Shop Merchant Panel 2.0

Single Product Upload Guide

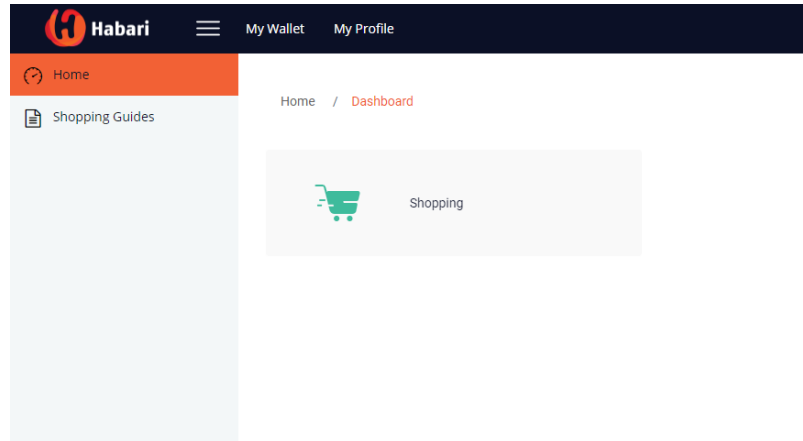| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |

Simple Product Upload Flow

**Step 1:** Login to your account to launch your shop dashboard

Navigate to "Products" Tab

There are two main product upload option, **Simple Product Upload** and **Bulk Product Upload** however the **Single Product** option is what we are focusing on for this guide.

This guide will give you the basic training on how to upload products on the platform. Before we begin, let's identify some other functions on the product summary page.
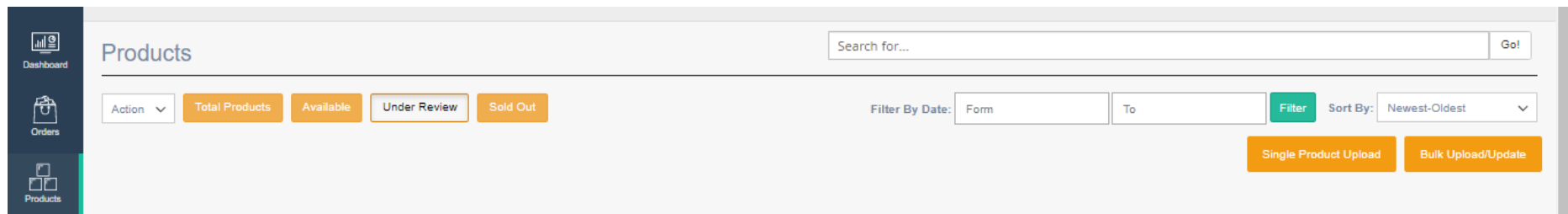
Total Products: This function allows you view all the products uploaded on your storefront.

Available: This function displays only the products on your storefront that are in stock.

Under Review: This function filters out all new products that are awaiting approval by Habari Admin.

Sold Out: Shows products that are currently out of stock i.e. that you do not have available.
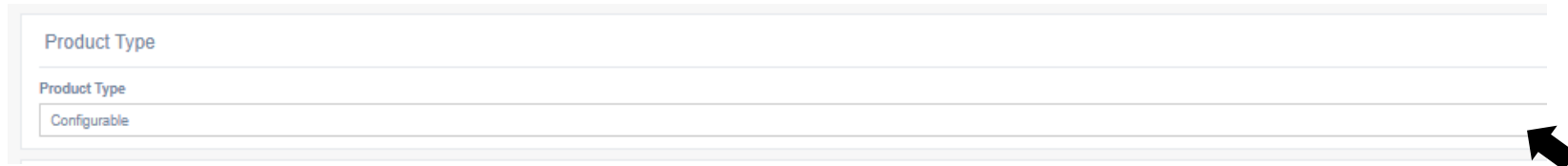
Filter By Date: You can use this function to filter products uploaded for any specified period.

Sort by Function: Sorts your products based on time of upload or the price.

Step 2: Choose an appropriate product type

There are two Product Types, **Simple** and **Configurable.**

   i.   Simple Product: A product is simple if has just a single variant. E.g. a phone or wristwatch.

   ii.   Configurable Product: A product is <u>configurable</u> if there are several variants to the same product E.g. Prada Yellow Cotton Dress (UK Size 10, 12, 14,16).

