



## Quick Start Guide: Hemp/CBD Businesses

A step-by-step document to get cannabis businesses set-up and ready to go on CannTrade.

### 1. Sign Up

(If you already have a CannTrade account, login and skip this step)

- Go to <https://app.canntrade.com/register>, enter your name, email, and password, and click “Create my Account.”

The screenshot shows the registration page for CannTrade. At the top is the CannTrade logo and the text "Try it for free. No credit card required." Below this are two buttons: "Sign up with Google" (red) and "Sign up with Facebook" (blue). A horizontal line with the word "or" in the center separates these from the email registration section. The email section is titled "Sign up using my email address" and contains four input fields: "First Name", "Last Name", "Email", and "Password". Each field has a small icon to its right (person for names, envelope for email, and a key for password). At the bottom of the form is a green button labeled "Create My Account".

- Type the name of your business into the Company Name field. You can enter your licensed business name or your DBA. Your business may already be in our database. Once you begin typing, autosuggestions may appear below. If you see your business pop up, **click** on your business to claim it. *If your business doesn't pop up, simply enter the entire business name.*

Once your business name is entered or selected, enter your phone number (ideally your direct number), and click “Start Using CannTrade.”



CANNTRADE

Mark Twain  
aholub+marktwain@gmail.com

Lets find your business in our database. If we can't find it, we'll create it for you.

Your Company Name

555-555-5555

Create my business  
Your Company Name

Start Using CannTrade

## 2. Complete Your Registration

- Input your valid business Street Address, City, and Zip Code. Then click “Save and continue”

Business Details

Tell us about your business. These fields are required to enable trading.

Organization Name  
Jackson River Cannabis Co

Street Address  
Street address, P.O. box, etc

Address Line 2  
Apartment, suite, unit, etc

City  
City

Zip  
Zip

ZIP Code Unverified

Save and continue

## 3. Register Your Business Type

- In this Section, click the “Hemp” option. Then **check ALL the boxes** that pertain to your business operations. Click “Save and Continue.”



ⓘ      📄      ✓

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### Licensing & Compliance

Does your business cultivate, manufacture, process, sell, or transport hemp or cannabis? Cannabis  **Hemp**  No

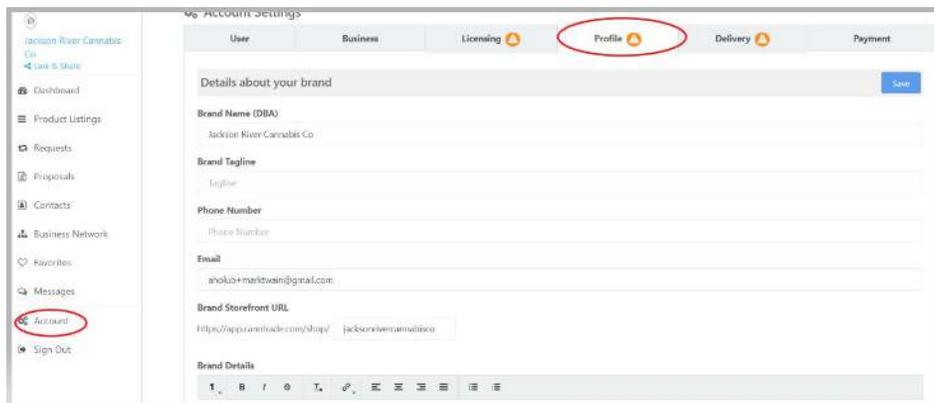
Which of the following best describe your business?

Hemp Producer       Hemp Processor       Hemp Distributor

Previous Save and continue

## 4. Finalize Your Business Profile ([Video](#))

- Click on “Account” on the left vertical menu near the bottom. Then click on the “Profile” tab.



- **Brand Details:** Add details about your brand, your brand tagline or motto, and edit (if necessary) your business email and phone number (you may want to use your standard business email and number contact information in this section).
- **Storefront:** Set your Brand StoreFront URL. This will be the URL to your exclusive storefront (which you may link to your webpage--directions later in this document)

**Brand Tagline**

  
**Phone Number**

**Email**

**Brand Storefront URL**

https://app.cantrade.com/shop/



- **Upload your Banner:** (if you desire) by clicking the 'camera' icon. Once you crop and align your banner, click "Save."
- **Upload your Logo:** Repeat the same process above for your brand logo. Click "save" to save it.
- **Website & Social Media:** Enter the URL's for your website and desired social media accounts.
- **Hours of Operation:** Set your daily/weekly hours, then click "save" in the hours section.
- **Choose Privacy:** Select the privacy option that works best for your business (we recommend "General Public" as it creates the greatest pool of potential traffic for your brand, but still protects you from any non-compliant transactions). This is only for your profile (viewing your brand information and product titles/pictures), and will NOT grant non-verified buyers access to your wholesale pricing or other private business info.
- **Save!:** Make sure to click "Save" at the very bottom OR very top of the page.

