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Introduction

Welcome to the **LGDinTech Marketplace** vendor portal. This guide walks you through every step required to list a new product on the marketplace using your Dokan vendor dashboard. Follow the illustrated steps below — each screenshot is taken directly from **mp.lgdintech.org** so you can follow along in real time.

Tip: Have your product details, pricing, and images ready before you begin.

Your Vendor Dashboard Overview

1

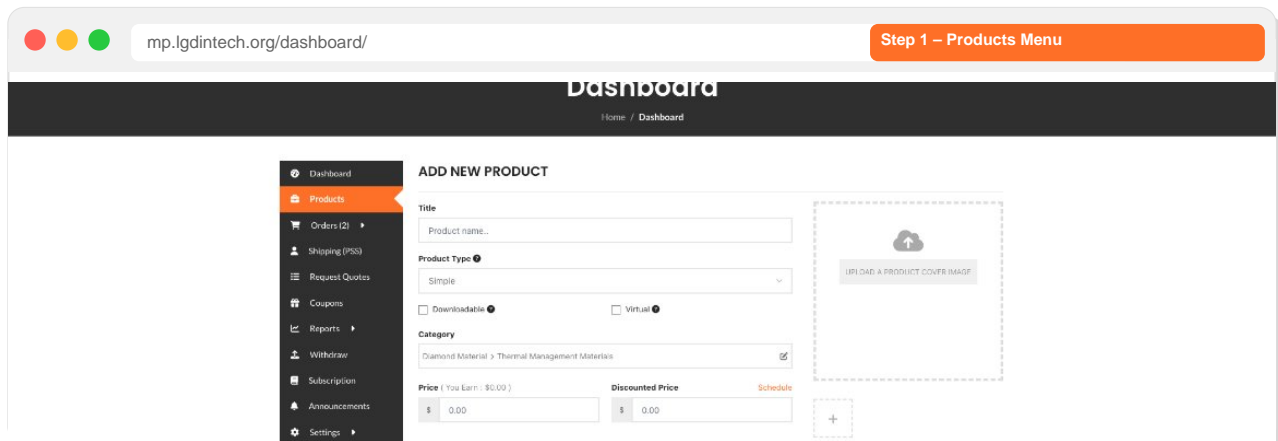
Navigate to the Products Menu

Access your vendor dashboard sidebar

mp.lgdintech.org

Log in to your vendor account at mp.lgdintech.org. Once logged in, you will see the Vendor Dashboard. Look at the **left-hand sidebar** — click on **Products** to open the product management section.

- Open mp.lgdintech.org and log in with your vendor credentials.
- You will land on the Dashboard home screen.
- In the dark left sidebar, click **Products** (second item from the top).
- The Products listing page will load in the main content area.



Info: The sidebar shows: Dashboard, Products, Orders, Shipping, Request Quotes, Coupons, Reports, Withdraw, Subscriptions.

2

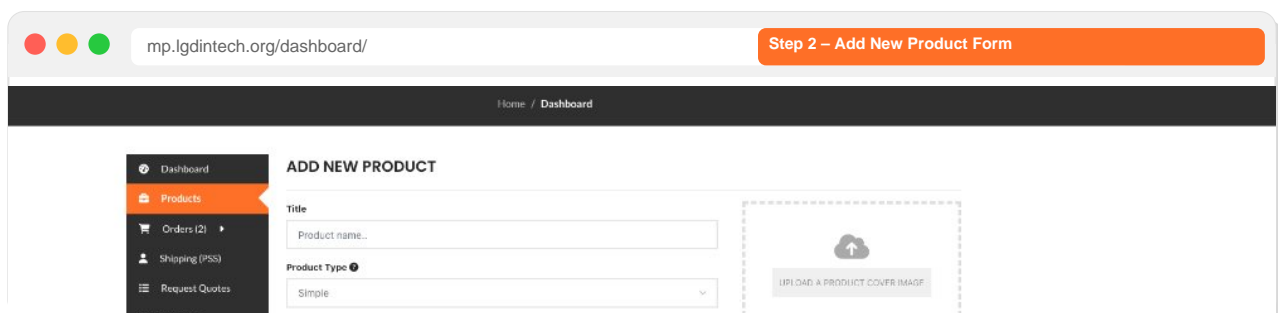
Click 'Add New Product'

Start a new product listing

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On the Products page, click the **Add New Product** button or navigate directly to the Add New Product form. The form shown below will appear — this is where you build your entire product listing.

