



VENDOR GUIDE

Your shop, in front of **every** **PreKart customer.**

Everything you need to list your products, take orders and get paid — with a picture of every screen, in the order you will meet them.

One thing before you start. PreKart has sent you an access code — it looks like **SOTTI-7K2M9Q**. That code is your shop. Keep it somewhere safe, and keep it to yourself.

Welcome to PreKart

Thank you for selling with us.

You have built something already — you found the products, you priced them, you carried the risk. What is usually missing is not effort. It is the shopfront: the customers, the payments, the delivery, and all the small machinery in between.

That part is ours. Your products sit in the same shop our customers already open every day. They pay us at the time of order — so the money is settled before you pack anything — and it reaches you afterwards with a bill you can keep. You deliver the parcel yourself, and the portal gives you the label, the address and a record of the handover. You stay in charge of what you sell, what it costs, and how much of it there is.

This guide walks you through the whole thing, one screen at a time. It takes about ten minutes to read, and you will not need it again after the first week.

If anything is unclear, write to us from inside the portal. A real person reads it.

With our thanks,

The PreKart team

How selling here works, in one line

You add a product → PreKart checks it → it goes live in the shop → a customer buys and pays
→ you pack it → you deliver it → you get paid, minus commission.

Why sell through PreKart

What you get that is hard to build on your own.



Customers you already have

Your products appear in a shop people open every day. No advertising to buy, no audience to build from nothing.



You are paid before you pack

The customer pays PreKart at the time of order. You never chase anybody for money, and you never carry a bad debt.



Your delivery, organised

You make the drop, but not from a notebook. Printed label, address and phone on screen, and a photo of the handover kept against the order.



Nothing to set up

No website, no payment gateway, no monthly fee. You get a working shopfront on the day your code arrives.



You only pay when you sell

Listing costs nothing. Commission is taken from the sale price, and only once an order is actually delivered.



You stay in charge

Your prices, your stock, your product names, your photos. Change any of it whenever you like, from your phone.



Everything in one place

Products, orders, earnings and messages on one screen — instead of spread across a notebook, a chat and your memory.



Paid with a record

Every payout comes with a bill showing the sales it covers, ready to save or print for your own books.

The short version: you keep the part of the business you are good at — finding and holding good stock — and hand over the part that eats the day.

What is in this guide

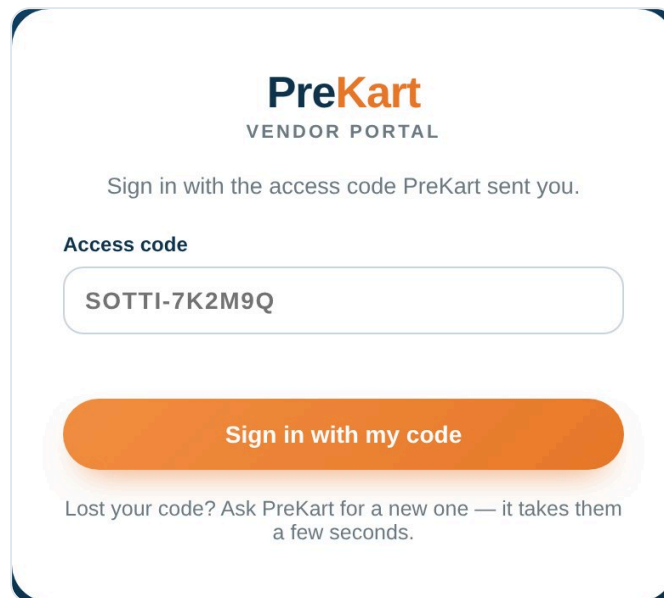
Read it once from the start. After that, use it to look things up.

- 01 Getting in** — your access code, and signing in
 - 02 Your PIN** — a shortcut for next time
 - 03 Adding a product** — every box on the form, explained
 - 04 Adding many at once** — the Excel way
 - 05 My products** — what Pending, Live and Rejected mean
 - 06 My orders** — what to do when something sells
 - 07 Earnings** — what you are owed and how you are paid
 - 08 Inbox** — talking to PreKart
 - 09 Settings** — your store details
 - 10 On your phone** — it all works the same
 - 11 Good habits** — what gets approved quickly
-

1 Getting in

You do not need an email address or a password. One code does everything.

Open **prekartmv.com/vendor** in any browser — Chrome, Safari, anything. You will see this screen.

