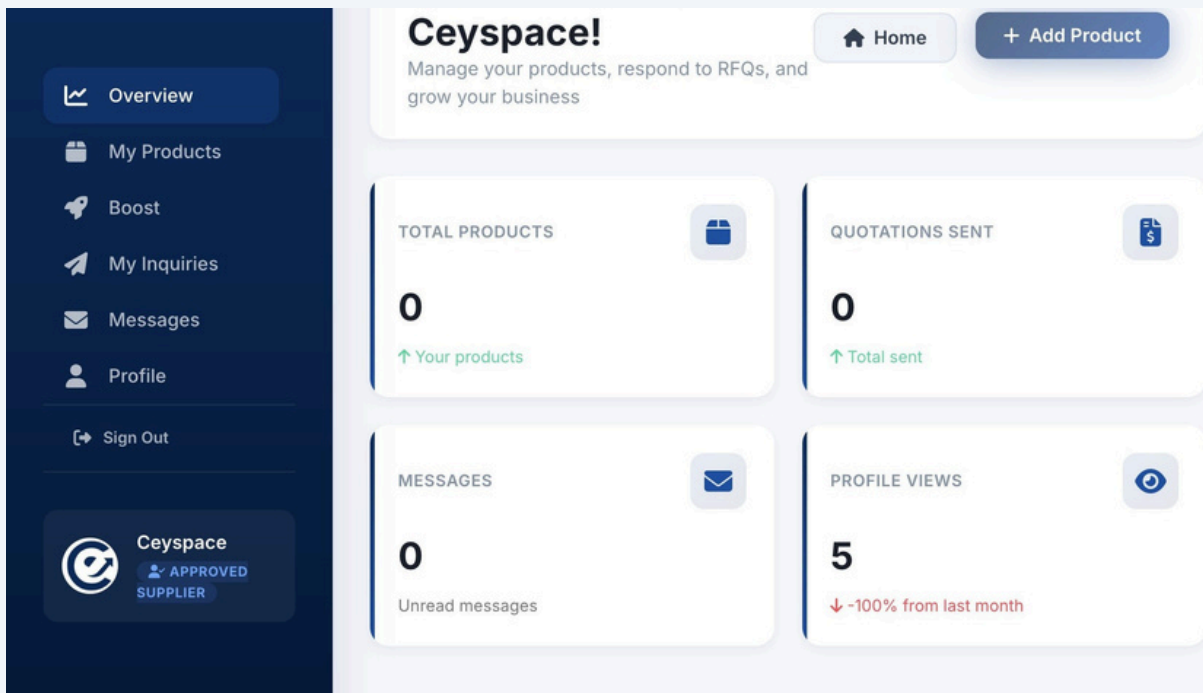


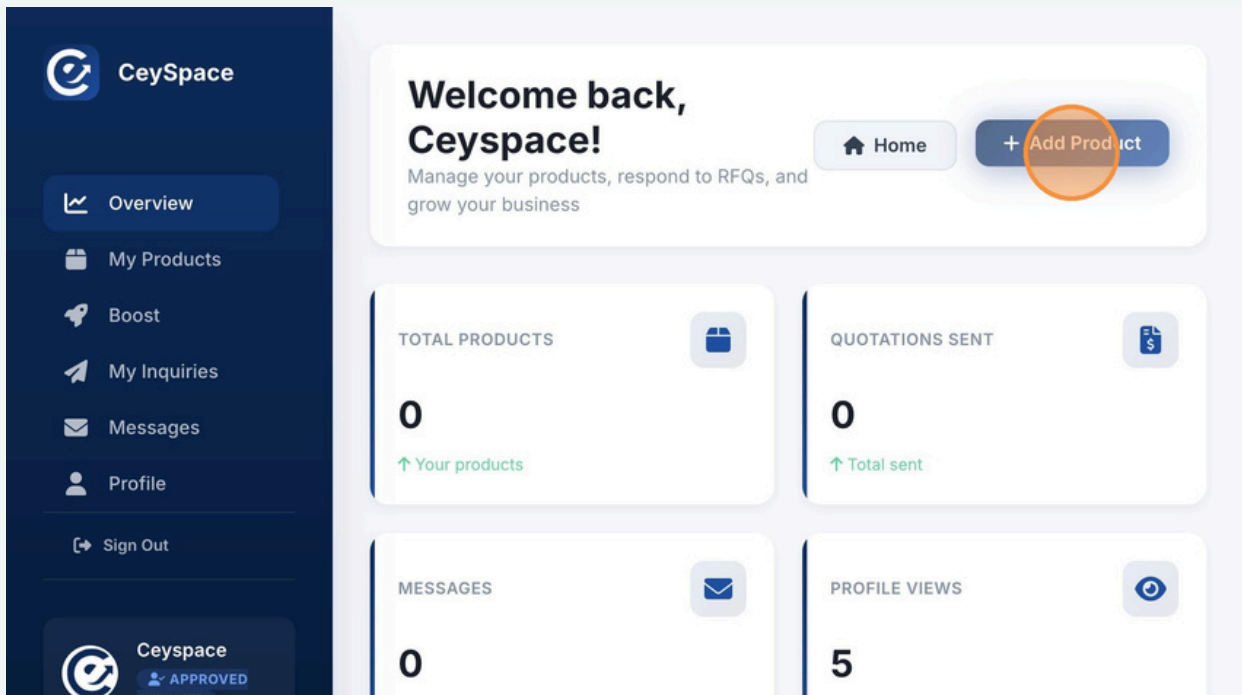
How To Add A New Product To CeySpace Dashboard

Learn how to list your products efficiently using the CeySpace B2B supplier dashboard. This guide walks you through uploading images, setting tiered pricing, and saving your listing for publication.

