



# **Warehouse User Guide**

## **How to create a CLS listing for fixed price**

**Version 2.0.2**



## How to create a CIS listing for fixed price

For a CIS (collect in-store) listing, your buyers place an order through the marketplace(s) where the item is listed. You gather and prepare the item(s) for collection, then notify the buyer when the order is ready to be collected. This type of listing is particularly helpful if you are selling large items, e.g., sofas, which will be difficult to post or if you merely want all purchased items to be collected in store.

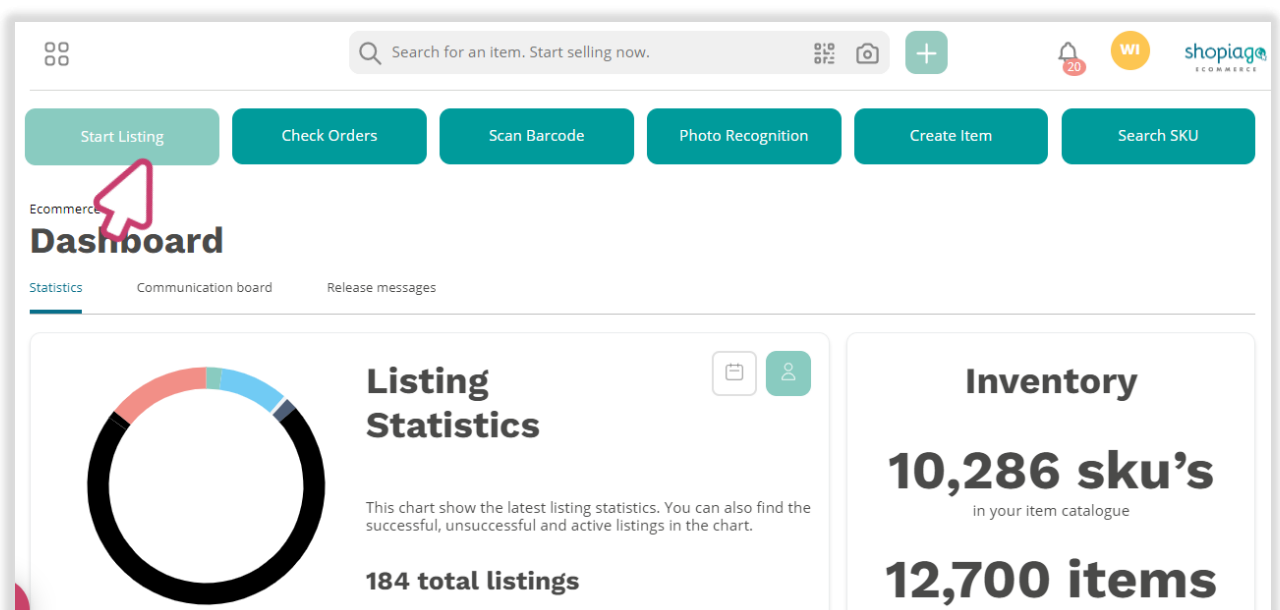
You can create a CIS listing so buyers can purchase the item and collect it when it is ready.

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

This guide explains how to create a CIS listing for a non-variants item.

### To begin;

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





## How to create a CIS listing for fixed price

- 🔗 On create listing information entry page, select a buying format e.g, "Fixed price".

Find Item

Scan Barcode

Photo Recognition

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.

Home

Privacy Policy

Terms of Service

Developer Centre

v2.0.4

- 🔗 You can select one or more marketplaces for the listing. As an example, we will only select eBay Marketplace.

Ecommerce > Listings

Create Listing

Actions

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☒

ebay

☐

Etsy

☐

shopify



## Give your listing a title

- 🔗 Type-in the full name of the item.
- 🔗 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.

### Create Listing

Actions ▾



#### Fixed Price Listing

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#### Auction Style Listing

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eBay



Etsy



Shopify

Listing Title

Swivel Egg Chair with Cushion Black Red Yellow Velvet

Search on eBay





## Conducting a market 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 from Product

☒ **Fixed Price Listing**

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

☐ **Auction Style Listing**

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

☒ ebay ☐ Etsy ☐ shopify

Listing Title


vidaXL Swivel Egg Chair with Cushion Yellow Velvet

- The next screen will show you market prices for your item. Once you are done conducting price research, 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



**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**







**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**



## Describe your item

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 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

vidaXL Swivel Egg Chair with Cushion Yellow Velvet

Search on eBay

Description \*

Plain texteBay

Description \*

This egg chair offers both style and comfort, which will enhance your home's décor with a touch of timeless elegance. Chairs are equipped with swivel mechanisms that allow them to swivel 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%

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.

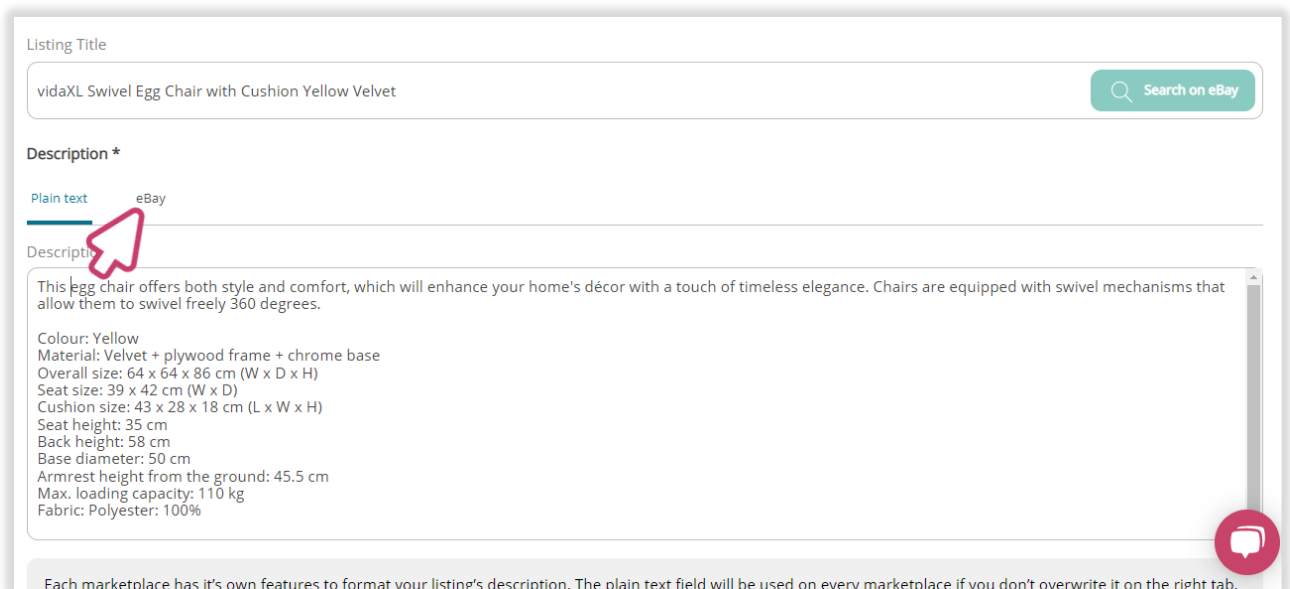


## Describe your item

If you are listing to multiple marketplaces, please note that each marketplace has it's own listing description features.


