



# Shop User Guide

## How to Clone a Marketplace Listing for Auction

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 eBay marketplace. For information about eBay's cloning policy, click [here](#).

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

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

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

The screenshot displays the Shopiago dashboard interface. At the top, there's a navigation bar with 'Trade-in' and 'Settings' links. 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 are icons for a magnifying glass, a barcode, a camera, and a plus sign. Below the search bar, a dropdown menu is open, showing 'Please select a condition' with options 'New' and 'Used'. The main content area shows search results for the query. The first result is for a 'LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260'. It includes a photo of the bag, a price of £3,947.84, and buttons for 'View details', 'See Sold Items', 'Add to Catalogue', and 'Create listing'. The second result is for a 'LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN', with a price of £1,181.18 and similar buttons. On the right side, there's a 'Buying Format' section with a dropdown menu 'Please select a Buyi...' and a list of marketplaces with checkboxes: eBay UK, eBay Australia, eBay France, eBay Germany, eBay Ireland, eBay United States, Amazon UK, and Shopiago. Below this is an 'EAN' section with a dropdown 'Please type EAN' and an 'ISBN' section with a dropdown 'Please type ISBN'. At the bottom right, there are 'Search' and 'Set as Defaults' buttons. The footer contains links for 'Privacy Policy', 'Terms of Service', and 'Developer Centre', along with the version number 'v2.0.4'.



## 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

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 excell...

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 'Auction Style Listing' as the buying format.
- 🌐 Check that the item title is correct and modify if necessary.

Find Item

Scan Barcode

Photo Recognition

Ecommerce > Listings

### Create Listing from Marketplace search

Actions ▾



#### Fixed Price Listing

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



#### Auction Style Listing

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

Listing Title




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

Search on e









## Updating the item description

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

### Tips:

-  The more information you provide, the easier it will be for customers to make a purchasing decision.
-  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 text eBay

#### Description \*

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



## Updating the item description

You can add an HTML template or edit the listing description.

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

Listing Title

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


Search on eBay

Description \*

Plain texteBay

Description

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

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

Description \*

Plain texteBay

Description \*

HTML template

Web

A<sub>1</sub>A<sub>2</sub>Font -Font size -Font color -B / U T<sub>1</sub> T<sub>2</sub> <> A<sub>1</sub> A<sub>2</sub> Link Unlink Bulleted list Numbered list Indent Left Indent Right Text color Tags

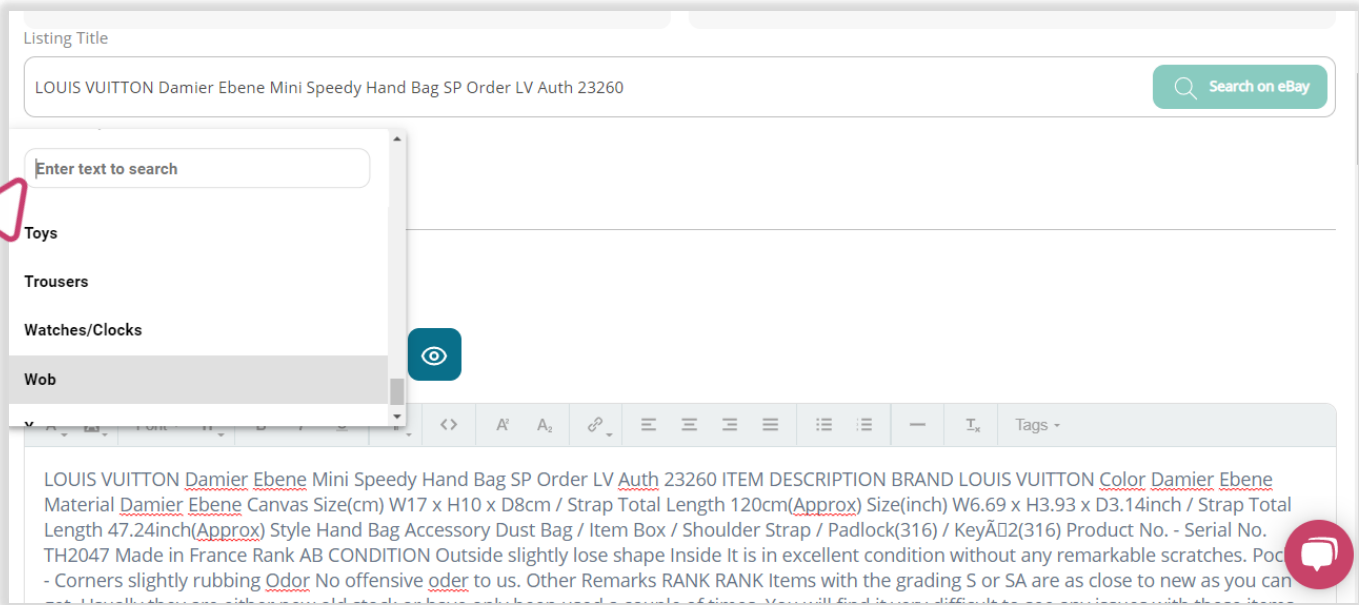
LOUIS VUITTON  
Material Damier  
Length 47.24inch  
TH2047 Made in  
- Corners slightly  
get. Usually they  
Items with the gr  
used there migh  
spot many mark  
are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than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

x-small  
small  
medium  
large  
x-large  
Custom

Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene m / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. htly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can en used a couple of times. You will find it very difficult to see any issues with these items. have been used but you will find it tough to spot any marks. However as they have been the grading AB are in excellent condition. They have been used but you will find it tough e might be a couple of marks. Items with the grading B are in very clean condition. There

