450	400	100			100	200

Volume discount (It is possible to set the discount rate to suit the number of items. Cannot be set for 10 items.) [Add](#)

Edit delete

Editing product information

- From "Product Management: Registered item list", click the product ID of the product whose information is to be edited.

Product Management: Resisted item list [Go to option label settings](#)



New registration | Add new item, click HERE.

When setting the display conditions, please enter a description and click the [Search] button.

Category	<input type="text"/>	Product No.1	<input type="text"/>
Product ID	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> (Able to specify up to 50 by using line break.)	
Products No. & name	<input type="text"/>		
Manage inventory in this shop?	<input type="text"/>		
Show?	<input type="text"/>		
Sale status	<input type="text"/>		
-- display order		Sort by in a new order	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Display [1 - 15] out of 15. [<Previous Page](#) | [Next Page>](#)

Preview settings	HTML template (po): 2 English (Display language: English) simple-B(英語)	Language English	Currency USD
------------------	---	---------------------	-----------------

(ALL)	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	Show?	Manage inventory in this shop?	Sale status
<input type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale
<input type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale

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- The "Product Management: Change registration" screen will open. When changes have been made, click the [Edit] button.

Product Management: Change registration [Back to the item list](#)

*must be entered.

Product ID	1
Product No.1*	C001 (Please be aware that if you correct this item, Product No. 1 of Product Batch Update will change.)
Product No.2	<input type="text"/>
Copy (Be shown both to the lists and detail.)	English <input type="text"/>
	Japanese <input type="text"/>
Name*	English Strawberry cake with Macaron
	Japanese イチゴとマカロンのケーキ

Volume discount (It is possible to set the discount rate to suit the number of items. Cannot be set for 10 items.) [Add](#)

2


Deleting product information

- From "Product Management: Registered item list", click the product ID of the product you want to delete.

Product Management: Resisted item list [Go to option label settings](#)

New registration Add new item, click HERE.



When setting the display conditions, please enter a description and click the [Search] button.

Category	<input type="text"/>	Product No.1	 (Able to specify up to 50 by using line break.)
Product ID	<input type="text"/>		
Products No. & name	<input type="text"/>		
Manage inventory in this shop?	<input type="text"/>		
Show?	<input type="text"/>		
Sale status	<input type="text"/>		

-- display order Sort by in a new order --

Display [1 - 15] out of 15. [<Previous Page](#) | [Next Page>](#)

Preview settings	HTML template (po) : 2 English (Display language: English) simple-B(英語)	Language English	Currency USD
------------------	--	---------------------	-----------------

(ALL)	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	Show?	Manage inventory in this shop?	セール状況	Priority
<input type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 5,100 JPY	display	Manage stocks	セール対象外	2
<input type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 5,100 JPY	display	Manage stocks	セール対象外	1

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- The "Product Management: Change registration" screen will be displayed. Click the [Delete] button on the screen.

Product Management: Change registration [Back to the item list](#)

*must be entered.

Product ID	1
Product No.1*	C001 (Please be aware that if you correct this item, Product No. 1 of Product Batch Update will change.)
Product No.2	<input type="text"/>
Copy (Be shown both to the lists and detail.)	<input type="button" value="Translate this"/> English <input type="text"/> Japanese <input type="text"/>
Name*	<input type="button" value="Translate this"/> English Strawberry cake with Macaron Japanese イチゴとマカロンのケーキ

Volume discount (It is possible to set the discount rate to suit the number of items. Cannot be set for 10 items.) [Add](#)

2

Batch saving priorities

On this system, the default sort order of the product list display in the shop screen is the product time stamp (newest first). If you want to display specific products higher up in the order in this product list display, you can use the priority feature to alter the sort order.

※ Precautions

- This feature controls the sort order by giving priority over the time stamp.
- Small priority numbers are sorted higher up.
- In the case of products having the same priority, products with a newer time stamp are sorted higher up.

Procedure

1. In the "Product Management: Registered item list" screen, enter or edit the priority.
2. Click the [Save priority] button.

Product Management: Resisted item list

[Go to option label settings](#)

New registration Add new item, click HERE.

When setting the display conditions, please enter a description and click the [Search] button.



Category	<input type="text"/>	Product No.1	<div style="border: 1px solid black; height: 40px;"></div>
Product ID	<input type="text"/>		
Products No. & name	<input type="text"/>		
Manage inventory in this shop?	<input type="text"/>		
Show?	<input type="text"/>		
Sale status	<input type="text"/>		

(Able to specify up to 50 by using line break.)

-- display order --

Display [1 - 15] out of 15. [<Previous Page](#) | [Next Page>](#)

Preview settings	HTML template <input type="text" value="(p): 2 English (Display language: English) simple-B(英語)"/>	Language <input type="text" value="English"/>	Currency <input type="text" value="USD"/>
------------------	---	--	--

	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	Show?	Manage inventory in this shop?	Sa
<input type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 5,100 JPY	display	Manage stocks	No
<input checked="" type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 5,100 JPY	display	Manage stocks	No

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2

Batch deleting product information

You can batch delete two or more products.
Deleted product IDs will become missing numbers.

1. From "Product Management: Registered item list", select the checkbox of the product you want to delete.
2. Click the [Delete checked items] button.

Product Management: Resisted item list [Go to option label settings](#)

New registration Add new item, click [HERE](#).



When setting the display conditions, please enter a description and click the [Search] button.

Category	<input type="text"/>	Product No.1	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>(Able to specify up to 50 by using line break.)</small>
Product ID	<input type="text"/>		
Products No. & name	<input type="text"/>		
Manage inventory in this shop?	<input type="text"/>		
Show?	<input type="text"/>		
Sale status	<input type="text"/>		

-- display order --

Display [1 - 15] out of 15. [<Previous Page](#) | [Next Page>](#)

Preview settings	HTML template <input type="text" value="(p): 2 English (Display language: English) simple-B(英語)"/>	Language <input type="text" value="English"/>	Currency <input type="text" value="USD"/>
------------------	---	--	--

(ALL)	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	Show?	Manage inventory in this shop?	Sale status
<input checked="" type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale
<input checked="" type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale

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3. The selected products are deleted.

Starting a sale

You can program a discount sale for a specified period for each individual product. When using the sale function, confirm that "Sale function" in "Basic Information Settings" is selected. If it is not selected, select it and then prepare for the sale.

1. When the sale function is enabled, "Sale status" is displayed in "Product Management: Registered item list". Click the product ID targeted for sale.

Product Management: Resisted item list [Go to option label settings](#)

New registration Add new item, click [HERE](#).

When setting the display conditions, please enter a description and click the [Search] button.

Category: Product No.1:

Product ID:

Products No. & name:

Manage inventory in this shop?:

Show?:

セ-ル状態:

(Able to specify up to 50 by using line break.)

Sort by in a new order Search Reset

Display [1 - 15] out of 15. [Previous Page](#) [Next Page](#)

Preview settings: HTML template Language Currency

(ALL)	Product ID	Thumbnail	Name(Product No.1)	Product No.2	Category	Domestic price International price	Show?	Manage inventory in this shop?	Sale status	Priority	Cart tag	Preview	Goods detail pa
<input type="checkbox"/>	2		Birthday Cake(C002)		porcelain Tea cup	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale	2	Cart tag	Preview	See the page URL
<input type="checkbox"/>	1		Strawberry cake with Macaron(C001)		porcelain	5,100 JPY 5,100 JPY	display	Manage stocks	Not on sale	1	Cart tag	Preview	See the page URL

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Delete checked items End sale of the checked item Save priority

2. Enter the sale setting details.

Sale	Sale status	Not on sale (1)
	Sale start date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> : <input type="text"/> (Immediately)
	Sale end date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> : <input type="text"/> (2) (The time for uninitialization is set automatically to 365 days later.)
	Sale price (domestic)	<input type="text"/> JPY (number format)
	Sale price(overseas)	<input type="text"/> JPY (number format) (3)

(1) Sale status: Displays the status of this product when the sale function is enabled. Statuses are as follows:

- Preparing to start sale The product is waiting for sale start processing.
- Sales under way The sale is under way.
- Sale start error Start of sale caused some error. Check the supplementary explanation.
- Not on sale The sale period has not been set or the product is not included in the sale.

(2) "Sale start/end date": Specifies the date for starting and ending the sale. The sale start time can be specified in 10-minute units. When "Immediately" is clicked, the shortest sale start date is entered.

(3) "Sale price (domestic/overseas)": When the product is managed by item management, enter the selling price during the sale at "Sale price (domestic/overseas)".

※ Though "Sale start/end date" can be specified even if the sale price is "0", the sale will not be started.

3. When the product to be put in the sale is managed by SKU management, enter the following sale price at "SKU Management", too.

(No entry will result in an error, and the sale will not be started.)

Products SKU: Change registration								
Size	Option has not set	SKU Number	Domestic price	International price	Sale price (domestic)	Sale price(overseas)	Assigned quantity in stock	Original code Size
S			450	400	100	100	99	
M			450	400	200	200	100	
L			450	400	300	300	100	

(1) Sale price (inside your country)

(2) Sale price (outside your country)

4. Click the [Edit] button for product SKU.

5. Click the [Edit] button for product information to complete registration.

Ending a sale

1. When the sale function is enabled, "Sale status" is displayed in "Product Management: Registered item list". Click the product ID targeted for end of sale.
2. The [End sale] button is displayed at the "Sale status" field of the product to be pulled from the sale. The sale can be immediately ended by clicking this button.

Sale	Sale status	Sales under way	End sale
	Sale start date	2013 Year 2 Month 15 Day 17 : 50	(Immediately)
	Sale end date	2013 Year 2 Month 28 Day 17 : 00	
		(The time for uninitialization is set automatically to 365 days later.)	
	Sale price (domestic)	1840	JPY (number format)
	Sale price(overseas)	1840	JPY (number format)
	Before sale price (domestic)	2,000	JPY
Before sale price (overseas)	2,000	JPY	

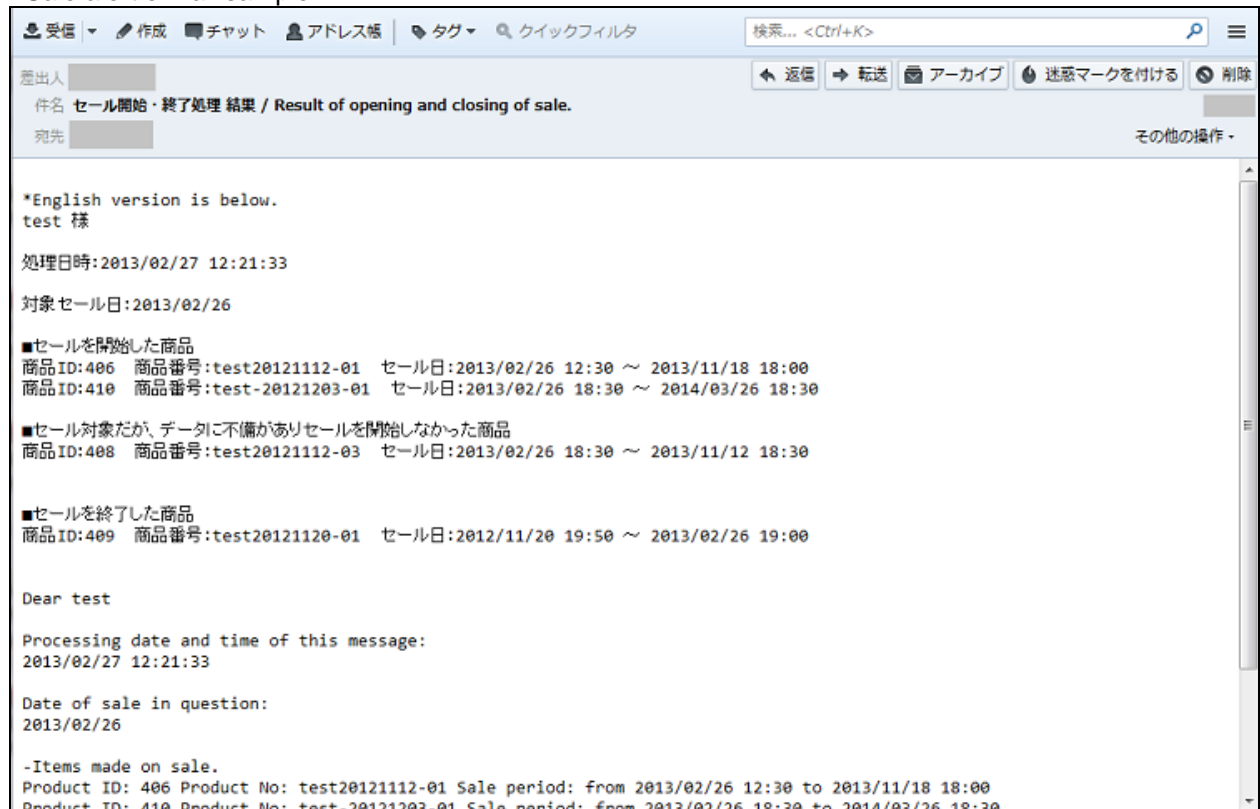
Sale alert e-mail

The result of the previous day's sale processing is sent to the support e-mail address. This e-mail is sent at 5:15 a.m. (Japan Time).

The sale alert e-mail contains the following information:

- List of products that were put in the sale
- List of products that were targeted for the sale but were not put in the sale because of a problem in the data
- List of products that completed the sale

<Sale alert e-mail sample>



受信 | 作成 | チャット | アドレス帳 | タグ | クイックフィルタ | 検索... <Ctrl+K>

送受信 | 返信 | 転送 | アーカイブ | 迷惑マークを付ける | 削除

件名 セール開始・終了処理結果 / Result of opening and closing of sale.

宛先

その他の操作

*English version is below.
test 様

処理日時:2013/02/27 12:21:33

対象セール日:2013/02/26

■セールを開始した商品
商品ID:406 商品番号:test20121112-01 セール日:2013/02/26 12:30 ~ 2013/11/18 18:00
商品ID:410 商品番号:test-20121203-01 セール日:2013/02/26 18:30 ~ 2014/03/26 18:30

■セール対象だが、データに不備がありセールを開始しなかった商品
商品ID:408 商品番号:test20121112-03 セール日:2013/02/26 18:30 ~ 2013/11/12 18:30

■セールを終了した商品
商品ID:409 商品番号:test20121120-01 セール日:2012/11/20 19:50 ~ 2013/02/26 19:00

Dear test

Processing date and time of this message:
2013/02/27 12:21:33

Date of sale in question:
2013/02/26

-Items made on sale.
Product ID: 406 Product No: test20121112-01 Sale period: from 2013/02/26 12:30 to 2013/11/18 18:00
Product ID: 410 Product No: test-20121203-01 Sale period: from 2013/02/26 18:30 to 2014/03/26 18:30

20. Inventory Management

You confirm and edit the management status of the product inventory.

- Contents -

- [Confirming/editing the assigned quantity in stock](#) 178
- [Setting stock alerts](#) 179

Confirming/editing the assigned quantity in stock

1. Click "Inventory Management" from the menu. The "Inventory Management" screen is displayed. The information that is displayed in this screen is the item inventory. To edit the assigned quantity in stock, enter the assigned quantity in stock in the "Assigned quantity in stock" for the respective products.

Inventory Management

Stock alert settings
 current settings : Unregistered
[Stock alert settings](#) | Click here to set an alert for low inventory. (To clear the setting, make the value blank and save.)



Displays the current inventory number for the products you wish to control inventory for (set in Product Control). Also, it is possible to set inventory number here.
 *Products for which inventory is not being controlled will not be displayed.

When setting the display conditions, please enter a description and click the [Search] button.

Category Product ID Products No. & name

-- display order Sort by in a new order --

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Product ID	Image	Name	Category	Show?	Assigned quantity in stock
2		Birthday Cake(C002)	porcelain Tea cup	display	<input type="text" value="986"/> <input type="button" value="Save"/>
1		Strawberry cake with Macaron(C001)	porcelain	display	<input type="text" value="985"/> <input type="button" value="Save"/>

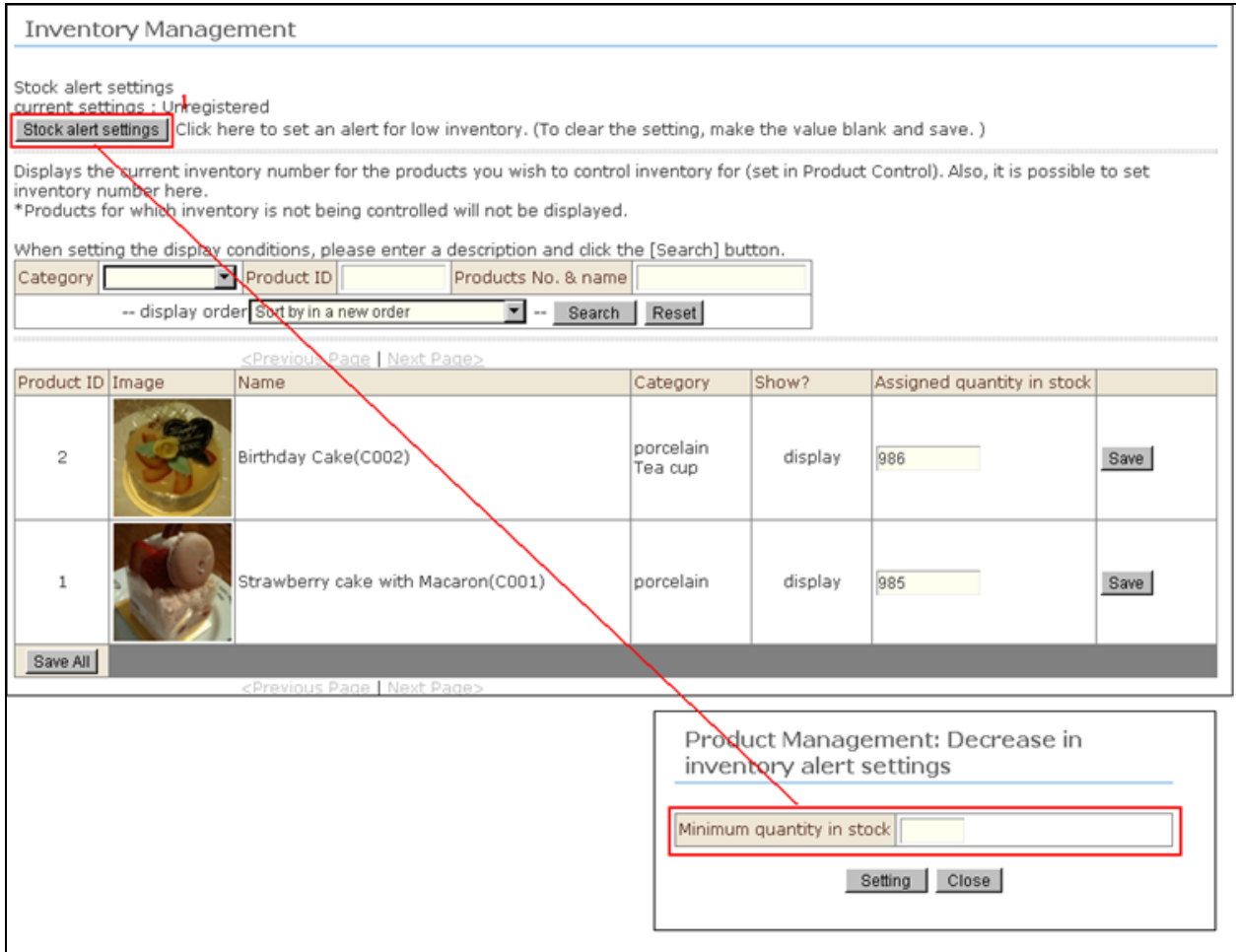
2. To update stock by individual product unit, click the [Save] button in the field to the right of the product.
3. To batch update stock in the screen, click the [Save All] button.
4. The new stock information is saved.

Setting stock alerts

When the assigned product quantity in stock becomes less than a fixed value, an alert notifying that the assigned quantity is stock is low can be sent to the user's e-mail address.

- Alerts are sent at a frequency of once a day at 06:00 a.m. (Japan time)
- Alerts are sent to the account user e-mail address.

1. Click the [Stock alert settings] button. The window for entering the minimum assigned quantity in stock will be displayed.





Inventory Management

Stock alert settings
 current settings : Unregistered
Stock alert settings Click here to set an alert for low inventory. (To clear the setting, make the value blank and save.)

Displays the current inventory number for the products you wish to control inventory for (set in Product Control). Also, it is possible to set inventory number here.
 *Products for which inventory is not being controlled will not be displayed.

When setting the display conditions, please enter a description and click the [Search] button.

