



Warehouse User Guide

How to Clone a Marketplace Fixed price listing

Version 2.0.2



How to clone an existing 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 Marketplace catalogue, which includes the item title, brand, attributes and category etc. It will drop this information into the listing form, and you can modify or add additional information. You can then list the item to your chosen Marketplaces. For more information about the eBay cloning listings policy, please click [here](#).

To match-up an existing Marketplace listing;

- 🔍 Login to a lister account.
- 🔍 From the dashboard, click on the 'search bar' at the top to match up an existing listing by name, photo, or barcode.
- 🔍 Use the 'Search filter' at the top righthand side of the pop-up screen, to enhance your search.

The screenshot shows the Shopiago dashboard with a search bar at the top containing the text "GUCCI 449654 WOMEN HANDBAG DOME RED LEAT". Below the search bar, there are 30 results for "women gucci handbag". The first two results are for the "GUCCI 449654 WOMEN HANDBAG LEATHER CROSS BODY SHOULDER BAG PURSE GIFT FOR HER". The first result is a black bag, and the second is a red bag. Both are priced at £850.00 and are from the United Kingdom. The third result is the "GUCCI SUPREME DIONYSUS SUPER MINI CROSS BODY BAG". On the right side of the screen, there is a dropdown menu for "Marketplaces (eBay...)" with a list of marketplaces to select from. The selected marketplace is "eBay UK". Other marketplaces listed include eBay Australia, eBay France, eBay Germany, eBay Ireland, eBay United States, Amazon UK, and Shopiago. The "Search" button is at the bottom right of the dropdown menu.

Source	Condition	Buying Format	Marketplace	EAN	ISBN
Marketplaces (eBay...)	New	Please select a Buyi...	eBay UK <input checked="" type="checkbox"/>	Please type EAN	Please type ISBN
			eBay Australia <input type="checkbox"/>		
			eBay France <input type="checkbox"/>		
			eBay Germany <input type="checkbox"/>		
			eBay Ireland <input type="checkbox"/>		
			eBay United States <input type="checkbox"/>		
			Amazon UK <input checked="" type="checkbox"/>		
			Shopiago <input checked="" type="checkbox"/>		



How to clone an existing Marketplace listing

Once you've found your item, click on the 'View details' button, to see the item information.

29 results for «GUCCI 449654 WOMEN HANDBAG DOME RED LEATHER CROSS BODY SHOULDER BAG»
The results are matching fewer words!

Sorting

Source: Marketplaces (eBay...)

Condition: New

Buying Format: Please select a Buy...

Marketplace: eBay UK ☒ eBay Australia ☐ eBay France ☐ eBay Germany ☐ eBay Ireland ☐ eBay United States ☐ Amazon UK ☒ Shopiagio ☒

EAN: Please type EAN

ISBN: Please type ISBN

Search Set as Defaults

GUCCI 449654 WOMEN HANDBAG DOME RED LEATHER CROSS BODY SHOULDER BAG GIFT FOR HER
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags
We accept this in the warehouse eBay New with tags Active Listing
Fixed Price From United Kingdom
£850.00
View details See Sold Items Add to Catalogue Create listing

GUCCI 449654 WOMEN HANDBAG LEATHER CROSS BODY SHOULDER BAG PURSE GIFT FOR HER
This result is matching for fewer words
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags
We accept this in the warehouse eBay New with tags Active Listing
Fixed Price From United Kingdom
£850.00
View details See Sold Items Add to Catalogue Create listing

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

bottom.Fully lined with interior pocket - The bag comes in its Gucci dust bag with care booklet and controllato card Style n. : 449654 6420 "Dome" MADE IN ITALY Condition : New with tags, never been used Colour : Red This bag is also available in black, in light brown and in grey, please...

Show more

Brand	Gucci	Department	Women
Exterior Colour	Red	Exterior Material	Leather
Style	Shoulder Bag	Bag Depth	12 cm
Bag Height	19 cm	Bag Width	24 cm
Closure	Zip	Handle/Strap Colour	Red
Handle/Strap Material	Leather	Lining Material	Canvas
Pattern	GG Microguccissima	Product Line	Gucci Dome
Size	Small	Vintage	No
Hardware Colour	Gold	Occasion	Casual, Formal, Party/Cocktail

SELLING PRICE
£850.00
Free shipping

Create Listing Search for Similar See Sold Items Add to Catalogue

Source: Marketplaces (eBay...)

Condition: New

Buying Format: Please select a Buy...

Marketplace: eBay UK ☒ eBay Australia ☐ eBay France ☐ eBay Germany ☐ eBay Ireland ☐ eBay United States ☐ Amazon UK ☒ Shopiagio ☒

EAN: Please type EAN

ISBN: Please type ISBN

Search Set as Defaults



How to clone an existing Marketplace listing

🔍 From the next page, select 'Fixed price listing' as the buying format.

🔍 Then select single or multiple Marketplace(s) for the listing.

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 only 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.

☒ ebay

☐ Etsy

☒ shopify

🔍 Check that the item title is correct and modify if necessary.

☒ Fixed Price Listing

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☒ ebay

☐ Etsy

☒ shopify




Listing Title

Gucci 449654 Women Handbag Dome Red Leather Cross body Shoulder Bag Gift For Her





Search on eBay



How to clone an existing Marketplace listing

-  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.

Gucci 449654 Women Handbag Dome Red Leather Cross body Shoulder Bag Gift For Her

Search on eBay

Description *

Plain text

eBay

Shopify

Description *

Essential details: Microguccissima light brown leather crossbody shoulder bag with detachable/adjustable shoulder strap - Dual handles - Top zip closure - Flat bottom.
Fully lined with interior pocket - The bag comes in its Gucci dust bag with care booklet and controllato card

Style n. : 449654 2754 " Dome" MADE IN ITALY
Condition : New with tags, never been used

Colour : Light brown-beige

This bag is also available in red, in grey and in black, please check our other listings or contact us

Measurements : L 9.5" x H 7.5" x D 5"

Material : 100% leather



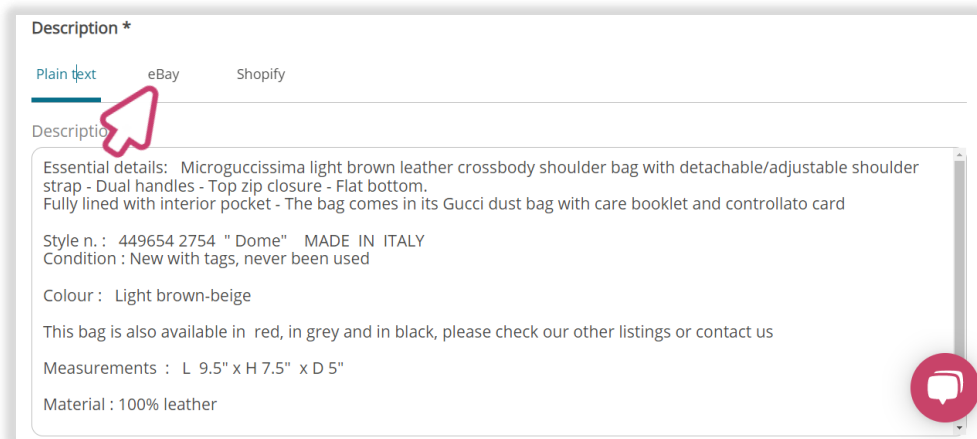


How to clone an existing Marketplace listing

If you are listing to multiple Marketplaces, please note that each Marketplace has it's own listing description features.

The plain text Description field will be used on every Marketplace. You can add an HTML template or edit the listing description for eBay only.

- 🔗 To edit or format the listing description for eBay, click on the 'eBay' on the description tab.

A screenshot of the "Description *" section in a marketplace interface. At the top, there are three tabs: "Plain text", "eBay", and "Shopify". The "eBay" tab is selected and highlighted with a red arrow. Below the tabs is a text area containing the following text:

Essential details: Microguccissima light brown leather crossbody shoulder bag with detachable/adjustable shoulder strap - Dual handles - Top zip closure - Flat bottom.
Fully lined with interior pocket - The bag comes in its Gucci dust bag with care booklet and controllato card

Style n.: 449654 2754 "Dome" MADE IN ITALY
Condition : New with tags, never been used

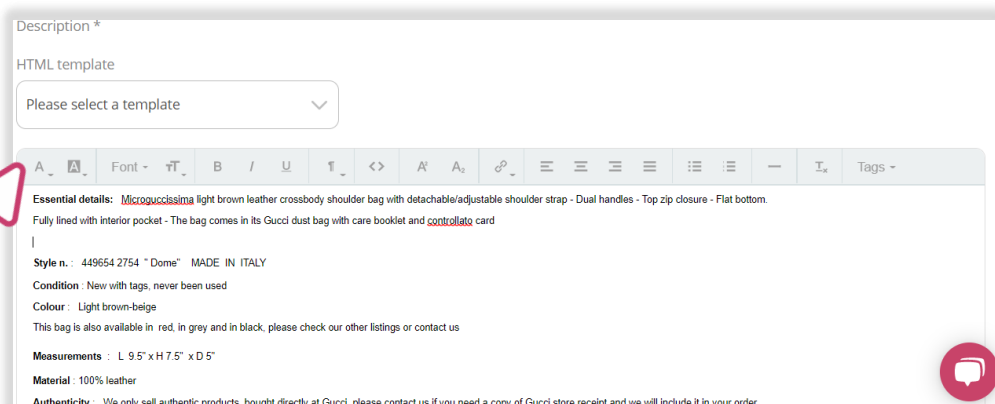
Colour : Light brown-beige

This bag is also available in red, in grey and in black, please check our other listings or contact us

Measurements : L 9.5" x H 7.5" x D 5"

