

vendio

Vendio Handmade Merchant's Guide

Create Items

Sell on Etsy Manual

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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 selling your items. When you select the marketplace, it will be added to your created 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 eBay, Amazon and Etsy.

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.

The screenshot shows the 'Marketplaces' tab interface. On the left is a sidebar with a 'Product Information' dropdown menu and three sub-sections: 'Marketplaces', 'Item Info', and 'Inventory'. The main content area is divided into three sections:

- Product Identifiers:** Contains input fields for UPC, ISBN, and ASIN. A 'Catalog Match' button with a help icon is present. Text explains that using the catalog match can save work and provides a note about finding products in the Amazon catalog. A '...more' link is at the bottom.
- Inventory:** Features a checked checkbox and a shirt icon. Text says 'I want to add and manage this item in my inventory.' There is an unchecked checkbox for 'I have more variations of this item such as color and size.'
- Channels:** Includes instructions for selecting channels and categories. It lists two bullet points: 'Once channel info is entered and saved, new listings can be generated from channel info or the My Items page.' and 'To end active listings, use the My Listings page (located under the Channels tab)'. Below are checkboxes for 'ebay', 'amazon', and 'Etsy'.

Product Identifiers

The Product Identifiers fields are used for catalog information (pre-fill) for Amazon, eBay, and Etsy marketplaces.

This close-up screenshot shows the 'Product Identifiers' section. It features input fields for UPC, ISBN, ASIN, EAN, JAN, and GTIN. A 'Catalog Match' button with a help icon is located to the right. Text explains that using the catalog match can save work and provides a note about finding products in the Amazon catalog. A '...less' link is positioned below the ASIN field.

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

For eBay:

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

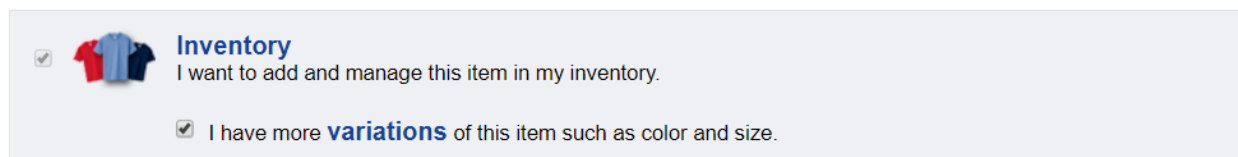
For Etsy:

Title, Price

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

Variations

Variations are an optional selection. Select Variations if you will be using variations in your listing such as sizes or colors.



The screenshot shows a light gray rectangular box containing two checked options. The first option is 'Inventory', accompanied by a small icon of a red and blue shirt. Below it is the text 'I want to add and manage this item in my inventory.' The second option is 'I have more variations of this item such as color and size.', with the word 'variations' in blue. A small checkmark icon is to the left of this option.

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

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.

Channels

For **new** items, click checkboxes below to select your channel(s) and choose your categories. Once checked, a tab will appear at left to **enter or edit** channel info.

- Once channel info is entered and saved, **new listings** can be generated from channel info or the [My Items](#) page.
- To **end active listings**, use the [My Listings](#) page (located under the Channels tab).

ebay **amazon** **Etsy**

US **Motors**

eBay Product Categories > Art > Art Posters

Ebay Category Previously Used ▾

Antiques ->	Art Drawings	
Art ->	Art NFTs	
Baby ->	Art Photographs	
Books & Magazines ->	Art Posters	Art Posters
Business & Industrial ->	Art Prints	<input type="button" value="Select"/>
Cameras & Photo ->	Art Sculptures	
Cell Phones & Accessories ->	Folk Art & Indigenous Art	
Clothing, Shoes & Accessories ->	Mixed Media Art & Collage Art	
Coins & Paper Money ->	Other Art	

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.

Channels

For **new** items, click checkboxes below to select your channel(s) and choose your categories. Once checked, a tab will appear at left to **enter or edit** channel info.

- Once channel info is entered and saved, **new listings** can be generated from channel info or the [My Items](#) page.
- To **end active listings**, use the [My Listings](#) page (located under the Channels tab).

ebay amazon Etsy

US Handmade

If you are selling on Amazon Handmade, then check the box for "Handmade". After creating the item you can launch to Amazon Handmade from the "My Vendio Handmade" section of your account.

