



SHOPEE BRAND PORTAL PACKAGE [SG]

April 2022

Overview of Package Reservation Process

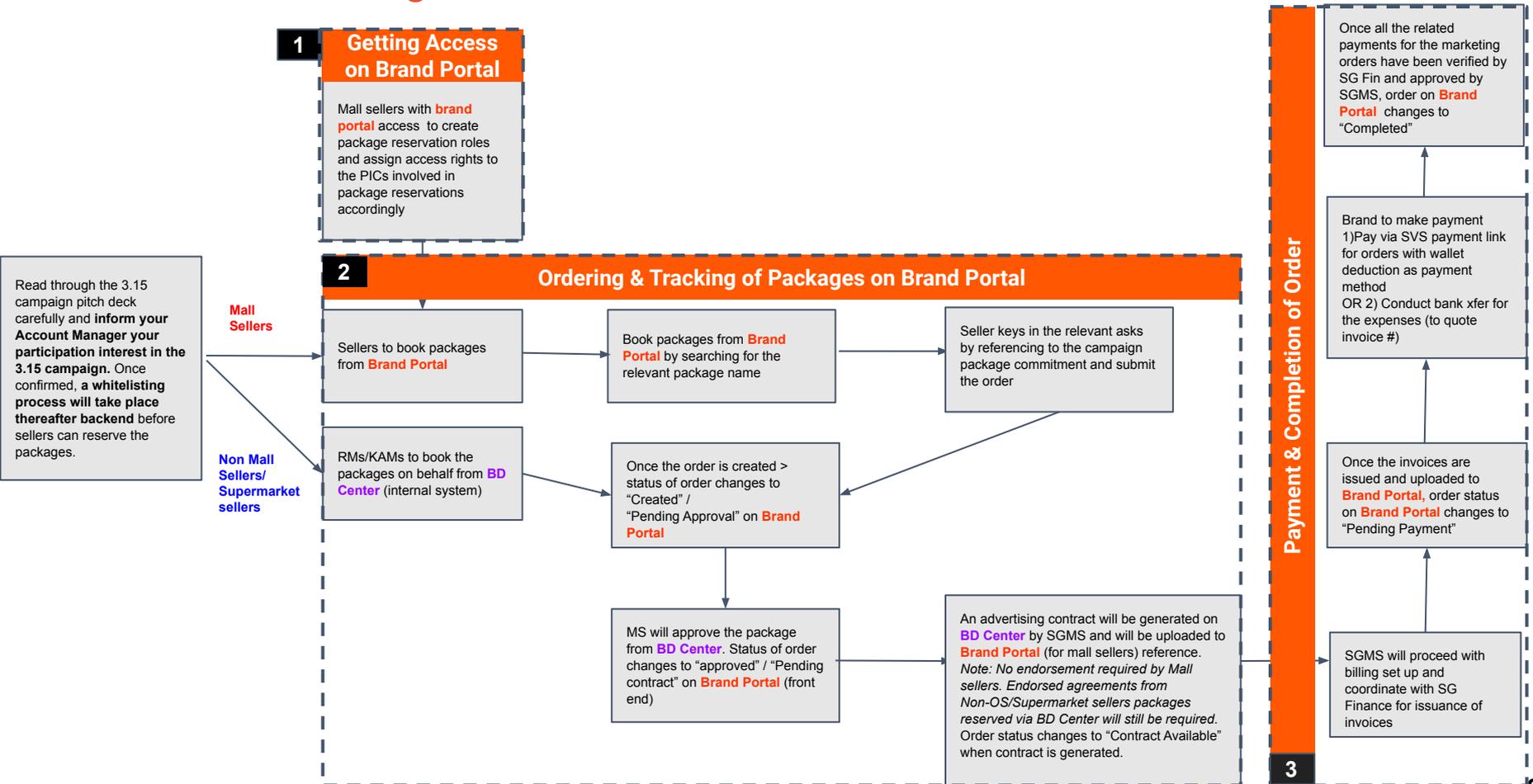


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Part 1: Getting Access



Logging In

Welcome to Shopee Brand Portal

On-demand business intelligence for your brand

Login

Login

[Forgot Password](#)

Visit <https://brandportal.shopee.com/seller/login> and log in with your email and password (*for users who had MSP access - follow that of your MSP details*).

- If you have forgotten your password > do click on “forget password” to reset the new password (look out for email: info@shopee.brandportal.com)

IMPORTANT:

For safety purpose, do not share your login information to anyone.





Granting Access to Sellers on BP: (1) Create Role, (2) Assign Role

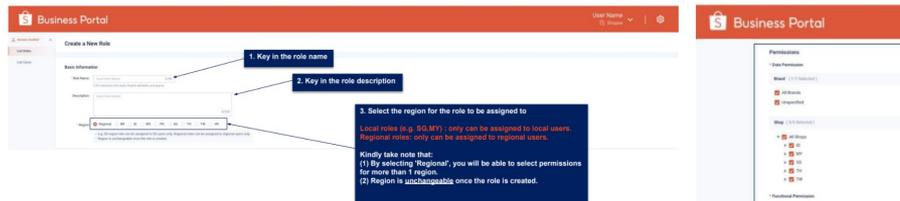
1 Head to Access Control Panel



2 Create the ROLE needed for package access



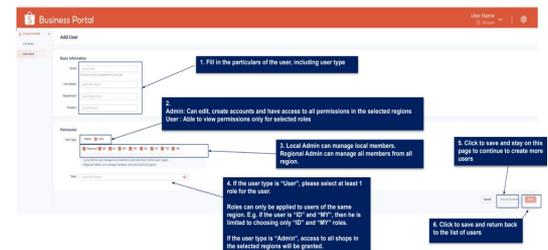
3 Fill in the details needed for the "package access" role + configure the level of access for the role



4 Create USER Access

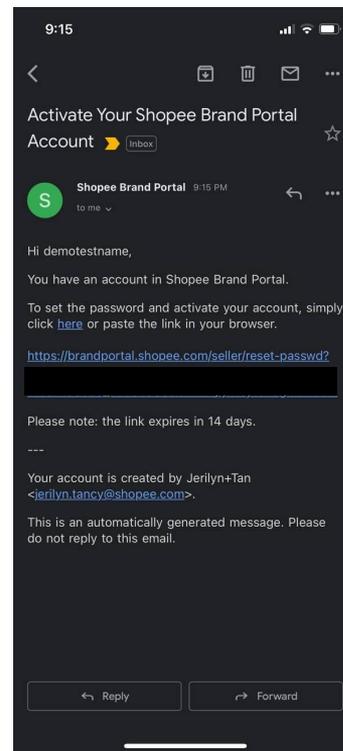
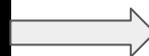
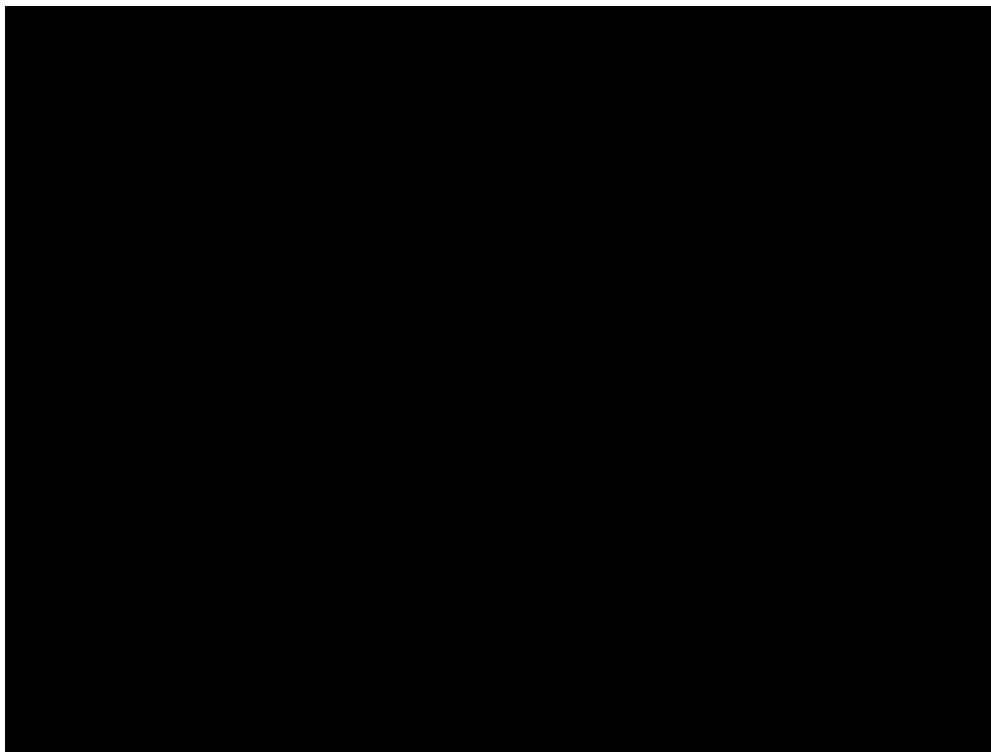


5 Fill in the details needed for the particular user and assign the role to the user





Video Recording - Getting Access to Package Reservation on Brand Portal



Video Recording Link [HERE](#)
(note: to adjust quality to 1080px)

Only new users to Brand Portal
will receive this email



Helpful FAQs for Access to Brand Portal

Questions

Answers

- | Questions | Answers |
|---|--|
| 1 How do we get access to Brand Portal? | <ul style="list-style-type: none">To apply for access to Brand Portal, kindly reach out to your KAMs. |
| 2 Are we able to adjust the access levels for different types of users?