Category Product ID Products No. & name
 -- display order Sort by in a new order -- Search Reset

Product ID	Image	Name	Category	Show?	Assigned quantity in stock	
2		Birthday Cake(C002)	porcelain Tea cup	display	986	Save
1		Strawberry cake with Macaron(C001)	porcelain	display	985	Save

Save All

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Product Management: Decrease in inventory alert settings

Minimum quantity in stock

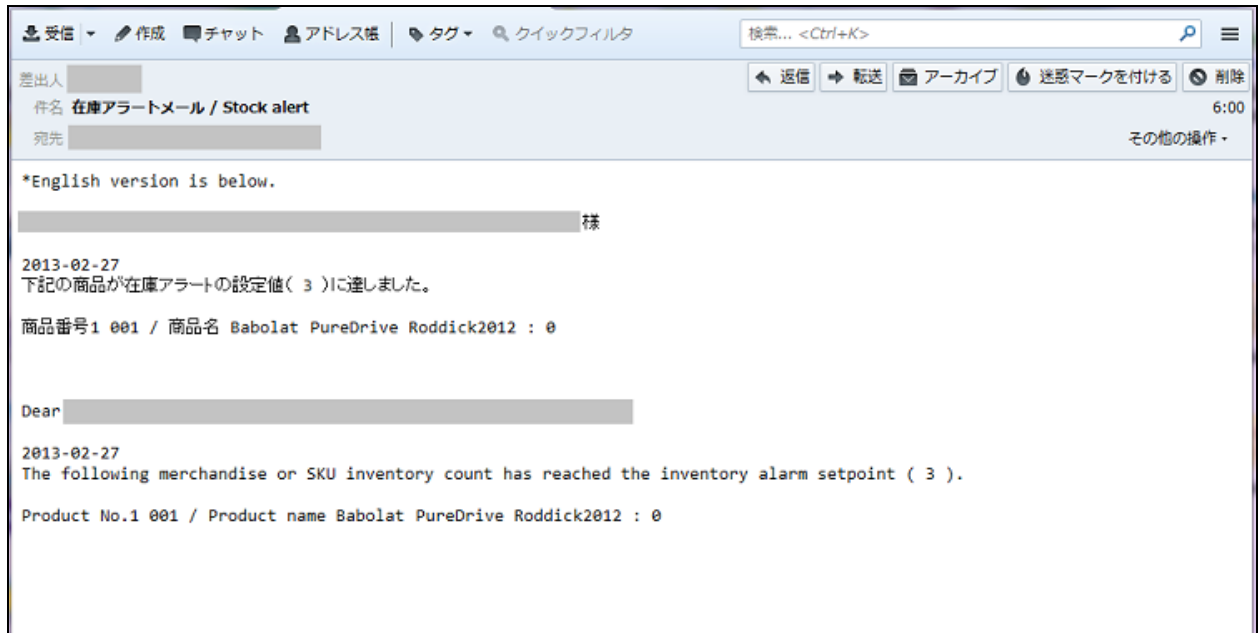
Setting Close

2. Enter the minimum assigned quantity in stock to be used as the standard for alerts, and click the [Setting] button.

※ To cancel a setting, enter a blank space for the setting value.

3. The alert is set.

4. When a stock alert mail has been set, notification of stock information will be made according to the e-mail below. For products that are managed by item inventory management, stock information is notified in individual item units, and for products that are managed by SKU inventory management, stock information is notified in individual SKU units.



21. Batch Registering Products

You can upload a CSV file to batch register "product data."

- * Before performing a batch registration, be sure to check the "Precautions" linked from the management screen.
- * The format of each CSV file changes with each individual store according to the number and sort order of supported languages. When creating a CSV file, download the CSV sample file from the management screen.

1. Select the file.

Item Batch Entry (Selecting file...)

Upload the CSV file and register Goods data together.
 * Check [Note](#): before doing the batch registration.
 * As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration. You can download the CSV sample from the link shown below.
 ([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <div style="border: 1px solid red; padding: 2px;"> <input type="button" value="ファイルを選択"/> 選択されていません </div>
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab 2
Text encoding*	<div style="border: 1px solid red; padding: 2px;"> Japanese (shift-jis) </div>
Overwrite option	<input type="checkbox"/> Over-write only those cases in which there are values to the uploaded data.

3

2. Select the delimiter character and character encoding to suit the content of the file you created.

3. Select "Overwrite" or "Add", and click the selected option.

4. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file.
 For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

5. Click the [Confirm] button. The file is uploaded and is checked.

6. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 5 and 6 until the error no longer appears.

Item Batch Entry (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

No.	Check result	Add / Overwrite	Product No.1	Name (English)	Name (Japanese)	Copy (English)	Copy (Ja
1	Assigned quantity in stock not entered	Overwrite	AAA001	brand1	商品A		
2	Assigned quantity in stock not entered	Overwrite	AAA002	brand2	商品B		
3	Assigned quantity in stock not entered	Overwrite	AAA003	brand3	商品C		
4	Assigned quantity in stock not entered	Overwrite	AAA004	brand4	商品D		

Back

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

Item Batch Entry (Confirming file contents...)

Please check the content. If OK, click the upload button .

No.	Check result	Add / Overwrite	Product No.1	Name (English)	Name (Japanese)	Copy (English)	Copy (Japanese)	Category	Dome
1		Overwrite	AAA001	brand1	商品A			7	
2		Overwrite	AAA002	brand2	商品B			9	
3		Overwrite	AAA003	brand3	商品C			10	
4		Overwrite	AAA004	brand4	商品D			12	

Upload Back

Is it OK to upload?

OK キャンセル

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Item Batch Entry (Upload complete.)

Uploaded.
Added 0
4

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- Batch editing products 183

Batch editing products

"Price (Domestic price/International price)" and "Assigned quantity in stock" of registered products can be batch edited by a CSV file.

(Only price and assigned quantity in stock are edited.Product names cannot be edited.)This is not new registration.

1. Click the link to download the current product information, and edit its content.

Item Batch Edit (Selecting file...)

The "Product SKU No.", "Price", "inventory number" of registered product SKU are batch edited in a CSV file. (Product name and option name cannot be changed.) Not new registration.
 * Check [Note](#) before doing the batch edit.
 * As the CSV format changes depending on the number and the order of languages, please download the registered data.
 You can download Goods data from the link shown below.

([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select* Click this button, and select the CSV file on your computer.
 ファイルを選択 選択されていません 2

Delimiter* comma tab

Text encoding* Japanese (shift-jis)

3

2. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file.
 For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

3. Click the [Confirm] button. The file is uploaded and is checked.
4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

Products Batch Entry(Download resisted data)

Errors in CSV data. Please see the detail in the check results column of the table below.

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No.	Check result	Product No.	Name (English)	Name (Japanese)	Domestic price	Inte
1	Domestic price ERROR (prices are not in correct format)	AAA001	AAA001	brand1		商品A
2	Domestic price ERROR (prices are not in correct format)	AAA002	AAA002	brand2		商品B
3	Domestic price ERROR (prices are not in correct format)	AAA003	AAA003	brand3		商品C
4	Domestic price ERROR (prices are not in correct format)	AAA004	AAA004	brand4		商品D

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- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

Products Batch Entry(Download resisted data)

Please check the content. If OK, click the upload button .

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No.	Check result	Product No.	Name (English)	Name (Japanese)	Domestic price	International price	Assigned quantity in stock
1		AAA001	brand1	商品A	100	100	56
2		AAA002	brand2	商品B	100	100	56
3		AAA003	brand3	商品C	100	100	56
4		AAA004	brand4	商品D	100	100	56

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Upload ⁵ Back

Is it OK to upload?

OK キャンセル

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Products Batch Entry (Upload complete.)

Uploaded.
Added 4 ⁶

[Back to the top of Products Batch Entry](#)

22. Inventory (SKU) Management

Display a list of current assigned quantity in stock for inventory-managed product SKUs (set by Product Management). This can also be set here.

* Products that are not inventory-managed are not displayed.

- Contents -

- [Confirming/editing SKU inventory](#) 186
- [Batch registering product SKUs](#) 187
- [Batch editing product SKUs](#) 189

Confirming/editing SKU inventory

1. Click "Inventory (SKU) Management" from the menu. The "Inventory (SKU) Management" screen is displayed. The information that is displayed in this screen is the SKU inventory. To edit the assigned quantity in stock, enter the assigned quantity in stock in the "Assigned quantity in stock" for the respective products.



Inventory Management

Displays the current inventory number for the products SKU you wish to control inventory for (set in Product Control). Also, it is possible to set inventory number here. .
 *Products for which inventory is not being controlled will not be displayed.

When setting the display conditions, please enter a description and click the [Search] button.

Category	<input type="text"/>	Product ID	<input type="text"/>	Products No. & name	<input type="text"/>
-- display order <input type="text" value="Sort by in a new order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>					

Display [1 - 9] out of 9. [<Previous Page](#) | [Next Page>](#)

Product ID	Image	Name	Category	Show?	Option 1	Option 2	Assigned quantity in stock	
2		Birthday Cake(C002)	porcelain Tea cup	display	Size	Hole	<input type="text" value="1"/>	<input type="button" value="Save"/>
					Size	Half	<input type="text" value="0"/>	<input type="button" value="Save"/>
					Size	Quarter	<input type="text" value="1"/>	<input type="button" value="Save"/>
1		Strawberry cake with Macaron(C001)	porcelain	display	Size	S	<input type="text" value="99"/>	<input type="button" value="Save"/>
					Size	M	<input type="text" value="100"/>	<input type="button" value="Save"/>
					Size	L	<input type="text" value="100"/>	<input type="button" value="Save"/>

2. To update stock by SKU unit, click the [Save] button in the field to the right of the product.
3. To batch update stock in the screen, click the [Save All] button.
4. The new stock information is saved.

Batch registering product SKUs

Batch register SKU information for products. Product information must be registered beforehand. You can upload a CSV file to batch register "product SKU data."

- * Before performing a batch registration, be sure to check the "Precautions" linked from the management screen.
- * The format of each CSV file changes with each individual store according to the number and sort order of supported languages. When creating a CSV file, download the CSV sample file from the management screen.

1. Select the file.

Product SKU Batch Entry (Selecting file...)

Upload the CSV file and register Goods SKU data together. (Only for additional registration. No changes allowed.)

* Check [Note](#): before doing the batch registration.

* As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.

You can download the CSV sample from the link shown below.
[\(Japanese \(shift-jis\)\(comma-delimited\) / Unicode \(UTF-8\) with BOM\(tab-delimited\) / Unicode \(UTF-16LE\) without BOM\(tab-delimited\) \)](#)

*must be entered. 1

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab 2
Text encoding*	<input type="text" value="Japanese (shift-jis)"/>
Overwrite option	<input type="checkbox"/> Over-write only those cases in which there are values to the uploaded data. <input type="checkbox"/> 該当する商品番号の既存のSKUをクリアする

3

2. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file. For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

3. Click the [Confirm] button. The file is uploaded and is checked.
4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

Product SKU Batch Entry (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

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No.	Check result	Add / Overwrite	Product No.	Option 1 Item name (English)	Option 1 Item name (Japanese)	Option 1 options (English)	Option 1 options (Japanese)
1	Item not registered	Add	A001	オプション1	option1	A1	A1
2	Item not registered	Add	A002	オプション2	option2	B1	B1
3	Item not registered	Add	A003	オプション3	option3	A1	A1
4		Add		オプション4	option4	B1	B1

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- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

Product SKU Batch Entry (Confirming file contents...)

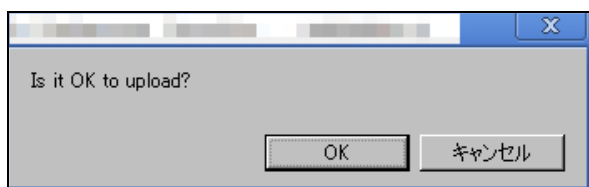
Please check the content. If OK, click the upload button .

All 4 <Previous Page | Next Page>

No.	Check result	Add / Overwrite	Product No.	Option 1 Item name (English)	Option 1 Item name (Japanese)	Option 1 options (English)	Option 1 options (Japanese)
1		Add	AAA001	option1	オプション1	A1	A1
2		Add	AAA002	option2	オプション2	B1	B1
3		Add	AAA003	option3	オプション3	A1	A1
4		Add	AAA004	option4	オプション4	B1	B1

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5



- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Product SKU Batch Entry (Upload complete.)

Uploaded.
Added 4 6

[Back to the top of goods SKU batch entry](#)

Batch editing product SKUs

"SKU Products No. & name", "Price (Domestic price/International price)" and "Assigned quantity in stock" of registered product SKUs can be batch edited by a CSV file. (Product names and option names cannot be edited.)

※ This is not new registration.

* Before batch editing, read the precautions.

* Download samples when creating the CSV file since the CSV format changes according to the number of supported languages and sort order.

1. Click the link to download the current product information, and edit its content.

Product SKU Batch Edit (Selecting file...)

The "Product SKU No.", "Price", "inventory number" of registered product SKU are batch edited in a CSV file. (Product name and option name cannot be changed.)
 Not new registration.
 * Check [Note](#): before doing the batch edit.
 * As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.
 You can download Goods SKU data from the link shown below. 1

([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません 2
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis) ▼

3

2. Select the file, and select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file. For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

3. Click the [Confirm] button. The file is uploaded and is checked.

4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

]Product SKU Batch Edit

Errors in CSV data. Please see the detail in the check results column of the table below.

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No.	Check result	Product No.	SKU Key	Name (English)	Name (Japanese)	Opt Item
1		AAA001	1#1	商品A	brand1	サイ
2		AAA001	1#2	商品A	brand1	サイ
3		AAA001	1#3	商品A	brand1	サイ
4		AAA002	1#1	商品B	brand2	サイ
5		AAA002	1#2	商品B	brand2	サイ
6		AAA002	1#3	商品B	brand2	サイ
7		AAA003	1#1	商品C	brand3	サイ
8		AAA003	1#2	商品C	brand3	サイ
9	SKU key error(Goods option 1 or select is not registered)	AAA003	1#3	商品C	brand3	サイ
10		AAA004	1#1	商品D	brand4	サイ
11	SKU key error(Goods option 1 or select is not registered)	AAA004	1#2	商品D	brand4	サイ
12	Product No. not entered		1#3	商品D	brand4	サイ

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Back

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

]Product SKU Batch Edit

Please check the content. If OK, click the upload button .

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No.	Check result	Product No.	SKU Key	Name (English)	Name (Japanese)	Option 1 Item name (English)	Option 1 Item name
1		C001	1#1	Strawberry cake with Macaron	イチゴとマカロンのケーキ	Size	サイズ
2		C001	1#2	Strawberry cake with Macaron	イチゴとマカロンのケーキ	Size	サイズ
3		C001	1#3	Strawberry cake with Macaron	イチゴとマカロンのケーキ	Size	サイズ
4		C002	1#1	Birthday Cake	バースデーケーキ	Size	サイズ
5		C002	1#2	Birthday Cake	バースデーケーキ	Size	サイズ
6		C002	1#3	Birthday Cake	バースデーケーキ	Size	サイズ

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Upload Back

Is it OK to upload?

OK キャンセル

6. When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Product SKU Batch Edit (Upload complete.)
Uploaded. Added 6
Back to the top of goods SKU batch edit

23. Order Management

When there is an order in the shop, the details of the received order are stored here.

- Contents -

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- Adding unvalidated points to points total 200
- Sending the price notification e-mail 202
- Sending order (payment) confirmation e-mails 204
- Registering dates where payment (payment of balance) was confirmed 206
- Registering shipment information 207
- Registering shipment information by individual shipments 209
- Adding shipment units 211
- Sending shipment notification e-mails 212
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- Canceling received orders 214
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Confirming and editing details of received orders

Procedure

1. Click the receipt number you want to confirm/edit from the list. The "Order Management: Verify order details" screen will be displayed.

Order Management:Order List

New registration Click to add an order.

When setting the display conditions, please enter a description and click the [Search] button.

Order Status	Inv amt notice <input type="text"/>	Payment Status <input type="text"/>	Shipping Status <input type="text"/>	Download request <input type="text"/>	<input type="checkbox"/>
Payment Method	<input type="text"/>				
Order partibion	<input type="text"/>				
Keyword	Order ID <input type="text"/>	Name <input type="text"/>	Email Address <input type="text"/>	User ID <input type="text"/>	
Order Date <input type="text"/>	Year <input type="text"/>	Month <input type="text"/>	Day(from) ~	Year <input type="text"/>	Month <input type="text"/>
			Day(to) (This year) (This month)		
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>					

(Target limit(Order Date): ~)
 Display [1 - 20] out of 69. [<Previous Page](#) | [Next Page>](#)

	Order ID	Order Date	Name	Email Address	Telephone No.	Total Amount	Payment Method	Order Status					Last update
								Inv amt notice	Payment Confirmation	Payment Status	Shipping Status	Download request	
<input type="checkbox"/>	20	2013/02/18 13:03				400 JPY	PayPal	-	Unsent	Awaiting Payment	Unshipped	-	2013/02/18 13:03:01

- You can confirm the details of the received order, orderer information, shipping destination, and other details.

Order Management:Order Information Inquiry [Return to Order List](#)

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Order Items [Change ordered merchandise](#)

Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
Total price of items						400 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(Points Used)						0 JPY
Total Amount						400 JPY
Unvalidated points earned this time						Add unvalidated points to points total 2Points
Points earned from this order						0Points
Price Notification Unnecessary						Send Price Notification Email

User Information

Name: _____
 Address: _____
 Telephone No.: _____
 Email Address: _____

Delivery Address

Address: _____
 Telephone No.: _____ / FAX: _____
 Remarks of consignee: _____

Payment and Shipping Management

Payment Method: **PayPal**

Payment Confirmation: **Unsent** [Send Order\(Payment\) Confirmation Email](#)

Payment Date: **Awaiting Payment** [Payment](#)

Shipping Method: **EMS**

Overseas Shipping Destination: **Asia**

Shipping Date: **Unshipped** [Shipment](#)

Tracking No.: _____
 Remarks of invoice: _____
 Remarks of shipper: _____

Shipping status: **Setting**

[Add]	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35			1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1

[Send mail](#) Inspected shipping information will be shown as "Shipping of this time" on Email.

送信メール

送信日	メールの種類	件名
2013/02/18 13:03:01	注文確認(送料確定用)	Sample Title

Shop-specific Options Information (same as User Options)The parameters for editing and establishing item names:[start from here.](#)

Options1: 送料徴収
 Options2: 配達日①
 Options3: 配達日②
 Options4: 配達日③
 Options5: 配達日④
 Options6: Item name not set
 Options7: Item name not set
 Options8: Item name not set
 Options9: Item name not set
 Options10: Item name not set
 Options11: Item name not set

Other

From the shop
 Question to the user: _____
 Inquiries: _____
 Remarks: _____

[Edit Screen](#) **3**

Cancel the order

Roll back the inventory record along with cancellation.

Roll back the points along with cancellation.

- Editing details of received orders

Click the [Edit Screen] button at the bottom of the screen. The "Edit Order Details screen will be displayed.

4. Correct the details of the received order.

Order Management: Order Information Change

Order ID: 78 Order Date: 2013/02/18 11:03:03 Promotions: [] Order partition: [Go Back](#) Language: [English](#)

Item ID	Item Name	Original Price	Discount/Discounted Price	Quantity	Subtotal
1	Strawberry cake with Mascarpone(C001) Size:S *Merchandise with no handling fee	400 JPY	400 JPY	1	400 JPY
Total price of items					400 JPY
Shipping					0 JPY
Fee					0 JPY
Points Discount(Points Used)					0 JPY
Net Amount Total Amount					400 JPY
Points earned from this order					0 Points

*Must be entered

User Information

Name* Order Placer's Last Name [text] Order Placer's First Name [text] * User(User ID:10)

Gender Male Female

Address* (Necessary only for Japan) Zip Code [text]

Prefecture/Country* Country [China] [dropdown]

Order Placer's Address No.1 [text] (Corresponds with the EMS data item for state. Data length for the EMS invoice system is 14 bytes (for example: NY))

Order Placer's Address No.2 [text] (Corresponds with the EMS data item for city. Data length for the EMS invoice system is 24 bytes (for example: Albany))

Order Placer's Address No.3 [text] (Corresponds with the EMS data item for Address 1. Data length for the EMS invoice system is 60 bytes (for example: Apt. 505.000 Theresa Street))

Order Placer's Address No.4 [text] (Corresponds with the EMS data item for Address 2. Data length for the EMS invoice system is 60 bytes (for example: 2nd Fl. Kazuka Bldg.))

Telephone No.* [text]

Email Address* [email@example.com] (alphanumeric format)

Delivery Address

Recipient's First Name* Order Placer's Last Name [text] Order Placer's First Name [text]

Gender Male Female

Zip Code* (Necessary only for Japan) Zip Code [text]

Prefecture/Country* Country [JP] [dropdown]

Order Placer's Address No.1 [text] (Corresponds with the EMS data item for state. Data length for the EMS invoice system is 14 bytes (for example: NY))

Order Placer's Address No.2 [text] (Corresponds with the EMS data item for city. Data length for the EMS invoice system is 24 bytes (for example: Albany))

Order Placer's Address No.3 [text] (Corresponds with the EMS data item for Address 1. Data length for the EMS invoice system is 60 bytes (for example: Apt. 505.000 Theresa Street))

Order Placer's Address No.4 [text] (Corresponds with the EMS data item for Address 2. Data length for the EMS invoice system is 60 bytes (for example: 2nd Fl. Kazuka Bldg.))

