

ML 账号注册指引

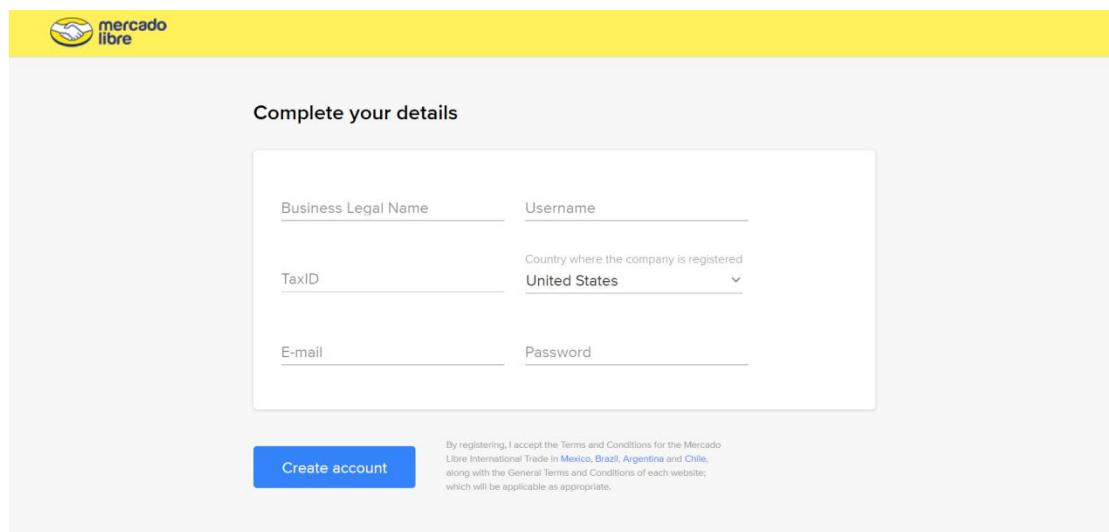


mercado
libre

亲爱的卖家，如果看到这份文件，恭喜您！已经成功通过平台的审核并将获得账号。接下来您需要做的就是填写资料注册您的账号。

请注意，此刻注册使用的资料必须和 KYC 审核流程提交的资料一致。

1. 首先，您的邮箱会收到来自您的客户经理发送给您的账号注册链接
2. 请点进邮箱内的链接您会看到以下页面：



Complete your details

Business Legal Name _____ Username _____

TaxID _____ Country where the company is registered
United States

E-mail _____ Password _____

[Create account](#)

By registering, I accept the Terms and Conditions for the Mercado Libre International Trade in Mexico, Brazil, Argentina and Chile, along with the General Terms and Conditions of each website; which will be applicable as appropriate.

3. Business Legal Name: 请用英文填写您注册美客多账号的营业执照公司名，
请尽量不要有空格。

请注意该注册公司名务必和后续参与平台 KYC 审核时一致

(即：后续 KYC 审核时出示的营业执照上的公司名)

4. User Name: 请填写您的 ML 店铺名 Nickname **(即：前台向买家展示的店铺名，后续不可自行修改，字数限制在 25 个字符以内)。**
5. Tax ID: 请填写您的纳税人识别号，与您注册公司营业执照上的代码一致。
6. Country where the company is registered:

用中国大陆营业执照注册的卖家请选择 CN China；

用香港营业执照注册的卖家请选择 HK Hongkong；

(Country 信息填写错误或刻意填错都会影响后续 KYC 审核)

7. E-mail: 邮箱地址, 请尽量填写有效的邮箱地址 (不接受 163 等数字结尾的邮箱及新浪邮箱, 填写的邮箱地址一旦注册, 后续将无法更改为其他邮箱地址, 请谨慎填写)。
8. 账户密码
9. 当完成第一个页面的填写, 请点击 Create account 进入下一个页面的填写:

More information about your company

Billing address

Country
China

Province / State / Region City / Town

Zip code

Street, number and other references

Phone number
It will be used by an account manager to contact you if necessary.

