



# Shop User Guide

## How to Clone a Marketplace Fixed price listing

Version 2.0.2






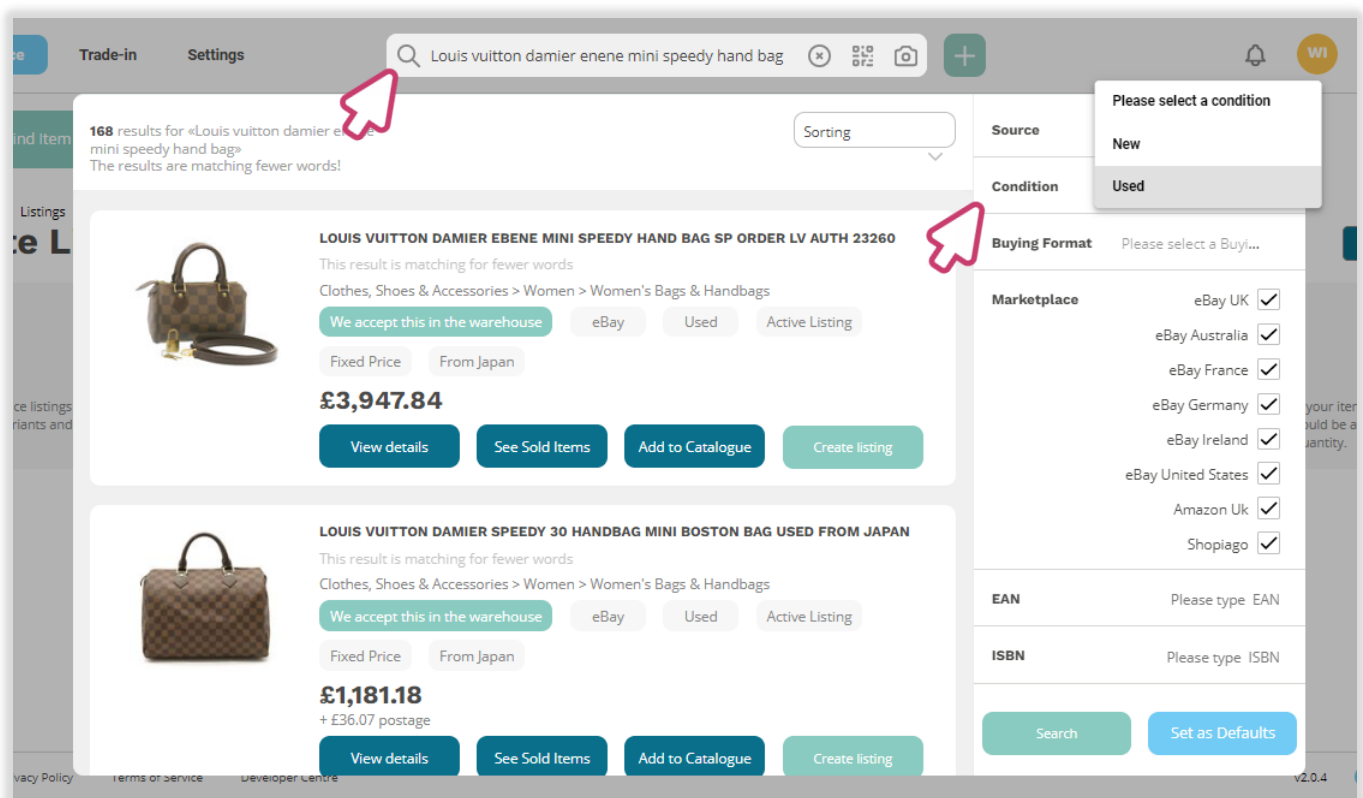
## How to clone a marketplace listing

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

Please note: This guide is primarily for 'Fixed price style listing'.

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

-  [Login](#) to your account.
-  From the dashboard, click on the 'search bar' at the top-centre and 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 displays the Shopiago search interface. At the top, there's a search bar with the text "Louis vuitton damier enene mini speedy hand bag". Below the search bar, it shows "168 results for «Louis vuitton damier enene mini speedy hand bag»" and a message "The results are matching fewer words!". A red arrow points to the search bar. Below the search results, there are two listings for Louis Vuitton handbags. The first listing is "LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260" with a price of £3,947.84. The second listing is "LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN" with a price of £1,181.18. Both listings have buttons for "View details", "See Sold Items", "Add to Catalogue", and "Create listing". A red arrow points to the "Create listing" button. On the right side, there's a sidebar with filters. The "Condition" filter is set to "Used". The "Buying Format" filter is set to "Please select a Buy...". The "Marketplace" filter shows a list of marketplaces with checkboxes: eBay UK, eBay Australia, eBay France, eBay Germany, eBay Ireland, eBay United States, Amazon UK, and Shopiago. The "EAN" filter is set to "Please type EAN" and the "ISBN" filter is set to "Please type ISBN". At the bottom of the sidebar, there are buttons for "Search" and "Set as Defaults".



## How to clone a marketplace listing

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

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

Sorting

Source Marketplaces (eBay...)

Condition Used

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

Search Set as Defaults

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

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) / Key(2(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside it is in excellen...

Show more

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

- 🔗 From the next page, select 'Fixed Price' as the buying format.
- 🔗 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.

Create Listing from Marketplace search

Actions

☒

Fixed Price Listing

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☒ ebay

☐ Etsy

☒ shopify




Listing Title

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





Search on e






## Updating the 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.
-  Your item 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 texteBayShopify

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) / KeyA02(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 owned.



## Updating the item description

If you are listing to multiple marketplaces, please note that each marketplace has it's own listing description features. The plain text field will be used on every marketplace unless you make changes. You can add an HTML template or edit listing description for eBay.

- 👉 To format eBay listing description, click on the 'eBay' description tab.
- 👉 And use the formatting tools to adjust the item description to how you want it.

Description \*

Plain text

eBay

Shopify

Description \*

HTML template

Please select a template

A<sub>u</sub>

A<sub>u</sub>

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T<sub>x</sub>

Tags

name

description

image

gallery

price

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOU  
Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69  
Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key  
TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition witho  
- Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or  
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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

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

Description \*

Plain text

eBay

Shopify

Description \*

HTML template

Enter text to search

Handbags

Hats

Health & Beauty

Jackets

Job Lots

A¹ A₂ ↺ ≡ ≡ ≡ ≡ ⋮ ⋮ — ℑ Tags -

Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene  
x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total  
y Dust Bag / Item Box / Shoulder Strap / Padlock(316) / KeyÅ□2(316) Product No. - Serial No.  
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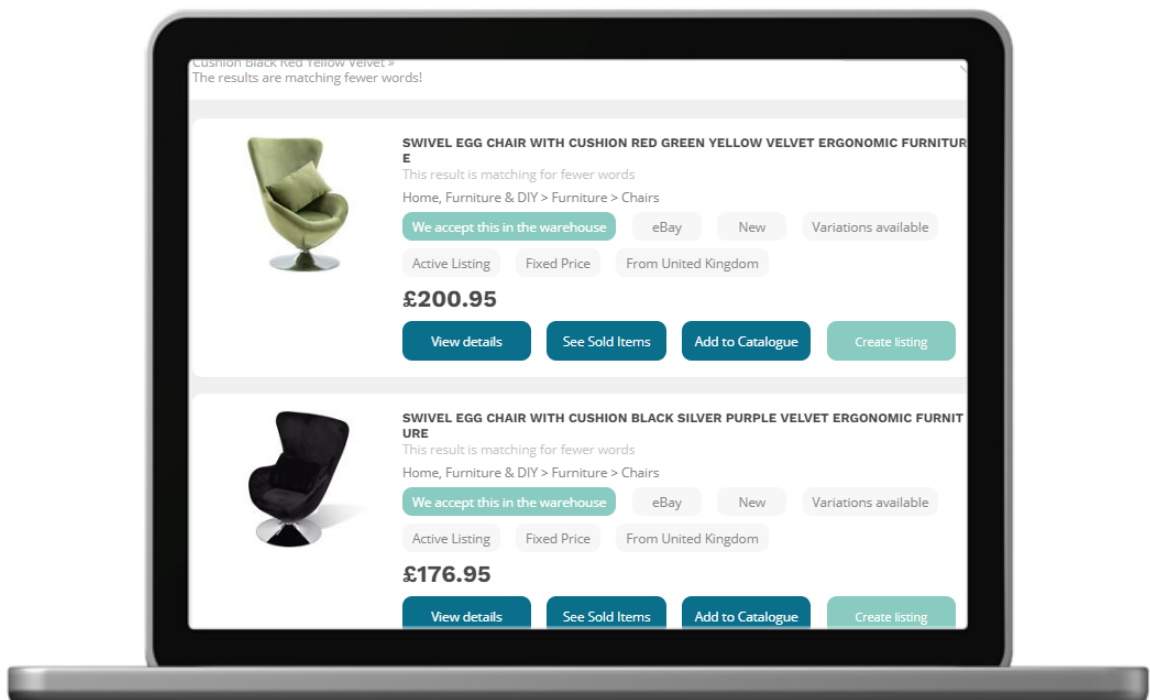


## Updating the item price, custom SKU, tag(s), and collect in store

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 Shopiago market research tool, to find out your item price!





