Florida Atlantic University
Touchnet Marketplace
Create a Product

1. From the left sidebar, select **Marketplace Home ➔ Your Merchant ➔ Stores ➔ Your Store ➔ Store Settings ➔ Shipping Classes**
2. Click **Add Shipping Class**
3. Fill out the Shipping Class form:
   a. **Enter New Shipping Class Name** – set to “n/a”
   b. **City, State, Zip Code** – Boca Raton, Florida, **33431+6424** (required 9 digits standardized code)
4. Click **OK**
5. When saved, you are returned to the shipping classes screen.
6. Fill out the following modifications for Shipping Class: n/a:
   a. Under **None**, set Enable? to checked
   b. Under **None**, set Tax Class to no tax
7. Click **Save n/a Shipping Class**
8. When saved, select **Marketplace Home ➔ Your Merchant ➔ Stores ➔ Your Store ➔ Store Settings ➔ Products**
   **Click Add Product**

9. Fill out - **Product Settings**:
   - **Product Name** – name of product
   - **Short Description** – short product description, shown on product shelf
   - **Long Description** – detailed product description, shown on product details
   - **Product Type**
     i. **Generic** – set a static price for a good/service that may be shipped
     ii. **Digital** – set a static price for a digital good/service that WONT be shipped
     iii. **Donation** – allow the customer to set their own price
   - **Price** – price of product (leave blank if donation)
   - **Allowed Payment Methods** – check all available options
   - **Days fulfiller must wait before fulfilling orders paid via ACH** – **set to 0**
   - Click **Continue**

10. Fill out - **Upload images for Stores**:
   - Select **Click here to upload full size image** to select image shown on product detail page
   - Select **Click here to upload thumbnail image** to choose image shown on shelf
   - Click **Continue**

11. Fill out - **Options**:
   - **Add options** – Yes or No.
   *Options are used for the creation of Items for Sale. For example: Option: Size with values S, M, L would create 3 Items for Sale. Options and values can be added, edited and deleted after product creation.*
   - Click **Continue**
12. Fill out - **Item for Sale Settings**:
   - This form varies based on product type. If Generic/Donation selected, click **Assign Random Stock #**. If Digital selected, fill out accordingly.
   - Setup Auto Fulfill – Yes or No
   - Click **Continue**

13. Fill out – **Store Status**
   - Select **Disable this product for now** until you are finished and ready to go live
   - Click **Confirm**

14. **Store Category Assignments**
   - Drag and drop from right to let panel
   - Click **Confirm**