

HOW TO USE



A brief guide on how to, sign up, list your products and manage your customers and purchase orders with industrialclearance.com.au

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Please feel free to contact us via sales@industrialclearance.com.au or call 1300 030 360. We're open Monday-Friday between 8:30am-4:30pm to assist or feel free to drop us a message anytime and one of our team members will be happy to get back to you www.industrialclearance.com.au/contact-us

SIGN UP

<http://industrialclearance.com.au/sellers/>

Step 1: Complete the details on the seller sign up page

FOR SELLERS

- ✓ Clear your excess or slow moving stock.
- ✓ Create more space in your warehouse or showroom!
- ✓ Improve cashflow and reduce your EOY tax bill!

FOR BUYERS

- ✓ Access to the best clearance prices online.
- ✓ Only trusted, verified sellers listed items.
- ✓ Delivered to your door and warranty included!

WANT MORE INFO?

[LEARN MORE ABOUT INDUSTRIAL CLEARANCE](#) [CONTACT US](#)

SPECIAL OFFER!

Preload your products now to receive free registration and 0% commission on sales for May and June.

username (without spaces)
Username

Email address
email@example.com

Business name
Clearance co.

Address
123 Street Name

City
Sydney

State
NSW

Postcode
2000

Your name
Your name

Your number
0400 030 030

Password *
Password

Repeat Password *
Repeat Password

I Agree to the [Terms and Conditions](#)

SIGN UP & START SELLING

INDUSTRIAL CLEARANCE

The lowest prices on the industries best products from the best industrial clearance market place in Australia.

Newsletter
Sign up for our newsletter to receive new stock notifications, sales and special offers!

Contact us
1300 030 360
sales@industrialclearance.com.au
We deliver across Australia

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Step 3: You will then receive your account email series that will notify you as soon as we have approved your account!

Step 2: Enter your details, complete the vendor application form and we will review/approve your account

Log out | My account

INDUSTRIAL CLEARANCE

ALL PRODUCTS AUTOMOTIVE BUILDING HARDWARE ELECTRICAL FACTORY EQUIPMENT HVAC HYDRATION SPRAY PAINTING EQUIPMENT TOOLS WAREHOUSE EQUIPMENT WORK WEAR FABES

Home > Pro Dashboard

PRO DASHBOARD

SEARCH

SEARCH

VENDOR APPLICATION

STORE PAYMENT BRANDING SHIPPING SOCIAL

SEARCH

SEARCH

STORE NAME (REQUIRED)
Angusfinalrunthrough Store

Your shop name is public and must be unique.

STORE DESCRIPTION

Visual Text

SELLER INFO

Visual Text

STORE WEBSITE / BLOG URL
https://yourcompany-blogurl.com/here

INDUSTRIAL CLEARANCE

Need Help?
CALL 1300 030 360

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THANK YOU TO INDUSTRIAL CLEARANCE

Thanks for creating your account with Industrial Clearance. Your username is **angusfinalrunthrough** and your password is **1234567890**. You can access your account here: [http://industrialclearance.com.au/angusfinalrunthrough](#) to find out more on how to use the site.

Hi there. This is a notification about a sellers application on Industrial Clearance.

Application Status: **pending**

Your username is: **angusfinalrunthrough**

Your dashboard: [Click Here](#)

Download: [Vendor how to guide](#) | [Sales kit pdf](#)

Contact us: [Click here](#)

INDUSTRIAL CLEARANCE

The lowest prices on the industries best products from the best industrial clearance market place in Australia.

