

FAQ'S FOR WE-LINKI:

VENDORS GENERAL/LOGIN FAQ'S:

1. Who is referred as Vendor or Who is a vendor?

ANS: A vendor can be an individual or an organisation who want to promote their product or services or any other business by listing with us.

2. What are the details that I, as a vendor can upload or provide?

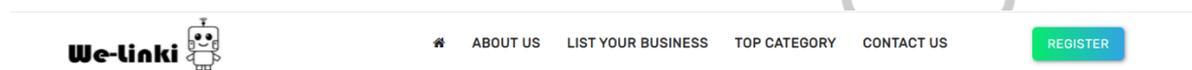
ANS: You can provide all the relevant business details:

- a) Links associated with your business/ organisation like website, customer support, social media links like Facebook, Instagram, twitter, YouTube, business links like LinkedIn and also links of other platforms where your business/organisation is listed.
- b) Email id
- c) Phone number
- d) Unlimited images
- e) Unlimited videos representing your products or services.

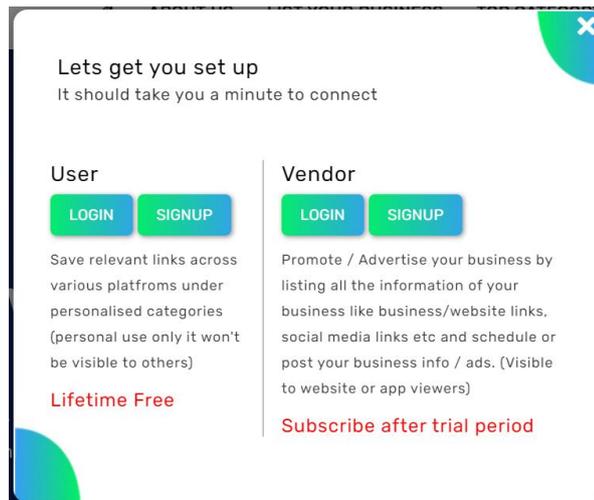
3. How can I upload my business/organisation details?

ANS: If you do not have a vendor account with us. Please sign up with the help of the following steps:

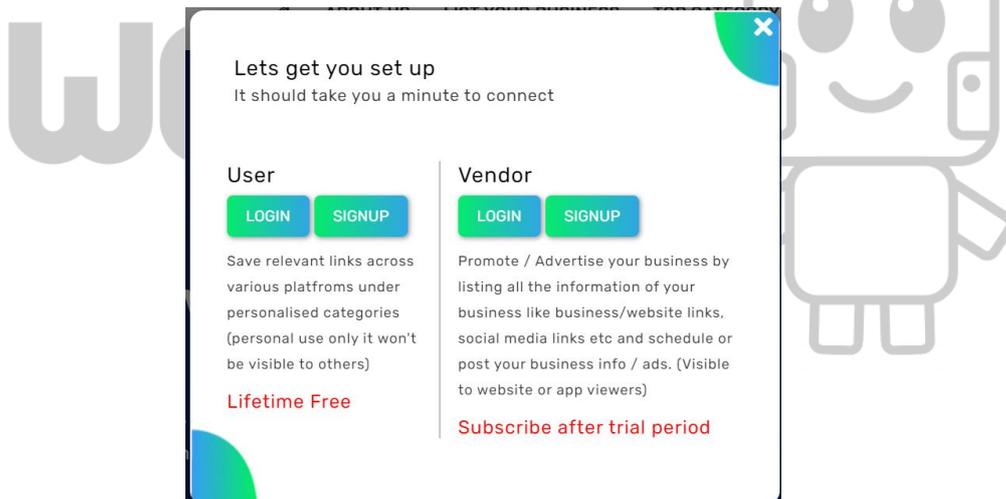
1. Go to the **register** button shown in the top right-hand corner in home page.



2. A registration form with two types of login opens. Click on the **vendor (business) login** as shown in the below image if you have an account with us.



3.If you **don't have a vendor account**, click on **sign up** as shown in the bottom of the below image.



4.Once you click on **sign up in point 3**, the below given form will open and you need to fill in the respective details. Once you fill the details click on **sign up**.

NAME *

Enter Name

EMAIL ADDRESS *

Enter Email Address

MOBILE NUMBER *

Enter Mobile Number

PASSWORD*

Enter Password

CONFIRM PASSWORD*

Enter Confirm Password

I Agree With Term And Conditions

SIGN UP

5.Once you sign up, again the below image will pop up, give in the **same email id and password which you filled in point 4 and sign in.**

If you **have vendor account**, just give the **email id and password directly and sign in** and directly access the vendor dashboard.

