

## HOW TO USE



A brief guide on how to, sign up and list your products and manage your customers and orders with [industrialclearance.com.au](https://industrialclearance.com.au).

# GETTING STARTED.

<b>Sign up</b>	<b>3</b>
<b>Sign in</b>	<b>4</b>
<b>Start selling</b>	<b>5</b>
<b>See your sales</b>	<b>7</b>
<b>Ship products</b>	<b>7</b>
<b>Support</b>	<b>8</b>

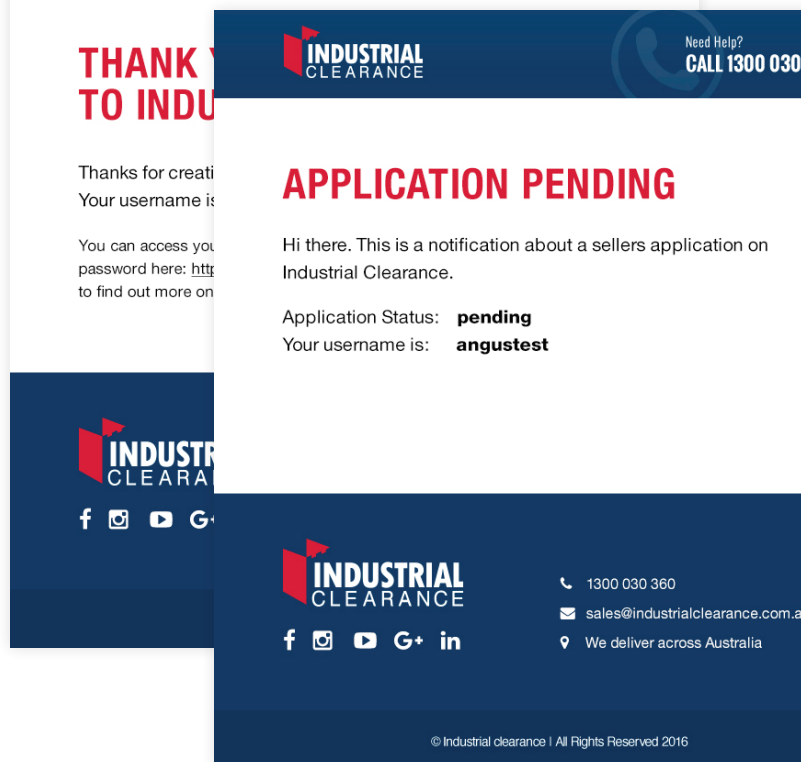