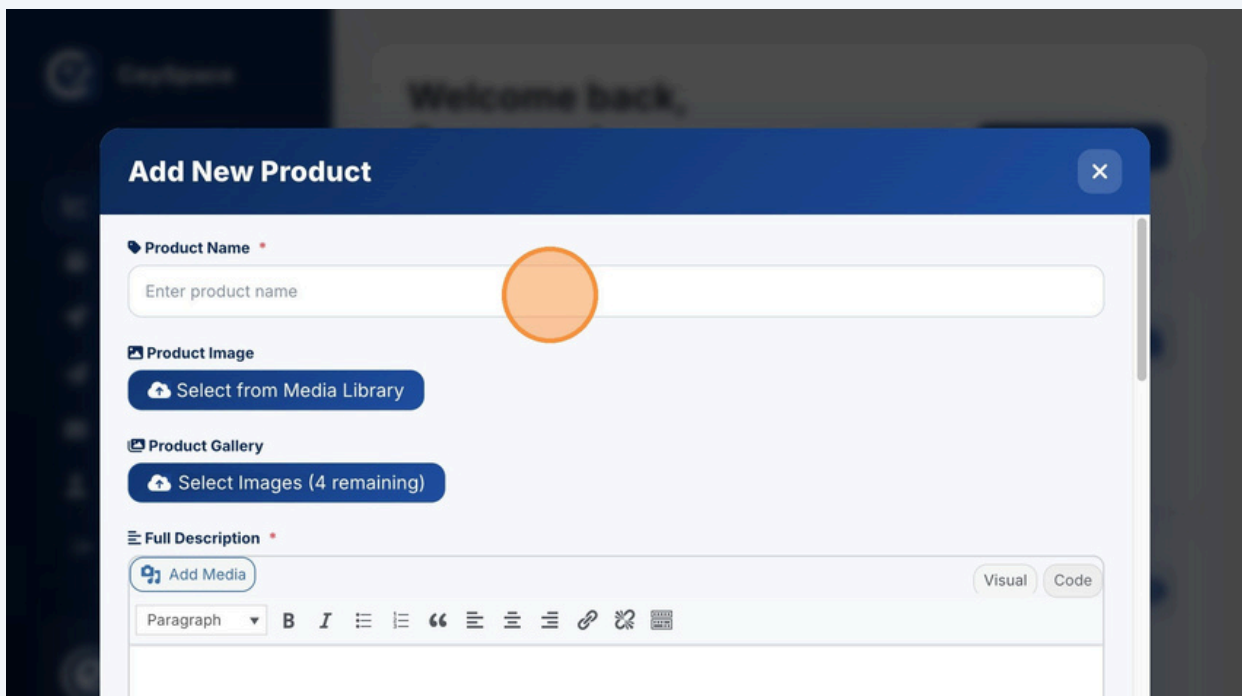
- 1 Navigate to <https://ceyspace.com/b2b-supplier-dashboard/>



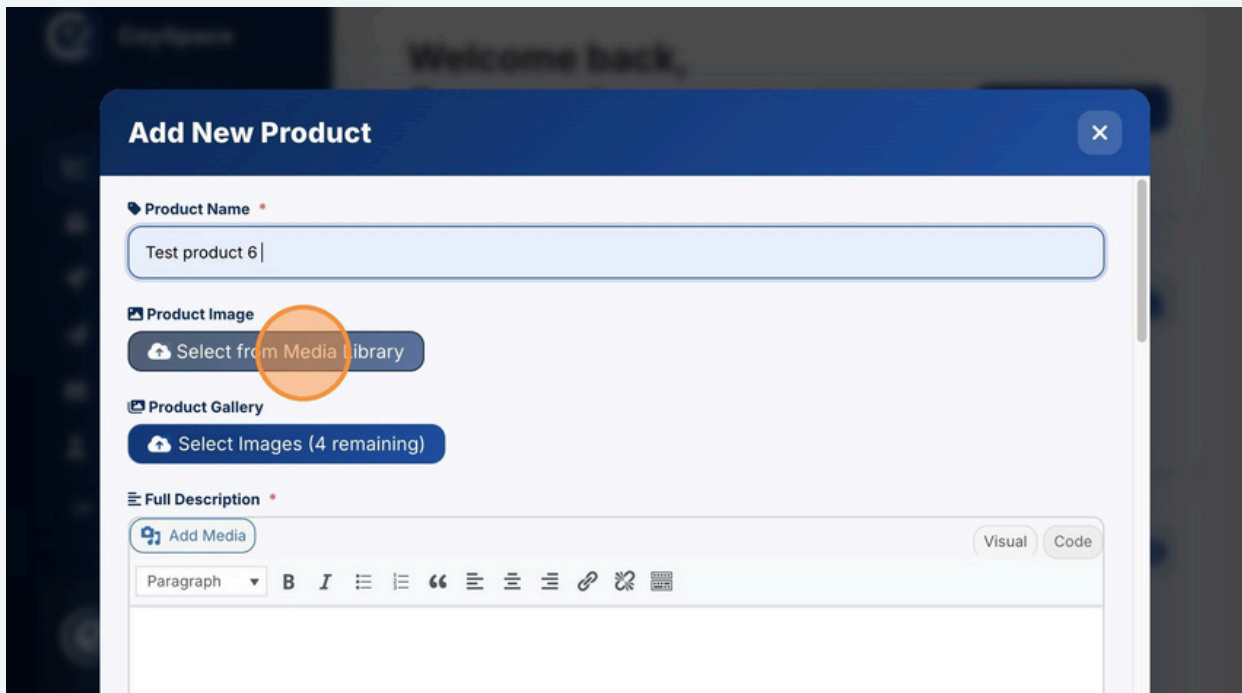
2 Click "Add Product"



