

Product creation

At for vegans, products can be created in two ways:

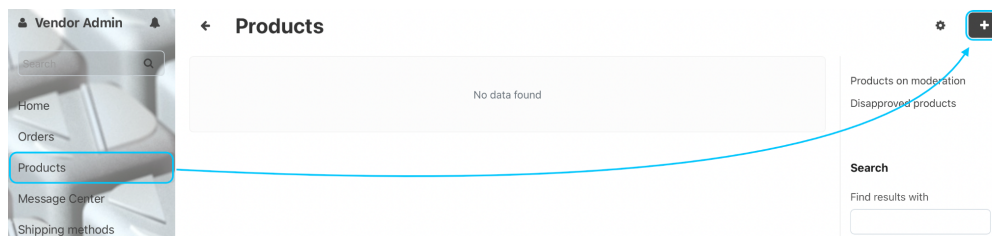
1. Automatic import via CSV/XML file
2. Manual creation

1. Import via CSV/XML file

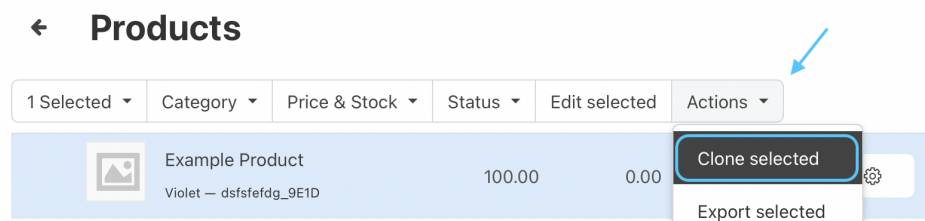
If you would like to create your products using a CSV/XML file, you can find the corresponding instructions [here](#).

2. Create products manually

1. Go to the "Products" tab in the side menu of your vendor account
2. Click on the plus button (top right) to access the product creation page.



i. To copy a product: Mark a product in the overview, then select "Actions" at the top, there you have the option to clone a product.



Step 1 of product creation:

These fields are displayed first if you want to create a new product:

i. For variations: If you want to create products with variants, the "standard product" is created first and the variants can be created in the next step.

Name:

Enter the product name here, which will be displayed on the marketplace..

Structure of the name: Brand Hyphen Designation/Model

Sample - Example: Sample brand - Sample title

Brand = Grand Step - Modell = Alexis

Correct spelling of the name:

Grand Step Shoes - Alexis

Categories:

You can search for a suitable category in the search field, alternatively you can open the entire category tree by clicking on the hamburger menu on the right.

i. Can't find the right category? We can create new categories for you, please reach out using the "Contact Support" button on your dashboard. In the meantime, you can place these products in the category "Products without category".

Price:

Enter the sales price including taxes (gross sales price). If there is an RRP, you can enter it at a later stage.

Complete Description:

Enter the item description here. Feel free to mention our criteria, but this is not mandatory. You can use the same description as in your shop.

Images:

You can add product images here. Images for individual variants can be added later. Find our style guide for product images [here](#).

SKU:

The SKU is the item number of the product, which can only be assigned once. For variants, the SKU can be added later.

i: Please use the same item number here that you use internally (in your shop) for the product, as this is needed for the CSV import of stocks, for example.

List price / Original price (RRP) (€):

The RRP is entered here, which may differ from the above price (retail price) in the case of offers.

i. Strikethrough price: Offers are automatically displayed when the price is below the RRP.

In stock:

Please enter the quantity you would like to offer for sale.

Now click on Create in the top right-hand corner



Step 2 of product creation:

After the item has been created, additional settings can be made via the "Features" and "Variations" tabs.

← Example Product

General

Features

Variations

Product History Log

Features

Here you can specify the properties such as colour, material, etc. of the products. If important properties are missing, please contact us and we will add them.

i. The features are linked to the categories in which the product is listed, which means that different features are displayed depending on the category.

The features also include the criteria that the respective product meets. Please mark **all** criteria that apply to the product. [Here](#) you will find an explanation of the individual criteria.











Variations

You can create variations of products, for example if the product is available in different colours or sizes. Combinations (of e.g. colours and sizes) are also possible.

← Example Product < > ⚙ Save

General Features Variations Product History Log

Variation group ⓘ Example-01 Actions ▾ + Add variations

<input type="checkbox"/>	NAME	SKU	COLOR	PRICE (€)	QUANTITY		
▼ 	Example Product	dsfsfefdg_9E1D	Black	100.00	0		Requires approval
	Example Product	dsfsfefdg_E742	Green	100.00	0		Requires approval
	Example Product	dsfsfefdg_3B43	Yellow	100.00	0		Requires approval
	Example Product	dsfsfefdg_03A6	Blue	100.00	0		Requires approval
	Example Product	dsfsfefdg_CFF3	Red	100.00	0		Requires approval

Create variations

1. To create new variants for the product, press the right button "Add variations".

i: Variations can only be created if a feature has already been selected for the product. Features are characteristics such as colours or sizes. You can define these features beforehand or enter them in the search field during the creation of the variant.

2. Select the appropriate features of the product if you have not already assigned them in the "Features" tab.
3. To add variations, you can select the respective values under the respective features.
4. The bottom area shows all the variations that are created by the selection.
5. You can adjust the item numbers of the variations (it is best to use your internal item number) and enter the prices and stocks.
6. Click on the button in the bottom right-hand corner to create the variations.

Attention:

All variants are grouped together in a variant group, this number is automatically assigned by the system and looks like this:

Variation group ? PV-4578984B1

This number **must** contain the name of your shop.

The simplest solution is to replace the abbreviation assigned by the system with your own shop name.

Variation group ? Shop-4578984B1