Product Type

Product Type

Configurable

Here, the focus will be on uploading simple products

Step 3: Categorizing your products

Categorizing your products properly enable shoppers find your products easily. To do this, select the <u>Main category</u> your product fits into, its <u>Subcategory</u> and <u>Sub [Subcategory]</u>. See examples below:

Product	Women's Blouse	Girls Flowered Gap Bodysuit
Main category	Women	Baby & Maternity
Subcategory	Clothing	Baby Clothing
Sub subcategory	Tops	Bodysuits & Onesies

It is important you categorize your product properly, so they fall under the right category and help users find your products quicker. Products not properly categorized can be turned off by Habari Admin. If you are not sure what category your products fall under, we can help when you send us a mail or call us.

Product Category

Main Category *

Men   ⌄
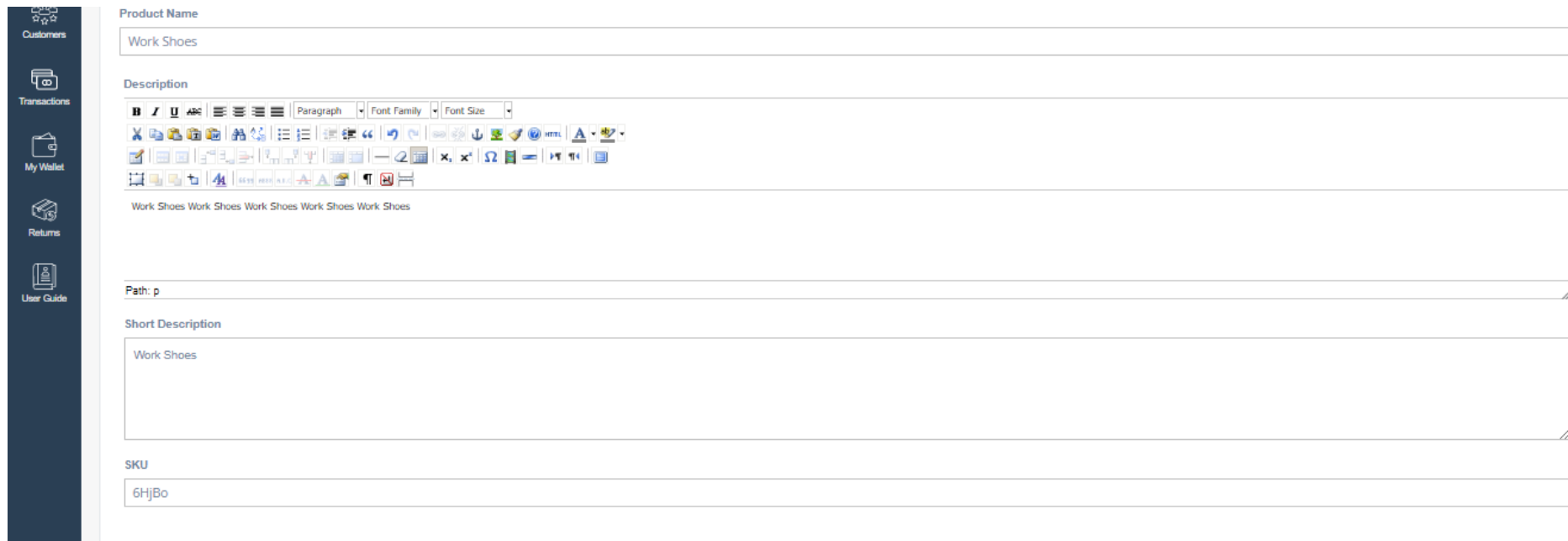
Sub Category

Work Shoes   ⌄

▸Maximum sub-category reached

Sub Category

Shoes   ⌄

Sub Category

Oxfords   ⌄

Note: Categorizing your product is very crucial to the product upload process

Step 4: Inserting Product Details

The Product details consists of:

The Product Name*: This field represents the name of the product just as it will appear on Habari once your storefront is approved.

