



Acsal Seller User Manual

[Section 1: Seller Registers on Acsal website.](#)

[Section 2: How to log into your Seller Account on Acsal.](#)

[Section 3: How to use Seller Control Panel.](#)

[Section 4: How to Add/ Edit/ Delete products.](#)

[Section 5: How to Edit your Company Profile.](#)

[Section 6: How to Edit the Sales Contact Information.](#)

Before You Start

Information required For Seller Registration

1. Image of Company Logo
2. Images of exterior of Company
3. Image of Sales Person

All Registration Pages MUST be completed before products can be added.

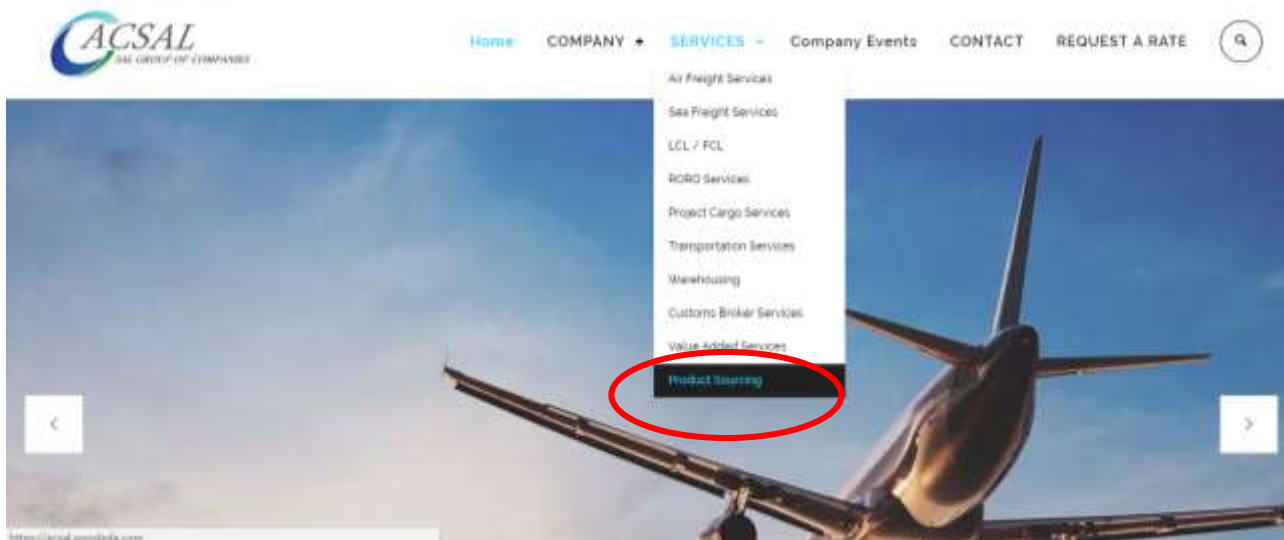
Seller must complete page 1 in order to be registered on Acsal Website.

Seller can sign in to complete pages 2, 3, 4.

