



## Shop User Guide

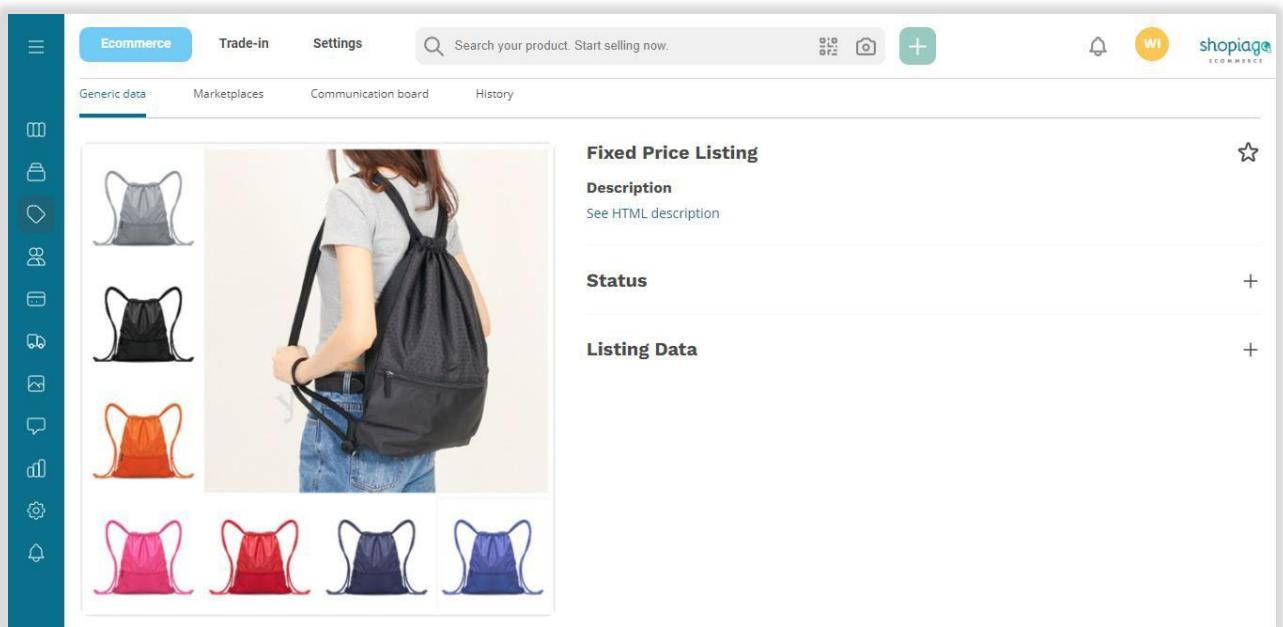
# How to create a Fixed Price Listing

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 fixed price listing

To start selling on a marketplace or marketplaces, you must first create a listing. Whether you intend to sell on a single or multiple marketplaces, World of Books will help you list items quickly and easily.



### What is a fixed price listing?

With fixed price listing, you are giving buyers the option to purchase your item at a set price without bidding or waiting for the auction listing to end. In other words, a fixed price is a set price that you have agreed on, and customers can use this option to buy the item immediately.

This guide will explain how you can create fixed price listing to appear in multiple-marketplaces.



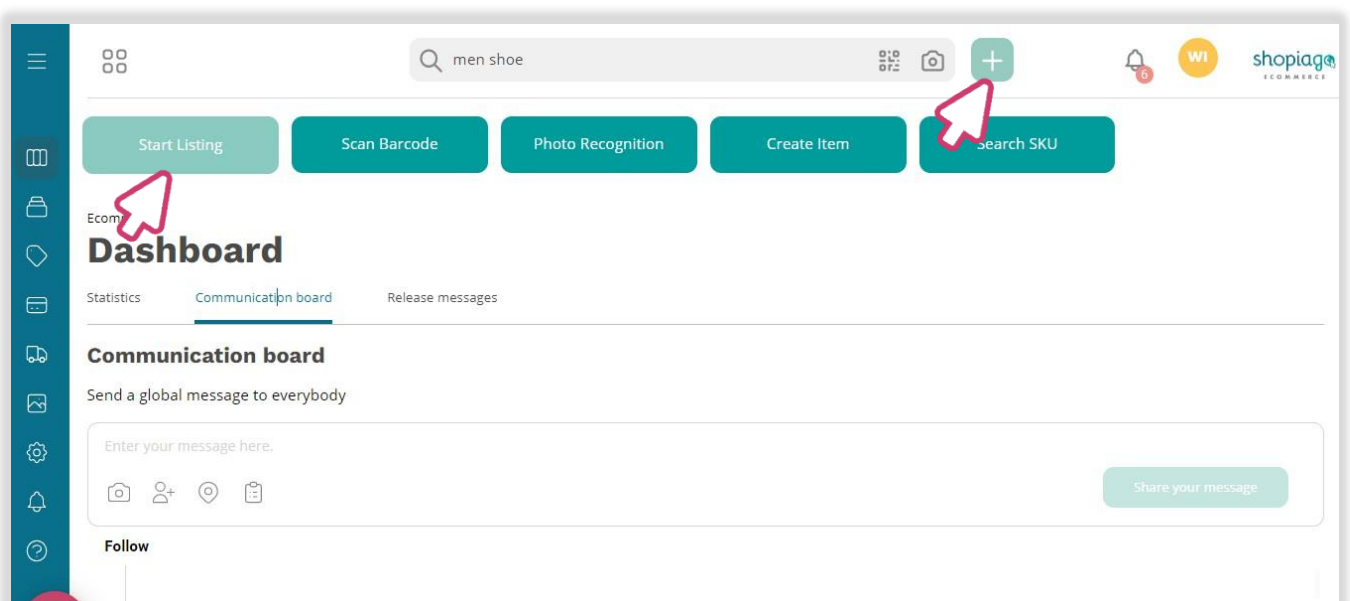
## How to create a fixed price listing

### Listing Process

Step 1	Step 2	Step 3	Step 4	Step 5
Have the physical item.	Prepare the item information and images.	Select fixed price listing as the buying format and marketplace(s).	Select listing account(s), fill-in the listing information and attach photos.	Start selling.

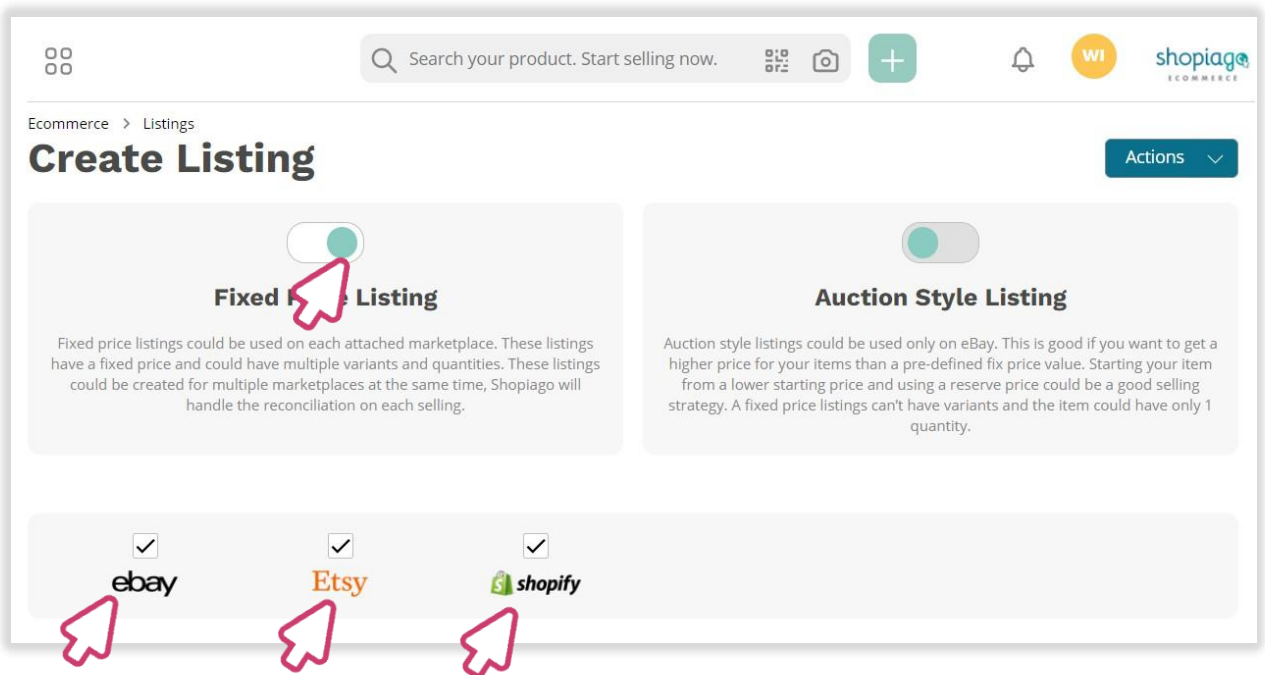
To list an item to Marketplace(s):

- Login to your World of Book account.
- Click on the 'Start listing' button at the top-left corner of the dashboard.
- You can also use the "quick link" (plus) button at the top-right of the dashboard and then click on the "listing" icon from the pop-up screen.



## How to create a fixed price listing

- On the Create Listing page, select 'Fixed price listing' as the buying format and select single or multiple marketplaces for the listing.



Shopiigo ECOMMERCE

Search your product. Start selling now.

Ecommerce > Listings

### Create Listing

Actions

**Fixed Price Listing**

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

**Auction Style Listing**

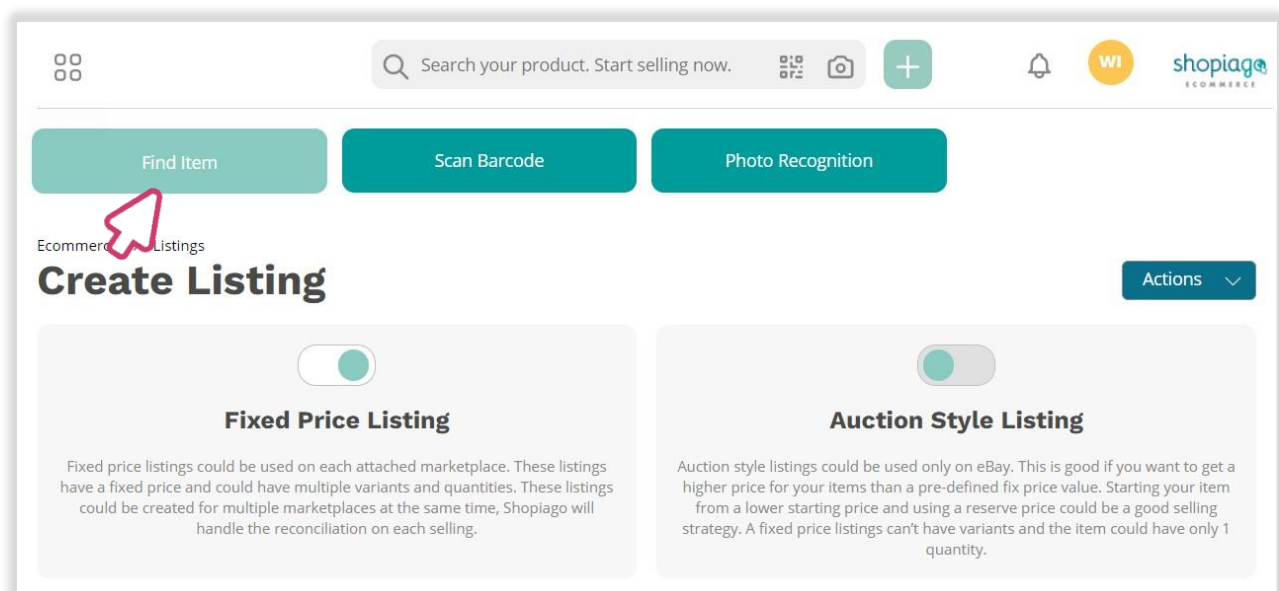
Auction style listings could be used only on eBay. This is good if you want to get a higher price for your items than a pre-defined fix price value. Starting your item from a lower starting price and using a reserve price could be a good selling strategy. A fixed price listings can't have variants and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

☒ ebay

☒ Etsy

☒ shopify

- To research your item price on marketplaces, click on the 'Find Item' button (top-left).



Shopiigo ECOMMERCE

Search your product. Start selling now.

Find Item Scan Barcode Photo Recognition

Ecommerce > Listings

### Create Listing

Actions

**Fixed Price Listing**

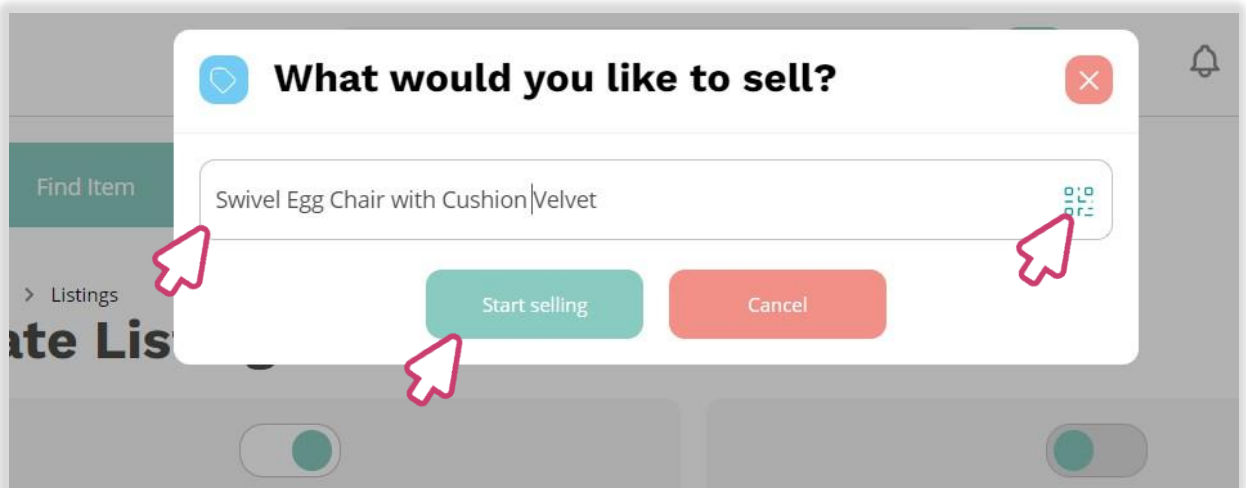
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**Auction Style Listing**

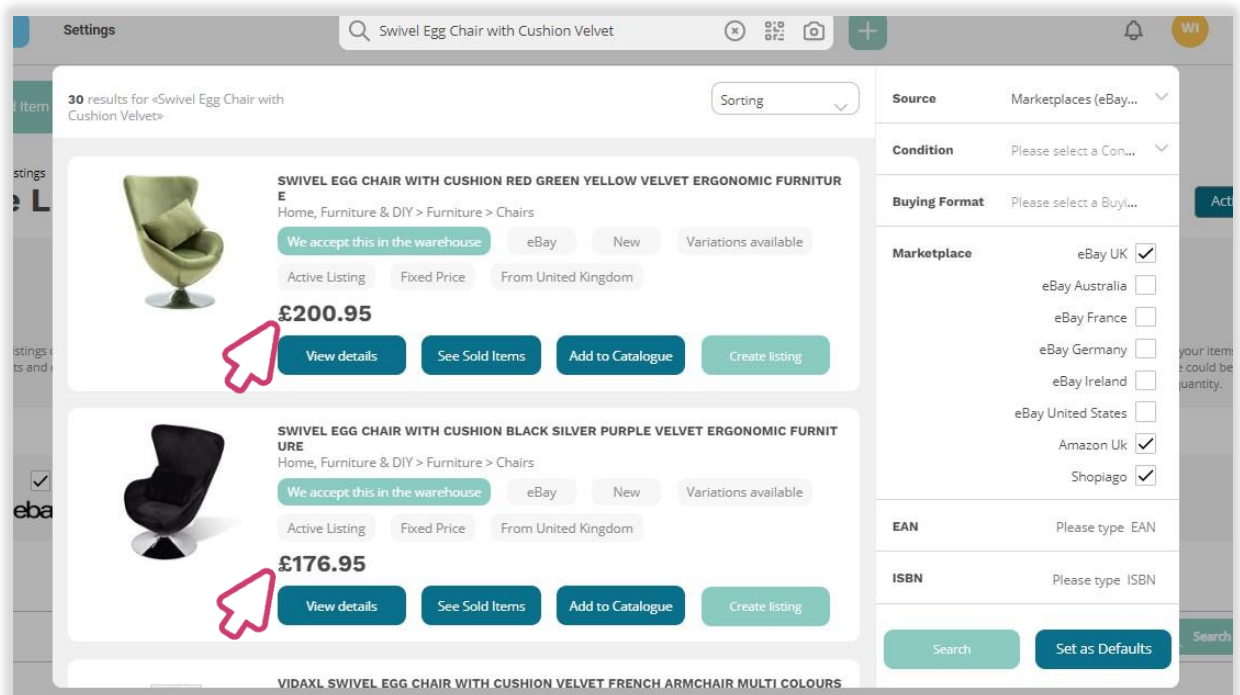
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## How to create a fixed price listing

- Enter the item name in the text field or click on the barcode scanner to scan the item.
- Then, click on 'Start selling' button.



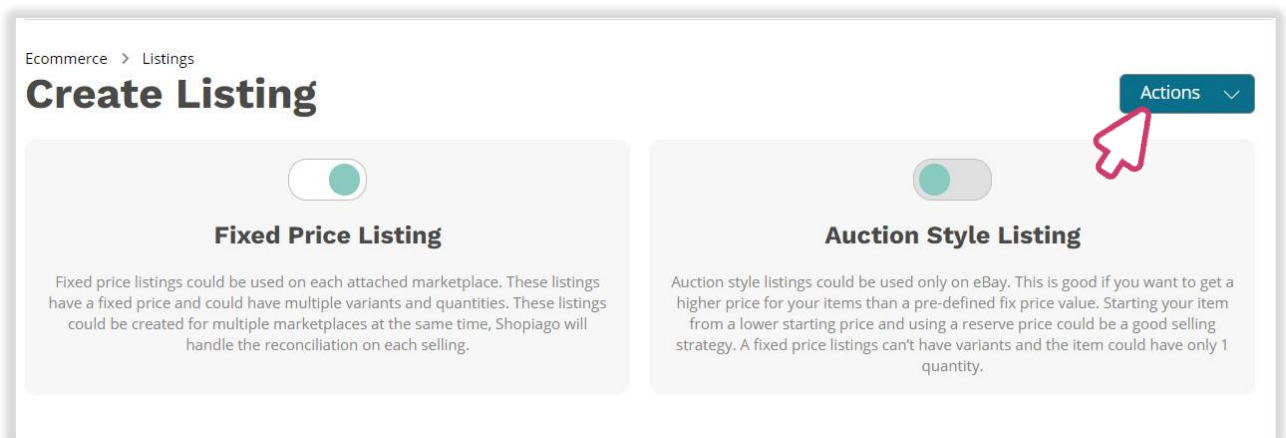
- From the next screen, you will find the item selling prices.



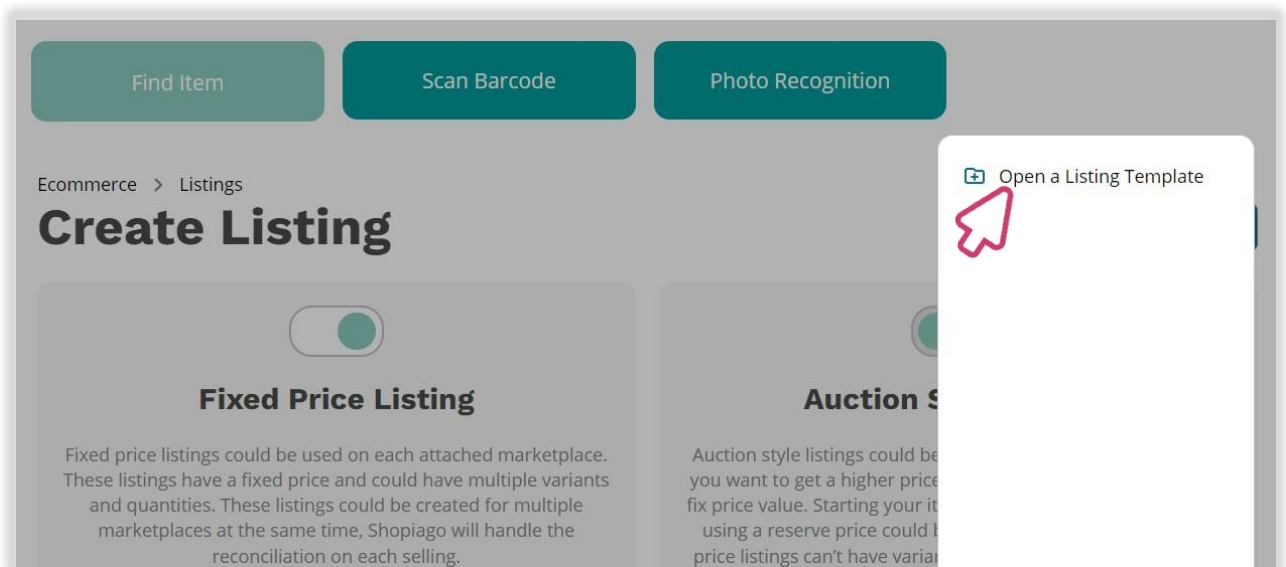
## Applying a template to listing

A listing template contains the necessary information required to create a listing, which could include the title, description, images, shipping information, and return policy. Using templates can save you valuable time.

- To apply a listing template that you've created for similar item, click on the 'Actions' button (right-side corner of the screen).