Phone number

Tax information
Corroborate your Tax Identification Number by attaching a document. If you filled an incorrect number, access Help to contact us.

Tax identification number
12345678

Tax documentation

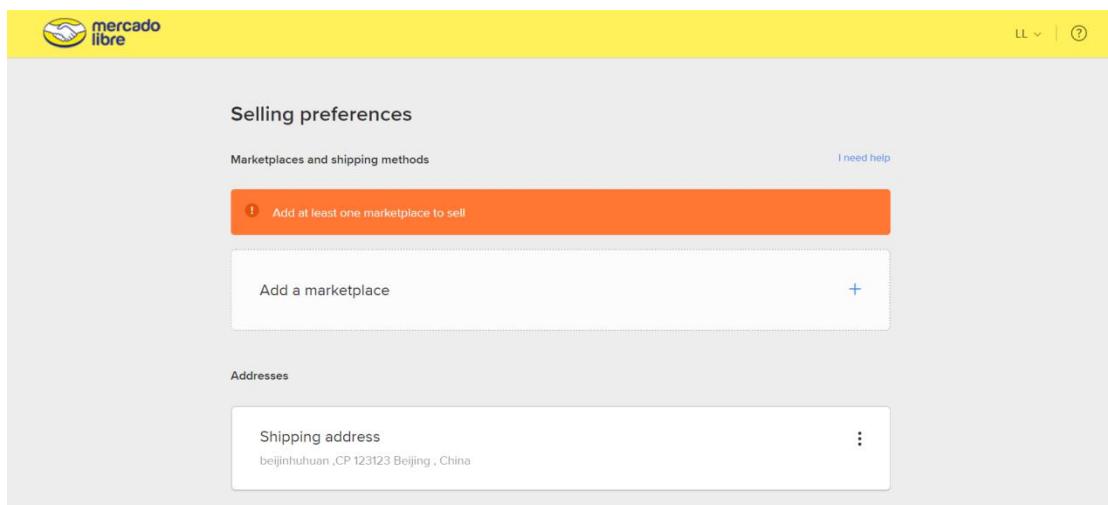
- ① Province / State / Region: 选择您公司所在的省、州或地区 (香港执照请选择 Guangdong Province-Hongkong, 台湾执照请选择 Fujian Province)。
- ② City/Town: 选择您公司所在的城市或城镇。
- ③ Zip code: 填写公司地址所在地的邮政编码。
- ④ Street, number and other references: 请用英文填写您公司的具体地址 (与营业执照的地址上一致)。

⑤ Phone Number: 国家区号+号码, 例如: +86 1730000000 (号码一旦注册, 后续将无法更改为其他号码, 请谨慎填写)。

⑥ Tax Information: 填写您的纳税人识别号, 与您申请的公司营业执照上的代码一致。

10. Tax documentation: 请上传注册 ML 店铺营业执照的 PDF 格式, 请注意文件尺寸最大为 2MB(注意: 香港公司请提供公司注册证明书+商业登记条例; 台湾公司提供公司设立登记表)。

11. 当您完成第二个页面的填写, 请点击 Confirm, 进入下一个页面:



