

**HOW TO UPLOAD OR LIST YOUR ADVERT ON SITE**

1. Visit the site [innoglobaldeals.com](http://innoglobaldeals.com)
2. Press or Click 'Publish your add for free'
3. Complete the form (the form is consist of the following fields)
  - 3.1. General Information
    - a. Category
    - b. Sub category
    - c. Title (Your Product name)
    - d. Description (long text)
    - e. Price
    - f. Click on drop to upload images (No videos)
  - 3.2. Listing Location
    - g. Country (*Drop down to find your country*)
    - h. Region (*type in your province*)
    - i. City
    - j. City Area (*your kazi or hometown*)
    - k. Address (*Physical address*)
  - 3.3. Seller's information
    - a) Name
    - b) EMAIL
    - c) MAKE sure you click (*Show e-mail on the listing page*), so that your customers can find you
    - d) Contact Details (*put you cell number*)
  - 3.4. Press/Click publish

NB: make sure that all your input info is accurate and correct; once you have published it can only be amended by admin.