HIGHER B2B

Order Site User Guide

For Dealers Only — HIGHER B2B Order Guide

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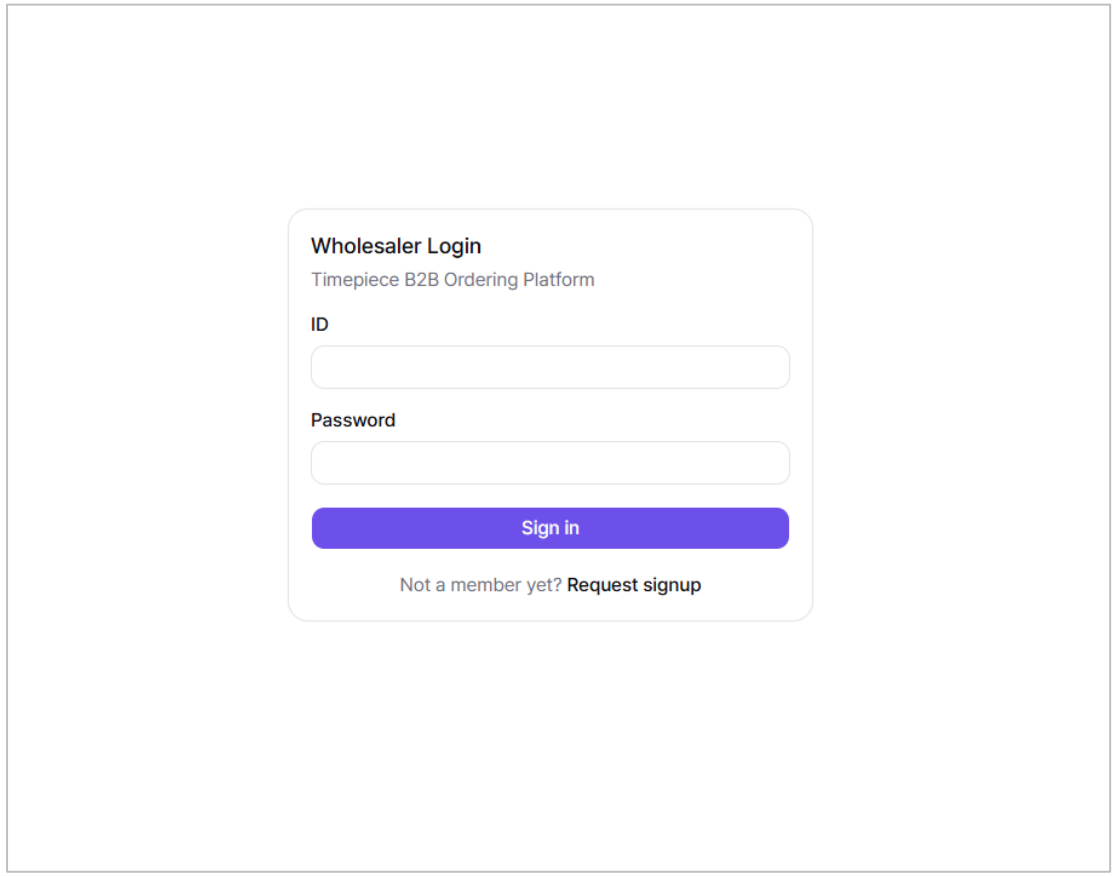
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1. Getting Started

Item	Content
Site URL	https://www.kazit.co.kr
Recommended Environment	Latest version of Chrome, optimized for web environment
Login Method	Individual ID/password login (administrator approval required upon sign-up)

