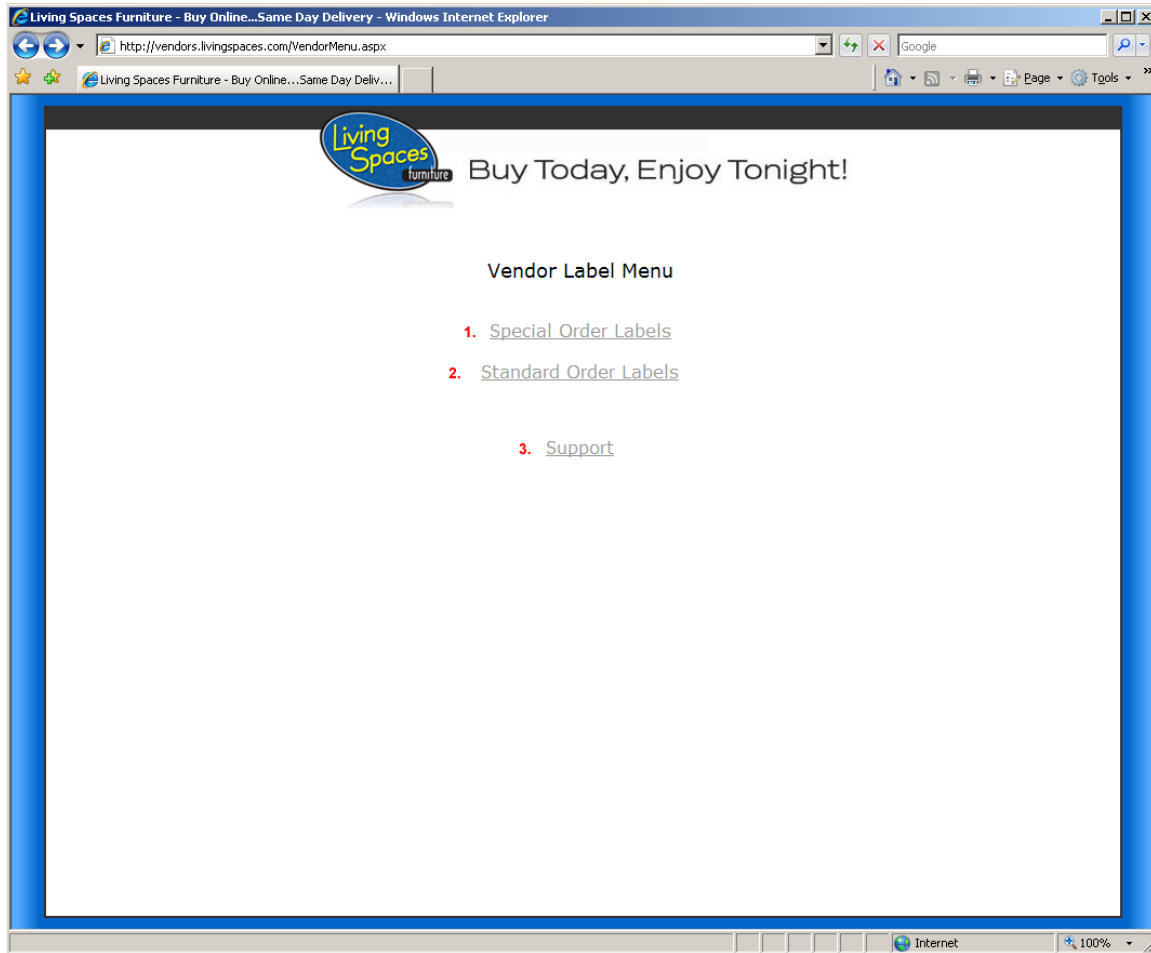


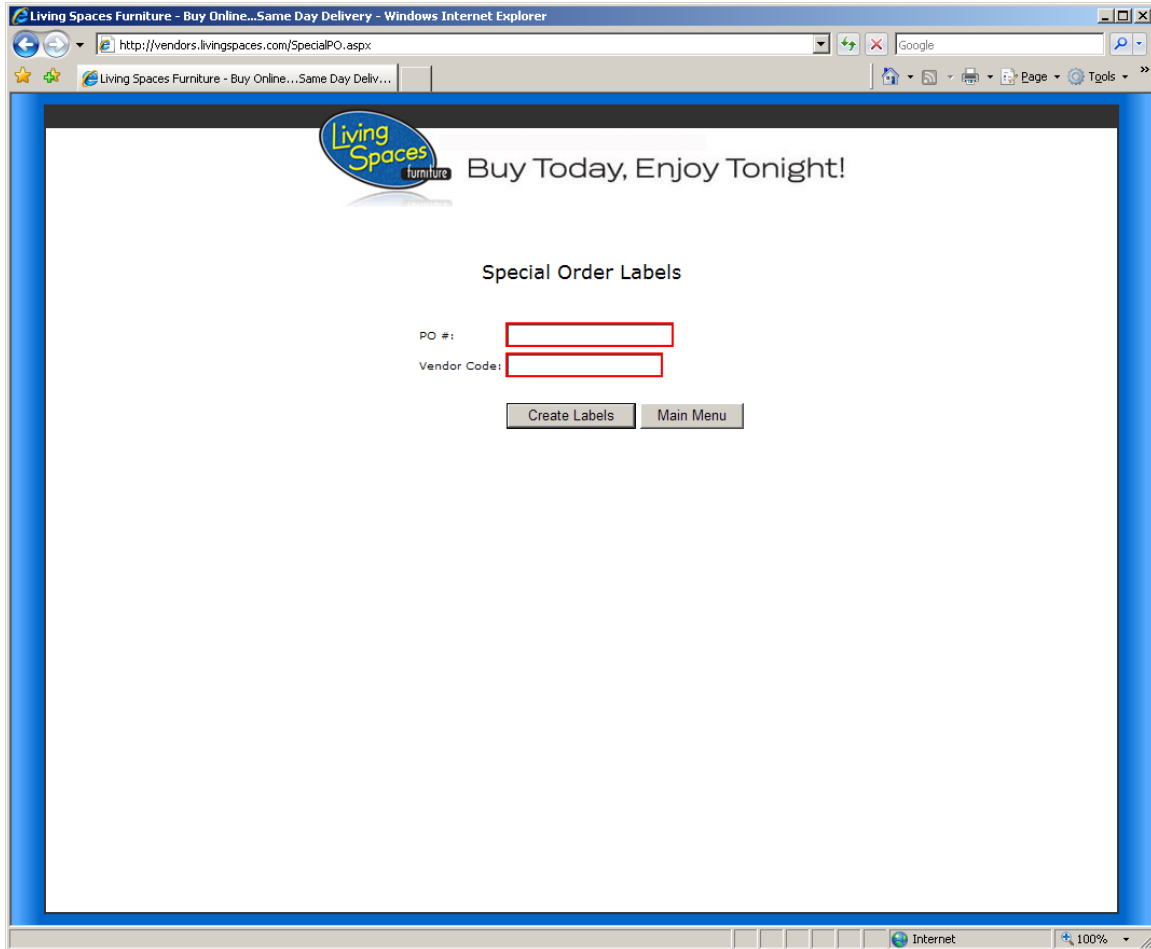
Living Spaces Vendor Portal User Guide



1. Special Order Labels – Choose this option to print labels for a PO with Special Order Products
2. Standard Order labels – Choose this if your PO does not contain any special order products
3. Support – Choose this if you need to contact Living Spaces IT department for assistance.

Special Order and Regular Order Labels

1. Enter your PO # and your vendor code. Your vendor code will be the 4 digit code supplied to you by Living Spaces.



The screenshot shows a web browser window titled "Living Spaces Furniture - Buy Online...Same Day Delivery - Windows Internet Explorer". The address bar displays "http://vendors.livingspaces.com/SpecialPO.aspx". The page features the Living Spaces Furniture logo and the slogan "Buy Today, Enjoy Tonight!". Below this, the heading "Special Order Labels" is centered. The form contains two input fields: "PO #:" and "Vendor Code:", both highlighted with red rectangular borders. At the bottom of the form are two buttons: "Create Labels" and "Main Menu". The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

