daraz UNIVERSITY

Creating An Outbound Order

Fulfillment By Daraz

- Fulfillment by Daraz or FBD is a hassle-free solution provided by Daraz for its sellers, an end to end fulfillment service whereby we store, pick, pack and ships products on the seller's behalf directly from our network of Daraz Fulfillment centers (Warehouse)

- In this presentation, you will learn all about Outbound Orders (OO) and how to create them

- An outbound order is created if you want to receive back the products you initially stored at the warehouse

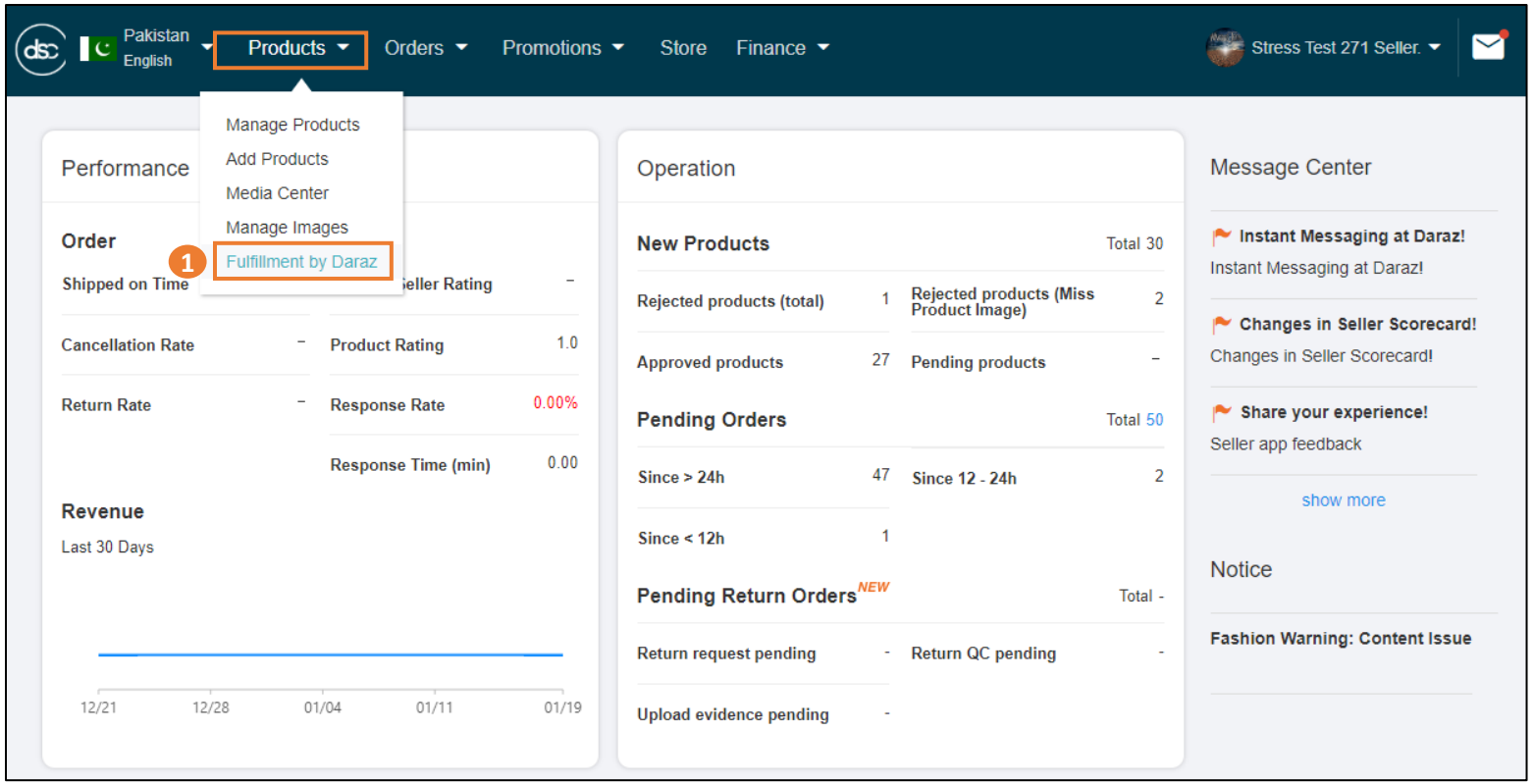
How To Access The FBD Portal?

To access the FBD Portal:

Log in to the Seller Center with your registered login ID & password

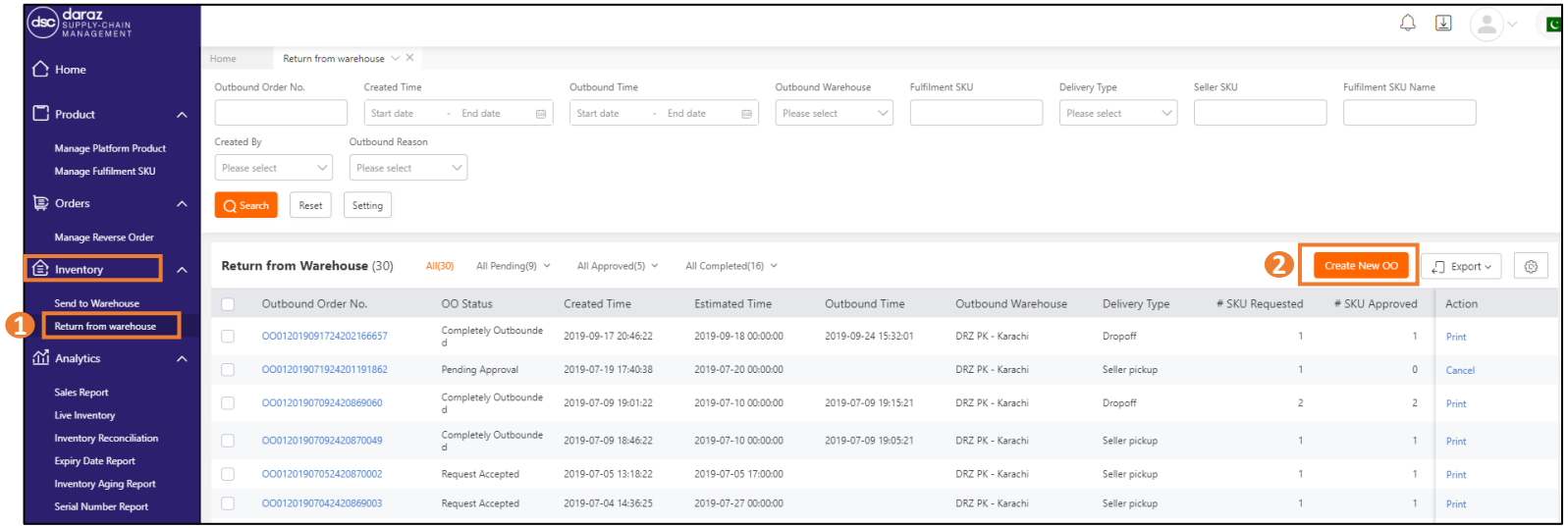
Step 1: Click on the Products Tab, and then click on Fulfilment by Daraz

By clicking on the Fulfillment by Daraz option, you will be directed to the **Daraz Supply Chain Management Portal**



Outbound Order

Create New OO



Step 1: Click on the Inventory Tab → Return from Warehouse

You can now see all your existing OO's and their status

Step 2: Click on Create New OO (to withdraw your items from Daraz Warehouse and get them back)

Functionalities available on this page are:

A. Create New Outbound Order: Sellers need to use this functionality to pull-out products from Daraz warehouses

B. Outbound Order Details: Sellers can see all the information in each OO such as the Outbound status, and list of SKUs

C. Print Outbound Order

D. Search function

E. Export Outbound Order

Outbound Order

Outbound Order Form

When you click on Create New OO, an Outbound Order form will open in front of you. Fill in the required details.

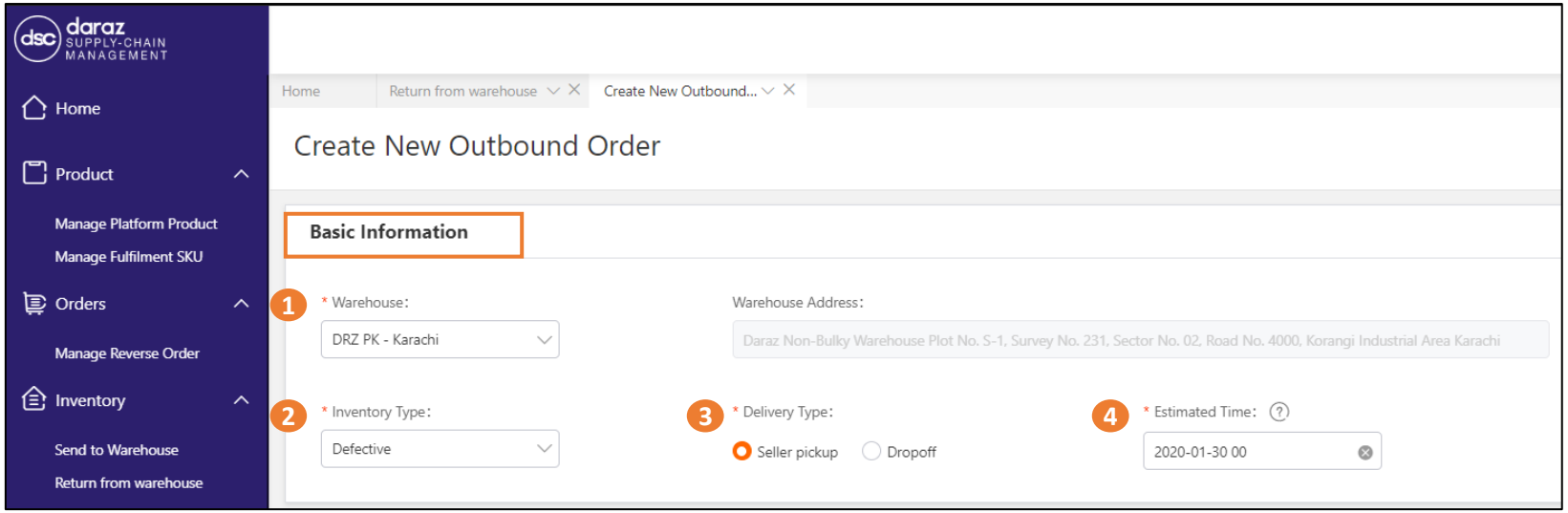
Basic Information

1. Warehouse: Select the Daraz Warehouse where your products are being stored

2. Inventory Type: Select whether the inventory is good or defective

3. Delivery Type: Select Seller Pickup if you want to pick up your items from our warehouse yourself. Select dropoff if you need our logistics team to drop off your items at your location for you

