

HOW TO UPLOAD PRODUCT'S INFORMATION

Thank you for subscribing to our vendor's platform! We are pleased to have you do business with us.

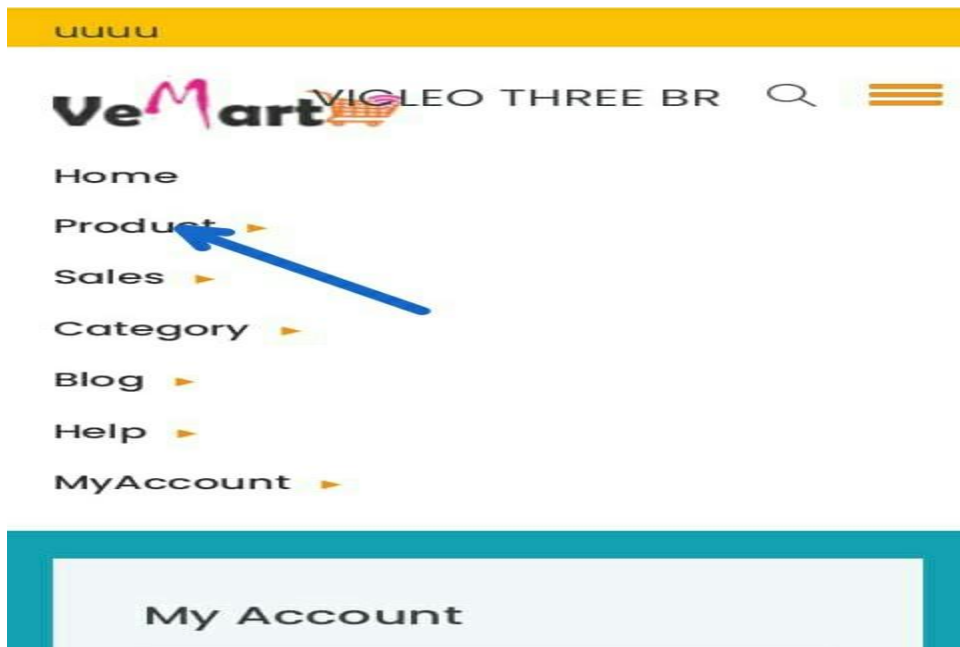
To ensure that you have a smooth navigation on our website in uploading your products, we have created a detailed guide on how to successfully get your products uploaded.

Please, follow carefully.

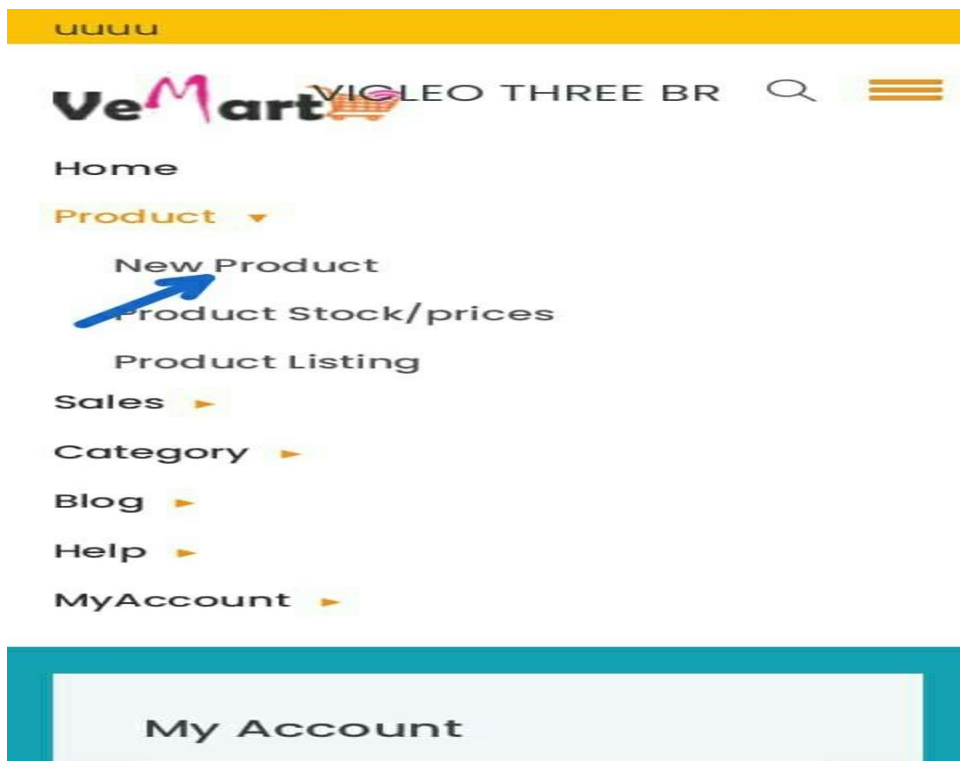
- **LOGGING IN:** The first step is to log in to your unique vendors e-mail.

