



# Ecommerce User Guide

## How to clone a Marketplace Fixed Price Listing

Please note that the screenshots in this User Guide mostly show the colour blue, but in our live system these colours have now changed to green.

Version 3.0

## How to clone a marketplace listing

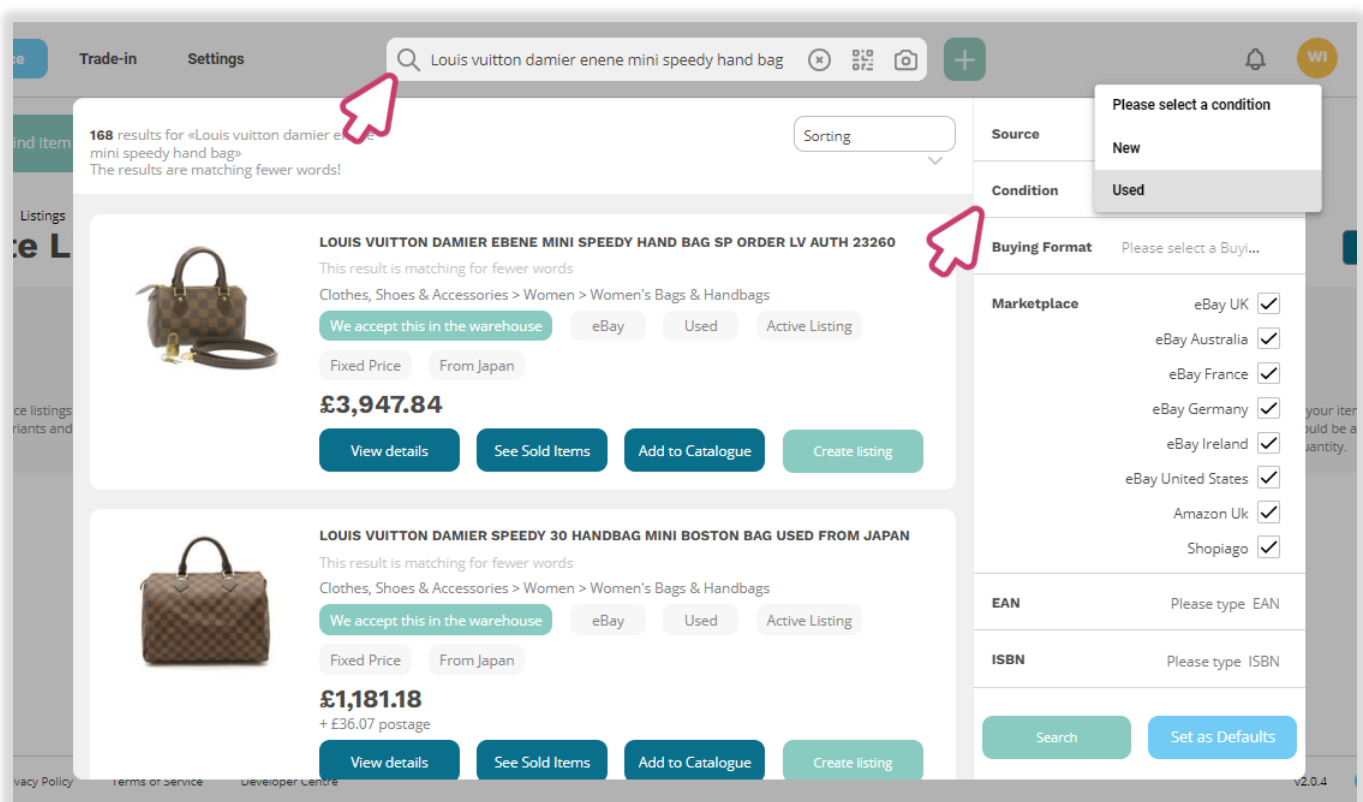
Cloning an existing marketplace listing will help speed up your listing process. By cloning, you will be able to fetch all information relating to the item from selected marketplace(s) catalogue, which includes the item title, brand, dimensions, photos, category etc, to drop into the listing form. You 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.

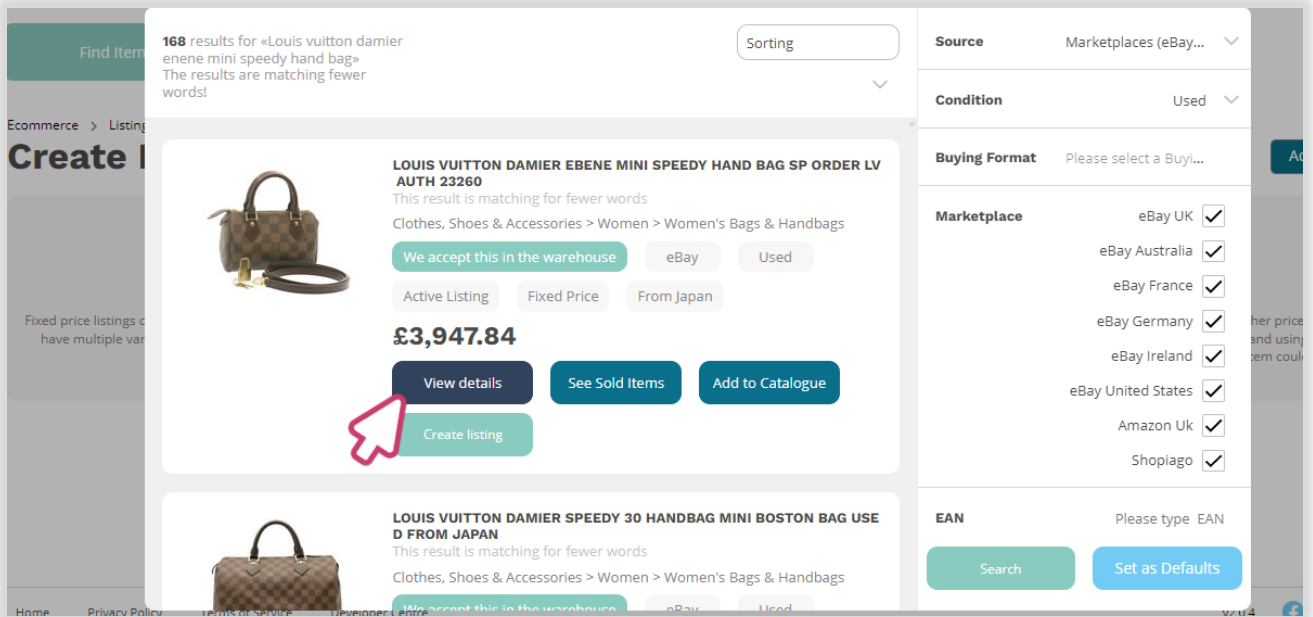
You can also use the 'Search setting' at the top-right of the screen, to enhance your search.