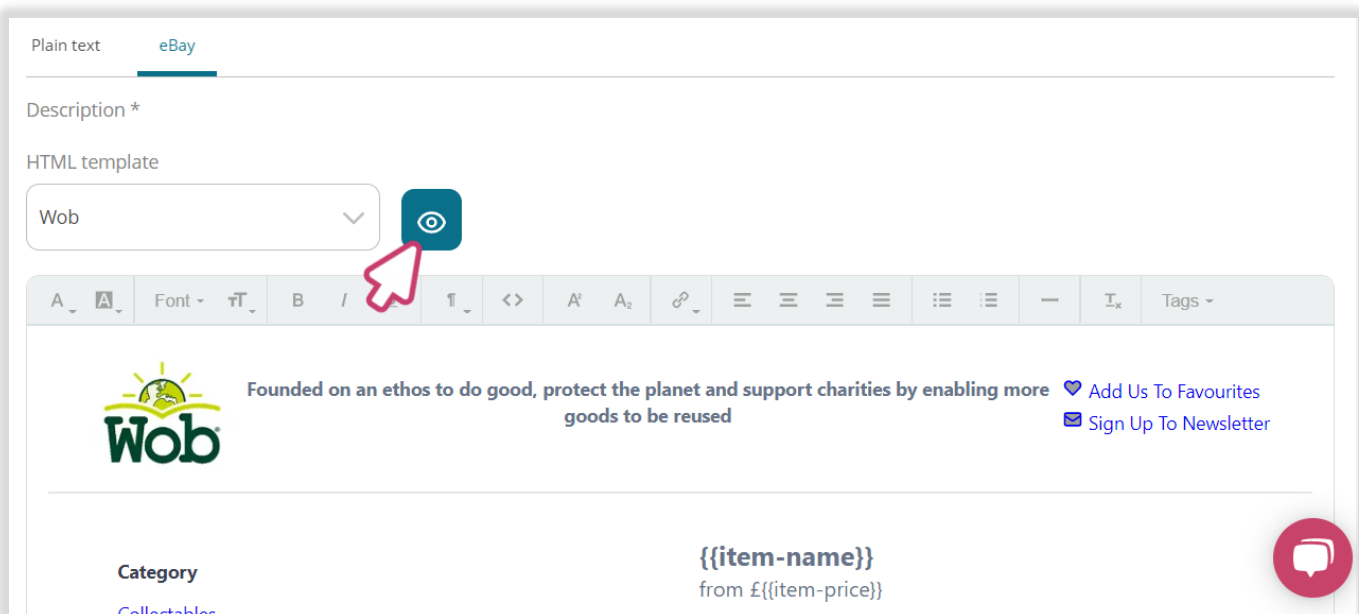
## Updating the item description

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



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

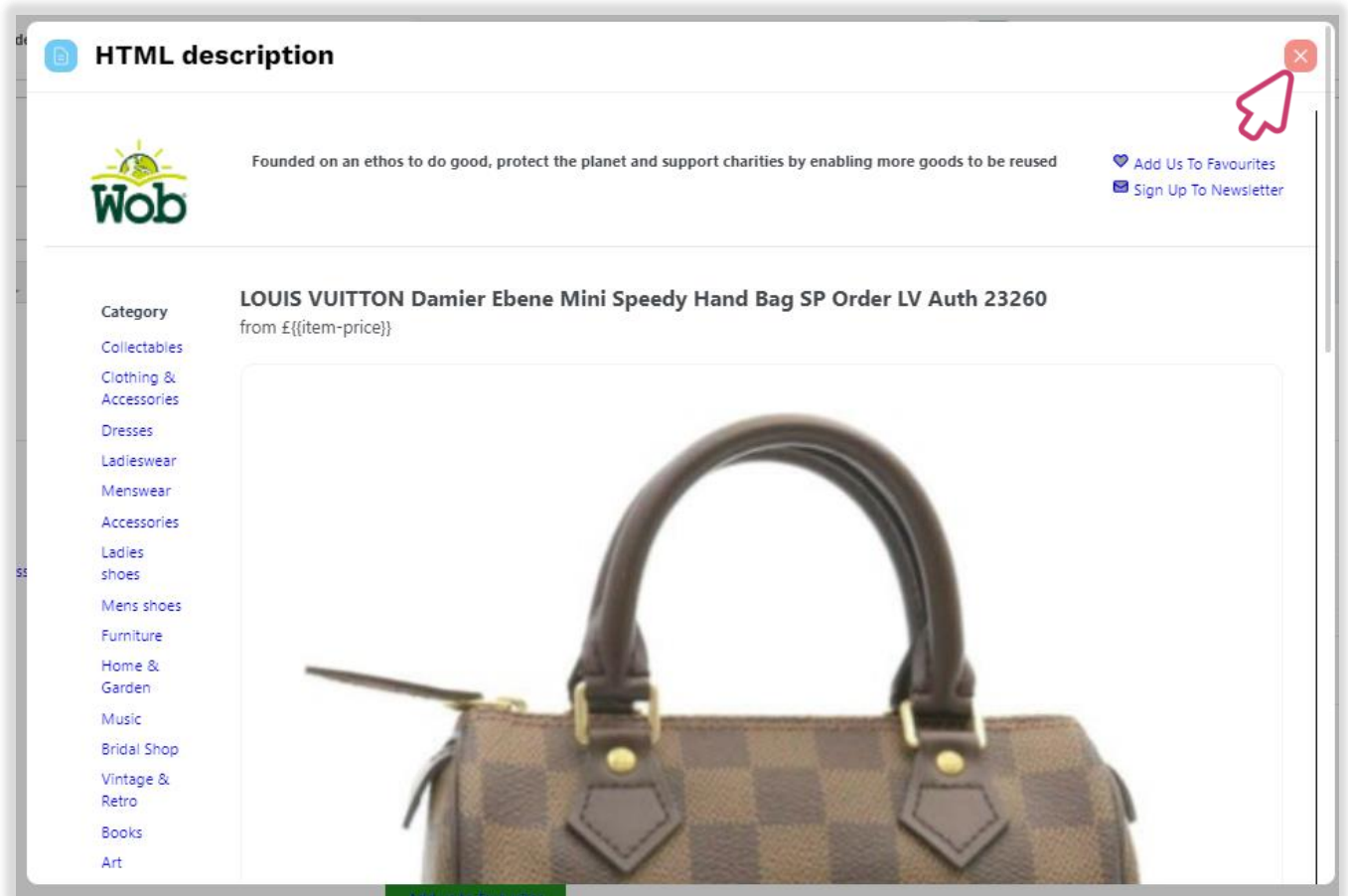
- To preview the selected HTML template, click on the 'Quick view' icon.