Living Spaces Furniture Buy Today, Enjoy Tonight!

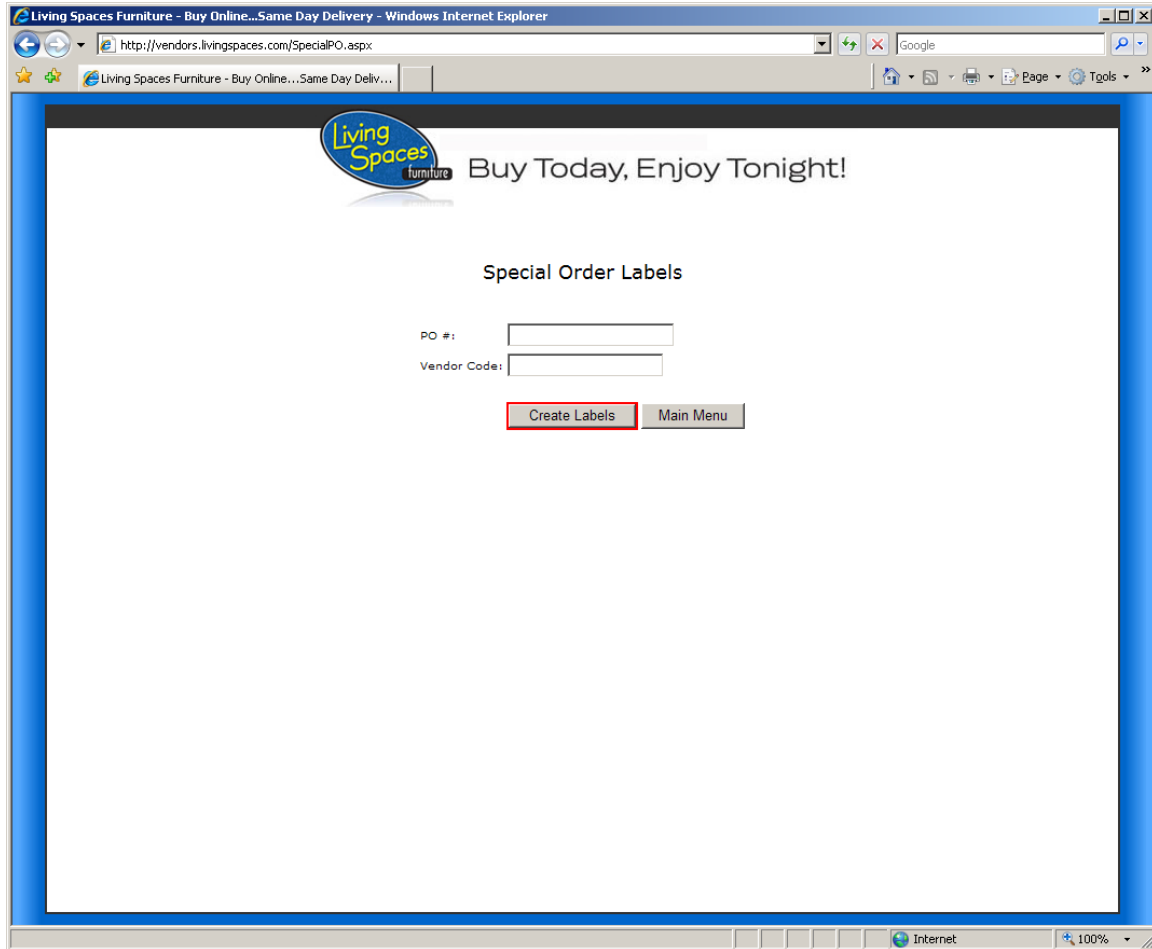
Special Order Labels

PO #:

Vendor Code:

Create Labels Main Menu

2. Click “Create Labels” to create the PDF with all the labels for the items on your PO.



The screenshot shows a web browser window titled "Living Spaces Furniture - Buy Online...Same Day Delivery - Windows Internet Explorer". The address bar displays "http://vendors.livingspaces.com/SpecialPO.aspx". The page features the Living Spaces Furniture logo and the slogan "Buy Today, Enjoy Tonight!". Below this, the heading "Special Order Labels" is centered. The form includes two input fields: "PO #:" and "Vendor Code:". At the bottom of the form, there are two buttons: "Create Labels" (highlighted with a red border) and "Main Menu". The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

Living Spaces Furniture Buy Today, Enjoy Tonight!