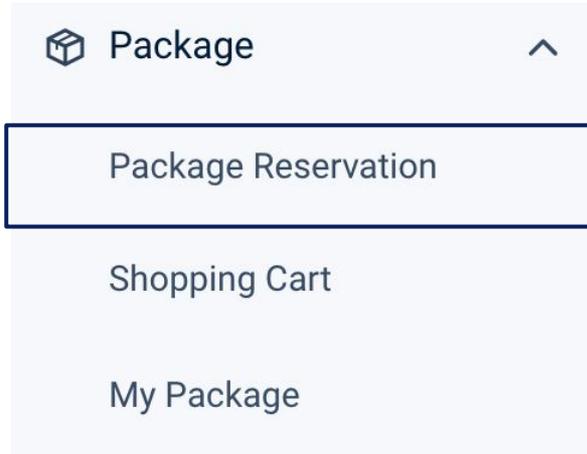
Eg. Marketing Agencies can only see the Marketing Solutions module but not the Sales and Operation performance tabs | <ul style="list-style-type: none">Yes, access control for individual users can be customized to feature level. However, only admins are able to control the access level for users. eg. User A may be given only access to Marketing Solutions module. |
| 3 Can non-admin users access the ACL, add users or edit users? | <ul style="list-style-type: none">No, non-admin users will not be able to access the access control panel, add users, or edit users. |

For point 1) if you already had existing access to MSP > please use the same credentials from MSP to login to Brand Portal.

Part 2: Reserving Campaign Packages on Brand Portal



How to Access Package Reservation?



- 1) Select **"Marketing Solution"** module on the Top Banner.
- 2) On the **left side panel, there will be "Package"**.
- 3) Click on **"Package Reservation"** to see available campaigns and packages.



How to Access Package?

Terms of Service 50

Shopee Brand Portal Terms of Service

1. INTRODUCTION

1. Welcome to the Shopee Brand Portal provided by Shopee (the "BP Platform"). These Shopee Brand Portal Terms of Service (the "BP Terms of Service") govern your use of all Services (as defined in Section 2). Please read the following BP Terms of Service carefully before using this BP Platform or opening an BP account ("Account") so that you are aware of your legal rights and obligations with respect to us and our affiliates and subsidiaries (individually and collectively, "Shopee", "Company", "we", "us" or "our"). These BP Terms of Service supplement the Shopee Terms of Service and the other Company's policies, of which these BP Terms of Service forms a part – please read the [Terms of Service](#) and the other [Shopee Policies](#) available on our marketplace platform (the "Shopee Site").

2. BY USING THE SERVICES OR OPENING AN ACCOUNT WITH US, YOU SIGNIFY YOUR IRREVOCABLE ACCEPTANCE OF THESE BP TERMS OF SERVICE, INCLUDING, BUT NOT LIMITED TO, ADDITIONAL TERMS AND CONDITIONS AND POLICIES SPECIFIED AND/OR RELATED TO HEREIN, THE PRIVACY POLICY AND ANY INFORMATION MADE AVAILABLE ON THE BP PLATFORM, INCLUDING BUT NOT LIMITED TO, THE HELP CENTRE AND FREQUENTLY ASKED QUESTIONS SECTIONS OF THE BP PLATFORM. IF YOU DO NOT AGREE TO THESE TERMS, PLEASE DO NOT USE OUR SERVICES OR ACCESS THE PLATFORM. IF YOU ARE BELOW 18 YEARS OLD AND NOT UNDER GUARDIANSHIP, YOU MUST GET PERMISSION FROM A PARENT OR LEGAL GUARDIAN TO OPEN AN ACCOUNT AND THAT PARENT OR LEGAL GUARDIAN MUST AGREE TO THESE BP TERMS OF SERVICE. IF YOU DO NOT UNDERSTAND THIS SECTION 1.2, YOU MUST NOT CREATE AN ACCOUNT UNTIL YOU HAVE ASKED YOUR PARENT OR LEGAL GUARDIAN FOR HELP. IF YOU ARE THE PARENT OR LEGAL GUARDIAN OF A MINOR WHO IS CREATING AN ACCOUNT, YOU MUST ACCEPT THESE BP TERMS OF SERVICE ON THE MINOR'S BEHALF AND YOU WILL BE RESPONSIBLE FOR ALL USE OF THE ACCOUNT OR SERVICES, INCLUDING ANY INSTRUCTION AND/OR TRANSACTION MADE BY THE MINOR, WHETHER THE MINOR'S ACCOUNT IS NOW OPEN OR CREATED LATER AND WHETHER OR NOT THE MINOR IS SUPERVISED BY YOU DURING HIS OR HER USE OF OUR SERVICES. IF YOU ARE ACCEPTING THESE BP TERMS OF SERVICE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS.

3. We have the right to revise these BP Terms of Service at any time, without prior notice or consent. Your continued use of the Services, this BP Platform, or your registration of an Account, shall be deemed irrevocable acceptance of those revisions.

4. Further, we may at all times, at our sole discretion, change, modify, suspend or discontinue any portion of this BP Platform or the Services, temporarily or permanently, without notice to you. We may release certain Services or features in a beta version, which may not work correctly or in the same way the final version may work, and we shall not be held liable in such instances. We may also impose limits on certain features or restrict your access to parts of, or the entire, BP Platform or Services in our sole discretion and without notice or liability.

5. We reserve the right to refuse to provide you access to the BP Platform or Services or to allow you to open an Account for any reason.

2. SERVICES

1. The services we provide or make available include (a) the BP Platform, (b) the services provided through the BP Platform and by the Company's client software ("Software"), and (c) all information, websites, linked pages, features, data, text, images, photographs, graphics, music, sounds, video, messages, logs, content, programming, software, application services (including without limitation any mobile application services) or other materials, including but not limited to the Advertising Materials ("Content") made available through the BP Platform or our related services (collectively, the "Services"). The Services are subject to these BP Terms of Service, any policies issued by us related to the provision of the Services, any explanatory materials published on this BP Platform or otherwise communicated to you in writing (the "BP Rules"), and/or any applicable laws and regulations. Any new features added to or augmenting the Services are also subject to these Terms of Service, the Company's policies, the BP Rules, and/or any applicable laws and regulations. These BP Terms of Service include but not limited to a one stop solution for the provision of marketing products made available by the Company to the Company's registered sellers in the Shopee Site (individually and collectively, "User", "you" or "your").

2. Our Services are designed to facilitate User to purchase marketing products (individually and collectively the "Marketing Product") offered by the Company within the BP Platform (individually and collectively, the "Order"). We reserve the right to change, upgrade, modify, limit or suspend the Services or any of our related functions or applications at any time temporarily or permanently without prior notice. We reserve the right to introduce new features, functionalities or applications to the Services or future versions of the Service. All new features, functionalities, applications, modifications, upgrades and alterations shall be governed by these BP Terms of Service unless otherwise stated. In order to purchase the Marketing Product, you must be an eligible seller under these BP Terms of Service. At the time when you purchase and pay for the Marketing Product, your Account and Shopee Site account must not be suspended. Upon creating an Account as mentioned in Section 1.1, you shall be able to choose the Marketing Product available in your Account based on the information provided by the Company. When required, you will need to submit all subscription materials and related content needed by us on behalf of User.

