

How To: List a Product to Sell

Getting your products in front of the right buyers on MiX is quick and easy. Create detailed listings, highlight your inventory, and manage orders with ease.

To Start the Process: Click the **Add New Product button** or navigate to the **Products tab in your dashboard**. That being said, if you click the Add New Product button, it will direct you to your products tab to add the product.

Step 1: Navigate To Your Products Tab

Now that you've navigated to your Products tab, click **Add New Product**. Instead of manually entering each detail, you have the option to import an Excel sheet with all your product information, saving time and effort. You can also export any of your existing listings to an Excel sheet for easy editing or record-keeping.

Note: At the time of this how-to's creation, you can upload unlimited items per month. A limit of 100 products per month will be implemented soon, so plan your listings accordingly.

Step 2: Start Your Product Listing

Listing your products is simple and straightforward. *Keep in mind, for this guide, the product in this listing is for test purposes only and isn't for sale.*

Add Your Product Title, Upload Product Images, Choose the Product Type and Category: We recommend the title being the name of the product, 1–5 images from different angles, choose from Simple, Variable, External/Affiliate, or Group Product for the type, and select a category such as Cutting Tools, Industrial Materials, MRO/Repair Tools, Machine Tooling, or Uncategorized.

Dashboard

Dashboard

Products

Orders (1)

Subscription

Settings

Add New Product

Title

Blue Stapler

Product Type ?

Simple

Category

Uncategorized

+ Add new category



Set Your Product Price and Add Any Discount Pricing, Then Include Relevant Tags. Tags help buyers find your product more easily, so choose keywords that describe what it is or how it's used.

Images are included on page 2.

How To: List a Product to Sell

Step 2: Start Your Product Listing (Cont.)

Price (You Earn : \$12.75)

\$ 15.00

Discounted Price

\$ 0.00

Schedule

Tags

× Office

Add Your Short and Full Product Descriptions. The short description should briefly explain what your product does, while the full description can include details like color, model, size, specs, electrical components, or any other key information buyers should know.

Short Description

Visual Code

Paragraph
B
I
List
List
Quote
List
List
List
Link
List
List
List

This basic blue stapler is perfect for everyday use in the office, at home, or in school. Lightweight and easy to handle, it quickly staples papers together with minimal effort. A reliable and practical tool for keeping your documents organized.

P

Description

Visual Code

Paragraph
B
I
List
List
Quote
List
List
List
Link
List
List
List

- **Color:** Blue

Mark Your Product's Stock Status. This will include marking it as In Stock, product stock management, and if one quantity of the product can be purchased in a single order.

Inventory

Manage inventory for this product.

Stock Status

In Stock

☐ Enable product stock management
☐ Allow only one quantity of this product to be bought in a single order



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Step 2: Start Your Product Listing (Cont.)

Enter the Shipping and Tax Information for Your Product. This includes the size and weight, shipping class, tax class, and tax status, helping ensure accurate delivery details and pricing for buyers.

Shipping and Tax *Manage shipping and tax for this product*

☒ This product requires shipping

0.5lb

7.5"

2"

2.5"

Shipping Class

No shipping class (\$0)

Shipping classes are used by certain shipping methods to group similar products. Before adding a product, please configure the [shipping settings](#)

Tax Status

Taxable

Tax Class

Standard

Add Any Product Attributes, Set Up Discount Options, and Configure Wholesale Settings. Attributes can include material, finish, or other key features, while discounts and wholesale options help you manage pricing for different buyers.

Attribute *Manage attributes for this simple product.*

Custom Attribute

Add attribute

Save attribute

Discount Options *Set your discount for this product*

☐ Enable bulk discount

Wholesale Options *If you want to sell this product as wholesale then set your setting to the right way*

☐ Enable wholesale for this product

Set the Minimum and Maximum Quantity Order Options for Your Product. If you don't want to enforce limits, simply leave both numbers at 0 to disable this feature.

Images are included on page 4.

How To: List a Product to Sell

Step 2: Start Your Product Listing (Cont.)

\$ Min/Max Options
Manage min max options for this product

Minimum quantity to order

Maximum quantity to order

Please leave both fields empty or set to 0 to disable the minimum and maximum product quantity. Ensure the minimum quantity is not greater than the maximum quantity.

Add Any Additional Options for Your Product and Choose Whether You Want to Advertise It. These options can include anything extra you'd like to offer or specify, while advertising helps increase the product's visibility to potential buyers.

⚙ Other Options
Set your extra product options

Product Status

Visibility

Purchase Note

☒ Enable product reviews

📢 Advertise Product
Manage Advertisement for this product

Before you hit save, we recommend **re-reading paragraphs 8 and 9 of MiX's Terms and Conditions** to make sure everything's in order.

Click Save and you're done!

Congratulations! You have successfully listed your first product on MiX. You should now see your product listed under the products tab with a green button next to showing it's online.

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4