



Ecommerce User Guide

How to create a Collect in Store item

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.

Version 3.0

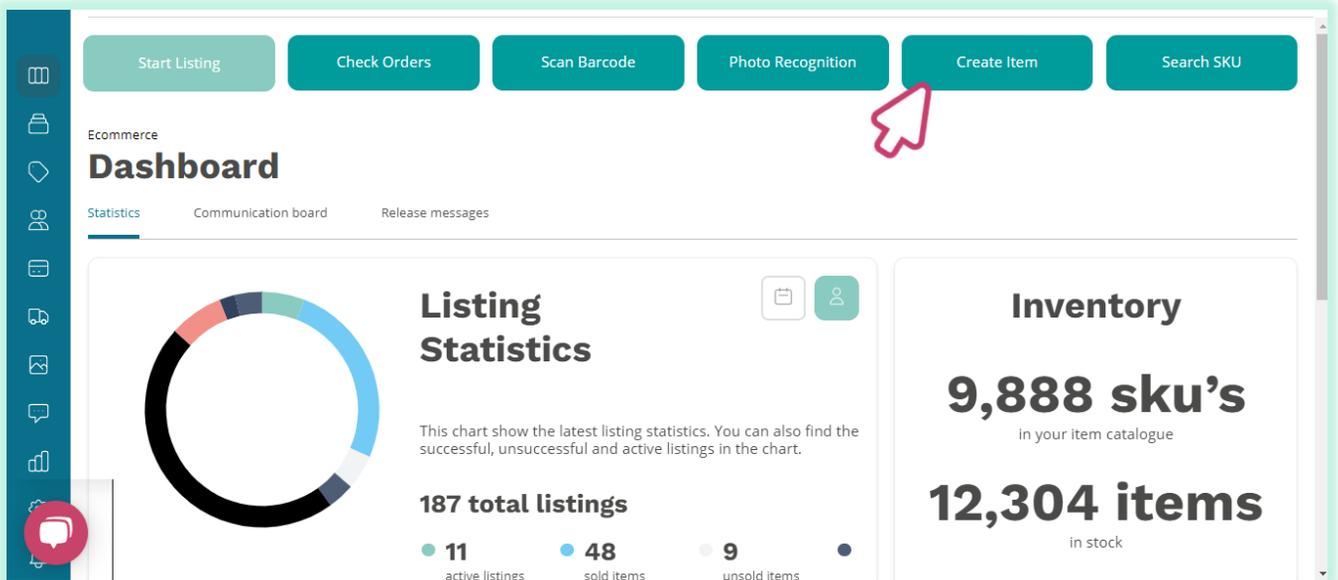
How to create a Collect in Store Item

Please note the term "Product" means "Item"

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.



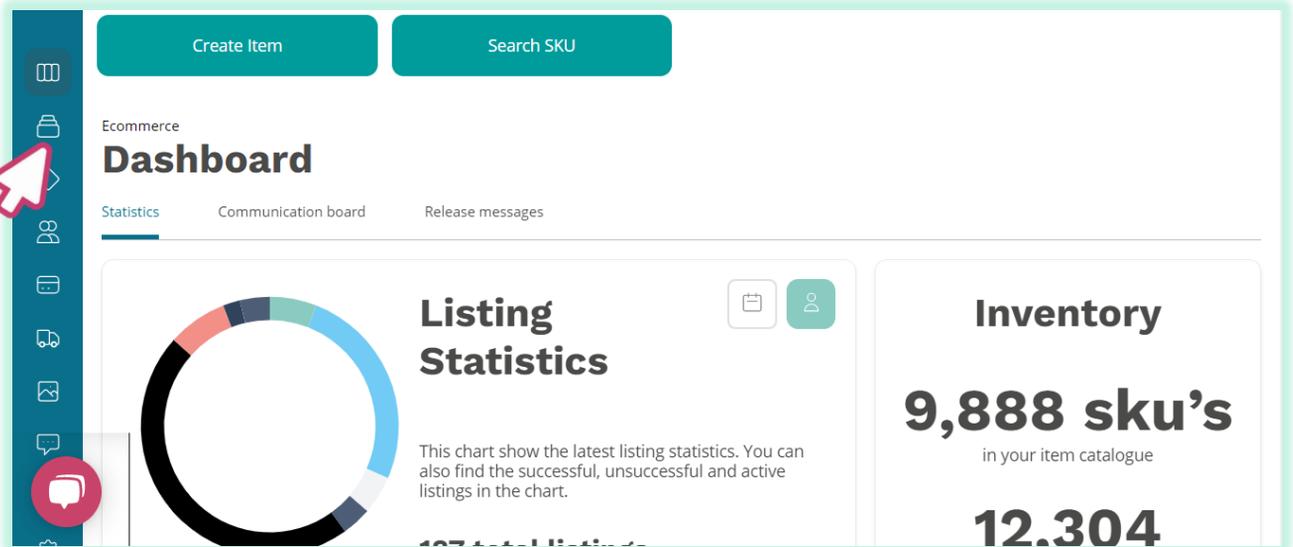
The screenshot shows the 'Ecommerce Dashboard' with a navigation bar at the top containing buttons for 'Start Listing', 'Check Orders', 'Scan Barcode', 'Photo Recognition', 'Create Item', and 'Search SKU'. The 'Create Item' button is highlighted with a red mouse cursor. Below the navigation bar, the dashboard displays 'Listing Statistics' with a donut chart and 'Inventory' with '9,888 sku's' and '12,304 items in stock'.

