



Warehouse User Guide

How to create Collect in-store listing for auction

Version 2.0.2



How to create Collect in-store listing for auction

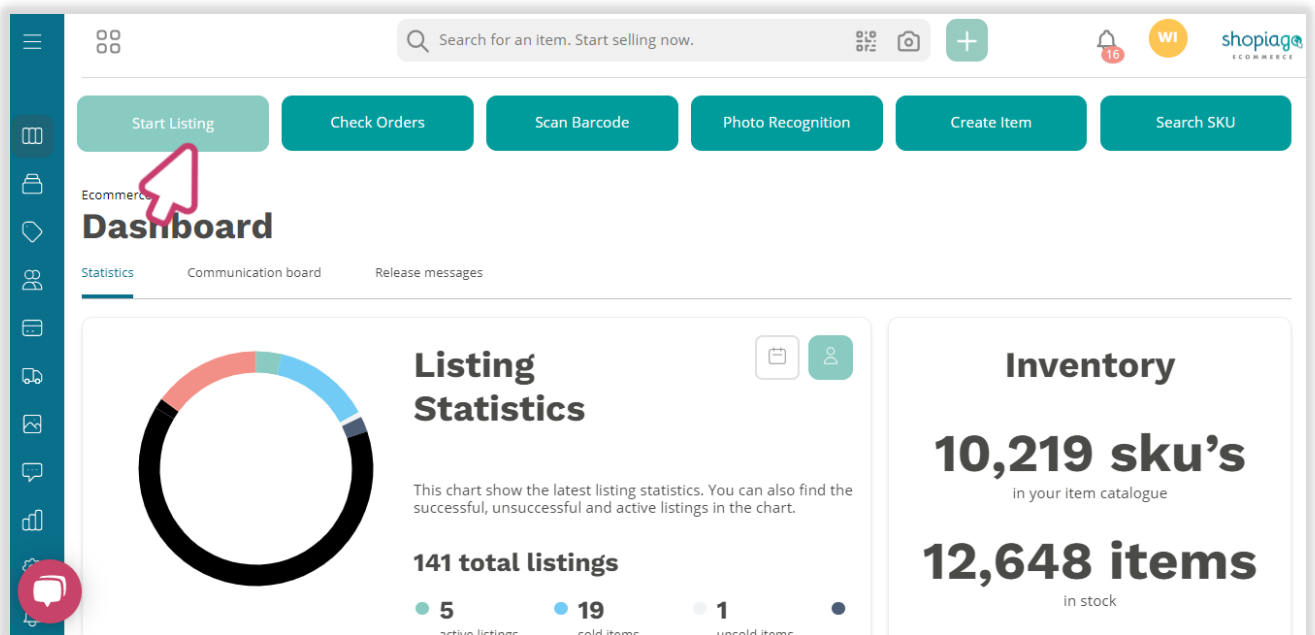
By creating an auction-style CIS (Collect in-store) listing, buyers bid on your item through the eBay marketplace. You then prepare the item for collection, notifying the highest bidder when the item is ready to be picked up.

You can offer cash on collection as a payment method if you prefer. To do this, the account owner or administrator must allow "Cash On Pickup" payment method within their account settings and add "Collection in person" to the shipping methods.

To create CIS listings, your account role must include these privileges.

To create auction-style CIS listing;

- 🖱️ Login to your account.
- 🖱️ Click the 'Start listing' button, at the top-left corner of the dashboard (large green button).





How to create Collect in-store listing for auction

- 🔍 On create listing page, select "Auction style Listing" as the buying format.

The screenshot shows the 'Create Listing' interface in the Shopiago Ecommerce app. At the top, there's a search bar and navigation icons. Below the search bar are three buttons: 'Find Item', 'Scan Barcode', and 'Photo Recognition'. The main heading is 'Create Listing' with a breadcrumb 'Ecommerce > Listings' and an 'Actions' dropdown. Two listing formats are presented as cards:

- Fixed Price Listing**: The toggle switch is turned off (grey). Description: '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**: The toggle switch is turned on (green). A red arrow points to this toggle. Description: '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.'



Give your listing a title

- 🕒 Type-in the full name of the item,(the name shouldn't be more than 80 characters).
- 🕒 Make it a short, yet attention grabbing name.
- 🕒 Buyers usually find listings based on their titles, please be sure to give your item a good title.
- 🕒 Think of what a buyer would be searching for (brand name, size, colour etc).
- 🕒 Maximise the space with as many key words as possible. It doesn't need to be a sentence.
- 🕒 Don't use descriptive words like 'Lovely' or 'Amazing' as buyers wouldn't include such words in their search.

Ecommerce > Listings

Create Listing

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.

Listing Title

Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

 Search on eBay

 Description *





Conducting market price research

- Once you have entered the item title, you can search for the item price on eBay marketplace, by clicking on the 'Search on eBay' button.

Ecommerce > Listings

Create Listing

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.

Listing Title

Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

Description *

Search on eBay

- The next screen will show you market prices for your item. Once you have finished searching for the item price, press the Escape (Esc) key on your keyboard to go back to the listing form.

417 results for «Vidaxl Swivel Egg Chair with Cushion Yellow Velvet»
The results are matching fewer words!

Sorting

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

Search Set as Defaults





VIDAXL SWIVEL EGG CHAIR WITH CUSHION YELLOW VELVET
Home, Furniture & DIY > Furniture > Chairs
We accept this in the warehouse eBay New Active Listing
Fixed Price From United Kingdom
£275.68
View details See Sold Items Add to Catalogue Create listing

VIDAXL SWIVEL EGG CHAIR WITH CUSHION VELVET FRENCH ARMCHAIR MULTI COLOURS
Home, Furniture & DIY > Furniture > Sofas, Armchairs & Couches
We accept this in the warehouse eBay New Variations available
Active Listing Fixed Price From United Kingdom
£170.99
View details See Sold Items Add to Catalogue Create listing

Describe your item

You need to describe your item. Add keywords and optional details that may include the item measurements, condition, care instructions, and any damage if necessary.

Tips:

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

Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

Search on eBay

Description *

Plain texteBay

Description *

This egg chair is both stylish and comfortable, adding a touch of timeless elegance to your home's decor. Turn mechanisms are built into chairs, allowing them to spin freely 360 degrees.

Colour: Yellow
Material: Velvet + plywood frame + chrome base
Overall size: 64 x 64 x 86 cm (W x D x H)
Seat size: 39 x 42 cm (W x D)
Cushion size: 43 x 28 x 18 cm (L x W x H)
Seat height: 35 cm
Back height: 58 cm
Base diameter: 50 cm
Armrest height from the ground: 45.5 cm
Max. loading capacity: 110 kg
Fabric: Polyester: 100%