The image shows a mobile app interface for the PreKart Vendor Portal. At the top, the PreKart logo is displayed in orange and black, with 'VENDOR PORTAL' in black text below it. A message says 'Sign in with the access code PreKart sent you.' Below this is a label 'Access code' followed by a text input field containing the code 'SOTTI-7K2M9Q'. Underneath the input field is a large, orange, rounded rectangular button with the text 'Sign in with my code'. At the bottom, there is a link that says 'Lost your code? Ask PreKart for a new one — it takes them a few seconds.'

The whole sign-in screen. One box, one button — there is nothing else to fill in.

Type or paste your code into the **Access code** box and press **Sign in with my code**. Capital letters and the dash are handled for you — paste it however it arrives.

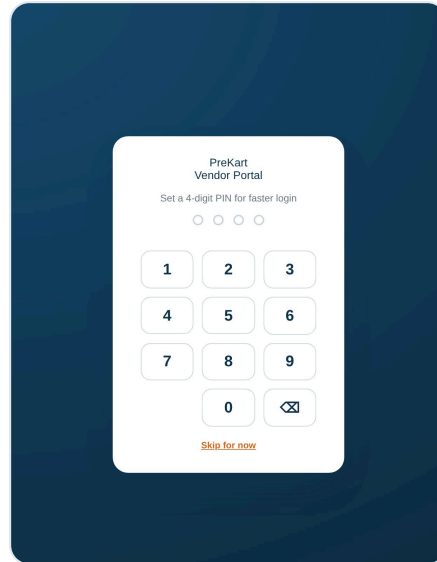
If it says the code did not work: check you copied the whole thing, including the part after the dash. If PreKart has sent you a newer code, the old one stops working the moment the new one is made. Ask PreKart for a fresh one — it takes them two seconds.

Keep your code private. Anyone who has it can sign in as your store. If you think somebody else has seen it, tell PreKart and they will issue a new one straight away.

2 Your PIN

So you don't have to find that code again every time.

The first time you sign in, the portal offers to set a 4-digit PIN. After that, on the same phone or computer, you just tap in four numbers instead of pasting the long code.



Pick any four digits you will remember. **Skip for now** is fine too.

- The PIN only works on **that one device**. On a different phone you use the access code again.
- Forgotten the PIN? Sign out and use your access code — you can set a new PIN after that.
- If you share a computer with other people, it is safer to skip the PIN.

3

Adding a product

This is the screen you will use most. Everything on one page.

PreKart VENDOR

+ Add product

My products

My orders 4

Earnings

Inbox 3

Settings

Sotti Store
SOTTI

Sign out

Add a product

Add many products at once (bulk import)

Product name

e.g. Ceramic Vase

Stock (total)

5

Description

Material, size, what's included, features. One point per line.

Category

Type a category, press Enter (e.g. Kitchen)

Home Kitchen

Does this product come in different sizes?

No — one price

Yes — sizes with own price & colours

Price (MVR)

1200

Colours

Type a colour, press Enter

Product photos

Upload from device

or paste a link:

https://.../photo.jpg

Add link



SKU (auto)

SOTTI-1005

Submit for approval

Add product — the whole form fits on one screen.

What goes in each box

BOX	WHAT TO PUT IN IT
Product name	What a customer would search for. <i>Ceramic flower vase, matte white</i> — not just <i>Vase</i> .
Stock (total)	How many you actually have right now. Be honest — this is what stops you selling something you cannot deliver.
Description	Material, size, what is included. One point per line. This is what a customer reads before deciding.
Category	Type a word and press Enter — <i>Kitchen, Home, Toys</i> . Categories you have used before appear as buttons underneath.
Sizes	Choose No — one price for a single item. Choose Yes if the same product comes in sizes that cost different amounts.
Price (MVR)	What the customer pays. Commission comes off later — do not deduct it yourself.
Colours	Only if the item comes in more than one. Type each, press Enter.
Product photos	Upload from device to use photos from your phone, or paste a link. Add more than one if you can.
SKU	Filled in for you — SOTTI-1 , SOTTI-2 and so on. You never type this.

When it is all filled in, press **Submit for approval**. The product is saved and goes to PreKart to check. It is not in the shop yet.

Photos decide whether something sells. Daylight, plain background, the item filling most of the frame. A dark photo taken at night is the single most common reason a product gets sent back.

