Basic Content Creation Training

...A Simple VendorCenter Guide for Vendors

Create products one by one

After accessing VC: Step 1

Open the main menu and click on Products > Add Products > Add a New Product

Note: All the fields that have an orange asterisk are mandatory. If you don't fill them up an error message will be displayed.

Some Mandatory Fields

Brand *

Brand

Field is required.

Global Price *

Global Price

Field is required.

Step 2: The first part of the form is displayed and you should fill those fields:

Images

Image Recommendations:

- Image to be in a clear white background
- Image Format is JPEG/JPG
- Image size can be between 500 x 500 pixels - 2000 x 2000 pixels
- You can upload a maximum of eight images. This is very good for customer experience

Product Information

| + Main Image | + Image | + Image | + Image | + Image | + Image | + Image | + Image |

Image needs to be between 500×500 and 2000×2000 pixels. White backgrounds are recommended. No watermarks. Maximum image size 2Mb.

Product Name & Category

- **Other fields will only be displayed after selecting the category because those depend on the category chosen.**
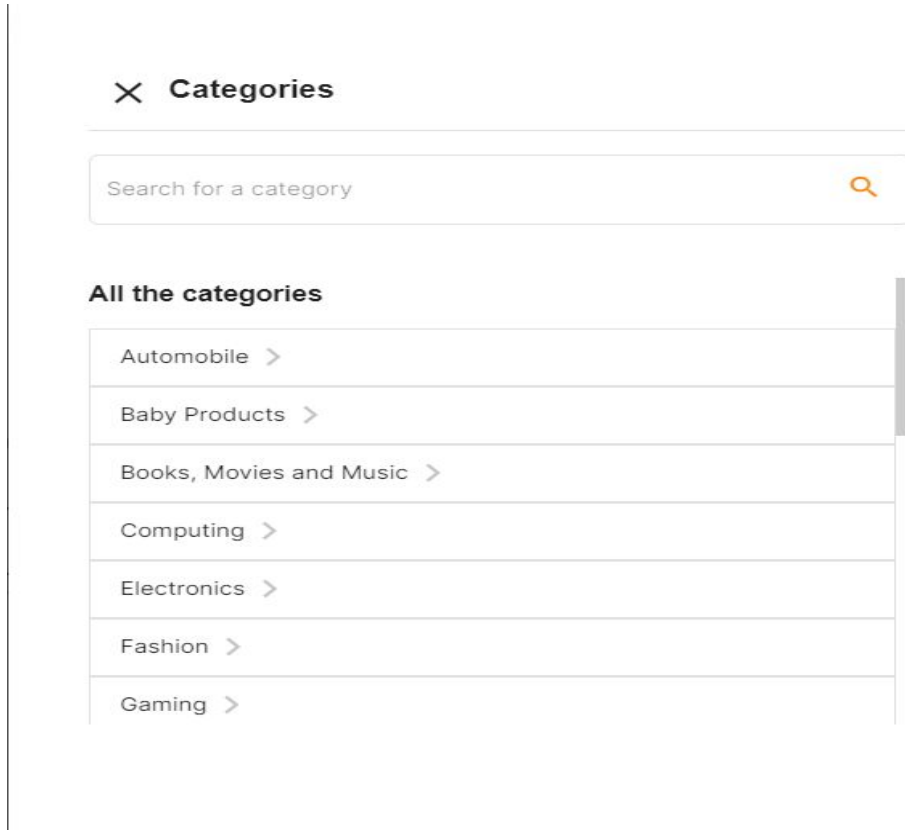
Name *	Category *
Name	Category
Field is required.	Field is required.

- **To choose the Category you can either search by its name on the search bar or look for it on the Category tree**

Step 3: Ensure to properly fill in all the mandatory fields before proceeding to complete product creation, as any invalid response will generate an error message.

Category / Brand is inactive

A warning message will be displayed: The product will still be created but will fail the Quality Control validations. To avoid this click form link on the warning message to ask for the Category / Brand activation.

Category / Brand does not exist

- A warning message will be displayed.
- The product will not be created. Click Form link on the warning message to ask for the Category / Brand creation.

