

Product name

This should be the name of your Product as you would like it to appear on the Online Store.

Short product description

This should be a brief description that will appear under the Product Name on the Online Store.

Detailed product description

This should be a detailed Product description of the product that will be available for Customer viewing. The more detailed the information that can appear here, the fewer queries there will be about the product.

What happens after purchasing?

In this section put any information the customer should know after they purchase the item (for example, who should they contact to collect the item, where should they go to collect the item)

Who should a customer talk to if they have issues?

This should have contact details for whoever is responsible for the product, should the customer have any questions.

VAT Rate

What VAT rate is chargeable on the product? If you are unsure, please contact the Accounts department, or your finance officer.

Price including VAT

The total price based on the VAT rate given.

Can the customer choose the price?

If the customer can decide how much they pay for an item, please select yes, if the price is set then select no.

Maximum stock

How many of the products can you sell?

Low stock warning level

If you'd like to know when the stock gets low, put that number here.

Who should be contacted when stock runs low?

Who needs to know when your product has sold enough to reach the low stock warning level?

Sale confirmation email

Please put the email address that should receive a message when a product is sold, if applicable

After purchase information email

If there's anything the customer needs to know once they've bought the product, put it here (for example, who to contact to book an appointment or pick up the product)

### Visible on shop to/from

Just select a date from the calendar to show us when you'd like the item to appear on the shop, and when you'd like it to go offline from the shop.

### Maximum per customer

How many of the product can a customer buy in total (can they come back and buy more at a later date?)

### Maximum per basket

How many of the product can the customer buy per trip to the shop? (So you may only allow one per basket, but for a customer to come back and buy more later on)

### External URL

Do you have a link to another webpage with more information on the product the customer should see before purchase? If so, copy it here.

### Image

Please make sure you attach an image to the email containing your completed template, if a form is attached without an image to go alongside it the product will not go online.

The image should be 140x140 and in jpg format, to do this, open your chosen image in Microsoft paint, from there, click the resize button found under the home menu, move to pixels (ensuring the 'Maintain aspect ratio' box is unticked, and enter 140 in each box. Save this new picture under save as, ensuring 'Save as type' is a jpeg, and attach this to your email along with the completed form.

### Image description

Just a brief explanation of what the image is.

### Does your product require a questionnaire?

Yes/No question, if you need more information from the customer to complete their order select yes, otherwise no. Please supply the questions in this space.

### Finance/Account code details

Our team needs both a 4 letter cost centre and 6 digit account code to ensure any money from sales goes to the correct budget, if you don't know this information please contact the school/faculty finance officer (not the income team). If the attached form shows red on this cell the form will be returned and not actioned.

### Project code/Project costing

If you've set up a project code for this product put it here, this is not mandatory for all items.

### Access to reports

Once your product is online, you'll need to see information on how it's doing, and potentially any information provided in questionnaires. Put the names of those who will want access to this information and the Income team will contact them to arrange training in this area.