4 Adding many at once

If you have twenty items to add, do not type them one by one.

At the top of **Add product** there is a panel called **Add many products at once (bulk import)**. Tap it to open.

 **Add many products at once (bulk import)**

1. Download the Excel template and fill one product per row (the headers and example show you how). 2. Save it and upload here — no need to convert to CSV. 3. Products are created as drafts; open My products and tap  Add photo on each to add a photo from your phone.

↓ Download Excel template

↑ Upload filled file

Bulk import — download the template, fill it in, upload it back.

1. **Download the Excel template.** It has the right columns and an example row.
2. **Fill in one product per row.** Keep the headings exactly as they are.
3. **Save and upload it.** Excel is fine — you do not need to convert anything.
4. **Add the photos.** Bulk products arrive without pictures. Open **My products** and tap  **Add photo** on each one.

They stay as drafts until they have a photo. PreKart will not approve a product with no picture, so the last step is not optional.

Everything you have added, and where each one stands.

Each card shows a status at the top left, the price, and the SKU.

STATUS	WHAT IT MEANS
Pending	PreKart has not looked at it yet. Nothing for you to do but wait.
• Live	Approved and in the shop. Customers can buy it now.
Rejected	Sent back, with a reason. Fix what it says and submit again.

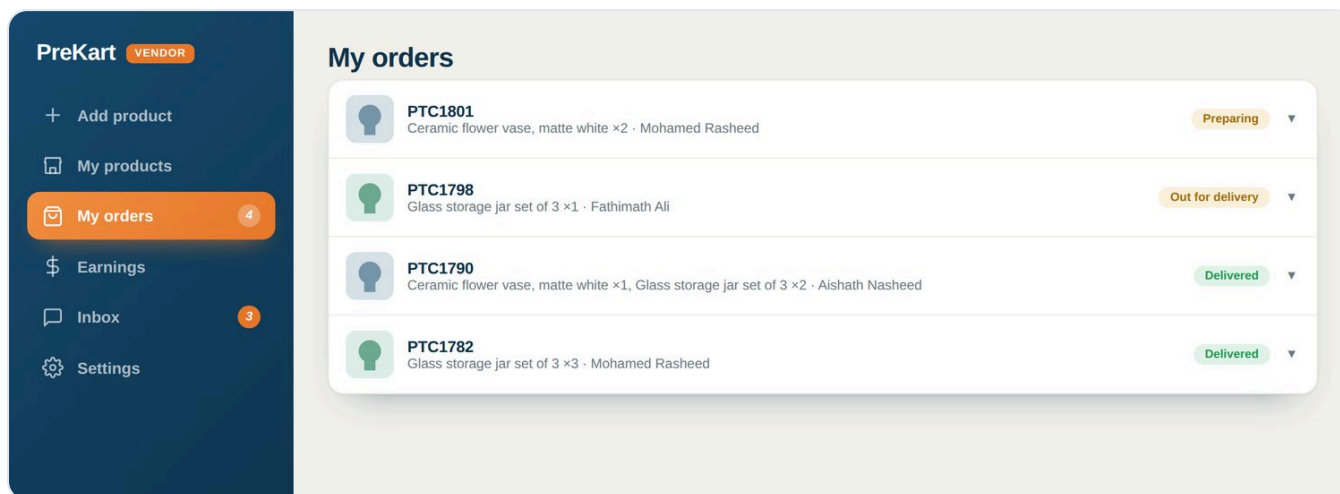
The card also warns you about stock — **Low: 3 left** in orange, or **Out of stock** in red. An out-of-stock product stops showing in the shop until you raise the number.

Changing something later

Press **Edit** on any card. Change the price, the stock, the photos, anything.

