

COVID-19 Content Centre

How to add a product

5 May 2020



Welcome to the Marketplace.

A single platform that connects corporates looking to purchase Personal Protective Equipment (PPE) for their businesses and their staff, with Western Cape-based suppliers.

This guide takes you through the step-by-step process on how to register / login and upload your range of PPE products available for purchase.

If you have any problems, please email supportbusiness@wesgro.co.za

REGISTER or LOGIN to your account.

1. Click on **Marketplace**
2. Click on **Vendor Area**
3. Once you have registered or logged in, proceed to next page

Home » Marketplace » Vendor Area

LOGIN

Username or email address *

test_vendor

Password *

.....|



Log in

Remember me

[Lost your password?](#)

REGISTER

Email address *

A password will be sent to your email address.

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

Register

Login to Vendor Account

- [Dashboard](#)
- [Account details](#)
- [Logout](#)

Hello **test_vendor**.

MY VENDOR DASHBOARD

Click [here](#) to access **test_vendor dashboard**.

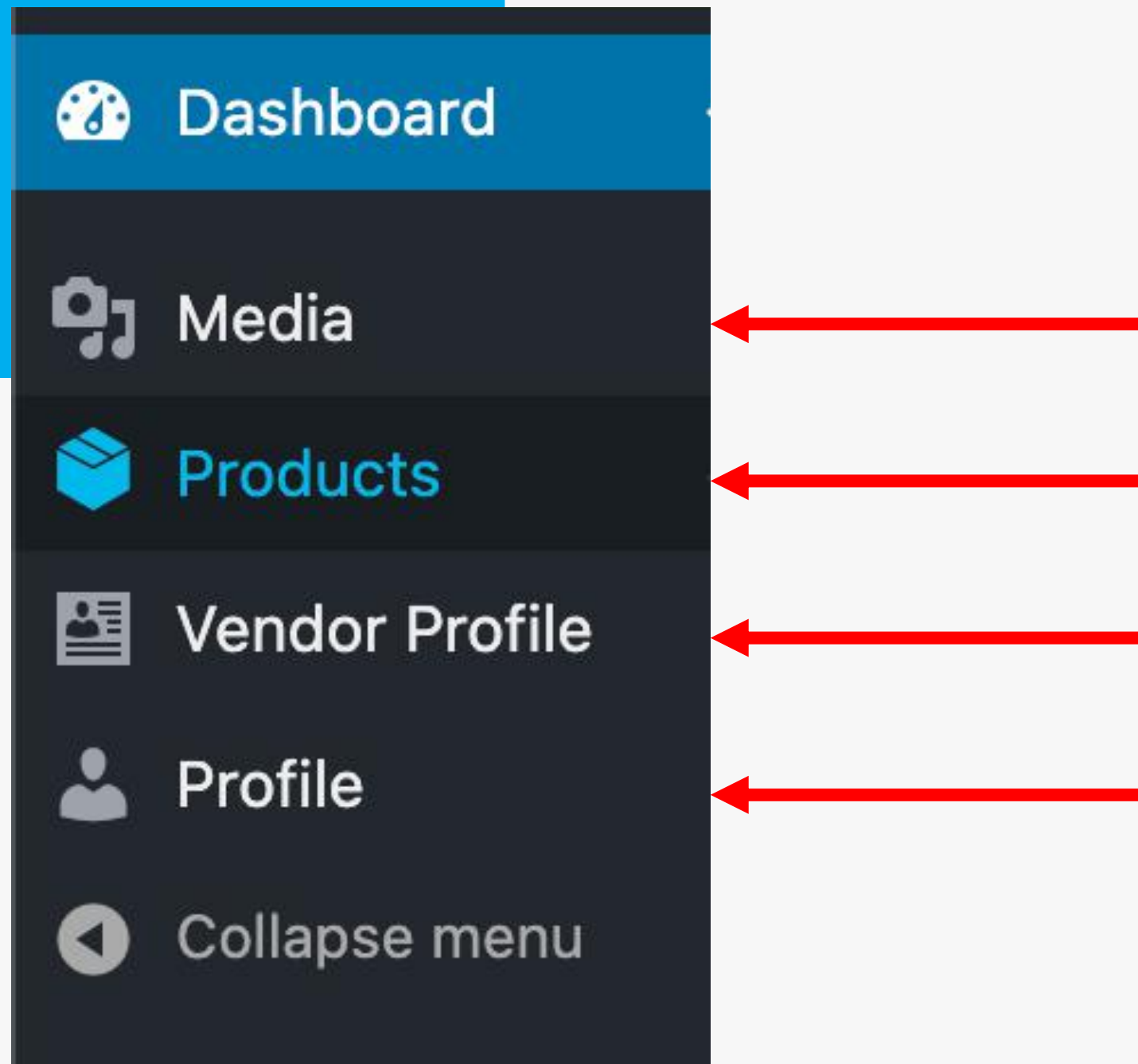
RECENT QUOTES

No quote request available.

Click on ACCESS TEST_VENDOR DASHBOARD



Dashboard and icons explained



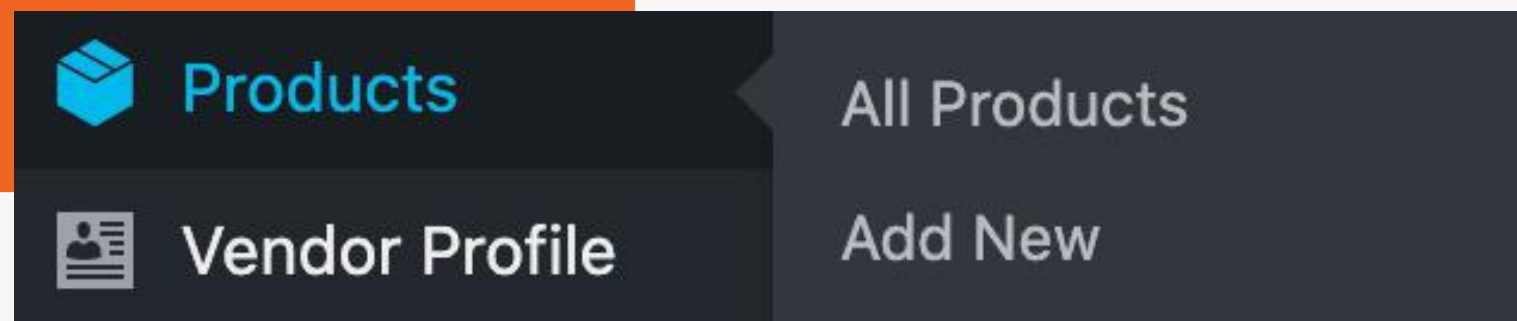
MEDIA LIBRARY. Upload all your product images here
TIP: Upload all images at once for easier navigation!

PRODUCTS. Load your product range here

VENDOR PROFILE. This is your public profile
