

Partners Guide to listing products

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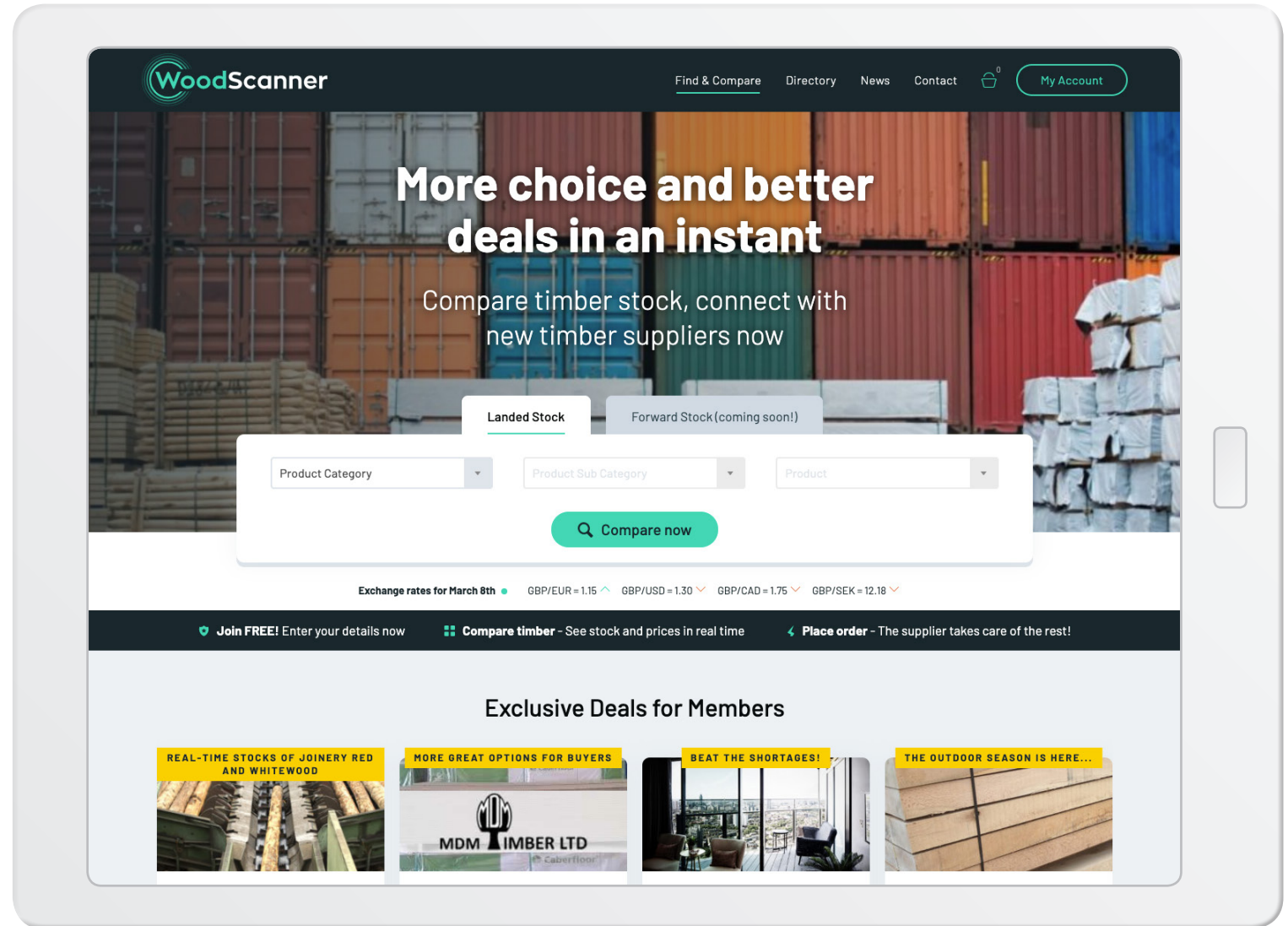
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Enjoy the benefits of adding a new channel to your trading options by listing on **WoodScanner**.





1

Login to  
your secure  
dashboard area

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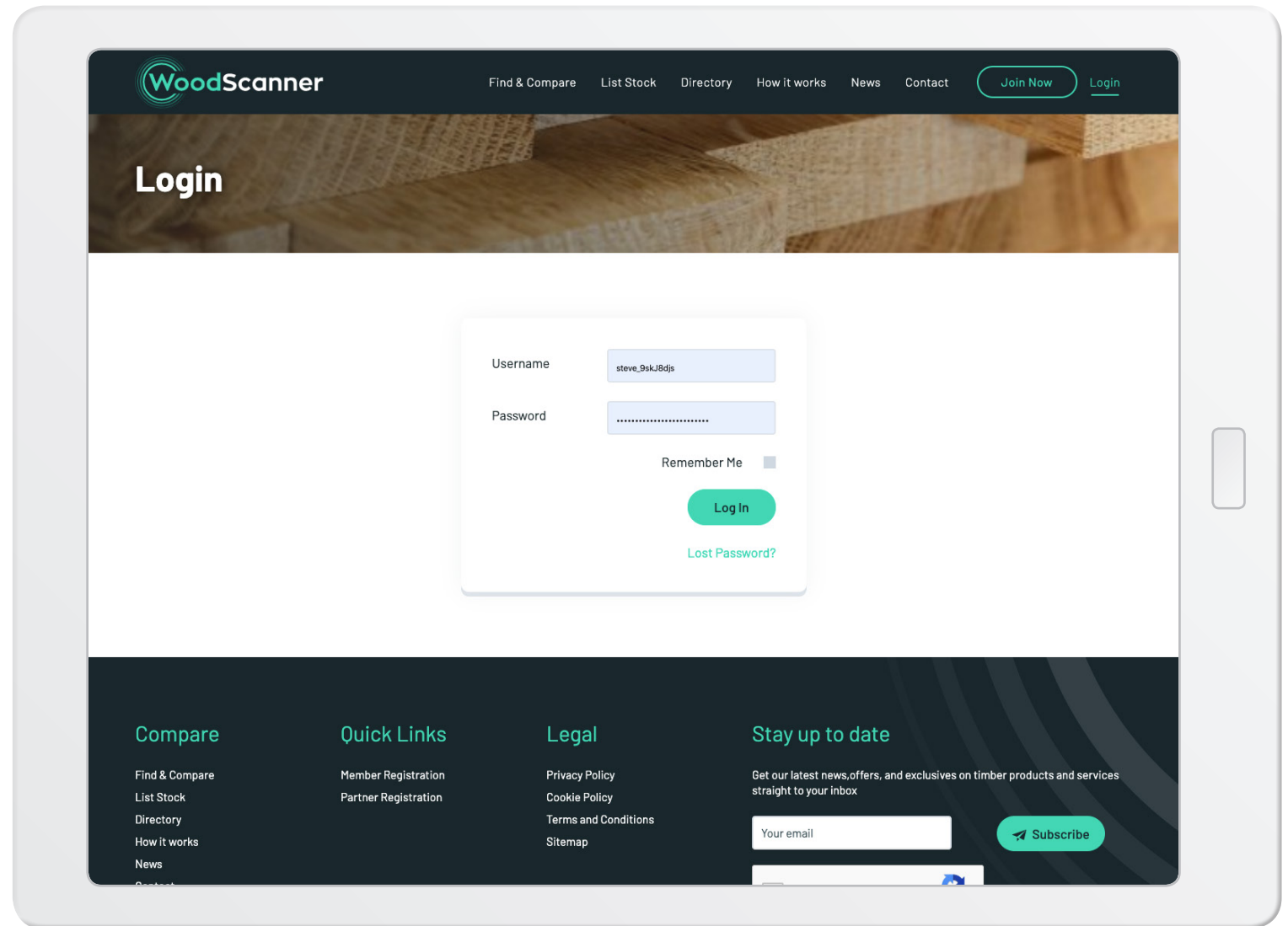


# 1.1

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You have now received your login credentials and are ready to start listing products onto the site.

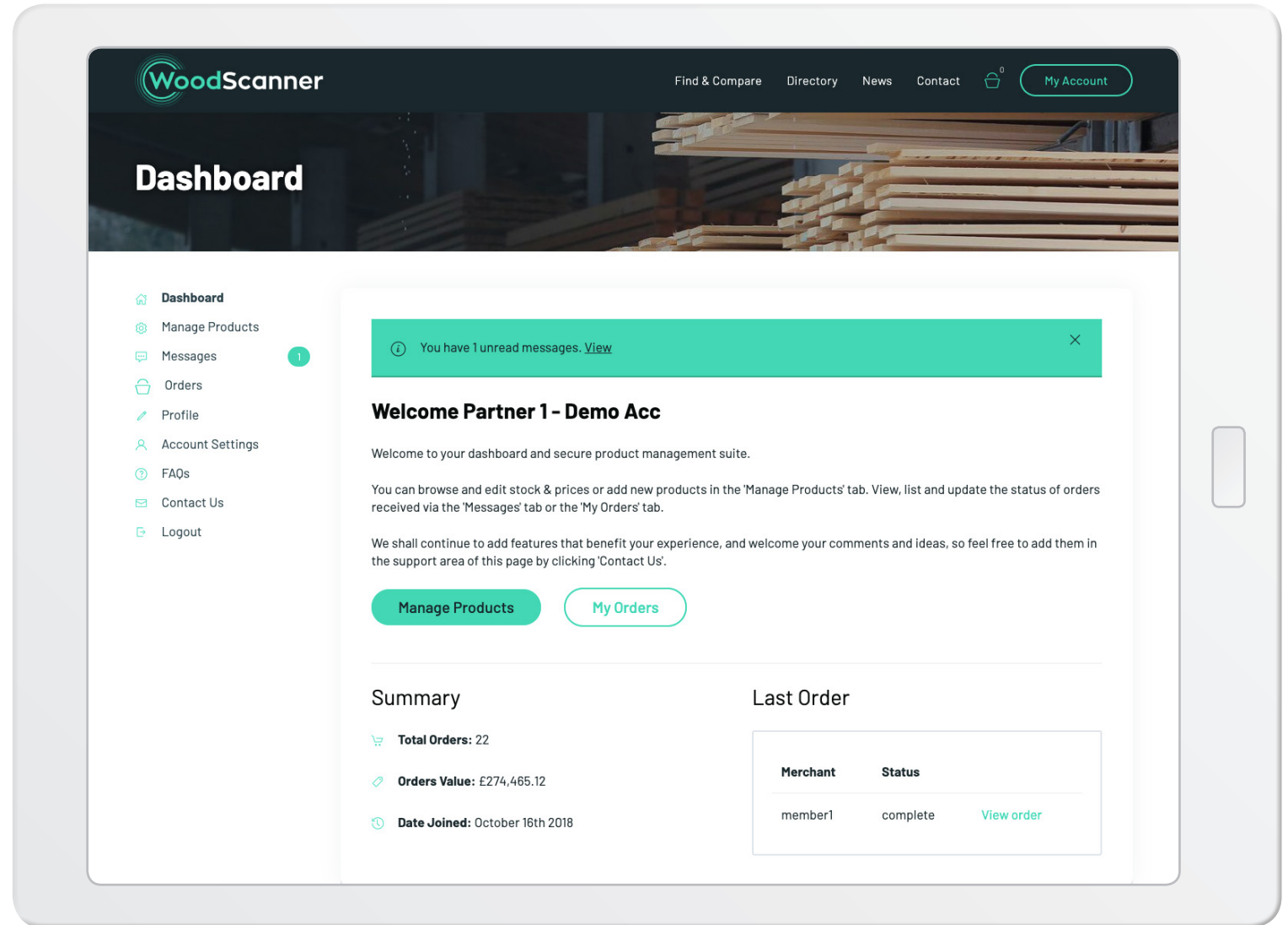
First step, [login](#).



