



Warehouse User Guide

How to Create a Job Lot from Inventory Items

Version 2.0.2

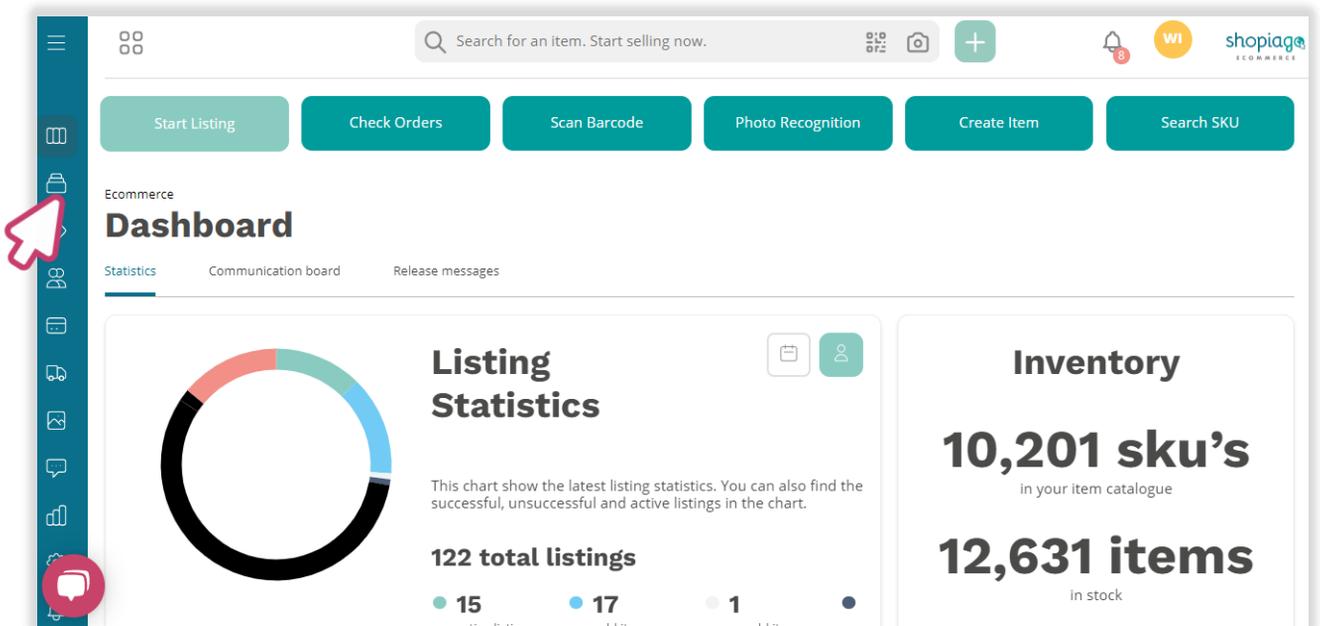


How to create a job lot from inventory items

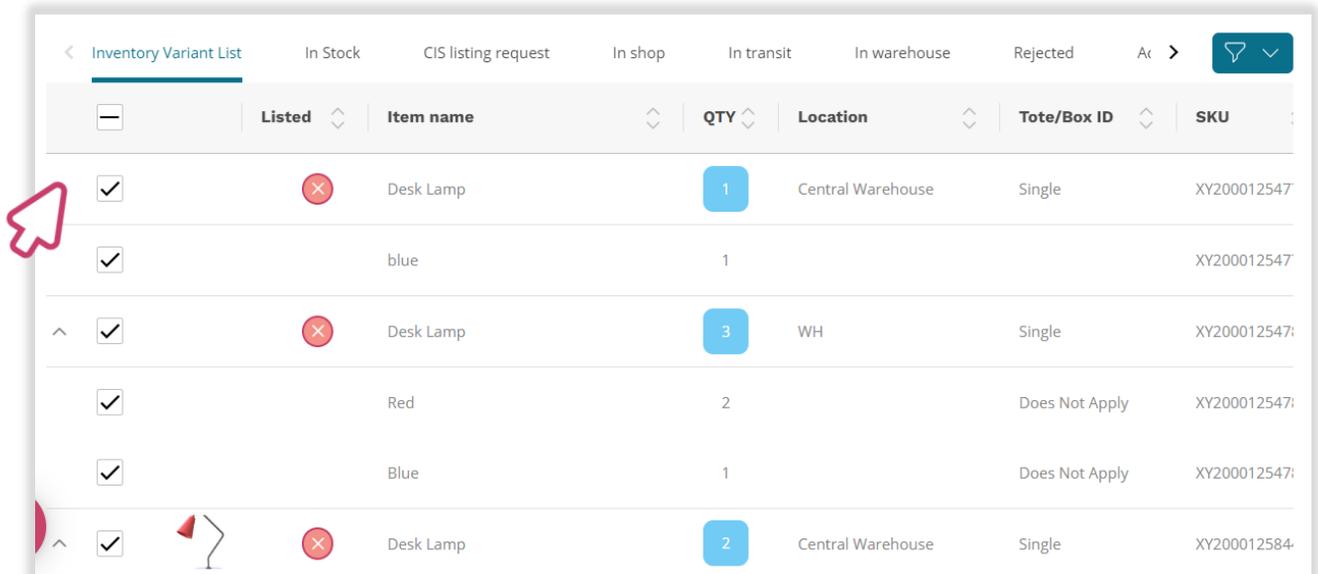
As the name implies, job lots are essentially an assortment of goods sold