## Updating the item price, custom SKU, tag(s), and collect in store

- Once you've decided on the item price, click on the 'Price' field to update or add new item price. This will appear on selected marketplace(s).
- 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 if necessary. This is for internal use for categorising listings.
- Enable 'Collect in Store', if you want buyers to collect the item in store. (To use this feature, the account owner or administrator must add these to the shipping methods).
- Turn on the "Job Lot Item" toggle switch if you are selling the item as a group. If not, leave off.

The screenshot shows a form for updating an item. At the top right is a teal button labeled "Copy Plain text". Below it are five main sections, each with a red arrow pointing to it:

- Price:** A text input field containing "1,500".
- Custom SKU:** A text input field containing "SH0045".
- Tags:** A section with a blue button labeled "Handbags" with a dropdown arrow, and a text input field labeled "Enter a new tag".
- Collect in store:** A toggle switch that is currently turned on (green).
- Job lot item:** A toggle switch that is currently turned on (green).

At the bottom left, there is a section labeled "images (0/12)" with a camera icon and a red arrow pointing to it.









## Updating the listing photo(s)

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 search) and show the item photo in full.





## Updating the listing photo(s)

- 📷 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.





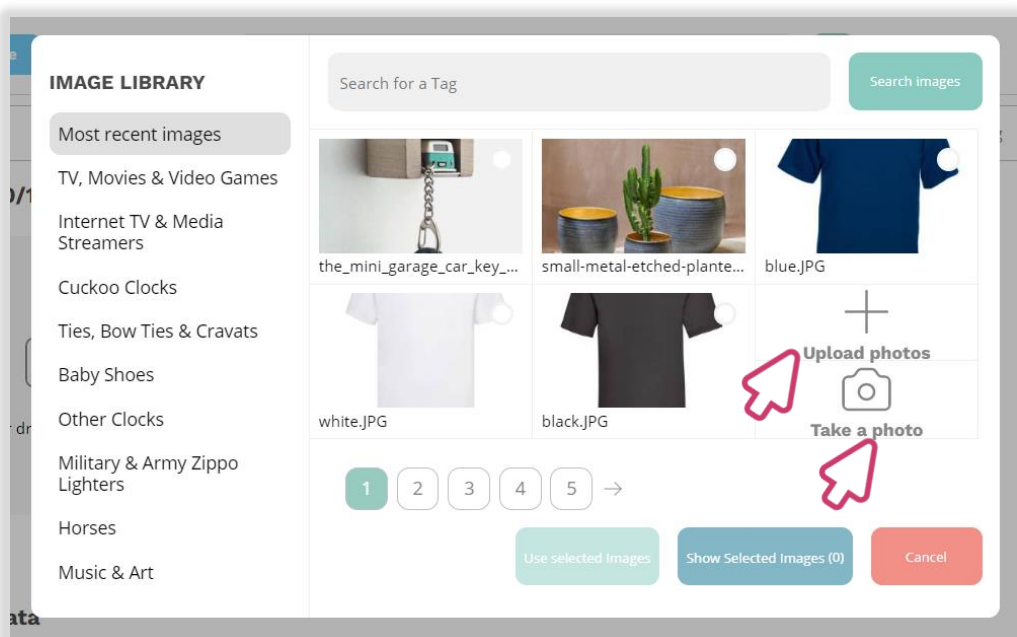
## Updating the listing photo(s)

To add additional photo (s);

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

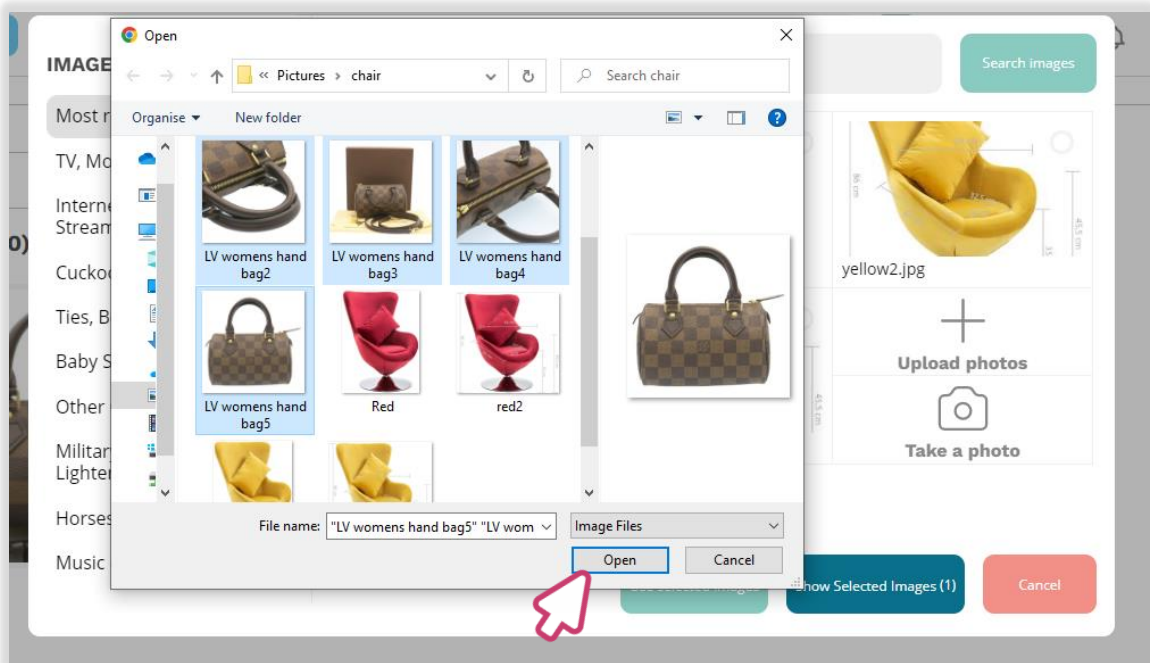
The screenshot shows the 'Copy Plain text' tab selected. Fields include Price (1,500), Custom SKU (SH0045), and Tags (Handbags, Enter a new tag). There are two toggle switches: 'Collect in store' and 'Job lot item', both turned on. Below these is the 'Images (1/12)' section, which contains a thumbnail of a handbag and a large area with a camera icon and the text 'Browse or drop your images here'.

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

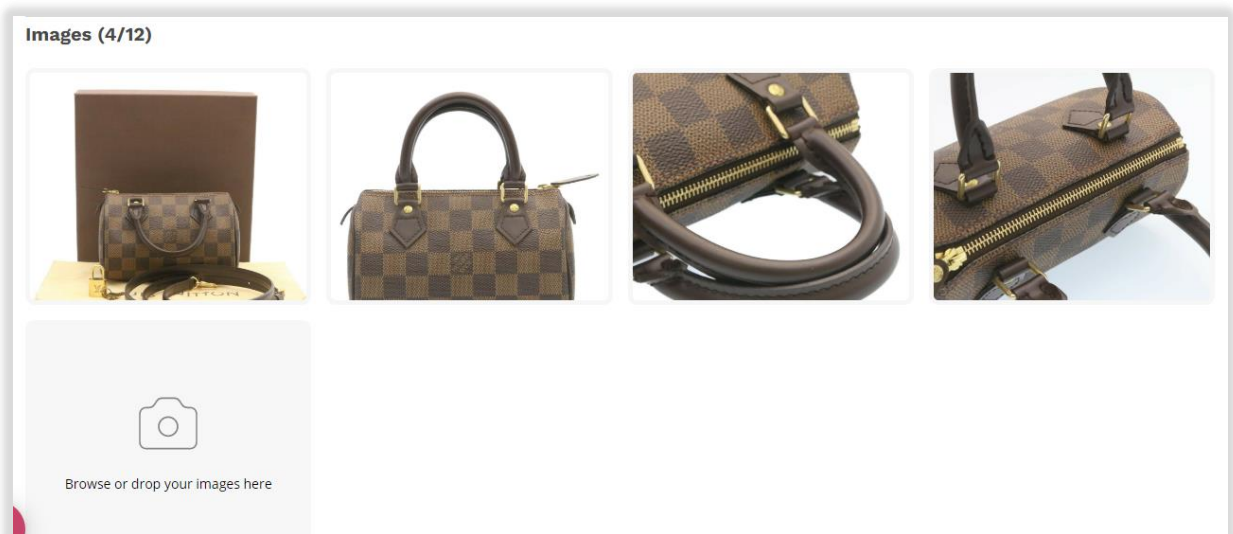


## Updating the listing photo(s)

- 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.

