



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## Manuals for Using the ReCapturit® Website and Preparing for E-commerce:

Welcome to ReCapturit as a Seller! We are so glad to have you join us here. Thank you!

There are manuals for using the ReCapturit marketplace website. We offer you these as the best place to start as you begin to use the ReCapturit® marketplace website and discover all the great things you can do here to benefit your business.

Of course, before you begin, you need to read and agree to the Terms and Conditions and our Privacy Policy.

You can register on ReCapturit® to be either a Seller or a Buyer, and each of those is a separate account. Business Buyers can register as tax-exempt purchasers if your business buys on behalf of others.

You and I know this: manuals can be dull. We try to keep everything super-simple and easy to understand. And, not so dull! Okay, let's get started...



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## Table of Contents

Table of Contents		PAGE
----- SECTION 1: THE BASICS -----		
<b>1. General discussion of ecommerce business on ReCapturit</b>		<b>6</b>
a. Business on ReCapturit		
b. Policies and rules		
c. Tax		
d. Legal		
e. Insurance		
<b>2. Seller Subscription Levels</b>		<b>9</b>
a. Starter		
b. Intermediate		
c. Unlimited		
d. Pioneer (Limited time offer)		
----- SECTION 2: SETUP of your PHYSICAL SPACE or STORAGE FACILITY -		
<b>3. General physical Inventory Management considerations</b>		<b>10</b>
a. Intake System—Physical layout of materials intake:		
i. Inspect		
ii. Weigh		
iii. Measure		
iv. Photograph		



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

v. Input	
vi. Label	
vii. Store	
b. Shipping Station—Equipment, supplies, and physical layout	
i. Stage	
ii. Pack	
iii. Label	
iv. Pick up and Send options	
v. Track and communicate	
<b>4. General IT (information Technology) needs at your location</b>	<b>27</b>
a. Internet Service Provider and bandwidth provided	
b. Internal network capabilities	
c. Wifi and hard-wired connections availability	
d. Computer equipment needs	
e. Security issues	

## ----- SECTION 3: SETUP and OPERATION of your SELLER STORE -----

<b>5. Partner companies—account setup and explanation</b>	<b>29</b>
a. ShipStation	
b. uShip	
c. Stripe	
d. Avalara	
e. KoronaPOS by Combase	
<b>6. Online Inventory Management</b>	<b>30</b>
a. ReCapturit website only	
b. ReCapturit with KoronaPOS Point-Of-Sale system	
<b>7. Setup and Use of the ReCapturit Marketplace website</b>	<b>33</b>



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- a. Sign up
- b. Sign in
- c. Forgot password
- d. Seller Dashboard
- e. Create and Manage your Seller Store
- f. Manage Shipping
- g. View Seller Store
- h. My Products
- i. My Active inventory
- j. Inventory update
- k. Import / export
- l. Product inputting Sequence
- m. Story of Origin
- n. Product description
- o. Weight and packaged weight
- p. Dimensions and packaged dimensions
- q. Sales
- r. Cancellation requests
- s. Wanted Posters
- t. Geolocation
- u. Options
- v. My Subscriptions
- w. Subscription Packages
- x. My account
- y. Messages
- z. My credits
- aa. Change Password
- bb. Change email





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- cc. Sales report
- dd. Product Performance
- ee. Products Inventory
- ff. Products Inventory Stock Status

## ----- SECTION 4: MORE RESOURCES AVAILABLE to YOU -----

- 8. Marketing suggestions and help** 117
  - a. Your own Seller Store and how to make it sell
  - b. Your existing customers
  - c. Internal ads are available
  - d. Facebook ads and Google adwords
  - e. Whom do they target and how to target a larger group of people
    - construction? Builders? Enthusiasts?
- 9. HELP - What's available to assist you** 118
  - a. The ReCapturit Seller Page.
  - b. FAQ's – Frequently Asked Questions.
  - c. Support is for you if you have questions about being a Seller or if you find a problem with the website.
  - d. Contact is for general inquiries.
  - e. Our newsletter and email..
- 10. The BRICK - *Exciting future feature...* B.R.I.C.K.—Building Resources for Inspiration, Consultation, and Knowledge.** 119



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## SECTION 1 - OVERVIEW

### 1) General discussion of ecommerce on ReCapturit

#### a. Doing Business on ReCapturit.

- i. There are lots of fantastic features in the ReCapturit marketplace website to help you sell your recaptured building materials to a wide new audience of eager online buyers! Take your time getting set up and familiar with the site. This manual is your personal guide.

As a general guideline, we treat our Sellers on ReCapturit as business owners and our marketplace is designed to support you in that way. You may be required to have or obtain a business license by local or state laws. We strongly recommend you find out whether you need a business license and get one if you do. We are not attorneys nor accountants, so it is best to consult with your attorney or accountant and state or local officials for more information.

If you have sold and shipped your own products from your own business before, selling on ReCapturit will be a snap to learn. If you have never used ecommerce to sell and ship products before, there are some things to learn and do, like...

1. You need to measure and weigh each item you sell so that the US Mail and shipping companies can price the shipping costs.
2. You need to photograph well the products that you sell. When buyers can CLEARLY see all sides and surfaces of the product, and even the defects of time and use, then they can be confident of what they are buying from you.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

3. You the Seller will be communicating these things to them and we help you do that beautifully, simply and accurately.
- b. **Policies and rules on ReCapturit:** We have [Terms and Conditions](#) which every Seller or Buyer on ReCapturit must agree to abide by, as well as other rules regarding [Privacy](#), the use of [cookies](#) on the website, and more. Please read all those thoroughly as they contain information important to you and how to conduct yourself and your business on ReCapturit. Additionally, individual Seller Stores on ReCapturit have their own Policies, so please read those to understand and be aware of those.
- c. **Taxes:** We are neither accountants nor attorneys, so we advise you to consult with those experts when it comes to taxes.
  - i. State Sales taxes - There are complex laws governing the way that individual states may tax items purchased within and outside of your state and every state. These laws affect you. We at ReCapturit took months researching the best possible way to assist you with calculating, collecting, and remitting state sales taxes, and we decided that rather than add that trouble and complexity to you, we would do all the heavy lifting. So, for sales both within the state you operate and to other states across the U.S.A., we calculate, collect, and remit state sales tax on your behalf. That saves you a LOT of trouble!
    1. Now, you do not have to set up tax accounts in all the other states that the materials you sell on ReCapturit go to. We do that for you!
    2. You do not have to know what Nexus Thresholds and Marketplace Facilitator States and Streamlined Sales Tax laws are. We do that for you!
    3. You do not have to monitor the amounts of sales into other states to know when you owe. We do that for you!



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

4. This all said though, we strongly urge you to both review and inspect for accuracy all reports for sales taxes handled on your behalf with your professional accountant, after all, you are ultimately responsible for payment of taxes on all sales you make.
  - ii. Business tax or business income tax – please consult your accountant, tax attorney, and / or local authorities in the states and cities in which you operate.
- d. **Legal:** because you are selling materials that may be put into uses that you cannot control, we strongly urge you to consult your attorney about your legal liability potential.
- e. **Insurance:** here, too, we strongly urge you to consult with a professional insurance broker and your business attorney regarding the potential need for business insurance for you and your company selling on ReCapturit.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## 2) Seller Subscription Levels

All Seller Subscriptions on ReCapturIt include:

- Online customizable Seller Storefront
- Full site features and functions
- We calculate, collect, and remit state sales tax on your behalf <sup>2</sup> saving you time and trouble!
- Email support
- Sticker template for physical product identification

**STARTER SELLER** Subscription also includes:

- List up to 20 products for sale on ReCapturIt
- Starter Commission level: 10.00%
- Monthly fee rate: FREE
- Annual fee rate: FREE

**INTERMEDIATE SELLER** Subscription also includes:

- List up to 200 products for sale on ReCapturIt
- Premium Welcome Package( including pre-printed Stickers package and printed Sellers Manual)
- Lower Intermediate Commission level: 8.00%
- Monthly fee rate: \$39 USD
- Annual fee rate: \$399 USD

**UNLIMITED SELLER** Subscription also includes:

- List unlimited products for sale on ReCapturIt
- Premium Welcome Package( including pre-printed Stickers package and printed Sellers Manual)
- Lowest Unlimited Commission Level: 7.50%
- Monthly fee rate: \$79 USD
- Annual fee rate: \$799 USD
- Available custom on-boarding<sup>3,4</sup>
- Available external Point-Of-Sale (POS) system<sup>3</sup> for inventory and many other features<sup>3,4</sup>
- Additional services available for additional fee(s)<sup>3</sup>

**LIMITED OFFER!** — Available ONLY until 11:59 PM PDT October 31, 2020 — **PIONEER SELLER** Subscription

- List Unlimited products for sale on ReCapturIt
- 7.50% Commission Level
- **First 6 months ZERO Monthly or Yearly fee** (*Subscription Fee and other terms thereafter depend upon chosen on-going subscription level*)<sup>5</sup>
- Additional services available <sup>3,4</sup>

<sup>1</sup> Subject to change at any time. <sup>2</sup> In-state and out-of-state plus other taxing jurisdictions. <sup>3</sup> At additional cost. <sup>4</sup> Availability may vary. <sup>5</sup> You must choose an on-going Subscription Level prior to end of 6-month Limited Offer period or terminate account.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## SECTION 2 – SETUP OF PHYSICAL STORE OR STORAGE FACILITY

### 3) General physical Inventory Management considerations

- a) **Intake System**—Physical layout of materials (merchandise, products, etc.) intake. This is the recommended physical layout for bringing materials into your operation to go from coming in the door to being displayed online in the most efficient and productive manner you can, with resources and recommendations for equipment and supplies. See image 1 below.

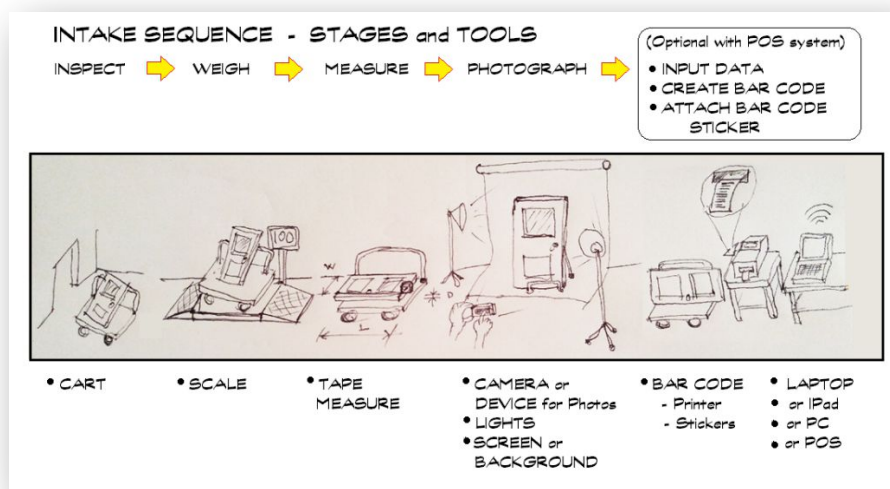


IMAGE 1

- i) **Inspect** - Of course, you already do this. Visually check the items first for flaws, dirt, broken parts, operability, quantity, and how you will package and move the items, and more.
- ii) **Weigh** - It is necessary that you weigh items to accurately describe them on the marketplace website. This information is required for shipping and other purposes. You will put in the weight of the actual item as well as the approximate weight of the packaging it will require. As you know, unlike a pair of new shoes, recaptured building materials do not come pre-packaged. You will quickly learn what these weights are. Some are the same every time, like



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

a standard cardboard box that you stock. Others will be easy to estimate over time, like protective cardboard corners or the padding in a box.

iii) **Measure** - Accurate measurement of dimensions of all items is critical. These dimensions determine the packaging and other shipping needs. They are also helpful to know for storing items.

(1) In general, you will need to measure things in the form they will be sold in, like if you intend to sell a banded stack of wood flooring as a unit, then you need to measure the length, height, and width of that banded stack.

(2) You also need to measure and include the circumference, or girth. For girth, you measure around the item at the widest place, perpendicular to the longest dimension. See image 2 below.

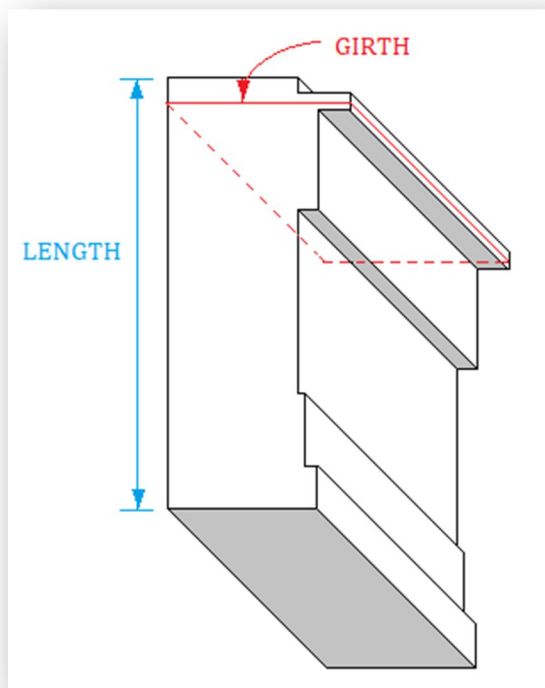


IMAGE 2



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

iv) **Photography for ecommerce on ReCapturIt** - It is *extremely* valuable to you, the Seller, to take high-quality photographs of the products you sell.

- You want happy customers.
- High-quality photos build trust and excitement.
- Photos give a sense of complete understanding of the item's characteristics.
- Sales are easier when people can see what they are buying, from multiple angles and in sharp detail.
- Buyers are happy when they receive what they expect. No returns.
- Accurate pictures = item received is what the Buyer perceived.

We have partnered with a Seattle-area camera store, [Glazers](#), which has been in business for decades and does online sales. By purchasing from them, you will also get their customer service and instructions in the use of the equipment. Of course, you can purchase equipment wherever you want, but may find you need professional guidance in achieving the best results. That is why we recommend using Glazers. If you purchase from others, you may get a better price, but you may not get the same level of help.

This setup can vary considerably, depending on volume of items being inputted daily. Here are some setup and equipment recommendations:

- (1) There are three basic parts to this:
  - (a) Camera with tripod or mount
  - (b) Lighting
  - (c) Backdrop
- (2) You will need to take several photos of most items to accurately describe them.





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

(3) Basic beginning setup with all three variables (Camera w/tripod, Lighting and Backdrop) can be as little as a few hundred dollars, and it can go up to > \$10k, depending on needs and budget.

(a) Camera:

- (i) Can be a simple digital camera.
- (ii) Can be a sophisticated DSLR (Digital Single Lens Reflex) camera.
- (iii) Can be a smartphone or Android device (dedicated is recommended).
- (iv) Can be a tablet or iPad®.
- (v) Camera should include a heavy-duty tripod for support and consistency.

(b) Lighting:

- (i) Can be permanently mounted in fixed locations.
- (ii) Can be movable on tripods or on fixed flexible mounts.
- (iii) Two lights are the minimum.
- (iv) Three light arrangement is recommended: Left, right and center.  
This eliminates shadows on sides and below items.

(c) Backdrop / Background:

- (i) While you may wish to purchase a cloth backdrop which may be both temporary and portable, it will be difficult to find one wide enough for some longer building materials and cover the portion of the floor under the materials. Additionally, these can be damaged easily.
- (ii) We strongly recommend your backdrop be a long stretch of wall in your warehouse (or garage), painted white on both the walls and floor, ideally with the corner at the bottom rounded (see diagram below).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- (iii) Ideally, you could devote 30' of length and 15' feet of depth to the permanent setup of the photography area, to enable production-level operational pace, every day. See IMAGE 3.
- (iv) We suggest you paint a wall white, 15' - 30' long and the floor 10' -15' out from the wall and put a curve or angle at the base of the wall to eliminate shadows. This could save you money and cost as little as the labor and materials required. See IMAGE 3.

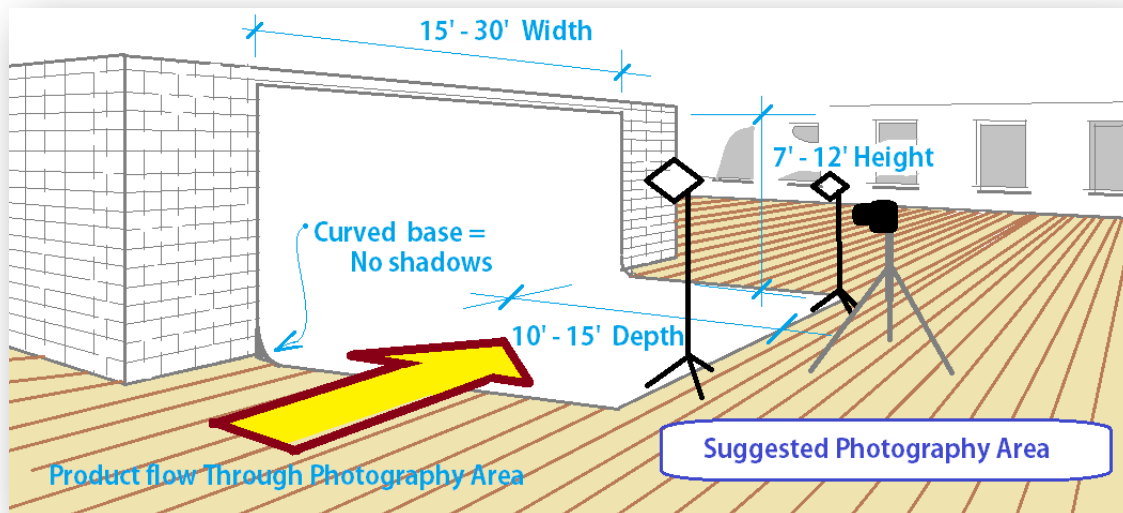


IMAGE 3

- (4) Shots / Views - For most products, you will need to take multiple shots:
- (a) Front
  - (b) Back
  - (c) side 1
  - (d) side 2
  - (e) Top
  - (f) bottom
  - (g) Close-ups: You may want close-ups of certain characteristics, like



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- damage or wear or intricate details that need explanation.
- (h) Helpful views for the potential installation of the item.
    - 1. Views of the item in its original location
    - 2. Views of the item in its potential use
  - (5) The following are our photography recommendations (please note that these recommendations will become requirements for photographic images of all products put into the system from the time of that announcement forward):
    - (a) The photo-taking back-drop or background surface should be clean and uniformly white (or very light grey or very light tan/ off-white), evenly-illuminated with curved base at wall-to-floor intersection to eliminate shadows in the image.
    - (b) Product image should be evenly illuminated with no background shadows.
    - (c) Image of an item must occupy more than 50% of the entire area of the photographic image used. If overall image size is 300 pixels X 600 pixels, that equals 180,000 pixels. 50% of 180,000 = 90,000 pixels, so the item image could be 200 pixels X 450 pixels or 180 pixels X 500 pixels. Buyers want to clearly see the item, not the background.
    - (i) GOOD EXAMPLE – IMAGE 4:

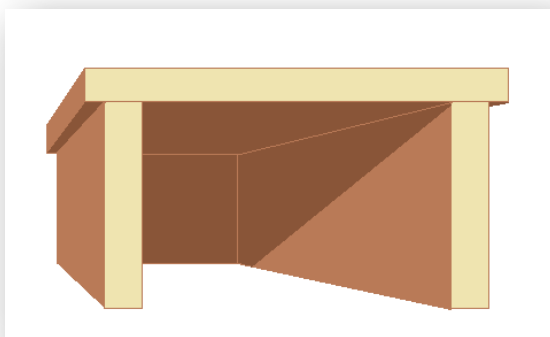


IMAGE 4



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

(ii) Bad example – IMAGE 5:



IMAGE 5

- (iii) Product image must be in-focus.
- (iv) Recommended product image size is to be a minimum of (e.g.: 900 X 600 pi) or \_\_\_\_ resolution.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- (v) Product images must show all (relevant) sides of the item: front; back; ends or sides; top and bottom; inside (if relevant); etc.
- (vi) Product image must show details of significance:
  - 1. Damage
  - 2. Important features
  - 3. Missing or broken parts
  - 4. Significant wear (if not clearly visible in other shots)
  - 5. Intricate details that need explanation
  - 6. Helpful views for the potential installation of the item.
  - 7. Hardware, if special or explanatory.
- (6) Drawings - We have included a separate tab with a place for **drawings**. You may have technical or architectural drawings of a product, or an installation drawing, or a page from an original product manual that you want to include. This is a great selling point, too!
- (7) Additional suggestions – see IMAGE 6:



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## **SOME SUGGESTIONS FOR PHOTOGRAPHY EQUIPMENT:**

### **LIGHTING for PRODUCT PHOTOGRAPHY:**

<https://www.glazerscamera.com/savage-pro-led-video-light>

- We recommend using three (3) together.

### **CAMERA for PRODUCT PHOTOGRAPHY (best to have a permanent one with a backup available):**

<https://www.glazerscamera.com/photography/cameras/compact-digital>

- Canon PowerShot SX420 IS Red
- Nikon Coolpix B600 – Black

### **PHOTOGRAPHY TRIPODS:**

<https://www.glazerscamera.com/tripods/tripods/tripods>

- You may want to shop for this in-person so you can determine how sturdy the tripod is because you will be using it a lot, and it may get moved around, bumped, even knocked over. You want a stout one.

IMAGE 6

- v) **Input** - At this point in the process, you will be using a computer or other device to input all the information about a product into your Seller Store in the ReCapturit marketplace. The quantities of materials you will list on ReCapturit (or simply put into inventory) will determine what kind of computer equipment you need, and where. On the smaller end of the scale, you may already have all you need: a smart phone, a tablet or iPad, or a laptop computer. If you intend to put higher volume of items into inventory and online on ReCapturit, you will need to have more substantial equipment:
- (1) A permanent, dedicated input device:



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- (a) a desktop computer or workstation,
  - (b) a laptop computer,
  - (c) or at the minimum, a tablet or iPad.
- (2) More considerations are:
  - (a) Tables, stations, or standing desks for operators.
  - (b) A durable inkjet or laser printer
  - (c) Ample, secure, accessible storage for photos images:
    - (i) Cloud storage like Google Cloud, Amazon Web Services - AWS, Microsoft OneDrive or Azure, Verizon, or others;
    - (ii) Or a dedicated SSD (solid-state drive) or HDD (hard disc drive) of 500 GB or more.
  - (d) An “uninterruptible power supply” or UPS battery backup for the computer and printer.
- (3) If you go with the optional Combase KoronaPOS, you will also need (see also Online Inventory Management, below, for more on Point-of-Sale system):
  - (a) A bar code printer
  - (b) Bar code printer software
  - (c) Bar code labels
- vi) **Labels / Stickers for physical merchandise –**
  - (1) Without KoronaPOS integrated Point-of-Sale system:
    - (a) You will have the option of printing paper labels on the inkjet or laser printer.
    - (b) If you have items you store outside that need to have a label, you will need to print on weather-resistant labels with a laser printer.
    - (c) Of course, you may print out multiple pre-formatted labels (we can provide a template for you) and hand write necessary information on them with indelible markers (like, Sharpie®).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- (2) With the Combase KoronaPOS Point-of-Sale system, you will print out custom, branded bar code labels for your merchandise on various sizes of labels available.

## vii) **Existing Retail Store / warehouse space / storage space of materials/products –**

- (1) Here, we are simply talking about where you store your physical merchandise in your own facility, prior to sale, whether that is your garage or a 100,000 square foot warehouse.

- (2) This is entirely up to you, but we do recommend you give thought to the layout of the areas that are part of the whole e-commerce preparation, in order to make this entire chain of processes efficient and effective, as outlined above in the section on Intake System and below in Shipping Station:

- (a) \* Intake System – This area will likely be a change.

- (i) Inspecting / Cleaning / Sorting
- (ii) Weighing
- (iii) Measuring
- (iv) Photographing
- (v) Inputting

- (b) Storing

- (c) Selling – On the retail floor space.

- (d) Shipping Station - This area will likely be an addition.

- (i) Staging
- (ii) Packaging
- (iii) Shipping

- b) **Shipping Station—Equipment, supplies, and physical layout:** Once you have sold an item online, this is where you prepare it to be shipped (see image 7).





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

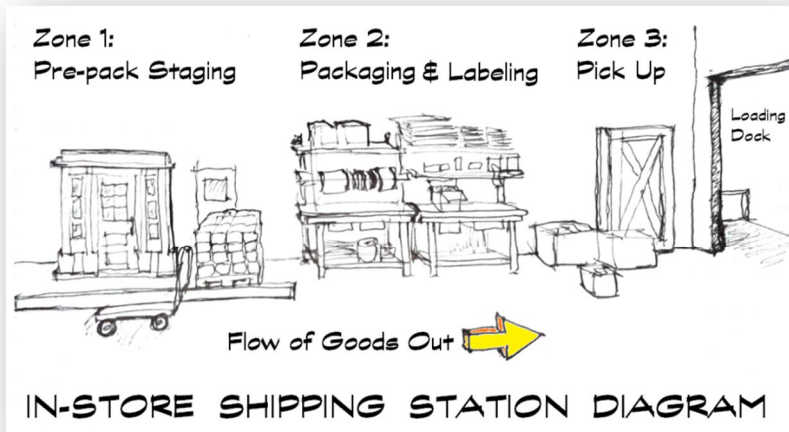


IMAGE 7

**IMPORTANT NOTE:** Properly and promptly protecting and packaging SOLD products for shipment is extremely important. People want what they bought to arrive quickly and undamaged. You are a key part in this process. Doing this efficiently makes sense for your business. Having supplies handy and a smooth system in place to make packaging go quickly saves you time and money!

