

The vendor portal is your self-service tool to make selling with zulily easy and convenient. You will use the vendor portal to:

- Manage your event setup and details
- Route shipments
- Print shipping labels
- Enter shipment tracking information
- Access real-time sales data
- Submit invoices
- Access help resources and vendor updates
- And more!

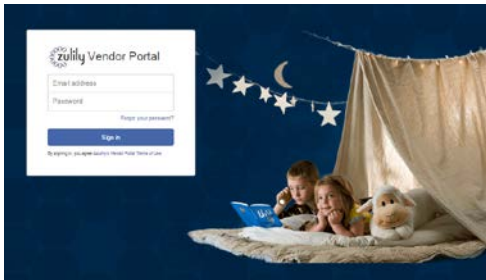
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## Getting Started

### Access the Vendor Portal

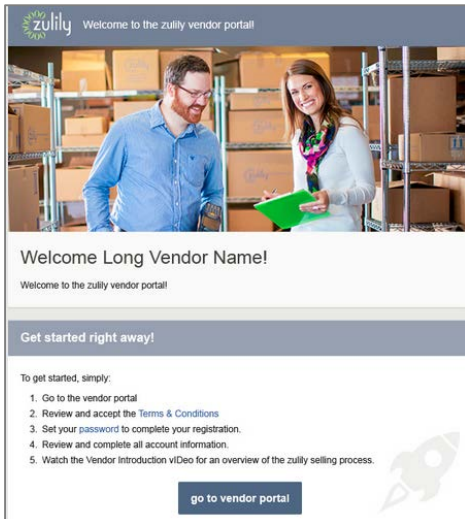
1



Sign in and create a password.

Note: if you've signed up as a zulily customer, the same password for the website will work for the vendor portal.

2



Use the link included in the Welcome email you received to access the vendor portal.

*Can't find the Welcome email? Check your junk/spam folder or select "forgot password".*

We recommend using Google Chrome internet browser to access the vendor portal; it is the most compatible browser.

# Getting Started

## Vendor Portal Navigation

The vendor portal logo will return you to the Dashboard at any time.

The top navigation gives you access to Events, Shipping and Invoice pages.

Use the News & Resource site to find instructions, FAQs & more.

Access your account profile and contact information.

Access all of your accounts and log out.

Need help? Use this button to reach the appropriate zully contact to help assist you.

**zully vendor portal** Dashboard <sup>1</sup> Events POs & Shipping Invoices News & Resources

Sales Scorecard

Tour the Dashboard

**Units Sold - Recent Events**

**Total Sales - Recent Events**

**VENDOR ANNOUNCEMENTS**

- 08/30/2015 Urgent: Vendor Portal Upgrade
- 08/13/2015 Urgent: email deliverability Issues
- 08/13/2015 4th of July Holiday closure
- 08/13/2015 New Terms & Conditions

**Recent Event Sales**

Happy Hauntings Collection (9/05-9/09):	\$249
SweetPeas & SugarPlums (11/29-12/02):	\$1,990
SweetPeas & SugarPlums (9/29-9/29):	\$5,139
<b>Total</b>	<b>\$7,379</b>

**Total Sold**

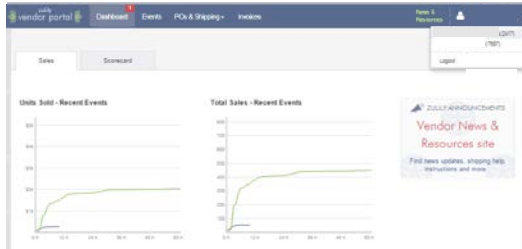
Happy Hauntings Collection (9/05-9/09):	50
SweetPeas & SugarPlums (11/29-12/02):	438
SweetPeas & SugarPlums (9/29-9/29):	805
<b>Total</b>	<b>1293</b>

Need help?