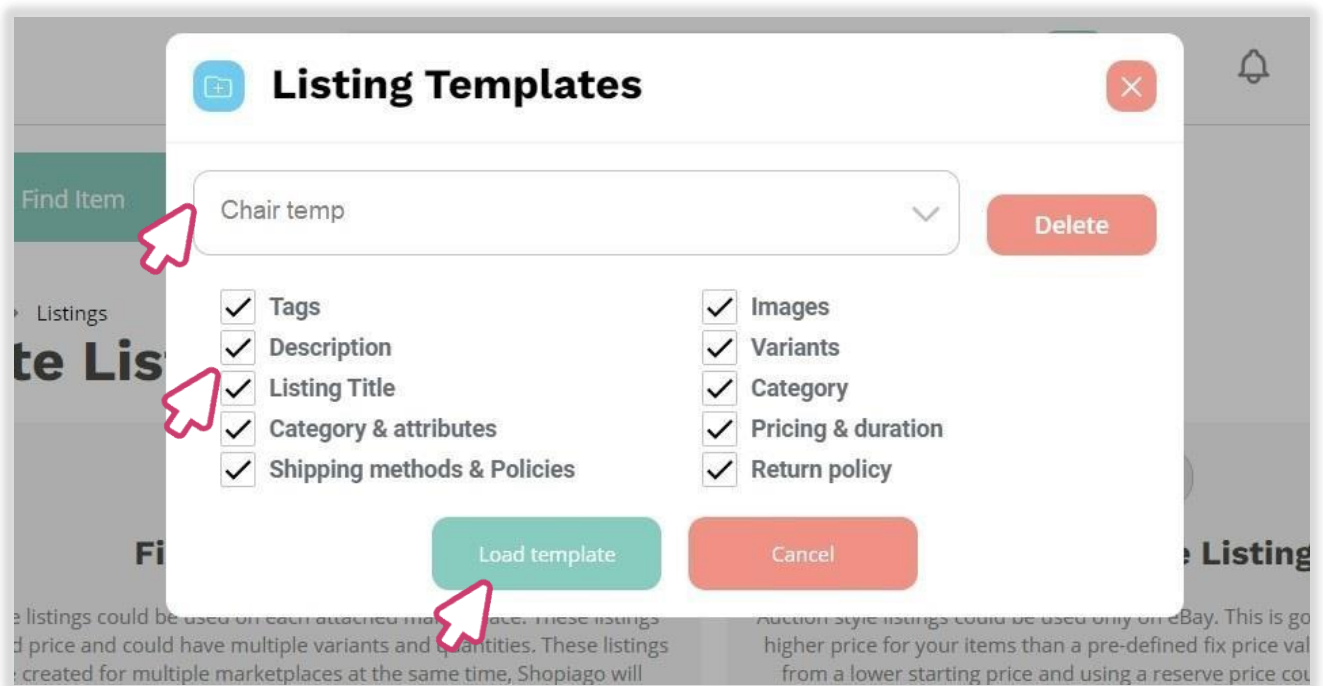


- From the pop-up screen, click on 'Open a listing template'



## Applying template to listing

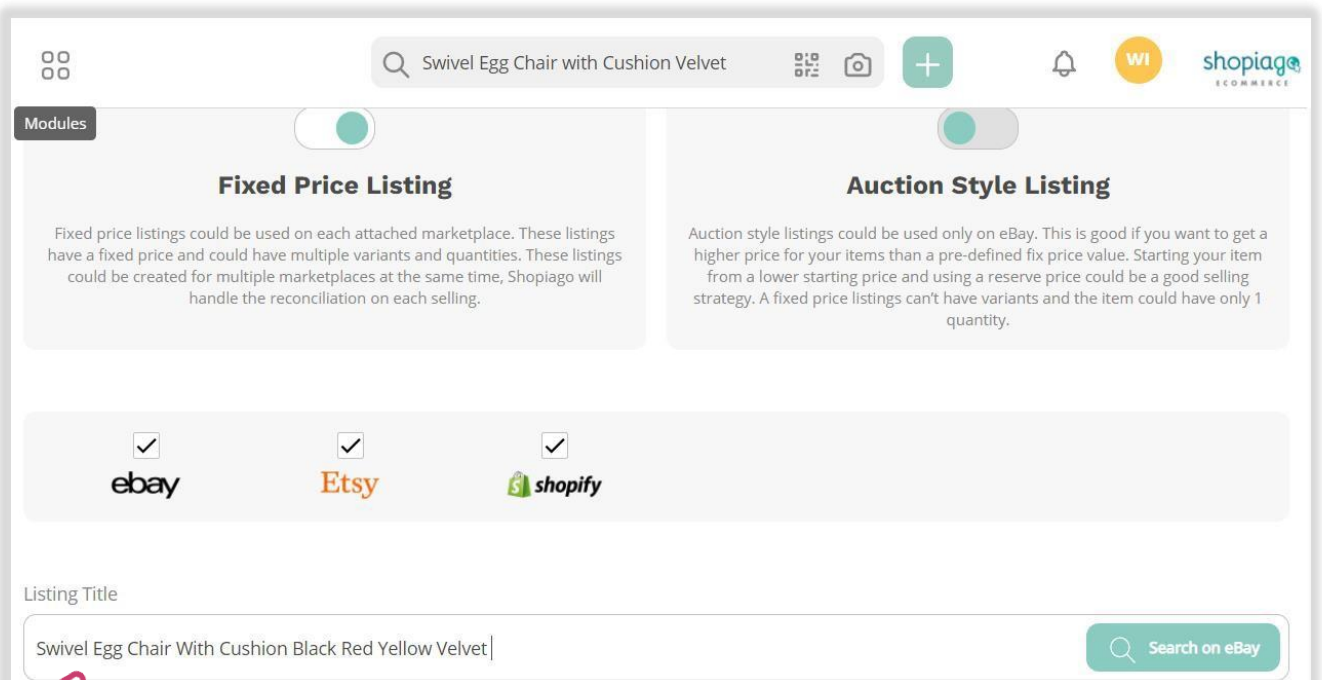
- On the next screen, click on the listing 'Option field', and select a template to drop into the listing form.
- Tick to add, or untick to remove template features.
- Then, click on the 'Load template' button.





## Give your listing a title

- Type-in the full name of the item.
- Make it a short, yet attention grabbing name.
- Buyers usually find listings based on their titles, please be sure to give your item a good title.
- Think of what a buyer would be searching for (brand name, size, colour etc).
- Maximise the space with as many key words as possible. It doesn't need to be a sentence.
- Don't use descriptive words like 'Lovely' or 'Amazing' as buyers wouldn't include such words in their search.



The screenshot shows the Shopiago Ecommerce listing creation interface. At the top, there is a search bar with the text "Swivel Egg Chair with Cushion Velvet". Below the search bar, there are two toggle switches for "Fixed Price Listing" and "Auction Style Listing". The "Fixed Price Listing" toggle is turned on, and its description states: "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." The "Auction Style Listing" toggle is turned off, and its description states: "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." Below the toggles, there are three checkboxes for marketplaces: "ebay", "Etsy", and "shopify", all of which are checked. At the bottom, there is a "Listing Title" field with the text "Swivel Egg Chair With Cushion Black Red Yellow Velvet" and a "Search on eBay" button. A red mouse cursor is pointing at the "Listing Title" field.

Modules

Swivel Egg Chair with Cushion Velvet

**Fixed Price Listing**

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☒ ebay ☒ Etsy ☒ shopify

Listing Title

Swivel Egg Chair With Cushion Black Red Yellow Velvet

Search on eBay



## Conducting market price research


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


### 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, Shopiigo will handle the reconciliation on each selling.

### Auction Style Listing

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☒


☒


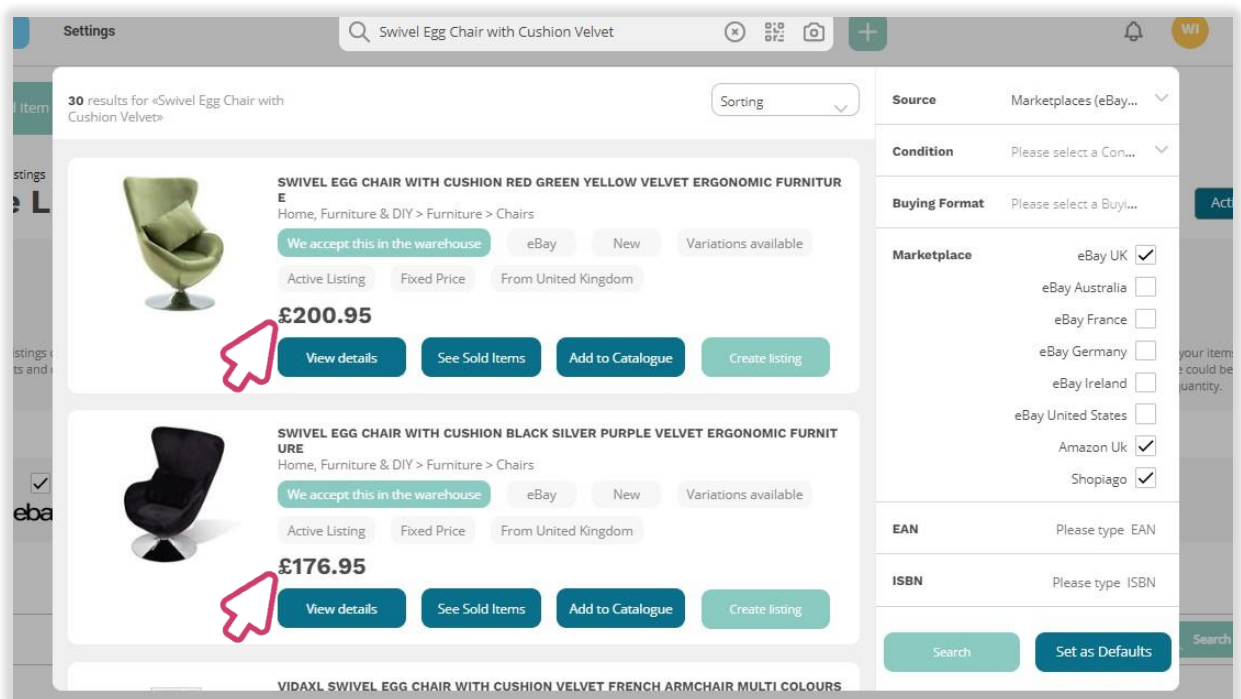
☒


Listing Title

Swivel Egg Chair With Cushion Black Red Yellow Velvet

 Search on eBay

- The next screen will show you market prices for your item. Once you have finished searching for the item price, press the Escape key on your keyboard to close the pop-up screen.



Settings

Swivel Egg Chair with Cushion Velvet

30 results for «Swivel Egg Chair with Cushion Velvet»

Sorting

**SWIVEL EGG CHAIR WITH CUSHION RED GREEN YELLOW VELVET ERGONOMIC FURNITURE**

Home, Furniture & DIY > Furniture > Chairs

We accept this in the warehouse

Active Listing

Fixed Price

From United Kingdom

**£200.95**

View details

See Sold Items

Add to Catalogue

Create listing

**SWIVEL EGG CHAIR WITH CUSHION BLACK SILVER PURPLE VELVET ERGONOMIC FURNITURE**

Home, Furniture & DIY > Furniture > Chairs

We accept this in the warehouse

Active Listing

Fixed Price

From United Kingdom

**£176.95**

View details

See Sold Items

Add to Catalogue

Create listing

VIDAXL SWIVEL EGG CHAIR WITH CUSHION VELVET FRENCH ARMCHAIR MULTI COLOURS

Source

Marketplaces (eBay...)

Condition

Please select a Con...

Buying Format

Please select a Buyi...

Marketplace

eBay UK ☒

eBay Australia ☐

eBay France ☐

eBay Germany ☐

eBay Ireland ☐

eBay United States ☐

Amazon UK ☒

Shopiigo ☒

EAN

Please type EAN

ISBN

Please type ISBN

Search

Set as Defaults

## Item description

You need to describe your item. Please add keywords and optional details that may include the item measurements, condition, care instructions, and any damage if necessary.

### Tips:

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

Listing Title

Swivel Egg Chair With Cushion Black Red Yellow Velvet

Search on eBay

Description \*

This stunning egg chair combines comfort and style, will definitely add timeless class to your home or office interior. Covered in velvet with thickly-padded foam, this armchair features an eco-friendly design which ensures optimal seating comfort. Equipped with a swivel mechanism, which allows it to freely swivel 360 degrees.

- Colour: Yellow
- Material: Velvet + plywood frame + chrome base
- Overall size: 64 x 64 x 86 cm (W x D x H)
- Seat size: 39 x 42 cm (W x D)
- Cushion size: 43 x 28 x 18 cm (L x W x H)
- Seat height: 35 cm
- Back height: 58 cm
- Base diameter: 50 cm
- Armrest height from the ground: 45.5 cm
- Max. loading capacity: 110 kg
- Fabric: Polyester: 100%

Price

Location \*

Tags





## Item description

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

Description \*

Plain text

eBay

Etsy


Shopify

Description


HTML template

Please select a template

A





Font -



B

/








<>


A<sup>1</sup>


A<sub>2</sub>


























Tags -

This elegant egg chair combines style and comfort will definitely add a touch of timeless elegance to your interior. This chair is equipped with a swivel mechanism, which allows it to freely swivel 360 degrees. Additionally, it is supplied with a removable, plump seat cushion. This perfect armchair is easy to assemble. Colour: Yellow, Black, Red Material: Velvet + plywood frame + chrome base Overall size: 64 x 64 x 86 cm (W x D x H) Seat size: 39 x 42 cm (W x D) Cushion size: 43 x 28 x 18 cm (L x W x H) Seat height: 35 cm Back height: 58 cm Base diameter: 50 cm Armrest height from the ground: 45.5 cm Max. loading capacity: 110 kg Fabric: Polyester: 100%

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

Description \*

Plain text **eBay** Etsy Shopify

Description \*

HTML template




















Enter text to search

Trousers

Watches/Clocks

Web

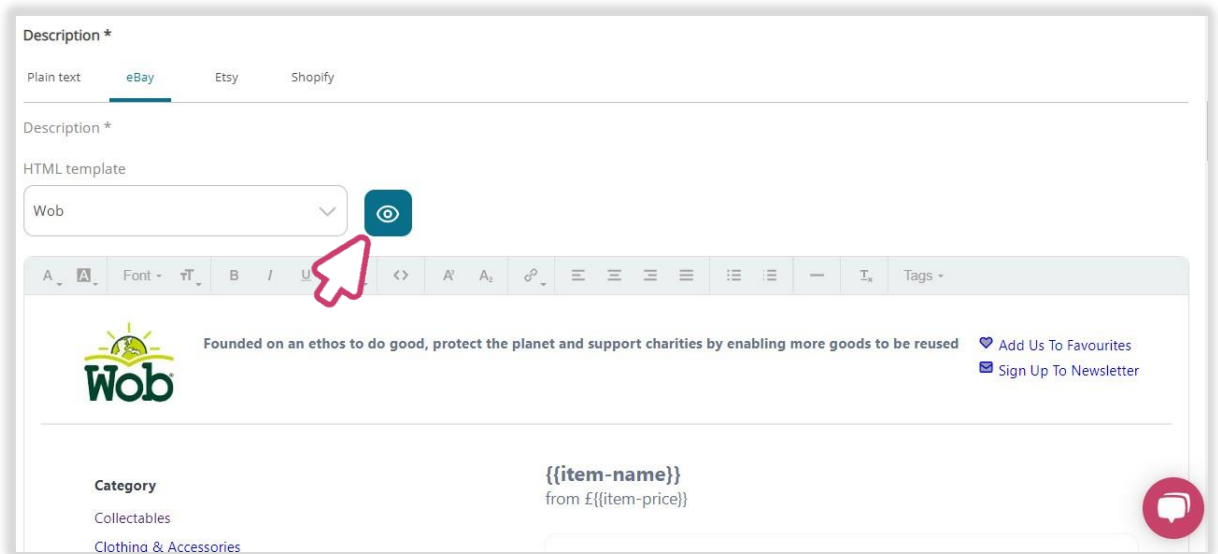
X

A<sup>1</sup> A<sub>2</sub>                      

## Item description

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

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



Description \*

Plain text **eBay** Etsy Shopify

Description \*

HTML template

Wob

Quick view icon

Wob

Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused

Add Us To Favourites

Sign Up To Newsletter

Category

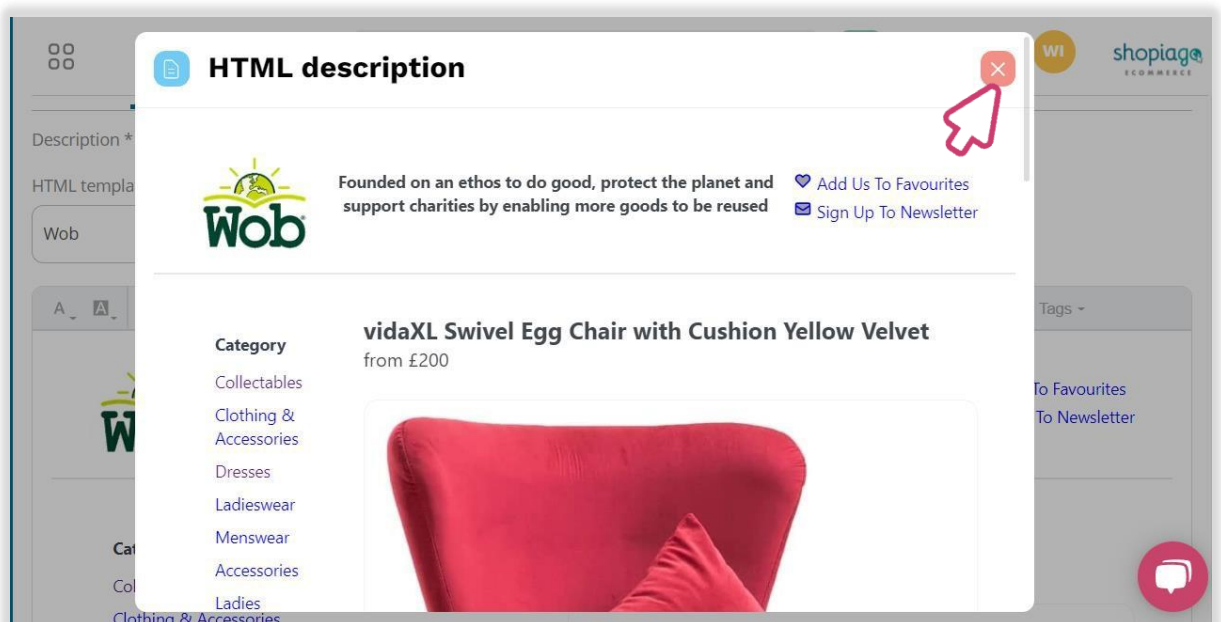
Collectables

Clothing & Accessories

{{item-name}}

from £{{item-price}}

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



HTML description

Wob

Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused

Add Us To Favourites

Sign Up To Newsletter

Category

Collectables

Clothing & Accessories

Dresses

Ladieswear

Menswear

Accessories

Ladies

Clothing & Accessories

vidaXL Swivel Egg Chair with Cushion Yellow Velvet

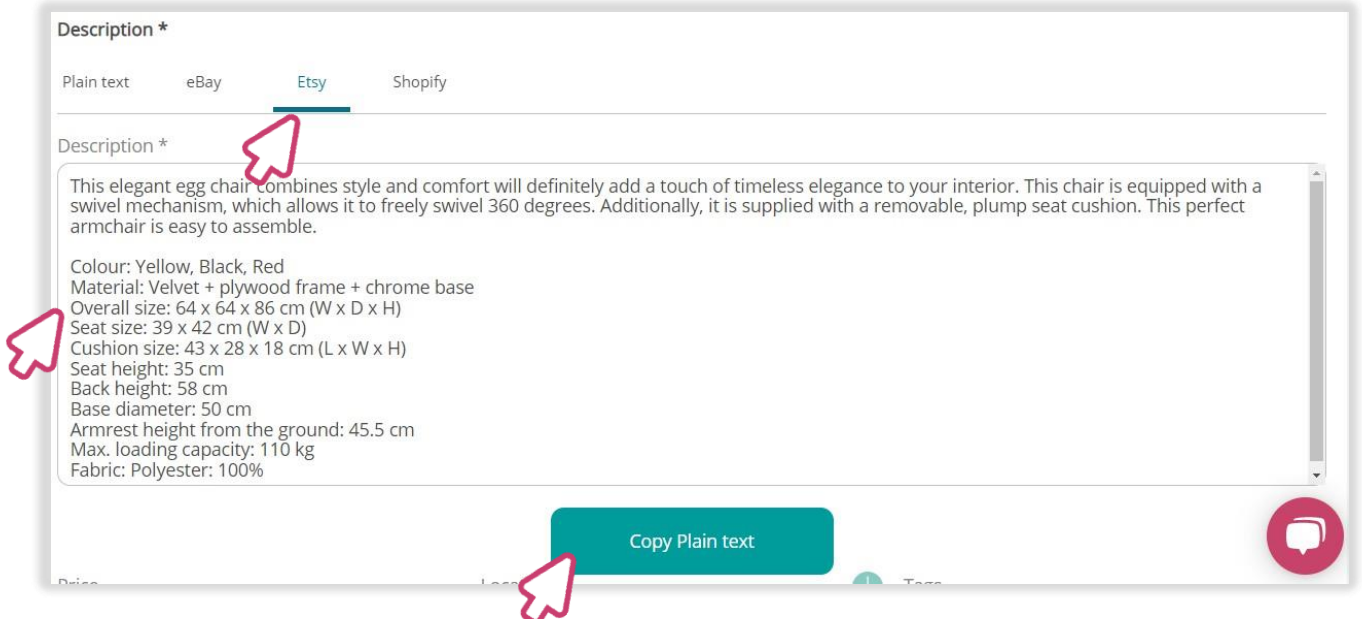
from £200

Close icon



## Item description

- To update or edit the listing description for Etsy, click on the 'Etsy' description tab.
- Then, click on the 'Copy plain text' button. The current listing description will then drop into the Etsy description field.



**Description \***

Plain text   eBay   **Etsy**   Shopify

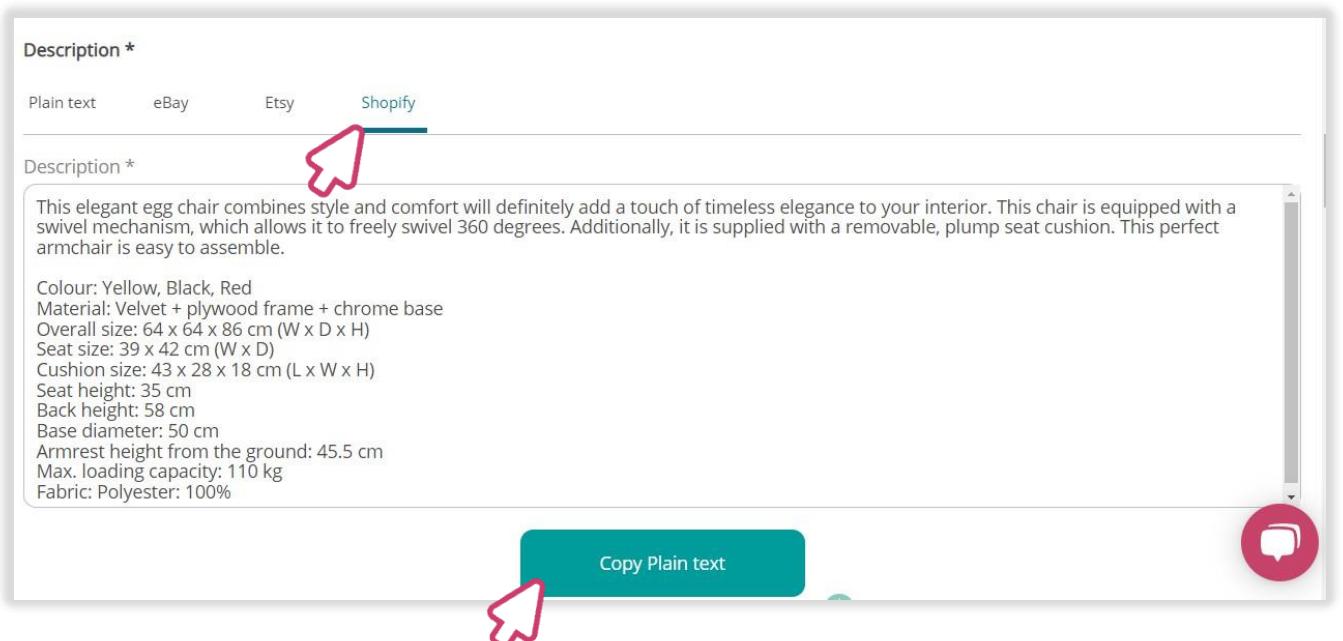
Description \*

This elegant egg chair combines style and comfort will definitely add a touch of timeless elegance to your interior. This chair is equipped with a swivel mechanism, which allows it to freely swivel 360 degrees. Additionally, it is supplied with a removable, plump seat cushion. This perfect armchair is easy to assemble.