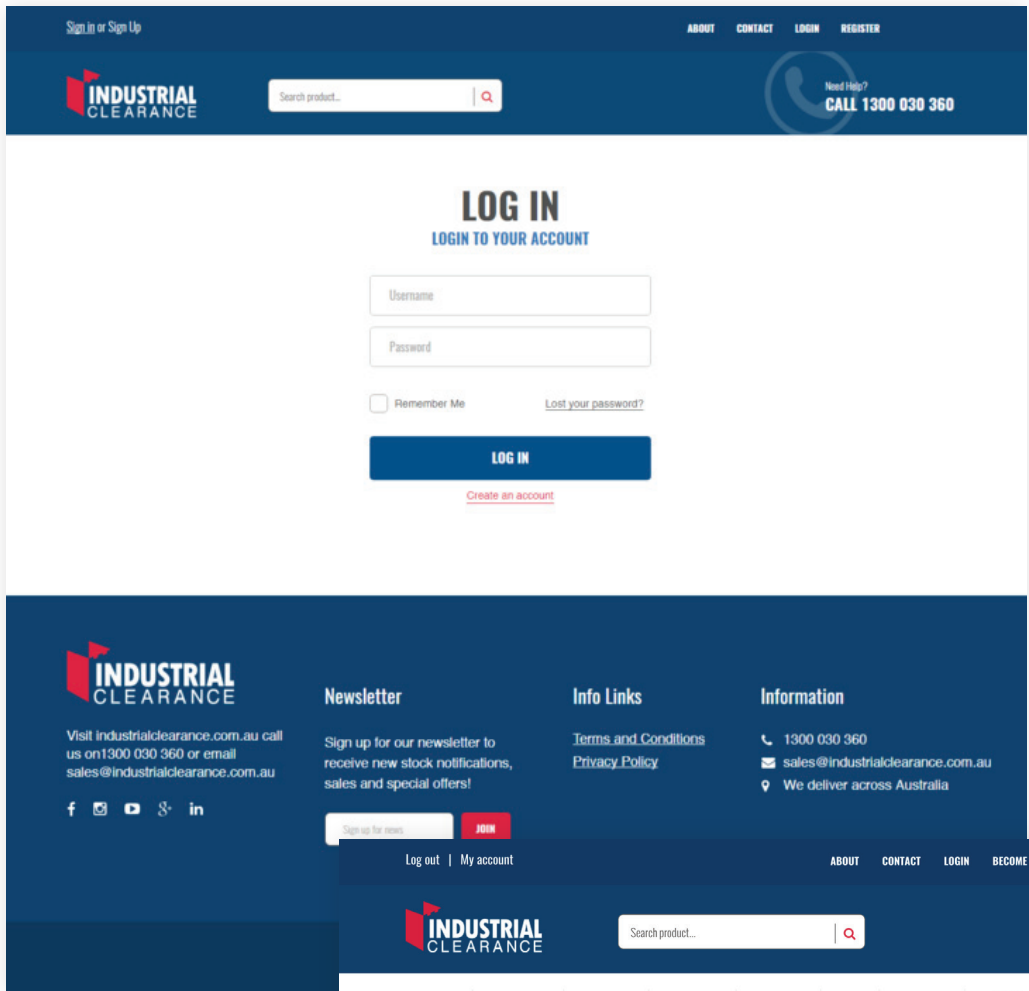
Newsletter
Sign up for our newsletter to receive new stock notifications, sales and special offers!

