EnergyBin User Manual
How to list and manage inventory for sale

Overview:

This quick reference guide covers how to list and manage inventory for sale on the EnergyBin platform. Uploading your inventory to EnergyBin is easy, fast and good for business.

> *Easy*: Add your inventory to the quick Add function.
> *Fast*: Or, upload multiple line items in seconds.
> *Good for Business*: Your listed inventory and company name is now visible to thousands of buyers.

No transaction fee Guarantee

When a buyer is ready to buy from you, know that the deal is between you and your buyer. Once you make your membership payment, EnergyBin won't charge you with extra transaction fees. That's how committed we are to creating a community of wholesale solar equipment buyers and sellers.

Need help or crunched for time?

If you need additional assistance with uploading and maintaining your inventory list, contact your account representative, who is here to help you. Just consider your rep an extension of your team.

Let's get to work!

Step-by-Step Process:

1. **Login to your EnergyBin account at members.energybin.com.**

> **Tip:** Bookmark this page for quick access in the future.

> Check the "Remember Me" box to remain logged in for up to 30 days, thus, bypassing the need to re-enter your user name and password every time you open the platform.

2. Click on the Manage button located in the top middle of the main dashboard.
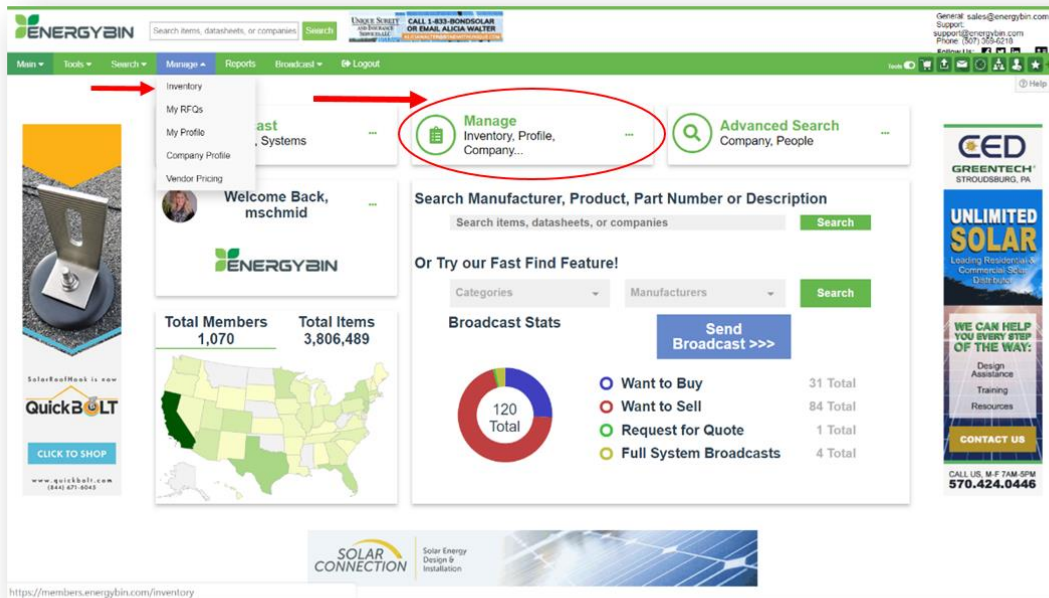
You can also click on the Manage drop-down menu on the main menu bar and select Inventory.