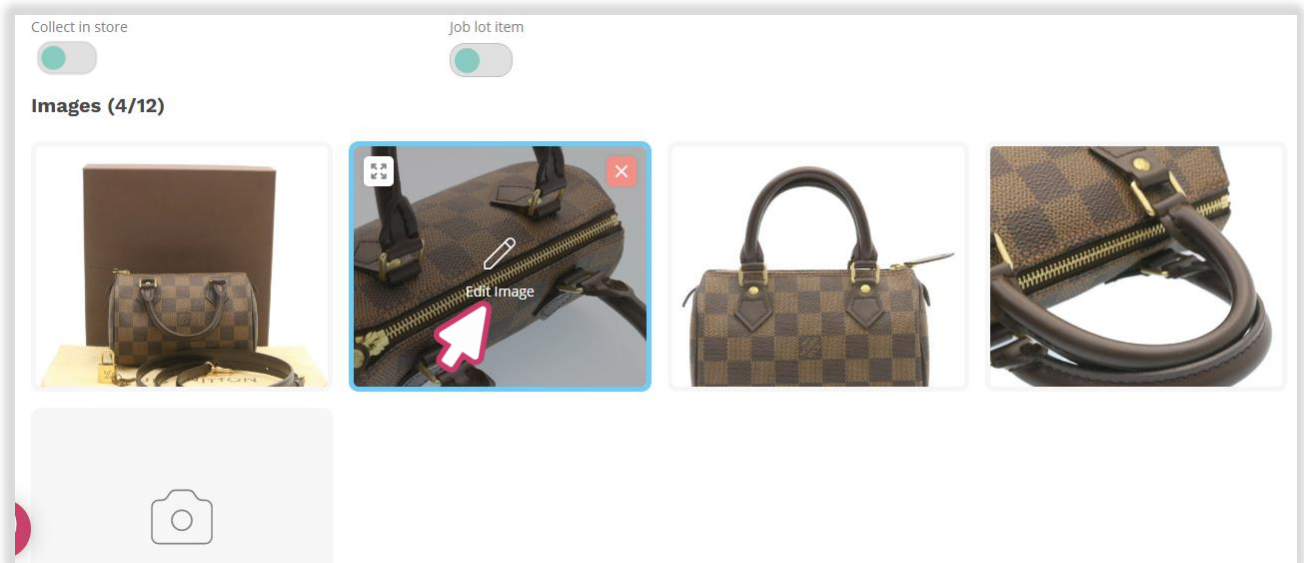


- Uploaded photos should then appear on the listing form.

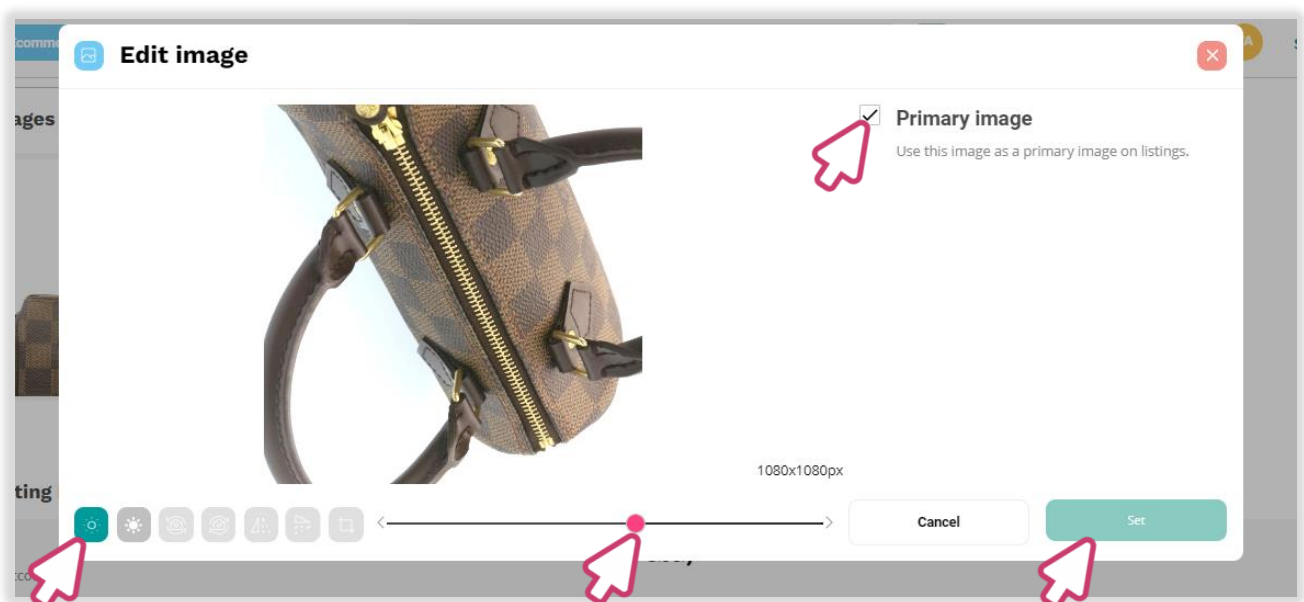


## Updating the listing photo(s)

- To edit an 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.





## Updating the listing photo(s)

-  To rearrange photo(s), move 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 appearing 'Move' icon then, drag the image to the main position.

Price

1,500

Custom SKU

SH0045

Tags

Handbags

Enter a new tag





Collect in store


☒

Job lot item

☒

Images (4/12)







## Updating the listing information for eBay

- 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 two side-by-side panels for selecting an eBay account. The left panel is for 'ebay' and the right is for 'ify'. Both panels have the following fields:

- Account \*: sh-200257 - United Kingdom (left) / rpd1st (right)
- Custom Listing Title (80 chars) \*: Louis Vuitton Damiere Ebene Mini Speedy Hand Bag (left) / VidaXL Swivel Egg Chair with Cushion Black Red Yello (right)
- Category: Clothes, Shoes & Accessories > Women > Wome (left) / Please select a value (right)
- Published on \*: (right panel only)


Red arrows point to the 'Account' dropdown, the 'Custom Listing Title' field, and the 'Suggest relevant categories' link in the left panel.

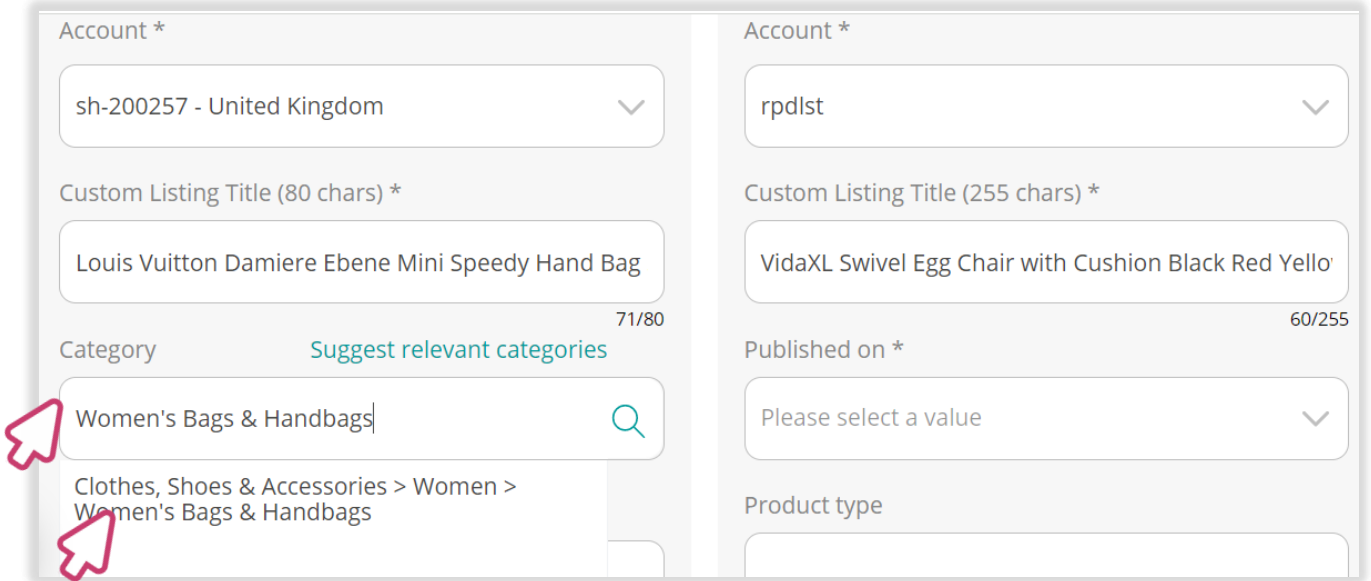
- And, select the best matching item categories from the pop-up screen, then click the 'Confirm' button.

The screenshot shows a 'Best matching categories' pop-up window. The pop-up has a title bar with a magnifying glass icon and a close button. The main text reads: 'Based on your listing title we search through eBay categories to find some that might fit your item'. Below this, the category is listed: 'Clothes, Shoes & Accessories > Women > Women's Bags & Handbags'. At the bottom, there are two buttons: 'Confirm' (teal) and 'Cancel' (red). Red arrows point to the 'Confirm' button and the category text.