The plain text description field will be used on every marketplace. You can add an HTML template and format the listing description text for eBay only.

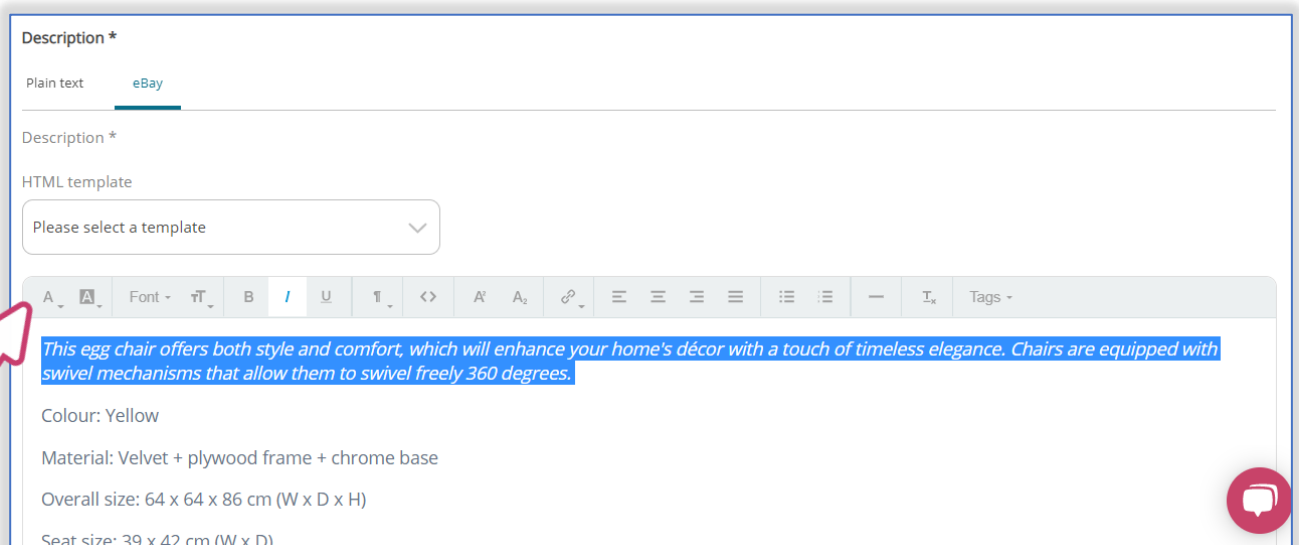
 To format eBay listing description, click on the 'eBay' description tab.



The screenshot shows the 'Listing Title' field with the text 'vidaXL Swivel Egg Chair with Cushion Yellow Velvet'. Below it is the 'Description \*' section. The 'Plain text' tab is selected, and a red arrow points to the 'eBay' tab. The description text is: 'This egg chair offers both style and comfort, which will enhance your home's décor with a touch of timeless elegance. Chairs are equipped with swivel mechanisms that allow them to swivel 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%'. A red speech bubble icon is in the bottom right corner.

Each marketplace has it's 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.

 Then use the formatting tools to adjust the description text to how you want.

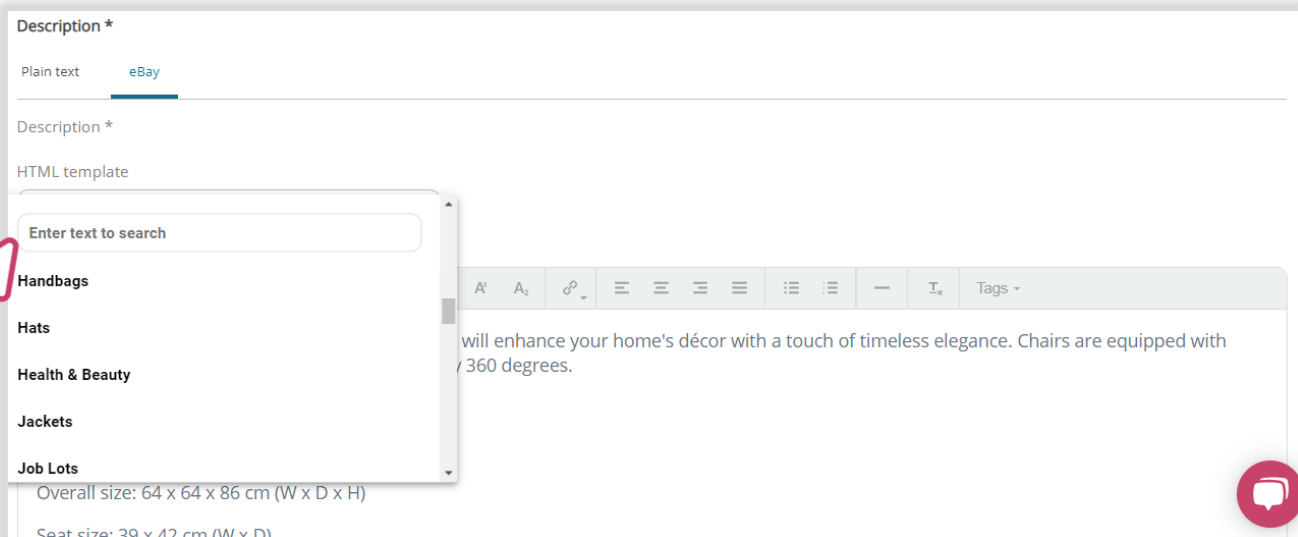


The screenshot shows the 'Description \*' section with the 'eBay' tab selected. The 'HTML template' dropdown menu is open, showing 'Please select a template'. Below the dropdown is a rich text editor with various formatting tools (bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, tags). A red arrow points to the first line of the description text: 'This egg chair offers both style and comfort, which will enhance your home's décor with a touch of timeless elegance. Chairs are equipped with swivel mechanisms that allow them to swivel freely 360 degrees.' The rest of the description text is the same as in the previous screenshot. A red speech bubble icon is in the bottom right corner.



