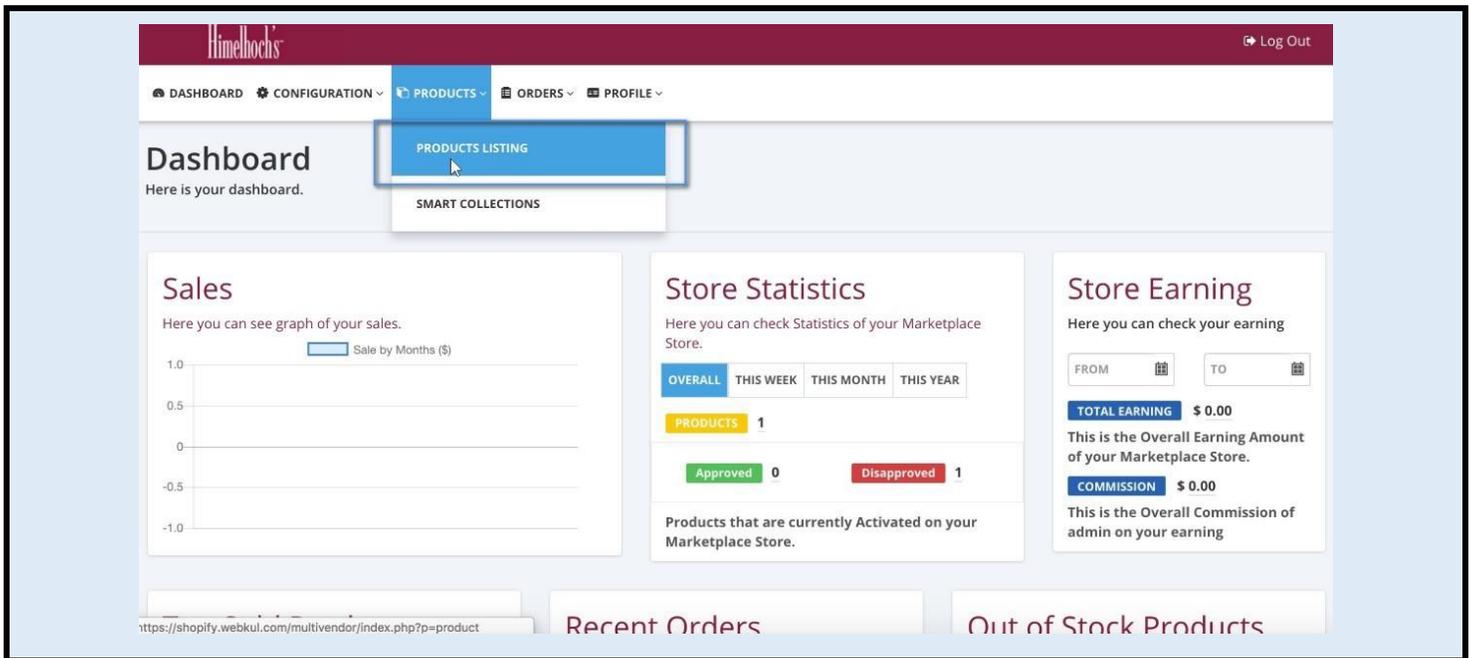


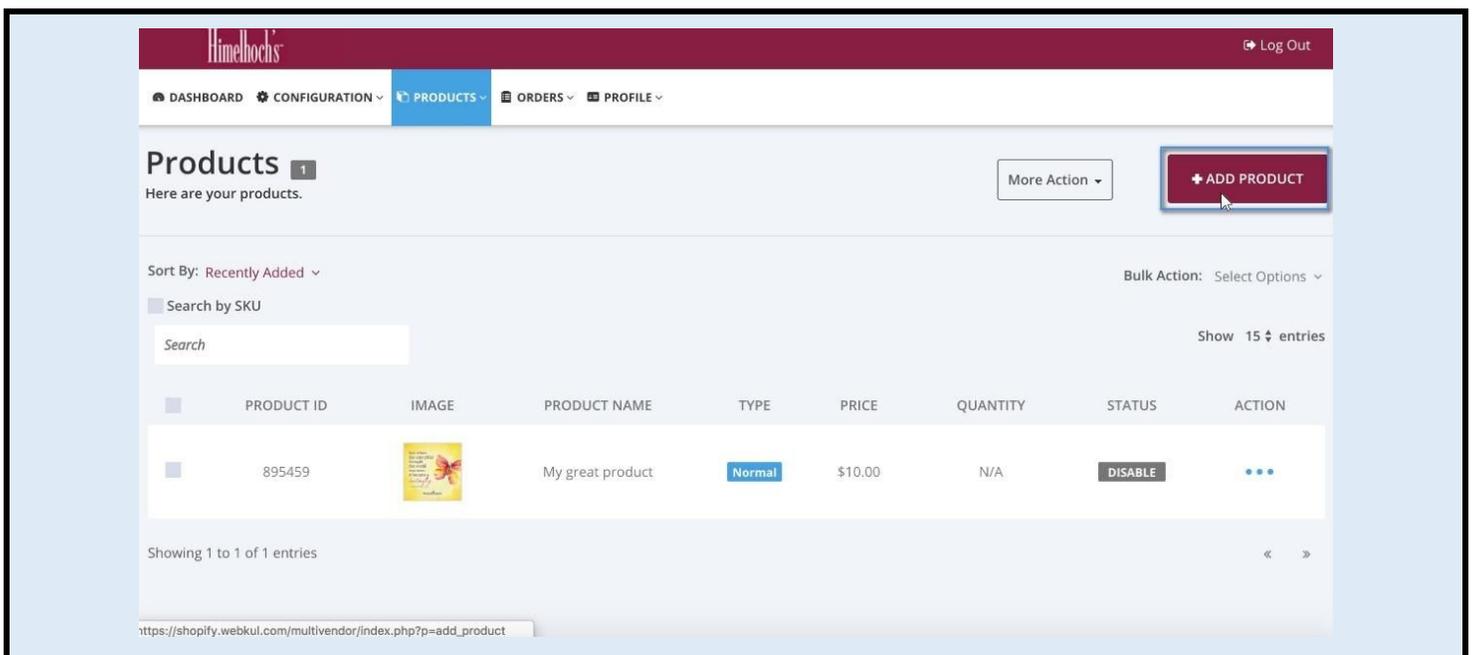
Himelhoch's Partner User Guide: Adding Products

This guide explains how to add products one at a time. If you have many products, please discuss the possibility of a bulk upload or a system connection with us.

1. From your Partner Dashboard, click **Products > Products Listing**.



2. Click **Add Product**.



3. Enter Product Details:

- **Choose Product:** most products will be "Normal Products". The other optional is "Digital Product", which would be products that get downloaded rather than shipped.
- **Product Name:** Something brief but descriptive.
- **Product Type:** what is the product?
- **Description:** the more detail, the better. Use the formatting buttons to display text nicely.
- **Product Tags:** these tags can help with making your product searchable.

The screenshot shows a 'PRODUCT DETAILS' form on the left and a 'PRODUCT IMAGE' section on the right. The 'PRODUCT DETAILS' form includes a dropdown for 'CHOOSE PRODUCT *' (set to 'Normal Product'), text input fields for 'PRODUCT NAME *' and 'PRODUCT TYPE *', and a rich text editor for 'DESCRIPTION'. The 'PRODUCT IMAGE' section has an 'UPLOAD IMAGE' button and a note: 'Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.' Below the image section is a 'COLLECTIONS' section.