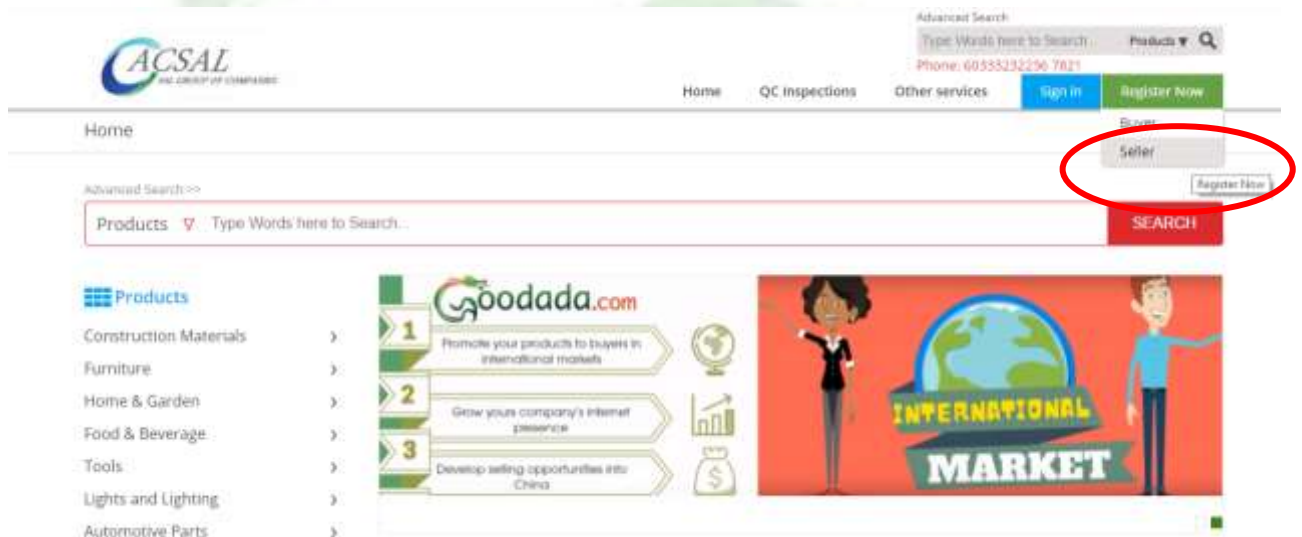


Section 1: Seller Registers on Acsal Website

1. Seller visits Acsal website – <http://acsal.com.my>
2. Seller then clicks on “Product Sourcing” tab. This directs you to Acsal Product Platform.



3. Seller clicks on the “Register Now” icon and then click on “seller tab” in the top right of Page



4. Seller completes – “Create a Seller Account Form” (25% of registration)
 - a. **Note that this page must be completed by seller to create a Seller Accountt**
 - b. In the Name of Goodada Partner company insert Acsal..
 - c. The details in this section are our records only.
 - d. The information section is will **NOT BE DISPLAYED** to the public.

Create a Seller Account 25% 50% 75% 100%

Contact Details

*Please note: fields marked with a * are required*

Contact First Name *

Contact Last Name *

Contact Email *

Password *

Confirm Password *

Name of Goodada Partner who will recommend your company *

Submit »

5. Complete Seller Company Information (50%)

- a. All information must be in English
- b. This information will be displayed to the Public
- c. All Pages must be completed before Products can

Seller Profile 25% 50% 75% 100%

Profile must be completed before Seller can proceed to the next stage.

Upload Company Information

*Please note: fields marked with a * are required*

Company Name *

Company Address *

Company Country *

Company Region

Company Telephone Number * - -

Company Fax Number - -

Company Website

Submit »

6. Complete Company Background information (75%)

- a. All information must be English
- b. You must put in mandatory information such as
 - i. Year Formed
 - ii. Company Logo
 - iii. Exterior Photos of Buildings
- c. Include some background information on your company. Note it will increase your ability to get more sales by almost 30%
- d. If you have a company video please add it. This will make your company more attractive to new customers by almost 20%
- e. Include some photos of your Factory. This will make it easier for new customers to choose you.



The screenshot shows a 'Seller Profile' form with a progress bar at the top indicating 25% completion. The form includes the following sections:

