

NEW & IMPROVED!



Leverage the combined scale of BLUE HAWK and IMARK Plumbing with this closed ecommerce marketplace exclusively for Members to buy from and sell to each other.



BUY | SELL | FILL IT NOW

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Account Setup on Fill It Now

There are a few steps that need to be completed before your products will be available for sale on the site. Once these steps are completed, the account is ready to be opened.

Log into: https://app.marketpush.net/fillitnow

- 1. Complete the User Profile set up
 - a. First name, last name, profile pic (optional), and a contact phone number
 - b. Complete the notification settings for how you want to be notified from the portal
 - i. Review preset notifications
 - ii. Choose notifications that best fit your business
- 2. Create your warehouse shipping locations in 'Shipping'
- 3. Add products and offers
 - a. See 'Create Products on Fill It Now' and 'Create Offers on Fill It Now'

User Management

Your company can have almost unlimited users on the site. Be sure to ensure all former emloyees are removed from your account.

- 1. Click on your seller icon in the top right corner
 - a. Select 'Manage Users'

	J	J Jessica Jones Master Operator
	٢	User Profile
	#	Manage Users
	¢	Settings
La	Ð	Log out



b. Click on 'Invite User' in the upper right corner of the new screen

Manage U	sers				Invite User
All Users 71	Pending Invites	138 Archived Users	3		
i. Add user ii. Select ap	email opropriate ra	le		Invite User	×
iv. Click on	opropriate co 'Invite'	ompany		Email *	
NOTE: Invites	expire after :	7 days		Group *	~
				Select Role Assignment * Seller Administrator	~

Shipping Setup

IMARK/BLUE HAWK has pre-selected and set up shipping methods and carriers that customers can select from when checking out to ensure national coverage. As a seller, you will need to add your warehouse location(s) in the Shipping

Email *	
Group *	
Seller	~
Select Role Assignment *	
Seller Administrator	~
Select Seller *	
Please select or search for a seller	~
	Discard

section of the portal as this identifies to the buyers where their products will ship from and allow them to select the best shipping method and carrier based on their urgency.

- Click on 'Shipping' on left hand ribbon 1.
 - Click on 'Add Location' a.
 - i. Add warehouse name
 - Add address ii.
 - b. Save

4	O FILL IT NOW	Manage Loo	cations and Rates				Add Location
Dashboard Manage the locations you stock inventory and the set of rules that define the shipping rates and conditions that will your customers during checkout.						that will be displayed to	
圖	My Seller	Shipping	Location				
¢	Shipping	• main	Primary Location	57103 LISA			
¢	Products	Shinning to					
\bigcirc	Offers	Zones	Delivery Method	Option	Rate	Conditions	Actions
Д	Orders			No reco	ords found.		
		Add Rate					



Create Products on Fill It Now

This is the first step in becoming a seller on the Fill It Now site. In particular, this creates the products but does not allow those products to be purchased.

Once this step is completed, see directions for creating 'Offers'.

One at a time

1. Click on 'Add Products'

:		Products		Download Offer Templa	ite Export	Import	Add Product
08	Dashboard	All Products O Archived Products O	Import History				
圖	My Seller	Filter by date range				Search h	v Mfr Part #O
G	Shipping					ocarona	y mini ur c ii 🔍
٢	Products	Created Date J≟ Product SKU =	Product =	Manufacturer = Upo	lated Date 🖃	Offers =	Actions
Ø	Offers						
뵤	Orders		ľ	lo records found.			

a. Select appropriate product category

Add Product	
Please select a product cate	gory
duct foil	~
Duct & Air Distribution -> Ad	hesives, Tapes, and Hanging Materials -> Adhesives & Sealants -> Duct Sealants
Duct & Air Distribution -> Me	tal Duct -> Rectangular Duct & Fittings
Insulation -> Duct Board, Wr	ap, and Liners -> Duct Board Machine, Blowing Machines, etc.
Sheet Metal Duct and Pipe ->	 Sheet Metal Fittings -> Rectangle Duct Fittings
Tapes -> Duct and Foil Tapes	3
Tapes -> Duct & Foil Tapes	
Tools and Accessories -> Ha	nd Tools -> Ductboard & Flex Duct Tools
Ventilation and IAQ -> Duct F	ans

