



## **Warehouse User Guide**

# **How to create a CLS listing with variations**

**Version 2.0.2**



## How to create a CIS listing with variations

### Overview:

If you have a single item that has multiple variants (such as different sizes/ colours) - you can now list these items by creating one single listing form using Shopiago.

Creating a multi-variant listing for a fixed price item will save you lots of time, and allows a smoother experience for the buyer.

### What is CIS listing with variants?

A Collect in Store (CIS) listing with multiple variants is when you have a quantity of the same item, but there is a differing factor such as size or colour. For example, you might have 5 of the same sofas, but 3 are grey and 2 are red. A Collect in Store sale is great for bulkier items - buyers can purchase online and collect from the store when it's ready.

### Before you begin:

- 🌐 Prepare the items information and images.
- 🌐 Don't create a multi-variant listing for unrelated items.
- 🌐 You cannot create multi-variants listing for auction.

Below is an example of a CIS listing with multiple variants:

The screenshot displays a product listing interface for armchairs. On the left, there are seven images of the chairs in different colors: a large yellow one, a teal one, a grey one, and a row of four smaller ones in orange, pink, light blue, and grey. The right side of the interface contains the following sections:

- Fixed Price Listing**: Includes a timestamp '4/8/2022 11:52' and a star icon.
- Description**: A paragraph describing the 'Stylish Ferguson Corner Sofa / Swivel Chair / Tub Chair / Footstool / 3 seater / 2 seater' and its features.
- Status**: Shows the listing is on 'eBay' with the title 'Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat' and a 'Scheduled' button.
- Variants**: A table with three columns: Variant, Price, and Quantity.

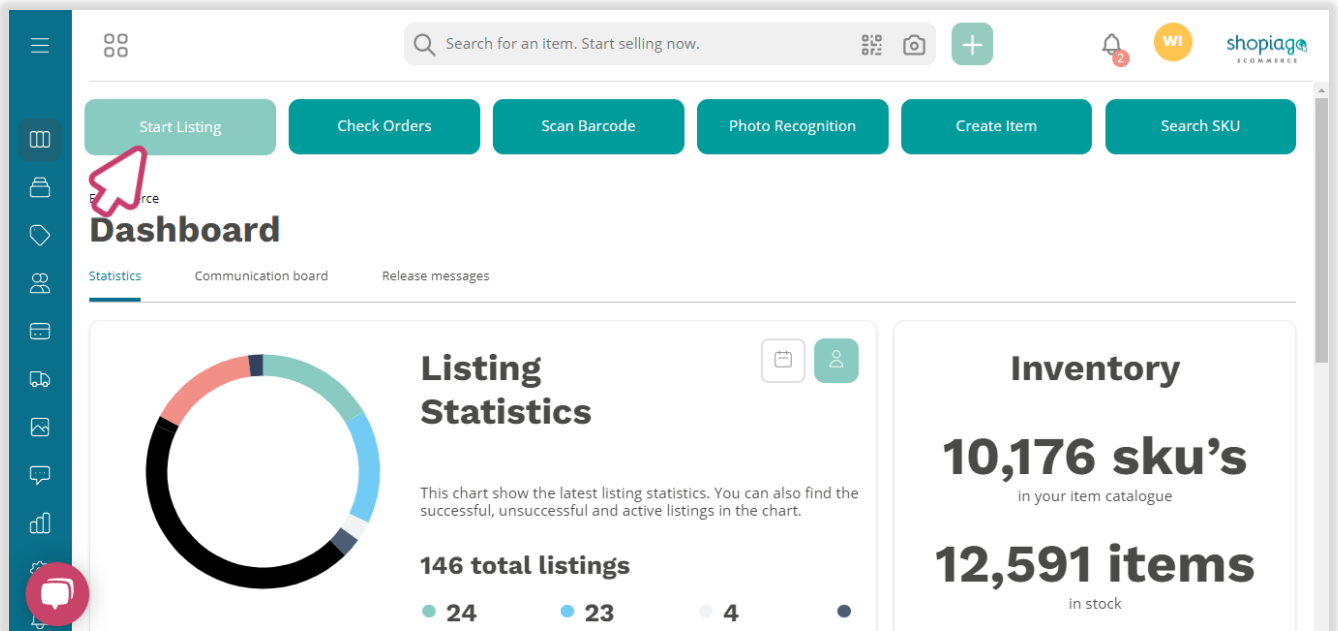
Variant	Price	Quantity
SP000309-1 Black	200.00	1
SP000309-2 Yellow	200.00	1
SP000309-3 Green	200.00	1
- Listing Data**: A section with a plus icon for expansion.



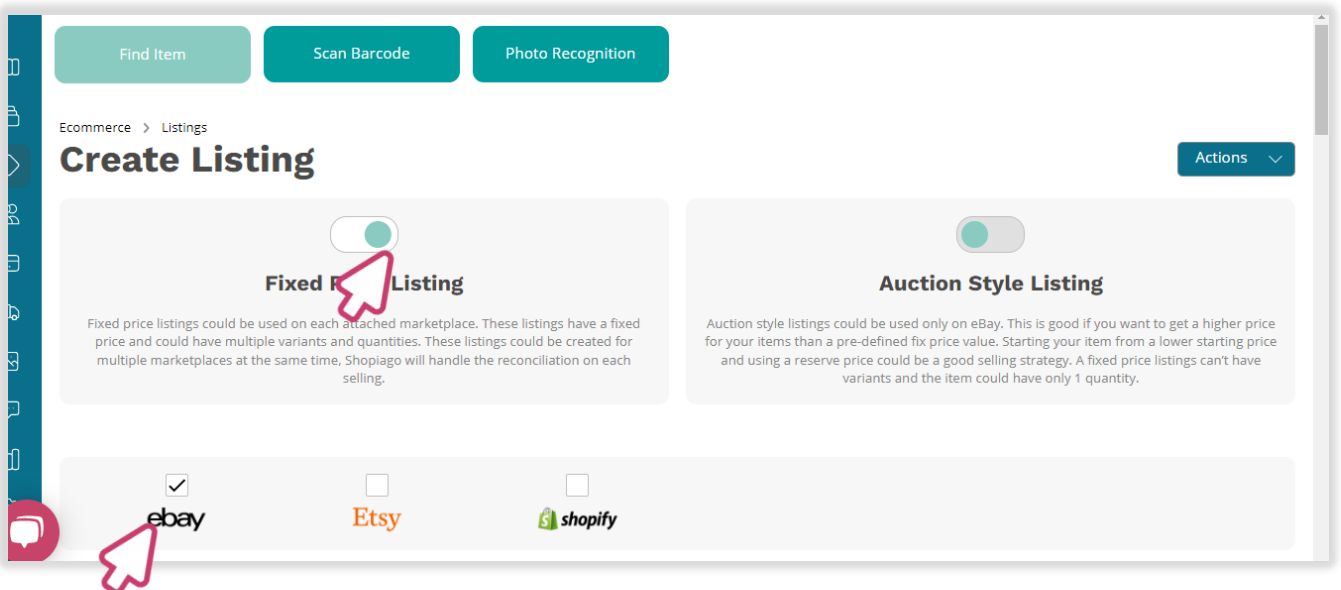
## How to create a CIS listing with variations

To create a CIS listing with variations:

- 🔗 Login to your Shopiago account.
- 🔗 Click on the 'Start listing' button at the top-left corner of the dashboard.









- 🔗 On the next screen, turn the toggle switch to the right to select "Fixed Price Listing" as the buying format.
- 🔗 And then, select a marketplace or marketplaces for the listing. For this example, we will only create listings for eBay marketplace.





## Give your listing a title

-  In the 'Listing title' field, enter the correct item name (this 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.



### 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, Shopiagogo 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

Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat



Search on eBay





## Conducting a market price analysis

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

A screenshot of the shopiagio search interface. At the top, there are three checkboxes for selecting marketplaces: eBay (checked), Etsy (unchecked), and Shopify (unchecked). Below these is a text input field labeled "Listing Title" containing the text "Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat". To the right of the input field is a green button with a magnifying glass icon and the text "Search on eBay". A red mouse cursor is pointing at the "Search on eBay" button. Below the input field, the label "Description \*" is partially visible.

- And in the next screen, you will see the market prices for your item. Once you ready to proceed, press the Escape (Esc) key on your keyboard to go back to the listing form.

A screenshot of the search results page for a green armchair. The page shows 20 results for the search query "Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat". The first result is a green armchair with gold legs. The price is £135.95. There are buttons for "View details", "See Sold Items", "Add to Catalogue", and "Create listing". The "View details" button is highlighted with a red mouse cursor. The page also shows a "Sorting" dropdown menu and a "Search on eBay" button in the top right corner.



## Item description

- You need to describe the item. Please add keywords and optional details that may include the product 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.
- Your product description should be comprehensive and accurate.
- Don't forget to mention any defects, if necessary, to avoid complaints.
- You can update the product description at any time.

Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat Search on eBay

Description \*

Plain text eBay

Description \*

Product Details:

100% brand new and high quality.

Compact design - small single sofa chair.

Deep cushioning to the seat and curved back offers comfort.

Modern Golden Metal Legs.

An ideal piece for compact spaces such as cottages, hallways, corners with low ceilings and spaces under eaves.

Easy to Assemble - Simply fix the legs to the chair in a few easy steps.

Specification:

Material: Matte Velvet, Metal

Legs Dimension:

L55.5cm x W64cm x H72.5cm

Seat Height: 44cm

Backrest Height: 28.5 cm

Colours: Green, Yellow and Grey



## Item description

### Important information:

If you are listing on multiple marketplaces, please note that each marketplace has its own listing description features. The plain text description field will be used on every marketplace.

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

Cocktail Wing Back Armchair Small Single Sofa Home Office Lounge Chair Cafe Seat Search on eBay

Description \*

Plain text **eBay**

Description

**Product Details:**  
100% brand new and high quality.  
Compact design - small single sofa chair.  
Deep cushioning to the seat and curved back offers comfort.  
Modern Golden Metal Legs.  
An ideal piece for compact spaces such as cottages, hallways, corners with low ceilings and spaces under eaves.  
Easy to Assemble - Simply fix the legs to the chair in a few easy steps.