Telephone No.* [text]

FAX [text]

Remarks of consignee [text]

Payment and Shipping Management

Payment Method* [PayPal] [dropdown]

Shipping Method* [EMS] [dropdown]

Overseas Shipping Destination* [USA] [dropdown]

Remarks of invoice [text]

Remarks of shopper [text]

Shop-specific Options Information (same as User Options)(The parameters for editing and establishing item names)

Options1: [text]

Options2: [text]

Options3: [text]

Options4: [text]

Options5: [text]

Options6: Item name not set

Options7: Item name not set

Options8: Item name not set

Options9: Item name not set

Options10: Item name not set

Other

From the shop Question to the user [text]

Inquiries [text]

Remarks [text]

[Edit] 5

<Editing ordered product>

Ordered products cannot be edited in this screen.

Return to the "Order Management: Verify order details" screen, and edit the details by clicking the [Edit ordered product] button.

<Cautions when editing the shipping destination>

Care is required when a shipping destination country is edited since the shipping fee will sometimes be different.

Since the shipping fee is not automatically edited by the system, manually enter the correct shipping for the country when the shipping destination has been changed.

<Cautions when editing the shipping method>

Since the commission is not automatically edited by the system, manually enter the correct commission when the shipping method has been changed.

5. Click the [Edit] button to complete editing.

Changing the ordered product

You can exchange ordered products and edit returns.

1. Click [Change ordered merchandise] at "Order Management: Verify order details".

Order Management: Order Information Inquiry [Return to Order List](#)

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Order Items Change ordered merchandise 1

Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
Total price of items						400 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(0Points Used)						0 JPY
Total Amount						400 JPY
Unvalidated points earned this time						2Points
Points earned from this order						0Points
Unsent Send Price Notification Email						

2. To delete merchandise, click [Erase].

Order Management: Change ordered merchandise [Return to Order Inquiry](#)

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Order Items

Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal	
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1 Edit	400 JPY	2 Erase

3 Add merchandise(s)

Total price of items*						400 JPY
Shipping*						0 JPY
Fee*						0 JPY
Points Used						0
Points Discount						0
Recalculate Total Amount*						400 JPY
Unvalidated points earned this time						2
Points earned from this order						
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						0 JPY

*When using Points or changing the Points obtained from this order, it is not connected with the profile of the member. Please manually change the Points at the profile of the member.
*Please input the discount with the Points with a number with minus sign. E.g. "-1000"
*A shipping fee will be shown as "0" when the order(s) include merchandise without automatic calculation of the shipping fee. In this case, it is possible to change the shipping fee at the "Change Ordered Merchandise" screen.

Edit

3. To add new merchandise, click [Add merchandise(s)].

A different window appears, and a list of registered products is displayed.

Click the [Add merchandise(s)] button for the desired merchandise you want to add to the received order.

Order Management: Change ordered merchandise / choose another merchandise							
Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line						Language:English	
Merchandise ID number/ name		<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>		
Display [1 - 11] out of 11. <Previous Page Next Page>							
Item ID	Thumbnail picture	Item Name(goods number 1)	Category	Options	Price (overseas)	Add merchandise(s)	Web page
1		Strawberry cake with Macaron(C001)	porcelain	Size:S	400 JPY	<input type="button" value="Add merchandise(s)"/>	go to web page URL
				Size:M	400 JPY	<input type="button" value="Add merchandise(s)"/>	
				Size:L	400 JPY	<input type="button" value="Add merchandise(s)"/>	
2		Birthday Cake(C002)	porcelain Tea cup	Size:Hole	450 JPY	<input type="button" value="Add merchandise(s)"/>	go to web page URL
				Size:Half	225 JPY	<input type="button" value="Add merchandise(s)"/>	
				Size:Quarter	110 JPY	<input type="button" value="Add merchandise(s)"/>	

4. The merchandise is added.

- * The amount of the received order is updated.
- * When the order includes merchandise whose shipping fee is not automatically calculated, "0" is displayed as the shipping free. The shipping fee can be edited in the "Edit Order Details" screen.

Order Management: Change ordered merchandise						
Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line						Language:English
Order Items						
Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1 <input type="button" value="Edit"/>	400 JPY <input type="button" value="Erase"/>
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1 <input type="button" value="Edit"/>	110 JPY <input type="button" value="Erase"/>
4						<input type="button" value="Add merchandise(s)"/>
Total price of items*						510 JPY
Shipping*						0 JPY
Fee*						0 JPY
Points Used						0
Points Discount						0
<input type="button" value="Recalculate"/> Total Amount*						510 JPY
Unvalidated points earned this time						2
Points earned from this order						
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						110 JPY
<p>*When using Points or changing the Points obtained from this order, it is not connected with the profile of the member. Please manually change the Points at the profile of the member.</p> <p>*Please input the discount with the Points with a number with minus sign. E.g. "-1000"</p> <p>*A shipping fee will be shown as "0" when the order(s) include merchandise without automatic calculation of the shipping fee. In this case, it is possible to change the shipping fee at the "Change Ordered Merchandise" screen.</p>						
<input type="button" value="Edit"/> 6						

5. If the point usage status changes, enter the points. To use additional points, enter the number of points to use and click the [Recalculate] button.
 - * When using points or editing newly acquired points, the point information is not linked to member information. Edit retained points separately in the member information.
 - * Enter point discount amounts by a negative value. Example) -1000
6. If the edits you have made are correct, click the [Edit] button.
7. The edits are reflected in the ordered merchandise.

Order Management: Order Information Inquiry [Return to Order List](#)

Order ID: 70 Order Date: 2013/02/18 13:03:01 Promotions: [] Order partition: On-line Language: English

Order Items [Change ordered merchandise](#) [History of changing ordered merchandise](#) 7

Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1	110 JPY
Total price of items						510 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(0Points Used)						0 JPY
Total Amount						510 JPY
Unvalidated points earned this time Add unvalidated points to points total						2Points
Points earned from this order						0Points
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						110 JPY

Unsent [Send Price Notification Email](#)

Remarks

[Edit Screen](#)

Cancel the order

Roll back the inventory record along with cancellation.

Roll back the points along with cancellation.

Adding unvalidated points to points total

This function allows you to use the points program at the store's discretion as a mechanism for encouraging repeat purchasing.

This registers some of the amount spent for shipping as points which are allocated as part of payment for goods in shopping later on.

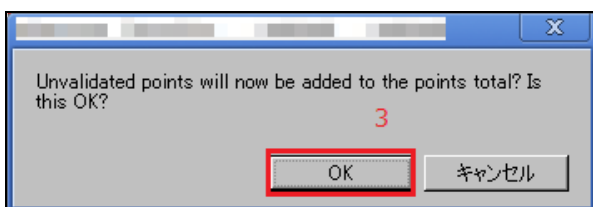
1. Points added at purchase of goods are added to "Unvalidated points" at the time of purchase.

By the store user editing "Unvalidated points" to official "points", the points holder can use the points as part of actual payment for goods during shopping.

2. When the transaction with the customer is completed and processing has reached the stage where points may be added, click the [Add unvalidated points to points total] button.

Order Management:Order Information Inquiry						
						Return to Order List
Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line						Language:English
Order Items Change ordered merchandise History of changing ordered merchandise						
Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1	110 JPY
Total price of items						510 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(0Points Used)						0 JPY
Total Amount						510 JPY
Unvalidated points earned this time						2
Points earned from this order						0Points
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						110 JPY
Unsent <input type="button" value="Send Price Notification Email"/>						

3. The confirmation message will appear. Click [OK].



4. The unvalidated points are added to the official points.

※ Once unvalidated points have been added to official points, the points cannot be reverted to unvalidated points.

※ To correct the points of each individual member after they have been added to official points, do so as in regular operations at "Batch Edit Points" or "Member Management".

Order Management:Order Information Inquiry						
						Return to Order List
Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line						Language:English
Order Items		Change ordered merchandise	History of changing ordered merchandise			
Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1	110 JPY
Total price of items						510 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(0Points Used)						0 JPY
Total Amount						510 JPY
4 Points earned from this order						2Points
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						110 JPY
Unsent Send Price Notification Email						

Sending the price notification e-mail

This function sends an e-mail for notifying the total payment amount and payment format after re-calculation of shipping fee and for requesting settlement of payment including the shipping fee to customers who have purchased products whose shipping fee is not fixed or products having a shipping fee unfixed status in the store's settings.

※ "Notification not required" is displayed for orders whose shipping fee is automatically calculated since this e-mail notification need not be sent.

1. Click the [Send Price Notification Email] button.

Order Management:Order Information Inquiry						
Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line						Return to Order List
Language:English						
Order Items Change ordered merchandise History of changing ordered merchandise						
Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1	110 JPY
Total price of items						510 JPY
Shipping						0 JPY
Fee						0 JPY
Points Discount(0Points Used)						0 JPY
Total Amount						510 JPY
Points earned from this order						2Points
Grand total at the time of order						400 JPY
Difference from grand total at the time of order						110 JPY
1 Unsent Send Price Notification Email						

2. Since the send screen opens for the total payment notice e-mail, confirm that details such as shipping fee that were edited earlier have been reflected, and then add a supplementary explanation, if any.

Add a supplementary explanation, if any.

Sending order (payment) confirmation e-mails

Contact customers from whom payment has not been confirmed after an order by e-mail to notify them that payment has not been settled yet and send them a settlement screen so that they can perform payment procedures again.

1. Click the [Send Order (Payment) Confirmation Email] button to the orderer in question.

User Information	
Name	<input type="text"/>
Address	<input type="text"/>
Telephone No.	<input type="text"/>
Email Address	<input type="text"/>
Delivery Address	
Delivery Address	<input type="text"/>
Address	<input type="text"/>
Telephone No.	<input type="text"/>
Remarks of consignee	<input type="text"/>
Payment and Shipping Management	
Payment Method	PayPal
Payment Confirmation	Unsent Send Order (Payment) Confirmation Email 1
Payment Date	Awaiting Payment <input type="button" value="Payment"/>
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/>
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Unshipped <input type="button" value="Shipment"/>
Tracking No.	<input type="text"/>
Remarks of invoice	<input type="text"/>
Remarks of shipper	<input type="text"/>

2. The "Send Order (Payment) Confirmation Email" screen opens. Confirm the details of the e-mail, and then add a supplementary explanation, if any.

Order Management: Payment Confirmation Email

From:	<input type="text"/>
To:	<input type="text"/>
BCC (admin.):	<input type="text"/>
Subject:	[ショップ名]Confirmation of your order pa

Please add supplementary remarks, if any.
 *Please do not change the shipping fee here. (Please make shipping fee changes using the order edit screen).

Dear

Thank you for your order. We are informing the customer who has ordered your product(s), however we have not confirmed the payment from you.
 Please make sure your placed order, follow the procedure if you wish to proceed.

Your payment transaction will be "PayPal".
 Please finish your payment procedure by clicking the URL, app on "Payment Checkout".

[Order details]
 Order number: 70
 Order date: 2013/02/18

Is it OK to send the email? 4

3 Send Mail

3. Click the [Send Mail] button.

4. The confirmation message is displayed. Click [OK].

5. After the e-mail is sent, the status is changed.

Payment and Shipping Management	
Payment Method	PayPal 5
Payment Confirmation	Sent(2013/02/18) <input type="button" value="Send Order (Payment) Confirmation Email"/>
Payment Date	Awaiting Payment <input type="button" value="Payment"/>
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/>
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Unshipped <input type="button" value="Shipment"/>
Tracking No.	
Remarks of invoice	
Remarks of shipper	

Registering dates where payment (payment of balance) was confirmed

When a payment has been made by a payment method to which settlement information (e.g. bank remittance) cannot be linked, register the payment information manually.

* **With payments such as credit card, PayPal and Alipay whose settlement information can be linked, the payment status will automatically be updated when settlement is completed successfully. Do not manually edit the status except in special cases such as errors. Confirm in the payment method setting screen whether or not the settlement method you are using can be automatically linked.**

Payment and Shipping Management	
Payment Method	PayPal
Payment Confirmation	Sent(2013/02/18) <input type="button" value="Send Order (Payment) Confirmation Email"/>
Payment Date	Awaiting Payment <input type="button" value="Payment"/> 1
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/>
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Unshipped <input type="button" value="Shipment"/>
Tracking No.	
Remarks of invoice	
Remarks of shipper	

1. From the received order details screen, click the [Payment Date] button from the "Payment" item.
2. The "Order Management: Payment" sub-window opens. Enter the payment date, and click the [Payment] button
 ※ To delete a payment date, leave the date blank, and click the [Payment] button.

Order Management: Payments

Payment Date Year Month Day (Today)

2

3. The payment date is registered. The status of "Payment Date" in the "Verify order details" screen is updated.
4. Enter the payment date when payment of balance has been confirmed in the same way. Click the [Payment] button at "Date of payment of the balance" to register the payment.

Payment and Shipping Management	
Payment Method	PayPal
Payment Confirmation	Sent(2013/02/18) <input type="button" value="Send Order (Payment) Confirmation Email"/>
Payment Date	Paid(2013/02/18) <input type="button" value="Payment"/> 3
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/> 4
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Unshipped <input type="button" value="Shipment"/>
Tracking No.	
Remarks of invoice	
Remarks of shipper	

Registering shipment information

When there is one package for a received order, register the shipment invoice number and enter the shipment date for the entire received order.

1. On the "Verify order details" screen, click the [Shipment] button at the "Shipment Date" item.

2. Enter the package tracking number and shipment date.

* If the "Set destinations" checkbox is selected, this shipment date and package tracking number will be batch entered for all small lots even in the case of received orders divided into two or more lots.

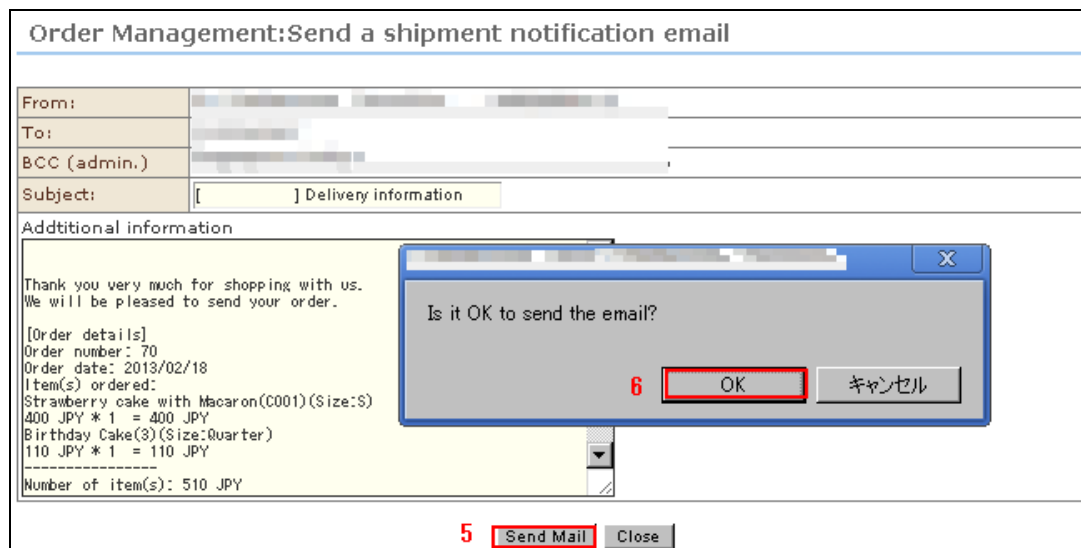
3. Click the [Shipment] button. The "Order Management: Send a shipment notification email" screen will be displayed in a separate window.

4. The shipment date and package tracking number that you entered earlier will be automatically entered at "Shipment notification email". Add a supplementary explanation, if any.

※ Standard sentences for shipment notice e-mails can be set at "Email Settings".

5. Click the [Send Mail] button.

6. The confirmation message is displayed. Click [OK].



Order Management: Send a shipment notification email

From: [Redacted]
 To: [Redacted]
 BCC (admin.): [Redacted]
 Subject: [Redacted] Delivery information

Additional information

Thank you very much for shopping with us.
 We will be pleased to send your order.

[Order details]
 Order number: 70
 Order date: 2013/02/18
 Item(s) ordered:
 Strawberry cake with Macaron(C001)(Size:S)
 400 JPY * 1 = 400 JPY
 Birthday Cake(3)(Size:Quarter)
 110 JPY * 1 = 110 JPY

 Number of item(s): 510 JPY

Is it OK to send the email?
 6 OK キャンセル

5 Send Mail Close

7. After the shipment information is entered, the shipment day status at "Order Management: Verify order details" and the received order list will be updated.

Payment and Shipping Management	
Payment Method	PayPal
Payment Confirmation	Sent(2013/02/18) <input type="button" value="Send Order(Payment) Confirmation Email"/>
Payment Date	Paid(2013/02/18) <input type="button" value="Payment"/>
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/>
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Shipped(2013/02/18) <input type="button" value="Shipment"/> 7
Tracking No.	
Remarks of invoice	
Remarks of shipper	

Registering shipment information by individual shipments

When packages are divided into two or more small lots by shipment timing, temperature zone, package inclusion restrictions, etc., shipment information can be registered by individual shipments.

- The information of individual small lot shipments is displayed at "Shipment (Shipping) Status" on the "Order Management: Verify order details" screen. Click the [Setting] button. The "Order Management: Register Shipment (Shipping)" screen will be displayed.

Shipping status: Setting 1							
(All)	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35			1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1
<input type="button" value="Send mail"/> Inspected shipping information will be shown as "Shipping of this time" on Email.							

- Register the shipment information on the "Order Management: Register Shipment (Shipping)" screen.

Order Management: Add shipping data [Return to Order Inquiry](#)

Order ID: 70 Order Date: 2013/02/18 13:03:01 Promotions: [] Order partition: On-line Language: English

2

Shipping Date (1)	Tracking No. (2)	B2 (3) <input type="button" value="Delete shipping field"/>	
Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> (Today)		Product code1	Product name1
		C001	Strawberry cake with Macaron
		Product code2	Product name2

Item ID	Item Name	Price	Cases	
1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1	<input type="button" value="Delete"/>

3

- Shipment Date: Enter the shipment date for each small lot.
- Shipment tracking number: Enter the shipment date for each small lot. The shipment data and package tracking number will be listed in the shipment notice e-mail.
- For B2 data (ItemCd 1/2, ItemNm 1/2): These are output as the item name when data is output to the YAMATO TRANSPORT invoicing system B2. By default, item code 1 and the item name of the 1st and 2nd registered products are output in the breakdown by individual small lots. Set whether to use these items or use the store's item codes/item names at shipment in the Shipping Method Settings.

- Click the [Edit] button.

4. Click [OK] in the confirmation message. The shipment information will be saved, and the display will return to "Order Management: Verify order details" screen. Confirm that the shipment date and package tracking number have been added to the "Shipment (Shipping) Information" field.

Shipping status		Setting					
[All]	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35	2013/02/18	0123456	1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1
Send mail		Inspected shipping information will be shown as "Shipping of this time" on Email.					

Adding shipment units

1. Click the [Setting] button at "Shipment (Shipping) Status" on the "Order Management: Verify order details" screen.

Shipping status		Setting	1				
[All]	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35	2013/02/18	0123456	1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1
<input type="button" value="Send mail"/>	Inspected shipping information will be shown as "Shipping of this time" on Email.						

2. The "Order Management: Register Shipment (Shipping)" screen will be displayed.
3. To add the "Shipment (Shipping)" field, click the "Add Shipment (Shipping) Field" button. One more line of the shipment table will be added to the screen.

Order Management: Add shipping data [Return to Order Inquiry](#)

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Shipping Date		Tracking No.		B2		<input type="button" value="Delete shipping field"/>	
2013 Year 2		0123456		Product code1	Product name1	Product code2	Product name2
Month 18 Day (Today)				C001	Strawberry cake with Macaron		
Item ID	Item Name			Price	Cases		
1	Strawberry cake with Macaron(C001)Size:S			400 JPY	1		

4. Click the [Add Breakdown] button on the shipment table. The "Order Management: Register Shipment (Shipping), Select Received Order Breakdown" screen will be displayed.

Order Management: Select goods to be added shipping data.

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Item ID	Item Name	Price	Cases	
1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1	<input type="button" value="Add"/>
2	Birthday Cake(3)Size:Quarter	110 JPY	1	<input type="button" value="Add"/>

5. Click the [Add Breakdown] button for the product in question on the shipment table, and add a product. After addition is completed, click the [Close] button to close the sub-window.
6. Assign packages to shipments taking care to prevent discrepancies between the details of the received order and the shipment details.
7. Click the [Edit] button. The shipment information is saved.

Sending shipment notification e-mails

1. Check shipments to be handled as "to be shipped this time" in the shipment notification e-mail.

※ If the shipment notification e-mail is sent without selecting anything, the shipment status of individual small lots will be either "Not shipped" or "Shipped".

2. Click the [Send mail] button. The "Order Management: Send a shipment notification email" sub-window will open, and the shipment notification e-mail can be sent.

The procedure to send the e-mail is the same as steps 3 to 6 of the section "Registering shipment information."