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We deliver across Australia

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SIGN IN

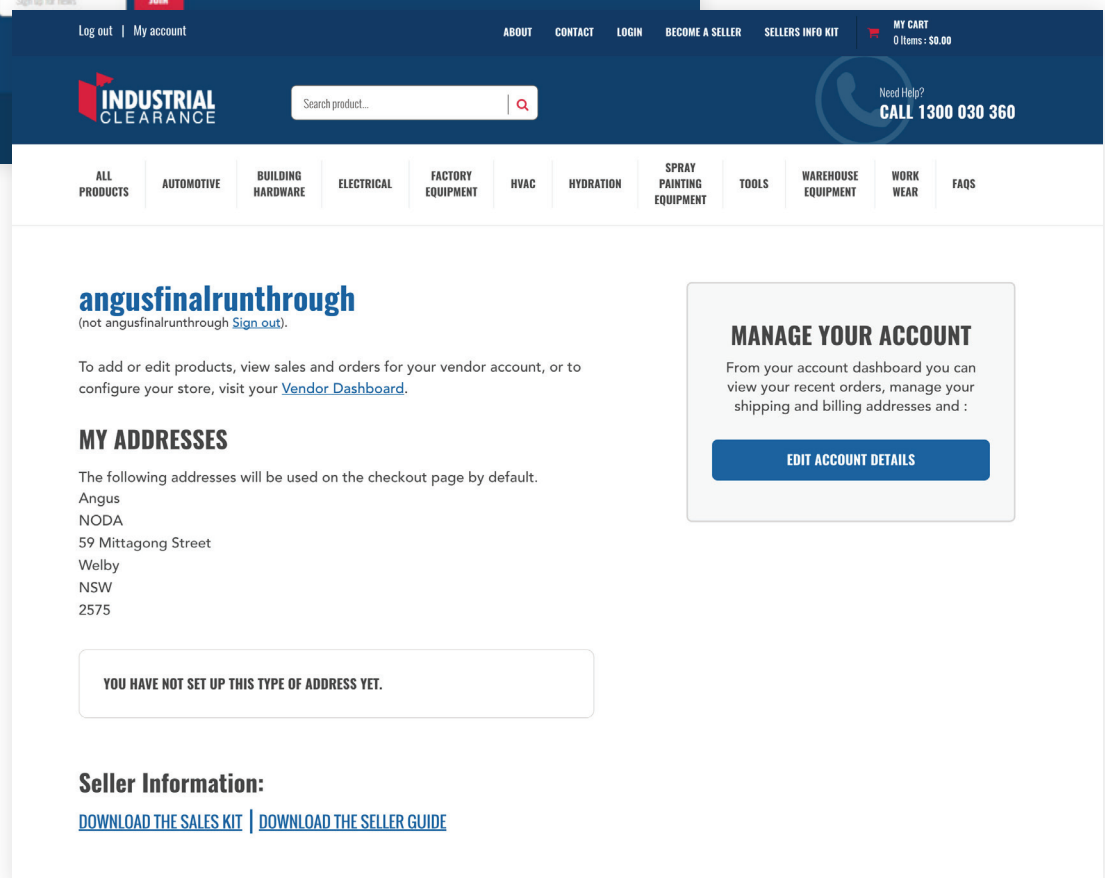
<http://industrialclearance.com.au/my-account/>



Step 1: Using the username and password created during sign up, you can now login to your account

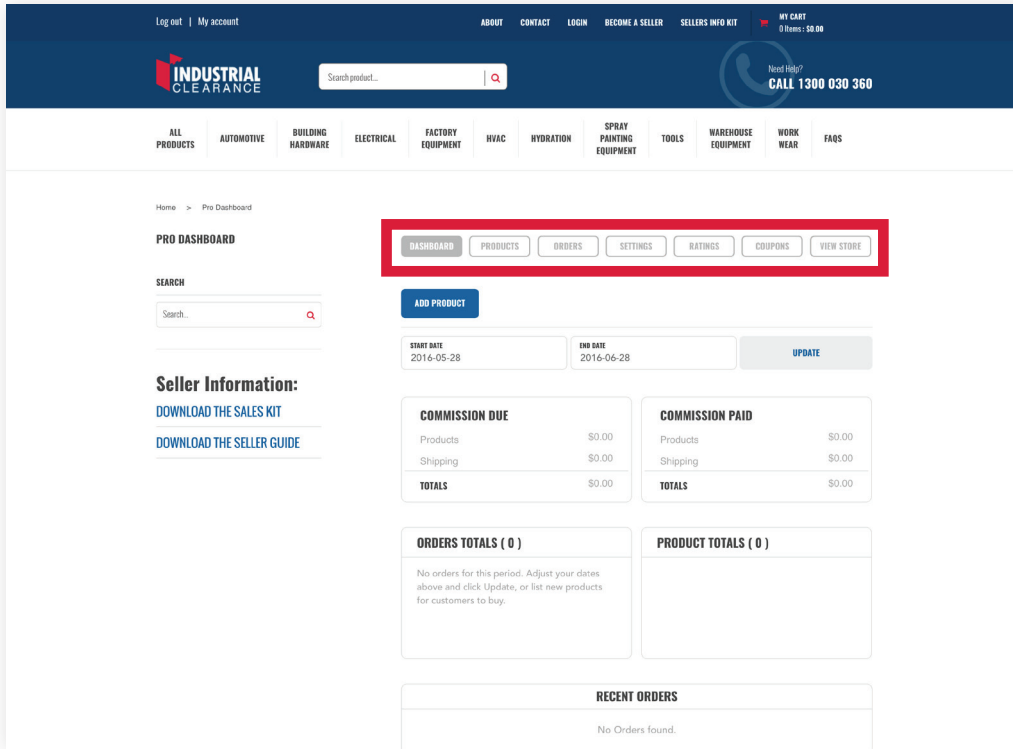
Step 2: The first time you login, we recommend you enter your account address details by clicking the blue button on the right

