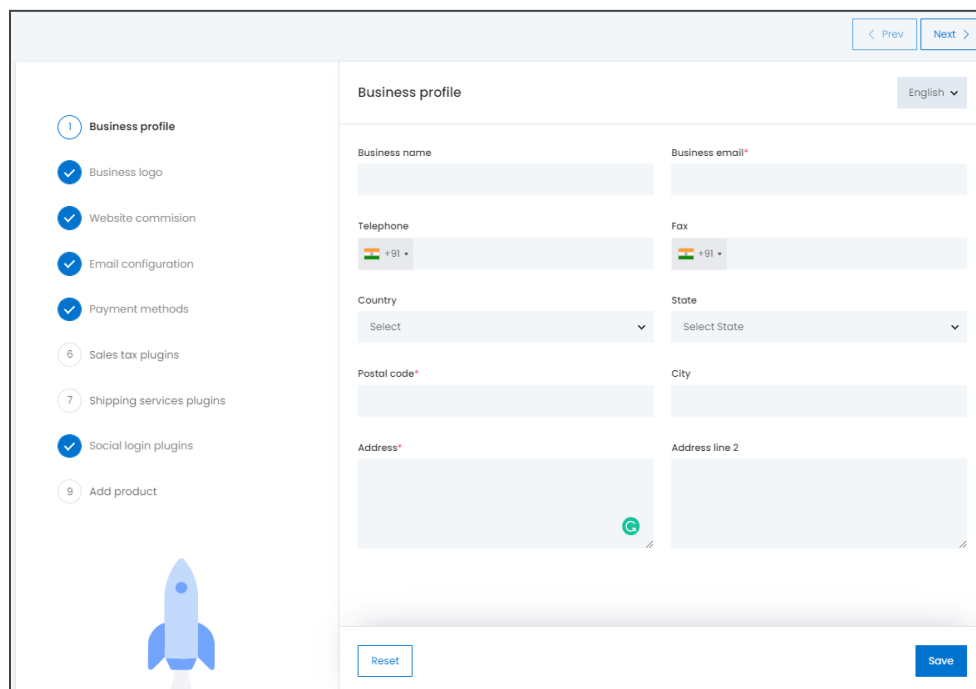**Get Started** 🖵 : Before you establish a marketplace for your sellers, there are a few prerequisite administrative configurations you need to perform. Once you are here, information needs to be added for each of the tabs displayed on the left. On each tab, you can easily navigate what needs to be configured. Proceed to them one by one and set up the following information:

1. **Business Profile:** Set up the business profile details including the company name, email, contact details, address, and more under this section.

- **Business Name:** Enter the name of the business. This information will be used in the following instances:
  - On the footer of the Admin platform.
  - On the checkout page under the Shipping Summary. This is only if the product is being Shipped by the Admin.
  - As the sender's name on an email notification generated by the platform.
- **Business Email* :** Enter/update the business **email address**. This information is used in the following instances:
  - To get emails.
  - To get the notifications of Stripe Connect, if activated on the platform.
  - Is displayed on the footer of the printed tax invoice of any order.

- When you click on any text that says, "Click here to test email," anywhere on the platform, this will send an email to the mentioned email ID in this field.
- **Telephone:** Enter/update the business **telephone number**. This information is used in the following instances:
    - Is displayed with the business address on the **tax invoice**.
    - Is displayed on the **Contact Us** page
    - Is displayed on the **website's footer** on the front end along with the email ID.
    - Is displayed with the **shipping address** when the shipping is handled by the admin, and not the seller.
    - To help you **reset your password** through an OTP, when the SMS services are enabled
    - To get **SMS notifications,** when the SMS services are enabled.
- **Fax:** Enter/update the business fax number. This number is used on the **Contact Us** page.
- **Country:** Select an option from the drop-down list available to choose the country where the business is being operated. This information helps in the following instances:
    - Used to fetch the shipping rates based on the country, if the admin is the one handling shipping.
    - Used for calculating the Tax, when the product is being shipped by the admin.
    - Used along with the address in tax invoices and in the Contact Us page.
- **State:** Select an option from the drop-down list to choose the state from where the business is being operated. This information helps in the following instances:
    - Used to calculate the shipping rates if the admin is handling the shipping.
    - Used to calculate the tax, if the admin is handling the shipping.
    - Used along with the address in tax invoices and in the Contact Us page.

- **Postal code*:** Enter/update the postal code from where the business is being operated. This is used to **fetch the shipping rates** when the shipping plugin

has been activated and when the admin is handling the shipping of the products.

- **City:** Enter/update the city from where the business is being operated.
    - Used to calculate the shipping rates if the admin is handling the shipping.
    - Used to calculate the tax, if the admin is handling the shipping.
    - Used along with the address in invoices generated with orders placed by buyers and in the Contact Us page.
- **Address:** Enter/update the address line 1 from where the business is being operated. This is used in following instances:
    - This is used with the complete address that is displayed on invoices generated with orders placed by buyers
    - It is displayed on the Contact Us page.
    - Used to **calculate the tax** as per this address, when a tax API plugin is activated.
- **Address Line 2:** Enter/update the address line 2 from where the business is being operated. This is used in following instances:
    - This is used with the complete address that is displayed on tax invoices.
    - It is displayed on the Contact Us page.
    - Used to **calculate the tax** as per this address, when a tax API plugin is activated.

Once the information has been added, click on the **Save** button to update the changes successfully (provided at the bottom right-side). Click on **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

Secondary Language Data

Select the language from the top right-side drop-down list. This option will open the same form in the selected language.

⚠️ Language data tab will appear only when a secondary language is enabled in the system.

Fill in the fields. Then, click on the **Save** button at the bottom right side of the page to update the information added/updated.

Click on the **Reset** button provided at the bottom left side of the page to reset the fields back to the last saved details.

Click on the **Next** button icon ❯ to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach the next section business logo.

> If the website has more than one secondary language, you can add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill in the details for the main language and leave the rest.

2. **Business Logo:** Here, set up your business logos, favicons, watermarks, and all the media under this module. Click on the **Click here to Upload** option and select the image to upload in the respective fields.

   ● **Admin Logo:** Upload the business logo. The logo will be displayed on the admin navigation panel, login screen, forgot password screen, and anywhere on the admin dashboard.

   ● **Desktop Logo:** Upload a desktop logo that will be used on the website's header section and on the seller's, buyer's, advertiser and affiliate's dashboard.

   ● **Website Favicon:** Upload a website favicon image to be displayed beside the website name on the browser tab.

> A favicon is a graphic image (icon) associated with a particular Web page and/or Web site.

   ● **Social Feed Image:** Upload an **OG** image for the social feeds.

An open graph image or OG image is the image that appears when you share URLs, post website or video content to your social accounts.

- **Payment Page Logo:** Upload a payment gateway page logo for mobile applications.
- **Watermark Image:** Upload a watermark image that will be used on all product images at the front end.
- **Mobile Apps Shortcut Icon:** Shortcut icon on mobile apps when marked as a shortcut.
- **Mobile Logo:** Upload a mobile logo. This image will be used on the platform's mobile application.
- **Invoice Logo:** Upload an invoice logo. This image will be used on the invoices generated from the platform.
- **First Purchase Discount Image:** Upload a first purchase discount logo. that will be displayed beside the discount coupon provided to a new buyer after their first purchase.
- **Meta Image:** Upload a logo that will be used for Meta tags and **Open Graph** or **OG** tags. Open Graph meta tags are snippets of code that control how URLs are displayed when shared on social media.

The media gets updated automatically when you upload it. Just move to the next tab or go back, and the changes will be saved automatically.

Secondary Language Data

Select the language from the top left-side drop-down list. This option will open the same form in the selected language. Upload the images for each field as per the language selection.

If the website has more than one secondary language, you can add the media for each language accordingly. To keep a universal image for all the languages, just add the media for the main language and leave the rest.

Click on the **Next** button icon to navigate to the next screen or on the left navigation pane headers to reach the next section, Website Commission.

3. **Website Commission:** Set up the website commission settings, including max commission the site can charge, and more.

- **Commission charged including shipping charges:** Turn **ON** this toggle switch to charge a commission fee on the shipping amount of an order/product, as well.

  To explain further, let us say that the order total is $90 and the shipping charges for it is $10. If you activate this feature, the commission will be charged on $100 ($90 + $10). If you deactivate this feature, the commission will be charged on $90, which is the order total.

- **Commission charged including tax charges:** Turn **ON** this toggle switch to charge a commission fee on the sale tax amount of an order/product, as well.