# 1.2

Return to contents

View and manage your account preferences in your secure digital dashboard.





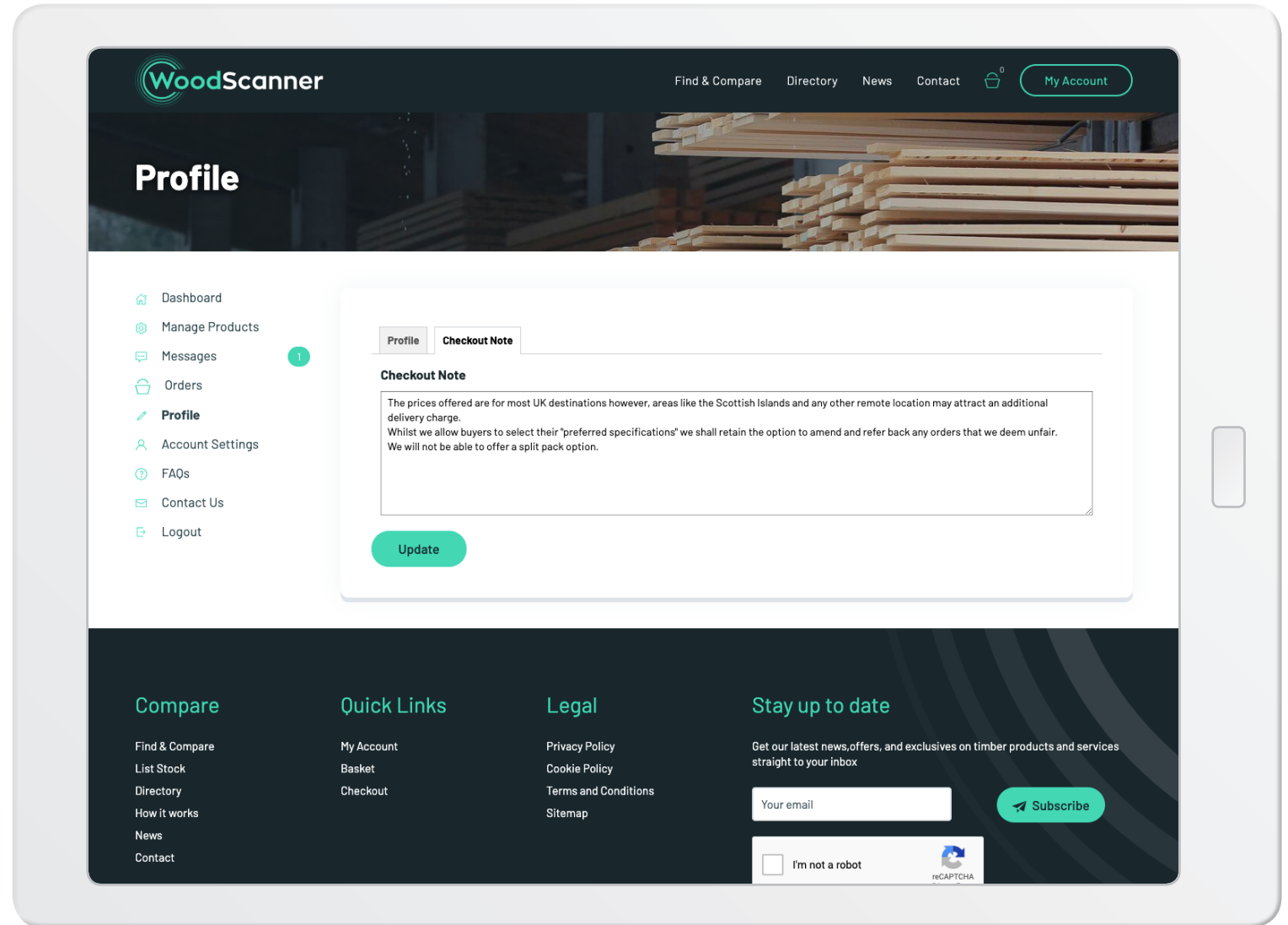
# 1.3

Return to contents

Here you can **change your password** to a more memorable one, view orders, manage listings and create unique checkout notes in the profile tab.

Examples of check out notes include:

- Delivery areas
- Additional services
- Stock rules and guidelines
- Account policies





# 2 Listing your products and stock

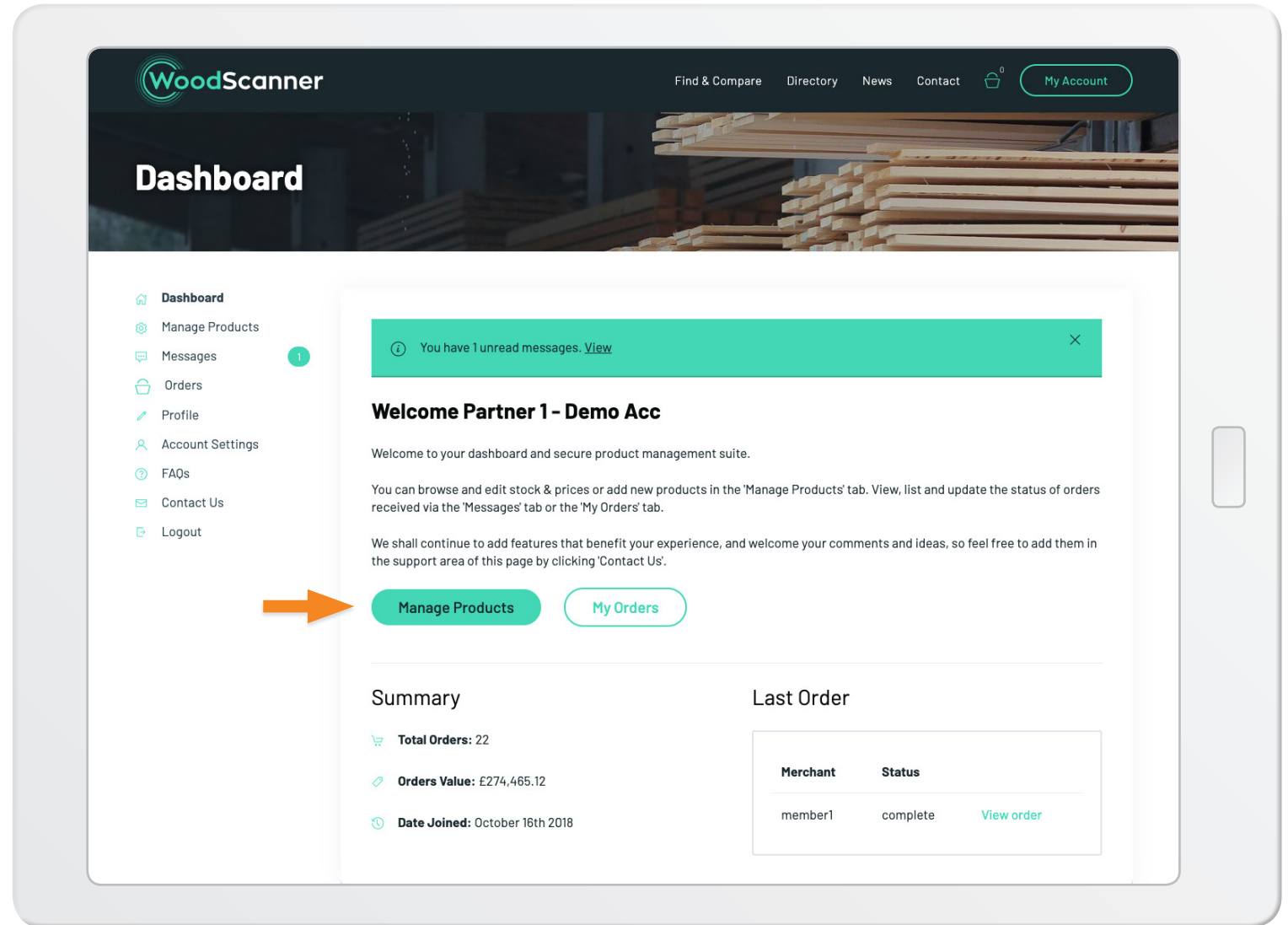
[← Return to contents](#)



# 2.1

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Begin to list products live on the site by clicking **Manage Products** in your dashboard.



