

Vendio Merchant's Guide
Create Items – Sell on
eBay Manual



Contents

Create Items Overview	5
Create Items Concepts	5
Marketplaces Tab.....	6
Product Identifier.....	6
Inventory & Variations	7
Sell on Vendio store	7
Sell on eBay	8
Sell on Amazon.....	9
Item Info Tab	10
Title & Subtitle	11
Images	11
Item Description	12
Base Price	12
Condition & Condition Notes	13
Profiles.....	13
Shipping Profiles.....	14
Payment Profiles	21
Tax Profiles.....	24
Policies Profiles	26
Use Calculated Shipping.....	30
Inventory Tab	30
Quantity in Stock.....	31
SKU.....	31
Cost to Seller	32
My Items Folder	32
Allow Overselling	32
Inventory Notes.....	33
Bin/Warehouse Location.....	33
Advanced Inventory Options.....	34

Inventory & Variations Tab	36
Variations	37
SKU.....	40
Cost to Seller	40
My Items Folder	41
Allow Overselling	41
Inventory Notes.....	42
Bin/Warehouse Location.....	42
Advanced Inventory Options.....	42
Sell on eBay	45
Categories.....	46
eBay Second Category	47
eBay Store Category	47
Second eBay Store Category	47
Listing Format.....	47
Quantity per listing (Fixed Price	48
Fixed Price.....	48
Starting Bid (Auction).....	48
Buy Now (Auction).....	48
Reserve (Auction).....	49
Duration	49
Title.....	49
Layout, Theme, Counters.....	50
More eBay Options.....	50
Launching.....	71
Second Chance Offers	81
Sell on eBay with Variations	82
Categories.....	83
eBay Second Category	83
eBay Store Category	84
Second eBay Store Category	84
Variations	85
Duration	85

Title.....	86
Item Condition	86
Layout, Theme, Counters.....	86
More eBay Options.....	87
Launching.....	107
Second Chance Offers	117

Create Items Overview

The Vendio Platform Create Items page is a listing tool that allows a merchant to sell on multiple-marketplaces without having to create a listing for each marketplace. Reusable information is stored in “profiles” which are applied when creating items. Merchants select the marketplaces, inventory and variations options to determine which areas of Create Items are displayed, and advanced fields for each area are available by clicking “more” vs. having to skip over fields that do not pertain to your item.

Shared inventory across markets ensures accuracy and the flexibility of inventory control allows a merchant to determine how inventory will be handled on an item basis.

Create Items Concepts

Marketplace Selection – Select ALL the marketplaces where you will be listing your items. When you select the marketplace, it will be added to your create items and you will be asked to select the main category for each marketplace selected.

Inventory & Variations -The inventory options displayed in Create Items have two modes. Inventory is the default and will display the inventory fields (optional) that you can use to track normal inventory. When selecting Variations, the section name changes to Inventory & Variations and will contain fields used for item variations.

Profiles - Profiles are segments of listing information that you pre-define and use when creating items. Each profile can be named and saved and will be available in the profile drop-down menu.

Inherited Fields -When you enter “core” information about your product that can be used in multiple marketplaces, it will be populated into the various marketplaces. For example, when you add a title, it will be populated into Store, eBay and Amazon.

More Options-Required fields and the most typically used items are visible as you move through the create items fields and additional optional fields are available when you select “Advanced” or “More” options.

Inventory Control- Inventory control and handling can be determined on an item basis and is not confined to a global setting.

Marketplaces Tab

The marketplace tab is where you begin to build your listing by selecting your marketplace and inventory options.

Product Identifier

The Product Identifier field is used for catalog information (pre-fill) for Amazon, eBay and the Vendio store marketplaces.

Associate your item to marketplace catalogs and use the data to simplify the listing process. Using the catalog searches offered by Amazon and eBay you can:

1. Attach your item to the catalogs on eBay and Amazon to ensure buyers find your item.
2. Use the catalog information to pre-fill fields on the create items form.

What fields will be prefilled:

For Amazon:

Product Identifier, Title, Price, Brand, Manufacturer, Manufacturer Part Number

eBay:

Product Identifier, Title Price, Brand, Manufacturer, Manufacturer Part Number

Vendio store:

Title, Price

For both eBay and Amazon the description and image will be present when the items are launched or made visible.

Inventory & Variations

Inventory and Variations are optional selections. Choose inventory if you want to maintain inventory using Vendio and select Inventory & Variations if you will be using variations in your listing such as sizes or colors.

The screenshot shows the 'Marketplaces' configuration page in the Vendio interface. On the left is a sidebar with 'Marketplaces' selected, and sub-options for 'Item Info' and 'Inventory & Variations'. The main content area is titled 'Marketplaces' and includes a 'Product Identifier' section with an ISBN dropdown and a 'Catalog Match' button. Below this is an 'Inventory' section with a checked checkbox and the text 'I want to add and manage this item in my inventory.' and a sub-section with a checked checkbox for 'I have more variations of this item such as color and size.' At the bottom, there are three checkboxes for selling on 'vendio STORE', 'eBay', and 'amazon', all of which are currently unchecked.

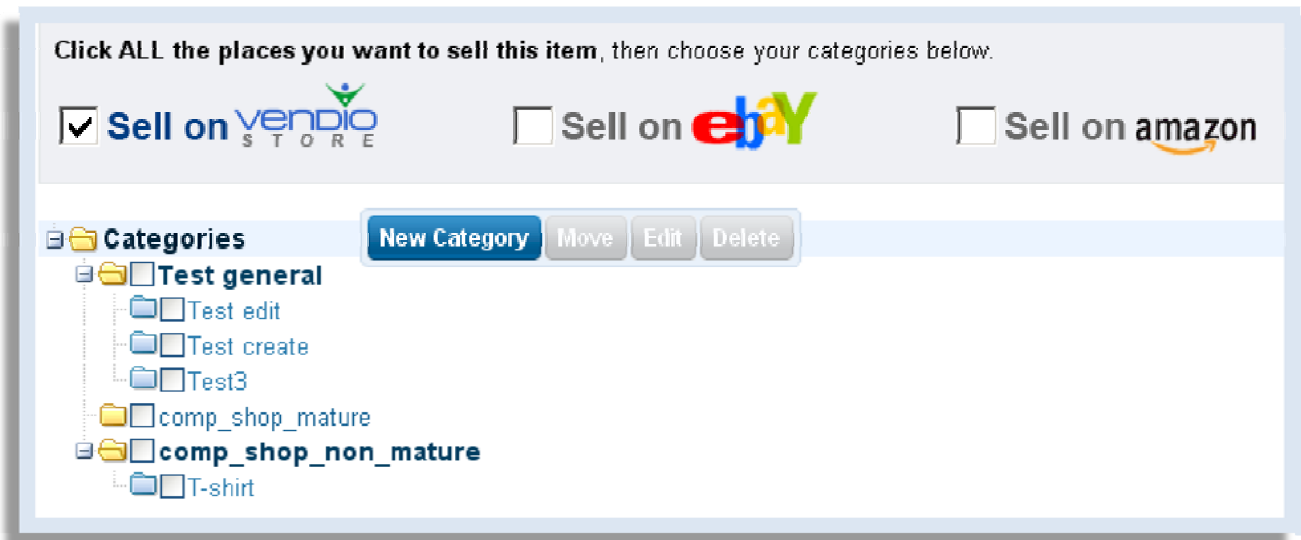
When variations are not checked the default view will display Inventory only, while checking variations will change the display to Inventory & Variations.

Sell on Vendio store

When you select to sell on Vendio store, your category tree will be displayed and you can select your category.

Selling Tip:

Select **ALL** the marketplaces where you wish to offer your item for Sale.



If you have not created your store categories ahead of time, you can create them by select “New Category”. It is recommended that you create your categories under the main Store navigation as you have more options such as adding keywords for search engines.

Sell on eBay

When you select to sell on the eBay market, your category tree will be displayed and you can select your main category.

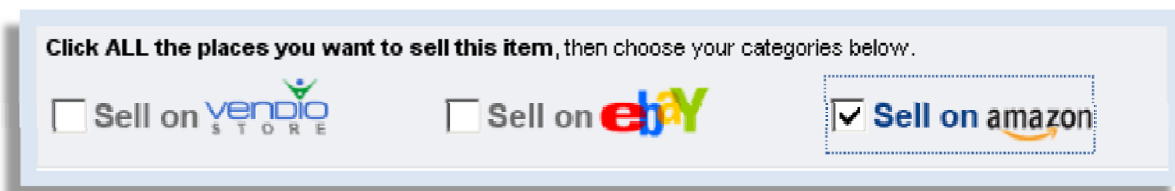


The main category will determine which variations are visible when you are using variations. The eBay second category and eBay store categories can be chosen under the “Sell on eBay” tab that will be visible when you select to sell on eBay.

If you have previously created listings, you can select a category you have recently used by using the “previously used” drop down menu.

Sell on Amazon

When you select to sell on the Amazon Market, the Amazon Info section will appear in your navigation.



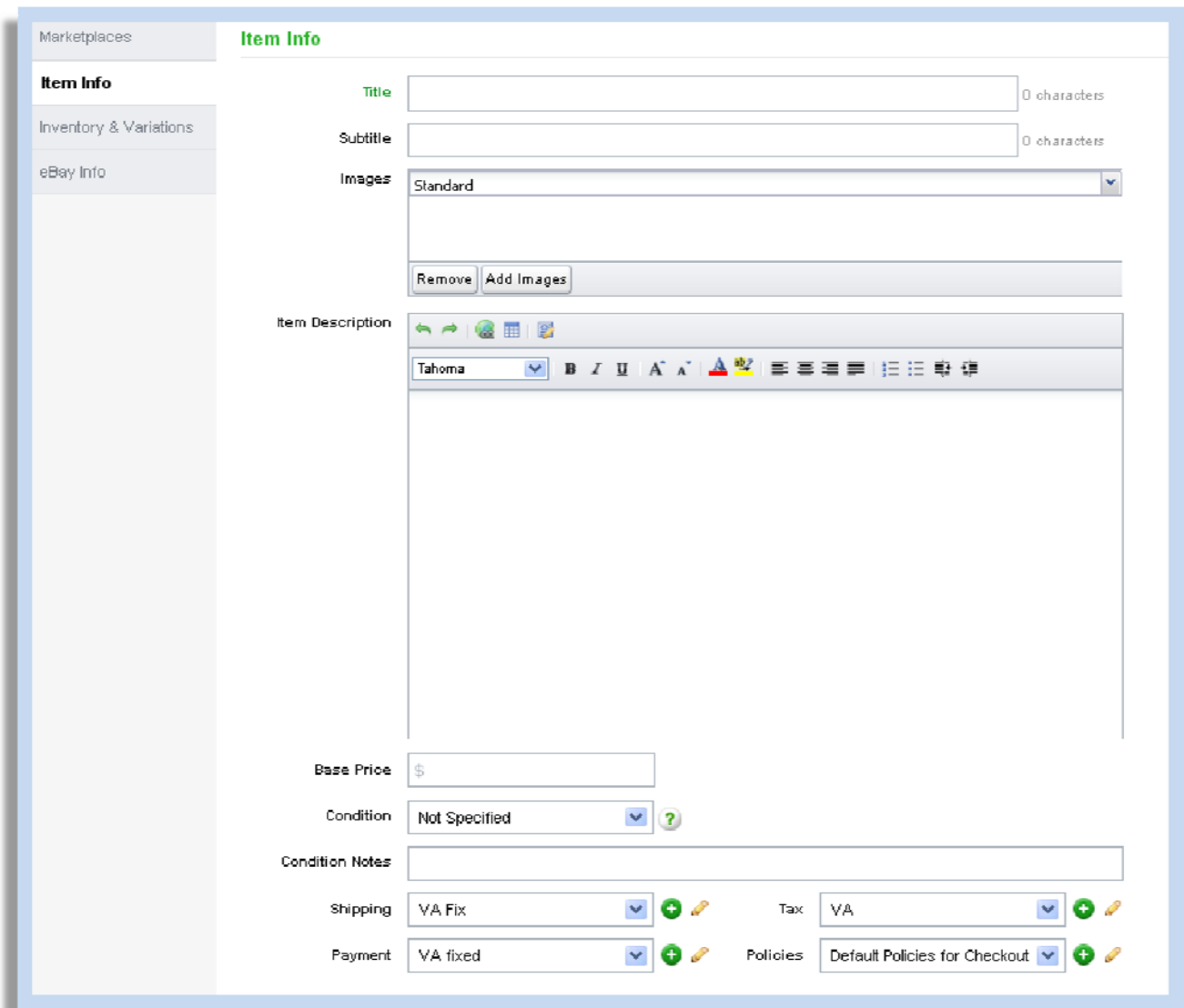
Selling Tip:

eBay and Amazon require a “token” or authorization for Vendio to perform actions on your behalf. Please go to Preferences>Channels to update your eBay and Amazon Information.

Item Info Tab

The Item Info section will be displayed if you have select to use Inventory or Inventory and Variations.

The Item Info is essentially the “core” item information, most of which will be populated into the market info sections. For instance, the title entered in Item Info will be populated into your Store, eBay and Amazon Info sections. In each section where the information is populated from your core item info, there will be a “chain link” icon. Clicking on the “chain link” icon in these sections will allow you to edit on a marketplace level.



The screenshot shows the 'Item Info' tab in the Vendio interface. On the left is a sidebar with navigation options: 'Marketplaces', 'Item Info' (selected), 'Inventory & Variations', and 'eBay Info'. The main content area is titled 'Item Info' and contains the following fields and controls:

- Title:** A text input field with a '0 characters' character count indicator.
- Subtitle:** A text input field with a '0 characters' character count indicator.
- Images:** A dropdown menu currently set to 'Standard', with 'Remove' and 'Add Images' buttons below it.
- Item Description:** A rich text editor with a toolbar showing 'Tahoma' font, bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink icons.
- Base Price:** A text input field with a '\$' symbol.
- Condition:** A dropdown menu set to 'Not Specified' with a help icon.
- Condition Notes:** A text input field.
- Shipping:** A dropdown menu set to 'VA Fix' with a green plus icon and a pencil icon.
- Tax:** A dropdown menu set to 'VA' with a green plus icon and a pencil icon.
- Payment:** A dropdown menu set to 'VA fixed' with a green plus icon and a pencil icon.
- Policies:** A dropdown menu set to 'Default Policies for Checkout' with a green plus icon and a pencil icon.

Title & Subtitle

The Title field is a mandatory field which will be populated into your Store, eBay, or Amazon ads. In each section (eBay, Amazon and Vendio store) where the information is populated from item info, there will be a “chain link” icon. Clicking on the “chain link” icon in these sections will allow you to edit on a marketplace level.

The screenshot shows two input fields. The top field is labeled 'Title' and has a green border. To its right, it says '0 characters'. The bottom field is labeled 'Subtitle' and also has '0 characters' to its right.

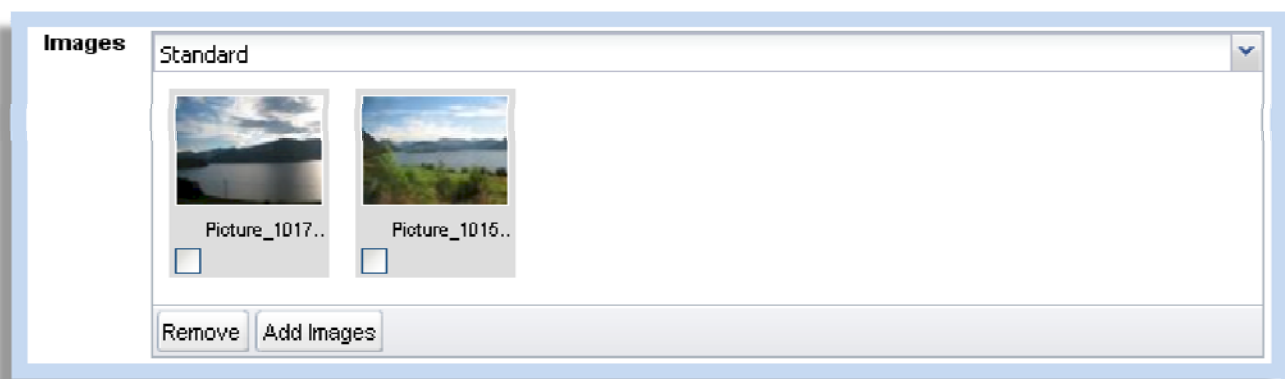
You may need to adjust the title according to marketplace restrictions. For example, eBay has a 55 character limit for titles, so if the title in Item Info is longer than this you will need to adjust it for eBay.

Important Note:

eBay charges a fee for the use of Subtitle and Vendio will **not** automatically populate your subtitle into the eBay Info section.

Images

Add images to your items by selecting Standard or ZoomStream Images from the drop-down menu and clicking “Add Image”.

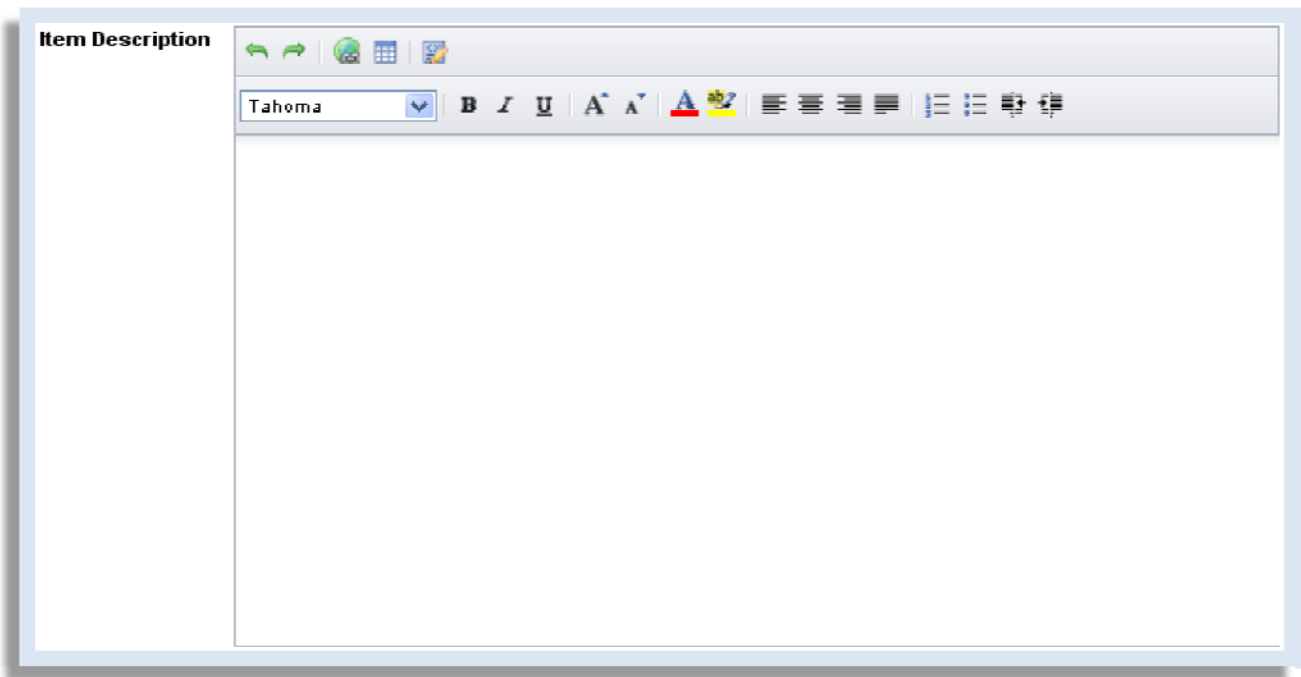


Select the images to add by clicking on them (you can use shift+click or ctrl+click to highlight multiple images) and clicking the “Attach Selected” button. You can also upload images by selecting “Upload Images” if your image has not yet been uploaded. The images will then be displayed in the Item Info section. To remove an image from

the Item Info section, select the image by clicking on it, and click the “Remove Image” button.

Item Description

Enter your core item description. This section is the “text” part of your description. You can change the fonts and colors, add a hyperlink, spell check, and more from the HTML editor.



You can view the editor options by mousing over them and viewing the tooltip display.

Best Practice:

Enter only your product information in item description. If you need to add additional text that is specific to a marketplace, you should do so by editing your description in that section.