Selling preferences

Marketplaces and shipping methods

I need help

Add at least one marketplace to sell

Add a marketplace

Addresses

Shipping address

beijinghuhan, CP 123123 Beijing, China

Collection method

Choose where to receive payments and configure the method

Collaborators

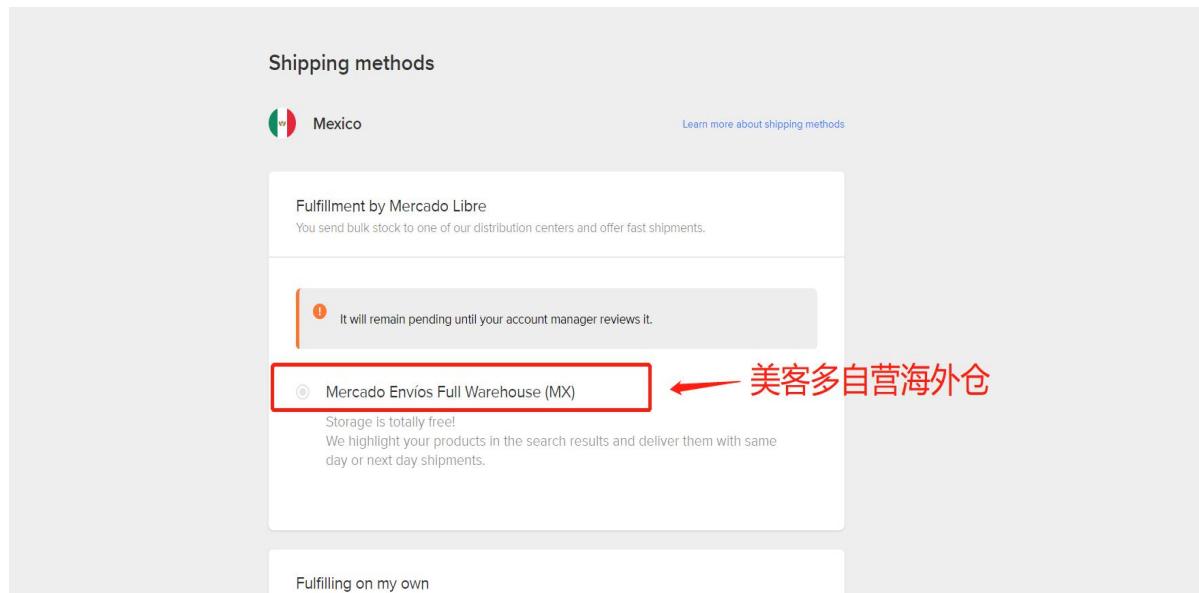
Invite users to use your account and customize their roles and access rights