together as a set. Items may be mixed bundles or different kinds of items in different conditions.

To create Job lot;

Click on 'inventory' icon on the dashboard left-hand side menu.



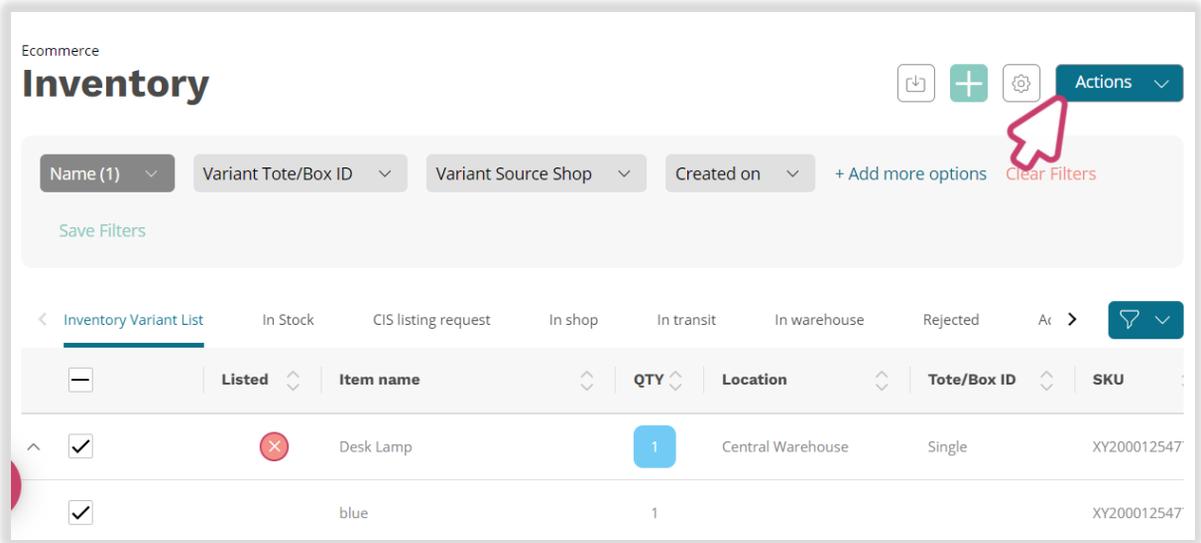
From the next screen, select multiple items from the inventory.



