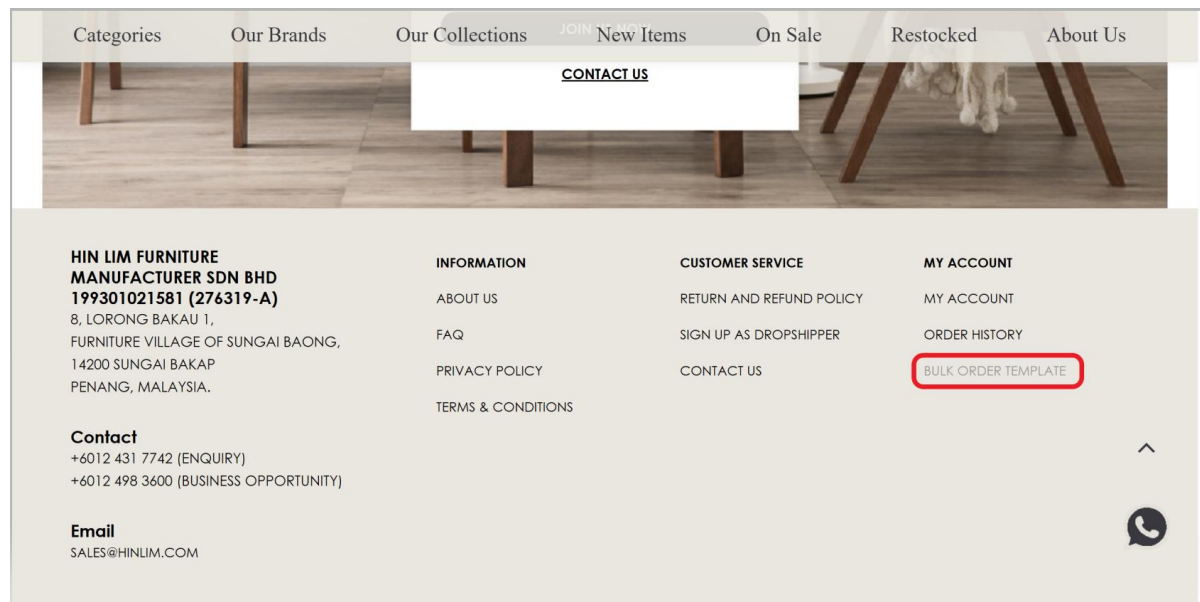


Bulk Order Tutorial Guide

Step 1 : Download the Bulk Order Template [here](#).

Or

Download at Footer -> My Account -> Bulk Order Template.



Step 2: Fill in the template.

1. Each row= 1 delivery address. DO NOT leave empty rows between entries.
2. Fields marked with * are mandatory.

Column	Field Name	What to Enter	Example
B*	Receiver Name*	Full name of the receiver	Azlee
C*	Address 1*	House/unit number & street	No 8, Lorong Bakau
D	Address 2	Additional address info	Jalan Bakau
E	Address 3	Additional address info	Kampung Sulu
F*	Postcode*	5-digit postcode	15000
G*	City*	Town/City name	Sungai Buloh
H*	State*	Choose from the State List below.	Pulau Pinang
I*	Mobile No*	Start with +60 (e.g. +60123456789)	60165438765
J	Remark	Add any special notes for delivery.	

3. State List.

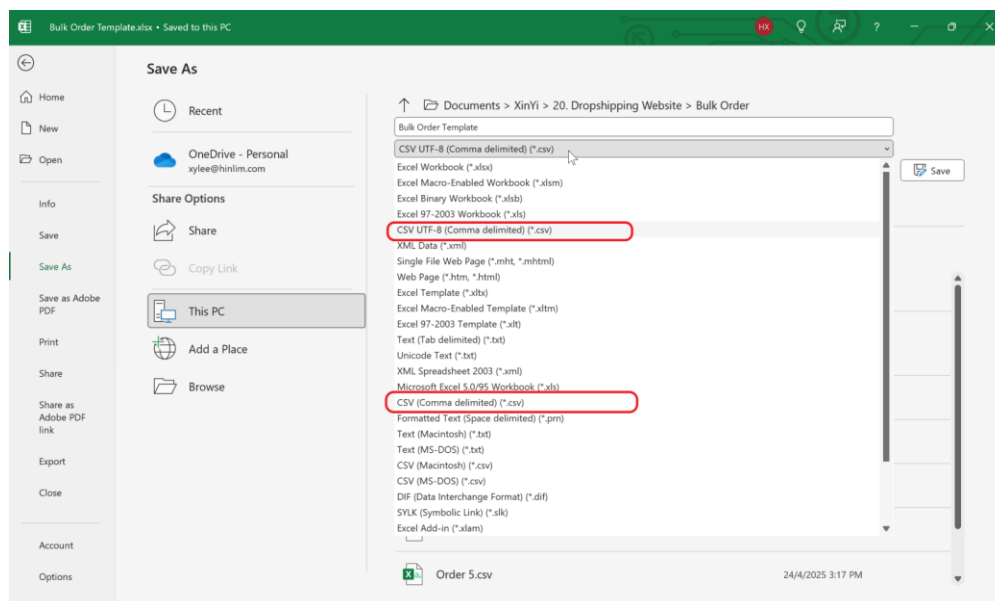
State List
Perlis
Kedah
Pulau Pinang
Perak
Selangor
Wilayah Persekutuan Kuala Lumpur
Wilayah Persekutuan Putrajaya
Negeri Sembilan
Melaka
Johor
Kelantan
Terrengganu
Pahang

