



# Goodada Seller User Manual

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## **Before You Start**

### **Information required For Seller Registration.**

- 1. Image of Company Logo**
- 2. Images of exterior of Company**
- 3. Image of Sales Person**

**All Registration Pages MUST be completed before products can be added.**

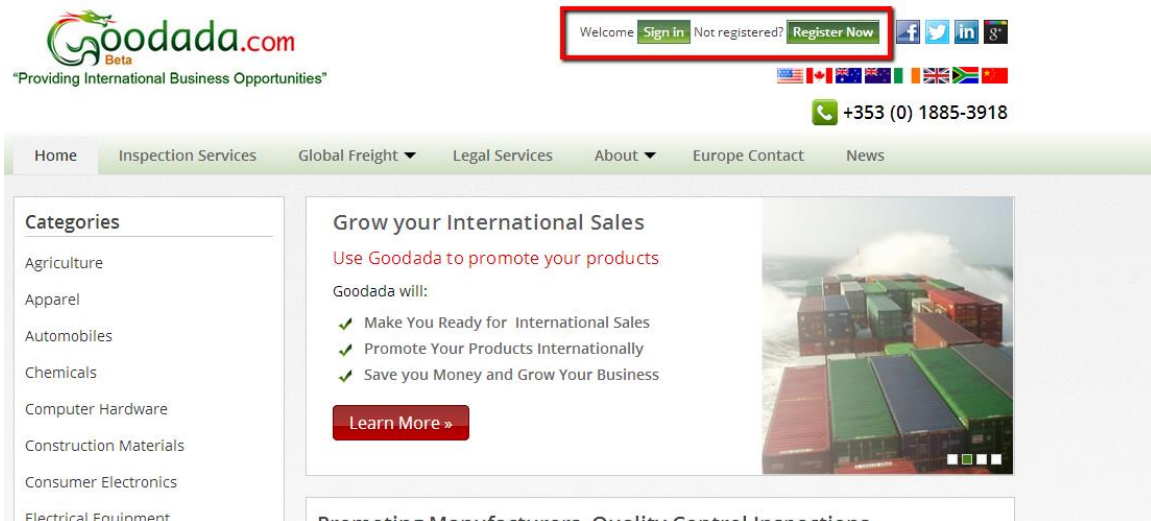
**Seller must complete page 1 in order to be registered on Goodada.**

**Seller can log onto Goodada to complete pages 2, 3, 4.**



## Section 1: Seller Registers on Goodada

1. Seller visits Goodada website. [www.goodada.com](http://www.goodada.com)
2. Seller clicks on the “Register Now” icon in the top right of the Goodada Page



3. Seller completes – “Create a Seller Account Form” (25% of registration)
  - a. **Note that this page must be completed for Goodada to create your account**
  - b. This section is for the contact person whom Goodada will be able to contact.
  - c. The details in this section are for Goodada’s records only.
  - d. The information section is will **NOT BE DISPLAYED** to the public.

Create a Seller Account

25%50%75%100%

Contact Details

Please note: fields marked with a \* are required

Contact First Name \*

Contact Last Name \*

Contact Email \*

Password \*

Confirm Password \*

Name of Goodada Partner who will recommend your company \*

Submit »



4. Complete Seller Company Information (50%)

- a. All information must be in English
- b. This information will be displayed to the Public
- c. All Pages must be completed before Products can

Seller Profile

25%50%75%100%

*Profile must be completed before Seller can proceed to the next stage.*

### Upload Company Information

*Please note: fields marked with a \* are required*

Company Name \*

Company Address \*

Company Country \*

[Select Country]

Company Region

Company Telephone Number \*

-

-

Company Fax Number

-

-

Company Website

Submit »



5. Complete Company Background information (75%)

- a. All information must be English
- b. You must put in mandatory information such as
  - i. Year Formed
  - ii. Company Logo
  - iii. Exterior Photos of Buildings
- c. Include some background information on your company. Note it will increase your ability to get more sales by almost 30%
- d. If you have a company video please add it. This will make your company more attractive to new customers by almost 20%
- e. Include some photos of your Factory. This will make it easier for new customers to choose you.

