



MADE IN AMERICA Co

ESTD 2013

A Subsidiary of The Made in America Movement

Thank you for your interest in selling on the all-new Made in America Co. Marketplace, the premier one-stop-shop for anything and everything Made in USA. Made in America Co. Sponsors have exclusive access to sell on our marketplace. This document will serve as a set-up guide to help make on-boarding as easy as possible!

If you have any questions, please email vendorsupport@madeinamerica.co – we are here to help as much as possible!

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1. Frequently Asked Questions

Q: What is the cost of selling on the MIACO Marketplace?

A: Only MIACO Sponsors have access to sell on our marketplace. There is no additional registration fee. All orders will be subject to a standard processing fee (*based on your level of Sponsorship*) on the total value of the order (order price + shipping). A reduced processing fee is reserved for Professional & Enterprise Sponsors.

Q: When will I get paid for an order?

A: If you select PayPal as your preferred payment option, then you will get paid the following Friday AFTER your order is shipped/fulfilled with tracking uploaded. Any processing fees will be assessed before payout.

If you select Bank Transfer as your preferred payment option, then you will get paid on the last Friday of the month AFTER your order is shipped/fulfilled with tracking uploaded.

Q: Is it hard to get started?

A: No, in fact we spent a lot of time trying to make on-boarding as simple as possible. You can get registered and selling within a matter of minutes.

Q: How do I process an order?

A: As soon as an order is placed you will receive an email notifying you. Please log-in to your marketplace dashboard to fulfill the order. Tracking MUST be uploaded in order to receive your payout.

Q: Can I charge for shipping?

A: Yes, as a marketplace we have allowed our vendors to choose how they would like to handle their shipments and their shipping costs. We highly encourage you to offer FREE SHIPPING if at all possible to remain competitive with other vendors on our marketplace and retailers on the web.

Q: Can I upload my products in bulk?

A: Yes. Please refer to section 6 of this guide.

2. PLEASE READ – MARKETPLACE POLICIES

ORDER FULFILLMENT

All orders shall be processed and fulfilled within a timely manner (1-3 business days). Tracking must be uploaded in order to receive payment. Tracking should be uploaded within 1-3 business days.

RETURNS

MIACO Marketplace accepts returns within 30 days after an order is placed.

-If a buyer changes their mind and just wants to return an item, the buyer will pay for return shipping back to the facility you designate.

-If a buyer wants to return due to a product defect, dissatisfaction or inaccurate description – you (the vendor) will bare return shipment costs.

Once a return has been verified and received back to your facility – a refund will need to be submitted back to us in the amount that you received for the order (per payout).

- If a buyer changes their mind and just wants to return an item, you (the vendor) will keep original shipping charges if shipping was assessed.

-If a buyer wants to return due to a product defect, dissatisfaction or inaccurate description – you (the vendor) will need to include any shipping charges received in the refund back to MIACO Marketplace.

CUSTOMER SERVICE

In the event that MIACO has an inquiry regarding your products, an email from our team will be sent. Please respond to any of these inquiries ASAP (no more than 1-2 business days) to ensure we are delivering an adequate customer service experience.

VENDOR ASSISTANCE

For any questions or concerns, please submit an inquiry to vendorsupport@madeinamerica.co

FAILURE TO FOLLOW POLICY

In the event that a vendor does not abide by MIACO Marketplace Policies, the vendor may be placed on suspension or removed entirely from the marketplace.

3. Signing-Up as a Vendor

Please visit: <https://shopify.webkul.com/multivendor/?sid=11112> – you will want to save or bookmark this link as it will serve as your online portal to process orders and upload/update your data feed.

Follow these steps:

Made In America Co.

Welcome Seller

- You can join Made in America Co. as Seller
- Sell Your Products on our National Marketplace
- Increase Conversions & Brand Awareness

[Join Now](#)

SELLER LOGIN

If you have an account with us, Please login here.

✉ EMAIL ADDRESS *

🔒 PASSWORD *

[Forgot your Password?](#) *Required Fields

[Login To My Account](#)

Not a seller yet? [Join Now](#)

Made In America Co.

CREATE ACCOUNT

Already have an account? Go to [Login](#)