Description*: The description field should have basic information about each product with as much detail as possible.
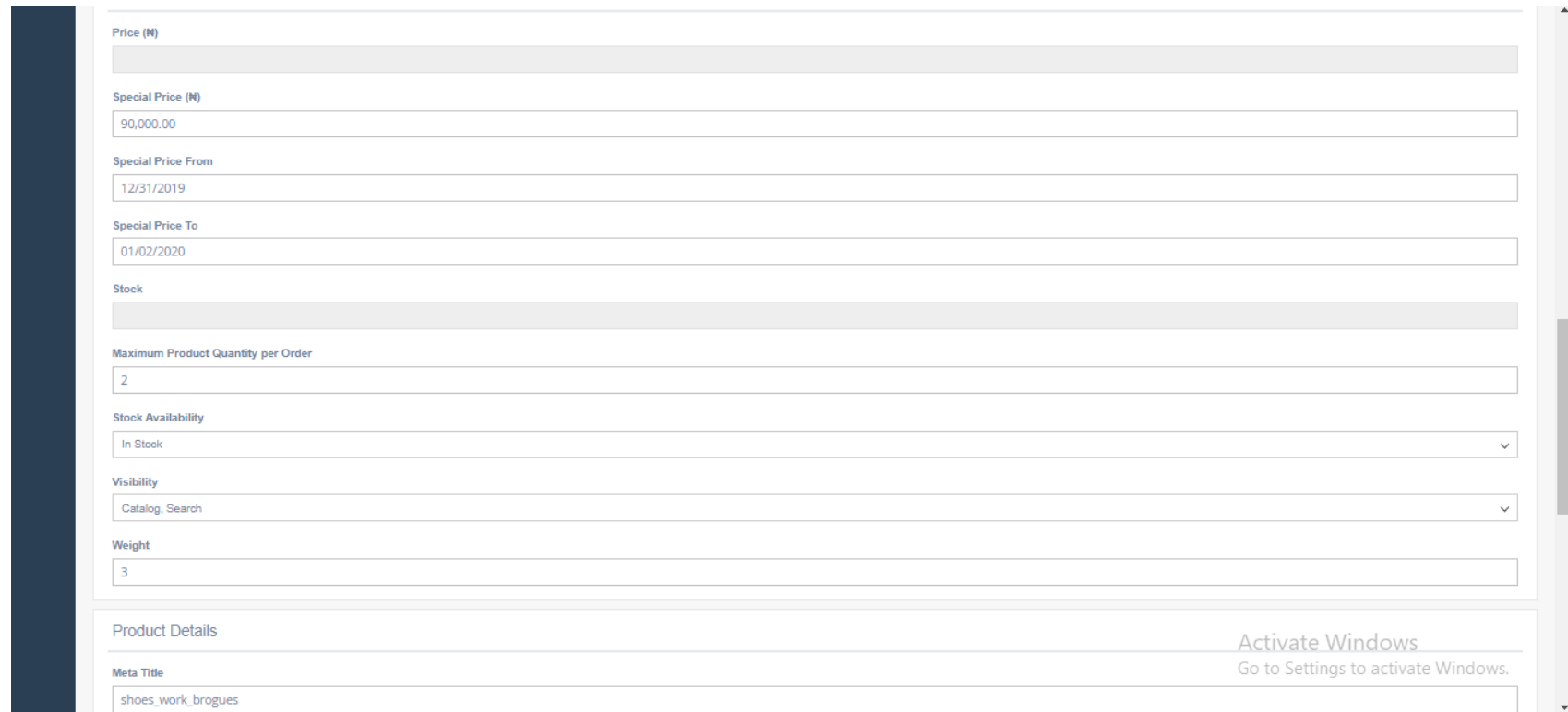
Short Description: The short description field should contain interesting information about the product on display.

Price*: This is the standard/regular price you wish to sell this item for on Habari.

Special Price: This is the discounted price you wish to sell this item on Habari.

Special Price to: This represents the end date you want to offer product at a discount.

