

shopiag🌐

# Warehouse User Guide

## How to Clone a Marketplace Auction Listing

Version 2.0.2

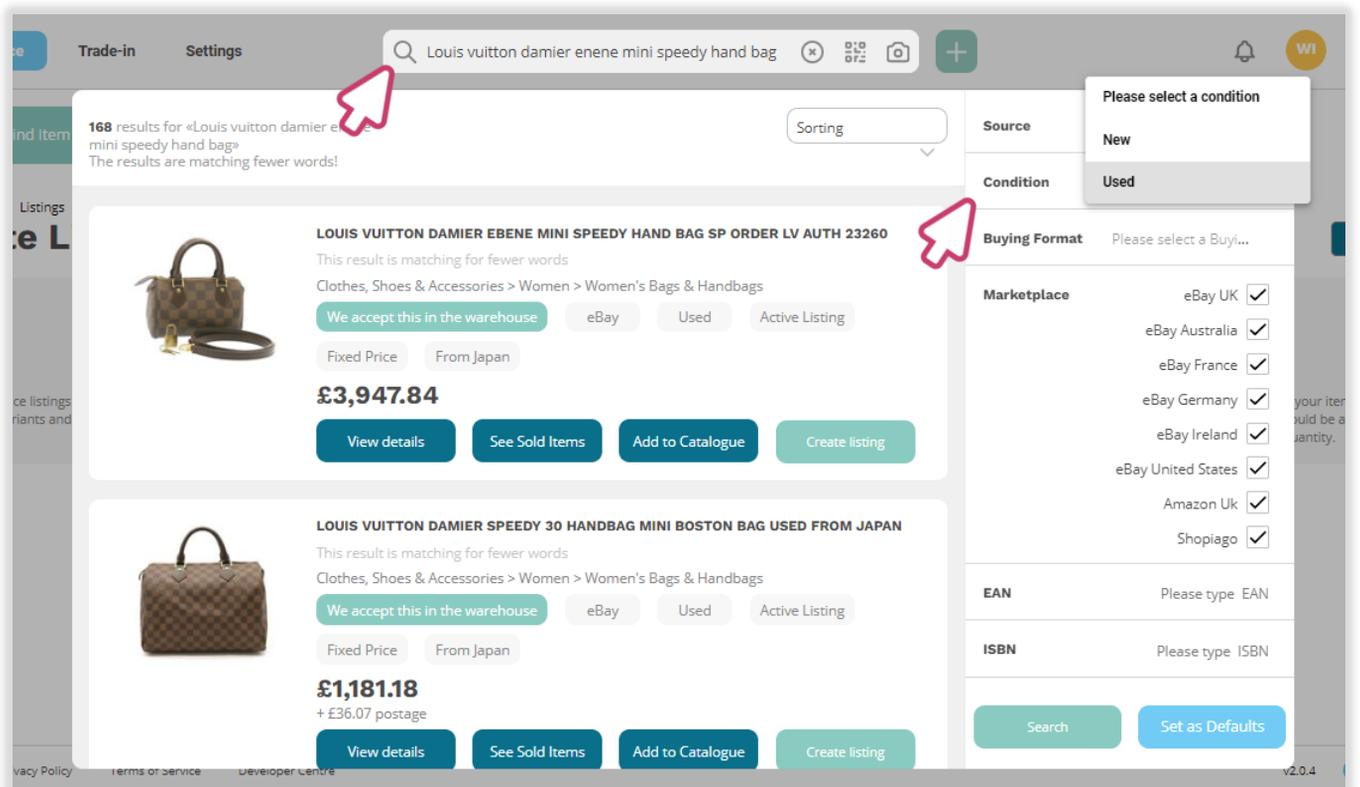
## How to clone a marketplace listing

Cloning an existing marketplace listing will help speed up your listing process. By cloning, Shopiago will fetch all information relating to the item from the selected marketplace(s) catalogue, which includes the Item title, brand, dimensions, photos, category etc, to drop into the listing form, where you can modify, add additional photos, and then, list the item to eBay marketplace. For information about eBay's cloning policy, click [here](#).

Please note: this guide is primarily for 'Auction style listing'.

### To match-up an existing marketplace listing;

-  [Login](#) to your account.
-  In the dashboard, click on the "search bar" at the top-center to match up an existing listing by name, photo, or barcode.
-  You can also use the 'Search setting' at the top-right of the screen, to enhance your search.



The screenshot shows the Shopiago dashboard search results for "Louis vuitton damier ebene mini speedy hand bag". The search bar at the top contains the text "Louis vuitton damier ebene mini speedy hand bag". A red mouse cursor points to the search bar. Below the search bar, there are 168 results for the search query. The first result is a "LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260" with a price of £3,947.84. The second result is a "LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN" with a price of £1,181.18. A red mouse cursor points to the "Create listing" button for the first result. On the right side of the screen, there is a sidebar with various filters and settings. A dropdown menu is open, showing "Please select a condition" with options "New" and "Used". Another dropdown menu is open, showing "Please select a Buyi..." with options "eBay UK", "eBay Australia", "eBay France", "eBay Germany", "eBay Ireland", "eBay United States", "Amazon UK", and "Shopiago". The "Marketplace" section is checked for "eBay UK", "eBay Australia", "eBay France", "eBay Germany", "eBay Ireland", "eBay United States", "Amazon UK", and "Shopiago". The "EAN" and "ISBN" sections are labeled "Please type EAN" and "Please type ISBN" respectively. At the bottom of the sidebar, there are "Search" and "Set as Defaults" buttons.



## How to clone a marketplace listing

To view the listing information, click on the 'View details' button.

168 results for «Louis vuitton damier ebene mini speedy hand bag»  
The results are matching fewer words!

**LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260**  
This result is matching for fewer words  
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

We accept this in the warehouse | eBay | Used

Active Listing | Fixed Price | From Japan

**£3,947.84**

View details | See Sold Items | Add to Catalogue

Create listing

**LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN**  
This result is matching for fewer words  
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

We accept this in the warehouse | eBay | Used

Source: Marketplaces (eBay...)  
Condition: Used  
Buying Format: Please select a Buyl...  
Marketplace: eBay UK, eBay Australia, eBay France, eBay Germany, eBay Ireland, eBay United States, Amazon Uk, Shopiigo  
EAN: Please type EAN  
Search | Set as Defaults

And click on the 'Create listing' button once you are ready!

Pre-owned

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / KeyA—2(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excell...

Show more

<b>Brand</b>	LOUIS VUITTON	<b>Department</b>	Woman
<b>Exterior Color</b>	Damier Ebene	<b>Exterior Material</b>	Damier Ebene Canvas
<b>Style</b>	Hand Bag	<b>Size</b>	W17 x H10 x D8cm / Strap Total Length 120cm(Approx)
<b>Country/Region of Manufacture</b>	France		

SELLING PRICE  
**\$4,980.00**  
Free shipping

Create Listing | Search for Similars | See Sold Items | Add to Catalogue

Source: Marketplaces (eBay...)  
Condition: Used  
Buying Format: Please select a Buyl...  
Marketplace: eBay UK, eBay Australia, eBay France, eBay Germany, eBay Ireland, eBay United States, Amazon Uk, Shopiigo  
EAN: Please type EAN  
ISBN: Please type ISBN  
Search | Set as Defaults

## How to clone a marketplace listing

- From the next page, select 'Auction Style Listing' as the buying format.
- Check that the item title is correct and modify if necessary.

Find Item

Scan Barcode

Photo Recognition

Ecommerce > Listings

### Create Listing from Marketplace search

Actions



#### Fixed Price Listing

Fixed price listings could be used on each attached marketplace. These listings have a fixed price and could have multiple variants and quantities. These listings could be created for multiple marketplaces at the same time, Shopiago will handle the reconciliation on each selling.



#### Auction Style Listing

Auction style listings could be used on eBay. This is good if you want to get a higher price for your items than a pre-defined fix price value. Starting your item from a lower starting price and using a reserve price could be a good selling strategy. A fixed price listings can't have variants and the item could have only 1 quantity.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

Search on e



## Item description

-  You can update the listing description if necessary.
-  Confirm that the item description matches your item.
-  Add any additional details to your listing description if necessary.

### Tips:

-  The more information you provide, the easier it will be for customers to make a purchasing decision.
-  The description should be comprehensive and accurate.
-  Don't forget to mention any defects if necessary, to avoid complaints.
-  You can update the item description at any time.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

 Search on eBay

Description \*

Plain text eBay

Description \*

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually they are either new old stock or have only been used a couple of times. You will find it very difficult to see any issues with these items. Items with the grading A are in beautiful condition. They have been used but you will find it tough to spot any marks. However as they have been used there might be a couple of small marks. Items with the grading AB are in excellent condition. They have been used but you will find it tough to spot many marks. However as they have been used there might be a couple of marks. Items with the grading B are in very clean condition. There are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average condition. There are signs that the item has been used previously but in general they are clean and tidy. Items with the grading C are in good condition. There are signs that the item has been used previously and have been pre-owned.