Base Price



Use the Price field to enter a fixed price amount for your item which will be populated into your eBay, Amazon and Vendio store Info sections.

Base Price \$

In each section (eBay, Amazon and Vendio store) where the information is populated from item info, there will be a “chain link” icon. Clicking on the “chain link” icon in these sections will allow you to edit on a marketplace level. The base price for variations will be editable from the variations grid in your Inventory & Variations tab.

Condition & Condition Notes

The item info condition and condition notes are optional fields that are used for Google Product search for your Vendio store items.

Condition	Not Specified  
Condition Notes	<input type="text"/>

Both the condition and the condition notes are displayed within your Vendio store items.

Best Practice:

Condition is required field for Google Product search. It is always a good practice to enter the condition for Vendio store items that you want distributed to search engines.

Profiles

Shipping	Adi Profila   	Tax	Sorin profile tax   
Payment	Sorin a 2 payment   	Policies	Default Policies for Checkout   

Shipping Profiles

Shipping Profiles include your domestic and international shipping, handling and insurance for all your selling markets.

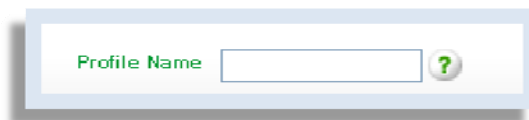
You can use Shipping Profiles to define the shipping methods, carriers that you offer, as well as setting your international and domestic options for all markets.

Profiles greatly expedite the create item process by allowing you to:

- Avoid having to enter repetitive information
- Name and save any number of profiles for future use
- Easily apply saved information while creating items

Profile Name

The profile name will appear in the drop-down menu when you use “Create Items”. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you name your shipping profiles “Domestic Shipping” and “International Shipping”, you will know at a glance which profile contains only US shipping details, and which can be used for items you will ship internationally.

A screenshot of a web form element. It features a light blue border and a white background. On the left, the text "Profile Name" is written in a green font. To its right is a white rectangular input box. Further right is a small green circular icon containing a white question mark.

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Ship-From Location

The ship-from location denotes the shipping location of an item and is used in calculating weight based shipping. If you are shipping from several locations or warehouses, you can create multiple profiles to accommodate each location.

Domestic Shipping Methods

You will define the carriers and methods used to ship your items domestically under Domestic Shipping Methods. If you use calculated shipping for certain items and fixed shipping for others, you can create multiple profiles and select the appropriate profile as you are creating your items.

Domestic Shipping Methods Calculated Costs ? Make sure you have filled out [Shipping Weight, Package Size, and Dimensions](#) in the Item Info section above.

Destination: United States

Carrier	Method	Shipping cost
USPS	First-Class Mail®	Calculated ✘
FedEx	First Overnight®	Calculated ✘

[add another shipping method](#)

International Shipping Methods

The first step in setting up international shipping is to set your destinations (countries that you will ship to). Select the **Add Another Destination** button and select the countries where you will ship items. When you have completed your selection, select the **OK** button.

When you use different shipping carriers by destination, you can create multiple destinations by clicking on **Add Another Destination** and repeating the above process for each destination and carrier.

Edit Destination ✘


Choose the regions to add to this Ship-To Destination:

Worldwide


Specific regions




- U.S.A. (Continental U.S., AK/HI, Protectorates, APO/FPO)
- All of Asia
- Australia
- Japan
- All of Europe
- UK
- Germany
- North and South America
- Canada
- Mexico

Note: eBay prohibits mixing fixed and calculated shipping costs within domestic shipping and international shipping; however, if you specify all fixed shipping options for domestic shipments, you can specify all calculated shipping options for international shipments (and vice versa). In addition, if you have a country excluded on eBay, and include it in your Vendio Shipping profile, the country will still be excluded when you launch to eBay.


Calculated Costs  Make sure you have filled out [Shipping Weight, Package Size, and Dimensions](#) in the Item Info section above.




Note: Your eBay global excluded shipping locations ALWAYS apply.
(When listing to eBay, eBay will prevent buyers in your excluded countries from buying your items irrespective of your Vendio shipping settings)

Destination: Worldwide [edit destination](#) 

Carrier	Method	Shipping cost
USPS 	First-Class Mail Int'l® 	Calculated 

[add another shipping method](#)

Destination: Worldwide [edit destination](#) 

Carrier	Method	Shipping cost
USPS 	Express Mail Int'l® 	Calculated 

[add another shipping method](#)

UPS Options

UPS is available as a shipping method for sellers who want to offer UPS shipping. In order to offer calculated UPS rates, you will need to have an active UPS account. Once your account is registered, update your shipping profile with both the account information and the UPS options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your UPS account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple UPS accounts, you can select the account you want to use from the drop-down menu.

UPS Drop Off / Pick Up

“Daily pick up” should be specified if UPS regularly comes to your business to pick up packages. “Counter service” should be specified if you bring packages to UPS to be shipped. Note that there is a rate difference between pick up and counter service.

UPS Packaging

Select either “your packaging” or one of the available UPS packaging options if you use UPS packaging materials.

FedEx Options

FedEx is available as a shipping method for sellers who want to offer FedEx shipping. In order to offer calculated FedEx rates, you will need to have an active FedEx account. Once your account is registered, update your shipping profile with both the account

information and the FedEx options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your FedEx account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple FedEx accounts, you can select the account you want to use from the drop-down menu.

FedEx Drop Off / Pick Up

“Regular pick up” should be specified if FedEx regularly comes to your business to pick up packages. “Request courier” should be specified if you normally call FedEx to arrange a pick up. If you do not use FedEx pickup services, specify where you drop your packages off by selecting either “Drop Box”, “Business Service Center”, or “Station”. Note that there is a rate difference for each of the above options.

FedEx Packaging

Select either “your packaging” or one of the available FedEx packaging options if you use FedEx packaging materials.

FedEx Rate Display

Select which rates to display to your domestic buyers. Choose to display business rates or standard residential rates when a buyer checks out or uses the FedEx shipping calculator. Note that business rates are typically less expensive than residential rates. Business rates will always be quoted for international shipments.

FedEx Delivery Signature

Select the signature method you prefer. FedEx may impose additional charges for some signature options, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Optional (Treat all Customers as Businesses)

This option will allow you to charge all customers at business rates. Typically business rates are less expensive than residential rates. Please be aware that if you choose this option, the shipping amount charged to your buyers may be less than the amount you are charged by FedEx.

FedEx Home Delivery

Select the home delivery method you prefer to use. FedEx may impose additional charges for certain home delivery times, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Insurance (Domestic and International)

Specify how insurance for domestic and international shipments will be applied to an order. Choose the insurance options that will be presented to the buyer from the drop-

down menu. The choices for insurance are Not Offered, Required, Optional, or Included in Shipping & Handling. Insurance rates can be applied based on carrier defined rates, a user defined fixed amount, or a user defined rate table. If you are using custom shipping carriers, you will need to define your own rate table to be used with all carriers.

eBay does not allow sellers to charge for Insurance, and any insurance options set here will only apply to your Vendio store.

Handling (Domestic and International)

Specify your handling charges, if any. Handling charges are extra charges that could be applied to cover packaging and handling time costs, and are added to the shipping amount in the customer's invoice. It is generally recommended that you keep handling costs to a minimum.

Handling Time

Handling time denotes the maximum number of days from the date payment is received to the date the item is shipped.

Combinable

Check "combinable" to specify that the item can be combined with other items purchased by the same buyer during checkout. This setting allows items to be combined in one shopping cart. You can set how you handle combined shipping under

Preferences>Orders

Shipping Policy

The shipping policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay marketplace has settings and rules which are applicable only to eBay. If you are launching items to eBay, or plan to do so in the future, you may need to adjust the main profile settings to work with the eBay marketplace. If the settings in your main shipping information comply with eBay rules and your shipping carriers appear in the order you prefer for eBay, there is no need to make any adjustments.

eBay-Specific Shipping Carriers eBay only accepts three domestic and three international carriers, and will only allow you to send fixed or calculated options (not both). Use the controls to sort the carriers into your preferred order, with the three you want to send at the top.

Domestic carriers:

Send to eBay
USPS First-Class Mail®

Move Up
Move Down

International carriers:

Send to eBay
Worldwide: USPS First-Class Mail Intl®
Worldwide: USPS Express Mail Intl®

Move Up
Move Down

Additional Ship-To Locations eBay presents your extra "contact seller" Ship-To region selections as shown below. You can change the presentation by checking and unchecking these boxes. Note that this won't change your actual region selections - just how they are shown on eBay.

None

Get It Fast Highlight this item as "Get It Fast" ?

eBay-Specific Insurance Options NOTE: As of September 22, 2009, Insurance is no longer allowed to be offered on eBay listings.

eBay View of Shipping Carriers

The eBay view of shipping carriers section displays the shipping carriers that will be offered in your eBay listings. Currently, eBay allows only three shipping carriers each for both domestic and international shipping. Place the three carriers of your choice at the top of the list, as these are the three that will be sent to eBay. We recommend placing the least expensive shipping carrier in the first (topmost) position, as this carrier is what eBay will use to calculate the shipping charges that are displayed in various eBay buyer searches. Note that changing the order of shipping carriers in the eBay view will not affect the shipping carrier display in other marketplaces.

Additional Ship-To Locations

Because eBay allows only three shipping carriers to be offered for international shipping, you may want to specify additional options for international buyers in locations outside of those covered by the offered carriers. You can use the additional ship-to locations to notify buyers in specified regions that they need to contact you directly to get a pricing quote. Note that if you specify additional ship-to locations, it does not change the ship-to regions specified under the destinations defined in the main profile information, and will not affect the three eBay international shipping carriers above.

Get it Fast

"Get it Fast" is an eBay promotional option which requires sellers to agree that they will offer at least one overnight shipping service (such as US Postal Service Express Mail or

UPS Next Day Air) as a carrier, and that they will ship the item within one business day of receiving payment.

Adjust These Settings for Amazon

Amazon shipping settings are generally set globally for your Amazon Merchant Account, but some item-specific settings may be defined

Amazon Maximum Aggregate Shipping Quantity

The maximum aggregate shipping quantity is the number of the same item that can fit in one box.

Amazon Shipping Overrides

Amazon shipping overrides allow you to set alternative methods that will override the standard Amazon shipping method and amount. For example, if you want to charge an amount different than the Amazon defined amount for shipments expedited to Alaska/Hawaii, you will need to use an override.

The screenshot shows a web interface for configuring shipping settings. At the top left, there are two labels: "Amazon Maximum Aggregate Shipping Quantity" and "Amazon Shipping Overrides". To the right of the first label is an empty text input field and a green question mark icon. Below these labels is a section titled "Override 1" with a red 'X' icon in the top right corner. Under "Override 1", there is a "Method & Locale:" label followed by two dropdown menus: "Select a type..." and "Select a locale ...". Below the dropdowns are two radio button options: "Don't offer this shipping option" (unselected) and "Change rate for this shipping option" (selected). Under the second option is a "Ship Amount: \$" label followed by an empty text input field. Below the input field are two radio button options: "Add to current amount" (unselected) and "Replace current amount" (selected). At the bottom of the form is a button labeled "Add Override" with a green question mark icon.

Select the shipping method and location, select “Change rate...” and enter the amount. The amount can either be added to the current shipping amount (for example, add \$5.00 for expedited shipments to Alaska/Hawaii), or replace the current amount.

Payment Profiles

Payment Profiles include your payment methods and policies for all your selling markets.

You can use payment profiles to define the payment methods you offer, as well as your payment policies for all available markets.

Profiles greatly expedite the create item process by allowing you to:

- Avoid having to enter repetitive information
- Name and save any number of profiles for future use
- Easily apply saved information while creating items

Profile Name

You will find the Payment profile names displayed in the drop-down menu at the top of the Payment Profile section when you create items. It is important to create descriptive profile names so you can easily identify them in the menu. For example, if you name your Payment profiles “PayPal Only” and “PayPal and Authorize, you will know at a glance which profile to use when you want to use only PayPal, and which to use when you want to offer PayPal and Authorize.net Payments.

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Payment Profile

Required fields in green Optional fields in black

Profile Name ?

Payment Types Accepted Type Account Instructions to Buyer (optional)

If using Google Checkout for Store items, buyers will have that checkout option in addition to any direct credit card gateway you use in Vendio Checkout. Google Checkout is not applicable to eBay items. You must [activate Google Checkout in Items Preferences](#) in order to offer it.

Payment Information Details If you accept checks or money/postal orders, enter the name and address to which buyers should send payment.

Payable to:

Address 1:

Address 2:

City:

State:

Region/Province: (International only)

ZIP/Postal Code:

Country:

Payment Policy

[Adjust these settings for eBay](#) ?

Payment Types Accepted

For each payment type accepted, select a payment type from the drop-down menu, enter the appropriate account information, and any specific instructions to the buyer. Note that you need to have a payment gateway account such as Payflow Pro (Verisign/PayPal) or Authorize.net, and a merchant account to accept direct credit card payments.

Add Another Payment Method

To add additional payment methods, click on the **Add Another Payment Method** button and fill out any required fields.

For example, Authorize Net requires an Account Name, API Login ID (User name), Transaction Key (Password).

Optionally, you can check to require CVV (which is the three-digit credit card code on the back of the credit card) and /or you can opt to require AVS, which is address

verification (a buyer will be unable to pay for the item unless the address matches his/her credit card billing address).

Payment Information Details

You can use the Payment Information Details section to enter payment instructions for your buyers. For example, if you accept checks, you should enter the address where you will receive the payments so the buyer can complete the transaction. Please note that payment related rules and regulations in each marketplace may vary, so you may need to adjust the settings for different marketplaces.

Payment Policy

The payment policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay market has payment options which are eBay specific. If you are launching an item to eBay or plan to do so in the future, you will need to adjust the payment types defined above to match the eBay marketplace requirements.

eBay View of Payment Types

Because eBay restricts and/or requires certain payment types, eBay View of Payment Types will allow you to define which payment options will be visible on your eBay listings and during checkout from eBay. For example, eBay no longer allows paper-based payments such as check or Money Order to be accepted in certain categories, and also requires that all listings include at least one electronic payment option.

eBay-Specific Payment Types

[Review eBay's Accepted Payments Policy](#) to determine which payment options are allowed. The checked payment types will be sent to eBay. Uncheck any you don't want shown on eBay.

Paypal

Money/Postal Orders

Visa

[Add a payment type just for eBay](#)

Additional Checkout instructions displayed on eBay

Require Immediate Payment Require immediate payment on [qualified listings](#)

You may wish to remove some of your accepted payment types from the “Payment Types Accepted” list above, or add an additional payment type, only when listing on eBay. To remove an accepted payment type only for eBay, uncheck the checkbox in front of that payment type in the list that appears.

To add additional payment methods that you may not offer in other markets, select “Add a payment type just for eBay”. Just be sure that the payment types you enter are allowed on eBay.

If you meet eBay’s selling requirements and wish to require PayPal immediate payment, select the checkbox for “Require Immediate Payment”.

Tax Profiles

Tax Profiles include your tax information for all your selling markets.

Tax profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you charge tax for multiple locations, you can create a profile for each location and select the appropriate tax profile as you are listing your item – with no need to open the tax section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list.

For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Using Tax Profiles

You can use tax profiles to define your state sales tax information (if applicable) for all available markets.

Tax Profile Custom Value

Tax Table

Don't charge sales tax

Charge sales tax according to this table:

State/Province	Rate
California (CA)	0 %

[add another state/province](#) | [show all states/provinces](#)

Include shipping & handling when calculating tax

[Adjust these settings for eBay](#)

Save this profile as

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Tax Table

The tax table is where you will set the State/Province tax rate that will be charged to buyers. When applying sales tax, you will need to determine if your state requires sales tax on the shipping and handling charges. If you are required to apply sales tax to shipping and handling, check the “Include shipping & handling when calculating tax” box.


eBay Specific Tax Settings

The eBay market has tax options that are specific to eBay. If you are listing on eBay, or plan on doing so in the future, you will need to adjust your tax specifications above to match the eBay marketplace's requirements.



Settings for eBay


If you have already defined and stored a Tax Table for your eBay account, you can apply your tax preferences based on the table already on eBay by checking the “Charge Tax according to the Tax Table already defined in my eBay account” option.

If you have not yet defined a tax table for your eBay account, or want to replace a previously stored table with the one defined in this profile, you may update the tax table for any of your eBay ID's by selecting the appropriate eBay ID from the drop down menu and hitting the “Send” button. This will send the tax preferences defined in your profile to eBay for the selected eBay ID.

eBay-Specific Tax Settings Use the tax table already defined in my eBay account 

If you want to update your eBay tax table to match the rates you entered above, select the eBay ID to update and click "Send."

Charge tax only in  according to the rate you entered above

If you only need to charge tax for eBay sales in one of the locations defined in your tax table, select the “Charge tax defined above, but only in” radio box and select the location where you want to charge tax.

Policies Profiles

Policies Profiles include your selling policies, your business information and logos for all your selling markets.

Policy profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you use different policies for a market or product line, you can create a profile for each market or product line and select the appropriate policy profile as you are listing your item – with no need to open the Policy section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Creating a Policy Profile

Policy profiles can be used to define your return policies, business information, logos, etc. for all available markets.

Policy Profile

Required fields in green Optional fields in black

Profile Name ?

Business Name

Business Phone

Business Website ?

Skype ID Allow buyers to contact me via Skype

"About Us" Message Display this message in my marketplace listings that support it

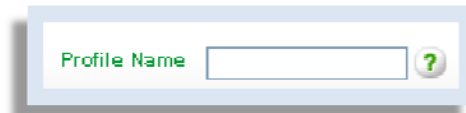
Font Size ▾ Font Family ▾ Use HTML Editor

B *I* **U** [List Bulleted] [List Numbered] [List None] [Link] [Image] [Undo] [Redo] [Fullscreen]

Business Logo None Hosted image: URL:

Profile Name

The profile name will be displayed in the drop-down menu in the Policy Profile section when you use Create Items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you create two policy profiles and name them “Vendio store” and “eBay Store”, you will be able to easily identify which profile to use as your create items for your Vendio and eBay Store.

A screenshot of a web form field. The field is labeled "Profile Name" in green text. To the right of the text is a white rectangular input box. Further right is a small green circular icon containing a white question mark. The entire form element is enclosed in a light blue border with a subtle drop shadow.

Business Name

The Business Name field will allow you to display your business name instead of your first and last name that you entered when you registered. For example, you might prefer to use your business name instead of your first and last name to sign your emails to buyers. Your Business Name can be used in various areas, such as eBay listings, your Vendio store, your Gallery, “About Us” pages, invoices and emails.

Business Phone

Enter your business phone number here. Your business phone will be used in various areas such as on your Store, Gallery, About Us pages, invoices and emails. You should only enter a phone number if you want it displayed publically.

Business Website

Enter your business website URL. Your business website URL will be displayed in various areas such as on your Store, About Us pages, invoices and emails.

Skype ID

If you want eBay buyers to be able to contact you via Skype, specify your Skype ID, and your preferred method of contact.

Skype (an eBay company) is a software application that will allow you to talk to anyone, anywhere, for free using your computer and internet connection. You can also use Skype to chat with buyers. Go to eBay to download the application and create a Skype ID.

About Us Message

In this section you can create an “About Us” message that will appear in supported marketplaces. About Us messages are generally used to convey information about you and your business to customers and potential buyers. The About Us message field supports HTML, but you may use the HTML editor for basic formatting.

Business Logo None
 Hosted image:
 URL:

About Us Image None
 Hosted image:
 URL:

Additional Marketing Graphic None
 Hosted image:
 URL:

Legal Disclaimer

Return Policy I do not accept returns (all sales final)
 I accept returns
 Items must be returned within days
 (*Note: The "60 Days" option is not available for eBay Motors Parts & Accessories, the maximum duration available ("30 Days") will be used instead.)
 Refund will be given as:
 Return Shipping will be Paid by:
 Refund policy details:

[Adjust these settings for eBay](#)

Business Logo

You may upload your business logo to Vendio (recommended) or enter the image URL if your logo is hosted elsewhere. The business logo will appear in your Vendio store and other areas where applicable.

About Us Image

You may upload an "About Us" image to Vendio (recommended) or enter the image URL if your image is hosted elsewhere. The About Us image will appear in your Vendio store "About Us" section.

