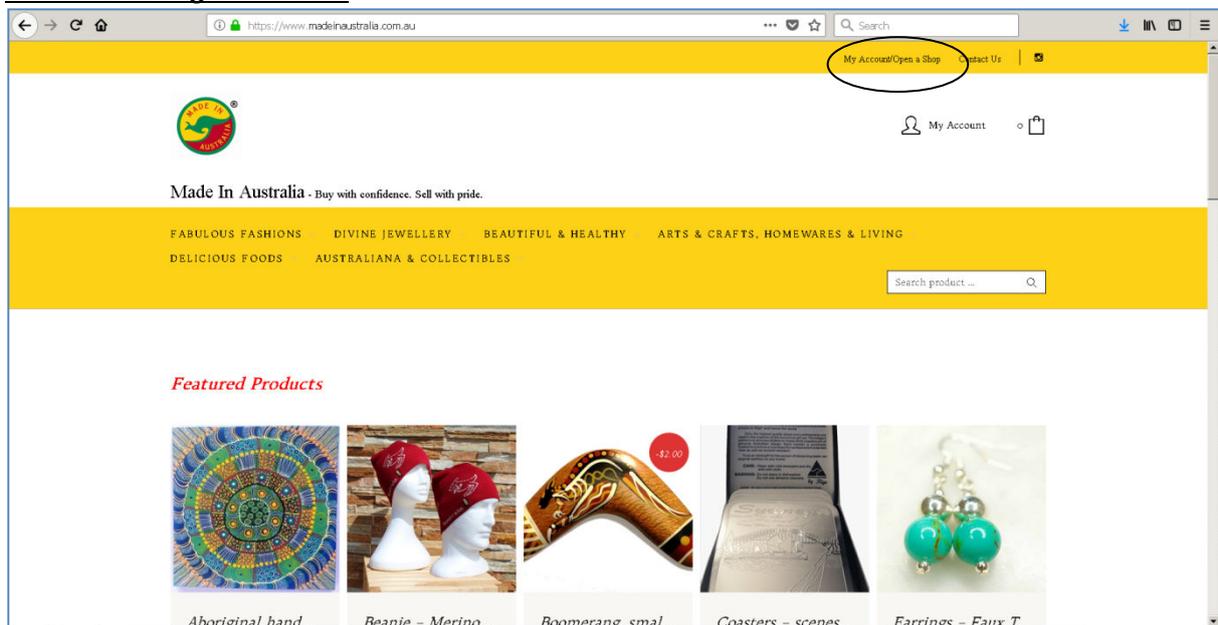


How to Set Up Your Shop

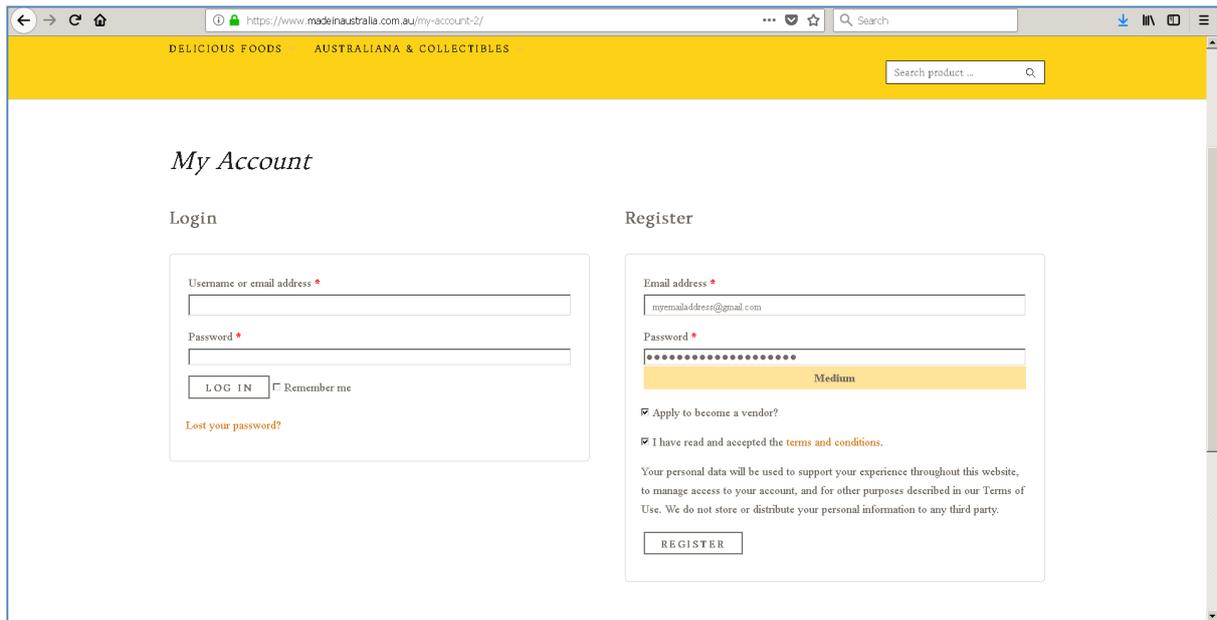
These instructions will guide you through the set up process to open a shop. You should be all set up and have your first item listed in under 10 minutes.

