



SHOP.NG

# HOW TO SETUP YOUR SHOP.NG STORE



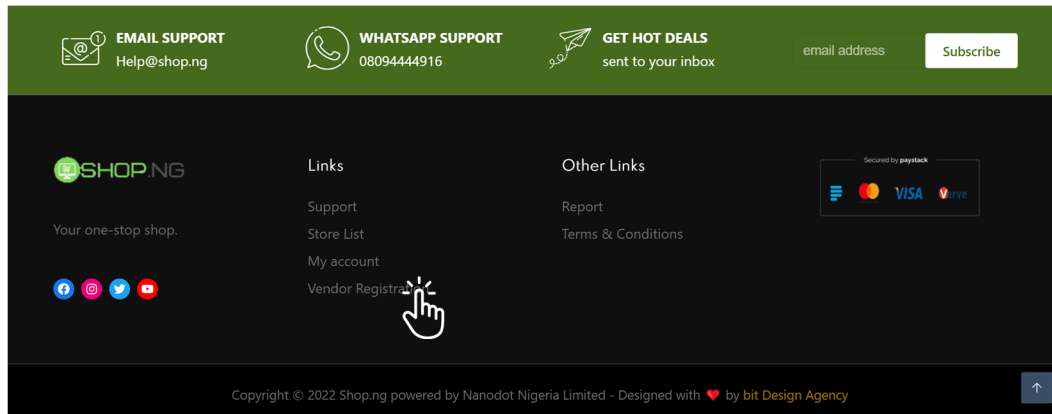
# Getting Started

You've just created your shop.ng store and it's all a bit confusing, how do you add products, handle shipping, receive payments e.t.c

This is exactly why we created this guide to help you fully setup your store.

Let's start by signing up for a vendor account

Click the vendor registration link, to get to the vendor sign up page.



# Sign Up

On this page you'll fill in basic information about yourself and your store. You also setup your login information, which are your email address, username and password.

Please make sure you accurately fill in your email address as this would be required to activate your account as well as to enable you change your password should you forget it or have any need to do so.

## Registration

Username\*

Email\*

Verification Code  [RE-SEND CODE](#)

First Name

Last Name

Store Name\*

Address 1\* [https://shop.ng/store/your\\_store](https://shop.ng/store/your_store)

Address 2

Country\*

City/Town

State/County

Postcode/Zip\*

Store Phone\*

Password\*

Confirm Password\*

[REGISTER](#)

## Successful Sign Up

After you've accurately filled the form, you'd see a successful registration prompt, that informs you that your registration is under review. Don't worry we take between 24 - 48 hours on working days to approve vendor applications.

Upon Vendor approval you'll receive a mail informing you of your new store. You'll need to click the link " Visit now " to visit your store for the first time. Congratulations for making it this far! Welcome to shop.ng

### Registration

Welcome,

You have successfully submitted your Vendor Account request.

Your Vendor application is still under review.

You will receive details about your registration in your email very soon!

Thank You

Shop.ng

### Welcome to the store!

Dear Leo,

You have successfully registered as a vendor for **Shop.ng**.

Your account has been setup and it is ready to be configured.

Kindly follow the link below to visit your dashboard and start selling.

Dashboard: [Visit now!](#)

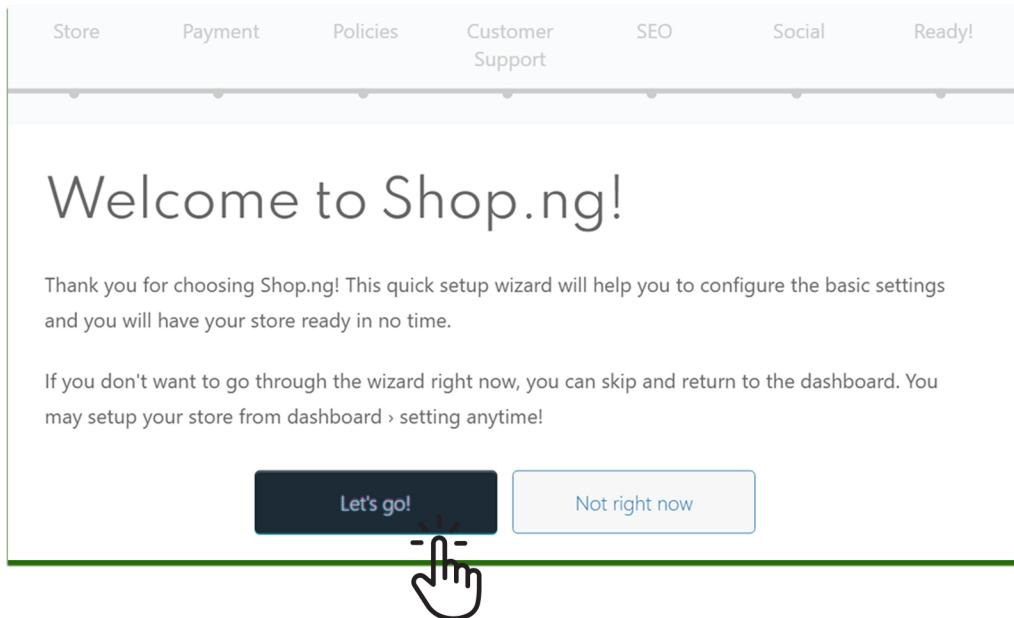
Thank You



# Vendor Setup Wizard

The wizard is to help you setup your store with ease. Let's started by clicking " Let's go! ".

You can choose to skip this wizard but we won't advice it because even though you could fill in all these information later, the wizard makes it easier and more streamlined. Any information skipped here can be filled later in the vendor dashboard, so don't be worried if you've already skipped this.




# Store Setup


This is where you setup the store proper, here you'll input details that are relevant to shop.ng as well as your would be customers.

Things like your store email and phone number can be used to contact you, your address can be used for store pickups and your description gives you the ability to tell your customer what you're about.

After filling this page, click on continue.

Store setup

Store Logo 

Banner   
Upload a banner for your store. Banner size is (768x250) pixels.

Shop Name

Store Email

Store Phone

Store Address 1

Store Address 2

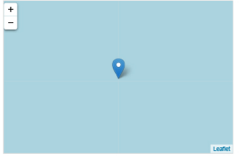
Store City/Town

Store Postcode/Zip

Store Country\*

Store State/Country\*

Find Location

Store Location 

Shop Description [?](#)

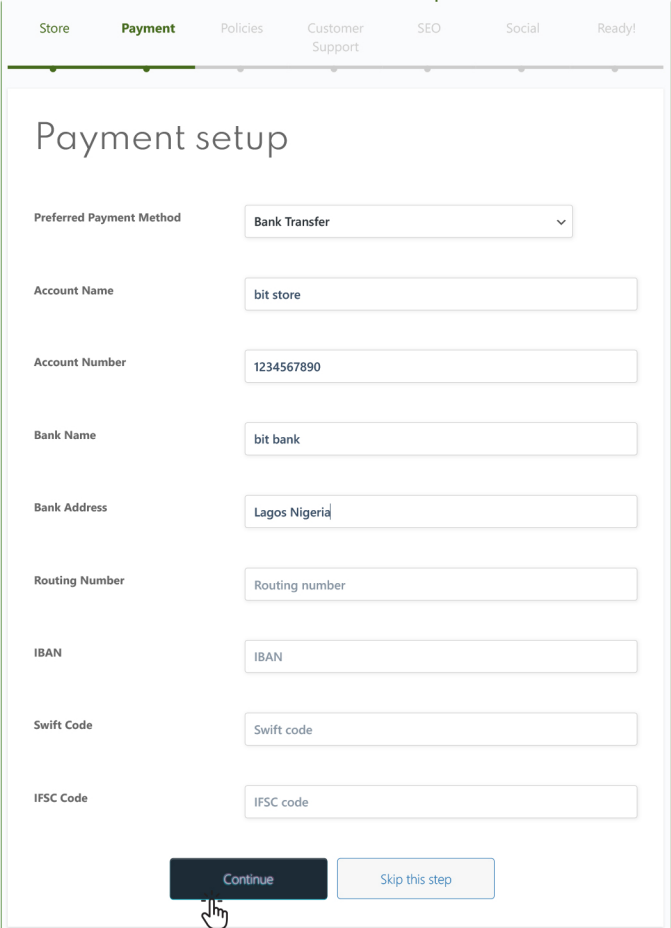
Paragraph

# Payment Setup

Here you sort out payments for your store, so we can receive payments.

There are 2 ways to receive payment; we have automatic payments via paystack or manual payments bank transfer.

Here we have manual payments via bank transfer.



