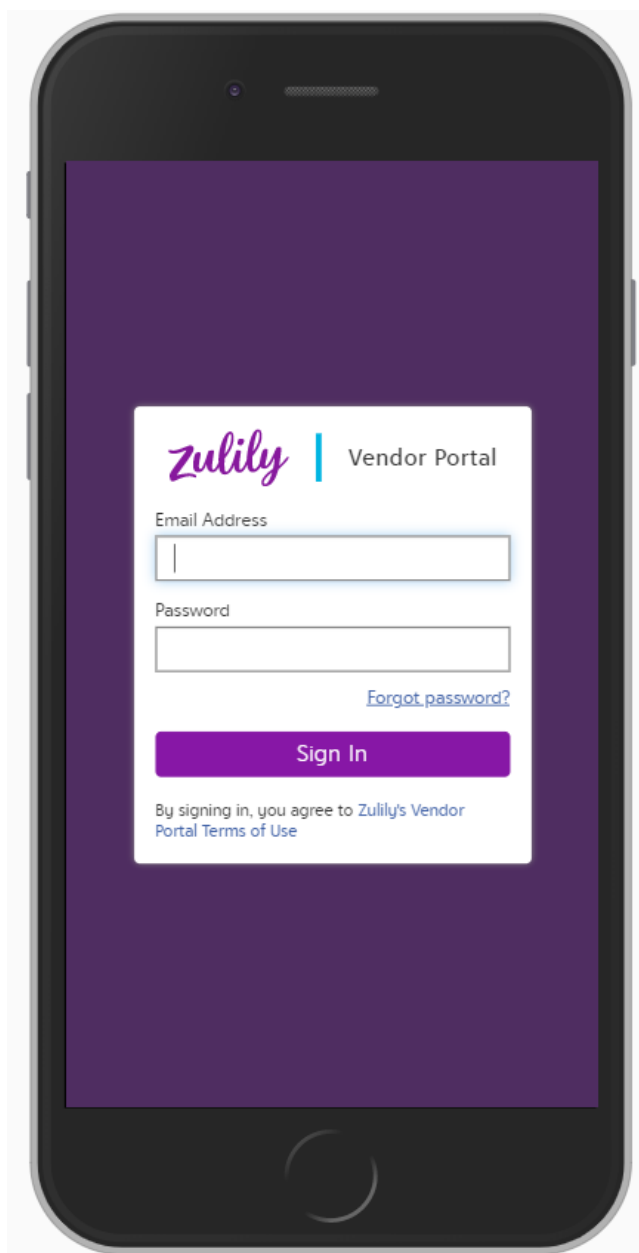# Zulily

How-To Guide - Mobile Experience – Increasing Live Event Inventory
This guide is intended to provide step-by-step instructions to increase live event