Product Upload & User Manual

Welcome to the Skoonma family, we're REALLY excited to have you on board!

Over the next page or two we'll give as much info as possible to ensure the whole experience and process is as smooth as possible for you, our new Skoonma Vendor.

Uploading & Approving An Item

It would be great to simply upload all your products for selling, but at Skoonma, we really take pride in the quality and curated items we upload; we have, therefore, put a process in place where we can see, deliberate & approve items that we know Skoonma's clients would love.

Note that all approved stock items have to be sent to:

CJ Vorster
29A Hibernia Street, SND Building
George
Western Cape
6529

…so here we go:

Step #1   ->   Go to our product upload page @ https://skoonma.com/product_upload/

                                   You'll see the following page over here:

Step #2 -> Describe your product, upload photos etc. The page is self-explanatory, but if you have any questions, do not hesitate to contact us. When approved, this will be the info we use to upload your product, so be as thorough as possible

Step #3 -> Your product gets approved, gets uploaded to Skoonma.com and the marketing & selling starts.

…and this brings us to the Vendor Dashboard

We want to ensure an effortless process, so we created our Skoonma Vendor Dashboard.

Over here you'll be able to track your products' selling figures, your commission, reports etc.

To Start, head over to -> vendors.skoonma.com

You'll see a page that looks like this:
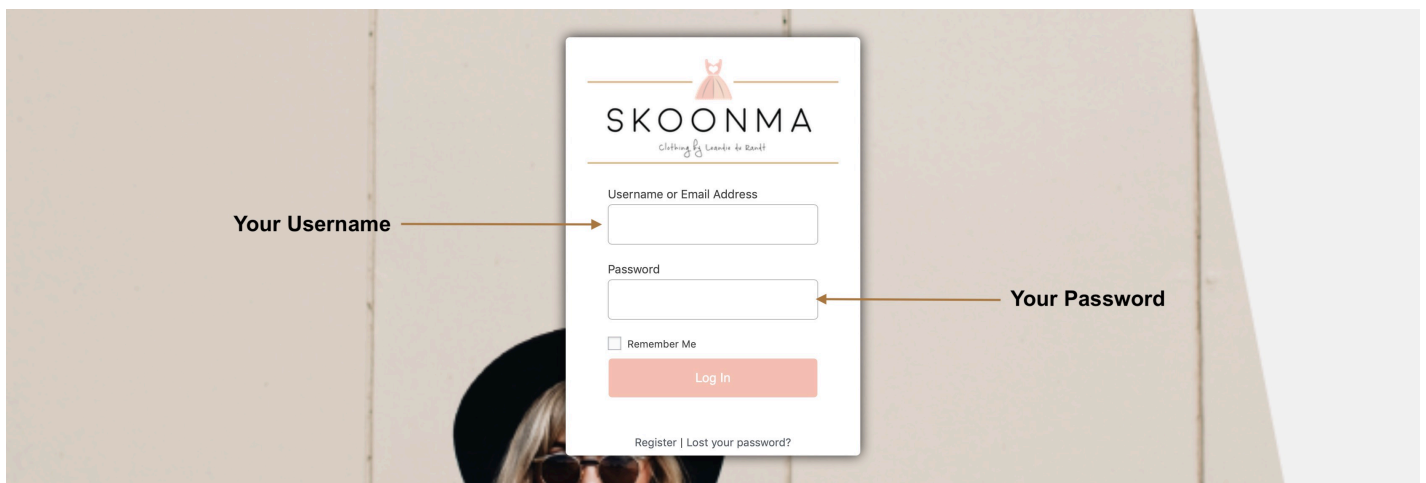
Insert the Username & Password that you received with your first e-mail from Leandie.

When you're logged in, you'll see a page that looks like this:

1. Over here you'll see all the orders that have been placed for YOUR products.
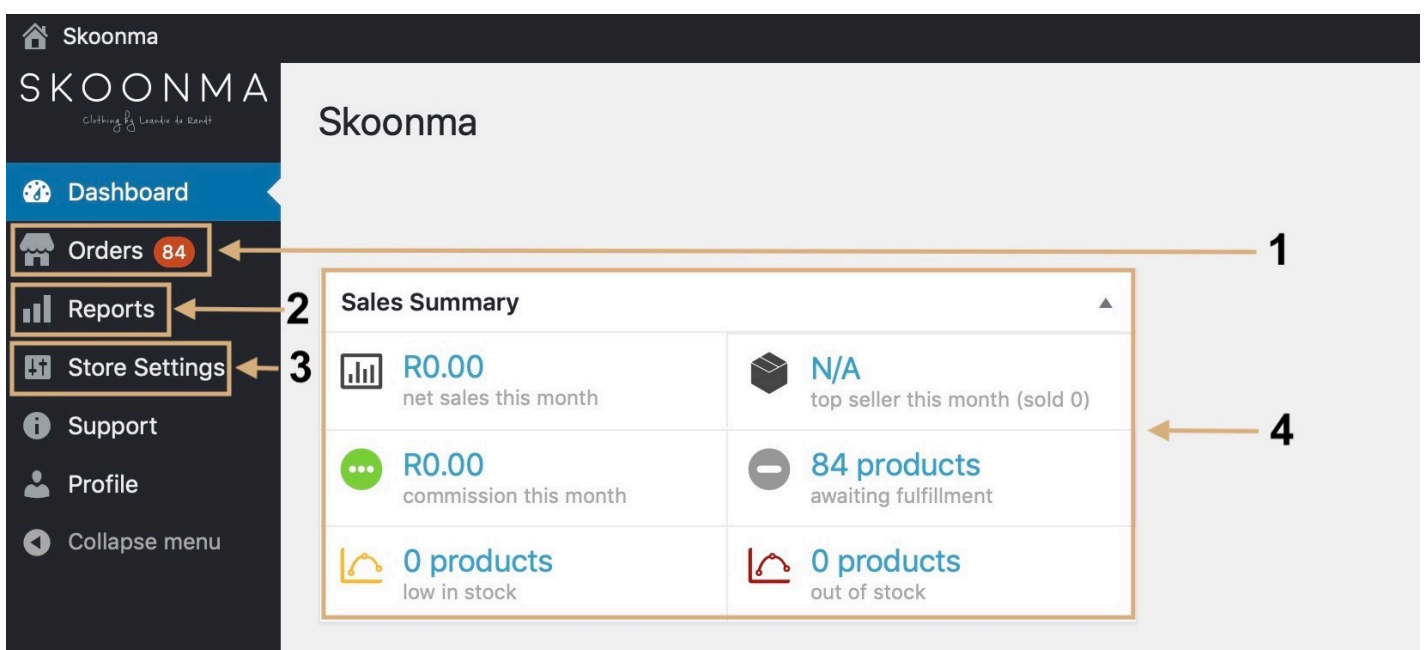   i. Once you've selected **Orders**, you'll be able to see which orders have been sent (Fulfilled) as well as which have been Paid to you (paid) - Payments happen on the 27th of each month.
2. You'll be able to see generate & see **reports** over here; as soon as you start receiving orders, you'll be able to see what's happening over there.
3. **At Store Settings** you'll be able to see your profile, which we'll set-up with you.
4. The **Sales Summary** dashboard is where you'll be able to see an overview of all your orders.
    i. **Nett Sales** will show all the sales.
    ii. **Commission** will already deduct the % towards Skoonma.com, which will be the amount you'll invoice Skoonma.
    iii. **Awaiting Fulfillment** are all the products that we still have to send to customers.
    iv. In **Products** you'll be able to see which products are "low in stock" (3 or less) and which ones are out of stock.

In Closing, The Process

You're already accepted and we're excited for the road ahead.

If at ANY stage, you have questions, do not hesitate to contact us on vendors@skoonma.com

Just a summary of the process now:

- Upload all your products on THIS LINK for approval; Leandie will be selecting products from your oploaded range that she believes fits into the client-base of skoonma.com
- **As soon as it is approved**, you'll be notified which of the products have been selected.
- One sample product (of each variation) has to be sent to Skoonma's Offices in **Randburg, Gauteng**.
- You can choose the amount of stock you want to send to Skoonma's depot in **George, Western Cape**.
- Products get uploaded to Skoonma.com and the products are ready to be sold.
- All the products get sent directly from our Warehouse in George and you'll be able to track it via your Vendor Dashboard.
- Our billing month runs from the 20th to the 19th of each month; we will confirm the final commission amount and then request an invoice from you.
- All final amounts will be paid on or before the 27th of the same month.

Again, if you have any question, remarks, ideas or uncertainties… do not hesitate to contact us on vendors@skoonma.com at ANY time.

We're excited about the journey.

Blessings
Leandie