

ML 账号注册指引

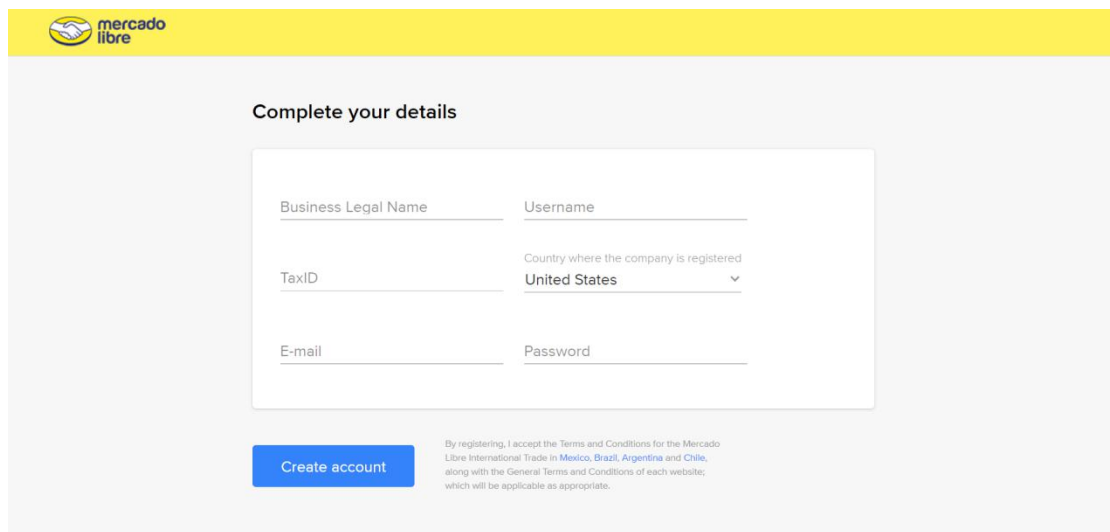


**mercado
libre**

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：



The screenshot shows the Mercado Libre account registration page. At the top is the Mercado Libre logo on a yellow background. Below it, the title 'Complete your details' is centered. The form contains several input fields: 'Business Legal Name', 'Username', 'TaxID', 'Country where the company is registered' (with a dropdown menu showing 'United States'), 'E-mail', and 'Password'. A blue 'Create account' button is at the bottom left. To the right of the button, there is a small disclaimer: '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:

The screenshot shows a web form for Mercado Libre. At the top is a yellow header with the Mercado Libre logo and 'LL' with a dropdown arrow, and a 'Help' link. The main heading is 'More information about your company'. The form is divided into three sections: 1. 'Billing address' with fields for 'Country' (pre-filled with 'China'), 'Province / State / Region' (dropdown), 'City / Town' (dropdown), 'Zip code', and 'Street, number and other references'. 2. 'Phone number' with a note 'It will be used by an account manager to contact you if necessary.' and a 'Phone number' field. 3. 'Tax information' with a note 'Corroborate your Tax Identification Number by attaching a document. If you filled an incorrect number, access Help to contact us.', a 'Tax identification number' field (pre-filled with '12345678'), and a 'Tax documentation' section with a dashed box and a link 'Drag a PDF file or select from your computer'.