Shipping status		Setting					
<input type="checkbox"/>	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35	2013/02/18	0123456	1	Strawberry cake with Macaron(C001)Size:S	400 JPY	1
<input type="button" value="Send mail"/> Inspected shipping information will be shown as "Shipping of this time" on Email.							

Sent e-mail history

Accompanying tariff reforms in 2012, exporters and importers are now obligated by Customs to retain electronic mails for five years.

On the management screen, various e-mails relating to received orders can be saved in the order history and a history of sent e-mails can be confirmed. They cannot be deleted.

* At stores, you can set any e-mail address as a BCC of various automatically sent e-mails.

◆ For details on tariff reforms in 2012, refer to the following URL.

About retention of electronic mails relating to import/export transactions, etc.

<http://www.customs.go.jp/shiryo/leaflet.htm> (<http://www.customs.go.jp/shiryo/leaflet.htm>)

Payment Confirmation	Sent(2013/02/18) <input type="button" value="Send Order (Payment) Confirmation Email"/>
Payment Date	Paid(2013/02/18) <input type="button" value="Payment"/>
Date of payment of the balance	Awaiting Payment <input type="button" value="Payment"/>
Shipping Method	EMS
Overseas Shipping Destination	Asia
Shipping Date	Shipped(2013/02/18) <input type="button" value="Shipment"/>
Tracking No.	
Remarks of invoice	
Remarks of shipper	

Shipping status

(All)	Shipping ID	Shipping Date	Tracking No.	Item ID	Item Name	Price	Cases
<input type="checkbox"/>	35	2013/02/18	0123456	1	Strawberry cake with Macaron(C001)Size:S	400 JPY	

Inspected shipping information will be shown as "Shipping of this time" on Email.

Sent e-mail history

Date	Type	Subject
2013/02/18 18:21:48	Shipment notice	[ショップ名]商品発送のご連絡
2013/02/18 17:38:20	Payment confirmation	[ショップ名]ご注文(お支払い)のご確認
2013/02/18 13:03:01	Total payment notice	[ショップ名]お支払総額のご案内

Canceling received orders

Received orders themselves can be canceled.

1. Click the [Order Management] screen and then click the received order ID in question.

Order Management:Order List

[New registration](#) Click to add an order.

When setting the display conditions, please enter a description and click the [Search] button.

Order Status: Inv amt notice Payment Status Shipping Status Download request Without points

Payment Method:

Order partition:

Keyword: Order ID Name Email Address User ID

Order Date: Year Month Day(from) ~ Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

-- display order Newest dates on top --

(Target limit(Order Date): ~)
Display [1 - 20] out of 69. [<Previous Page](#) | [Next Page>](#)

	Order ID	Order Date	Name	Email Address	Telephone No.	Total Amount	Payment Method	Order Status				Last update	
								Inv amt notice	Payment Confirmation	Payment Status	Shipping Status		Download request
<input type="checkbox"/>	70	2013/02/18 13:03					PayPal	-	Sent	Paid	Shipped	-	2013/02/18 18:13:24
<input type="checkbox"/>	59	2013/01/16 14:55					クレジットカード	-	Unsent	Awaiting Payment	-	Not send	2013/01/16 14:55:25

2. Click the [Cancel the order] button at the bottom of the "Order Management: Verify order details" screen.

Order Management:Order Information Inquiry

[Return to Order List](#)

Order ID:70 Order Date:2013/02/18 13:03:01 Promotions:[] Order partition:On-line Language:English

Order Items: [Change ordered merchandise](#) | [History of changing ordered merchandise](#)

Item ID	Item Name	Original Price	Discount	Discounted Price	Quantity	Subtotal
1	Strawberry cake with Macaron(C001) Size:S *Merchandise with no handling fee	400 JPY		400 JPY	1	400 JPY
2	Birthday Cake(3) Size:Quarter *Merchandise with no handling fee	110 JPY		110 JPY	1	110 JPY

Inquiries: _____
Remarks: _____

Roll back the inventory record along with cancellation.

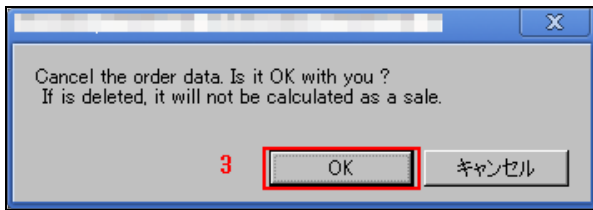
Roll back the points along with cancellation.

2

- ※ When the cancellation is linked to restore stock as well, the product (SKU) stock information will be restored after being decreased by cancellation of this received order.
- ※ When the cancellation is linked to restore acquired points as well, the member points that increased as a result of this received order will decrease.

3. A separate window will be displayed. Click [OK].

When a received order is canceled, it will not be accounted for as sales.



4. Cancellations are grayed out on screen.

Once a received order has been canceled, it cannot be restored.

Order Management:Order List

[New registration](#) Click to add an order.

When setting the display conditions, please enter a description and click the [Search] button.

Order Status: Inv amt notice Payment Status Shipping Status Download request Without points

Payment Method:

Order partition:

Keyword: Order ID Name Email Address User ID

Order Date: Year Month Day(from) ~ Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

-- display order Newest dates on top --

(Target limit(Order Date): ~)
 Display [1 - 20] out of 69. [<Previous Page](#) | [Next Page>](#)

	Order ID	Order Date	Name	Email Address	Telephone No.	Total Amount	Payment Method	Order Status				Last update	
								Inv amt notice	Payment Confirmation	Payment Status	Shipping Status		Download request
<input type="checkbox"/>	70	2013/02/18 13:03			7	510 JPY	PayPal	-	Sent	Paid	Shipped	-	2013/02/18 18:13:24
<input type="checkbox"/>	69	2013/01/16 14:55				1,000 JPY	さんごふりかみ	-	Unsent	Awaiting Payment	-	Not send	2013/01/16 14:55:25

Batch registering received orders

You can upload a CSV file to batch register "received order data."(Additional categories can only be added. They cannot be changed.)

- * Before batch registering, read the precautions.
- * Download samples when creating the CSV file since the CSV format changes according to the number of supported languages and sort order.

1. Click the link to download the current product information, and edit its content.

Order Batch Entry (Selecting file...)

Upload the CSV file and register order date together. (Only for additional registration. No changes allowed.)
 *Check [NOTE](#) before doing the batch registration.*As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.
 You can download the CSV sample from the link shown below.
 ([Japanese \(shift-jis\)\(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM\(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM\(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis) 2

3

2. Select the delimiter character and character encoding to suit the content of the file you created.

3. Click the [Confirm] button. The file is uploaded and is checked.

4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

shelf registration of order entries (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

All 3 <Previous Page Next Page>						
No.	Check result	order ID	Order Date	User ID	the member and orderer is same.	the member
1		71	2013/2/18 0:00			
2		72	2013/2/18 0:00			
3	Order Placer's Last Name not entered	73	2013/2/18 0:00			

All 3 <Previous Page | Next Page>

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

shelf registration of order entries (Confirming file contents...)

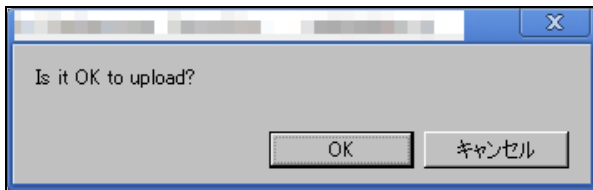
Please check the content. If OK, click the upload button .

All 3 <Previous Page | Next Page>

No.	Check result	order ID	Order Date	User ID	the member and orderer is same.	the member and receiver is same.	Order Plac
1		71	2013/2/18 0:00				Tanaka
2		72	2013/2/18 0:00				Hiratuka
3		73	2013/2/18 0:00				Sato

All 3 <Previous Page | Next Page>

5



- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

shelf registration of order entries (Upload complete.)

Uploaded.
Added 3 **6**

[Go to top of shelf registration of order entries](#)

Batch registering shipment

You can upload a CSV file to batch register "shipment data."
 You can also batch send "shipment notification e-mails" to customers at the same time.
 E-mail templates can be edited at Email Settings.

1. Select the file.

Shipment batch entry & send shipment notification emails (Selecting file...)

Upload CSV file and register at once all the information you wish to send.
 At the same time, you can sent to your customers all at once the e-mails confirming that their orders have been sent. You can edit your e-mail template, [using the "E-mail Setup"](#).

* Check [Note](#): before doing the batch registration.
 * As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration. You can download the CSV sample from the link shown below.
 ([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis)

2. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file.
 For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

3. Click the [Confirm shipping information] or [Update shipping status and send shipment notice email] button. The file is uploaded and checked.

4. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

Shipment batch entry & send shipment notification emails (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

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No.	Check result	Order ID	Shipment ID	Tracking No.	Shipping date	Set the shipping date for each order
1		53	19	A123	2010/10/10	1
2		63	28	A124	2010/10/11	1
3	4	55	21	A125	2010/10/12	1
4	Order ID not entered		12	A126	2010/10/13	1

All 4 <Previous Page | Next Page>

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

Shipment batch entry & send shipment notification emails (Confirming file contents...)

Confirm the contents and if you approve, please click on the button.

All 4 <Previous Page | Next Page>

No.	Check result	Order ID	Shipment ID	Tracking No.	Shipping date	Set the shipping date for each order
1		53	19	A123	2010/10/10	1
2		63	28	A124	2010/10/11	1
3		55	21	A125	2010/10/12	1
4		44	12	A126	2010/10/13	1

All 4 <Previous Page | Next Page>

5

Update shipping status Back

Is it OK to upload?

OK キャンセル

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

Shipment Batch Entry (Upload complete.)

Uploaded.
Added 4

6

[Back to the top of Shipment batch entry & send shipment notification emails](#)

- To send a shipment notice e-mail at the same time as registration of shipment information, click the [Update shipping status and send shipment notice email] button at step 3.

Shipment batch entry & send shipment notification emails (Selecting file...)

Upload CSV file and register at once all the information you wish to send.
At the same time, you can sent to your customers all at once the e-mails confirming that their orders have been sent. You can edit your e-mail template, [using the "E-mail Setup"](#).

* Check [Note](#): before doing the batch registration.
* As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration. You can download the CSV sample from the link shown below.
([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. ファイルを選択 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis)

Update shipping status Update shipping status and send shipment notice email

Downloading YAMATO TRANSPORT B2 S/I data

You can output received order data in a format that is compatible with the YAMATO TRANSPORT B2 invoicing system for each country. When payment has been confirmed (in the case of bank remittance) and the product is ready to be shipped, output the "courier service invoice."

Procedure

1. Click [Download B2 S/I data] from the Sales Management menu. The target list will be displayed.

Order Management: Download YAMATO TRANSPORT B2 S/I data

When setting the display conditions, please enter a description and click the [Search] button.

Country type	<input checked="" type="radio"/> Singapore <input type="radio"/> Japan
Order Status	Payment Status: <input type="text"/> Shipping Status: <input type="text"/>
Payment Method	<input type="text"/>
Delivery method	<input type="text"/>
Keyword	Name: <input type="text"/> Email Address: <input type="text"/> User ID: <input type="text"/>
Order ID	<input type="text"/>
(Able to designate by maximum 100 orders using line-break.)	
Order Date	Year: <input type="text"/> Month: <input type="text"/> Day(from) ~ Year: <input type="text"/> Month: <input type="text"/> Day(to) (This year) (This month)
-- display order <input type="text"/> Newest dates on top <input type="text"/> Per page <input type="text"/> 20 <input type="text"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>	

(Target limit(Order Date): ~)
Display [1 - 20] out of 63. [<Previous Page](#) | [Next Page>](#)

	Order ID	Order Date	Name	Email Address	Telephone No.	Total Amount	Payment Method	Order Status			order data relation	
								Inv amt notice	Payment Confirmation	Payment Status	Shipping Status	Order data output target
<input type="checkbox"/>	73	2013/02/19 00:00				JPY pay	-	-	-	-		
<input type="checkbox"/>	72	2013/02/19 00:00				JPY daibiki	-	-	-	-		
<input type="checkbox"/>	71	2013/02/19 00:00				JPY PayPal	-	-	-	-		
<input type="checkbox"/>	69	2013/01/16 14:55				JPY 銀行振込	-	Unsent	Awaiting Payment	Unshipped		

2. Select the received order you want to output the invoice for, and click the [Download B2 S/I data for checked orders only] button.

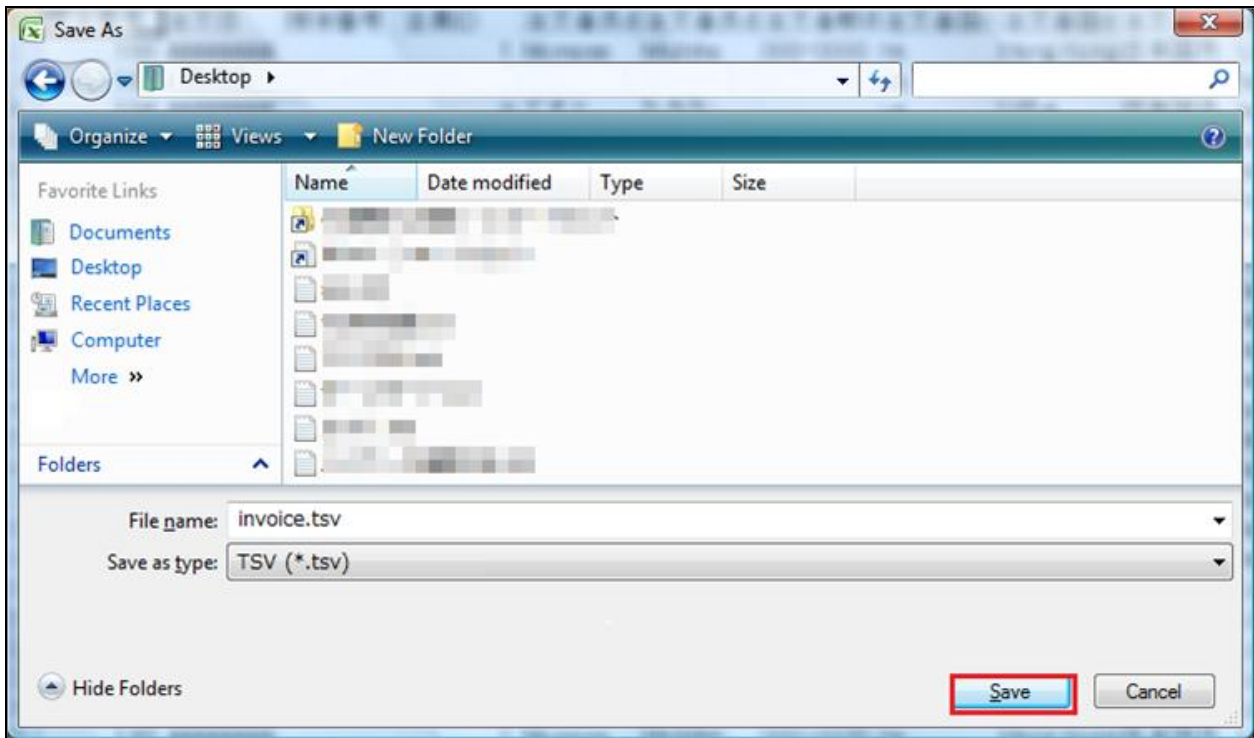
	Order ID	Order Date	Name	Email Address	Telephone No.	Total Amount	Payment Method	Order Status			order data relation	
								Inv amt notice	Payment Confirmation	Payment Status	Shipping Status	Order data output target
<input type="checkbox"/>	73	2013/02/19 00:00				15,920 JPY	PayPal	-	Unsent	Awaiting Payment	Unshipped	
<input type="checkbox"/>	72	2013/02/19 00:00				15,450 JPY	credit card	-	Unsent	Awaiting Payment	Unshipped	
<input type="checkbox"/>	71	2013/02/19 00:00				1,400 JPY	PayPal	-	Unsent	Awaiting Payment	Unshipped	
<input checked="" type="checkbox"/>	69	2013/01/16 14:55				1,000 JPY	credit card	-	Unsent	Awaiting Payment	Unshipped	
<input type="checkbox"/>	68	2013/01/16 10:24				1,000 JPY	credit card	-	-	Paid	Shipped	
<input type="checkbox"/>	67	2013/01/16 10:20				1,002 JPY	PayPal	-	-	Paid	Unshipped	

16:45 (User)

Display [1 - 20] out of 63. [<Previous Page](#) | [Next Page>](#)

3. Save the data at a desired directory.

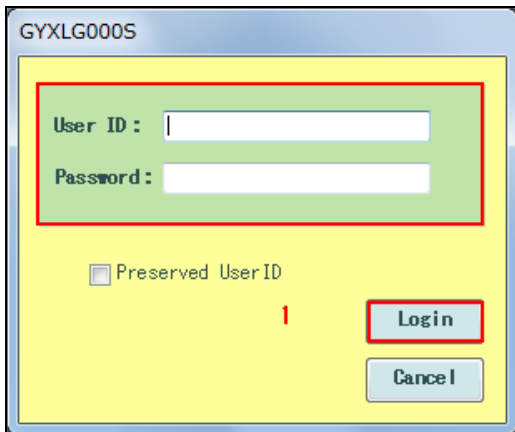
Default file names are invoice.tsv (B2 for Singapore) and invoice.csv (B2 for Japan).



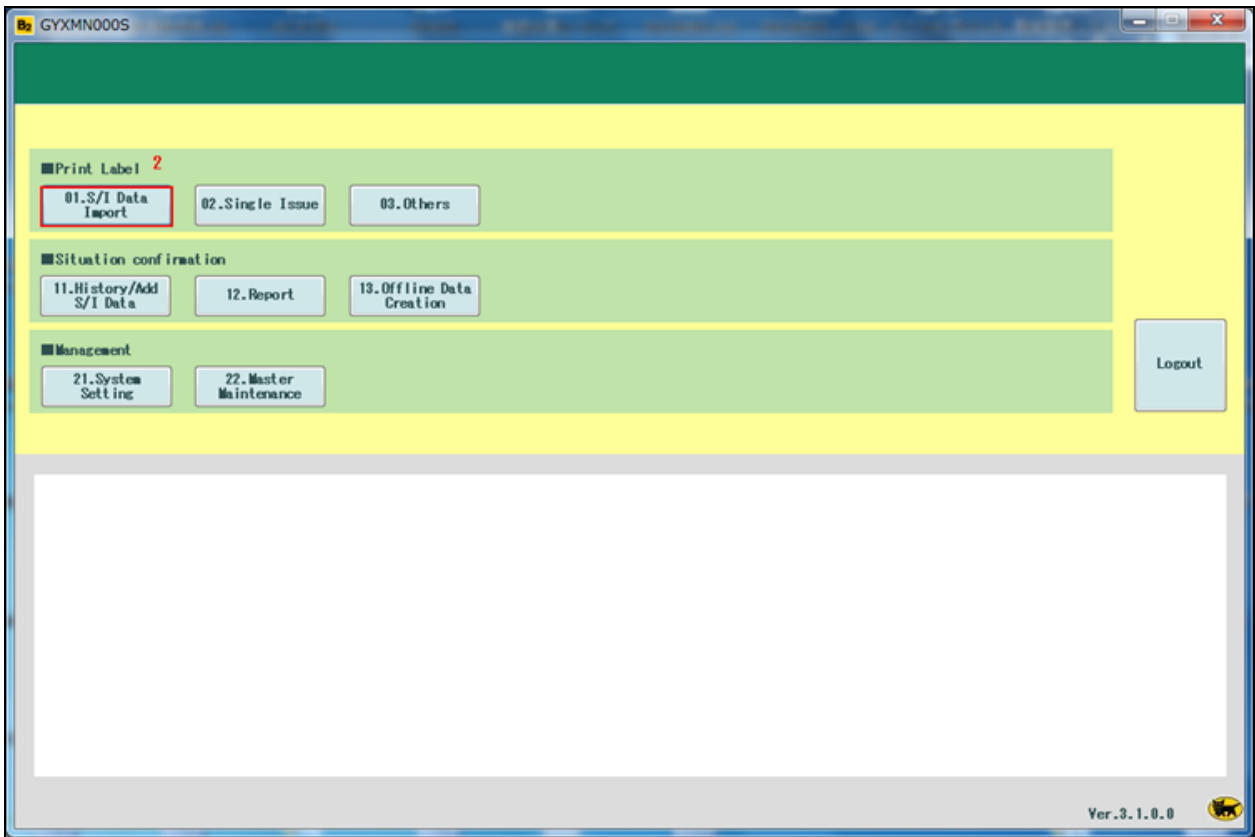
4. Start up B2.(The following example shows screens from the Singapore version of B2.)
Prepare the B2 ID, password, and manual.