The screenshot shows a dashboard with a navigation bar at the top containing 'Store', 'Payment', 'Policies', 'Customer Support', 'SEO', 'Social', and 'Ready!'. The 'Payment' tab is active. Below the navigation bar is a section titled 'Payment setup'. The form contains the following fields:

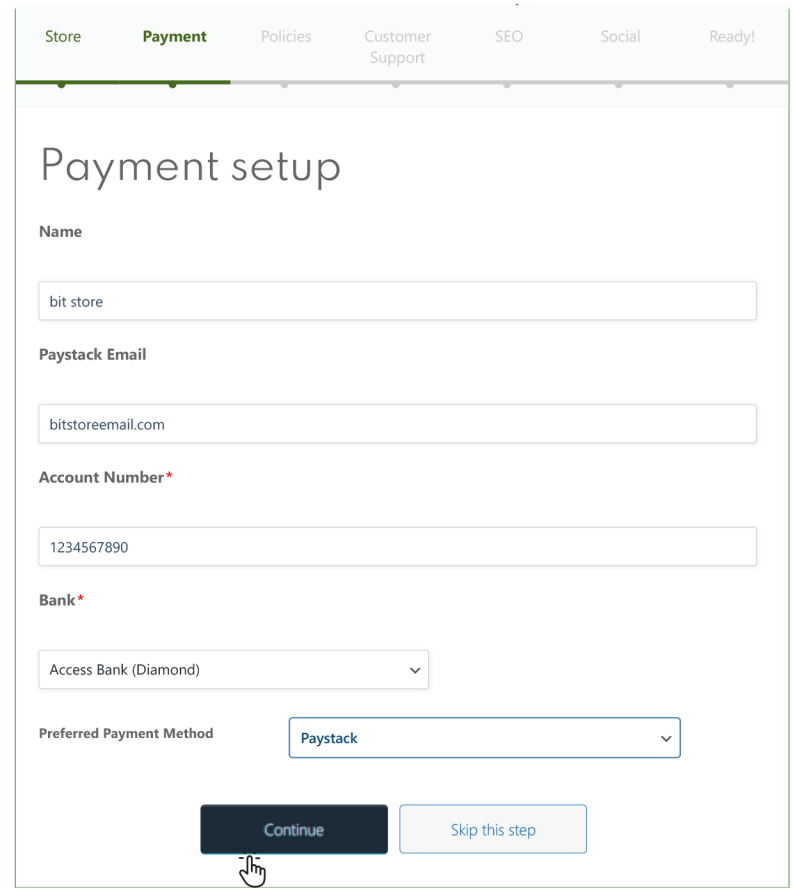
- Preferred Payment Method: A dropdown menu with 'Bank Transfer' selected.
- Account Name: A text input field containing 'bit store'.
- Account Number: A text input field containing '1234567890'.
- Bank Name: A text input field containing 'bit bank'.
- Bank Address: A text input field containing 'Lagos Nigeria'.
- Routing Number: A text input field containing 'Routing number'.
- IBAN: A text input field containing 'IBAN'.
- Swift Code: A text input field containing 'Swift code'.
- IFSC Code: A text input field containing 'IFSC code'.

At the bottom of the form, there are two buttons: a dark 'Continue' button with a mouse cursor pointing to it, and a light 'Skip this step' button.

# Payment Setup ( Paystack )

Here we have paystack selected as our preferred payment method.

Fill your paystack payment information, with name being the name of the paystack account, the paystack email associated with the account, your account number and your bank.



The screenshot shows a web interface for setting up payments. At the top, there is a navigation bar with tabs: Store, Payment (highlighted), Policies, Customer Support, SEO, Social, and Ready!. Below the navigation bar is a progress indicator with five dots, where the second dot is filled. The main heading is "Payment setup". The form contains the following fields:

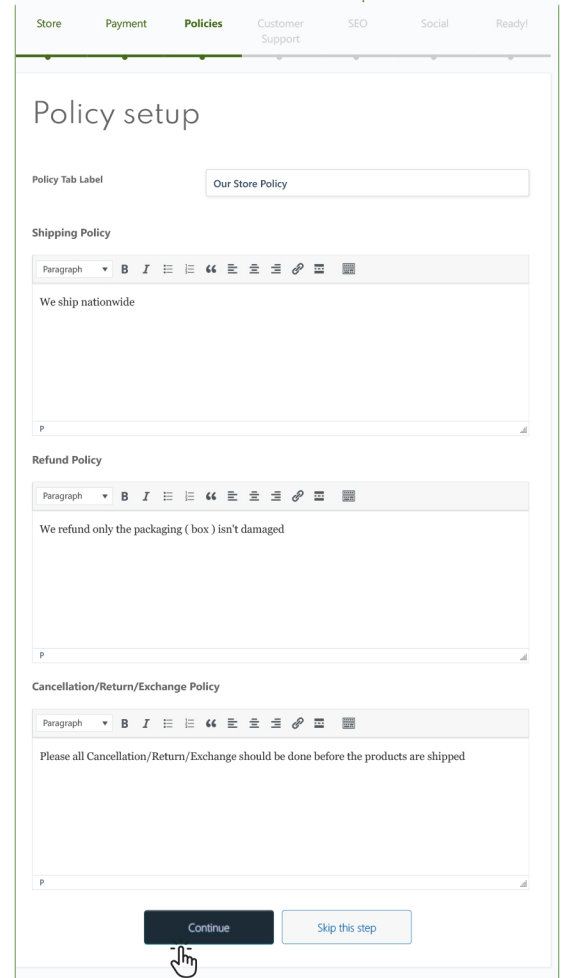
- Name:** A text input field containing "bit store".
- Paystack Email:** A text input field containing "bitstoreemail.com".
- Account Number\*:** A text input field containing "1234567890".
- Bank\*:** A dropdown menu with "Access Bank (Diamond)" selected.
- Preferred Payment Method:** A dropdown menu with "Paystack" selected.

At the bottom of the form, there are two buttons: "Continue" (dark blue) and "Skip this step" (light blue). A mouse cursor is pointing at the "Continue" button.

# Policy Setup

Here you state what your store policies are, you define shipping policy, refund policy an exchange/return/cancellation policy.

Your policies are the terms of doing business with you, this helps when there are any refunds, shipping or return issues, as customers already know what your policies are.



The screenshot shows a web application interface for setting up store policies. At the top, there is a navigation bar with tabs for Store, Payment, Policies (which is active), Customer Support, SEO, Social, and Ready!. Below the navigation bar, the main heading is "Policy setup".

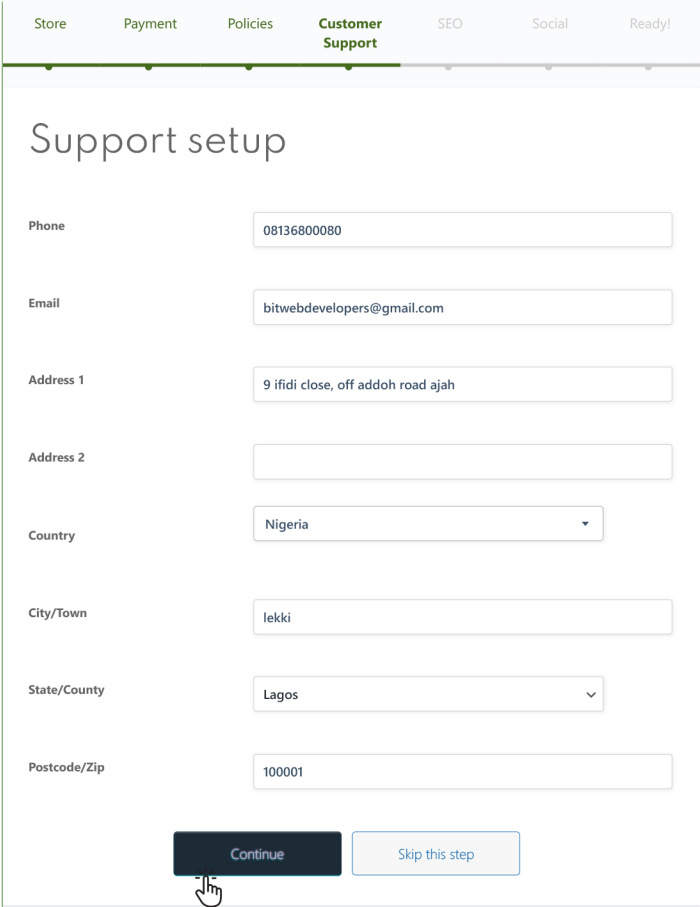
The interface is divided into three sections, each with a text editor:

- Policy Tab Label:** A text input field containing "Our Store Policy".
- Shipping Policy:** A text editor with a toolbar (Paragraph, Bold, Italic, List, Link, etc.) and the text "We ship nationwide".
- Refund Policy:** A text editor with a toolbar and the text "We refund only the packaging ( box ) isn't damaged".
- Cancellation/Return/Exchange Policy:** A text editor with a toolbar and the text "Please all Cancellation/Return/Exchange should be done before the products are shipped".

At the bottom of the form, there are two buttons: "Continue" (dark blue) and "Skip this step" (light blue). A mouse cursor is pointing at the "Continue" button.

