



Shop User Guide

How to create a Fixed Price listing from an Inventory item

Version 2.0.3

Please note that the screenshots in this User Guide show the colour blue, but in our live system these colours have now changed to green.



How to create fixed price listing from an inventory item

In your account, you can create a listing by matching up an existing inventory item and then creating the listing based on the item. With this process, you can save time entering the listing information since most of the item information has already been entered when the item was created.

This guide will show you how to quickly list one of your inventory items on a marketplace or marketplaces.

To create a listing from an inventory item:

- [Login](#) to your account.
- From the dashboard menu on the left, click on the "Inventory" icon.

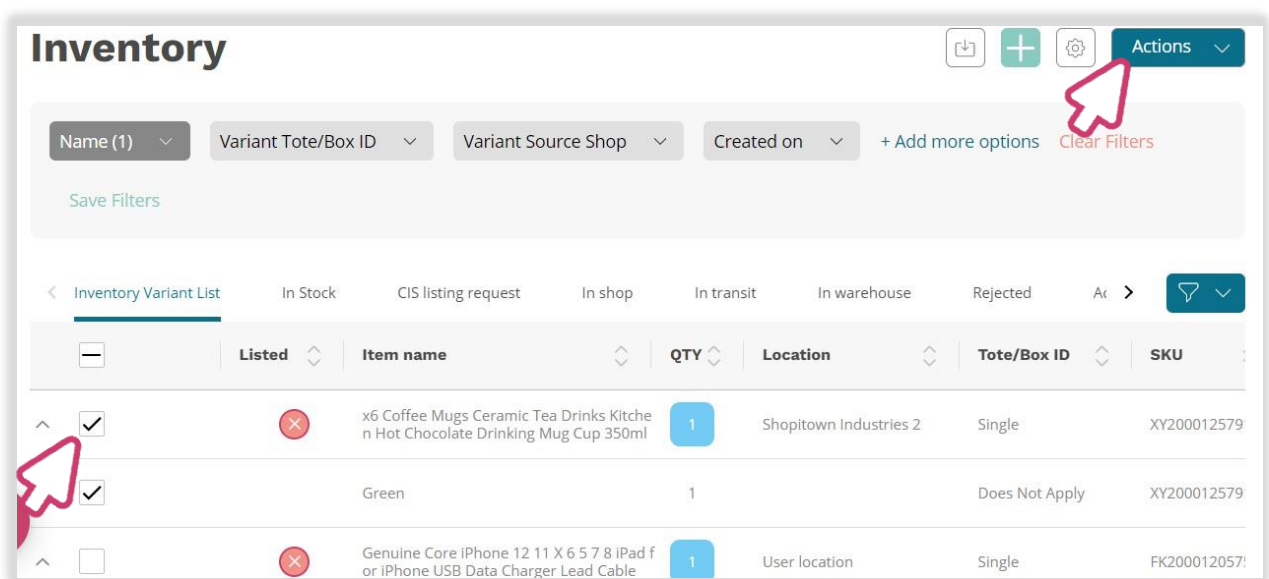
The screenshot displays the Ecommerce Dashboard interface. The top navigation bar includes a search bar with the text 'Search your product. Start selling now.', a QR code icon, a camera icon, a plus icon, a notification bell with '108', and a user profile icon with 'WI'. Below the navigation bar are six teal buttons: 'Start Listing', 'Check Orders', 'Scan Barcode', 'Photo Recognition', 'Create Item', and 'Search SKU'. The main content area is titled 'Ecommerce Dashboard' and has three tabs: 'Statistics' (selected), 'Communication board', and 'Release messages'. The 'Statistics' tab shows a donut chart for 'Listing Statistics' with the following data: 12 active listings (green), 48 sold items (blue), and 9 unsold items (grey). The 'Inventory' section shows '9,892 sku's in your item catalogue' and '12,308 items in stock'. A red arrow points to the 'Inventory' icon in the left sidebar.

Category	Count
active listings	12
sold items	48
unsold items	9

Category	Count
sku's in your item catalogue	9,892
items in stock	12,308

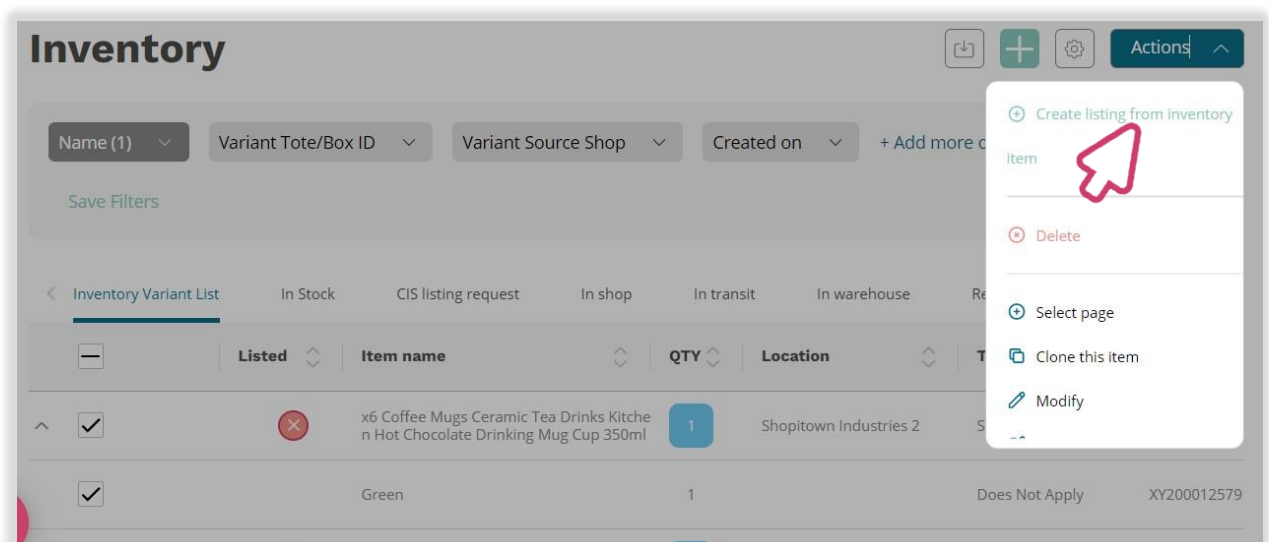
How to create fixed price listing from an inventory item

- From the 'Inventory table', select an item.
- Once selected, click on the 'Actions' button at the top right of the page.



The screenshot shows the 'Inventory' page with a table of items. The 'Actions' button in the top right corner is highlighted with a red arrow. The table has columns for 'Listed', 'Item name', 'QTY', 'Location', 'Tote/Box ID', and 'SKU'. The first item is 'x6 Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking Mug Cup 350ml' with a quantity of 1 and location 'Shoptown Industries 2'. The second item is 'Green' with a quantity of 1 and location 'Does Not Apply'. The third item is 'Genuine Core iPhone 12 11 X 6 5 7 8 iPad for iPhone USB Data Charger Lead Cable' with a quantity of 1 and location 'User location'.

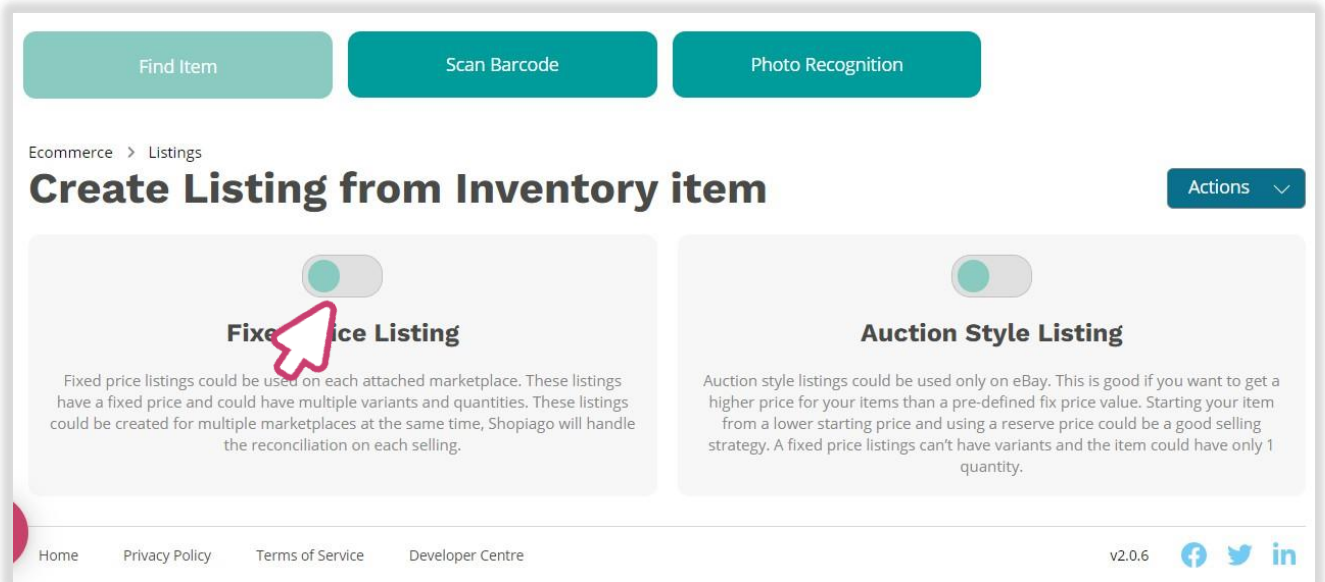
- And then, click on "Create listing from inventory item" from the pop-up screen.



The screenshot shows the 'Inventory' page with the 'Actions' dropdown menu open. The 'Create listing from inventory item' option is highlighted with a red arrow. The menu also includes options for 'Delete', 'Select page', 'Clone this item', and 'Modify'.

How to create fixed price listing from an inventory item

- On the next page, click on the toggle switch to select 'Fixed Price Listing' as the buying format.



Find Item Scan Barcode Photo Recognition

Ecommerce > Listings

Create Listing from Inventory item

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, Shopiagio will handle the reconciliation on each selling.

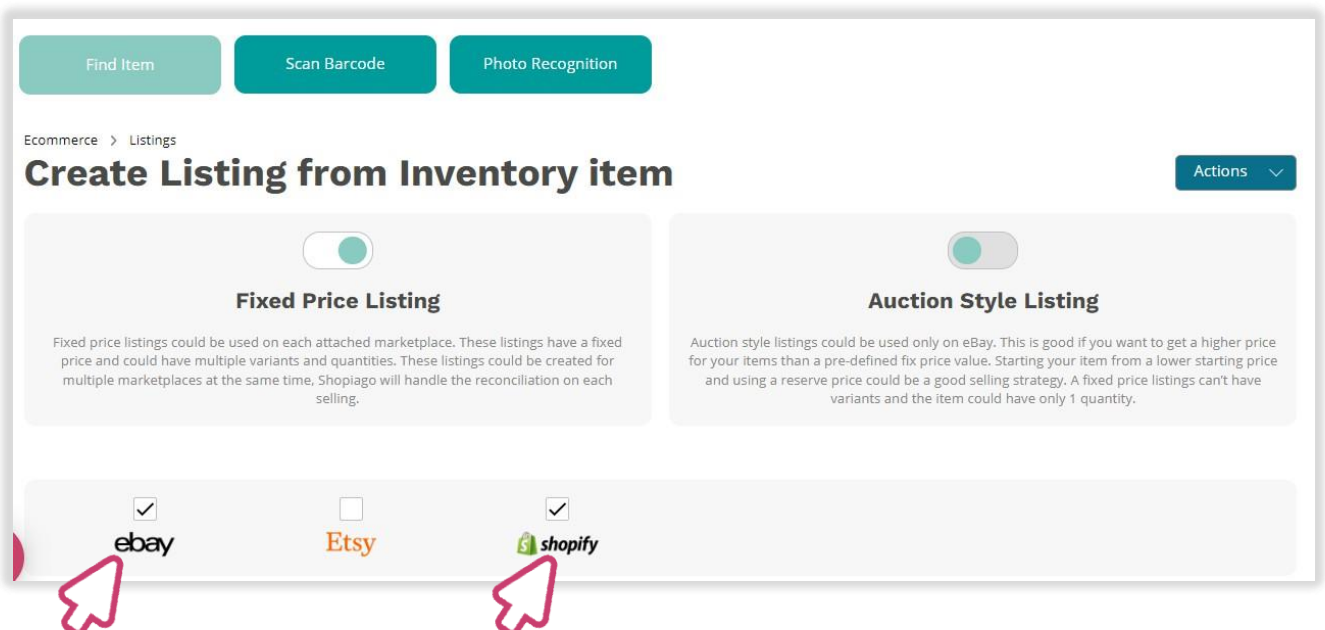
☐

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 v2.0.6   

- And select single or multiple marketplace(s) for the listing.



Find Item Scan Barcode Photo Recognition

Ecommerce > Listings

Create Listing from Inventory item

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, Shopiagio 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 & description

- Update the **listing title** if necessary. Don't use descriptive words like "Lovely" or "Amazing" as buyers will not search for these.
- Confirm that the **item description** matches your item. And add any additional details to your listing description if necessary.
- You can use the 'Search on eBay' button to find what the item has sold for on other marketplaces.

Listing description tips:

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

Listing Title

Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking Mug Cup 350ml

Search on eBay

Description *

Plain text eBay Shopify

Description *

These coffee cup come with a crisp, clean design that lends itself perfectly to the current contemporary trend for all things minimalist. The vibrant glazed exterior works perfectly as an eye-catching accent in a monochrome kitchen - alternatively, twin with vibrant walls or appliances to make a real statement.