## Item description

You can add HTML template or format the listing description.

To format the listing description, click on the 'eBay' description tab.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

Search on eBay

Description \*

Plain text **eBay**

Description

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually they are either new old stock or have only been used a couple of times. You will find it very difficult to see any issues with these items. Items with the grading A are in beautiful condition. They have been used but you will find it tough to spot any marks. However as they have been used there might be a couple of small marks. Items with the grading AB are in excellent condition. They have been used but you will find it tough to spot many marks. However as they have been used there might be a couple of marks. Items with the grading B are in very clean condition. There are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average condition. There are signs that the item has been used previously but in general they are clean and tidy. Items with the grading C are in good condition. There are signs that the item has been used previously and have be pre-owned.

And then, use the formatting tools to adjust the item description to how you want.

Description \*

Plain text **eBay**

Description \*

HTML template

Web

Font -

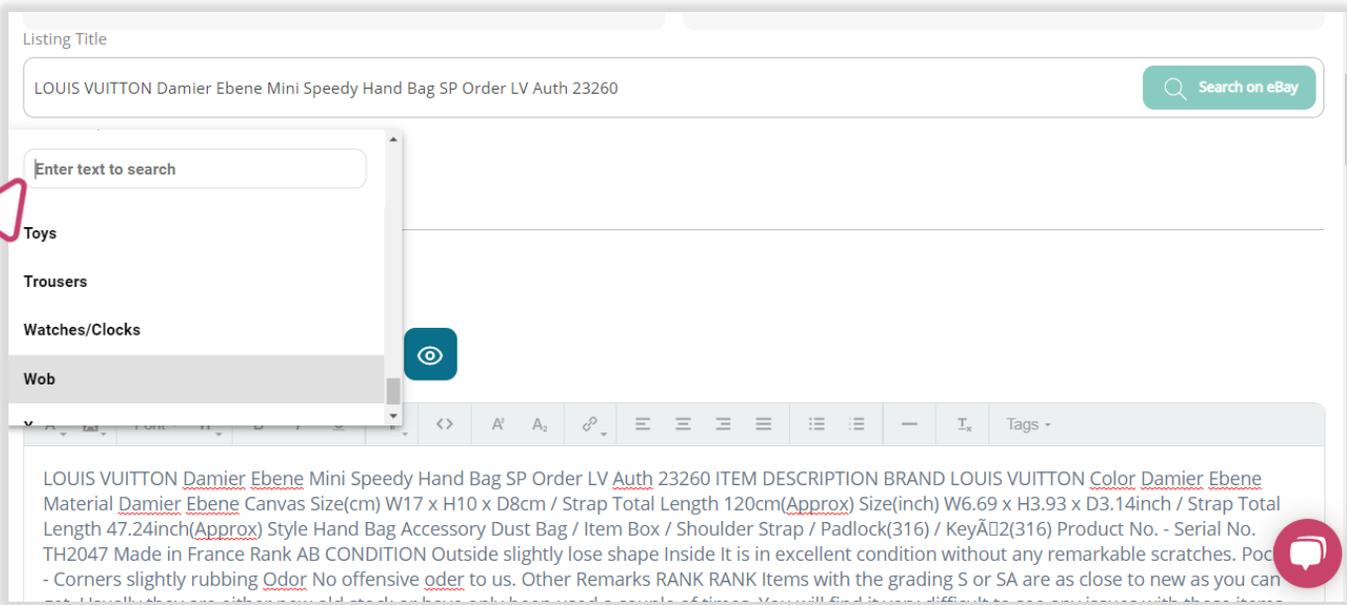
B / U

LOUIS VUITTON  
Material Damier  
Length 47.24inch  
TH2047 Made in  
- Corners slightly  
get. Usually they  
Items with the gr  
used there migh  
spot many mark  
are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average

Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene  
m / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total  
Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No.

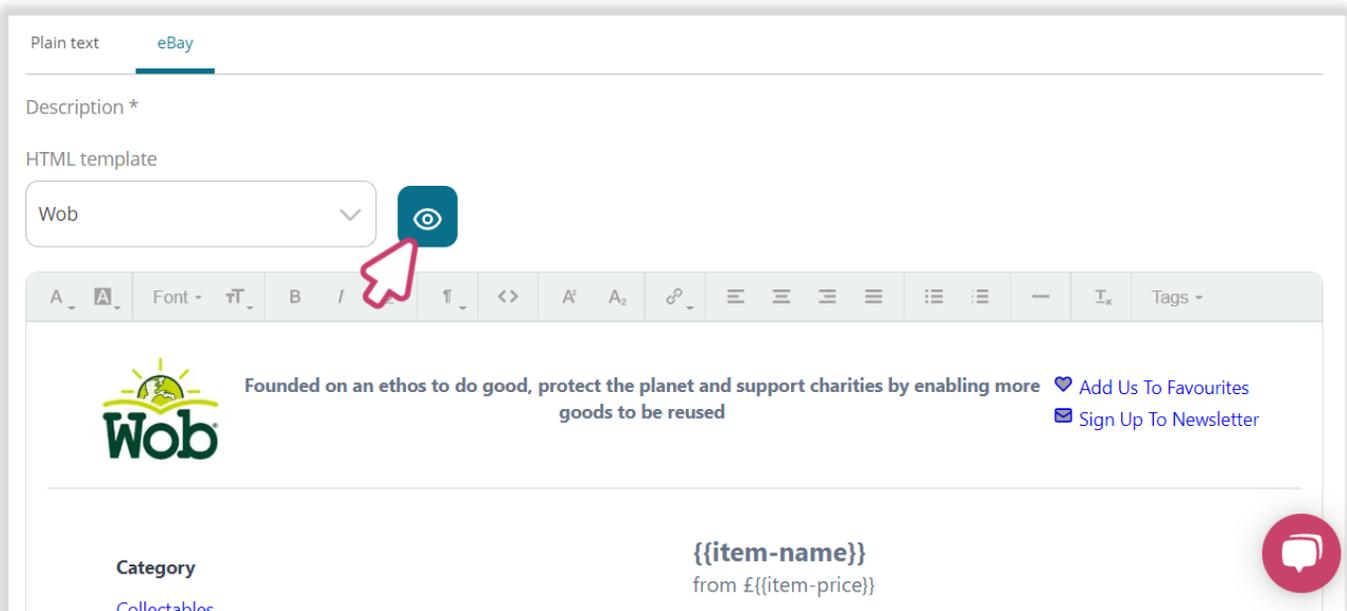
## Item description

To add HTML template to listing description , click on the 'HTML field' and select a template from the drop down.



Once the HTML is selected, the template will then drop into the listing description field.

To preview the selected HTML template, click on the 'Quick view' icon.



## Item description

- Once you are done previewing, press the 'ESC' on your keyboard or click the 'Close' icon to go back to the listing form.

The screenshot shows a web browser window displaying an item description. At the top left, there is a tab labeled "HTML description". The main header features the "Wob" logo on the left, a mission statement "Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused" in the center, and two links on the right: "Add Us To Favourites" and "Sign Up To Newsletter". A red mouse cursor is pointing at a close button (an 'X' icon) in the top right corner. Below the header, a category list is visible on the left side, including "Collectables", "Clothing & Accessories", "Dresses", "Ladieswear", "Menswear", "Accessories", "Ladies shoes", "Mens shoes", "Furniture", "Home & Garden", "Music", "Bridal Shop", "Vintage & Retro", "Books", and "Art". The main content area displays the product title "LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260" and a price starting from "£{{item-price}}". Below the text is a large image of a brown and tan checkered Louis Vuitton handbag with a top handle and two front straps.



## Item location & tags

- Click on the location field and select the item location from the drop-down.
- Add a custom SKU if necessary. Otherwise, leave blank as the system will automatically assign a SKU to the item once it is listed.
- You can add tag(s) to the item. This is for internal use for categorising listings - e.g. 'Lighting'.
- Enable 'Collect in Store' toggle switch, if the item is for collection only. (To use this feature, the account owner or administrator must add these to the shipping methods).
- Turn-on 'Job Lot Item' switch, if you are selling the item as a group. If not, leave Off.

- Ziffit: Through Ziffit, we buy. We give people around the world the opportunity to contribute to the circular economy, earn money and protect the planet, by trading their unwanted books and media.  
- Shopiago: Through Shopiago, we help others. By sharing the technology that has grown World of Books Group into the business it is today, we're helping charities increase revenue and reduce waste through re-commerce.



Copy Plain text

Location \*

Central Warehouse



Custom SKU

KB2022

Tags

Women's Handbag

Enter a new tag

Collect in store



Job lot item





## Adding photo(s) to your listing

As you can imagine, having high quality photos is one of the best ways to attract customers.

### Tips:

-  Take photos from as many angles as possible.
-  Shopiago photo uploader makes it very easy to add, edit and move photos of your item.
-  You can add up to 12 photos.
-  If possible, your main image should be on a white background (this will improve visibility on Google) and show the item in full.





