

BB Halal Hub - Seller Request Form Guide

SELLER CONTROL PANEL

Login to your seller account with your credential. A selection of button appear at the left-hand side.

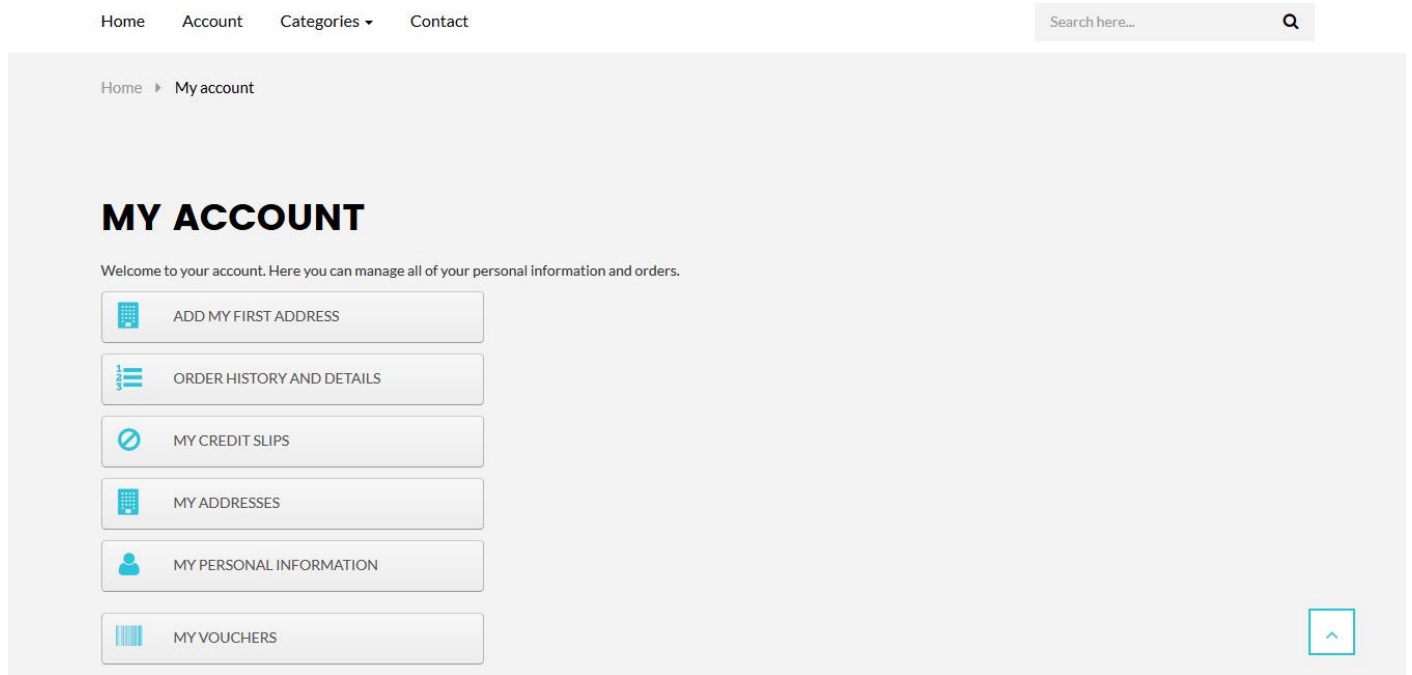


Fig - 1.0

SELLER REQUEST FORM

Scroll down to 'YOUR SHOP' section and look for the 'CLICK HERE FOR SELLER REQUEST' button.