Legal Disclaimer

Describes any legal language needed with the product. For example: "Residents of NJ, VT, MA, and MI, must be at least 18 and over to purchase." The legal disclaimer is used for the Amazon marketplace and Vendio store.

Return Policy

Enter your return policy here and select the appropriate items from the drop-down menu. If you accept returns, specify how quickly the item must be returned, and how you will handle the refund or credit. If there are additional details, you may enter them in the Return policy details box. Please note that this is a general profile which can be a universal setting for all markets. (Vendio store, eBay, Amazon)

Adjust These Settings for eBay

In addition to the general return policy option found above, you also have the option of creating a market return policy options and requirements which are eBay specific. If you are listing on eBay, or plan to do so in the future, you may wish to create an eBay specific return policy that differs from your standard return policy.

Use Calculated Shipping

When using weight based or calculated shipping, entering the Item Weight, Shipping Weight, Dimensions and Package size into Item Info insures that your calculated shipping is available for all markets and you will not need to open your shipping profile when items have different weights.

[Use Calculated Shipping? Add size, weight, and package details](#) ?

These fields are required if you offer calculated shipping for this item. Otherwise they're optional, but we recommend filling them in if you ever intend to offer calculated shipping in the future.

Item Weight	<input type="text"/>	lbs.	<input type="text"/>	oz.	
Shipping Weight	<input type="text"/>	lbs.	<input type="text"/>	oz.	
Dimensions	<input type="text"/>	x	<input type="text"/>	x <input type="text"/>	inches
Package Size	<input type="text" value="Not Specified"/>				

Inventory Tab

(If using Variations, please see the next section: **Inventory & Variations**)

The Inventory tab contains the core information about your item. If you do not wish to track inventory, you can bypass this tab. The only mandatory fields when using

inventory is the Quantity and SKU (SKUs are automatically generated, but you can change the m if you use your own system).

Quantity in Stock

The quantity in stock reflects the number of items you have in stock. Vendio will decrement or increment the inventory as needed, as it is sold or restocked.

Track quantity in separate lots

You can track your quantities in separate lots if you source items under one SKU from different suppliers or at different costs or shipments. Inventory is decremented on a first in, first out basis when using lots.

SKU

The SKU (stock-keeping unit) is the inventory number of your product. Enter your own SKU, or use the unique SKU that Vendio applies automatically as you create your items.

SKU Vendio - 1288357984237 0 characters ?


Cost to Seller

Enter the price you paid for an item in Cost to Seller.

Cost to Seller \$

My Items Folder

Select a folder for your item. All items are visible from **Items > My Items** and folders are visible on the left navigation pane. Adding an item to an appropriate folder can make searching and sorting items easier.

My Items Folder None  [Change this](#)

Allow Overselling

Allow Overselling Do not allow overselling  [Learn More](#) ?

When determining how to distribute available inventory across marketplaces other than eBay, there are three options. Note that quantity values in each marketplace must be defined to use the "Do not allow overselling" and "Allow overselling if it can't be avoided" settings:

Do not allow overselling: This option manages inventory quantity strictly across marketplaces to ensure there will never be a chance of selling more than your available quantity in stock. When this option is selected, quantity fields for all marketplace listings must be specified and your core inventory quantity in stock will be allocated accordingly across these listings and your Vendio store.

Allow overselling if it can't be avoided: This option does not place strict restrictions

on inventory quantities in your marketplace listings. When this option is selected, non-eBay marketplace listings will have unspecified quantities available for sale, enabling maximum sales utilization across all channels. As soon as the total available quantity in stock reaches 0, all marketplace listings will be updated accordingly, but there is a minimal risk that a sale may occur before such an update is complete, which could lead to an oversold situation.

Allow overselling: This option allows all non-eBay marketplace listings to have unspecified quantities available for sale, enabling maximum sales utilization across all channels. When this option is selected, marketplace listings are *not* updated if the total available quantity in stock reaches 0, so oversold situations are more likely.

Additional note: eBay listings require a specific quantity value when they launch. This limits our ability to automatically distribute items to eBay without specific quantity data. You may, however, set up an auto-launch profile for eBay listings in the eBay Ad Info section. Auto-launch profiles will launch new items to eBay according to the schedule and criteria that you define.

Inventory Notes

Add any additional inventory notes that you want to be able to reference.

Inventory Notes	<input type="text"/>
------------------------	----------------------

Bin/Warehouse Location

Enter the warehouse location of your item. This allows you to quickly determine the item's location.

Bin/Warehouse Location	<input type="text"/>
-------------------------------	----------------------

Advanced Inventory Options

Additional optional fields are available when you select “Advanced Inventory” options.

The screenshot shows a web form titled "Advanced..." with a light blue border. At the top left, there is a tab labeled "Advanced...". Below this, the form contains several input fields and a button:

- Labels:** A text input field followed by a blue "Add" button. Below the input field is a large, empty rectangular area, likely a list or table for labels.
- Website:** A wide text input field.
- Year Made:** A text input field.
- Where Made:** A wide text input field.
- Manufacturer:** A wide text input field.
- Brand:** A wide text input field.
- Manufacturer Part Number:** A wide text input field.

At the bottom of the form, there is a blue link that says "add new custom field..."

Labels

Labels are quick reference terms that can be searched from **Items > My Items**. For example, if you sold Gold State Charms, your label could be the state. When viewing items, you could search “California” to view all your California charms.

Labels

Website

Enter the website where you purchased your item for future reference.

Website

Year Made

Enter the year your item was made for future reference.

Year Made

Where Made

Enter the manufacturer location of your item for future reference.

Where Made

Manufacturer

Enter your supplier or the manufacture of your item for future reference.

Manufacturer

Brand

Enter the brand of your item for future reference.

Brand

Manufacture Part Number

Enter the manufacture part number of your item for future reference.

**Manufacturer Part
Number**

Custom Fields

Custom fields are searchable from **Items > My Items**.

Manufacture Tel.

555-555-5555

[add new custom field...](#)

Inventory & Variations Tab

The Inventory & Variations tab contains the core information about your item. Any inventory & variations created can be used to create listings for eBay and your Vendio store. The variations created in the Inventory & Variations tab will be populated into your selected markets (eBay or Vendio store), and you can set which variations will be displayed on your markets, as well as pricing and the quantity that will be available on the marketplaces.

Marketplaces

Item Info


Inventory & Variations

Inventory

This tab is optional. You may not need to use it if you're selling a unique item.

Predefined variations

Predefined attribute sets: Save set as...

<input type="checkbox"/> Image	SKU	Qty	Price
 Add new attribute!			

SKU Vendio - 1288357984237 0 characters [?](#)

Cost to Seller \$

My Items Folder None [Change this](#)

Allow Overselling Do not allow overselling [?](#)

Inventory Notes


Bin/Warehouse Location

Variations

Product variations allow you to set attributes for your items, such as size and color that you buyers can select when checking out.

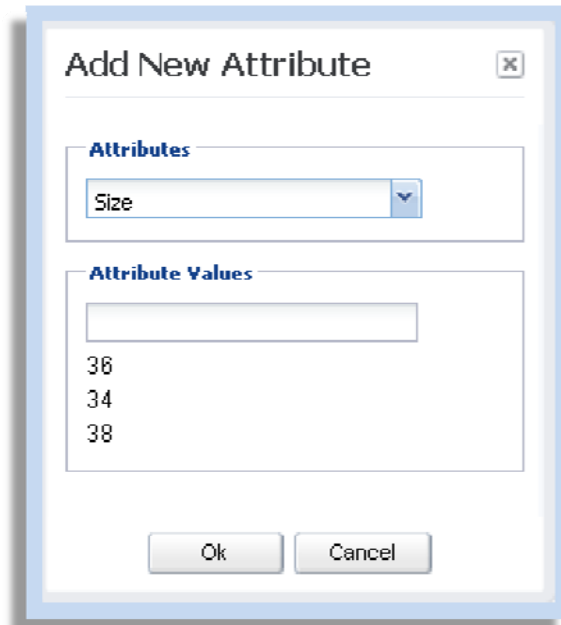
Predefined variations

Predefined attribute sets: Save set as...

<input type="checkbox"/> Image	SKU	Qty	Price
 Add new attribute!			

Add Attribute

To get started entering variations, you'll need to create your attributes, which are then saved and available from the drop-down menu.



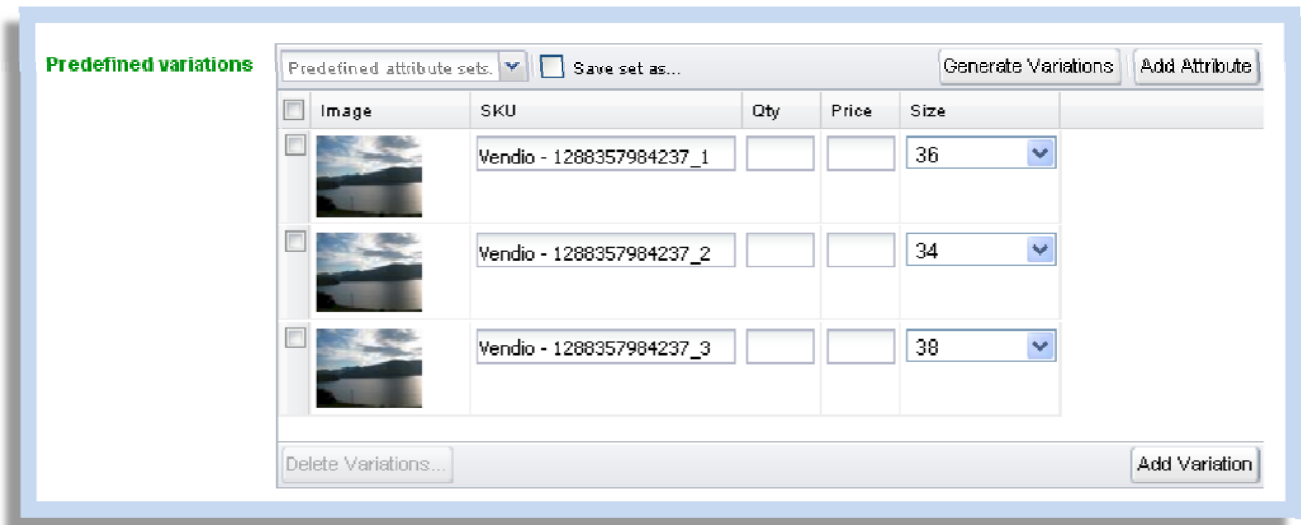
The screenshot shows a dialog box titled "Add New Attribute". It has a close button in the top right corner. The dialog is divided into two main sections. The first section, labeled "Attributes", contains a dropdown menu with the word "Size" selected. The second section, labeled "Attribute Values", contains a text input field with the values "36", "34", and "38" listed below it. At the bottom of the dialog are two buttons: "Ok" and "Cancel".

For example, if you wanted to offer variations for sizes, your attribute would be "Size" and the Attribute Values would be the various sizes.

Once you have set your attribute, and attribute values, select "OK" to continue.

Generate Variation

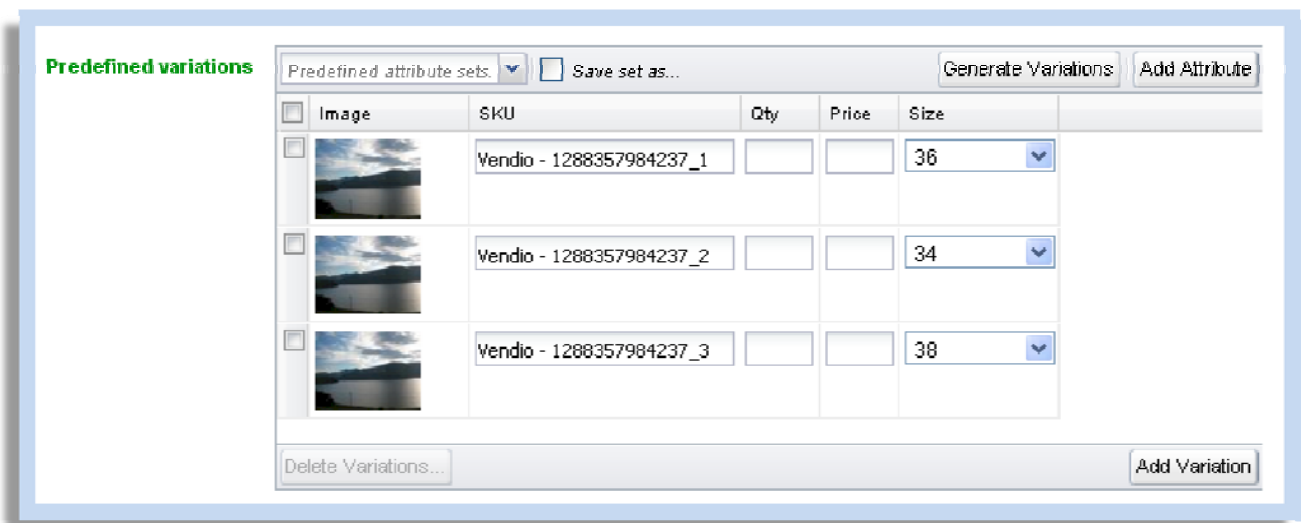
Once you have created your attributes and attribute values, select the Generate Variations button to add your item.



In the image above, we have added the attribute “Size” and the attribute values of “36, 34 and 38, and selected the Generate Variations button.

Add Variations

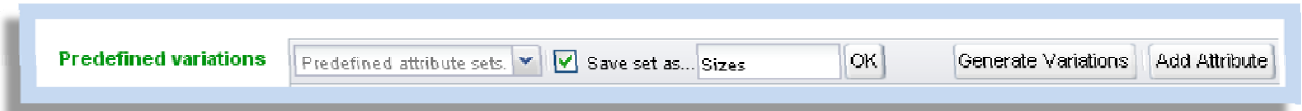
You can add additional variations by selected the “Add Variations” button to add additional products.



If you wish to enter an attribute that you have not set yet (such as size 40), click on the “Add Attribute button, select size from the drop down menu and add any additional sizes you may want to utilize.

Save Set as:

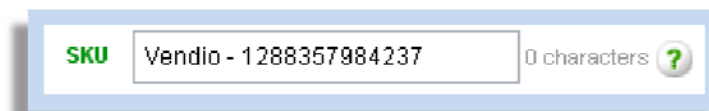
If you frequently use an attribute such as color or size, you can save your attributes for future use using “save set as...”



For example, you have 2 sets of sizes that you will be using often and save them as “men’s sizes and women’s sizes”. When you are listing something that requires women’s sizes, you can select that set from the Predefined variations drop down menu.

SKU

The SKU (stock-keeping unit) is the inventory number of your product. Enter your own SKU, or use the unique SKU that Vendio applies automatically as you create your items.



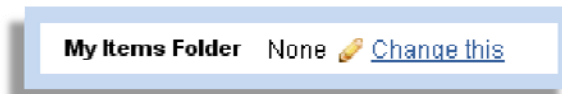
Cost to Seller

Enter the price you paid for an item in Cost to Seller.

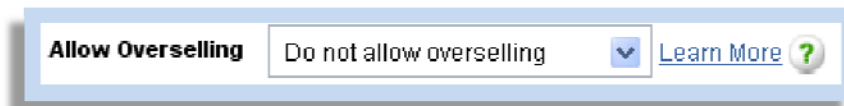


My Items Folder

Select a folder for your item. All items are visible from **Items > My Items** and folders are visible on the left navigation pane. Adding an item to an appropriate folder can make searching and sorting items easier.



Allow Overselling



When determining how to distribute available inventory across marketplaces other than eBay, there are three options. Note that quantity values in each marketplace must be defined to use the "Do not allow overselling" and "Allow overselling if it can't be avoided" settings:

Do not allow overselling: This option manages inventory quantity strictly across marketplaces to ensure there will never be a chance of selling more than your available quantity in stock. When this option is selected, quantity fields for all marketplace listings must be specified and your core inventory quantity in stock will be allocated accordingly across these listings and your Vendio store.

Allow overselling if it can't be avoided: This option does not place strict restrictions on inventory quantities in your marketplace listings. When this option is selected, non-eBay marketplace listings will have unspecified quantities available for sale, enabling maximum sales utilization across all channels. As soon as the total available quantity in stock reaches 0, all marketplace listings will be updated accordingly, but there is a minimal risk that a sale may occur before such an update is complete, which could lead to an oversold situation.

Allow overselling: This option allows all non-eBay marketplace listings to have unspecified quantities available for sale, enabling maximum sales utilization across all channels. When this option is selected, marketplace listings are *not* updated if the total available quantity in stock reaches 0, so oversold situations are more likely.

Additional note: eBay listings require a specific quantity value when they launch. This limits our ability to automatically distribute items to eBay without specific quantity data. You may, however, set up an auto-launch profile for eBay listings in the eBay Ad Info section. Auto-launch profiles will launch new items to eBay according to the schedule and criteria that you define.

Inventory Notes

Add any additional inventory notes that you want to be able to reference.

Inventory Notes	
-----------------	--

Bin/Warehouse Location

Enter the warehouse location of your item. This allows you to quickly determine the item's location.

Bin/Warehouse Location	
---------------------------	--

Advanced Inventory Options

Additional optional fields are available when you select “Advanced Inventory” options.

[Advanced...](#)

Labels

Website

Year Made

Where Made

Manufacturer

Brand

Manufacturer Part Number

[add new custom field...](#)

Labels

Labels are quick reference terms that can be searched from **Items > My Items**. For example, if you sold Gold State Charms, your label could be the state. When viewing items, you could search “California” to view all your California charms.



Labels

A large empty rectangular box is positioned below the input field and button.

Website

Enter the website where you purchased your item for future reference.



Website

Year Made


Enter the year your item was made for future reference.



Year Made

Where Made

Enter the manufacturer location of your item for future reference.



Where Made

Manufacturer

Enter your supplier or the manufacture of your item for future reference.



Manufacturer

Brand

Enter the brand of your item for future reference.

Brand

Manufacture Part Number

Enter the manufacture part number of your item for future reference.

**Manufacturer Part
Number**

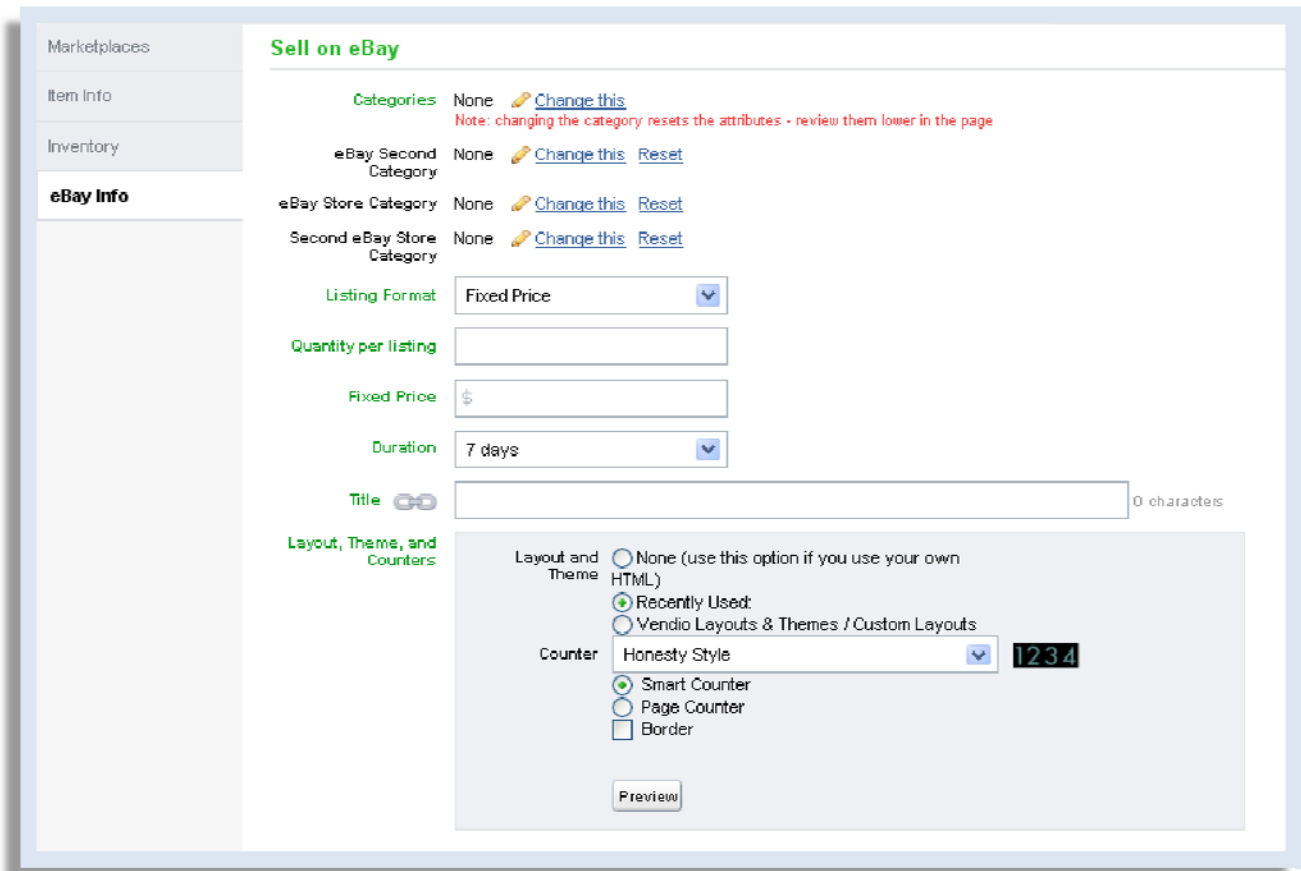
Custom Fields

Custom fields are searchable from **Items > My Items**.

