BelMachann Vendor Guides

1) To sign up as a Vendor, click the “Sell on BelMachann” link
2) Fill out “Register” form to the right
   Check the “Register as Vendor” box and fill out remaining information.

3) Once all information is filled out, click the “Register” button
4) You will receive two e-mails.

   a) One email confirms your general user account has been created.

   b) The other email confirms your Vendor account has been created. You will need to purchase a membership before you can create products.

   Follow the link in your email to purchase.
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5) The annual Vendor fee is $100.
   Click “Add to Cart”

6) The item will be added to your cart.
   Click “Checkout” to review your cart and finalize the transaction.

7) Click “Proceed to Checkout” button.
8) Fill out Billing Information

Read and accept the terms and conditions

Click “Place Order” to finalize the transaction.

9) You will see confirmation that the transaction has completed.

You will receive two emails with confirmation details.

(see next page)
10) You will receive two emails.
   a) One simply confirms your purchase transaction.
   b) The other email has details about your Vendor Plan.

Follow the link in your email to make your first Product / Item.
11) This is what the back-end of the store looks like.

There are various tabs on the side-bar on the left.

**Media** is where product imagery will reside.

**Products** are the Products / Items you will have in your store.

**Orders** will reside here when someone orders a product in your store.

**Vendor Profile** is where you can edit the general store information such as Name, Direct URL, Payment Information, etc.

**Sales Reports** will track and display your transactions.

**Commissions** will track and display the commissions.

**Profile** is where you can customize information such as email and password.
12) Making a Product

a) Enter Product Title

b) Enter full-length description here if applicable. This will show up on the bottom of the Product page as supplemental information.

c) Select the appropriate Product Category

d) Enter Pricing Information

e) Enter Sale Price Information if applicable

f) Enter Short Description here. This will show up below the price and should be kept short and concise.

g) Upload Product Image
13) Making a Product
   
a) Upload Product Image.

   To maintain a high-quality look and feel across the site, Product Imagery should be a clean, well-taken image, free of clutter or distraction that focuses on the product.

   Dimensions should be a square.

   The image should be no larger than 250kb.
14) Once your image has uploaded to the Media Library, click “Set Product Image” button.
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15) Image thumbnail will appear here.

16) Product can be previewed using the “Preview” button at the top of the page.
17) A new tab will open with a Preview of the product page.
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18) If all looks good and you are ready to finalize the product, click back to the Tab that has the back-end Product Page and click “Submit for Review”

19) Wait for the page to re-load and you will see a confirmation that the page has been submitted for review to check for quality of description and content.

Once the product is reviewed and approved, it will be accessible to users.