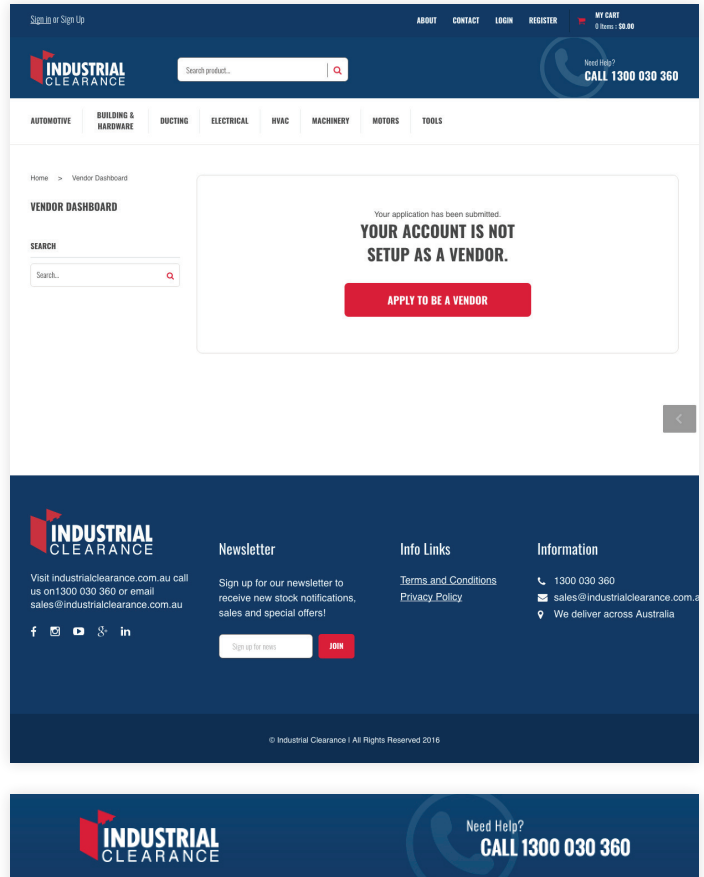
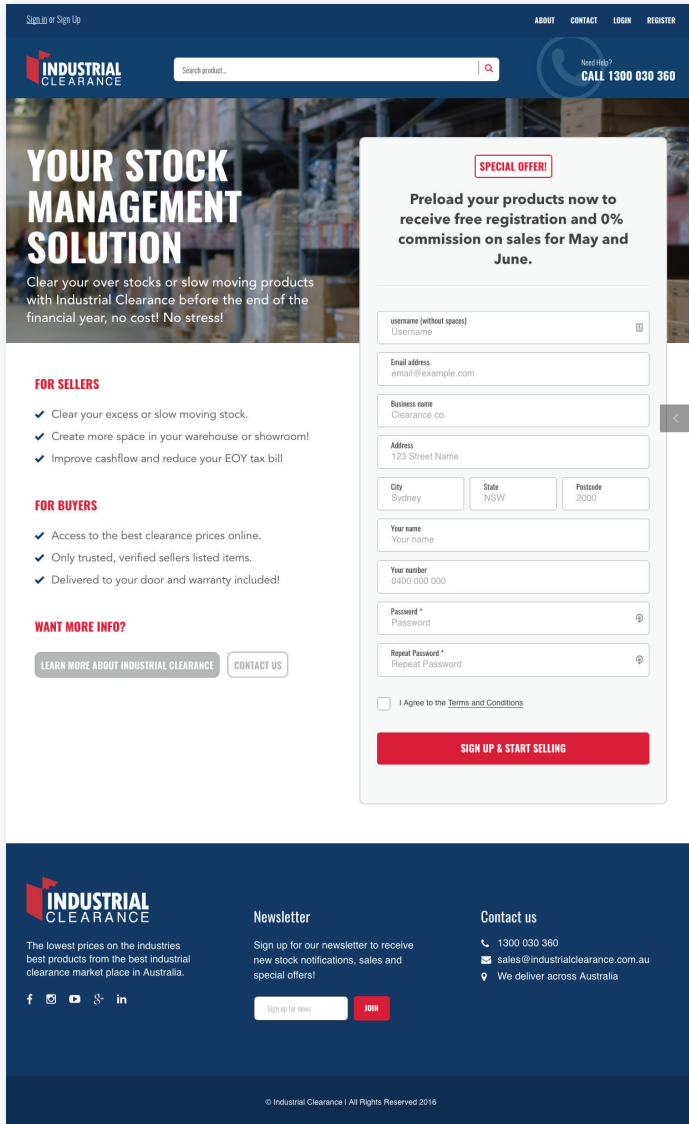
Please feel free to contact [sales@industrialclearance.com.au](mailto:sales@industrialclearance.com.au) or call 1300 030 360. We're open 9am-5pm, Monday-Friday to assist but feel free to drop us a message any time and we will get back to you asap [industrialclearance.com.au/contact-us](https://industrialclearance.com.au/contact-us)

