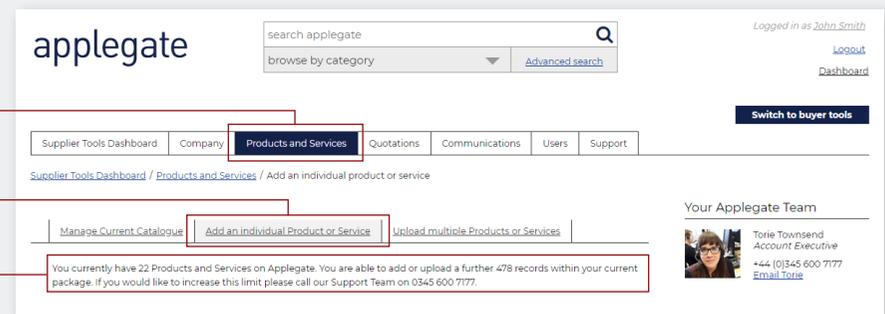
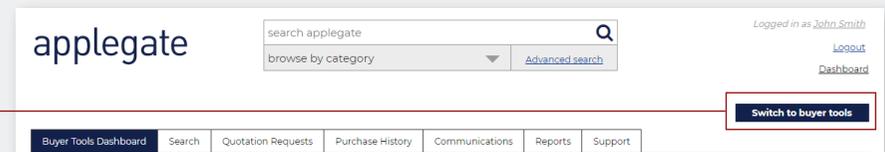


As an active member on the Applegate Supplier Network, you can now use this guide to upload products services to your account. Ensure that you have verified your email address and set up a password. If you have not received the verification email then please contact us

Setting up individual product/service records

In this guide we will focus on how to add individual products and services. If you have a large number of products and services to upload please contact Applegate who will be happy to help

1. [Log-in](#) to your Applegate account using your registered email and the password you set up.
2. Click the **'Switch to supplier tools'** button in the top right under 'Logout' and 'Dashboard' buttons, top go to the Supplier Tools Dashboard.
3. Choose **'Products and Services'** from the horizontal menu. From here you can manage your current product records, add individual product and service records or upload multiple products and services.
4. To add an individual product or service click the **'Add an individual Product or Service'** button.
5. You will see at the top of the page how many products and service slots you have available to use.



To add a single product

1. Ensure the '**Product**' radio button is selected
2. Give the product a name.
3. Select where in the category structure you would like the product to appear.
4. Enter any other product details you wish to be shown. These include things like Manufacturer, Part numbers, stock levels and a link to the product on your website.
5. Upload a product image if you have one available, this is useful to help engage visitors to your page.
6. Insert a product description.
Remember the more information you put here the better for any visitors to your product page.
7. You can also upload a specification sheet if available.
8. Enter a price if you would like to have it displayed to Buyers.
9. Click '**Save and Publish**'.
10. This will now appear on your Applegate Products and Services page.

The screenshot shows a web form for adding a product. It is divided into several sections:

- 1:** Radio buttons for 'Product' (selected) and 'Service'.
- 2:** A text input field for 'Product name *'.
- 3:** A 'Category information' section with three dropdown menus: 'Product master category *', 'Product sub category', and 'Product type'. A note to the right states: 'Note: This category information is crucial, as it determines where buyers will find your item if they choose to navigate by type of product.'
- 4:** A 'Product details' section with input fields for 'Manufacturer', 'Manufacturer's Part Number', 'Supplier's Part Number', 'Quantity held in stock', and 'Product URL on your website'.
- 5:** A 'Product image' section with a placeholder image and an 'Upload image' button.
- 6:** A 'Product description *' section with a rich text editor toolbar and a text area.
- 7:** A 'Specification file (if available)' section with an 'Add Attachment' button.
- 8:** A 'Pricing information (optional)' section with a text input field containing 'enter pricing here'. A note below reads: 'Note: You may wish to quote a single price or a range (exclusive of VAT and other taxes), or just POA'.
- 9:** 'Cancel' and 'Save and Publish' buttons at the bottom right.

To add a single service

1. To add a service, ensure the **'Service'** radio button is selected
2. Enter a service name.
3. Select where in the category structure you would like the service to appear.
4. Include a link to the page on your website.
5. Upload a related image if you have one available, this is useful to help engage visitors to your page.
6. Insert a service description.
Remember the more information you put here the better for any visitors to your product page.
7. You can also upload a specification PDF sheet if available.
8. Enter a price if you would like to have it displayed to Buyers.
9. Click **'Save and Publish'**.
10. This will now appear on your Applegate Products and Services page.

The screenshot shows a web form for adding a service. It is divided into several sections:

- 1:** Radio buttons for 'Product' and 'Service'. The 'Service' option is selected.
- 2:** A text input field for 'Service name *'.
- 3:** 'Category information' section with three dropdown menus: 'Service master category *', 'Service sub category', and 'Service type'. A note states: 'Note: This category information is crucial, as it determines where buyers will find your item if they choose to navigate by type of service.'
- 4:** 'Service details' section with a text input field for 'Service URL on your website'.
- 5:** 'Service image' section with a placeholder image and an 'Upload image' button.
- 6:** 'Service description *' section with a rich text editor toolbar and a text area.
- 7:** 'Specification file (if available)' section with an 'Add Attachment' button.
- 8:** 'Pricing information (optional)' section with a text input field for 'enter pricing here'. A note below reads: 'Note: You may wish to quote a single price or a range (exclusive of VAT and other taxes), or just POZ'.
- 9:** 'Cancel' and 'Save and Publish' buttons at the bottom.

Should you have any questions regarding this process, please do not hesitate to contact us by
email on supplier-support@applegate.co.uk or phone +44 (0) 345 600 7177