Welcome to Vendio! We see that you’ve signed up for a Vendio Platform account, and we look forward to a long and successful partnership! Now that you’re signed up, you may be wondering, “where do I start”? Getting set up will just take a few minutes. To help you get up and running as quickly as possible, we’ve created this basic step-by-step guide. Once you’ve created the steps outlined below, you’ll be ready to start using Vendio Platform to launch your items to eBay, Amazon, and your own Store.

**Set Your eBay Token**

1. Log into your Vendio Account and select the **Preferences** link on the right.

2. Choose the Preferences page for **Channels**.

3. Under eBay Market IDs, click on the **Add New** button.

4. Enter your eBay User ID and password and click **Sign In**.
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**5.** Click **I agree** to link your Vendio Account to your eBay Account.

**7.** Your eBay ID should now appear on Vendio under eBay Market IDs.

To enter **multiple eBay accounts**, repeat the steps above for each account.

**8.** If you have added multiple eBay accounts, select a default account by clicking on the eBay ID and selecting the **Set Default** button.

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### Import Your Items From eBay

**1.** Import is located under the Items Tab. Click on **Import Items**.

**2.** Choose **General Images** if your items will be listed on eBay or choose the Free Vendio Store Images.

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*Import images as:
- General Images: Choose this option if you want to use the images imported outside the FREE Vendio Store (Image Fees apply)
- Vendio Store Images: Choose this option for Free Image hosting for your Vendio Store items in limit of 2GB (if exceeded, the import will stop)*
### Set Your Account Preferences

1. **Review and set up your Preferences.**

   Log into your Vendio Account and select the Preferences link on the right.

2. **Review the individual Preferences pages by selecting them from the drop down menu.**

   *Preferences define specific account information and automation for such items as feedback and coupons. Additionally, you can customize and set automatic emails to buyers. An important area to set up is Orders preferences, as this defines how you handle items such as multiple item shipping calculations and eBay Checkout redirect.*
Set Up Your Profiles

1. Select Profiles under the Items Tab.

2. Set up your reusable Profiles.

   To create a profile, select the profile type and click on the New button.

   Multiple profiles can be created for each profile type, to be applied as you create your items (see below.)

3. All pre-created Profiles will be available from a drop down menu when using the Create Items form.
Customize Your Vendio Account

1. **Customize My Items**
   
   Your imported items and any items that you create are located under **My Items**. Select **My Items** from the Items tab.

2. **Click the Gear icon** on the top right corner to bring up a list of your **View Options**.
   
   **View Options** are fields that can be added or removed from the form, at will, depending on your individual needs.

3. **Choose the fields that you want displayed on the My Items page.** Click **OK** when finished.
   
   Change the order your fields appear on the page by clicking on the column header and dragging to a new position.

   You can resize the columns by positioning the cursor in between the columns headers.

   You will find the GEAR icon on various forms within the Vendio Platform. This indicates that you can customize the page by adding or removing fields.
4. Customize your **Create Items** form. The Vendio Platform allows you to create a completely customized listing form.

Create Items is located under the items by selecting **Create Items**.

5. Customize each different section of the **Create Items** by clicking the Gear Icon on the right and checking only those fields that you will use.

If you use profiles, some fields included in the profiles can be eliminated as they will be pre-filled. You will see the fields appear on the form as you check/uncheck the boxes.

When finished, click Save and then the Gear Icon to Close.

6. Customize **Sold Items**.

Sold Items are located under the **Orders** tab.
7. Customize your **Sold Items** page by selecting the Gear Icon on the right and selecting only those fields that you will use.

Like My Items, you can resize and click/drag the column headers to reposition them.

### Add Folders

1. Create folders in **My Items**. The folders will be used to store and organize your inventory items. Click “Add” to create a new folder.

2. Create folders in **My Images** (located under the Images tab.) Click ‘Add’ to add a folder. You can upload images and save them directly into your pre-created folders, or you can create new folders “on-the-fly” during the upload process.

Upload images from the **My Images** page, or as you create items using the **Create Items** form.
**Additional Resources**

1. **Additional Help**
   If you need help with anything, just click the “Help” link at the top of the page. From here, you can enter an email support request using our customer portal, or, if you are signed up for Personal Assistance you can request a chat or callback request.

   You will also find comprehensive User Guides on this page.

2. **My Account**
   Use the My Account link to find and manage your Product Plans, Billing Statements, and edit Account and Billing information.