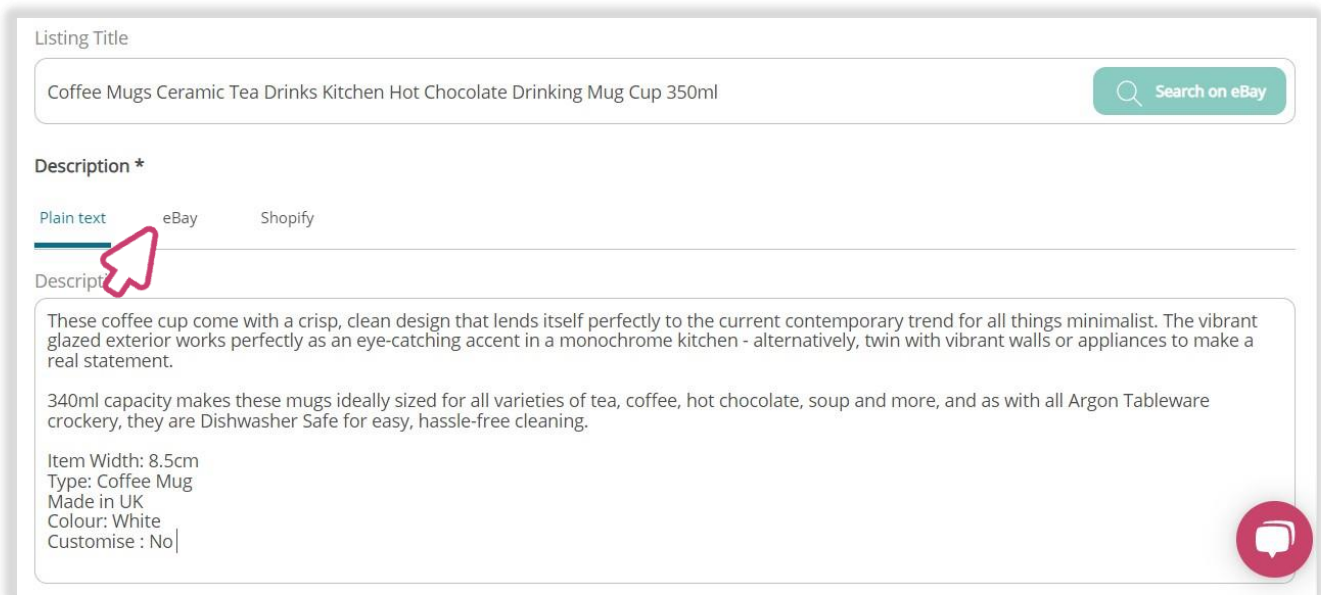
340ml capacity makes these mugs ideally sized for all varieties of tea, coffee, hot chocolate, soup and more, and as with all Argon Tableware crockery, they are Dishwasher Safe for easy, hassle-free cleaning.

Item Width: 8.5cm
Type: Coffee Mug
Made in UK
Colour: White
Customise : No

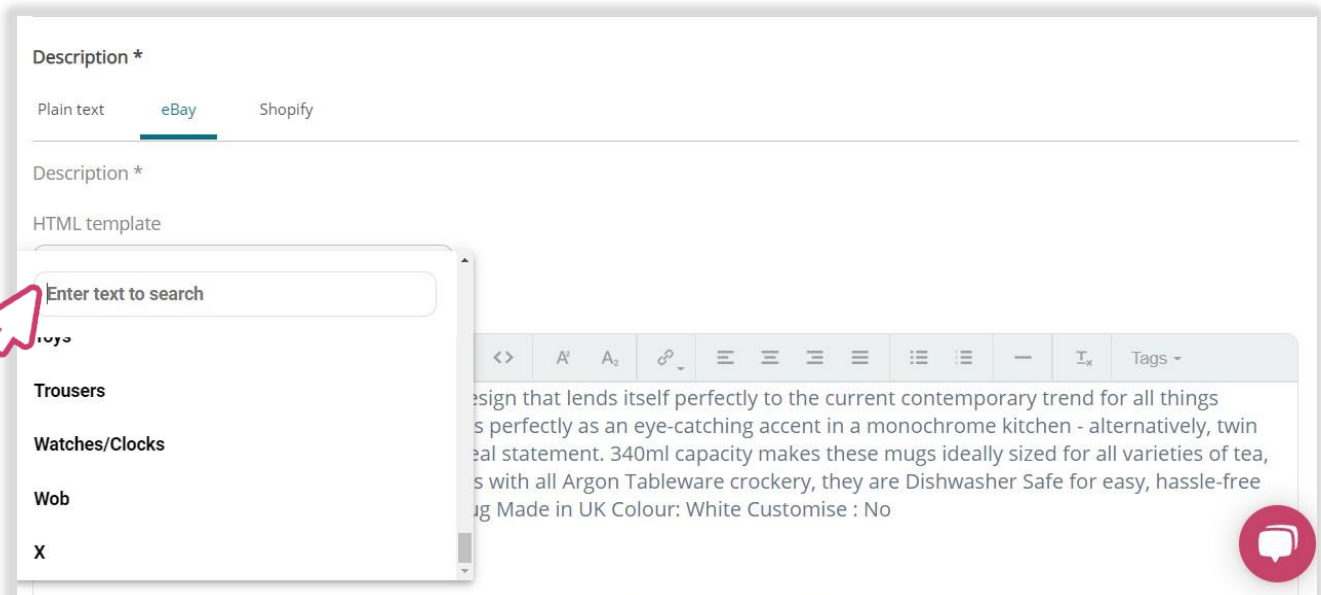
Adding HTML template to eBay description field

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

- To add an HTML template to the eBay description field, click on the 'eBay' description tab.



- Then click on the HTML field to select a template. (These will drop in the listing description field).

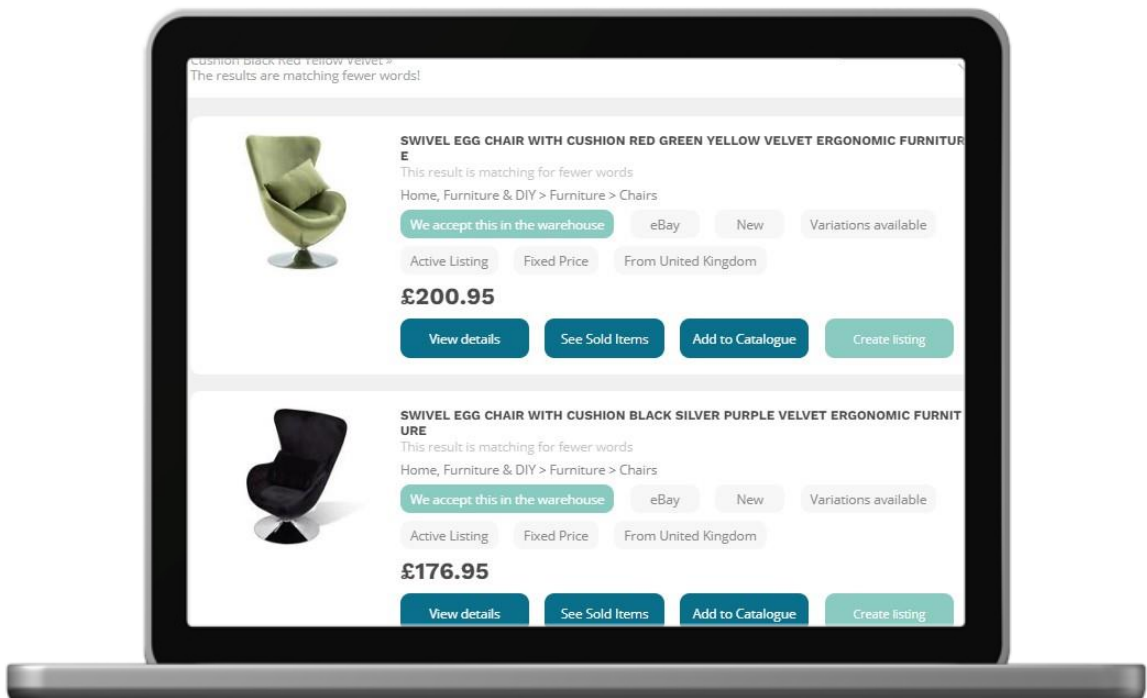


Item price

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.

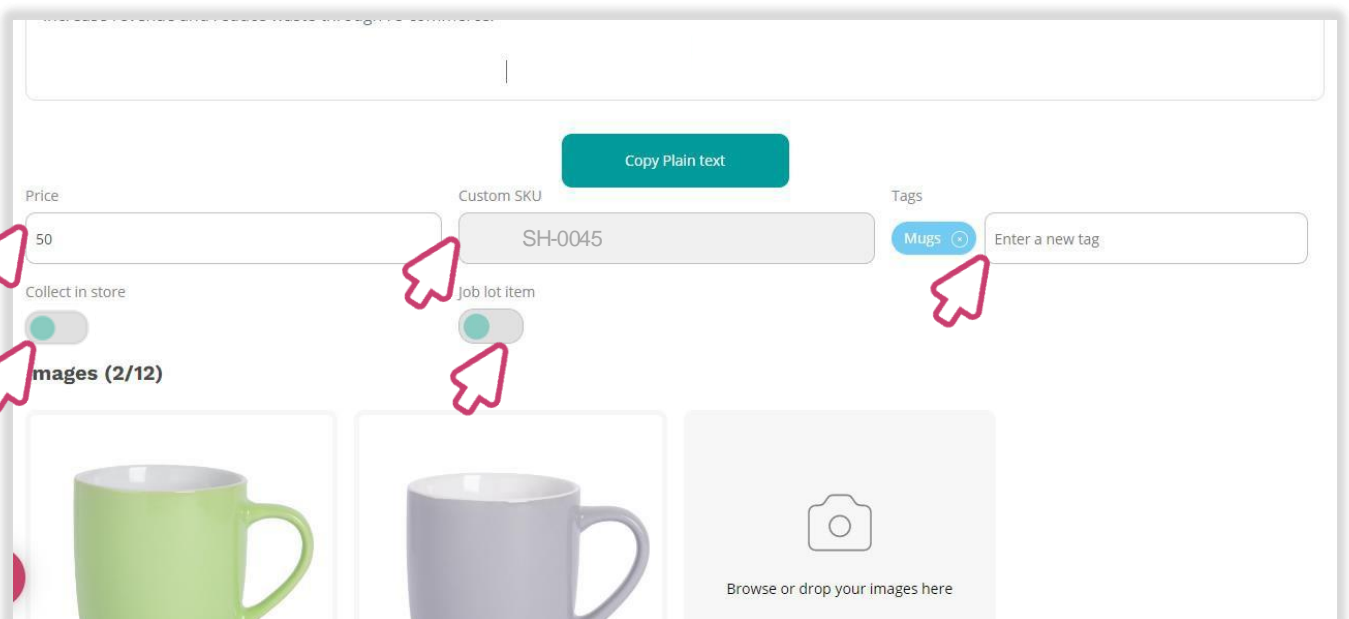
Tips:

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



Adding the item price and other information

- Once you've decided on the item price, click on the 'Price' field and enter the item price. This will appear on selected marketplace(s).
- If you previously entered a custom SKU when creating the item, this will automatically be populated.
- You can add tag(s) to the item if necessary. This is for internal use for categorising listings.
- Enable 'Collect in Store', if you want buyers to collect the item in store. (To use this feature, the account owner or administrator must add these to the shipping methods).
- Turn-on 'Job Lot Item' switch, if you are selling the item as a group. If not, leave Off.



The screenshot shows the 'Add Item' form with the following fields and controls:

- Price:** A text input field containing the value '50'. A red arrow points to this field.
- Custom SKU:** A text input field containing the value 'SH-0045'. A red arrow points to this field.
- Tags:** A section with a 'Copy Plain text' button, a 'Tags' label, a 'Mugs' button with a dropdown arrow, and a text input field containing 'Enter a new tag'. A red arrow points to the 'Mugs' button.
- Collect in store:** A toggle switch that is currently turned on. A red arrow points to this toggle.
- Job lot item:** A toggle switch that is currently turned off. A red arrow points to this toggle.
- Images (2/12):** A section showing two images of mugs (one green, one purple) and a third placeholder box with a camera icon and the text 'Browse or drop your images here'.

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.
- World of Books photo uploader makes it very easy to add, edit, and move photos around.
- You can add up to 12 photos.
- If possible, your main image should be on a white background (this will improve visibility on search engines such as Google).
- And always 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

- If the item photo(s) wasn't uploaded during when the item was created or perhaps you want to add additional photos, click on the 'Photo icon' to select item photo(s) from your World of Books image library, PC or mobile devices.
- You can also drag and drop the item images into the centre of the upload photo icon area.

Images (2/12)