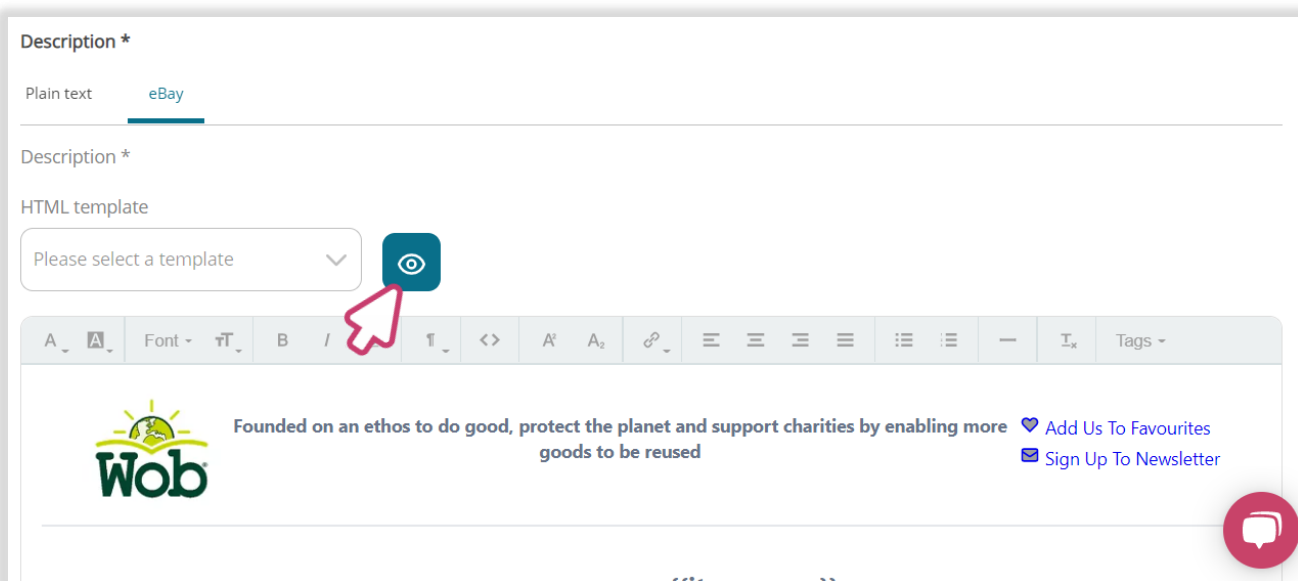
## Describe your item

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

A screenshot of the "Description \*" field in the shopiagi interface. The field has two tabs: "Plain text" and "eBay". The "eBay" tab is selected. Below the tabs, there is a "Description \*" label and an "HTML template" dropdown menu. The dropdown menu is open, showing a search bar "Enter text to search" and a list of categories: "Handbags", "Hats", "Health & Beauty", "Jackets", and "Job Lots". A red hand cursor icon is pointing at the "Handbags" category. To the right of the dropdown menu, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, list-group, indent, outdent, undo, redo) and a "Tags" dropdown. Below the toolbar, there is a text area containing the text "will enhance your home's décor with a touch of timeless elegance. Chairs are equipped with / 360 degrees." At the bottom of the text area, there is a red speech bubble icon. Below the text area, there is a small text box containing the text "Overall size: 64 x 64 x 86 cm (W x D x H)" and "Seat size: 39 x 42 cm (W x D)".

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

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

A screenshot of the "Description \*" field in the shopiagi interface. The field has two tabs: "Plain text" and "eBay". The "eBay" tab is selected. Below the tabs, there is a "Description \*" label and an "HTML template" dropdown menu. The dropdown menu is open, showing a search bar "Enter text to search" and a list of categories: "Handbags", "Hats", "Health & Beauty", "Jackets", and "Job Lots". A red hand cursor icon is pointing at the "Handbags" category. To the right of the dropdown menu, there is a red eye icon (the "Quick view" icon). Below the red eye icon, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, list-group, indent, outdent, undo, redo) and a "Tags" dropdown. Below the toolbar, there is a text area containing a preview of an HTML template. The preview includes a logo for "Wob" (a sun with a face) and the text "Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused". To the right of the text, there are two links: "Add Us To Favourites" and "Sign Up To Newsletter". At the bottom of the text area, there is a red speech bubble icon.





## Describe your item

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

HTML description

The Wob logo features a stylized sun with rays above the word 'Wob' in a bold, green, sans-serif font.

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](#)

vidaXL Swivel Egg Chair with Cushion Yellow Velvet

from £{{item-price}}




This egg chair offers both style and comfort, which will enhance your home's décor with a touch of timeless elegance. Chairs are equipped with swivel mechanisms that allow them to swivel freely 360 degrees. Colour: Yellow Material: Velvet + plywood frame +

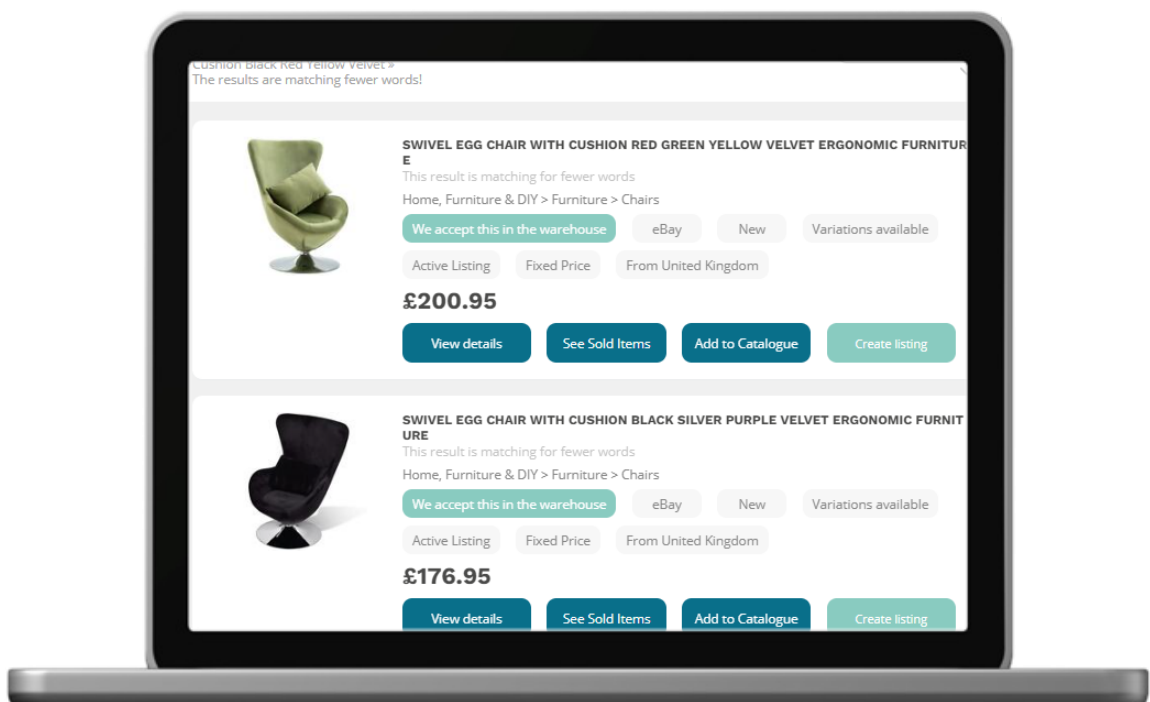


## Setting up the item price and location

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.

### Tips:

-  Avoid setting up your price based on what you want to achieve.
-  Don't presume what a customer might pay for your item.
-  Use Shopiago market research tool, to find out your item price!





