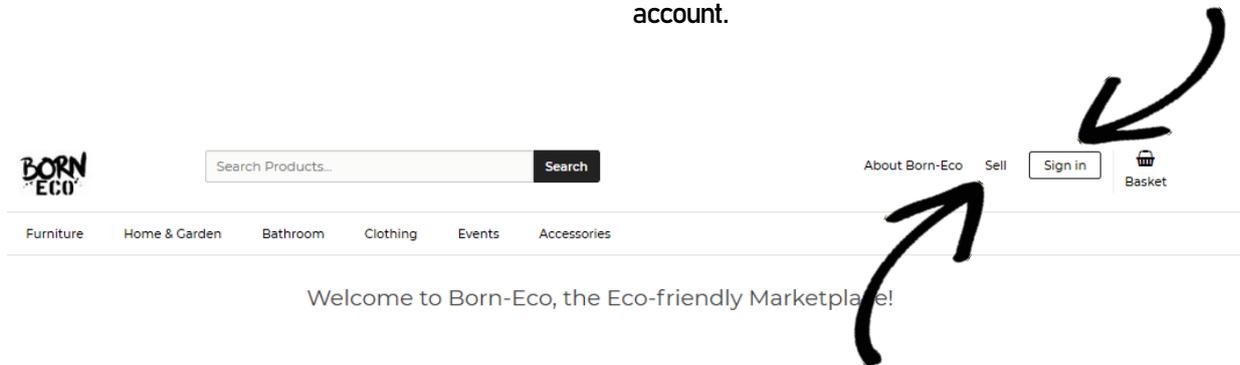




This documentation will help you understand how to: navigate through your Born-Eco account, set up your Born-Eco store and list your eco-friendly products.

When you first click on [www.born-eco.com](http://www.born-eco.com) for the first time, you will be greeted with a header like below.

If you just want to create an account, and do not wish to sell with us, you can click the 'sign in' button, and create an account.



If, however you wish to go straight to becoming a seller you can simply click 'sell'.

You can also find, by scrolling further down the home page, an alternate link to becoming a seller. Both of these buttons to 'sell' will take you to the same place, so don't fear.



## If you click 'Sign in' :

The screenshot shows the Born-Eco website's 'My Account' page. At the top, there is a search bar and navigation links for 'Furniture', 'Home & Garden', 'Bathroom', 'Clothing', 'Events', and 'Accessories'. The 'My Account' section includes a note: 'Important note: Usernames cannot contain special characters and must be at least 6 characters long.' Below this are two forms: 'Login' and 'Register'. The 'Login' form has fields for 'Email or email address' and 'Password', with a 'Login' button, a 'Remember me' checkbox, and a link for 'Lost your password?'. The 'Register' form has fields for 'Username', 'Email address', and 'Password', with a 'Register' button, an 'Apply to become a vendor?' checkbox, and a privacy policy notice. Social media icons for Facebook, Google+, and Twitter are also present. At the bottom, a footer states: 'When registering, signing in and using this website, you agree to our Terms and Conditions.'

If you click 'Sign in' this page will then appear:

- If you already have an account, you can Login on the left.
- If you are new to Born-Eco you must create an account. Usernames must not contain special characters. By creating an account you also agree to our policies.

## If you click 'Sell' or 'Start selling' :

If you click 'Sell' or 'Start selling' this page will appear. To proceed click 'Open your shop'.

The screenshot shows a banner with the text 'Start selling in the eco-friendly marketplace'. A black button labeled 'Open Your Shop' is circled in black, with a large black arrow pointing to it from the right. Below the banner is a section titled 'Why sell with Born-Eco?' with three icons: 'No Listing Fees', 'Save the planet', and 'Get noticed'. Each icon has a brief description of the benefit.

If you are going straight to becoming a seller, and did not previously have an account with Born-Eco you will be required to first create one. By clicking 'Start selling' you will first be directed here:

Please use the guide above for help on opening your Born-Eco account.

This is a duplicate of the screenshot in the first section, showing the 'My Account' page with 'Login' and 'Register' forms. A large black arrow points from the 'Open Your Shop' button in the previous screenshot to the 'Login' form.

\*If you did, however, have a Born-Eco account set up previously to becoming a seller, please follow the steps on the next page.

