**Lab Activity 5**

**Ecommerce and Internet Technology**

**Prelim**

**Instructions:**

1. **Creating a Seller Account**
   * Sign up for a new seller account by providing the required information.
   * Complete the verification process by uploading necessary documents.
2. **Setting Up Your Store**
   * Once the account is verified, log in to the Seller Center.
   * Customize your store layout and add a store logo and banner.
3. **Uploading Products**
   * Navigate to the “Products” section and click on “Add Product.”
   * Fill in the product details, including title, description, category, and brand.
   * Upload high-quality images of the product.
   * Set the product price and stock quantity.
   * Save the product listing.
4. **Managing Delivery Options**
   * Go to the “Shipping” section and set up delivery options.
   * Choose the shipping carriers and set the shipping fees.
   * Define the delivery time for each shipping option.
5. **Handling Returns**
   * Navigate to the “Returns” section.
   * Set up your return policy, including the return window and conditions for returns.
   * Provide instructions for customers on how to return products.
6. **Activity Submission**
   * Take screenshots of each step and compile them into a report.
   * Include a brief description of each step and any challenges faced during the process.
   * Submit the report to the instructor for evaluation.