I have read and agree to the terms of service of the Brand Portal

Continue

I have read and agree to the terms of service of the Brand Portal

Continue

After selection, you will be prompted with the **Shopee Brand Portal Terms of Service ("Terms of Service")** to which you are expected to read and consider such Terms of Service carefully before proceeding by checking the acknowledgement box.

By agreeing to such Terms of Service, you **have rendered your electronic signature** which shall be accorded the same legal status as a "wet ink" signature to the Terms of Service.



PACKAGE > PACKAGE RESERVATION

Package Reservation

After agreeing to the Terms of Service, you will be directed to **Package Reservation Page** to see available campaigns and packages.

1. Select Date Range

3. Search packages based on the desired Campaign Name or Package Name

2. Select the different type of campaign package available

The screenshot shows the 'Package Reservation' interface. At the top left, there is a 'Select Date' button with a calendar icon. To its right is a dropdown menu currently showing 'All Campaign' with an upward arrow. Below the date selector are three tabs: 'Ongoing' (which is underlined and highlighted in red), 'Upcoming', and 'Ended'. To the right of the dropdown menu is a search bar with two input fields: 'Input Campaign Name' and 'Input Package Name', each with a magnifying glass icon. To the right of the search bar are two buttons: 'Reset' and 'Apply' (which is red). Three dark blue callout boxes with white text and arrows point to specific parts of the interface: '1. Select Date Range' points to the 'Select Date' button; '2. Select the different type of campaign package available' points to the dropdown menu; and '3. Search packages based on the desired Campaign Name or Package Name' points to the search bar.



Package Reservation

After agreeing to the Terms of Service, you will be directed to **Package Reservation** Page to see available campaigns and packages.

The screenshot shows the 'Package Reservation' interface. At the top left, there is a title 'Package Reservation' and a dropdown menu set to 'SG'. Below this is a 'Select Date' field. To the right is a dropdown menu for 'All Campaign' with an upward arrow, which is open to show options: 'All Campaign', 'Mega Campaign', and 'Regular Campaign'. Further right are two search input fields: 'Input Campaign Name' and 'Input Package Name', each with a magnifying glass icon. To the right of these fields are two buttons: 'Reset' (blue) and 'Apply' (red). At the bottom left, there are three tabs: 'Ongoing' (highlighted with a red underline), 'Upcoming', and 'Ended'. Three dark blue callout boxes with white text provide instructions: 1. '1. Select different packages based on the different types: a. Ongoing: Campaign start date <= today <= Campaign end date b. Upcoming: Campaign start date > today c. Ended: Campaign end date < today' (with an arrow pointing to the 'Ongoing' tab); 2. '2. Click 'Reset' to set default data selection' (with an arrow pointing to the 'Reset' button); 3. '3. Click 'Refresh' or 'Apply' for confirm data selection' (with an arrow pointing to the 'Apply' button).



Package Reservation

The screenshot shows the 'Brand Portal' interface for 'Package Reservation'. The top navigation bar includes 'Sales', 'Marketing Solution', and 'Operational Performance'. The left sidebar lists 'Traffic Commitment', 'Partner Program', 'Package', 'Package Reservation', 'Shopping Cart', and 'My Package'. The main content area displays 'Package Reservation' with a search bar and filters. A callout box points to a dropdown arrow on the right side of the page. Below the search bar, there are tabs for 'Ongoing', 'Upcoming', and 'Ended'. The 'Upcoming' tab is active, showing a '3.15 2022 Mega Campaign' with details for 'Standard Package' and 'Add Ons Package'. A second callout box points to the 'Standard Package' dropdown. Below this, there is a table with two columns: '[Home & Living Day] 3.15 Tier 1 (Non-CBP Partner)' and '[Home & Living Day] 3.15 Tier 2 (Non-CBP Partner)'. The table lists various package components and their quantities.

1. Click on the dropdown to view more information on the different packages available

2. Hover over to view package details

Package Details	[Home & Living Day] 3.15 Tier 1 (Non-CBP Partner) 31/01/2022 - 08/02/2022	[Home & Living Day] 3.15 Tier 2 (Non-CBP Partner) 31/01/2022 - 08/02/2022
Campaign Microsite	1 Whole Period	1 Whole Period
EDM Newsletters	1 Premium Placement	1 Standard Placement
Facebook/IG Ads/Online SEM	1 1 x Standard Feature	1 1 x Standard Feature
Flash Deals Slots	1 Shopee Sponsored	1 Shopee Sponsored
	1 10 slots	1 2 slots



Package Reservation - Standard Package

Ongoing Upcoming Ended

CNY Mega Sale 2021 Mega Campaign

Campaign Period: 19/10/2021 - 19/10/2021
Campaign Details: 10% off & 5% off coupons are open for registration! As long as you open a store discount coupon and pass the review, you can get 11.18 page. [View All](#)

Standard Package Bidding Package Add Ons Package

Package Details	[Electronics Day 1] BFCM Silver Normal 19/10/2021 - 17/11/2021	[Electronics Day 2] BFCM Silver Normal 19/10/2021 - 17/11/2021	[Electronics Day 1] BFCM Platinum 19/10/2021 - 17/11/2021	[25 Super Shiook Sale] BFCM Tier 2 (Q4 Partner... 19/10/2021 - 17/11/2021
Home Page Banner	0	12 hours	12 hours	24 hours
Campaign Microsite	0	2 Cat Day & Spike Day	2 Cat Day & Spike Day	2 Cat Day & Spike Day
EDM Newsletters	0	1 Standard Feature	1 Standard Feature	1 Premium Feature
Flash Deals Slots	6 Slots	19 Slots	19 Slots	27 Slots
Facebook/ IG Ads/ Online SEM	1 Shopee Sponsored	2 Shopee Sponsored	3 Shopee Sponsored	4 Shopee Sponsored
	3 hours	3 hours	3 hours	6 hours
	1 Whole Period	1 Whole Period	1 Whole Period	1 Whole Period
	3 days	3 days	3 days	6 days
	3 days	3 days	1 day	

\$30,000.00 Early Bird \$25,000.00 \$67,800.00

Reserve Reserve Reserve

1. If package is available for early bird, there will be a 'Early Bird' tag above the package price
2. Hover over the "Early Bird" Tag to view more details such as: "Early bird including xx% discount"

3. Click to Reserve Package to add to shopping cart

Note: It will indicate as "Sold Out" if package is no longer available



Package Reservation - Bidding Package

Ongoing Upcoming Ended

CNY Mega Sale 2021 Mega Campaign

Campaign Period: 19/10/2021 – 19/10/2021
Campaign Details: 10% off & 5% off coupons are open for registration! As long as you open a store discount coupon and pass the review, you can get 11.18 page, [View All](#)

Standrad Package Bidding Package Add Ons Package

Package Details	[Electronics Day 1] BFCM Silver Normal 19/10/2021 - 17/11/2021	[Electronics Day 2] BFCM Silver Normal 19/10/2021 - 17/11/2021	[Electronics Day 1] BFCM Platinum 19/10/2021 - 17/11/2021	[25 Super Shioik Sale] BFCM Tier 2 (Q4 Partner... 19/10/2021 - 17/11/2021
Home Page Banner	0	12 hours	12 hours	1 day
Campaign Microsite	0	2 Cat Day & Spike Day	2 Cat Day & Spike Day	2 Cat Day & Spike Day
EDM Newsletters	0	1 Standard Feature	1 Standard Feature	1 Premium Feature
Flash Deals Slots	6 Slots	19 Slots	19 Slots	27 Slots
Facebook/ IG Ads/ Online SEM	1 Shopee Sponsored	2 Shopee Sponsored	3 Shopee Sponsored	4 Shopee Sponsored
Mall Tab Animation/ Mall Blurp	0	3 hours	3 hours	6 hours
		Whole Period days	1 Whole Period 3 days	1 Whole Period 6 days
Mall Banner Popular	1 day	3 days	1 day	3 days
	Based on Bidding	Based on Bidding	Based on Bidding	Based on Bidding
	Reserve	Reserve	Reserve	Reserve

1. Click to Reserve Package, it will indicate as “Sold Out” if package is no longer available



Package Reservation - Add on Package

Ongoing Upcoming Ended

CNY Mega Sale 2021 Mega Campaign

Campaign Period: 19/10/2021 - 19/10/2021
Campaign Details: 10% off & 5% off coupons are open for registration! As long as you open a store discount coupon and pass the review, you can get 11.18 page, [View All](#)

