



# **Warehouse User Guide**

## **How to create a fixed price listing from inventory item**

**Version 2.0.2**



## How to create a fixed price listing from inventory item

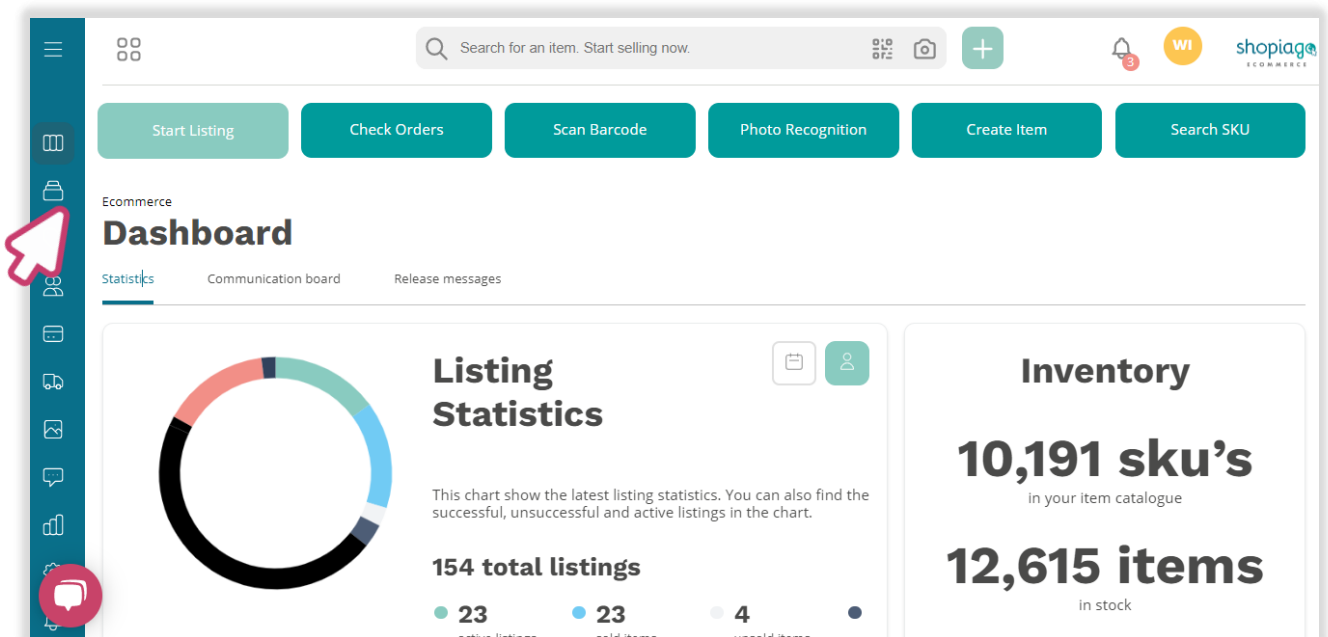
In your Shopiago account, you can create a listing by matching up an existing inventory item and then creating the listing based on the item. With this process, you can save time entering the listing information since most of the item information has already been entered when the item was created.

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

**To create a listing from an inventory item:**

 Login to your Shopiago account.

 From the dashboard menu on the left, click on the 'Inventory' icon.





## How to create a fixed price listing from an inventory item

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

**Inventory**

Download Add Settings Actions

Name (1) Variant Tote/Box ID Variant Source Shop Created on + Add more options Clear Filters Save Filters

< Inventory Variant List In Stock CIS listing request In shop In transit In warehouse Rejected Accepted Listed item >

|   | Listed                              | Item name   | QTY | Location          | Tote/Box ID | SKU            | Custom SKU |
|---|-------------------------------------|---|-----|-------------------|-------------|----------------|------------|
| ^ | <input type="checkbox"/>            | Paper Cups White - Disposable Coffee Cups For Hot Drinks With Lids Party Cups | 1   | Central Warehouse | Single      | abc123         |            |
|   | <input type="checkbox"/>            |   | 1   |                   |             | abc123-1       |            |
| ^ | <input type="checkbox"/>            | Coffee Cup  | 1   | Central Warehouse | Single      | XY2000125615   |            |
|   | <input type="checkbox"/>            | Coffee Cup  | 1   |                   |             | XY2000125615-1 |            |
| ^ | <input checked="" type="checkbox"/> | Coffee Cup  | 2   | Central Warehouse | Single      | XY2000125614   |            |

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

**Inventory**

Download Add Settings Actions

Name (1) Variant Tote/Box ID Variant Source Shop Create

+ Add more options Clear Filters Save Filters

< Inventory Variant List In Stock CIS listing request In shop In transit

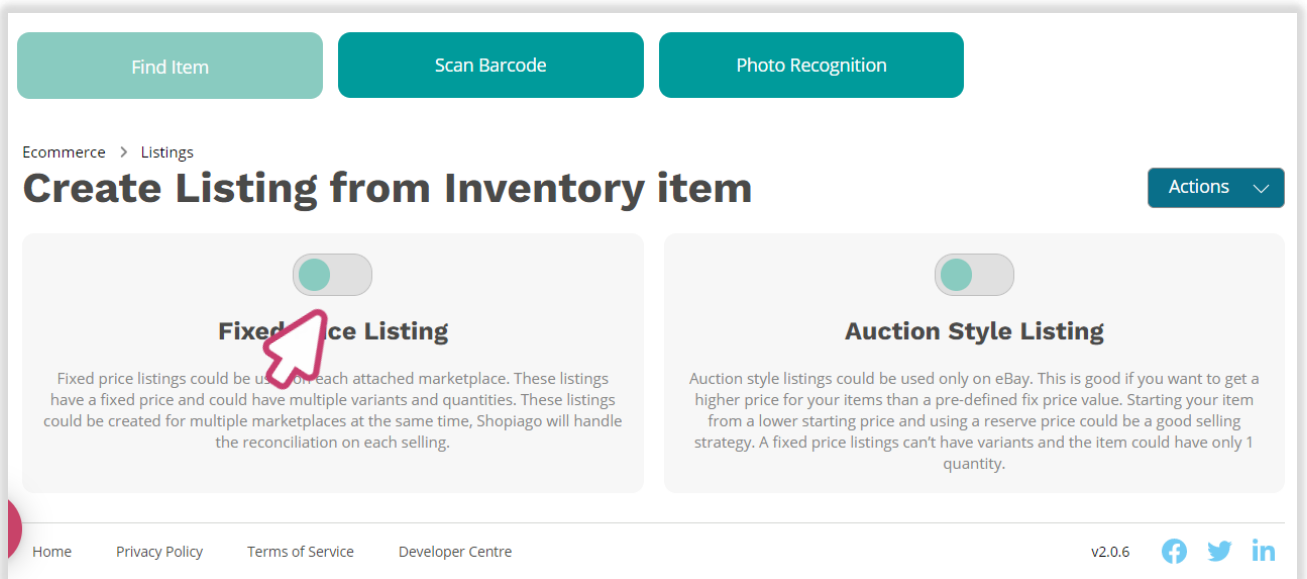
|   | Listed                   | Item name   | QTY |
|---|--------------------------|---|-----|
| ^ | <input type="checkbox"/> | Paper Cups White - Disposable Coffee Cups For Hot Drinks With Lids Party Cups | 1   |

- Create listing from inventory item
- Delete
- Select page
- Clone this item
- Modify

