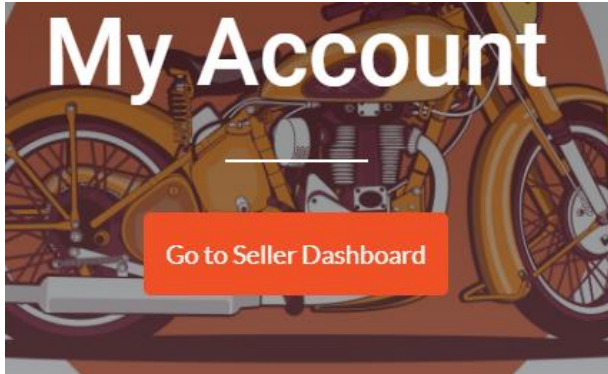


How to add a part/ Product

- 1) Go to your Seller Dashboard



- 2) Go to "Products"
- 3) Top right go to "Add new Product"
- 4) Enter Product Name
- 5) Add price – If you have a discounted price add that
- 6) Upload a picture of the product- If you have not yet uploaded a picture then you will have to retrieve from your computer folder- If you are using a mobile just upload it direct.
- 7) Picture should be under "Media Library"
- 8) Select your main picture – Click "Select feature image" in right bottom.
- 9) Add more pictures if needed om + sign
- 10) Select the Product category- This will be the make that the part id for eg. BMW, Suzuki, Honda
- 11) Click " Create Product" Here you will be able to add all other info of the product (If you select create and add new you will have to go back and edit to add additional info of product.
- 12) Add description of the parts if needed. The more description the easier the part will sell.

Under Inventory do the following

- 1) Add SKU- Part no. This could be your OWN part no or OEM part no if you please.
- 2) Stock Status – In stock
- 3) Stock quantity has to be added- Because used parts are unique you will only have 1 of that part. If it is a new part you could have more then 1 then you can add this amount here. Stock control.
- 4) Select your stock threshold on low stock- You will get a email on low stock
- 5) Set your backorder settings if you offer this.

Shipping

Please see Shipping document to setup your shipping costs depending where you are based

Select SAVE Product- Your products is now live and online!!!!