Standrad Package Bidding Package **Add Ons Package**

[Electronics Day 1] BFCM Silver Normal	[Electronics Day 2] BFCM Silver Normal	[Electronics Day 1] BFCM Platinum
Package Period: 19/10/2021 - 17/11/2021	Package Period: 19/10/2021 - 17/11/2021	Package Period: 19/10/2021 - 17/11/2021
Home Page Banner 0	Facebook/ IG Ads/ Online SEM 2 Shopee Sponsored	Mall Tab Animation/ Mall Blur 6 hours
Facebook/ IG Ads/ Online SEM 1 Shopee Sponsored	Home Page Banner 12 hours	Home Page Banner 1 day
Mall Tab Animation/ Mall Blur 0	Mall Brands Highlight (Brand Directory) 1 Whole Period	Mall Brands Highlight (Brand Directory) 1 Whole Period
Mall Brands Highlight (Brand Directory) 0	Mall Tab Animation/ Mall Blur 3 hours	Facebook/ IG Ads/ Online SEM 3 Shopee Sponsored
In-Category Banner 1 day	In-Category Banner 3 days	In-Category Banner 3 days
Mall Banner Popular 1 day	Mall Banner Popular 1 day	Mall Banner Popular 1 day
\$30,000.00	\$25,000.00 \$30,000.00 Early Bird	\$67,800.00
Reserve	Reserve	Sold Out

1. Click to Reserve Package, it will indicate as "Sold Out" if package is no longer available



Package Reservation - Reserve Package

1. Select related shops where Related shop will show list that tied to the email address and is whitelisted to the package (only Official Shops)

2. Hover over to view more information on the payment option

The screenshot displays the Shopee Package Reservation interface. A modal titled "Add to Shopping Cart" is open, showing the following details:

- Package Price:** \$0
- Package Price:** \$25,000.00 (Early Bid)
- Estimated Visit:** 0
- Payment Method:** Cash (+1,000.00), Online Marketing (By Shopee) (\$ 0), CPAS (By Brand) (\$ ±300.00), Online Traffic (By Brand) (\$ 0), Trade Obligation (\$ 0)
- Payment Option:** Cash, Barter, Cash
- Program:** Long term Package, PCD (checked), Dedicated Partner (checked)

The background shows a list of packages with columns for Package Name, Package Price, Package Price, Package Price, and Reserve. The packages listed include:

Package Name	Package Price	Package Price	Package Price	Reserve
Shopee Mall Moday - FREE SHIPPING				
11.11 Vouchers				
CNY Mega Sale				
Standrad Package				
Package Details				
Home Page Banner				
Campaign Microsite				
EDM Newsletters				
Flash Deals Slots				
Facebook/ IG Ads/ O				
Mall Tab Animation/ Mall Blur	0	1 3 hours	1 3 hours	1 6 hours
Mall Brands Highlight (Brand Directory)	0	1 Whole Period	1 Whole Period	1 Whole Period
In-Category Banner	1 1 day (shared)-1Logo + 1 Hero SKU	1 3 days	1 3 days	1 6 days
Mall Banner Popular	1 1 day	1 3 days	1 1 day	1 3 days
	\$ 30,000.00	\$ 25,000.00 (Early Bid)	\$ 67,800.00	\$ 80,000.00



PACKAGE > PACKAGE RESERVATION

Add Package to Shopping Cart

The screenshot shows a form titled "Add to Shopping Cart" with the following elements:

- 1** * Related Shop: A dropdown menu.
- 2** Package Price: A section containing a "Payment Method" table and a "Payment Option" dropdown.

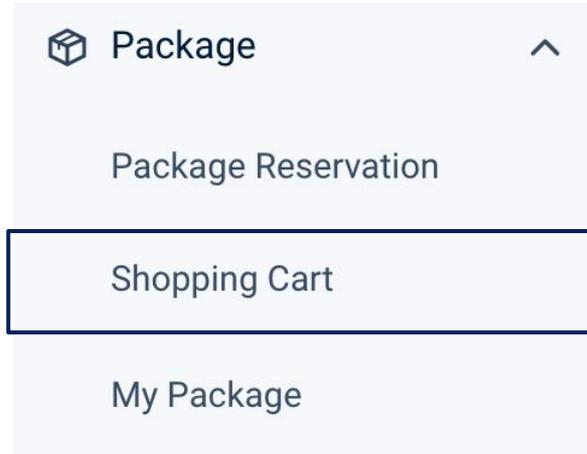
Payment Method	Value
* Cash	\$ ≥1,000.00
Online Marketing (By Shopee)	\$ 0
CPAS (By Brand)	\$ ≥300.00
Online Traffic (By Brand)	\$ 0
Trade Obligation	\$ 0

The "Payment Option" dropdown is set to "Barter".
- 3** Total Value: \$0
- 4** Package Price: \$25,000.00 (with "Early Bird" tag)
- 5** Estimated Visit: 0
- 6** Program: Long-term Package, PCD, Dedicated Partner
- 7** Buttons: "Cancel" and "Confirm"

1. Select **related shop** that this package request is for.
2. Commitments marked in (*) are **mandatory to fill in**. You have to fill in based on the required value. You are allowed to fill it with higher value than the minimum value.
3. Choose to pay via **Cash or Barter**. Payment option decides the exact cash value and barter value per order based on your dropdown selection. The value you input for each commitment should be the Ads Spend.
4. **Bidding package** will have a bidding tag alongside.
5. **Visit** refers to the amount of visits required to be driven during the period in order to take up this package. Visits are auto-populated based on the value you input.
6. Click to see the explanation and conditions for each program. You should **register your interest with brand KAMs** to which a verification process will occur thereafter before the discount of selected program can be awarded.
7. Click **Confirm** when it is done.



How to Access Shopping Cart?



Select "Marketing Solution" module on the Top Banner.

On the left side panel, there will be "Package".

Click on "**Shopping Cart**" to see available campaigns and packages.



Package Reservation - Reserve Package

- Off-platform Traffic Reporting
- On-Platform Ads Reporting
- Tracking Code
- Package
- Package Reservation
- Shopping Cart
- My Package

Shopping Cart \$6

Input Campaign Name Input Package Name

Package Name Commitment

Package Name	Commitment				
<input type="checkbox"/> L'Oréal Paris Singapore Official Shop					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum	Cash	\$ 10,000.00	Cash	PCD	Edit
Mega Campaign Early Bird	Online Marketing (By Shopee)	\$ 5,000.00	Cash	Dedicated Partner	Delete
	CPAS (By Brand)	\$ 3,000.00	Barter		
	Online Traffic (By Brand)	\$ 5,000.00	Barter		
	Trade Obligation	\$ 3,000.00	Barter		
<input type="checkbox"/> [Electronics Day 2] BFCM Silver Normal	Cash	\$90,000.00	Cash	PCD	Edit
Regular Campaign For Bidding	Online Marketing (By Shopee)	\$20,000.00	Barter		Delete
	Google Ads	\$30,000.00	Barter		
<input type="checkbox"/> Wooden plate sports Shorts Kitchen					
Package is invalid due to the payment method changing, please place a new package					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum	Cash	\$30,000.00	Cash	—	Delete
Monthly Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
<input type="checkbox"/> Avoskin Official Store					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum	Cash	\$90,000.00	Cash	—	Edit
Monthly Campaign Blacklist	CPAS	\$20,000.00	Barter		Delete
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

1. Packages with two or more (different) campaign types cannot be checked at the same time

2. When the packages under the shop dimension are of the same campaign type, it will automatically select all package(s) under the shop when the checkbox to the left of Shop Name is checked

3. Click on "Delete" to delete package

Delete Package

You are now deleting package, please confirm.