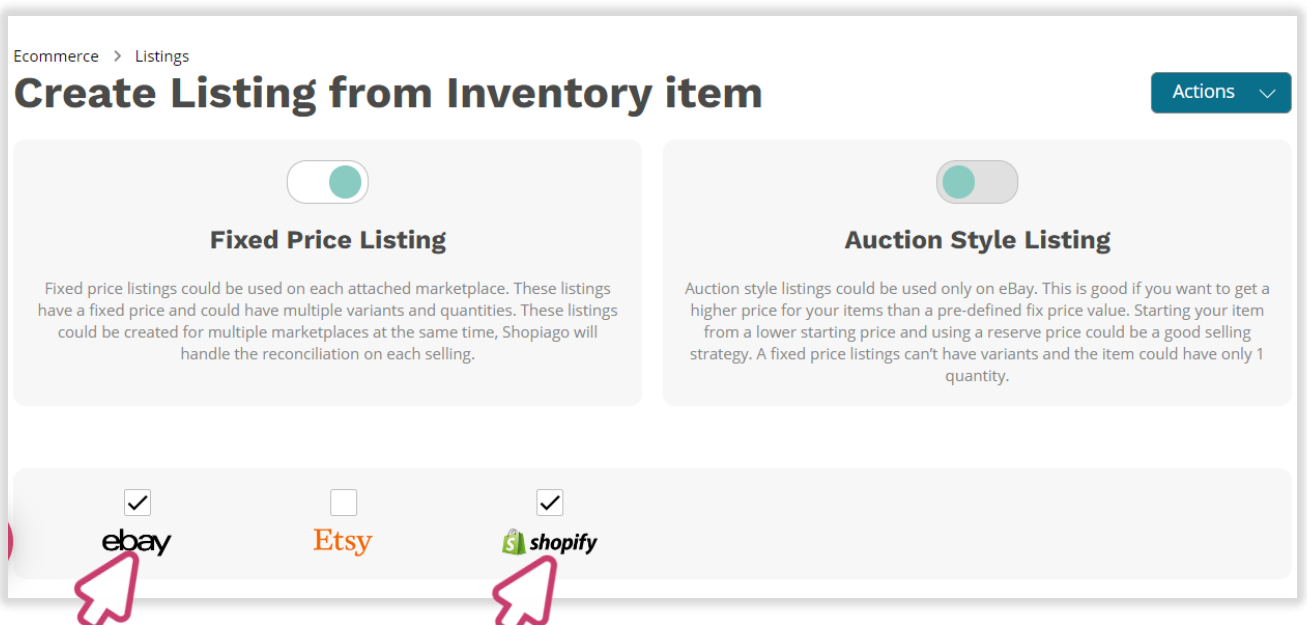


## How to create a fixed price listing from inventory item

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



🔗 Select single or multiple marketplace(s) for the listing.





## Listing title & description

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

### Listing description tips:

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

A screenshot of the shopiagogo listing form. The form has a light gray border and a white background. At the top, there's a 'Listing Title' section with a text input field containing 'Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking Mug Cup 350ml'. To the right of the input field is a green button with a magnifying glass icon and the text 'Search on eBay'. Below the title section is a 'Description \*' section. It has three tabs: 'Plain text' (which is selected and underlined), 'eBay', and 'Shopify'. The 'Plain text' tab shows a text area with the following content: 'These coffee cup come with a crisp, clean design that lends itself perfectly to the current contemporary trend for all things minimalist. The vibrant glazed exterior works perfectly as an eye-catching accent in a monochrome kitchen - alternatively, twin with vibrant walls or appliances to make a real statement. 340ml capacity makes these mugs ideally sized for all varieties of tea, coffee, hot chocolate, soup and more, and as with all Argon Tableware crockery, they are Dishwasher Safe for easy, hassle-free cleaning.' Below the text area, there are several lines of text: 'Item Width: 8.5cm', 'Type: Coffee Mug', 'Made in UK', 'Colour: White', and 'Customise : No'. There are three red arrows pointing to specific parts of the form: one points to the 'Listing Title' input field, another points to the 'Search on eBay' button, and a third points to the 'Description \*' text area. A red speech bubble icon is located in the bottom right corner of the form.



## Adding HTML template to eBay description field

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

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

Listing Title

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

Search on eBay

Description \*

Plain text

eBay

Shopify

Description

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

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

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

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

Description \*

Plain text

eBay

Shopify

Description \*

HTML template

















Enter text to search

Trousers

Watches/Clocks

Wob

X




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

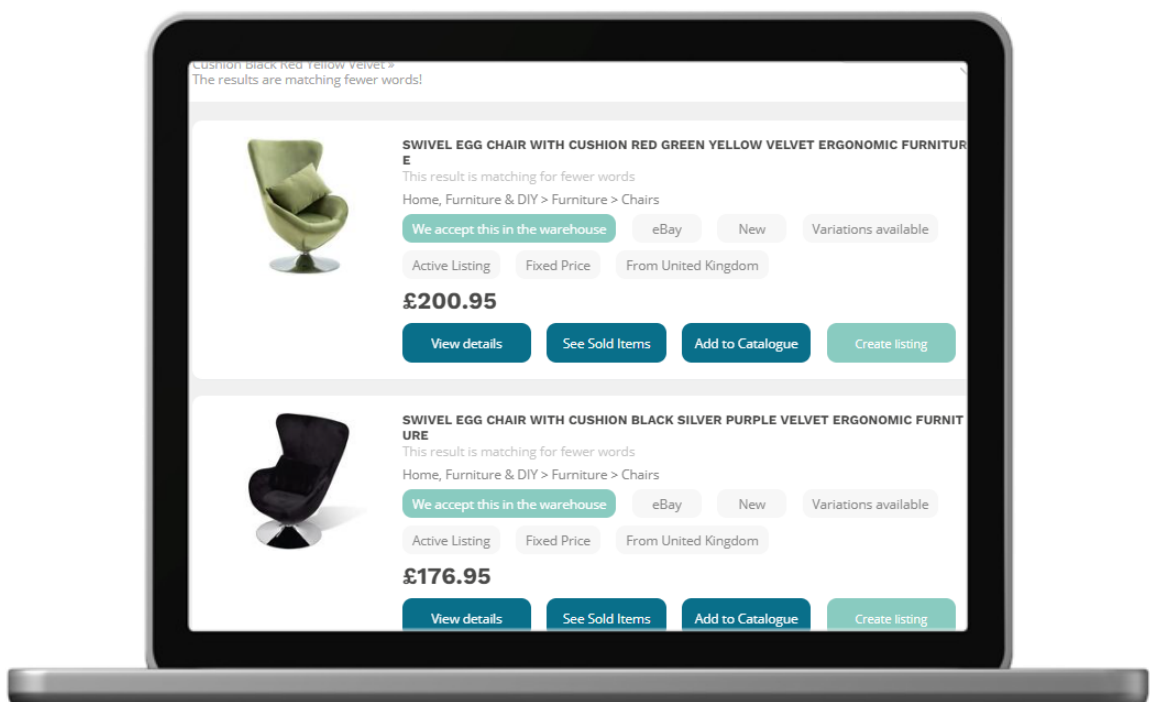


## Item price

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

### Tips:

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





## Adding the item price and other information

- Once you've decided on the item price, click on the 'Price' field and enter the item price. This will appear on selected marketplace(s).
- If you previously entered a custom SKU when creating the item, this will automatically be populated.
- Location will automatically be selected.
- 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.

money and protect the planet, by trading their unwanted books and media.

- Shopiago: Through Shopiago, we help others. By sharing the technology that has grown World of Books Group into the business it is today, we're helping charities increase revenue and reduce waste through re-commerce.



BY WORLD OF BOOKS GROUP

Copy Plain text

Price

15

Location \*

Central Warehouse



Custom SKU

SKU0045

Tags

Mug

Enter a new tag

Collect in store



Job lot item



Image (12)










## Adding photo(s) to your listing

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

### Tips:

-  Take photos from as many angles as possible.
-  Shopiago photo uploader makes it very easy to add, edit, and move photos around.
-  You can add up to 12 photos.
-  If possible, your main image should be on a white background (this will improve visibility on search engines such as Google).
-  And always show the item photo in full.







## Adding photo(s) to your listing

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





## Adding photo(s) to your listing

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


Collect in store


☐

Job lot item

☒

Images (1/12)