Make sure all the information is correct

PRIVATE PROFILE. Change your password and email
address here

How to load a product



1. On the dashboard, navigate to PRODUCTS
2. Click on ADD NEW

How to load a product

Add new product

Product name **1. Add your PRODUCT NAME here**

2. Add PRODUCT DESCRIPTION here. Add as much text as your want. Use bullet points to make it easier to read.

3. Select PRODUCT CATEGORY here from options provided.

Word count: 0

Product data — Simple product

General

Regular price (R)

Max price for range (R)

4. Define a PRICE RANGE e.g. R10.00 – R15.00. This should give the buyer an indication of unit cost.

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Catalog visibility: Shop and search results [Edit](#)

[Copy to a new draft](#) Publish

Product categories

All categories Most Used

- Fabric/Cloth Face mask
- Equipment
- Face Shields
- Gloves
- Protective Clothing
- Sanitizers
- Surgical/Medical Face Mask (disposable)

Product tags

[Choose from the most used tags](#)

How to load a product

The screenshot shows a product management interface. On the left, there is a sidebar with 'Product data' (Simple product) and 'Attributes' sections. The main area contains two steps highlighted in orange boxes: '5. Select and add PRODUCT IMAGE' and '6. Select and add PRODUCT GALLERY'. On the right, there are panels for 'Vendor' (test_vendor), 'Product image' (Set product image), and 'Product gallery' (Add product gallery images).

