



Vendor Instructions

How to Add a single Products on
CraftGifts.ie

This guide explains how to add a new product to your CraftGifts.ie vendor store. Follow the steps carefully to ensure your product displays correctly and is ready for sale.

Step 1: Log in to Your Vendor Account

1. Go to https://craftgifts.ie/craftgifts_vendor.php (this link may be updated from time to time).
2. Enter your Vendor Email and Password.
3. Once logged in, you will see your Vendor Dashboard.

Step 2: Go to Products

1. From the vendor menu, click Products.
2. Select Add product.

Step 3: Enter Product Details

Complete the main product information:

- Product Name
- Full Description (this appears on the product page)
- Short Description (if available)
- Category (choose the most relevant category)
- Price

Step 4: Upload Product Images

1. Upload clear, high-quality images of your product.
2. Use at least one main image.
3. Additional images can show different angles, sizes, or personalisation examples.

Step 5: Set Stock & Availability

1. Enter your available stock quantity.
2. Set availability status (In Stock / Out of Stock).
3. If you make products to order, you may set stock accordingly or note this in the description.

Step 6: Add Options (If Applicable)

If your product has variations such as size, colour, or personalisation:

- Add options from the Options tab.
- Set any additional prices for specific options.
- Ensure option combinations are correct.

Step 7: Save and Review

1. Click Save.
2. Preview your product to ensure all details are correct.
3. Make any edits if required.

Step 8: Product Approval

Once saved, your product may be subject to review before going live. When approved, it will be visible to customers on CraftGifts.ie.

Important Tips

- Use clear product titles and descriptions.
- Ensure prices include all costs except delivery (unless stated).
- Upload good quality images to improve sales.
- Double-check spelling and option pricing.

Need Help?

If you need assistance adding products, please contact CraftGifts.ie support.

Please contact us via the messaging in your admin panel