4. Enter Shipping Details:

- **Requires Shipping** should be selected, unless this is a digital product
- **Weight:** required only if you will be using weights to calculate your shipping rates
- **Shipping Method:** select "Marketplace Shipping"

The screenshot shows a 'SHIPPING DETAILS' form on the left and 'Product Meta Fields' on the right. The 'SHIPPING DETAILS' form includes a 'WEIGHT' input field with a unit dropdown (set to 'lb'), a checked 'REQUIRES SHIPPING' checkbox, a 'SHIPPING METHOD' dropdown (set to '--Select--'), and a 'Dimensions (cm)' section with input fields for 'Width *', 'Height *', 'Length *', and 'Girth *', all containing the value '1'. The 'Product Meta Fields' section includes 'Title tag meta field' and 'Description tag meta field' input fields.

5. Enter Pricing Details:

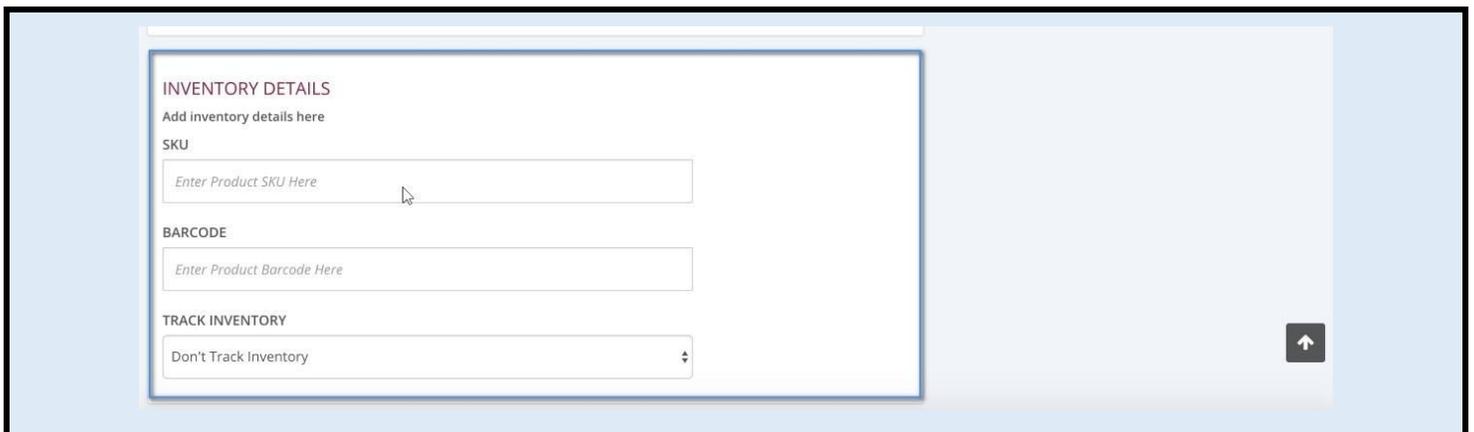
- **Price:** the price you will sell the item at
- **Compare At Price:** optional, if you'd like to give the appearance of the product being on sale, you could enter a higher Compare At price here
- **Charge Taxes On this Product:** should be selected



The screenshot shows a 'PRICING DETAILS' form within a larger interface. The form is titled 'PRICING DETAILS' and has a subtitle 'Add pricing details here'. It contains three main sections: 'PRICE *' with a text input field containing '\$ Enter Price Here', 'COMPARE AT PRICE' with a text input field containing '\$ Enter Compare at Price Here', and a checked checkbox labeled 'CHARGE TAXES ON THIS PRODUCT'. Below the pricing form, the 'INVENTORY DETAILS' section is partially visible, with the subtitle 'Add inventory details here'. A dark square button with a white upward-pointing arrow is located on the right side of the form area.

6. Enter Inventory Details:

- Enter a **SKU** and **Barcode** if desired for your own tracking purposes.
- Choose **Don't Track Inventory** if this is a made-to-order product, or if you have an endless supply of stock. Choose **Track Inventory** if it is important to keep track of in-stock quantity. At that time you will also be able to enter the current quantity on-hand and choose whether or not to keep selling when on-hand is 0.