SELLER NAME*

EMAIL*

PASSWORD*

CONFIRM PASSWORD*

Please Enter Your Password Again

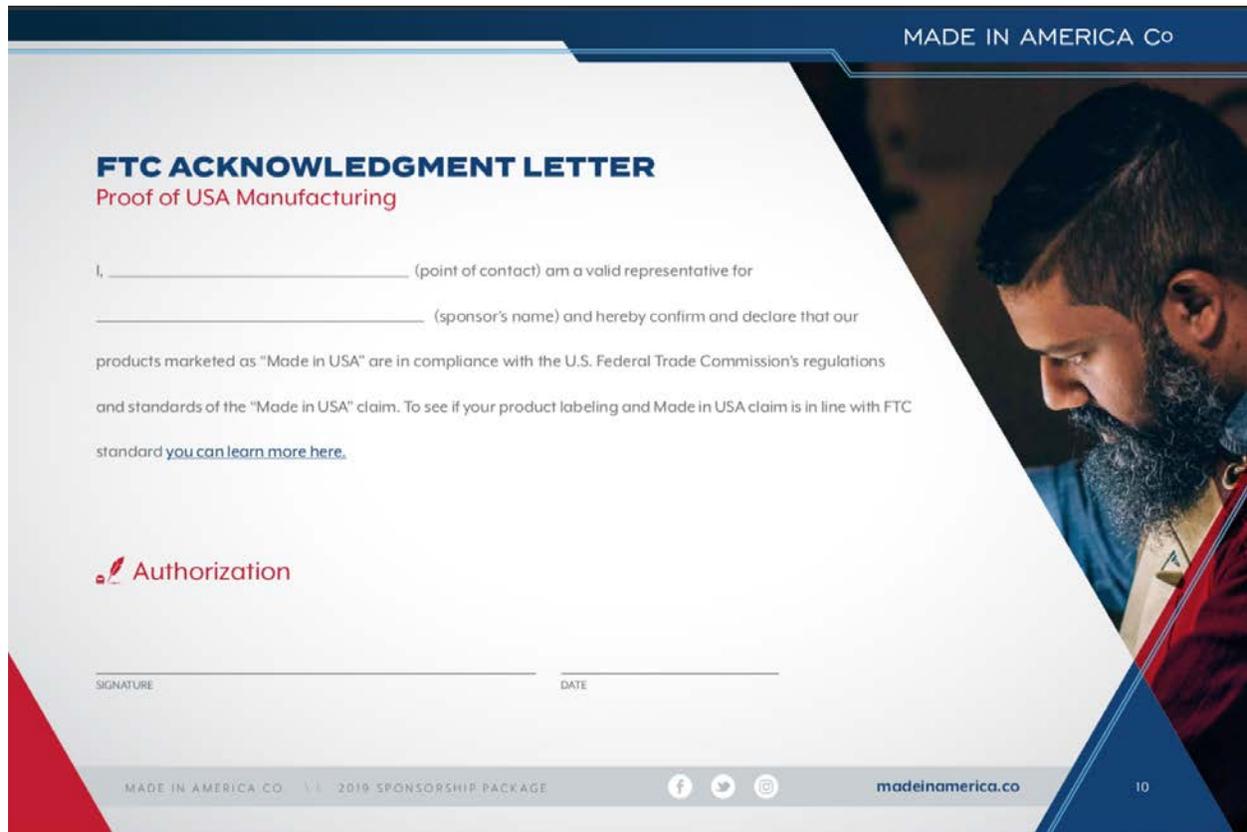
[Create My Account](#)

Congratulations! You now have access to our marketplace portal and can start setting-up your account! Please log-in using the credentials you just established.

Keep in mind, password is CASE-Sensitive.

4. FTC Acknowledgment Letter

All MIACO Sponsors are required to have a FTC Acknowledgement Letter on File. Please [download the form here](#) and submit to vendorsupport@madeinamerica.co once signed. Failure to submit this form within 48 hours of account creation will result in your vendor status being placed on hold. **This is a requirement.**



MADE IN AMERICA Co

FTC ACKNOWLEDGMENT LETTER

Proof of USA Manufacturing

I, _____ (point of contact) am a valid representative for
_____ (sponsor's name) and hereby confirm and declare that our
products marketed as "Made in USA" are in compliance with the U.S. Federal Trade Commission's regulations
and standards of the "Made in USA" claim. To see if your product labeling and Made in USA claim is in line with FTC
standard [you can learn more here](#).