## 5. Add Team Members

Invite your team members to join your account!

- Click "Account" > "Team"

A screenshot of the "Account Settings" page. The "Team" tab is selected and circled in red. Below the tabs, there is a "User Information" section with a text input field containing "Adam".

- Click the green "Invite a New Member" button.

A screenshot of the "Invitations" table. The table has columns for "Email", "Status", "First Sent", "Last Sent", "Times Sent", and "Actions". A green button labeled "Invite a New Member" is located in the top right corner.

- Enter the team member's email address and click "Send"

A screenshot of a "Send Invite" dialog box. It contains a text input field labeled "Email" and a "Send" button at the bottom right.

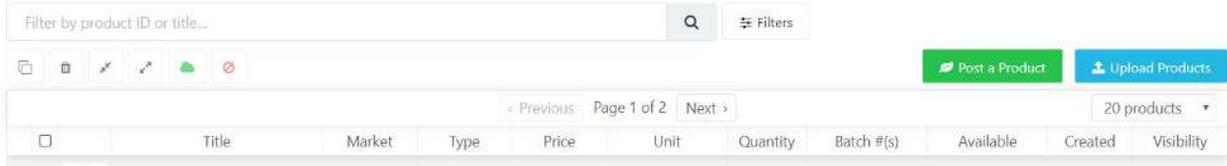
- Repeat above steps for additional team members.



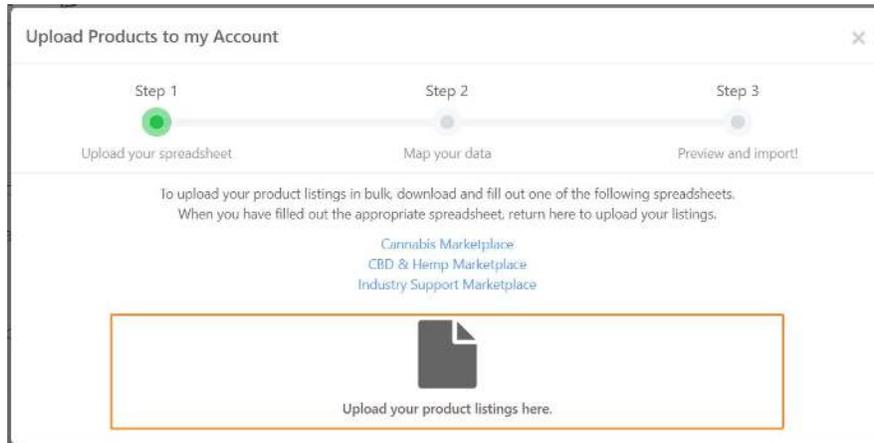
## 6. Upload Products via Spreadsheet

**Note:** You can always send your spreadsheets and product guides/pricing sheets to [success@cantrade.com](mailto:success@cantrade.com), and we will upload your products for you.

- Click on **“Product Listings”** on the left vertical menu.
- Click on the Blue **“Upload Products”** button.



- Select the **“CBD & Hemp Marketplace”** spreadsheet to download the spreadsheet.



\*hint, if you have cannabis products or ancillary products in addition to Hemp/CBD products, you will *also* want to download the other appropriate spreadsheets.

- Navigate to your downloaded sheet and open the spreadsheet.
- Click to **“enable editing”** on the spreadsheet.



	A	B	C	D	E	F
	Market	Product Name (Product Name/Title)	Child of? (enter row # of parent product)	Packaged for Dropdown: Pick most relevant	Category Dropdown: Cannabis Category	Subcate Dropdown: SubCate
1						
2	Cannabis					
3	Cannabis					
4	Cannabis					
5	Cannabis					
6	Cannabis					
7	Cannabis					
8	Cannabis					
9	Cannabis					
10	Cannabis					
11	Cannabis					
12	Cannabis					
13	Cannabis					

- Click “Save as” to rename your spreadsheet and save it.
- Fill out your spreadsheet with your products, with each product/SKU getting its own row. Click here for instructions on how to fill out your product upload spreadsheets.
- When you have finished entering your product information into the spreadsheet, be sure to “save” your sheet.
- Click the orange area that says “Upload your product listings here” (to get here, click on “Product Listings” > “Upload Products.”) and choose your saved product upload file.
- Click the “Automap” button

**Upload Products to my Account** ✕

Step 1

Upload your spreadsheet

Step 2

Map your data

Step 3

Preview and import!

