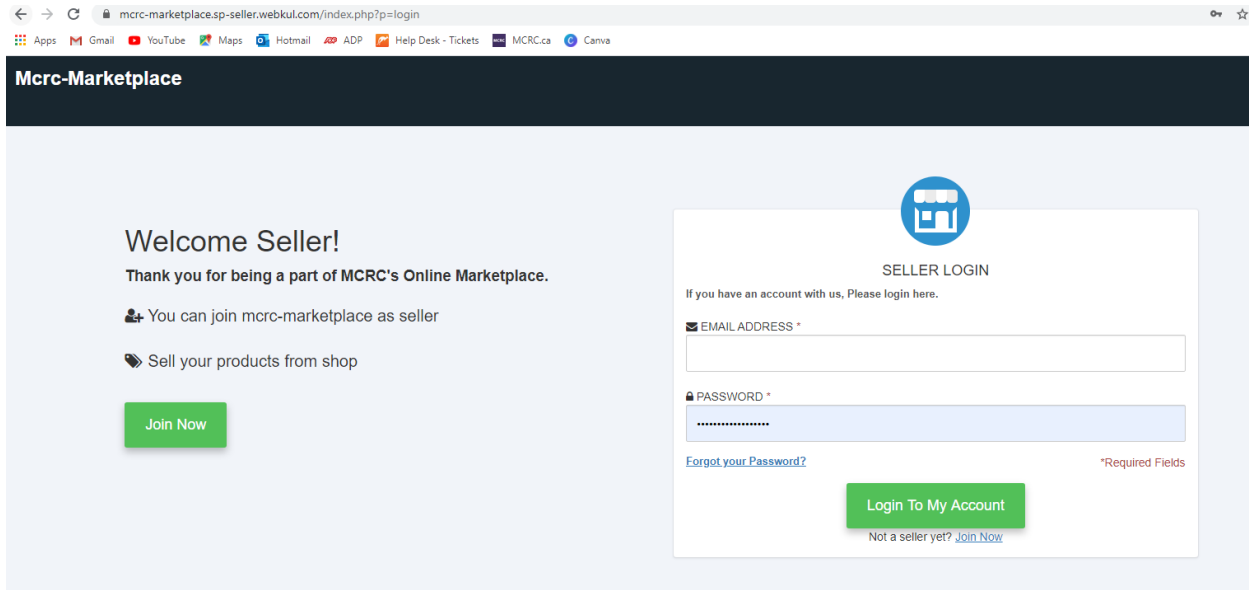


Online Marketplace 2020 – Vendor Support Guide

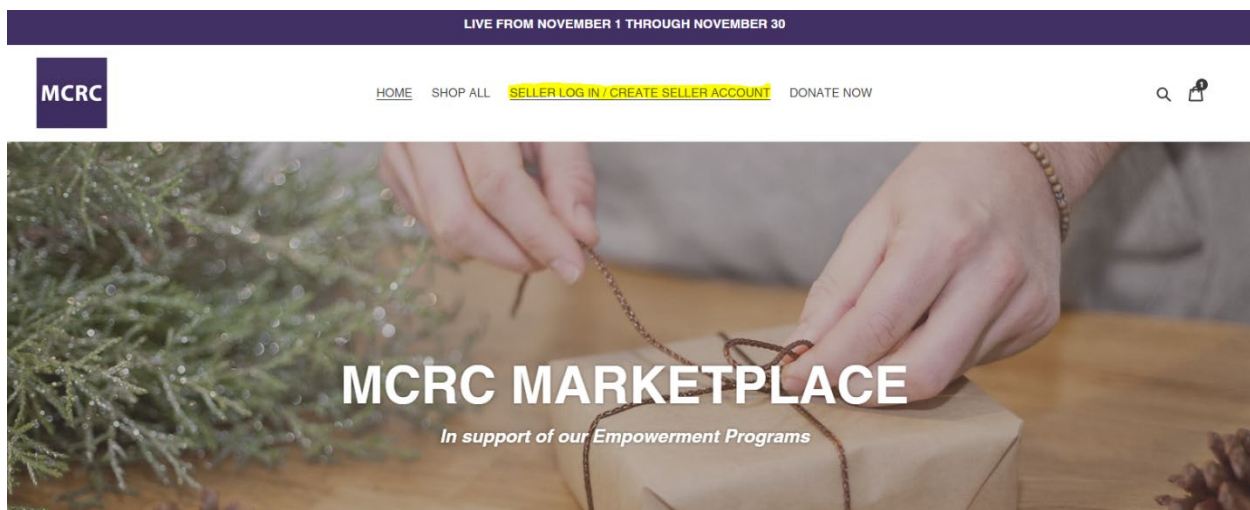
1. Create your Account:

- To create and log into your account, visit: <https://mcrc-marketplace.sp-seller.webkul.com/index.php?p=login>



The screenshot shows a web browser window with the URL mcrc-marketplace.sp-seller.webkul.com/index.php?p=login. The page has a dark header with "Mcrc-Marketplace". The main content area is light blue and contains a "Welcome Seller!" message, a "Join Now" button, and a "SELLER LOGIN" form. The form includes fields for "EMAIL ADDRESS *" and "PASSWORD *", a "Forgot your Password?" link, and a "Login To My Account" button. A note at the bottom of the form says "Not a seller yet? [Join Now](#)".

- At any point, you can log in using the above URL. Once the Marketplace opens to the public on November 1, you can also click the log in link on the MCRC Marketplace homepage.



- Once you have created your account, you will see your seller dashboard. Here is where you will add and edit your products, see and manage orders and payments, set up your seller profile, and set up your business payment.

mcrc marketplace Dashboard VIEW PROFILE Log Out


PRODUCTS ORDERS PROFILE

Products 1

Here are your products.

Sort By: Recently Added ▼ Bulk Action: Select Options ▼

Filter By: ▼ Show 15 entries

<input checked="" type="checkbox"/>	PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
<input checked="" type="checkbox"/>	3354620		Muskoka Sign	Normal	\$60.00	5 Pcs.	Approved	...

Showing 1 to 1 of 1 entries

- **Create your seller profile:** Hover over profile tab > drop down menu > my account. Add your account details including location and the email you would want shoppers to contact you at, add your logo or store photo, etc.

mcrc-marketplace VIEW PROFILE Log Out

PRODUCTS ORDERS PROFILE

My Account

Here are your details.

ACCOUNT DETAILS

EMAIL

SELLER NAME*

SELLER SHOP NAME *

CITY *


COUNTRY *

STATE*

SELLER PROFILE & STATUS

Here You Can Upload Profile Image of Seller & Change the Status of Seller.

SELLER PROFILE



[Remove Image](#)

Note :
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 185x185 px.

SELLER SHOP LOGO

Here You Can Upload Shop Logo of Seller

2. Link your PayPal Account

- You will need a **PayPal business** account to receive payments from MCRC's Marketplace.
- You can link your existing account by entering the email address associated with your account. Hover over profile tab > drop down menu > payment details

mcr-marketplace
VIEW PROFILE
Log Out

PRODUCTS
ORDERS
PROFILE

Payment Details

Enter the payment details to receive your order earnings

Payment method *

Paypal

Business Paypal Email *

Note :
Enter your Business Paypal Email

Shipping Test

SAVE

- If you do not have a PayPal Business account, you can create one for free at <https://www.paypal.com/ca/business/>
- If you have a personal PayPal account, you will need to upgrade it to a Business Account <https://www.paypal.com/mt/smarthelp/article/how-do-i-upgrade-from-a-premier-to-a-business-account-faq1317>

3. Upload Your Products:

- On your seller homepage you will see a green **“Add Product”** button in the top right corner, which will bring you to the following page:

mcr-marketplace

CONFIGURATION
PRODUCTS
ORDERS
PROFILE

PRODUCTS / ADD PRODUCT

Add Product

Here you can add products to your store.