① Add a marketplace: 选择您想要销售的站点，目前对中国卖家开放的只有：

墨西哥海外仓站点/自发货站点，智利自发货站点，巴西自发货站点。

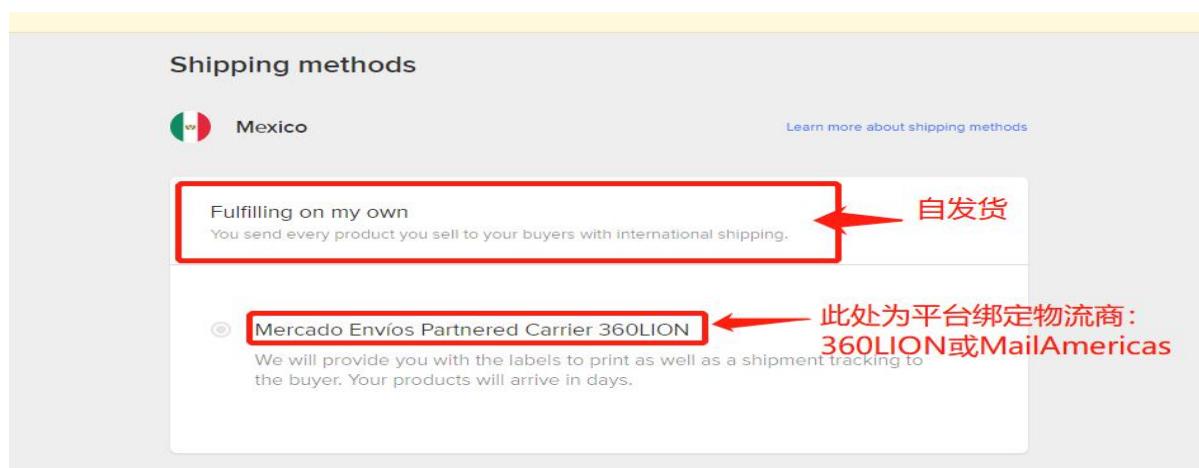
点击各站点，会出现以下页面：

-如选择海外仓物流模式，请通知对接的美客多客户经理激活海外仓账户



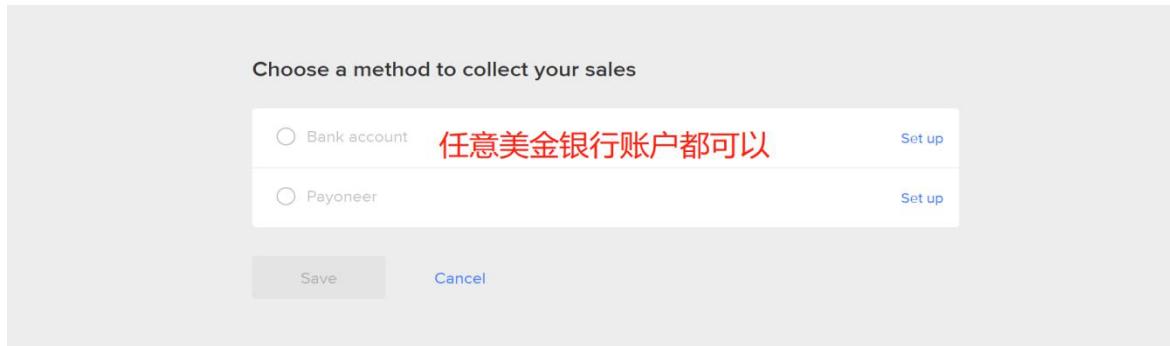
-如选择自发货物流模式：

将提供与平台绑定的物流商

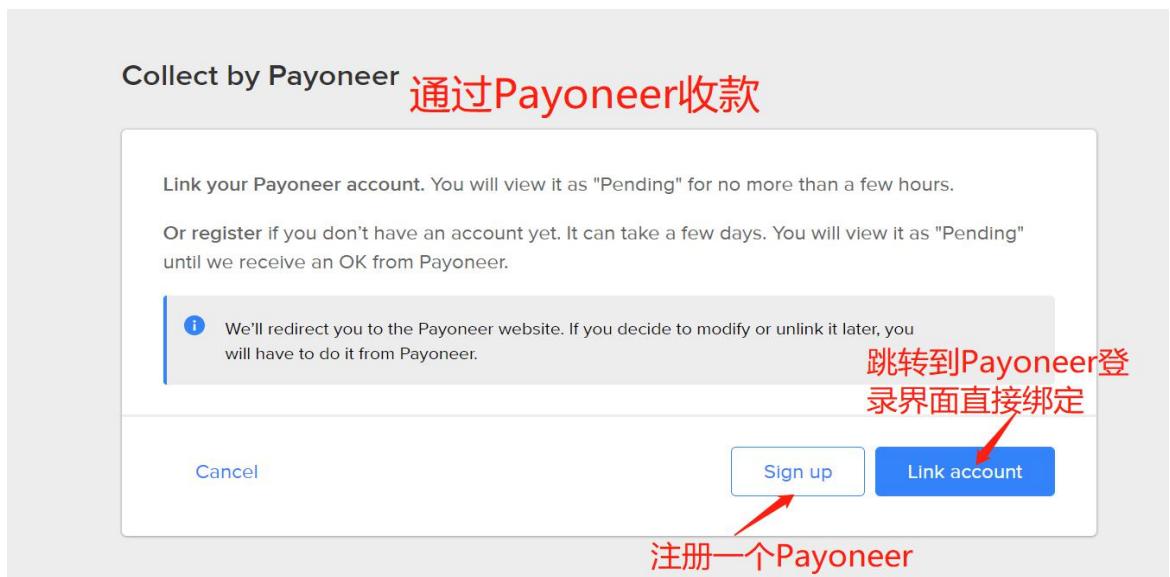
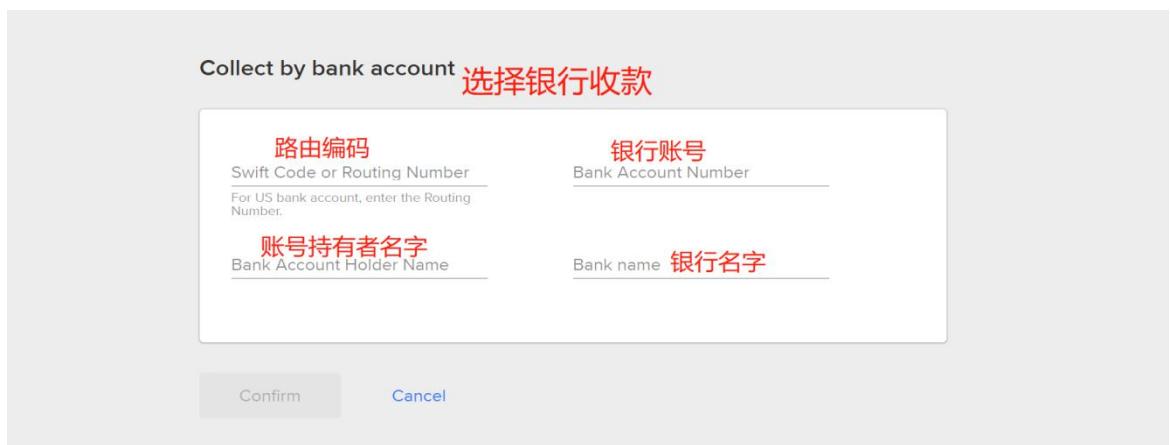