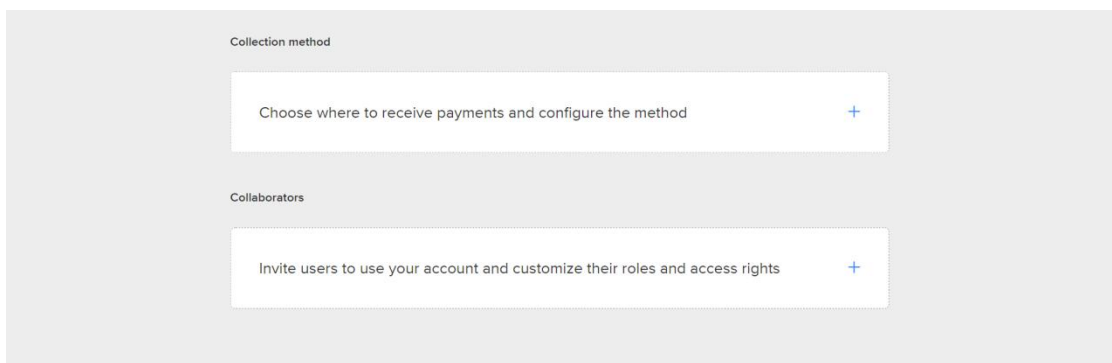
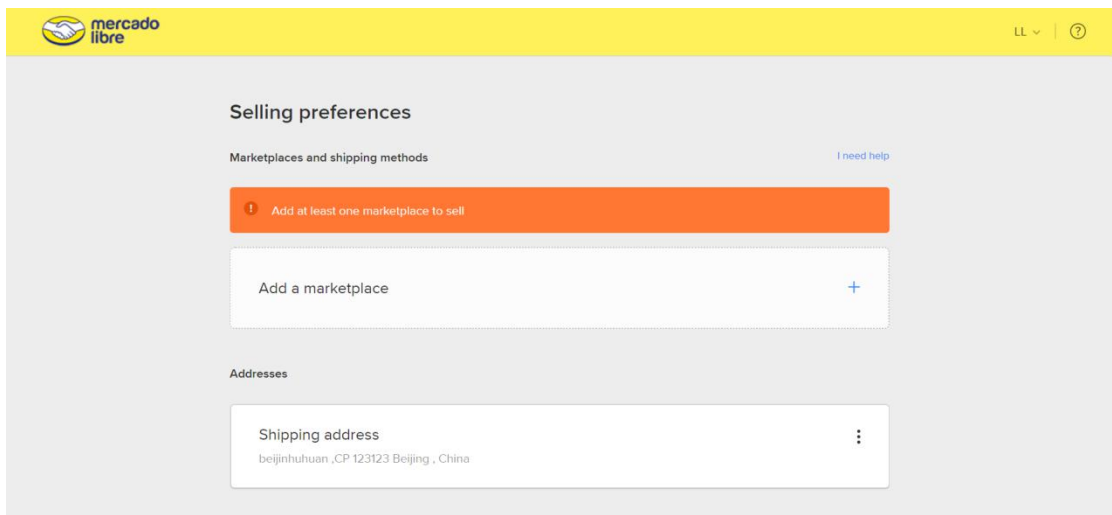
- ① Province / State / Region: 选择您公司所在的省、州或地区 (香港执照请选择 Guangdong Province-Hongkong, 台湾执照请选择 Fujian Province)。
- ② City/Town: 选择您公司所在的城市或城镇。
- ③ Zip code: 填写公司地址所在地的邮政编码。
- ④ Street, number and other references: 请用英文填写您公司的具体地址 (与营业执照的地址上一致)。

⑤ Phone Number: 国家区号+号码，例如：+86 17300000000（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：香港公司需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：