4. Fill In SKU & Quantity.

- Column A: Product SKU
- Column B: Order Quantity

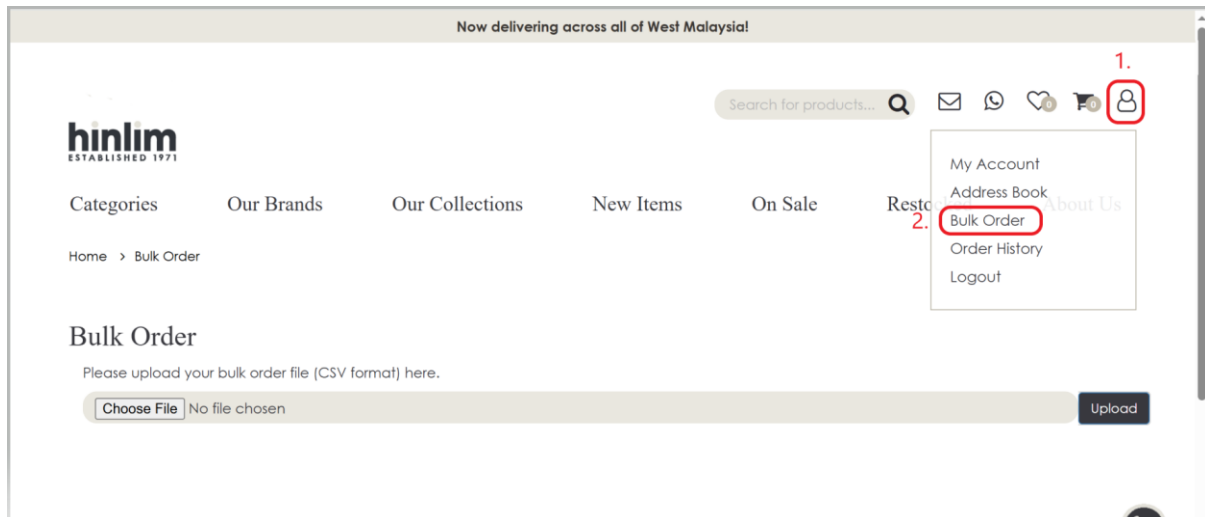
Step 3: Save as CSV file.

- Remove red sheet- “Guide” & “Sample”.
- Keep first sheet- “Bulk Order” only.
- Click File → Save As.
- Choose file type: **CSV UTF-8 (.csv)** or **CSV(Comma Delimited)**.

