

DISCLAIMER

This document is submitted with the clear understanding that its contents are confidential and will not be shared with any third party without prior written permission from “SURPLUS-GY.”

Purpose

The following Quick Reference Guide (QRG) has been created for the SURPLUS-GY vendors to provide step-by-step guidance on uploading and managing products within the Customer Portal. This document provides a straightforward summary of the key elements and procedures for a successful listing experience, regardless of your level of experience.



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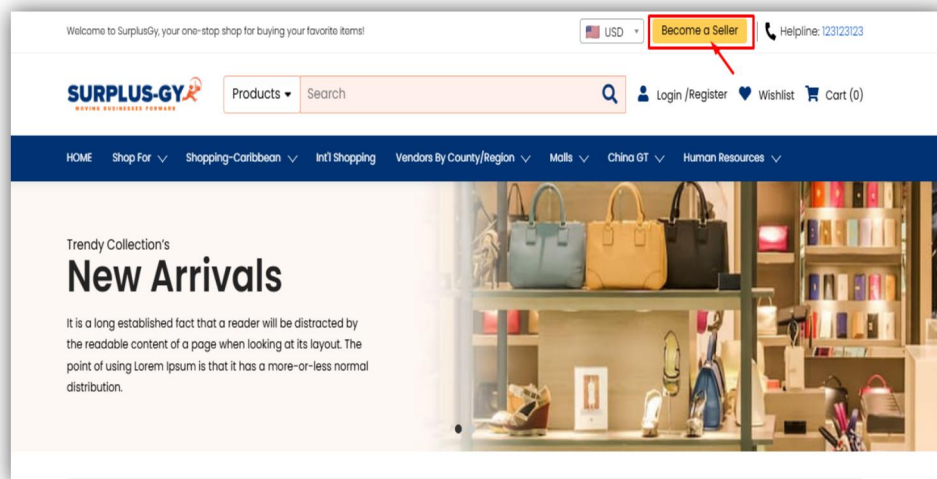
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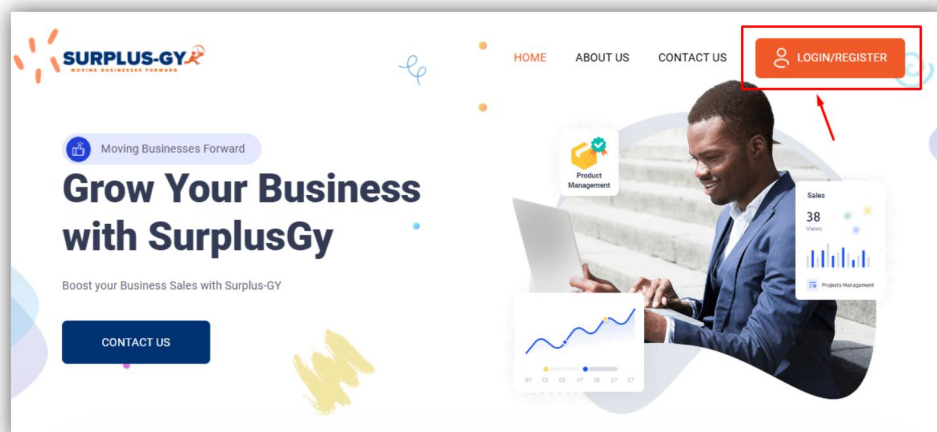
How To:

1. Register for the First Time Vendors

1. Vendors who want to sell their products using the website can register on the platform and list their products.
2. Navigate to the **SURPLUS-GY** website and click on the **Become a Seller** button on the top.



3. You will be redirected to vendor landing page and then click on the Login/Register button on top.



Surplus-GY Vendors

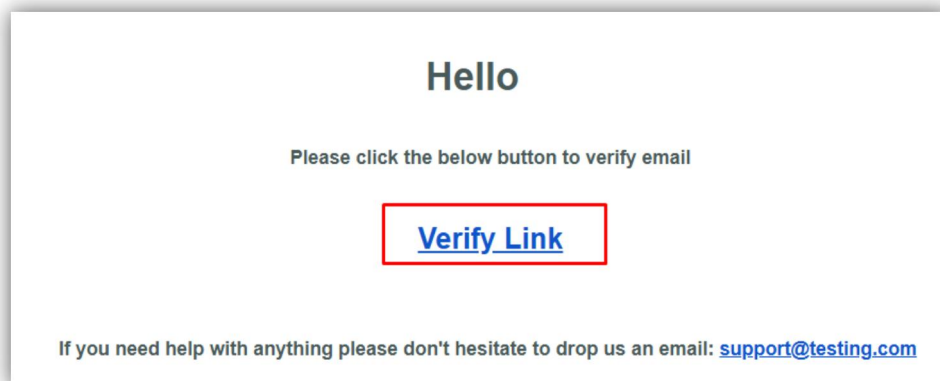
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4. You will redirect to the **Create Seller Account** page. Enter all the required details of the business to create an account. After filling out all the details the **Admin** will confirm your account.

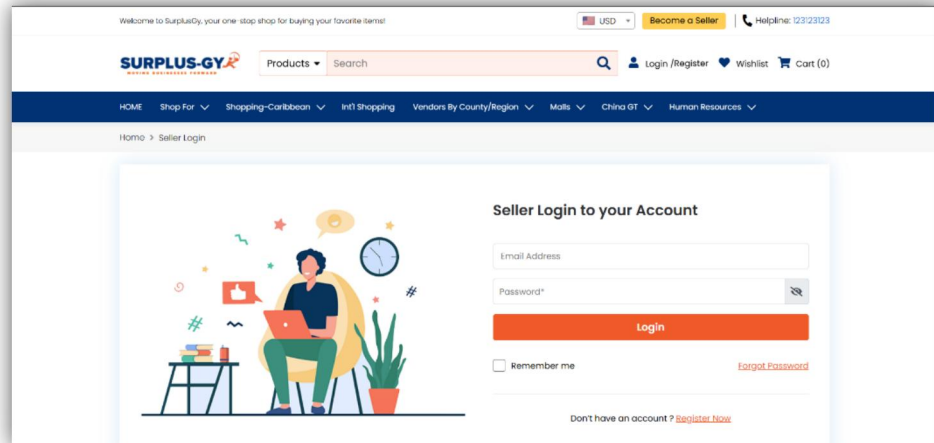
A screenshot of the 'Create Seller account' form on the Surplus-GY website. The form is titled 'Create Seller account' in a red-bordered box. It contains several input fields: 'First Name*', 'Last Name*', 'Email*', '+91 Mobile*', 'VAT No*', 'Business Name*', 'Business Type*' (a dropdown menu), 'Business Address*', 'Business Description*', and 'Select Malls' (a dropdown menu). The form is set against a white background with a blue header and a decorative illustration of a person at the bottom left.

5. **Verify your email** by following the instructions sent to your inbox.



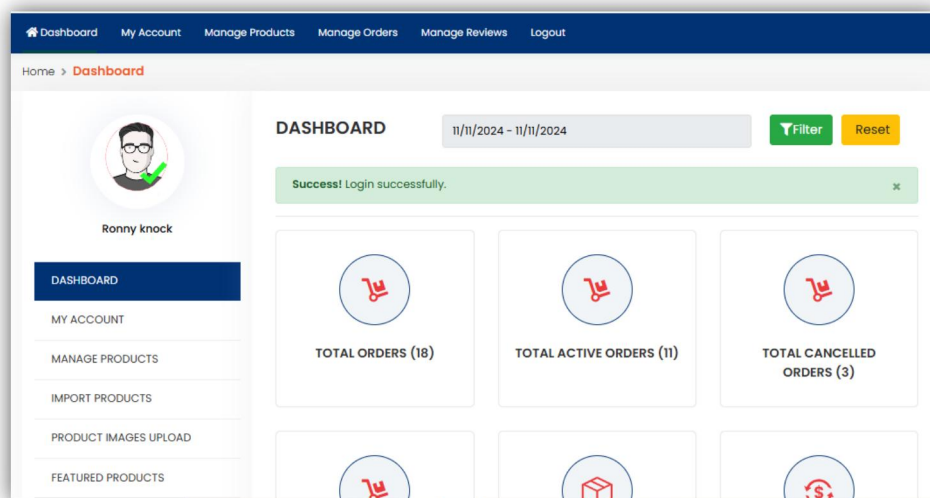
6. Click on the **Sign In** button to log into the Vendor Portal.

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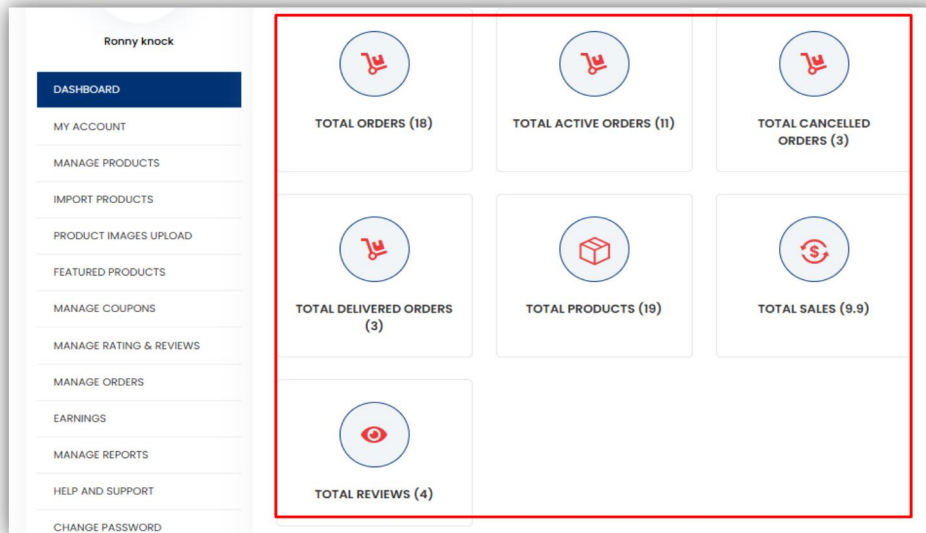
2. Access the Vendor Dashboard:

1. After logging in, navigate to the **Vendor Dashboard**.

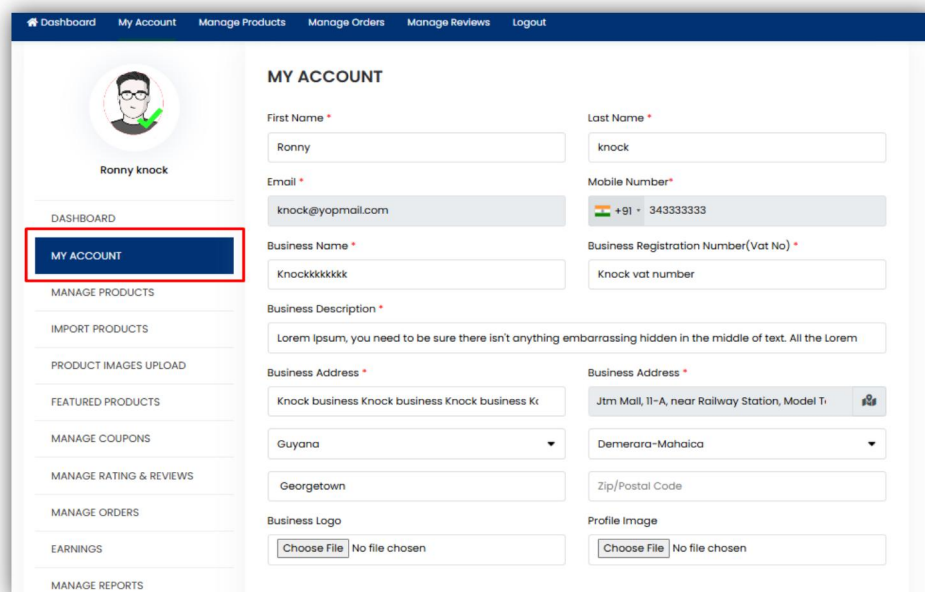


2. Here, vendors will view all the statistics such as Total no. of listed products, active order, canceled orders, Total no. of delivered orders, Total earnings, etc.