Cancel

Confirm

Order Total: \$0



PACKAGE > SHOPPING CART

Package Reservation - Reserve Package

- Off-platform Traffic Reporting
- On-Platform Ads Reporting
- Tracking Code
- Package
 - Package Reservation
 - Shopping Cart
 - My Package

Shopping Cart \$6

Input Campaign Name Input Package Name

1. Able to search the different campaign names and package names

Package Name	Commitment	Value	Option	Program	Action
L'Oréal Paris Singapore Official Shop					
[Electronics Day 1] BFCM Platinum	Cash	\$ 10,000.00	Cash	PCD	<input type="button" value="Edit"/>
Mega Campaign Early Bird	Online Marketing (By Shopee)	\$ 5,000.00	Cash	Dedicated Partner	
	CPAS (By Brand)	\$ 3,000.00	Barter		
	Online Traffic (By Brand)	\$ 5,000.00	Barter		
	Trade Obligation	\$ 3,000.00	Barter		
[Electronics Day 2] BFCM Silver Normal					
Regular Campaign For Bidding	Cash	\$90,000.00	Cash	PCD	
	Online Marketing (By Shopee)	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
Wooden plate sports Shorts Kitchen					
Invalid Package is invalid due to the payment method changing, please place a new package					
[Electronics Day 1] BFCM Platinum	Cash	\$10,000.00	Cash		<input type="button" value="Delete"/>
Monthly Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Avoskin Official Store					
[Electronics Day 1] BFCM Platinum	Cash	\$90,000.00	Cash		<input type="button" value="Edit"/>
Monthly Campaign Blacklist	CPAS	\$20,000.00	Barter		<input type="button" value="Delete"/>
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

2. Click on "Edit" to edit package details

Edit Package

* Related Shop

Package Price

Payment Method	Payment Option
* Cash	\$ 10,000.00 Cash
Online Marketing (By Shopee)	\$ 5,000.00 Cash
CPAS (By Brand)	\$ 3,000.00 Barter
Online Traffic (By Brand)	\$ 5,000.00 Barter
Trade Obligation	\$ 3,000.00 Barter

Total Value **\$26,000.00**

Package Price \$25,000.00

Estimated Visit 3,700

Program

Long-term Package PCD Dedicated Partner



Package Reservation - Reserve Package

- Off-platform Traffic Reporting
- On-Platform Ads Reporting
- Tracking Code
- Package
 - Package Reservation
 - Shopping Cart
 - My Package

Shopping Cart \$6

Input Campaign Name Input Package Name

1. Able to search the different campaign names and package names

Package Name	Commitment	Value	Option	Program	Action
<input type="checkbox"/> L'Oréal Paris Singapore Official Shop					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum					
Mega Campaign	Early Bird	Online Marketing (By Shopee)	\$ 5,000.00	Cash	PCD
		CPAS (By Brand)	\$ 3,000.00	Barter	Dedicated Partner
		Online Traffic (By Brand)	\$ 5,000.00	Barter	
		Trade Obligation	\$ 3,000.00	Barter	
<input type="checkbox"/> [Electronics Day 2] BFCM Silver Normal					
Regular Campaign	For Bidding	Online Marketing (By Shopee)	\$20,000.00	Barter	Edit
		Google Ads	\$30,000.00	Barter	Delete
<input type="checkbox"/> Wooden plate sports Shorts Kitchen					
Invalid Package is invalid due to the payment method changing, please place a new package					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum					
Monthly Campaign		CPAS	\$20,000.00	Barter	Delete
		Google Ads	\$30,000.00	Barter	
		Online Marketing	\$30,000.00	Barter	
<input type="checkbox"/> Avoskin Official Store					
<input type="checkbox"/> [Electronics Day 1] BFCM Platinum					
Monthly Campaign	Blacklist	CPAS	\$20,000.00	Barter	Edit
		Google Ads	\$30,000.00	Barter	Delete
		Online Marketing	\$30,000.00	Barter	

2. Click "Submit" to submit the reservation

Order Total: \$0



Package Reservation - Reserve Package

Reservation Confirm

Only one contract can be generated per order. Please carefully select the packages to be included in your order.

1. Able to select "Yes" or "No" for Purchase Order Method
 - Do note this means that the brand/seller has to upload their PO document and submit it to SHOPEE. Shopee is not responsible for uploading the PO.

Payment

* Purchase Order (PO) Needed
Yes

* Cash Payment Method
Bank Transfer

Detailed Information

* Contract PIC Email: xiaoqing.ma@shopee.com

* Contract PIC Name: xiaoqing.ma

* Contract PIC Position: Manager

* Finance PIC Email: xiaoqing.ma@shopee.com

* Finance PIC Name: xiaoqing.ma

Order Remarks

Please enter order remarks

0/200

Cash \$15,000.00
Marketing Barter \$11,000.00
Order Total **\$26,000.00**

Cancel

Confirm

2. Able to select Payment methods such as "Bank Transfer", "Wallet Deduction", "CN Issued to SCM" or "Paypal"

Note:

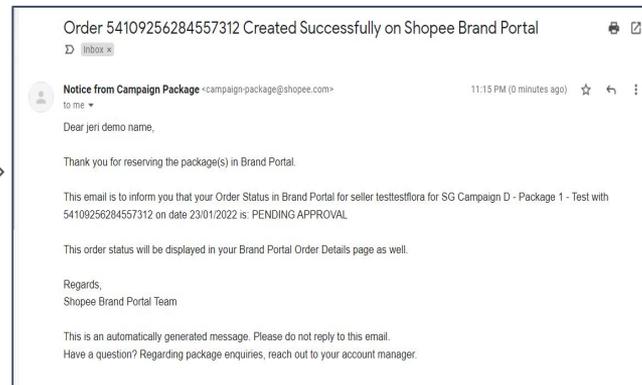
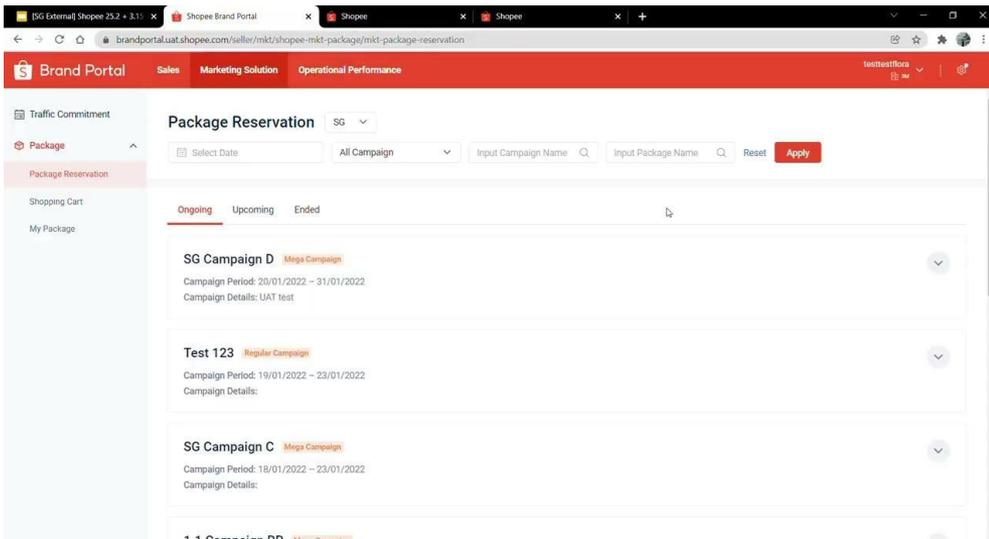
- a. Wallet deduction: Charges will be deduct don seller wallet balance
- b. Paypal: Make online payment through PayPal using credit/debit cards

3. Click "Confirm" to confirm your package reservation





Video Recording - Reserving Campaign Packages on Brand Portal



Email notification will be sent to the contract PIC automatically after the marketing order for the campaign package is successfully submitted

Video Recording Link [HERE](#)

(note: to adjust quality to 720px)

- **Make sure “PO Needed” is only selected if you are uploading a PO on your end**
- Fill in the updated PIC name under contract PIC and Finance PIC fields respectively to avoid reduce unnecessary amendments later on in the invoicing stage



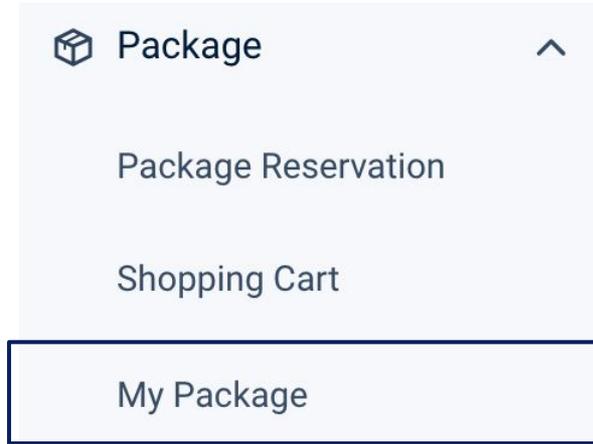
Some reasons as to why you cannot see packages on Brand Portal

1. Time filter does not fully include the campaign period
2. Not whitelisted on BD Center (Do reach out to your account manager on this)
3. Blacklisted on BD Center
4. Wrong principal selected
5. Campaign/package name filter is wrongly input

Part 3: Editing/Tracking of Orders



How to Access Track Campaign Package Status?