Special Price from: This represents the start date you want to offer product at a discount.
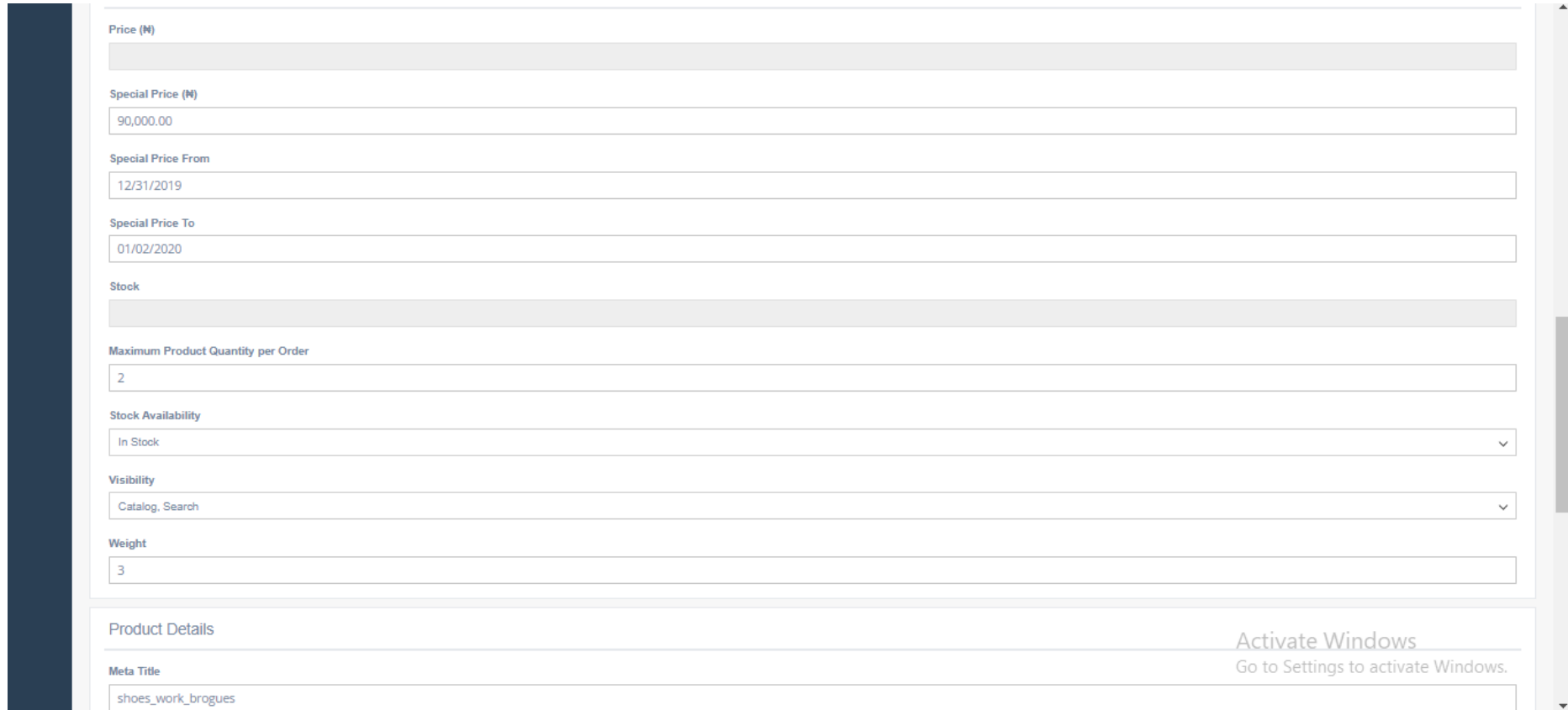
For configurable products, the fields – *Price, Stock* and other related fields will be automatically disabled when uploading. This has been programmed into the system to ensure users can only upload the unique price and stock for attribute values later in the upload process.

Product Upload page with first set of product detail options

Stock*: The total number of items you have available for sale.

Maximum sale quantity: This field is only necessary If you want to limit the quantities of this product that can be sold to a shopper per order. Typically, it should be left empty.

Stock Availability: Input "Is in Stock" if this item is in stock or Input "Out of Stock" if it is not in stock

Visibility: This represents the quantities(inventory) of the product that is available.

Weight*: Insert the volumetric/dimensional weight of the product. This is an estimated weight that is calculated from the length, width and height of a product when packaged.

Meta Title: The Meta-title acts as a name tag for your product web page. The title is displayed on the browser tab of your product and tells shoppers what page they are on. An ideal meta title character limit is 70.

Meta Keyword: The most important thing to keep in mind when selecting your meta keywords is to be sure that each keyword accurately reflects the content of your pages. The ideal limit for meta keywords phrases limit is 10.