# Getting Started

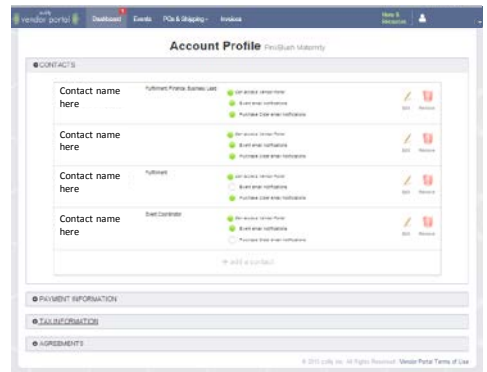
## Account Profile & Contact Information

1



Access all of your accounts in the top right drop down menu. View and update contact information using the icon. Ensure all information is up to date and accurate.

2



Manage who has access to the vendor portal and email preferences for each of your contacts.

3



Update payment information, upload tax documentation and view your zully agreements.

# Getting Started

## Vendor News & Resources

1



Access the News & Vendor Resource site from the link in the top navigation bar to get latest zulily updates and news along with help guides, selling tips, tricks and more.

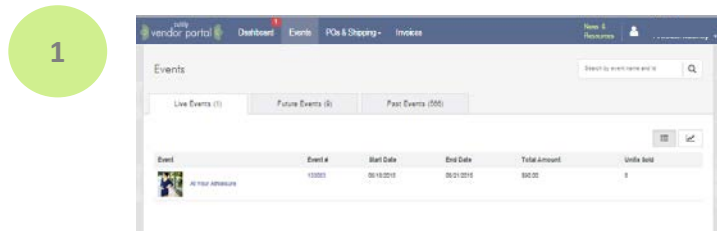
2



Use the menu on the right to find FAQs, vendor portal instructions and shipping guidelines.

# Event Management

## Event Set up



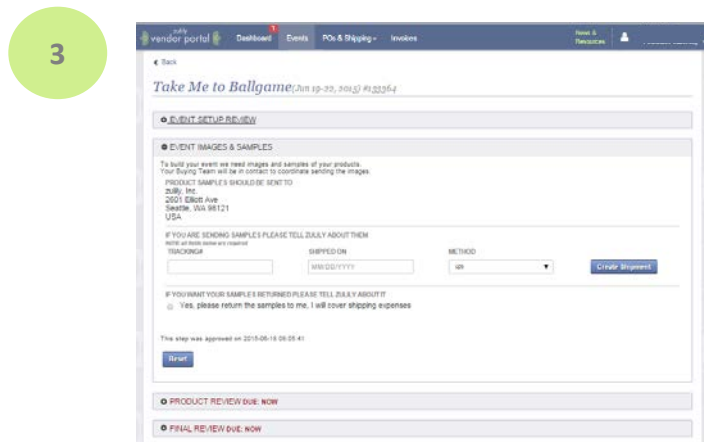
1

Select the Events tab in the top navigation bar to view your Live, Future and Past Events.



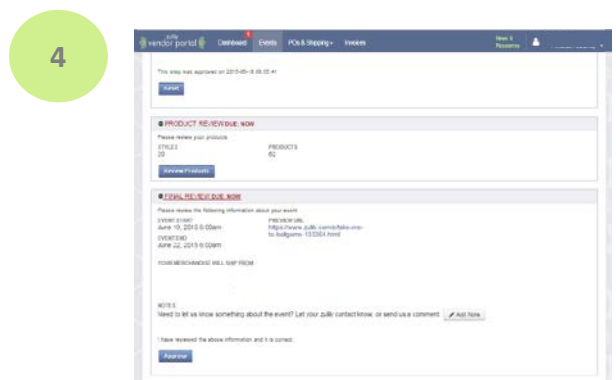
2

Select a Future event and view the tasks to complete. The Set up Review tab has event details including dates, payment terms, contacts and the zully Terms & Conditions.



3

To set up your event images are required. If you do not have images, you must send product samples for zully to photograph. Fill in the Event Images & Samples section with shipment information.



4

You can review the product information you provided to zully through the Product Review, and you can view how your products will appear on the website through the preview URL on the Final Review

# Event Management

## Product Review



1

For future events, select the Review Products button to view your product images & inventory.



2

Edit inventory quantity in the “Vendor Supplied” column. Use the notes feature to send a note to your zully buying team. Upload bulk inventory updates using the “upload file” link. Note, inventory changes cannot be made after 3pm the day before your event goes live.



3

Use the search feature to filter your products and easily find the products you need to update.