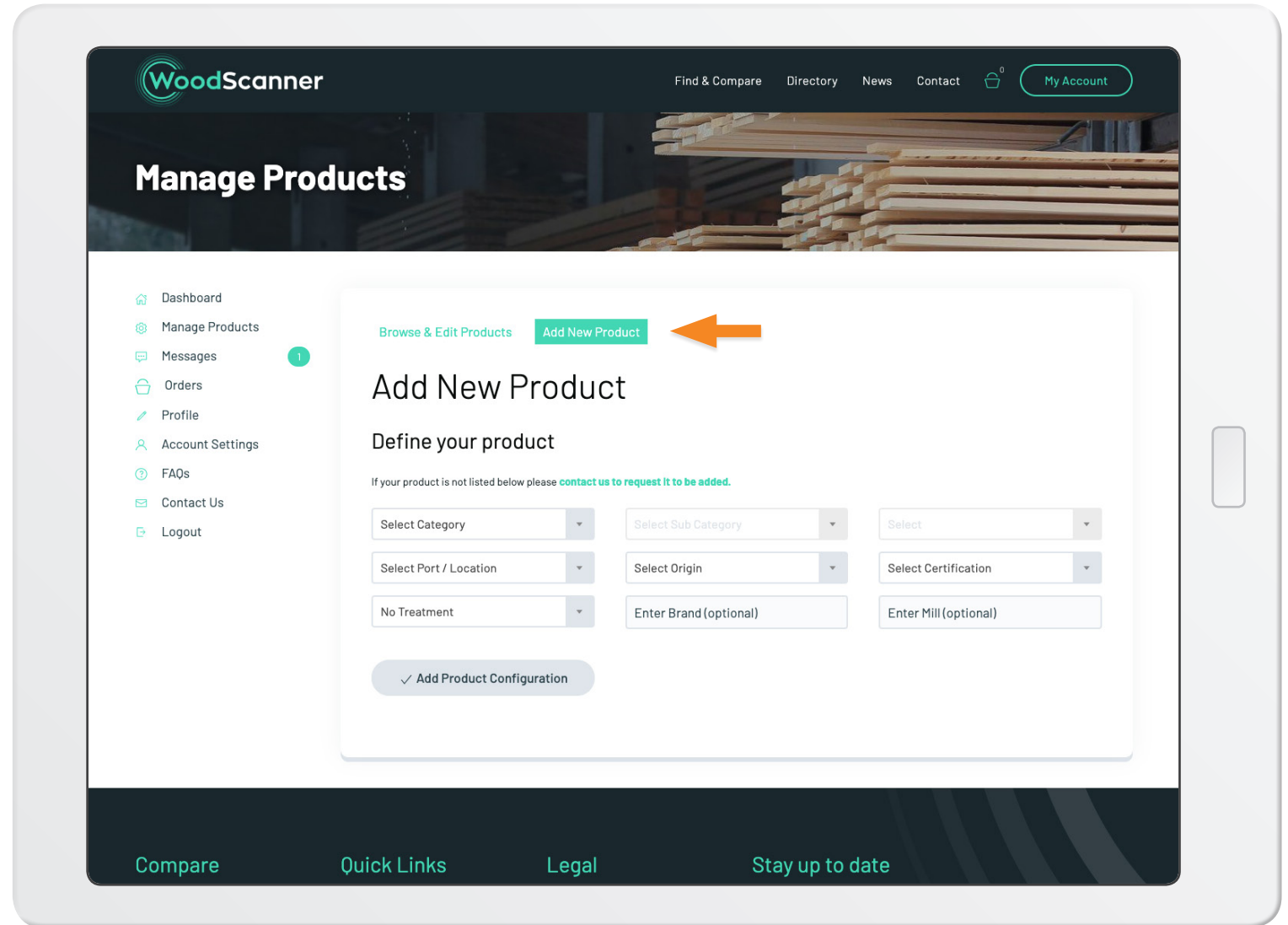
# 2.2

Return to contents

Click **Add New Product**.

Use the pre-set drop-down menus to define your product and get started.

Let us know if your product is not listed in the options, we will get it added.





## 2.3

← Return to contents

Select the main category that your product belongs to, then a sub-category and finally a product name before adding the unique configuration (location, origin, certification etc.)

The care and accuracy of the information input at this stage will influence the search results of buyers, later.

Once you are happy, save your New Product by clicking **Add Product Configurations**.

WoodScanner

Find & Compare Directory News Contact 0 My Account

### Manage Products

- Dashboard
- Manage Products 1
- Messages
- Orders
- Profile
- Account Settings
- FAQs
- Contact Us
- Logout

Browse & Edit Products **Add New Product**

## Add New Product

### Define your product

If your product is not listed below please [contact us to request it to be added](#).

Imported Joinery Red and Whitewo Unsorted Redwood Green Split

Shoreham Sweden

No Treatment Enter Brand (optional) Enter Mill (optional)

✓ Add Product Configuration

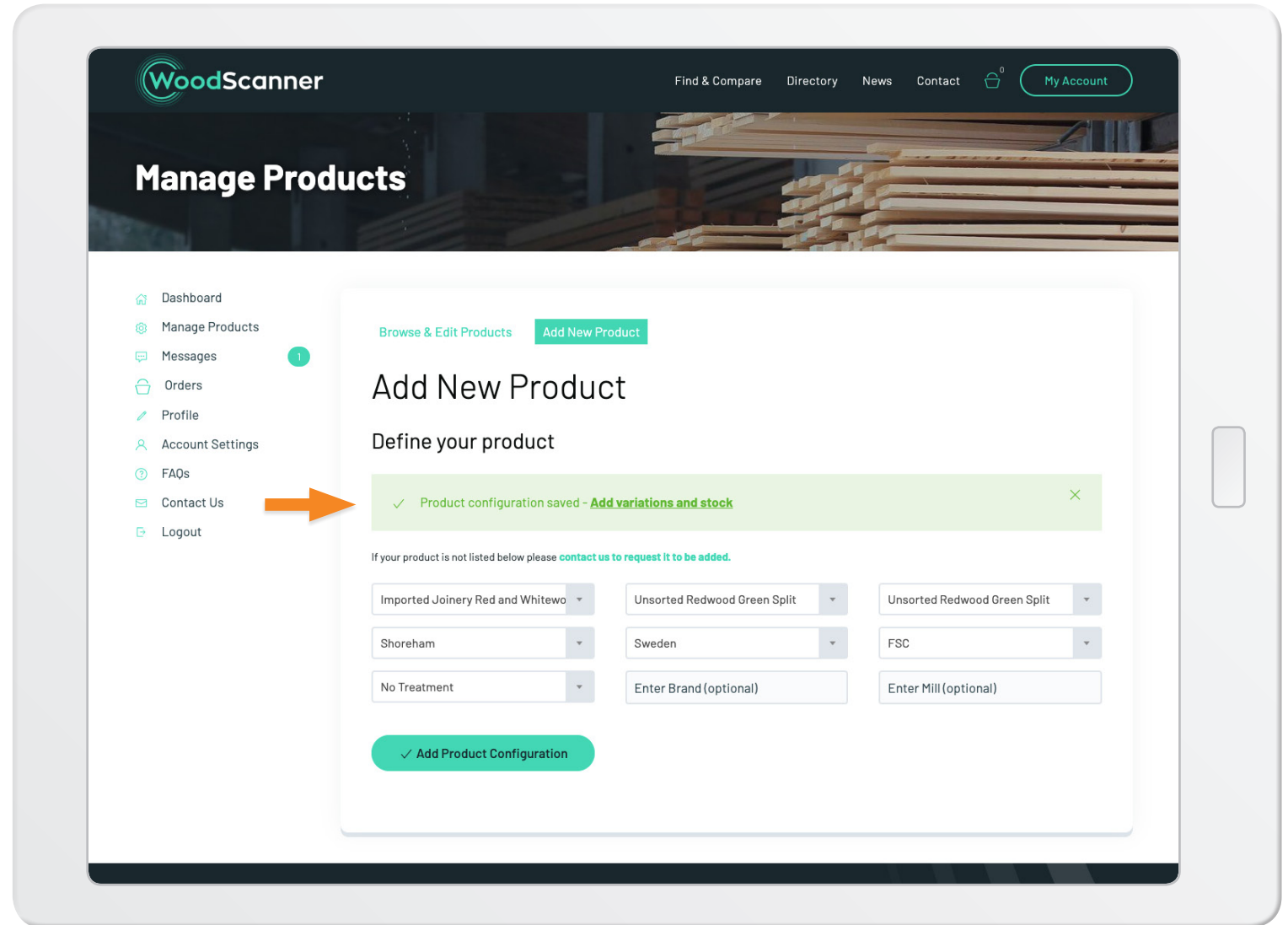
Compare Quick Links Legal Stay up to date

# 2.4

Return to contents

Now you are ready to add stock and prices for your new product

This is done by clicking **Add variations and stock.**





# 2.5

[Return to contents](#)

## Adding your stock.

The automated spreadsheet headings will vary to suit each product category - be sure to check your input (models with split packs need the Partner to input stock as number of sheets available).

Use the prescribed format when inputting details (2400 not 2.4 etc)

The table will expand or contract as you add/remove product lines - **View Editor Demo.**

Now you can **Save Product.**

The screenshot shows the 'Edit Product' page for 'Unsorted Redwood Green Split'. The interface includes a sidebar with navigation options like Dashboard, Manage Products, Messages, Orders, Profile, Account Settings, FAQs, Contact Us, and Logout. The main content area has a 'Back To Products' button and a 'Configuration' section with dropdown menus for Sweden, Shoreham, PEFC, and No Treatment. Below this is an 'Optional' section with input fields for Brand (Martinsberg) and Mill. The 'Variations and Stock' section features a 'View editor demo' link and a table with columns: Tick If Truck Bundled, Thickness (mm), Width (mm), Length (mm), Pcs/Pack, Full Load, Half Load, Part Load, FOM, Stock (packs), and ID. The table contains four rows of data. An 'Insert Row' button is located below the table, and a 'Save Product' button is at the bottom right. Orange arrows point to the 'View editor demo' link, the table, the 'Insert Row' button, and the 'Save Product' button.