Meta Description: Search engines show the meta description in search results mostly when the searched-for phrase is within the description, so optimizing the meta description is crucial. The ideal meta description character limit is 160.

Product Image*: This is the image for the product that your customer would see on the frontend.

Meta Title
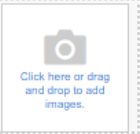
shoes_work_brogues

Meta Keywords

shoes_work_brogues

Meta Description

shoes_work_brogues

Product Images * (0 of 5 images uploaded)

Upload Images Recomemded image size is 500px by 500px.

Click here or drag and drop to add images.

Configurable products allow customers to choose options (Ex: shirt color). You need to create a simple product for each configuration (Ex: a product for each color).

Create Configurations
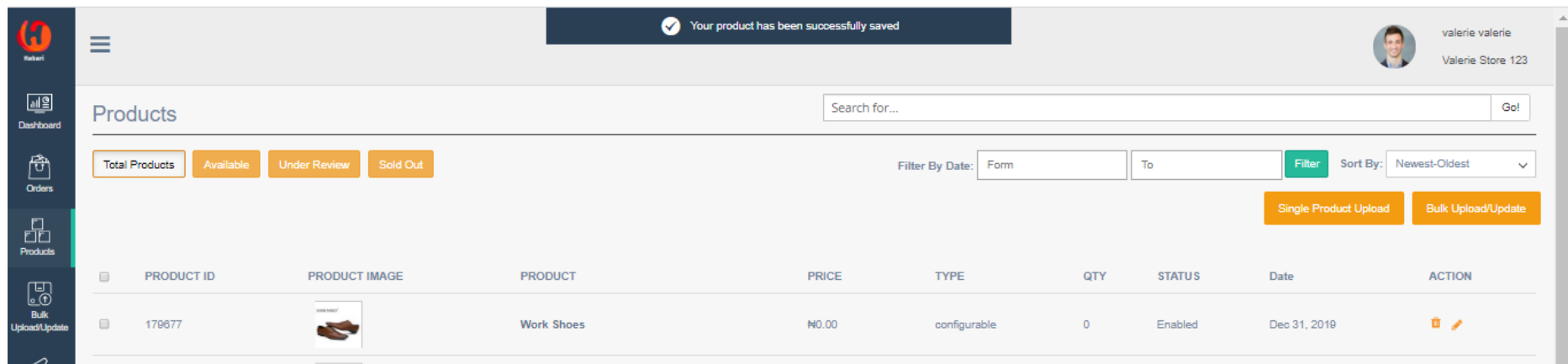
Cancel   Save Item

Product upload page with second set of product detail options

Please refer to the *field definition guide* below to know more about what each field represents.

Step 5: Save the Product

The last step is to Save the Product as this ensures that the steps performed above has been saved and your product is visible to Habari Admin for approval. This typically takes between 5 mins and 24hrs depending on the number of products awaiting approval.

More on Uploading Configurable Products

When uploading a configurable product, you must ensure that the product type selected is "Configurable". Once you have completed the update of all other input fields as required (like simple product upload), click on *Create configuration* to continue the set up for the other variants of the product.
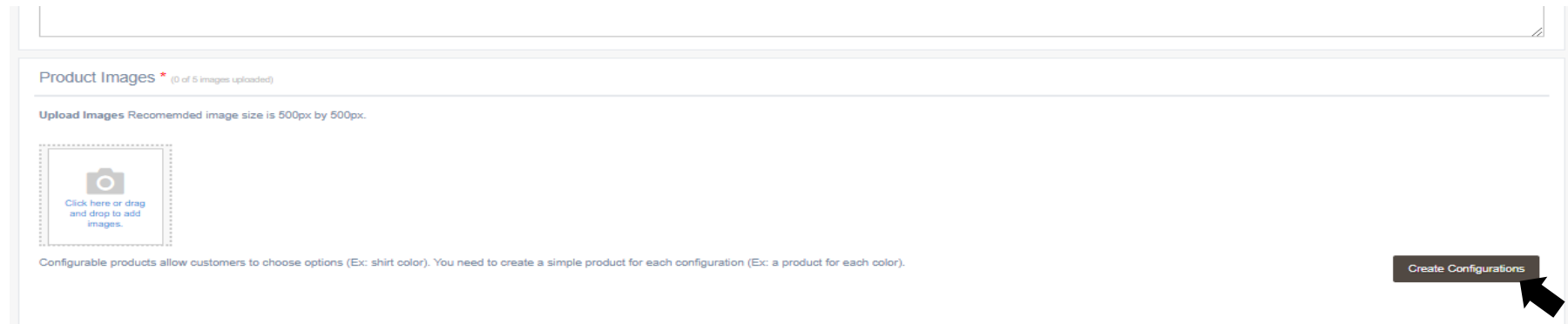
The steps to follow are stated below:

Step 1: Select attributes

These are the unique attributes of the product that varies i.e. the unique features of the product to be configured such as size or color. For the example below, the attribute selected is colour.

Create Product Configurations   ✕
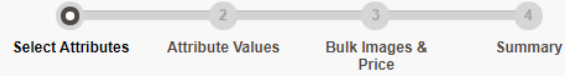
Step 1: Select Attributes

Selected Attributes: Color

🝰 Filters   ⚙ Columns ▾

17 records found (1 selected)   20 ▾ per page ‹ 1 of 1 ›

▪ ▾	Attribute Code ↓	Attribute Label	Required	System	Visible	Scope	Searchable	Comparable
☐	a_112	Women	No	Yes	Yes	Global	No	No
☑	color	Color	No	Yes	Yes	Global	No	No
☐	electronics	ELECTRONICS	No	Yes	Yes	Global	No	No

The next step is to choose the variations that applies for the attribute previously selected. E.g. the attribute previously selected was colour, therefore the values for this attribute can be Black, Brown etc. or any other colour that adequately represents the attribute values.

Create Product Configurations

Step 2: Attribute Values

Select values from each attribute to include in this product. Each unique combination of values creates a unique product SKU.

Color (712 Options)   Select All Deselect All

☑ Black   ☐ Blue   ☑ Brown

The next step is to insert the images and prices of each attribute value if it varies. In other words, if the price, quantity or image is different or the same for all values, this is the section where you get to indicate this.

Create Product Configurations
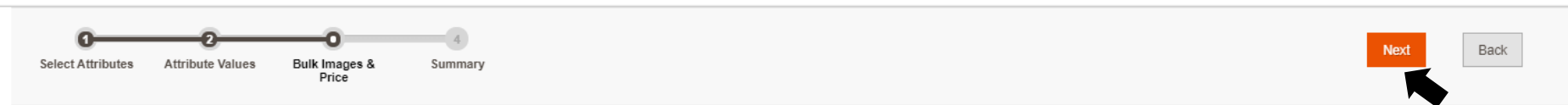
Step 3: Bulk Images, Price, and Quantity

Based on your selections 2 new products will be created. Use this step to customize images and price for your new products.

Images

○ Apply single set of images to all SKUs

○ Apply unique images by attribute to each SKU

● Skip image uploading at this time

Price

○ Apply single price to all SKUs

○ Apply unique prices by attribute to each SKU

● Skip price at this time

Quantity

○ Apply single quantity to each SKUs

○ Apply unique quantity by attribute to each SKU

● Skip quantity at this time

At this point you can decide to:

- Apply a **single** set of images/ price/quantity to **all** SKUs
- Apply **unique** set of images/price/quantity to **each** SKU

Further product variation can also be done after the products have been created. In this example, the images, quantity and prices for the colour attribute of each shoe variant varies for each.

Images

○ Apply single set of images to all SKUs

● Apply unique images by attribute to each SKU

○ Skip image uploading at this time

Select attribute | Color   ▼ |

Black

Browse to find or drag image here

Brown

Browse to find or drag image here

Price

○ Apply single price to all SKUs

● Apply unique prices by attribute to each SKU

○ Skip price at this time

Select attribute | Color   ▼ |

Black | ₦ 15,000 |

Brown | ₦ 12,500 |

Quantity

○ Apply single quantity to each SKUs

● Apply unique quantity by attribute to each SKU

○ Skip quantity at this time

Select attribute | Color   ▼ |

Black | 10 |

Brown | 3 |

Here is what a summary of the products will look like before you *generate products*

Create Product Configurations

①————②————③————○
Select Attributes   Attribute Values   Bulk Images &   Summary
                                        Price

[Generate Products] [Back]

Step 4: Summary

New Product Review

Here are the products you're about to create.

