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## How to create shopping cart

# STEP 1 : Login to Payex's portal

- Click “**Login**” button at <https://www.payex.io/>
- It will navigate you to <https://portal.payex.io/Home>
- Login using your existing credentials

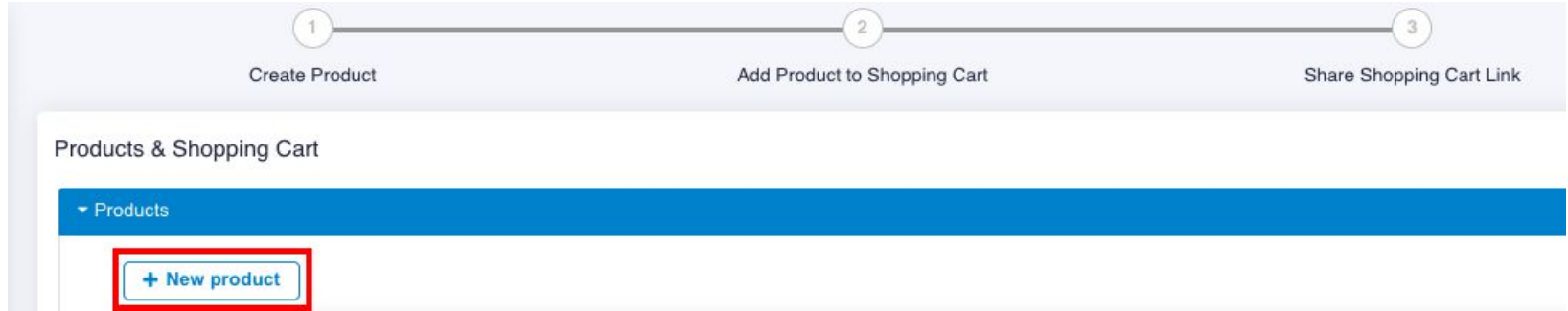
# STEP 2 : Create products

- Click “**Products**”



# STEP 3 : Add new products

- Click “+ New product”



# STEP 4 : Fill out product info

T-shirt


**Product Info** **A**

Name\*

Reference No. ⓘ

**Active** **B**

Description



Requires shipping or pickup. [Configure now.](#) **C**

- **A** - fill out “**Product Info**”
- **B** - check the box if product requires shipping or pick up, please refer to Step 6 for more information
- **C** - toggle right the button to “**Active**”,
- The system does not allow you remove created product, so that you can toggle left the button if you do not want your product to be displayed in shopping cart

# STEP 5 : Add option (if any)

Options + Add Option **A**

S Size	x	<b>Details</b>			<b>B</b>
M Size	x	Options (Will Be Displayed To Customers)*	SKU ⓘ	<input type="checkbox"/>	Active <input checked="" type="checkbox"/>
		<input type="text" value="M Size"/>	<input type="text" value="012345"/>		
		Quantity*	Normal Price*	Weight, Kg	
		<input type="text" value="50"/>	<input type="text" value="99.90"/>	<input type="text" value="0.1"/>	
		<input checked="" type="checkbox"/> Default Option <b>C</b>			
		<b>Sales Discount</b>			
		Start Date	End Date	Sale Price	
		<input type="text" value="01/07/2023"/>	<input type="text" value="31/07/2023"/>	<input type="text" value="79.90"/>	

- **A** - click “Add Option”
- **B** - toggle right the button to “Active”
- **C** - check the “Default Option” if you would like to display this option as the default option

# STEP 6 : Configure your shipping / pick up



- Click “Configure now”

Requires shipping or pickup. [Configure now.](#)

## Delivery & Pickup Configurations

Save

### Delivery

Select Automated or Own Delivery

**Automated Delivery** Own Delivery <sup>A</sup>

Let customers choose the delivery options during checkout from more than 10 courier companies, e.g. GDex, J&T, NinjaVan, PosLaju, etc. Shipping rates will be automatically added to the checkout price. Delivery companies will pick up from "12-01 Office Suites 1 Mont Kiara 50480 Mont Kiara". If this address is incorrect, [please update it here.](#)

### Pickup

Add a curbside, drive-through, or in-store pickup. Specify your business hours, pickup locations, and add instructions on how pickup works for customers.