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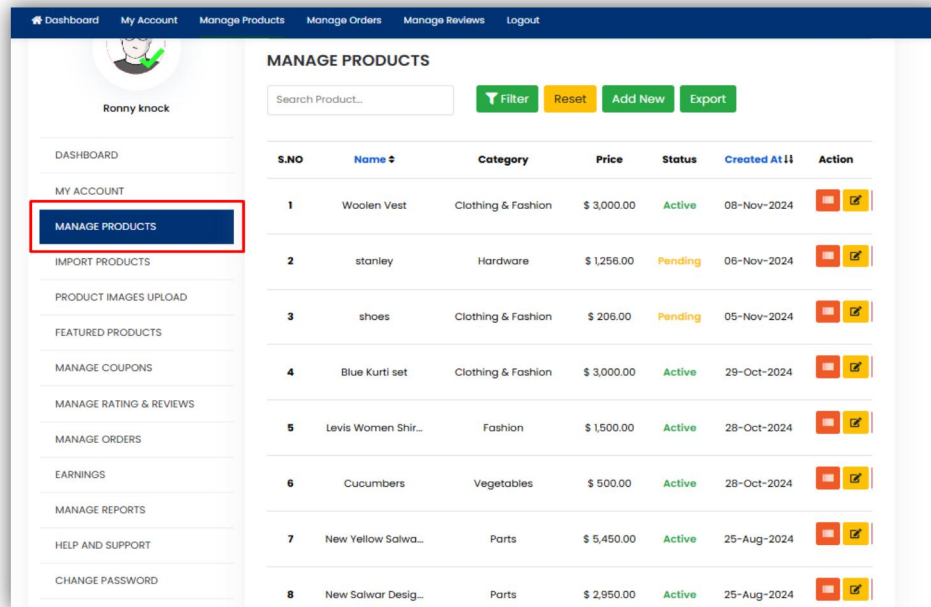
3. Navigate to the **My Account** Section. Here you can edit your profile and add your business details.



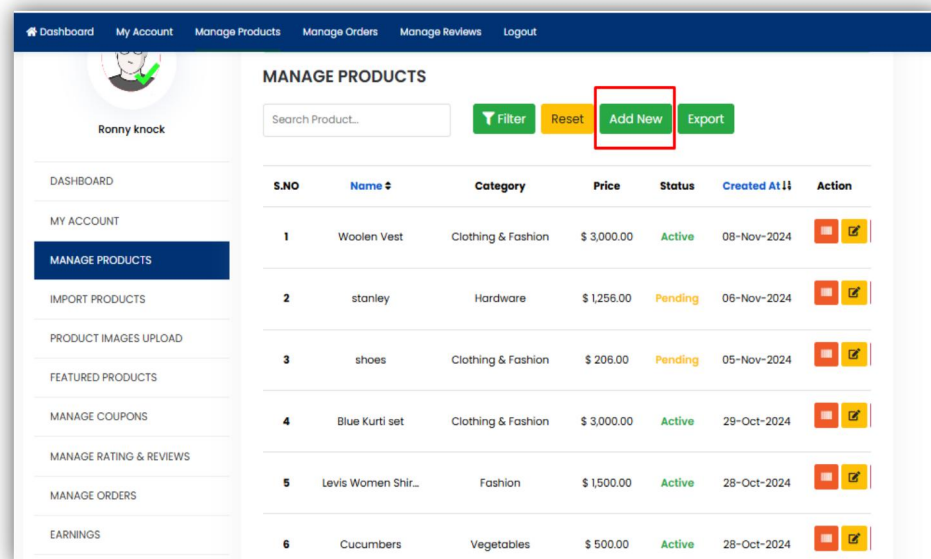
3. How to Add a Product

1. Move to the next section, **Manage Products** section, here, you will add, edit, or manage product listings.

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2. To add a new product listing, click on the **ADD NEW** button.



3. After clicking add new button, Fill in **Product Information** as follows:

Product Type: Simple or Variant

Simple — Use this for single products without variations.

Variant — for products with different options like sizes or colours.

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3.1 Add Simple Product Type

1. Select the Simple Product type from the drop-down.

The screenshot shows the 'Add Product' form in a vendor dashboard. The 'Product Type' dropdown menu is open, showing three options: 'Simple Product', 'Variant Product', and 'Select Category'. 'Simple Product' is highlighted with a blue bar. The form also includes fields for 'Product Condition', 'Select Brand', 'Product Name', 'Country of Manufactured', 'Regular price', and 'Discounted Price'.

2. Choose Product Condition if it's new, used, or refurbished.

The screenshot shows the 'Add Product' form with the 'Product Condition' dropdown menu open. The menu shows three options: 'New', 'Used', and 'Refurbished'. 'New' is highlighted with a blue bar. The 'Product Type' dropdown is now closed and shows 'Simple Product'. The form also includes fields for 'Select Category', 'Product Name', 'Country of Manufactured', 'Regular price', and 'Discounted Price'.

3. Choose the right **Category** of your product from the drop-down.

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Dashboard My Account Manage Products Manage Orders Manage Reviews Logout

Ronny knock

DASHBOARD

MY ACCOUNT

MANAGE PRODUCTS

IMPORT PRODUCTS

PRODUCT IMAGES UPLOAD

FEATURED PRODUCTS

MANAGE COUPONS

MANAGE RATING & REVIEWS

MANAGE ORDERS

EARNINGS

MANAGE REPORTS

Product Type: *
Simple Product

Product Condition: *
New

Select Category: *
Select Category

Select Brand *
Select Brand

SKU *
SKU

Opening Stock *
Opening Stock

Discounted Price
Discounted Price

Product Video Thumbnail

4. Select the relevant **Brand** of the product.

Dashboard My Account Manage Products Manage Orders Manage Reviews Logout

Ronny knock

DASHBOARD

MY ACCOUNT

MANAGE PRODUCTS

IMPORT PRODUCTS

PRODUCT IMAGES UPLOAD

FEATURED PRODUCTS

MANAGE COUPONS

MANAGE RATING & REVIEWS

MANAGE ORDERS

EARNINGS

MANAGE REPORTS

Product Type: *
Simple Product

Product Condition: *
New

Select Category: *
Select Category

Select Brand *
Select Brand

Product Name *
Product Name

Country of Manufactured *
Country of Manufactured

Regular price *
Regular Price

Upload Product Images *
Choose Files No file chosen

Product Video
Choose File No file chosen

Product Video Thumbnail

Select Brand

Levis
Bata
Historical
Story
Motivational
Formal Pant
Sonata
DANIEL KLEIN
Flying Berry
Zouk
Boat
Ptron
Baby Product
Grocery

5. Type the **Product Name** as you'd like it to appear on the website.

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The screenshot shows the 'MANAGE PRODUCTS' form in the vendor dashboard. The form includes several fields: Product Type (Simple Product), Product Condition (New), Select Category, Select Brand, Product Name (highlighted with a red box), Country of Manufactured, Regular price, Discounted Price, and Upload Product Images. The left sidebar shows the user's name 'Ronny knock' and navigation options like DASHBOARD, MY ACCOUNT, and MANAGE PRODUCTS.

6. Input the **SKU**, which is the product's unique identifier.

The screenshot shows the 'MANAGE PRODUCTS' form in the vendor dashboard. The 'SKU' field is highlighted with a red box. The form includes several fields: Product Type (Simple Product), Product Condition (New), Select Category, Select Brand, Product Name, Country of Manufactured, Regular price, Discounted Price, and Upload Product Images. The left sidebar shows the user's name 'Ronny knock' and navigation options like DASHBOARD, MY ACCOUNT, and MANAGE PRODUCTS.

7. Specify the **Country of Manufacture** where product is made.

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The screenshot shows the 'Manage Products' form in the vendor dashboard. The 'Country of Manufactured' dropdown menu is open, displaying a list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua And Barbuda, Argentina, and Armenia. The 'Opening Stock' field is visible but not yet filled.

8. Enter the **Opening Stock** (Available Quantity) of the product.

The screenshot shows the 'Manage Products' form with the 'Opening Stock' field highlighted by a red box. The 'Regular Price' field is also visible and highlighted by a red box. The 'Country of Manufactured' dropdown menu is closed.

9. Set the **Regular Price** (Base Price) of the product.

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The screenshot shows the 'MANAGE PRODUCTS' form in the vendor dashboard. The form includes fields for 'Select Category', 'Select Brand', 'Product Name', 'SKU', 'Country of Manufactured', 'Opening Stock', 'Regular price', and 'Discounted Price'. The 'Regular price' field is highlighted with a red box.

10. Set the **Discounted Price**, if there's a promotion.

The screenshot shows the 'MANAGE PRODUCTS' form in the vendor dashboard. The 'Discounted Price' field is highlighted with a red box.

11. Click on choose files and upload high-quality **Product Images** that best represent the product.

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The screenshot shows the 'Manage Products' page in the Surplus-GY vendor dashboard. The left sidebar contains navigation options: PRODUCT IMAGES UPLOAD, FEATURED PRODUCTS, MANAGE COUPONS, MANAGE RATING & REVIEWS, MANAGE ORDERS, EARNINGS, MANAGE REPORTS, HELP AND SUPPORT, CHANGE PASSWORD, and LOGOUT. The main content area includes fields for 'Country of Manufactured', 'Opening Stock', 'Regular price *' (with 'Regular Price' and 'Discounted Price' sub-fields), and 'Upload Product Images *'. The 'Upload Product Images *' section is highlighted with a red box and contains a 'Choose Files' button and the text 'No file chosen'. Below this are sections for 'Product Video' (with 'Choose File' and 'No file chosen'), 'Product Video Thumbnail' (with 'Choose File' and 'No file chosen'), and 'Product Description*' (with a rich text editor toolbar).

12. You can add **Product Video** and **Video Thumbnail**, if any.

This screenshot is similar to the previous one, showing the 'Manage Products' page. In this view, the 'Product Video' and 'Product Video Thumbnail' sections are highlighted with a red box. Both sections contain a 'Choose File' button and the text 'No file chosen'. The 'Product Description*' section with its rich text editor is also visible below.