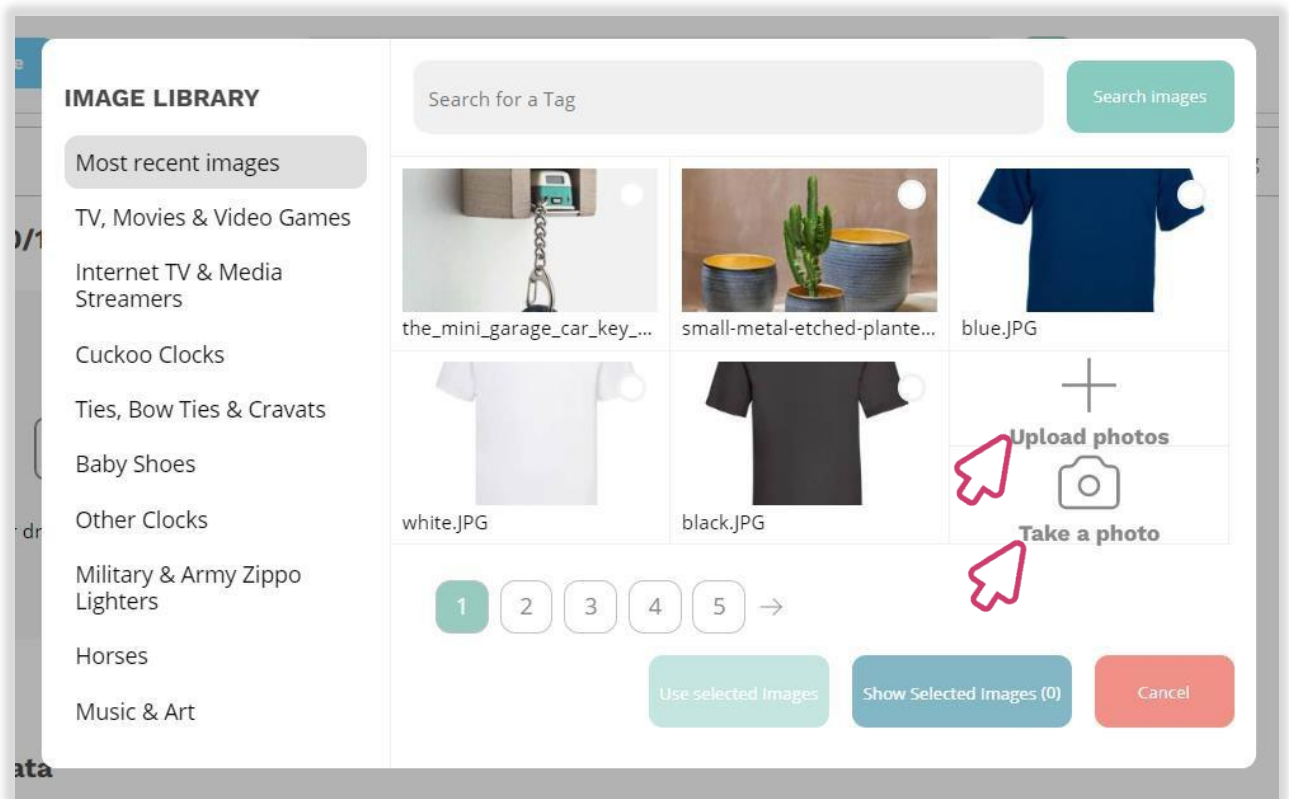
Browse or drop your images here



Listing Data

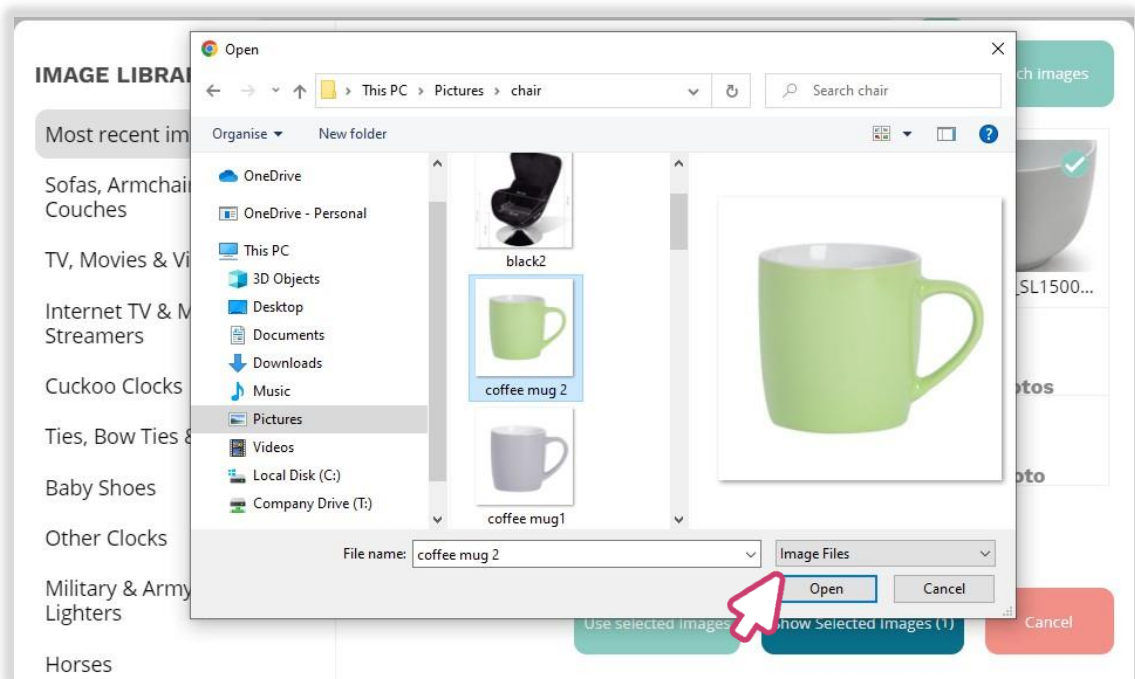
Adding photo(s) to your listing

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



Adding photo(s) to your listing

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



- Uploaded photos should then appear on the listing form.



Adding photo(s) to your listing

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

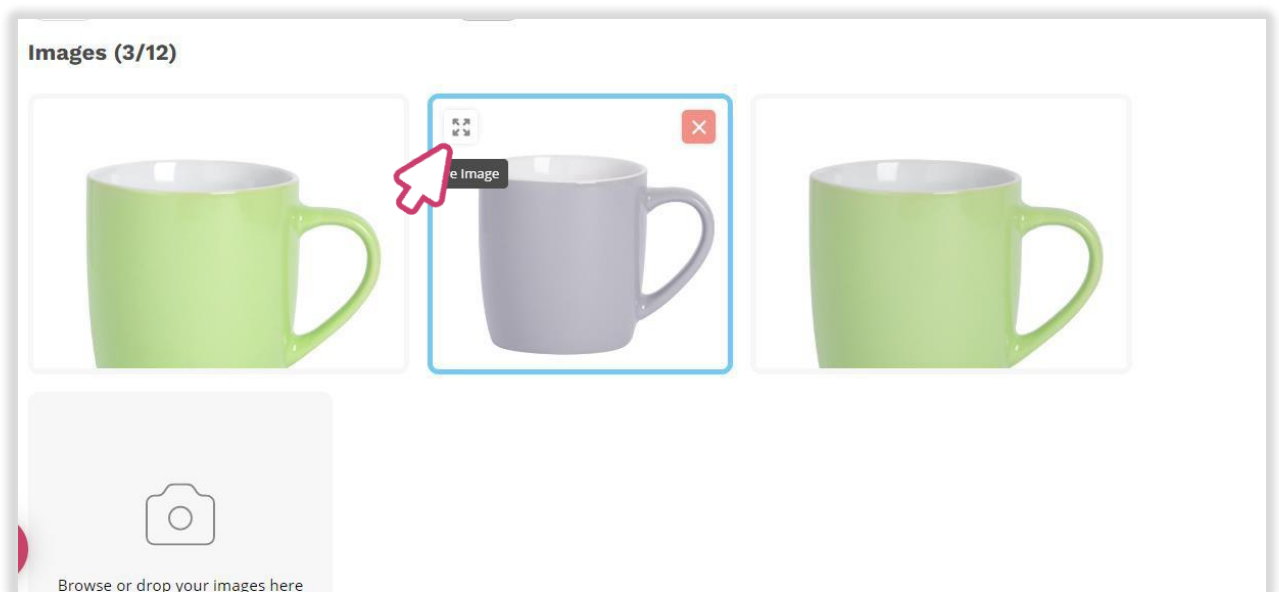


- From the photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right hand side of the screen.
- To crop the image, click on the 'Crop' icon, highlight preferred image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



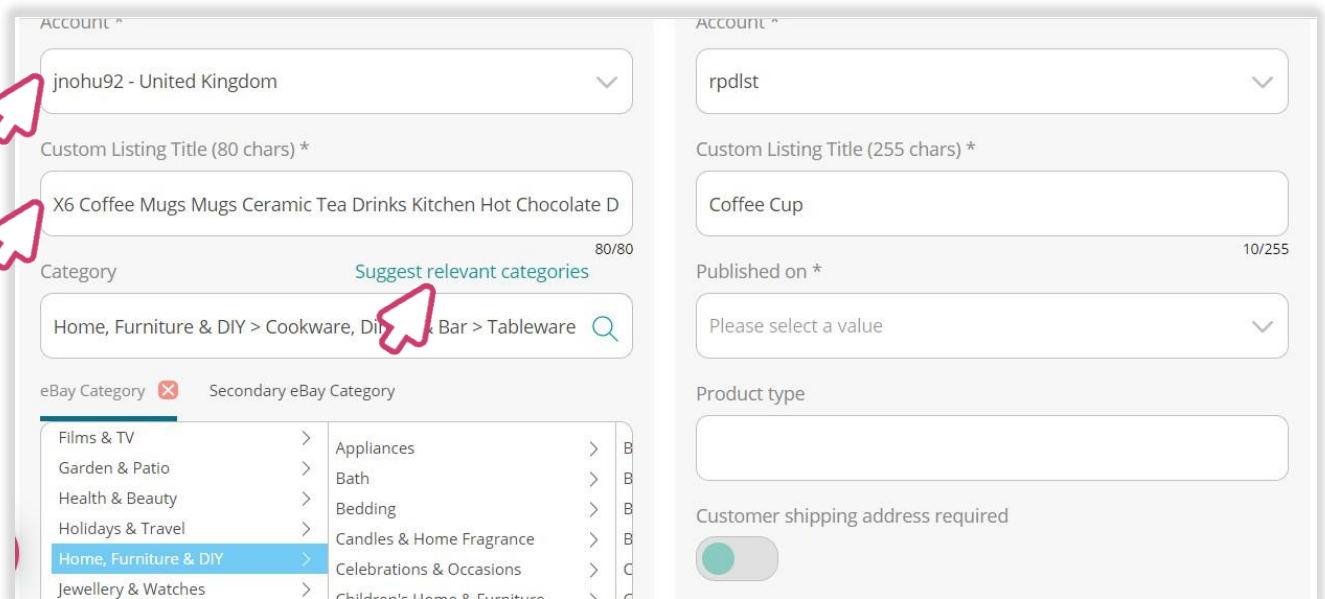
Adding photo(s) to your listing

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



Adding eBay Listing information

- 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.
- The item category will automatically be selected. If not, click on 'Suggest relevant categories'.



ACCOUNT *
jnohu92 - United Kingdom

Custom Listing Title (80 chars) *
X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D

Category [Suggest relevant categories](#)
Home, Furniture & DIY > Cookware, Dining & Bar > Tableware

eBay Category ☒ Secondary eBay Category

Films & TV	>	Appliances	>	B
Garden & Patio	>	Bath	>	B
Health & Beauty	>	Bedding	>	B
Holidays & Travel	>	Candles & Home Fragrance	>	B
Home, Furniture & DIY	>	Celebrations & Occasions	>	C
Jewellery & Watches	>	Children's Home & Furniture	>	G

ACCOUNT *
rpd1st

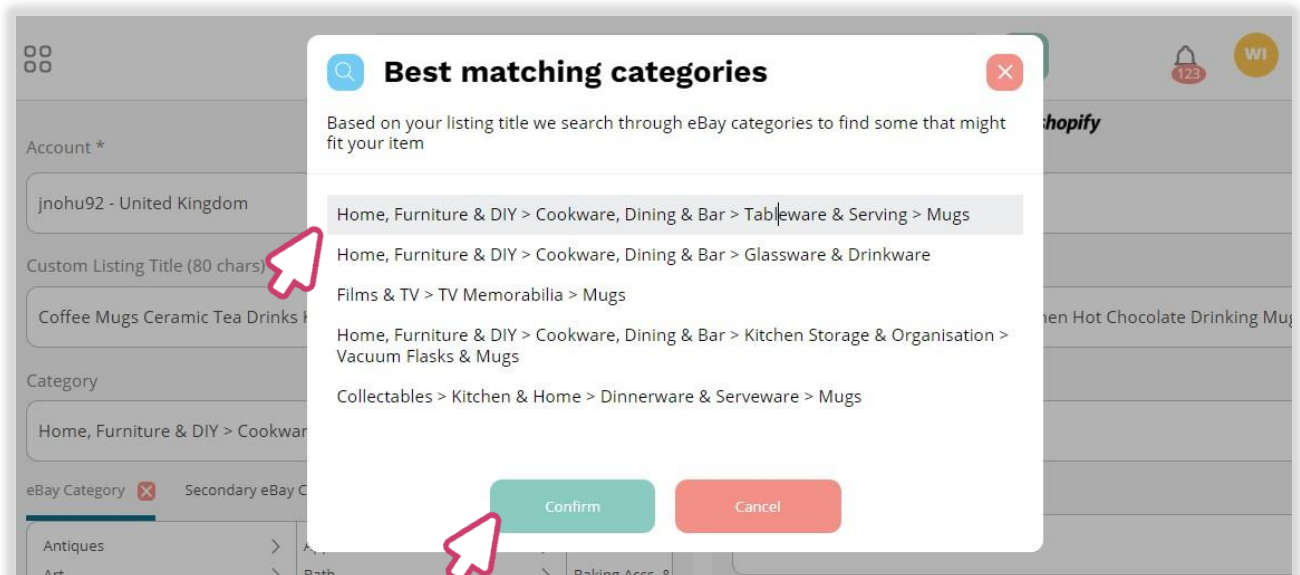
Custom Listing Title (255 chars) *
Coffee Cup

Published on *
Please select a value

Product type

Customer shipping address required
☒

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



Best matching categories

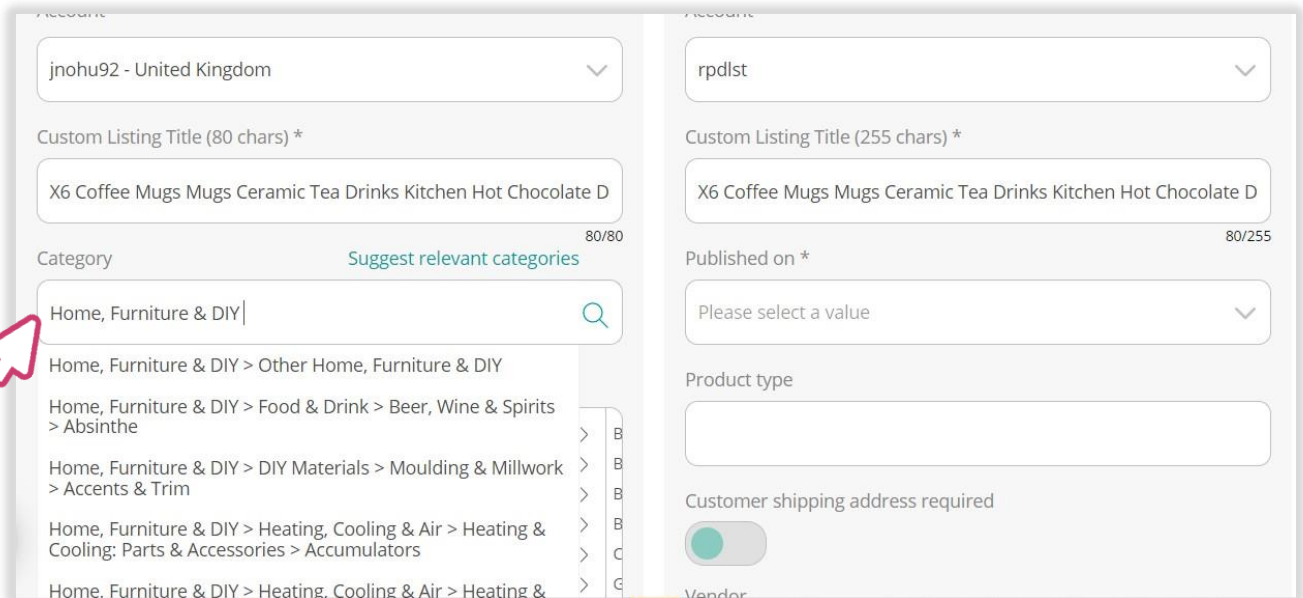
Based on your listing title we search through eBay categories to find some that might fit your item

- Home, Furniture & DIY > Cookware, Dining & Bar > Tableware & Serving > Mugs
- Home, Furniture & DIY > Cookware, Dining & Bar > Glassware & Drinkware
- Films & TV > TV Memorabilia > Mugs
- Home, Furniture & DIY > Cookware, Dining & Bar > Kitchen Storage & Organisation > Vacuum Flasks & Mugs
- Collectables > Kitchen & Home > Dinnerware & Serveware > Mugs

Confirm **Cancel**

Adding eBay 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) *: X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D 80/80

Category: [Suggest relevant categories](#)

Home, Furniture & DIY |

Home, Furniture & DIY > Other Home, Furniture & DIY

Home, Furniture & DIY > Food & Drink > Beer, Wine & Spirits > Absinthe

Home, Furniture & DIY > DIY Materials > Moulding & Millwork > Accents & Trim

Home, Furniture & DIY > Heating, Cooling & Air > Heating & Cooling: Parts & Accessories > Accumulators

