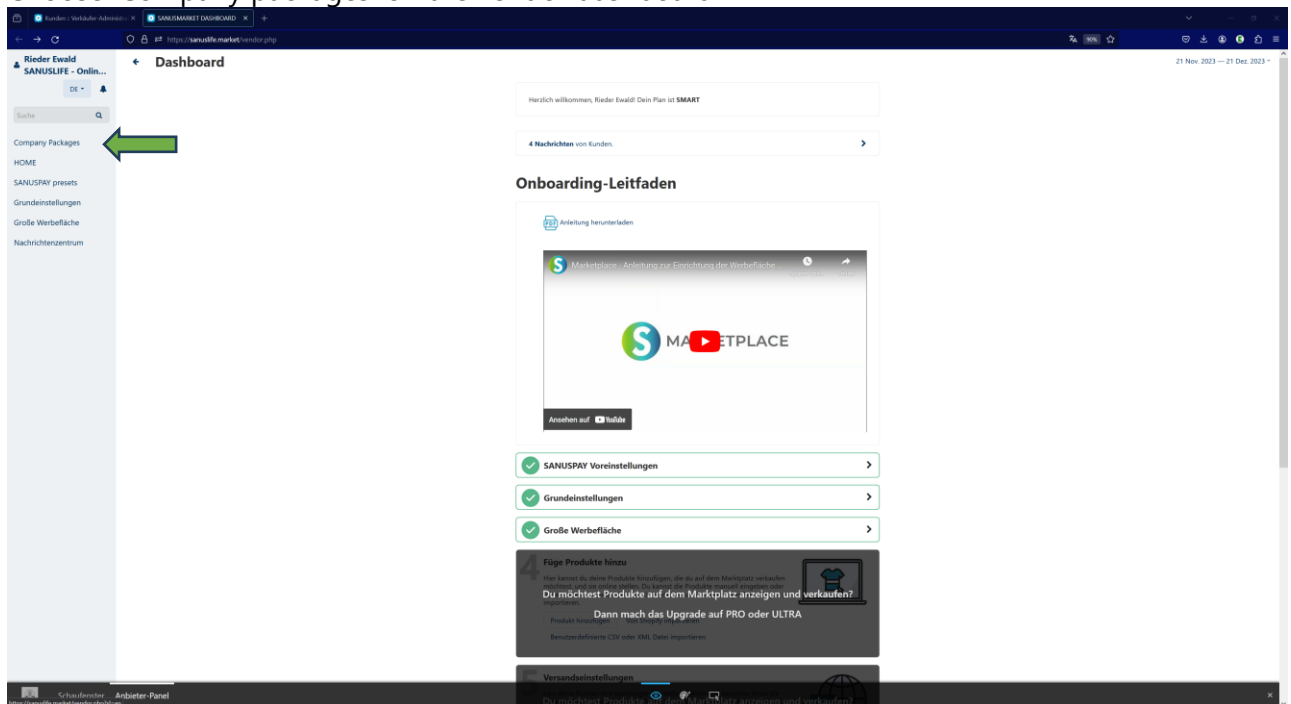# Step-by-step instructions
CREATING PRODUCTS