Describe your item

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

Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

Search on eBay

Description *

Plain texteBay

Description

HTML template

Please select a template

AFontB / U

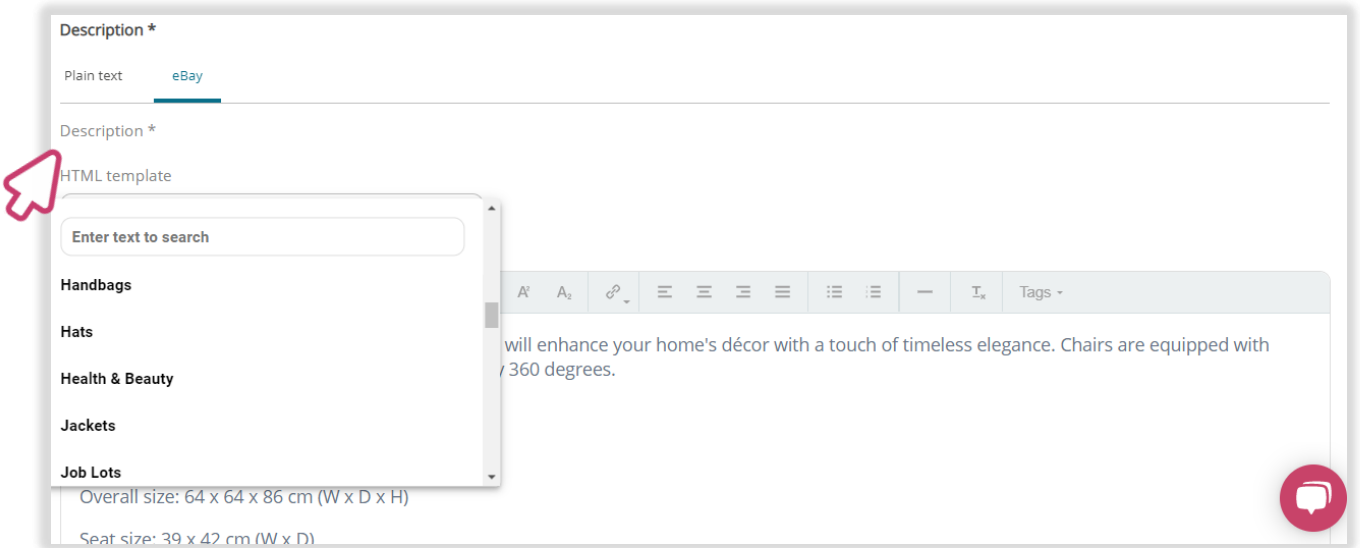
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Describe your item

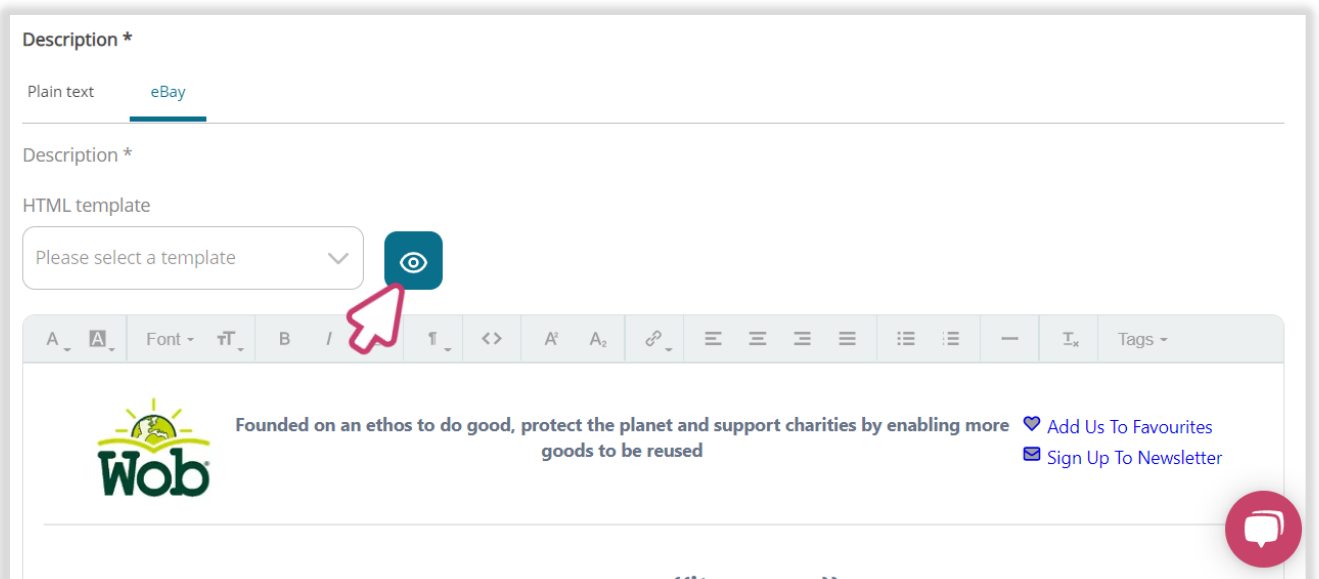
To add HTML template to the listing description;

 Click on the HTML field, and select the correct template.



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

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






Describe your item

- Then, press 'ESC' on your keyboard or click on the 'Close' icon to return to the listing form.

HTML description



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

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Category

[Collectables](#)[Clothing & Accessories](#)[Dresses](#)[Ladieswear](#)[Menswear](#)[Accessories](#)[Ladies shoes](#)[Mens shoes](#)[Furniture](#)

Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

from £{{item-price}}

{{item-image}}


This egg chair is both stylish and comfortable, adding a touch of timeless elegance to your home's decor. Turn mechanisms are built into chairs, allowing them to spin freely 360 degrees. Colour: Yellow Material: Velvet + plywood frame + chrome base Overall size: 64 x 64 x 86 cm (W x D x H) Seat size: 39 x 42 cm (W x D) Cushion size: 43 x 28 x 18 cm (L x W x H) Seat height: 35 cm Back height: 58 cm Base diameter: 50 cm Armrest height from the ground: 45.5 cm Max. loading capacity: 110 kg Fabric: Polyester: 100%

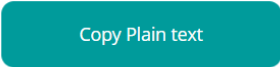



Add location, and enable Collect in store

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

- Shopiagogo: Through Shopiagogo, we help others. By sharing the technology that has grown World of Books Group into the business it is today, we're helping charities increase revenue and reduce waste through re-commerce.



BY WORLD OF BOOKS GROUP





Location *  Custom SKU

Central Warehouse SH0045

Tags

Sofa  Enter a new tag

Collect in store 

Job lot item 





Tags (0/12)



Adding image(s) to your listing

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







Tips:

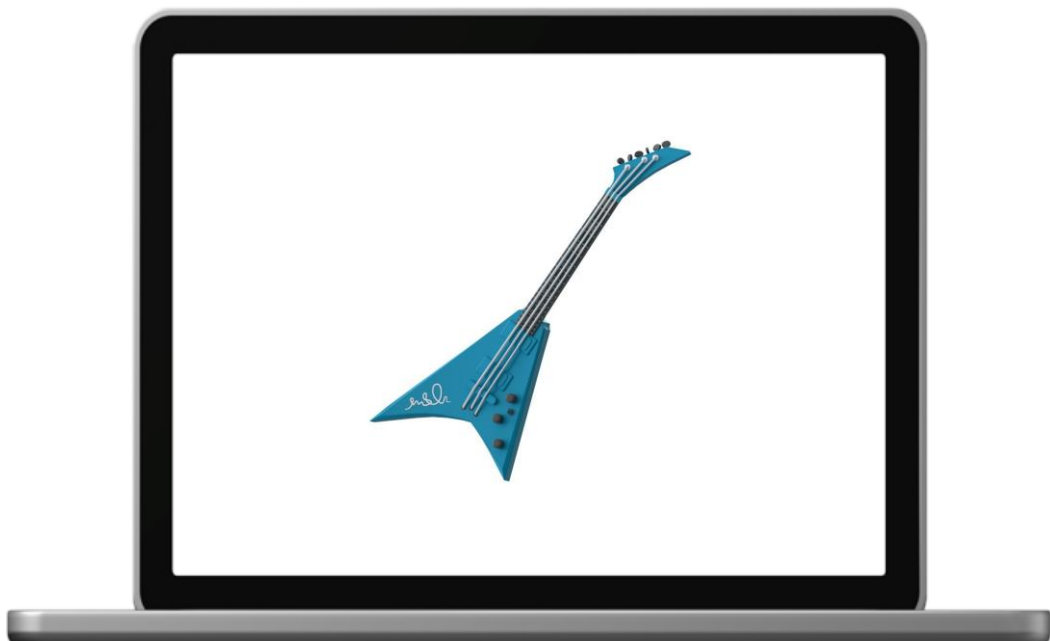
-  Take photos from as many angles as possible.
-  Shopiago photo uploader makes it very easy to add, edit and move photos of your item.
-  You can add up to 12 photos.
-  If possible, your main image should be on a white background (this will improve visibility on Google) and show the item in full.