Home, Furniture & DIY > Heating, Cooling & Air > Heating &

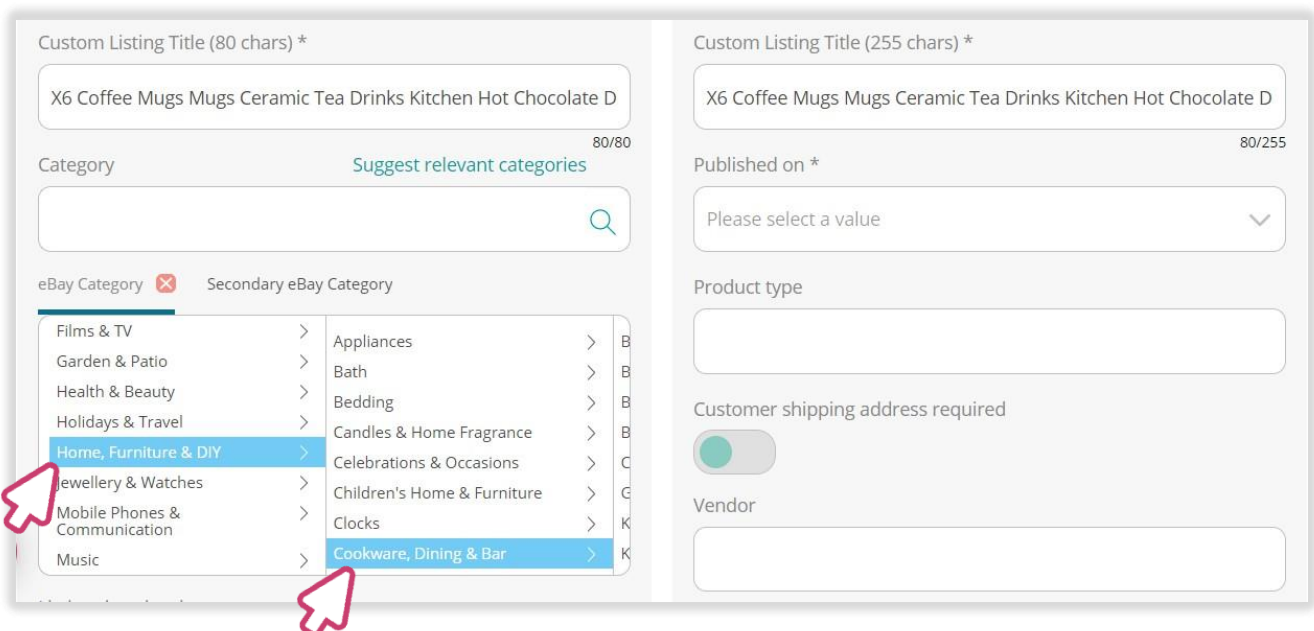
Published on *: Please select a value 80/255

Product type

Customer shipping address required ☐

Vendor

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



Custom Listing Title (80 chars) *: X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D 80/80

Category: [Suggest relevant categories](#)

eBay Category ☒ Secondary eBay Category

Films & TV	>	Appliances	>	B
Garden & Patio	>	Bath	>	B
Health & Beauty	>	Bedding	>	B
Holidays & Travel	>	Candles & Home Fragrance	>	B
Home, Furniture & DIY	>	Celebrations & Occasions	>	C
Jewellery & Watches	>	Children's Home & Furniture	>	G
Mobile Phones & Communication	>	Clocks	>	K
Music	>	Cookware, Dining & Bar	>	K

Custom Listing Title (255 chars) *: X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D 80/255

Published on *: Please select a value

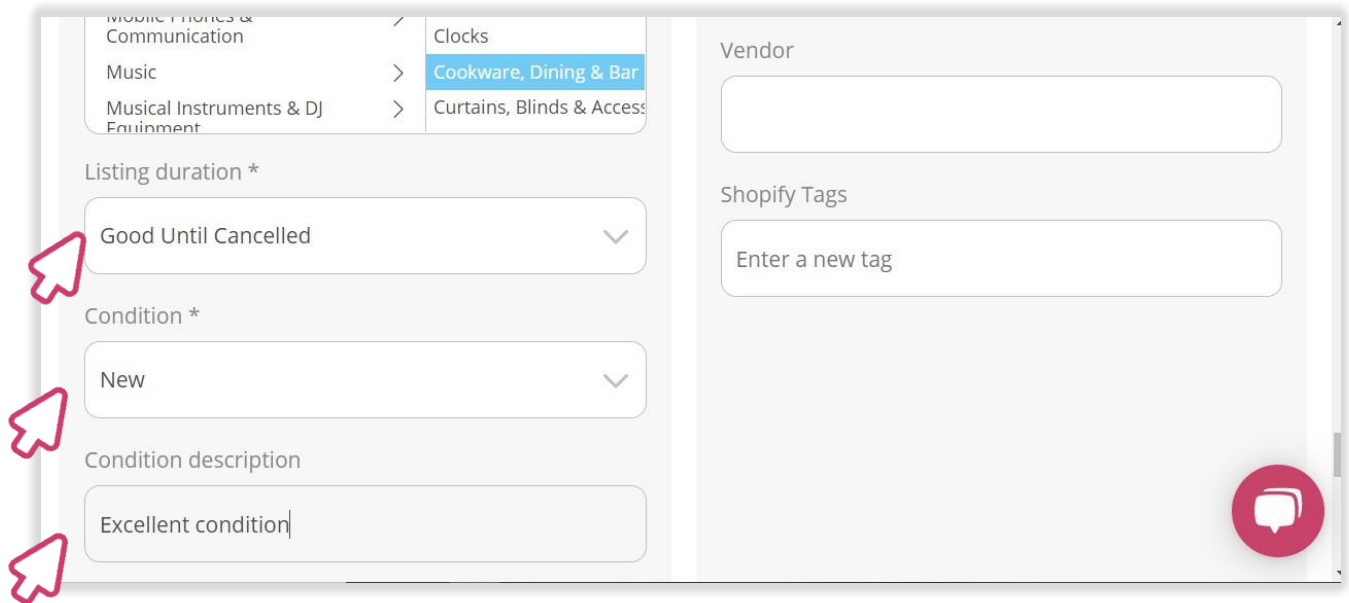
Product type

Customer shipping address required ☐

Vendor

Adding eBay Listing information

- The listing duration will automatically be selected.
- Select the item condition from the drop-down menu.
- And manually type in the item condition into the description field.



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

- Category:** Mobile Phones & Communication, Music, Musical Instruments & DJ Equipment, Clocks, Cookware, Dining & Bar (highlighted), Curtains, Blinds & Access.
- Listing duration *:** Good Until Cancelled (selected).
- Condition *:** New (selected).
- Condition description:** Excellent condition
- Vendor:** (empty field)
- Shopify Tags:** Enter a new tag

Red arrows point to the Listing duration, Condition, and Condition description fields.



eBay 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

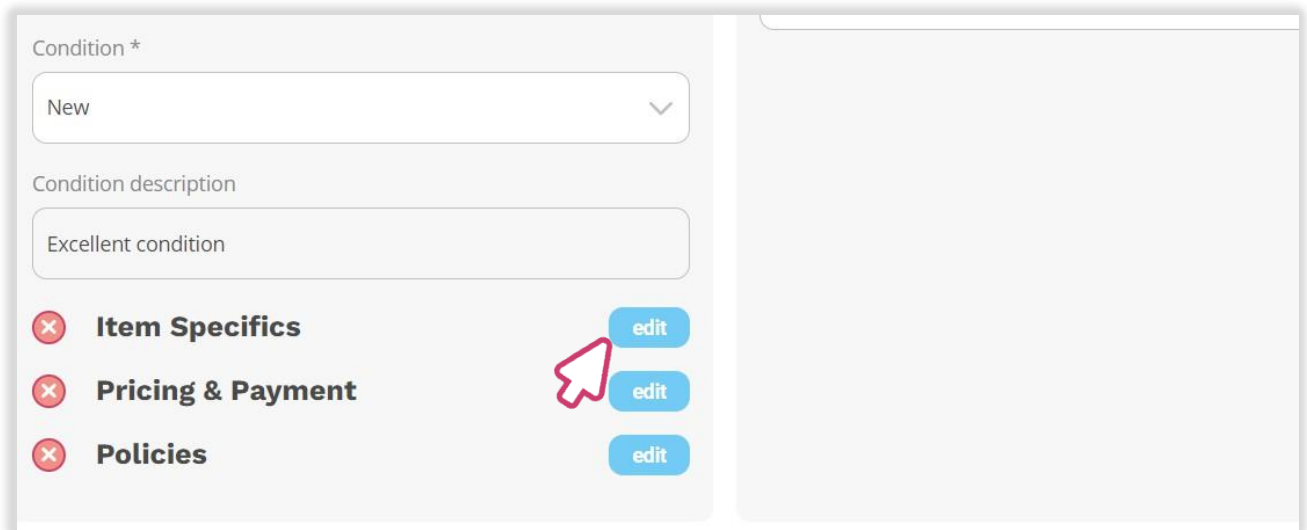
- eBay requires mandatory attributes for this category. It will help customers to find items when they perform a search.
- On the marketplace, buyers usually filter their search by using item specifics. Making it easier for them to find what they are looking for.
- If you haven't entered one of these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

eBay item specifics

- To add item 'Specifics', click on the 'edit' button.



Condition *

New

Condition description

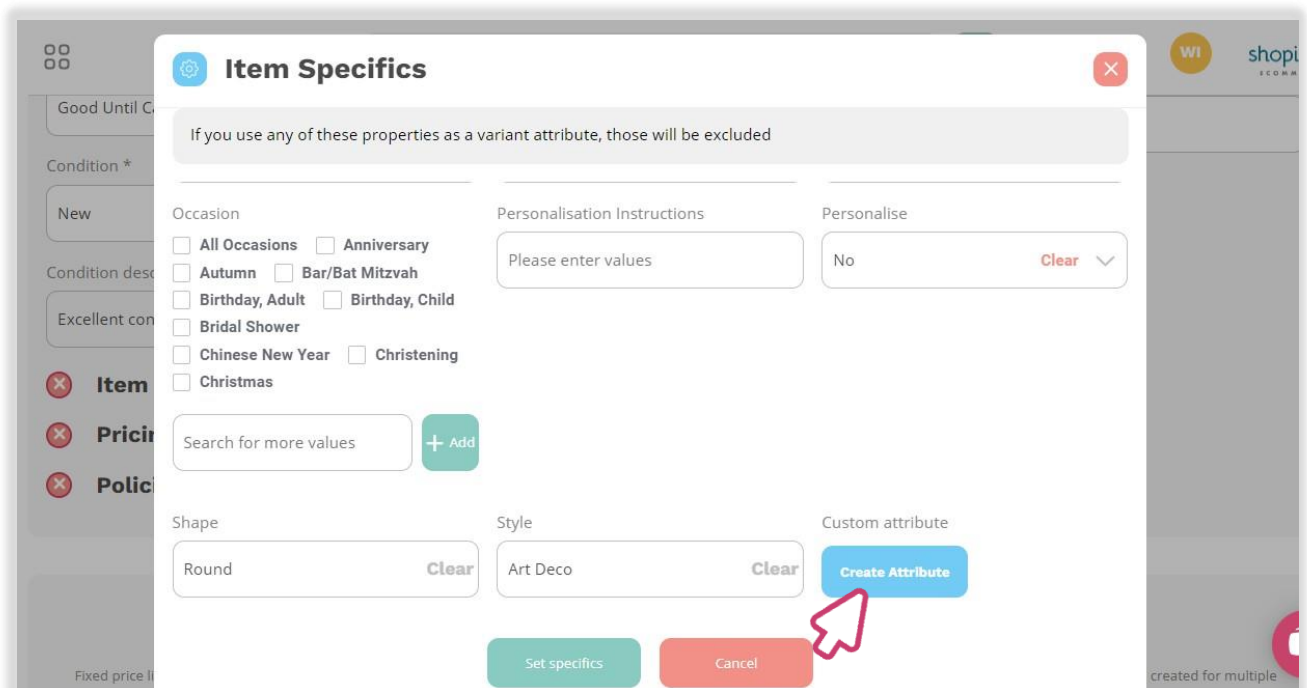
Excellent condition

Item Specifics **edit**

Pricing & Payment **edit**

Policies **edit**

- From the pop-up screen, select the necessary attributes that applies to the item.
- To add custom attribute(s), click on the 'Create Attribute' button at the bottom of the screen



Item Specifics

If you use any of these properties as a variant attribute, those will be excluded