## Setting up the item price and location

- Once you've decided on the item price, click on the 'Price' field and enter the item price.
- Select the item location.
- 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', 'chair' etc.
- Switch-On 'Collect in Store' toggle switch.
- Turn-on 'Job Lot Item' switch, if you are selling the item as a group. If not, leave Off.

over seven million titles and begins a new chapter every two seconds, enabling more goods to be reused.  
- Ziffit: Through Ziffit, we buy. We give people around the world the opportunity to contribute to the circular economy, earn money and protect the planet by trading their unwanted books and media

Copy Plain text

Price

200

Location \*

Shopitown Industries 2

+

Custom SKU

SH0045

Tags

Furniture

Enter a new tag

Collect in store

☒

Job lot item

☐





Images (2)



## 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.

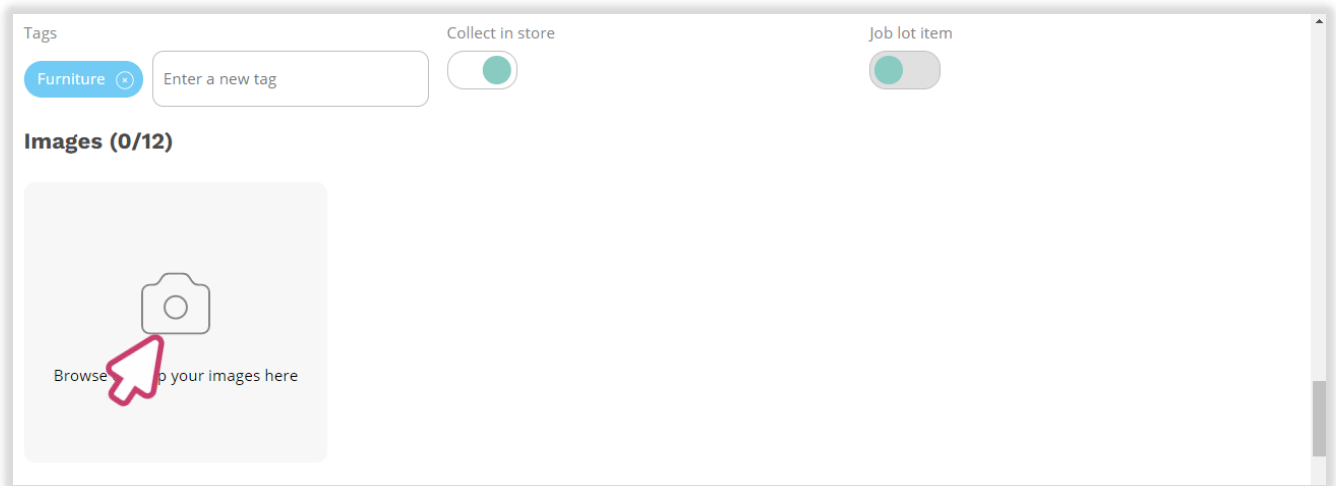




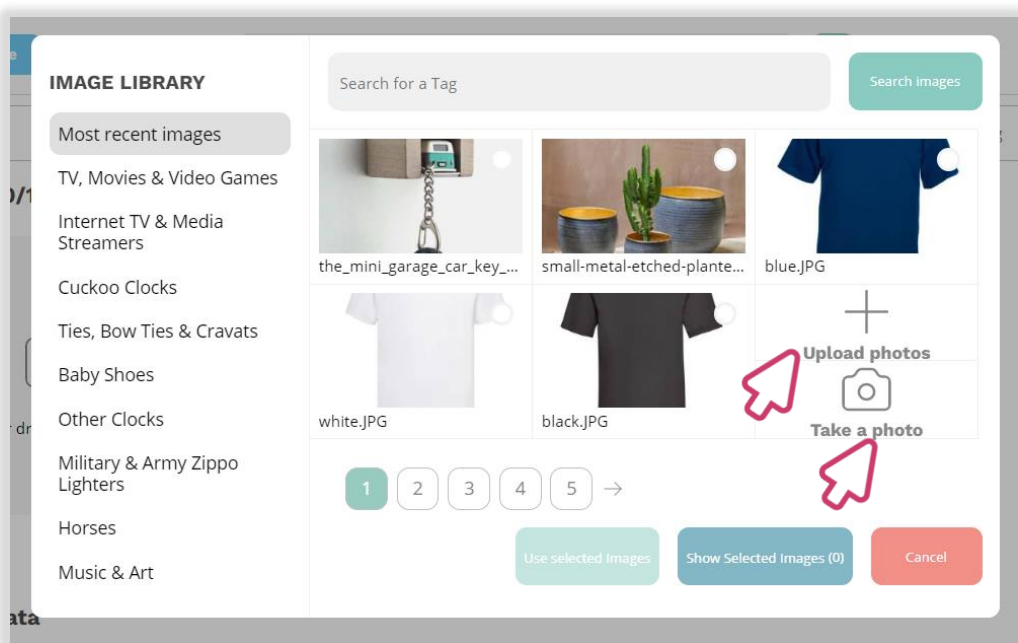
## Adding photo(s) to your listing

To add 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 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.