Channels

For **new** items, click checkboxes below to select your channel(s) and choose your categories. Once checked, a tab will appear at left to **enter or edit** channel info.

- Once channel info is entered and saved, **new listings** can be generated from channel info or the [My Items](#) page.
- To **end active listings**, use the [My Listings](#) page (located under the Channels tab).

ebay amazon Etsy

US Handmade

Option to create/edit the Amazon Handmade product becomes available after saving the item in Vendio

Sell on Etsy

When you select to sell on the Etsy Market, your category tree will be displayed and you can select your Etsy category. Upon selecting to sell on Etsy, the Etsy Info section will appear in your navigation.

Channels

For **new** items, click checkboxes below to select your channel(s) and choose your categories. Once checked, a tab will appear at left to **enter or edit** channel info.

- Once channel info is entered and saved, **new listings** can be generated from channel info or the [My Items](#) page.
- To **end active listings**, use the [My Listings](#) page (located under the Channels tab).

ebay amazon Etsy

Etsy Product Category > Art & Collectibles > Drawing & Illustration > Pen & Ink

Artist Trading Cards	Architectural Drawings	Pen & Ink <input type="button" value="Select"/>
Collectibles ->	Charcoal	
Dolls & Miniatures ->	Digital	
Drawing & Illustration ->	Marker	
Fiber Arts ->	Pastel	
Fine Art Ceramics	Pen & Ink	
Glass Art ->	Pencil ->	
Mixed Media & Collage ->		
Painting ->		

Selling Tip:
eBay, Amazon and Etsy require a “token” or authorization for Vendio to perform actions on your behalf. To update your eBay, Amazon, and Etsy information, please click on your username at the top right of the page, select Preferences, and then select "Channels" from the drop-down box at the top of the page.

Item Info Tab

The Item Info tab 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 eBay, Amazon and Etsy 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 'Product Information' tab with a sidebar on the left containing 'Marketplaces', 'Item Info', and 'Inventory'. A grey box at the top right contains the text: 'The data in this tab acts like a template which prefills the Amazon, eBay and Etsy. If you are only selling on one channel, you may skip this tab, except for the calculated shipping section at the bottom.' Below this are four main sections: 'Title' with a text input field and '0 characters' on the right; 'Subtitle' with a text input field and '0 characters' on the right; 'Images' with a dropdown menu set to 'Standard', a 'Remove' button, and an 'Add Images' button; and 'Item Description' with a rich text editor toolbar showing options like font color, bold, italic, underline, and list, with 'Tahoma' selected in the font dropdown.

Title & Subtitle

The Title field is a mandatory field which will be populated into your eBay, Amazon or Etsy section. In each market (eBay, Amazon and Etsy) 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.

This close-up shows two text input fields. The first is labeled 'Title' in green text and has '0 characters' to its right. The second is labeled 'Subtitle' in black text and also has '0 characters' to its right.

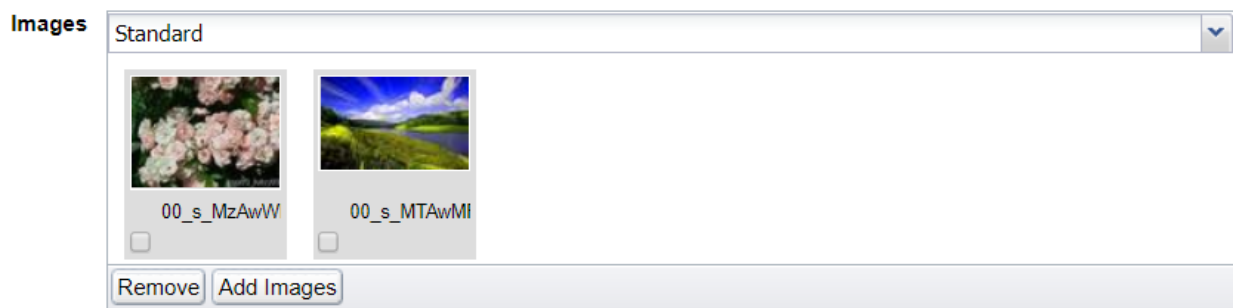
You may need to adjust the title according to marketplace restrictions. For example, eBay has a 55 character limit for titles, so if the title in Item Info is longer than this you will need to adjust it for eBay.

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”.