The screenshot displays the World of Books dashboard interface. At the top, there are navigation links for 'Trade-in' and 'Settings'. A search bar at the top center contains the text 'Louis vuitton damier ebene mini speedy hand bag'. To the right of the search bar is a dropdown menu with the text 'Please select a condition' and options 'New' and 'Used'. Below the search bar, the results show '168 results for «Louis vuitton damier ebene mini speedy hand bag»' and a message 'The results are matching fewer words!'. The first result is 'LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260' with a price of '£3,947.84'. The second result is 'LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN' with a price of '£1,181.18'. Both results include a 'View details' button, a 'See Sold Items' button, an 'Add to Catalogue' button, and a 'Create listing' button. On the right side, there is a 'Buying Format' section with a dropdown menu 'Please select a Buyi...' and a list of marketplaces to select from, including 'eBay UK', 'eBay Australia', 'eBay France', 'eBay Germany', 'eBay Ireland', 'eBay United States', 'Amazon Uk', and 'Shopiago'. At the bottom, 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 ☒
- Shopiago ☒

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**

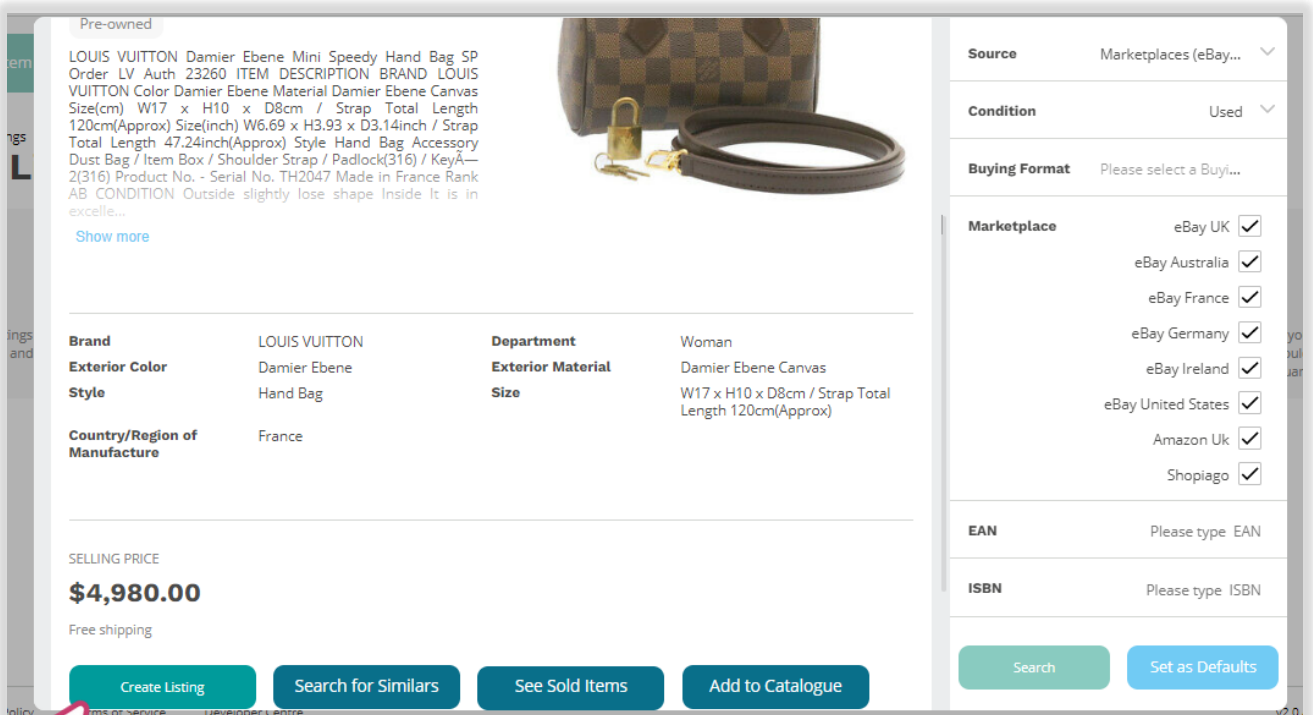
View details See Sold Items Add to Catalogue

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

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

SELLING PRICE  
**\$4,980.00**

Free shipping

Create Listing Search for Similars See Sold Items Add to Catalogue

Source Marketplaces (eBay...)

Condition Used

Buying Format Please select a Buy...

Marketplace

- eBay UK ☒
- eBay Australia ☒
- eBay France ☒
- eBay Germany ☒
- eBay Ireland ☒
- eBay United States ☒
- Amazon Uk ☒
- Shopiago ☒

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

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.

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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) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually they are either new old stock or have only been used a couple of times. You will find it very difficult to see any issues with these items. Items with the grading A are in beautiful condition. They have been used but you will find it tough to spot any marks. However as they have been used there might be a couple of small marks. Items with the grading AB are in excellent condition. They have been used but you will find it tough to spot many marks. However as they have been used there might be a couple of marks. Items with the grading B are in very clean condition. There are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average condition. There are signs that the item has been used previously but in general they are clean and tidy. Items with the grading C are in good condition. There are signs that the item has been used previously and have been 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>x</sub>

A<sub>y</sub>

Font

T<sub>x</sub>

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A<sub>2</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 LOUI  
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) / KeyAil  
TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without  
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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 texteBayShopify

Description \*

HTML template

Enter text to search

HandbagsHatsHealth & BeautyJacketsJob Lots

A<sup>1</sup>A<sub>2</sub>



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

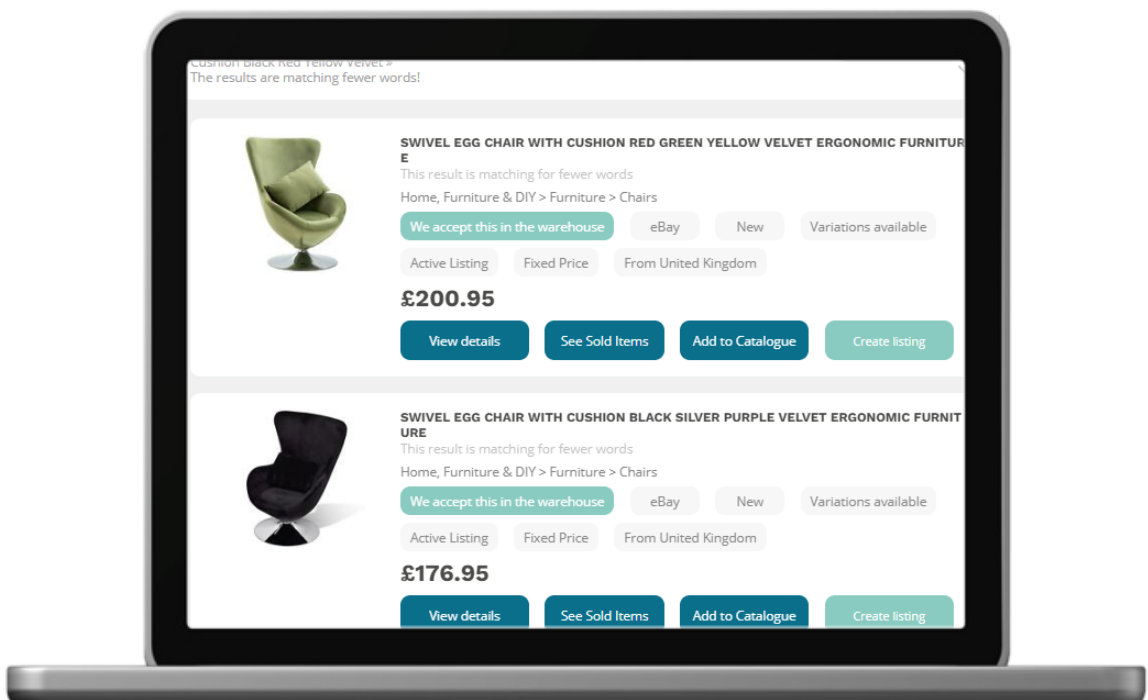
Pricing is one of the top influencing factors. You should think carefully when setting up your price. Most customers will take the item's price into consideration when deciding whether to buy.