1. Creating an Account
2. Setting up your *Pro Dashboard*
3. Adding Simple Products
4. Adding products with Variations
5. Editing your Product
6. Getting Paid
7. Managing your Orders

1. Creating an Account



From the home page, register by clicking **My Account / Open a Shop** and enter your email address and a password. Tick the boxes, Apply to become a vendor, and I have read and accepted the Terms & Conditions. Select Register.

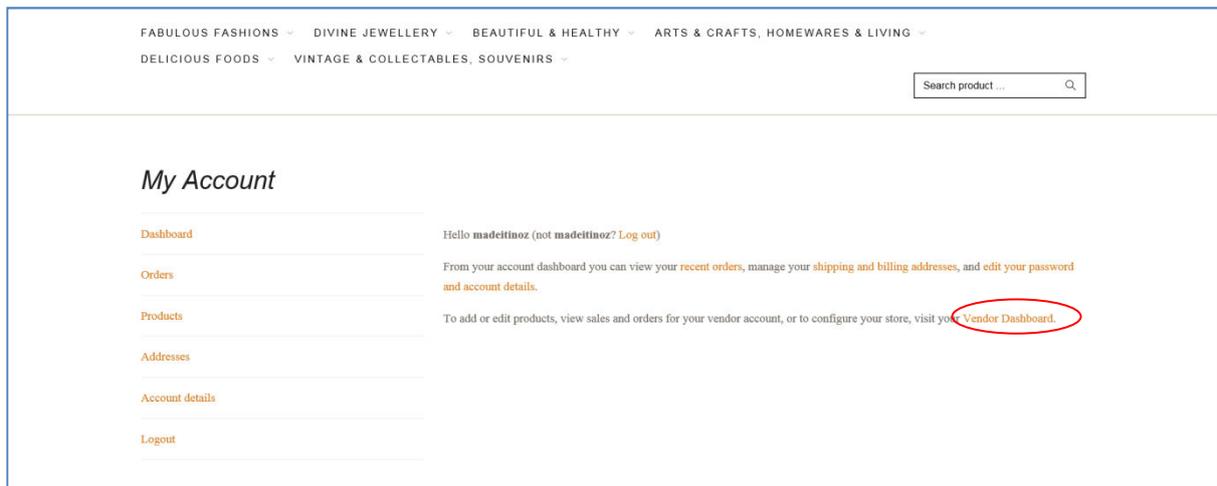


Complete your details on the **Pro Dashboard** Vendor Application screen and select Apply to be a Vendor.

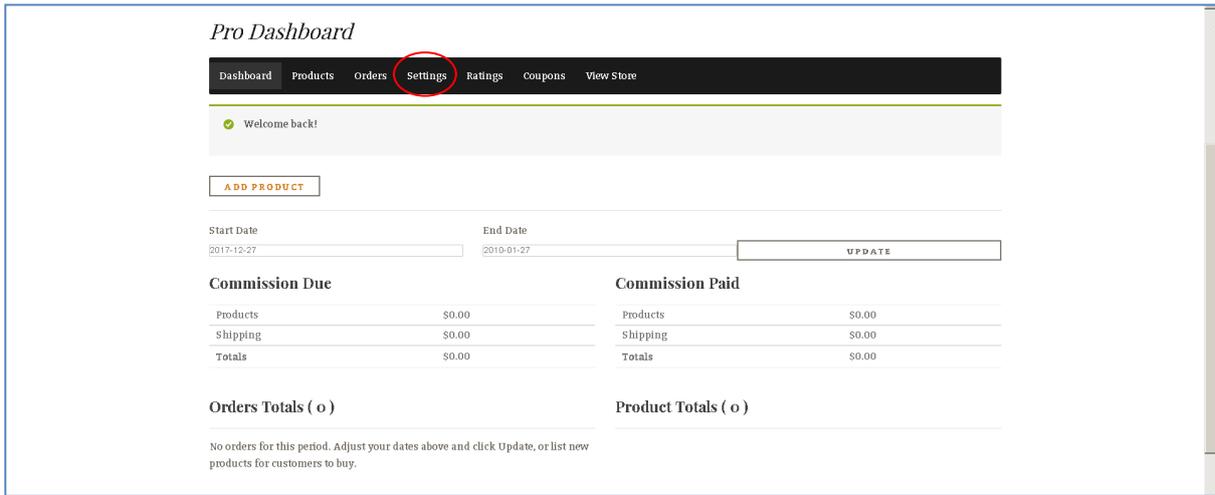
Your application will be accessed and you will receive an email when it is approved.