Adding image(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.

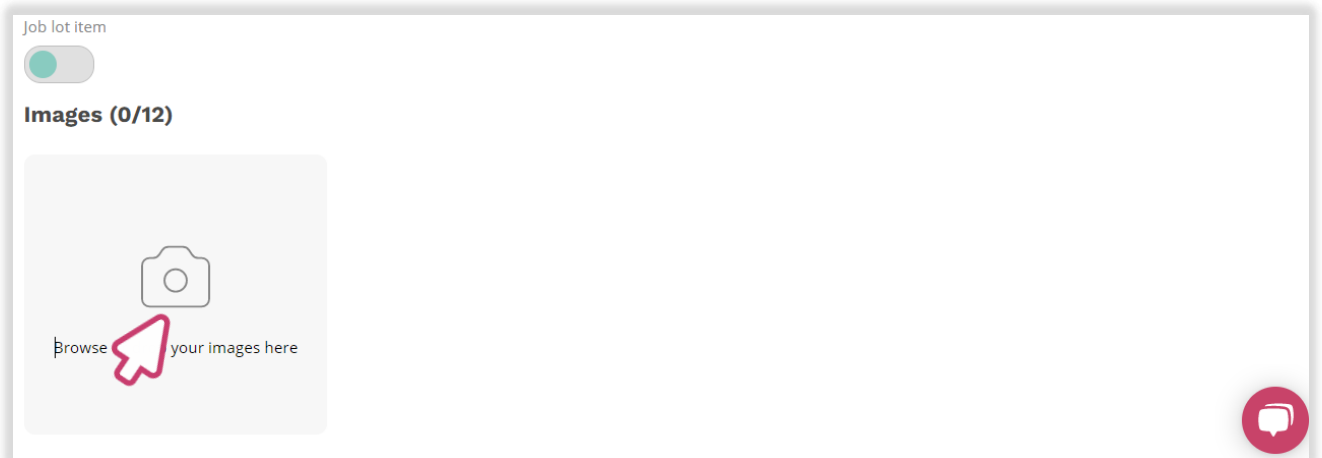




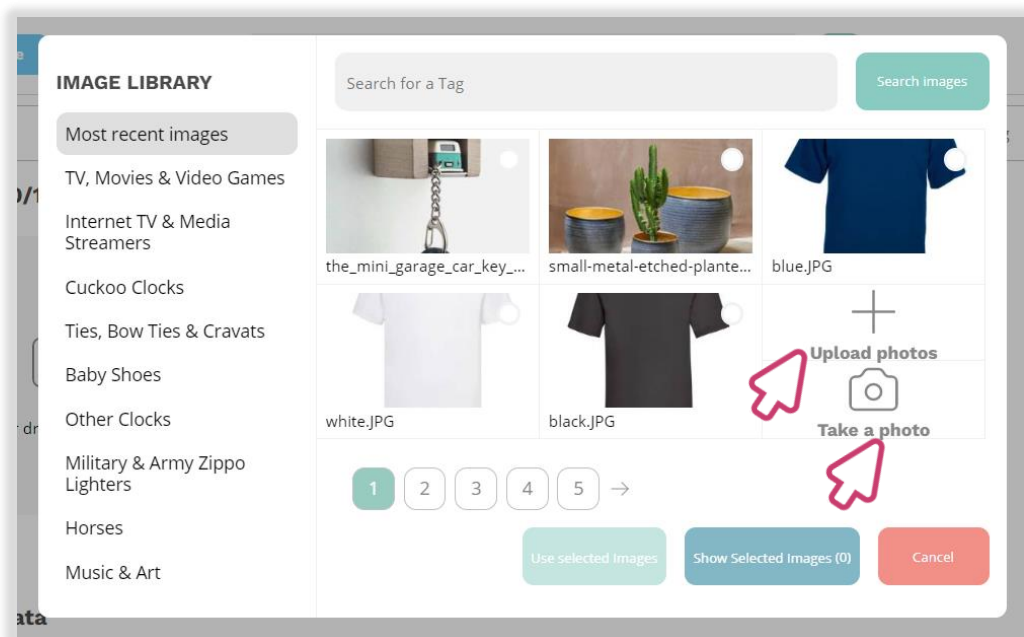
Adding photo(s) to your listing

To add 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 & drop item images into the centre of the upload photo icon area.



- From the next 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 the 'Take a photo' icon.