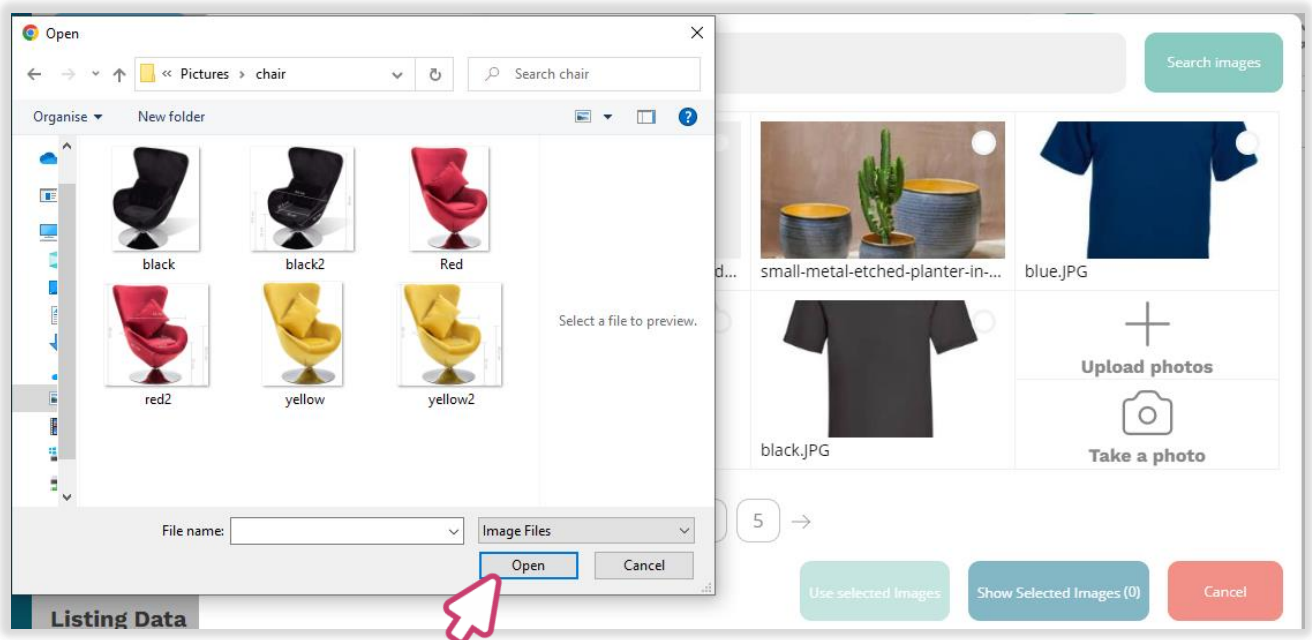


## Adding photo(s) to your listing

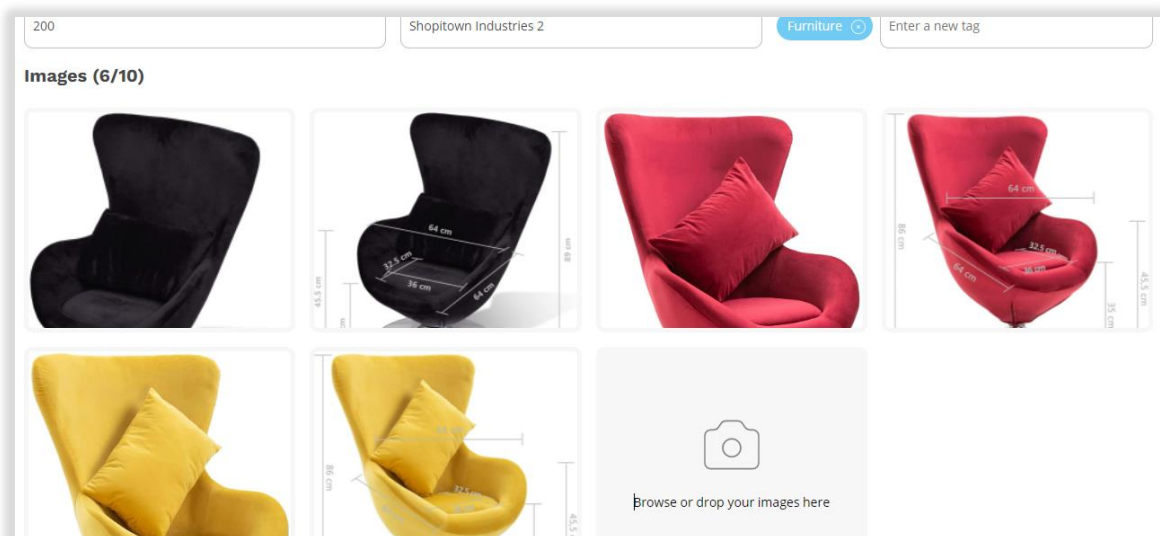
Once you've clicked on 'upload photos' icon, you will be prompted to select the item photo(s).

🖱 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.

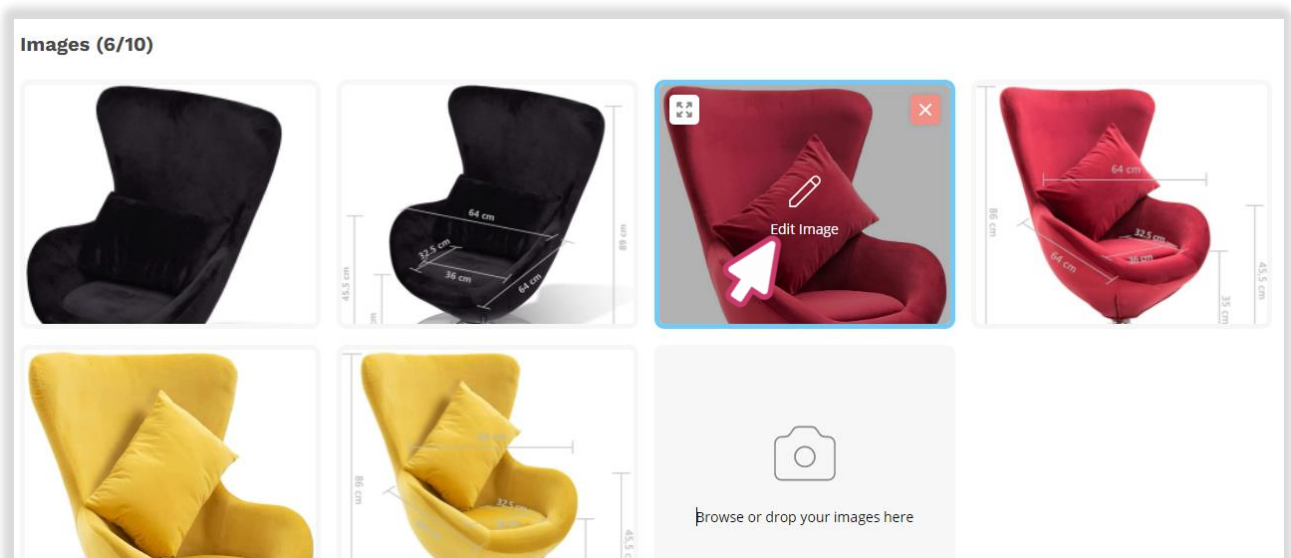


🖱 Once uploaded, the photos should appear on the listing form. Below is an example.

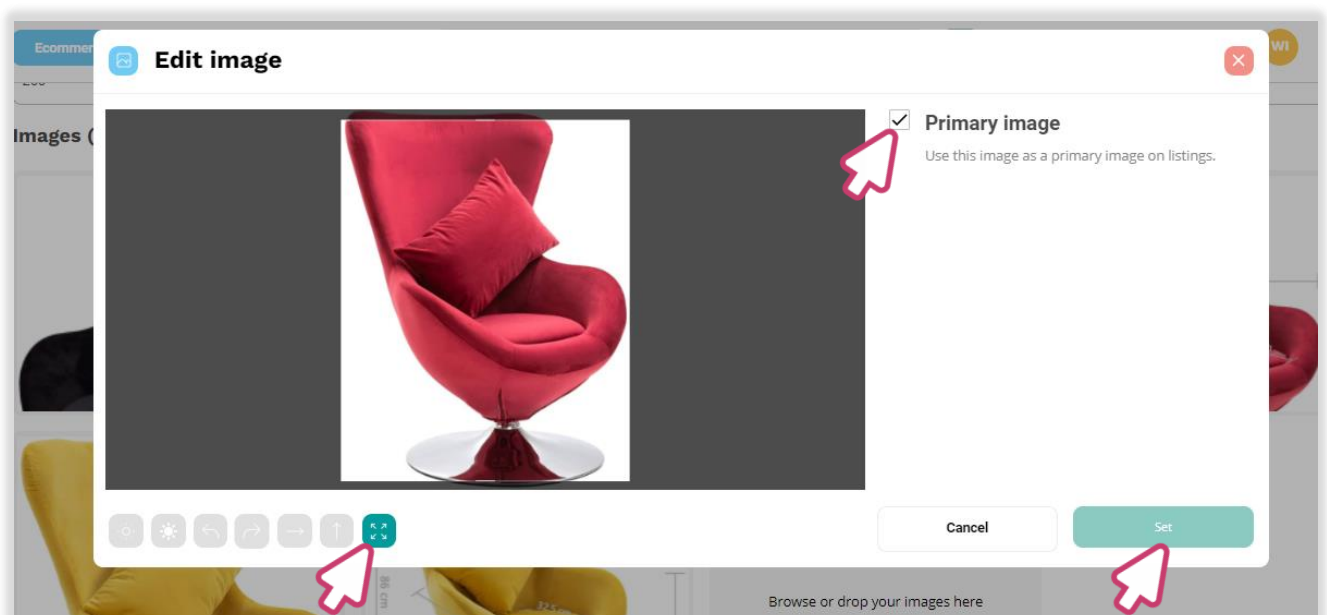


## Adding photo(s) to your listing

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.