2. Setting up your Pro Dashboard

Once approved, from the home page, click **My Account**, or **My Account / Open a Shop** and enter your email address and a password details to Login. Once you login you will be taken to your **My Account** page. From here, select **Vendor Dashboard**. See below.



This takes you to the **Pro Dashboard** where you can configure your store and start adding products.



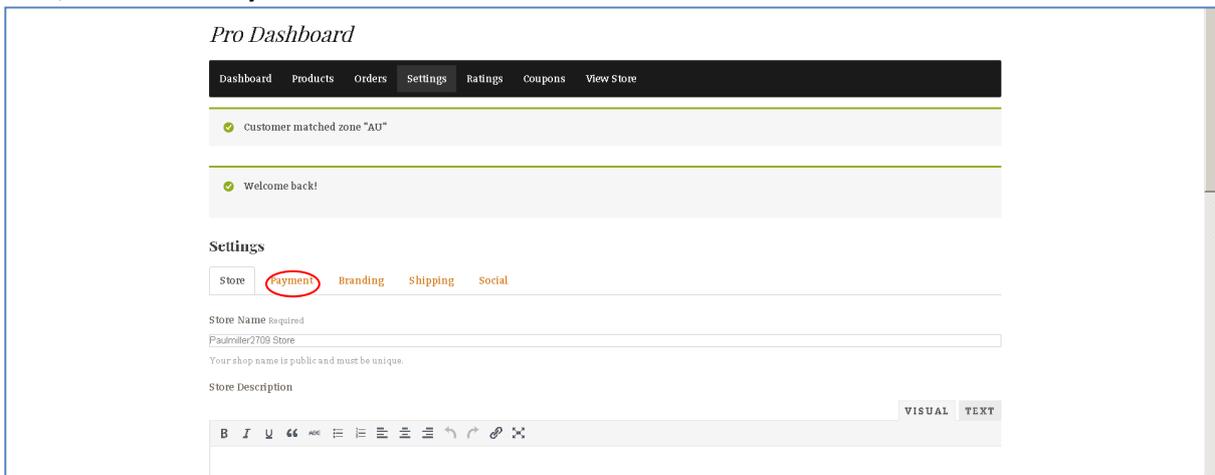
Go to **Settings** tab

Make sure you have entered information about your Store. We only use your phone number and address details to contact you if necessary and for verification purposes.

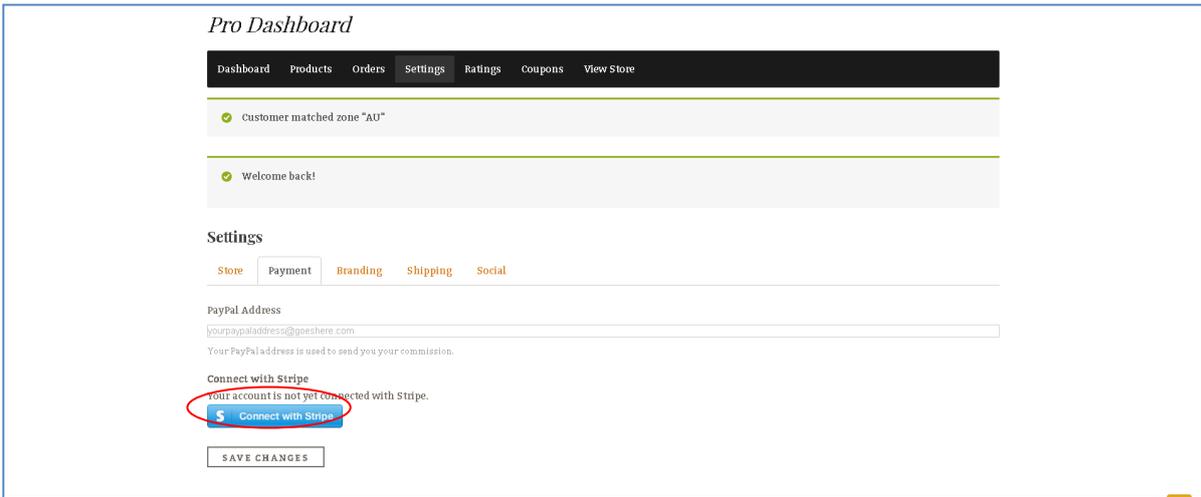
The check box **Enable Vacation Mode** is available to tick at any time if you wish to alert buyers that you are currently unable to fulfil orders. Use this if you want to take a break.