Seller Profile

25%50%75%100%

*Profile must be completed before Seller can proceed to the next stage.*

Upload Company Background Information

*Please note: fields marked with a \* are required*

Year Company Formed

Select Year

Company History and Background ?  
(Note: Maximum 1150 characters including spaces)

Company Logo \* ?  
(Upload only jpg, gif, png max size 3Mb)

Browse

Company Video ?  
(Insert link to company video)



6. Complete Information on Sales contact for Visitors to Goodada

- a. All information must be in English
- b. This is the information of the Sales Person that the customer will communicate with.
- c. A clear photo of the Sales person is required

**Seller Profile**

25%50%75%100%

*Profile must be completed before Seller can proceed to the next stage.*

Upload Sales Contact Information

*Please note: fields marked with a \* are required*

Sales Person First Name \*

Sales Person Last Name \*

Sales Person Telephone Number \*

855 -  -

Sales Person Mobile Number \*

855 -  -

Sales Person Fax Number

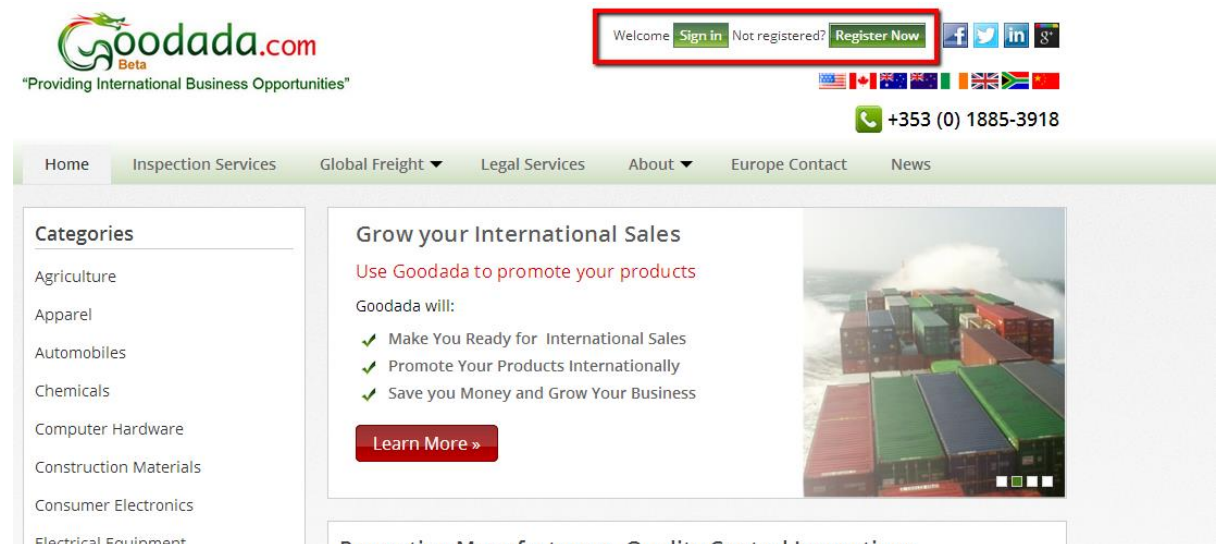
855 -  -

Sales Person Email Address \*

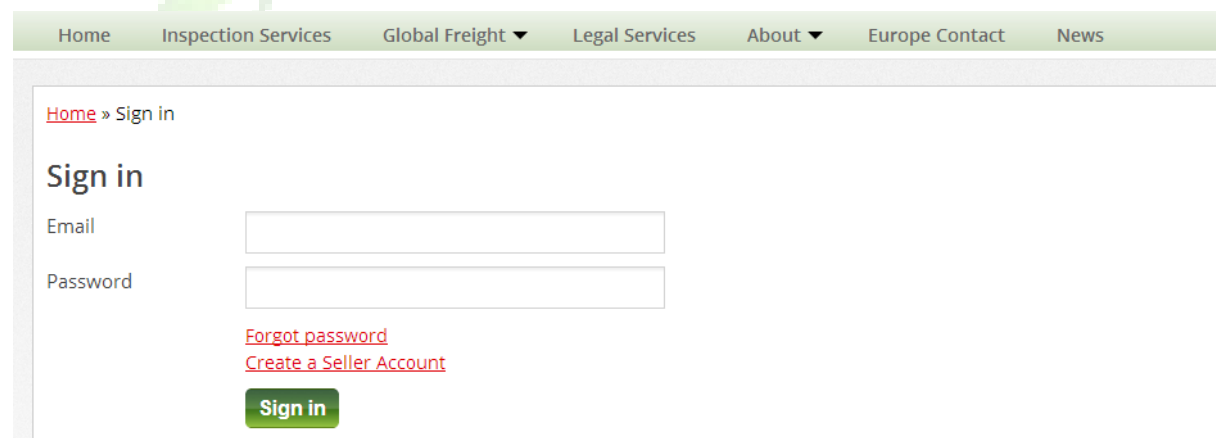


## Section 2: Seller logs onto Goodada website

1. Seller clicks log in icon



2. Seller enters in their email address and password





### Section 3: How to use Seller Control Panel on Goodada

1. Seller can confirm their Account Status on Goodada

There are 3 Seller Account Status

- i. Verified
- ii. Awaiting Verification
- iii. Suspended

The screenshot shows the Goodada Seller Control Panel. At the top left is the Goodada.com logo. To its right is a profile picture of a man with the text 'CAREFUL NOW' below it. Further right is a navigation bar with links: Products, Profile, Contact, Logout. Below the logo, it says 'Careful Now Goodada Account Number: 53' and 'Account: Verified'. A red arrow points from the 'Verified' status to a red box containing the text 'Seller Goodada Account Status'. To the right of the account number is a 'Need Help?' link with a red button that says 'Click here to Contact Goodada'. Below this is a table with columns: PRODUCTS, CATEGORY, RANGE, GROUP, ACTIVE?, and a '+ Add New Product' link. The table has one row: 'Boss 3 Seater Sofa', 'Furniture', 'Home Furniture', 'Living Room Furniture', 'Yes', and action links 'Edit', 'Has photo'.

2. There seller has 5 Action icons located on the top right of the Control Panel
  - a. Products – This allows the Seller to Add/ Delete/ Amend their Products on Goodada
  - b. Profile – This allows the Seller to update the information about their Company on Goodada
  - c. Contact – This allows the Seller to amend the Contact Details for their company
  - d. Logout – This allows the Seller to exit their control Panel
  - e. Contact Goodada – If the Seller requires any information they can ask Goodada.

