



Dear Merchants,

Welcome to TimbukDo!

Here is your guide to upload products successfully on Timbukdo.

To create a seller or merchant profile, please create your account with us on <https://web.timbukdo.in>

Steps to create your account:

1. Please click on the merchant login and then click on Join now. This leads you to a new sign up page.
2. Enter your company details and create your company account.
3. Complete your company profile or store front.
4. Upon completion of your account with all the necessary details, our team will activate your account.
5. Once your account is activated, You can start listing your products.
6. List out the products you would like to enlist on our portal and keep the details like product description, images, MRP and selling price (Discounted price for Timbukdo) ready.

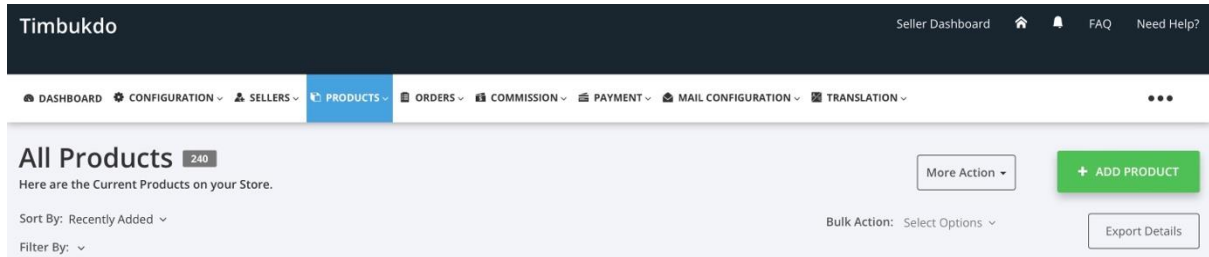
Kindly note, after completion of account creation, follow the steps below to upload the products.

To upload products Manually:

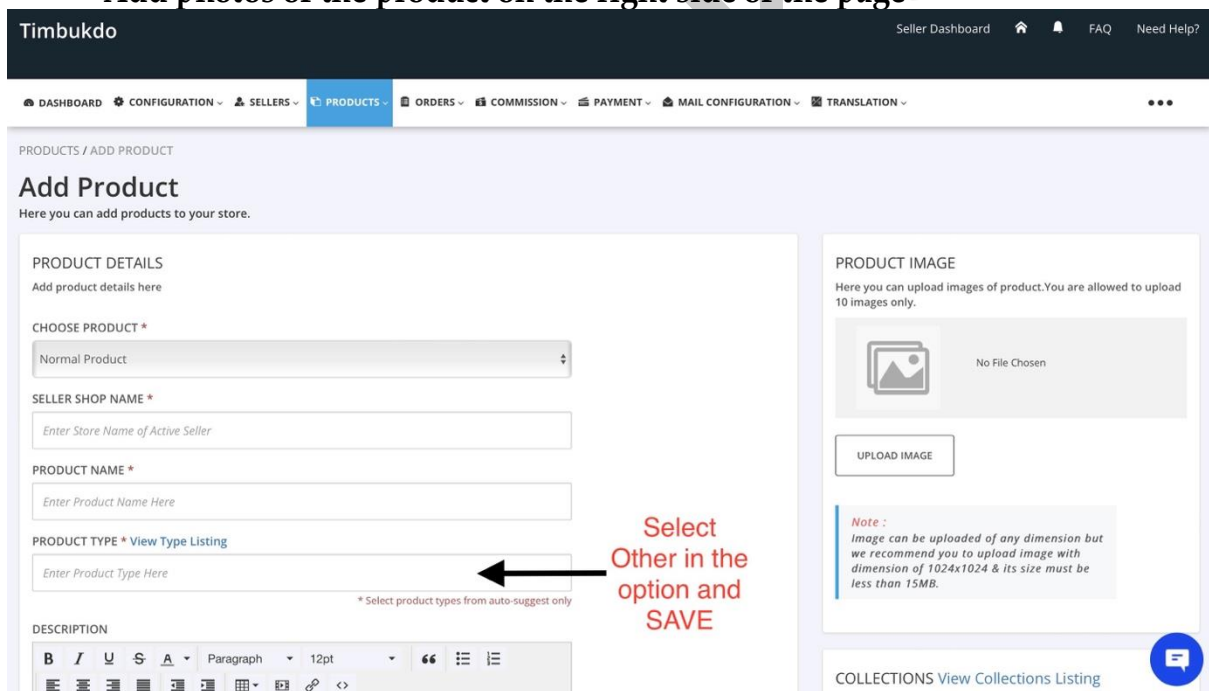
1. Login and click on 'Products'