- i) **Stage:** prior to packaging, you will want to have space to stage materials. This is simply an area for short-term storage near the packing area.
- ii) **Pack:** here, you will likely want a dedicated table or tables—a station— (see figure 8) where you have all the supplies and equipment you need for the types of materials you will be selling on ReCapturit and having shipped.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

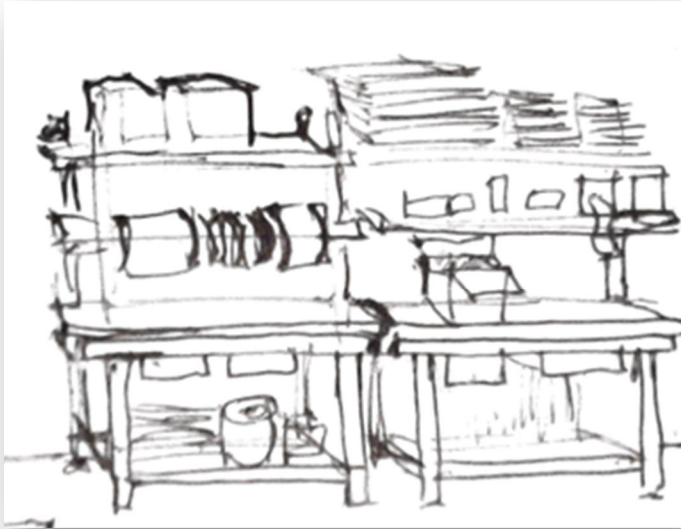


IMAGE 8

Here is a list of possible supplies and basic equipment you will need to be prepared to ship all the products you will be selling on ReCapturIt. The products at these web links below are only suggestions. Obviously, the web links included here can be typed into your phone's or computer's web browser, or, if you are opening up the Seller Store User Manual on a computer, you may be able to access the links directly by clicking directly or holding CTRL button + Click:



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## SOME SUGGESTIONS FOR SUPPLIES AND BASIC EQUIPMENT:

Shipping and packing table:

<https://www.uline.com/Product/Detail/H-7631-WOOD/Packing-Stations/Packing-Station-Starter-Table-72-x-36-Composite-Wood-Top>

- You can buy these or build them or reuse old benches, but keep in mind operator safety and comfort and ease-of-use when you do.

Plastic Bander:

[https://www.uline.com/BL\\_3451/Poly-Strapping-Tools-Special-Offer?keywords=Bander+Tool](https://www.uline.com/BL_3451/Poly-Strapping-Tools-Special-Offer?keywords=Bander+Tool)

Metal Bander:

[https://www.uline.com/BL\\_3554/Steel-Strapping-Tool-Special-Offer?keywords=Bander+Tool](https://www.uline.com/BL_3554/Steel-Strapping-Tool-Special-Offer?keywords=Bander+Tool)

Plastic Wrap Dispenser -

<https://www.uline.com/Product/AdvSearchResult?KeywordTyped=plastic%20wrap&keywords=Plastic%20Wrap%20Dispenser>

Packing Tape Dispenser – Plastic and Kraft Paper and Plastic "Scotch" Tape and Dispenser -

<https://www.uline.com/Product/AdvSearchResult?KeywordTyped=packing%20tape%20dispenser&keywords=Packing%20Tape%20Dispenser>

- Strapping tape - [https://www.uline.com/Grp\\_168/Carton-Sealing-Tape](https://www.uline.com/Grp_168/Carton-Sealing-Tape)
- Box Cutter Knives -
- Tape Measures -
- Scissors -
- Zip ties –
- Plastic Bags – General - [https://www.uline.com/Cls\\_01/Bags-Poly-Plastic?keywords=plastic+bag](https://www.uline.com/Cls_01/Bags-Poly-Plastic?keywords=plastic+bag)
- Plastic Bags - Tiny

IMAGE 9



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## **SOME SUGGESTIONS FOR SUPPLIES AND BASIC EQUIPMENT (continued):**

- Plastic Bags - Very Small
- Plastic Bags - Small
- Plastic Bags - 1 Gallon
- Plastic Bags - Large
- Plastic Bags - Jumbo
- Plastic Bags - Extra Jumbo
- Twine and dispenser
- Labels and Stickers – FRAGILE, THIS END UP, GLASS, etc. -

<https://www.uline.com/Product/AdvSearchResult?KeywordTyped=fragile%20&keywords=Frangible%20Shipping%20Labels> AND

<https://www.uline.com/Product/AdvSearchResult?keywords=labels%20glass>

- Label Dispensers - [https://www.uline.com/Grp\\_12/Label-Dispensers](https://www.uline.com/Grp_12/Label-Dispensers)
- Shipping Label Printer(s) – Can get for free from USPS and UPS. Also, can print from a typical laser or inkjet desktop printer along with laptop or other computer.
- Shipping Labels – can be printed on standard 8-1/2 X 11 paper and put inside a plastic bag, then taped to the box.

- Kraft Paper Roll(s) AND Kraft Paper Dispenser -

<https://www.uline.com/Product/AdvSearchResult?KeywordTyped=kraft%20paper&keywords=Kraft%20Paper>

- Cardboard Box Assortment - You will need an assortment of boxes for shipping items that you sell. These vary widely based on what you sell. -

[https://www.uline.com/Cls\\_04/Boxes-Corrugated?keywords=cardboard+boxes](https://www.uline.com/Cls_04/Boxes-Corrugated?keywords=cardboard+boxes) You can also get boxes at the Post Office for Flat-Rate shipping of smaller items. We recommend you get a basic assortment of boxes that fit the merchandise you will be selling on ReCapturIt and store those in your SHIPPING STATION and elsewhere for back stock.

- Cardboard Piece Assortment - Flats, Corners, Edges... PLEASE make these from used boxes. You can cut them with knives, or in stacks through a table saw.
- There may be additional items, like crates (which can be pre-purchased) and other things that you find you need for your specific kind of inventory.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

To complement the sustainability aspect of your business, we suggest you begin to start saving and preparing materials that can be reused.

- Used cardboard can be cut into strips of various widths to make corner guards and spacers.
- paper bags can be saved to provide padding inside boxes.
- Plastic bags can be used to fill gaps in boxes as well, or to cover smaller items or group small items together (hinge sets, doorknobs, etc.), and can protect and separate things like chandelier parts.
- Scrap lumber may be used to build crates or frames for large items.

You can purchase all these things as new, but many of your customers will be glad to see the reuse, and you can market that fact to them, too.

There are essentials which will not be reused, like strapping tape and polyester or steel banding for large, heavy loads.

iii) **Label:** there are several ways to easily create packing labels for your shipments. Both UPS and the U.S. Postal Service can provide you with a printer specifically for shipping labels. You can also use an ordinary inkjet or laser printer to print labels on plain paper or label stickers. The plain paper labels get put in a plastic bag and are then taped directly to the box, package or item being shipped. Whichever company you ship with, they will provide you with shipping label info. You can register for these later in the setup process when you register for your ShipStation account, if you prefer.

(1) Register for a USPS account here. You can use your existing business account if you have one: <https://reg.usps.com/register>



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- (2) Register for a UPS account here. You can use your existing business account if you have one: <https://www.ups.com/us/en/help-center/sri/set-up-ups-account.page>
- (3) These are mentioned here because they may provide you with a free label printer. For more shipper information, there may be other shipper accounts you will want or need. The ShipStation application in ReCapturit uses many shippers and it will prompt you to set up various accounts (see below for more on that). Also, you can (possibly) use your current or favorite or regional shippers as you choose.
- iv) **Send via shipping companies:** you will have companies like UPS, DHS, freight companies, and the USPS picking up shipments from you. Depending on various factors, you may have to take your packaged product to a shipper's facility. On ReCapturit, there are several ways that shipping is handled.
  - (1) **PICK UP AT SELLER LOCATION:** You can skip shipping altogether and have Buyers pick up their purchases directly from you at your location.
  - (2) **FREE SHIPPING:** You can choose Free Shipping (but you will need to include the cost of shipping into the prices of your products).
  - (3) **PARCEL SIZE:** For anything that is "Parcel" size, we have an application called ShipStation built right into the shopping cart on our website that gives your Buyers instant price choices for shipping your products based on the weight, dimensions, distance to be shipped, timing, and other factors. ShipStation is used only for things that are "Parcel" size. Parcel size is boxed goods that the Post Office, UPS, and DHL handle, usually less than 150 pounds in weight.
  - (4) **LARGE ITEMS:** For larger items, we have a second service from uShip which has two tiers of shipping: LTL and Big and Bulky.
    - (a) **PALLETTED / CRATED** (also: LTL - Less Than Truckload) covers items that are on a pallet or a crate or box, basically anything that a normal forklift can move with one operator.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

(b) BIG & BULKY – UN-PALLETED is for those large, awkward items (think grand piano) that need extra help moving and loading. For these, uShip takes a little more time to request pricing from various sources before offering a price to your Buyer.

- v) **Track and communicate:** Lastly, you need to be able to track where shipments go and when they arrive, and fortunately with technology today, you can easily get updates and arrivals of the items you ship. Buyers get those updates from the shippers or ShipStation or uShip. You, the Seller, get status updates, too.

## 4) General IT (information Technology) needs at your location –

The information in this section is provided to you purely as a guide for you to determine whether your current services are adequate for your expansion into e-commerce. We are not IT service providers. These are just questions to find out where you are currently and if you need to provide more internet or network capability. You may want to consult with your internet service provider, an IT professional, and perhaps a security system provider to assist you if you need help.

- a. **Internet Service Provider and bandwidth provided –**
  - i. Do you have internet service at your place of business?
  - ii. Do you have adequate speed and quantity available with your current internet service provider account?
- b. **Internal network capabilities** - Do you have a network at your place of business? Connected computers with routers and servers and such?
- c. **Wifi and hard-wired connections availability –**
  - i. Do you have wifi on-site? ("borrowing" from neighbor's wifi doesn't count)
  - ii. Are there plug-in wall boxes for cable connections (Cat5) for wired connection?



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- d. **Computer equipment needs** – You are about to have an online Seller Store on ReCapturit. For that, you will need to have a way to input products and maintain connection with your customers. For small volume of products, you can get away with a tablet or even a smartphone, but you will need more when you start to create an online inventory of dozens, hundreds, and even thousands of products presented on your online Seller Store. These considerations are only suggestions. You may want to hire a local IT professional to survey your situation and give you recommendations, but this can serve as a starting point.
- i. What is the state of your computer equipment on-site?
    - 1. Is the software up-to-date?
    - 2. Is the equipment less than 5 years old?
  - ii. Do you have computer equipment on-site?
    - 1. How many?
    - 2. Can they be used for the time it takes to input and monitor product sales, or is it too busy?
    - 3. Where are they located?
      - a. Near to where the products are brought into your store / warehouse / storage space?
      - b. Portable or fixed location?
    - 4. Desktop / work station?
    - 5. Laptop?
    - 6. Tablet or iPad?
    - 7. Smartphone?
  - iii. Do you have battery backups (UPS: Uninterrupted Power Supply) on your computers to keep them active or shut them down properly during a power outage?
  - iv. Do you have a generator or other power backup?





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- e. **Security issues** – These can range from the physical safety and security of your business, from sturdy, locked doors to security cameras and monitoring, to passwords protecting your wifi, employee procedures preventing access to sensitive information on your computers, to online security. We recommend you speak with an IT professional about the computer and network security, and with a professional security company for services like door locks, security cameras, security lighting, monitoring, etc.

## SECTION 3 – SETUP AND OPERATION OF YOUR SELLER STORE

### 5) Partner companies—account setup and explanation –

Each of these companies, services, and products listed below are separate from ReCapturit and are responsible for the delivery of their services. We at ReCapturit have chosen them carefully and established a working relationship with them to bring you the best possible services for these specific needs: help.

- a. **ShipStation** – According to ShipStation, “ShipStation is a shipping platform that allows you to manage all your small parcel shipping needs in one place.” Account sign-up link: <https://mbsy.co/shipstation/ReCapturit> There is an additional charge for ShipStation services, dependent upon number of packages shipped per month, as well as number of users on your account. Their service provides for you and your Buyers instant pricing, labels, and package tracking communication.
- b. **uShip** - According to uShip, “uShip makes shipping big stuff easy and affordable by connecting people and businesses with customer-rated carriers with empty truck space at a discounted rate.” This application takes care of shipping needs for big and bulky product shipments. These are heavier than “parcel” size at greater than 150 pounds. Pricing is not instantaneous, but your customer gets the great benefit of competition



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

from many potential shippers vying for their shipment. Label creation and tracking communication are also provided.

- c. **Stripe** – According to Stripe, “Online payment processing for internet businesses.” Stripe processes our credit card transactions. ReCapturit uses Stripe as its credit card processor partner. You will need to set up your own Stripe account within ReCapturit and that is done later in this manual in “Create and Manage Your Seller Store.”
- d. **Avalara** – According to Avalara, “Avalara is software for automated tax compliance.” They calculate, collect, and remit payments to the taxing authorities on your behalf. You don’t have to do it!
- e. **KoronaPOS by Combase** – According to Combase, “KoronaPOS is designed for small business who expect the best retail point-of-sale solution. KoronaPOS is an advanced, cloud-based retail POS system that comes with integrated payments, inventory management, and real-time reporting.” This is an optional service that you may need or want to consider. There are additional charges for service and equipment.

## 6) Online Inventory Management –

- a. **ReCapturit Marketplace Website ONLY** – You likely have an existing system for keeping track of your inventory (prior to ReCapturit). That may be a simple layout of floor space to know what’s in-stock (doors in this aisle, cabinets in that corner, lumber out back, etc.), a written list, or you may already be using a Point-of-Sale system to track inventory. You can certainly keep your current system, but there is a small risk. When you have the same merchandise for sale on the ReCapturit online marketplace as well as in your retail store, there is the chance that you may sell an item twice. Oops! Someone purchases an item in your retail store and within minutes someone else sees and purchases the same item online via your ReCapturit Seller Store, or vice versa. That’s not good, but it’s



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

easy to minimize. We offer you stickers to stick on any item that is being offered on your ReCapturit Seller Store. (See image 11)

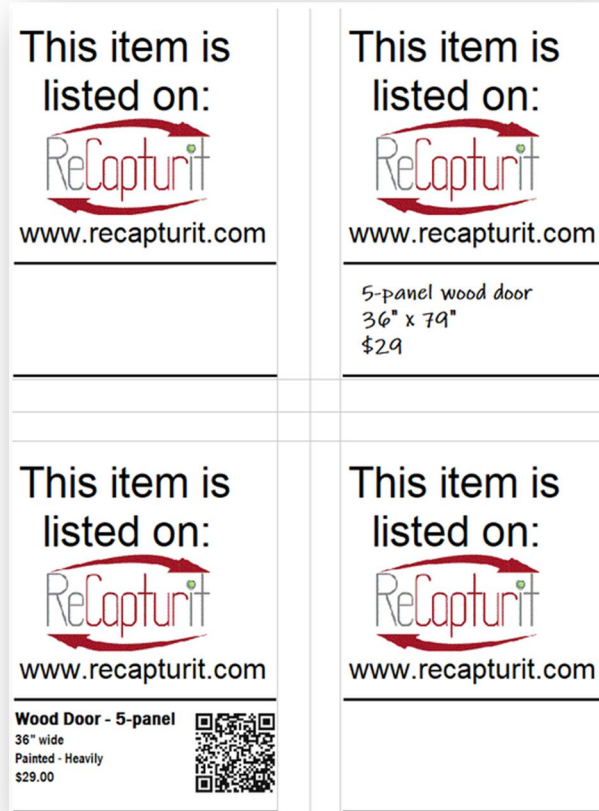


IMAGE 11

When an item is sold, you receive an email instantly. That serves as your notification to take that item off the showroom floor, or, put a SOLD sticker on it that we can provide you. (See image 12)



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020



IMAGE 12

- b. **ReCapturit with KoronaPOS Point-Of-Sale (POS) system:** When you choose to use KoronaPOS from Combase USA with ReCapturit, the Combase team will guide you through the choices, setup, and operation of KoronaPOS. Whether you are replacing an existing POS system or starting with a POS for the first time, they will walk you through all you need to get started and fully familiar with the system and how it interacts with your ReCapturit Seller Store.

If you have an existing POS system that you are replacing, you will move all of your inventory - that entire database – into the KoronaPOS system with their help. From that point, you can then choose which items of merchandise you want to display on ReCapturit, and those can be moved over to your ReCapturit Seller Store through the KoronaPOS. This is a particularly good thing when you already sell things in your current retail operation that will not be sold on ReCapturit. You may have T-shirts or gum or bicycles, none of which fit into the ReCapturit product market. This also gives you the advantage of having one inventory that “sees” all your in-store inventory, as well as your ReCapturit Seller Store inventory, and depletes an item from both systems. This nearly eliminates the risk of



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

"double-selling" an item (selling the same item simultaneously on the website and in the store).

- f. If you do not have a POINT-OF-SALE system, but you do have an electronic inventory system or an online website inventory or no electronic inventory at all, you can add items into your ReCapturit Seller Store individually or in batches or bulk import (via a CSV file import). You can then maintain control of your entire inventory within the ReCapturit system.

## 7) Use of the ReCapturit Marketplace website –

- a. **Sign Up** – Creating a Seller Store account.

**NOTE:** Your first time visiting the ReCapturit website, you will be asked if you "Accept Cookies." You can either hit the "Accept Cookies" button and proceed or click on Read More (next to the button) to get more information about web cookies and how they are used. Either way, please check "Accept Cookies" to proceed and have a better web experience. See green arrow below (image 13).

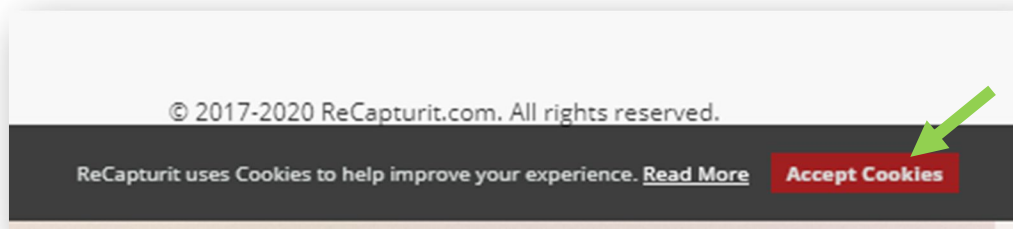


IMAGE 13

- a. Seller can navigate to the Sign Up module by clicking on the "**Open a Store**" button from the footer navigation link or from the "**Create a Storefront**" button on the "Become a ReCapturit Seller and Entrepreneur" banner at top of the Home Page. See green arrow below (image 14).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

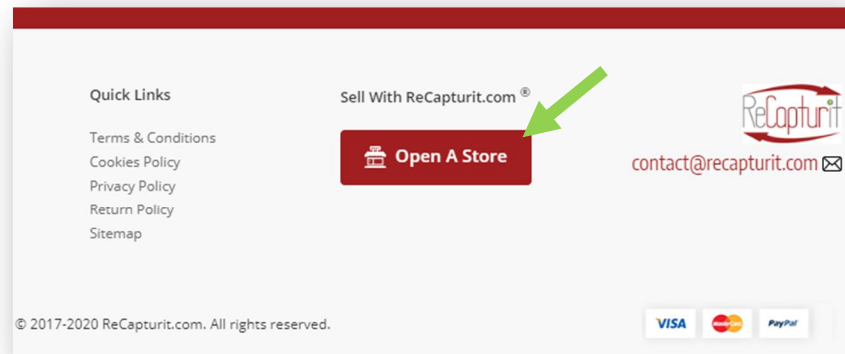


IMAGE 14

Sellers can also sign up through the buyer dashboard if they have already registered as a buyer on the platform. On the Seller sign up page, Seller will have to input a unique email address and name of the Seller (see Image 15).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

A screenshot of a "Register Today" form. The form has two input fields: "Your Email\*" with the placeholder "Myname@Email.com" and "Your Name\*" with the placeholder "Sam Seller". Below these fields is a red button labeled "START SELLING". A green arrow points to the "START SELLING" button. Below the button, it says "Take the first step in building your online business." At the bottom of the form, there is a dark bar with the text "ReCapturit uses Cookies to help improve your experience. [Read More](#) [Accept Cookies](#)".

IMAGE 15

- b. **Details Tab** - Seller will navigate to the 'Seller Registration' page where seller needs to input/edit the following fields (see Image 16):
- i. Name: Seller can edit their name.
  - ii. Username: Seller will input unique preferred username.
  - iii. Email: Seller can edit their email address.
  - iv. Password: Seller will create and input a password.
  - v. Confirm Password: Seller will input the password entered in the previous field.
  - vi. Terms & Conditions checkbox: Seller needs to check the checkbox to accept the ReCapturit Terms & Conditions. This is required to proceed. See green arrow below.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- vii. vii. Newsletter checkbox: Seller needs to check this checkbox if they wish to receive updates and newsletter from ReCapturit.

A screenshot of a web browser displaying the 'Seller Registration' form. The form has three tabs: 'Details', 'Activation', and 'Confirmation'. The 'Details' tab is active. It contains the following fields: 'Name' (filled with 'Sam'), 'Username' (filled with 'Seller'), 'Email' (filled with 'Myname@Email.com'), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). Below the password fields are two checkboxes: 'I Agree To The Terms & Conditions' and 'Sign me up for exclusive newsletter deals, sweepstakes and 24 hour sales only available to subscribers'. A green arrow points to the 'Sign me up...' checkbox. At the bottom is a red 'Submit' button. The browser's address bar shows 'Contact Us' and 'Blog'.

IMAGE 16

- viii. Upon agreeing to the Terms & Conditions and clicking the 'Submit' button, seller will be navigated to the Activation tab:
- c. **Activation Tab** - Seller will need to enter to following information to complete registration (see Image 17):





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- i. Contact Number: Seller will input preferred contact number.
- ii. Business Name: Seller will input business name.
- iii. Contact Person: Seller will input name of the contact person at the business.
- iv. Clicking on the 'save changes' button will navigate the seller to the 'Confirmation' tab (see green arrow in Image 17):

A screenshot of a web form titled "Seller Registration". The form has three tabs: "Details", "Activation", and "Confirmation". The "Details" tab is active. It contains the following fields: "Contact Number" with the value "444-555-6666", "Business Name\*" with the value "Seller Sam's Salvage", and "Contact Person" with the value "Sam". Below the "Contact Person" field is a red button labeled "SAVE CHANGES". There is a small green arrow pointing to the "SAVE CHANGES" button.

IMAGE 17

- d. **Confirmation Tab** - The confirmation tab will display a confirmation message of successful registration. Clicking the '**Login**' button will navigate the seller to the sign in page (see Image 18):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

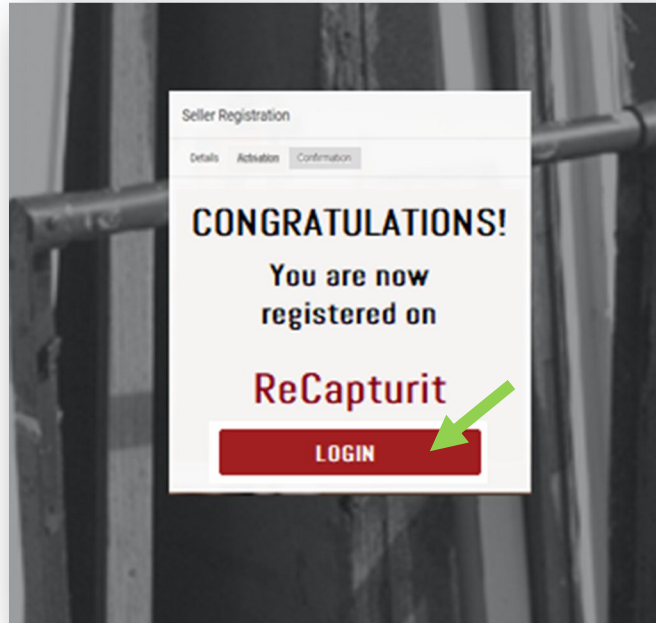


IMAGE 18

- e. Before Login to the system, seller needs to verify his/her email address. Seller will receive a verification email to the registered email address to do this. Once done, you will see an **"Account Created"** message at ReCapturit.com (see Image 19):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

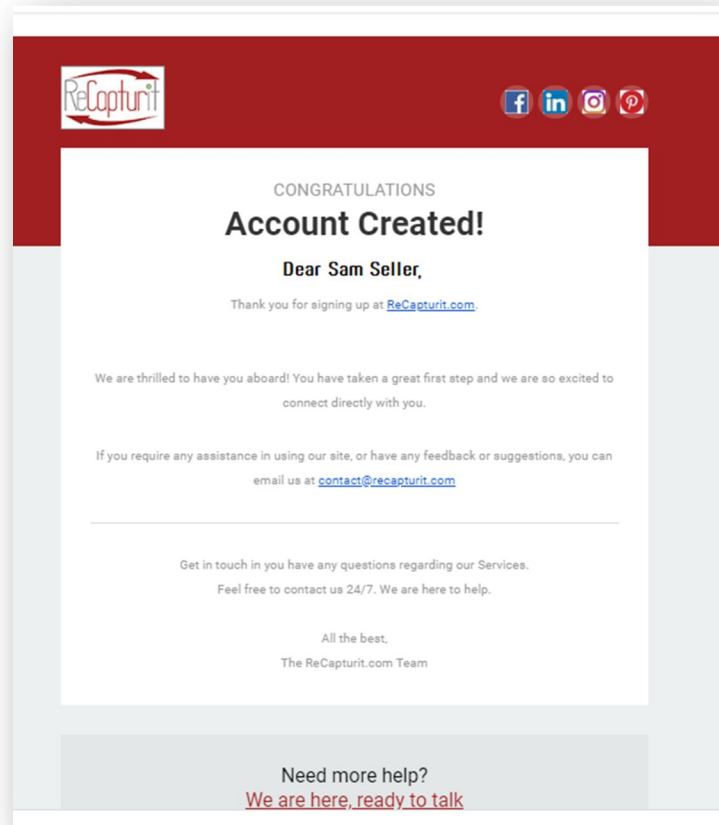


IMAGE 19

- b. **Sign In / Login** – Seller can navigate to the sign in pop-up screen from the very top of the homepage by clicking on the 'Sign In' button. Seller will have to input registered email address or username during the sign-up process along with their password (see Image 20).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

Not A Member Yet? [Sign Up](#)

Username Or Email\*

Email Address

Password\*

Password

☐ Remember Me [Forgot Password?](#)

**LOGIN**

**You will love to shop with us**

- Manage your orders**  
Easily track orders, Create returns.
- Make Informed Decisions**  
Get Relevant alerts and recommendations
- Engage Socially**  
With wishlists, Reviews, Ratings

IMAGE 20

Clicking on the '**Login**' button will verify the entered credentials and redirect you to your Seller Dashboard page (Image 21):

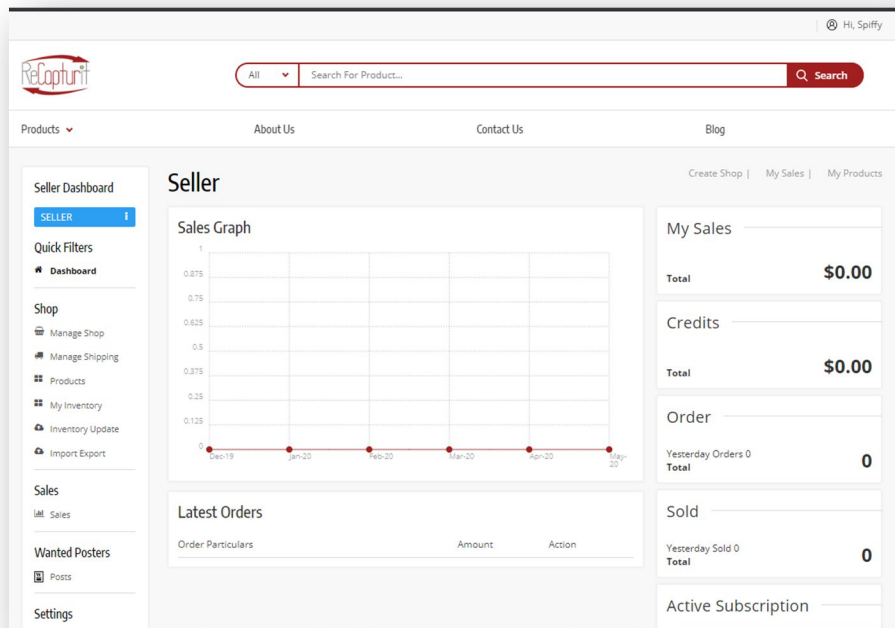


IMAGE 21



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- c. **Forgot Password** – Seller can access the 'Forgot Password' section in case the seller does not remember their password or wants to reset the password (see Image 22).