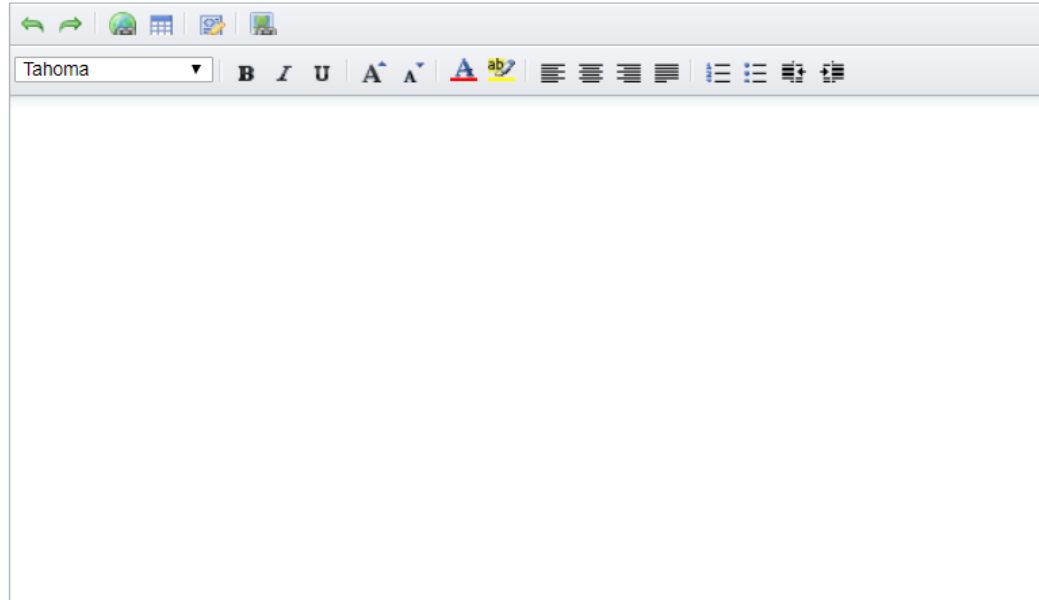


Select the images to add by clicking on them (you can use shift+click or ctrl+click to highlight multiple images) and clicking the “Attach Selected” button. You can also upload images by selecting “Upload Images” if your image has not yet been uploaded. The images will then be displayed in the Item Info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

Item Description



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.

Price


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

Price

In each section (eBay, Amazon, and Etsy) 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 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.

Condition 

Condition Notes

Profiles

Shipping   **Tax**  

Payment   **Policies**  

Shipping Profiles

Shipping Profiles include your domestic and international shipping and handling 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.

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.

Handling Time

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

eBay-Specific Settings

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.

Shipping Profile

Profile Name

Ship-From Location

Country: United States

State: Sele...

ZIP Code:



Handling Time: 3 business days ?

— eBay-Specific Settings

Domestic Shipping: Select a value

Domestic Shipping

Calculated Costs ▼

Carrier	Method	Shipping cost
USPS ▼	First-Class Mail® ▼	Calculated <input type="checkbox"/> Free 
USPS ▼	First-Class Mail® ▼	Calculated 

[Add New Shipping Carrier](#)

Handling cost



International Shipping

Fixed Costs ▼

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)


International carriers

Use eBay's Global Shipping Program for eligible listings and countries. **Note:** Global Shipping cannot be enabled on your listings until the feature is enabled in your eBay account. [Read more](#) about eBay Global Shipping Program.

Destination	Carrier	Method	Shipping cost	Each additional
Worldwide 	USPS ▼	First-Clas... ▼	<input type="text"/>	<input type="text"/> 



[Add New Shipping Carrier](#)

eBay-Specific Combined Shipping Discounts

eBay Account	Domestic Profile	International Profile
Select an account ▼	Select a profile ▼	Select a profile ▼ 

[Add New Shipping Discount](#)

Shipping rate tables

eBay Account	Apply Domestic Shipping Rate Table 
Select an account ▼	Select an option ▼ 

[Add New Shipping Rate](#)

eBay Carriers

The eBay view of the shipping carriers section displays the shipping carriers that will be offered in your eBay listings. Currently, eBay allows only four shipping carriers for domestic shipping and five carriers for international shipping. 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.

