

LOKALCART

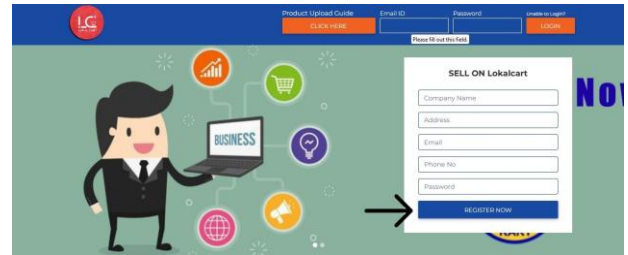


HOW TO UPLOAD PRODUCTS

1 - Open any browser.

2 - Search the Website www.Lokalcart.com/vendor .

3 - To register yourself as a seller. Fill the details with your **“COMPANY NAME, ADDRESS, EMAIL ID and PHONE NUMBER”** and **“PASSWORD”**(any of your choice) then click on **“REGISTER NOW”** and wait for admin approval.

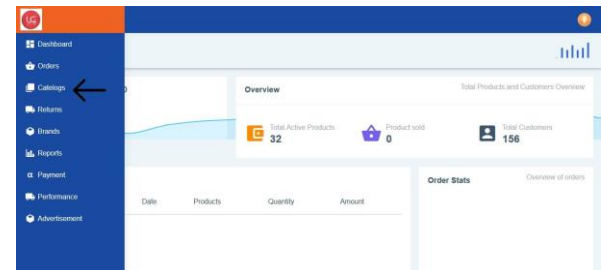


4 - You will get approval within 24 hours .

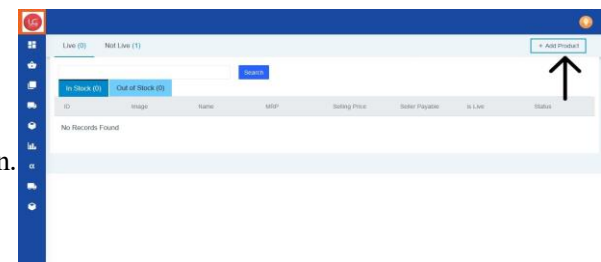
5 - After approval fill the boxes with your email id and password at the right top corner of the screen and click on **“LOGIN”** to login in your seller panel/Account.



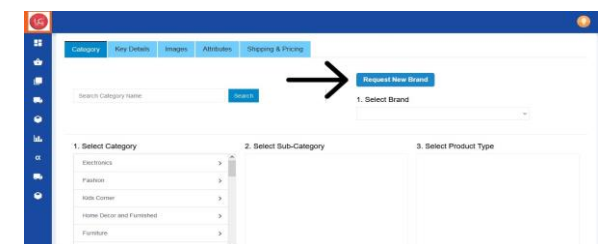
6 - Now for add your Product in the app and website . Go to the **“CATALOG”** on left side menu bar.



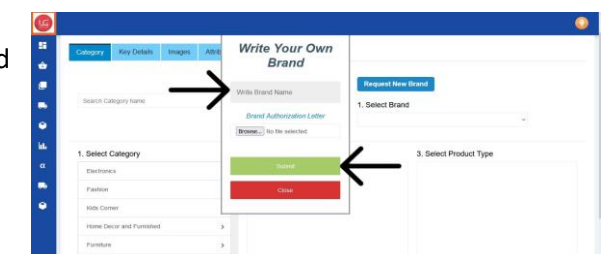
7 - Click on **“ADD PRODUCT”** at the right top corner of the screen.



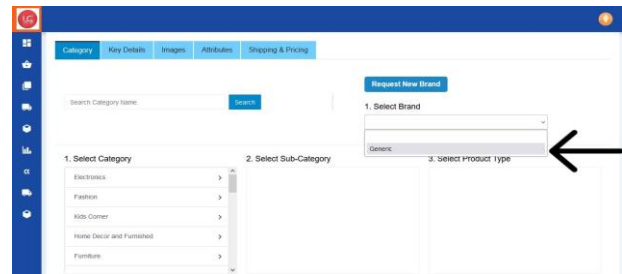
8 - Then click on **“REQUEST NEW BRAND”**.



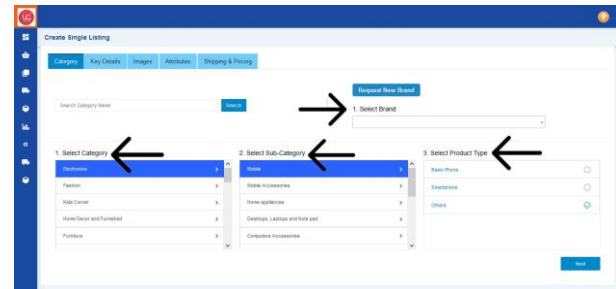
9 - Then enter your Brand Name and click on submit button.
(If you do not have any brand name then apply for “Generic”).
If you have any Brand Authorization Letter then upload it and click on submit.



