



Shop User Guide

How to create a Collect in Store 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.

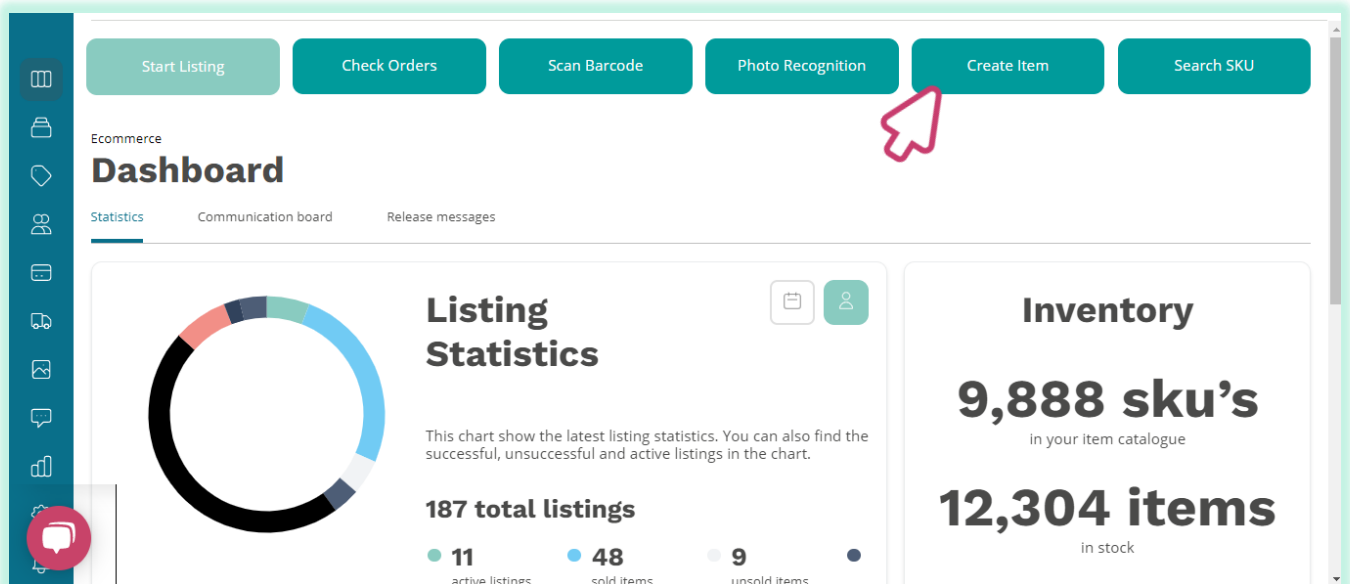
How to create a Collect in Store Item

Please note the term “Product” is now referred to as “Item” this does not in anyway change how you would normally add an item (formally product) to inventory.

There are three ways you can create a CIS item within your account. From the dashboard, and via your inventory. Either way, you will be directed to the item entry page, where you enter the item information.

To add a CIS item:

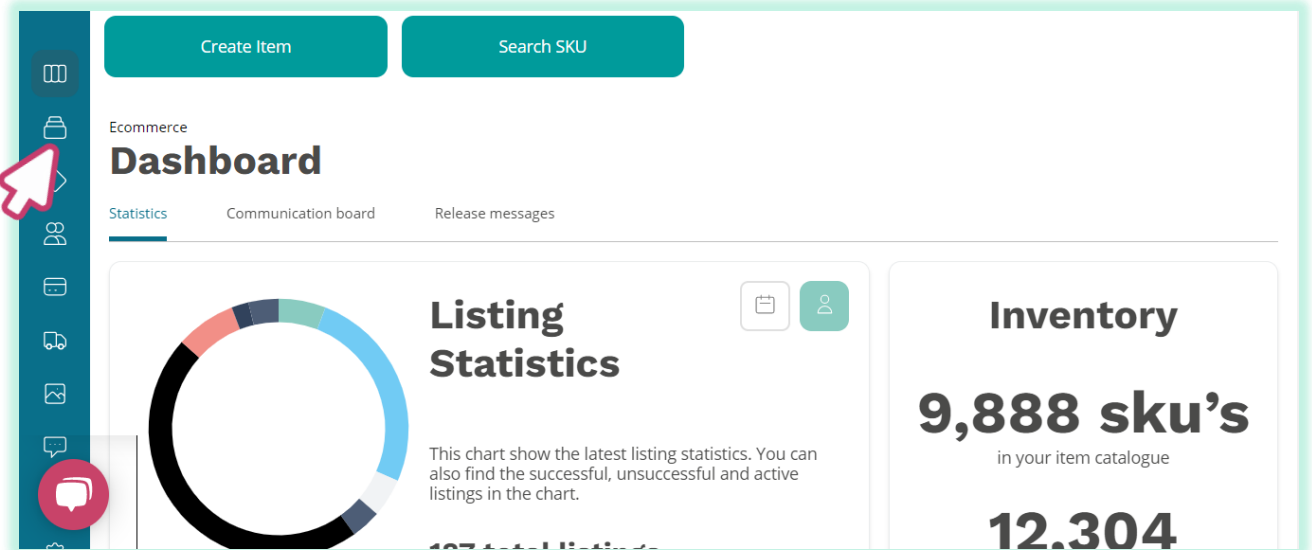
1. From the dashboard, click on the "Create Item" button found at the top right-hand side (under the search bar). and enter the item information on the next page.



