



**bidoya**  
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an initiative of iCOREts

### Product Creation Guide

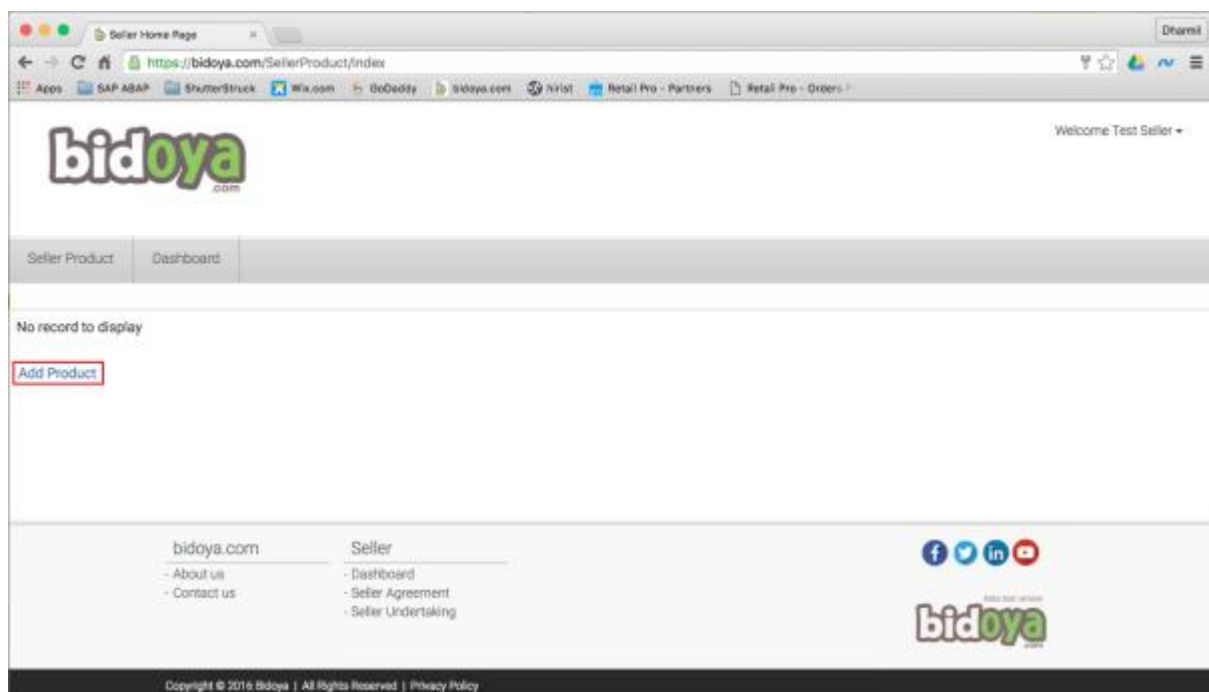
A product catalogue is a very important factor in the promotion and marketing of your products. That's the reason we at bidoya.com have very carefully created a product catalogue keeping in mind all the necessary information a corporate buyer looks for. Experience a very friendly and simple process to upload your products.

## 2 quick ways to Create Products:

1. Create products manually
2. Bulk Upload the products

### Manual Product Creation:

To upload products manually, logon to [www.bidoya.com](http://www.bidoya.com) and Sign In as a Seller using your registered email id and password. Then go to the Products tab on your dashboard.



Click on Add Product to start creating products manually. If you already have added products, you will see a list of your added products with their status.

bidoya.com

Welcome Test Seller

Seller Product Dashboard

## Manage Product

Basic Details Images Product Info Custom Data Price Info

Product Name \* Enter Product Name

SKU Enter SKU Style Code Enter Style Code

Selling Price \* Enter Selling Price

Description \*

File Edit Insert View Format Table Tools

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Is Online

Create Listing Back

bidoya.com Seller

- About us
- Contact us
- Dashboard
- Seller Agreement
- Seller Undertaking

[Social Media Icons]

bidoya.com

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Fill out the details in all the tabs and click on submit.

Guidelines for the images:

- The images should be **1mb max each**.
- The image dimensions should be **1600x1760 pixels**
- Image file type should either be **.jpg** or **.jpeg** or **.png**
- **No watermark** will be allowed
- The product should have a **plain background**

Guidelines for the Price and Quantity Info:

- In the Selling Price field please enter the **MRP** or the **Selling Price**
- Enter all three price and quantity fields: **Sample, MOQ, Inventory**

## **Bulk Upload Products:**

To bulk upload products you have to fill in all the product details in a pre-defined excel format. You may find this excel sheet in the mail that you receive stating your Seller Approval.

