



Wonderwheel Store

A UNIQUE MARKETPLACE FOR YOUR ARTISTIC CREATIONS

PRODUCT UPLOAD GUIDELINES

FOR ANY ASSISTANCE:

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Welcome to Wonderwheel Store!

We would like to thank you for registering on Wonderwheel Store!

We are launching the store on August 27th, 2018 with 300+ artists and 10,000 + products from across India.

Our website is ready and in the beta testing phase. We are giving you early access to it as part of the Early Adopter plan. This document is a tutorial and an introduction to our vendor store. A video is attached that shows how to setup your store and add and edit products.

Our timeline:

Vendor registration begins: 2nd August

Website goes live: 27th August.

Products available for purchase: 27th August

First look of the website

The website is divided into two parts: The customer view and the vendor view.

The website provides the following features:

- View of all the products across the website.
- Create customer accounts to keep track of all your orders and wishlist items.
- Shopping cart for products.
- Add to wishlist options.
- View products based on categories.
- View product specific to a vendor.
- Vendor accounts to keep track of products, sales, sales reports, earnings, stock, etc.
- Vendor accounts to upload products with ease.

WE ARE PROVIDING TWO MEMBERSHIP PLANS AS OF NOW:

Early Adopter Plan 1:

Registration fees: Free

Commission: 5% per sale.

Listing fee: Rs. 20 per product per year

Early Adopter Plan 2 (For vendors with 50 or more products):

Registration fees: Free

Commission: 7.5% per sale.

Listing fee: Free

Your Vendor Dashboard

The Vendor Dashboard allows you to maintain your store, add and update your products, analyze sales, keep track of your stock and helps you track your orders.

Once the dashboard is created, make sure to check on it regularly so that you are always up to date and your stock status is up to date.

HOW TO UPLOAD A PRODUCT

Brief description of fields to be filled to add a product:

Field Name	Description
Simple Product	Select this product type, if your product does not come in different sizes. If you have the same product in different colours or variations, list them as separate products.
Variable Product	Select this product type if your product comes in varying sizes.
Digital Product	Select this product type, if your product is downloadable. For example, photographs, digital copies of paintings etc
PRODUCT TITLE	This is the title of your product that will appear on your product in the store.
PRICE	This is the retail price for your product exclusive of taxes , but inclusive of the commission.
SALE PRICE	This field allows you to input a sales price at any time.

SHORT DESCRIPTION	The short description appears right next to the product. This should be a brief description of the product.
LONG DESCRIPTION	In this section you can add detailed description of your product. This will help the customer understand the product here. One useful thing to add here is dimensions of the product.
CATEGORIES	Categories you pick will be used to sort the product on the main store. Your products will appear whenever the customer selects that category.
TAGS	The tags are used to show your products on google search results. Use these to represent your product most efficiently. The tags will be helpful for SEO purposes, to advertise your products on search results on google, yahoo, bing etc
INVENTORY	This section allows you to enter following inventory details: <ul style="list-style-type: none"> • Manage Stock: Tick this option, if you want to manage your stock by providing the number of items available in Inventory. • Stock Quantity: If you have ready products, you will enter the number of products you have in stock here. This will help the store manage your stock. • Allow Backorder: You can select if the customer can place an order even when the product is out of stock. • Stock Status: This field needs to be kept updated, so that the store knows if your product is currently available or not. • Sold Individually: Tick this option, if you want the customer to purchase only a single item at a time.
DOWNLOADABLE	If your product is digital, you will be required to upload a digital copy of your product, which will then be mailed to the customer after the purchase is done.
MATERIALS USED	Mention the materials used in making your product. This section is not mandatory, but is used to give the customer a better understanding of the product.
SHIPPING TIME	In this section, you need to fill the number of days required for you to have the product ready to ship to the customer. Try to keep this field as accurate as possible, since the delivery time to the customer depends on this.
PRODUCT LOCATION	This is the pick-up address for the product. Fill in this section as accurately as possible, as it would make the pickup more efficient.

Things to remember while uploading products:

1. Give your item a descriptive title. What would buyers search for to find your item? Add the most searchable words at the front of your title. Titles have a 140 character limit.
2. Only write the description about the products in the short description and the long description fields. Do not include store or personal contact details.
3. Make sure to include the size, materials used, how it was made, and any unique features in the long description section.
4. Providing your contact, personal social media ID or any personal info in the product page is against our terms and conditions.
5. Examples of personal information not to be added to the product page:
 - a. Full names
 - b. Home or other physical addresses
 - c. Email or other online contact information
 - d. Telephone numbers
 - e. The content of a private email or conversation with a customer or vendor.
6. Once published, listings stay on the site for 12 months.