Category	Value
Listing Statistics	187 total listings
Inventory	9,888 sku's
Inventory	12,304 items in stock

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

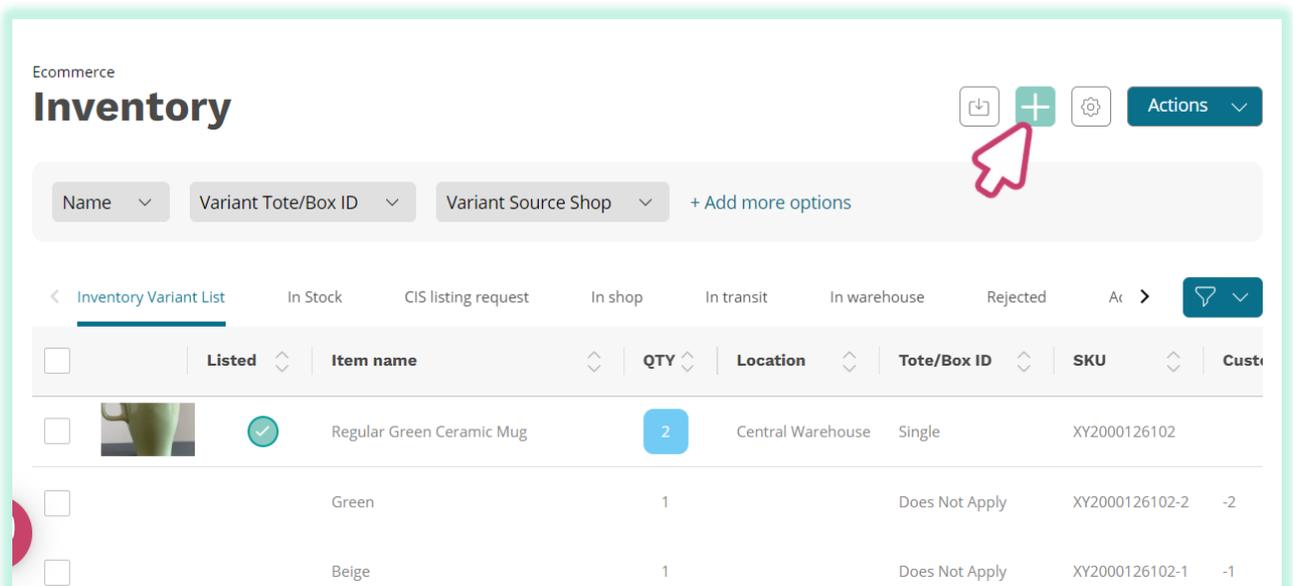
How to create a Collect in Store Item

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



The screenshot shows the Ecommerce Dashboard. On the left-hand menu, the 'Inventory' icon is highlighted with a red mouse cursor. The dashboard includes a 'Create Item' button, a 'Search SKU' button, and a 'Listing Statistics' chart. A large 'Inventory' card displays '9,888 sku's' and '12,304' listings.

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.

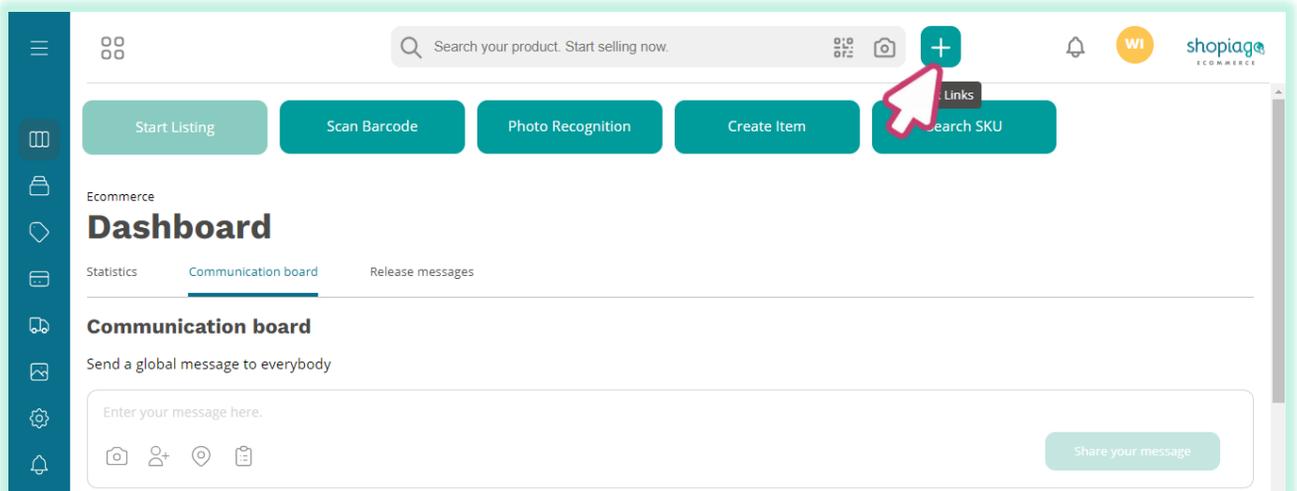


The screenshot shows the Ecommerce Inventory page. The 'Add' button (a green plus sign) is highlighted with a red mouse cursor. Below the header, there are filter options for 'Name', 'Variant Tote/Box ID', and 'Variant Source Shop'. A table lists inventory items with columns for 'Listed', 'Item name', 'QTY', 'Location', 'Tote/Box ID', 'SKU', and 'Cust'.