Step 4: Product Description and Highlights. Product Description is a very huge part of product creation, describe the details of your product in clear sentences in paragraph form. Also, add at least 5 Key features of the item in Bullet Points form as the highlight.

Description & Highlights

Name *

Perfect & Radiant Luminous630 Anti Dark Marks Serum - 30ml

Category *

Cuticle Creams & Oils

Brand *

NIVEA

Colour

Colour

Required to increase listing quality

Color family

Color family

Required to increase listing quality

○ Variants

Product description *

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○ Product Specification

Highlights *

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Weight (kg) *

Weight (kg)

Variants

Step 5: Variants

About Variants:

- Variation (name): Each variation of the Product being created should be unique. Duplicated values are not allowed.
- Seller SKU and Barcode EAN: Should be unique for all the products of the shop.
- Quantity: Stock of the product. Must be a positive value.
- Global Price: Is the price that will be added to the product in all the ventures where it is created in the correspondent currency (exchange rate will be applied to calculate the price).
- Sale Price: Is the discount price to be active on the date selected. Must be lower than Global Price.
- Sale Price Date: Mandatory if the Sale Price is filled up.
- You can either Add more than one variation

Important Information

- You are able to delete a variation if you have more than 1

Price

- Must be higher than 0.
- Cannot have more than 2 decimals
- If the Category has any Price Threshold the Global Price and Sale Price added must meet that requirement or an error message will be displayed.

Global Price *

0

Field requires a positive value.

Global Price *

123.999

Field cannot have more than 2 decimal place(s).

Global Price *

700

Field requires a maximum of 500.

Step 6: Submit

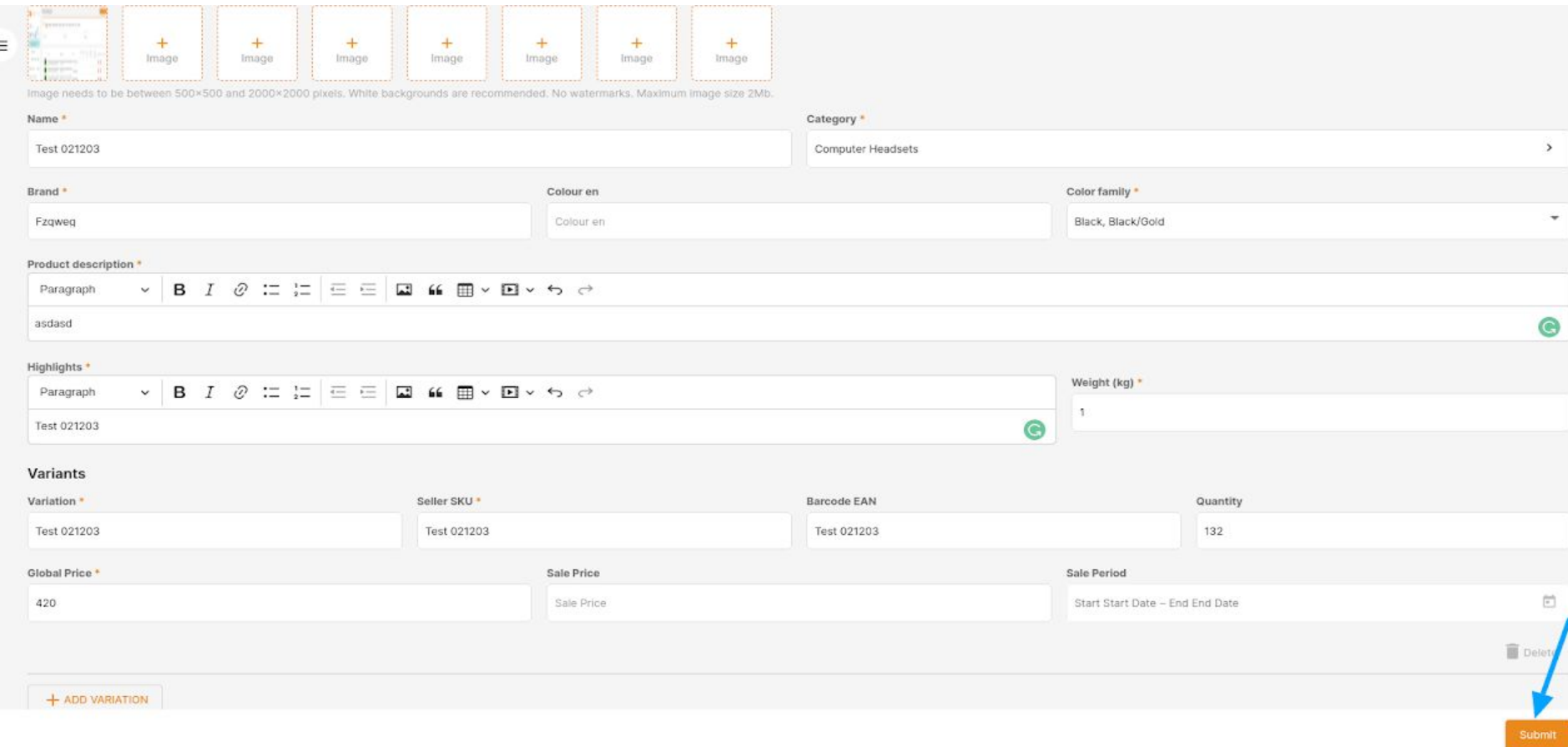After all the relevant fields are filled up you can click on the Submit button.

