

How to Add Products to the Marketplace

June 11, 2021



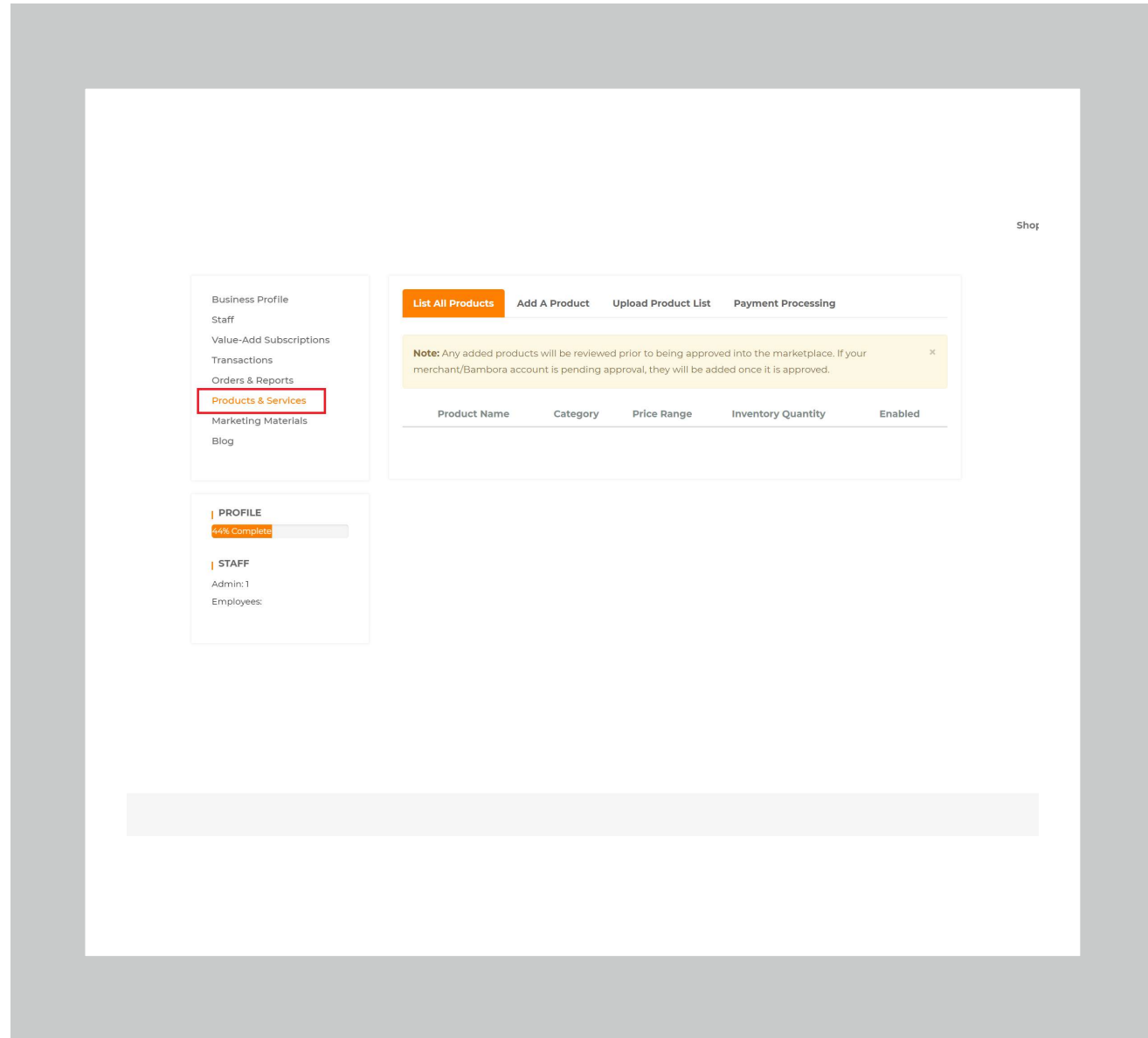
Manage Business

1. Product management can be found in the 'Manage Business' section of the site. Begin by clicking 'Account Settings' located in the navigation bar.
2. Click 'Manage Business' in the drop-down menu.



Products & Services

- Click 'Products & Services' on the left-hand side of the screen to start adding/managing your products.