Manufacture Tel.[add new custom field...](#)

Sell on eBay

The “Sell on eBay” tab displays the fields you will need to sell your item on eBay. Optional and advanced eBay options are located under the “More eBay Options” link.

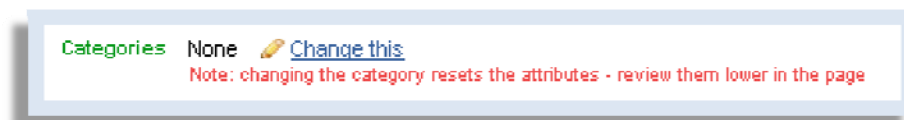


If you have not completed the **Item Info** tab, you can create your profiles, title, description and image selection under this tab.

Title, Profiles, Description, Images are linked from the **Item Info** tab. To edit or change any of these fields, click on the “chain link” icon and make any changes.

Categories

The eBay category where your item will be listed will be displayed under Category. This category was selected in the marketplace tab.




If you decide to change your category, any category attributes (variations) will be lost. To edit the category, click on the “Change this” link.

eBay Second Category

Some items may benefit from being displayed in a second eBay category. To add a second eBay category, click on the “Change this” link.



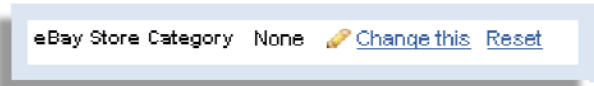
eBay Second Category None  [Change this](#) [Reset](#)

Selling Tip

Using a second eBay Category incurs an additional eBay **listing fee**.

eBay Store Category

If you have an eBay Store subscription, you can list categories for your fixed price items that will be displayed in your eBay listings.

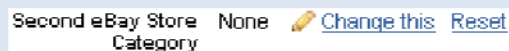



eBay Store Category None  [Change this](#) [Reset](#)

To add an eBay store category, click on the “Change this” link.

Second eBay Store Category

If you have an eBay Store subscription, you can choose a second category for your fixed price items that will be displayed in your eBay listings.

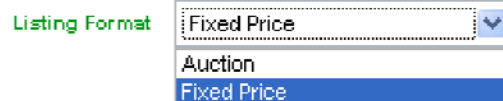



Second eBay Store Category None  [Change this](#) [Reset](#)

To add an eBay store category, click on the “Change this” link.

Listing Format

eBay listing formats are either Fixed Price or Auction. Vendio will display the correct listing options once you have selected either Fixed Price or Auction.



Listing Format Fixed Price 
 Auction
 Fixed Price

Auction options are Starting Bid, Buy Now and Reserve. Fixed Price options are Quantity per listing and the Fixed Price of the item.

Quantity per listing (Fixed Price)

Quantity per listings is an option that is available when listing on eBay to have multiple items available for purchase. eBay requires that the number of items be committed to eBay, and that a quantity is specified.

A screenshot of a web form showing a text input field. The text "Quantity per listing" is displayed in green to the left of the input box.

Quantity per listing

If you have over 50 items, “more than 50” will be displayed as the quantity on the eBay marketplace.

Fixed Price

Enter the selling price of your fixed price item.

A screenshot of a web form showing a text input field. The text "Fixed Price" is displayed in green to the left of the input box, and a dollar sign (\$) is visible inside the input field.

Fixed Price \$

Starting Bid (Auction)

Enter the starting bid for your auction item. The eBay insertion fee for auction listings is based on the starting bid of the item.

A screenshot of a web form showing a text input field. The text "Starting Bid" is displayed in green to the left of the input box, and a dollar sign (\$) is visible inside the input field.

Starting Bid \$

Buy Now (Auction)

Buy It Now is an optional field that allows you to set a fixed price for your auction item. There is an additional eBay fee for using a Buy It Now price.

A screenshot of a web form showing a text input field. The text "Buy Now" is displayed in black to the left of the input box, and a dollar sign (\$) is visible inside the input field.

Buy Now \$

The Buy it Now price must be at least 10% higher than the Starting Bid in most categories.

Reserve (Auction)

A reserve price may be used on your item if you do not want to sell below a “reserve” amount. When using a reserve the term “reserve not met” will be displayed in your listing until the reserve amount is reached.

A screenshot of a form field for setting a reserve price. The field is labeled "Reserve" and contains a dollar sign (\$) followed by an empty input box.

Please Note: There is an additional eBay fee for using reserve pricing.

Duration

Choose the duration of your auction or fixed price item.

A screenshot of a dropdown menu for selecting the duration of an auction. The menu is titled "Duration" and shows a list of options: 1 day, 3 days, 5 days, 7 days (highlighted), 10 days, 30 days, and Good 'Til Cancelled.

Auctions can be listed from 1 – 10 days. There is an additional charge for 10 day listings.

Fixed price can be listed from 1 -30 days and you can use Good “Til Cancel” which will continue to list your items each month until they sell or are cancelled. eBay Fees apply each 30 days for Good “Til Cancel” items.

Title

The Title field is a mandatory field which is linked from the Item Info tab if you have used that tab. If you have not yet entered a title, you can type in your title in this section.

A screenshot of a form field for entering a title. The field is labeled "Title" and has a link icon (two interlocking circles) next to it. The input box is empty and has a character count of "0 characters" on the right side.

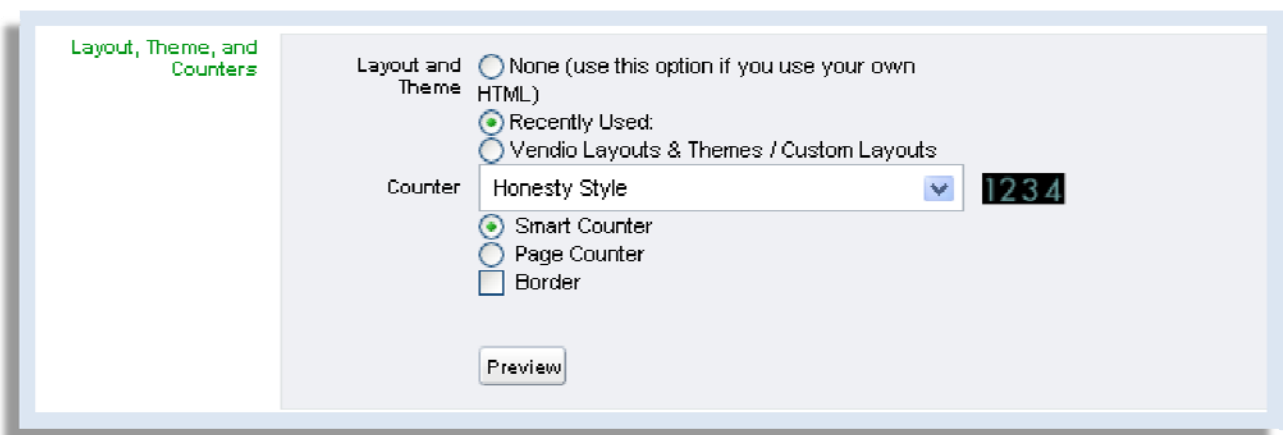
eBay has a 55 character limit for titles, so if the title in Item Info is longer than the limit, you will need to adjust it for eBay.

To edit your title, click on the “chain link” icon and make any changes.

Layout, Theme, Counters

Select your layout (arrangement of images in your ad), theme (the “look and feel” of your ad) and your counters.

Click on “Larger Preview” to view the themes and layouts in greater detail.



More eBay Options

Additional optional fields are available when you select “More eBay Options”. These fields are not required. If you do expand this section, it is not necessary to fill out every field.

Profiles

Profiles are segments of listing information that you pre-define and use when creating items.



Each profile can be named and saved and will be available in the profile drop-down menu.

Shipping Profiles

Shipping Profiles include your domestic and international shipping, handling and insurance for all your selling markets.

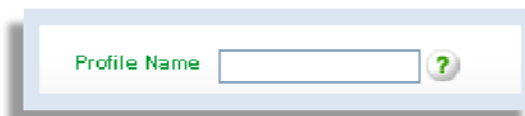
You can use Shipping Profiles to define the shipping methods, carriers that you offer, as well as setting your international and domestic options for all markets.

Profiles greatly expedite the create item process by allowing you to:

- Avoid having to enter repetitive information
- Name and save any number of profiles for future use
- Easily apply saved information while creating items

Profile Name

The profile name will appear in the drop-down menu when you use “Create Items”. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you name your shipping profiles “Domestic Shipping” and “International Shipping”, you will know at a glance which profile contains only US shipping details, and which can be used for items you will ship internationally.

A screenshot of a web form element. It features a light blue border and a white background. On the left, the text "Profile Name" is displayed in a green font. To its right is a rectangular text input field. Further right is a small circular icon containing a green question mark.

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Ship-From Location

The ship-from location denotes the shipping location of an item and is used in calculating weight based shipping. If you are shipping from several locations or warehouses, you can create multiple profiles to accommodate each location.

Domestic Shipping Methods

You will define the carriers and methods used to ship your items domestically under Domestic Shipping Methods. If you use calculated shipping for certain items and fixed

shipping for others, you can create multiple profiles and select the appropriate profile as you are creating your items.

Domestic Shipping Methods Calculated Costs ? Make sure you have filled out [Shipping Weight, Package Size, and Dimensions](#) in the Item Info section above.

Destination: United States

Carrier	Method	Shipping cost
USPS	First-Class Mail®	Calculated ✗
FedEx	First Overnight®	Calculated ✗

[add another shipping method](#)

International Shipping Methods

The first step in setting up international shipping is to set your destinations (countries that you will ship to). Select the **Add Another Destination** button and select the countries where you will ship items. When you have completed your selection, select the **OK** button.

When you use different shipping carriers by destination, you can create multiple destinations by clicking on **Add another Destination** and repeating the above process for each destination and carrier.

Edit Destination ✗

Choose the regions to add to this Ship-To Destination:


Worldwide

Specific regions


- U.S.A. (Continental U.S., AK/HI, Protectorates, APO/FPO)
- All of Asia
- Australia
- Japan
- All of Europe
- UK
- Germany
- North and South America
- Canada
- Mexico




Cancel OK

Note: eBay prohibits mixing fixed and calculated shipping costs within domestic shipping and international shipping; however, if you specify all fixed shipping options for domestic shipments, you can specify all calculated shipping options for international shipments (and vice versa). In addition, if you have a country excluded on eBay, and include it in your Vendio Shipping profile, the country will still be excluded when you launch to eBay.


Calculated Costs  Make sure you have filled out [Shipping Weight, Package Size, and Dimensions](#) in the Item Info section above.




Note: Your eBay global excluded shipping locations ALWAYS apply.
(When listing to eBay, eBay will prevent buyers in your excluded countries from buying your items irrespective of your Vendio shipping settings)

Destination: Worldwide [edit destination](#) 

Carrier	Method	Shipping cost
USPS 	First-Class Mail Int'l® 	Calculated 

[add another shipping method](#)

Destination: Worldwide [edit destination](#) 

Carrier	Method	Shipping cost
USPS 	Express Mail Int'l® 	Calculated 

[add another shipping method](#)

UPS Options

UPS is available as a shipping method for sellers who want to offer UPS shipping. In order to offer calculated UPS rates, you will need to have an active UPS account. Once your account is registered, update your shipping profile with both the account information and the UPS options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your UPS account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple UPS accounts, you can select the account you want to use from the drop-down menu.

UPS Drop Off / Pick Up

“Daily pick up” should be specified if UPS regularly comes to your business to pick up packages. “Counter service” should be specified if you bring packages to UPS to be shipped. Note that there is a rate difference between pick up and counter service.

UPS Packaging

Select either “your packaging” or one of the available UPS packaging options if you use UPS packaging materials.

FedEx Options

FedEx is available as a shipping method for sellers who want to offer FedEx shipping. In order to offer calculated FedEx rates, you will need to have an active FedEx account. Once your account is registered, update your shipping profile with both the account

information and the FedEx options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your FedEx account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple FedEx accounts, you can select the account you want to use from the drop-down menu.

FedEx Drop Off / Pick Up

“Regular pick up” should be specified if FedEx regularly comes to your business to pick up packages. “Request courier” should be specified if you normally call FedEx to arrange a pick up. If you do not use FedEx pickup services, specify where you drop your packages off by selecting either “Drop Box”, “Business Service Center”, or “Station”. Note that there is a rate difference for each of the above options.

FedEx Packaging

Select either “your packaging” or one of the available FedEx packaging options if you use FedEx packaging materials.

FedEx Rate Display

Select which rates to display to your domestic buyers. Choose to display business rates or standard residential rates when a buyer checks out or uses the FedEx shipping calculator. Note that business rates are typically less expensive than residential rates. Business rates will always be quoted for international shipments.

FedEx Delivery Signature

Select the signature method you prefer. FedEx may impose additional charges for some signature options, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Optional (Treat all Customers as Businesses)

This option will allow you to charge all customers at business rates. Typically business rates are less expensive than residential rates. Please be aware that if you choose this option, the shipping amount charged to your buyers may be less than the amount you are charged by FedEx.

FedEx Home Delivery

Select the home delivery method you prefer to use. FedEx may impose additional charges for certain home delivery times, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Insurance (Domestic and International)

Specify how insurance for domestic and international shipments will be applied to an order. Choose the insurance options that will be presented to the buyer from the drop-

down menu. The choices for insurance are Not Offered, Required, Optional, or Included in Shipping & Handling. Insurance rates can be applied based on carrier defined rates, a user defined fixed amount, or a user defined rate table. If you are using custom shipping carriers, you will need to define your own rate table to be used with all carriers.

eBay does not allow sellers to charge for Insurance, and any insurance options set here will only apply to your Vendio store.

Handling (Domestic and International)

Specify your handling charges, if any. Handling charges are extra charges that could be applied to cover packaging and handling time costs, and are added to the shipping amount in the customer's invoice. It is generally recommended that you keep handling costs to a minimum.

Handling Time

Handling time denotes the maximum number of days from the date payment is received to the date the item is shipped.

Combinable

Check "combinable" to specify that the item can be combined with other items purchased by the same buyer during checkout. This setting allows items to be combined in one shopping cart. You can set how you handle combined shipping under **Preferences>Orders**

Shipping Policy

The shipping policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay marketplace has settings and rules which are applicable only to eBay. If you are launching items to eBay, or plan to do so in the future, you may need to adjust the main profile settings to work with the eBay marketplace. If the settings in your main shipping information comply with eBay rules and your shipping carriers appear in the order you prefer for eBay, there is no need to make any adjustments.

eBay-Specific Shipping Carriers eBay only accepts three domestic and three international carriers, and will only allow you to send fixed or calculated options (not both). Use the controls to sort the carriers into your preferred order, with the three you want to send at the top.

Domestic carriers:

Send to eBay
USPS First-Class Mail®

Move Up
Move Down

International carriers:

Send to eBay
Worldwide: USPS First-Class Mail Intl®
Worldwide: USPS Express Mail Intl®

Move Up
Move Down

Additional Ship-To Locations eBay presents your extra "contact seller" Ship-To region selections as shown below. You can change the presentation by checking and unchecking these boxes. Note that this won't change your actual region selections - just how they are shown on eBay.

None

Get It Fast Highlight this item as "Get It Fast" ?

eBay-Specific Insurance Options NOTE: As of September 22, 2009, Insurance is no longer allowed to be offered on eBay listings.

eBay View of Shipping Carriers

The eBay view of shipping carriers section displays the shipping carriers that will be offered in your eBay listings. Currently, eBay allows only three shipping carriers each for both domestic and international shipping. Place the three carriers of your choice at the top of the list, as these are the three that will be sent to eBay. We recommend placing the least expensive shipping carrier in the first (topmost) position, as this carrier is what eBay will use to calculate the shipping charges that are displayed in various eBay buyer searches. Note that changing the order of shipping carriers in the eBay view will not affect the shipping carrier display in other marketplaces.

Additional Ship-To Locations

Because eBay allows only three shipping carriers to be offered for international shipping, you may want to specify additional options for international buyers in locations outside of those covered by the offered carriers. You can use the additional ship-to locations to notify buyers in specified regions that they need to contact you directly to get a pricing quote. Note that if you specify additional ship-to locations, it does not change the ship-to regions specified under the destinations defined in the main profile information, and will not affect the three eBay international shipping carriers above.

Get it Fast

"Get it Fast" is an eBay promotional option which requires sellers to agree that they will offer at least one overnight shipping service (such as US Postal Service Express Mail or

UPS Next Day Air) as a carrier, and that they will ship the item within one business day of receiving payment.

Adjust These Settings for Amazon

Amazon shipping settings are generally set globally for your Amazon Merchant Account, but some item-specific settings may be defined

Amazon Maximum Aggregate Shipping Quantity

The maximum aggregate shipping quantity is the number of the same item that can fit in one box.

Amazon Shipping Overrides

Amazon shipping overrides allow you to set alternative methods that will override the standard Amazon shipping method and amount. For example, if you want to charge an amount different than the Amazon defined amount for shipments expedited to Alaska/Hawaii, you will need to use an override.

The screenshot displays the 'Amazon Shipping Overrides' configuration page. At the top, there is a field for 'Amazon Maximum Aggregate Shipping Quantity' with a help icon. Below this, the 'Amazon Shipping Overrides' section is visible, featuring a table with one entry, 'Override 1', which has a close icon (X) in its top right corner. The 'Override 1' row contains several settings: a 'Method & Locale' dropdown menu set to 'Select a type...', a 'Select a locale ...' dropdown menu, a radio button for 'Don't offer this shipping option', a selected radio button for 'Change rate for this shipping option', a 'Ship Amount: \$' text input field, and two radio buttons for 'Add to current amount' and 'Replace current amount', with the latter being selected. At the bottom of the table, there is an 'Add Override' button with a help icon.

Select the shipping method and location, select “Change rate...” and enter the amount. The amount can either be added to the current shipping amount (for example, add \$5.00 for expedited shipments to Alaska/Hawaii), or replace the current amount.

Payment Profiles

Payment Profiles include your payment methods and policies for all your selling markets.

You can use payment profiles to define the payment methods you offer, as well as your payment policies for all available markets.

Profiles greatly expedite the create item process by allowing you to:

Payment Types Accepted

For each payment type accepted, select a payment type from the drop-down menu, enter the appropriate account information, and any specific instructions to the buyer. Note that you need to have a payment gateway account such as Payflow Pro (Verisign/PayPal) or Authorize.net, and a merchant account to accept direct credit card payments.

Add Another Payment Method

To add additional payment methods, click on the **Add Another Payment Method** button and fill out any required fields.

For example, Authorize Net requires an Account Name, API Login ID (User name), Transaction Key (Password).

Optionally, you can check to require CVV (which is the three-digit credit card code on the back of the credit card) and /or you can opt to require AVS, which is address verification (a buyer will be unable to pay for the item unless the address matches his/her credit card billing address).

Payment Information Details

You can use the Payment Information Details section to enter payment instructions for your buyers. For example, if you accept checks, you should enter the address where you will receive the payments so the buyer can complete the transaction. Please note that payment related rules and regulations in each marketplace may vary, so you may need to adjust the settings for different marketplaces.