4. Estimated Time: Input the time when you want to pick up your products from the Daraz Warehouse



Outbound Order

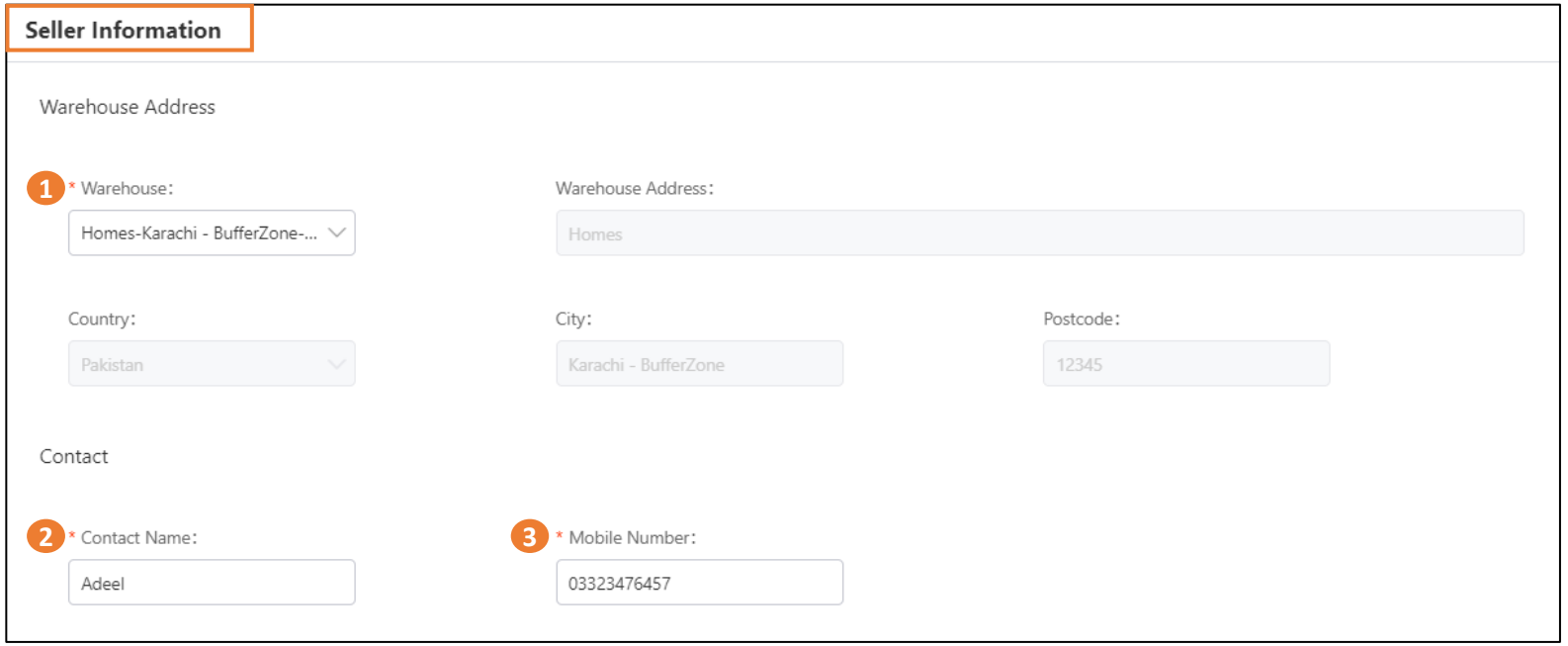
Outbound Order Form

Seller Information

1. Warehouse: Select your warehouse
Once the warehouse is selected, the next fields will be automatically populated

2. Contact Name: Input your contact name

3. Mobile Number: Input a contact number



Outbound Order

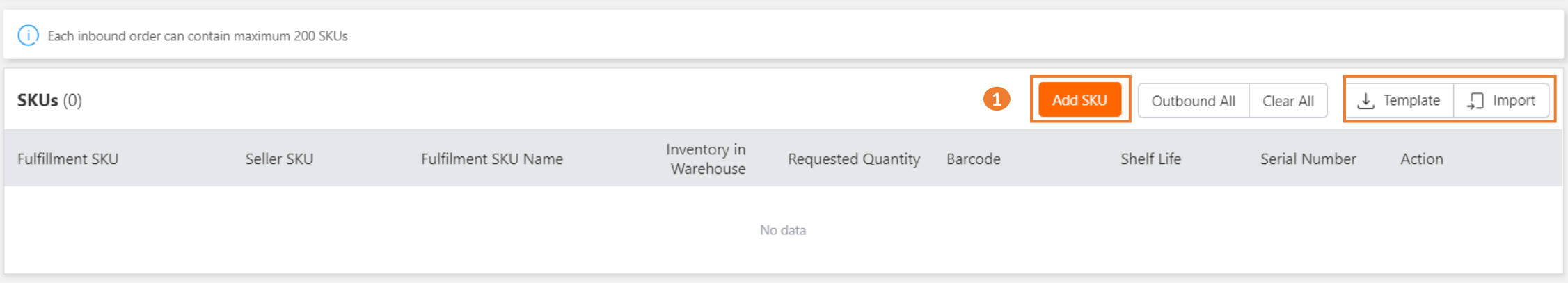
Outbound Order Form

Adding SKUs

You can only add SKUs which are currently stored at Daraz Warehouse and you can add up to 200 SKUs per outbound order