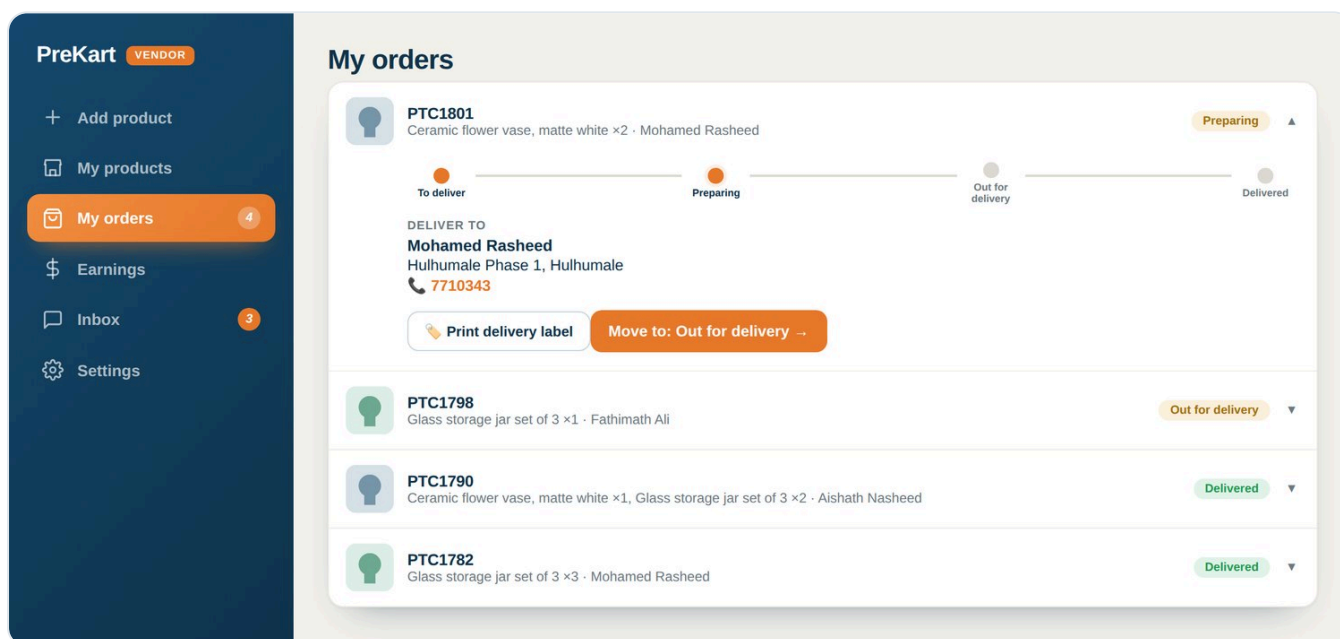
An edit sends it back for approval. Once you save a change the product returns to **Pending** and drops out of the shop until PreKart approves it again. So fix everything in one go rather than saving five small edits — and if you only need to change the stock number, that is worth doing on its own so the product is back quickly.

When one of your products sells, it appears here — and this is where you deliver it.



Each row is one order: the reference, what was bought, who bought it, and the stage it is at.

The number beside **My orders** in the menu is how many still need you. Tap a row to open it.



An open order: the four stages across the top, then the address, the phone number, the label button and the one button that moves it forward.

The four stages

Every order walks through the same four. You move it on one step at a time, so the customer and PreKart can both see where it has got to.

STAGE	WHAT IT MEANS, AND WHAT YOU DO
To deliver	The customer has paid and the order is yours. Nothing has started yet.
Preparing	You are picking and packing it. Press  Print delivery label and stick it on the parcel.
Out for delivery	The parcel has left with you. The customer is expecting it now.
Delivered	It is in the customer's hands. You mark this with a photo — see below.

The orange button always says what the next step is — **Move to: Out for delivery** → — so you never have to remember the order of them.

Delivering it

1. **Pack it** and move the order to **Preparing**.
2. **Print the delivery label** and stick it on the parcel. The name, address and reference are already on it, so nothing gets mixed up between two parcels.
3. **Call before you go** if it helps — the customer's number is right there, and one tap dials it.
4. **Move it to Out for delivery** when you leave.
5. **Hand it over, take a photo**, and press  **Mark delivered** to upload it.