## Adding listing information for eBay

-  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.



Account \*

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Louis Vuitton Damiere Ebene Mini Speedy Hand Bag

Category [Suggest relevant categories](#)

Women's Bags & Handbags

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

Account \*

rpd1st

Custom Listing Title (255 chars) \*

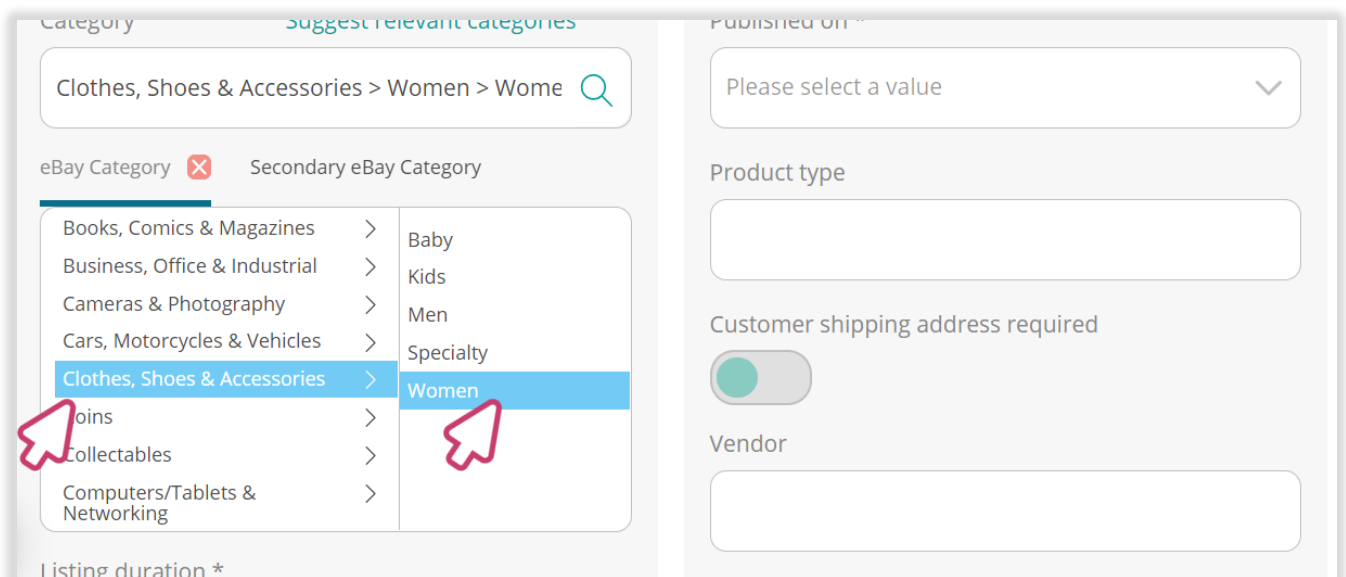
VidaXL Swivel Egg Chair with Cushion Black Red Yellow

Published on \*

Please select a value


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.



Category [Suggest relevant categories](#)

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

eBay Category  Secondary eBay Category

Books, Comics & Magazines > Baby

Business, Office & Industrial > Kids

Cameras & Photography > Men

Cars, Motorcycles & Vehicles > Specialty

Clothes, Shoes & Accessories > Women

Coins >

Collectables >

Computers/Tablets & Networking >

Listing duration \*

Published on \*

Please select a value

Product type




Customer shipping address required

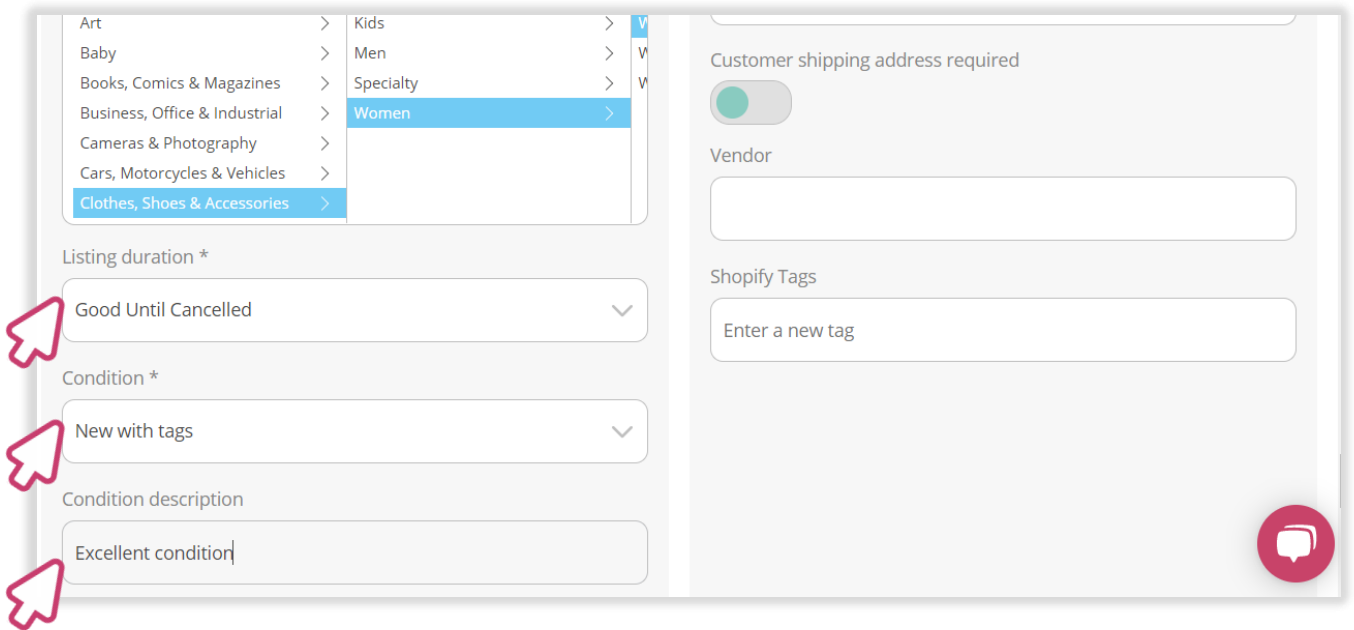
Vendor





## eBay listing duration and item condition

-  Listing duration will be pre-selected.
-  Click on 'Condition' field and select the item condition from the drop-down menu.
-  And manually type in the item condition into the description field.






The screenshot shows the eBay listing form interface. On the left, there is a category selection menu with a list of categories: Art, Baby, Books, Comics & Magazines, Business, Office & Industrial, Cameras & Photography, Cars, Motorcycles & Vehicles, and Clothes, Shoes & Accessories. The 'Clothes, Shoes & Accessories' category is selected, and a sub-menu is open showing 'Kids', 'Men', 'Specialty', and 'Women', with 'Women' highlighted. Below this menu, there are three fields: 'Listing duration \*' with a dropdown menu showing 'Good Until Cancelled', 'Condition \*' with a dropdown menu showing 'New with tags', and 'Condition description' with a text input field containing 'Excellent condition'. Three red arrows point to these three fields. On the right side of the form, there are sections 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 circular icon with a speech bubble is located in the bottom right corner of the form.






## eBay 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.



## Updating eBay 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



## Updating eBay item specifics

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

A screenshot of the 'Attribute creation' pop-up screen. The pop-up has a white background and a red close button in the top right corner. It contains two input fields: 'Attribute Name \*' with the text 'Interior Colour' and 'Value \*' with the text 'Multi'. Below these fields are two buttons: a green 'Add attribute' button and a red 'Cancel' button. Three red mouse cursor icons are overlaid on the image: one pointing to the 'Attribute Name' field, one pointing to the 'Add attribute' button, and one pointing to the 'Value' field. The background shows a blurred view of the 'Item Specifics' screen with various attribute categories like Product Line, Shape, and Brand.

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

A screenshot of the 'Item Specifics' screen. The screen has a white background and a red close button in the top right corner. It displays a grid of attribute categories and their values. The categories include Product Line (Alexander McQueen Legend), Shape (Oval), Strap Drop (Please enter values), Brand (LOUIS VUITTON), Department (Woman), Exterior Color (Damier Ebene), Style (Hand Bag), Exterior Material (Damier Ebene Canvas), Size (W17 x H10 x D8cm / Strap Total Len), and Interior Colour (Multi). Each category has a 'Remove' button. At the bottom, there is a blue 'Create Attribute' button and a green 'Set specifics' button. A red mouse cursor icon is overlaid on the 'Set specifics' button. The background shows a blurred view of the 'Item Specifics' screen with various attribute categories like Product Line, Shape, and Brand.



## Updating eBay pricing and payment

- 🔗 To update or add new 'Vat%' and 'listing donation percentage' for the item, click on the 'Pricing & Payment' edit button.