- b. Fill in required fields
 - i. Manufacturer, SKU, Product title, Man. Part number
- c. Fill in optional fields if available
 - i. Product description and image
- d. Save



Excel Import

1. Create necessary file

H:	10 $\left \begin{array}{c} \bullet \\ \bullet \end{array} \right \times \checkmark f_x$				
	A	В	С	D	E
1	Manufacturer Name	Manufacture Part Number	Product Title	Category	Seller Item SKU
2	ECR INTERNATIONAL, INC	240007109	HIGH PRESSURE SWITCH	HVAC REPLACEMENT PARTS	240007109
3	AIRIA BRANDS	99-187	7 INCH DELUXE WEATHERHOOD KIT	HVAC ACCESSORIES	99-187
4	ADVANCED DISTRIB PRODUCT	110000244A	F SER. SEQUENCER NO. 2 AND 3	HVAC REPLACEMENT PARTS	110000244A
5	ADVANCED DISTRIB PRODUCT	AD-32P210MP9	3T 21" ADP Cased Coil TXV U/D/H	HVAC EQUIPMENT	AD-32P210MP9
6	ADVANCED DISTRIB PRODUCT	76701259	S SER. 4 PRONG HEAT RELAY	HVAC REPLACEMENT PARTS	76701259
7	ADVANCED DISTRIB PRODUCT	76733900A	F SER. FAN RELAY	HVAC REPLACEMENT PARTS	76733900A
8	ADVANCED DISTRIB PRODUCT	76734700A	B SER. TRANSFORMER - 208/240V 60 HZ	HVAC REPLACEMENT PARTS	76734700A
9	ADVANCED DISTRIB PRODUCT	FCMCC6148S002	AH 4.0T MULTI PSC 208/240-1 HSOLU 21	HVAC EQUIPMENT	FCMCC6148S002
10	ADVANCED DISTRIB PRODUCT	76775800	R22 AC/HP 7.5 TON	METERING DEVICE	76775800
11	AEROFLEX USA, INC	414-AC15834	INSUL TUBE 78 FT SOLD PER FT 6 FT STI	HVAC ACCESSORIES	414-AC15834
12	AEROFLEX USA, INC	216-AC15838	INSUL TUBE 180 FT SOLD PER FT 6 FT ST	HVAC ACCESSORIES	216-AC15838
13	AEROFLEX USA, INC	ADH-1QP	RUBEX ADHESIVE 1 QT	HVAC ACCESSORIES	ADH-1QP
14	AEROFLEX USA, INC	304-AC5812	INSUL TUBE 378 FT SOLD PER FT 6' STIC	HVAC ACCESSORIES	304-AC5812
15	AEROFLEX USA, INC	725-AC13812SSPT	SPLIT INSULATION 144/CS SOLD PER FT	HVAC ACCESSORIES	725-AC13812SSPT

- a. Required columns to be included
 - i. Lowest level of product category, manufacturer name, manufacturer part number, Member SKU (or item number), and product title/short description
- b. Optional columns
 - i. Product image url, UPC code, and product long description
- c. All fields for each item MUST be present or that item will not import
- 2. Import file
 - a. Click on 'Import Products'

Import Products	
This wizard will guide you through a step-by-step process to upload and map the fields from your product import file to the fields in Mark	etPush.
1. Choose a file 2. Map Category Attributes 3. Review 4. Process	
Import your file to MarketPush	
Select or Drag and Drop File Supported the types: xlsx, csv	
	Next



