

Partners Guide to listing products

WoodScanner table of contents

1 Login to your secure dashboard area

- 1.1 Login
- 1.2 Account preferences
- 1.3 Edit your details

2 Listing your products and stock

- 2.1 Manage products
- 2.2 Add new products
- 2.3 Add product configurations
- 2.4 Add variations and stock
- 2.5 List stock details

3 Manage and edit your stock listing

- 3.1 Update your entries
- 3.2 Product configuration and attributes
- 3.3 Edit stock and prices

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

- 4.1 Landed stock
- 4.2 Refining searches
- 4.3 Search results whilst logged in
- 4.4 Place an order
- 4.5 Load building feature
- 4.6 Load volume and estimated order value

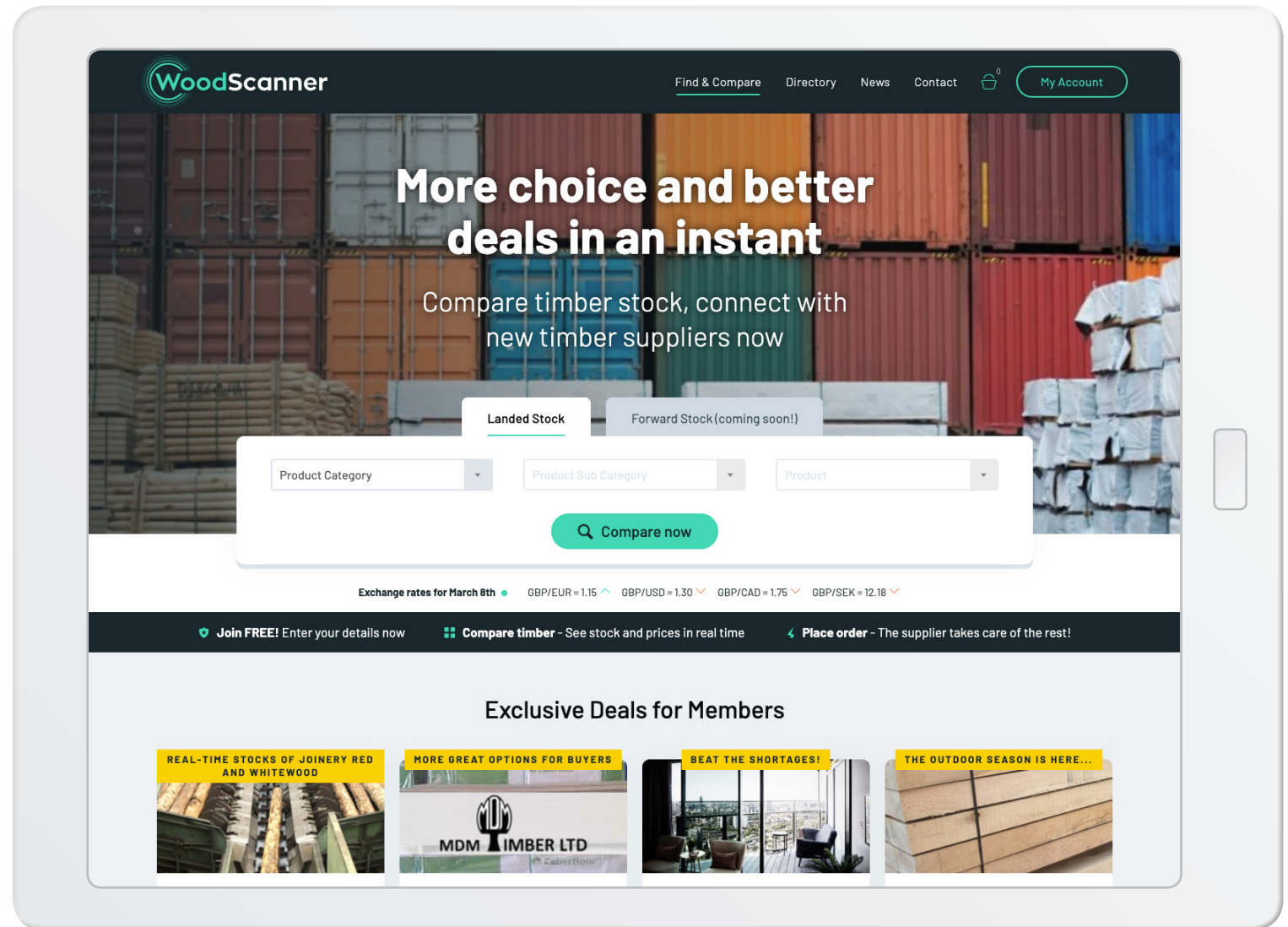
5 Order confirmation procedure

- 5.1 Checkout notes and submit order

6 Additional benefits for partners

- 6.1 Add your products to the homepage "Exclusive Deals for Members" section for free
- 6.2 Add your own news item for free
- 6.3 Tips and shortcuts

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



A background image showing a close-up, slightly blurred view of a stack of light-colored wooden planks, likely pine or similar softwood, arranged in a stepped fashion.

