Setup a Product

1. From the 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 1
   • Click Continue
10. Fill out - Miscellaneous Settings:
   • Choose Shipping Class – select n/a. If shipped item, select appropriate class.
   • Choose Tax Class – select no tax. If taxed item, select appropriate class.
   • All Other Fields – leave blank/default if unsure
   • Click Continue
11. 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
12. 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
17. 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
18. Fill out – Store Status
   • Select Disable this product for now until you are finished and ready to go live
   • Click Confirm

20. Fill out - Mall Category Assignments
- Click "+" or "-" for mall category assignment or leave it blank
21. Fill out - Store Category Assignments
- At least one store category must be select
- Click Continue