



# Shop User Guide

## How to create a CIS listing for auction

Version 2.0.2



## How to create a CIS listing for auction

By creating an auction-style CIS (Collect in-store) listing, buyers bid on your item through eBay, and you gather and prepare the item for collection, notifying the highest bidder when the item is ready for pickup. On the other hand, if you are selling large items, e.g., sofas, which will be difficult to post, you might want to create a CIS listing so buyers can purchase the item and collect it when it is ready.

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;

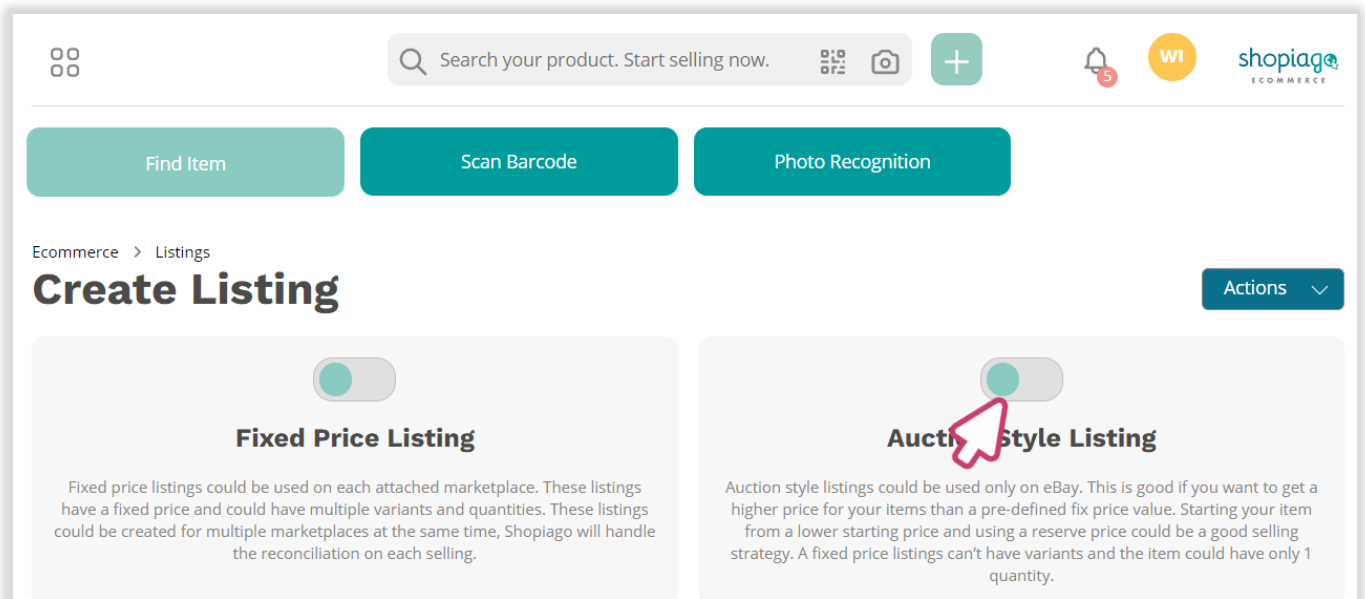
- 🔗 [Login](#) to your account.
- 🔗 Click the 'Start listing' button, at the top-left corner of the dashboard (large green button).

A screenshot of the shopiagogo dashboard. At the top, there's a search bar with the text "Search for an item. Start selling now." and several icons. Below the search bar is a row of buttons: "Start Listing", "Check Orders", "Scan Barcode", "Photo Recognition", "Create Item", and "Search SKU". A red arrow points to the "Start Listing" button. Below this row is the "Dashboard" section, which includes a "Statistics" tab, a "Communication board", and "Release messages". The "Statistics" tab is active, showing a donut chart and the text "Listing Statistics". Below the chart, it says "148 total listings" and provides a breakdown: 16 active listings, 31 sold items, and 10 unsold items. To the right of the statistics is an "Inventory" section showing "9,989 sku's" and "12,390 items" in stock. The shopiagogo logo is in the top right corner.



## How to create a CIS listing for auction

- 🔗 On create listing page, select "Auction Style Listing" as the buying format.





## Give your listing a title

- 👤 Type-in the full name of the item (no 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 conduct a market research 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

Search on eBay

Description \*

- 🔍 On the next screen, you will see how much your item is selling for. 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

**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

Source Marketplaces (eBay...)

Condition New

Buying Format Fixed Price

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

## Item description

You need to describe your item. Please 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 item description should be comprehensive and accurate.
-  Don't forget to mention any defects if necessary, to avoid complaints.
-  You can update the 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%



Vidaxl Swivel Egg Chair with Cushion Yellow Velvet

Search on eBay

Description \*

Plain text

eBay

Description

HTML template

Please select a template

A B Font ↑ ↓ Bold / Underline Link <> A<sup>i</sup> A<sub>2</sub> List Bulleted List Numbered List Decrease Indent Increase Indent Tags

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

**Description \***

Plain text    eBay

---

Description \*

HTML template

Please select a template ▼

A A Font ↑ ↓ B / U T < > A<sup>i</sup> A<sub>2</sub> ↺ ≡ ≡ ≡ ≡ :≡ :≡ — I\_x Tags ▾

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.

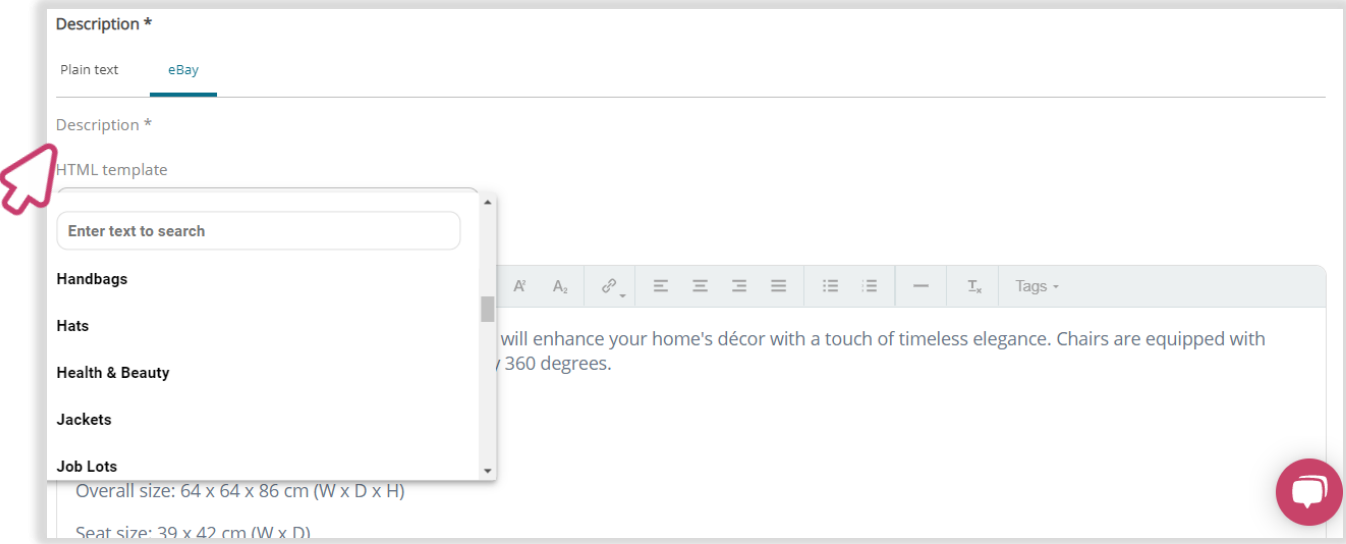
Colour: Yellow Material: Velvet + plywood frame + chrome base Overall  
size: 64 x 64 x 86 cm (W x D x H)  
Seat size: 39 x 42 cm (W x D)



