STEP-BY-STEP PRODUCT UPLOAD
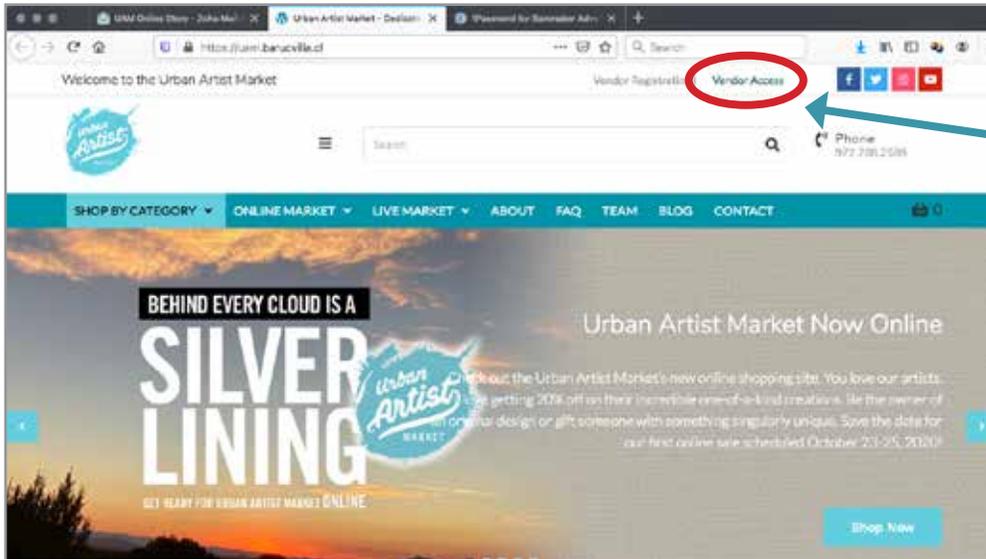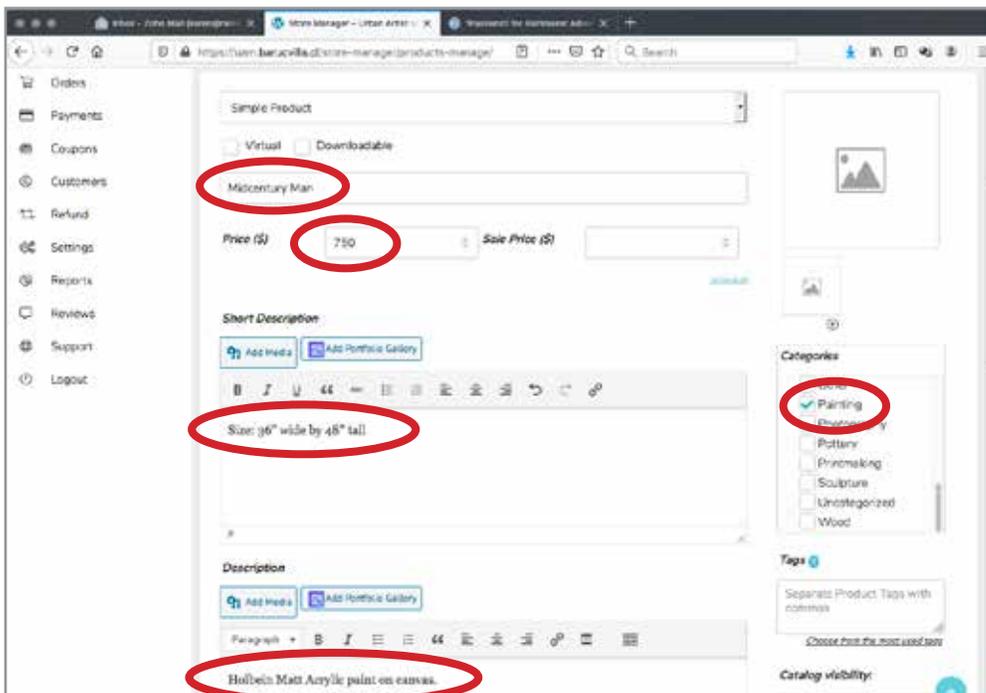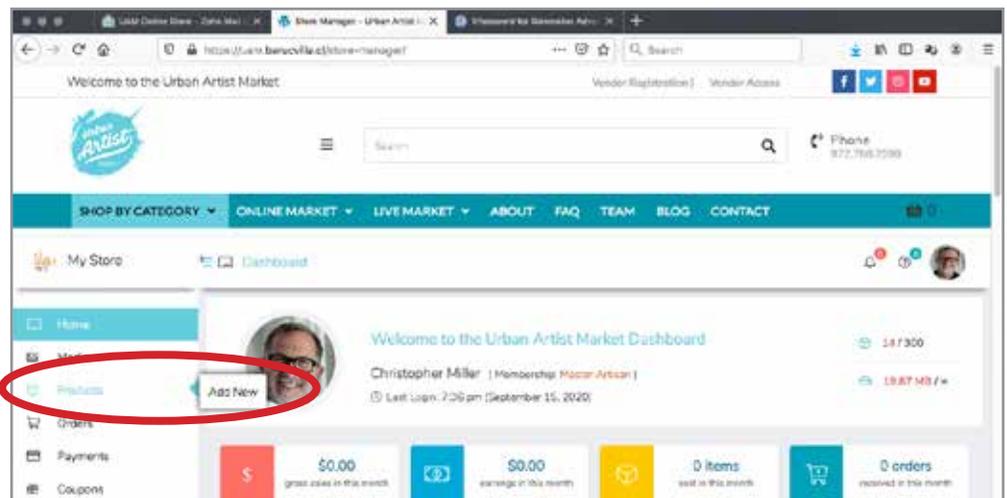

