

Here is how you sign up to sell: it is free to sign up as a seller or buyer.



- 1 - Log in or create an account. [if you don't have an account just follow the steps]
- 2 - In your "My Account" page, select "My Seller Account"
- 3 - in your "Your Seller Account" page, select "Yes, Sign me up"
- 4 - from here you get a link to the "back office" - "Please click here to your seller account at back office."
" This will give you access to load your products and more.

Setting up:

- Click on: "My preferences" under the shop name at the top of the page, this will give you the option to edit your basic information at any time.
- Under the "Catalog" tab you will find a list of Sub-Categories, if you click on them you will find more categories for products.
- Look through the Categories by clicking through them, [to find the category you would like to put your product in. [You may create a new Category if you don't find a suitable one in the list, we will move them if they end up in the wrong place so don't worry.] [you can always go back "up the tree" if you get lost]
- Below this is another Button: Under "Products in this category" there is a + sign and it says "Add a new product" this is where you click to add a new product.

mooi.co.za takes a 30% commission on all product sales through the mooi.co.za shopping cart.

mooi.co.za takes a 15% commission on all sales of materials, product components and equipment sold through the mooi.co.za shopping cart.

You need to add the relevant % mark up to your wholesale price when you list a product.

When a product sells we will take the retail price you listed and deduct the relevant % before we pay out.

- You should have a "cost price" [what it cost you to make the product/s] NEVER sell below this, not even to your mom!
- you should have a "wholesale price" that is = "Cost price" + your mark up. it is the price you would sell to a shop at.
- you should have a "retail price" or "recommended retail price" that is = Wholesale price + a 30% mark up in the case of mooi.co.za, the price the customer will pay on mooi.co.za plus the delivery cost they choose, automatically calculated by the shop.

Payouts will happen on or as close as possible to the 15th and the end of each month, this is dependant on weekends and holidays that might delay transactions through the banks.

the maths:

- If your wholesale price is R100 to add 30% you would: $100 \times 1.3 = 130$
- to deduct 30% off the now R130 retail price you would: $130 / 1.3 = 100$
- this will work for any wholesale price, so even if you only have a retail price you can take: "the retail price" / 1.3 = your wholesale price

tips:

- When listing **Don't list on the Home page**, there is a limited number of spaces on the front page and your product won't display anyway, as the space is curated by the admins. Also **don't list your product in categories where it doesn't belong**, your shop might be removed if you persistently 'spam' other categories. When in doubt ask for help.
- **Don't select 'on sale' when setting up your product**, if you want to reduce the product price to run a sale, contact us with a request. we will set it up for you so that the product also shows in the 'on sale' page and listing.
- **For best results load images for products that are at least 600x600 pixels and 72 dpi**, loading much bigger files will waste your bandwidth and we will reduce it automatically to this optimum size, if your images are bad quality or much smaller they won't display that well and that will affect your sales. You can have multiple images to show your product off well.



- We calculate shipping by weight, **you have to enter a weight for your product packed** or shipping wont be available for your product. = no sales. If you ship we will include the shipping fee in your pay-out, but we will communicate with you.
- if your product is a one-off or limited series, indicate it in the description, also indicate how long it will take to produce 'out of stock items if you enable allow orders

WE VALUE A WELL MAINTAINED SHOP:

- **Remove stock that you can't supply anymore immediately.**
- If you sell a listed product somewhere else, and **if you don't have more in stock you have to remove or disable it in mooli.co.za as soon as possible**, if you cant do it contact us and ask us to do it.
- **Read the terms and conditions of sale**, any transgression will lead to your shop being closed, and if you transgressed any South African Laws it may lead to further action.

STEP BY STEP GUIDE TO LOADING PRODUCTS:

The screenshot shows the 'mooli.co.za - makers market' back office. The 'Catalog' tab is selected in the top navigation bar. Below it, the 'Current category' is 'FREE STUFF'. Under 'Categories', there is a link to 'Add a new subcategory'. Under 'Products in this category', there is a link to 'Add a new product'. Both 'Add a new subcategory' and 'Add a new product' links are circled in red. Red arrows point from the numbers 1, 2, and 3 to these elements.

