# 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.
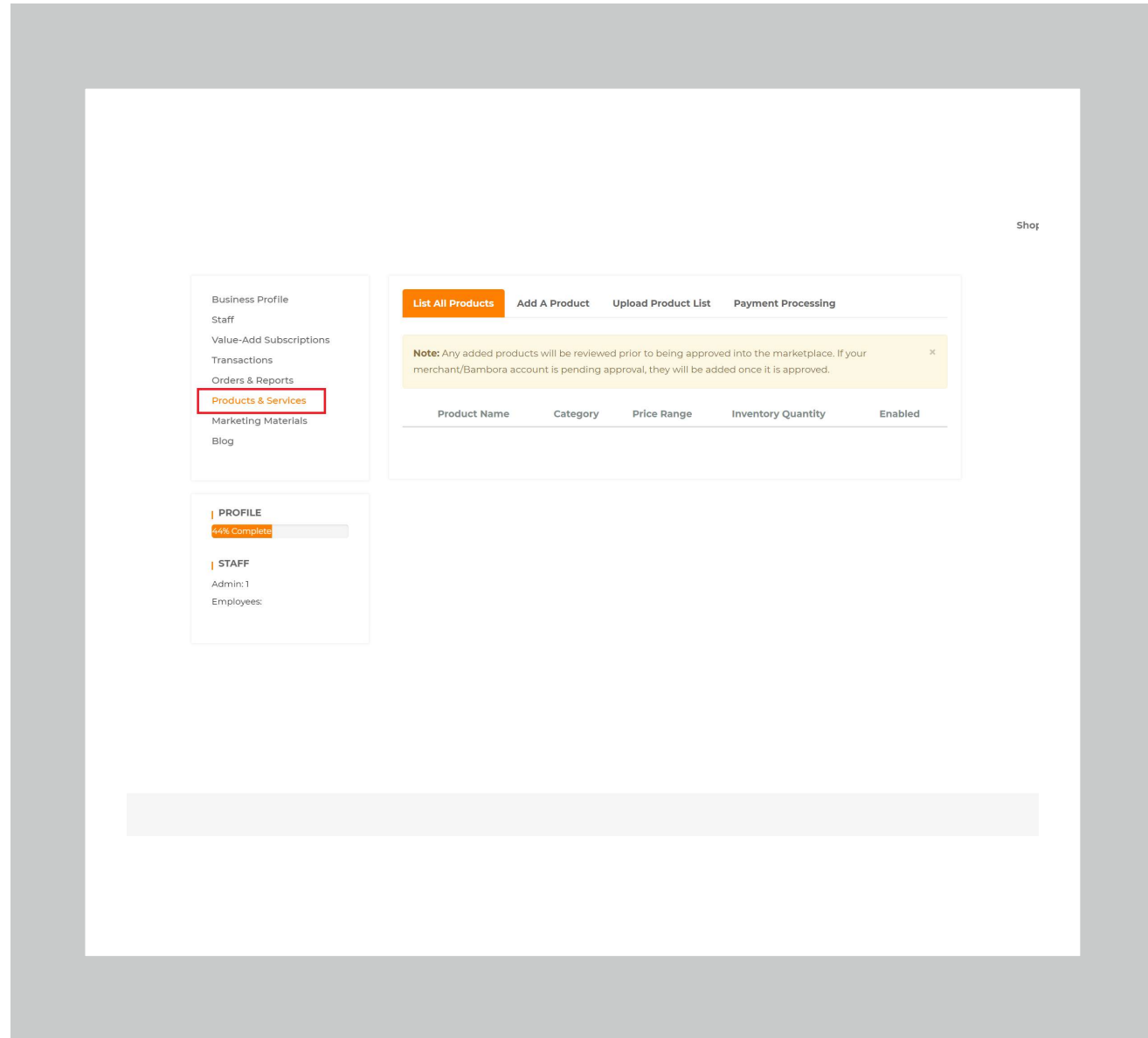
# Add a Product

- 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.