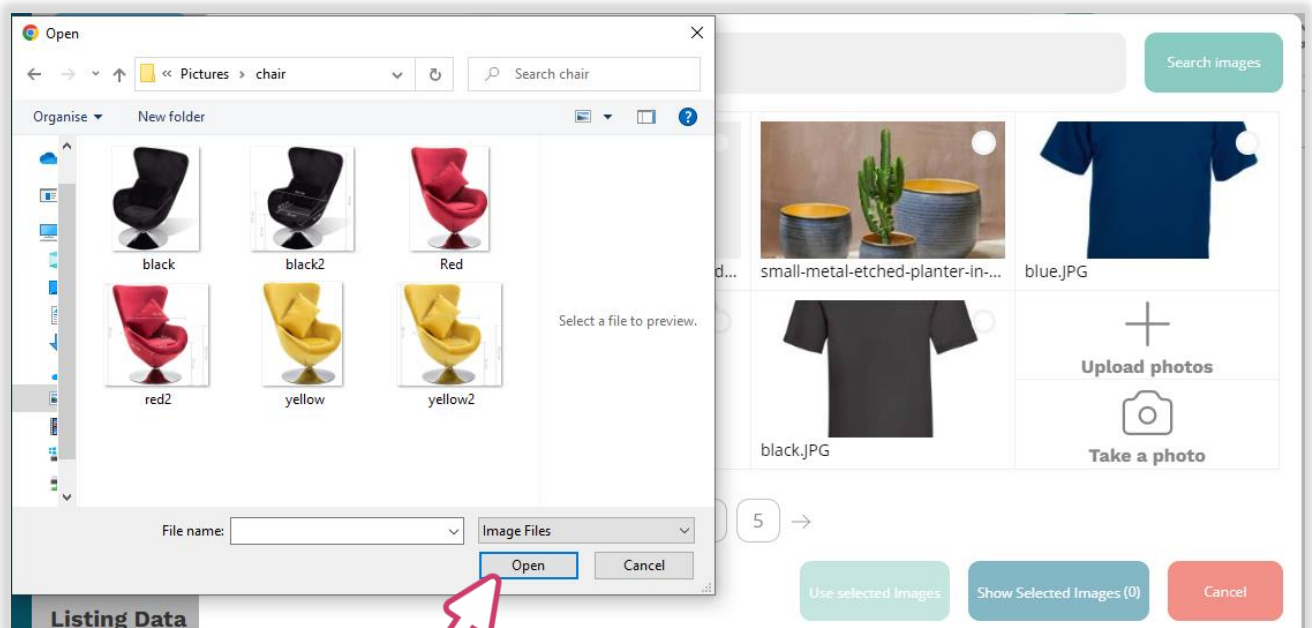


Adding photo(s) to your listing

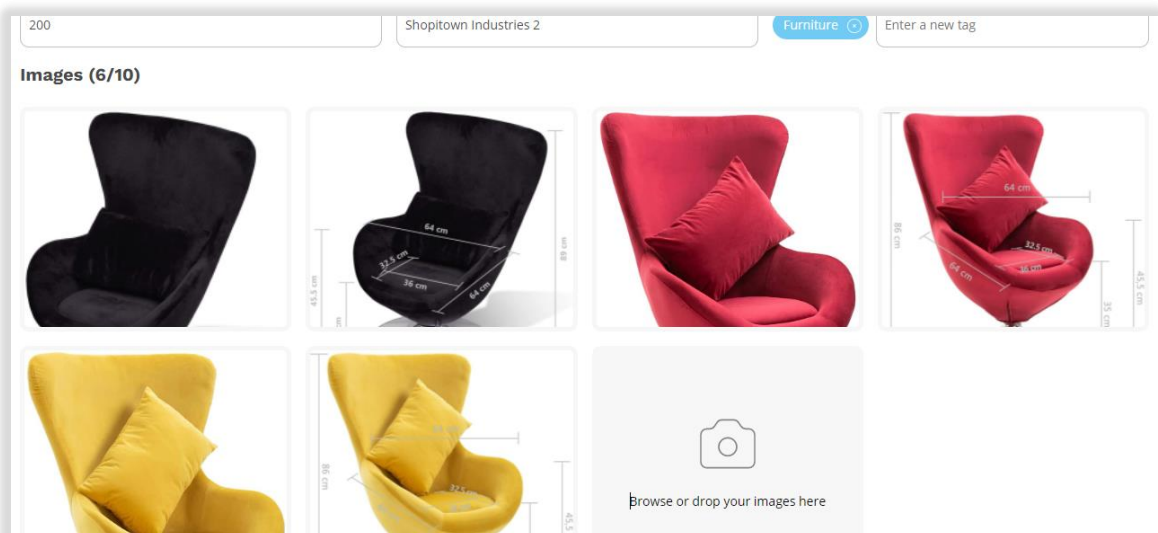
Once you've clicked on 'upload photos' icon, you will be prompted to select the item photo(s).

🖱️ 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.

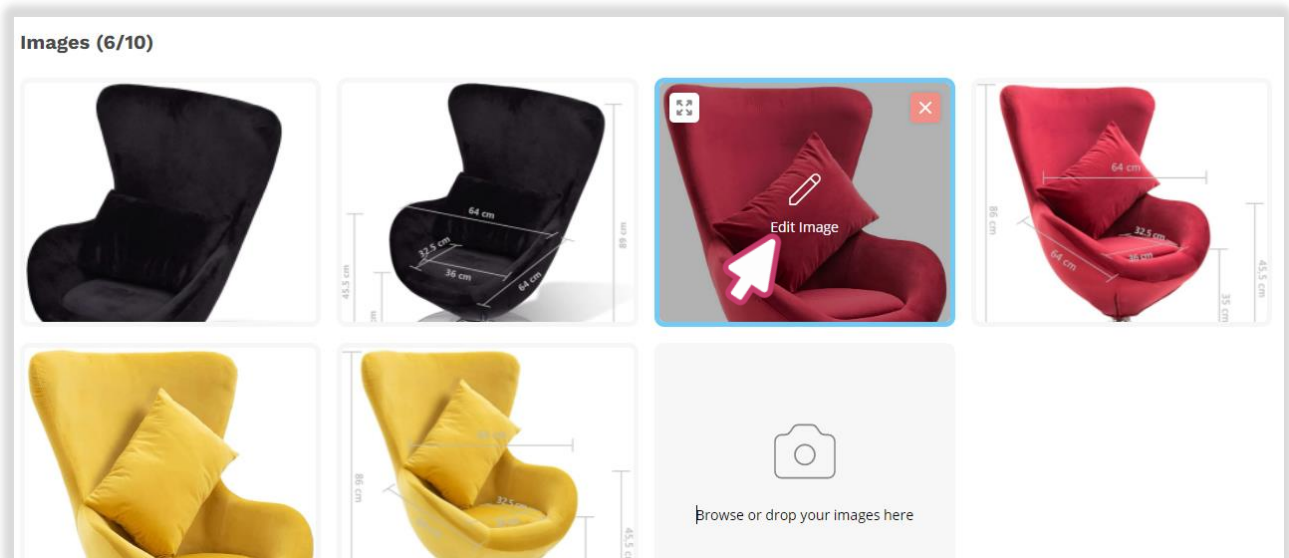


🖱️ Uploaded photos should then appear on the listing form.