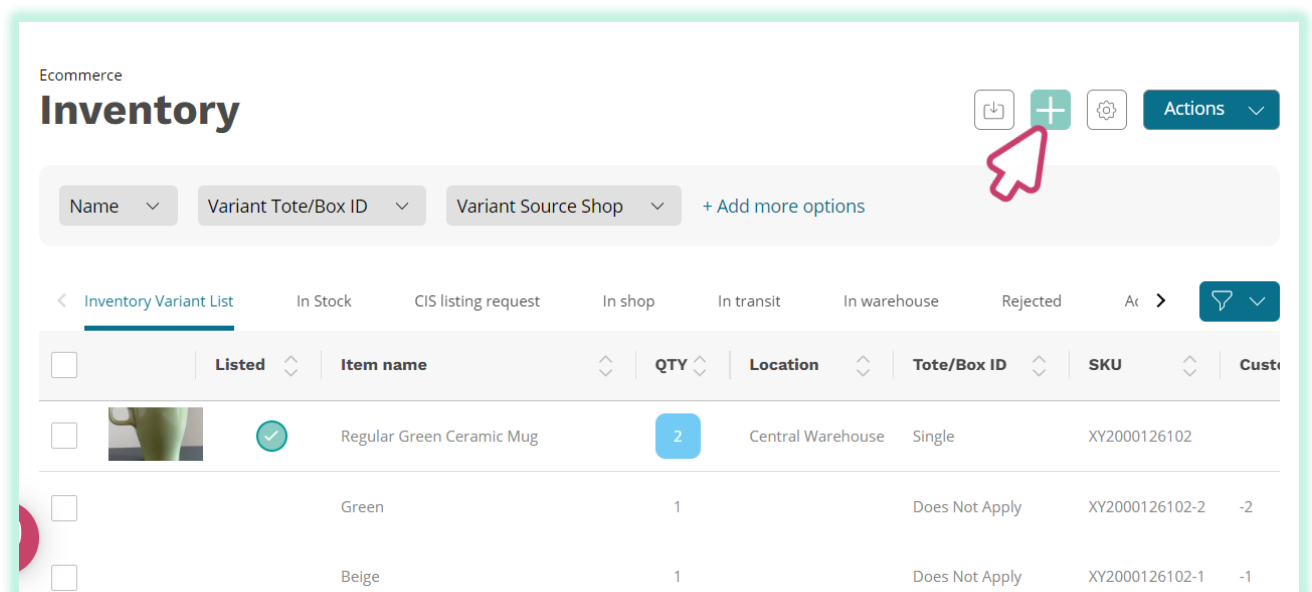
And then, enter the item information on the next screen.

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2. On the account left-hand menu, click on the 'Inventory' icon.