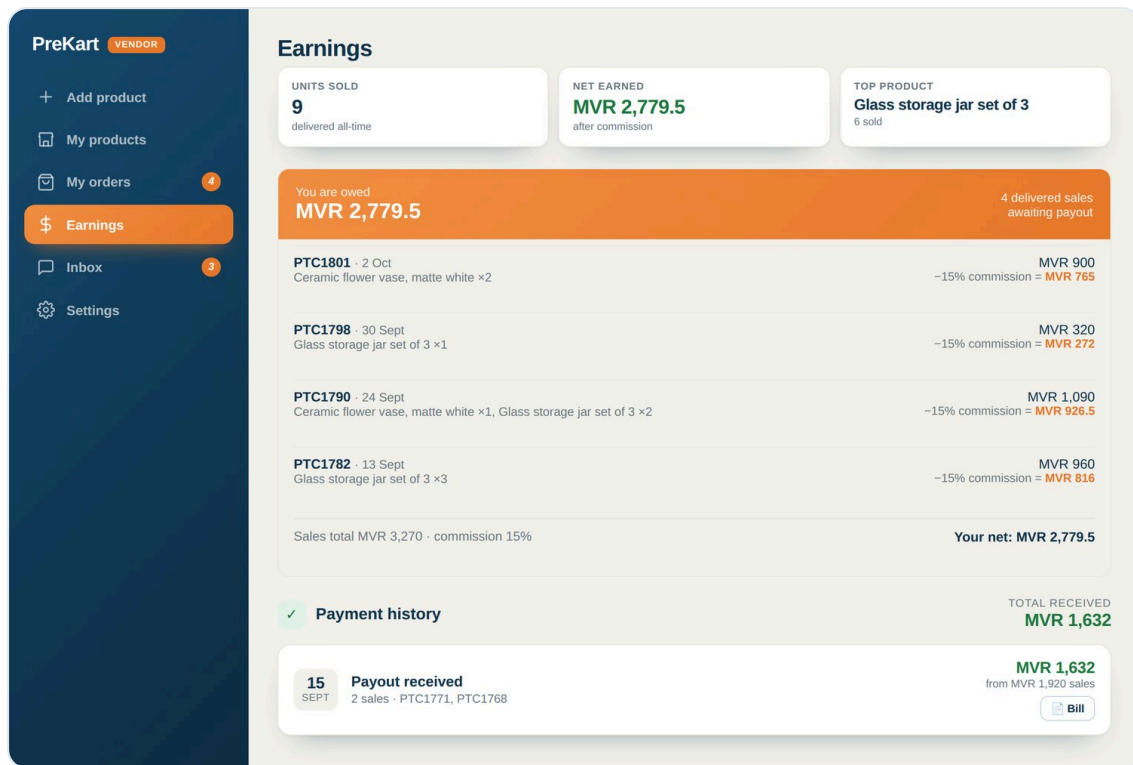
The photo is not a formality — it protects you. It is the only record that the parcel reached the customer. If somebody later says it never arrived, that photo is the answer, and it is what lets PreKart pay you without a dispute. An order is not counted as delivered, and does not move into your earnings, until it is marked delivered.

You deliver, but you never collect money. The customer paid PreKart at the time of order. Never accept cash at the door — if a customer offers, tell them it is already settled.

If you cannot fulfil an order — the item is broken, or the stock number was wrong — say so in the **Inbox** straight away. A customer waiting on something that was never coming is the worst outcome for everyone.

7 Earnings

What you have sold, what PreKart owes you, and what has already been paid.



The orange bar is the money waiting for you. Below it, every sale it is made of.

How the number is worked out

A sale counts once **you have marked it delivered** — not when it is ordered. Commission comes off the sale price, and what is left is yours:

LINE	EXAMPLE
Sale price	MVR 900 (2 vases at MVR 450)
Commission	-15%
You receive	MVR 765

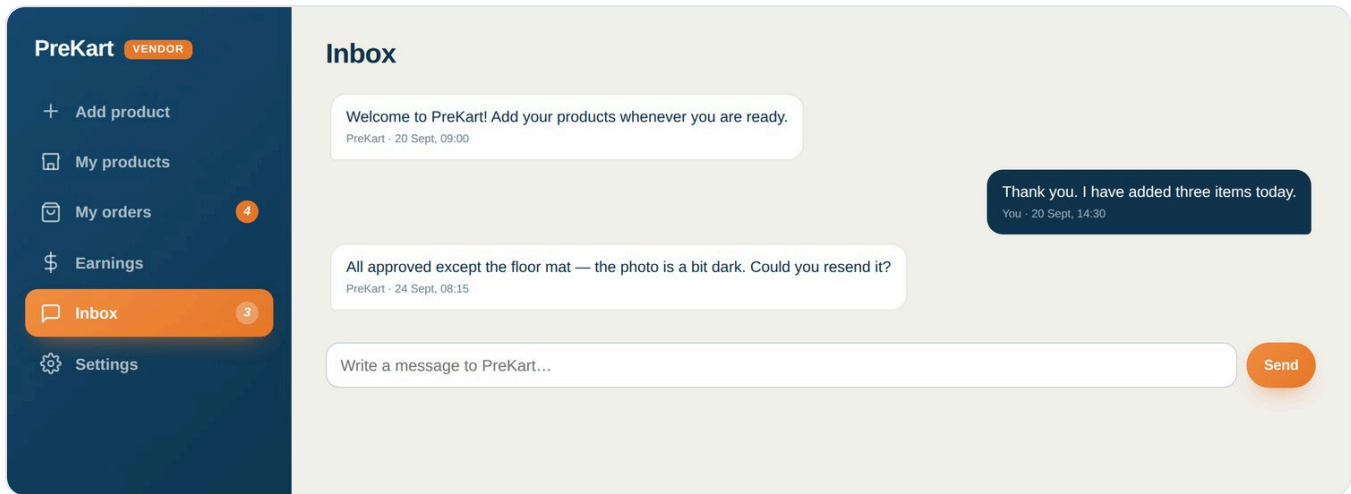
Your own commission rate is shown on the screen — it is agreed with PreKart and may differ from the 15% in this example.