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 the 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 the 'World of Books' item editing interface. At the top, there is a teal button labeled 'Copy Plain text'. Below this, the interface is divided into several sections:

- Price:** A text input field containing '1,500'. A red arrow points to this field.
- Custom SKU:** A text input field containing 'SH0045'. A red arrow points to this field.
- Tags:** A section with a blue button labeled 'Handbags' and a dropdown arrow, followed by a text input field labeled 'Enter a new tag'. A red arrow points to the 'Handbags' button.
- Collect in store:** A toggle switch that is currently turned on (green). A red arrow points to this toggle.
- Job lot item:** A toggle switch that is currently turned on (green). A red arrow points to this toggle.
- Images (0/12):** A section 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.

Our 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.

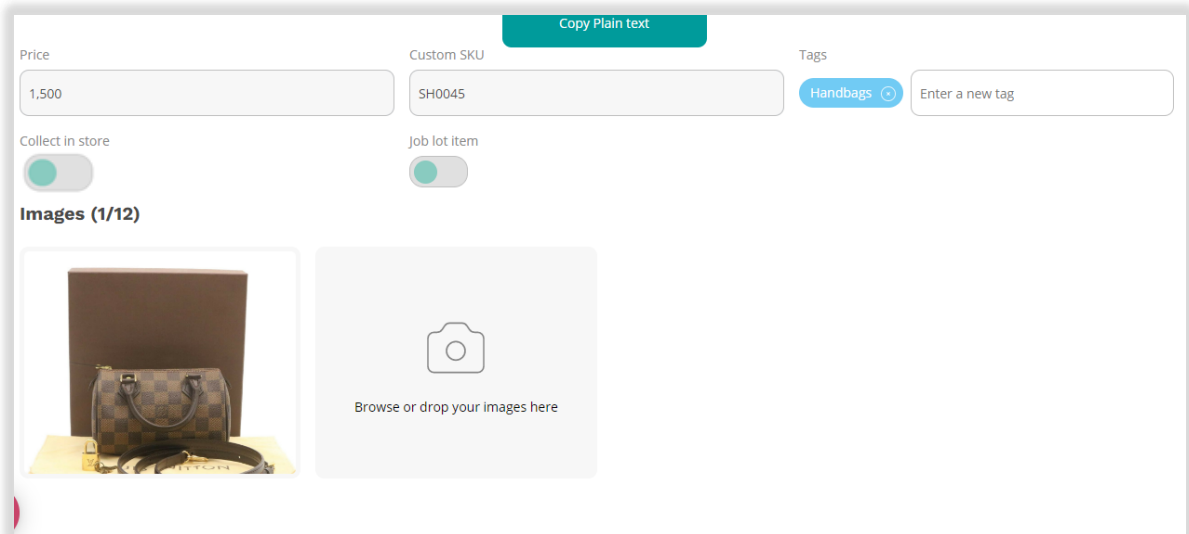
The photo should not contain any watermarks or digital signature.



## Updating the listing photo(s)

To add additional photo (s);

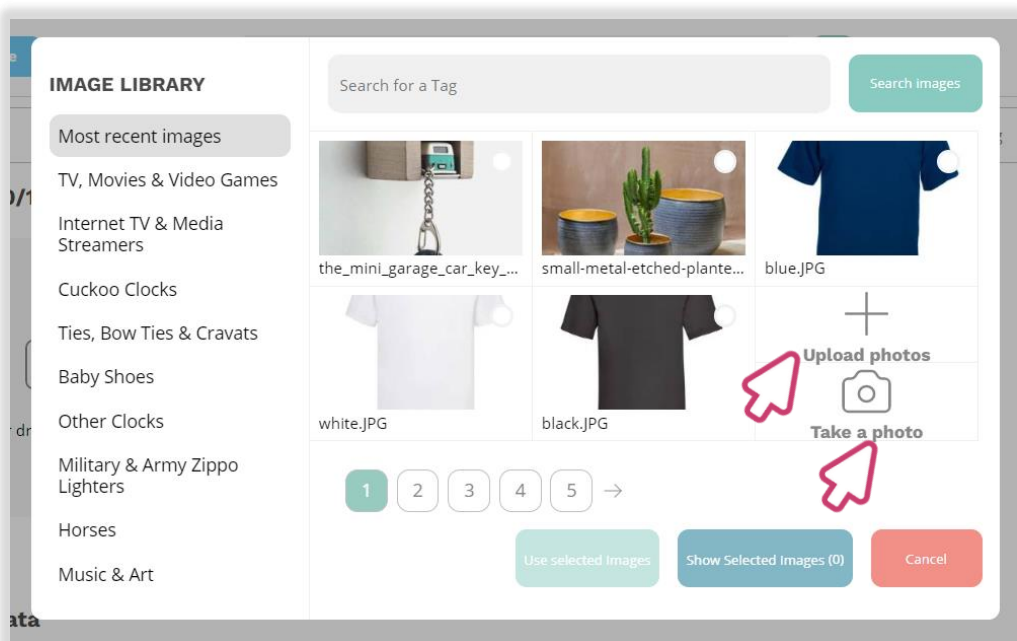
Click on the 'Photo icon' to select item photo(s) from your image library, Pc or mobile device. You can also drag and drop the item images into the centre of the upload photo icon area.



The screenshot shows a product listing update form. At the top, there is a teal button labeled "Copy Plain text". Below this, the form is divided into several sections: "Price" with a text input field containing "1,500"; "Custom SKU" with a text input field containing "SH0045"; and "Tags" with a button labeled "Handbags" and a text input field for "Enter a new tag". There are also two toggle switches: "Collect in store" and "Job lot item", both of which are currently turned on. Below these fields, the "Images (1/12)" section is visible. It contains a small thumbnail image of a brown and tan checkered handbag and a larger, light gray 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.