  To explain further, let us say that the order total is $50 and the tax charges on it is $5. If you activate this feature, the commission will be charged on $55 ($50 + $5). If you deactivate this feature, the commission will be charged on $50 only, which is the order total.
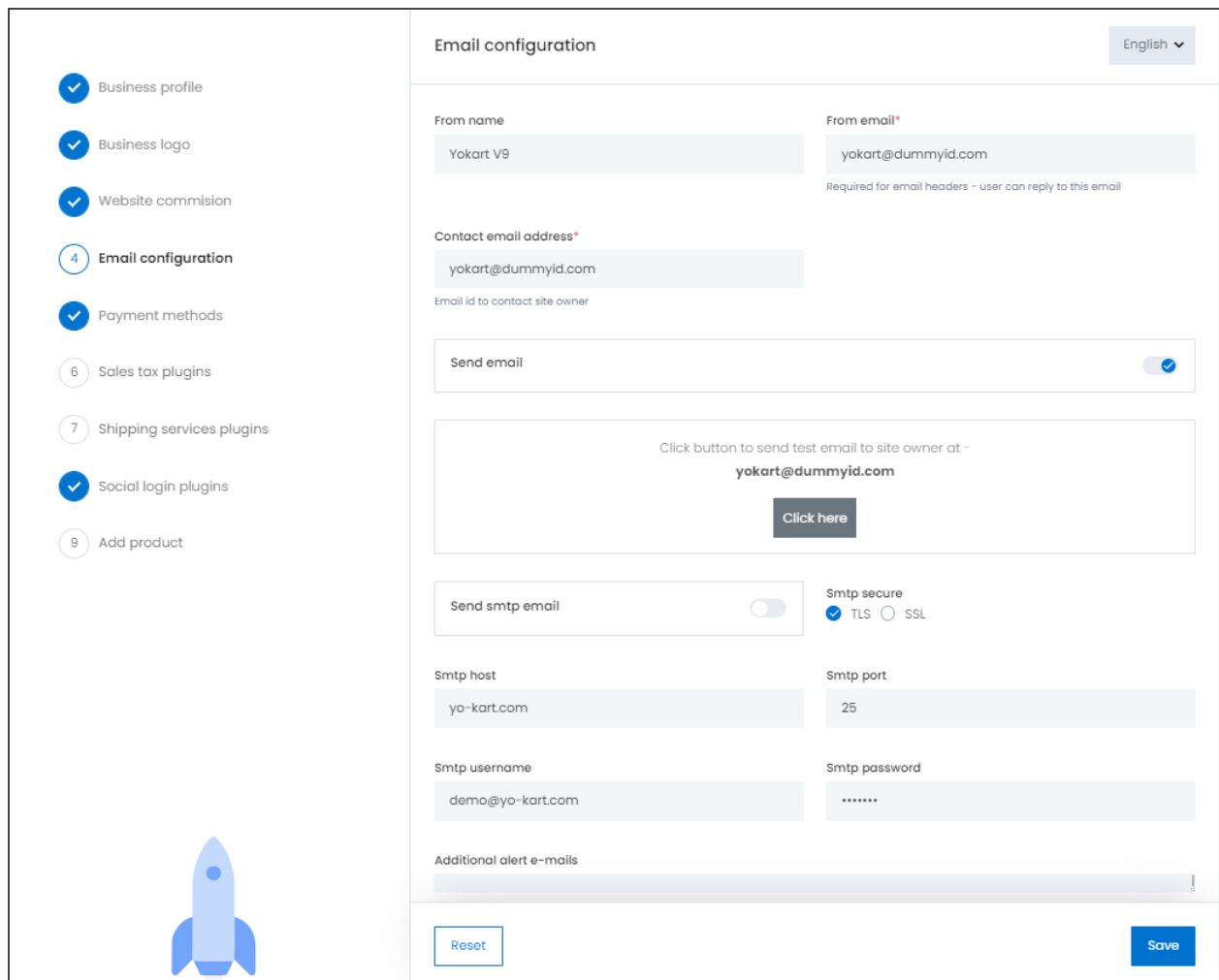
Since the commission is charged by the platform, these settings are applied to the overall order, regardless of who is shipping the product or who is collecting the tax.

- **Maximum site commission [default currency]*:** Enter the maximum commission or fees that you (the admin) can charge on a particular product.

Click on the **Next** button icon [>] to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach to the next section, Email Configuration.

4. **Email Configuration:** Set up the from email address, contact email address, an SMTP connection and more. It is important to configure these settings if you want every user (including you) to get alerts (outbound emails) for actions that take place on the platform. **For instance,** when a buyer registers on the platform, an alert email is sent to them about their registration on their registered email address. You (the admin) also get an email about the same. These kinds of alert emails (outbound emails) are sent to users only once you configure these settings.

- **From Name:** Enter the name that will be used with the email sent from the platform to any user.

- **From Email*:** Enter the email ID that will be used to send all the emails from the platform to any user.

  ⚠️ If there is any SMTP email ID set up, then the system will overwrite this email ID.

- **Contact Email Address*:** Enter the contact email address that the users can reply to when they want to contact the website.
  - All the queries received from the **Contact Us** form will be forwarded to the email address mentioned in this input field.
  - The welcome email sent out to any new user will have this email address mentioned at the bottom to contact.

- **Send System Email Alerts To Users :** Turn on the toggle switch ✅ to activate the feature where system emails are sent to the users. If this feature is not activated ⚪, **no email alerts will be sent to any user of the platform.**

- **Click Here button**: Click on this button to send a test email to the site owner on the owner's email address. This will send an email to the owner using the above mentioned email address to see if it works.

- **Activate SMTP email connection:** SMTP stands for Simple Mail Transfer Protocol, and it's an application used by mail servers to send, receive, and/or relay outgoing mail between email senders and receivers. Turn on ✅ to allow the system to use the SMTP to send emails. If activated:
  - All the emails will be sent through this SMTP set up, and not PHP (where the emails are sent directly from your web server).

    To get all the details, follow the guide - **[Yo!Kart- SMTP Email Settings Guide]**

- **SMTP Secure:** Select the option based on the settings received by the server. There are two options to select from:
  - **TLS:** Transport Layer Security (TLS) is the successor protocol to SSL. TLS is an improved version of SSL. It works in much the same way as the SSL, using encryption to protect the transfer of data and information.
  - **SSL:** SSL stands for Secure Sockets Layer and, in short, it's the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems, preventing criminals from reading and modifying any information transferred, including potential personal details.

⚠️ You cannot just select any choice for this feature and use the one shared by the server for it to work.
- **SMTP Host:** Enter the SMTP host generated.
- **SMTP Port:** Enter the SMTP port generated in this field.

- **SMTP Username:** Enter the SMTP username generated.
- **SMTP Password:** Enter the SMTP password.
- **Additional emails to receive system alerts on:** Enter any additional emails that you want to use for receiving the alert email besides the main-store email. You can enter more than one email address. Ensure that they are separated by a comma. For example, abcd@yo-kart.com, xyz@yo-kart.com.

Click on the **Next** button icon to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach to the next section, Payment Methods.
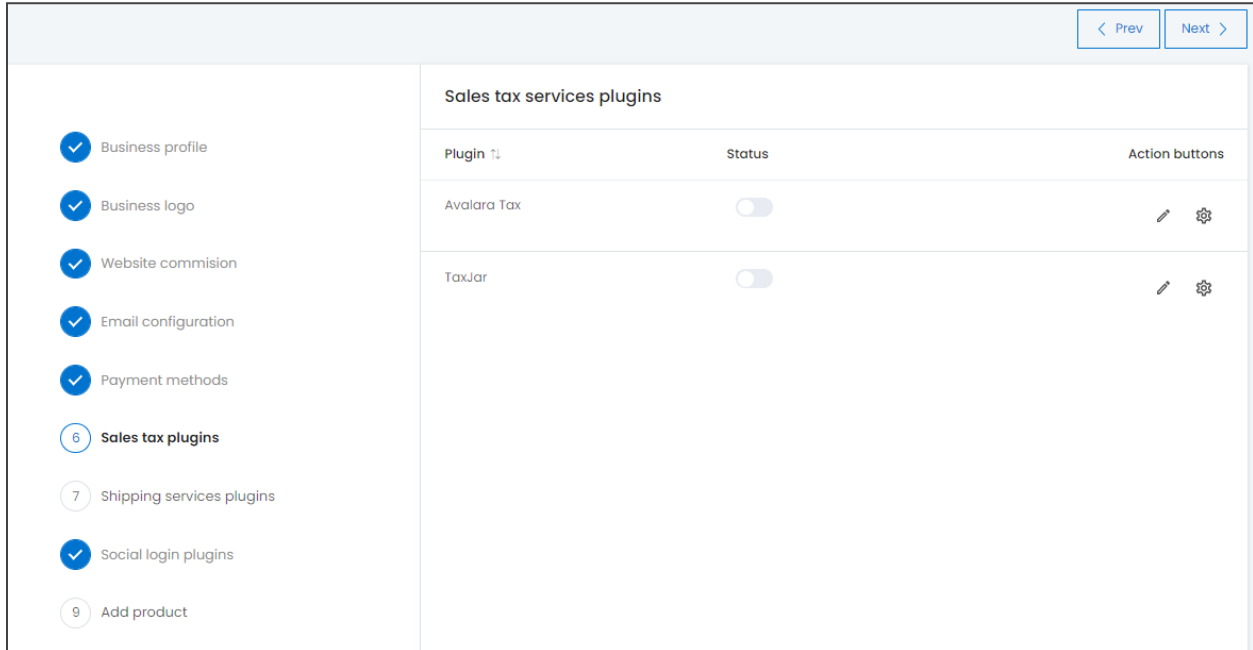
5. **Payment Methods:** Set up the various payment methods that you want your website to offer the users. **NOTE: Only 4 payment gateway plugins can be enabled at one time**.