## Adding photo(s) to your listing

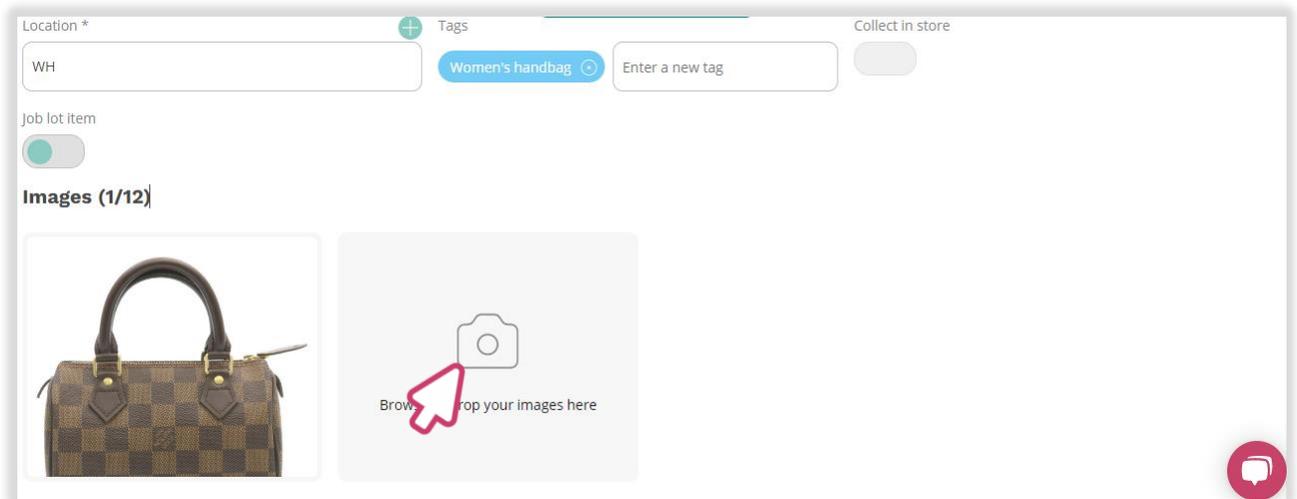
- 🌐 The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- 🌐 Photo must be a PNG, JPEG, BMP or GIF.
- 🌐 Don't use a filter as natural colours are better at showing the buyer what to expect.
- 🌐 Don't add thumbnails as these can affect the clarity of the photo when submitted to Marketplaces.
- 🌐 The photo should depict the item being described.
- 🌐 The photo should not contain any watermarks or digital signature.



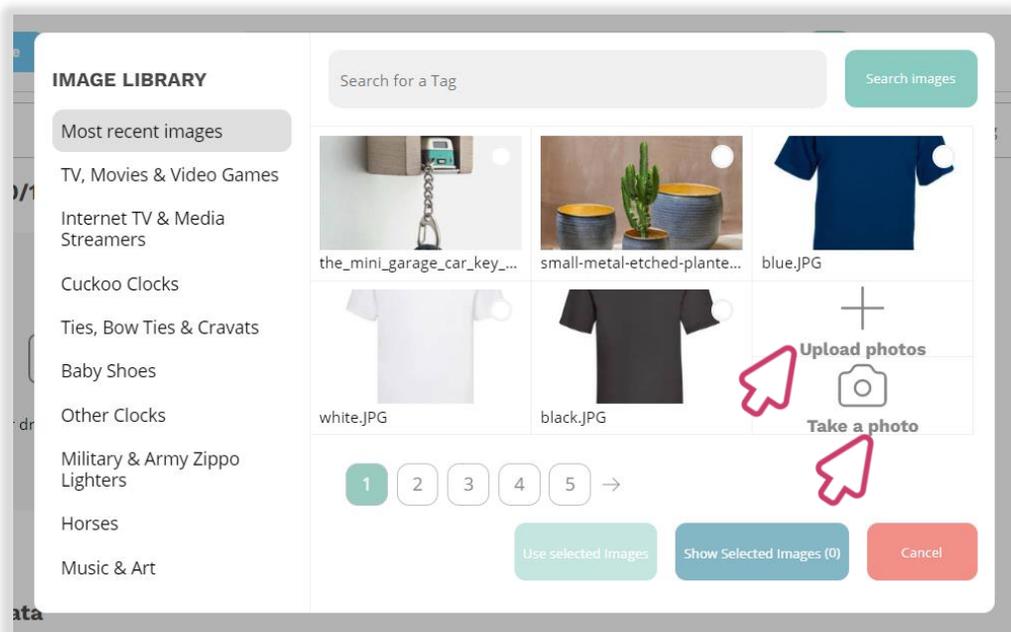
## Adding photo(s) to your listing

To add additional photo(s);

- Click on the 'Photo icon' to select item photo(s) from your Shopiagogo image library, PC or mobile device. You can also drag and drop the item images into the centre of the upload photo icon area.

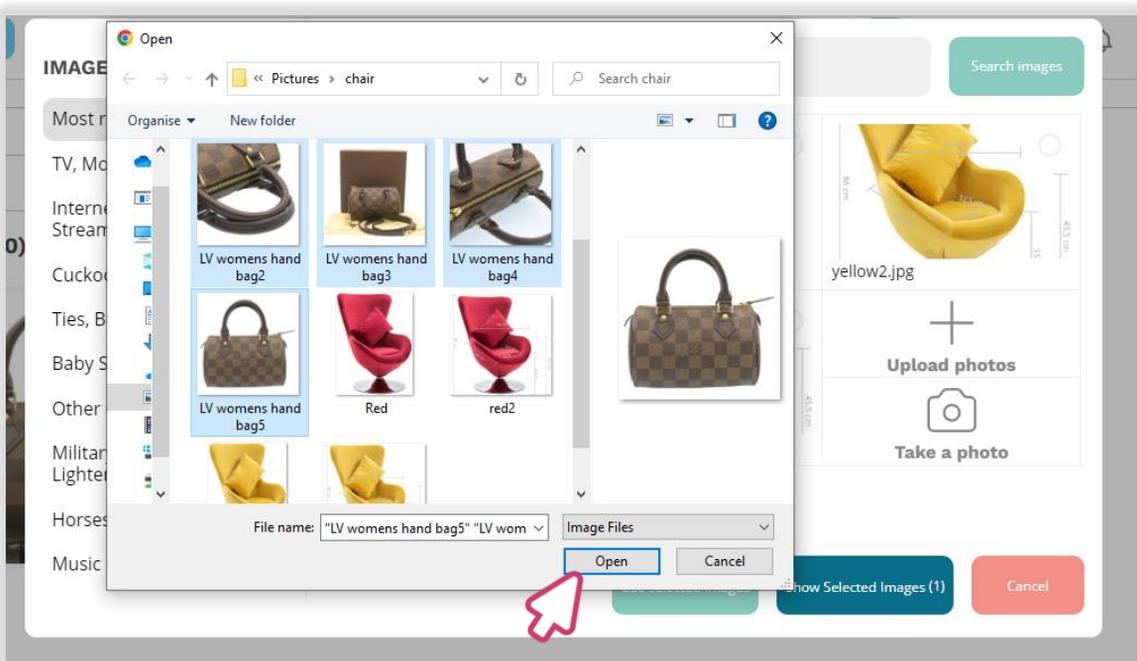


- From the pop-up screen, click on the 'Upload photos' icon to upload photo(s) already stored on your PC or mobile devices.
- You can also take photo(s) directly from your mobile device or pc camera by clicking on the 'Take a photo' icon.

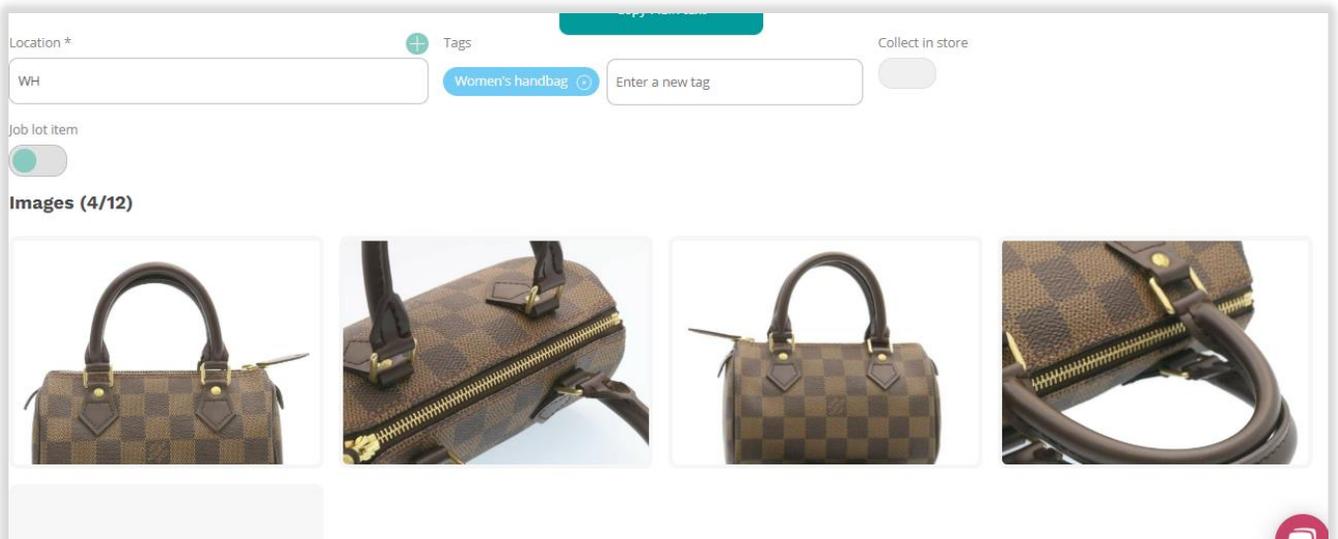


## Adding photo(s) to your listing

- Once you've clicked on 'upload photos', you will be prompted to select the item photo(s).
- To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.
- After selecting photo(s), click on the 'Open' button.