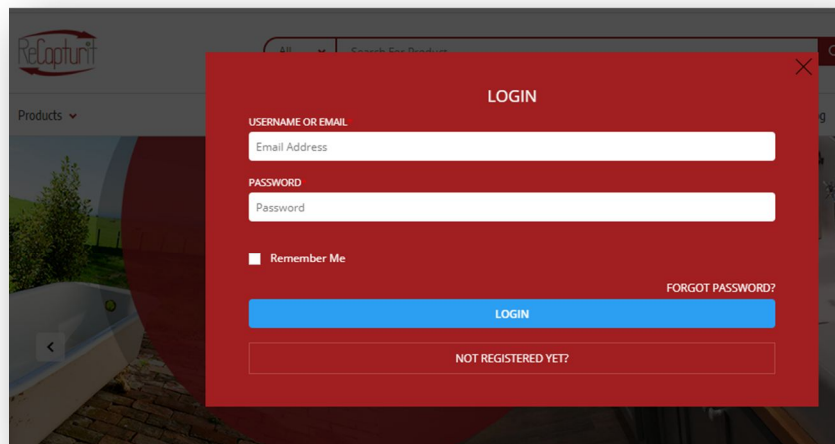


IMAGE 22

Clicking on the '**Forgot Password**' button from the Sign-In pop up screen navigates the Seller to the 'Forgot password' page. Seller will need to enter their registered username or email and complete the Captcha security to click the '**Submit**' button (see Image 23):

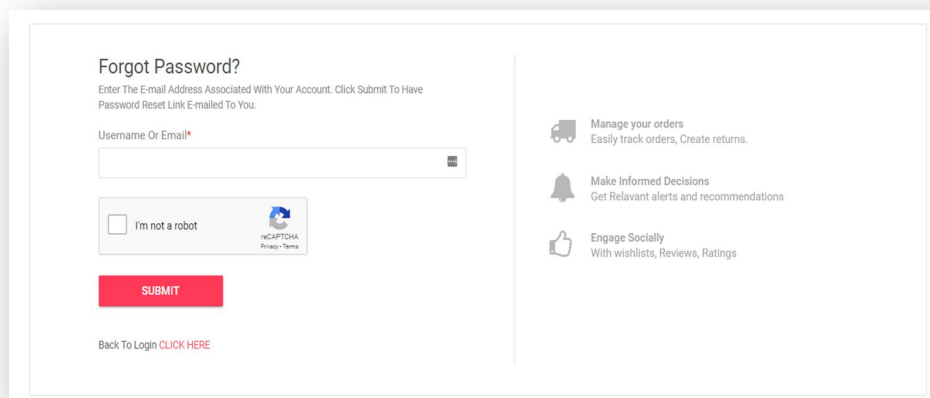


IMAGE 23



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

A password reset email is sent by the system to the registered email address. Seller will have to click on the link shared within the email. Seller will be redirected to the '**Reset Password**' page.

Seller will need to enter the 'New Password' and '**Confirm New Password**' fields before clicking the '**Reset Password**' button (see Image 24):

A screenshot of the 'Reset Password' web form. The form has a title 'Reset Password' and a subtitle 'To reset your password enter a new password below'. It contains two input fields: 'New Password' and 'Confirm New Password', both with a red 'x' icon on the right. Below the 'New Password' field is a hint 'e.g. 123456789'. At the bottom left is a red button labeled 'RESET PASSWORD'. On the right side, there are three icons with text: a truck icon for 'Manage your orders' ( Easily track orders, Create returns ), a bell icon for 'Make Informed Decisions' ( Get Relevant alerts and recommendations ), and a thumbs up icon for 'Engage Socially' ( With wishlists, Reviews, Ratings ).

IMAGE 24

The system will display a success message and you will be redirected to the "**Login To Your Account**" page, where you will need to login with your new password (see Image 25):

A screenshot of the 'Login To Your Account' web form. The form has a title 'Login To Your Account' and a subtitle 'Not A Member Yet? Sign Up'. It contains two input fields: 'Username Or Email\*' (with a red asterisk) and 'Password\*', both with a red 'x' icon on the right. Below the 'Username Or Email\*' field is a hint 'Email Address'. Below the 'Password\*' field is a hint 'Password'. At the bottom left is a checkbox labeled 'Remember Me'. At the bottom right is a red button labeled 'LOGIN'. On the right side, there are three icons with text: a truck icon for 'Manage your orders' ( Easily track orders, Create returns ), a bell icon for 'Make Informed Decisions' ( Get Relevant alerts and recommendations ), and a thumbs up icon for 'Engage Socially' ( With wishlists, Reviews, Ratings ).

IMAGE 25



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- d. **Seller Dashboard** – After successful login, by clicking on your name at the top right (see Image 26), you can access profile actions such as:

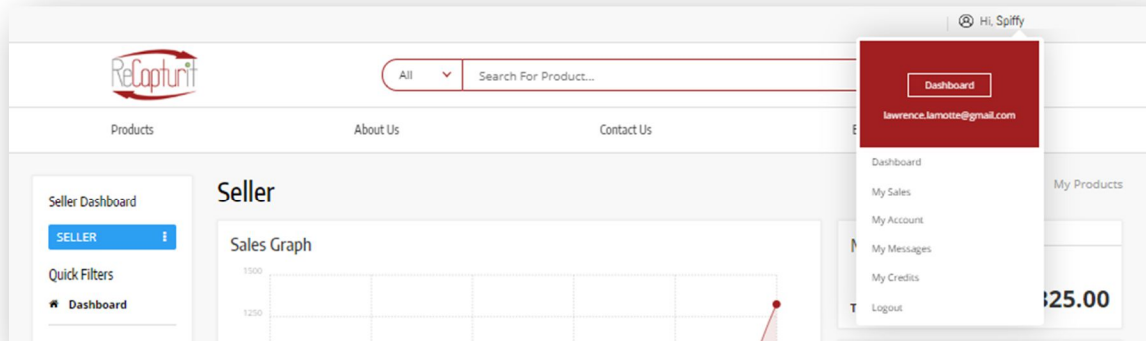


IMAGE 26

- a. **Dashboard** – Navigates you to the Dashboard page.
- b. **My Sales** (top right) – will navigate you to the 'Sales' page in the Dashboard.
- c. **My Account** – will navigate the seller to the 'My Account' page in the Dashboard.
- d. **My Messages** – will navigate the seller to the 'Messages' page in the Dashboard.
- e. **My Credits** – will navigate the seller to the 'My Credits' page in the Dashboard (Future feature: currently INACTIVE in October, 2020).
- f. **Logout** – will log you out of the system

**IMPORTANT:** At this point, it is important to set up your Seller Store at "Create Seller Store." (If you have done this already, skip this section). Click on the "Create Seller Store" link at the top of your Dashboard. See green arrow below (see Image 27).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

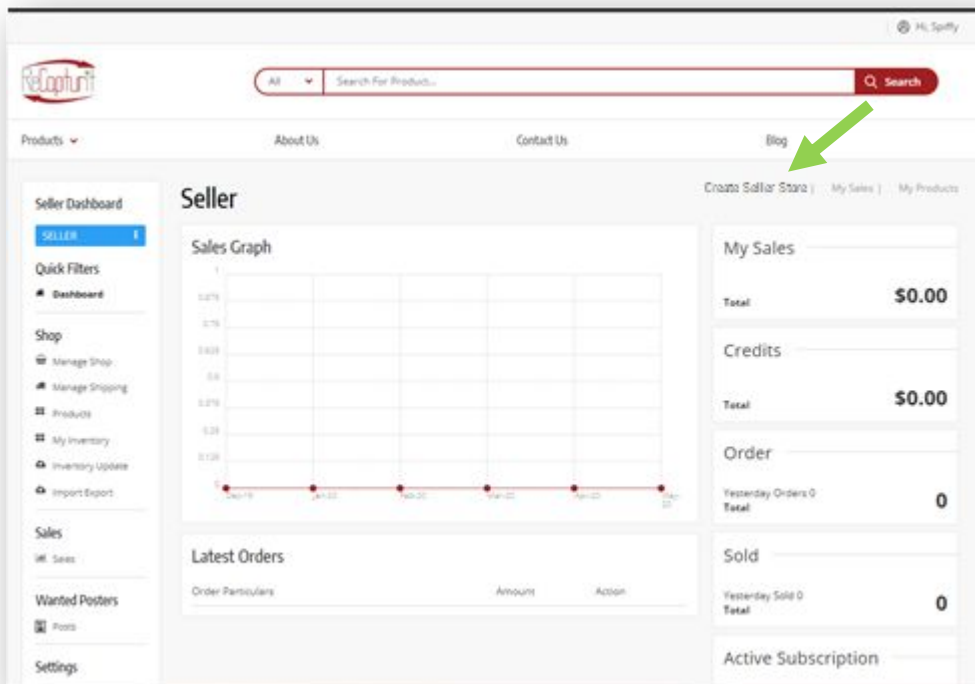


IMAGE 27

- g. **Create Seller Store** (top right) – This takes you to the sequence of setting up your custom Seller Store here on ReCapturit.
- h. You will be directed to the **Subscription Packages** page (see Image 28), where you will choose a Subscription Level and proceed from there (see green arrows Image 28).





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

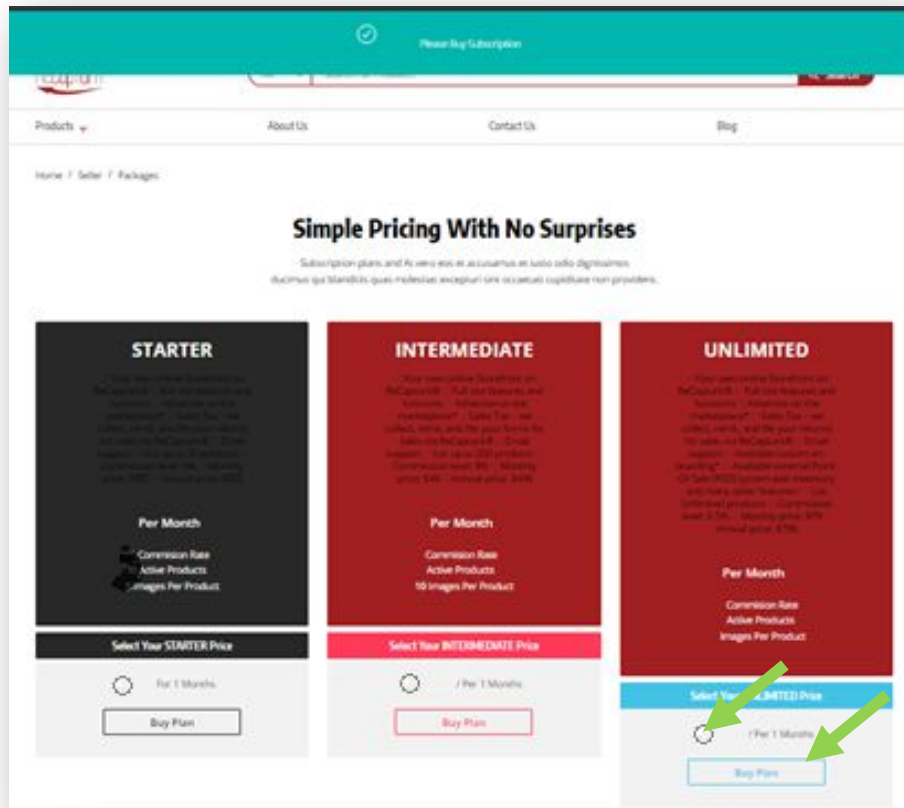


IMAGE 28

- i. From here, you are directed to the **Review Subscription Details** and payment page. If your Subscription Level requires a payment, you simply set up that payment here (see Images 29 and 30):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

1. Review Subscription Details

STARTER-- \$0.00 For 1 Months	\$0.00
	<a href="#">Remove</a>
Sub Total	\$0.00
You Pay	\$0.00
	<a href="#">Proceed To Confirm</a>

2. Make Payment

**Sign Up For Our Newsletter**  
Be the first to here about the latest trends, new arrivals & exclusive offers

Enter Your Email ID [Subscribe](#)

**Ways To Shop**  
All Products  
Featured Products  
Featured Shops  
Wanted Poster

**Extras**  
About Us  
Become A Seller  
FAQS  
Testimonials  
Blog

**Quick Links**  
Terms & Conditions  
Cookies Policy  
Privacy Policy  
Return Policy  
Sitemap

**Sell With ReCapturIt.com®**  
[Open A Store](#)

[contact@recapturit.com](#)

IMAGE 29

1. Review Subscription Details [Review Subscription Details](#)

STARTER-- \$0.00 For 1 Months

2. Make Payment

[Confirm](#)

**Sign Up For Our Newsletter**  
Be the first to here about the latest trends, new arrivals & exclusive offers

Enter Your Email Address [Subscribe](#)

**Ways To Shop**  
All Products  
Featured Products  
Featured Shops  
Wanted Poster

**Extras**  
About Us  
Become A Seller  
FAQS  
Testimonials  
Blog

**Quick Links**  
Terms & Conditions  
Cookies Policy  
Privacy Policy  
Return Policy  
Sitemap

**Sell With ReCapturIt.com®**  
[Open A Store](#)

[contact@recapturit.com](#)

IMAGE 30



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

**CONGRATULATIONS!** You now have a ReCapturit Seller subscription! On we go...  
Hit the “**my account**” link here (see Image 31) and let’s continue with setup.

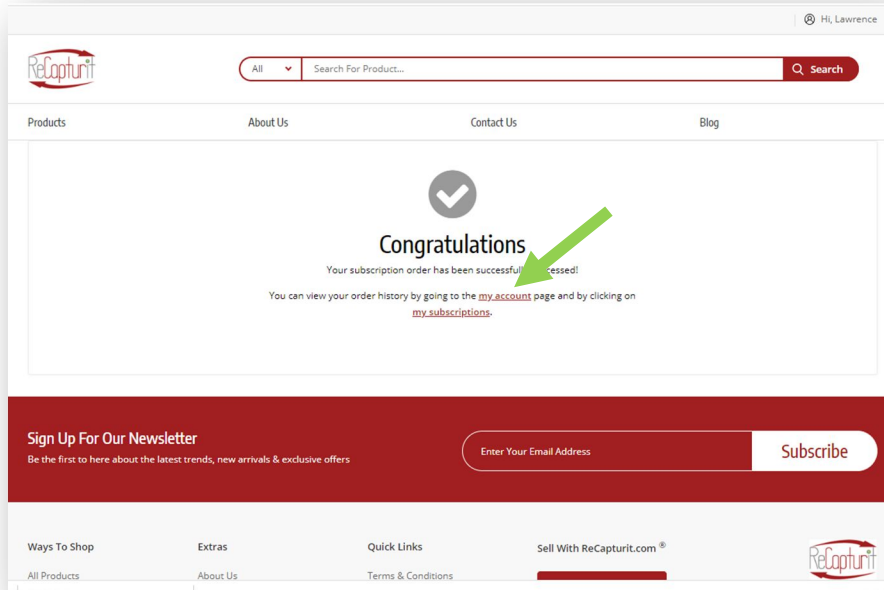


IMAGE 31

You will see the **Seller Dashboard** of your **Seller Store** on ReCapturit. Let’s have a further look (see Image 32)...



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

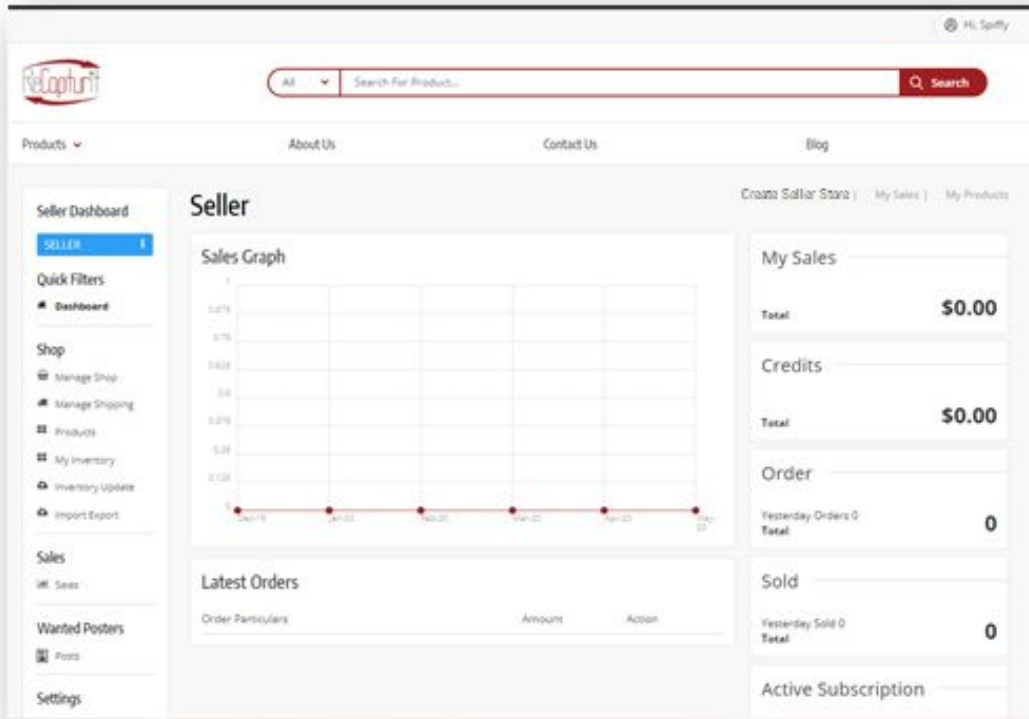


IMAGE 32


- j. In this section, seller can view statistics, including the following:
  - i. **Total Sales** – Total sales amount of orders that have reached complete status
  - ii. **Total Credits** - Total credits which include credits received from completed orders only (future feature).
  - iii. **Total Orders** – Total orders that are in completed status.
  - iv. **Total Sold Items** – Total items sold which have order status as completed.
  - v. **Total Messages**
- k. The statistics sections link to their respective details page for each.
  - i. The **Sales Graph** can be viewed on the dashboard which shows half yearly sales trend of seller.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- ii. Just below the **Sales Graph** section you can also view a list of **Latest Orders** (most recent first) placed by customers.
- iii. There are navigation shortcuts placed in the action column.
  - 1. The eye icon  will navigate you to the order detail page.
  - 2. The cross icon '✕' will navigate you to the cancel order page.
  - 3. The '**View All**' link will navigate you to the 'Sales' tab.
- I. Two shortcut links are provided above the statistics section of the dashboard:
  - i. **My Sales:** This link will redirect the seller to 'My Sales'" page where the seller can view a list of total orders placed.
  - ii. **My Products:** This link will redirect the seller to the 'My Inventory' page that lists products that are available within your Seller Store
- e. **Create and Manage your Seller Store** - From the Seller Store Details page, Seller can view and manage the details of their Seller Store. To add products to your Store, you must first create your Seller Store. At the top right of the page you will see "Create Shop." This is our real starting point. (See green arrow in image 33 below).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

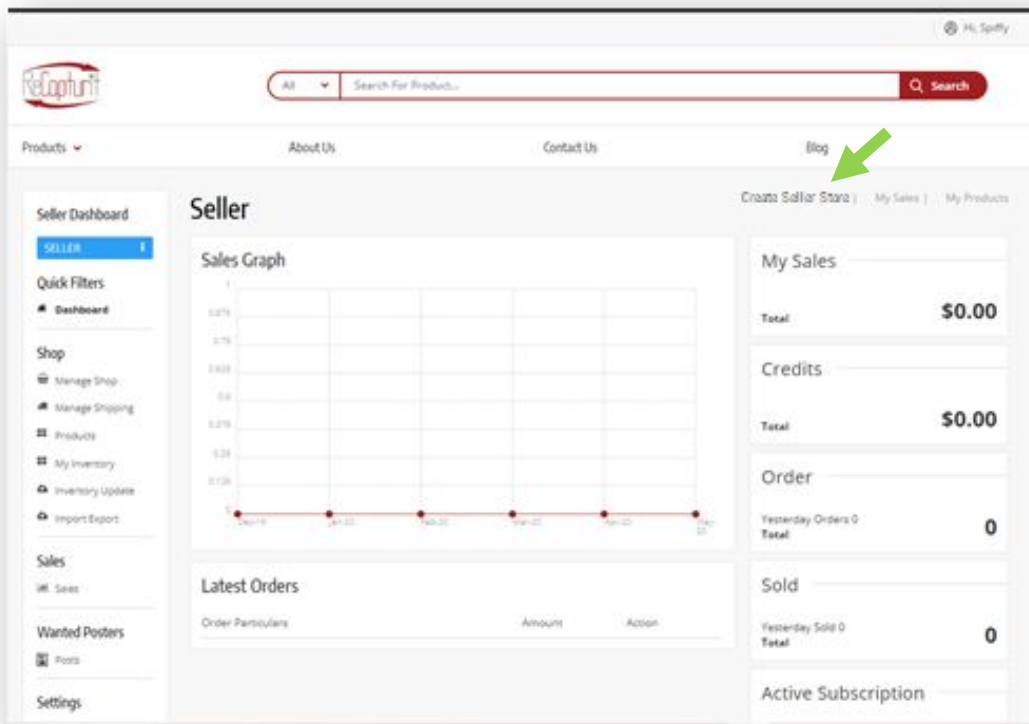


IMAGE 33

Please refer to the tabs below for information that needs to be filled in by you on the **Seller Store Details** setup page (see Image 34):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

The screenshot shows the 'Seller Store Setup' page with the 'General' tab selected. The left sidebar contains navigation links for Seller Dashboard, Quick Filters, Shop, Sales, Wanted Posters, Settings, Subscriptions, Profile, and Reports. The main content area includes the following fields:

- Identifier\*: My Salvage Store
- Shop SEO Friendly URL\*: my-salvage-store  
http://dev.recapturit.4livedemo.com/lars-garage
- Postalcode\*: 98155
- Phone: 888-555-1234
- Country\*: United States
- State\*: Washington
- REQUIRED: Physical Address for Google Map Location: 13245 That St. Seattle, WA 98125  
Google Location Latitude/longitude Will Be Used For Products Filteration To Show Nearby Shops Products

A map of Seattle, WA, is shown with a red pin at the address location. Below the map, the following fields are present:

- Address Latitude\*: 47.1234567
- Address Longitude\*: -120.123456
- Display Status: On
- Free Shipping On: 0

A 'Save Changes' button is located at the bottom of the form.

IMAGE 34

- a. **General Tab** – Here you can input relevant Seller Store details that will be displayed to Buyers on your ReCapturit Seller Store front. This section also allows for you to edit/update key information.
  - i. **Identifier**: This field requires the seller to input their Seller Store's name, which may be the name of your existing business.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- ii. **Shop SEO Friendly URL:** This field helps with editing the shop URL for SEO purposes.
- iii. **Postal Code:** This field requires the seller to input the postal code for the shop.
- iv. **Phone:** This field requires the seller to input the Phone number for the shop.
- v. **Country:** Seller needs to select the country in which the shop is located.
- vi. **State:** Seller needs to select the state in which the shop is located.
- vii. **REQUIRED: Physical Address** for Google Map Location. This is used to estimate shipping charges as well as locate products for Buyers.
- viii. **Address Latitude:** This is automatically filled in with the correct address above.
- ix. **Address Longitude:** This is automatically filled in with the correct address above.
- x. **Display Status:** Seller can turn OFF or ON the display status of the Seller Store. This means that the store is or is not displayed to the viewing public. This functionality should help you, the Seller, during initial shop set up or when making bulk updates. If you set it to OFF, no one can see your store while you make changes. Then set it to ON to make your Seller Store visible to Buyers.
- xi. **Free Shipping on:** Seller can set the amount value of the cart for an order to be eligible for free shipping. Leaving this field blank or entering "0" will mean that Buyers are not entitled to free shipping from this Seller.