1

Login to
your secure
dashboard area

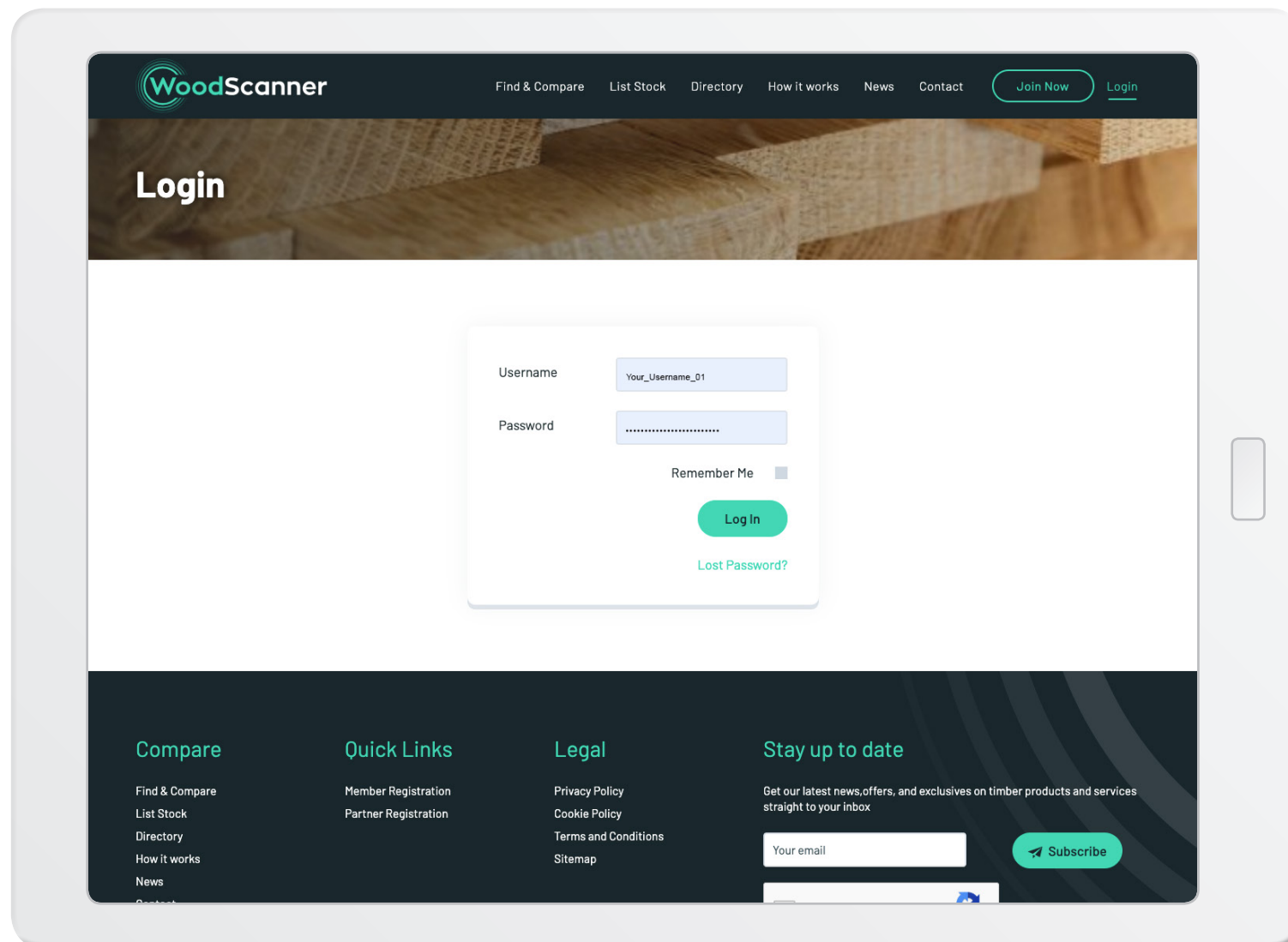
← Return to contents

1.1

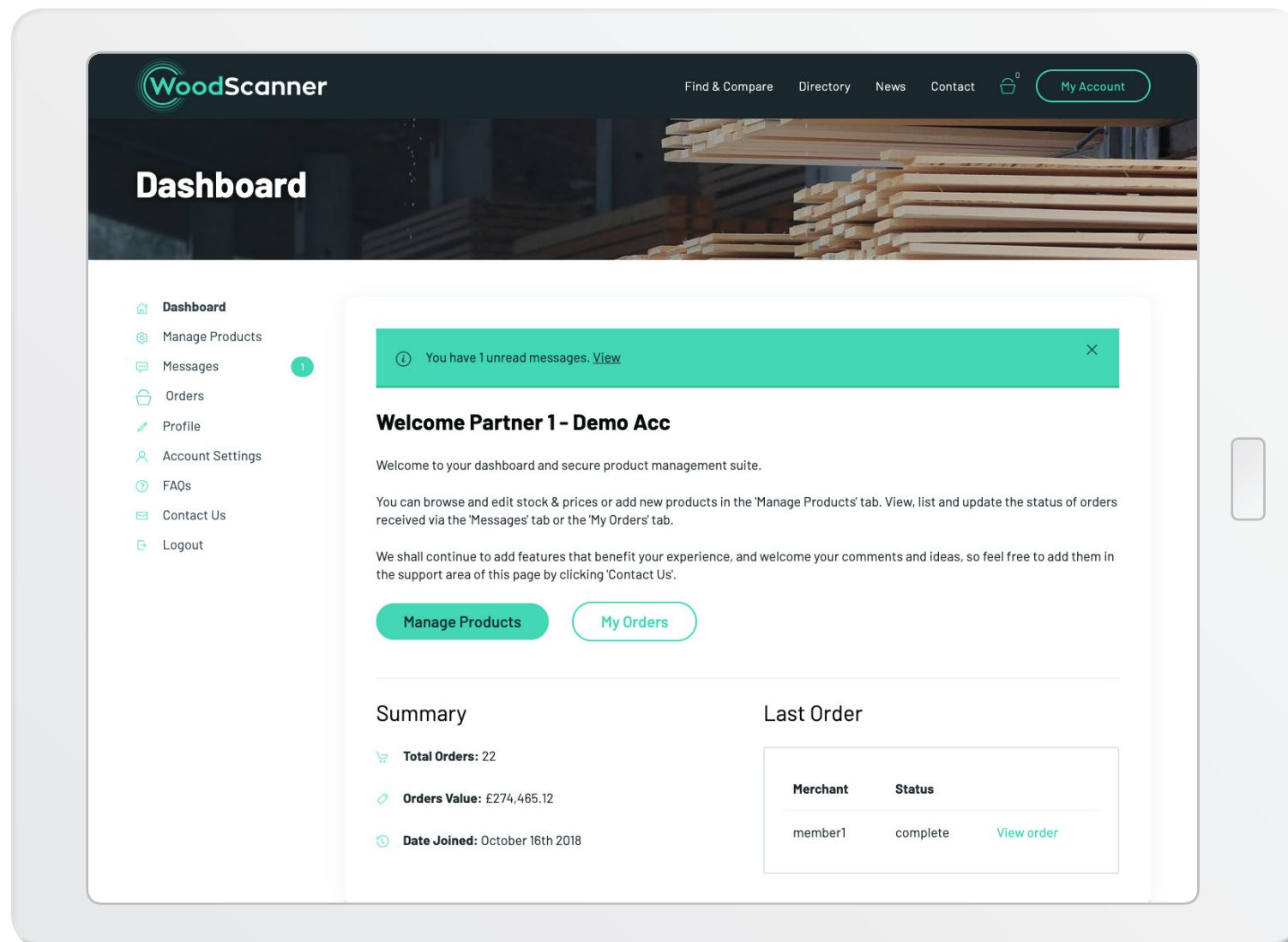
Return to contents

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

First step, **login**.