10 - When admin approve your brand , then you are able to see your Brand in **“SELECT BRAND”** .

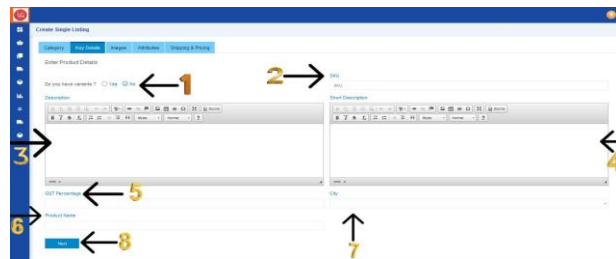


11 - Then **“SELECT BRAND”** of the product , Then **“CATEGORY”**, **“SUB-CATEGORY”**, **“SELECT PRODUCT TYPE”** and click on **“NEXT”** button and a new page will open.

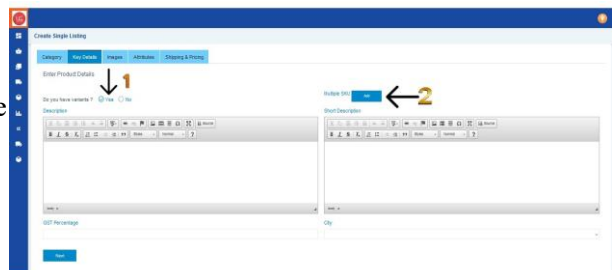


12 - **“Do you have variants?”** Then click **“YES”** or **”NO”**. (Variants mean your products have variant size, color and weight etc.)

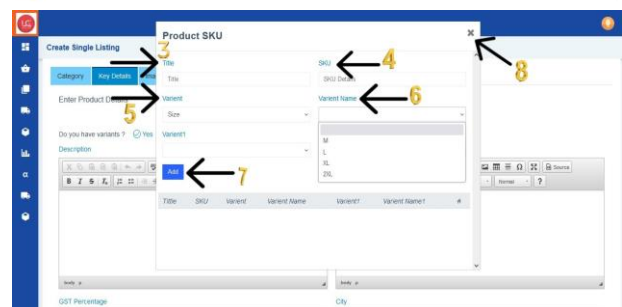
13 - If there is no variation click on **“NO”**(1) and fill the boxes given :- **“SKU”**(2) (Stock keeping unit – any number or name for easy identification of your product), **“DESCRIPTION”** (3) (YOUR PRODUCTS DESCRIPTION), **“GST PERCENTAGE”** (5) of your product as per Govt. Rule and **“PRODUCT NAME”**(6), **“SELECT YOUR CITY”** (7) then click on next button (8).



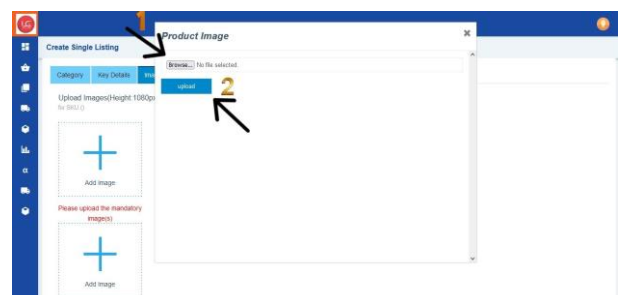
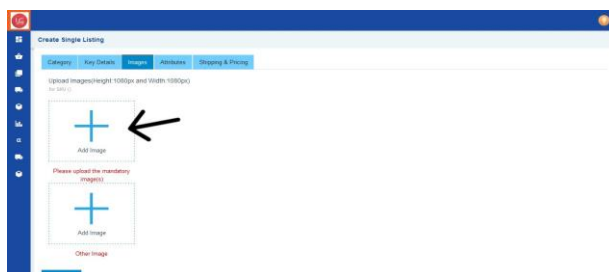
- If your product have variation then click on **“YES”** (1). Then go to multiple SKU and click on **“ADD”**(2). Then a product SKU page will open.