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

Description \*

Plain text **eBay**

Description \*

HTML template

Please select a template

**Product Details:**  
100% brand new and high quality.  
Compact design - small single sofa chair.

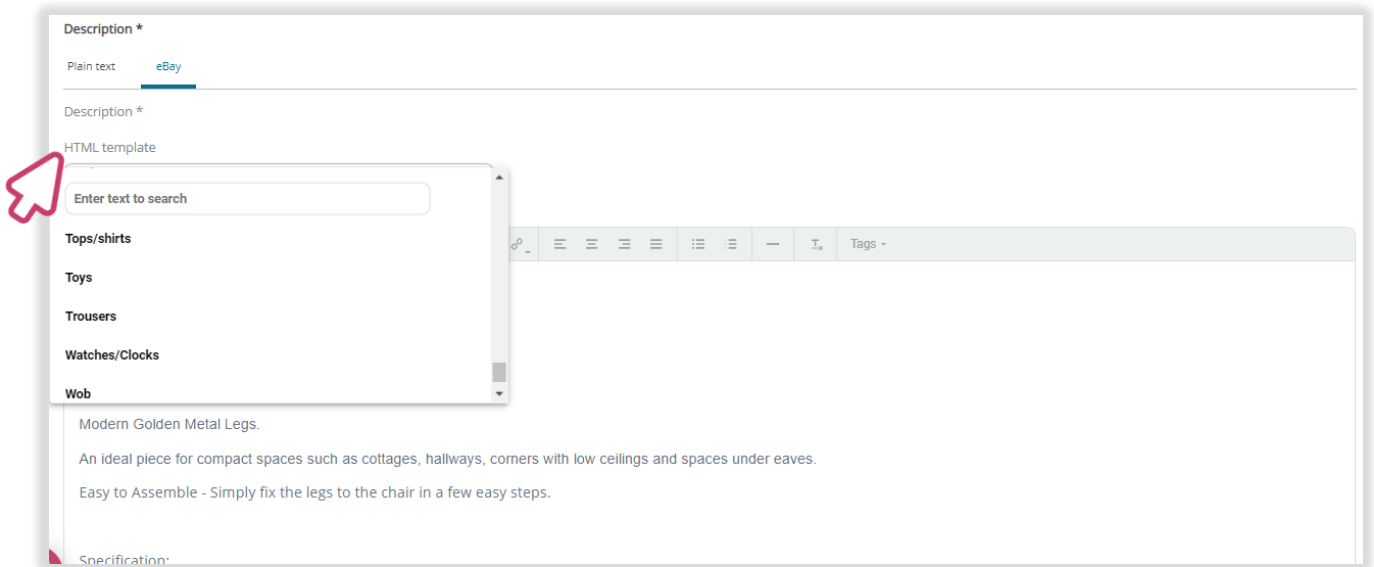
**Strong (Ctrl + B)**



## Adding an HTML template to the listing description

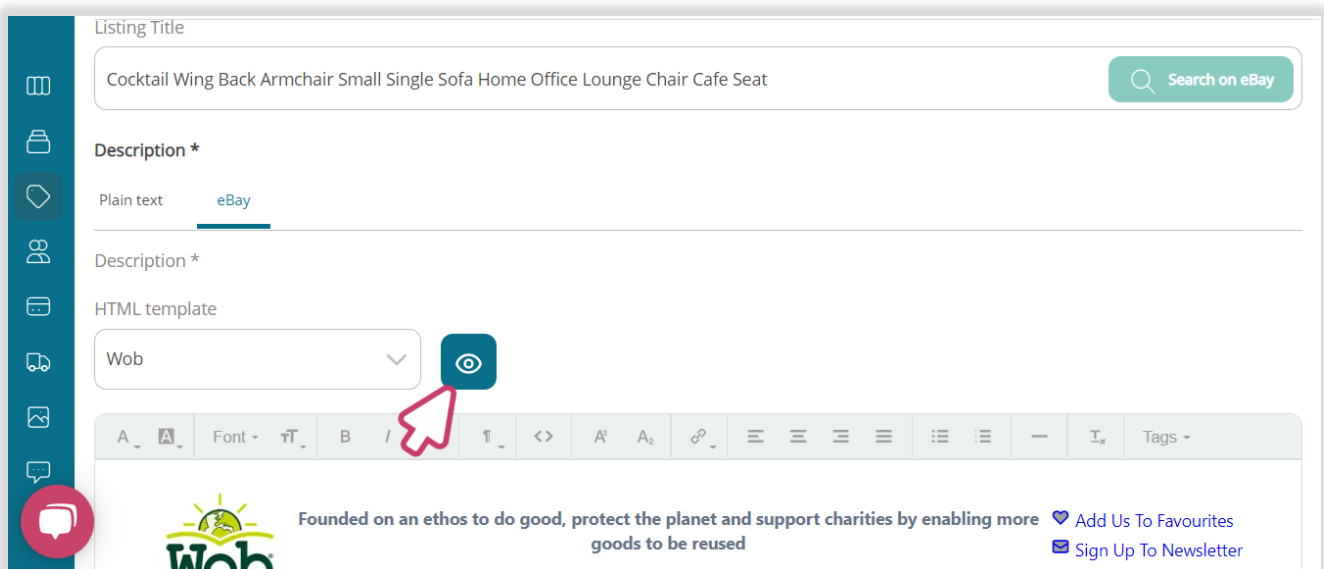
If you have created an HTML template that you want to include in the listing description field:

 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.

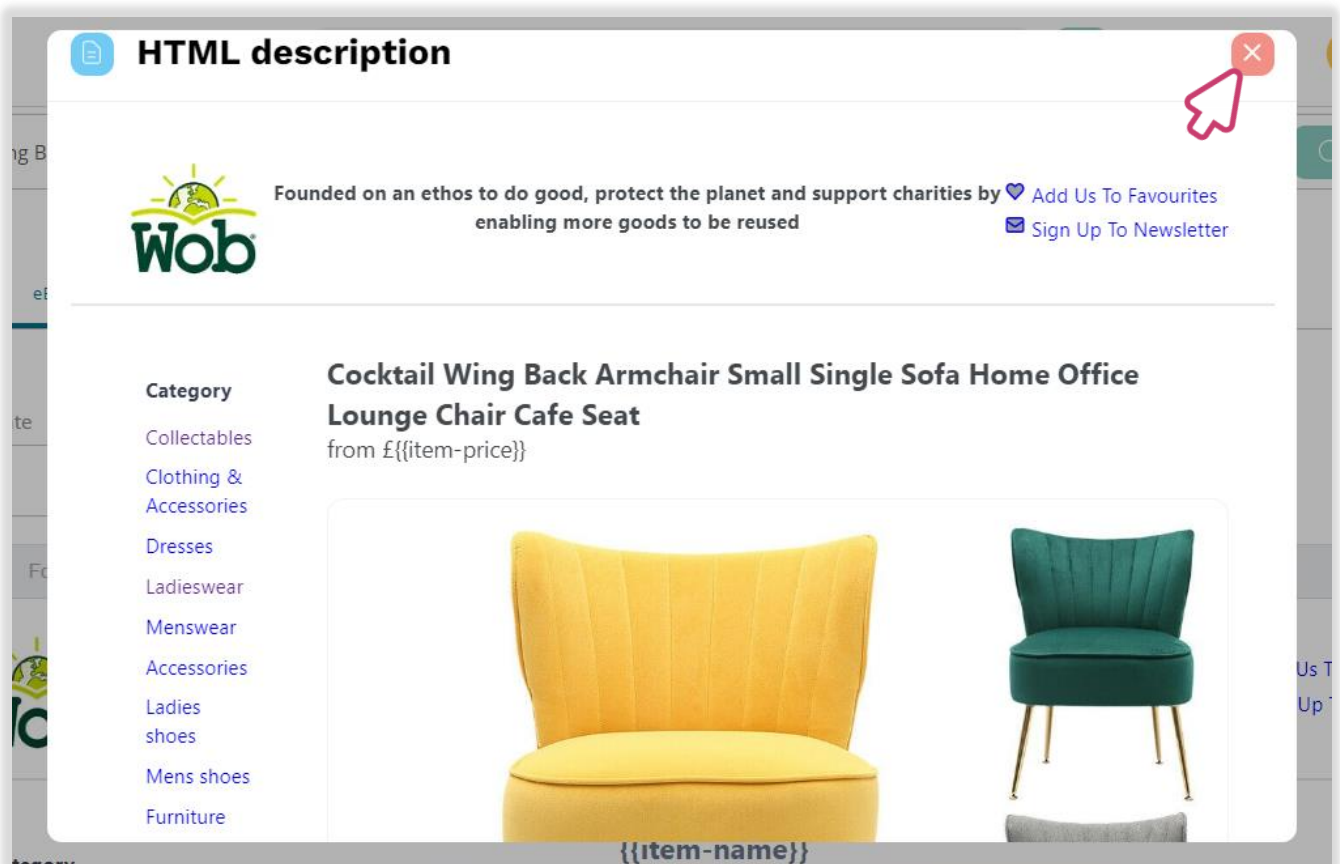






## Adding an HTML template to the listing description

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






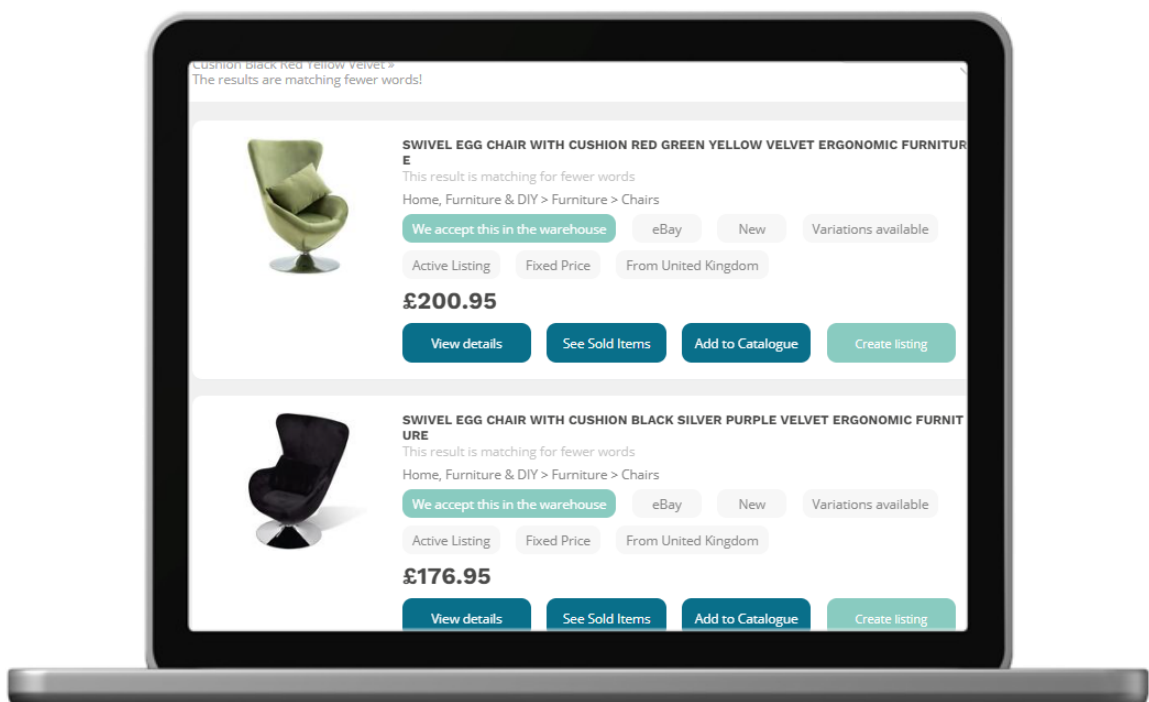


## Setting up item price, location & CIS

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

### Tips:

-  Avoid setting your price based on what you want to achieve.
-  Don't make assumptions about what a customer might pay for your product.
-  Use Shopiago's market research tool to find out your item price!