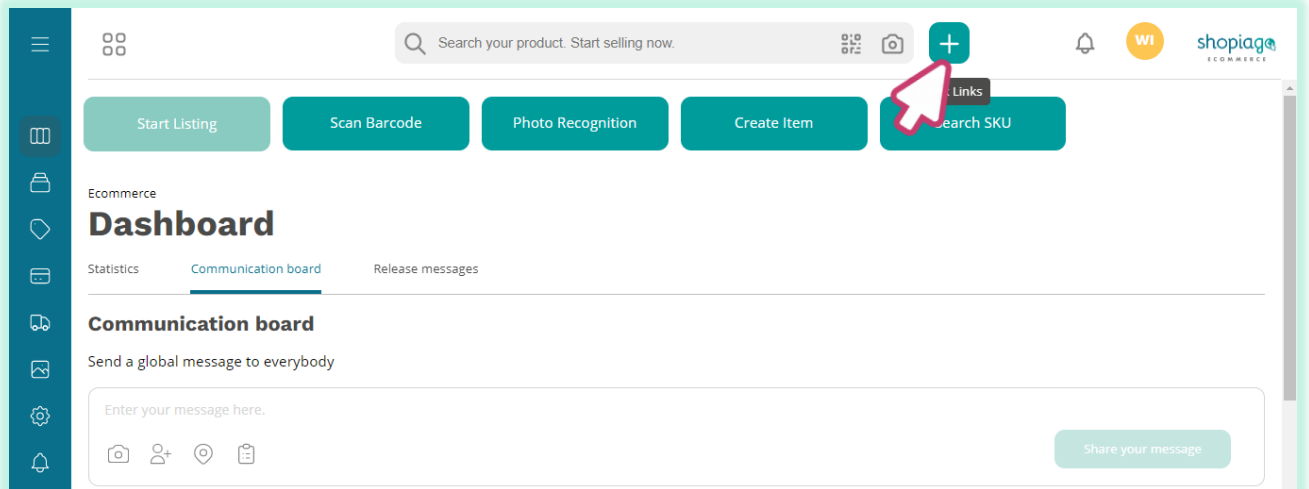


And on the inventory page, click on the "Add" button found at the upper right-hand corner to enter the item details on the next page.

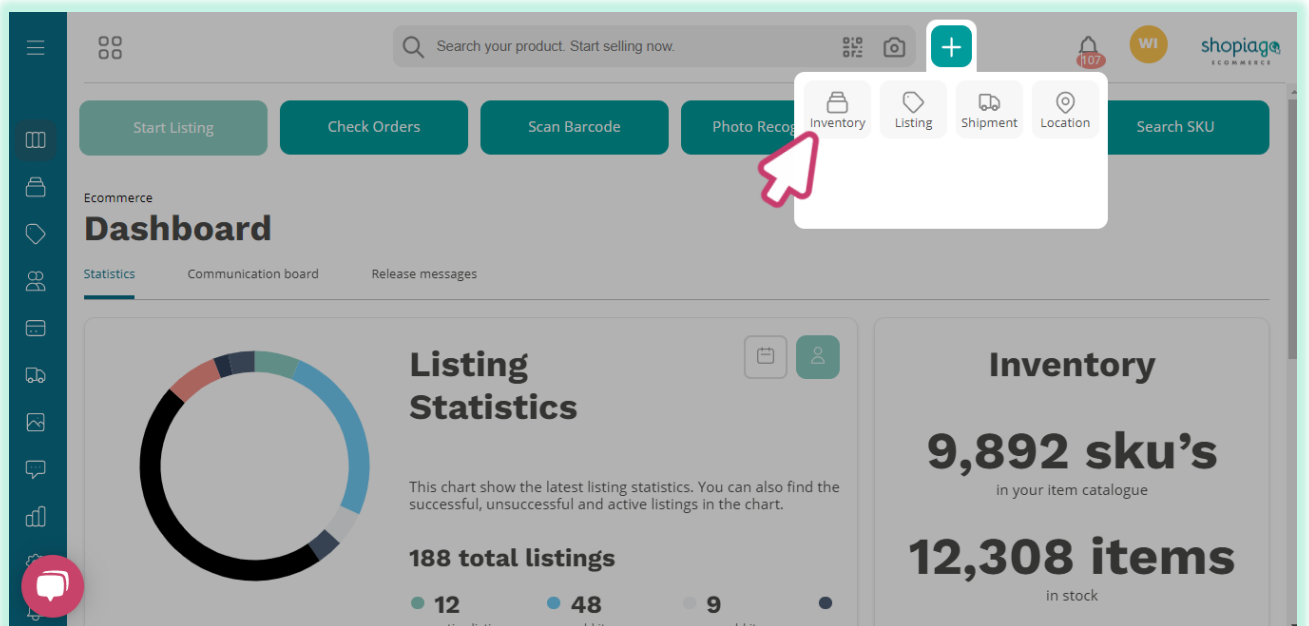


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Alternatively, click on the "Quick Link" button found on the upper right-hand side of the dashboard.



Then click on the 'inventory' icon, from the pop-up screen and enter the item information on the next screen.



Adding the item information

Once you are able to land on the item entry page, please enter the item name (the title should describe the item and nothing more).

- You can add tag(s) to the item. This is for internal use for categorizing listings e.g. 'Furniture'.
- Enter the items 'Estimated value' if necessary.
- Turn on the 'Job lot item' toggle switch if you are selling the item in a group or leave as default.
- Turn on the 'High value' toggle switch if the item is of high value or leave as default.
- Turn on 'CIS only' toggle switch (for collect in store only).

Create Item

Item Name *

Desk Lamp

Estimated value

40

Job lot item

This item is a job lot item.

☒

Tags

Lighting

Enter a new tag

High value

This item has high value.

☒

CIS only

This item is a CIS only item.