13. Write a concise **Product Description** highlighting key features and benefits of the product.

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The screenshot shows a web interface for creating a product. The top navigation bar includes 'Dashboard', 'My Account', 'Manage Products', 'Manage Orders', 'Manage Reviews', and 'Logout'. On the left, there are links for 'HELP AND SUPPORT', 'CHANGE PASSWORD', and 'LOGOUT'. The main form area has a 'Product Video Thumbnail' section with a 'Choose File' button and 'No file chosen' text. Below this is the 'Product Description*' field, which is a rich text editor with a toolbar containing icons for bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and source. The 'Product Description' field is highlighted with a red border. At the bottom right of the form is a green 'Next' button with a right-pointing arrow.

14. Click **Next** to submit. The product is currently pending and requires **Admin Approval** to be published.

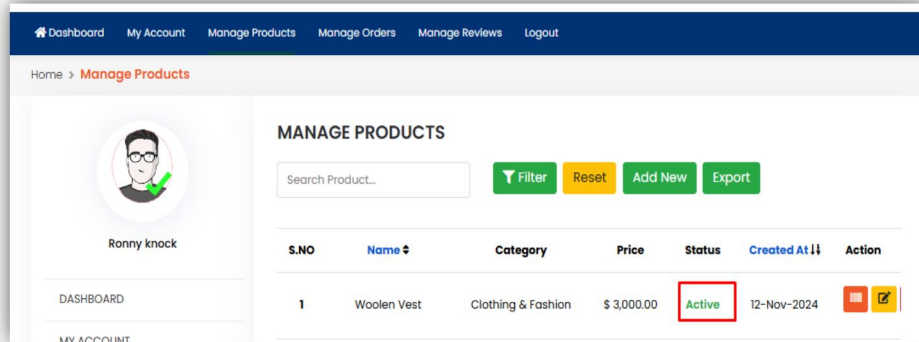
The screenshot shows the 'MANAGE PRODUCTS' dashboard. On the left is a sidebar with a user profile for 'Ronny knock' and navigation links: 'DASHBOARD', 'MY ACCOUNT', 'MANAGE PRODUCTS' (highlighted), 'IMPORT PRODUCTS', 'PRODUCT IMAGES UPLOAD', 'FEATURED PRODUCTS', and 'MANAGE COUPONS'. The main content area has a search bar with 'stanley', and buttons for 'Filter', 'Reset', 'Add New', and 'Export'. Below is a table with the following data:

S.NO	Name	Category	Price	Status	Created At	Action
1	stanley	Hardware	\$ 1,256.00	Pending	06-Nov-2024	 

15. After the admin approval, the product status will change to **Active** and product will go live on the website.

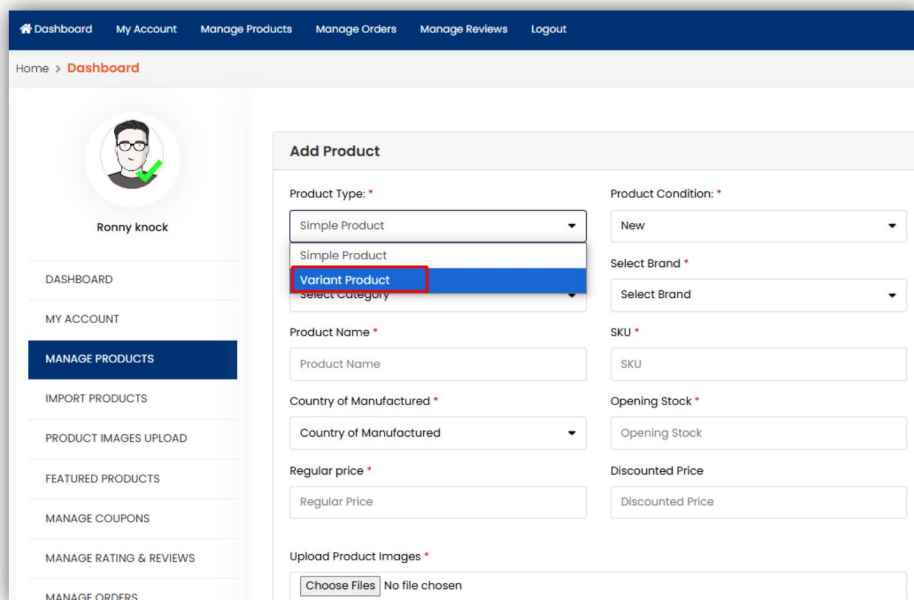
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3.2 . Add Variant Product Type

1. Select the **Variant Product** type from the drop-down.



2. Follow the same steps of Simple product type from 2.1 to 13.1 to add **Variant Products** type.

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The screenshot shows the 'Manage Products' form in the Surplus-GY vendor dashboard. The form is divided into several sections:

- Product Type:** A dropdown menu with 'Variant Product' selected.
- Product Condition:** A dropdown menu with 'New' selected.
- Select Category:** A dropdown menu with 'Select Category' selected.
- Select Brand:** A dropdown menu with 'Select Brand' selected.
- Product Name:** A text input field with 'Product Name' entered.
- SKU:** A text input field with 'SKU' entered.
- Country of Manufactured:** A dropdown menu with 'Country of Manufactured' selected.
- Opening Stock:** A text input field with 'Opening Stock' entered.
- Regular price:** A text input field with 'Regular Price' entered.
- Discounted Price:** A text input field with 'Discounted Price' entered.
- Upload Product Images:** A button labeled 'Choose Files' and the text 'No file chosen'.
- Product Video:** A button labeled 'Choose File' and the text 'No file chosen'.
- Product Video Thumbnail:** A button labeled 'Choose File' and the text 'No file chosen'.
- Product Description:** A rich text editor with a toolbar and the text 'Product Description*'.

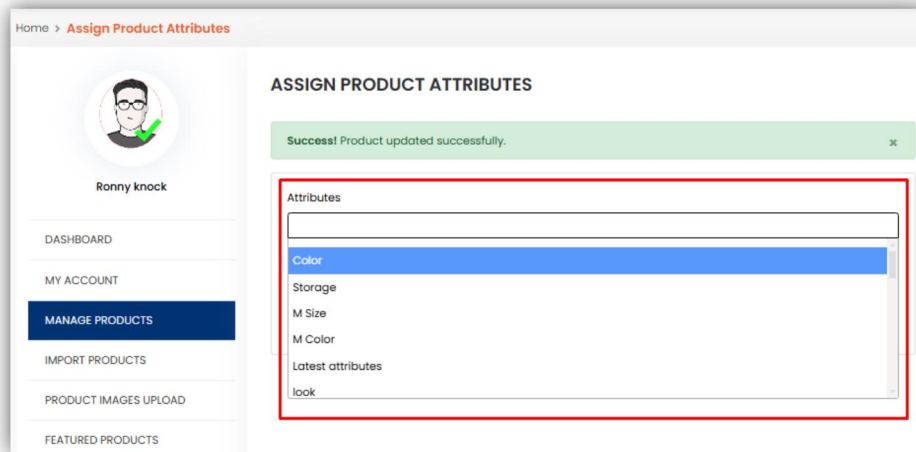
3. After filling all the information, click on Submit button.

The screenshot shows the bottom part of the 'Manage Products' form. The 'Submit' button is highlighted with a red box. The form includes the following sections:

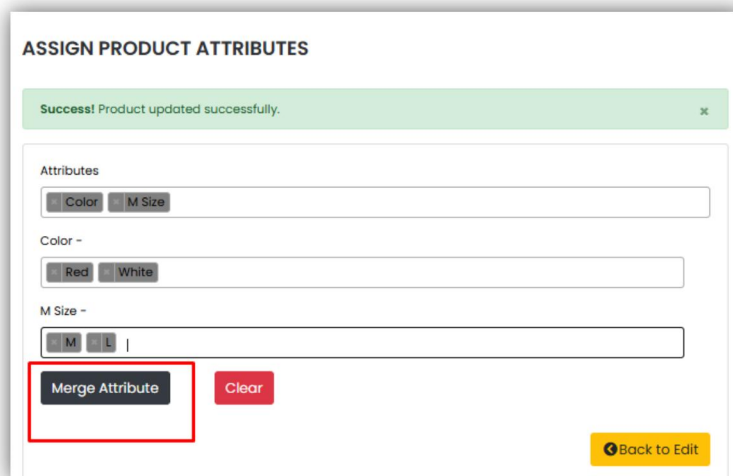
- Product Video (Max Size: 5MB):** A button labeled 'Choose File' and the text 'No file chosen'.
- Product Video Thumbnail (Max Size: 2MB):** A button labeled 'Choose File' and the text 'No file chosen'.
- Product Description:** A rich text editor with a toolbar and the text 'Product Description*'.

4. After submit, add **Attributes** of the products such as colors, sizes, weight, etc. If you need to add a new attribute that isn't listed, you can contact the admin for assistance.

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5. Add attributes as per your product requirement then click on **Merge Attributes** button.



6. Click on **Submit** button.

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ASSIGN PRODUCT ATTRIBUTES

Success! Product updated successfully. x

Attributes

Color M Size

Color -

Red White

M Size -

M L

Clear

Back to Edit Submit

7. Add Images, videos, price details and any discounted price specific to each attribute chosen. Then click on **Submit** button.

ASSIGN PRODUCT ATTRIBUTE OPTIONS

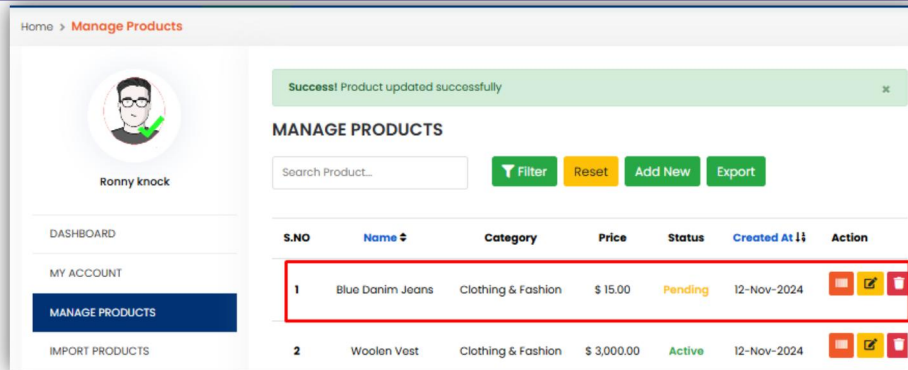
Success! Attribute assigned, Please fill options value. x

#	Name	Upload Product Image (Max Size: 2MB)	Upload Video Thumbnail (Max Size)
1	Color:Red,M Size:M	Choose File No file chosen	Choose File No file chosen
2	Color:Red,M Size:L	Choose File No file chosen	Choose File No file chosen
3	Color:White,M Size:M	Choose File No file chosen	Choose File No file chosen
4	Color:White,M Size:L	Choose File No file chosen	Choose File No file chosen

Submit back

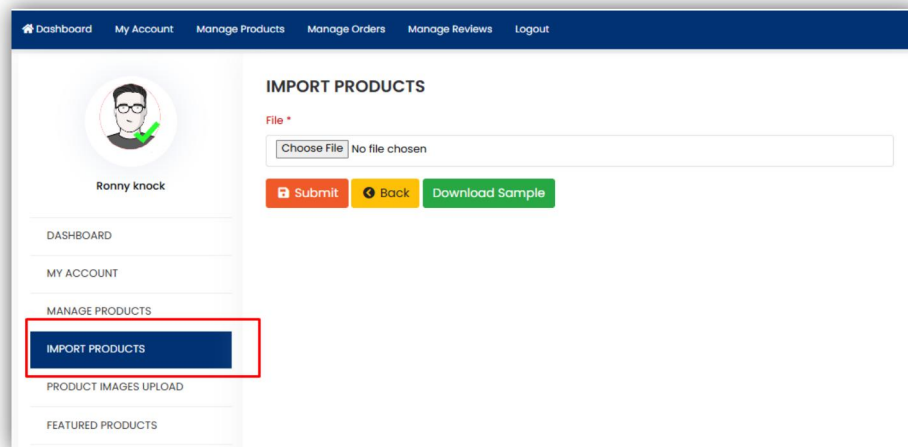
8. Your product will show in the **Manage Product** section. All new product listings require Admin Approval before going live on the site.