Payment Policy

The payment policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay market has payment options which are eBay specific. If you are launching an item to eBay or plan to do so in the future, you will need to adjust the payment types defined above to match the eBay marketplace requirements.

eBay View of Payment Types

Because eBay restricts and/or requires certain payment types, eBay View of Payment Types will allow you to define which payment options will be visible on your eBay listings and during checkout from eBay. For example, eBay no longer allows paper-based payments such as check or Money Order to be accepted in certain categories, and also requires that all listings include at least one electronic payment option.

eBay-Specific Payment Types

[Review eBay's Accepted Payments Policy](#) to determine which payment options are allowed. The checked payment types will be sent to eBay. Uncheck any you don't want shown on eBay.

Paypal

Money/Postal Orders

Visa

[Add a payment type just for eBay](#)

Additional Checkout instructions displayed on eBay

Require Immediate Payment Require immediate payment on [qualified listings](#)

You may wish to remove some of your accepted payment types from the “Payment Types Accepted” list above, or add an additional payment type, only when listing on eBay. To remove an accepted payment type only for eBay, uncheck the checkbox in front of that payment type in the list that appears.

To add additional payment methods that you may not offer in other markets, select “Add a payment type just for eBay”. Just be sure that the payment types you enter are allowed on eBay.

If you meet eBay’s selling requirements and wish to require PayPal immediate payment, select the checkbox for “Require Immediate Payment”.

Tax Profiles

Tax Profiles include your tax information for all your selling markets.

Tax profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you charge tax for multiple locations, you can create a profile for each location and select the appropriate tax profile as you are listing your item – with no need to open the tax section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Using Tax Profiles

You can use tax profiles to define your state sales tax information (if applicable) for all available markets.

Tax Profile Custom Value ⚙️

Tax Table

Don't charge sales tax

Charge sales tax according to this table:

State/Province	Rate
California (CA)	0 %

[add another state/province](#) | [show all states/provinces](#)

Include shipping & handling when calculating tax

[Adjust these settings for eBay](#)

Save this profile as

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Tax Table

The tax table is where you will set the State/Province tax rate that will be charged to buyers. When applying sales tax, you will need to determine if your state requires sales tax on the shipping and handling charges. If you are required to apply sales tax to shipping and handling, check the “Include shipping & handling when calculating tax” box.

eBay Specific Tax Settings

The eBay market has tax options that are specific to eBay. If you are listing on eBay, or plan on doing so in the future, you will need to adjust your tax specifications above to match the eBay marketplace’s requirements.

Settings for eBay

If you have already defined and stored a Tax Table for your eBay account, you can apply your tax preferences based on the table already on eBay by checking the “Charge Tax according to the Tax Table already defined in my eBay account” option.

If you have not yet defined a tax table for your eBay account, or want to replace a previously stored table with the one defined in this profile, you may update the tax table for any of your eBay ID’s by selecting the appropriate eBay ID from the drop down menu and hitting the “Send” button. This will send the tax preferences defined in your profile to eBay for the selected eBay ID.

eBay-Specific Tax Settings

Use the tax table already defined in my eBay account ?

If you want to update your eBay tax table to match the rates you entered above, select the eBay ID to update and click "Send."

?

Charge tax only in according to the rate you entered above

If you only need to charge tax for eBay sales in one of the locations defined in your tax table, select the “Charge tax defined above, but only in” radio box and select the location where you want to charge tax.

Policies Profiles

Policies Profiles include your selling policies, your business information and logos for all your selling markets.

Policy profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you use different policies for a market or product line, you can create a profile for each market or product line and select the appropriate policy profile as you are listing your item – with no need to open the Policy section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Creating a Policy Profile

Policy profiles can be used to define your return policies, business information, logos, etc. for all available markets.

Policy Profile

Required fields in green Optional fields in black

Profile Name ?

Business Name

Business Phone

Business Website ?

Skype ID Allow buyers to contact me via Skype

"About Us" Message Display this message in my marketplace listings that support it

Font Size ▾ Font Family ▾ Use HTML Editor

B *I* U

Business Logo None

Hosted image:

URL:

Profile Name

The profile name will be displayed in the drop-down menu in the Policy Profile section when you use Create Items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you create two policy profiles and name them “Vendio store” and “eBay Store”, you will be able to easily identify which profile to use as your create items for your Vendio and eBay Store.

A screenshot of a web form element. It features a light blue border and a white background. On the left, the text "Profile Name" is written in a green font. To its right is a white rectangular input box. Further right is a small green circular icon containing a white question mark.

Business Name

The Business Name field will allow you to display your business name instead of your first and last name that you entered when you registered. For example, you might prefer to use your business name instead of your first and last name to sign your emails to buyers. Your Business Name can be used in various areas, such as eBay listings, your Vendio store, your Gallery, “About Us” pages, invoices and emails.

Business Phone

Enter your business phone number here. Your business phone will be used in various areas such as on your Store, Gallery, About Us pages, invoices and emails. You should only enter a phone number if you want it displayed publically.

Business Website

Enter your business website URL. Your business website URL will be displayed in various areas such as on your Store, About Us pages, invoices and emails.

Skype ID

If you want eBay buyers to be able to contact you via Skype, specify your Skype ID, and your preferred method of contact.

Skype (an eBay company) is a software application that will allow you to talk to anyone, anywhere, for free using your computer and internet connection. You can also use Skype to chat with buyers. Go to eBay to download the application and create a Skype ID.

About Us Message

In this section you can create an “About Us” message that will appear in supported marketplaces. About Us messages are generally used to convey information about you and your business to customers and potential buyers. The About Us message field supports HTML, but you may use the HTML editor for basic formatting.

Business Logo None
 Hosted image:
 URL:

About Us Image None
 Hosted image:
 URL:

Additional Marketing Graphic None
 Hosted image:
 URL:

Legal Disclaimer

Return Policy I do not accept returns (all sales final)
 I accept returns
 Items must be returned within
 (*Note*: The "60 Days" option is not available for eBay Motors Parts & Accessories, the maximum duration available ("30 Days") will be used instead.)
 Refund will be given as:
 Return Shipping will be Paid by:
 Refund policy details:

[Adjust these settings for eBay](#)

Business Logo

You may upload your business logo to Vendio (recommended) or enter the image URL if your logo is hosted elsewhere. The business logo will appear in your Vendio store and other areas where applicable.

About Us Image

You may upload an "About Us" image to Vendio (recommended) or enter the image URL if your image is hosted elsewhere. The About Us image will appear in your Vendio store "About Us" section.

Legal Disclaimer

Describes any legal language needed with the product. For example: "Residents of NJ, VT, MA, and MI, must be at least 18 and over to purchase." The legal disclaimer is used for the Amazon marketplace and Vendio store.

Return Policy

Enter your return policy here and select the appropriate items from the drop-down menu. If you accept returns, specify how quickly the item must be returned, and how you will handle the refund or credit. If there are additional details, you may enter them

in the Return policy details box. Please note that this is a general profile which can be a universal setting for all markets. (Vendio store, eBay, Amazon)

Adjust These Settings for eBay

In addition to the general return policy option found above, you also have the option of creating a market return policy options and requirements which are eBay specific. If you are listing on eBay, or plan to do so in the future, you may wish to create an eBay specific return policy that differs from your standard return policy.

eBay Account

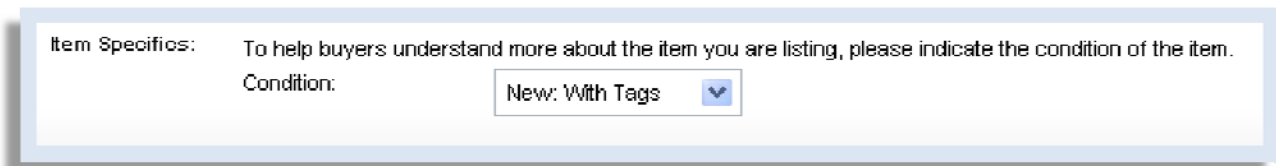
Vendio supports the use of multiple eBay accounts.



To add a new eBay account, go to **Preferences > Channels Preferences** and select “Add New”. From Channels Preferences, you can set a default account that will appear in the drop-down menu as the default. When creating your ad, select the eBay account you want to launch from if it is different than the default account.

Item Specifics Condition

Select the eBay category and enter any item specifics or custom item specifics for your item.



Item specifics are determined by the category in which you sell your item. For example, the item specifics available in an apparel category would be related to size and style, while item specifics in a CD music category would refer to genre and condition.

Custom Item Specifics

Custom item specifics are created by the merchant, and offer the ability to add additional information about your product.

Custom Item Specifics Provide more specifics about your item here (up to 15) to help buyers find your listing.

[+US Size \(Baby/Toddler\)](#) [+Width](#) [+Brand](#)
[+Dance Type](#) [+Material](#) [+Condition](#)
[+Style](#) [+Main Color](#)
[+Boot Type](#)


Label: Detail: ✖

[+ Add a Custom Detail](#)

To add a custom item specific, click “Add a Custom Detail” and enter a label and attribute. For example, a label could be “Year” and the attribute could be “1960”.

Subtitle

Enter your subtitle in this field. Subtitles are typically used to convey additional product information that is not contained in the title.

Subtitle 0 characters 

Please Note: eBay charges an additional fee for subtitle. You can check the fees for subtitles from eBay’s website.

Best Offer Options

To offer buyers the ability to make an offer on your item, check the “Enable Best Offers when possible in this listing’s category” option.

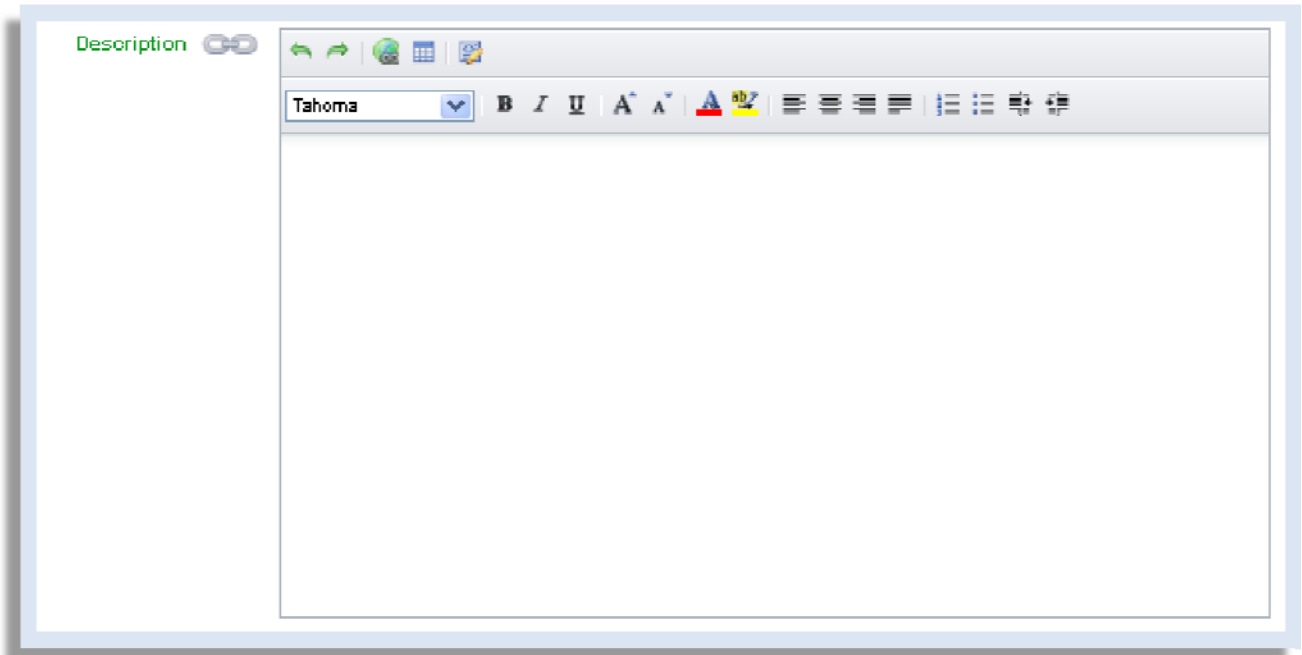
Best Offer Options Enable Best Offers when possible in this listing's category.

Automatically **accept** Best Offers greater than \$

You can choose to automate the Best Offer process by entering in the lowest amount that you will accept automatically.

Description

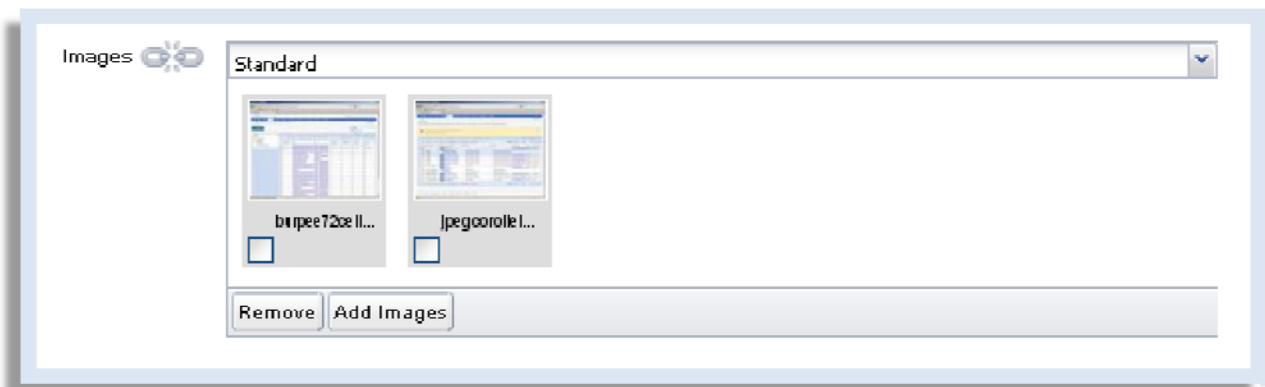
Enter your item description. This section is the “text” part of your description. You can change the fonts and colors; add a hyperlink, use spell check, and more from the HTML editor.



Linked – The description you entered in the Item Info section will automatically populate this field. To add a different description, click on the “chain-link” icon.

Images

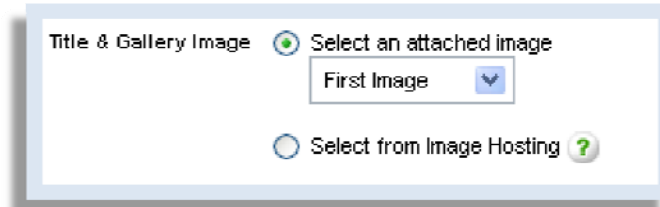
To add images, click the “Add Images” button. Images can be uploaded to Vendio prior to creating your listing or click on the Add Image button and upload your images as you create your item.



Linked – The images you entered in the Item Info section will populate into the image field automatically. To add a different image, click on the “chain-link” icon.

Title & Gallery Images

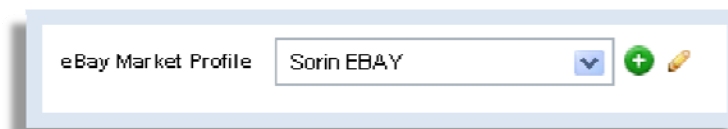
Select an image to use for eBay's Gallery and Title Bar that you are using in this listing. The first image is the default, but if you wish to use a different image, select which image to use (second, third, etc).



Choose the **Select from Image Hosting** radio button if you wish to use an image that is different from any you are using in this listing and select that image.

eBay Market Profile

eBay market profiles allow you to set eBay market-specific information, such as your region, gift services, and other available eBay features such as bold, highlight, Featured Plus, etc. You can also set any GivingWorks details in your eBay market profiles.



Profile Name

The profile name will appear in the drop-down menu when you use “Create Items”. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you create two eBay market profiles and name them “No Features” and “Featured Plus”, you will know at a glance as you create your item which profile to use if you want to include Featured Plus..

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Customize These Settings

If you don't find a profile in the drop down menu that has the correct settings for the item you're creating, click “Customize these settings” and make the necessary changes. At the bottom, enter the name you want to use for the new profile in the “Save this

profile as” box and click “Save”. The profile will now be available for future use in your list.

Marketplace

Select eBay or eBay Stores for the marketplace. Note you should only use eBay Stores if you have an eBay Store set up. This is not a standard eBay listing type.

Location & Local Region

Enter your location and determine if you want to list regionally. Normally you would only list regionally if you are selling large items that cannot be shipped easily. Buyers can search by region, so select the region closest to your location.

Features

Select any extra listing features that you wish to use. Please note that eBay features incur additional eBay fees based upon the feature and listing duration.

Gift Services

When choosing gift services, eBay provides an icon next to your item in search. As a seller you can offer to gift wrap an item, offer express services, or offer to ship directly to the gift recipient.

GivingWorks Details

Vendio supports eBay GivingWorks, a non-profit organization which allows sellers to donate a portion of the final sale price to a charity of their choice. eBay GivingWorks requires that you have an account with MissionFish.

Launching

There are three options to choose from when you are creating your listings for eBay.

- Don't Launch Right Now
 - Saves the item to **Items>My Items**
- Launch Single Listing
 - Can Launch One Listing
 - Can set Auto-Relist
 - Can schedule Launch Time
- Schedule Repeat Launches using an eBay Launch Profile
 - Can create reusable launch profiles
 - Can create weekly, custom, or launch once schedules
 - Can choose how often to run the schedule
 - Can have multiple listings per ad
 - Can add Second Chance Offer Automation
 - Can limit the number of launches on Market
 - Can set time between launches

- Can base launches on inventory quantities

Don't launch right now (any previous launches will not be cancelled)
 Launch single listing (any previous launches will not be cancelled)
 Schedule repeat launches using an eBay Launch Profile
 eBay Launch Profile

Don't launch right now

Selecting the Don't Launch Right Now option will save your existing listing for future editing or launching. Once saved, your listing will be available under **Items>My Items**.

Launch single listing

Selecting the Launch single listing provides the ability to schedule an item and to add auto-relist.

Launch single listing (any previous launches will not be cancelled)
 Launch when I save
 Launch at a specified time
 Auto-relist up to times

Set Auto Relist

When selecting to launch single listings, you can add auto-relist by selecting the checkbox. The default is to auto relist one time; however you can choose to schedule more than one relist by selecting a number from the drop down menu.

Schedule Later

You can choose the date and time that you items launches by selecting the Launch radio button, and selecting a date and time. A date up to six months in the future can be selected by clicking on the calendar icon. The time to list your item is selected from the drop down menu. All time is in PST (Pacific Standard Time), and is the time zone that is used on the eBay US sites.

Launch times are available in 15 minute increments.

The screenshot shows a dialog box with the following options:

- Don't launch right now (any previous launches will not be cancelled)
- Launch single listing (any previous launches will not be cancelled)
 - Launch when I save
 - Launch
 - Date: 10/22/2009
 - Time: 12:00 AM
- Auto-relist up to 1 times
- Schedule repeat launches using an eBay Launch Profile

Schedule Repeat Launches

Scheduled launches allow you to create launch profiles for multiple item use. Most sellers have two or three different times/methods they like to use to list their items and rather than create a schedule for each item you list, you can use reusable launch profiles. Once you have created and saved a launch profile, as you are listing your items, select that profile from the drop down menu.

There are three types of repeat launch schedules available:

Weekly Schedules

- Used to create schedules that repeat on a weekly basis
- Used for multiple quantities (more than one in inventory) with more than one listing

Custom Schedules

- Used to create schedules that repeat on a custom basis, such as repeat the schedule every three days.
- Used for multiple quantities (more than one in inventory) with more than one listing

Launch Once Schedules

- Used to create repeat schedules that is launched one time with auto relist.
- Ideal for multiple quantities (more than one in inventory) where you want to maintain one listing on eBay.

Weekly Schedule

Weekly schedules are ideal for merchants who have more than one item in inventory and want to always maintain a listing on eBay.

eBay Launch Profile Custom Value ▾

Launch Schedule

Start on ?

Type Weekly Schedule
 Custom Schedule
 Launch Once

Run schedule every week(s) ?

	Sunday	Monday	Tuesday	Wednesday
Time	11:45 AM	Time	Time	Time
Listings per ad	1			
	Thursday	Friday	Saturday	
Time	Time	11:00 PM	Time	
Listings per ad		1		

Limit launches on market? No
 Yes, hold launches when there is/are listings per SKU on market ?

