

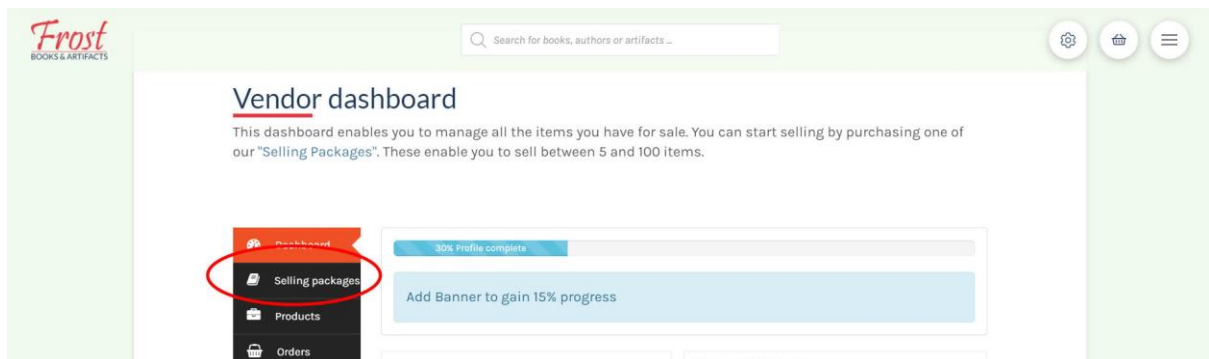
# Vendor's Documentation

## Adding a new item for sale

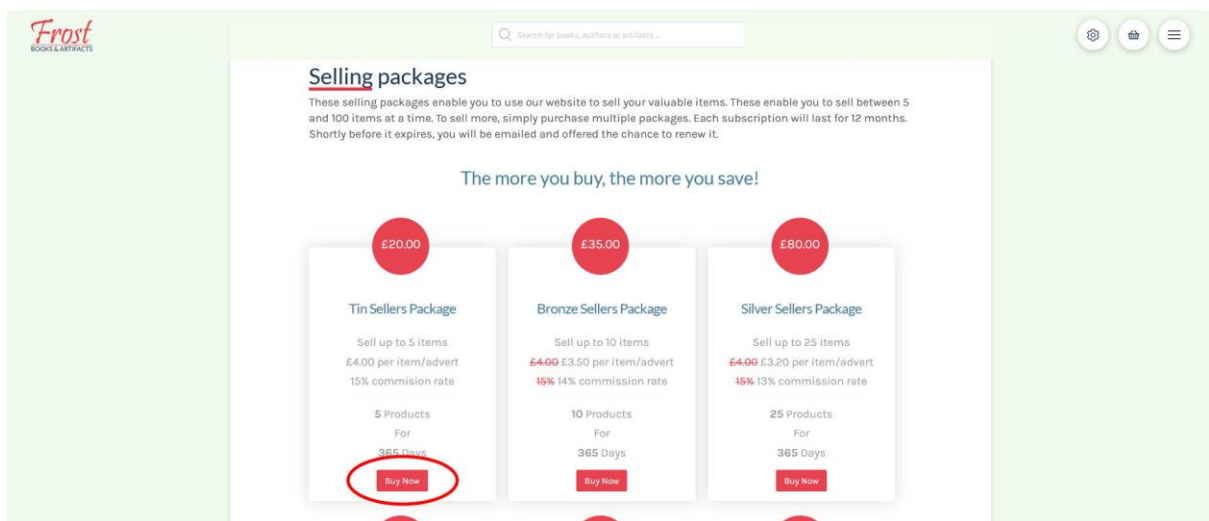
This document is designed to help you create a new item for sale on the website <https://www.f-b-a.com>. The documentation starts from the Vendor Dashboard, so navigate there via the “Vendor dashboard” link in the main website menu.

## Purchasing a Selling Package

Before you can start selling, you will need to purchase credits in order to advertise your items with us. These credits are available via Selling Packages. To purchase one of these, click the “Selling packages” link from the Vendor Dashboard.



This will take you to the page where all our Selling Packages are displayed.