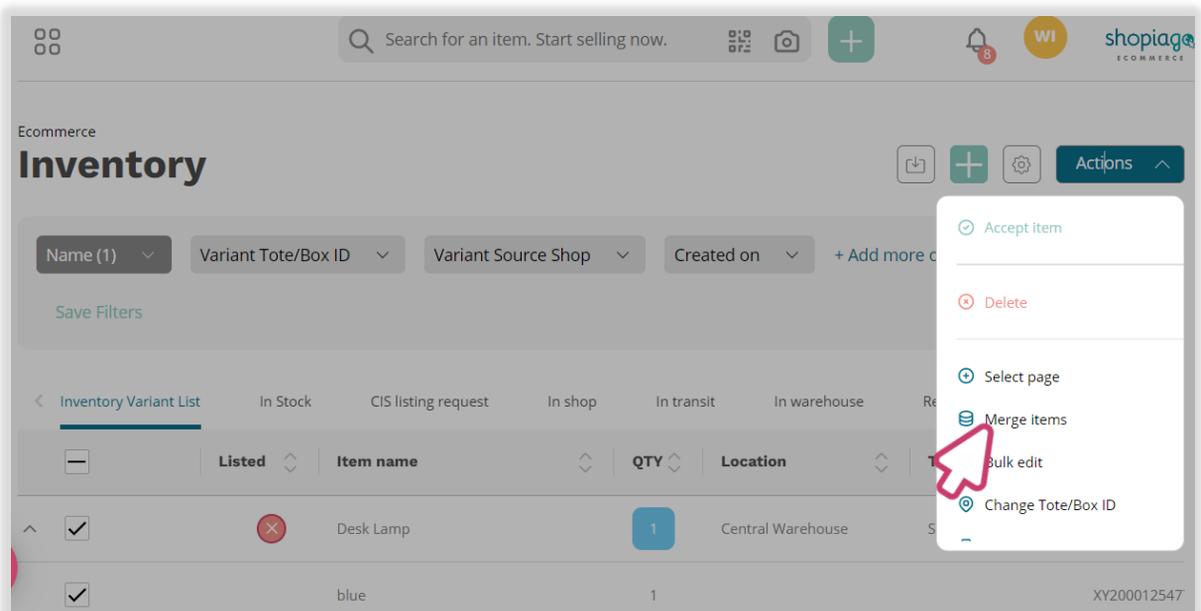


How to create a job lot from inventory items

Click on 'Actions' button (top right-hand side).



From the pop-up screen, click on 'Merge items'.





How to create a job lot from inventory items

From the pop-up screen,

- 🔗 Enter the item name.
- 🔗 You can add tag(s) to the item if necessary.
- 🔗 Assign 'Custom SKU' (Stock Keeping Unit) to variants if necessary.
- 🔗 Select item location. This can be shop/warehouse, where the item is stored.
- 🔗 Enter item 'Estimated value' if necessary.
- 🔗 Turn on the 'High value' toggle switch, if the item is of high value or leave as default.

The screenshot shows the 'Create Job lot' form with the following fields and values:

- Item Name ***: Wholesale Job Lot 100x|Desk Lamps
- Tags**: Job Lot (selected), Enter a new tag
- Custom SKU**: KG502011
- Location**: WH
- Estimated value**: 90
- High value**: This item has high value. (Toggle switch is turned on)
- Category search**: (Empty search bar)
- Suggest relevant categories**:
 - Item Category
 - Property
 - Sound & Vision >
 - Sporting Goods >
 - Sports Memorabilia >
 - Stamps >

Red arrows point to the Item Name, Custom SKU, Location, Estimated value, and High value toggle switch.

How to create a job lot from inventory items

Click the on 'Suggest relevant categories'.

Create Job lot

Item Name * Tags Enter a new tag

Custom SKU Location Estimated value High value This item has high value.

Category search

Suggest relevant categories

- Item Category
- Sound & Vision
- Sporting Goods
- Sports Memorabilia
- Stamps

Select the best match from the pop-up screen.

And then click the 'Confirm' button.