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



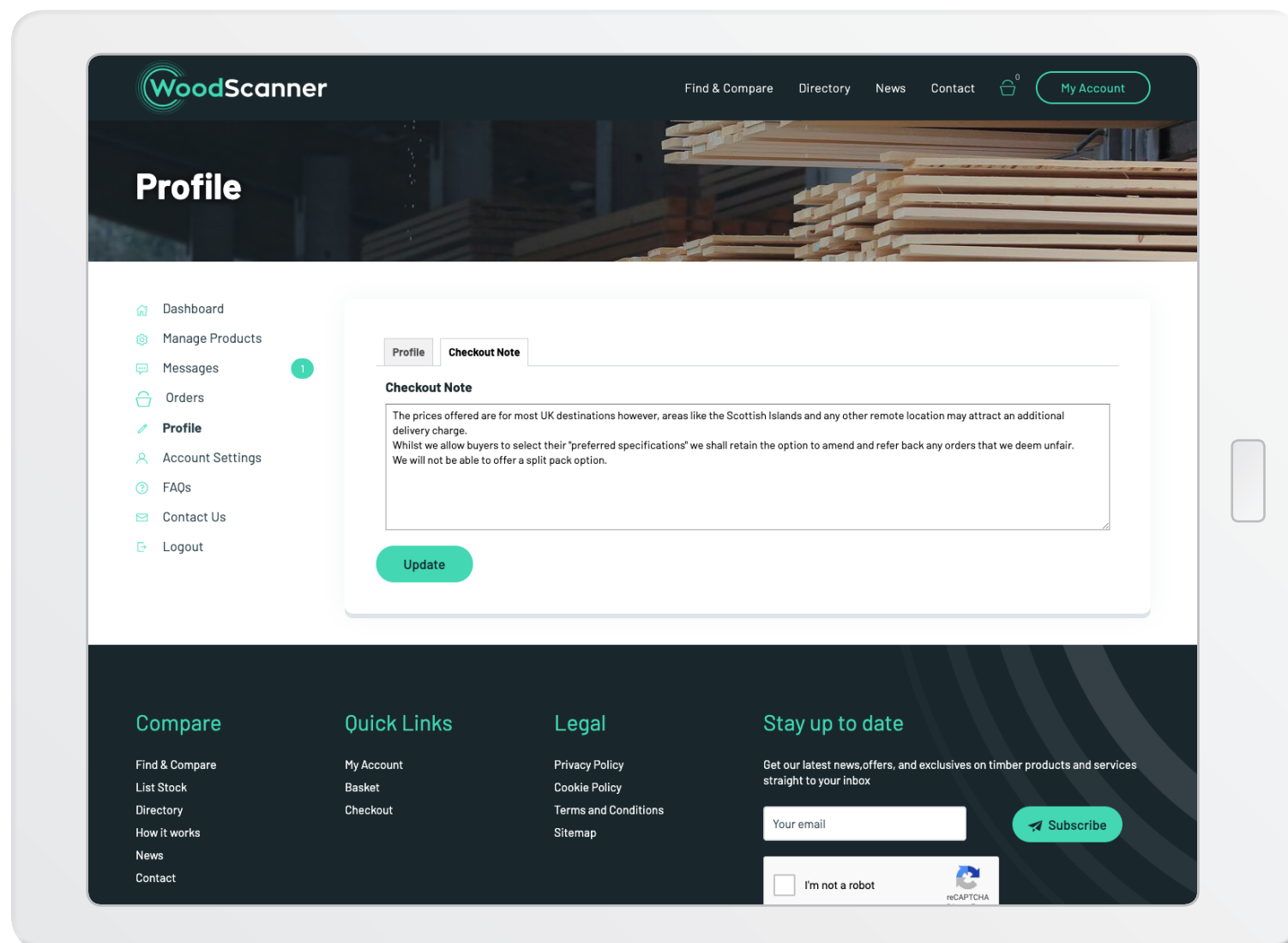
1.3

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



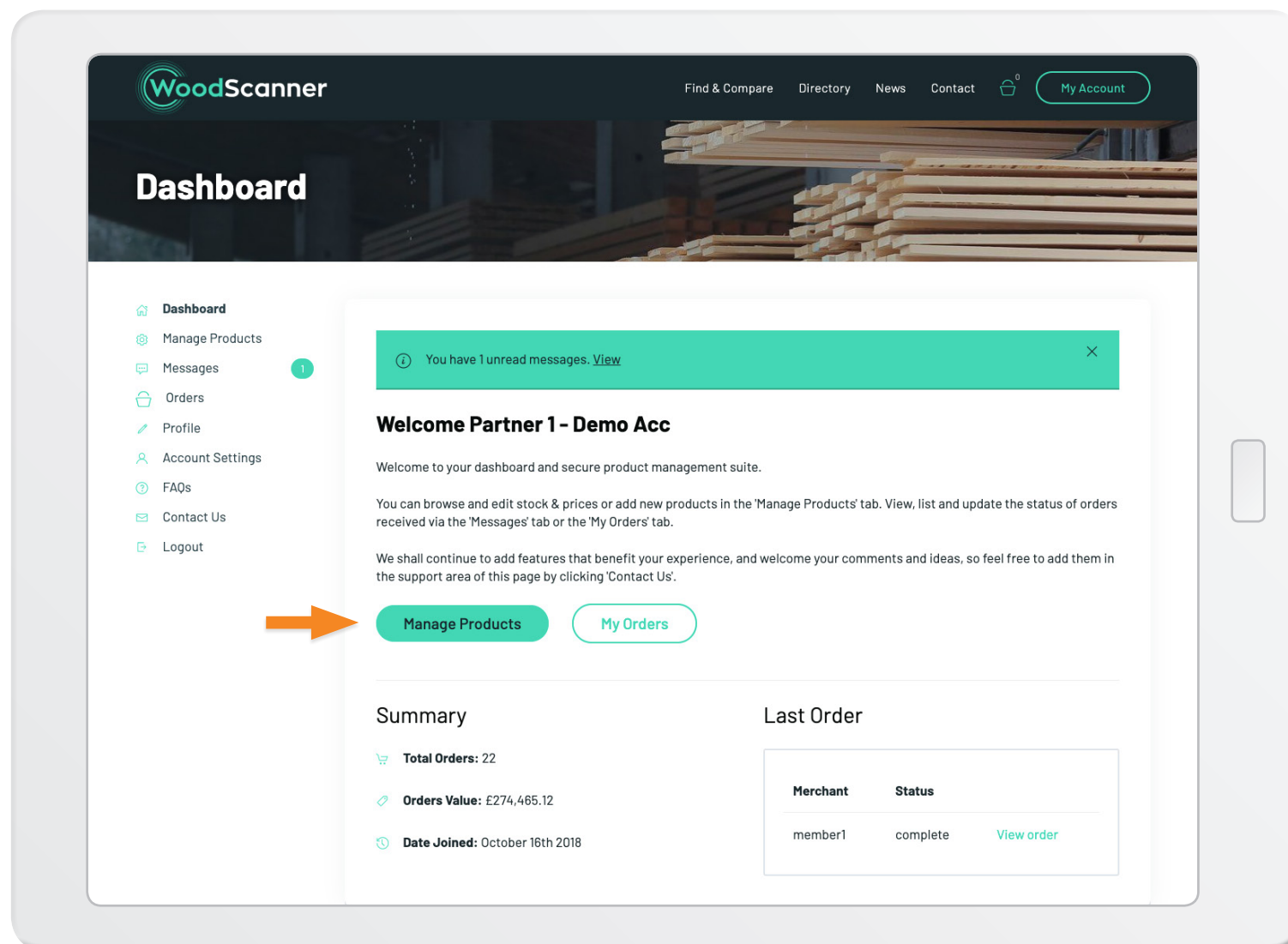
2 Listing your products and stock

← Return to contents

2.1

Return to contents

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.

The screenshot displays the WoodScanner 'Manage Products' interface on a tablet. The top navigation bar includes links for 'Find & Compare', 'Directory', 'News', 'Contact', a shopping cart icon, and a 'My Account' button. The main header reads 'Manage Products' over a background image of stacked lumber. A left sidebar contains navigation options: Dashboard, Manage Products (highlighted with a green circle and a '1'), Messages, Orders, Profile, Account Settings, FAQs, Contact Us, and Logout. The main content area features a 'Browse & Edit Products' link and a prominent green 'Add New Product' button, which is pointed to by an orange arrow. Below this, the 'Add New Product' section is titled 'Define your product' and includes a note: 'If your product is not listed below please [contact us to request it to be added](#).' The form contains several dropdown menus: 'Select Category', 'Select Sub Category', 'Select', 'Select Port / Location', 'Select Origin', and 'Select Certification'. There are also input fields for 'No Treatment', 'Enter Brand (optional)', and 'Enter Mill (optional)'. A green button at the bottom of the form says '✓ Add Product Configuration'. The footer of the page contains links for 'Compare', 'Quick Links', 'Legal', and 'Stay up to date'.