## Setting up item price, location & CIS

- Once you've decided on the item price, click on the 'Price' field and enter the item price.
- Click on the 'location' field and select a location. This is where the item is stored.
- Enter a 'Custom SKU' is necessary.
- You can add a tag or tags to the item. This is for internal use for categorising listings—e.g., "furniture," etc.
- Switch-On the 'Collect in Store' toggle switch.
- Turn on the 'Job Lot Item' toggle switch if you are selling the item as a group. If not, leave it as the default.

This listing is created with Shopiago.

Copy Plain text

Price

200

Location \*

Shopitown Industries 2

Custom SKU

SH0045

Tags

Furniture

Enter a new tag

Images (0)

Collect in store

☒

Job lot item





☐



## Adding photo(s) to your listing

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







### Tips:

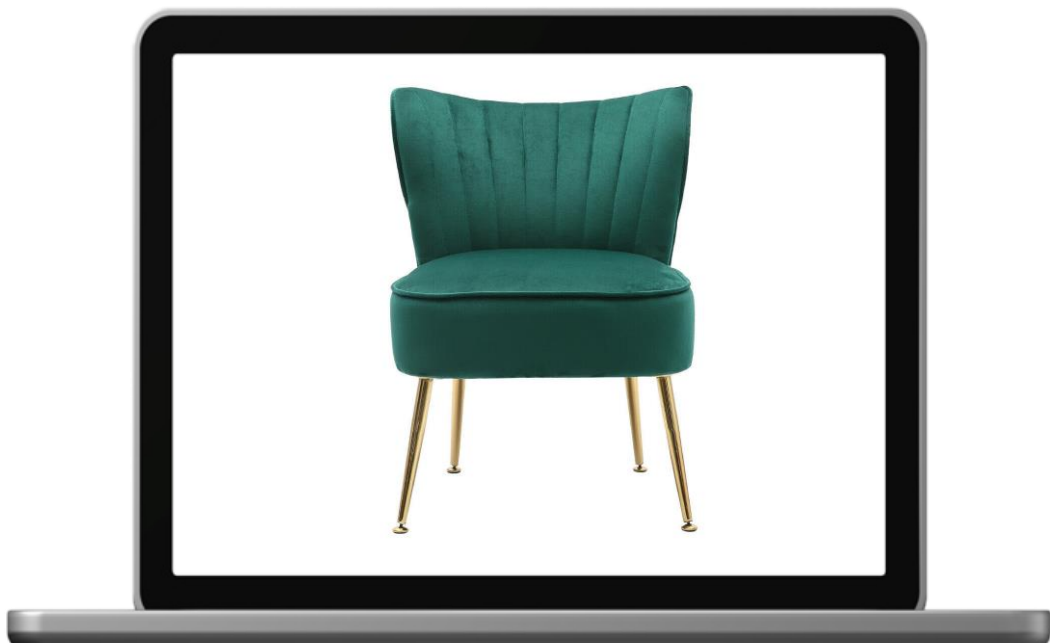
-  Take photos from as many angles as possible.
-  Shopiago's photo uploader makes it very easy to add, edit, and move photos of your item.
-  You can add up to 12 photos.
-  If possible, your main image should be on a white background (this will improve visibility on Google search) and show the item 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.
-  The photo (s) 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 product being described.
-  The photo should not contain any watermarks or digital signatures.

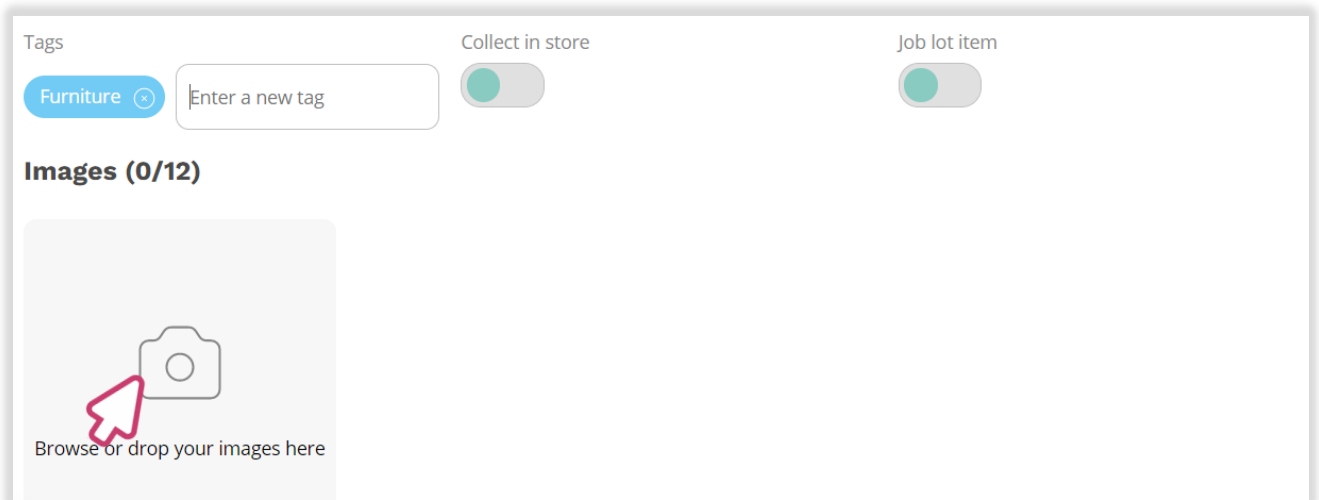




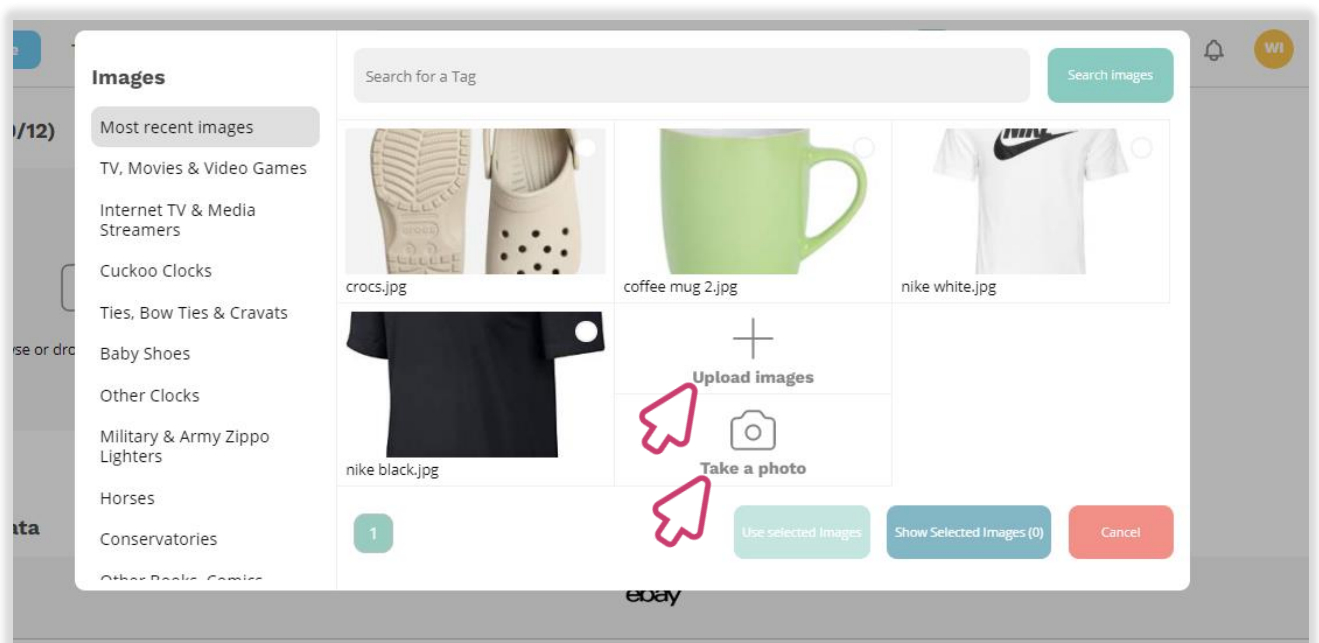
## Adding photo(s) to your listing

### To add photo(s):

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



- On the next screen, click on the 'Upload photos' icon to upload photo(s) already stored on your pc or mobile device.
- Alternatively, click the 'Take a photo' icon to directly capture photo(s) from your mobile device or PC camera.