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.

eBay-Specific Combined Shipping Discounts

With this setup you can associate your combined shipping discounts profile you have previously defined on eBay with the products you want to launch from Vendio to eBay. Before using this option you must first define the discounts at eBay. Select the eBay account from the eBay Account menu then choose the corresponding Domestic profile and/or International profile from the drop-down menu.

Shipping Rate Tables

Choose your eBay account with the domestic shipping rate tables to apply for your listings. Before using this option you must first define the custom rate tables at eBay.

UPS Settings

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.

UPS 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 Settings

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.

FedEx 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.

Amazon-Specific Settings



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-Specific Settings  

Amazon Maximum Aggregate Shipping Quantity

Amazon Shipping Overrides

Override 1 
Method & Locale <input type="text" value="Select a type"/> <input type="text" value="Select a locale"/>
<input type="radio"/> Don't offer this shipping option
<input checked="" type="radio"/> Change rate for this shipping option
Ship Amount: <input type="text"/>
<input type="radio"/> Add to current amount
<input checked="" type="radio"/> Replace current amount

[Add Override](#)

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 selling on eBay. You can use payment profiles to define the payment methods you offer, as well as your payment policies for eBay.

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.

eBay-Specific Settings

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-Specific 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.


Payment Profile

Profile Name

eBay-Specific Settings

[Review eBay's Accepted Payments Policy](#) to determine which payment options are allowed.

Note: Offline payment methods (Visa, Mastercard, American Express, Discover) are not supported for eBay Motors vehicle listings.

Type	Additional Info	Instructions to Buyer (optional)
<input type="text" value="Select a method"/>	N/A	<input type="text"/> 

[Add new payment type](#)

Additional Checkout Instructions displayed on eBay

Require Immediate Payment

Require immediate payment on [qualified listings](#)

To add payment methods 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 eBay.

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.

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.

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 "Use the tax table already defined in my eBay account" option.

Tax Profile

Create or edit a tax profile to specify how you charge taxes and have it automatically applied when creating items.

Profile Name

eBay Specific Tax Settings

Use the tax table already defined in my eBay account

Charge sales tax according to this:

State/Province

Alabama



Rate

Include shipping & handling when calculating tax

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 return policy for selling on eBay

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

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.

eBay Return Policy

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 ensures 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"/>				
	<input type="checkbox"/> Irregular Shape				

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 are:


- SKU (SKUs are automatically generated, but you can change them if you use your own system).
- Total Inventory Quantity
- Item Allocation Strategy

Product Information ▾

Marketplaces

Item Info

Inventory



SKU 12 characters ?

Total Inventory Quantity ?

Quantity Available for Sale 1 ?

Item Allocation Strategy ?
The launch quantities for eBay/Amazon (FBM) listings are independently specified by the seller and reserved from total quantity. Your Vendio Store gets the remaining available quantity. Sales and new listing launches for the item stop when reserved or available quantities reach 0 or cannot fulfill the specified launch quantity.

Cost to Seller ?

My Items Folder None ✎ [Change this](#)

Inventory Notes

Bin/Warehouse Location

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.

Total Inventory Quantity

Total Inventory Quantity represents the total amount of the item that you have on hand, including any that are sitting idle, are currently listed on a channel, or are reserved for open orders that need to be shipped. You set this initial value and can adjust it later as needed.

Quantity Available for Sale

(info only data, non editable)

The quantity available for sale is the amount of items that you have on hand, less any open orders that need to be shipped, and less any quantities that are listed on a channel using the

committed or unlimited listing strategy. This is a calculated value that only the Vendio system updates.

Item Allocation Strategy

This option allows you to decide how you want to allocate your item quantity when selling on multiple channels. There are three different strategies: committed, shared and unlimited

COMMITTED

This is a conservative selling strategy with a low risk of overselling. Quantities are committed by the seller to each specific channel and item, and that selling stops when an item's quantity reaches zero.

- a. The item quantity for eBay Fixed Price/Amazon (Fulfilled by Merchant)/Etsy listings is specified by the seller. Whether or not these listings are launched/published, these amounts are committed and reserved for each channel's listing.
- b. Vendio does **not** automatically update live listings on marketplaces to reflect the current available quantity.
- c. Live eBay/Amazon/Etsy listings **end** when their duration is over or when their individually specified quantity reaches zero.
- d. New listing launches are **stopped** when available quantity is less than the quantity specified for a listing.

For example, if you are listing an item with a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, you must have an available quantity of four (3).

