

Product Add-ons Setup Guide

Create optional or required extras, personalization choices and additional information fields for your products.

What This Guide Covers

Product Add-ons allow sellers to offer optional or required choices in addition to the normal product configuration, such as personalization, extra services, gift options or other paid/free extras.

When to Use Add-ons

Use an add-on when you need specific or extra information from the buyer, or when the buyer needs an additional choice for the product. This is especially useful for personalized or customized products - for example, a name for engraving, a gift message, an uploaded image or logo, or an optional paid extra. Do not use add-ons for normal product variations such as standard size or colour choices when those should be configured as product variations.

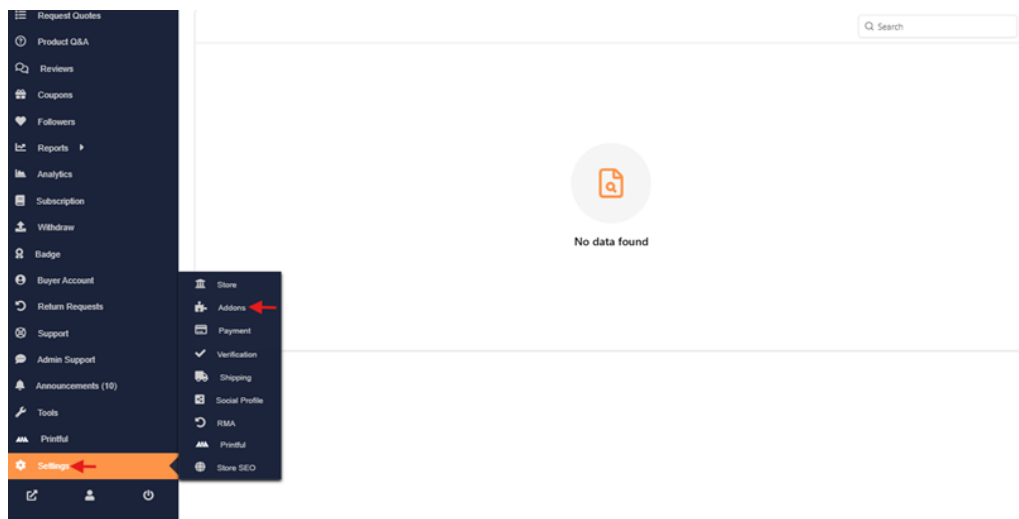
What Information Can Be Added?

Depending on the available field options, add-ons can collect specific or extra information needed to complete an order - particularly for personalized and customized products - or offer additional paid or free choices. Examples include:

- **Text Fields & Textareas:** For names, engraving text, gift messages or other custom instructions.
- **Checkboxes & Radio Buttons:** For optional extras or a choice between available options.
- **Dropdown Lists:** For selecting one option from a list.
- **File Upload Fields:** Buyers can provide an image, logo or document needed for a customized product.
- **Quantity & Heading Fields:** Use these where available to organize add-on information or support quantity-based choices.

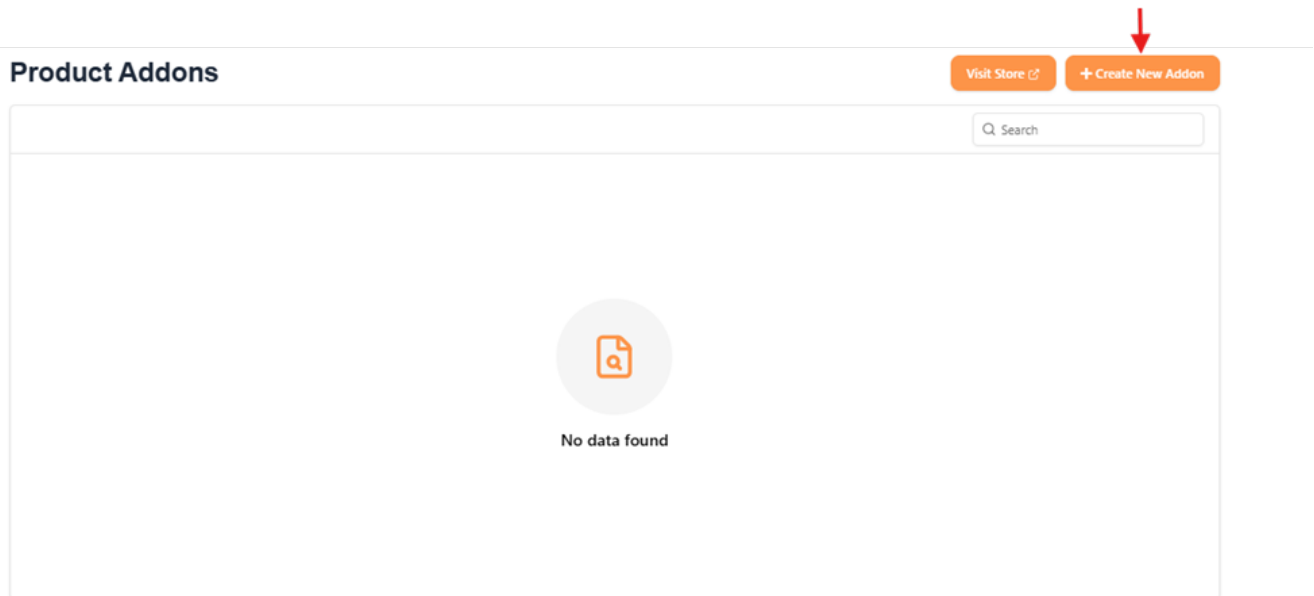
Create a Store-Wide or Product-Specific Add-on

