### HOW TO USE



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

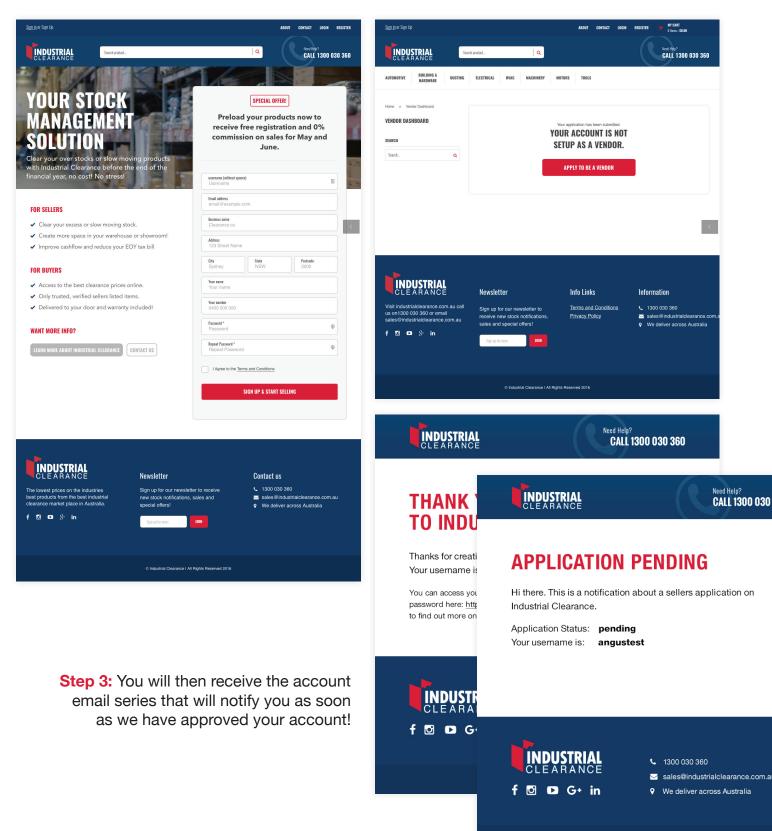
### **GETTING STARTED.**

| Sign up        | 3 |
|----------------|---|
| Sign in        | 4 |
| Start selling  | 5 |
| See your sales | 7 |
| Ship products  | 7 |
| Support        | 8 |

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



**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.

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### SIGN IN http://industrialclearance.com.au/my-account/

<u>Sign in</u> or Sign Up CONTACT LOGIN REGISTER AROUT Step 1: Using the INDUSTRIAL Need Help? CALL 1300 030 360 Search product\_ Q details created during sign up, login to your LOG IN account. LOGIN TO YOUR ACCOUNT Username Password Reme Lost your password? LOG IN Create an account INDUSTRIAL Newsletter Info Links Information Terms and Conditions 1300 030 360 ance.com.au call Sign up for our newsletter to us on1300 030 360 or email receive new stock notifications Privacy Policy Sales@industrialclearance.com.au rance.com.au sales and special offers! • We deliver across Australia f 🖸 🗈 🖇 in MY CART <u>Sign in</u> or Sign Up ABOUT CONTACT LOGIN REGISTER 0 Items : \$0.00 INDUSTRIAL Search product.. Q CALL 1300 030 360 **BUILDING &** ELECTRICAL MACHINERY TOOLS AUTOMOTIVE DUCTING MOTORS HVAC HARDWARE

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.

### angustest99

(not angustest99? Sign out).

To add or edit products, view sales and orders for your vendor account, or to configure your store, visit your <u>Vendor Dashboard</u>.

### **MY ADDRESSES**

The following addresses will be used on the checkout page by default. Angus

59 Mittagong Street

YOU HAVE NOT SET UP THIS TYPE OF ADDRESS YET.