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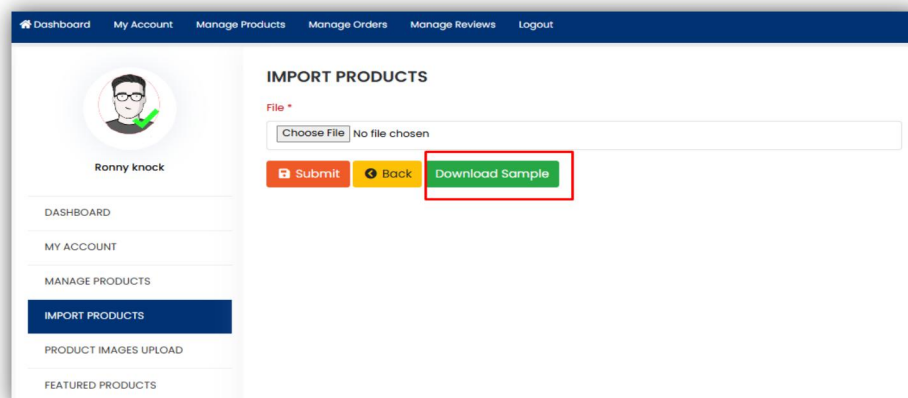


3.3 Upload Product in Bulk

1. To add products in bulk, click on Import Products' section.



2. Download the Sample CSV file to check all the necessary columns you need for bulk uploading.



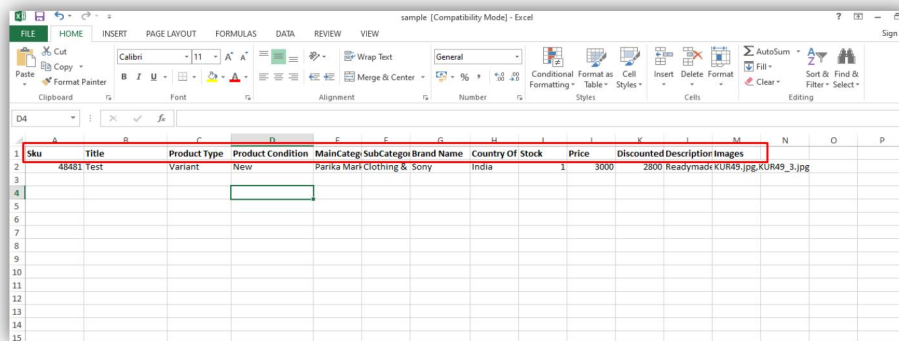
3. In sample file, you'll see columns like:

the

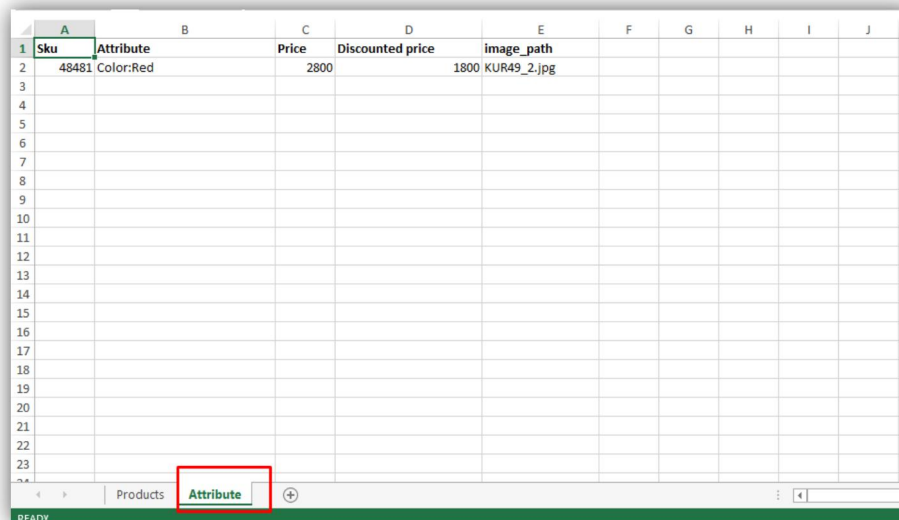
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- ❖ **SKU:** unique identifier ID of a product
- ❖ **Product Type:** Choose between 'Simple' or 'Variant' for Product Type from the dropdown menu
- ❖ **Product Condition:** choose from dropdown whether it is new, used and refurbished
- ❖ **Main Category, Subcategory:** Choose the best match for your product.
- ❖ **Brand Name:** Add brand of the product
- ❖ **Country of Manufacture:** Add manufacturing country
- ❖ **Stock:** Mention available product quantity
- ❖ **Price:** Set base price of the product
- ❖ **Discounted Price:** If there's a promotional offer, set the discounted price
- ❖ **Description:** Use the text editor to provide a detailed description of the product.
- ❖ **Images:** Enter the exact name of each image file, matching the names of images saved on your desktop.

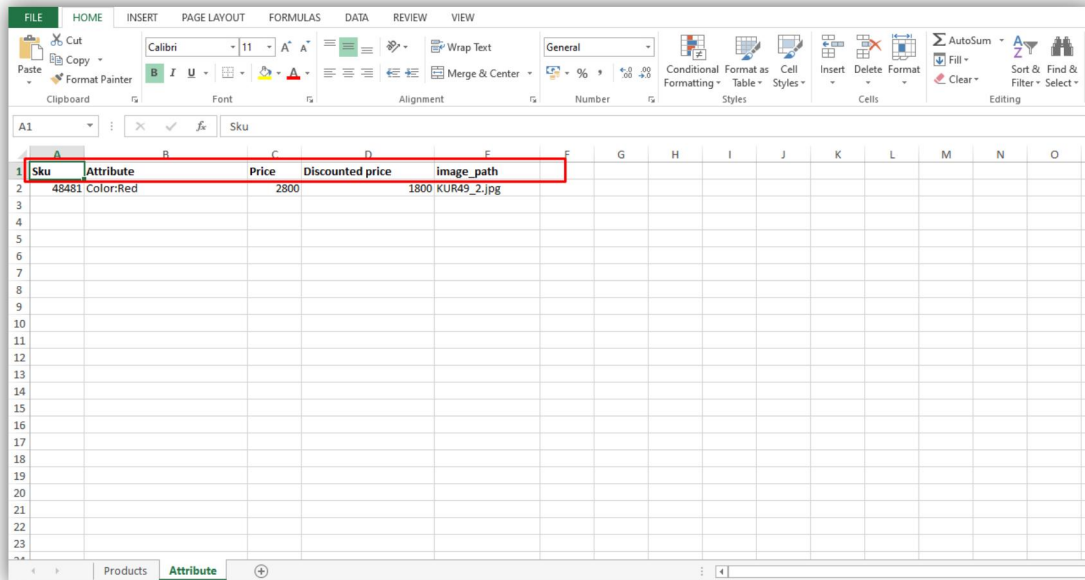


4. For products with Variants, switch to the 'Attributes' tab in the same CSV sheet.

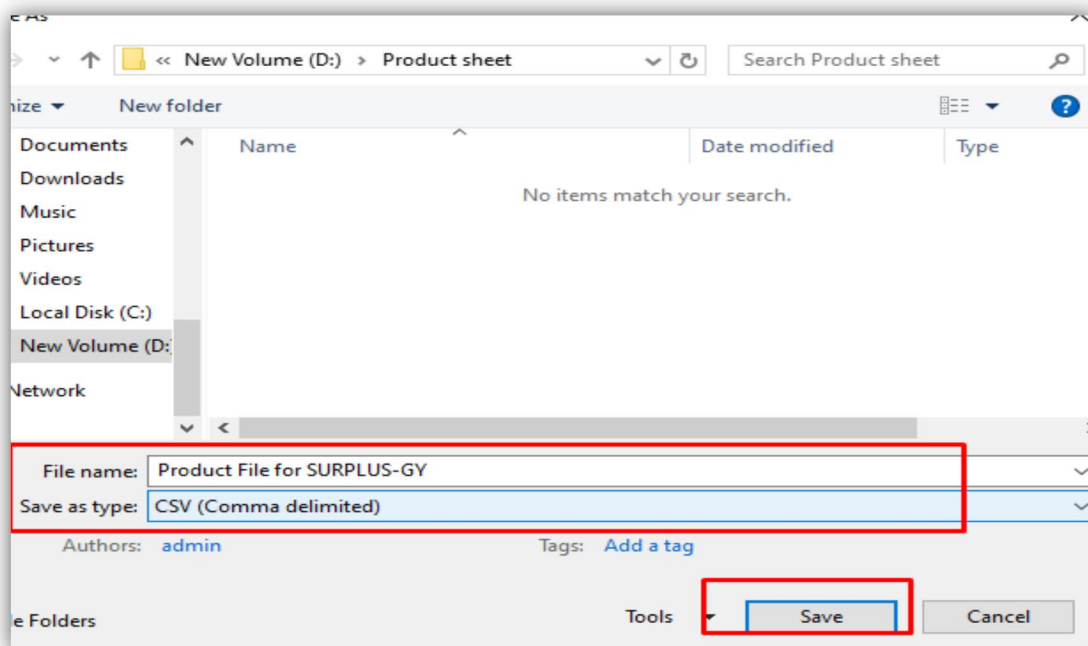


5. Add details like SKU, Attribute, Price, Discounted Price, and Image Path. If the product is simple, leave these fields empty, but do not delete the Attributes tab.