## Updating the item description





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

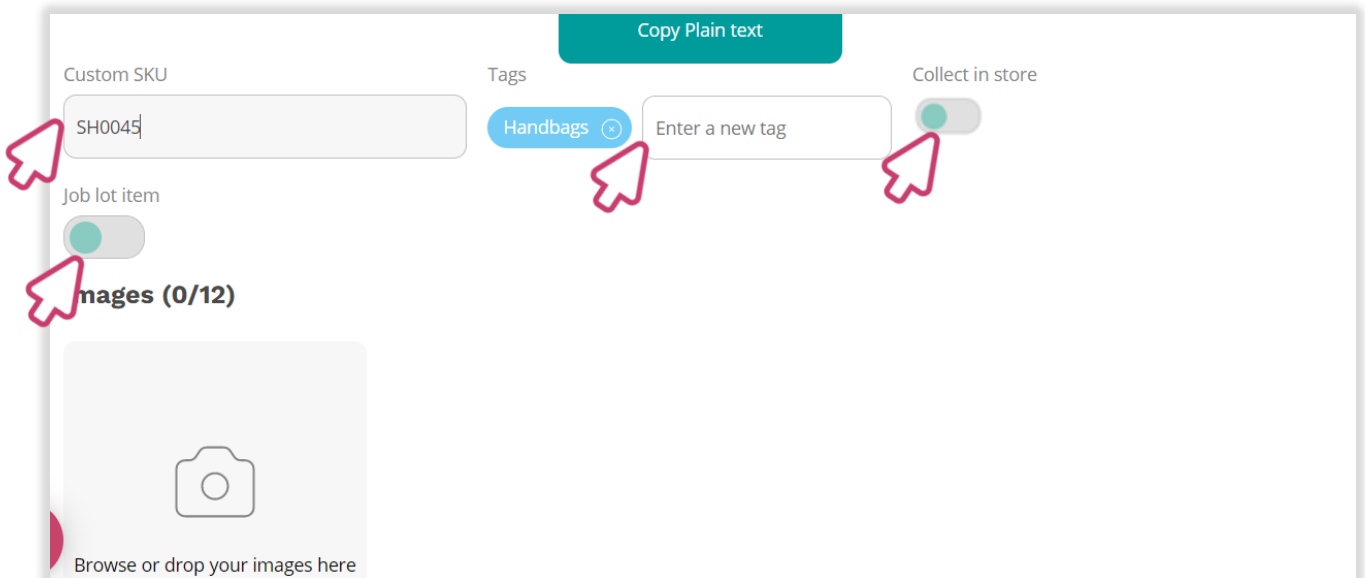






## Custom SKU, tags, collect in store & job lot

-  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 also add tag(s) to the item if needed. 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 "Job Lot Item" if you are selling the item as a group. If not, leave off.



The screenshot shows a form for adding a new item. At the top right is a teal button labeled "Copy Plain text". Below this, the form is divided into several sections:





- 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 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 off (grey). A red arrow points to this toggle.
- Images (0/12):** A section with a camera icon and the text "Browse or drop your images here". A red arrow points to this section.



## Adding photo(s) to your listing

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

### Tips:

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





## Adding photo(s) to your listing

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





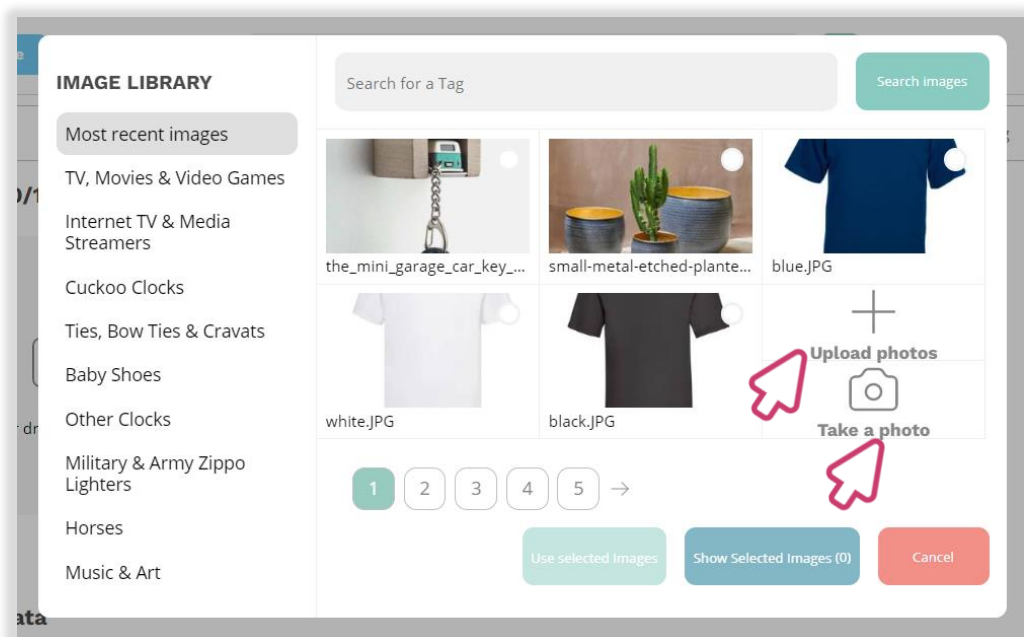
## Adding photo(s) to your listing

To add additional photo (s);

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

A screenshot of the Shopiago listing form. At the top, there's a 'Price' field with '1,500' and a 'Tags' section with a 'Handbag' tag and an 'Enter a new tag' input. Below this is the 'Images (1/10)' section. It features a grid with one image of a brown and tan checkered handbag and one placeholder box. The placeholder box contains a camera icon and the text 'Browse or drop your images here'. A red mouse cursor arrow points to the placeholder box.

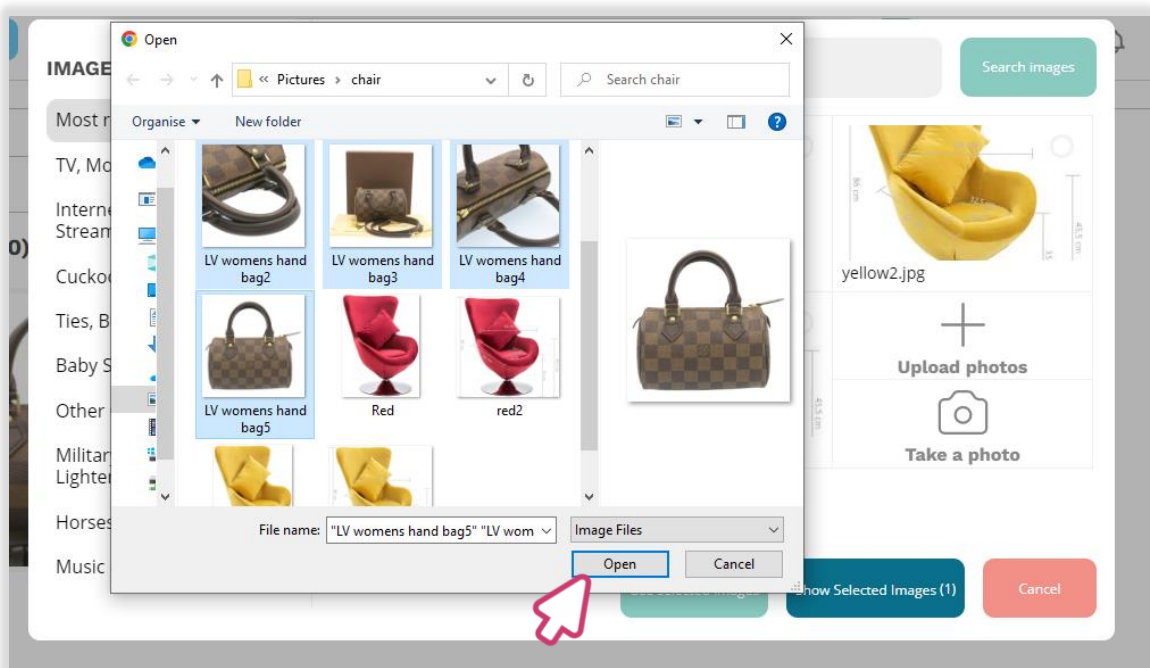
- From the pop-up screen, click on the 'Upload photos' icon to upload photo(s) already stored on your PC or mobile devices.
- You can also take photo(s) directly from your mobile device or pc camera by clicking on the 'Take a photo' icon.