### **MANAGE YOUR ACCOUNT**

From your account dashboard you can view your recent orders, manage your shipping and billing addresses and :

EDIT ACCOUNT DETAILS

## **START SELLING**

http://industrialclearance.com.au/vendor\_dashboard/

|  |                 |                       | ABOUT CONTACT           | LOGIN REGISTER 📜 | MY CART<br>0 Items : \$0.00    |
|--|-----------------|-----------------------|-------------------------|------------------|--------------------------------|
| INDUSTRIAL<br>CLEARANCE                  | rch product     | Q                     |                         |                  | Need Help?<br>CALL 1300 030 36 |
| UTOMOTIVE BUILDING & DUCTING<br>Hardware | ELECTRICAL HV   | AC MACHINERY MOTO     | RS TOOLS                |                  |                                |
| iome > Vendor Dashboard ENDOR DASHBOARD  | VIEW YOUR STORE | STORE SETTINGS ADD NE | N PRODUCT               | 21               |                                |
| EARCH                                    | 04150 0         | FRODT                 | -                       |                  |                                |
| Search Q                                 | SALES R         | EPUKI                 | From: 01/05/2016        | To: 05/05/2016   | SHOW                           |
|  | Product         | Quantity              | Commission              | Rate             |                                |
|  |                 | You have              | i't made any sales yet. |                  |                                |
|  |                 |                       |                         |                  |                                |
|  | ORDERS          |                       |                         |                  |                                |
|  | ORDERS<br>Order | Shipping              | Total                   | Date             | Links                          |

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.

| 9; Media      | Add New Pro   | duct                |              |           |         | Screen Options 🔻  | Help 🔻         |
|---------------|---|---------------------|--------------|-----------|---------|---|----------------|
| Products      | Product nam   | e                   |              |           |         | Publish   |                |
| Add Product   |   |                     |              |           |         | Save Draft  | Preview        |
| Sales Reports | 91 Add Media  |                     |              | Visu      | al Text | Status: Draft   |                |
| 👗 Profile     |   | ert 🔻 View 🔻 Format |              |           |         | Visibility: Public  |                |
| Shop Settings | B I 66 ⊞ ▼  |                     | 08 = • × 1 / | X         | ×       | Catalog visibility: Catalog/se                                      | _              |
| Orders        |   |                     |              |           |         | Subr  | hit for Review |
| Collapse menu |   |                     |              |           |         |   |                |
|               |   |                     |              |           |         | Product Categories  |                |
|               |   |                     |              |           |         | All Product Categories M  | lost Used      |
|               |   |                     |              |           |         | Categories Building & Hardwa Bolts Nuts Screws Electrical Machinery | ire            |
|               | Word count: 0   |                     |              |           |         | Forklift  |                |
|               | Mega Main Options   | i .                 |              |           |         | Product Tags  |                |
|               | Post Icon<br>Select icon for this post, v<br>will be displayed in the "P<br>Grid Dropdown Menu" | which               | S            | how Icons |         | E<br>Separate Product Tags with a<br>Choose from the most used      | _              |
|               | Product Data —  | Virtual: Downloadab | ole:         |           |         | Product Image   |                |
|               | I General   | SKU                 |              | 0         |         | Set product image   |                |
|               | L Inventory   | Degular Drice (6)   |              |           |         | Product Gallery   |                |
|               | 다. Shipping   | Regular Price (\$)  |              |           |         | Add product gallery images  | 1              |
|               | Linked Products   | Sale Price (\$)     | Schedule     |           |         |   |                |
|               | Attributes  |                     |              |           |         |   |                |
|               | Advanced  |                     |              |           |         |   |                |

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 wold 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 back ground 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

|     |                                     | This Month  | Last 7 Days | Custom: yyyy-mm-d | and mm.dc       | ⊕ Expo |
|-----|-------------------------------------|-------------|-------------|-------------------|-----------------|--------|
|     | Year Last Month                     | This workth | Last / Days | custom. yyyy-mm-a | t yyyy-mm-ut Go | © Expo |
| ngs | \$0.00                              | 1.          |             |                   |                 |        |
|     | gross sales in this period          | d           |             |                   |                 |        |
|     | \$0.00<br>net sales in this period  |             |             |                   |                 |        |
|     | 0                                   | _           |             |                   |                 |        |
|     | orders placed                       |             |             |                   |                 |        |
|     | 0                                   |             |             |                   |                 |        |
|     | items purchased                     |             |             |                   |                 |        |
|     | \$0.00<br>refunded 0 orders (0 iter | ms)         |             |                   |                 |        |
|     |                                     |             |             |                   |                 |        |
|     | \$0.00<br>charged for shipping      |             |             |                   |                 |        |
|     | \$0.00                              |             |             |                   |                 |        |
|     | worth of coupons used               |             |             |                   |                 |        |

### **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/) or orders tab within your account http://industrialclearance.com.au/wp-admin/admin.php?page=wcv-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!



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