Your ReCapturit Seller Store Setup CHECKLIST

SECTION 1 — THE ESSENTIALS

Things you need to know and consider, including a general discussion of ecommerce business on ReCapturit. Read and become familiar with these.

- ☐ **General discussion of ecommerce business on ReCapturit**
  - ☐ Business on ReCapturit
  - ☐ Policies and rules
  - ☐ Tax
  - ☐ Legal
  - ☐ Insurance

SECTION 2 — SETUP OF YOUR PHYSICAL STORE OR STORAGE FACILITY

Physical equipment in place and ready with staff trained.

- ☐ **General physical Inventory Management considerations**
  - ☐ Intake System—Set Up Physical Layout of Materials Intake and Input
    - ☐ Inspect
    - ☐ Weigh
    - ☐ measure
    - ☐ Photograph
    - ☐ Input
    - ☐ Label
    - ☐ Store
  - ☐ Shipping Station—Obtain and Set Up Equipment, Supplies, and Physical Layout
    - ☐ Stage
    - ☐ Pack
    - ☐ Label
    - ☐ Pick up and Send options
    - ☐ Track and communicate
- ☐ **General IT (information Technology) needs at your location. Check and Determine Readiness.**
  - ☐ Internet Service Provider and bandwidth provided
  - ☐ Internal network capabilities
  - ☐ Wifi and hard-wired connections availability
  - ☐ Computer equipment needs
  - ☐ Security issues

SECTION 3 — SETUP AND OPERATION OF YOUR ReCapturit SELLER STORE

ReCapturit Seller Store set up and basics of inputting merchandise and general operations understood

- ☐ **Partner Companies - Account Setup and Explanation**
  - ☐ ShipStation
  - ☐ uShip
  - ☐ Stripe
  - ☐ Avalara
  - ☐ KoronaPOS by Combase - OPTIONAL and not available until late fall, 2020
- ☐ **Online Inventory Management**
  - ☐ ReCapturit website only
  - ☐ ReCapturit with KoronaPOS Point-Of-Sale system

- ☐ **Setup and Use of the ReCapturit Marketplace website and Seller Store**
  - ☐ Sign up
  - ☐ Sign in
  - ☐ Forgot password
  - ☐ Seller Dashboard
  - ☐ Create and Manage your Seller Store
  - ☐ Manage Shipping
  - ☐ View Seller Store
  - ☐ My Products
  - ☐ My Active inventory
  - ☐ Inventory update
  - ☐ Import / export
  - ☐ Product inputting Sequence
  - ☐ Story of Origin
  - ☐ Product description
  - ☐ Weight and packaged weight
  - ☐ Dimensions and packaged dimensions
  - ☐ Sales
  - ☐ Cancellation requests
  - ☐ Order return requests
  - ☐ Wanted Posters
  - ☐ Geolocation
  - ☐ Tax category
  - ☐ Options
  - ☐ My Subscriptions
  - ☐ Subscription Packages
  - ☐ My account
  - ☐ Messages
  - ☐ My credits
  - ☐ Change Password
  - ☐ Change email
  - ☐ Sales report
  - ☐ Product Performance
  - ☐ Products Inventory
  - ☐ Products Inventory Stock Status

SECTION 4   MORE RESOURCES AVAILABLE TO YOU

Review these briefly before you begin so that you will know where to look when you need to.

- ☐ **Marketing Suggestions and Help**
  - ☐ Your own Seller Store and how to make it sell
  - ☐ Your ReCapturit address - a unique "URL" - you can use in your marketing efforts.
  - ☐ Your existing customers - marketing your new Seller Store to them
  - ☐ Internal ads are available on ReCapturit (for a charge)
  - ☐ Proper advertising techniques
  - ☐ Facebook ads and Google adwords
  - ☐ Whom do they target and how?
  - ☐ Target a larger group of people - construction? Builders? Enthusiasts?
- ☐ **HELP - What's available to assist you on ReCapturit.com**
- ☐ **The BRICK - B.R.I.C.K.—Building Resources for Inspiration, Consultation, and Knowledge**