Special Order Labels

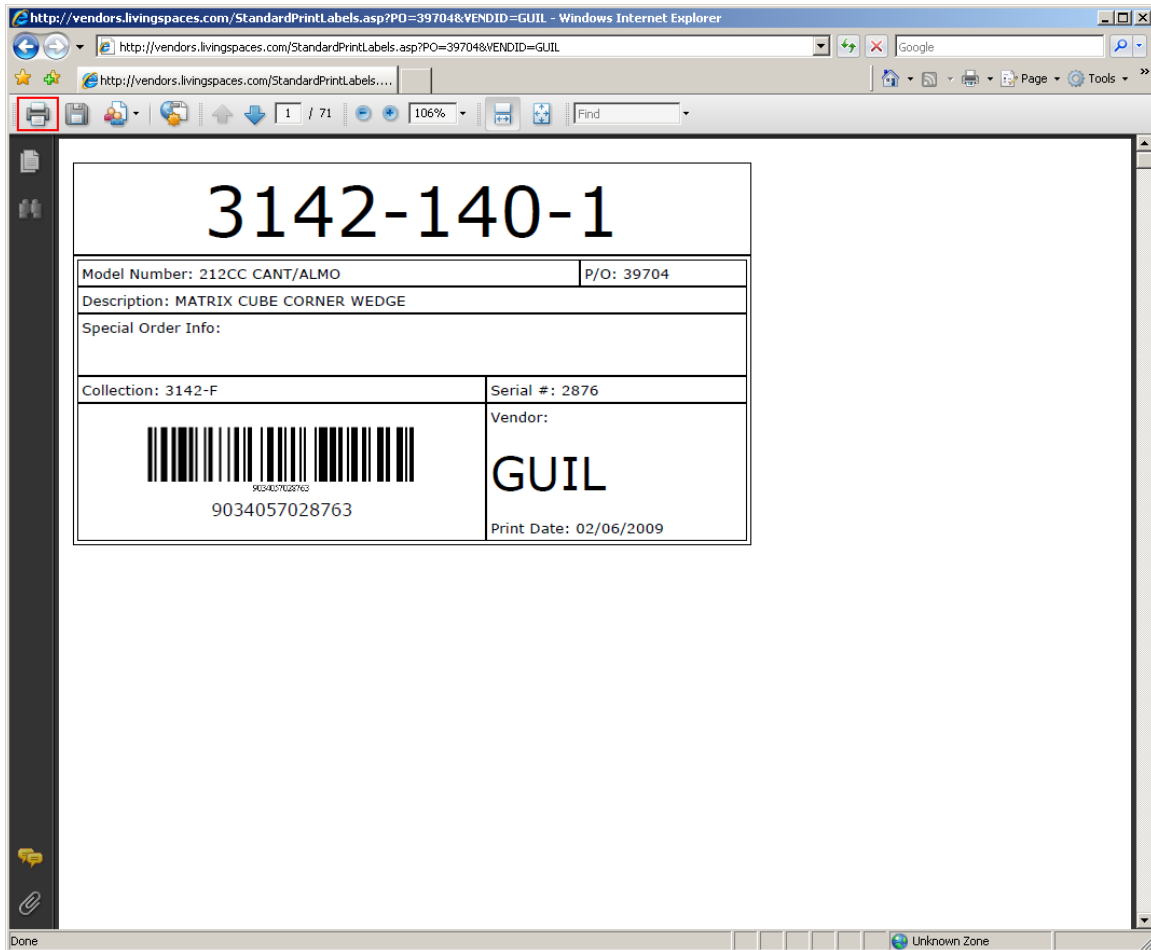
PO #:

Vendor Code:

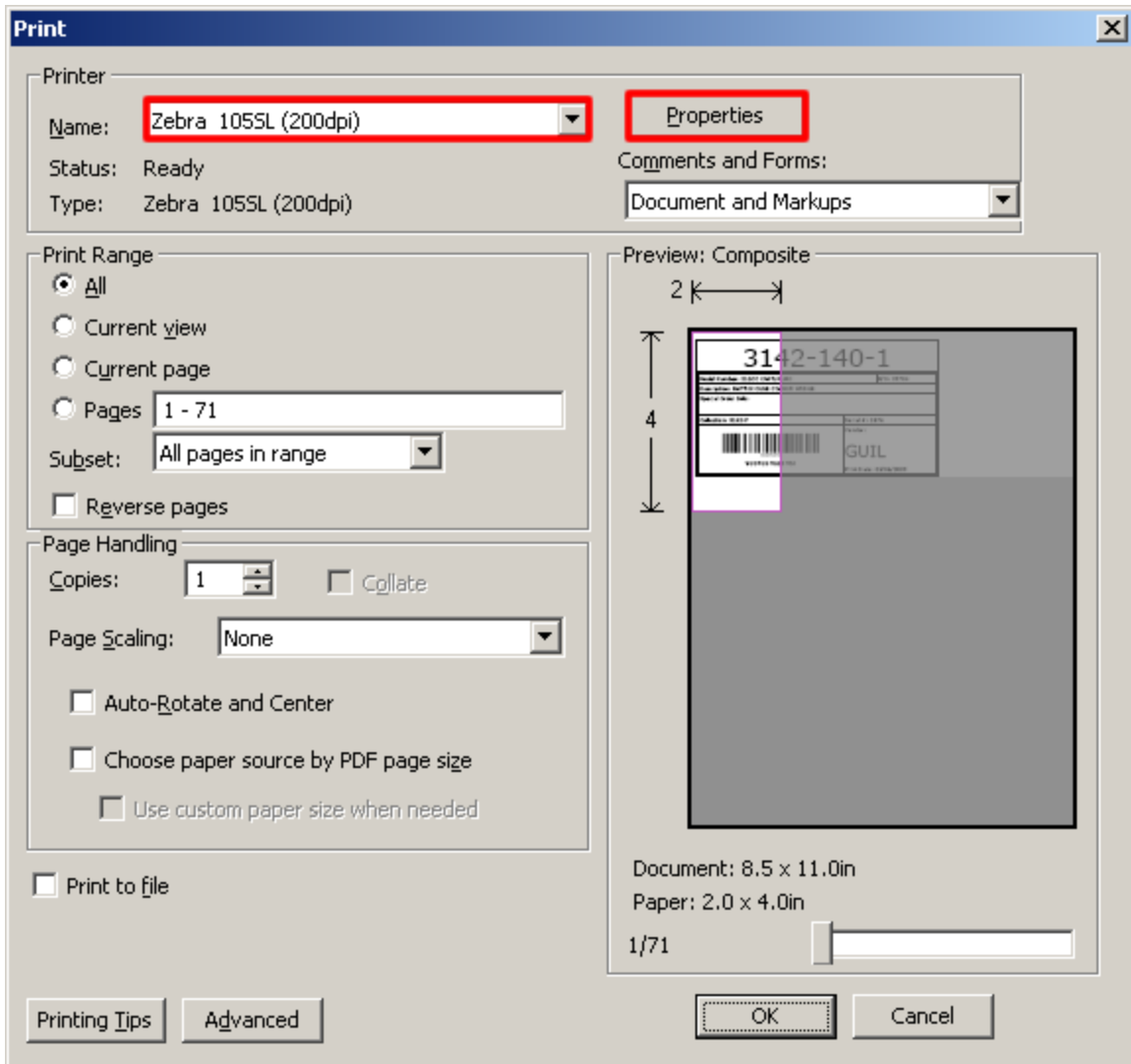
[Create Labels](#) [Main Menu](#)