Colour: Yellow, Black, Red  
Material: Velvet + plywood frame + chrome base  
Overall size: 64 x 64 x 86 cm (W x D x H)  
Seat size: 39 x 42 cm (W x D)  
Cushion size: 43 x 28 x 18 cm (L x W x H)  
Seat height: 35 cm  
Back height: 58 cm  
Base diameter: 50 cm  
Armrest height from the ground: 45.5 cm  
Max. loading capacity: 110 kg  
Fabric: Polyester: 100%

**Copy Plain text**

For Shopify, please repeat the same process.



**Description \***

Plain text   eBay   Etsy   **Shopify**

Description \*

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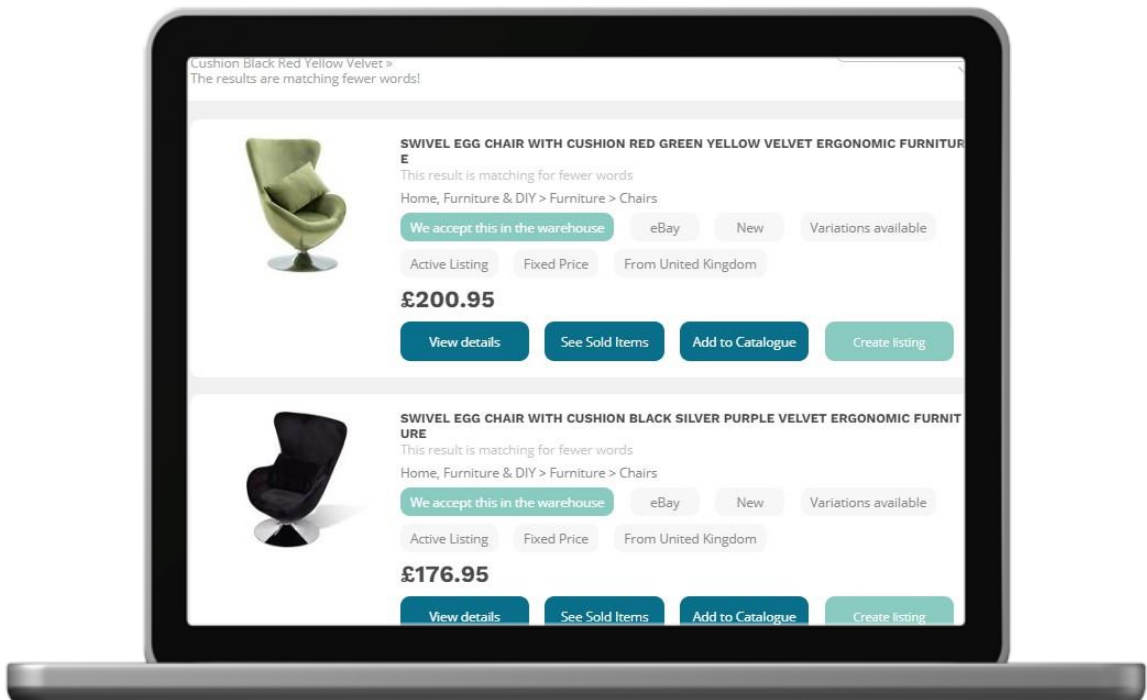
**Copy Plain text**

## Item price

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

### Tips:

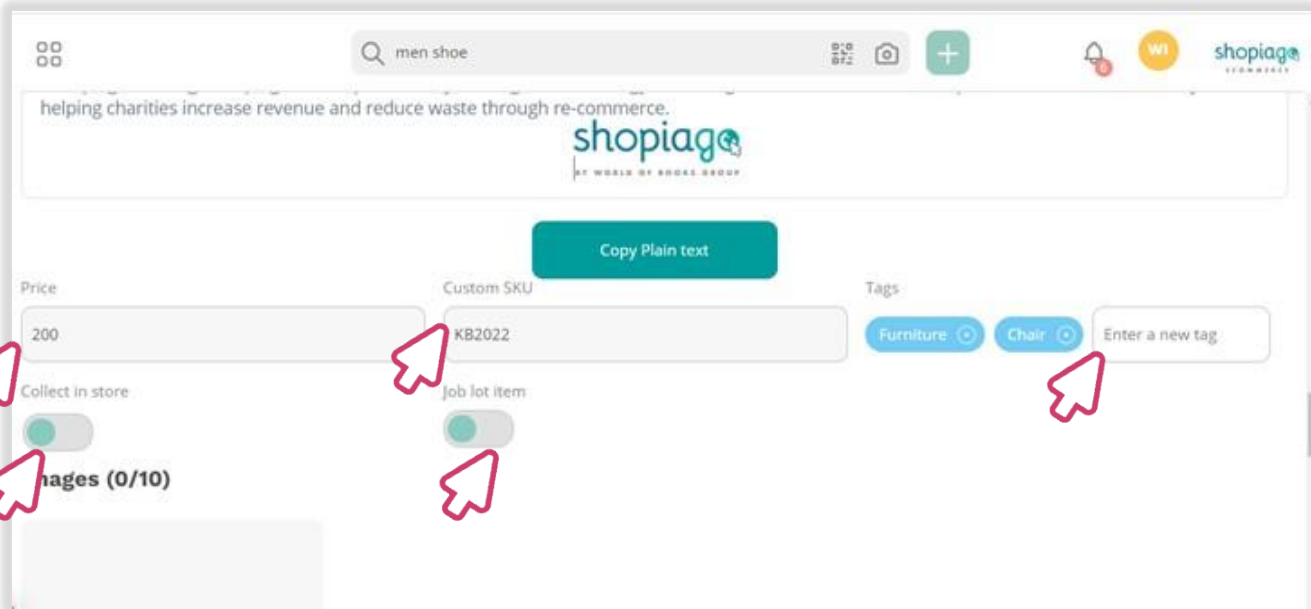
- Avoid setting up your price based on what you want to achieve.
- Don't presume what a customer might pay for your item.
- Use World of Books market research tool, to find out your item price!





## Setting up your item price, location and tag

- 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).
- Add a custom SKU if necessary. Otherwise, leave blank as the system will automatically assign a SKU to the item once it is listed.
- You can add tag(s) to the item 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 Shopiage item setup interface. At the top, there is a search bar with "men shoe" and a navigation bar with icons for home, search, and a plus sign. Below the navigation bar is a banner with the Shopiage logo and the tagline "helping charities increase revenue and reduce waste through re-commerce". The main form area contains several fields and controls:

- Price:** A text input field containing "200". A red arrow points to this field.
- Custom SKU:** A text input field containing "KB2022". A red arrow points to this field.
- Tags:** A section with two blue buttons labeled "Furniture" and "Chair", and a text input field labeled "Enter a new tag". A red arrow points to the "Chair" 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 on. A red arrow points to this toggle.
- Images (0/10):** A section with a plus icon and a text input field.

A teal button labeled "Copy Plain text" is located above the Custom SKU field.

## 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 of your item.
- You can add up to 12 photos.
- If possible, your main image should be on a white background (this will improve visibility on Google search) and show the item photo in full.



## Adding photo(s) to your listing

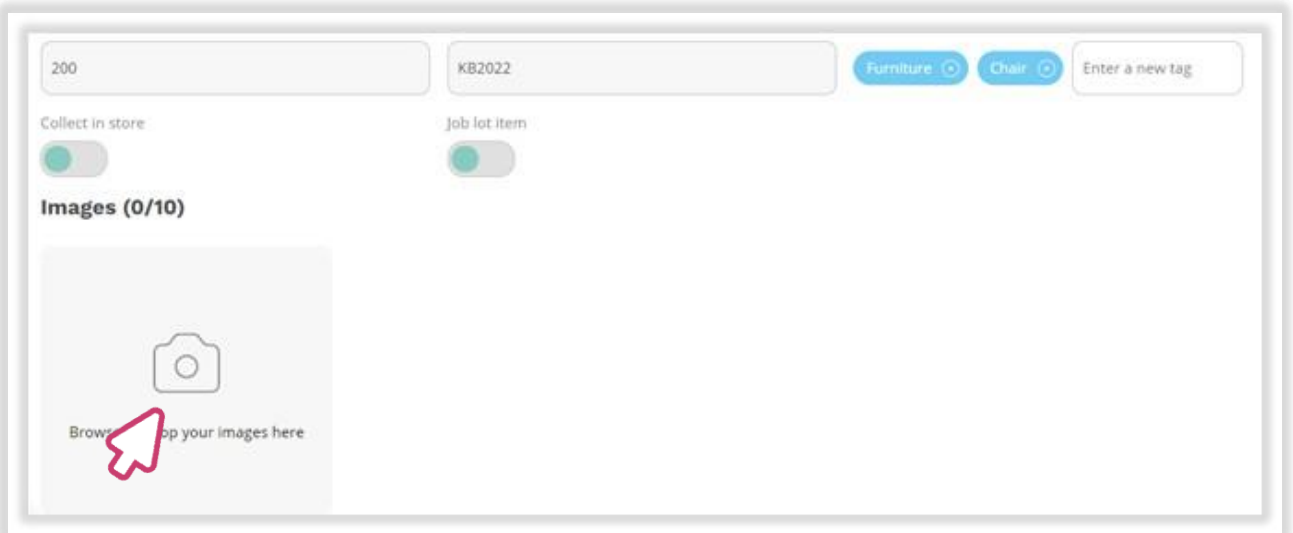
- The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- Photo must be a PNG, JPEG, BMP or GIF.
- Don't use a filter as natural colours are better at showing the buyer what to expect.
- Don't add thumbnails as these can affect the clarity of the photo when submitted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



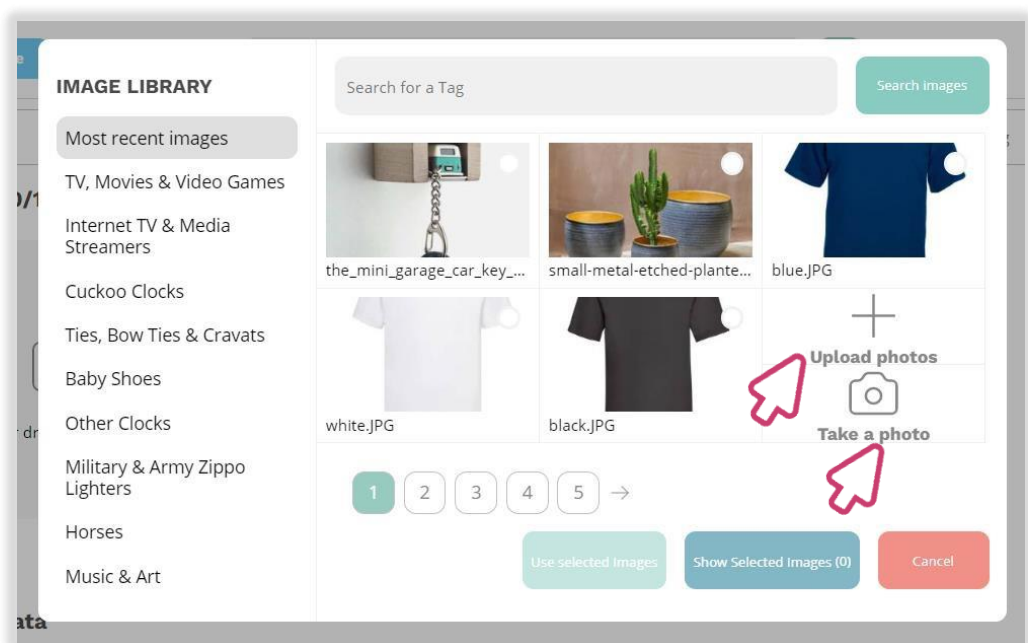
## Adding photo(s) to your listing

To add photo(s):

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



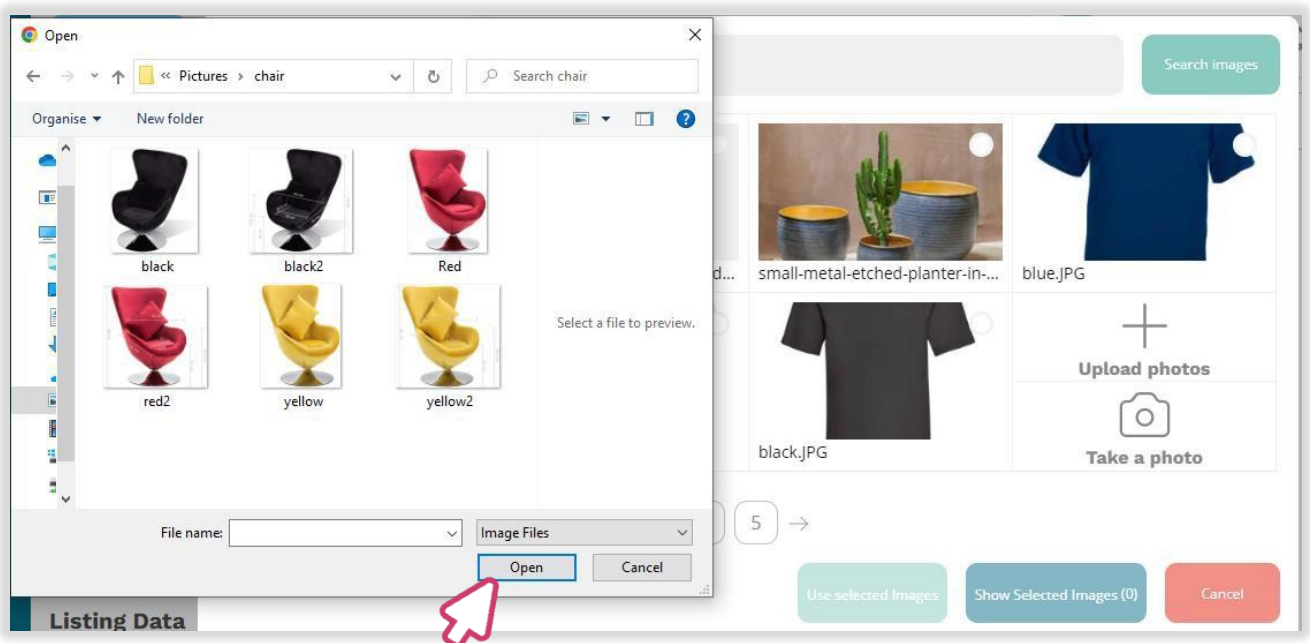
- From the next screen, click on the 'Upload photos' icon to upload photo(s) already stored on your pc or mobile device.
- You can also take photo(s) directly from your mobile device or PC camera by clicking the 'Take a photo' icon.



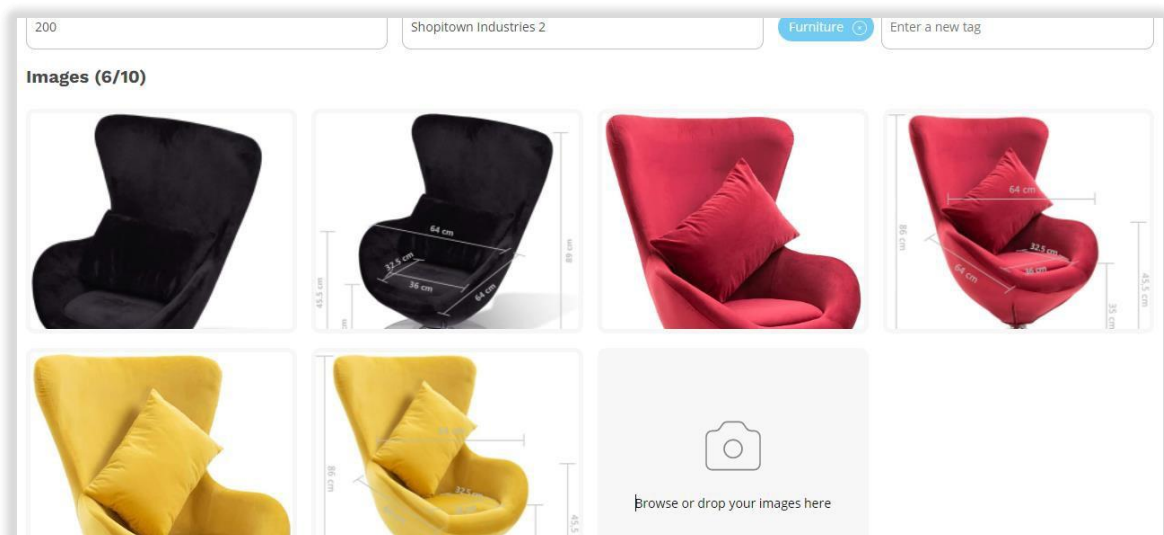
## Adding photo(s) to your listing

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

- To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.
- After selecting photo(s), click on the 'Open' button.



- Uploaded photos should then appear on the listing form.

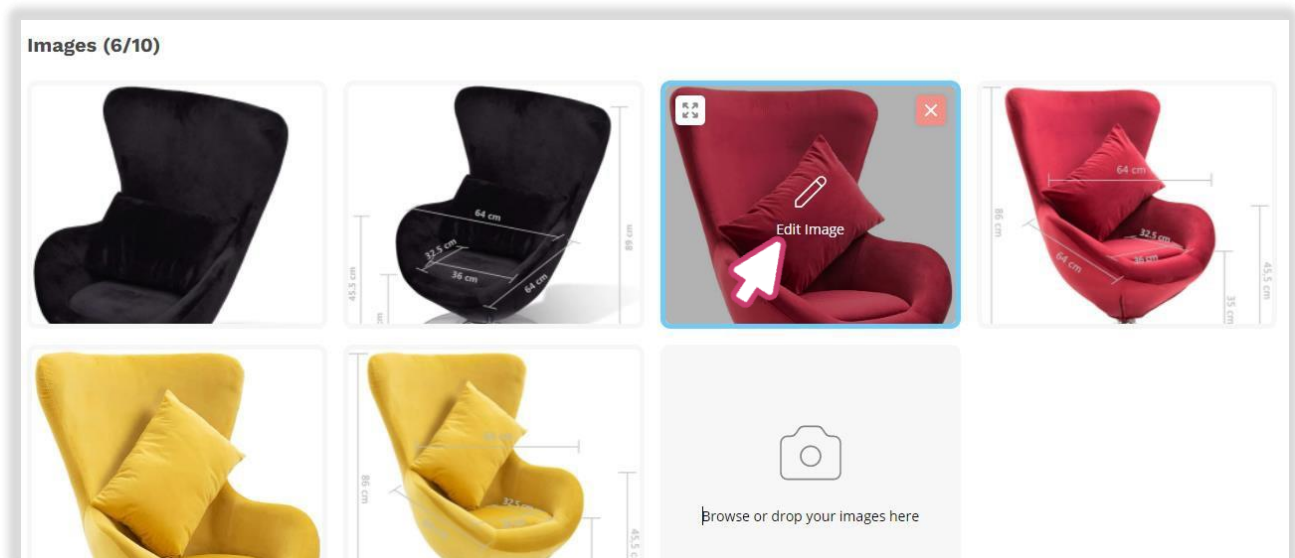




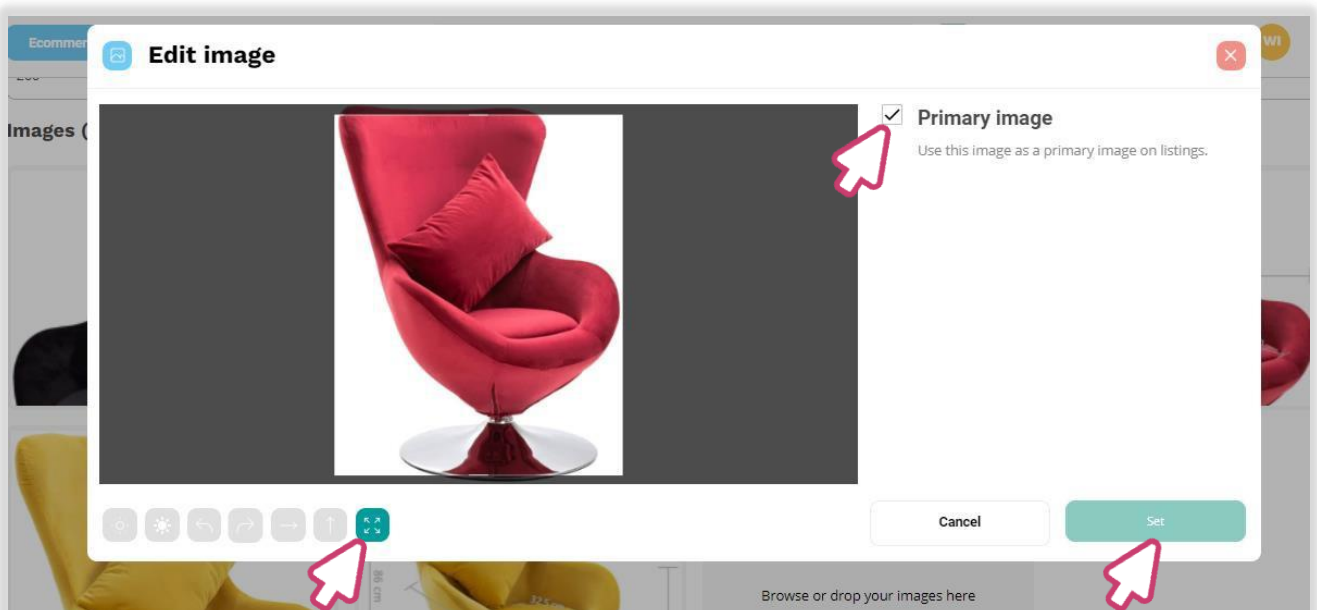
# World of Books

## Adding photo(s) to your listing

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




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





## Adding photo(s) to your listing


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


Images (6/10)















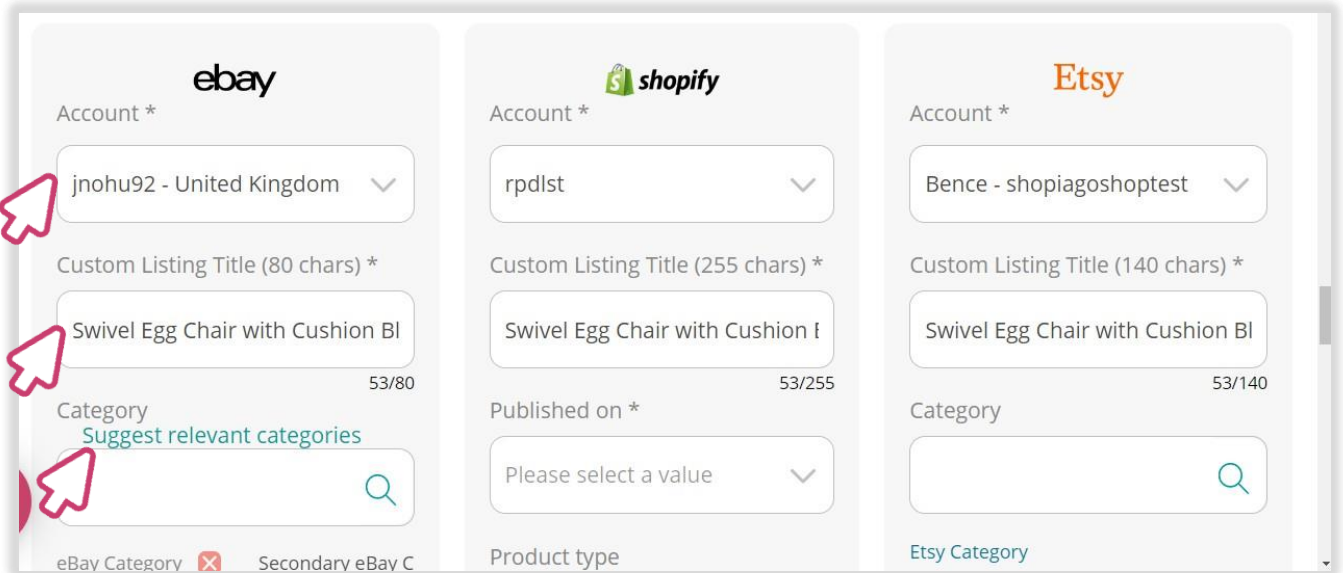


Browse or drop your images here



## Adding listing information for eBay

- For eBay, select the right eBay account.
- 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 me the right categories'.



Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Bl

53/80

Category

Suggest relevant categories

eBay Category

Secondary eBay C

Account \*

rpdlst

Custom Listing Title (255 chars) \*

Swivel Egg Chair with Cushion I

53/255

Published on \*

Please select a value

Product type

Account \*

Bence - shopiagoshoptest

Custom Listing Title (140 chars) \*

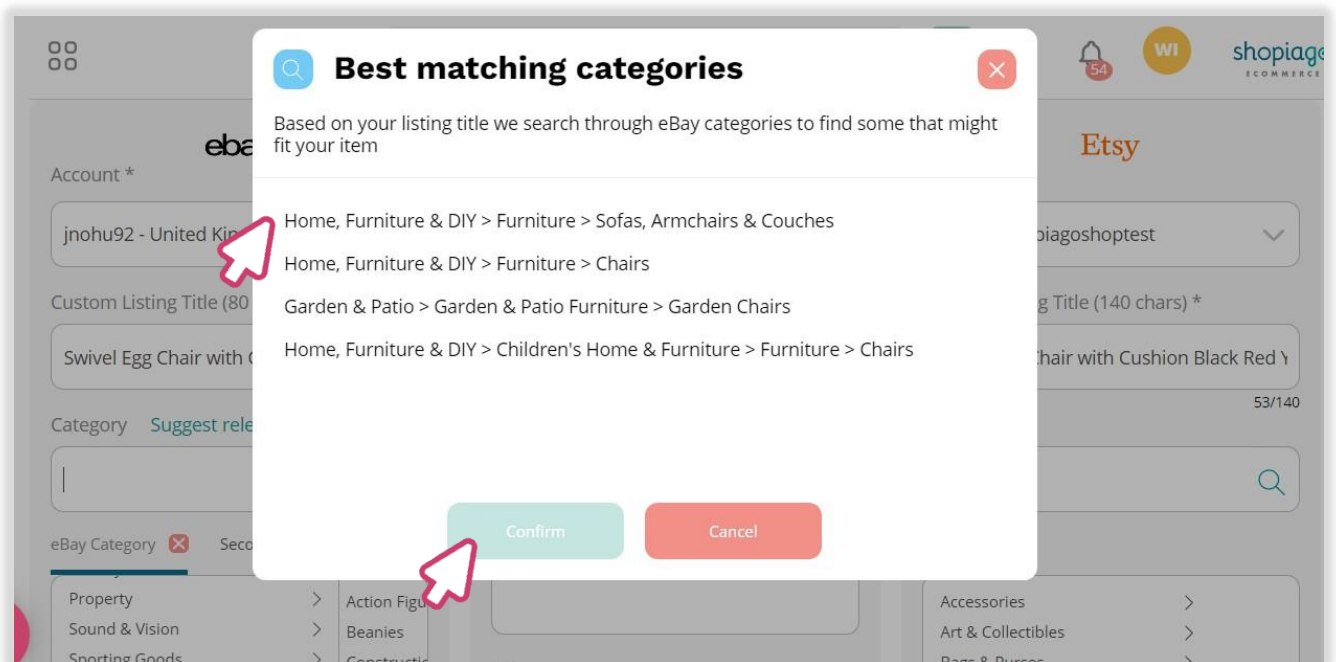
Swivel Egg Chair with Cushion Bl

53/140

Category

Etsy Category

- 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 > Furniture > Sofas, Armchairs & Couches

Home, Furniture & DIY > Furniture > Chairs

Garden & Patio > Garden & Patio Furniture > Garden Chairs

Home, Furniture & DIY > Children's Home & Furniture > Furniture > Chairs

Confirm

Cancel

## Adding listing information for eBay

- 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.

**Listing Data**

**ebay**

Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Y

Category [Suggest relevant categories](#)

Furniture > Sofas, Armchairs & Couches

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

**shopify**

Account \*

rpdlst

Custom Listing Title (255 chars) \*

Swivel Egg Chair with Cushion Black Red

Published on \*

Please select a value

Product type

**Etsy**

Account \*

Bence - shopiagoshoptest

Custom Listing Title (140 chars) \*

Swivel Egg Chair with Cushion Black Red Y

Category

Etsy Category

Accessories

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

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow V

Category [Suggest relevant categories](#)

Furniture > Sofas, Armchairs & Couches

eBay Category ☒ Secondary eBay Category

Home & Patio	>	Food & Drink
Home & Beauty	>	Furniture
Home & Travel	>	Heating, Cooling & Air
Home & DIY	>	Home Security
Home & Work	>	Household & Laundry Supplies
Home & Electronics	>	Kitchen
Home & Instruments & DJ	>	Lighting
	>	Luggage & Travel Accessories

rpdlst

Custom Listing Title (255 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow

Published on \*

Please select a value

Product type

Customer shipping address required

Vendor

Bence - shopiagoshoptest

Custom Listing Title (140 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow V

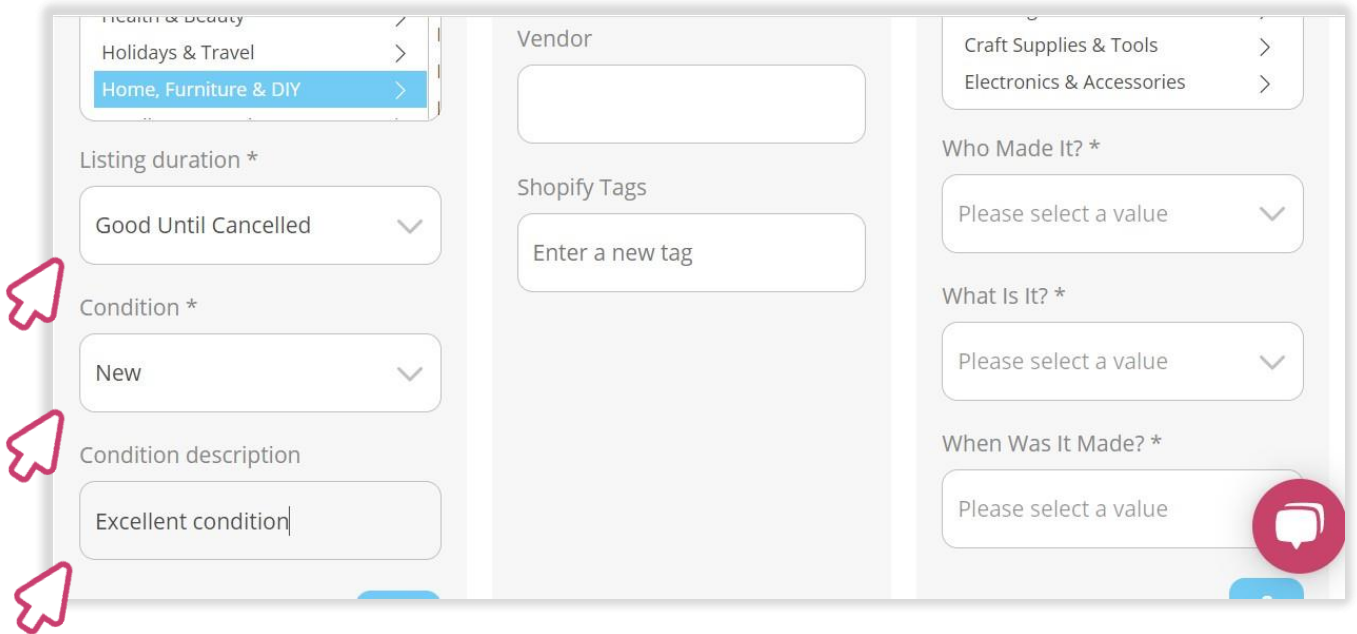
Category

Etsy Category

Accessories	>
Art & Collectibles	>
Bags & Purses	>
Bath & Beauty	>
Books, Movies & Music	>
Clothing	>
Craft Supplies & Tools	>
Electronics & Accessories	>

## Adding listing information for eBay

- 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 selections:

- Category:** Home, Furniture & DIY (selected from a dropdown menu)
- Listing duration \*:** Good Until Cancelled (selected from a dropdown menu)
- Condition \*:** New (selected from a dropdown menu)
- Condition description:** Excellent condition (typed into the text field)
- Vendor:** (empty text field)
- Shopify Tags:** Enter a new tag (text field)
- Who Made It? \*:** Please select a value (dropdown menu)
- What Is It? \*:** Please select a value (dropdown menu)
- When Was It Made? \*:** Please select a value (dropdown menu)

Red arrows point to the 'Condition' dropdown, the 'Condition description' text field, and the 'Home, Furniture & DIY' category selection.



## 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

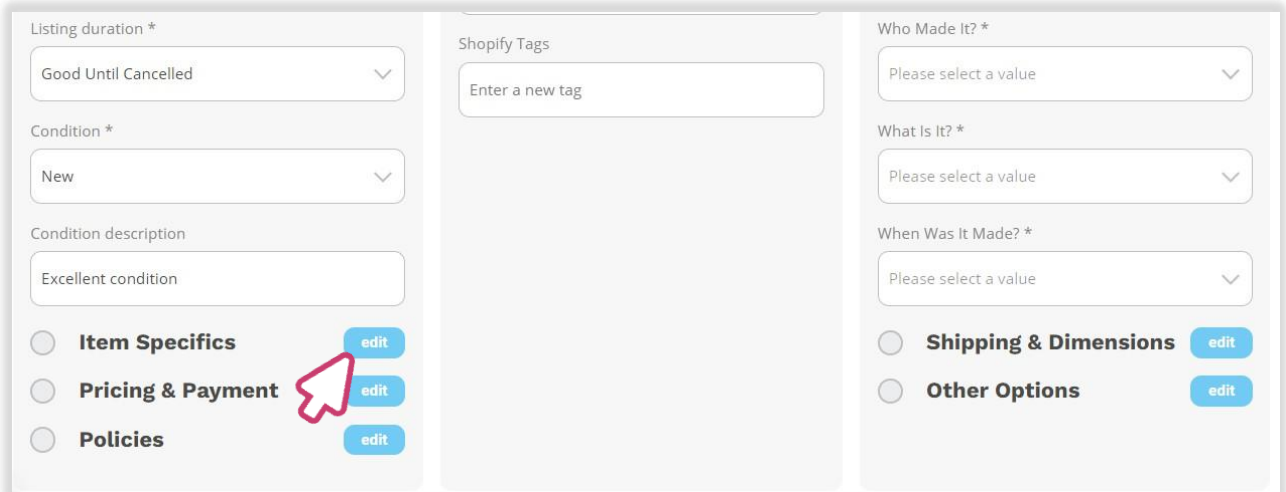
- Your listing will perform better if you fill in these recommended attributes.
- It could reach a higher search position and will show up in more search results.
- This is not mandatory but if you have these details, please enter them.

### 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.

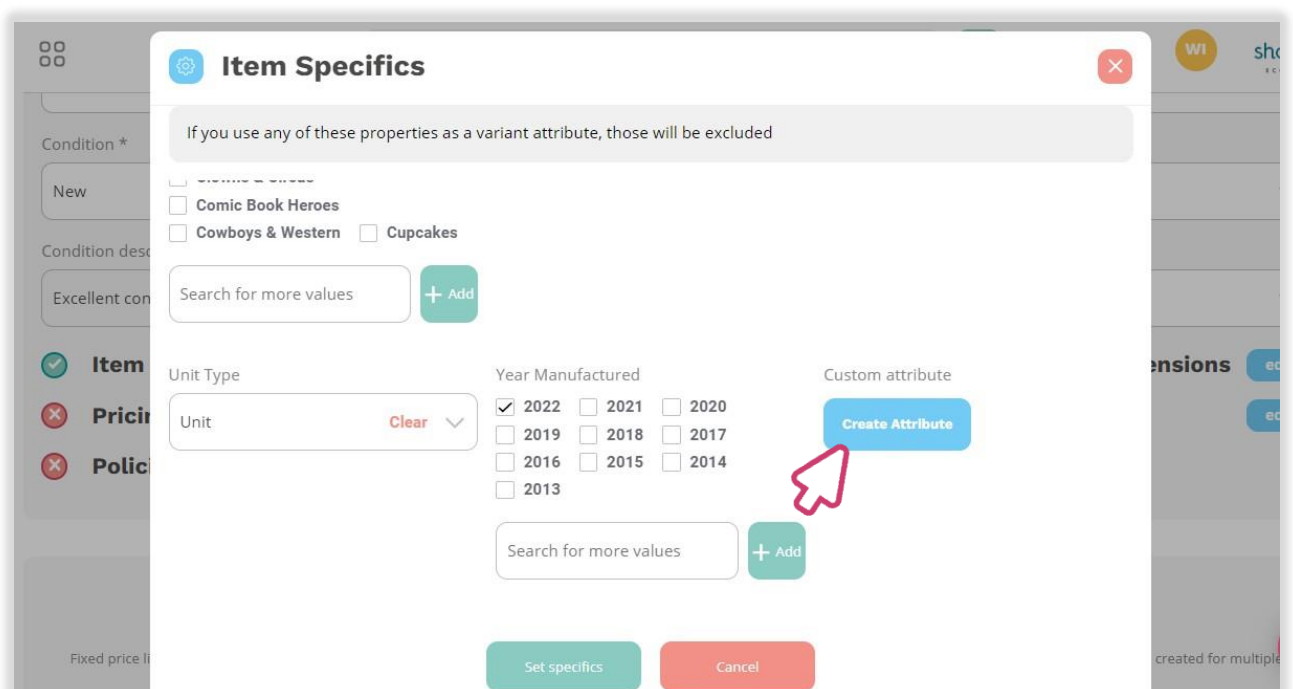
## eBay item specifics

- To add 'Specifics' that applies to the item, click on the 'Edit' button.



The screenshot shows the eBay item listing page with the 'Item Specifics' section highlighted. The 'Item Specifics' section is located on the left side of the page, below the 'Condition' and 'Condition description' fields. It contains three sub-sections: 'Item Specifics', 'Pricing & Payment', and 'Policies'. Each sub-section has an 'edit' button next to it. A red arrow points to the 'edit' button for 'Item Specifics'.

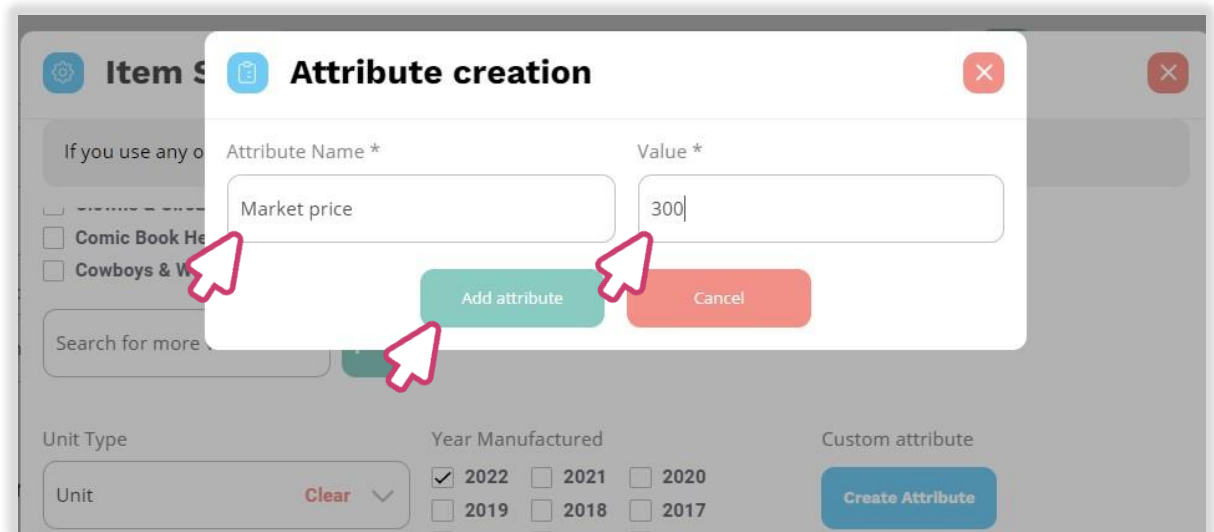
- And enter all item specifics that are required and any optional attributes from the next screen.
- To add custom attribute(s), click on the 'Create Attribute' button.



The screenshot shows the 'Item Specifics' modal window. It contains a search bar for 'Search for more values' and a '+ Add' button. Below the search bar, there are checkboxes for 'Comic Book Heroes', 'Cowboys & Western', and 'Cupcakes'. The 'Unit Type' section has a dropdown menu with 'Unit' selected and a 'Clear' button. The 'Year Manufactured' section has a grid of checkboxes for years from 2022 to 2013. The 'Custom attribute' section has a 'Create Attribute' button. A red arrow points to the 'Create Attribute' button. At the bottom, there are 'Set specifics' and 'Cancel' buttons.

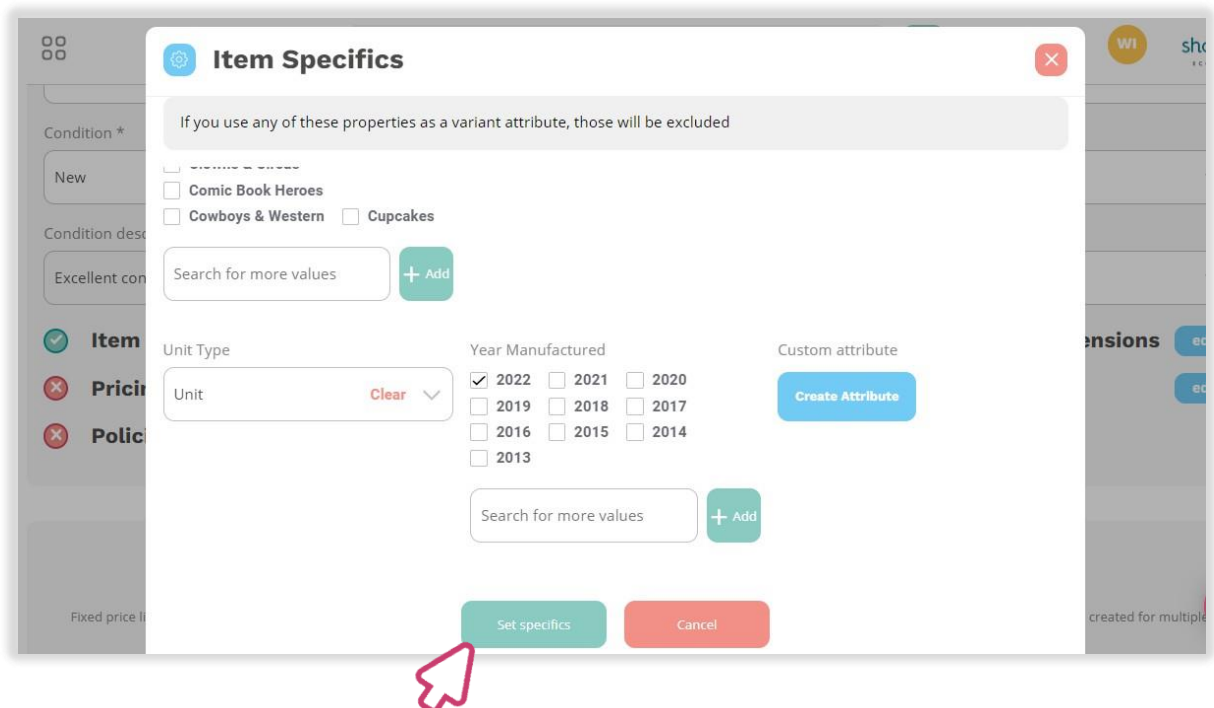
## Item specifics

- And enter the attribute name and value.
- Click on the 'Add attribute' button once you are!



The screenshot shows a modal window titled "Attribute creation" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Attribute Name \*" and "Value \*". The "Attribute Name" field contains the text "Market price", and the "Value" field contains the text "300". Below these fields are two buttons: a green "Add attribute" button and a red "Cancel" button. Three red mouse cursor icons are overlaid on the image, pointing to the "Attribute Name" field, the "Value" field, and the "Add attribute" button. In the background, a blurred view of the "Item Specifics" form is visible, showing sections for "If you use any of these properties as a variant attribute, those will be excluded" with checkboxes for "Comic Book Heroes", "Cowboys & Western", and "Cupcakes"; a "Unit Type" dropdown set to "Unit" with a "Clear" button; and a "Year Manufactured" section with checkboxes for years from 2013 to 2022, where 2022 is selected.

