



Spotz Vendor Checklist

Shop Setup

1. **Shop Name:** This will be your Brand or product name or similar. Shop names are unique, and if the name is taken you may need to have an alternative ready.
2. **Shop Logo:** You will need to load a logo. Best size for this is 500x500 pixels. JPG or PNG only.
3. **Shop Banner image:** Best banner size is 1650x350 pixels.
JPG or PNG only.
Here is an example of a banner image...



4. **Shop List Banner image:** Best banner size is 370x200 pixels.
JPG or PNG only. This is the image that displays in the Shop Listings.
 5. **Shop Description:** Write about yourself and your product so customers get to know you and what you sell. Highlight aspects that are special about your products – things like handmade, sustainable etc.
 6. **Shop Policies:** Policies include: Shipping Policy, Refund Policy and Cancellation/Return/Exchange Policy. These don't need to be long, just to clearly state your terms of sale, shipping and returns etc.
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Payment – how we will pay you

1. Spotz handles the checkout process for the customer, and then we pass on your sales earnings, less our commission and the transaction fees charged by Paypal or Stripe.
 2. You will need a PayPal account OR a Stripe account (<https://stripe.com/en-au>).
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Shipping

1. In order to send your products to your customers you will need to set up shipping! All Shop owners are responsible for shipping their products so it is vital you work out your shipping costs.
 2. We recommend you use a shipping service like [Sendle](#), [Australia Post](#) or [Shippit](#) – check them out and work through how much each of your products will cost to ship.
 3. Our platform will allow you to scale costs for more than one product. The options are:
 - Set the Default Shipping Price then...
 - Per Product Additional Price
 - Per Qty Additional Price
 - Free Shipping Minimum Order Amount
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Product Details

Product image/s

- ☐ You will need to load at least one image for each product.
JPG or PNG only.
- ☐ Recommended MINIMUM size is 800 x 800 pixels.
- ☐ More than one image will be added to the product gallery.

Product details

You will need the following details (at a minimum)

- ☐ Product title
- ☐ Price – ALL prices are INCLUSIVE OF GST. You are responsible for managing the tax after a sale.
- ☐ Short Description – the top level features of your product.
- ☐ Category – There are Primary Categories. Before you start let us know your unique sub-categories and we will add them!
 - ☐ Art, Craft & Collectibles
 - ☐ Clothing & Shoes
 - ☐ Home & Living
 - ☐ Jewellery & Accessories
 - ☐ Party & Celebrations
 - ☐ Toys & Entertainment
 - ☐ Vintage
- ☐ Variants – for example, if you sell products that come in different sizes (ie Sm, M, L) you will need the details above for each variant

Additional details include

- ☐ Long Description – other details like dimensions, how to use, source etc
- ☐ SKU – a unique inventory identifier
- ☐ Weight (kg) – if you are shipping by Weight you will need this information
- ☐ Dimensions (cm) – if you are shipping by Weight you will need this information.

