


ADD NEW PRODUCT IN MARKETPLACE

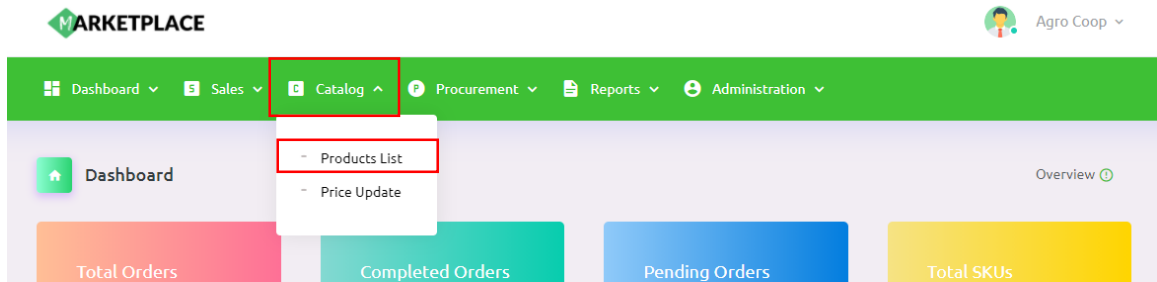
What do I need to prepare?

- 1 product image
- 10 or more words of product description

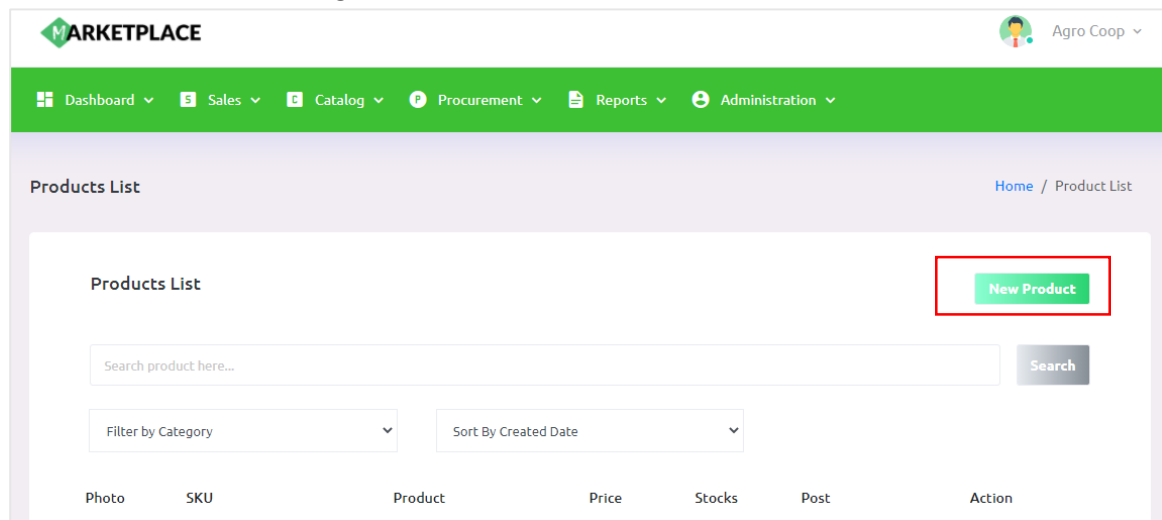
Field	Tips	Example
Category	Place it under correct category	Crops
SKU	Put SKU	AA-VEG-00100-01
Name	Make it short but clear	Eggplant
Variety	Put the appropriate variety	Morena
Description	In at least 10 words, provide a description of the product such as its: <ul style="list-style-type: none"> • origin • relative age/days from harvest • flavor • weight • ingredients • nutritional content 	Magulang morena eggplant from Bulacan. Moderately bitter and good for frying, grilling, pickling, and adding to salads.
Protocol	Place it under correct farming protocol	Organic
Price	Set a reasonable price	54.00
Minimum order	Set a reasonable minimum quantity for orders	1
Maximum order	Set a reasonable maximum quantity for orders	100
Stock	Put the available quantity to sell	1,000
Unit	Choose appropriate standard quantity	Kilogram (kg)
Barcode	Put barcode (if applicable)	
Photo	Make sure that the uploaded picture has: <ul style="list-style-type: none"> • Clear/ good resolution • Good lighting • Plain and decent background 	

HOW TO ADD NEW PRODUCT?

