



MADE IN AMERICA Co

ESTD 2013

Thank you for your interest in selling on the all-new Made in America Co. Marketplace, the premier one-stop-shop for anything and everything Made in USA. Made in America Co. Sponsors have exclusive access to sell on our marketplace. This document will serve as a set-up guide to help make on-boarding as easy as possible!

If you have any questions, please email vendorsupport@madeinamerica.co – we are here to help as much as possible!

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1. Frequently Asked Questions

Q: What is the cost of selling on the MIACO Marketplace?

A: Only MIACO Sponsors have access to sell on our marketplace. There is no additional registration fee. All orders will be subject to a standard 15% processing fee on the total value of the order (order price + shipping). A reduced processing fee is reserved for Professional & Enterprise Sponsors.

Q: When will I get paid for an order?

A: If you select PayPal as your preferred payment option, then you will get paid the following Friday AFTER your order is shipped/fulfilled with tracking uploaded. Any processing fees will be assessed before payout.

If you select Bank Transfer as your preferred payment option, then you will get paid on the last Friday of the month AFTER your order is shipped/fulfilled with tracking uploaded.

Q: Is it hard to get started?

A: No, in fact we spent a lot of time trying to make on-boarding as simple as possible. You can get registered and selling within a matter of minutes.

Q: How do I process an order?

A: As soon as an order is placed you will receive an email notifying you. Please log-in to your marketplace dashboard to fulfill the order. Tracking MUST be uploaded in order to receive your payout.

Q: Can I charge for shipping?

A: Yes, as a marketplace we have allowed our vendors to choose how they would like to handle their shipments and their shipping costs. We highly encourage you to offer FREE SHIPPING if at all possible to remain competitive with other vendors on our marketplace and retailers on the web.

Q: Can I upload my products in bulk?

A: Yes. Please refer to section 6 of this guide.

2. PLEASE READ – MARKETPLACE POLICIES

ORDER FULFILLMENT

All orders shall be processed and fulfilled within a timely manner (1-3 business days). Tracking must be uploaded in order to receive payment. Tracking should be uploaded within 1-3 business days.

RETURNS

MIACO Marketplace accepts returns within 30 days after an order is placed.

-If a buyer changes their mind and just wants to return an item, the buyer will pay for return shipping back to the facility you designate.

-If a buyer wants to return due to a product defect, dissatisfaction or inaccurate description – you (the vendor) will bare return shipment costs.

Once a return has been verified and received back to your facility – a refund will need to be submitted back to us in the amount that you received for the order (per payout).

- If a buyer changes their mind and just wants to return an item, you (the vendor) will keep original shipping charges if shipping was assessed.

-If a buyer wants to return due to a product defect, dissatisfaction or inaccurate description – you (the vendor) will need to include any shipping charges received in the refund back to MIACO Marketplace.

CUSTOMER SERVICE

In the event that MIACO has an inquiry regarding your products, an email from our team will be sent. Please respond to any of these inquiries ASAP (no more than 1-2 business days) to ensure we are delivering an adequate customer service experience.

VENDOR ASSISTANCE

For any questions or concerns, please submit an inquiry to vendorsupport@madeinamerica.co

FAILURE TO FOLLOW POLICY

In the event that a vendor does not abide by MIACO Marketplace Policies, the vendor may be placed on suspension or removed entirely from the marketplace.

3. Signing-Up as a Vendor

Please visit: <https://shopify.webkul.com/multivendor/?sid=11112> – you will want to save or bookmark this link as it will serve as your online portal to process orders and upload/update your data feed.

Follow these steps:

Made In America Co.

Welcome Seller

- You can join Made in America Co. as Seller
- Sell Your Products on our National Marketplace
- Increase Conversions & Brand Awareness

[Join Now](#)

SELLER LOGIN

If you have an account with us, Please login here.

✉ EMAIL ADDRESS *

🔒 PASSWORD *

[Forgot your Password?](#) *Required Fields

[Login To My Account](#)

Not a seller yet? [Join Now](#)

Made In America Co.

CREATE ACCOUNT

Already have an account? Go to [Login](#)

SELLER NAME*

EMAIL*

PASSWORD*

CONFIRM PASSWORD*

Please Enter Your Password Again

[Create My Account](#)

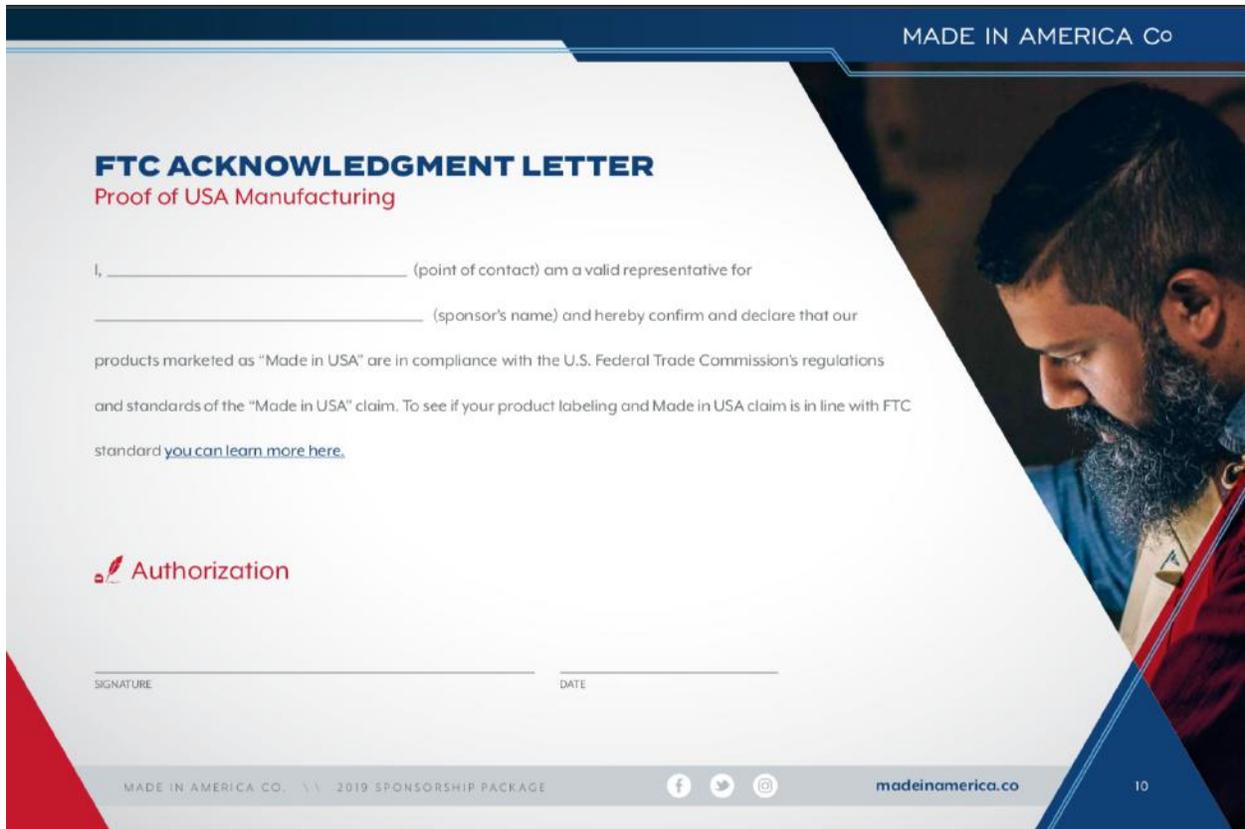
Congratulations! You now have access to our marketplace portal and can start setting-up your account! Please log-in using the credentials you just established.