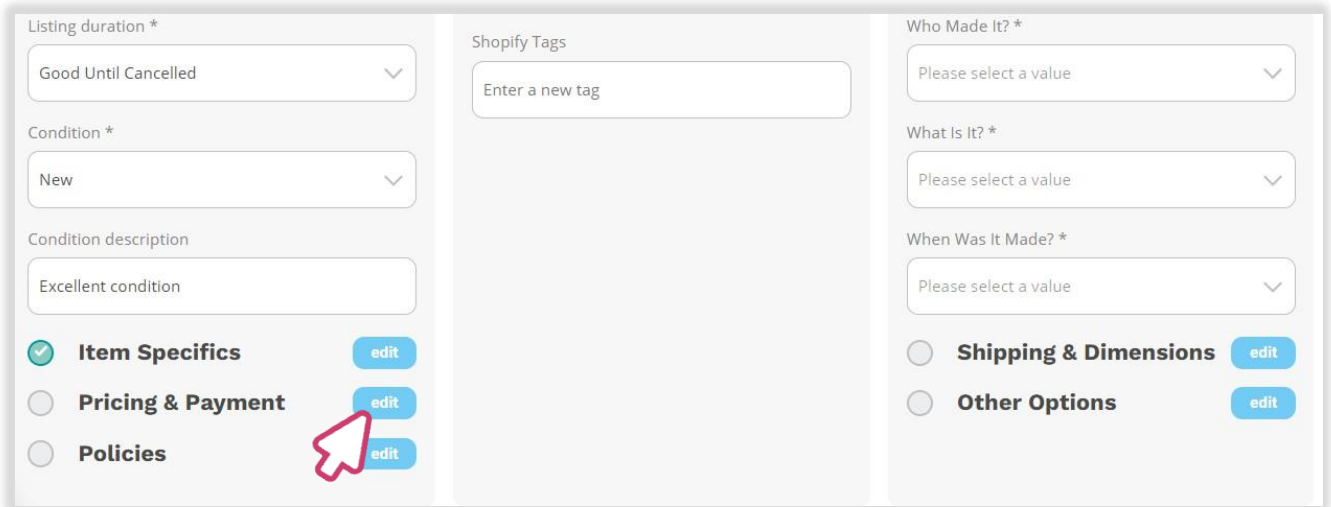
- Once all required item specifics are entered, click on the 'Set specifics' button.



The screenshot shows the "Item Specifics" form. At the top, there is a section titled "If you use any of these properties as a variant attribute, those will be excluded" with checkboxes for "Comic Book Heroes", "Cowboys & Western", and "Cupcakes". Below this is a search bar with the text "Search for more values" and a green "+ Add" button. The "Unit Type" section has a dropdown menu set to "Unit" with a "Clear" button. The "Year Manufactured" section has checkboxes for years from 2013 to 2022, with 2022 selected. There is another search bar with the text "Search for more values" and a green "+ Add" button. At the bottom of the form are two buttons: a green "Set specifics" button and a red "Cancel" button. A red mouse cursor icon is overlaid on the image, pointing to the "Set specifics" button. The background shows a blurred view of the "Item Specifics" form, including a "Condition" section with a "New" button and a "Condition description" section with a "Fixed price" button.

## Pricing and payment

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



Listing duration \*  
Good Until Cancelled

Condition \*  
New

Condition description  
Excellent condition

☒ **Item Specifics** [edit](#)

☐ **Pricing & Payment** [edit](#)

☐ **Policies** [edit](#)

Shopify Tags  
Enter a new tag

Who Made It? \*  
Please select a value

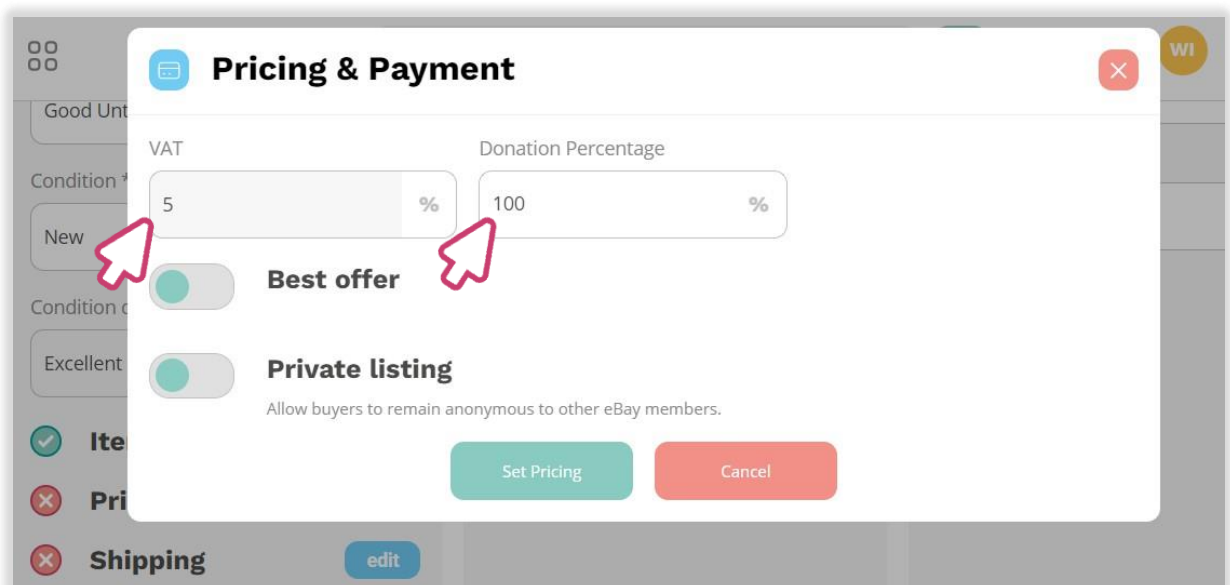
What Is It? \*  
Please select a value

When Was It Made? \*  
Please select a value

☐ **Shipping & Dimensions** [edit](#)

☐ **Other Options** [edit](#)

- 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.



**Pricing & Payment**

VAT  
5 %

Donation Percentage  
100 %

☒ **Best offer**

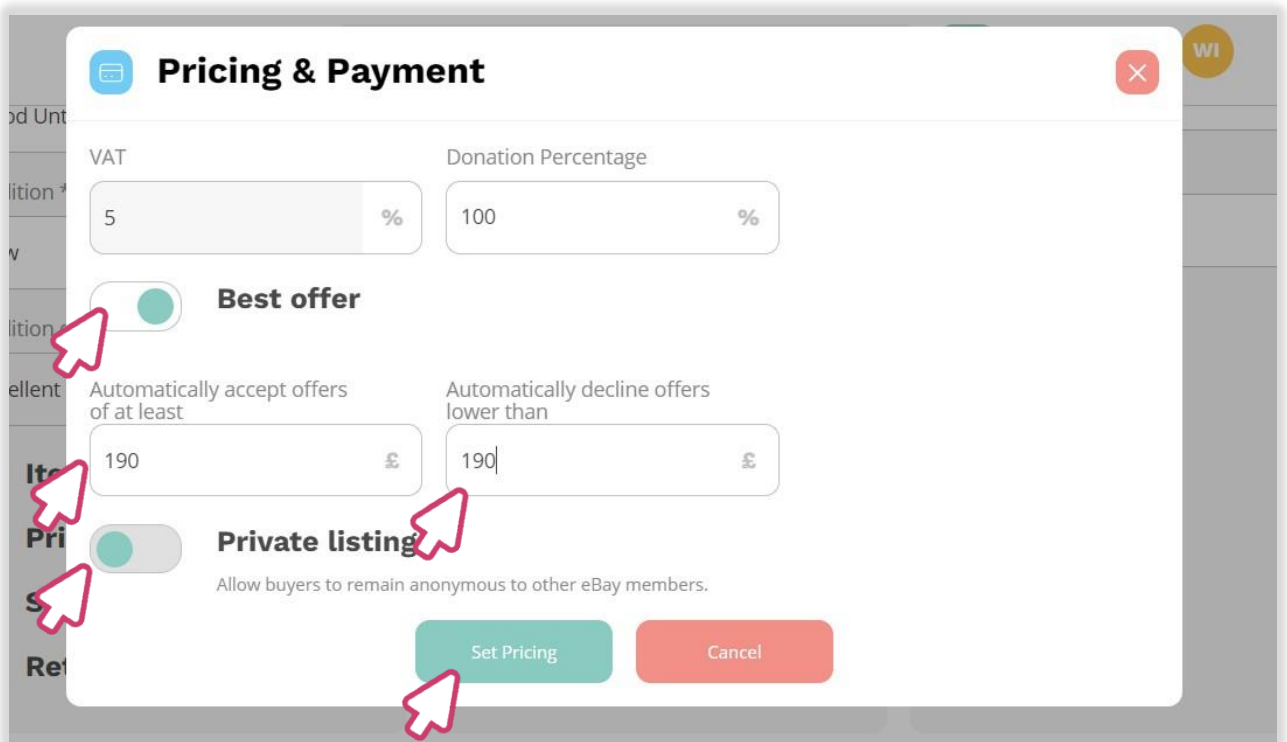
☒ **Private listing**  
Allow buyers to remain anonymous to other eBay members.

[Set Pricing](#) [Cancel](#)



## Pricing and payment

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



**Pricing & Payment**

VAT: 5 %

Donation Percentage: 100 %

**Best offer**

Automatically accept offers of at least: 190 £

Automatically decline offers lower than: 190 £

**Private listing**

Allow buyers to remain anonymous to other eBay members.

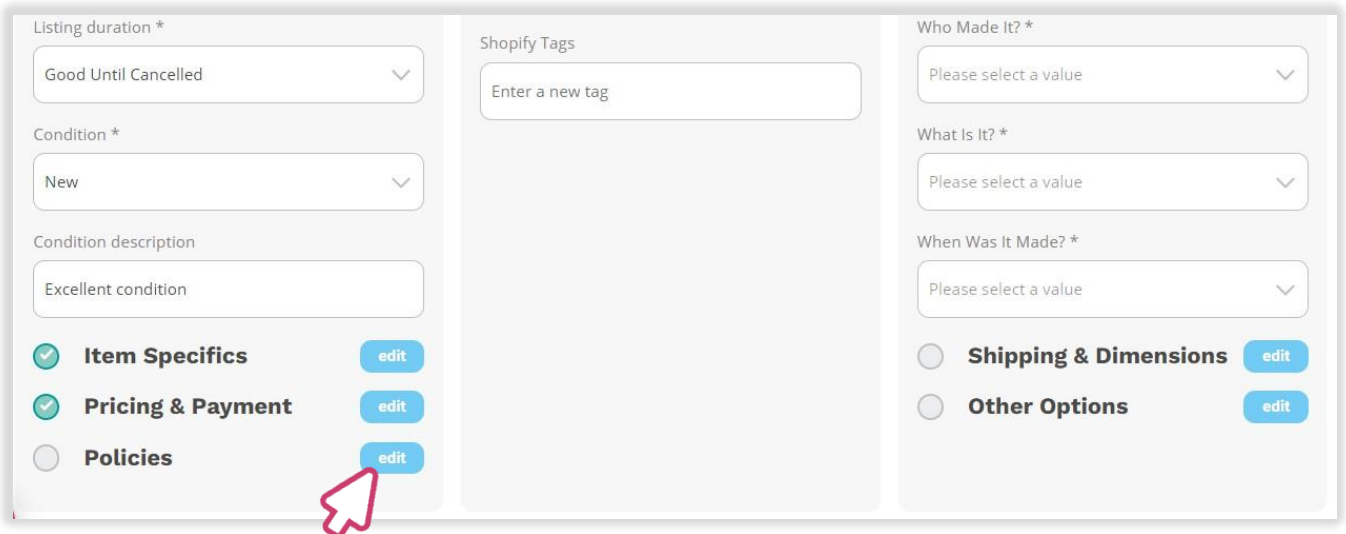
**Set Pricing** **Cancel**

## Policies

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

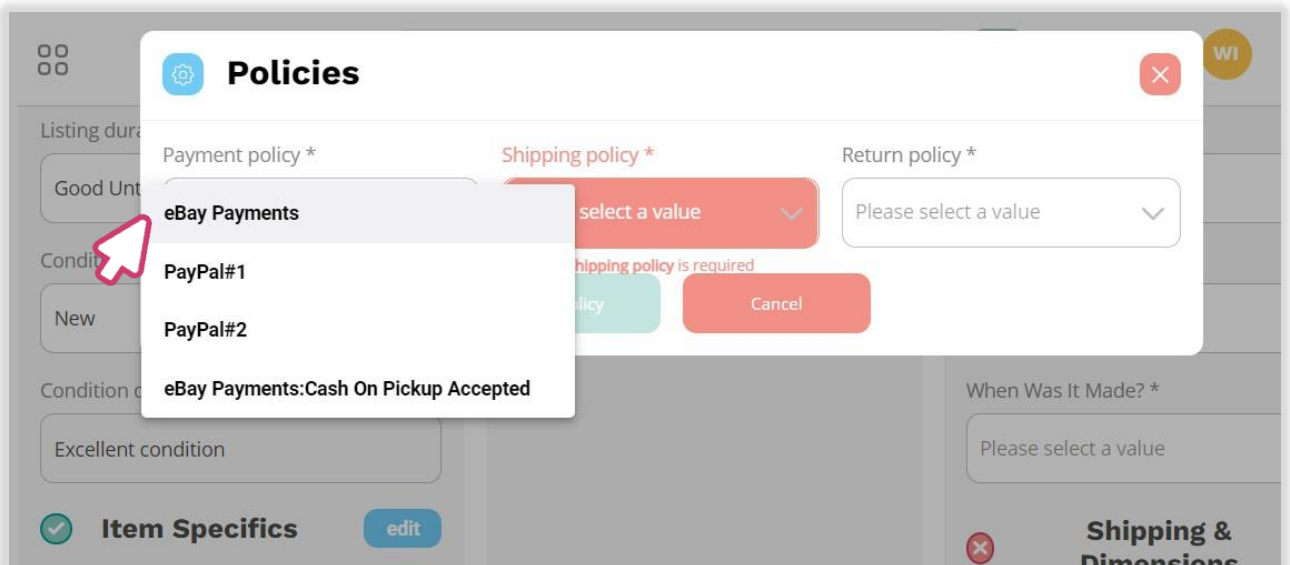
To set policies;

- Click on the 'Edit' button.



The screenshot shows a listing form with several sections. On the left, under 'Condition \*', there is a 'Policies' section with three items: 'Item Specifics' (checked), 'Pricing & Payment' (checked), and 'Policies' (unchecked). Each item has an 'edit' button next to it. A red arrow points to the 'edit' button for the 'Policies' item. Other sections include 'Listing duration \*' (Good Until Cancelled), 'Condition \*' (New), 'Condition description' (Excellent condition), 'Shopify Tags' (Enter a new tag), 'Who Made It? \*' (Please select a value), 'What Is It? \*' (Please select a value), and 'When Was It Made? \*' (Please select a value). On the right, there are sections for 'Shipping & Dimensions' and 'Other Options', each with an 'edit' button.

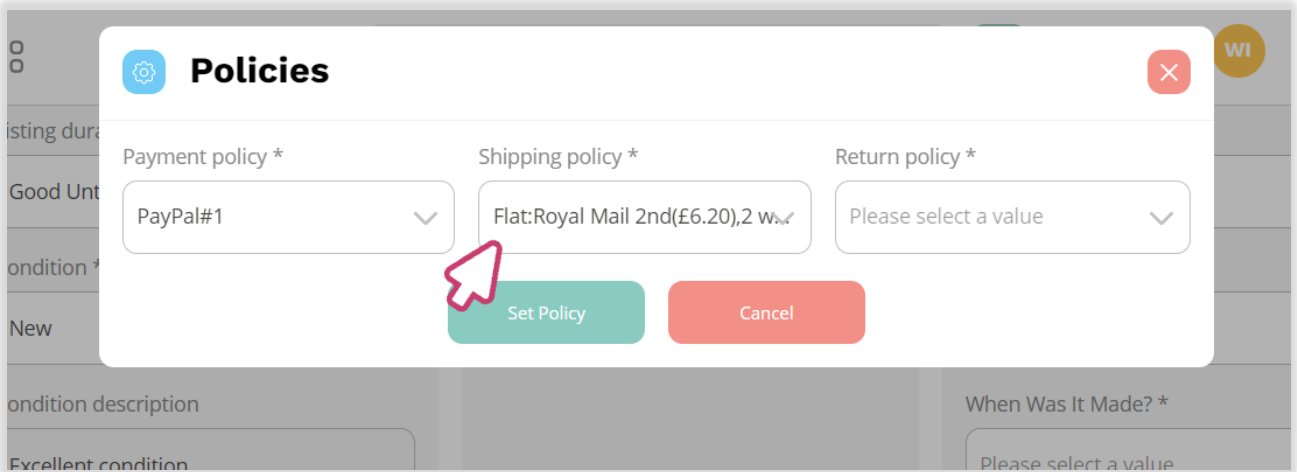
- From the pop-up screen, click on 'Payment policy' field and select a preferred payment policy.



The screenshot shows a 'Policies' pop-up screen. It has three main sections: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' section has a dropdown menu open, showing options: 'eBay Payments', 'PayPal#1', 'PayPal#2', and 'eBay Payments:Cash On Pickup Accepted'. A red arrow points to the 'eBay Payments' option. The 'Shipping policy \*' section has a dropdown menu with 'select a value' and a red button labeled 'Cancel'. The 'Return policy \*' section has a dropdown menu with 'Please select a value'. At the bottom, there is a 'Shipping & Dimensions' section with a red 'X' icon.

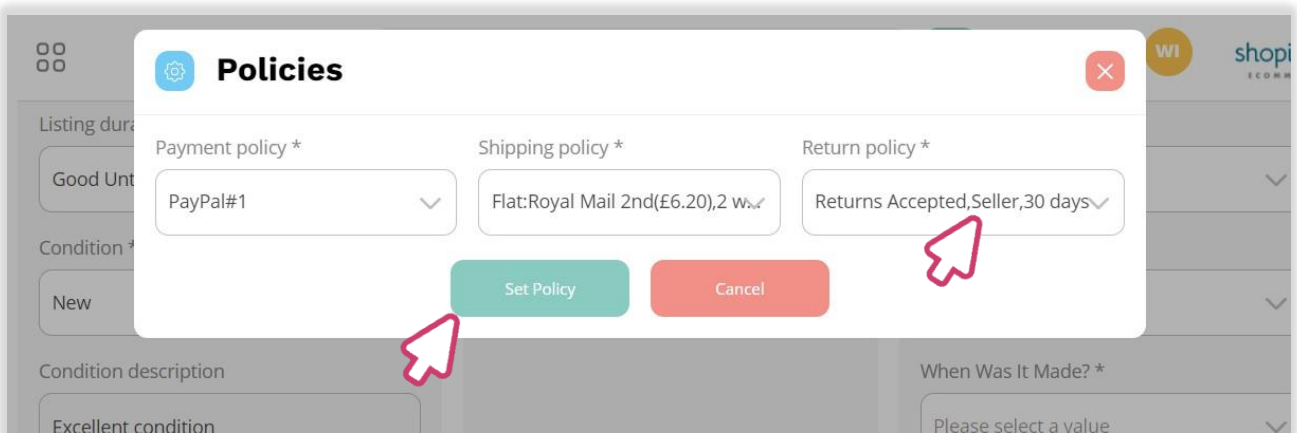
## Policies

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



The screenshot shows a 'Policies' modal window with three dropdown menus: 'Payment policy \*' (selected: PayPal#1), 'Shipping policy \*' (selected: Flat:Royal Mail 2nd(£6.20),2 w...), and 'Return policy \*' (selected: Please select a value). A red mouse cursor is pointing at the 'Shipping policy' dropdown. Below the dropdowns are two buttons: 'Set Policy' (green) and 'Cancel' (red).

- Click on 'Return policy' field and select a relevant return policy.
- Then, click on the 'Set Policy' button.



The screenshot shows the same 'Policies' modal window. The 'Return policy \*' dropdown is now selected with 'Returns Accepted,Seller,30 days'. A red mouse cursor is pointing at the 'Return policy' dropdown. The 'Set Policy' button (green) is also highlighted with a red mouse cursor. The 'Cancel' button (red) remains visible.



## eBay shipping policy not synced into World of Books account?

If you've not synced your eBay shipping policy into your World of Books account, you still have the option to specify these policies when creating a listing. Please follow the steps below;

To set Shipping policy for domestic:

- Click on Shipping 'edit' button.

Good Until Cancelled

Condition \*

Please select a condition

Item Specifics edit

Pricing & Payment edit

Shipping edit

Return policy edit

Shipping tags

Enter a new tag

Please select a value

What Is It? \*

Please select a value

When Was It Made? \*

Please select a value

Shipping & Dimensions edit

Other Options edit

- From the pop-up screen, click on the 'Service provider' field and select a domestic shipping provider.
- Enter item 'Shipping price'.
- Or turn on 'Free shipping' if you are not charging a postage fee.

Ecommerce

Shipping

Domestic shipping method \*

Service Provider Price Free shipping

Royal Mail 1st Class 5.50

Please select a service provider

Remove Service

International shipping method

Service Provider

Please select a service provider

Set Shipping Cancel



## eBay shipping policy not synced into World of Books account?

To set Shipping policy for international:

- Click on 'International shipping method' and select a shipping provider.
- Enter the postage amount.
- To remove shipping, click on the 'Remove service' button.
- Click on 'Set Shipping' once you are ready!

The screenshot shows the 'Shipping' modal in the World of Books Ecommerce interface. The modal is titled 'Shipping' and has a close button (X) in the top right corner. It is divided into two sections: 'Domestic shipping method \*' and 'International shipping method'.

**Domestic shipping method \***

Service Provider	Price	Free shipping
Royal Mail 1st Class	5.50	<input checked="" type="checkbox"/>
Please select a service provider		

**International shipping method**

Service Provider	Price
Royal Mail International Tracked	10.50
Please select a service provider	

At the bottom of the modal, there are two buttons: 'Set Shipping' (green) and 'Cancel' (red). Red arrows point to the 'Remove Service' buttons for both domestic and international shipping methods, and to the 'Set Shipping' button.



## eBay return policy not synced into World of Books account?

If you've not synced your eBay return policy into your World of Books account, you still have the option to specify these policy when creating a listing.

To set return policy:

Click on the Return policy 'edit' button.

The screenshot shows a listing form with several sections. On the left, there is a sidebar with a list of sections: 'Item Specifics', 'Pricing & Payment', 'Shipping', and 'Return policy'. Each section has a status icon (green checkmark for the first three, red X for the last) and an 'edit' button. A red arrow points to the 'edit' button for the 'Return policy' section. The main form area has a 'Condition \*' dropdown set to 'New', a 'Condition description' text box containing 'Excellent condition', and a 'When was it Made? ^' dropdown set to 'Please select a value'.

- From the next screen, click on the 'Return accepted' field and select if you accept a return or not.
- Also select a return duration from 14 to 60 days.
- Select who pays for the return e.g Buyer.
- Then, click on the 'Set policy' button.

