AFTER REGISTRATION WHAT NEXT?

Completion of Registration

HOW DO I COMPLETE MY REGISTRATION?

1. Login to your dashboard after clicking on the verification link sent to your email

2. Click on the menu “Business owner“ and then click on “Store information”

3. Fill up all the required fields, upload your business images and your KYC documents.

Once that is done, the Admin will approve your registration within 24 hours and you can the upload your products

HOW DO I LOAD PRODUCTS?

1. Log in to your seller account.
2. On your dashboard you will see a menu on the top right corner “ + New product”
3. Add Product name, description, specification , also to add the category where the product will be displayed e.g. “Everyday Essentials", “Kitchen Appliances”, “Home Appliances” etc. and every other information in the “General” function.
4. After adding the general information, click next to add the product image & Display areas (These are areas where your product can be delivered to)
5. Click next to go to the “Data” menu where you add product price, quantity in stock, weight, out of stock status(this is the information to be displayed when your product is out of stock) etc
6. Click on next to add product discount or special price if any and if not click on save at the top or bottom of the page to save the product.

HOW DO I ADD COLOR?

1. Click on “Choose product options” at the bottom of the “General” menu
2. Type “Color”
3. Click on the Add (+)
4. Click to select color.
5. Add the quantity.
6. Add amount i.e. (if the different colors added have different prices than the fixed price (in data).
7. Add image for the color added.

HOW DO I ADD SIZE?

1. Click on “Option”
2. Type “Size”
3. Click on the Add (+)
4. Click to select Size.
5. Add the quantity.
6. Add amount i.e. (if the different sizes added have different prices than the fixed price (in data).
7. Add image for the size added.

HOW DO I ADD WEIGHT?

1. Click on “Option”
2. Type “weight”
3. Click on the Add (+)
4. Click to select Weight.
5. Add the weight.
6. Add quantity
7. Add price i.e. (if the different weights added have different prices than the fixed price (already fixed in data.

HOW DO I ADD DISCOUNT?

A discount is a deduction made on a product when bought in quantity (more than one) for a particular period of time to encourage customers to buy and use them.

1. Discount is found on the last page of the product loading phase.
2. Click on the Add (+)
3. Click on “Quantity in Stock” to add the quantity of that product to be bought that would attract a discount.
4. Click on “Discount Price” to type in the discount price.
5. Click on “Start Date” to add the start date for the discount offer.
6. Click on “End Date” to add an end date for a discount offer.

HOW DO I ADD A PRODUCT TO SPECIAL SALES?

Products on special sales are products that are sold at a lower than usual price for a period of time to encourage customers to buy and use them.

1. Special sales menu is found on the last page of the product loading phase.
2. Click on “Special Price” to add price.
3. Click on “Start Date” to add the start date for the special offer.
4. Click on “End Date” to add the end date for the special offer.

HOW DO I ADD IMAGE TO MY PRODUCT?

1. This menu is found on the second page of the product loading phase
2. Tap the image space.
3. Click on the pencil like feature.
4. Upload image.
5. Add image.

HOW DO I VIEW AND UPDATE CUSTOMER ORDER?

1. Click on “Orders” from the menus on the left side of your dashboard
2. Click on the “View Button” beside the order you want to update.
3. Scroll down to “Seller Order Status”
4. Select appropriate status e.g. Processing, Canceled, Completed etc.
5. Click on “Notify” so the customer gets a notification for status update on order.

6. Click on “Update order history”.

OTHER ADDITIONAL INFORMATION

1. To view messages from the Admin, click on “Business owner” and then click on “Admin Messages” to send and receive messages from Admin.
2. Click on “Dashboard” to view Total Sales, Orders Completed, Products in stock, Recent orders etc.
3. On the orders page, you can filter by different status e.g completed, canceled, processing etc
4. To make any any update to your store information like address, bank details, address, click on “Business owner” and click on “Store information”
5. Click on “Account settings” and then click on “Profile information” to add all necessary details required like name, gender, Date of birth etc
6. Click on “Add Display Areas” when loading a product to add countries and states when your product should be displayed when searched for. You can also select “All States” as need be so your products can be displayed in all the states of the chosen country.

We hope that this seller's guide has helped answer all your questions.

Thanks.

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