- **Cash on Delivery** and **Pay At Store** are considered similar payment methods (Pay Later), where the former works as COD for Shipping orders and the latter works as COD for Pickup orders.
- When both of these plugins are enabled, they will be counted as ONE and not TWO separate plugins.

Click on the **Next** button icon ⟩ to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach to the next section, Sales Tax Plugins.

6. **Sales Tax Plugins:** Set up a Sales Tax Service Plugin to help in calculating the sale tax automatically when a purchase is made on the website.

- There are 2 plugin options integrated into the system. **Only 1 can be activated at a time. The plugin that is activated is considered to be the Default Plugin.**
- To mark a plugin as **Default**, click on the Status toggle switch beside the plugin to activate it. The toggle switch will turn into a blue tick ✓ and a Default label is displayed beside it.

Settings Icon ⚙

Click on the **Settings icon** to configure the selected plugin. The **(plugin name) plugin setup** scroll-in form will appear on the right side of the page.

Each plugin available in this list is considered below, as each of them have a different setup process:

i. TaxJar

The TaxJar API provides product-level tax rules for a subset of product categories for products sold all over the globe. It automates the entire sales tax life cycle across all of your sales channels.

Edit the following details:

- **Environment*:** Select the Environment from the following options:
    - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to see if the plugin works as per your requirements.
    - **Production:** Also known as the Live API code, select this environment when you are done testing and want to take the website live and need this plugin.

The Production is a live environment where any changes will affect Organization. The Sandbox is the playground for a testing environment where any changes will not affect the organization. Select the environment based on your requirements. Do not forget to get the respective API token. Each environment has a different API token and the guide can help you with it.

- **API Token***: Enter the **API Token*** generated for the respective environment.

Click on **Save** to update the changes. To reset the field to its last saved settings, click on **Reset**.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-TaxJar & Avalara API Keys Setup Guide]**.

ii. Avalara

Avalara's API enables lightning-fast tax calculation for transactions across tens of thousands of jurisdictions all over the world. It's about precision.

Edit the following fields:

- **Account Number*:** Enter the obtained account number in this field.
- **License Key:** Enter the license number.
- **Company Code:** Enter the company code.
- **Commit Transaction*:** Select from - yes or no options in the drop-down list.

A Committed transaction will be included in the Admin reports and the returns Avalara files for your company. Committed transactions are viewed as finalized or posted transactions.

- **Production Mode*:** Select **Yes** if the license key is going to be used for the live environment (production mode) and **No** if it is not, from the drop-down list.
  NOTE: Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **NO**. The keys configured for each mode are different and should be used accordingly.

  Click on **Save** to update the details. To reset the field to its last saved settings, click on **Reset**.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-TaxJar & Avalara API Keys Setup Guide]**.

Click on the **Cross icon** ✕ at the top right corner to close the form once it has been configured and saved.

Once the plugin has been configured, click on the **Sync Categories** icon that will appear at the top right-hand corner to complete the synchronization process. From here, then go to **Tax Management** to view the tax categories added by the plugin and then, link them to the products accordingly.

Click on the **Next** button icon > to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach to the next section, Shipping Services Plugins.

7. **Shipping Services Plugins:** Set up the Shipping Services to integrate various services including DHL, UPS, USPS, FedEx, and many more.
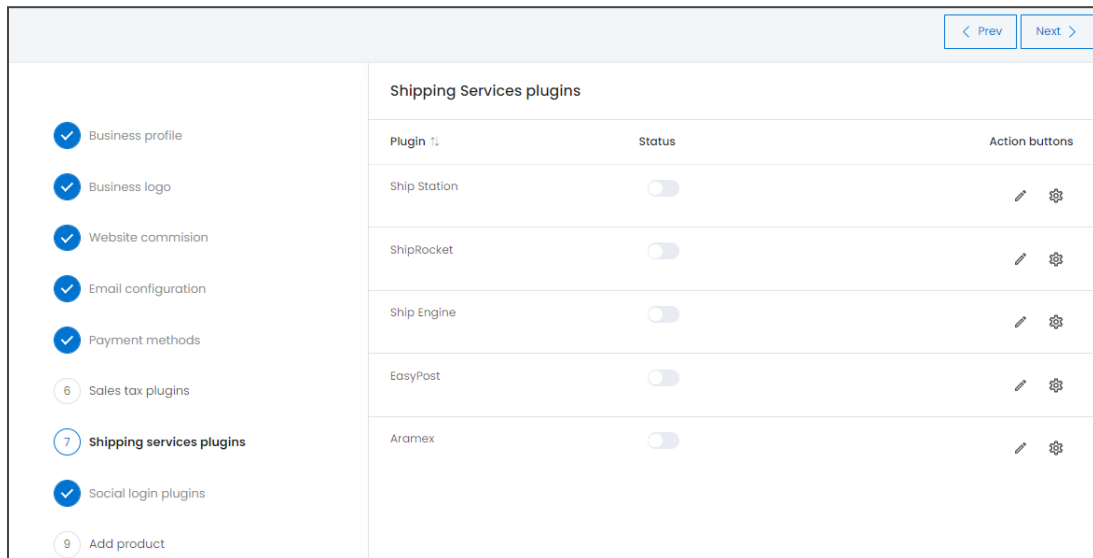
There are 5 plugin options under the plugins category. **Only 1 can be activated at a time**. The plugin that is activated is considered to be the Default Plugin.

Click on the **Settings icon** to configure the selected plugin. The **(plugin name) plugin setup** scroll-in form will appear on the right side of the page.

Each plugin available in this list is considered below, as each of them have a different setup process:

i. ShipEngine

ShipEngine APIs help businesses access deeply discounted rates across carriers, validate addresses, process and track shipments, and manage returns. It supports address validation for virtually every country on Earth.

Edit the following details:

- **Environment***: Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the drop-down list.
  NOTE: Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **Sandbox.** The keys configured for each mode are different and should be used accordingly.
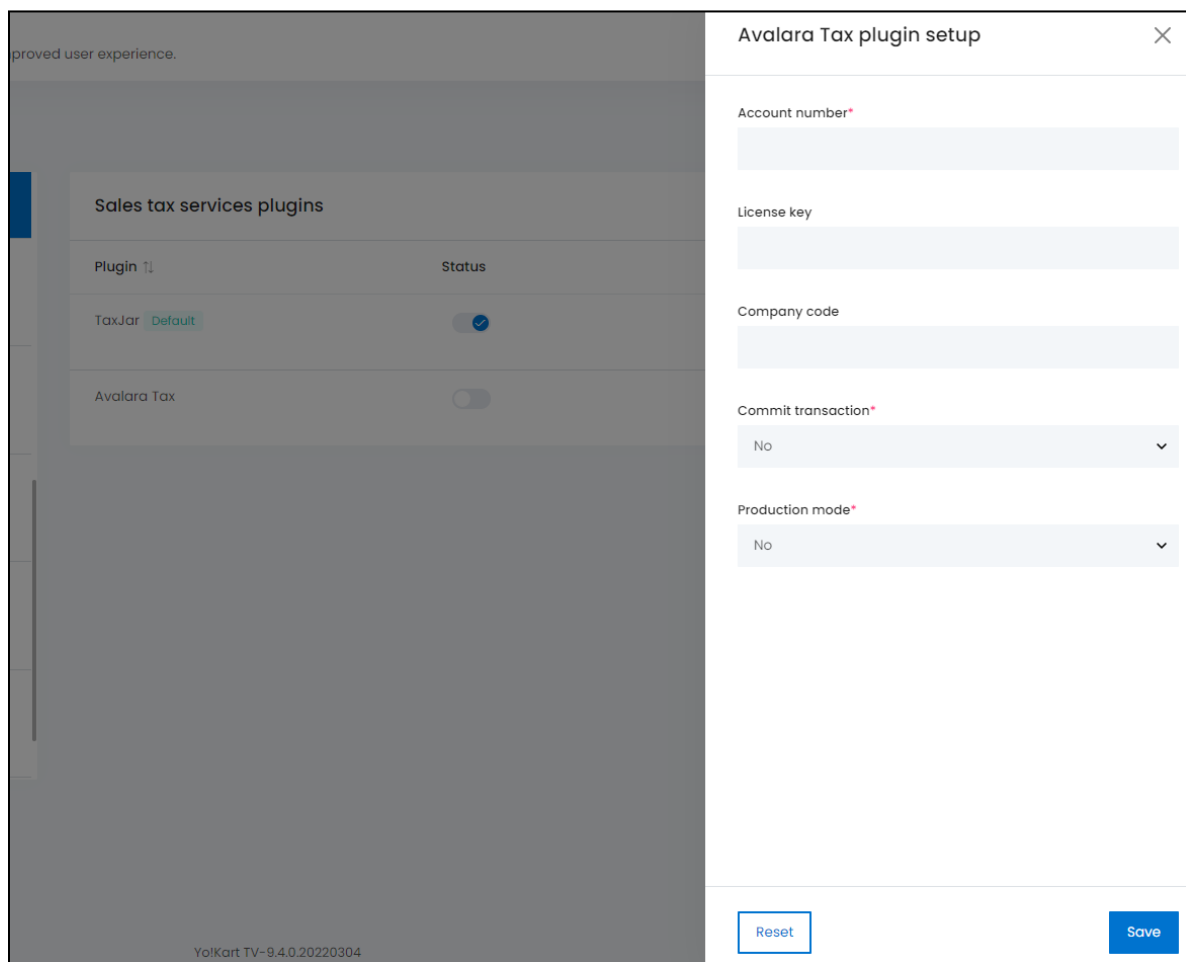- **API Key**: Enter the **API Key** generated for the respective environment.

Click on **Save** to update the changes. To reset the field to its last saved settings, click on **Reset**.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipEngine Keys Setup Guide]**.

ii. Aramex

Aramex is a leading global provider of comprehensive logistics and transportation solutions. Their services include express courier delivery, freight forwarding, logistics, supply chain management, e-commerce and record management services.

Edit the following details:
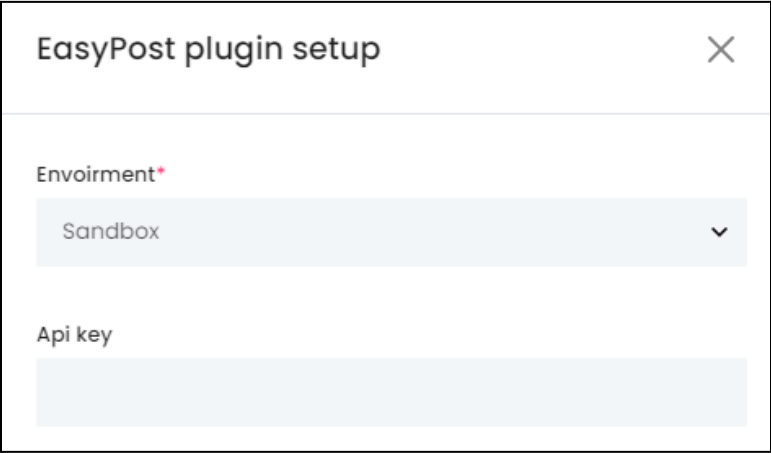
- **Account Country Code***: Enter the account country code as per the generated details.
- **Account Entity***: Enter the account country code as per the generated details.
- **Account Number***: Enter the account country code as per the generated details.
- **Account Pin***: Enter the account country code as per the generated details.
- **Username***: Enter your username used to log into the admin dashboard.
- **Password***: Enter your password used to log into the admin dashboard.

Click on **Save** to update the changes. To reset the field to its last saved settings, click on **Reset**.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-Aramex Keys Setup Guide]**.

iii. EasyPost

EasyPost provides the key to end-to-end control over your shipping and logistics processes. Its services help automate the transfer of data transactions between parcel shipping service providers (UPS, USPS, FedEx) and your customers.

Edit the following details:

- **Environment***: Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the drop-down list.
  NOTE: Production is a live environment where any changes will affect the Organization. If you just want to test the plugin initially where you do not want any changes to affect the organization, then select **Sandbox.** The keys configured for each mode are different and should be used accordingly.
- **API Key**: Enter the **API Key** generated for the respective environment.

Click on **Save** to update the changes. To reset the field to its last saved settings, click on **Reset**.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-EasyPost Keys Setup Guide]**.

iv. ShipStation

ShipStation is a SaaS (Software as a Service) shipping platform that allows you to manage all your small parcel and LTL shipping needs in one place.

Ship Engine plugin configurations

Envoirment*
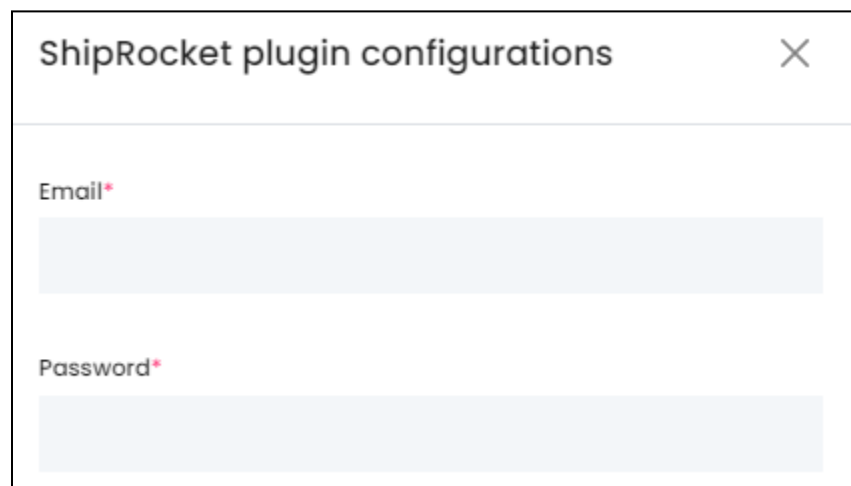
Sandbox

Api key

Edit the following details:

- **Environment:** Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the dropdown list.
  API Key*: Enter the **API Key** generated for the respective environment.
- **API Secret Key***: Enter the **API Secret Key** generated for the respective environment.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipStation Keys Setup Guide]**.

v. ShipRocket

ShipRocket is a great international shipping & logistics solution for E-commerce companies. It offers cross-border shipping of products for faster, safe, and reliable shipping.

ShipRocket plugin configurations

Email*

Password*

Edit the following details:

- **Email:** Enter the **email ID** that you created your account with on ShipRocket here.
- **Password:** Enter the respective **password**.

Click on **Save** to update the changes. To reset the field to its last saved settings, click on **Reset**.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipRocket Keys Setup Guide]**.

Click on the **Next** button icon to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach to the next section, Social Login Plugins.