Select "Marketing Solutions" module on the Top Banner.

On the left side panel, there will be "Shopee Package".

Click on "**My Package**" to see available campaigns and packages.



How to view orders

1. Search campaigns through Campaign Type, Campaign Name or Package Name

My Package SG

All Campaign Type Search Campaign Name Search Package Name

Orders

All Pending Approval Pending Contract Pending Payment Completed Rejected Closed

Last 30 Days	Package Name	Related Shop	All Order Status	Order Amount	Actions
20/10/2021	Affiliate Marketing Solutions Additional Budget (CBP) Normal <small>Early Bid Mega Campaign</small>	Wooden plate sports Shorts Kitchen	Pending Approval	Cash \$50,000.00 Marketing Barter \$20,000.00 Order Total \$75,000.00	Edit Reservation Order Details
18/10/2021	9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bid Mega Campaign For Bidding</small>	Wooden plate sports Shorts kitchen	Agreement Available	Cash \$1,000.00 Marketing Barter \$60,000.00 Order Total \$61,000.00	Order Details
12/10/2021	11.11 Campaign 2021 (Mall) Basic Normal Price - polytron.id Normal <small>Monthly Campaign For Bidding</small>	OASE Indonesia Official Shop	Cancellation Requested	Cash \$20,000.00 Marketing Barter \$60,000.00 Order Total \$80,000.00	Order Details
11/10/2021	Platinum Package <small>Monthly Campaign</small>	Avoskin Official Store			
11/10/2021	9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bid Mega Campaign</small>	Wooden plate sports Shorts kitchen	Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Order Details
11/10/2021	Mega Campaign - 9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Mega Campaign</small>	Wooden plate sports Shorts kitchen	Pending Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Edit Reservation Order Details

2. Click on drop down to filter based on Order status

- All Order Status
- Pending Approval
- Approved
- Pending Contract
- Contract Available
- Pending Payment
- Completed

3. When there is any change in order status, you will receive an email notification.



PACKAGE > MY PACKAGE

How to view orders - Edit Reservation

My Package SG

All Campaign Type Search Campaign Name Search Package Name Apply

Orders

[All](#) [Pending Approval](#) [Pending Contract](#) [Pending Payment](#) [Completed](#) [Rejected](#) [Closed](#)

Last 30 Days	Package Name	Related Shop	All Order Status	Order Amount	Actions
20/10/2021 Order ID: 19032718082DAPX					
Affiliate Marketing Solutions Additional Budget (CBP) Normal <small>Early Bird Mega Campaign</small>	Wooden plate sports Shorts kitchen	Pending Approval	Cash \$50,000.00 Marketing Barter \$20,000.00 Order Total \$75,000.00	Edit Reservation Order details	
18/10/2021 Order ID: 19032718082DAPX					
9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bird Mega Campaign For Bidding</small>	Wooden plate sports Shorts kitchen	Agreement Available	Cash \$1,000.00 Marketing Barter \$60,000.00 Order Total \$61,000.00	Order Details	
12/10/2021 Order ID: 19032718082DAPX					
11.11 Campaign 2021 (Mall) Basic Normal Price - polytron.id Normal <small>Monthly Campaign For Bidding</small>	OASE Indonesia Official Shop	Cancellation Requested	Cash \$20,000.00 Marketing Barter \$60,000.00 Order Total \$80,000.00	Order Details	
Platinum Package <small>Monthly Campaign</small>	Avoskin Official Store				
11/10/2021 Order ID: 19032718082DAPX					
9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bird Mega Campaign</small>	Wooden plate sports Shorts kitchen	Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Order Details	
11/10/2021 Order ID: 19032718082DAPX					
Mega Campaign - 9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Mega Campaign</small>	Wooden plate sports Shorts kitchen	Pending Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Edit Reservation Order Details	

1. Click 'Edit Reservation' to edit your reservation - only for packages on Pending Approval status and only if:

- Package is a valid item
- Shop is not a blacklisted shop

Editable information are:

- Related Shop
- Commitment
- Program
- Payment Option
- PIC email/name
- Order remarks



PACKAGE > MY PACKAGE

How to view orders - Delete Reservation

My Package > Edit Reservation

Edit Reservation

Details

Order ID: 19032718082DAPX Order Status: **Pending Approval**

Package Name	Commitment	Value	Option	Program	Package Status	Actions
Wooden plate sports Shorts Kitchen						
Mega Sale – Golden Package Mega Campaign Blacklist	Cash	\$50,000.00	Cash	PCD	Pending Approval	Edit Delete
	CPAS	\$20,000.00	Barter			
	Google Ads	\$30,000.00	Barter			
	Online Marketing	\$30,000.00	Barter			
Avoskin Official Store						
Mega Sale – Golden Package Mega Campaign	Cash	\$50,000.00	Cash	PCD	Approved	
	CPAS	\$20,000.00	Barter			
	Google Ads	\$30,000.00	Barter			
	Online Marketing	\$30,000.00	Barter			

Order Total: **260,000.00** ▼

[Cancel](#)

[Submit Reservation](#)

Cash \$100,000.00
Marketing Barter \$160,000.00

1. Click “Delete” to delete reservation

My Package > Edit Reservation

Edit Reservation

Details

Package Name	Commitment	Value	Option	Program	Package Status	Actions
 All packages have been deleted, please place a new order in your shopping cart.						
Back to My Package						

2. There will be a pop-up window to confirm the deletion of package. Once deletion is confirmed, the package will be deleted.



PACKAGE > MY PACKAGE

How to view orders - Edit Reservation

My Package > Edit Reservation

Edit Reservation

Details

Order ID: 19032718082DAPX Order Status: **Pending Approval**

Package Name	Commitment	Value	Option	Program	Package Status	Actions
Wooden plate sports Shorts Kitchen						
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Pending Approval	Edit
Mega Campaign Blacklist	CPAS	\$20,000.00	Barter			Delete
	Google Ads	\$30,000.00	Barter			
	Online Marketing	\$30,000.00	Barter			
Avoskin Official Store						
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Approved	
Mega Campaign	CPAS	\$20,000.00	Barter			
	Google Ads	\$30,000.00	Barter			
	Online Marketing	\$30,000.00	Barter			

Order Total: **260,000.00**

[Cancel](#)

[Submit Reservation](#)

Cash \$100,000.00
Marketing Barter \$160,000.00

1. Click 'Edit' to edit your reservation

Edit Reservation

* Related Shop

Package Price

Commitment	Payment Option
* Cash	\$ 10,000.00 Cash
Online Marketing (By Shopee)	\$ 2,000.00 Cash
CPAS (By Brand)	\$ 2,000.00 Barter
Online Traffic (By Brand)	\$ 8,000.00 Barter
Trade Obligation	\$ 6,000.00 Barter

Total Value **\$26,000.00**

Package Price \$25,000.00
Estimated Visit 0

Program

Long-term Package PCD Dedicated Partner

[Cancel](#) [Confirm](#)

2. There will be a pop up window to edit the reservation details.

3. After editing, click "confirm" to confirm the changes.

4. Click the dropdown to view the breakdown for cash and marketing barter



PACKAGE > MY PACKAGE



Video Recording - Editing/Deleting Campaign Packages on Brand Portal

The screenshot shows the Shopee Brand Portal interface. The top navigation bar includes 'Brand Portal', 'Sales', 'Marketing Solution', and 'Operational Performance'. The left sidebar has 'My Package' selected. The main content area shows a search bar for 'My Package' and a list of orders. The orders table has the following data:

All Days	Package Name	Related Shop	All Order Status	Order Amount	Action
23/01/2022	Package 1 - Test <small>Mega Campaign</small>	SGnewtest14	Pending Approval	Cash \$5,900.00 Marketing Barter \$21,240.00 Order Total \$27,140.00	Edit Reservation Order Details
23/01/2022	Package 3 <small>Mega Campaign</small>	SGnewtest14	Pending Payment	Cash \$2,000.00 Marketing Barter \$1,200.00 Order Total \$3,200.00	Order Details
23/01/2022					Order ID: 54045144619864064

Video Recording Link [HERE](#)

(note: to adjust video quality for clearer view)

- **Make sure “PO Needed” is only selected if you are uploading a PO on your end.**
- Fill in the updated PIC name under contract PIC and Finance PIC fields respectively to avoid reduce unnecessary amendments later on in the invoicing stage

Part 3a: Email notifications on order status changes



Email Notification on Order Status Changes (1/4)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

Under Review

Package Info

[View Order Remarks](#)