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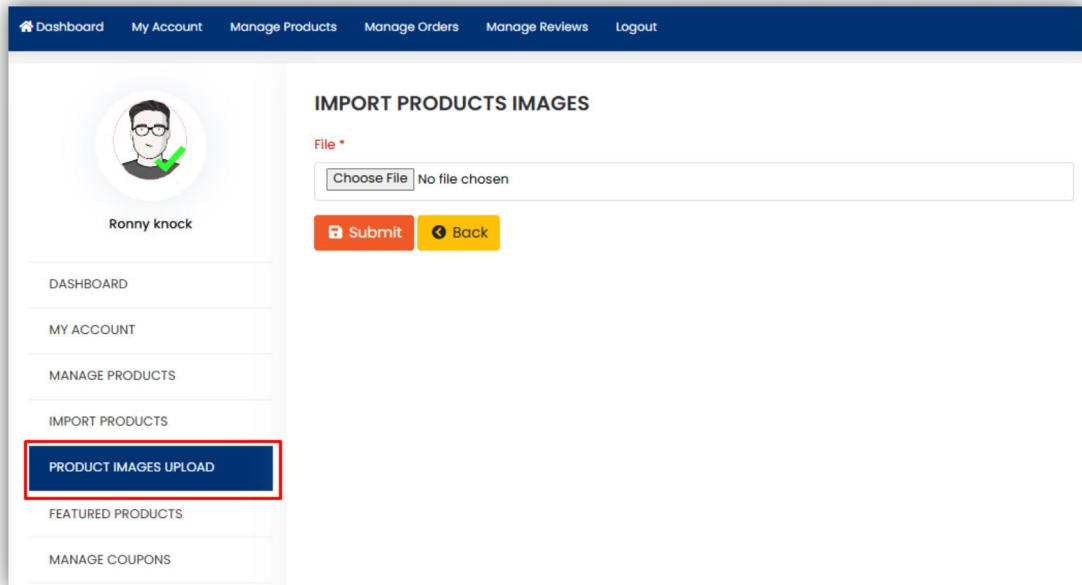
6. You can add as many as products you want in the CSV file. Once all your details are filled in, save the file as a CSV.



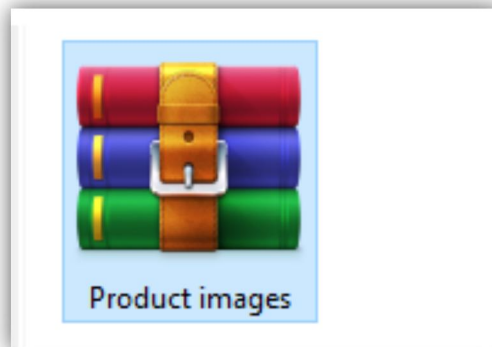
7. Before uploading the **CSV sheet**, first move on to Uploading Product Images.

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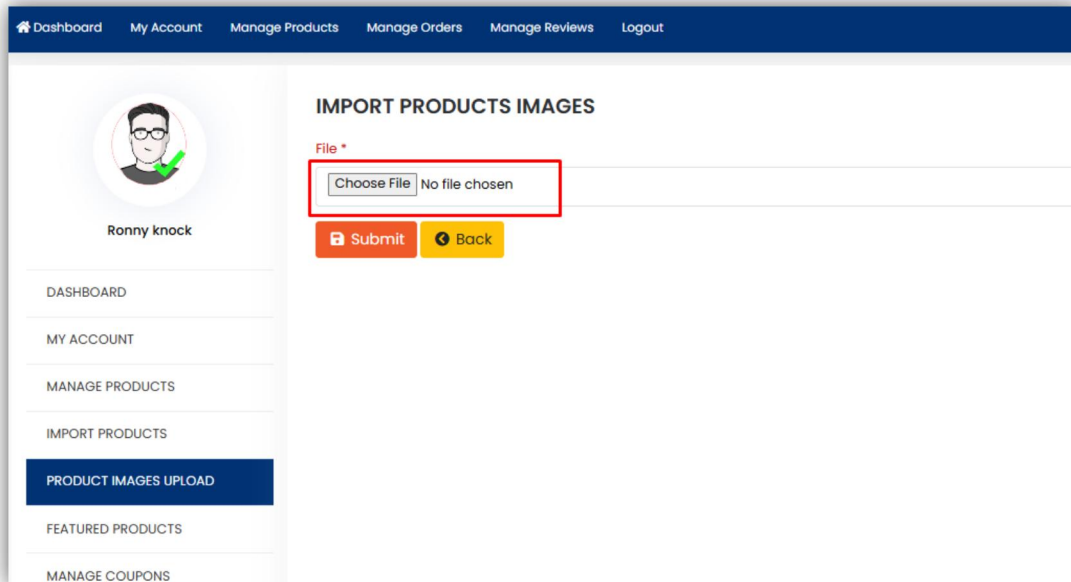


8. Need to prepare a **ZIP file** with all product images. Ensure each image name in the ZIP matches exactly what was listed in the CSV sheet.

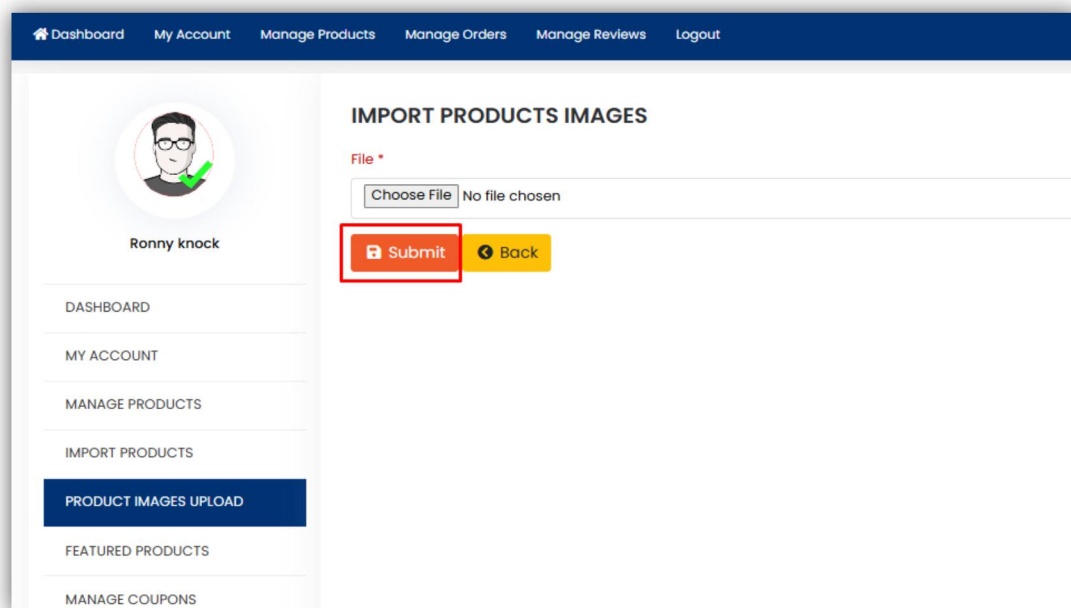


9. Upload the image ZIP file in the '**Product Image Upload**' section.

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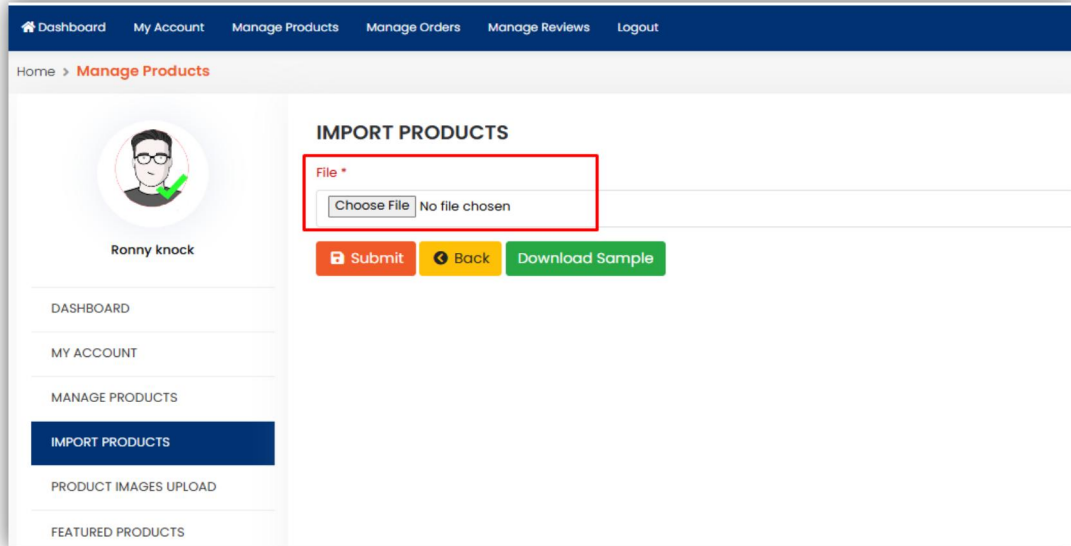


Click on **Submit** button.

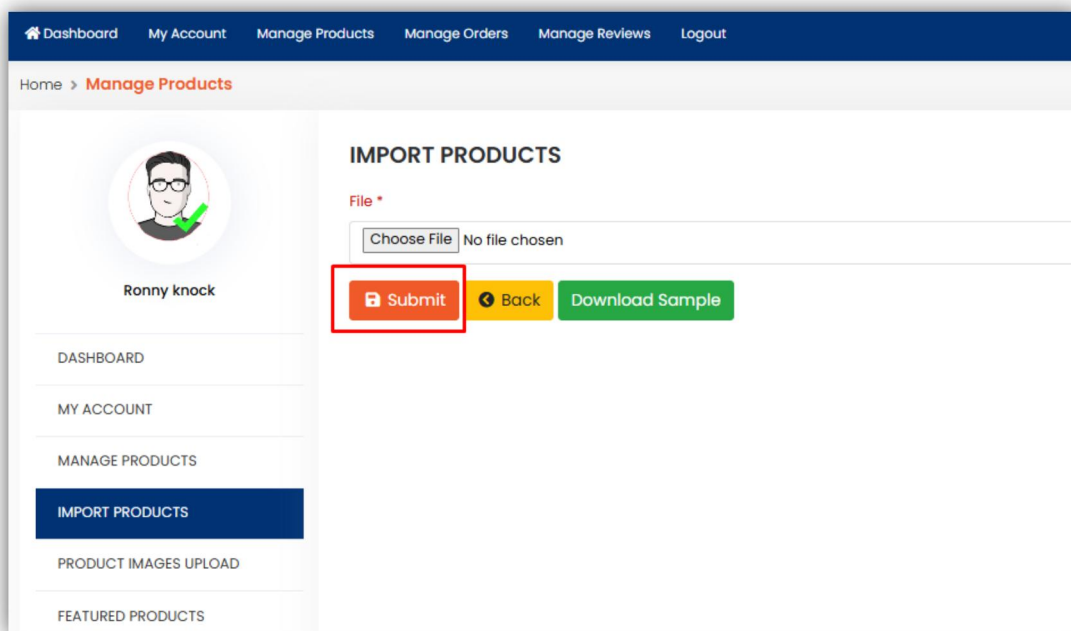


After successfully uploading the images, again move to Import Product section and upload your saved CSV file.