When a listing ends, launch another to replace it?
 No, launch only according to schedule.
 Yes, launch immediately (backfill) without affecting schedule.

Time between launches Fixed interval
 Launch the same ads minutes apart
 Calculated interval
 Space all launches evenly across minutes from the day's first launch

Keep Launching Until
 Until Inventory quantity available reaches (applies to each item)
 Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Weekly Schedule to set a repeating launch schedule based on a 7 day week.

Run Schedule Every

Weekly schedules can be set to run every week, or every “x” weeks. For example, if you enter “1” in this field, the schedule will run every week, and if you enter “2” a bi-weekly schedule will be created. You can choose to run the schedule at any weekly interval using this option.

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Limit Launches on Market

Using this option, you may control the number of listings you have on eBay.

Select **NO** to allow unlimited listings to be launched according to your defined schedule.

Select **Yes, hold launches when there are “x” Listings/Quantity per SKU on market** to allow you to inhibit launches once a certain number of items are on eBay.

Please note: you are not allowed duplicate listings on eBay.

When you do wish to halt the schedule, enter the quantity that you do not want to exceed. Once the quantity on market is less than the value “x”, the schedule will resume at the next upcoming day/time.

Keep in mind, the “Allow Overselling” setting in the main Item Info section will be factored into whether items launch. If “Do not allow overselling” is selected, we first check to determine if there is adequate inventory available. If there is not, we will not launch an item even if you do not limit the quantity on market.

When a Listing Ends

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

It is important to note that if you choose to “**Launch Immediately (backfill), without affecting my schedule**”, that Vendio will attempt to launch an additional item at the time you have scheduled, but you are not allowed duplicate listings on eBay, thus it is likely that if you choose to backfill that your scheduled listing will not be launched.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your

first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.

- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if you want to ensure that you have an even distribution of listings available across a given time period.
 - For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at 2:00, another at 2:40, with the sixth and last listing launching at 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Custom Schedule

Custom schedules are ideal for merchants who have more than one item in inventory and want to run multiple eBay Listings for the same item but do not want to repeat the schedules on a 7 day basis or want to use Monday through Friday as their schedule.

eBay Launch Profile Custom Value

Launch Schedule

Start on 12/12/2009 ?

Type Weekly Schedule
 Custom Schedule
 Launch Once

Launch every [] days
 every weekday

Launch time [] Time

Listings per ad []

Limit launches on market? No
 Yes, hold launches when there is/are [] listings per SKU on market ?

When a listing ends, launch another to replace it?
 No, launch only according to schedule.
 Yes, launch immediately (backfill) without affecting schedule.

Time between launches Fixed interval ?
 Launch the same ads [10] minutes apart

Calculated interval
 Space all launches evenly across [] minutes from the day's first launch

Keep Launching Until 12/31/2009 ?
 Until Inventory quantity available reaches [] (applies to each item)
 Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Custom Schedule to set a repeating launch schedule based number of days between Schedules. For example, create a custom schedule to run every 3 days.

Launch Every

With a custom schedule, you can choose to launch every “x” days, or every weekday (Monday – Friday.) If you want to launch an item every day including weekends, you would enter a value of “1” in the “launch every “x” days” option (or you could use a weekly schedule instead).

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Limit Launches on Market

Using this option, you may control the number of listings you have on eBay.

Select **NO** to allow unlimited listings to be launched according to your defined schedule.

Select **Yes, hold launches when there are “x” Listings/Quantity per SKU on market** to allow you to inhibit launches once a certain number of items are on eBay.

When you do wish to halt the schedule, enter the quantity that you do not want to exceed. Once the quantity on market is less than the value “x”, the schedule will resume at the next upcoming day/time.

Keep in mind, the “Allow Overselling” setting in the main Item Info section will be factored into whether items launch. If “Do not allow overselling” is selected, we first check to determine if there is adequate inventory available. If there is not, we will not launch an item even if you do not limit the quantity on market.

When a Listing Ends

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

It is important to note that if you choose to “**Launch Immediately (backfill), without affecting my schedule**”, that Vendio will attempt to launch an additional item at the time you have scheduled, but you are not allowed duplicate listings on eBay, thus it is likely that if you choose to backfill that your scheduled listing will not be launched.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.
- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if

you want to ensure that you have an even distribution of listings available across a given time period.

- For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at 2:00, another at 2:40, with the sixth and last listing launching at 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Launch Once Schedule

Launch once schedules are ideal for merchants who have multiple quantities of the same item and want to have only one listing at a time on the eBay Market.

The screenshot shows the 'eBay Launch Profile' configuration window. The 'Launch Schedule' section is active, showing the following settings:

- Start on:** 12/12/2009
- Type:**
 - Weekly Schedule
 - Custom Schedule
 - Launch Once
- Launch time:** Time
- Listings per ad:** [Empty field]
- Replace Listing:** When each listing ends, launch another to replace it.
- Time between launches:**
 - Fixed interval: Launch the same ads 10 minutes apart
 - Calculated interval: Space all launches evenly across [Empty field] minutes from the day's first launch
- Keep Launching:**
 - Until: 12/31/2009
 - Until inventory quantity available reaches [Empty field] (applies to each item)
 - Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Launch Once Schedule to set a repeating launch schedules when you want only one listing on the eBay Market

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Replace Listings

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.
- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if you want to ensure that you have an even distribution of listings available across a given time period.
 - For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at

2:00, another at 2:40, with the sixth and last listing launching at 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Second Chance Offers

You can automatically send second chance offers (SCOs) to your bidders, according to eBay’s SCO rules and the criteria you set.

Second Chance Offers Use Second Chance Offers when available

Send to: All eligible underbidders
 The highest underbidder(s).

Base on Inventory? Only send SCOs if my inventory has at least quantity in stock
 Send to all eligible bidders, regardless of my inventory level.

Duration of SCO: days. Offers will expire after this many days.

Copy Email To Seller: Seller receives copy of notification email sent to the recipient bidder.

Consider Feedback Rating? Only send SCO to buyers with feedback of at least

Send Second Chance Offers based on Item Cost
Send Offer if underbid is at least \$ Or % above my cost

Starting Price
Send Offer if underbid is at least \$ Or % above my starting bid price

High Bid Amount
Send Offer if underbid is within \$ Or % below the winning bid amount

Reserve Price
 Send offer if underbid is at least \$ Or % above the reserve price
 Send offer if underbid is within \$ Or % below the reserve price

Notes:
If Reserve Price is not met, eBay allows you to send SCOs. In this case, If you have set the Reserve Price option to any amount **above** your reserve price, then no bidders will be eligible. If you leave the Reserve Price field blank, or if you set it to a value **below** your Reserve Price, then SCOs may be sent, based on whether the bids meet your other criteria.
If you choose to specify a Cost or Reserve Price, but your listing does not specify a value for either field, your SCO request will fail. This simply means that no SCOs will be sent for the listing. When you attach a Launch Profile to your ads, this will be highlighted so you can make any necessary adjustments.

Send to How Many Under-bidders

Specify how many SCOs are sent. You may elect to send SCOs to “all eligible” under-bidders, or limit offers to a specific number of under-bidders. If you are an inventory based seller, you may want to select “all eligible” unless your inventory is limited.

Base on Inventory

You may elect to send SCOs only if you have enough inventory to cover the possibility that all offers will be accepted. The default is set to quantity “1” in stock, but you may enter any amount in this field. Additionally, you may also elect to send SCOs to all eligible bidders regardless of inventory levels.

Duration of SCO

The SCO duration limits the availability of the offer to the number of days you specify. SCOs availability can be set to 1, 3, 5, or a maximum of 7 days. Keep in mind that if you are using Vendio to track inventory, the item will be reserved for eBay only, and will be considered an active listing during this duration.

Copy to Seller

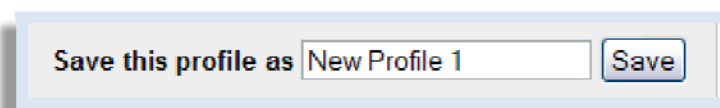
Select “copy email to seller” if you would like to receive a copy of each automatically generated SCO.

Consider Feedback Rating

This option can be used if you want to limit SCOs to bidders with a minimum number of feedbacks on eBay.

Send Second Chance Offers Based on

Select the pricing criteria on which you will base your SCOs. Multiple options are available for you to choose from, and you also have the ability to base your offers on a percentage or flat dollar amount.

Save this Profile As

Save this profile as

Saving the profile will allow you to reuse the profile for future ads. Once you have named and saved the profile, it will be available in a drop-down menu as you create your listings.

Sell on eBay with Variations

The “Sell on eBay” tab displays the fields you will need to sell your item on eBay. Optional and advanced eBay options are located under the “More eBay Options” link.

Sell on eBay

Categories Clothing, Shoes & Accessories > Baby & Toddler Clothing > Girls-Shoes [Change this](#)
Note: changing the category resets the attributes - review them lower in the page



eBay Second Category None [Change this](#) [Reset](#)

eBay Store Category None [Change this](#) [Reset](#)

Second eBay Store Category None [Change this](#) [Reset](#)

Listing Format Fixed Price

Variations

	Image	SKU	Qty	Price	Sortin Test
<input type="checkbox"/>		Vendio - 1288372958515_4	<input type="text" value="1"/>	<input type="text" value="12"/>	8
<input type="checkbox"/>		Vendio - 1288372958515_3	<input type="text" value="1"/>	<input type="text" value="12"/>	7

Categories

The eBay category where your item will be listed will be displayed under Category. This category was selected in the marketplace tab.

Categories None [Change this](#)
Note: changing the category resets the attributes - review them lower in the page

If you decide to change your category, any category attributes (variations) will be lost. To edit the category, click on the “Change this” link.

eBay Second Category

Some items may benefit from being displayed in a second eBay category.

eBay Second Category None  [Change this](#) [Reset](#)

To add an eBay second category, click on the “Change this” link.

Selling Tip

Using a second eBay Category incurs an additional eBay **listing fee**.

eBay Store Category


If you have an eBay Store subscription, you can list categories for your fixed price items that will be displayed in your eBay listings.

eBay Store Category None  [Change this](#) [Reset](#)

To add an eBay store category, click on the “Change this” link.


Second eBay Store Category

If you have an eBay Store subscription, you can choose a second category for your fixed price items that will be displayed in your eBay listings.

Second eBay Store Category None  [Change this](#) [Reset](#)

To add an eBay store category, click on the “Change this” link.

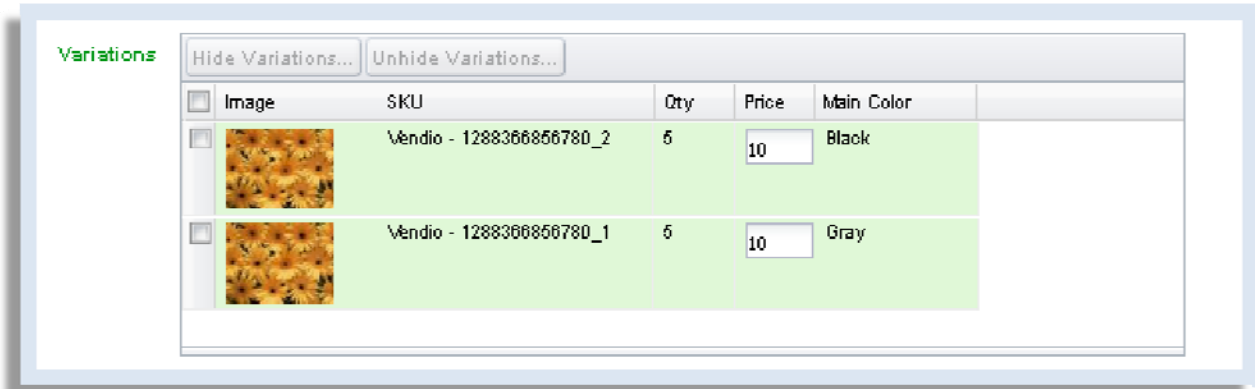
eBay listing formats are either Fixed Price or Auction. Vendio will display the correct listing options once you have selected either Fixed Price or Auction.



Listing Format 
 Auction
 Fixed Price

Auction options are Starting Bid, Buy Now and Reserve. Fixed Price options are Quantity per listing and the Fixed Price of the item.

Variations

Variations which you have created under the Inventory & Variations tab will be displayed under “Variations” in the Sell on eBay tab.



Variations		Hide Variations...	Unhide Variations...			
<input type="checkbox"/>	Image	SKU	Qty	Price	Main Color	
<input type="checkbox"/>		Vendio - 1288306856780_2	5	10	Black	
<input type="checkbox"/>		Vendio - 1288306856780_1	5	10	Gray	

Hide/Unhide

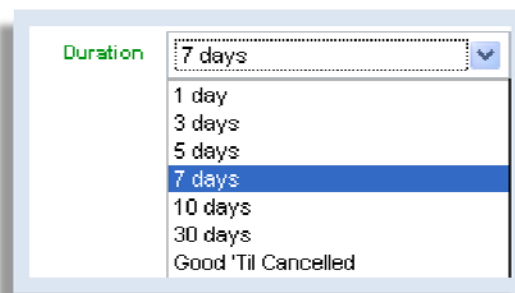
If there is an item that you do not wish to have available in your eBay listing, you can select to “hide” the item from view. Items that have been hidden from view are displayed in pink and items that will be available in your eBay listing are displayed in green.

Price

The price displayed can be edited by typing in the new prices of your items.

Duration

Choose the duration of your auction or fixed price item.



Duration

7 days

- 1 day
- 3 days
- 5 days
- 7 days
- 10 days
- 30 days
- Good 'Til Cancelled

Auctions can be listed from 1 – 10 days. There is an additional charge for 10 day listings.

Fixed price can be listed from 1 -30 days and you can use Good “Til Cancel” which will continue to list your items each month until they sell or are cancelled. eBay Fees apply each 30 days for Good “Til Cancel” items.

Title

The Title field is a mandatory field which is linked from the Item Info tab if you have used that tab. If you have not yet entered a title, you can type in your title in this section.

The screenshot shows a form field for the title. On the left, the word "Title" is followed by a chain link icon. To the right of the input box, it says "0 characters".

eBay has a 55 character limit for titles, so if the title in Item Info is longer than the limit, you will need to adjust it for eBay.

To edit your title, click on the “chain link” icon and make any changes.

Item Condition

Item condition is a required eBay field and varies from category to category. Select the appropriate item condition for your item from the drop-down menu.

Layout, Theme, Counters

Select your layout (arrangement of images in your ad), theme (the “look and feel” of your ad) and your counters.

Click on “Larger Preview” to view the themes and layouts in greater detail.

The screenshot shows the "Layout, Theme, and Counters" settings panel. On the left, the title "Layout, Theme, and Counters" is displayed. The main area contains two sections: "Layout and Theme" and "Counter".

- Layout and Theme:**
 - None (use this option if you use your own HTML)
 - Recently Used
 - Vendio Layouts & Themes / Custom Layouts
- Counter:**
 - Smart Counter
 - Page Counter
 - Border

Below the "Counter" section, there is a dropdown menu set to "Honesty Style" and a small black box containing the number "1234". At the bottom of the panel is a "Preview" button.

More eBay Options

Additional optional fields are available when you select “More eBay Options”. These fields are not required. If you do expand this section, it is not necessary to fill out every field.

Profiles

Profiles are segments of listing information that you pre-define and use when creating items.

The screenshot shows a form with four rows of profile selection options. Each row consists of a label, a dropdown menu, a green plus icon, and a yellow pencil icon. The rows are: Shipping (Adi Profila), Tax (Sorin profile tax), Payment (Sorin a 2 payment), and Policies (Default Policies for Checkout).

Each profile can be named and saved and will be available in the profile drop-down menu.

Shipping Profiles

Shipping Profiles include your domestic and international shipping, handling and insurance for all your selling markets.

You can use Shipping Profiles to define the shipping methods, carriers that you offer, as well as setting your international and domestic options for all markets.

Profiles greatly expedite the create item process by allowing you to:

- Avoid having to enter repetitive information
- Name and save any number of profiles for future use
- Easily apply saved information while creating items

Profile Name

The profile name will appear in the drop-down menu when you use “Create Items”. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you name your shipping profiles “Domestic Shipping” and “International

Shipping”, you will know at a glance which profile contains only US shipping details, and which can be used for items you will ship internationally.

Profile Name ?

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Ship-From Location

The ship-from location denotes the shipping location of an item and is used in calculating weight based shipping. If you are shipping from several locations or warehouses, you can create multiple profiles to accommodate each location.

Domestic Shipping Methods

You will define the carriers and methods used to ship your items domestically under Domestic Shipping Methods. If you use calculated shipping for certain items and fixed shipping for others, you can create multiple profiles and select the appropriate profile as you are creating your items.

Domestic Shipping Methods ? Make sure you have filled out [Shipping Weight, Package Size, and Dimensions](#) in the Item Info section above.

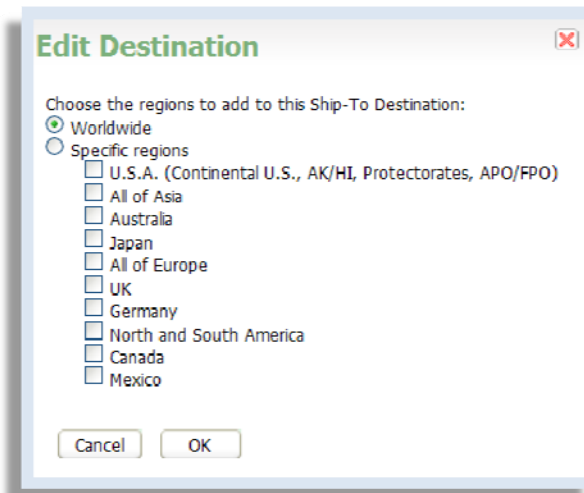
Destination: United States		
Carrier	Method	Shipping cost
USPS	First-Class Mail®	Calculated <input type="checkbox"/>
FedEx	First Overnight®	Calculated <input type="checkbox"/>

[add another shipping method](#)

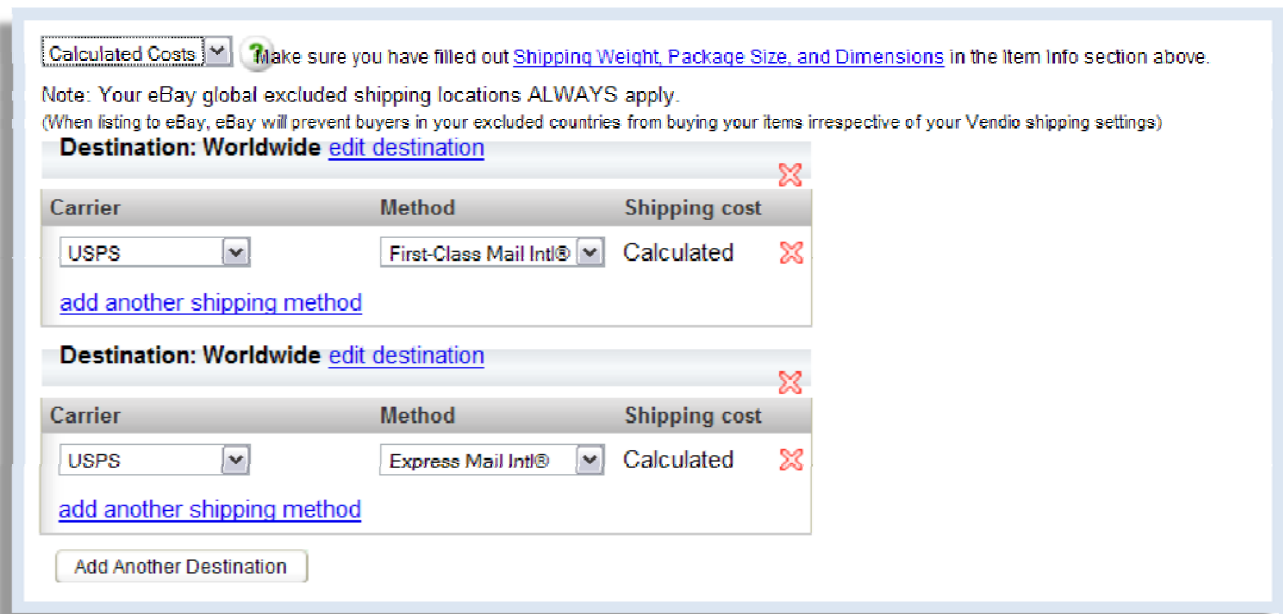
International Shipping Methods

The first step in setting up international shipping is to set your destinations (countries that you will ship to). Select the **Add Another Destination** button and select the countries where you will ship items. When you have completed your selection, select the **OK** button.