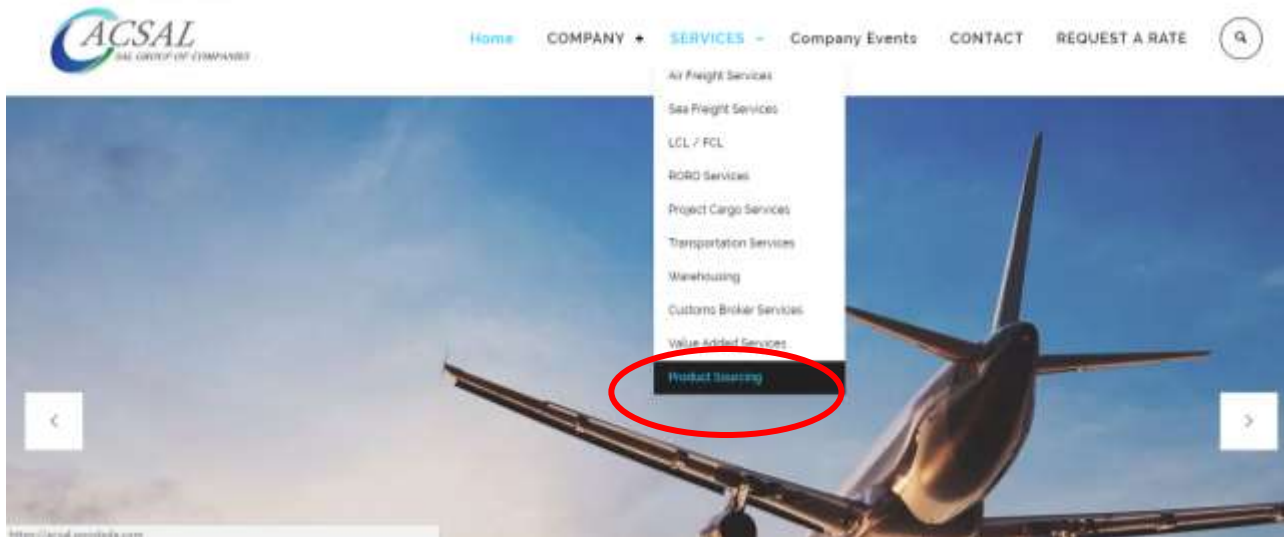
- Profile must be completed before Seller can proceed to the next stage.**
- Upload Company Background Information**
 - Please note: fields marked with a * are required
 - Year Company Formed: A dropdown menu with 'Select Year' as the placeholder.
 - Company History and Background: A text area with a note '(Note: Maximum 1150 characters including spaces)'.
 - Company Logo *: A text area with a note '(Upload only jpg, gif, png max size 3Mb)' and a 'Browse' button.
 - Company Video: A text area with a note '(Insert link to company video)'.

7. Complete Information on Sales contact for Visitors to Acsal website.
 - a. All information must be in English
 - b. This is the information of the Sales Person that the customer will communicate with.
 - c. A clear photo of the Sales person is required



Section 2: How to log into your Seller Account on Acsal

1. Seller visits Acsal website – <http://acsal.com.my>
2. Seller then clicks on “Product Sourcing” tab. This directs you to Acsal Product Platform.



3. Seller clicks “Sign in” icon and then click on “seller tab” in the top right of Page





4. Seller enters in their email address and password

Home Inspection Services Global Freight ▼ Legal Services About ▼ Europe Contact News

[Home](#) » Sign in

Sign in

Email

Password

[Forgot password](#)
[Create a Seller Account](#)

[Sign in](#)



Section 3: How to use Seller Control Panel

**** Please note: A Seller being Verified can take up to 48 hours. ****

1. Seller can confirm their Account Status on Acsal:

There are 3 Seller Account Status

- i. Verified
- ii. Awaiting Verification
- iii. Suspended



Careful Now Goodada Account Number: 53
Account: **Verified**

Seller Goodada Account Status

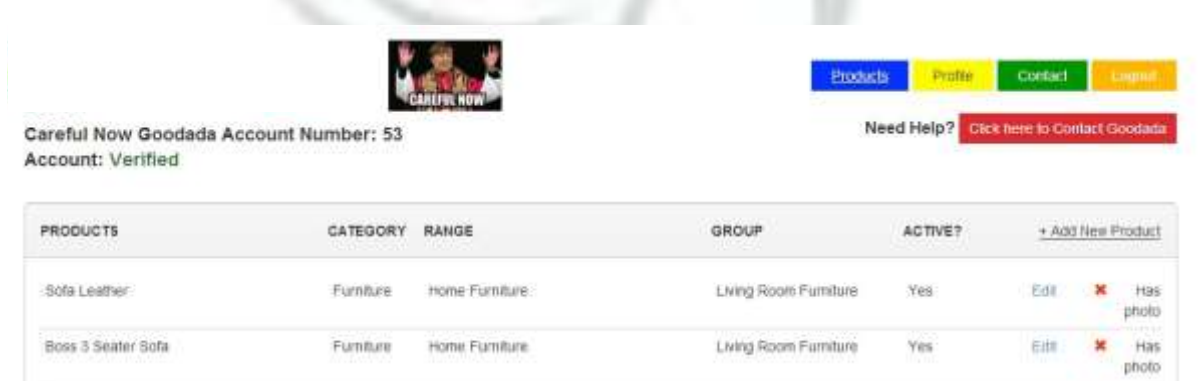
Products | Profile | Contact | Logout

Need Help? [Click here to Contact Goodada](#)