4

View a history of all inventory updates made and download inventory data using the noted link. And be sure to use the “Save Page” button.

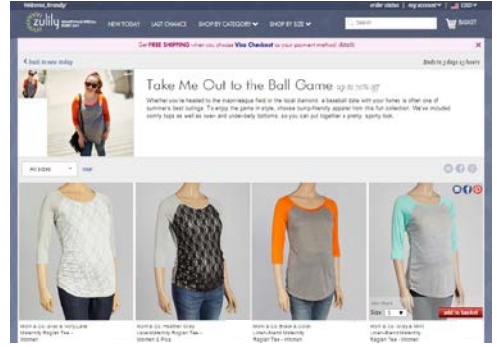
# Event Management

## Final Review

1



2



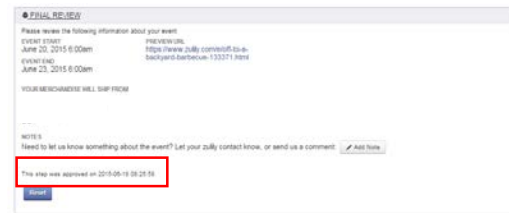
For future events, select the Final Review tab to access event details and a preview URL link with your final event images and copy.

Review images and copy before they go live. Note, this URL link is not live and is not shown to customers at time of review prior to event launch

3



4



Once the final review is approved a time stamp is included at the bottom of the section and your event is ready to go live.

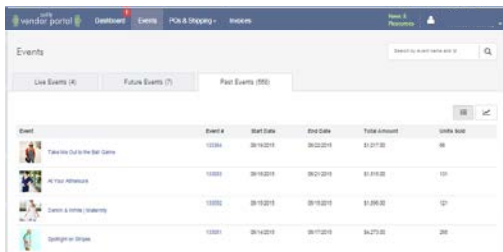
To approve, select the "Approve" button at the bottom right of the section.



## Event Management

### Event Summary & Sales Report

1



View an event summary with sales reporting for any live and/or future event. Simply select an event to view the summary page.

2



See your sales in real-time as soon as your event goes live. View units sold, sell through and customers who selected “notify me” when there’s more inventory available. Data is updated every 10 minutes.

3



Also view sales by geographic location.

4

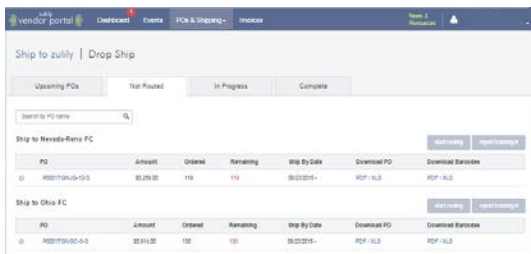


All sales reporting is available for download.

## Shipping & Logistics

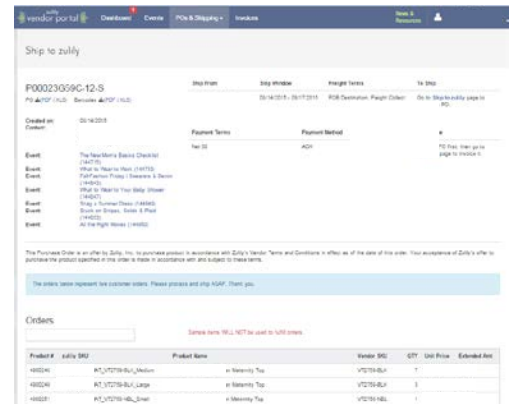
### PO Management & Status

1



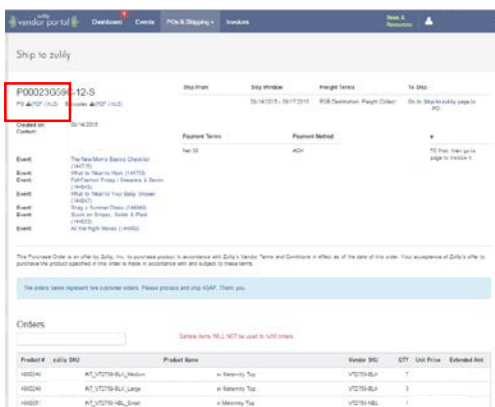
The POs & Shipping page allows you to view upcoming POs, PO's not routed, PO's in progress and PO's that are complete.