The screenshot shows the Goodada Seller Control Panel. At the top left is the Goodada.com logo. To its right is a profile picture of a man with the text 'CAREFUL NOW' below it. Further right is a navigation bar with links: Products, Profile, Contact, Logout. Below the logo, it says 'Careful Now Goodada Account Number: 53' and 'Account: Verified'. To the right of the account number is a 'Need Help?' link with a red button that says 'Click here to Contact Goodada'. Below this is a table with columns: PRODUCTS, CATEGORY, RANGE, GROUP, ACTIVE?, and a '+ Add New Product' link. The table has two rows: 'Sofa Leather', 'Furniture', 'Home Furniture', 'Living Room Furniture', 'Yes', and action links 'Edit', 'Has photo'; and 'Boss 3 Seater Sofa', 'Furniture', 'Home Furniture', 'Living Room Furniture', 'Yes', and action links 'Edit', 'Has photo'.





## Section 4: How to Add/ Edit/ Delete products on Goodada

### 1. How to Add a new Product onto Goodada

**\*\*Note\*\* You must have an image of the Product available \*\*Note\*\***

- Click on the Blue Button titled “Products” on the top right hand corner of the screen
- Click on the “Add New Product” Button

PRODUCTS	CATEGORY	RANGE	GROUP	ACTIVE?			
Sofa Leather	Furniture	Home Furniture	Living Room Furniture	Yes	<a href="#">Edit</a>	<a href="#">✗</a>	Has photo
Boss 3 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	<a href="#">Edit</a>	<a href="#">✗</a>	Has photo
Boss 2 Seater Sofa	Furniture	Home Furniture	Living Room Furniture	Yes	<a href="#">Edit</a>	<a href="#">✗</a>	Has photo
Havard Bed	Furniture	Home Furniture	Bedroom Furniture	Yes	<a href="#">Edit</a>	<a href="#">✗</a>	Has photo

- Fill out the information required – **IN ENGLISH**

Allowed file types for upload: jpg, jpeg, gif, png.  
Max file size: 3Mb  
Picture size: 200 x 200 px

Product Name\*

Product Keywords\*

Product Image\*  [Browse](#)

Seller Product Code\*

Product Category\*

Product Range\*

Product Group\*

[Save](#)

- Suggest some Keywords – This will assist the user in searching for your product.



- e. Assign the Product to the correct classification on Goodada Database
- f. Press the Save Button

## 2. How to Edit a Product

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen
- b. Select the Product line that you wish to edit
- c. Click on the brown “Edit” Box on the Product Line
- d. Make the changes in any of the sections that you require
- e. Press the Save button at the bottom to save the changes

## 3. How to Delete a Product

- a. Click on the Blue Button titled “Products” on the top right hand corner of the screen
- b. Select the product line that you wish to Delete
- c. Click on the Red “Delete” Box
- d. A Warning message will appear asking you if you want to confirm deletion. Please “Yes” if you wish to confirm the deletion



## **Section 5: How to Edit your Company Profile on Goodada**

1. Click on the Yellow Button titled “Profile” on the top right hand corner of the screen.
2. You can only edit your “Company Profile” and “Background Information” in this section.
3. Press the “Save” button to save the changes to the company Profile.





## **Section 6: How to Edit the Sales Contact Information on Goodada**

1. Click on the Green Button titled “Contact” on the top right hand corner of the screen.
2. You can edit the contact details of the Sales.
3. Press the “Save” button to save the changes to the Sales contact information.