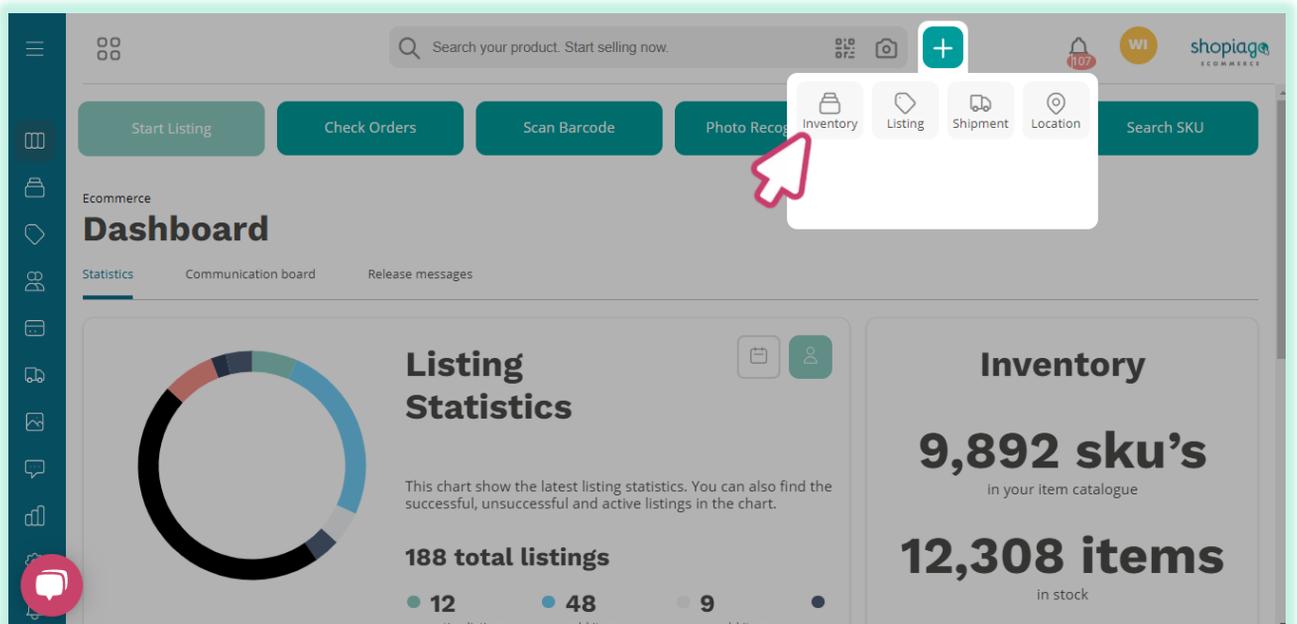
Listed	Item name	QTY	Location	Tote/Box ID	SKU	Cust
<input checked="" type="checkbox"/>	Regular Green Ceramic Mug	2	Central Warehouse	Single	XY2000126102	
<input type="checkbox"/>	Green	1		Does Not Apply	XY2000126102-2	-2
<input type="checkbox"/>	Beige	1		Does Not Apply	XY2000126102-1	-1

How to create a Collect in Store Item

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 *

Tags

Estimated value 9/80

Job lot item This item is a job lot item.

High value This item has high value.