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale – Golden Package	Cash	\$50,000.00			Pending Approval
Mega Campaign	CPAS	\$20,000.00			
Google Ads		\$30,000.00	Barter		
Online Marketing		\$30,000.00	Barter		
Mega Sale – Golden Package	Cash	\$50,000.00			Approved
Mega Campaign	CPAS	\$20,000.00			
Google Ads		\$30,000.00	Barter		
Online Marketing		\$30,000.00	Barter		

Purchase Order Needed: YES

Cash Payment Method: Bank Transfer

Cash ☹️: \$100,000.00
Marketing Barter ☹️: \$160,000.00
Order Total: **\$260,000.00**

[Back to My Package](#)

Scenario 1:

- Package 1 status: Rejected
 - Unable to edit package
- Package 2 status: Pending Approval
 - Able to edit package

Resulting: Overall order status: Pending Approval

Email notification:

Package 1 rejected + Package 2 no actions taken --> no email notification



PACKAGE > MY PACKAGE

Email Notification on Order Status Changes (2/4)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

Under Review

Package Info [View Order Remarks](#)

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale – Golden Package <small>Mega Campaign</small> <small>Early Bird</small>	Cash	\$50,000.00			Pending Approval
	CPAS	\$20,000.00			
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Mega Sale – Golden Package <small>Mega Campaign</small>	Cash	\$50,000.00			Approved
	CPAS	\$20,000.00			
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

Purchase Order Needed: YES
Cash Payment Method: Bank Transfer

Cash ☹️: \$100,000.00
Marketing Barter ☹️: \$160,000.00
Order Total: **\$260,000.00**

[Back to My Package](#)

Scenario 2:

- Package 1 status: Rejected
 - Unable to edit package
- Package 2 status: Rejected
 - Unable to edit package

Resulting: Overall order status: Rejected

Email notification:

Package 1 rejected + Package 2 rejected --> receive email notification



PACKAGE > MY PACKAGE

Email Notification on Order Status Changes (3/4)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

Under Review

Package Info [View Order Remarks](#)

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale – Golden Package <small>Mega Campaign</small> <small>Early Bird</small>	Cash	\$50,000.00			Pending Approval
	CPAS	\$20,000.00			
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Mega Sale – Golden Package <small>Mega Campaign</small>	Cash	\$50,000.00			Approved
	CPAS	\$20,000.00			
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

Purchase Order Needed: YES
Cash Payment Method: Bank Transfer

Cash ☹️: \$100,000.00
Marketing Barter ☹️: \$160,000.00
Order Total: **\$260,000.00**

[Back to My Package](#)

Scenario 3:

- Package 1 status: Rejected
 - Unable to edit package
- Package 2 status: Approved
 - Unable to edit package

Resulting: Overall order status: Approved

Email notification:

Package 1 rejected + Package 2 approved --> receive email notification



PACKAGE > MY PACKAGE

Email Notification on Order Status Changes (4/4)

• Order 46743631357407232 Status Change to Rejected on Shopee Brand Portal

Yahoo/Inbox ★



• **Notice from Campaign Package** <campaign-package@shopee.com>
To: brandportalpackage@yahoo.com



Tue, 4 Jan at 12:47 am ★

When there is any change in order status, user will receive an email notification.

Dear Test,

This email is to inform you that your Order Status in Brand Portal for seller Tester123 with 46743631357407232:

BP Package Testing - Standard T on 04/01/2022 is: REJECTED because of Shop has been blacklisted.

Please help to submit a new order in BP in order to proceed with package reservation. This order status will be displayed in your Brand Portal Order Details page as well.

Regards,
Shopee Brand Portal Team

This is an automatically generated message. Please do not reply to this email.
Have a question? Regarding package enquiries, reach out to your account manager.



PACKAGE > MY PACKAGE

How to view orders - Order Details

My Package SG

All Campaign Type

Orders

[All](#) [Pending Approval](#) [Pending Contract](#) [Pending Payment](#) [Completed](#) [Rejected](#) [Closed](#)

Last 30 Days	Package Name	Related Shop	All Order Status	Order Amount	Actions
Order ID: 19032718082DAPX					
20/10/2021	Affiliate Marketing Solutions Additional Budget (CBP) Normal <small>Early Bird Mega Campaign</small>	Wooden plate sports Shorts Kitchen	Pending Approval	Cash \$50,000.00 Marketing Barter \$20,000.00 Order Total \$75,000.00	Edit Reservation Order Details
Order ID: 19032718082DAPX					
18/10/2021	9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bird Mega Campaign For Bidding</small>	Wooden plate sports Shorts kitchen	Agreement Available	Cash \$1,000.00 Marketing Barter \$60,000.00 Order Total \$61,000.00	Order Details
Order ID: 19032718082DAPX					
12/10/2021	11.11 Campaign 2021 (Mall) Basic Normal Price - polymer.id Normal <small>Monthly Campaign For Bidding</small>	OASE Indonesia Official Shop	Cancellation Requested	Cash \$20,000.00 Marketing Barter \$60,000.00 Order Total \$80,000.00	Order Details
	Platinum Package <small>Monthly Campaign</small>	Avoskin Official Store			
Order ID: 19032718082DAPX					
11/10/2021	9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Early Bird Mega Campaign</small>	Wooden plate sports Shorts kitchen	Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Order Details
Order ID: 19032718082DAPX					
11/10/2021	Mega Campaign - 9.9 Super Shopping Day 2021 9.9 Silver Normal Price Cashback Xtra Normal <small>Mega Campaign</small>	Wooden plate sports Shorts kitchen	Pending Approved	Cash \$20,000.00 Marketing Barter \$4,000.00 Order Total \$24,000.00	Edit Reservation Order Details

1. Click 'Order Details' to view more information



PACKAGE > MY PACKAGE

How to view orders - Order Details (Rejected)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

1 Created 08/10/2021 11:44

2 Rejected 10/10/2021 10:00

3 Pending Contract

4 Pending Payment

5 Completed

Rejected
Have a question? Regarding package enquiries, reach out to your account manager.

[View Order Remarks](#)

Package Info

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale - Golden Package	Cash	\$50,000.00	Cash	PCD	Pending Approval
Mega Campaign Early Bird	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Mega Sale - Golden Package	Cash	\$50,000.00	Cash	PCD	Approved
Mega Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

Purchase Order Needed: YES

Cash Payment Method: Bank Transfer

Cash ☹️: \$100,000.00
Marketing Barter ☹️: \$160,000.00
Order Total: **\$260,000.00**

[Back to My Package](#)

1. If status is "Rejected", user cannot proceed further, please can reach out to account manager to enquire for more information



How to view orders - Order Details (Approved)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

1 Created 08/10/2021 11:44 → 2 Pending Approval → 3 Pending Contract → 4 Pending Payment → 5 Completed

Under Review

Package Info View Order Remarks

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Pending Approval
Mega Campaign	CPAS	\$20,000.00	Barter	Long-term Package	
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Approved
Mega Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

Purchase Order Needed: YES
Cash Payment Method: Bank Transfer

Cash: \$100,000.00
Marketing Barter: \$160,000.00
Order Total: \$260,000.00

[Back to My Package](#)

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

1 Created 08/10/2021 11:44 → 2 Approved 10/10/2021 10:00 → 3 Pending Contract

Pending Upload Purchase Order (PO)
[Upload PO](#)

Package Info

Package Name	Commitment	Value	Option	Program	Package Status
Wooden plate sports Shorts Kitchen					
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Approved
Mega Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		
Mega Sale – Golden Package	Cash	\$50,000.00	Cash	PCD	Approved
Mega Campaign	CPAS	\$20,000.00	Barter		
	Google Ads	\$30,000.00	Barter		
	Online Marketing	\$30,000.00	Barter		

Purchase Order Needed: YES
Cash Payment Method: Bank Transfer

Cash: \$100,000.00
Marketing Barter: \$160,000.00
Order Total: \$260,000.00

[Back to My Package](#)

Once order status changed from “Pending Approval” to “Approved”, user will be prompted to upload purchase order (PO)

1. Once order status changed from “Pending Approval” to “Approved”, user will be prompted to upload purchase order (PO)



PACKAGE > MY PACKAGE

How to view orders - Order Details (Approved)

1. User will be able to upload the files in pdf, doc, docx format

Upload PO

Drop or Select files here
Please upload ".pdf, .doc, .docx" document, less than 10MB

Select File

Example_PO_File1.pdf 100%

Mega_Sale_Gold_Package_Purchase_Order_P&G.pdf 30%

Shopee_Campaign_Package_Purchase...G2.pdf File upload timeout

Cancel Confirm

My Package > Order Details

Order Details

Order ID: 19032718082DAPX

1 Created 08/10/2021 11:44

2 Approved 10/16/2021 10:00

3 Pending Contract

4 Pending Payment

5 Completed

Pending Upload Purchase Order (PO)

Shopee_Campaign_Package_Purchase_Order_P&G.pdf 21 Jan 2020 14:30

Mega_Sale_Gold_Package_Purchase_Order_P&G.pdf 21 Jan 2020 14:30

Upload PO

Package Info

Package Name	Program	Package Status
Wooden p		
Mega Sale Mega Camp	PCD	Approved
Mega Sale Mega Camp	PCD	Approved

Purchase Order Needed: YES

Cash Payment Method: Bank Transfer

Cash : \$100,000.00

Marketing Barter : \$160,000.00

Order Total: \$260,000.00

Back to My Package

2. Once upload has been completed, user will be able to download or delete PO file

3. Approved status means your order has been approved by Shopee.

For the next step, you will need to wait Shopee to generate your order agreement.