Business, Office & Industrial > Women >

Cameras & Photography >

Cars, Motorcycles & Vehicles >

Clothes, Shoes & Accessories >

Listing duration \*

Good Until Cancelled

Condition \*

New with tags

Condition description

Excellent condition

☒ **Item Specifics** edit

☐ **Pricing & Payment** edit

☐ **Policies** edit

Vendor

Shopify Tags

Enter a new tag

- 🔗 From the pop-up screen, key-in item VAT %. (This applies only to 'new' goods. Leave it blank if the item is not new).
- 🔗 Click on the 'Donation percentage' field to update the '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.

**Pricing & Payment**

VAT

20 %

Donation Percentage

100 %

☒ **Best offer**

☒ **Private listing**

Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel



## Updating eBay 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 the 'Private Listing' if necessary, to keep buyers identities hidden from other eBay members.
- 🔗 And then, click on the 'Set pricing' button to save changes.

A screenshot of the eBay 'Pricing & Payment' modal window. The modal is white with a red close button in the top right corner. It contains the following elements:

- VAT**: A text input field with the value '20' and a '%' symbol.
- Donation Percentage**: A text input field with the value '100' and a '%' symbol.
- Best offer**: A toggle switch that is currently turned on (green).
- Automatically accept offers of at least**: A text input field with the value '1,450' and a '£' symbol.
- Automatically decline offers lower than**: A text input field with the value '1,450' and a '£' symbol.
- Private listing**: A toggle switch that is currently turned on (green).
- Set Pricing**: A green button at the bottom right of the modal.
- Cancel**: A red button at the bottom right of the modal.

Four red arrows point to the 'Best offer' toggle, the 'Automatically accept' input field, the 'Private listing' toggle, and the 'Set Pricing' button. The background shows a blurred view of the eBay listing page with sections like 'Item Specifics', 'Pricing & Payment', and 'Policies' visible.

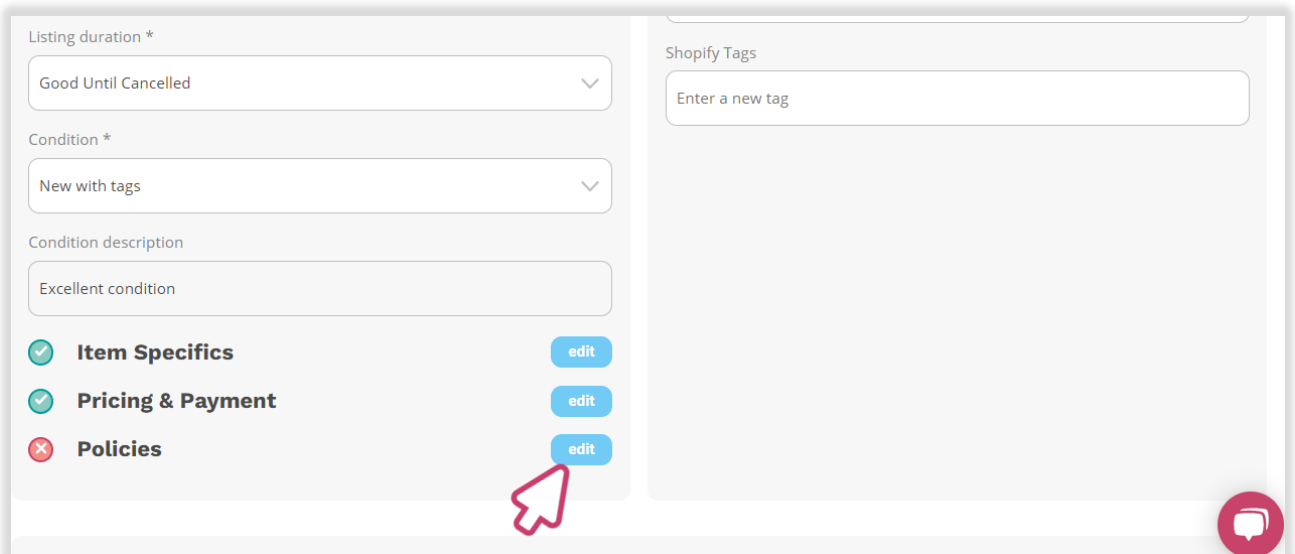


## eBay policies

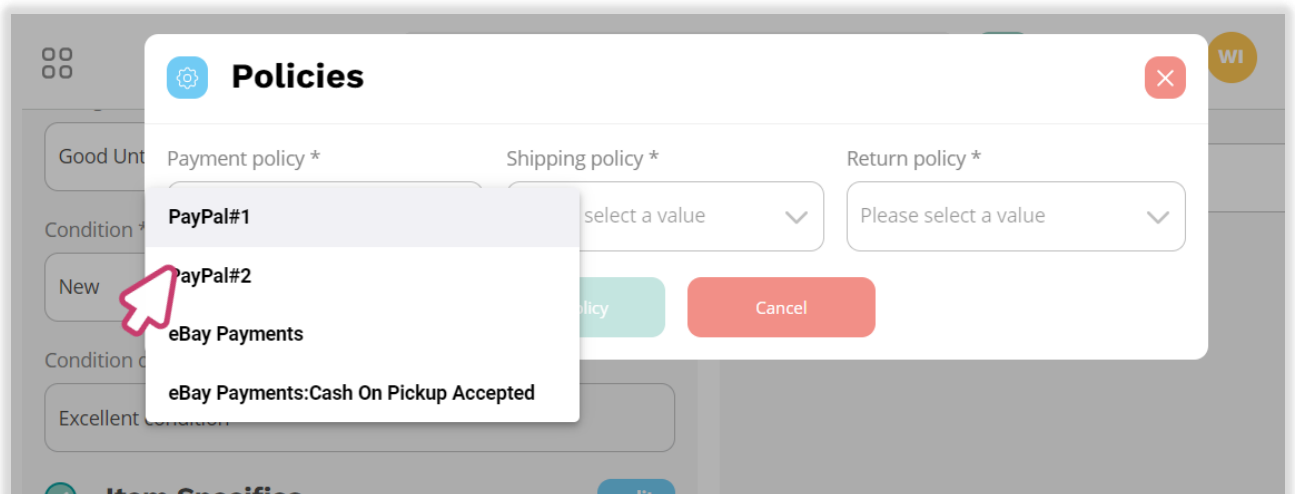
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship out the item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiango account, making it easier to select when listing.

### To set policies:

 Click on the 'edit' button.

A screenshot of the Shopiango listing form. On the left, there are three sections: "Listing duration \*" with a dropdown menu showing "Good Until Cancelled", "Condition \*" with a dropdown menu showing "New with tags", and "Condition description" with a text input field containing "Excellent condition". Below these are three items: "Item Specifics" (checked), "Pricing & Payment" (checked), and "Policies" (unchecked). Each item has an "edit" button to its right. A red mouse cursor is pointing at the "edit" button for the "Policies" section. On the right, there is a "Shopify Tags" section with a text input field labeled "Enter a new tag". A red speech bubble icon is in the bottom right corner.

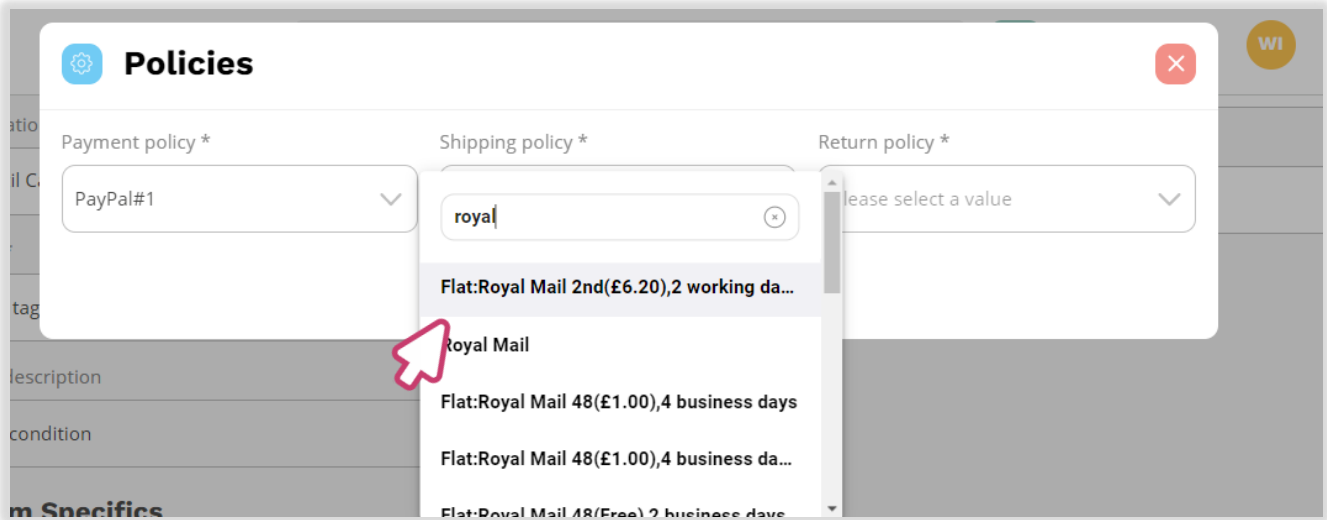
 From the pop-up screen, click on the 'Payment policy' field and select a preferred payment policy.