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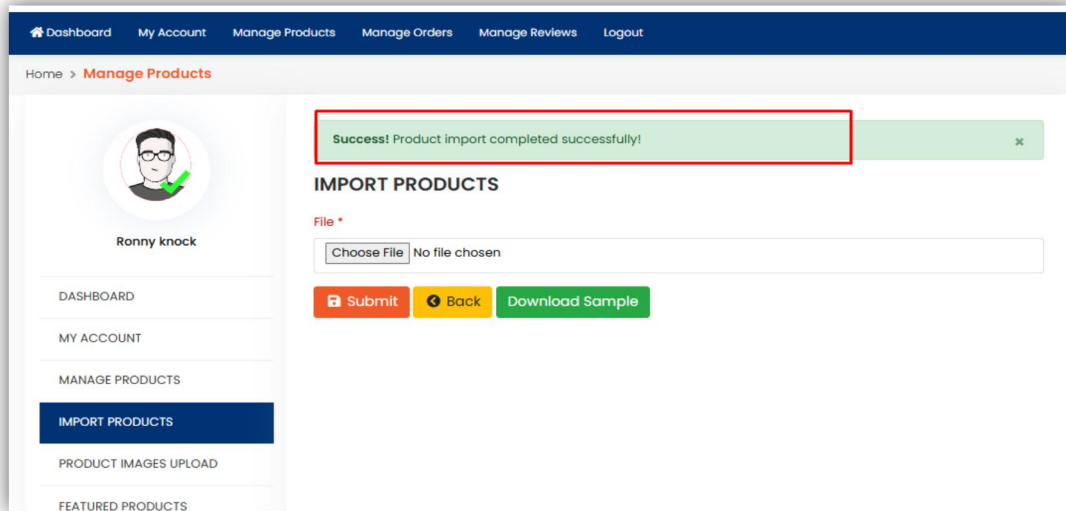


Click on Submit button.

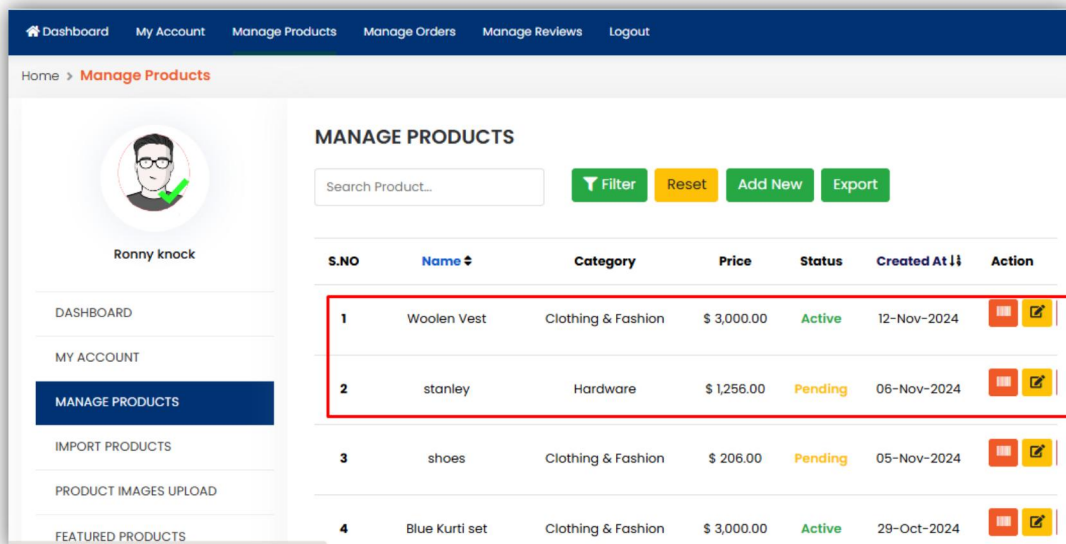


After submit, you'll receive the successful product uploading message.

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To go live on the website, Admin will approve all the listings.



4. Featured Products

1. Use the **Featured Product** option to highlight specific items on the website (SURPLUS-GY) home page.

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The screenshot shows the 'Manage Featured Products' page. The left sidebar contains a navigation menu with the following items: DASHBOARD, MY ACCOUNT, MANAGE PRODUCTS, IMPORT PRODUCTS, PRODUCT IMAGES UPLOAD, **FEATURED PRODUCTS** (highlighted with a red box), MANAGE COUPONS, and MANAGE RATING & REVIEWS. The main content area is titled 'MANAGE FEATURED PRODUCTS' and includes a search bar, 'Filter' and 'Reset' buttons, and a table with the following data:

S.NO	Name	Amount	Start At	Expired At
1	Cucumbers	\$ 51.00	28-Oct-2024	28-Oct-2025
2	Levis Shirt	\$ 51.00	28-Oct-2024	28-Oct-2025
3	Woolen Vest	\$ 51.00	12-Nov-2024	12-Nov-2025

2. Contact ADMIN to add specific products on home page by mentioning time range.

This screenshot is identical to the previous one, but with a red box highlighting the table content in the main area. The table data is as follows:

S.NO	Name	Amount	Start At	Expired At
1	Cucumbers	\$ 51.00	28-Oct-2024	28-Oct-2025
2	Levis Shirt	\$ 51.00	28-Oct-2024	28-Oct-2025
3	Woolen Vest	\$ 51.00	12-Nov-2024	12-Nov-2025

5. Manage Coupons:

1. Navigate to **Manage Coupons** section to give discounts for specific products or categories.

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S.NO	Code	Type	Value	Status	Start Date - End Date	Action
1.	NEW10	Percentage	10%	Active	13-Nov-2024 - 14-Nov-2024	
2.	NewCode	Fixed	3000	Active	12-Nov-2024 - 13-Nov-2024	
3.	1Time	Fixed	100	Active	12-Nov-2024 - 13-Nov-2024	
4.	8Nov	Percentage	10%	Active	08-Nov-2024 - 30-Nov-2024	
5.	7Nov	Fixed	100	Active	07-Nov-2024 - 30-Nov-2024	
6.	28OCT	Fixed	200	Active	28-Oct-2024 - 29-Oct-2024	
7.	IU08ZINTasadad	Percentage	2%	Active	30-Mar-2024 - 31-Mar-2024	
8.	New	Percentage	11%	Active	29-Mar-2024 - 30-Mar-2024	

2. Click on “Add New” button to create new coupons and discount code.

S.NO	Code	Type	Value	Status	Start Date - End Date	Action
1.	NEW10	Percentage	10%	Active	13-Nov-2024 - 14-Nov-2024	
2.	NewCode	Fixed	3000	Active	12-Nov-2024 - 13-Nov-2024	
3.	1Time	Fixed	100	Active	12-Nov-2024 - 13-Nov-2024	
4.	8Nov	Percentage	10%	Active	08-Nov-2024 - 30-Nov-2024	
5.	7Nov	Fixed	100	Active	07-Nov-2024 - 30-Nov-2024	
6.	28OCT	Fixed	200	Active	28-Oct-2024 - 29-Oct-2024	

3. Fill all the necessary details as follows:

- **Coupon Code:** Enter a unique code for the coupon (e.g., “NEW10”).
- **Category:** Choose a category from the dropdown for applicable products.
- **Description:** Brief description of the coupon (e.g., “Get 10% off on electronics items above \$1000”).
- **Coupon Type:**

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- ❖ **Percentage:** Discount calculated as a percentage (e.g., 10%).
- ❖ **Fixed:** A fixed discount amount (e.g., \$10).
- ❖ **Promo Code Value:** Enter the discount amount or percentage.
- **Minimum Purchase Requirement:** Set a minimum order value for the coupon to apply.
- **Usage Limits:** Specify how many times this coupon can be used by one customers.
- **Validity Dates:** Set the start and end dates for coupon validity.
- **Status:** Select the coupon's status as either Active or Inactive.

Dashboard My Account Manage Products Manage Orders Manage Reviews Logout

Ronny knock

DASHBOARD
MY ACCOUNT
MANAGE PRODUCTS
IMPORT PRODUCTS
PRODUCT IMAGES UPLOAD
FEATURED PRODUCTS
MANAGE COUPONS
MANAGE RATING & REVIEWS
MANAGE ORDERS
EARNINGS
MANAGE REPORTS
HELP AND SUPPORT

Code*

Enter Code

Select Category: Description:

Type* Promo Code Value*

Minimum Purchase Requirments*
 No Minimum Purchase Minimum Purchase Amount
Enter minimum purchase amount*

Usage Limit*
 No Usage Limit Enter Usage Limit
Enter Usage Limit (Per Customer)*

Date Limits*
Start Date Select* End Date Select*

Status

4. After filling all the details, click **Submit** to add the coupon.

MANAGE PRODUCTS

Minimum Purchase Requirments*
 No Minimum Purchase Minimum Purchase Amount
Enter minimum purchase amount*

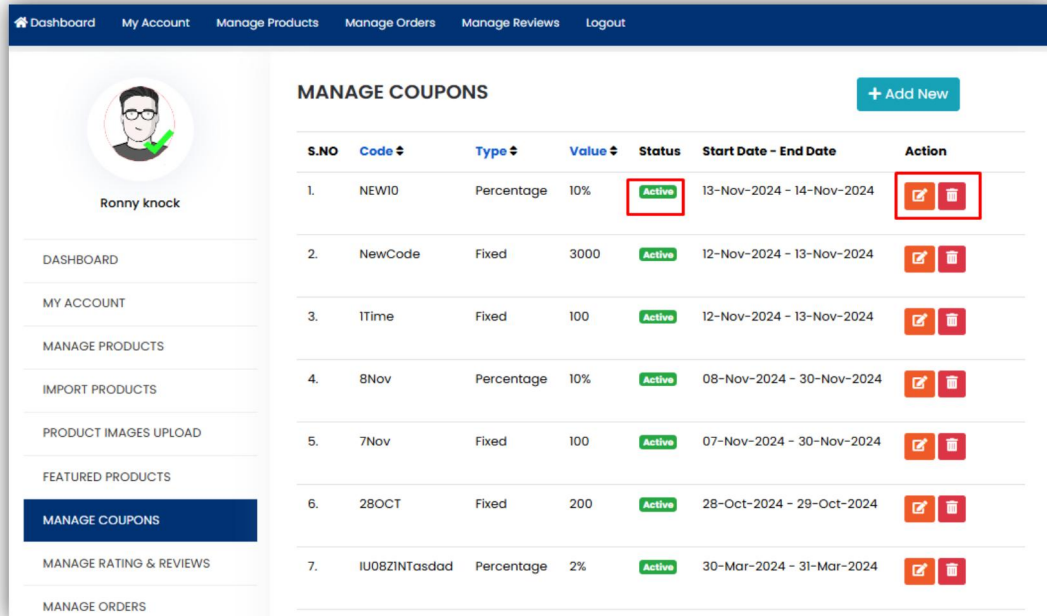
Usage Limit*
 No Usage Limit Enter Usage Limit
Enter Usage Limit (Per Customer)*