inventory through a mobile device.
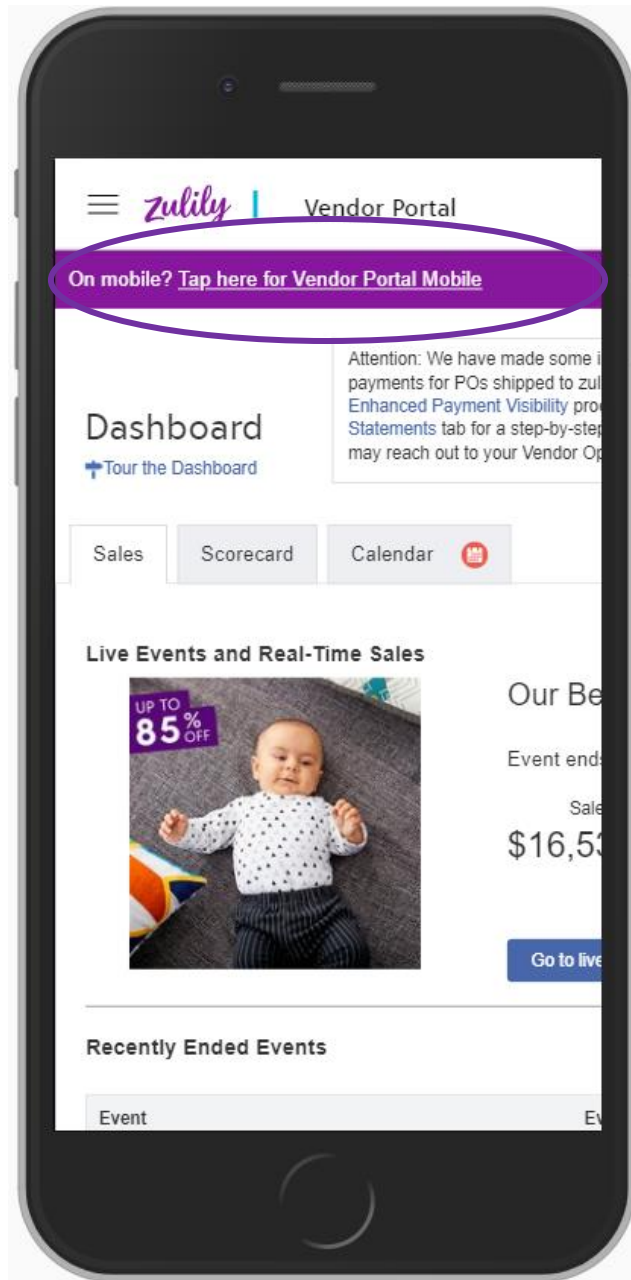

How to log in:
Login to the portal website. (https://portal.zulily.com/)
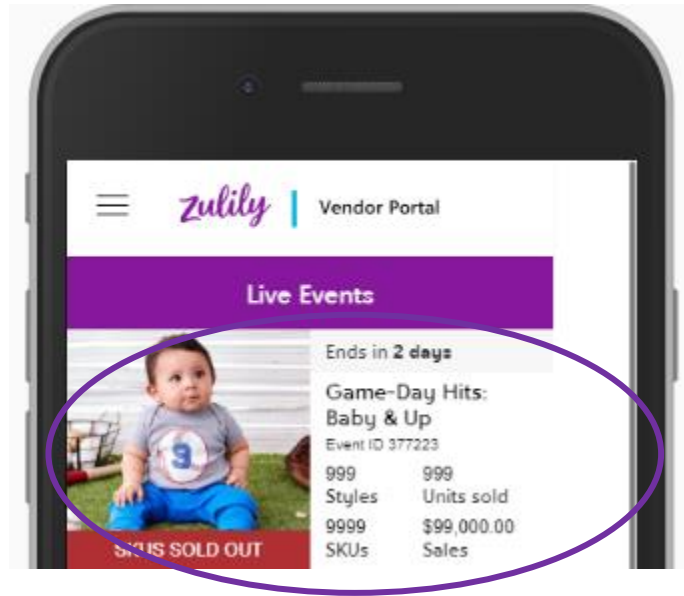
![Zulily]