Procedure

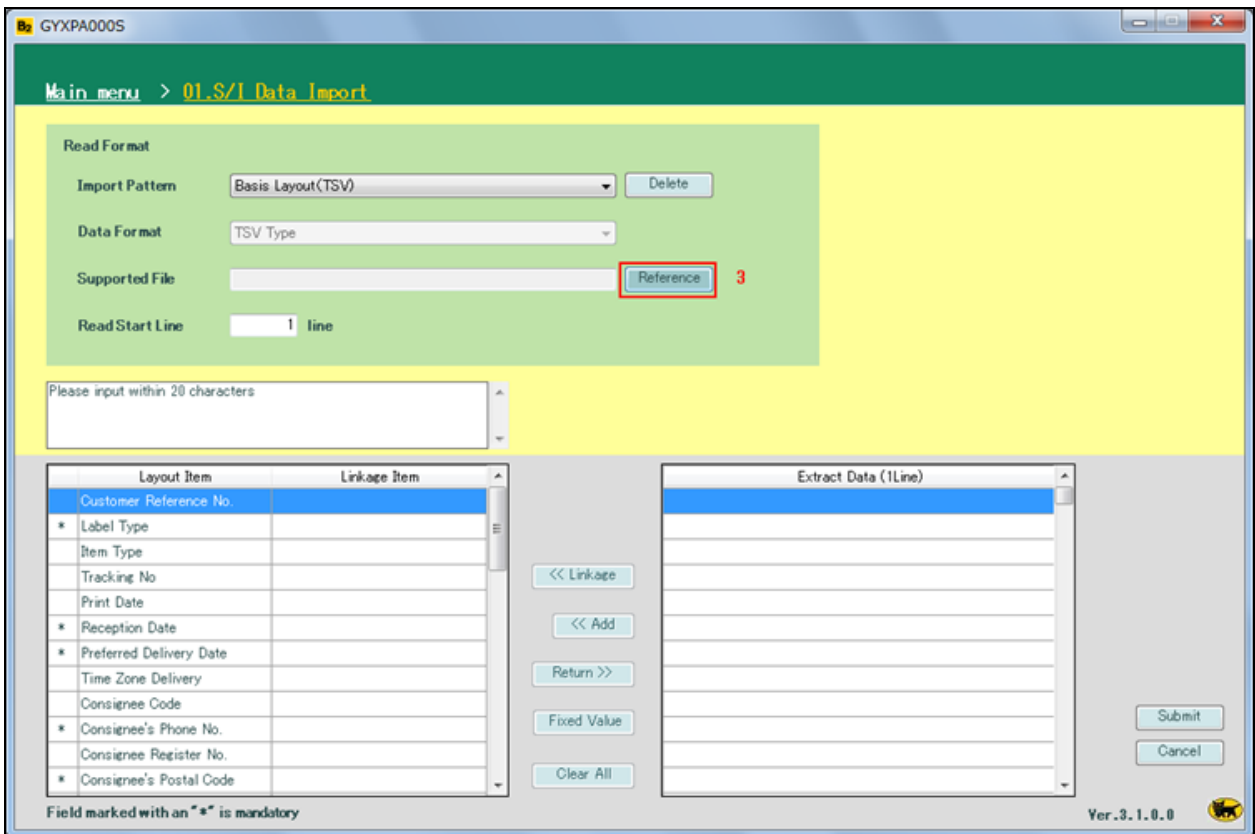
1. Start up B2, enter the ID and password, and click the [Login] button.



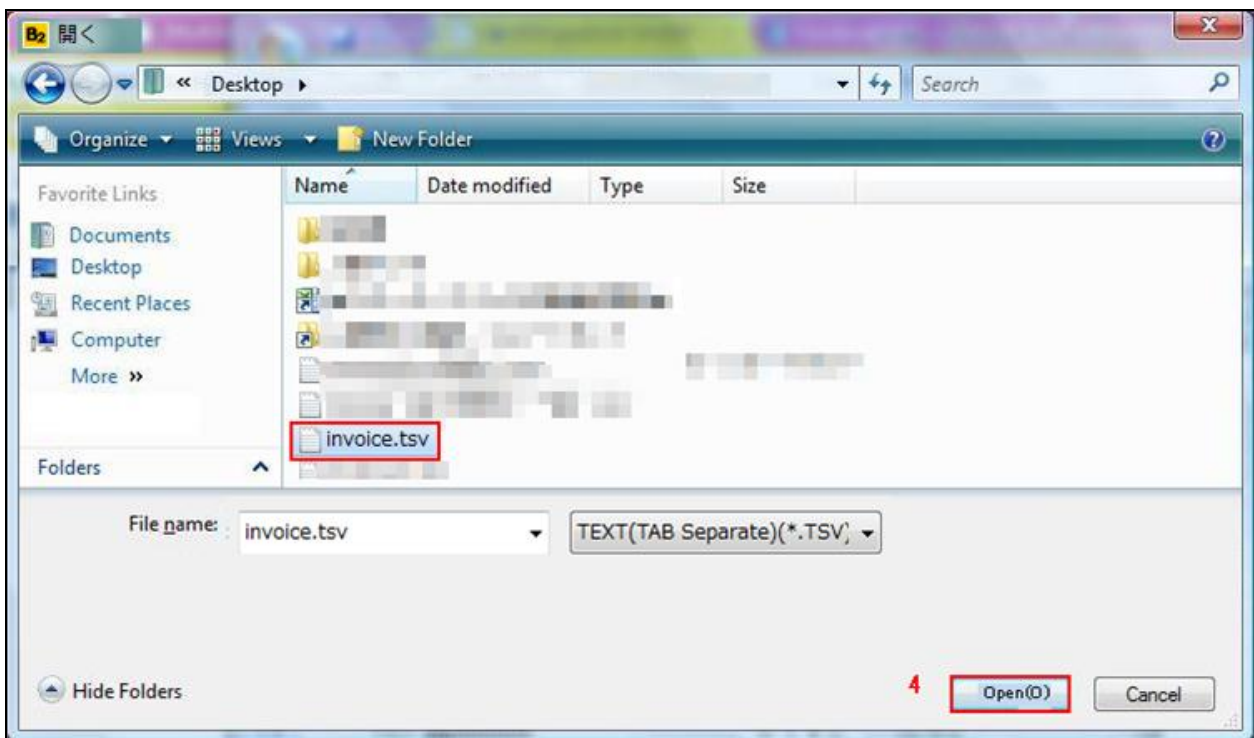
2. When the main menu is displayed, click [01.S/I Data Import].



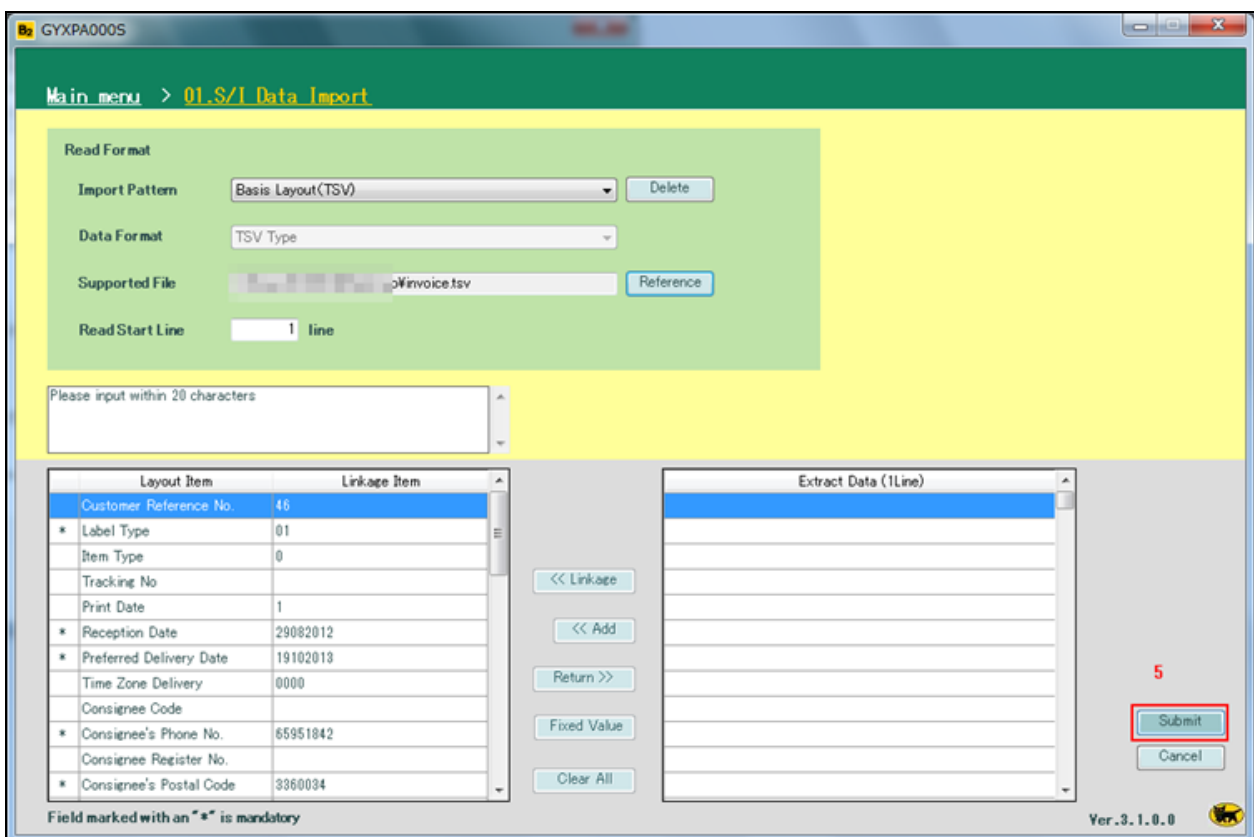
3. The data import screen will be displayed. Click the [Reference] button.



- The file selection screen will be displayed. Select the file you saved earlier on, and click the [Open] button.



- When you have selected the file, click the [Submit] button.



- The import result is displayed.If the data is in error, correct the data in the screen.

- ※1 A "not entered" error will be displayed if the preferred delivery date is not entered at the net shop.
Be sure to enter the delivery date at [Preferred Delivery Date].
- ※2 The program does not include a check based on the postal code at the net shop.
When an error occurs, be sure to correct the [Consignee's Postal Code] and [Shipper's Postal Code] fields.

GYXPA001S

Main menu > 01.S/I Data Import > 01.S/I Data Import Data extraction

Extraction Condition

All matters Only as for the error

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

6

Check All Clear All **No.4 MSG_WL0021X: Input code is not found.** Change Data Delete

No.	Select	Tracking No.	Print Date	Reception Date	Preferred Delivery Date	Time Zone Delivery	Consignee Code
1	<input checked="" type="checkbox"/>		Yes	29-08-2012	29-08-2012	N/A	
2	<input checked="" type="checkbox"/>		Yes	29-08-2012	29-08-2012	N/A	
3	<input checked="" type="checkbox"/>		Yes	29-08-2012	29-08-2012	N/A	
4	<input checked="" type="checkbox"/>		Yes	29-08-2012	29-08-2012	N/A	

Display Read Status
Read Count 4
Publish Count 0
Revision Count 4
Print Count 0

Error Report
Print
Back

Ver. 3.1.0.0

Red bar: A revision is necessary. The publication in the error state is not possible.
Yellow bar: Confirmation is necessary. Please publish contents after confirmation.

7. Confirm that the error has been removed, and click the [Print] button.

※ From here on, output invoices referring to the B2 manual.

GYXPA001S

Main menu > 01.S/I Data Import > 01.S/I Data Import Data extraction

Extraction Condition

All matters Only as for the error

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

Select Key is Start with Include

7

Check All Clear All Change Data Delete

No.	Select	Customer Reference No.	Label Type	Item Type	Tracking No	Print Date	Reception Date	Preferred Delive
1	<input checked="" type="checkbox"/>	46	Prepaid	Normal		Yes	29-08-2012	29-08-2012
2	<input checked="" type="checkbox"/>	46	Prepaid	Normal		Yes	29-08-2012	29-08-2012
3	<input checked="" type="checkbox"/>	46	Prepaid	Normal		Yes	29-08-2012	29-08-2012
4	<input checked="" type="checkbox"/>	46	Prepaid	Chilled		Yes	29-08-2012	29-08-2012

Display Read Status
 Read Count 4
 Publish Count 4
 Revision Count 0
 Print Count 0

Error Report
 Print
 Back

Ver.3.1.0.0

A revision is necessary. The publication in the error state is not possible.
Confirmation is necessary. Please publish contents after confirmation.

24. Sales Management

There are two sales lists, "monthly sales report" and "daily sales report." These are the counts of the number of received orders, sales amounts, etc.

Sales amounts do not include shipping fees and commissions.

- Contents -

- [Monthly sales report](#) 227
- [Daily sales report](#) 229
- [Donations/charity status](#) 232

Monthly sales report

Procedure

1. Click the [monthly sales report] link. The "Sales Management: monthly sales report" list is displayed.

Sales management: Menu

monthly sales report 1	Show the monthly categorized total of the proceeds for one year.
daily sales report	Show the daily categorized total of the proceeds for one month.
charity sales report list	Show the chality total.

2. To view past sales
 Select the year in the selection menu.
 ※ You can confirm sales for last year and two years ago.

Sales management: monthly sales report

[Back to sales management.](#)

See the sales detail of Month, Click [Detail >>].
**The amount of the proceeds is the total cost of the merchandise.*

2013 The sales of (Count with reference to order Count with reference to payment)

Date	Number of orders	Sales	
2013/1	4	4,000	Detail>> 4
This month 2	3	31,470	Detail>>
3	0	0	Detail>>
4	0	0	Detail>>
5	0	0	Detail>>
6	0	0	Detail>>
7	0	0	Detail>>
8	0	0	Detail>>
9	0	0	Detail>>
10	0	0	Detail>>
11	0	0	Detail>>
12	0	0	Detail>>
Total	7	35,470 JPY	

3. Count category (Order Date/Payment Date)
 By default, totals are counted by order date.To count by payment date, select the [Count with reference to payment] radio button.
4. [Detail] link

Click the [Detail] link. The "Monthly: Detail" screen is displayed.

5. Monthly: Detail


This shows the order, amounts, etc. by product, category, prefecture, country, and promotion.

Monthly: Detail (2013/01)		5	
* Count with reference to order			
MonthlySales	4,000 JPY	MonthlyNumber of orders	4
Average sales per day	129 JPY	Average orders per day	0
(*For the fractions in the results of the calculations, we have been using the method of counting 0.5 and over as 1 and discarding 0.4 and less.)			
The sales ranking by product category			
No.	Goods ID・Goods name	Price	Percentage
1	[20] Download(AAA005)	4,000 JPY	100%
The quantity ranking by product category			
No.	Goods ID・Goods name	Quantity	Percentage
1	[20] Download(AAA005)	4	100%
The sales ranking by prefectures			
No.	Prefecture and states	Price	Percentage
1	沖縄県	3,000 JPY	75%
2	日本国外	1,000 JPY	25%
The sales ranking by countries			
No.	Country name	Price	Percentage
1	Japan	3,000 JPY	75%
2	China	1,000 JPY	25%
The sales ranking by promotions			
No.	Promotion	Price	Percentage
1	[] 指定なし	4,000 JPY	100%

Daily sales report

Procedure

1. Click the [daily sales report] link. The "daily sales report" list is displayed.


Sales management: Menu	
	
monthly sales report	Show the monthly categorized total of the proceeds for one year.
daily sales report	Show the daily categorized total of the proceeds for one month.
charity sales report list	Show the charity total.

2. To view past sales
Select the year and month in the selection menu.

※ You can confirm sales for last year and two years ago.

Sales management: daily sales report

[Back to sales management.](#)

 2
See the sales detail of Day, Click [Detail >>].

3
*The amount of the proceeds is the total cost of the merchandise.

2013 ▼ Year 2 ▼ Month The sales of (Count with reference to order
 Count with reference to payment)

Date	Number of orders	Sales	
2013/02/1	0	0	Detail>>
2	0	0	Detail>>
3	0	0	Detail>>
4	0	0	Detail>>
5	0	0	Detail>>
6	0	0	Detail>>
7	0	0	Detail>>
8	0	0	Detail>>
9	0	0	Detail>>
10	0	0	Detail>>
11	0	0	Detail>>
12	0	0	Detail>>
13	0	0	Detail>>
14	0	0	Detail>>
15	0	0	Detail>>
16	0	0	Detail>>
17	0	0	Detail>>
18	3	31,470	Detail>> 4
Today 19	0	0	Detail>>
20	0	0	Detail>>
21	0	0	Detail>>
22	0	0	Detail>>
23	0	0	Detail>>
24	0	0	Detail>>
25	0	0	Detail>>
26	0	0	Detail>>
27	0	0	Detail>>
28	0	0	Detail>>
Total	3	31,470 JPY	

3. Count category (Order Date/Payment Date)
By default, totals are counted by order date. To count by payment date, select the [Count with reference to payment] radio button.

4. [Detail] link
Click the [Detail] link. The "Monthly: Detail" screen is displayed.

5. Monthly: Detail

This shows the order, amounts, etc. by product, category, prefecture, country, and promotion.

Sales management: charity sales report [Back to sales management.](#)

Order date Year Month Day(from) ~ 2013 Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

Date	Number of orders	Amount	Detail (under construction)
2013/1/29	2	850	
Total	2	850 JPY	

2

Donations/charity status

Procedure

1. Click the [Donation/charity status] link. "Sales Management: Donation/charity status" is displayed.

Sales management: Menu

monthly sales report	Show the monthly categorized total of the proceeds for one year.
daily sales report	Show the daily categorized total of the proceeds for one month.
charity sales report list	Show the chality total.

1

2. The list is displayed by selecting the data extraction period.

Sales management: charity sales report

[Back to sales management.](#)

Order date ▼ 2013 Year 1 ▼ Month ▼ Day(from) ~ 2013 Year 2 ▼ Month ▼ Day(to) [\(This year\)](#) [\(This month\)](#)

Date	Number of orders	Amount	Detail (under construction)
2013/1/29	2	850	
Total	2	850 JPY	

2

25. Member Management

A members' program is operated on this system. Viewing of purchase history and various benefits such as a point program and member-exclusive content can be provided to members.

- Contents -

- Confirming/editing member information 234
- Deleting (withdrawing) membership 236
- Editing the setting level of member option information 239
- Registering new members 242
- Batch registering members 244
- Batch editing member points (selecting files) 246
- Setting member/orderer required items 248


Confirming/editing member information

Procedure

1. Click the ID of the member you want to confirm or edit from the "Member Management: Membership information" list. The "Change registration" screen is displayed.

User Management: List of shop members

[Option settings](#)

 [New registration](#)

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

When setting the display conditions, please enter a description and click the [Search] button.

User ID	<input type="text"/>	Name	<input type="text"/>	Company name	<input type="text"/>	Email	<input type="text"/>	Status	<input type="text"/>
Address	Country name <input type="text"/>		City	<input type="text"/>					
Tel	<input type="text"/>								
-- display order <input type="text" value="descending order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>									

Display [1 - 14] out of 14. [<Previous Page](#) | [Next Page>](#)

User ID	Name	Company name	Country name	Address	Email	registration date	withdrawn date	Tel
14						2012/11/13		
13						2012/11/13		
12						2012/11/13		
11						2012/11/13		
10			Japan			2012/10/19		
9			France			2012/09/28	2012/11/13	
8			China			2012/09/20		
7			China			2012/08/21		

2. Edit the registered details.

3. Click the [Edit] button to complete editing.

User Management: Change registration 2 [Option settings](#) [Back to List of shop members](#)

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

*must be entered.

User ID	7
Name*	Family name <input type="text"/> first name <input type="text"/>
Company name	<input type="text"/>
Section	<input type="text"/>
Zip code* (required only Japan)	<input type="text"/>
Country name *	<input type="text"/>
Address 1	<input type="text"/> <small>ex. NY</small>
Address 2	<input type="text"/> <small>ex. Albany</small>
Address 3	<input type="text"/> <small>ex. Apt.000.0000 Theresa Street</small>
Address 4	<input type="text"/> <small>ex. 2nd F. Kaizaka bldg.</small>
Tel*	<input type="text"/>
Email*	<input type="text"/> (alphanumeric format)
Birth date	Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> (number format)
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Login ID*	<input checked="" type="radio"/> Use email address as Login ID <input type="radio"/> create a new login ID <small>(half-width numbers (over 4 words))</small> <small>* (accepted symbols: "-", "_", ".")</small> <small>* It's not possible to register a login ID that someone else has already registered.</small>
Password*	<input type="text"/> (half-width numbers (over 4 words))
Point*	102 points (number format)
Language ID*	<input type="text"/> Japanese
receive direct Email*	<input type="radio"/> OK <input checked="" type="radio"/> NG
-Optional item -	For the following option entries, it's possible to make item names in the management of individual licenses. The parameters to change and establish the item name are here .
Option 1: 送料かな	<input type="text"/>
Option 2: 配達日①	<input type="text"/>
Option 3: 配達日②	<input type="text"/>
Option 4: 配達日③	<input type="text"/>
Option 5: 配達日④	<input type="text"/>
Option 6: Item name not set	<input type="text"/>
Option 7: Item name not set	<input type="text"/>
Option 8: Item name not set	<input type="text"/>
Option 9: Item name not set	<input type="text"/>
Option 10: Item name not set	<input type="text"/>
Option 11: Item name not set	<input type="text"/>
Note	<input type="text"/>

3

Deleting (withdrawing) membership

Withdraw from the members' program from here.