1. Open **Seller Dashboard > Settings > Addons**.



Seller Dashboard > Settings > Addons.

2. On the **Product Addons** page, you can select an existing add-on you want to manage, or select **+ Create New Addon** to create a new add-on group.



Open the add-on you want to manage, or select + Create New Addon to create a new one.

3. Enter a clear internal **Name** for the add-on group. This is for your reference and is not shown to customers.
4. Set the **Priority** when needed. Priority controls the order in which multiple add-ons are displayed.
5. Under **Product Categories**, choose where the add-on should apply. You can apply it broadly or select the relevant product categories.

If you are finished with the add-on group, you can select **Publish** to save it. If you want to add choices or collect additional information from the buyer, continue with **Add Field** and the steps below.

Set your field type for product addons which is applicable for all product or specific product category globally. You can control this setting separately from individual products [← Back to addon lists](#)

Set up add-ons that apply to all products or specific product categories.

Name
This name is for your reference only and will not be visible to customers.

Priority
This determines the order when there are multiple add-ons. Add-ons for individual products are set to order 10.

Product Categories
Select which categories this add-on should apply to. Create add-ons for a single product when editing that product.

Add-on fields Expand all / Close all

Add Field Import Export

Publish

Complete the add-on group settings, then select **Add Field** to create the buyer options.

6. Select **Add Field** and choose the field type that best suits the information or choice you need from the buyer.
7. Enter the customer-facing field title, instructions and available choices. Keep the wording short and clear so buyers understand exactly what they need to select, enter or upload.
8. Where the selected add-on field supports pricing, enter the additional charge carefully. Available pricing methods can include a flat fee, quantity-based amount or percentage-based amount.
9. Mark an add-on as required only when the buyer must complete or select it before purchasing.
10. Select **Publish** to save the add-on, then review a relevant product page to make sure the options display and work as intended.

The screenshot displays the 'Add-on fields' configuration interface. At the top, there's a header with 'Add-on fields' and 'Expand all / Close all' links. Below this, a form is shown for configuring a 'Multiple Choice' field. The form includes several input fields: 'Type' (set to 'Multiple Choice'), 'Display as' (set to 'Dropdowns'), 'Title (Required)' (empty), and 'Format title' (set to 'Label'). There are also checkboxes for 'Add description' and 'Required field'. Below these is an 'Option' section with a table for adding options. The table has columns for 'Option', 'Pricing Method', and 'Amount'. An example row shows 'Enter an option' with a 'Flat Fee' pricing method and an amount of '0.00'. Buttons for 'Add Option', 'Remove', 'Add Field', 'Import', 'Export', and 'Publish' are visible.

After selecting Add Field, configure the field type, display style, required title, description or required-field setting, options and any applicable pricing.

The screenshot shows the 'Add-on fields' configuration interface. At the top, there's a header 'Add-on fields' with a link 'Expand all / Close all'. Below this, a 'Multiple Choice' field is selected, with a 'Remove' button. The configuration options include: 'Type' (Multiple Choice), 'Display as' (Dropdowns), 'Title (Required)' (empty field), 'Format title' (Label), 'Add description' (checkbox), and 'Required field' (checkbox). An 'Option' section is visible, containing a text input 'Enter an option', a 'Flat Fee' input, and a '0.00' value input. A red arrow points to the 'Add Option' button. At the bottom, there are 'Add Field', 'Import', 'Export', and 'Publish' buttons.

Use Add Option to add additional choices within the field. You can add as many add-on options as needed for the product or add-on group.

Add-ons for One Product Only

If an add-on should apply only to one product, open **Products**, select the product you want to edit, and scroll to its **Add-ons** section. Use **Add Field** there to create the fields and choices specifically for that product.

If a store-wide add-on should not apply to a particular product, use the available option to exclude the global add-on where shown.

Important Notes

Use short, clear labels so buyers understand exactly what they are selecting. Check any additional amount carefully before publishing, and test the product page after making changes.

What Happens Next

After completing Product Add-ons, continue with the next store setup guide:

Seller Payment & Payout Setup Guide →