How To Build an Ad on Ombe.com

Welcome to Ombe.com. These instructions will help you create a regular ad or featured product listing.

Note that *Home Page Featured Ads* will be displayed near the top of the Ombe.com home page and *Category Featured Ads* will be displayed at the top of category pages and search results pages on Ombe.

Use your web browser to go to Ombe.com. At the top of the page, click on "Log in" and enter your Log in credentials.

1. Click on "**My Account**" in the top menu. This page will act as your control panel for your account, your storefront and your ads.

2. Click on the blue "**View Advertising Cart**" link.

3. Then click on "New **Listing**".

4. Choose the length of time you wish to run your ad from the drop-down list. (4 weeks, 16 weeks, 26 weeks, 52 weeks)

5. Use the 'Create New Listing' window to enter all of the information about your product. Including more information about your product, like part numbers and more, will help make your ad easier for buyers to find. We recommend you include a picture of the products and a photo is required if you wish to feature your ad.

   To add a product picture, you may use the 'Choose Files' button and navigate to the picture on your system or you may drag and drop an image from your system to the red area to the right of the button.

Create New Listing

Choose Listing Length: Choose one: ▼

Listing Title:

Add Photo(s)

Photo Preview

Drag/drop enabled (red box below)

Choose Files No file chosen

Price:
(Leave empty for 'Contact for Price')

Category: Choose one: ▼

☐ Include additional data *(brand, condition, etc.)* 👁

Contact & Location Info
☑ Contact me
(same phone/email as my account indicates) 👁
☑ Default Location
(same location as my account indicates) 👁

Listing Options
☐ **Bold**ing *($price)*
*Listing title, etc in **bold type***
☐ Better Placement *($price)*
Listing appears at/near top of many default pages
☐ Attention Getter *($price)*
Add attention-grabbing image in search/category/filter pages

Listing **Description**:

B I U S " </> H₁ H₂ x₂ x² ⊟ ⊟ ▸¶ Normal ▾
Normal ▾ A A̅ Sans Serif ▾ ≡ I̲ₓ

Feature this Listing
☐ Feature Listing on Homepage *($price)*   ☐ Feature listing in Category *($price)*

Add this Listing to Cart   Cancel/Close

6. You will notice there are check boxes at the bottom that will let you choose to Feature your ad.

   Home page Featured ads show near the top of Ombe.com's home page and *Category Featured* ads show at the top of their product category screen. i.e. Printers

7. Be sure to select the proper product category from the '**Category**' drop-down list that matches the product you are listing. This will help buyers in finding your product. The list matches the categories on the left side of product listing pages on Ombe.com.

8. When you are done entering information and selecting options, click 'Add this Listing to Cart'. Once saved, you return to your cart page showing the ad in your cart. You may create multiple ads before completing the cart transaction. You can click the cart image and complete your order. We accept MasterCard, Visa and American Express.

3D Printers
Accessories
AV/Presentation Equipment
Banking Equipment
Binding Equipment
Calculators
Cash Registers
Cell Phones
Check Writing/Protection
Chips
Coin/Currency Equipment
Components
Computer Accessories
Computers
Copiers
Copy/White Boards
Cores/Empties
Duplicators
Fax Machines
I.D./Label Equipment
Ink
Ink Cartridges
Lamination Equipment
Large/Wide Format
Micrographics
Monitors
Multifunction
Other Products
Paper Handling Equipment
Phone Answering Equipment
Phone Systems/Equipment
Plotters
Postage/Mailing Equipment
Power Protection
Press/Production
Printers
Scanners
Shredders
Software
Toner
Toner Cartridges
Typewriters