Add a Product

- Click the 'Add a Product' tab
- Be sure to select the correct category, a product image, inventory count, and price.
- When you click Save at the bottom of the form, your product will show up under the 'List All Products' tab.
- Your product will be added to the product quality assurance queue before going live on the Marketplace.
- Once the information for the product is verified, it will go live on the marketplace for customers to purchase.

Business Profile
Staff
Value-Add Subscriptions
Transactions
Orders & Reports
Products & Services
Marketing Materials
Blog

PROFILE
44% Complete

STAFF
Admin: 1
Employees:

List All Products **Add A Product** Upload Product List Payment Processing

Note: Any added products will be reviewed prior to being approved into the marketplace. If your merchant/Bambora account is pending approval, they will be added once it is approved.

Product Name Required


Description Required

If you'd like to format the text above, use this [page](#) as a reference.

Category Required

Primary Image Required

The Primary Image will be the main image displayed for this product. Please upload a **jpg file less than 5 MB**. You will be able to add secondary images (e.g. nutritional information) after adding the product.



Tag

Separate each tag by a comma. Tags are used as search terms when users search for your product.

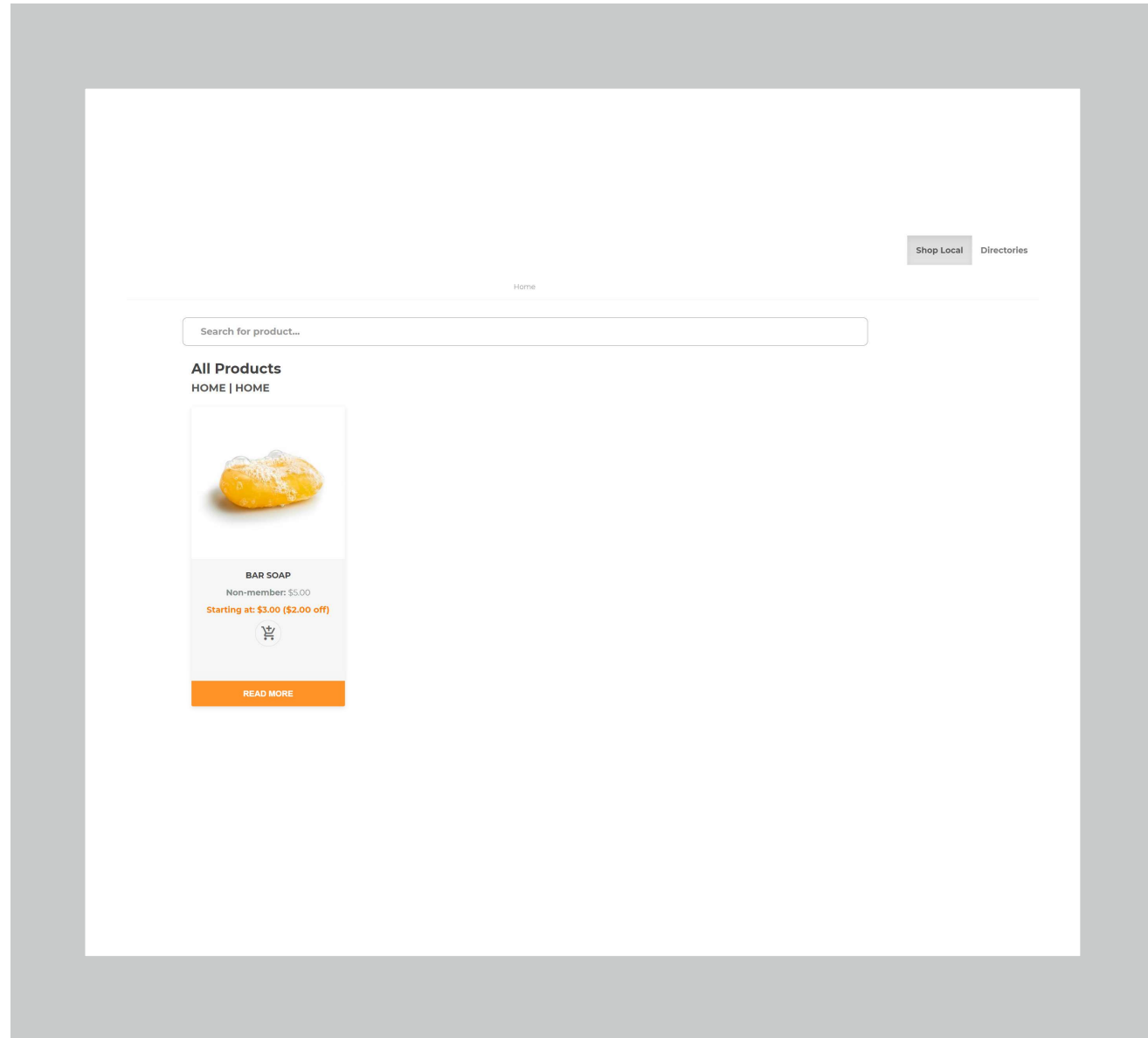
YouTube Video ID