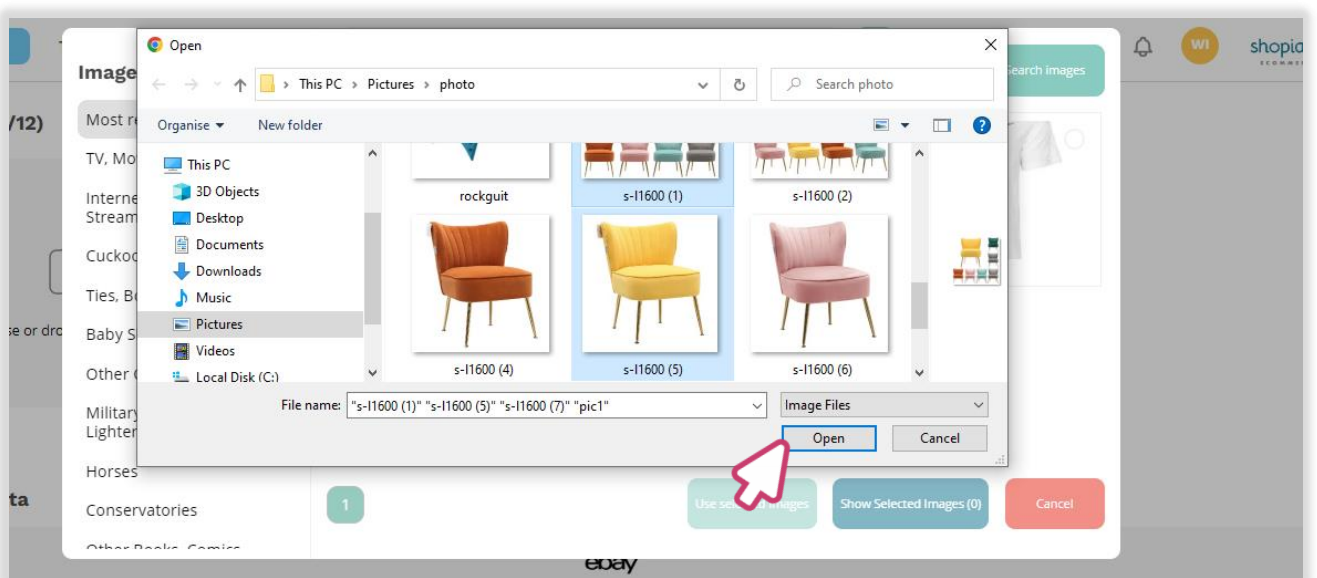


## Adding photo(s) to your listing

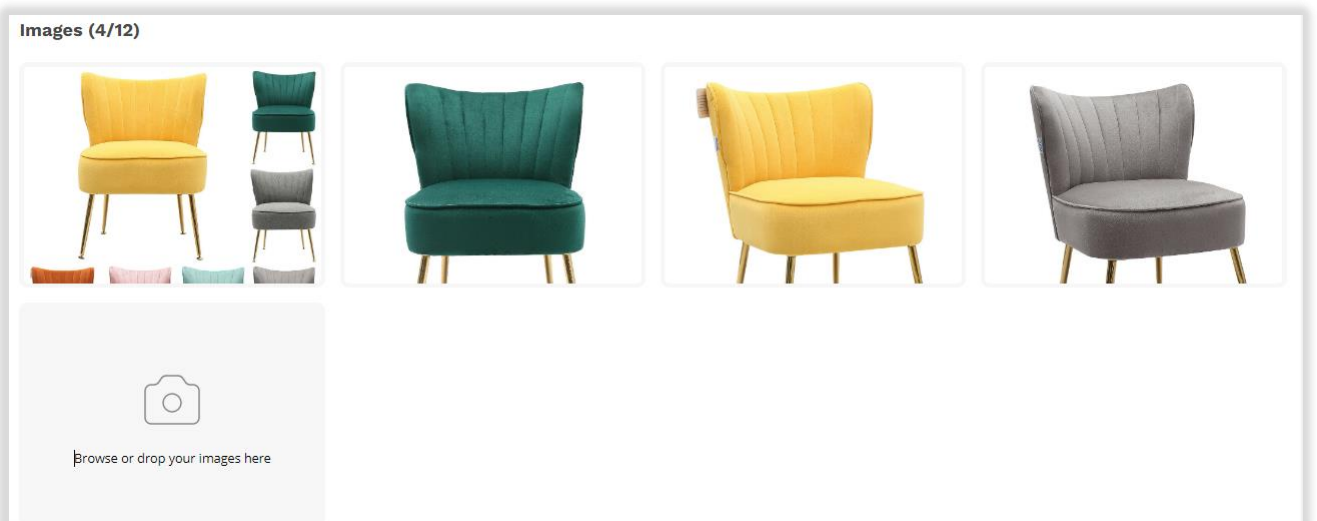
Once you've clicked on the 'upload photos' icon, you will be prompted to select the item photo(s).

Select the item photos. To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.

Once selected, click on the 'Open' button.



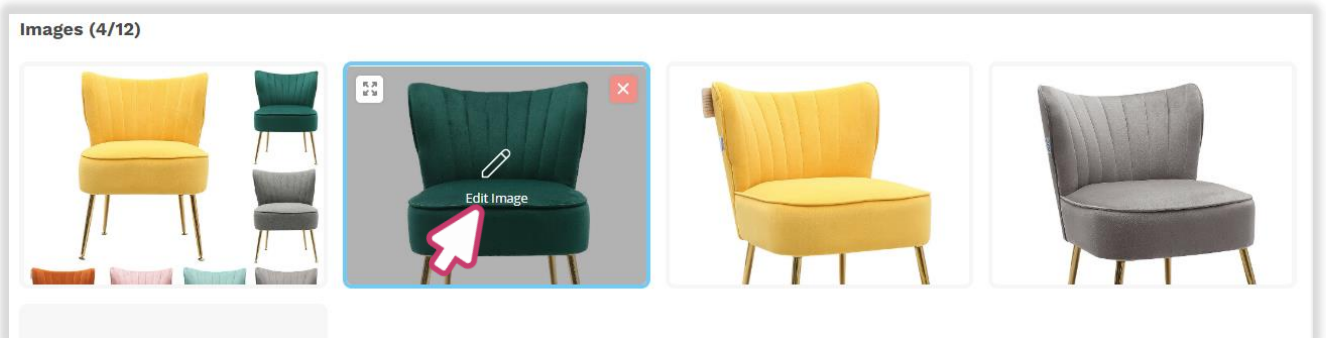
Once uploaded is complete, the images should then appear on the listing form.



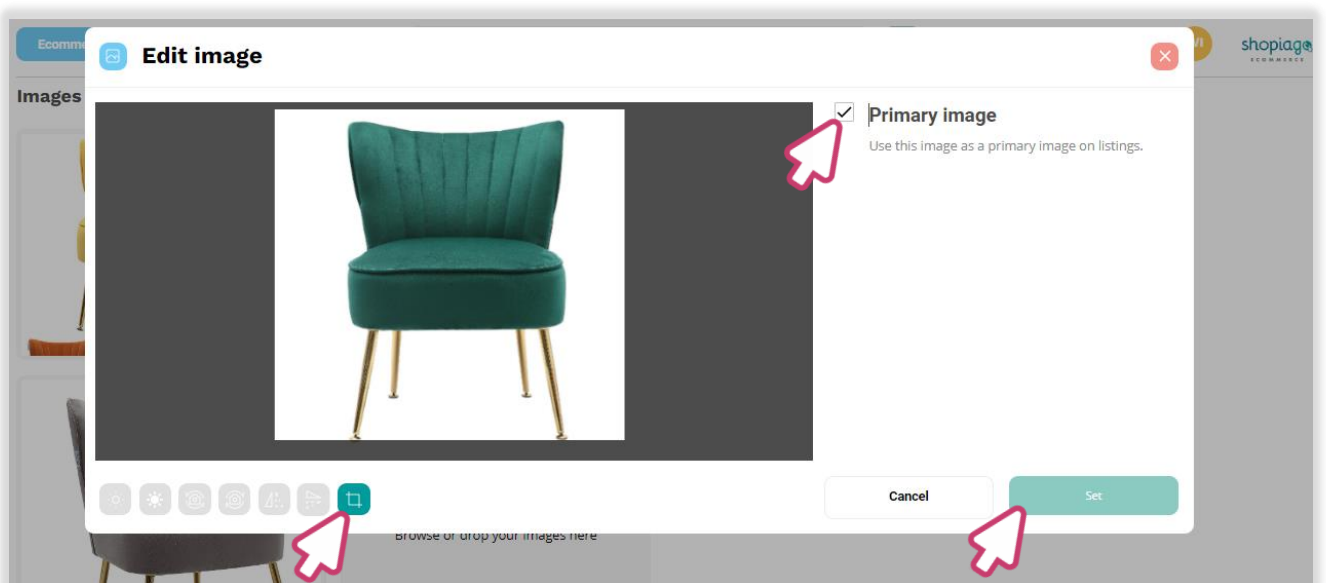
## Adding photo(s) to your listing

To edit item image,

- 🖱️ Hover your mouse around the centre of the photo and click on the appearing "Edit Image" icon.



- 🖱️ On the pop-up 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 pop-up screen.
- 🖱️ To crop image, click on the 'Crop' icon, highlight preferred image area, click on the 'Set' icon, then, click 'Save' button.







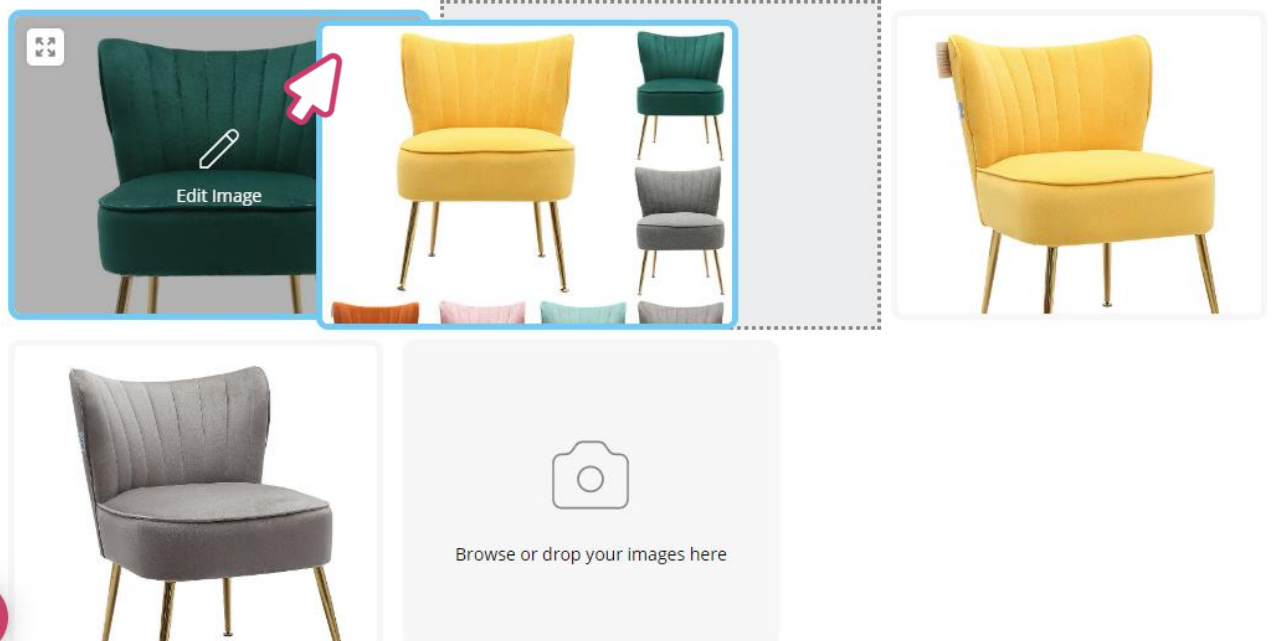


## Adding photo(s) to your listing

To rearrange photo(s),

-  Hover your mouse to the upper-left of the image, click on the 'Move image' icon, and drag the image to a suitable position.
-  To change the primary listing image, move your mouse to the upper-left of the image, click and hold the 'Move image' icon, then drag the image to the main position.