	Tick If Truck Bundled	Thickness (mm)	Width (mm)	Length (mm)	Pcs/Pack	Full Load	Half Load	Part Load	FOM	Stock (packs)	ID
1	<input type="checkbox"/>	100	100	4200	72	385.75	395.15	407.25	380.75	9	20392
2	<input type="checkbox"/>	100	200	4800	36	385.75	395.15	407.25	380.75	7	20393
3	<input type="checkbox"/>	100	100	3600	72	385.75	395.15	407.25	380.75	4	
4	<input checked="" type="checkbox"/>	100	100		72	385.75	395.15	407.25	380.75	2	

# 3

## Manage and edit your stock listing

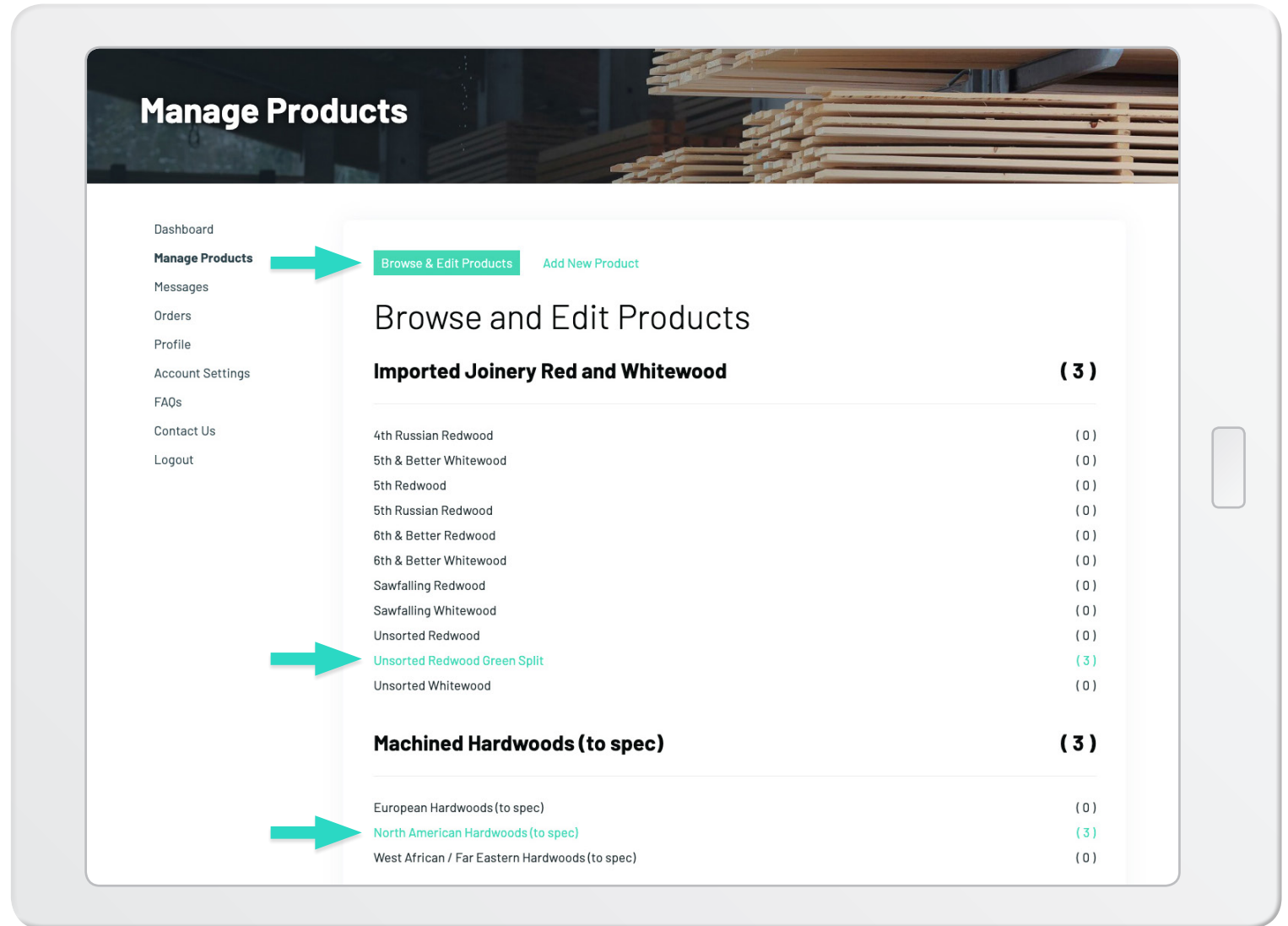
← Return to contents

# 3.1

Return to contents

Effortlessly update your specifications and stock 24/7 in the **Browse and Edit** feature.

Your products will be displayed in **green**.





# 3.2

Return to contents

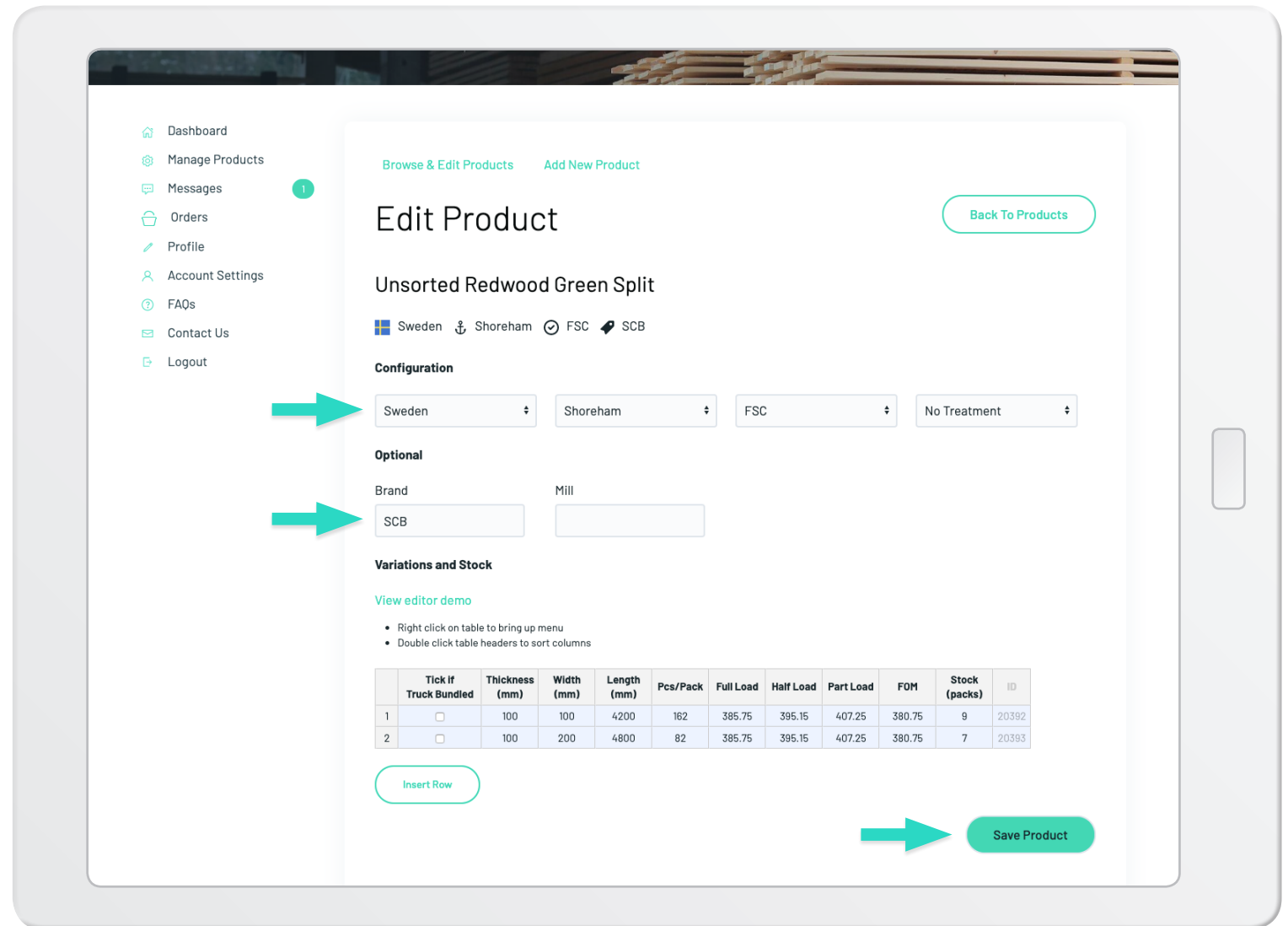
## Easily edit the product configuration

- origin
- location/port
- certification body
- treatment process

## and attributes

- brand
- mill

Click **Save Product.**



# 3.3

Return to contents

## Quickly edit stock and prices.

Stock auto corrects as buyers place orders but will require refreshing once it reaches zero.

Editing the stock of a product to zero will prevent it being displayed on the site. You should use this option if you want to withdraw it from view rather than deleting the product. In this way the product remains in your listing and can be displayed again by just adding stock.

Prices can be easily adjusted in the table.

**Save Product** updates your edits to the live site instantly.

The screenshot shows the 'Edit Product' page for 'Unsorted Redwood Green Split'. The interface includes a sidebar with navigation options like Dashboard, Manage Products, Messages, Orders, Profile, Account Settings, FAQs, Contact Us, and Logout. The main content area has a 'Back To Products' button and a 'Configuration' section with dropdown menus for Sweden, Shoreham, PEFC, and No Treatment. Below this is an 'Optional' section with Brand (Martinsberg) and Mill fields. The 'Variations and Stock' section features a table with columns for Tick if Truck Bundled, Thickness (mm), Width (mm), Length (mm), Pcs/Pack, Full Load, Half Load, Part Load, FOM, Stock (packs), and ID. A green arrow points to the 'Insert Row' button below the table. Another green arrow points to the 'Save Product' button at the bottom right.