☒

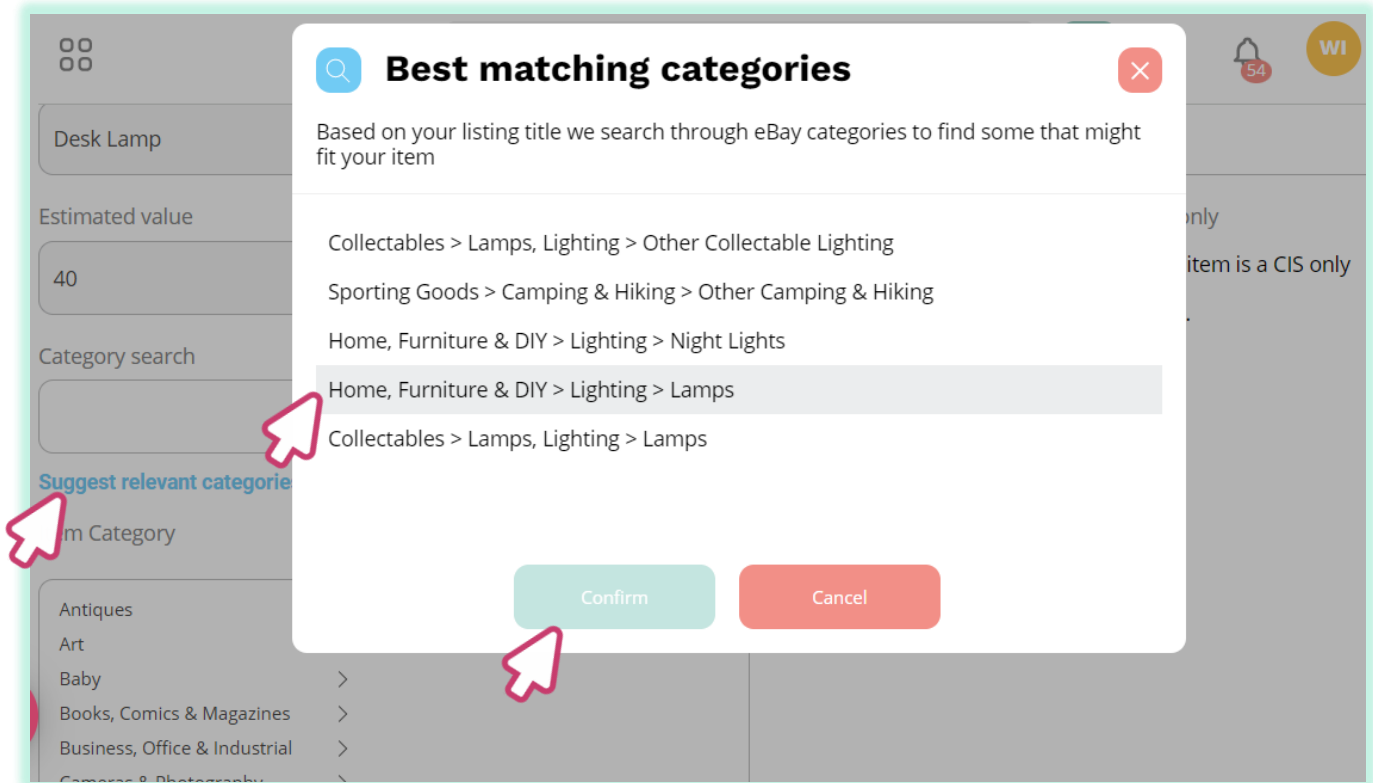
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Adding a category

Categories allow you to classify and display your item in the right section. By assigning a category to an item, you are also helping the lister to list your item in the right marketplace category. Usually, eBay suggests item categories based on the item title. But you can manually search categories to find the right item category.

To assign a category for the item;

Click on 'Suggest relevant categories' and select the best match from the pop-up screen, and then, click on the confirm button.