Visit your desired YouTube video and click the 'share' button. You should see a link resembling one like this: 'https://youtu.be/G52dUQLxPzg'. Paste the text after the 'youtu.be/' part of the link ('G52dUQLxPzg' from the example).

Regular Price Required

Marketplace

- When your products have been approved, they will appear on the marketplace and will have a dedicated page.



Product Page

- The image on the right shows the slideshow of secondary images that users can view.



BAR SOAP

[Home](#) | [Home](#)

[See More from Mario's Soap Dispensary](#)

Non-member/regular price: \$5.00

\$3.00 (\$2.00 off)

Description

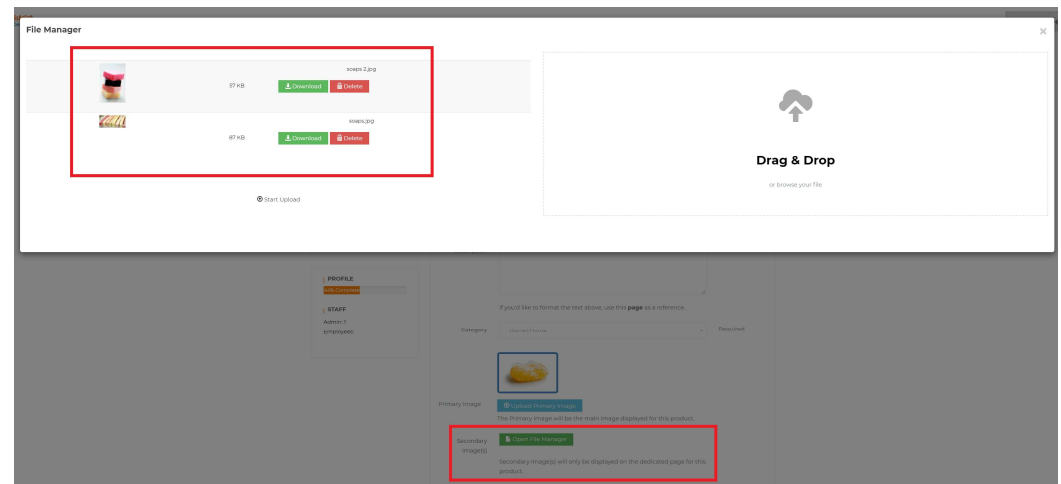
Set of 5 bars of soap

OPTIONS

ADD TO CART

Add Secondary Images (Optional)

- After you have added your product, you will have the ability to add secondary images that will display as a slideshow on the product page for your product.



Add Discounted/Promotional Pricing (Optional)

- To add discounted pricing for businesses that are members of the chamber, specify a price in the 'Discounted Price' field.
- To add a limited time sale promotion, click the 'Add promotional pricing' link.

The screenshot displays a web interface for managing business profiles. On the left, a sidebar menu includes 'Business Profile', 'Staff', 'Value-Add Subscriptions', 'Transactions', 'Orders & Reports', 'Products & Services' (highlighted), 'Marketing Materials', and 'Blog'. Below the menu, there are sections for 'PROFILE' (64% Complete) and 'STAFF' (Admin: 1, Employees: 0).