8. **Social Login Plugins:** Set up the social logins including Facebook, Google, Instagram, and Apple to make the registration process and logging in much easier for all the users.
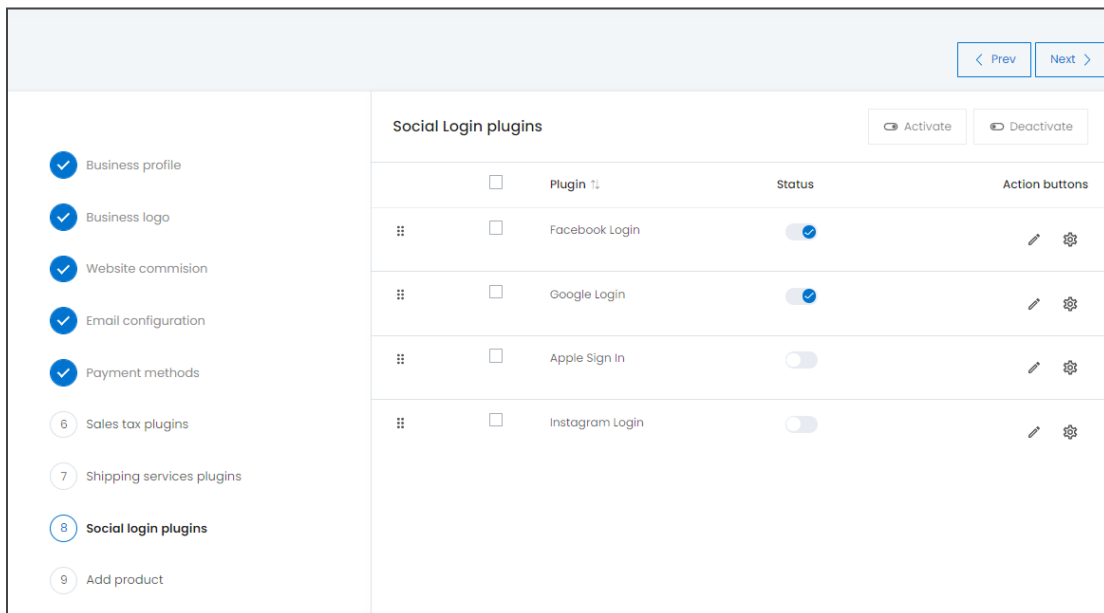
a. **Facebook:** Facebook Login enables people to have private & secure experiences, from basic account creation to social networking, all with the click of a button.
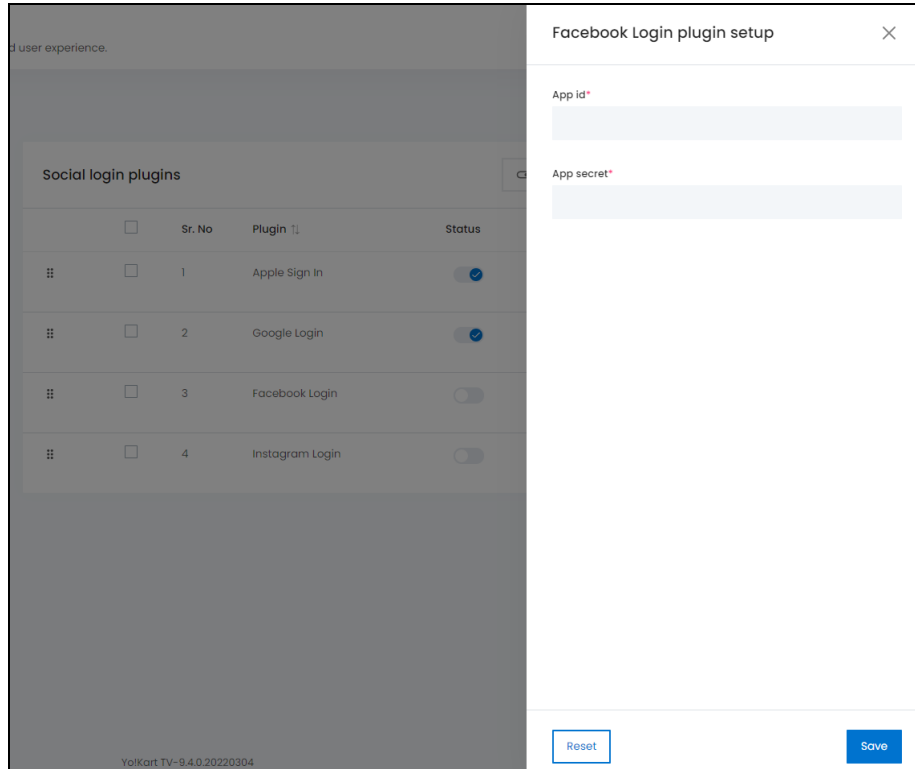
Click on the **Settings icon** and the scroll-in form will appear. Add the **App ID*,** and **App Secret*** generated in the fields provided and click on **Save**. To reset the field to its last saved settings, click on **Reset**.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Facebook & Instagram Login API Keys Setup Guide]**.

Click on the **Cross icon** ✕ at the top right corner to close the form once it has been configured and saved.

b. **Google:** You can let your users authenticate with your website by using their Google Accounts after you have integrated Google Login into it.

Sign in with Google plugin configurations

Api key*

Client id*

Client secret*

Reset   Save
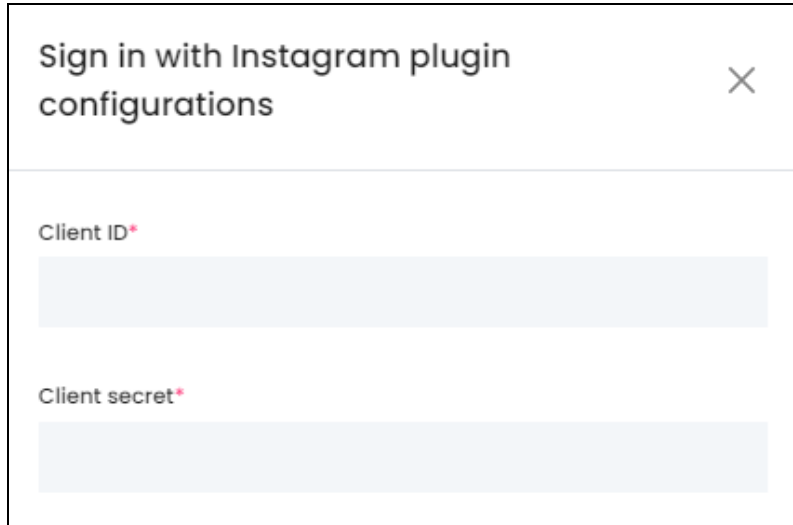
Click on the **Settings icon** and the scroll-in form will appear. Add the **Client ID*, Client Secret*,** and **Developer Key*** generated in the fields provided and click on **Save**. To reset the field to its last saved settings, click on **Reset**.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Google Login Keys Setup Guide]**.

Click on the **Cross icon** ✕ at the top right corner to close the form once it has been configured and saved.

c.   **Instagram:** The Instagram Basic Display API allows users of your website to get basic profile information, photos, and videos in their Instagram accounts to your platform and register/login using these details.
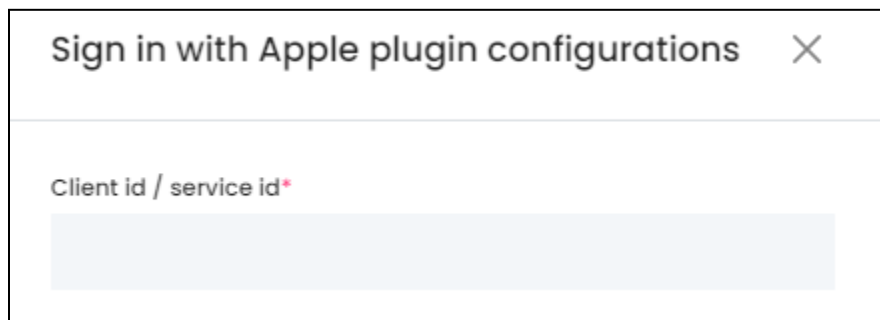
Click on the **Settings icon** and the scroll-in form will appear. Add the **Client ID*,** and **Client Secret*** generated in the fields provided and click on **Save**. To reset the field to its last saved settings, click on **Reset**.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Facebook & Instagram Login API Keys Setup Guide]**.

d. **Apple:** The Sign in with Apple REST API allows your website's servers to communicate with Apple's authentication servers. A user can Sign In to your website by using their Apple credentials if this plugin is activated.

Click on the **Settings icon** and the scroll-in form will appear. Add the **Client ID/Server ID*** generated in the field provided and click on **Save**. To reset the field to its last saved settings, click on **Reset**.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Apple Sign In Setup Guide]**.

⚠ Activating any or all of them will allow anyone to log in using their social media on the website. **Please note** to set up the above social media logins, third-party assistance guides will be shared. Please contact the YoKart team.

Click on the **Next** button icon 〉 to navigate to the next screen. Else, you can also click on the left navigation pane headers to reach the last section, Add Product.