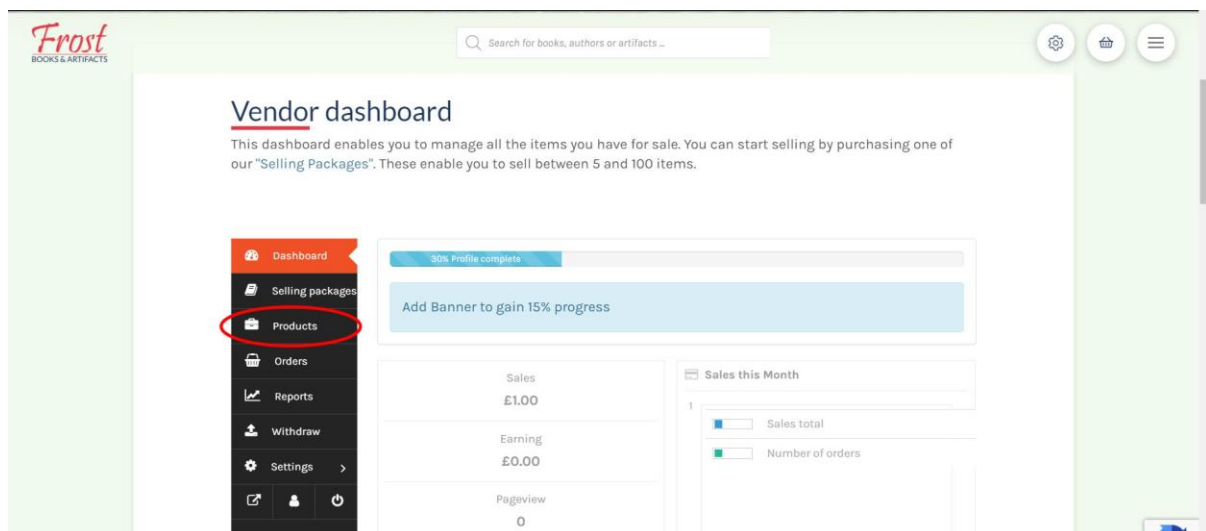
Simply select the package that suits you best by clicking the appropriate “Buy” button. The larger the package, the cheaper it is to sell your items via our website. In the event that you wish to sell more than 100 items, please let us know and we can create a bespoke package for you.

You can also upgrade your plan at a future date if you wish. In that case, rather than seeing “Buy” buttons on this page, you will see “Switch” buttons. Complete the purchase through checkout entering all the required details.

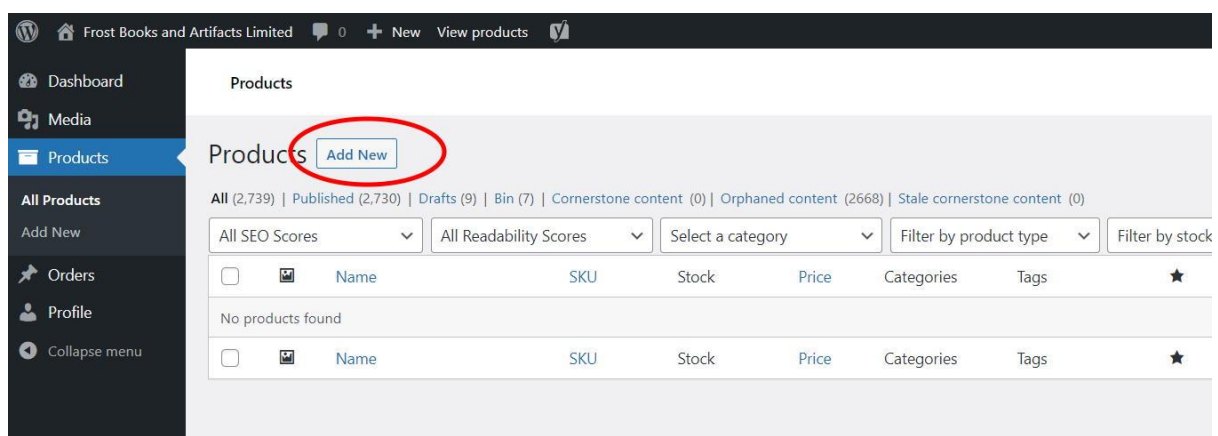
Now you have purchased a “Selling Package”, you will have credits to create items for sale on our website.

## Adding a new product

From the Vendor Dashboard, click the “Products” link in your menu.

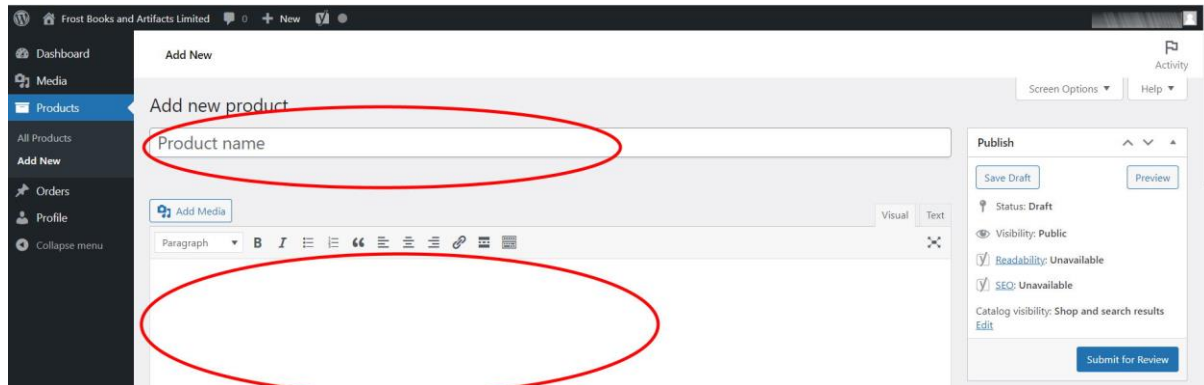


You will be taken to the “Products” section of the website where you need to click the “Add New” button.