Occasion

☐ All Occasions ☐ Anniversary

☐ Autumn ☐ Bar/Bat Mitzvah

☐ Birthday, Adult ☐ Birthday, Child

☐ Bridal Shower

☐ Chinese New Year ☐ Christening

☐ Christmas

Personalisation Instructions

Please enter values

Personalise

No **Clear**

Search for more values **+ Add**

Shape

Round **Clear**

Style

Art Deco **Clear**

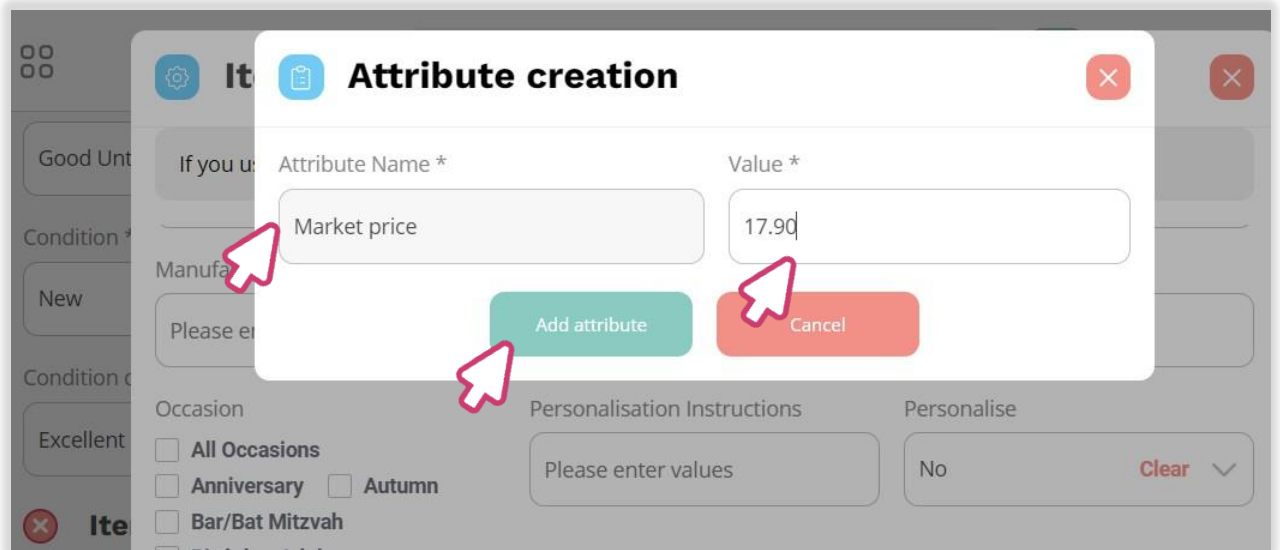
Custom attribute

Create Attribute

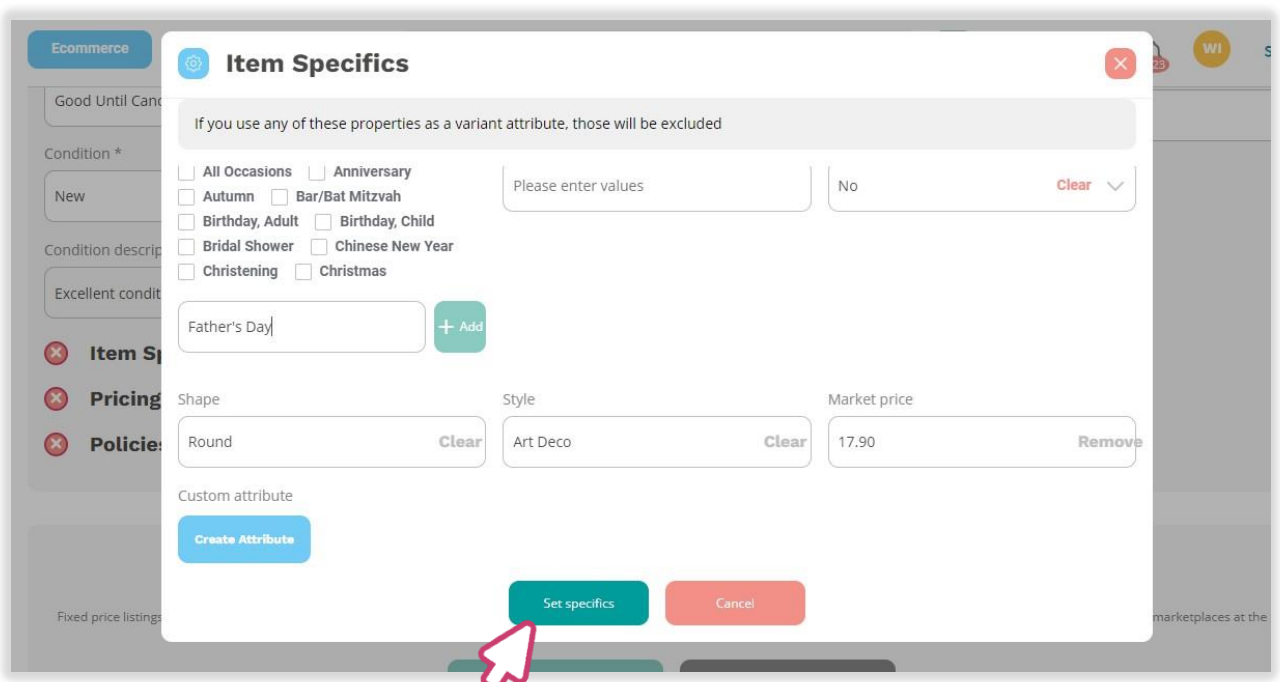
Set specifics **Cancel**

eBay item specifics

- From the pop-up screen, key-in the attribute name and value. Then, click on the 'Add attribute' button.

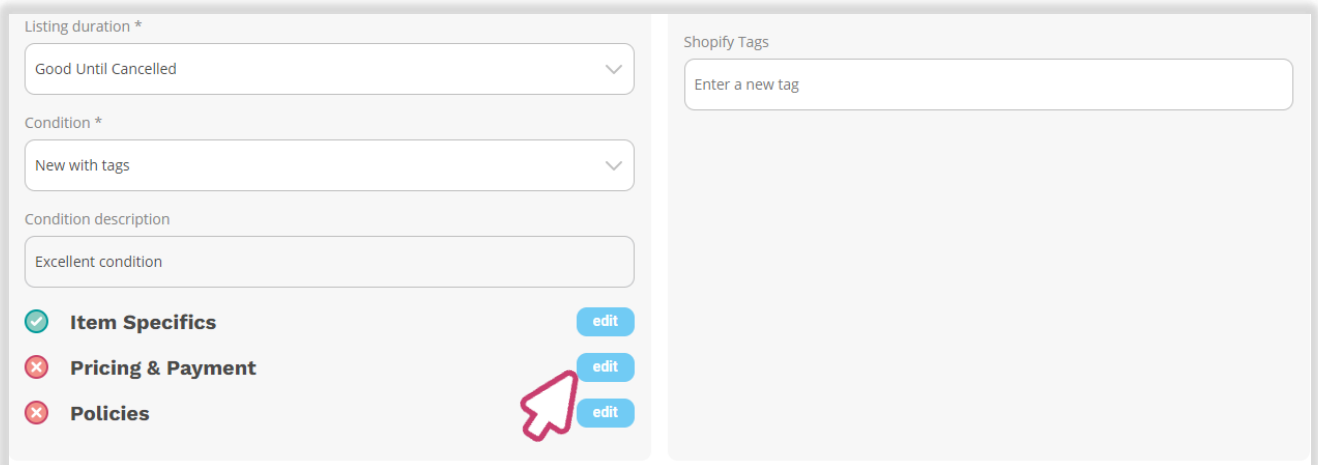


- Click on the 'Set specifics' button, once you are ready!



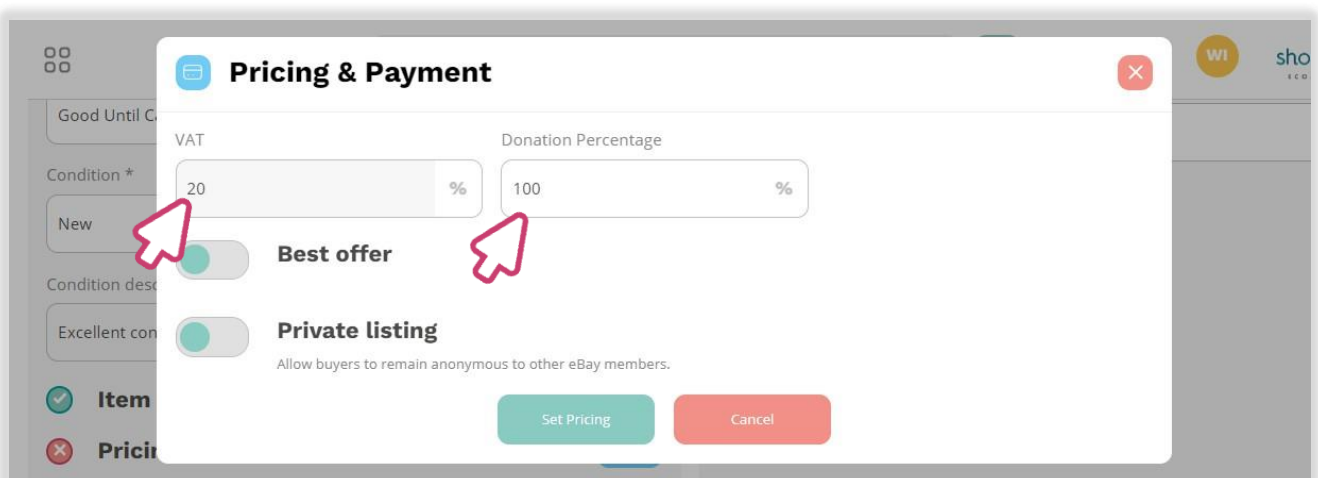
eBay pricing and payment

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



The screenshot shows the 'Listing duration *' dropdown set to 'Good Until Cancelled', 'Condition *' set to 'New with tags', and 'Condition description' set to 'Excellent condition'. Below these are three sections: 'Item Specifics' (checked), 'Pricing & Payment' (unchecked, with a red 'x' icon), and 'Policies' (unchecked, with a red 'x' icon). Each section has an 'edit' button. A pink mouse cursor is pointing at the 'Pricing & Payment' edit button. To the right is the 'Shopify Tags' section with a text input field labeled 'Enter a new tag'.

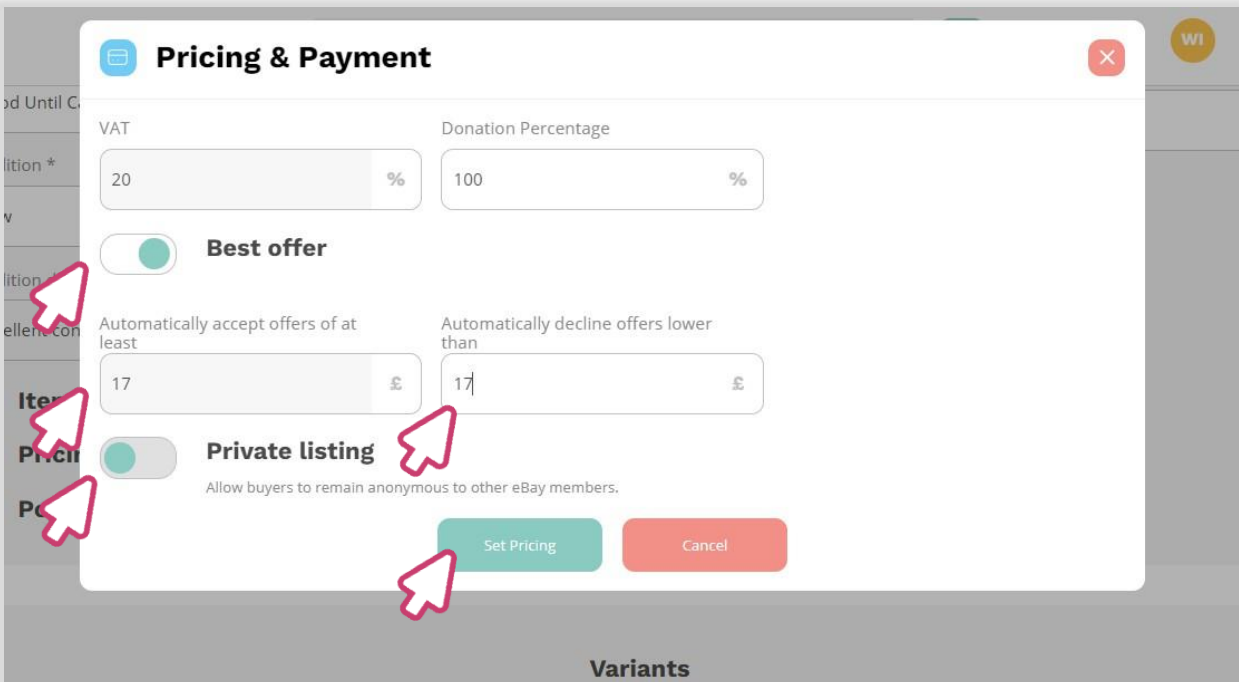
- From the pop-up screen, key-in item VAT %. (This applies only to 'new' goods. Leave it blank if the item is not new).
- Click on 'Donation percentage' field to select a 'Listing Donation Percentage' for the item. This is the amount you are donating for the item. If you are a charity then this should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



The screenshot shows the 'Pricing & Payment' pop-up screen. It has a title bar with a blue icon and a red close button. The 'VAT' field is set to '20 %' and the 'Donation Percentage' field is set to '100 %'. Below these are two toggle switches: 'Best offer' (checked) and 'Private listing' (unchecked). The 'Private listing' toggle has a subtext: 'Allow buyers to remain anonymous to other eBay members.' At the bottom are two buttons: 'Set Pricing' (green) and 'Cancel' (red). A pink mouse cursor is pointing at the 'VAT' field, and another pink mouse cursor is pointing at the 'Donation Percentage' field.

eBay 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 the '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: 17 £

Automatically decline offers lower than: 17 £

☐ **Private listing**

Allow buyers to remain anonymous to other eBay members.

Set Pricing **Cancel**

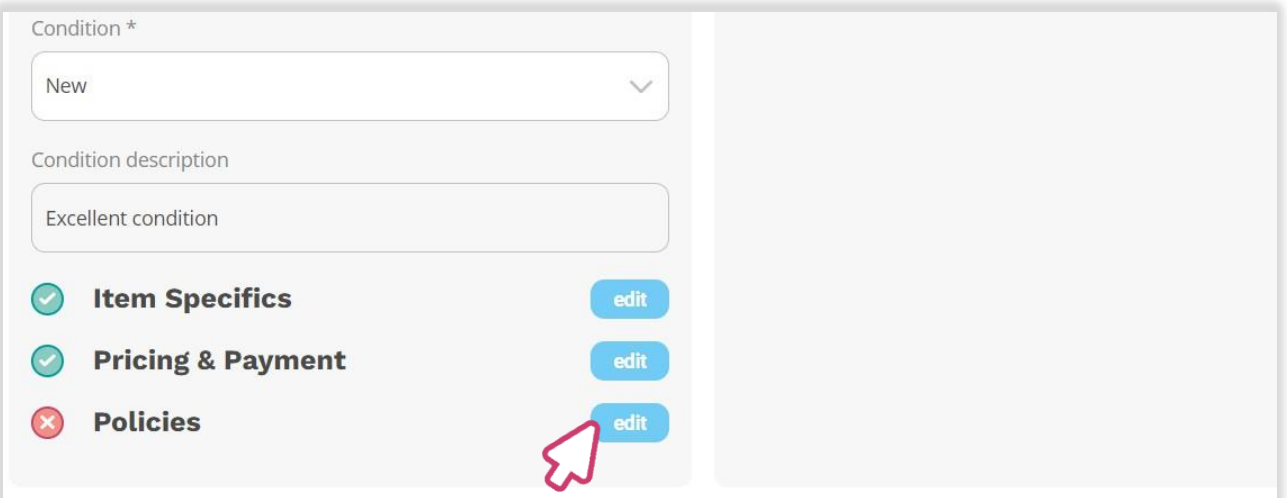
Variants

eBay policies

When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship out 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 World of Books account, making it easier to select when listing.

To set policies:

- Click on the 'edit' button.