3. On the Upload Inventory page, you have the option to upload, edit / delete, add, export / remove, or block.
Let's take a look at each of these functions and what they can do for you.
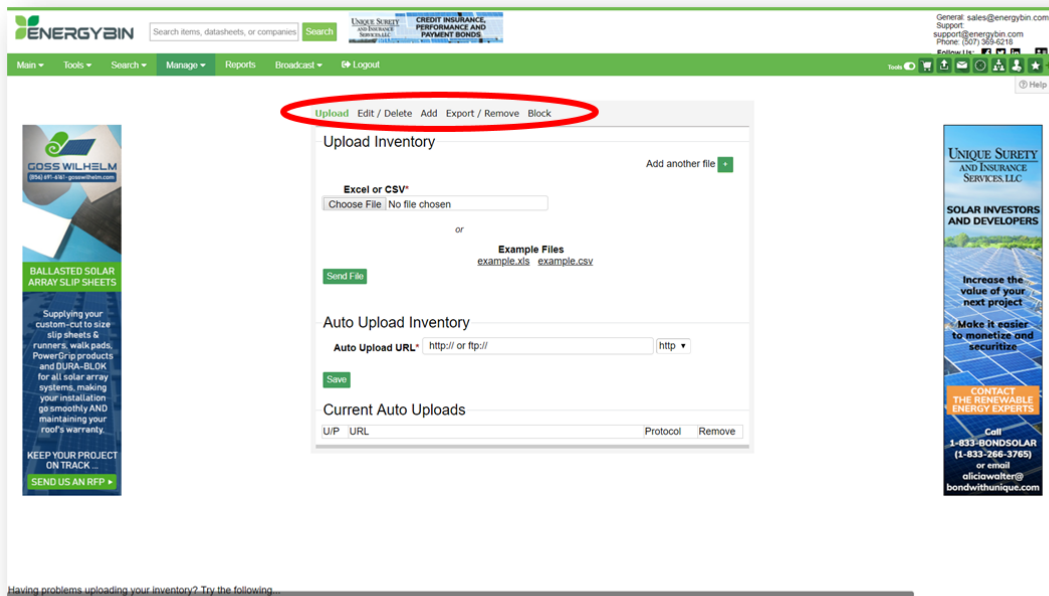
Upload / Add – There are several ways to upload or add your inventory. You can add items to the quick Add function. You can choose an Excel or CSV file from your computer. Or, you can auto-upload (sync) an online inventory list, such as a Google doc or shared file, with your EnergyBin account.

Let's take a look at each of these options in detail.

Add:

The easiest way to add inventory lines is to use the Add function. We recommend using this function when you're short on time and have just a few items to add. Type in your information and click the Save button on the lower left.

Upload your Excel or CSV file:

Before you choose a file to upload, scroll down on the upload page to review the approved column headings:

You can also download a worksheet (.xls or .csv) with these columns from the Upload Inventory box.

- Now that your file is ready to go, Choose File to upload.
- Then, click Send File, and wait for your list to appear on the screen.

WARNING: New uploads will replace all existing inventory you previously uploaded on your account. Make sure any new uploads include ALL inventory line items you want listed on EnergyBin.
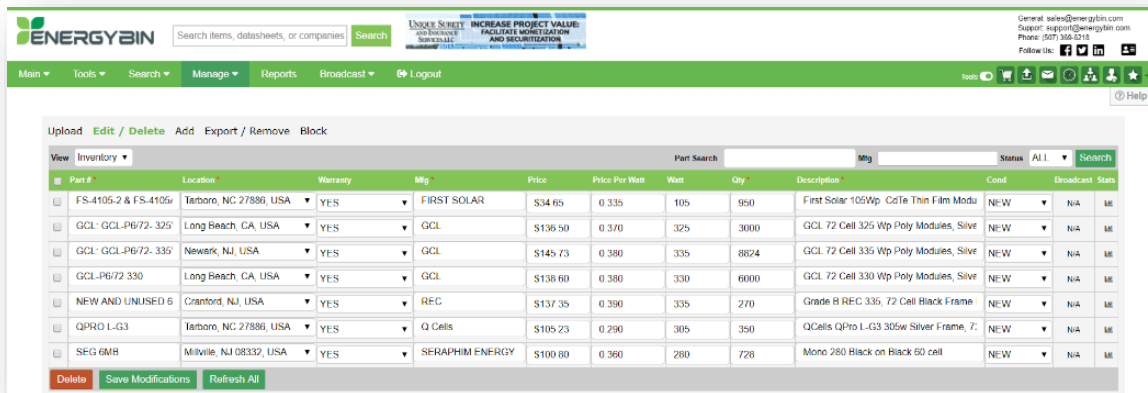
Auto Sync to Your http:// or ftp://:

If you want to auto-sync your inventory, simply enter your http:// or ftp:// address into the Auto Upload URL field and select http or ftp from the drop-down menu.