选择好物流模式后，点击 Save。

12. Collection method: 选择收款方式。



除 Payoneer 之外，其他的第三方收款方式请填写在 Bank account, 如连连，Worldfirst, PingPong.



13. Collaborators: 您可以自由选择是否设立子账号，可以给子账号运营者设立任意权限，如管理订单，管理客服工作，上传 listing，修改账号资料等。

The screenshot shows the 'My account' section of the Mercado Libre seller dashboard. On the left, a sidebar lists various account management options: Summary, Orders, Questions, Listings management, Reputation, Payment reports, Seller learning center, and Settings. The 'My details' section is at the bottom. A modal window is open in the center, prompting the user to 'Enter the collaborator's email address'. Below this, a note explains that the email will be used exclusively for business operations and cannot be registered under any other Mercado Libre or Mercado Pago account. A red box highlights the 'E-mail' field, which contains the placeholder '子账号拥有者的邮箱' (Email of the collaborator's owner). At the bottom of the modal are 'Cancel' and 'Continue' buttons. The main content area below the modal has a heading 'Please select the collaborator's access rights' and a 'Select all' checkbox. A red box highlights the 'Select all' checkbox and the text '勾选想要分配给子账号的权限' (Check the access rights you want to assign to the collaborator). Below this, a list of eight checkboxes, each with a red label, allows the user to choose specific rights: 'Manage listings' (管理listing), 'Manage my sales' (管理销售), 'My collaborators' (我的合作者), 'Pending questions' (客服工作), 'Payments and Invoices' (收付款, 发票), 'Change my details' (修改账号信息), and 'Selling preferences' (销售偏好).

My account

Hello!

Summary

Orders

Questions

Listings management

Reputation

Payment reports

Seller learning center

Settings

My details

Enter the collaborator's email address

It will be used exclusively to operate in your business.
That is why the email address cannot be registered under any other
Mercado Libre or Mercado Pago account.