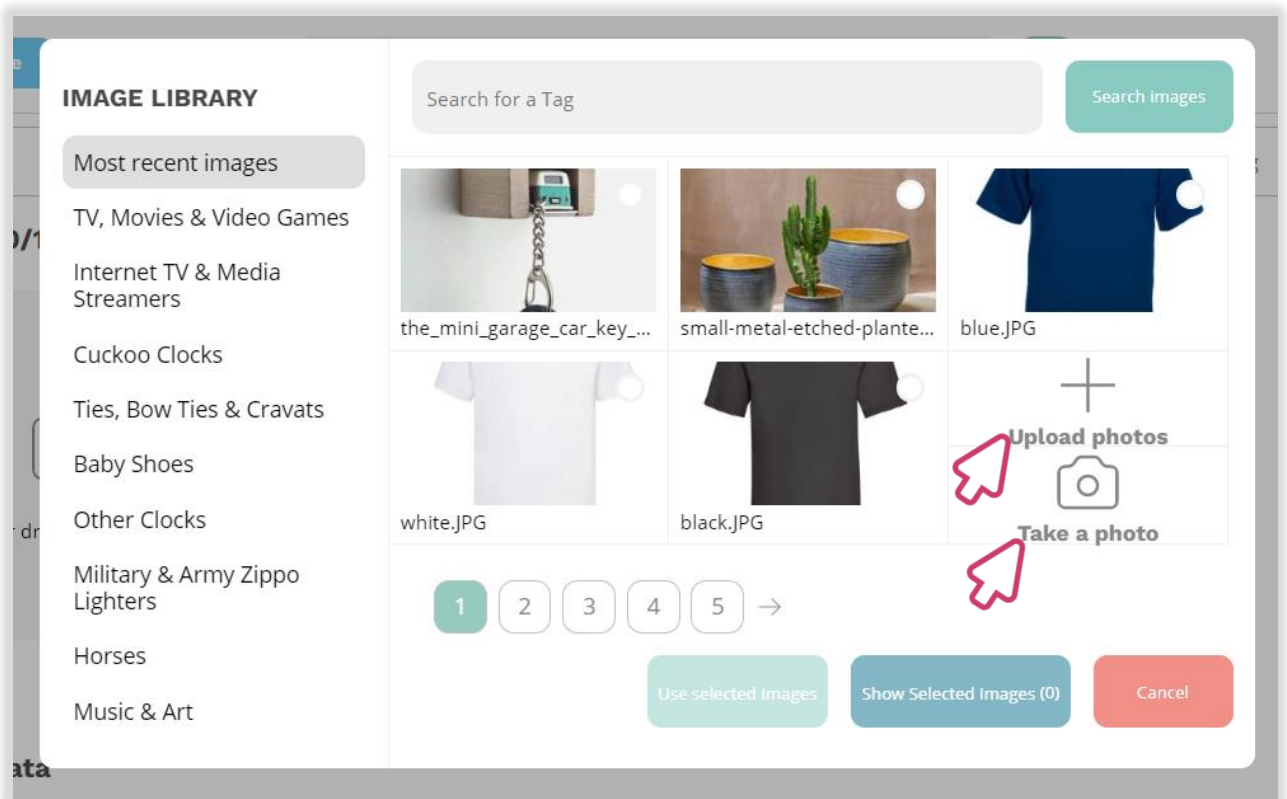


Browse or drop your images here



## Adding photo(s) to your listing

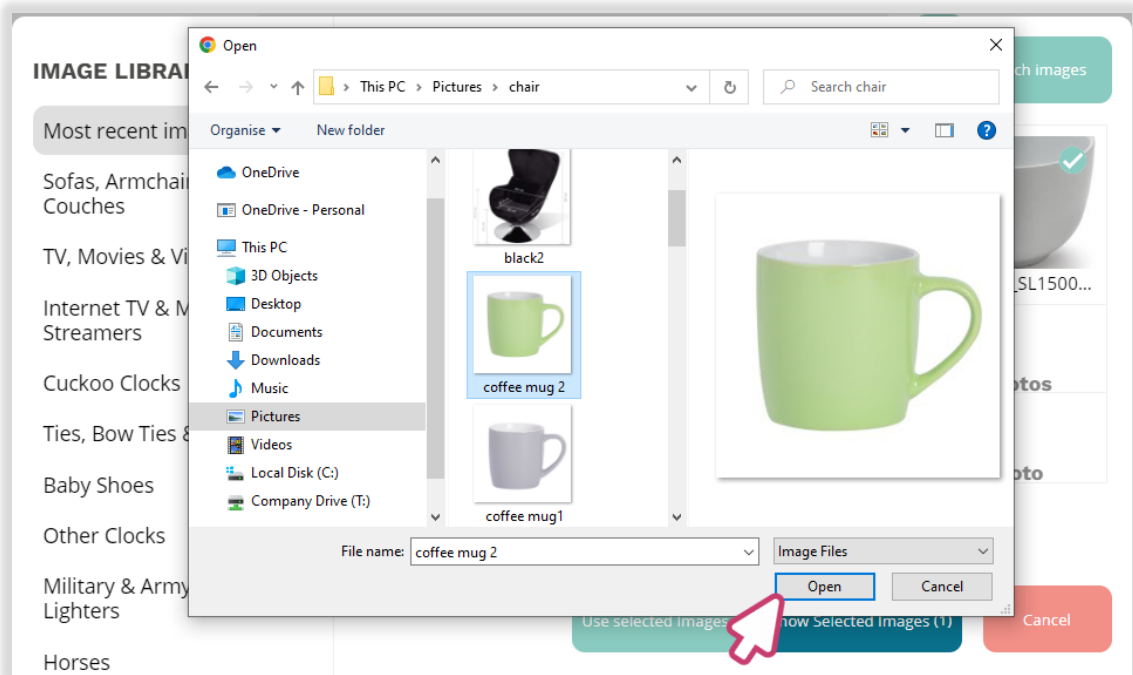
- 🔗 From the pop-up screen, click on the 'Upload photos' icon to upload photo(s) already stored on your PC or mobile devices.
- 🔗 You can also take photo(s) directly from your mobile device or PC camera by clicking the 'Take a photo' icon.



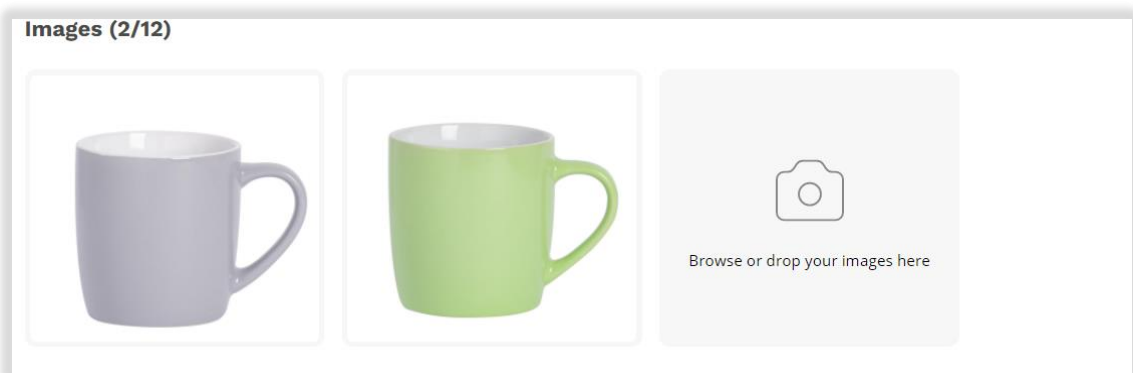


## Adding photo(s) to your listing

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

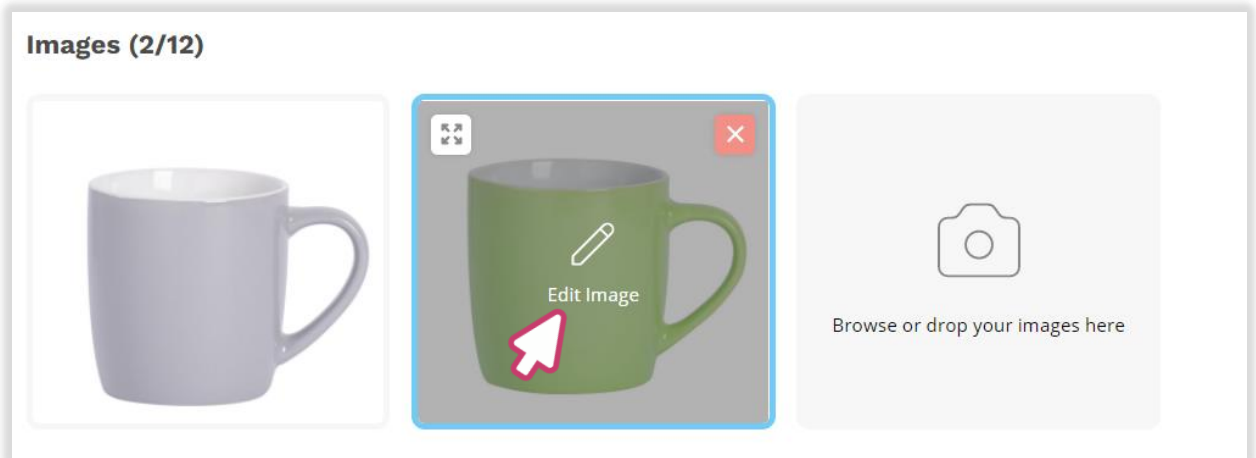


- 🖱 Uploaded photos should then appear on the listing form.