A screenshot of the "Policies" pop-up screen. The screen has a title bar with a gear icon, the word "Policies", and a close button (X). Below the title bar, there are three sections: "Payment policy \*" with a dropdown menu showing "PayPal#1", "Shipping policy \*" with a dropdown menu showing "select a value", and "Return policy \*" with a dropdown menu showing "Please select a value". Below these are two buttons: "Policy" (teal) and "Cancel" (red). A red mouse cursor is pointing at the "PayPal#2" option in the "Payment policy" dropdown menu. The background shows a blurred view of the listing form.



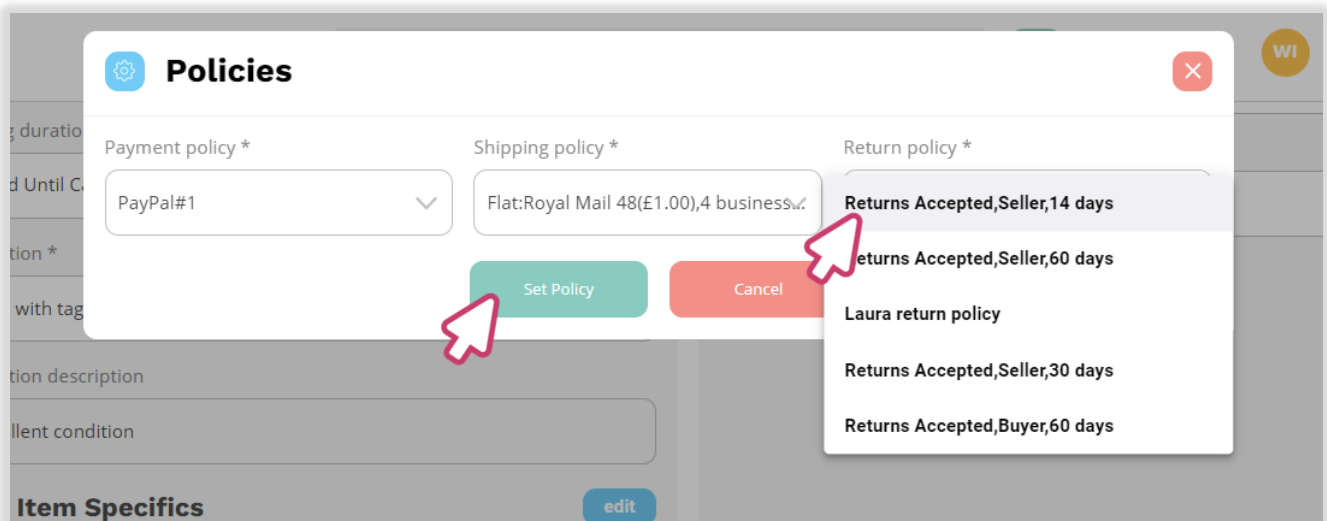
## eBay policies

- 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.

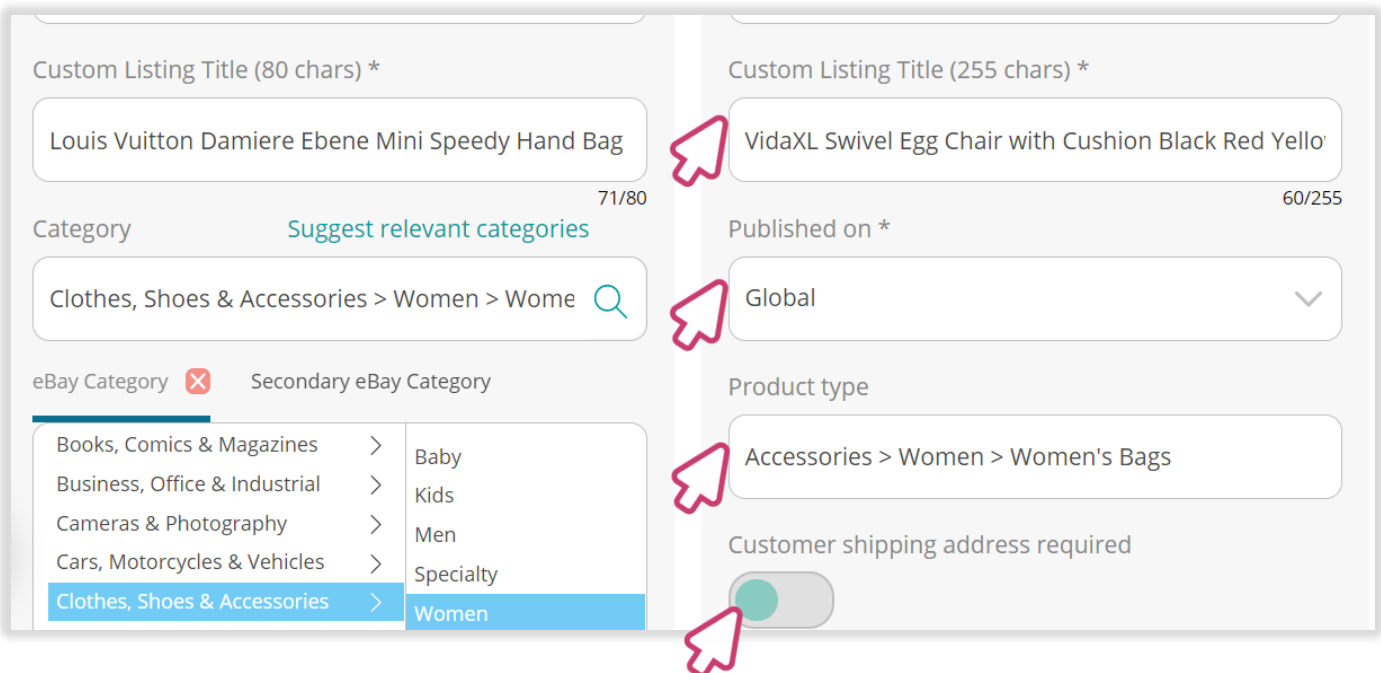






## Adding listing information for Shopify

-  Select the correct 'Shopify' account.
-  Click on the 'Custom 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).
-  Key in the 'product type' if necessary. This refers to the item category.
-  Switch on the 'Customer shipping address' (to request for customer address when they checkout).



The screenshot shows a two-column form for adding listing information. Red arrows point to the following fields:

- Custom Listing Title (80 chars) \***: Contains "Louis Vuitton Damiere Ebene Mini Speedy Hand Bag".
- Category**: Contains "Clothes, Shoes & Accessories > Women > Wome".
- eBay Category**: A dropdown menu with "Clothes, Shoes & Accessories" selected, and a sub-menu showing "Women" as the selected option.
- Custom Listing Title (255 chars) \***: Contains "VidaXL Swivel Egg Chair with Cushion Black Red Yello".
- Published on \***: A dropdown menu with "Global" selected.
- Product type**: Contains "Accessories > Women > Women's Bags".
- Customer shipping address required**: A toggle switch that is currently turned on.



## Adding listing information for Shopify

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

A screenshot of the shopiagio listing form. The form is divided into two main sections. The left section contains a breadcrumb trail "Clothes, Shoes & Accessories > Women > Women's Bags & Ha" with a search icon. Below this is a table for "eBay Category" and "Secondary eBay Category". The "eBay Category" column lists various categories, with "Clothes, Shoes & Accessories" selected. The "Secondary eBay Category" column lists sub-categories, with "Women" selected. Below the table are fields for "Listing duration \*" (set to "Good Until Cancelled") and "Condition \*". The right section contains a "Global" dropdown menu, a "Product type" field (set to "Accessories, Women's handbag"), a "Customer shipping address required" toggle (turned on), a "Vendor" field (set to "LOUIS VUITTON"), and a "Shopify Tags" field. The "Shopify Tags" field has a dropdown menu showing "Women's handbag" and a text input field labeled "Enter a new tag". Two red arrows point to the "Vendor" and "Shopify Tags" fields. A red speech bubble icon is in the bottom right corner.