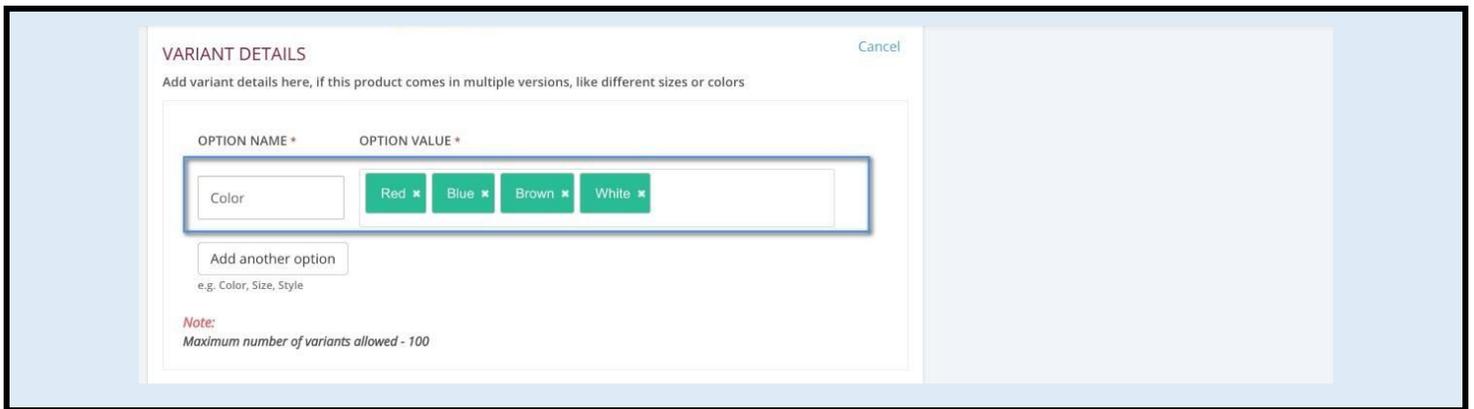


The screenshot shows an 'INVENTORY DETAILS' form within a larger interface. The form is titled 'INVENTORY DETAILS' and has a subtitle 'Add inventory details here'. It contains three main sections: 'SKU' with a text input field containing 'Enter Product SKU Here', 'BARCODE' with a text input field containing 'Enter Product Barcode Here', and 'TRACK INVENTORY' with a dropdown menu currently set to 'Don't Track Inventory'. A dark square button with a white upward-pointing arrow is located on the right side of the form area.