4. FTC Acknowledgment Letter

All MIACO Sponsors are required to have a FTC Acknowledgement Letter on File. Please download the form and submit to vendorsupport@madeinamerica.co once signed. Failure to submit this form within 48 hours of account creation will result in your vendor status being placed on hold. **This is a requirement.**

You can download this form here:

https://cdn.shopify.com/s/files/1/0481/6729/files/FTC_Acknowledgement_Letter.pdf?10079559676147386358



MADE IN AMERICA Co

FTC ACKNOWLEDGMENT LETTER

Proof of USA Manufacturing

I, _____ (point of contact) am a valid representative for
_____ (sponsor's name) and hereby confirm and declare that our
products marketed as "Made in USA" are in compliance with the U.S. Federal Trade Commission's regulations
and standards of the "Made in USA" claim. To see if your product labeling and Made in USA claim is in line with FTC
standard [you can learn more here.](#)

 Authorization

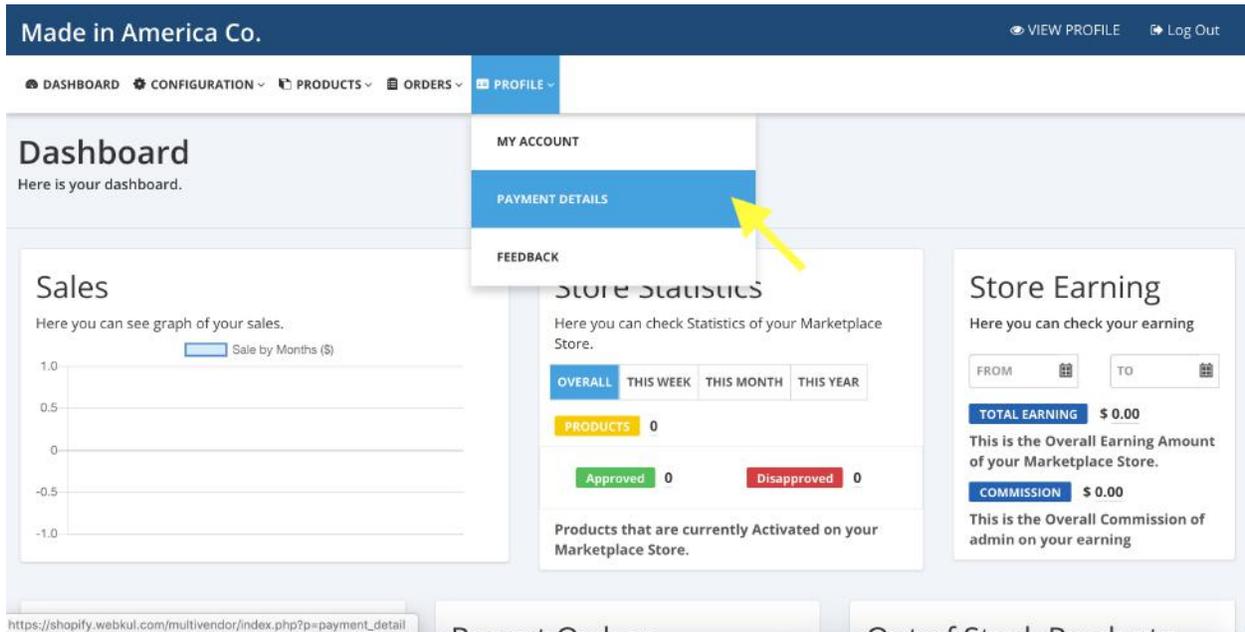
SIGNATURE

DATE

MADE IN AMERICA CO. \ \ 2019 SPONSORSHIP PACKAGE    madeinamerica.co 10

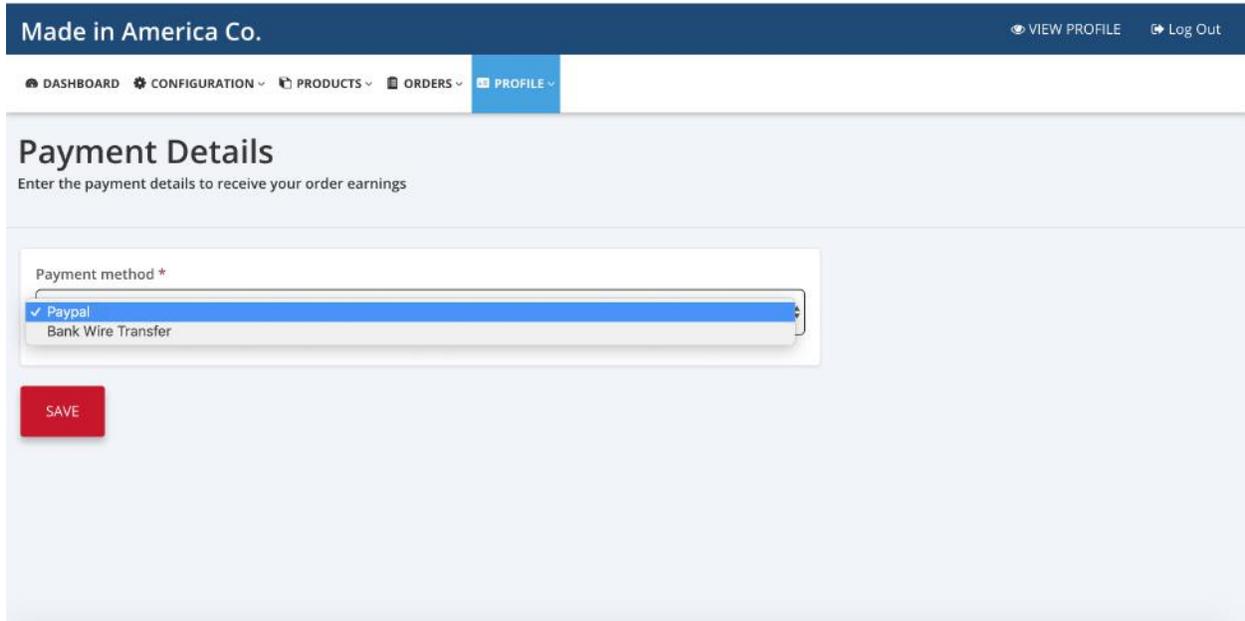
5. Setting Payment Details

Once your account is established, you will need to add your payment details before you can get paid for an order.



The screenshot shows the 'Made in America Co.' dashboard. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main navigation menu has 'PROFILE' selected, which has opened a dropdown menu. In this menu, 'PAYMENT DETAILS' is highlighted with a yellow arrow. Other menu items include 'MY ACCOUNT' and 'FEEDBACK'. The dashboard content includes a 'Sales' graph, 'Store Statistics' (Overall, This Week, This Month, This Year), and 'Store Earning' (Total Earning \$0.00, Commission \$0.00).

1. Selecting PayPal (Preferred)



The screenshot shows the 'Payment Details' form. The title is 'Payment Details' with the subtitle 'Enter the payment details to receive your order earnings'. The 'Payment method *' dropdown menu is open, showing 'Paypal' selected with a checkmark and 'Bank Wire Transfer' as an alternative. A red 'SAVE' button is located below the dropdown menu.

Made in America Co. VIEW PROFILE Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Payment Details

Enter the payment details to receive your order earnings

Payment method *
Paypal

Business Paypal Email *

Note:
Enter your Business Paypal Email

SAVE

Enter your PayPal email address and click “SAVE” – vendors that choose PayPal will receive payouts the following Friday after an order has been shipped and tracking uploaded. Payments sent will not have an additional fee assessed, other than the 15% or 7.5% marketplace fee depending on sponsorship level.

2. Selecting Bank Transfer

Made in America Co. VIEW P

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Payment Details

Enter the payment details to receive your order earnings

Payment method *
Bank Wire Transfer

Payment Details *

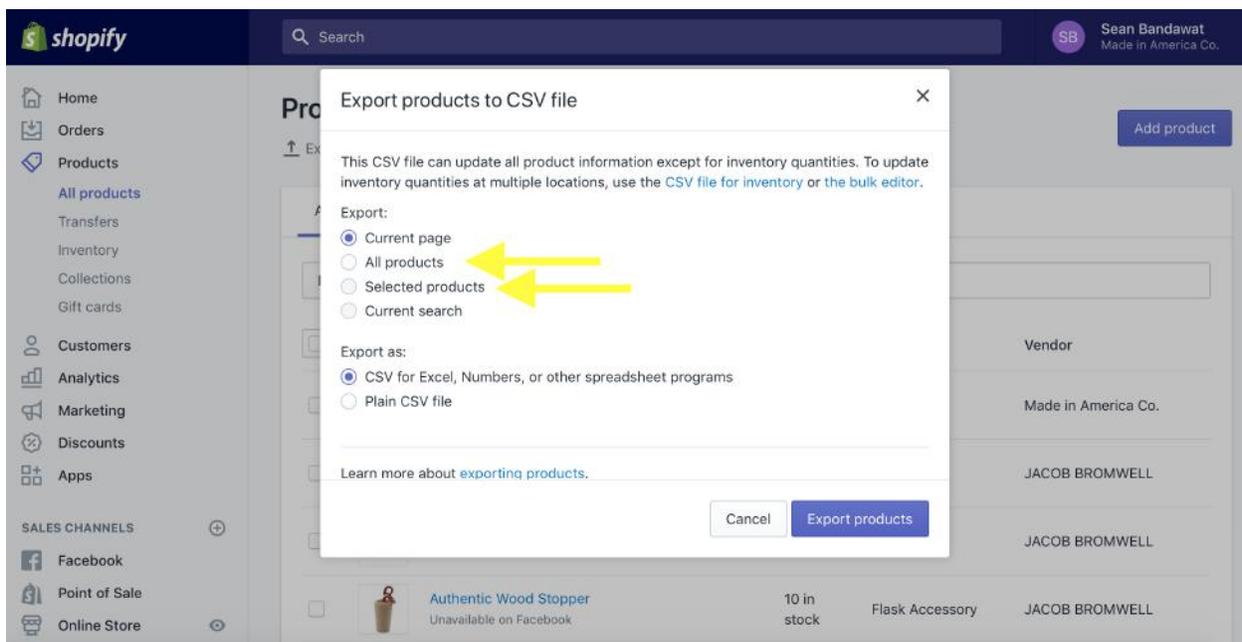
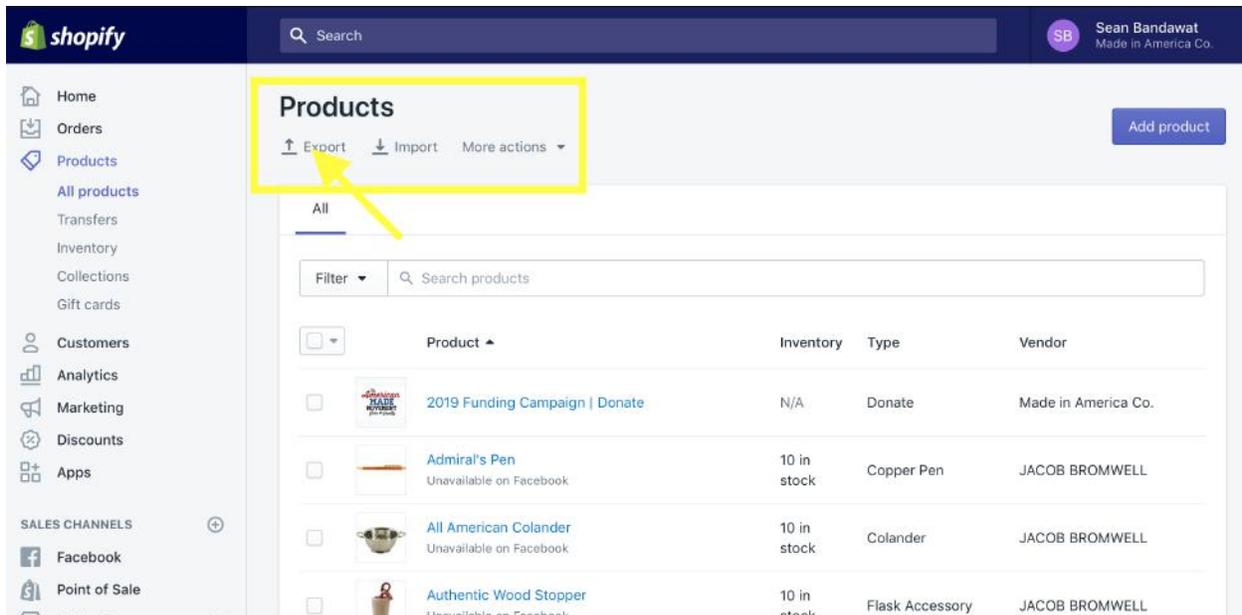
SAVE

