01 • Eleven department reference

Course department names are a training taxonomy. The dated public interface has 10 module tiles; verify the live department/category selection for your offer.

Department	Example / main control
Grocery & Fresh	Produce, staples and provisions; Freshness, stock rotation and clear units
Food & Restaurants	Prepared meals and catering; Preparation windows, hygiene and transport packaging
Fashion & Clothing	Clothing, shoes and accessories; Size guides, accurate colours and returns
Pharmacy & Health	Permitted health and personal-care items; Check licences, restrictions and storage requirements
Electronics & Gadgets	Devices, accessories and appliances; Specifications, authenticity and warranty terms
Home & Kitchen	Furniture, cookware and household goods; Dimensions, assembly and bulky delivery
Used Items	Pre-owned goods; Condition grading, defects and ownership evidence
Parcel & Logistics	Parcel collection and delivery; Coverage, prohibited items and handover proof
Services & Artisans	Repairs, tailoring, cleaning and other skills; Scope, quotes, scheduling and completion evidence
Rentals	Equipment, tools, event items and spaces; Availability, deposits and before/after condition
Ride-hailing	Passenger trips; Eligibility, safety, route costs and trip records

Restricted sectors require current official eligibility/licence checks. This sheet does not grant permission to sell regulated goods or provide a regulated service.

Interface and workflow example date: 11 November 2026. Recheck live fees, terms, provider availability and policies before a real action.

02 • Listing and photo checklist

Five useful shots

Hero, detail, scale, packaging and in-use. For a service, rental or trip, substitute authorised work, condition, scope or readiness evidence.

Exact offer

A searchable title; correct category; material/specification; condition; unit/variant/scope; contents and exclusions.

Commercial clarity

Actual availability, price basis, timing, service area and clear return/cancellation terms.

Trust check

Photo matches title/SKU; genuine claims; permission to use images; no private customer data.

Draft first

Save mock-ups or drafts. Live publication needs separate authorisation and a final policy/availability check.

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03 • Margin-correct pricing

Start with cost

Add goods/materials, time/labour, packaging, vendor-paid delivery share and fixed per-order charges. State the unit and currency.

Markup

(Selling price − cost) ÷ cost. Example: ₦100 × 1.25 = ₦125, a 25% markup.

Margin

(Selling price − cost) ÷ selling price. The same example has 20% simple margin.

Target-margin price

Price = cost ÷ (1 − target margin). ₦14,200 ÷ 0.75 = ₦18,933.33; round up to ₦18,934.

Percentage-of-price fee

Price = cost ÷ (1 − margin − fee rate). The denominator must be positive. A ₦10,000 cost, 25% margin and illustrative 5% fee gives ₦14,285.71.

Reality check

Test discounts, missing costs and changing exchange/shipping costs. These are illustrations, not platform fee quotations or guaranteed net profits.

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04 • Stock and policy readiness

Stock/slots

State a real unit and actual availability. Track each size/colour or service/rental slot separately.

Before acceptance

Confirm you can fulfil the agreed scope, location and timing. Update an out-of-stock or unavailable slot.

Terms

Explain delivery/service radius, return/cancellation windows, deposits and exclusions consistent with platform rules and applicable law.

Capacity changes

Tell the buyer promptly; use an agreed substitution/reschedule/refund route rather than marking an unfulfilled job complete.

Track exceptions

Rental condition, service scope changes and ride/parcel safety are not ordinary product-return questions.

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05 • Threeni access and sourcing decision

Classroom gate: without an approved non-public test environment, simulate all payment, key, connection and sync actions. A live account/login is not permission to transact.

Decision checkpoint	If yes / verified	If no / uncertain
Do I need sourcing?	Compare landed cost, demand, timing and MOQ cash exposure.	Use your own/local offer; document why.
Are access terms understood?	Check parent coverage, currency, allowance and actual duration.	Stop. Verify terms; default six months is configurable, not perpetual.
Is entitlement confirmed?	Browse authorised products; review MOQ and tier pricing.	Review access/payment privately; do not click a funded checkout in class.
Quantity and shipping clear?	Record the sourcing selection; it is not a physical stock purchase.	Stop. Clarify supplier/order/shipping obligations.
Correct shop/store and approved test?	Use authorised test rows; protect keys; verify the linked identity.	Simulate. Get support; never delete/relink blindly.
Post-sync checks all pass?	Review mapping, price, stock/availability and listing status. Keep the log.	Stop relying on the import; fix with owner/support before publication.

Allowance is not MOQ

One distinct product at quantity 30 uses one product slot. Sync direction is Threeni → MartConnection; a sourcing list is not stock held.

