



How to List on Our Lab to Lab Marketplace

Getting started takes minutes. Follow these simple steps to list your products and reach 100,000+ scientists.

Step 1: Create Account

1. Visit ScienceLiquidation.com
2. Click “[Become a Seller](#)” at the top of the page.
3. Fill in the following information:
 - a. Email Address
 - b. Phone Number
 - c. Create a 5 digit Account Number
 - d. Account URL will be automatically generated for you
4. You will receive an email to create a password

Step 2: Follow Setup Wizard Instructions

1. **Store Setup**
 - a. Enter valid shipping address
2. **Payment Setup**
 - a. You can choose one of the following payout methods: PayPal Account or Bank Transfer
 - i. You can set up payment information later—it's not required during initial setup—but it is required to receive sales proceeds.
3. **Your Store is Ready!**
 - a. Click “[Go to your Store Dashboard!](#)”



Step 3: Add Your First Product

1. From your dashboard, click Products → **Add New Product**.
2. Enter the **Product Title** clearly (e.g., “Beckman Coulter Centrifuge, Model X”).
3. Select a **Category** (Centrifuges, Chromatography Systems etc.).
4. Set your **Price** and Optional Discounted Price.
5. Upload high-quality **product cover image**.

- a. Add additional images by clicking the “+” / “Add gallery image” (minimum 3 images recommended).

6. Add Product Information

- a. Brand: Select or enter the manufacturer or brand of the product.
- b. Tags: Add keywords that describe your product. (e.g., centrifuge, lab equipment, pipette. Tags help buyers find your product faster.
- c. Condition: Choose the condition of your item from the dropdown.
- d. Warranty: Indicate if your product comes with a warranty and for how long.
- e. Supplemental Product Information: Upload any additional documents (PDF, image, or document) with more details about the product, such as manuals, spec sheets, or certificates.

7. Product Descriptions

- a. Short Description: A concise overview of your product.
- b. Description: A detailed description of the item.

8. Inventory

- a. SKU (Stock Keeping Unit): Optional, but useful if you track inventory internally.
- b. Stock Status: Select if the item is In Stock or Out of Stock.
- c. Enable Stock Management: Check this box if you want Science Liquidation to automatically track stock levels.
- d. Sold Individually: Check if you want to allow only one unit of this product per order.



Step 3: Add Your First Product (Continued)

9. Shipping and Tax

- a. Requires Shipping: Check if the item will be shipped to the buyer.
- b. Weight, Length, Width, Height: Enter the product's dimensions for accurate shipping calculations.
- c. Shipping Class: Assign a shipping class if applicable. This groups similar products for shipping purposes.

10. Other Options

- a. Product Status: Select Pending Review if you want an admin to approve before listing.
- b. Visibility: Choose Visible to make your product live on the marketplace.
- c. Enable Product Reviews: Allow buyers to leave feedback and reviews for your product.
- d. Advertise Product: You can advertise your product after it has been published.

Pro Tip: Always include multiple clear images, a detailed description, and accurate condition/warranty info — these increase buyer confidence and improve sales.

Step 4: Manage Products

- **To edit a product:** Dashboard → Products → Edit.
- **To remove a product:** Dashboard → Products → Trash.
- **To duplicate a product for similar listings:** Dashboard → Products → Duplicate.



Step 5: Track Orders and Fulfill

1. Navigate to Dashboard → **Orders**.
2. Check for new orders and confirm them.
3. Ship the product according to your listed shipping method.
4. Mark the order as **Completed** once delivered.
5. Funds will be transferred to your account according to our payout schedule.

Final Tips for Success

- Keep your inventory up-to-date.
- Respond promptly to buyer inquiries.
- Offer detailed descriptions and clear images.
- Maintain excellent seller ratings to build trust in the community.