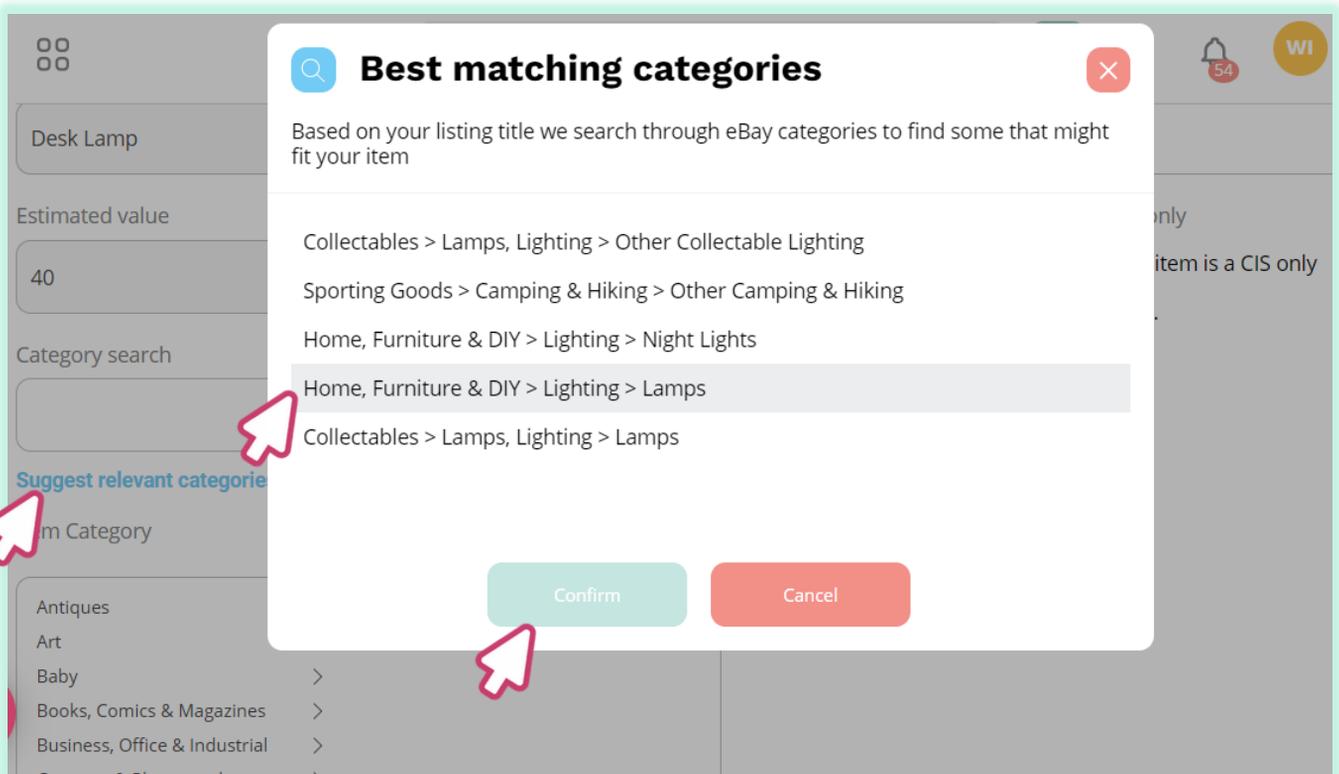
CIS only This item is a CIS only item.

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.



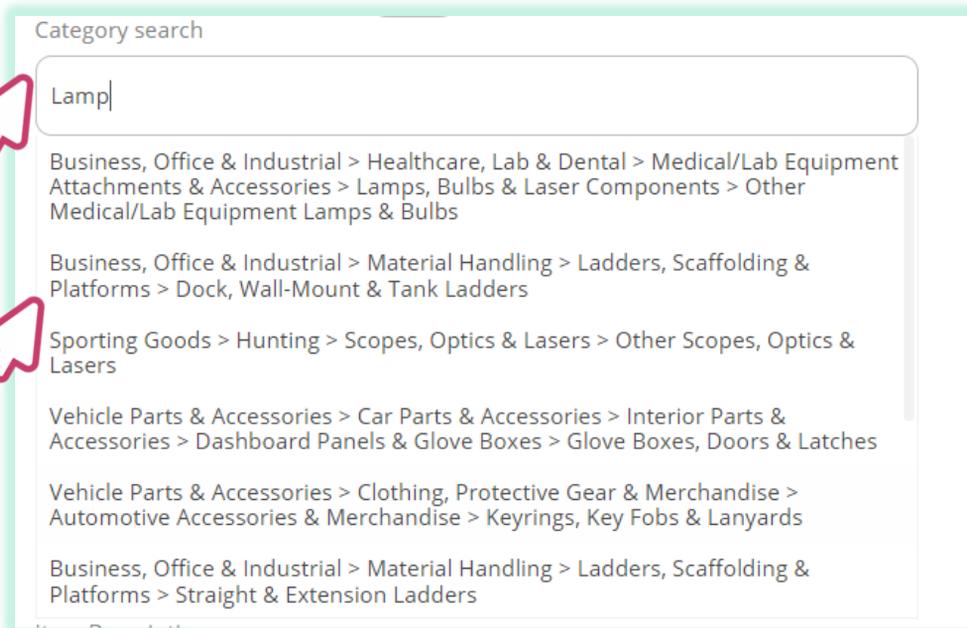
The screenshot shows an eBay listing for a 'Desk Lamp' with an estimated value of 40. A pop-up window titled 'Best matching categories' is displayed, suggesting several category paths based on the listing title. The categories are:

- Collectables > Lamps, Lighting > Other Collectable Lighting
- Sporting Goods > Camping & Hiking > Other Camping & Hiking
- Home, Furniture & DIY > Lighting > Night Lights
- Home, Furniture & DIY > Lighting > Lamps** (highlighted)
- Collectables > Lamps, Lighting > Lamps

