

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.

The screenshot shows the 'My OMBE' account control panel. At the top, there is a navigation bar with 'Home', 'Welcome, Glen!', 'My Account', 'Log Out', and 'No Shopping Lists'. Below this is a 'BUY or SELL PRODUCTS' section with various service categories like 'Dealer/Retailers', 'Financing/Leasing', etc. The main content area is titled 'My OMBE' and features a central yellow box with the text 'Promote your company today!' and a list of bullet points: 'List Products on OMBE', 'Set up a Company Storefront', and 'Set up a credit balance, and more...'. Below this is a 'View Advertising Cart' link. On the left and right sides, there are 'Seller Controls' and 'Buyer Controls' panels, respectively, each containing links for 'My Account Information', 'My Active Ads', 'My Expired Ads', 'My Messages', 'Sent Items', 'Message Settings', 'My Storefront', 'Account Balance: \$0.00', and 'View OMBE Tokens'.

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

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

The screenshot shows the 'New Listing' page. At the top, it says 'You have ZERO items in your cart'. Below this is a table with columns for 'Quantity', 'Item', 'Description', 'Terms', and 'Price'. The table is currently empty, with the text 'Cart is empty' displayed in red. Below the table, there are three main sections: 'New Add Account Balance' with a green money bag icon, 'New OMBE.com Storefront' with a screenshot of a storefront, and 'New Listing' with a screenshot of a product listing. On the left and right sides, there are 'Seller Controls' and 'Buyer Controls' panels, respectively, containing the same links as in the previous screenshot.

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.

The screenshot shows the 'Create New Listing' form with the following sections:

- Choose Listing Length:** A dropdown menu with 'Choose one:' selected.
- Listing Title:** A text input field.
- Add Photo(s):** A large blue area for photo preview. Below it is a 'Choose Files' button and a red box indicating 'No file chosen'. A note says 'Drag/drop enabled (red box below)'.
- Price:** A text input field with a note '(Leave empty for Contact for Price)'.
- Category:** A dropdown menu with 'Choose one:' selected.
- Include additional data (brand, condition, etc.):** A checkbox.
- Contact & Location Info:**
 - Contact me:** A checkbox with a note '(Same phone/email as my account indicates)'.
 - Default Location:** A checked checkbox with a note '(Same location as my account indicates)'.
- Listing Options:**
 - Bolding (\$price):** A checkbox.
 - Better Placement (\$price):** A checkbox with a note 'Listing title, etc. in bold type'.
 - Better Placement (\$price):** A checkbox with a note 'Listing appears at/near top of many default pages'.
 - Attention Getter (\$price):** A checkbox with a note 'Add attention-grabbing image in search/category/filter pages'.
- Listing Description:** A rich text editor with a toolbar containing options like Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink.
- Feature this Listing:**
 - Feature Listing on Homepage (\$price):** A checkbox.
 - Feature listing in Category (\$price):** A checkbox.
- Buttons:** 'Add this Listing to Cart' and '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