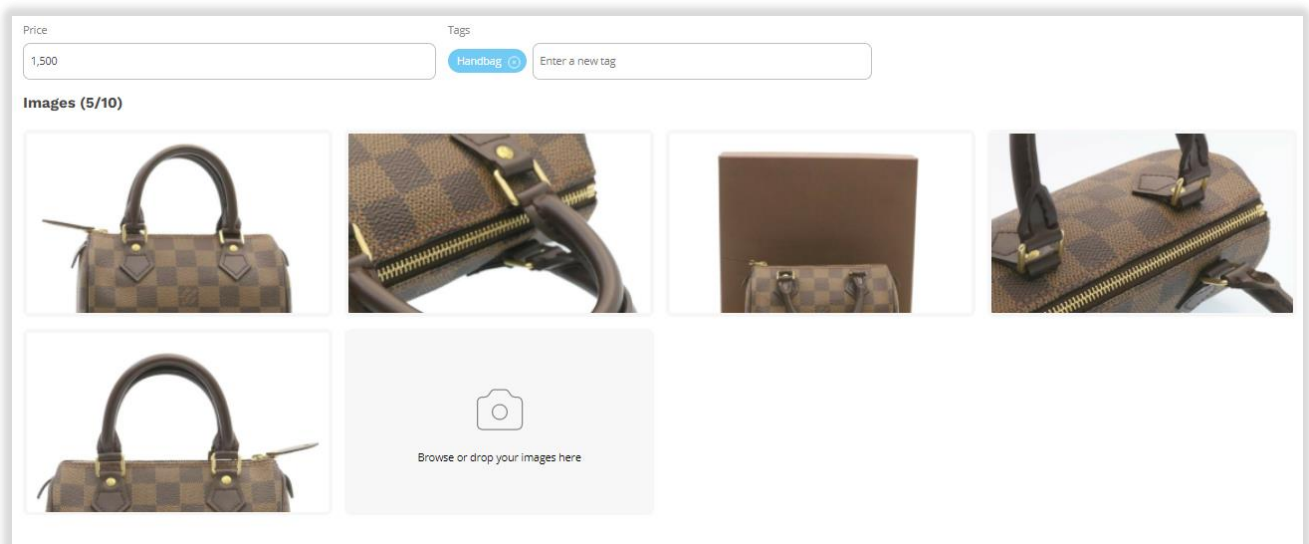


## Adding photo(s) to your listing

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

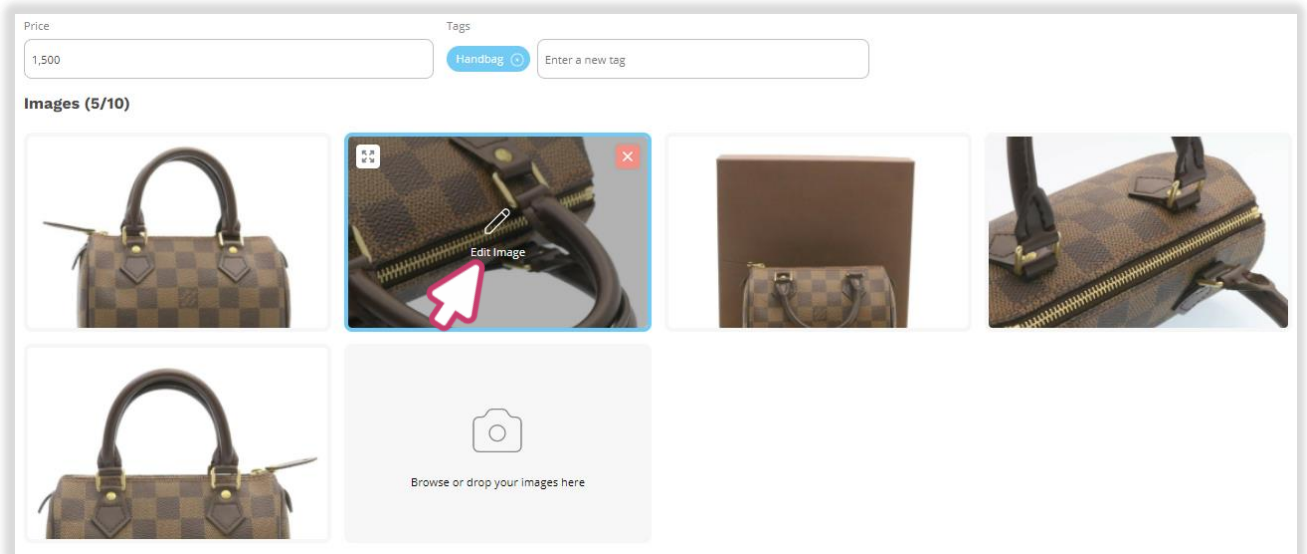


- Uploaded photos should then appear on the listing form.