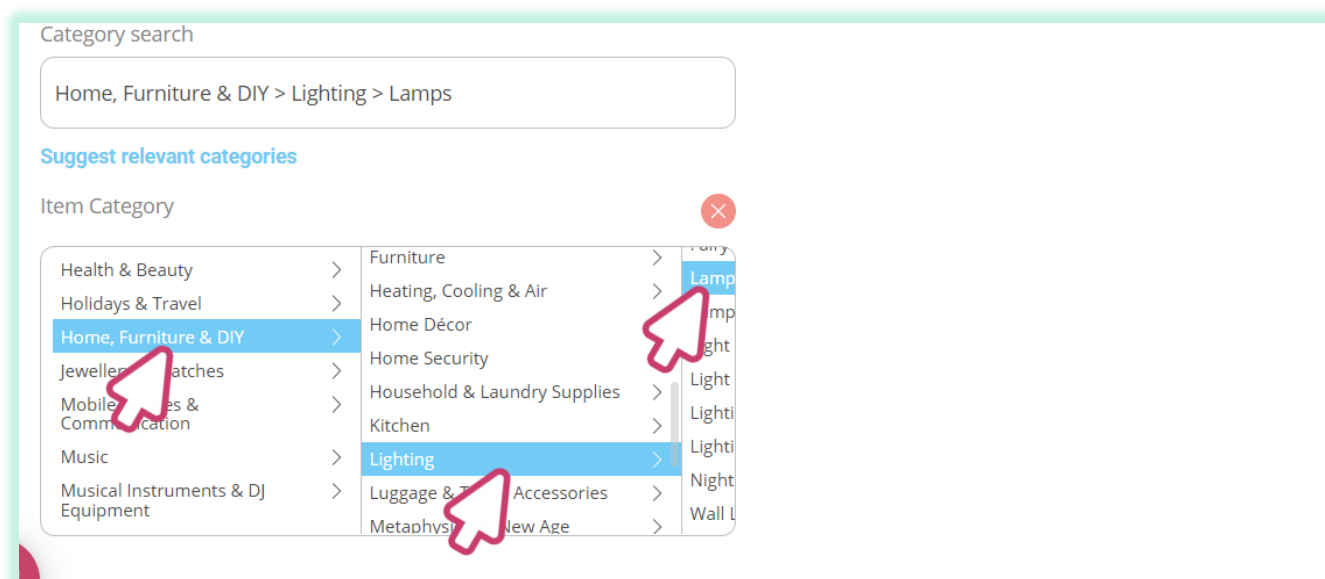


Adding a category

You can manually type in the item category and then, select the closest match. Make sure you select the best fitting category.



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



Item description

- Enter the item description if you have any information to help the lister.
- You can point out any defects or information about the item's authenticity.
- You don't necessarily need to input much information at this stage.

Item Category

Home, Furniture & DIY

Jewellery & Watches

Mobile Phones & Communication

Music

Musical Instruments & DJ Equipment

Pet Supplies

Pottery & Glass

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Home Security

Household & Laundry Supplies

Kitchen

Lighting

Luggage & Travel Accessories

Metaphysical & New Age

Other Home, Furniture & DIY

Plumbing & Fixtures

Rugs & Carpets

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>

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>

>

>

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>

>

Ceiling

Fairy

Lamp

Lamp

Light

Light

Light

Light

Light

Item Description

Product Dimensions: 15.19 x 23.01 x 14.2 cm; 870 Grams

Item model number: L258CK

Part Number: L258CK

Style: Red

Material: Plastic, Metal

Included Components: Lamp

Voltage: 240 Volts

Variants & Stock Data

Variations (variants) are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when you have similar items with different attributes, such as size, etc., you can add variants to include these characteristics. This will also make it easier for the lister to list the item based on the different attributes that you've created. Even if you are adding a single item, you must enter the "Variant and Stock" information to successfully add it to inventory.

To add Variants and Stock information;

- Click on the Variants field and enter the item 'Variant name' e.g item colour, size etc.
- Enter the 'Gift Aid' number for the item or click on the field and select **does not apply**
- Key-in the item quantity, or use the 'Quantity adjustment button' to increase or decrease the item quantity.
- Select a 'Source shop'. This can be a shop/warehouse where the item would be stored.
- To add additional variants, click on the 'Add new variant' button, and enter any necessary information.
- To remove variants, click on the 'Remove' button.

Variants & Stock Data

Variant Name *	Gift Aid Number	Quantity	Source Shop
<input type="text" value="Red Black"/>	<input type="text" value="Does Not Apply"/>	<div><div>-</div><div>2</div><div>+</div></div>	<div><input type="text" value="Hull"/><div>Remove</div></div>
<input type="text" value="Black"/>	<input type="text" value="Does Not Apply"/>	<div><div>-</div><div>1</div><div>+</div></div>	<div><input type="text" value="Hull"/><div>Remove</div></div>
<div>Add new variant</div>			

Adding photo(s) to your item

Our photo uploader makes it very easy to add, edit and move item photo(s).

Tips:

- Take photos from as many angles as possible.
- You can add up to 12 photos but not necessary at this stage.
- If possible, your main image should be on a white background (this will improve visibility on Google) and show the item in full.