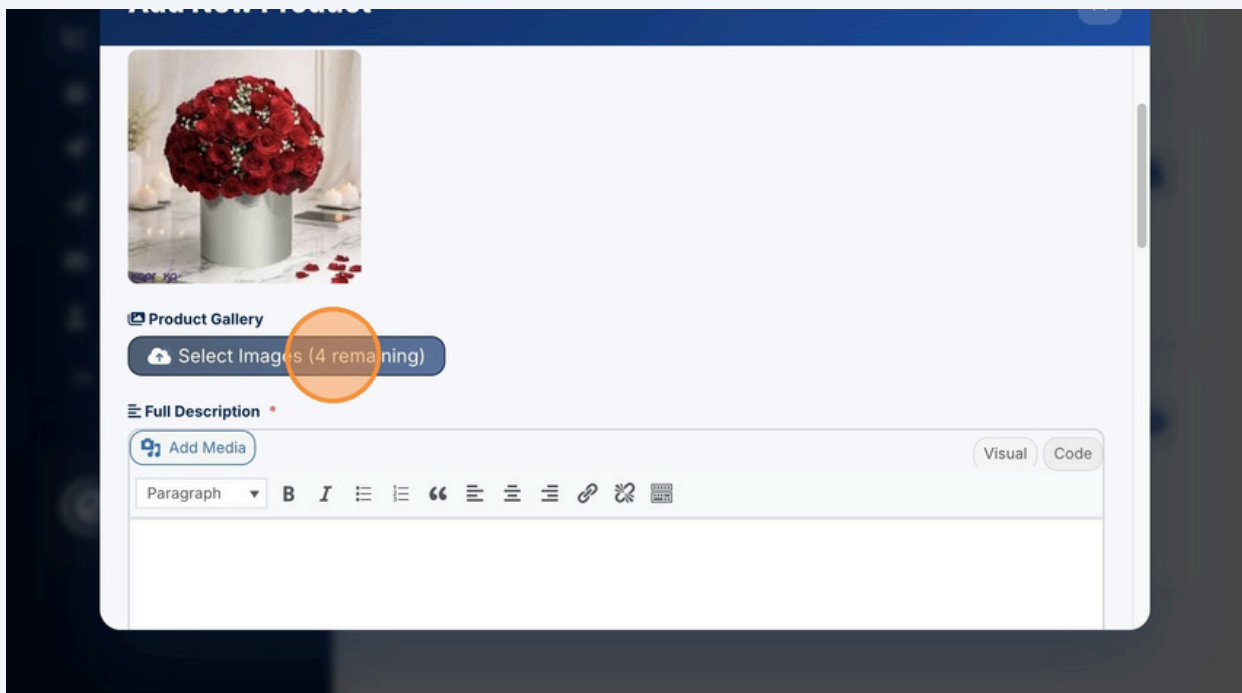
3 Click the "Enter product name" field and enter the product name and specification.



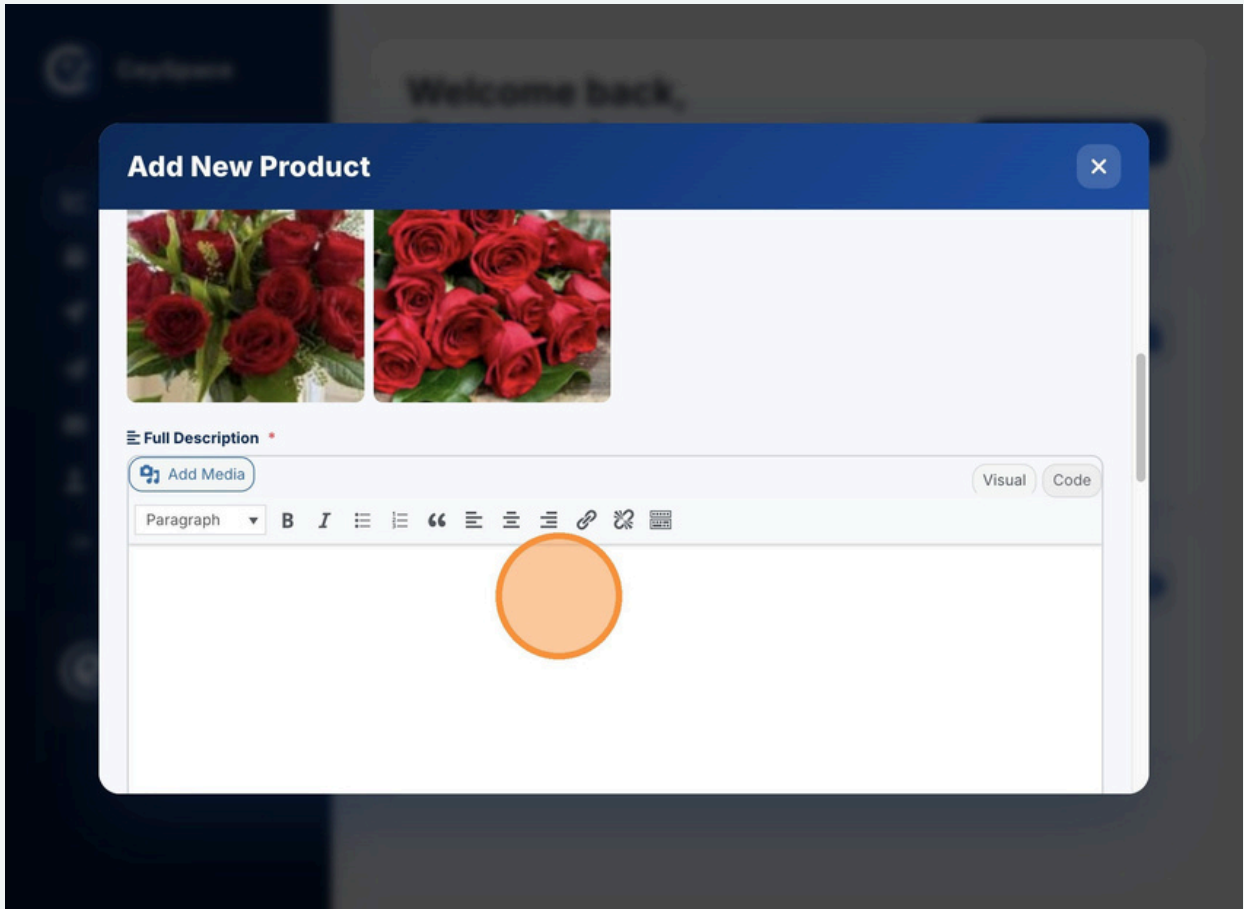
- 4 Click "Select from Media Library" and add an image as the main product image (which will be shown on marketplace)