The main content area is a form for product management. It includes the following fields and options:

- YouTube Video ID:** A text input field with instructions: "Visit your desired YouTube video and click the 'share' button. You should see a link resembling one like this: 'https://youtu.be/GS2dUQLxPzg'. Paste the text after the 'youtu.be/' part of the link ('GS2dUQLxPzg' from the example)." A "Required" label is present to the right.
- Regular Price:** A text input field containing "\$5.00".
- Period:** A dropdown menu set to "One-time".
- Discounted Price:** A text input field containing "\$3.00". This field is highlighted with a red border.
- Sales Promotion:** A link labeled "Add promotional pricing to this product".
- Inventory Quantity:** A text input field with instructions: "Set limit or set to zero if sold out. Leave blank for no limit."
- Options:** A text input field with instructions: "List one item per line to produce a selection of options. Users will be required to select one of these items. Leave this blank if not required."
- Single Quantity Only:** A checkbox labeled "Single Quantity Only" with instructions: "Product is limited to 1 qty on checkout."
- Disable Product:** A dropdown menu.
- SKU:** A text input field.
- Age Restriction:** A text input field with instructions: "Minimum age requirement to purchase this product. Leave blank if not required."
- Instructions:** A dropdown menu with instructions: "Allow customers to leave special instructions when purchasing your".

Promotional Sale Pricing (Optional)

- Clicking the 'Add promotional pricing' link as shown in the previous slide will take you to this screen.
- Be sure to add a price and the date range for when the sale is effective for.
- Click the 'Discounted Price' checkbox if you want this sale price to only apply to businesses that are members.
- Click 'Save' at the bottom of the form to save your price.
- The 'Instructions' and 'File Options' fields will be covered later in the documentation.

The screenshot shows a web application interface for managing products. On the left is a sidebar with navigation links: Business Profile, Staff, Value-Add Subscriptions, Transactions, Orders & Reports, Products & Services (highlighted), Marketing Materials, and Blog. Below this is a 'PROFILE' section with a '64% Complete' progress bar and a 'STAFF' section listing 'Admin: 1' and 'Employees:'. The main content area has a breadcrumb trail: List All Products > Add A Product > Upload Product List > Payment Processing. A yellow note states: 'Note: Any added products will be reviewed prior to being approved into the marketplace. If your merchant/Bambora account is pending approval, they will be added once it is approved.' The main form is titled 'Back to Product' and contains the following fields: Price (1, Required), Eff Date (2021-06-11, yyyy-mm-dd), Exp Date (2021-07-02, yyyy-mm-dd), a 'Discounted Price' checkbox (checked) with the text 'Special pricing for businesses that are Members', an 'Instructions' dropdown menu, an 'Instructions Description' text area, a 'File Options' section with the heading 'Allow users to upload a file when purchasing your product', a 'File Upload' dropdown menu, a 'Title' field (25 character limit, The title for the file description), and a 'File Description' text area (Describes the purpose of the file (e.g. "Business Logo")).

Promotional Sale Pricing (Optional)

- After saving your sale price, navigate back to the 'Products & Services' tab
- You should see a table displaying your added price.
- You can edit your sale price here and check its approval status.
- Once your sale price is approved, you will not be able to edit it.

The screenshot shows a software interface for managing product pricing. On the left, a sidebar menu includes 'Business Profile', 'Staff', 'Value-Add Subscriptions', 'Transactions', 'Orders & Reports', 'Products & Services' (highlighted), 'Marketing Materials', and 'Blog'. Below the menu are sections for 'PROFILE' (with a 'View Complete' link) and 'STAFF' (listing 'Admin: 1' and 'Employees:').

The main content area is titled 'Sales Promotion' and features a table for promotional pricing. A red box highlights the table, which has the following data:

Sales Promotion							
Add promotional pricing to this product							
Edit	Price	Eff Date	Exp Date	Discounted Price	Instructions	File Upload	Sta
<input checked="" type="checkbox"/>	\$1.00	2021-06-11	2021-07-02				Per App

Below the table, there are several form fields: 'Inventory Quantity' (with a note 'Set limit or set to zero if sold out. Leave blank for no limit'), 'Options' (with a note 'List one item per line to produce a selection of options. Users will be required to select one of these items. Leave this blank if not required.'), a checkbox for 'Single Quantity Only' (with a note 'Product is limited to 1 qty on checkout'), 'Disable Product', 'SKU', 'Age Restriction' (with a note 'Minimum age requirement to purchase this product. Leave blank if not required.'), and 'Instructions' (with a note 'Allow customers to leave special instructions when purchasing your').