Please add the following details (please verify, incorrect details will result in a \$50 fee):
BANK NAME:
NAME ON ACCOUNT:
ROUTING NUMBER:
ACCOUNT NUMBER:

6. Uploading Products if You're on Shopify

If you host your store through Shopify, uploading your data feed will be a breeze!

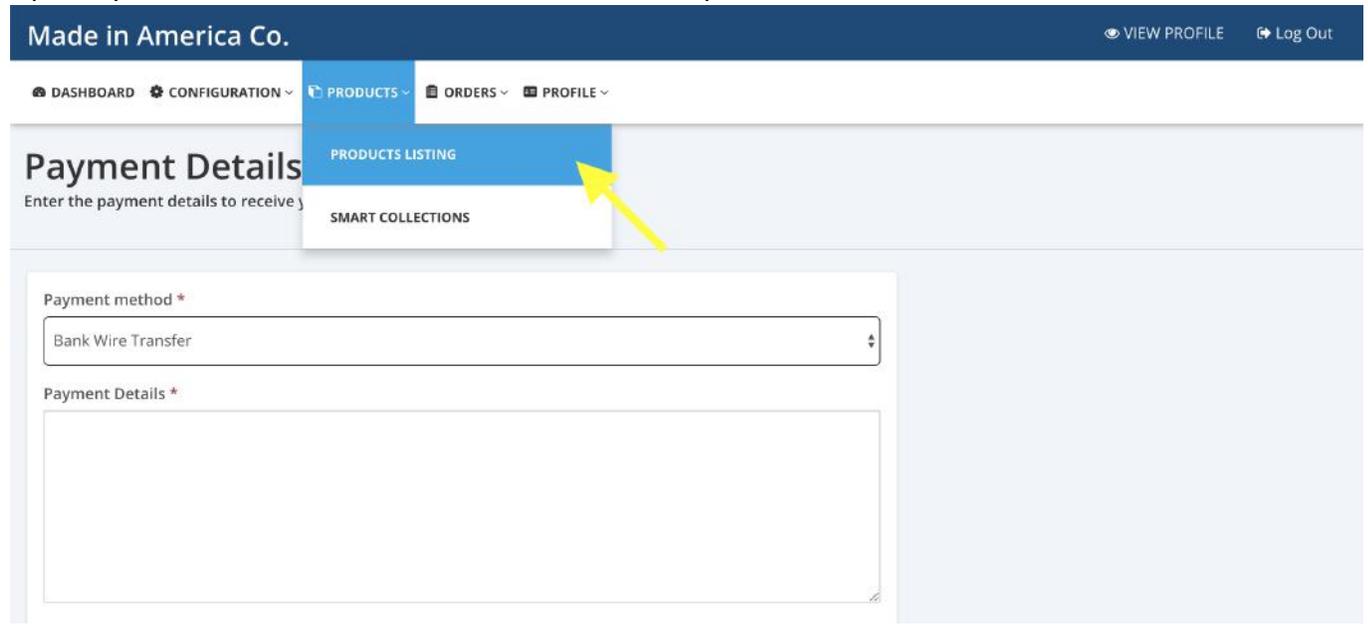
Please review these steps below to generate your CSV file. You can choose to export All Products, or certain products based on your choosing.



Once your file has been generated, please send as an attachment to vendorsupport@madeinamerica.co – we will have to upload to your marketplace portal on our side. Once your data file has been received, your products will be added to your portal within 1 business day.

7. Bulk Uploading via CSV File

Upload your entire data feed at once with a CSV file upload.