- Will navigate you to Delivery & Pickup Configuration
- Toggle the relevant button if you would like to arrange deliver / pickup (you can enable both as well)
- **A** - please choose either Automated Delivery or Own Delivery

# STEP 7 : Fill out relevant information

## Automated Delivery

Transportation Type

Truck

Handling Fees ⓘ

0.00

+ MYR 0.00 (Payex Handling Fees)

## Own Delivery

Description

Description

## Pickup

+ Add Locations

Name	Address	Description	Operating Hours	Charges (MYR)	Order Preparation Time (Hours)

# STEP 8 : Save your configurations

- Click “Save”

## Delivery & Pickup Configurations

Save

### Delivery

Select Automated or Own Delivery

Automated Delivery

Own Delivery

Let customers choose the delivery options during checkout from more than 10 courier companies, e.g. GDex, J&T, NinjaVan, PosLaju, etc. Shipping rates will be automatically added to the checkout price. Delivery companies will pick up from "12-01 Office Suites 1 Mont Kiara 50480 Mont Kiara". If this address is incorrect, [please update it here](#).

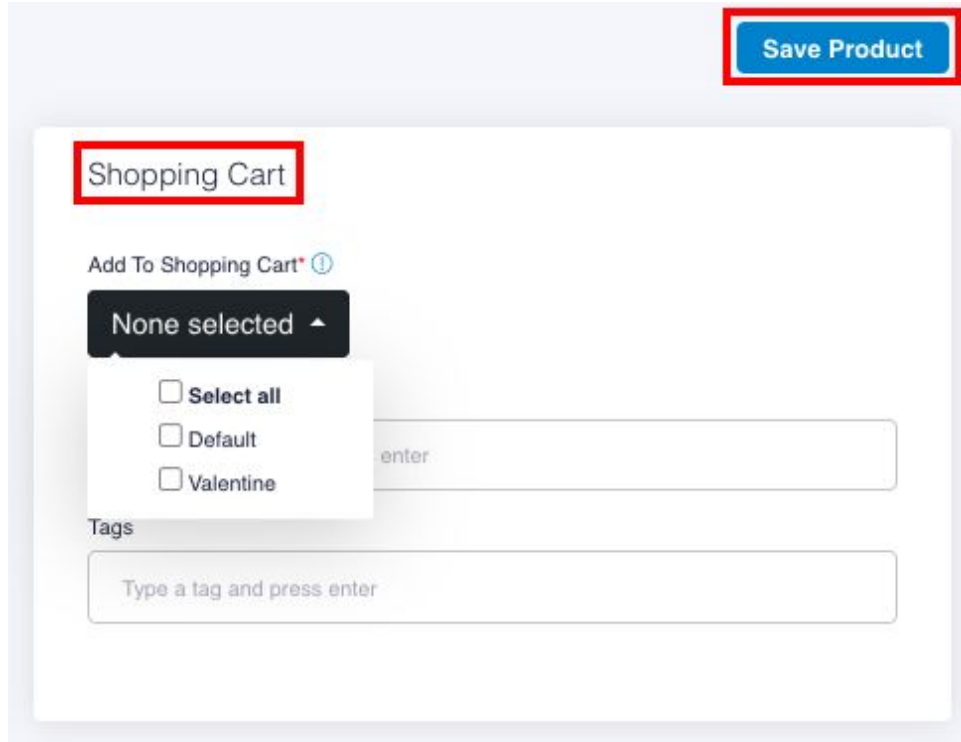
### Pickup

Add a curbside, drive-through, or in-store pickup. Specify your business hours, pickup locations, and add instructions on how pickup works for customers.





# STEP 9 : Add product into shopping cart



The screenshot shows a user interface for adding a product to a shopping cart. At the top right, there is a blue button labeled "Save Product" with a red rectangular highlight. Below it, on the left, is a white box with a red border containing the text "Shopping Cart". Underneath this box, the text "Add To Shopping Cart\*" is followed by a small information icon. A dark grey dropdown menu is open, showing "None selected" with an upward arrow. Below the dropdown are three options, each with a checkbox: "Select all", "Default", and "Valentine". To the right of these options is a text input field with the placeholder text "enter". Below the dropdown and input field is a "Tags" section with a text input field containing the placeholder text "Type a tag and press enter".