STEP ONE

Log into your account by clicking on the VENDOR ACCESS button.
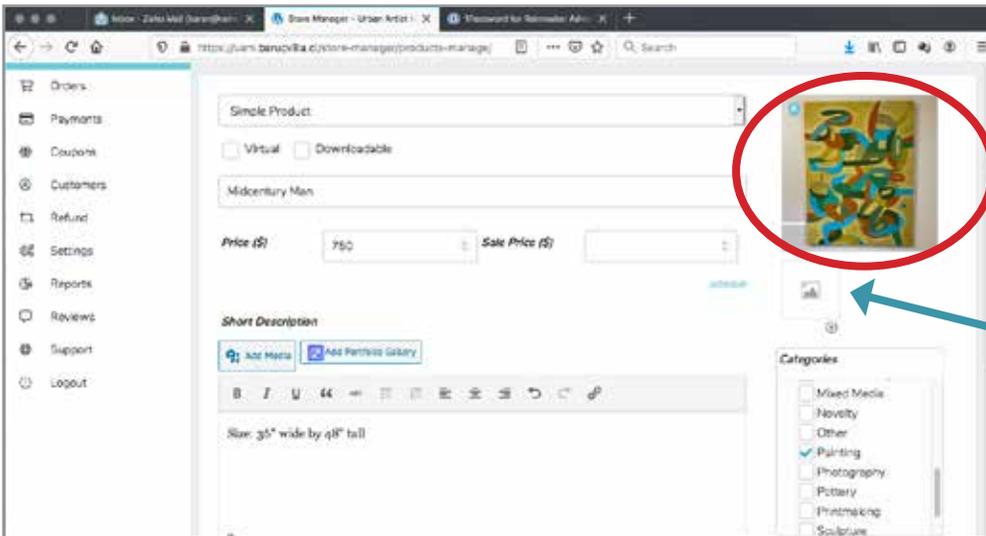

STEP TWO

Click on the PRODUCTS / ADD NEW on the left side.

STEP THREE

Enter the PRODUCT TITLE, add a PRICE (notice you can add a sale price down the road), a SHORT DESCRIPTION, and a longer DESCRIPTION if you would prefer.

Select the CATEGORY (or categories based on your Membership Package) for the product that it will appear under.

STEP FOUR

Click on the image icon box on the right side. A new window will open up. Click on SELECT FILES to upload the image to the site.