- From the Products listing page, click **Add New Product**.
- Alternatively, click **Products > Add New Product** in the sidebar submenu.
- The full product creation form will load — scroll down to see all sections.



Info: The form has multiple sections: Title, Type, Category, Price, Image, Descriptions, Inventory, Shipping, and more.

3

Enter Product Title & Select Type

The two most important starting fields

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At the very top of the form you will find the **Title** field and the **Product Type** dropdown. Always fill these in first — the product type controls which additional fields appear further down the form.

- **Title** – Enter a clear, descriptive product name. Be specific (e.g. 'CVD Diamond Substrate 10x10mm – Type IIa').
- **Product Type** – Choose **Simple** for a single item. Choose **Variable** if the product has options like size or grade.
- Check **Virtual** if this is a digital/service product with no physical shipping.
- Check **Downloadable** if you are selling a downloadable file or certificate.

Tip: For most physical products on LGDinTech Marketplace, choose 'Simple' product type.

4

Set Category, Price & Brand

Help buyers find and compare your product

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Scroll down slightly to find the **Category**, **Price**, and **Brand** fields. These are critical for marketplace discoverability and for giving buyers the right information to make purchasing decisions.

- **Category** – Select the most specific applicable category (e.g. Diamond Material > Thermal Management Materials).
- **Price** – Enter the base unit price in USD. Use the **Schedule** link to set time-limited sale pricing.
- **Discounted Price** – Optional. Enter a sale price if running a promotion.
- **Brand** – Select your brand from the dropdown or type to search.
- **Product Condition** – Select **New** or **Used** as appropriate.

Tip: Pricing tip: B2B buyers compare on spec and price — be precise with your unit pricing and include MOQ in the description.

5

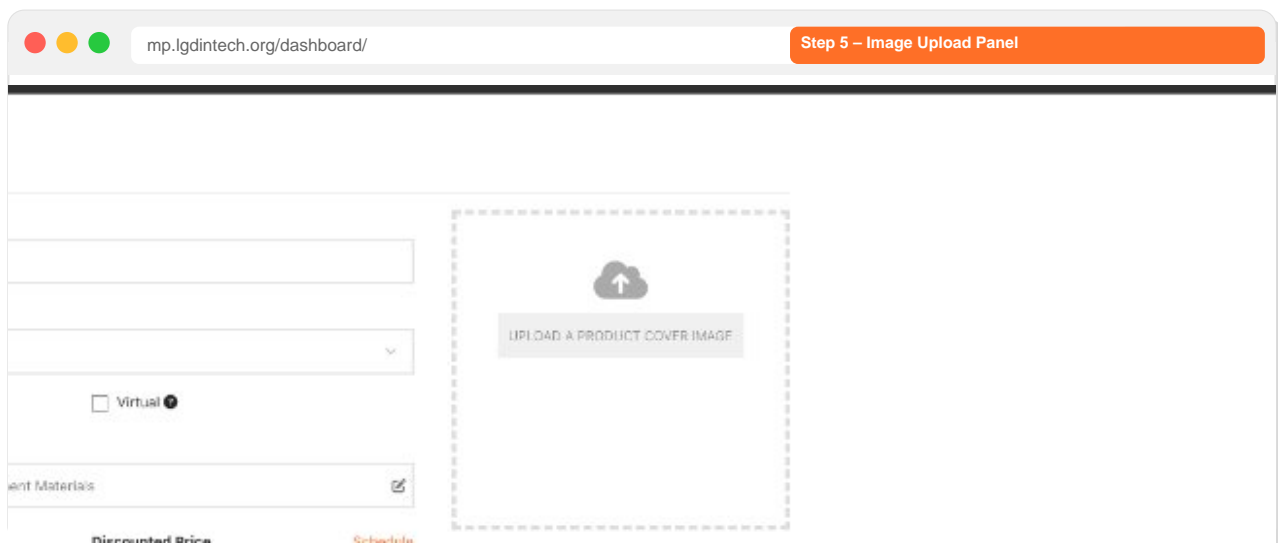
Upload Product Image

Visual quality directly impacts buyer confidence

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On the right side of the form you will see the **Upload a Product Cover Image** panel. A clear product image significantly increases buyer confidence in B2B transactions. Upload a high-quality photo or technical diagram of your product.