- Add your product into shopping cart by selecting the relevant category
- Click “**Save Product**”

# STEP 10 : Add new / edit shopping cart

- You can add new / edit your shopping cart whenever you want
- Click “**Valentine**” to view your product

1

Create Product

2

Add Product to Shopping Cart

3

Share Shopping Cart Link

## Products & Shopping Cart

Products

Shopping Cart

+ New Shopping Cart

Default

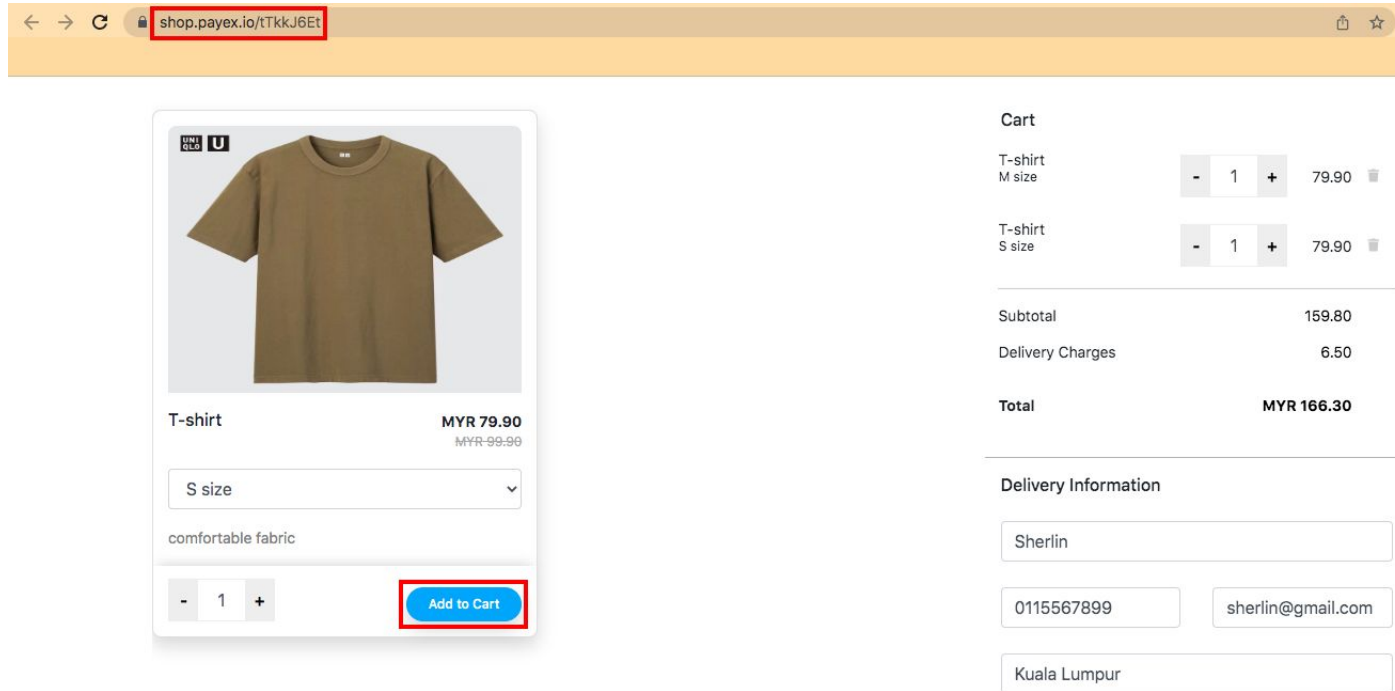
Default Collection

Valentine




# STEP 11 : Share shopping cart URL to your customer

- Copy the URL and share it to your customer
- Your customer clicks “**Add to Cart**”, fill out the delivery information, choose delivery / pick up (if applicable) and proceed to checkout