# Support Set up

Here you setup your support channels, such as phone numbers, emails, address.



The screenshot shows a web application interface with a top navigation bar containing links for Store, Payment, Policies, Customer Support (highlighted), SEO, Social, and Ready!. Below the navigation bar is a form titled "Support setup". The form contains the following fields:

- Phone: 08136800080
- Email: bitwebdevelopers@gmail.com
- Address 1: 9 ifidi close, off addoh road ajah
- Address 2: (empty)
- Country: Nigeria (dropdown menu)
- City/Town: Iekki
- State/County: Lagos (dropdown menu)
- Postcode/Zip: 100001


At the bottom of the form, there are two buttons: "Continue" (dark blue) and "Skip this step" (light blue). A hand cursor is pointing at the "Continue" button.


# Store SEO Setup


Here you fill in SEO related data, to help your store to be found by search engine like google.

You can also add facebook and twitter information here to help your SEO ranking.

## Store SEO setup

SEO Title  bit store


Meta Description  best cleaning products and materials in lagos

Meta Keywords  cleaning products, cleaning materials, professional cleaning products, high quality cleaning products, fumigation products, disinfection products

## Facebook Setup

Facebook Title bit cleaning store


Facebook Description best shop for your quality cleaning needs

Facebook Image 

## Twitter Setup

Twitter Title

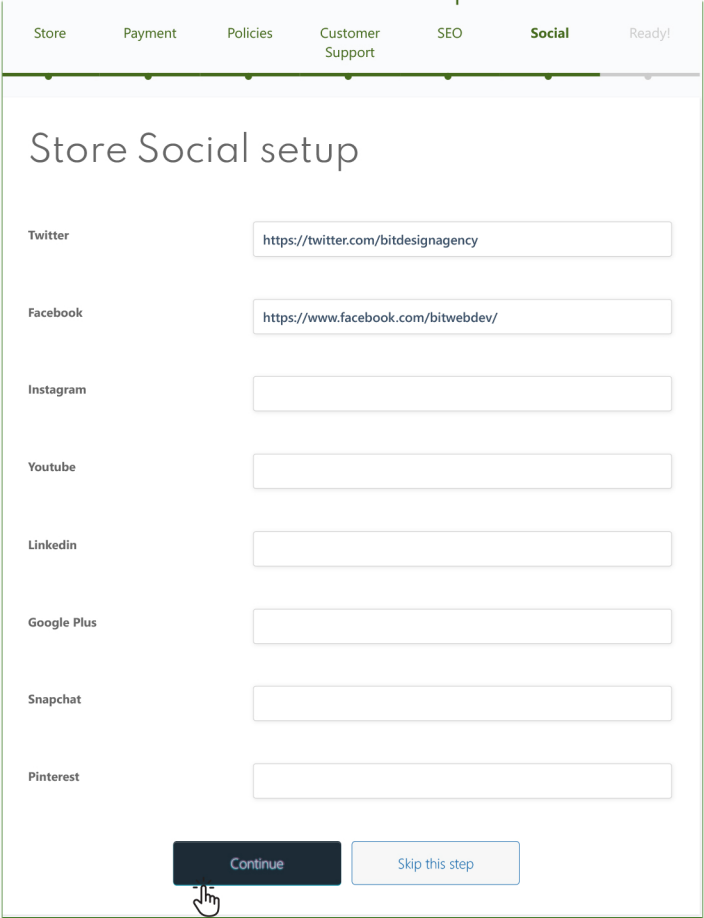
Twitter Description

Twitter Image 

[Continue](#) [Skip this step](#)

# Store Social Setup

Here you fill in links to your social media accounts, so customers can contact you wherever they feel most comfortable.



Store   Payment   Policies   Customer Support   SEO   **Social**   Ready!

## Store Social setup

Twitter

Facebook

Instagram

Youtube

LinkedIn

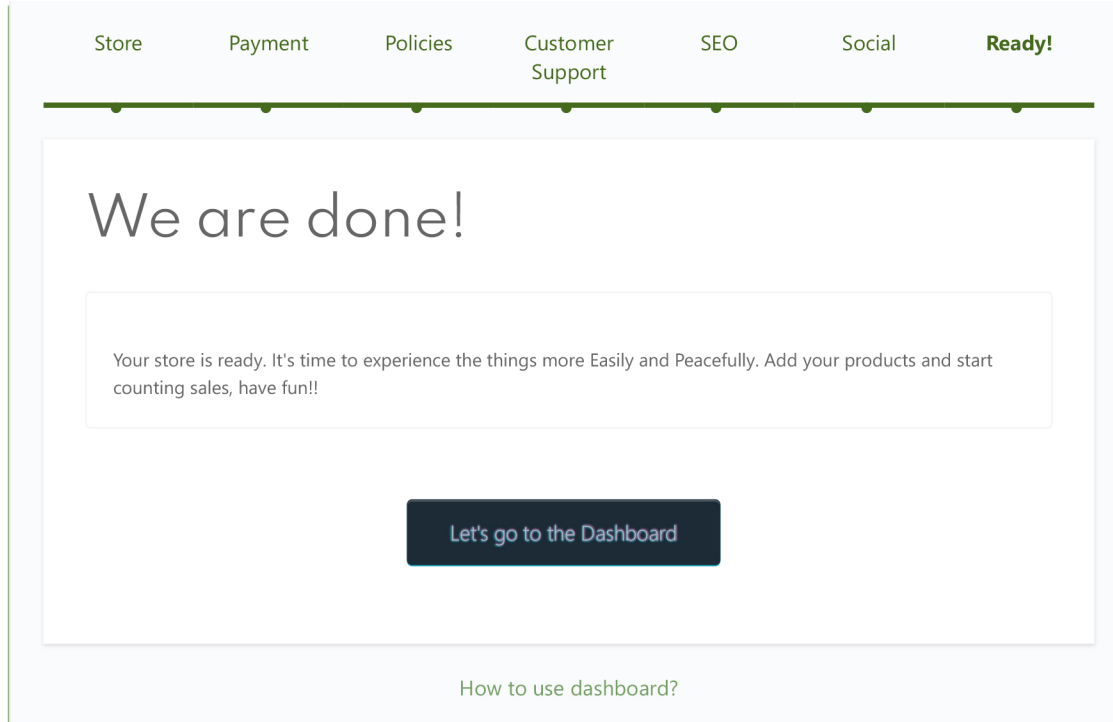
Google Plus

Snapchat

Pinterest

# Ready!!!

This is the end of the setup wizard... Hurray! But you still have a few things to set up, before you launch your brand new store.



# Vendor Dashboard

This is your vendor dashboard, here you can manage your store, setup shipping, monitor sales, add products, manage customers and so much more.

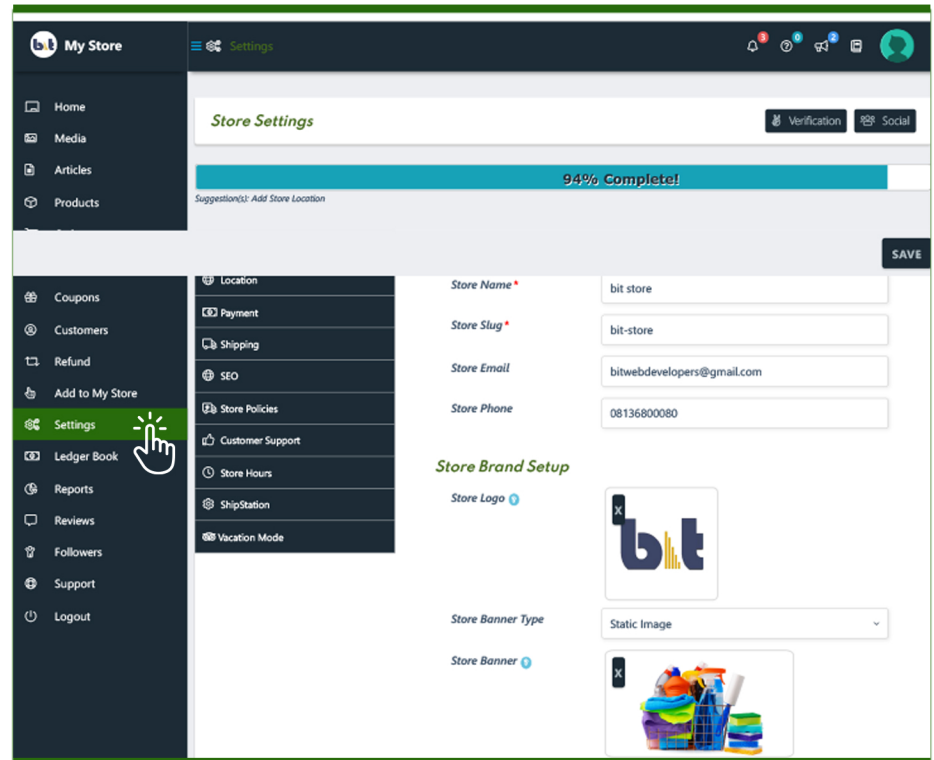
You can take a look at your dashboard, then click on the settings menu, so you can finish your store setup.