 Authorization

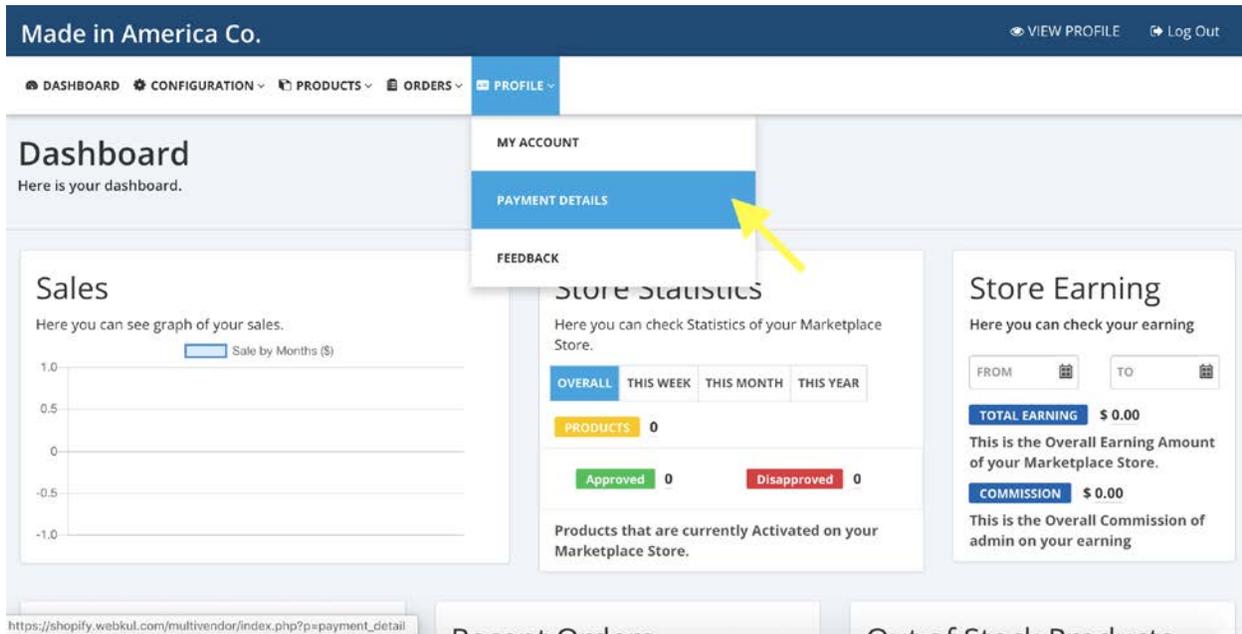
SIGNATURE

DATE

MADE IN AMERICA CO | 2019 SPONSORSHIP PACKAGE    madeinamerica.co 10

5. Setting Payment Details

Once your account is established, you will need to add your payment details before you can get paid for an order.



The screenshot shows the dashboard for 'Made in America Co.' with a navigation menu at the top. The 'PROFILE' menu is open, and 'PAYMENT DETAILS' is highlighted with a yellow arrow. The dashboard includes sections for 'Sales', 'Store Statistics', and 'Store Earning'.

Sales
Here you can see graph of your sales.
Sale by Months (\$)

Month	Sale (\$)
Jan	0.0
Feb	0.0
Mar	0.0
Apr	0.0
May	0.0
Jun	0.0
Jul	0.0
Aug	0.0
Sep	0.0
Oct	0.0
Nov	0.0
Dec	0.0

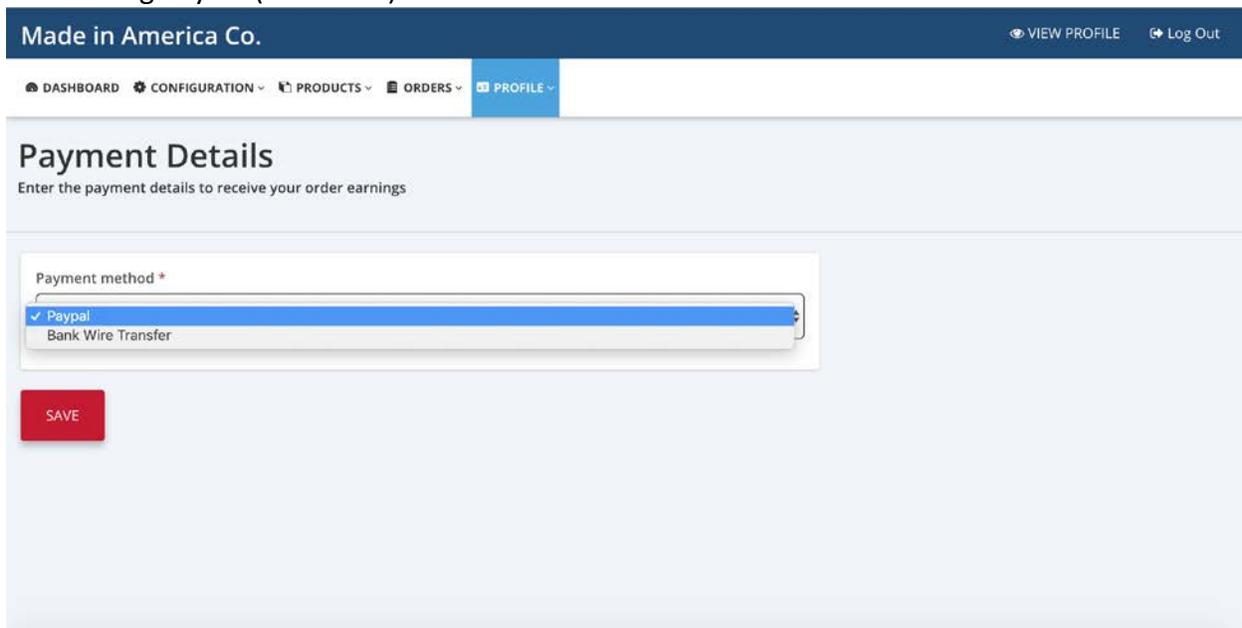
Store Statistics
Here you can check Statistics of your Marketplace Store.

Category	Count
PRODUCTS	0
Approved	0
Disapproved	0

Store Earning
Here you can check your earning

Category	Amount
TOTAL EARNING	\$ 0.00
COMMISSION	\$ 0.00

1. Selecting PayPal (Preferred)



The screenshot shows the 'Payment Details' page for 'Made in America Co.'. The 'Payment method *' dropdown menu is open, with 'Paypal' selected. A red 'SAVE' button is visible below the dropdown.