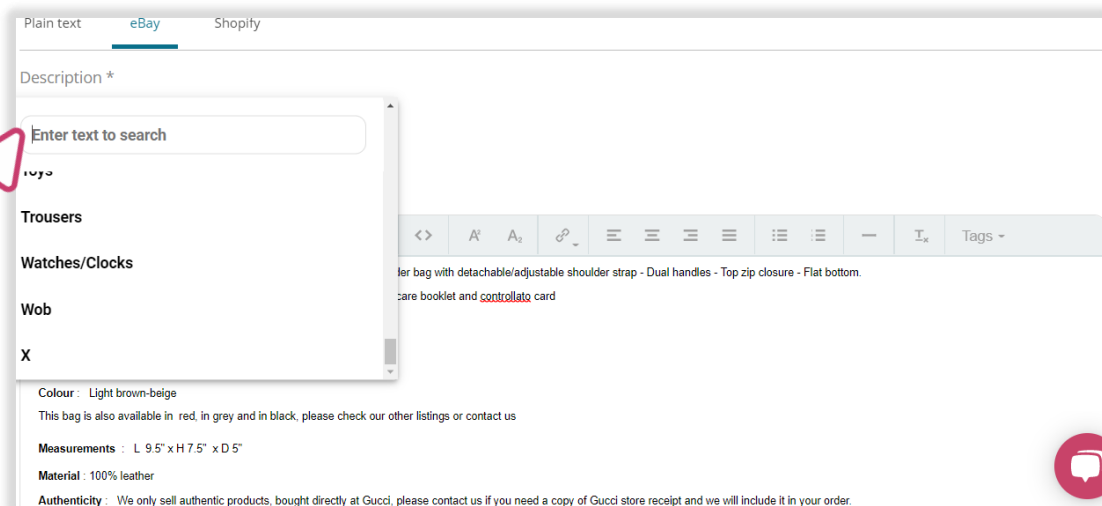
Material : 100% leather

- 🔗 Then, use the formatting tools and format the description text to how you want it.

A screenshot of the "Description *" section in a marketplace interface, showing the formatting tools. At the top, there is a dropdown menu labeled "HTML template" with the text "Please select a template". Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, etc.). The text area below the toolbar contains the same text as the previous screenshot, but with some words highlighted in red: "Microguccissima" and "controllato". A red arrow points to the "Microguccissima" text.

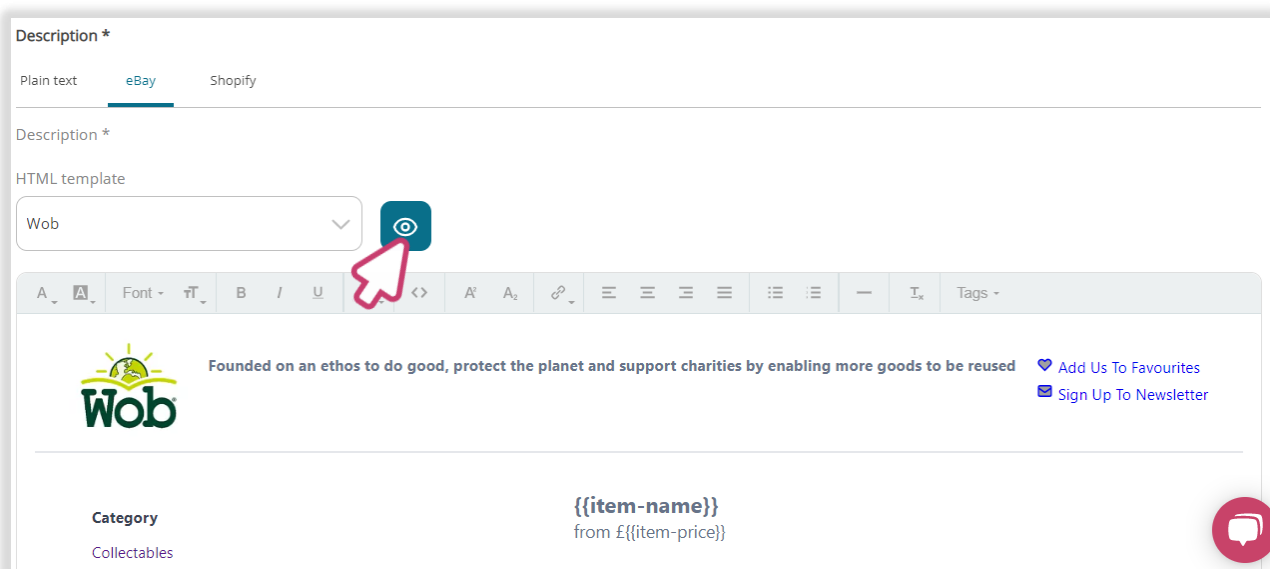
Item description

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




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

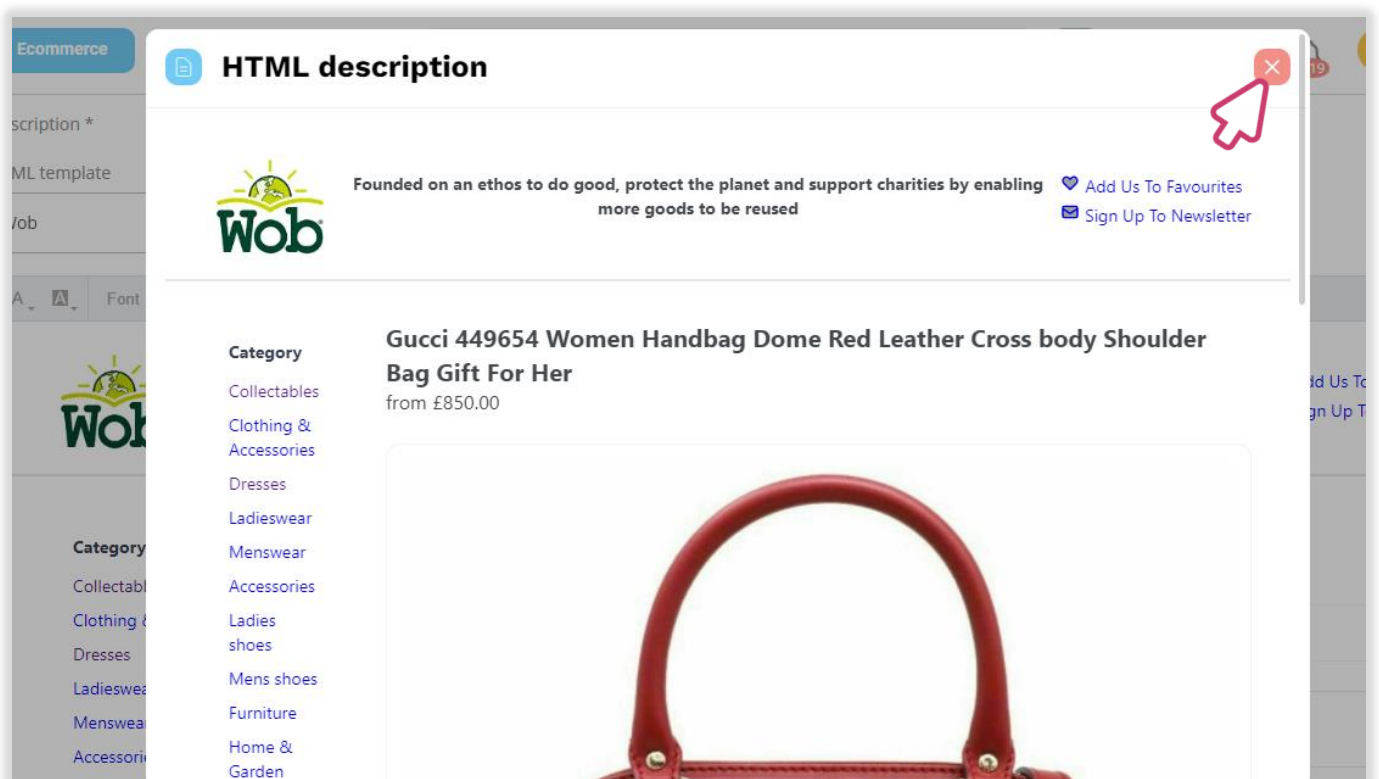
- 🌐 To preview selected HTML template, click on the 'Quick view' icon.





Item description

 And press the 'ESC' on your keyboard or click the 'Close' icon to go back to the listing form once you are ready!

A screenshot of the shopiago HTML description editor. The interface is divided into a left sidebar and a main content area. The sidebar contains a "Category" list with options like "Collectables", "Clothing & Accessories", "Dresses", "Ladieswear", "Menswear", "Accessories", "Ladies shoes", "Mens shoes", "Furniture", "Home & Garden", and "Collectable". The main content area is titled "HTML description" and features the Wob logo, a mission statement, and a product listing for a Gucci handbag. A red cursor icon points to a close button in the top right corner of the editor.