Condition *

New

Condition description

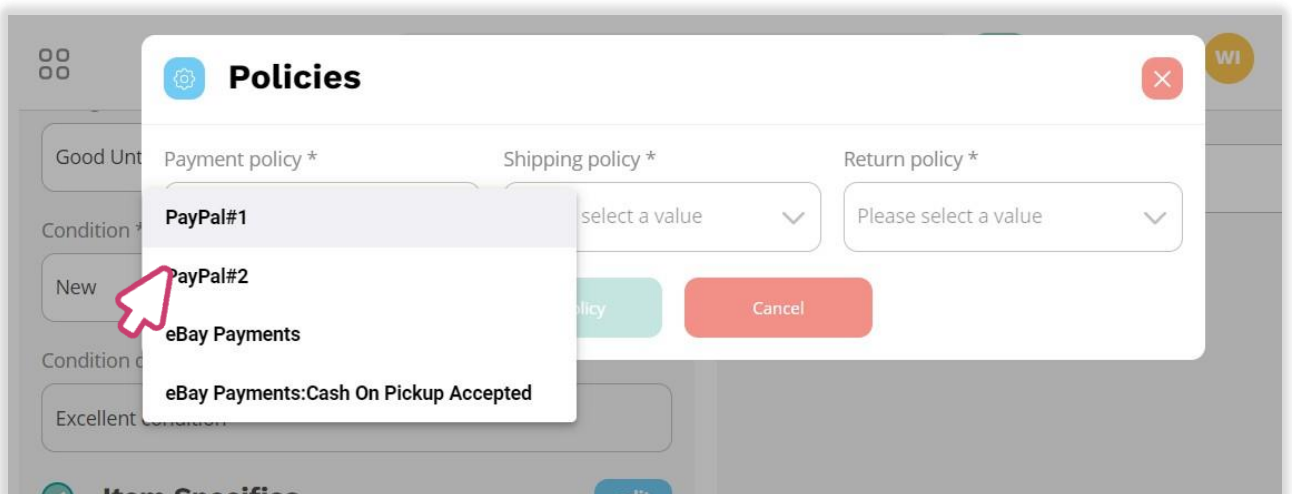
Excellent condition

✓ **Item Specifics** [edit](#)

✓ **Pricing & Payment** [edit](#)

✗ **Policies** [edit](#)

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



Policies

Payment policy * Shipping policy * Return policy *

PayPal#1

PayPal#2

eBay Payments

eBay Payments:Cash On Pickup Accepted

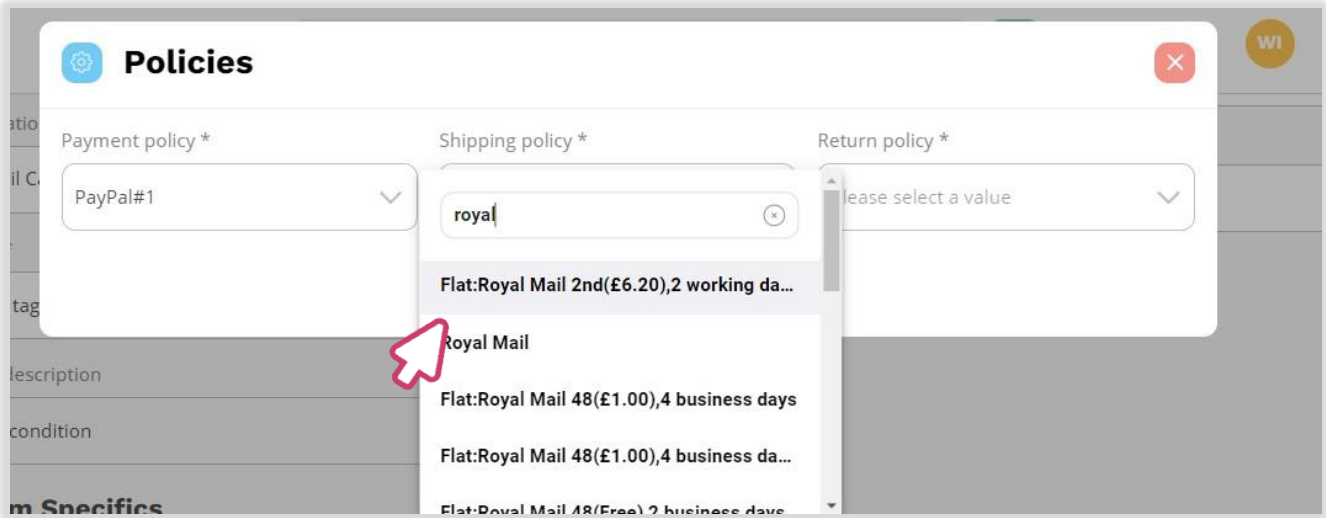
select a value

Please select a value

Cancel

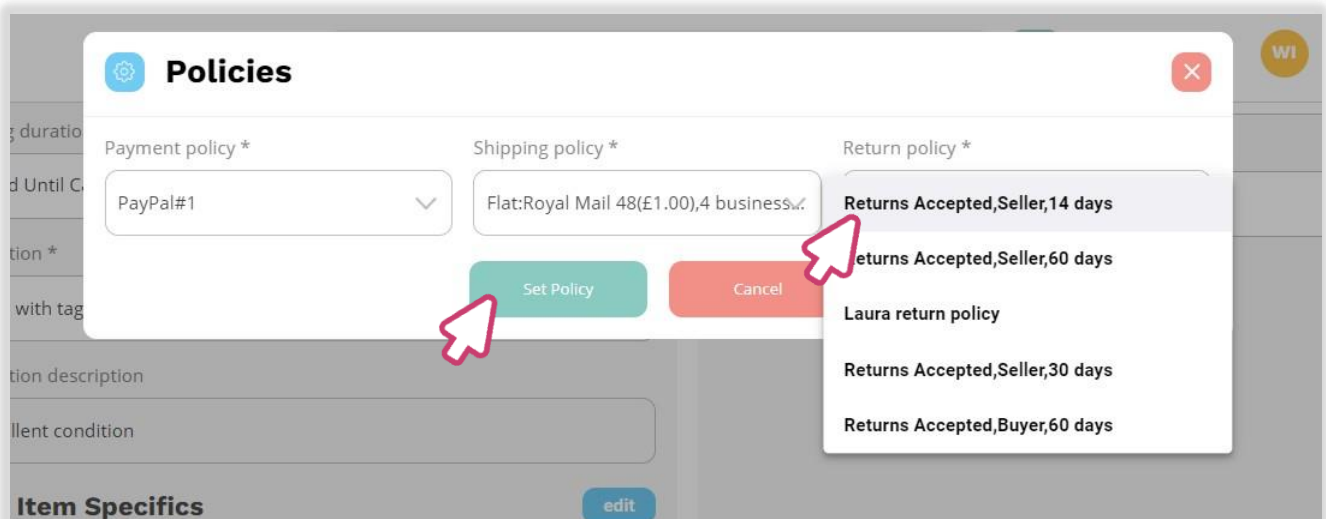
eBay policies

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



The screenshot shows the 'Policies' modal with three sections: 'Payment policy *', 'Shipping policy *', and 'Return policy *'. The 'Shipping policy *' dropdown is open, showing a search bar with 'royal' and a list of options. A pink arrow points to the 'Royal Mail' option. The 'Return policy *' dropdown is also open, showing a search bar with 'Please select a value' and a list of options.

- Click on 'Return policy' field and select a return policy.
- And then click on the 'Set Policy' button.

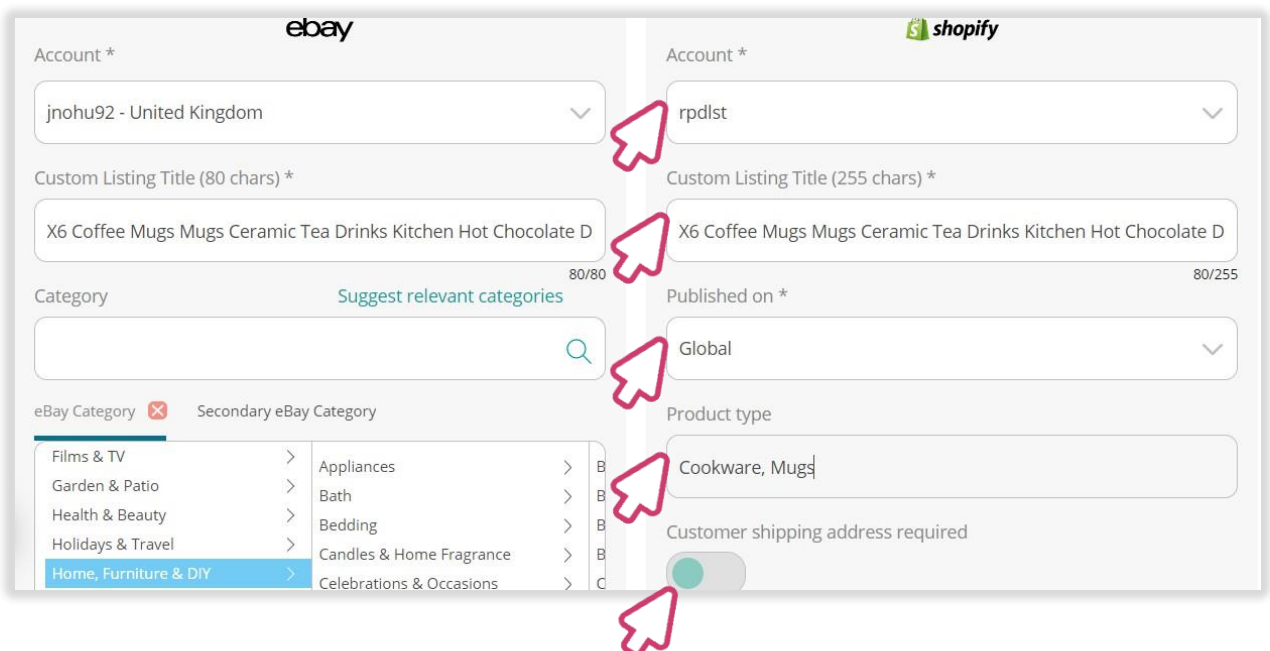


The screenshot shows the 'Policies' modal with three sections: 'Payment policy *', 'Shipping policy *', and 'Return policy *'. The 'Return policy *' dropdown is open, showing a list of options. A pink arrow points to the 'Returns Accepted, Seller, 14 days' option. The 'Set Policy' button is highlighted with a pink arrow.

Adding Shopify listing information

For other marketplaces, such as Shopify;

- Select the correct 'Shopify' account.
- Click on the 'Custom title field to modify the title if necessary.
- Click on 'Published on' field and select either 'Global' or 'Web'. (Web publishing is the process of publishing original content on the Internet which includes building and uploading websites, updating the associated webpages, and posting content to these webpages online. While global publishing refers to the international publishing original content on the internet).
- Key in the 'product type' if necessary. This refers to the item category.
- Switch on the 'Customer shipping address' (to request for customer address when they checkout).



The image shows a side-by-side comparison of the 'Account' and 'Listing' sections of the eBay and Shopify interfaces. Red arrows point to the following fields:

- Account ***: Points to the account selection dropdown in both interfaces.
- Custom Listing Title**: Points to the title input fields (80 chars for eBay, 255 chars for Shopify).
- Category**: Points to the category selection dropdown in the eBay interface.
- Published on ***: Points to the 'Global' selection dropdown in the Shopify interface.
- Product type**: Points to the 'Cookware, Mugs' input field in the Shopify interface.
- Customer shipping address required**: Points to the toggle switch in the Shopify interface.

eBay Interface Details:

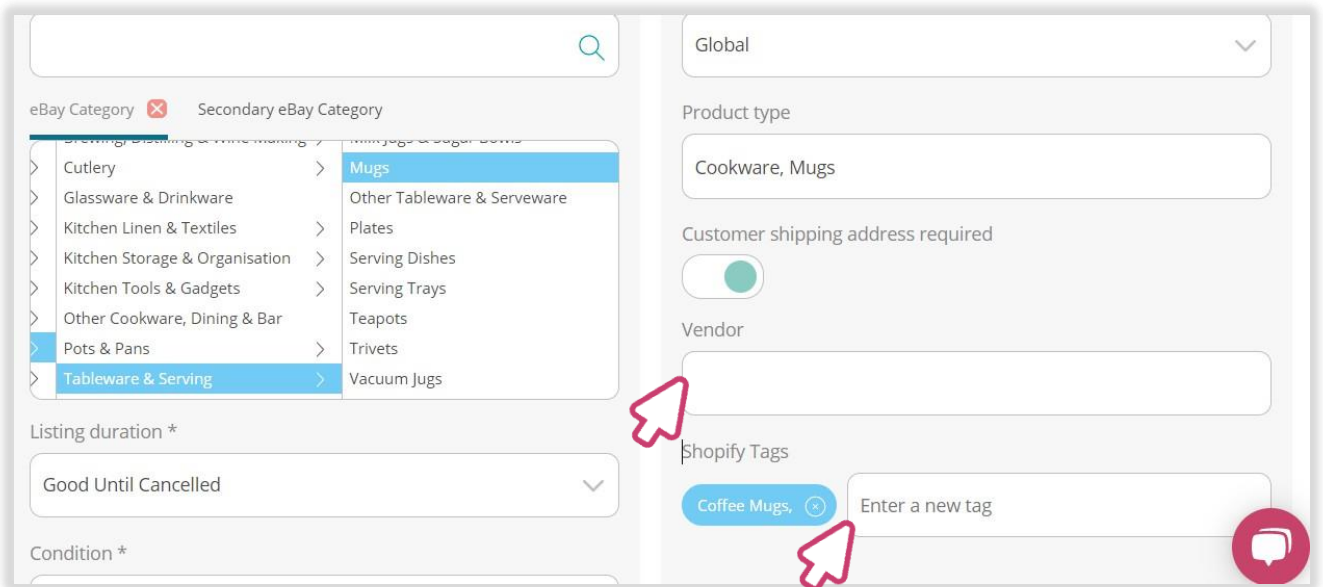
- Account: jnohu92 - United Kingdom
- Custom Listing Title (80 chars): X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D
- Category: Suggest relevant categories
- eBay Category: Films & TV, Garden & Patio, Health & Beauty, Holidays & Travel, **Home, Furniture & DIY**
- Secondary eBay Category: Appliances, Bath, Bedding, Candles & Home Fragrance, Celebrations & Occasions

Shopify Interface Details:

- Account: rpdlist
- Custom Listing Title (255 chars): X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D
- Published on: Global
- Product type: Cookware, Mugs
- Customer shipping address required: ☒

Adding Shopify listing information

- Click on the 'Vendor' field and enter the item manufacturer name if necessary.
- Click on 'Shopify tags' field and enter tag(s) if necessary. Shopify tags are searchable keywords that is associated with the item, which helps customer locate your item when searching.



The screenshot shows the 'Adding Shopify listing information' form. On the left, the 'eBay Category' dropdown is open, showing a tree structure with 'Tableware & Serving' selected, and 'Mugs' highlighted under its sub-category. Below this, 'Listing duration' is set to 'Good Until Cancelled' and 'Condition' is visible. On the right, the 'Global' region is selected, 'Product type' is 'Cookware, Mugs', and 'Customer shipping address required' is toggled on. The 'Vendor' field is empty. The 'Shopify Tags' section shows a tag 'Coffee Mugs' with a red mouse cursor pointing to it, and an 'Enter a new tag' input field with another red mouse cursor pointing to it. A red speech bubble icon is in the bottom right corner.