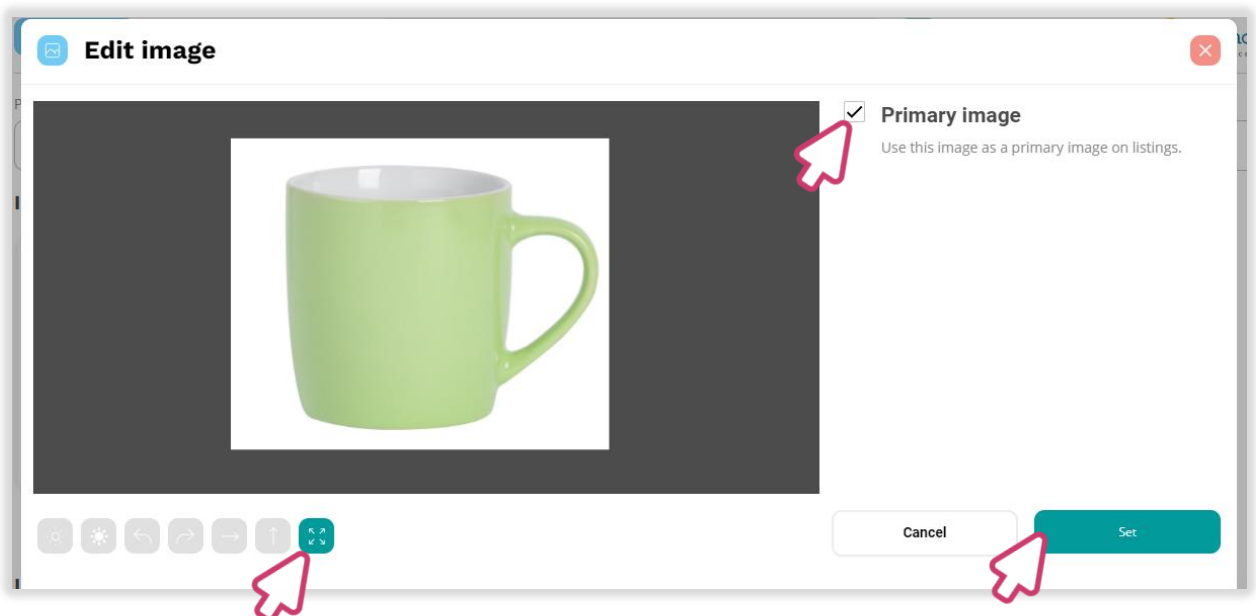


## Adding photo(s) to your listing

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



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





## Adding photo(s) to your listing

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

Price

17

Location \*

TestingTest

+

Tags

Coffee mug

Enter a new tag

Images (2/12)



✕

Move Image





Browse or drop your images here

Listing Data





## Adding eBay Listing information

- Select an eBay account for the listing.
- Click on the 'Custom Listing Title' field to modify the title if necessary. The title shouldn't be more than 80 characters.
- The item category will automatically be selected. If not, click on 'Suggest relevant categories'.

The screenshot shows two side-by-side forms for adding listing information. The left form is for eBay, and the right form is for Shopify.

**eBay Form:**

- Account \*: jnohu92 - United Kingdom
- Custom Listing Title (80 chars) \*: Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking M
- Category: Home, Furniture & DIY > Cookware, Dining & Bar > Tableware
- Suggest relevant categories (link)
- eBay Category: Antiques, Art, Baby, Books, Comics & Magazines
- Secondary eBay Category: Appliances, Bath, Bedding, Candles & Home Fragrance

**Shopify Form:**

- Account \*: rpdlist
- Custom Listing Title (255 chars) \*: Coffee Cup
- Published on \*: Please select a value
- Product type: (empty field)
- Customer shipping address required

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

The screenshot shows the same Shopiagi interface as before, but with a pop-up window titled "Best matching categories" overlaid. The pop-up window contains a list of suggested categories based on the listing title.

**Best matching categories:**


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

At the bottom of the pop-up window are two buttons: "Confirm" and "Cancel".





## Adding eBay Listing information

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

Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking M

Category

Suggest relevant categories

Home, Furniture & DIY

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

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

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

Account \*

shopify

Account \*

rpdlst

Custom Listing Title (255 chars) \*


Coffee Cup

Published on \*

Please select a value

Product type

Customer shipping address required

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

Custom Listing Title (80 chars) \*

Coffee Mugs Ceramic Tea Drinks Kitchen Hot Chocolate Drinking M

Category

Suggest relevant categories

Home, Furniture & DIY

eBay Category

Secondary eBay Category

Films & TV

Garden & Patio

Health & Beauty

Holidays & Travel

Home, Furniture & DIY

Jewellery & Watches

Mobile Phones & Communication

Music

Cookware, Dining & Bar

Curtains, Blinds & Accessories

Cushions

DIY Materials

DIY Tools & Workshop Equipment

Fireplaces & Stoves

Food & Drink

Furniture

Custom Listing Title (255 chars) \*

Coffee Cup

Published on \*

Please select a value




Product type

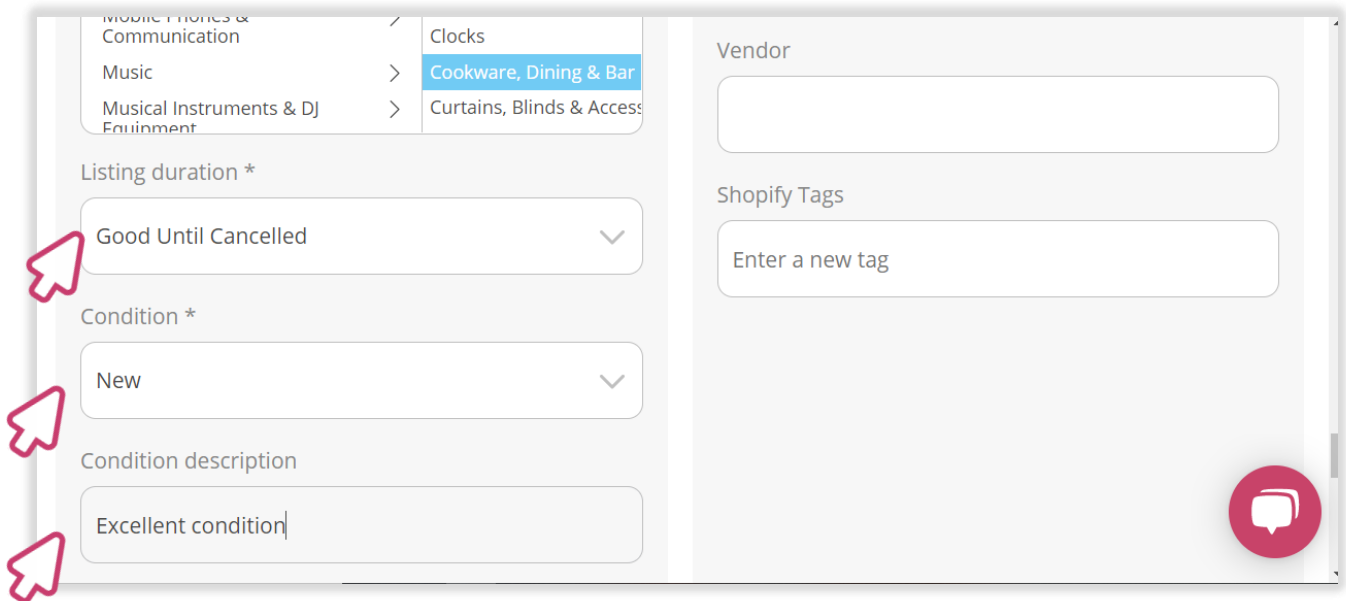
Customer shipping address required

Vendor



## Adding eBay Listing information

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



The screenshot shows the shopiagi interface for adding eBay listing information. It features a sidebar on the left with category navigation, a main form area with several input fields, and a right sidebar with additional options. Three red arrows point to specific fields: the first points to the 'Listing duration' dropdown (which is set to 'Good Until Cancelled'), the second points to the 'Condition' dropdown (set to 'New'), and the third points to the 'Condition description' text input field (which contains the text 'Excellent condition').

| Category                           | Sub-category              |
|------------------------------------|---------------------------|
| Mobile Phones & Communication      | Clocks                    |
| Music                              | Cookware, Dining & Bar    |
| Musical Instruments & DJ Equipment | Curtains, Blinds & Access |

Listing duration \*

Good Until Cancelled

Condition \*

New

Condition description

Excellent condition

Vendor

Shopify Tags




Enter a new tag






## eBay Item specifics

Item specifics are required when listing to eBay and once you get it right, it can boost sales. Below are 3 categories for item specifics:




### Required

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

### Recommended

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

### Optional

-  You can add additional attributes to your listing but this is not mandatory.
-  These attributes will be shown on the listing but may not be used during eBay search.
-  This doesn't affect buyer's search but could improve customers experience.



