

## SIMPLE SUPPLIER GUIDE

# Send us these basics and we can build your 3D pavillon.

No technical setup needed from your side. Just send clear photos and simple product information.

## WHAT TO SEND US

Think of this like a school checklist.

### Photos from all sides

Front, back, left, right, top, bottom, plus one close photo.

### Good lighting

Use daylight or soft white light. Avoid dark shadows.

### Clean background

Use a plain background so the product stands out.

### Short product description

2 to 4 simple sentences: what it is and who it is for.

### Price and quantity

Unit price, minimum order quantity, and current stock.

### Warranty / guarantee

How long the warranty lasts and what it covers.

### Size and weight

Length, width, height, and weight.

### Colors and versions

Tell us colors, sizes, and model names.

### Contact details

Name, email or phone, and how fast you can reply.

## HOW TO SEND IT

1. Make one folder per product.
2. Put all photos in a photos folder.
3. Add one info.txt file with description, price, quantity, and warranty.
4. Zip the folder and upload it in the supplier intake portal.

Intake: [suppliers@3dsfera.org](mailto:suppliers@3dsfera.org)

## EASY FOLDER EXAMPLE

```
monitor-001/  
photos/  
  front.jpg  
  back.jpg  
  left.jpg  
  right.jpg  
  top.jpg  
  bottom.jpg  
  detail.jpg  
info.txt
```

## FINAL QUICK CHECK

I added all side photos.

My photos are bright and clear.

I added description, price, and quantity.

I added warranty details.

I added size and weight.

I added my contact details.

If these are ready, we can build your 3D booth quickly.