PRODUCTS	CATEGORY	RANGE	GROUP	ACTIVE?	+ Add New Product
Boss 3 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	Edit Has photo

2. There seller has 5 Action icons located on the top right of the Control Panel

- a. Products – This allows the Seller to Add/ Delete/ Amend their Products
- b. Profile – This allows the Seller to update the information about their Company.
- c. Contact – This allows the Seller to amend the Contact Details for their company
- d. Logout – This allows the Seller to exit their control Panel
- e. Contact Acsal – If the Seller requires any information.



Careful Now Goodada Account Number: 53
Account: **Verified**

Products | Profile | Contact | Logout

Need Help? [Click here to Contact Goodada](#)

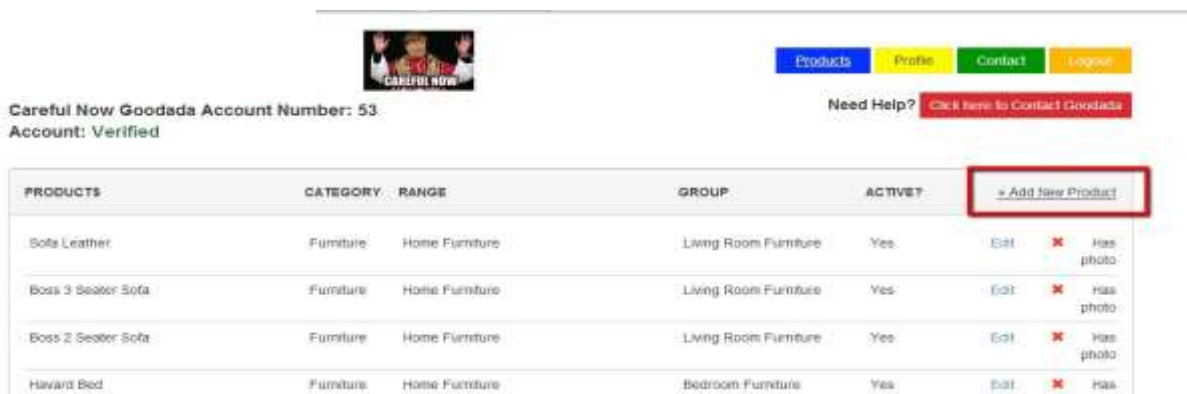
PRODUCTS	CATEGORY	RANGE	GROUP	ACTIVE?	+ Add New Product
Sofa Leather	Furniture	home Furniture	Living Room Furniture	Yes	Edit Has photo
Boss 3 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	Edit Has photo

Section 4: How to Add/ Edit/ Delete products

1. How to Add a new Product onto Acsal Website

****Note** You must have an image of the Product available **Note****

- Click on the Blue Button titled “Products” on the top right hand corner of the screen
- Click on the “Add New Product” Button