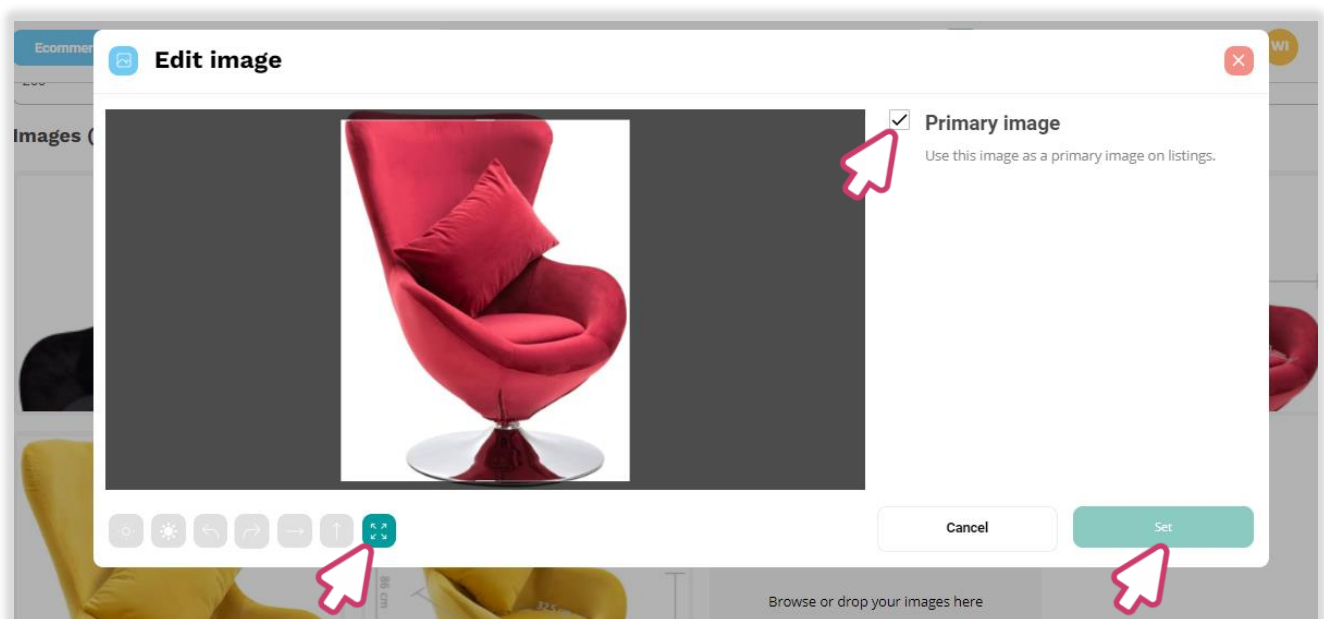


Adding photo(s) to your listing

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





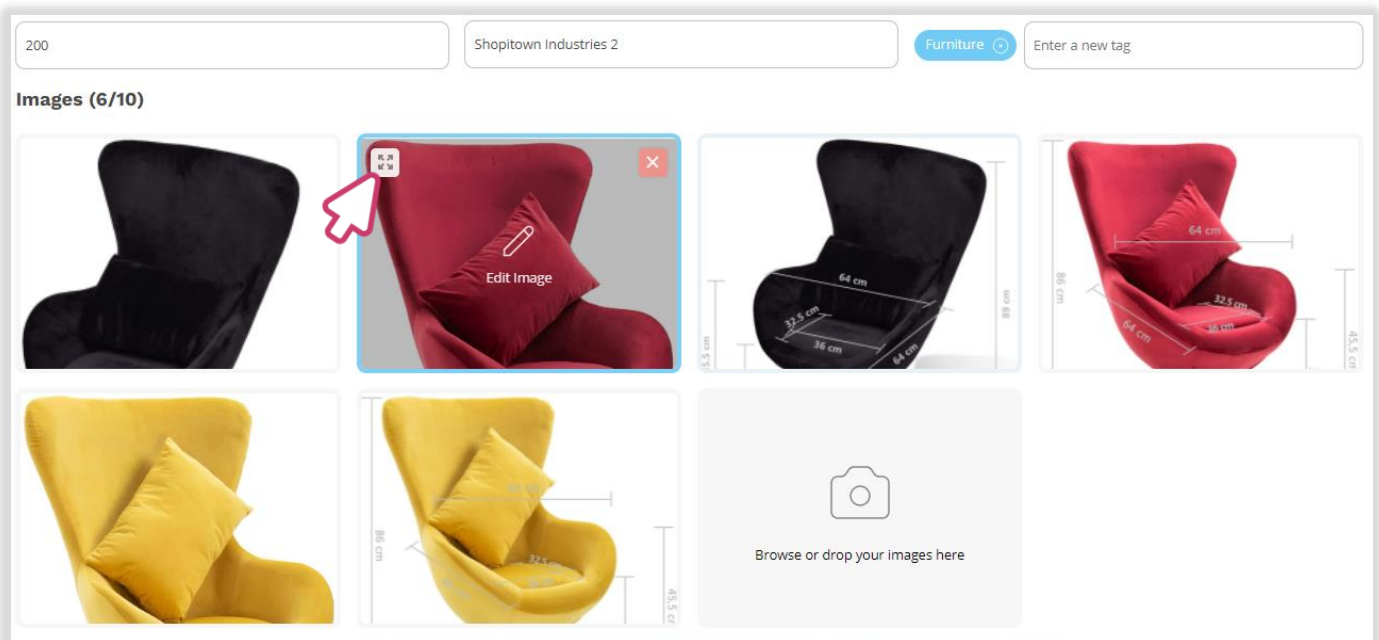
- From photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right-hand side of the screen.
- To crop image, click on the 'Crop' icon, highlight preferred image area, click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





Adding photo(s) to your listing

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



Adding listing information

- 🔍 Select the right eBay account.
- 🔍 Click on the 'Custom title field to modify the title if necessary.
- 🔍 Click on 'Suggest me the right categories'.

Listing Data

ebay

Account *

jnohu92 - United Kingdom

Custom Listing Title (80 chars) *

Swivel Egg Chair with Cushion Black Red Yellow Velvet

53/80

Category

[Suggest relevant categories](#)

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

Best matching categories


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

- Home, Furniture & DIY > Furniture > Sofas, Armchairs & Couches
- Home, Furniture & DIY > Furniture > Chairs
- Garden & Patio > Garden & Patio Furniture > Garden Chairs
- Home, Furniture & DIY > Children's Home & Furniture > Furniture > Chairs

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.

Custom Listing Title (80 chars) *

Swivel Egg Chair with Cushion Black Red Yellow Velvet

53/80

Category

Suggest relevant categories

Furniture > Chairs


Home, Furniture & DIY > Children's Home & Furniture > Furniture > Chairs

Baby > Nursery Decoration & Furniture > Chairs for Baby

Baby > Nursery Decoration & Furniture > Chairs for Mum

Home, Furniture & DIY > Furniture > Chairs

Antiques > Antique Furniture > Chairs

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

Home, Furniture & DIY > Furniture > Chairs

eBay Category

Secondary eBay Category

Garden & Patio	>	DIY Materials	>	Bathroom Furniture Sets
Health & Beauty	>	DIY Tools & Workshop Equipment	>	Bean Bags & Inflatables
Holidays & Travel	>	Fireplaces & Stoves	>	Bedroom Furniture Sets
Home, Furniture & DIY	>	Food & Drink	>	Beds & Headboards
Jewellery & Watches	>	Furniture	>	Bedside Tables & Cabinets
Mobile Phones & Communication	>	Heating, Cooling & Air	>	Benches
Music	>	Home Decor	>	Bookcases, Shelving & Storage
Musical Instruments & DJ	>	Home Security	>	Cabinets & Cupboards
	>	Household & Laundry Supplies	>	



Adding listing information

- 🔗 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-column category selection menu at the top with options like 'Baby', 'Books, Comics & Magazines', 'Business, Office & Industrial', 'Cameras & Photography', 'Cars, Motorcycles & Vehicles', 'Clothes, Shoes & Accessories', 'Comics', 'Construction & Building Toys', 'Creative Toys & Activities', 'Diecast & Vehicles', 'Educational Toys', 'Electronic Pets', 'Fast Food, Cereal & Sweet Toys', 'Geography & History', 'LeapFrog & Leapster', 'Mathematics', 'Music & Art', 'Numbers', 'Other Educational Toys', and 'Reading & Writing'. Below this is the 'Listing duration *' dropdown menu with 'Days 10' selected. The 'Condition *' dropdown menu has 'New' selected. The 'Condition description' text field contains 'Excellent condition'. At the bottom, there are three tabs: 'Item Specifics' (selected), 'Pricing & Payment', and 'Policies'. Each tab has an 'edit' button next to it. 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		
Comics		
Construction & Building Toys		
Creative Toys & Activities		
Diecast & Vehicles		
Educational Toys		
Electronic Pets		
Fast Food, Cereal & Sweet Toys		
Geography & History		
LeapFrog & Leapster		
Mathematics		
Music & Art		
Numbers		
Other Educational Toys		
Reading & Writing		