The image consists of two screenshots from the Vemart website. The top screenshot shows the homepage with the 'Vemart' logo, a search icon, a shopping cart icon with a '0' badge, and a user profile icon. Below the navigation bar are two buttons: 'Create Account' (blue) and 'Login' (green). A blue arrow points to the 'Login' button. Below the buttons is a large heading: 'Top Reason To sell on Vemart Mall'. The bottom screenshot shows the 'Vendors Login' page. It has a title 'Vendors Login' in a red bar. Below it is a subtitle 'Sign in to start your session'. There are two input fields: the first contains 'myemail@abcd.com' and the second contains a masked password '.....'. To the right of the password field is a lock icon. Below the input fields are three options: a checkbox for 'Remember Me', a yellow 'Create Account' button, and a blue 'Sign In' button. At the bottom left is a link 'I forgot My password' and at the bottom right is a green 'Back' button.

Having done this successfully, you would be directed to the HOMEPAGE.
On the dashboard (the icons that are on the topmost part of the page), click on PRODUCT.



- **UPLOADING:** When you have clicked on PRODUCT, a drop-down appears consisting of a few SUB-ICONS. You are expected to click on the first SUB-ICON which is NEW PRODUCT. Clicking on NEW PRODUCT takes you to another page where the uploading takes place.



There are two methods to upload your products which you could choose from.

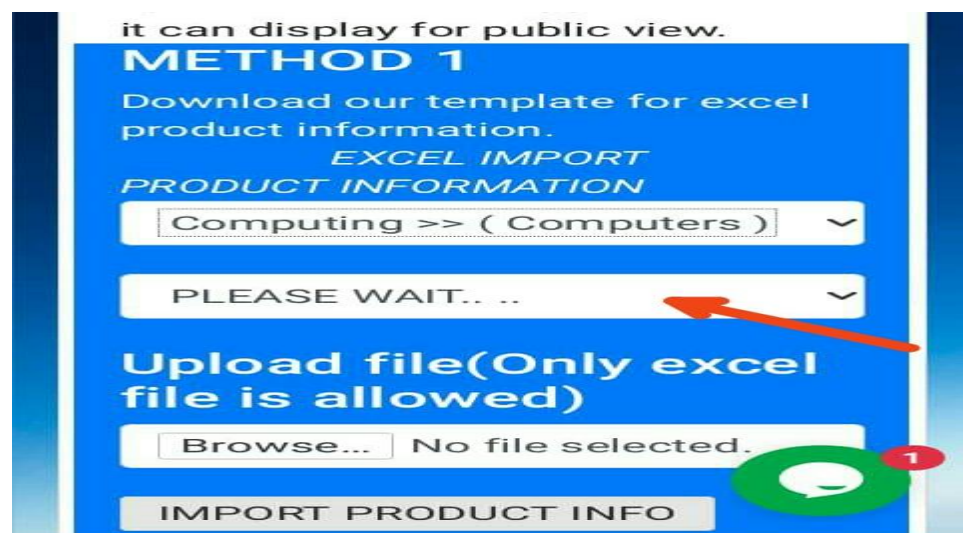
- **METHOD 1:** The first method could be accessed via a laptop only. This first method utilizes the efficiency of the Microsoft Excel Spreadsheet (download excel format) and is quite easy and quicker to use especially when making mass uploads.