## Adding item details

The page you are now on provides spaces for all the details you need to add about your item. You should follow these next steps carefully, otherwise your item may fail to display in the way you wish.



The screenshot shows the 'Add New' product page for 'Frost Books and Artifacts Limited'. The 'Product name' field is highlighted with a red circle. Below it is a large text area for the description, also highlighted with a red circle. The right sidebar contains a 'Publish' section with options like 'Status: Draft', 'Visibility: Public', and 'Submit for Review'.

### Add a title

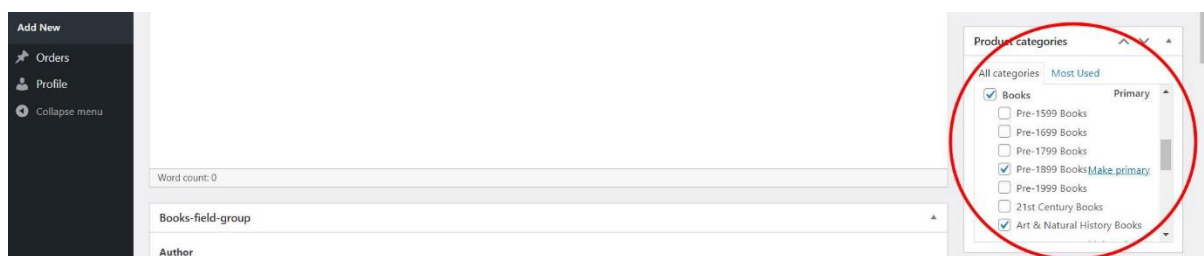
Add a descriptive title for your item in the Product name field. This shouldn't be too long, but good enough that someone searching the website could find it easily. If you are selling a book, then the book title is best used. If you are selling an artifact, be brief but informative e.g. "Silver capstan inkwell".

### Add a description

Add a description into the large field and use the text icons to format this as you would like it to appear. Remember, the more detailed your description the more confidence a customer will have in buying it. **Do not add images** in to this field. There is a separate feature to add multiple images of your item.

### Select categories for the item

Categories are a way of organising items on the website so that similar items are displayed together. This makes it easier for customers to search and find what they are looking for.

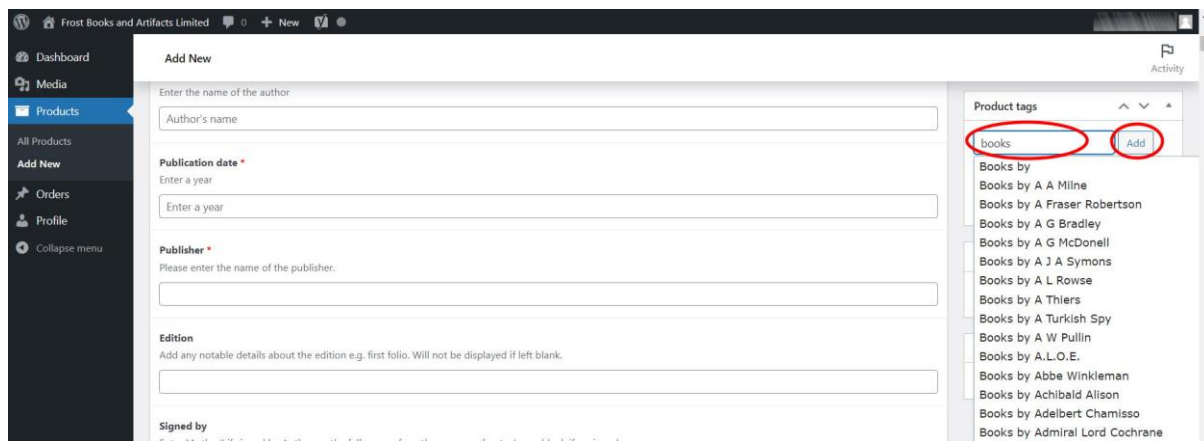


The screenshot shows the 'Product categories' dropdown menu. The 'Books' category is selected, and its sub-items are listed: 'Pre-1599 Books', 'Pre-1699 Books', 'Pre-1799 Books', 'Pre-1899 Books', 'Pre-1999 Books', '21st Century Books', and 'Art & Natural History Books'. The 'Pre-1899 Books' item is highlighted with a red circle.

You must select **either** “Books” or “Artifacts” as a category, but not both. Then you should also select appropriate more detailed sub-categories. For example, if you were selling a copy of the book “British Fishes” published in 1859, you would select “Books”, “Pre-1899 books” and “Art & Natural History Books”. If you were selling a Roman coin, you would select “Artifacts” and “Roman Artifacts”.