## Becoming a vendor :

You have now created your Born-Eco account, and are ready to open your shop! You have either clicked 'start selling' or 'apply to become a vendor?' when registering and now find yourself at this page:

Simply fill out the application, bearing in mind a lot of these fields and tick boxes are optional.

We do require you to give:

- A store name
- A store address
- A PayPal address (sellers are required to use PayPal when opening a shop).

Vendor Dashboard

Vendor Application

Here at Born-Eco, we use Paypal to checkout, so we ask that all our vendors have a Paypal account. If you don't you can sign up for free, quick and easy, here <https://www.paypal.com/uk/webapps/mpp/merchant>

Store

Store Name Required

Example Store

Your shop name is public and must be unique.

Store Description

Seller Info

## Your shop/ account :

### The Seller 'Dashboard' :

Once this application has been filled out, simply click 'apply' at the bottom of the page. Your shop will then be instantly created, and you will be taken to your seller 'Dashboard':

@example

visit store

A Minute Ago

Activity

Profile

Notifications

Messages

Friends

Dashboard

Settings

Dashboard Products Orders Settings Coupons

Start Date: 2019-05-10 End Date: 2019-10-10 Update

Commission Due

Products	£0:00
Shipping	£0:00
Totals	£0:00

Commission Paid

Products	£0:00
Shipping	£0:00
Totals	£0:00

Orders Totals ( 0 )

Product Totals ( 0 )

No orders for this period. Adjust your dates above and click Update, or list new products for customers to buy.

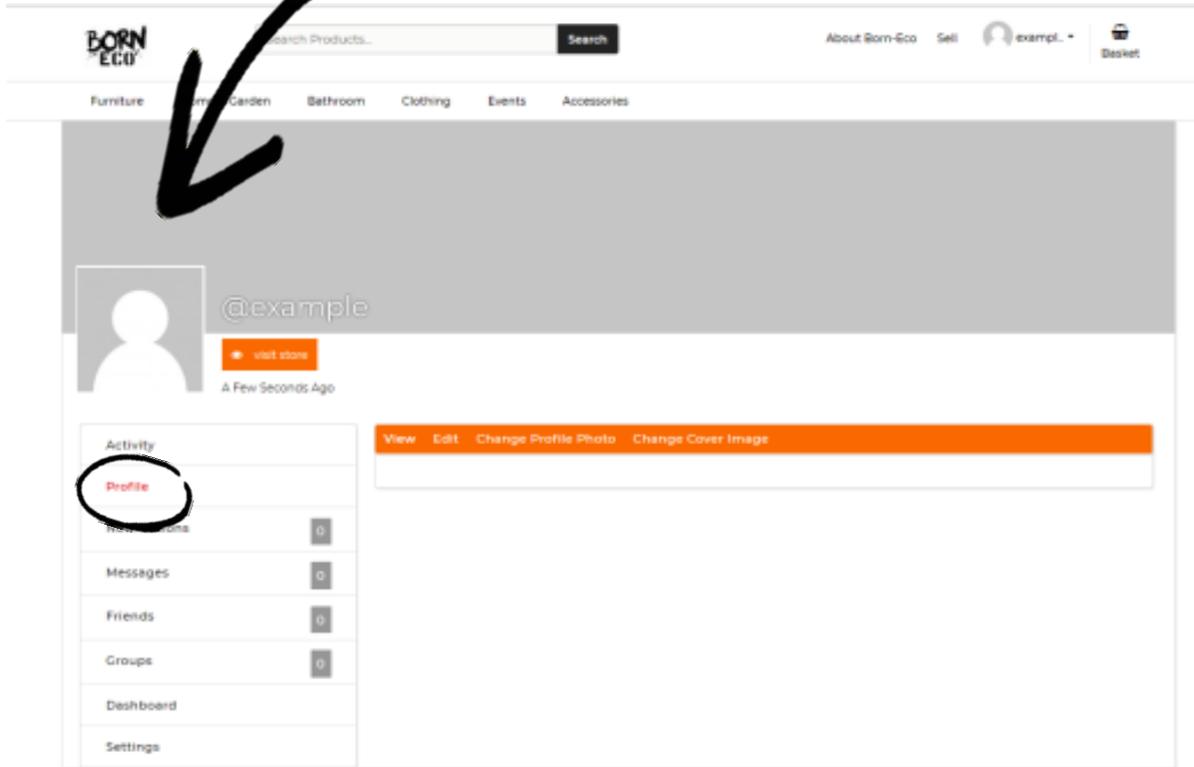
This is your Seller Dashboard, the first feature of your new store. From here you can easily keep track of all your products and orders.