1. Add SKU: Click on Add SKU to add SKUs to your Outbound Order

Note: You also have the option to upload SKUs in bulk. To do so, click on the template button next to ADD SKU. In the downloaded template, simply fill in the Seller SKU, and quantity of each SKU that you want to retrieve from the Daraz Warehouse. Then click on Import and upload the file



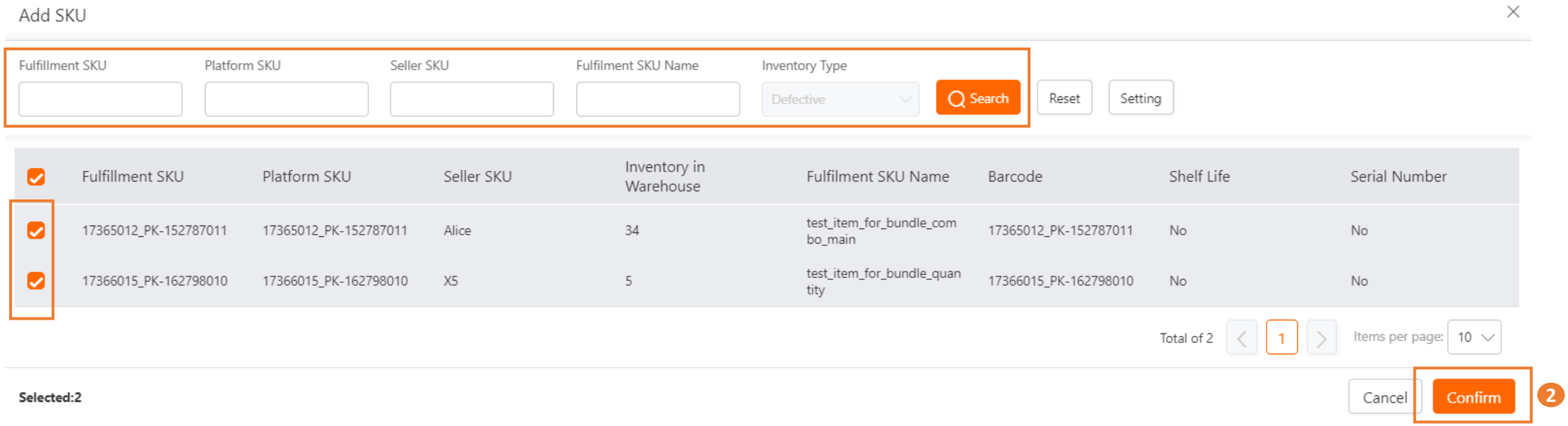
Outbound Order

Outbound Order Form

Once you click on Add SKU, a pop will allow you to view all the SKU's that you have at the warehouse