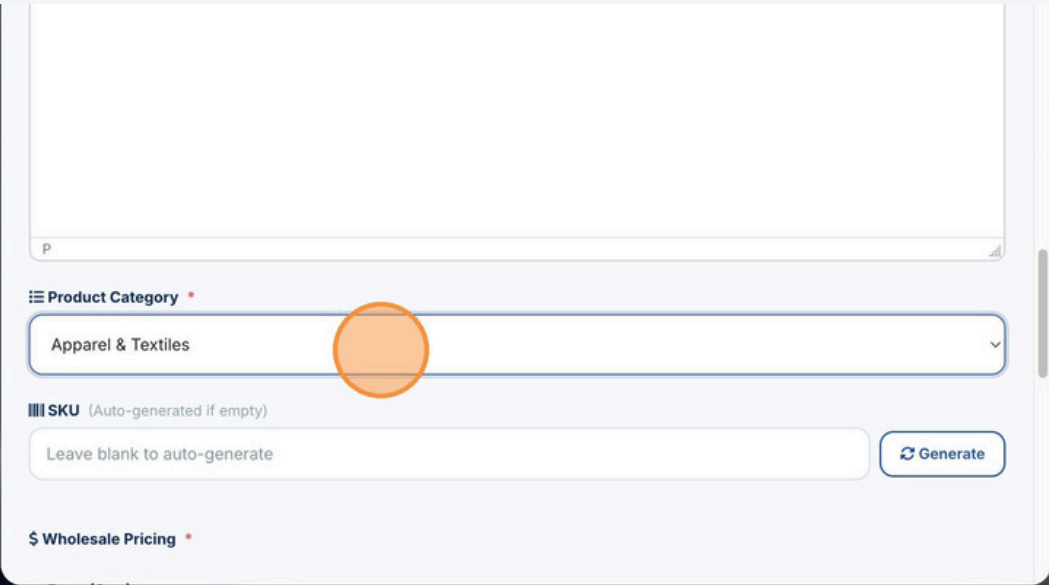
- 5 Click "Product Gallery Images" and upload extra products images relevant to the same product