Made in America Co. VIEW PROFILE Log Out

DASHBOARD **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

Payment Details

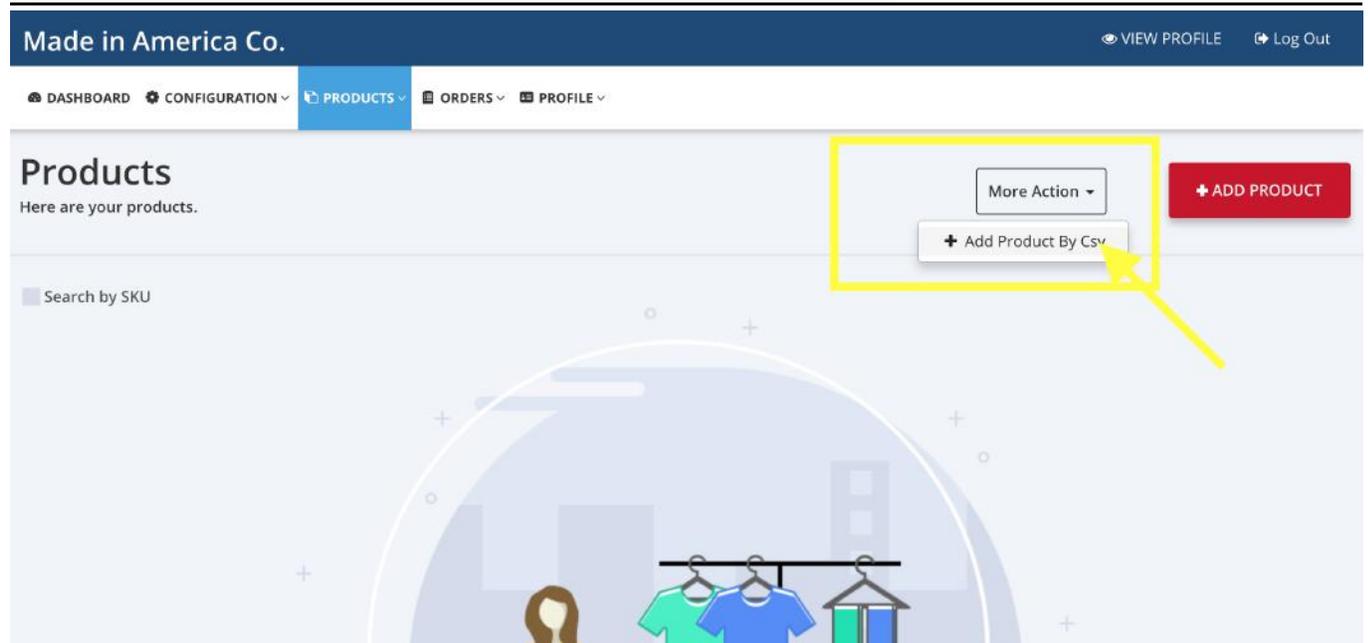
Enter the payment details to receive y

PRODUCTS LISTING

SMART COLLECTIONS

Payment method *
Bank Wire Transfer

Payment Details *



Made in America Co. VIEW PROFILE Log Out

DASHBOARD **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

Products

Here are your products.

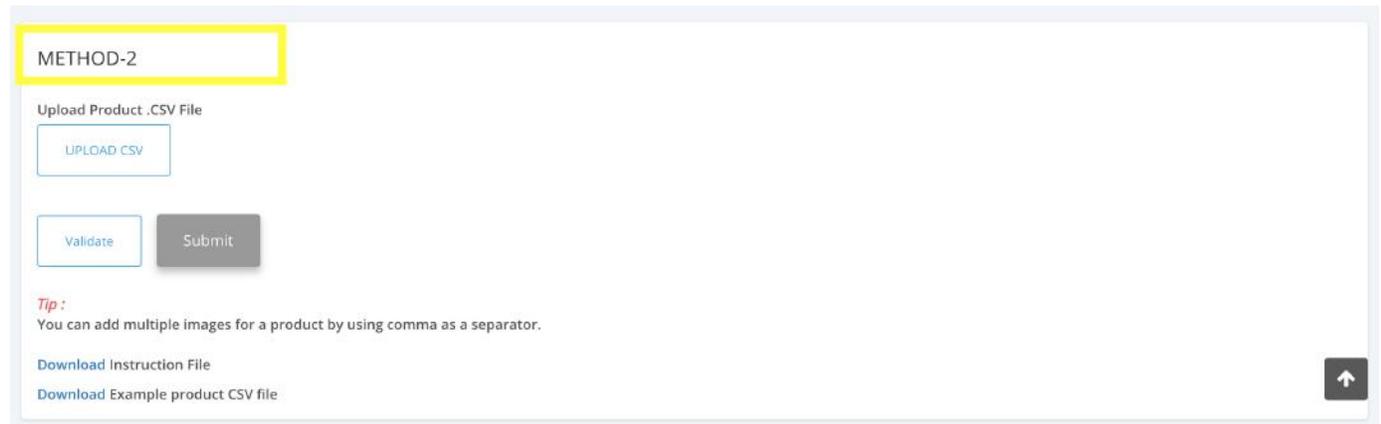
Search by SKU

More Action ▾

+ ADD PRODUCT

+ Add Product By Csv

Scroll Down to **METHOD-2**



METHOD-2

Upload Product .CSV File

UPLOAD CSV

Validate Submit

Tip:
You can add multiple images for a product by using comma as a separator.

[Download Instruction File](#)

[Download Example product CSV file](#)

Please download the **Instruction File** and **Example product CSV file** – follow instructions within. Once you complete the CSV file and required columns, please upload and validate, if errors populate – please check errors, fix and try again.

Please note: no need to add “Collection” – our team will organize your products into the collections we have available. Once a file has been submitted, it will be approved by our team and added to your portal within 1 business day.

Please note: for product weight you will need to convert to grams – use this formula to convert in Excel [=CONVERT(A2,"lbm","g")]

If you are having trouble uploading your CSV file, please send as an attachment to vendorsupport@madeinamerica.co – we will be happy to assist!

8. Individual Product Uploading

If you have less than 10 products, you may want to upload your products individually.