Ecommerce

description *

ML template

Job

A A Font

Wob

Category

Collectable

Clothing &


Dresses

Ladieswea

Menswea

Accessori

HTML description

 Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused

[Add Us To Favourites](#)

[Sign Up To Newsletter](#)

Category

Collectables

Clothing & Accessories

Dresses

Ladieswear

Menswear

Accessories

Ladies shoes


Mens shoes

Furniture

Home & Garden

Gucci 449654 Women Handbag Dome Red Leather Cross body Shoulder Bag Gift For Her

from £850.00



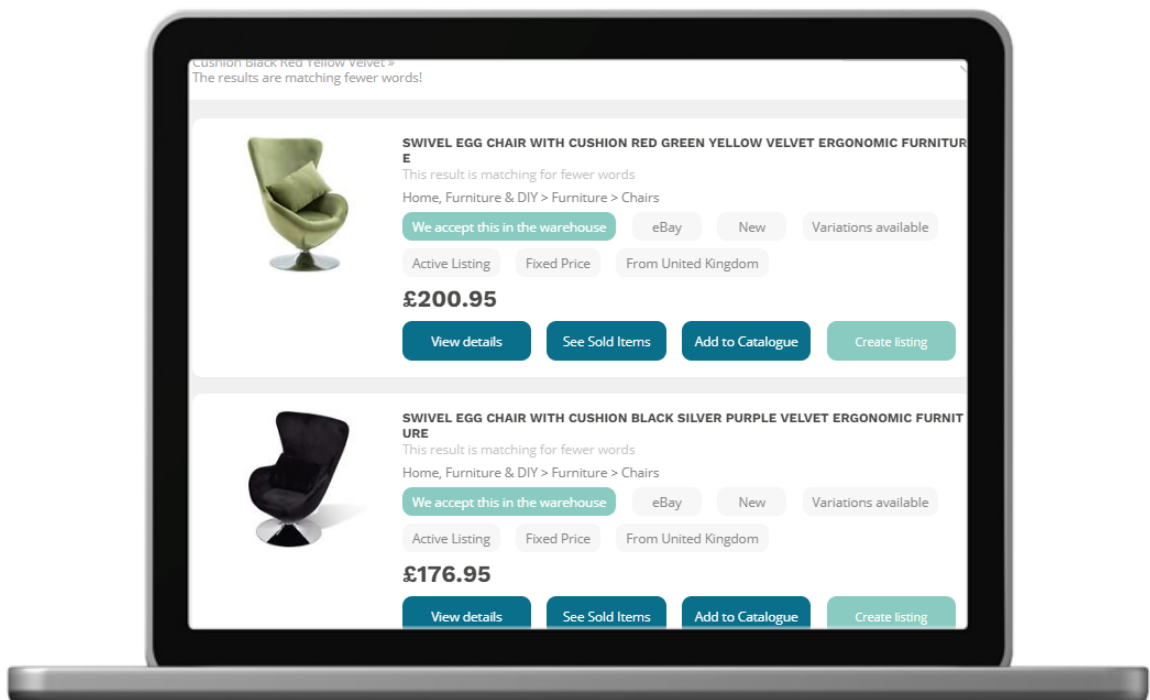


Setting up your item price, location, and adding tag(s)

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.

Tips:

- 🕒 Avoid setting up your price based on what you want to achieve.
- 🕒 Don't presume what a customer might pay for your item.
- 🕒 Use the Shopiago market research tool, to find out the recommended item price.




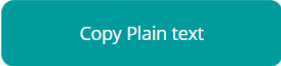


Setting up your item price, location and adding tag(s)

- Once you've decided on the item price, click on the 'Price' field and enter the item price. This will appear on selected Marketplace(s).
- Click on the 'location' field and select the item location.
- You can add tag(s) to the item. This is for internal use for categorising listings.
- Turn-on 'Job Lot Item' toggle switch, if you are selling the item as a group. If not, leave as default.


- 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.


BY WORLD OF BOOKS GROUP



Price


Location *

 Custom SKU

Tags

Collect in store ☐

Job lot item ☒









Adding photo(s) to your listing

Displaying 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 search) and show the item photo 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.





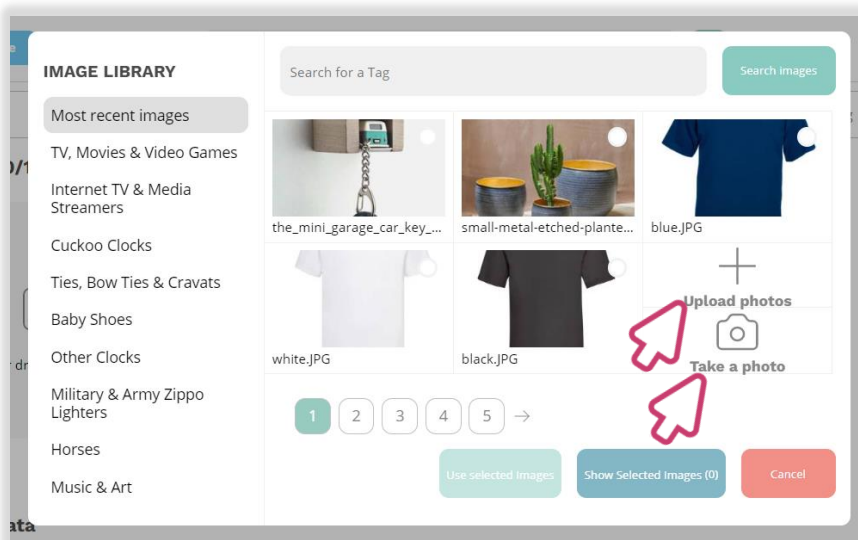
Adding photo(s) to your listing

To add additional photo(s);

- 🖱️ If there is no item image(s) or to add additional image(s), click on the 'Photo icon' to select the item photo(s) from your Shopiago image library, PC or mobile device. You can also drag & drop the item images into the centre of the upload photo icon area.

A screenshot of the Shopiago listing form. At the top, there are fields for "Price" (850.00), "Location *" (WH2), and "Tags" (women's bag). Below these is a section titled "Images (1/12)". On the left, there is a thumbnail of a red handbag. On the right, there is a large grey area with a camera icon and the text "Browse or drop your images here". A pink arrow points to the camera icon. In the bottom right corner, there is a red circular button with a white speech bubble icon.

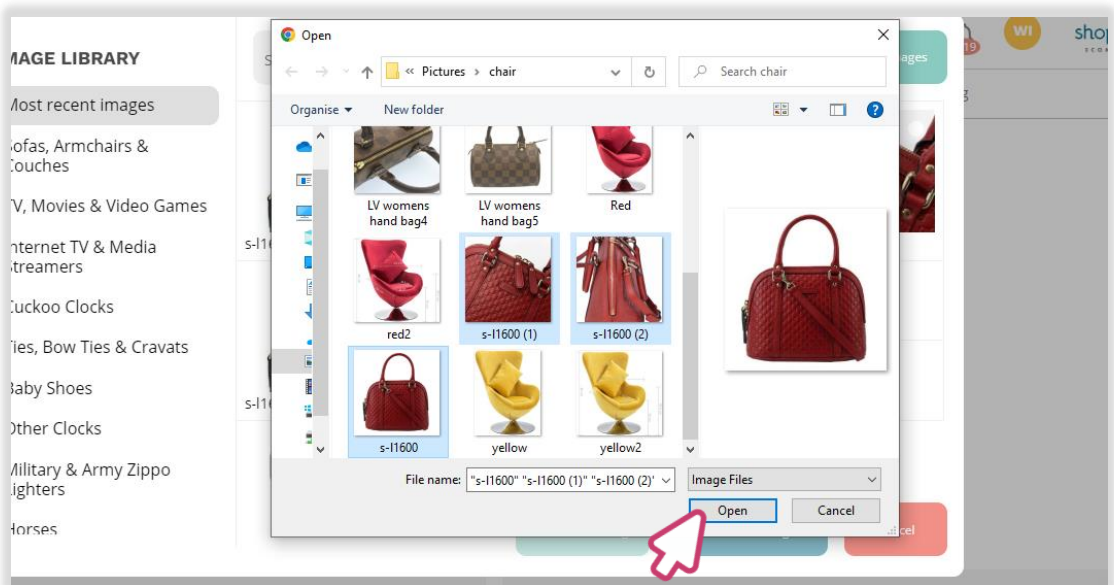
- 🖱️ From the pop-up screen, click on the 'Upload photos' icon to upload photo(s) already stored on your pc or mobile devices.
- 🖱️ You can also take photo(s) directly from your mobile device or PC camera by clicking the 'Take a photo' icon.



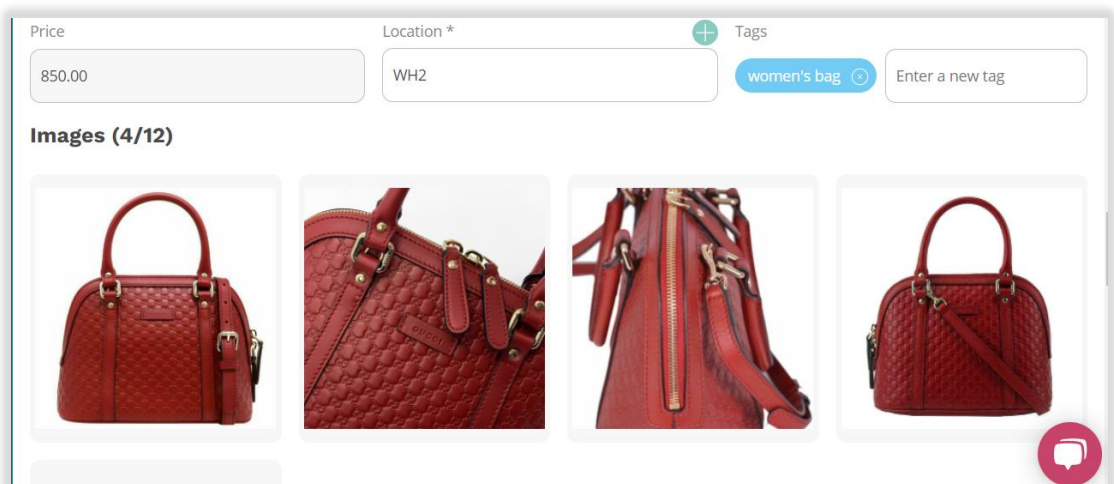
Adding photo(s) to your listing

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.

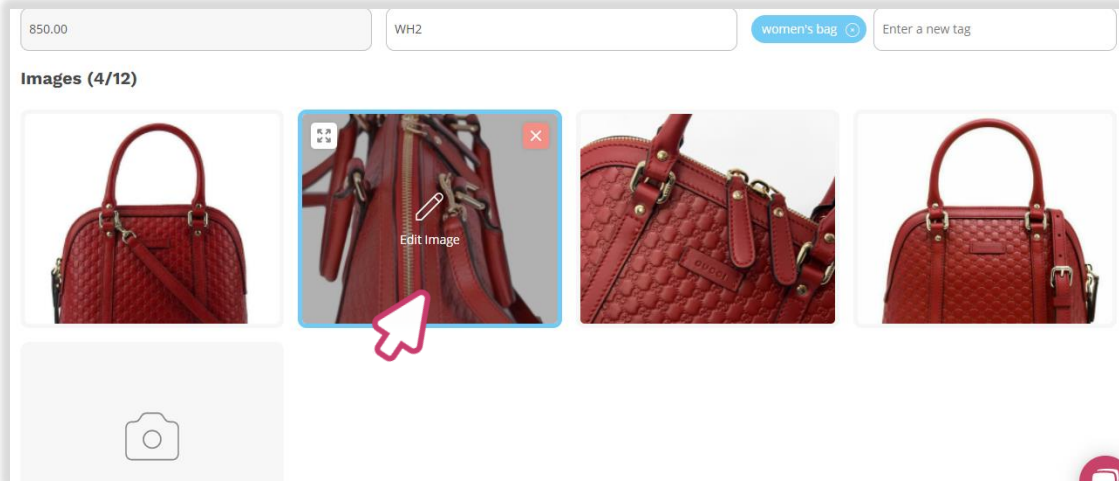


- 🖱 Uploaded photos should then appear on the listing form.