Listing duration *

Days 10

Condition *

New

Condition description

Excellent condition

☒ Item Specifics ☐ Pricing & Payment ☐ Policies




edit edit edit






Item specifics

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




Required

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

Recommended

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

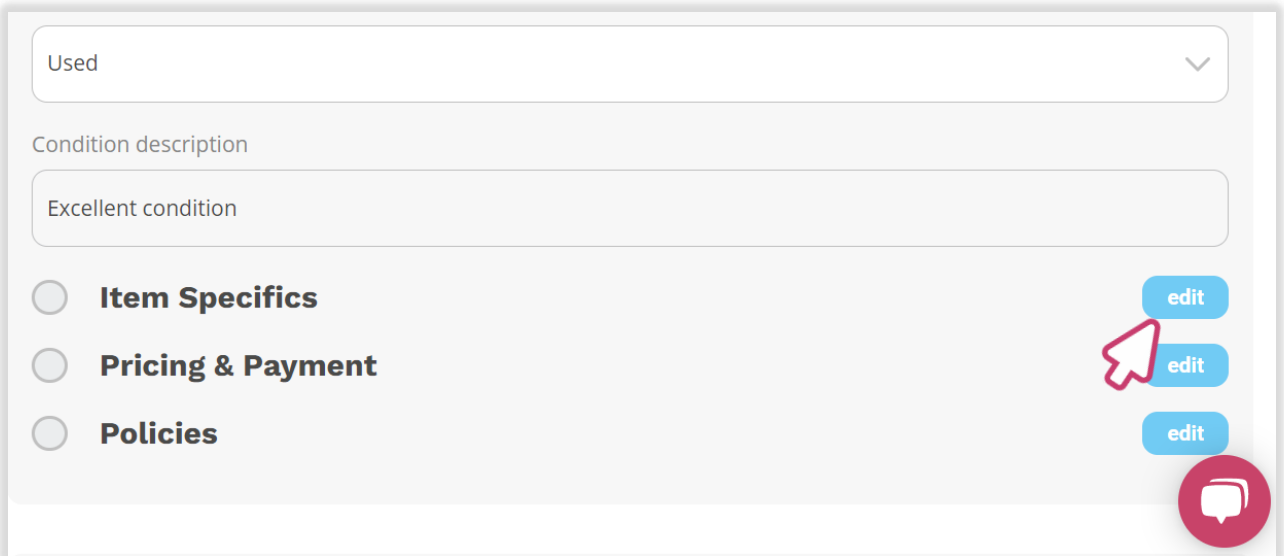
Optional


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



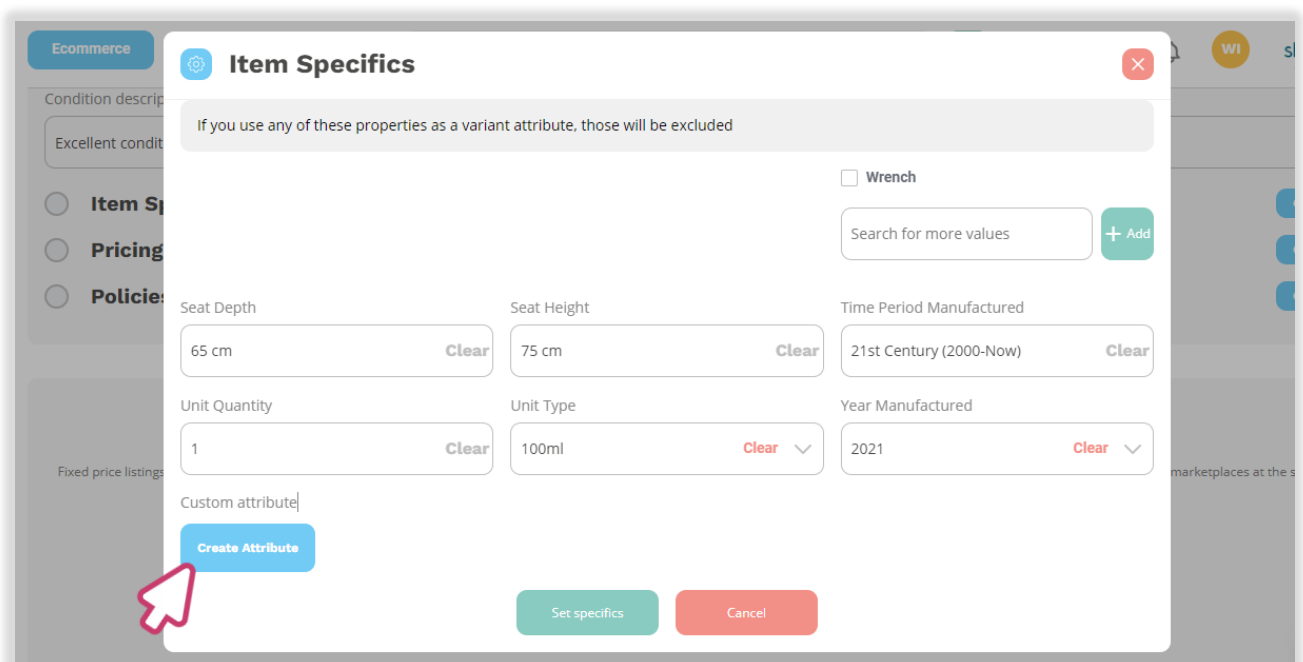
Item specifics

 To add 'Specifics' that applies to the item, click on the 'Edit' button.

A screenshot of a web interface for editing an item. At the top, a dropdown menu shows 'Used'. Below it is a text field for 'Condition description' containing 'Excellent condition'. Three tabs are visible: 'Item Specifics' (selected), 'Pricing & Payment', and 'Policies'. To the right of each tab is a blue 'edit' button. A red mouse cursor icon points to the 'edit' button for 'Item Specifics'. A red speech bubble icon is in the bottom right corner.

 And enter all item specifics that are required and any optional attributes from the next screen.

 To add custom attribute(s), click on the 'Create Attribute' button.

A screenshot of a modal form titled 'Item Specifics'. At the top, a warning message states: 'If you use any of these properties as a variant attribute, those will be excluded'. Below this, there are several input fields: 'Seat Depth' (65 cm), 'Seat Height' (75 cm), 'Time Period Manufactured' (21st Century (2000-Now)), 'Unit Quantity' (1), 'Unit Type' (100ml), and 'Year Manufactured' (2021). Each field has a 'Clear' button. There is also a checkbox for 'Wrench' and a search bar with an '+ Add' button. At the bottom left, there is a 'Custom attribute' label and a 'Create Attribute' button. At the bottom center, there are 'Set specifics' and 'Cancel' buttons. A red mouse cursor icon points to the 'Create Attribute' button.



Item specifics

- 🔗 And enter the attribute name and value.
- 🔗 Click on the 'Add attribute' button once you are!

This screenshot shows the 'Attribute creation' modal window. It has a title bar with a gear icon, the text 'Attribute creation', and a red close button. The modal contains two input fields: 'Attribute Name *' with the text 'Interior Colour' and 'Value *' with the text 'Black'. Below these fields are two buttons: a green 'Add attribute' button and a red 'Cancel' button. Three red mouse cursor arrows are overlaid on the image, pointing to the 'Attribute Name' field, the 'Add attribute' button, and the 'Cancel' button. In the background, a blurred view of the 'Item Specifics' page is visible, showing various input fields like 'Seat Depth', 'Seat Height', and 'Time Period Manufactured'.

- 🔗 Once all required item specifics are entered, click on the 'Set specifics' button.

This screenshot shows the 'Item Specifics' modal window. It has a title bar with a gear icon, the text 'Item Specifics', and a red close button. A grey warning box at the top states: 'If you use any of these properties as a variant attribute, those will be excluded'. Below this, there are several input fields arranged in a grid: 'Seat Depth' (65 cm), 'Seat Height' (75 cm), 'Time Period Manufactured' (21st Century (2000-Now)), 'Unit Quantity' (1), 'Unit Type' (100ml), 'Year Manufactured' (2021), 'Interior Colour' (Black), and a 'Custom attribute' section with a 'Create Attribute' button. Each input field has a 'Clear' button next to it. At the bottom of the modal are two buttons: a green 'Set specifics' button and a red 'Cancel' button. A red mouse cursor arrow is overlaid on the 'Set specifics' button. The background shows a blurred view of the 'Item Specifics' page with various sections like 'Item Sp', 'Pricing', and 'Policies'.