SHARED

This is a moderate selling strategy with a medium risk of overselling. Quantities are to be shared between eBay, Amazon, and Etsy.

- a. The item quantity for one (1) eBay Fixed Price listing, one (1) Amazon (Fulfilled by Merchant) listing, and one (1) Etsy listing is equal to the available quantity, is **not** specified, and is shared between the marketplaces.
- b. Live eBay/Amazon/Etsy listings **end** when their duration is over or when their quantity reaches zero.
- c. New listing launches are **stopped** when available quantity reaches zero.

For example, if you are listing a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, you must have an available quantity of one (1). When that

item sells on any of the four marketplaces, **Vendio will automatically remove it for you from the other four marketplaces.**

Please note: When using the Shared strategy, only a single eBay Fixed Price listing will be allowed regardless of any account settings that allow duplicate listings or listings you have scheduled to launch automatically.

UNLIMITED

This is an aggressive selling strategy with a high risk of overselling. With this strategy, selling can continue even when Available Quantity goes below zero.

- a. The item quantity for eBay Fixed Price, Amazon (Fulfilled by Merchant) and Etsy listings is specified. These amounts are allocated for each channel's listings, and are not shared, but can be greater than the available quantity. This has the potential to cause the available quantity to become negative.
- b. Vendio does **not** automatically update live listings on marketplaces to reflect the current available quantity.
- c. Items **do not stop** selling on your Amazon (Fulfilled by Merchant) or Etsy when available quantity reaches zero.
- d. Live eBay listings **end** when their duration is over or when their individually specified quantity reaches zero.
- e. New listing launches are **not stopped** even after available quantity reaches zero, so inventory quantities can become negative (representing an oversold or backlog situation).

For example, if you are listing a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, available quantity can be zero or even negative. When an item sells on any of the four marketplaces, **Vendio will not remove it for you from the other three marketplaces.**

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.

Inventory Notes


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

Bin/Warehouse Location

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

Advanced Inventory Options

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

Labels 

- Willie McCovey
- Baseball
- San Francisco Giants
- Baseball
- San Francisco Giants
- Packers
- L_1
- testLabelinRow1
- testLabelinRow2

Website

Year Made

Where Made

Manufacturer

Brand

Manufacturer Part Number

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.

Website

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

Year Made

Enter the year your item was made for future reference.

Where Made

Enter the manufacturer location of your item for future reference.

Manufacturer

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

Brand

Enter the brand of your item for future reference.

Manufacturer Part Number

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

Custom Fields

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

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. The variations created in the Inventory & Variations tab will be populated into your selected markets (eBay or Etsy), 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.

Product Information ▾

Marketplaces

Item Info

Inventory & Variations

SKU V89C-2QE-YAO 12 characters ?

Variations

Identifier: UPC ▾ Predefined attribute sets... ▾ Save set as...

<input type="checkbox"/> Image	Identifiers	Total Qty	Avail Qty	Price
Add new attribute! ↑				

Item Allocation Strategy Committed ?

The launch quantities for eBay/Amazon (FBM) listings are independently specified by the seller and reserved from total quantity. Your Vendio Store gets the remaining available quantity. Sales and new listing launches for the item stop when reserved or available quantities reach 0 or cannot fulfill the specified launch quantity.

Cost to Seller \$?

My Items Folder None

Inventory Notes

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.

Variations

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

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.

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.

Variations Identifier: Predefined attribute sets... Save set as...

<input checked="" type="checkbox"/> Image	Identifiers	Total Qty	Avail Qty	Price	Size
<input type="checkbox"/> No Image	SKU <input type="text" value="V89C-2QE-YAO_1"/> UPC <input type="text"/> MPN <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>
<input type="checkbox"/> No Image	SKU <input type="text" value="V89C-2QE-YAO_2"/> UPC <input type="text"/> MPN <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="L"/>
<input type="checkbox"/> No Image	SKU <input type="text" value="V89C-2QE-YAO_3"/> UPC <input type="text"/> MPN <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="L"/>

In the image above, we have added the attribute “Size” and the attribute values of S, M and L, and selected the “Generate Variations” button.

Add Variations

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

Add Attribute

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

Remove attribute

To remove an attribute from the grid, click on the bin icon.

SKU 12 characters ?

Variations Identifier: Predefined attribute sets... Save set as...