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.**

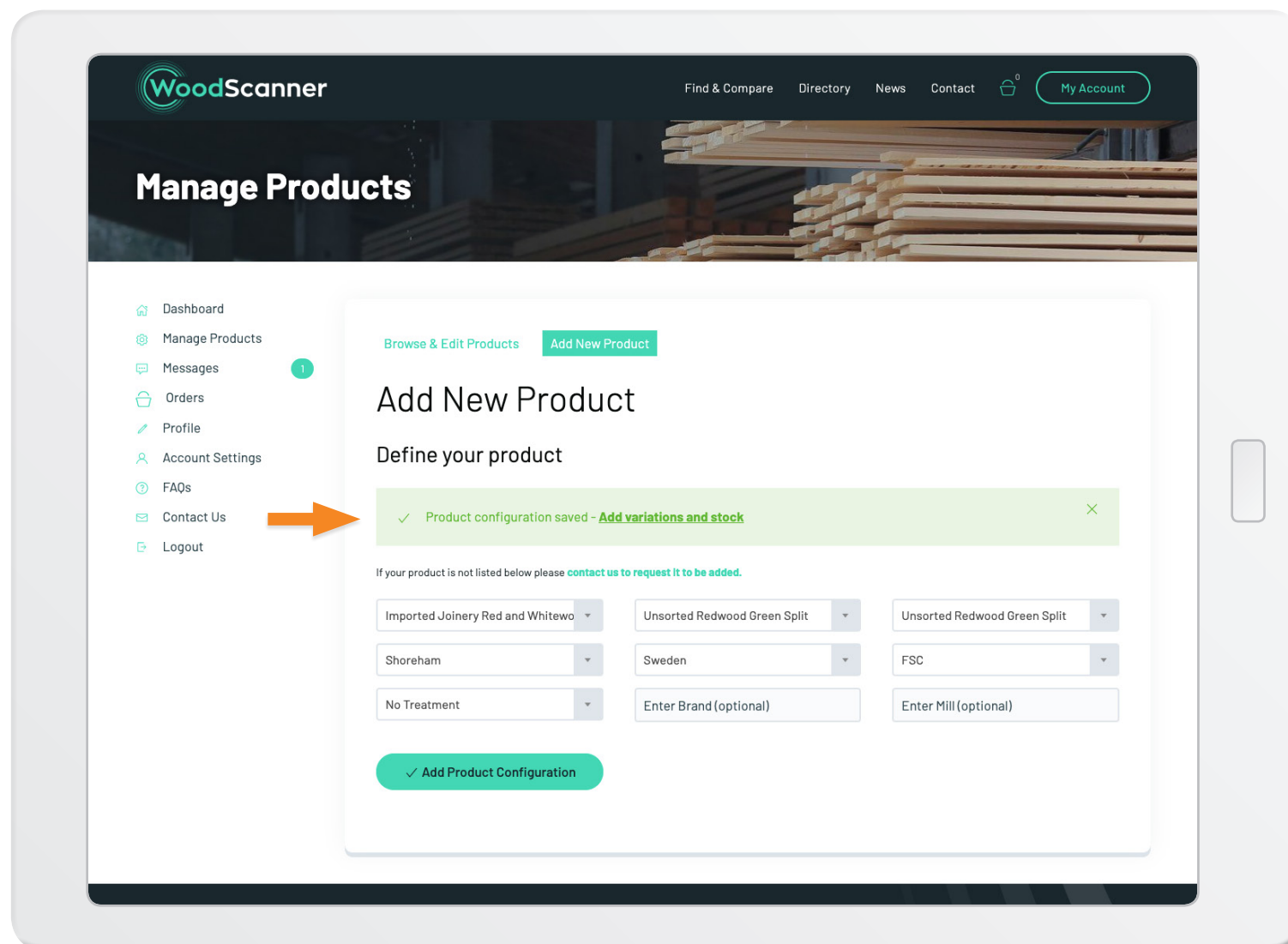
The screenshot shows the WoodScanner 'Add New Product' interface. The top navigation bar includes links for 'Find & Compare', 'Directory', 'News', 'Contact', and 'My Account'. The main header is 'Manage Products'. The sidebar on the left lists: Dashboard, Manage Products (highlighted with a red circle and '1'), Messages, Orders, Profile, Account Settings, FAQs, Contact Us, and Logout. The main content area is titled 'Add New Product' and 'Define your product'. It includes a note: 'If your product is not listed below please [contact us to request it to be added.](#)'. The form fields are: 'Imported Joinery Red and Whitewo' (dropdown), 'Unsorted Redwood Green Split' (dropdown), 'Shoreham' (dropdown), 'Sweden' (dropdown), 'No Treatment' (dropdown), 'Enter Brand (optional)' (text input), and 'Enter Mill (optional)' (text input). A 'Select Certification' dropdown is on the right, showing options: EUTR, FLEGT, FSC, FSC / PEFC, Grown In Britain, Not Certified, and PEFC. An orange arrow points to the 'Add Product Configuration' button at the bottom of the form. The bottom footer contains links for 'Compare', 'Quick Links', 'Legal', and '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.**

Edit Product

Unsorted Redwood Green Split

Sweden Shoreham FSC SCB

Configuration

Sweden Shoreham PEFC No Treatment

Optional

Brand: Martinsberg Mill:

Variations and Stock

[View editor demo](#)

- Right click on table to bring up menu
- Double click table headers to sort columns

	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	

[Insert Row](#)

[Save Product](#)