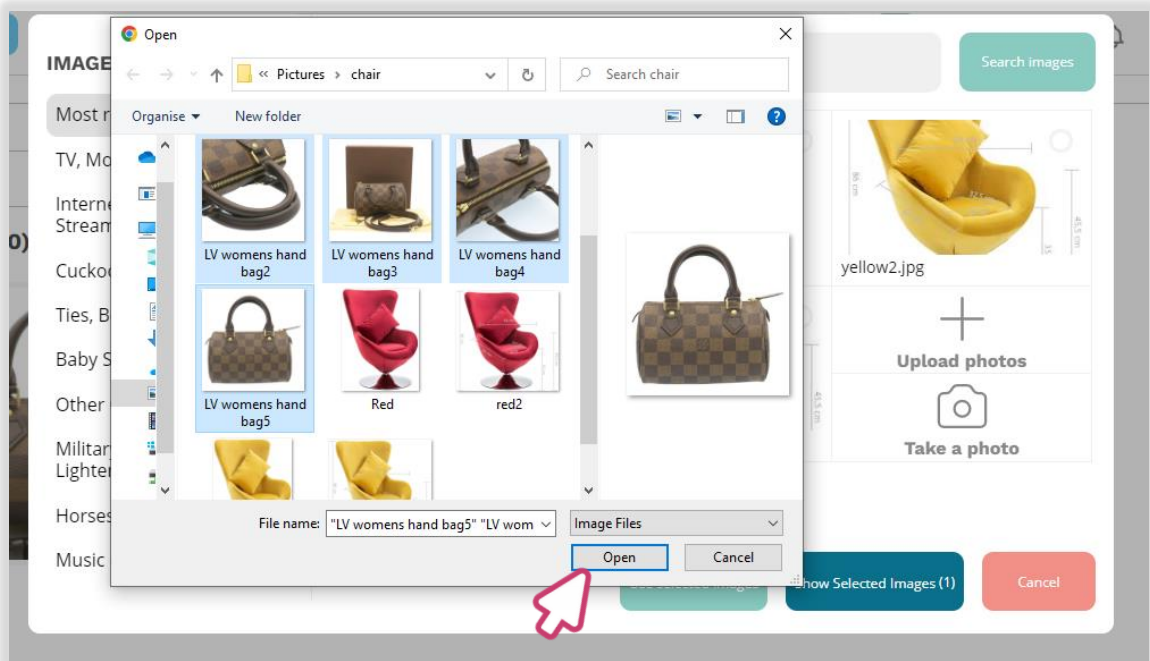


## Updating the listing photo(s)

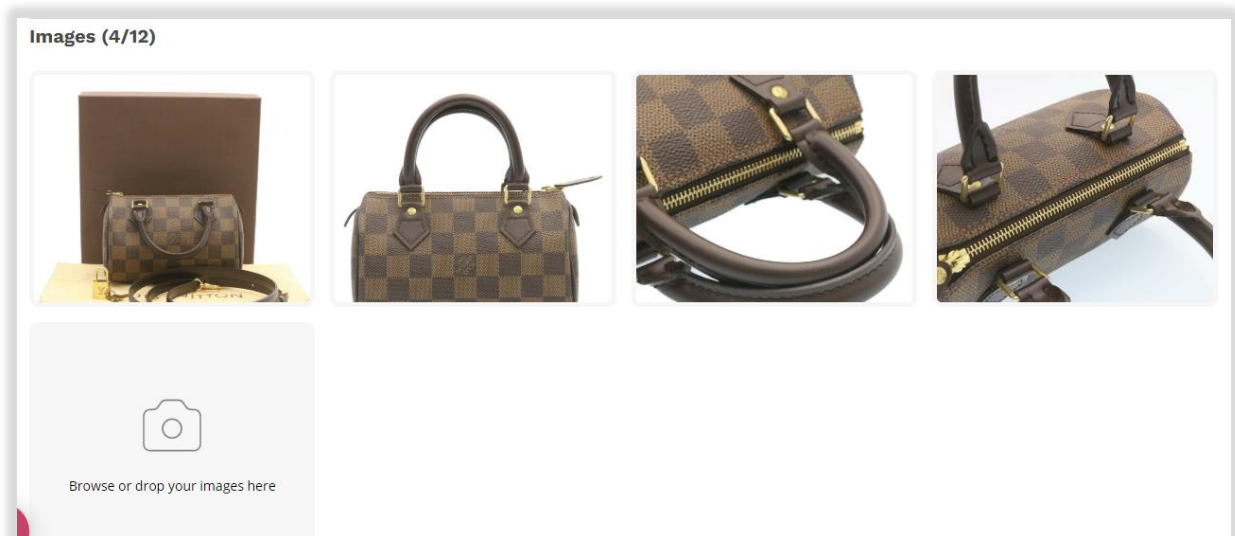
Once you've clicked on 'upload photos', you will be prompted to select the item photo(s).

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.

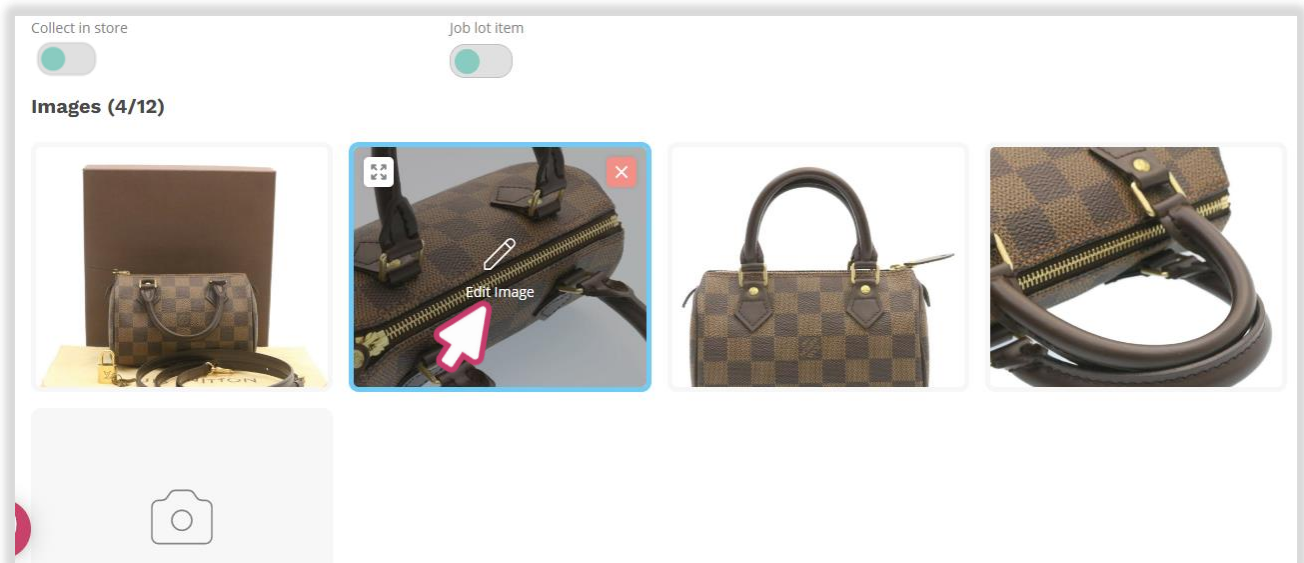


Uploaded photos should then appear on the listing form.