Step 2: Select the products you want to retrieve and click on confirm

Note: You may also search for an SKU by name

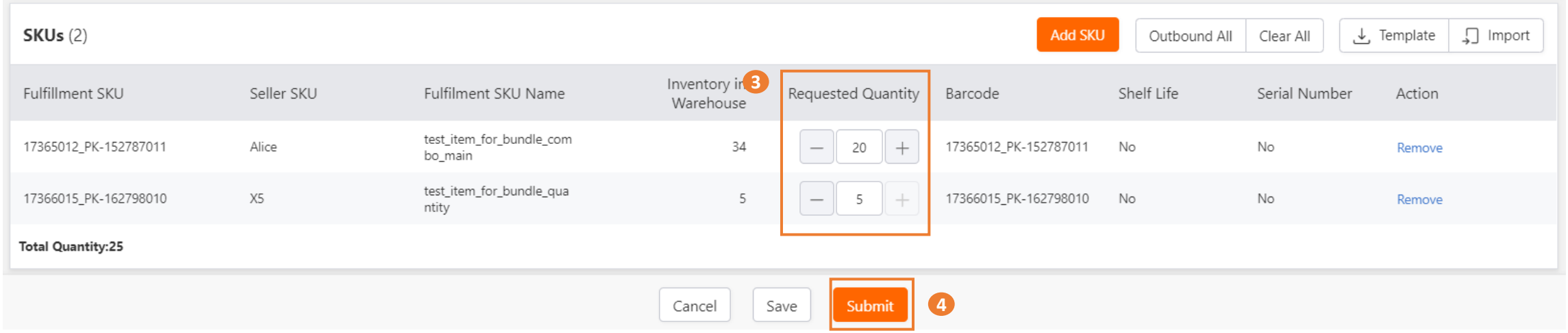


Outbound Order

Outbound Order Form

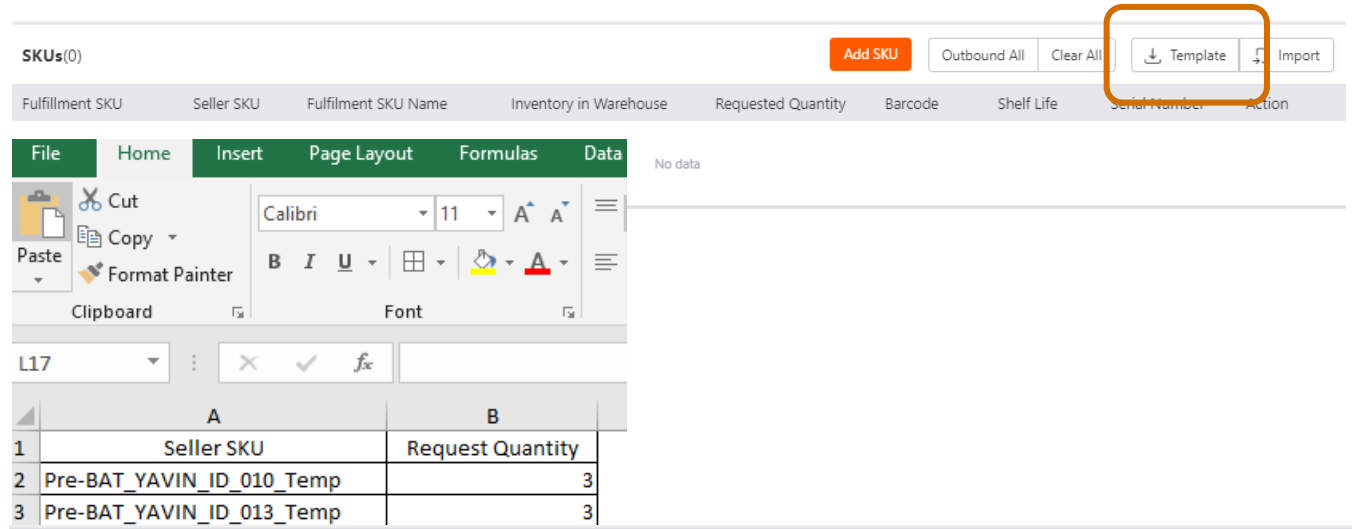
Step 3: Input the quantity of each SKU that you want to retrieve from the Daraz Warehouse
Step 4: Click on Submit

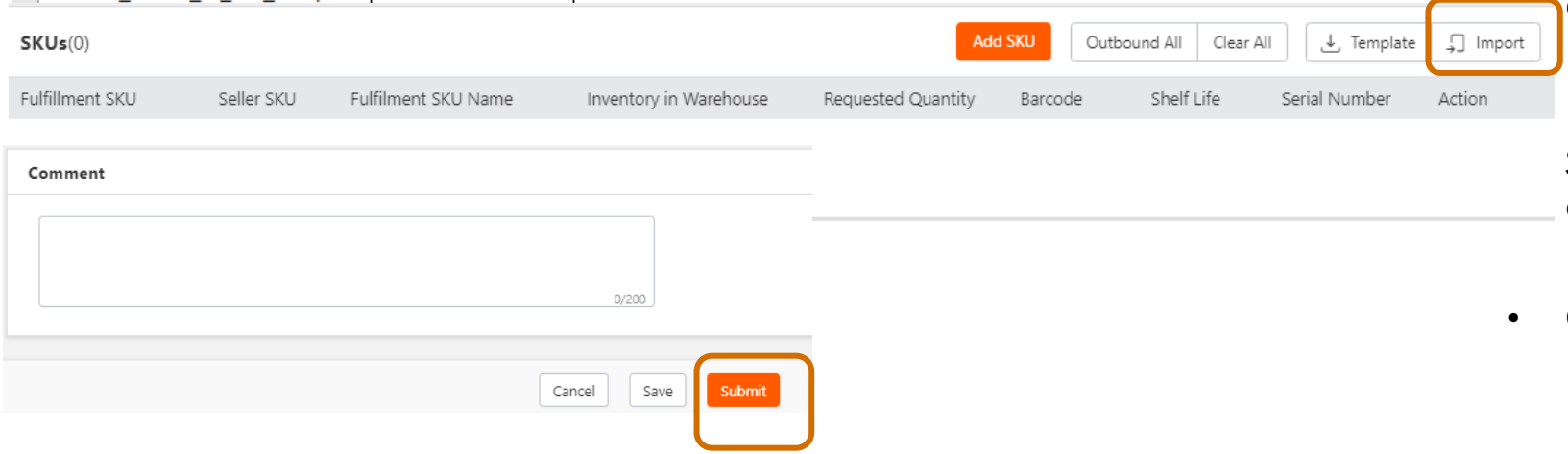
A 'Successfully Submitted' pop up will appear, which means your outbound order has been created and will be reviewed by the Daraz team