Adobe PDF Reader and Printer Configuration

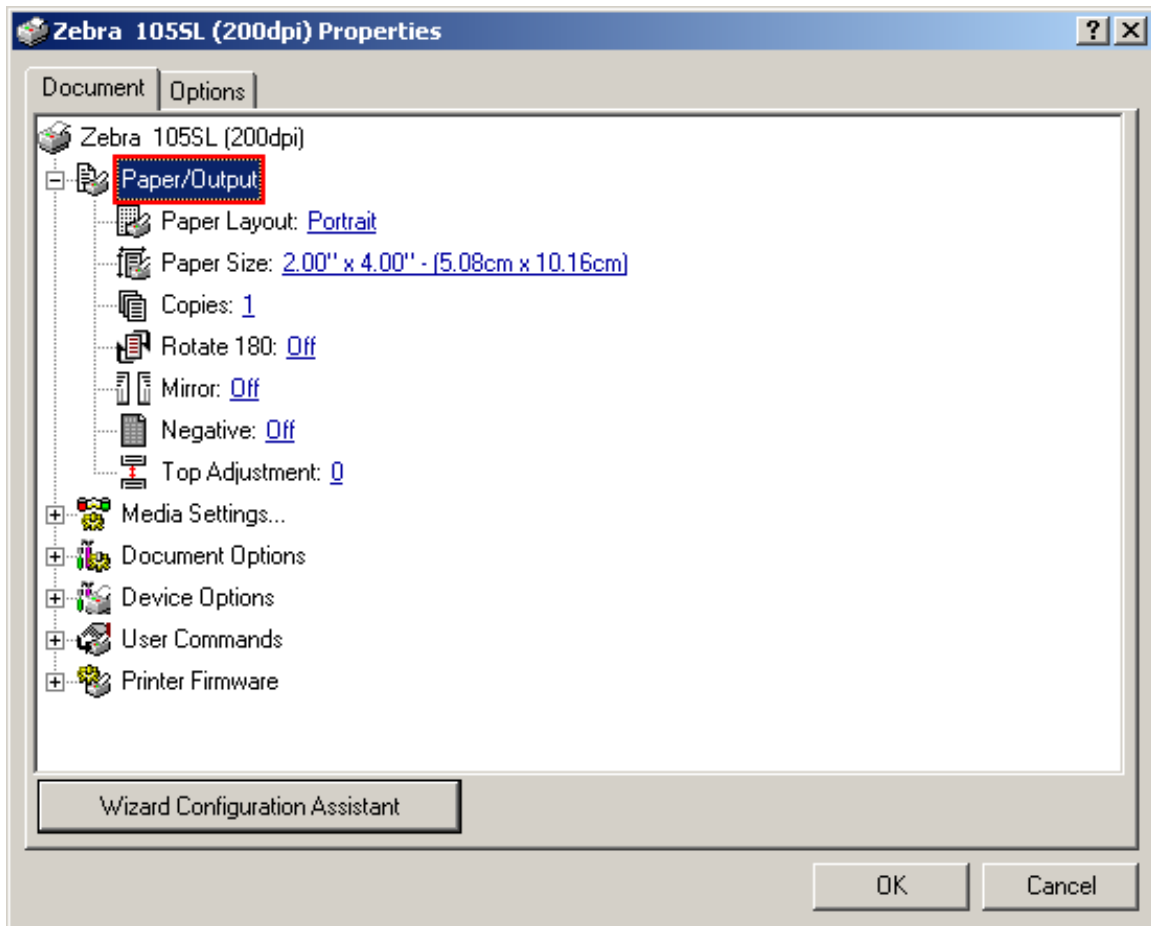
1. Click the “Print” button to open the print preview window.