A preview of your imported spreadsheet is shown on the left below. Mappable fields are available on the right.  
 Drag fields from the right to map them to your data on the left. Unmapped fields will not be imported.  
 If you used a spreadsheet provided by CannTrade, use the Auto Map button below to automatically map fields.

**Auto Map**

Reset

Import

**Data Preview**

The first row in my spreadsheet is a header. Don't import it.

<p><b>Market</b></p> <p>Cannabis Cannabis Cannabis</p>	<p>⚠ This field is not mapped</p> <p><i>Drag here to map field</i></p>
<p><b>Product Name (Product Name/Title)</b></p> <p>Passion 200 Dose Pen Arouse 200 Dose Pen Bliss 200 Dose Pen</p>	<p>⚠ This field is not mapped</p> <p><i>Drag here to map field</i></p>

**Available Fields**

<p><b>Title</b> e.g. Agent Orange Brownies</p>	<p>Product</p>
<p><b>Market</b></p>	<p>Product</p>
<p><b>Department</b></p>	<p>Product</p>

- Review the automapped fields to make sure the system matched the right information type (middle column-highlighted in green) to your columns from your spreadsheet. Additional info types may be in the right column (available fields), and those can be dragged to the left.
- Once you’re satisfied that the right information is mapped to the right fields (not all fields must be used), click the green “Import” button.



Upload Products to my Account

Step 1: Upload your spreadsheet | Step 2: Map your data | Step 3: Preview and import!

A preview of your imported spreadsheet is shown on the left below. Mappable fields are available on the right. Drag fields from the right to map them to your data on the left. Unmapped fields will not be imported.

If you used a spreadsheet provided by CannTrade, use the Auto Map button below to automatically map fields.

Auto Map

Please double check all fields to make sure automap didn't make a mistake!

Data Preview

The first row in my spreadsheet is a header. Don't import it.

Market	Market	Product
Cannabis		
Cannabis		
Cannabis		

Product Name (Product Name/Title) | Title | Product

Available Fields

Department	Product
Batch (#)	Product
e.g. 423567	

- Your products will appear!
- You can edit, duplicate, or add pictures or other information to your products from the grid OR by clicking into the product, making the changes, and clicking “save” at the bottom.
- Select all of your products by clicking the top checkbox above your products in the grid

Listings

Filter by product ID or title...

Post a Product Upload Products

<input type="checkbox"/>	Title	Market	Type	Price	Unit	Quantity	Batch #(s)	Available	Created	Visibility
<input checked="" type="checkbox"/>	501st OG	Cannabis	Flower and PreRolls	Hidden	1 g	100000 g	--	in 8 months	04/18/2018	My Network
<input checked="" type="checkbox"/>	AHHS Brand OG	Cannabis	Concentrates	Hidden (Negotiable)	20 g	∞	1	Now	10/19/2017	Open Market
<input checked="" type="checkbox"/>	Agent Orange - Disposable Vape - Doozy	Cannabis	Concentrates	\$330.00 (Negotiable)	1 box	97976	--	Now	10/17/2018	Open Market
<input checked="" type="checkbox"/>	Agent Orange - Disposable Vape - Doozy	Cannabis	Concentrates	\$330.00 (Negotiable)	1 box	97870	--	Now	11/28/2017	My Network

- **Publish your products.** Click the green cloud icon to publish your products. We recommend publishing your products to the open marketplace (so all verified compliant buyers can see them), but you also have the option of limiting visibility to the businesses in your network.

Listings

Filter by product ID or title...

Post a Product Upload Products

<input type="checkbox"/>	Title	Market	Type	Price	Unit	Quantity	Batch #(s)	Available	Created	Visibility
<input checked="" type="checkbox"/>	501st OG	Cannabis	Flower and PreRolls	Hidden	1 g	100000 g	--	in 8 months	04/18/2018	My Network
<input checked="" type="checkbox"/>	AHHS Brand OG	Cannabis	Concentrates	Hidden (Negotiable)	20 g	∞	1	Now	10/19/2017	Open Market

## 7. Link your Wholesale Storefront to your Website

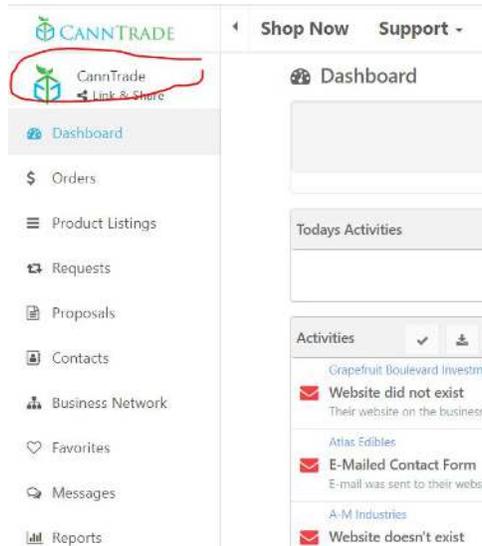
CannTrade gives you the ability to have a verified wholesale cannabis storefront (or just your products & offerings) on your own website. It's really as simple as grabbing your wholesale