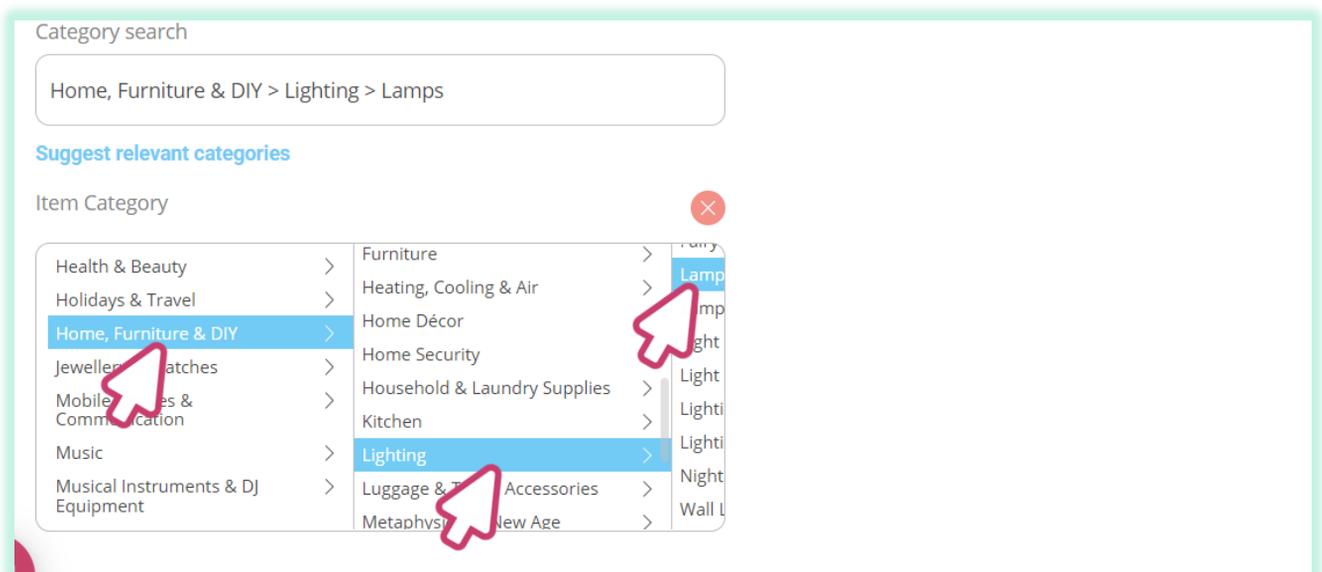
At the bottom of the pop-up are 'Confirm' and 'Cancel' buttons. Red arrows in the image point to the 'Suggest relevant categories' button on the listing page, the highlighted category path, and the 'Confirm' button.

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 >	Home Security >	Ceilin
Jewellery & Watches >	Household & Laundry Supplies >	Fairy
Mobile Phones & Communication >	Kitchen >	Lamp
Music >	Lighting >	Lamp
Musical Instruments & DJ Equipment >	Luggage & Travel Accessories >	Light
Pet Supplies >	Metaphysical & New Age >	Light
Pottery & Glass >	Other Home, Furniture & DIY >	Lighti
	Plumbing & Fixtures >	Lighti
	Rugs & Carpets >	Lighti

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"/>	<input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/>	<input type="text" value="Hull"/>	<input type="button" value="Remove"/>
<input type="text" value="Black"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	<input type="text" value="Hull"/>	<input type="button" value="Remove"/>

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

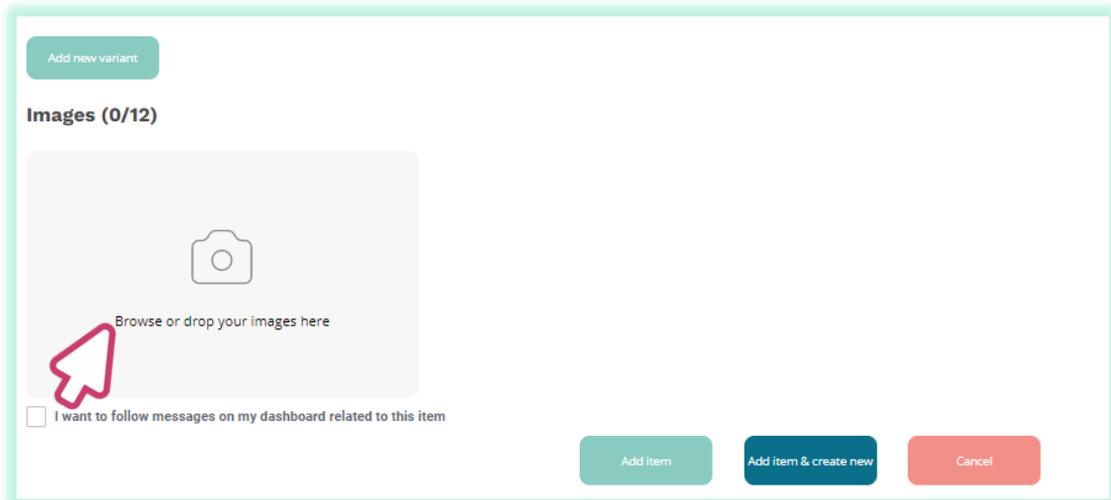
- The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- Photo must be a PNG, JPEG, BMP or GIF.
- Don't use a filter as natural colours are better at showing the buyer what to expect.
- Don't add thumbnails as these can affect the clarity of the photo when submitted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