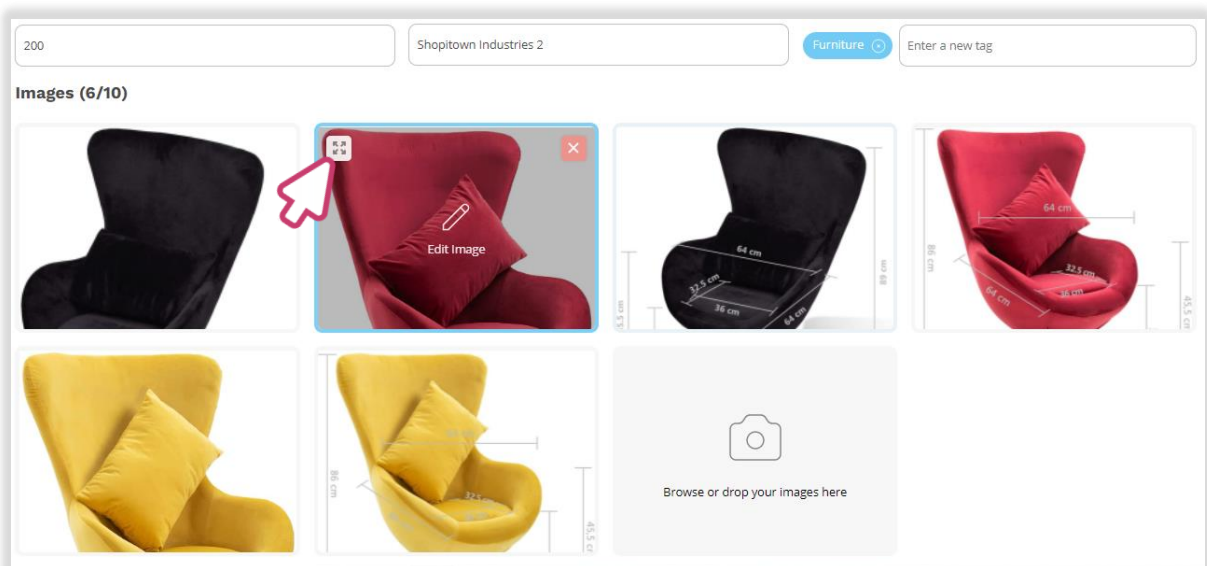






## Adding photo(s) to your listing

-  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

- 🔗 For this example, select the right eBay account.
- 🔗 Click on the 'Custom Listing Title' field to modify the title if necessary. (The title should not be more than 80 characters).
- 🔗 Click on 'Suggest relevant categories'.

**Listing Data**

Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow Velvet

Category [Suggest relevant categories](#)

54/80

eBay Category

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

Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow Velvet

Category

Suggest relevant categories

54/80

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

- 🔍 If you can't find the right item 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

Health & Beauty

Holidays & Travel

Home, Furniture & DIY

Jewellery & Watches

Mobile Phones & Communication

Music

Musical Instruments & DJ

DIY Materials

DIY Tools & Workshop Equipment

Fireplaces & Stoves

Food & Drink

Furniture

Heating, Cooling & Air

Home Decor

Home Security

Household & Laundry Supplies

Bathroom Furniture Sets

Bean Bags & Inflatables

Bedroom Furniture Sets

Beds & Headboards

Bedside Tables & Cabinets

Benches

Bookcases, Shelving & Storage

Cabinets & Cupboards



## Adding listing information

- 🔗 Listing duration will automatically be selected for fixed price listing.
- 🔗 Select the item condition from the drop-down menu.
- 🔗 And manually type in the item condition into the description field.

Mobile Phones & Communication	>	DIY Tools & Workshop Equipment	>	Benches
Music	>	Fireplaces & Stoves	>	Bookcases, Shelving & Storage
Musical Instruments & DJ	>	Food & Drink	>	Cabinets & Cupboards
	>	Furniture	>	

Listing duration \*

Good Until Cancelled

Condition \*

Used

Condition description

Excellent condition




A red circular icon containing a white speech bubble, located in the bottom right corner of the form.






## 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.



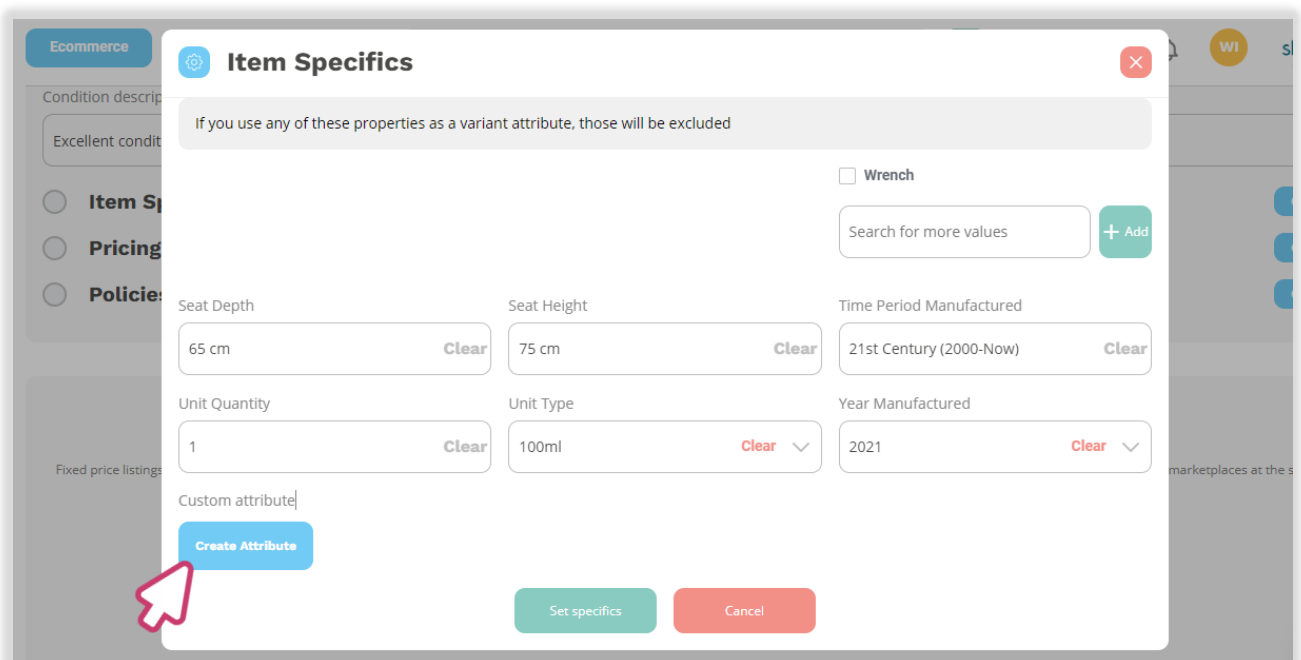
## Item specifics

 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, there's a dropdown menu showing 'Used'. Below it is a text field for 'Condition description' containing 'Excellent condition'. Further down are three radio buttons: 'Item Specifics' (selected), 'Pricing & Payment', and 'Policies'. To the right of each radio button is a blue 'edit' button. A red mouse cursor icon is pointing at the 'edit' button next to 'Item Specifics'. In the bottom right corner, there is a red circular button with a white speech bubble icon.