## Item description

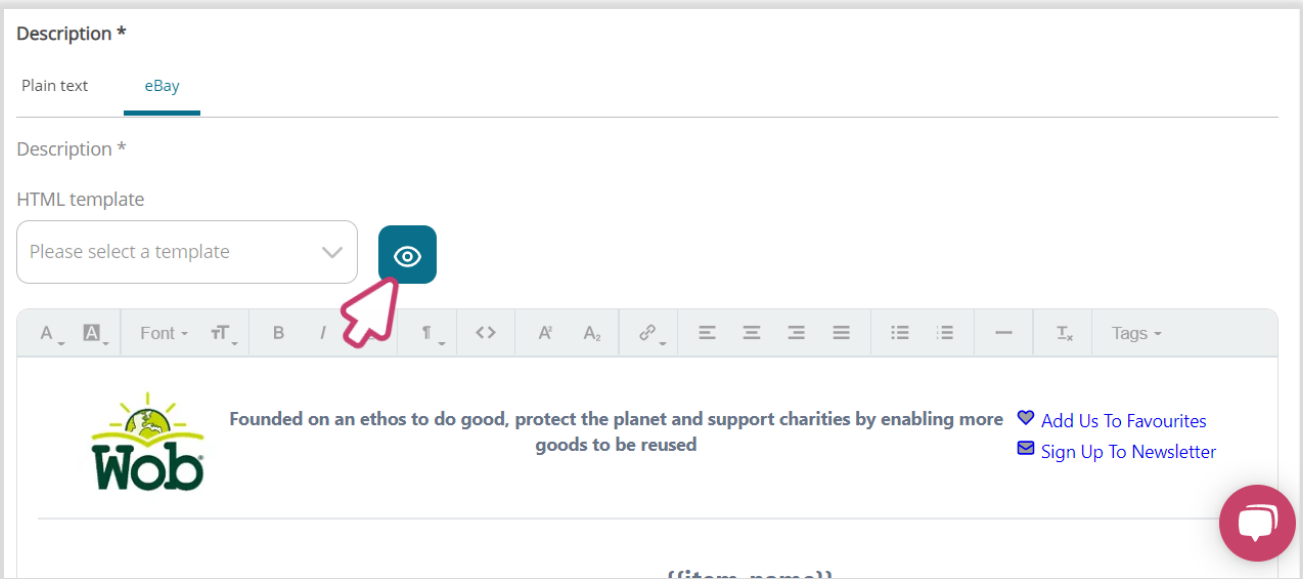
To add HTML template to the listing description;

 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.







## Item description

- 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** [Add Us To Favourites](#) [Sign Up To Newsletter](#)

**Category**

- Collectables
- Clothing & Accessories
- Dresses
- Ladieswear
- Menswear
- Accessories
- Ladies shoes
- Mens shoes
- Furniture

**Vidaxl Swivel Egg Chair with Cushion Yellow Velvet**  
from £{{item-price}}

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%



## 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 add tag(s) to the item. This is for internal use for categorising listings - e.g. 'furniture etc'.
- 🔗 Switch-On 'Collect in Store' toggle switch.(To use this feature, the account owner or administrator must add these to the shipping methods).
- 🔗 Turn-on 'Job Lot Item' switch, if you are selling the item as a group. If not, leave Off.

Each marketplace has its own features to format your listing's description. The plain text field will be used on every marketplace if you don't overwrite it on the right tab. Ebay allows you to use an HTML template, you can choose it on the eBay tab of the description section. The content of the plain text field will replace the template's `{{description}}` magic string if it has any.

Custom SKU

SH0043

Tags

Furniture

Enter a new tag

Collect in store

Job lot item

Images (0/12)





A screenshot of the shopiagio listing form. The form is white with a light gray background. At the top, there is a gray box with text explaining marketplace features. Below this, the form has several sections: 'Custom SKU' with a text input field containing 'SH0043'; 'Tags' with a blue button labeled 'Furniture' and a text input field labeled 'Enter a new tag'; 'Collect in store' with a toggle switch that is currently turned on; 'Job lot item' with a toggle switch that is currently turned off; and 'Images (0/12)' with a placeholder for an image. Four red arrows point to the 'Custom SKU' field, the 'Furniture' button, the 'Collect in store' toggle, and the 'Job lot item' toggle.