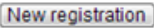
※ * Note that once membership has been withdrawn it cannot be recovered.

Procedure

1. Click the name of the member whose membership you want to withdraw from the list. The "Change registration" screen will be displayed.

User Management: List of shop members

[Option settings](#)



It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

When setting the display conditions, please enter a description and click the [Search] button.

User ID	<input type="text"/>	Name	<input type="text"/>	Company name	<input type="text"/>	Email	<input type="text"/>	Status	<input type="text"/>
Address	Country name <input type="text"/>		City	<input type="text"/>					
Tel	<input type="text"/>								
-- display order <input type="text" value="descending order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>									

Display [1 - 14] out of 14. [<Previous Page](#) | [Next Page>](#)

User ID	Name	Company name	Country name	Address	Email	registration date	withdrawn date	Tel
14						2012/11/13		
13						2012/11/13		
12						2012/11/13		
11						2012/11/13		
10						2012/10/19		
9						2012/09/28	2012/11/13	
8						2012/09/20		
7						2012/08/21		

2. Click the [Withdraw] button to complete withdrawal of membership.

User Management: Change registration [Option settings](#) | [Back to List of shop members](#)

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

*must be entered.

User ID	7
Name*	Family name: [] first name: []
Company name	[]
Section	[]
Zip code*	[]
(required only Japan)	
Country name *	[]
Address 1	[] ex. NY
Address 2	[] ex. Albany
Address 3	[] ex. Apt.000.0000 Theresa Street
Address 4	[] ex. 2nd f. Kaizaka bldg.
Tel*	044-123-4567
Email*	fmst@pdc.proto-g.co.jp (alphanumeric format)
Birth date	Year [] Month [] Day [] (number format)
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
	<input checked="" type="radio"/> Use email address as Login ID
Login ID*	<input type="radio"/> create a new login ID (half-width numbers (over 4 words)) * (accepted symbols: "-", "_", ".") * It's not possible to register a login ID that someone else has already registered.
Password*	[] (half-width numbers (over 4 words))
Point*	102 points (number format)
Language ID*	Japanese []
receive direct Email*	<input type="radio"/> OK <input checked="" type="radio"/> NG
-Optional item -	For the following option entries, it's possible to make item names in the management of individual licenses. The parameters to change and establish the item name are here .
Option 1: 送料かな	[]
Option 2: 配達日①	[]
Option 3: 配達日②	[]
Option 4: 配達日③	[]
Option 5: 配達日④	[]
Option 6: Item name not set	[]
Option 7: Item name not set	[]
Option 8: Item name not set	[]
Option 9: Item name not set	[]
Option 10: Item name not set	[]
Option 11: Item name not set	[]
Note	[]

[Edit] [withdraw] 2

- The withdrawn ID is grayed out, and this is reflected in the [Withdrawal date].

User Management: List of shop members

[Option settings](#)

New registration

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

When setting the display conditions, please enter a description and click the [Search] button.

User ID	<input type="text"/>	Name	<input type="text"/>	Company name	<input type="text"/>	Email	<input type="text"/>	Status	<input type="text"/>
Address	Country name	<input type="text"/>		City	<input type="text"/>				
Tel	<input type="text"/>								
-- display order <input type="text" value="descending order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>									

Display [1 - 14] out of 14. [<Previous Page](#) | [Next Page>](#)

User ID	Name	Company name	Country name	Address	Email	registration date	withdrawn date	Tel
14						2012/11/13		
13						2012/11/13		
12						2012/11/13		
11						2012/11/13		
10		3	Japan			2012/10/19		
9			France			2012/09/28	2012/11/13	
8			China			2012/09/20		

Editing the setting level of member option information

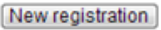
In this system, member information items can be created as "option items" exclusively for each store. Example) Optional item names such as "card information", "annual income", "opportunity", and "number of purchases" can be set.

※ To use this feature, the [Member Registration/Edit] design template must be edited in [Design Settings].

Procedure

1. Click "Variable for installing editing of item names [Click here]." [Member option information settings] is displayed.

User Management: List of shop members [Option settings](#)



It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

When setting the display conditions, please enter a description and click the [Search] button.

User ID	<input type="text"/>	Name	<input type="text"/>	Company name	<input type="text"/>	Email	<input type="text"/>	Status	<input type="text"/>
Address	Country name	<input type="text"/>	City	<input type="text"/>					
Tel	<input type="text"/>								
-- display order <input type="text" value="descending order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>									

Display [1 - 14] out of 14. [<Previous Page](#) | [Next Page>](#)

User ID	Name	Company name	Country name	Address	Email	registration date	withdrawn date	Tel
14						2012/11/13		
13						2012/11/13		
12						2012/11/13		
11						2012/11/13		
10			Japan		xxxx@example.com	2012/10/19		
9			France		test@yahoo.com	2012/09/28	2012/11/13	
8			China		xxxxx@example.com	2012/09/20		
7			China		tmixl@pdc.proto-g.co.jp	2012/08/21		

2. Enter the setting names at your store to [Option items] "1" to "11".

User Management: Option settings

[Back](#) | [List of shop members](#)

For the membership information, it's possible to freely configure the entries for each business.
Put in the item names you want to manage and press the save button.

Member information	Option label 2	Parameter
Option 1	ふりかな	\$option_1
Option 2	配送日①	\$option_2
Option 3	配送日②	\$option_3
Option 4	配送日③	\$option_4
Option 5	配送日④	\$option_5
Option 6		\$option_6
Option 7		\$option_7
Option 8		\$option_8
Option 9		\$option_9
Option 10		\$option_10
Option 11		\$option_11

3

3. Click [Save] to save the settings.

4. Confirm the item name of the registered [member option information].

User Management: Change registration [Option settings](#) [Back to List of shop members](#)

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

*must be entered.

User ID	7
Name*	Family name <input type="text"/> first name <input type="text"/>
Company name	<input type="text"/>
Section	<input type="text"/>
Zip code* (required only Japan)	<input type="text"/>
Country name *	<input type="text"/>
Address 1	<input type="text"/> ex. NY
Address 2	<input type="text"/> ex. Albany
Address 3	<input type="text"/> ex. Apt.000.0000 Theresa Street
Address 4	<input type="text"/> ex. 2nd f. Kaizaka bldg.
Tel*	<input type="text"/>
Email*	<input type="text"/> (alphanumeric format)
Birth date	Year <input type="text"/> Month <input type="text"/> Day (number format)
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Login ID*	<input checked="" type="radio"/> Use email address as Login ID <input type="radio"/> create a new login ID <input type="text"/> (half-width numbers (over 4 words)) (accepted symbols: "-", "_", ".") * It's not possible to register a login ID that someone else has already registered.
Password*	<input type="text"/> (half-width numbers (over 4 words))
Point*	102 points (number format)
Language ID*	Japanese
receive direct Email*	<input type="radio"/> OK <input checked="" type="radio"/> NG
-Optional item -	For the following option entries, it's possible to make item names in the management of individual licenses. The parameters to change and establish the item name are here .
Option 1: 送料別	<input type="text"/>
Option 2: 配達日①	<input type="text"/>
Option 3: 配達日②	<input type="text"/>
Option 4: 配達日③	<input type="text"/>
Option 5: 配達日④	<input type="text"/>
Option 6: Item name not set	<input type="text"/>
Option 7: Item name not set	<input type="text"/>
Option 8: Item name not set	<input type="text"/>
Option 9: Item name not set	<input type="text"/>
Option 10: Item name not set	<input type="text"/>
Option 11: Item name not set	<input type="text"/>
Note	<input type="text"/>

5. The [Member Registration/Edit] design template must be edited at [Design Settings].

Registering new members

Register new members.

Procedure

1. Click [New registration] from the "Member Management: Membership information" list.

User Management: List of shop members [Option settings](#)

New registration |

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#).

When setting the display conditions, please enter a description and click the [Search] button.

User ID	<input type="text"/>	Name	<input type="text"/>	Company name	<input type="text"/>	Email	<input type="text"/>	Status	<input type="text"/>
Address	Country name	<input type="text"/>	City	<input type="text"/>					
Tel	<input type="text"/>								
-- display order <input type="text" value="descending order"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>									

Display [1 - 14] out of 14. [<Previous Page](#) | [Next Page>](#)

User ID	Name	Company name	Country name	Address	Email	registration date	withdrawn date	Tel
14						2012/11/13		
13						2012/11/13		
12						2012/11/13		
11						2012/11/13		

[*] are required items.

2. Enter the new member information.

3. After entry, click [Register].

User Management: New registration [Option settings](#) [Back to List of ahop members](#)

It's possible to make entries for membership information for individual businesses. The parameters to change and establish the item name are [here](#). **2**

*must be entered.

User ID	(Auto numbering)
Name*	Family name <input type="text"/> first name <input type="text"/>
Company name	<input type="text"/>
Section	<input type="text"/>
Zip code* (required only Japan)	<input type="text"/>
Country name *	<input type="text"/>
Address 1	<input type="text"/> ex. NY
Address 2	<input type="text"/> ex. Albany
Address 3	<input type="text"/> ex. Apt.000.0000 Theresa Street
Address 4	<input type="text"/> ex. 2nd f. Kaizaka bldg.
Tel*	<input type="text"/>
Email*	<input type="text"/> (alphanumeric format)
Birth date	Year <input type="text"/> Month <input type="text"/> Day (number format)
Gender	<input type="radio"/> Male <input type="radio"/> Female
Login ID*	<input type="radio"/> Use email address as Login ID <input type="radio"/> create a new login ID <input type="text"/> (half-width numbers (over 4 words)) * (accepted symbols: "-", "_") * It's not possible to register a login ID that someone else has already registered.
Password*	<input type="text"/> (half-width numbers (over 4 words))
Point*	<input type="text"/> points (number format)
Language ID*	English <input type="text"/>
receive direct Email*	<input type="radio"/> OK <input checked="" type="radio"/> NG
-Optional item -	For the following option entries, it's possible to make item names in the management of individual licenses. The parameters to change and establish the item name are here .
Option 1: 送料徴	<input type="text"/>
Option 2: 配達日①	<input type="text"/>
Option 3: 配達日②	<input type="text"/>
Option 4: 配達日③	<input type="text"/>
Option 5: 配達日④	<input type="text"/>
Option 6: Item name not set	<input type="text"/>
Option 7: Item name not set	<input type="text"/>
Option 8: Item name not set	<input type="text"/>
Option 9: Item name not set	<input type="text"/>
Option 10: Item name not set	<input type="text"/>
Option 11: Item name not set	<input type="text"/>
Note	<input type="text"/>

3

Batch registering members

You can upload a CSV file to batch register "member data."(Additional categories can only be added. Existing member information cannot be edited.)

User Batch Entry (Selecting file...)

Upload the CSV file and register User Data together. (Only for additional registration. No changes allowed.)

* Check **Note:** before doing the batch registration.

* As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.
You can download the CSV sample from the link shown below.

([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer.
	<input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	<input type="text" value="Japanese (shift-jis)"/>

2

3

4

5

Procedure

1. Before batch registration, read the precautions. Be sure to read the precautions of the store you are using since the CSV format changes according to the number of supported languages and sort order.
2. Download samples when creating the CSV file since the CSV format changes according to the number of supported languages and sort order.
3. Select the file you created.
4. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file. For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".
5. Click the [Confirm] button. The file is uploaded and is checked.
6. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

User Batch Entry (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

All 4 <Previous Page | Next Page>

No.	Check result	Company name	Section	Name (Family name)	Name (first name)	Zip code	Country name
1				佐藤	一郎	123-4567	Japan
2				高橋	次郎	123-4567	Japan
3	6			鈴木	三郎	123-4567	Japan
4	Name (first name) not entered					123-4567	Japan

All 4 <Previous Page | Next Page>

Back

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

User Batch Entry (Confirming file contents...)

Please check the content. If OK, click the upload button .

All 4 <Previous Page | Next Page>

No.	Check result	Company name	Section	Name (Family name)	Name (first name)	Zip code	Country name	Prefecture & s
1				佐藤	一郎	123-4567	Japan	
2				高橋	次郎	123-4567	Japan	
3				鈴木	三郎	123-4567	Japan	
4				田中	久美子	123-4567	Japan	

All 4 <Previous Page | Next Page>

Upload Back 7

Is it OK to upload?

OK キャンセル

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

User Batch Entry (Upload complete.)

Uploaded. 8
Added 4

[Back to the top of User Batch Entry](#)

Batch editing member points (selecting files)

Batch overwrite the member points of already registered members by a CSV file referenced to member IDs.

User Batch Edit (Selecting file...)

For members already registered, reference the member ID, and overwrite the member points all together in the CSV file. [You can download all of the member data for currently registered members from the following.](#)

* Check **Note:** before doing the batch edit.
 * As the CSV format changes depending on the number and the order of languages, please download the registered data.

You can download all of the member data for currently registered members from the following.
([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. ファイルを選択 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis) ▼

Confirm

Procedure

1. Before batch registration, read the precautions. Be sure to read the precautions of the store you are using since the CSV format changes according to the number of supported languages and sort order.
2. Download samples when creating the CSV file since the CSV format changes according to the number of supported languages and sort order.
3. Select the file you created.
4. Select the delimiter character and character encoding to suit the content of the file you created.

※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file. For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".

5. Click the [Confirm] button. The file is uploaded and is checked.
6. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

User Batch Edit

Errors in CSV data. Please see the detail in the check results column of the table below.

All 3 <Previous Page | Next Page>

No.	Check result	User ID	Name (Family name)	Name (first name)	Point	Updated
1		11	佐藤	一郎	100	2012/11/13
2	6	12	高橋	次郎	100	2012/11/13
3	User ID not entered		鈴木	三郎	100	2012/11/13

All 3 <Previous Page | Next Page>

←

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

User Batch Edit

Please check the content. If OK, click the upload button .

All 3 <Previous Page | Next Page>

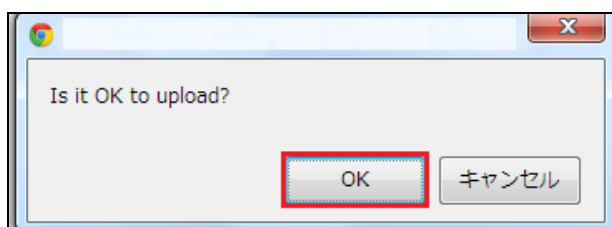
No.	Check result	User ID	Name (Family name)	Name (first name)	Point	Updated
1		11	佐藤	一郎	100	2012/11/13
2		12	高橋	次郎	100	2012/11/13
3		13	鈴木	三郎	100	2012/11/13

All 3 <Previous Page | Next Page>

←

7

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.



User Batch Edit (Upload complete.)

Uploaded.
The number of update targets 3 8

[Back to the top of User Batch Edit](#)

Setting member/orderer required items

Fields for entering various information are provided for customers (members/orderers) to enter at the store's discretion.

However, "whether or not customers must enter these fields" can be set.

Selected items will be the required items.

Required customer/ member information

The required customer/ member personal information can be set here.
[Change the labels of optional settings.](#)

gender	<input checked="" type="checkbox"/>	required information	(targets: members, customers, order destination)
zip code	<input checked="" type="checkbox"/>	required information	(targets: members, customers, order destination)
consent to send mail	<input checked="" type="checkbox"/>	required information	(targets: members, customers)
optional settings1 ふりかな	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings2 配達日☺	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings3 配達日☺	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings4 配達日☺	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings5 配達日☺	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings6	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings7	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings8	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings9	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings10	<input type="checkbox"/>	required information	(targets: members, customers)
optional settings11	<input type="checkbox"/>	required information	(targets: members, customers)

※ Caution: Since design is not an automatically edited function, each store must set "output of input fields for required entry items" or "indication that entry is required" in the shop design.

Warning messages when items specified as required are not entered can also be customized by stores. We strongly recommend checking which items require entry after finishing design and editing warning messages.

26. Estimate Management

※ This function is an option, "Estimate Management" may not be displayed in the menu depending on the details of your contract.

This function is not for fixing orders immediately in online shops and paying form them; it is for issuing estimates for items in shopping carts. Just like net shopping, estimates can be issued automatically online 24 hours per day.

Also, "provisional estimates" can be issued for online estimates and official estimate requests can be accepted from forms.

Information is managed based on official estimates that have been requested like this by customers.

The procedure in net shops when the estimate function is used is as follows:

- 1) The flow up till products are put into carts is the same as regular shopping.
- 2) The "Issue provisional estimate" button is displayed on the cart screen.
- 3) When the [Issue provisional estimate] button is clicked, the provisional estimate screen will be displayed in HTML. In this screen, two buttons [Print estimate as PDF] and [Issue official estimate] are displayed. For details about editing templates, refer to the chapter "Design Settings."
- 4) When [Print estimate as PDF] is selected, a PDF estimate will be output with the same contents as the current HTML version of the provisional estimate. For details about PDF estimate templates, refer to the chapter "Design Settings."
- 5) When [Issue official estimate] is selected, the display moves to the estimate request screen. You can either enter the company information required for issuing an official estimate, or you can extract already registered information by logging in as a member. For details about the layout of the estimate request screen, refer to the chapter "Design Settings."
- 6) Enter the information in the estimate request screen and click the [Submit] button. The estimate request received notice will be sent to the customer. For details about e-mail settings, refer to the chapter "Email Settings." The request estimate information is registered to "Estimate Management: Estimate list" in the management screen.

This chapter describes the management item settings for estimates and how to confirm and process estimate information.

- Contents -

- [Setting estimate management items](#) 250
- [Confirming estimate details](#) 253
- [Deleting estimates](#) 255

Setting estimate management items

1. Click [Settings].

Quotation management: List of quotes

Basic settings |

When setting the display conditions, please enter a description and click the [Search] button.

Keyword	Quote ID <input type="text"/>	Name <input type="text"/>	Email Address <input type="text"/>	User ID <input type="text"/>
Quote Number	<input type="text"/>			
Requested date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(from) ~	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(to)	(This year) (This month)	
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>				

(Target limit(Requested date): ~)

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

Quote ID	Quote Number	Requested date	Name	Email Address	Total Amount
6	5000820120710174846649215	2012/07/10 17:48	██████████	██████████	2,100 JPY
5	5000820120706154833227430	2012/07/06 15:48	██████████	██████████	3,100 JPY
4	5000820120625131943635912	2012/06/25 13:19	██████████	██████████	2,200 JPY
3	5000820120625122918940296	2012/06/25 12:29	██████████	██████████	2,100 JPY
1	5000820120625121842491309	2012/06/25 12:18	██████████	██████████	11,100 JPY

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

2. Make the basic settings for estimate management.

Quotation management:Quotation settings

2

**must be entered.*

Expire to* (1)	English <input style="width: 100%;" type="text"/> Japanese <input style="width: 100%;" type="text"/>
address* (2)	English <input style="width: 100%;" type="text"/> Japanese <input style="width: 100%;" type="text"/>
Payment Terms* (3)	English <input style="width: 100%;" type="text"/> Japanese <input style="width: 100%;" type="text"/>
Header of quote (HTML accepted) (4)	▼English (HTML accepted·resizable) <input style="width: 100%; height: 20px;" type="text"/> ▼Japanese (HTML accepted·resizable) <input style="width: 100%; height: 20px;" type="text"/>
Footer of quote (HTML accepted) (5)	▼English (HTML accepted·resizable) <input style="width: 100%; height: 20px;" type="text"/> ▼Japanese (HTML accepted·resizable) <input style="width: 100%; height: 20px;" type="text"/>
Header of quote (PDF) (6)	▼English (resizable) <input style="width: 100%; height: 20px;" type="text"/> ▼Japanese (resizable) <input style="width: 100%; height: 20px;" type="text"/>
Footer of quote (PDF) (7)	▼English (resizable) <input style="width: 100%; height: 20px;" type="text"/> ▼Japanese (resizable) <input style="width: 100%; height: 20px;" type="text"/>

Save 3

- (1) Enter the expiration date of the estimate.
- (2) Specify the delivery destination to list in the estimate.
- (3) Specify the payment method to list in the estimate.
- (4) Enter the header of the estimate screen.
- (5) Enter the footer of the estimate screen.
- (6) Enter the header of the estimate PDF.
- (7) Enter the footer of the estimate PDF.

3. Save the settings.

Confirming estimate details

1. Confirm the details of the estimate.

Click the relevant estimate ID.

Quotation management: List of quotes

[Basic settings](#)

When setting the display conditions, please enter a description and click the [Search] button.

Keyword	Quote ID <input type="text"/>	Name <input type="text"/>	Email Address <input type="text"/>	User ID <input type="text"/>
Quote Number	<input type="text"/>			
Requested date	<input type="text"/> Year	<input type="text"/> Month	<input type="text"/> Day(from) ~	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(to) (This year) (This month)
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>				

(Target limit(Requested date): ~)
 Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

Quote ID	Quote Number	Requested date	Name	Email Address	Total Amount
6	5000820120710174846649215	2012/07/10 17:48	██████████	██████████	2,100 JPY
5	5000820120706154833227430	2012/07/06 15:48	██████████	██████████	3,100 JPY
4	5000820120625131943635912	2012/06/25 13:19	██████████	██████████	2,200 JPY
3	5000820120625122918940296	2012/06/25 12:29	██████████	██████████	2,100 JPY
1	5000820120625121842491309	2012/06/25 12:18	██████████	██████████	11,100 JPY

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

2. You can confirm estimate details.

(1) You can also confirm the PDF issued to the customer.