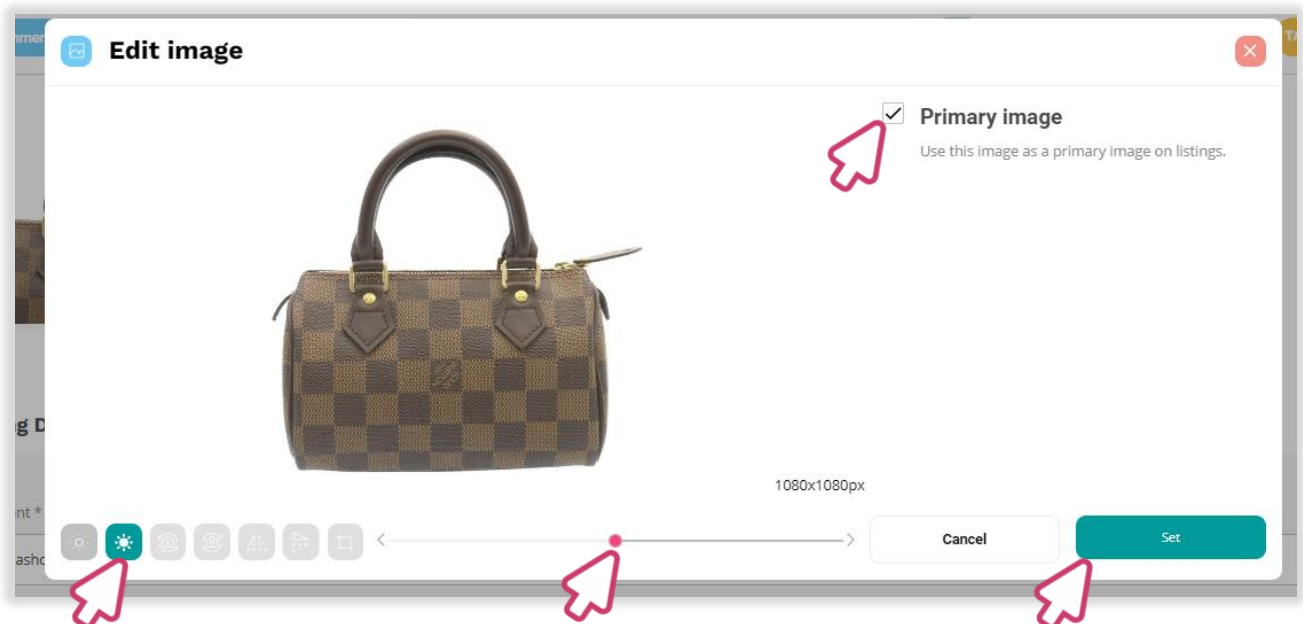


## Adding photo(s) to your listing

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





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






## Adding photo(s) to your listing

-  To rearrange photo(s), move your mouse to 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

Tags

Handbag 

Enter a new tag

Images (5/10)



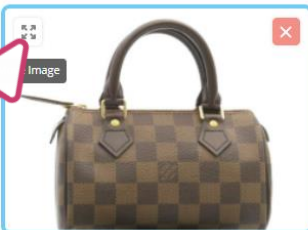







Image 









Browse or drop your images here

## Adding listing information

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

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Louis Vuitton Damiere Ebene Mini Speedy Hand Bag SP Order LV AUTH 23260 71/80

Category

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

Suggest relevant categories

eBay Category Secondary eBay Category

Films & TV	>	Baby	>	Women's Accessories	>
Garden & Patio	>	Kids	>	Women's Bags & Handbags	
Health & Beauty	>		>		

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

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Louis Vuitton Damiere Ebene Mini Speedy Hand Bag SP Order LV AUTH 23260 71/80

Category

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

Suggest relevant categories

eBay Category Secondary eBay Category

Films & TV	>	Baby	>	Women's Accessories	>
Garden & Patio	>	Kids	>	Women's Bags & Handbags	
Health & Beauty	>		>		

**Best matching categories**

Based on your listing title we search through eBay categories to find some that might fit your item

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

Confirm Cancel



## Adding listing information

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

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Louis Vuitton Damiere Ebene Mini Speedy Hand Bag SP Order LV AUTH 23260

Category

Suggest relevant categories

Women's Bags & Handbags

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

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

Category

Suggest relevant categories

|

eBay Category
Secondary eBay Category

Books, Comics & Magazines	>	Baby	>	Women's Accessories	>
Business, Office & Industrial	>	Kids	>	Women's Bags & Handbags	>
Cameras & Photography	>	Men	>	Women's Clothing	>
Cars, Motorcycles & Vehicles	>	Specialty	>	Women's Shoes	>
Clothes, Shoes & Accessories	>	Women	>		
Coins	>				
Collectables	>				
Computers/Tablets & Networking	>				



## Updating the listing duration and item condition

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

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

Category	Sub-category	Item
Baby		
Books, Comics & Magazines		
Business, Office & Industrial		
Cameras & Photography		
Cars, Motorcycles & Vehicles		
Clothes, Shoes & Accessories		
	Men	
	Specialty	
	Women	
		Women's Clothing
		Women's Shoes

Listing duration \*

Days 10

Condition \*

New with tags

Condition description




Excellent condition






## Item specifics

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




### Required

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

### Recommended

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

### Optional

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



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

Custom attribute

**Create Attribute**

**Set specifics** **Cancel**



## Updating the 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 arrows point 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 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 list of attributes with their current values and 'Remove' buttons. The attributes are: 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). At the bottom, there is a blue 'Create Attribute' button and a green 'Set specifics' button. A red arrow points to 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.






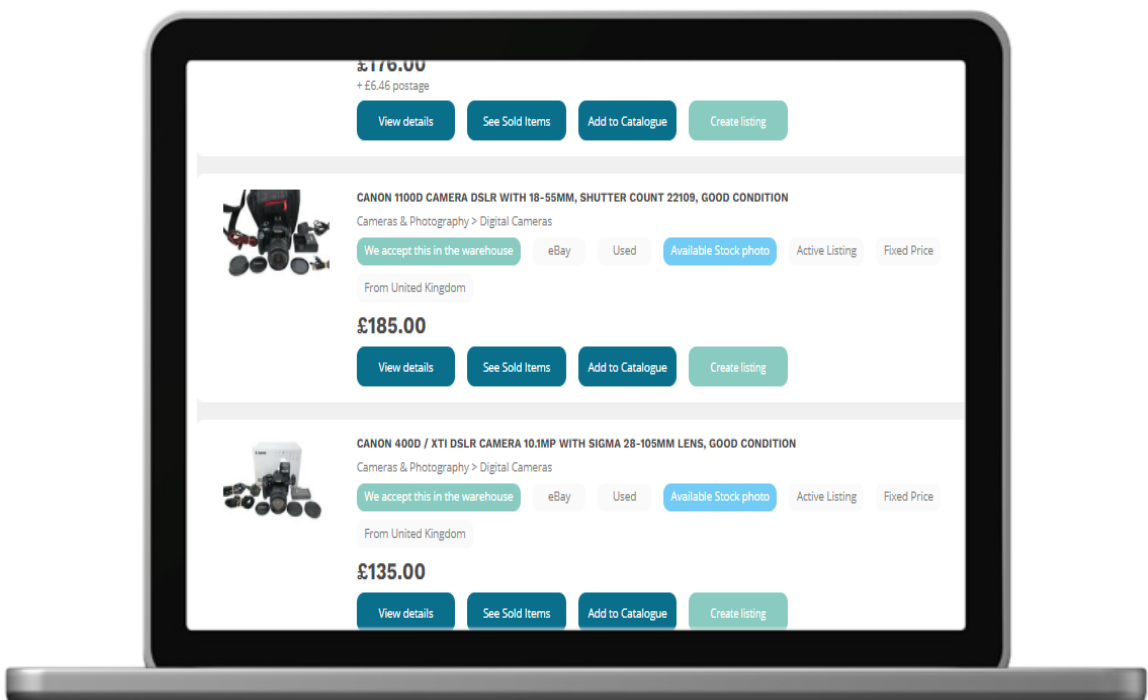
## Pricing and payment

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

Customers will bid on your item during a set period of 3 to 10 days and the highest bidder at the close of the auction buys your item.

### Tips:

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





## Pricing and payment

- To add new or update auction start price, 'Vat %', 'listing donation percentage' etc, click on the 'Pricing & Payment' edit button.