When you use different shipping carriers by destination, you can create multiple destinations by clicking on **Add Another Destination** and repeating the above process for each destination and carrier.



Note: eBay prohibits mixing fixed and calculated shipping costs within domestic shipping and international shipping; however, if you specify all fixed shipping options for domestic shipments, you can specify all calculated shipping options for international shipments (and vice versa). In addition, if you have a country excluded on eBay, and include it in your Vendio Shipping profile, the country will still be excluded when you launch to eBay.



UPS Options

UPS is available as a shipping method for sellers who want to offer UPS shipping. In order to offer calculated UPS rates, you will need to have an active UPS account. Once your account is registered, update your shipping profile with both the account

information and the UPS options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your UPS account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple UPS accounts, you can select the account you want to use from the drop-down menu.

UPS Drop Off / Pick Up

“Daily pick up” should be specified if UPS regularly comes to your business to pick up packages. “Counter service” should be specified if you bring packages to UPS to be shipped. Note that there is a rate difference between pick up and counter service.

UPS Packaging

Select either “your packaging” or one of the available UPS packaging options if you use UPS packaging materials.

FedEx Options

FedEx is available as a shipping method for sellers who want to offer FedEx shipping. In order to offer calculated FedEx rates, you will need to have an active FedEx account. Once your account is registered, update your shipping profile with both the account information and the FedEx options that you will be offering. You can use the “Set up account” link to register your account if you have not done so already.

Account

Your FedEx account information will appear in the drop-down menu. If you only have one account, it will be displayed by default. If you have multiple FedEx accounts, you can select the account you want to use from the drop-down menu.

FedEx Drop Off / Pick Up

“Regular pick up” should be specified if FedEx regularly comes to your business to pick up packages. “Request courier” should be specified if you normally call FedEx to arrange a pick up. If you do not use FedEx pickup services, specify where you drop your packages off by selecting either “Drop Box”, “Business Service Center”, or “Station”. Note that there is a rate difference for each of the above options.

FedEx Packaging

Select either “your packaging” or one of the available FedEx packaging options if you use FedEx packaging materials.

FedEx Rate Display

Select which rates to display to your domestic buyers. Choose to display business rates or standard residential rates when a buyer checks out or uses the FedEx shipping

calculator. Note that business rates are typically less expensive than residential rates. Business rates will always be quoted for international shipments.

FedEx Delivery Signature

Select the signature method you prefer. FedEx may impose additional charges for some signature options, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Optional (Treat all Customers as Businesses)

This option will allow you to charge all customers at business rates. Typically business rates are less expensive than residential rates. Please be aware that if you choose this option, the shipping amount charged to your buyers may be less than the amount you are charged by FedEx.

FedEx Home Delivery

Select the home delivery method you prefer to use. FedEx may impose additional charges for certain home delivery times, so we recommend that you check your FedEx account and confirm the cost prior to making a selection.

Insurance (Domestic and International)

Specify how insurance for domestic and international shipments will be applied to an order. Choose the insurance options that will be presented to the buyer from the drop-down menu. The choices for insurance are Not Offered, Required, Optional, or Included in Shipping & Handling. Insurance rates can be applied based on carrier defined rates, a user defined fixed amount, or a user defined rate table. If you are using custom shipping carriers, you will need to define your own rate table to be used with all carriers.

eBay does not allow sellers to charge for Insurance, and any insurance options set here will only apply to your Vendio store.

Handling (Domestic and International)

Specify your handling charges, if any. Handling charges are extra charges that could be applied to cover packaging and handling time costs, and are added to the shipping amount in the customer's invoice. It is generally recommended that you keep handling costs to a minimum.

Handling Time

Handling time denotes the maximum number of days from the date payment is received to the date the item is shipped.

Combinable

Check "combinable" to specify that the item can be combined with other items purchased by the same buyer during checkout. This setting allows items to be combined


in one shopping cart. You can set how you handle combined shipping under **Preferences>Orders**

Shipping Policy

The shipping policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay marketplace has settings and rules which are applicable only to eBay. If you are launching items to eBay, or plan to do so in the future, you may need to adjust the main profile settings to work with the eBay marketplace. If the settings in your main shipping information comply with eBay rules and your shipping carriers appear in the order you prefer for eBay, there is no need to make any adjustments.

eBay-Specific Shipping Carriers	eBay only accepts three domestic and three international carriers, and will only allow you to send fixed or calculated options (not both). Use the controls to sort the carriers into your preferred order, with the three you want to send at the top.
	<p>Domestic carriers:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Send to eBay</i></p> <p>USPS First-Class Mail®</p> </div> <p style="text-align: right;"> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> </p> <p>International carriers:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Send to eBay</i></p> <p>Worldwide: USPS First-Class Mail Intl®</p> <p>Worldwide: USPS Express Mail Intl®</p> </div> <p style="text-align: right;"> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> </p>
Additional Ship-To Locations	eBay presents your extra "contact seller" Ship-To region selections as shown below. You can change the presentation by checking and unchecking these boxes. Note that this won't change your actual region selections - just how they are shown on eBay.
	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>None</p> </div>
Get It Fast	<input type="checkbox"/> Highlight this item as "Get It Fast" 
eBay-Specific Insurance Options	NOTE: As of September 22, 2009, Insurance is no longer allowed to be offered on eBay listings.

eBay View of Shipping Carriers

The eBay view of shipping carriers section displays the shipping carriers that will be offered in your eBay listings. Currently, eBay allows only three shipping carriers each for both domestic and international shipping. Place the three carriers of your choice at the top of the list, as these are the three that will be sent to eBay. We recommend placing the least expensive shipping carrier in the first (topmost) position, as this carrier is what eBay will use to calculate the shipping charges that are displayed in various eBay buyer searches. Note that changing the order of shipping carriers in the eBay view will not affect the shipping carrier display in other marketplaces.

Additional Ship-To Locations

Because eBay allows only three shipping carriers to be offered for international shipping, you may want to specify additional options for international buyers in locations outside of those covered by the offered carriers. You can use the additional ship-to locations to notify buyers in specified regions that they need to contact you directly to get a pricing quote. Note that if you specify additional ship-to locations, it does not change the ship-to regions specified under the destinations defined in the main profile information, and will not affect the three eBay international shipping carriers above.

Get it Fast

“Get it Fast” is an eBay promotional option which requires sellers to agree that they will offer at least one overnight shipping service (such as US Postal Service Express Mail or UPS Next Day Air) as a carrier, and that they will ship the item within one business day of receiving payment.

Adjust These Settings for Amazon

Amazon shipping settings are generally set globally for your Amazon Merchant Account, but some item-specific settings may be defined

Amazon Maximum Aggregate Shipping Quantity

The maximum aggregate shipping quantity is the number of the same item that can fit in one box.

Amazon Shipping Overrides

Amazon shipping overrides allow you to set alternative methods that will override the standard Amazon shipping method and amount. For example, if you want to charge an amount different than the Amazon defined amount for shipments expedited to Alaska/Hawaii, you will need to use an override.

Amazon Maximum Aggregate Shipping Quantity ?

Amazon Shipping Overrides

Override 1 ✕

Method & Locale:

Don't offer this shipping option
 Change rate for this shipping option

Ship Amount: \$

Add to current amount
 Replace current amount

?

Select the shipping method and location, select “Change rate...” and enter the amount. The amount can either be added to the current shipping amount (for example, add \$5.00 for expedited shipments to Alaska/Hawaii), or replace the current amount.

Payment Profiles

Payment Profiles include your payment methods and policies for all your selling markets.

You can use payment profiles to define the payment methods you offer, as well as your payment policies for all available markets.

Profiles greatly expedite the create item process by allowing you to:

- Avoid having to enter repetitive information
- Name and save any number of profiles for future use
- Easily apply saved information while creating items

Profile Name

You will find the Payment profile names displayed in the drop-down menu at the top of the Payment Profile section when you create items. It is important to create descriptive

profile names so you can easily identify them in the menu. For example, if you name your Payment profiles “PayPal Only” and “PayPal and Authorize, you will know at a glance which profile to use when you want to use only PayPal, and which to use when you want to offer PayPal and Authorize.net Payments.

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Payment Profile

Required fields in green Optional fields in black

Profile Name ?

Payment Types Accepted Type Account Instructions to Buyer (optional)

If using Google Checkout for Store items, buyers will have that checkout option in addition to any direct credit card gateway you use in Vendio Checkout. Google Checkout is not applicable to eBay items. You must [activate Google Checkout in Items Preferences](#) in order to offer it.

Payment Information Details If you accept checks or money/postal orders, enter the name and address to which buyers should send payment.

Payable to:

Address 1:

Address 2:

City:

State:

Region/Province: (International only)

ZIP/Postal Code:

Country:

Payment Policy

[Adjust these settings for eBay](#) ?

Payment Types Accepted

For each payment type accepted, select a payment type from the drop-down menu, enter the appropriate account information, and any specific instructions to the buyer. Note that you need to have a payment gateway account such as Payflow Pro (Verisign/PayPal) or Authorize.net, and a merchant account to accept direct credit card payments.

Add Another Payment Method

To add additional payment methods, click on the **Add Another Payment Method** button and fill out any required fields.

For example, Authorize Net requires an Account Name, API Login ID (User name), Transaction Key (Password).

Optionally, you can check to require CVV (which is the three-digit credit card code on the back of the credit card) and /or you can opt to require AVS, which is address verification (a buyer will be unable to pay for the item unless the address matches his/her credit card billing address).

Payment Information Details

You can use the Payment Information Details section to enter payment instructions for your buyers. For example, if you accept checks, you should enter the address where you will receive the payments so the buyer can complete the transaction. Please note that payment related rules and regulations in each marketplace may vary, so you may need to adjust the settings for different marketplaces.

Payment Policy

The payment policy information does not currently appear anywhere publically, but it will eventually be added as a field that will appear in eBay and Vendio store listings.

Adjust These Settings for eBay

The eBay market has payment options which are eBay specific. If you are launching an item to eBay or plan to do so in the future, you will need to adjust the payment types defined above to match the eBay marketplace requirements.

eBay View of Payment Types

Because eBay restricts and/or requires certain payment types, eBay View of Payment Types will allow you to define which payment options will be visible on your eBay listings and during checkout from eBay. For example, eBay no longer allows paper-based payments such as check or Money Order to be accepted in certain categories, and also requires that all listings include at least one electronic payment option.

eBay-Specific Payment Types

[Review eBay's Accepted Payments Policy](#) to determine which payment options are allowed. The checked payment types will be sent to eBay. Uncheck any you don't want shown on eBay.

Paypal

Money/Postal Orders

Visa

[Add a payment type just for eBay](#)

Additional Checkout instructions displayed on eBay

Require Immediate Payment Require immediate payment on [qualified listings](#)

You may wish to remove some of your accepted payment types from the “Payment Types Accepted” list above, or add an additional payment type, only when listing on eBay. To remove an accepted payment type only for eBay, uncheck the checkbox in front of that payment type in the list that appears.

To add additional payment methods that you may not offer in other markets, select “Add a payment type just for eBay”. Just be sure that the payment types you enter are allowed on eBay.

If you meet eBay’s selling requirements and wish to require PayPal immediate payment, select the checkbox for “Require Immediate Payment”.

Tax Profiles

Tax Profiles include your tax information for all your selling markets.

Tax profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you charge tax for multiple locations, you can create a profile for each location and select the appropriate tax profile as you are listing your item – with no need to open the tax section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Using Tax Profiles

You can use tax profiles to define your state sales tax information (if applicable) for all available markets.

Tax Profile Custom Value

Tax Table

Don't charge sales tax

Charge sales tax according to this table:

State/Province	Rate
California (CA)	0 %

[add another state/province](#) | [show all states/provinces](#)

Include shipping & handling when calculating tax

[Adjust these settings for eBay](#)

Save this profile as

Profile Name

The profile name will appear in the drop-down menu when you create items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you have a business location in Kansas and New York, you would need to charge sales tax for residents in both of these states. Naming your tax profiles “Kansas” and “New York” will allow you to easily locate the appropriate profile as you create your items.

Tax Table

The tax table is where you will set the State/Province tax rate that will be charged to buyers. When applying sales tax, you will need to determine if your state requires sales tax on the shipping and handling charges. If you are required to apply sales tax to shipping and handling, check the “Include shipping & handling when calculating tax” box.

eBay Specific Tax Settings

The eBay market has tax options that are specific to eBay. If you are listing on eBay, or plan on doing so in the future, you will need to adjust your tax specifications above to match the eBay marketplace’s requirements.

Settings for eBay

If you have already defined and stored a Tax Table for your eBay account, you can apply your tax preferences based on the table already on eBay by checking the “Charge Tax according to the Tax Table already defined in my eBay account” option.

If you have not yet defined a tax table for your eBay account, or want to replace a previously stored table with the one defined in this profile, you may update the tax table for any of your eBay ID’s by selecting the appropriate eBay ID from the drop down menu and hitting the “Send” button. This will send the tax preferences defined in your profile to eBay for the selected eBay ID.

eBay-Specific Tax Settings

Use the tax table already defined in my eBay account ?

If you want to update your eBay tax table to match the rates you entered above, select the eBay ID to update and click "Send."

?

Charge tax only in according to the rate you entered above

If you only need to charge tax for eBay sales in one of the locations defined in your tax table, select the “Charge tax defined above, but only in” radio box and select the location where you want to charge tax.

Policies Profiles

Policies Profiles include your selling policies, your business information and logos for all your selling markets.

Policy profiles allow you to set one profile and save it as a default so that you will not need to open and edit tax for any future listings. In addition, if you use different policies for a market or product line, you can create a profile for each market or product line and select the appropriate policy profile as you are listing your item – with no need to open the Policy section.

Profiles can be created as you create your listings or can be created ahead of time (recommended) under **Items>Profiles**.

Creating a Policy Profile

Policy profiles can be used to define your return policies, business information, logos, etc. for all available markets.

Policy Profile

Required fields in green Optional fields in black

Profile Name ?

Business Name

Business Phone

Business Website ?

Skype ID Allow buyers to contact me via Skype

"About Us" Message Display this message in my marketplace listings that support it

Font Size ▾ Font Family ▾ Use HTML Editor

B *I* U |

Business Logo None Hosted image: URL:

Profile Name

The profile name will be displayed in the drop-down menu in the Policy Profile section when you use Create Items. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you create two policy profiles and name them “Vendio store” and “eBay Store”, you will be able to easily identify which profile to use as your create items for your Vendio and eBay Store.

A screenshot of a web form element. It features a light blue border and a white background. On the left, the text "Profile Name" is written in a green font. To its right is a white rectangular input field with a thin blue border. Further to the right is a small green circular icon containing a white question mark.

Business Name

The Business Name field will allow you to display your business name instead of your first and last name that you entered when you registered. For example, you might prefer to use your business name instead of your first and last name to sign your emails to buyers. Your Business Name can be used in various areas, such as eBay listings, your Vendio store, your Gallery, “About Us” pages, invoices and emails.

Business Phone

Enter your business phone number here. Your business phone will be used in various areas such as on your Store, Gallery, About Us pages, invoices and emails. You should only enter a phone number if you want it displayed publically.

Business Website

Enter your business website URL. Your business website URL will be displayed in various areas such as on your Store, About Us pages, invoices and emails.

Skype ID

If you want eBay buyers to be able to contact you via Skype, specify your Skype ID, and your preferred method of contact.

Skype (an eBay company) is a software application that will allow you to talk to anyone, anywhere, for free using your computer and internet connection. You can also use Skype to chat with buyers. Go to eBay to download the application and create a Skype ID.

About Us Message

In this section you can create an “About Us” message that will appear in supported marketplaces. About Us messages are generally used to convey information about you

and your business to customers and potential buyers. The About Us message field supports HTML, but you may use the HTML editor for basic formatting.

The screenshot shows a settings interface for a Vendio merchant. It includes several sections:

- Business Logo:** Radio buttons for "None", "Hosted image:", and "URL:" with an adjacent text input field.
- About Us Image:** Radio buttons for "None", "Hosted image:", and "URL:" with an adjacent text input field.
- Additional Marketing Graphic:** Radio buttons for "None", "Hosted image:", and "URL:" with an adjacent text input field.
- Legal Disclaimer:** A large empty text area.
- Return Policy:** A section with a yellow background. It contains radio buttons for "I do not accept returns (all sales final)" and "I accept returns". Below this is a dropdown for "Items must be returned within" set to "3 days", followed by a note: "(*Note*: The "60 Days" option is not available for eBay Motors Parts & Accessories, the maximum duration available ("30 Days") will be used instead.)". Further down are dropdowns for "Refund will be given as:" (set to "Money back") and "Return Shipping will be Paid by:" (set to "Buyer"). A "Refund policy details:" label is followed by a large empty text area.

At the bottom left of the form is a button labeled "Adjust these settings for eBay".

Business Logo

You may upload your business logo to Vendio (recommended) or enter the image URL if your logo is hosted elsewhere. The business logo will appear in your Vendio store and other areas where applicable.

About Us Image

You may upload an "About Us" image to Vendio (recommended) or enter the image URL if your image is hosted elsewhere. The About Us image will appear in your Vendio store "About Us" section.

Legal Disclaimer

Describes any legal language needed with the product. For example: "Residents of NJ, VT, MA, and MI, must be at least 18 and over to purchase." The legal disclaimer is used for the Amazon marketplace and Vendio store.

Return Policy

Enter your return policy here and select the appropriate items from the drop-down menu. If you accept returns, specify how quickly the item must be returned, and how you will handle the refund or credit. If there are additional details, you may enter them in the Return policy details box. Please note that this is a general profile which can be a universal setting for all markets. (Vendio store, eBay, Amazon)

Adjust These Settings for eBay

In addition to the general return policy option found above, you also have the option of creating a market return policy options and requirements which are eBay specific. If you are listing on eBay, or plan to do so in the future, you may wish to create an eBay specific return policy that differs from your standard return policy.

eBay Account

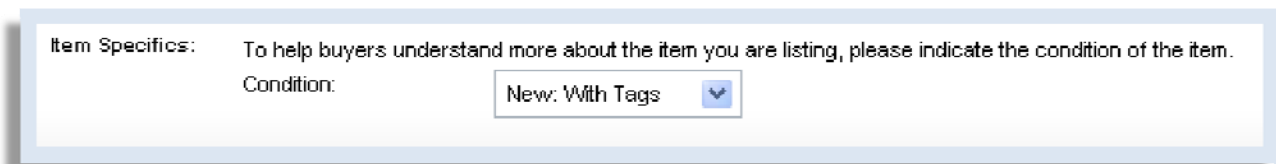
Vendio supports the use of multiple eBay accounts.



To add a new eBay account, go to **Preferences > Channels Preferences** and select “Add New”. From Channels Preferences, you can set a default account that will appear in the drop-down menu as the default. When creating your ad, select the eBay account you want to launch from if it is different than the default account.

Item Specifics Condition

Select the eBay category and enter any item specifics or custom item specifics for your item.



Item specifics are determined by the category in which you sell your item. For example, the item specifics available in an apparel category would be related to size and style, while item specifics in a CD music category would refer to genre and condition.

Custom Item Specifics

Custom item specifics are created by the merchant, and offer the ability to add additional information about your product.

To add a custom item specific, click “Add a Custom Detail” and enter a label and attribute. For example, a label could be “Year” and the attribute could be “1960”.