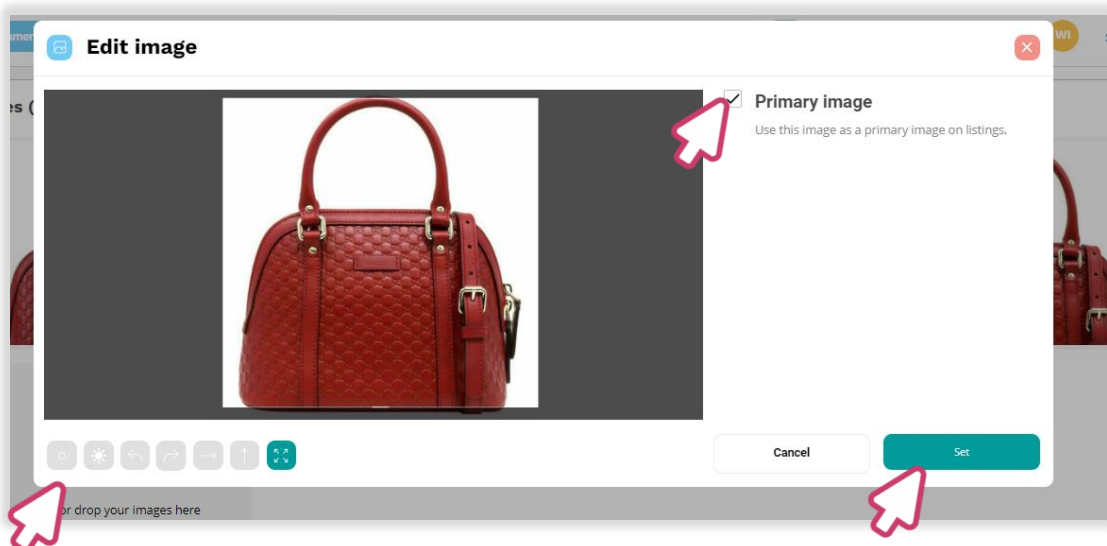


Adding photo(s) to your listing

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





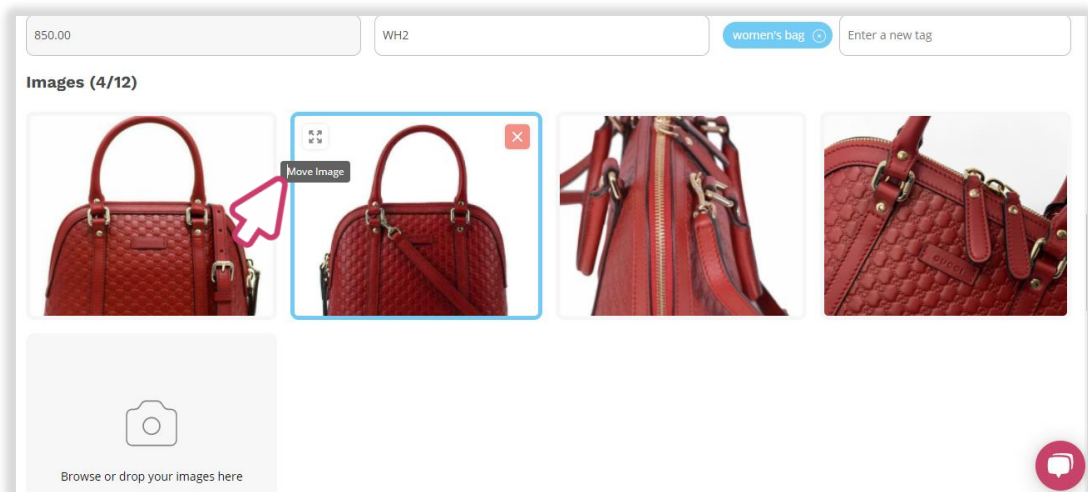
- From the photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right-hand side of the screen.
- To crop image, click on the 'Crop' icon, highlight preferred image area,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





Adding photo(s) to your listing

-  To rearrange photo(s), hover your mouse to 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 'Move image' icon then, drag the image to the main position.





Updating eBay listing information

- For eBay, select the correct 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 item category will be pre-populated. If not, click on 'Suggest relevant categories'.

The image shows two side-by-side forms for selecting an account and entering listing information. The left form is for eBay, and the right form is for Shopify.

eBay Form:

- Account *: jnohu92 - United Kingdom
- Custom Listing Title (80 chars) *: Gucci 449654 Women Handbag Dome Red Leather Cross Body Shoulder Bag C
- Category: Clothes, Shoes & Accessories > Women > Men's Accessories > Handba
- Category selection table:

eBay Category	Secondary eBay Category
Business, Office & Industrial	Baby
Cameras & Photography	Kids
Cars, Motorcycles & Vehicles	Men
Clothes, Shoes & Accessories	Specialty
Coins	Women
Collectables	
Computers/Tablets & Networking	

Shopify Form:

- Account *: rpdlst
- Custom Listing Title (255 chars) *: Gucci 449654 Women Handbag Dome Red Leather Cross Body Shoulder Bag C
- Published on *: Please select a value
- Product type:
- Customer shipping address required: ☐
- Vendor:

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

The image shows a pop-up window titled "Best matching categories" with a search icon and a close button. The text inside says: "Based on your listing title we search through eBay categories to find some that might fit your item".


The list of categories is:

- Clothes, Shoes & Accessories > Men > Men's Accessories > Bags
- Home, Furniture & DIY > Luggage & Travel Accessories > Luggage > Holdalls/ Duffle Bags
- Clothes, Shoes & Accessories > Women > Women's Accessories > Handbag Accessories
- Clothes, Shoes & Accessories > Women > Women's Bags & Handbags



At the bottom, there are two buttons: "Confirm" and "Cancel".



Updating eBay 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.

Listing Data

Account *	Account *
 jnohu92 - United Kingdom	 rpdlist
Custom Listing Title (80 chars) * Gucci 449654 Women Handbag Dome Red Leather Cross Body Shc	Custom Listing Title (255 chars) * Gucci 449654 Women Handbag Dome Red Leather Cross Body Shc
Category Clothes, Shoes & Accessories > Women > Women's Accessorie	Published on * Please select a value
Suggest relevant categories	Product type

 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) * Gucci 449654 Women Handbag Dome Red Leather Cross Body Shc	Custom Listing Title (255 chars) * Gucci 449654 Women Handbag Dome Red Leather Cross Body Shc
Category 	Published on * Please select a value
Suggest relevant categories	Product type
Customer shipping address required <input type="checkbox"/>	
Vendor	

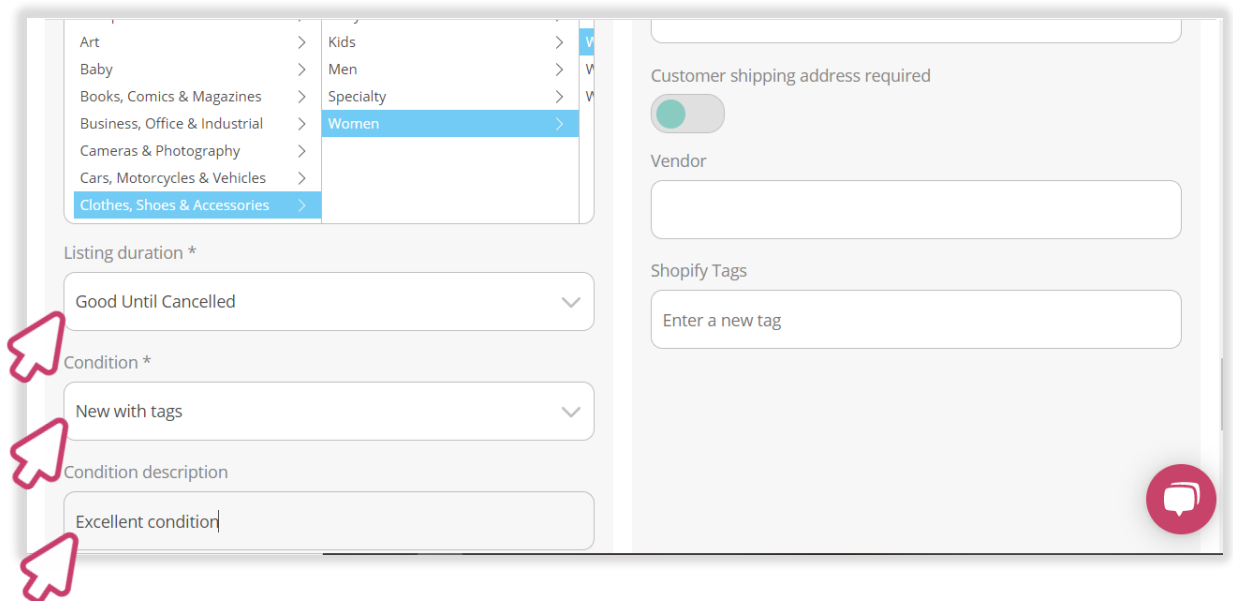
eBay Category  Secondary eBay Category

Business, Office & Industrial	>	Baby	>	W
Cameras & Photography	>	Kids	>	W
Cars, Motorcycles & Vehicles	>	Men	>	W
Clothes, Shoes & Accessories	>	Specialty	>	W
Electables	>	Women	>	
Computers/Tablets & Networking	>			
Crafts	>			



Updating eBay listing information

-  Listing duration will automatically be selected.
-  Select the item condition from the drop-down menu.
-  Manually type in the item condition into the description field.