2



Select a PO to view the complete details of the PO including products orders, SKUs and unit price.

3

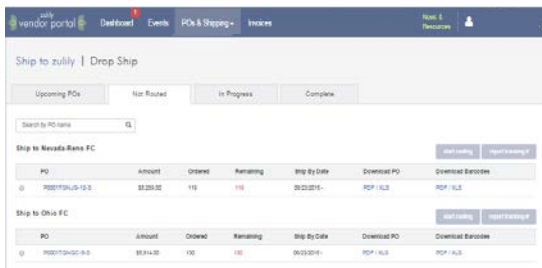


Download the PO in an excel file in the top left.

## Shipping & Logistics

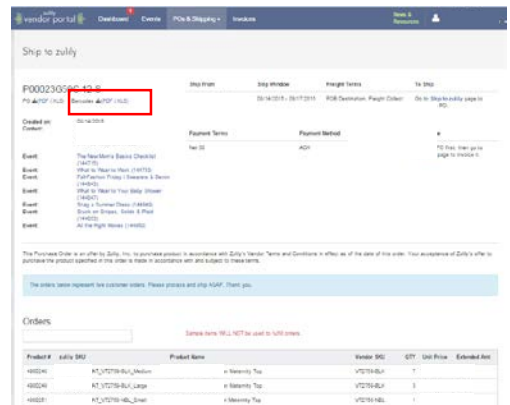
### Auto-generated Barcodes

1



From the POs & Shipping section, select a PO to access auto-generated barcodes.

2



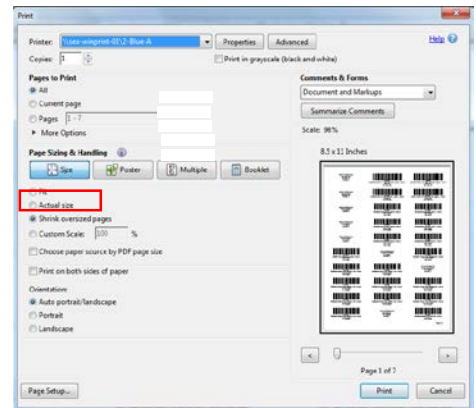
Select "Barcode" in the top left to download a pdf of the PO's barcodes.

3



Print the pdf file with the barcodes on 5160 Avery Labels and affix each barcode to the outside of each polybag/package item.

4

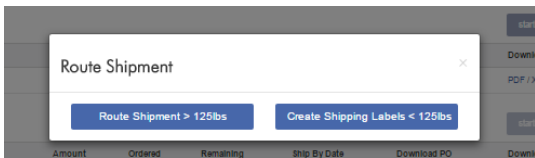


When printing the barcodes, adjust the print setting to "Actual Size" to avoid any layout issues.

## Shipping & Logistics

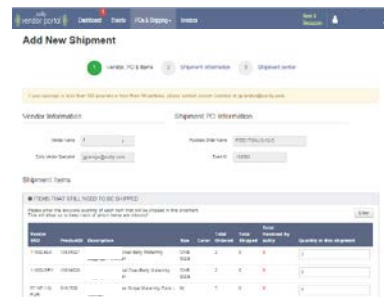
### Routing a PO

1



Select whether your shipment is under or over 125 lbs.

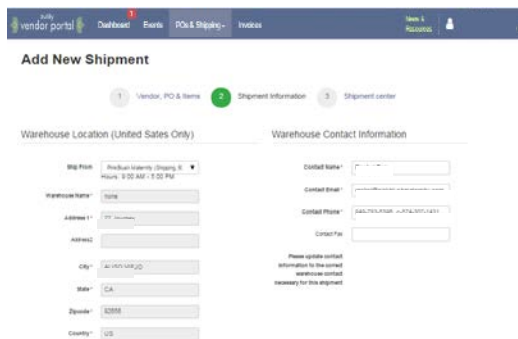
2



Next confirm and input your shipment information including warehouse location, request a pickup for your shipment if necessary and include shipment size details.