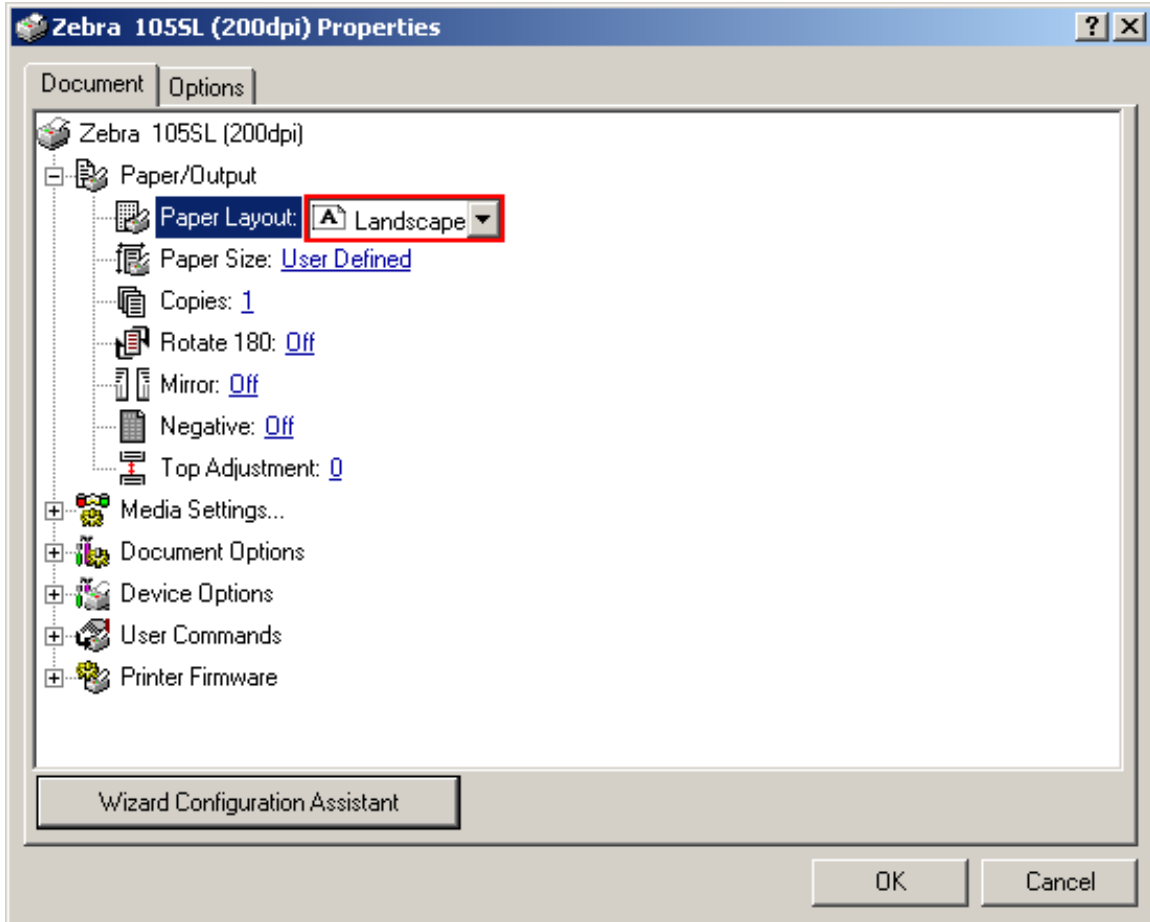
2. Select your Zebra printer from the “Name” dropdown. Then click the properties button.