Other features of the Dashboard include a settings page. Here options such as: Store info, Shipping and social media links can be added or edited.

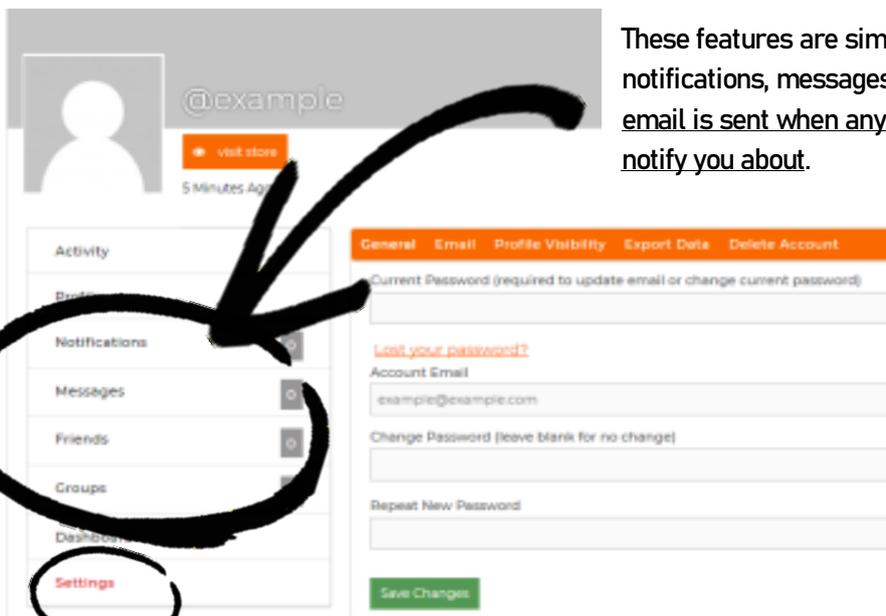
Further along this top menu, you can also check ratings and even create your own shop coupons!

## The 'Profile' :

A separate part of your account, that shows on both seller and non-seller accounts, is the 'Profile'. This simply allows you to add/ edit your profile picture and cover image. Not your store imagery, this is done in the 'Branding' section of the seller 'Dashboard'



## Other account features :

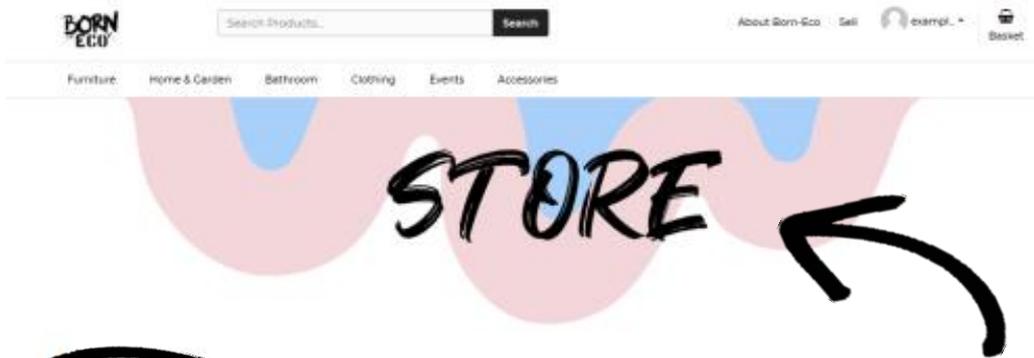


These features are simply where you will find any new notifications, messages, your friends and groups. An email is sent when any of these has something to notify you about.

At the bottom you will find your account setting, NOT your store settings, they are under your Dashboard.

In these settings you can change your account password, mute notifications and delete your account should you want to.

## Your Store :



\*Currently this example store is empty, so will show no products. When you add a product, it will appear in your store.

This is the Born-Eco default store banner, which can be change to your shops banner in the store settings, under 'Branding'. \*We recommend your banner having a ratio of 4.5 : 1

Your stores information, which was entered either: when applying, or after, in the store settings, will appear here.

