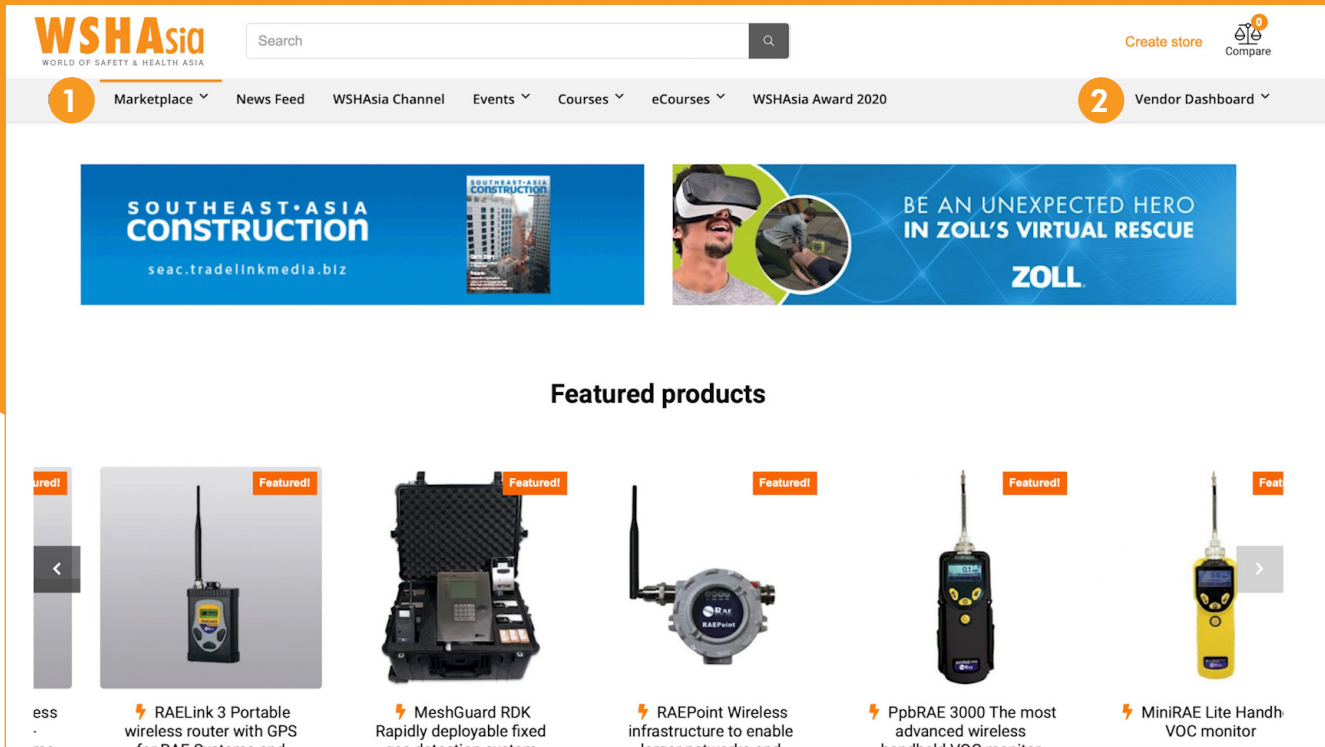


**WSHA**sid

WORLD OF SAFETY & HEALTH ASIA

**GU****i****DE**

**HOW TO POST  
NEW PRODUCT  
TO OUR  
MARKETPLACE?**



- 1 Go to our Marketplace site, <https://wshasia.com/marketplace>
- 2 Click on the Vendor Dashboard link on the upper right corner

- ! You must first create a vendor account by entering your details on the Register column at the right
- 3 Select I am a vendor to view all the fields
- 4 Click REGISTER and check the activation link sent to your Email (within 2 working days)

The screenshot shows the WSHAsia website's account page. At the top, there's a navigation bar with links like Home, Marketplace, News Feed, WSHAsia Channel, Events, Courses, eCourses, WSHAsia Award 2020, and Vendor Dashboard. Below this, the 'Account' section is divided into 'Login' and 'Register'.

**Login Form:**

- Username or email address: zeroice
- Password: [masked]
- Remember me: ☐
- Buttons: LOG IN (highlighted with a red circle 5), Lost your password?