- 1) Click on the 'CLICK HERE FOR SELLER REQUEST' button (ref Fig - 2.0) OR
- 2) Select 'Become A Seller' link located at the website footer (ref Fig - 2.1)

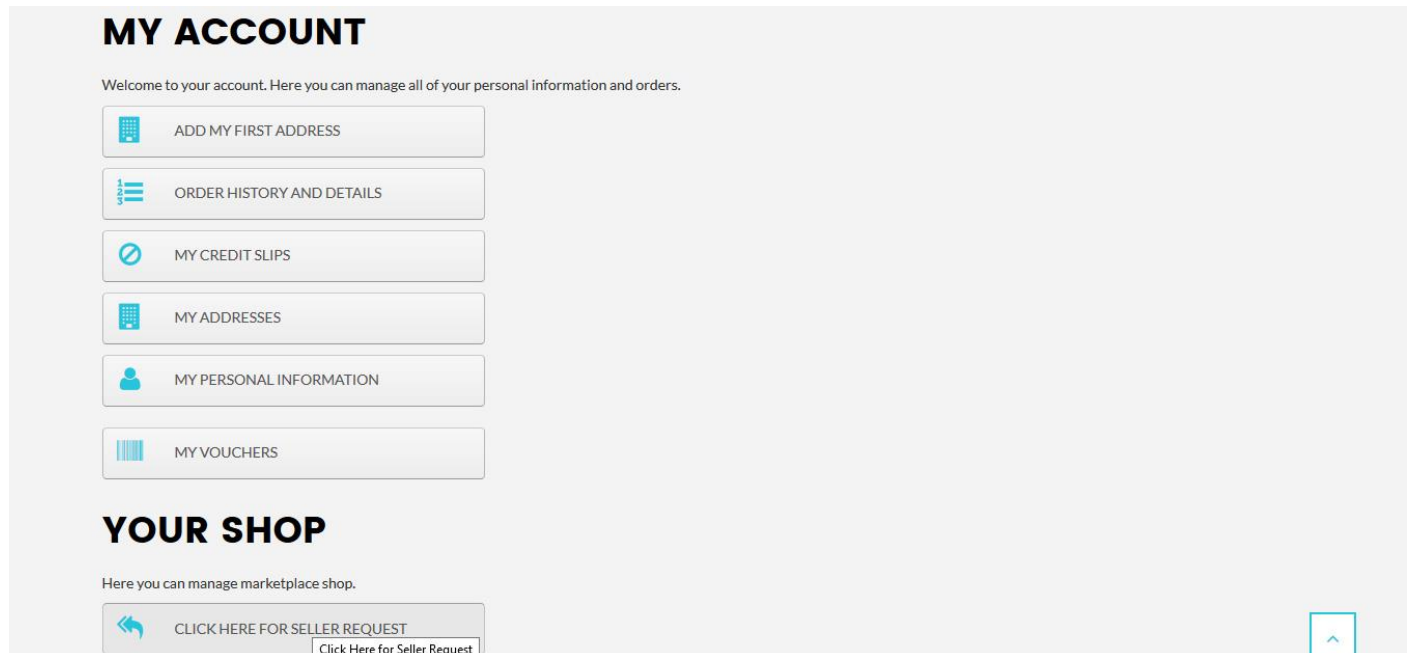