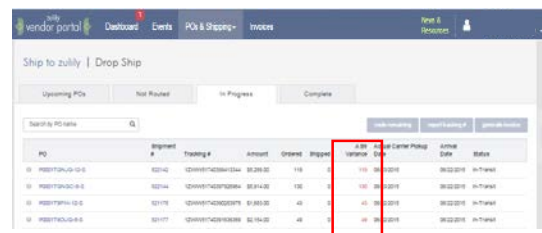
Please note: same day pickup deadline is 12pm (noon) per your pickup warehouse location's time zone.

3



Confirm the warehouse information is correct and select the submit button.

4

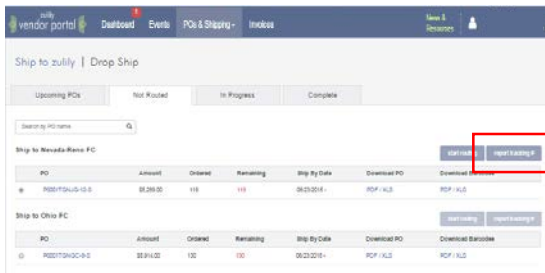


If you did not ship the full PO, the PO will move to the In Progress tab with the remaining units to ship in red under ASN Variance. Ensure you ship each PO in full. Each unit not shipped may incur a \$10/unit chargeback fee.

## Shipping & Logistics

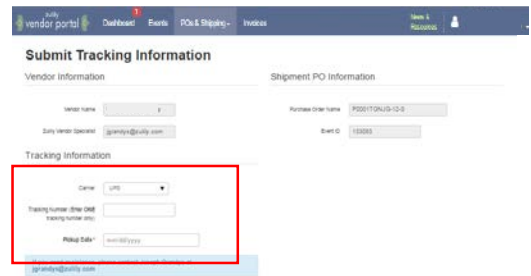
### Submit Shipment Tracking

1



If you have tracking information to provide for your PO shipment, select the PO and select the “report tracking #” button.

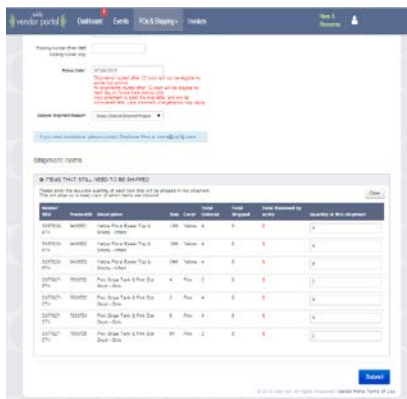
2



When selecting “report tracking #” you will be directed to input the carrier, tracking # and pickup date.

Please note, if you enter tracking information after your Expected Ship Date, you may be prompted to enter a delay reason. Please always update tracking the day your items have shipped.

3

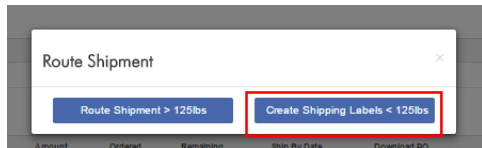


Next confirm/enter the quantities shipped and click the submit button.

## Shipping & Logistics

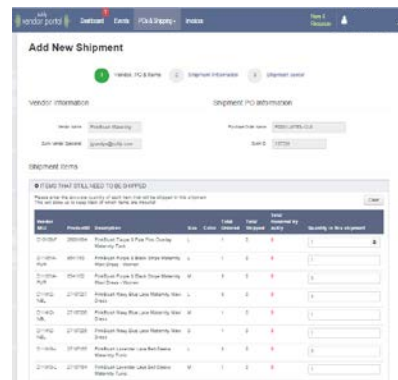
### Create Shipping Labels

1



Select whether your shipment is under or over 125 lbs.

2



Confirm and input your shipment information including warehouse location, request a pick up for your shipment if necessary and include shipment size details.

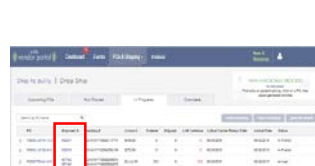
Please note, same day pickup deadline is 12pm (noon) per your pickup warehouse location's time zone.

3



Next input your shipment dimensions.