Once done, click 'vendor dashboard' to take you to your personalised account screen



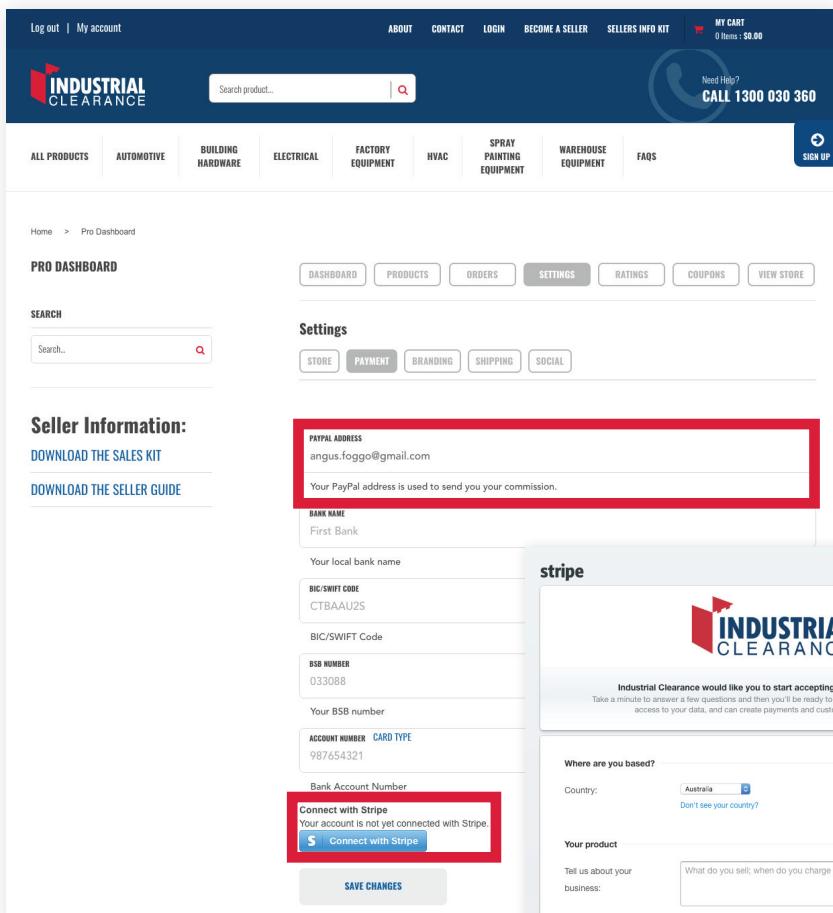
START SELLING

http://industrialclearance.com.au/vendor_dashboard/



Step 1:

From your vendor dashboard, you have six main options, marked to the left with a red outline. During your first login, please take the time to complete your store settings. You can come back and edit these at anytime. Your dashboard also allows you to access the reporting function



Step 2: If you would like to receive payment for your transactions instantly ensure you set up both PayPal and Stripe within the payments tab on the settings page of your vendor dashboard. To set up PayPal, simply enter your PayPal address and then save the changes by hitting the button at the bottom of the page. To set up Stripe, click the blue connect with Stripe button and it will take you through the required steps to link your account to your profile

Alternatively, complete your bank details and we will manually deposit your commissions via bank transfer at the end of each month

That's it! Getting paid is easy!

YOUR PRODUCTS

http://industrialclearance.com.au/vendor_dashboard/

To help you bulk upload products, this can be managed by supplying a spreadsheet/csv for us to upload

Complete the columns shown below, with one product per line and return your spreadsheet for upload to sales@industrialclearance.com.au. If you have any issues, feel free to call and one of our helpful support team members will walk you through the process over the phone!

post_title	post_content	post_author	sku/part no	regular_price	sale_price	weight	length	width	height	meta:product_warranty
Your product name	A brief description of your product to be displayed on the individual product listing.	Please ask for this info from support	A unique ID for your product	AUD	AUD	kg	cm	cm	cm	No warranty on clearance priced items

Once this upload has been actioned you will need to login and complete the additional required details

Please ensure you thoroughly check your upload once the file has been imported and add images, shipping details and any other relevant content to really make your listing as engaging as possible!