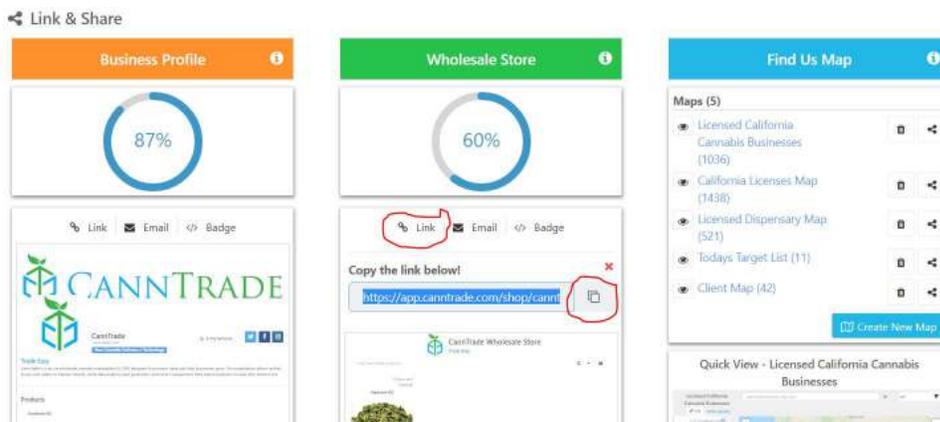
storefront link, and then having your website manager connecting the link to a button on your site. (We recommend the button say “Wholesale” or “Buy Wholesale,” or something similar.

Here is how to grab your wholesale link.

- Click on your logo (link & share) on the top left of the vertical menu.



- Click the “Link” button under the wholesale store, then click the icon to the right of the link to copy it!



- Once you have copied the link, send it to your web-person :)

## 8. Roles and Permissions

Once team members have joined the account, you can apply roles to those users so they have the proper permissions.

- Click “Account” > “Roles”

User	Business	Licensing	Profile	Team	Roles	Payment
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**User Information**  
Tell us about yourself and how to contact you

➤ Click “Add Role”

User	Business	Licensing	Profile	Team	Roles	Payment
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**Organization Roles**  
This section contains roles specific to your organization.

**Roles**

Your org doesn't have any custom roles.

[+ Add Role](#)

➤ To Create a role, Name the role, enter a description, and select (by checking the checkboxes) the permissions the role should have. Be sure to click “Save” when done.

Create a role

Inventory Manager

Manages Orders, wholesale buying, inventory

**Role Permissions**

Can edit all orders where your organization is the buyer or the seller

Can view all orders where your organization is the buyer or seller

Can view reports

Create/invite user, create/grant/edit roles, remove users

Enter contracts as a buyer

Enter contracts as a seller

Invite users to organization

Remove users from the organization

[Cancel](#) [Save](#)

➤ Once you have created the roles you need, you can apply those roles to the user accounts.

➤ Click the “Team” tab.

User	Business	Licensing	Profile	Team	Roles	Payment
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**Team Information**  
If you are a user manager this section contains information about users belonging to your organization and collectives you are a member of. You can also refer a business below.



- Next to a user, select the correct role from the dropdown menu.

Email	Name	Roles	Actions
Mark@CannTrade.com	Mark Restelli	<input type="text" value="Admin"/>	<input type="button" value="x"/> <input type="button" value="edit"/>
aholub@gmail.com	Adam Holub	<input type="text" value="Admin"/>	<input type="button" value="x"/> <input type="button" value="edit"/>
ashmariem85@gmail.com	Ashleigh Moulton	<input type="text" value="owner"/> <input type="button" value="v"/>	<input type="button" value="x"/> <input type="button" value="edit"/>

- Once selected, the role is active. There is no need to “save.”

## 9. Go!

This concludes the Quick Start Guide. You’re now ready to take advantage of the significant business opportunity presented by CannTrade. We’re happy to have you. If you have any questions about the above functions and features, or any other part of the CannTrade platform and markets, please reach out to us using [support@canntrade.com](mailto:support@canntrade.com).

Additionally, if you’d like a **demo** or **training session** for yourself, a business partner, or team member(s), please feel free to schedule one at your convenience by going to [CannTrade.com](http://CannTrade.com) and clicking on the “**Request Demo**” button.

We look forward to hearing from you.

Trade Easy!

**The CannTrade Team**

[CannTrade.com](http://CannTrade.com)

[Support@CannTrade.com](mailto:Support@CannTrade.com)