Save changes.

Next, click on the **Payment** tab

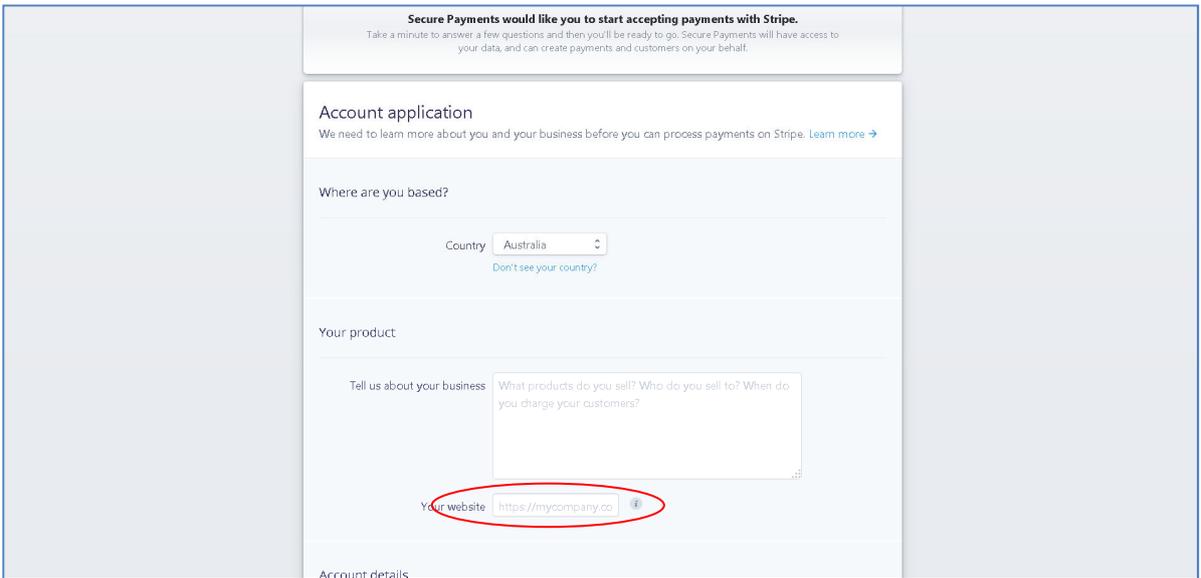


We offer two payment options for buyers and you will need to have accounts with at least one of these payment gateways. Enter your PayPal email address. Next, click the link to **Connect with Stripe**.



This takes you to the Stripe website. Stripe is a payment gateway that allows you to receive your commission on sales automatically. You will need a Stripe account in order to receive your payments for purchases. We do not store or have access to any of your banking details. This is all processed through Stripe, which can accept payments from customers from almost any part of the world. If you have a Stripe account already, simply Sign In (top right corner) on the page you are directed to. Stripe notifies you when a payment has been received and processes payments within 2 working days.

Where Stripe asks for your business domain name please type in <https://www.madeinaustralia.com.au>. See the screen shot of the relevant Stripe screen below.



More information on Stripe Connect can be found here <https://stripe.com/au>

Once you connect with Stripe you will be taken back to your Pro Dashboard.

Confirm that you are now connected with Stripe.

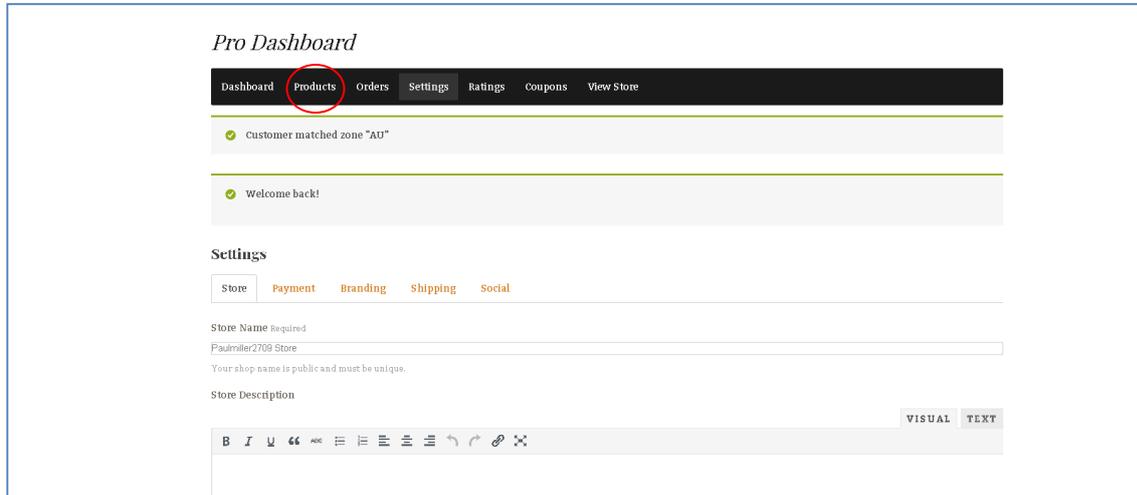
Under the **Branding** tab, you can add a store icon. You will be asked to upload the picture into your media library.