shop.payex.io/tTkKj6Et

**U**



**T-shirt** **MYR 79.90**  
MYR 99.90

S size

comfortable fabric

- 1 + **Add to Cart**

**Cart**

T-shirt  
M size - 1 + 79.90

T-shirt  
S size - 1 + 79.90

Subtotal 159.80

Delivery Charges 6.50

**Total MYR 166.30**

**Delivery Information**

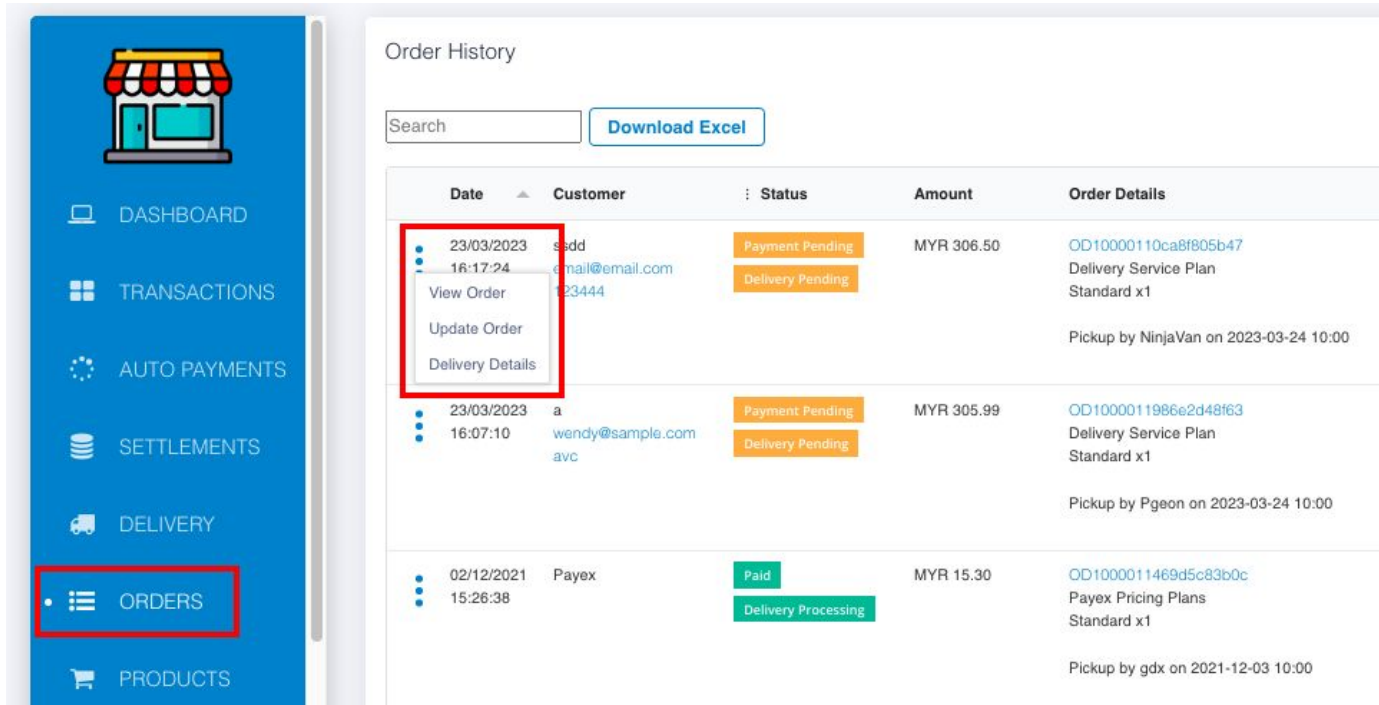
Sherlin

0115567899 sherlin@gmail.com

Kuala Lumpur

# STEP 12 : Check your order

- Click “Order” to view your order status made from shopping cart
- You can click to view your order / update order / delivery details



The screenshot displays a user interface for managing orders. On the left, a blue sidebar contains navigation icons and labels: DASHBOARD, TRANSACTIONS, AUTO PAYMENTS, SETTLEMENTS, DELIVERY, ORDERS (highlighted with a red box), and PRODUCTS. The main area is titled 'Order History' and includes a search bar and a 'Download Excel' button. Below this is a table of orders with the following columns: Date, Customer, Status, Amount, and Order Details. The first order is highlighted with a red box, and its dropdown menu is open, showing options: View Order, Update Order, and Delivery Details.

Date	Customer	Status	Amount	Order Details
23/03/2023 16:17:24	sedd email@email.com 123444	Payment Pending Delivery Pending	MYR 306.50	OD10000110ca8f805b47 Delivery Service Plan Standard x1 Pickup by NinjaVan on 2023-03-24 10:00
23/03/2023 16:07:10	a wendy@sample.com avc	Payment Pending Delivery Pending	MYR 305.99	OD1000011986e2d48f63 Delivery Service Plan Standard x1 Pickup by Pgeon on 2023-03-24 10:00
02/12/2021 15:26:38	Payex	Paid Delivery Processing	MYR 15.30	OD1000011469d5c83b0c Payex Pricing Plans Standard x1 Pickup by gdx on 2021-12-03 10:00