1-1. Login



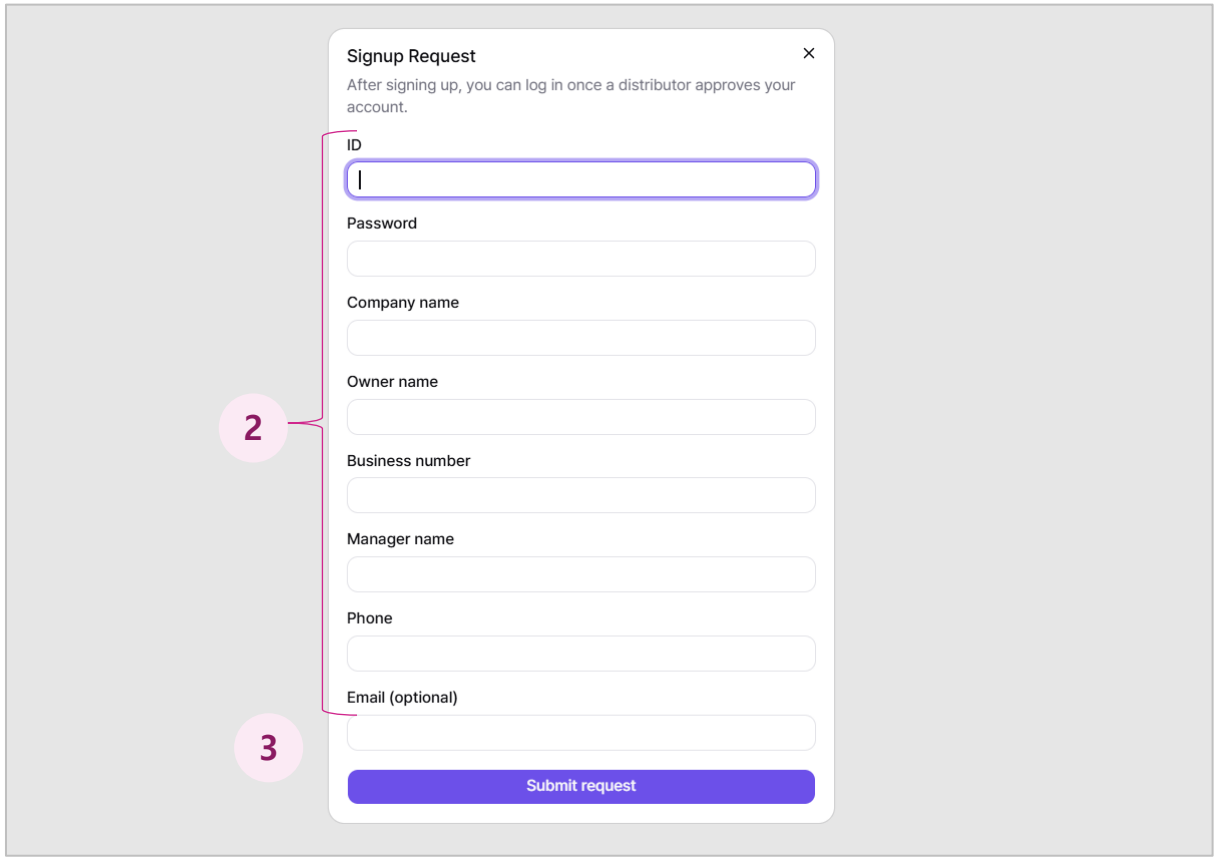
How to Use

1. Go to https://www.kazit.co.kr.
2. Enter your ID and password.
3. Click the 'Login' button.

Notes

- *If you don't remember your ID or password, please contact the administrator.*
- *If you haven't applied for sign-up yet, click the 'Sign Up' button to go to screen 1-2.*
- *You cannot log in while your sign-up application is pending approval.*

1-2. Sign Up



How to Use

1. After accessing the site, click the 'Sign Up' button.
2. Enter your ID, password, and company information.
3. Click the 'Submit request' button.

Notes

- *The password must be at least 8 characters.*
- *Email is optional.*
- *You can use the service once the administrator approves your sign-up application.*