	Tick if Truck Bundled	Thickness (mm)	Width (mm)	Length (mm)	Pcs/Pack	Full Load	Half Load	Part Load	FOM	Stock (packs)	ID
1	<input type="checkbox"/>	100	100	4200	72	385.75	395.15	407.25	380.75	9	20392
2	<input type="checkbox"/>	100	200	4800	38	385.75	395.15	407.25	380.75	7	20393
3	<input type="checkbox"/>	100	100	3600	72	385.75	395.15	407.25	380.75	4	
4	<input checked="" type="checkbox"/>	100	100		72	385.75	395.15	407.25	380.75	2	





4

How buyers (Members)  
view and add products  
to their basket.

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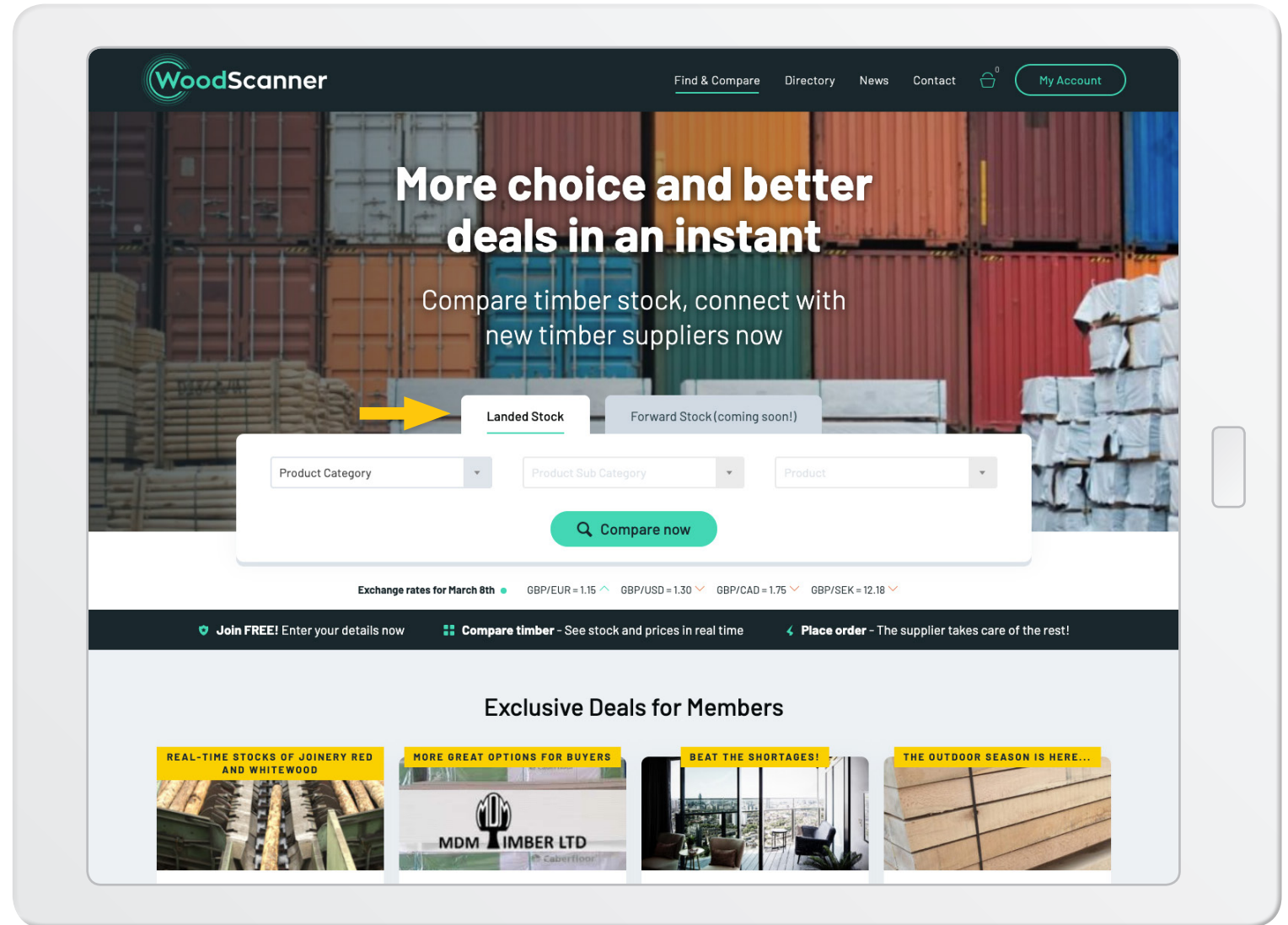
# 4.1

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Buyers select **Landed Stock** on the home page and choose the product categories they wish to find and compare.

Selecting a main product category, e.g. Hardwood Plywood, will display all products in that category.

For a more refined view of a product category buyers will **Filter Results**.





## 4.2

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Buyers **refine searches** using our pre set filters.

This information comes from the product configuration you defined during set up.

Using this feature will direct buyers to the products you listed more quickly.

The screenshot displays the WoodScanner website interface on a tablet. The top navigation bar includes the WoodScanner logo, links for 'Find & Compare', 'Directory', 'News', 'Contact', a shopping cart icon, and a 'My Account' button. The main banner features the headline 'More choice and better deals in an instant' and the sub-headline 'Compare timber stock, connect with new timber suppliers now'. Below the banner, there are two tabs: 'Landed Stock' (active) and 'Forward Stock (coming soon!)'. A search filter overlay is shown, containing the following elements:

- Product dropdown: 'Imported Joinery Red and Whitewo'
- Product Sub Category dropdown
- Product dropdown
- 'Filter results' button
- Instruction: 'For an accurate price comparison, please select a dimension from each of the fields below.'
- Dimensions section:
  - Select Thickness: 'x100'
  - Select Width: 'x100'
  - Select Length: 'x4200'
- Other filters:
  - Select Port / Location
  - Select Origin
  - Select Supplier
  - Select Certification Body: 'xPEFC'
- 'Compare now' button
- 'Save this search' link

Yellow arrows point to the 'Imported Joinery Red and Whitewo' dropdown, the 'x100' input field for thickness, and the 'Compare now' button.

# 4.3

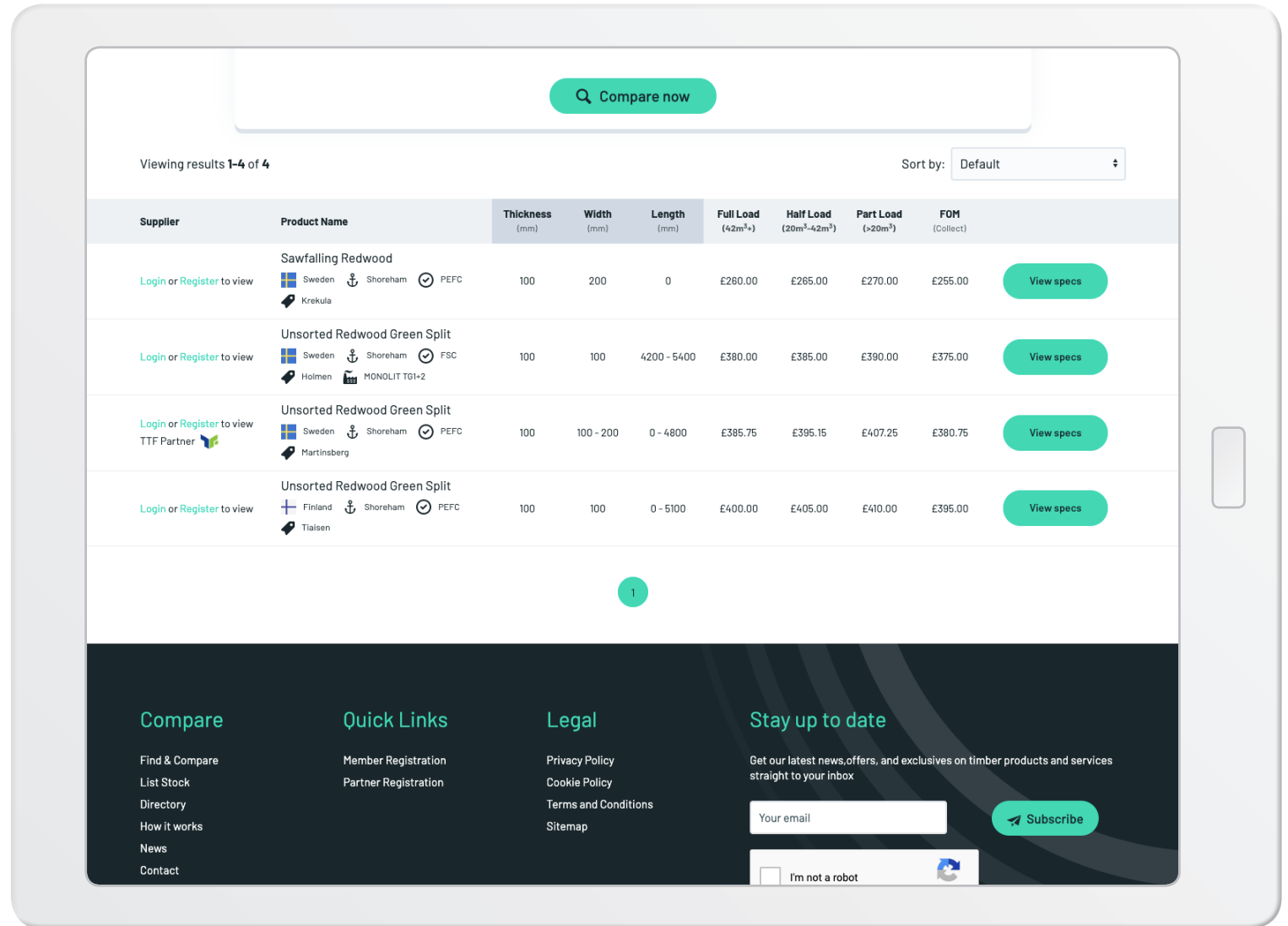
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To view Partners details and process an order buyers must be **logged in in as a Member.**

Login credentials to become a Member are only available to approved merchants that register on the site.

