

## ADDING A SIMPLE PRODUCT (NO VARIABLES)

Use this if adding a simple product with no options for the customer to choose from.

*PLEASE NOTE - If you would like to allocate stock OVERALL for example, if you would like to offer x 5 spots in a fabric (any size), also use this option and email us to discuss further as we will need to complete listing from our end.*



**\*Click on 'Products' > 'Product Listing' on top menu bar in your seller dashboard**

**\*Select '+Add Product'**

**\*Start by typing in your 'Product Name'**

**\*Add in your 'description' Be sure to down the bottom on your description to add in the following which must be included in all of your listings:**

*This product is handmade in Australia by insert your business name\**

*Shipped from \*insert your suburb/city and state\**

*This item is (custom made/ready made \*remove whichever is not applicable), please allow \*insert turnaround time\* for your item to be posted.*

*Shipping options: \*Insert type of postage included, eg tracked, express post, standard untracked\* postage is INCLUDED in the price, gotta love that!*

*If multiple items are purchased from the same maker, excess postage charges will be refunded.*

*Contact \*insert your business name\* [HERE](#)*

**\*Type in 'Product Tags' - these are words or phrases used by the search engine to help people find your product eg, girls dress, size 5 dress, floral dress, etc.**

**\*Product weight can be left blank.**

**\*Ensure that the checkbox 'requires shipping' is checked if your product does**

**\*If you would like insert your Product SKU and barcode in the next section or leave blank.**

**\*Unless you have unlimited stock of your product you must select 'Track this product's inventory' in the 'Track inventory' drop down menu. If this is not selected, an unlimited amount of your product could be purchased. You can then type in the quantity available**

**\*You can now scroll back up to the top of the page and upload your product images in the top right hand corner**

**\*Then select up to 10 appropriate collections to add your product to. Ensure that you select your business name also (if this is your first product you are adding this will not be visible until your first product has been approved)**

**\*You can then if you would like, add a specific 'product handle' for your item. This is the end URL for your product. If left blank, the website will pull this from your product title.**

**\*You're done! Select 'save changes' to save your product and submit it to us for approval. Once approved, you will receive an email to let you know.**

**\*If you like to make any changes once your product has been submitted for approval or approved, you can edit it from your product listing. To do this select the three dots under 'action' and select 'edit'.**

## Adding a products with variables

Use this if adding a product with options for the customer to choose from.

*PLEASE NOTE - If you would like to allocate stock OVERALL for example, if you would like to offer x 5 spots in a fabric (any size), add your product as a SIMPLE product (other page) and email us to discuss further as we will need to complete listing from our end.*



\*Click on 'Products' > 'Product Listing' on top menu bar in your seller dashboard

\*Select '+Add Product'

\*Start by typing in your 'Product Name'

\*Add in your 'description' Be sure to down the bottom on your description to add in the following which must be included in all of your listings:

*This product is handmade in Australia by insert your business name\**

*Shipped from \*insert your suburb/city and state\**

*This item is (custom made/ready made \*remove whichever is not applicable), please allow \*insert turnaround time\* for your item to be posted.*

*Shipping options: \*Insert type of postage included, eg tracked, express post, standard untracked\* postage is INCLUDED in the price, gotta love that!*

*If multiple items are purchased from the same maker, excess postage charges will be refunded.*

*Contact \*insert your business name\* HERE*

\*Type in 'Product Tags' - these are words or phrases used by the search engine to help people find your product eg, girls dress, size 5 dress, floral dress, etc.

\*Product weight can be left blank.

\*Ensure that the checkbox 'requires shipping' is checked if your product does

\*If you would like insert your Product SKU and barcode in the next section or leave blank.

\*Unless you have unlimited stock of your product you must select select 'Track this product's inventory' in the 'Track inventory' drop down menu. If this is not selected, an unlimited amount of your product could be purchased.

You can then type in the quantity available

\*Under 'variant details' select 'add variant'

\*Under 'option name' write type of variant ie, size, colour, etc.

\*Under 'option value' write the names of each variant, pressing enter after each variant eg, Size 1, Size 2, Size 3 etc.

\*If you have another variable type for people to choose from ie, size, colour etc select 'add another option' and repeat above.

\*You can now scroll back up to the top of the page and upload your product images in the top right hand corner

\*Then select up to 10 appropriate collections to add your product to. Ensure that you select your business name also (if this is your first product you are adding this will not be visible until your first product has been approved)

\*You can then if you would like, add a specific 'product handle' for your item. This is the end URL for your product. If left blank, the website will pull this from your product title.

\*Select 'save changes'

\*To add details of your variables you now need to 'edit' your listing. To do this head to 'product listing' and select the three dots under 'action' and select 'edit' for your product

\*Scroll down to 'variant details'. Here you can select 'edit' for each option by clicking on the three dots under 'action'. You can now link a specific product to your option, edit prices for a listing and also stock levels for your variable. Select save changes once done.

\*Once finished select 'save changes' to save your product and submit it to us for approval. Once approved, you will receive an email to let you know.