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

**NOTE:** Sellers *can* set FREE SHIPPING on each *product* while adding products to their stores, if that is desired.

- b. **English Tab** (there will be multiple languages available later) You, the Seller will need to enter the following details. These details are displayed on the Seller Store Detail page. You can edit/manage this information in the future from this tab itself (see Image 35):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

The screenshot displays the 'Seller Store Setup' interface. On the left is a sidebar with navigation links: Seller Dashboard, Quick Filters, Shop (Manage Shop, Manage Shipping, View Shop, Products, My Inventory, Inventory Update, Import Export), Sales, Wanted Posters, Settings, Subscriptions, Profile, and Reports. The main content area is titled 'Seller Store Details' and has tabs for General, English, Return Address, Layout, Media, and Collection. The 'English' tab is selected, indicated by a green arrow. The form contains several text input fields and a large text area for the description. The fields are: Shop Name\* (Lar's Garage), Shop City (Wenatchee, WA), Contact Person (Larry), Description (This is not a store but simply the leftovers from remodeling work. I save the good stuff!), Payment Policy (Payment in full via credit card on the ReCaptur marketplace), Delivery Policy (Please allow up to 7 work days to pack and ship any item.), Refund Policy (All Sales Are Final. No Returns or Refunds. All goods are sold "as-is".), Additional Information, and Seller Information (Seller is an individual, not a company, only selling a limited amount of salvage and leftovers from remodeling.). A 'Save Changes' button is located at the bottom right of the form.

IMAGE 35

- Shop Name (Seller Store Name)** – This can be your existing business name or a legitimate DBA (Doing Business As).
- Shop City (Seller Store City)** – City or town in which your business is located.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- c. **Contact Person** – If there is a specific person to speak with if a Buyer is contacting you.
  - d. **Description** – Briefly tell the world about your operation. Are you an architectural salvage store or an antiques store or a remodeling company selling some of the marvelous finds from your work? Are you an individual or a large chain of stores?
  - e. **Payment Policy** – This is limited to only the payments methods available on ReCapturit. If and when additional payment methods are added, you will receive notification.
  - f. **Delivery Policy** – You will want to state here how long it (typically) takes you to process, pack, and ship a purchase.
  - g. **Refund Policy** – *If* you wish to offer refunds on purchases from your Seller Store, you are required to provide the means of transacting those refunds and arranging for the return of any goods. ***You must state your Refunds and Returns Policy here*** in this space. Communications with Buyers about claims, refunds, and returns must take place on the ReCapturit instant messaging (chat) with Buyers.
  - h. **Additional Information** – This space is provided if you have special circumstances – like “only open on weekends.” Or the Covid19-influenced “Only parking lot pickups for items picked up at store.”
  - i. **Seller Information** – You may wish to add a note about your history or other info here. Nothing is required
- c. **Return Address Tab** – You, the Seller, must add a return address in this section. If necessary, Buyers can use this address for returning orders or products to the Seller. Return address for the Seller Store is required.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- a. **General** tab asks for Country, State, and more basic information.

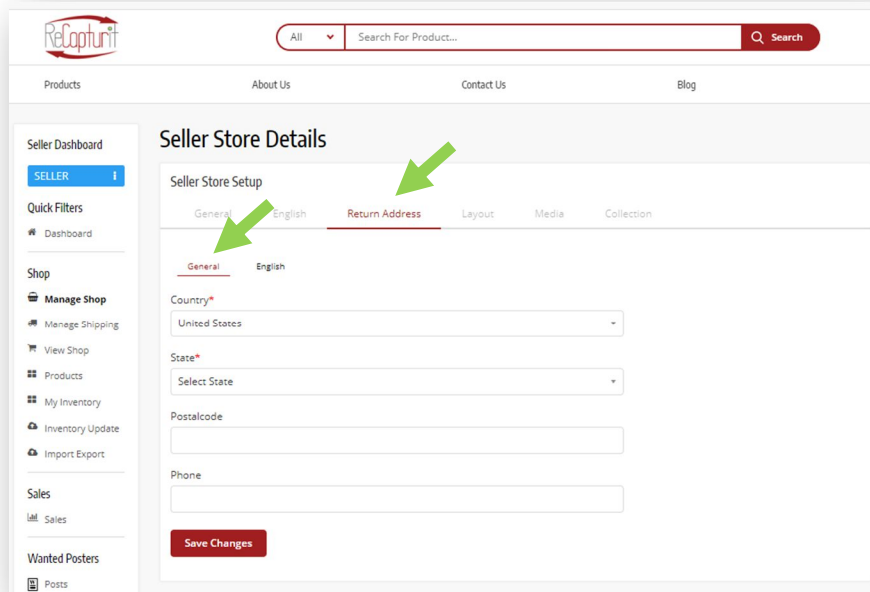


IMAGE 36

- b. **English** sub-tab – More basic information, Name, City, and address are required (see Image 37).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

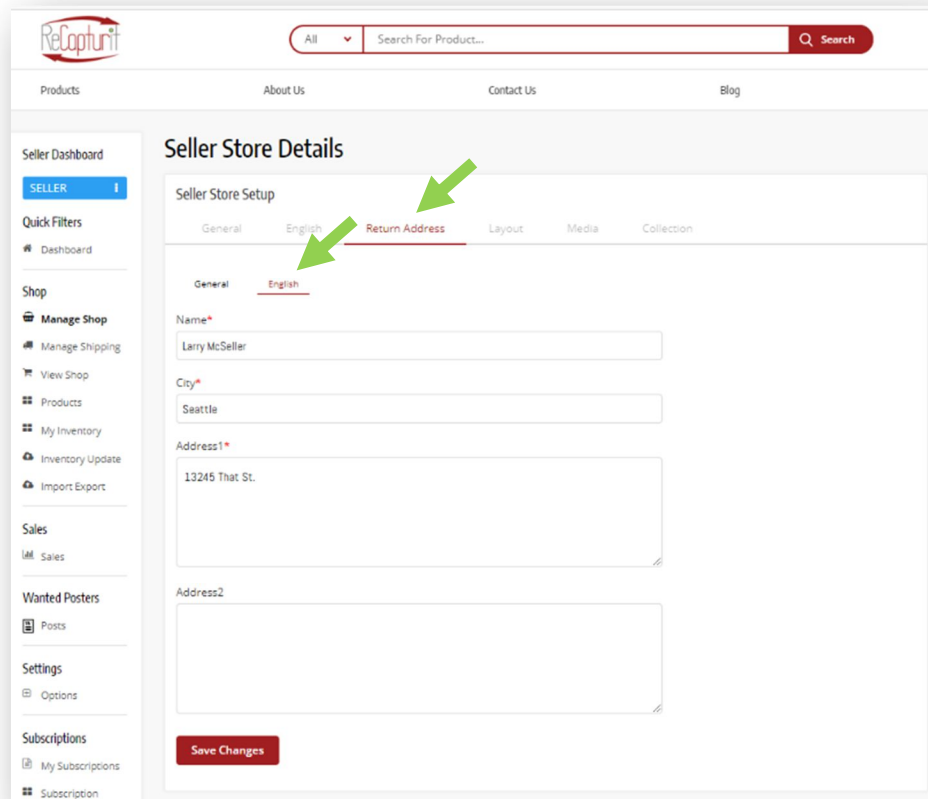


IMAGE 37

- d. **Layout Tab** - Seller Store Layout tab has two sub-tabs: Template & Theme Color. These allow you to select the desired layout and color options for your Seller Store. Product listings, banners, background and header colors, and slides will be displayed in the selected colors. Choose a layout from the template options
  - a. **Seller Store Layout tab – Templates sub-tab** – Here you can choose the graphical layout of your Seller Store (logo centered or on the right, etc.). Please choose the layout you prefer (see Image 38).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

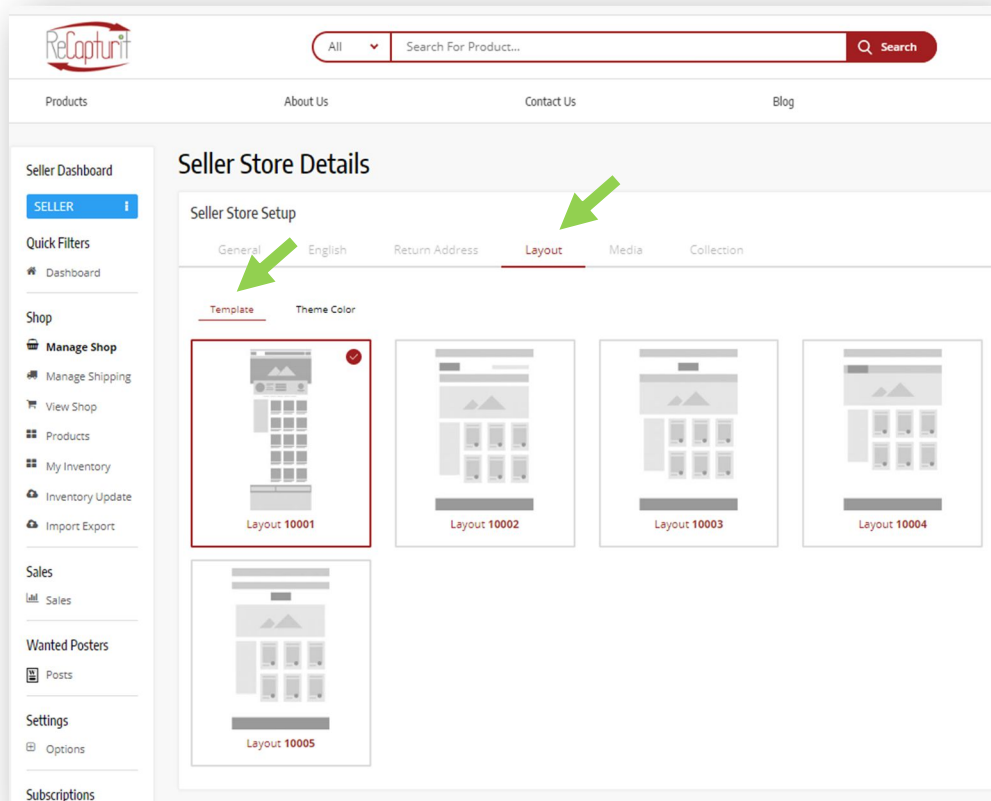


IMAGE 38

- b. **Seller Store Layout tab – Theme Color sub-tab** – Your color choice effects product listing pages, banners, background and header colors, and slides. All will be displayed with your selected colors.
  - i. In “**Use Custom Color**” field box, if you leave it **Off**, the colors shown will be used.
  - ii. If you wish to choose your own colors, select **On** and then use the color generating fields to find the right one. You can even type in the alpha-numeric color keys if you have those (see Image 39).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

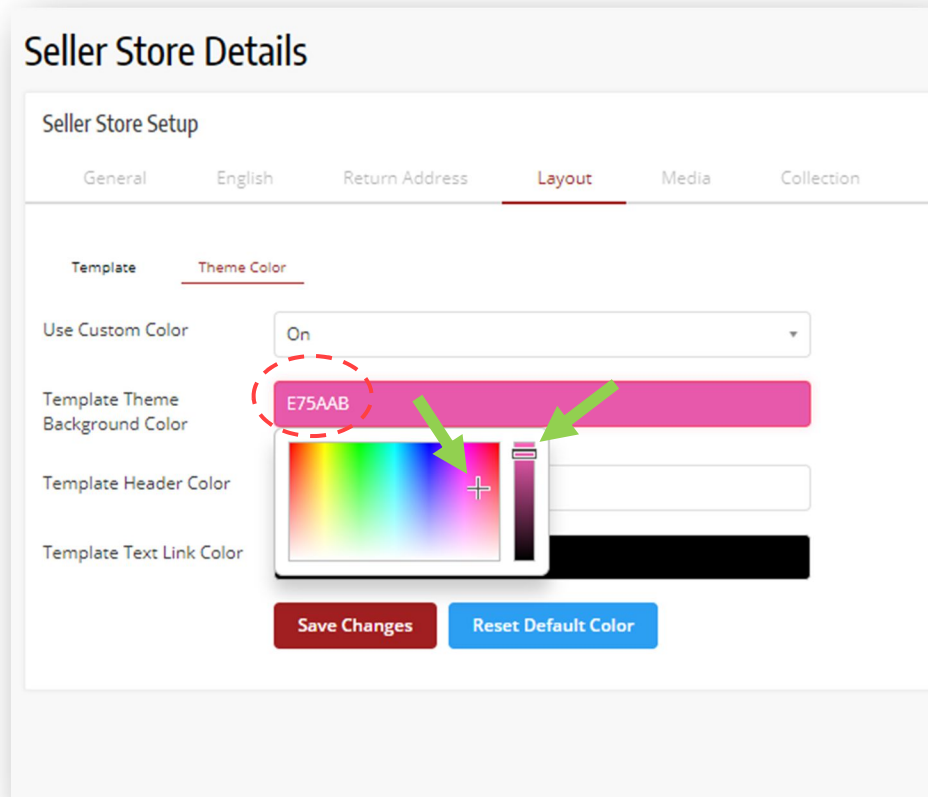


IMAGE 39

- c. iii. CLICK on **Save Changes** when done.
- e. **Media Tab** - This tab allows you, the Seller, to upload your logo, a background image, and a top banner for the shop. Note that the necessary sizes of each image are stated for each image (reads like: 1462x213, meaning 1462 pixels by 213 pixels). Image sizes are defined by the layout you chose in the layout tab. This can really make your brand stand out!



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

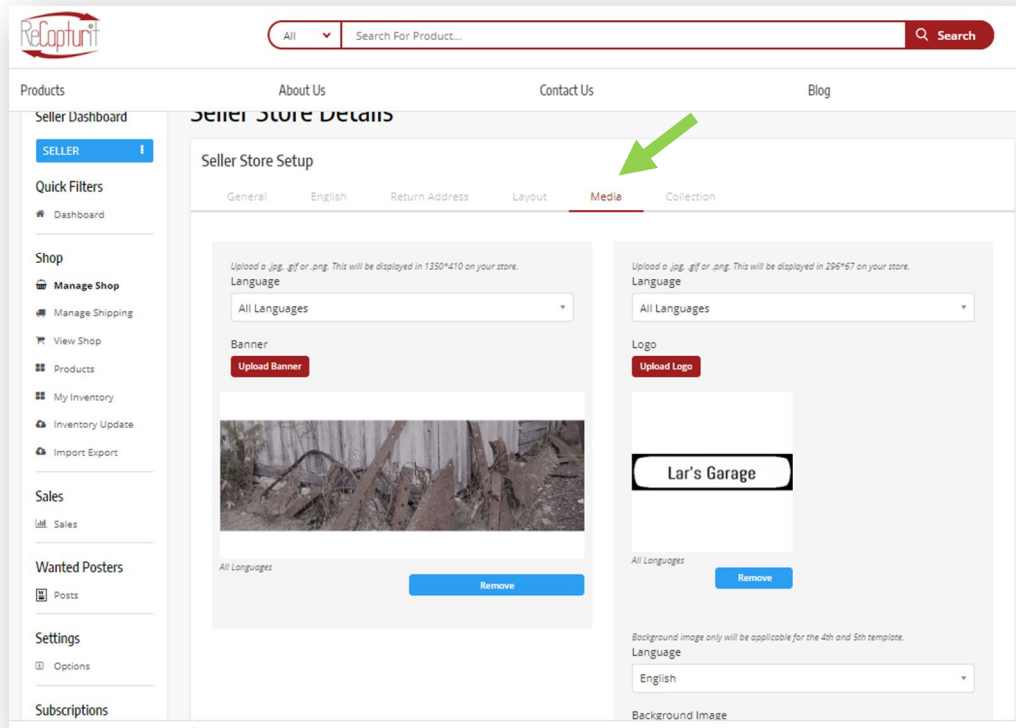


IMAGE 40

- f. **Collection Tab** – As a Seller, you can choose a collection of products to be highlighted on your Seller Store. You will need to link products to the collection via the link sub-tab. This collection will be displayed on the shop detail page under the collection name defined by the seller. This can work well if, for instance, you have a large group of related products, perhaps all from one source (an entire abandoned office's desks and matching cabinets and credenzas; a large number of windows from one large building; a set of lighting from an old hotel; etc.). (See Image 41):





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

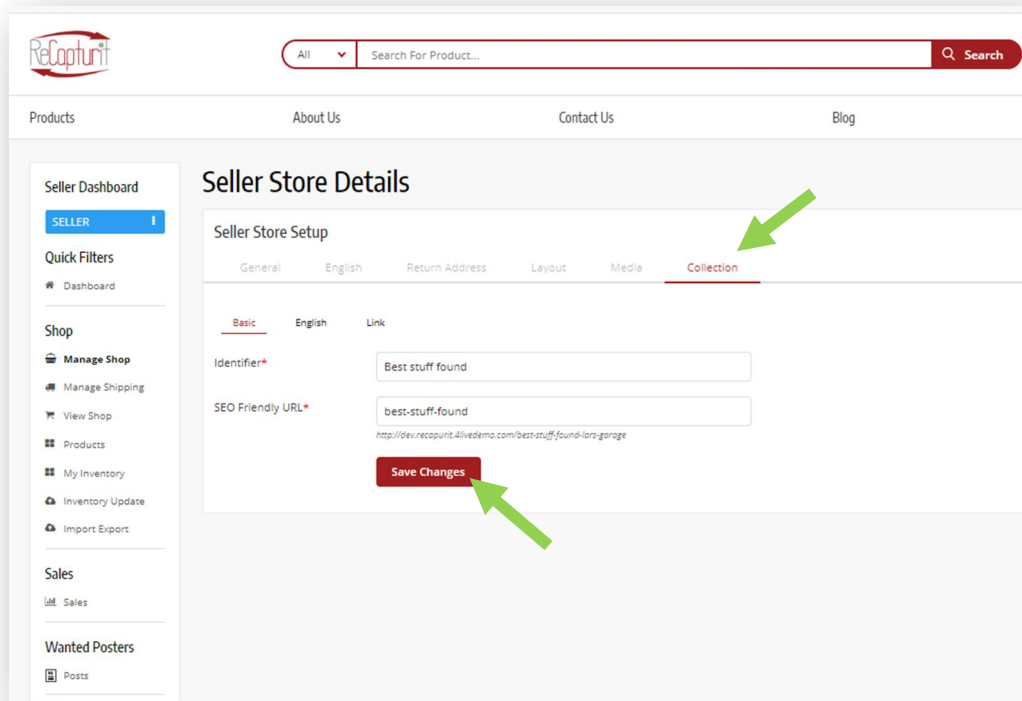


IMAGE 41

- a. **Collections tab – Basic sub-tab** – Here, create a name for your collection of products, like “Fran’s Favorites” or “Top Shelf” or “Our Customers’ Top Picks” or “Architectural Artwork.” Hit **Save Changes** (see Image 42).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

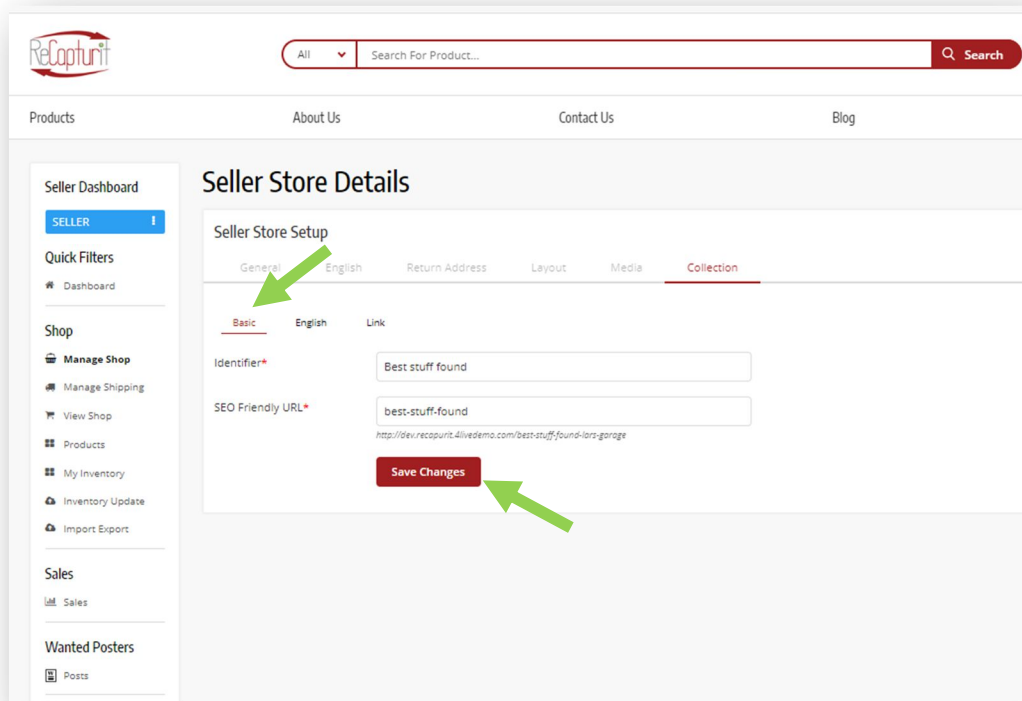


IMAGE 42

- b. **Collections tab – English sub-tab** – Put in your collection name here, same as “Identifier” on previous screen (we will soon have more than one language and this will be necessary then). Hit **Save Changes** (see Image 43).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

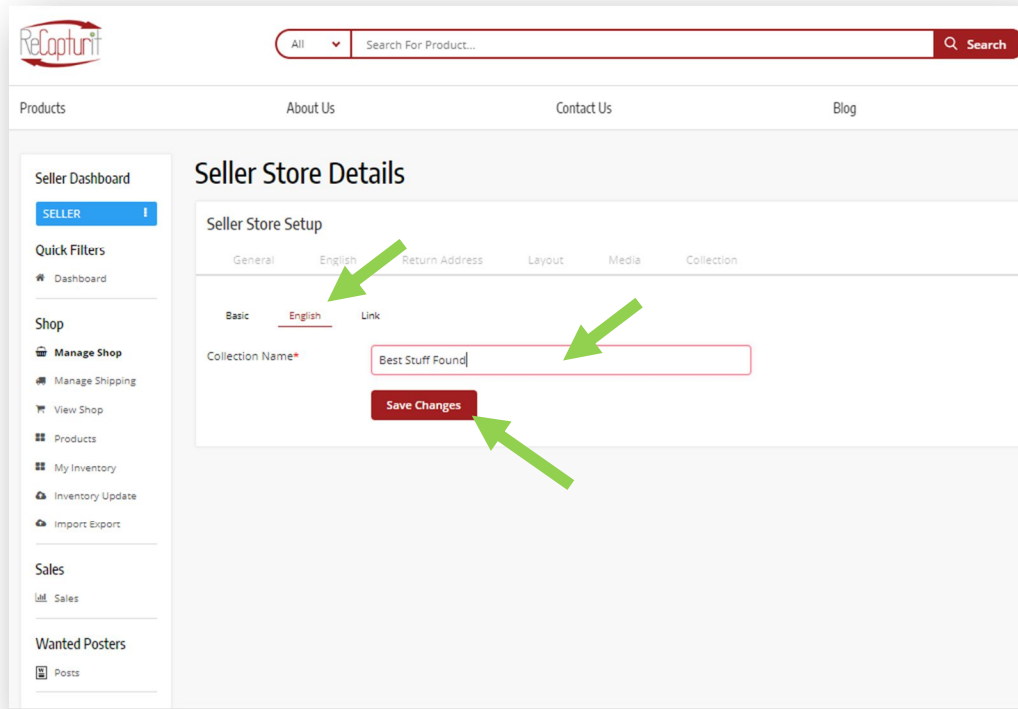


IMAGE 43

- c. **Collections tab – Link sub-tab** – You will not be able to link to products until you have inputted some products, so for now, just hit **Save Changes** (see Image 44).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

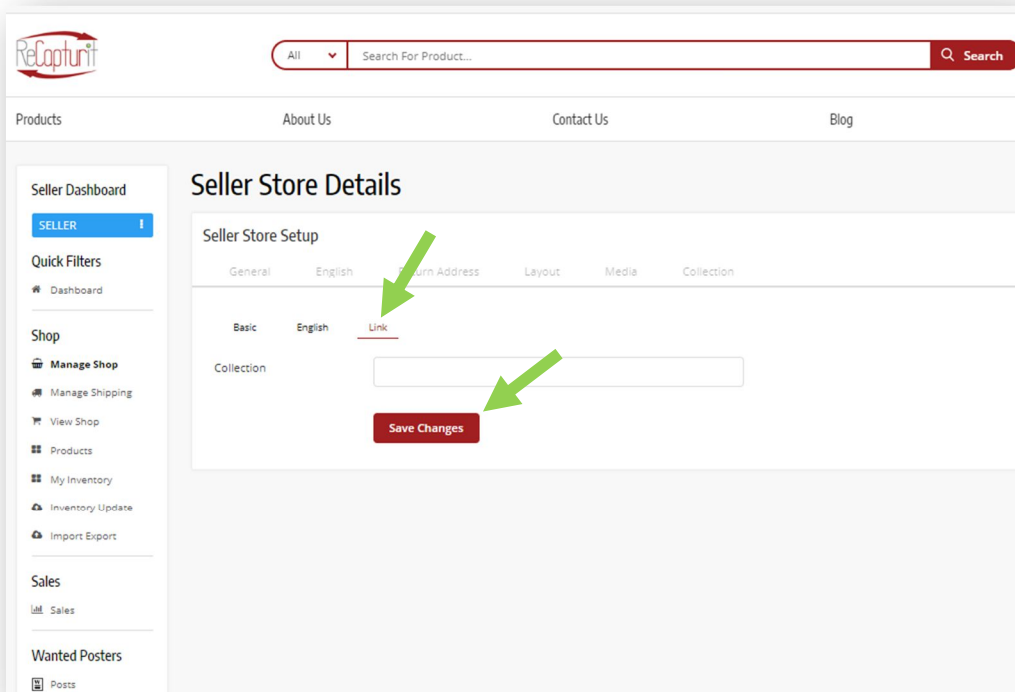


IMAGE 44

## f. Manage Shipping –

- a. Good news: according to ShipStation: "Thanks to our tremendous volume, we've negotiated rates usually reserved for Fortune 500 companies. Of course, if you have better negotiated rates, you can use those, too."
- b. Account sign-up link: <https://mbsy.co/shipstation/ReCapturit> or <https://mbsy.co/Sh8Vw>
- c. Please complete the ShipStation Onboarding sequence:



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

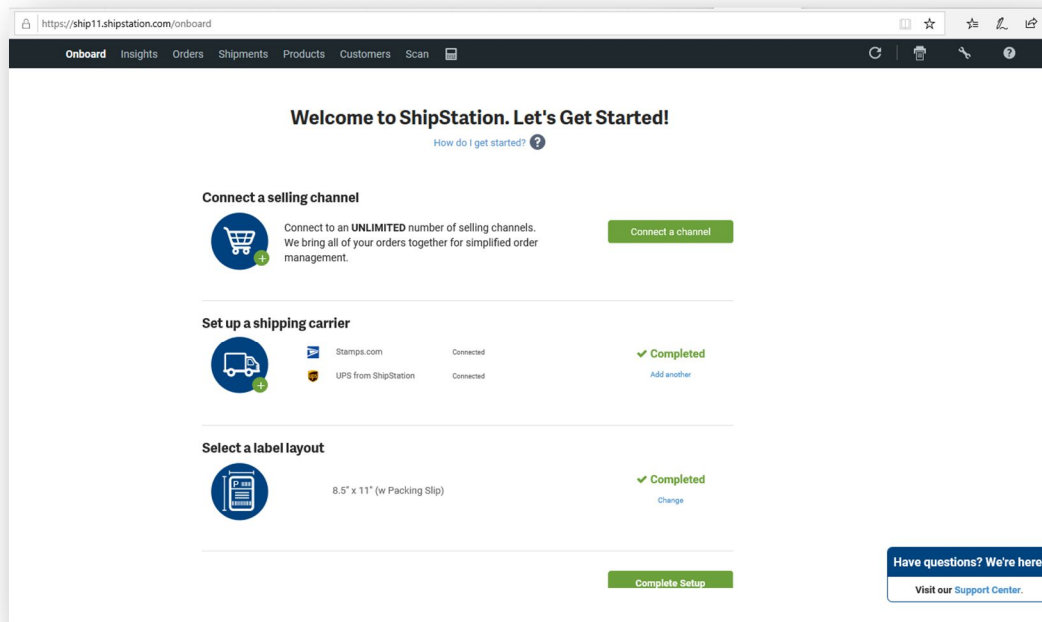


IMAGE 45

- i. ~~Connect a Selling Channel~~ – **DO NOT DO THIS**. Not necessary.
- ii. **Set Up a Shipping Carrier (USPS + UPS)**
  1. Set up a new Stamps.com account
  2. I already have a Stamps.com account
  3. Stamps.com account gives you both USPS and UPS accounts.
  4. Add another shipper - if you have others you wish to use
- iii. **Select a Label Layout** – This is for your label printing preference – if you have a regular inkjet or laser printer, or a dedicated label printer.
- d. **Choose a subscription plan**
  - i. Free 30-day trial
  - ii. Upgrade to needed level at end of 30-day period.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- e. **Get your API Keys.** These are unique passwords generated by ShipStation tied to your specific account with ReCapturit and must be copied over exactly.
  - i. Now in your ShipStation account, look on the left-hand side under Account.
    1. You will see: **API Settings**. Click on that.

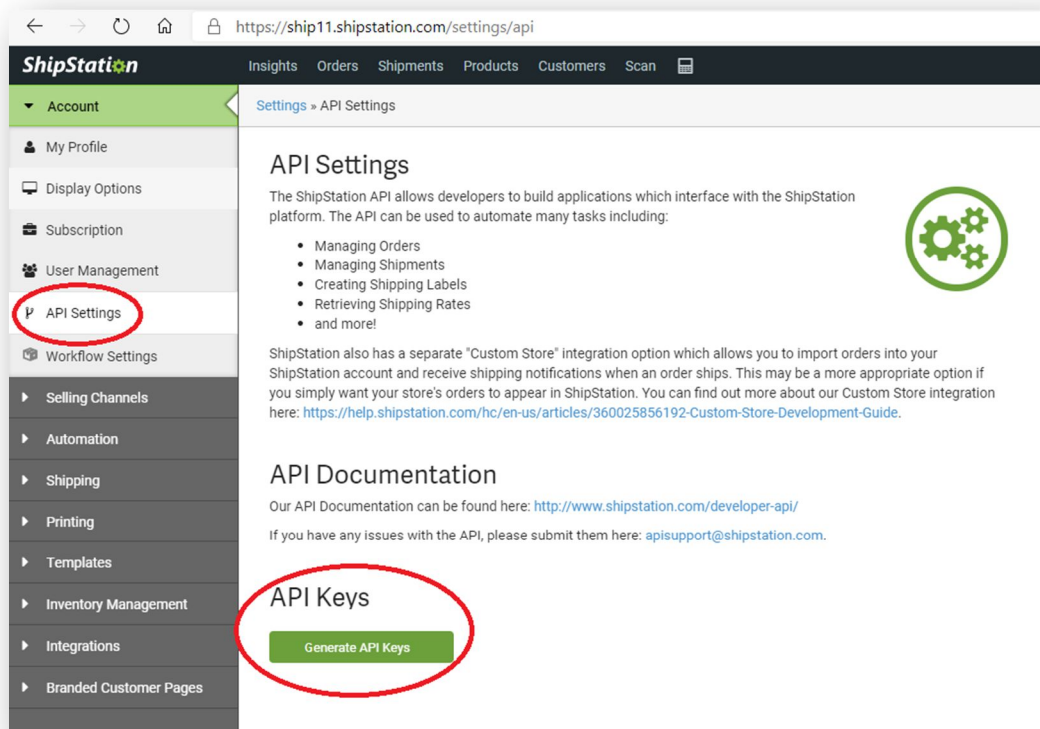


IMAGE 46

2. Click on the green button at API Keys, Generate API Keys.
3. Do two things with these keys:
  - a. Save them in a secure place where you store passwords. These are essential to the operation of ShipStation on your ReCapturit Seller Store, so do not lose them.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- b. Input (copy & paste) them into their respective places on this window in ReCapturit.

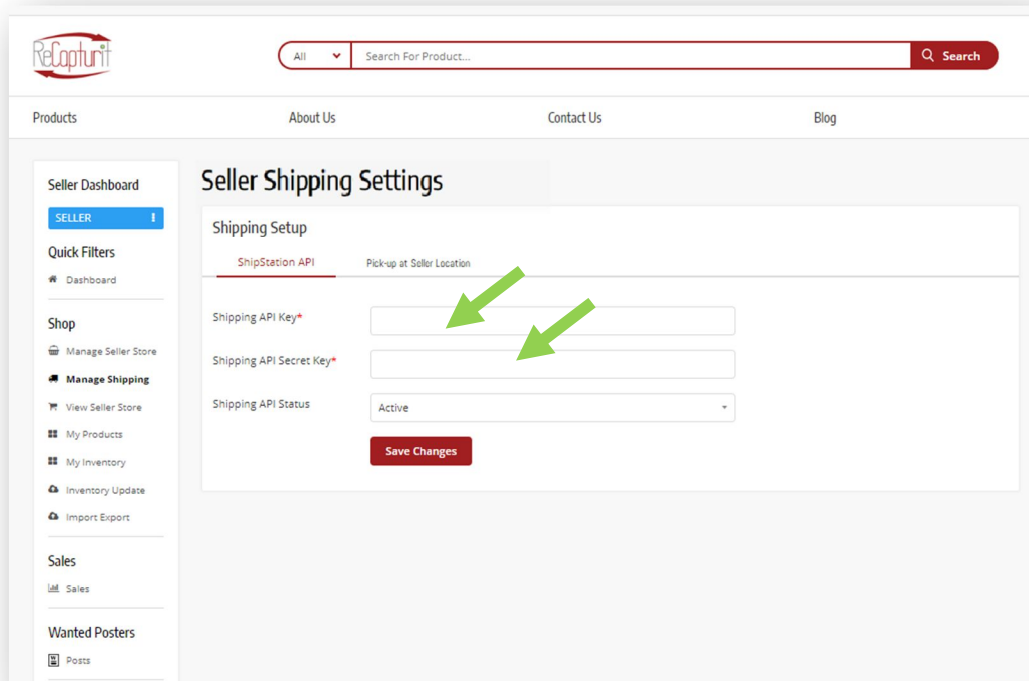


IMAGE 47

- c. Then, at Shipping API status below the keys, select "Active."
- g. **Pick-up at Seller Location** - With this feature, you give Buyers the choice of coming to your location to pick up their purchase, saving shipping charges. You, the Seller, will be notified via email and you can let the Buyer know when the item is ready to be picked up with a simple click of a switch in your Seller Dashboard in ReCapturit.
  - a. Click on the **Pick-up at Seller Store** tab (see Image 48).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

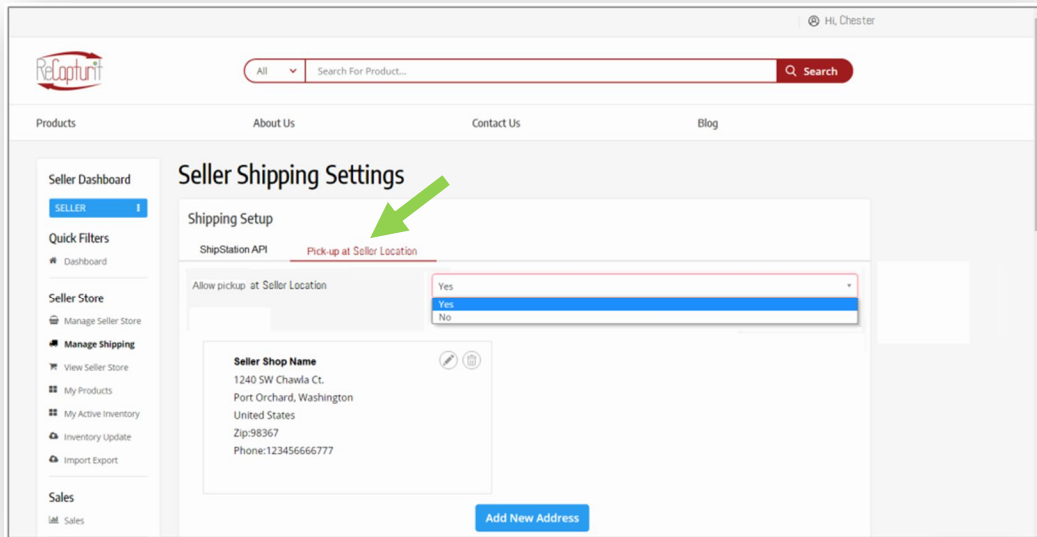


IMAGE 48

- b. If you want to allow and provide for picking up of purchases made on ReCapturit at your location, select YES (green arrow in Image 49). Be sure to check the address in the window (circled in Image 49). If you do NOT want to allow and provide for picking up of purchases at your location, select NO.





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

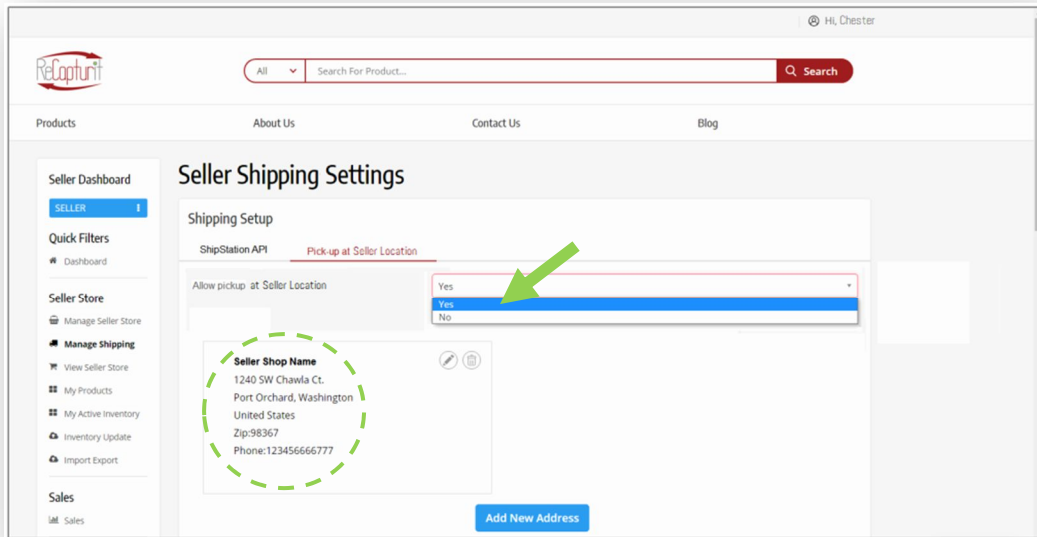


IMAGE 49

- c. You are done with **Pick-up at Seller Location** setup. Now, we are going to jump down the list on the left to: **My Account**.
- h. **My Account** – Open this up (see Image 50) and you will see basic information you already filled in: UserName, Email, etc. We are here now to connect you to a **Stripe** account. Stripe is our credit card processing partner and they provide the service which allows you to sell online with credit card payments. Click on **My Account**.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

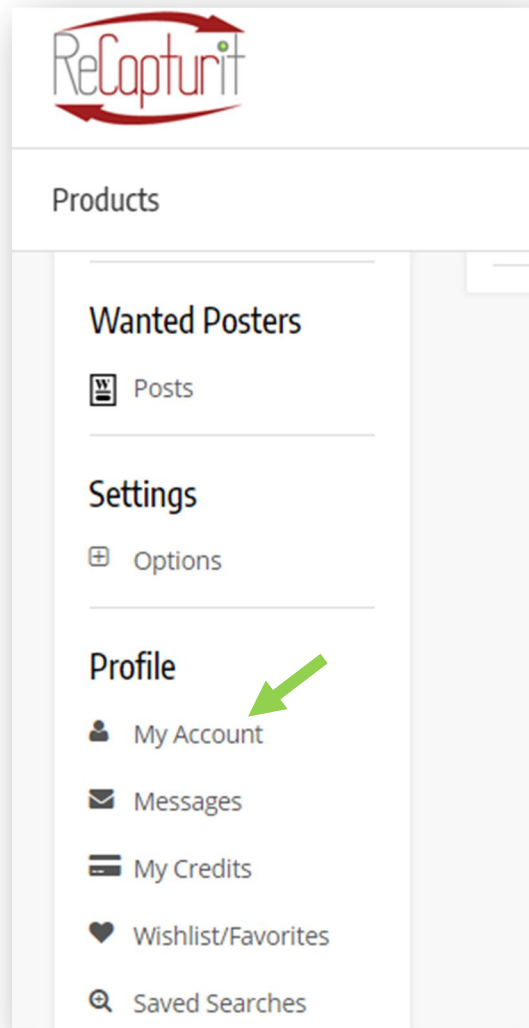


IMAGE 50

- a. Look up at the two tabs, **My Account** and **Stripe**. Click on the **Stripe** tab (Image 51).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

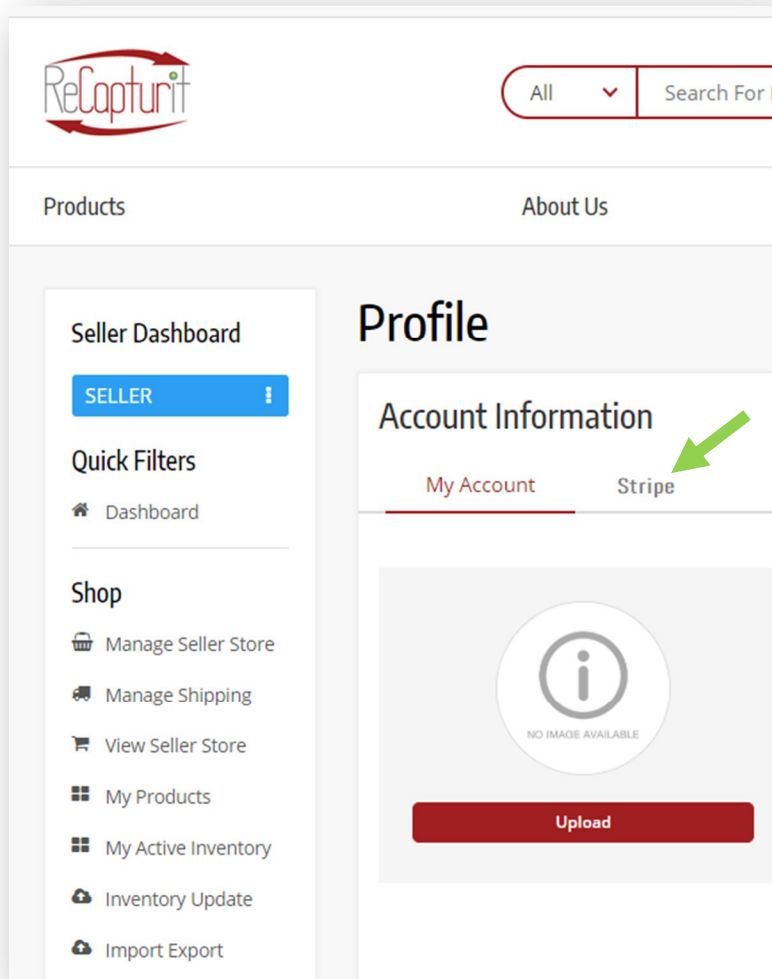


IMAGE 51

- b. Next, click the **Connect to Stripe** button (see Image 52). If you already have a Stripe account, you can put in that information on their website. If you do not have a Stripe account, you will be able to create one there. You will be asked for your bank account to receive payments plus basic business information. You may have to log into your Stripe account when finished, before you can successfully connect with



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

ReCapturit. You will know when you see the “Your Stripe account is successfully connected,” as shown below (see Image 53).

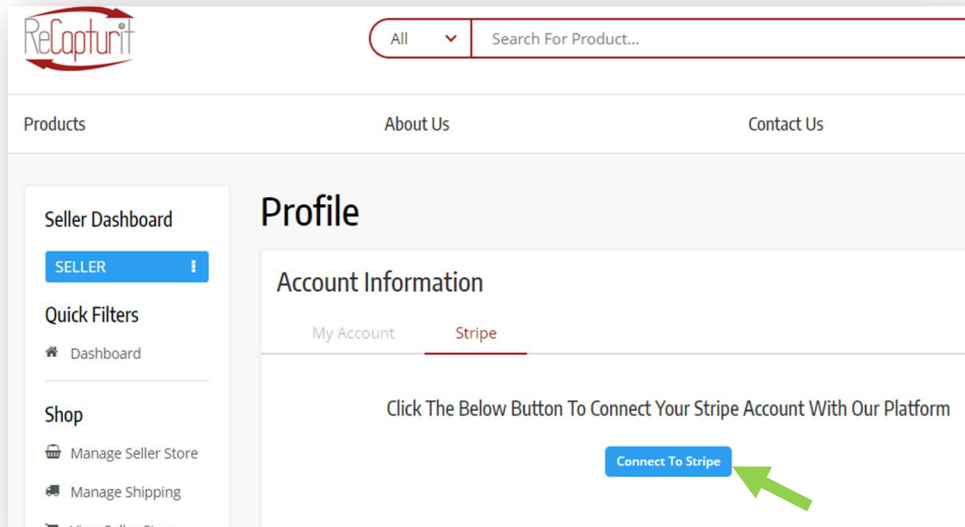


IMAGE 52

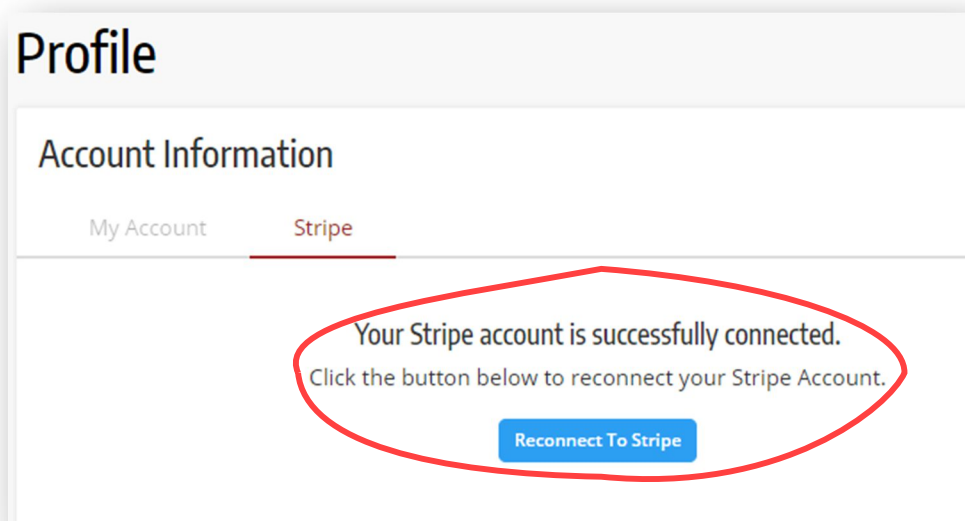


IMAGE 53



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- c. Done with Stripe setup? Let's go back to your Seller Store setup. Look in the left column on the page and click on "**View Seller Store.**"

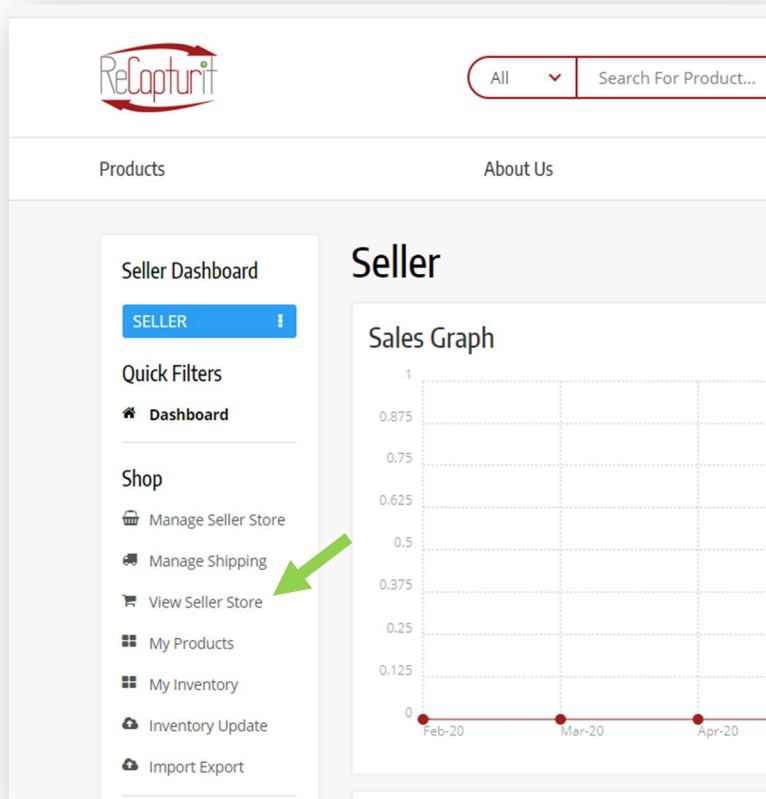


IMAGE 54

- i. **View Seller Store** –You can use this link to view your Seller Store as a Buyer would see it. This will reflect the changes made in the **Manage Seller Store** section. This is how shoppers on ReCapturit see your Seller Store. Please refer to the screenshot below (Image 55):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

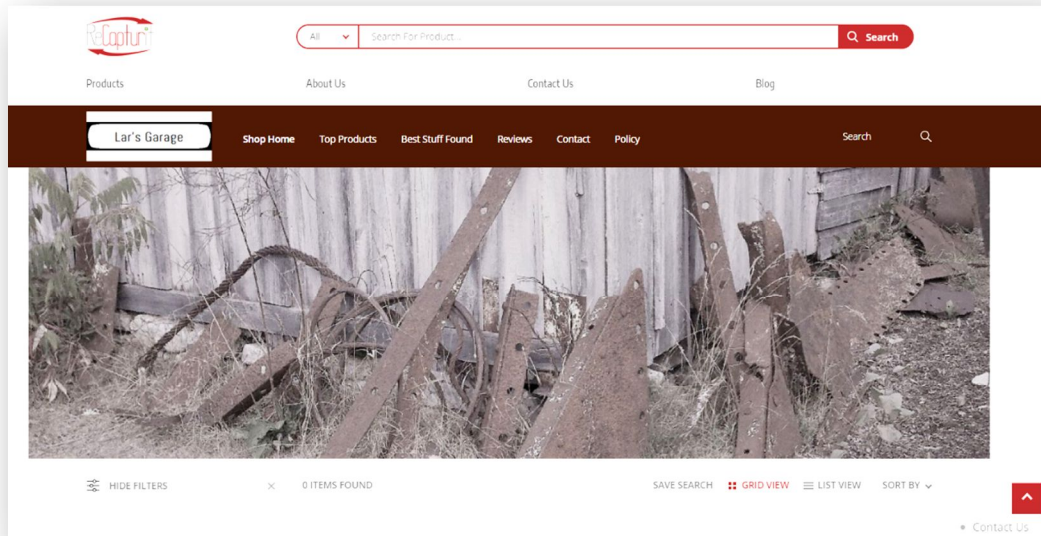


IMAGE 54

- j. **My Products** – “**My Products**” includes every item of merchandise you have added into the system on ReCapturit. Clicking on the ‘**Add to Store**’ button, detailed below, will allow you to select a particular product from all of **My Products** and add inventory details in order to display the product in your Seller Store for Buyers to see in “**My Inventory**” (see Image 55):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

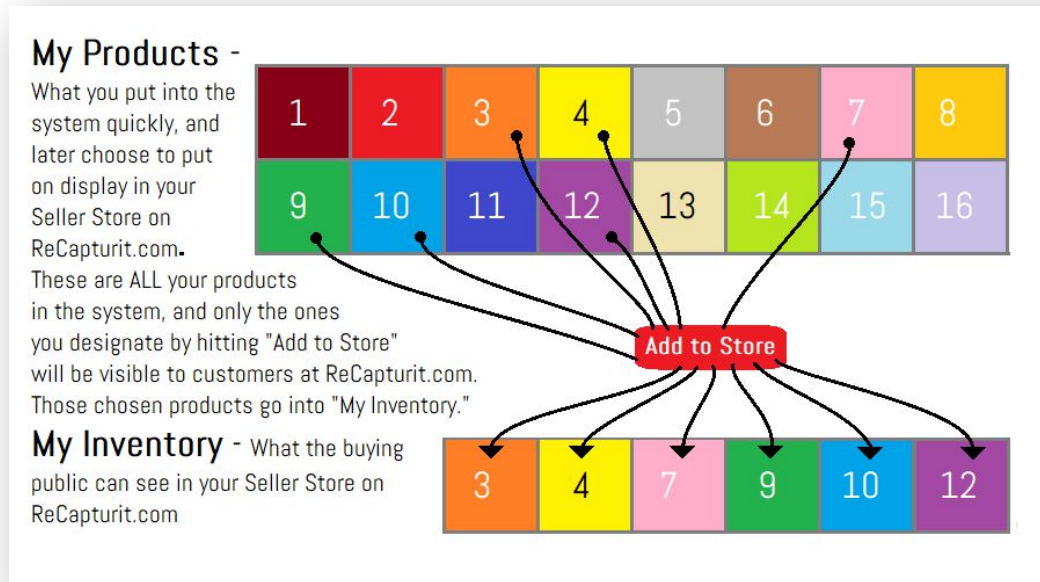


IMAGE 55

- a. **Search Products** - You can search for a product using product name or keywords, or code. Additional search filters can be applied based on Product Type and other terms (see Image 56).