The screenshot displays the Shop.ng Vendor Dashboard. On the left is a dark sidebar menu with options: Home, Media, Articles, Products, Orders, Payments, Coupons, Customers, Refund, Add to My Store, Settings (highlighted with a hand cursor), Ledger, Reports, Reviews, Followers, Support, and Logout. The main dashboard area features a top navigation bar with the user's name 'Leo' and a balance of '0 / ₦'. Below this is a summary row with four cards: '₦0.00 gross sales in this month', '₦0.00 admin fees in this month', '0 items sold in this month', and '0 orders received in this month'. A large 'Sales Report by Date' line chart shows a flat line at zero from Jan 1, 22 to Jan 11, 22. Below the chart are two smaller charts: 'Store Analytics' (another flat line at zero) and 'Sales by Product' (a pie chart labeled 'No sales yet...!'). The 'Notifications' section lists three messages: 'You have successfully registered to our site.', 'A new announcement submitted. Vendor Onboarding Training ( Reminder )', and 'A new announcement submitted. Vendor Onboarding Training'. The 'Inquiries' section is empty with the message 'There is no inquiry yet!'. The 'Store Stats' section shows: '0 orders - processing', '0 products - awaiting fulfillment', '0 products - low in stock', and '0 products - out of stock'. The 'Latest Topics' section shows two items: 'Vendor Onboarding Training ( Reminder ) ...' and 'Vendor Onboarding Training ...'.

# STORE SETTINGS

Here you complete our store setup, you can see the setup completion bar, this shows you if your store is fully setup. You should aim for 100% completion this way you know your store is fully setup.

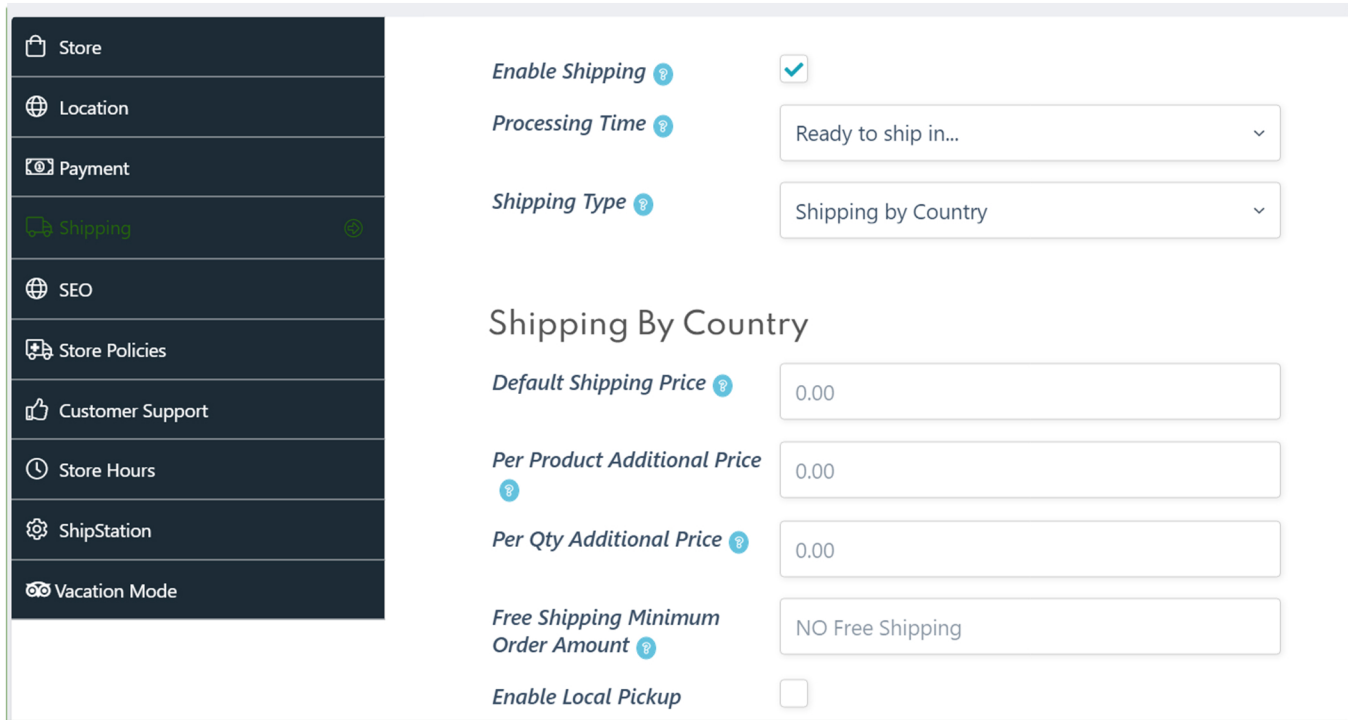
You can also edit your store as much as you want, make changes to the details filled, during the store setup, setup shipping.



The screenshot displays the 'My Store' settings interface. On the left is a dark sidebar with a menu including Home, Media, Articles, Products, Coupons, Customers, Refund, Add to My Store, Settings (highlighted with a hand icon), Ledger Book, Reports, Reviews, Followers, Support, and Logout. The main content area is titled 'Store Settings' and features a teal progress bar at 94% completion. Below the bar, a 'Suggestion(s): Add Store Location' is visible. A 'SAVE' button is located in the top right corner of the settings area. The settings are organized into sections: 'Location' (with sub-items: Location, Payment, Shipping, SEO, Store Policies, Customer Support, Store Hours, ShipStation, Vacation Mode), 'Store Name' (with fields for Store Name, Store Slug, Store Email, and Store Phone), and 'Store Brand Setup' (with fields for Store Logo, Store Banner Type, and Store Banner). The 'Store Name' fields contain: Store Name: bit store; Store Slug: bit-store; Store Email: bitwebdevelopers@gmail.com; Store Phone: 08136800080. The 'Store Brand Setup' fields contain: Store Logo: a logo with 'bt' and a bar chart; Store Banner Type: Static Image; Store Banner: an image of a shopping basket filled with various items.

# STORE SHIPPING

Here we set up your shipping rules for your entire store, you start by clicking on the **Enable Shipping** checkbox, the **processing time** is the time required before sending the product for delivery, **shipping type** determines how you handle your shipping( by default this is set to shipping by country).



**Store**

**Location**

**Payment**

**Shipping**

**SEO**

**Store Policies**

**Customer Support**

**Store Hours**

**ShipStation**

**Vacation Mode**

*Enable Shipping*

*Processing Time*

*Shipping Type*

### Shipping By Country

*Default Shipping Price*

*Per Product Additional Price*

*Per Qty Additional Price*

*Free Shipping Minimum Order Amount*

*Enable Local Pickup*

# STORE SHIPPING

**Shipping By Country** here we set country wide shipping rules and prices. **Default shipping price** is the the starting shipping price for each product.

**Per Product Additional Price** this is the additional shipping price, when a customer buys another product from your store

**Per Qty Additional Price** is the additional shipping price if the customer buys another of the same product.

**Free Shipping Minimum Order Amount** this triggers free shipping if the order amount more than the amount inputed here. You should leave this empty to disable Free Shipping.

Store

Location

Payment

Shipping

SEO

Store Policies

Customer Support

Store Hours

ShipStation

Vacation Mode

Enable Shipping

Processing Time

Shipping Type

Shipping By Country

Default Shipping Price

Per Product Additional Price

Per Qty Additional Price


Free Shipping Minimum Order Amount

Enable Local Pickup

## STORE SHIPPING

**Enable Local Pickup**, tick this checkbox to activate pickups from your store. **Local Pickup cost** is the cost for pickups, if you charge for pickups you should fill this in.

**Ships from** this should be the country where your store is, on default this is set to Nigeria, as this is the country which we operate.

<i>Enable Local Pickup</i>	<input type="checkbox"/>
<i>Local Pickup Cost</i>	<input type="text" value="0.00"/>
<i>Ships from:</i> 	<input type="text" value="Nigeria"/>

# STORE SHIPPING

**Shipping Rates by Country** here we setup country wide shipping rates.. Country on default this is set to Nigeria. Cost is the price to ship to the whole of Nigeria.

**State Shipping Rates** here we set shipping rates for each state.

**Cost** is the cost for shipping to that state.

The plus sign beside cost adds another state field. You can continue to add as many field states as you need.

## Shipping Rates by Country


**Country**


**Cost(₦)**

**State Shipping Rates**

**State**

**Cost(₦)**







# STORE HOURS

**Store Hours Setting** here we set our store time.

**Enable Store hours**, you can choose to set if your store has open and closing hours.

**Disable Purchase During OFF Time** you check this box if you want to stop selling when your store is closed, or on your off day.