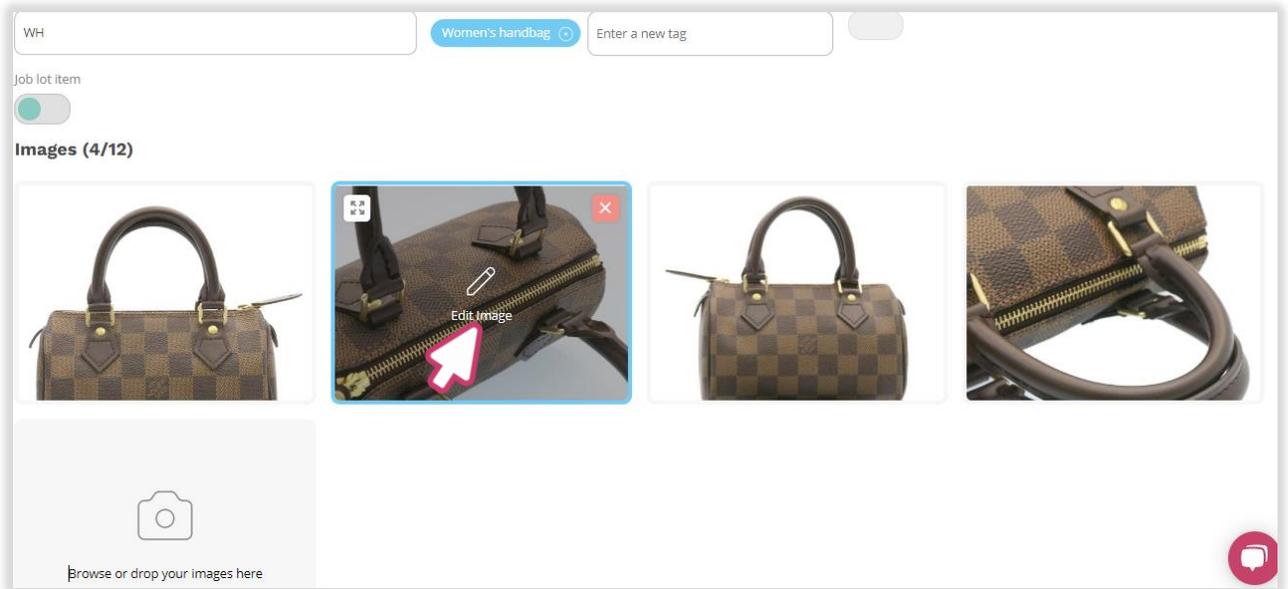


- Uploaded photos should then appear on the listing form.

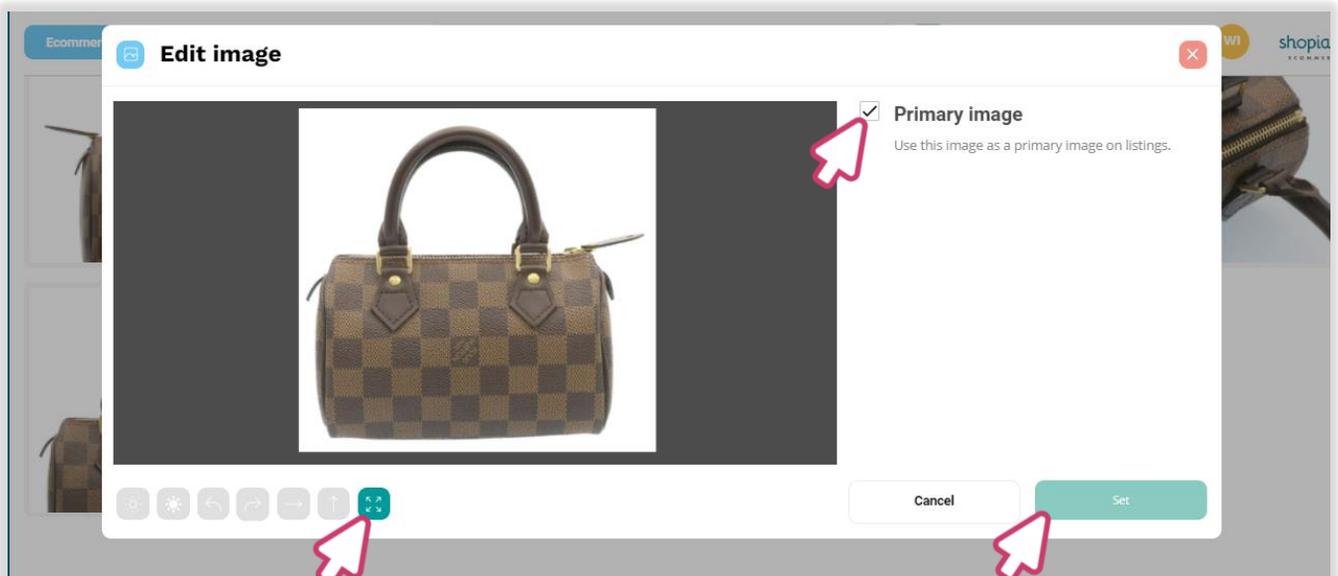


## Adding photo(s) to your listing

- To edit item image, hover your mouse around the centre of the image and click on the appearing 'Edit Image' icon.



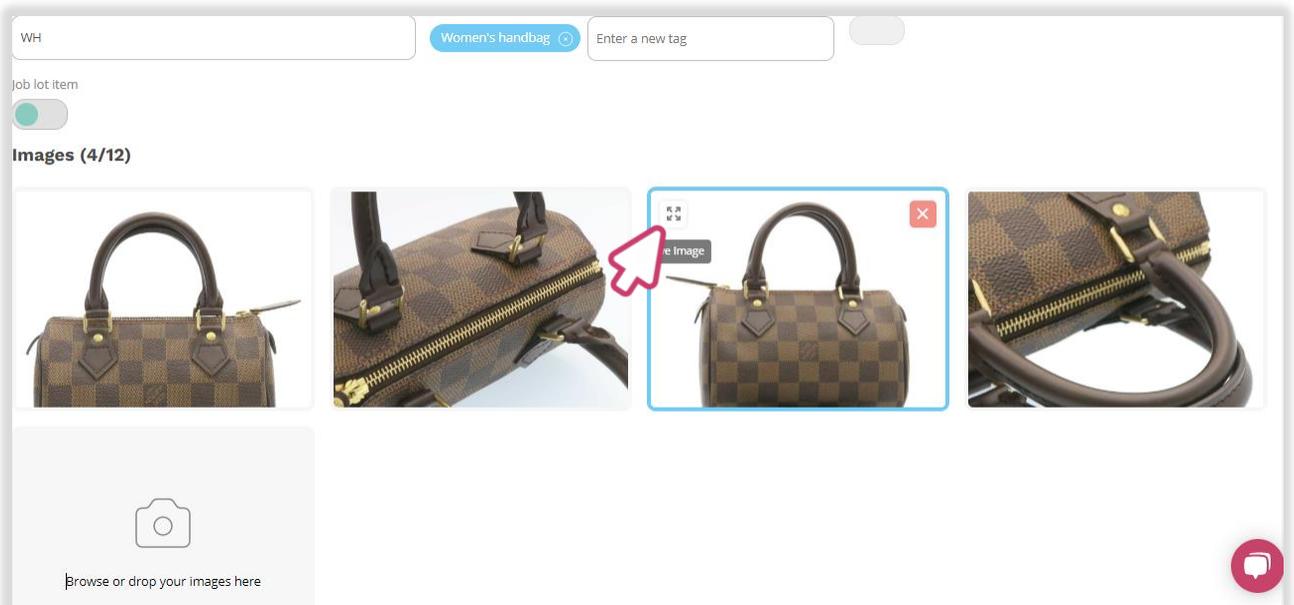
- From the photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right hand side of the screen.
- To crop the image, click on the 'Crop' icon, highlight preferred image area, click on the 'Set' icon, and then, click 'Save' button.





