

WELCOME TO THE



makermade marketplace

HELLO AND WELCOME!

We started the marketplace with a vision for making it a great place for makers like you to share their projects with the world. We love the maker community we've built so far and are excited to have you be a part of it. We created this quick guide to help you get your shop set up quickly and projects loaded and ready to go so you can make more and earn more.

In this guide, you will find detailed instructions on how to:

- Register your shop
- Set up the basics of your shop
- Add a payment method to your shop
- Add your first products to your shop

Along with this guide, you can follow each of these steps in video format [on our YouTube channel](#).

All payments for your marketplace purchases will be paid out on a bi-weekly basis directly from MakerMade.

Once again, we're excited to have you as part of our MakerMade Marketplace! If you have any questions or concerns about the setup or management of your shop, please email TeamMM@makermade.com and include "Vendor Question" and the name of your store in the subject line.

Happy making!

-Team MakerMade



REGISTERING YOUR SHOP

- Visit the registration page on the MakerMade Marketplace website. You can reach this page by visiting marketplace.makermade.com and clicking on the "Set Up A Shop" link in the header or by [following this link](#).
- Create an Account
 - Insert your Seller Name, Seller Shop Name, Email, Password, Confirm Password
 - Check the box to agree to terms and conditions
 - Click 'Set Up A Shop' once finished filling in the above info
- You will be re-directed to your MakerMade Marketplace Dashboard. The Dashboard includes Sales, Store Statistics, Store Earning, Top Sold Products, Recent Orders, Out of Stock Products.
- At the top of the page, you will find a navigation menu including links to Dashboard, Configuration, Products, Orders, Profile

SETTING UP YOUR SHOP

The first step is getting your shop up and running. Each marketplace shop will have its own shop page where all of its products will be displayed.

- Under Profile, click on My Account
- Fill out Account Details
 - Your Email, Seller Name, and Seller Shop Name should be already filled out, if not, fill out the information
 - Next, fill out Store Address, City, Country, State (if prompted), Seller Zipcode, Seller Contact, Short Store Description, Detailed Store Description
 - (This step is optional) fill out Delivery Days, Delivery Method Name, Delivery Time, Other Information, Return Days, Refund Days, and Other Policy
 - Check that you agree to the terms and conditions
 - Under Seller Profile and Status, Upload Image
 - Under Seller Shop Image, Upload Image
 - Under Order Auto Fulfillment, insert the number of days to send emails after a preferred number of days, click Save Days

- Under Store Banner Image, Upload Banner
- Click Save Changes
- In the top right corner click View Profile in order to see your page from the customer's perspective

ADD PAYMENT METHOD

- 1. Under Profile, click on Payment Details
 - Select a preferred Payment Method, either Bank Wire Transfer or Paypal
 - Add Payment Details
 - Click Save
- 2. Once you have inserted your Account Details and Payment Details you can begin adding products

ADDING PRODUCTS

- Hover over Products at the top of the page and click on Products Listing and click Add Product
- Under Product Details, Choose Product
 - Either Normal Product (this would be a physical project) or Digital Product
 - Under Product Details, insert Product Name, Product Type, Product Details (optional), insert Description, and Product Tags (optional)
 - (This step is only applicable to "Normal" (physical) Products) Under Shipping Details, insert Weight Unit, Weight, and check or uncheck Requires Shipping
 - Under Pricing Details, insert Price, Compare at Price (optional), and check or uncheck the Charge Taxes on This Product box (optional)
 - Under Inventory Details, fill out SKU, Barcode (only for Digital Product), and Track Inventory (optional)

- Check or uncheck the This Product Has Multiple Options Such as Sizes, Colors, etc. box
 - If checked will generate a Variant Details box, click Add Variant if the product comes in multiple versions
 - Fill out Option Name, and Option Value
 - Click on Add Another Option to add more variants
- (This step is only applicable to Digital Products), Under Digital Product Details, fill out Add Digital Product As
 - If added as a file, under Add Digital Product, Upload File, insert Number of Accessible Days, and insert Number of Downloads
- i.(This step is optional) Choose Country of Origin
- j.Under Product Image, Upload Image
- k.Under Collections, fill out Collections. This helps for your projects to show up on our collection pages and in searches. Please choose the collections that best fit the project or service you are offering.
- Click Save Changes
- Once saved, to view your added Products, hover over Products at the top of the page and click on Products Listing

SOME IMPORTANT THINGS TO BE AWARE OF WHEN CREATING PRODUCT LISTINGS IN YOUR SHOP:

- ALL projects must be your own unique and custom work. You may not re-distribute project files purchased elsewhere for any reason, even for free. If you feel you have a project that is an exception to this rule, please send an email explaining to TeamMM@makermade.com before listing. We take the hard work of makers very seriously and failure to follow this rule will result in the cancellation of your shop on our marketplace.
- All listings must include an image. If all you have is a digital image of the file, that is fine.
- Please include that the listing is for a digital project file where applicable in the short description.
- As a best practice it is helpful to include: the tools used, a shopping list, estimated cut time, PDF of cut paths, cut path type (on the line, inside the line, etc) plus any other tips or tricks relevant to your project in the listing and/or downloadable files.

Once your listing is live, your project files will be available in the marketplace as well as on your individual shop page. You will also be able to manage discounts, sales, view order status and analytics and messages from customers all from your vendor dashboard.

Please note that each shop is responsible for their own customer service including any issues with files, downloads, returns, etc.

Aside from downloadable project files, we would love for any Marketplace Vendors who are interested to add listings for customized projects or design services.

Need Help?

Contact us at:
info@makermade.com

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[Facebook](#)
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