# SIGN UP

industrialclearance.com.au/sellers/

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

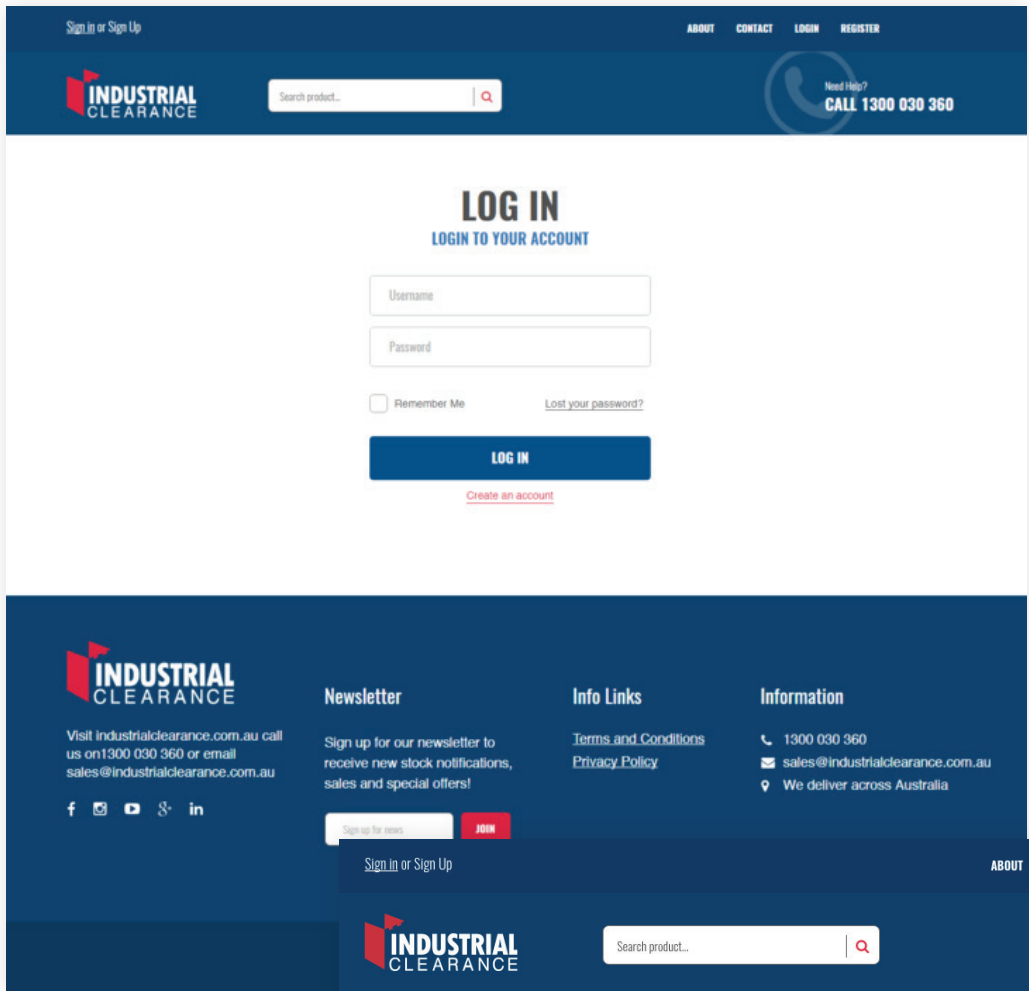
**Step 2:** Click the apply to be a vendor button, this will start the review process.