This document will help you to set up your products in the vendor dashboard so that you can successfully sell them in the marketplace. Follow the instructions for manually entering your products below so you can begin marketing your products as soon as possible.
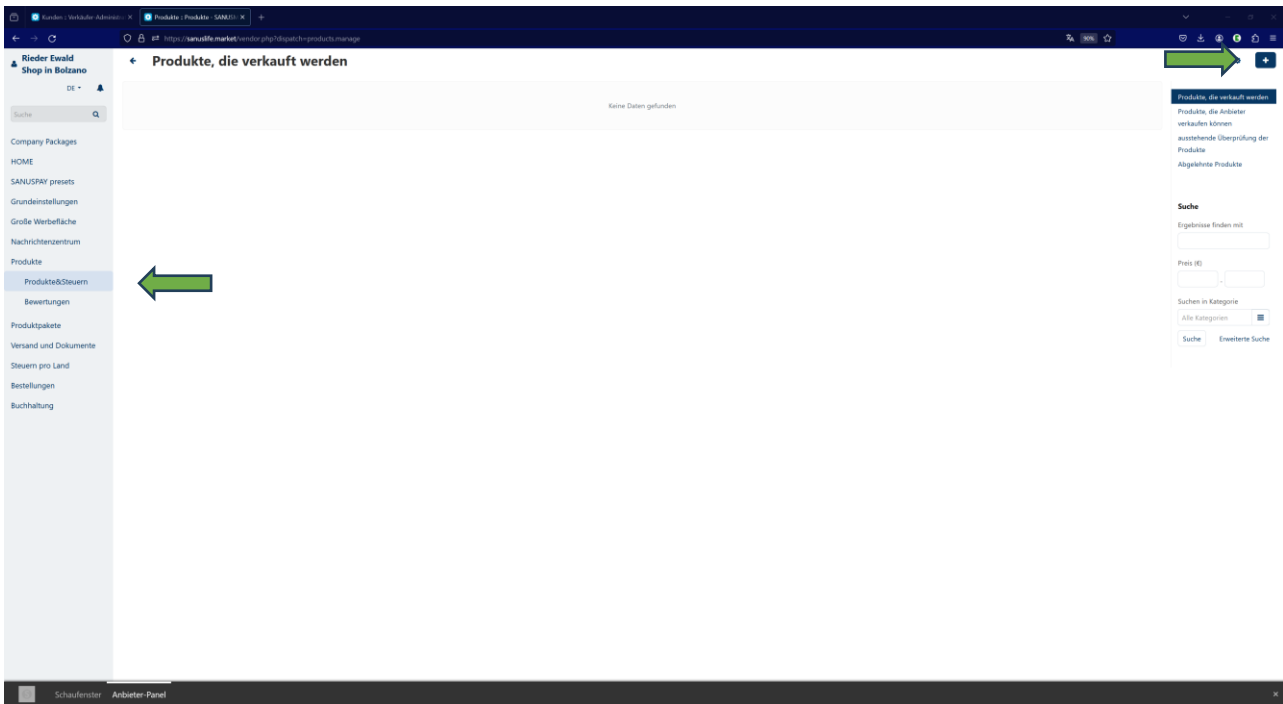
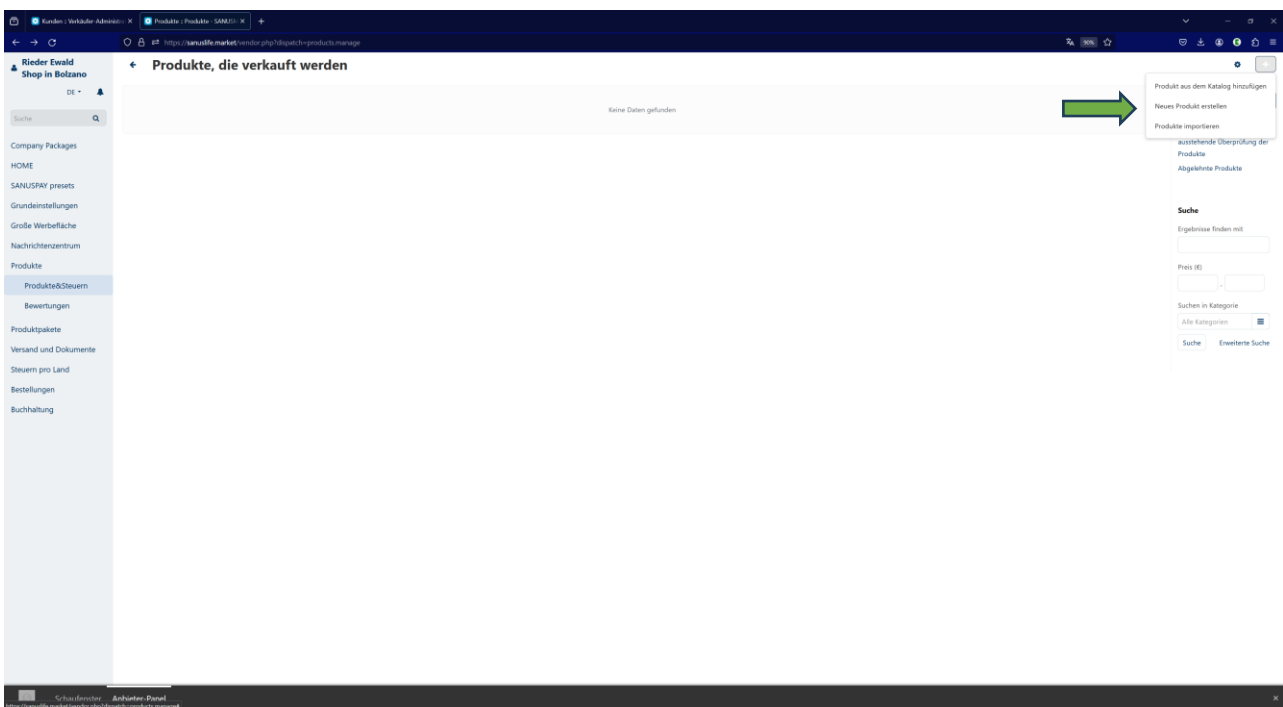1. Choose 'Company packages' on the vendor dashboard