Condition \*

New with tags

Condition description

Excellent condition

☐ Item Specifics [edit](#)

☐ Pricing & Payment [edit](#)

☐ Policies [edit](#)

- From the pop-up screen, enter a reasonable amount as auction start price. If you set your price too low, the buyer may not think that the item is genuine.
- You may want to set a '**Buy it Now**' price as a backup, to give customers the option to buy the item immediately rather than bidding. Please research the market if you are not sure how much to price your item. (Buy it now price should not be less than start price).
- Set a '**Reserve Price**' - a minimum amount that you would want the item to sell for. Leave it blank if you do not want a reserve price.

**Pricing & Payment**

Auction start price \* Buy It Now Price Reserve Price

1,400 £ 1,500 £ 1,400 £

Vat % Donation Percentage

0 % 0 %

☒ Best offer

☒ Private listing

Allow buyers to remain anonymous to other eBay members.

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

## Pricing and payment

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

**Pricing & Payment**

Auction start price \* Buy It Now Price Reserve Price

1,400 1,500 1,400

VAT Donation Percentage

20 100

☒ **Best offer**

☒ **Private listing**

Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel

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

**Pricing & Payment**

Auction start price \* Buy It Now Price Reserve Price

1,400 1,500 1,400

VAT Donation Percentage

20 100

☒ **Best offer**

☒ **Private listing**

Allow buyers to remain anonymous to other eBay members.

Automatically accept offers of at least Automatically decline offers lower than



1,400 1,400

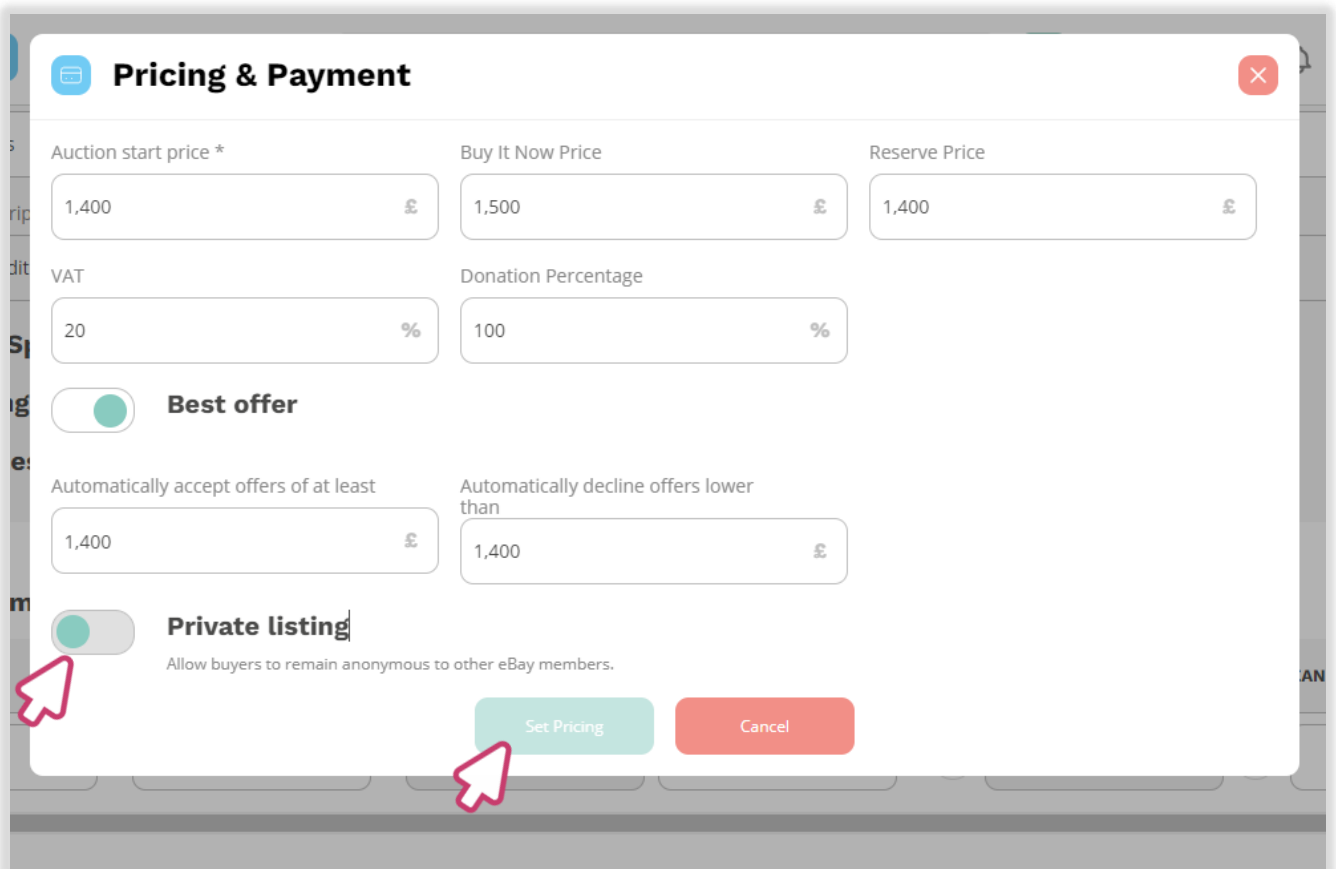
Set Pricing Cancel





## Pricing and payment

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

A screenshot of the eBay 'Pricing & Payment' form. The form is titled 'Pricing & Payment' in a blue header bar with a close button (red circle with an 'X') on the right. The form contains several input fields and toggle switches. The 'Auction start price \*' field is set to 1,400 £. The 'Buy It Now Price' field is set to 1,500 £. The 'Reserve Price' field is set to 1,400 £. The 'VAT' field is set to 20 %. The 'Donation Percentage' field is set to 100 %. The 'Best offer' toggle is turned on. The 'Automatically accept offers of at least' field is set to 1,400 £. The 'Automatically decline offers lower than' field is set to 1,400 £. The 'Private listing' toggle is turned on, with a red arrow pointing to it. Below the toggle is the text 'Allow buyers to remain anonymous to other eBay members.' At the bottom of the form are two buttons: 'Set Pricing' (teal) and 'Cancel' (red). A red arrow points to the 'Set Pricing' button.

