1. Prepare Basic Product Info

1. **Gather product details** (brand, what it is, etc.).
2. **Decide on a clear product title** using the format:
   - **(Brand, Product Name, Part Number)**

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2. Write or Generate the Description

1. **Use AI** (or any other tool) to create a compelling product description or rewrite an existing one.
2. **Highlight key features** or specifications.
3. **Make sure the description is accurate** and includes any important specifications.

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3. Upload Product Images

1. **Select clear product photos** (front, back, close-ups, etc.).
2. **Upload images** to the product listing in Shopify.
3. **Reorder** so the featured image is first.

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4. Assign the Correct Collection & Product Type

1. **Check the category** (or “Collection”) to ensure your product appears in the right place.
2. If needed, **further refine the product type** (for example, if your top-level category is “Kitchen,” you might narrow it to “Kitchen → Cookware”).

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5. Specify the Vendor

1. **Enter the vendor** name in the Shopify product setup.
2. Remember to **use the correct vendor** for each product load.

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6. Add Tags & Collections

1. **Copy the product title** into tags for better search results. (**Key words need to be separated by commas**)
2. **Add any additional tags** relevant to the product's attributes or features.
3. **Assign the correct collection tag(s)**:
   - Go to **Products → Collections** in Shopify.
   - **Click** on the collection that fits most appropriately.
   - **Tag** the product accordingly.

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7. Determine Pricing

1. **Research online pricing** to find the cheapest retail price.
2. **Discount by 30%** (STD) from that cheapest price, or follow your specific vendor.

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8. Set Quantity and Storage Location (SKU / Inventory Location)

1. **Add the current quantity** of items in stock.
2. **Note the location** in your inventory system (e.g., "wall," "annex," "tr11").
3. Use a consistent format for SKUs, for example:
   - **Location - Specific Location - SKU**
   - Example: `Wall-MND12b-12345`

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9. Add Weight & Dimensions

1. **Enter the product weight**.
2. **Add length, width, and height** in boxify under the product settings.
3. **Adjust shipping settings** (e.g., "Pack as is if alone") as needed. (STD)

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10. Final Review & Save

1. **Check all fields** (title, description, images, pricing, tags, inventory, etc.).

2. **Click ‘Save’** (or ‘Publish’) to finalize.
3. (Optional) **Preview the product page** to ensure it displays correctly.

Additional Tips

- **Consistency in Titles and SKUs** helps with search and inventory management.
- **Spell-check** your product descriptions to maintain a professional appearance.
- If you use an AI tool for descriptions, **review and edit** to ensure accuracy and a human tone.
- **Test your pricing** regularly to stay competitive.