Welcome to the Shop Local Raleigh Marketplace!

We are excited to have you as a vendor and promote your products to visitors of the SLR website.

As a vendor, you are responsible for managing your inventory on the SLR site and fulfilling/shipping orders after a customer has purchased your product(s). **Vendors are allowed to post a maximum of 5 products in the SLR Marketplace.** We recommend only adding products that you regularly keep in stock so that you do not have to worry about constantly updating and managing inventory across multiple platforms and locations.

You will receive email notifications when orders have been placed containing your products. Once an order has been completed you must mark it as "fulfilled" to receive payment.
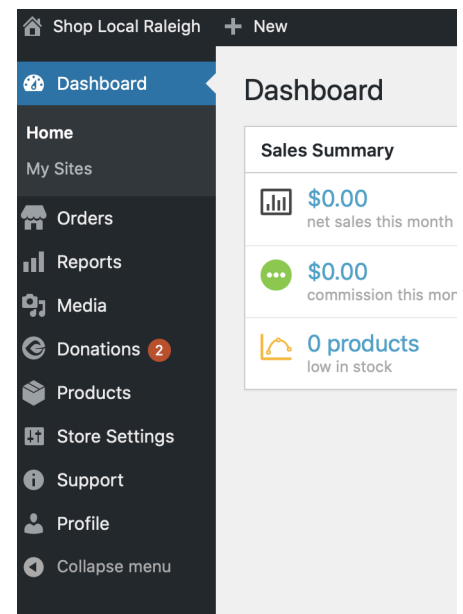
SLR does not charge a commission on sales made and you will receive 100% of the revenue from your products. Payouts are made directly to your PayPal on Fridays. You must have a PayPal account to receive payouts.

How to access your vendor account:

1. Login as normal with your username and password. If you are not sure of your login credentials email contactus@shoplocalraleigh.org
2. Once logged in visit www.shoplocalraleigh.org/wp-admin
3. From here you can manage orders, products, and store settings. *Please take a moment to review the information in your store settings to make sure that your PayPal email has been entered and is correct.*

STORE SETTINGS

- **Vendor Logo:** Logos should be around 200-300px wide
- **Vendor Profile**: Enter a description of you and/or your store.
- **Vendor Email**: List of email addresses (separated by a comma) that you would like to receive store-related notifications like when a sale is made.

- **PayPal Email**: Email associated with your PayPal account to receive payments.

PRODUCTS

The "products" page is where you will add and manage your inventory.
- When adding a new product you will first enter a title and short description of the item.
- You can add a cover photo as well as additional photos in the gallery.
- On the right-hand side, you will see a list of "Product Categories" to choose from. You are able to select multiple categories to list your item under.
- Next you will complete the "Product Data" section. Use the dropdown box to select the product type:
  - **Simple Product** - Covers the vast majority of any products you may sell. Simple products are shipped and have no options. For example, a book.
  - **Variable Product** - A product with variations, each of which may have a different SKU, price, stock option, etc. For example, a t-shirt available in different colors and/or sizes.
- You will then need to complete the remaining necessary fields before publishing your product.
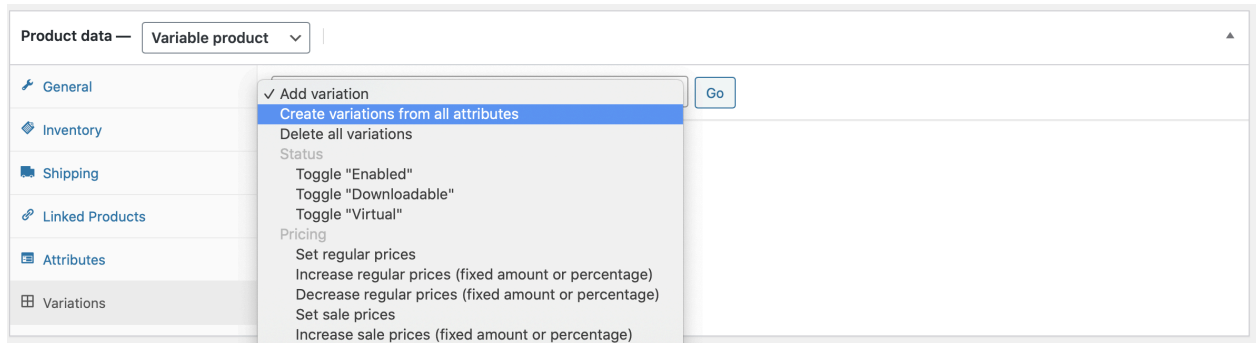
VARIABLE PRODUCTS