Product Options (Optional)

- The following steps will show you how to add options to your products that customers can select before purchasing.



BAR SOAP

[Home](#) | [Home](#)

See More from [Mario's Soap Dispensary](#)

Non-member/regular price: \$5.00

\$3.00 (\$2.00 off)

Description

Set of 5 bars of soap

OPTIONS

OPTIONS
STRAWBERRY SCENT
LAVENDER SCENT
VARIETY MIX
NO SCENT

ADD TO CART

Product Options (Optional)

- To produce a list of options as shown in the previous slide for your product, list one item per line in the 'Options' field.
- Users will be required to select one of these items.
- Leave blank if not required.

The screenshot displays a product configuration page with a sidebar on the left and a main form on the right. The sidebar includes a navigation menu with 'Products & Services' highlighted, and sections for 'PROFILE' (80% Complete) and 'STAFF' (Admin: 1, Employees: 0). The main form contains the following fields:

- Regular Price:** \$5.00 (Required)
- Period:** One-time
- Discounted Price:** \$3.00
- Sales Promotion:** Add promotional pricing to this product
- Inventory Quantity:** (Empty)
- Options:** A text area containing a list of options: Strawberry Scent, Lavender Scent, Variety Mix, No Scent. This field is highlighted with a red border.
- Single Quantity Only:** (Product is limited to 1 qty on checkout)
- Disable Product:** (Empty)
- SKU:** (Empty)
- Age Restriction:** (Empty)
- Instructions:** Optional - Instructions not mandatory for purchasing
- Instructions Description:** Please specify if you would like your purchase gift wrapped

Below the Options field, there is a note: "List one item per line to produce a selection of options. Users will be required to select one of these items. Leave this blank if not required."

File Options and Product Instructions (Optional)

- The following steps will teach you how to show the interface on the right for customers to use when they reach the Checkout page.
- What are Product Instructions?
 - This product configuration option will allow customers to leave special instructions when purchasing your product (e.g. gift wrapping) at the checkout page.
- What are File Options?
 - This product configuration option will allow customers to upload a file along with the purchase of your product (e.g. an image file for a graphic t-shirt). This file can be downloaded from the email that is sent to you when a customer purchases your product.

Review Cart
HOME

01 SHOPPING CART

02 CHECKOUT

03 COMPLETE

Bar Soap
Variety Mix

\$3.00
\$3.00/ea

Reg: \$5.00/ea
(\$2.00 off)

Quantity: 1

Instructions: Please specify if you would like your purchase gift wrapped

Please gift wrap my order

Soap Image:

If you would like a custom image to display on your bars of soap, please upload an image we can use.

Current file: Bar Soap.jpg

Valid file extensions: jpg png

File successfully saved!

Choose File | dove.jpg

UPLOAD

ORDER DETAILS

One-time Total	\$3.00
Weekly Total	\$0.00
Monthly Total	\$0.00
Order Total	\$3.00

NEXT >

Adding Product Instructions (Optional)

- In the 'Instructions' field, you can specify whether instructions for your product are optional or required. Leave blank if not applicable.
- In the 'Instructions Description' field, specify a prompt that will show on checkout for what instructions customers need to leave for your product.

The screenshot displays a product configuration interface. On the left, a sidebar menu includes 'Business Profile', 'Staff', 'Value-Add Subscriptions', 'Transactions', 'Orders & Reports', 'Products & Services' (highlighted), 'Marketing Materials', and 'Blog'. Below this, a 'PROFILE' section shows '44% Complete' and a 'STAFF' section with 'Admin: 1' and 'Employees:'. The main content area features a large text input field at the top. Below it, there is a checkbox for 'Single Quantity Only' with the note 'Product is limited to 1 qty on checkout'. Further down are dropdown menus for 'Disable Product' and 'Age Restriction' (with a note: 'Minimum age requirement to purchase this product. Leave blank if not required.'). At the bottom, the 'Instructions' field is set to 'Optional - Instructions not mandatory for purchasing' and the 'Instructions Description' field contains the text 'Please specify if you would like your purchase gift wrapped'. These two fields are enclosed in a red rectangular box.

Adding File Options (Optional)

- In the 'File Upload' field, you can specify whether customers can upload a file along the with purchase of your product. Leave blank if not applicable.