Image needs to be between 500×500 and 2000×2000 pixels. White backgrounds are recommended. No watermarks. Maximum image size 2Mb.

Name *
Test 021203

Category *
Computer Headsets

Brand *
Fzqweq

Colour en
Colour en

Color family *
Black, Black/Gold

Product description *

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Highlights *

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Test 021203

Weight (kg) *
1

Variants

Variation *
Test 021203

Seller SKU *
Test 021203

Barcode EAN
Test 021203

Quantity
132

Global Price *
420

Sale Price
Sale Price
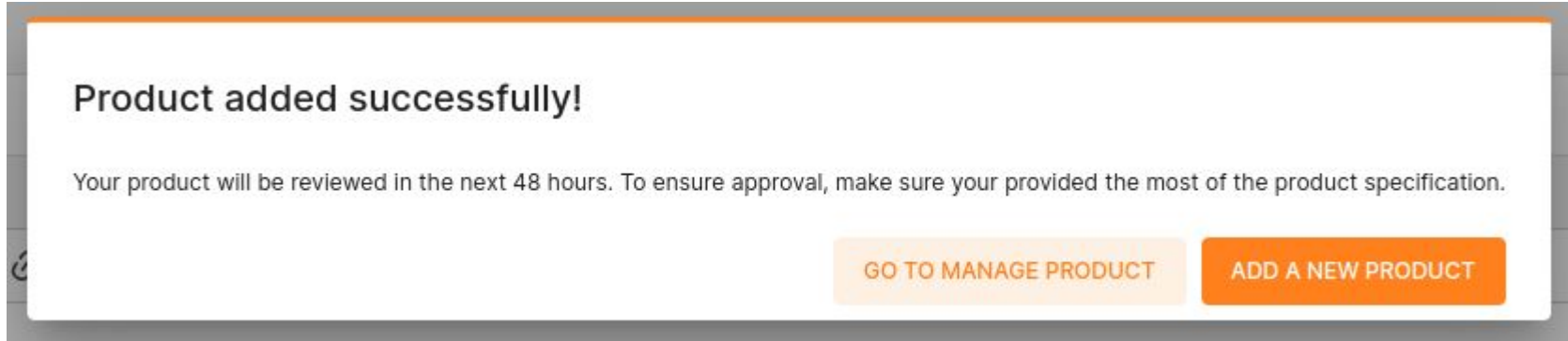
Sale Period
Start Start Date – End End Date

🗑 Delete

+ ADD VARIATION

Submit

Step 7: Product Successfully Created

- With no failed validation a Pop up will be displayed. You can either Go to Manage Product page or Add a New Product.

- With one or more failed validations in one of the countries that the shop is active (QC – restriction, other validations) *

Product was not created

- Because it failed a validation. The error message will be displayed in the correspondent field.
- These validations can be related to the Quality Control
- Some validations done on the value of the field. Like, number / type of characters, being empty.
- Some values are duplicated and should be unique.