Payment method *

- ✓ Paypal
- Bank Wire Transfer

SAVE

Made in America Co. VIEW PROFILE Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Payment Details

Enter the payment details to receive your order earnings

Payment method *

Paypal

Business Paypal Email *

Note :
Enter your Business Paypal Email

SAVE

Enter your PayPal email address and click "SAVE" – vendors that choose PayPal will receive payouts the following Friday after an order has been shipped and tracking uploaded.

2. Selecting Bank Transfer

Made in America Co. VIEW P

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Payment Details

Enter the payment details to receive your order earnings

Payment method *

Bank Wire Transfer

Payment Details *

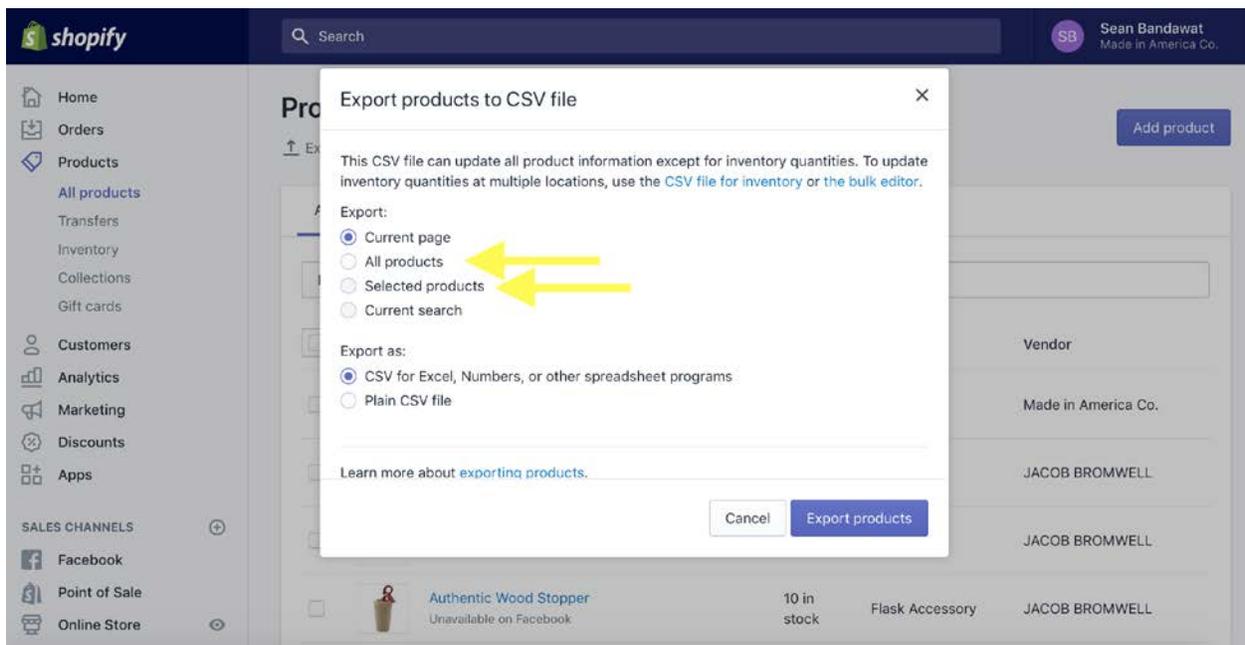
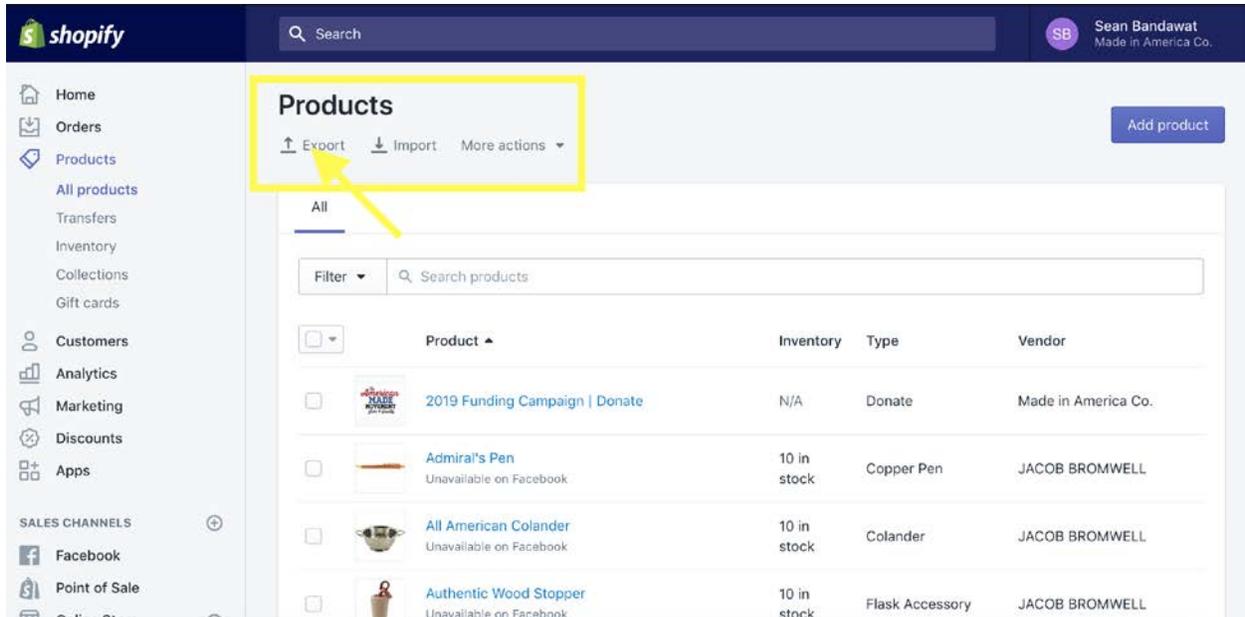
SAVE