Having trouble?

If our system can't detect your format, you can submit it to our support staff, and they will integrate your format into our system for you. Submit spreadsheets to **upload@energybin.com**.
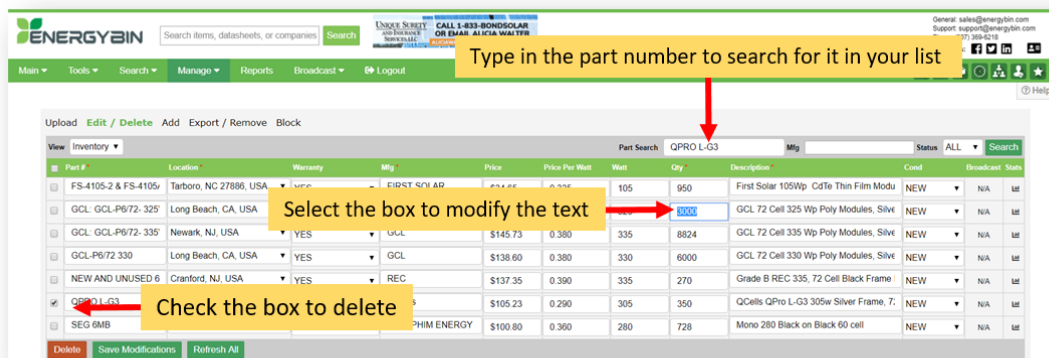
Edit / Delete – Now that you've uploaded your inventory, let's go over how you can manage your line items. From the main Upload Inventory box, select Edit / Delete to see your full inventory listing.

On this screen, you can:
- Search for a specific part number or manufacturer line item to modify in the search bars located on the top right of the list box.
- Modify any text field by selecting it and typing in your revision.
- Delete any line item by checking the box on the left next to the line you want to delete, and then clicking the red Delete button.

Tip: This is a useful function for managing inventory (price, quantity, etc.) instead of uploading and reloading inventory every time you sell product. If you choose to upload a new inventory list, make sure you include any inventory you previously uploaded to or modified on your account, as the new upload will replace all existing inventory.

Export / Remove – The Export / Remove function lets you quickly export your full inventory list. You can also choose to remove all inventory from your company account. Select Export or Remove, then click the Submit button.

Block – The final tab on the Upload Inventory box, is the Block function, which allows you to select companies who should not see your listed inventory, such as your direct competitors or primary vendors.

Tip: The EnergyBin community promotes transparency. We recommend you use this function sparingly and only if you have valid cause for blocking another company. We've seen many times companies who were once competitors buy and sell from one another on EnergyBin to fulfill their customer needs.


Conclusion:

There you have it – what you need to know to upload and manage your inventory for sale on EnergyBin.

Remember, it's easy, fast and good for your business. Taking the time to learn how to position your product online via the EnergyBin platform leads to a new sales channel for your business.

If you get stuck, **contact us**!

You can also email your inventory spreadsheet to **upload@energybin.com** if you're having trouble or if you just need an extra hand to help get the task done.
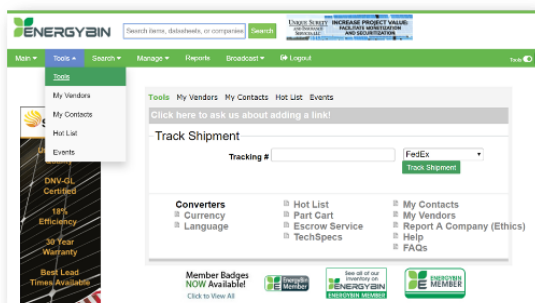
Want to Learn More?

Check out other user manuals and how-to videos in the Tools section on the platform to maximize your EnergyBin membership.