Select variable product for when you want to add size and color options for products.
- Use the dropdown menu at the top of the "Product data" box to select "Variable product"
- Next, visit the "Attributes" tab, select an option from the dropdown menu, and click "add."
- You can now select which values you would like to add to your product.
- Check both boxes and then select "Save attributes."
- In the example below, we are adding the size options small, medium, and large to a product.

- Now under the "Variations" tab use the dropdown menu to select "Create variations from all attributes" and hit "Go."

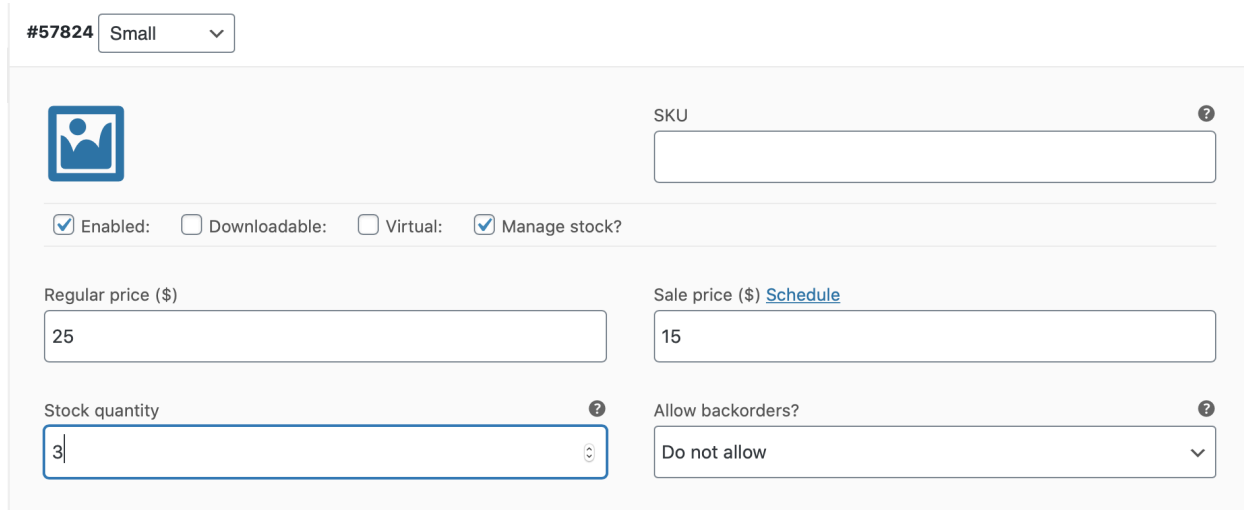- You can now set the quantity and price for each variation.

SHIPPING

Vendor is responsible for fulfilling and shipping/sending orders after a customer has purchased your product(s). You may add shipping costs to cover additional expenses by following the steps below. You will receive payment for the shipping costs in your weekly payout. If you would like to offer local pickup and/or delivery please include information about that in your product description.

- Visit the "Shipping" tab and click "Insert row" under the "Shipping Rules" section.
- Enter the location(s) that you will ship to and the price per line or item.
- The example below would charge $4.50 (line cost) for shipping this item anywhere in the US plus an additional $1.00 (item cost) for each item should a customer choose to purchase multiples of this product. So if you had a product for sale and a customer wanted to buy two of them, the combined shipping would be $6.50 plus the $5 handling fee totaling $11.50.

Product data — Variable product ▾ ▲

- 🔧 General
- 🏷️ Inventory
- 🚚 Shipping
- 🔗 Linked Products
- 📋 Attributes
- ▦ Variations

Weight (lbs) [0] ❓

Dimensions (in) [Length] [Width] [Height] ❓

Shipping Rules

Country Code ❓	State/County Code ❓	Zip/Postal Code ❓	Line Cost (Excl. Tax) ❓	Item Cost (Excl. Tax) ❓
US	*	*	4.50	1.00

[Insert row] [Remove row]　　　　　　　　　　　　　　　　　　[Export CSV]