## Updating the listing photo(s)

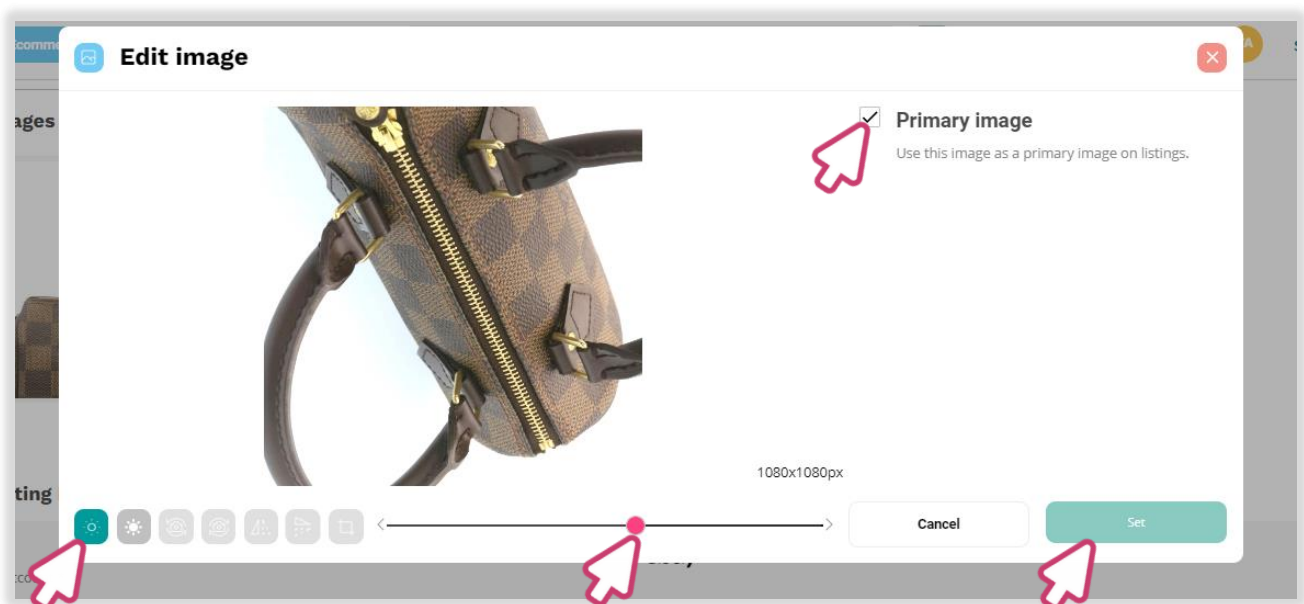
To edit an item image, hover your mouse around the centre of the image and click on the appearing 'Edit Image' icon.



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)






Move Image









## 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 forms for creating a listing. The left form is for 'ebay' and the right is for 'etsy'. In the eBay form, red arrows point to the 'Account \*' dropdown (showing 'sh-200257 - United Kingdom'), the 'Custom Listing Title (80 chars) \*' field (containing 'Louis Vuitton Damiere Ebene Mini Speedy Hand Bag'), and the 'Suggest relevant categories' link. The 'Category' dropdown shows 'Clothes, Shoes & Accessories > Women > Wome' with a magnifying glass icon. The 'etsy' form shows 'Account \*' (showing 'rpd1st'), 'Custom Listing Title (255 chars) \*' (containing 'VidaXL Swivel Egg Chair with Cushion Black Red Yello'), and 'Published on \*' (showing 'Please select a value').

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 screen. The pop-up has a title bar with a magnifying glass icon and a close button. The main text says 'Based on your listing title we search through eBay categories to find some that might fit your item'. Below this, a category path is shown: '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 category path and the 'Confirm' button. The background shows the 'Listing Data' form with fields for 'Account \*' (showing 'jnohu92 - United Kingdom'), 'Custom Listing Title (80 chars) \*' (containing 'LOUIS VUITTON Damier Ebene Mi'), and 'Category' (showing 'Clothes, Shoes & Accessories > W').





## 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

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 > Wome

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 scrollable list of categories. The 'Women' category is highlighted in blue. Below this menu, there are three fields with red arrows pointing to them: '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'. On the right side of the form, there is a toggle switch for 'Customer shipping address required', a text input field for 'Vendor', and a text input field for 'Shopify Tags' with the placeholder text 'Enter a new tag'. A red circular chat icon is located in the bottom right corner of the form.

Category	Sub-category
Art	Kids
Baby	Men
Books, Comics & Magazines	Specialty
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

Customer shipping address required

Vendor

Shopify Tags

Enter a new tag



## 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 <a href="#">Clear</a>	Oval <a href="#">Clear</a>	Please enter values
Brand <a href="#">i</a>	Department <a href="#">i</a>	Exterior Color <a href="#">i</a>
LOUIS VUITTON <a href="#">Remove</a>	Woman <a href="#">Remove</a>	Damier Ebene <a href="#">Remove</a>
Style <a href="#">i</a>	Exterior Material <a href="#">i</a>	Size <a href="#">i</a>
Hand Bag <a href="#">Remove</a>	Damier Ebene Canvas <a href="#">Remove</a>	W17 x H10 x D8cm / Strap Total Len <a href="#">Remove</a>

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.

This screenshot shows a pop-up window titled 'Attribute creation' with 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, pointing to the 'Attribute Name' field, the 'Add attribute' button, and the 'Cancel' button. The background shows a blurred view of the 'Item Specifics' screen with fields for Product Line, Shape, Strap Drop, Brand, Department, and Exterior Color.

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

This screenshot shows the 'Item Specifics' screen with a red close button in the top right corner. At the top, a grey box contains the text: 'If you use any of these properties as a variant attribute, those will be excluded'. Below this, there are several input fields with 'Remove' or 'Clear' buttons: 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), and Size (W17 x H10 x D8cm / Strap Total Len). At the bottom, there is an 'Interior Colour' field with 'Multi' and a 'Create Attribute' button. Below these fields are two buttons: a green 'Set specifics' button and a red 'Cancel' button. A red mouse cursor icon is overlaid on the image, pointing to the 'Set specifics' button. The background shows a blurred view of the 'Item Specifics' screen with fields for Product Line, Shape, Strap Drop, Brand, Department, and Exterior Color.



## 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 ☐ Pricing & Payment ☐ Policies

Vendor

Shopify Tags  
Enter a new tag

edit edit edit

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.

The screenshot shows the 'Pricing & Payment' modal window on the eBay seller interface. The modal 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 off (grey).
- Buttons:** A green 'Set Pricing' button and a red 'Cancel' button.