**Register Form:**

- Email address: [empty]
- Password: [empty]
- Buttons: I am a buyer, I am a vendor, REGISTER

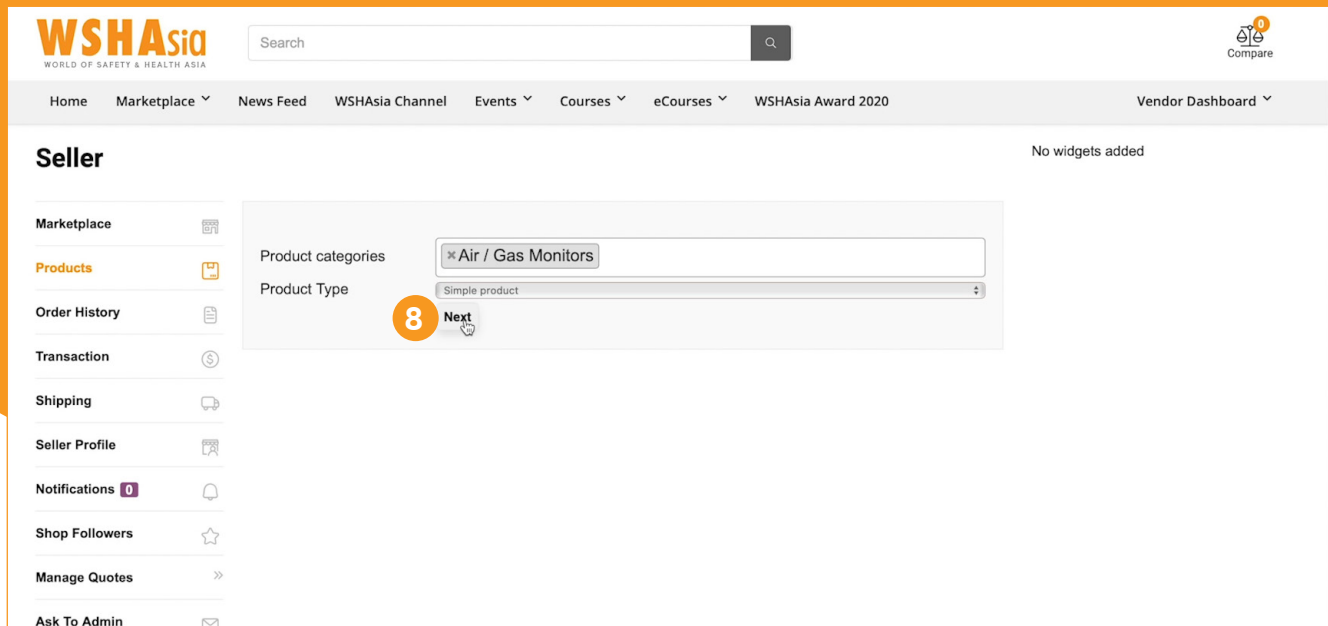
- 5 Once your account is activated, login with your username and password to access your dashboard

The screenshot shows the WSHAsia Seller dashboard. The left sidebar contains navigation links: Marketplace, Products (highlighted with a red circle 6), Order History, Transaction, Shipping, Seller Profile, Notifications (0), Shop Followers, Manage Quotes, and Ask To Admin.