Part 4: Payment and Completion of Marketing Orders



How to view orders - Order Details (Contract available)



Contract

 Shopee_Campaign_Package_Agreement_P&G_1.pdf	18/10/2021 19:03	
 Shopee_Campaign_Package_Agreement_P&G_2.pdf	18/10/2021 19:03	

Purchase Order

 Shopee_Campaign_Package_Purchase_Order_P&G.pdf	10/10/2020 14:30		
 Mega_Sale_Gold_Package_Purchase_Order_P&G.pdf	10/10/2020 14:30		

Upload PO

Agreement Available status means Shopee has generated your order agreement. You can download and check the agreement. You can also upload PO when agreement is available.

IMPORTANT:

As you have previously agreed to the Terms of Service, you no longer need to sign the agreement. If there is any changes needed to be done in the agreement or you need the signed agreement, please inform your RM/KAM (max. 3x24 hours after the document is received). After that, changes on the document will not be proceeded.



PACKAGE > MY PACKAGE

How to view orders - Order Details (Pending Payment)

Order ID: 19032718082DAPX



Pending Payment status means Shopee has generated invoice(s) if required, and you will be able to download them

Pending Payment Proof

Shopee_Campaign_Package_Cash_Payment_Proof_Commercial_Invoice.pdf 13/10/2021 14:30

Upload Payment Proof

Invoice

Shopee_Campaign_Tax_Invoice_P&G.pdf 13/10/2021 14:27

Contract

Shopee_Campaign_Package_Agreement_P&G_1.pdf 12/10/2021 09:23

Shopee_Campaign_Package_Agreement_P&G_2.pdf 12/10/2021 09:23

Purchase Order

Shopee_Campaign_Package_Purchase_Order_P&G.pdf 11/10/2021 14:30

Mega_Sale_Gold_Package_Purchase_Order_P&G.pdf 11/10/2021 14:30

Click here to upload payment proof

User can download and delete the uploaded file

User can download the invoice document



PACKAGE > MY PACKAGE

How to view orders - Order Details (Completed)

Order ID: 19032718082DAPX

1 Created 08/10/2021 11:44

2 Approved 12/10/2021 09:23

3 Contract Available 13/10/2021 14:27

4 Payment Received 15/10/2021 14:27

5 Completed 15/10/2021 18:00

Completed

Payment Proof

Shopee_Campaign_Package_Cash_Payment_Proof_Commercial_Invoice.pdf 13/10/2021 14:30

Invoice

Shopee_Campaign_Tax_Invoice_P&G.pdf 13/10/2021 14:27

Contract

Shopee_Campaign_Package_Agreement_P&G_1.pdf 12/10/2021 09:23

Shopee_Campaign_Package_Agreement_P&G_2.pdf 12/10/2021 09:23

Purchase Order

Shopee_Campaign_Package_Purchase_Order_P&G.pdf 11/10/2021 14:30

Mega_Sale_Gold_Package_Purchase_Order_P&G.pdf 11/10/2021 14:30

1. When all payment proofs have been verified and approved by Shopee, your order status will change to Completed.

After campaign period is over, you can still access your order details, including downloading all the documents.





Video Recording - Retrieving Advertising Contracts and Invoices

The screenshot displays the Shopee Brand Portal interface. The top navigation bar includes 'Sales', 'Marketing Solution', and 'Operational Performance'. The left sidebar lists 'Traffic Commitment', 'Package', 'Package Reservation', 'Shopping Cart', and 'My Package'. The main content area is titled 'My Package' and shows a search filter for 'All Campaign' and 'Input Package Name'. Below this, the 'Orders' section is active, displaying a table of advertising contracts and invoices.

All Days	Package Name	Related Shop	All Order Status	Order Amount	Action
23/01/2022	Package 3 <small>Mega Campaign</small>	SGnewest4	Pending Payment	Cash Marketing Barter Order Total \$2,000.00 \$1,200.00 \$3,200.00	Order ID: 54047867675267072 Order Details
23/01/2022	Tier 1 <small>Mega Campaign</small>	SGnewest4	Contract Available	Cash Marketing Barter Order Total \$2,500.00 \$1,300.00 \$3,800.00	Order ID: 54045144619864064 Order Details
23/01/2022	Package 1 - Test <small>Mega Campaign</small>	SGnewest4	Pending Approval	Cash Marketing Barter Order Total \$700.00 \$300.00 \$1,000.00	Order ID: 54043831106457600 Edit Reservation Order Details
04/01/2022	Add-on Package <small>Annual Package</small>	SGnewest4	Pending Approval	Marketing Barter Cash \$5.00 \$5.00	Order ID: 47138233321648128 Edit Reservation Order Details

Video Recording Link [HERE](#)
(note: to adjust video quality for clearer view)



Payment Link Notification (Applicable only to marketing orders with payment method as “Wallet Deduction”)

Note:

- [NEW] A payment link will be sent via PN on seller center to notify sellers to make payments via wallet deduction for marketing orders where “Seller Wallet Deduction” was selected as the preferred mode of payment method
 - Should the payment failed to be made in time, expenses will be auto-deducted by the end day of the expiry date of the payment link (ie. 30 days from date of invoice issued)
 - If the seller wallet does not have sufficient balance, the auto deduction will fail and order status will continue to remain at “pending payment” stage until the payment is settled.

The screenshot displays the Shopee Seller Center interface. On the left, a navigation menu is visible with a red notification badge '1' next to the 'Home > My Inbox' link. The main content area shows the 'All Notification' section with a red notification badge '4'. Below this, there are four notification cards, each with a red notification badge '2' next to the 'Campaign Package Payment Noti' title. A blue box highlights a 'Recently Received Notifications' pop-up window, which contains a list of four notifications, each with a red notification badge '2' next to the title. The notifications are for 'Campaign Package Payment Noti' and are dated 07/12/2021 14:40, 01/12/2021 16:18, 01/12/2021 16:16, and 01/12/2021 15:55. The pop-up window also includes a 'Mark all as read' link and a 'View All Notifications' link at the bottom.



Recap

	Brand Portal
Portal Purpose	<ul style="list-style-type: none">• Ext. self service platform - Mall Only• MS: Brand traffic performance, generate UTM tagging, reserve campaign packages, CBP dashboard• Ops: Penalty points• Sales: JBP/Category Dashboard, Brand Ranking, FD performance etc
End user of Portal	External Users - Official Store Sellers
Seller Type	Mall sellers only
Getting access to the portals	<p>For existing mall sellers with MSP access previously > <u>use the same credentials to login to Brand Portal.</u> Thereafter, seller to assign package reservation rights to the Brand PICs involved. If you have forgotten the password > do click forget password on Brand Portal.</p> <p>For new mall sellers with no prior MSP access nor BP access> reach out to your dedicated Account Manager for registration. Thereafter, seller to assign package reservation rights to the Brand PICs involved.</p>
Viewing and tracking of reserved marketing orders	<p>Sellers: Go to “My package” module to view all reserved orders on BP > Click on order details to obtain the advertising agreement and invoices / upload POs</p>
Endorsement of contract needed?	No need, as seller would already have acknowledged to the terms of service contract the first time they booked the package on Brand Portal.
Historical orders on Salesforce	Will be migrated and made available on Brand Portal by end Feb/early march



Thank You

Learn more to grow your business at Shopee by visiting Seller Education Hub:

<https://seller.shopee.sg/edu>