The screenshot shows a modal titled 'Return Policy' with a close button (red X) in the top right corner. It contains three dropdown menus: 'Return Accepted \*' set to 'yes', 'Item Must Be Returned Within \*' set to '30 days', and 'Return shipping will be paid by \*' set to 'Buyer'. At the bottom, there are two buttons: 'Set Policy' (green) and 'Cancel' (red). A red arrow points to the 'Set Policy' button.



## Adding listing information for Shopify

- For Shopify, select the correct account.
- Click on the 'Custom Listing Title' field to modify the title if necessary.
- Click on the '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).
- Type in the 'product type' if necessary. (This refers to the item category).
- Switch on 'Customer shipping address' (to request the customer address when they checkout).

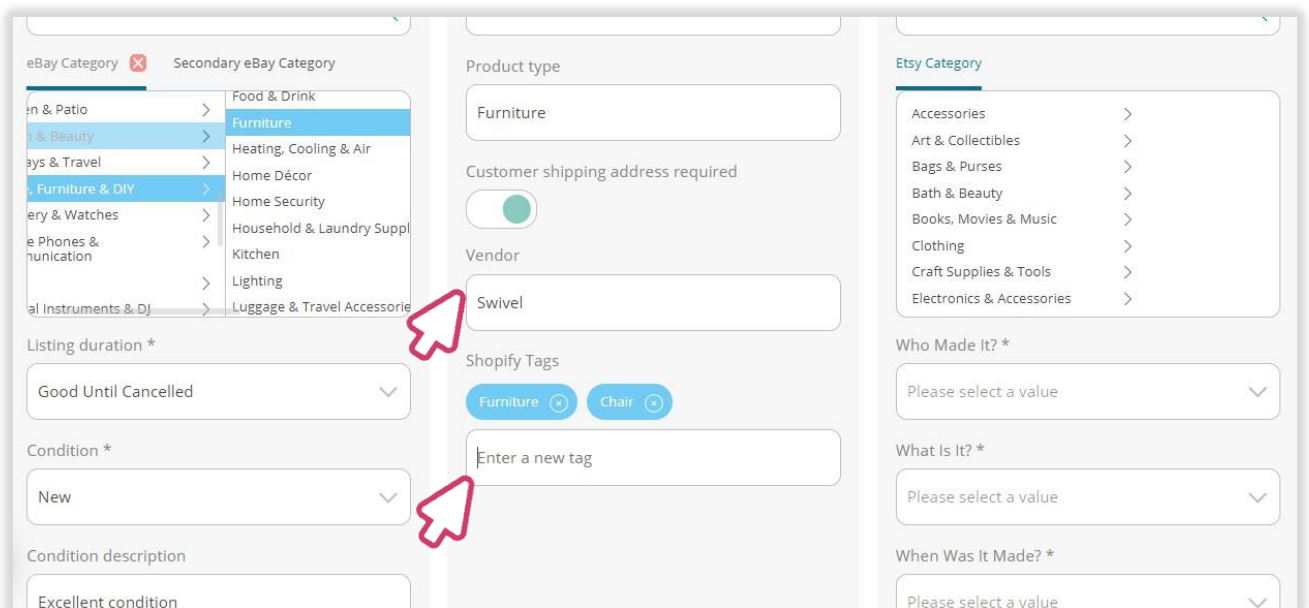
The screenshot displays the 'World of Books' listing form for three platforms: eBay, Shopify, and Etsy. The form is divided into three columns, each representing a different platform. The 'eBay' column shows the 'Account' field with 'jnohu92 - United Kingdom' selected, the 'Custom Listing Title' field with 'Swivel Egg Chair with Cushion Black Red Yellow V' (53/80 characters), the 'Category' field with 'Furniture > Sofas, Armchairs & Couches' (Suggest relevant categories), and the 'eBay Category' dropdown menu with 'Furniture' selected. The 'Shopify' column shows the 'Account' field with 'rpd1st' selected, the 'Custom Listing Title' field with 'Swivel Egg Chair with Cushion Black Red Yellow' (53/255 characters), the 'Published on' field with 'Global' selected, the 'Product type' field with 'Furniture' selected, and the 'Customer shipping address required' toggle switch turned on. The 'Etsy' column shows the 'Account' field with 'Bence - shopiagoshoptest' selected, the 'Custom Listing Title' field with 'Swivel Egg Chair with Cushion Black Red Yellow V' (53/140 characters), and the 'Etsy Category' dropdown menu with 'Accessories' selected. Red arrows point to the 'Custom Listing Title', 'Published on', 'Product type', and 'Customer shipping address' fields.

Platform	Account *	Custom Listing Title (80 chars) *	Category	Published on *	Product type	Customer shipping address required
eBay	jnohu92 - United Kingdom	Swivel Egg Chair with Cushion Black Red Yellow V (53/80)	Furniture > Sofas, Armchairs & Couches (Suggest relevant categories)			
Shopify	rpd1st	Swivel Egg Chair with Cushion Black Red Yellow (53/255)		Global	Furniture	On
Etsy	Bence - shopiagoshoptest	Swivel Egg Chair with Cushion Black Red Yellow V (53/140)				



## Adding listing information for Shopify

- Click on the 'Vendor' field and enter the item manufacturer name if necessary.
- Click on 'Shopify tag' field and enter tag(s) if necessary. Shopify tags are searchable keywords that are associated with the item, which helps customers locate your item when searching. If you want your listing to reach wider buyers, please include tags.



The screenshot shows the 'Adding listing information for Shopify' form. It is divided into three main sections: eBay Category, Product type, and Etsy Category.

**eBay Category:** A dropdown menu is open, showing a list of categories. The 'Furniture' category is highlighted. A red arrow points to the 'Vendor' field below.

**Product type:** A dropdown menu is open, showing 'Furniture' as the selected option. Below it, a toggle for 'Customer shipping address required' is turned on. The 'Vendor' field is labeled 'Swivel'. A red arrow points to the 'Shopify Tags' field below.

**Shopify Tags:** A text input field with the placeholder 'Enter a new tag'. Below it, two tags are listed: 'Furniture' and 'Chair', each with a small 'x' icon to remove it.

**Etsy Category:** A dropdown menu is open, showing a list of categories. The 'Accessories' category is highlighted.

**Other fields:** The form includes fields for 'Listing duration \*' (set to 'Good Until Cancelled'), 'Condition \*' (set to 'New'), 'Condition description' (set to 'Excellent condition'), 'Who Made It? \*' (set to 'Please select a value'), 'What Is It? \*' (set to 'Please select a value'), and 'When Was It Made? \*' (set to 'Please select a value').

## Adding listing information for Etsy

- For Etsy, select the correct account.
- Click on the 'Custom Listing Title' field to modify the title if necessary.
- Manually type - in the item name in the search field and select the best fitting category.

**Listing Data**

**ebay**

Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Y

Category [Suggest relevant categories](#)

Furniture > Sofas, Armchairs & Couches

eBay Category ☒ Secondary eBay Category

Home & Patio > Food & Drink

**shopify**

Account \*

rpd1st

Custom Listing Title (255 chars) \*

Swivel Egg Chair with Cushion Black Red

Published on \*

Global

Product type

Furniture

**Etsy**

Account \*

Bence - shopiagoshoptest

Custom Listing Title (140 chars) \*

Swivel Egg Chair with Cushion Black Red Y

Category

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

- If you can't find the right category, you can use the 'Item category selector' and look at the different categories to find the best fit.

Custom Listing Title (80 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow V

Category [Suggest relevant categories](#)

Furniture > Sofas, Armchairs & Couches

eBay Category ☒ Secondary eBay Category

Home & Patio	>	Food & Drink
Home & Beauty	>	Furniture
Home & Travel	>	Heating, Cooling & Air
Home, Furniture & DIY	>	Home Décor
Home & Watches	>	Home Security
Home & Phones & Communication	>	Household & Laundry Supplies
Home & Musical Instruments & DJ	>	Kitchen
	>	Lighting
	>	Luggage & Travel Accessories

Listing duration \*

Custom Listing Title (255 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow

Published on \*

Global

Product type

Furniture

Customer shipping address required

☒

Vendor

Swivel

Shopify Tags

Custom Listing Title (140 chars) \*

Swivel Egg Chair with Cushion Black Red Yellow V

Category

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

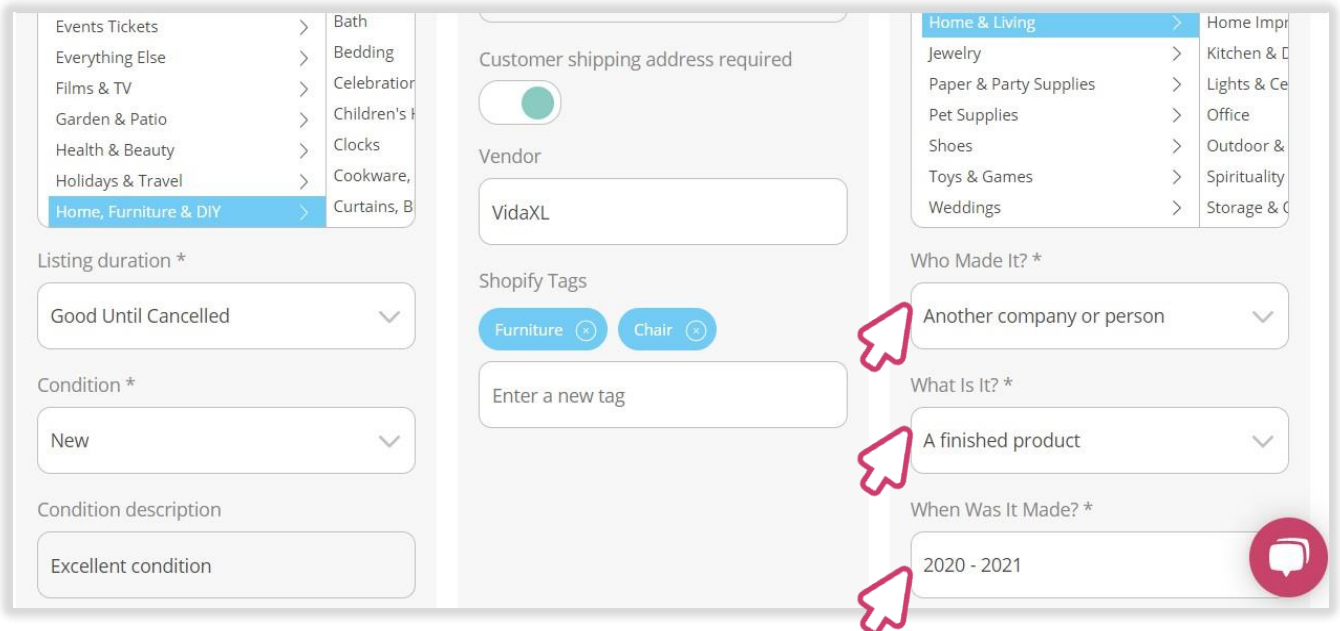
Etsy Category ☒

Bags & Purses	>	Cleaning Supplies
Bath & Beauty	>	Curtains & Window Treatments
Books, Movies & Music	>	Floor & Rugs
Clothing	>	Food & Drink
Craft Supplies & Tools	>	Furniture
Electronics & Accessories	>	Home Appliances
Home & Living	>	Home Decor
Jewelry	>	Home Improvement
Paper & Party Supplies	>	

Who Made It? \*

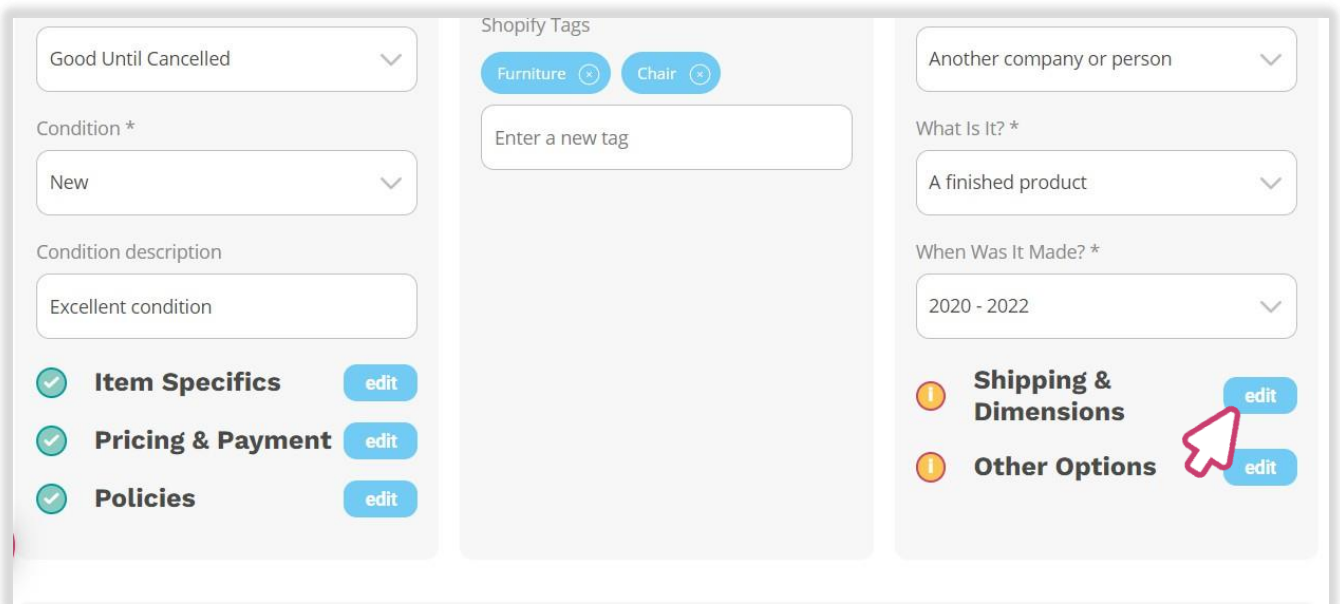
## Adding listing information for Etsy

- Click on the 'Who made it' field, and select one option from the list.
- Click on the 'What is it' field, and select one option from the list.
- Click on the 'When was it made' field, and select the item manufacture year.



The screenshot shows the Etsy listing creation interface. On the left, there are category dropdowns, listing duration, condition, and condition description. In the center, there's a toggle for shipping address, a vendor field, and Shopify tags. On the right, there are dropdowns for 'Who Made It?', 'What Is It?', and 'When Was It Made?'. Red arrows point to these three dropdowns, indicating the steps to be followed. A red speech bubble icon is also visible in the bottom right corner of the form area.

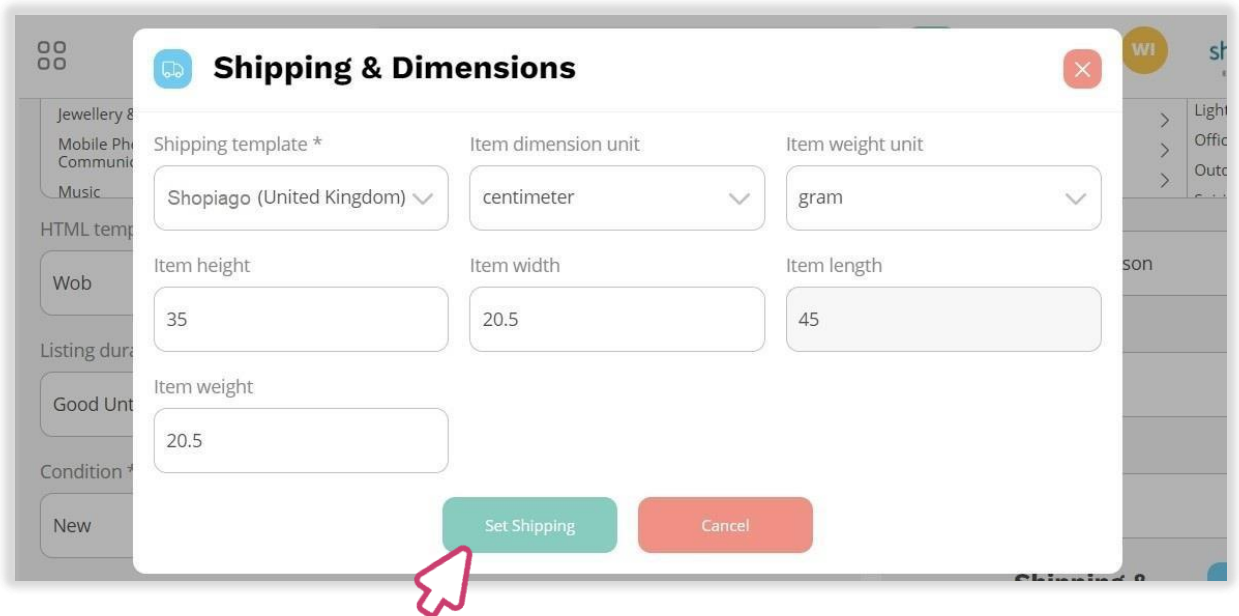
To add shipping & dimensions information, click on 'Edit' button.



This screenshot shows the bottom section of the Etsy listing creation form. It includes a list of sections: 'Item Specifics', 'Pricing & Payment', and 'Policies', each with a green checkmark and an 'edit' button. To the right, there's a section for 'Shipping & Dimensions' and 'Other Options', each with a yellow warning icon and an 'edit' button. A red arrow points to the 'Shipping & Dimensions' 'edit' button, indicating where to click to add shipping information.

## Adding listing information for Etsy

- On the next screen, enter all the item dimensions.
- Once all necessary information is entered, click on the 'Set Shipping' button.

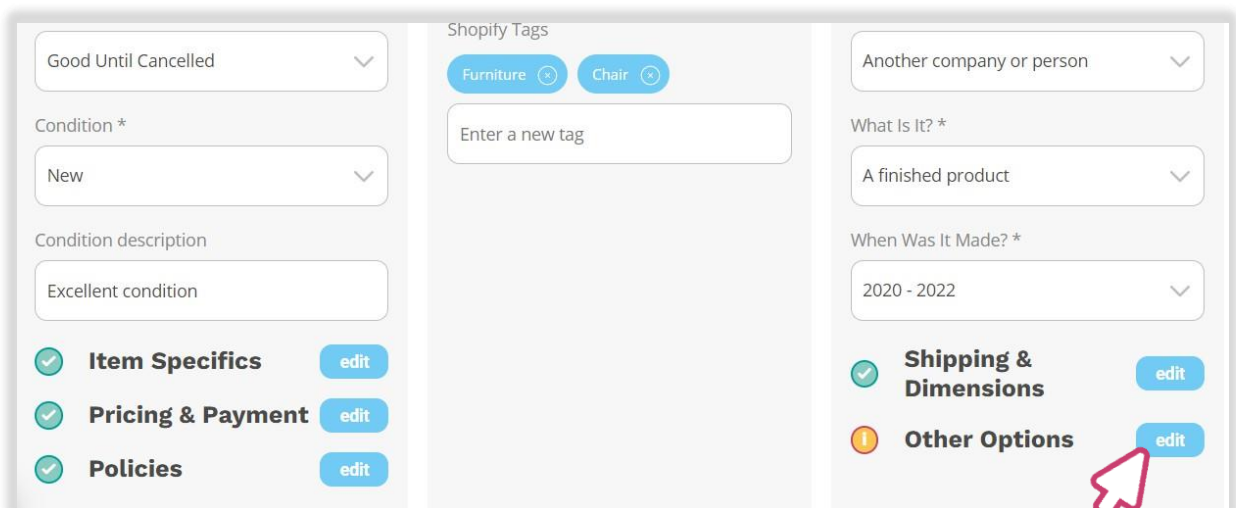


The screenshot shows a 'Shipping & Dimensions' modal form. It contains the following fields:

- Shipping template \*: Shopiago (United Kingdom) (dropdown)
- Item dimension unit: centimeter (dropdown)
- Item weight unit: gram (dropdown)
- Item height: 35 (text input)
- Item width: 20.5 (text input)
- Item length: 45 (text input)
- Item weight: 20.5 (text input)

At the bottom, there are two buttons: 'Set Shipping' (green) and 'Cancel' (red). A red arrow points to the 'Set Shipping' button.

- To add more item information, click on the 'Other Options' edit button.



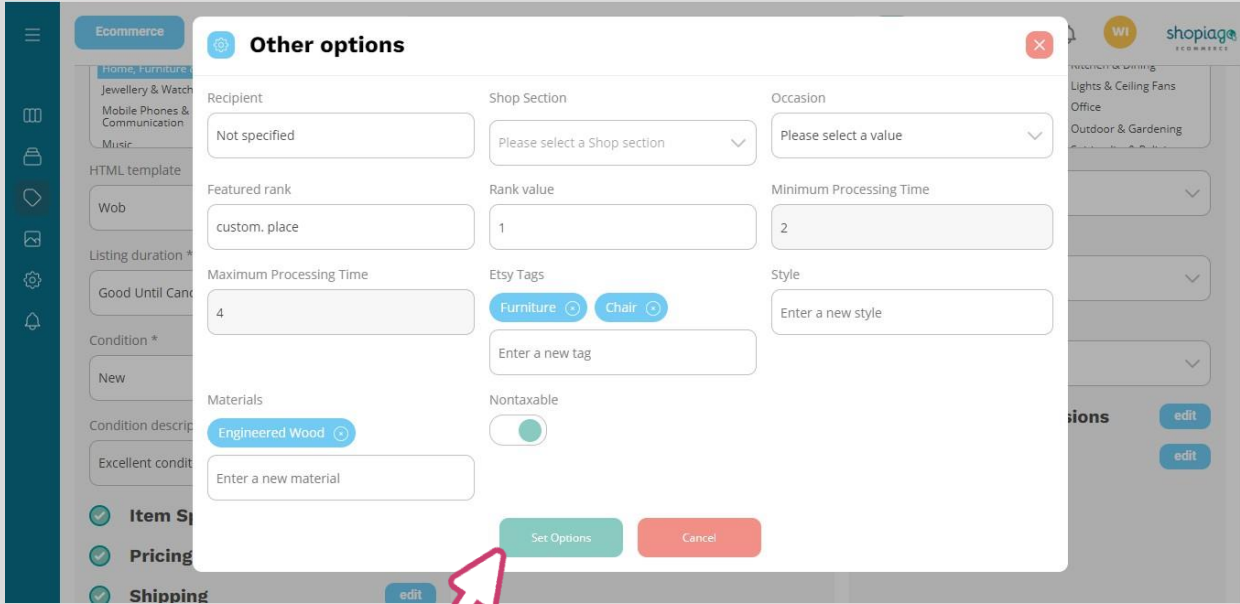
The screenshot shows a listing page with several sections and edit buttons:

- Condition:** Good Until Cancelled (dropdown), Condition \*: New (dropdown), Condition description: Excellent condition (text input).
- Shopify Tags:** Furniture (tag), Chair (tag), Enter a new tag (text input).
- What Is It? \***: Another company or person (dropdown), A finished product (dropdown).
- When Was It Made? \***: 2020 - 2022 (dropdown).
- Item Specifics** (checked) [edit]
- Pricing & Payment** (checked) [edit]
- Policies** (checked) [edit]
- Shipping & Dimensions** (checked) [edit]
- Other Options** (warning icon) [edit]

A red arrow points to the 'Other Options' edit button.