Careful Now Goodada Account Number: 53
Account: Verified

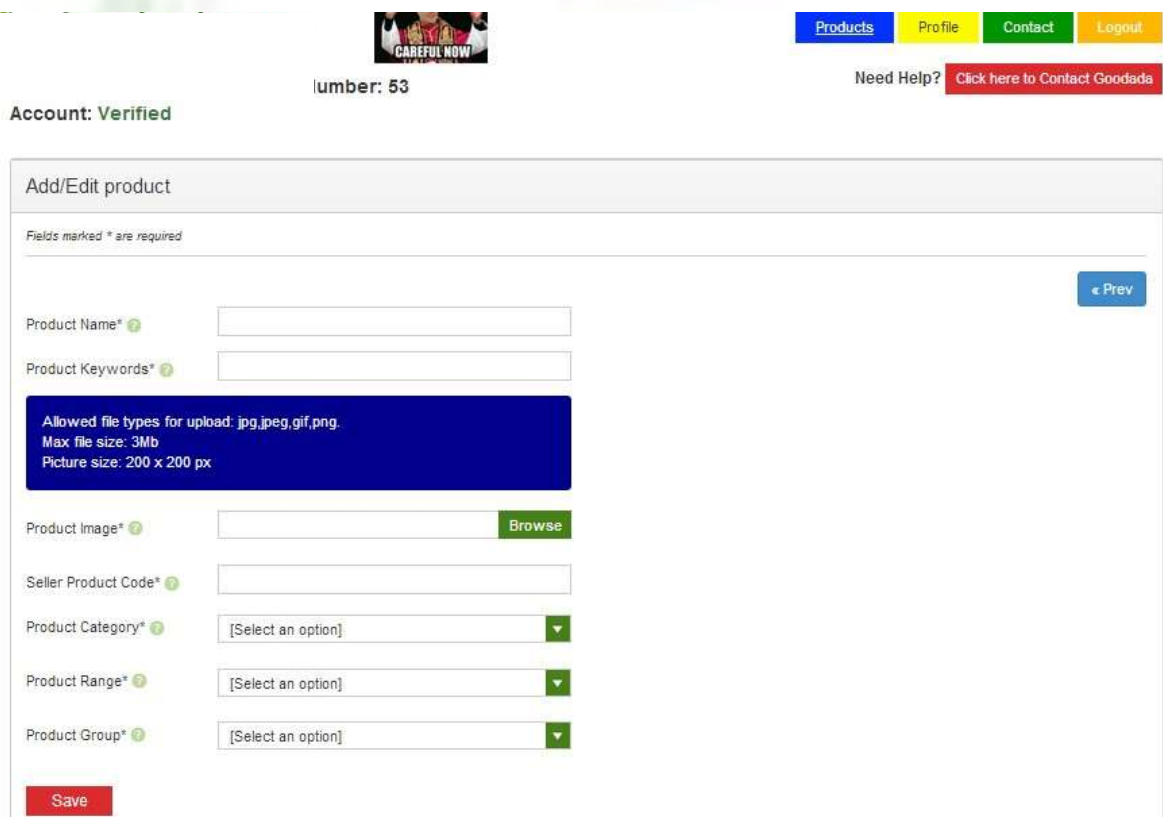
Products Profile Contact Logout

Need Help? [Click here to Contact Goodada](#)

PRODUCTS	CATEGORY	RANGE	GROUP	ACTIVE?			
Sofa Leather	Furniture	Home Furniture	Living Room Furniture	Yes	Edit	✖	Has photo
Boss 3 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	Edit	✖	Has photo
Boss 2 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	Edit	✖	Has photo
Harvard Bed	Furniture	Home Furniture	Bedroom Furniture	Yes	Edit	✖	Has photo

[+ Add New Product](#)

- Fill out the information required – **IN ENGLISH**



Account: Verified

lumber: 53

Products Profile Contact Logout

Need Help? [Click here to Contact Goodada](#)

Add/Edit product

Fields marked * are required

Product Name*

Product Keywords*

Allowed file types for upload: jpg, jpeg, gif, png.
Max file size: 3Mb
Picture size: 200 x 200 px

Product Image* [Browse](#)

Seller Product Code*

Product Category*

Product Range*

Product Group*

[Save](#)

[« Prev](#)



- d. Suggest some Keywords – This will assist the user in searching for your product.
- e. Assign the Product to the correct classification on Database
- f. Press the Save Button