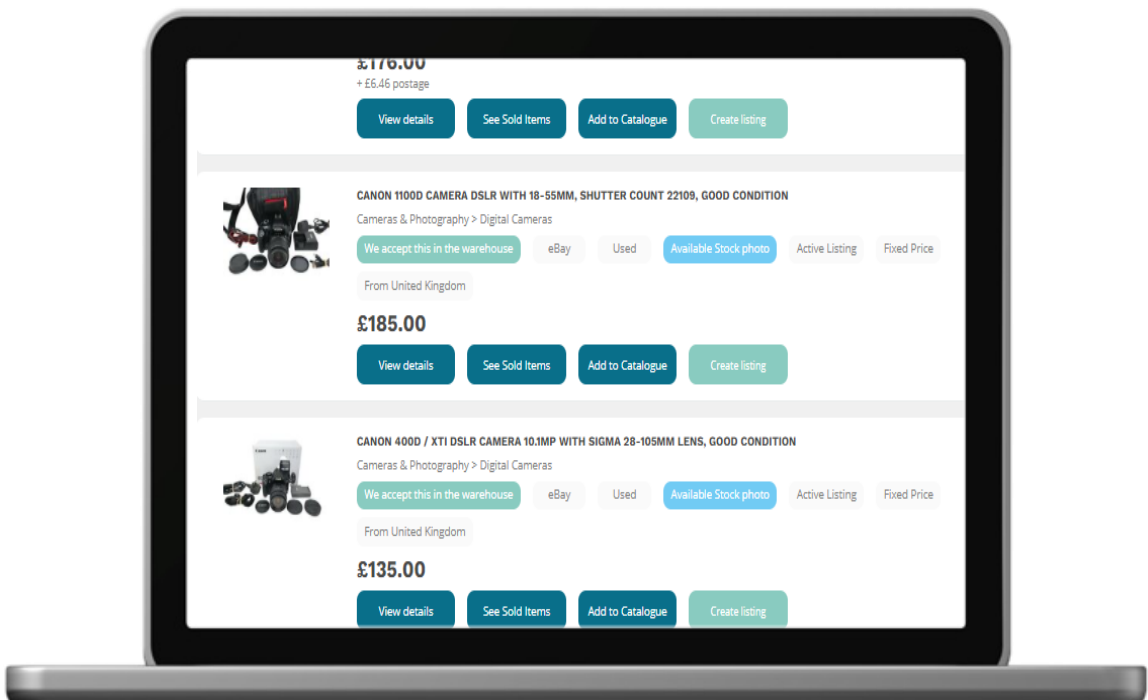
Pricing and payment

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

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

Tips:

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





Pricing and payment

To set item 'Price and payment' click on the 'Edit' button.

Condition *

New

Condition description

Excellent condition

☒ Item Specifics [edit](#)

☐ Pricing & Payment [edit](#)

☐ Policies [edit](#)

From the pop-up screen, enter a reasonable '**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.

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

150 £ 200 £ 200 £

VAT Donation Percentage

% 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' goods. 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 * 150 £

Buy It Now Price 200 £

Reserve Price 200 £

VAT 5 %

Donation Percentage 100 %

☒ **Best offer**

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

Set Pricing Cancel

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

Pricing & Payment

Auction start price * 150 £

Buy It Now Price 200 £

Reserve Price 200 £

VAT 5 %

Donation Percentage 100 %

☒ **Best offer**

Automatically accept offers of at least 150 £

Automatically decline offers lower than 150 £

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

Set Pricing Cancel



Pricing and payment

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

A screenshot of the 'Pricing & Payment' modal in the shopiagogo app. The modal has a white background with a grey border and a red close button in the top right corner. It contains several input fields for pricing and payment settings. The 'Auction start price' is set to 150, 'Buy It Now Price' is 200, and 'Reserve Price' is 200. 'VAT' is set to 5% and 'Donation Percentage' is 100%. The 'Best offer' toggle is turned on. 'Automatically accept offers of at least' is set to 150, and 'Automatically decline offers lower than' is also set to 150. The 'Private listing' toggle is turned on, with a red arrow pointing to it. At the bottom, there are two buttons: 'Set Pricing' (teal) and 'Cancel' (red), with a red arrow pointing to the 'Set Pricing' button. Below the modal, a table header is visible with columns: 'Gift Aid Number', 'Source Shop', 'Custom SKU', and 'Quantity'.