Product data — Simple product

General Custom product attribute Add Expand / Close

Attributes Save attributes Expand / Close

(disposable)

Vendor test_vendor

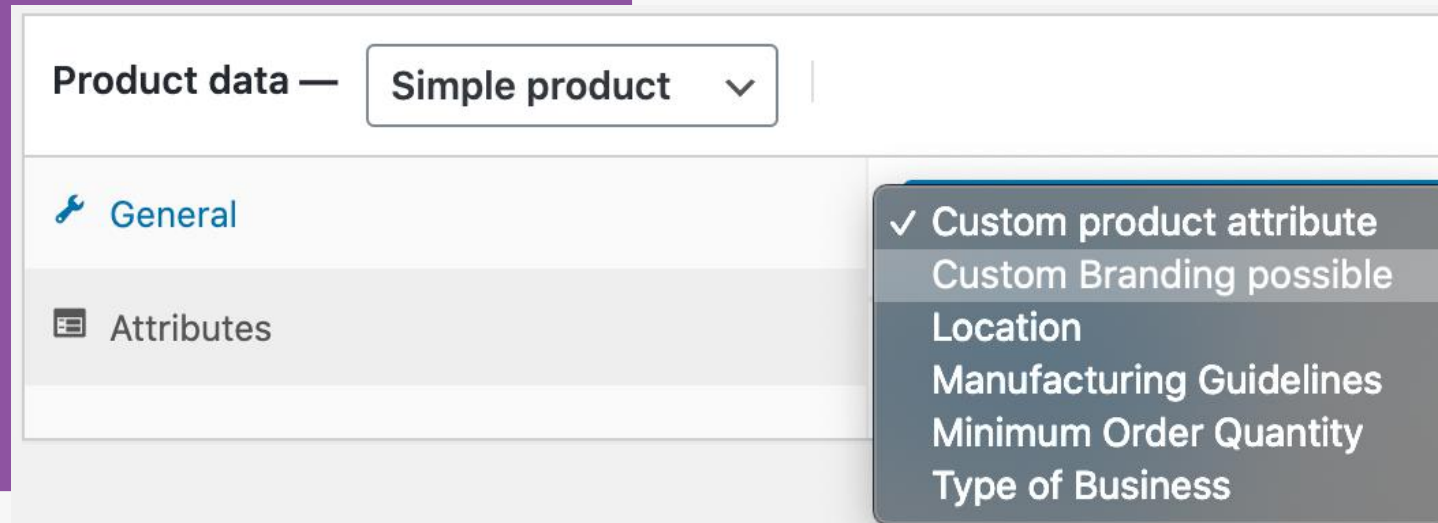
Product image Set product image

Product gallery Add product gallery images

5. Select and add PRODUCT IMAGE

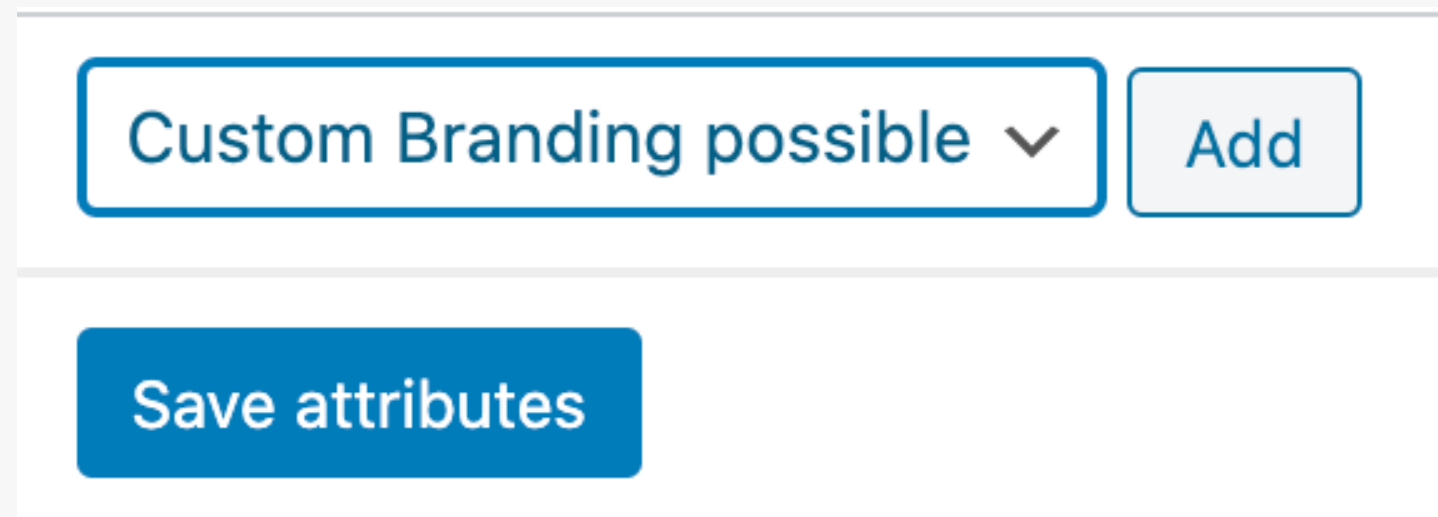
6. Select and add PRODUCT GALLERY

How to load a product



SET UP PRODUCT ATTRIBUTES for e.g. Custom Branding

1. Click on ATTRIBUTES
2. A menu of options will appear
3. Select an option e.g. CUSTOM BRANDING POSSIBLE
4. Click ADD



How to load a product

SET UP PRODUCT ATTRIBUTES for e.g. Custom Branding

Upon adding the attribute a new row with show up. Under **VALUES**, select the appropriate option.

Custom Branding possible

Name: Custom Branding possible

Visible on the product page

Value(s):

Select terms

No

Yes

Save attributes

[Expand / Close](#)

Custom Branding possible

Name: Custom Branding possible

Visible on the product page

Value(s):

xx Yes

Select all Select none

Save attributes

After you have selected the appropriate option, click **SAVE ATTRIBUTES**.

And continue to update the next **ATTRIBUTE**.

TIP: The more attributes you provide, the easier it will be for the buyer to understand what you have to offer. See next page on adding multiple attributes.

How to load a product

SET UP PRODUCT ATTRIBUTES

1. In the event of adding multiple attributes simply go back to the DROPDOWN list and add another attribute, e.g. select LOCATION
2. Click ADD

Location

Custom Branding possible

Name: **Custom Branding possible** Value(s):

Visible on the product page

Custom product attribute

Custom Branding possible

Name: **Custom Branding possible** Value(s):

Visible on the product page

Location

Name: **Location** Value(s):

Visible on the product page

- Cape Town Metro
- Cape Winelands
- Central Karoo
- Eastern Cape
- Free State
- Garden Route
- Select terms

3. Select the desired ATTRIBUTE and SAVE

Custom product attribute ▼ Add Expand / Close