Please add the following details:
BANK NAME:
NAME ON ACCOUNT:
ROUTING NUMBER:
ACCOUNT NUMBER:

6. Uploading Products if You're on Shopify

If you host your store through Shopify, uploading your data feed will be a breeze!

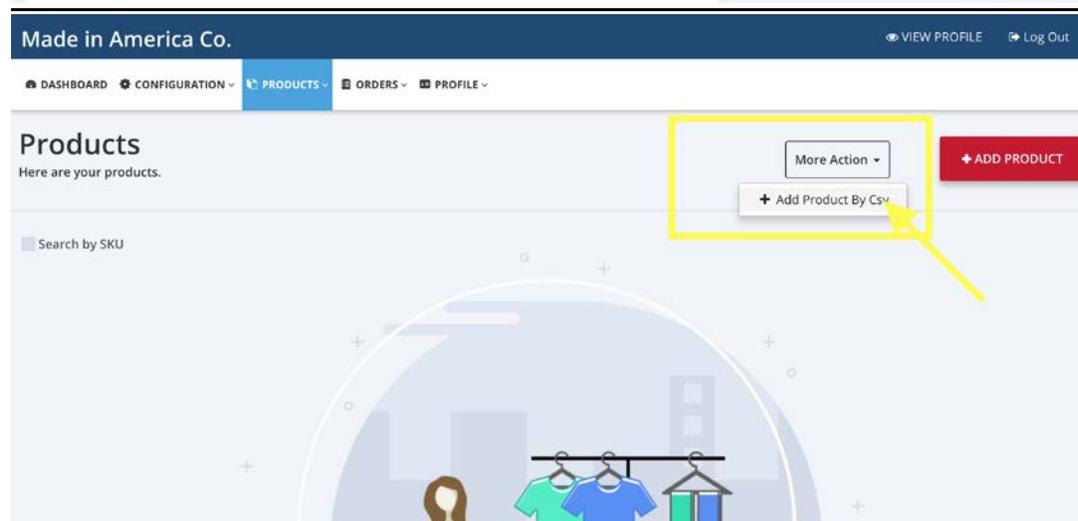
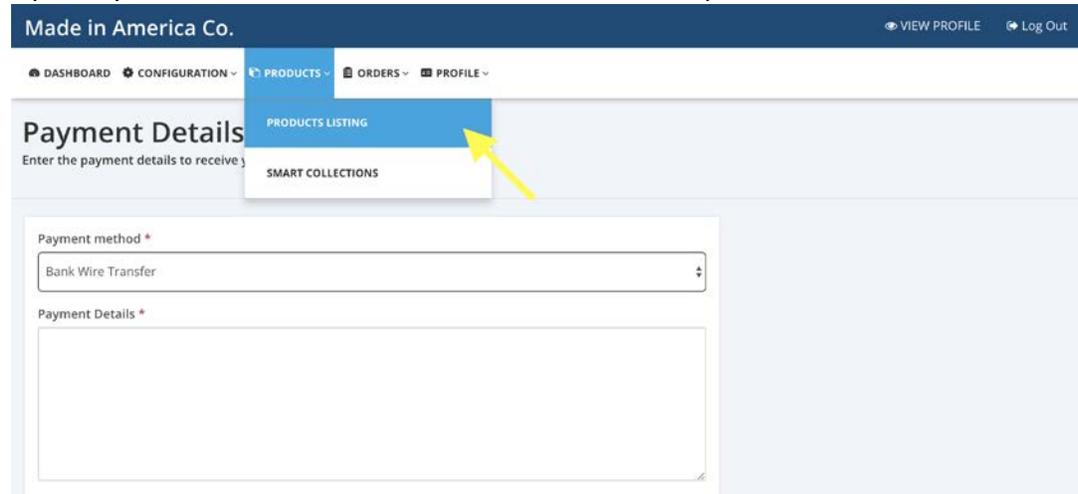
Please review these steps below to generate your CSV file. You can choose to export All Products, or certain products based on your choosing.