### Add a Product tag

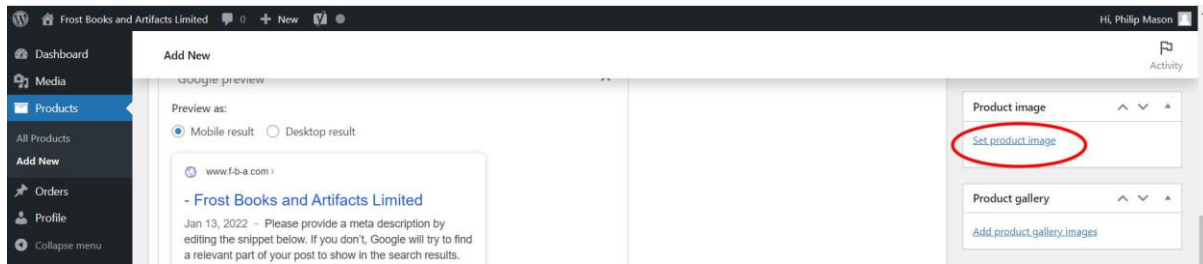
Tags are another way of grouping and cataloguing similar items together. If you are adding a book, we add a tag so that books by the same author can be displayed together. If you are adding an artifact, then you can skip this step as it is not necessary.

The screenshot shows the 'Add New' product form in a web application. The left sidebar contains navigation links: Dashboard, Media, Products (selected), All Products, Add New, Orders, and Profile. The main form area has several input fields: 'Enter the name of the author' (with a sub-field 'Author's name'), 'Publication date' (with a sub-field 'Enter a year'), 'Publisher' (with a sub-field 'Please enter the name of the publisher.'), 'Edition' (with a sub-field 'Add any notable details about the edition e.g. first folio. Will not be displayed if left blank.'), and 'Signed by' (with a sub-field 'Enter "Author" if signed by Author or the full name of another person of note. Leave blank if unsigned'). On the right side, there is a 'Product tags' dropdown menu. The search term 'books' is entered in the tag field, and a list of results is displayed, including 'Books by A A Milne', 'Books by A Fraser Robertson', 'Books by A G Bradley', 'Books by A G McDonnell', 'Books by A J A Symons', 'Books by A L Rowse', 'Books by A Thiers', 'Books by A Turkish Spy', 'Books by A W Pullin', 'Books by A.L.O.E.', 'Books by Abbe Winkelman', 'Books by Achibald Alison', 'Books by Adelbert Chamisso', and 'Books by Admiral Lord Cochrane'. The 'books' search term and the 'Add' button are circled in red.

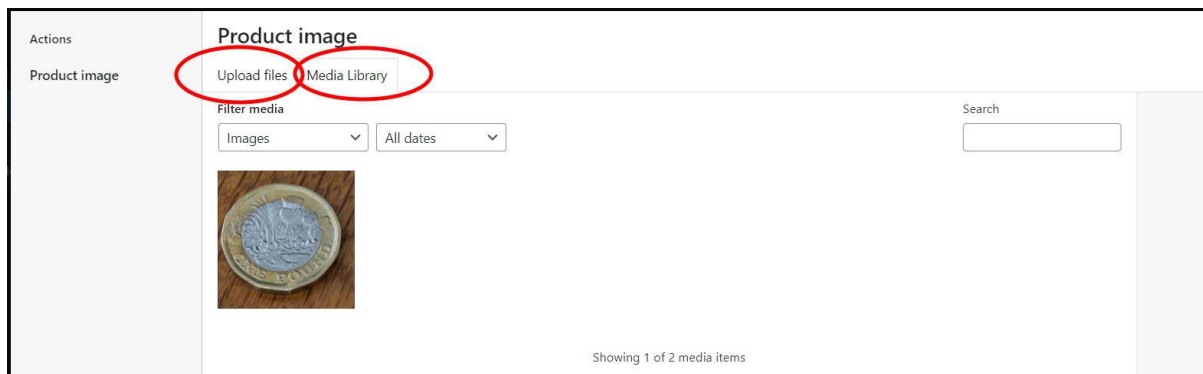
Type the word “Books” in to the tag field. This will search the system and display a long list of results that are formatted in this way, “Books by A A Milne”. Select the author of your book and click the “Add” button. If the author is not listed, then type “Books by *Author’s Name*” into the field and click the “Add” button.