Outbound Order

Outbound Order Form – Mass Outbound



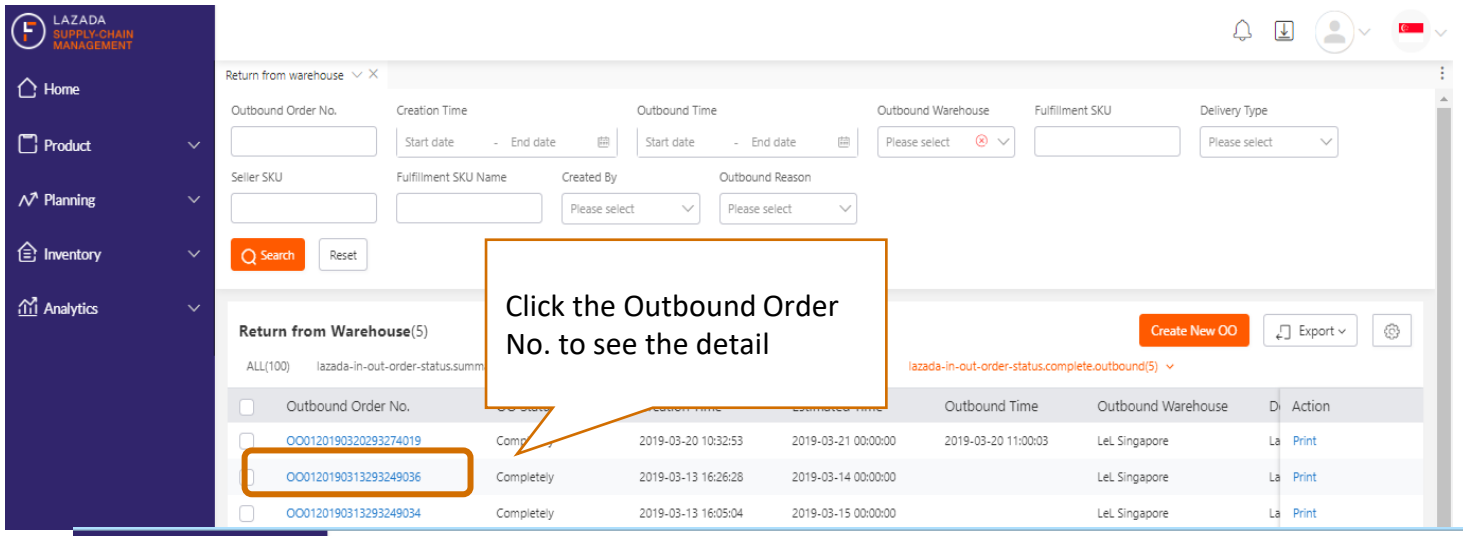


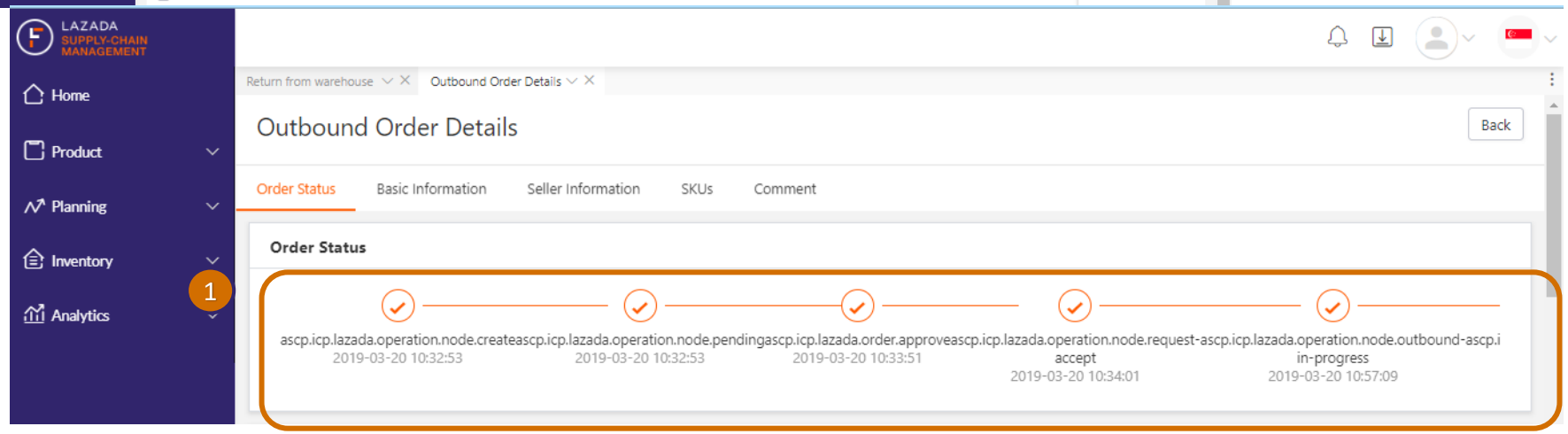
Seller can also create Outbound Order by mass uploading the SKU list. The steps are:

- Download by clicking "**Template**" and open the file
- Input the Seller SKU and its quantity then save the file
- Click "**Import**" and select the file
- "**Comment**" section is available if Seller wants to give specific condition for the Inbound
- Click "**Submit**"