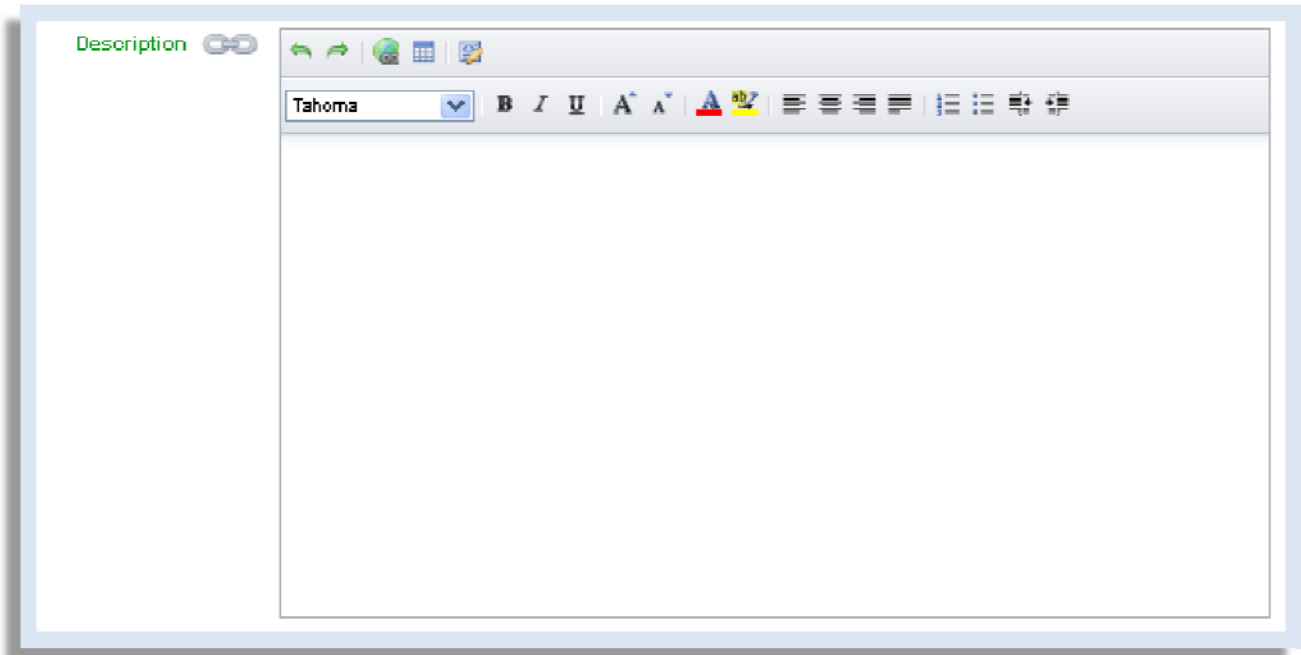
Subtitle

Enter your subtitle in this field. Subtitles are typically used to convey additional product information that is not contained in the title.

Please Note: eBay charges an additional fee for subtitle. You can check the fees for subtitles from eBay’s website.

Description

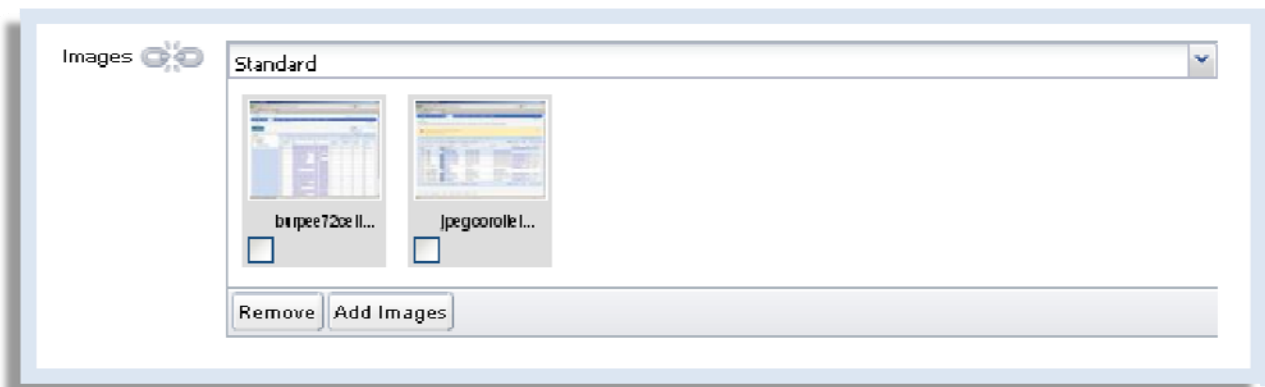
Enter your item description. This section is the “text” part of your description. You can change the fonts and colors; add a hyperlink, use spell check, and more from the HTML editor.



Linked – The description you entered in the Item Info section will automatically populate this field. To add a different description, click on the “chain-link” icon.

Images

To add images, click the “Add Images” button. Images can be uploaded to Vendio prior to creating your listing or click on the Add Image button and upload your images as you create your item.



Linked – The images you entered in the Item Info section will populate into the image field automatically. To add a different image, click on the “chain-link” icon.

Title & Gallery Images

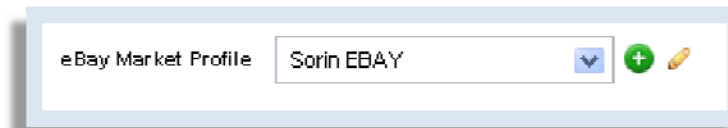
Select an image to use for eBay's Gallery and Title Bar that you are using in this listing. The first image is the default, but if you wish to use a different image, select which image to use (second, third, etc).



Choose the **Select from Image Hosting** radio button if you wish to use an image that is different from any you are using in this listing and select that image.

eBay Market Profile

eBay market profiles allow you to set eBay market-specific information, such as your region, gift services, and other available eBay features such as bold, highlight, Featured Plus, etc. You can also set any GivingWorks details in your eBay market profiles.



Profile Name

The profile name will appear in the drop-down menu when you use “Create Items”. It is important to create descriptive profile names so you can easily identify them in the list. For example, if you create two eBay market profiles and name them “No Features” and “Featured Plus”, you will know at a glance as you create your item which profile to use if you want to include Featured Plus..

If you have not created profiles yet, you can create, name and save as you create your items, or you can pre-create all of your initial profiles under **My Items>Profiles** (recommended).

Customize These Settings

If you don't find a profile in the drop down menu that has the correct settings for the item you're creating, click “Customize these settings” and make the necessary changes. At the bottom, enter the name you want to use for the new profile in the “Save this

profile as” box and click “Save”. The profile will now be available for future use in your list.

Marketplace

Select eBay or eBay Stores for the marketplace. Note you should only use eBay Stores if you have an eBay Store set up. This is not a standard eBay listing type.

Location & Local Region

Enter your location and determine if you want to list regionally. Normally you would only list regionally if you are selling large items that cannot be shipped easily. Buyers can search by region, so select the region closest to your location.

Features

Select any extra listing features that you wish to use. Please note that eBay features incur additional eBay fees based upon the feature and listing duration.

Gift Services

When choosing gift services, eBay provides an icon next to your item in search. As a seller you can offer to gift wrap an item, offer express services, or offer to ship directly to the gift recipient.

GivingWorks Details

Vendio supports eBay GivingWorks, a non-profit organization which allows sellers to donate a portion of the final sale price to a charity of their choice. eBay GivingWorks requires that you have an account with MissionFish.

Launching

There are three options to choose from when you are creating your listings for eBay.

- Don't Launch Right Now
 - Saves the item to **Items>My Items**
- Launch Single Listing
 - Can Launch One Listing
 - Can set Auto-Relist
 - Can schedule Launch Time
- Schedule Repeat Launches using an eBay Launch Profile
 - Can create reusable launch profiles
 - Can create weekly, custom, or launch once schedules
 - Can choose how often to run the schedule
 - Can have multiple listings per ad
 - Can add Second Chance Offer Automation

- Can limit the number of launches on Market
- Can set time between launches
- Can base launches on inventory quantities

Don't launch right now (any previous launches will not be cancelled)
 Launch single listing (any previous launches will not be cancelled)
 Schedule repeat launches using an eBay Launch Profile
 eBay Launch Profile

Don't launch right now

Selecting the Don't Launch Right Now option will save your existing listing for future editing or launching. Once saved, your listing will be available under **Items>My Items**.

Launch single listing

Selecting the Launch single listing provides the ability to schedule an item and to add auto-relist.

Launch single listing (any previous launches will not be cancelled)
 Launch when I save
 Launch at a specified time
 Auto-relist up to times

Set Auto Relist

When selecting to launch single listings, you can add auto-relist by selecting the checkbox. The default is to auto relist one time; however you can choose to schedule more than one relist by selecting a number from the drop down menu.

Schedule Later

You can choose the date and time that you items launches by selecting the Launch radio button, and selecting a date and time. A date up to six months in the future can be selected by clicking on the calendar icon. The time to list your item is selected from the

drop down menu. All time is in PST (Pacific Standard Time), and is the time zone that is used on the eBay US sites.

Launch times are available in 15 minute increments.

The screenshot shows a form with the following options:

- Don't launch right now (any previous launches will not be cancelled)
- Launch single listing (any previous launches will not be cancelled)
 - Launch when I save
 - Launch
 - Date: 10/22/2009
 - Time: 12:00 AM
 - Auto-relist up to 1 times
- Schedule repeat launches using an eBay Launch Profile

Schedule Repeat Launches

Scheduled launches allow you to create launch profiles for multiple item use. Most sellers have two or three different times/methods they like to use to list their items and rather than create a schedule for each item you list, you can use reusable launch profiles. Once you have created and saved a launch profile, as you are listing your items, select that profile from the drop down menu.

There are three types of repeat launch schedules available:

Weekly Schedules

- Used to create schedules that repeat on a weekly basis
- Used for multiple quantities (more than one in inventory) with more than one listing

Custom Schedules

- Used to create schedules that repeat on a custom basis, such as repeat the schedule every three days.
- Used for multiple quantities (more than one in inventory) with more than one listing

Launch Once Schedules

- Used to create repeat schedules that is launched one time with auto relist.
- Ideal for multiple quantities (more than one in inventory) where you want to maintain one listing on eBay.

Weekly Schedule

Weekly schedules are ideal for merchants who have more than one item in inventory and want to always maintain a listing on eBay.

eBay Launch Profile Custom Value ▾

Launch Schedule

Start on ?

Type Weekly Schedule
 Custom Schedule
 Launch Once

Run schedule every week(s) ?

	Sunday	Monday	Tuesday	Wednesday
Time	11:45 AM	Time	Time	Time
Listings per ad	1			
	Thursday	Friday	Saturday	
Time	Time	11:00 PM	Time	
Listings per ad		1		

Limit launches on market? No
 Yes, hold launches when there is/are listings per SKU on market ?

When a listing ends, launch another to replace it?
 No, launch only according to schedule.
 Yes, launch immediately (backfill) without affecting schedule.

Time between launches Fixed interval
 Launch the same ads minutes apart
 Calculated interval
 Space all launches evenly across minutes from the day's first launch

Keep Launching Until
 Until inventory quantity available reaches (applies to each item)
 Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Weekly Schedule to set a repeating launch schedule based on a 7 day week.

Run Schedule Every

Weekly schedules can be set to run every week, or every “x” weeks. For example, if you enter “1” in this field, the schedule will run every week, and if you enter “2” a bi-weekly schedule will be created. You can choose to run the schedule at any weekly interval using this option.

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Limit Launches on Market

Using this option, you may control the number of listings you have on eBay.

Select **NO** to allow unlimited listings to be launched according to your defined schedule.

Select **Yes, hold launches when there are “x” Listings/Quantity per SKU on market** to allow you to inhibit launches once a certain number of items are on eBay.

Please note: you are not allowed duplicate listings on eBay.

When you do wish to halt the schedule, enter the quantity that you do not want to exceed. Once the quantity on market is less than the value “x”, the schedule will resume at the next upcoming day/time.

Keep in mind, the “Allow Overselling” setting in the main Item Info section will be factored into whether items launch. If “Do not allow overselling” is selected, we first check to determine if there is adequate inventory available. If there is not, we will not launch an item even if you do not limit the quantity on market.

When a Listing Ends

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

It is important to note that if you choose to “**Launch Immediately (backfill), without affecting my schedule**”, that Vendio will attempt to launch an additional item at the time you have scheduled, but you are not allowed duplicate listings on eBay, thus it is likely that if you choose to backfill that your scheduled listing will not be launched.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your

first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.

- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if you want to ensure that you have an even distribution of listings available across a given time period.
 - For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at 2:00, another at 2:40, with the sixth and last listing launching at 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Custom Schedule

Custom schedules are ideal for merchants who have more than one item in inventory and want to run multiple eBay Listings for the same item but do not want to repeat the schedules on a 7 day basis or want to use Monday through Friday as their schedule.

eBay Launch Profile Custom Value

Launch Schedule

Start on 12/12/2009 ?

Type Weekly Schedule Custom Schedule Launch Once

Launch every [] days every weekday

Launch time [] Time

Listings per ad []

Limit launches on market? No Yes, hold launches when there is/are [] listings per SKU on market ?

When a listing ends, launch another to replace it? No, launch only according to schedule. Yes, launch immediately (backfill) without affecting schedule.

Time between launches Fixed interval Calculated interval ?

Launch the same ads [10] minutes apart

Space all launches evenly across [] minutes from the day's first launch

Keep Launching Until 12/31/2009 Until Inventory quantity available reaches [] (applies to each item) Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Custom Schedule to set a repeating launch schedule based number of days between Schedules. For example, create a custom schedule to run every 3 days.

Launch Every

With a custom schedule, you can choose to launch every “x” days, or every weekday (Monday – Friday.) If you want to launch an item every day including weekends, you would enter a value of “1” in the “launch every “x” days” option (or you could use a weekly schedule instead).

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Limit Launches on Market

Using this option, you may control the number of listings you have on eBay.

Select **NO** to allow unlimited listings to be launched according to your defined schedule.

Select **Yes, hold launches when there are “x” Listings/Quantity per SKU on market** to allow you to inhibit launches once a certain number of items are on eBay.

When you do wish to halt the schedule, enter the quantity that you do not want to exceed. Once the quantity on market is less than the value “x”, the schedule will resume at the next upcoming day/time.

Keep in mind, the “Allow Overselling” setting in the main Item Info section will be factored into whether items launch. If “Do not allow overselling” is selected, we first check to determine if there is adequate inventory available. If there is not, we will not launch an item even if you do not limit the quantity on market.

When a Listing Ends

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

It is important to note that if you choose to “**Launch Immediately (backfill), without affecting my schedule**”, that Vendio will attempt to launch an additional item at the time you have scheduled, but you are not allowed duplicate listings on eBay, thus it is likely that if you choose to backfill that your scheduled listing will not be launched.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.
- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if

you want to ensure that you have an even distribution of listings available across a given time period.

- For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at 2:00, another at 2:40, with the sixth and last listing launching *at* 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Launch Once Schedule

Launch once schedules are ideal for merchants who have multiple quantities of the same item and want to have only one listing at a time on the eBay Market.

The screenshot shows the 'eBay Launch Profile' configuration window. The 'Launch Schedule' section is active, showing the following settings:

- Start on:** 12/12/2009
- Type:**
 - Weekly Schedule
 - Custom Schedule
 - Launch Once
- Launch time:** Time
- Listings per ad:** [Empty field]
- Replace Listing:** When each listing ends, launch another to replace it.
- Time between launches:**
 - Fixed interval: Launch the same ads 10 minutes apart
 - Calculated interval: Space all launches evenly across [Empty field] minutes from the day's first launch
- Keep Launching:**
 - Until: 12/31/2009
 - Until inventory quantity available reaches [Empty field] (applies to each item)
 - Forever

Start On:

Specify the date you wish to begin running your listing schedule. You can specify a date up to six months from the date you created the profile.

Type

Use Launch Once Schedule to set a repeating launch schedules when you want only one listing on the eBay Market

Listings Per Ad

Set the launch day and time for the schedule.

Determine how many listings will be launched at each specified time. “Listings per ad” refers to how many listings will be launched at each specified time (not how many items will be included in each listing).

For example, to launch five of the SAME listing, enter 5 in the Listings Per Ad box (The numbers of items in each listing is set under “Quantity per Listing” under eBay Info).

Replace Listings

When using Best Offer or BIN, you can choose to have another launch as soon as the item ends without affecting your schedule.

Time between Launches

This allows you to specify a specific time interval between launches.

- **Fixed Interval** will launch items every “x” minutes apart (value for “x” is set by you.)
 - For example, if you enter “5” in this field, and your schedule specifies 4 listings every weekday at 12:00 pm, every Monday through Friday your first listing will launch at 12:00 pm, another listing will launch at 12:05 pm, another at 12:10 pm, another at 12:15 pm, and the last listing will launch at 12:20 pm.
- **Calculated Interval** will spread launches evenly across the specified number of minutes, starting from the earliest launch time in the schedule. Use this option if you want to ensure that you have an even distribution of listings available across a given time period.
 - For example, if you enter “240” minutes in this field, and your schedule specifies 6 listings every weekday starting with the first launch at 12:00 pm, then every Monday through Friday at 12:00 pm your first listing will launch, another listing will launch at 12:40, another at 1:20, another at

2:00, another at 2:40, with the sixth and last listing launching at 3:20. Effectively, this option takes the number of minutes you specify and adds it to the earliest launch time, and then divides by the number of items being launched. In the above example, 240 minutes (4 hours) was added to 12:00, and the 6 items were launched at a rate of 1 every 40 minutes, starting at 12:00.

Keep Launching

You can specify when your launch schedule will end using the Keep Launching option. You can specify a date, an inventory quantity available, or simply choose “Forever” if you do not want the launch schedule to be ended automatically.

Second Chance Offers

You can automatically send second chance offers (SCOs) to your bidders, according to eBay’s SCO rules and the criteria you set.

Second Chance Offers Use Second Chance Offers when available

Send to: All eligible underbidders
 The highest underbidder(s).

Base on Inventory? Only send SCOs if my inventory has at least quantity in stock
 Send to all eligible bidders, regardless of my inventory level.

Duration of SCO: days. Offers will expire after this many days.

Copy Email To Seller: Seller receives copy of notification email sent to the recipient bidder.

Consider Feedback Rating? Only send SCO to buyers with feedback of at least

Send Second Chance Offers based on Item Cost
Send Offer if underbid is at least \$ Or % above my cost

Starting Price
Send Offer if underbid is at least \$ Or % above my starting bid price

High Bid Amount
Send Offer if underbid is within \$ Or % below the winning bid amount

Reserve Price
 Send offer if underbid is at least \$ Or % above the reserve price
 Send offer if underbid is within \$ Or % below the reserve price

Notes:
If Reserve Price is not met, eBay allows you to send SCOs. In this case, If you have set the Reserve Price option to any amount **above** your reserve price, then no bidders will be eligible. If you leave the Reserve Price field blank, or if you set it to a value **below** your Reserve Price, then SCOs may be sent, based on whether the bids meet your other criteria.
If you choose to specify a Cost or Reserve Price, but your listing does not specify a value for either field, your SCO request will fail. This simply means that no SCOs will be sent for the listing. When you attach a Launch Profile to your ads, this will be highlighted so you can make any necessary adjustments.

Send to How Many Under-bidders

Specify how many SCOs are sent. You may elect to send SCOs to “all eligible” under-bidders, or limit offers to a specific number of under-bidders. If you are an inventory based seller, you may want to select “all eligible” unless your inventory is limited.

Base on Inventory

You may elect to send SCOs only if you have enough inventory to cover the possibility that all offers will be accepted. The default is set to quantity “1” in stock, but you may enter any amount in this field. Additionally, you may also elect to send SCOs to all eligible bidders regardless of inventory levels.

Duration of SCO

The SCO duration limits the availability of the offer to the number of days you specify. SCOs availability can be set to 1, 3, 5, or a maximum of 7 days. Keep in mind that if you are using Vendio to track inventory, the item will be reserved for eBay only, and will be considered an active listing during this duration.

Copy to Seller

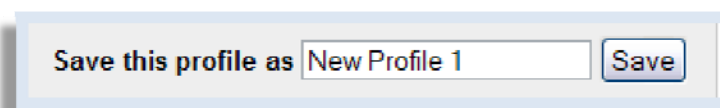
Select “copy email to seller” if you would like to receive a copy of each automatically generated SCO.

Consider Feedback Rating

This option can be used if you want to limit SCOs to bidders with a minimum number of feedbacks on eBay.

Send Second Chance Offers Based on

Select the pricing criteria on which you will base your SCOs. Multiple options are available for you to choose from, and you also have the ability to base your offers on a percentage or flat dollar amount.

Save this Profile As

Save this profile as

Saving the profile will allow you to reuse the profile for future ads. Once you have named and saved the profile, it will be available in a drop-down menu as you create your listings.