



Product Submission Guide

Thank you for your interest in submitting your all-natural DIY product creations to the Jade Bloom Marketplace. Before you can submit a product, you need to register your Marketplace Shop. If you don't yet have a Marketplace Shop, go to the following link to download it now:

https://jadebloom.com/media/batch_lookup/Marketplace_Registration_Guide.pdf

Submitting a Product

Step 1 — Log into your Marketplace Shop at the following link:

<HTTPS://MARKETPLACE.JADEBLOOM.COM/MARKETPLACE/ACCOUNT/LOGIN/>

Step 2 — In the menu navigation click on “Products” and then “Add Products”.

Step 3 — Choose a product type. If you are selling a DIY recipe then choose the “Downloadable” product type. For all other product types, choose “Simple” product type.

Step 4 — Select the category or categories that you think best represent your product. If you don't see a relevant category for your product, please send a request to add a new category to support@jadebloom.com.

Step 5 — In the “Product Name” field, list a descriptive title for your product.

Step 6 — Describe your product in as much detail as possible. Be sure to include the ingredients used to make it, what makes it unique, and any additional information that you would like potential buyers to know about it. Many DIY products have a backstory to why you decided to create it; this information can help potential buyers relate and may increase sales.

Step 7 — In the “Short Description” field, enter a 1 sentence short description of your product. You may also simply include a bullet point list of the product highlights.

Step 8 - Make up a SKU for your product. This can be a series of unique letters and numbers without spaces. Don't get hung up on this step; this just gives it a short unique identifier to make it easier for customers to find it in the future. Jade Bloom Marketplace Team will use this identifier when communicating with you to ensure this is no confusion with another product in the Marketplace.

Step 9 — List the price you would like to sell your product.

Step 10 — In the “Special Price” field, you can offer your product for less than the normal price. This field is not required, but if you put a lower price in this field, then the buyer will see a strike through on the regular price like this ~~\$19.95~~ \$15.00. You can always list your price for sale at full price and then add a special price later.

Step 11 — The “Special Price From & To” fields will automatically start and end the “Special Price” sale for your product. These fields are not required.

Step 12 — In the “Stock” field be sure to list the number of available units you have manufactured and ready to ship. If Jade Bloom is manufacturing the product for you, you can set this field to 25 which is the minimum number of group pre-sales required before the product will be manufactured.

Step 13 — Under “Stock Availability” you can choose “Out Of Stock” if your product is not ready to ship.

Step 14 — The “Visibility” field selects how customers will be able to find your product in the marketplace. Catalog search means they would be able to find it by browsing the categories within the Marketplace. Search means the product would show up when buyers use the general search box on the website. For most cases, we recommend you choose “Catalog, Search” for this field.

Step 15 — In the “Tax Class” field, most sellers will leave this option as “None”. Sellers managing their own business are responsible for understanding when they should charge sales tax to their buyers. If Jade Bloom is managing your listing, we will adjust this as necessary.

Step 16 — List your items weight in pounds. Most products in the Marketplace will be less than a pound which means you will use decimals. For example, if your product weighs 2 ounces, then you would divide 2 by 16, since there are 16 ounces in a pound. The weight for the field would then be listed as 0.125

Step 17 — “Meta Title, Keywords, and Description” are advanced fields that are not required. Optimizing the data in these fields can help people using Google or other search engines find your product listing. The “Meta Title” is usually sufficient to copy your “Product Title.” In the “Meta Keywords” field, think of the keywords that best match what potential buyers might be searching for in Google. You can list as many relevant keywords as you want in this field separated by a comma. For “Meta Description” usually the first sentence or two from your description box is sufficient for this field.

Step 18 — In the “Allowed Product Qty....” field, enter the maximum number you want a buyer to be able to add to their cart in a single order.

Step 19 — The “Product Images” will be one of the most important steps of the product creation process. The higher quality images you have and the more you are able to upload, the better informed the customer will be about the product you are selling. If Jade Bloom is manufacturing your product, then we will be responsible for these images after the first successful “group buy” order of 25 or more units.

Step 20 — If you are not selling a digital recipe, then leave the “Downloadable Information” box unchecked.

Step 21 — Related Products, Up-sell Products, and Cross-Sell Products are advanced features for shop owners that have many products. Sellers can take advantage of traffic across multiple products and make recommendation to their buyers during the site browsing experience.

Step 22 — You’re done! Be sure to click the “SAVE” button at the top of the website so you don’t lose your information. You can always save your work and return to your listing later as well. Jade Bloom will receive your submission and approve it as appropriate.