Adding Photos:

1. The size of image to be uploaded should not be more than 100 KB.
2. If your product is digital, you can add the original size image as a zip file in the downloadable section.
3. Your first image becomes your listing's thumbnail in searches, your shop, and elsewhere on the site.
4. We recommend you use at least five images to help shoppers get a better feel for your item.
5. Try to use pictures that depict the picture correctly. This will help gain customer trust for future orders.

Vendor Account:

You can register as a vendor by heading over to http://wonderwheelstore.com/vendor_registration/

You will see the following page:

Registration

Username*

Email*

Verification Code [RE-SEND CODE](#)

First Name

Last Name

Store Name*

Password*

Confirm Password*

Address 1*

Address 2

Country*

Postcode/Zip*

City/Town

State/County

Store Phone*

Personal Number*

[REGISTER](#)

Fill in the required details in the form and apply for registration.

- The username has to be unique and will be used to login to your account in the future.
- Once you fill the email id, you will receive a verification code in your email.

- The store name will be the title of your store and will be visible next to the products.
- Once you fill in the other details and register, you will be assigned the Early Adopter plan 1 by default.
- We will process your request, assign you a membership plan and send an approval email within 24 hours.
- Once your registration is approved, you will be able to set up your store on Wonderwheel and upload products.

Setting up your store

Once your store is approved, you can access your dashboard here:

<http://wonderwheelstore.com/wcfm/>

Once you login, you will be able to access the dashboard.

The screenshot shows the 'My Store' dashboard. At the top, there's a navigation bar with 'HOME', 'MARKET', and 'VENDORS'. Below that, a dark sidebar contains a menu with options: Home, Products, Orders, Payments, Support, Reports, Settings, My Profile, Inquiries, and Logout. The main content area is titled 'Welcome to Wonderwheel Store Dashboard' and shows the user 'muna muna' with 'Early Adopter Plan 1' membership. On the right, there are two resource indicators: '0 / ∞' and '0 MB / ∞'. Below this, four summary cards are displayed: '₹0.00 gross sales in this month', '₹0.00 earnings in this month', '0 items sold in this month', and '0 orders received in this month'. At the bottom, there is a line graph with a y-axis ranging from 0.6 to 1.0.

Your dashboard has the following pages:

Home:

This page shows a summary of your store. Your products, sales, earning, orders etc.

Products:

This page allows you to add, edit and view all your products. Please refer to our [video tutorials](#) for step by step instructions.

The screenshot shows the 'Products' management interface. On the left is a dark sidebar with navigation options: Home, Products (selected), Orders, Payments, Support, Reports, Settings, My Profile, Inquiries, and Logout. The main content area has a top navigation bar with 'HOME', 'MARKET', and 'VENDORS'. Below this, there's a status bar showing 'All (12) | Published (9) | Draft (0) | Pending (3)' and a 'Products Limit: Unlimited' badge. A 'BULK EDIT' button and a search box are also present. The product list table is as follows:

SHOW	ENTRIES	Show all category	Show all product	BULK EDIT	SEARCH:	
<input type="checkbox"/>	Name	Status	Stock	Price	Date	Actions
<input type="checkbox"/>	sample	Pending	In stock (30)	₹100.00	July 25, 2018	[Icons]
<input type="checkbox"/>	Framed Poster (Copy)	Pending	In stock	-	June 18, 2018	[Icons]
<input type="checkbox"/>	Hipster Van	Pending	In stock	₹34.00 - ₹500.00	January 3, 2018	[Icons]
<input type="checkbox"/>	Serving Pads	Published	In stock (94)	₹62.00	August 3, 2017	[Icons]
<input type="checkbox"/>	Framed Poster	Published	In stock (96)	₹19.99	August 3, 2017	[Icons]

Orders:

This page allows you to keep track of your orders and their status.