- ⇒ 1 - Under the catalogue tab you can create new products
- ⇒ 2 - If there is no appropriate category for your product you can create it here
- ⇒ 3 - Click here to add a new product



mooi.co.za - makers market

T. tester [logout] - View my shop - My preferences

Catalog Customers Orders Tools

Manufacturers Suppliers Attributes and groups Features Attachments

Back Office > Catalog

Current category: Home

Categories

4 subcategories in category "Home"

Add a new subcategory

Page 1 / 1 | Display 50 / 4 result(s) Reset Filter

ID	Name	Description	Position	Displayed	Actions
--				--	--
27	HANDMADE PRODUCTS	Handmade Products, Craft, Art and Music...	▼	Yes	
48	HANDMADE COMPONENTS	Handmade Components for sale to Makers, beads, printed fabrics, Wrought Iron components, t...	▼▲	Yes	
14	EQUIPMENT & MATERIALS	--	▼▲	Yes	
16	FREE STUFF	--	▲	Yes	

Delete selection

Products in this category

No products found in category "Home"

Add a new product

Page 1 / 1 | Display 50 / 0 result(s) Reset Filter

ID	Photo	Name	Reference	Base price	Final price	Quantity	Position	Displayed	Actions
--	--							--	--

- 1 - Look for the appropriate category here by clicking on the name, the next level will open up, if you don't find the category you need you may create it. - [see the next few blocks]

mooi.co.za - makers market

T. tester [logout] - View my shop - My preferences

Catalog Customers Orders Tools

Manufacturers Suppliers Attributes and groups Features Attachments

Back Office > Catalog

Current category: Home > HANDMADE PRODUCTS

Categories

5 subcategories in category "HANDMADE PRODUCTS"

Add a new subcategory

Page 1 / 1 | Display 50 / 5 result(s) Reset Filter

ID	Name	Description	Position	Displayed	Actions
--				--	--
13	DECOR	--	▼	Yes	
12	CRAFT	--	▼▲	Yes	
15	MUSIC	--	▼▲	Yes	
17	PHOTOGRAPHY	--	▼▲	Yes	
41	ART	Fine art, Paintings, Sculpture...	▲	Yes	

Delete selection

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T. tester [[logout](#)] - [View my shop](#) - [My preferences](#)

Catalog Customers Orders Tools

[Manufacturers](#) [Suppliers](#) [Attributes and groups](#) [Features](#) [Attachments](#)

Back Office > Catalog

Current category: Home > HANDMADE PRODUCTS > DECOR

Categories

4 subcategories in category "DECOR"

[Add a new subcategory](#)

Page 1 / 1 | Display 50 / 4 result(s)

[Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Name	Description	Position	Displayed	Actions
<input type="checkbox"/>	--				--	--
<input type="checkbox"/>	25	LIGHTING	Lighting products, Chandeliers, Pendants, Shades, Standing and desktop lamps...		Yes	Edit
<input type="checkbox"/>	28	FURNITURE	FURNITURE...		Yes	Edit
<input type="checkbox"/>	29	SOFT FURNISHING	SOFT FURNISHING...		Yes	Edit
<input type="checkbox"/>	30	OUTDOOR	OUTDOOR...		Yes	Edit

[Delete selection](#)

mooi.co.za - makers market

T. tester [[logout](#)] - [View my shop](#) - [My preferences](#)

Catalog Customers Orders Tools

[Manufacturers](#) [Suppliers](#) [Attributes and groups](#) [Features](#) [Attachments](#)

Back Office > Catalog

Current category: Home > HANDMADE PRODUCTS > DECOR > LIGHTING

Categories

1 subcategory in category "LIGHTING"

[Add a new subcategory](#)

Page 1 / 1 | Display 50 / 1 result(s)

[Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Name	Description	Position	Displayed	Actions
<input type="checkbox"/>	--				--	--
<input type="checkbox"/>	8	Strapped	Strapped is a range of lighting and décor products, hand made and batch produced from pack...		Yes	Edit

[Delete selection](#)

- ⇒ 1 - your product Name
- ⇒ 2 - your product serial or reference number
- ⇒ 3 - enable or disable your product [makes it visible or not in the shop, handy if you want to suspend a product or tweak details.
- ⇒ 4 - if you are a Maker of products set yourself up as a 'Manufacturer' or if you supply materials or components set yourself up as a 'Supplier'
- ⇒ 5 - you HAVE to put a weight in for your products INCLUDING the packaging! this is used by our Shopping Cart, to calculate shipping cost for your clients.