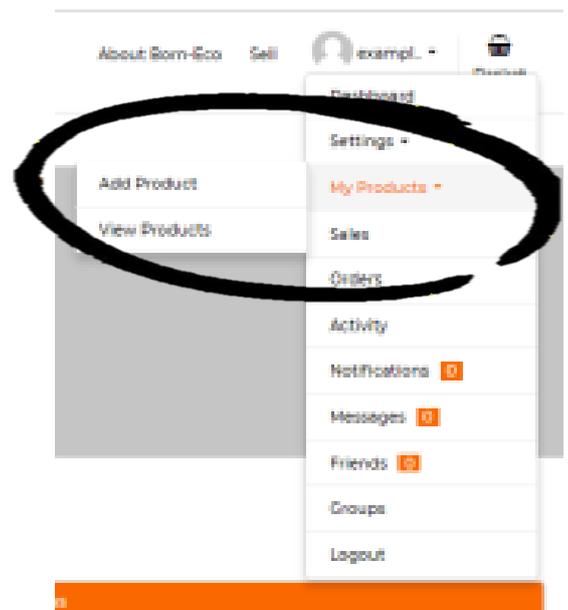
You have now: set up your shop, learnt how to navigate your way round, and are now ready to start listing products!

## Listing a Product :

To either: view your products, or list a new one, first hover over the 'my products' option in the account drop-down menu.

You can now choose to:

- 'View products', to look at, edit or delete pre-listed products.
- 'Add product', to list a new product to your store.



## 'Add product' :

### Add Product

Product Name

Product Description  
Please add a full description of your product here

Product Short Description  
Please add a brief description of your product here

1.

2.

3.

Tags  
Search or add a tag...

Featured Image

Gallery

Add product gallery image

Firstly, insert your products name and description. You will then be asked for a short description, this short version will be used on pages other than your products page.

1. Then, place your product into the necessary categories, you may choose up to three.
2. You then have the option to give your product tags, to help people find your product when searching, what tags you give your product are completely up to you!
3. Lastly, upload a featured product image. Along with extra 'gallery' images if you wish to do so.

To finish listing a product, simply enter the products:

- Price
- Inventory
- Shipping amount
- \*Other features such as 'sale price' and SKU are optional

Product Type

General Inventory Shipping

SKU

SKU refers to a Stock-keeping unit, a unique identifier for each distinct product and service that can be purchased.

Regular Price (£)

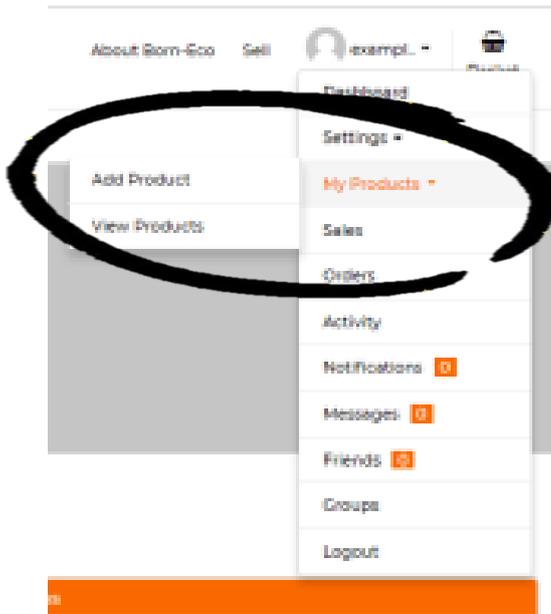
Sale Price (£)

Add Product Save Draft

To send a listing off for approval immediately, click 'add product'\*. However, if you wish to draft a listing to be sent off at a later date, click 'save draft'.