Date Limits*
Start Date Select* End Date Select*

Status

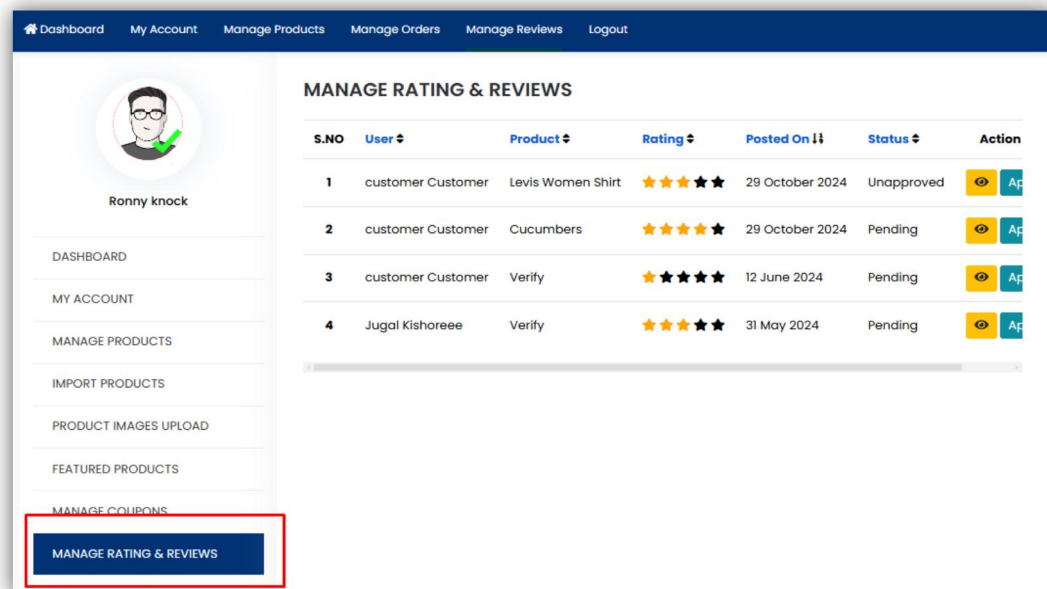
5. Once the coupon is added, the vendor can **edit**, delete, or change the status (Active or Deactivate) of the coupons from the Manage Coupons section.

Surplus-GY Vendors Quick Reference Guide



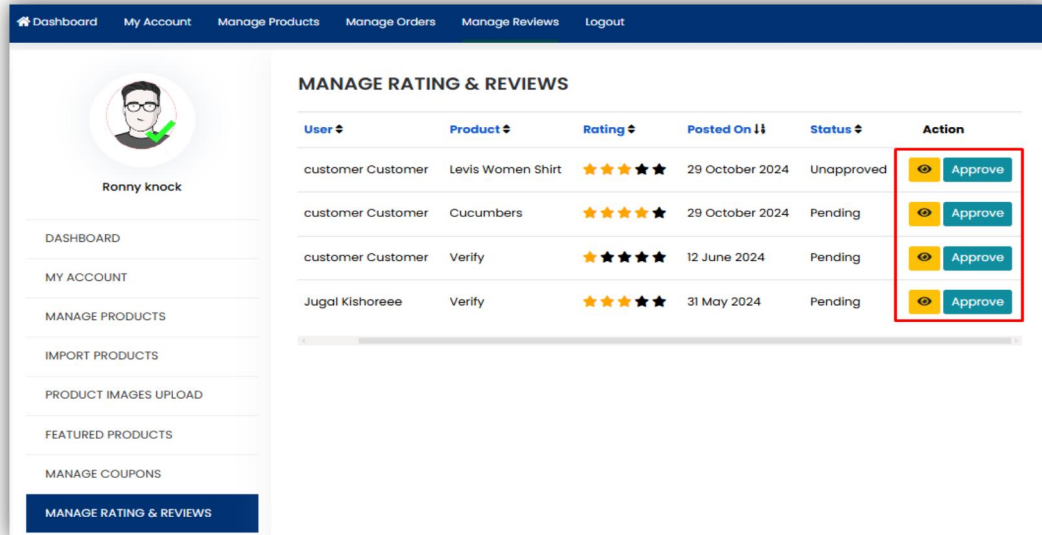
6. Manage Ratings & Reviews:

1. Navigate to the **Manage Ratings & Review** section to monitor customer feedback, ratings, and reviews.



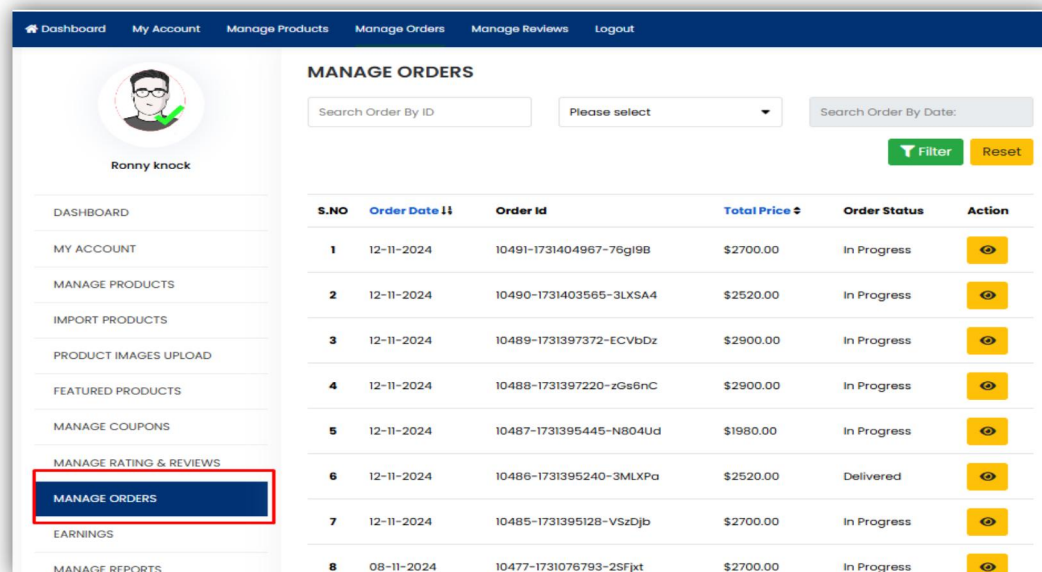
2. Here you can approve or disapprove the reviews from customers.

Surplus-GY Vendors Quick Reference Guide



7. Manage Orders:

1. Navigate to the **Manage Orders section** to track all your orders data in the.



2. Here you can see order date, order Id, order price, and order status (In Progress, Delivered).

Surplus-GY Vendors Quick Reference Guide



MANAGE ORDERS

Search Order By ID: Please select Search Order By Date:

[Filter](#) [Reset](#)

S.NO	Order Date	Order Id	Total Price	Order Status	Action
1	12-11-2024	10491-1731404967-76gl9B	\$2700.00	In Progress	View
2	12-11-2024	10490-1731403565-3LXSA4	\$2520.00	In Progress	View
3	12-11-2024	10489-1731397372-ECVbDz	\$2900.00	In Progress	View
4	12-11-2024	10488-1731397220-zGs6nC	\$2900.00	In Progress	View
5	12-11-2024	10487-1731395445-N804Ud	\$1980.00	In Progress	View
6	12-11-2024	10486-1731395240-3MLXPa	\$2520.00	Delivered	View
7	12-11-2024	10485-1731395128-VSzDjb	\$2700.00	In Progress	View

3. You can view the invoice for any specific order by clicking on yellow **View** button.

MANAGE ORDERS

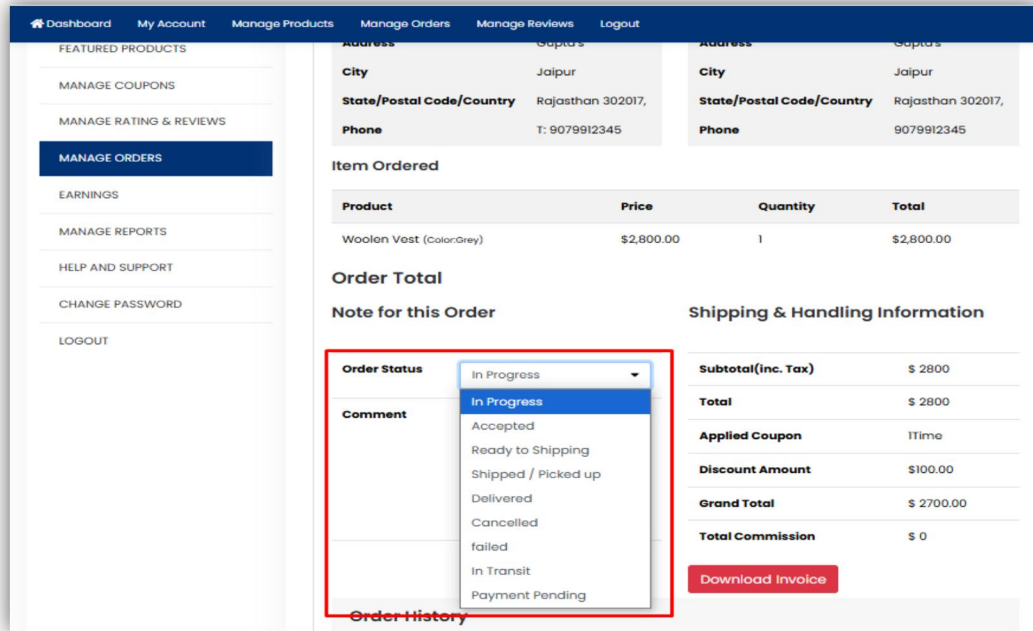
Search Order By ID: Please select Search Order By Date:

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6	12-11-2024	10486-1731395240-3MLXPa	\$2520.00	Delivered	View
7	12-11-2024	10485-1731395128-VSzDib	\$2700.00	In Progress	View

4. You can change the status of orders and add the comment.

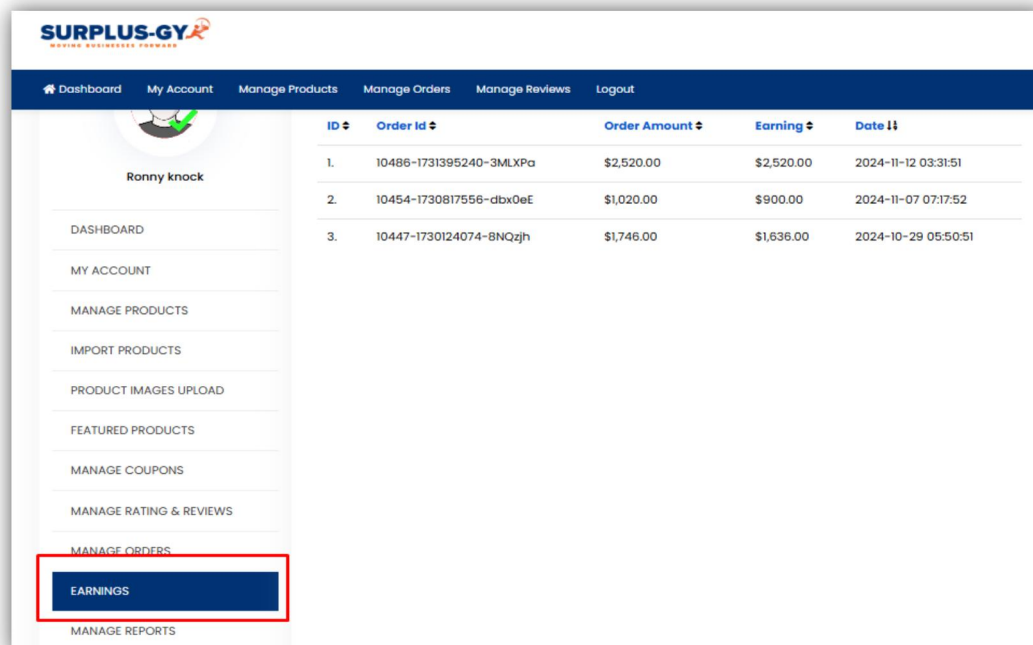
Surplus-GY Vendors Quick Reference Guide



5. You can download the invoice from here.

8. Earning:

1. **Navigate to the Earning Section**, gives you a breakdown of your income, showing how much you've earned per order.