Images (4/12)





## Adding Item information

- 🔗 Select a marketplace account. For this example, we will select an eBay account for the listing.
- 🔗 Click on the 'Custom Listing Title' field to modify the title if necessary. (The title shouldn't be more than 80 characters).
- 🔗 Click on 'Suggest relevant categories' to select the item category.

### Listing Data

Account \* **ebay**

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Cocktail Wing Back Armchair Small Single Sofa Home office Lounge Chair Café Seat

Category [Suggest relevant categories](#)

80/80

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
- Home, Furniture & DIY > Children's Home & Furniture > Furniture > Sofas & Armchairs

Confirm Cancel

## Adding item information

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

Account \*

sh-200257 - United Kingdom

Custom Listing Title (80 chars) \*

Cocktail Wing Back Armchair Small Single Sofa Home office Lounge Chair Café Seat

Category

Suggest relevant categories

Armchair

Home, Furniture & DIY > Children's Home & Furniture > Furniture > Sofas & Armchairs

Home, Furniture & DIY > Furniture > Sofas, Armchairs & Couches

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

Cocktail Wing Back Armchair Small Single Sofa Home office Lounge Chair Café Seat

80/80

Category

Suggest relevant categories

Home, Furniture & DIY > Children's Home & Furniture > Furniture > Sofas & Armchairs

eBay Category

Secondary eBay Category

Health & Beauty	>	Appliances	>	Bathroom Accessories	>	Bean Bags & Inflatable
Holidays & Travel	>	Bath	>	Bedding	>	Bed Guards
Home, Furniture & DIY	>	Bedding	>	Furniture	>	Bedroom Furniture
Jewellery & Watches	>	Candles & Home Fragrance	>	Home Décor & Organisation	>	Beds, Frames & Bases
Mobile Phones & Communication	>	Celebrations & Occasions	>	Kitchen & Dining	>	Benches & Stools
Music	>	Children's Home & Furniture	>	Lighting	>	Bookcases, Shelving
Musical Instruments & DJ Equipment	>	Clocks	>		>	Cabinets & Cupboards
	>	Cookware, Dining & Bar	>		>	Chairs



## Adding item information

- 🌐 Listing duration will automatically be selected.
- 🌐 Click on the 'Listing duration' field and select the item condition.
- 🌐 And then, manually type in the item condition into the description field.

Sporting Goods	>	Other Home, Furniture & DIY	>	Mattresses
Sports Memorabilia	>	Plumbing & Fixtures	>	Ottomans & Footstools
Stamps	>	Rugs & Carpets	>	Sideboards & Buffets
Toys & Games	>	Smart Home & Surveillance	>	Slip Covers
Vehicle Parts & Accessories	>	Stationery & School Equipment	>	Sofas, Armchairs & Couches
Video Games & Consoles	>	Storage Solutions	>	Stools & Bar Stools
Wholesale & Job Lots	>	Wedding Supplies	>	Table & Chair Sets

Listing duration \*

Good Until Cancelled

Condition \*

New

Condition description




Excellent condition






## Add item specifics

Item specifics are required when listing on 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.



## Add item specifics

To add 'Specifics' that applies to the item:

- 🔗 Click on the 'Item specifics edit' button.

A screenshot of the Shopiagio interface showing a form with a dropdown menu set to 'New'. Below the dropdown is a text input field containing 'Excellent condition'. At the bottom, there are three radio buttons labeled 'Item Specifics', 'Pricing & Payment', and 'Policies'. To the right of each radio button is a blue 'edit' button. A red arrow points to the 'edit' button next to the 'Item Specifics' radio button.

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

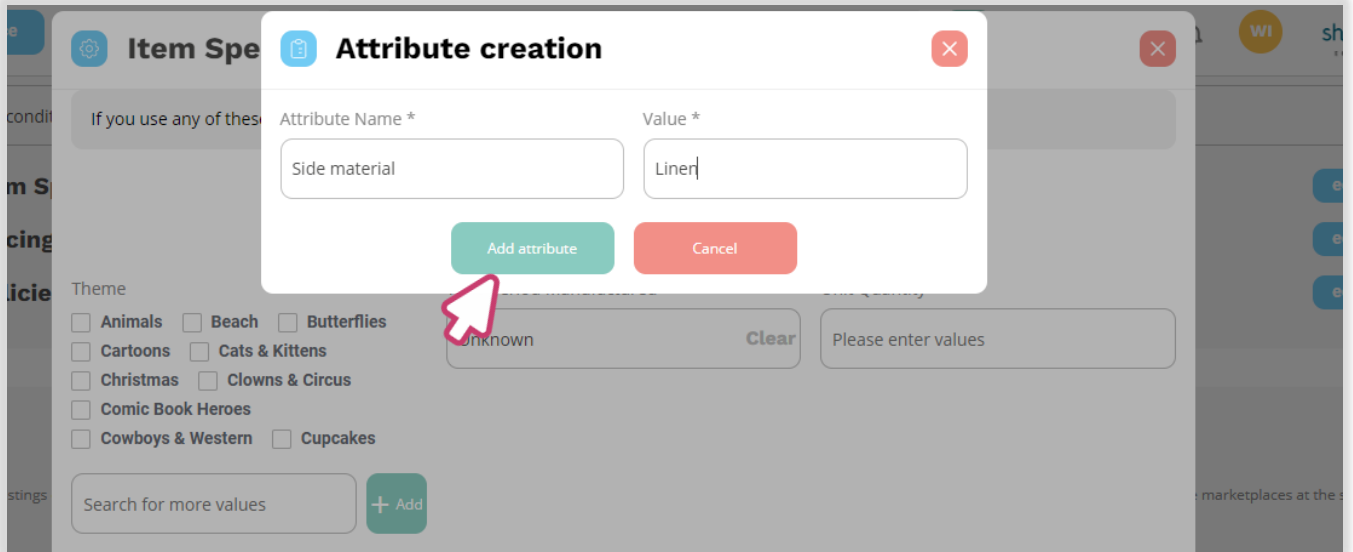
- 🔗 To add custom attribute(s), click on the 'Create Attribute' button.

A screenshot of the 'Item Specifics' modal form. The form has a title bar with a gear icon and a close button. Below the title bar is a warning message: 'If you use any of these properties as a variant attribute, those will be excluded'. There are three checkboxes for 'Attributes', 'Season', and 'Subcategories'. Below these are several checkboxes for categories: 'Cartoons', 'Cats & Kittens', 'Christmas', 'Clowns & Circus', 'Comic Book Heroes', 'Cowboys & Western', and 'Cupcakes'. There is a text input field with 'Unknown' and a 'Clear' button. Below this is a search bar with 'Search for more values' and an '+ Add' button. There is a 'Unit Type' dropdown menu set to 'Unit' with a 'Clear' button. There is a 'Year Manufactured' section with checkboxes for years from 2022 to 2013. There is a 'Custom attribute' section with a 'Create Attribute' button. At the bottom are 'Set specifics' and 'Cancel' buttons. A red arrow points to the 'Create Attribute' button.

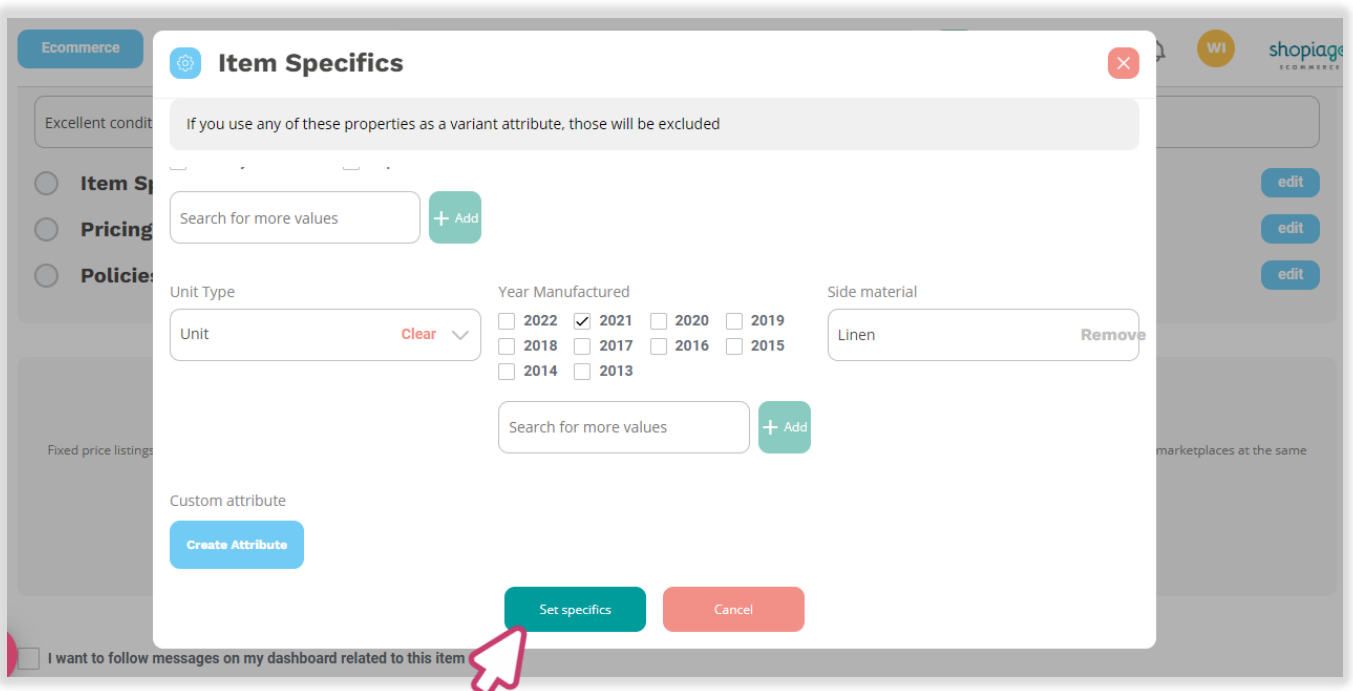


## Add item specifics

- And enter the attribute name and value on the pop-up screen.
- Then click on the 'Add attribute' button once you are!