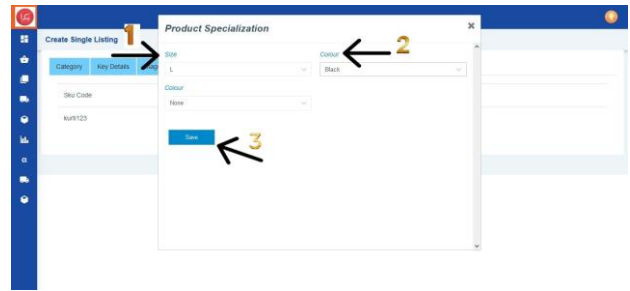
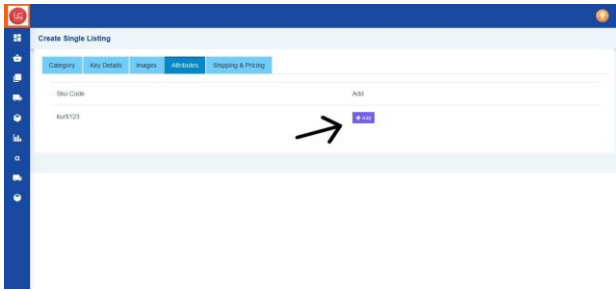
Then fill all the details **“TITLE** (Name of your product) (3) **SKU** (4) , **VARIANT** (5), **VARIANT NAME”**(6) etc, add variants according to how many variants you have . then click on **“ADD”** (7). Then click on **‘X’**(8) to close this page after add variation. Then add **“DESCRIPTION”** (YOUR PRODUCTS DESCRIPTION), **“GST PERCENTAGE”** OF YOUR PRODUCTS, and **“SELECT YOUR CITY”** then click on next button.



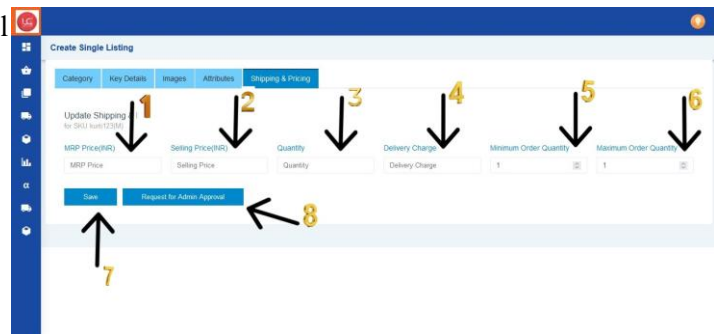
14 – Then click on **“IMAGE”** to add image of your products in **“ADD IMAGE”** (1) box (Upload Images Height:1080px and Width:1080px and better with white background and in JPEG format) and click on **“NEXT”**(2).



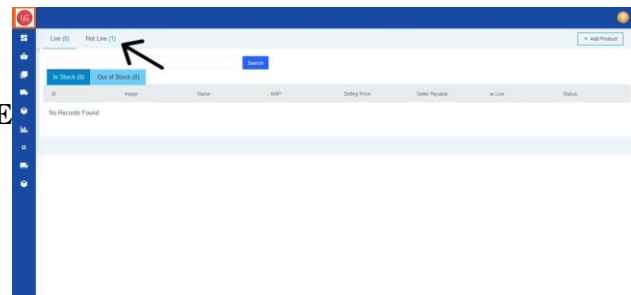
15 - Then the next page is “ATTRIBUTES”. click on “ADD” button to add product specialization for a particular ‘SKU’, a new page of product specialization will open , after fill all details close the page by click on ‘X’.



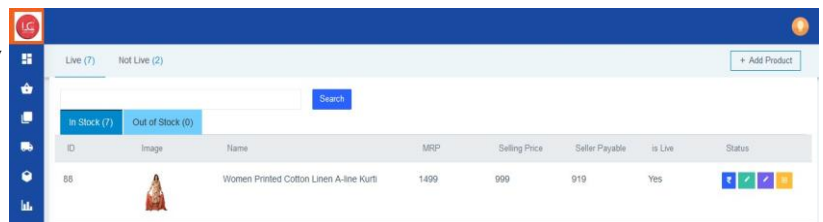
16 - Then click on “SHIPPING & PRICING”, and fill all the details like “MRP PRICE”(1), “SELLING PRICE”(2), “QUANTITY”(3) (How much quantity you have in your stock), “DELIVERY CHARGE” (4) (You have to put ‘0’ (zero) in delivery charge box and add the delivery charge “(which is ₹80)” with the “SELLING PRICE” of the products but remember that selling price can’t exceed “MRP”. “The delivery charge will be deducted by the company at the time of payment for their delivery service which is generally ‘₹ 80’”. Then fill the “MINIMUM ORDER QUANTITY”(5) and the “MAXIMUM ORDER QUANTITY”(6) of your product. Then click on “SAVE” (7) and after saving click on “REQUEST FOR ADMIN APPROVAL”. (8)



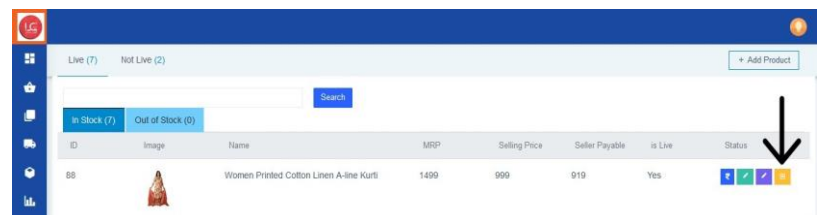
17 - Now you can see your product in the catalog in “NOT LIVE” section at the left top corner of the screen.