## Adding listing information for Etsy

- And enter any additional item options, like tags, style, shop section, processing times etc.
- Then, click on the 'Set Options' button.



**Other options**

Recipient: Not specified

Shop Section: Please select a Shop section

Occasion: Please select a value

Featured rank: custom. place

Rank value: 1

Minimum Processing Time: 2

Maximum Processing Time: 4

Etsy Tags: Furniture, Chair

Style: Enter a new style

Materials: Engineered Wood

Nontaxable: ☒

Enter a new material

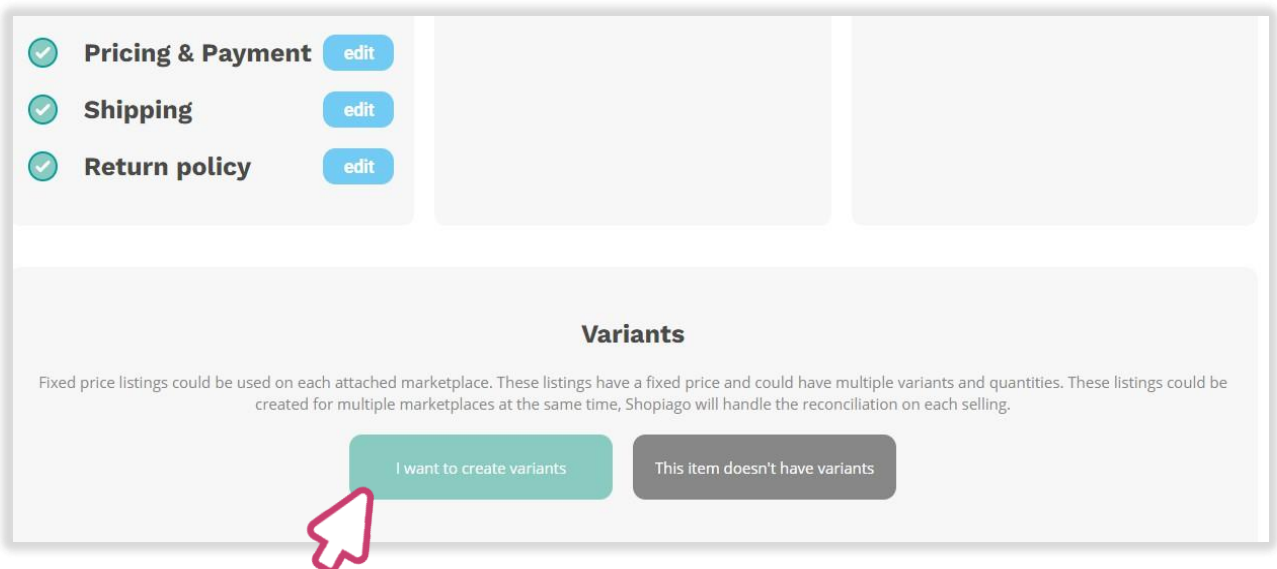
Set Options Cancel

## Adding Variations

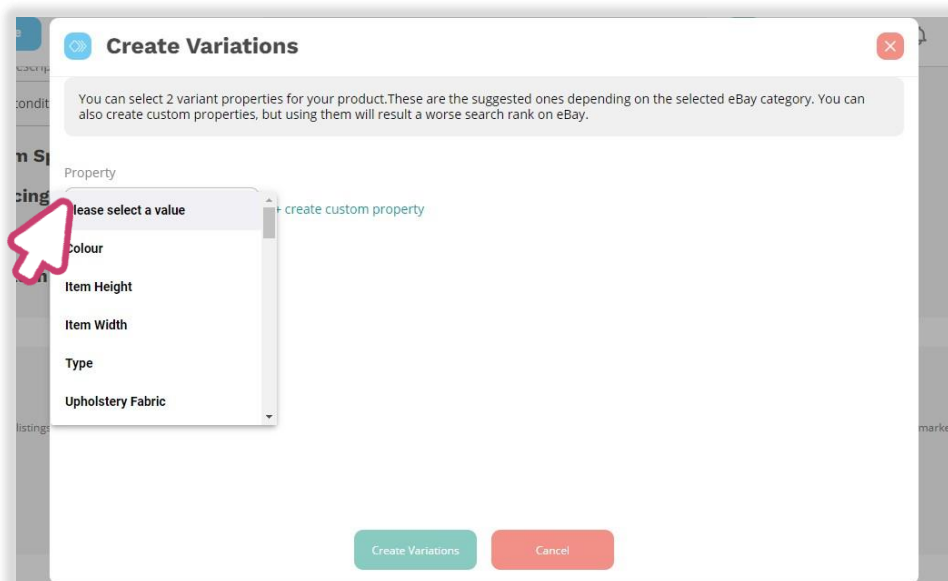
Variations are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, if you have the same item in various sizes, colours, or other attributes, you can create variation for the items. For non variant item, scroll down to Slide 53.

To create Variants for the item:

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

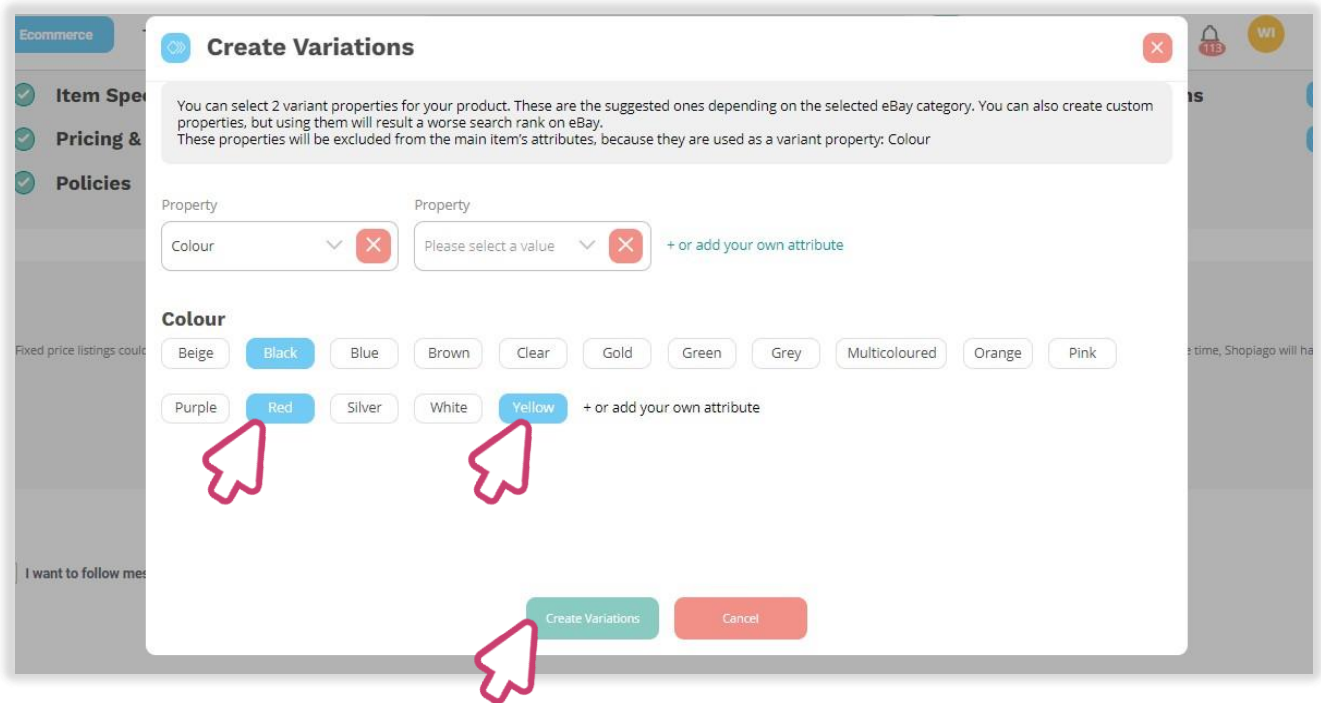


- From the pop-up screen, click on the 'Property' field and select a variant type. (Variants properties are suggested based on the selected item category).



## Adding Variations

- Next, select the item variants from the pre-populated options.
- And click on the 'Create Variations' button.



**Create Variations**

You can select 2 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  Please select a value  + or add your own attribute

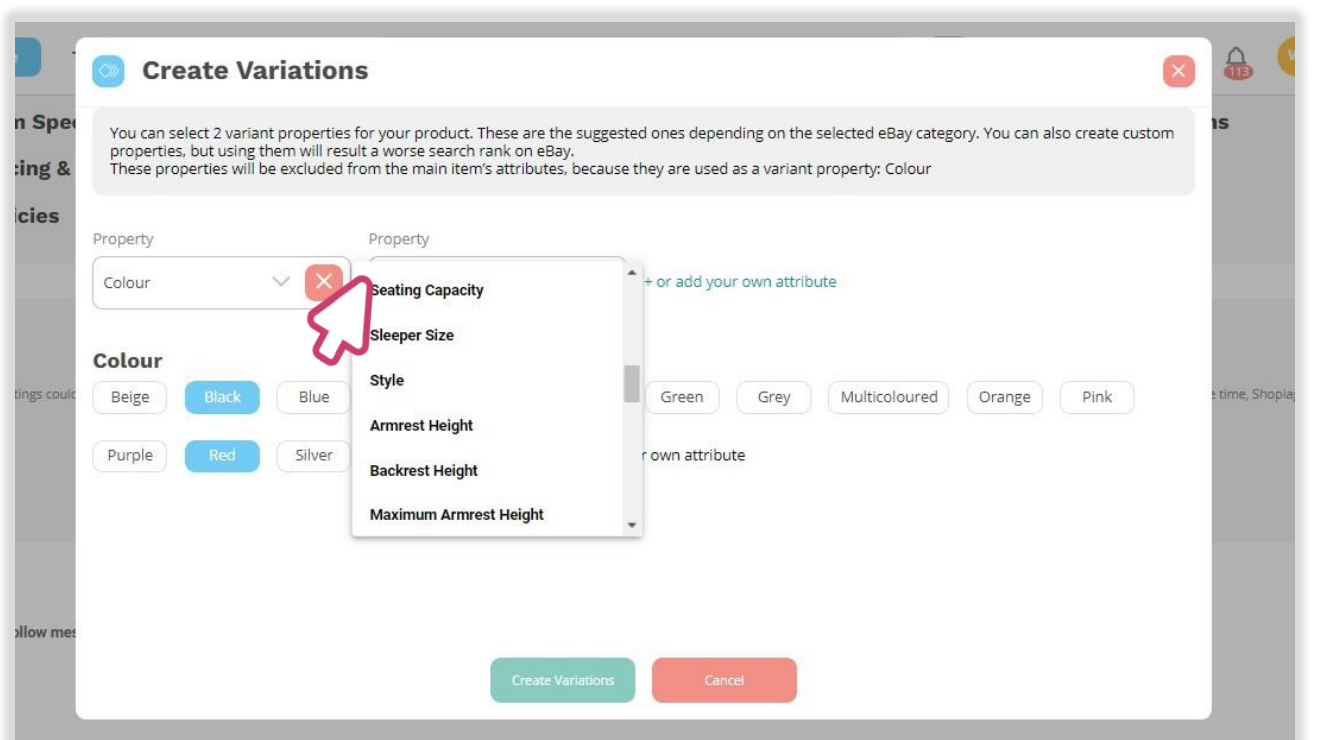
**Colour**

Beige Black Blue Brown Clear Gold Green Grey Multicoloured Orange Pink

Purple Red Silver White Yellow + or add your own attribute

Create Variations Cancel

- To add additional variants, click on the next property and select a variant type.



**Create Variations**

You can select 2 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  Property: Seating Capacity  + or add your own attribute

**Colour**

Beige Black Blue

Purple Red Silver

**Seating Capacity**

Sleeper Size

Style

Armrest Height

Backrest Height

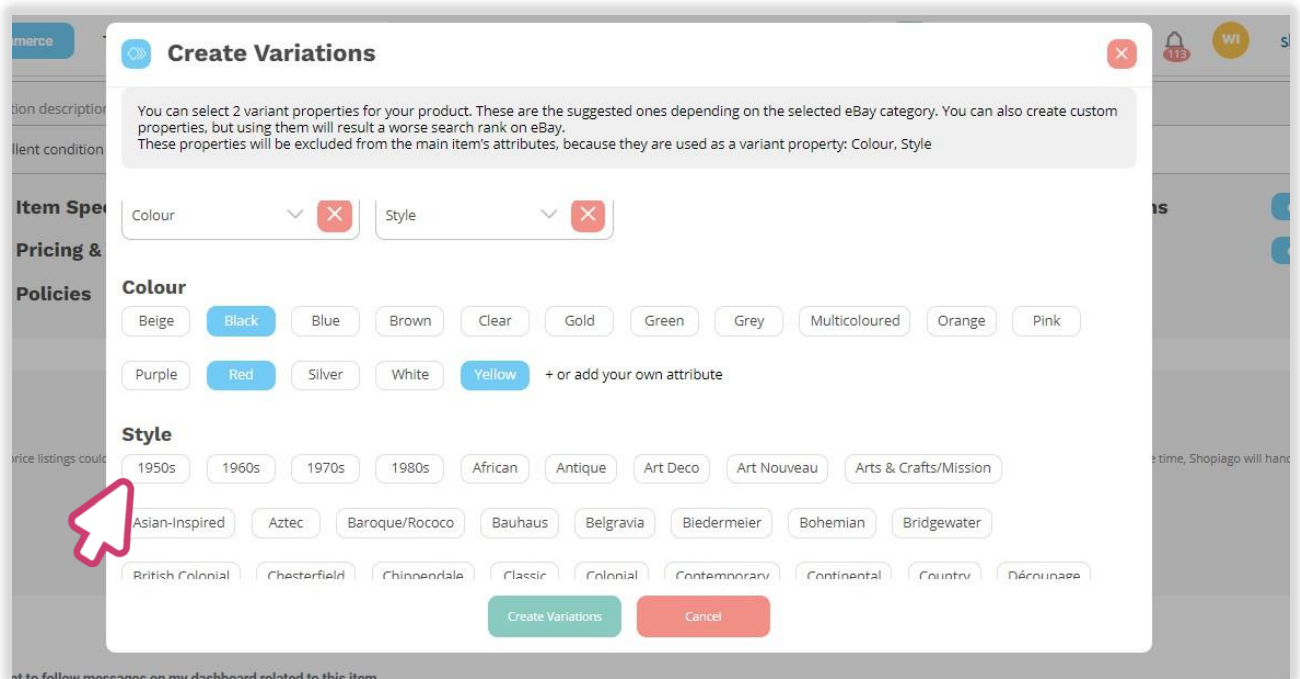
Maximum Armrest Height

Create Variations Cancel



## Adding Variations

- And select the item variants from the pre-populated options.



**Create Variations**

You can select 2 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, Style

Colour  Style

**Colour**

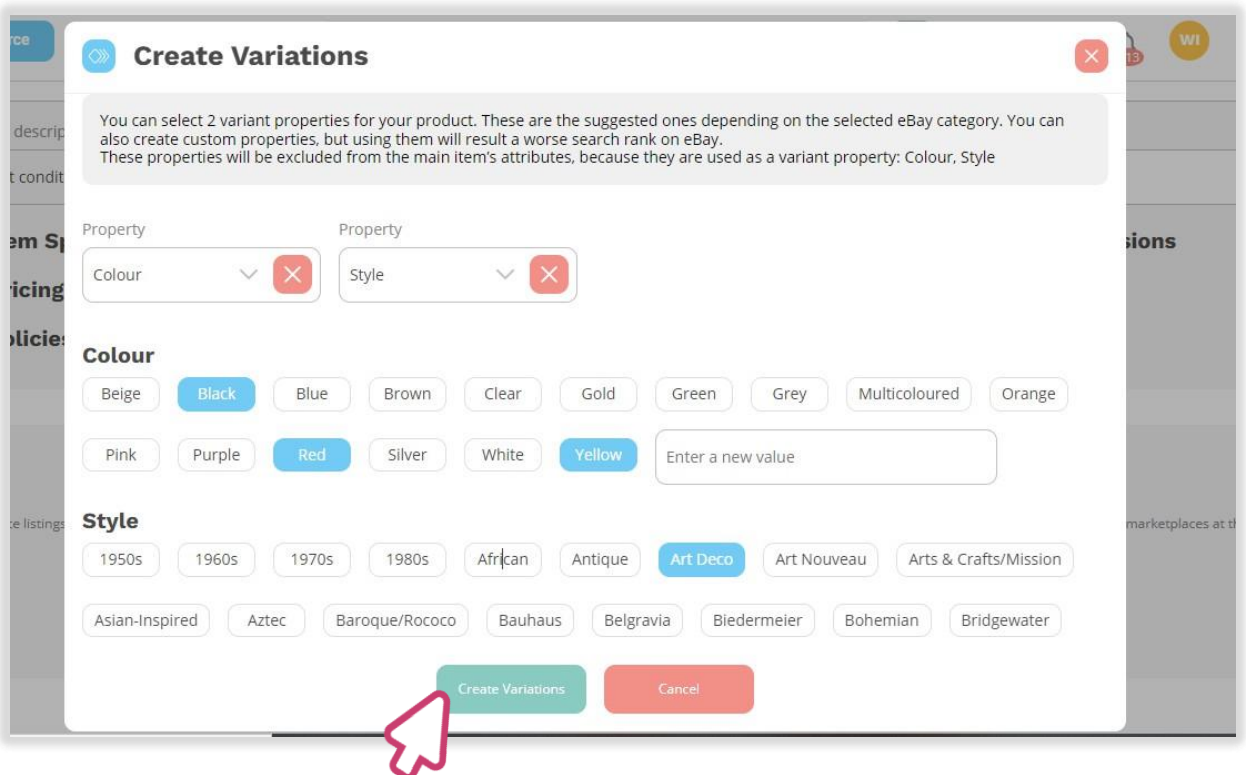
Beige Black Blue Brown Clear Gold Green Grey Multicoloured Orange Pink Purple Red Silver White Yellow + or add your own attribute

**Style**

1950s 1960s 1970s 1980s African Antique Art Deco Art Nouveau Arts & Crafts/Mission Asian-Inspired Aztec Baroque/Rococo Bauhaus Belgravia Biedermeier Bohemian Bridgewater British Colonial Chesterfield Chippendale Classic Colonial Contemporary Continental Country Decoupage

Create Variations Cancel

- Once all variants are set, click on the 'Create Variations' button.



**Create Variations**

You can select 2 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, Style

Property  Property

Colour  Style

**Colour**

Beige Black Blue Brown Clear Gold Green Grey Multicoloured Orange Pink Purple Red Silver White Yellow Enter a new value

**Style**

1950s 1960s 1970s 1980s African Antique Art Deco Art Nouveau Arts & Crafts/Mission Asian-Inspired Aztec Baroque/Rococo Bauhaus Belgravia Biedermeier Bohemian Bridgewater British Colonial Chesterfield Chippendale Classic Colonial Contemporary Continental Country Decoupage

Create Variations Cancel

## Adding item Variants information

- The custom SKU (stock-keeping unit) will be populated. If you have not entered the item's SKU previously, you can still assign it to the items if necessary. Otherwise, leave it blank as the system will automatically assign a SKU to the items.
- To assign SKU to all variant items, click on the 'Set SKU for each' button.

**Variants(3)**

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

Colour	Custom SKU	Quantity	EAN
Black	KB2022-1	200	
Red	KB2022-2	200	
Yellow	KB2022-3	200	

☐ 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.

**Set SKU**

SH00022

Set Cancel

Custom SKU Price Quantity EAN

SH0045-1 200 1

## Adding item Variants information

- If you have entered the item price previously, this will be applied to each variant. If not, click on the "Set Price for Each" button to add the price.

**Variants(3)**

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

Colour	Custom SKU	Price	Quantity	Quantity	Quantity	EAN	
Black	KB2022-1	200	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Red	KB2022-2	200	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Yellow	KB2022-3	200	-	1	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

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

**Set Price**

200

**Variants(3)**

Edit variants

Colour	Custom SKU	Price	Quantity	Quantity	Quantity	EAN	
Black	KB2022-1	200	-	1	+		<input type="radio"/> Set Inventory P
Red	KB2022-2	200	-	1	+		<input type="radio"/> Set Inventory P

## Adding item Variants information

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

**Variants(3)**

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="180"/>	-	<input type="text" value="1"/>	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Red	SH0045-2	<input type="text" value="200"/>	-	<input type="text" value="1"/>	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Black	SH0045-3	<input type="text" value="200"/>	-	<input type="text" value="1"/>	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>

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

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

**Variants(3)**

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="180"/>	-	<input type="text" value="2"/>	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Red	SH0045-2	<input type="text" value="200"/>	-	<input type="text" value="1"/>	+		<input type="radio"/> Set Inventory Properties <input type="button" value="Remove"/>
Black	SH0045-3	<input type="text" value="200"/>	-	<input type="text" value="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

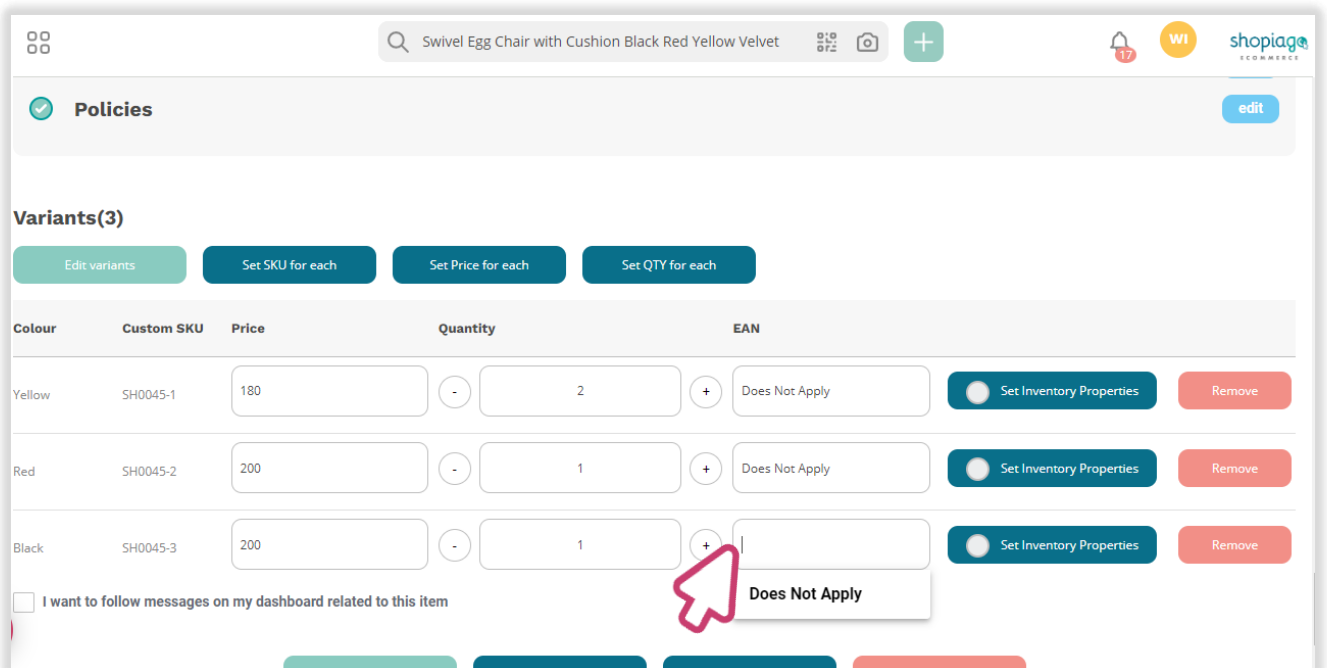
Save as a draft

Save as a template

Cancel

## Adding Variations

- 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 doesn't have EAN, click the text field and select Does Not Apply.