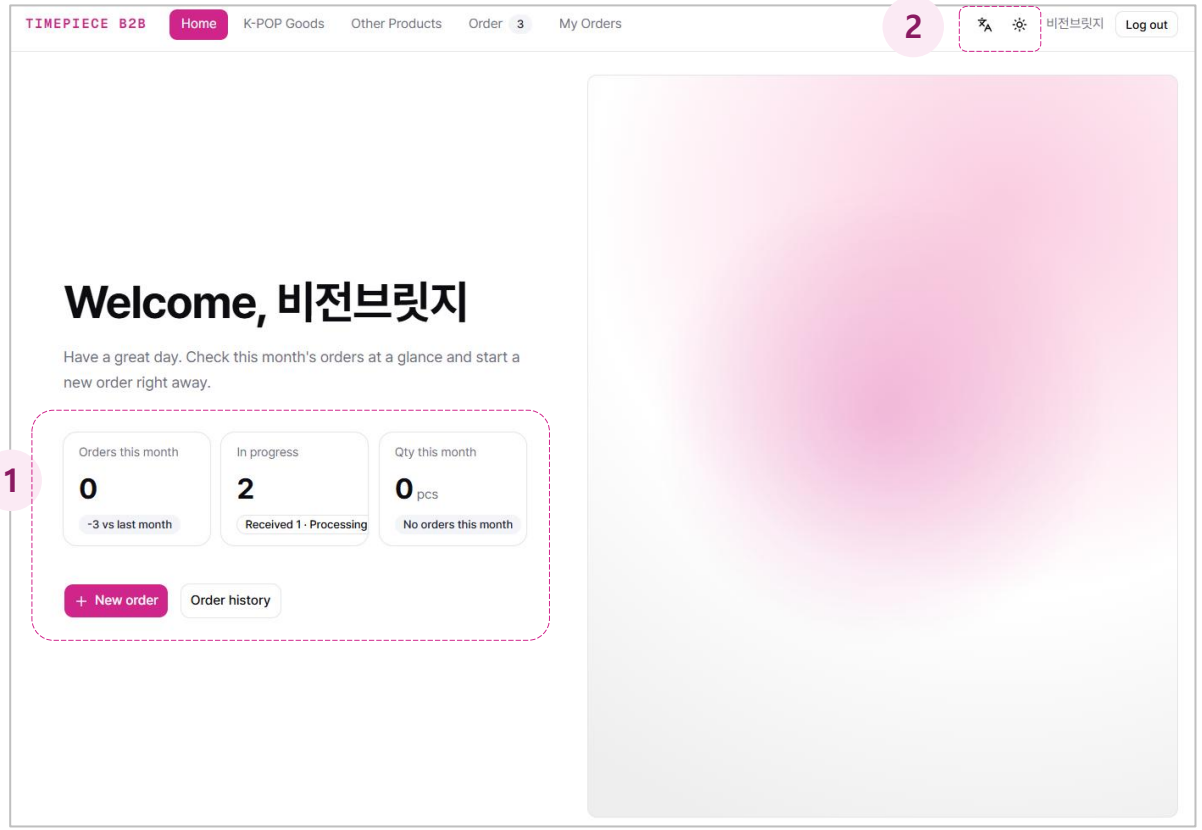
2. Basic Site Operations



· Viewing Product List

· Viewing Product Details

2-1. Basic Site Operations — Home Screen



How to Use

1. You can see your order status at a glance. Click the 'New Order' button to view products.

2. You can set the language and screen brightness mode.

Notes

- *Language can be set to Korean, English, Chinese, or Japanese.*

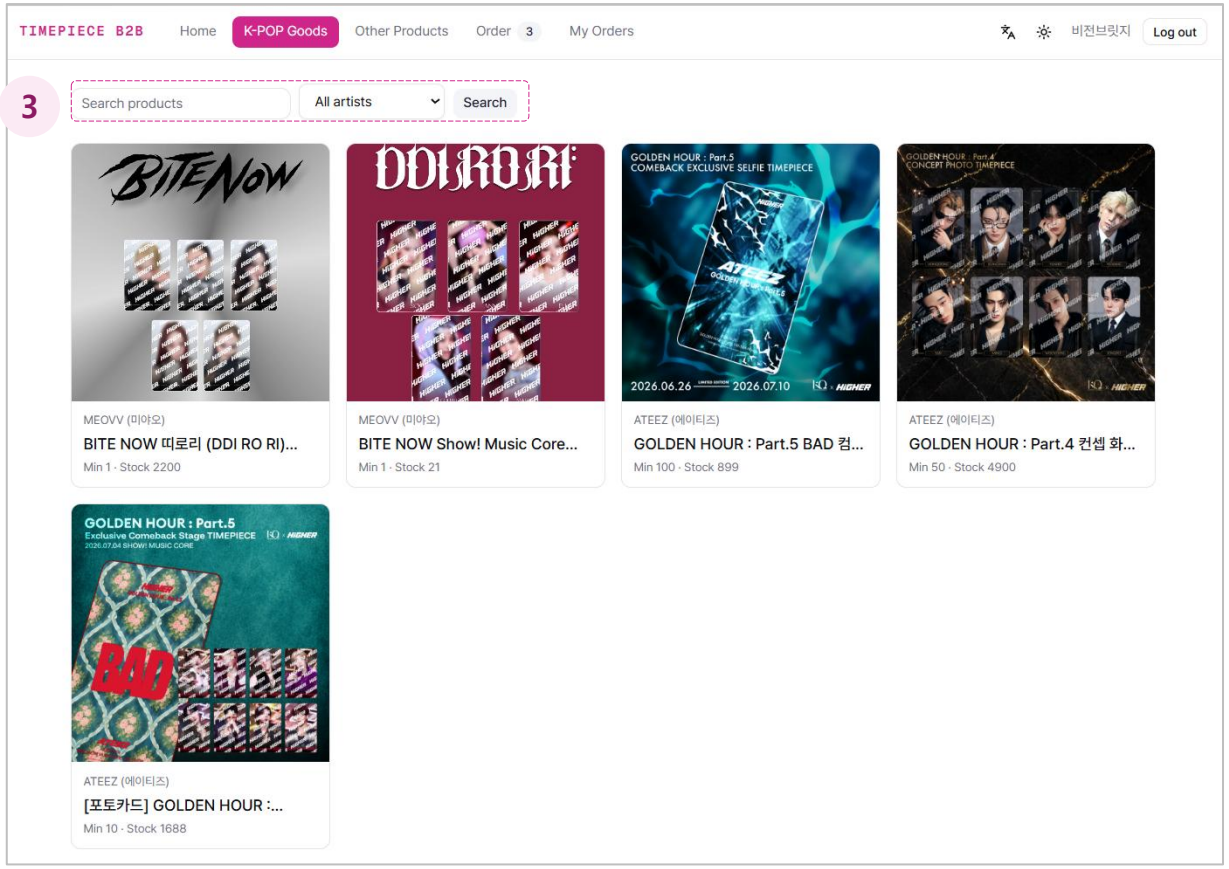
3. Viewing Products



· Viewing Products

· Checking Product Details

3-1. Viewing Products — Product List



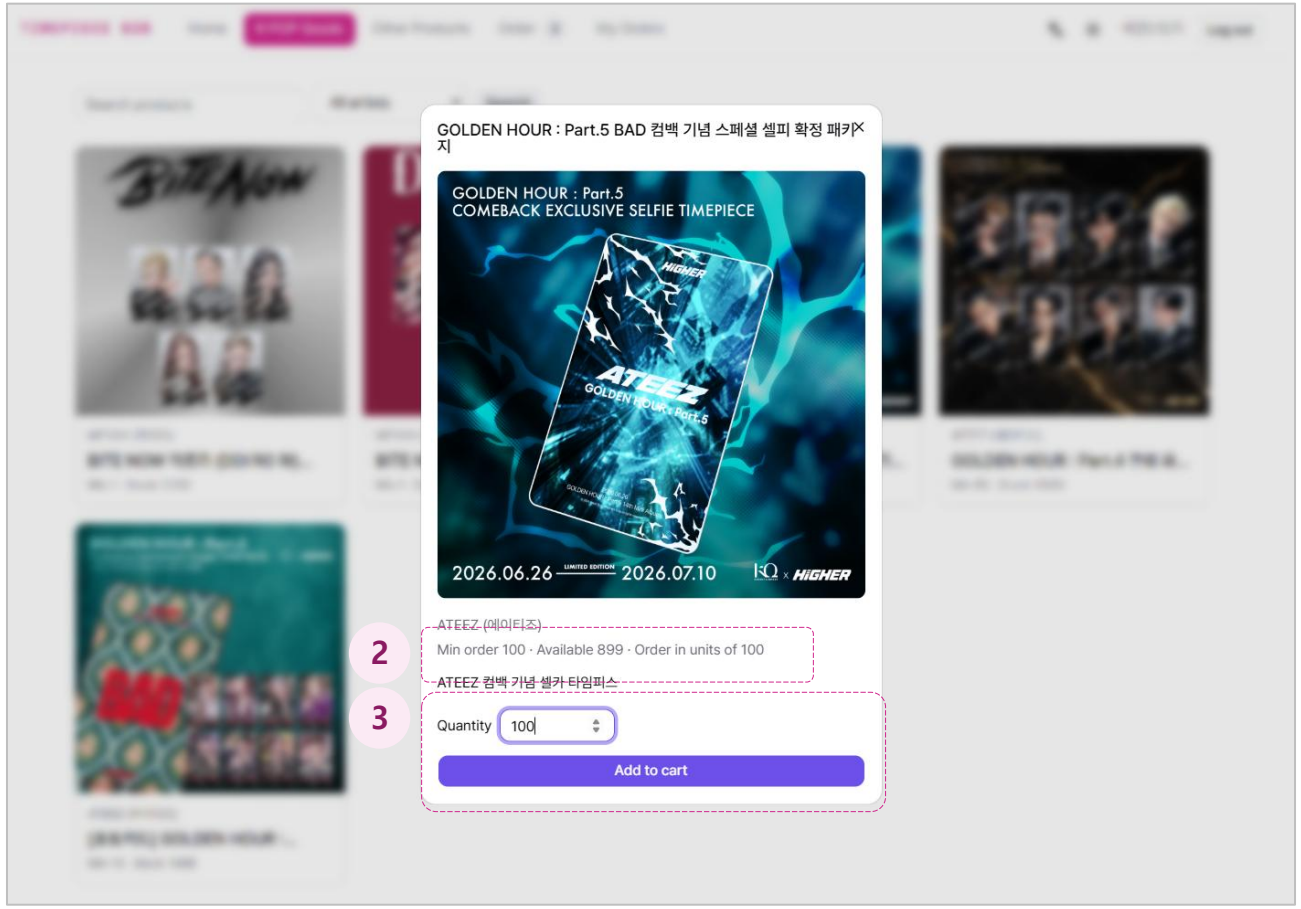
How to Use

1. Enter the K-POP Goods menu.
2. You can check the list of K-POP related products currently available for purchase.
3. You can search for products by product name or artist name.

Notes

- *Products that are no longer for sale or out of stock will not appear in the list.*
- *Click a product to view its details. (3-2)*

3-2. Viewing Products — Product Details and Adding to Cart



How to Use

1. Click the product you want to view its details.
2. You can check the minimum order quantity, currently available quantity, and order unit for each product.
3. Check the order quantity and add it to the cart.