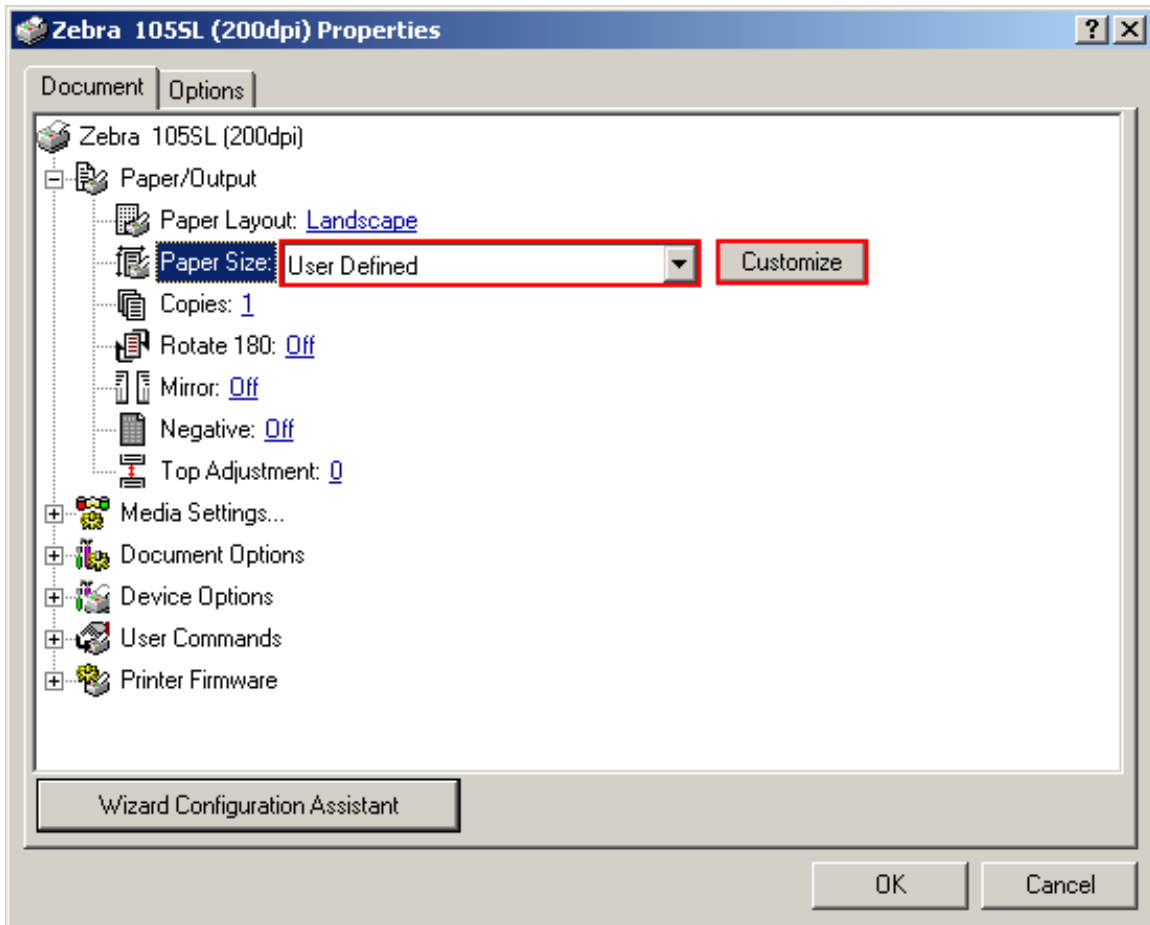
3. Expand the “Paper/Output” menu



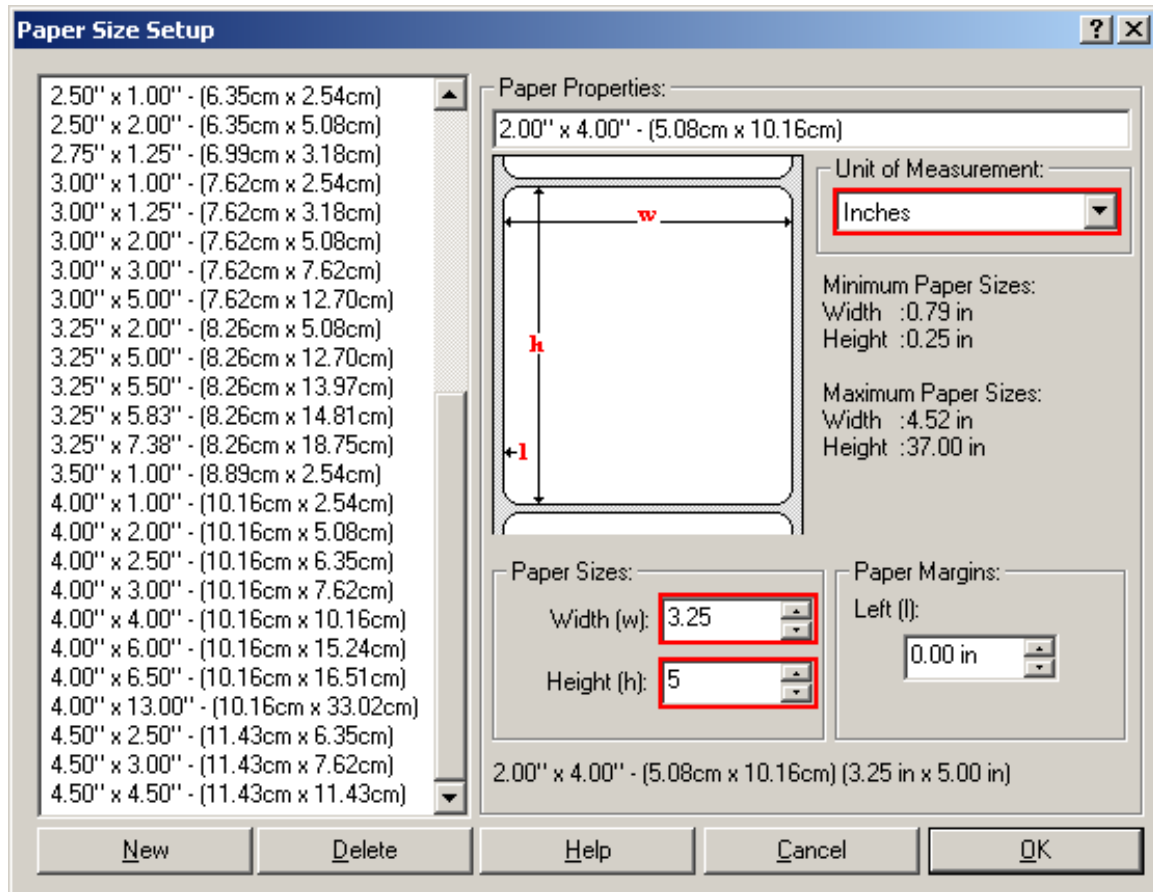
4. Select the “Paper Layout” option and choose “Landscape”



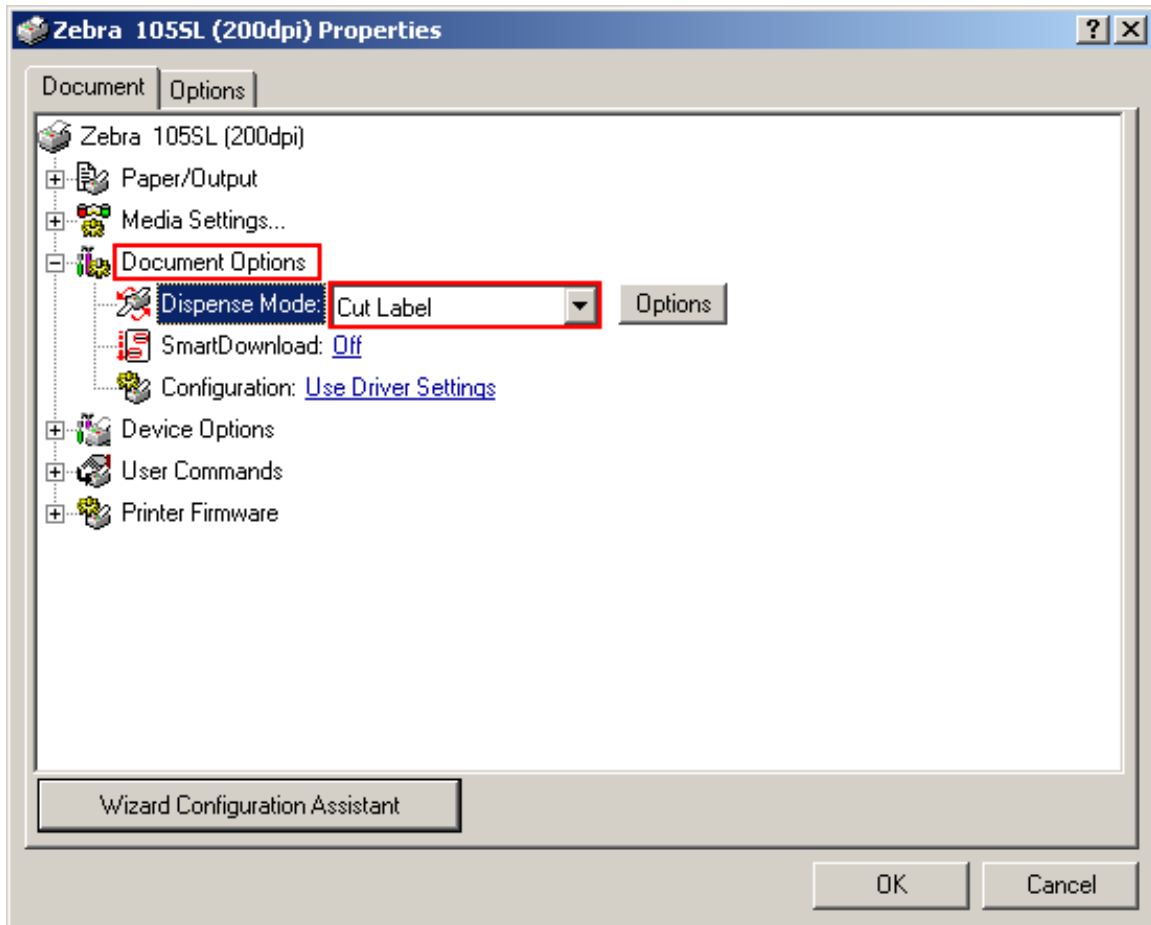
5. Select the “Paper Size” option and choose “User Defined” for the Paper Size. Click “Customize” after you have chosen “User Defined”