 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 window titled 'Item Specifics'. At the top, a note 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. The first row includes a checkbox for 'Wrench', a search bar with the text 'Search for more values' and a '+ Add' button. The second row contains three fields: 'Seat Depth' with '65 cm' and a 'Clear' button, 'Seat Height' with '75 cm' and a 'Clear' button, and 'Time Period Manufactured' with '21st Century (2000-Now)' and a 'Clear' button. The third row contains three fields: 'Unit Quantity' with '1' and a 'Clear' button, 'Unit Type' with '100ml' and a 'Clear' button, and 'Year Manufactured' with '2021' and a 'Clear' button. At the bottom left, there is a 'Custom attribute' label and a blue 'Create Attribute' button. At the bottom center, there are two buttons: 'Set specifics' (green) and 'Cancel' (red). A red mouse cursor icon is pointing at 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 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' section with 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 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 field has a 'Clear' button. 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' section with various input fields like 'Seat Depth', 'Seat Height', and 'Time Period Manufactured'.



## Pricing and payment

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

A screenshot of the 'Condition' section in the shopiagi interface. At the top, there's a dropdown menu labeled 'Condition' with 'Used' selected. Below it is a text input field for 'Condition description' containing 'In excellent condition'. Further down, there are three radio button options: 'Item Specifics' (selected with a green checkmark), 'Pricing & Payment', and 'Policies'. To the right of each radio button is a blue 'edit' button. A red mouse cursor arrow is pointing at the 'edit' button for 'Pricing & Payment'.

- 🔗 From the pop-up screen, key-in item VAT %. If necessary. (This only applies to 'new' goods. Leave it blank if the item is not new).
- 🔗 Click on the 'Donation percentage' field and select a 'Listing Donation Percentage' for the item. This is the amount you are donating for the item. If you are a charity then this should automatically be set to 100% in your settings.

A screenshot of the 'Pricing & Payment' pop-up screen. The screen has a white background with a grey border. At the top, there's a title bar with a blue icon, the text 'Pricing & Payment', and a red close button. Below the title bar, there are two input fields: 'VAT' with the value '20' and a '%' sign, and 'Donation Percentage' with the value '100' and a '%' sign. Below these fields, there are two toggle switches: 'Best offer' (which is turned on) and 'Private listing' (which is turned off). Below the 'Private listing' toggle, there's a small text note: 'Allow buyers to remain anonymous to other eBay members.' At the bottom of the pop-up, there are two buttons: a green 'Set Pricing' button and a red 'Cancel' button. A red mouse cursor arrow is pointing at the 'Best offer' toggle switch.





## Pricing and payment

- 🔗 Switch on the 'Best Offer' toggle switch if necessary. This allows buyers to submit an offer for what they are willing to pay (you can decide whether to accept or make a counter-offer).
- 🔗 Enter the amount you are willing to automatically accept as well as the lowest amount to automatically decline.
- 🔗 Switch on 'Private Listing' if necessary, to keep buyers identities hidden from other eBay members.
- 🔗 And then, click on the 'Set pricing' button to save changes.

**Pricing & Payment**

VAT: 20 %

Donation Percentage: 100 %

☒ **Best offer**

Automatically accept offers of at least: 195 £

Automatically decline offers lower than: 195 £

☒ **Private listing**

Allow buyers to remain anonymous to other eBay members.

**Set Pricing** **Cancel**

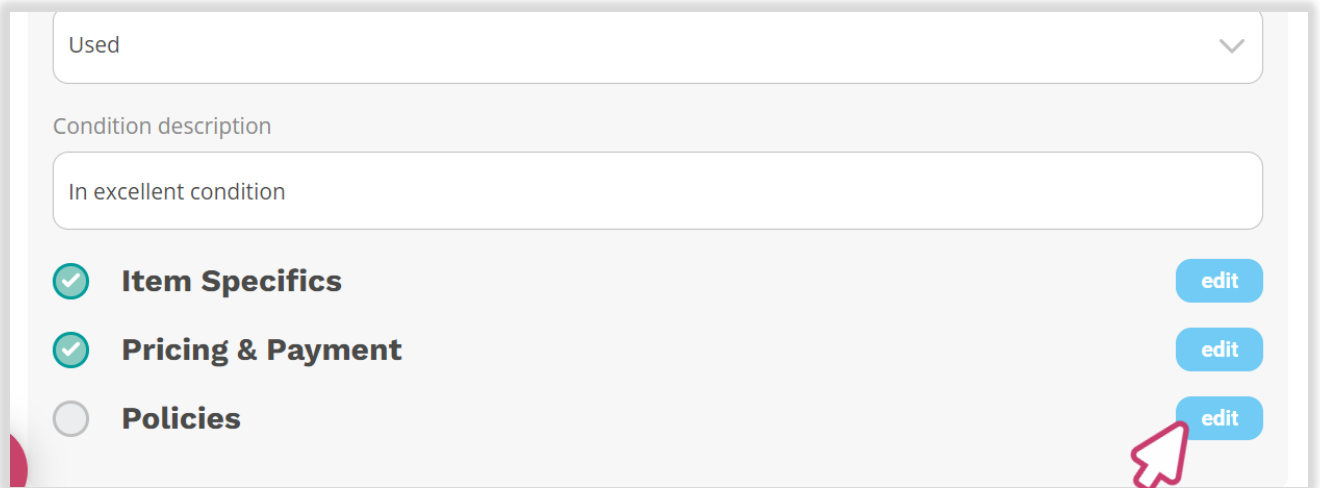


## Policies

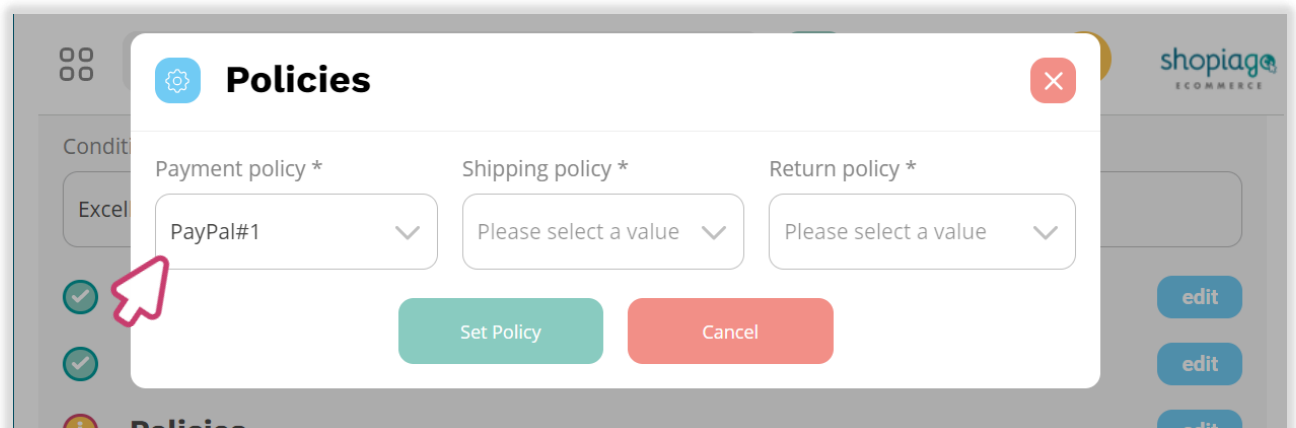
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an item and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select them when listing. To sync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

### To set policies;

 Click on the 'Edit' button.