**Set Week OFF** select the days when your store would be closed.

**Daily Basis Opening & Closing Hours** you can set your daily hours, in this section

**Store Hours Setting**

Enable Store Hours

Disable Purchase During OFF Time

Set Week OFF

**Daily Basis Opening & Closing Hours**

Monday Time Slots

Opening  Closing

SAVE

# STORE SETTINGS

**Hurray!!** we've completed the store settings, as you can see the 100 completed text...

Now we can head on to products.

The screenshot displays a web application interface for store settings. On the left is a dark sidebar menu with icons and labels for Home, Media, Articles, Products, Orders, Payments, Coupons, Customers, Refund, Add to My Store, Settings (highlighted in green), and Ledger Book. A hand cursor is positioned over the 'Products' icon. The main content area has a header with 'Store Settings' and buttons for 'Verification' and 'Social'. A prominent teal banner across the middle reads '100 Complete!'. Below this, a sub-menu on the left lists 'Store', 'Location', 'Payment', 'Shipping', 'SEO', 'Store Policies', 'Customer Support', and 'Store Hours'. The 'General Setting' section contains four input fields: 'Store Name \*' (bit store), 'Store Slug \*' (bit-store), 'Store Email' (bitwebdevelopers@gmail.com), and 'Store Phone' (08136800080). The 'Store Brand Setup' section is partially visible at the bottom. A 'SAVE' button is located in the bottom right corner.

# Products Section

Here we have the products section, you can add new products, manage products you already have, manage our stock, delete products and so much more.

The screenshot shows the 'My Store' dashboard with the 'Products' section selected in the sidebar. The main content area displays product management options and a table with no data.

**Header:** My Store | Products | Products Limit: Unlimited | Add New | Bulk Edit | Search

**Filters:** All (0) | Published (0) | Draft (0) | Pending (0) | Archived (0)

**Table:**

<input type="checkbox"/>	Name	SKU	Status	Stock	Price	Taxonomies	Date	Actions
No data in the table								
<input type="checkbox"/>	Name	SKU	Status	Stock	Price	Taxonomies	Date	Actions

Showing 0 to 0 of 0 entries | Previous | Next

# Add Product

Here you can create different types of products, to cover your product needs. We've got the following product types:

## Simple Products

These are simple in the sense that what you see is what you get. It Can have variations but has a fixed price.

## Variable Products

These are variable they have different sizes, colors, materials e.t.c These variations affect the product price and would be created during product creation.

## Affiliate/External Products

These are external products that you don't have but you earn a commission for selling. You can set this up easily.

The screenshot shows the 'Add Product' form with the following sections:

- Product Type:** A dropdown menu set to 'Simple Product'. Below it are checkboxes for 'Catalog', 'Virtual', and 'Downloadable'.
- Product Title:** A text input field.
- Price:** Two input fields for 'Price (M)' and 'Sale Price (M)', with a 'schedule' link.
- Short Description:** A rich text editor with a toolbar and a 'Caldera Form' button.
- Description:** Another rich text editor with a toolbar and a 'Caldera Form' button.
- Media:** An 'Add Media' button and a gallery area.
- Categories:** A list of categories with checkboxes: 'Baby, Kids and Toys', 'Back to school', 'Cleaning Products', 'Clothing', 'Computers and Accessories', 'Decor', and 'Electronics'. A note says 'Add new category'.
- Tags:** A section for 'Separate Product Tags with commas' and a 'Choose from the most used tags' link.
- Catalog visibility:** A dropdown menu set to 'Shop and search results'.
- SKU:** An input field.
- Manage Stock?:** A checkbox.
- Stock status:** A dropdown menu set to 'In stock'.
- Sold Individually:** A checkbox.

At the bottom right, there are 'DRAFT' and 'SUBMIT' buttons.

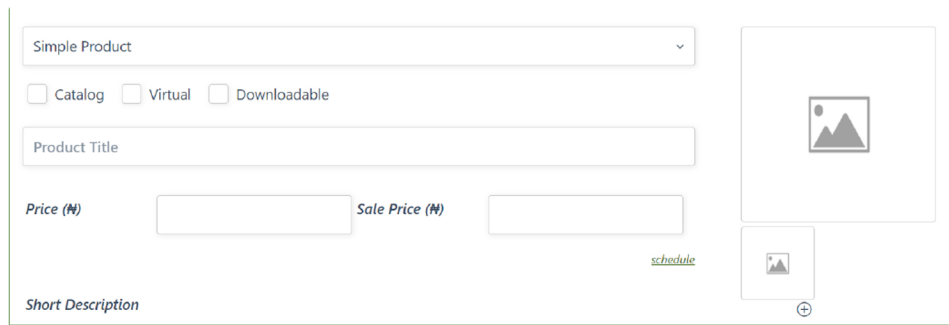
# The Product Page

**Simple product** is selected on default, you can select other product types by clicking the dropdown. Here's a breakdown of the fields.

**Catalog** controls the visibility of 'Catalog Mode' tab. When this checkbox is disabled, Catalog Mode tab will not be visible. This tab is used to setup the product as a catalog, you can choose to hide the price or add to cart.

**Virtual** determines if it's a virtual product, e.g an ebook. This checkbox also disables the shipping tab as virtual products don't require shipping.

**Downloadable** activates the downloadable tab, giving users the ability to download a product e.g a video or game. You can create the file upload it, set the maximum downloads or determine if the file expires after a given time.



The image shows a screenshot of a product configuration form. At the top, there is a dropdown menu currently set to "Simple Product". Below this are three checkboxes: "Catalog", "Virtual", and "Downloadable", all of which are currently unchecked. A text input field labeled "Product Title" is positioned below the checkboxes. Further down, there are two input fields for "Price (₺)" and "Sale Price (₺)". To the right of these fields, there is a "schedule" link. At the bottom left, the text "Short Description" is visible. On the right side of the form, there are two image upload areas, each containing a placeholder icon of a mountain and a sun. A plus sign icon is located at the bottom right of the second image upload area.

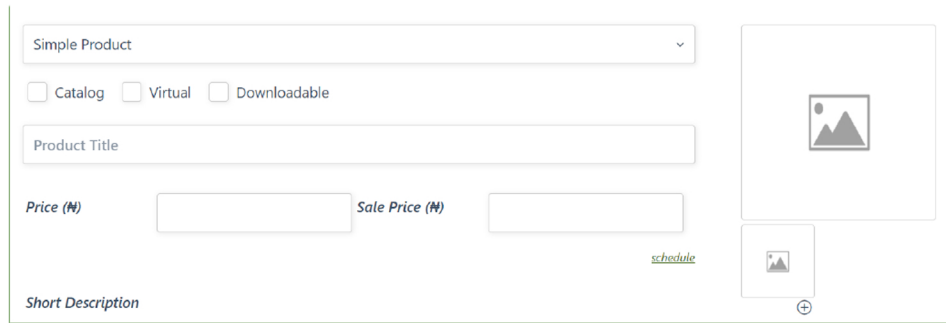
# The Product Page

**Product Title** is the name of the product.

**Product image** is the large image box on the right of the page, this is the main ( featured ) image of your product. The smaller image placeholder beneath it is the Product gallery, this contains other images of your product.

**Price** is the price of your product.

**Sale price** is the discounted price of the product, if the product is on sale. e.g Price = #3,000 and sale price = #2,500. The default price would get slashed and the customer would pay the sale price. The sale price can also be scheduled, by clicking schedule underneath sale price.



The image shows a screenshot of a product page form. On the left side, there is a dropdown menu with "Simple Product" selected. Below it are three checkboxes: "Catalog", "Virtual", and "Downloadable". There is a text input field for "Product Title". Below that are two input fields for "Price (N)" and "Sale Price (N)". A "schedule" link is positioned below the "Sale Price (N)" field. At the bottom left, there is a "Short Description" label. On the right side, there is a large image placeholder with a mountain icon and a smaller image placeholder below it with a plus sign.

# The Product Page

**Short description** is a brief description on the product

**Description** is the description of the products, complete with specifications, composition e.tc if the products has any of those details you specify it here.

**Categories** these are used to categorise your product, to make it easier to find you can also add new categories yourself, if you can't find one.

**Tags** these are descriptive labels you can add to your products. Popular search engines can use tags to get information about your store.

You can add more than one tag separating them with a comma.