If you are brought to the dashboard page (like the below). Click on the purple banner (This recognizes if you are logging in from a tablet or mobile device.)
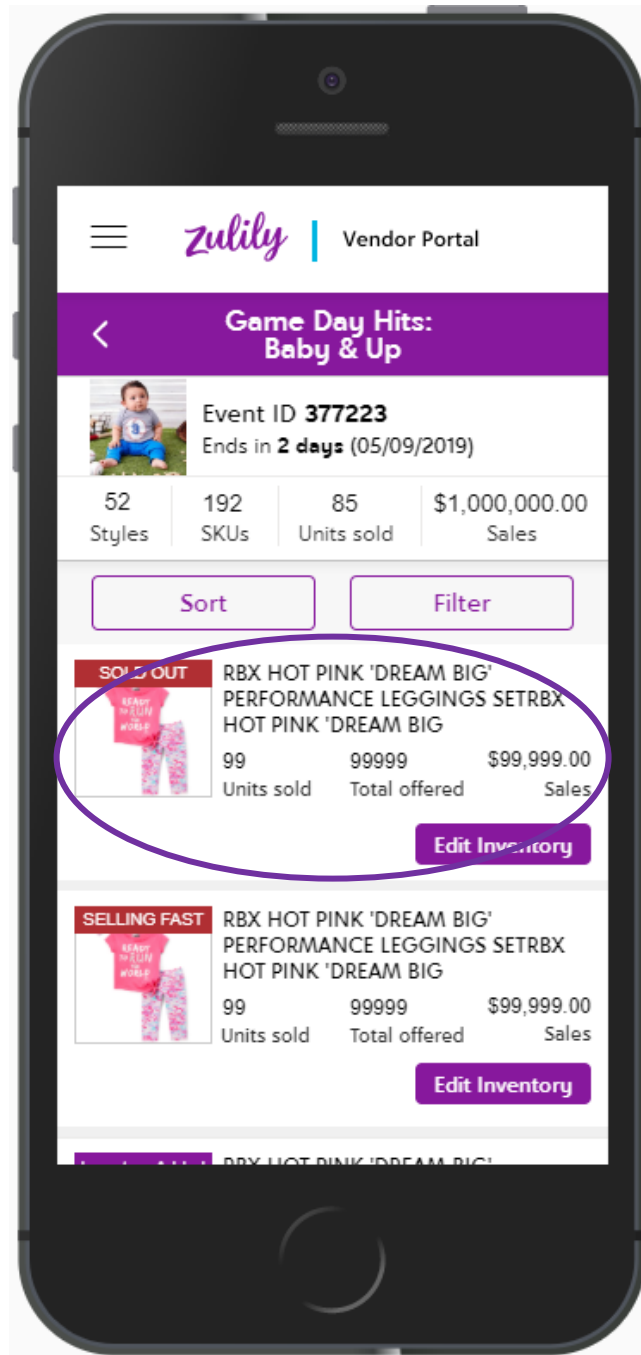
Zulily

Event level details can be found here. You can use the search function to quickly identify the event you would like to focus on. Alternatively, you may sort your events by event start date with the sort button.
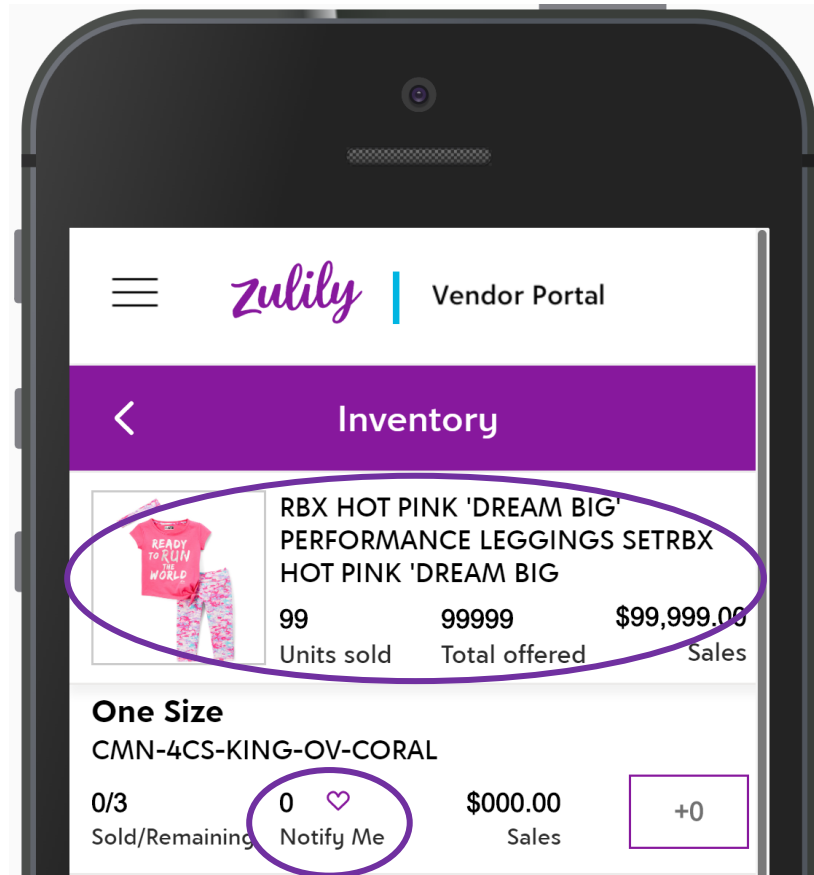
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Once an event has been selected, the styles published in this event will populate.