## eBay item specifics

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

Condition \*

New

Condition description

Excellent condition

**Item Specifics** **edit**

**Pricing & Payment** **edit**

**Policies** **edit**

From the pop-up screen, select the necessary attributes that applies to the item.

To add custom attribute(s), click on the 'Create Attribute' button at the bottom of the screen

**Item Specifics**

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

Occasion

☐ All Occasions ☐ Anniversary

☐ Autumn ☐ Bar/Bat Mitzvah

☐ Birthday, Adult ☐ Birthday, Child

☐ Bridal Shower

☐ Chinese New Year ☐ Christening

☐ Christmas

Personalisation Instructions

Please enter values

Personalise

No **Clear**

Search for more values **+ Add**

Shape

Round **Clear**

Style

Art Deco **Clear**

Custom attribute

**Create Attribute**

**Set specifics** **Cancel**



## eBay item specifics

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

The image shows a screenshot of the "Attribute creation" pop-up screen. The screen has a white background with a red close button in the top right corner. It contains two input fields: "Attribute Name \*" with the text "Market price" and "Value \*" with the text "17.90". Below these fields are two buttons: a teal "Add attribute" button and a red "Cancel" button. A red mouse cursor icon is pointing at the "Add attribute" button. In the background, a blurred view of the eBay item listing page is visible, showing various filters and options.

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

The image shows a screenshot of the "Item Specifics" pop-up screen. The screen has a white background with a red close button in the top right corner. It contains a section for "Occasion" with checkboxes for "All Occasions", "Anniversary", "Autumn", "Bar/Bat Mitzvah", "Birthday, Adult", "Birthday, Child", "Bridal Shower", "Chinese New Year", "Christening", and "Christmas". Below this is a text input field with "Father's Day" and a green "+ Add" button. There are also input fields for "Shape" (Round), "Style" (Art Deco), and "Market price" (17.90), each with a "Clear" or "Remove" button. At the bottom, there is a teal "Set specifics" button and a red "Cancel" button. A red mouse cursor icon is pointing at the "Set specifics" button. In the background, a blurred view of the eBay item listing page is visible, showing various filters and options.



## eBay pricing and payment

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

This screenshot shows the 'Listing duration' and 'Condition' sections of an item listing. The 'Listing duration' is set to 'Good Until Cancelled' and the 'Condition' is 'New with tags'. The 'Condition description' is 'Excellent condition'. Below these, there are three sections: 'Item Specifics' (checked), 'Pricing & Payment' (unchecked, highlighted with a red 'x' and a red mouse cursor), and 'Policies' (unchecked, highlighted with a red 'x'). Each section has an 'edit' button to its right.

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

This screenshot shows the 'Pricing & Payment' pop-up screen. It has a title bar with a blue icon and a red close button. The main content area has two input fields: 'VAT' with the value '20' and a '%' sign, and 'Donation Percentage' with the value '100' and a '%' sign. Below these are two toggle switches: 'Best offer' (checked) and 'Private listing' (unchecked). The 'Private listing' toggle has a sub-label: 'Allow buyers to remain anonymous to other eBay members.' At the bottom are two buttons: 'Set Pricing' (green) and 'Cancel' (red). Red mouse cursor arrows point to the 'VAT' and 'Donation Percentage' fields.



## eBay pricing and payment

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

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

- VAT:** A text input field with the value '20' and a '%' symbol.
- Donation Percentage:** A text input field with the value '100' and a '%' symbol.
- Best offer:** A toggle switch that is currently turned on (green).
- Automatically accept offers of at least:** A text input field with the value '17' and a '£' symbol.
- Automatically decline offers lower than:** A text input field with the value '17' and a '£' symbol.
- Private listing:** A toggle switch that is currently turned off (grey).
- Allow buyers to remain anonymous to other eBay members:** A line of text below the 'Private listing' toggle.
- Buttons:** A green 'Set Pricing' button and a red 'Cancel' button at the bottom.

Four red arrows point to the 'Best offer' toggle, the 'Automatically accept offers of at least' input, the 'Private listing' toggle, and the 'Set Pricing' button. The background of the app is visible, showing a 'Variants' section at the bottom.



## eBay policies

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

### To set policies:

🔗 Click on the 'edit' button.

This screenshot shows the 'Policies' section of the Shopiago seller dashboard. On the left, there are three policy categories: 'Item Specifics' (marked with a green checkmark), 'Pricing & Payment' (marked with a green checkmark), and 'Policies' (marked with a red X). Each category has a corresponding 'edit' button to its right. A red mouse cursor is pointing at the 'edit' button for the 'Policies' section. The 'Condition' dropdown menu is set to 'New', and the 'Condition description' text box contains 'Excellent condition'.

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

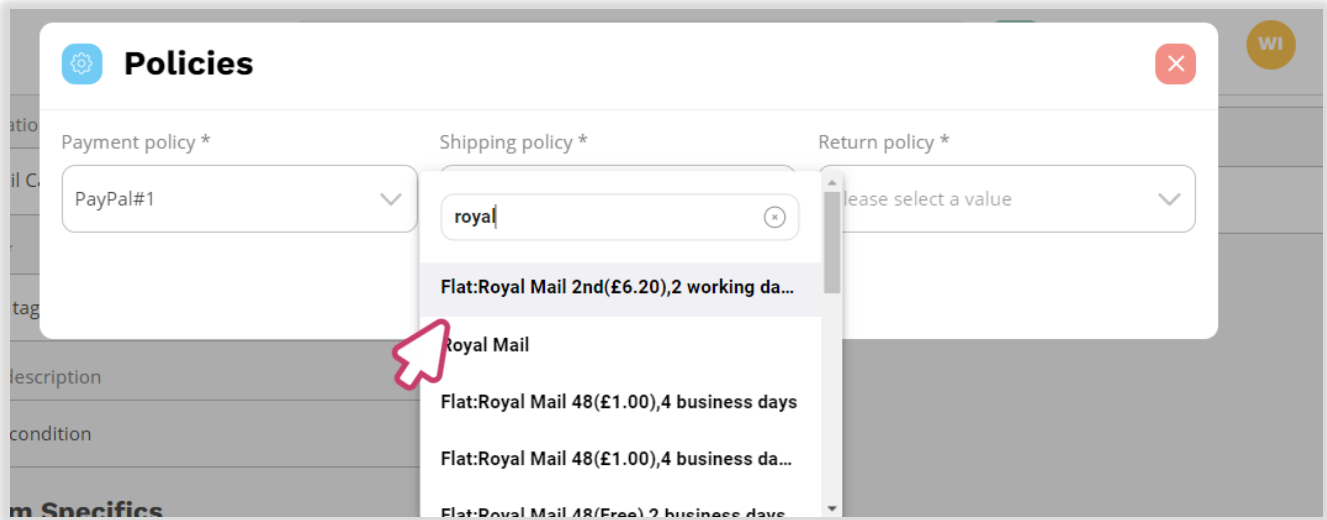
This screenshot shows the 'Policies' pop-up screen. It has a title bar with a gear icon and a close button (X). The screen is divided into three columns: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' dropdown menu is open, showing a list of options: 'PayPal#1', 'PayPal#2', 'eBay Payments', and 'eBay Payments:Cash On Pickup Accepted'. A red mouse cursor is pointing at 'PayPal#2'. The 'Shipping policy \*' dropdown shows 'select a value' and the 'Return policy \*' dropdown shows 'Please select a value'. There is a 'Cancel' button at the bottom right of the pop-up.