Pricing & Payment

Auction start price *
150 £

Buy It Now Price
200 £

Reserve Price
200 £

VAT
5 %

Donation Percentage
100 %

☒ **Best offer**

Automatically accept offers of at least
150 £

Automatically decline offers lower than
150 £

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

Set Pricing **Cancel**

Gift Aid Number Source Shop Custom SKU Quantity

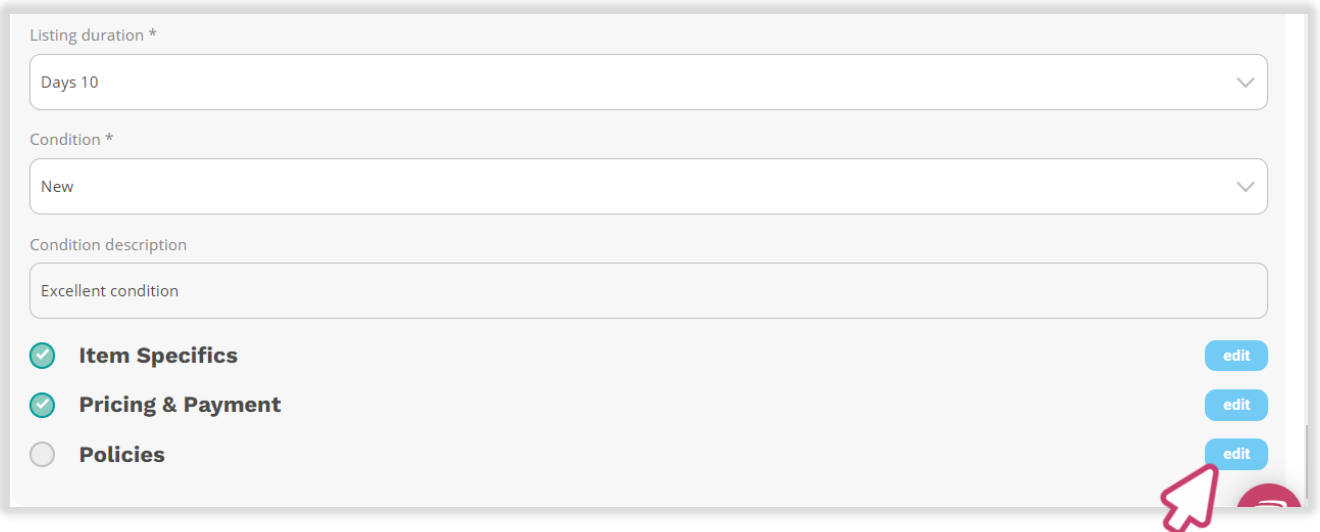


Policies

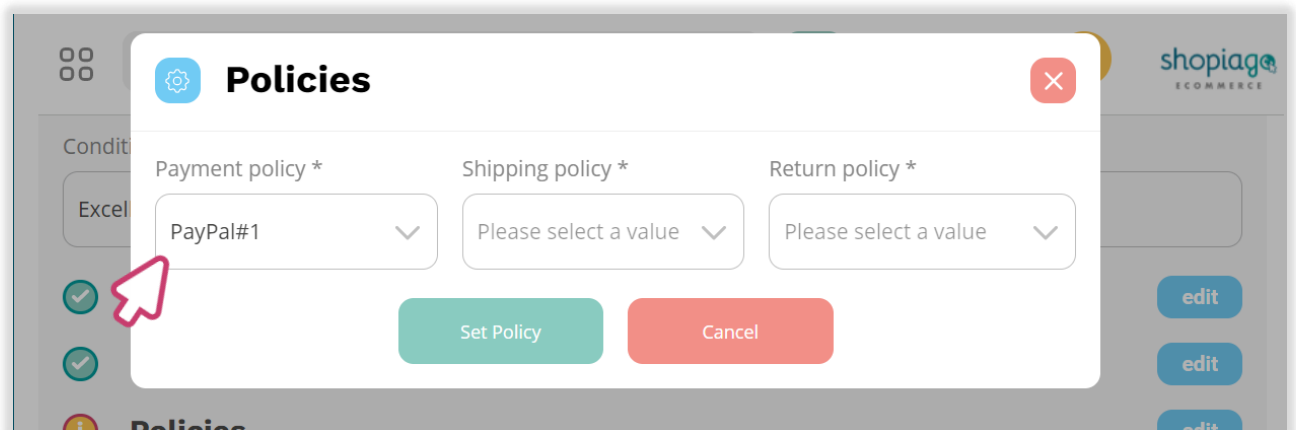
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select them when listing. To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

To set eBay policies;

 Click on the 'Edit' button.

A screenshot of the Shopiago 'Policies' settings page. The page has a light gray background. At the top, there are three dropdown menus: 'Listing duration *' with 'Days 10' selected, 'Condition *' with 'New' selected, and a 'Condition description' text field containing 'Excellent condition'. Below these are three sections: 'Item Specifics' (checked), 'Pricing & Payment' (checked), and 'Policies' (unchecked). Each section has a blue 'edit' button to its right. A red mouse cursor arrow is pointing at the 'Policies' section's 'edit' button.

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

A screenshot of the Shopiago 'Policies' pop-up screen. The pop-up is white with a blue gear icon and the title 'Policies' at the top left, and a red close button at the top right. It contains three columns: 'Payment policy *' with a dropdown menu showing 'PayPal#1', 'Shipping policy *' with a dropdown menu showing 'Please select a value', and 'Return policy *' with a dropdown menu showing 'Please select a value'. At the bottom are two buttons: 'Set Policy' (green) and 'Cancel' (red). A red mouse cursor arrow is pointing at the 'Payment policy' dropdown menu. The background shows a blurred view of the Shopiago interface.



Policies

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

A screenshot of a 'Policies' modal window. The modal has a title bar with a gear icon and a close button (X). It contains three dropdown menus: 'Payment policy *' with 'PayPal#1' selected, 'Shipping policy *' with 'Flat:Royal Mail 2nd(£5.00)' selected, and 'Return policy *' with 'Please select a value' selected. Below the dropdowns are two buttons: 'Set Policy' (teal) and 'Cancel' (red). A pink mouse cursor icon is pointing at the 'Shipping policy' dropdown menu. The background shows a blurred view of the application interface with a sidebar and a main content area.

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

- Then, click on the 'Set Policy' button.

A screenshot of the 'Policies' modal window, similar to the previous one, but with the 'Return policy *' dropdown menu now showing 'Returns Accepted, Seller, 30 days' selected. A pink mouse cursor icon is pointing at the 'Set Policy' button. The background shows a blurred view of the application interface with a sidebar and a main content area. The sidebar has a 'Policies' section with an information icon (i).



Item's Information

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

✔ Pricing & Payment

✔ Policies

Item's information

Tote/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>

Want to follow messages on my dashboard related to this item?

Create Listing

Save as a draft

Save as a template

Cancel

Home

Privacy Policy

Terms of Service

Developer Centre

v2.0.6

f

t

in



Submit your listing



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

✓ Pricing & Payment

✓ Policies

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>1</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

Home

Privacy Policy

Terms of Service

Developer Centre

v2.0.6

f




t

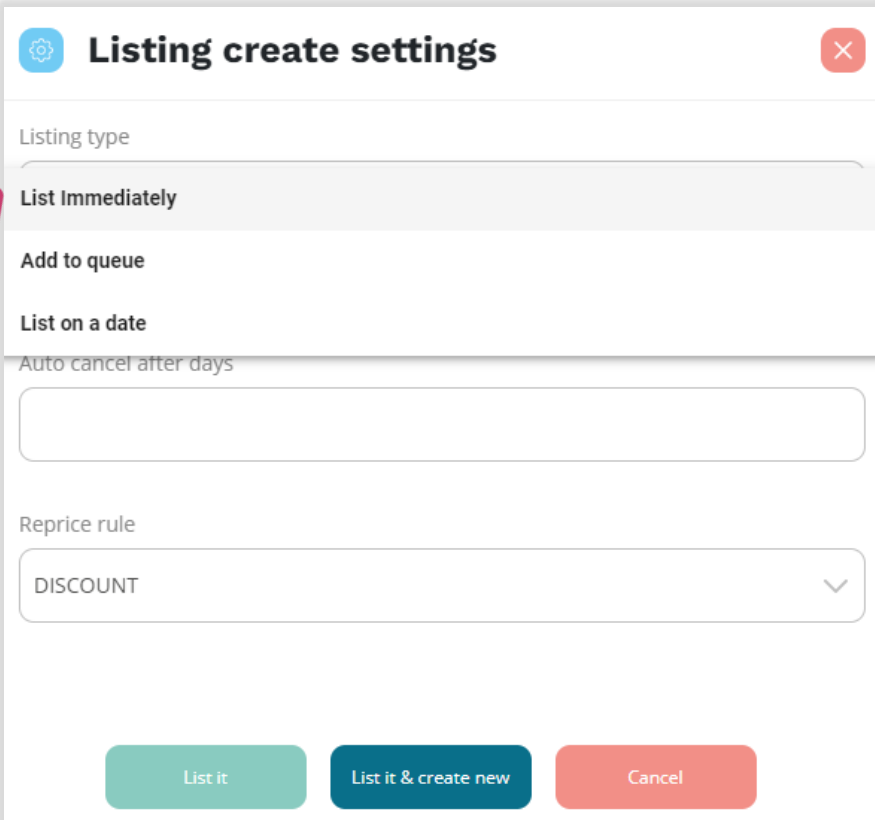
in



Listing options

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

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

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon on the left and a red close button on the right. Below the title bar, there is a section labeled "Listing type" with three options: "List Immediately" (highlighted with a grey background and a red mouse cursor icon pointing to it), "Add to queue", and "List on a date". 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

- 🔗 Tick the 'Relist automatically' box, so if the item doesn't sell after the listing period, Shopiago will automatically relist the item for another chance of a sale.
- 🔗 Enter value(s) for auto-relists.
- 🔗 Select a 'Reprice rule' from the drop-down menu or leave blank if it is not applicable.
- 🔗 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 is white with a red close button in the top right corner. It contains the following fields: "Listing type" with a dropdown menu showing "Add to queue"; "Relist automatically *" with a checked checkbox; "Number of automatic relists" with a text input field containing the number "2"; and "Reprice rule" with a dropdown menu showing "Auction Reprice". At the bottom of the modal are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red). Three red arrows point to the checkbox, the number input, and the "List it" button. The background shows a blurred view of the application's settings page.



Happy Selling!

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