Outbound Order

View Outbound Order Details





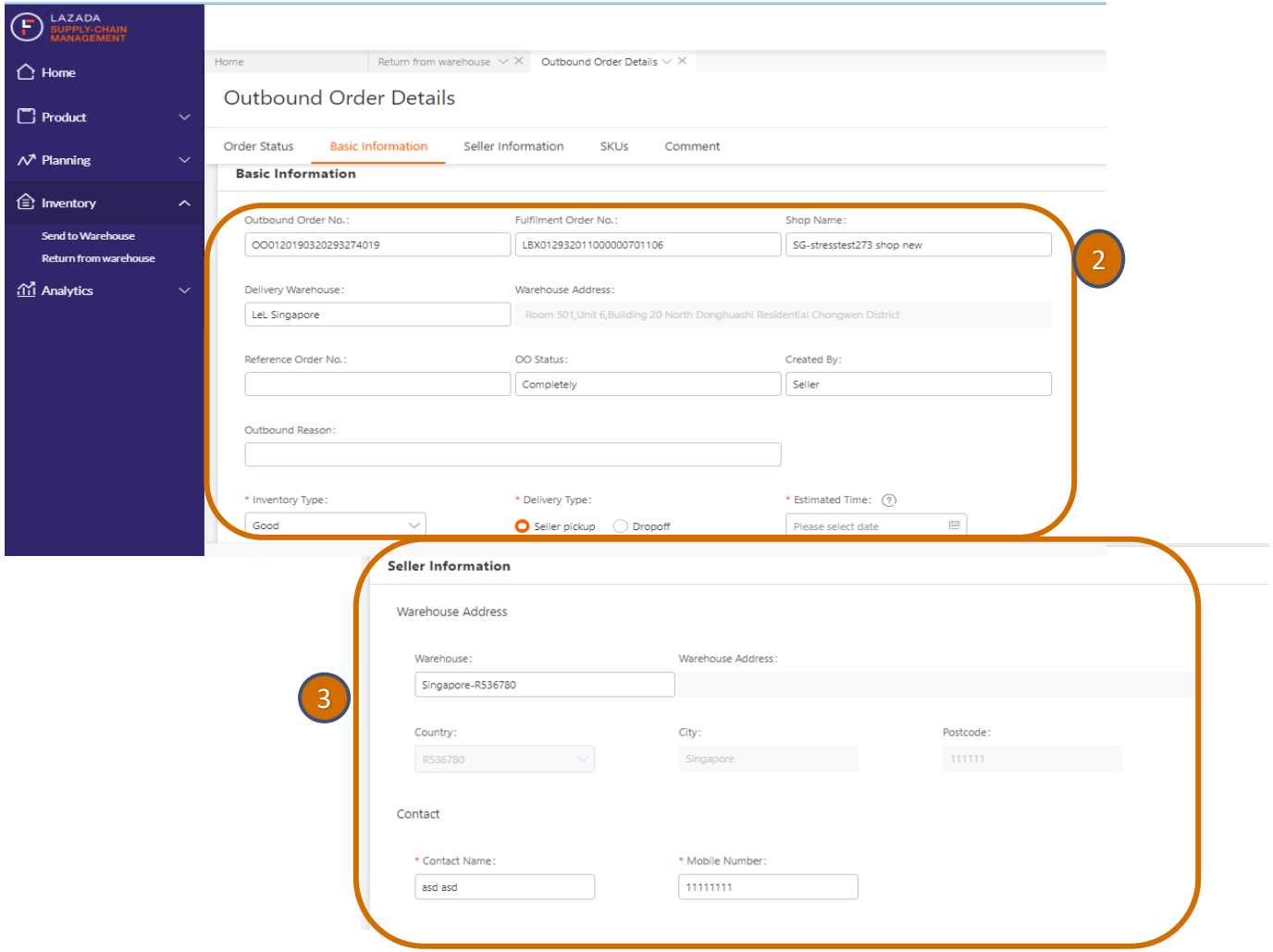
Seller can see the OO Detail by clicking the Outbound Order No. in the Send to Warehouse page.

The OO details contain following information:

1. Order Status: give progress of the Outbound Order from the creation until it's received (complete/partial) in the Warehouse.