# Marketplace

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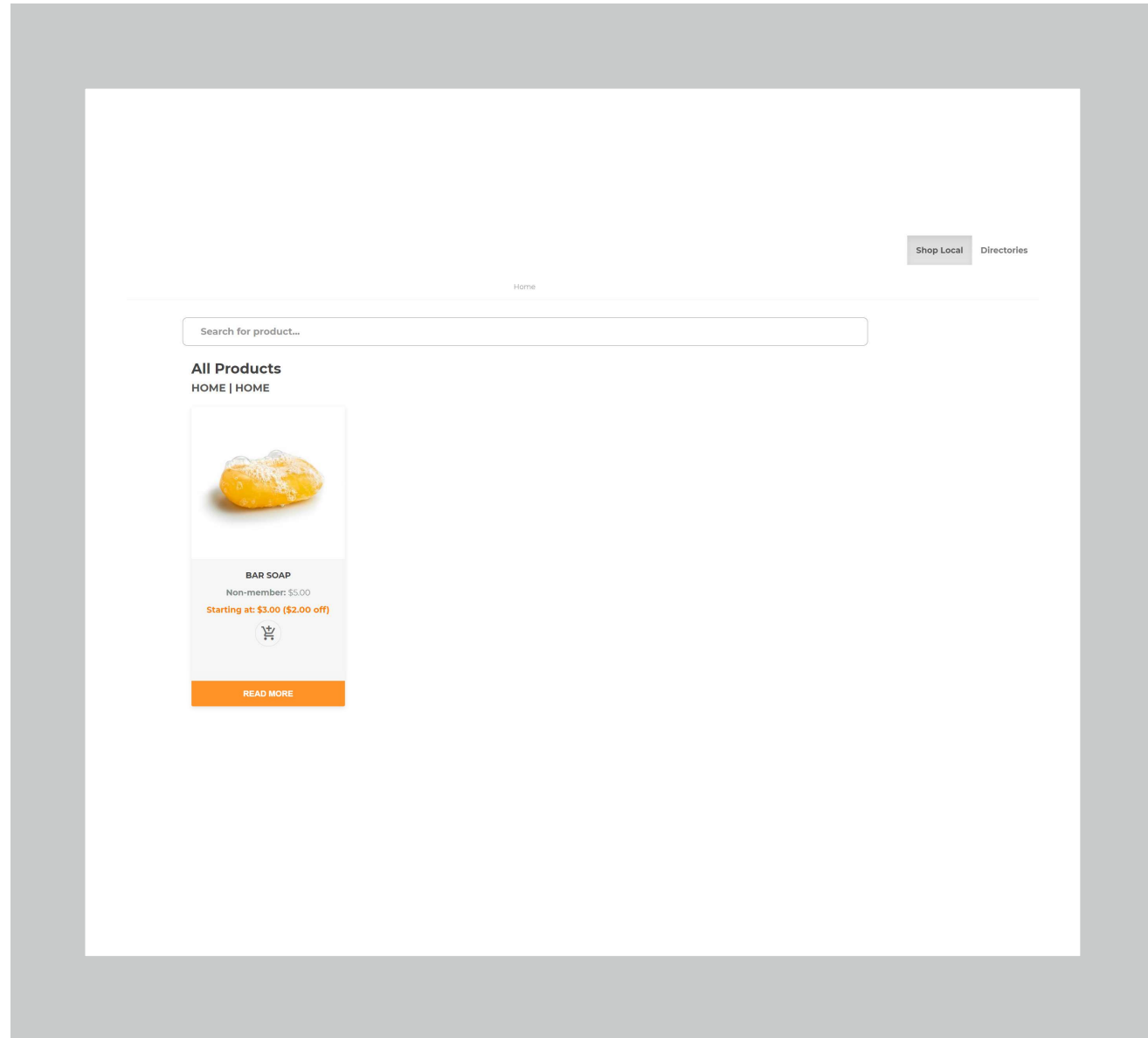
# Product Page

- The image on the right shows the slideshow of secondary images that users can view.
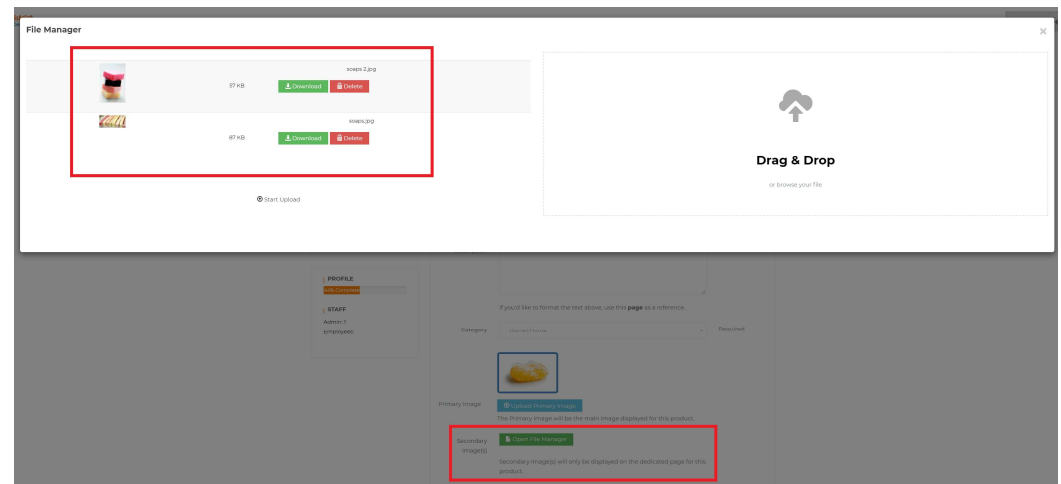
# Add Secondary Images (Optional)

- 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.

# 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.

# 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.

# Product Options (Optional)

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

# 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.

# 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.

# 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.

# 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.

# 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.

# Importing Your Products (Optional)

- Navigate to the 'Upload Product List' tab.

- Follow the provided instructions on the screen.

# 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.

# 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.

# 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.