2. Choose the package in which you want to enter your product.
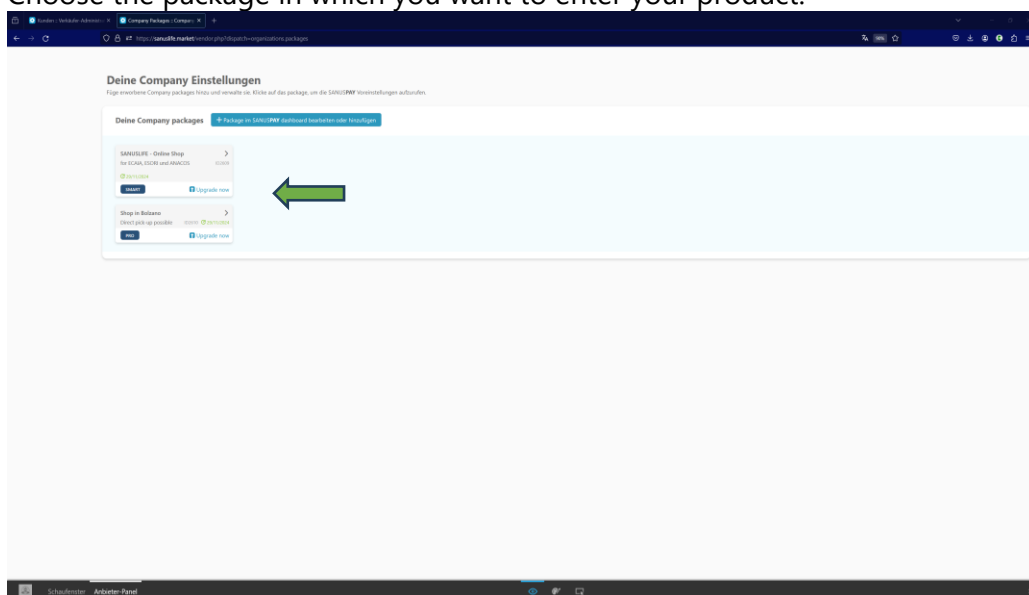
3. Now go to 'Products' on the page menu on the left, then to the sub-menu item 'Products and Tax,' and click on the plus sign on the top right.

4. Now choose 'Create new product.'

5. You can now enter your first **product for sale.**
   Go through all the points, enter a name, choose a category, add your net sales price as well
   as your SANUSBUSINESS and SANUSPLANET margins.
   Minimum 1% SANUSBUSINESS   0.5% SANUSPLANET

   The higher the SANUSBUSINESS_Margin, the higher the visibility in the Marketplace.
   The more details you include here, such as description, pictures and keywords, the more
   appealing it is to potential buyers.

6. Please enter the **description** and **keywords** in multiple languages if you would also like to
   be found by international customers. The same rules apply here as for the advertising
   space. If you enter the description and keywords in German, these will automatically be
   translated. Please check the translations for accuracy.

7. **Options** are, as implied by the name, additional options that can be offered, such as a
   warranty service, gift wrapping, etc.

They can be useful for setting up exceptions. There are 2 possible values for configuration: Simultaneous or consecutive.

Simultaneous: a customer can select the variants for options in any desired order, and all options appear on the product list with one of the variants already selected. This is the standard setting.

Consecutive: the customer must individually select the variant for each option – firstly, a variant for the first option, then for the second option and so on.

Exceptions

The function of exceptions varies according to type. You can determine the kind of exception separately for each product.

- Go to 'Products' → 'Products.'
- Click on the name of the product you want to edit.
- Search for the 'Exceptions' setting and choose the corresponding value:
- Only authorized exceptions are available for customers, other combinations of option variants are not available.
- Unauthorized exceptions are not available for customers, but other combinations of option variants are still available.