Quotation management: Inquire for quote

[Back to the quote list.](#)

2

Quote PDF

(1)
Language: **Japanese**

Quote ID: **6** Requested date: **2012/07/10 17:48:46**

Items

Goods ID	Goods name	Regular price	Discount rate	Sales price	Quantity	Total
36	テスト20120329-SKU未指定02 (test-20120329-02-s) サイズ:S カラー:チャコール	2,100 JPY		2,100 JPY	1	2,100 JPY
Total Amount						2,100 JPY

Clients information

Name	
Company name	
Department name	
Communication method	
Email Address	
Phone Number	
Fax Number	
Address	

Delete

Deleting estimates

1. Click the ID of the estimate you want to delete.

Quotation management: List of quotes

Basic settings

When setting the display conditions, please enter a description and click the [Search] button.

Keyword	Quote ID <input style="width: 50px;" type="text"/>	Name <input style="width: 50px;" type="text"/>	Email Address <input style="width: 50px;" type="text"/>	User ID <input style="width: 50px;" type="text"/>
Quote Number	<input style="width: 100%;" type="text"/>			
Requested date <input style="width: 50px;" type="text"/>	Year <input style="width: 50px;" type="text"/>	Month <input style="width: 50px;" type="text"/>	Day(from) ~	Year <input style="width: 50px;" type="text"/>
			Day(to)	(This year) (This month)

-- display order --

(Target limit(Requested date): ~)
 Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

Quote ID	Quote Number	Requested date	Name	Email Address	Total Amount
6	5000820120710174846649215	2012/07/10 17:48	██████████	██████████	2,100 JPY
5	5000820120706154893227430	2012/07/06 15:48	██████████	██████████	3,100 JPY
4	5000820120625131943635912	2012/06/25 13:19	██████████	██████████	2,200 JPY
3	5000820120625122918940296	2012/06/25 12:29	██████████	██████████	2,100 JPY
1	5000820120625121842491309	2012/06/25 12:18	██████████	██████████	11,100 JPY

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

2. Confirm the estimate details, and click the [Delete estimate] button.

Quotation management: Inquire for quote

[Back to the quote list.](#)

Quote ID:6 Requested date:2012/07/10 17:48:46 Language:Japanese

Items

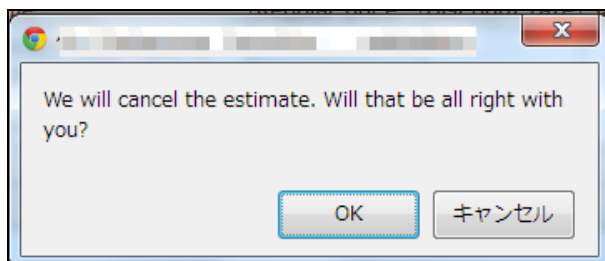
Goods ID	Goods name	Regular price	Discount rate	Sales price	Quantity	Total
36	テスト20120329-SKU未指定02 (test-20120329-02-s) サイズ:S カラー:チャコール	2,100 JPY		2,100 JPY	1	2,100 JPY
						2,100 JPY
Total Amount						2,100 JPY

Clients information

Name	
Company name	
Department name	
Communication method	
Email Address	
Phone Number	
Fax Number	
Address	

2

3. The confirmation window is displayed. Click [OK].



4. The estimate is deleted.

Quotation management: List of quotes

Basic settings

When setting the display conditions, please enter a description and click the [Search] button.

Keyword Quote ID Name Email Address User ID

Quote Number

Requested date Year Month Day(from) ~ Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

-- display order Newest dates on top --

(Target limit(Requested date): ~)
 Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

Quote ID	Quote Number	Requested date	Name	Email Address	Total Amount
6	5000820120710174846649215	2012/07/10 17:48			2,100 JPY
5	5000820120706154833227430	2012/07/06 15:48			3,100 JPY
4	5000820120625131943635912	2012/06/25 13:19			2,200 JPY
3	5000820120625122918940296	2012/06/25 12:29			2,100 JPY
1	5000820120625121842491309	2012/06/25 12:18			11,100 JPY

Display [1 - 5] out of 5. [<Previous Page](#) | [Next Page>](#)

27. Setting Batch Send E-mail

Set the e-mails to be batch mailed to customers. E-mails can also be received at your store (person in charge) by BCC.

Distribution destination lists can be added by CSV files.

Note that filtering conditions will not be applied to destination destinations added by CSV file.

- Contents -

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- [Test sending batch e-mail](#) 262
- [Reserving sending of batch e-mail](#) 263
- [Batch adding e-mail send destinations](#) 266
- [Editing sent e-mails and reserving sending again](#) 268

Creating and temporarily saving new batch e-mails

Procedure

1. Click the [New registration] button.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration] If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 3] out of 3. <Previous Page | Next Page>

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	テスト		2012-12-31 14:30	Send
2	(test)メルマガ配信		2012-12-10 15:30	Send
3	TEST		2012-08-17 12:30	Send

Display [1 - 3] out of 3. <Previous Page | Next Page>

2. Enter the e-mail information.

[*] indicates required items.

Batch Email Settings:Setting 2 [Back to Batch email sender job list](#)

*must be entered.

Sender E-mail address* (1) (alphanumeric format)

BCC E-mail address* (2) (number or alphanumeric format, separate addresses with comma to enter upto 3).

Test* (3) (number or alphanumeric format, separate addresses with comma to enter upto 3).

Send date(Reserve the date and the time for mail delivery.)* (4) Year 01 Month 01 Day 00 Hour 00 Minute

The "refinement": Refinement of the mail destinations taken from the members and the purchasers will be made. Unless otherwise specified, they are those whose "mail-sending status" has been given as "approve".
 *The "refinement" will not be applied to the data that have been uploaded by CSV.

Target* (5) Members only Buyers only ALL (Deliver mail to all members, irrespective of whether or not there has been confirmation of mail delivery.)

Gender* (6) Male Female Both male and female

Language ID (7) Not specified

registration date (8) Year Month Day(from) ~ Year Month Day(to)
 (It will be applied when the mail destinations are given as "Members only" and "ALL".)

Target 1 (Current) [added by CSV 0] (8)

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<(")>" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.--<{\$name_mai}>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Parameter list (for mail) [more](#)

\$name_sel	氏名(姓)
\$name_mai	氏名(名)
\$zip	郵便番号
\$addr	住所
\$country_name	国名
\$ken_name	県名
\$addr2	市町村以降住所
\$tel	電話番号
\$email	メールアドレス
\$birthday	生年月日
\$loginid	ログインID
\$user_password	パスワード
\$company_name	会社名
\$option_1	オプション項目1
\$option_2	オプション項目2
\$option_3	オプション項目3
\$option_4	オプション項目4
\$option_5	オプション項目5
\$option_6	オプション項目6
\$option_7	オプション項目7
\$option_8	オプション項目8
\$option_9	オプション項目9
\$option_10	オプション項目10

- (1) Sender e-mail address*
This e-mail address is displayed at the send destination.
- (2) BCC (person in charge) e-mail address*
When mail is distributed, the first e-mail is distributed by BCC.
- (3) Test send destination e-mail address*
※ If two or more persons in charge want to receive e-mails, enter the "BCC (person in charge)"

e-mail address" and "test send destination e-mail address" delimited by commas. Up to five persons in charge can be specified.

* When the e-mail address of a cellphone has been set as BCC, text might be corrupted since the majority of cellphones in Japan support only "Shift-JIS" character codes.

Set the send conditions.

- (4) Send date/time*
Set the send date/time. The send time can be set in Japan time and in 30-minute increments.
 - (5) Send target*
Set the send target. "Members only", "Buyers only" and "Everyone (distributed to all members regardless of e-mail distribution approval)" can be set.
 - (6) Gender*
Set the gender. "Male", "Female" and "Both male/female" can be set.
 - (7) Language ID
Filters the language ID currently registered in Member Management. "Not specified" also can be set.

* Note that when "Not specified" is specified, mail with content entered in two or more languages can be distributed. However, if the e-mail software at the receiver end does not support a language, that language might be displayed corrupted.
* The display language of selection items is the language set to "use" in Language Settings. Display languages set as "under construction" are not displayed in selection items.
 - (8) Registration date
The date that the member was registered can be selected. This is applied when the send target is "Members only" and "Everyone".
 - (9) Confirm number of sent e-mails
You can confirm the number of sent e-mails by the [Confirm number of sent e-mails] button.
※ The [Confirm number of sent e-mails] button is displayed once batch e-mails have been temporarily saved.
3. Enter the subject and content.
You can select between "text" and "HTML" as the format of e-mails.

Enter the subject and content of e-mails in the display language of the language ID selected at the send conditions.

Composing e-mail sentences using a text editor, for example, and copying & pasting these is useful for learning the number of text characters.

- * E-mail variables can be used in content.
Like, <{xxxxx}>, enclose variables in the figure on the right with <{ }>.
- * The number of accesses to each URL and number of received orders can be measured by issuing a URL for measuring the effectiveness of the "top page" or "product details page" in promotion management and posting this in the batch e-mail.

4. When registration is finished, click the [Temporary save] button.

- The batch e-mail is temporarily saved and is displayed in the batch e-mail reserved for sending registration list.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration](#) If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	test	5 Add target e-mail by CSV	2012-01-19 18:30	Draft
2	新サーバテスト		2011-06-09 16:00	Send

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

Test sending batch e-mail

Procedure

1. Click the mail [No.] whose status is temporarily saved.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration](#) If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	test 1	Add target e-mail by CSV	2012-01-19 18:30	Draft
2	新サーバテスト		2011-06-09 16:00	Send

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

2. If necessary, correct and enter the e-mail information.

Batch Email Settings:Setting 2 [Back to Batch email sender job list](#)

*must be entered.

status	Draft		
Sender E-mail address*	m-momose@siggroup.com	(alphanumeric format)	
BCC E-mail address*	m-momose@siggroup.com	number or alphanumeric format, separate addresses with comma to enter upto 5.	
Test*	m-momose@siggroup.com	number or alphanumeric format, separate addresses with comma to enter upto 5.	
Send date(Reserve the date and the time for mail delivery.)*	2012	Year 01	Month 19
		Day 18	Hour 30
			Minute

The "refinement": Refinement of the mail destinations taken from the members and the purchasers will be made. Unless otherwise specified, they are those whose "mail-sending status" has been given as "approve".
 **The "refinement" will not be applied to the data that have been uploaded by CSV.

Target* Members only Buyers only ALL (Deliver mail to all members, irrespective of whether or not there has been confirmation of mail delivery.)

Gender* Male Female Both male and female

Language ID English

registration date 2010 Year 01 Month 19 Day(from) ~ 2011 Year 01 Month 19 Day(to)
 (It will be applied when the mail destinations are given as "Members only" and "ALL".)

[Confirm](#) Target 1 (Current) [added by CSV 0]

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<(" ")>" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.--<{\$name_mei}>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Subject:test by momose	Parameter list (for mail) more
会社名: <{\$company_name}>	\$name_sei Family name
パスワード: <{\$user_password}>	\$name_mei Given name
test by momose	\$zip Zip code
	\$addr Address (join from country name to street)
	\$country_name Country name
	\$ken_name Japanese prefecture name or "outside japan"
	\$addr2 Address (city, street)
	\$tel Telephone no.
	\$email E-mail address
	\$birthday Birthday
	\$loginid Login ID
	\$user_password Password
	\$company_name Company name
	\$option_1 Option item 1
	\$option_2 Option item 2
	\$option_3 Option item 3
	\$option_4 Option item 4
	\$option_5 Option item 5
	\$option_6 Option item 6
	\$option_7 Option item 7
	\$option_8 Option item 8
	\$option_9 Option item 9
	\$option_10 Option item 10

3

[Save as draft](#) [Add target by CSV](#) [Send test mail](#) [Reserve](#)

3. Click the [Distribute test mail] button.
4. With batch e-mail, since temporarily saved test e-mail is distributed, open the sent e-mail to confirm that there are no mistakes in its content and URL links.

Reserving sending of batch e-mail

Procedure

1. Click the mail [No.] whose status is temporarily saved.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration](#) If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	test	Add target e-mail by CSV	2012-01-19 18:30	Draft
2	新サーバテスト		2011-06-09 16:00	Send

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

2. If necessary, correct and enter e-mail information such as send date/time.

Batch Email Settings:Setting [Back to Batch email sender job list](#)

*must be entered. 2

status: Draft

Sender E-mail address*: m-momose@siggroup.com (alphanumeric format)

BCC E-mail address*: m-momose@siggroup.com number or alphanumeric format, separate addresses with comma to enter upto 5.

Test*: m-momose@siggroup.com number or alphanumeric format, separate addresses with comma to enter upto 5.

Send date(Reserve the date and the time for mail delivery)*: (1) 2012 Year | 01 Month | 19 Day | 18 Hour | 30 Minute

The "refinement": Refinement of the mail destinations taken from the members and the purchasers will be made. Unless otherwise specified, they are those whose "mail-sending status" has been given as "approve".
 *The "refinement" will not be applied to the data that have been uploaded by CSV.

Target* Members only Buyers only ALL (Deliver mail to all members, irrespective of whether or not there has been confirmation of mail delivery.)

Gender* Male Female Both male and female

Language ID: English

registration date: 2010 Year | 01 Month | 19 Day(from) ~ 2011 Year | 01 Month | 19 Day(to)
 (It will be applied when the mail destinations are given as "Members only" and "ALL".)

[Confirm] Target 1 (Current) [added by CSV 0] (2)

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<(" ">" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.--<(\$name_mei)>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Subject: test by momose

会社名: <{\$company_name}>
 パス: <{\$user_password}>

test by momose

Parameter list (for mail)	more
\$name_ssi	Family name
\$name_mei	Given name
\$zip	Zip code
\$addr	Address (join from country name to street)
\$country_name	Country name
\$ken_name	Japanese prefecture name or "outside japan"
\$addr2	Address (city, street)
\$tel	Telephone no.
\$email	E-mail address
\$birthday	Birth day
\$loginid	Login ID
\$user_password	Password
\$company_name	Company name
\$option_1	Option item 1
\$option_2	Option item 2
\$option_3	Option item 3
\$option_4	Option item 4
\$option_5	Option item 5
\$option_6	Option item 6
\$option_7	Option item 7
\$option_8	Option item 8
\$option_9	Option item 9
\$option_10	Option item 10

3

- (1) Confirm the send date/time.
- (2) Update the number of sent e-mails.

*Since the number of sent e-mails is the number of e-mail addresses when the batch e-mail is temporarily saved, click the [Confirm number of sent e-mails] button again even under the same send conditions to update to the current number.

3. Click the [Reserve send at these settings] button.
4. A sub-window will open and the "Save. Are you sure?" confirmation screen will be displayed. Click the [OK] button.

Language ID

registration date 2010 Year 01 Month 19 Day(from) ~ 2011 Year 01 Month 19 Day(to)
(It will be applied when the mail destinations are given as "Members only" and "ALL".)

Target 1 (Current) [added by CSV 0]

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<{ " }>" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.→<{\$name_mei}>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Subject

会社名 : <{\$company_name}>
 パス : <{\$user_password}>

Is it OK to save?

4

Parameter list (for mail) more	
\$name_sei	Family name
\$name_mei	Given name
\$zip_code	Zip code
\$address	Address (join from country name to street)
\$country_name	Country name
\$prefecture_name	Japanese prefecture name or "outside japan"
\$city_street	Address (city, street)
\$telephone_no.	Telephone no.
\$email	E-mail address
\$birthday	Birthday
\$loginid	Login ID
\$user_password	Password
\$company_name	Company name
\$option_1	Option item 1
\$option_2	Option item 2
\$option_3	Option item 3
\$option_4	Option item 4
\$option_5	Option item 5
\$option_6	Option item 6
\$option_7	Option item 7
\$option_8	Option item 8
\$option_9	Option item 9
\$option_10	Option item 10

- Confirm the send details "Sender e-mail address", "BCC e-mail address", "Send conditions", "Subject", and "Content".

Batch Email Settings:Setting

[Back to Batch email sender job list](#)

5

*If you approve of the contents given below, please click on the "reservation" button.

Sender E-mail address	[Redacted]
BCC E-mail address	[Redacted]
Test	[Redacted]
Send date	2013Year 12Month 10Day 15Hour 30Minute

Refinement

Target	ALL (Deliver mail to all members, irrespective of whether or not there has been confirmation of mail delivery.)
Gender	Both male and female
Language ID	
registration date	

Target 16 (2013/02/19 Current) [added by CSV 0]

Subject and body

Mail format : Message:
 Subject : (test)メルマガ配信

Mail format :
 テスト配信用

6

- Click the [Reserve] button.
- Sending of batch e-mail is reserved.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration](#) If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 3] out of 3. [<Previous Page](#) | [Next Page>](#)

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	(test)メルマガ配信	Add target e-mail by CSV	2013-12-10 15:30	7 Reserved
2	テスト		2012-12-31 14:30	Send
3	TEST		2012-08-17 12:30	Send

Display [1 - 3] out of 3. [<Previous Page](#) | [Next Page>](#)

Batch adding e-mail send destinations

You can upload a CSV file to batch register "e-mail send destinations."

E-mail address batch registration (Selecting file...)

Upload the CSV file and carry out a "batch additional registration" of the mail destinations.
 *The refinement will not be applied to the data that have been uploaded by CSV.
 *Check **Note:** before doing the batch registration.
 As the CSV format changes depending on the number and the order of languages, please download the CSV sample on registration.
 You can download the CSV sample from the link shown below.
 ([Japanese \(shift-jis\) \(comma-delimited\)](#) / [Unicode \(UTF-8\) with BOM \(tab-delimited\)](#) / [Unicode \(UTF-16LE\) without BOM \(tab-delimited\)](#))

*must be entered.

Select*	Click this button, and select the CSV file on your computer. <input type="button" value="ファイルを選択"/> 選択されていません
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding*	Japanese (shift-jis)

Procedure

1. Before batch registration, read the precautions. Be sure to read the precautions of the store you are using since the CSV format changes according to the number of supported languages and sort order.
2. Download samples when creating the CSV file since the CSV format changes according to the number of supported languages and sort order.
3. Select the file you created.
4. Select the delimiter character and character encoding to suit the content of the file you created.
 ※ Note: Select not the "format of the downloaded file" but the format of the actually saved CSV file.
 For example, when downloading a CSV sample file in the format "Japanese(shift-jis)(comma delimiter)" and enter Chinese, etc. in an Excel file and save it in "Unicode text" format, the file will be saved as "Unicode(UTF-16LE) with BOM" and "tab delimiter".
5. Click the [Confirm] button. The file is uploaded and is checked.
6. If a problem is found in the content of the data, error details will be displayed in the "Check Result" field.

Referring to the error details, correct the CSV file. Click the [Back] button, and repeat steps 2 and 3 until the error no longer appears.

E-mail address batch registration (Confirming file contents...)

Errors in CSV data. Please see the detail in the check results column of the table below.

No.	Check result	Email	Name(Family name)	Name(first name)	Zip
1		123456@test.com			
2		123457@test.com			
3	6	123458@test.com			
4	Email Address ERROR (the e-mail is not in correct format)	123459@			

All 4 <Previous Page | Next Page>

Back

- If the content of the data can be imported, the [Upload] button is displayed between the list of items scheduled to be registered.

E-mail address batch registration (Confirming file contents...)

Please check the content. If OK, click the upload button .

No.	Check result	Email	Name(Family name)	Name(first name)	Zip
1		123456@test.com			
2		123457@test.com			
3		123458@test.com			
4		123459@test.com			

All 4 <Previous Page | Next Page>

Upload Back

Is it OK to upload?

OK キャンセル

- When the [Upload image files] button is clicked, the upload is completed and the result is displayed.

E-mail address batch registration (Upload complete.)

Uploaded. Added 4 0

[Back to the top of E-mail address batch registration](#)

Editing sent e-mails and reserving sending again

Procedure

1. Click the mail [No.] whose status is temporarily saved.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

[New registration](#) If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	test by momose	Add target e-mail by CSV	2012-01-19 18:30	Draft
2	新サーバテスト 1		2011-06-09 16:00	Send

Display [1 - 2] out of 2. [<Previous Page](#) | [Next Page>](#)

2. If necessary, correct and enter the e-mail information.

Batch Email Settings:Setting [Back to Batch_email_sender_job_list](#)

2

*must be entered.