E-mail 子账号拥有者的邮箱

Cancel Continue

Please select the collaborator's access rights

Select all 勾选想要分配给子账号的权限

Manage listings 管理listing

Manage my sales 管理销售

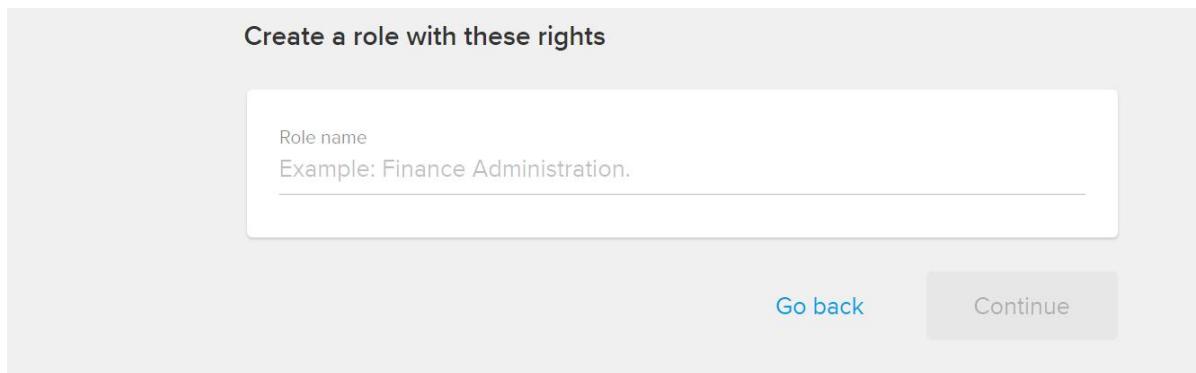
My collaborators 我的合作者

Pending questions 客服工作

Payments and Invoices 收付款, 发票

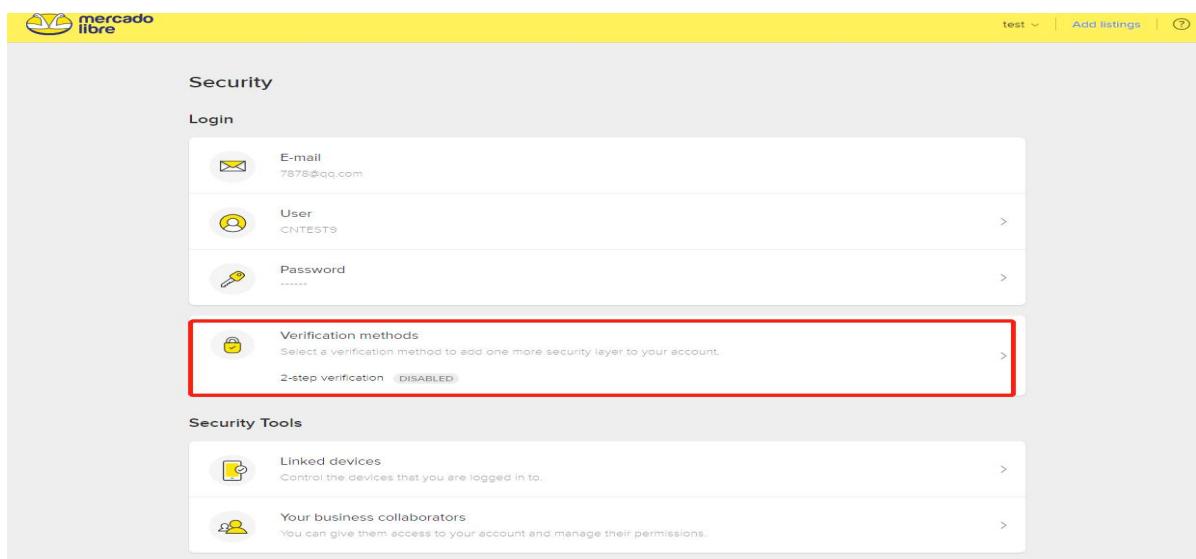
Change my details 修改账号信息

Selling preferences 销售偏好



Create a role with these rights: 给予账号设置一个角色名, 点击Continue。

14. 做完以上步骤, 请点击左边菜单栏 Settings-Security, 进行安全验证。



点击 verification methods

※完成以上步骤后, 恭喜您已经成功注册 Mercado Libre 账号, 请继续完成账户 Authy 安全验证再进行店铺运营, 谢谢!