

Marketplace Success Checklist

Step 1: Set Up Your Account

A link to a tutorial is available at each step. **Pro Tip:** To view the link in a new window, press the control key and click on the link (Mac users, press the command key and click the link).

Create a personal Brandwise Passport, then connect your Passport to your business account (Supplier login provided by email is required)

➔ [Tutorial](#)

Define payment terms and shipping methods under the Admin tab

➔ [Tutorial](#)

Define minimum order amounts (payment terms / shipping methods can also be adjusted on this form)

➔ [Supplier Terms Form](#)

Create your business profile with lifestyle image and brand story under the Passport Tab. Upload lifestyle image [HERE](#).

➔ [Tutorial](#)

Decide how you'll receive credit card data, [EMAIL HERE](#) to change your account

➔ [Click Here](#)

(Optional) Join Brandwise Insiders FaceBook Group.

➔ [Brandwise Insiders](#)

Step 2: Upload Your Product Information

Upload your product data file from the Transit tab (template available; descriptions recommended)

➔ [File Prep Tutorial](#)
[File Upload Tutorial](#)
[Category Mapping Tutorial](#)

Upload your Product Images from the Content tab (one image needed for every SKU)

➔ [Tutorial](#)

Upload your digital catalog(s) from the Content tab and Hotspot. Verify catalogs listed are up to date

➔ [Catalog Upload Tutorial](#)
[Catalog Hotspot Tutorial](#)

[EMAIL HERE](#) when catalogs have been uploaded

Step 3: Promote Yourself

Provide a link to your Marketplace page (specific products, categories, etc) on your website and include link in e-blasts to customers - [EMAIL HERE](#) if you need help finding your link

Use the Marketplace Toolkit, found [HERE](#), to send marketing emails and social posts to your customers

Set up time on your calendar to review your information, promos, images and data file, once per quarter, at minimum, or whenever you have new releases!