The screenshot shows the eBay listing update interface. On the left, a category selection menu is open, showing a list of categories with "Clothes, Shoes & Accessories" selected. Below this, the "Listing duration *" field is set to "Good Until Cancelled". The "Condition *" field is set to "New with tags". The "Condition description" field contains the text "Excellent condition". On the right, there are fields for "Customer shipping address required" (a toggle switch), "Vendor" (a text input field), and "Shopify Tags" (a text input field with the placeholder "Enter a new tag"). A red speech bubble icon is located in the bottom right corner of the form.






Item specifics

Item specifics are required when listing to eBay. Using item specifics can really 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 at least 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.

A screenshot of a web interface for listing an item. On the left, there are three sections: 'Listing duration *' with a dropdown menu set to 'Good Until Cancelled', 'Condition *' with a dropdown menu set to 'New with tags', and 'Condition description' with a text input field containing 'Excellent condition'. Below these is a list of three sections: 'Item Specifics' (with a green checkmark icon), 'Pricing & Payment' (with a red X icon), and 'Policies' (with a red X icon). To the right of each section is a blue 'edit' button. A red hand-drawn arrow points to the 'edit' button for 'Item Specifics'. On the right side of the interface, there is a 'Shopify Tags' section with a text input field labeled 'Enter a new tag'.

- From the pop-up screen, enter or modify all item specifics that are necessary.
- To add custom attribute(s), click on the 'Attribute' button at the bottom of the screen then, enter attribute name and value from the pop-up screen.
- Click on the 'Set specifics' button, once you are ready!

A screenshot of a pop-up window titled 'Item Specifics'. At the top, it says 'If you use any of these properties as a variant attribute, those will be excluded'. Below this is a list of color options: Beige, Black, Blue, Brown, Gold, Grey, Multicoloured, Pink, Purple, and Red (which is checked). To the right of these is a text input field containing 'Balenciaga Blackout City' and a 'Clear' button. Below the color list is a search bar labeled 'Search for more values' and an 'Add' button. Further down, there are three sections: 'Personalise' with a dropdown menu set to 'No' and a 'Clear' button; 'Shape' with a dropdown menu set to 'Rectangle' and a 'Clear' button; and 'Strap Drop' with a text input field labeled 'Please enter values'. Below these is a 'Year Manufactured' dropdown menu set to '2010-2019' and a 'Clear' button. To the right of this is a 'Custom attribute' section with a 'Create Attribute' button. At the bottom of the pop-up are two buttons: 'Set specifics' (green) and 'Cancel' (red). A red hand-drawn arrow points to the 'Set specifics' button.



Pricing and payment

To set 'Vat %' and 'listing donation percentage' for the item, click on Pricing & Payment 'edit' button.

A screenshot of the 'edit item' form. On the left, there are three sections: 'Listing duration *' with a dropdown set to 'Good Until Cancelled', 'Condition *' with a dropdown set to 'New with tags', and 'Condition description' with a text field containing 'Excellent condition'. Below these are three toggleable sections: 'Item Specifics' (checked), 'Pricing & Payment' (unchecked), and 'Policies' (unchecked). Each section has an 'edit' button to its right. A red arrow points to the 'Pricing & Payment' edit button. On the right side of the form, there is a 'Shopify Tags' section with a text input field labeled 'Enter a new tag'.

- 🔗 From the pop-up screen, key-in item VAT %. (This applies only to 'new' bought goods. Leave it blank if the item is not new).
- 🔗 Click on 'Donation percentage' field to select a 'Listing Donation Percentage' for the item. (This is the amount you are donating for the item. If you are a charity then this should automatically be set to 100% in your settings).

A screenshot of the 'Pricing & Payment' pop-up form. The form has a title bar with a close button (X) in the top right. It contains two input fields: 'VAT' with the value '20' and a '%' symbol, and 'Donation Percentage' with the value '100' and a '%' symbol. Below these fields are two toggle switches: 'Best offer' (checked) and 'Private listing' (checked). Under 'Private listing' is the text 'Allow buyers to remain anonymous to other eBay members.' At the bottom of the form are two buttons: 'Set Pricing' (green) and 'Cancel' (red). A red arrow points to the 'VAT' field, and another red arrow points to the 'Donation Percentage' field. The background shows a blurred view of the item listing form.



Pricing and payment

- Switch on the 'Best Offer' toggle switch 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 amount you are willing to automatically accept as well as the lowest amount to automatically decline.
- Switch on 'Private Listing' if necessary, to keep buyers identities hidden from other eBay members.
- Click on the 'Set pricing' button to save changes.

A screenshot of the 'Pricing & Payment' dialog box from the shopiago interface. The dialog box is white with a blue header bar containing the title 'Pricing & Payment' and a red close button. It features several input fields and toggle switches. Red arrows point to the 'Best offer' toggle, the 'VAT' input field (set to 20%), the 'Donation Percentage' input field (set to 100%), the 'Automatically accept offers of at least' input field (set to 800), the 'Automatically decline offers lower than' input field (set to 800), the 'Private listing' toggle, and the 'Set Pricing' button. The background shows a blurred view of the shopiago website.

Pricing & Payment

VAT: 20 %

Donation Percentage: 100 %

☒ **Best offer**

Automatically accept offers of at least: 800 £

Automatically decline offers lower than: 800 £

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

Set Pricing **Cancel**



Policies

When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an 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 them when listing.

To set policies;

🔗 Click on the Policies 'Edit' button.

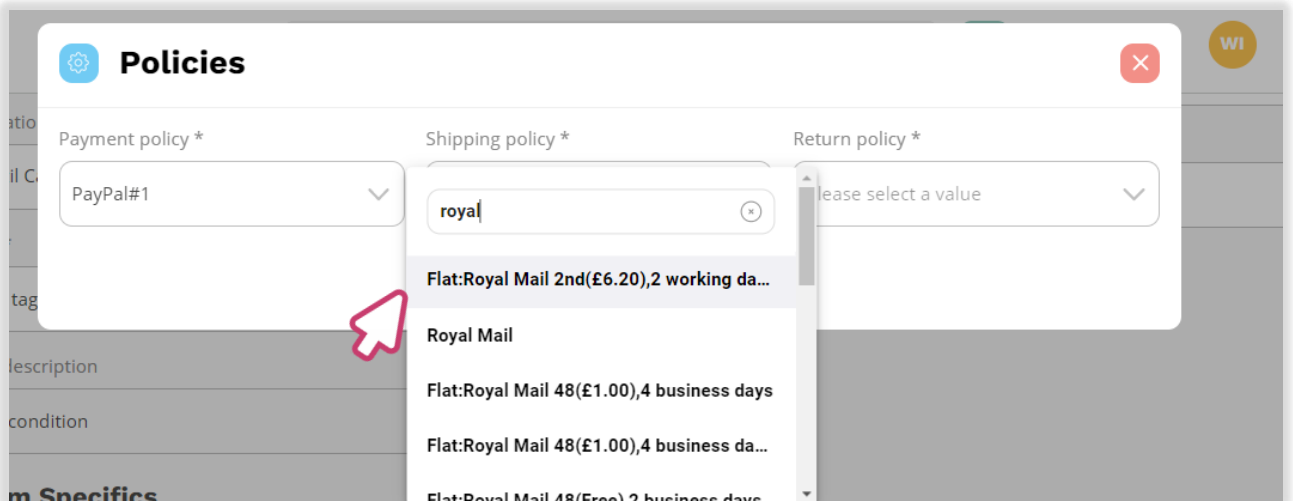
A screenshot of the Shopiago listing form. The form is divided into two main sections. The left section contains fields for "Listing duration *" (set to "Good Until Cancelled"), "Condition *" (set to "New with tags"), and "Condition description" (set to "Excellent condition"). Below these fields is a list of three sections: "Item Specifics" (checked), "Pricing & Payment" (checked), and "Policies" (unchecked). Each section has a corresponding "edit" button. A red mouse cursor is pointing at the "Policies" "edit" button. The right section is titled "Shopify Tags" and contains a text input field labeled "Enter a new tag".

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

A screenshot of the Shopiago "Policies" pop-up screen. The screen has a white background with a red close button in the top right corner. It features three dropdown menus: "Payment policy *" (with a list of options: "eBay Payments", "PayPal#1", "PayPal#2", and "eBay Payments:Cash On Pickup Accepted"), "Shipping policy *" (with the text "Please select a value"), and "Return policy *" (with the text "Please select a value"). Below the dropdowns are two buttons: "Set Policy" (green) and "Cancel" (red). A red mouse cursor is pointing at the "Payment policy" dropdown menu.