Zulily | Vendor Portal

Game Day Hits: Baby & Up

Event ID **377223**
Ends in **2 days** (05/09/2019)

52	192	85	$1,000,000.00
Styles	SKUs	Units sold	Sales

Sort | Filter

SOLD OUT RBX HOT PINK 'DREAM BIG' PERFORMANCE LEGGINGS SETRBX HOT PINK 'DREAM BIG

99	99999	$99,999.00
Units sold	Total offered	Sales

Edit Inventory

SELLING FAST RBX HOT PINK 'DREAM BIG' PERFORMANCE LEGGINGS SETRBX HOT PINK 'DREAM BIG

99	99999	$99,999.00
Units sold	Total offered	Sales

Edit Inventory

RBX HOT PINK 'DREAM BIG'

Zulily

After selecting a specific style, the individual sizes of that style will populate. Please also note the units sold and total units offered quantities. To update this i

Example of item with One Size:

Please also note the Notify Me above which provides visibility on potential customer demand.

When inventory is increased on this product, the customer will be notified their special find is now available for purchase.

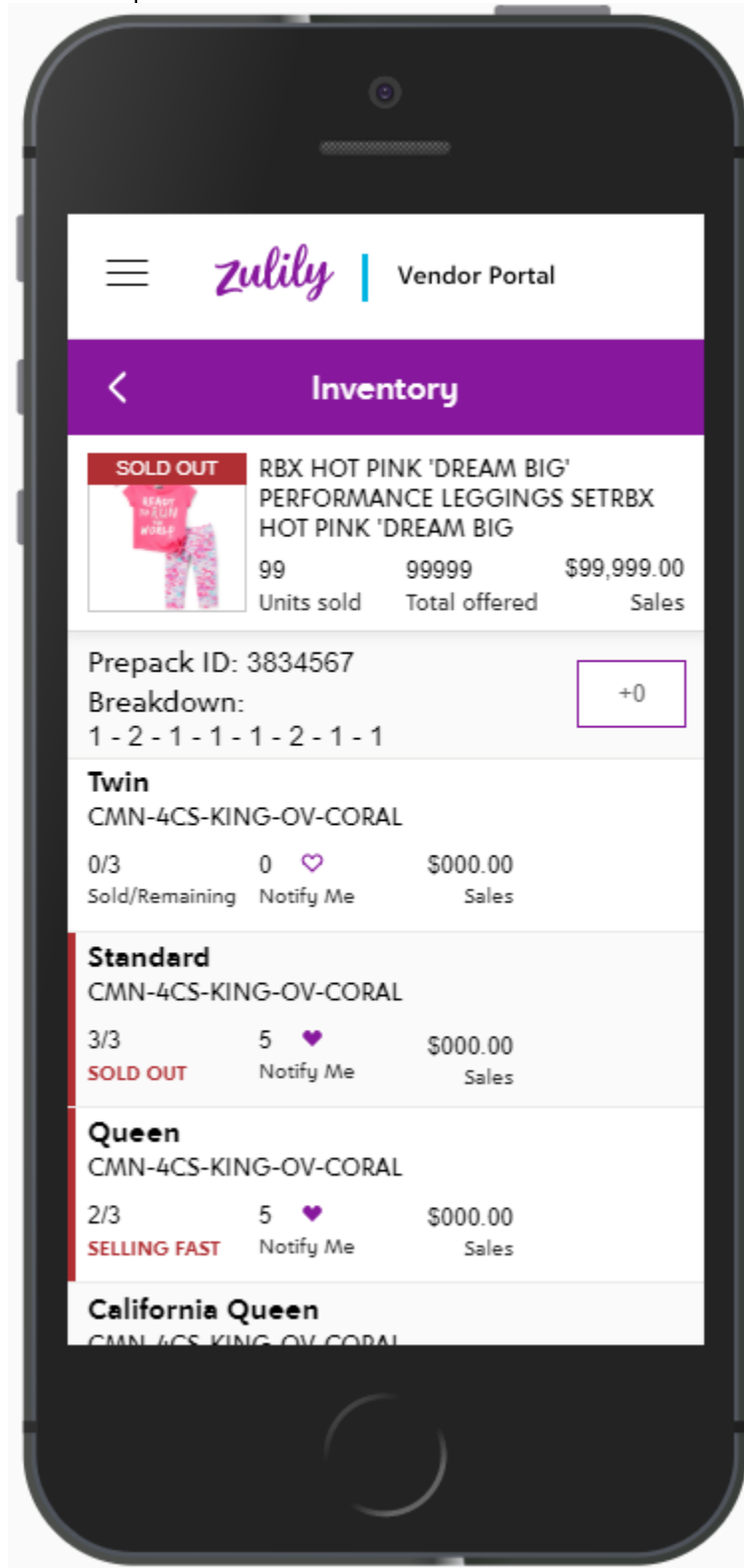Example of Notify Me without customer waiting for alert of increased inventory.

Example of Notify Me with customer waiting for alert of increased inventory.
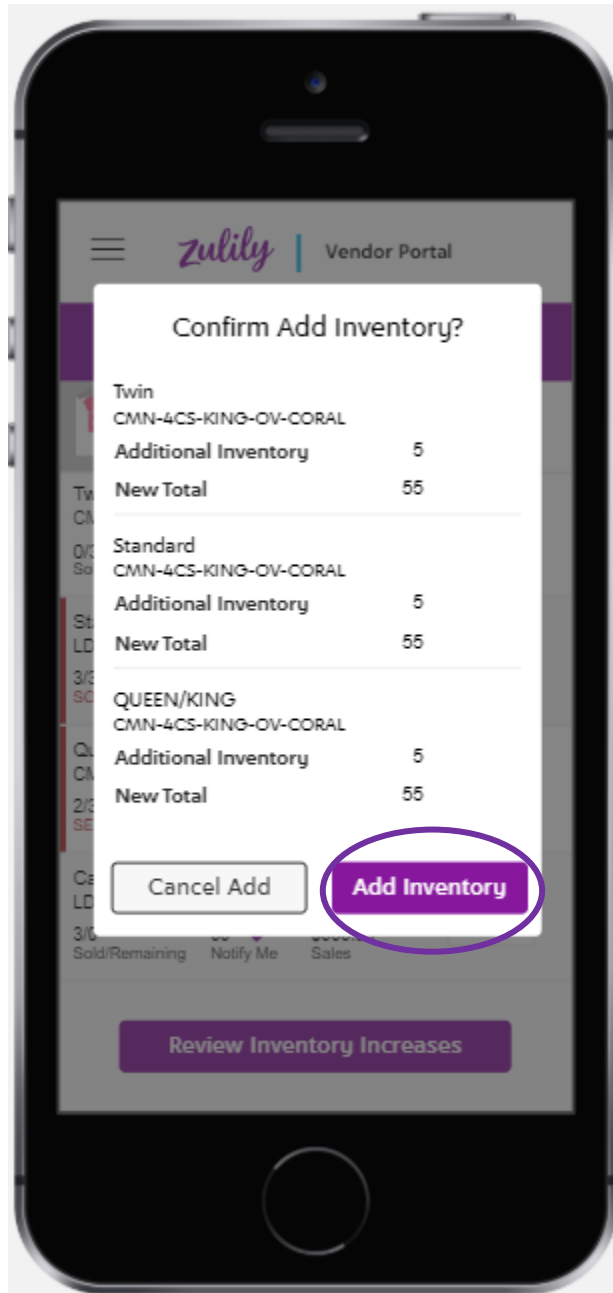
Zulily