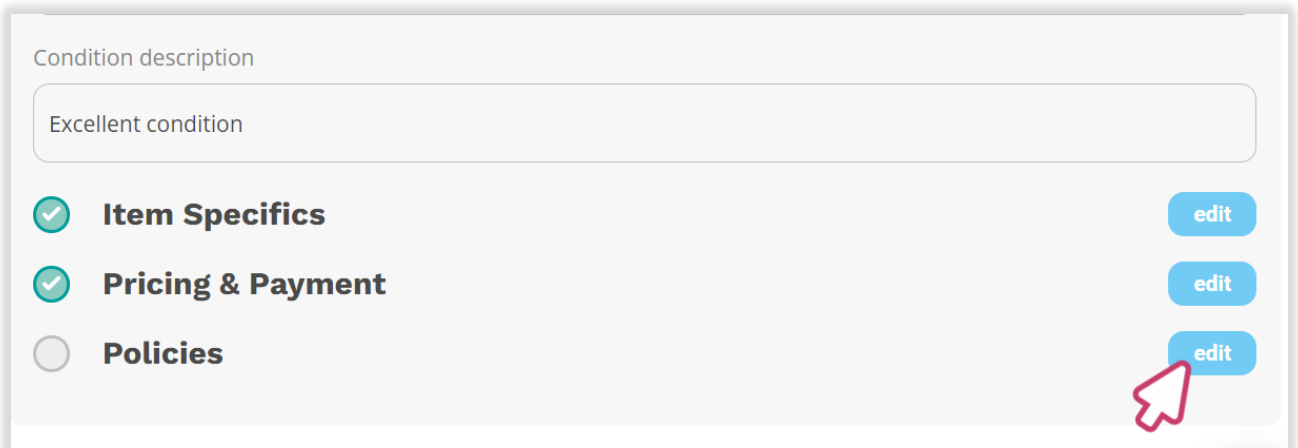


## eBay policies

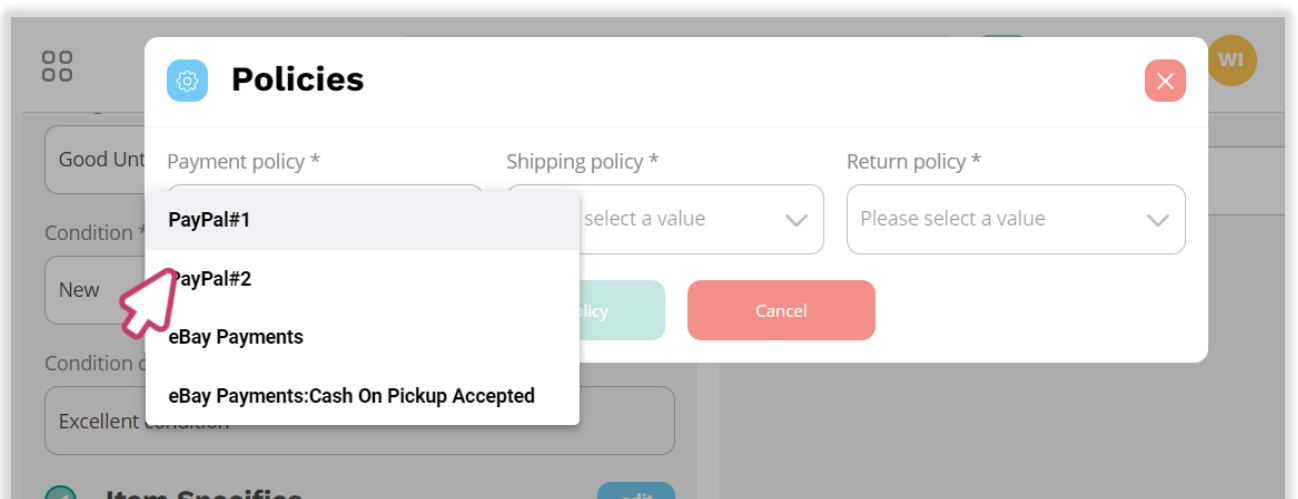
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship out the item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select when listing.

### To set policies:

 Click on the 'edit' button.

A screenshot of the Shopiago 'Condition description' form. At the top, there is a text input field labeled 'Condition description' containing the text 'Excellent condition'. Below this, there are three sections: 'Item Specifics', 'Pricing & Payment', and 'Policies'. Each section has a circular icon to its left (a checkmark for the first two, and an empty circle for the third) and a blue 'edit' button to its right. A red mouse cursor is pointing at the 'edit' button for the 'Policies' section.

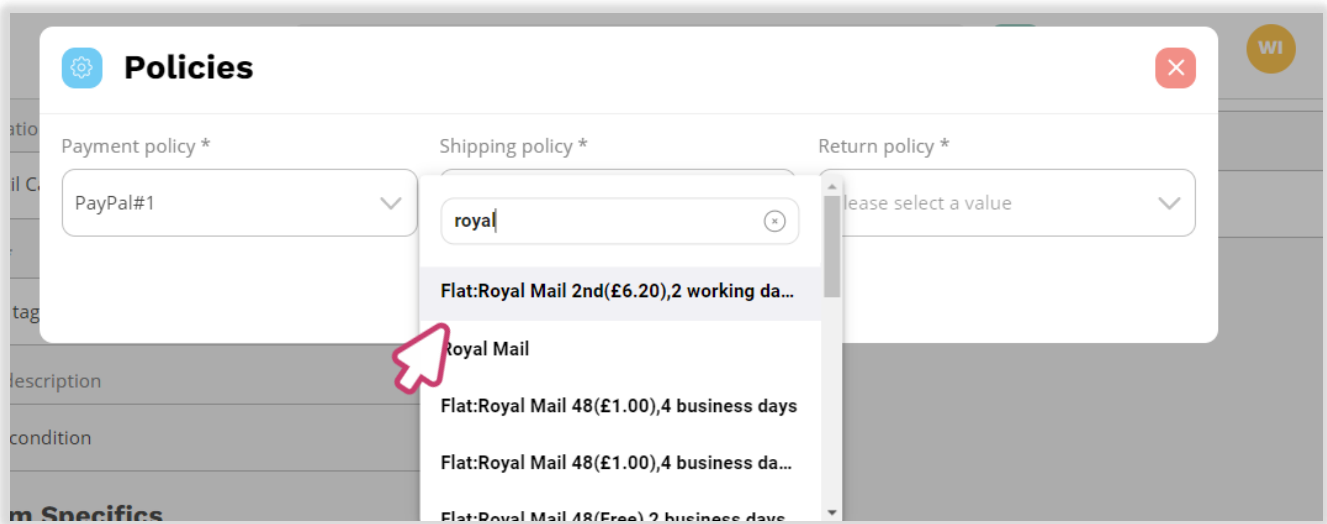
 From the pop-up screen, click on the 'Payment policy' field and select a preferred payment policy.

A screenshot of the Shopiago 'Policies' pop-up screen. The screen has a white background with a red 'X' button in the top right corner. It features three dropdown menus: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' dropdown is open, showing a list of options: 'PayPal#1', 'PayPal#2', 'eBay Payments', and 'eBay Payments:Cash On Pickup Accepted'. A red mouse cursor is pointing at the 'PayPal#2' option. The 'Shipping policy \*' dropdown shows 'select a value' and the 'Return policy \*' dropdown shows 'Please select a value'. At the bottom of the pop-up, there are two buttons: a green 'Policy' button and a red 'Cancel' button.