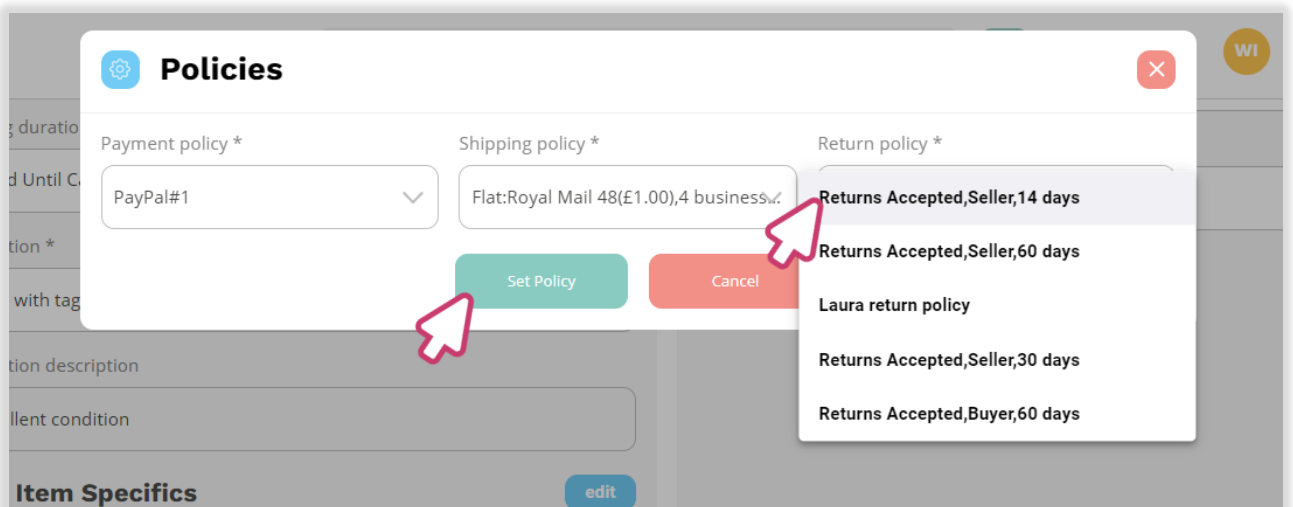
Policies

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



The screenshot shows a modal titled 'Policies' with three dropdown menus: 'Payment policy *', 'Shipping policy *', and 'Return policy *'. The 'Payment policy' is set to 'PayPal#1'. The 'Shipping policy' dropdown is open, showing a search bar with 'royal' and a list of options including 'Flat:Royal Mail 2nd(£6.20),2 working da...', 'Royal Mail', 'Flat:Royal Mail 48(£1.00),4 business days', and 'Flat:Royal Mail 48(£1.00),4 business da...'. A pink arrow points to the 'Shipping policy' dropdown. The 'Return policy' dropdown is currently empty with the text 'Please select a value'.






- Click on 'Return policy' field and select the relevant return policy.
- And click on the 'Set Policy' button, once you are ready!

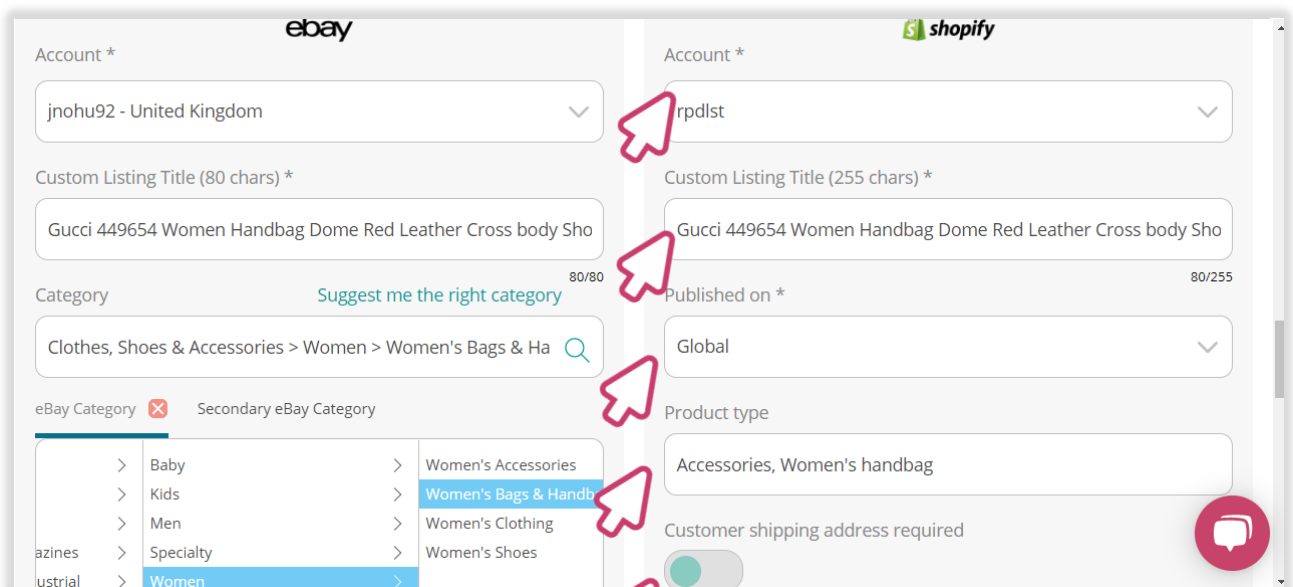


The screenshot shows the 'Policies' modal with the 'Return policy' dropdown open, displaying options like 'Returns Accepted,Seller,14 days', 'Returns Accepted,Seller,60 days', 'Laura return policy', 'Returns Accepted,Seller,30 days', and 'Returns Accepted,Buyer,60 days'. A pink arrow points to the 'Set Policy' button, which is highlighted in green. The 'Shipping policy' dropdown is still open, showing 'Flat:Royal Mail 48(£1.00),4 business da...'. The 'Payment policy' remains 'PayPal#1'.



Adding listing information for Shopify

-  For Shopify, select the correct account.
-  Click on the 'Custom Listing Title' field to modify the title if necessary.
-  Click on 'Published on' field and select either 'Global' or 'Web'. (Web publishing is the process of publishing original content on the Internet which includes building and uploading websites, updating the associated webpages, and posting content to these webpages online. While global publishing refers to the international publishing original content on the internet).
-  Enter the 'item type' if necessary. This refers to the item category.
-  Switch on the 'Customer shipping address' toggle (to request the customer address when they checkout).



The screenshot displays two side-by-side listing forms. The left form is for eBay, and the right form is for Shopify. Red arrows point to the 'Account' dropdown, 'Custom Listing Title' field, 'Category' field, 'Published on' dropdown, and 'Customer shipping address required' toggle on both forms.

eBay Form:

- Account *: jnohu92 - United Kingdom
- Custom Listing Title (80 chars) *: Gucci 449654 Women Handbag Dome Red Leather Cross body Sho
- Category: Clothes, Shoes & Accessories > Women > Women's Bags & Ha
- eBay Category:

Baby	Women's Accessories
Kids	Women's Bags & Handb
Men	Women's Clothing
Specialty	Women's Shoes
Women	

Shopify Form:

- Account *: rpd1st
- Custom Listing Title (255 chars) *: Gucci 449654 Women Handbag Dome Red Leather Cross body Sho
- Published on *: Global
- Product type: Accessories, Women's handbag
- Customer shipping address required: ☐



Adding listing information for Shopify

- 🔍 Click on the 'Vendor' field and enter the item manufacturer name if necessary.
- 🔍 Click on the 'Shopify tags' field and enter tag(s) if necessary. (Shopify tags are searchable keywords that is associated with the item, which helps customers locate your item when searching.

A screenshot of the shopiagio listing form. The form is divided into two main sections. The left section contains category selection, listing duration, and condition. The right section contains global settings, product type, shipping address requirement, vendor, and Shopify tags. Red arrows point to the 'Vendor' and 'Shopify Tags' fields. A red speech bubble icon is in the bottom right corner.

Clothes, Shoes & Accessories > Women > Women's Bags & Ha 🔍

eBay Category Secondary eBay Category

>	Baby	>	Women's Accessories
>	Kids	>	Women's Bags & Handba
>	Men	>	Women's Clothing
>	Specialty	>	Women's Shoes
>	Women	>	

