

美安中国计划 二级分销功能

Market America China Program
Two-Tier Distribution

使用指南
User Guide





顾客转化

现有顾客如何成为分销员

Becoming a Distributor

1

Part 1: Becoming a 2-Tier Distributor



Process

Existing customers access the "Share & Earn" (“分享赚”) button in the WeChat Mini-App of the MA Youzan Store, apply to join the Market China Plan, agree to terms, and enter the Distributor Center after approval.



Significance

Facilitates structured onboarding, integrating users into a two-tier distribution model for scalable growth and revenue generation.



Benefits

Converts customers into promoters, enabling commission earnings and empowering them to build their own sales network within the Market China Plan.



Key Features

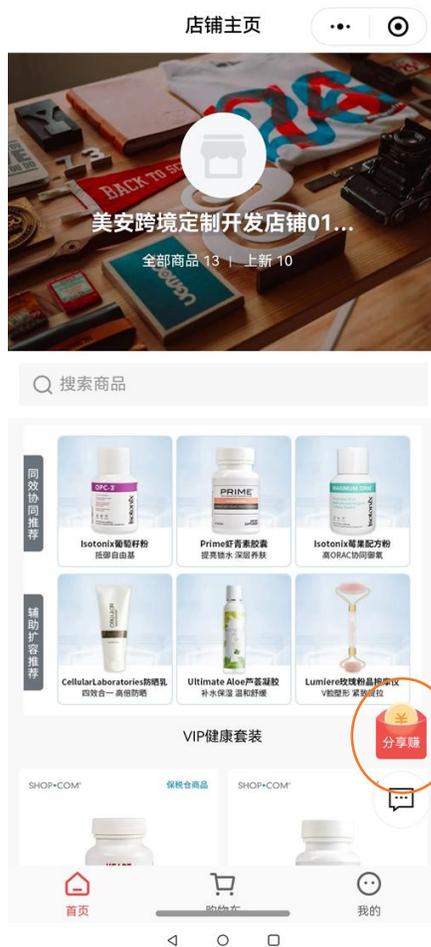
Provides clear step-by-step guidance, ensuring seamless transition from customer to active distributor with defined earning opportunities.

Part 1

现有顾客如何成为分销员

- 1) 微信打开美安商城小程序，进入店铺主页，点击“分享赚”按钮
- 2) 在分销员推广计划页面，点击底部的按钮，申请成为分销员
- 3) 在弹出对话框中，确认同意分销员协议
- 4) 进入美安推广大使中心（即分销员中心）。恭喜您加入美安中国计划。

1)



2)

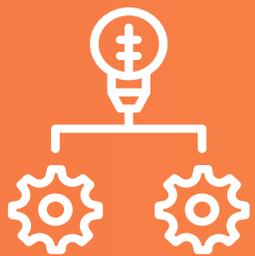


3)



4)





分享产品并 绑定新顾客

Product Sharing and new customer binding

2

Part 2: Product Sharing and New Customer Binding

Function

Distributors share product links via WeChat, establishing a permanent referral relationship when customers purchase through the link.

Notes

1. Permanent binding applies;
2. New customers must become distributors to share and earn.
3. Explain how the two tier commissions are calculated