The screenshot displays the Timbukdo Seller Dashboard. The top navigation bar includes 'Seller Dashboard', 'Home', 'FAQ', and 'Need Help?'. The main navigation menu has 'DASHBOARD', 'CONFIGURATION', 'SELLERS', 'PRODUCTS', 'ORDERS', 'COMMISSION', 'PAYMENT', 'MAIL CONFIGURATION', and 'TRANSLATION'. The 'PRODUCTS' menu is expanded, showing options like 'PRODUCT LISTING', 'PRODUCT OPTION', 'PRODUCT TAGS', 'PRODUCT TYPES', 'COLLECTIONS', 'IMPORT PRODUCTS', 'PRODUCT FORM CUSTOMIZATION', and 'DUAL SYNC PRODUCTS'. The dashboard features several key sections: a 'Sales' chart showing a downward trend from August to October 2022; 'Store Statistics' with tabs for 'OVERALL', 'THIS WEEK', 'THIS MONTH', and 'THIS YEAR', displaying 13 sellers and 240 products; and 'Store Earning & Commissions' showing a total earning of ₹824.65 and an admin commission of ₹70.73. A 'View Details' link is provided for the earnings section. At the bottom, there are sections for 'Top Sold Products', 'Recent Registered', 'Recent Orders', and 'Out of Stock'.

2. Select 'Products'



3. Fill in all the necessary details: (Select 'Other' as marked in the image, scroll down and save)
Add photos of the product on the right side of the page



4. Write a complete product description along with guarantee and customer care details.

Also select the right category for your products

The screenshot shows the 'PRODUCTS' section of the Timbukdo seller dashboard. The 'DESCRIPTION' field is highlighted with a red box and an arrow pointing to the 'COLLECTIONS' dropdown menu. The 'COLLECTIONS' dropdown is open, showing a search bar and a list of categories: Books, Fashion & Ornaments, Gadgets & accessories, and Stationaries. The 'SHIPPING DETAILS' section is also visible, with fields for 'WEIGHT UNIT' (set to Kilogram(kg)) and 'WEIGHT'.

Select Collections or category for your products

5. Please mention Student discounted price for students first and then mention the actual MRP

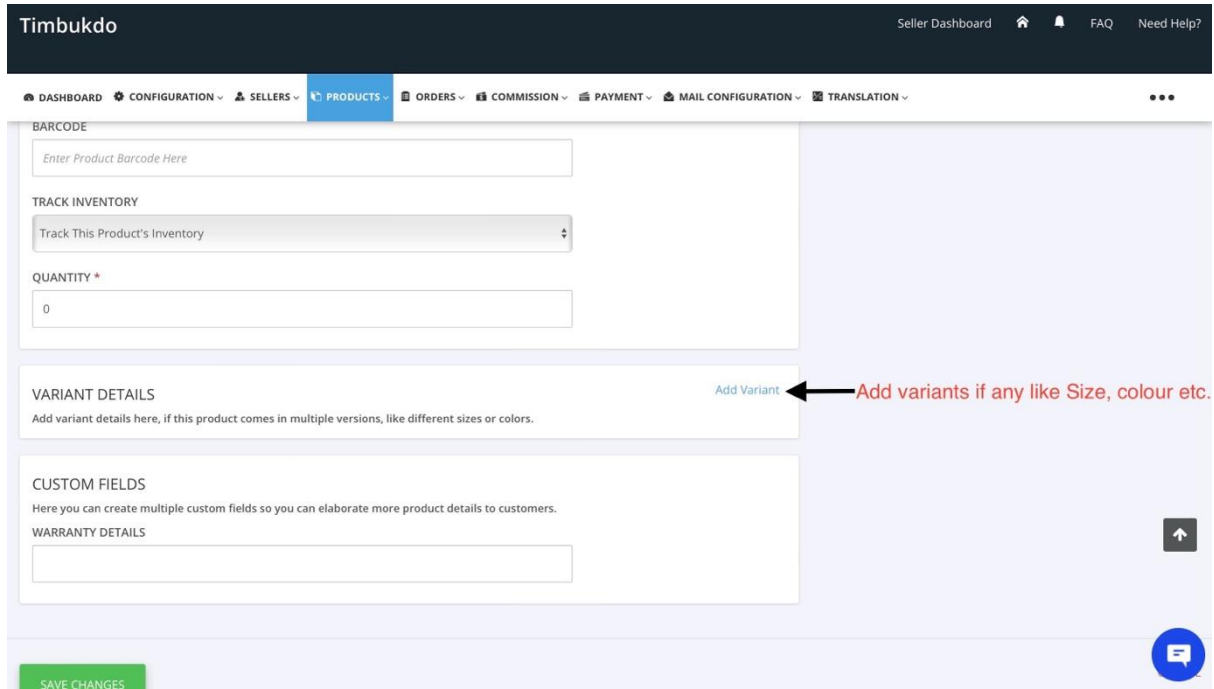
The screenshot shows the 'PRICING DETAILS' section of the Timbukdo seller dashboard. The 'REQUIRES SHIPPING' checkbox is checked, with an arrow pointing to it and the text 'Always Check this Box'. The 'PRICE *' field is highlighted with a red box and an arrow pointing to it, with the text 'Add selling price after Discount'. The 'COMPARE AT PRICE' field is also highlighted with a red box and an arrow pointing to it, with the text 'Actual MRP'. The 'INVENTORY DETAILS' section is also visible, with a field for 'SKU'.