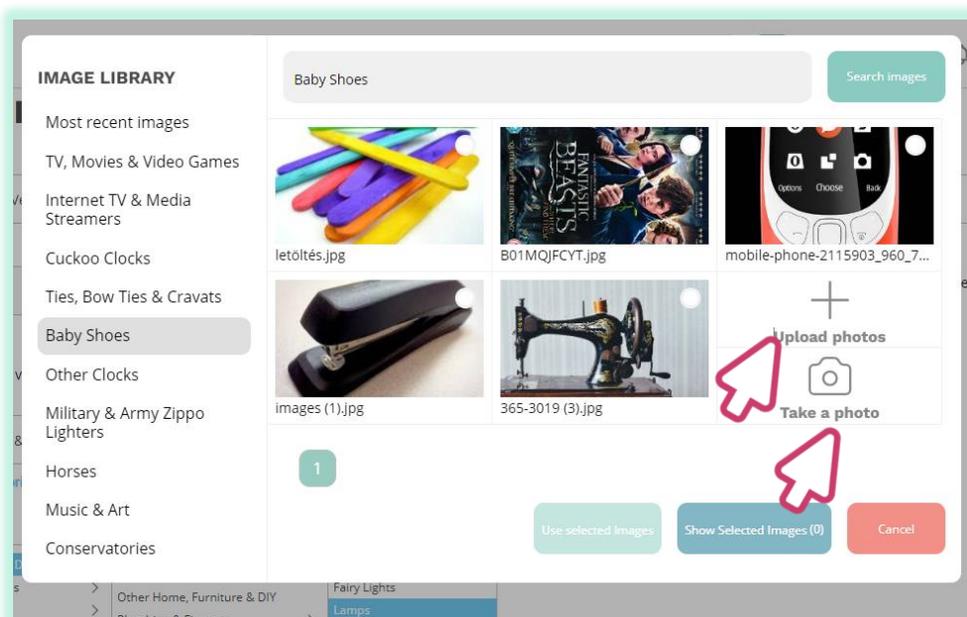
To add photo(s);

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.



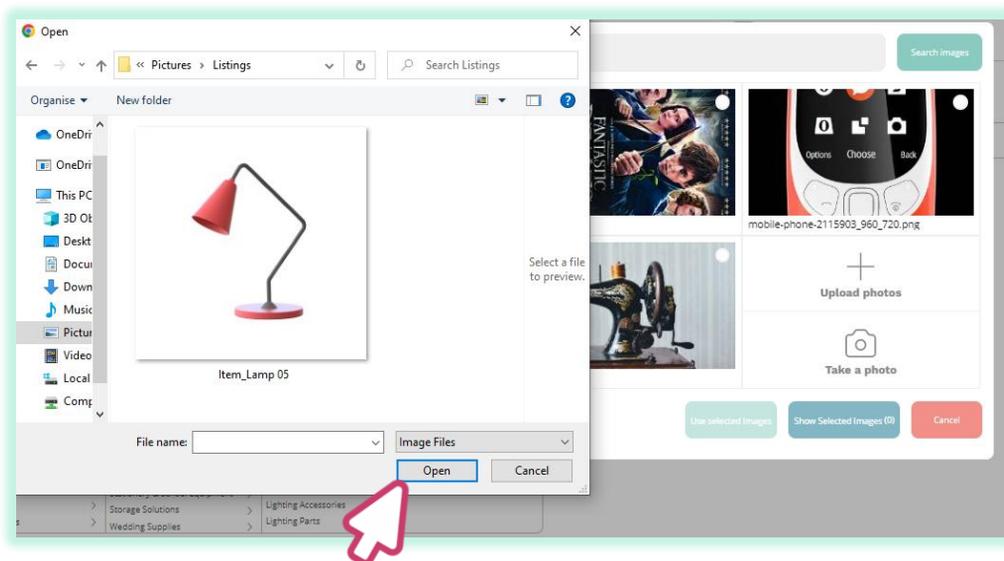
Click on the 'Upload photos' icon, to upload from PC or mobile device.