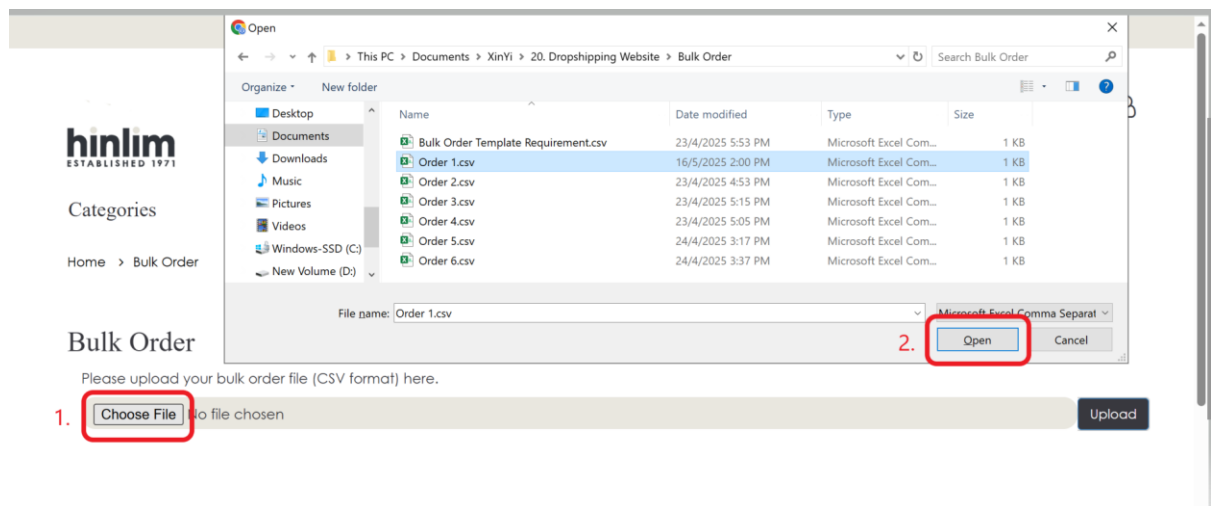


Step 4: Upload in System

1. Go to the **Bulk Order** page on our website [here](#).
Or
Go to My Account-> Bulk Order.









2. Click **Choose File** to select your CSV file and then hit **Open** button.



3. Hit **Upload** Button.

Now delivering across all of West Malaysia!

hinlim
ESTABLISHED 1971

Search for products...      

Categories Our Brands Our Collections New Items On Sale Restocked About Us

Home > Bulk Order


Bulk Order

Please upload your bulk order file (CSV format) here.

Order 1.csv

Step 5: Select the Shipping Method by order.

Order # 01	
Receiver Name	Azlee
Mobile No	+60165438765
Address	No 8, Lorong bakau, Jalan Bakau, Kampung sulu, 15000 Sungai buloh, Pulau Pinang
Comment	No remark
Shipping Method	<div>Lazada - Lazada Logistic - RM0.00</div> <div>HL Courier Partner - RM17.00</div> <div>Own Courier - RM0.00</div> <div>Lazada - BBB - RM0.00</div> <div>Lazada - CTLink - RM0.00</div> <div>Lazada - DHL - RM0.00</div> <div>Lazada - GDex - RM0.00</div> <div>Lazada - JnT Express - RM0.00</div> <div>Lazada - Lazada Logistic - RM0.00</div> <div>Lazada - Ninja Van - RM0.00</div> <div>Lazada - Skynet - RM0.00</div> <div>Lazada - The Lorry - RM0.00</div> <div>Lazada - JnT Cargo - RM0.00</div> <div>Lazada - Poslaju - RM0.00</div> <div>Lazada - Line Clear - RM0.00</div> <div>Lazada - PosStore - RM0.00</div> <div>Lazada - Flash - RM0.00</div> <div>Shopee - BBB - RM0.00</div>
Upload AWB / PO	
PO Number	

Model Name	
 140021/1439280 CURT COFFE	

Step 6: Upload AWB by order. **Mandatory** if shipping method other than HL Courier Partner.

Order # 01

Receiver Name: Azlee

Mobile No: +60165438765

Address: No 8, Lorong bakau, Jalan Bakau, Kampung sulu, 15000 Sungai buloh, Pulau Pinang

Comment: No remark

Shipping Method: Lazada - Lazada Logistic - RM0.00

Upload AWB / PO: 1. Choose File No file chosen 3. Upload

PO Number: 14002

Model Name: 14002

SKU: 241318

Quantity: 4

Unit Price: RM180.00

Total: RM180.00

Sub-Total: RM180.00

Shipping Cost: RM0.00

Total: RM180.00

Step 7: Select Payment Method

Step 8: Tick “I have read and agree to the Terms & Conditions.”

Step 9. Submit Order.

Order # 02

Receiver Name: Alan

Mobile No: +60178654387

Address: 57, Kampung Shed, shamsudin, 67000 cheras, Wilayah Persekutuan Kuala Lumpur

Comment: No remark

Shipping Method: Own Courier - RM0.00

Upload AWB / PO: AWB x 2 (third order).pdf Remove

PO Number: 14002

Model Name: CARTER DINING CHAIR 117/6514

SKU: 241318

Quantity: 4

Unit Price: RM180.00

Total: RM720.00

Sub-Total: RM720.00

Shipping Cost: RM0.00

Total: RM720.00

Step 7: Please select A Payment Method

Step 8: ☒ I have read and agree to the Terms & Conditions

Step 9: Submit 2 Orders, total 900.00

Step 10: Order submitted successfully!