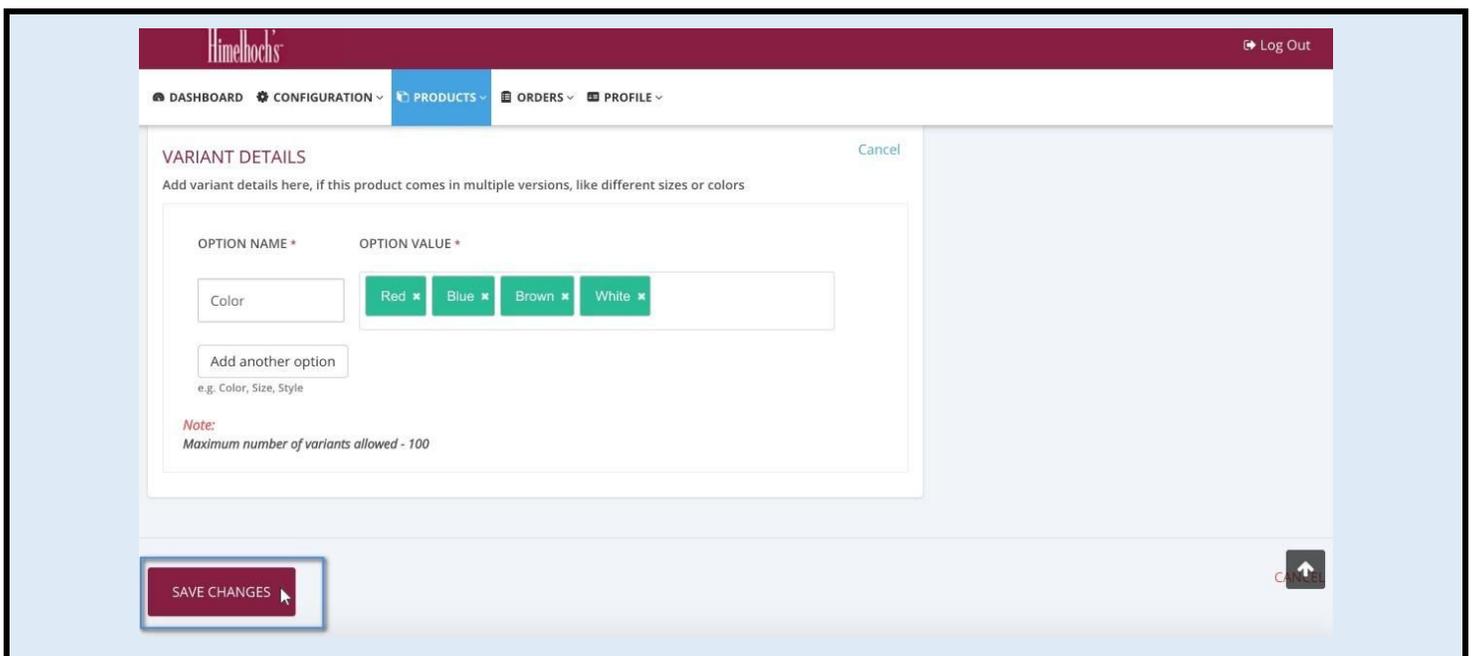
7. If the product has options such as Size or Color, click **Add Variant**.



