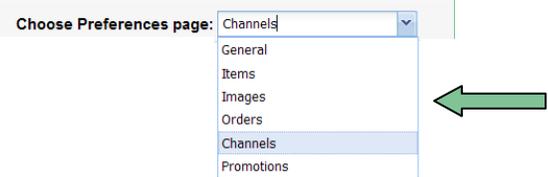
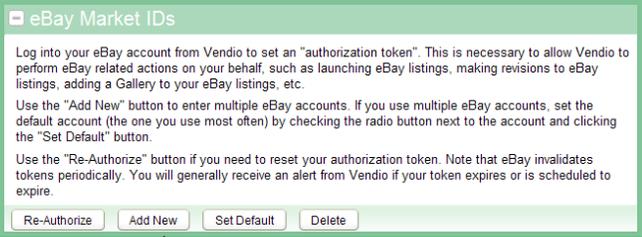


Welcome to Vendio! We see that you've signed up for a Vendio Platform account, and we look forward to a long and successful partnership! Now that you're signed up, you may be wondering, "where do I start"? Getting set up will just take a few minutes. To help you get up and running as quickly as possible, 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

<p>1. Log into your Vendio Account and select the Preferences link on the right.</p>	
<p>2. Choose the Preferences page for Channels.</p>	
<p>3. Under eBay Market IDs, click on the Add New button.</p>	
<p>4. Enter your eBay User ID and password and click Sign In.</p>	

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<p>5. Click I agree to link your Vendio Account to your eBay Account.</p>	<p>Link your eBay account to Vendio</p> <p>Ready to use Vendio? Great! We need your consent to share your eBay data. Don't worry, we won't share your eBay password. You can change this any time by editing your account preferences.</p> <p>Please take the time to read Vendio's terms of service and privacy policy, because these policies will apply when you use this service. Remember, we don't manage policies set by other companies.</p> <p>By clicking on the "I agree" button, you're allowing us to link your eBay account with Vendio.</p> <p><input type="button" value="I agree"/> <input type="button" value="No thanks, please return me to Vendio"/></p> 												
<p>7. Your eBay ID should now appear on Vendio under eBay Market IDs.</p> <p>To enter multiple eBay accounts, repeat the steps above for each account.</p>	<p>eBay Market IDs</p> <p>Log into your eBay account from Vendio to set an "authorization token". This is necessary to allow Vendio to perform eBay related actions on your behalf, such as launching eBay listings, making revisions to eBay listings, adding a Gallery to your eBay listings, etc.</p> <p>Use the "Add New" button to enter multiple eBay accounts. If you use multiple eBay accounts, set the default account (the one you use most often) by checking the radio button next to the account and clicking the "Set Default" button.</p> <p>Use the "Re-Authorize" button if you need to reset your authorization token. Note that eBay invalidates tokens periodically. You will generally receive an alert from Vendio if your token expires or is scheduled to expire.</p> <table border="1"> <thead> <tr> <th>Re-Authorize</th> <th>Add New</th> <th>Set Default</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <th>eBay ID</th> <th>Token Status</th> <th>Token Expiration</th> <td></td> </tr> <tr> <td><input checked="" type="radio"/> postcardemporium(Default Account)</td> <td>Valid</td> <td>09/02/2010</td> <td></td> </tr> </tbody> </table> 	Re-Authorize	Add New	Set Default	Delete	eBay ID	Token Status	Token Expiration		<input checked="" type="radio"/> postcardemporium(Default Account)	Valid	09/02/2010	
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<input checked="" type="radio"/> postcardemporium(Default Account)	Valid	09/02/2010											
<p>8. If you have added multiple eBay accounts, select a default account by clicking on the eBay ID and selecting the Set Default button.</p>	<p>eBay Market IDs</p> <p>Log into your eBay account from Vendio to set an "authorization token". This is necessary to allow Vendio to perform eBay related actions on your behalf, such as launching eBay listings, making revisions to eBay listings, adding a Gallery to your eBay listings, etc.</p> <p>Use the "Add New" button to enter multiple eBay accounts. If you use multiple eBay accounts, set the default account (the one you use most often) by checking the radio button next to the account and clicking the "Set Default" button.</p> <p>Use the "Re-Authorize" button if you need to reset your authorization token. Note that eBay invalidates tokens periodically. You will generally receive an alert from Vendio if your token expires or is scheduled to expire.</p> <table border="1"> <thead> <tr> <th>Re-Authorize</th> <th>Add New</th> <th>Set Default</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <th>eBay ID</th> <th>Token Status</th> <th>Token Expiration</th> <td></td> </tr> <tr> <td><input checked="" type="radio"/> postcardemporium(Default Account)</td> <td>Valid</td> <td>09/02/2010</td> <td></td> </tr> </tbody> </table> 	Re-Authorize	Add New	Set Default	Delete	eBay ID	Token Status	Token Expiration		<input checked="" type="radio"/> postcardemporium(Default Account)	Valid	09/02/2010	
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Import Your Items From eBay

