

BAM Shopify Store Setup Checklist

Bricks & Minifigs Franchisee Guide · Carpelligo LLC

Print this page and check off each step as you go. The whole process typically takes 1-2 weeks depending on how quickly inventory is prepped and corporate approval comes back.

	Task	
■	Fill out the intake form at app.carpelligo.com/setup (store info, domain options, POS URL, social media, shipping)	You
■	Domain approval request sent to BAM corporate by Carpelligo	Carpelligo
■	Receive written corporate approval for your domain name	You
■	Add 3 custom fields in Global POS (Settings > Custom Fields > Items): Tags, Product Type, Brand	You
■	Update all NIB inventory items with required fields + photos (see Item Prep guide)	You
■	Carpelligo completes Shopify store build + quality assurance	Carpelligo
■	Select collections for your store menu at app.carpelligo.com/collections	You
■	Mortar POS sync installed and connected to your POS by Carpelligo	Carpelligo
■	Choose Mortar Grow Plan (after Shopify payment settings are configured)	You
■	Store goes live! - Mortar sync confirmed, first items activated	Carpelligo + You

NIB Item Required Fields (Quick Reference)

Fields marked with * are required by LEGO for all NIB sets:

Field	What to Enter
Description *	[Set #] LEGO [set name as LEGO/BrickLink uses it] - nothing else
Long Description *	Condition notes first, then LEGO's description from LEGO.com
UPC *	Actual UPC for the set. Search: "LEGO [set#] UPC"

Field	What to Enter
Photos *	Minimum 3: box front, built set, built set with box
Tags	Add, [Series], NIB, [retired if applicable]
Product Type	Interlocking Blocks
Brand	LEGO®
bricklink_id	Set number + "-1" (e.g. 75334 -> 75334-1)

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