The screenshot displays a product configuration interface. On the left, a sidebar lists various sections: Business Profile, Staff, Value-Add Subscriptions, Transactions, Orders & Reports, Products & Services (highlighted), Marketing Materials, and Blog. Below this, the 'PROFILE' section is shown as 88% complete, and the 'STAFF' section lists 'Admin: 1' and 'Employees:'. The main content area is divided into sections. The 'Instructions Description' section includes a text input field and a prompt: 'Prompt that tells customers what instructions they need to leave (e.g. Please specify if you would like your purchase gift wrapped)'. The 'File Options' section, highlighted with a red border, is titled 'Allow users to upload a file when purchasing your product'. It contains a 'File Upload' dropdown menu set to 'Optional - File upload not mandatory for purchasing'. Below this is a text input field for 'Title' with the value 'Soap Image' and a label 'The title for the file description'. A 'File Description' text area contains the text: 'If you would like a custom image to display on your bars of soap, please upload an image we can use.' Below the description is a label 'Describes the purpose of the file (e.g. "Business Logo")'. The 'File Extensions' field contains 'JPG' and 'PNG' with a label 'Leave this field blank to accept all file extensions. If needed, please separate each valid file extension by a new line.' At the bottom of the 'File Options' section is a 'SAVE' button.

Exporting Your Products (Optional)

- Navigate to the 'List All Products' tab
- Click the 'Export Products' button to download a CSV file of all your products.
- This file can be reused to do a bulk update of your products in the 'Upload Product List' tab.

The screenshot displays a web dashboard interface. On the left, there is a sidebar menu with the following items: Business Profile, Staff, Value-Add Subscriptions, Transactions, Orders & Reports, Products & Services (highlighted in orange), Marketing Materials, and Blog. Below the menu are two profile sections: 'PROFILE' with a '77% Complete' progress bar, and 'STAFF' showing 'Admin: 1' and 'Employees:'. The main content area has a top navigation bar with 'List All Products' (highlighted in orange), 'Add A Product', 'Upload Product List', and 'Payment Processing'. A yellow notification box contains a note: 'Note: Any added products will be reviewed prior to being approved into the marketplace. If your merchant/Bambora account is pending approval, they will be added once it is approved.' Below the notification is a table with columns: Product Name, Category, Price Range, Inventory Quantity, and Enabled. The 'EXPORT PRODUCTS' button is highlighted with a red box. The table contains one row: 'Bar Soap' under 'Product Name', 'Home | Home' under 'Category', '\$3.00 - \$5.00' under 'Price Range', and a checkmark under 'Enabled'. At the bottom of the dashboard, there are three sections: 'MY ACCOUNT' with links for My Account, My Cart, Login, Sign Up, and Check out; 'GET IN TOUCH' with contact information for Mario & District Chamber of Commerce (20 Happy Street, Calgary, AB, Canada, TY8 K9L, 7809875177, marlo@wisebox.solutions, www.marlochamber.ca); and a partially visible 'IN' section.

Importing Your Products (Optional)

- Navigate to the 'Upload Product List' tab.
- Follow the provided instructions on the screen.

Shop Local Dire

Business Profile
Staff
Value-Add Subscriptions
Transactions
Orders & Reports
Products & Services
Marketing Materials
Blog

PROFILE
77% Complete

STAFF
Admin: 1
Employees:

List All Products Add A Product **Upload Product List** Payment Processing

Note: Any added products will be reviewed prior to being approved into the marketplace. If your merchant/Bambora account is pending approval, they will be added once it is approved.

To bypass manual entry of marketplace products, upload a csv file that follows the template and steps below.

1. Open an excel spreadsheet and fill in the rows and columns with the data for each product.
 - a. Specifically label the first row with the titles: Product Name, Description, Category, Inventory Quantity, Price, MinQty, MaxQty, SKU and ImageUri (must be a link to .jpg file) as is shown in the table or download the csv template with the pre-filled titles below.
 - b. Make sure to fill in the Product Name, Category and Price for each product you list, as these are required fields. Other fields can be left blank if no information can be provided. The SKU and Product Name may be used for updates on existing products, so keep these fields unique for new items.
2. Save the file with a .csv (comma separated values) extension and upload here.

