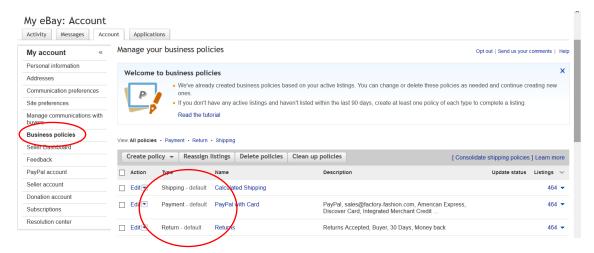# STEPS TO UPLOAD THE eBAY CSV FILE
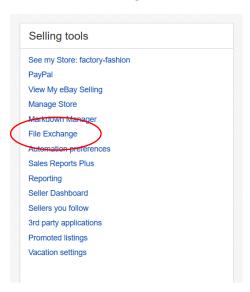
1.- Make sure you have created the policies: Return, Shipping and Payment

2.- Replace the name of the policies in CVS by your own names of your policies:

3.- Save the CSV File

4.- Go to File Exchange

5.- Clic on "Upload Files"

File Exchange

Overview
- Instructions and Resources
- Advertisement Preferences

Upload
- Upload Files
- View Upload Results

Select Template
- File Exchange
- Product Creation
- Selling Manager Pro
- Advertisement Preferences

Download
- Download Files
- Download Schedule
- Completed Downloads
- Advertisement Preferences

File Exchange Tour
- Advertisement Preferences

6.- Enter your email, select the file and upload it

Upload your file

Uploads may take about 30 minutes to process. You can review the status of your uploads on the View Upload Results page.

To upload your files:
1. Make sure your Email Address is correct. If there is a problem, you will receive an email with the details.
2. Click **Browse** to select the files or enter the file path.
3. Click **Upload** to upload your file to eBay.

Email Address

| Here Enter Your Email |

Success and error message will be sent to this address. To change, enter a new email address.

File Location

| Examinar... | No se ha seleccionado ningún archivo.

Click **Browse** to select a file or enter a file path.

| Upload | Cancel

Click **Upload** to upload your file to eBay.

Note: Clicking the **Upload** button directly uploads your file to eBay. Please verify that the information in the file is correct before you cl

7.- Wait and clic on "View Upload Results" to check the results

File Exchange

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