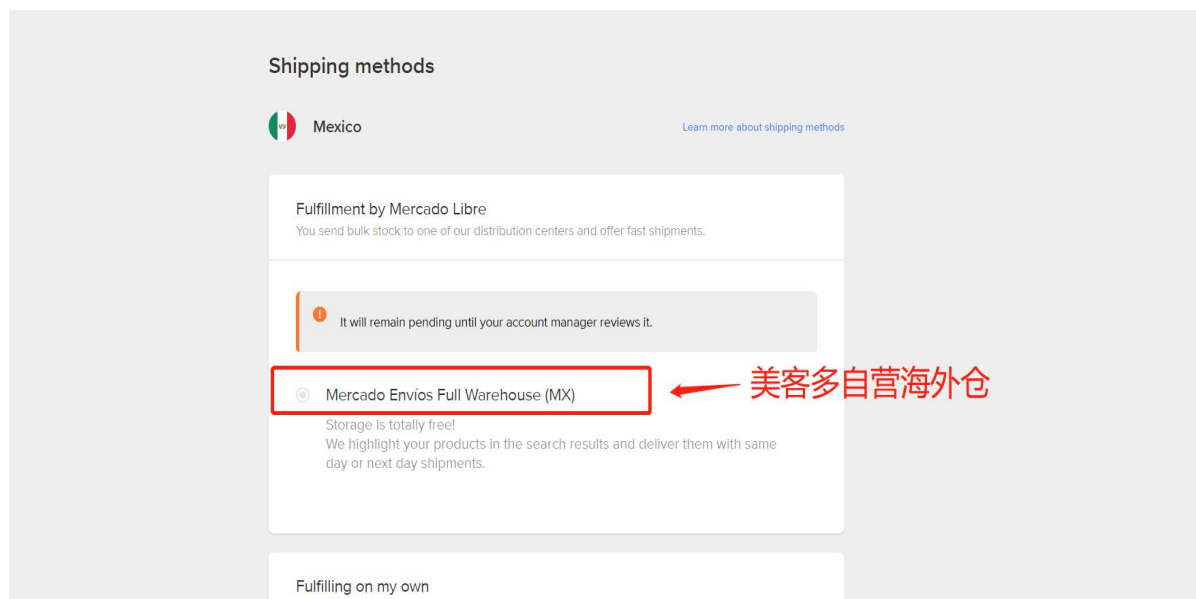


① Add a marketplace: 选择您想要销售的站点，目前对中国卖家开放的只有：

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。

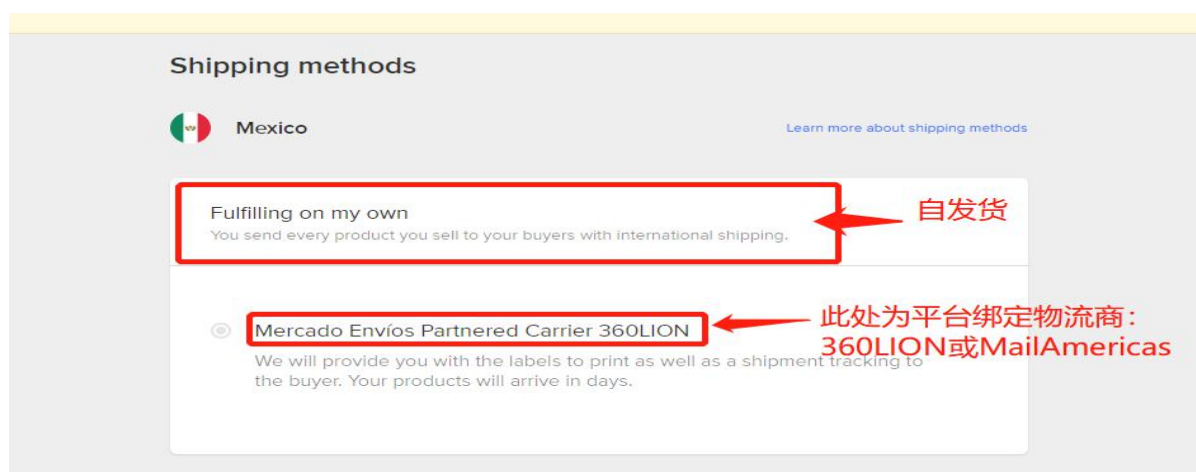
点击各站点，会出现以下页面：

-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。

Choose a method to collect your sales

☐ Bank account 任意美金银行账户都可以 [Set up](#)

☐ Payoneer [Set up](#)

[Save](#) [Cancel](#)

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.

Collect by bank account 选择银行收款

路由编码
Swift Code or Routing Number
For US bank account, enter the Routing Number.

银行账号
Bank Account Number

账号持有者名字
Bank Account Holder Name

Bank name 银行名字

[Confirm](#) [Cancel](#)

Collect by Payoneer 通过Payoneer收款

Link your Payoneer account. You will view it as "Pending" for no more than a few hours.

Or register if you don't have an account yet. It can take a few days. You will view it as "Pending" until we receive an OK from Payoneer.

i We'll redirect you to the Payoneer website. If you decide to modify or unlink it later, you will have to do it from Payoneer.

[Cancel](#) [Sign up](#) [Link account](#)

跳转到Payoneer登录界面直接绑定

注册一个Payoneer

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。

☰ 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

CancelContinue

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

Role name

Example: Finance Administration.

[Go back](#) [Continue](#)

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。

mercado libre test | Add listings |

Security

Login

E-mail
7878@qq.com

User
CNTEST9 >

Password
***** >

Verification methods
Select a verification method to add one more security layer to your account. >
2-step verification **DISABLED**

Security Tools

Linked devices
Control the devices that you are logged in to. >

Your business collaborators
You can give them access to your account and manage their permissions. >

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!