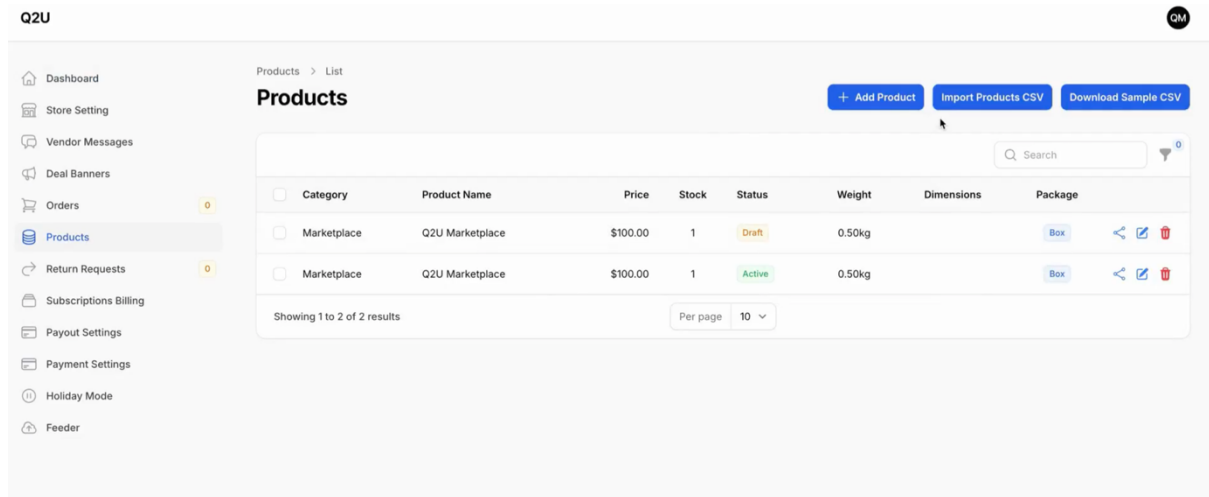


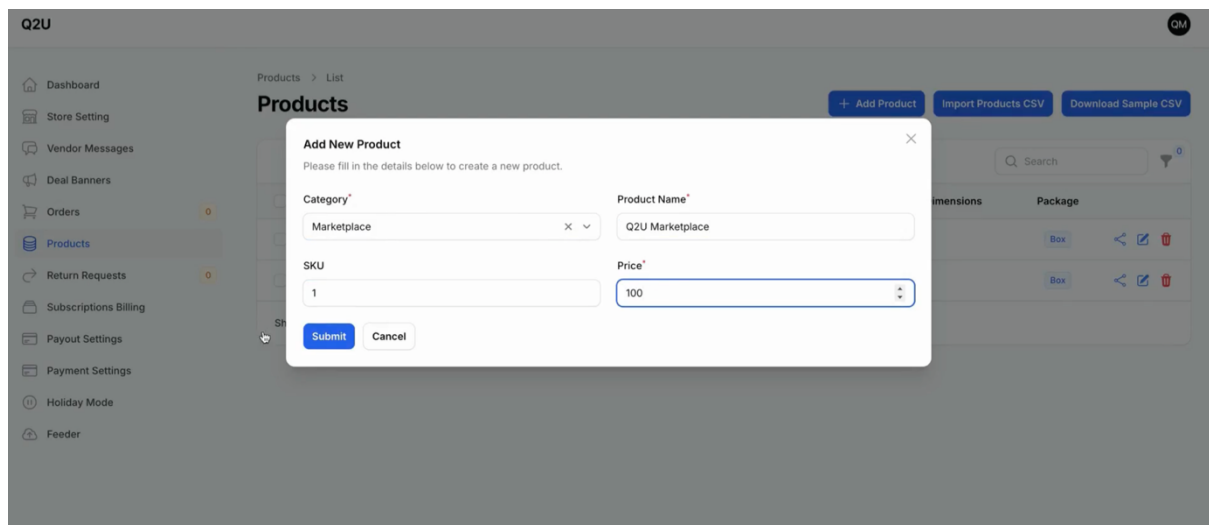
# Manual Product upload

This guide will show you how to manually upload a product.

Start by going to the Products tab, then click Add Product.



Search for the category that best suits your product, then enter the product name and optional SKU and your price and click Submit.