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

# SIGN IN

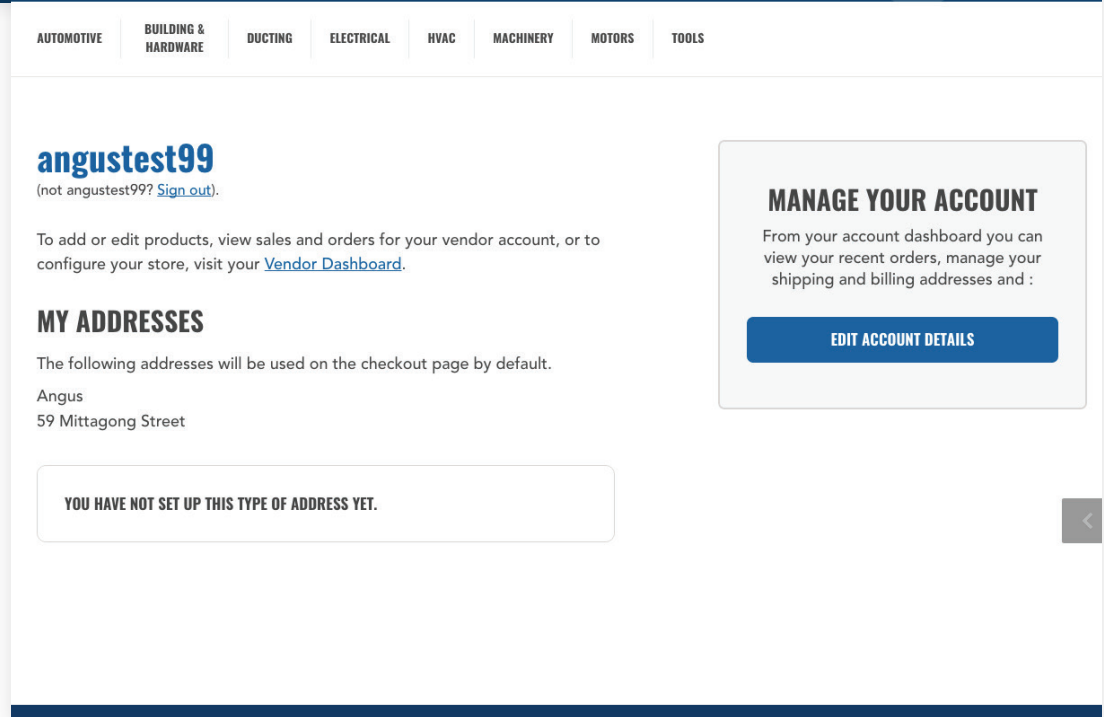
<http://industrialclearance.com.au/my-account/>



**Step 1:** Using the details created during sign up, login to your account.

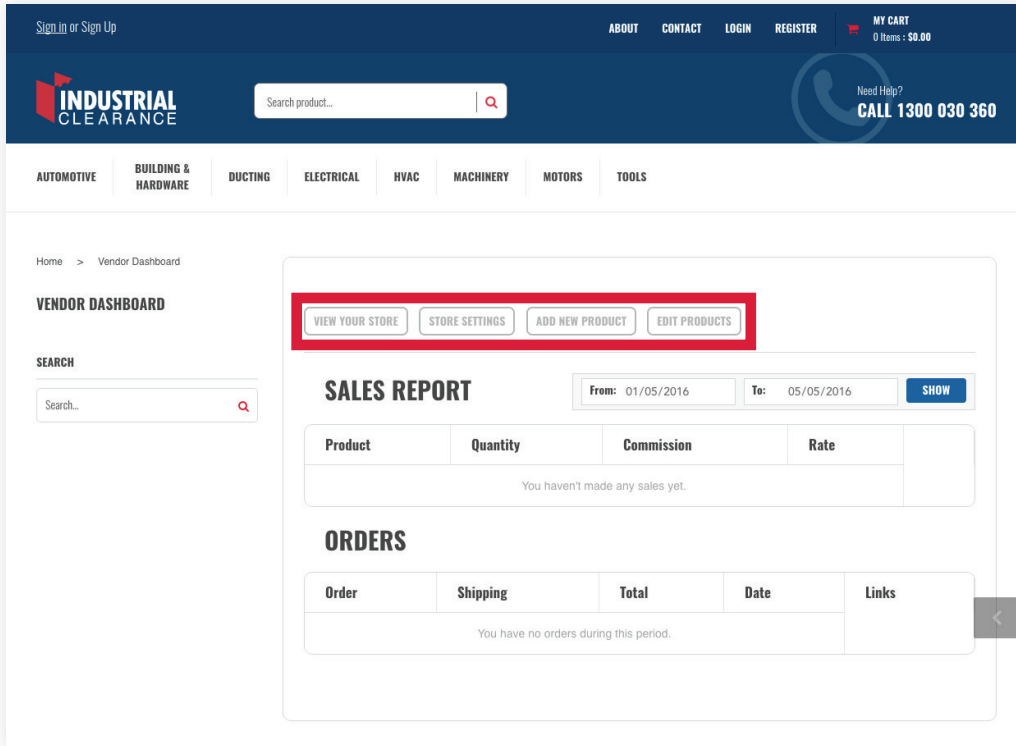
**Step 2:** The first time you login, we recommend you complete your account address details by clicking the blue button on the right.