Status	Send Target 0 [added by CSV 0]
Sender E-mail address*	hshimabukuro@pdc.proto-g.co.jp (alphanumeric format)
BCC E-mail address*	hshimabukuro@pdc.proto-g.co.jp number or alphanumeric format, separate addresses with comma to enter upto 5.
Test*	hshimabukuro@pdc.proto-g.co.jp number or alphanumeric format, separate addresses with comma to enter upto 5.
Send date(Reserve the date and the time for mail delivery)*	2012 Year 12 Month 31 Day 14 Hour 30 Minute (1)

The "refinement": Refinement of the mail destinations taken from the members and the purchasers will be made. Unless otherwise specified, they are those whose "mail-sending status" has been given as "approve".
 **The "refinement" will not be applied to the data that have been uploaded by CSV.

Target* Members only Buyers only ALL (Deliver mail to all members, irrespective of whether or not there has been confirmation of mail delivery.)

Gender* Male Female Both male and female

Language ID Not specified

registration date Year Month Day(from) ~ Year Month Day(to)
 (It will be applied when the mail destinations are given as "Members only" and "ALL".)

[\[Confirm\]](#) Target 0 (Current) [added by CSV 0] **(2)**

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<[]>" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.--<{\$name_mei}>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Subject テスト	Parameter list (for mail) more
	\$name_sei 氏名(姓)
	\$name_mei 氏名(名)
	\$zip 郵便番号
	\$addr 住所
	\$country_name 国名
	\$ken_name 県名
	\$addr2 市町村以降住所
	\$tel 電話番号
	\$email メールアドレス
	\$birthday 生年月日
	\$loginid ログインID
	\$user_password パスワード
	\$company_name 会社名
	\$option_1 オプション項目1
	\$option_2 オプション項目2
	\$option_3 オプション項目3
	\$option_4 オプション項目4
	\$option_5 オプション項目5
	\$option_6 オプション項目6
	\$option_7 オプション項目7
	\$option_8 オプション項目8
	\$option_9 オプション項目9
	\$option_10 オプション項目10

(3)

Save as draft Add target by CSV Send test mail **Reserve 3**

- (1) Correct the send date/time.
- (2) Update the number of sent e-mails.
- (3) Confirm content.

* Since the number of sent e-mails is the number of e-mail addresses when the batch e-mail is temporarily saved, click the [Confirm number of sent e-mails] button again even under the same send conditions to update to the current number.

3. Click the [Reserve send at these settings] button.

- A sub-window will open and the "Save. Are you sure?" confirmation screen will be displayed. Click the [OK] button.

Language ID Not specified ▾

registration date
 Year ▾ Month ▾ Day(from) ~ Year ▾ Month ▾ Day(to)
(It will be applied when the mail destinations are given as "Members only" and "ALL".)

Target 12 (Current) [added by CSV 0]

subject & body*

You can use the mail parameter for the text. When you do so, please enclose with "<{ }>" the letters in the table given on the right. They will be replaced when the mail is delivered.
 Example: When you want the full name (name) to be displayed.→<{\$name_mei}>
 At the moment, company name and optional items 1 to 10 are valid only when they have been registered by "CSV batch registration".

Mail format Text format HTML format

Subject [test]:

Parameter list (for mail) more	
\$name_sei	氏名(姓)
\$name	氏名(名)
\$postal_code	郵便番号
\$address	住所
\$name_kana	氏名(カナ)
\$name_roman	氏名(ローマ字)
\$address_kana	住所(カナ)
\$address_roman	住所(ローマ字)
\$email	メールアドレス
\$birthday	生年月日
\$loginid	ログインID
\$user_password	パスワード
\$company_name	会社名
\$option_1	オプション項目1
\$option_2	オプション項目2
\$option_3	オプション項目3
\$option_4	オプション項目4
\$option_5	オプション項目5
\$option_6	オプション項目6
\$option_7	オプション項目7
\$option_8	オプション項目8
\$option_9	オプション項目9
\$option_10	オプション項目10

Is it OK to save?

4

- Confirm the send details "Sender e-mail address", "BCC e-mail address", "Send conditions", "Subject", and "Content".

Batch Email Settings:Setting 5

[Back to Batch email sender job list](#)

*If you approve of the contents given below, please click on the "reservation" button.

Sender E-mail address	
BCC E-mail address	
Test	
Send date	2013Year 12Month 31Day 14Hour 30Minute

Refinement	
Target	Members only
Gender	Male
Language ID	
registration date	
Target 0 (2013/02/19 Current) [added by CSV 0]	

Subject and body

Mail format : Message:

Subject : テスト

Mail format :
テスト

6

- Click the [Reserve] button.

- Sending of batch e-mail is reserved.

Batch email sender job list

We have made it possible to make additions to the list of mail destinations by CSV. A word of caution: The "refinement" will not be applied to the destinations that have been added by CSV.

If you wish to make additions to the "delivery reservations", please click here.

Display [1 - 3] out of 3. [<Previous Page](#) | [Next Page>](#) 7

No.	Subject:	Addition of mail destinations.	Scheduled date and time to send	status
1	テスト	Add target e-mail by CSV	2013-12-31 14:30	Reserved
2	(test)メルマガ配信	Add target e-mail by CSV	2013-12-10 15:30	Draft
3	TEST		2012-08-17 12:30	Send

Display [1 - 3] out of 3. [<Previous Page](#) | [Next Page>](#)

28. Access Log

This system acquires an access log of product lists and product details screens. The analysis results of the access log can be viewed on a browser or the log can be downloaded. **Access logs are held for three months. Note that logs are deleted after three months.**

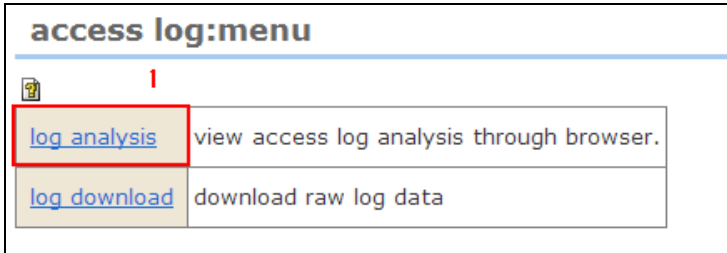
- Contents -

- [Confirming analysis results on a browser](#) 272
- [Downloading access logs](#) 273

Confirming analysis results on a browser

Procedure

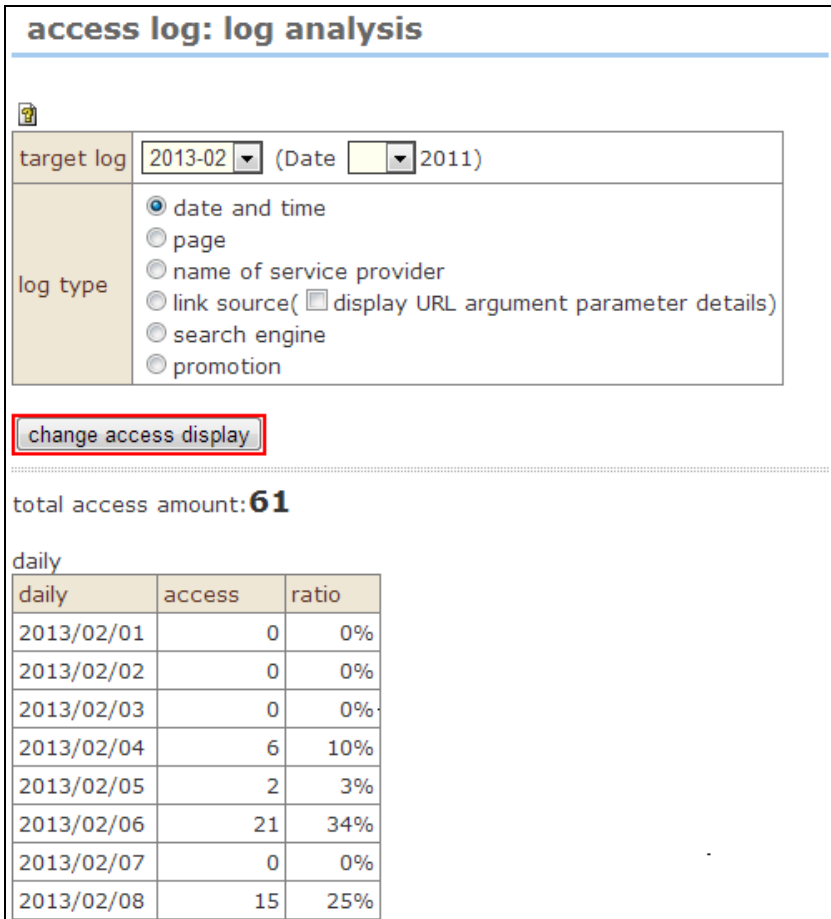
1. Click the [Log analysis] link. The "Access log: Log analysis" screen is displayed.



2. Switching log analysis
As the default screen, the "Date and time zone" analysis results for the current month are displayed.

To change the target log, change the target log, and click the [Switch log analysis display] button.(Specific days also can be specified.)

In addition to "Date and time zone", log display types include "Page", "Connected host name", "Link source", "Search engine", and "Promotion".Select the desired display type, and click the [Switch log analysis display button.



access log: log analysis

target log: 2013-02 (Date 2011)

log type:

- date and time
- page
- name of service provider
- link source(display URL argument parameter details)
- search engine
- promotion

change access display

total access amount: **61**

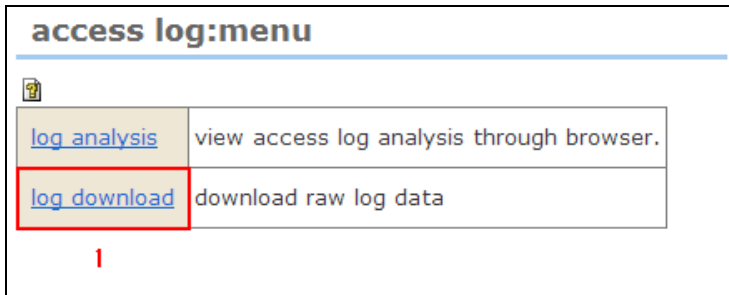
daily

daily	access	ratio
2013/02/01	0	0%
2013/02/02	0	0%
2013/02/03	0	0%
2013/02/04	6	10%
2013/02/05	2	3%
2013/02/06	21	34%
2013/02/07	0	0%
2013/02/08	15	25%

Downloading access logs

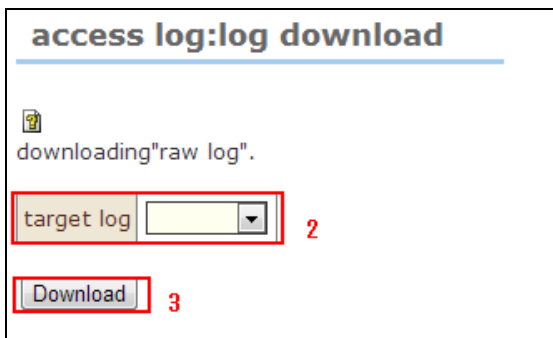
Procedure

1. Click the [Download log] link. The "Access log: Download log" screen is displayed.

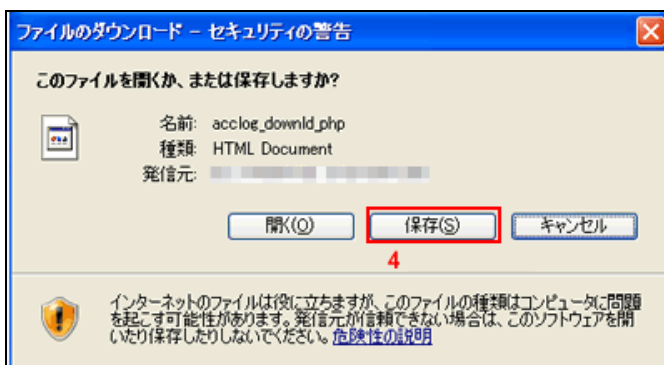


2. Select the target log.

3. Click the [Download] button.



4. Click the [Save] button to save the log to your PC.



29. Downloading Data

You can download various data in CSV format.
Procedure

1. Type of data
Select the type of data to download

Data Download

Download various data (CSV format)

*must be entered.

Data type*	<div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> Order(All) *Filter by order date Order(except unpaid) *Filter by order date Order(except unpaid) *Filter by payment date Order(All history) *Filter by order date EMS format *Filter by order date Member *Filter by Time stamp Goods *Filter by Time stamp Goods SKU *Filter by Time stamp </div>	(Settings) <small>s to download in the selected data type. l be targeted.</small>
Period	Year <input type="text"/> Month <input type="text"/> Day(to) <input type="text"/> (This year) (This month) (Today)	
Delimiter*		
Text encoding		

How to open downloaded file by Excel.

- When the data is in only Japanese or single-byte character (alphabet etc.), select CSV as the file type before saving the Excel data.
- When languages other than the above (such as Chinese) are included, select "Unicode text" as the file type when saving the Excel data. When uploading, select " Unicode(UTF-16LE) " as the character encode for uploading.

About downloaded order data
Although normally there is one order per line, when product information is included in the downloaded data, product data for the ordered products (multiple lines) will be output.

2. Click "Item setting".

- (1) Select additional items.
- (2) Click [Add] to add additional items to "Download items".
- (3) You move items and change their order by clicking [↑] [↓].
- (4) Click the [Save] button.

Download settings

Order(All) *Filter by order date 2

Items that can be added		Added items (for download)
<ul style="list-style-type: none">Order IDOrder dateMember IDFamily name (order)Given name (order)Zip code (order)Country code (order)Country name (order)Japanese Prefecture (order)State (order)City (order) <p><small>*Multi-selection possible (You can group items together and add them.)</small></p>	<p>Add ></p> <p>< delete</p>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">↑ ↓</p> <p><small>*Multi-selection possible (You can delete or move items as a group.)</small></p> <p style="text-align: center;">Save</p>

Close

3. Target period

You can filter the data to be downloaded to within a specified period.

Note that the date (order date, payment date, registration date, etc.) targeted as the specified period differs according to the type of data.

When a target period is not specified, all data can be downloaded.

Data Download

Download various data (CSV format)

*must be entered.

Data type*	<input type="text" value=""/> (Settings) <small>*By clicking on "Settings", you can set which items to download in the selected data type. When "Settings" are not yet entered, all items will be targeted.</small>
Period	<input type="text" value=""/> Year <input type="text" value=""/> Month <input type="text" value=""/> Day(from) ~ <input type="text" value=""/> Year <input type="text" value=""/> Month <input type="text" value=""/> Day(to) (This year) (This month) (Today)
Delimiter*	<input checked="" type="radio"/> comma <input type="radio"/> tab
Text encoding	<input type="text" value="Japanese (shift-jis)"/>

How to open downloaded file by Excel.

- When the data is in only Japanese or single-byte character (alphabet etc.), select CSV as the file type before saving the Excel data.
- When languages other than the above (such as Chinese) are included, select "Unicode text" as the file type when saving the Excel data. When uploading, select " Unicode(UTF-16LE) " as the character encode for uploading.

About downloaded order data
 Although normally there is one order per line, when product information is included in the downloaded data, product data for the ordered products (multiple lines) will be output.

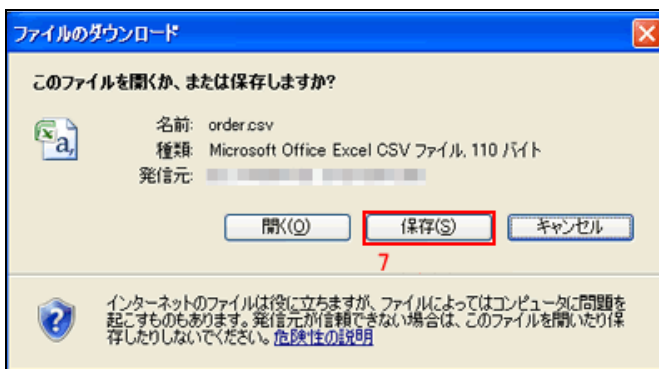
4. Select "Comma" or "Tab" as the delimiter character.

When delimiting by commas is selected,

※ and English addresses contain ",", " " (double quotation marks) will automatically be added and escape processing will be performed.

5. Select the character encoding.

6. Click the [Download] button.



- ※ <To open a downloaded file in Excel...>

When the data is only Japanese language text or 1-byte (alphabet characters, etc.), save the data with the delimiter character set to "Comma" and character encoding in "Japanese(shift_jis)" format to your PC.

When the data contains languages other than the above (e.g. Chinese), save the data with the delimiter character set to "Tab" and character encoding in "Unicode(UTF-16LE)" format to your PC. Start up Excel, and drag or import the download file by [Open file].

<Downloaded received order data>

Normally, received order data per order consists of one line. However, if the download items contain product information, received order data is output for the number of order products (i.e. in two or more lines).

30. Process Log

Details of processing performed by each individual user can be confirmed and searched for.

- Contents -

- [Displaying a record of the process log](#) 279
- [Searching processing logs](#) 280

Displaying a record of the process log

- (1) A record of the processing details performed in this system by users (main user, sub-users) is left behind. Processing date/time: Date/time that log tasks were performed
- (2) Processor: Who performed those tasks is indicated by the user type.
- (3) Sub-user ID: This ID is displayed when the processor is a sub-user.
- (4) Processing details: What kind of edits were made on which screen is indicated.
- (5) Information type: Indicates the data that was targeted for processing. For example, "Order" indicates received order data, "goods" indicates product (item) data, "goods(sku)" indicates product (SKU) data, and "user" indicates member data.
- (6) Information ID: Indicates the ID of the data that was targeted for processing. For example, when the information type is "order" and the information ID is 22, this means that the data targeted for processing was the data of received order ID: 22.

Operation logs:Log list

When setting the display conditions, please enter a description and click the [Search] button.
The processing log for the past 1 week cannot be displayed.

Type	<input type="text"/>
情報ID	<input type="text"/>
Date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(from) ~ <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day(to) (This year) (This month)
-- display order <input type="text" value="Newest dates on top"/> -- <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Display [1 - 20] out of 23. [<Previous Page](#) | [Next Page>](#)

Date	Operator	Sub licence ID	Process	Type	Target IDs
2013/02/18 19:04:32	Main user		Order Management Cancel	order	70
2013/02/18 18:13:24	Main user		Order Management Shipping Save	order (order_hasso)	70
2013/02/18 18:12:36	Main user		Order Management Shipping Save	order (order_hasso)	70

1. The details of the relevant log can be confirmed by clicking the processing date/time of the log whose details you want to confirm.

Operation logs:Log Detail

[Back to Log list](#)

Date	2013/02/12 13:59:27
Operator	Main user
Process	Data Download Order All *Filter by order date Download (Target 71)
Type	order
Target IDs	

Searching processing logs

"Information type" and "information ID" can be specified by using the processing log search function. If an unintentional change has occurred by having performed a search with a specified "information type" and "information ID", you can search the change history by specifying the "received order ID: ●●" in "received order data" from the processing log screen.

Operation logs:Log list

When setting the display conditions, please enter a description and click the [Search] button.
The processing log for the past 1 week cannot be displayed.

Type

情報ID

Date Year Month Day(from) ~ Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

-- display order Newest dates on top --

1. Information type: order

Information ID: 119 The following shows the screen when these two items are set to these values.

Operation logs:Log list

When setting the display conditions, please enter a description and click the [Search] button.
The processing log for the past 1 week cannot be displayed.

Type 1

情報ID

Date Year Month Day(from) ~ Year Month Day(to) [\(This year\)](#) [\(This month\)](#)

-- display order Newest dates on top --


Display [1 - 20] out of 26. <Previous Page | [Next Page](#)> 2

Date	Operator	Sub licence ID	Process	Type	Target IDs
2013/02/12 13:59:27	Main user		Data Download Order All *Filter by order date	Download (Target 71) order	
2013/01/31 17:47:06	Main user		Item Batch Entry	Batch entry goods	15,16,17
2013/01/31 17:45:27	Main user		Item Batch Entry	Batch entry goods	15,16,17

2. You can confirm search results.

31. Contract Information

You can confirm currently registered contract information.
To edit contract information, contact the Support Center.

Confirmation of contract information	
	
Registration Information	
Company name 1	[Redacted]
Name 2	[Redacted]
Zip 3	[Redacted]
Address 4	[Redacted]
Telephone 5	[Redacted]
FAX 6	[Redacted]
Email Address 7	[Redacted]
Registered information	
licence ID 8	50066
Domain information 9	Shop URL: [Redacted] Shop SSL URL: [Redacted]
Language 10	German English Spanish French Italian Japanese Korean Portuguese Russian Chinese (Simplified) Chinese (Traditional)
Maximum number of goods entry	5000 11
design 12 Maximum number of templates	100

1. Company name
This is the company name that you registered when you concluded the contract.
2. Name of person in charge
This is the information of the person in charge that you registered when you concluded the contract.
3. Zipcode
This is the zipcode that you registered when you concluded the contract.
4. Address
This is the address that you registered when you concluded the contract.

5. Tel No.

This is the telephone number that you registered when you concluded the contract.

6. FAX No.

This is the FAX number that you registered when you concluded the contract.

7. Email address

This is the e-mail address that you registered when you concluded the contract.

8. Store ID

This is your company's store ID.

9. Domain information

This is your company's domain information.

10. Available languages

These are the available languages that you registered at your company.

11. Registerable product upper limit

This is the upper limit of the number of products that your company can register.

12. Design template upper limit

This is the upper limit of the number of design templates that your company can register.

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