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

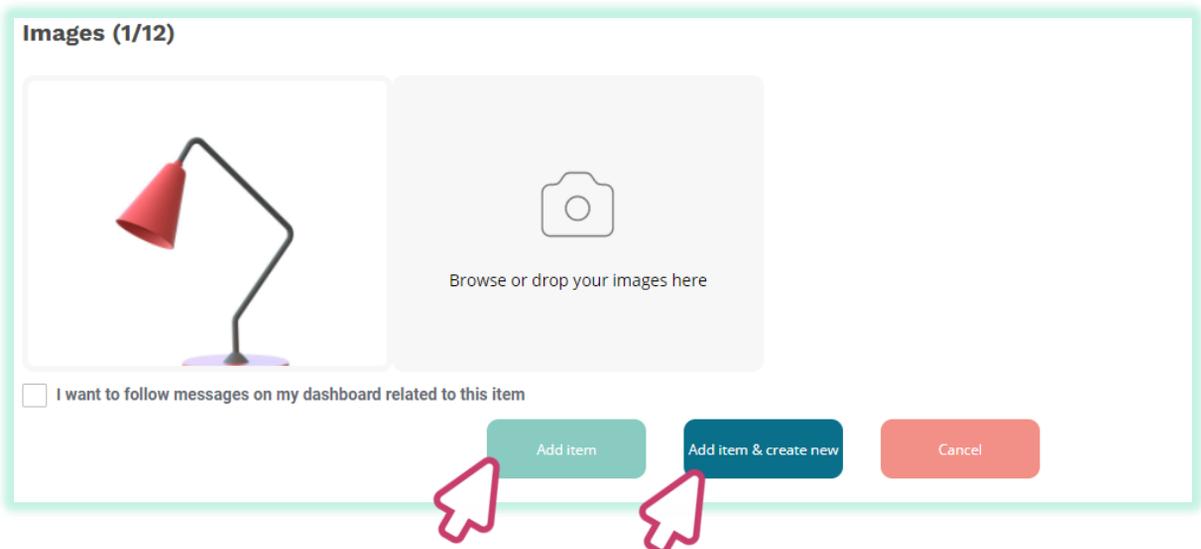


Adding photo(s) to your item

- 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.

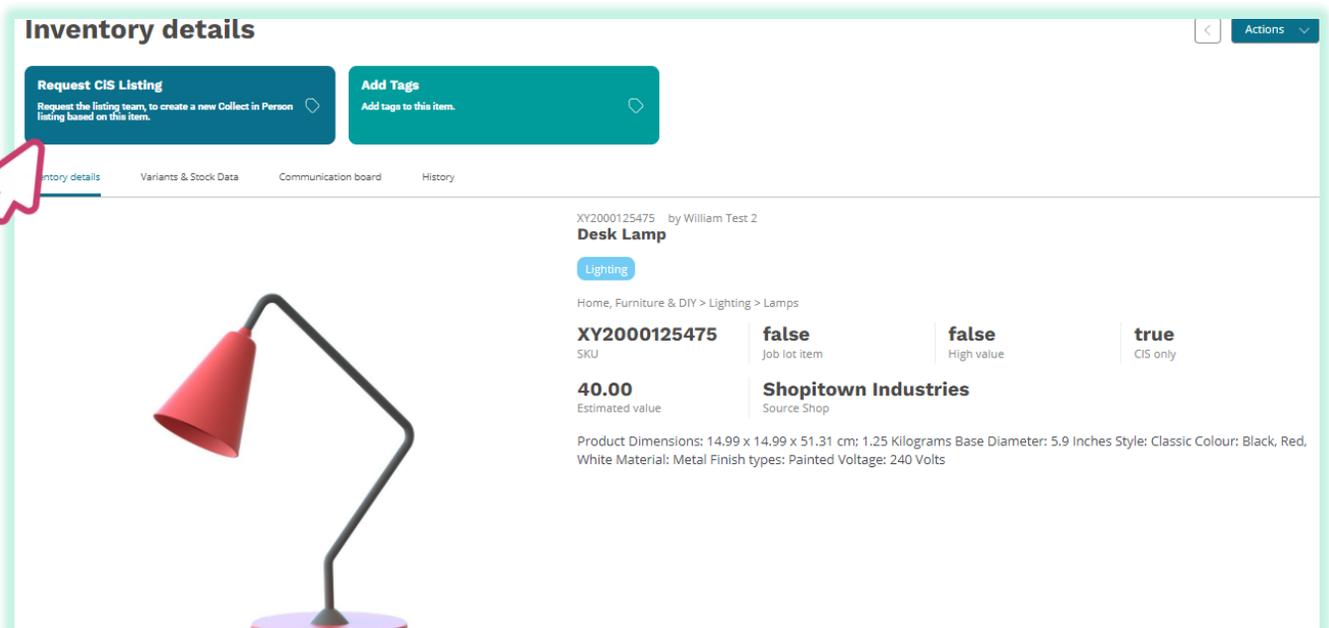


Requesting CiS Listing

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.



Inventory details Actions

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

XY2000125475 by William Test 2
Desk Lamp
Lighting

Home, Furniture & DIY > Lighting > Lamps

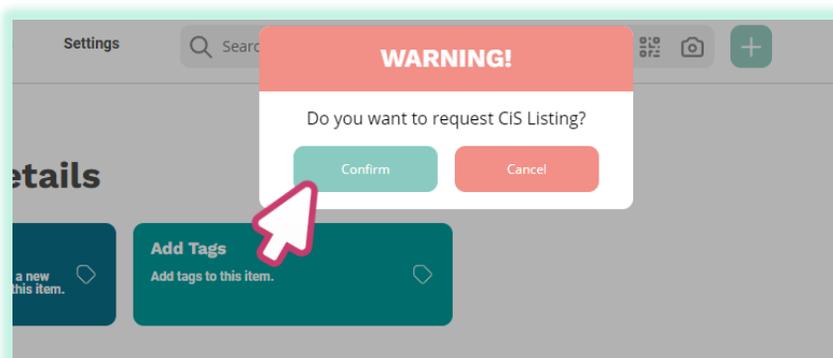
XY2000125475 SKU	false Job lot item	false High value	true CIS only
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40.00
Estimated value

Shoptown Industries
Source Shop

Product Dimensions: 14.99 x 14.99 x 51.31 cm: 1.25 Kilograms Base Diameter: 5.9 Inches Style: Classic Colour: Black, Red, White Material: Metal Finish types: Painted Voltage: 240 Volts

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



Settings Search 010 072 +

WARNING!