<input type="checkbox"/> Image	Identifiers	Total Qty	Avail Qty	Price	Size
<input type="checkbox"/> No Image	SKU <input type="text" value="V89C-2QE-YAO_1"/> UPC <input type="text"/> MPN <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="S"/> <input type="button" value="Remove attribute from grid"/>


Delete variations

To delete variations from your list, select the variations you wish to remove and click on the delete variations button.

Variations

Identifier: UPC ▾ Predefined attribute sets... ▾ Save set

<input type="checkbox"/>	Image	Identifiers	Total Qty
<input type="checkbox"/>	No Image	SKU V89C-2QE-YAO_1 UPC MPN	0
<input type="checkbox"/>	No Image	SKU V89C-2QE-YAO_2 UPC MPN	0
<input checked="" type="checkbox"/>	No Image	SKU V89C-2QE-YAO_3 UPC MPN	0



Item Allocation Strategy ▾ ?

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.

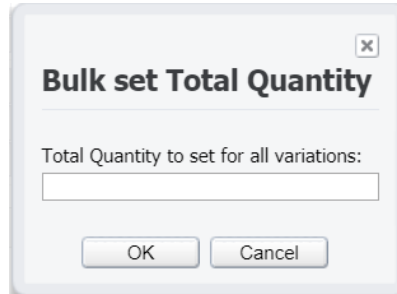
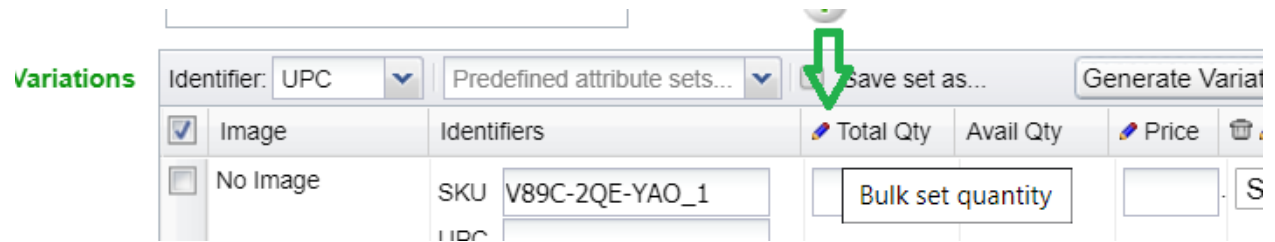
Total Quantity

(Total inventory quantity)

Total Inventory Quantity represents the total amount of the item that you have on hand for each variation, including any that are sitting idle, are currently listed on a channel, or are reserved for open orders that need to be shipped. You set this initial value and can adjust it later as needed.

Update total quantity in bulk for all variations

Click on the pen icon to set the total quantity for all variations. If some of the variations have a different quantity you can edit it in line.



Available Quantity

(Quantity Available for Sale - info only data, non editable)

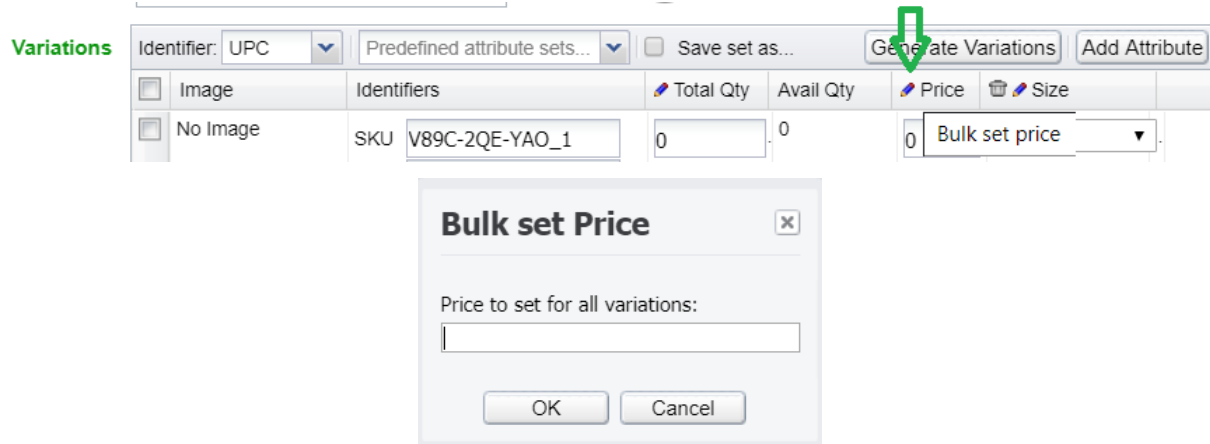
The quantity available for sale is the amount of items that you have on hand, less any open orders that need to be shipped, and less any quantities that are listed on a channel using the committed or unlimited listing strategy. This is a calculated value that only the Vendio system updates.