DOWNLOAD FILE

Product Name	Description	Category	Inventory Quantity	Price	MinQty	MaxQty	SKU	ImageUri
Business cards (100 pack)	Customizable business cards with Chamber logo and your business details	Merchandise Merchandise	50 000	\$60	5	100	8000148	https://cdn.businesscontent/uploads/201business-card-design

Upload

Choose File No file chosen

UPLOAD

FAQ's

- If I run out of stock, what do I do?

1. Navigate to 'Products & Services' in Manage Business.
2. In the 'List All Products' tab, choose the product that has ran out of stock.
3. Set the 'Inventory' field to 0.
4. This will show the product as out of stock on our site. Please note that once your product has been purchased, the inventory amount should adjust automatically.
5. Click 'Save' at the bottom of the form.

The screenshot displays a product management interface. On the left is a sidebar menu with the following items: Business Profile, Staff, Value-Add Subscriptions, Transactions, Orders & Reports, Products & Services (highlighted in orange), Marketing Materials, and Blog. Below the menu are two sections: 'PROFILE' with a 77% completion bar and 'STAFF' with 'Admin: 2' and 'Employees:'. The main content area contains several fields: 'Period' (One-time), 'Discounted Price' (\$3.00), 'Sales Promotion' (Add promotional pricing to this product), 'Inventory Quantity' (0, highlighted with a red box), and 'Options' (Strawberry Scent, Lavender Scent). Below the options is a checkbox for 'Single Quantity Only' and a 'Disable Product' dropdown menu.

FAQ's

- If I want to remove a product, what should I do?
 1. Navigate to 'Products & Services' in Manage Business.
 2. In the 'List All Products' tab, choose the product that you would like to remove.
 3. In the 'Disable Product' field, choose if you want to disable or delete your product from the marketplace.
 4. Click 'Save' at the bottom of the form.

The screenshot displays a product management form. On the left is a navigation menu with categories: Business Profile, Staff, Value-Add Subscriptions, Transactions, Orders & Reports, Products & Services (highlighted), Marketing Materials, and Blog. Below this are sections for PROFILE (77% Complete) and STAFF (Admin: 2, Employees: 0). The main form area includes a 'Disable Product' dropdown menu, which is highlighted with a red box. The dropdown options are 'Disabled - product is saved but unpublished and hidden from the marketplace' and 'Deleted - product is completely removed from listings'. Other form fields include 'Age Restriction' (with a minimum age requirement), 'Instructions' (set to 'Optional - instructions not mandatory for purchasing'), and a field for 'Please specify if you would like your purchase gift wrapped'. The top right corner shows navigation links for 'Shop Local', 'Directories', and 'Account'.

FAQ's

- Is there a way to track my product's activity on the marketplace?
 1. Under the Manage Business page, go to Orders & Reports.
 2. Use data in reports to analyze how much product you need to keep on the Marketplace to maintain sales.
 3. You can also replace and refund orders here.

The screenshot displays a business management interface. On the left, there are two vertical navigation menus. The top menu includes: Business Profile, Staff, Value-Add Subscriptions, Transactions, **Orders & Reports** (highlighted), Products & Services, Marketing Materials, and Blog. The bottom menu includes: **PROFILE** (77% Complete), and **STAFF** (Admin: 2, Employees: 0). The main content area is divided into three sections. The top section is a 'FILTER' panel with input fields for 'Start Date' (2021-06-06), 'End Date' (2021-06-12), and a 'Product' dropdown menu set to 'All Products'. An 'APPLY' button is located below these fields. The middle section is titled 'RESULTS FOR ALL PRODUCTS' and features three tabs: 'One-Time Sales' (selected), 'Active Subscriptions', and 'Added/Removed Subscriptions'. Below the tabs is a 'Download' button and a 'Show 10 entries' dropdown. A search bar is also present. The bottom section is a data table with the following columns: Confirmation Number, Date Of Pick up, Date of Entry, Bill To, Ship To, Quantity, Payment Total, and Refunded Total. A single row is visible with the following data: Confirmation Number: 10005553, Date Of Pick up: [redacted], Date of Entry: 2021-06-11, Bill To: [redacted], Ship To: [redacted], Quantity: 1, Payment Total: \$3.00, and Refunded Total: \$0.00. Below the table, there are 'Previous', '1', and 'Next' navigation buttons, and a note 'Showing 1 to 1 of 1 entries'.