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06 • Threeni link, sync and verification

Link privately

Threeni Shop Setting → MartConnection connection → generate/copy key once. Enter base URL/key in MC Store setup → Threeni connection. Never share the key.

Verify ownership

Confirm the intended shop, store and connected state. Reviewed logic limits one Threeni shop to one MC store.

Sourcing direction

Reviewed sourcing rows → choose unsynced items/shipping options → sync Threeni → MartConnection. Export to Threeni is a separate reverse flow.

Verify product by product

Store ID, product mapping, title/image, category, units/variants, retail price, availability and listing status—not only a success message.

Price risk

Connector percentage arithmetic is markup. An existing import can update retail price and stock; do not assume manual price overrides persist.

Safe classroom rule

Simulate unless an approved non-public test environment exists. Sync can create active listings. Stop on wrong ownership, unexpected payment/status or missing options.

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07 • KYC preparation without sharing secrets

Official requirements

Check the current provider/account eligibility and requested personal/business documents. The outline introduces TimeterestPay and Korapay; exact current steps require verification.

Consistency

Legal identity, supporting documents and payout-account holder must match the applicable requirements. A trading name is not necessarily the legal name.

Prepare privately

Check document validity/legibility and access to the requested verification method. Share ready/fix/unsure status only.

Never in cohort files

BVN/NIN, ID images, bank details, selfies, passwords, API keys and banking/login OTPs.

Track the review

Submitted/pending/approved/needs correction comes from the provider. Do not promise approval, fixed fees or a payout time.

Course completion

KYC approval is not a certificate condition. Separate sales-receipt readiness from Threeni sourcing-access spend.

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08 • Service, rental, ride and parcel trust

Services

Define call-out/inspection, materials, labour, timing and exclusions. Agree additional work/price before performing it.

Rentals

Check dates, availability, rate/deposit, accessories and condition before/after handover. Explain deductions with agreed terms/evidence.

Ride/parcel

Check current eligibility, vehicle/item safety, coverage, restrictions and permitted handover proof.

Contribution per hour

Fare/job revenue less direct costs is not take-home profit. Include travel/waiting time and allow for overhead, fees and maintenance.

Confirmation

Use intended completion evidence only after actual completion. Banking/login OTPs are never job-completion codes.

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09 • Fulfilment and customer recovery

Accept

Confirm stock/capacity, scope, location and timing.

Prepare

Check contents, condition, suitable packaging and necessary delivery details; minimise exposed personal data.

Handover

Use permitted proof and the approved confirmation process. Do not mark an undelivered order complete.

Update early

Explain a verified delay, a fair next step and the next update time. Do not invent an arrival time.

Recover privately

Publicly acknowledge the issue; keep customer/order details private; resolve using relevant evidence through approved support.

Ask for honest reviews

No invented ratings, pressure, paid praise or public exposure of buyer data.

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10 • Weekly numbers and cash

Consistent inputs

Use the same period/scope; record definitions and sources. Zero or missing denominators mean N/A.

View-to-order proxy

Completed orders ÷ listing-view events × 100. Events are not unique buyers.

Repeat-customer rate

Customers with ≥2 completed orders in the period ÷ customers who ordered in that period × 100.

Average order value

Net item revenue ÷ completed orders. Exclude delivery/tax for this course definition.

Cash reconciliation

Opening cash + actual cash received − actual cash spent = closing cash. Keep pending receipts/commitments separate.

One improvement

Name a bottleneck, small change, evidence source and review date. Maintain appropriate records and check relevant formalisation obligations.

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11 • Promotion that is ready to fulfil

Offer

One buyer need, truthful benefit, cost-tested price and feasible stock/slots.

Terms

State dates, price, scope, exclusions and any capacity limitation clearly.

Link / DB-Card

Test the correct offer/contact destination and QR if available. Verify current Timeterest/DB-Card features before claiming automated catalogue sync.

20-second storyboard

Hook → genuine proof → next step. Use permission-based media and no unsupported earnings, quality or scarcity claims.

Measure

Choose an objective and defined signal. Draft in class; sending, posting and ad spend require separate permission.

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12 • Project and post-training plan

Required evidence

E1 brief; E2 catalogue/evidence; E3 costs/availability/policies; E4 sourcing simulation; E5 anonymised readiness; E6 fulfilment; E7 draft promotion; E8 metrics/cash; E9 plan; E10 presentation.

Three-minute pitch

Offer and buyer; price/operations/risk; metrics insight/next action/support.

Day 30

Improve readiness and the offer; resolve one priority gap.

Day 60

Use consistent records and assess one tested improvement.

Day 90

Review sustainable operations and plan the next quarter.

Certificate

At least 80% attendance + completed project + quiz ≥60%. No purchases, sales or KYC approval requirement.

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