PRODUCT DETAILS

Add product details here

CHOOSE PRODUCT *

Normal Product

PRODUCT NAME *

Bunny

PRODUCT TYPE *

Enter Product Type Here

Accessories
Arts and Crafts
Books
Fashion
Home Decor
Jewelry
Stationary
Toys
Woodwork

- Fill in your product name and choose your product type from the drop-down menu. If your product does not fit into any of the listed categories, please email madelynb@mrcr.on.ca to have a new product type added for you.
- **Important step: please ensure your 'requires shipping' box is unchecked.** We are using handling fees to compensate for shipping costs, so you do NOT need to worry about adding a shipping method. ***It is very important you add your handling costs, which is explained in the following step.** This also means the weight and shipping details are NOT necessary to fill out.
- Note: we are NOT collecting any commission off your orders.

***If you check the requires shipping box, shoppers will be unable to complete their checkout with your product(s) in their cart. You must leave the box unchecked.**

SHIPPING DETAILS

Add shipping details here

WEIGHT UNIT

Kilogram(kg)

WEIGHT

Enter Product Weight Here

REQUIRES SHIPPING

SHIPPING METHOD

Note : Shipping Method not available , first you need to add shipping method

- **Important step: adding a handling fee.** Our checkout will appear to have free shipping to our shoppers. Your product price will be displayed as the sales price (your original product price + the handling fee) on the website. Please do your research and take into consideration what you are shipping/how large the item is/how much the item weighs when determining what handling fee you are setting.

PRICING DETAILS

Add pricing details here

PRICE *

\$ 15

WEIGHT UNIT

Kilogram(kg)

COMPARE AT PRICE

\$ Enter Compare at Price Here

WEIGHT

Enter Weight Here

HANDLING CHARGES

\$ 5

SHIPPING METHOD

SALES PRICE

\$ 20.00

Note : Shipping Method not available , first you need to add shipping method

Note : Sales price may vary if collection wise commission is applied.

- Important step: adding disclaimer to every product description**
 Sellers must state in every product description that shipping and handling is included in the final price and that shoppers will NOT see additional shipping charges in the checkout. The checkout also does not include a breakdown of the price (I.e. \$15 original price + \$5 shipping and handling), all the shopper sees is the final sales price (I.e. \$20). That is why it is important to include the explanation in the product listing.

Add product details here

CHOOSE PRODUCT *

Normal Product

PRODUCT NAME *

Bunny

PRODUCT TYPE *

Toy

* Select product types from auto-suggest only

DESCRIPTION

100% handmade stuffed bunny. Approximately 24 inches tall. Suitable for ages 18 months and up. Hand wash only, cold water and air dry.

***Please note: Shipping and handling cost is included in listed price. You will not see additional charges upon checkout.**

p

PRODUCT TAGS

Product tags are not available. Contact your merchant.

- Please note: sellers are responsible for shipping out their orders.** Once the order is paid for and complete, sellers are responsible for fulfilling and shipping their orders in their own time with their own preferred shipping method.
- Inventory:** The product page will default to NOT track inventory. **If you have only one or a limited amount of stock for a product, you must enable inventory tracking for that product.** Track inventory > drop down menu > track this product's inventory. Add set designated quantity.

INVENTORY DETAILS
Edit inventory details here

SKU

BARCODE

TRACK INVENTORY
Track This Product's Inventory ▼

QUANTITY *

☐ ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

- **Adding variants:** If you need to **add variants to your product** i.e. different sizes, scents, colours, etc, click 'add variant' under variant details.

Enter Product Barcode Here

TRACK INVENTORY
Don't Track Inventory ▼

VARIANT DETAILS Add Variant
Add variant details here, if this product comes in multiple versions, like different sizes or colors

- Adding a variant will first open up a simple step to complete. The option name refers to the different variant you are adding (i.e. colour, scent, size). The option value is the specific variant (i.e. green, lemon, large). You may add as many options as you need.

VARIANT DETAILS Cancel
Add variant details here, if this product comes in multiple versions, like different sizes or colors

OPTION NAME *

e.g. Color, Size, Style

OPTION VALUE *

Grey Teddy ✖


Note:
Maximum number of variants allowed - 100

- **Important step: complete variant details.** Once you've filled out the required areas, click save changes at the bottom of the page. When the page has been saved and reloaded, you will now see your options under variant details. TO ADD/EDIT price and quantity click edit details.