## 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.

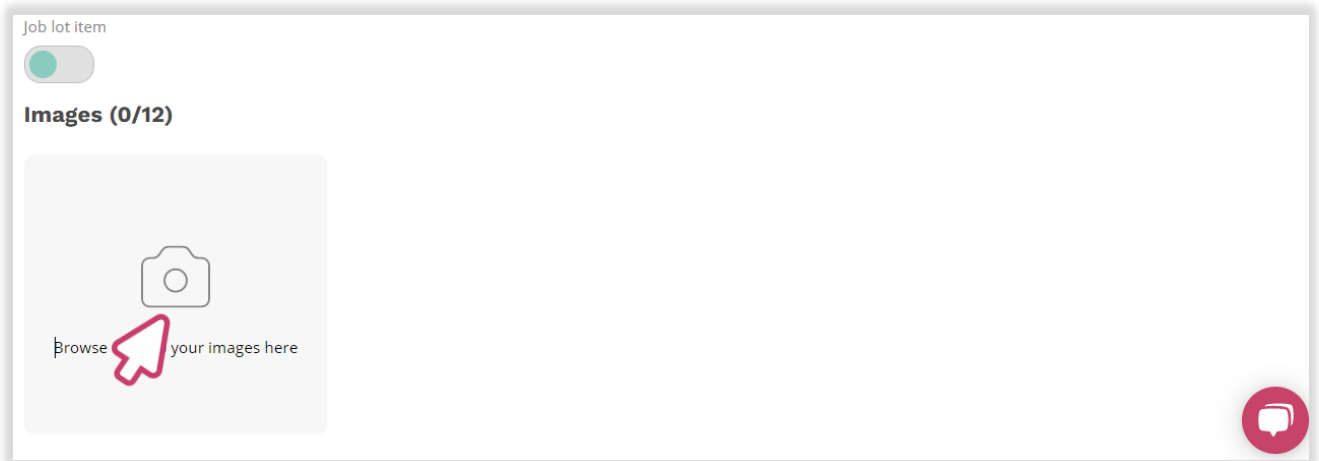




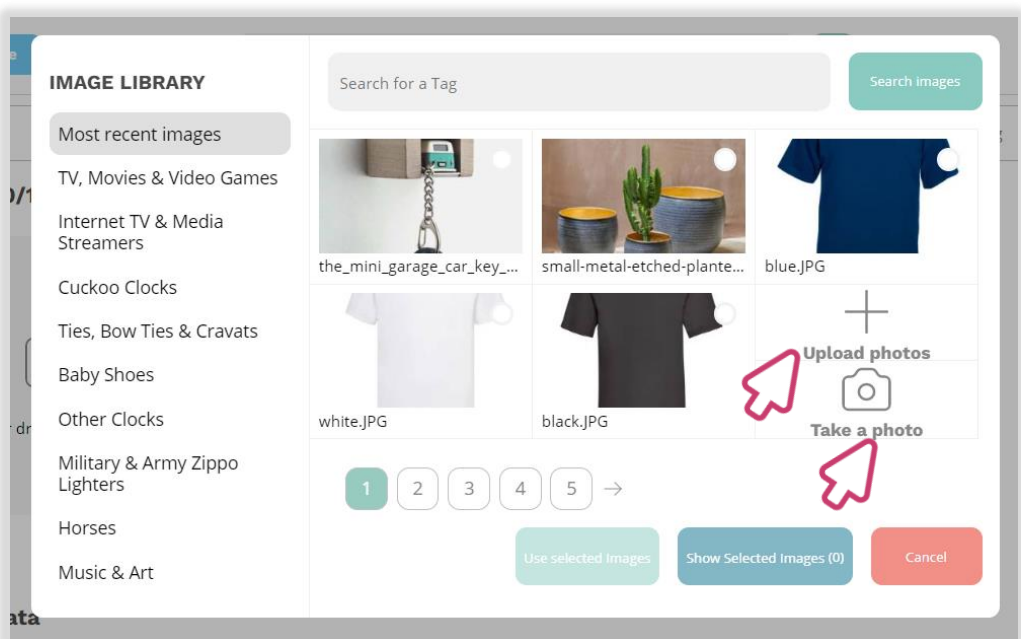
## Adding photo(s) to your listing

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.

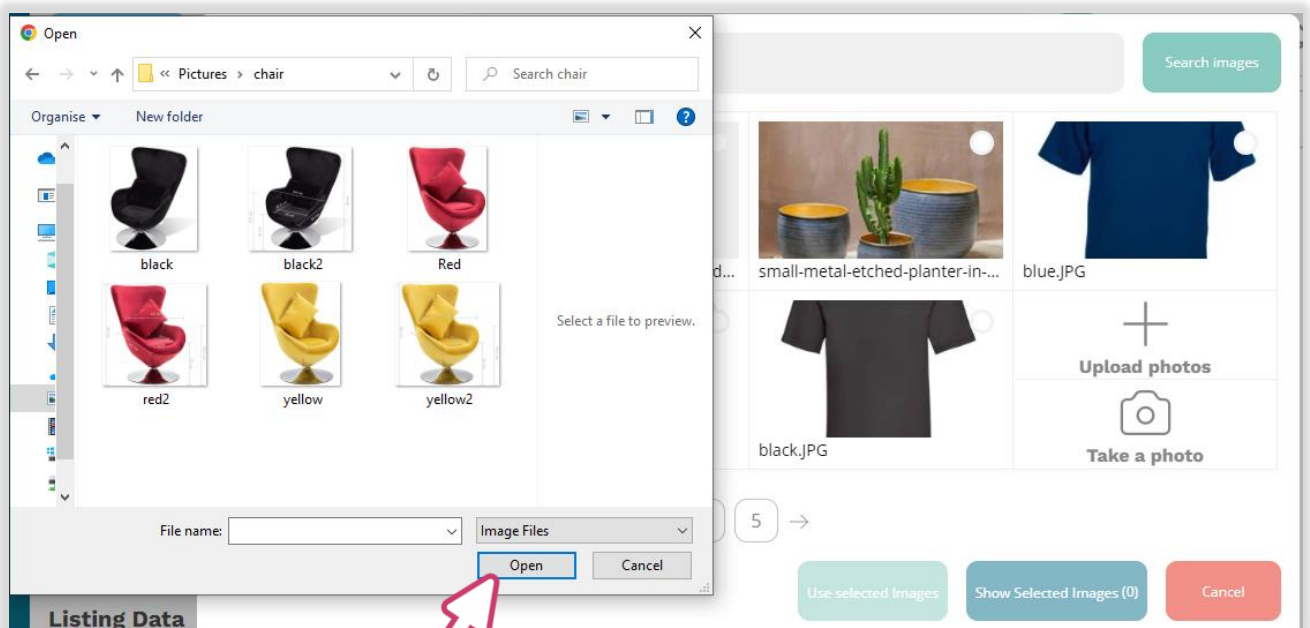


## Adding photo(s) to your listing

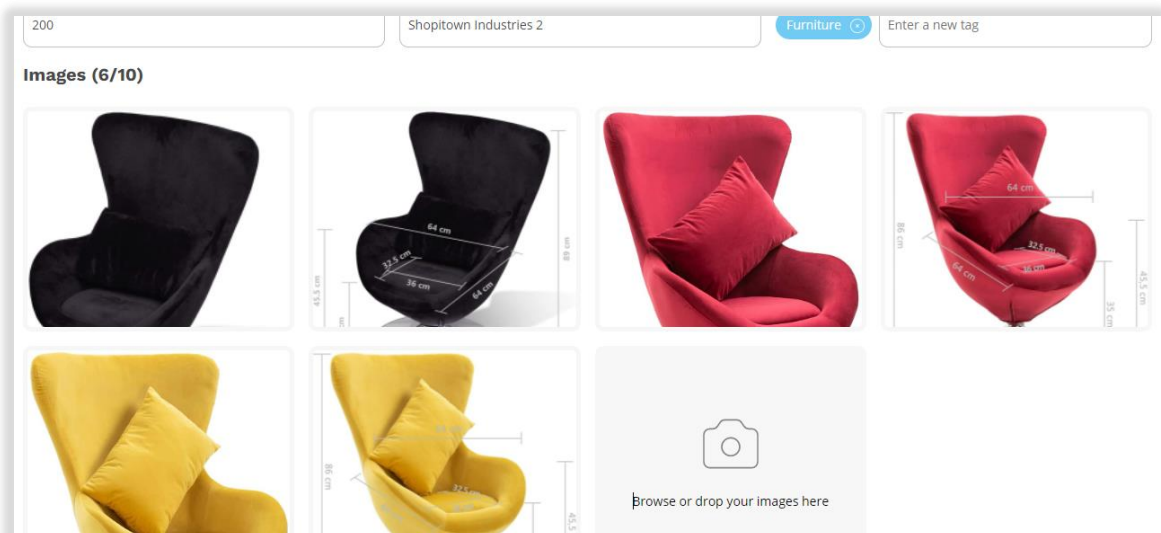
Once you've clicked on 'upload photos' icon, you will be prompted to select the item photo(s).

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.