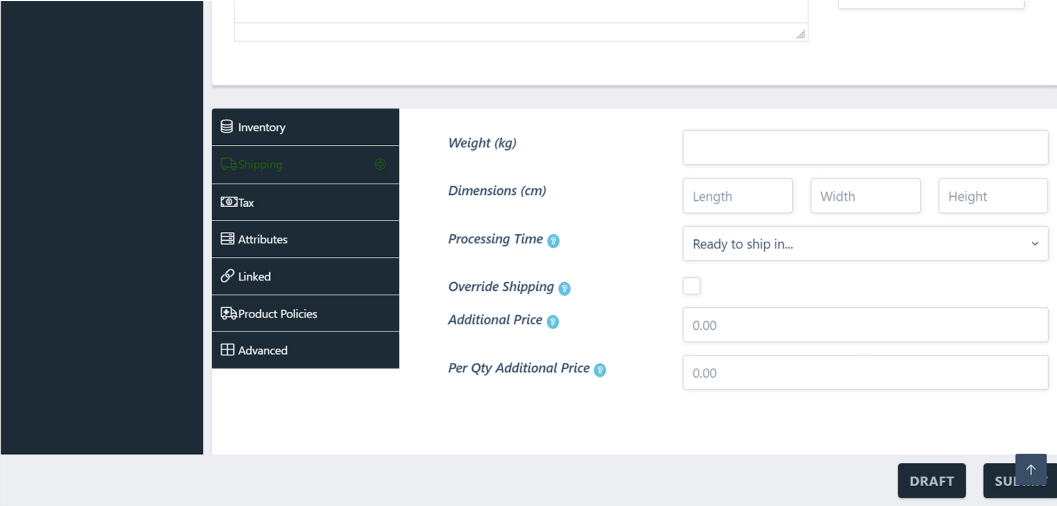
The image shows a screenshot of a product page editor interface. It features two main text input areas: 'Short Description' and 'Description'. Each area has a toolbar with icons for adding media, bold, italic, underline, quote, bulleted list, numbered list, link, and unlink. The 'Short Description' field is currently empty. Below the 'Description' field, there is a 'Categories' section with a list of categories: 'Baby, Kids and Toys', 'Back to school', 'Cleaning Products', 'Clothing', 'Computers and Accessories', 'Decor', and 'Electronics'. The 'Clothing' category is selected. To the right of the categories list is a '+ Add new category' link. Below the categories is a 'Tags' section with a blue plus icon and a text box containing the instruction 'Separate Product Tags with commas'. At the bottom of the tags section is a link that says 'Choose from the most used tags'.

**Catalog Visibility** here you select where you want the product to be shown, shop results, shop and search or if you want the product hidden.

**Inventory** here we create SKU's ( Stock-keeping unit; a unique identifier for each distinct product and service that can be purchased.), manage stock, change the stock status, or specify how a product is sold.

The screenshot displays a product configuration interface. On the left is a dark sidebar with a menu containing: Inventory (highlighted in green), Shipping, Tax, Attributes, Linked, Product Policies, and Advanced. The main content area is divided into two sections. The top section is a white box with a 'Catalog visibility:' label and a dropdown menu currently set to 'Shop and search results'. The bottom section is a light gray box containing four settings, each with a blue question mark icon: 'SKU' with an empty text input field; 'Manage Stock?' with an unchecked checkbox; 'Stock status' with a dropdown menu set to 'In stock'; and 'Sold Individually' with an unchecked checkbox. At the bottom right of the interface are two buttons: 'DRAFT' and 'SUL' with an upward-pointing arrow icon.

**Shipping** is where you handle all your shipping details, set weight for products, dimensions, processing time ( how long it takes to ship ), override store default shipping ( which was set in the store settings ), additional price when a customer buys the first product of this type will be charged with this price, the per quantity additional price every second product of same type will be charged with this price.



The screenshot shows a software interface for configuring shipping settings. On the left is a dark sidebar with a menu containing: Inventory, Shipping (highlighted in green), Tax, Attributes, Linked, Product Policies, and Advanced. The main content area is light gray and contains the following fields:

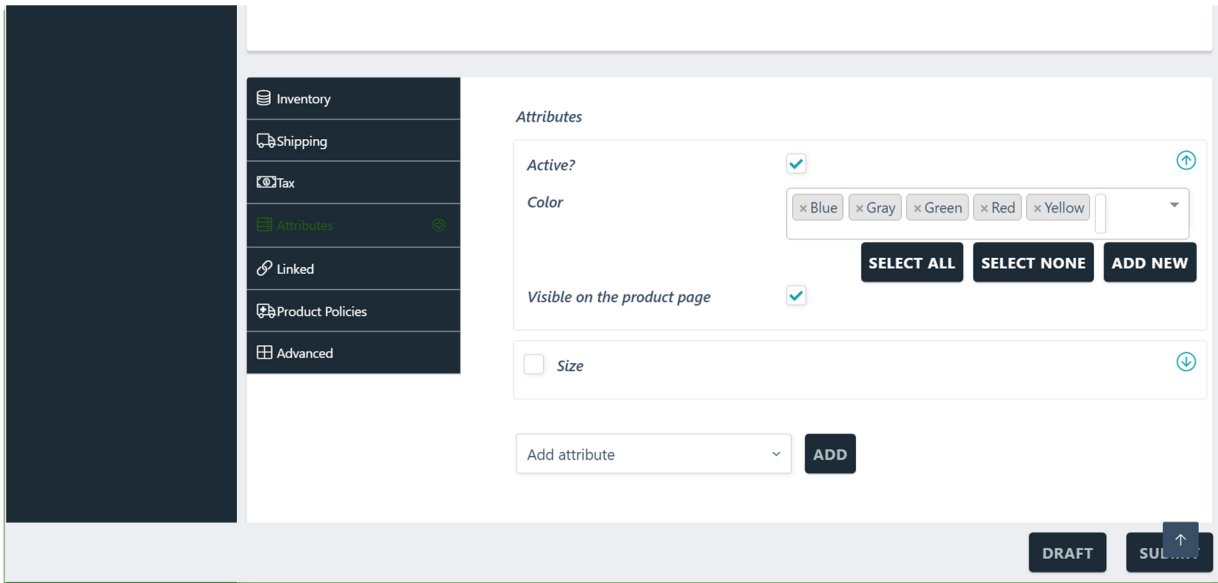
- Weight (kg)**: A single-line text input field.
- Dimensions (cm)**: Three separate text input fields labeled Length, Width, and Height.
- Processing Time**: A dropdown menu with the selected option "Ready to ship in..." and a small blue question mark icon.
- Override Shipping**: A checkbox with a blue question mark icon.
- Additional Price**: A text input field containing "0.00" and a blue question mark icon.
- Per Qty Additional Price**: A text input field containing "0.00" and a blue question mark icon.

At the bottom right of the interface, there are two buttons: "DRAFT" and "SUL" (with an upward arrow icon).

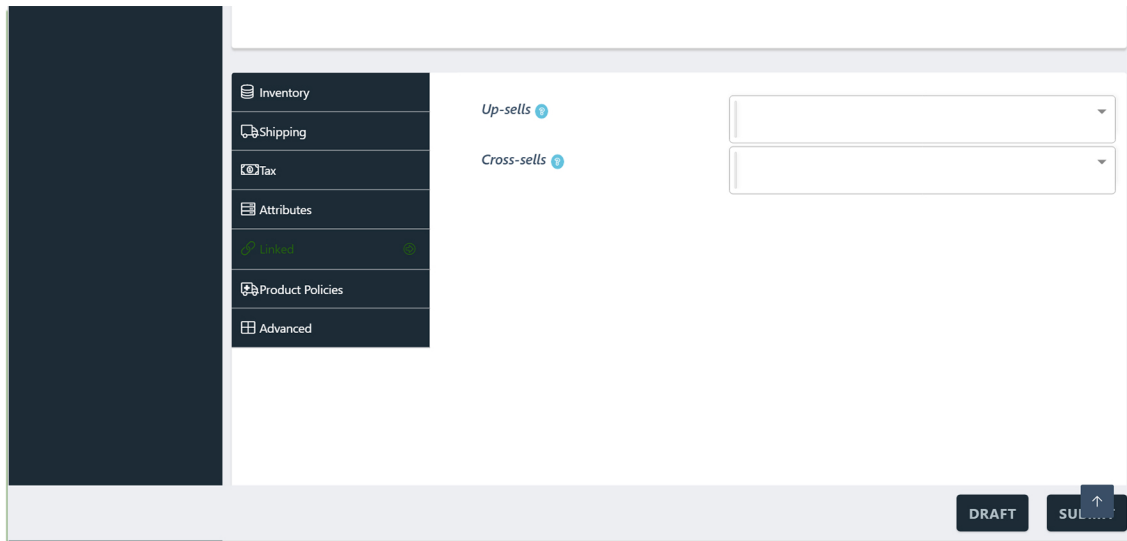
**Tax**, here you can set if your product has a tax or not, and what the tax class of product is.

The screenshot displays a product configuration interface. On the left is a dark sidebar with a menu containing: Inventory, Shipping, Tax (highlighted in green), Attributes, Linked, Product Policies, and Advanced. The main content area shows two settings: 'Tax Status' with a dropdown menu set to 'None', and 'Tax Class' with a dropdown menu set to 'Standard'. At the bottom right, there are two buttons: 'DRAFT' and 'SUL' with an upward arrow icon.