Price

Use the Price field to enter a fixed price amount for your item which will be populated into your eBay, Amazon, and Etsy Info sections and can be updated in each marketplace as needed.

Update price in bulk for all variations

Click on the pen icon to set the same price for all variations. If some of the variations have a different price you can edit it in line.



Item Allocation Strategy

This option allows you to decide how you want to allocate your item quantity when selling on multiple channels. There are three different strategies: committed, shared and unlimited

COMMITTED

This is a conservative selling strategy with a low risk of overselling. Quantities are committed by the seller to each specific channel and item, and that selling stops when an item's quantity reaches zero.

- e. The item quantity for eBay Fixed Price/Amazon (Fulfilled by Merchant)/Etsy listings is specified by the seller. Whether or not these listings are launched/published, these amounts are committed and reserved for each channel's listing.
- f. Vendio does **not** automatically update live listings on marketplaces to reflect the current available quantity.
- g. Live eBay/Amazon/Etsy listings **end** when their duration is over or when their individually specified quantity reaches zero.
- h. New listing launches are **stopped** when available quantity is less than the quantity specified for a listing.

For example, if you are listing an item with a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, you must have an available quantity of four (3).

SHARED

This is a moderate selling strategy with a medium risk of overselling. Quantities are to be shared between eBay, Amazon, and Etsy.

- d. The item quantity for one (1) eBay Fixed Price listing, one (1) Amazon (Fulfilled by Merchant) listing, and one (1) Etsy listing is equal to the available quantity, is **not** specified, and is shared between the marketplaces.
- e. Live eBay/Amazon/Etsy listings **end** when their duration is over or when their quantity reaches zero.
- f. New listing launches are **stopped** when available quantity reaches zero.

For example, if you are listing a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, you must have an available quantity of one (1). When that item sells on any of the four marketplaces, **Vendio will automatically remove it for you from the other four marketplaces.**

Please note: When using the Shared strategy, only a single eBay Fixed Price listing will be allowed regardless of any account settings that allow duplicate listings or listings you have scheduled to launch automatically.

UNLIMITED

This is an aggressive selling strategy with a high risk of overselling. With this strategy, selling can continue even when Available Quantity goes below zero.

- f. The item quantity for eBay Fixed Price, Amazon (Fulfilled by Merchant) and Etsy listings is specified. These amounts are allocated for each channel's listings, and are not shared, but can be greater than the available quantity.
- g. Vendio does **not** automatically update live listings on marketplaces to reflect the current available quantity.
- h. Items **do not stop** selling on your Amazon (Fulfilled by Merchant) or Etsy when available quantity reaches zero.
- i. Live eBay listings **end** when their duration is over or when their individually specified quantity reaches zero.
- j. New listing launches are **not stopped** even after available quantity reaches zero, so inventory quantities can become negative (representing an oversold or backlog situation).

For example, if you are listing a quantity of one (1) to eBay, one (1) to Amazon, and one (1) to Etsy, available quantity can be zero or even negative. When an item sells on any of the four marketplaces, **Vendio will not remove it for you from the other three marketplaces.**

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.

Inventory Notes


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

Bin/Warehouse Location

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

Advanced Inventory Options

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

Labels 

- Willie McCovey
- Baseball
- San Francisco Giants
- Baseball
- San Francisco Giants
- Packers
- L_1
- testLabelinRow1
- testLabelinRow2

Website

Year Made

Where Made

Manufacturer

Brand

Manufacturer Part Number

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.

Website

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

Year Made

Enter the year your item was made for future reference.

Where Made

Enter the manufacturer location of your item for future reference.

Manufacturer

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

Brand

Enter the brand of your item for future reference.

Manufacturer Part Number

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

Custom Fields

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

Sell on Etsy

The “Etsy Info” tab displays the fields you will need to sell your item on Etsy.