Under the **Social** tab you can add Twitter, Instagram, Facebook, and Pinterest URLs.

You have now finished setting up your Store settings. These settings can be changed at any time.

3. Adding Simple Products

Click on the **Products** tab, click **Add Product**.



Enter the Product Name and descriptions. (If you offer FREE Shipping, we recommend you include this with the Product Name, and highlight the fact in your descriptions as well).

Select the relevant Category and sub-category in which you wish your product to be listed.

Add single word Tags to assist in searching, eg. bottle, beads. Use spaces between tags.

Set your **Featured Image** and up to 4 **Gallery images**.

You will be asked to upload images from your computer into your gallery.

For images to display correctly, ensure that they are at least 500 X 500 pixels in size. Try to keep images more or less square. Information and advice on taking photos of your products can be found in many online articles, as well as how to resize them.

Under **Product Type** chose **Simple Product** or **Variable Product**.

A **Simple Product** is a product with no variations.

A **Variable Product** has variations, for example, a buyer might have a choice of colours, sizes, flavours, etc.

Simple Product options.

Enter your price. If you enter a Regular Price AND a Sale Price, your listing will display both with a sticker highlighting the fact that it is on sale. This can help drive sales.

GST - Tax Status

If you are registered for GST, make sure you have selected **Taxable** and for Tax Class select **Standard**. If you are NOT registered for GST, change Tax Status to **None**.

Inventory Tab

Here you can manage your stock levels by entering the quantity you have available for sale.

Shipping Tab

You have National and International shipping options. If you are offering free shipping within Australia, tick the Free Shipping option under National Shipping. Otherwise set your rate for

shipping Nationally and Internationally. You may choose to disable International shipping and your product will not be visible to international buyers. It is easiest to set a flat rate for shipping. So work out an average cost. You can get shipping costs via Australia Post here <https://auspost.com.au/parcels-mail/calculate-postage-delivery-times/#/>

It is not necessary to include weight, length, etc, but you may if you wish.

Attribute Tab

For a simple product this is not necessary to use.

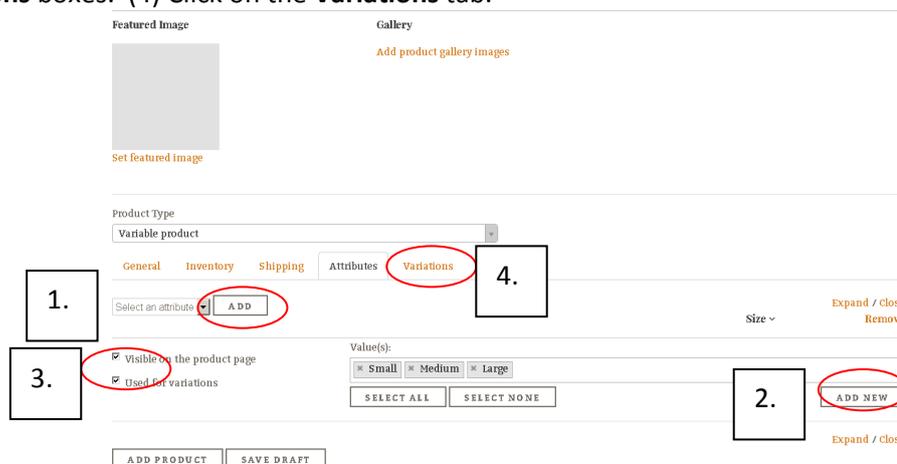
4. Adding products with Variations

When you have a product with variations you can either list them individually as Simple Products or you can enable them to display a drop down menu for the customer to choose the variation they prefer.