Fig - 2.0

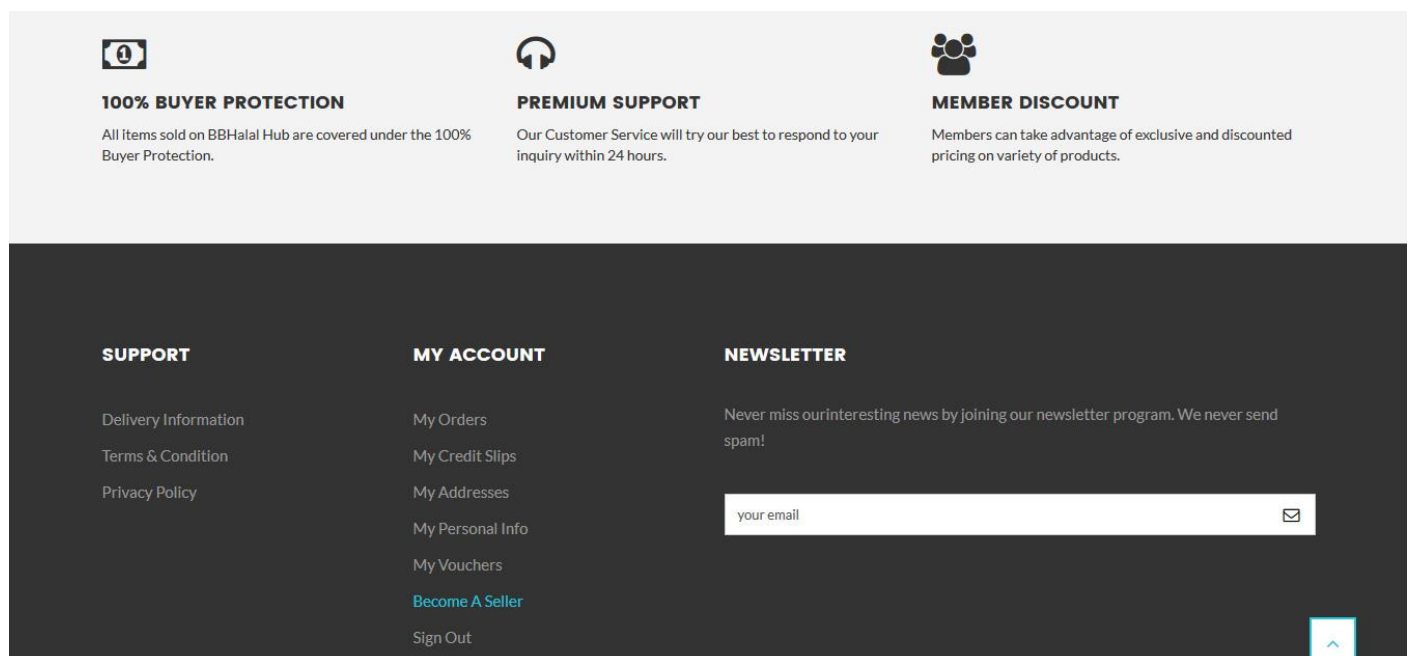


Fig - 2.1

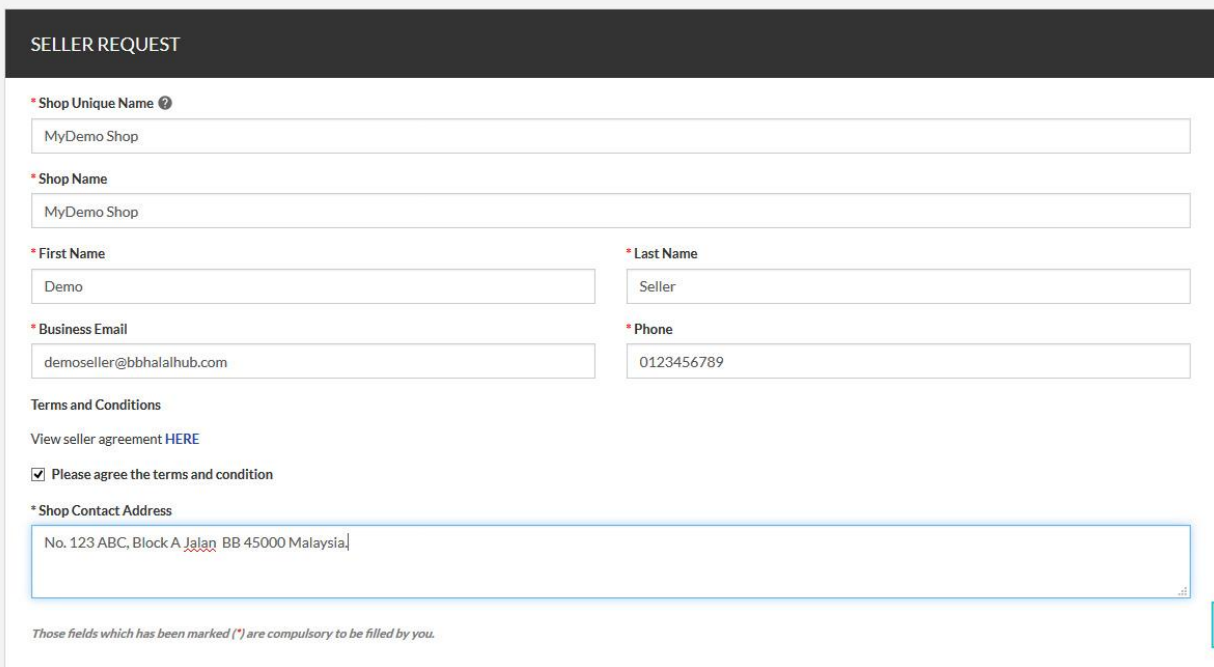
The 'Seller Request' form will display with all the require input fields (ref Fig - 3.0)