PRO DASHBOARD

SEARCH

Search...

Seller Information:

[DOWNLOAD THE SALES KIT](#)

[DOWNLOAD THE SELLER GUIDE](#)

DASHBOARD PRODUCTS ORDERS SETTINGS RATINGS COUPONS VIEW STORE

Add Product

Product Name

Product Description

Product Short Description

Product Warranty

Categories

Tags

Search or add a tag...

Featured Image

Gallery

Add product gallery images

Set featured image

Product Type: Simple product Virtual Downloadable

GENERAL INVENTORY SHIPPING LINKED PRODUCTS ATTRIBUTES

SKU

SKU refers to a Stock-keeping unit, a unique identifier for each distinct product and service that can be purchased.

Adding products via the dashboard

Hit the 'add product' button to take you to the screen where you will be asked to complete details about what you'd like to sell. Ensure the details you enter are accurate and logical as possible. There is more information about adding products over the page. Generally "simple products" will suffice and will help to increase your presence in the store but if you would like to allow for multiple quantities to be purchased, please see over the page

How to set up variable products

Step 1:

Change the product from Simple to Variable in the 'Product Type Dropdown' tab

1 **Product Type**
Variable product

GENERAL INVENTORY SHIPPING LINKED PRODUCTS **ATTRIBUTES** VARIATIONS

Step 2:

Click on the 'ATTRIBUTES tab' to start setting up your variations

Step 3:

An industrial clearance administrator will need to help you add new attributes, please contact support with a list of attributes to add

Step 4:

Tick the box, 'Used for variations' and untick the 'Visible on Product page' then save your product as a draft

size Remove

4 Visible on the product page
 Used for variations

VALUE(S):
Select terms

SELECT ALL **SELECT NONE**

Step 5:

Go back to the product list in your admin and find the newly saved product draft and click on edit

Step 6:

Scroll back down to the product type section and under options click on the variations tab. Select from the dropdown 'create variations from all attributes' and click the 'go' button

Step 7:

Once done you will see your newly created product variations in the list below. You will need to complete all of the details for each of these variations like you would for a simple product (click on a title to expand the product so you can see the details)

Step 8:

Once all of the details have been completed, save your product and you're done!

GO Create variations from all attributes 4 variations (Expand / Close)

Default Form Values: No default size...
These are the attributes that will be pre-selected on the frontend.

◆ #0 : XL Remove

◆ #1 : S Remove

◆ #2 : M Remove

◆ #3 : L Remove

4 variations (Expand / Close)

YOUR PRODUCTS

Product name:

A title for your product - make sure you enter something logical, succinct and descriptive, this will be the first point to attract potential customers to your product. Keep the wording to a minimum and avoid using terms irrelevant to the product – e.g. '1.8 Tonne 3.2m Loading Ramps'

Product description:

Please ensure you enter as much detail as possible – everything a customer would want to know about your product, including any specifications, features, advantages or benefits. Think about how you would sell the item on the show room floor – if it works in store, it works online

Categories:

Try to choose the categories that are most relevant to the product as this is how people will navigate through the items when browsing. If you can't find a category that's right for your product, contact us and we will be happy to add it for you!

Product data:

When entering product data, make sure that each SKU or Part No you add to the system is unique, otherwise this will cause errors for your store

When pricing items, ensure these are listed as competitively as possible – we also recommend including the original (regular) price and the new sale price. This is a handy way to show users the total discount on the item in accordance to ACCC legislation and encourages sales

Inventory – make sure you enter accurate volumes so that you don't oversell your stock! Add it to your calendar to update your stock levels at least once a week if you're selling your stock elsewhere to ensure you don't oversell outside of the site too!

Shipping – Shipping can be set on a per product, per state basis (i.e. NSW = \$50, VIC = \$100 etc), or you can either select Pick Up Only, Free Shipping or Australia Wide (flat rate) options. Please ensure that all options are completed for states that you ship to and the options you provide

Linked products – cross sells and upsells are a great way to cross promote your store. Search for other items you have added and they will be displayed on the front end for users to navigate (upsells will be used on the single product page and cross sells at the cart, think "sell to a better product" vs "sell an additional product" when you are making your selection)

Single products:

This is where you can create tabs to display the other key information about your product, things like a list of uses, benefits, factsheet downloads etc all can be added to this section. Please ensure you break each point up into a separate tab so that your information can be easily viewed. If you're unsure how it's going to look, preview your product by clicking the 'preview' button at the top of the page!