If you need other options, let us know via the message center in the menu bar on the left or via Marketplace Support.

8. For **Price/Inventory**, determine your article number with consecutive numbering as per your accounting spreadsheet, or however you would like to find it again.

If necessary, also enter your **customs tariff number.**

Under '**Personal Notes**,' you can store completely personal comments that are only visible to you as 'Company Partner.'

Preis / Inventar ▾

| Art.-Nr.: | 100 |
| Zolltarifnummer: | 0025463 |

Persönliche Notizen:

Please enter the **quantity in stock**

Zero Price Offer Here you can adjust which action should be taken if your product is displayed at 0 euros in the marketplace.

You can choose the following settings:
- Never allow customers to add products priced at 0 to their cart
- Allow customers to add products priced at 0 to their cart
- The customer must enter the price themselves. In this case, the customer will be shown an input field and can determine the price they are willing to pay themselves.

This third option is especially interesting for charity event products or fundraising campaigns.
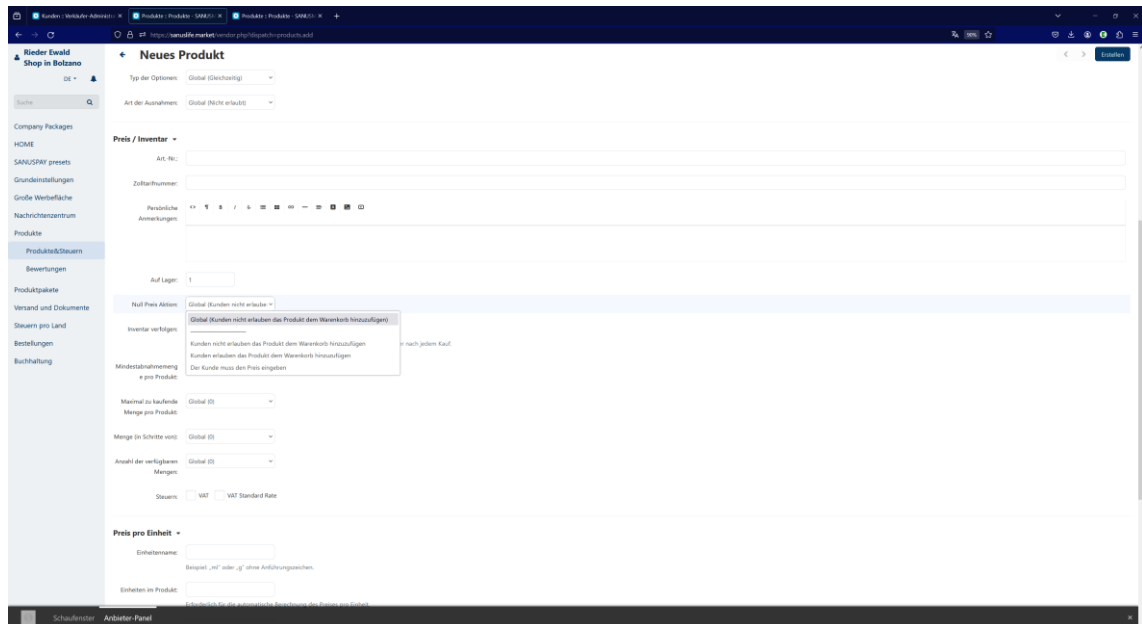
Track inventory – choose YES if you would like to get an overview of your product stock in the marketplace. Enter minimum purchase quantity and units.
If applicable, state minimum order quantity and units.
For example:
Stock: 50
Minimum order quantity 2 or higher number or, if none, leave empty
Units: ml, g, l, pcs

9. **Extra:** Click on 'Download' if you are selling a digital product such as a webinar, coaching, tickets, etc. You can enter more information for downloads after you click on 'Create product' on the top right.

When you have entered everything to your liking, click on 'Create' at the top right.

10. Countries of sale: All shipping countries that you have specified under Basic settings are displayed here. If your product is not available in all selected countries (left), move the country in which you are NOT shipping the product to the right.

If you have a digital product and want to sell it worldwide, you can select all countries on the right and move them to the left with a click.

If you have a physical product, continue to point 11. If you have created a digital product, continue to point 15.

11. Shipping details: Enter all data related to this product's shipping here.

If you want to set your shipping costs by weight, you can do this under Shipping and documents in the side menu. Select a courier and set the weight limits.