Once your file has been generated, please send as an attachment to vendorsupport@madeinamerica.co – we will have to upload to your marketplace portal on our side. Once your data file has been received, your products will be added to your portal within 1 business day.

7. Bulk Uploading via CSV File

Upload your entire data feed at once with a CSV file upload.



Scroll Down to **METHOD-2**



Please download the **Instruction File** and **Example product CSV file** – follow instructions within. Once you complete the CSV file and required columns, please upload and validate, if errors populate – please check errors, fix and try again. Please note: no need to add “Collection” – our team will organize your products into the collections we have available. Once a file has been submitted, it will be approved by our team and added to your portal within 1 business day.

8. Individual Product Uploading

If you have less than 10 products, you may want to upload your products individually.

Made in America Co. [VIEW PROFILE](#) [Log Out](#)

[DASHBOARD](#) [CONFIGURATION](#) **PRODUCTS** [ORDERS](#) [PROFILE](#)

Dashboard
Here is your dashboard.

PRODUCTS LISTING
SMART COLLECTIONS

Sales
Here you can see graph of your sales.
Sale by Months (\$)

Store Statistics
Here you can check Statistics of your Marketplace Store.
OVERALL THIS WEEK THIS MONTH THIS YEAR
PRODUCTS 0
Approved 0 Disapproved 0
Products that are currently Activated on your Marketplace Store.

Store Earning
Here you can check your earning
FROM TO
TOTAL EARNING \$ 0.00
This is the Overall Earning Amount of your Marketplace Store.
COMMISSION \$ 0.00
This is the Overall Commission of admin on your earning

Made in America Co. [VIEW PROFILE](#) [Log Out](#)

[DASHBOARD](#) [CONFIGURATION](#) **PRODUCTS** [ORDERS](#) [PROFILE](#)

Products
Here are your products. [More Action](#) [+ ADD PRODUCT](#)

Search by SKU

PRODUCTS / ADD PRODUCT

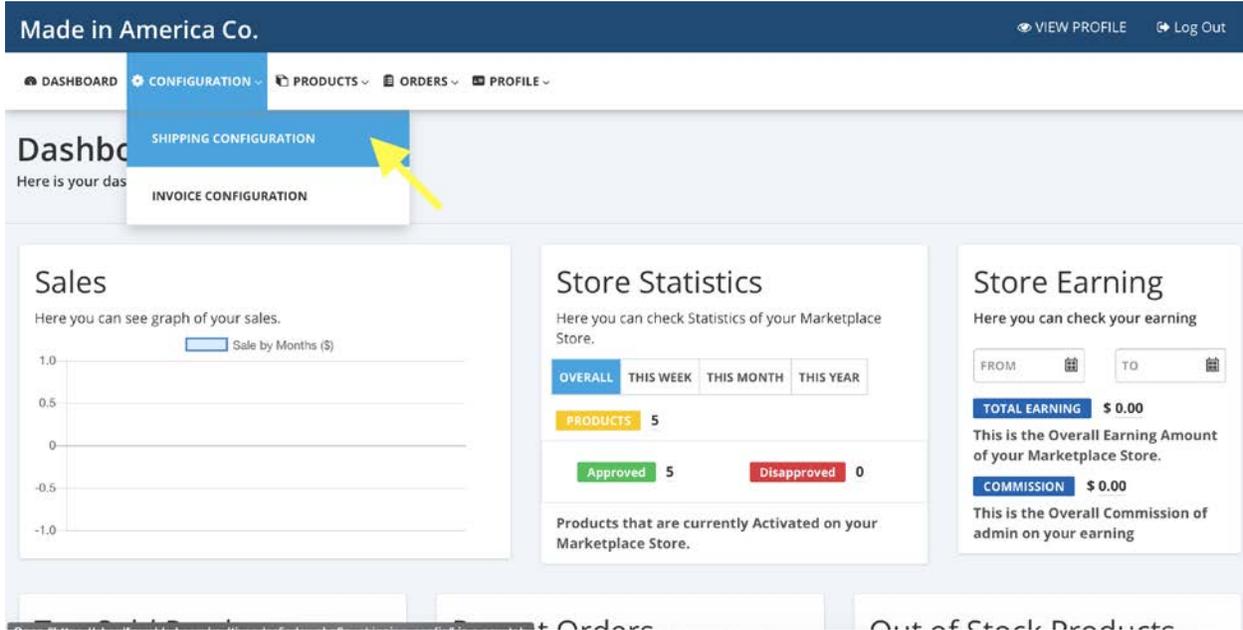
Add Product
Here you can add products to your store.