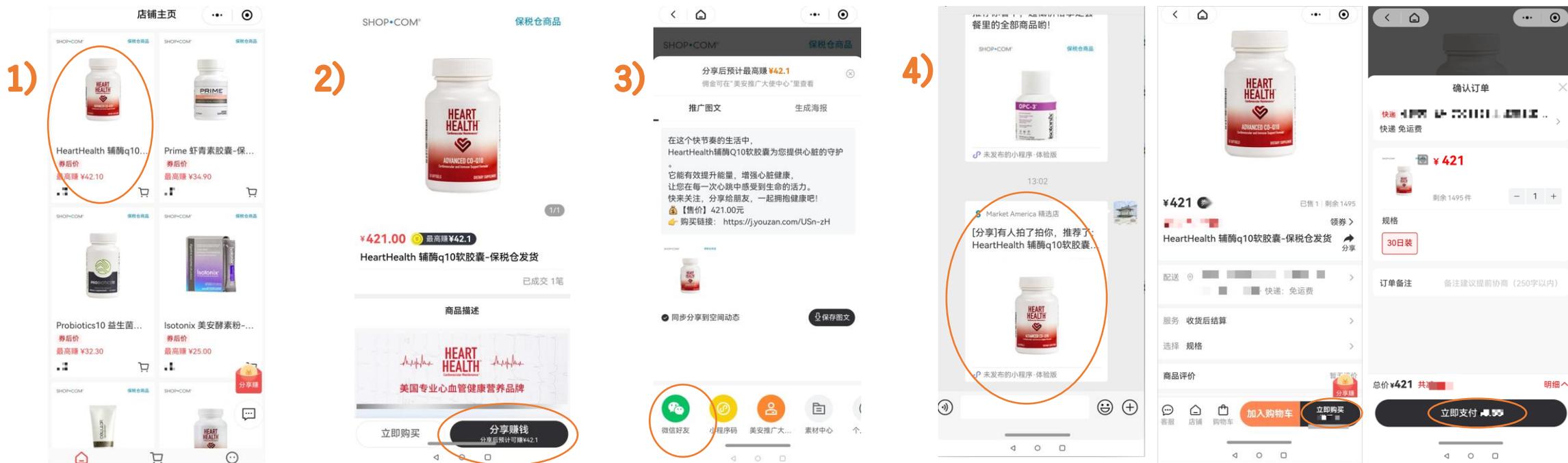
Significance

Core action for sales and commissions, ensuring accurate attribution and referral relationship and guiding customers effectively to avoid disputes.

Part 2

如何分享产品并绑定新顾客

- 1) 在美安商城内，点击你想要分享的产品
- 2) 在产品的详情页面，点击底部的“分享赚钱”按钮
- 3) 点击底部的“微信好友”按钮，选择你要分享产品的好友
- 4) 顾客收到推广链接后，点击并成功下单付款，顾客推荐关系绑定