12. **Options** see point 7

13. **Features** are product characteristics such as size, color, etc. If you need other features that are not currently available, let us know via the message center in the menu bar on the left or via Marketplace Support.

14. **Variants:** Here, you can choose between different variants such as size, color, etc. If you need other variants that are not currently available, let us know via the message center in the menu bar on the left or via Marketplace Support.

15. **Digital products:** Go to 'Add digital products'

You can also go to 'Add digital files' if you are selling a whole webinar series, for example.
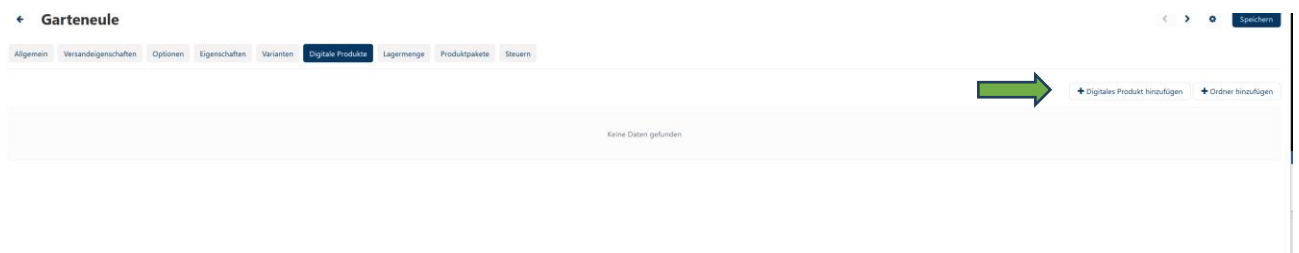
Now enter the name of the digital product.
Upload your digital product (webinar, ticket, etc.):
- Local: you are uploading the data directly (note: max. 64 MB).
- Browser: you are uploading the data via browser.
- URL: you are entering a link to the digital product.

Choose how you would like your digital product to be unlocked:
- Manual: after the purchase, you will unlock the product from the admin area yourself.
- Instant: after the order has been placed and before payment, the product will be shared.
- After successful payment, your product will be unlocked for the customer.

You should decide whether to set a maximum number of downloads or grant them at will.

Under 'License agreements,' you can store any license agreements you may have.

Under 'Read Me,' you can enter any information that may be useful to the buyer.

16. **Tax:** Here you will see all the shipping countries you have chosen in the basic settings. You can add or remove any countries as needed, depending on which country you want to send your product to. (coming soon)
For digital products, you can enter the countries where your digital product can be downloaded.

Under 'Value,' please enter the percentage value of tax that you must pay in the corresponding country. Or, if applicable, the absolute value.

In the text fields 'Text with TAX' and 'Text without TAX,' enter the text that you are legally required to enter on invoices relating to the goods.

TARIFBEREICH	WERT	TYP	_SNS_ADVANCED_TAXES.VAT_TEXT_COLUMN	_SNS_ADVANCED_TAXES.TAX_EXEMPT_TEXT_COLUMN
Dänemark (DK)	20.00	Prozent (%)		
Deutschland (DE)	19.00	Prozent (%)		
Frankreich (FR)	21.00	Prozent (%)		
Griechenland (GR)	22.00	Prozent (%)		
Italien (IT)	23.00	Prozent (%)		
Kroatien (HR)	21.00	Prozent (%)		

And with that, you have quickly created manual product entries!

The next page will continue with '**Import functions of products**.'

PRODUCT IMPORT

If you have a lot of products, you can also upload them via **Import function.**

To do so, go to the menu item **'Products' – 'Products & Tax'** on the vendor dashboard.

Create 1 product manually (see manual product entry description) and then perform an export.

Under the menu item 'Products & Tax,' click on the gear on the top right. Choose the menu item 'Export products.'

This will take you to **'Exporting data,' 'Products.'** Click on 'Export' on the top right.

A CSV file will be created in the download area of your device.

Now you can start entering your products.

Then you can import the CSV file once you have filled it out.