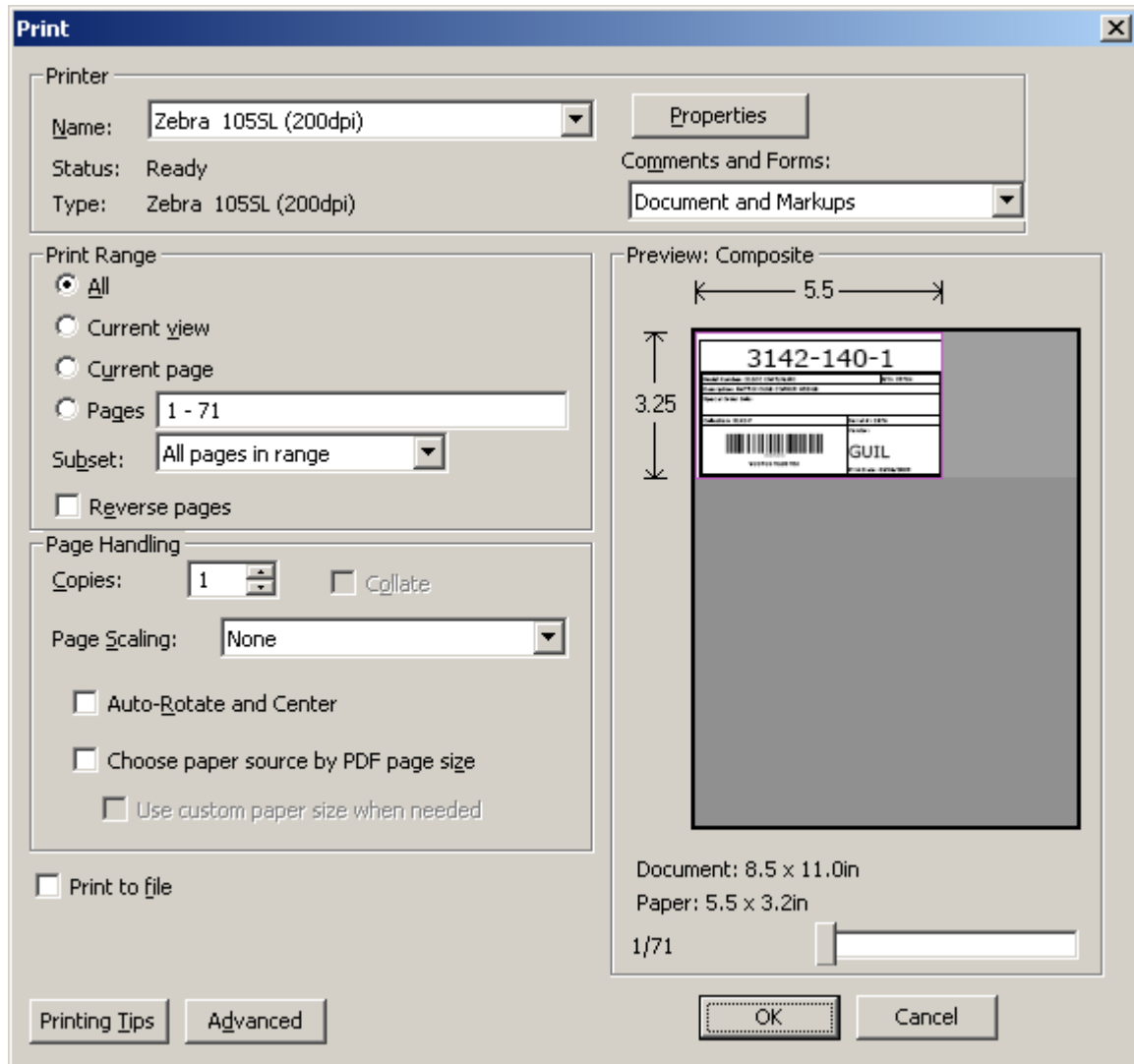
6. Change the “Unit of Measurement” option to Inches and set “Width” to 3.25 and “Height” to 5. Click “OK” to save



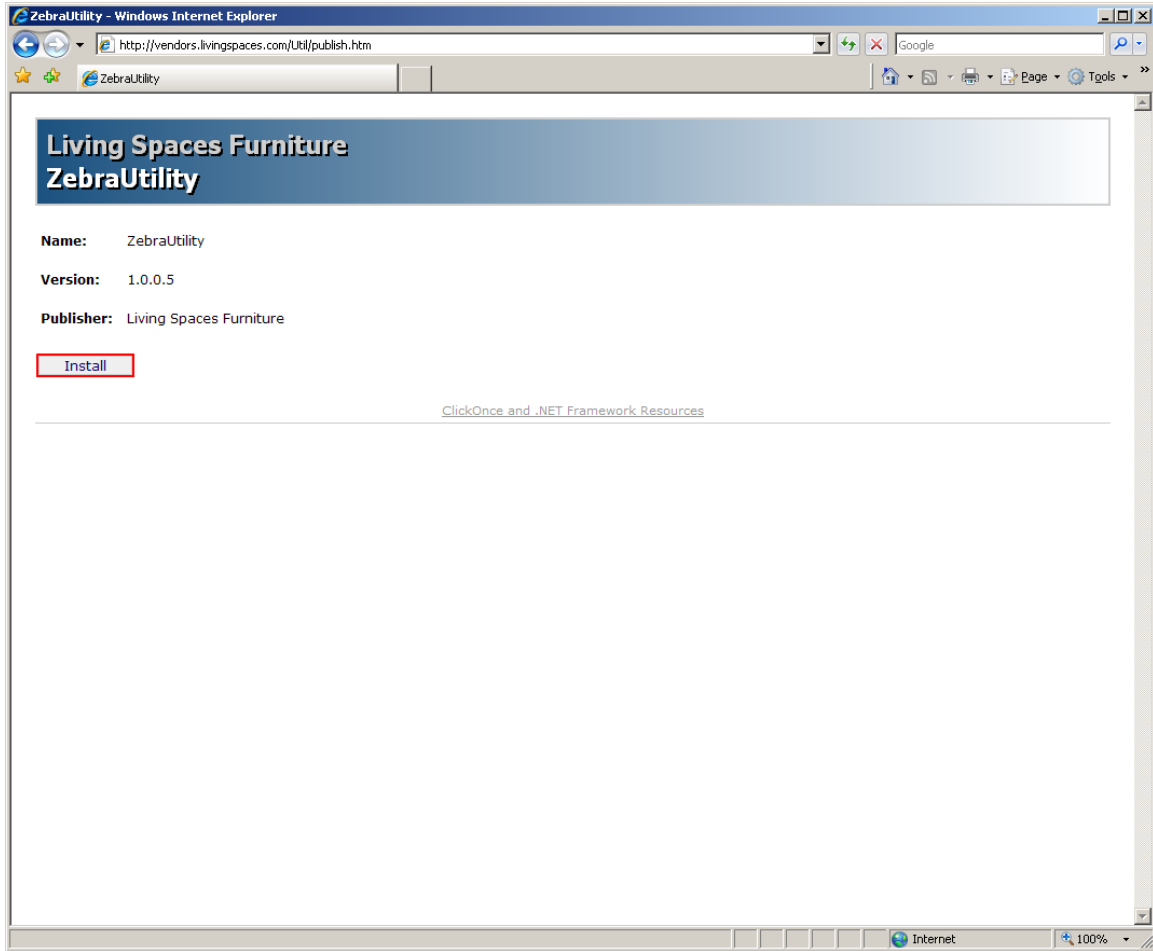
7. Expand the “Document Options” menu and change the “Dispense Mode” dropdown to “Cut Label”. Click “OK” to save