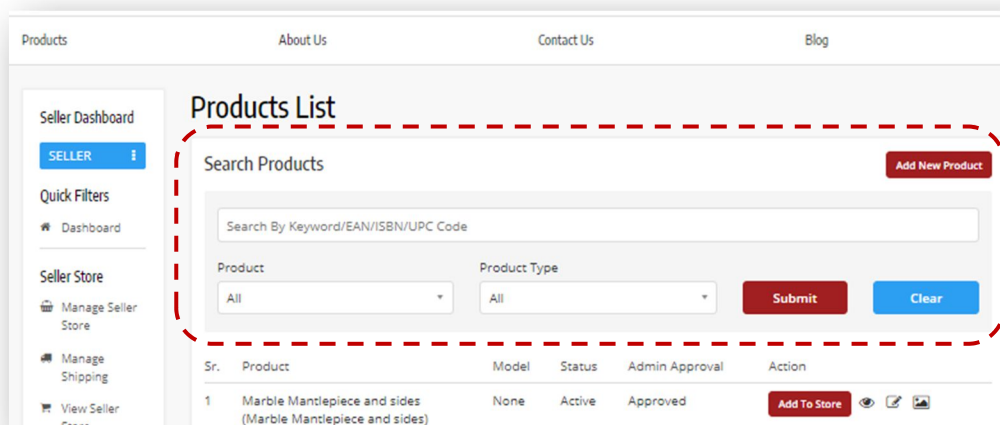


IMAGE 56

- b. **Add New Product** button - Clicking on this button (see Image 57)



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

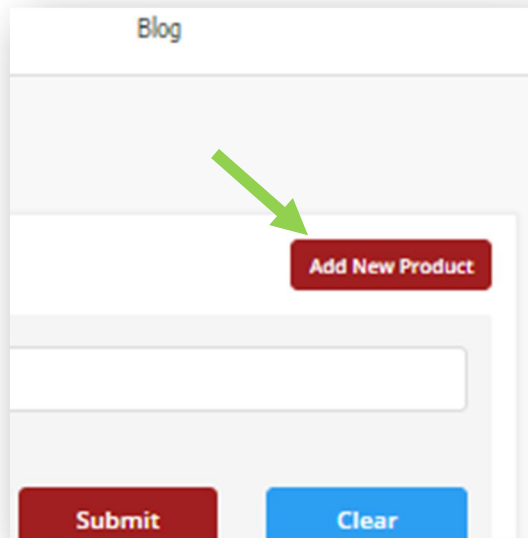


IMAGE 57

takes you to a window with two choices: **"Create New Product Listing"** or **"Import Export."** Click on **"Create New Product Listing"** (see Image 58). Import Export is for moving and modifying batches of products into and out of the database, described later in the manual. This will open up the **Product Setup / Add My Product** page at the **General Tab** (see Image 59):





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

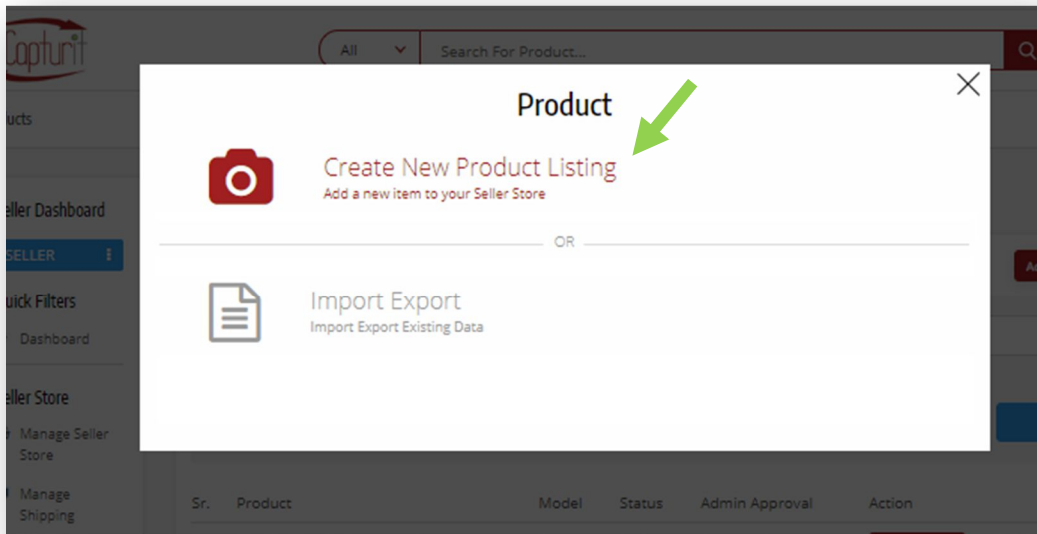


IMAGE 58

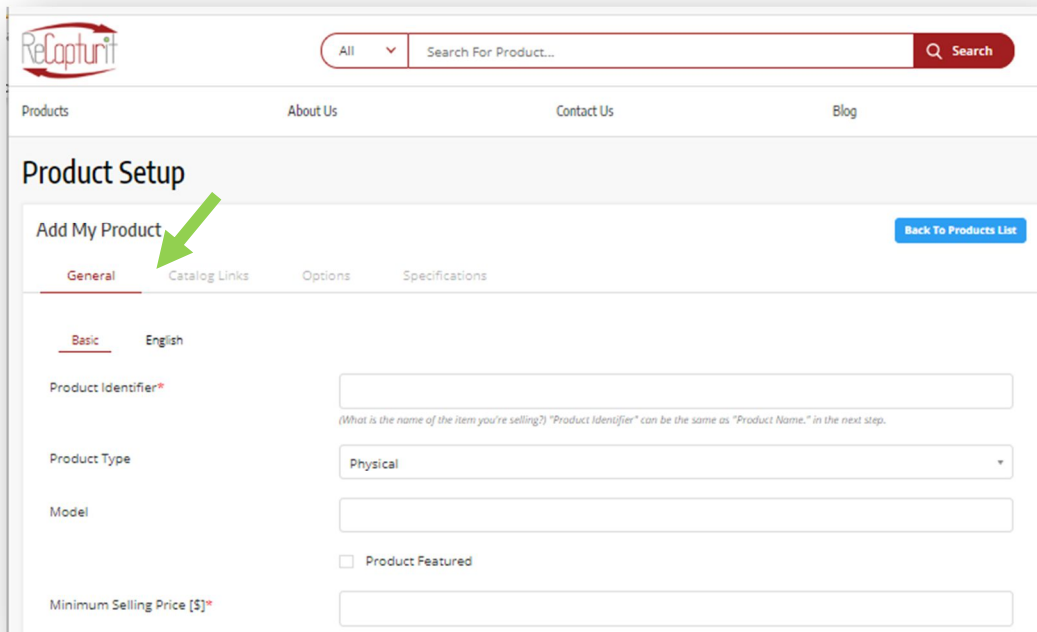


IMAGE 59

- i. Product Setup / Add My Product page - General Tab -
  1. Basic sub-tab



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- a. **Product Identifier** – Basically, the product's name.
- b. **Product Type** – Simply physical or electronic (download).
- c. **Model** - If known. Not required.
- d. **Product Featured** – This is a choice. If you would like this specific product to be shown in your Featured Products, then click this box.
- e. **Minimum Selling Price** – Your selling price of the product
- f. **Tax Category** – Not required.

**IMPORTANT NOTES:** Dimensions and weights of products here are used to calculate SHIPPING COST, so please be accurate.

A sheet of plywood without packaging would be: L=96" W=48" H=3/4" while a door might be: L=1-3/8" W=35-3/4" H=79-3/4"

**Package dimensions** are the dimensions of the product **WITH** or **WITHIN** its packaging, as in:

A door without packaging might measure: L=1-3/8" W=35-3/4" H=79-3/4" but **WITH PACKAGING** (with cardboard protective corners and wrapping), and its **Package dimensions** measure: PL=4-1/2" PW=39" P=83".

A Light Fixture without packaging might measure: L=19" W=19" H=11" but that Light Fixture **WITH PACKAGING** (within a standard cardboard box with protective padding inside), and its **Package dimensions** measure: L=21" W=21" H=14"

Similarly, **Package Weight** means the weight of the packaging, including the box, straps, corner guards, protective packaging materials (like Styrofoam "peanuts"



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

or used grocery bags, crumpled newspaper, cardboard dividers, etc.) and any other materials used to protect the product during shipment. In a short time, you or your staff will become familiar with the weights of standard boxes and approximate weights of packaging materials and this will be easy.

In the interest of sustainability, you may want to begin to accumulate a supply of materials that you can recycle (and not have to buy!) like plastic grocery bags, newspapers, cardboard boxes that can be cut into strips to make corner guards and dividers or padding for inside boxes.

- g. **Length** – The **longest** overall dimension of an item.
- h. **Width** – The dimension side-to-side of the item in its normal orientation. This may be its “thickness.”
- i. **Height** – The dimension bottom-to-top. This may be its “thickness.”
- j. **Dimensions** (Unit of Measurement: inch, centimeter...)
- k. **Weight** – Measured weight of the product.
- l. **Weight** (Unit of Measurement: pound, gram)
- m. **Package Length** – The **longest** overall dimension of an item in its final packaging: box, carton, pallet, etc.
- n. **Package Width** – The dimension side-to-side of the item in its final packaging: box, carton, pallet, etc.
- o. **Package Height** – The dimension bottom-to-top of the item in its final packaging: box, carton, pallet, etc.
- p. **Package Dimensions** (Unit of Measurement: inch, centimeter)



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- q. **Package Weight** – The weight of the packaging only: the box and padding, the straps and corner guards, the crate, the pallet and straps and covering, etc.
- r. **Package Weight** (Unit of Measurement: pound, kilogram)
- s. **Product Status** – This indicates whether you want the product visible in your Seller Store or not yet: "Active" or "Inactive."
- t. **Cash On Delivery** (UNAVAILABLE)
- u. **UPC/EAN Code**: This would be something you already use and want to mention here, not something the system here supplies.
- v. **Shipped By Me** – Generally, yes.
- w. **Shipping Info/charges** (Mostly optional, since the ShipStation and uShip applications built into our shopping cart serve to get shipping costs for you and Buyers. You can choose to input your own pricing for shipping here, if you wish.
  - i. **Shipping From** (Which Country?) This will be **ONLY** FROM addresses in the United States of America. When ReCapturit expands beyond our borders, we will notify all our Sellers.
  - ii. **Free Shipping** – You **CAN** choose to include **FREE SHIPPING** with an item. You will of course need to consider the cost of shipping and whether to add that to the price of your product or not. You can use this as an incentive for a certain type of product, or for a certain period of time.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

Checking the box means you pay the shipping, not the Buyer.

- iii. **Ships to** (Which Country?) This will be **ONLY** TO addresses in the United States of America. When ReCapturit expands beyond our borders, we will notify all our Sellers.
  - iv. **Shipping Company** – Name of shipper.
  - v. **Processing Time** – The amount of time it takes you to prepare and have ready a product for pickup by shipper or Buyer.
  - vi. **Cost (\$)** – Shipping cost.
  - vii. **Each additional item** – Your “per-unit” amount you decide to charge.
  - x. Click on **Save Changes**.
2. **English** sub-tab (see Image 60):
- a. **Product Name** (required) – What you call this product.
  - b. **Description** (not required) – This is the place to FULLY describe, in words, what this product is. However, this is not the story of history of the product, those can be covered in the Story of Origin if you have something interesting or historical to tell about it.
  - c. **YouTube Video** (not required) – Include the link to your YouTube video about the product or its original location or removal of the item from its building location, etc.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

A screenshot of the 'Product Setup' form in a web application. The form has a navigation bar at the top with links for 'Products', 'About Us', 'Contact Us', and 'Blog'. Below the navigation bar is the 'Product Setup' title. The main form area is titled 'Add My Product' and includes a yellow warning box that says 'Category Fields Are Mandatory'. There are four tabs: 'General', 'Catalog Links', 'Options', and 'Specifications'. The 'General' tab is selected, and within it, the 'English' sub-tab is active. A green arrow points to the 'Catalog Links' tab. The form fields include 'Product Name\*' with the value 'Block', 'Description' with a rich text editor containing the text 'This marvelous block of wood comes from a tree.', and 'Youtube Video'. A 'Save Changes' button is at the bottom.

IMAGE 60

- ii. **Category / Brand / Tags (Catalog Links)** (see Image 61) –



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

ReCapturit

All Search For Product... Search

Products About Us Contact Us Blog

## Product Setup

Add My Product Category Fields Are Mandatory [Back To Products List](#)

General **Catalog Links** Options Specifications

Select Your Product Category

- Communications (4)
- Concrete 03 00 00 (5)
- Conveying Equipment (1)
- Custom-made and Unclassified building Components or elements (1)
- Earthwork (1)

Selected Categories  
Select Categories From Above List

Add Brand And Tags

Brand/Manufacturer\*   
Brand Not Found? [Click Here To Request New Brand](#)

Add Tag   
Tag Not Found? [Click Here To Add New Tag](#)

[Save Changes](#) [Live Chat](#)

IMAGE 61

1. **Select Your Product Category** – Categories are many and include everything that is sold on ReCapturit, including: HVAC; Plumbing; Electrical; Wood, Plastics and Composites; Openings (windows, doors, and skylights); and more. Choose the appropriate Category for your product. Some may seem to be obscure or unfamiliar but click on one to see its sub-categories to give a better sense of what is in the Category. There are sub-categories of sub-categories, so go as specific as you can. This will help Buyers find your product in SEARCH and will help them to locate what you have very precisely.
2. **Add Brand and Tags**



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- a. **Brand/Manufacturer** – If you know the brand select it here. If “Brand is Not Found? Click Here To Request New Brand.” Or, if there is no brand, choose “No Brand, Unbranded, Unknown” from the list.
- b. **Add Tag** – Tags are just words that when made into a “tag” with a hash tag (#) or (@) symbol indicate to search engines that this is part of a group or topic or person designated by that tag. It helps people find things they are looking for on the internet, like your products. You can simply choose from the drop-down list here, or, if “Tag Not Found? Click Here To Add New Tag.”
- c. Click on **Save Changes** (see Image 62).

The screenshot shows the ReCapturIt Seller Store interface. At the top, there is a search bar with the text "Search For Product..." and a "Search" button. Below the search bar, there are four tabs: "Products", "About Us", "Contact Us", and "Blog". The "Products" tab is active, showing a list of products: "Concrete 03 00 00 (5)", "Conveying Equipment (1)", "Custom-made and Unclassified building Components or elements (1)", and "Earthwork (1)". Below the product list, there is a section titled "Selected Categories" with a list of categories: "Wood, Plastics, and Composites - 06 00 00", "Wood and Lumber", "Architectural Woodwork - 06 40 00", and "Interior Architectural Woodwork - 06 40 23".

Below the categories, there is a section titled "Add Brand And Tags". It contains two input fields. The first field is labeled "Brand/Manufacturer" and has a dropdown menu with the option "No Brand, Unbranded, Unknown". Below this field, there is a link that says "Brand Not Found? Click Here To Request New Brand". The second field is labeled "Add Tag" and has a text input field with the word "Wood" entered. Below this field, there is a link that says "Tag Not Found? Click Here To Add New Tag". At the bottom of the "Add Brand And Tags" section, there is a red button labeled "Save Changes". A green arrow points to this button.

IMAGE 62

- iii. **Options** – The next tab is optional: Options (see Image 63). Options can be any distinctive difference between nearly-





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

identical products. For instance, if you were selling jeans, an “option” for those might be the colors of blue or black. If identical kitchen cabinets, the options might be “maple” or “oak” wood. You only need these if you have such distinctions with multiple nearly-identical products.

1. **Add Option Groups** – Here is where you could create a new option group.
2. **Add New Option**

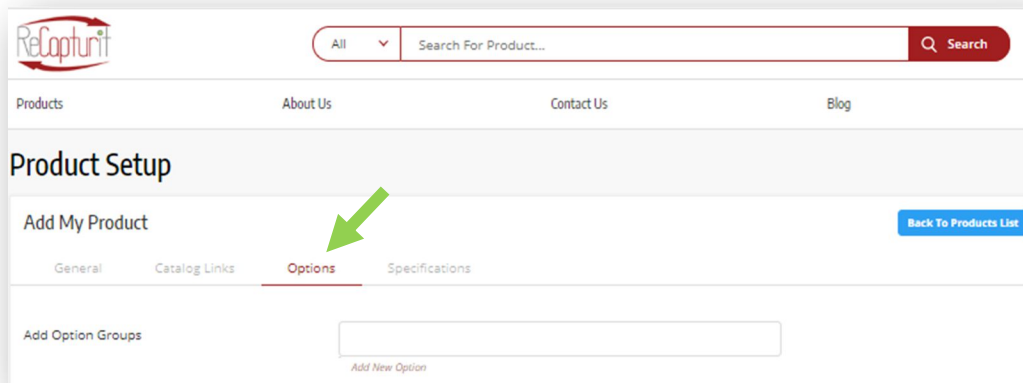


IMAGE 63

- iv. **Specifications** – Specifications are product attributes such as material, dimensions, ratings, grade, style, etc. Seller can add multiple product specifications for a product. If you see a Specification in the list provided, choose that. If not, you may create one by clicking on “Add Specification” (see Image 64). These may state anything here that is specific, relevant, and necessary to identify, or to assist with installation, or tell more about an item. For example, you might state:
  1. Door Swing Left-handed or Door Swing Right-handed (see Images 64 and Image 65):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

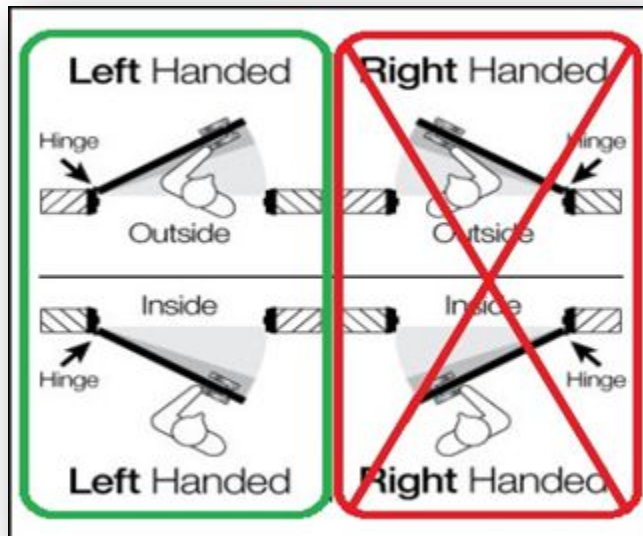


IMAGE 64

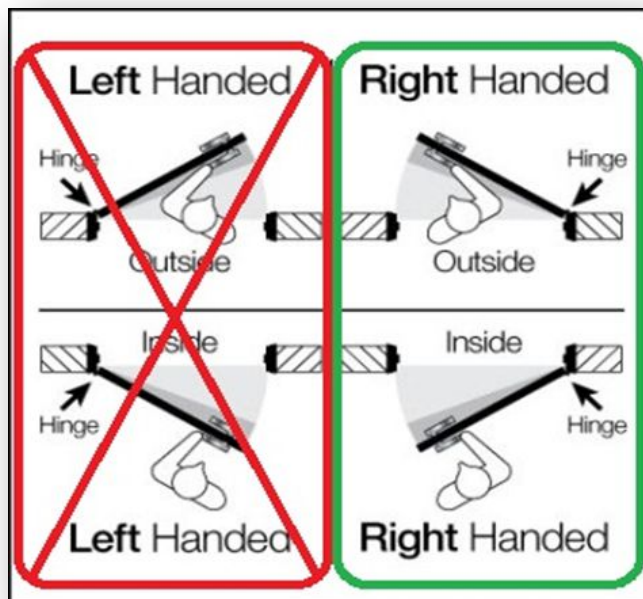


IMAGE 65

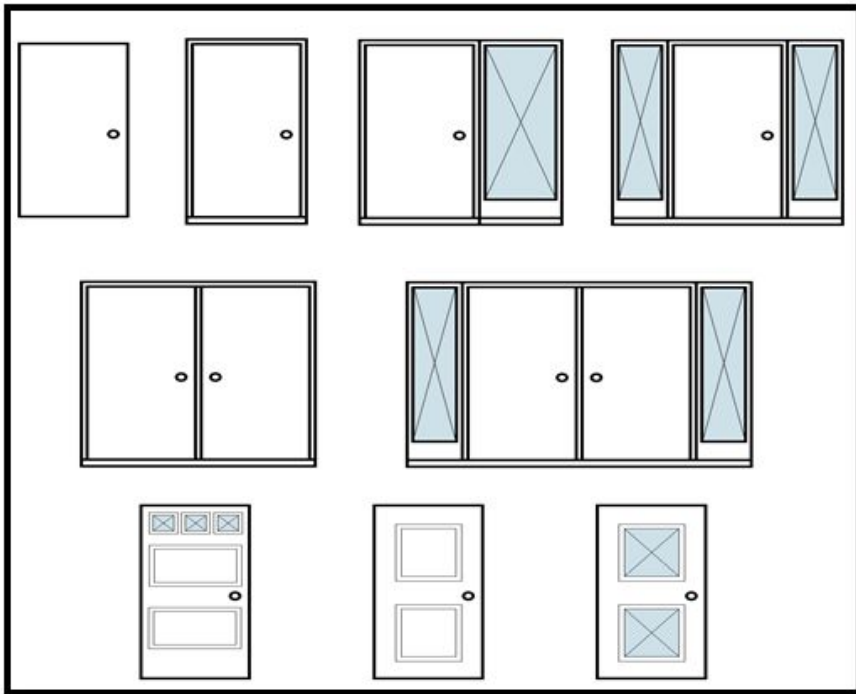
## 2. Basic Residential Entry Door types (see Image 66):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020



Basic Door Types and configurations - clockwise from top left:

- Single Door, Door Only
- Single Door with Frame
- Single door, one side light, with Frame
- Single door, two side lights, with frame
- Double door
- Double door, two side lights, with frame
- Door with two panels and three lights, no frame
- Door with two panels, no frame
- Door with two lights, no frame