<p>1. Import is located under the Items Tab. Click on Import Items.</p>	
<p>2. Choose General Images if your items will be listed on eBay or choose the Free Vendio Store Images.</p>	<p>Import images as:</p> <p><input checked="" type="radio"/> General Images. Choose this option if you want to use the images imported outside the FREE Vendio Store (Image Fees apply)</p> <p><input type="radio"/> 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)</p>

<p>3. Select your Import Options.</p>	<p>Import Options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Import my eBay Store categories in my Vendio Store <input type="checkbox"/> Import the categories of my eBay listings as Vendio Store categories <input checked="" type="checkbox"/> Make the imported items immediately available for sale in my Vendio Store <div style="border: 1px solid green; border-radius: 10px; padding: 5px; margin-top: 10px; background-color: #e0f2f1;"> <p>When items are not live on eBay, they can still be visible in your Vendio Store – make sure your items are always available for purchase!</p> </div>
<p>4. Select your eBay ID from the drop down and click on the Import my eBay Listings button.</p>	<p>Select your eBay ID and click Import my eBay Listings.</p> <p>eBay ID: <input type="text" value="postcardemporium"/> <input type="button" value="Import my eBay Listings"/></p> <div style="text-align: center; margin-top: 5px;">  </div>

Set Your Account Preferences

<p>1. Review and set up your Preferences.</p> <p>Log into your Vendio Account and select the Preferences link on the right.</p>	 <div style="border: 1px solid green; border-radius: 10px; padding: 10px; margin-top: 10px; background-color: #e0f2f1;"> <p>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.</p> </div>
<p>2. Review the individual Preferences pages by selecting them from the drop down menu.</p>	<p>Choose Preferences page: <input type="text" value="Channels"/></p> <ul style="list-style-type: none"> General Items Images Orders <li style="background-color: #e0e0e0;">Channels Promotions

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.

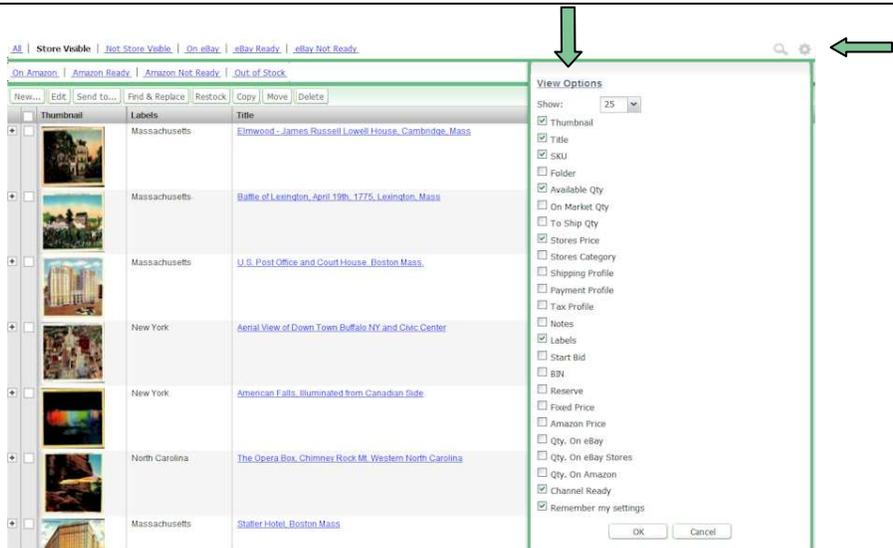


You will find the GEAR icon on various forms within the Vendio Platform. This indicates that you can customize the page by adding or removing fields.

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.



4. Customize your Create Items form.
The Vendio Platform allows you to create a completely customized listing form.

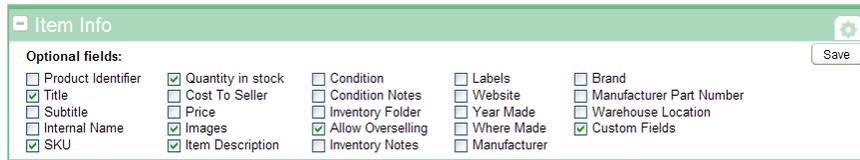
Create Items is located under the items by selecting **Create Items**.