- Click the dashed image upload box on the right side of the form.
- Select your image file from your computer (JPG, PNG, or WEBP format).
- Recommended size: **800 x 800 px or larger** (square aspect ratio).
- Keep file size under 2 MB for fast page loading.
- For technical components, a clean white-background photo or a spec sheet diagram works best.
- You can add a **gallery of additional images** by clicking the + button below the main image.



Note: No image? Use a technical diagram, datasheet cover, or component photo. Avoid placeholder images.

6

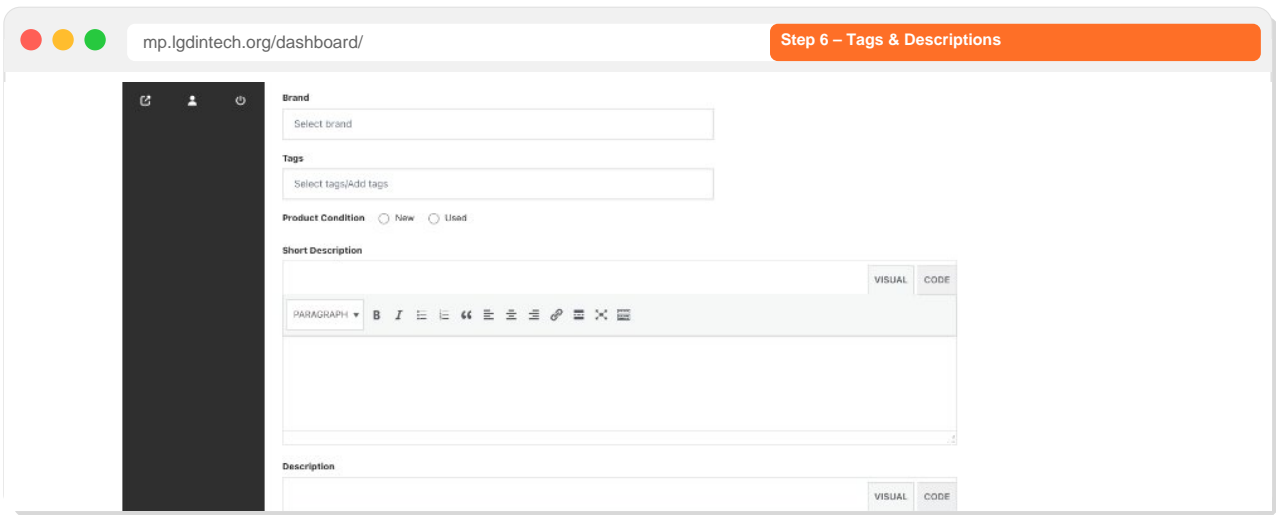
Fill Descriptions & Add Tags

Short description, full description, and searchable tags

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Below the image upload area you will find the **Tags** field, **Short Description**, and full **Description** editor. These three fields are essential for SEO and helping buyers understand exactly what they are purchasing.

- **Tags** – Add relevant keywords separated by commas (e.g. CVD diamond, substrate, thermal management, synthetic diamond).
- **Short Description** – Write 1-3 sentences summarising the key product features. This appears in search result cards.
- **Description** – Use the rich text editor to write a detailed product spec. Include: dimensions, material grade, certifications, applications, and MOQ.
- Use the **Visual** tab for formatted text or the **Code** tab to paste HTML.



Tip: B2B buyers often search by spec — include measurable data like dimensions, purity, thermal conductivity, etc.

7

Configure Inventory & Shipping

Stock management and shipping dimensions

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Scroll down to the **Inventory** and **Shipping and Tax** sections. These control stock tracking and how shipping costs are calculated for your product.

- **SKU** – Enter your internal stock-keeping unit code (e.g. CVD-SUB-1010-IIA).
- **Stock Status** – Set to **In Stock**, **Out of Stock**, or **On Backorder**.
- **Enable product stock management** – Check this to track quantity automatically.
- **Shipping** – Check 'This product requires shipping' for physical goods.
- **Weight** – Enter product weight in lbs for accurate shipping rate calculation.
- **Dimensions** – Enter Length, Width, and Height in inches.
- **Shipping Class** – Leave as 'No shipping class' unless you have custom classes configured.

Note: Accurate dimensions and weight ensure correct shipping quotes are shown to buyers at checkout.