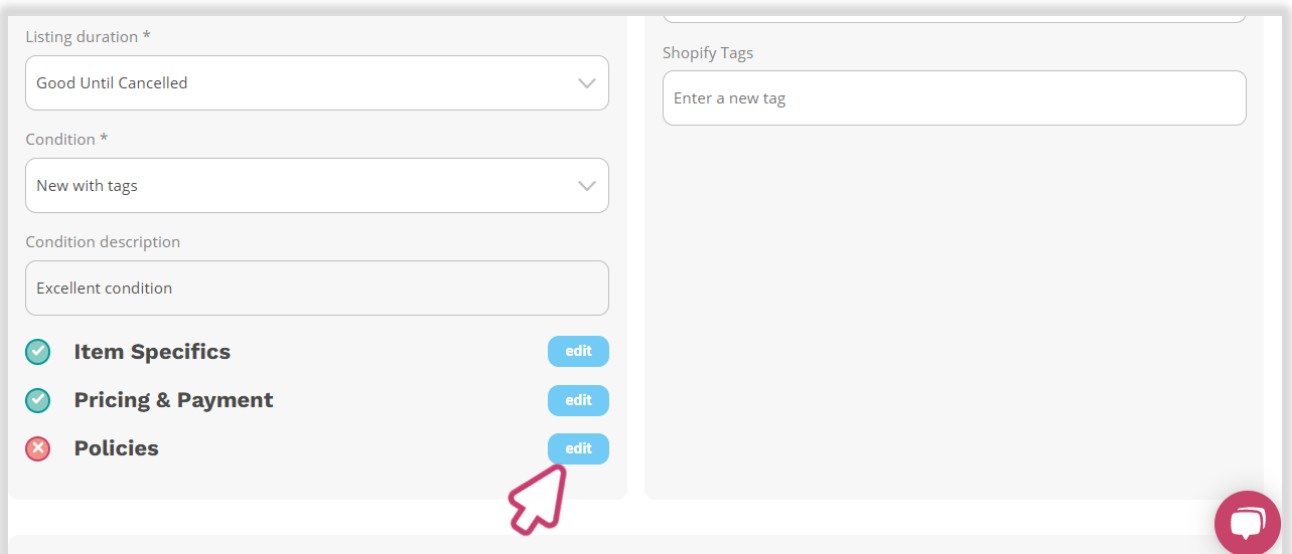
Red arrows point to the 'Best offer' toggle, the 'Automatically accept' input field, the 'Private listing' toggle, and the 'Set Pricing' button. The background shows a sidebar with categories like 'Comics & Games', 'Office & Stationery', 'Books & Photo', 'Motorcycles', 'Shoes & Bags', and a main area with 'Item Specifics', 'Pricing & Payment', and 'Policies' sections, each with an 'edit' button.

## 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 account, making it easier to select when listing.

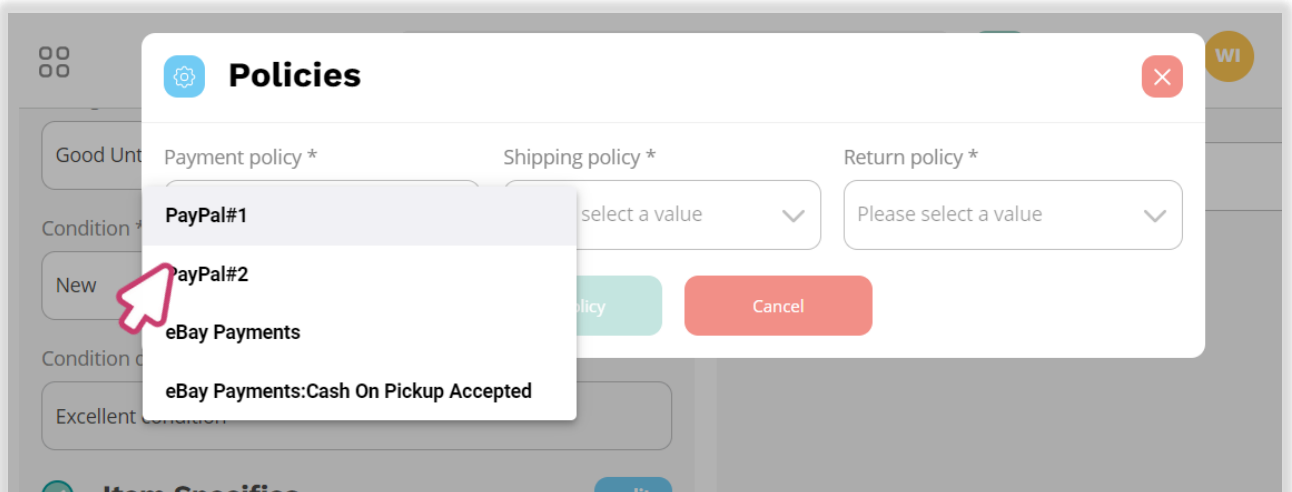
To set policies:

Click on the 'edit' button.



The screenshot shows a listing form with several sections. On the left, there are dropdown menus for 'Listing duration \*' (set to 'Good Until Cancelled'), 'Condition \*' (set to 'New with tags'), and a text field for 'Condition description' (containing 'Excellent condition'). Below these are three sections: 'Item Specifics' (checked), 'Pricing & Payment' (checked), and 'Policies' (unchecked, marked with a red 'x'). Each section has a blue 'edit' button to its right. A red arrow points to the 'edit' button for the 'Policies' section. On the right side of the form, 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.

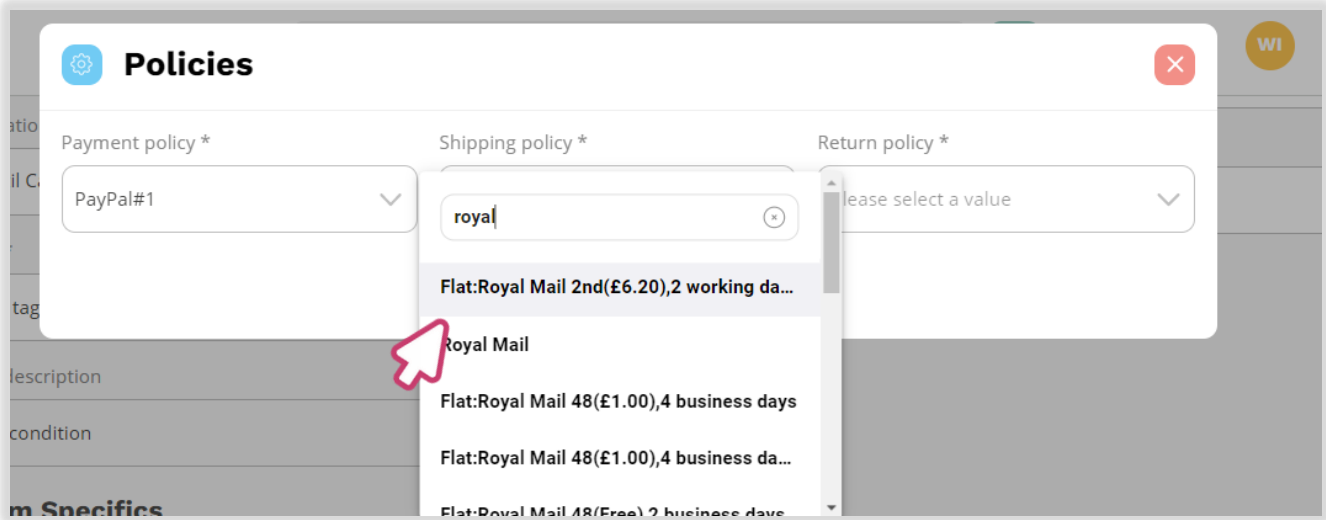
From the pop-up screen, click on the 'Payment policy' field and select a preferred payment policy.