Proceed as follows:

Go to the vendor dashboard and choose **'Products,' 'Products & Tax'** from the side menu. Click on the gear and choose Import products.
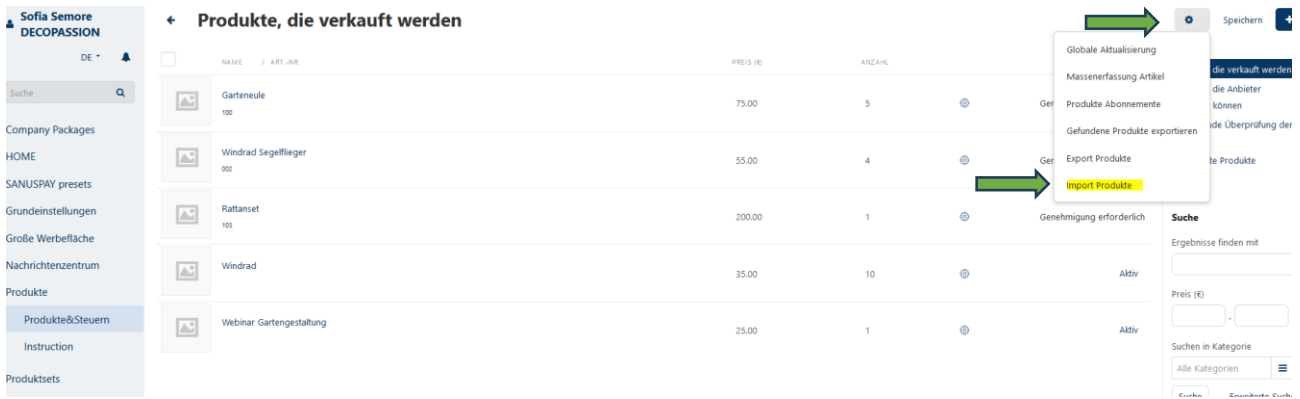
Now choose your CSV file and upload it.
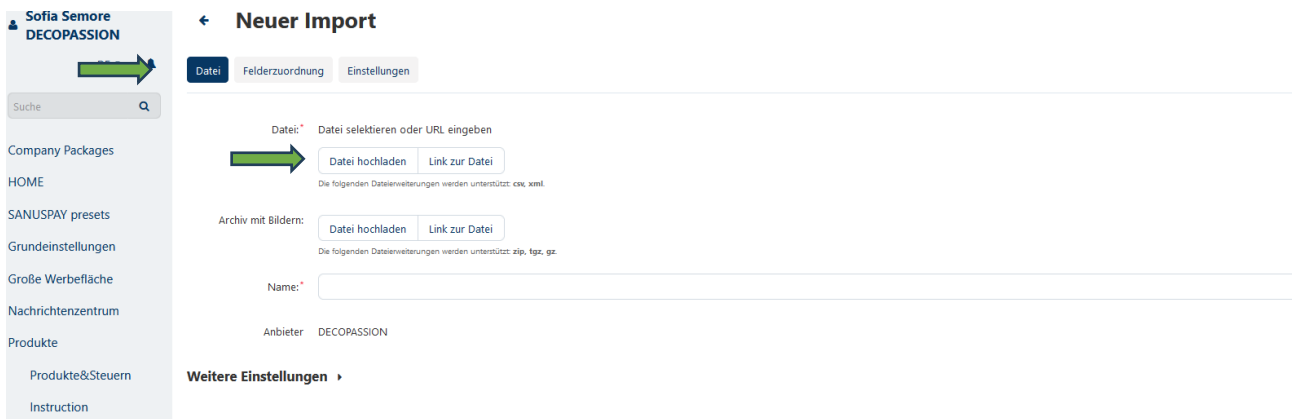
You will then see all products under the product area.

Please assign a category to all products. You can also make multiple selections and assign the same category to several products at once.

You can also make other changes to your products directly in the Vendor Dashboard.

If you want to sell multiple products as a set, go to the next page to find out more about setting this up!
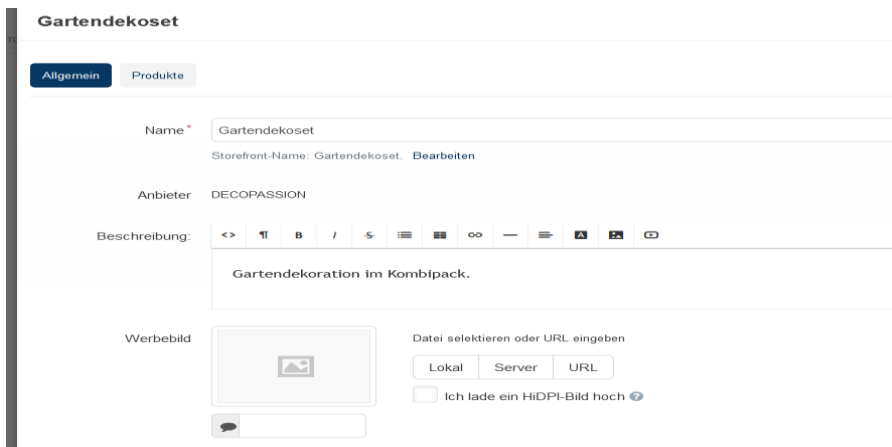
PRODUCT SETS/PRODUCT BUNDLES