PRODUCT DETAILS
Add product details here
CHOOSE PRODUCT *
Normal Product
PRODUCT NAME *
Enter Product Name Here
PRODUCT TYPE *
Enter product Type Here

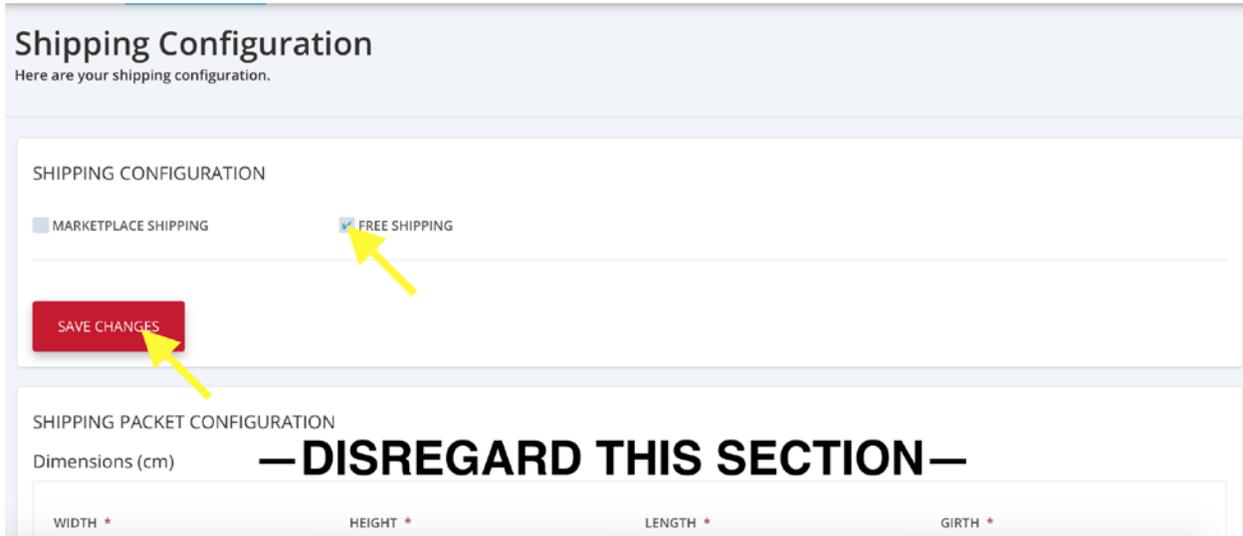
PRODUCT IMAGE
Here you can upload images of product. You are allowed to upload 5 images at a time
No File Chosen
UPLOAD IMAGE
Note :

Please fill out product details and click **SAVE CHANGES** to upload product.

9. Shipping Configuration



TO ENABLE FREE SHIPPING



You're all set!

TO CHARGE FOR SHIPPING

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

Shipping Configuration

Here are your shipping configuration.

SHIPPING CONFIGURATION

MARKETPLACE SHIPPING FREE SHIPPING

[SAVE CHANGES](#)

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

MARKETPLACE SHIPPING FREE SHIPPING

[SAVE CHANGES](#)

SHIPPING METHODS

SHIPPING METHOD	RANGE	ACTION
Marketplace Shipping Default	Range Details	...

SHIPPING PACKET CONFIGURATION

Dimensions (cm) **—DISREGARD THIS SECTION—** ↑

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

SHIPPING CONFIGURATION / SHIPPING RANGE

Shipping Range

Here are shipping range(s).

SHIPPING RANGE DETAILS

Note:
Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.
Here's an example to understand the lower and upper limits of a defined range:
Range 1 (1-10lb) - here the upper limit is 10.99lb
Range 2 (11-20lb) - here the upper limit is 20.99lb
So, product A of weight 10.75lb will be covered under the range 1 (1-10lb)

[You need to set a Range Add Range](#)

SHIPPING RANGE DETAILS

Note :
Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.
Here's an example to understand the lower and upper limits of a defined range:
Range 1 (1-10lb) - here the upper limit is 10.99lb
Range 2 (11-20lb) - here the upper limit is 20.99lb
So, product A of weight 10.75lb will be covered under the range 1 (1-10lb)

Based On
 Price Weight

Range 1
From: lb To: lb

SAVE

SAVE CHANGES

SHIPPING METHODS

SHIPPING METHOD	RANGE	ACTION
Marketplace Shipping Default	Range Details	VIEW

SHIPPING DETAILS

Marketplace Shipping Configuration Details .

RANGE DETAILS

Select Zone
USA

Shipping Range Details

Range List	Range Price
0.00 - 1.00 (in Lb)	\$ 0.00

SAVE DELETE

COUNTRIES

United States

Please note, you can add multiple ranges and prices for each range to fit your needs.

10. Fulfilling an Order

For every order received, you will receive an automated email from our marketplace notifying you to go to your portal to fulfill the order.

The screenshot shows the 'Made in America Co.' dashboard. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main navigation menu has 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'ORDERS' menu is highlighted, and a yellow arrow points to the 'ORDERS LISTING' option. Below the navigation, the dashboard features three main sections: 'Sales' with a line graph, 'Store Statistics' with filters for 'OVERALL', 'THIS WEEK', 'THIS MONTH', and 'THIS YEAR', and 'Store Earning' with 'TOTAL EARNING' and 'COMMISSION' both at \$0.00.

Select unfulfilled order.