4

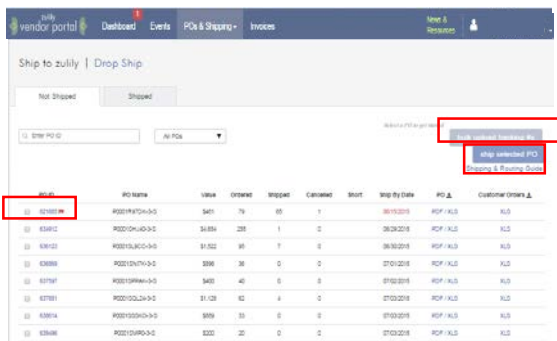


The label will download automatically. If it does not, you can manually download by selected the shipment ID and selecting the "Shipping Label" tab shown above.

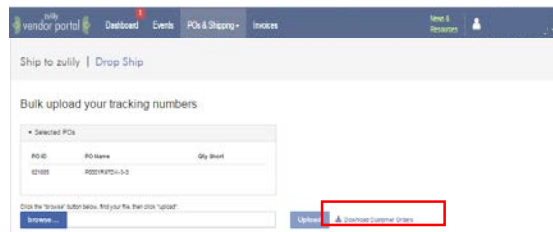
## Shipping & Logistics

### Drop Ship – Submit Tracking Information

1



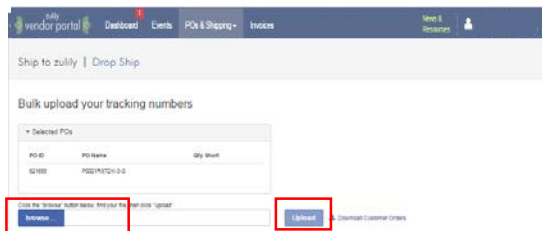
2



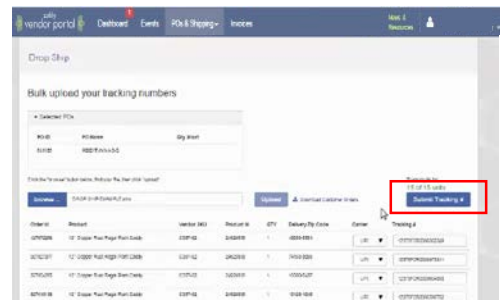
If you are set up to ship items directly to zully customers, your PO's and details are shown by "Not Shipped" and "Shipped". Select a PO to submit tracking in bulk.

Upload tracking for multiple orders. Download the customer orders in the PO. Please note: if you use your own shipping account you must email your Vendor Specialist the tracking information.

3



4



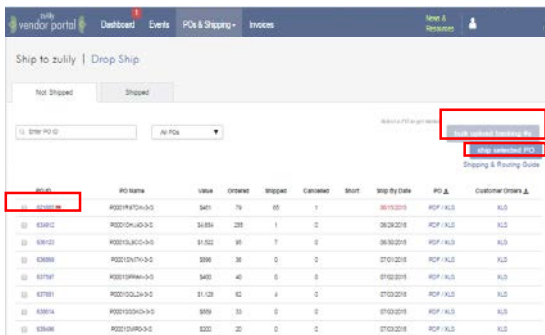
Next, select browse and upload the excel file with columns L (carrier) & M (tracking #) filled out.

Your excel file will populate below. Next, select Submit Tracking #.

## Shipping & Logistics

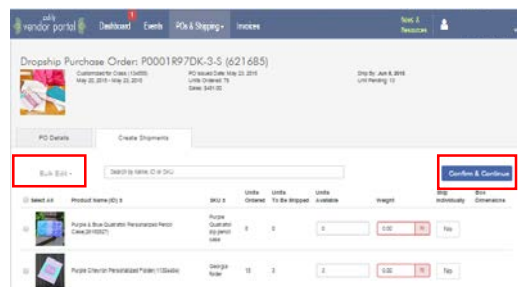
### Drop Ship – Process Customer Orders

1



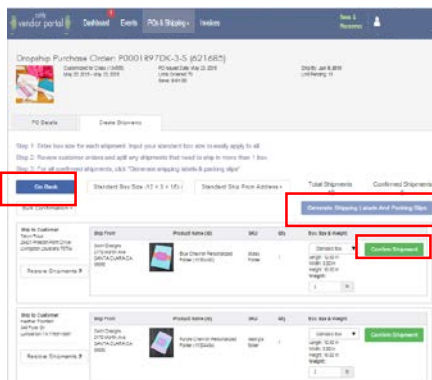
If you are set up to ship items directly to zully customers, your PO's and details are shown by "Not Shipped" and "Shipped". Select a PO to begin shipping.