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**.



Customizable Create Items Sections

- Item Info (see above)
- Shipping Profile
- Payment Profile
- Tax Profile
- Policy Profiles
- Store Ads
- eBay Ads
- Amazon Ads

6. Customize Sold Items.

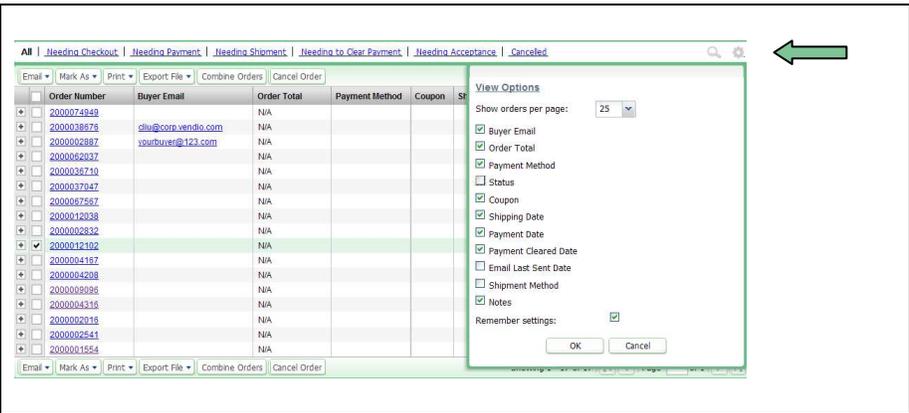
Sold Items are located under the **Orders** tab.



Getting Started Guide

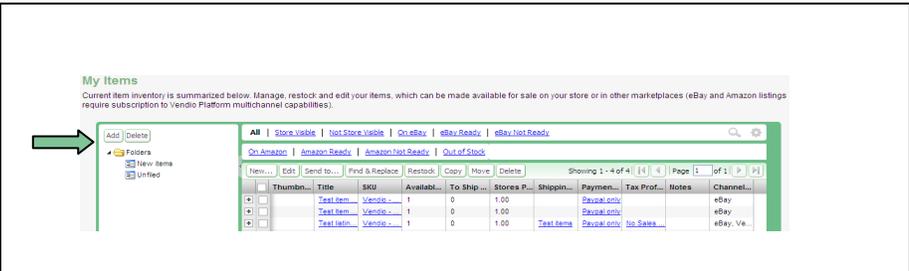
7. Customize your Sold Items page by selecting the Gear Icon on the right and selecting only those fields that you will use.

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



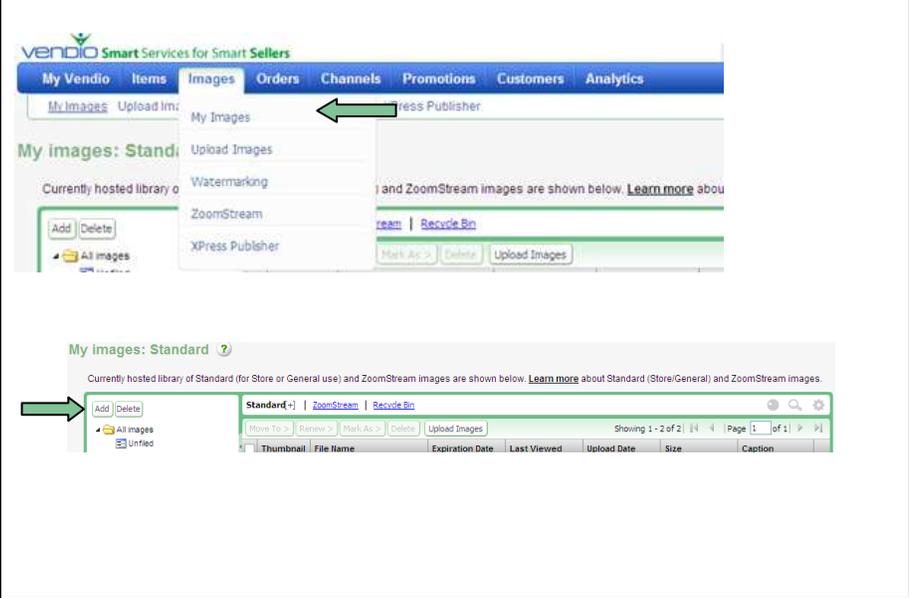
Add Folders

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.