Members can also view your business profile and contact details by simply clicking on the Partners name in the listing.

Casual browsers are restricted and are unable to view our partners or place an order.



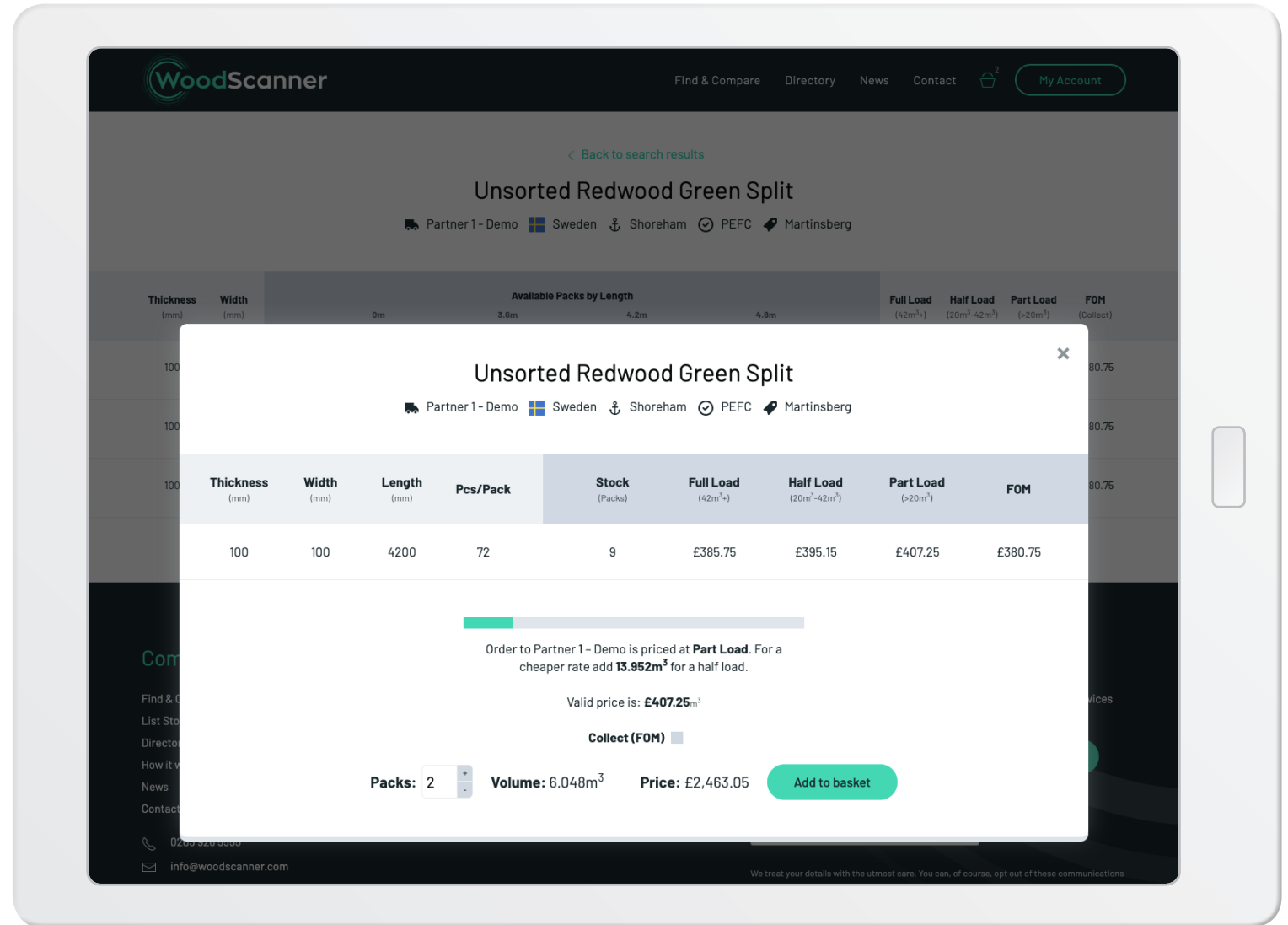
# 4.4

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The buyer can start to **place an order**. Having filtered search preferences (these can be saved to their dashboard for future use) a Member can start to build their order.

Available packs and valid price bands are displayed. These will auto-adjust as you easily build your load.

Different categories may display different price bandings.

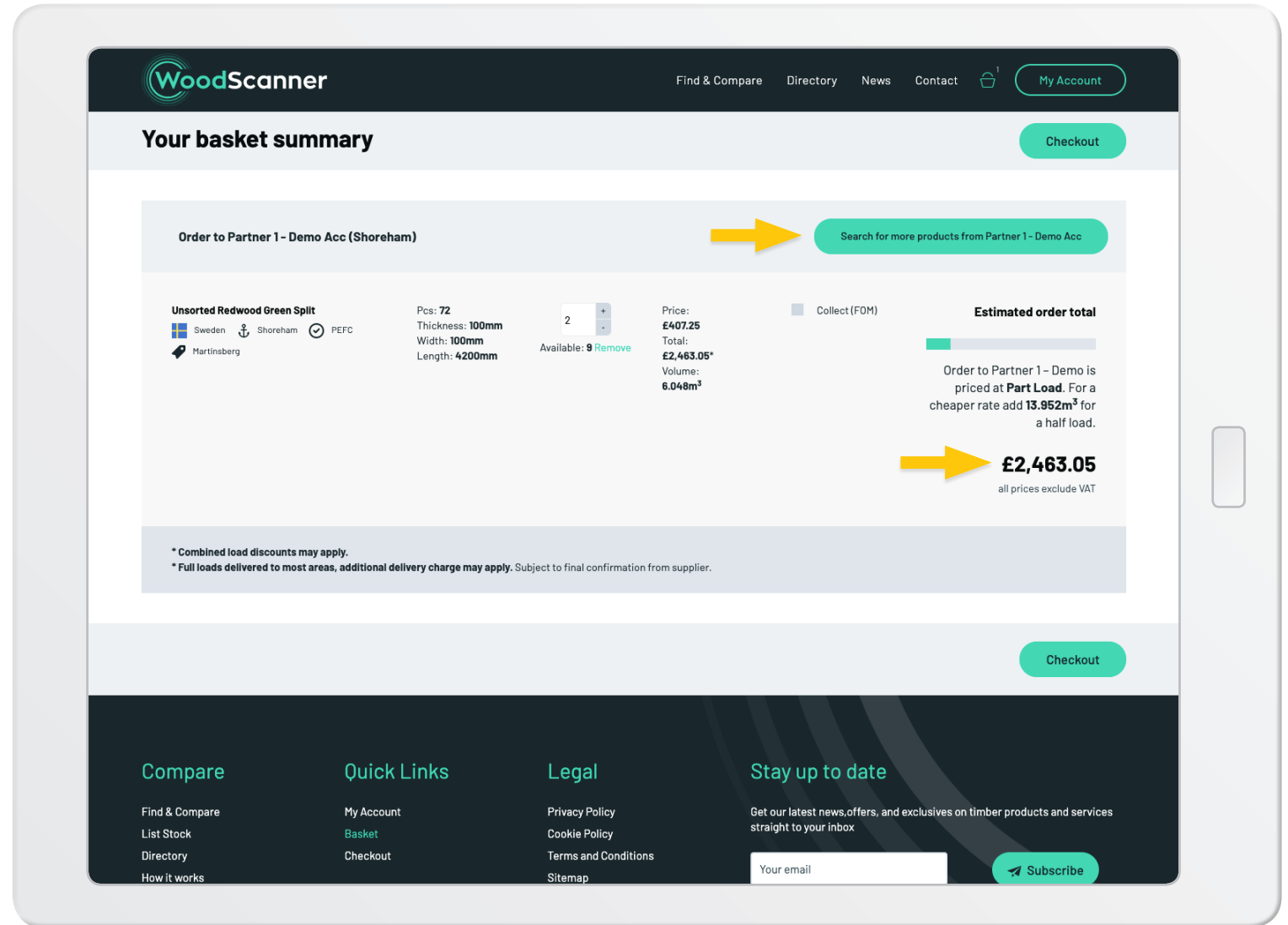




# 4.5

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Once items are added to the basket our unique **load building feature** will advise the buyer of possible savings and lead them to view more of your listed stock.