6 Type "Full Description of the product"

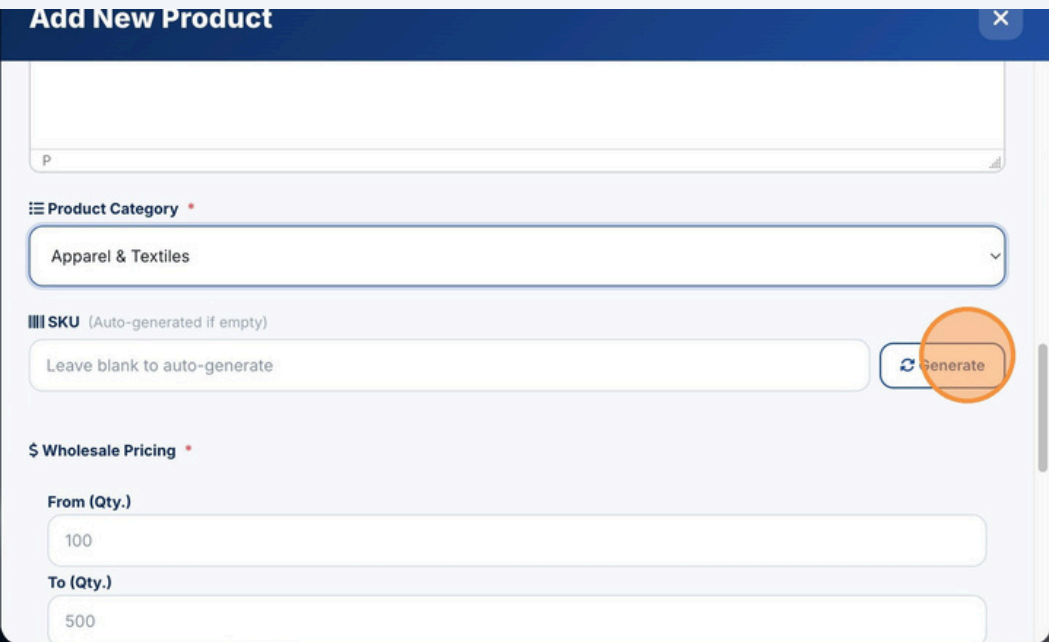


7 Select the Product Category.



The screenshot shows a form titled "Add New Product" with a dark blue header. Below the header is a large empty text area. Underneath is a "Product Category" dropdown menu with "Apparel & Textiles" selected. An orange circle highlights the dropdown menu. Below this is an "SKU" field with the placeholder text "Leave blank to auto-generate" and a "Generate" button. At the bottom, there is a "Wholesale Pricing" section with two input fields: "From (Qty.)" containing "100" and "To (Qty.)" containing "500".

8 Click "Generate" to generate a product code for easy reference



This screenshot is identical to the one above, but the "Generate" button next to the SKU field is highlighted with an orange circle. The rest of the form, including the "Product Category" dropdown and the "Wholesale Pricing" section, remains the same.

9

Click "from (QTY)" and add the starting product Range

The screenshot shows a product configuration interface for 'Apparel & Textiles'. It includes a dropdown menu for the category, a field for the SKU 'SKU-TEST-CWQGE' with a 'Generate' button, and a confirmation message 'SKU generated and available'. The 'Wholesale Pricing' section contains three input fields: 'From (Qty.)' with the value '100', 'To (Qty.)' with the value '500', and 'Unit Price (LKR)' with the value '0.00'. An orange circle highlights the 'From (Qty.)' field. A '+ Add More Tiers' button is visible at the bottom.

10

Click the "To (QTY)" field to add the end product range.

This screenshot is identical to the one above, showing the same product configuration interface. However, the 'To (Qty.)' field, which contains the value '500', is now highlighted with an orange circle. The 'From (Qty.)' field still contains '100' and the 'Unit Price (LKR)' field still contains '0.00'. The '+ Add More Tiers' button remains at the bottom.

11

Click the "Unit Price" field and add the price relevant to that range.

Apparel & Textiles

SKU (Auto-generated if empty)
SKU-TEST-CWQGE ✓ [Generate](#)

✓ SKU generated and available

Wholesale Pricing *

From (Qty.)
1

To (Qty.)
100

Unit Price (LKR)
0.00

[+ Add More Tiers](#)

12

Click "Add More Tiers" to add more Pricing and product range

✓ SKU generated and available

Wholesale Pricing *

From (Qty.)
1

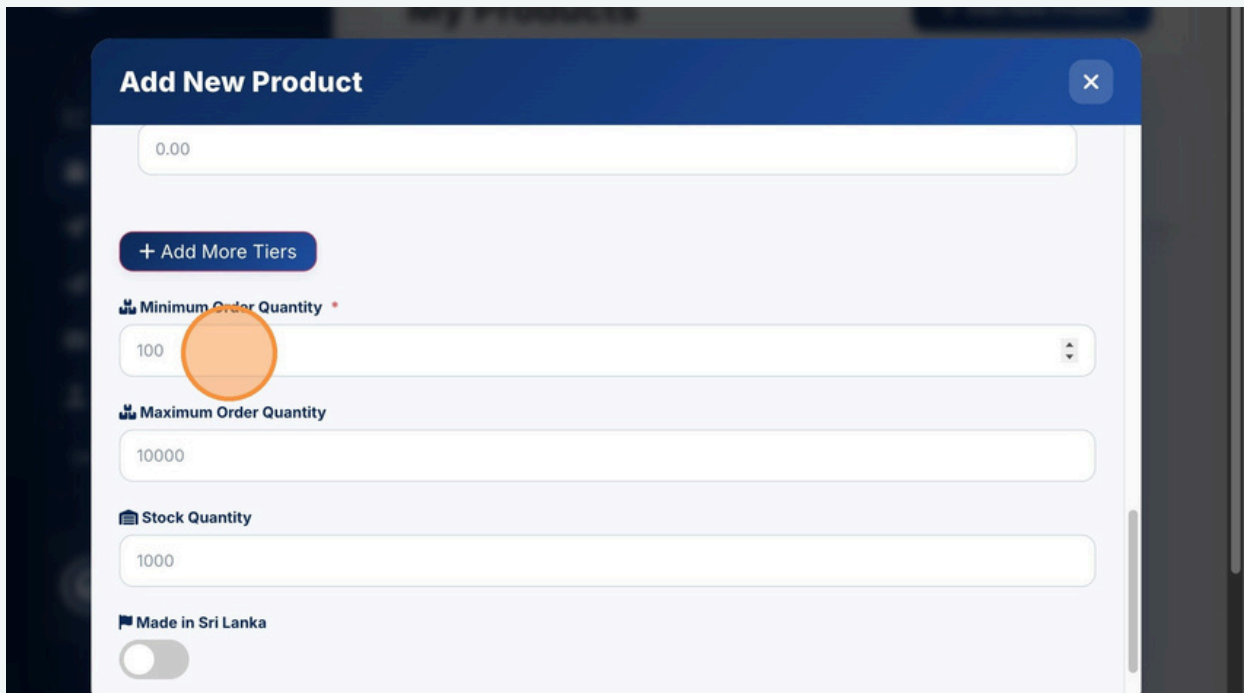
To (Qty.)
100

Unit Price (LKR)
1000

[+ Add More Tiers](#)