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





## Pricing and payment

To set 'Vat %' for the item, 'listing donation percentage', and 'Best offer:

👉 Click on the 'Pricing & Payment edit' button.

The screenshot shows the 'Pricing & Payment' section of the Shopiagio Ecommerce interface. At the top, there is a dropdown menu set to 'New'. Below it is a text field for 'Condition description' containing 'Excellent condition'. A list of three items is shown: 'Item Specifics' (checked), 'Pricing & Payment' (checked), and 'Policies' (unchecked). To the right of each item is an 'edit' button. A red mouse cursor is pointing at the 'edit' button for 'Policies'.

👉 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.

The screenshot shows the 'Pricing & Payment' pop-up screen. It has a title bar with a close button (X). The screen is divided into two main sections: 'VAT' and 'Donation Percentage'. The 'VAT' section has a text field with '20' and a '%' symbol. The 'Donation Percentage' section has a text field with '100' and a '%' symbol. Below these sections are two toggle switches: 'Best offer' (checked) and 'Private listing' (checked). Below the 'Private listing' toggle is the text 'Allow buyers to remain anonymous to other eBay members.' At the bottom of the pop-up are two buttons: 'Set Pricing' (green) and 'Cancel' (red). A red mouse cursor 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).
- 🔗 And 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.

A screenshot of the Shopiago 'Pricing & Payment' modal. The modal is white with a red close button in the top right corner. It contains the following elements:

- VAT**: A text input field with the value '20' and a '%' symbol.
- Donation Percentage**: A text input field with the value '100' and a '%' symbol.
- Best offer**: A toggle switch that is currently turned on (green).
- Automatically accept offers of at least**: A text input field with the value '290' and a '£' symbol.
- Automatically decline offers lower than**: A text input field with the value '290' and a '£' symbol.
- Private listing**: A toggle switch that is currently turned off (grey).
- Set Pricing**: A green button.
- Cancel**: A red button.

Four red arrows point to the 'Best offer' toggle, the 'Automatically accept' input field, the 'Private listing' toggle, and the 'Set Pricing' button. Below the modal, there are two buttons: 'I want to create variants' (green) and 'This item doesn't have variants' (grey).



## eBay Policies

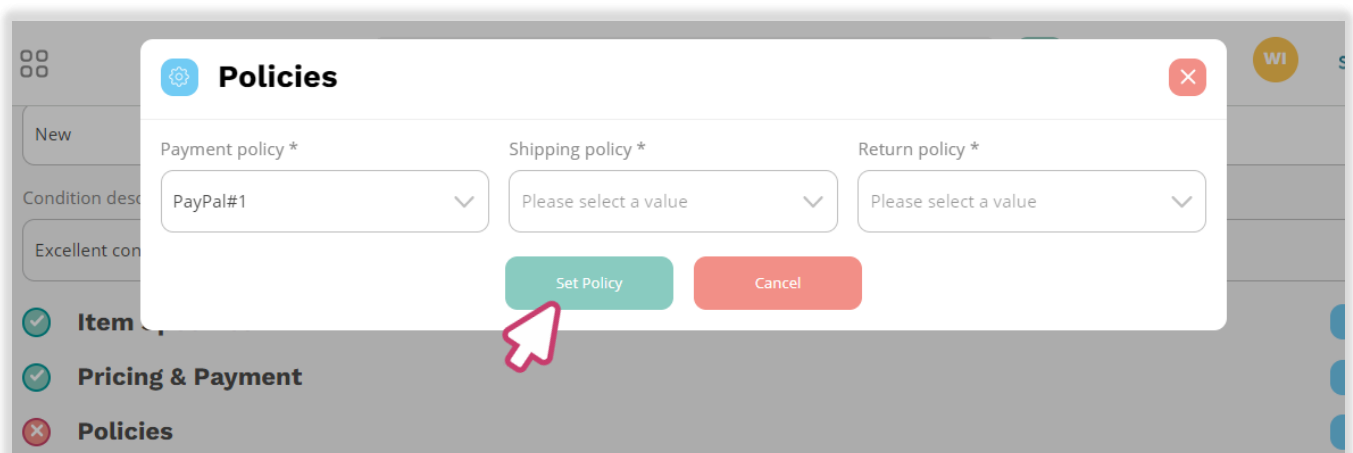
When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select them when listing. To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

### To set policies;

 Click on the 'Policies' edit button.

A screenshot of the Shopiago 'Policies' settings page. At the top, there is a dropdown menu labeled 'New'. Below it is a 'Condition description' field containing the text 'Excellent condition'. Underneath, there are three policy categories: 'Item Specifics' with a green checkmark, 'Pricing & Payment' with a green checkmark, and 'Policies' with a red 'X' icon. To the right of each category is a blue 'edit' button. A red arrow points to the 'edit' button for the 'Policies' category.

 On the next screen, click on the 'Payment policy' field and select a preferred payment policy.

A screenshot of the Shopiago 'Policies' modal. The modal has a title bar with a gear icon and the word 'Policies'. 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 of the modal are two buttons: a green 'Set Policy' button and a red 'Cancel' button. A red arrow points to the 'Set Policy' button.



## eBay 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 (X). 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 icon is pointing at the "Shipping policy" dropdown menu. In the background, a sidebar with a hamburger menu and a list of items with checkmarks is visible.

- 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 icon is pointing at the "Set Policy" button. Another pink mouse cursor icon is pointing at the "Return policy" dropdown menu. The background sidebar is also visible, showing a list of items with checkmarks and a "Policies" section header with an information icon.

## Adding Variations

Variants are sets of products that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when you have the same product in different sizes, colours, or any other characteristics, you can create variants to include these characteristics. You can add up to 5 variant properties for the item.

### To create Variants for the item:

🔗 Click on the 'I want to create variants' 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, Shopiagoe will handle the reconciliation on each selling.

I want to create variants This item doesn't have variants

🔗 From the pop-up screen, click on the 'Property' field and select a variant type. (Variants properties are suggested based on the selected item category).

### Create Variations

You can select 5 variant properties for your product. These are the suggested ones depending on the selected eBay category. You can also create custom properties, but using them will result a worse search rank on eBay.

Property

Please select a value add your own attribute

- Colour
- Item Height
- Item Width
- Type
- Upholstery Fabric

I want to follow



## Adding item Variants

- 🌐 And select the item variant(s) from the pre-populated options.
- 🌐 Then click on the 'Create Variations' button once you are ready!

A screenshot of the 'Create Variations' dialog box in the Shopiagio application. The dialog has a title bar with a blue icon and a red close button. Below the title bar is a grey informational box with text explaining that 5 variant properties can be selected and that using custom properties might affect eBay search rank. Below this, there are two 'Property' dropdown menus. The first is set to 'Colour' and the second is empty with the placeholder text 'Please select a value'. To the right of these is a link that says '+ or add your own attribute'. Below the dropdowns is a section titled 'Colour' with a grid of color buttons: Beige, Gold, Black, Blue, Brown, Clear, Green, Grey, Orange, Pink, Purple, Red, Silver, White, and Multicoloured. The 'Green' and 'Yellow' buttons are highlighted in blue. A red mouse cursor arrow points to the 'Yellow' button, and another red mouse cursor arrow points to the 'Green' button. To the right of the 'Multicoloured' button is a text input field labeled 'your own attribute'. At the bottom of the dialog are two buttons: 'Create Variations' (green) and 'Cancel' (red). A red mouse cursor arrow points to the 'Create Variations' button.



## Adding item Variants information

🔗 If you have not entered the item SKU previously in the 'price and location' section, you can still assign a 'Custom SKU' (Stock Keeping Unit) to the items if necessary. Otherwise, leave it blank as the system will automatically assign a SKU to the items.

🔗 To set SKU to all variant items, click on the 'Set SKU for each' button.

The screenshot shows the 'Variants' section of a dashboard. At the top, there are four buttons: 'Edit variants' (green), 'Set SKU for each' (dark blue, highlighted with a red mouse cursor), 'Set Price for each' (dark blue), and 'Set QTY for each' (dark blue). Below these buttons is a table with columns: 'Colour', 'Custom SKU', 'Quantity', and 'EAN'. The table contains three rows of variants: Yellow (SH0045-1), Green (SH0045-2), and Grey (SH0045-3). Each row has input fields for 'Custom SKU' (containing 'SH0045-1', 'SH0045-2', and 'SH0045-3' respectively), 'Quantity' (with minus and plus buttons and a value of '1'), and 'EAN'. To the right of each row are two buttons: 'Set Inventory Properties' (dark blue) and 'Remove' (red). At the bottom left, there is a checkbox labeled 'I want to follow messages on my dashboard related to this item'.


🔗 On the pop-up screen, type-in the SKU into the text field.