Notes

- *You cannot order below the minimum order quantity.*
- *You cannot place an order if it exceeds the currently available quantity.*

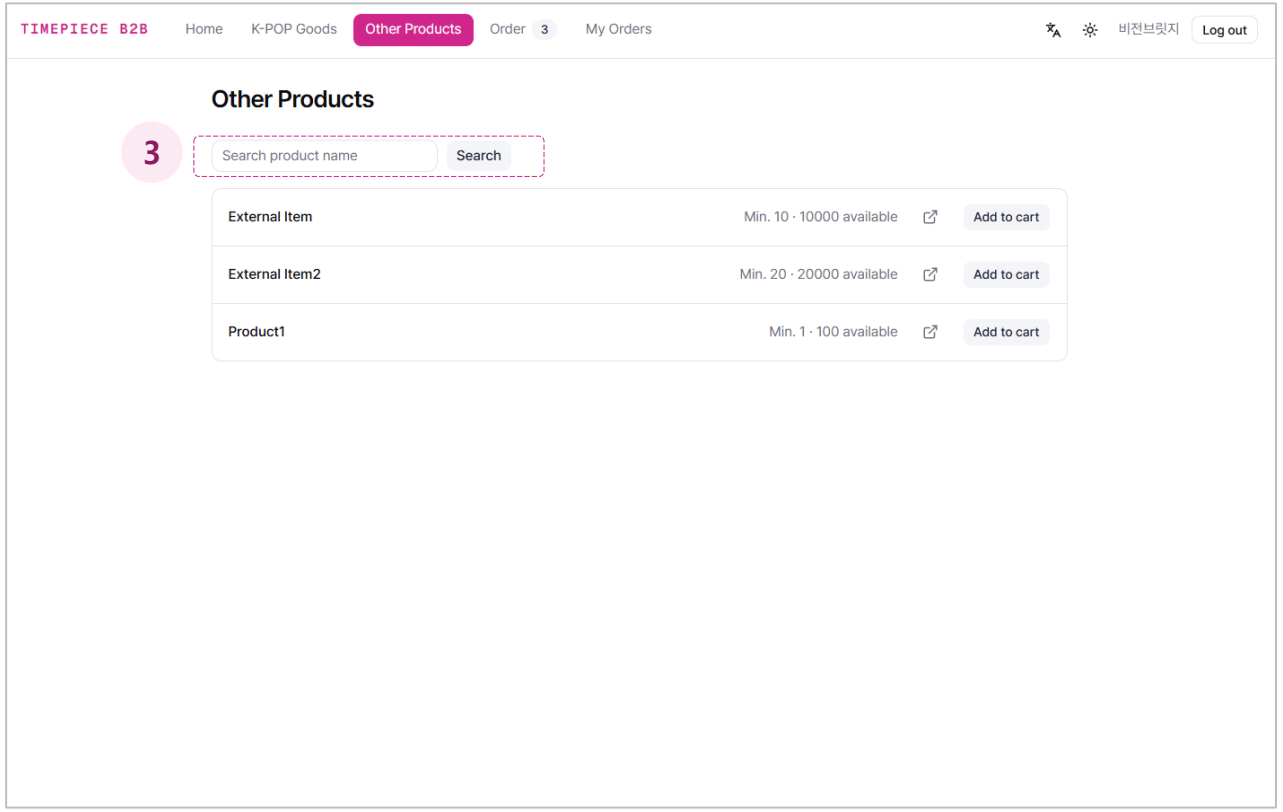
4. Viewing Products



· Viewing Product List

· Viewing Product Details

4-1. Viewing Products — Product List



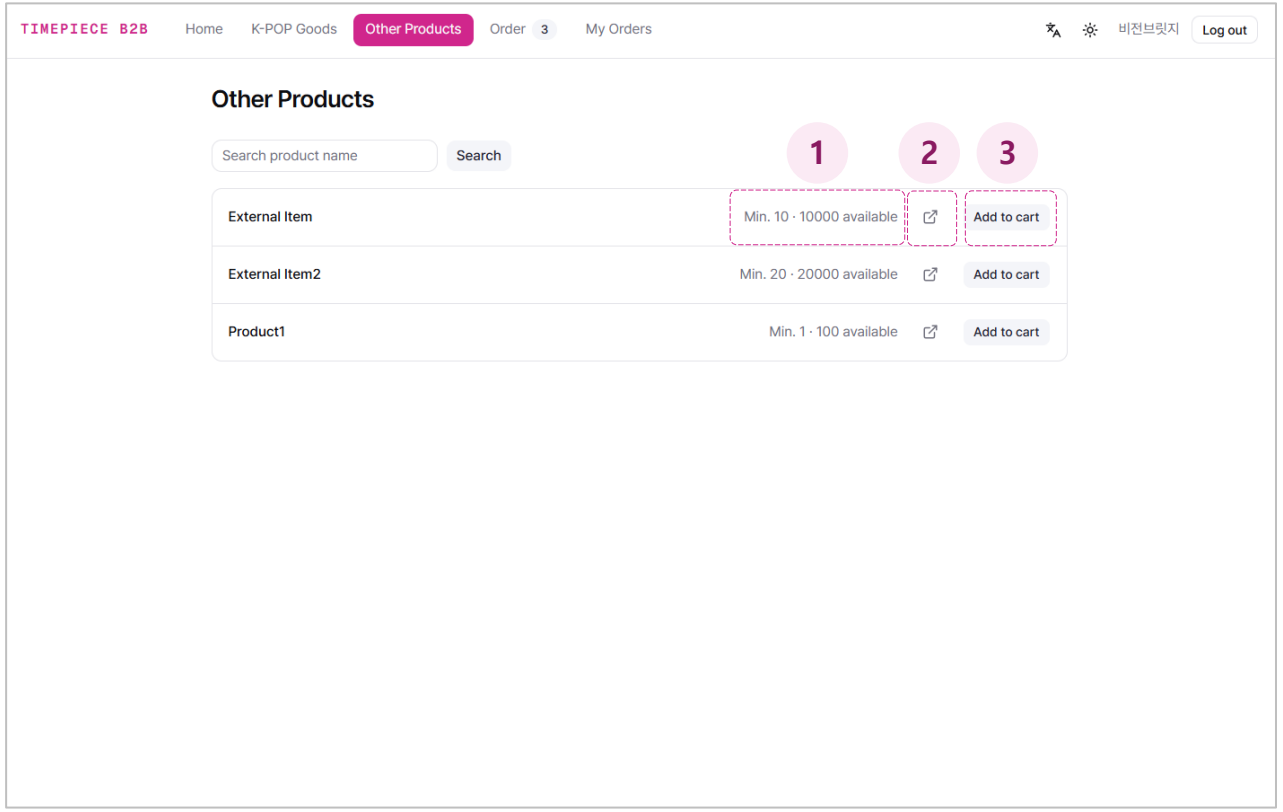
How to Use

1. Enter the Other Products menu.
2. You can check the list of non-K-POP products currently available for purchase.
3. You can search for products by product name.

Notes

- *Products that are no longer for sale or out of stock will not appear in the list.*
- *Click a product to view its details. (3-2)*

3-2. Viewing Products — Product Details and Adding to Cart



How to Use

1. You can check the minimum order quantity, currently available quantity, and order unit for each product.
2. You can check product information through an external link.
3. Click the 'Add to Cart' button, enter the purchase quantity, and add it to the cart.

Notes

- *You cannot order below the minimum order quantity.*
- *You cannot place an order if it exceeds the currently available quantity.*