3

Manage and
edit your stock
listing

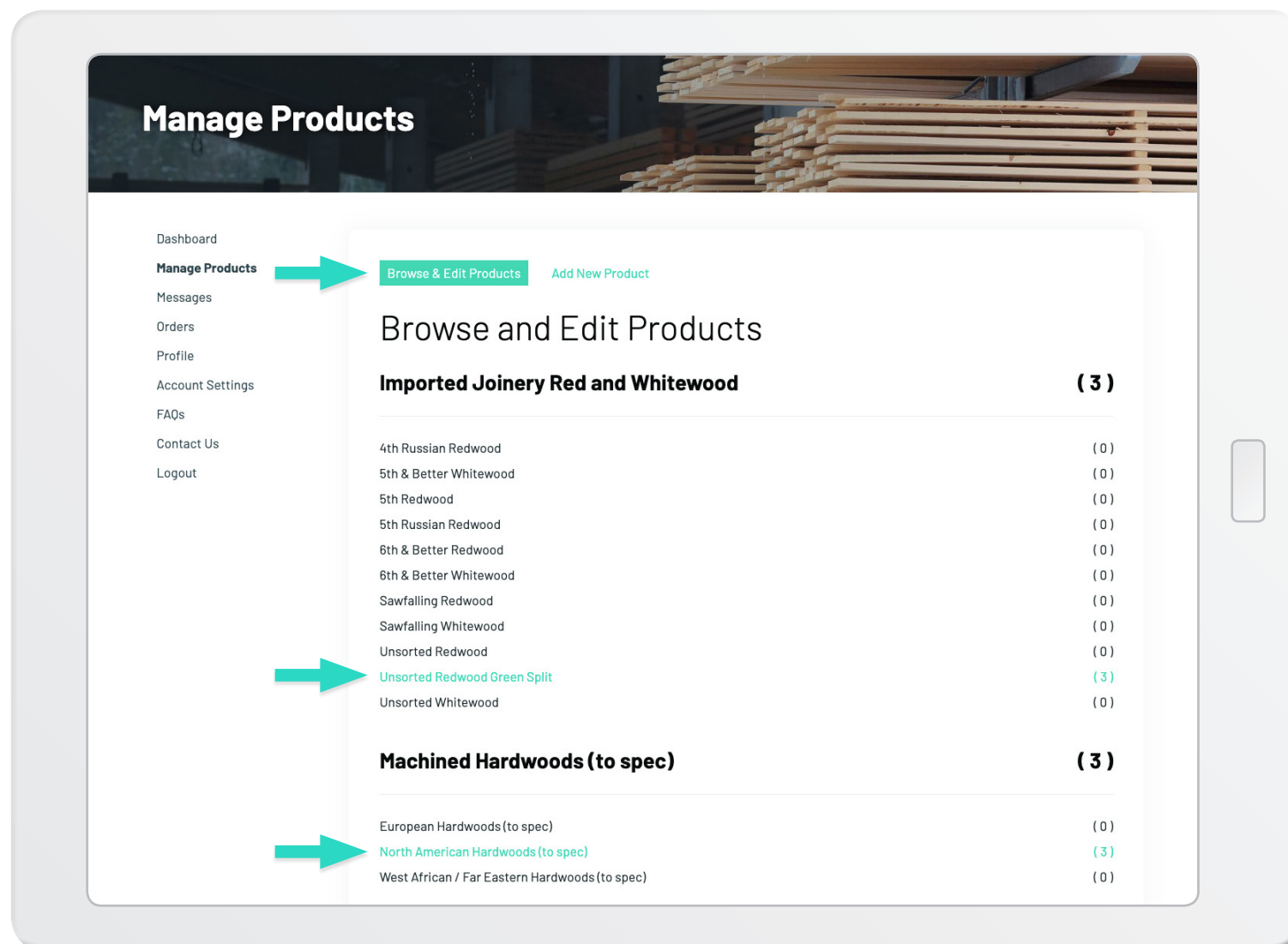
← Return to contents

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**.

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

Browse & Edit Products Add New Product

Edit Product

Back To Products

Unsorted Redwood Green Split

Sweden Shoreham FSC SCB

Configuration

Sweden Shoreham FSC No Treatment

Optional

Brand: SCB Mill:

Variations and Stock

[View editor demo](#)

- Right click on table to bring up menu
- Double click table headers to sort columns

	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	162	385.75	395.15	407.25	380.75	9	20392
2	<input type="checkbox"/>	100	200	4800	82	385.75	395.15	407.25	380.75	7	20393

Insert Row

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.

Edit Product

Unsorted Redwood Green Split

Sweden Shoreham FSC SCB

Configuration

Sweden Shoreham PEFC No Treatment

Optional

Brand: Martinsberg Mill:

Variations and Stock

[View editor demo](#)

- Right click on table to bring up menu
- Double click table headers to sort columns

	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	

[Insert Row](#)

[Save Product](#)



4

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

← Return to contents

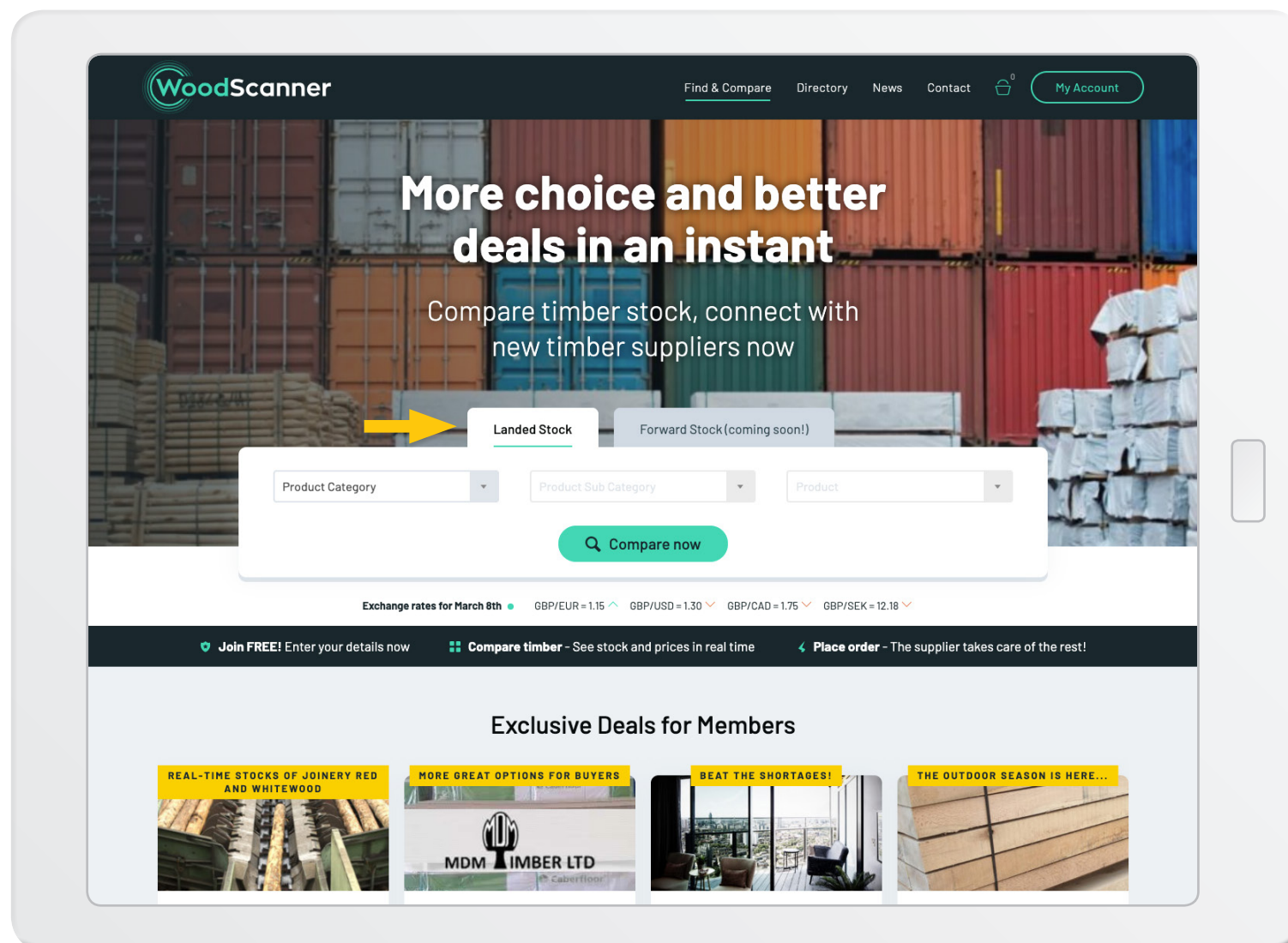
4.1

Return to contents

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

↶ Return to contents

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.

WoodScanner

Find & Compare Directory News Contact [My Account](#)

More choice and better deals in an instant

Compare timber stock, connect with new timber suppliers now

Landed Stock Forward Stock (coming soon!)

Imported Joinery Red and Whitewo Product Sub Category Product

[Filter results](#)

For an accurate price comparison, please select a dimension from each of the fields below.

Select Thickness

Select Width

Select Length

Select Port / Location

Select Origin

Select Supplier

Select Certification Body

[Compare now](#) [Save this search](#)

4.3

Return to contents

To view Partners details and process an order buyers must be **logged 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.