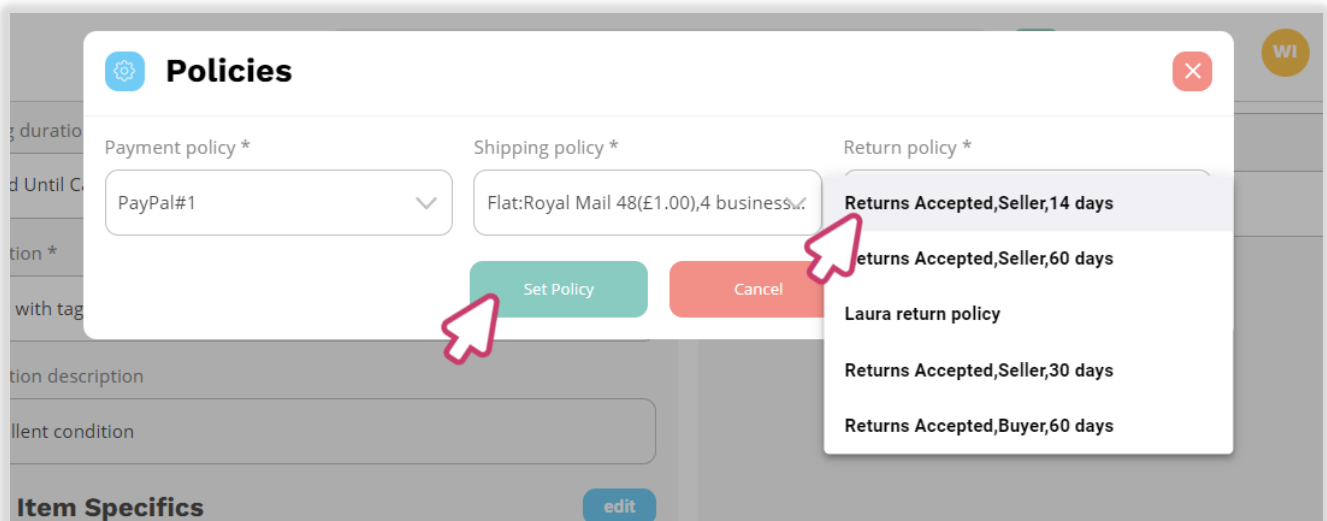


## eBay policies

- 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.





## Updating the Item Information

- Next, enter the 'Tote/Box ID' where the item is stored. This can be a box or shelf number. Or select 'Does not apply'.
- Enter the item Gift Aid number or select 'Does Not Apply' from the drop-down if you don't have it.
- The "Source Shop" will be pre-populated. If not, click on the "Source Shop" field and select where the item is coming from.
- If you have initially enter a custom SKU (Stock Keeping Unit) to the item, this will automatically be populated.
- Item 'Quantity' will automatically be set to 1 for auction style listing.
- Enter item identifier number (EAN). Identification number makes it easier for customers to find your item, so please be sure to fill in this field). If your item doesn't have an EAN, click the text field and select Does Not Apply.

✓

Item Specifics

edit

✓

Pricing & Payment

edit

✓

Shipping

edit

✓

Return policy

edit

Item's information

None/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
<div>Does Not Apply</div>	<div>Does Not Apply</div>	<div>Shoptown Industries</div>	<div>SH0045-1</div>	<div>-</div> <div>1</div> <div>+</div>	<div>Does Not Apply</div>

I want to follow messages related to this item

Create Listing

Save as a draft

Save as a template

Cancel



## Submit your listing

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

✔️ Item Specifics

✔️ Pricing & Payment

✔️ Shipping

✔️ Return policy

edit

edit

edit

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"/>

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

Create Listing

Save as a draft




Save as a template

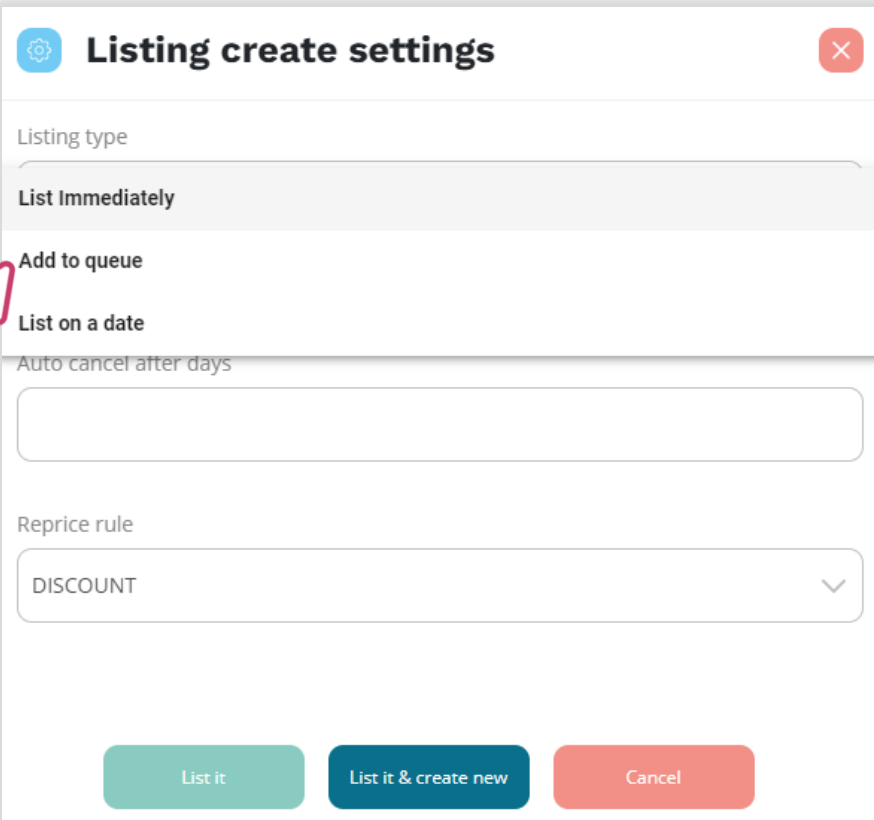
Cancel



## Listing options

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

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

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon on the left and a red close button (X) on the right. 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 currently 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 option,

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

A screenshot of a web application showing a modal window titled "Listing create settings". The modal has a close button (red circle with an 'X') in the top right corner. It contains several input fields and checkboxes. Red arrows point to the following elements: the "Add to queue" dropdown menu, the "Relist automatically \*" checkbox (which is checked), the "Number of automatic relists" input field (containing the number "2"), the "Auction Reprice" dropdown menu, the "List it" button, and the "List it & create new" button. The background of the application is visible but blurred, showing parts of other sections like "ent", "Gift Ai", "Does", "n my d", "ity", and "1".

**Listing create settings**

Listing type

Add to queue

Relist automatically \*

☒

Number of automatic relists

2

Reprice rule

Auction Reprice

List it List it & create new Cancel



**Happy Selling!**

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