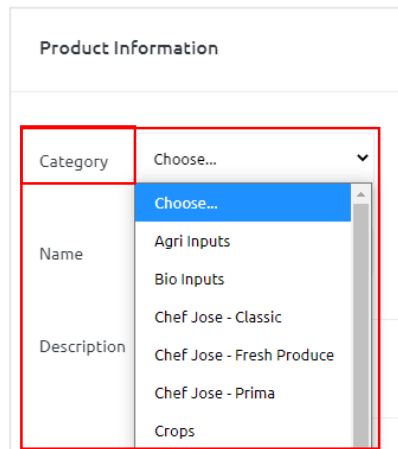
1. Login to your Marketplace Merchant account. Then, click **Catalog > Product List**.



2. Click **New Product** on the right of the Product List.



3. Select the correct category based on the choices from the **Category** dropdown.



4. Fill in the **SKU**, **Name**, and **Variety** of the product.

Category	Choose... ▼	SKU	<input type="text"/>
Name	<input type="text"/>	Variety	<input type="text"/>

5. Explain the details of your product in the **Description** box. We recommend you to put at least 10 words to describe your product.

Description	<input type="text"/>
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6. Select the correct protocol based on the choices from the **Protocol** dropdown.

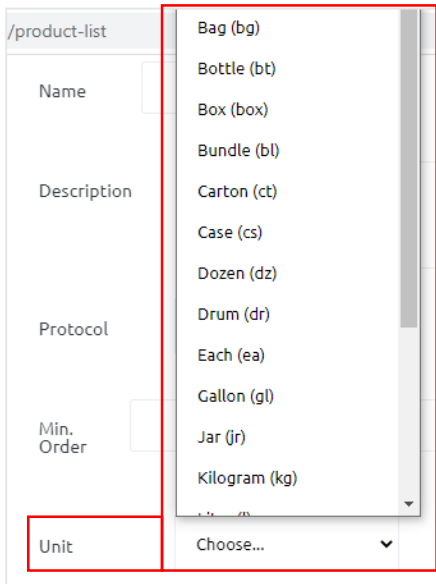
Protocol	Choose... ▼
Min. Order	<input type="text"/>
Unit	<input type="text"/>

- Choose...
- Not Applicable
- Organic
- Natural
- Conventional
- Hydroponic

7. Fill in the **Price**, **Min. Order**, **Max. Order**, **Stock**, and **Barcode** (if applicable) of the product.

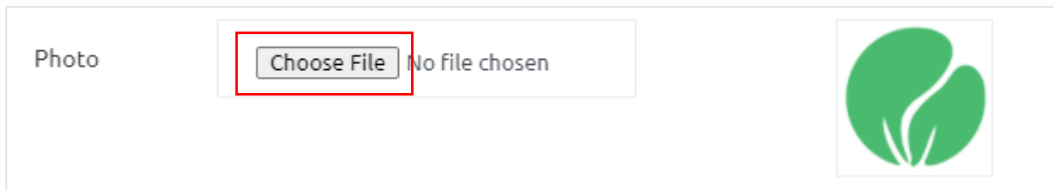
Protocol	Choose... ▼	Price	<input type="text"/>		
Min. Order	<input type="text"/>	Max. Order	<input type="text"/>	Stock	<input type="text"/>
Unit	Choose... ▼	Barcode	<input type="text"/>		

8. Select the correct unit based on the choices from the **Unit** dropdown.



The screenshot shows a form titled "/product-list" with several input fields: Name, Description, Protocol, and Min. Order. A dropdown menu for "Unit" is open, displaying a list of units: Bag (bg), Bottle (bt), Box (box), Bundle (bl), Carton (ct), Case (cs), Dozen (dz), Drum (dr), Each (ea), Gallon (gl), Jar (jr), and Kilogram (kg). The "Unit" label and the dropdown menu are highlighted with a red border.

9. Upload an image of the product by clicking **Choose File**.



The screenshot shows a "Photo" field with a "Choose File" button highlighted by a red border. To the right of the button, it says "No file chosen". To the right of the field is a placeholder image of a green leaf.

10. Once it's all done, click **Create**.



The screenshot shows two buttons: a green "Create" button and a grey "Cancel" button. The "Create" button is highlighted with a red border.