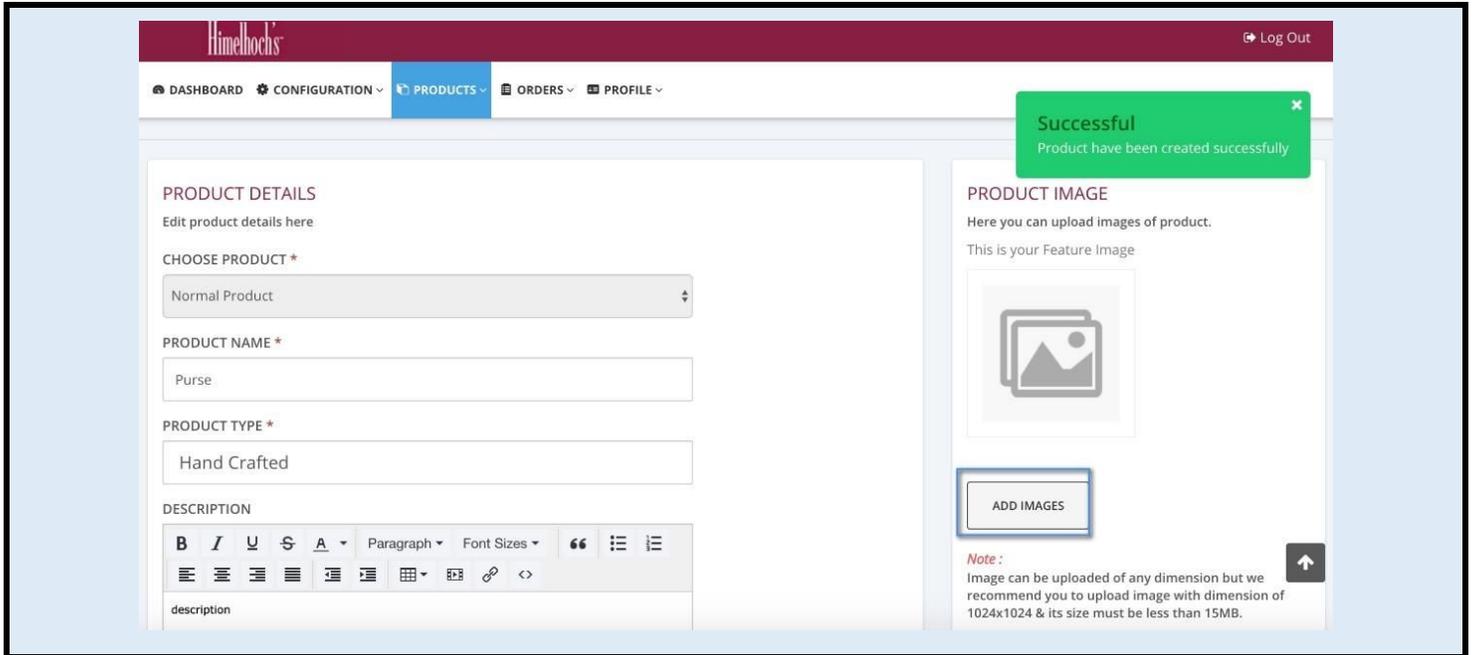
- Then enter the **option name** (such as Size or Color) and **option values**, separating each with a comma.