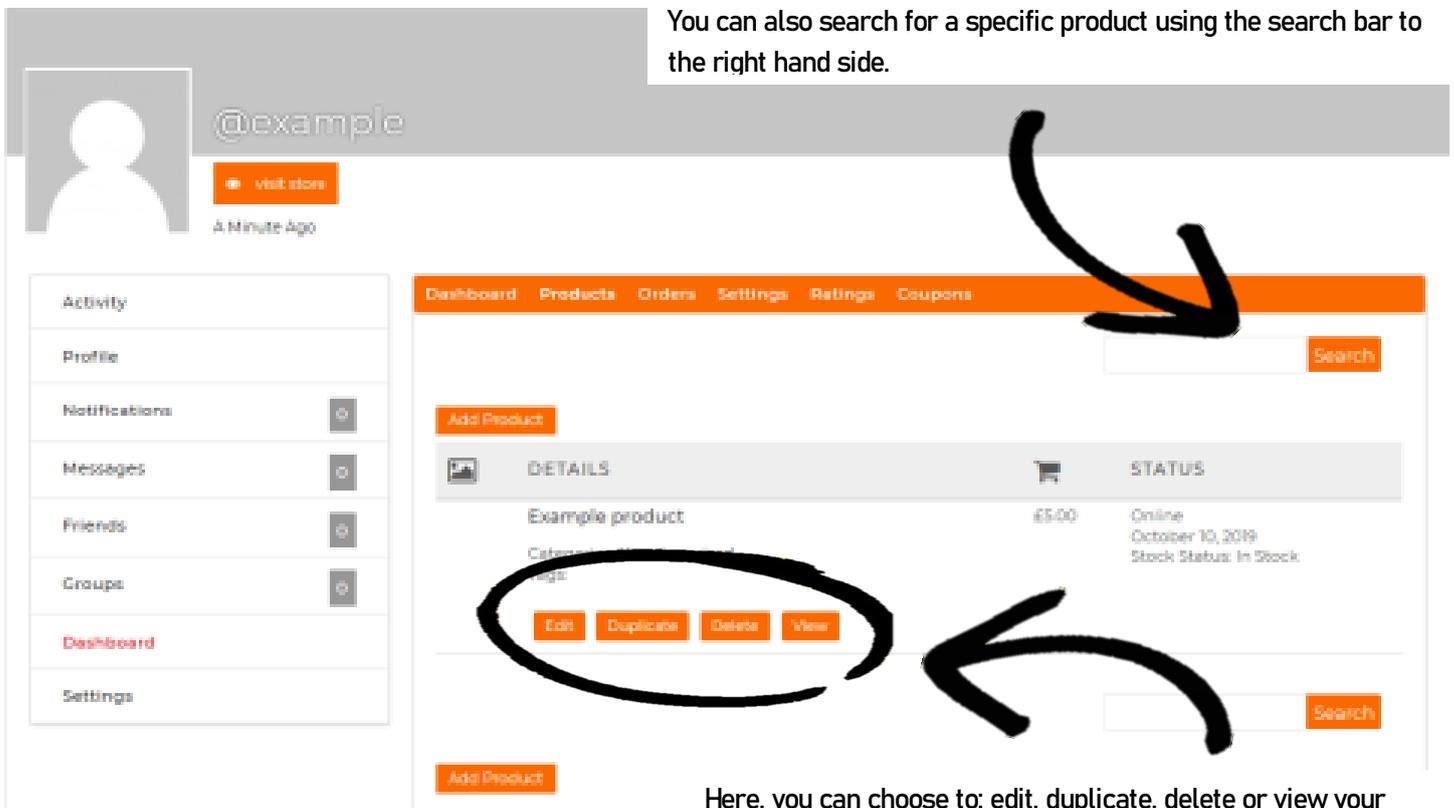
\*New listings are reviewed daily, but can take up to 48 hours. A listing will be unapproved if it does not meet the Born-Eco policies, please see our Policies for further information. If your product is unapproved, we will contact you directly and see how we can help edit that product to make it suitable for our marketplace.

## Edit a product listing :



If you find yourself wanting to edit a live listing you can do so, without sending the listing back off for re-approval.

Simply head to your accounts drop-down menu and click 'view products'. Or go to 'products' in your dashboard.



You can also search for a specific product using the search bar to the right hand side.

Here, you can choose to: edit, duplicate, delete or view your product listing. To click 'edit' will take you back to the same page as 'add product', where you can then change any feature of that listing.

We hope this documentation helped you. Here at Born-Eco, we know we can never be perfect, but we want to bring you the best experience we can. If you ever have an issue, no matter how small, don't hesitate to contact us:

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Facebook, Instagram, Twitter: Born\_Eco