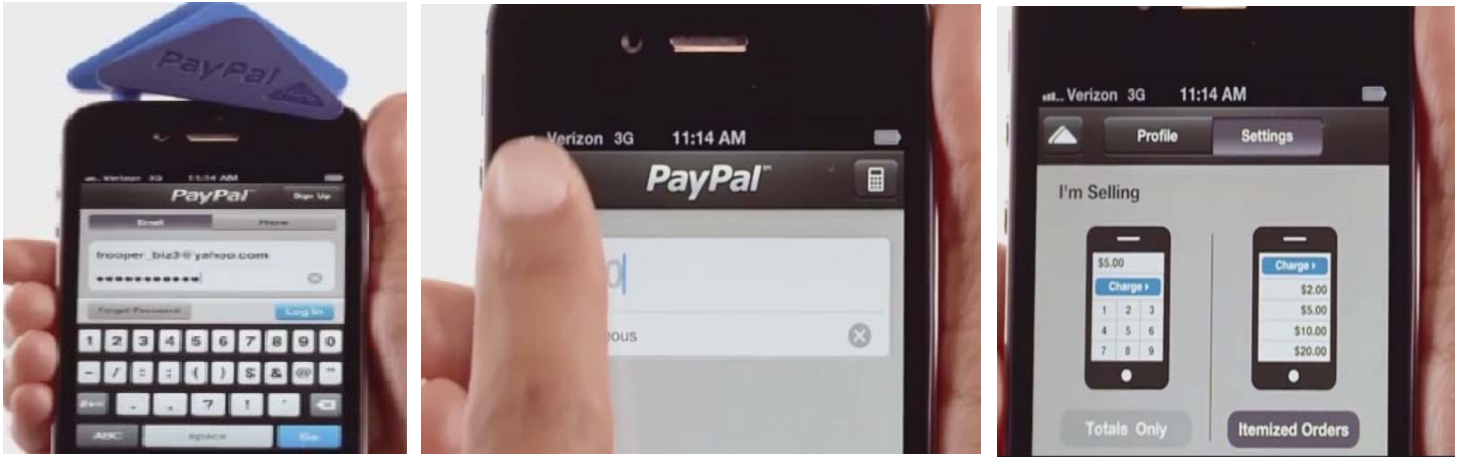


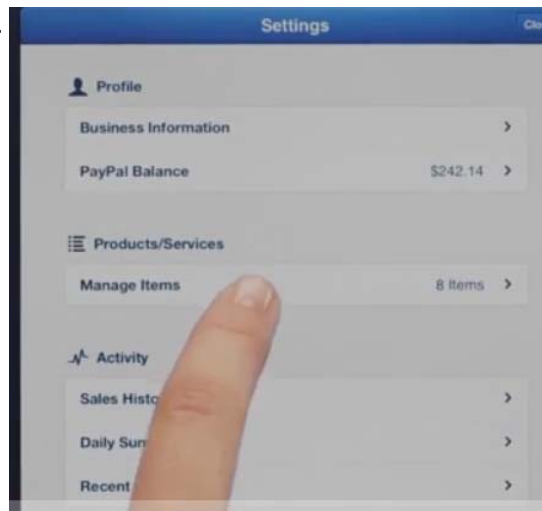
Instructions and tips on how to manage your PayPal HERE inventory items (products) **BEFORE SELLING ANY ITEMS**. Follow these steps before any PayPal HERE sales/transactions take place to capture your product sales information by PayPal.

PayPal HERE > [Seeing Itemized Sales Totals](#) (watch this PayPal Video for a better understanding of this process).

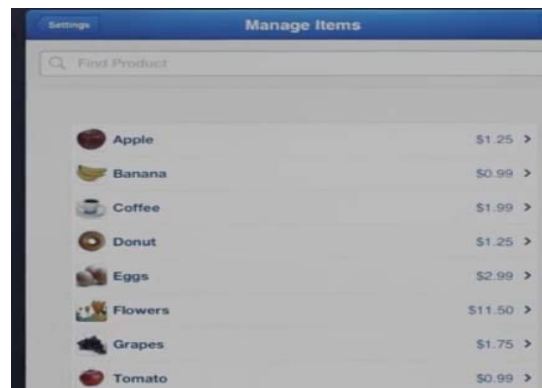
1. Log into the PayPal Here app from your device, tap Settings (button on the upper left corner) to display the Profile page.



2. Tap Profile and then tap Manage Items.



3. Manage and modify your inventory from the "Items" page.



4. Tap Add New Item (the plus sign) to add more items / products.

Entering your PayPal HERE items requires a specific format to accurately report your sales to QuickBooks (for sales reporting and inventory management). Using this format will allow for accurate integration of your PayPal HERE transactions between PayPal and QuickBooks.

Follow these steps to add items...

Pre-pend (add to the beginning) of your product description your QuickBooks Item Name (the SKU or Item identifier) followed by the # sign, then the item product description.

EXAMPLE: **WIDGET123#** Desktop LED Picture Frame

Use the exact character-for-character item name from your QuickBooks Item list (computers are stupid, spaces and characters matter). You can copy and paste, however, be sure to check for extra spaces once the exact QB item name has been entered. The QuickBooks Item Name is limited to 31 characters, the shorter the QB Item Name, the better. The PayPal HERE item name is limited to 128 characters, which includes the pre-pended QB Item Name. The Item description is not required, but the QB Item Name is, you can eliminate the product description if desired.

If your QB Item Name contains the # sign in the item name, contact us so we may code around your unique situation.

5. Tap an individual item to edit its properties. Follow the step 5 directions when editing an existing item.
6. When you've completed the item edit or add, tap Save.

Please watch this short PayPal video to see how this process works. PayPal HERE > [Seeing Itemized Sales Totals](#)