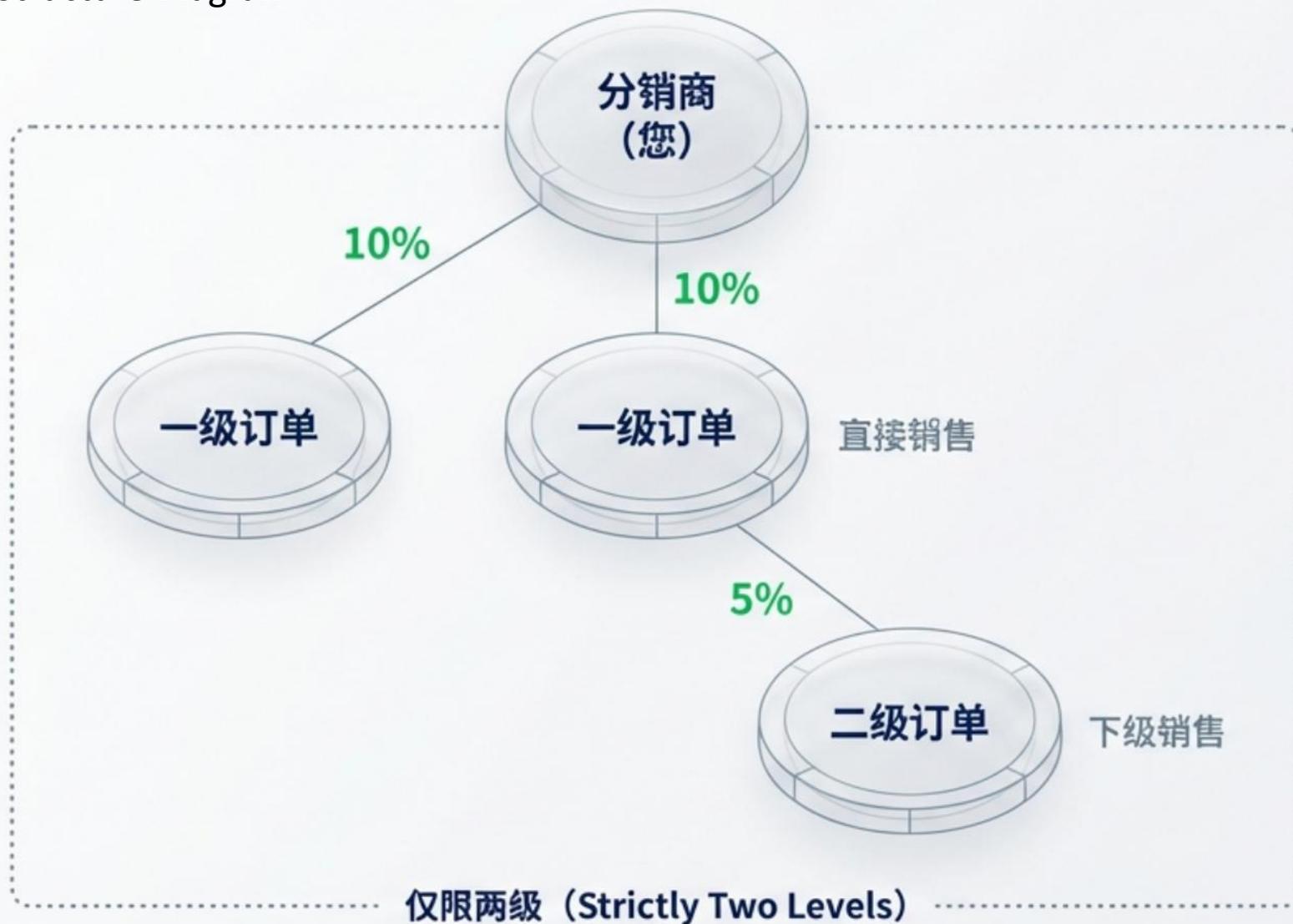


注意事项

- 1) 推荐关系一旦绑定，即为终身绑定，取消订单也无法解除。
- 2) 顾客点击您的链接并下单付款前，请务必确认在之前1小时内，他没有点击过他人的分享/推荐链接。
- 3) 请确认产品详情页有“分享赚钱”按钮。并非所有产品都参加二级分销计划，例如，VIP套餐不参加
- 4) 顾客在下单之后，需要按照之前“顾客转化”部分的指引，签约成为分销员，才能分享产品，享受佣金。

两级佣金结构图解

Two-Tier Commission Structure Diagram





个税处理

委托平台代扣代缴

Individual Income Tax Withholding

3

Personal Income Tax Withholding Process

Function

The Store mandates distributors to authorize tax withholding before commission settlement, ensuring compliance with Chinese tax laws while simplifying the process by handling uploads of ID photos and tax agreements within the distributor center.

Significance

By automating tax withholding, the store removes administrative burdens and legal risks for distributors, enabling them to focus on driving sales and managing two-tier commissions effectively under regulatory guidelines.

Authorization

Distributors complete authorization via the platform's interface, submitting necessary documentation like ID photos to activate seamless tax processing for their earned commissions.

Compliance

This process ensures all distributor income aligns with Chinese tax regulations, offering peace of mind and fostering trust through transparent and efficient tax management.

如何签约 个税代扣 代缴

结算佣金前，必需签约委托有赞平台进行个税代扣代缴。

- 1) 成为分销员之后，在美安商城首页，点击右下角的“分享赚”按钮
- 2) 在弹出菜单的底部左边，点击“美安推广大…”（分销员中心）按钮
- 3) 在美安推广大使中心（分销员中心）页面，点击靠右上方的“去签约”按钮
- 4) 在弹出的“个税代缴签约提示”对话框中，点击“去认证”
- 5) 在下一个页面，上传身份证照片，并勾选底部的同意协议，然后点击下一步，完成个税代扣代缴签约





分销员中心

查询业绩，佣金，客户和
下级分销员，佣金提现等

Distribution Center

4

Part 4: Distributor Center & Commission Management

Function

Serves as the central dashboard for distributors.

Key features

Querying Performance: View today's/cumulative promoted orders, filter by order number/date/customer.