Adding photo(s) to your item

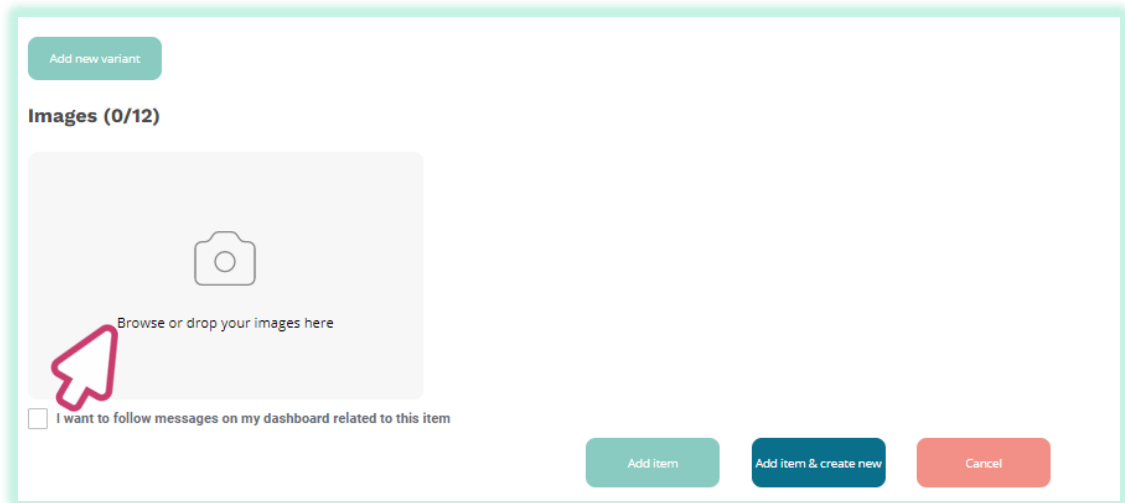
- The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- Photo must be a PNG, JPEG, BMP or GIF.
- Don't use a filter as natural colours are better at showing the buyer what to expect.
- Don't add thumbnails as these can affect the clarity of the photo when submitted 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 item

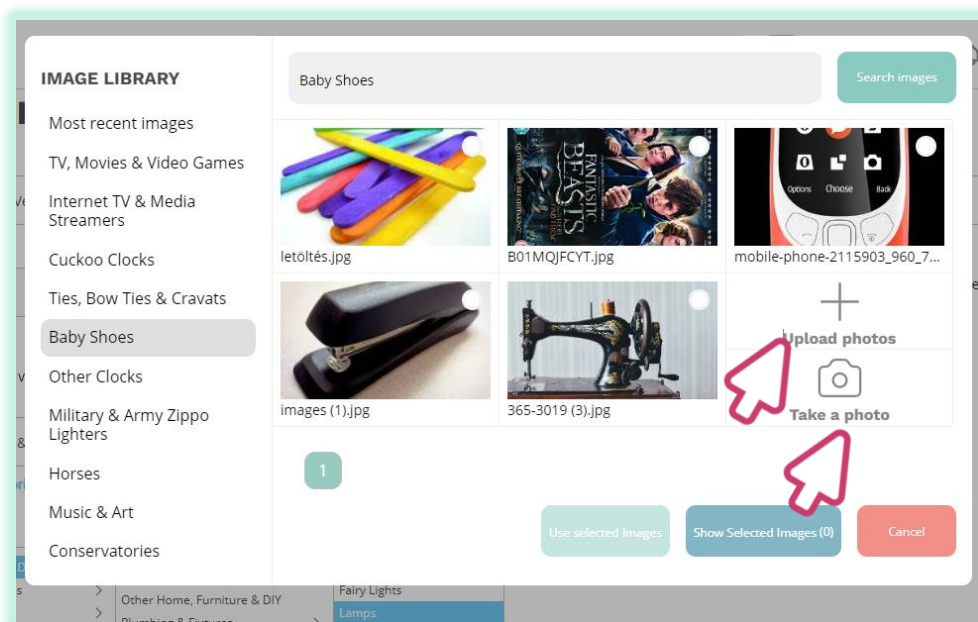
To add photo(s);

Click on the 'Photo icon' to add or select item photo from your photo library, PC or mobile device. You can also drag and drop the item images into the upload photo area.