VARIANT DETAILS

[Add Variant](#)
[Edit Details](#)
[Edit Options](#)

Edit Variant details here

IMAGES	Color	PRICE	WEIGHT	SKU	QUANTITY	ACTION
	Grey Teddy	\$15.00	0.00kg	-	N/A	...

- Here, you can add different quantities per option and add different prices. If the size large is more expensive than the size small, you can adjust the prices for each size accordingly.

EDIT VARIANTS

From here you can edit variant's price, weight and quantity.

NAME	PRICE	WEIGHT	QUANTITY
Grey Teddy	<div>\$</div> <input type="text" value="25.00"/>	<input type="text" value="1.00"/> <div>kg</div>	<input type="text" value="5"/>
Original...	<div>\$</div> <input type="text" value="15.00"/>	<input type="text" value="1.00"/> <div>kg</div>	N/A

Not Now



Save

- To see the above pop-up and further information, including photos of specific variants, click on the three blue dots under 'action' column and select 'edit'.

VARIANT DETAILS

[Add Variant](#)
[Edit Details](#)
[Edit Options](#)

Edit Variant details here

IMAGES	Color	PRICE	WEIGHT	SKU	QUANTITY	ACTION
	Grey Teddy	\$25.00	1.00kg	-	5	...
	Original Teddy	\$15.00	1.00kg	-	N/A	...

Which will bring you to this page:

mcrc-marketplace

PRODUCTS

ORDERS

PROFILE

VARIANT IMAGE

Edit variant image here

ADD IMAGE

VARIANTS

Here are all variants. Click on variant to edit its details.

Grey Teddy

OPTIONS

Edit option details here

COLOR *

Grey Teddy

PRICING DETAILS

Edit pricing details here

PRICE *

\$ 15.00

COMPARE AT PRICE

\$

☐ CHARGE TAXES ON THIS PRODUCT

- To match up the different photos with the appropriate variant, select variant image. In this example, we are selecting the grey teddy photo, so that when shoppers click “grey” as their colour option, it will display the correct photo. **You will need to ‘add a variant’ for EACH colour of the teddy in order to have a drop-down menu selection displayed to shoppers.

mcrc-marketplace

PRODUCTS

ORDERS

PROFILE

VARIANT IMAGE

Edit variant image here

ADD IMAGE

VARIANTS

Here are all variants. Click on variant to edit its details.

Grey Teddy

Add Variant Image

Note : Click on image to select one

Cancel

Save

COMPARE AT PRICE

\$

☐ CHARGE TAXES ON THIS PRODUCT

[Back to Teddy Bear](#)

Add Variant

VARIANT IMAGE

Add variant image here



CHANGE IMAGE

OPTIONS

Add option details here

COLOR *

Original Teddy

PRICING DETAILS

Add pricing details here

PRICE *

\$ 15.00

COMPARE AT PRICE



\$

VARIANTS

VARIANT DETAILS

Edit Variant details here

[Add Variant](#) [Edit Details](#) [Edit Options](#)

IMAGES	Color	PRICE	WEIGHT	SKU	QUANTITY	ACTION
	Grey Teddy	\$25.00	1.00kg	-	N/A	...
	Original Teddy	\$15.00	1.00kg	-	N/A	...

- You can change the price per variant added. In this example, the grey teddy costs more than the original colour. For the grey option, we changed the price from \$15.00 to \$25.00. Now, when shoppers select the grey teddy in their drop-down menu, the price will update accordingly.

PRICING DETAILS

Edit pricing details here

PRICE *

\$ 25.00

COMPARE AT PRICE

\$

- After you have added your product(s), you will be able to view the upload(s) by clicking on the product tab > product listing:

mrcr-marketplace

VIEW PROFILE

Log Out

PRODUCTS

ORDERS

PROFILE

Products

Here are your products.

More Action

ADD PRODUCT


Sort By: Recently Added

Filter By:

Search

Bulk Action: Select Options

Show 15 entries

	PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
	3449978		Teddy Bear	Normal	\$25.00	N/A	Approved	...

- Here is what our final Teddy product looks like to shoppers on the Marketplace:



Teddy Bear
\$25.00

Teddy Bear

\$15.00

Color

Original Teddy

ADD TO CART

BUY IT NOW