IMAGE 66



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

3. Thermal / Insulating Window Glass Pane configuration - single-pane, double-pane, triple-pane (see Image 67):

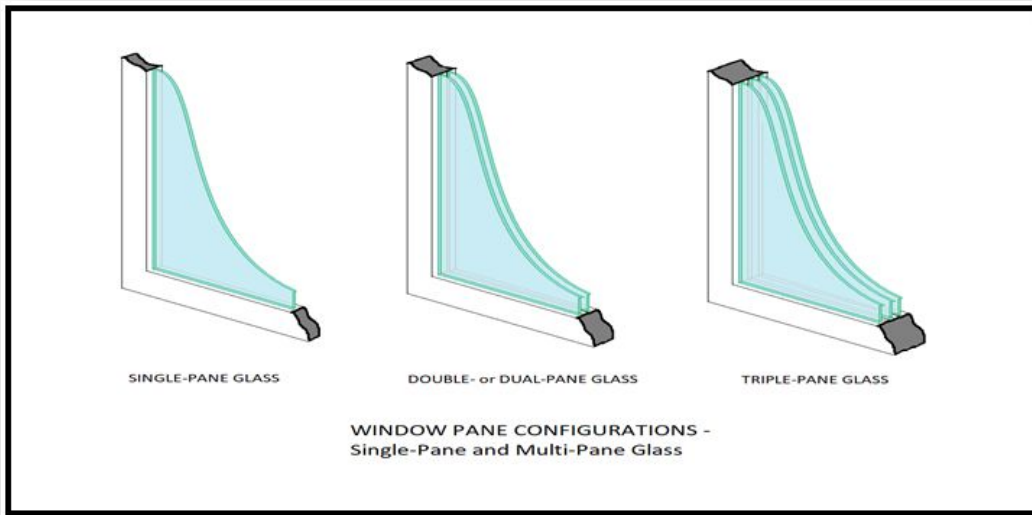


IMAGE 67

4. Window style name (see Image 68):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

Arch-head  
Arch-top  
Attic - Skylight  
Attic - Dormer  
Austral  
Awning  
Bay  
Bow  
Bracketed  
Casement  
Cathedral  
Circle  
Circle top  
Clerestory  
Combination - DESCRIBE  
Cottage  
Dormer  
Double-hung  
Eyebrow  
Fixed / Picture  
Garden  
Gothic  
Half-Gothic  
Half-oval  
Half-round  
Hexagon  
Hopper  
Jalousie  
Lancet  
Lattice  
Moorish  
Octagonal  
Oriel  
Oval  
Oval topped  
Ox-eye  
Palladian  
Parallelogram  
Partial Arch-head  
Pediment  
Pentagon  
Pivot / Turn  
Quarter-eyebrow  
Quarter-eyebrow with extended leg  
Quarter Round / Quarter Arch  
Quarter Round with extended leg  
Queen Anne  
Ribbon  
Round / Oculus - Fan Light / Trefoil / Quatrefoil  
Round-topped - Fan Light / Trefoil / Quatrefoil  
Round-Topped with extended leg  
Side Lights - for doors  
Single-hung  
Sliding / slider  
Tilt  
Transom  
Trapezoid  
Triangle  
Unknown or other

IMAGE 68



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

5. This is English Walnut with Zebrawood and Mahogany inlay.
6. Or: Needs  $\frac{3}{4}$ " plywood backing minimum in wall behind this for strength.
7. Or: Does not come with hardware. You will need 4 – 6" X  $\frac{1}{4}$ " galvanized bolts with 2 washers and 1 nut each.
8. Or; Cabinets are constructed entirely with cabinet grade birch veneer plywood – no MDF.
9. When finished, click on **"Add to Store"** button if you are ready to make it visible to Buyers on your Seller Store, or click on **"Back To Products List"** if you are done adding it to Products but not yet ready to display it on your Seller Store (see Image 69):

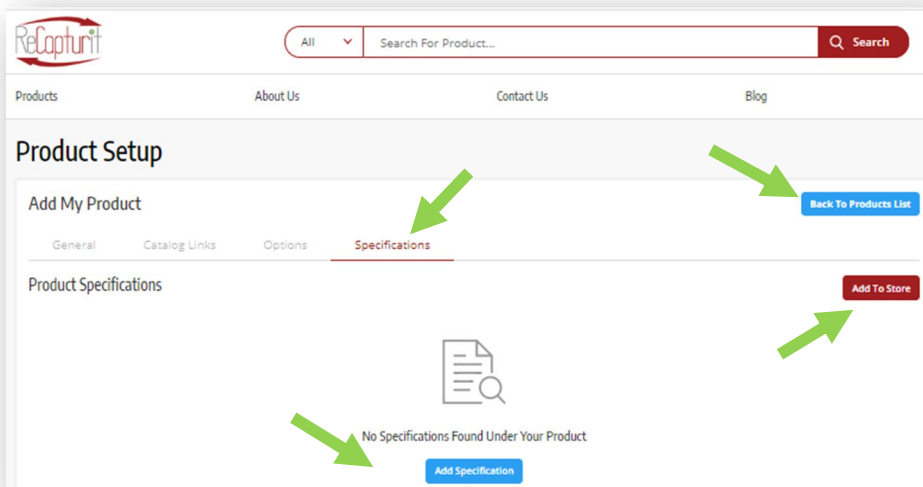


IMAGE 69

- c. **Add To Store button** (Image 70) – Puts your product into "My Active Inventory" making it visible on your Seller Store, and clicking on the button takes you to Inventory Setup.

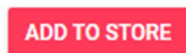


IMAGE 70

- i. **General tab -**



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

## 1. Basic tab

- a. **URL Keyword** (required):
- b. **Price [\$]** (required):
- c. **Quantity** (required):
- d. **Minimum Quantity** (required):
- e. **Subtract Stock** -
- f. **Track Inventory** -
- g. **Alert Stock Level** -
- h. **Product SKU** -
- i. **Product Shipping Type** (required). These designations indicate to the system how to categorize and process them for shipping purposes.
  - i. **Parcel** – (typically less than 150 pounds, deliverable by the USPS or UPS or DHS.
  - ii. **Crated and Palletted** – Must be able to be moved and loaded onto a truck with a fork-lift and one person. Also, typically more than 150 pounds.
  - iii. **Un-palletted Big and Bulky** – Typically more than 150 pounds and needing special handling and more than one person. Think of a grand piano or a large fireplace mantle and surrounds: heavy and awkward to move.
- j. **Product Shipping Packages** (required). This is a long list. Please choose one.
- k. **Product Condition** (required): You can very accurately describe the condition of a product with this and the following two choices. All are required. This helps to establish consistency of description across all of the products being sold







# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

3. **Link Warranty Policies** tab – If you are offering some kind of warranty, and it is inputted into the system, then flip the switch here to turn that on. Not required.
- ii. **SEO tab** -
  1. **Basic** tab – Just put the name of your Seller Store here.
  2. **English** tab: these internet tools are useful to help your products get found by general searches of the internet and can get attention to your specific products, but are made available here to users with advanced knowledge of such tools, beyond the scope of this manual. You may wish to consult with an SEO expert to assist.
    - a. **Meta Title** –
    - b. **Meta Keywords** –
    - c. **Meta Description** –
    - d. **Other Meta Tags** –
    - e. **Save Changes**
- iii. **Special Price tab** -
  1. Add New Special Price
- iv. **Volume Discount tab** -
  1. Add New Volume Discount
- v. **Brand | Category | Tags tab** / Inventory Links tab –
  1. **Buy Together Products** – Click in the field and choose the product to be linked together to purchase as a group.
  2. **Related Products** – Click in the field and choose the product to be linked together to purchase as a group.
- vi. **Story of Origin tab** – This is a VERY SPECIAL feature for you. If you have an item that has a significant history, you can write about it here. For instance, it might be an item that it came out of a famous train station in Old Philadelphia or a Mansion in Portland, Maine, built by an Oil Magnate from northern Pennsylvania for his family's vacations, or a piece of historical



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

craftsmanship from an Art's & Crafts home in California, designed by a famous woman architect . Story is wonderful. Story sells!

You can tell that **Story of Origin** here. This history can be immensely valuable and interesting to Buyers and everyone they tell about the item once it is in its new home.

**IMPORTANT NOTE:** Be advised that this must be a completely truthful and documentable history. If you purchased the item from a salvager or someone else, you must furnish the contact information of that person or company and attest to its authenticity. If there was an owner prior to that one, then you can add that in, too. This is for the benefit of you and your customer, as well as the entire ReCapturit community of Sellers and Buyers. It is an issue of trust. Not that anyone would intentionally mislead or manufacture a false history to inflate value, but it could happen, thus the advisory here. Thank you for being honest.

- a. **Basic** tab – ALL fields here are required.
  - i. Name Of Building From Which Product Was Salvaged
  - ii. Address Of Building From Which Product Was Salvaged
  - iii. Date Building Was Built From Which Item Was Salvaged (estimate if not known)
  - iv. Date Item Was Salvaged
  - v. THE STORY: Describe Building From Which Product Was Salvaged along with any relevant and interesting history, people, and facts that help to describe this item.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- vi. Chain of Ownership of the item: choose YES if you ARE not the original salvager of the item when it was removed from its original location. Choose NO if you ARE the original salvager of the item when it was removed from its original location, which would mean that there is no "chain of ownership" since you are the only one to own it since its removal (demolition, salvage, etc.). This, like a chain of custody in police work, testifies to the authenticity of the item.
- b. **Media** tab: here you can add files that attest to the authenticity of your claim of the history of the item – photos, certificates, other image files – into the "Verified By" field (500 x 500 pixels maximum).

Your Product is inputted into the system. Congratulations! Click on the "**Back To My Inventory**" button.

- k. **My Active Inventory** (see Image 71) –



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

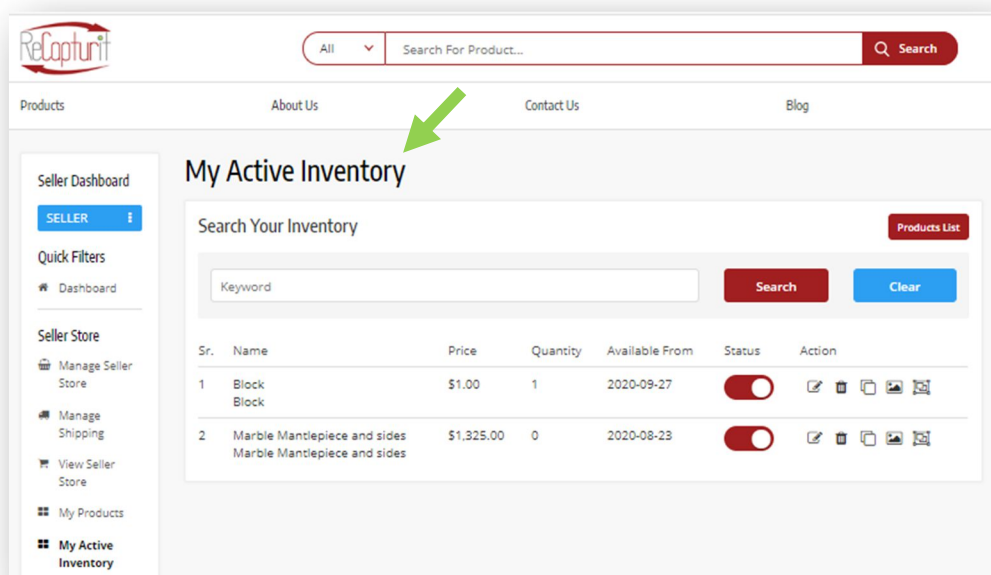


IMAGE 71

The following action options can be found for products:

- Status Switch (Image 72)** - Seller can turn ON/OFF the status of a product, which means if for a product the status is selected as off then it would not display to Buyers in the Seller Store.

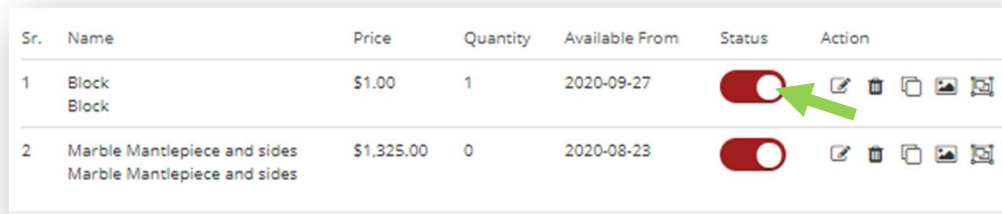


IMAGE 72

- Edit (Image 73)** –



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

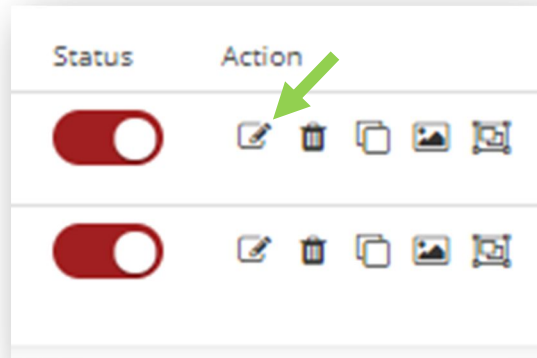


IMAGE 73

The **edit** button navigates the seller to **My Inventory > Inventory Setup** tab where seller can add/update various product details:

i. **General Tab -**

1. **Basic -**
2. **English -**
3. **Link Warranty Policies** (Under Link warranty policies and Link return policies, a seller can assign predefined policies with the product. Only Admin can create these policies from the admin area.)
4. **Link Return Policies** (Under Link warranty policies and Link return policies, a seller can assign predefined policies with the product. Only Admin can create these policies from the admin area.)

- ii. **SEO** – SEO stands for Search Engine Optimization, which is a process of making websites and web content more “attractive” to the software, and more importantly, available to the people who search for things on the internet. ReCapturit makes it possible here to enhance this by using certain tools built into the system.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- iii. **Special Price** – You can set temporary “Sale” prices or discounted prices for items with this.
  - iv. **Volume Discount** – This is a handy place to set the price for a number of the same item that you have multiples of. For instance, you may have pallets of 300 bricks per pallet, and the per-pallet price might be \$150, but you sell the individual bricks at \$3-a-piece. Set the pallet price here.
  - v. **Links** –
  - vi. **Story of Origin** –
  - vii. **Back To My Products** Button – Takes you back to the My Products page - where ALL of your products in the system can be shown.
  - viii. **Back To My Active Inventory** Button – Takes you back to the My Active Inventory page – where only the products you are displaying to Buyers on your Seller Store are shown.
- c. **Delete** (Image 74) - The delete button will delete a product from the Seller shop.

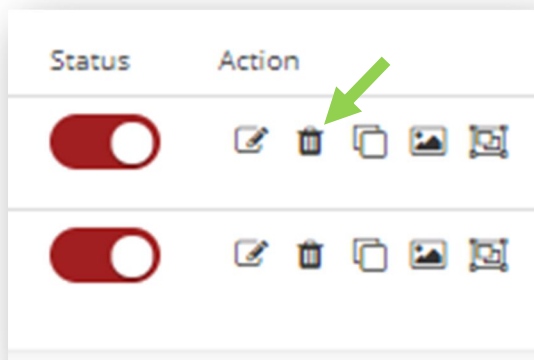


IMAGE 74

- d. **Clone** (Image 75) –



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

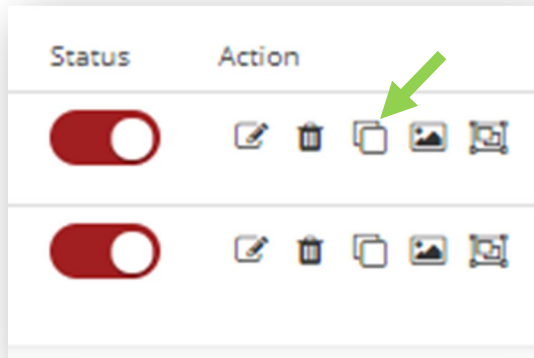


IMAGE 75

The **clone** button is only available for duplicating an inventory item (not available in Products level). The **clone** button will allow you to make a copy of a product in Inventory but with a different option or two. This saves a LOT of time!

e. **Photos** (Image 76) –

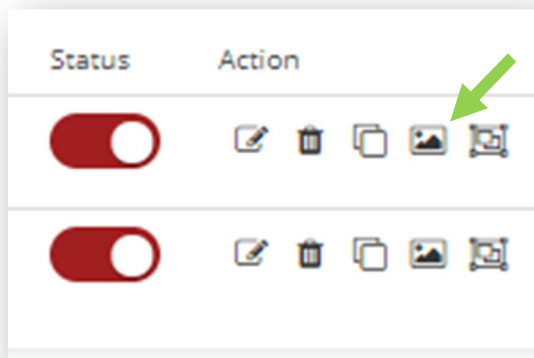


IMAGE 76

This is a **VERY IMPORTANT** part of your products description – the **VISUAL** part.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

Please adhere to the recommendations described in detail earlier in this manual. Higher standards here mean higher sales and fewer complaints.

Here you can add photos to properly, fully, aesthetically, and completely display your products.

For almost ALL products in Inventory, you should have FRONT, BACK, TOP, BOTTOM, SIDE 1, and SIDE 2, as well as any details of damage, highlights of interesting features, interiors of some cabinets or openings, and anything that helps to sell and accurately communicate what it is and its condition.

REMEMBER: the Buyer does NOT get to see the item in-person before he/she/they buy it.

f. **Drawings** (Image 77) –

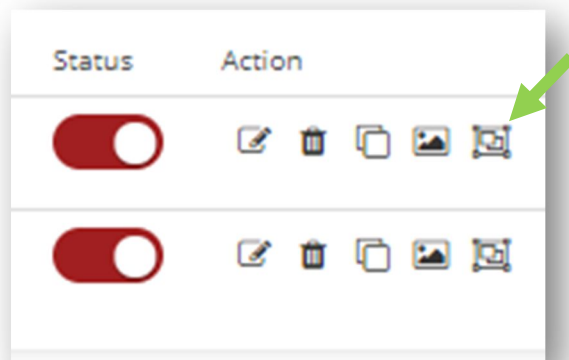


IMAGE 77

Here you can add drawing images of your products. You may have technical or architectural drawings of a product, or an installation





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

drawing, or a page from an original product manual that you want to include. This is a great selling point, too!

## I. Inventory Update (Image 78) –

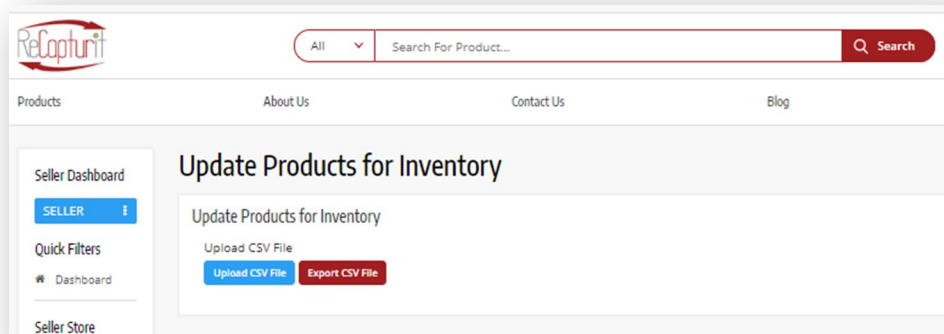


IMAGE 78

**WARNING:** We **strongly** advise you to NOT use this feature unless you are experienced at modifying CSV files of databases. You can break things. Really.

- a. **Upload CSV File** button – Before uploading ANY file here, we **STRONGLY** recommend that you **EXPORT** a file with the **Export CSV File** button first. Then, open and use that file, which is formatted for this system, to make any changes and save it on your system. Then, upload the modified file that you have saved as a CSV file, without changing any structure of the tables, just adding information into fields of existing products.
- b. **Export CSV File** button – This button exports a file of your Inventory to an Excel® CSV file onto your computer or system for review and/or modification.
- m. **Import / Export** (Image 79) –



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

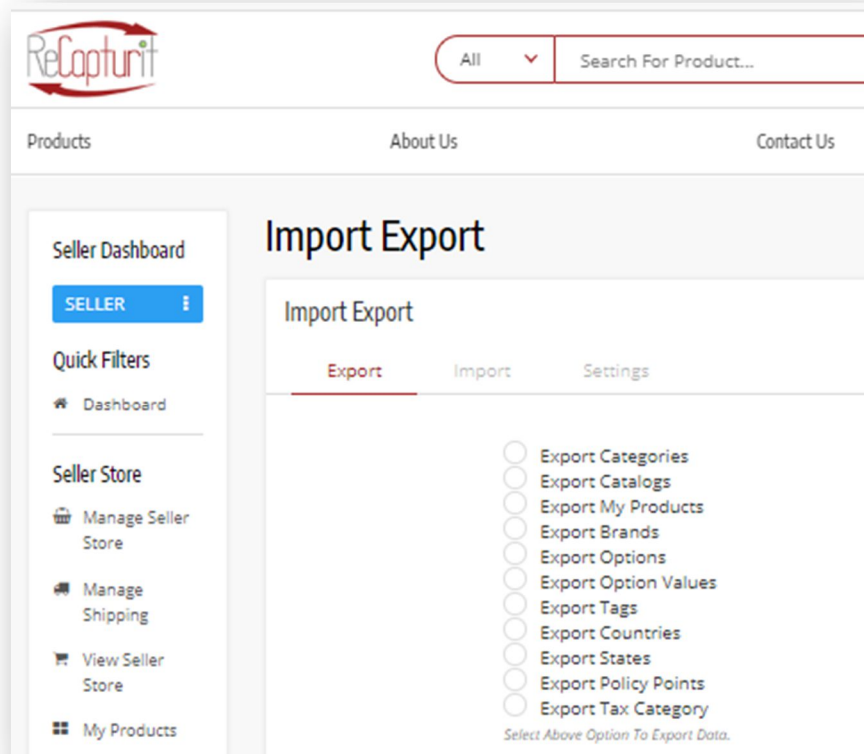


IMAGE 79

**WARNING:** We **strongly** advise you to NOT use this feature unless you are experienced at modifying CSV files of databases. You can break things. Really.

- a. **Export** – *Recommended ONLY for experts with database management.*
  - i. Choose this option to export data from the system. You would need to select one of the options available and then select the language preference of the file before clicking on submit to download the file (see Image 80).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

A screenshot of the 'Import Export' settings page. The page has a header 'Import Export' and three tabs: 'Export' (selected), 'Import', and 'Settings'. Below the tabs is a list of radio button options: 'Export Categories', 'Export Catalogs', 'Export Seller Products', 'Export Brands', 'Export Options', 'Export Option Values', 'Export Tags', 'Export Countries', 'Export States', 'Export Policy Points', and 'Export Tax Category'. At the bottom, there is a small text instruction: 'Select Above Option To Export Data.'

IMAGE 80

- ii. Select Language (Only English currently) (see Image 81).

A screenshot of the 'Import Export' settings page, specifically the 'Content' sub-section. The page has a header 'Import Export' and three tabs: 'Export' (selected), 'Import', and 'Settings'. Below the tabs, the 'Content' sub-section is active. It shows a 'Language\*' dropdown menu with 'English' selected. Below the dropdown is a red 'SUBMIT' button.

IMAGE 81

- iii. Please note that 'Export Catalogs' & 'Export Seller Products' have additional options to select. For both these options other than the language preference, the seller would need to select



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

the kind of data they would like to export along with the data range. The following options are available for data range:

1. **Does Not Matter:** This option will export the complete data for the selected 'kind of data'.
2. **By ID Range:** By selecting this option the system will export data by the range defined in the 'Start ID' & 'End ID' fields. ID's are system assigned to the products in the system (see Image 82):

A screenshot of a web application interface titled "Import Export". It features a tabbed interface with "Export", "Import", and "Settings" tabs, where "Export" is selected. Below this, there are two sub-tabs: "Content" and "Media", with "Content" being active. The form contains several fields: "Language\*" with a dropdown menu set to "English"; "Select Data\*" with a dropdown menu set to "General Data"; "Export Data Range" with a dropdown menu set to "By Id Range"; "Start Id\*" with a text input field containing "1"; and "End Id\*" with a text input field containing "1000". A red "SUBMIT" button is located at the bottom right of the form.

IMAGE 82

3. **By Batches:** (see Image 83) By selecting this option the system will export data in batches of the number mentioned in the 'Counts per batch' field. 'Batch Number' will define within the system if the 1<sup>st</sup> hundred needs to be exported or the 2<sup>nd</sup>



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

hundred needs to be exported. Products are ordered by ID & active/inactive in the CSV exported.

A screenshot of a web application interface titled 'Import Export'. It has three tabs: 'Export' (selected), 'Import', and 'Settings'. Under the 'Export' tab, there are two sub-tabs: 'Content' (selected) and 'Media'. The 'Content' sub-tab contains five form fields: 'Language\*' with a dropdown menu showing 'English'; 'Select Data\*' with a dropdown menu showing 'General Data'; 'Export Data Range' with a dropdown menu showing 'By Batches'; 'Counts Per Batch\*' with a text input field containing '100'; and 'Batch Number\*' with a text input field containing '1'. A red 'SUBMIT' button is located at the bottom right of the form.

IMAGE 83

- b. **Import - *Recommended ONLY for experts with database management.*** You can use this option to import data into the system (see Images 84 and 85). You would first need to select one of the options available between 'Content' or 'Media' and then select the language preference of the file before, Data option and attach the file before clicking on submit to import the file. Please note that it is always recommended to first export the file you intend to import. Then make changes to the exported file and then import the edited file itself. This will ensure to keep the system ID & identifier data intact.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

The screenshot shows the 'Import Export' page with the 'Import' tab selected. Below the tabs, there are two radio button options: 'Import Catalogs' and 'Import Seller Products'. A note below these options states: 'Select Above Option To Import Data. Invalid Data Will Not Be Processed'.

IMAGE 84

The screenshot shows the 'Import Export' page with the 'Content' tab selected. It features three dropdown menus: 'Language\*' (set to English), 'Select Data\*' (set to General Data), and 'File To Be Uploaded:' (with a 'Choose File' button and 'No file chosen' text). A red 'SUBMIT' button is at the bottom. A note at the bottom states: 'Invalid Data Will Not Be Processed'.