Images	SKU	Quantity	Color	Price
①	-Black	10	Black	₦ 15,000
①	-Brown	3	Brown	₦ 12,500

Here is what the configurable products will look like after you *generate products*

In this view, more configuration can be done on the weight, actual and special (discount) price, special price duration of each variant. Products can also be edited or removed at this section of the page before saving the product.

Important Note: All configurable products will require a cover image. This is the primary image that will be displayed on Habari marketplace product listing.

Field Definitions

S/N	Name	Description/Definition
1	Product Name	This field represents the name of the product just as it will appear on Habari once your storefront is approved. Your product title should be clear and easy for shoppers to understand without necessarily looking through your product description. An ideal product name should be more than 10 characters but less than 25
2	Type	A Product is <u>Simple</u> if it has just a single variant. E.g. Apple iPhone 11 Pro Max Black. A product is <u>configurable</u> if there are several variants to the same product E.g. Gucci Check Cotton Dress (UK Size 10, 12, 14,16). A configurable product upload process begins just like a simple product upload but will require you to select "configurable" as the product. When creating a configurable product, the system will prompt you to create the attributes and insert the values (price, stock and images) unique to each product variants before saving.

		Further edits to a configurable product are possible when you "edit configurations" during a product edit.
3	Description	The description field should have basic information about each product with as much detail as possible
4	Short_Description	The short description field should contain interesting information about the product on display. Ideally, it should contain 20 - 30 characters
5	SKU	The SKU is a unique identifier for your product. If you do not have one, Habari can automatically generate one on your behalf
6	Price (N)	This is the standard/regular price you wish to sell this item for on Habari. Prices are represented in naira currency only For configurable products, this field is disabled to allow you enter unique values for each product variant.
7	Special_Price (N)	This is the discounted price you wish to sell this item on Habari. This is not compulsory if there are no discounts available on the product. Price is represented in naira currency

		For configurable products, this field is disabled to allow you enter unique values for each product variant. For configurable products, this field is disabled to allow you enter unique values for each product variant.
8	Special_From_Date	This represents the **start date** you want to offer product at a discount. The date should be inputted in this format DD-MM-YYYY or left blank if there is no start period. For configurable products, this field is disabled to allow you enter unique values for each product variant.
9	Special_to_Date	This represents the **end date** you want to offer product at a discount. The date should be inputted in this format DD-MM-YYYY or left blank if there is no end period For configurable products, this field is disabled to allow you enter unique values for each product variant. For configurable products, this field is disabled to allow you enter unique values for each product variant.
10	Max_Sale_Quantity	This field is only necessary If you want to limit the quantities of this product that can be sold to a shopper per order. Typically, it should be left empty

11	In_stock (Is in Stock/Out of Stock)	Input "Is in Stock" if this item is in stock or Input "Out of Stock" if it is not in stock For configurable products, this field is disabled to allow you enter unique values for each product variant.
12	stock	This represent the quantities(inventory) of the product that is available. For configurable products, it is okay to enter any figure and edit it later in the configurable section when you edit the product from the **Product Tab** For configurable products, this field is disabled to allow you enter unique values for each product variant.
13	Weight	Insert the volumetric/dimensional weight of the product. This is an estimated weight that is calculated from the length, width and height of a product when packaged. The weight is represented in kgs For configurable products, this field is disabled to allow you enter unique values for each product variant.
14	Images	Select as many images that adequately represents your product.

		The system has been programmed to use the first image uploaded as your base image (i.e. default representation of your products in our database)
		For configurable products, this field is disabled to allow you enter unique values for each product variant.
15	Meta_Title	The Meta-title acts as a name tag for your product web page. The title is displayed on the browser tab of your product and tells shoppers what page they are on. An ideal meta title character limit is 70
16	Meta_keyword	The most important thing to keep in mind when selecting your meta keywords is to be sure that each keyword accurately reflects the content of your pages. The ideal limit for meta keywords phrases limit is 10.
17	Meta_description	Search engines show the meta description in search results mostly when the searched-for phrase is within the description, so optimizing the meta description is crucial. The ideal meta description character limit is 160

Having difficulties? Send us a mail, we would love to help!