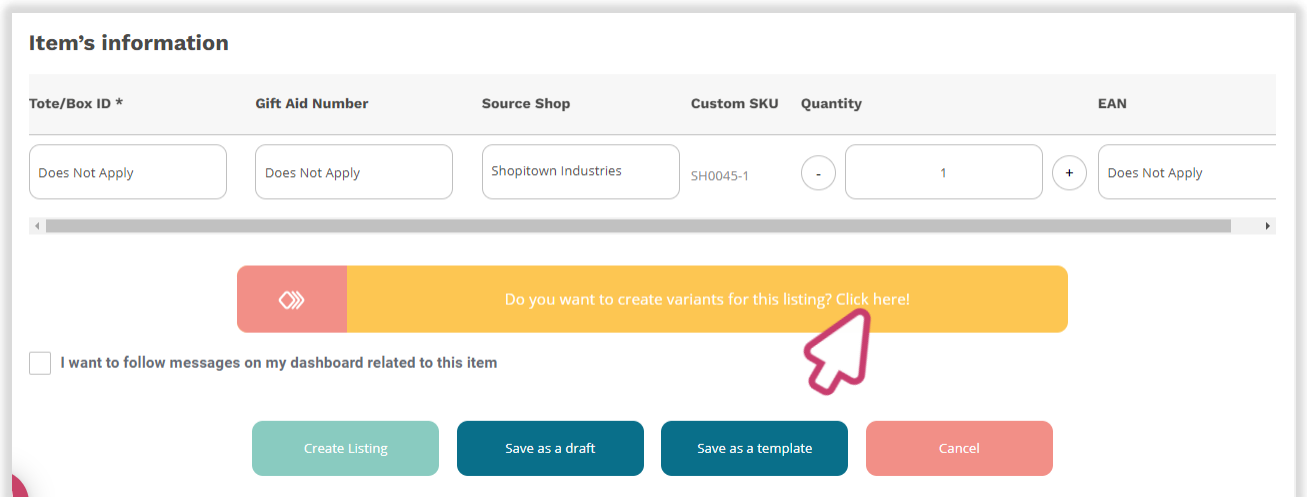


## Adding item variant(s)

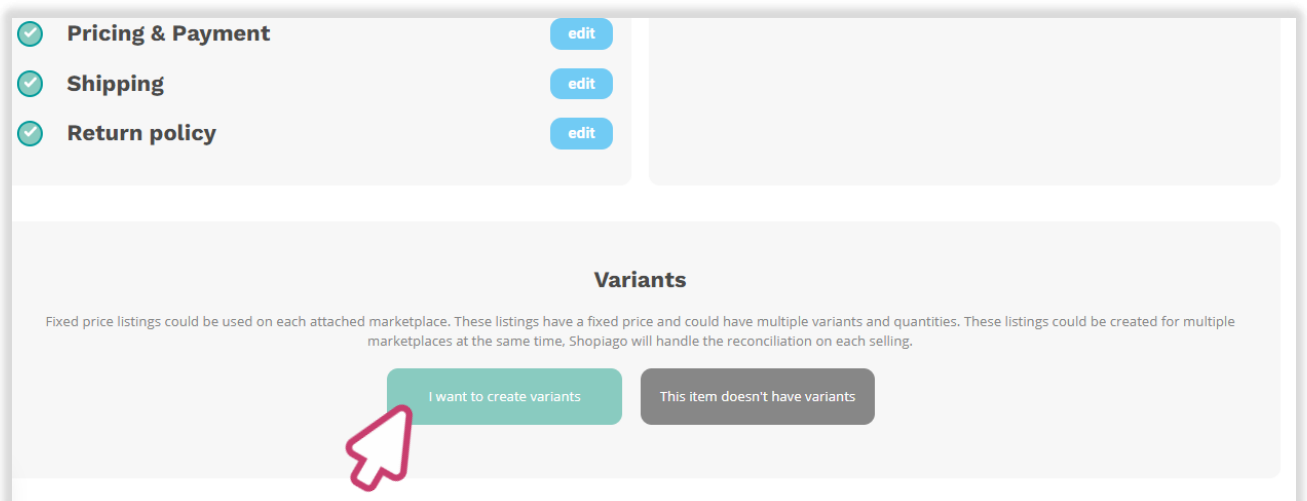
Variants are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when you have the same item in different sizes, colours, or any other characteristics, you can create variants to include these characteristics. **For non-variant item, scroll down to page 35.**

To add item Variants;

 Click on the "Click Here" tab found in the large orange button.

A screenshot of the "Item's information" form. At the top, there's a section titled "Item's information". Below it is a table with columns: "Tote/Box ID \*", "Gift Aid Number", "Source Shop", "Custom SKU", "Quantity", and "EAN". The "Quantity" column has a minus button, a text input with "1", and a plus button. Below the table is a large orange button with a double arrow icon and the text "Do you want to create variants for this listing? Click here!". A red mouse cursor is pointing at this button. Below the orange button is a checkbox labeled "I want to follow messages on my dashboard related to this item". At the bottom are four buttons: "Create Listing" (teal), "Save as a draft" (dark teal), "Save as a template" (dark teal), and "Cancel" (red).

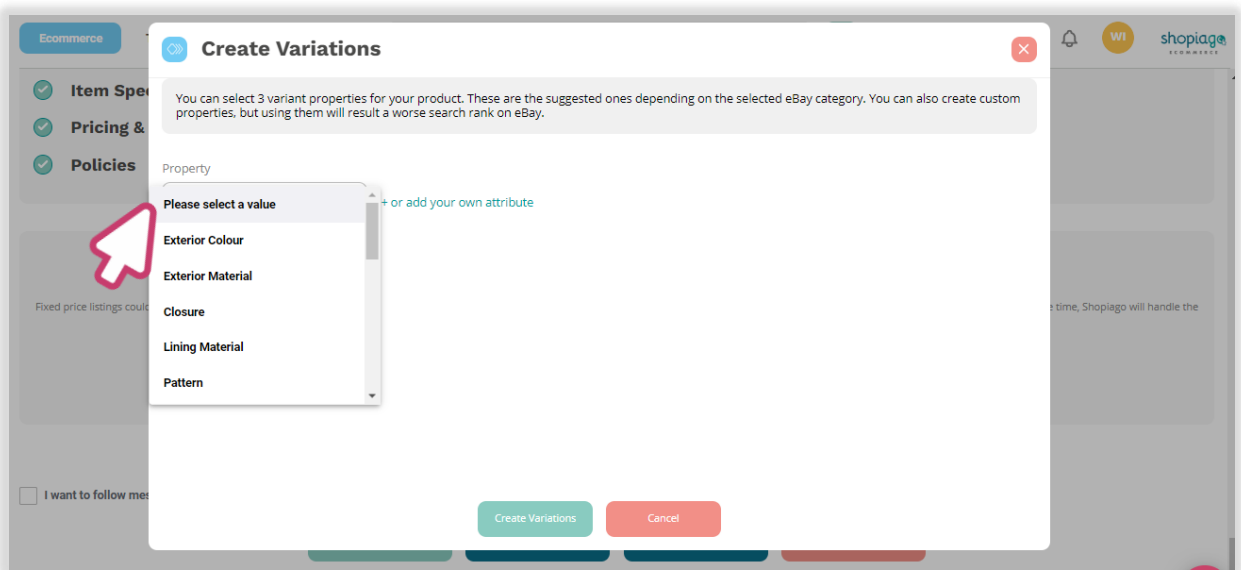
 And then, click on the 'I want to create variants' button.

A screenshot of the "Variants" section. On the left, there's a sidebar with three items: "Pricing & Payment", "Shipping", and "Return policy", each with a checkmark icon and an "edit" button. The main area is titled "Variants" and contains a paragraph of text: "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, Shopiango will handle the reconciliation on each selling." Below this text are two buttons: "I want to create variants" (teal) and "This item doesn't have variants" (grey). A red mouse cursor is pointing at the "I want to create variants" button.



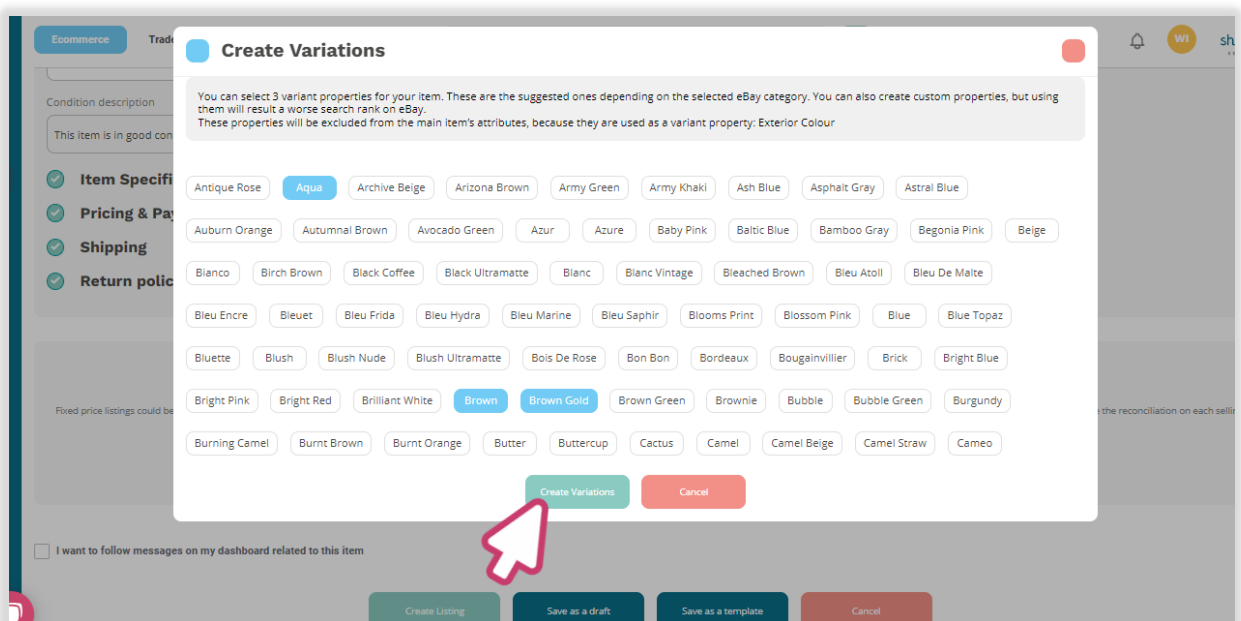
## Adding item variant(s)

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



- Select item variant(s) from the pre-populated options.

