



How to Add Rose Inventory to your Online Square Store

1. Log into Square: <https://app.squareup.com/login>

Sign in

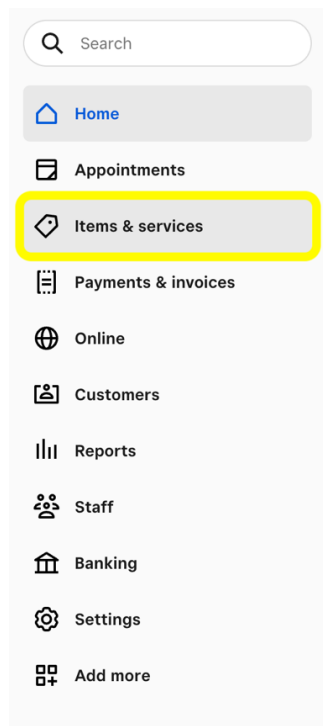
New to Square? [Sign up](#)

Continue

or

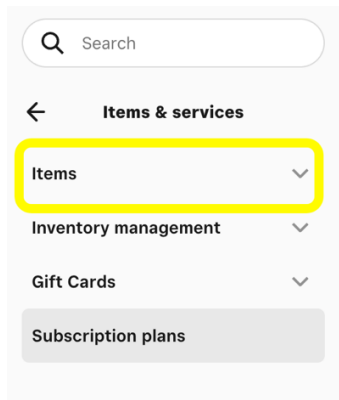
 [Sign in with a passkey](#)

2. Select Items & Services

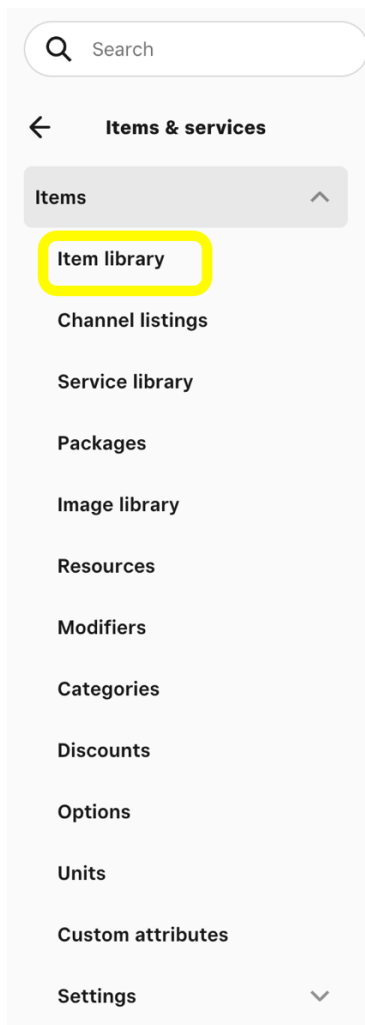




3. Select Items



4. From Dropdown Select Item Library





5. Enter SKU into Search Box. Click on item to edit.

Q 230772777 X

Category

Locations All

Status Active

All filters

☐ Item	Reporting category
☒  230772777 - RWB TIE DYE SWEATSHORTS - CROWN AND IVY - MENS SHORTS	MENS SHORTS
 230772777 - RWB TIE DYE SWEATSHORTS - CROWN AND IVY - MENS SHORTS	

Edit item

Details

Item type

Physical good

Change

Name

230772777 - RWB TIE DYE SWEATSHORTS - CROWN AND IVY - MENS SHOR...

Description

230772777 - RWB TIE DYE SWEATSHORTS - CROWN AND IVY - MENS SHORTS

 Drag and drop images here, [upload](#), or [browse image library](#).

Locations

Clothing Store

Taxes

Clothing Store Sales Tax

Age restriction ⓘ

Set

23

Edit

Categorization

Group items to organize the menu on your POS and Square Online sites. Categorize items for Square POS, coursing, sales reporting, and kitchen routing.

 Menu organization

Select

 Categories

MENS SHORTS

Edit

Options

Add options such as size, color, or material to create variations in bulk. [Learn more](#)

Add

Units



6. Pro Tip: Keep a Google or Excel Sheet open to Copy/Paste SKUS and dimensions for items you want to sell online.

	A	B	C	D	E	F
1	SKU	Size	Weight			
2	331711168	M	0.8			
3	230772198	M	0.8			
4	261827796	L	1.3			
5	230772777	L	0.8			
6	230774585	XL	0.8			
7	255352013	M	0.8			
8	255355440	M	0.6			
9	283751007	M	0.8			
10	283756762	M	0.6			
11	188798188	XL	0.8			
12	188792513	XL	0.8			
13	188797410	1X	1.1			
14	188797828	2X	1.1			
15	188792713	3X	1.3			
16	171947040	S	2			
17	283754504	6	0.6			
18	171945445	7/28	2			
19	208952810	M	1			
20	208956703	10	1			
21						
22						
23						
24						

7. Description **must** be uppercase and lowercase letters. You can drag your image from Google Photos or upload it from your hard drive.

Edit item

Details

Item type

Physical good

Change

Name

230772777 - Red/White/Blue Tie Dye Sweatshorts - Size XL

Edit

Description

Crown & Ivy
Size XL

☒ Drag and drop images here, upload, or browse image library.

Primary

Locations

Clothing Store

Taxes

Clothing Store Sales Tax

Age restriction ⓘ [Set](#)

Categorization

Group items to organize the menu on your POS and Square Online sites. Categorize items for Square POS, courising, sales reporting, and kitchen routing.

Menu organization [Select](#)

Categories [Edit](#)
MENS SHORTS



8. Change category if applicable. For example, if you wanted your items under a specific header/category set on your website, you would search for that and check the box.

×

Done

Categories

Select categories this item will be part of.

Q Clothing Store

×

 Clothing Store Catalog

☒

Browse by category

All Items

Clothing Store Catalog

Kids Store Catalog

Price range (\$)

How to get it

Availability

Sale and Deals

230 results

[Clear all](#)

Show 60

▼



274177226 - New Gold
Logo Belt Bag
\$49.99



331014306 - Black Check
UK Shorts - Size XL
\$12.99



9. If you offer shipping, enter the weight

Variations[View stock history](#) | [Edit variation details](#)

Add

GTIN		SKU	230772777
Weight	lb	Price	\$12.99 Add sale price

10. Click on the toggle button next to your location (blue means it's active) and select visible from the drop-down box

Where it's sold

Remove from all

This item will be added to 2 of 2 channels.

Second Hand Rose

www.mysecondhandrose.com

Google Shopping

Publish to online shoppers looking to buy online

+

Add channels

Site visibility

Visible

This item will be visible and available for purchase on all sites where it is added.



11. To turn off shipping on items click on edit next to online fulfillment methods and uncheck the box for shipping and hit done

Fulfillment

Online fulfillment methods

Pickup

Edit

Item prep time

Based on location default

Edit

Item contains alcohol

Require ID on delivery and set alcohol limits for QR code orders. [Learn more](#)

☐

×

Done

Online fulfillment methods

Choose how this item is fulfilled online. This replaces existing fulfillment methods. Unselected fulfillment methods will be removed from this selected item.

Shipping
For shipping via a carrier.

☐

Pickup
For in person pickup.

☒

Local delivery
For pickup and delivery via a delivery service.

☐

Self-serve ordering
For kiosks or QR code ordering.

☐

12. Scroll back up to double check and then hit save to complete.
13. You're done!