You can add additional views of your product by clicking here. (Click the PLUS button to add even more!)

RECOMMENDATION:
We strongly suggest that your photos be 10"x10" at 72 dpi. Images can be no larger than 1MB to upload.

STEP FIVE

Scroll down the page.
Click on the SHIPPING tab.

Keep it on USPS Flat Rate for USPS to estimate the shipping using their priority boxes. Enter the dimensions of your piece in whole numbers. DO NOT enter the weight.

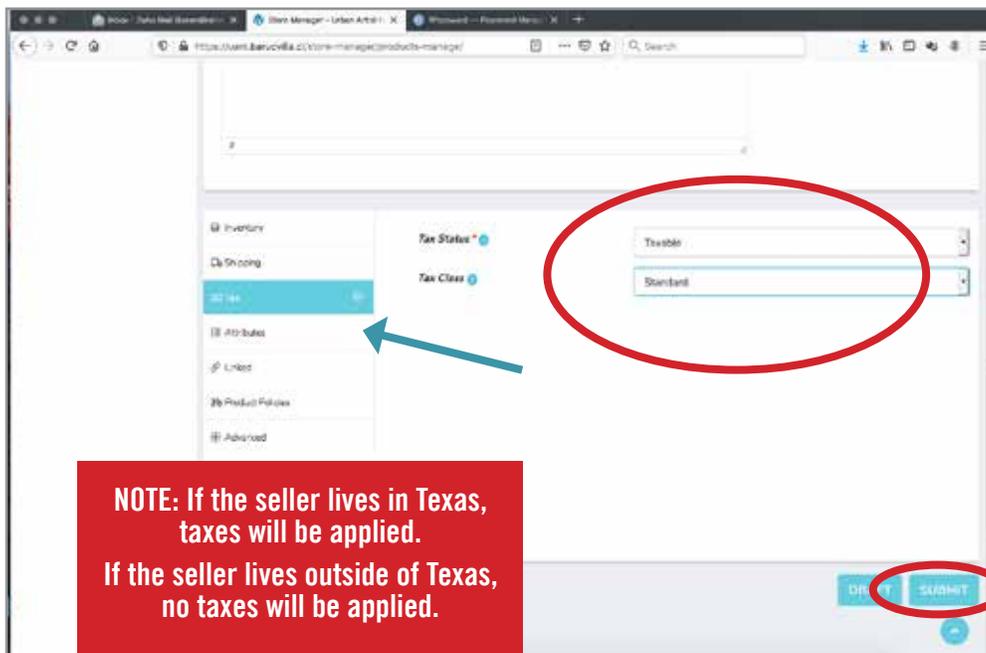Use the PREMIUM INSURED BOX dropdowns for exact shipping prices.

SHIPPING INCLUDED IN PRICE means the shipping costs is already added in.

FOR USPS FLAT RATE: The item cannot be any larger than 13 5/8" x 11 7/8" x 3 3/8" (medium box - side loading) or 12 ¼" x 12 ¼" x 6" (large box). ENTER WHOLE NUMBERS BELOW ONLY!