### Add one or more images

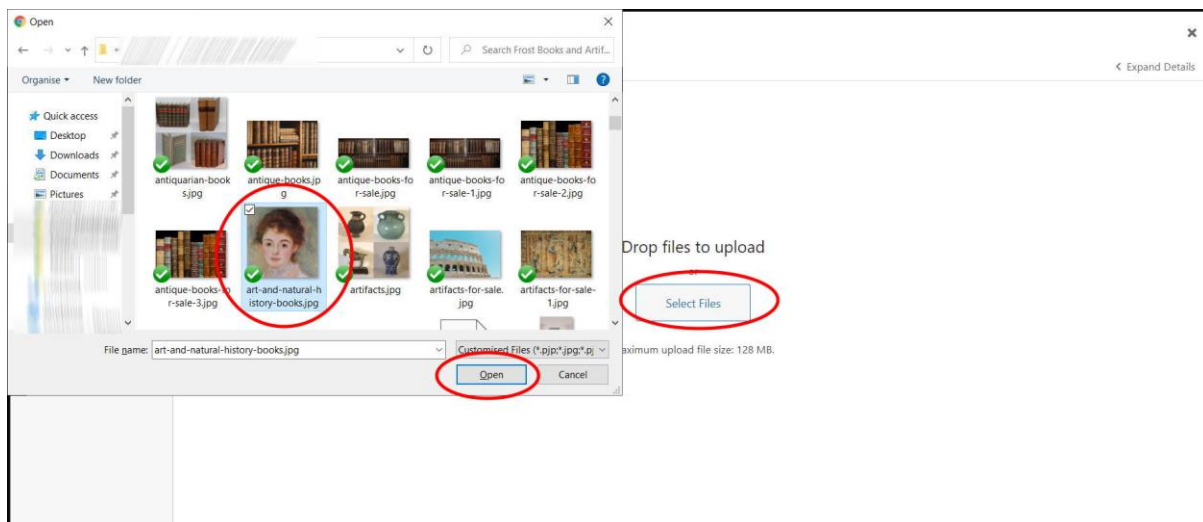
Items without images are difficult to sell, so you should add at least 4 or 5 good quality images to your item listing. In the “Product image” section, click the “Set product image” link. This is the main image that will be used with your item, so it should provide a good overall photo of the item.



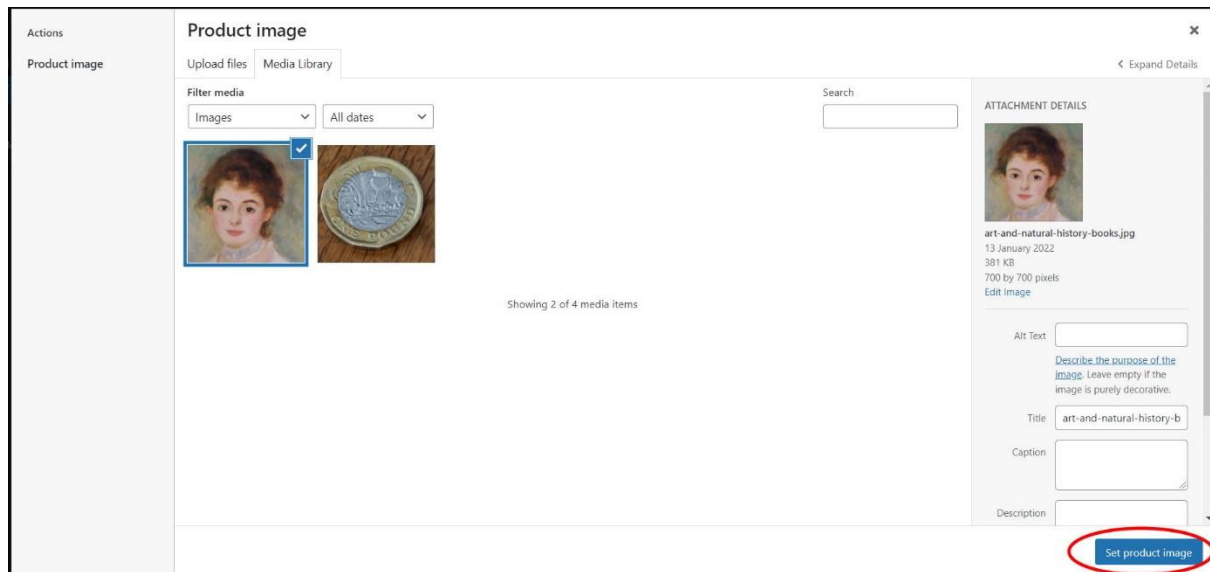
You will then be taken to a page where you can upload your image.



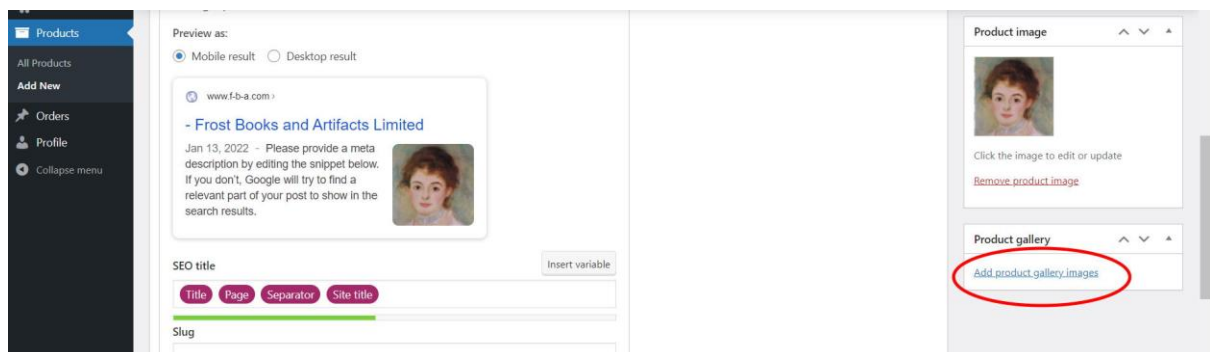
There are two tabs. The “Media Library” displays all the images you have ever uploaded to this website. The “Upload files” tab enables you to upload a new image, so click this. You will be presented with a screen with a “Select Files” button. Click this and it will open an explorer window. Find and select your photo and then click the “Open” button.