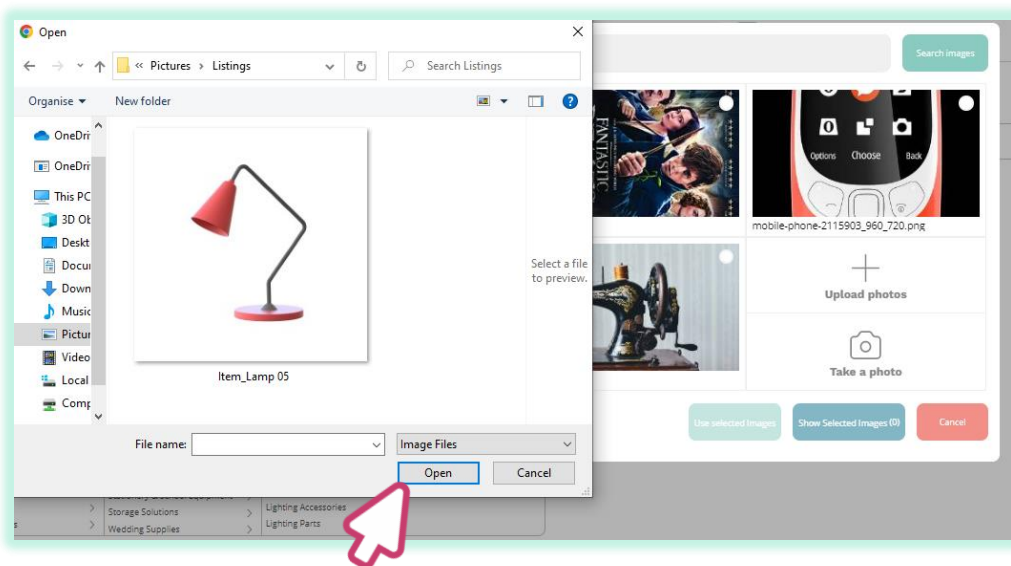
Click on the 'Upload photos' icon, to upload from PC or mobile device.

You can also take photo(s) directly from your mobile device or PC camera by clicking on the 'Take a photo' icon.

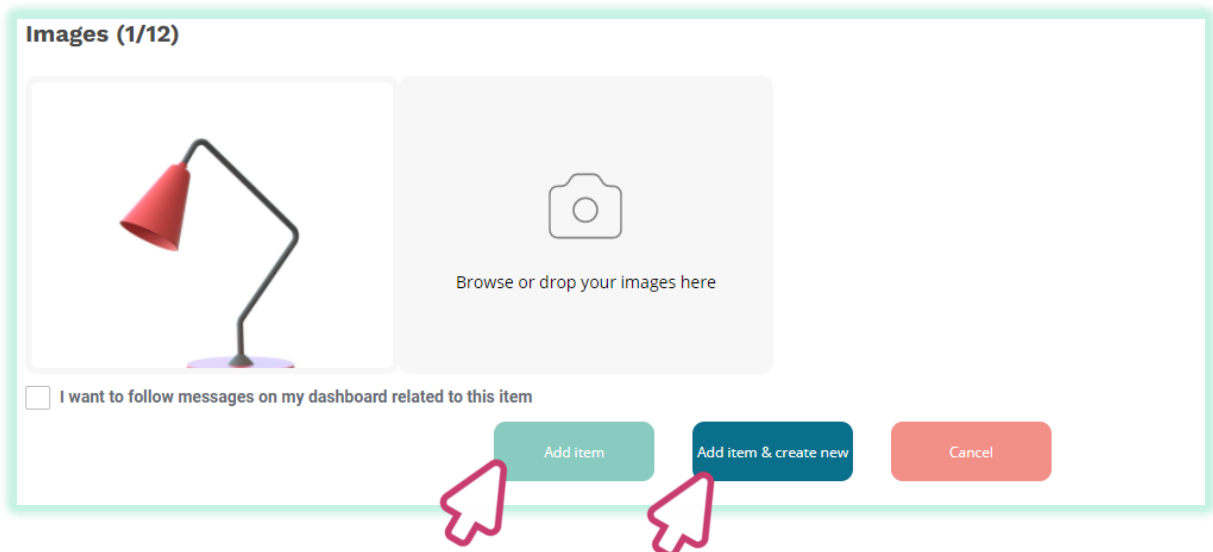


Adding photo(s) to your item

- 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 you've selected the item photo(s), click on the 'Open' button.



- Finally, click on the 'Add Item' button to add the item to your inventory.
- Or click 'Add Item & create new' button to add and create the new item.

