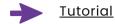
## Marketplace Success Checklist

## **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)



Define payment terms and shipping methods under the Admin tab

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

<u>Supplier Terms Form</u>

<u>Tutorial</u>

**Tutorial** 

Create your business profile with lifestyle image and brand story under the Passport Tab. Upload lifestyle image HERE.

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)

<u>Tutorial</u>

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!