The screenshot shows the 'Made in America Co.' Orders page. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main navigation menu has 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'ORDERS' menu is highlighted, and a red button labeled 'ORDER TRACKING CSV' is visible. Below the navigation, the page shows 'Orders 3' and 'Here are your orders.' A table of orders is displayed with columns: ORDER ID, STORE ORDER ID, DATE, CUSTOMER NAME, PAYMENT MODE, PAYMENT STATUS, TRACKING ID, FULFILLMENT STATUS, and ACTION. One order is highlighted in yellow:

ORDER ID	STORE ORDER ID	DATE	CUSTOMER NAME	PAYMENT MODE	PAYMENT STATUS	TRACKING ID	FULFILLMENT STATUS	ACTION
803869	#MIACO1739	2019-01-21	WILLIAM LINDESAY	PAYPAL	Paid	9205590222560609965824	Fulfilled	...

SHIP to SHIPPING ADDRESS

The screenshot shows the 'Made in America Co.' order details page. The top navigation bar includes 'VIEW PROFILE' and 'Log Out'. The main navigation menu has 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'ORDERS' menu is highlighted. Below the navigation, the page shows 'Here is additional details of order.' and two buttons: 'Print Invoice' and 'Generate Shipping Label'. A yellow box highlights the 'SHIPPING DETAILS' section, which includes:

SHIPPING DETAILS	
Order Status	Fulfilled
Name	JEFFREY ZHANG
Shipping Address	1040 JACKSON STREET APT 423
Postal Code	94706
Company	N/A
City	ALBANY
State	California
Country	United States
Contact	N/A

Below the shipping details, there is a large text box that reads: 'NOT AN OPTION JUST YET, COMING SOON'.

Once shipped, add tracking details. Please note: We are working on a solution for vendors to generate shipping labels within our portal. This is not available yet, vendors will currently need to ship on their own accounts or through their warehouses.

The screenshot shows a web application interface for 'Made in America Co.' with a dark blue header. The header contains the company name on the left and 'VIEW PROFILE' and 'Log Out' on the right. Below the header is a navigation bar with 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'ORDERS' tab is active. The main content area is divided into two sections. The top section, 'CUSTOMER DETAILS', lists: Name - WILLIAM LINDESAY, Email - william@wildwall.com, Phone - N/A, and Company - N/A. The bottom section, 'FULFILLMENT DETAILS', is highlighted with a yellow border and contains: 'Order is fulfilled' with a green checkmark, 'Tracking Number: 9205590222560609965824', and 'Shipping Method: USPS'. At the bottom of this section are two buttons: 'EDIT TRACKING' (with a yellow arrow pointing to it) and 'ENTER DELIVERY DETAILS'. A small square button with an upward arrow is located in the bottom right corner of the main content area.

After order has shipped and tracking is uploaded, you are all set!

11. Updating Products

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

Dashboard
Here is your dashboard.

[PRODUCTS LISTING](#)
[SMART COLLECTIONS](#)

Sales

Here you can see graph of your sales.

Month	Sale by Months (\$)
Jan, 2019	800.0

Store Statistics

Here you can check Statistics of your Marketplace Store.

OVERALL THIS WEEK THIS MONTH THIS YEAR

PRODUCTS 63

Approved 63 Disapproved 0

Products that are currently Activated on your Marketplace Store.

Store Earning

Here you can check your earning

FROM TO

TOTAL EARNING \$ 725.00
This is the Overall Earning Amount of your Marketplace Store.

COMMISSION \$ 75.00
This is the Overall Commission of admin on your earning

Updating on an individual basis.

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

Products 63 More Action ADD PRODUCT

Here are your products.

Sort By: Recently Added Bulk Action: Select Options

Search by SKU Show 15 entries

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
984908		Liberty Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	EDIT DISABLE View in store Duplicate Delete
984909		Ocean Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	

Updating in bulk.

Made in America Co. VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

Products 63 More Action ADD PRODUCT

Here are your products.

Sort By: Recently Added Bulk Action: Select Options

Search by SKU Show 15 entries

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
984908		Liberty Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	
984909		Ocean Edition Flask	Normal	\$2500.00	10 Pcs.	ENABLE	

12. Customizing Seller Profile

All vendors that sell on our marketplace will have a public profile. Your products will link to this public profile. Please edit your profile by going to the following:

[For an example, you can see here.](#)

The screenshot displays a seller dashboard for 'Made in America Co.' with a dark blue header containing 'VIEW PROFILE' and 'Log Out' links. A navigation bar below the header includes 'DASHBOARD', 'CONFIGURATION', 'PRODUCTS', 'ORDERS', and 'PROFILE'. The 'PROFILE' menu is open, showing 'MY ACCOUNT', 'PAYMENT DETAILS', and 'FEEDBACK', with a yellow arrow pointing to 'MY ACCOUNT'. The main dashboard area features several widgets: a 'Sales' graph for 'Jan, 2019' showing a single data point at 800.0; 'Store Statistics' for 'Overall' showing 63 products (63 Approved, 0 Disapproved); and 'Store Earning' showing 'TOTAL EARNING \$ 725.00' and 'COMMISSION \$ 75.00'. At the bottom, there are sections for 'Recent Orders' and 'Out of Stock Products'.