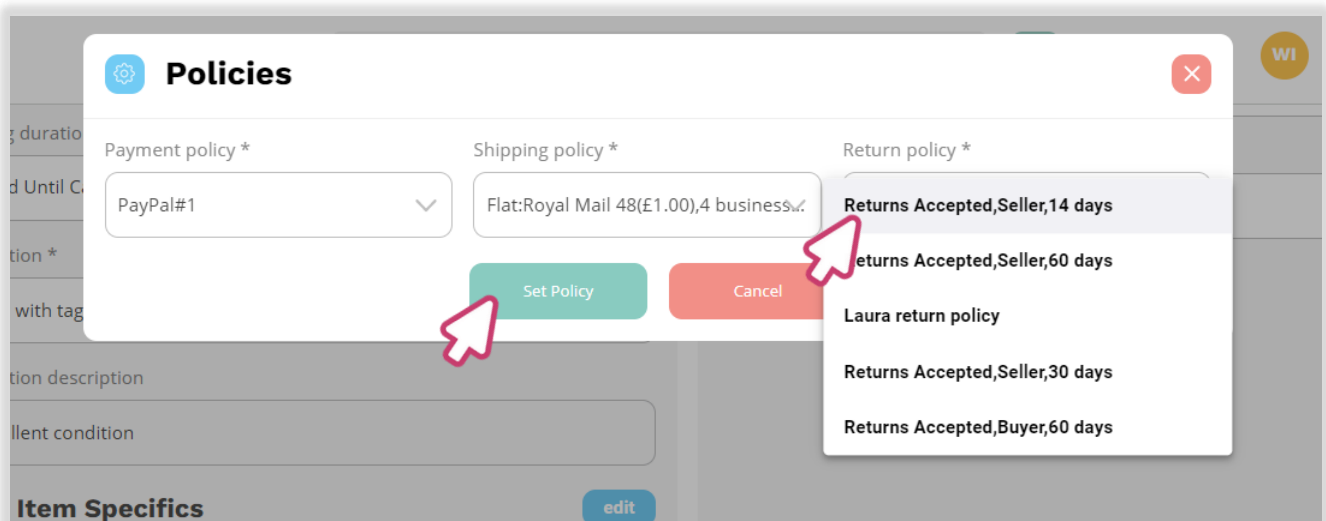
The screenshot shows a 'Policies' pop-up screen. It has three main sections: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' dropdown menu is open, showing four options: 'PayPal#1', 'PayPal#2', 'eBay Payments', and 'eBay Payments:Cash On Pickup Accepted'. A red arrow points to the 'PayPal#2' option. The 'Shipping policy \*' and 'Return policy \*' dropdowns are closed and show 'select a value' and 'Please select a value' respectively. There are 'Cancel' and 'OK' buttons at the bottom right of the pop-up. The background shows the same listing form as the previous screenshot.

## 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 the 'Add new listing' form for Shopify. It is divided into two columns. The left column contains fields for 'Custom Listing Title (80 chars) \*', 'Category' (with a search bar showing 'Clothes, Shoes & Accessories > Women > Wome'), and 'eBay Category' (with a dropdown menu showing 'Clothes, Shoes & Accessories' selected and 'Women' highlighted). The right column contains fields for 'Custom Listing Title (255 chars) \*', 'Published on \*' (with a dropdown menu showing 'Global' selected), 'Product type' (with a search bar showing 'Accessories > Women > Women's Bags'), and a toggle switch for 'Customer shipping address required' which is currently turned on. Red arrows point to the 'Custom Listing Title' fields, the 'Published on' dropdown, the 'Product type' search bar, and the 'Customer shipping address required' toggle.

Field	Value
Custom Listing Title (80 chars) *	Louis Vuitton Damiere Ebene Mini Speedy Hand Bag
Custom Listing Title (255 chars) *	VidaXL Swivel Egg Chair with Cushion Black Red Yello
Category	Clothes, Shoes & Accessories > Women > Wome
Published on *	Global
Product type	Accessories > Women > Women's Bags
Customer shipping address required	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.

The screenshot shows the 'Add Listing' form for World of Books. The breadcrumb trail at the top reads: 'Clothes, Shoes & Accessories > Women > Women's Bags & Handbags'. The form is divided into two main sections: 'eBay Category' and 'Shopify Tags'.

**eBay Category Section:**

- eBay Category:** A dropdown menu with a red 'X' icon. The selected category is 'Clothes, Shoes & Accessories'.
- Secondary eBay Category:** A dropdown menu with a red 'X' icon. The selected category is 'Women'.
- Listing duration \*:** A dropdown menu with a downward arrow. The selected option is 'Good Until Cancelled'.
- Condition \*:** A dropdown menu with a downward arrow.

**Shopify Tags Section:**

- Global:** A dropdown menu with a downward arrow. The selected option is 'Global'.
- Product type:** A text input field containing 'Accessories, Women's handbag'.
- Customer shipping address required:** A toggle switch that is currently turned on (green).
- Vendor:** A text input field containing 'LOUIS VUITTON'. A red arrow points to this field.
- Shopify Tags:** A section with a blue button labeled 'Women's handbag' and a text input field labeled 'Enter a new tag'. A red arrow points to the 'Enter a new tag' field.

A red speech bubble icon is located in the bottom right corner of the form.



## 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.

**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> 1 <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

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

✓ Pricing & Payment

✓ Shipping

✓ Return policy

edit

edit

edit

**Variants**

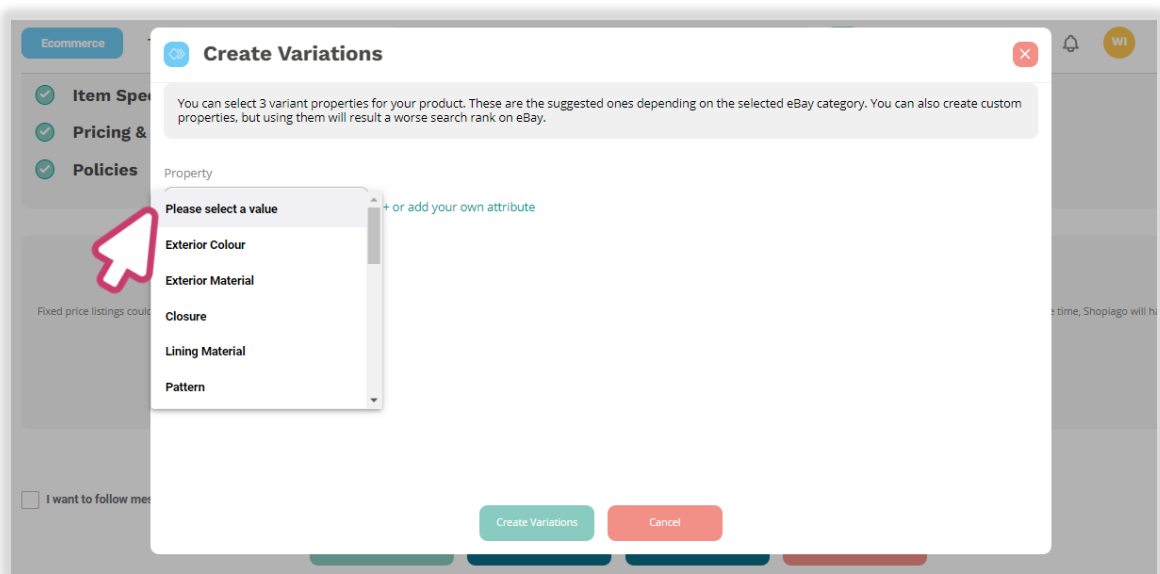
Fixed price listings could be used on each attached marketplace. These listings have a fixed price and could have multiple variants and quantities. These listings could be created for multiple marketplaces at the same time, Shopiago will handle the reconciliation on each selling.