Swivel Egg Chair with Cushion Black Red Yellow Velvet

**Policies** [edit](#)

**Variants(3)**

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

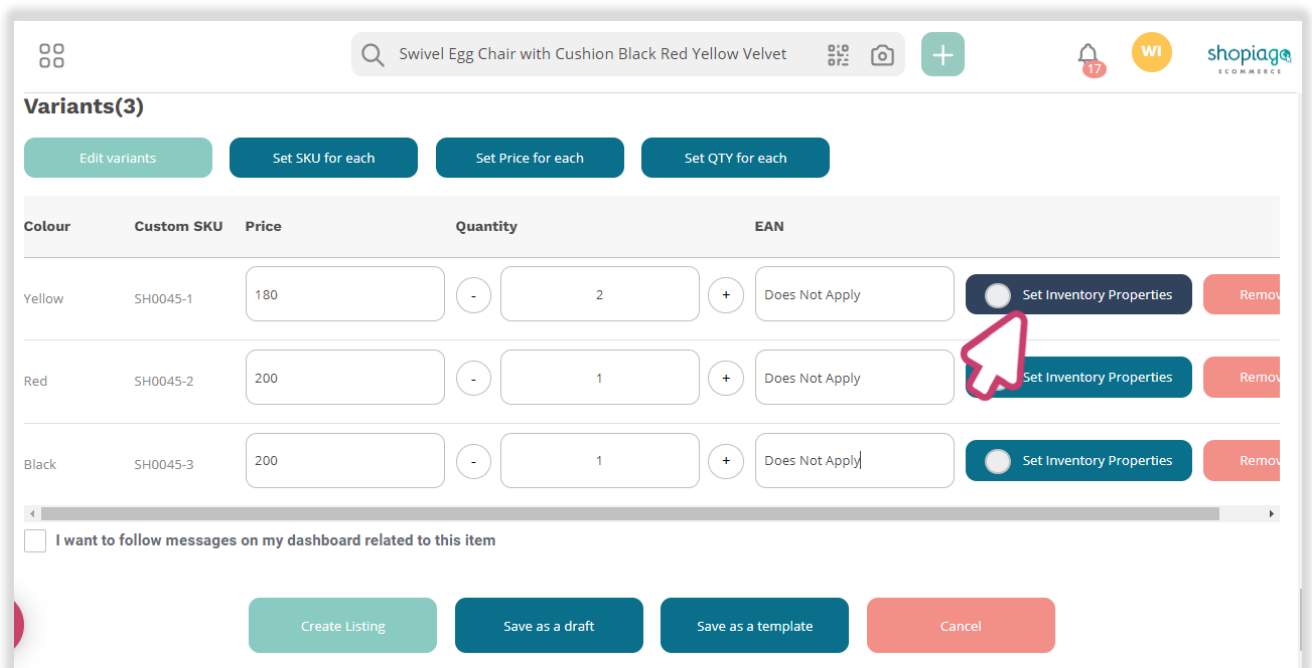
Colour	Custom SKU	Price	Quantity	EAN	
Yellow	SH0045-1	180	- 2 +	Does Not Apply	<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Red	SH0045-2	200	- 1 +	Does Not Apply	<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>
Black	SH0045-3	200	- 1 +	<input type="text" value=""/> Does Not Apply	<a href="#">Set Inventory Properties</a> <a href="#">Remove</a>

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

## Setting up Inventory Data for each variant

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 single or multiple marketplaces. When one of the items is sold, World of Books will adjust the inventory level for each sale.

- To set inventory information for each item, click on 'set inventory properties' button.



The screenshot shows the 'Variants(3)' management page in the World of Books interface. At the top, there's a search bar with the text 'Swivel Egg Chair with Cushion Black Red Yellow Velvet'. Below the search bar, there are four buttons: 'Edit variants', 'Set SKU for each', 'Set Price for each', and 'Set QTY for each'. The main table lists three variants: Yellow, Red, and Black. Each variant has columns for 'Colour', 'Custom SKU', 'Price', 'Quantity' (with minus and plus buttons), and 'EAN'. To the right of each variant row, there is a 'Set Inventory Properties' button, which is highlighted with a red arrow in the image. At the bottom of the table, there is a checkbox labeled 'I want to follow messages on my dashboard related to this item'. Below the table, there are four buttons: 'Create Listing', 'Save as a draft', 'Save as a template', and 'Cancel'.

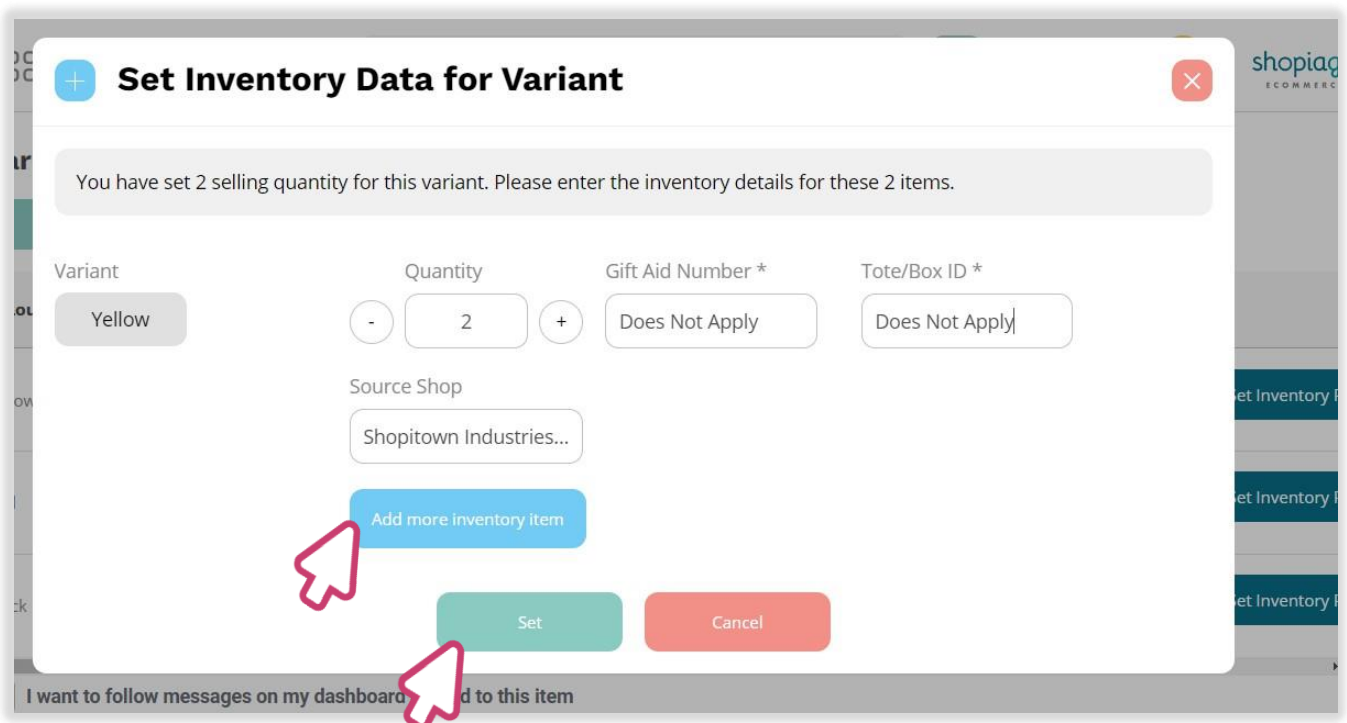
Colour	Custom SKU	Price	Quantity	EAN	Set Inventory Properties
Yellow	SH0045-1	180	- 2 +	Does Not Apply	<input type="radio"/> Set Inventory Properties
Red	SH0045-2	200	- 1 +	Does Not Apply	<input type="radio"/> Set Inventory Properties
Black	SH0045-3	200	- 1 +	Does Not Apply	<input type="radio"/> Set Inventory Properties

☐ 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 each variant

- And enter variant quantity in the next screen. You can use the 'Quantity adjustment button' to increase or decrease the variant quantity. This should be equal with the Listing quantity.
- Enter item Gift Aid number or Select 'Does Not Apply' from the drop- down 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.
- Select the "Source Shop". This is where the item is stored.
- To add an additional inventory item ,click on 'Add more inventory item', and enter the item quantity, source shop, gift aid and tote/Box ID.
- Once all inventory information are set, click on the 'Set' button.



**Set Inventory Data for Variant**

You have set 2 selling quantity for this variant. Please enter the inventory details for these 2 items.

Variant	Quantity	Gift Aid Number *	Tote/Box ID *
Yellow	- 2 +	Does Not Apply	Does Not Apply

Source Shop

Shopitown Industries...

Add more inventory item

Set Cancel

I want to follow messages on my dashboard and to this item

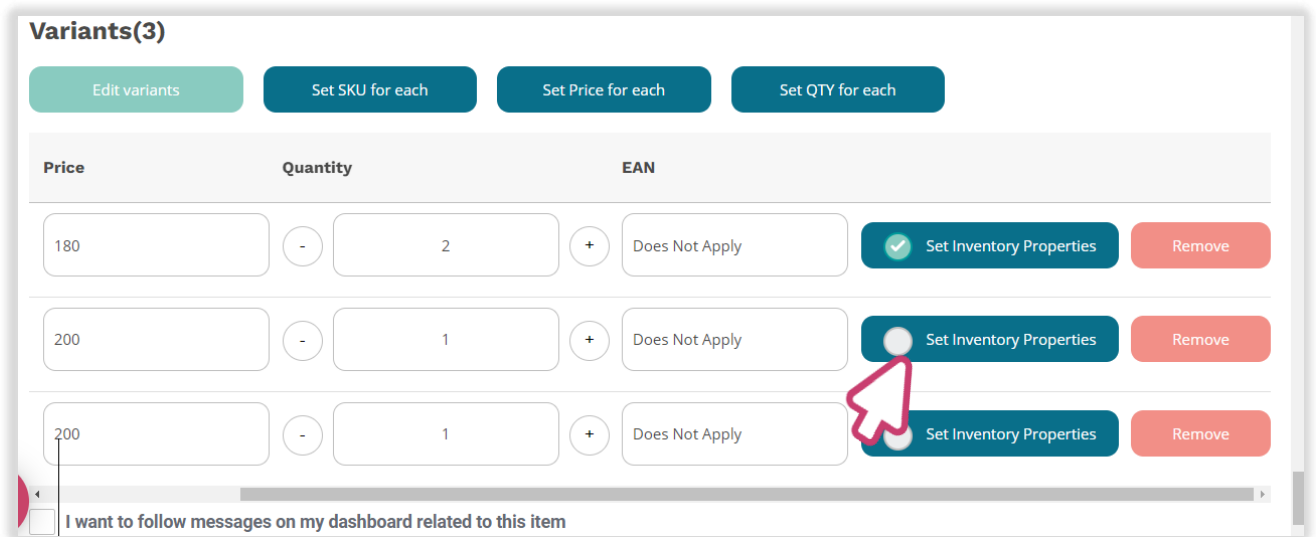


## Setting up Inventory Data for each variant

Once the properties are set, a green tick will appear in the inventory properties button.

Continue to set inventory properties for other items;

- Click on the next variant 'inventory properties' button.



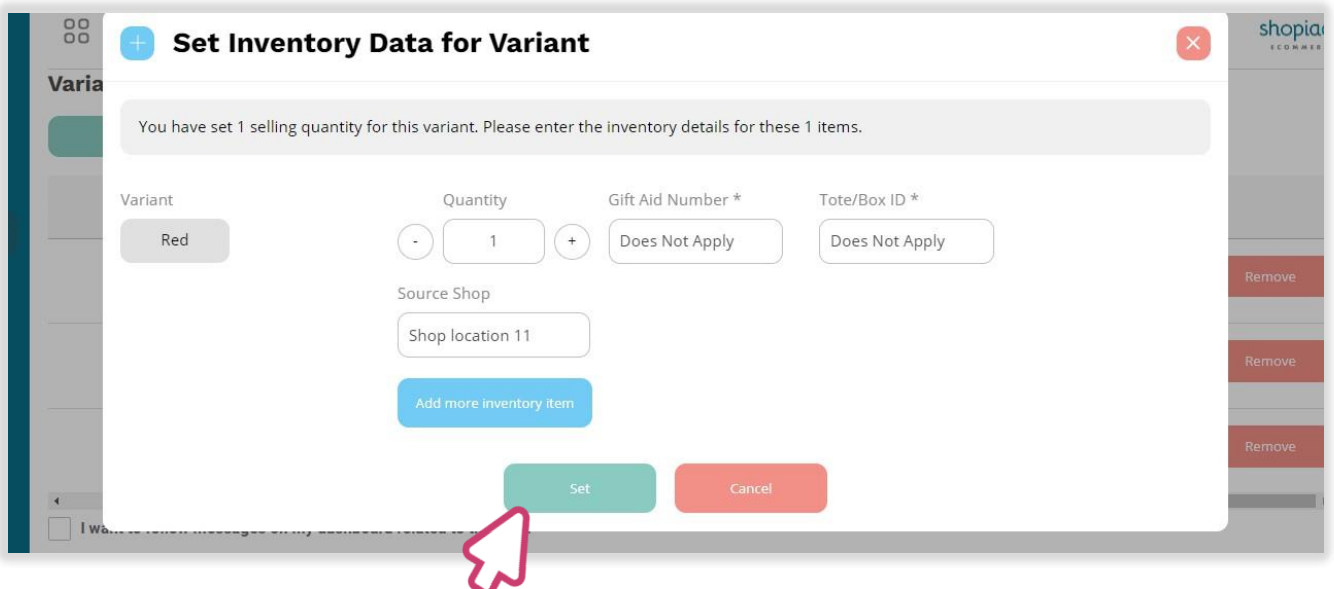
**Variants(3)**

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

Price	Quantity	EAN		
180	- 2 +	Does Not Apply	<input checked="" type="checkbox"/> Set Inventory Properties	Remove
200	- 1 +	Does Not Apply	<input type="checkbox"/> Set Inventory Properties	Remove
200	- 1 +	Does Not Apply	<input type="checkbox"/> Set Inventory Properties	Remove

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

- And enter all necessary information, then 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: Red

Quantity: - 1 +

Gift Aid Number \*: Does Not Apply

Tote/Box ID \*: Does Not Apply

Source Shop: Shop location 11

Add more inventory item

Set Cancel

Please repeat the same process for other items.



## Submit your listing

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

**Variants(3)**

Edit variants

Set SKU for each

Set Price for each

Set QTY for each

Custom SKU	Price	Quantity		EAN		
SH0045-1	<input type="text" value="180"/>	<input type="text" value="-"/>	<input type="text" value="2"/>	<input type="text" value="+"/>	<input type="text" value="Does Not Apply"/>	<div><input checked="" type="checkbox"/> Set Inventory Properties</div> <div>Remove</div>
SH0045-2	<input type="text" value="200"/>	<input type="text" value="-"/>	<input type="text" value="1"/>	<input type="text" value="+"/>	<input type="text" value="Does Not Apply"/>	<div><input checked="" type="checkbox"/> Set Inventory Properties</div> <div>Remove</div>
SH0045-3	<input type="text" value="200"/>	<input type="text" value="-"/>	<input type="text" value="1"/>	<input type="text" value="+"/>	<input type="text" value="Does Not Apply"/>	<div><input checked="" type="checkbox"/> 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



## For non-variant items

If the item do not have variations;

- Click on the 'This item doesn't have variants' button.

**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, Shopiigo 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.
- Select the "Source Shop". This is where the item is stored.
- If you have initially assigned a custom SKU (Stock Keeping Unit) to the item, this will automatically be populated.
- Manually enter item quantity, or use the 'Quantity adjustment button' to increase or decrease the quantity.
- Enter the item identifier number. item identification number makes it easier for customers to find your item. Or click the text field and select Does Not Apply. If your item doesn't have EAN.

**Item's information**

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

Do you want to create variants for this list? [Click here!](#)

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

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



## Submit your listing

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

✓ Pricing & Payment

✓ Policies

edit

edit

### Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Shoptown Industries"/>	<input type="text" value="SH0045-1"/>	<div><div>-</div><div>1</div><div>+</div></div>	<input type="text" value="Does Not Apply"/>

»

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

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

Create Listing

Save as a draft

Save as a template

Cancel





## Listing options

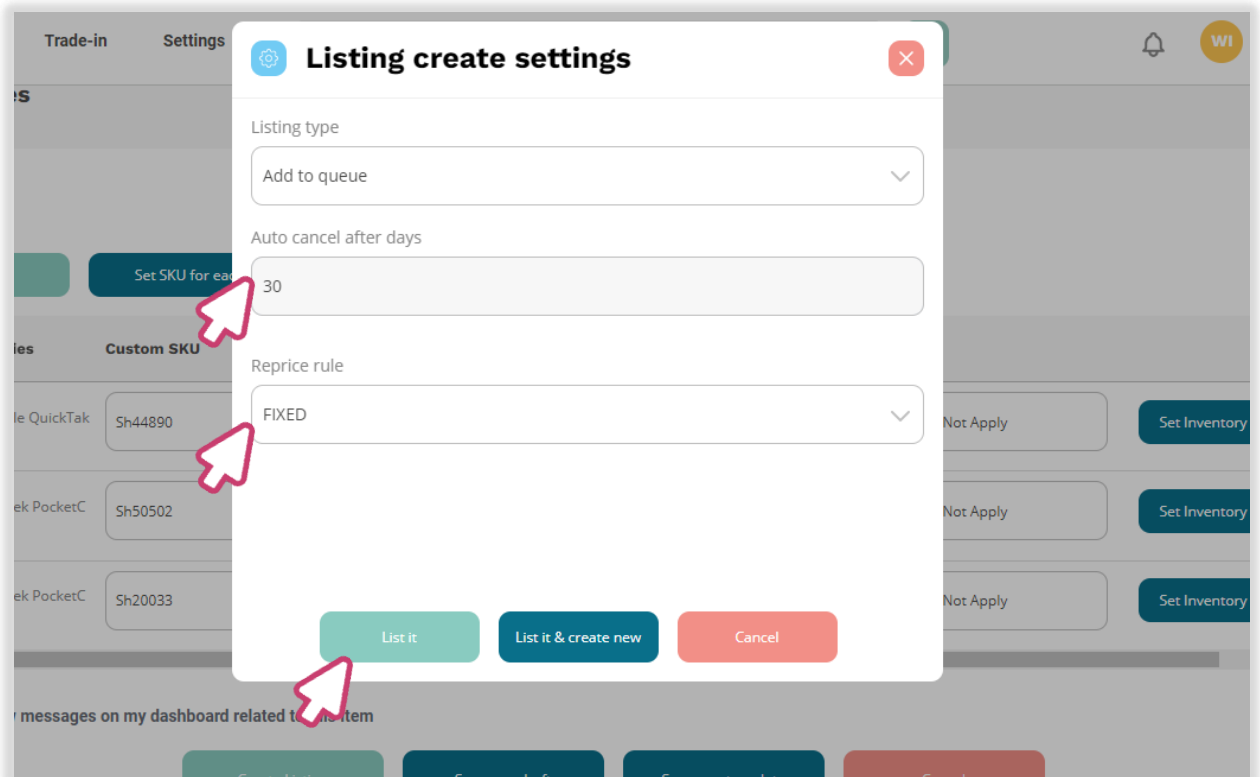
Once you've clicked on the 'Create listing' button, you will be prompted to select one listing type:

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

A screenshot of a web application dialog box titled "Listing create settings". The dialog has a close button (red square with a white 'X') in the top right corner. It contains three radio button options for "Listing type": "List Immediately" (which is selected and highlighted with a grey background), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below these options is a text input field labeled "Auto cancel after days". Further down is a dropdown menu labeled "Reprice rule" with "DISCOUNT" selected. At the bottom of the dialog 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 option: Enter a value for 'Auto-cancel after days'.
- Click on the 'Reprice rule' field and select a rule that you've created, or leave blank if it is not applicable.
- Finally, click 'List it' or 'list it & create new' button.



**Listing create settings**

Listing type  
Add to queue

Auto cancel after days  
30

Reprice rule  
FIXED

List it List it & create new Cancel




## Listing confirmation

Once the item is listed, you will be taken to the item details page, where you will find all information relating to the item.

EcommerceTrade-inCollectionSettings

Search for an item. Start selling now.


812972+



vidaXL Swivel Egg Chair with Cushion Yellow Velvet

Actions

Generic dataMarketplacesInventoryCommunication boardHistory



**Fixed Price Listing**  
6/5/2022 08:30

**Description**  
Our elegant egg chair combines style and comfort, which will add a touch of timeless elegance to your interior. Upholstered in velvet with thickly-padded foam, the armchair features an ergonomic design which ensures optimal seating comfort. The chair is equipped with a swivel mechanism, which allows it to freely swivel 360 degrees. Additionally, it is supplied with a removable, plump seat cushion. Our swivel egg chair offers the perfect place to watch a movie, read a book or simply relax. This armchair is easy to assemble. Colour: Yellow Material: Velvet + plywood frame + chrome base Overall size: 64 x 64 x 86 cm (W x D x H) Seat size: 39 x 42 cm (W x D) Cushion size: 43 x 28 x 18 cm (L x W x H) Seat height: 35 cm Back height: 58 cm Base diameter: 50 cm Armrest height from the ground: 45.5 cm Max. loading capacity: 110 kg Fabric: Polyester: 100%

**Status**

**Variants**

Variant	Price	Quantity
XY2000125592-1 Yellow	200.00	1
XY2000125592-2 Red	200.00	1
XY2000125592-3 Black	200.00	1

**Listing Data**



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