

GETTING STARTED AS A SELLER ON YURBSHOP

Yurbshop is a nigeria marketplace and e-commerce company for small and medium scale businesses & entrepreneurs to showcase and sell their products and services to thousands of nigerians across the country.

To become a vendor per excellence, all needed is to double up your business execution strategy, fast decision making and be more interested in general business growth. Here provides you with some helpful onboarding tips to aid your selling capabilities.

OUR VISION

- * * To become a leading and everything e-commerce means in africa and beyond.
- * * To be a strong force and intermediary between sellers and buyers.
- * * To help struggling businesses and entrepreneurs become a successful global brands.

OUR VALUES

- * * Reliability
- * * Respect Of Agreements
- * * Quality Assurance
- * * No To Abuse
- * * Business Growth & Development

PRE-REGISTRATION & REGISTRATION GUIDE

This article is available [here](#)

You may also like to watch a registration guide video on [YouTube](#).

POST REGISTRATION

After you might have read pre-registration article and register your seller account. From your seller dashboard, navigate to "settings"

- * * To upload your business profile picture
- * * To choose your store category i.e your industry e.g fashion, electronics, kitchen tools, furniture, home & appliance s, gadgets, smartphones, computers, agriculture etc
- * * Set number of products to display in store page i.e number of products you want displayed on one page. It's set to 50 products by default, you may change to your preference.
- * * Tick the box to display top rated products section & featured products section in your store
- * * Update Settings:

Click on update settings button to save your changes.

Go to account [settings](#)

VERIFICATION OF IDENTITY & SOCIAL PROFILES

After you might have updated your settings as described in the previous article, updating your settings successfully takes you to top of the page with page title "seller dashboard" on ajax behavior. Under the seller dashboard page title is long rectangular shape with black background and at the right extreme end are three boxed horizontal and parallel line menu in white color. Click on the line to navigate to "verification". Your ID to include either uploading of national ID card, voter's card, International Passport required for ID verification. Next is, "address verification" which require your postal code. You may go further to verify your facebook and Google account with us by logging in effortlessly via the [verification](#) page.

SHIPPING

Shipping is also known as delivery, in Yurbshop we have our associate and partners that see to package delivery. For swift delivery, sellers/vendors can also setup delivery if they have got available resources for one. Shipping setup is available via settings dropdown in seller dashboard. We have grouped shipping states into regional format to ease off the stress of having to set for 36 states one after the other. Under each region e.g SW & environ, NE, NW & NC, SE & environ, SS & environ, Niger-Delta, click on add shipping method, then you get to see the states under your selected region, three shipping methods are allowed for setup by sellers including flat rate, local pickup & free shipping. You can make your choice from all of these methods.

With "flat rate" shipping method, seller can setup delivery cost for the selected region & states under the zone and can also set different rate for different shipping class including lightweight shipping class which comprises lightweight items e.g (cloth, shoe, phone etc), middleweight shipping class comprising heavyweight/large items e.g (generator, furniture, refrigerator etc), fragile shipping class comprising sensitive items e.g (glass, television, laptop, things that can easily break etc).

Local pickup shipping method, seller can have customers come pickup their packages in a specified, approved and verified warehouse or store physical office. This can be done only after our team must have verified your store physical location.

Free shipping method: with this buyers within the selected region are to enjoy free delivery on all orders.

Do not setup shipping features if you don't have adequate resources to make the process seamless.

Sellers can also setup shipping using state format instead of regional format explained above by choosing "[previous shipping system](#)". Choose states you'd like to deliver to and set delivery cost for each of the state.

Go to [regional/zonal shipping](#)

PAYMENT/WITHDRAW

Under any of these features via seller dashboard, click on payment and add payment method e.g "bank transfer". Fill in your bank details for settlement of your sold items.

Go to [payment](#) or [withdraw](#).

STEPS TO ADDING A NEW PRODUCT.

There are two ways of adding products including manual and bulk.

BULK PRODUCTS UPLOAD

This is to add multiple products from an existing file.

To do this, you're expected to have an existing CSV or XML file consisting number of products. For instance, a vendor selling in another online marketplace can effortlessly export products from the store elsewhere and import to Yurbshop store.

To upload products in bulk, navigate to "import" button beside "add new product" button, upload the exported CSV or XML file and all existing products in the file will be automatically imported to your new Yurbshop store.

