



**Inventory Exchange | Manufacturer Instructions**

Below is the introductory page to the Inventory Exchange. Once logged in you will be able to assign an employee as authorized representative, enable/disable notification emails, manage your brands and restrict access, manage company lists, and view products of your brands in the Inventory Exchange.

## CEDIA Inventory Exchange

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### Authorized Representative

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

You are the authorized representative for your company. All communication regarding your items will be emailed to the email address on file for the authorized representative.

Since you are the main representative for your company, you may [assign another employee](#) as the authorized representative.

### Notification Emails

You will receive an email notification when an ESC posts one of your products. [Turn these notifications off.](#)

### Brands

Your company has **13 brands** in the database currently authorized to be sold by CEDIA ESC Members. Click the links below to add brands, edit brands and specify which companies are permitted to sell your restricted brands.

[Add a brand](#) | [View / edit brands and restricted access](#)

### Company Lists

You may set up lists to specify companies that are allowed or denied to sell your restricted brands. Company lists may be assigned to multiple brands.

[Add a company list](#) | [View / edit company lists](#)

### Products

There are **13 products** of your brands in the database currently posted by a CEDIA ESC Member for sale. Click the link below to view the product postings.

Of these, **1 product** is pending your approval.

[View these products](#)

### Terms and Conditions

[Read the Terms and Conditions](#)

You may choose to receive email notifications when an ESC posts one of your products. These email notifications can be turned on and off at any time.

## CEDIA Inventory Exchange

### Authorized Representative

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Below is the 'assign authorized representative' page. To change the authorized representative select their name from the drop-down list and click submit to complete the process. By default only the main representative from your company will be able to log into the Inventory Exchange. You may assign someone else as your authorized representative. The main representative may log in at anytime and revoke the authorized representative's access.

## CEDIA Inventory Exchange

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### Assign Authorized Representative

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

Select the employee you would like to assign as the authorized representative.

Only the authorized representative can access this system. After assigning an authorized representative, you will not be able to access this system again unless you first revoke their access.

Authorized Representative:

Below is the 'Add a brand' page. Enter your brand's name in the 'Brand Name' field. You may specify this as a restricted brand by checking the first box. You may also require your approval before ESCs list products of this brand by checking the second box.

## CEDIA Inventory Exchange

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### Add a Brand

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

Enter the new brand name below. If this is a restricted brand, check the box.

Brand Name:

This is a restricted brand – you will be able to select the companies that are permitted to advertise the brand.

Require my approval before ESCs list products of this brand

Below is the 'set access to restricted brand' page. This page appears when you add a brand that is restricted. You may either have a list of companies that are denied from listing products of this brand or a list of companies that are allowed. Alternately, you may select a predefined company list. If you set a denied or allowed list for this brand, the companies will appear at the bottom of the page.

## CEDIA Inventory Exchange

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**Set Access to Restricted Brand** You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

This tool allows you to set which companies may advertise your restricted brand: **ABC**.

You are currently using the **Denied List** option for this brand. This means *all companies* will be able to list products of this brand – except for those you deny access.

You may choose to switch to *Allowed List*. This means *no company* can list products for this brand – except for those you grant access.

**Switch to Allowed List** – NOTE: This will remove any restricted access you have set up already.

### Company Lists

You may select to use one of your pre-defined company lists below.

[Manage your company lists](#) – add or remove companies from these lists.

Authorized Dealers for Speaker Lines  
 TestName

### Companies

There are currently no companies on your Denied List for this brand. [Add companies](#)

## CEDIA Inventory Exchange

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**Set Access to Restricted Brand** You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

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You are currently using the **Denied List** option for this brand. This means *all companies* will be able to list products of this brand – except for those you deny access.

You may choose to switch to *Allowed List*. This means *no company* can list products for this brand – except for those you grant access.

**Switch to Allowed List** – NOTE: This will remove any restricted access you have set up already.

### Company Lists

You may select to use one of your pre-defined company lists below.

[Manage your company lists](#) – add or remove companies from these lists.

Authorized Dealers for Speaker Lines  
 TestName

### Companies

There are currently no companies on your Denied List for this brand. [Add companies](#)

When adding a company to the allowed or denied list, you may browse ESCs by letter and check the box by the company. You must click save on each page.

## CEDIA Inventory Exchange

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**Set Access to Restricted Brand** You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

**Brand:** ABC

Browse companies alphabetically by clicking the letter links. Select the check box next to the companies you want to add to the Denied.

# | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

NOTE: You must click **Save** on each page.