9. **Add Product:** Just as you set up your business information, you can immediately start adding products to the marketplace that will be available for all sellers' to advertise in their shops. Click on the Next **Add Product** button to fill in the basic product-related details including:

I) To add a physical product, follow the steps below:

i. From the product catalog page click on the **New Record** ⊕ New button located at the top right corner of the list.

ii. On the next screen, **Add Product** form will open where you will be prompted to add following details:

A. Basic Details: Start by adding basic details of the product including its type, name, brand, category etc.

- **Product Type:** Select the type of product you want to list:
    - **Physical:** eg. Books, toys, clothing etc. or
    - **Digital:** eg. e-Books, software, online courses etc.
- **User:** Use dropdown list ✓ to select a user(seller) to assign a product. Products' that have been assigned to a user will belong to the seller and can be

accessed by them from their **Seller Dashboard > My Products area.** When the product isn't assigned to any of the users then by default it becomes Admin's Product that will be available for all sellers to add respective inventories. Each seller can access a list of admin added or marketplace products from Seller **Dashboard > My Products > Marketplace Products.**

- **Product Identifier:** Add a unique (alphanumeric) identifier for the product associated with its name.
- **Product Name:** Add a product name.
- **Brand:** Click on the dropdown icon ⌄ to assign a brand to your product. If the current list does not contains the intended brand, you can **Add** the same by clicking on the ==Add Brand== button located above the dropdown icon ⌄ . Once the setup is complete, you can search for the newly added brand in the brand listing and select the same to continue forward.
- **Category:** Click on the dropdown icon ⌄ to assign a category to your product. If the current list does not contains the intended product category you can **Add** the same by clicking on the ==Add Category== button located above the dropdown icon ⌄ . Once the setup is complete, you can search for the newly added category in the category listing and select the same to continue forward.
- **Model:** Add a model number, or product code that belongs to the product.
- **Minimum Selling Price:** Add a minimum selling price of the product.

⚠ The price that you set under the minimum selling price field will indicate Seller's not to sell or add related product inventories below the defined price.

- **Product Warranty:** By default, you can enter product warranty in a number of years such as 1 or 2. To add warranty in days or months, click on the dropdown icon ⌄ and add values such as 21 (days) or 2 (months).
- **Youtube Video url:** Enter a youtube video url of your product if any.
- **Description:** Enter a persuasive description explaining about the product in detail. To add formatting to the content description that you add, use the mini toolbar that helps you work with fonts, alignment, text color, indenting and bullets.

B. Variants & Options: From here you can add multiple variants and options of a product. **The options can be limited but variants can be many.** For instance, a shirt can be both 'black' and 'blue'. That would mean there are 2 variants of the product under the option 'color'. **Before you add a variant you need to add an option first**. To add a product option:

- Click on the dropdown icon ⌄ located under the **Select Option** header to select the relevant option.
- Next, select the associated value for the option located under the **Option Values** header. To add more options to a product, click on the **Add icon** ⊕ and it duplicates **Options and Option Values fields** to add further product options. If the current product option dropdown list does not display an option that you are looking for then you can **add** a new option by clicking on the **Add Product Option** ⊕ located at the bottom right corner variants and options section.

- **All Variants:** Here, see a list of variants based on the product options selected or added above. Each possible combination of option values for a particular product is known as a variant.

For example, you might sell a single shirt that comes in two sizes (small and large) and two colors (blue and red). Since the shirt has two sizes and two colors, that means this product has four variants (2 sizes x 2 colors = 4 variants).

Another example, if you sell a t-shirt in three different colors and 12 different sizes, you can create 36 distinct variations of the product. Also here you can manage inventory for each variation while maintaining a single product.

- **Product has the same ean/upc code for all variants:** Select the option Yes if the variants of the listed product have the same ean(European Article Number/upc(Universal Product Code)code. However, if it has different code, select the option No and enter unique code for each of the variants in the list.

C. Media: This allows you to quickly set up an image gallery of the product. You can either add images to a product by uploading them directly from your saved repository or reuse the images uploaded previously on other stores. To upload an image, follow the following steps:
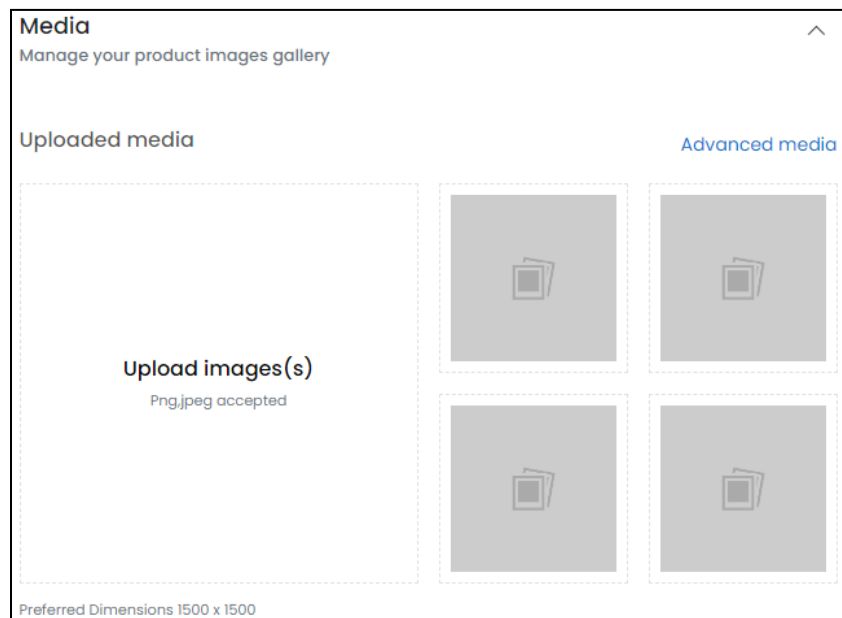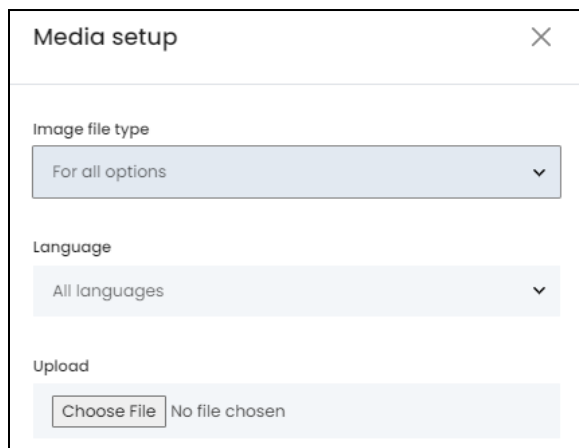
- **Upload Image(s):** This option allows you to upload a product image. Ensure that the image you upload must be in the following format JPEG, PNG, WEBP. Once the image is ready, follow the steps below:
    - Click on the Upload Images button.
    - Locate the images that you have already prepared for display. And follow the prompts that appear.

        Please remember, 1 image can be uploaded at a time.

    - Just as you click on the Open button, you will be asked to crop and resize the image to use online.

Below the panel there are easy shortcut buttons provided to help with the image adjustment including:

- ○ Rotate Left
- ○ Rotate Right
- ○ Flip Horizontal
- ○ Upload Image File
- ○ Reset
- ○ Once it's adjusted, click on the Apply button. Can also see the product image in the preview window.
- ○ Similarly, if you have secondary images of the product the same steps are to be followed to upload.
- **Advanced Media:** This option allows you to use the product image for all product options and languages.

- ○ Image FIle Type
- ○ Language
- ○ Upload

D. Specifications: Product specifications are blueprints that describe more about the product including what it be, what it should look like, and what function it will perform. Here, you can add extra product specifications such as weight, dimension etc. Specification adds more information about the listed product:

- **Name:** Add product specification details including product summary, its design, functional specs to name a few.
- **Value:** Associate specification labels with values such as overall height: 69-3", color: Black, capacity: 8.3 cu ft. etc
- **Group:** Suggest a name for the added specifications details such as Dimensions, weight, warranty etc.

E. Tax And Shipping: Submit how the tax and shipping charges will be applied to the product.

- **Tax Category:** Start typing to find a match to make a selection for the associated product tax category. You can also set up a new tax category by clicking on the Add Tax Category button .
- **Fulfillment Method:** Select the order fulfillment method used to ship and deliver the order to the customer from the dropdown list.
    - **Ship And Pickup:** The orders can be either shipped or picked up by the customers. In short, both options are available.
    - **Pickup Only:** The orders can only be picked up from the pickup address.
    - **Ship Only:** The orders can only be shipped to the customers.
- **Shipping Package:** Click on the downward arrow and a list will appear to help you select the size of the shipping package. If you don't find the right size for your listing, click on the Add Shipping Package button and follow prompts to add a new shipping package.
- **Weight:** Enter product's weight.
- **Weight Unit:** Select the appropriate product's weight unit including gram, kilogram, pound.
- **Country Of Origin:** Select location of the shipping country.
- **Shipping Profile:** Select profile to determine what rates to combine with the listing product.

II) Catalog Visibility Options :

On the right handside of the **Add A Product** panel there are settings related to display catalog visibility, approval status, mark as featured, COD and tags. Let's understand what they means one by one:

a. **Active:** Product(s) that are:
   - **Active products:** Active products are available for the sellers to add an inventory for. Once a seller adds an inventory for an active product, the product is available on the frontend for the buyer to purchase.
   - **Inactive:** Inactive products exist in the database but do not appear on the frontend for the buyers to make a purchase. They are temporarily hidden from the inventory page and other product searches.
   -
b. **Approval Status:** Depending upon the settings enabled in the admin console, an approval is required for products that are added by the seller. Once approved, seller's can add inventories of the requested product. The toggle ON indicates the product is approved.

c. **Update Other Languages Data:** Turn **ON** this **toggle switch** to update information into other languages enabled in the system.