There are 7 require input fields at the 'Seller Request' form

1. *Shop Unique Name – This will used for your shop URL
2. *Shop Name – Name of your shop
3. *First Name – Your first name
4. *Last Name – Your last name
5. *Business Email – Your emails address (where all the notification will be send)
6. *Phone – Your contact number
7. *Shop Contact Address – Your correspondence address (address for setting up your logistic pickup point)

*[Input Field] is required. DO NOT leave empty.

*Seller need to agree the terms and condition - you can click on the 'View seller agreement [HERE](#)' link for the agreement details



The screenshot shows a 'SELLER REQUEST' form with the following fields and sections:

- * Shop Unique Name**: Input field containing 'MyDemo Shop'.
- * Shop Name**: Input field containing 'MyDemo Shop'.
- * First Name**: Input field containing 'Demo'.
- * Last Name**: Input field containing 'Seller'.
- * Business Email**: Input field containing 'demoseller@bbhalahub.com'.
- * Phone**: Input field containing '0123456789'.
- Terms and Conditions**: Section with a link 'View seller agreement [HERE](#)' and a checked checkbox 'Please agree the terms and condition'.
- * Shop Contact Address**: Large input field containing 'No. 123 ABC, Block A, Jalan BB 45000 Malaysia'.

At the bottom of the form, there is a note: 'Those fields which has been marked (*) are compulsory to be filled by you.' and a small blue square button with an upward arrow.

Fig - 3.0

Click on the green colour 'Register' button located at the bottom right corner after complete all require information to the next step (ref Fig - 3.1)

The screenshot shows a registration form for a seller. At the top, there is a text input field containing 'MyDemo Shop'. Below this are four required fields: '* First Name' (containing 'Demo'), '* Last Name' (containing 'Seller'), '* Business Email' (containing 'demoseller@bbhalahub.com'), and '* Phone' (containing '0123456789'). A 'Terms and Conditions' section follows, with a link 'View seller agreement HERE' and a checked checkbox 'Please agree the terms and condition'. The '* Shop Contact Address' field contains 'No. 123 ABC, Block A Jalan BB 45000 Malaysia.'. A note states 'Those fields which has been marked (*) are compulsory to be filled by you.'. At the bottom, there are 'Cancel' and 'Register' buttons. A small blue arrow icon is visible in the bottom right corner of the page.

Fig - 3.1

A message of 'Your request has been sent to admin, Please wait till the approval from admin' will be display (ref Fig - 2.1)

The screenshot shows a website interface. At the top, there is a navigation menu with 'Home', 'Account', 'Categories', and 'Contact', and a search bar with the text 'Search here...'. Below the navigation, there is a breadcrumb trail: 'Home > Marketplace > Seller Request'. A light blue message box displays the text: 'Your request has been sent to admin. Please wait till the approval from admin'. At the bottom, there is a dark footer area with three columns: 'SUPPORT' (containing 'Delivery Information', 'Terms & Condition', 'Privacy Policy'), 'MY ACCOUNT' (containing 'My Orders', 'My Credit Slips', 'My Addresses', 'My Personal Info', 'My Vouchers'), and 'NEWSLETTER' (containing 'Never miss our interesting news by joining our newsletter program. We never send spam!' and an email input field with the placeholder 'your email'). A small blue arrow icon is visible in the bottom right corner of the page.

Fig - 3.2

Admin will review your seller application request and will reply to the email address that you use for the application form.

== Seller request form completed ==