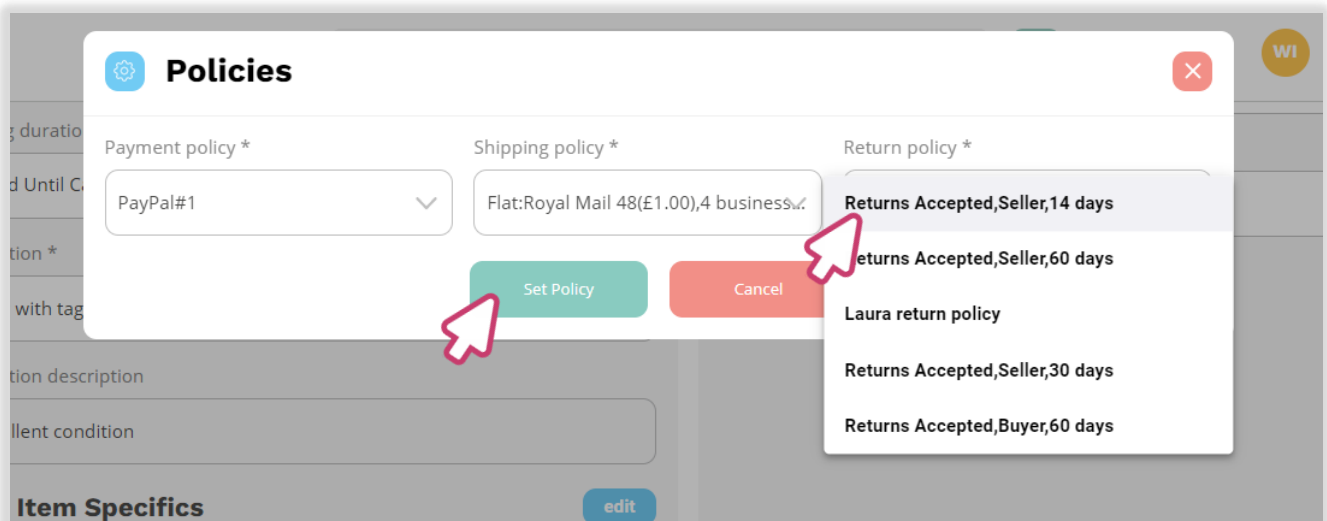
## eBay policies

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



- Click on 'Return policy' field and select a return policy.






- And then click on the 'Set Policy' button.

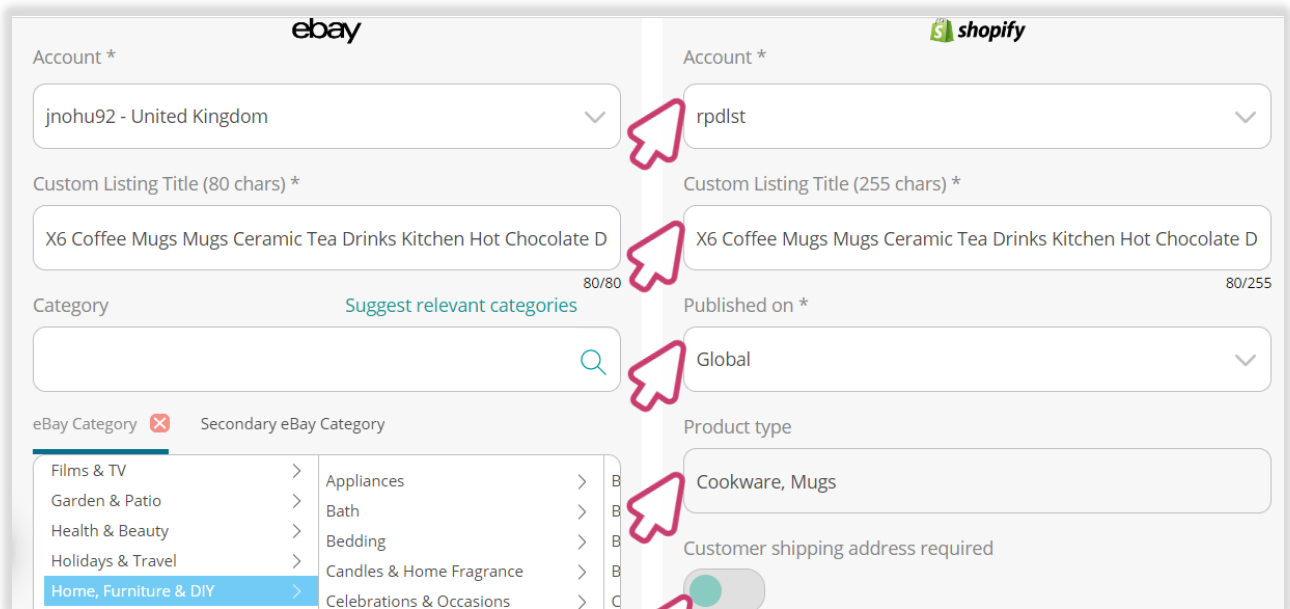




## Adding Shopify listing information

For other marketplaces, such as Shopify;

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



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

- Account \***: Points to the dropdown menu for both platforms.
- Custom Listing Title**: Points to the text input field for both platforms.
- Published on \***: Points to the dropdown menu for the Shopify form.
- Product type**: Points to the text input field for the Shopify form.
- Customer shipping address required**: Points to the toggle switch for the Shopify form.

**eBay Form Details:**

- Account \*: jnohu92 - United Kingdom
- Custom Listing Title (80 chars) \*: X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D
- Category: Suggest relevant categories
- eBay Category: 

|                       |   |                          |   |   |
|-----------------------|---|--------------------------|---|---|
| Films & TV            | > | Appliances               | > | B |
| Garden & Patio        | > | Bath                     | > | B |
| Health & Beauty       | > | Bedding                  | > | B |
| Holidays & Travel     | > | Candles & Home Fragrance | > | B |
| Home, Furniture & DIY | > | Celebrations & Occasions | > | C |

**Shopify Form Details:**

- Account \*: rpd1st
- Custom Listing Title (255 chars) \*: X6 Coffee Mugs Mugs Ceramic Tea Drinks Kitchen Hot Chocolate D
- Published on \*: Global
- Product type: Cookware, Mugs
- Customer shipping address required: ☐



## Adding Shopify listing information

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

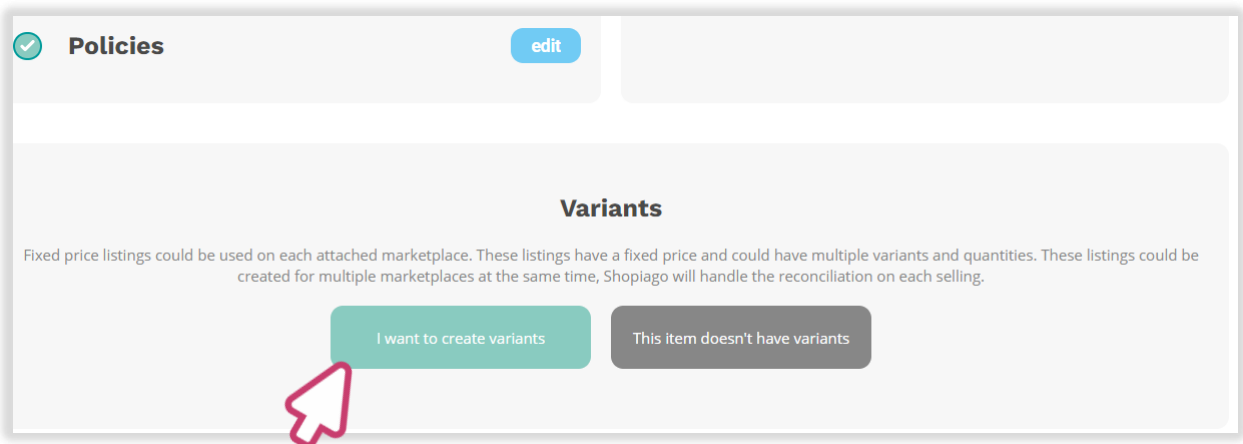
A screenshot of the Shopify listing form. The form is divided into two main sections. The left section contains fields for 'eBay Category' (with a dropdown menu showing 'Tableware & Serving' selected), 'Secondary eBay Category' (with a dropdown menu showing 'Mugs' selected), 'Listing duration \*' (with a dropdown menu showing 'Good Until Cancelled'), and 'Condition \*'. The right section contains fields for 'Global' (a dropdown menu), 'Product type' (a text input field with 'Cookware, Mugs' entered), 'Customer shipping address required' (a toggle switch), 'Vendor' (a text input field), and 'Shopify Tags' (a text input field with 'Coffee Mugs,' entered). A red arrow points to the 'Vendor' field, and another red arrow points to the 'Shopify Tags' field. A red speech bubble icon is located in the bottom right corner of the form.