The image shows two screenshots of the 'Made in America Co.' dashboard. The top screenshot displays the 'Dashboard' overview with a navigation menu where 'PRODUCTS LISTING' is highlighted with a yellow arrow. The dashboard includes sections for 'Sales' (with a line graph), 'Store Statistics' (showing 0 products, 0 approved, and 0 disapproved), and 'Store Earning' (showing \$0.00 total earning and \$0.00 commission). The bottom screenshot shows the 'Products' page with a red 'ADD PRODUCT' button highlighted in a yellow box. Below this is the 'Add Product' form, which is also highlighted in a yellow box. The form is divided into two columns: 'PRODUCT DETAILS' and 'PRODUCT IMAGE'. The 'PRODUCT DETAILS' column contains a dropdown for 'CHOOSE PRODUCT *' (set to 'Normal Product'), a text input for 'PRODUCT NAME *' (placeholder: 'Enter Product Name Here'), and a text input for 'PRODUCT TYPE *' (placeholder: 'Enter product Type Here'). The 'PRODUCT IMAGE' column contains a text area for uploading images (placeholder: 'No File Chosen') and an 'UPLOAD IMAGE' button. A red 'Note' is visible at the bottom of the form area.

Dashboard Overview:

- Sales:** Here you can see graph of your sales. (Sale by Months (\$))
- Store Statistics:** Here you can check Statistics of your Marketplace Store. (Overall, This Week, This Month, This Year) PRODUCTS: 0, Approved: 0, Disapproved: 0
- Store Earning:** Here you can check your earning. TOTAL EARNING: \$ 0.00, COMMISSION: \$ 0.00

Products Page:

- More Action -
- ADD PRODUCT**

Add Product Form:

PRODUCT DETAILS
Add product details here

CHOOSE PRODUCT *
Normal Product

PRODUCT NAME *
Enter Product Name Here

PRODUCT TYPE *
Enter product Type Here

PRODUCT IMAGE
Here you can upload images of product. You are allowed to upload 5 images at a time

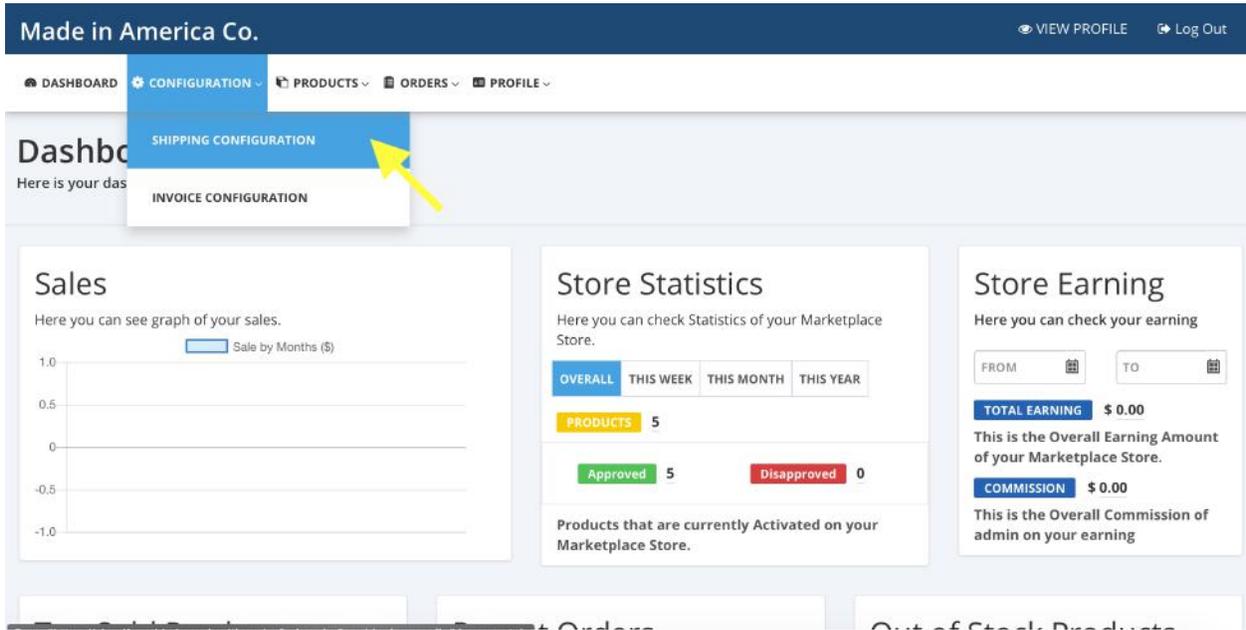
No File Chosen

UPLOAD IMAGE

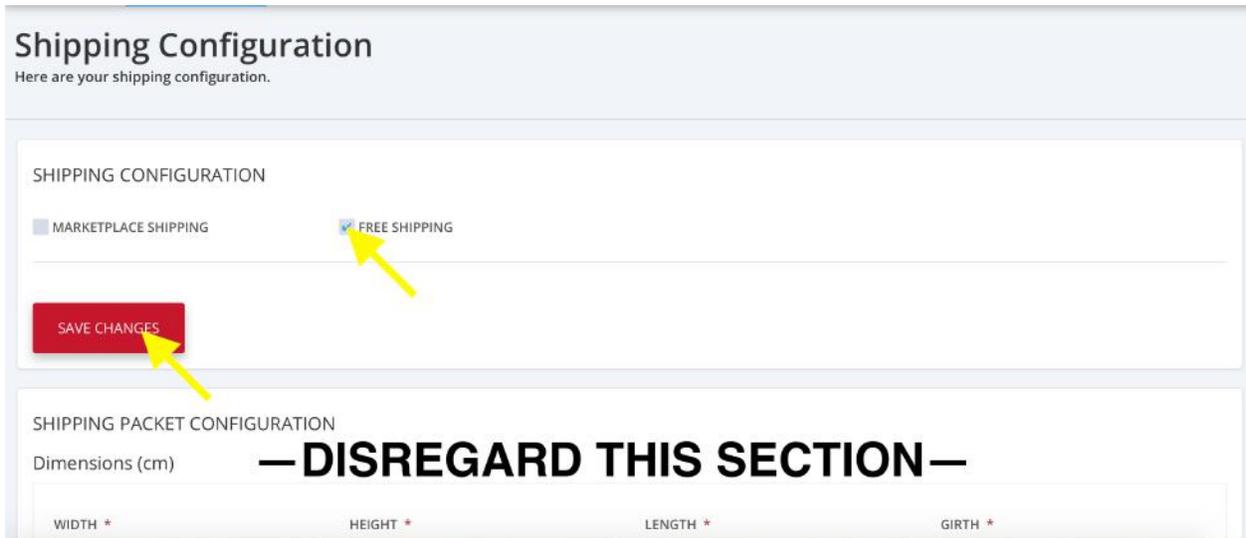
Note :