The screenshot shows the 'Orders' management interface. The sidebar is the same as in the Products page. The main content area has a top navigation bar with 'HOME', 'MARKET', and 'VENDORS'. Below this, there are export options: PRINT, PDF, EXCEL, CSV, and filters for 'Show all dates' and 'Show all'. A search box is also present. The order list table is as follows:

PRINT	PDF	EXCEL	CSV	Show all dates	Show all	SEARCH:
Order	Purchased	Gross Sales	Earnings	Date	Actions	
#5715 by Guest	1 item	₹69.90	N/A	May 28, 2018	[Icons]	
#5714 by Guest	2 items	₹139.80	N/A	May 28, 2018	[Icons]	
#5708 by Guest	1 item	₹49.99	N/A	May 28, 2018	[Icons]	
#5707 by Guest	1 item	₹62.00	N/A	May 28, 2018	[Icons]	
#5707 by Guest	1 item	₹19.99	N/A	May 28, 2018	[Icons]	
#5707 by Guest	1 item	₹89.99	N/A	May 28, 2018	[Icons]	
#5707 by Guest	1 item	₹49.99	N/A	May 28, 2018	[Icons]	
#5705 by Guest	1 item	₹49.99	N/A	May 28, 2018	[Icons]	

Payments

The payment page will help you keep track of payments made to you:

HOME MARKET VENDORS

Transactions for: August 1, 2018 - August 31, 2018

PRINT PDF EXCEL CSV August 1, 2018 August 31, 2018

Transc.ID	Commission IDs	Fee	Net Earnings	Pay Mode	Date
No data in the table					

Showing 0 to 0 of 0 entries Previous Next

Support

The support page allows you to keep track of tickets raised by the admin regarding your orders or payments.

All | Open | Closed

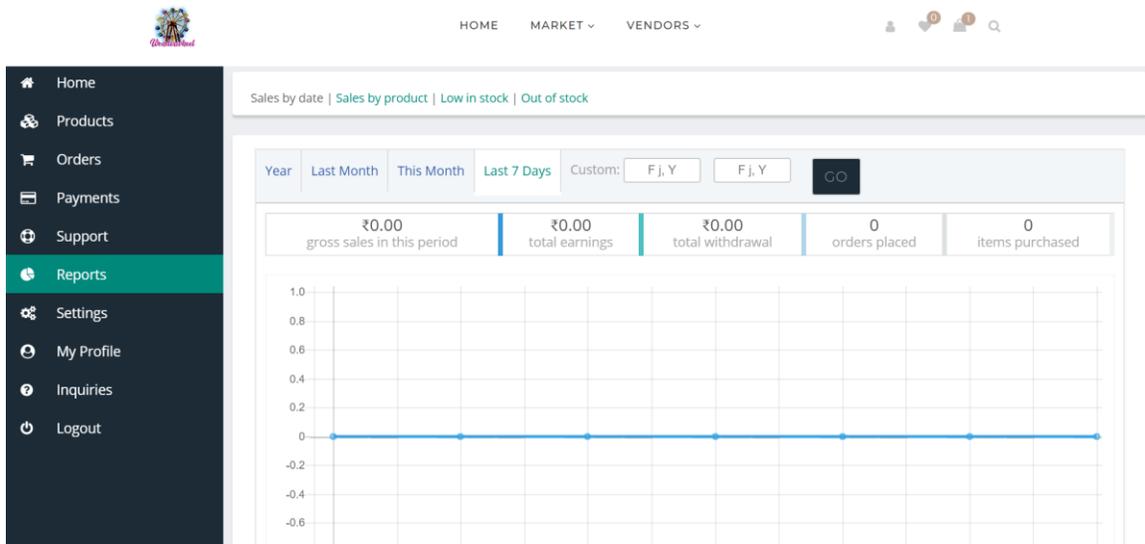
SHOW 10 ENTRIES All Last 7 Days Search for a pro...

Ticket	Category	Issue	Item	Customer	Priority	Date	Actions
No data in the table							

Showing 0 to 0 of 0 entries Previous Next

Reports

The reports page allows you to analyze your product and storewide sales data.



Settings

The settings page allows you to edit the description and look of your store, set your payment method, set vacation mode whenever your store is not active.

Store Settings

Membership

Store

Branding

Payment

Vacation Mode

Logo ?

Shop Name ? bahuy

Shop Slug ? demovendor

Shop Description ?

Add Media

Paragraph B I [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Unlink Icon] [Table Icon]

SAVE

My Profile

This page allows you to edit your personal information and view and change your membership plans.

Products

Orders

Payments

Support

Reports

Settings

My Profile

Inquiries

Logout

Personal

Membership

Location Info

Avatar

First Name

Last Name

Email *

Password

Phone

About

Shubham

CYnix

demovendor@cynix.in

✔ Email already verified

Set New Password - Keep it blank for not to update

Inquiries

This page allows you to view and reply to inquiries made by your customer regarding your products.

Products

Orders

Payments

Support

Reports

Settings

My Profile

Inquiries

Logout

Personal

Membership

Location Info

Avatar

First Name

Last Name

Email *

Password

Phone

About

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Set New Password - Keep it blank for not to update