Managing Network: View directly referred customers (Tier One: 10% commission) and subordinate distributors (Tier Two: 5% commission on their sales), including details of their orders.

Withdrawing Commissions: Process withdrawals for settled commissions. The first-time setup involves creating a payment password and linking a bank card.

Note

Explains the commission settlement cycle:

Commission is not settled immediately upon purchase but only after the order is delivered, confirmed, and passes a 15-day lock-in period.

Significance for the User/Distributor

Provides full transparency and control. Distributors can track their earnings in real-time, monitor the performance of their network, and understand exactly when funds become available.

The streamlined withdrawal process and clear settlement timeline build trust and help distributors manage their cash flow and business growth effectively.

Part 4: Distributor Center & Commission Management

Part 4 a: How to access Distribution Center

Part 4 b: Check Distribution Order

Part 4 c: Check Customer

Part 4 d: Check Downline Distributor (invitations)

Part 4 e: Commission Withdrawal (and First-Time Withdrawal Setup Process)

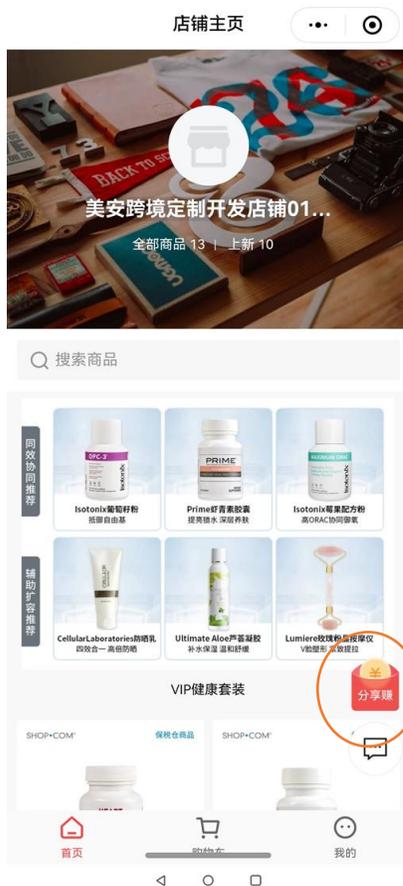
Part 4 f: Commission Withdrawal

如何进入 分销员中心

您可在分销员中心查询分销业绩、订单、顾客、下级分销员，以及进行佣金提现。

- 1) 在美安商城首页，点击右下角的“分享赚”按钮
- 2) 在弹出菜单的底部左边，点击“美安推广大使”（分销员中心）按钮
- 3) 在美安推广大使中心（分销员中心）页面，点击“可提现金额”下面的“展开更多”下拉列表
- 4) 根据需要点击列表上的标签（具体功能，见下面几页详述）

1)



2)



3)



4)



查询分销订单

- 1) 您可在分销员中心查询自己的销售业绩，可以通过点击“今日推广订单”或“累计推广订单”中查询相应订单的情况，例如是否送达，佣金是否结算等。
- 2) 在“推广订单”的页面顶部，可以输入订单号、顾客手机号等等查询具体订单。
- 3) 可以在如图所示的位置，输入日期，筛选您想要查询的订单。

1)



2)



3)



查询客户

- 1) 您可在分销员中心查询您推荐的客户，即您的直接推荐客户，从他们的订单，您能获得10%的佣金。客户既包括纯消费者（顾客）也包括下级分销员。
- 2) 在“我的客户”的页面顶部，可以输入手机号、昵称等等查询某位客户，或点击下面的列表，查询某位客户的详情。
- 3) 您可以在“客户详情”页面，查到这里客户的详情（比如订单，成交金额，近期足迹等等）。

1)



2)



3)