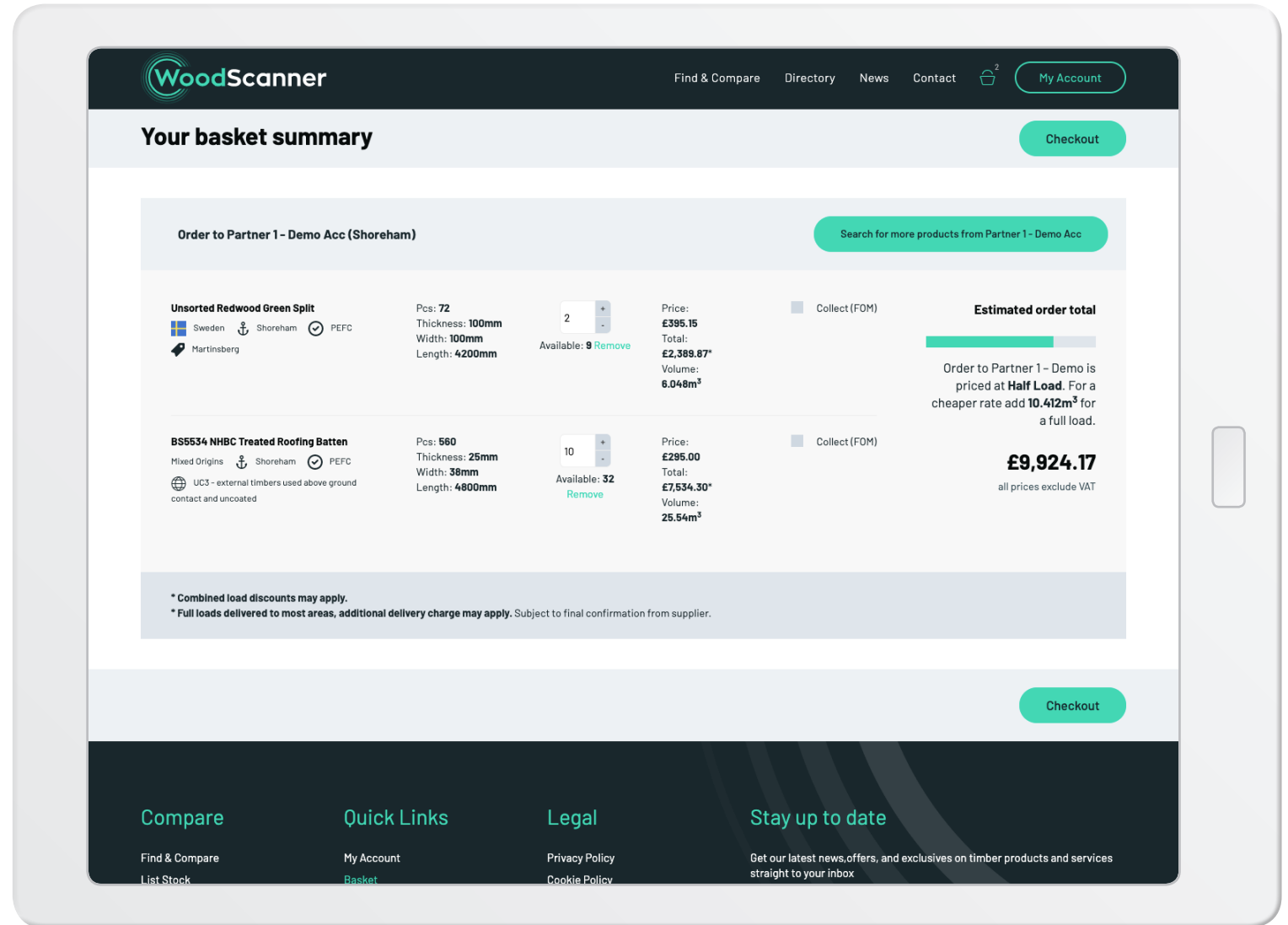
# 4.6

Return to contents

If the buyer chooses to add more products to their order the **load volume and estimated order value** will be re-calculated.

The basket summary and updated view will detail the multiple price and product variations before they move on to the checkout.

All orders will be subject to the sellers final confirmation.





# 5

## Order confirmation procedure

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# 5.1

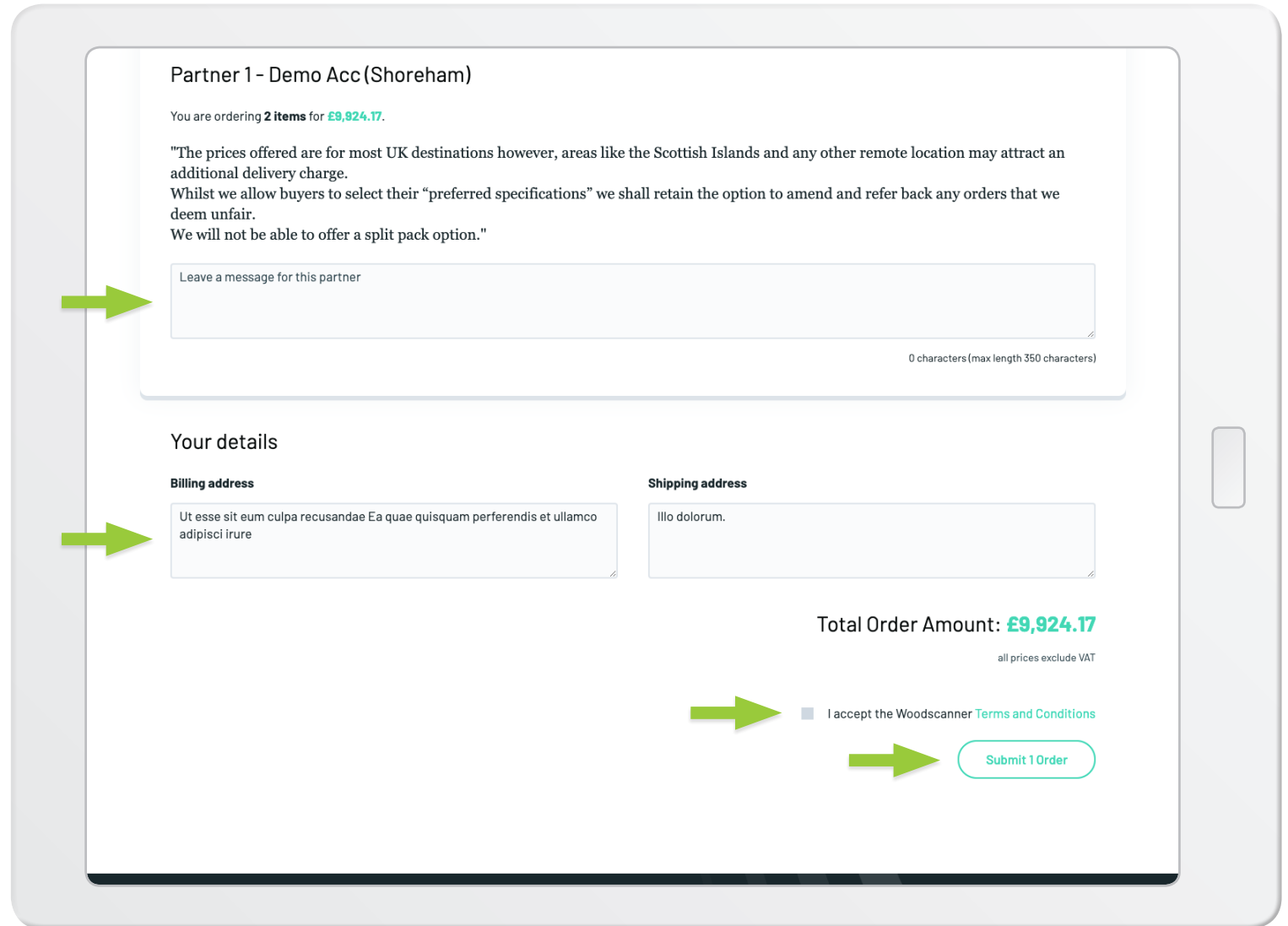
Return to contents

The buyer can view your **checkout notes**, leave you a message and confirm their account and delivery details.

As soon as the buyer ticks **Submit order**, a confirmation is instantly sent to your inbox.

Now you are connected!

In the event of an issue or query (e.g. no account set up, etc.), you can request or exchange information and details using WoodScanner's direct message feature in your dashboard.



# 6

## Additional benefits for partners

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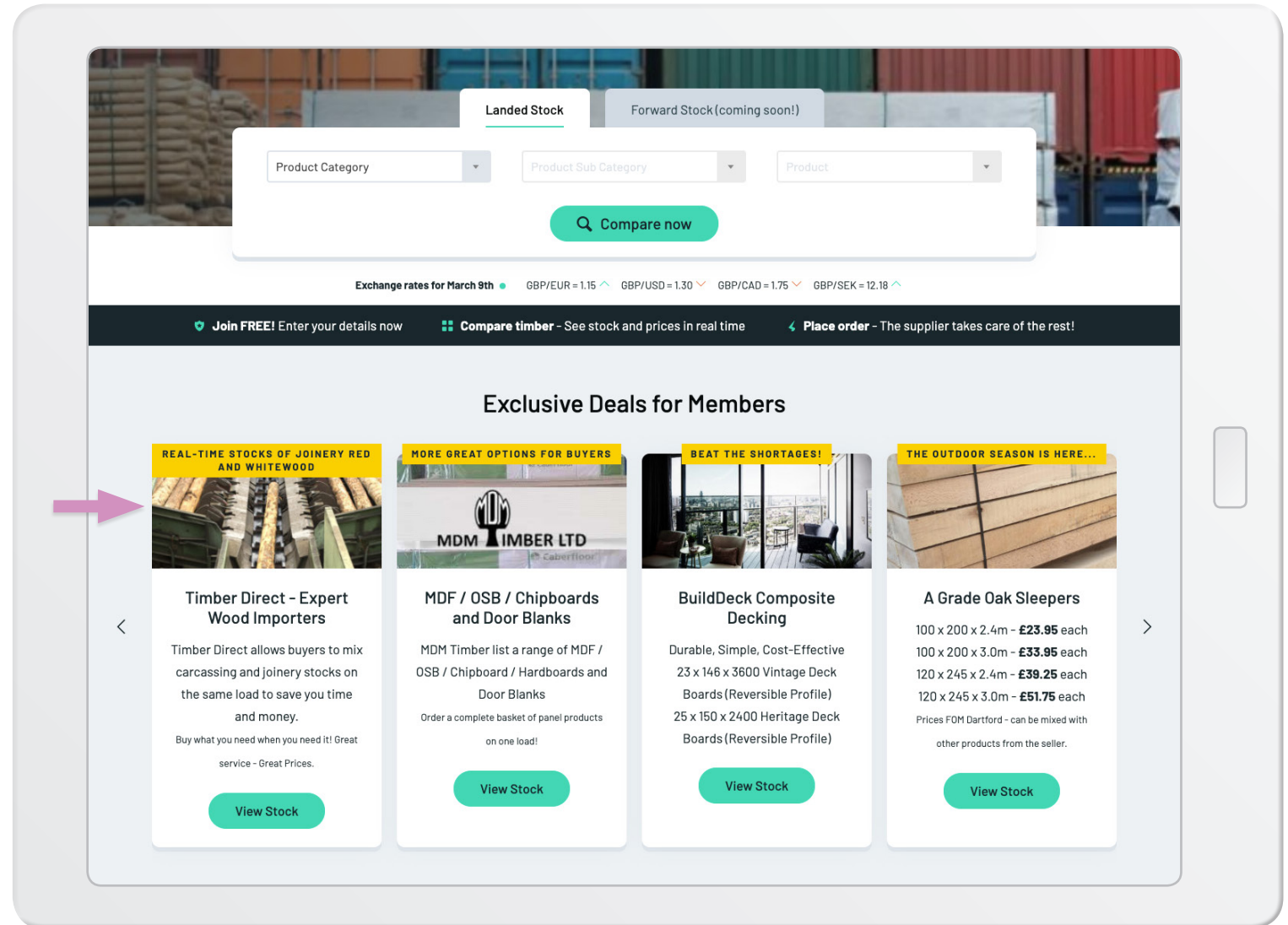


# 6.1

Return to contents

## How to have your products displayed in the "Exclusive Deals for Members" on the Home page for free.

1. WoodScanner will send you a template where you should list the details of the deal.
2. You can send us your own imagery to upload.
3. We will produce the artwork and return it for your approval.
4. Once approved it will be uploaded onto the site.
4. Only logged in, registered members can view prices - casual browsers will get a restricted view until they join up.
6. We will also email your promotion to our database of over 1000 merchant prospects.