IMAGE 85

- c. **Settings** - *ONLY for experts with database management.* - This tab allows you to manage the import/export categories (Image 86).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

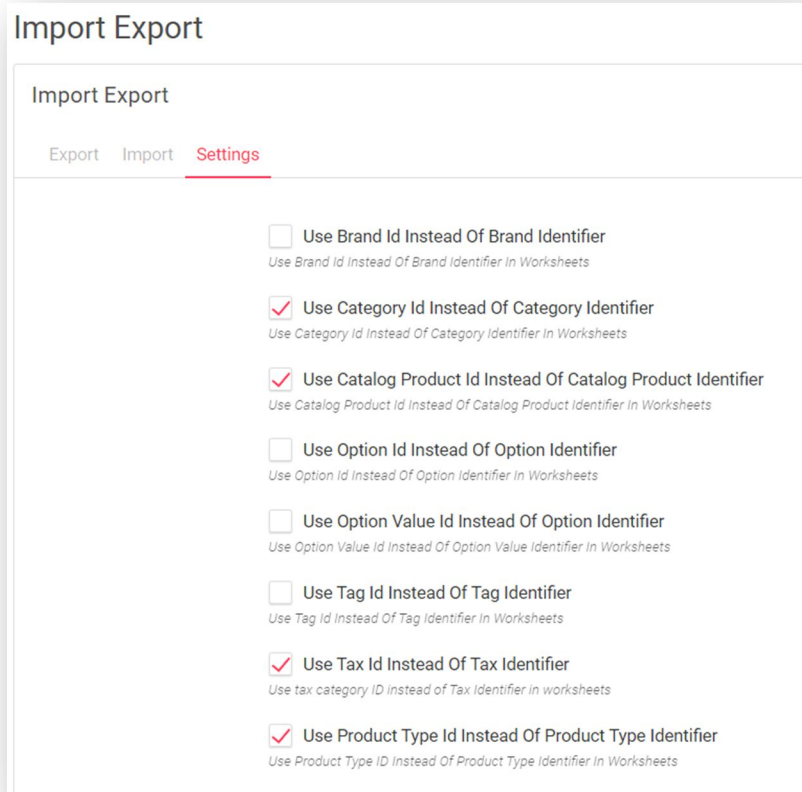


IMAGE 86

- n. **Sales / My Sales** – Here you can see the sales you have made on your ReCapturit Seller Store, you can search to find specific sales by choosing Keyword, Status, date ranges, and dollar size of order ranges and filter the choices to narrow down your searches (see Image 87).

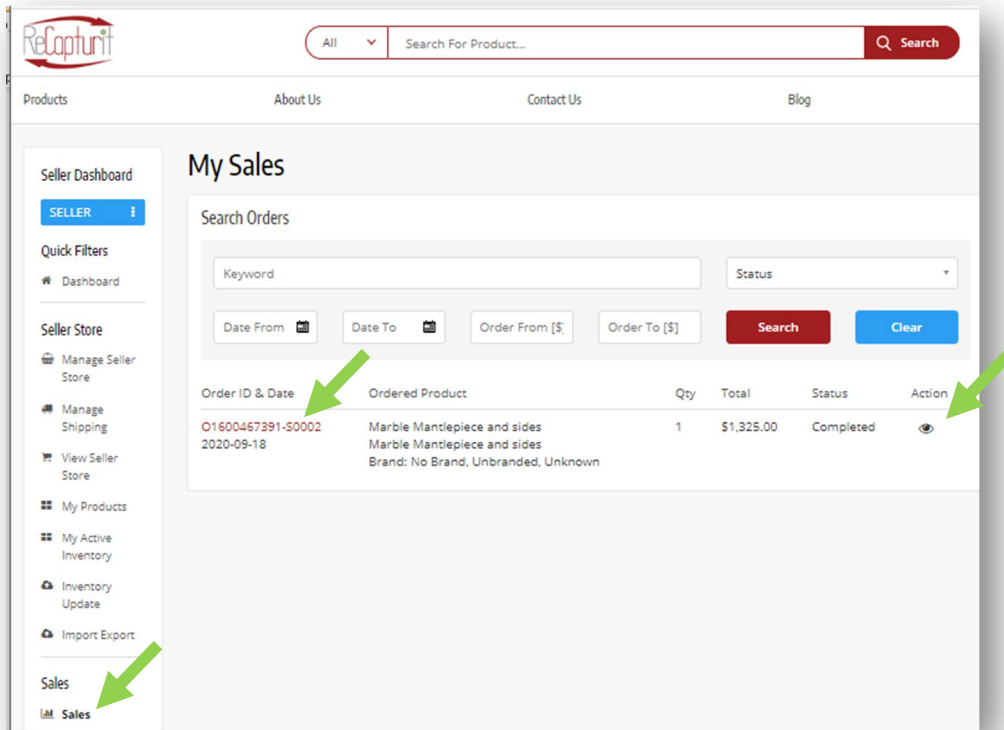




IMAGE 87

- a. By clicking on the  icon (when shown) you will cancel the order placed by Buyer. You will be redirected to the details page where you can mention reasons/details for cancelling the order and thereby communicate that to the Buyer via messaging.
- b. Clicking on the  icon or on the red-highlighted Order ID (see Image 87), you will be redirected to the **View Details** page of the order. There you can view following details on the view details page of the order (see Image 88):
  - i. Buyer/Customer details (Name)





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- ii. Status of the order
- iii. Cart Total
- iv. Delivery charges
- v. Tax
- vi. Order's Total
- vii. Date
- viii. Invoice No.
- ix. Product's details
- x. Shipping and Billing Address
- xi. List of comments added by buyer while updating the status of the order. The bottom section contains the order comments which are cumulative of all the comments made by the Admin, Seller and Buyer.
- xii. Note: Once the order is marked complete by the Admin only then are the order earnings updated in your Seller account. Payments are paid out on a Weekly basis, generally, and on the same day of the week, meaning that there may be as many as 13 days between a sale being completed and the payment arriving in your account. This saves transaction costs for everyone charged by the credit card processing company.
- xiii. Click "Print" to print out of the order
- xiv. Click on "Back To Order" button to return to the Orders list.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

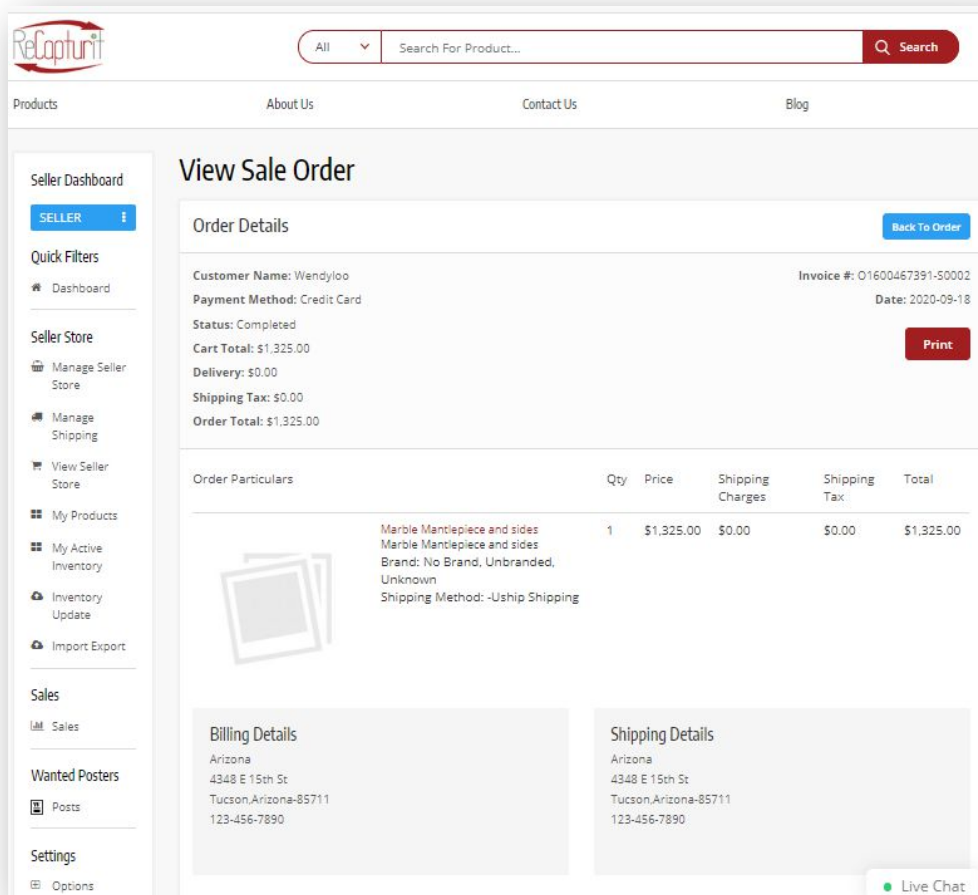


IMAGE 88

- o. **Wanted Posters / Posts** – The **Wanted Poster** is a fantastic tool! This is the place where Buyers can ask directly to all Sellers for a product or material that they are not able to find on ReCapturit via search or looking for it (see Image 89).



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

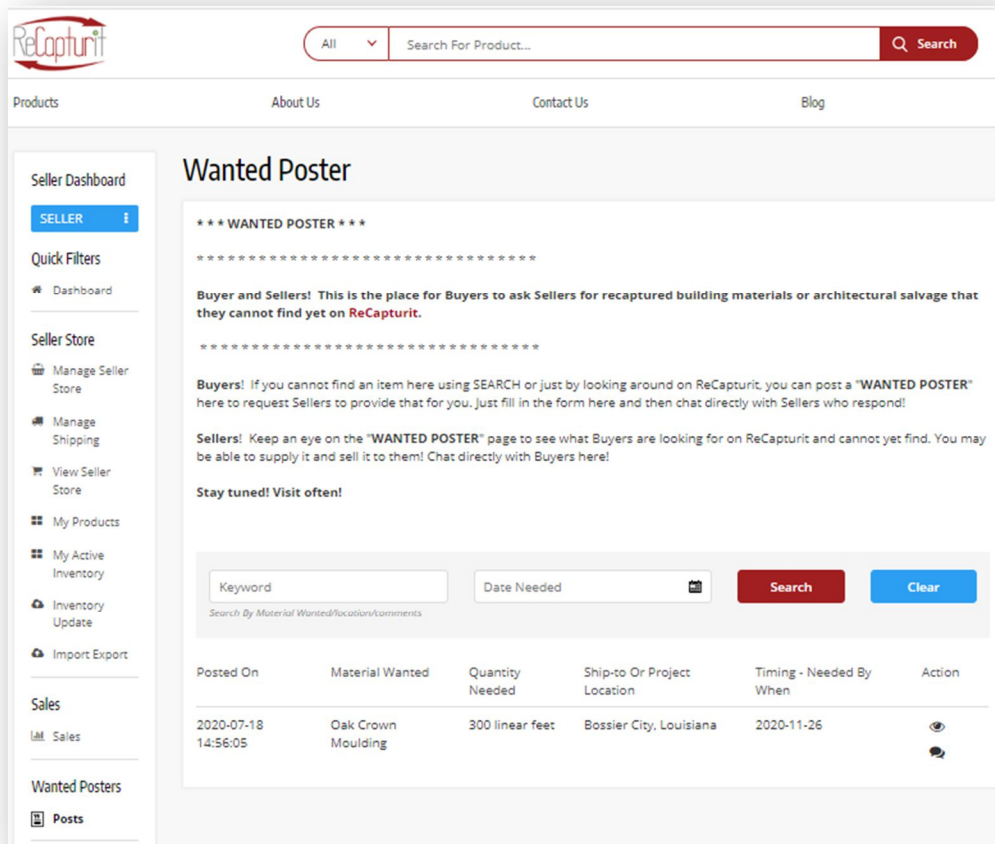


IMAGE 89

- There is a Seller view (shown above in Image 89) and a Buyer view, accessible from the Buyer Dashboard.
- EXAMPLE: Buyer posts a request to ALL Sellers.
- Sellers can reply directly to the Buyer who posted the **Wanted Poster** via the built-in chat function by clicking on the chat bubbles icon (see Image 90). This is a very useful function to help Buyers and Sellers. Sellers can know exactly what Buyers are looking for and can provide it to them from the current in-stock inventory or can go find it and not even have to keep it in inventory!



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

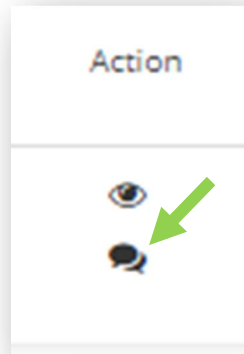


IMAGE 90

d. You can view comments by clicking on the eye icon (Image 91):

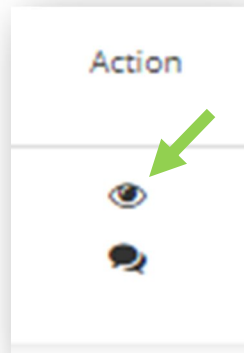


IMAGE 91

- p. **Settings / Options / Seller Options** – This is where you can add Options for Product Inventory, saving time later when adding in products to your Seller Store (see Image 92). Click on “Add Option” and fill in the Option Setup fields (see Image 93):



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

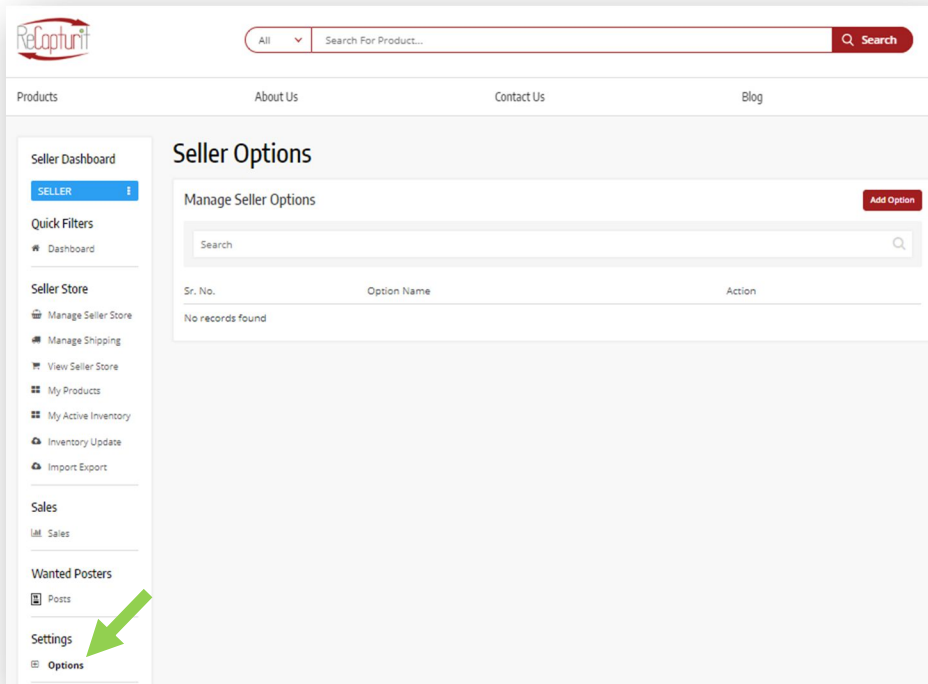


IMAGE 92

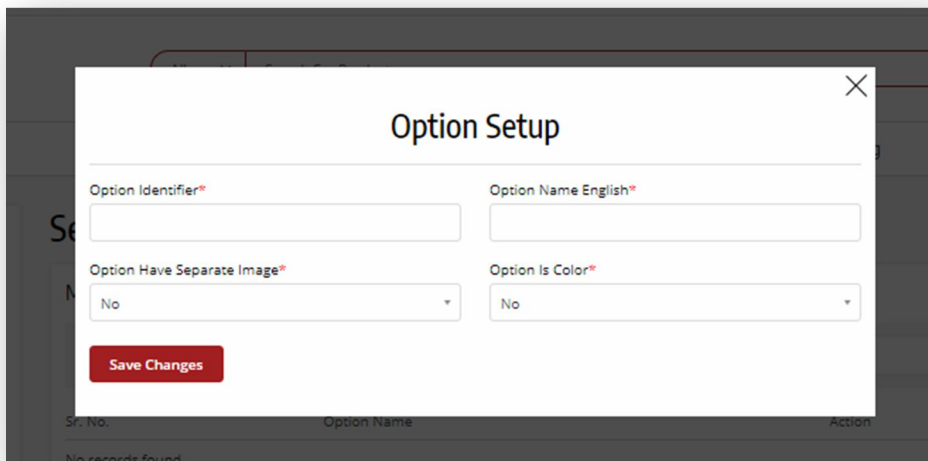


IMAGE 93

- Option identifier** – Unique input field to set option category
- Option name (Languages)**– Name of the option in different languages



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- c. **Option has separate image** – Yes/No dropdown to indicate if different image is available for an option category. Used while defining color options.
- d. **Option is color** - Yes/No dropdown to indicate if option category is a color.
- q. **My Subscriptions** - This is where you will find a list of any and all subscriptions you have and have had.
- r. **Subscription Packages** – This shows the page with current subscription offerings on it.
- s. **My Account** – Here you can view all details of your account (Seller, Buyer, Advertiser [not yet available in Oct. 2020]) on the My Account tab (see Image 94):

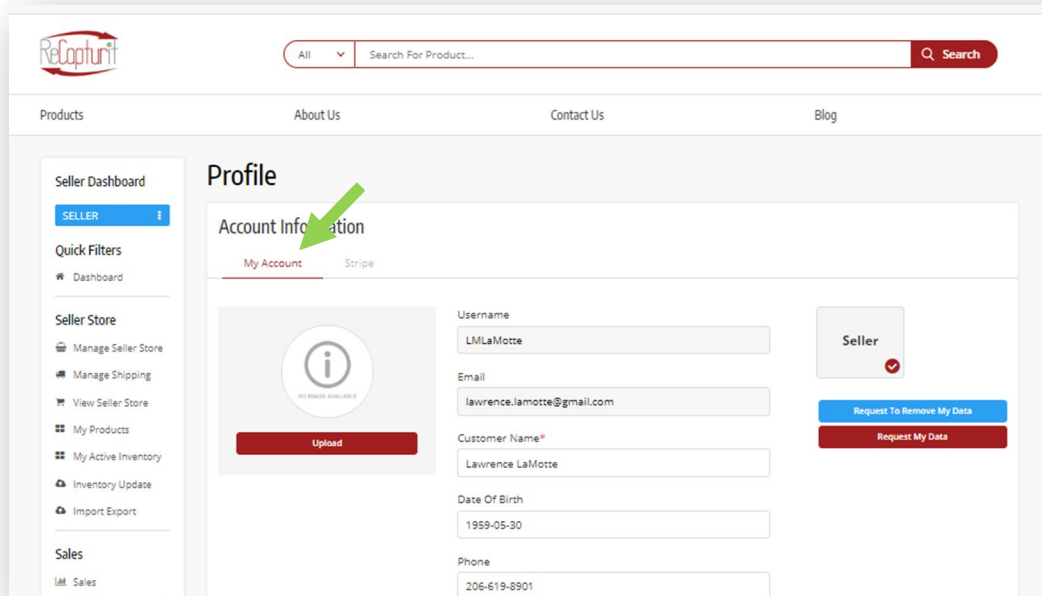


IMAGE 94

- a. Here you can click on the “**Request My Data**” button to receive the data collected by ReCapturit as relates to GDPR.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- b. Here you can also click on the **“Request To Remove My Data”** button to receive the data collected by ReCapturit as relates to GDPR, in the event you wish to permanently terminate your account with ReCapturit.
- c. Click on the **“Stripe”** tab to view information about your Stripe credit card processing account or to set up your Stripe account (Image 95):

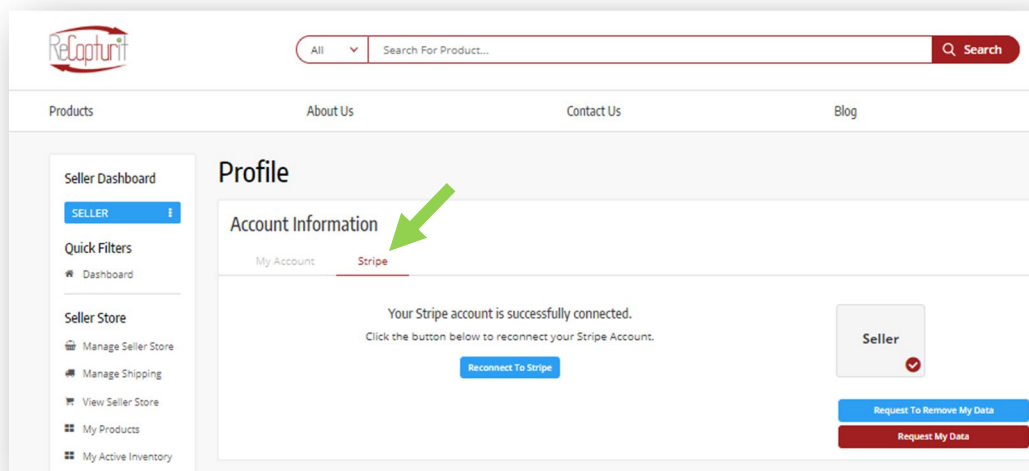


IMAGE 95

- t. **Messages / My Messages** – Here is where to find messages, communications from Buyers and Admin to you and your Seller Store.
- u. **My Credits** – FUTURE FEATURE, visible now.
- v. **Wishlist/Favorites** – Here is the place to create a wish list or to mark a Seller Store as a favorite.
- w. **Saved Searches** – This is the list of all searches you have saved.
- x. **Change Password** – This is where to find the form to change your account password.
- y. **Change Email** – This is where to find the form to change your account email address.
- z. **Reports / Sales Report** – This is your list of Sales.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- a. You can choose a date range to filter and limit the number of sales displayed. Choose the date range and click on the **"Search"** button.
- b. You can click on the **"Export"** button to export the displayed list to your computer.
- c. Clicking on the highlighted date of an item in the list will then display that single order.
- aa. **State Sales Tax Report** (U.S.A. only) – FUTURE FEATURE.
- bb. **Product Performance** – Select the Products Performance report from the side panel list (see Images 96). This page shows lists of Top Performing Products, Poorly Performing Products, and Most Wishlist Added Products via the tabs at the top of the page (see Image 97).

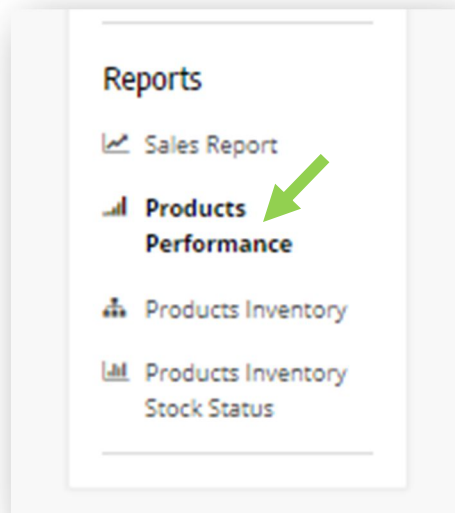


IMAGE 96





# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

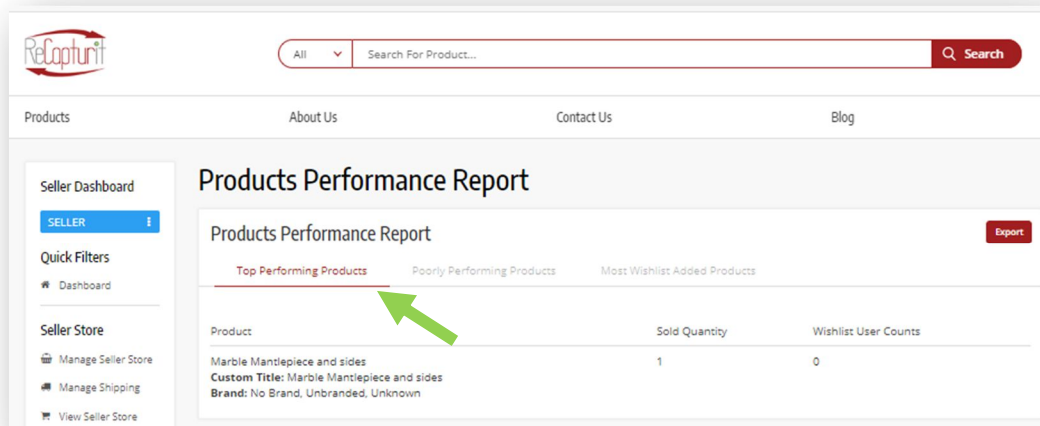


IMAGE 97

cc. **Products Inventory** – Next down the list on the side panel, this page shows your Products Inventory in a complete list you can search and export to your computer.

dd. **Products Inventory Stock Status** (more detailed than Products Inventory) – This page shows your Products Inventory Stock Status in a complete list you can search to determine how many units of products you have.

## SECTION 4 – MARKETING SUGGESTIONS AND HELP FOR YOU

### 8) Marketing Suggestions and Help

a) Your own Seller Store and how to make it sell:

- i) Take your time setting up your Seller Store to make it look attractive. You can change things after your initial setup, too.
- ii) Learn the system by reading this manual and finding your way around the site.
- iii) Once you set up a Seller Store account, set up a Buyer account, too, and look at the site as a Buyer would when shopping. Search for some products. Look around.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

- iv) Take great photos! Follow our suggestions in this manual. Learn to take excellent photos quickly and input them so that Buyers can see what you have clearly and make good choices. Look at other websites to see where the pictures are high quality and where they are not. Look at social media site that sell products. How good are the photos? If you were buying a used car would you do so on the basis of seeing one small poor-quality photo?
- v) Write clear descriptions of your products and proof-read your work. Make them professional and enticing. This reflects on your business and how Buyers react to your product listings.
- b) Your Existing Customers:
  - i) If you have an existing mailing list of customers, let them know you are now selling on ReCapturit. Your store will have its own unique address and
- c) Internal ads will be available soon – Future feature. Advertise on ReCapturit to bring your Seller Store and products more attention.
- d) Facebook and Google adwords – You can use these to promote your business and your Seller Store on ReCapturit. It would be best to seek help from a marketing or online advertising professional if you are not familiar with these.
- e) Whom to target: You may want to target a larger group of professional people – Construction? Builders? Deconstruction? Architects, Engineers, and Designers? Enthusiasts?

## 9) HELP: What's available to you

- a) The ReCapturit Seller Page has resources especially for you.
- b) FAQ's – Frequently Asked Questions – are very helpful.
- c) Support is for you if you have questions about being a Seller or if you find a problem with the website.
- d) Contact is for general inquiries.
- e) Our newsletter and email communication for useful tips and news.



# Seller Store User Manual

Effective Date: October 1, 2020

All contents subject to change. Copyright 2020

10) The BRICK – **FUTURE FEATURE** – The B.R.I.C.K. - Building Resources for Inspiration, Consultation, and Knowledge. Look for this soon!

---

1<sup>st</sup> Edition – September 28, 2020

Copyrighted – All rights reserved.

---