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## Greetings!!!

We are pleased to inform you that your account has been approved and it is now active. You can login and start uploading products or you can download excel spreadsheet that has been attached with this mail to enter product details in bulk. You can use "Bulk Upload Products" feature in your Dashboard to upload the excel. Please click on the button below to login.

Login

Please feel free to contact us in case of any query.

Email id: [info@bidoya.com](mailto:info@bidoya.com)

Contact No: 9769503254

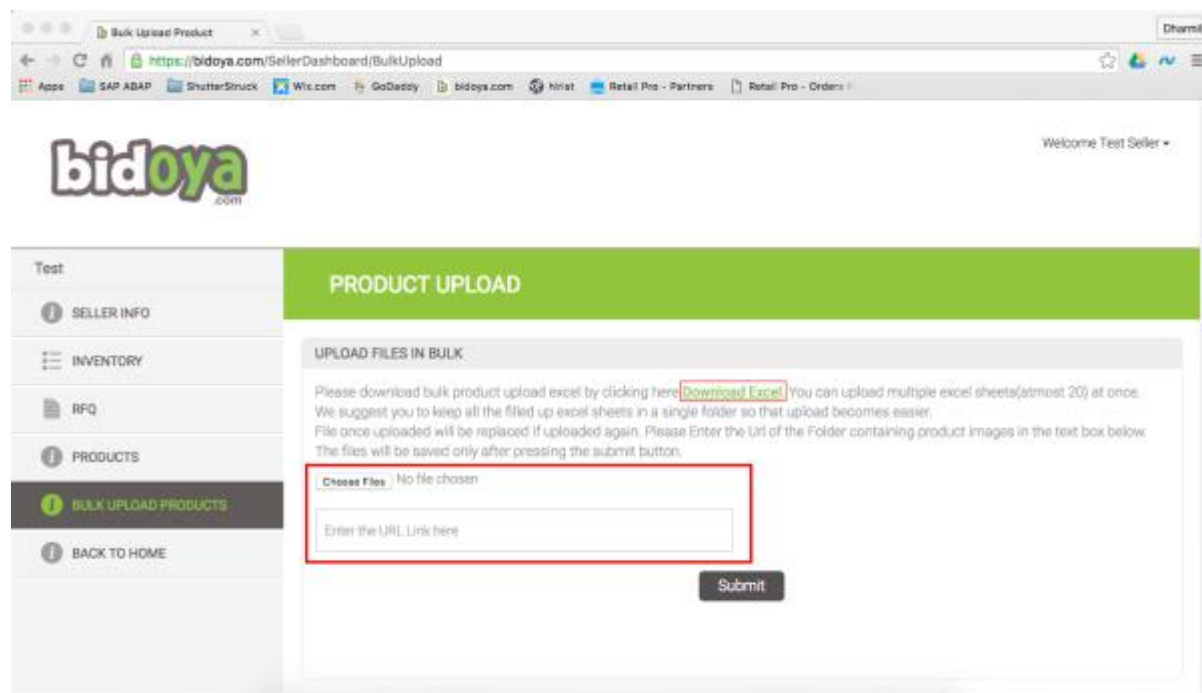
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For,  
iCOREts Pvt. Ltd.  
Retail Pro POS | B2B online Marketplace | OmniChannel Marketing  
Studio 150, Satguru Nanik Ind, Jay Coach, Plot 498,  
Western Exp Highway, Goregaon E, Mumbai 400063.  
India. T: +91 22 26850911/12 E: [info@iCOREts.com](mailto:info@iCOREts.com)

This is an auto generated reply from [bidoya.com](http://bidoya.com).



Or you can Sign In as a seller using your registered email id and password and go to the Bulk Upload Products Tab on your Seller Dashboard.



You can download the Excel Sheet format by clicking the Download Excel link. Once you have filled in all the details in the Excel Sheet you can select the Choose Files button and upload it. Also you will need to upload all the images to a drive with folder name being the Article No. or the SKU id and share the folder with [seller@bidoya.com](mailto:seller@bidoya.com) and copy the link in the box displayed below and click Submit. [bidoya.com](https://bidoya.com) executive will upload the products for you.

\*Note: All your product information will be visible only to you and the Buyers that have been registered with [bidoya.com](https://bidoya.com). No other sellers can see this information.