2



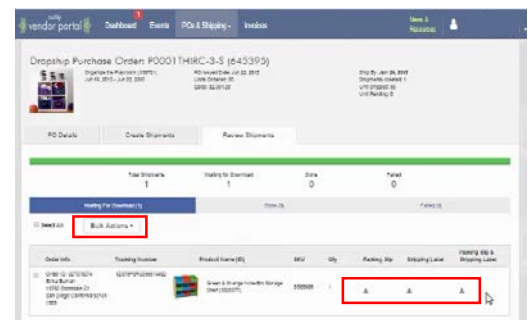
Confirm quantity, enter the weight for all product and whether orders will be shipped individually. Select Confirm & Continue when done. Tip: use the bulk edit tool in the top left to edit multiple orders at once.

3



Next confirm the shipment box size and split any customer orders if needed. Once a shipment is confirmed, select "Generate Shipping Labels & Packing Slips" in the top right. Tip: use the bulk confirmation tool to confirm multiple shipments.

4



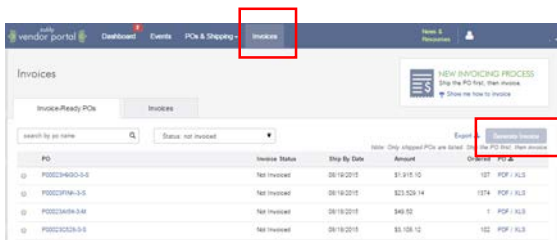
Please be patient as the shipping labels & packing slips are generated, this may take a few minutes. Download the files and insert packing slips into each box and adhere the shipping label to the exterior. If a this step fails, repeat Steps 2 & 3.



## Shipping & Logistics

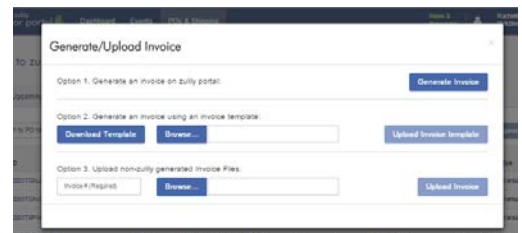
### Generate & Upload Invoices

1



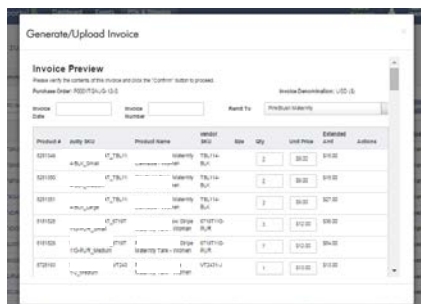
On the “Invoices” page has 2 tabs to view “Invoice-Ready PO’s” and all “Invoices” which have been submitted. To generate an invoice simply, select a PO and click “Generate Invoice”.

2



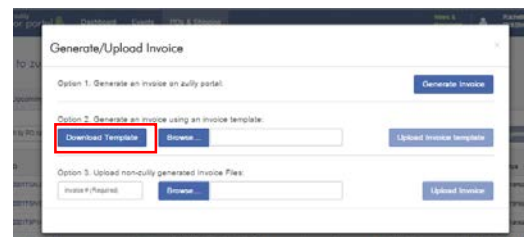
Select from the 3 options:  
 Option 1: auto-populate an invoice based on your shipping information.  
 Option 2: download an invoice template to fill out  
 Option 3: Upload your own invoice file

3



Using Option 1 to auto-generate an invoice, simply review the invoice and make any necessary edits to the quantity and price of your goods in accordance with your shipping records. When complete, download a copy of the invoice for your records.

4



Using Option 2 to use a template, select the download button and input your quantities and price in accordance to your shipping records then select “Upload Template” and select the file to upload.