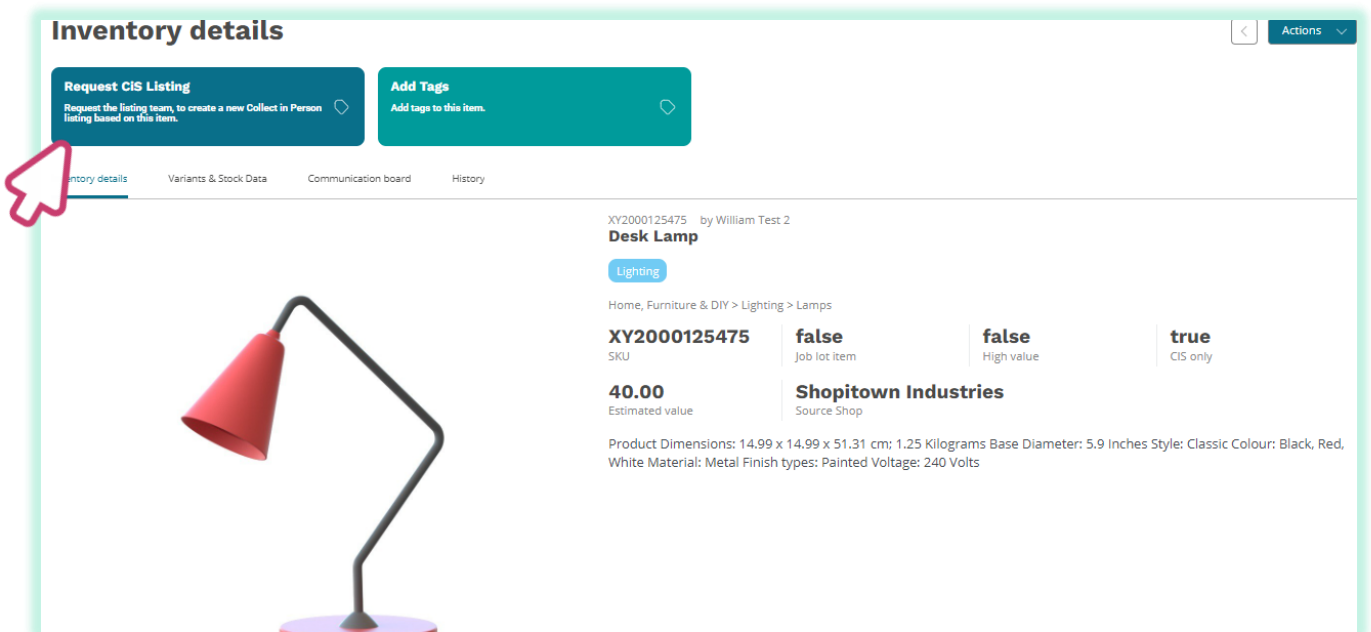


Requesting CiS Listing

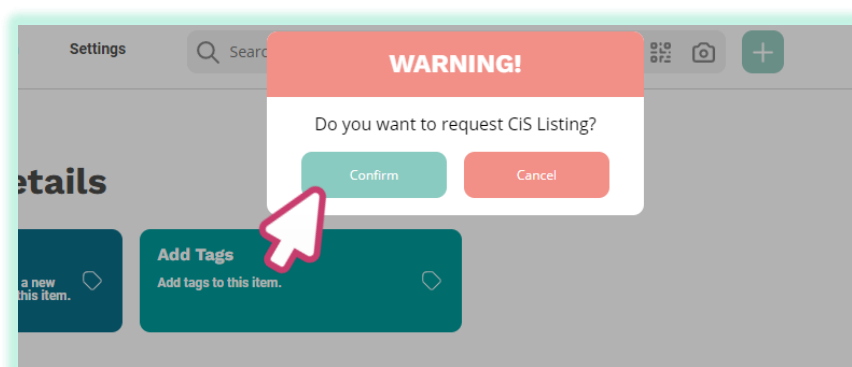
Once you've clicked on the 'Add item' button, you will be directed to the inventory details page, where you will find all information you've entered relating to the item.

On the Inventory details page;

Click on 'Request CiS listing' to ask the listing team to list the item on your behalf.



Then click on the 'Confirm' button from the pop up screen.



Viewing and modifying the item information

To view the item variants and stock information, click on the 'Variants & Stock Data' tab.

Inventory details

Request CiS Listing
Request the listing team, to create a new Collect in Person listing based on this item.

Add Tags
Add tags to this item.

< Inventory details Variants & Stock Data Communication board History Variants & Stock Data Communication board History Variants & Stock Data Col >

Variant name	SKU	QTY	Gift aid number	Tote/Box ID	CiS requested	Submission status
Red	XY2000125475-1	1	Does Not Apply	Does Not Apply		<button>In shop</button>
Black	XY2000125475-2	2	Does Not Apply	Does Not Apply		<button>In shop</button>
White	XY2000125475-3	1	Does Not Apply	Does Not Apply		<button>In shop</button>

To modify or clone the item:

Click on the 'Actions' button, at the upper right-hand side.

Click on 'Modify' from the pop-up screen menu and then, update the item information from the next screen.

Ecommerce > Inventory

Inventory details

Request CiS Listing
Request the listing team, to create a new Collect in Person listing based on this item.

Add Tags
Add tags to this item.

< Inventory details Variants & Stock Data Communication board History Variants & Stock Data Communication board History

XY2000125475 by William Test 2
Desk Lamp
Lighting
Home, Furniture & DIY > Lighting > Lamps
XY2000125475 false
SKU Job lot Item
40.00
Estimated value
Shopitown Industries
Source Shop

false
High value
true
CiS only

Actions

Delete

Request CiS Listing

Add Tags

Clone this item

Modify

Search on eBay

Print SKU label



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