Product image:

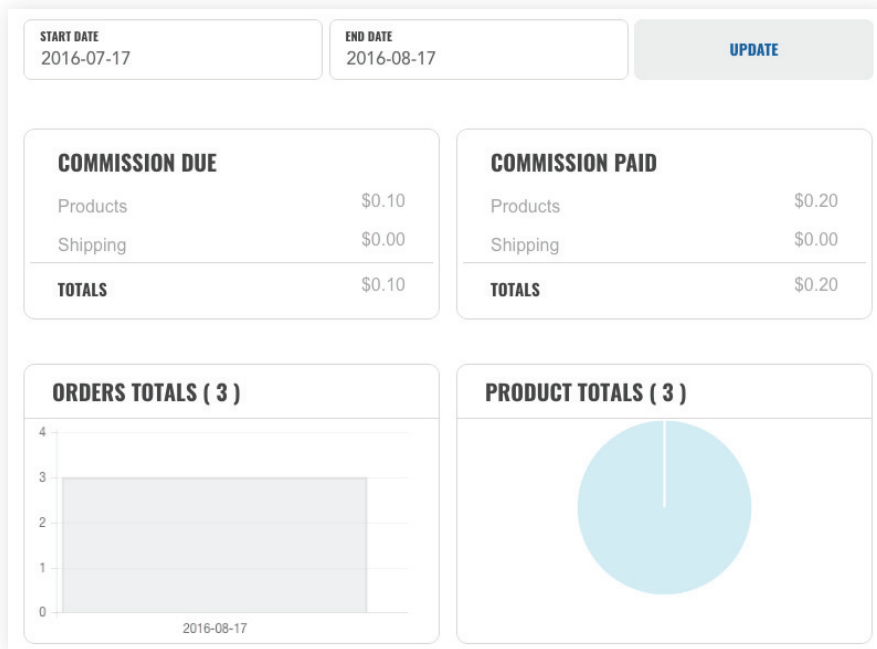
This will be used in the main shop page – please ensure the image background is white and you use the highest resolution possible. The better it looks, the more clicks you will get, the more potential sales you'll make!
File type - JPG or PNG; Resolution - min 600x600px

Product gallery:

More is definitely better! Upload a range of shots, accurately showing your product. Note, that the first image in this gallery is the one that will appear on the single product template.
File type - JPG or PNG; Resolution - min 600x600px

SEE YOUR SALES

<http://industrialclearance.com.au/wp-admin/admin.php?page=wc-reports>



Reports:

As your sales start to come through, you will receive a full summary of all the information relating to your sales, including dates, quantities purchased etc. You can also export a csv to import into your operating system!

SHIP PRODUCTS

As you receive orders, make sure you visit either the vendor dashboard (http://industrialclearance.com.au/vendor_dashboard/) or orders tab within your account <https://industrialclearance.com.au/dashboard/order/>

You have the option to export your orders, enter tracking numbers, order notes that get sent to the customer or generate shipping labels. Once you're done, hit 'Mark shipped' to complete the order!

Shipping needs to be set up on a per product, per state basis (i.e. NSW = \$50, VIC = \$100 etc), please ensure that all options are completed for states that you ship to and options you provide. There are also options for Australia wide rates, Free Shipping and pickup only. These options are all configured and managed on your product listing screen!

Once you have shipped an order, jump into the order edit screen or order list view and change the status to complete to notify your customer that their order has been dispatched!

Order Date

August 17, 2016

[View Order Details](#)

[Shipping Label](#)

[Order Note](#)

[Tracking Number](#)

[Mark Shipped](#)

SUPPORT

<http://industrialclearance.com.au/contact-us/>

Please feel free to contact
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or call 1300 030 360

We're open Monday-Friday between 8:30am-4:30pm to assist but feel free to drop us a message anytime and one of our team members will be happy to get back to you www.industrialclearance.com.au/contact-us

If you would like to close your account or have any additional enquiries around privacy, terms of use and your personal information, please contact your support representative