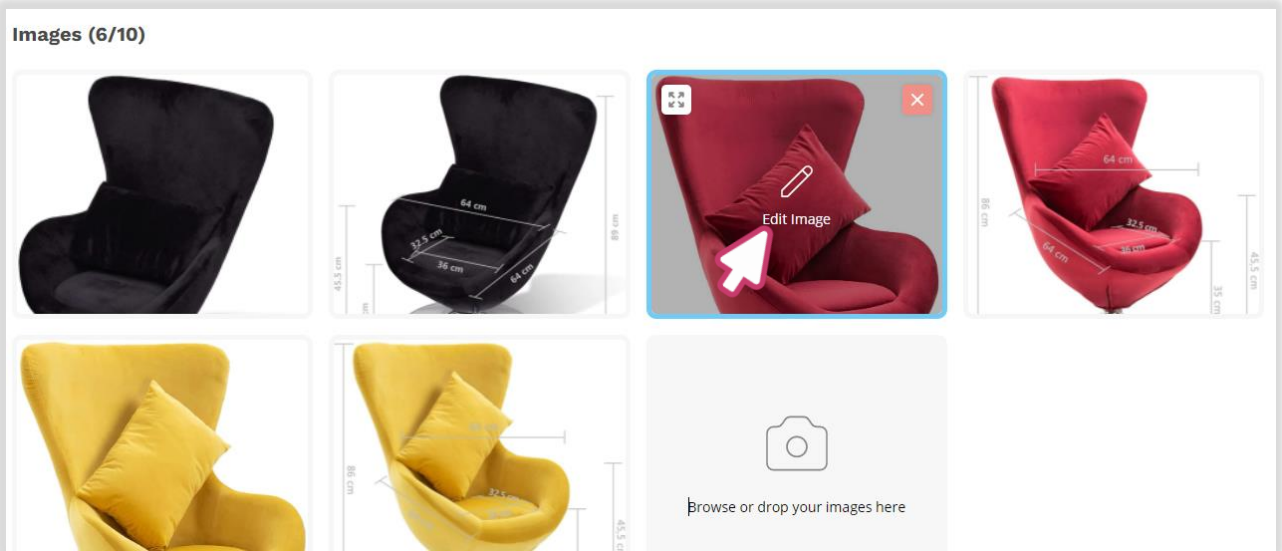
Uploaded photos should then appear on the listing form.



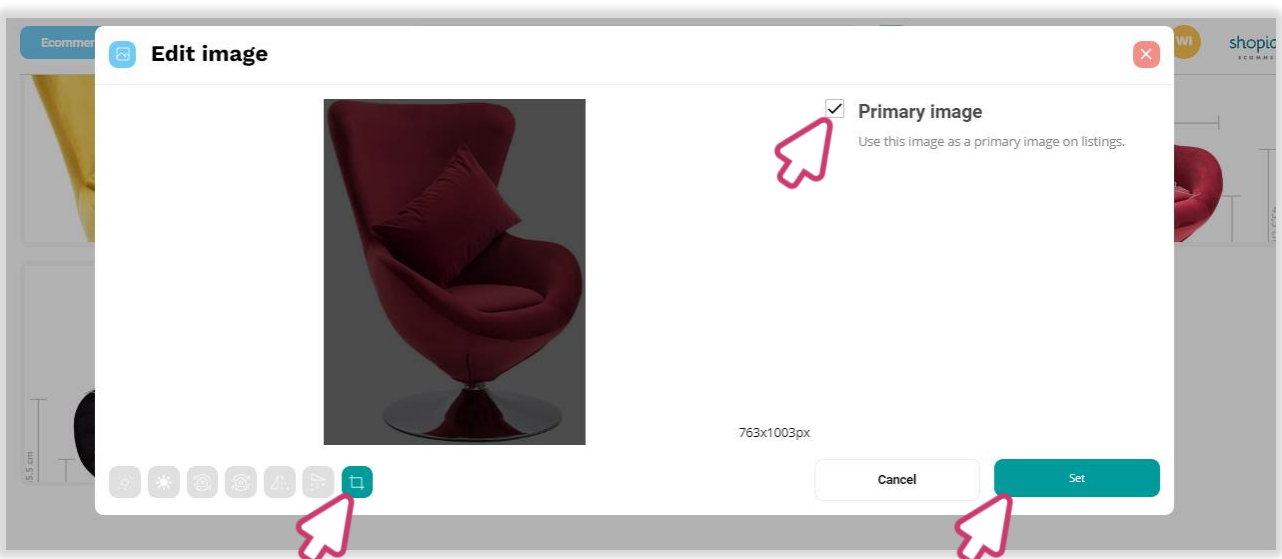


## Adding photo(s) to your listing

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





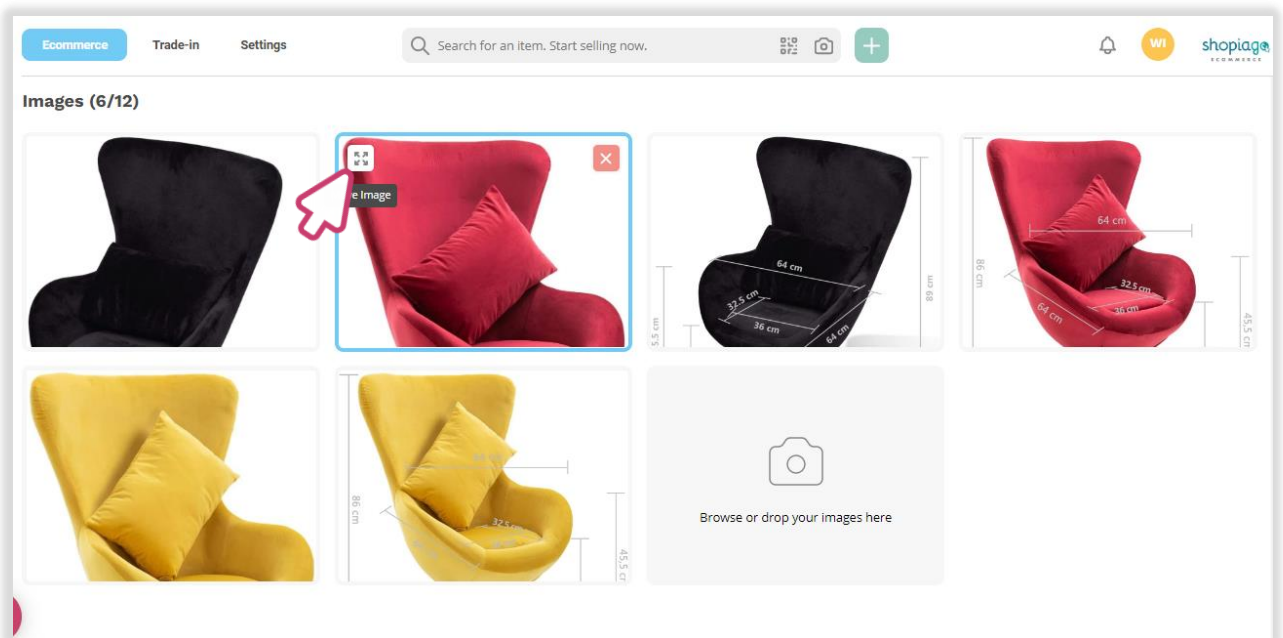
- From photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right-hand side of the screen.
- To crop image, click on the 'Crop' icon, highlight preferred image area, click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