> This option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

d. **Mark As Featured:** Enable this toggle switch to allow selected product(s) to appear under the Featured header placed below the product details on the storefront. Featured products help sellers' to highlight the selected items on the storefront for buyers to quickly navigate.

e. **Available For Cash On Delivery:** To make cash on delivery option available for the listed product, enable this toggle switch. This option is applicable only when the shipping fulfillment method is selected as Ship Only.

f. **Tags:** Tags are descriptive product identification keywords that are associated with products. They are created to make it easier for buyers' to search for a product. To add a tag, begin typing into the provided text field whenever done, use the shortcut keyboard button Enter and tag will be added with the product.

Once information has been added, click on the **Save** button located on the top right corner and congratulations you have created a new catalog. Follow the same steps as above to continue adding more products in the catalog.

Once product information is added, click on the **Save** button. Next, you will be redirected to the **language** tab. The form has the same fields displayed on the Add Product form:

● **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

● **Autofill Language Data Icon** : Click on this icon to automatically fill in the data for the subsequent fields in the selected language.

> This button is only visible if the Microsoft Translator API has been added under Settings > System Configuration > Third-Party API.
> The fields will already be auto-filled if you had turned ON the Update Other Languages Data toggle switch in the last tab.

Don't forget to click on the Save button to successfully add a product to the catalog.

III) Browse By Heading:

Towards the left hand side panel, there are headings in the **Navigation** pane to show you on which segment of the **Add Product** form you are at. To quickly navigate to the particular section, click their appropriate headers and you will jump to the selected section.

II) To add a Digital product, follow the steps below:

    i.   From the product catalog page click on the **New Record** ⊕ New button located at the top right corner of the list.

    ii.   On the next screen, **the Add Product** form will open. Select the checkbox **Digital** located besides **Product Type** where you will be prompted to add following details:

A. Basic Details: Start by adding basic details of the product including its type, name, brand, category etc.

Add product
Fields with (*) are mandatory

English ⌄

Basic details
Manage product basic informations

Product type*

○ Physical   ✓ Digital

User

Select user ⌄

Product identifier*

_____

A unique identifier associated for product name

Product name*

_____

A name of the product to be listed

Brand   Add brand

⌄

Category*   Add category

⌄

Model*

_____

Minimum selling price [$]*

_____

Youtube video url

_____

Attachment at inventory level*

○ Yes   ✓ No

Product download attachements at inventory level info

Description

_____

- **Product:** To add a digital product, select Digital as product type.
- **User:** Use dropdown list ⌄ to select a user(seller) to assign a product. Products' that have been assigned to a user will belong to the seller and can be

accessed by them from their **Seller Dashboard > My Products area.** When the product isn't assigned to any of the users then by default it becomes Admin's Product that will be available for all sellers to add respective inventories. Each seller can access a list of admin added or marketplace products from Seller **Dashboard > My Products > Marketplace Products.**

- **Product Identifier:** Add a unique (alphanumeric) identifier for the product associated with its name.
- **Product Name:** Add a product name.
- **Brand:** Click on the dropdown icon ⌄ to assign a brand to your product. If the current list does not contains the intended brand, you can **Add** the same by clicking on the **Add Brand** button located above the dropdown icon ⌄ . Once the setup is complete, you can search for the newly added brand in the brand listing and select the same to continue forward.
- **Category:** Click on the dropdown icon ⌄ to assign a category to your product. If the current list does not contains the intended product category you can **Add** the same by clicking on the **Add Category** button located above the dropdown icon ⌄ . Once the setup is complete, you can search for the newly added category in the category listing and select the same to continue forward.
- **Model:** Add a model number, or product code that belongs to the product.
- **Minimum Selling Price:** Add a minimum selling price of the product.

⚠️ The price that you set under the minimum selling price field will indicate Seller's not to sell or add related product inventories below the defined price.

- **Youtube Video url:** Enter a youtube video url of your product if any.
- **Attachment At Inventory Level:** Select Yes if you want to attach the digital file or URL during the inventory setup. Select No, if you want to attach the file or URL under this form itself.
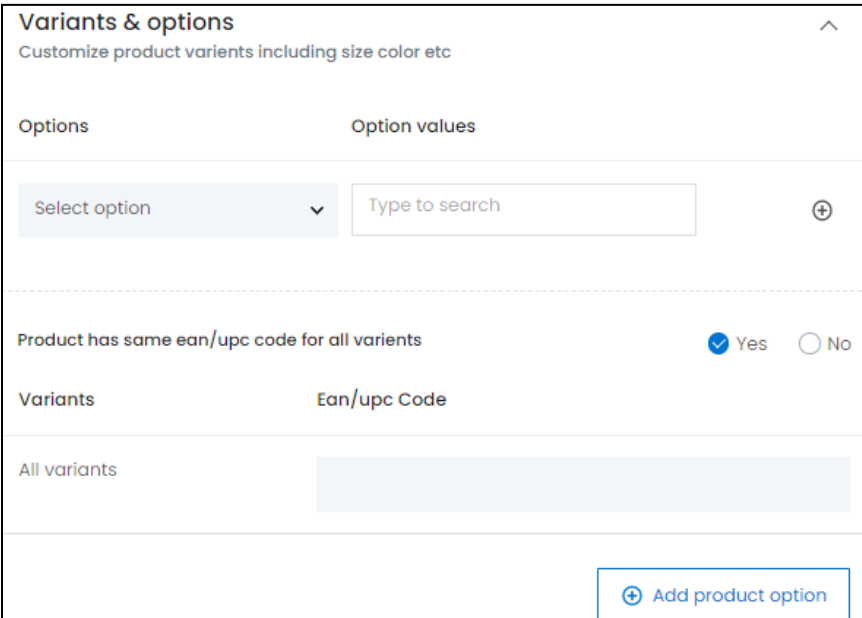
⚠️ If you select **NO**, and once you click on **Save** to upload the product, **two additional sections** will appear below the form. Remember to fill them so that the buyers can get the product once they purchase it.

- **Description:** Enter a persuasive description explaining about the product in detail.

B. Variants & Options: From here you can add multiple variants and options of a product. The options can be limited but variants can be many. For instance, an antivirus package can have two versions: '2.3' and '2.4'. That would mean there are 2 variants of the product under the option 'version'. Before you add a variant you need to add an option first. To add a product option:

- **Options:** Click on the dropdown icon ⌄ located under the **Select Option** header to select the relevant option.
- Next, select the associated value for the option located under the **Option Values** header. To add more options to a product, click on the **Add icon** ⊕ and it duplicates **Options and Option Values fields** to add further product options. If the current product option dropdown list does not display an option that you are looking for then you can **add** a new option by clicking on the **Add Product Option** ⊕ located at the bottom right corner variants and options section.

- **Product has the same ean/upc code for all variants:** Select the option Yes if the variants of the listed product have the same ean(European Article Number/upc(Universal Product Code)code. However, if it has different code, select the option No and enter unique code for each of the variants in the list.
- **All Variants:** Here, see a list of variants based on the product options selected or added above. Each possible combination of option values for a particular product is known as a variant. For example, you might sell a single shirt that comes in two sizes (small and large) and two colors (blue and red). Since the shirt has two sizes and two colors, that means this product has four variants (2 sizes x 2 colors = 4 variants). Another example, if you sell a t-shirt in three different colors and 12 different sizes, you can create 36 distinct variations of the product. Also here you can manage inventory for each variation while maintaining a single product.