EMAIL *

Enter Email ID

PASSWORD *

Password

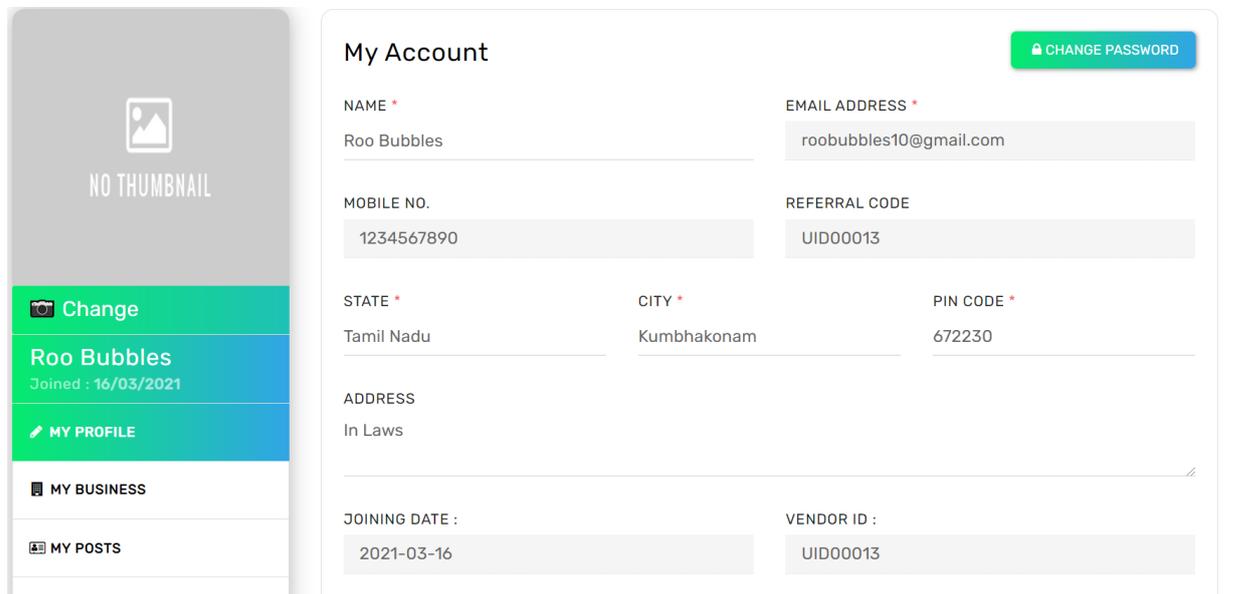
SIGN IN

[Forgot password?](#)

Don't have an account? [Signup](#)

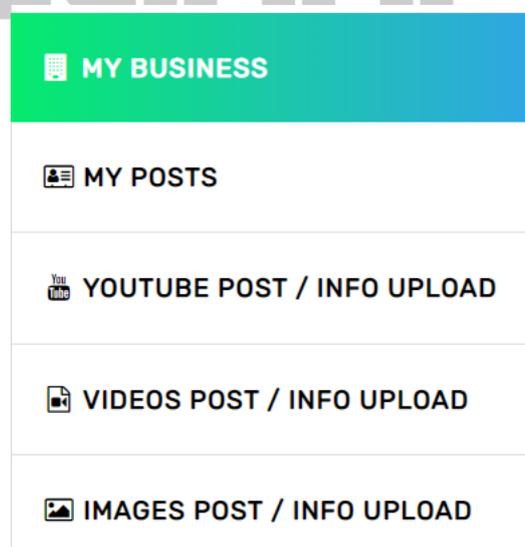
6.In case of new account, you will be asked to verify your email address. After Verification of email. You can access the features.

7. After email verification. The below vendor dashboard will open. Fill in your details in **My account form** and **Click on Save Update**.



| My Account | | | CHANGE PASSWORD | | |
|----------------|-------------|---------------|-----------------|------------------------|--------|
| NAME * | Roo Bubbles | | EMAIL ADDRESS * | roobubbles10@gmail.com | |
| MOBILE NO. | 1234567890 | REFERRAL CODE | UID00013 | | |
| STATE * | Tamil Nadu | CITY * | Kumbhakonam | PIN CODE * | 672230 |
| ADDRESS | In Laws | | | | |
| JOINING DATE : | 2021-03-16 | VENDOR ID : | UID00013 | | |

7. Click on **My business** in the left-hand side task menu to open **My Business Contents**.



- MY BUSINESS**
- MY POSTS
- YOUTUBE POST / INFO UPLOAD
- VIDEOS POST / INFO UPLOAD
- IMAGES POST / INFO UPLOAD

8. Upload the relevant details in the **Business Form** shown below and **Save**.

The screenshot shows a registration form for We-linki.com. The form is organized into several sections:

- Company Name:** A text input field with the placeholder "Enter Company Name".
- Select Category (Add Category):** A dropdown menu with the placeholder "Select Category".
- Select Sub Category (Add):** A dropdown menu with the placeholder "Select Sub Category".
- Business Image:** A file upload button labeled "Choose File" and the text "No file chosen".
- Select City (Add):** A dropdown menu with the placeholder "Select City".
- Area Name:** A text input field with the placeholder "Enter Area Name".
- Ads Cover (IMG):** A file upload button labeled "Choose File" and the text "No file chosen".
- Pin Code:** A text input field with the placeholder "Enter pin code".
- GST Number:** A text input field with the placeholder "Enter GST Number".
- Mobile Number:** A text input field with the placeholder "Enter Mobile Number1" and a button labeled "+ Add One More Mobile Number".
- Email Address 1:** A text input field with the placeholder "Enter Email Address 1" and a button labeled "+ Add One More Email Address".
- Company Links:** A section with a dropdown menu for "Select Link Type", a text input field for "Link Url" with the placeholder "Enter Link Url...", and a button labeled "+ Add Links".
- Keyword (add search keyword like, web development company , seo training institute. etc):** A section with a text input field for "Keyword list" and a button labeled "+ Add keywords".

At the bottom of the form, there are two buttons: a blue "Save" button and a red "Cancel" button.

9. A popup will come saying business is successfully added.

10. By following the above steps you will be able to upload the business/ vendor details. For better understanding please watch our tutorial video in YouTube @ Roo Bubbles Channel or go to our home page and find the option Tutorial video in the bottom where the hyper link will be provided.

4. Is this a free listing website/App?

ANS: As, soon as you register, you enter a free trial period that is provided to the vendor for better understanding of the features and functionalities, after trial period is over an annual subscription/membership fee is charged that is onetime payment for whole year listing, to be renewed every year.

5. What happens if I do not make payment after the free trial period?

ANS: Once trial period is over you will be redirected to membership(subscription) page for payment or renewal, account features will not be accessible and any business information listed till expiry will NOT be visible to public until payment made.

6. How long will my listing be available in the website / app? Or How long will public be able to view my listing?

ANS: Vendor contact details, email id and other relevant links will be visible for **One year** from the date of successful **registration and payment***, plus you can schedule the timings for video or images ads which can be days, months or entire year. Note: if you do not make

payment after free trial period/after expiry of annual membership then business listing will not be visible to public.

7.What is successful registration and payment? *

ANS: Once you have provided the relevant details explained in **FAQ 2**, followed the process mentioned in **FAQ 3**, and made the payment through our payment gateway, it will be considered as successful upload and registration.

8. Can I list my business in multiple categories?

ANS: No, if you are providing more than one service or products you can list in multiple sub categories but not multiple main categories.

9. What if the category or sub category is not visible or available in website or app, which I as a vendor, I am looking for?

ANS: When you are uploading your details, you can click on Others if the specific category or sub category is not available in the list. You can send request for the category to the admin through contact form available in website.

10. What if I have more than one business or organisation?

ANS: If you have multiple business under the same brand name or name, you can list in multiple sub categories with one registration process and onetime payment. If you have different businesses or organisations with different names, then you need to re-register and complete the relevant processes and multiple payment.

1. One name – different products or services- can list with one-time registration process in multiple sub categories under one main category not in different main categories.

2.Different business with different names or different branches – multiple registration depending on the number of different business names.

Note: For Multiple businesses kindly provide different e-Mail id & Phone number while registering.

11. What do you mean by Unlimited Posts?

ANS: Unlimited posts can be in the form of images or videos which promotes or highlights the products or services you are offering. It will not only appear in the specific categories selected or submitted by you.

12. What if I am an individual doing business from home, can I still be a vendor?

ANS: Yes, if you are promoting or providing a product or service even from your residence or any other place, still you can register as vendor and list with us by providing relevant details and images or videos of your products, services, or talents.

Example: Free Lancers, Personal Trainer for Fitness & Health, Home Tutors etc.

13. I have a business, but do not have a website, can I still list?

ANS: Yes, you can provide your social media links or business links like Facebook, YouTube, Instagram, LinkedIn and other relevant links of other platforms.

14. What if I do not have any social media links or any images/videos to upload, can I still list?

ANS: Yes, you can still list with us by providing your relevant email id, phone number. But you should have at least one social media link to list.

15. Is it mandatory to upload video or images?

ANS: NO, you can just provide the relevant details and list with us. Images or videos will show a blank profile or space.

We would suggest to upload images or videos to build brand visibility and attract target customers.

16. What to do if I have uploaded wrong information or made any errors? Will I have to re-register and make second time payment?

ANS: No, you need not re-register or make any payment. You can edit the information and make necessary corrections.

Login>My Business> Add/Edit Business.

17. Is it compulsory to list for whole year?

ANS: By default, it is listed for whole year once you have completed the successful registration and payment.



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