



Vendio Stores - Get Started List

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Get started with Vendio Stores in five easy steps. We recommend having your contact, payment, and shipping information handy to complete these steps even faster.

Step One: Set up Your Store with Vendio Stores Wizard (If you already have, please go to step 2)

- Login, and click the Vendio Stores Tab in the left navigation bar.
- Click the 'Try Risk Free!' button, then choose a plan on the following page.
- On the Welcome to Vendio Stores! page, click the 'Launch Stores Wizard' button.

The Vendio Stores Wizard will help you set up your Store so you can be open for business and selling in just a few minutes.

- Enter contact details.
- Customize your Store design (logo and color scheme).
- Enter your company name, a welcome message, and searchable keywords.
- Enter a description of your business and upload your company logo.
- Set store policies. Enter the payment types you accept (including credit card processing), shipping methods you use, your customer service and return policies, and your tax policy. Note that the payment preferences entered here will update your Global Preferences, which also affects auction items. Also note that the policy fields are limited to 250 characters. If you have more text than our fields will allow, you can insert a link to a separate web page where your expanded policies can be viewed. Keep in mind that if you accept credit cards but do not have Verisign, you should include directions for customers to call or fax you. Alternatively, you can insert a link to a secure web form if you have one set up.

Step Two: Create Categories for Your Store Items

You can create categories for your Store items to make it easier for buyers to find the items they are looking for. Note that only Store items will be assigned to categories, auction items will not. Your auction items will automatically be imported into the Auction Gallery category in your Store.

- Click the Vendio Stores Tab in the left navigation bar.
- Scroll down to the bottom of the page and click on the Edit Categories link.
- On the Edit Store Categories page, click the 'New' button to create a new category.
- Enter a name and description for your category and click the 'Ok' button.
- Follow the same process until you have created all of your custom categories (note that you can also edit and delete your categories on this page). When you are finished, click the 'Done' button.

Step Three: Upload Your Standard Images to Vendio

Before you create a Store item, upload all of the Standard Images that you will use in your listing 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 your images into a folder, they will automatically be stored in your default folder.
- You may do this as many times 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 'Done'.

Step Four: Create a Store Item

To create a Vendio Store listing, go to the Create Listing page.

- Click the Vendio Stores Tab in the left navigation bar, then click on Create Store Item.
- On the Create Listing page, select New Item, then click the 'Continue' button.
- Complete all required fields, including Title, Qty Available, Description, Shipping and Handling, Qty in Store, Store Price, and Store Category.
- Attach an image(s) to your Store item by highlighting your image(s) and clicking the attach image icon.
- When you are finished creating your Store item, click the 'Create Item' button, which will list your Store item and make it visible to buyers.
- Note that when you list a Store item, it will also be stored in Inventory. If you ever want to edit a live Store item, go to your Inventory by clicking the Sales Manager Tab in the left navigation bar, then click on Inventory. Click on the Category Folder where your item is stored, then click on your item's Title, which will allow you to edit it as needed.

Step Five: View, Edit and Customize Your Store

To view, edit, or customize your Store, go to the main Stores page.

- Click the Vendio Stores Tab in the left navigation bar.
- To view how your Store will appear to buyers, click on your Store URL. Make sure you are happy with your Store's appearance, and double check periodically to see if the information you initially provided in the Stores Wizard is accurate.
- If you want to make changes to your Store, make sure you select the 'Closed for renovation' radio button, which will close your Store temporarily until you have made your changes. When you are finished making changes and are ready to open your Store to buyers, select the 'Open for business' radio button.

If you want to customize or make changes to your Store, use the three resources outlined below. Each of these resources can be found at the bottom of the main Stores page.

Edit Properties – Change the aspects of your Store that were created in the Stores Wizard, including logo, color, contact information, shipping details, and special features.

Edit Categories – Create, edit, or delete your Store categories to make it easier for buyers to find the items they are looking for.

Add Items to Categories – Assign existing or add new Store items to your custom categories on the Inventory Management page.

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