The screenshot displays the WoodScanner website interface. At the top, there is a search bar with a 'Compare now' button. Below the search bar, it indicates 'Viewing results 1-4 of 4' and a 'Sort by: Default' dropdown. The main content area is a table listing timber products with columns for Supplier, Product Name, Thickness (mm), Width (mm), Length (mm), Full Load (42m³+), Half Load (20m³-42m³), Part Load (>20m³), FOM (Collect), and a 'View specs' button. The table lists four products, all of which are 'Unsorted Redwood Green Split'. The first product is from Sweden (Krekula) with a thickness of 100mm, width of 200mm, and length of 0. The second is from Sweden (Holmen) with a thickness of 100mm, width of 100mm, and length of 4200 - 5400. The third is from Sweden (Martinsberg) with a thickness of 100mm, width of 100 - 200mm, and length of 0 - 4800. The fourth is from Finland (Talsen) with a thickness of 100mm, width of 100mm, and length of 0 - 5100. Below the table, there is a pagination button labeled '1'. At the bottom, there is a dark navigation bar with four sections: 'Compare' (Find & Compare, List Stock, Directory, How it works, News, Contact), 'Quick Links' (Member Registration, Partner Registration), 'Legal' (Privacy Policy, Cookie Policy, Terms and Conditions, Sitemap), and 'Stay up to date' (Get our latest news, offers, and exclusives on timber products and services straight to your inbox, Your email, Subscribe button, I'm not a robot checkbox).

Supplier	Product Name	Thickness (mm)	Width (mm)	Length (mm)	Full Load (42m³+)	Half Load (20m³-42m³)	Part Load (>20m³)	FOM (Collect)	View specs
Login or Register to view	Sawfalling Redwood Sweden (Krekula) PEFC	100	200	0	£260.00	£265.00	£270.00	£255.00	View specs
Login or Register to view	Unsorted Redwood Green Split Sweden (Holmen) FSC	100	100	4200 - 5400	£380.00	£385.00	£390.00	£375.00	View specs
Login or Register to view TTF Partner	Unsorted Redwood Green Split Sweden (Martinsberg) PEFC	100	100 - 200	0 - 4800	£385.75	£395.15	£407.25	£380.75	View specs
Login or Register to view	Unsorted Redwood Green Split Finland (Talsen) PEFC	100	100	0 - 5100	£400.00	£405.00	£410.00	£395.00	View specs

4.4

[Return to contents](#)

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.

The screenshot shows the WoodScanner website interface. A modal window is open for the product 'Unsorted Redwood Green Split'. The modal displays the following information:

- Product Name:** Unsorted Redwood Green Split
- Location/Details:** Partner 1 - Demo, Sweden, Shoreham, PEFC, Martinsberg
- Table of Available Packs:**

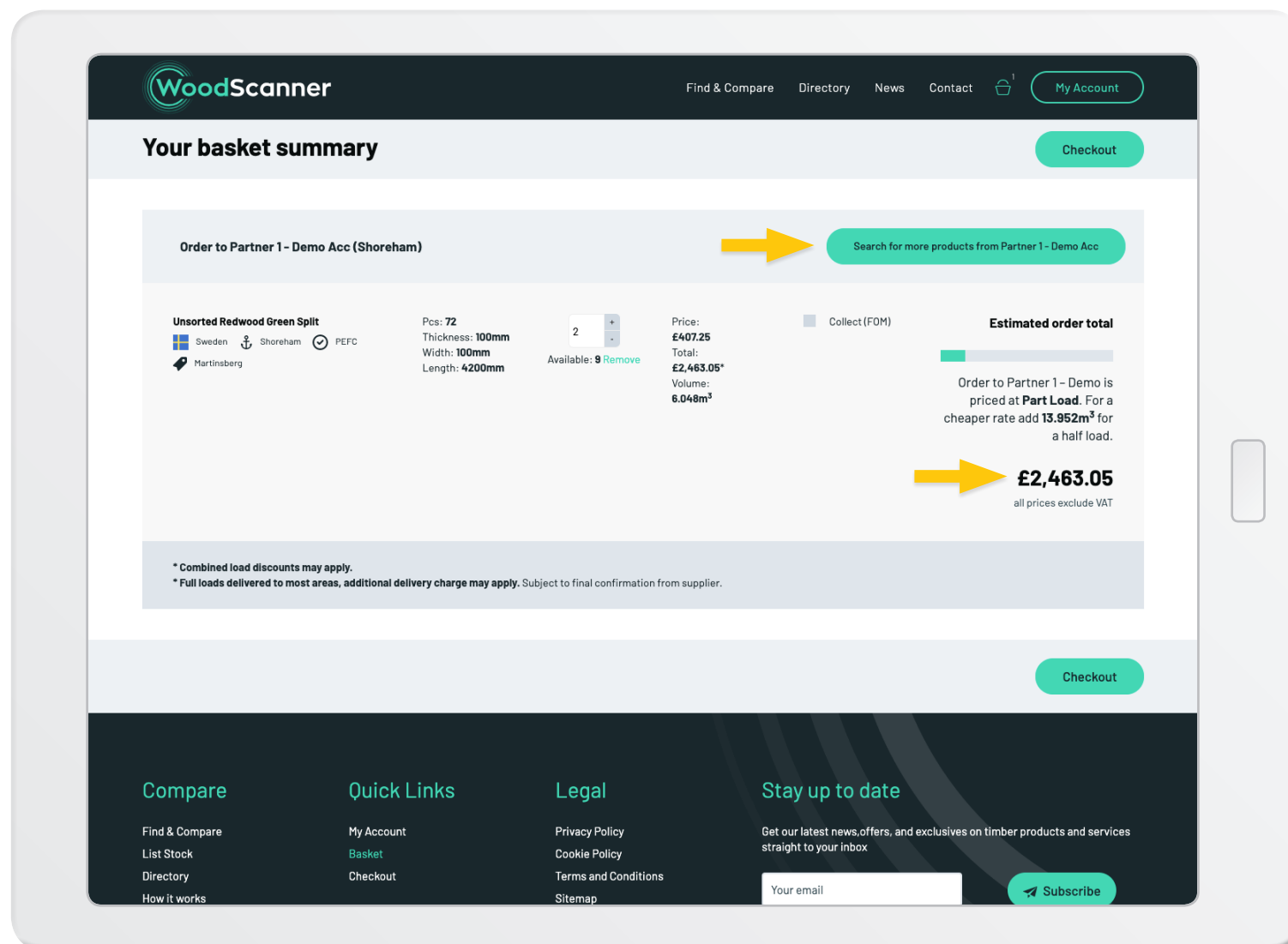
Thickness (mm)	Width (mm)	Length (mm)	Pcs/Pack	Stock (Packs)	Full Load (42m³)	Half Load (20m³-42m³)	Part Load (>20m³)	FOM
100	100	4200	72	9	£385.75	£395.15	£407.25	£380.75
- Order Information:**
 - Order to Partner 1 - Demo is priced at **Part Load**. For a cheaper rate add **13.952m³** for a half load.
 - Valid price is: **£407.25m³**
 - Collect (FOM) ☐
- Summary:**
 - Packs: 2
 - Volume: 6.048m³
 - Price: £2,463.05
 - [Add to basket](#)

The background of the website shows a search results page with filters for Thickness, Width, and Length, and a table of available packs.

4.5

[Return to contents](#)

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.



Order to Partner 1 - Demo Acc (Shoreham)

[Search for more products from Partner 1 - Demo Acc](#)

Unsorted Redwood Green Split
 Sweden Shoreham PEFC
 Martinsberg

Pcs: 72
 Thickness: 100mm
 Width: 100mm
 Length: 4200mm

2
 Available: 9 [Remove](#)

Price: £407.25
 Total: £2,463.05*
 Volume: 6.048m³

☐ Collect (FOM)**Estimated order total**

Order to Partner 1 - Demo is priced at **Part Load**. For a cheaper rate add **13.952m³** for a half load.