To make uploads using METHOD 1, follow these steps.

STEP1: Click on SELECT CATEGORY and choose the category of the product you would be uploading.



Next, click on SELECT SUB-CATEGORY.



STEP 2: Upload your prepared excel spreadsheet

product unapproved. Every product uploaded must be approved before it can display for public view.

METHOD 1

Download our template for excel product information.

EXCEL IMPORT

PRODUCT INFORMATION

Health & Beauty >> (Oral Car ▼

–Select SUB cat– ▼

Upload file(Only excel file is allowed)

Browse... No file selected.

IMPORT PRODUCT INFO

A red arrow points to the 'Browse...' button. A green circular icon with a white speech bubble and a red '1' is located in the bottom right corner.

When uploaded, click on “import product info”

METHOD 1

Download our template for excel product information.

EXCEL IMPORT

PRODUCT INFORMATION

Health & Beauty >> (Oral Car ▼

–Select SUB cat– ▼

Please select an item in the list.

Upload file(Only excel file is allowed)

Browse... No file selected.

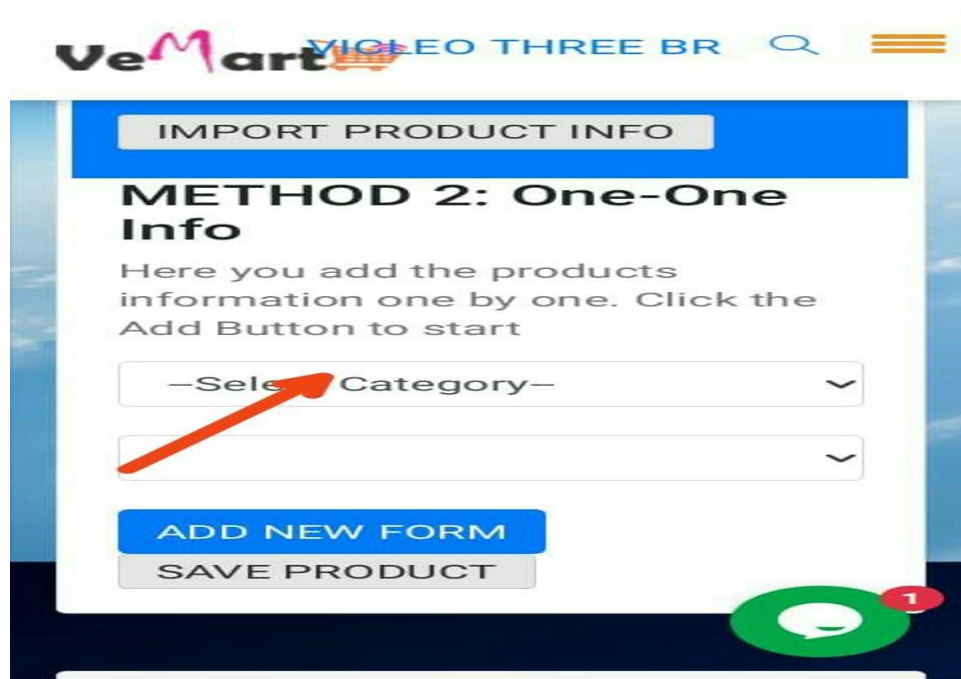
IMPORT PRODUCT INFO

A red arrow points to the 'IMPORT PRODUCT INFO' button. A green circular icon with a white speech bubble and a red '1' is located in the bottom right corner.

- **METHOD 2(ONE-ONE INFO):** The second method could be accessed via a laptop or a smart phone but it was especially designed for smart phone users. METHOD 2 is quite straightforward and easy to make use of.

To make uploads using METHOD 2, follow these steps.