- ⇒ 1 - your product Wholesale Price here
- ⇒ 2 - your product Retail Price here
- ⇒ 3 - Do Not select "Display 'on sale' box

- ⇒ 1 - The number of product you are placing in stock on-line
- ⇒ 2 - this is the minimum number a customer can buy / order, this can be left at 1 for most people

Additional shipping cost: **1**
 Carrier tax will be applied.

Displayed text when in-stock: **2**

Displayed text when allowed to be back-ordered: **3**

When out of stock:
 Deny orders
 Allow orders
 Default: Allow orders (as set in Preferences) **4**

- 1 - The mooi.co.za online store shopping cart will calculate shipping cost, but if you need to cover additional shipping or handling cost ad it here, it will push up your price.
- 2 - This text will display when your product is in stock and active.
- 3 - this message will display if your product is out of stock but active [visible] in the shop i.e. "sorry we are out of stock but you can order, delivery time 2 weeks" or "sorry we are out of stock, please check back later to see if new stock has come in" etc.
- Select here if you would allow people to order even if products are out of stock, make sure the message in [3] relates to this.

Default category: Home

Collapse All - Expand All - Check All - Uncheck All **1**

- Home **1**
- HANDMADE PRODUCTS **2**
- HANDMADE COMPONENTS
- EQUIPMENT & MATERIALS
- FREE STUFF
- MAKERS MARKET

➔ Click here to improve product's rank in search engines (SEO)

- 1 - Please don't tick the HOME page block, your product wont show here.
- 2 - Tick the appropriate boxes here to list your products in the right categories, spamming unrelated categories is not allowed and we will suspend your account, and it will make it hard for customers to find you.

Short description:
(appears in search results)

Path: p

Description:

- ⇒ 1 - Give a short description here, get to the punch
- ⇒ 2 - Here you can insert a long description, details about material and process, the story of the product, delivery times etc. anything clients might find interesting and that will assist in selling the products. With handmade products, often Half the products value is in the story, take care to make it clear and interesting.

Tags: Tags separated by commas (e.g., dvd, dvd player, hifi)

Accessories: Begin typing the first letters of the product name, then select the product from the drop-down list:

(Do not forget to Save the product afterward)

- ⇒ 1 - Tags are words the “search” function on the site use to find your products, use key words that relate to your product i.e. leather, purse, small, black, maker1 etc. put a comma between words. Prospective Clients are going to look for your products using the search bar, make this work for you. Don’t use false tags, the clients will end up angry and frustrated if they look for something and your widget pops up and is not what they asked for - we will boot abusers!



Back Office > Catalog

Current product:

1. Info. 2. Images (0)

Add a new image to this product

File:

Format: JPG, GIF, PNG. Filesize: 2000Kb max.
You can also upload a ZIP file containing several images. Thumbnails will be resized automatically.

Caption: *

Cover: Use as product cover?
If you want to select this image as a product cover

- 1 - Ad photos for your product here, you can ad multiple photos to illustrate your product Remember the most optimal size is 600x600pixels at 72 dpi. bigger images will be reduced to this size automatically so you wont get a better display than this. Take the best pictures you can on a neutral background. [[picasa](#) is great for sorting and editing pictures]
- 2 - Click on browse to find your pictures on your computer.
- 3 - Give your picture a short caption, [product name]
- 4 - you can select one picture per product to be the main picture that will display in listings on the site, the rest will be visible to customers when they look at the specific products page.

✓ Creation successful

Current product: Africa

1. Info. 2. Images (1) 3. Prices 4. Combinations (0) 5. Features 6. Customization 7. Attachments (0)

Attachment

Filename:

Description:

File

Upload file from your computer

* Required field

- 1 - Ad attachments to your product, these will be available for free download with the product, and may be additional images, supporting documentation, instruction manuals on care, i.e. washing instructions, or a document with our Certificate of Origin for the product.
- 2 - Give your file a s name
- 3 - you can give the downloadable file a short description i.e. "Washing instructions fo your new scarf"
- 4 - Click on browse to find your pictures on your computer.