£2,463.05
 all prices exclude VAT

* Combined load discounts may apply.

* Full loads delivered to most areas, additional delivery charge may apply. Subject to final confirmation from supplier.

[Checkout](#)

Compare

[Find & Compare](#)
[List Stock](#)
[Directory](#)
[How it works](#)

Quick Links

[My Account](#)
[Basket](#)
[Checkout](#)

Legal

[Privacy Policy](#)
[Cookie Policy](#)
[Terms and Conditions](#)
[Sitemap](#)

Stay up to date

Get our latest news, offers, and exclusives on timber products and services straight to your inbox

[Subscribe](#)

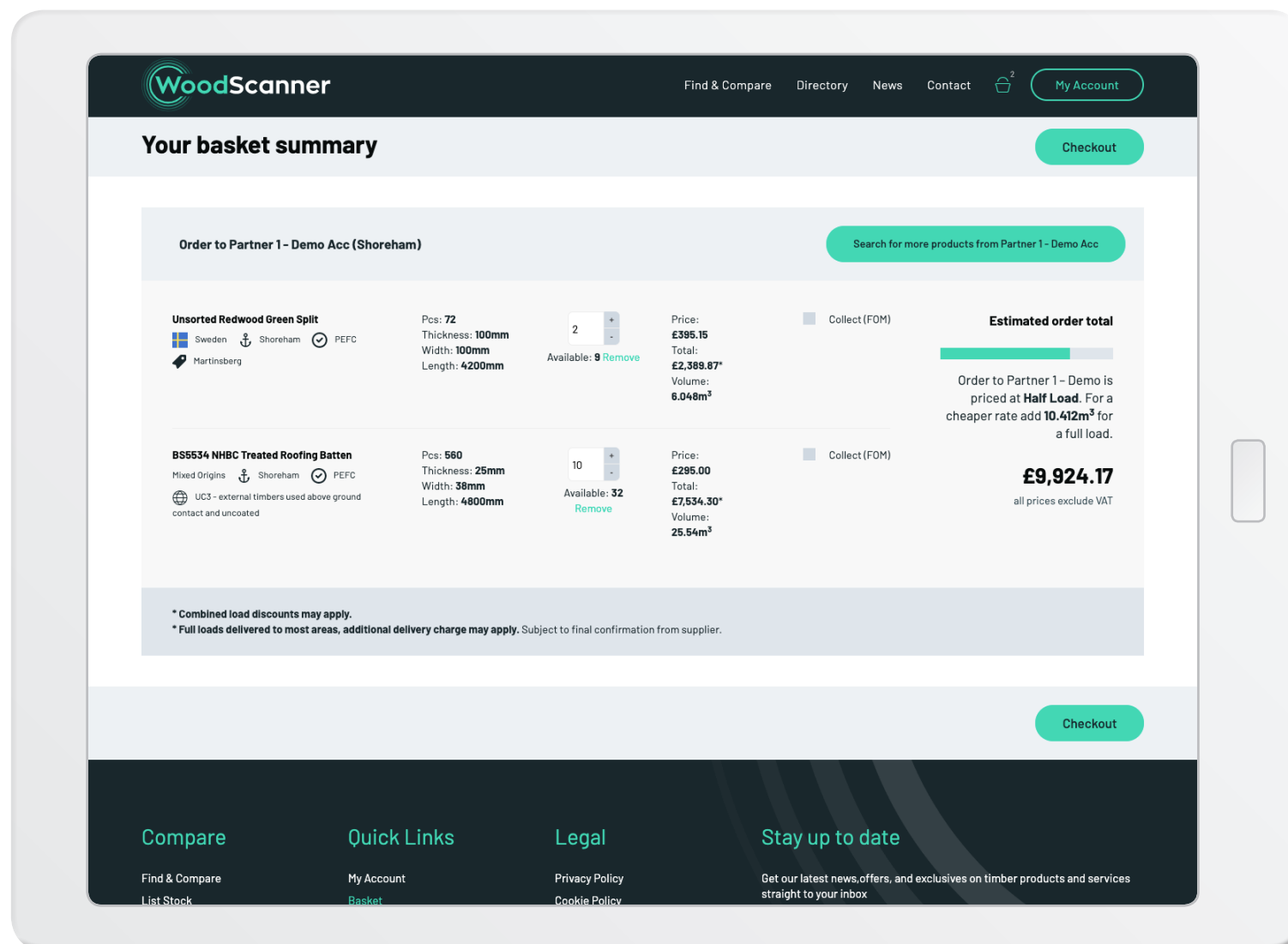
4.6

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.



Order to Partner 1 - Demo Acc (Shoreham)

[Search for more products from Partner 1 - Demo Acc](#)

Unsorted Redwood Green Split

Sweden Shoreham PEFC
Martinsberg

Pcs: **72**
Thickness: **100mm**
Width: **100mm**
Length: **4200mm**

2
Available: **9** [Remove](#)

Price: **£395.15**
Total: **£2,389.87***
Volume: **6.048m³**

☐ Collect (FOM)

Estimated order total

Order to Partner 1 - Demo is priced at **Half Load**. For a cheaper rate add **10.412m³** for a full load.

£9,924.17
all prices exclude VAT

BS5534 NHBC Treated Roofing Batten

Mixed Origins Shoreham PEFC
UC3 - external timbers used above ground contact and uncoated

Pcs: **560**
Thickness: **25mm**
Width: **38mm**
Length: **4800mm**

10
Available: **32** [Remove](#)

Price: **£295.00**
Total: **£7,534.30***
Volume: **25.54m³**

☐ Collect (FOM)

* Combined load discounts may apply.

* Full loads delivered to most areas, additional delivery charge may apply. Subject to final confirmation from supplier.

[Checkout](#)

Compare

[Find & Compare](#)
[List Stock](#)

Quick Links

[My Account](#)
[Basket](#)

Legal

[Privacy Policy](#)
[Cookie Policy](#)

Stay up to date

Get our latest news, offers, and exclusives on timber products and services straight to your inbox



5 Order confirmation procedure

← Return to contents

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.

Partner 1 - Demo Acc (Shoreham)

You are ordering **2 items** for **£9,924.17**.

"The prices offered are for most UK destinations however, areas like the Scottish Islands and any other remote location may attract an additional delivery charge.
Whilst we allow buyers to select their "preferred specifications" we shall retain the option to amend and refer back any orders that we deem unfair.
We will not be able to offer a split pack option."