Once done, click 'vendor dashboard' to take you to the part of your account you will be using most.

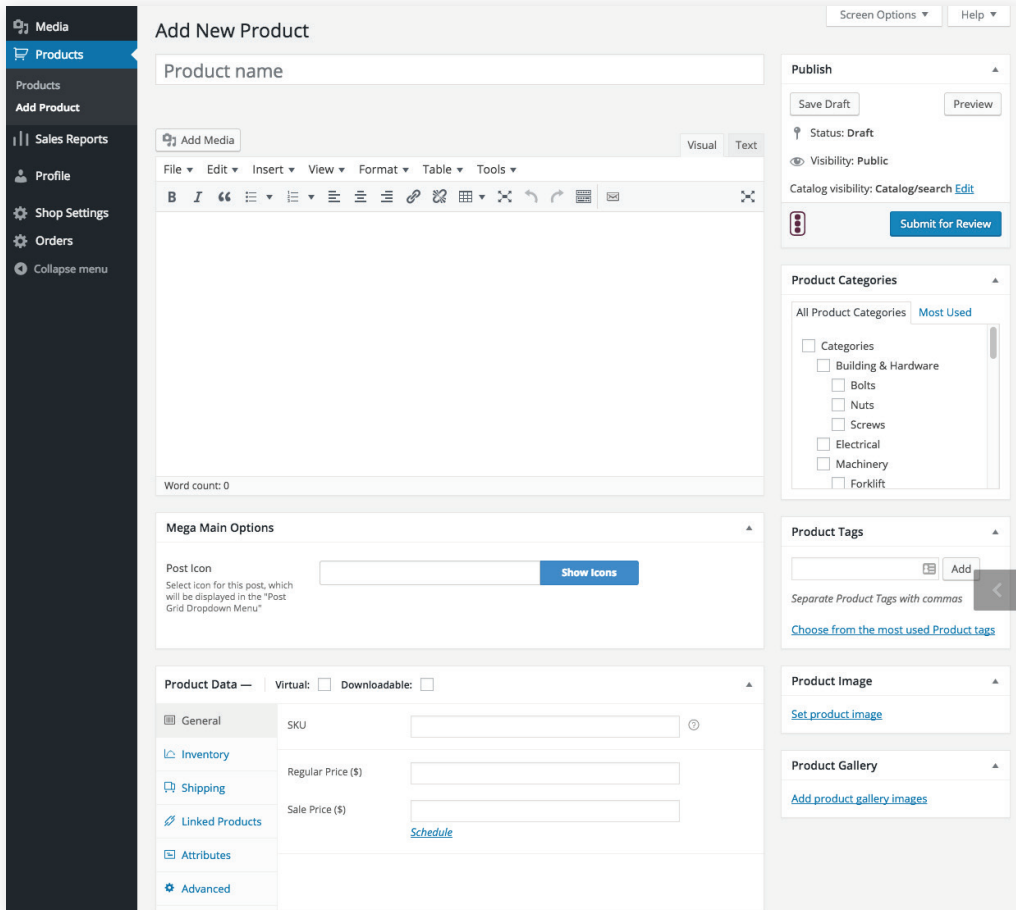


# START SELLING

[http://industrialclearance.com.au/vendor\\_dashboard/](http://industrialclearance.com.au/vendor_dashboard/)



**Step 1:** From your vendor dashboard, you have 4 main options, marked to the left with a red outline. On your first time logging in, please take the time to complete your store settings. You can come back and edit these at any time.



**Step 2:** Hit the 'add new product' button to take you to the screen where you will be asked to complete some details about what you'd like to sell. Make sure the details you enter are accurate and as logical as possible. There are some more details in regard to adding products over the page.