Listing duration *

Good Until Cancelled ▼

Condition *

Global ▼

Product type

Accessories, Women's handbag

Customer shipping address required

☒

Vendor

Gucci

Shopify Tags

Women's handbag Gucci handbag Enter a new tag

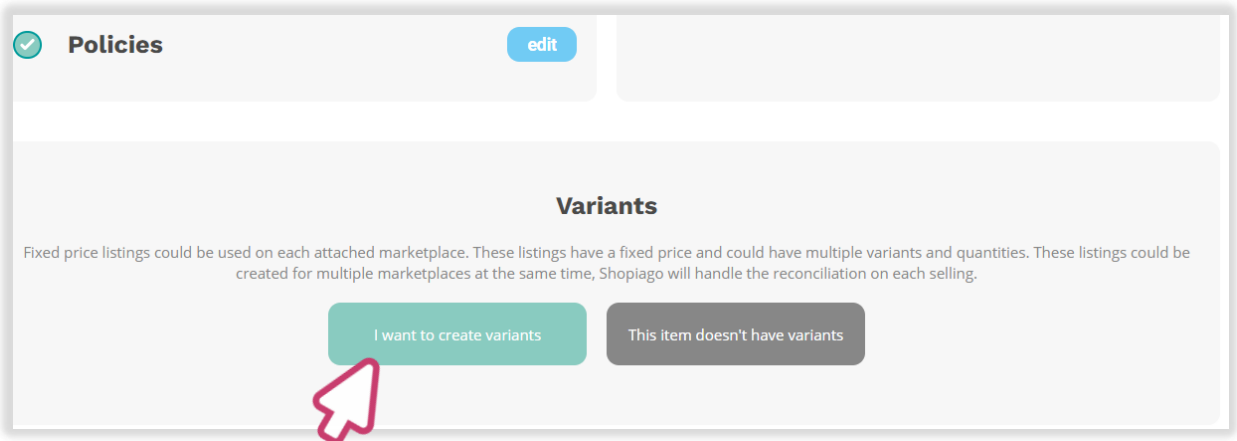


Adding Variations

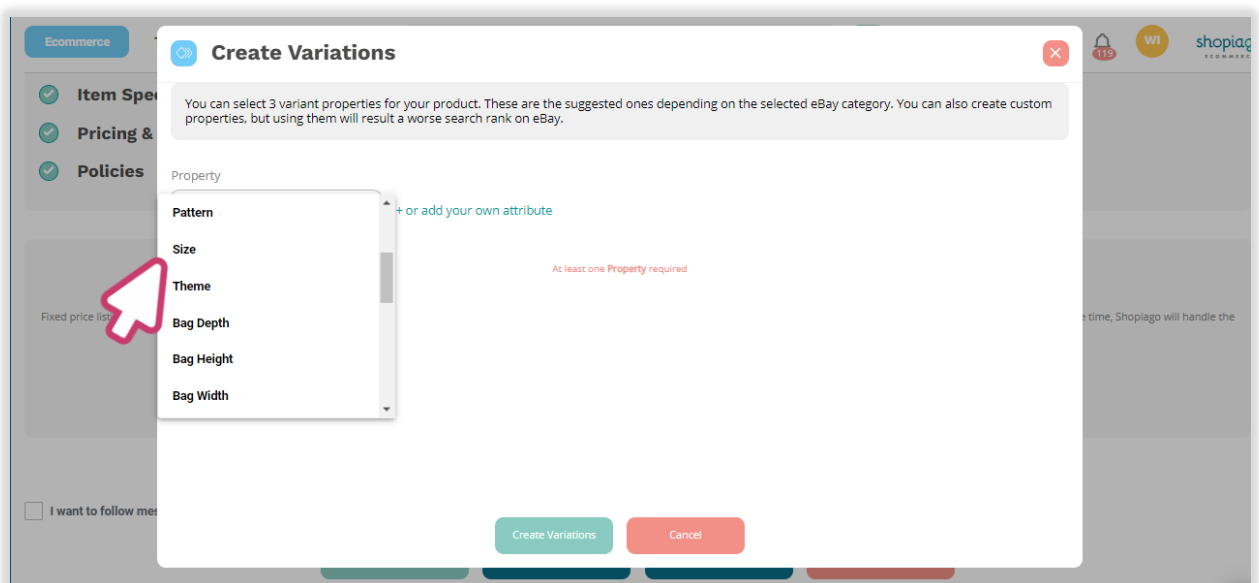
Variants are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when you have the same item with multiple variants, you can create variations to include these characteristics. **If you don't want to add item variants, please scroll down to Slide 37.**

To add item Variants;

👉 Click on the 'I want to create variants' button.



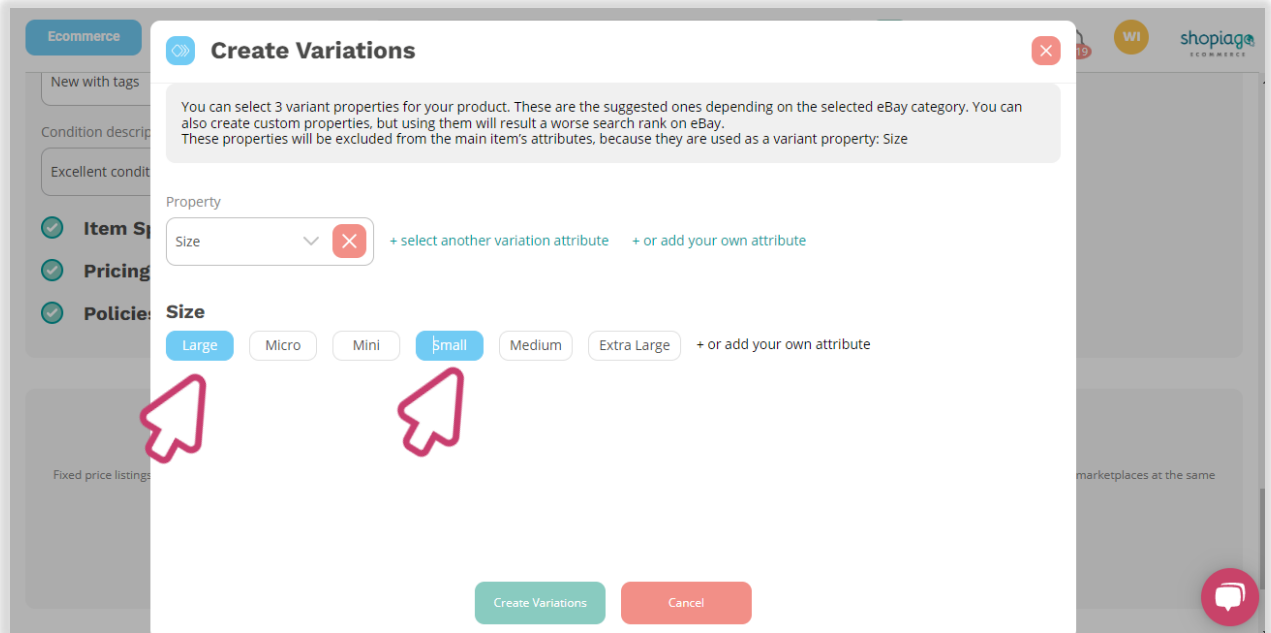
👉 From the pop-up screen, click on the 'Property' field and select a variant type. (Variants properties are suggested based on the selected item category).



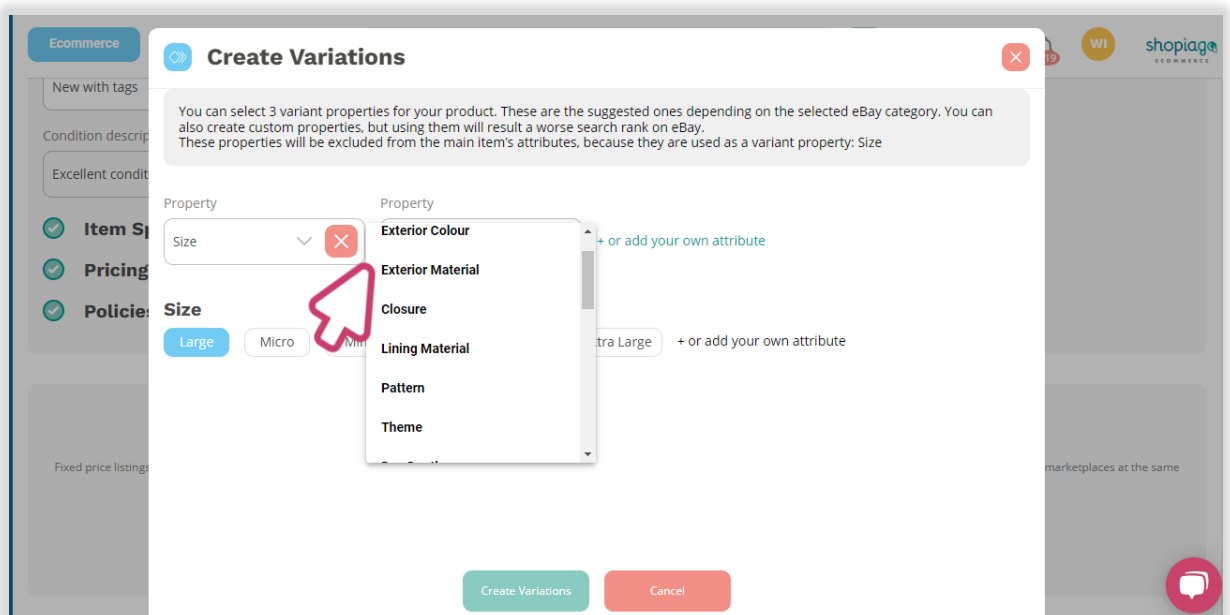


Adding Variations

Next select the item variants from the pre-populated options.



To add additional variants, click on the second property, select a variant type.





Adding Variations

🔗 And then, select the item variant(s) from the pre-populated options.

Create Variations

You can select 3 variant properties for your product. These are the suggested ones depending on the selected eBay category. You can also create custom properties, but using them will result a worse search rank on eBay. These properties will be excluded from the main item's attributes, because they are used as a variant property: Size, Exterior Colour

Size

Large Micro **Mini** Small Medium Extra Large + or add your own attribute

Exterior Colour

Black Absinthe Acid Fuchsia Acid Yellow Acorn Aged Black Alabaster Pink Almond Amaranth Anemone Green Antique Rose Aqua Archive Beige Arizona Brown Army Green Army Khaki Ash Blue Asphalt Gray Astral Blue Auburn Orange Autumnal Brown Avocado Green Azur Azure Baby Pink Baltic Blue Bamboo Gray Begonia Pink Beige Bianco Birch Brown Black Coffee Black Ultramatte Blanc Blanc Vintage Bleached Brown Bleu Atoll Bleu De Malte Bleu Encre Bleu et Bleu Frida Bleu Hydra Bleu Marine

Create Variations Cancel

🔗 To add custom variant properties, click on the 'Or add your own attribute' tab and enter the property name.

🔗 Then, click on the 'Create attribute' button once you are ready!

Create Variations

You can select 3 variant properties for your product. These are the suggested ones depending on the selected eBay category. You can also create custom properties, but using them will result a worse search rank on eBay. These properties will be excluded from the main item's attributes, because they are used as a variant property: Size, Exterior Colour

Property Property Property

Size Exterior Colour Please select a value + or add your own attribute

Size

Large Micro **Mini** Small Medium Extra Large + or add your own attribute

Exterior Colour

Black Absinthe Acid Fuchsia Acid Yellow Acorn Aged Black Alabaster Pink Almond Amaranth Anemone Green Antique Rose Aqua Archive Beige Arizona Brown Army Green Army Khaki Ash Blue Asphalt Gray Astral Blue Auburn Orange Autumnal Brown Avocado Green

Create Variations Cancel

Adding Variations

- 🌐 "Custom SKU" (stock keeping unit) will automatically be populated. If not, click the "Set SKU for Each" button.

Variants(2)

Edit variants Set SKU for each Set Price for each Set QTY for each

Size	Custom SKU	Price	Quantity	Quantity	Quantity	Quantity	Quantity
S	KB2022-1	850.00	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
L	KB2022-2	850.00	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

Create Listing Save as a draft Save as a template Cancel

- 🌐 From the pop-up screen, type-in the SKU into the text field.

- 🌐 Then, click on the 'Set' button.

Variants(2)

Edit variants Set SKU for each Set Price for each Set QTY for each

Size	Custom SKU	Price	Quantity	Quantity	Quantity	Quantity	Quantity
S	KB2022-1	850.00	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
L	KB2022-2	850.00	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

Create Listing Save as a draft Save as a template Cancel

Set SKU

SKU0045

Set Cancel



Adding item variant(s)

- 🔗 Variants prices will be pre-populated. If not, click on the 'Set price for each' button.