4. Placing an Order



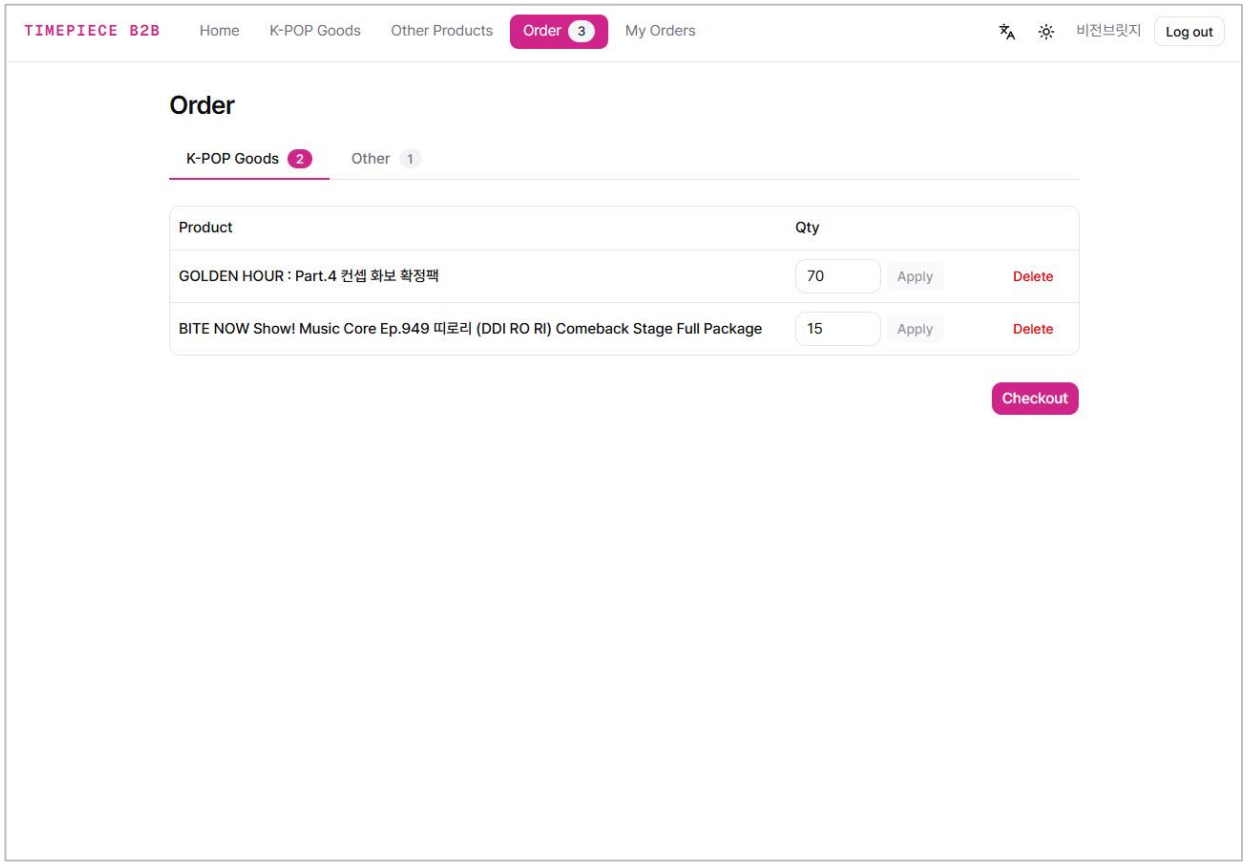
· Checking the Cart

· Filling Out and Submitting the Order Form

Cart

4-1. Placing an Order — Checking the Cart

Check the products in your cart.



How to Use

1. After confirming the final product types and quantities, click the 'Checkout' button.

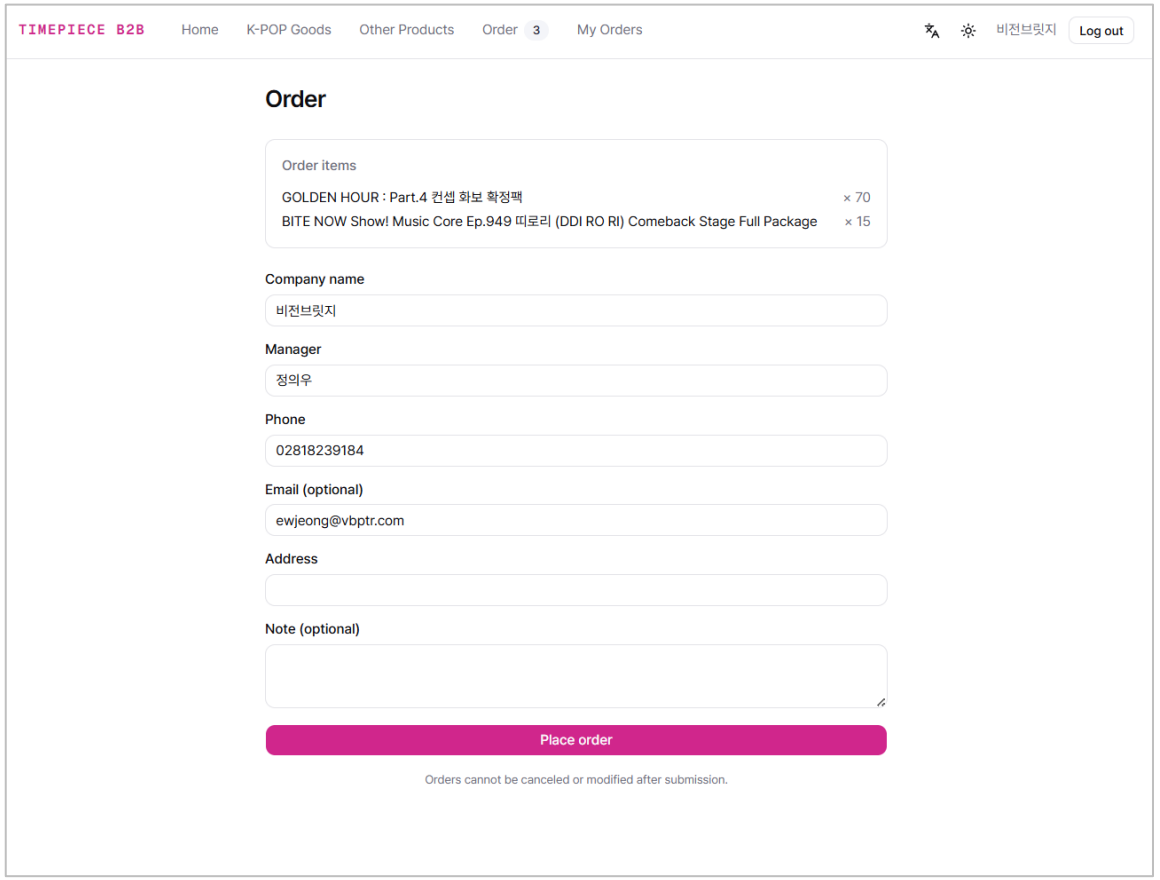
Notes

- *You can change the quantity or delete each product.*
- *K-POP Goods and Other Products cannot be ordered together — please fill out separate order forms.*

Cart

4-2. Placing an Order — Filling Out and Submitting the Order Form

Enter the orderer and delivery information for the confirmed products.



