

Guideline Booklet

Sufi Science Center – Sacred Gift Shop (E-Commerce)

Product Upload & Vendor Guidelines

1. Introduction

- Purpose of the Gift Shop: Serving seekers with authentic, sacred products.
 - Role of Vendors: Ensuring authenticity, compliance, and smooth e-commerce operations.
 - Upload Modes:
 1. **Bulk Product Upload** (CSV, with/without image URLs).
 2. **Individual Vendor Upload** (Manual entry through Single product upload section).
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2. General Rules for All Uploads

- **Product Authenticity:** Must be verified.
 - **Image Quality:** Clear.
 - **File Naming:** No spaces; use underscores (e.g., `sufi_beads_red.jpg`).
 - **Content Compliance:** No prohibited, plagiarized, or misleading content.
 - **Metadata Standards:**
 - Title: 4-5 words.
 - Description: Short description of 10 words.
 - Tags: Max 10, separated by commas (while uploading through csv file).
 - SKU: Unique code per product.
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3. Bulk Product Uploader (With or Without Image URLs)

3.1 Uploading with Image URLs

- Prepare **CSV/Excel** file with required fields: (you can download the template)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	title	description (1-10 words)	color	care	material	sku	name	shippingTime	price	stock	images	tags	
2	Accessories	Wodden beads with strong thread	brown	dont stretch	wood	beads-12	Beads	2-4 Business d		25	50	https://m.medic	beads,wooden beads

- Ensure all image URLs are valid (JPG, PNG, WebP).
- Go to bulk uploader,add your csv file and click on upload csv.

3.2 Uploading without Image URLs

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	title	description (1-10 words)	color	care	material	sku	name	shippingTime	price	stock	images	tags	
2	Accessories	Wodden beads with strong thread	brown	dont stretch	wood	beads-12	Beads	2-4 Business d		25	50		beads,wooden beads
3													
4													
5													
6													
7													

- Same CSV/Excel format, but leave **Image URL** column empty.
- After upload csv , scroll down bulk uploader section where you will see sku and image uploader so upload image there by adding corresponding sku and click on upload image.

Upload CSV

Don't have image URL?

Upload an image for a specific SKU that was included in your CSV file.

Enter SKU

beads-12

Upload Image

Choose file 71KhTKiHVR_L_AC_(1).jpg



Upload Image

3.3 Common Errors to Avoid

- Missing SKU (causes duplicates).
 - Existing SKU.
 - Invalid characters in price or quantity.
 - Broken image links.
 - Long product titles (>60 chars).
 - Long descriptions (>10 words).
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4. Individual Vendor Uploader

4.1 Access

- Vendors log in via **Vendor Dashboard**.
- Navigate to **Products > Add New Product**.

4.2 Required Fields

- **Product Title**
- **Description**
- **Category** (choose from dropdown)
- **Price (USD)**
- **Stock** (stock available)
- **SKU** (unique)
- **Images** (upload up to 5 per product)

4.3 Optional Fields

- Name
- Color
- Care Instructions.
- Material.
- Shipping Time.
- Tags

4.4 Vendor Responsibilities

- Keep inventory updated.
 - Ensure prices reflect real value.
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5. Quality & Compliance Checks

- **Automated:** SKU duplication, broken image URLs, missing fields.
 - **Manual:** Sacred authenticity review, storytelling, ethical compliance.
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6. Support & Escalation

- Bulk upload support: `bulk@sufisciencecenter.shop`
- Individual vendor queries: `vendorsupport@sufisciencecenter.shop`