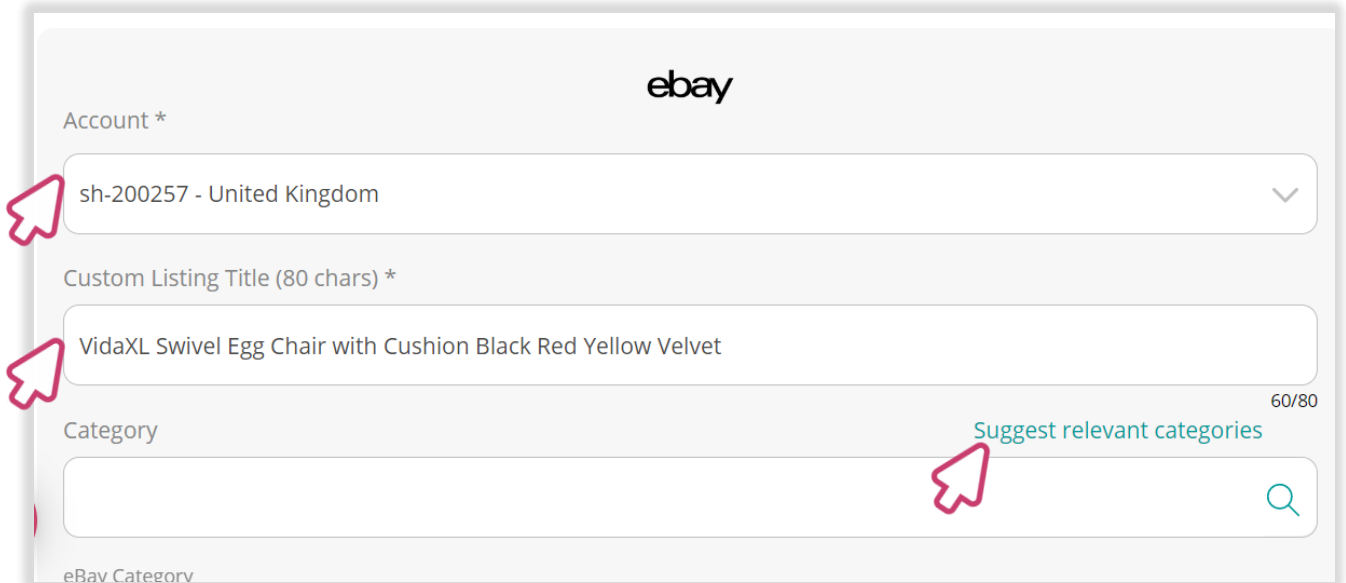






## Adding listing information

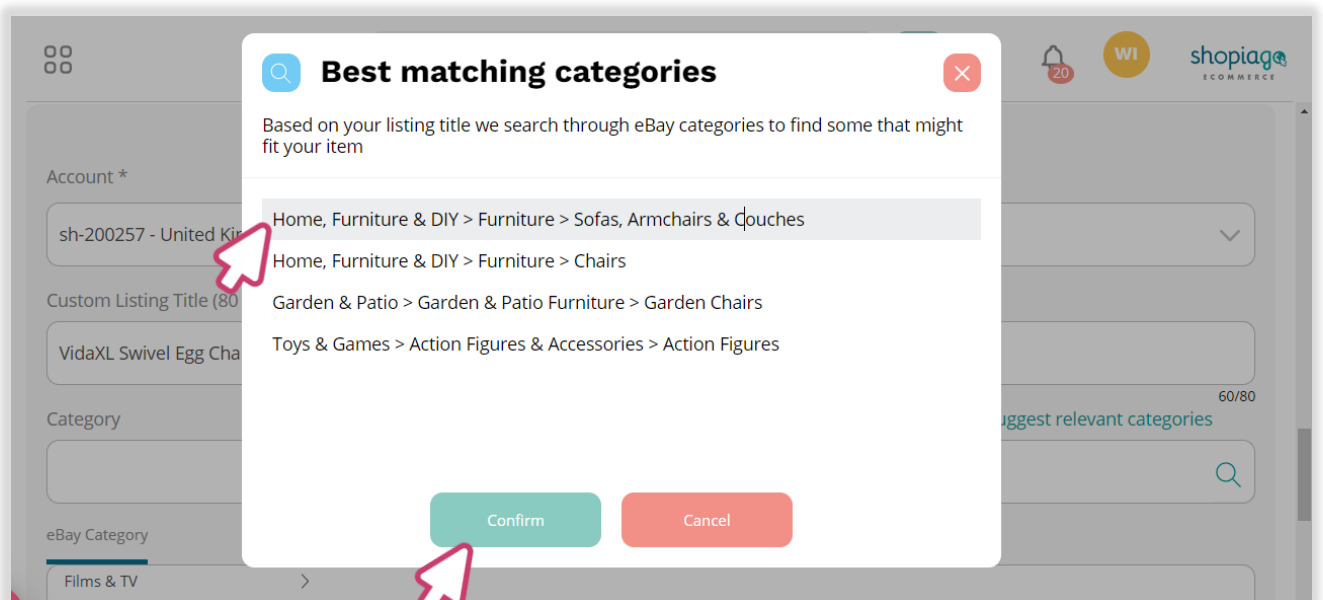
-  Select the right eBay account.
-  Click on the 'Custom title field to modify the title if necessary.
-  Click on 'Suggest relevant categories'.



The screenshot shows the eBay listing form with the following fields and annotations:

- Account \***: A dropdown menu showing "sh-200257 - United Kingdom". A red mouse cursor points to the dropdown arrow.
- Custom Listing Title (80 chars) \***: A text input field containing "VidaXL Swivel Egg Chair with Cushion Black Red Yellow Velvet". A red mouse cursor points to the input field.
- Category**: A text input field with a red mouse cursor pointing to the "Suggest relevant categories" link on the right.
- eBay Category**: A text input field at the bottom.


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



The screenshot shows the "Best matching categories" pop-up screen with the following elements:

- Best matching categories**: The title of the pop-up.
- Based on your listing title we search through eBay categories to find some that might fit your item**: The description of the pop-up.
- Categories**: A list of suggested categories:
  - Home, Furniture & DIY > Furniture > Sofas, Armchairs & Couches
  - Home, Furniture & DIY > Furniture > Chairs
  - Garden & Patio > Garden & Patio Furniture > Garden Chairs
  - Toys & Games > Action Figures & Accessories > Action Figures
- Confirm**: A green button at the bottom left.
- Cancel**: A red button at the bottom right.

## 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) \*

VidaXL Swivel Egg Chair with Cushion Black Red Yellow Velvet

60/80

Category

Suggest relevant categories

Furniture > Chair


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 item category, use the 'category selector' and work through the different categories to find the best fit.

Category

Suggest relevant categories

Furniture > Chair

60/80

eBay Category  Secondary eBay Category

Films & TV >  
Garden & Patio >  
Health & Beauty >  
Holidays & Travel >  
Home, Furniture & DIY >  
Jewellery & Watches >  
Mobile Phones & Communication >  
Music >

Curtains, Blinds & Accessories >  
Cushions >  
DIY Materials >  
DIY Tools & Workshop Equipment >  
Fireplaces & Stoves >  
Food & Drink >  
Furniture >  
Heating, Cooling & Air >  
Home Decor >

Slip Covers >  
Sofas, Armchairs & Couches >  
Stools & Bar Stools >  
Table & Chair Sets >  
Tables >  
Trunks & Chests >  
TV Stands & Entertainment Units >  
Wardrobes >



## 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 'Educational Toys' highlighted. Below this is a form with three main sections: 'Listing duration \*', 'Condition \*', and 'Condition description'. Red arrows point to the 'Days 10' dropdown, the 'New' dropdown, and the 'Excellent condition' text input field. At the bottom, there are three tabs: 'Item Specifics' (selected), 'Pricing & Payment', and 'Policies'. Each tab has an 'edit' button next to it. A red speech bubble icon is located in the bottom right corner.

|                               |                                |                        |
|-------------------------------|--------------------------------|------------------------|
| Art                           | Comics                         | Geography & History    |
| Baby                          | Construction & Building Toys   | LeapFrog & Leapster    |
| Books, Comics & Magazines     | Creative Toys & Activities     | Mathematics            |
| Business, Office & Industrial | Diecast & Vehicles             | Music & Art            |
| Cameras & Photography         | Educational Toys               | Numbers                |
| Cars, Motorcycles & Vehicles  | Electronic Pets                | Other Educational Toys |
| Clothes, Shoes & Accessories  | Fast Food, Cereal & Sweet Toys | Reading & Writing      |

Listing duration \*

Days 10

Condition \*

New

Condition description

Excellent condition

☒ Item Specifics edit

☐ Pricing & Payment edit




☐ Policies 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.