You'll now be taken to the full product details page.

Enter your stock quantity, any discount, and your shipping cost.

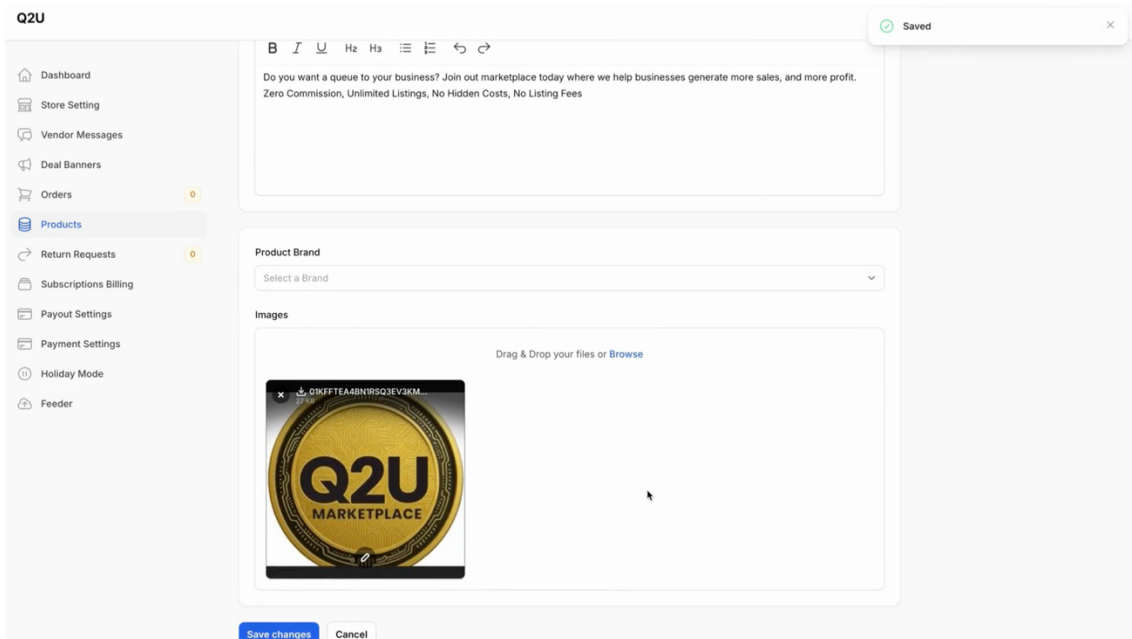
If you leave Shipping set to 0, it will use the shipping settings from your store.

The screenshot shows the 'Basic Information' section of a product edit page in the Q2U dashboard. The page has a sidebar on the left with navigation options like Dashboard, Store Setting, Vendor Messages, Deal Banners, Orders, Products, Return Requests, Subscriptions Billing, Payout Settings, Payment Settings, Holiday Mode, and Feeder. The main content area is titled 'Basic Information' and includes a status indicator: 'This product is in Draft status and is not visible to customers.' Below this, there are several input fields: 'Product Name\*' (Q2U Marketplace), 'Product Category\*' (Marketplace), 'SKU' (h), 'Price\*' (100.00), 'Stock' (1), 'Discount' (0.00), and 'Shipping Cost' (0.00). There is also a 'Shipping Details' section with a dropdown arrow, and a 'Short description' field containing 'Q2U Marketplace'. On the right side, there are buttons for 'Update Status' and 'Delete', and a sidebar with 'Basic Information', 'Specifications', and 'Variants'.

Next, complete the shipping details, add a short description and then your full product description.