I want to create variants

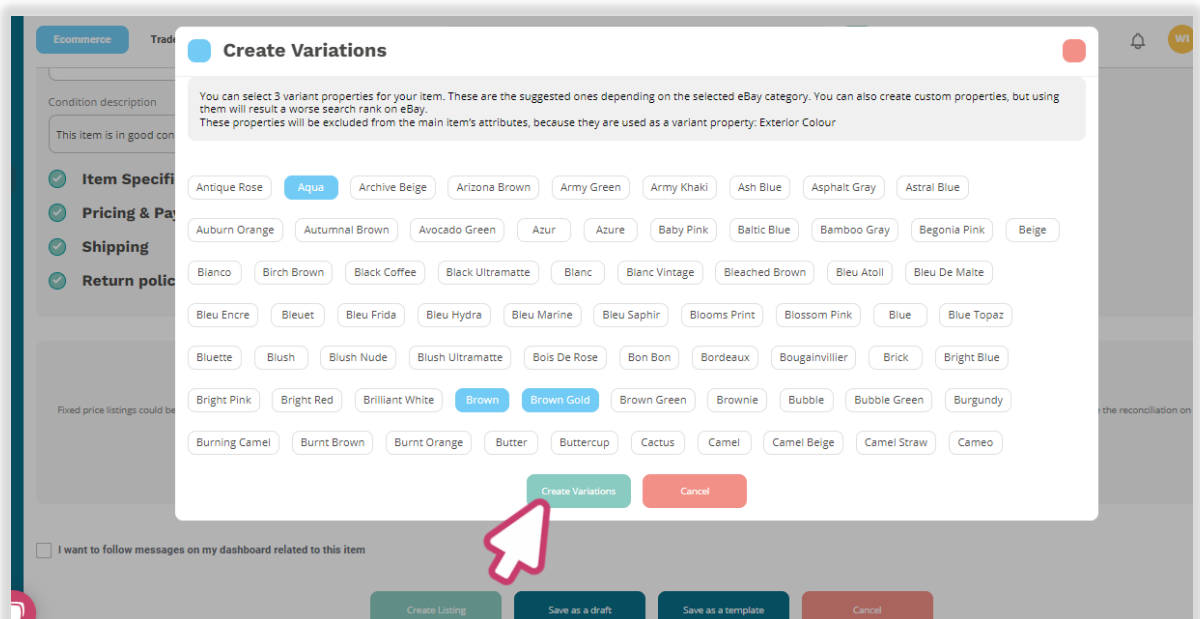
This item doesn't have variants

## 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 +		<input type="radio"/> Set Inventory Properties Remove
Brown	SH0045-2	1,500	- 1 +		<input type="radio"/> Set Inventory Properties Remove
Brown Gold	SH0045-3	1,500	- 1 +		<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

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 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 Properties
Brown	SH0045-2	1,500	- 1 +		<input type="radio"/> Set Inventory Properties
Brown Gold	SH0045-3	1,500	- 1 +		<input type="radio"/> Set Inventory Properties

## 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						
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"/>	<input type="button" value="Set Inventory P"/>
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	<input type="text"/>	<input type="button" value="Set Inventory P"/>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	<input type="text"/>	<input type="button" value="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 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"/>	<input type="button" value="+"/>	<input type="text"/>	<input type="button" value="Set Inventory P"/>
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	<input type="text"/>	<input type="button" value="Set Inventory P"/>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	<input type="text"/>	<input type="button" value="Set Inventory P"/>



## 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="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="text" value=""/>	<div><input type="radio"/> Set Inventory Properties</div> <div>Remove</div>
Brown	SH0045-2	<input type="text" value="1,500"/>	<input type="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/>	<div>Does Not Apply</div> <input type="text" value=""/>	<div><input type="radio"/> Set Inventory Properties</div> <div>Remove</div>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	<input type="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="text" value=""/>	<div><input type="radio"/> Set Inventory Properties</div> <div>Remove</div>

☐ 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, the system will adjust the inventory level for each sale.

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

lv handbags

WI

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"/>	+	Does Not Apply	<div><div></div>Set Inventory Properties</div>
Brown	SH0045-2	<input type="text" value="1,500"/>	-	<input type="text" value="1"/>	+	Does Not Apply	<div><div></div>Set Inventory Properties</div>
Brown Gold	SH0045-3	<input type="text" value="1,450"/>	-	<input type="text" value="1"/>	+	Does Not Apply	<div><div></div>Set Inventory Properties</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 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
Does Not Apply	Does Not Apply	Shoptown Industries	SH0045-1	- 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 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> 1 <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.

The screenshot shows a 'Listing create settings' dialog box with a title bar containing a gear icon and a close button. The dialog has several sections: 'Listing type' with three radio button options ('List Immediately', 'Add to queue', 'List on a date'), 'Auto cancel after days' with an empty input field, and 'Reprice rule' with a dropdown menu showing 'DISCOUNT'. At the bottom are three buttons: 'List it' (teal), 'List it & create new' (dark teal), and 'Cancel' (red). A red mouse cursor is pointing at the 'Add to queue' option.

**Listing create settings**

Listing type

☒ List Immediately

☐ Add to queue

☐ List on a date

Auto cancel after days

Reprice rule

DISCOUNT

List it List it & create new Cancel



## 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 'Listing create settings' modal in the World of Books interface. 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 showing 'Add to queue'; 'Auto cancel after days' with a text input field containing '30'; and 'Reprice rule' with a dropdown menu showing 'FIXED'. At the bottom of the modal are three buttons: 'List it' (green), 'List it & create new' (dark blue), and 'Cancel' (red). Four red arrows point to the 'Set SKU for each item' button in the background, the 'Reprice rule' dropdown, the 'List it' button, and the 'List it & create new' button. The background shows a table with columns for 'Trade-in', 'Settings', and 'Custom SKU', with rows for 'QuickTak', 'PocketC', and 'PocketC' items, each with a SKU and a 'Set Inventory' button.



Happy Selling

If you need further help or support,  
please speak to your Customer Success Manager  
or access Live Chat when logged in.