IF THE ITEM IS LARGER THAN STATED ABOVE: You must use one of the Premium Insured Box drop down choices. For Premium DO NOT enter a size or weight! This will confuse the calculations.
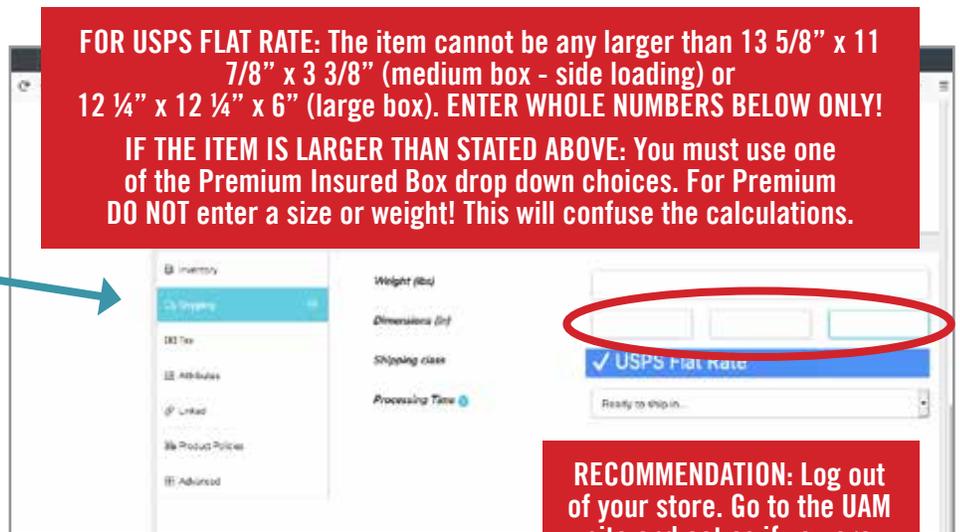
RECOMMENDATION: Log out of your store. Go to the UAM site and act as if you are purchasing an item? Does the shipping amount look correct?

STEP SIX

Regarding TAX, if your store is located in the State of Texas, the TAX STATUS should state TAXABLE. If your store is outside of the state of Texas, use the pulldown menu and select NONE so taxes are not applied.

NOTE: If the seller lives in Texas, taxes will be applied.
If the seller lives outside of Texas, no taxes will be applied.

IMPORTANT: When you have completed everything, hit the SUBMIT button to make the product entry. (You can also save it for later, and select DRAFT.)
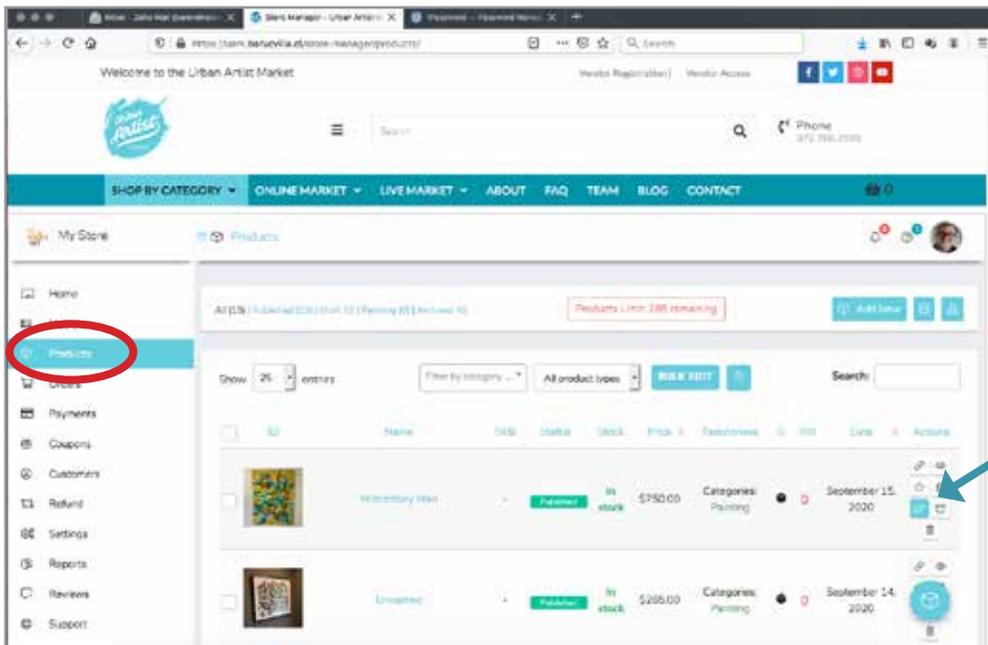
EDITTING A PRODUCT

If you would like to make any changes to your product at any time (as well as putting the item on sale or making it a feature item), click on the EDIT button and make your changes.

IMPORTANT:
After making any edits, you must scroll down the page and hit SUBMIT button once again.

There are also additional features here, like viewing the page (using the eye icon), duplicating a page, archiving the product page, and trashing the product page. NOTE: If you scroll over these icons, they will note each function.