Payment history

Underneath is every payment you have already received, with the date and the sales it covered. Press  **Bill** on any of them for a payment bill you can save or print for your records.

Nothing to chase. Delivered sales move into the orange bar by themselves, and PreKart pays out against it. If a figure looks wrong, send a message in the Inbox with the order reference.

The direct line between you and PreKart.



Type at the bottom and press Enter. PreKart sees it on their side.

Use it for anything about your store — a product that was rejected and you are not sure why, an order you cannot fulfil, a question about a payment.

A number beside **Inbox** in the menu means PreKart has written to you and you have not read it yet. Returns and complaints about your items also come through here, so it is worth checking whenever you sign in.

Put the reference in your message. *"PTC1801 — the customer wants a different colour"* gets sorted far faster than *"a customer has a problem"*.

9 Settings

Your store name, your phone number, and a line about who you are.

PreKart VENDOR

- + Add product
- My products
- My orders 4
- Earnings
- Inbox 3
- Settings**

Sotti Store
SOTTI

Store settings

Store logo

 [Upload logo](#)

Store name

Sotti Store

Contact phone

7820246

About your store

Home and kitchen bits, Hulhumale.

[Save settings](#)

Quick login PIN

A 4-digit PIN lets you unlock the app fast on this device instead of typing your email.

[Set / change PIN](#) [Remove PIN](#)

Order notifications

Get a phone notification the moment a customer buys your product — even when the app is closed. Tap below and allow notifications.

[Turn on notifications](#)

Keep the phone number current — it is how PreKart reaches you about an order.