## Adding photo(s) to your listing

-  To rearrange photo(s), move your mouse to the upper-left of the image, click on 'Move image' icon, and drag the image to a suitable position.
-  To change the primary listing image, move your mouse to upper-left of the image and click on the appearing 'Move' icon then, drag the image to the main position.



## Adding listing information

- Next, select the right eBay account.
- Click on the 'Custom Listing Title' field to modify the title if necessary. The title shouldn't be more than 80 characters.
- The right item category will automatically be selected. If not, click on 'Suggest relevant categories'.

The screenshot shows the eBay listing creation interface. On the left is a dark teal sidebar with icons for home, listing, account, and other functions. The main area is titled 'ebay' and contains the following fields:

- Account \***: A dropdown menu showing 'jnohu92 - United Kingdom' with a red arrow pointing to it.
- Custom Listing Title (80 chars) \***: A text input field containing 'LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260' with a red arrow pointing to it.
- Category**: A dropdown menu showing 'Clothes, Shoes & Accessories > Women > Women's Bags & Handbags' with a red arrow pointing to it. To the right of the dropdown is a link that says 'Suggest relevant categories'.
- eBay Category**: A field with a red 'x' icon and the text 'Secondary eBay Category'.

At the bottom right of the category field, there is a character count '70/80'.

- And, select the best matching item categories from the pop-up screen, then click the 'Confirm' button.

The screenshot shows a pop-up dialog box titled 'Best matching categories' with a search icon and a close button (red 'x'). The text inside the dialog reads: 'Based on your listing title we search through eBay categories to find some that might fit your item'. Below this text is a category path: 'Clothes, Shoes & Accessories > Women > Women's Bags & Handbags'. A red arrow points to this text. At the bottom of the dialog are two buttons: a teal 'Confirm' button and a red 'Cancel' button. A red arrow points to the 'Confirm' button. The background shows a blurred view of the listing creation interface.

## Adding listing information

- You also can manually type in the item category in the search field and select the closest match. Make sure you find the best fitting category.

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Louis Vuitton Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

Category Suggest relevant categories

Women's Bags & Handbags

Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

- If you can't find the right item category, use the 'category selector' and work through the different categories to find the best fit.

Custom Listing Title (80 chars) \*

Louis Vuitton Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

Category Suggest relevant categories

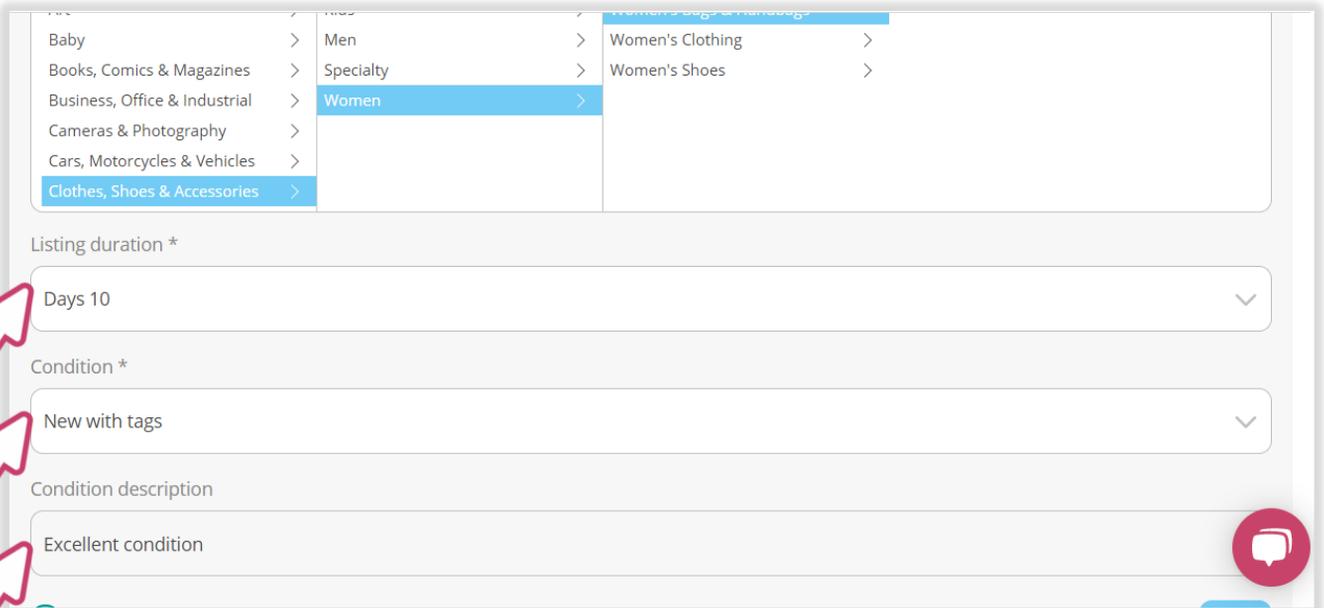
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

eBay Category ✖ Secondary eBay Category

Business, Office & Industrial	>	Baby	>	Women's Accessories	>
Cameras & Photography	>	Kids	>	<b>Women's Bags &amp; Handbags</b>	
Cars, Motorcycles & Vehicles	>	Men	>	Women's Clothing	>
<b>Clothes, Shoes &amp; Accessories</b>	>	Specialty	>	Women's Shoes	>
Collectibles	>	<b>Women</b>	>		

## Item condition

-  Next, select a 'Listing duration' from 3 - 10 days.
-  Select the item condition from the drop-down menu.
-  And manually type in the item condition description into the description field.



The screenshot shows a multi-step form for creating an item listing. The top section is a category selection tree with three columns. The first column lists broad categories like 'Baby', 'Books, Comics & Magazines', 'Business, Office & Industrial', 'Cameras & Photography', 'Cars, Motorcycles & Vehicles', and 'Clothes, Shoes & Accessories'. The second column shows sub-categories like 'Men', 'Specialty', and 'Women'. The third column shows further sub-categories like 'Women's Clothing' and 'Women's Shoes'. The 'Clothes, Shoes & Accessories' category is selected, and 'Women' is selected within it. Below this is a 'Listing duration \*' dropdown menu with 'Days 10' selected. The 'Condition \*' dropdown menu has 'New with tags' selected. The 'Condition description' field contains the text 'Excellent condition'. Three red mouse cursor icons point to the 'Listing duration \*', 'Condition \*', and 'Condition description' fields. A red speech bubble icon is located in the bottom right corner of the form area.

Baby >	Men >	Women's Clothing >
Books, Comics & Magazines >	Specialty >	Women's Shoes >
Business, Office & Industrial >	Women >	
Cameras & Photography >		
Cars, Motorcycles & Vehicles >		
Clothes, Shoes & Accessories >		

Listing duration \*  
Days 10

Condition \*  
New with tags

Condition description  
Excellent condition



## Item specifics

Item specifics are required when listing to eBay and once you get it right, it can boost sales. Below are 3 categories for item specifics:

### Required

-  eBay requires mandatory attributes for this category. It will help customers to find items when they perform a search.
-  On the marketplace, buyers usually filter their search by using item specifics. Making it easier for them to find what they are looking for.
-  If you haven't entered one of these specifics, the item will drop off the search and therefore it won't be visible to customers.

### Recommended

-  Your listing will perform better if you fill in these recommended attributes.
-  It could reach a higher search position and will show up in more search results.
-  This is not mandatory but if you have these details, please enter them.

### Optional

-  You can add additional attributes to your listing but this is not mandatory.
-  These attributes will be shown on the listing but may not be used during eBay search.
-  This doesn't affect buyer's search but could improve customers experience.

## Item specifics

To modify item 'Specifics', click on the 'edit' button.

Condition \*

New with tags

Condition description

Excellent condition

**Item Specifics** edit

**Pricing & Payment** edit

**Policies** edit

From the pop-up screen, update or add new attributes if necessary.