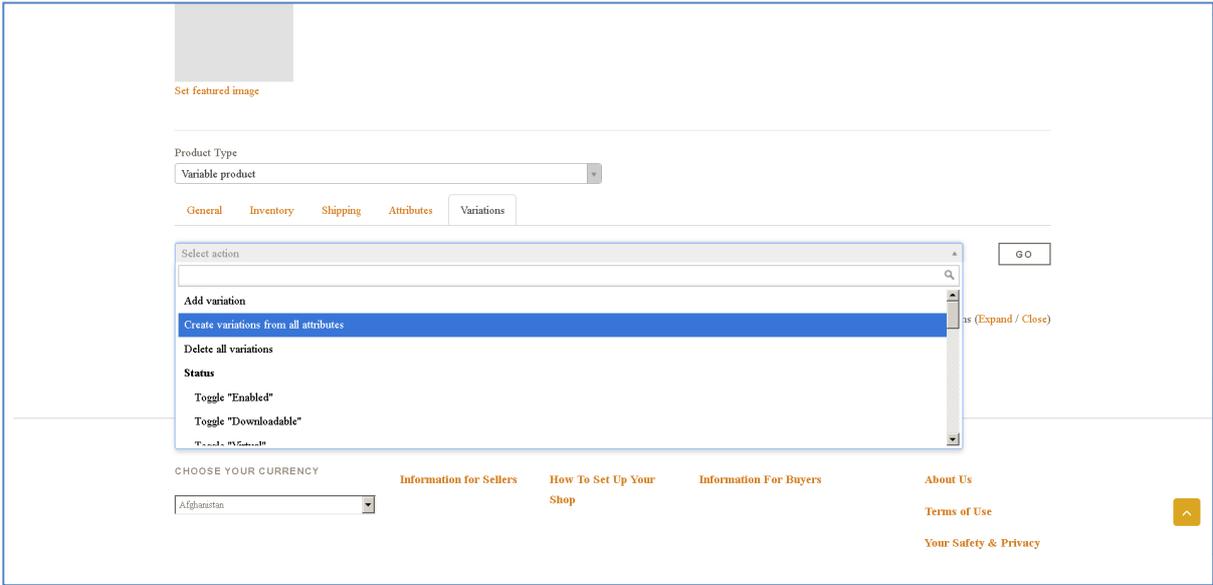
Adding a variable product is much like adding a number of simple products. You can have separate pictures for each variation as you wish.

Enter product, inventory, and shipping information. On the **Attribute tab** you will be required to select an attribute. Please choose Options.

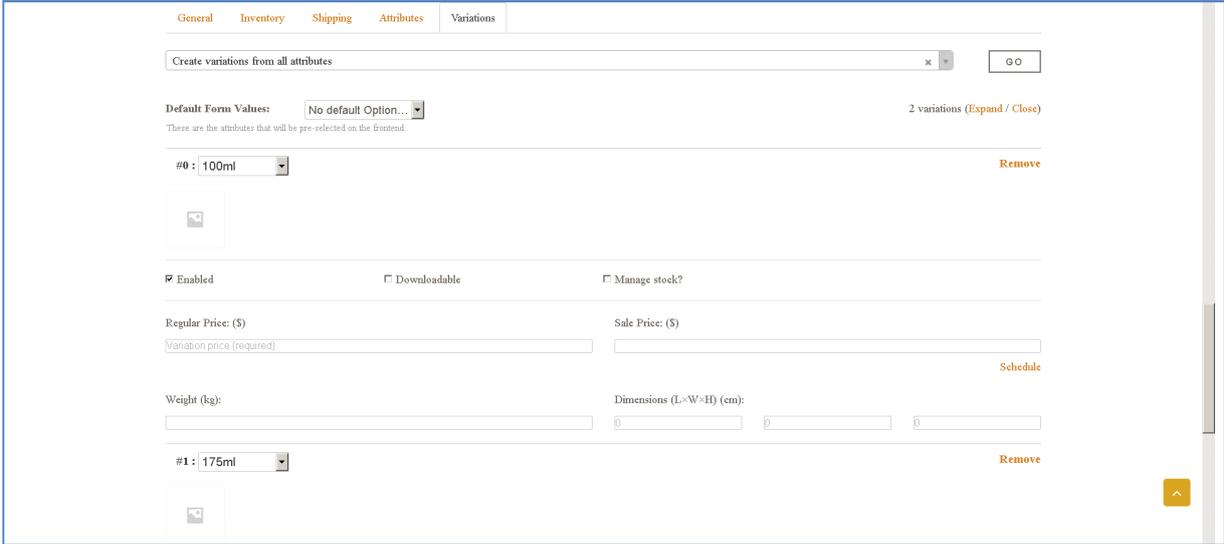
Once you have (1) added an attribute (Options) , (2) select the values you wish to include, or ADD NEW if your value does not appear in the list. (3) Check the **Visible on product page** and **Used for Variations** boxes. (4) Click on the **Variations** tab.



