



Vendors/Sellers Instructions

How to add VOUCHERS to your Steals And Deals profile.

1) Log-in to your account as an Administrator at: <http://www.StealsAndDeals.com/admin>

Note: You must use the website address above. Do not login as a Customer

Steals And Deals - Admin

Please enter your login details.

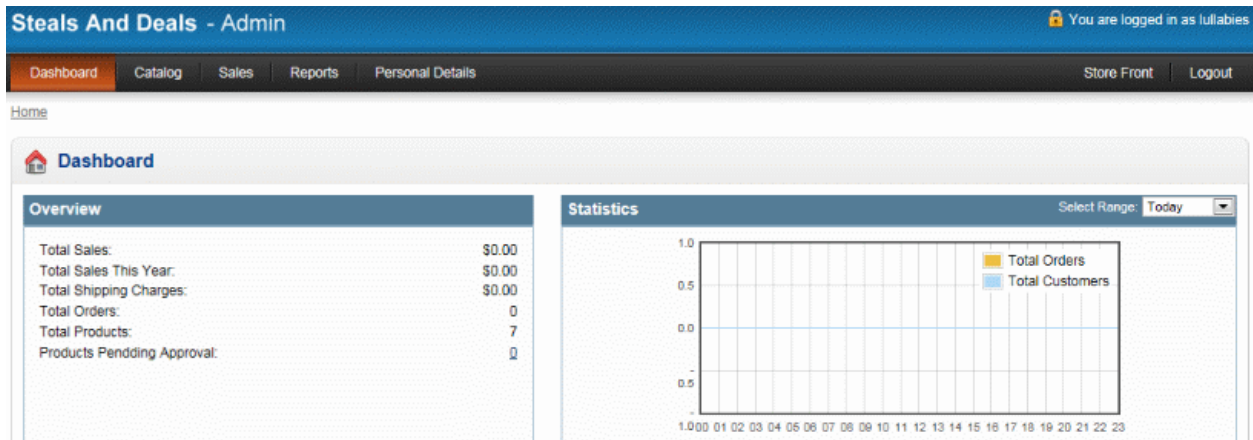
Username:

Password:

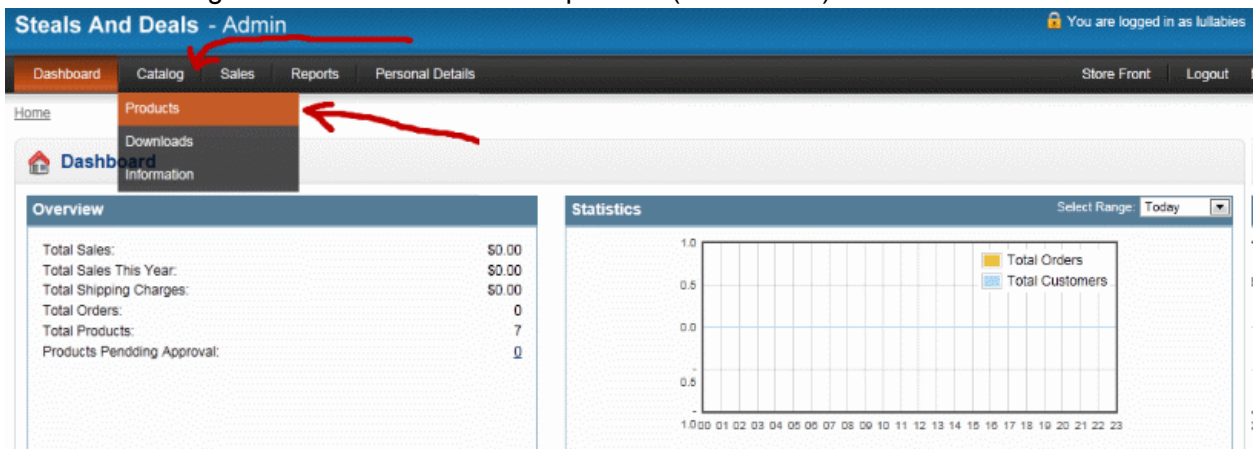
[Forgotten Password](#)

Login

Logging in at the above location will bring you to your Dashboard (Shown Below)



2) Click on "Catalog" and "Products" on the Top Menu (See Below)



3) Click on the "Insert" Button to insert your Voucher (See Below)

Steals And Deals - Admin You are logged in as lullabies

Dashboard Catalog Sales Reports Personal Details Store Front Logout

Home - Products **Products** Downloads Information

<input type="checkbox"/>	Image	Product Name	Model	SKU	Price	Quantity	Status	Action
<input type="checkbox"/>		Flag Towel	aft3060	aft3060	21.9500	10	Enabled	[Edit]
<input type="checkbox"/>		Mets 47 Brand Cap (New)	Mets 47 Brand Cap	Mets47BrandCap	10.0000	1	Enabled	[Edit]
<input type="checkbox"/>		Stefano Fucili's Instrumental Lullaby MP3	SF Lullaby Inst	SF Lullaby Inst	1.0000	1000	Enabled	[Edit]
<input type="checkbox"/>		Sweet Dreams CD. Boy's Edition	92755-55092	92755-55092	10.0200	5	Enabled	[Edit]

4) Enter the Voucher Name and Description at the "General" tab (See Below)

NOTE: Do NOT hit the Save Button while you are in the General Tab section.