Always Check this Box

Add selling price after Discount

Actual MRP

6. Add variants of the products if any. Don't forget to save your information at the end.

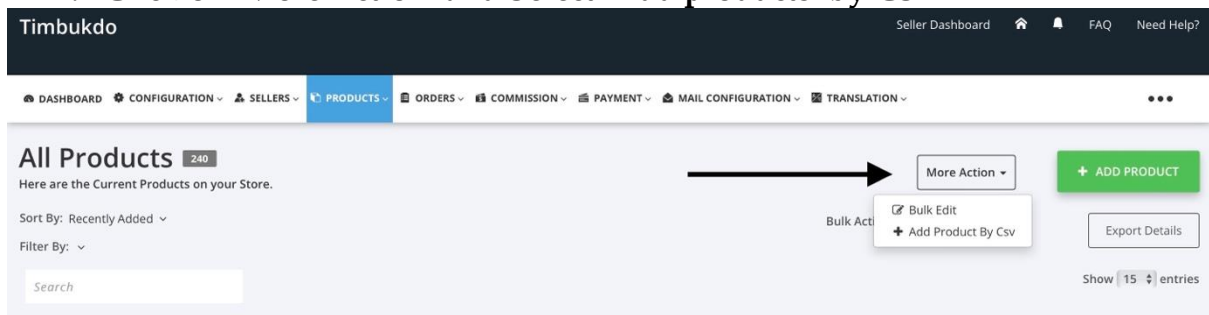


After uploading and saving the listing, please wait for us to verify your product and approve the same. It usually takes 24 hours for approval or before.

For Bulk Listing:

For bulk listing, you can fill in the details in a CSV sheet and upload it. For the format of CSV, send us an email requesting for the format at bd@timbukdo.in or follow the steps

1. Click on 'More Action' and Select 'Add products' by CSV



2. Upload the CSV file and Submit.

The screenshot shows the 'Add Product By CSV' page in the Timbukdo Seller Dashboard. The page title is 'Add Product By CSV' with the subtitle 'Bulk upload product by CSV'. Under the heading 'UPLOAD PRODUCT CSV', there is an 'Important Note' box containing the following text: 'Important Note : You have to manually approve the products added through the CSV. Maximum 500 products (including variants) i.e 500 rows are allowed to add at a time. You have to first validate the product CSV by clicking on Validate button. For any issue in uploading the CSV file, reach us at shopify@webkul.com'. Below this, the 'METHOD-1' section includes an 'Upload Product .CSV File' area with an 'UPLOAD CSV' button, a 'Validate' button, and a 'Submit' button. A 'Tip' box at the bottom of the method section states: 'Tip : You can add multiple images for a product by using comma as a separator.' The dashboard header includes 'Timbukdo' and navigation links for 'Seller Dashboard', 'Home', 'FAQ', and 'Need Help?'. The main navigation bar lists 'DASHBOARD', 'CONFIGURATION', 'SELLERS', 'PRODUCTS', 'ORDERS', 'COMMISSION', 'PAYMENT', 'MAIL CONFIGURATION', and 'TRANSLATION'.

3. For any instructions or sample of CSV or image file, scroll down to find the download links.

The screenshot shows the 'METHOD-2' section of the 'Add Product By CSV' page. It features three upload buttons: 'UPLOAD PRODUCT CSV', 'UPLOAD IMAGE ZIP', and 'UPLOAD IMAGE CSV'. Below these are 'Validate' and 'Submit' buttons. At the bottom of the method section, there are three download links: 'Download Instruction File', 'Download Image Example Files', and 'Download Example product csv file'. The footer of the page contains the copyright notice: '© Copyright 2010-2022 Timbukdo, All rights reserved.' The dashboard header and navigation bar are identical to the previous screenshot.

In case of any doubts, please write to us on bd@timbukdo.in