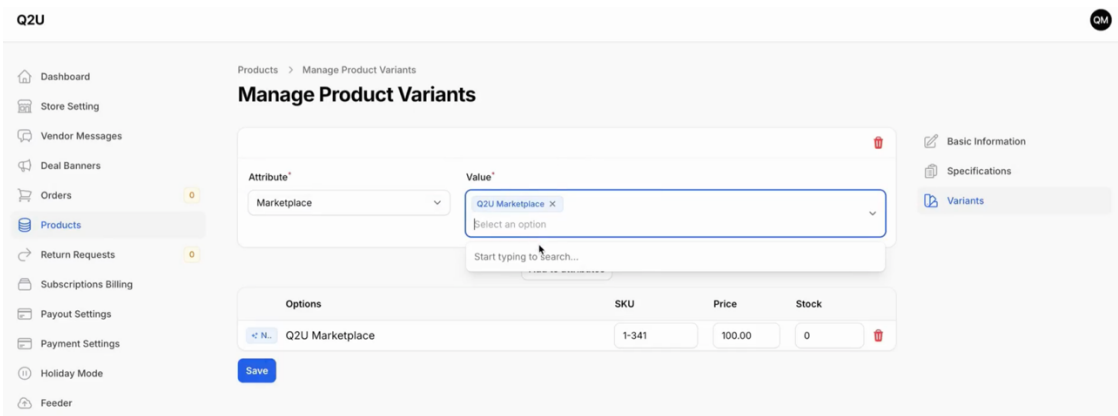
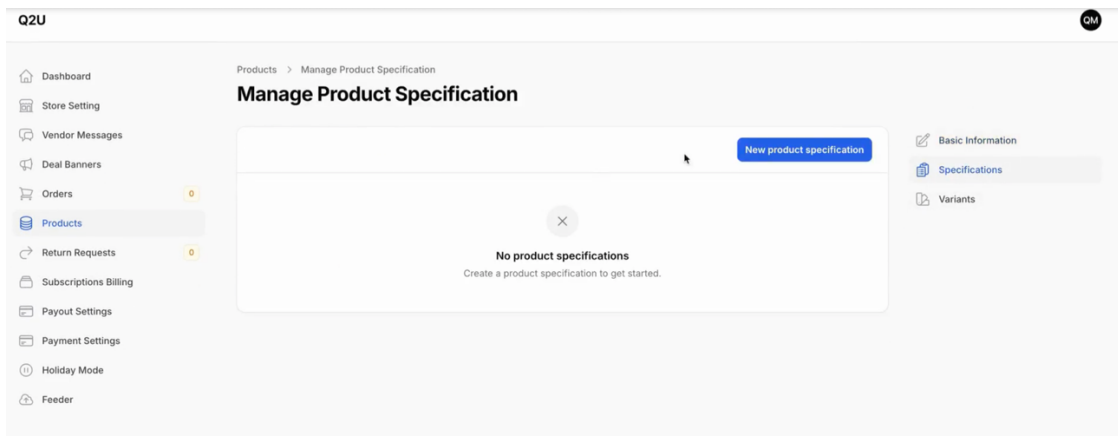
The screenshot shows the 'Shipping Details' section of the product edit page. It includes fields for 'Weight (kg)' (0.50), 'Package Type' (Box), 'Length (cm)' (0.00), 'Width (cm)' (0.00), and 'Height (cm)' (0.00). Below these are checkboxes for 'Fragile Item' and 'Special Handling Required'. There is also a 'Short description' field containing 'Q2U Marketplace' and a 'Description' field with a rich text editor containing the text: 'Do you want a queue to your business? Join out marketplace today where we help businesses generate more sales, and more profit. Zero Commission, Unlimited Listings, No Hidden Costs, No Listing Fees'. The sidebar on the left is the same as in the previous screenshot.

Select a brand if applicable, upload your product images and click Save Changes.



Scroll back up and select Specifications to add any product specifications and then click Variant to set up any variant attributes such as size or colour if available.

If there's a variant you'd like to see supported on Q2U, let us know and we may be able to add it.



When you're ready to publish, go back to Basic Information, click update status, select Active and Save changes.

The screenshot displays the Q2U dashboard interface. On the left is a navigation sidebar with options like Dashboard, Store Setting, Vendor Messages, Deal Banners, Orders, Products, Return Requests, Subscriptions Billing, Payout Settings, Payment Settings, Holiday Mode, and Feeder. The main content area shows the 'Basic Information' page for a product named 'Q2U Marketplace'. A notification states: 'This product is in Draft status and is not visible to customers.' The product details include: Product Name (Q2U Marketplace), Product Category (Marketplace), SKU (1), Price (100.00), Stock (1), Discount (0.00), and Shipping Cost (0.00). A 'Shipping Details' section is also present. On the right, a modal window titled 'Update product status' is open, showing three radio button options: 'Draft' (selected), 'Active', and 'Inactive'. The 'Active' option is highlighted with a mouse cursor. The modal also includes a 'Save changes' button and a 'Cancel' button.

Your product is now live on Q2U Marketplace.