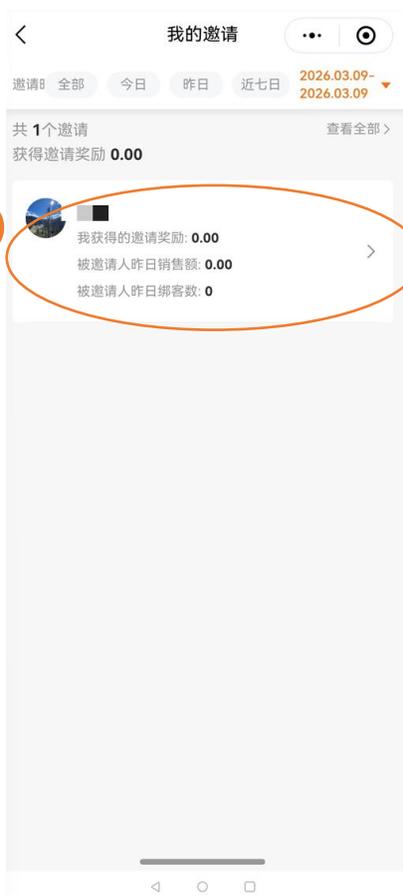
查询下级 分销员 (邀请)

- 1) 您可在分销员中心查询您推荐的分销员，即您的下级分销员。有赞系统用“邀请”这个表述来称呼您的下级分销员。从他推荐的客户订单，您能拿到第二级分佣，即5%。可以根据需要，点击“今日新增邀请”或者“累积邀请”，进行查询。
- 2) 在“我的邀请”的页面，您可以点击具体下级分销员的条目，可以查询这名分销员的详情。
- 3) 您可以在邀请的详情页面，查到他的订单，佣金等信息。

1)



2)

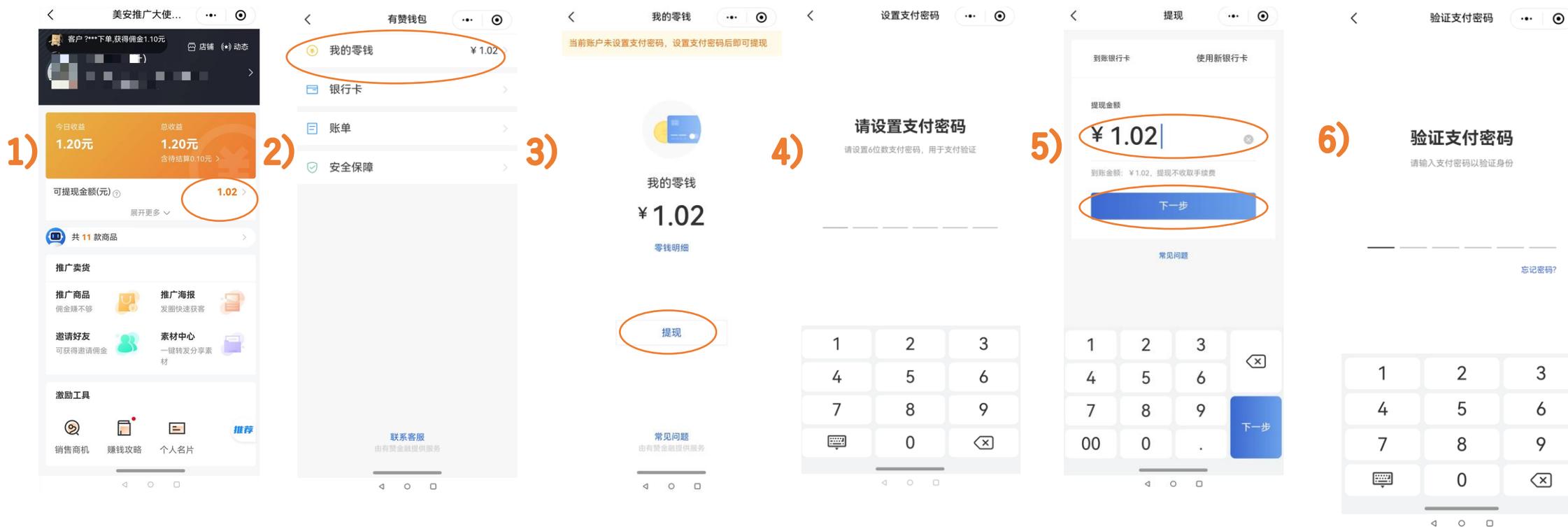


3)



佣金提现 (及首次 提现设置 的操作流 程)