This will upload your image and take you back to your “Media Library” where you should click the “Set product image” button.



You will now see the image added to your listing. Repeat a similar process for other images you wish to add, using the “Product gallery” section. Click the “Add product gallery images” button to add these, following the same process as before. This is a great place for adding detailed images of the inside of a book, the spine and back cover.

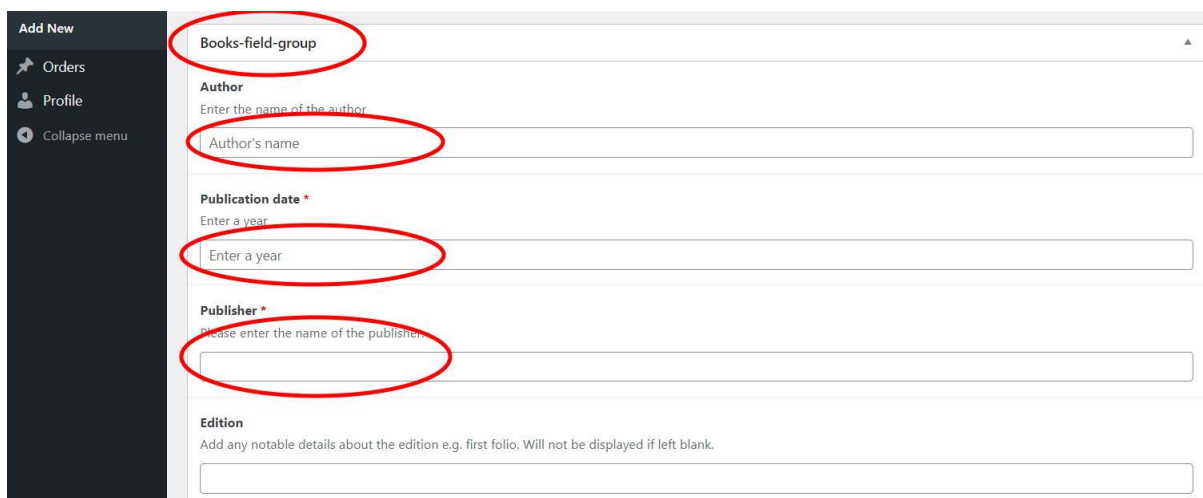


## Add custom fields

If you have selected “Books” as a category, then you will see that a new “Books-field-group” section has now appeared. This contains fields for you to enter more information about your book. These fields include; Author, Publication date, Publisher, Edition, Signed by, Condition, Condition notes, Provenance, Location and Purchase price. The ones that have red asterisks by them are mandatory and need to be completed. The others are optional fields

and should just be left blank if you have nothing to enter into them. If you have selected “Artifacts” as a category, then there will be an “Artifacts-field-group” section. This includes the fields; Age, Condition select, Condition notes, History & background, Location and Purchase price. Those with a red asterisk are mandatory and those without are optional.

**NB: You should pay particular attention to accurately selecting the condition of each item as well as adding as many Condition notes as possible. This helps the customer to understand exactly what state the book/artifact is in and reduces the likelihood of the item being returned by an unsatisfied customer.**



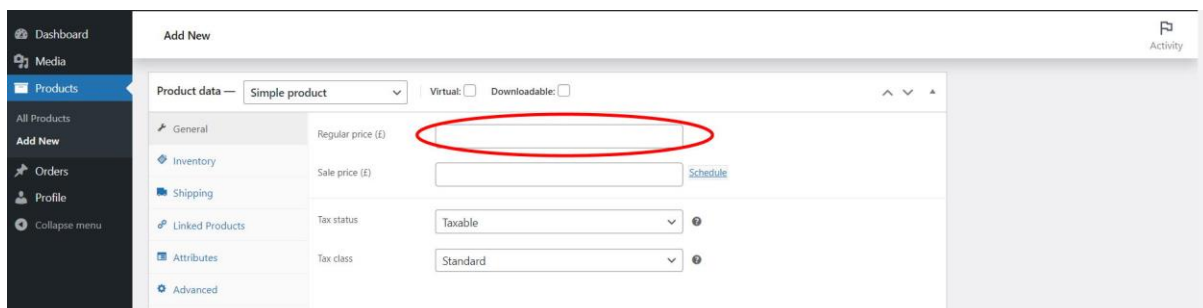
The screenshot shows the 'Add New' form for a 'Books-field-group'. The left sidebar contains links for 'Orders', 'Profile', and 'Collapse menu'. The main form area has the following fields:

- Books-field-group** (header)
- Author** (label): Enter the name of the author. The input field is labeled 'Author's name'.
- Publication date \*** (label): Enter a year. The input field is labeled 'Enter a year'.
- Publisher \*** (label): Please enter the name of the publisher. The input field is empty.
- Edition** (label): Add any notable details about the edition e.g. first folio. Will not be displayed if left blank. The input field is empty.

Red circles highlight the 'Author', 'Publication date', and 'Publisher' fields.

## Add your price

Scroll down the page to the “Product data” section. In the “General” tab, enter the price of the item in the “Regular Price” field. Remember that this is the price in GBP, so you may need to convert your asking price from your own currency to GBP before entering.



The screenshot shows the 'Add New' form for 'Product data'. The left sidebar contains links for 'Dashboard', 'Media', 'Products', 'Add New', 'Orders', 'Profile', and 'Collapse menu'. The main form area has the following fields:

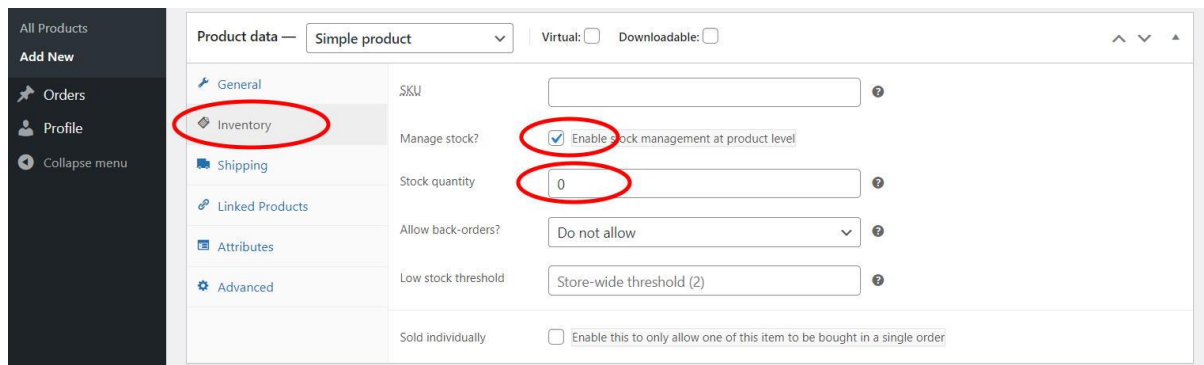
- Product data** (header): Simple product (dropdown)
- Virtual:** ☐ **Downloadable:** ☐
- General** (tab):
  - Regular price (£)** (label): The input field is highlighted with a red circle.
  - Sale price (£)** (label): The input field is empty.
  - Tax status** (label): Taxable (dropdown)
  - Tax class** (label): Standard (dropdown)

A red circle highlights the 'Regular price (£)' field.



## Add your stock level

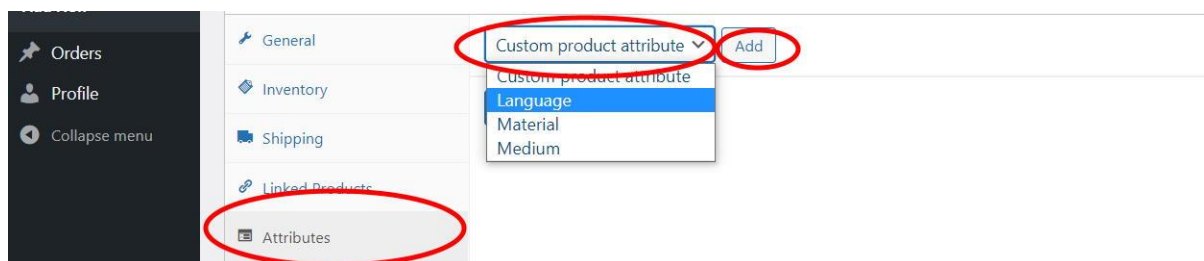
Now select the “Inventory” tab to enter your stock level. Unless you have multiple copies of the same item, in exactly the same condition, stock should be set to 1. To do this, tick the “Manage stock?” checkbox and then enter 1 into the “Stock quantity” field.



The screenshot shows the 'Inventory' tab selected in the left-hand menu. The main content area displays the 'Product data' section for a 'Simple product'. The 'Manage stock?' checkbox is checked, and the 'Stock quantity' field is set to 0. The 'Virtual' and 'Downloadable' checkboxes are unchecked. The 'Allow back-orders?' dropdown is set to 'Do not allow'. The 'Low stock threshold' is set to 'Store-wide threshold (2)'. The 'Sold individually' checkbox is unchecked.