b. Select appropriate file

c. Map columns

i. Preview import

Our				Vendor		Weight	UOM		UOM Qty	UOM		
Product#	Category	UPC	Vendor	catalog#	Description	(lbs)	qty	UOM	2	2	Price	Available
152085769	Plumbing		A Y MCDONALD MFG CO	4511-76	305 6' CURB BOX KEY 4511- 376		1	EA			1;99.858	
152085792	Plumbing		A Y MCDONALD MFG CO	4122-221	4700-22-112 1 1/2 MACK PAK NUTS N GASKETS 4122-221		1	EA			1;33.952	
152085793	Plumbing		A Y MCDONALD MFG CO	4121-229	4700-22-114 1 1/4 MACK PAK NUTS N GASKETS 4121-229		1	EA			1;0	
152085811	Plumbing		A Y MCDONALD MFG CO	5121-144	74754-114 1 1/4 FLARE ADAPTER C X FIP 5121-144		1	EA			1;75.085	
152085812	Plumbing		A Y MCDONALD MFG CO	5122-144	74754-2 2 FLARE ADAPTER C X FIP 5122-144		1	EA			1;201.745	

ii. Assign MarketPush fields to your column names

Map Fields			
MarketPush Fields		Your Fields	
Manufacturer *	\rightarrow		~
SKU *	\rightarrow		~
Product Title *	\rightarrow		~
Category *	\rightarrow	Category	~
Manufacturer Part Number *	\rightarrow		~
Product Image Urls	\rightarrow		~
Product Description	\rightarrow	Description	~
			Next



d. Map categories

i. Assign MarketPush categories to your category names

Import Product	S	n MarketF
1. Choose a file	2. Map Category Attributes 3. Review 4. Process	
Map Categories		
Products with unmapped ca	tegories will not be imported during the import process.	
Tissue Holder	Please select or search for a product category	~
Robe / Utility Hook	Please select or search for a product category	~
Body Spray / Body Jet	Please select or search for a product category	~
Drawer Knob	Please select or search for a product category	~
Handle Kit	Please select or search for a product category	~
Air Switch	Please select or search for a product category	~

3. Finalize import

a. Import History tab will show status of every upload

	Products				Import	Add Product
	All Products 0	Archived Products 0 Im	nport History			
	File Name	Created Date	s	tatus	Error Re	port
	<u>Test On Prod.xlsx</u>	Jul 24, 2023 12:17 PM	() P L L L	Complete rocessing time: 55 n ines total: 5 ines processed: 5 ines added: 5 ines updated: 0	ns	
			L	ines with errors: U		



4. Review final result

a. Navigate to 'Products' on left hand ribbon to review the results and ensure all of your data came through correctly

		Created Date $\downarrow \succeq$	Product SKU =	Product =	Manufacturer =	Updated Date =	Offers =	Actions
	MARKETPUSH	Jun 21, 2023 9:14 AM	535-10138	AXS-5032-04-12 SOCKET 4PAD 5.0X3.2 XTAL OR OSC Category: Beverage -> new_test	Abracon LLC	Jun 21, 2023 9:38 AM	0	
8	Dashboard My Seller	Jun 21, 2023 9:14 AM	1664-1644	M432475 CRYSTAL OVEN MINI 24V 75C Categor Electrical / Distribution -> Bolt On Miniature y: Circuit Breakers	Taitien	Jun 21, 2023 9:38 AM	0	
₽ ₽	Shipping	Jun 21, 2023 9:14 AM	370-1194	SC2000 PROG SOCKET SMD CPPX7 5X7 PKG Category: Beverage -> new_test	Cardinal Components Inc.	Jun 21, 2023 9:38 AM	0	
¢	Products	Jun 21, 2023	DSC-PROG-	DSC-PROG-8102-5032 KIT 6POS 5.0X3.2 SOCKET DSC8102 Peteres Electrical / Distribution -> Pole On Ministerro	Microchip	Jun 21, 2023	-	
Ø	Offers	3:14 AM	0102-0032	y: Circuit Breakers	тесппоюду	8:38 AM		
ਸ	Orders					ر ۲	> Add Offe	er

Create Offers on Fill It Now

This is the second step in becoming a seller on the Fill It Now site. In particular, this allows your products to be purchased. Once this step is completed, your 'store' is complete.