Outbound Order

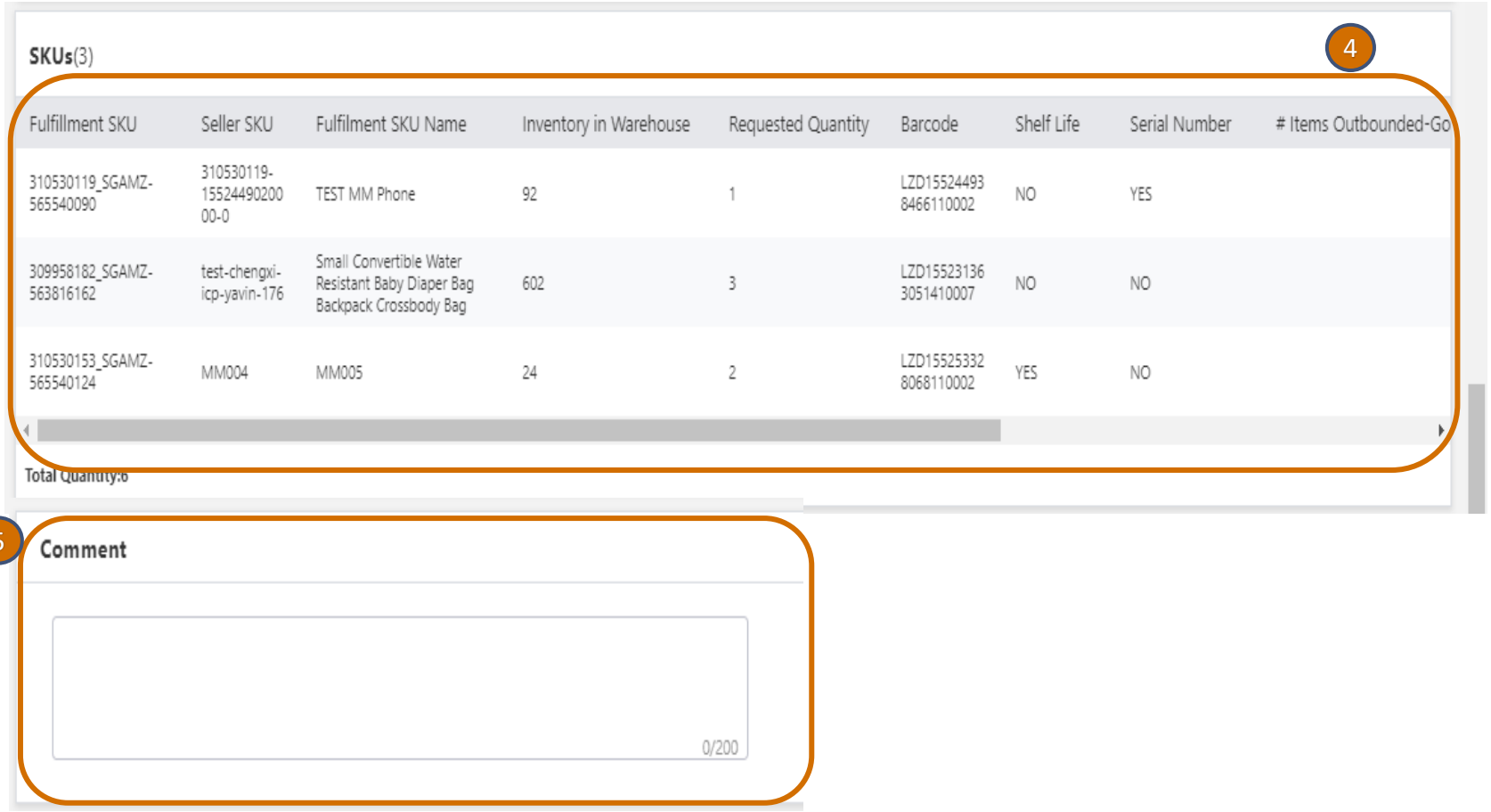
View Outbound Order Details



2. Basic Information: OO No., Fulfilment Order No, OO Current Status, OO Created by, Shop Name, Outbound Warehouse, Warehouse Address, Reference Order No., Delivery Type, and Estimated Time
3. Seller Information: Warehouse Address & Contact

Outbound Order

View Outbound Order Details



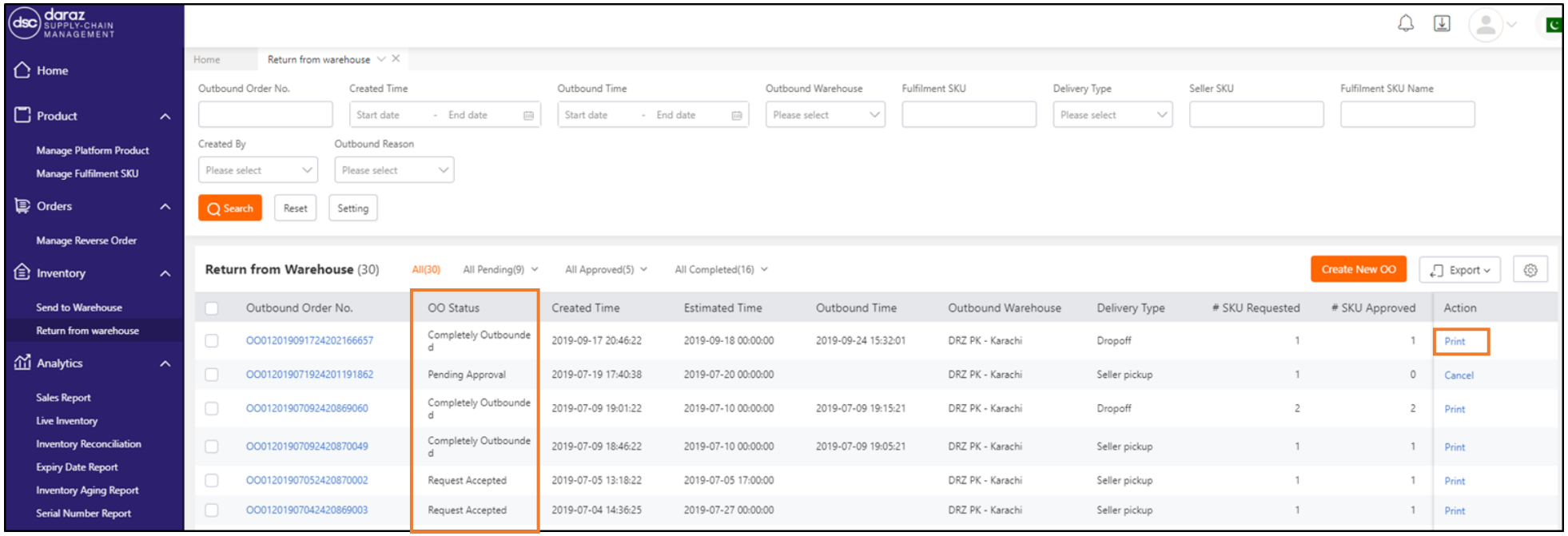
4. SKU Detail: Provide status of each SKU (total items requested, total items Outbounded in good condition / sellable, total items Outbounded but defective / unsellable, and SKU status).
5. Seller Comment

What Next?

The Daraz Team will review your order and accept or reject your outbound request which can take up to 48 hours

- You can view the status of your OO by accessing the Return to Warehouse tab under Inventory
- You can also click on Print (Action) to print out a copy of the Outbound Order
- If you have selected seller pickup in the delivery type, you will have 3 business days to pickup you items from our warehouse. Failure to do so in the given timeline might lead to your items being scrapped.

Once your Outbound order has been processed, you can pick up your products from the Daraz Warehouse



So, what are you waiting for?

START USING OUR FBD SERVICE!

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