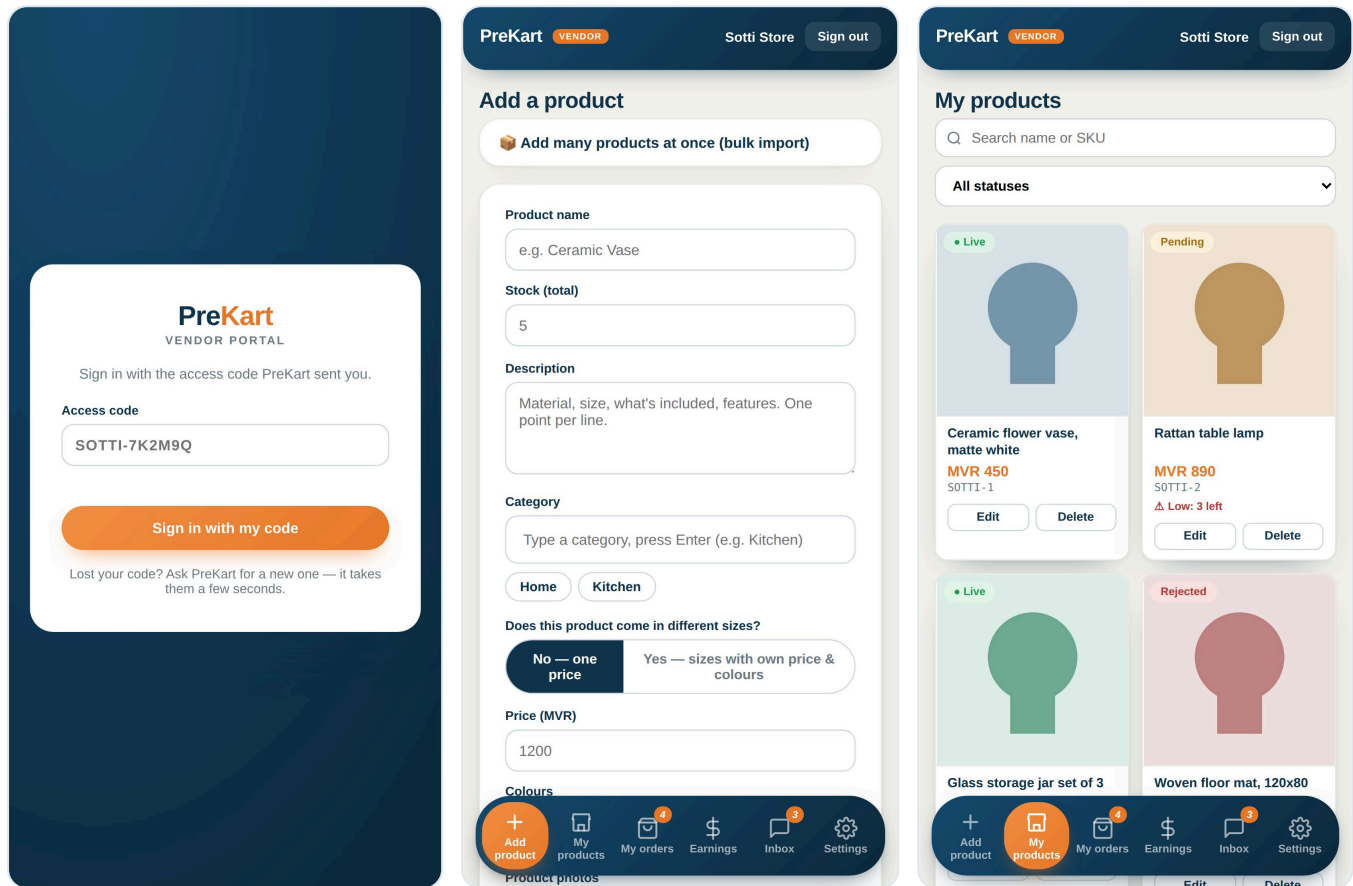
- **Store name** — what customers see next to your products.
- **Contact phone** — the number PreKart calls when something needs sorting today.
- **About your store** — a sentence or two. What you sell, where you are.

Your vendor code and commission rate are set by PreKart and cannot be changed here. Ask in the Inbox if either looks wrong.

10 On your phone

The same portal, the same code, arranged for a smaller screen.

Nothing is missing on a phone. The menu moves to the bottom of the screen and the product cards stack up instead of sitting side by side. Most vendors do everything from their phone — the photos are already there, which makes adding a product much quicker.



Signing in · Adding a product · My products

Keep it one tap away. Open prekartmv.com/vendor in your phone browser, then use **Add to Home screen**. It then opens like an app, and with a PIN set you are in within seconds.

What gets products approved quickly and keeps customers happy.

Photos

- Daylight, near a window. Never a dark room.
- Plain background — a white wall or a plain cloth.
- The item filling most of the frame, not lost in the middle.
- More than one angle where it helps.

Names and descriptions

- Name it the way a customer would search: *Rattan table lamp*, not *Lamp 1*.
- Put the size and material in the description. Most questions are about those two things.
- Say what is *not* included — a lamp without a bulb, a set that is three pieces not four.

Delivery

- Move the order along the same day it comes in, even if you deliver tomorrow — the customer can see the stage and stops wondering.
- Print the label. Two parcels going out together is how the wrong one reaches the wrong door.
- Take the photo at the door, every time, before you walk away.
- Never take cash. It is already paid.

Stock

- Only list what you can deliver within a day or two.
- If you sell the last one somewhere else, drop the number here the same day.
- Selling something you cannot deliver costs you far more than the sale was worth.

Prices

- Put the price the customer pays. Commission comes off afterwards.
- Changing a price sends the product back for approval, so set it properly the first time.



We are glad you are here.

Add your first product today. If anything at all is unclear, send a message from inside the portal — it goes straight to us, and everything about your store is already there in front of us.



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Vendor portal: [**prekartmv.com/vendor**](https://prekartmv.com/vendor)