The screenshot shows the 'Etsy Info' tab in a sidebar on the left, with the main content area containing the following fields:

- Title:** A text input field with a '0 characters' limit and a chain link icon.
- Price:** A text input field with a '\$' symbol and a chain link icon.
- Images:** A large image selection area with 'Remove' and 'Add Images' buttons.
- Quantity:** A text input field.
- Description:** A text input field with a '0 characters' limit and a chain link icon.
- Category:** A dropdown menu currently set to 'None' with a 'Change this' link.
- About the listing:** Three dropdown menus for 'Who made it?', 'What is it?', and 'When did you make it?'.
- Renewal options:** Radio buttons for 'Automatic' and 'Manual'.
- Type:** Radio buttons for 'Physical' (selected) and 'Digital - (selection available soon)'.
- Section:** A dropdown menu currently set to 'None'.
- Tags (Labels):** A text input field with an 'Add' button and a chain link icon.

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

Title, Price, Description and 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.

Title

The title for your Etsy product can be entered here. The Title 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.

Price

Enter the price for selling this product on Etsy. The price is a mandatory field which is linked from the Item Info tab if you have used that tab. If you are using variations, then the

price can be edited in the Variations section. If you are using variations, then the price can be edited in the Variations section.

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.

Quantity

Set the inventory quantity you want to be made available for sale on Etsy. If you have selected the “Shared” item allocation strategy (option available in Inventory tab) you can not edit this field. If you opt for the “Committed” strategy, please make sure you have enough quantity in your inventory to sell on all selected channels, if listing on more than one marketplace. To determine how you want to handle inventory quantities, see the Item Info Merchant’s Guide. If you are using variations, then the quantity can be edited in the Variations section.

Description

Enter your product description. Etsy allows only text in the product description. Any HTML tags will be automatically removed.

Category

The Etsy 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, The attributes specific to the category will reset and might be lost. To edit the category, click on the “Change this” link.

Category specific information

Depending on the selected category for your Etsy product you might have different fields you can fill in, to better define your product and offer additional information on it. For example, on a clothing product you might have properties like: primary color, secondary color, size, occasion, style, and so on. The more info you enter the more likely your product will be found using the Etsy filters.

Fields in green are required by Etsy and must be filled in.

About the listing

Select from the available options to answer the following questions about your product:

- Who made it? - this will determine if your product was made by yourself, a member of your team or by another person.
- What is it? - this will determine if the product is a finished product or a supply.
- When was it made? - this will determine if the product is made to order, if it is a product already made or if it is a vintage product.

Renewal options

Select “Manual” if you want to renew the listing manually upon expiration or “Automatic” if you want your listing to be automatically renewed by Etsy. The Active listing lasts 4 months on Etsy or until it sells out. When the listing is renewed, Etsy charges a listing fee.

Type

Select the product type (if digital or physical). The physical product is a tangible item that you will ship to buyers. A digital Product is a digital file that your buyers will download.

Section

Select the Etsy shop section where you want your product to be displayed.

Tags (Labels)

The tags are words that buyers might use to find your product.

Materials

The materials indicate the components/ingredients used for your products. Can also be useful for better finding your products on Etsy.

Shipping option

The shipping option is a mandatory selection. Please select one of the Etsy profiles displayed in the box. You need to have at least one fixed cost shipping profile created at Etsy. Should you have none, please create one directly in your Etsy seller tools and then retrieve it in Vendio by clicking the “Retrieve my Etsy Shipping Profiles” button.

Shipping Option Use my existing Etsy profiles:

Only fixed cost shipping can be currently used for Etsy Shipping Option.

fixed
USD 0 domestic , 1-3 business days , from United States

Retrieve my Etsy Shipping Profiles

Weight and Size

The dimensions and the size of your product when packed are mandatory when using calculated shipping options.

Visible on Etsy

Select “Publish on Etsy as Active” if you want your item to appear on Etsy. Select “Publish on Etsy as Draft” if you want to send your product to Etsy but you are not ready to publish it.

Note that populating the information to Etsy can take up to 20 minutes as feeds are not sent instantly on update.

Visible on Etsy

Current item status: **Not at Etsy**

Don't Publish on Etsy
 Publish on Etsy as ACTIVE
 Publish on Etsy as DRAFT

Select “Don't Publish on Etsy” when you want your item to appear at a later time. You can change this later to “Publish as Active/Draft”.