Global

Product type

Cookware, Mugs

Customer shipping address required

Vendor

Shopify Tags

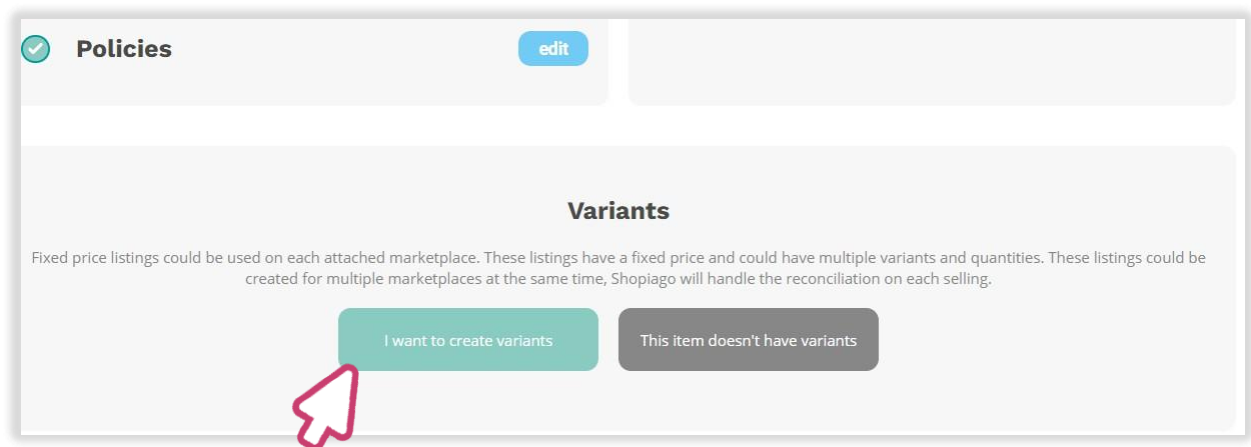
Coffee Mugs, × Enter a new tag

Adding item variant(s)

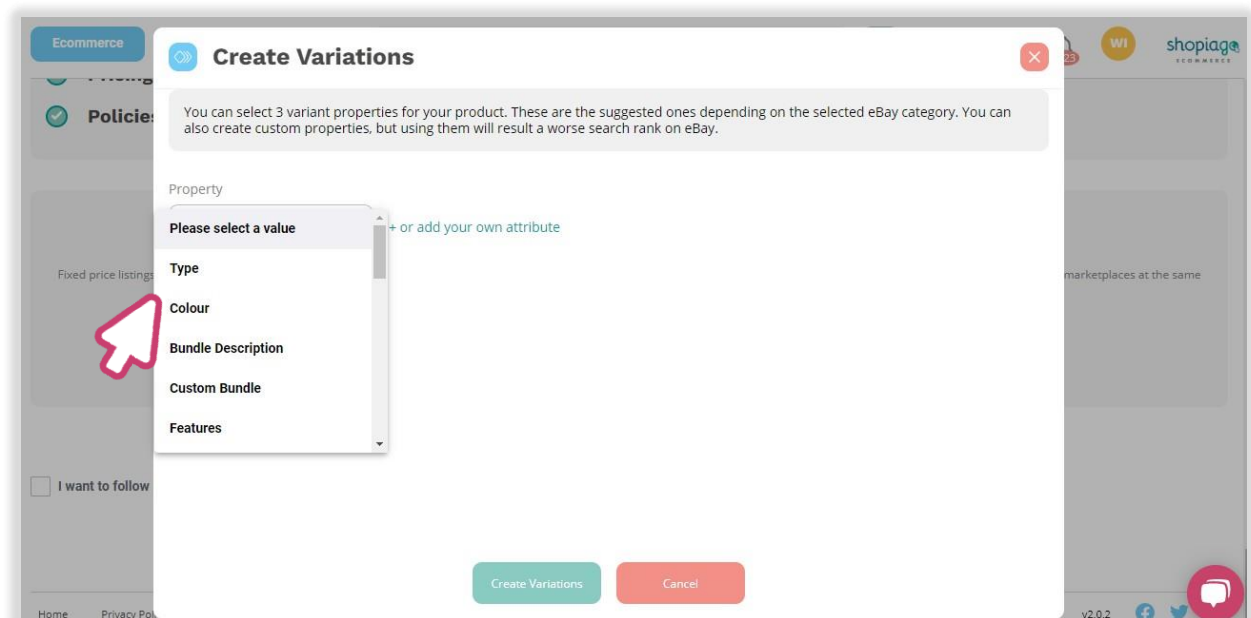
Variants are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when an item contains multiple options in your inventory, such as size, etc., you must include these characteristics when creating the listing. **For non-variant items, scroll down to Slide 37.**

To add item Variants;

- Click on the 'I want to create variants' button.

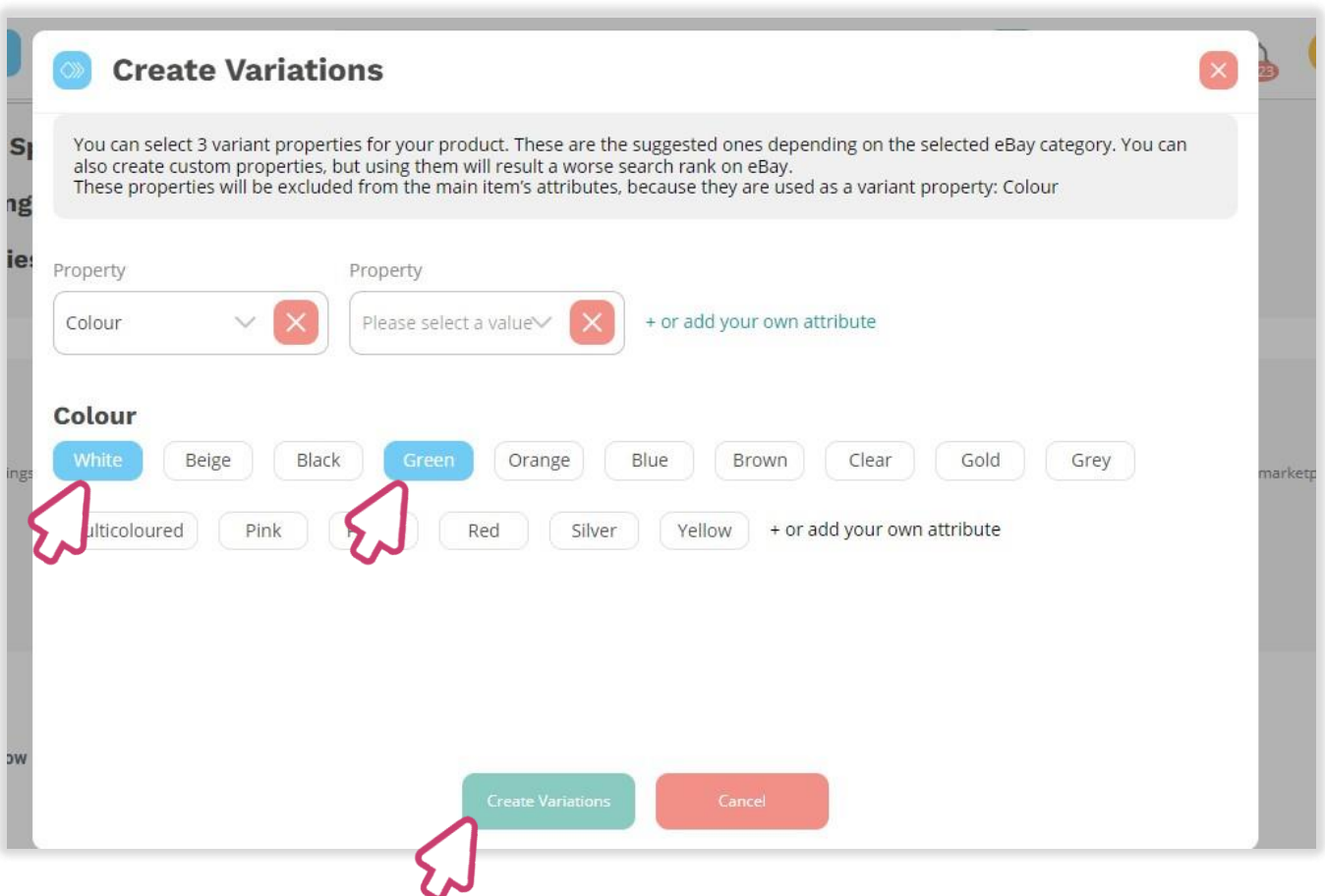


- From the pop-up screen, click on the 'Property' field and select a variant value. Variants properties are suggested based on selected item category.



Adding item variant(s)

- Select item variant(s) from the pre-populated options.
- And click on 'Create Variations' button.



Create Variations

You can select 3 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. These properties will be excluded from the main item's attributes, because they are used as a variant property: Colour

Property: Colour + or add your own attribute

Colour

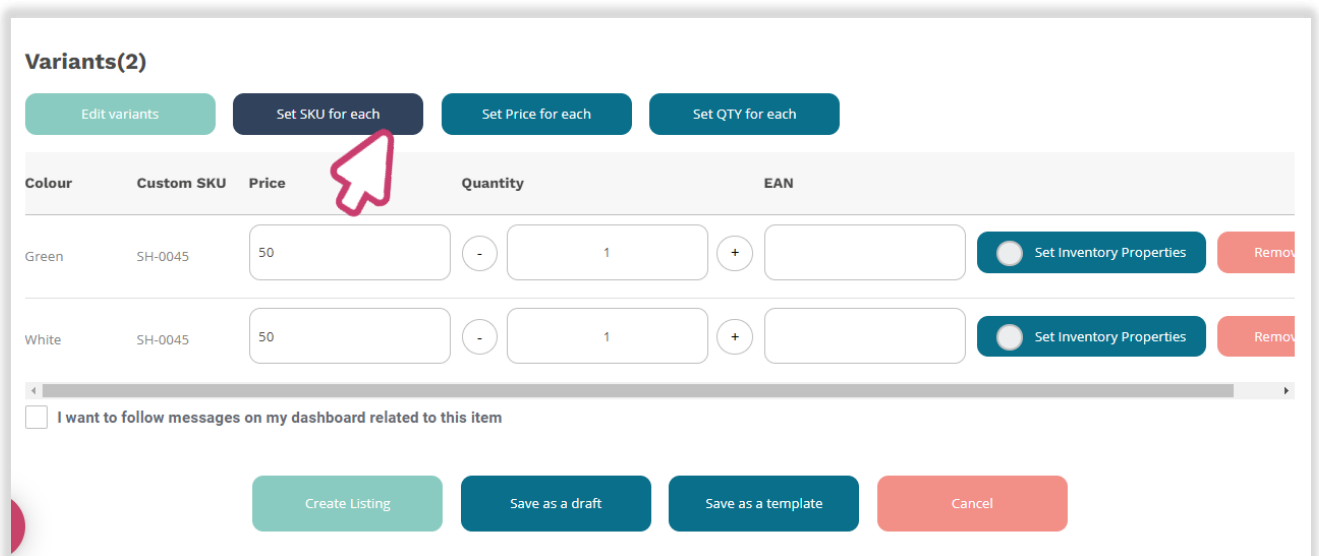
White Beige Black **Green** Orange Blue Brown Clear Gold Grey

Multicoloured Pink Red Silver Yellow + or add your own attribute

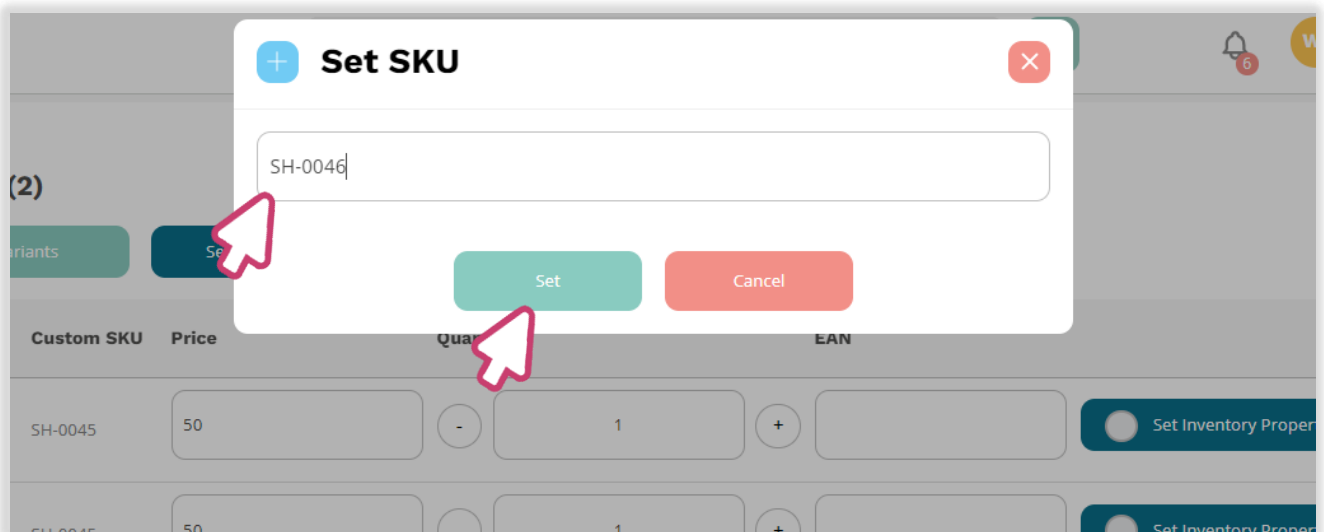
Once that is done, you will be presented with a table to enter other variation information.

Adding item Variants information

- If a custom SKU (stock-keeping unit) wasn't assigned when the item was created, you can still assign it to the variants. Otherwise, leave it blank as the system will automatically assign a SKU to individual items.
- To set SKU to all variant items, click on the 'Set SKU for each' button.

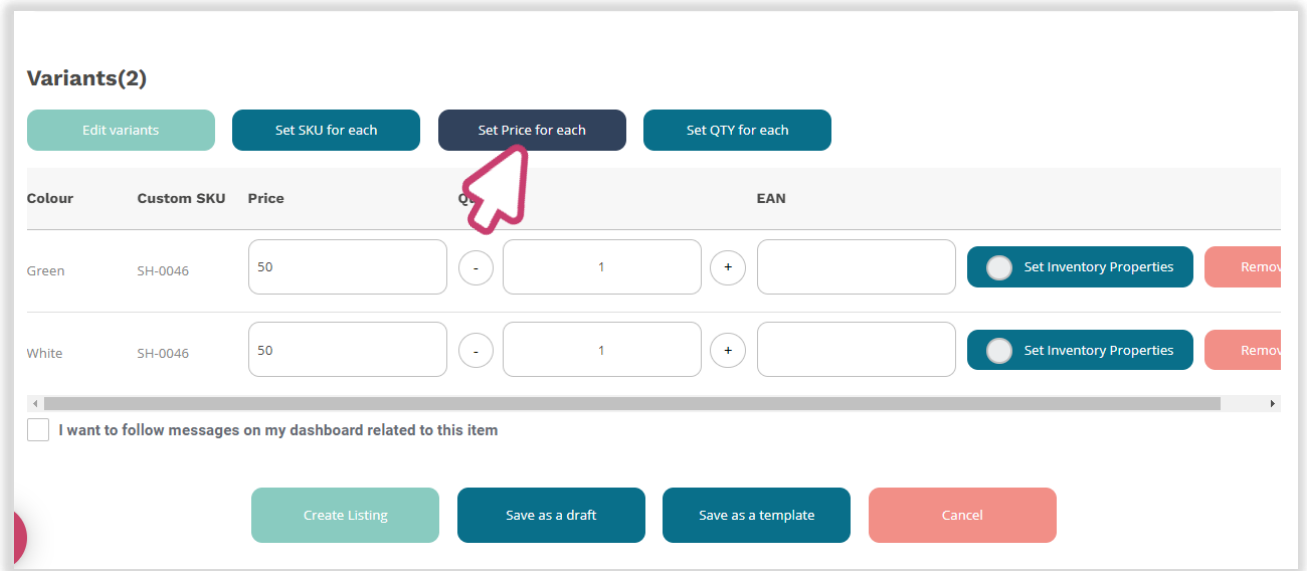


- On the pop-up screen, type-in the SKU into the field.
- Then click on the 'Set' button.