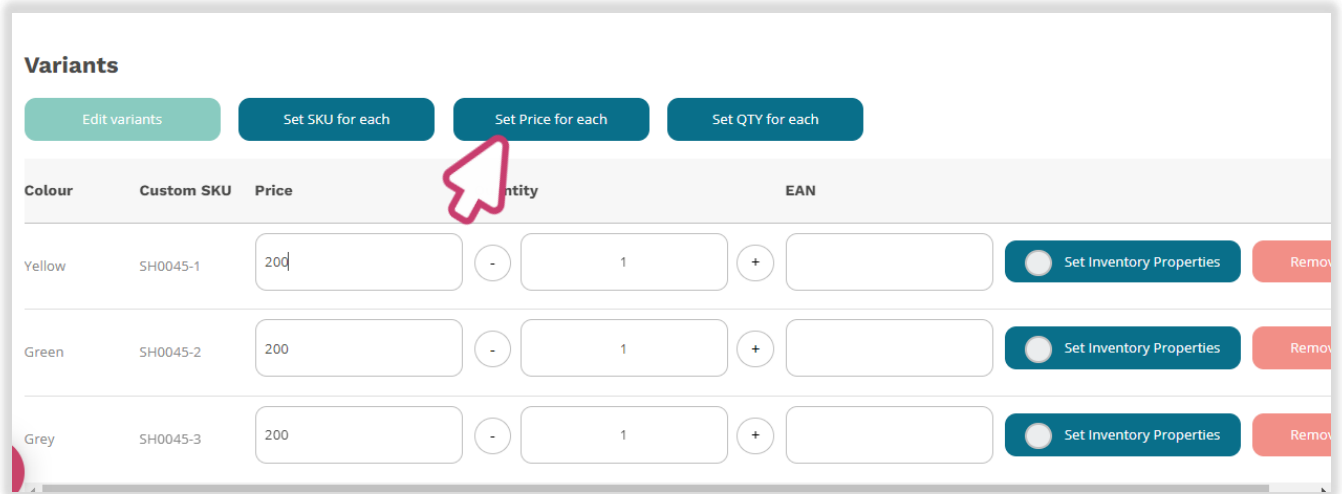
🔗 Then click on the 'Set' button.

The screenshot shows a 'Set SKU' pop-up window. The window has a title bar with a blue plus icon and the text 'Set SKU', and a red close icon. Inside the window is a text input field containing 'SH00022'. Below the input field are two buttons: 'Set' (green) and 'Cancel' (red). A red mouse cursor is pointing at the 'Set' button. The background shows a blurred view of the 'Variants' table from the previous screenshot.



## Adding item Variants information

 The item price for each variant will be pre-populated. If not, click on the 'Set price for each' button to add the price.

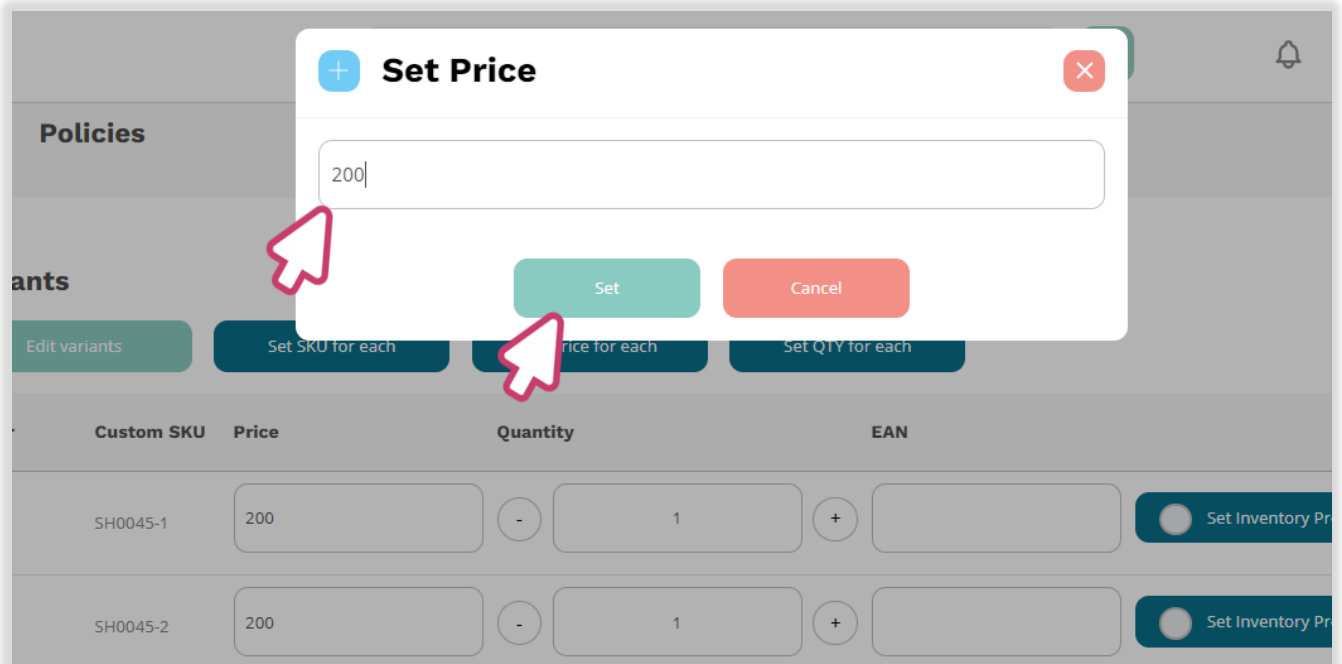


The screenshot shows the 'Variants' section of a product management interface. At the top, there are four buttons: 'Edit variants' (green), 'Set SKU for each' (dark blue), 'Set Price for each' (dark blue), and 'Set QTY for each' (dark blue). Below these buttons is a table with columns: 'Colour', 'Custom SKU', 'Price', 'Quantity', and 'EAN'. The table contains three rows of variants: Yellow (SH0045-1), Green (SH0045-2), and Grey (SH0045-3). Each row has input fields for Price (pre-filled with 200), Quantity (pre-filled with 1), and EAN. To the right of each row are two buttons: 'Set Inventory Properties' (dark blue) and 'Remove' (red). A red mouse cursor arrow points to the 'Set Price for each' button.

Colour	Custom SKU	Price	Quantity	EAN
Yellow	SH0045-1	200	1	
Green	SH0045-2	200	1	
Grey	SH0045-3	200	1	

 And enter the item price into the 'Set price' field.

 Then, click on the 'Set' button.



The screenshot shows a 'Set Price' modal dialog box overlaid on the Variants table. The dialog has a title bar with a plus icon and a close icon. Inside, there is a text input field containing '200'. Below the input field are two buttons: 'Set' (green) and 'Cancel' (red). A red mouse cursor arrow points to the 'Set' button. The background shows the same Variants table as the previous screenshot, but it is dimmed.

**Set Price**

200

Set Cancel



## Adding item Variants information

- 🌐 If the item prices are different, click on the 'Price' field and manually enter them individually.

**Variants**

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Colour	Custom SKU	Price	Quantity			EAN
Yellow	SH0045-1	<input type="text" value="200"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Green	SH0045-2	<input type="text" value="220"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Grey	SH0045-3	<input type="text" value="190"/>	-	<input type="text" value="1"/>	+	<input type="text"/>

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- 🌐 Next, enter item quantity, or use the 'Quantity adjustment button' to increase or decrease item quantity for each variant.

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Colour	Custom SKU	Price	Quantity			EAN
Yellow	SH0045-1	<input type="text" value="200"/>	-	<input type="text" value="2"/>	+	<input type="text"/>
Green	SH0045-2	<input type="text" value="220"/>	-	<input type="text" value="1"/>	+	<input type="text"/>
Grey	SH0045-3	<input type="text" value="190"/>	-	<input type="text" value="1"/>	+	<input type="text"/>

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## Adding item Variants information

- 🔗 Enter the product identifier number (EAN) for each variant if necessary. Identification number makes it easier for customers to find your item, so please be sure to fill this field.
- 🔗 If your item don't have EAN, click the text field and select Does Not Apply.

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Colour	Custom SKU	Price	Quantity			EAN	
Yellow	SH0045-1	<input type="text" value="200"/>	-	<input type="text" value="2"/>	+	Does Not Apply	<input type="radio"/> Set Inventory P
Green	SH0045-2	<input type="text" value="220"/>	-	<input type="text" value="1"/>	+	Does Not Apply	<input type="radio"/> Set Inventory P
Grey	SH0045-3	<input type="text" value="190"/>	-	<input type="text" value="1"/>	+	<input type="text" value=""/>	<input type="radio"/> Set Inventory P

Does Not Apply

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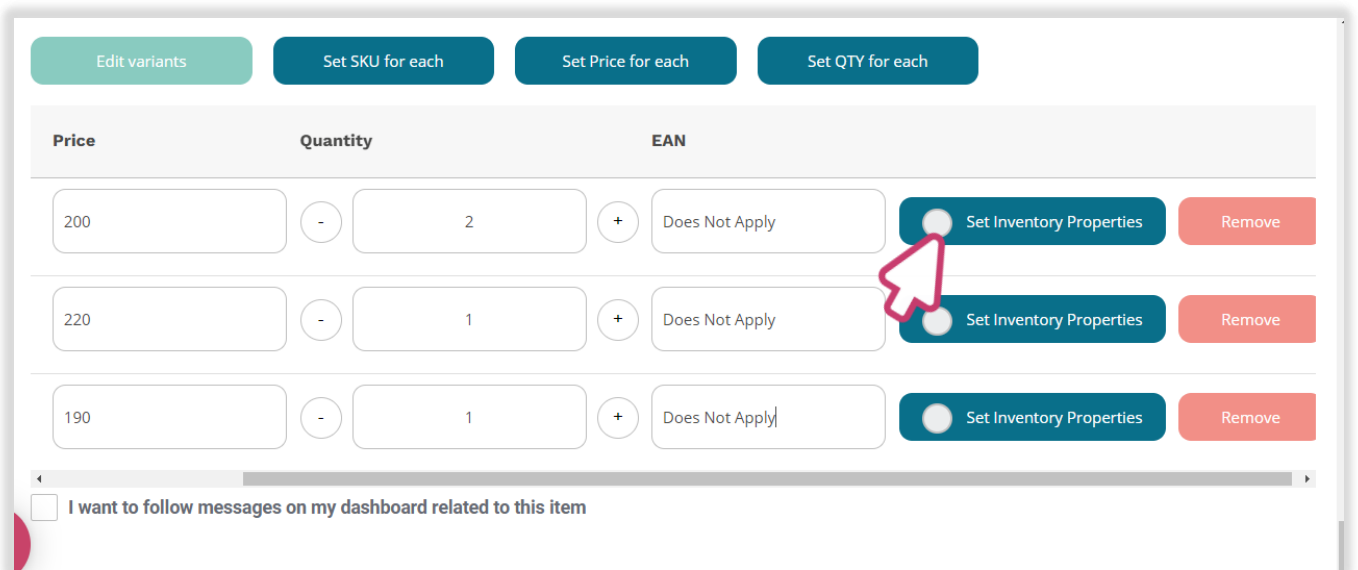


## Setting up Inventory data for each item

Setting inventory data for variants will help you manage and track your stock record when selling variant items to single or multiple marketplaces. Once one of the items is sold, Shopiago will adjust the inventory level for each sale.