DUPLICATING A PAGE

You might find it easier to just duplicate a page, and make changes from there. You can do this two ways. If you are inside the product page, you can hit the DUPLICATE button at the top right of the page.

If you are outside the PRODUCT page, like shown in the slide above, you can hit the DUPLICATE icon as well.
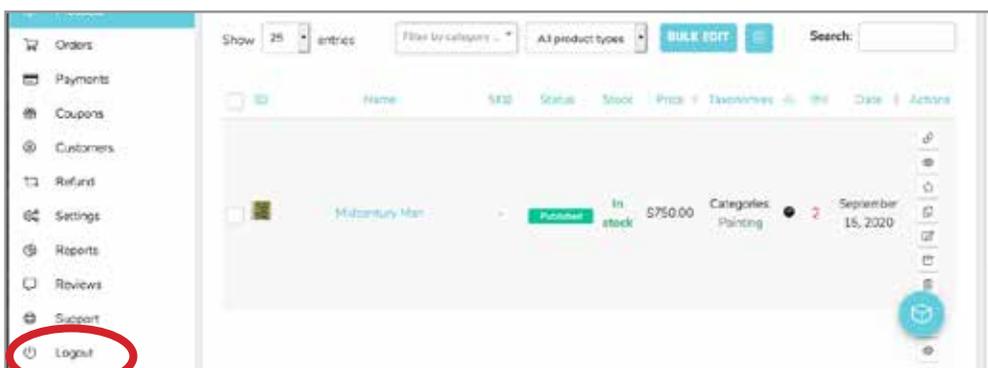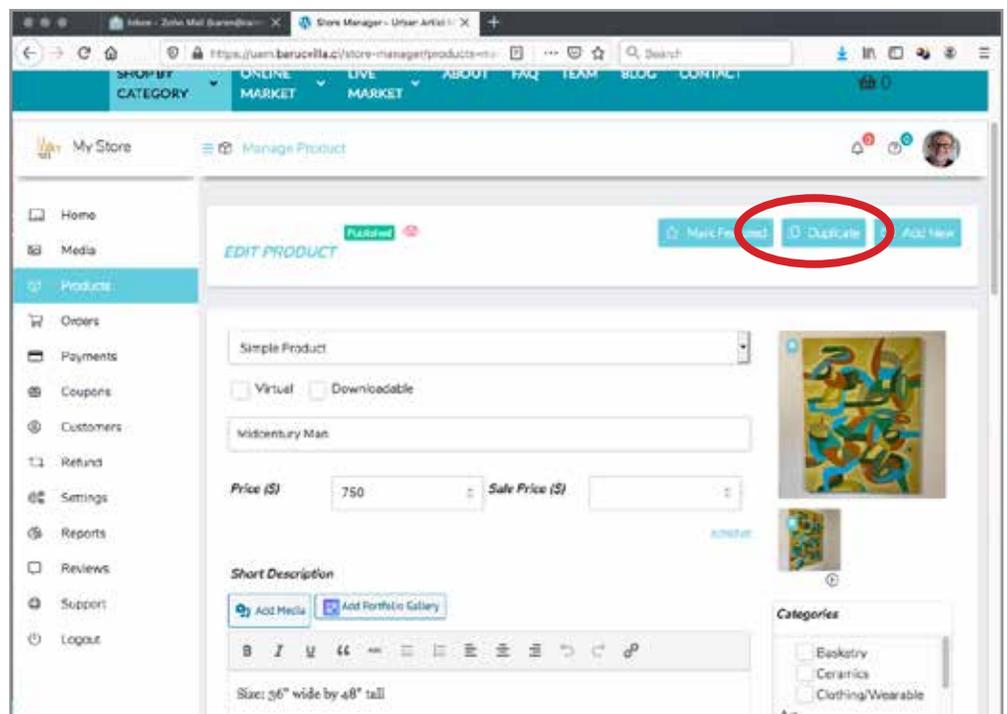
TO LOGOUT

When you have completed your tasks, scroll down to the bottom of the left-hand side column and select LOGOUT.