Adding item Variants information

- Item prices will be pre-populated for all variant items. If not, click the "Set price for each" button.



Variants(2)

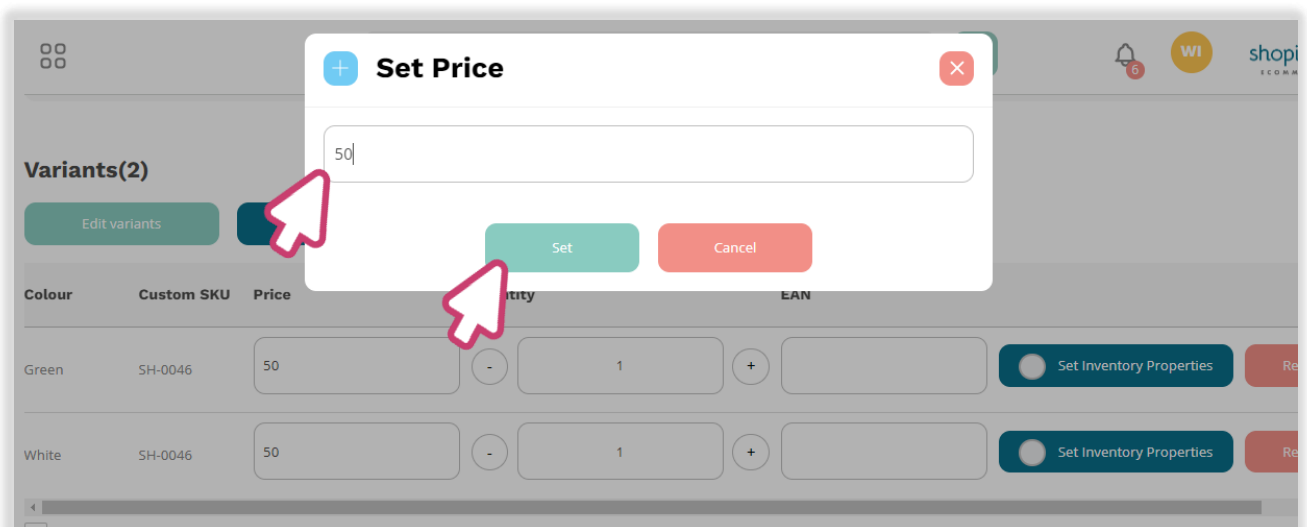
Edit variants Set SKU for each **Set Price for each** Set QTY for each

Colour	Custom SKU	Price	Quantity	EAN	
Green	SH-0046	50	- 1 +		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
White	SH-0046	50	- 1 +		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

Create Listing Save as a draft Save as a template Cancel

- And enter the item price into the price field.
- Then, click on the 'Set' button.



Set Price

50

Set Cancel

Variants(2)

Edit variants **Set Price for each** Set QTY for each

Colour	Custom SKU	Price	Quantity	EAN	
Green	SH-0046	50	- 1 +		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
White	SH-0046	50	- 1 +		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

Adding item Variants information

- If prices are different for each variant, click on the 'Price' field and enter them individually.

Variants(2)

[Edit variants](#)
[Set SKU for each](#)
[Set Price for each](#)
[Set QTY for each](#)

Colour	Custom SKU	Price	Quantity		EAN	
Green	SH-0046	<input type="text" value="18"/>	-	<input type="text" value="1"/>	+	<input type="text"/> Set Inventory Properties Remove
White	SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text"/> 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](#)

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

Variants(2)

[Edit variants](#)
[Set SKU for each](#)
[Set Price for each](#)
[Set QTY for each](#)

Colour	Custom SKU	Price	Quantity		EAN	
White	SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text"/> Set Inventory Properties Remove
Green	SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text"/> 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](#)

[Home](#)
[Privacy Policy](#)
[Terms of Service](#)
[Developer Centre](#)

v2.0.5 [f](#) [t](#) [in](#)

Adding item Variants information

- Enter the item identifier number (EAN) for each variant. 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 the number, click on the E A N field and select Does Not Apply.

Variants(2)

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Colour	Custom SKU	Price	Quantity		EAN		
White	SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text" value="Does Not Apply"/>	<div><input type="radio"/> Set Inventory Properties</div> <div>Remove</div>
Green	SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<div><input type="text" value=""/></div> <div>Does Not Apply</div>	<div><input type="radio"/> Set Inventory Properties</div> <div>Remove</div>

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

Create Listing

Save as a draft

Save as a template

Cancel

Setting up inventory data for variant(s)

Setting inventory data for variants will help you manage and track your stock record when selling the same item in different sizes, colours, etc. to a single or multiple marketplaces. When one of the items is sold, World of Books will adjust the inventory level for each sale.

Please note:

When creating a listing from an inventory item, you will not be able to modify the inventory properties for the item as it already exists in your inventory. But you can add additional inventory properties (for example, quantity, etc.) for each item.

To add additional Inventory properties for each variant,

- Click on 'Set Inventory properties' button.

Variants(2)

[Edit variants](#)[Set SKU for each](#)[Set Price for each](#)[Set QTY for each](#)

Custom SKU	Price		Quantity		EAN	
SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text" value="Does Not Apply"/>	Set Inventory Properties Remove
SH-0046	<input type="text" value="50"/>	-	<input type="text" value="1"/>	+	<input type="text" value="Does Not Apply"/>	Set Inventory Properties Remove

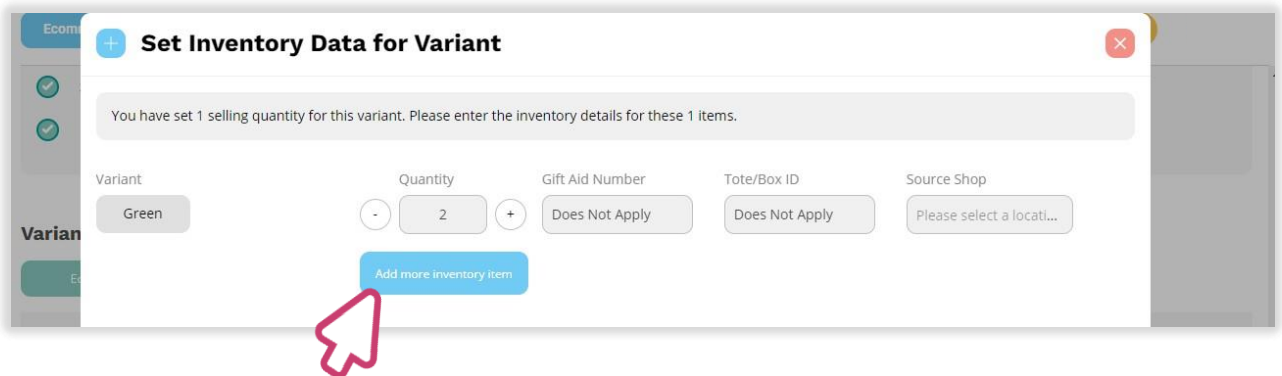
☐ I want to follow messages on my dashboard related to this item

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

[Home](#)[Privacy Policy](#)[Terms of Service](#)[Developer Centre](#)v2.0.5[f](#)[t](#)[in](#)

Setting up inventory data for variant(s)

- In the pop-up screen, click on the "Add More Inventory Item" button.



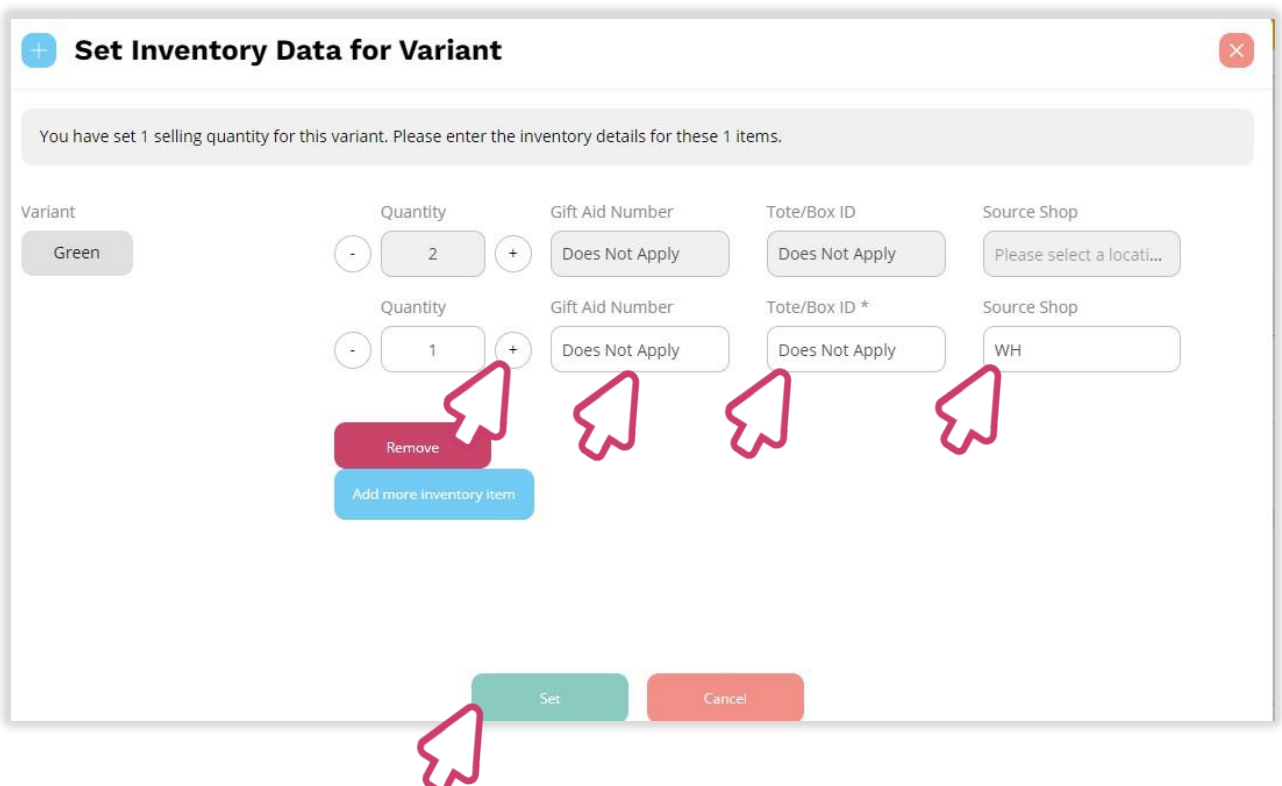
Set Inventory Data for Variant

You have set 1 selling quantity for this variant. Please enter the inventory details for these 1 items.

Variant	Quantity	Gift Aid Number	Tote/Box ID	Source Shop
Green	- 2 +	Does Not Apply	Does Not Apply	Please select a locati...

Add more inventory item

- Enter variant quantity. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- Enter item Gift Aid number or Select 'Does Not Apply' if you don't have it.
- 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.
- Click on 'source shop' field and select where the item is stored. And click on the 'Set' button.



Set Inventory Data for Variant

You have set 1 selling quantity for this variant. Please enter the inventory details for these 1 items.

Variant	Quantity	Gift Aid Number	Tote/Box ID	Source Shop
Green	- 2 +	Does Not Apply	Does Not Apply	Please select a locati...
	- 1 +	Does Not Apply	Does Not Apply	WH

Remove

Add more inventory item

Set **Cancel**

Setting up inventory data for variant(s)

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

Variants(2)

[Edit variants](#)[Set SKU for each](#)[Set Price for each](#)[Set QTY for each](#)

Custom SKU	Price	Quantity		EAN	
SH-0046	<input type="text" value="50"/>	<input type="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/> <input type="text" value="Does Not Apply"/>	<input type="button" value="Set Inventory Properties"/> <input type="button" value="Remove"/>
SH-0046	<input type="text" value="50"/>	<input type="button" value="-"/>	<input type="text" value="1"/>	<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

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

[Home](#) [Privacy Policy](#) [Terms of Service](#) [Developer Centre](#) v2.0.5 [f](#) [t](#) [in](#)



For non-variant items

If the item does not contain variations;
Click on 'This item doesn't have variants' button.

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



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

Create Listing

Save as a draft

Save as a template

Cancel





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 be prepopulated. If not, select a source shop from the drop-down menu. This is a location where the item is stored.
- Custom SKU will also be pre-selected.
- Confirm that the variant quantity is correct. If not, manually enter the correct item quantity or use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- 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.
- Once all the item information is correctly entered, click on the 'Create listing' button.

☒ **Return policy** [edit](#)

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	WH	KB2022-1	- 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 option.

- **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.

The screenshot shows a 'Listing create settings' dialog box with a red close button in the top right corner. The 'Listing type' dropdown menu is open, showing three options: 'List Immediately' (highlighted), 'Add to queue' (pointed to by a red mouse cursor), and 'List on a date'. Below the dropdown is an 'Auto cancel after days' input field. The 'Reprice rule' dropdown menu is set to 'DISCOUNT'. At the bottom, there are three buttons: 'List it' (teal), 'List it & create new' (dark blue), and 'Cancel' (red).



Listing options

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

- Enter value for 'Auto-cancel after days'.
- Click on 'Reprice rule' field and select a rule that you've created 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 has a close button (red circle with an 'X') in the top right corner. It contains three main sections: "Listing type" with a dropdown menu showing "Add to queue"; "Auto cancel after days" with a text input field containing the number "30"; and "Reprice rule" with a dropdown menu showing "FIXED". At the bottom of the modal are three buttons: "List it" (green), "List it & create new" (dark blue), 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" button. The background shows a table with columns for "Trade-in", "Settings", and "Custom SKU", with rows for items like "QuickTak", "PocketC", and "PocketC".



Happy Selling!

If you need further help or support, please speak to
your Customer Success Manager or access our Live Chat
Support when logged into your account