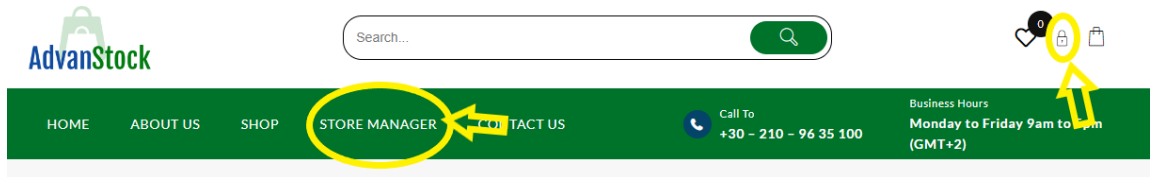


Vendors Cookbook (Manual)

1. In order to register as a vendor, click either store manager or padlock icon.



2. Fill registration as vendor Form. Enter verification code as sent on your email (check spam, this might take a while) & click register. Administrator is going to review your request. Vendors are going to be notified for approval via e-mail.

MY ACCOUNT

HOME / MY ACCOUNT

REGISTRATION AS VENDOR

Email *

Verification Code

RE-SEND CODE

First Name

Last Name

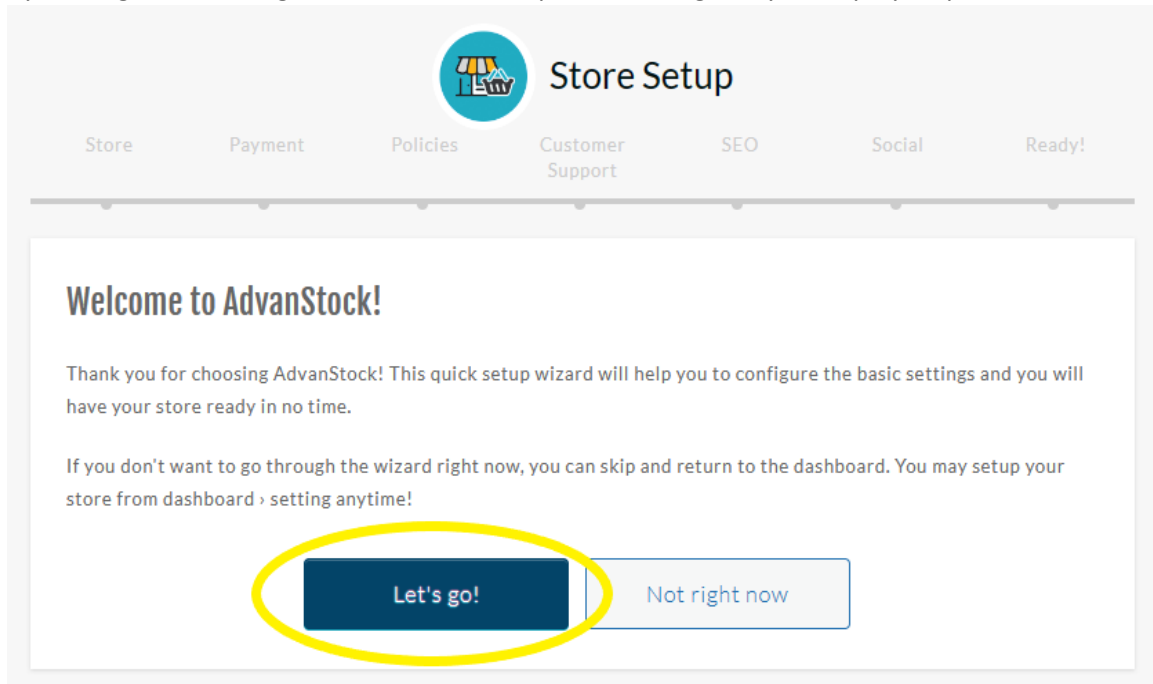
REGISTER

Confirm Password *

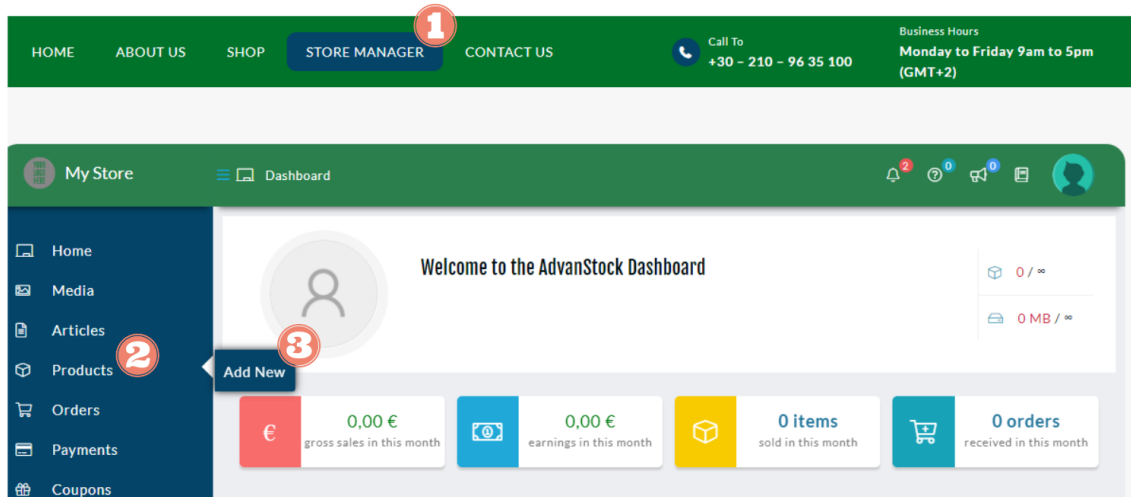
* Agree Terms & Conditions

REGISTER

3. By clicking Store Manager button, Store setup wizard will guide you step by step.



4. In order to add a product, click Store Manager -> Products -> Add New.



5. Categories-Tags-Description-Pictures are optional, however its highly recommended to be filled .Payment details & shipping cost can be discussed directly with customer right after his product inquiry that will be received via e-mail.

The screenshot displays a product creation interface with the following elements and callouts:

- 1**: Product Title input field.
- 2**: Price (€) and Sale Price (€) input fields.
- 3**: Image upload area.
- 4**: Additional image upload area.
- 5**: Categories selection panel with options like Automation, Controllers(PAC), Chassis, Data Acquisition and IO, Digital Signage, Embedded Compact Box, Computers (ARK), and EPC-R4xxx.
- 6**: Tags section with the instruction "Separate Product Tags commas" and a link to "Choose from the most used tags".
- 7**: Short Description rich text editor with a toolbar.
- 8**: Description rich text editor with a toolbar.

At the bottom of the form, there is a sidebar menu with callouts 1-7:

- 1**: Inventory
- 2**: Shipping
- 3**: Tax
- 4**: Attributes
- 5**: Linked
- 6**: Seller Price
- 7**: Product Policies

The main form area includes fields for:

- SKU
- Manage Stock? (checkbox)
- Stock status (dropdown menu, currently set to "In stock")
- Sold Individually (checkbox)

At the bottom right, there are two buttons: **DRAFT** and **SUBMIT FOR REVIEW**, with a callout **8** pointing to the SUBMIT FOR REVIEW button.

6. An admin will review product submissions. Vendors are going to be informed via e-mail for product approvals.