How to Use

1. Enter and confirm the orderer (company) information.
2. After entering the information, click the 'Place order' button to submit your order.

Notes

- *Please enter the address in as much detail as possible.*
- *The administrator may contact you separately to confirm the delivery information.*
- *Once the order form is submitted, the order cannot be cancelled or modified.*
- *Production begins only after the actual payment is confirmed following order submission. Please check the payment process with the administrator.*

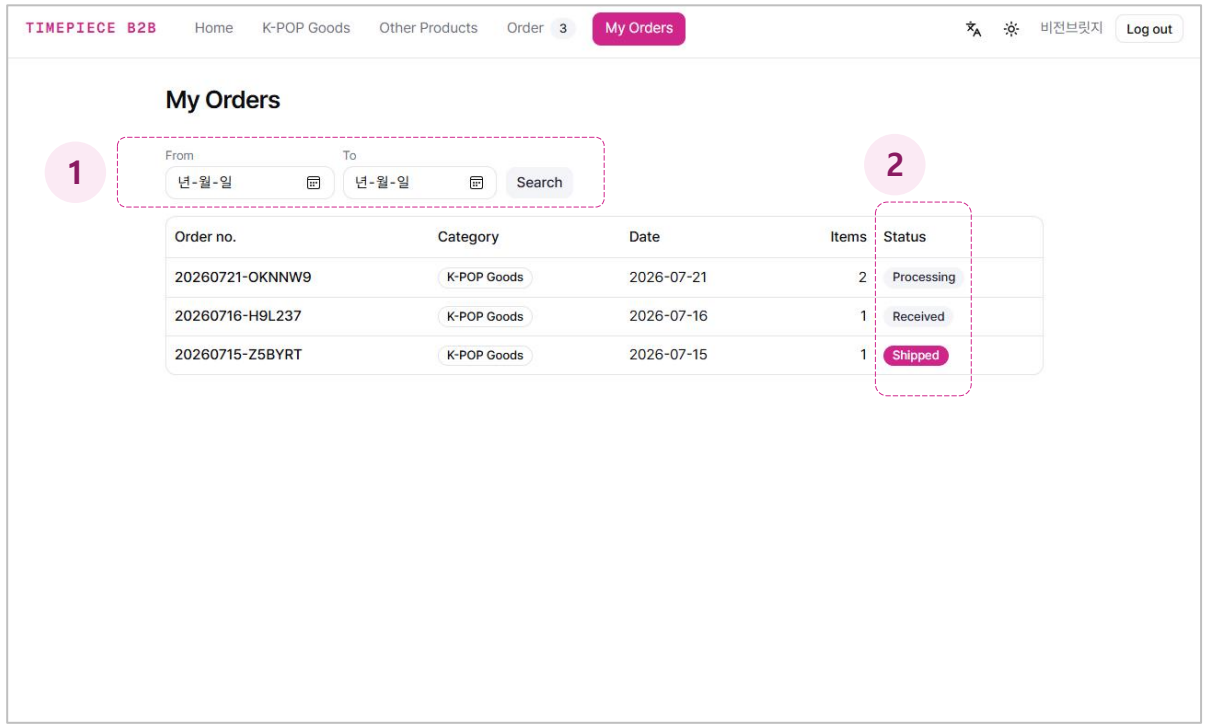
5. Checking Order History



· Viewing Order History

5-1. Checking Order History — Viewing Order History

You can check your previous order history.



How to Use

1. You can search order history by order date.
2. You can check the status of each order.

Notes

- *Order statuses are as follows.*
  - *Received: The order form has been submitted and is awaiting administrator confirmation.*
  - *Processing: The product is being made after the administrator confirmed the order.*
  - *Shipped: The product has been prepared and shipped.*
  - *Cancelled: The order has been cancelled.*

FAQ

Frequently Asked Questions

Question	Answer
I don't remember my ID and password.	Please contact the administrator who provided your sign-up information.
I want to check how my order is being processed.	Log in > go to the My Orders menu to check the status of each order number.
I submitted the order form but want to change the quantity.	Order details cannot be changed after the order form is submitted. Please double-check before submitting.
I want to order K-POP Goods and other products together.	For smooth service operation, K-POP Goods and Other Products cannot be ordered together. We appreciate your understanding.