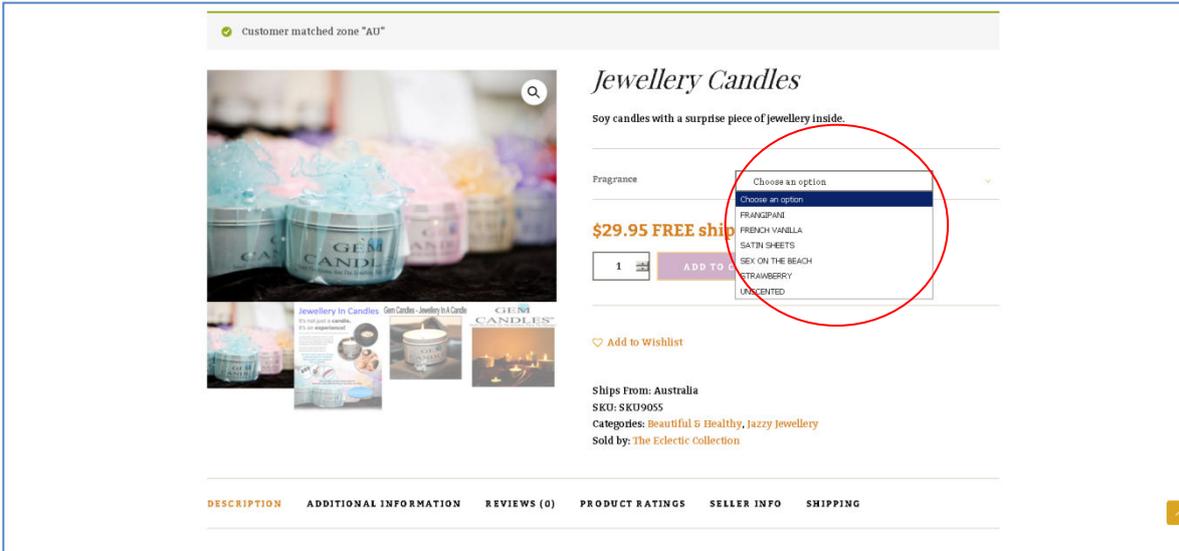
You can click on **Go** to add variations one at a time, or you can select **Create variations from all attributes** – see screen shot below. This will create all variations according to the values you added previously.



Click on **Expand** to add more information such as price and image.
 A drop down menu allows you to add picture, price, and product information for each variation. You can manage stock quantity and price on an individual level for each variation. Weight and dimension information is optional.

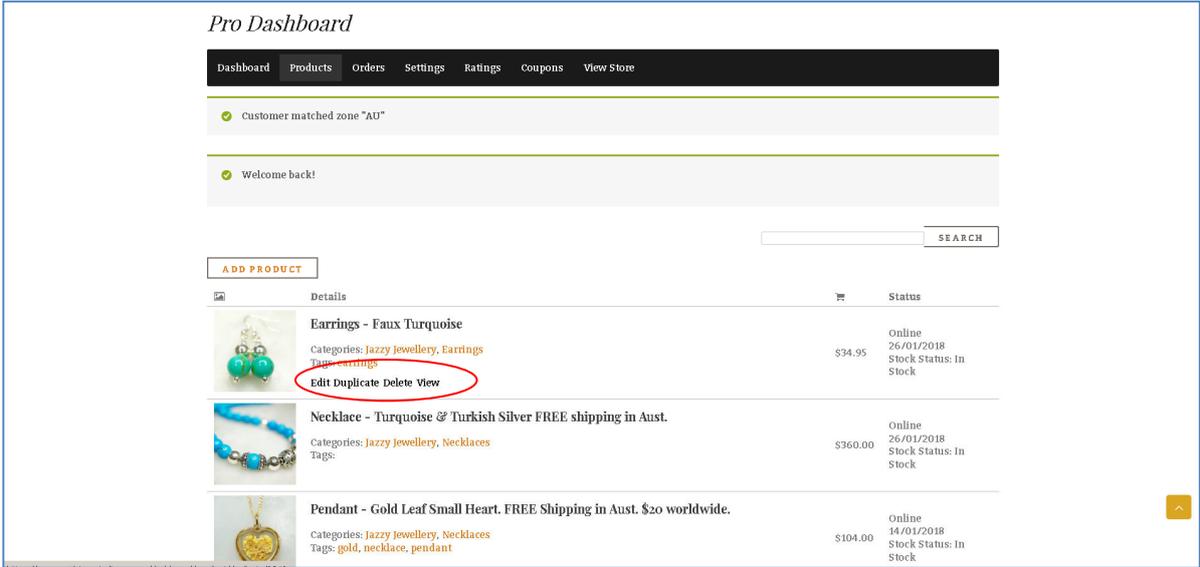


Repeat for each variation. Your product will then appear as follows to a buyer - a dropdown **Choose an option** box will appear when selected.