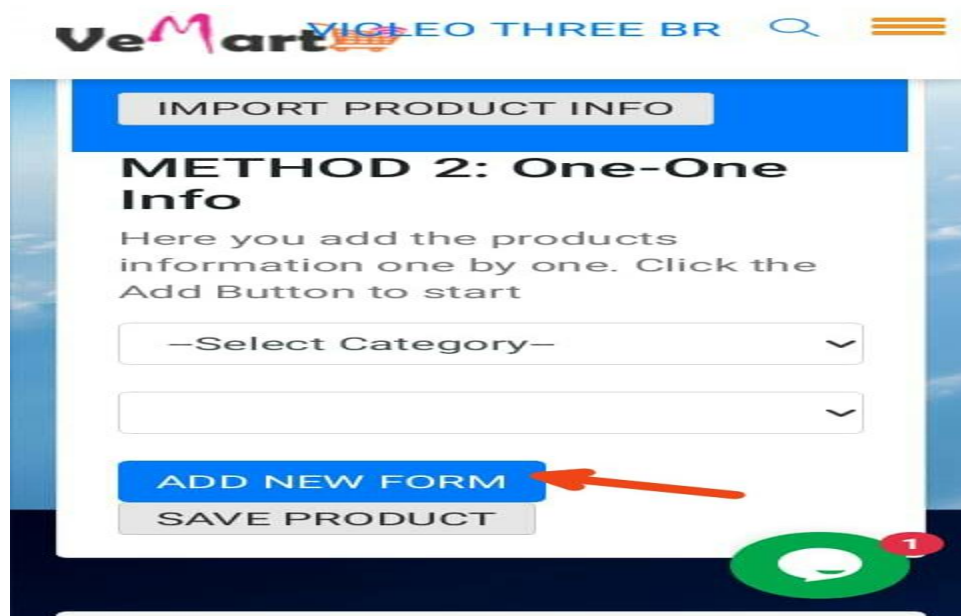
STEP1: Click on SELECT CATEGORY and pick the category of the product you would be uploading.



Next, click SELECT SUB-CATEGORY.



After choosing a SUB-CATEGORY, click on ADD NEW FORM to start uploading the product's information.



The screenshot shows the VeMart website interface. At the top, there is a header with the VeMart logo, a search bar, and a menu icon. Below the header, a blue banner reads 'IMPORT PRODUCT INFO'. Underneath, the section is titled 'METHOD 2: One-One Info'. A text block explains: 'Here you add the products information one by one. Click the Add Button to start'. There are two dropdown menus: the first is labeled '-Select Category-' and the second is empty. Below these are two buttons: 'ADD NEW FORM' (highlighted with a red arrow) and 'SAVE PRODUCT'. A green circular chat icon with a red '1' is in the bottom right corner.

STEP2: Next, enter your product's information accordingly in the spaces provided.



The screenshot shows the VeMart website interface. At the top, there is a header with the VeMart logo, a search bar, and a menu icon. Below the header, a blue banner reads 'ADD NEW FORM'. Underneath, a teal box contains the title 'Product Information 11'. A red 'REMOVE' button is at the top left of the form. The form has several input fields: 'Type Product name', 'Description', 'specification', 'single Unit', 'Bulk Unit', and 'pack size'. A green circular chat icon with a red '1' is in the bottom right corner.

STEP3: When you have filled in your product's information successfully,

- i. Click on ADD NEW RODUCT again to enter another product's information (if you have got more than one product to upload for the category picked earlier).
- ii. When you are done, click on SAVE PRODUCT.

NOTE: If you have other products to upload that are not related to the earlier selected category, repeat the listed steps, beginning with selecting a category and sub-category.

Now that you have successfully uploaded your product's information, the next step, which is an important one, is to get a picture(s) for each of the products uploaded.

Please note that the picture(s) should be of good quality, taken on a white background and saved with product name as uploaded. When this has been achieved, send the pictures via e-mail to support@vemart.com.ng.

NOTE: At the completion of these outlined steps, your application will be uploaded on the website in the next 48 hours after perusals.