- And click on 'Create Variations' button.





## Adding item variant(s)

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

**Variants(3)**

[Edit variants](#) [Set SKU for each](#) [Set Price for each](#) [Set QTY for each](#)

Exterior Colour	Custom SKU	Price	Quantity	EAN	
Aqua	SH0045-1	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Brown	SH0045-2	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Brown Gold	SH0045-3	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>

☐ 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.

**Set SKU**

SH0033

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

**Variants(3)**

[Edit variants](#) [Set](#)

Exterior Colour	Custom SKU	Price	Quantity	EAN	
Aqua	SH0045-1	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Brown	SH0045-2	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Brown Gold	SH0045-3	1,500	- 1 +		<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>



## Adding item variant(s)

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

**Variants(3)**

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

Exterior Colour	Custom SKU	Price	Quantity	EAN	
Aqua	SH0045-1	1,500	- 1 +		<input type="radio"/> Set Inventory P
Brown	SH0045-2	1,500	- 1 +		<input type="radio"/> Set Inventory P
Brown Gold	SH0045-3	1,500	- 1 +		<input type="radio"/> Set Inventory P

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

- 🔗 Then, click on the 'Set' button.

**Set Price**

1,500

Set Cancel

**Variants(3)**

Edit variants

Exterior Colour	Custom SK	Price	Quantity	EAN	
Aqua	SH0045-1	1,500	- 1 +		<input type="radio"/> Set Inventory P
Brown	SH0045-2	1,500	- 1 +		<input type="radio"/> Set Inventory P
Brown Gold	SH0045-3	1,500	- 1 +		<input type="radio"/> Set Inventory P



## Adding item variant(s)

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

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Exterior Colour	Custom SKU	Price	Quantity			EAN
Aqua	SH0045-1	<input type="text" value="1,600"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	<input type="text"/>

☐ 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 item quantity, or use the 'Quantity adjustment' button to increase or decrease item quantity for each variant.

Variants(3)

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Exterior Colour	Custom SKU	Price	Quantity			EAN
Aqua	SH0045-1	<input type="text" value="1,600"/>	-	<input type="text" value="1"/>	<div>+</div>	<input type="text"/>
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	<input type="text"/>



## Adding item variant(s)

- Enter the product identifier number (EAN) for each variant. Identification number makes it easier for customers to find your item, so please be sure to fill this field.
- If your item don't have EAN, click the text field and select Does Not Apply.

**Variants(3)**

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Exterior Colour	Custom SKU	Price	Quantity			EAN			
Aqua	SH0045-1	<input type="text" value="1,600"/>	-	<input type="text" value="1"/>	+	<input type="text" value=""/>	<input type="radio"/>	Set Inventory Properties	Remove
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	<input type="text" value=""/>	<input type="radio"/>	Set Inventory Properties	Remove
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	<input type="text" value=""/>	<input type="radio"/>	Set Inventory Properties	Remove

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

Create Listing

Save as a draft

Save as a template

Cancel









## Setting up Inventory Data for Variant


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, Shopiago will adjust the inventory level for each sale.


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














### Variants(3)

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Exterior Colour	Custom SKU	Price	Quantity			EAN		
Aqua	SH0045-1	<input type="text" value="1,600"/>	<input type="text" value="-"/>	<input type="text" value="1"/>	<input type="text" value="+"/>	Does Not Apply	<input type="radio"/> Set Inventory Properties	<input type="button" value="Remove"/>
Brown	SH0045-2	<input type="text" value="1,500"/>	<input type="text" value="-"/>	<input type="text" value="1"/>	<input type="text" value="+"/>	Does Not Apply	<input type="radio"/> Set Inventory Properties	<input type="button" value="Remove"/>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	<input type="text" value="-"/>	<input type="text" value="1"/>	<input type="text" value="+"/>	Does Not Apply	<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 Inventory Data for Variant

- From the next screen, enter variant quantities. 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 '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.
- The "source shop" will be prepopulated. If not, select a source shop from the drop-down menu. This is a location where the item is stored.
- To add additional inventory item , click on 'Add more inventory item', and enter the item quantity, gift aid number, tote/Box ID and select a source shop.
- 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 *
Aqua	- 1 +	Does Not Apply	Does Not Apply

Source Shop

WH

Add more inventory item

Set Cancel

**Repeat the above process for all variant items.**



## If the item doesn't have variants

If the item doesn't have variants;

- 🔗 Click on the Tote/Box ID field and enter the 'Tote or Box ID' this is 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.
- 🔗 The source shop will automatically be populated.
- 🔗 If you have initially assigned a custom SKU (Stock Keeping Unit), this will automatically be populated.
- 🔗 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.

**Return policy** 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"/>	<input type="text" value="SH0045-1"/>	<div><div>-</div><div>1</div><div>+</div></div>	<input type="text" value="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 item information are correctly entered, click on the 'Create listing' button to list the item.

✓ Return policy

edit

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	Shoptown Industries	SH0045-1	<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

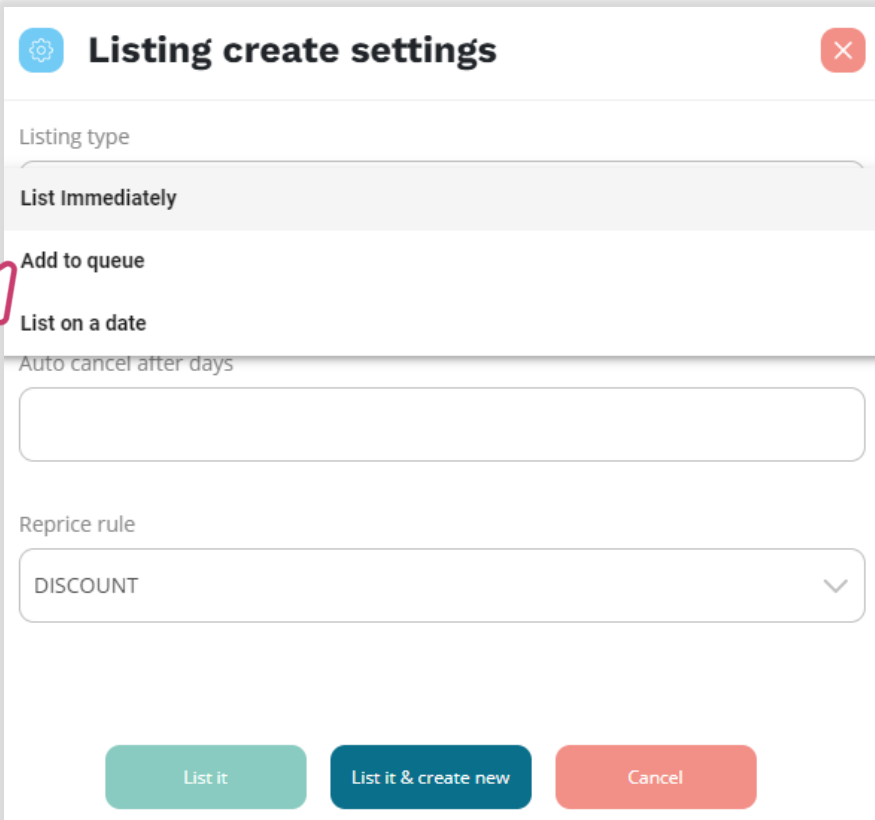




## Listing options

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 (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 options

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

- 🌐 Enter a value for 'Auto-cancel after days'.
- 🌐 Click on the 'Reprice rule' field and select a rule if necessary, or leave as default if it is not applicable.
- 🌐 Finally, click '**List it**' Or '**List it & create new**' button.

A screenshot of the Shopiagio web application showing a 'Listing create settings' modal. 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' (teal), 'List it & create new' (dark teal), and 'Cancel' (red). Four red arrows point to the 'Set SKU for each item' button in the background, the '30' in the 'Auto cancel after days' field, the 'FIXED' option in the 'Reprice rule' dropdown, and the 'List it' and 'List it & create new' buttons respectively. The background shows a table of items with columns for 'SKU' and 'Set Inventory' buttons.



**Happy Selling!**

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