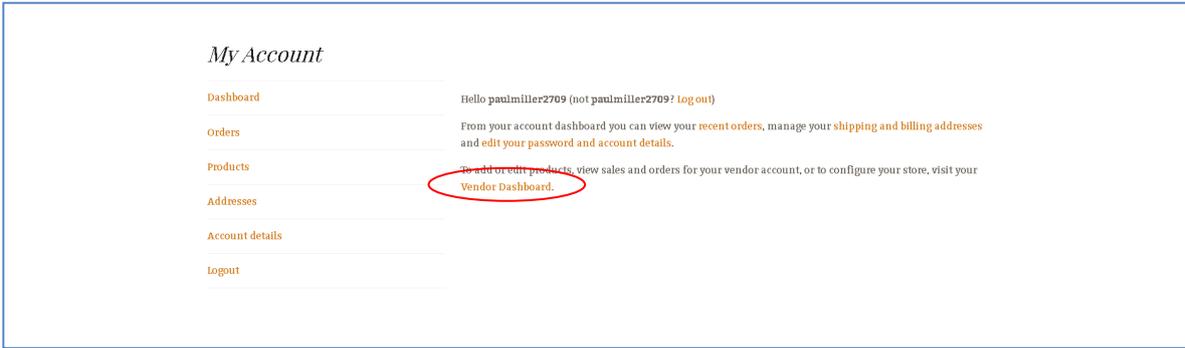


5. Editing your Product

To edit your products, you need to hover over the area shown below for the options to appear.



When you are logged in, you may need to select **Vendor Dashboard** on the screen shown below to get to your **Pro Dashboard**.



Finally, you also have the option of adding discount coupons.

To update your account details – click on your User Name, then click on **My Account / Open a Shop**.

To return to the Pro Dashboard, click on **Vendor Dashboard** link on My Account page.

6. Getting Paid

You will automatically receive a notification when you sell an item. We offer two payment options for buyers, Stripe and Paypal and two ways for you to get paid as a vendor.

Stripe

We recommend connecting with Stripe as the easiest way to get paid for any sales you make. Stripe is a payment gateway, which is specifically designed to pay commission to vendors in our marketplace. It is easy to set up an account and there are no establishment or on-going fees associated with having a Stripe account. Stripe fees that apply to you are set at 30 cents per transaction plus 2.9% of the total sale price.

Paypal

If you do not wish to set up a Stripe account, you will require a Paypal account. Paypal payments will be paid out manually by the site administrator. Normal Paypal fees apply.

If you have neither a Paypal nor a Stripe account you will need to provide us with your bank account details in order for us to pay you.

Our Fees

www.madeinaustralia.com.au charges a flat fee on sales. Refer to our Terms & Conditions.

7. Managing your Orders

Your orders will be emailed to you. You can add details from the following section of your dashboard. You will need to hover your pointer over the relevant section for it to be visible.

The screenshot shows the 'Pro Dashboard' interface. At the top, there is a navigation menu with categories: FABULOUS FASHIONS, DIVINE JEWELLERY, BEAUTIFUL & HEALTHY, ARTS & CRAFTS, HOMEWARES & LIVING, DELICIOUS FOODS, and AUSTRALIANA & COLLECTIBLES. A search bar is located on the right. Below the navigation is a 'Pro Dashboard' header with a sub-menu: Dashboard, Products, Orders, Settings, Ratings, Coupons, and View Store. The 'Orders' menu item is highlighted. A welcome message 'Welcome back!' is displayed. Below this, there are date filters for 'Start Date' (2018-07-12) and 'End Date' (2018-08-12), with 'UPDATE' and 'Clear' buttons. An 'EXPORT ORDERS' button is also present. The main content is a table with columns: Order, Customer, Products, Total, Shipped, and Order Date. A single order is listed with Order ID 10176, Customer Ben Hogan (7 Seaview Parade, BELMONT Victoria 3216, ben@ben-hogan.net), Product 1 x Leather Mouse Pad. FREE shipping in Aust. SKU: SKU10003, Total \$35.00, and Shipped No. The 'Order Date' column for this order is circled in red, showing a dropdown menu with options: 08/08/2018, Processing, View Order Details, Shipping Label, Order Note, Tracking Number, and Mark Shipped.

Order	Customer	Products	Total	Shipped	Order Date
10176	Ben Hogan 7 Seaview Parade BELMONT Victoria 3216 ben@ben-hogan.net	1 x Leather Mouse Pad. FREE shipping in Aust. SKU: SKU10003	\$35.00	No	08/08/2018 Processing View Order Details Shipping Label Order Note Tracking Number Mark Shipped

If you experience any difficulties in setting up or managing your store, please contact us and we will be happy to assist. Buy with Confidence, Sell with Pride.