8. Click **Save Changes**.

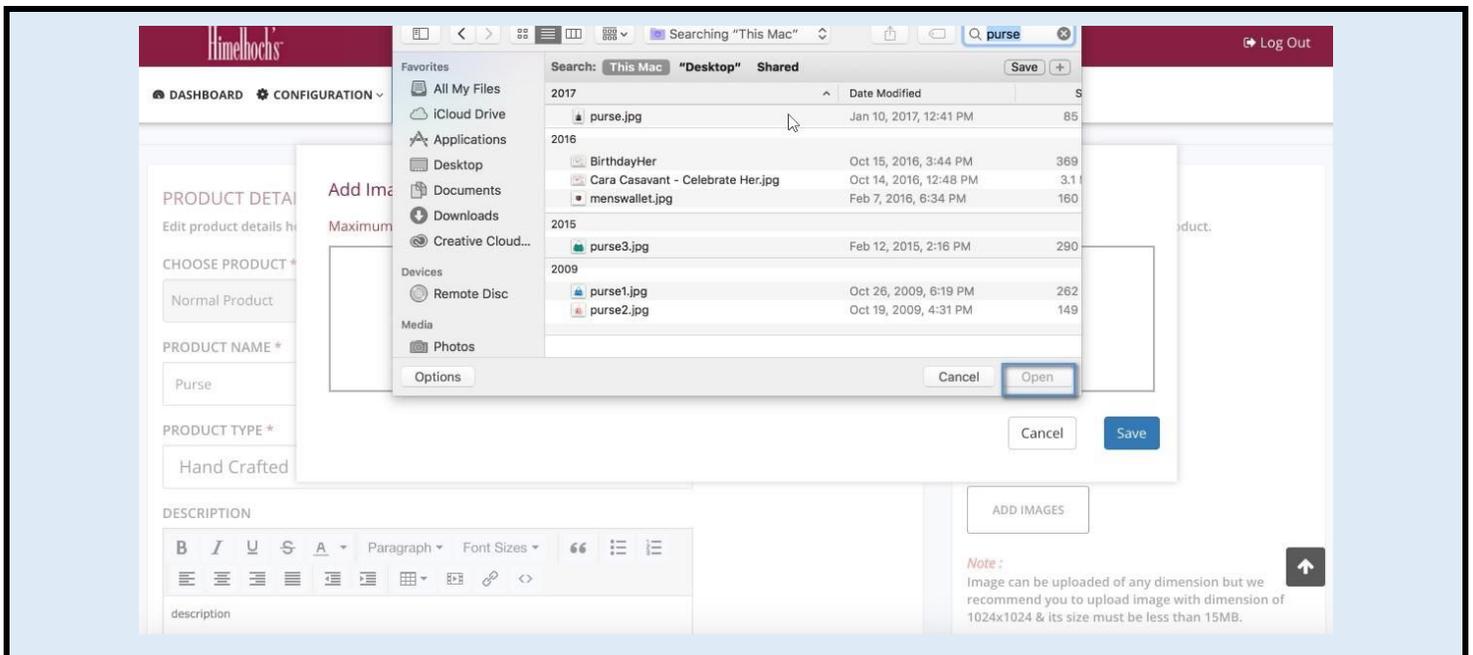


9. Click Add Images



The screenshot shows the 'Himmelhoch's' product management interface. A green notification box at the top right states 'Successful Product have been created successfully'. The 'PRODUCT DETAILS' section on the left includes a dropdown for 'CHOOSE PRODUCT *' (Normal Product), a text field for 'PRODUCT NAME *' (Purse), and another for 'PRODUCT TYPE *' (Hand Crafted). Below this is a rich text editor for the 'DESCRIPTION' with a toolbar and a text area containing 'description'. On the right, the 'PRODUCT IMAGE' section contains a placeholder image icon and a blue-bordered button labeled 'ADD IMAGES'. A note at the bottom right of the image section reads: 'Note: Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.'

10. Browse to select the image to upload and click Open.

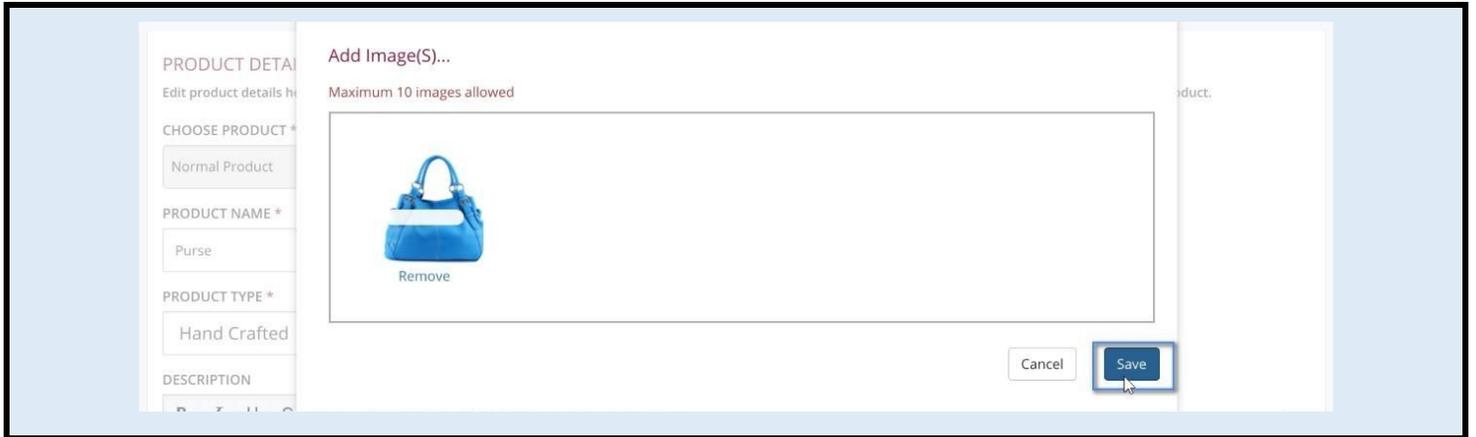


This screenshot shows the same product details page as above, but with a file browser window open over the 'ADD IMAGES' button. The file browser is titled 'Searching "This Mac" "Desktop" Shared' and shows search results for 'purse'. The results are as follows:

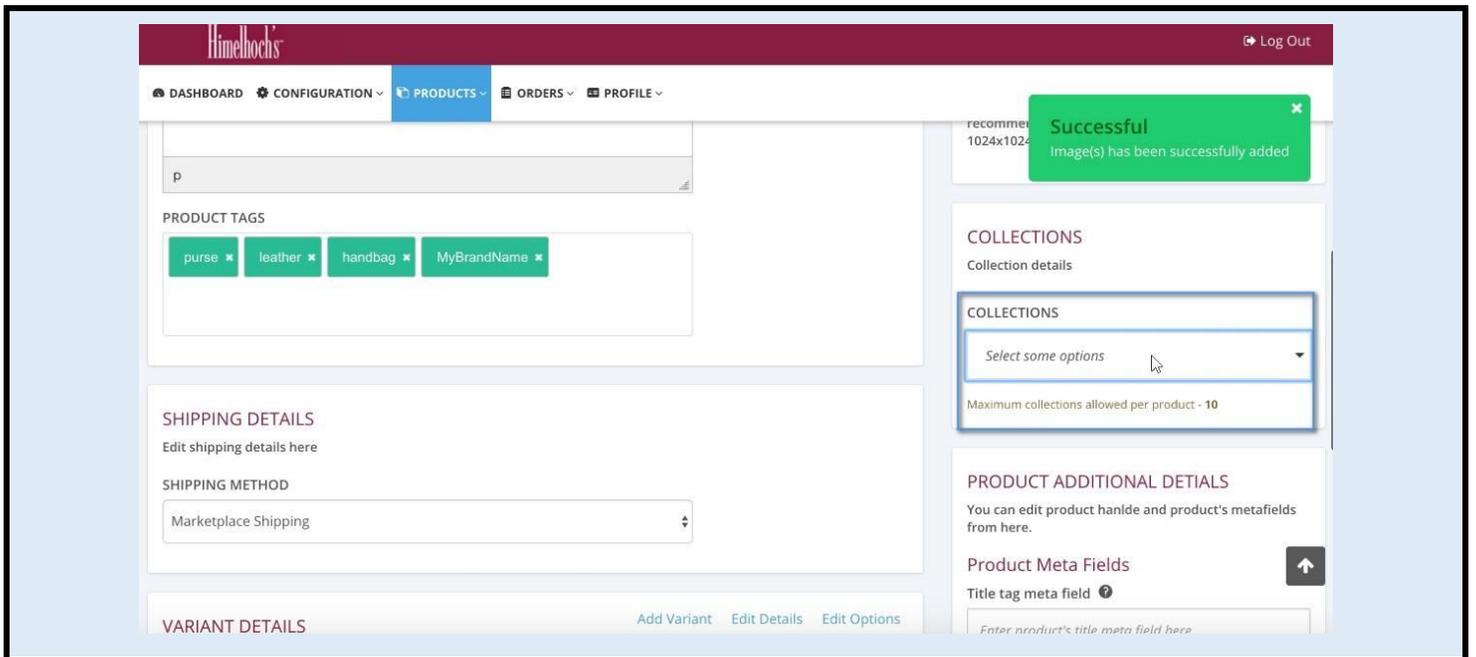
Year	File Name	Date Modified	Size
2017	purse.jpg	Jan 10, 2017, 12:41 PM	85
2016	BirthdayHer	Oct 15, 2016, 3:44 PM	369
2016	Cara Casavant - Celebrate Her.jpg	Oct 14, 2016, 12:48 PM	3.1
2016	menswallet.jpg	Feb 7, 2016, 6:34 PM	160
2015	purse3.jpg	Feb 12, 2015, 2:16 PM	290
2009	purse1.jpg	Oct 26, 2009, 6:19 PM	262
2009	purse2.jpg	Oct 19, 2009, 4:31 PM	149

The 'Open' button at the bottom right of the file browser is highlighted with a blue border. The background product page shows the 'ADD IMAGES' button and the same note about image dimensions and size.

11. Click Save.



12. Click in **Collections** and select the collection(s) where this product should appear. If you do not see an appropriate Collection, please contact us.



13. Click Save Changes.