2. How to Edit a Product

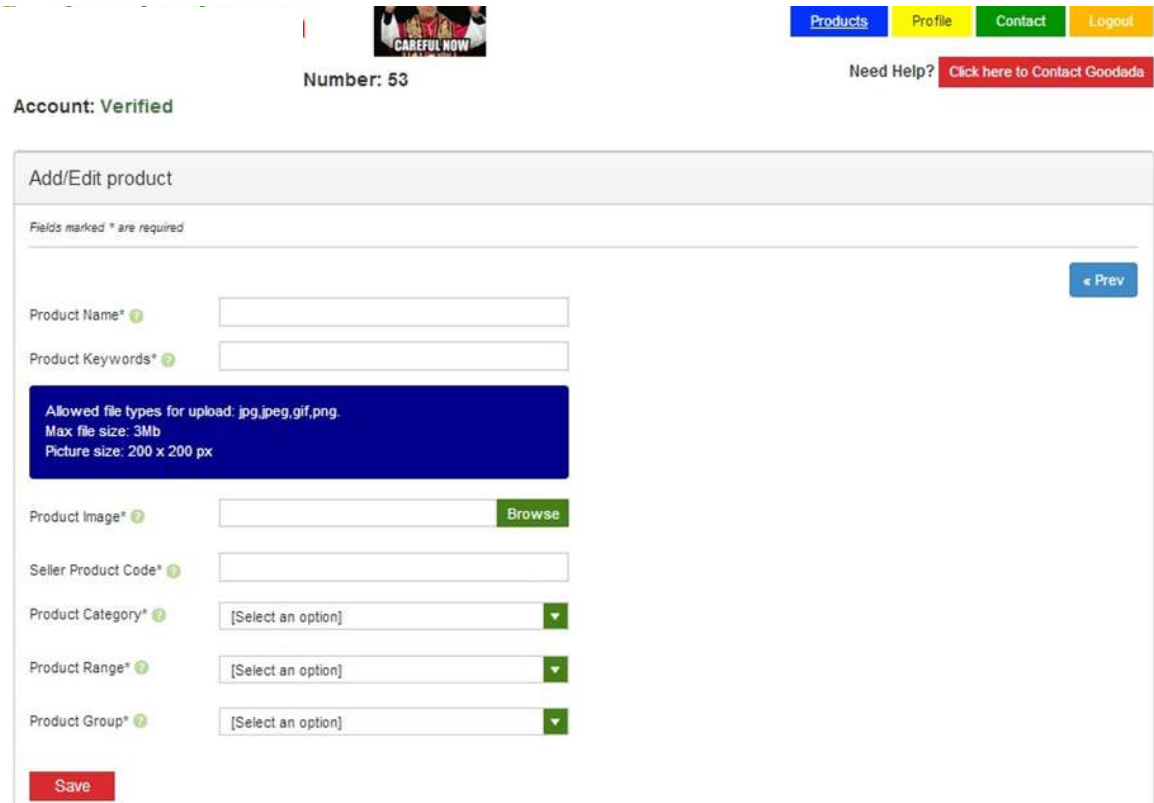
- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen
- b. Select the Product line that you wish to edit
- c. Click on the brown “Edit” Box on the Product Line
- d. Make the changes in any of the sections that you require
- e. Press the Save button at the bottom to save the changes

3. How to Delete a Product

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen
- b. Select the product line that you wish to Delete
- c. Click on the Red “ Delete” Box
- d. A Warning message will appear asking you if you want to confirm deletion. Please “Yes” if you wish to confirm the deletion