Do you want to request CiS Listing?

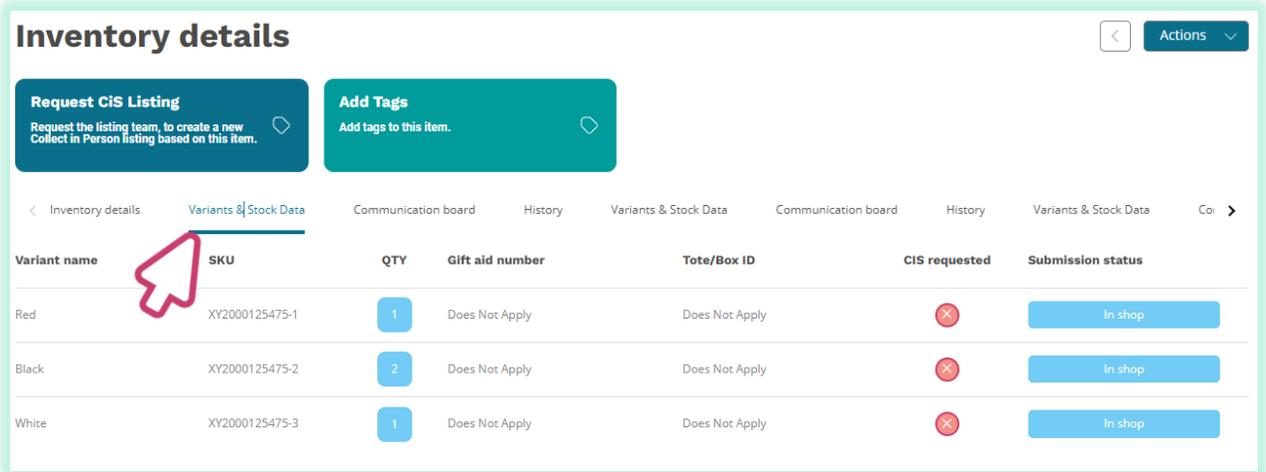
Confirm Cancel

Inventory details

Add Tags
Add tags to this item.

Viewing and modifying the item information

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



Inventory details Actions

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.

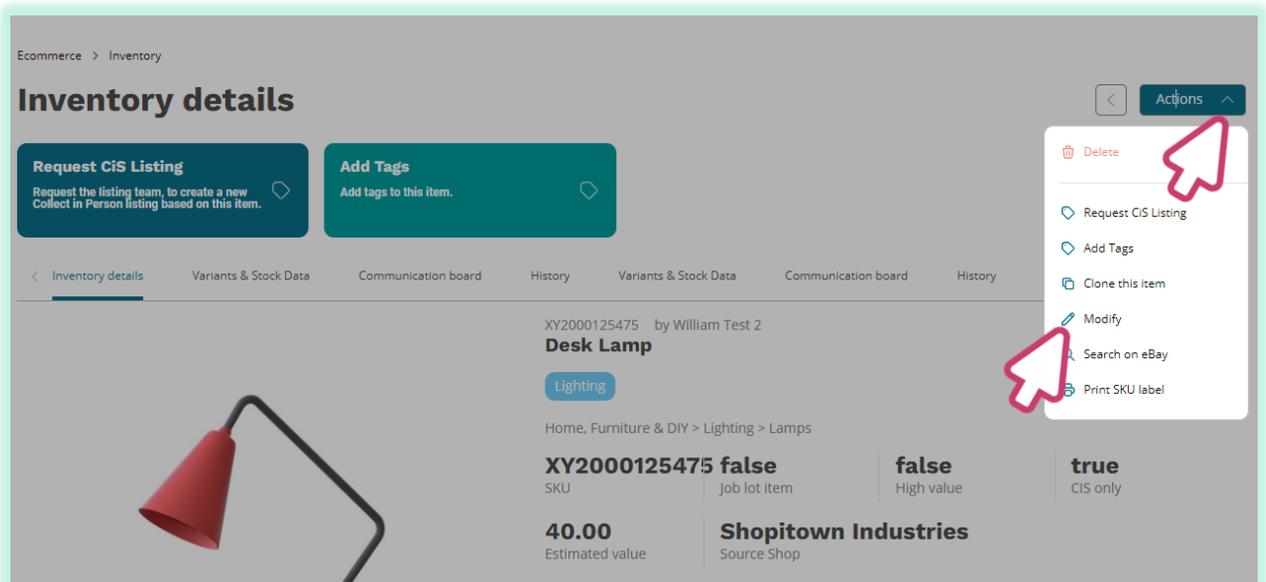
Inventory details | **Variants & Stock Data** | Communication board | History | Variants & Stock Data | Communication board | History | Variants & Stock Data | Co

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

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 Actions

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 High value true
CIS only

40.00
Estimated value

Shoptown Industries
Source Shop

- Delete
- Request CiS Listing
- Add Tags
- Clone this item
- Modify**
- Search on eBay
- Print SKU label



World of Books

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