Leave a message for this partner

0 characters (max length 350 characters)

Your details

Billing address

ABC Timber Centre,
Unit A, 123 Wood Street,
London L12 345, United Kingdom

Shipping address

ABC Timber Centre,
Unit A, 123 Wood Street,
London L12 345, United Kingdom

Total Order Amount: £9,924.17
all prices exclude VAT

☐ I accept the Woodscanner [Terms and Conditions](#)

Submit 1 Order

6

Additional benefits for partners

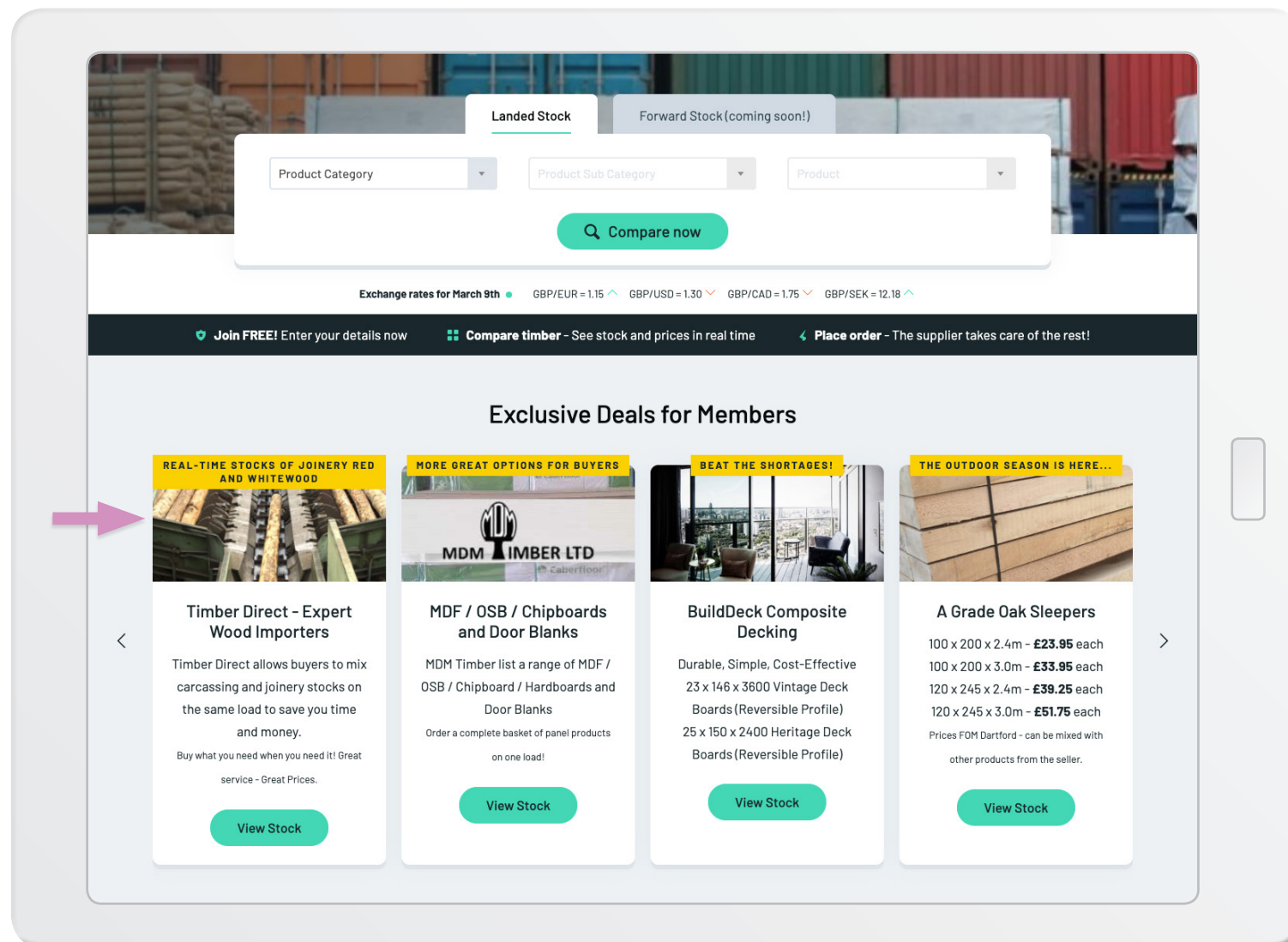
← Return to contents

6.1

Return to contents

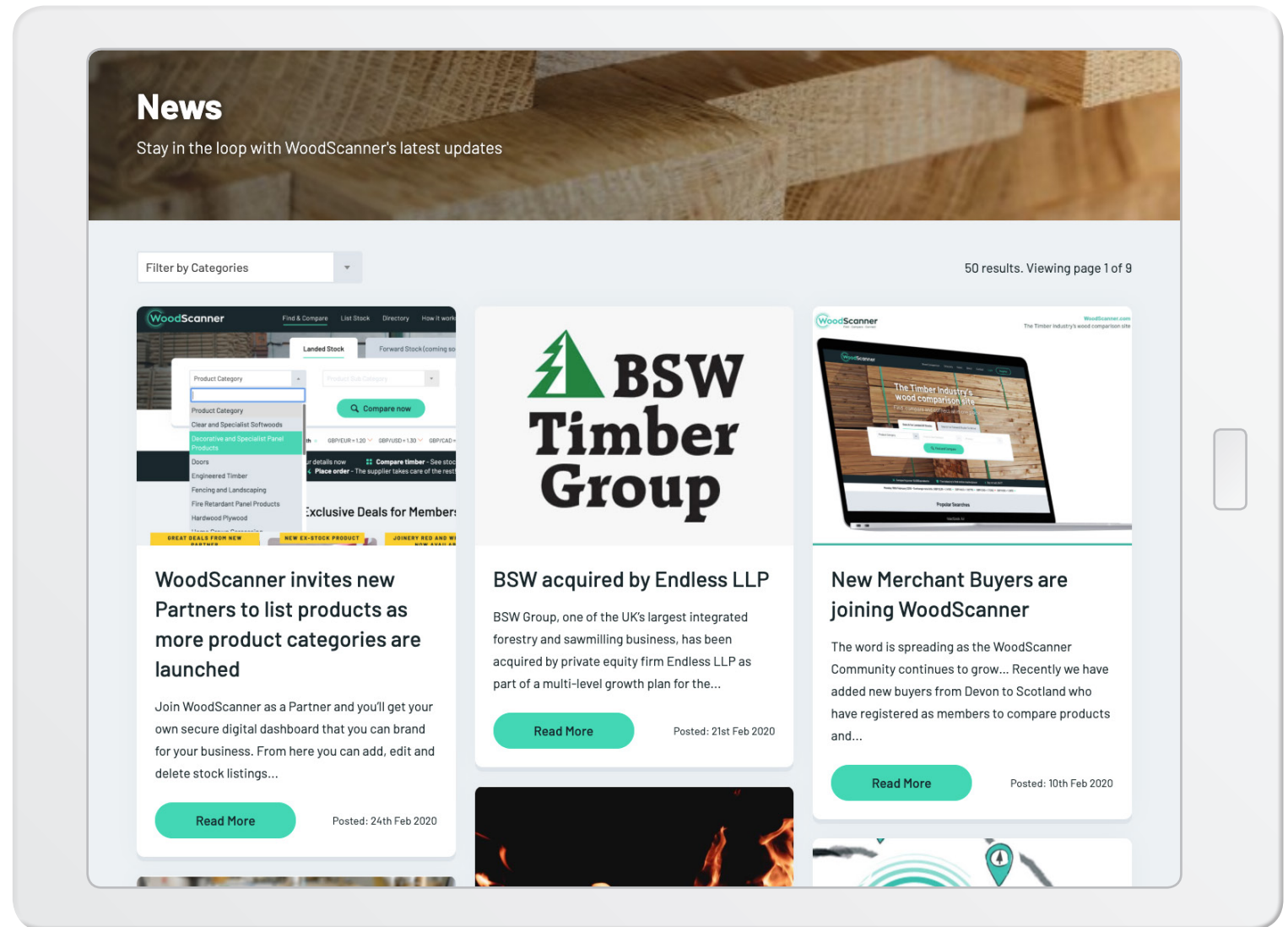
How to have your products displayed in the “Exclusive Deals for Members” on the Home page for free.

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.



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.



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



www.woodscanner.com