Custom Branding possible

Name: Custom Branding possible Value(s): ×× Yes

Visible on the product page Select all Select none Add new

Custom Branding possible

Name: Custom Branding possible Value(s): ×× Yes

Visible on the product page Select all Select none Add new

Location

Name: Location Value(s): ×× Cape Town Metro

Visible on the product page Select all Select none Add new

Manufacturing Guidelines

Name: Manufacturing Guidelines Value(s): ×× DTI Guidelines ×× South African National Government Guidelines ×× Western Cape Department of Health Guidelines

Visible on the product page Select all Select none Add new

Minimum Order Quantity

Name: Minimum Order Quantity Value(s): ×× 100

Visible on the product page Select all Select none Add new

How to load a product

Example of article with all attributes selected

Publishing Product

Add new product

Product Name

Permalink: <https://www.supportbusiness.co.za/marketplace/product/product-name/> [Edit](#)

[Add Media](#)

Paragraph **B** *I* Visual Text

Sample Text

Word count: 2 Draft saved at 3:14:31 pm.

Product data — Simple product

General

Regular price (R)

Attributes

Max price for range (R) ⓘ

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

Catalog visibility: **Shop and search results** [Edit](#)

[Copy to a new draft](#) [Publish](#)

Product categories


All categories **Most Used**

- Fabric/Cloth Face mask
- Equipment
- Face Shields
- Gloves
- Protective Clothing
- Sanitizers
- Surgical/Medical Face Mask (disposable)

Vendor

test_vendor

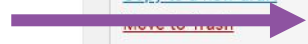
Product image



[Click the image to edit or update](#)

[Remove product image](#)

Upon adding all fields and data, simply click **PUBLISH**, to publish the product on the website.





Best practice

- Add interesting product names to catch the readers attention
- Add a good product description to gain readers interest
- Add good quality photographs of your products, showing how they look on
- Complete all relevant product attributes

Thank you

supportbusiness@wesgro.co.za