**To set inventory data for each item:**

 Click on the 'set inventory properties' button.

A screenshot of the Shopiago inventory management interface. At the top, there are four buttons: "Edit variants" (teal), "Set SKU for each" (dark teal), "Set Price for each" (dark teal), and "Set QTY for each" (dark teal). Below these is a table with three columns: "Price", "Quantity", and "EAN". The table contains three rows of data. Each row has a price input field, a quantity input field with minus and plus buttons, and an EAN input field. To the right of each row are two buttons: "Set Inventory Properties" (dark teal) and "Remove" (red). A pink arrow points to the "Set Inventory Properties" button in the first row. At the bottom of the interface, there is a checkbox labeled "I want to follow messages on my dashboard related to this item".

Price	Quantity	EAN		
<input type="text" value="200"/>	<input type="text" value="2"/> <input type="button" value="-"/> <input type="button" value="+"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="Set Inventory Properties"/>	<input type="button" value="Remove"/>
<input type="text" value="220"/>	<input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="Set Inventory Properties"/>	<input type="button" value="Remove"/>
<input type="text" value="190"/>	<input type="text" value="1"/> <input type="button" value="-"/> <input type="button" value="+"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="Set Inventory Properties"/>	<input type="button" value="Remove"/>

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



## Setting up Inventory data for each item

- From the next screen, enter variant quantities. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- Enter item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- Enter the 'The Tote/Box ID'. (This can be box or shelf number) Or select 'Does not apply' if it is not applicable.
- Click on the 'Source shop' field and select where the item would be stored.
- To add additional inventory item , click on 'Add more inventory item' button and enter the inventory data.
- Once all the inventory information is entered, click on the "Set" button.

A screenshot of a mobile application interface showing a dialog box titled "Set Inventory Data for Variant". The dialog box has a red close button in the top right corner. Inside the dialog, there is a message: "You have set 1 selling quantity for this variant. Please enter the inventory details for these 1 items." Below this message, there are four input fields: "Variant" (with a dropdown menu showing "Grey"), "Quantity" (with a numeric input field showing "1" and minus/plus buttons), "Gift Aid Number" (with a dropdown menu showing "Does Not Apply"), and "Tote/Box ID \*" (with a text input field showing "Does Not Apply"). Below these fields is a "Source Shop" dropdown menu showing "Shoptown Industries". At the bottom of the dialog, there is a blue button labeled "Add more inventory item", a green button labeled "Set", and a red button labeled "Cancel". Two red arrows point to the "Add more inventory item" and "Set" buttons. The background of the app is visible behind the dialog box, showing a list of items with their variants and quantities.

Repeat the above process for each item.

## List it

Once all the item information is correctly entered, click on the 'Create listing' button.

200	-	2	+	Does Not Apply	<input checked="" type="checkbox"/> Set Inventory Properties	Remove
220	-	1	+	Does Not Apply	<input checked="" type="checkbox"/> Set Inventory Properties	Remove
190	-	1	+	Does Not Apply	<input checked="" type="checkbox"/> Set Inventory Properties	Remove

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




[Create Listing](#) [Save as a draft](#) [Save as a template](#) [Cancel](#)

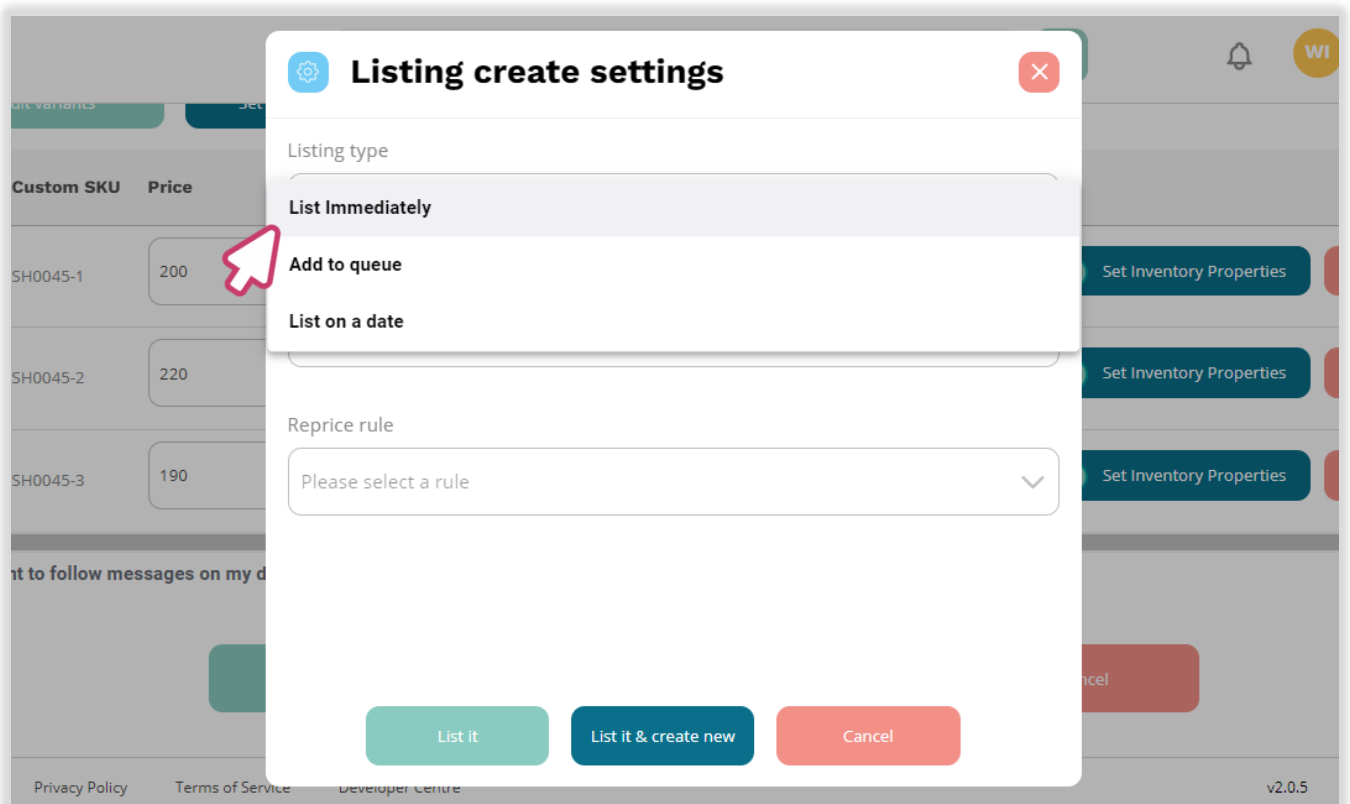
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## Listing options

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.

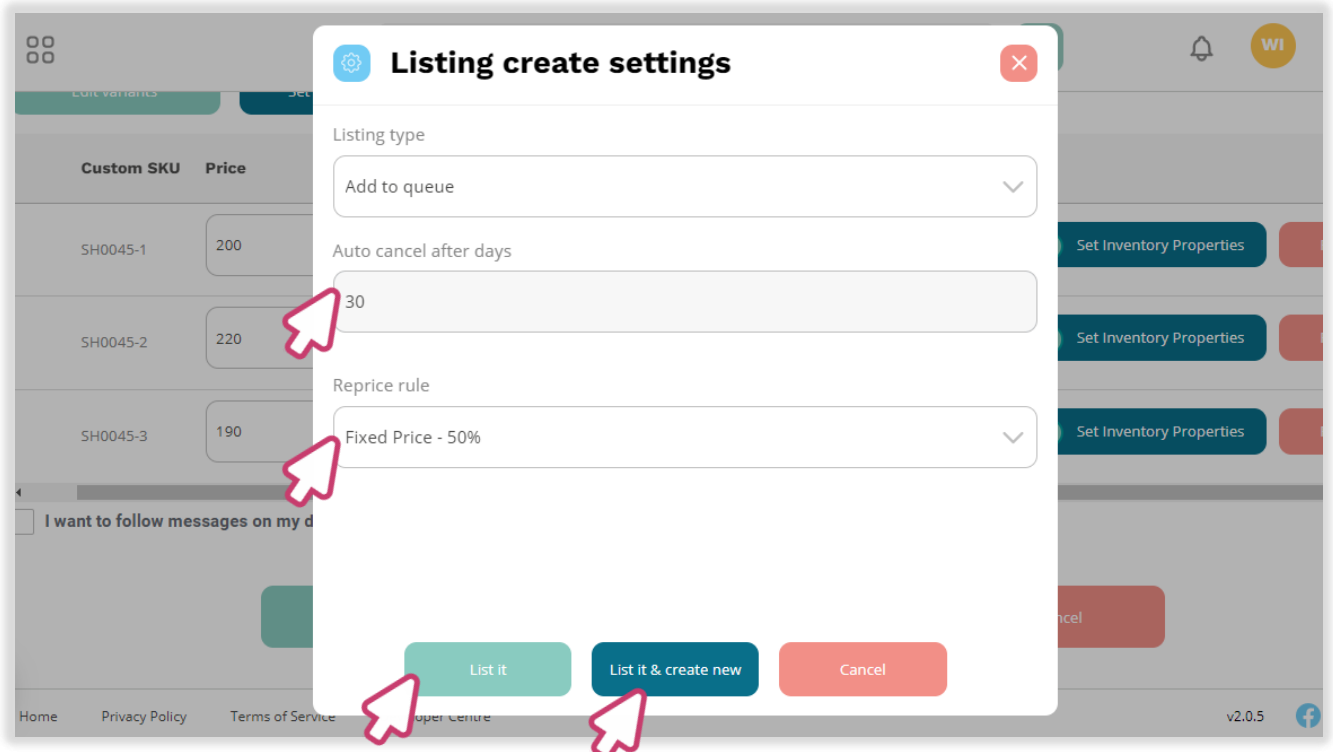




## Listing options

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 it as default if it is not applicable.
- 🌐 Finally, click '**List it**' Or '**list it & create new**' button.





**Happy Selling!**

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