Please fill out product details and click **SAVE CHANGES** to upload product.

9. Shipping Configuration



TO ENABLE FREE SHIPPING



You're all set!

TO CHARGE FOR SHIPPING

Shipping Configuration

Here are your shipping configuration.

SHIPPING CONFIGURATION

MARKETPLACE SHIPPING FREE SHIPPING

[SAVE CHANGES](#)

MARKETPLACE SHIPPING FREE SHIPPING

[SAVE CHANGES](#)

SHIPPING METHODS

SHIPPING METHOD	RANGE	ACTION
Marketplace Shipping Default	Range Details	...

SHIPPING PACKET CONFIGURATION

Dimensions (cm) **— DISREGARD THIS SECTION —**

SHIPPING CONFIGURATION / SHIPPING RANGE

Shipping Range

Here are shipping range(s).

SHIPPING RANGE DETAILS

Note :
Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.
Here's an example to understand the lower and upper limits of a defined range:
Range 1 (1-10lb) - here the upper limit is 10.99lb
Range 2 (11-20lb) - here the upper limit is 20.99lb
So, product A of weight 10.75lb will be covered under the range 1 (1-10lb)

[You need to set a Range Add Range](#)

Made in America Co. VIEW PROFILE Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

SHIPPING RANGE DETAILS

Note:
 Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.
 Here's an example to understand the lower and upper limits of a defined range:
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 Range 2 (11-20lb) - here the upper limit is 20.99lb
 So, product A of weight 10.75lb will be covered under the range 1 (1-10lb)

Based On
 Price Weight

Range 1
 From: lb To: lb

SAVE ↑

You can set a shipping range based on product weight or product price.

Made in America Co. VIEW PROFILE Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

SAVE CHANGES

SHIPPING METHODS

SHIPPING METHOD	RANGE	ACTION
Marketplace Shipping Default	Range Details	... VIEW

Made in America Co. VIEW PROFILE Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

SHIPPING DETAILS

Marketplace Shipping Configuration Details .

[RANGE DETAILS](#)

Select Zone

Shipping Range Details

Range List	Range Price
0.00 - 1.00 (In Lb)	\$ 0.00

SAVE DELETE ↑

COUNTRIES

United States

Please note, you can add multiple ranges and prices for each range to fit your needs.

10. Fulfilling an Order

For every order received, you will receive an automated email from our marketplace notifying you of the order and for you to go to your portal to fulfill the order.

Made in America Co. [VIEW PROFILE](#) [Log Out](#)

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) **ORDERS** [PROFILE](#)

Dashboard

Here is your dashboard.

ORDERS LISTING

PAYMENT RECEIVED

Sales

Here you can see graph of your sales.

Sale by Months (\$)

Store Statistics

Here you can check Statistics of your Marketplace Store.

OVERALL THIS WEEK THIS MONTH THIS YEAR

PRODUCTS 0

Approved 0 Disapproved 0

Products that are currently Activated on your Marketplace Store.

Store Earning

Here you can check your earning

FROM TO

TOTAL EARNING \$ 0.00

This is the Overall Earning Amount of your Marketplace Store.

COMMISSION \$ 0.00

This is the Overall Commission of admin on your earning

Select unfulfilled order.

Made in America Co. [VIEW PROFILE](#) [Log Out](#)

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) **ORDERS** [PROFILE](#)

Orders

Here are your orders. [ORDER TRACKING CSV](#)

Sort By: Bulk Action: Select Options [Export](#)

Search Show 15 entries

ORDER ID	STORE ORDER ID	DATE	CUSTOMER NAME	PAYMENT MODE	PAYMENT STATUS	TRACKING ID	FULFILLMENT STATUS	ACTION
803869	#MIACO1739	2019-01-21	WILLIAM LINDESAY	PAYPAL	Paid	9205590222560609965824	Fulfilled	...

SHIP to SHIPPING ADDRESS

Made in America Co. [VIEW PROFILE](#) [Log Out](#)

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) **ORDERS** [PROFILE](#)

BILLING DETAILS

Here are billing details of this order.

Payment Mode - Paypal

Name - WILLIAM LINDESAY

Address - 8-2-C MERLIN CHAMPAGNE TOWN 6 LIYUAN AVENUE TIANZHU SHUNYI

Postal Code - 101312

Company - N/A

City - BEIJING

State - Beijing

Country - China

Contact - 8416 6647

SHIPPING DETAILS

Here are shipping details of this order.

Order Status - Fulfilled

Name - JEFFREY ZHANG

Shipping Address - 1040 JACKSON STREET APT 423

Postal Code - 94706

Company - N/A

City - ALBANY

State - California

Country - United States

Contact - N/A

Here is additional details of order.

[Print Invoice](#) [Generate Shipping Label](#)

NOT AN OPTION JUST YET, COMING SOON

[↑](#)

Once shipped, add tracking details. Please note: We are working on a solution for vendors to generate shipping labels within our portal. This is not available yet, vendors will currently need to ship on their own accounts or through their warehouses.