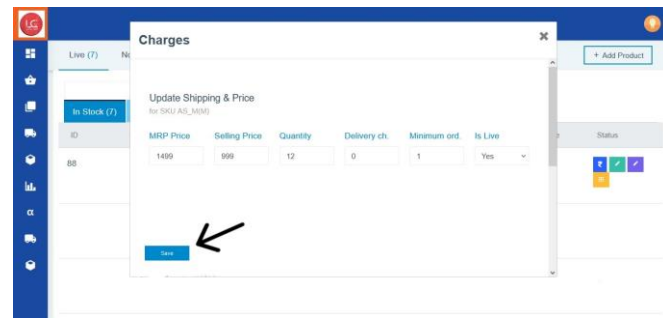
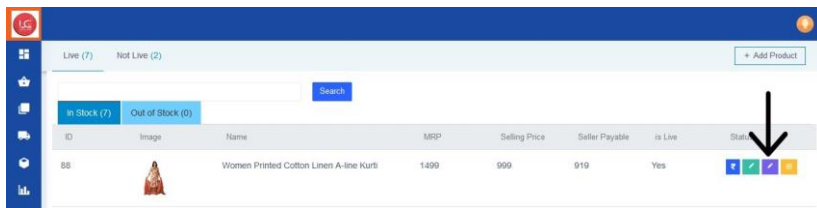
18 - After admin approval of your product now you can see your product in “LIVE” section by click on “LIVE” button.



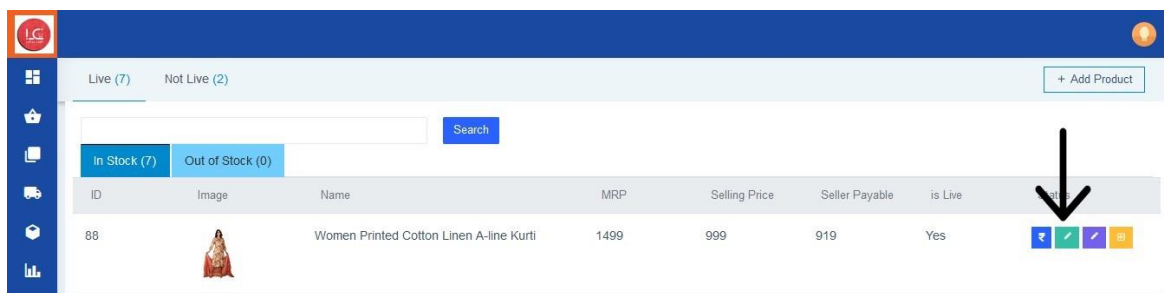
19 - Now your product is live and shows in “APP” or “WEBSITE”. Now you can see a “ORANGE COLOURED” (Product Review) box to see your product in website click this orange box.



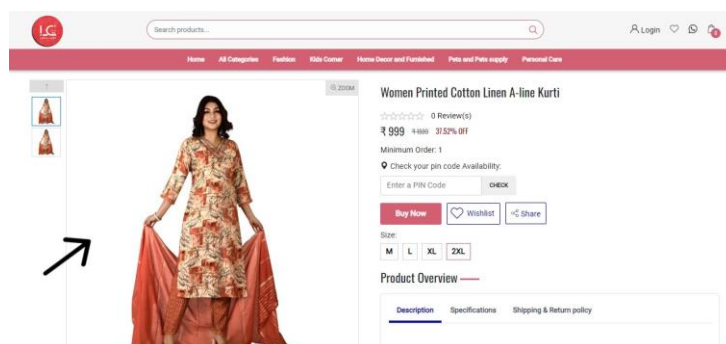
20 – Now if you want to edit price of the product then click in the “ **PURPLE COLOURED** box (in the right side of the product) then a page will open from there you can change the price of the product. Then click on save button at the end of the page. Then click on ‘X’ to close this page. Now your product price will be updated .



21 – If you want to edit any information about the product then click on the “ **GREEN COLOURED**” box (in the right side of the product) . then edit it as you want . Then click on save button at the end of the page. Then click on ‘X’ to close this page. Now your product will be updated



22 - Now search your product in APP or WEBSITE by your products name and you can see your product in APP or WEBSITE and is ready for sale.



- **CONGRATULATION**, YOU HAVE SUCCESSFULLY UPLOAD YOUR PRODUCT.

Note : If you want this guideline in any other language then feel free to call or whatsapp on - 8420 4111 41 .