A screenshot of the Shopiago 'Policies' page. At the top, there is a dropdown menu labeled 'Used' with a downward arrow. Below this is a section titled 'Condition description' with a text input field containing 'In excellent condition'. Underneath, there are three policy categories: 'Item Specifics' (checked), 'Pricing & Payment' (checked), and 'Policies' (unchecked). To the right of each category is a blue 'edit' button. A red mouse cursor icon is pointing at the 'edit' button for the 'Policies' category.

 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 screen has a title bar with a gear icon and the word 'Policies', and a red close button (X) in the top right corner. The main area contains three dropdown menus: 'Payment policy \*' (selected: PayPal#1), 'Shipping policy \*' (selected: Please select a value), and 'Return policy \*' (selected: Please select a value). At the bottom, there are two buttons: 'Set Policy' (green) and 'Cancel' (red). A red mouse cursor icon 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). Below the title bar, there are three sections: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' section has a dropdown menu with 'PayPal#1' selected. The 'Shipping policy \*' section has a dropdown menu with 'Flat:Royal Mail 2nd(£5.00)' selected. The 'Return policy \*' section has a dropdown menu with 'Please select a value' selected. At the bottom of the modal, there are two buttons: 'Set Policy' (teal) and 'Cancel' (red). A pink mouse cursor icon is pointing at the 'Set Policy' button.

- 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, showing the next step in the process. The 'Return policy \*' dropdown menu now shows 'Returns Accepted,Seller,3' selected. The 'Set Policy' button is now highlighted with a pink mouse cursor icon. The 'Cancel' button remains visible. The modal is overlaid on a background that shows a sidebar with a 'Policies' section and a list of conditions.



## Variations

A variation is a set of items that are related but differ in their characteristics, such as size, colour, etc. Non-variant items, on the other hand, do not need variations.

We can skip adding variations in this case by clicking on the "This item doesn't have variants" grey button.

✓ Item Specifics

edit

✓ Pricing & Payment

edit

✓ Policies

edit

### Variants

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

I want to create variants

This item doesn't have variants





## Enter the item's information

- 🔗 And enter the 'Tote/Box ID' where the item would be stored. This can be box or shelf number. Or select 'Does not apply' if it is not applicable.
- 🔗 Enter item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- 🔗 The "source shop" will automatically be selected; if not, click on the field to select where the item is stored.
- 🔗 If you have initially assigned a custom SKU (Stock Keeping Unit) to the item, this will automatically be populated.
- 🔗 Enter variant quantity. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- 🔗 Enter the item identifier number. Item identification number makes it easier for customers to find your item. Or click the text field and select Does Not Apply. If your item doesn't have EAN.

✔ Pricing & Payment

✔ Policies

edit

edit

### 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 -Shop</div>	<div>SH0045-1</div>	<div>-</div> <div>1</div> <div>+</div>	<div>Does Not Apply</div>

»

Do you want to create variants for this listing? Click here!

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

Create Listing

Save as a draft

Save as a template

Cancel



## Submit your listing



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



Pricing & Payment

edit



Policies

edit

### Item's information

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



Do you want to create variants for this listing? Click here!

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

Create Listing

Save as a draft

Save as a template




Cancel

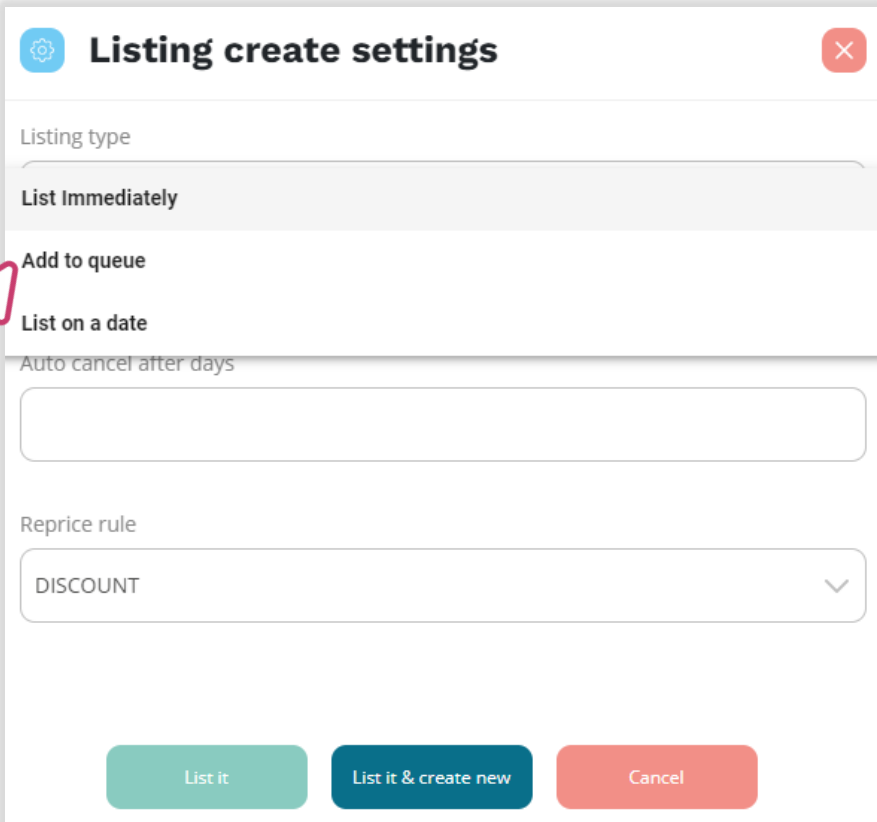




## Listing options

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

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

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon on the left and a red close button (X) on the right. Below the title bar, there are three radio button options for "Listing type": "List Immediately" (which is selected and 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 these options is a text input field labeled "Auto cancel after days". Further down is a dropdown menu labeled "Reprice rule" with "DISCOUNT" selected and a downward arrow on the right. At the bottom of the dialog are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red).



## Listing options

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

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

A screenshot of the 'Listing create settings' modal in the shopiagio interface. The modal is white with a red close button in the top right corner. It contains three main sections: 'Listing type' with a dropdown menu set to 'Add to queue'; 'Auto cancel after days' with a text input field containing '30'; and 'Reprice rule' with a dropdown menu set to 'FIXED'. At the bottom of the modal are three buttons: 'List it' (teal), 'List it & create new' (dark teal), and 'Cancel' (red). Three red arrows point to the 'Set SKU for each item' button in the background, the 'Reprice rule' dropdown, and the 'List it' and 'List it & create new' buttons. The background shows a table of items with columns for 'Trade-in', 'Settings', 'SKU', and 'Set Inventory'.





**Happy Selling!**

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