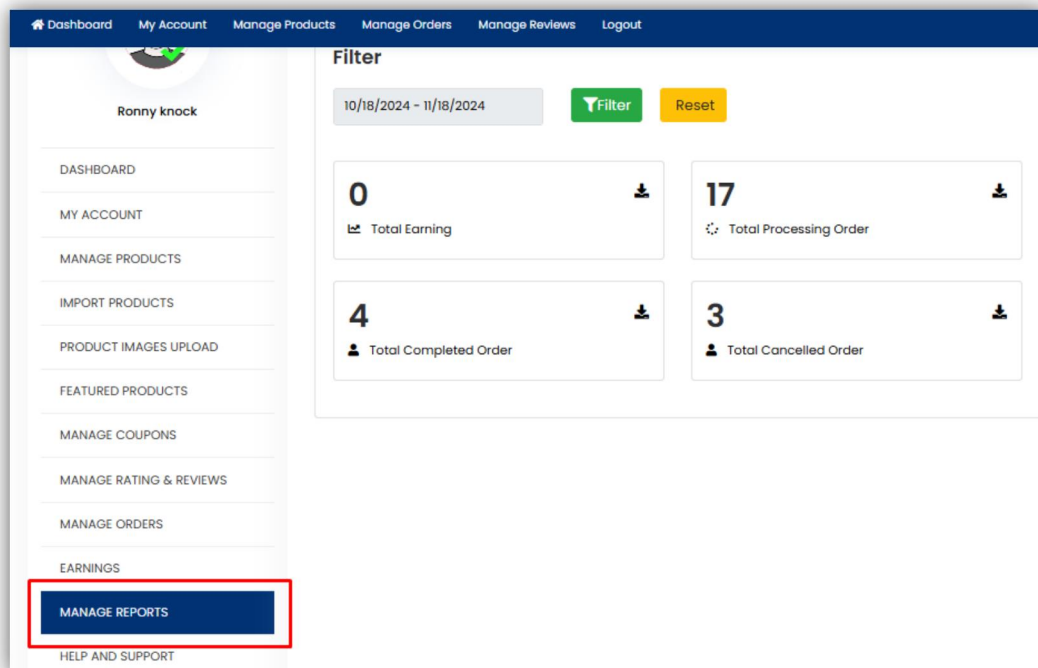
Surplus-GY Vendors

Quick Reference Guide

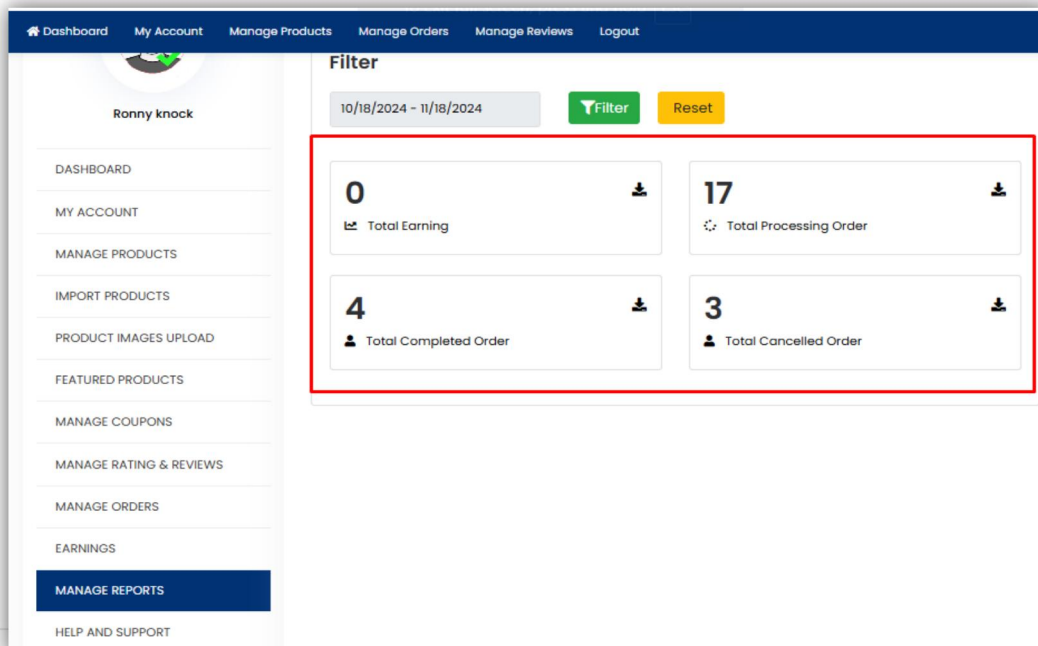


9. Manage Reports:

1. Navigate to **Manage Reports** section to track your store's performance through graphs and stats.

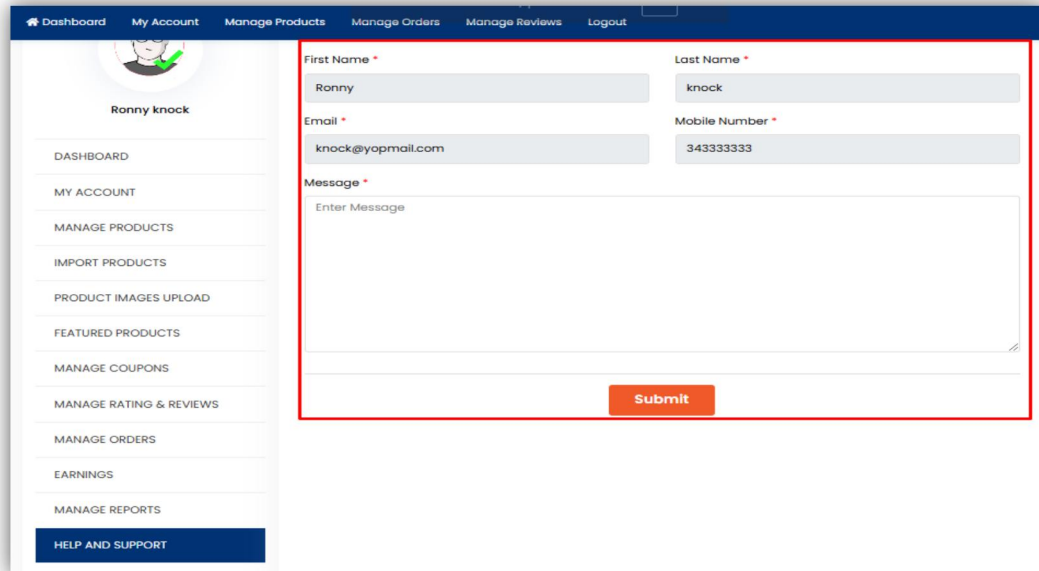


2. Track total processed, delivered, and returned orders to better understand your sales trends.



10. Help and Support:

1. Visit **Help & Support** section to submit a query. Our support team is here to help with any issues you encounter.



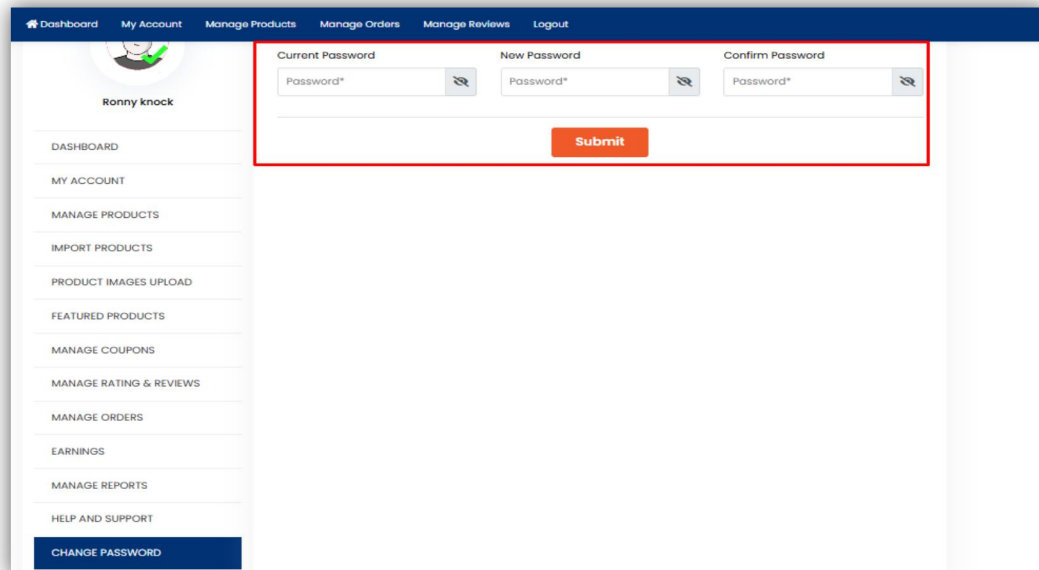
The screenshot shows the 'HELP AND SUPPORT' section of the vendor dashboard. The form includes the following fields:

- First Name ***: Ronny
- Last Name ***: knock
- Email ***: knock@yopmail.com
- Mobile Number ***: 34333333
- Message ***: Enter Message

A red box highlights the form fields and the **Submit** button.

11. Change Password:

1. For security, you can update your credentials anytime in the **Change Password** section.



The screenshot shows the 'CHANGE PASSWORD' section of the vendor dashboard. The form includes the following fields:

- Current Password**: Password*
- New Password**: Password*
- Confirm Password**: Password*

A red box highlights the password fields and the **Submit** button.

12. Log Out:

1. When you're done, simply click **Logout** to exit your dashboard securely.

