

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**

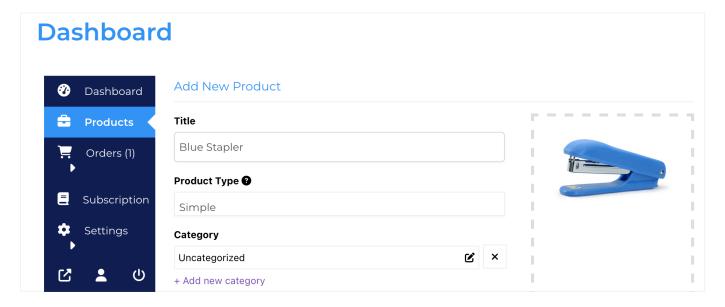
Now that you've navigated to your Products tab, click **Add New Product**. Instead of manually entering each detail, you have the option to import an Excel sheet with all your product information, saving time and effort. You can also export any of your existing listings to an Excel sheet for easy editing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

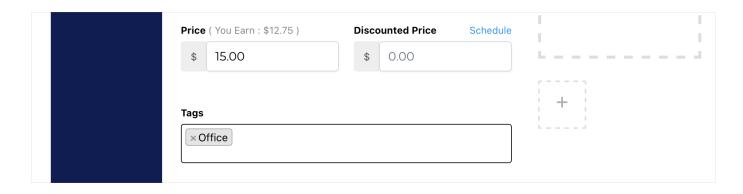


**Set Your Product Price and Add Any Discount Pricing, Then Include Relevant Tags.** Tags help buyers find your product more easily, so choose keywords that describe what it is or how it's used.

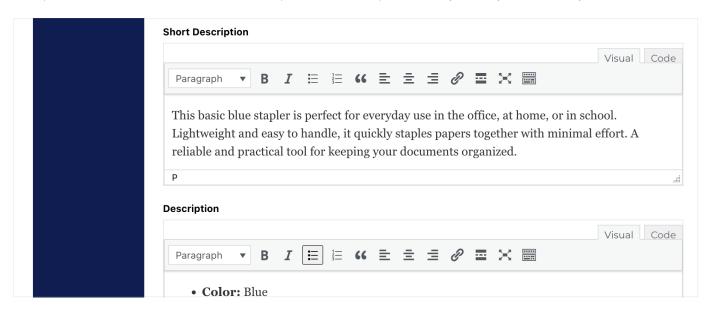
Images are included on page 2.



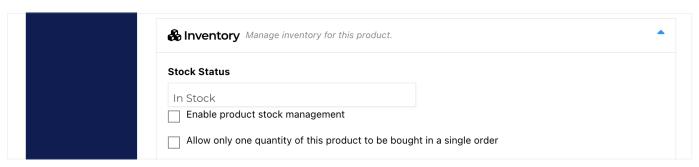
### **Step 2: Start Your Product Listing (Cont.)**



**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.



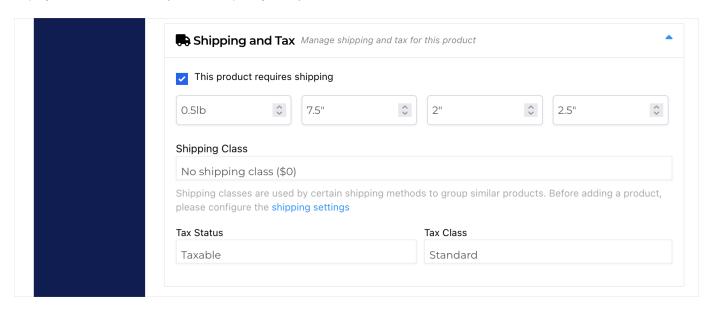
**Mark Your Product's Stock Status.** This will include marking it as In Stock, product stock management, and if one quantity of the product can be purchased in a single order.



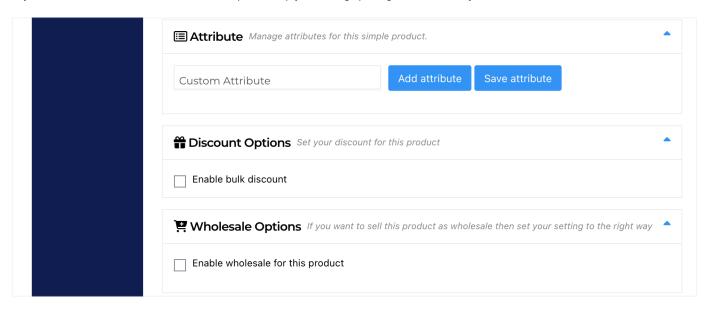


### **Step 2: Start Your Product Listing (Cont.)**

**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.



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.

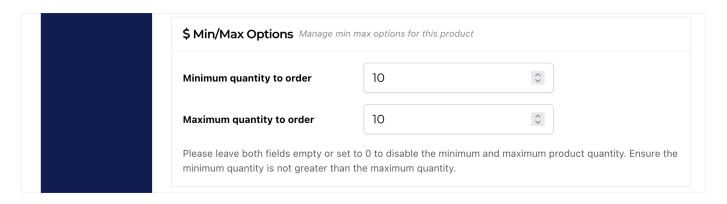


**Set the Minimum and Maximum Quantity Order Options for Your Product.** If you don't want to enforce limits, simply leave both numbers at 0 to disable this feature.

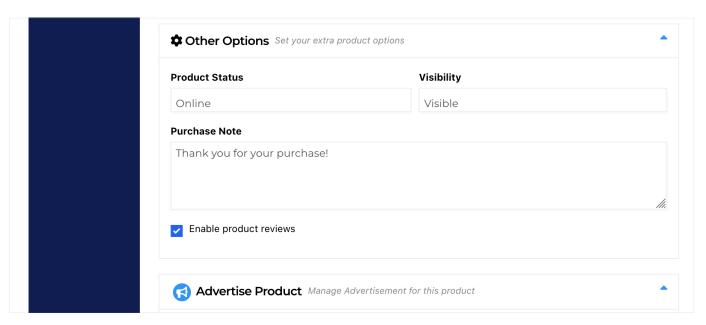
Images are included on page 4.



### **Step 2: Start Your Product Listing (Cont.)**



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.



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.