Example of item with Prepacks:

*Increasing items sold as a prepack will increase the entire pack count.

Adding Inventory

To add inventory, click on the "+" box next to the style. After this value has been entered, click on the "Review Inventory Increases" button. In the below example, inventory for this item will be increased by 5 units, bringing the new total items offered to 55.
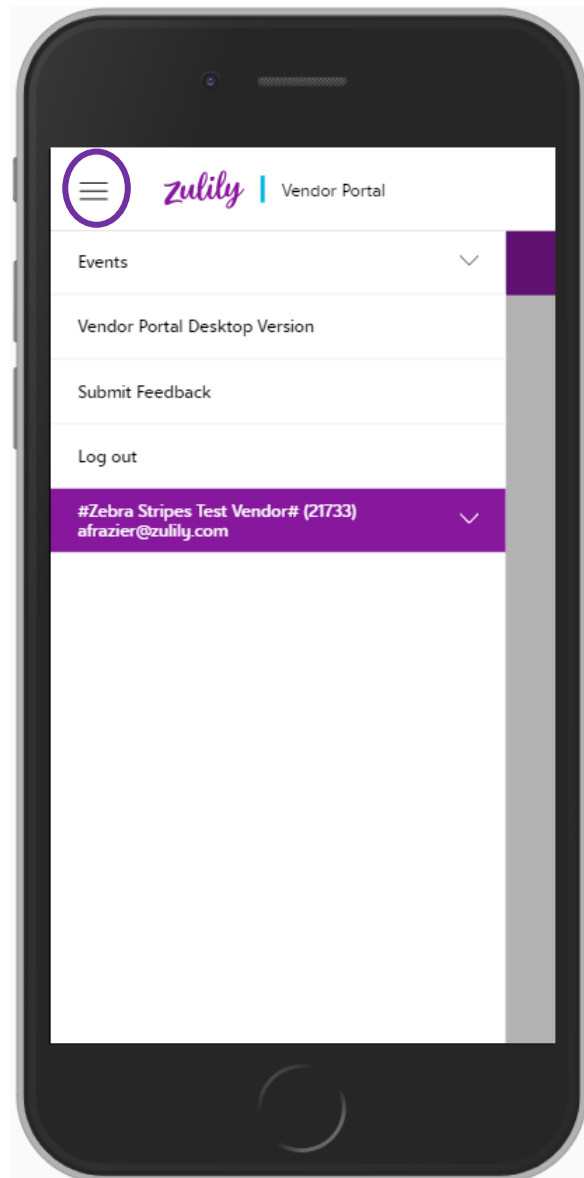
You should receive a confirmation in the form of a green flash, when your inventory is successfully updated.

You have now successfully added inventory to this product in your event!

Contact for Multiple Accounts?
If you are the contact for multiple accounts, you can see all of your accounts by clicking the three bars on the top left.

Unable to Add Inventory

Please note: items that are not able to increase inventory currently include the following:
- Items sold in Bundles
- Items sold as RTS

Feedback

Feedback for this pilot can be communicated directly using the "Submit Feedback" button here.