## Adding item variant(s)

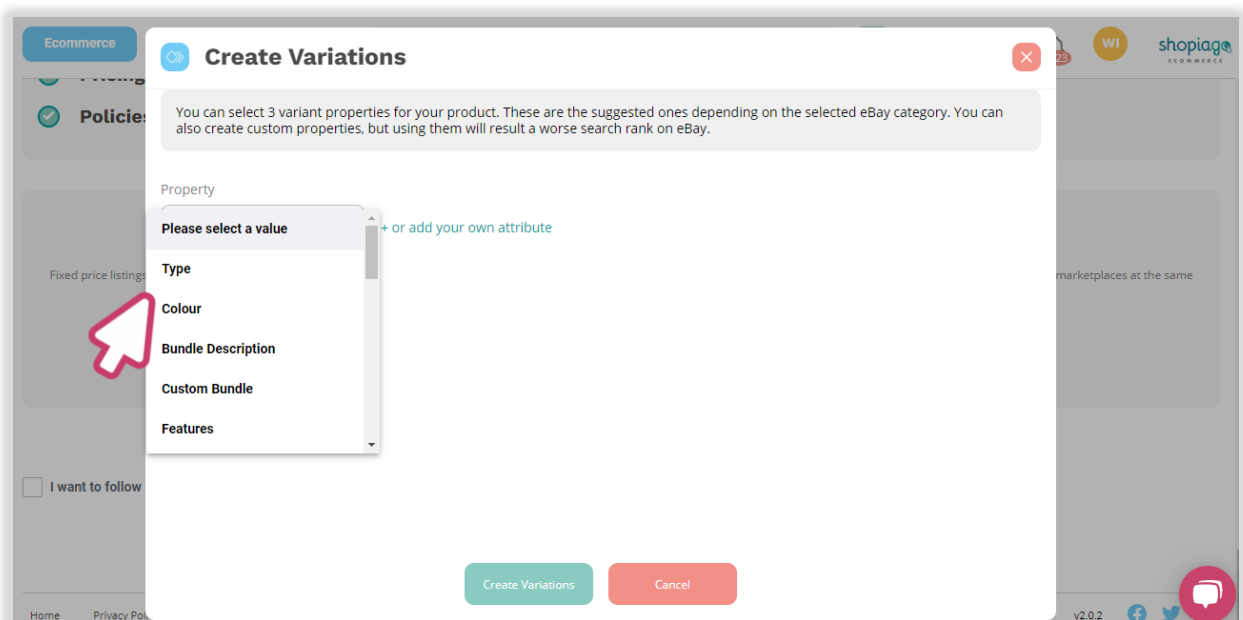
Variants are sets of items that are related but differ in terms of their characteristics, e.g. size, colour, etc. So, when an item contains multiple options in your inventory, such as size, etc., you must include these characteristics when creating the listing. **For item that don't have any variants, scroll down to Slide 35.**

To add item Variants;

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



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





## Adding item variant(s)

🔍 And select item variant(s) from the pre-populated options.

🔍 Then click on the 'Create Variations' button.

A screenshot of the "Create Variations" dialog box in the shopiagio interface. The dialog has a title bar with a close button (X) in the top right. Below the title bar is a grey informational box with text: "You can select 3 variant properties for your product. These are the suggested ones depending on the selected eBay category. You can also create custom properties, but using them will result a worse search rank on eBay. These properties will be excluded from the main item's attributes, because they are used as a variant property: Colour". Below this, there are two "Property" dropdown menus. The first is set to "Colour" and has a red X button. The second is set to "Please select a value" and also has a red X button. To the right of the second dropdown is a link that says "+ or add your own attribute". Below the dropdowns is a section titled "Colour" with a grid of color buttons: White, Beige, Black, Green, Orange, Blue, Brown, Clear, Gold, Grey, Multicoloured, Pink, Red, Silver, and Yellow. The "Green" button is highlighted with a red mouse cursor icon. At the bottom of the dialog are two buttons: "Create Variations" (teal) and "Cancel" (red). A red mouse cursor icon is pointing at the "Create Variations" button.

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



## Adding item Variants information

- In the "Variants" table, click on the "Inventory Variant" field and select the correct variant for each item (it is important to note that in the inventory, all variant items are treated as individual records).

**Variants(2)**

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

| Colour | Style   | Inventory variant        | Custom SKU | Price | Quantity | EAN |
|--------|---------|--------------------------|------------|-------|----------|-----|
| White  | Classic | White                    |            | 17    | - 1 +    |     |
| Green  | Classic | Please select an variant |            | 17    | - 1 +    |     |
|        |         | Green                    |            |       |          |     |

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

Create Listing Save as a draft Save as a template Cancel

- If a custom SKU (stock-keeping unit) wasn't assigned when the item was created, you can still assign it to the variants. Otherwise, leave it blank as the system will automatically assign a SKU to individual items.

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

**Variants(2)**

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

| Colour | Style   | Inventory variant | Custom SKU | Price | Quantity | EAN |
|--------|---------|-------------------|------------|-------|----------|-----|
| White  | Classic | White             |            | 17    | - 1 +    |     |
| Green  | Classic | Green             |            | 17    | - 1 +    |     |

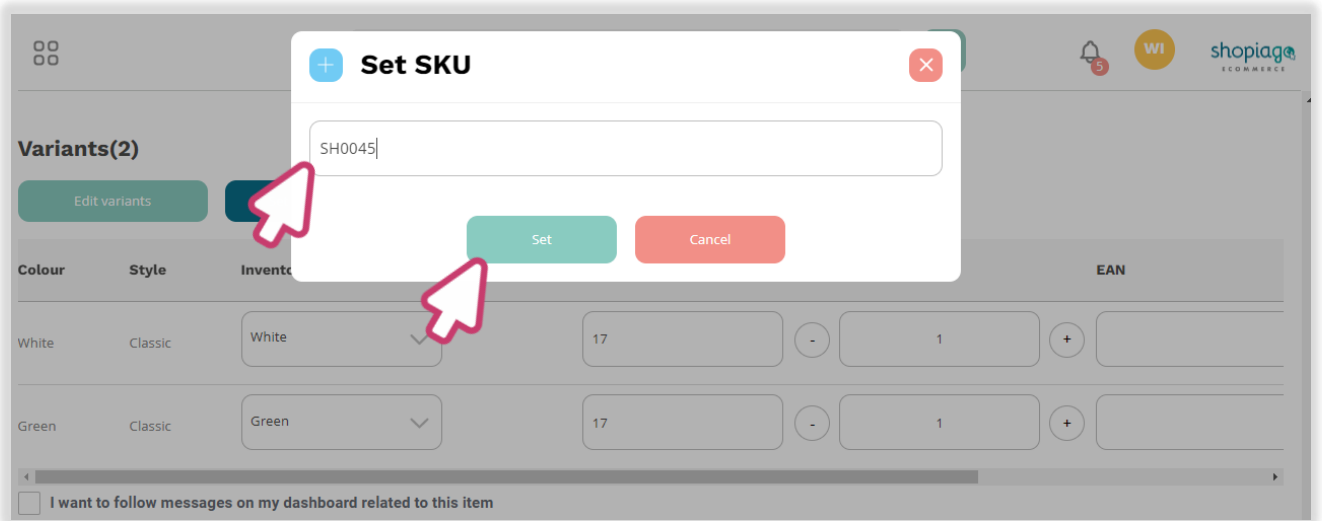
☐ I want to follow messages on my dashboard related to this item

Create Listing Save as a draft Save as a template Cancel

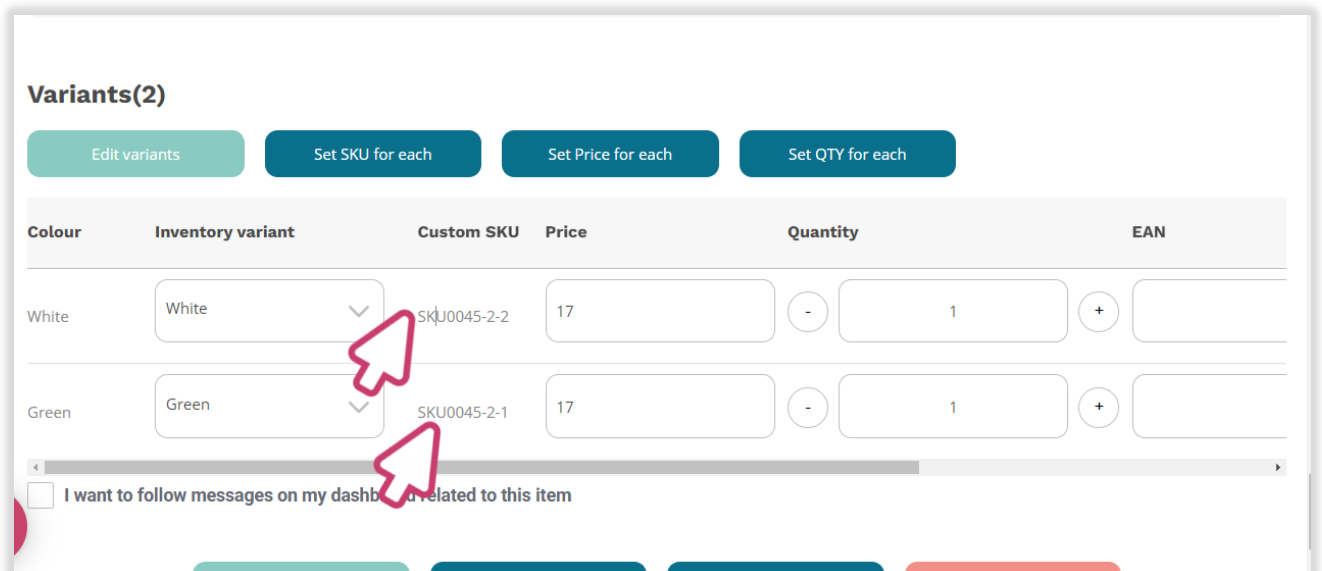
## Adding item Variants information

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

Then click on the 'Set' button.