**Attributes** these are product variations, like color and size. Variations are a very important component for a variable product. You can also create your own Attributes, or add to the default variations.



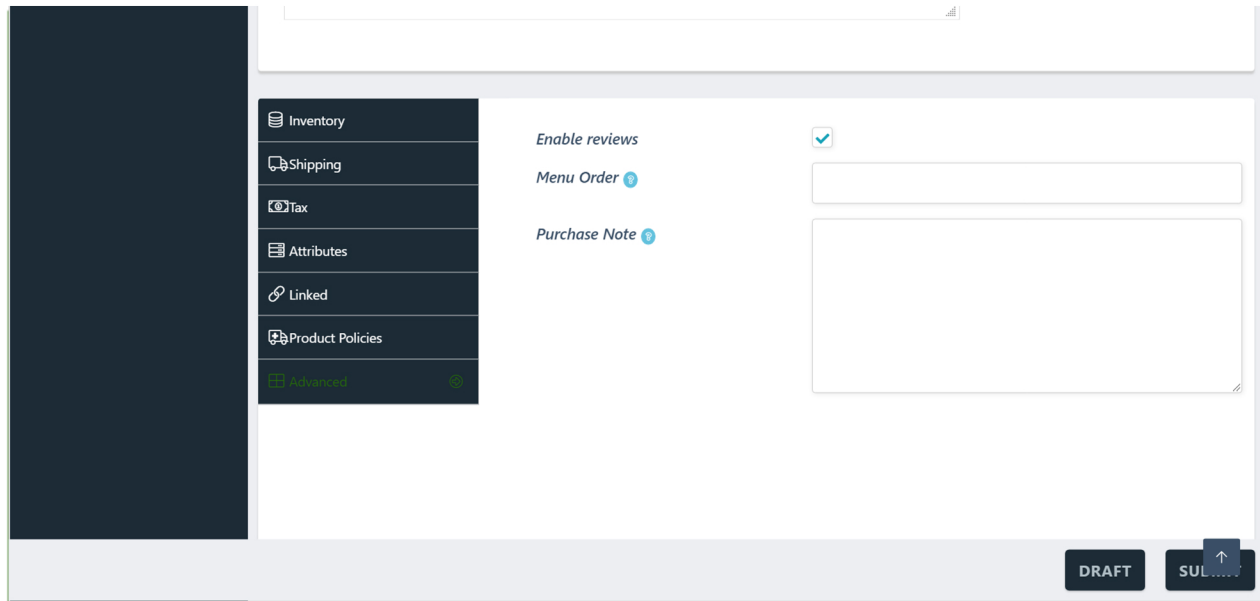
**Linked products** are products that are linked to each other, you can choose to link a product as either an upsell ( Up-sells are products which you recommend instead of the currently viewed product, for example, products that are more profitable or better quality or more expensive ), or a cross sell ( Cross-sells are products which you promote in the cart, based on the current product ).



The **Product Policy** tab is for product based policies, this is needed when the product has specific policies that are different from the store policy we set earlier.

The screenshot displays a configuration interface for product policies. On the left, a dark sidebar contains a vertical list of menu items: Inventory, Shipping, Tax, Attributes, Linked, Product Policies (highlighted in green), and Advanced. The main content area is divided into two sections. The first section, titled "Policy Tab Label", features an empty text input field. The second section, titled "Shipping Policy", includes two buttons: "Add Media" and "Caldera Form", followed by a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), bulleted and numbered lists, quote, indent, outdent, link, unlink, and table. A third section, titled "Refund Policy", mirrors the "Shipping Policy" section with its own "Add Media" and "Caldera Form" buttons and a rich text editor. At the bottom right of the interface, there are two buttons: "DRAFT" and "SUL" with an upward arrow icon.

**The Advanced Tab**, here we can disable product reviews, set custom ordering position and add purchase notes.



# Product Creation

Create a **simple product** in these steps:

1. Selecting the simple product from the dropdown.
2. What kind of product it is; virtual, catalog, downloadable.
3. Input your product title
4. Price.
5. Upload your product image, and product gallery.
6. Select or create your category.
7. Type in your description.
8. Add your tags.
9. You can edit your catalog visibility
10. You manage your stock status in the inventory tab.
11. You manage your shipping and tax.
12. Add attributes, if there are variations of the same product but the same price.
13. You can choose if your product has upsells/cross sells, policies e.t.c.
14. Click on submit

The screenshot shows the 'Add Product' form in a CMS. The form is titled 'Add Product' and has a 'DRAFT' button in the top right corner. The form is divided into several sections:

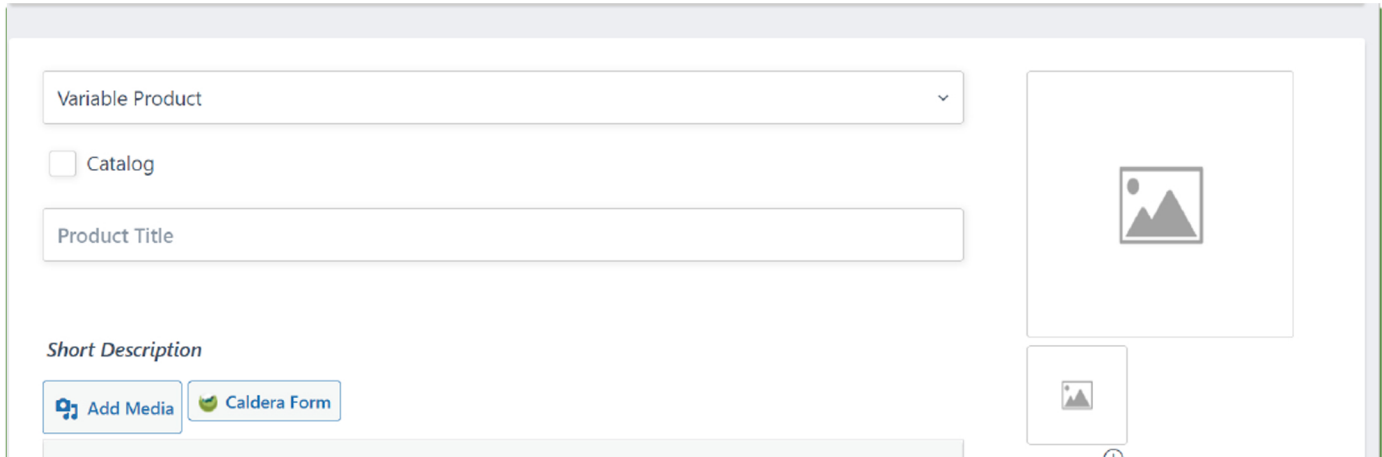
- Product Type:** A dropdown menu set to 'Simple Product'. Below it are checkboxes for 'Catalog', 'Virtual', and 'Downloadable'.
- Product Title:** A text input field.
- Price:** Two input fields for 'Price (€)' and 'Sale Price (€)'. A 'schedule' link is next to the sale price field.
- Short Description:** A rich text editor with a toolbar and a 'Caldera Form' button.
- Description:** A rich text editor with a toolbar and a 'Caldera Form' button.
- Categories:** A list of categories with checkboxes: 'Baby, Kids and Toys', 'Back to school', 'Cleaning Products', 'Clothing', 'Computers and Accessories', 'Decor', and 'Electronics'. A link 'Add new category' is at the bottom.
- Tags:** A section for adding tags, with a note 'Separate Product Tags with commas' and a link 'Choose from the most used tags'.
- Catalog visibility:** A dropdown menu set to 'Shop and search results'.
- SKU:** An input field.
- Manage Stock?:** A checkbox.
- Stock status:** A dropdown menu set to 'In stock'.
- Product Policies:** A link for 'Product Policies'.
- Advanced:** A link for 'Advanced'.

At the bottom right, there are 'DRAFT' and 'SUBMIT' buttons.

# Product Creation

**Variable product** creation is similar to simple product creation, the major difference is the addition of attributes ( Variations ). These attributes differentiate the variations of a product like color and size but you also can specify different prices for the different variations. say yellow = 2,000 and black = 2,500.

Once you select variable product, you'll notice some changes to the page we no longer have downloadable, virtual options and the price fields have disappeared.



The screenshot shows a product creation interface. At the top, a dropdown menu is set to 'Variable Product'. Below it is an unchecked checkbox labeled 'Catalog'. A text input field for 'Product Title' is visible. Under the heading 'Short Description', there are two buttons: 'Add Media' and 'Caldera Form'. To the right of the form fields, there is a large image placeholder with a mountain icon and a smaller image placeholder below it.

# Product Creation

Another thing to note is the Variations tab, this tab controls the pricing for the attributes we have selected or created.

Create variable products in the following steps:

1. Select Variable product ( see previous page ).
2. Fill in all the relevant product information.
3. Select the Attributes, you want to assign to this product
4. You can also add new attributes.
5. You select the variations.