Section 5: How to Edit your Company Profile

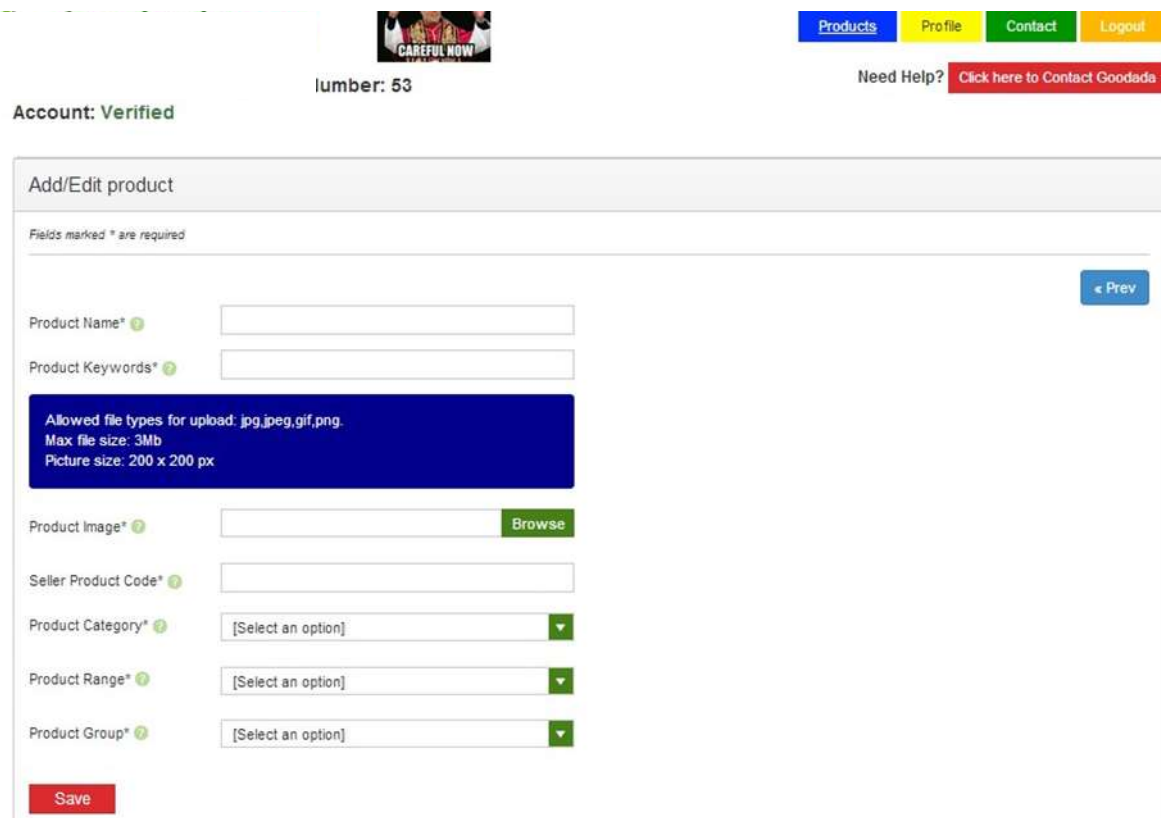
1. Click on the Yellow Button titled “Profile” on the top right-hand corner of the screen.
2. You can only edit your “Company Profile” and “Background Information” in this section.
3. Press the “Save” button to save the changes to the company Profile.



The screenshot displays the ACSAL user interface. At the top, there is a navigation bar with buttons for 'Products', 'Profile', 'Contact', and 'Logout'. Below this, a user profile section shows 'Account: Verified' and 'Number: 53'. A 'Need Help?' link is also present. The main content area is titled 'Add/Edit product'. It includes a warning: 'Fields marked * are required'. The form contains the following fields: 'Product Name*' (text input), 'Product Keywords*' (text input), 'Product Image*' (text input with a 'Browse' button), 'Seller Product Code*' (text input), 'Product Category*' (dropdown menu), 'Product Range*' (dropdown menu), and 'Product Group*' (dropdown menu). A blue box provides upload instructions: 'Allowed file types for upload: .jpg, .jpeg, .gif, .png. Max file size: 3Mb. Picture size: 200 x 200 px'. A 'Save' button is at the bottom left, and a '< Prev' button is at the top right of the form area.

Section 6: How to Edit the Sales Contact Information

1. Click on the Green Button titled “Contact” on the top right hand corner of the screen.
2. You can edit the contact details of the Sales.
3. Press the “Save” button to save the changes to the Sales contact information.



The screenshot displays the ACSAL web application interface. At the top, there is a navigation bar with buttons for 'Products', 'Profile', 'Contact', and 'Logout'. Below this, a user profile section shows 'Account: Verified' and 'lumber: 53'. A 'Need Help?' link is also present. The main content area is titled 'Add/Edit product' and contains a form with the following fields:

- Product Name* (text input)
- Product Keywords* (text input)
- Product Image* (file upload area with a 'Browse' button)
- Seller Product Code* (text input)
- Product Category* (dropdown menu)
- Product Range* (dropdown menu)
- Product Group* (dropdown menu)

A red 'Save' button is located at the bottom left of the form. A blue 'Prev' button is located at the top right of the form.