General Data Vendor Links Attribute Option Discount Special Image

Product with redemption: Yes

English

* Product Name: Yankees vs. Mets All-Inclusive Baseball Package

Meta Tag Description: Yankees vs. Mets All-Inclusive Package

Meta Tag Keywords: Yankees vs. Mets All-Inclusive Package

Description:


Yankees vs. Mets All-Inclusive Package
Available for May 29th, 2013 or May 30th, 2013
Attention Long Islanders!!!
This Package includes Ticket to the Game, Coach Bus Transportation, Food and Refreshments
Bus Picks-up and Drop-Off in Syosset, LI, NY to and from Yankee Stadium

redemption usage description

Call 516-802-0531 with your Steals And Deals Redemption Code
Specify which date

Now click on the top "Data" Tab to go to the Next Step.

5) Enter the Voucher Model, Original Price, Quantity and main Image at the "Data" tab (Below)

General	Data	Vendor	Links	Attribute	Option	Discount	Special	Image
* Model:	<input type="text" value="Yankees 052913"/>							
Status:	<input type="text" value="Enabled"/>							
SKU: Stock Keeping Unit	<input type="text" value="Yankees 052913"/>							
Price:	<input type="text" value="250.0000"/>							
Tax Class:	<input type="text" value="--- None ---"/>							
Quantity:	<input type="text" value="35"/>							
Minimum Quantity: Force a minimum ordered amount	<input type="text" value="1"/>							
Subtract Stock:	<input type="text" value="Yes"/>							
Out Of Stock Status: Status shown when a product is out of stock	<input type="text" value="Out Of Stock"/>							
Item Condition: Item condition shown on the product's page	<input type="text" value="Voucher/Coupon"/>							
Requires Shipping:	<input checked="" type="radio"/> Yes <input type="radio"/> No							
SEO Keyword: Do not use spaces instead replace spaces with - and make sure the keyword is globally unique.	<input type="text" value="Yankees-052913"/>							
Image:								

Now click on the top "Vendor" Tab to go to the Next Step.

6) Select "Flat Rate" Shipping and Shipping Price of "0" (zero), at "Vendor" tab (See Below)

Products Save

General Data **Vendor** Links Attribute Option Discount Special Image

Vendor Name: First Hand

Country Origin: United States
Item shipped from origin country.

Product Cost: 0.0000

Included Shipping: --- None ---
Shipping method included by dropshipper

Preferred Shipping Method: Flat Rate
Your preferred shipping method *← Select "Flat Rate"*

Shipping Cost: 0.0000 *← Enter "0" Zero*

Total: 0.0000
Product Cost + Shipping Cost
The product cost used for profit reporting

Now click on the top "Links" Tab to go to the Next Step.

7) Click the "Check Box" for "Coupons" at the "Links" tab (See Below)

Products Save

General Data Vendor **Links** Attribute Option Discount Special Image

Manufacturer: --- None ---

Categories: Music
 Sports
 Travel
 Misc
 Coupons *←*
[Select All](#) / [Unselect All](#)

Stores: Default

Now click on the top "Special" Tab to go to the Next Step.

8) Enter in your Voucher's Discounted Special Price and Expiration Date.

Products Save

General Data Vendor Links Attribute Option Discount **Special** Image

Customer Group:	Priority:	Price:	Date Start:	Date End:	
Default	1	99.9500	2013-05-24	2013-05-29	Remove
					Add Special

Discounted Price *Deal Expiration*

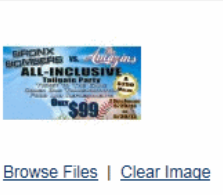
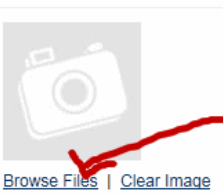
Now click on the top "Image" Tab to go to the Next Step.

9) Click on "Browse Files" link to "Upload" any additional images for that Voucher at the "Image" tab and then Click "Save" to save all your Voucher information (See Below)

Products Save

General Data Vendor Links Attribute Option Discount Special **Image**

Image: Sort Order:

 Browse Files Clear Image	<input type="text" value="0"/> Remove
 Browse Files Clear Image	<input type="text"/> Remove
Add Image	

Add Images *Now "SAVE"*

Repeat all the steps above as needed if you are adding multiple Vouchers.

Notes: This document shows you how to enter minimal basic information in the required fields to insert your Voucher(s) on Steals And Deals. There are non-required fields that you may want to enter additional information into.

Important: Please enter as much information as possible in the “Description” area to help consumers make a decision to purchase your Voucher.

If you have any questions, please contact us at 516-922-4043 x1140