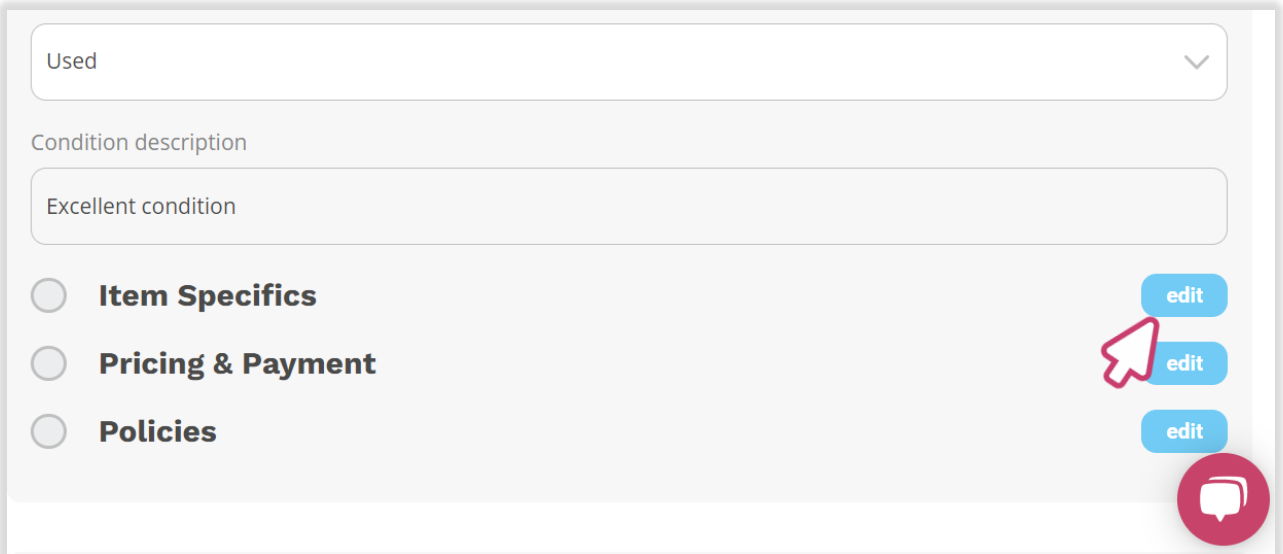
### Optional

-  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.



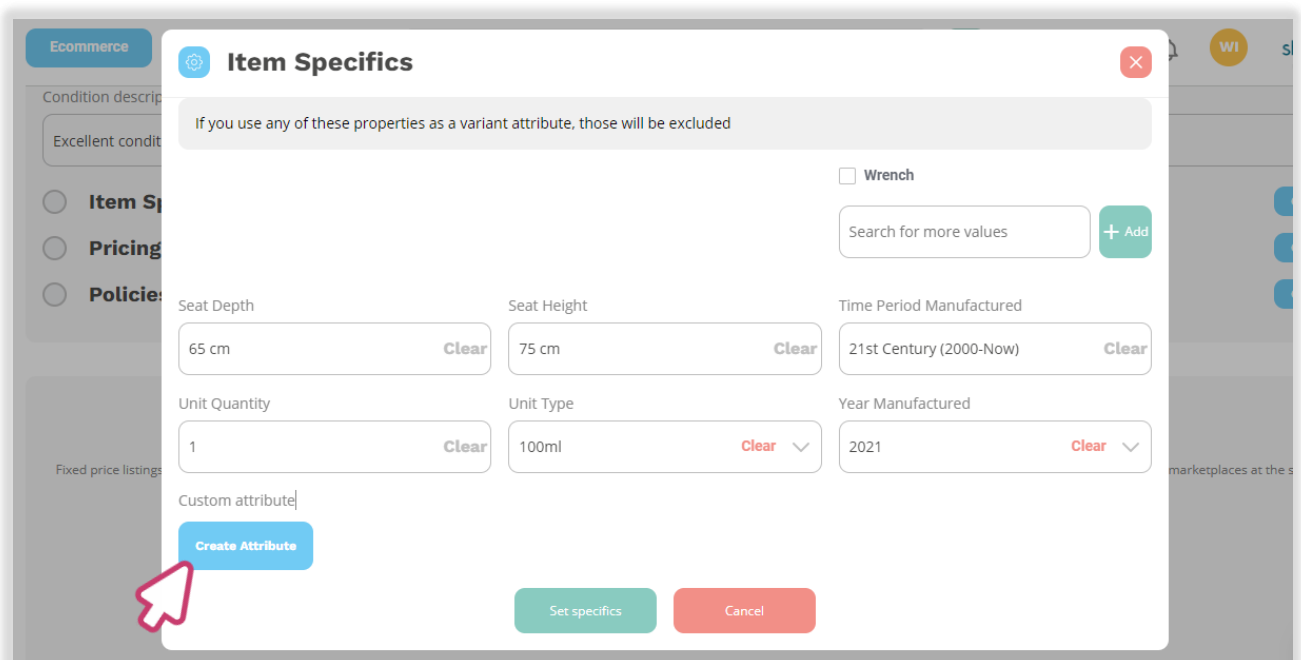
## Item specifics

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



 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.





## Item specifics

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

A screenshot of the 'Attribute creation' modal in the Shopiango interface. The modal is a white box 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 'Black'. Below these fields are two buttons: a green 'Add attribute' button and a red 'Cancel' button. Three red mouse cursor arrows are 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.

A screenshot of the 'Item Specifics' modal in the Shopiango interface. The modal is a white box with a red close button in the top right corner. It contains a warning message: 'If you use any of these properties as a variant attribute, those will be excluded'. Below this message 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), 'Year Manufactured' (2021), 'Interior Colour' (Black), and 'Custom attribute'. 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 pointing to the 'Set specifics' 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'.