The screenshot shows a product creation interface with a sidebar on the left containing the following menu items: Inventory, Shipping, Tax, Attributes (highlighted in green), Variations, Product Policies, Advanced, Store, and Commission. The main content area is titled 'Attributes' and contains two attribute cards. Each card has an 'Active?' checkbox (checked), a selection dropdown (e.g., 'x Gray', 'x Red' for Color), and two checkboxes: 'Visible on the product page' (checked) and 'Use as Variation' (checked). Below each dropdown are three buttons: 'SELECT ALL', 'SELECT NONE', and 'ADD NEW'. At the bottom of the attribute section is an 'Add attribute' dropdown and an 'ADD' button. The bottom right corner of the interface has 'DRAFT' and 'SUBMIT' buttons.

# Product Creation

The **Variation** tab is the most important tab for a variable product, because here you specify the price, image, stock, sku, weight, shipping, tax, and description for each attribute. The Variations treats every attribute, as a totally different product and provides product specific fields.

**Default form values** this is where you specify what would be the default, attribute selected, the dropdown shows all the attributes we selected.

**Variation bulk options** this field helps speed up creation of variation options, we can create all attributes as variations, add a variation wide options, like prices, sales price, status e.t.c

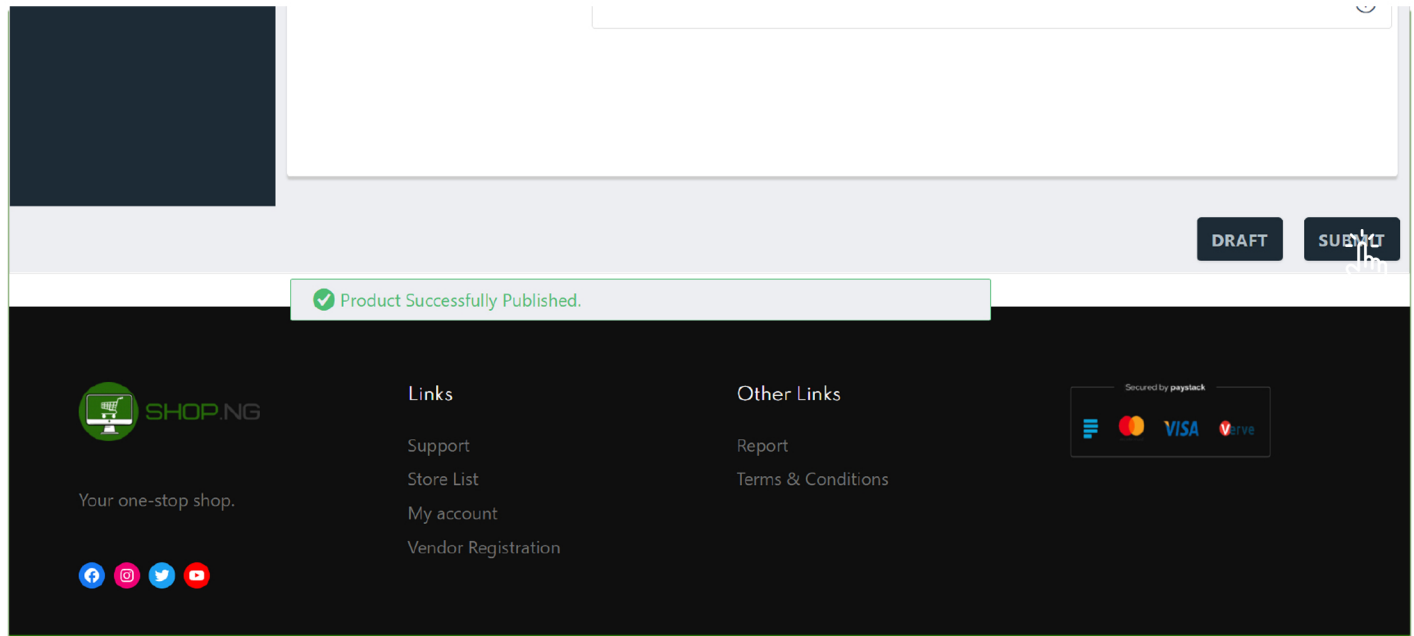
The first dropdown fields are used to select the attribute you'd be working on.

The screenshot shows the 'Variation' tab in a product editor. On the left is a dark sidebar with navigation options: Inventory, Shipping, Tax, Attributes, Variations (highlighted in green), Linked, Product Policies, Advanced, Store, and Commission. The main content area is titled 'Default Form Values' and contains two dropdown menus for 'Any Color ..' and 'Any Size ..'. Below this is the 'Variations Bulk Options' section with a 'Choose option' dropdown. The main form area has two dropdowns for 'Any Size ..' and 'Any Color ..' with a refresh icon. It includes several fields: 'Enable' (checked), 'Downloadable' (unchecked), 'Virtual' (unchecked), and 'Manage Stock' (unchecked). There is an 'Image' field with a placeholder icon. Below are 'Regular Price(M)' and 'Sale Price(M)' input fields. The 'SKU' field is empty, and 'Stock status' is set to 'In stock' with a 'schedule' link. Other fields include 'Weight (kg)', 'Length (cm)', 'Width (cm)', and 'Height (cm)'. 'Shipping class' is set to 'Same as parent' and 'Tax class' is 'Standard'. A 'Description' text area is at the bottom. At the very bottom right, there are 'DRAFT' and 'SUBMIT' buttons.

# Product Creation

Click on submit, after you're done filling the fields.

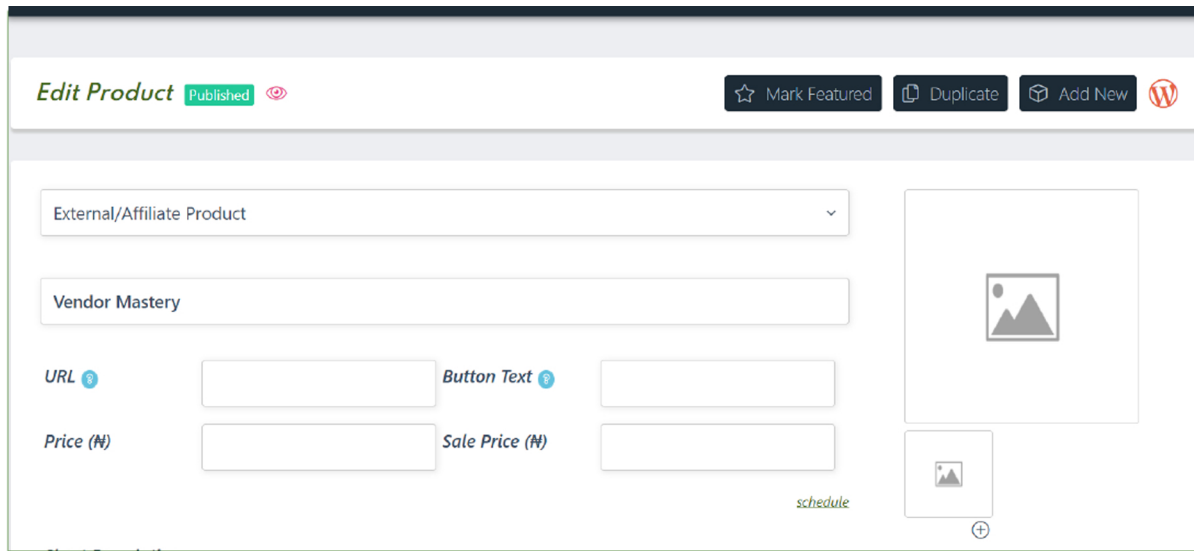
**Hurray!!!** You've created your first variable product.



# Product Creation

**External/affiliate products**, since these are products that you aren't stocking you don't have but you get a commission to sell. The **URL** field is for your affiliate link, **Button text** to customise the button on your affiliate product, and we have our prices.

External products dont have shipping, stock management, once to fill in the required information, you click on submit to publish your external product.



The screenshot shows a web interface for editing a product. At the top, it says "Edit Product" with a "Published" status and a red eye icon. To the right are buttons for "Mark Featured" (with a star icon), "Duplicate" (with a document icon), "Add New" (with a plus icon), and a WordPress logo. Below this is a form with several fields: a dropdown menu labeled "External/Affiliate Product", a text field labeled "Vendor Mastery", and two rows of input fields. The first row has "URL" and "Button Text" labels with question marks, each followed by an empty text box. The second row has "Price (€)" and "Sale Price (€)" labels, each followed by an empty text box. To the right of these fields is a large image placeholder with a mountain icon and a smaller image placeholder below it with a plus sign. At the bottom right, there is a "schedule" link.

# HURRAY !!!

You're ready to start selling, launch your store and start receiving those orders!



Contact Us:  
[support@shop.ng](mailto:support@shop.ng)