C. Media: This allows you to quickly set up an image gallery of the product. You can either add images to a product by uploading them directly from your saved repository or reuse the images uploaded previously on other stores. To upload an image, follow the following steps:
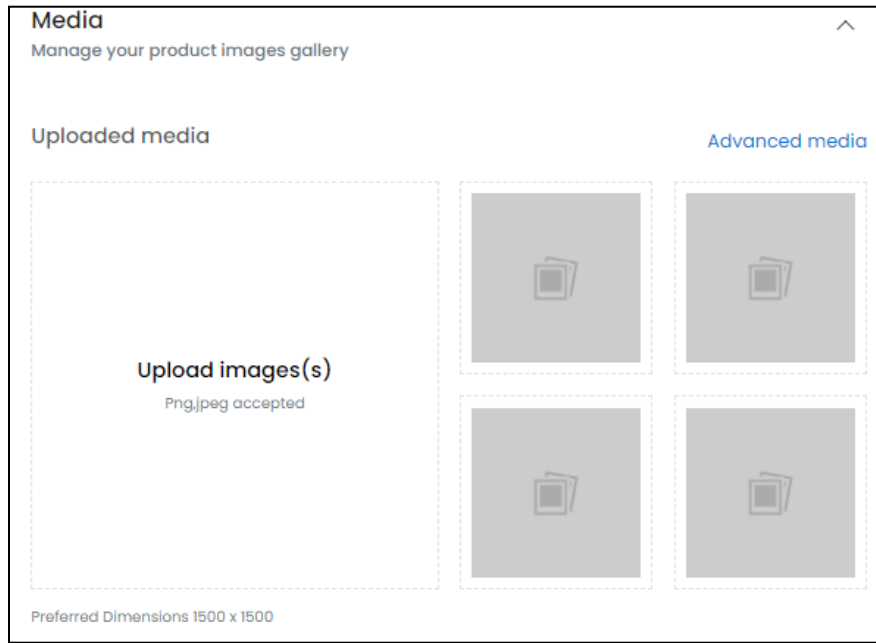
- **Upload Image(s):** This option allows you to upload a product image. Ensure that the image you upload must be in the following format JPEG, PNG,. Once the image is ready, follow the steps below:
    - Click on the Upload Images button.
    - Locate the images that you have already prepared for display. And follow the prompts that appear. Please remember, 1 image can be uploaded at a time.
    - Just as you click on the Open button, you will be asked to crop and resize the image to use online.
    - Below the panel there are easy shortcut buttons provided to help with the image adjustment including:
        - Rotate Left
        - Rotate Right
        - Flip Horizontal
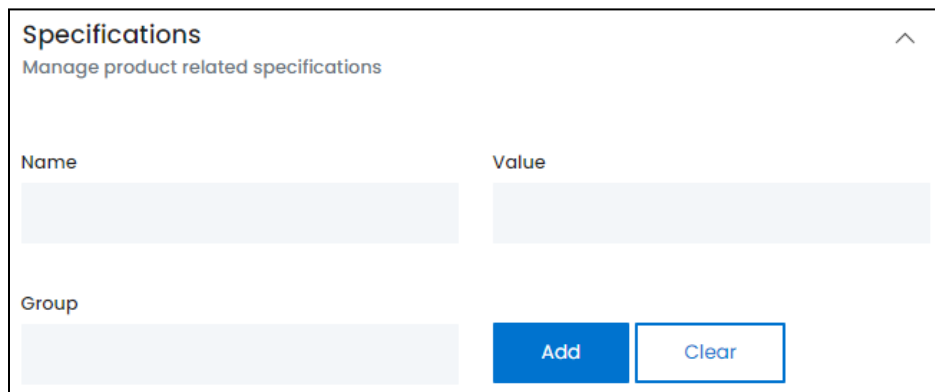   - Upload Image File
        - Reset

- Once it's adjusted, click on the Apply button. Can also see the product image in the preview window.
- Similarly, if you have secondary images of the product the same steps are to be followed to upload.

- **Advanced Media:** This option allows you to use the product image for all product options and languages.

- Image FIle Type
- Language
- Upload

D. Specifications: Product specifications are blueprints that describe more about the product including what it be, what it should look like, and what function it will perform. Here, you can add extra product specifications such as weight, dimension etc. Specification adds more information about the listed product:

- **Name:** Add product specification details including product summary, user stories, functional specs to name a few.
- **Value:** Associate specification labels with values such as overall height: 69-3", color: Black, capacity: 8.3 cu ft. etc
- **Group:** Suggest a name for the added specifications details such as Dimensions, weight, warranty etc.

E. Tax And Shipping: Submit how the tax and shipping charges will be applied to the product.

- **Tax Category:** Start typing to find a match to make a selection for the associated product tax category. Also you can set up a new tax category by clicking on the Add Tax Category button .
- **Country Of Origin:** Select location of the shipping country.

F. Digital Files: A button to add digital files is provided to upload digital product content. Once you click on the **+Digital files** button, a **Digital File Attachment Setup** scroll in-form will open that prompts you to add following information:

This option is only visible when the Attachment at Inventory Level option is selected as 'No'.

- **Option:** Select the option from the list to associate with the product.
- **Language:** Select the preferred language from the dropdown list.
- **Upload file:** Click on the **Choose File** button and select the file from the destination folder to upload. The file that you upload here will be available for buyers to download.

- **Upload preview:** Click on the **Choose File** button and select the file preview. This helps buyers to see what is actually behind the product before they make a purchase.
- **Attach with existing orders:** There are two options that you can select from the list, Yes or No. The former means sharing a new version or additional supporting files to all the completed orders where both new and existing buyers can download the file. The latter means making the additional files available only for new buyers.

G. Digital Links: A button to add digital links is provided to upload digital links of the product. Once you click on the **+Digital links** button, a **Digital Links Setup scroll in-form** will open that prompts you to add following information:

This option is only visible when the Attachment at Inventory Level option is selected as 'No'.

- **Option:** Select the option from the list to associate the added downloadable link of the product.
- **Language:** Select the preferred language from the dropdown list.
- **Downloadable Link:** Paste the downloadable link URL.
- **Preview Link:** Paste the preview link URL.
- **Attach with existing orders:** There are two options that you can select from the list, Yes or No. The former means sharing a new version or additional supporting files to all the completed orders where both new and existing buyers can download the file. The latter means making the additional files available only for new buyers.

II) Right Panel Options- For product visibility

On the right handside of the **Add A Product** panel there are settings related to display catalog visibility, approval status, mark as featured, COD and tags. Let's understand what they means one by one:

a. **Active:** Product(s) that are:
   ● **Active products:** Active products are available for the sellers to add an inventory for. Once a seller adds an inventory for an active product, the product is available on the frontend for the buyer to purchase.
   ● **Inactive:** Inactive products exist in the database but do not appear on the frontend for the buyers to make a purchase. They are temporarily hidden from the inventory page and other product searches.

b. **Approval Status:** Depending upon the settings enabled in the admin console, an approval is required for products that are added by the seller. Once approved, seller's can add inventories of the requested product. The toggle ON indicates the product is approved.

c. **Update Other Languages Data:** Turn **ON** this **toggle switch** to update information into other languages enabled in the system.

This option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been

configured.

d. **Mark As Featured:** Enable this **toggle** ☑ **switch** to allow selected product(s) to appear under the **Featured** header placed below the product details on the storefront. Featured products help sellers' to highlight the selected items on the storefront for buyers to quickly navigate.

e. **Tags:** Tags are descriptive product identification keywords that are associated with products. They are created to make it easier for buyers' to search for a product. To add a tag, begin typing into the provided text field whenever done, use the shortcut keyboard button **Enter** and tag will be added with the product.

Once information has been added, click on the **Save** button located on the top right corner and congratulations you have created a new catalog. Follow the same steps as above to continue adding more products in the catalog.

III) Browse By Heading:
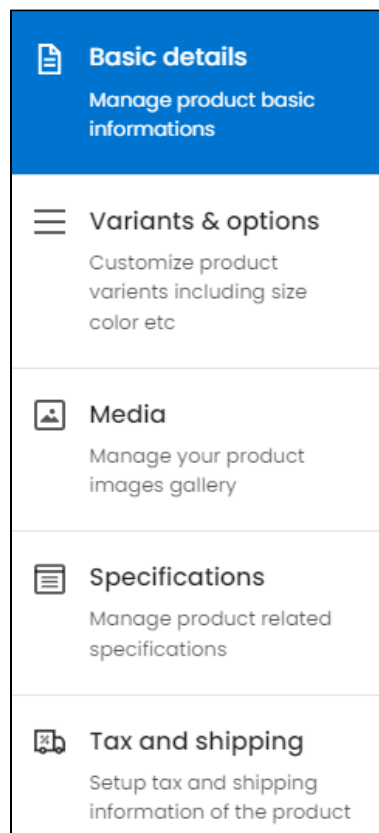
Towards the left hand side panel there are headings in the **Navigation** pane to show you on which segment of the **Add Product** form you are at. To quickly navigate to the particular section, click their appropriate headers and you will jump to the selected section.

Once product information is added, click on the **Save** button. Next, you will be redirected to the language tab. The form has the same fields displayed on the **Add Product** form:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click on this icon to automatically fill in the data for the subsequent fields in the selected language.

> ⛔ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configuration > Third-Party API.**
> The fields will already be **auto-filled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

Don't forget to click on the **Save** button to add the product to appear in the managed products catalog listing.