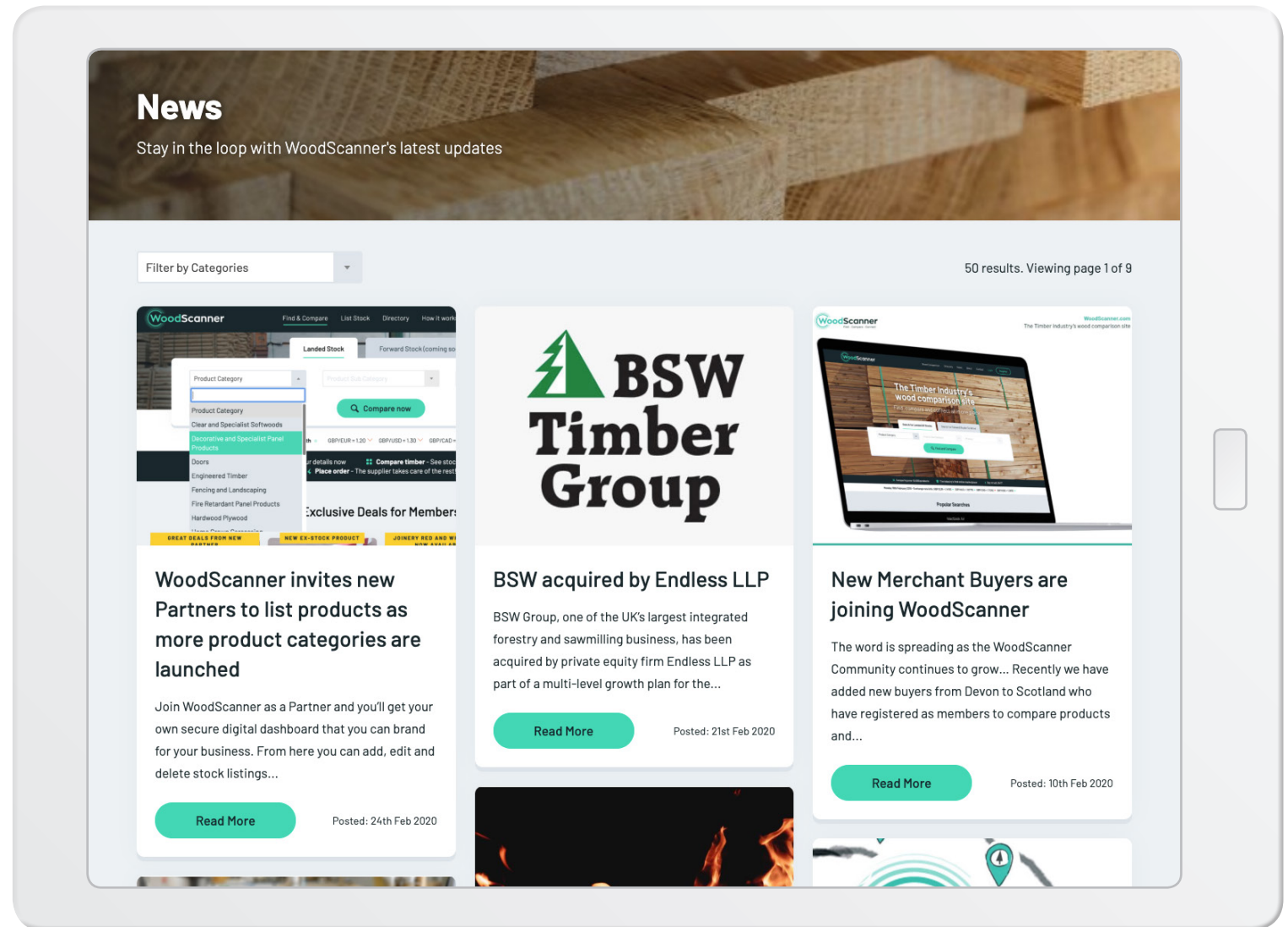


## 6.2

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### Add your own news item for free.

1. WoodScanner invite our Partners to send us interesting news about their business services, new product launches or amazing projects that they have been involved in.
2. We will upload the content into our news section and re share it on social media channels.



## 6.3

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**Tips and shortcuts** to help you navigate WoodScanner and use the functions easily.



Click on the **WoodScanner logo** or **Find and Compare** on the header bar from anywhere on the site to get back to the homepage and start a search.

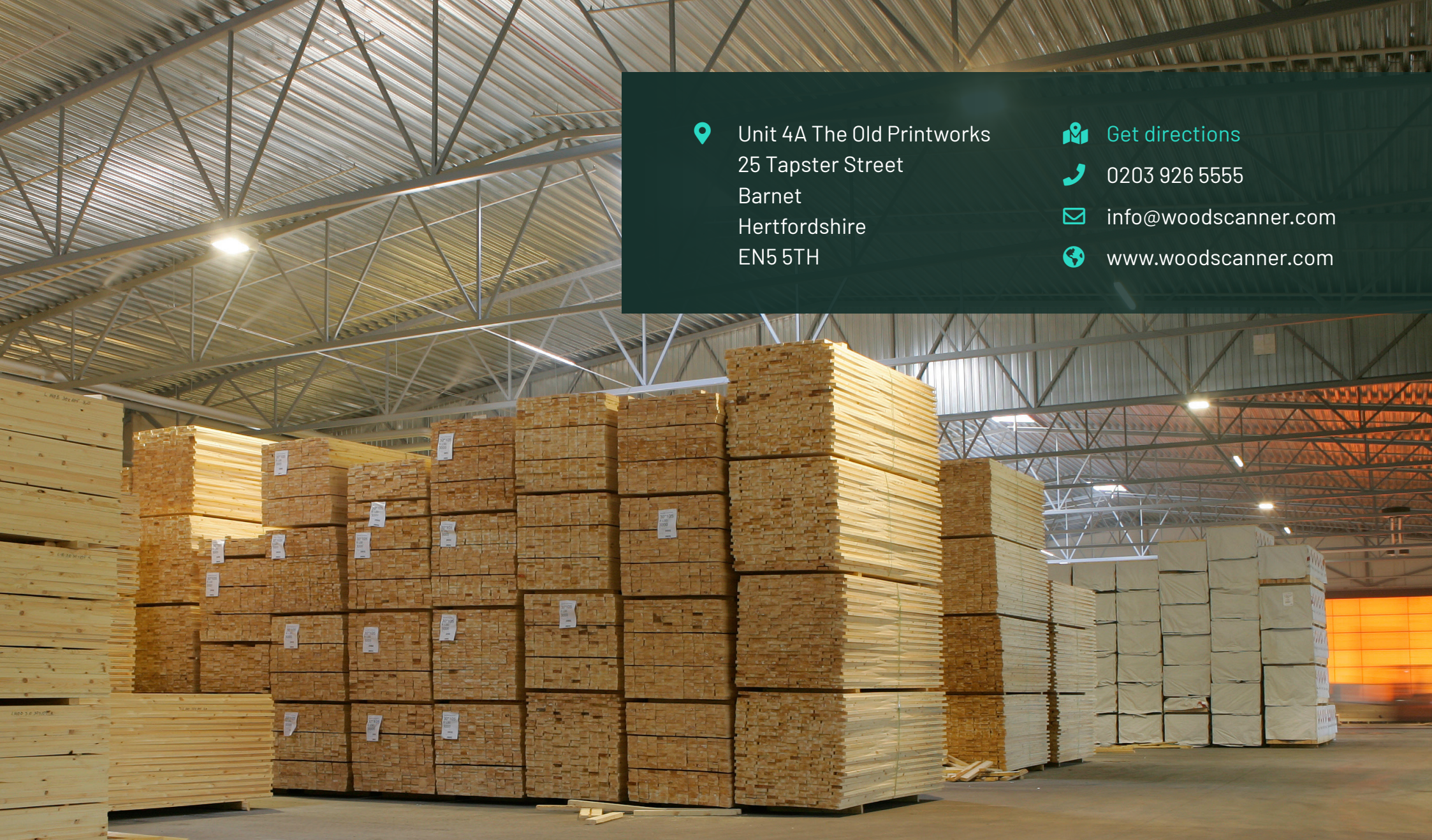



**Some of your products can be listed in more than one category** (e.g. Fire Retardant Plywood could also sit in Hardwood Plywood or Softwood Plywood) - let us know and if the selling characteristics match we can do this for you.





**Uploading or Editing your stock** onto the site from an excel spreadsheet is available. The details of how to do this will be added to the **Video Editor** on the **Edit and Browse - Add Products** pages.







 Unit 4A The Old Printworks  
25 Tapster Street  
Barnet  
Hertfordshire  
EN5 5TH

 [Get directions](#)

 0203 926 5555

 [info@woodscanner.com](mailto:info@woodscanner.com)

 [www.woodscanner.com](http://www.woodscanner.com)