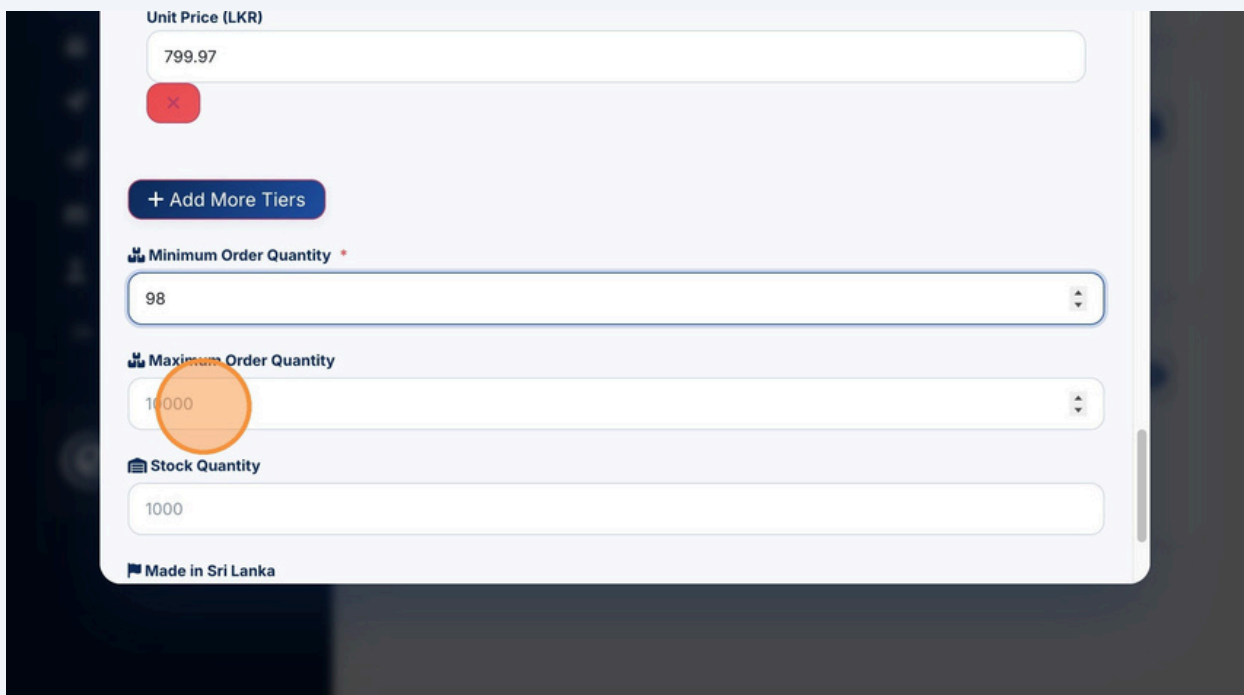
Minimum Order Quantity *
100

- 13 Click the "Minimum Order Quantity" field to add the minimum Order that is accepted



The screenshot shows a mobile application interface for adding a new product. At the top, there is a blue header with the text "Add New Product" and a close button (X). Below the header, there is a text input field containing "0.00". Underneath, there is a blue button labeled "+ Add More Tiers". The form contains several input fields: "Minimum Order Quantity" with a value of "100", "Maximum Order Quantity" with a value of "10000", and "Stock Quantity" with a value of "1000". At the bottom, there is a toggle switch labeled "Made in Sri Lanka" which is currently turned off. An orange circle highlights the "Minimum Order Quantity" input field.

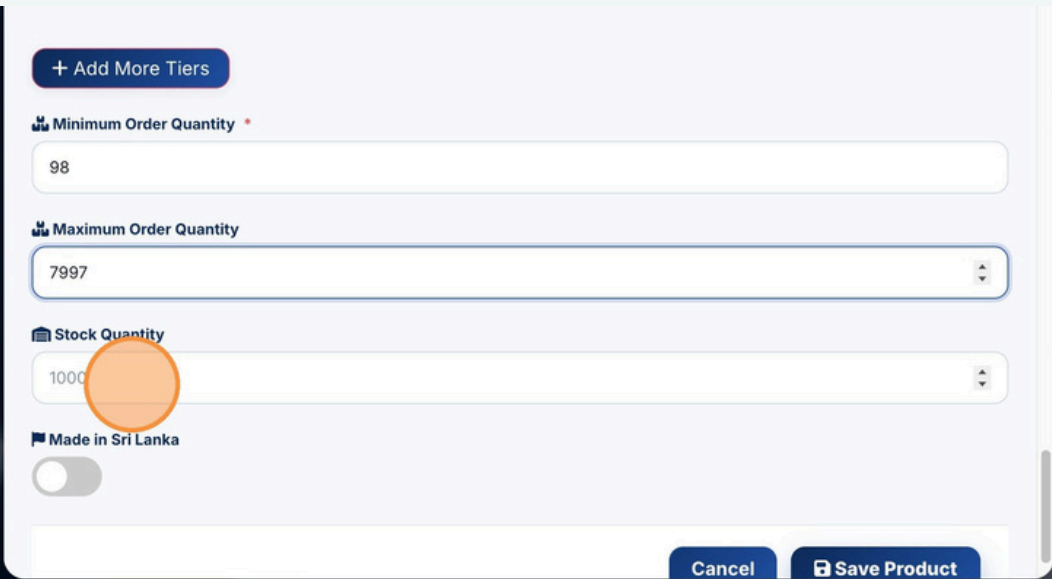
- 14 Click the "Maximum Order Quantity" field to add the maximum Units that could be given for a month.



