

## Adding Products

Step 1: Product Cover Image- Click Select Image and browse files for image of product. Add Cover image. (Please make sure Cover image is high quality on white background)

Step 2: Enter product name, short description, and full description. Please be informative with full description and do not forget to include shipping info.

Step 3: Inventory

Enter SKU(if applicable) If product does not have SKU simply enter the word *none*

Enter Product Quantity. Amount of product you have to sell.

Start/End date. These fields will automatically default to present day. If vendor has no specific timeframe to sell product, leave on present day default. Leaving on present day default, product will remain for sell in store until vendor decides to remove it.

Step 4: Pricing

Select Currency. Currently (USD) US Dollars is only option

Enter New Price and Old Price for product(Please remember New Price must be ***less than*** Old Price)

Step 5: Other Images for Product(if applicable)- Click Select Image and browse files for any other images of product. Add image(s).

Step 6a: Product Attributes(if applicable)- Select all colors and sizes which are ***specific*** to product. (Example1. If product only comes in one color and one size then vendor does not need to select any attributes. Example2 If product comes in multiple colors and sizes, vendor needs to select those ***specific*** attributes and click Add Attribute in List.(see snapshot below))

☐ Pink

☒ Purple

☒ Red

☒ White

☒ Yellow

Add Attribute in List

Step 6b: Variation List(if applicable)- If vendor added any attributes in Step 6a then a Variation List will appear. Check to make sure all attributes are on Variation List. These are the options customers will see when shopping.(Sidenote: Upload Image and Price features on Variation List have been turned off. Do not bother using these features) See snapshot of Variation List below.

Delete	Attribute Name	Image: (Optional)		Price: (Optional)
	Color: Purple	Upload Image	No Image Found	<input type="text"/>
	Color: Red	Upload Image	No Image Found	<input type="text"/>
	Color: White	Upload Image	No Image Found	<input type="text"/>
	Color: Yellow	Upload Image	No Image Found	<input type="text"/>

Update Product Variation

Step 7: SEO. These fields are for Search Engine Optimization. Completely optional. Vender can leave blank.

Step 8: Categories- Click Select Categories. Select category from menu which best describes product. After category has been selected click Select Categories again to remove menu.

Stop 9: Brands- Enter product brand name or company name.

Step 10: Subcategory- Click on whichever subcategory best describes product.

Step 11: Tags- Enter tags or keywords which best describe product.(For example if the product is a pink dress vendor may use words such as: dress, pink, women...)

Step 12: Click green Save button towards top right to save product details. If system does not allow vendor to Save that means there are required details missing. Look for ***red*** error message(s).