- 1) 您可在美安推广大使中心（分销员中心）把您的已结算佣金提现（已扣除税费）。点击“可提现金额”的具体数字。
- 2) 在“有赞钱包”页面，点击“我的零钱”
- 3) 第一次提现，需要设置支付密码（提现密码）和添加银行卡。页面顶部会提示您设置支付密码。您可以先直接点击“提现”按钮。
- 4) 设置6位的支付密码，需要输入两次。
- 5) 输入提现金额，点击下一步
- 6) 输入支付密码进行验证
(未完，下页继续)



佣金提现

- 7) 输入您的银行账号，勾选协议，然后点击下一步
- 8) 输入您在银行为该账户预留的手机号，然后点击下一步
- 9) 显示银行卡“添加成功”，点击“完成”按钮
- 10) 输入提现金额，点击“提现”按钮
- 11) 输入支付密码
- 12) 提现发起成功，一般一个工作日内到账。



佣金结算周期

Commission settlement Cycle



注意：不是下单就立刻结算



成为VIP会员

如何购买VIP套装，并获
得VIP会员编码（UID）

VIP Membership

5

Part 5: VIP Membership Purchase

01

Function

Outlines steps for customers to buy a VIP Kit, secure VIP membership, and obtain a UID for accessing exclusive benefits.

02

Significance

Differentiates VIP membership from the two-tier distributor system, ensuring clarity in purchase paths and product distinctions for users and distributors.

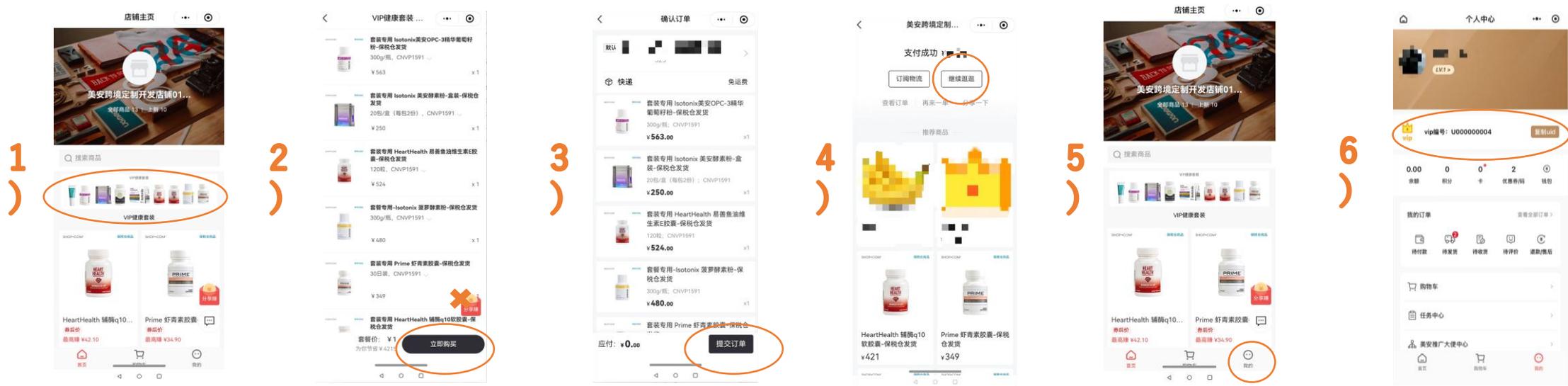
03

Benefits

Teaches distributors how to acquire their UID, fostering transparency and structured participation in further membership upgrade.

如何购买VIP套装，成为VIP会员

- 1) 在店铺的首页（店铺主页页面）， 点击任意一款VIP套装。
- 2) 在详情页， 点击底部的“立即购买”按钮。 **注意：不要点击“分享赚”按钮。VIP套装不参与二级分销。**
- 3) 点击底部的“提交订单”按钮。
- 4) 支付成功。点击“继续逛逛”按钮
- 5) 在首页（店铺主页）， 点击右下角“我的”
- 6) 在“个人中心”页面， 点击“复制UID”。



感谢使用！