One at a time

1. Click on 'Add Offer'

08	Dashboard	Offers	Export	Import	Add Offer
圖	My Seller	All Offers 6994 Archived Offers o Import History Advanced Settings		/	
B	Shipping	Filter by date range 🔲 🖶 Add Filter	Se	arch by Item	Sku Q
¢	Products	Created Date Ik. Seller Hem Sku	Location =	Status	Quantity
\$	Offers	Coupling Fitting	Location	otatus	çadıtış
Я	Orders	Jul 31, 2023 912971 2:14 PM 912971 Units: 15/73/3de=5015-44368-8b36-674b29a337b7 Condition: New	TAWI Wichita, KS	Active	9

- a. Select appropriate product
- b. Required columns to be included
 - i. Member SKU, location, condition, allow returns, stock quantity, minimum order quantity, and quantity/unit price
- c. Optional columns
 - i. Description, lead time to ship, maximum order
 - quantity, start date, and end date
- d. Save





Excel Import

- 1. Create necessary file
 - a. A sample file is available
 - i. Click on 'Import' and chose 'Download a sample template'

You are currentl	You are currently logged in as joanne+prodselleradmin@marketpush.com.										
Offers	Import Otters	× Import									
All Offers 1	Download a sample template o see an example of the required format.										
File Name		Error Report									
	Add File	herrors									

- b. Required columns to be included
 - i. Manufacturer SKU, Member SKU, location, condition, allow returns, stock quantity, minimum order quantity, and quantity/unit price
- c. Optional columns
 - i. Product image, url, UPC code, and product long description



- d. All fields for each item MUST be present or that item will not import
- 2. Import file
 - a. Click on 'Import'
 - b. Select appropriate file
 - c. Click on 'Import Offers'





- 3. Finalize import
 - a. Import History tab will show status of every upload



- 4. Review final result
 - a. Navigate to 'Products' on left hand ribbon to review the results and ensure all of your data came through correctly

All Of	fers 24 /	Archived Offers 1	Impor	t History Advanced Settings			
Filt	er by date range	Search by Item Sku ${\bf Q}$					
	Created Date 🕮	Seller Item Sku 😑	Product	Ŧ	I	Location =	Status
0	Aug 17, 2023 2:29 PM	<u>v-sku-mpv-14943</u>		v-sku-mpv-14943-an2 Description for v-sku-mpv-14943 MPIN: d21a02e9-4973-4721-9db6-2727b06595a Condition: New	9 :	Main Strackeland, NH	Active
	Jun 26, 2023 2:21 PM	<u>zz-2-0</u>		zz-2 zz-2 MPIN: b82213e2-762c-4175-a28d-20c52769909 Condition: New	 : E	Main Strackeland, NH	Active
	Jun 26, 2023 2:03 PM	<u>zz-1-0</u>		zz-1 zz-1 MPIN: 5e7dec5f-affd-42d5-a9d6-ed48bd22bfb0 Condition: New)	Main Strackeland, NH	Active
	May 31, 2023 1:51 PM	<u>g-123123-sku</u>		g-123123-title g-123123 MPIN: eb1781f6-c3d5-4806-b4f9-55a01e18d7ec Condition: New	1	Main Strackeland, NH	Out Of Stock

- b. Offer status
 - i. Active available for purchase
 - ii. Inactive not purchasable
 - 1. Seller account is not open, the offer's available start date has been set with a future date, and the offer's available end date has passed
 - iii. Out of stock no stock available

Tips

- Decide which employees will manage sales/orders, be allowed to purchase, and update offer information (QOH and pricing).
- Set up one product group at a time until your team is comfortable with the process.
- Set up main or central warehouse first and expand to other locations after streamlining process.



Contacts and Useful Links

Support:

• Find How-To docs and enter a support ticket https://marketpush.freshdesk.com/support/home

Fill It Now Portal:

• To manage metrics such as 'Orders over the last 7 days' <u>https://app.marketpush.net/fillitnow</u>

Website:

• To purchase and sell products https://fillitnow.com

Account Managers:

- Stephanie Palmer: spalmer@imarkgroup.com
- Jessica Jones: jjones@bluehawkcooperative.com