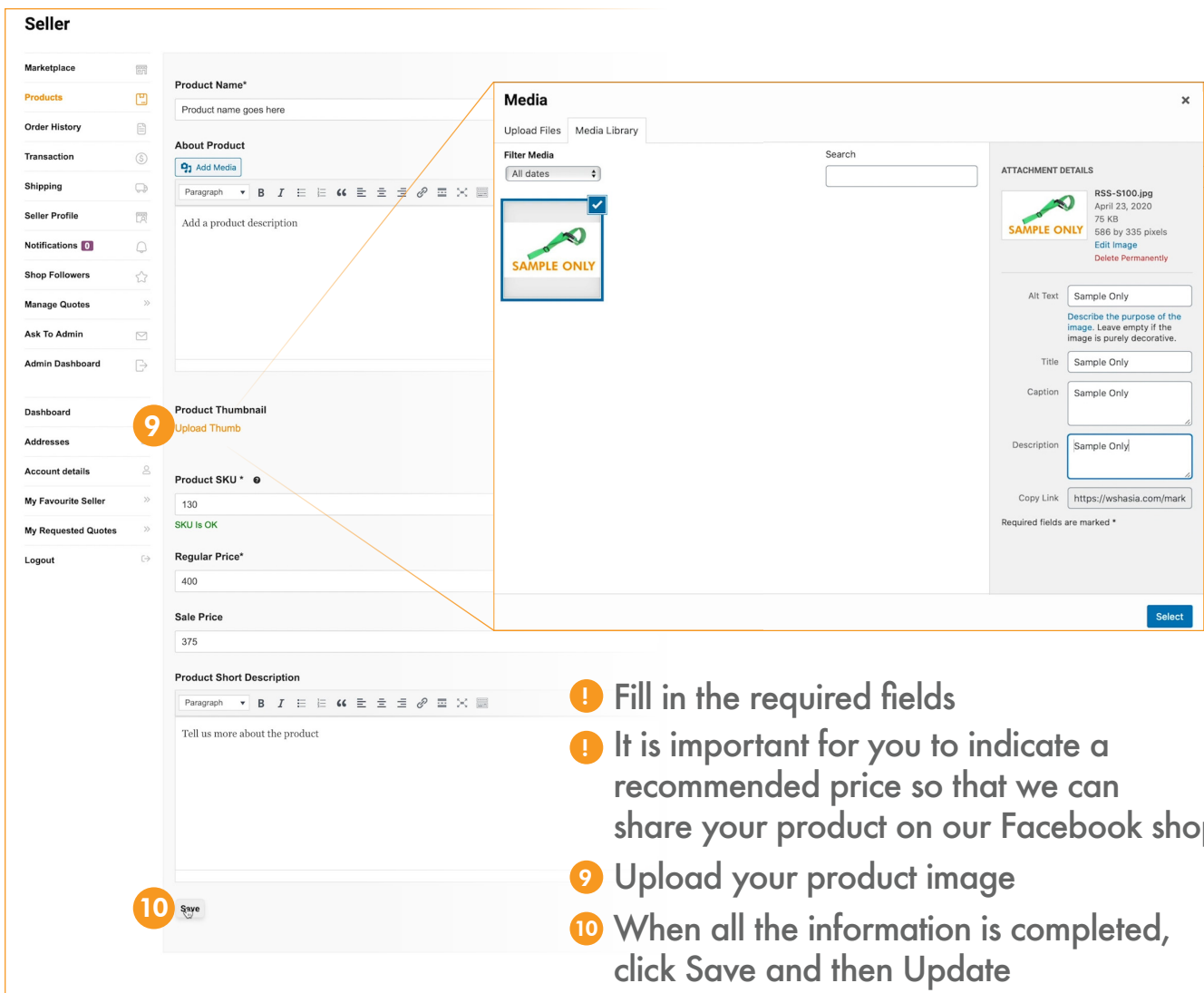
The main content area is titled 'Seller' and contains a 'Marketplace' section with a search bar and a table of products. The table has columns: Product Name, Image, Stock, Product Status, Price, and Action. A red circle 7 highlights the 'Add Product' button in the top right corner of the table.

Product Name	Image	Stock	Product Status	Price	Action
ABC		-	Draft	\$99.00 \$79.00	

- 6 On your dashboard, click on the Products tab on the left
- 7 Your product list will appear, you just then click on Add Product on the upper right



8 Choose the product category and specify the product type then click Next



**WSHAsia**  
WORLD OF SAFETY & HEALTH ASIA

Search

Home Marketplace News Feed WSHAsia Channel Events Courses eCourses WSHAsia Award 2020 Vendor Dashboard

## Seller

No widgets added

✓ Product Created Successfully.

✓ Product Updated Successfully.

Marketplace

Products

Order History

Transaction

Shipping

Seller Profile

Search by Product Name Search Delete Add Product

Product Name	Image	Stock	Product Status	Price	Action
<input type="checkbox"/> Product name goes here		In Stock	Draft	\$400.00	<span>11</span>
<input type="checkbox"/> ABC		-	Draft	\$99.00 \$79.00	

- ! Your product is now added on your product list
- 11 Now it's time to enable request to quote for the product, click on the pencil icon

## Seller

Marketplace

Products

Order History

Transaction

Shipping

Seller Profile

Notifications 0

Shop Followers

Manage Quotes >>

Ask To Admin

Admin Dashboard

12 Inventory Shipping Linked Products Attributes

Product Type:  
Simple product

Product Name\* :  
Product name goes here

About Product

Add Media

Paragraph B

Add a product description

13 Update

Edit Inventory Shipping Linked Products Attributes Product Status

Manage Stock?

☐ Enable stock management at product level


Stock Status


In Stock

Quote Product :

☒ Enable Quote for this product

- 12 Click on the Inventory tab
- 13 Tick the Enable Quote for this Product then click Update












Home
Marketplace
News Feed
WSHAsia Channel
Events
Courses
eCourses
WSHAsia Award 2020
Vendor Dashboard

Seller

No widgets added


Product Updated Successfully.

Marketplace
Products
Order History
Transaction
Shipping
Seller Profile
Notifications
Shop Followers
Manage Quotes

Product Name	Image	Stock	Product Status	Price	Action
<input type="checkbox"/> Product name goes here		In Stock	Draft	\$400.00	 
<input type="checkbox"/> ABC		-	Draft	\$99.00 \$79.00	 

- ! Congratulations! Now your product is available on our Marketplace
- ! You may opt to edit the details of your product anytime, just click on the pencil icon

## CONTACT US

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