# START SELLING

## **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:**

Make sure you enter as much detail as possible – everything a customer would want to know about the product, including any specifications, benefits or features. 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 you add to the system is unique, otherwise this will cause errors for your store.

When pricing items, make sure 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 and encourages sales.

Inventory – make sure you enter accurate numbers 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 – the most important part of this tab is the shipping class, as items will have different delivery options depending on what you provide, please contact us with a full list of different options so that we can configure this for you to use.

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 can all be added to this section. Make sure you break each point up into a separate tab so that the information can be viewed easily. 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:**

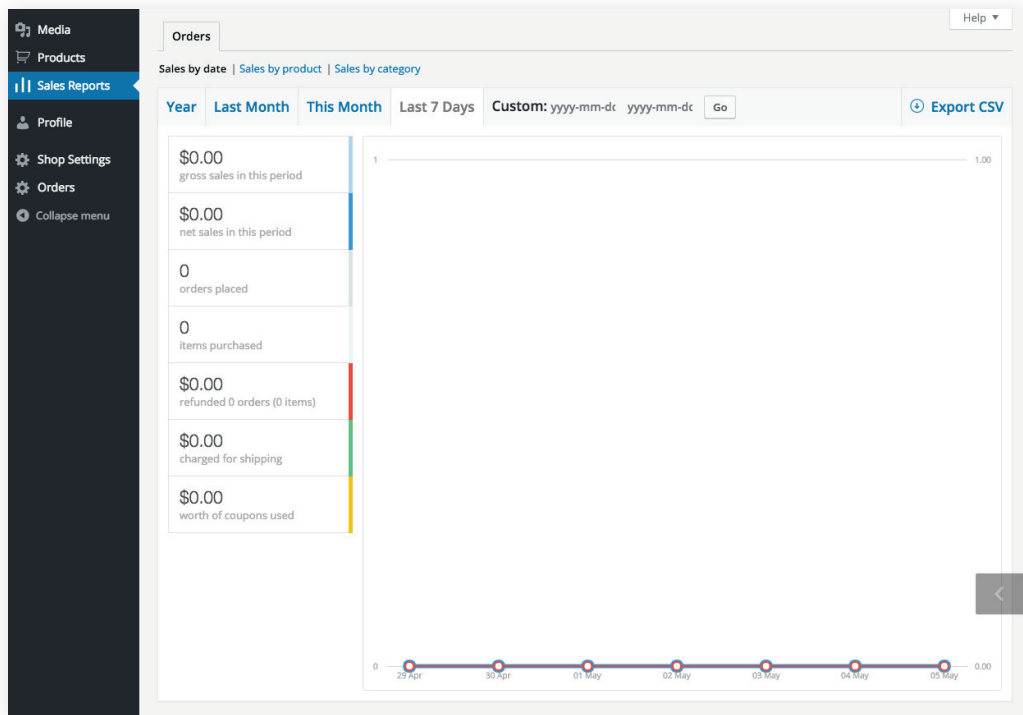
This will be used in the main shop page – make sure the image background is white and you use the highest resolution possible. The better it looks, the more clicks you will get, the more potential sales you'll make!

## **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 first image that will appear on the single product template.

# SEE YOUR SALES

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



## Reports:

As your sales start to come through, you get a full summary of all the information relating to your sales, including dates, amounts items purchased etc. You can also export a csv to import into your other systems!

# SHIP PRODUCTS

As your receive orders, make sure you visit either the vendor dashboard ([http://industrialclearance.com.au/vendor\\_dashboard/](http://industrialclearance.com.au/vendor_dashboard/)) or orders tab within your account <http://industrialclearance.com.au/wp-admin/admin.php?page=wc-vendor-orders>

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

# SUPPORT

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

**Please feel free to contact  
sales@industrialclearance.com.au  
or call 1300 030 360.**

**We're open 9am-5pm, Monday-Friday to  
assist but feel free to drop us a message  
any time and we will get back to you asap  
[industrialclearance.com.au/contact-us](http://industrialclearance.com.au/contact-us)**