The screenshot displays a vendor portal interface for 'Made in America Co.'. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main menu has 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'ORDERS' section is active, showing 'CUSTOMER DETAILS' for William Lindsey (william@wildwall.com) and 'FULFILLMENT DETAILS' for an order that is fulfilled. The fulfillment details include a tracking number (9205590222560609965824) and a shipping method of USPS. Two buttons, 'EDIT TRACKING' and 'ENTER DELIVERY DETAILS', are visible at the bottom of the fulfillment section, with a yellow arrow pointing to the 'EDIT TRACKING' button.

Made in America Co. VIEW PROFILE Log Out

DASHBOARD **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

CUSTOMER DETAILS
Here are customer details.

Name - WILLIAM LINDESAY
Email - william@wildwall.com
Phone - N/A
Company - N/A

FULFILLMENT DETAILS
Here are fulfillment details.
Order is fulfilled
Tracking Number: 9205590222560609965824
Shipping Method: USPS

[EDIT TRACKING](#) [ENTER DELIVERY DETAILS](#)

After order has shipped and tracking is uploaded, you are all set!

11. Updating Products

The dashboard for 'Made in America Co.' features a top navigation bar with 'VIEW PROFILE' and 'Log Out' links. Below this is a secondary navigation bar with 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE' menus. The 'PRODUCTS' menu is expanded, showing 'PRODUCTS LISTING' (highlighted with a yellow arrow) and 'SMART COLLECTIONS'. The main dashboard area contains three widgets: 'Sales' with a line graph for 'Sale by Months (\$)' from Jan 2019; 'Store Statistics' showing 'OVERALL' stats for 'PRODUCTS' (63), 'Approved' (63), and 'Disapproved' (0); and 'Store Earning' showing 'TOTAL EARNING' of \$725.00 and 'COMMISSION' of \$75.00.

Updating on an individual basis.

The 'Products' page for 'Made in America Co.' shows a list of products. A yellow box highlights the first two rows of the table. The first row is for 'Liberty Edition Flask' (Product ID: 984908, Price: \$2500.00, Quantity: 10 Pcs., Status: ENABLE). A dropdown menu is open for this row, showing options: 'EDIT', 'DISABLE', 'View in store', 'Duplicate', and 'Delete'. A yellow arrow points to the 'EDIT' option.

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
984908		Liberty Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	EDIT, DISABLE, View in store, Duplicate, Delete
984909		Ocean Edition Flask	Normal	\$2500.00	10 Pcs.	EN	

Updating in bulk.

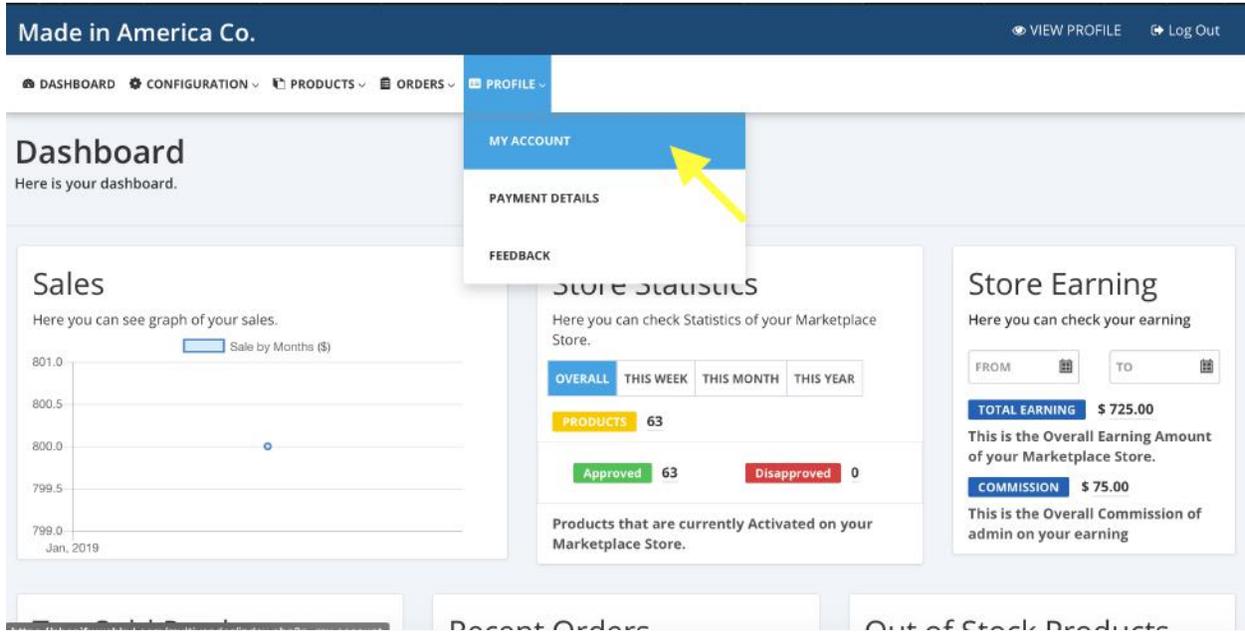
The 'Products' page for 'Made in America Co.' shows the same product table. A yellow box highlights the 'More Action' dropdown menu, which is open and shows options: 'Bulk Edit' (checked) and '+ Add Product By Csv'. A yellow arrow points to the 'Bulk Edit' option.

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
984908		Liberty Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	...
984909		Ocean Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	...

12. Customizing Seller Profile

All vendors that sell on our marketplace will have a public profile. Your products will link to this public profile. Please edit your profile by going to the following:

For a live example visit: https://www.madeinamerica.co/pages/seller-profile?billy_twang_mercantile



The screenshot shows the 'Made in America Co.' seller dashboard. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main navigation menu has 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'PROFILE' menu is expanded, showing 'MY ACCOUNT', 'PAYMENT DETAILS', and 'FEEDBACK'. A yellow arrow points to 'MY ACCOUNT'. The dashboard content includes a 'Sales' graph, 'Store Statistics' (Overall, This Week, This Month, This Year) with 63 products, 63 approved, and 0 disapproved. The 'Store Earning' section shows 'TOTAL EARNING \$ 725.00' and 'COMMISSION \$ 75.00'. Below the main content are sections for 'Recent Orders' and 'Out of Stock Products'.