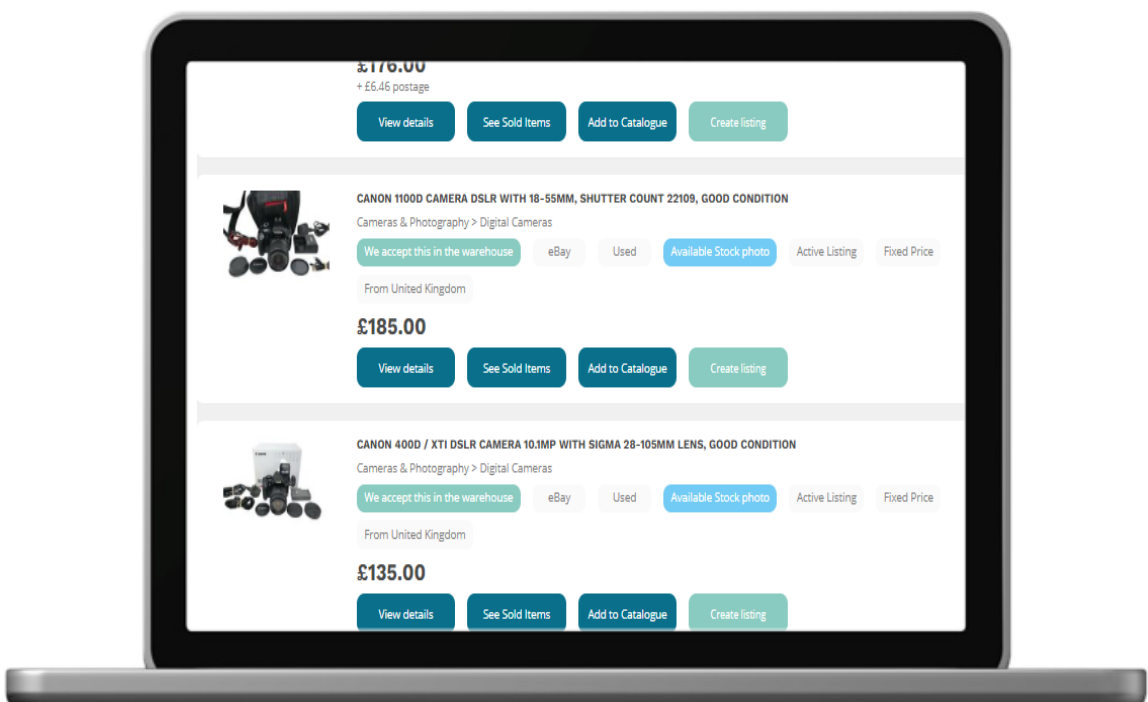
## Pricing and payment

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:

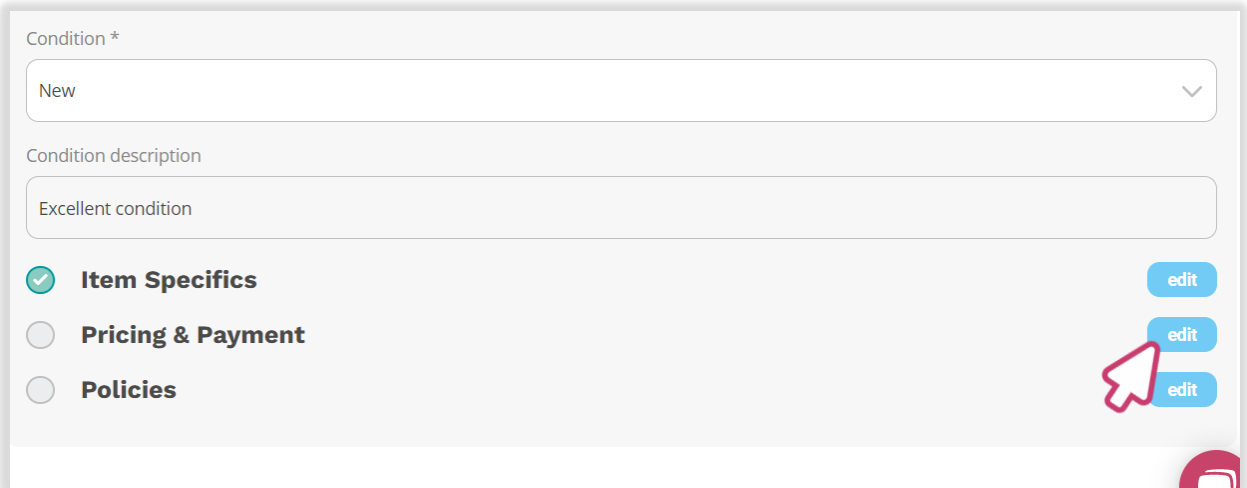
-  Avoid setting up your price based on what you want to achieve.
-  Don't presume what a customer might pay for your item.
-  Do your research!







## Pricing and payment

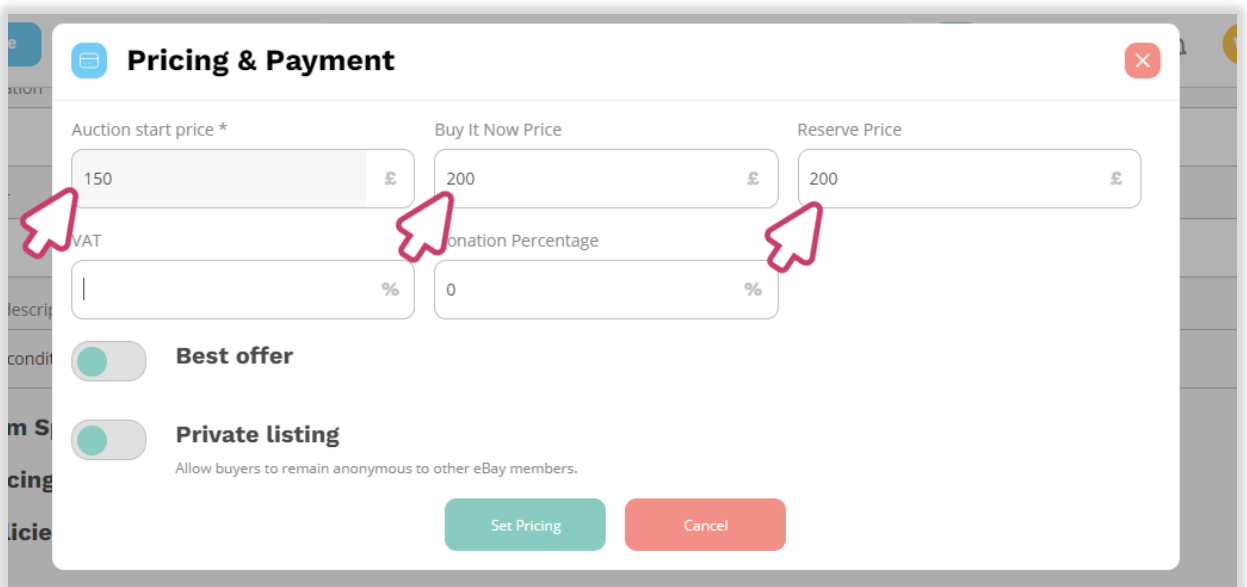
 To set item 'Price and payment' click on the 'Edit' button.



 From the pop-up screen, enter a reasonable amount as a 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 and payment

- 🔗 Key-in item VAT %. (This applies only to 'new bought' 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 \* 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**

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

Automatically accept offers of at least 150 £

Automatically decline offers lower than 150 £

Set Pricing Cancel



## Pricing and payment

- 👤 Switch on 'Private Listing' if necessary, to keep bidder and buyer identities hidden from other eBay members.
- 👤 And also select single or multiple payment methods.
- 👤 Click on the 'Set pricing' button once all properties are set.

A screenshot of the eBay 'Pricing & Payment' form. The form is titled 'Pricing & Payment' in a dark blue header. It contains several input fields and toggle switches. Red arrows point to the 'Private listing' toggle, the 'PayPal' and 'Cash On Pickup' payment method toggles, and the 'Set Pricing' button. The form is set against a light gray background with a dark gray footer.