8

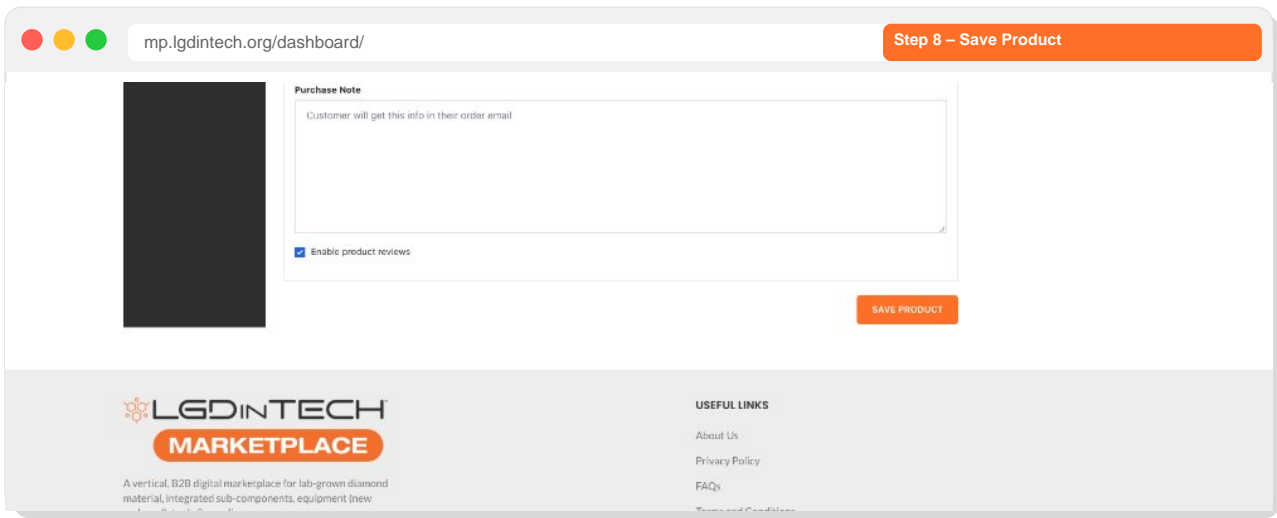
Set Product Status & Save

Review all settings and publish your listing

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Scroll to the bottom of the form to find the **Other Options** section, then click **Save Product** to publish your listing. Review all settings one final time before saving.

- **Product Status** – Set to **Online** to make it live, or **Draft** to save without publishing.
- **Visibility** – Set to **Visible** so the product appears in search and category pages.
- **Purchase Note** – Optional message sent to buyers after purchase (e.g. lead time, packing info).
- **Enable product reviews** – Keep checked to allow buyer reviews.
- Click the orange **SAVE PRODUCT** button at the bottom right of the form.
- Your product will go live (or enter pending review if required by marketplace admin).



Tip: After saving, visit your storefront to confirm the listing appears correctly for buyers.

Quick Checklist

Run through this checklist before hitting Save Product to ensure a complete, professional listing:

■ Product title entered (clear and descriptive)	Required
■ Product type selected (Simple / Variable)	Required
■ Category assigned (most specific available)	Required
■ Regular price entered	Required
■ Brand selected	Required
■ Product condition set (New / Used)	Required
■ Main product image uploaded (800x800px+)	Required
■ Short description written (1-3 sentences)	Required
■ Full description with specs and applications	Optional
■ Tags added (3-8 relevant keywords)	Optional
■ SKU entered	Optional
■ Stock status set (In Stock / Out of Stock)	Required
■ Weight and dimensions entered (if physical)	Optional
■ Product Status set to Online	Required
■ Visibility set to Visible	Required

Tips & Best Practices

Product Titles Be specific and technical. B2B buyers search by specification. Include material type, grade, size, and key property in the title.

Product Images Use clean white-background photos or technical diagrams. For components, show scale references. Images directly influence buyer trust in B2B.

Pricing Enter per-unit pricing clearly. If pricing varies by quantity, use the Wholesale Options section or mention tiered pricing in the description.

Categories The marketplace uses categories like Diamond Material, Sub-components, Equipment, Tools & Supplies, and Services. Choose the most precise match.

Inventory

Keep stock quantities updated. Accurate availability prevents failed orders and builds buyer confidence in your reliability as a vendor.

Descriptions

Include technical specs, compliance certifications, packaging details, lead times, and typical applications. The more complete, the better.

Tags

Think about how buyers search: use both technical terms (CVD, PVD, substrates) and application terms (thermal management, cutting tools, optics).

Note: Need help? Contact the marketplace admin or visit mp.lgdintech.org for support.