To add custom attribute(s), click on the 'Create Attribute' button at the bottom of the screen

**Item Specifics**

If you use any of these properties as a variant attribute, those will be excluded

Product Line	Shape	Strap Drop
Alexander McQueen Legend <span>Clear</span>	Oval <span>Clear</span>	Please enter values
Brand <span>i</span>	Department <span>i</span>	Exterior Color <span>i</span>
LOUIS VUITTON <span>Remove</span>	Woman <span>Remove</span>	Damier Ebene <span>Remove</span>
Style <span>i</span>	Exterior Material <span>i</span>	Size <span>i</span>
Hand Bag <span>Remove</span>	Damier Ebene Canvas <span>Remove</span>	W17 x H10 x D8cm / Strap Total Len <span>Remove</span>

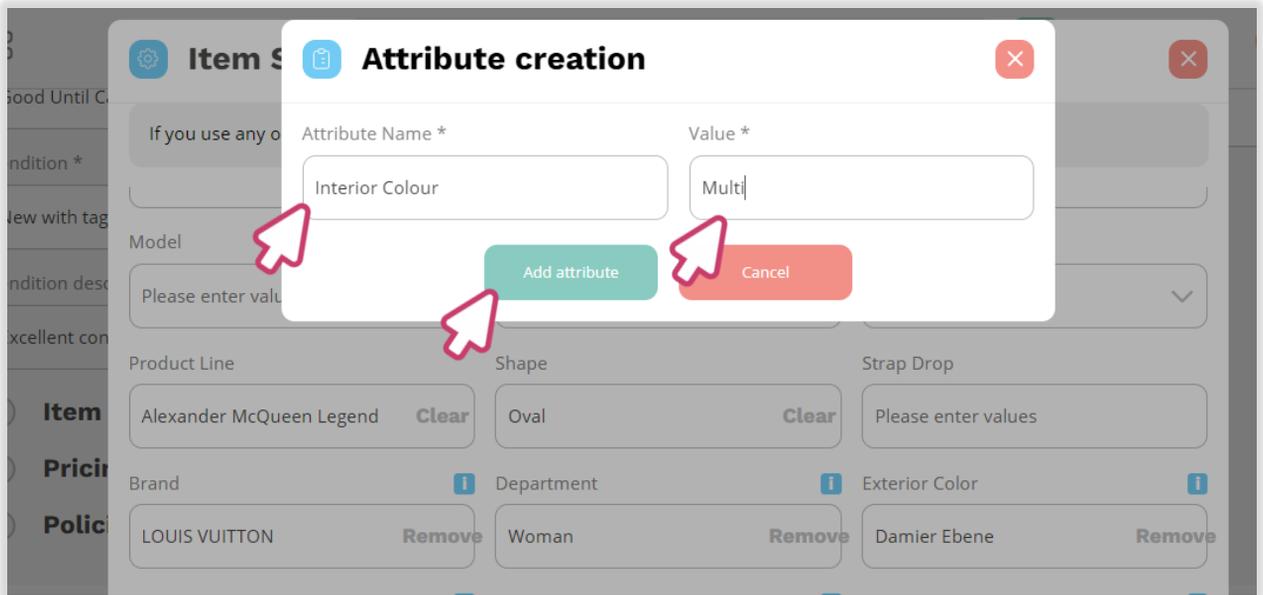
Custom attribute

Create Attribute

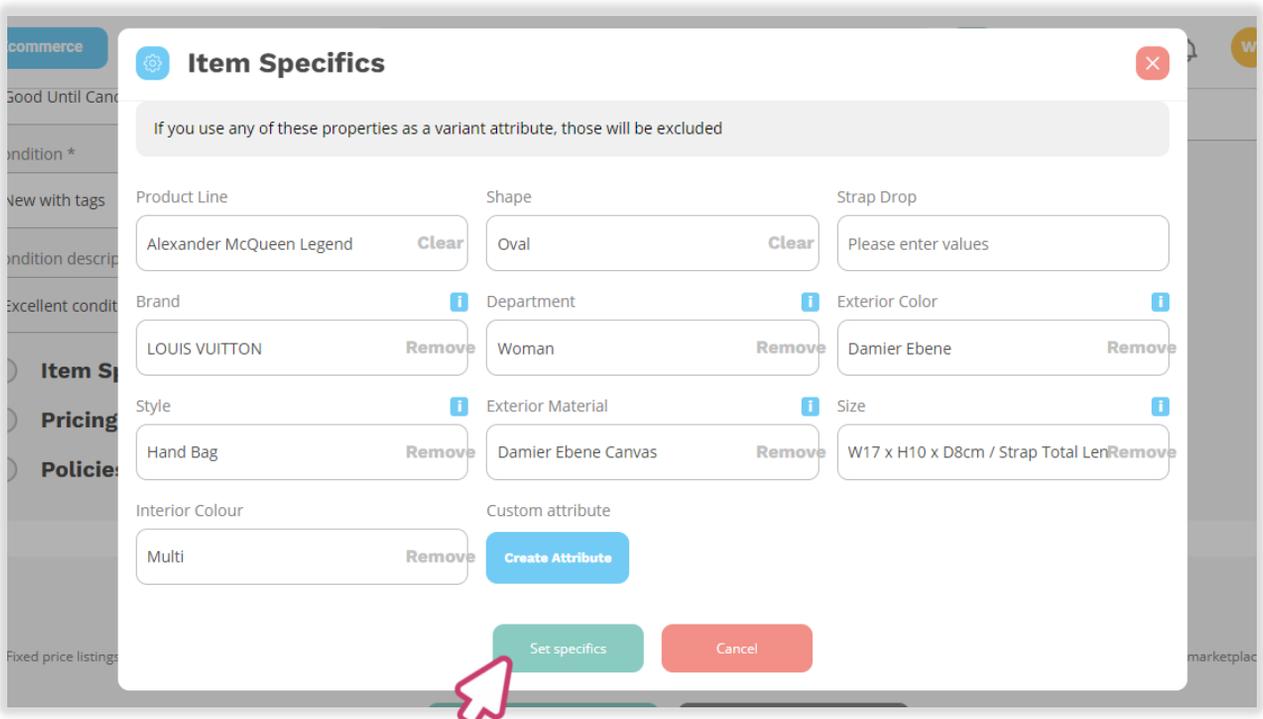
Set specifics Cancel

## Item specifics

From the pop-up screen, key-in the attribute name and value. Then, click on the 'Add attribute' button.



Click on the 'Set specifics' button, once you are ready!



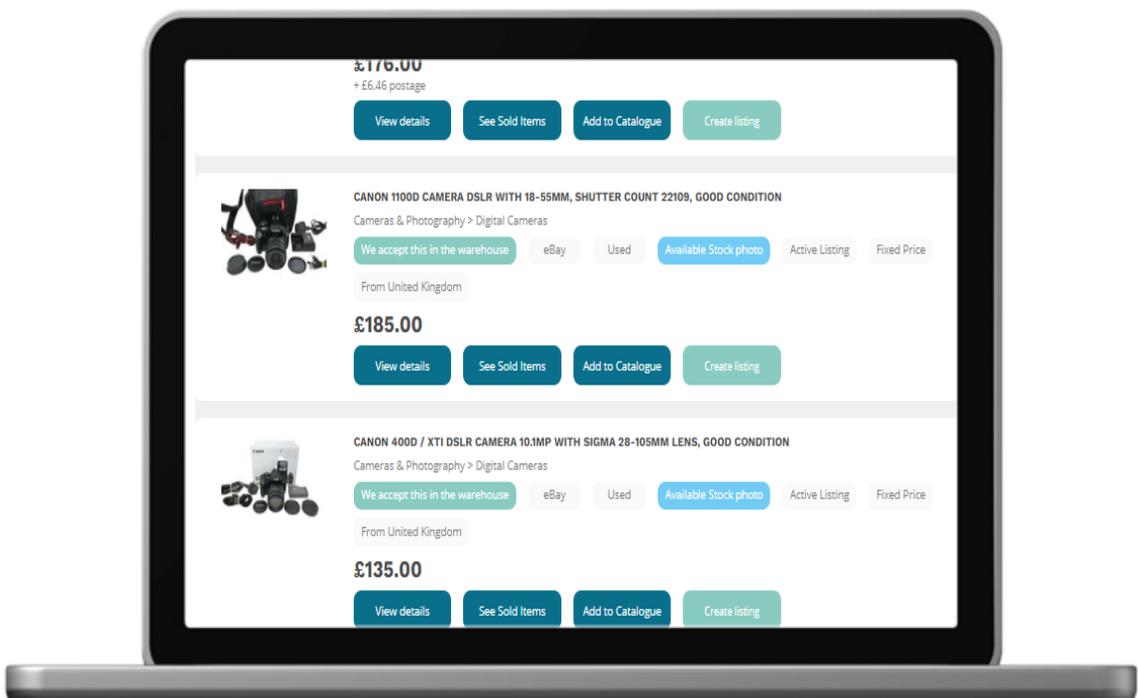


## Pricing and payment

Pricing is one of the top influencing factors. You should think carefully when setting up your price. Most customers will take the item's price into consideration when deciding whether to buy your item. Customers will bid on your item during a set period of 3 to 10 days, and the highest bidder at the close of the auction buys your item.

### Tips:

-  Avoid setting up your price based on what you want to achieve.
-  Don't presume what a customer might pay for your item.
-  Do your research!



## Pricing and payment

To set auction start price, 'Vat %', 'listing donation percentage' etc, click on the 'Pricing & Payment' edit button.

Condition \*

New with tags

Condition description

Excellent condition

Item Specifics [edit](#)

Pricing & Payment [edit](#)

Policies [edit](#)

From the pop-up screen, enter a reasonable amount as auction start price. If you set your price too low, the buyer may not think that the item is genuine.

You may want to set a 'Buy it Now' price as a backup, to give customers the option to buy the item immediately rather than bidding. Please research the market if you are not sure how much to price your item. (Buy it now price should not be less than start price).