Variants(2)

Edit variants Set SKU for each **Set Price for each** Set QTY for each

Size	Custom SKU	Price	Quantity	EAN
S	KB2022-1	850.00	- 1 +	<input type="text"/>
L	KB2022-2	850.00	- 1 +	<input type="text"/>

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

- 🔗 And enter the item price into the 'Set price' field.

- 🔗 Then, click on the 'Set' button.

Set Price

850.00

Set Cancel

Variants(2)

Edit variants

Size	Custom SKU	Price	Quantity	EAN
S	KB2022-1	850.00	- 1 +	<input type="text"/>
L	KB2022-2	850.00	- 1 +	<input type="text"/>



Adding Variations

- 🌐 If prices are different for each variant, click on the 'Price' field and enter them individually.

Variants(2)

Edit variants Set SKU for each Set Price for each Set QTY for each

Size	Custom SKU	Price	Quantity		EAN	
S	KB2022-1	850.00	-	1	+	<input type="checkbox"/> Set Inventory P
L	KB2022-2	680.00	-	1	+	<input type="checkbox"/> Set Inventory P

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

Create Listing Save as a draft Save as a template Cancel

- 🌐 Next, enter the item quantity, or use the 'Quantity adjustment button' to increase or decrease the item quantity for each variant.

Variants(2)

Edit variants Set SKU for each Set Price for each Set QTY for each

Size	Custom SKU	Price	Quantity		EAN	
S	KB2022-1	850.00	-	2	+	<input type="checkbox"/> Set Inventory P
L	KB2022-2	680.00	-	1	+	<input type="checkbox"/> Set Inventory P

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

Create Listing Save as a draft Save as a template Cancel



Adding Variations

- 🔗 Enter the item identifier number (EAN) for each variant. 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 individually and select 'Does Not Apply'.

Variants(2)

Edit variants Set SKU for each Set Price for each Set QTY for each

Size	Custom SKU	Price	Quantity	EAN
S	KB2022-1	850.00	2	Does Not Apply
L	KB2022-2	680.00	1	

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


Create Listing Save as a draft Save as a template Cancel





Set Inventory Data for Variants

Setting inventory data for variants will help you manage and track your stock record when selling the same item in different sizes, colours, etc. to a single or multiple marketplaces. When one of the items is sold, Shopiagio will adjust the inventory level for each sale.

 To set inventory information for each variant, click on 'set inventory properties'.






 Pricing & Payment




 Policies

edit

edit

lv women handbag






variants(2)

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Size	Custom SKU	Price	Quantity			EAN	
S	KB2022-1	850.00	-	2	+	Does Not Apply	<div><div></div><div>Set Inventory Properties</div><div>Remove</div></div>
L	KB2022-2	680.00	-	1	+	Does Not Apply	<div><div>Set Inventory Properties</div><div>Remove</div></div>

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

Create Listing

Save as a draft

Save as a template

Cancel



Set Inventory Data for Variant

- From the next screen, enter variant quantity. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- Enter item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- Enter the 'Tote/Box ID' where the item would be stored. This can be box or shelf number. Or select 'Does not apply' if it is not applicable.
- Click on 'source shop' field and select where the item is stored from the drop-down.
- To set an additional inventory item , click on 'Add more inventory item', and enter the item quantity, source shop, gift aid and tote/Box ID.
- Once all inventory information are entered, click on the 'Set' button.

Set Inventory Data for Variant

You have set 1 selling quantity for this variant. Please enter the inventory details for these 1 items.

Variant	Quantity	Gift Aid Number	Tote/Box ID *
Small	- 1 +	Does Not Apply	Does Not Apply

Source Shop

Shopitown Industries 2

Add more inventory item

Set Cancel

To add more inventory properties, please follow the same process.



Submit your listing

🔍 Once all the item information has been entered, click on the 'Create listing' button to list the item.

A screenshot of the Shopiagogo 'Create Listing' form. The form is titled 'lv women handbag' in the search bar. It includes sections for 'Pricing & Payment' and 'Policies', each with an 'edit' button. Below these is a 'Variants(2)' section with buttons for 'Edit variants', 'Set SKU for each', 'Set Price for each', and 'Set QTY for each'. A table lists two variants: 'S' with SKU 'KB2022-1' and price '850.00', and 'L' with SKU 'KB2022-2' and price '680.00'. Each variant has a quantity field (2 for S, 1 for L) and an EAN field (both set to 'Does Not Apply'). At the bottom, there are four buttons: 'Create Listing' (highlighted with a red arrow), 'Save as a draft', 'Save as a template', and 'Cancel'. A checkbox at the bottom left is labeled 'I want to follow messages on my dashboard related to this item'.



If the item doesn't have variants

If the item doesn't have variants;

 Click on the 'This item doesn't have variants' button.

Variants

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.

I want to create variants

This item doesn't have variants

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

Create Listing

Save as a draft

Save as a template

Cancel





If the item doesn't have variants

- 🔗 Enter the 'Tote/Box ID' where the item would be stored. This can be box or shelf number. Or select 'Does not apply' if it is not applicable.
- 🔗 Enter item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- 🔗 Click on 'source shop' field and select where the item is stored from the drop-down.
- 🔗 Assign 'Custom SKU' (Stock Keeping Unit) if necessary. Otherwise, leave blank as the system will automatically assign a SKU to the item.
- 🔗 Enter variant quantity. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- 🔗 Enter the item identifier number. item identification number makes it easier for customers to find your item. Or click the text field and select Does Not Apply. If your item doesn't have EAN.

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	WH	KB2022-1	- 1 +	Does Not Apply

Do you want to create variants for this listing? [Click here!](#)

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

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



Submit your listing



Once all the item information has been entered, click on the 'Create listing' button to list the item.

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	WH	KB2022-1	<div>-</div> <div>1</div> <div>+</div>	Does Not Apply

<

Do you want to create variants for this listing? Click here!

>

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

Create Listing

Save as a draft

Save as a template




Cancel

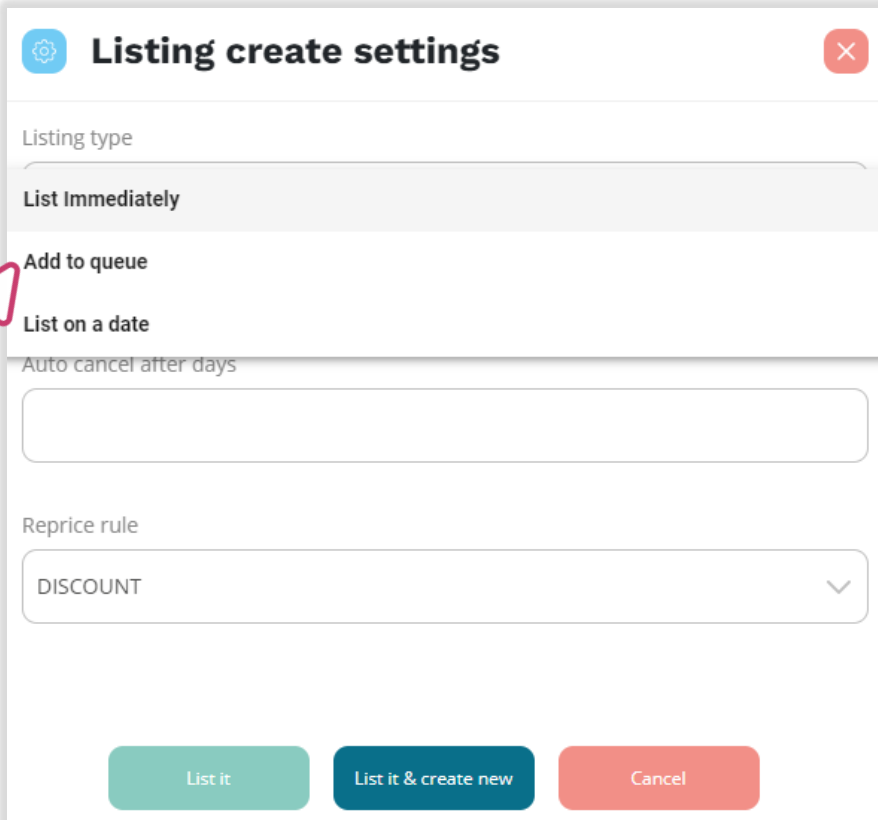




Listing option

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

-  **List immediately** - select this option if 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 and a close button (red square with a white 'X'). Below the title bar, there is a section labeled "Listing type" with three options: "List Immediately" (highlighted with a grey background), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below this section is a field labeled "Auto cancel after days" with an empty input box. Further down is a section labeled "Reprice rule" with a dropdown menu showing "DISCOUNT" and a downward arrow. At the bottom of the dialog are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red).



Listing option

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

- 🔗 Enter value for 'Auto-cancel after days'.
- 🔗 Click on 'Reprice rule' field and select a rule that you've created, or leave blank if it is not applicable.
- 🔗 Finally, click '**List it**' OR **list it & create new**' button.

A screenshot of the 'Listing create settings' modal in the shopiagio application. The modal is white with a red close button in the top right corner. It contains three main sections: 'Listing type' with a dropdown menu set to 'Add to queue', 'Auto cancel after days' with a text input field containing '30', and 'Reprice rule' with a dropdown menu set to 'FIXED'. At the bottom of the modal are three buttons: 'List it' (green), 'List it & create new' (dark teal), and 'Cancel' (red). Three red arrows point to the 'Set SKU for each item' button in the background, the 'Reprice rule' dropdown, and the 'List it' button. The background shows a table of items with columns for 'Trade-in', 'Settings', and 'Custom SKU'. The items listed are 'le QuickTak' (Sh44890), 'ek PocketC' (Sh50502), and 'ek PocketC' (Sh20033). There are also buttons for 'Set Inventory' and 'Not Apply' for each item.



Happy Selling!

If you need further help or support,
please email us at help@shopiago.com