To manually add a product, navigate to products, then "add new button".

- - Supply your product informations including product cover image, gallery if available, product name, regular price & discounted price, product category, SKU, description, product type, dimensions, inventory if applicable, upsells, cross-sells, attribute (brand, colour, size, gender etc), wholesale option if available, return & warranty setting if applicable and finally click on "save product" button
- * * Product Cover Image is the product main image which should be transparent, clear enough with no background colour. You may remove the background of your potential product image [here](#) or enter into your browser <https://www.remove.bg/>
- * * Product Gallery are supporting or subordinate images to further show other part of the product. They're usually multiple unlike product cover image that's just one.
- * * Product Name is the name you feel it's perfect for the product, we recommend this format; Brand* item* model* colour e.g Nike Air max NK1722 - Black
- * * Regular & Discounted Price: This is the price/value of a product; regular price is known as supposed price while discounted price is a sale price in which a product will be sold to customers.
- * * Product Category: is a category in which an item falls. If you're uploading a sneaker, you choose "sneaker" or "footwear" from many available categories.
- * * Description: a detailed information about the product, here you can explain what the product is used and good for, who can use your product and what your product look like etc.
- * * Product Type: There are three different product types including simple, variable, downloadable.
- * * Attribute is product characteristics including brand, colour, size, gender, condition, material, age group, made in etc. These are important to make product appealing to your buyers. This make them get all the necessary and useful overview about the product.
- * * Wholesale option : This is recommend if your product is available in wholesale price, note that you will be required to input your wholesale price and minimum quantity to be able to buy at your specified price/rate.

Dimensions: this is product weight, length, width and height, but this is optional if you have no idea.

- * * Return & Warranty: This is about how many days, months, years return & warranty you're giving to the product.
- * Go to [products](#)

ORDERS

Sellers are advised to check dashboard atleast twice daily to ensure quick order handling & fulfilment!

Taking Orders

This is simple but logical even though, new orders are visible under "order" via seller dashboard and sellers are also sent order alert/notification through their registered email address.

Order Status & Handling

Order status in "pending payment", "on hold", "failed" & "cancelled" are not to be acknowledged by a seller to avoid waste of resources since the needful is not yet done by the buyer regarding such orders.

Order status in "processing" is to be acknowledged by the product seller.

What to do with order in processing status?

Immediately order is received with a status showing "processing" in blue background.

- - Click on the order number to see full details about the order, scroll to "General Details" and click on "edit" showing at the right side of order status/label.
- - Click on the box showing "processing" with a dropdown to select "handling" among others and finally click on "update". This make us believe you have received customer new order and you're currently working on it. Note that you're expected to prepare the order within 2 days
- - When the order is prepared and ready within 2 days, follow the same process adopted while preparing your order and change the status from "handling" to "ready to ship" and our delivery team will come pickup the item for inspection after you must have appropriately packaged the item using "Yurbshop packing bag" with a purchase receipt downloadable under "order action" right beside "eye icon" via orders. Picking up your package might take few hours but you will be contacted in that regard. Your order gets delivered to the buyer aftermath.
- Go to [orders](#)

STAFF

As a seller, you may relieve yourself of heavy workforce if you're a busy type by registering a staff to give a full or restricted access depending on the features you want them accessed on your seller dashboard. You may hire a staff to keep adding new products or updating the existing products. This can be done navigating to "staff" via your seller dashboard. Click on "add new staff" button, then add ur staff information including first name, last name, email, phone number and finally click on "[create staff](#)" after successful creation of staff account, you will be required to "manage permissions", under permissions, you can grant permission of anything you want them handled on your behalf. Your staff will be able to login to your seller dashboard with the email address you registered for them and password obtainable through reset password link to enable them choose their preferred password. Note that only features permitted to them will be accessible on your dashboard when they're logged in as staff unless you allow full permission via "manage permissions". All features are accessible when you're logged in as a seller/vendor or when you grant your staff full permission.
Go to [staff](#)

FOLLOWERS

Be in the know of your popularity and make good use of multitudes following your seller account. This make your followers aware of every new products added to your store by receiving an automated email displaying your new products and a direct link to your store.

CHANGES TO THIS AGREEMENT

We reserve the right, at our sole discretion, to modify or replace this guide, article and information.

THIS MATERIAL NOT FOR SALE