**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.

☒ **PayPal** ☒ **Cash On Pickup**

**Set Pricing** **Cancel**

messages on my dashboard related to this item



## Policies

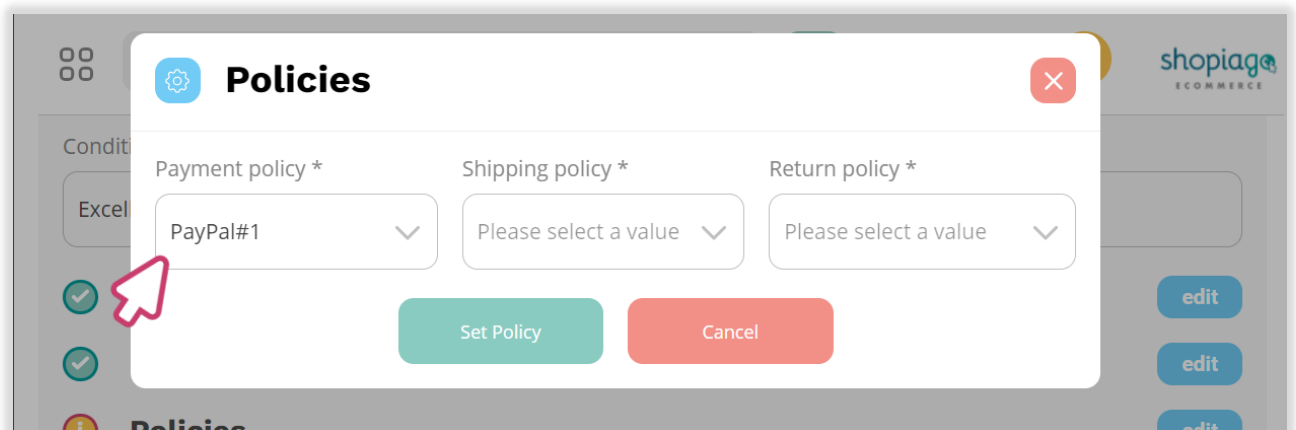
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select them when listing. To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

### To set 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 two dropdown menus: 'Listing duration \*' with 'Days 10' selected, and 'Condition \*' with 'New' selected. Below these is a text input field for 'Condition description' containing 'Excellent condition'. Further down, there 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 'edit' button for the 'Policies' section.

 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 dropdown menus: 'Payment policy \*' with 'PayPal#1' selected, 'Shipping policy \*' with 'Please select a value', and 'Return policy \*' with '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.



## Policies

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

A screenshot of a web application showing a modal window titled "Policies" with a settings icon and a close button. The modal 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". Below the dropdowns are two buttons: "Set Policy" (teal) and "Cancel" (red). A pink mouse cursor arrow points to the "Shipping policy" dropdown menu. In the background, a sidebar is partially visible with a "Conditions" section and a table with a header "Excel" and two rows of green checkmarks.

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

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

A screenshot of the same "Policies" modal window. The "Return policy \*" dropdown menu now shows "Returns Accepted,Seller,3" selected. A pink mouse cursor arrow points to the "Set Policy" button. Another pink mouse cursor arrow points to the "Return policy" dropdown menu. The background sidebar is more visible, showing the "Conditions" section and a table with a header "Excel" and two rows of green checkmarks. At the bottom of the sidebar, there is a "Policies" section with an information icon.



## 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.
- 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.
- And click on the "Create Listing" button once all the item information is completely entered.

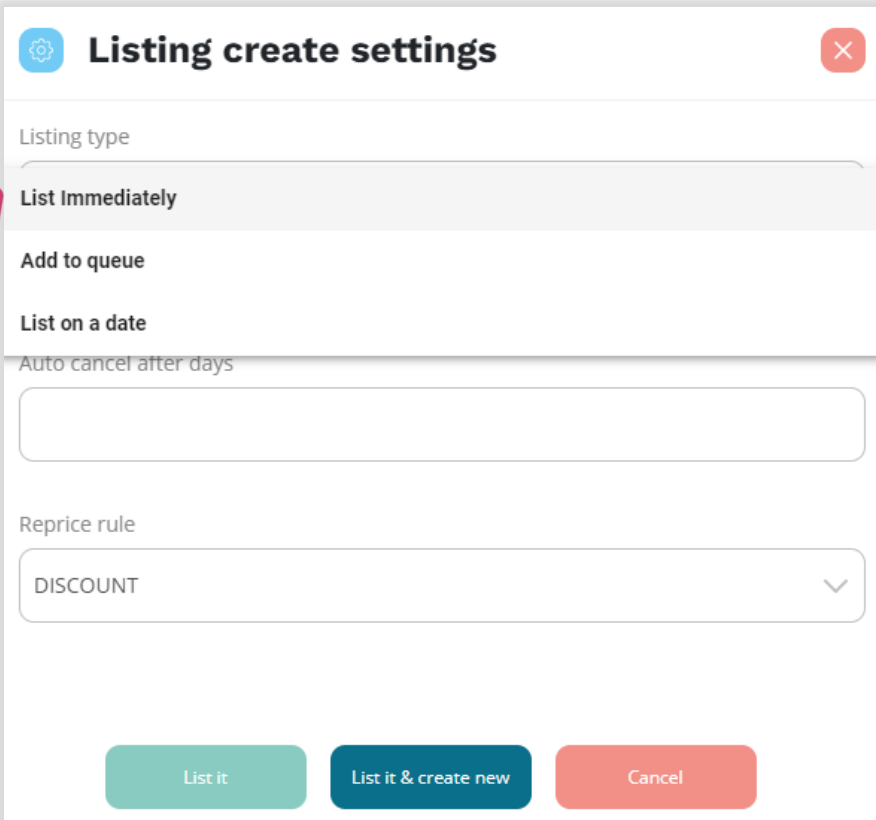
A screenshot of the Shopiagi web application's 'Item's information' form. The form is displayed within a light gray sidebar on the left, with a main content area on the right. The sidebar contains two sections: 'Pricing & Payment' and 'Policies', each with a green checkmark icon and an 'edit' button. The 'Item's information' section is highlighted. The form itself has a white background and a light gray header with the title 'Item's information'. Below the header, there are six input fields: 'Tote/Box ID \*', 'Gift Aid Number', 'Source Shop', 'Custom SKU', 'Quantity', and 'EAN'. The 'Tote/Box ID \*' field contains 'Does Not Apply'. The 'Gift Aid Number' field contains 'Does Not Apply'. The 'Source Shop' field contains 'Shoptown Industries'. The 'Custom SKU' field contains 'SH0043-1'. The 'Quantity' field contains '1'. The 'EAN' field contains 'Does Not Apply'. Red arrows point to each of these fields. Below the fields, there is a checkbox labeled 'I want to follow messages in my dashboard related to this item'. At the bottom of the form, there are four buttons: 'Create Listing' (green), 'Save as a draft' (dark blue), 'Save as a template' (dark blue), and 'Cancel' (red). A red arrow points to the 'Create Listing' button. The footer of the page contains links for 'Home', 'Privacy Policy', 'Terms of Service', and 'Developer Centre', along with social media icons for Facebook, Twitter, and LinkedIn, and the version number 'v2.0.6'.



## 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 and a close button (red square with a white 'X'). Below the title bar, there is a section titled '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 for 'Auto cancel after days' with an empty input box. Below that is a section for '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 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

- 🔗 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 the '**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": A dropdown menu with "Add to queue" selected.
- "Relist automatically \*": A checkbox that is checked.
- "Number of automatic relists": A text input field containing the number "2".
- "Reprice rule": A dropdown menu with "Auction Reprice" selected.

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 "Relist automatically" checkbox, the "Number of automatic relists" input field, 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 email us at [help@shopiago.com](mailto:help@shopiago.com)