



Vendio Sales Manager Merchandising Edition - Get Started List

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Get started with Vendio Sales Manager Merchandising Edition in six easy steps. We recommend having your contact, payment, and shipping information handy to complete these steps even faster!

Step One: Register and Set up Your Account with Vendio Quick Start

- Go to Vendio.com, and click the Sales Manager tab located in the left navigation bar.
- Click the 'Try Risk Free!' button and complete the secure registration process.
- On the Welcome to Sales Manager page, click the 'Quick start Wizard' button.

The Vendio Quick Start Wizard will help you set up your account, including your payment, location, and default listing options so you can begin selling right away.

- Enter your eBay (Yahoo and Amazon if applicable) account information.
- Enter your payment and location details.
- Enter your default listing options.
- Set up Customer Manager to efficiently manage incoming emails (optional).

*Note that some of the above steps are necessary to successfully create your first listing. If you are having difficulty listing items because you haven't entered this information, [click here](#) to access Vendio Quick Start. If you want to change or update these settings in the future, you can find them on the Global Preferences page. To access your Global Preferences, login, and click on the My Account link at the top of the page. Then click on the Global Preferences link.

Step Two: Import Your Current and Closed Listings into Vendio

When you have completed Vendio Quick Start, you can import all of your current and closed listings, including images into Vendio. This will allow you to monitor the number of bids received, and the ending time for all of your currently active listings. You will also be able to manage your post sale activities for all of your closed listings. Please note that this process is available for eBay auctions and eBay stores only. To get started:

- In the left navigation bar, select Import/Track > Import.
- Follow the steps to import your listings, and click the 'Return to Sales Manager' button when you are finished.
- When the import is complete (it takes a few minutes up to a day depending on how many active listings you have on eBay), all of your listings will appear in your Control Panel under the Active and Closed Listings Tabs.

Step Three: Upload Your Standard Images to Vendio

Before you create a listing, upload all of the Standard Images that you will use in your listings by going to the Upload Standard Images page.

- Click the Image Hosting Tab in the left navigation bar.
- On the Image Hosting page, click the 'Upload Images' button, which will take you to the Upload Standard Images page.

- Depending on the number of images you want to upload, choose how many upload fields to display (up to 50), by selecting from the 'Show Upload Fields' dropdown menu at the top left of the page.
- Click one of the Browse buttons to locate your image file within your file directory. Double-click on the image file name. The file path will now appear in the field next to the Browse button. Name each image, if applicable, and organize them into your saved folders. Note that if you do not organize images into a folder, they will automatically be stored in your default folder.
- You may upload as many images as you like, depending on how many upload fields you have displayed.
- Once your upload fields are filled (note that it is not necessary to fill all of them), click the 'Upload' button (you will be given the upload status for each image on the following page). You can upload more images by clicking the 'Upload More' button, or you can return to the Image Hosting page by clicking the 'Done' button.

Note: If you have Windows XP, please check out Vendio XPress Image Publisher, which will help you upload images in bulk from any Window's directory. To learn more, click the Image Hosting tab in the left navigation bar, then click on XPress Publisher once you are logged in.

Step Four: Create a Listing

Once you have uploaded your Standard Images, you are now ready to create your listings using the Create Listings page.

- Click the Sales Manager Tab in the left navigation bar, then click on the icon of the marketplace you want to list your item in (eBay, eBay Motors, Yahoo, or Amazon).
- On the Choose Category page, select your item's category, and click the 'Continue' button.
- On the Create Listing page, enter a Title, Quantity, Starting Bid, Reserve Price, and Description for your item.
- Scroll down to the Select Images section, and use the 'Folder dropdown menu to select the folder where your image(s) are located. You can use Quick Find to search your folder for an image, or click the Search Tab to search all of your folders for an image.
- Once you have found the image that you want to attach to your listing, click on the image name to highlight it (this will display a preview of the image in the Preview Images window).
- To attach the image displayed in the Preview Images window, click the 'Attach' button. Your image will now appear in the Attached Images window. You can detach the image by clicking red 'X' icon, which appears below the image.
- Follow this process until you have attached all of the images you want in your listing.
- Once you have attached your images, you can quickly order them by clicking the green 'Arrow' icons, which appear below each image in the Attached Images window. Use these icons to move your images left or right, depending on what order you want them to appear in your listings.

Step Five: Complete Your Site Specifics and Shipping & Handling Information

After you have entered your Item Basics and attached your Standard Images, complete the remaining Site Specifics and Shipping and Handling information on the Create Listing page.

- eBay item features are managed in the features grid, which is just underneath the category and item specifics section. Here, you can enable eBay's extra features that come at an extra cost from eBay such as eBay gallery image, bold text, gift icon, etc.
- Shipping can be set up for domestic and international shipping. Your defaults from Global Preferences will apply to this page as a default but you can always edit these options individually. If you offer international shipping, please make sure that you store

- your international options in the international shipping section and check the box to offer international shipping.
- If you use eBay Checkout, please note that you enter values for both eBay and Vendio Checkout in just one area – the Shipping and Handling section. You can enable Checkout Redirect to direct buyers who click on the ‘Pay Now’ button on closed listings through Vendio Checkout, where much of their shipping information will be pre-filled using information transferred from eBay. You can set this preference in My Account > Post Sale Management (<https://secure.vendio.com/my/acct/psm.html>).

Step Six: Preview and Launch Your Item

After you have entered your Item Basics, attached your Standard Images, and completed your Site Specifics, you can preview and launch your item.

- Click the ‘eBay Preview’ button to make sure there are no errors with your listing. If there is an error, you will get a red message telling you what needs to be corrected.
- If you need to make changes, click the ‘Return’ or ‘Change Data’ button on the Preview page (not the browser’s back button).
- When you are ready to launch your item, click the ‘Launch Now’ button, or set a time and date and click the ‘Schedule’ button.
- Any items that you launch now will appear under the Active Listings Tab in Sales Manager, while any items you schedule for later will appear under the Pending Listings Tab, along with the date and time they are scheduled to launch.

Step Seven (Optional): Set Your Global Preferences

After you have listed a few items, we recommend that you take a few minutes to set your Global Preferences.

- Click on the My Account link at the top of the page.
- Click on the Global Preferences link.

The Global Preferences section is where you store your commonly used shipping, insurance, sales tax, and payment options to re-use for future listings. By specifying these settings once in your Global Preferences, you won’t have to enter them repetitively for each listing. For example, say you only offer UPS Next Day Air, UPS 2nd Day Air, and UPS Ground as your shipping options, you don’t charge sales tax, and you only accept Pay Pal as your payment option. You can specify this once in your Global Preferences and it will be reflected across any listings you create in the future. You can easily overwrite any of these preferences as you create listings.

Step Eight (Optional): Save Your Custom Templates

After you have set your Global Preferences, you can create and save templates to give your listings a professional and organized appearance.

- Click on the My Account link at the top of the page.
- Click on the Custom Templates link.

The Custom Templates section is where you can create, edit, and save as many templates as you want. Enter the Template Workshop to select from hundreds of pre-designed templates, or create your own using the controls in the sidebar. Any changes you make in the sidebar will be reflected in the preview window. When you are finished creating a template you are happy with, enter a name for it at the bottom of the page and click the ‘Save’ button. As you create listings, your template will now be available for you to select as you create listings. You can follow this process to create as many templates as you want.

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