Once an SKU is assigned to the items, it will then be displayed in the variants table under "Custom SKU."





## Adding Variations

- 🔗 Item price will automatically be populated. If not, click on 'Set price for each' button.

**Variants(2)**

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

| Colour | Inventory variant | Custom      | Price | Quantity | EAN |
|--------|-------------------|-------------|-------|----------|-----|
| White  | White ▾           | SKU0045-2-2 | 17    | - 1 +    |     |
| Green  | Green ▾           | SKU0045-2-1 | 17    | - 1 +    |     |

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

Create Listing Save as a draft Save as a template Cancel

- 🔗 And enter the item price into the text field.

- 🔗 Then click on the 'Set' button.

**Variants(2)**

Edit variants

| Colour | Inventory variant | Custom      | Price | Quantity | EAN |
|--------|-------------------|-------------|-------|----------|-----|
| White  | White ▾           | SKU0045-2-2 | 17    | - 1 +    |     |
| Green  | Green ▾           | SKU0045-2-1 | 17    | - 1 +    |     |

**Set Price**

17

Set Cancel





## Adding item variant(s)

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

**Variants(2)**

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

| Colour | Inventory variant | Custom SKU  | Price | Quantity | EAN |
|--------|-------------------|-------------|-------|----------|-----|
| White  | White             | SKU0045-2-2 | 15    | - 1 +    |     |
| Green  | Green             | SKU0045-2-1 | 17    | - 1 +    |     |

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

Create Listing Save as a draft Save as a template Cancel

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

**Variants(2)**

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

| Colour | Inventory variant | Custom SKU  | Price | Quantity | EAN |
|--------|-------------------|-------------|-------|----------|-----|
| White  | White             | SKU0045-2-2 | 15    | - 1 +    |     |
| Green  | Green             | SKU0045-2-1 | 17    | - 1 +    |     |

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

Create Listing Save as a draft Save as a template Cancel

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## Adding item variant(s)

- 🔗 Enter the item identifier number (EAN) for each variant. Identification number makes it easier for customers to find your item, so please be sure to fill this field.
- 🔗 If your item don't have the number, click on the EAN field and select Does Not Apply.
- 🔗 Once all variants information is entered, click on the 'Create listing' button to list the item.

Search for an item. Start selling now.

**Variants(2)**

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

| Colour | Inventory variant | Custom SKU  | Price | Quantity | EAN            |
|--------|-------------------|-------------|-------|----------|----------------|
| White  | White             | SKU0045-2-2 | 15    | 1        | Does Not Apply |
| Green  | Green             | SKU0045-2-1 | 17    | 1        | Does Not Apply |

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

Create Listing Save as a draft Save as a template Cancel

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## For non-variant items

If the item does not contain any variations,

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

### Variants

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

I want to create variants

This item doesn't have variants



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

Create Listing

Save as a draft

Save as a template

Cancel





## Enter the item's information

- Select the 'Inventory variant'.
- If the item was assigned with a tote box ID, this will be preselected.
- Gift Aid number will automatically be selected if this was already assigned when the item was created.
- Source shop will also be pre-selected.
- Custom SKU will also be pre-selected.
- Confirm that the variant quantity is correct. If not, manually enter the correct item quantity or use the 'Quantity adjustment button' to increase or decrease the variant quantity.
- Enter item identifier number (EAN). Identification number makes it easier for customers to find your item, so please be sure to fill in this field). If your item doesn't have an EAN, click the text field and select Does Not Apply.
- Once all the item information has been correctly entered, click on the 'Create listing' button.

✔ Item Specifics

✔ Pricing & Payment

✔ Policies

edit

edit

edit

### Item's information

| Inventory variant | Tote/Box ID *  | Gift Aid Number | Source Shop               | Custom SKU  | Quantity | EAN            |
|-------------------|----------------|-----------------|---------------------------|-------------|----------|----------------|
| White             | Does Not Apply | Does Not Apply  | Shoptown Industries -Shop | SKU0045-2-2 | - 1 +    | Does Not Apply |

»

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

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

Create Listing

Save as a draft

Save as a template

Cancel

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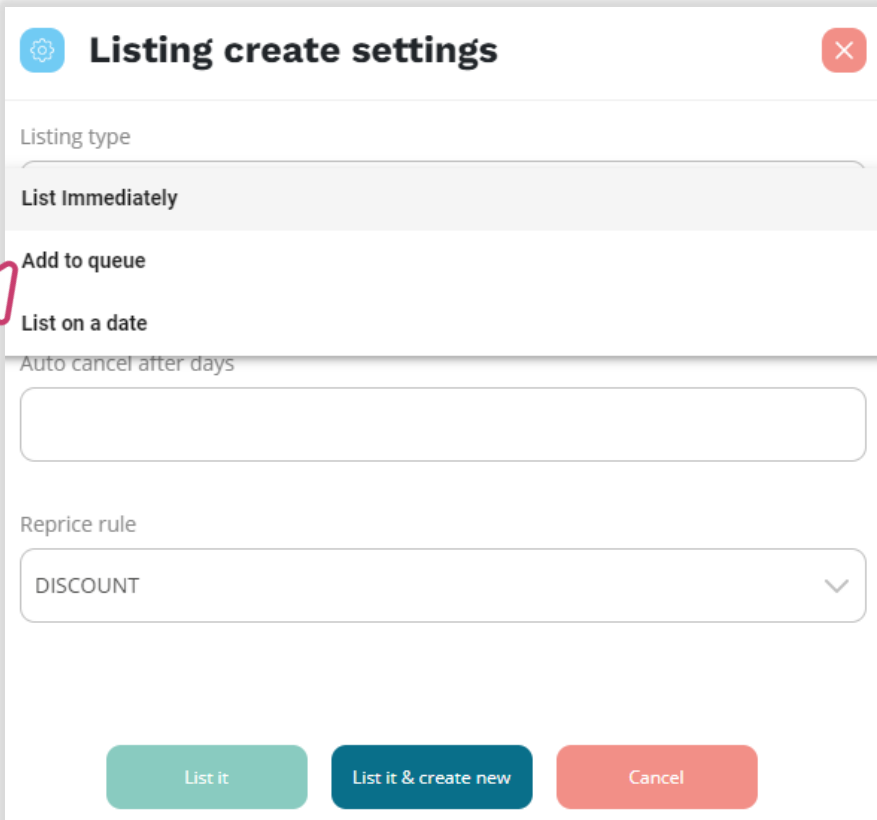
v2.0.6



## Listing options

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

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

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon and a close button (red square with a white 'X'). Below the title bar, there is a section labeled "Listing type" with three options: "List Immediately" (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 this section is a field labeled "Auto cancel after days" with an empty input box. Further down is a section labeled "Reprice rule" with a dropdown menu showing "DISCOUNT" and a downward arrow. At the bottom of the dialog are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red).



## Listing options

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

- 🕒 Enter value for 'Auto-cancel after days'.
- 🔍 Click on 'Reprice rule' field and select a rule that you've created or leave blank if it is not applicable.
- 🕒 Finally, click the '**List it**' OR '**List it & create new**' button.

A screenshot of the 'Listing create settings' modal in the Shopiagio app. The modal is white with a red close button in the top right corner. It contains three main sections: 'Listing type' with a dropdown menu set to 'Add to queue', 'Auto cancel after days' with a text input field containing '30', and 'Reprice rule' with a dropdown menu set to 'FIXED'. At the bottom of the modal are three buttons: 'List it' (teal), 'List it & create new' (dark teal), and 'Cancel' (red). Four red arrows point to the 'Set SKU for each item' button in the background, the '30' in the 'Auto cancel after days' field, the 'FIXED' option in the 'Reprice rule' dropdown, and the 'List it' and 'List it & create new' buttons.



**Happy Selling!**

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