The screenshot shows the same mobile application interface as in the previous image. At the top, there is a text input field for "Unit Price (LKR)" containing "799.97" and a red "X" button to clear the field. Below this is the "+ Add More Tiers" button. The "Minimum Order Quantity" field now contains the value "98". The "Maximum Order Quantity" field contains "10000" and is highlighted with an orange circle. The "Stock Quantity" field remains at "1000" and the "Made in Sri Lanka" toggle is still off.

15 Type "8000"

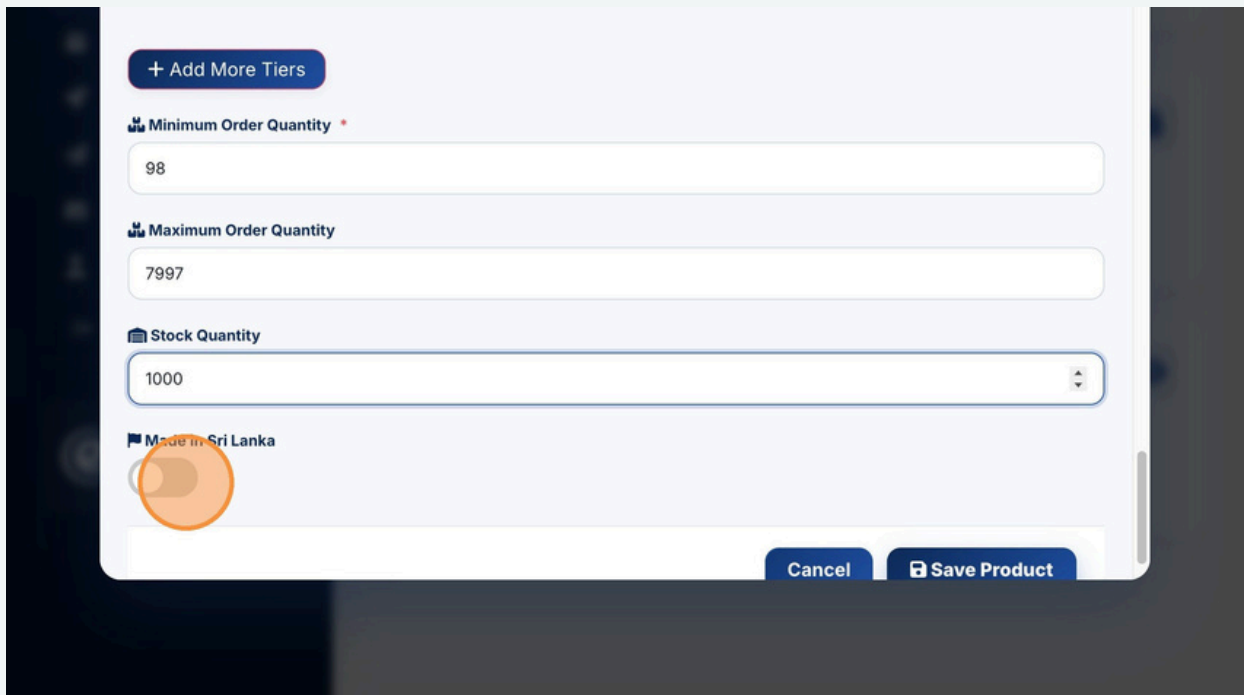
16 Click the "stock quantity" field to add the available stocks of the product



The screenshot shows a product configuration form with the following elements:

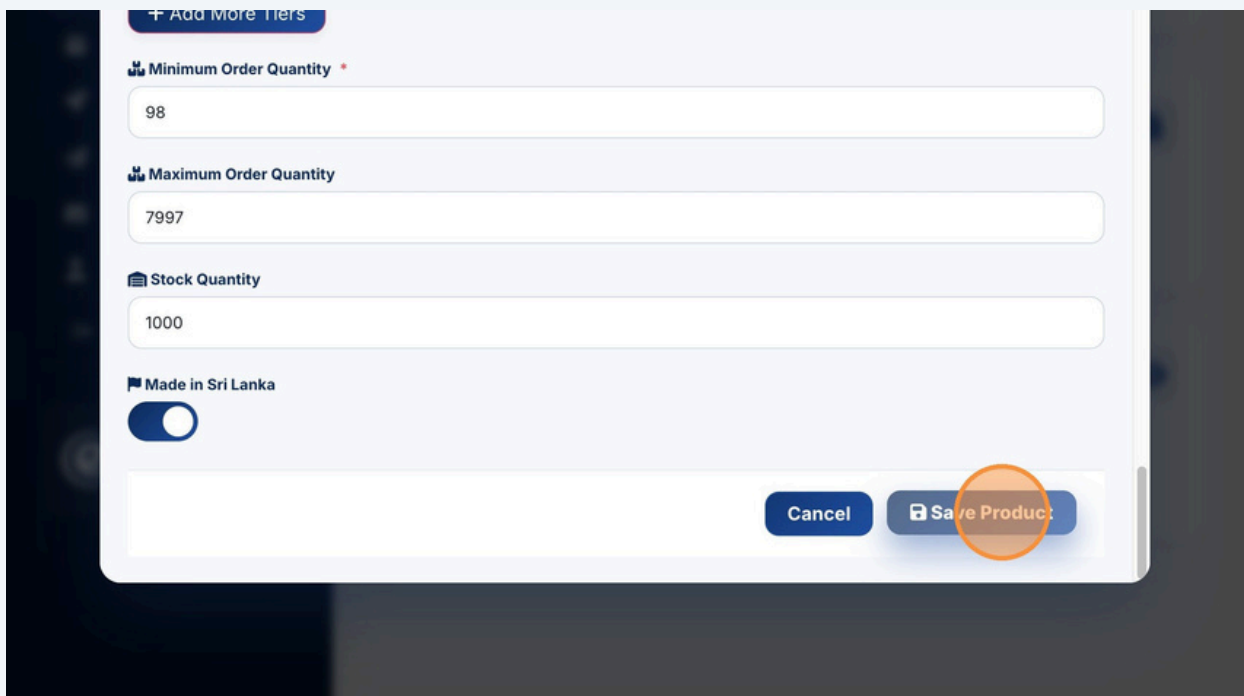
- A blue button labeled "+ Add More Tiers" at the top left.
- A field for "Minimum Order Quantity" with a value of 98.
- A field for "Maximum Order Quantity" with a value of 7997.
- A field for "Stock Quantity" with a value of 1000, which is highlighted by an orange circle.
- A toggle switch for "Made in Sri Lanka" which is currently turned off.
- At the bottom right, there are two buttons: "Cancel" and "Save Product".

17 Click here if the product is Made in Sri lanka



A screenshot of a product configuration form. At the top left is a blue button with a plus sign and the text '+ Add More Tiers'. Below it are three input fields: 'Minimum Order Quantity' with the value '98', 'Maximum Order Quantity' with the value '7997', and 'Stock Quantity' with the value '1000'. Below these is a toggle switch labeled 'Made in Sri Lanka', which is currently turned off. An orange circle highlights this toggle switch. At the bottom right are two buttons: 'Cancel' and 'Save Product'.

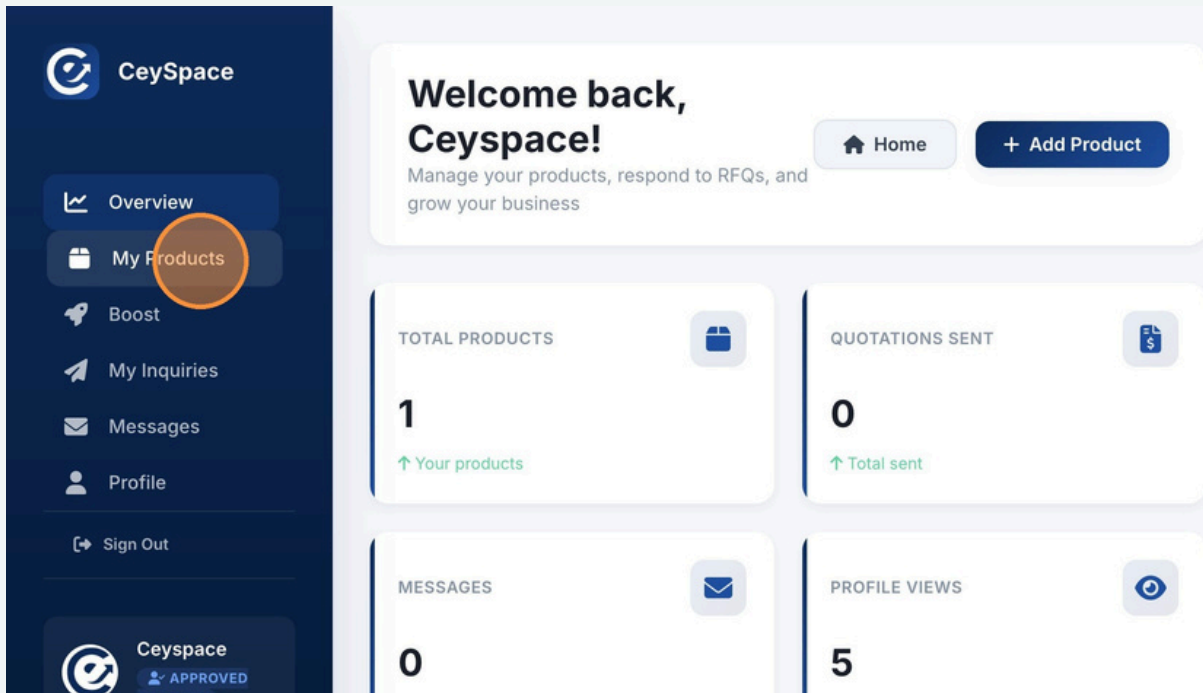
18 Click "Saving." Once completed



A screenshot of the same product configuration form as in the previous image. The 'Made in Sri Lanka' toggle switch is now turned on. An orange circle highlights the 'Save Product' button at the bottom right.

19 Ceyspace Team will check and Approve the products within 12 hours of submission.

20 Click "My Products" to check the product status.



21

Click The product if you wish to Change or View the product.