If you would like to sell multiple products as a set, you can very easily combine these. To do so, use the side menu item 'Product sets.'

By clicking the plus on the top right, you can add a new product set.
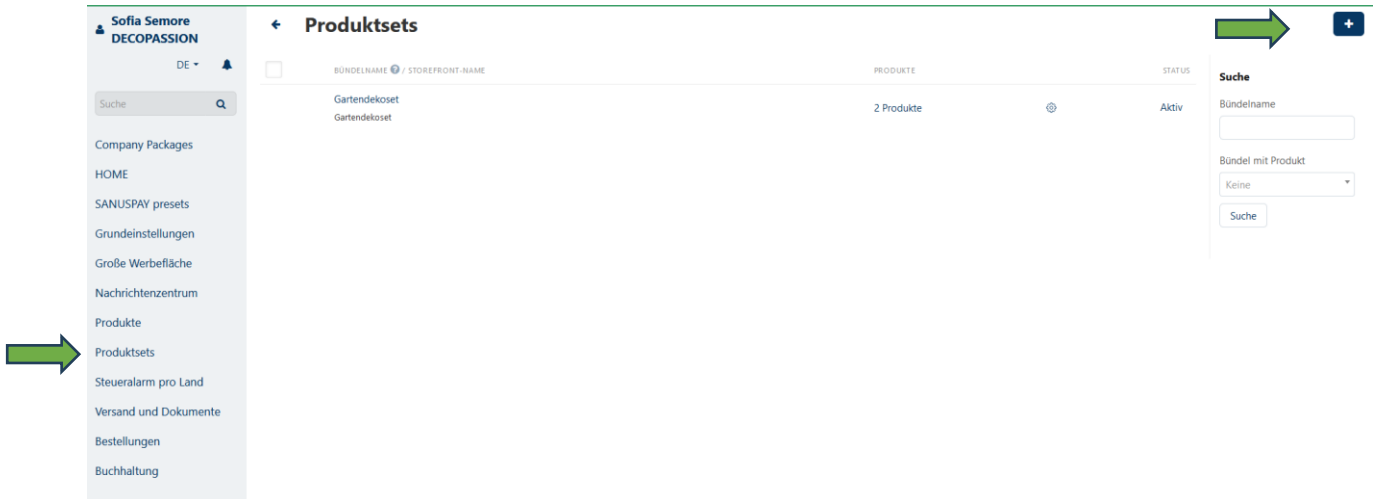
Under 'General', enter the name of your product set and add a description and a picture.

Under 'Availability period', you can enter how long the product set is available for, if desired.
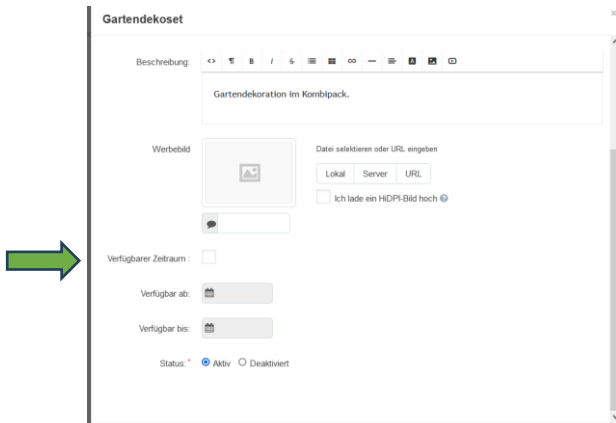
Then click on the second tab labeled 'Products' and choose the products you wish to sell together under 'Bundle products'.

If you would like to offer a better price for the product set, then enter the amount by which you would like to reduce the price under 'Share discount'. Then click on 'Apply' to calculate this for the products.

Don't forget to save!

We wish you the best of luck with selling your products!

Your SANUS**LIFE** MARKETPLACE TEAM