Set a 'Reserve Price' - a minimum amount that you would want the item to sell for. Leave it blank if you do not want a reserve price.

**Pricing & Payment**

Auction start price \* Buy It Now Price Reserve Price

1,400 £ 1,500 £ 1,400 £

Vat % Listing donation Percentage

0 % 0 %

Best offer

Private listing

Allow buyers to remain anonymous to other eBay members.

[Set Pricing](#) [Cancel](#)

## Pricing and payment

- 🔗 Key-in item VAT %. (This applies only to 'new' items. Leave it blank if it does not apply).
- 🔗 Select your 'Listing Donation Percentage' (this is the amount you are donating for the item). If you are a charity, this should automatically be 100% in your settings.

**Pricing & Payment**

Auction start price \* 1,400 £

Buy It Now Price 1,500 £

Reserve Price 1,400 £

VAT 20 %

Donation Percentage 100 %

**Best offer**

**Private listing**  
Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel

- 🔗 Switch - On '**Best Offer**' if necessary. This allows buyers to submit an offer for what they are willing to pay (you can decide whether to accept or make a counter-offer).
- 🔗 Enter the amounts that you are willing to accept and the lowest amounts to automatically decline.

**Pricing & Payment**

Auction start price \* 1,400 £

Buy It Now Price 1,500 £

Reserve Price 1,400 £

VAT 20 %

Donation Percentage 100 %

**Best offer**

Automatically accept offers of at least 1,400 £

Automatically decline offers lower than 1,400 £

**Private listing**  
Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel



## Pricing and payment

- 🔗 Switch on 'Private Listing' if necessary, to keep bidder and buyer identities hidden from other eBay members.
- 🔗 Click on the 'Set pricing' button once all information are correctly entered.

The screenshot shows the 'Pricing & Payment' modal window on the eBay website. The window has a white background and a red close button in the top right corner. It contains several input fields and toggle switches. The 'Auction start price \*' field is set to 1,400 £. The 'Buy It Now Price' field is set to 1,500 £. The 'Reserve Price' field is set to 1,400 £. The 'VAT' field is set to 20 %. The 'Donation Percentage' field is set to 100 %. The 'Best offer' toggle is turned on. The 'Automatically accept offers of at least' field is set to 1,400 £. The 'Automatically decline offers lower than' field is set to 1,400 £. The 'Private listing' toggle is turned on, and a red mouse cursor arrow points to it. Below the 'Private listing' toggle is the text 'Allow buyers to remain anonymous to other eBay members.' At the bottom of the modal, there are two buttons: a teal 'Set Pricing' button and a red 'Cancel' button. A red mouse cursor arrow points to the 'Set Pricing' button.

**Pricing & Payment**

Auction start price \*      Buy It Now Price      Reserve Price

1,400 £      1,500 £      1,400 £

VAT      Donation Percentage

20 %      100 %

**Best offer**

Automatically accept offers of at least      Automatically decline offers lower than

1,400 £      1,400 £

**Private listing**

Allow buyers to remain anonymous to other eBay members.

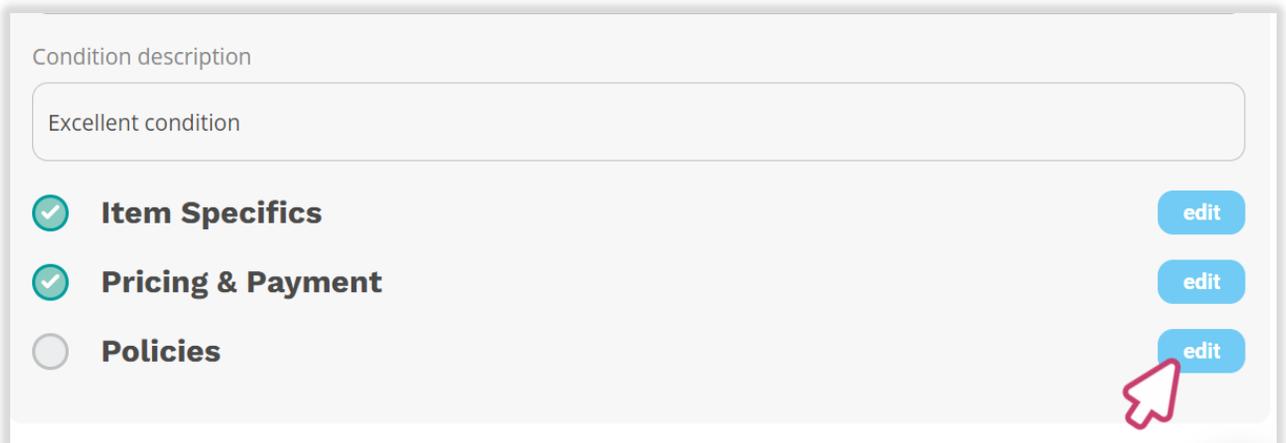
Set Pricing      Cancel

## eBay policies

When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship out the item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select when listing.

### To set policies:

🌐 Click on the 'edit' button.

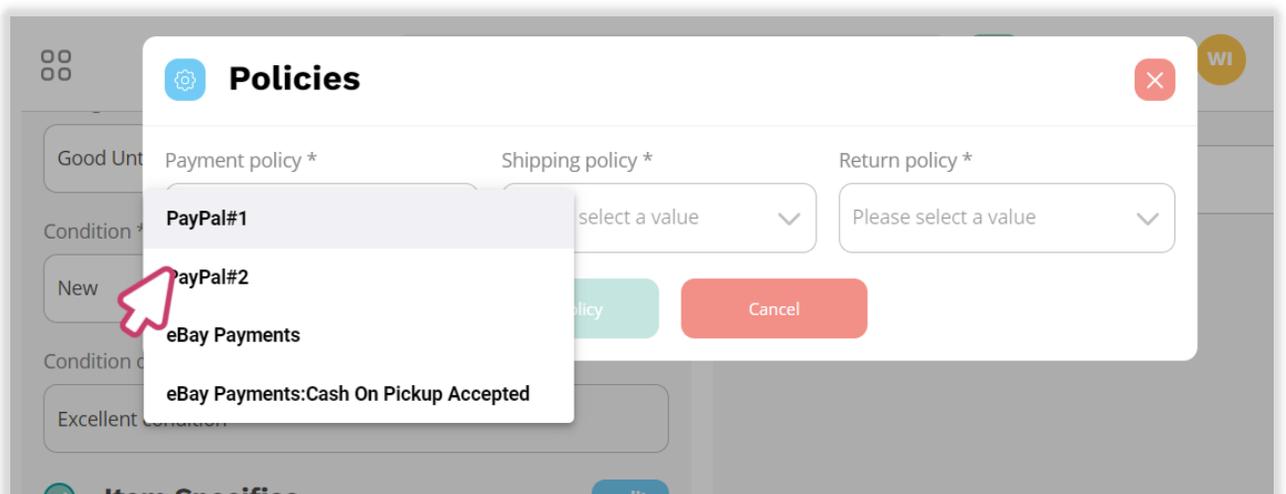


Condition description

Excellent condition

- Item Specifics** edit
- Pricing & Payment** edit
- Policies** edit

🌐 From the pop-up screen, click on the 'Payment policy' field and select a preferred payment policy.