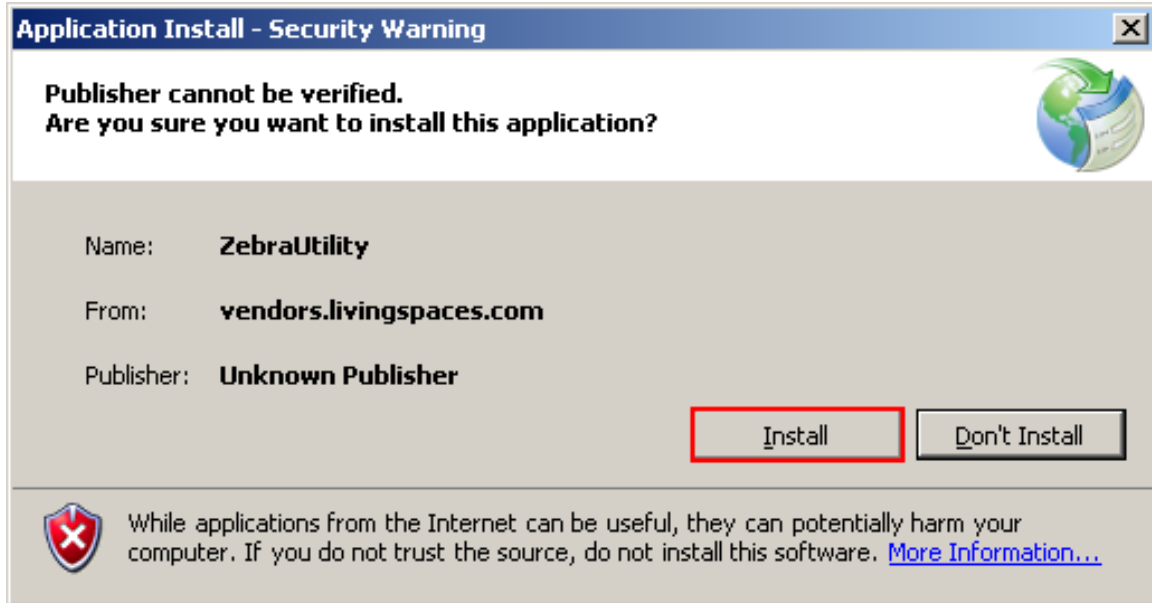
Congratulations your printer is now setup and your print preview screen should look like the screen below. The label should be fully outlined in purple noting the printable area.,



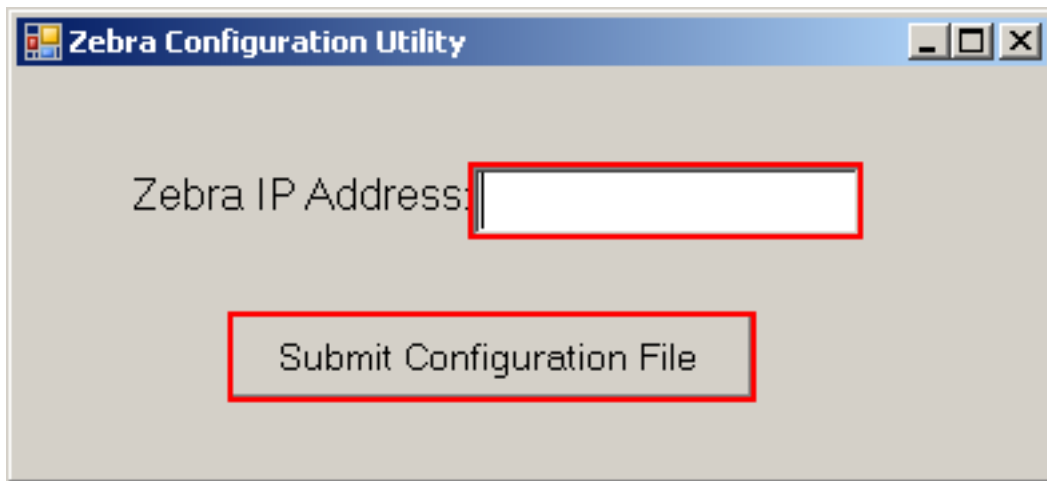
Zebra Configuration Utility Installation and Usage



Click the “Install” button to begin the install



After the install has completed, the application will startup. Please enter the printer IP address in the “Zebra IP Address” box and click the “Submit Configuration File” button to send the configuration to the printer.



The image shows a screenshot of a Windows-style application window titled "Zebra Configuration Utility". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area is light gray and contains the text "Zebra IP Address:" followed by a white text input field. Below the input field is a button labeled "Submit Configuration File". Both the input field and the button are highlighted with red rectangular boxes.