<input type="checkbox"/> Denied <b>A &amp; W Pounds Ltd</b> 870/878 Green Lanes London, London N21 2RS UK	<input type="checkbox"/> Denied <b>A NewWave Consulting Company Inc.</b> 4200 E. North Street #20 Centre East Greenville, SC 29611 USA
<input type="checkbox"/> Denied <b>A to Z Security and Sound</b> 124 Mary Esther Blvd. Ste. A Mary Esther, FL 32569 USA	<input type="checkbox"/> Denied <b>A-D-Z Electrical Service, Inc.</b> 122 Carroll Dr Annapolis, MD 21403 USA
<input type="checkbox"/> Denied <b>A. B. L. Electric &amp; Innovations, LLC</b> 406 Oxford Drive Bryan, OH 43506-1935 USA	<input type="checkbox"/> Denied <b>A/V Integration Group, Inc.</b> 222 S. Racine # 49 Chicago, IL 60607 USA
<input type="checkbox"/> Denied <b>A/V Wizardry</b> 42 Yale Terrace Blauvelt, NY 10913 USA	<input type="checkbox"/> Denied <b>Abbott's A Technology Design Group</b> 4601 W. Sahara Avenue Las Vegas, NV 89102 USA
<input type="checkbox"/> Denied <b>Absolute Audio Systems Ltd</b> 11 Viewpoint Boxley Road, Penenden Heath	<input type="checkbox"/> Denied <b>Absolute Sound, Inc. ~Founding Member~</b> 862 South Orlando Avenue

Below is the 'view/edit brands' page. This page displays the brands that you have entered into the Inventory Exchange database. From this page you can edit and set the restrictions in the 'Actions' column. Also items that are in the archive can be accessed in the Archived Brands section at the bottom of the page.

## CEDIA Inventory Exchange

### View / Edit Brands

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

You have the following brands in the database currently.

You may click *Edit* to specify a brand as restricted, or click *Set Restricted Access* to edit which companies are permitted to sell your restricted brands.

[Add a brand](#)

Name	Restricted	Actions
ABC	Yes	<a href="#">Edit</a>   <a href="#">Set Restricted Access</a>
Brand X	No	<a href="#">Edit</a>

### Archived Brands

You have the following brands archived in the database currently; they are not accessible for new product listings.

Name	Restricted	Actions
XYZ	Yes	<a href="#">Edit</a>

Below is the 'add a company list' page. You may use this page to specify a company list that is allowed or denied to sell your restricted brand. Specify the name of the company list in the 'List Name' field. Select whether this list will be allowed or denied to sell your restricted brand.

## CEDIA Inventory Exchange

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### Add a Company List

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

**List Name:**

The companies on this list will be:

Denied  Allowed

Below is the 'view/edit company lists' page. This page displays the lists that have been set up allowing access to restricted brands. To change a list name or type of access click 'Edit' and to edit companies that appear on the list click on 'Add/remove companies from list'.

## CEDIA Inventory Exchange

### View / Edit Company Lists

You are logged in as **Test Manufacturer** | [Logout?](#)

[Inventory Exchange Home](#)

You have the following company lists in the database currently.

[Add a company list](#)

Name	Type	Actions
Authorized Dealers for Speaker Lines	Allowed	<a href="#">Edit</a>   <a href="#">Add/remove companies from list</a>
TestName	Allowed	<a href="#">Edit</a>   <a href="#">Add/remove companies from list</a>

When adding or removing a company to your company list, you may browse ESCs by letter and check the box by the company. You must click save on each page.

## CEDIA Inventory Exchange

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**Add / Remove Companies from List** You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

**Company List:** Authorized Dealers for Speaker Lines  
**Companies on this list will be:** Allowed

Browse companies alphabetically by clicking the letter links. Select the check box next to the companies you want on the list.

**# | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)**

**NOTE:** You must click **Save** on each page.

<input checked="" type="checkbox"/> Allowed <b>A &amp; W Pounds Ltd</b> 870/878 Green Lanes London, London N21 2RS UK	<input checked="" type="checkbox"/> Allowed <b>A NewWave Consulting Company Inc.</b> 4200 E. North Street #20 Centre East Greenville, SC 29611 USA
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Below is the 'View Products' page. This page displays all of the products of your brands that have been entered into Inventory Exchange. If any products are pending your approval, they will appear at the top with a link to 'Approve this product' or 'Deny this product'.

## CEDIA Inventory Exchange

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### View Products

You are logged in as **Test Manufacturer** | [Logout?](#)  
[Inventory Exchange Home](#)

The following products of your brands are listed in the database currently.

**This product is pending your approval. It is not displayed in the search results currently.**

[Approve this product](#)

[Deny this product](#)

No  
Image  
Supplied

**Date:** 03/04/2010  
**Brand Name:** Test Brand GM1  
**Model Number:** 2w8947721y **Part Number:**  
**Quantity:** 2 **Asking Price:** \$500.00 Or Best Offer  
**Category:** Audio  
**Description:** Isjflskdjfsdfjsd  
**Special Notes:**  
**Company:** TestCo ESC  
**Location:** Indianapolis, IN 12345 USA

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**This product is pending your approval. It is not displayed in the search results currently.**

[Approve this product](#)

[Deny this product](#)

No  
Image  
Supplied

**Date:** 03/03/2010  
**Brand Name:** Test Brand GM2  
**Model Number:** GRT-947 **Part Number:**  
**Quantity:** 1 **Asking Price:** \$150.00 Or Best Offer  
**Category:** Audio  
**Description:** Test product  
**Special Notes:**  
**Company:** TestCo ESC  
**Location:** Indianapolis, IN 12345 USA

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**Date:** 03/02/2010  
**Brand Name:** ABC  
**Model Number:** KTA-02-12 **Part Number:**  
**Quantity:** 1 **Asking Price:** \$20.00 Or Best Offer