## Add an attribute

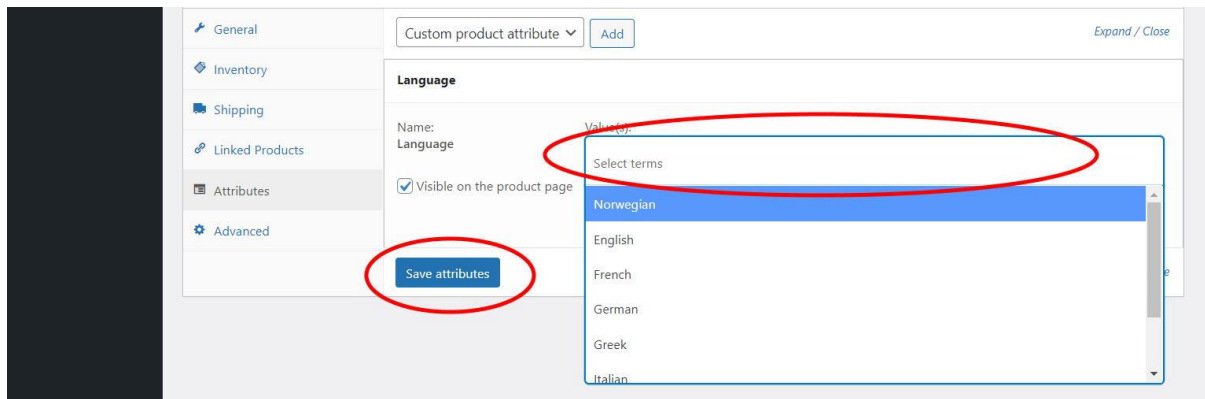
Attributes are yet another way of grouping items together to display to customers. For books, we have the “Language” attribute, with current choices of Norwegian, English, French, German, Greek, Italian, Latin, Swedish. For artifacts we have the “Material” attribute, with current choices of Glass items, Metal items, Other materials, Pottery items, Stone items, Wooden items. For pictures we have the “Medium” attribute, with current choices of Acrylic pictures, Lithographs, Oil paintings, Watercolours, Woodcuts, Other medium.



The screenshot shows the 'Attributes' tab selected in the left-hand menu. The main content area displays the 'Custom product attribute' dropdown menu, which is open, showing options: 'Language', 'Material', and 'Medium'. The 'Add' button is also visible. The 'Attributes' tab is highlighted in the left-hand menu.

Select the appropriate attribute for your item from the small drop-down list and then click the “Add” button. The attribute will now appear in the section. Click into the “Value” field and a list of options will be displayed. Select the one that best fits your item and click the “Save attributes” button.





If the attribute you need is missing, then click the “Add New” button, enter the attribute into the pop-up field, click the “OK” button and then the “Save attributes” button.

### Saving your item

You can save your item at any point during the process of creating it by clicking the “Save as draft” button towards the top right-hand corner of your screen.



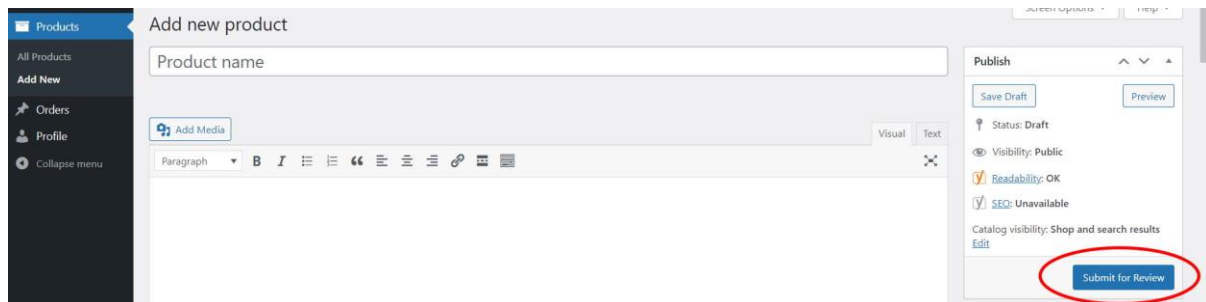
### Previewing your item

You can preview your item to see what it will look like on the website by clicking the “Preview” button towards the top right-hand corner of your screen. This will open the page in a new tab in your browser.



## Submitting your item for review

Every item added to the website must be reviewed and approved by a system administrator before it can be displayed. Once you are happy that your item is ready to be published, you can click the blue “Submit for review” button towards the top right-hand side of the screen. You will be prompted to confirm your submission.



An administrator will then be sent an automated email, asking them to review your item. Once your item has been approved (we reserve the right to condense and verify the probity of your narration so that it complies with our terms and conditions), it will appear on our website and you will be notified by email.