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 <u>Disable this product for now</u> 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**

Store Category Assignments	
1 selected option	**3 options available**
(Store Home Page)	(No category - only orderable via direct link)
	(No category - not orderable)
	Course with housing
(No category - not orderable)	