**Policies**

Payment policy \* Shipping policy \* Return policy \*

PayPal#1 select a value Please select a value

PayPal#2

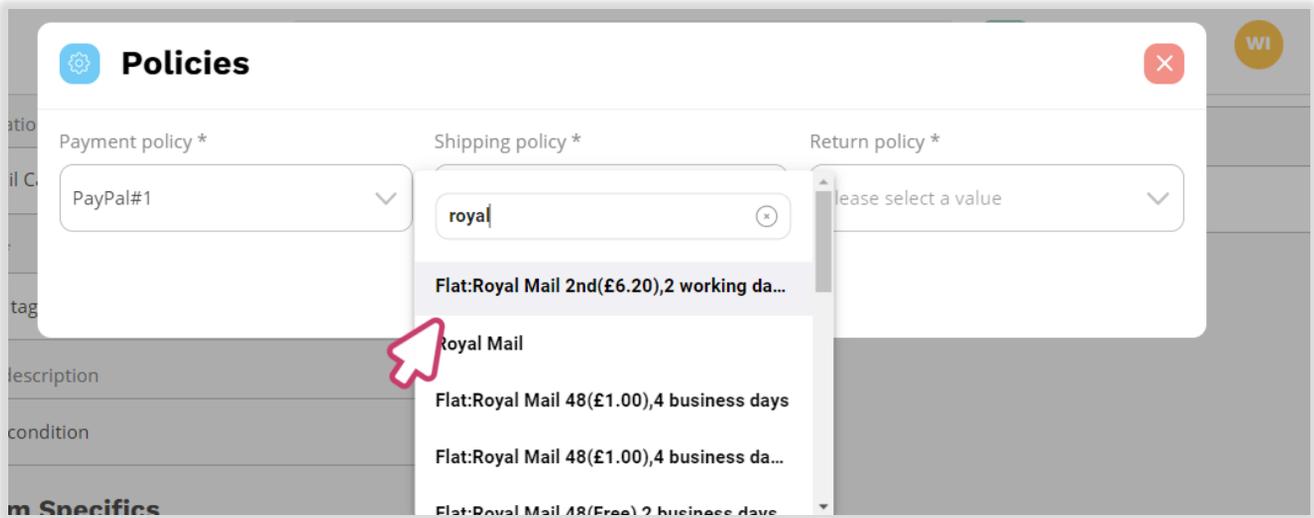
eBay Payments

eBay Payments:Cash On Pickup Accepted

Cancel

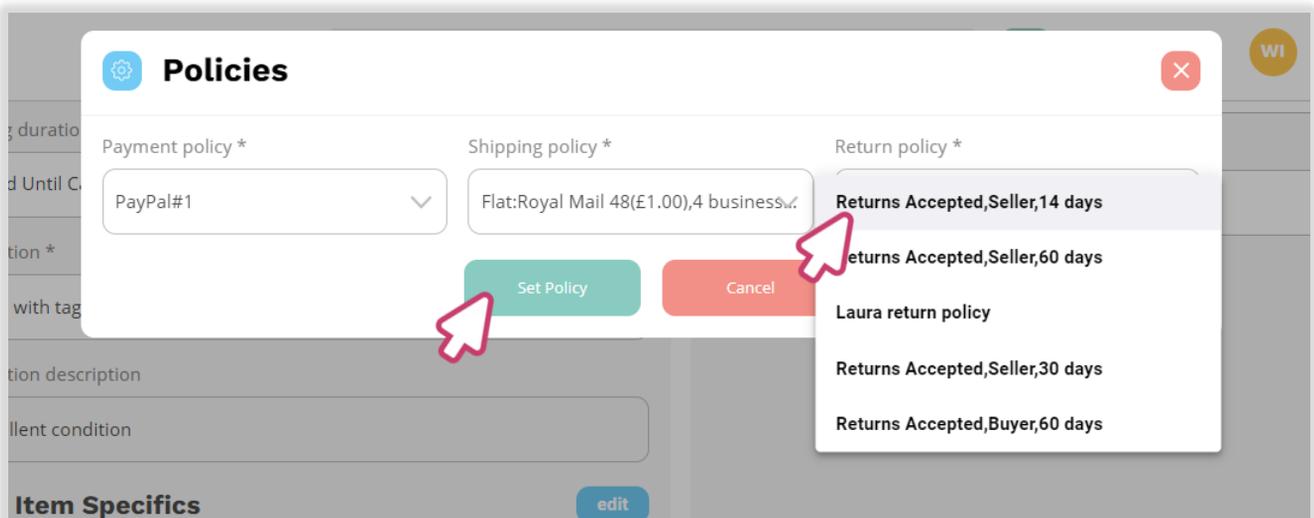
## eBay policies

- Click on the 'Shipping policy' field and select the relevant postage service provider.



- Click on 'Return policy' field and select a return policy.

- And then click on the 'Set Policy' button.





## Item Information

- Next, enter the 'The Tote/Box ID' where the item is stored. This can be a box or shelf number. Or select 'Does not apply'.
- Enter the item Gift Aid number or select 'Does Not Apply' from the drop-down if you don't have it.
- Select a 'source shop' this is where the item would be stored.
- Assign 'Custom SKU' (Stock Keeping Unit) to your item, if necessary. Otherwise, leave blank as the system will automatically assign a SKU to the item.
- Item 'Quantity' will automatically be set to 1 for auction style listing.
- Enter item identifier number (EAN). Identification number makes it easier for customers to find your item, so please be sure to fill in this field). If your item doesn't have an EAN, click the text field and select Does Not Apply.

✔ **Item Specifics** edit

✔ **Pricing & Payment** edit

✔ **Policies** edit

### Item's information

Total/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN *
<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Shoptown Industries -Shop"/>	<input type="text" value="SKU001"/>	<input type="text" value="1"/>	<input type="text" value="Does Not Apply"/>

I want to follow messages on my dashboard related to this item

Create Listing Save as a draft Save as a template Cancel

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## Submit your listing

Once all the item information are entered, click on the 'Create listing' button.

- ✔ **Item Specifics** [edit](#)
- ✔ **Pricing & Payment** [edit](#)
- ✔ **Policies** [edit](#)

### Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN *
<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Shoptown Industries -Shop"/>	<input type="text" value="SKU001"/>	<input type="text" value="1"/>	<input type="text" value="Does Not Apply"/>

I want to follow messages on my dashboard related to this item

[Create Listing](#) [Save as a draft](#) [Save as a template](#) [Cancel](#)

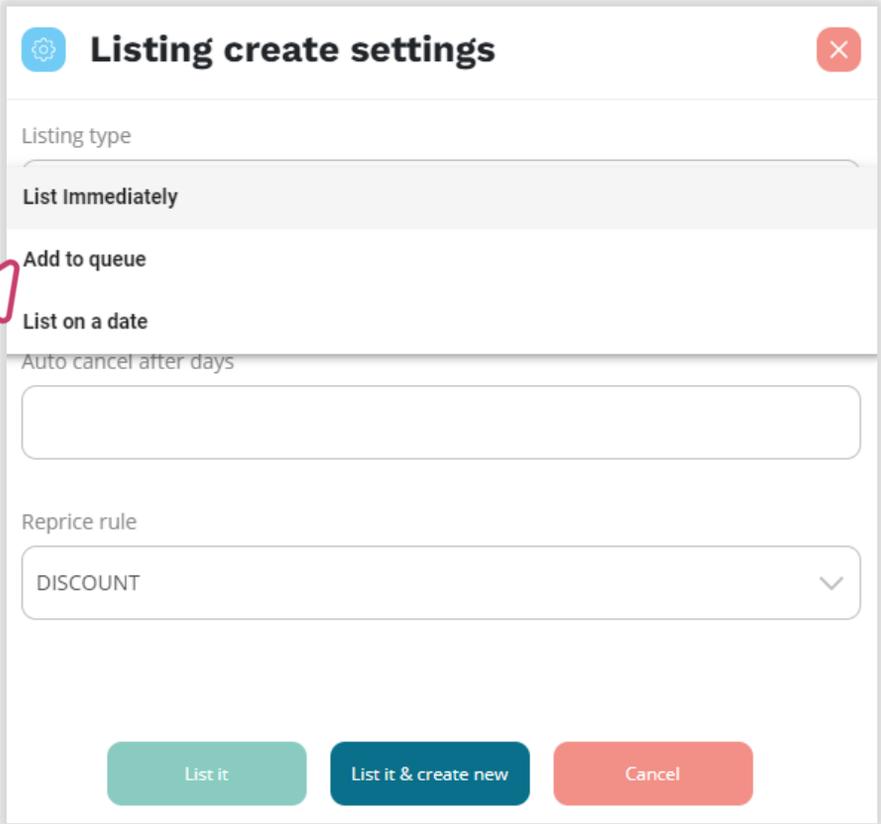
Home Privacy Policy Terms of Service Developer Centre v2.0.3



## Listing options

Once you've clicked on 'Create listing' button, you will be prompted to select one listing type:

-  **List immediately** - when you want the item to go live instantly.
-  **Add to queue** - means the item will be sent to eBay at a scheduled time that you have determined within your settings.
-  **List on date** - a set date that you want the item to go live on eBay.

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon on the left and a red close button on the right. Below the title bar, there are three radio button options for "Listing type": "List Immediately" (selected), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below these options is a text input field for "Auto cancel after days". Further down is a dropdown menu for "Reprice rule" with "DISCOUNT" selected. At the bottom of the dialog are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red).



## Listing options

If you've selected 'Add to queue' as your listing option,

- 🔗 Tick the 'Relist automatically' box, so if the item doesn't sell after the listing period, Shopiago will automatically relist the item for another chance of a sale.
- 🔗 Enter value(s) for auto-relists.
- 🔗 Click on the 'Reprice rule' field to select a rule is necessary, or leave as default.
- 🔗 Finally, click 'List it' or 'list it & create new' button.

The screenshot shows a white dialog box titled "Listing create settings" with a red close button in the top right corner. The dialog contains the following fields and controls:

- Listing type:** A dropdown menu with "Add to queue" selected. A red arrow points to the dropdown arrow.
- Relist automatically \*:** A checkbox that is checked. A red arrow points to the checkbox.
- Number of automatic relists:** A text input field containing the number "2". A red arrow points to the input field.
- Reprice rule:** A dropdown menu with "Auction Reprice" selected. A red arrow points to the dropdown arrow.
- Buttons:** At the bottom, there are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red). Red arrows point to the "List it" and "List it & create new" buttons.

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**Happy Selling!**

If you need further help or support,  
please write to us at [help@shopiago.com](mailto:help@shopiago.com)