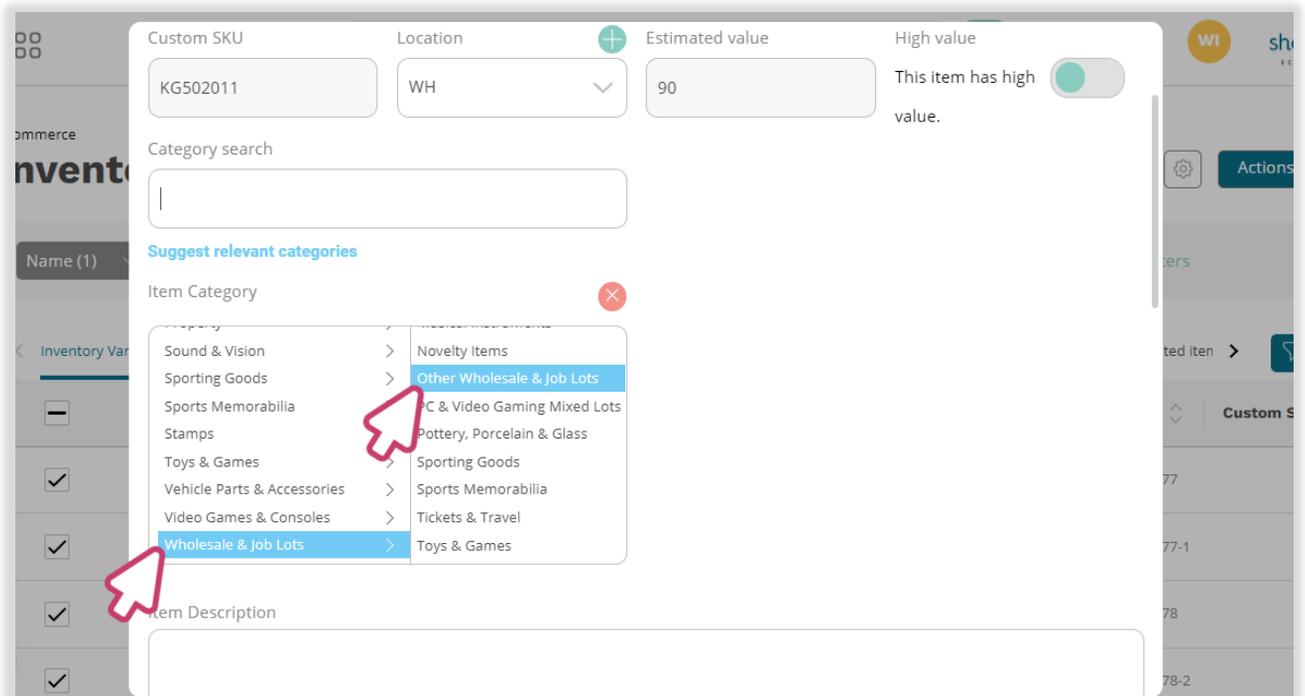
Best matching categories

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

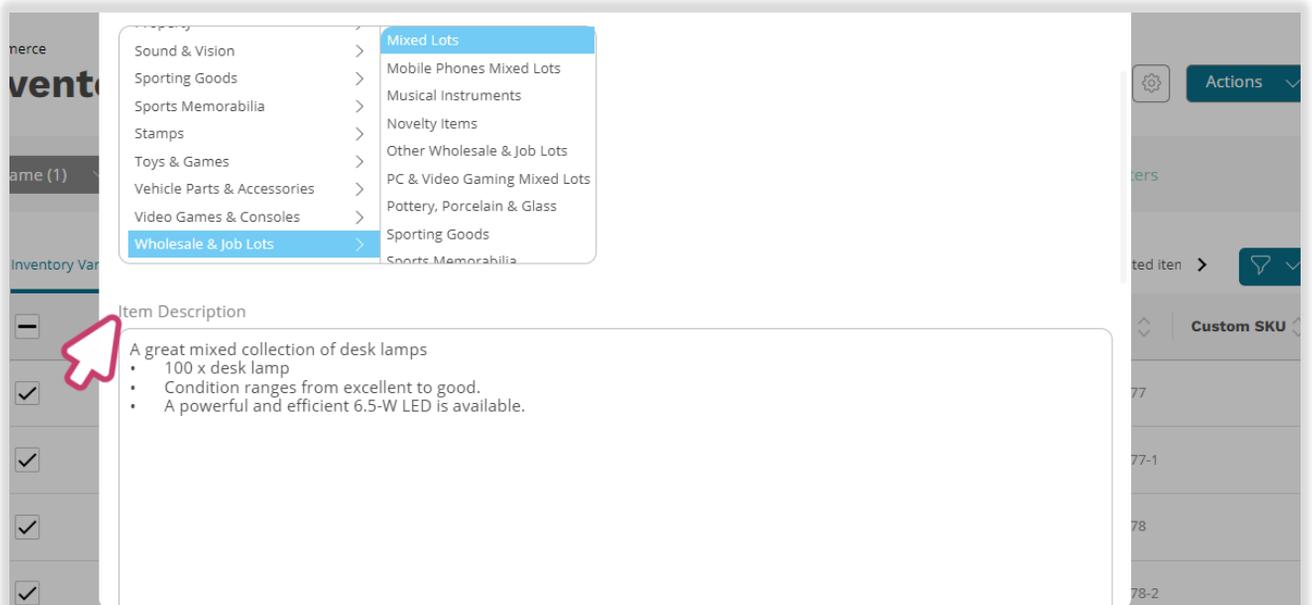
- Collectables > Kitchen & Home > Kitchen Tools & Gadgets > Refrigerator Magnets
- Wholesale & Job Lots > Other Wholesale & Job Lots**
- Clothes, Shoes & Accessories > Women > Women's Clothing > Jumpers & Cardigans
- Collectables > Lamps, Lighting > Lamps
- Jewellery & Watches > Jewellery Mixed Lots

How to create a job lot from inventory items

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



Describe the item. Add keywords and optional details that may include the item measurements, condition, care instructions, and damage if necessary.



Variants & Stock Data

To add Variants & Stock information;

- Enter item 'Variant name' into the 'variant name field' (this could be any name).
- Enter the 'Gift aid' number for the item or click and select **does not apply**
- Enter 'Tote / box ID' or click and select **does not apply**.
- Use the 'Quantity adjustment button' to increase or decrease the item quantity.
- Source shop' will automatically be selected. If not, please select a 'source shop'.
- To add more variant data, click on the 'Add new variant' button, and enter all required information.

The screenshot shows a form titled "Variants & Stock Data" with the following fields and controls:

Variant Name *	Gift Aid Number	Tote / Box ID *	Quantity	Source Shop
<input type="text" value="Mix Items"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input "+"="" "-"="" and="" buttons<="" td="" type="text" value="1" with=""/> <td><input type="text" value="Glasgow"/></td>	<input type="text" value="Glasgow"/>

Below the table is a green button labeled "Add new variant".

Red arrows point to the "Mix Items" field, the "Does Not Apply" field, the "Does Not Apply" field, the quantity adjustment buttons, the "Glasgow" field, and the "Add new variant" button.



Adding photo(s)

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

Tips:

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





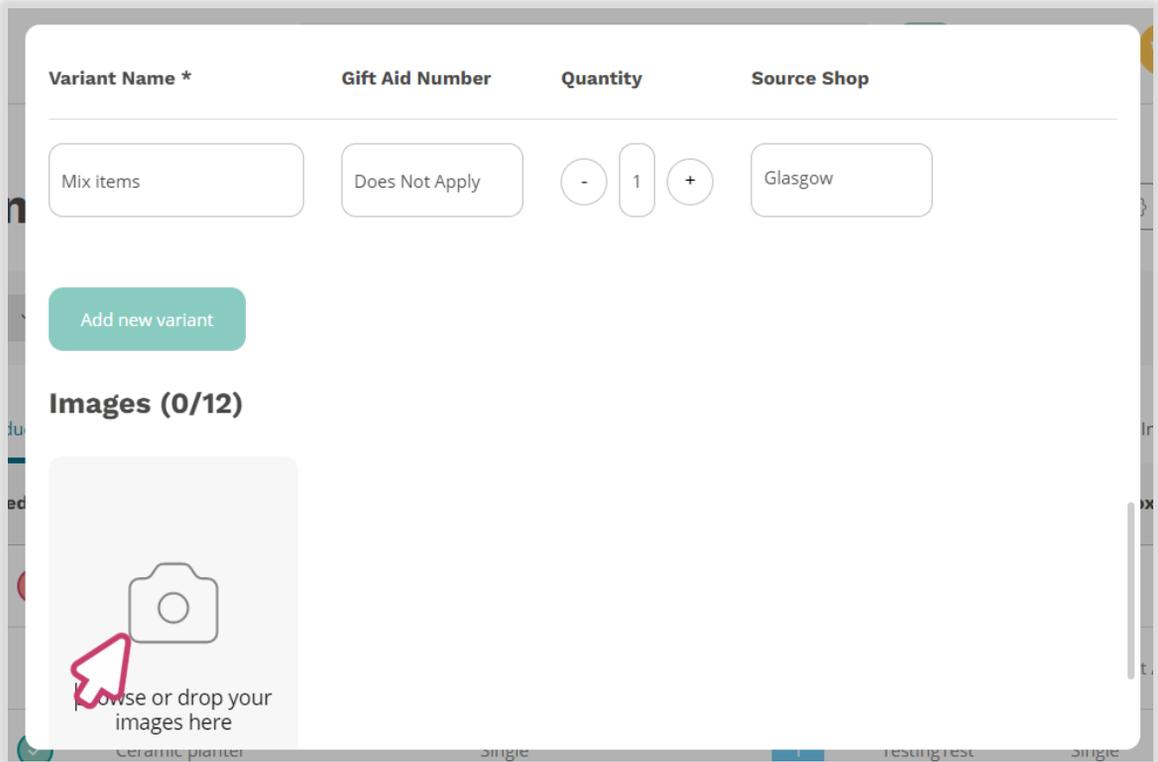
Adding photo(s)

- 🌐 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.

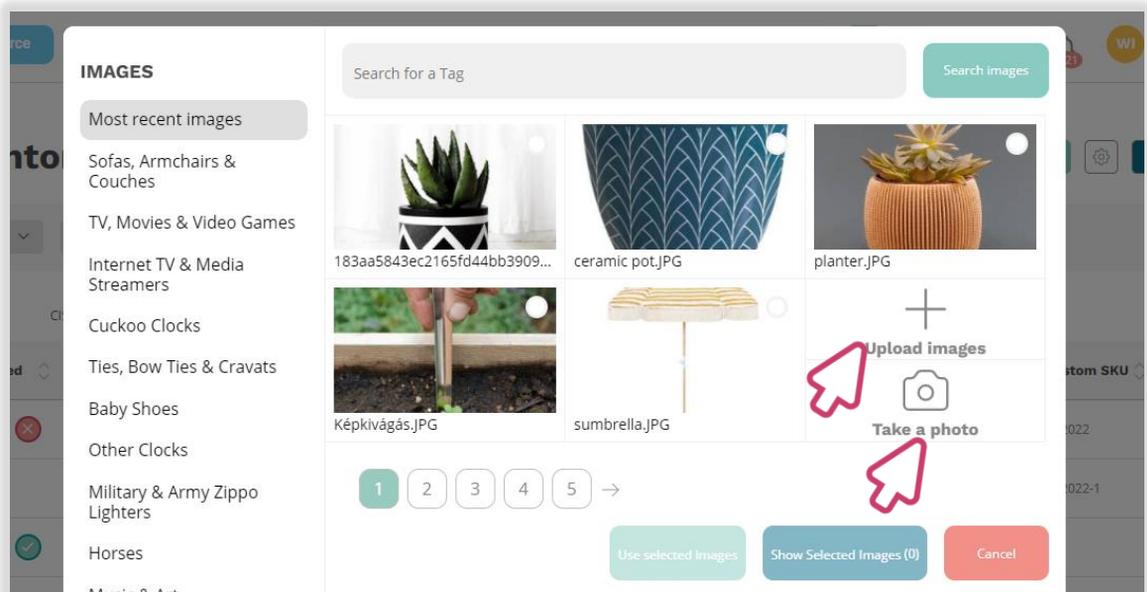


Add photo(s)

- To add photos, click on 'Add photos' icon or drag and drop item images into the upload photo area.

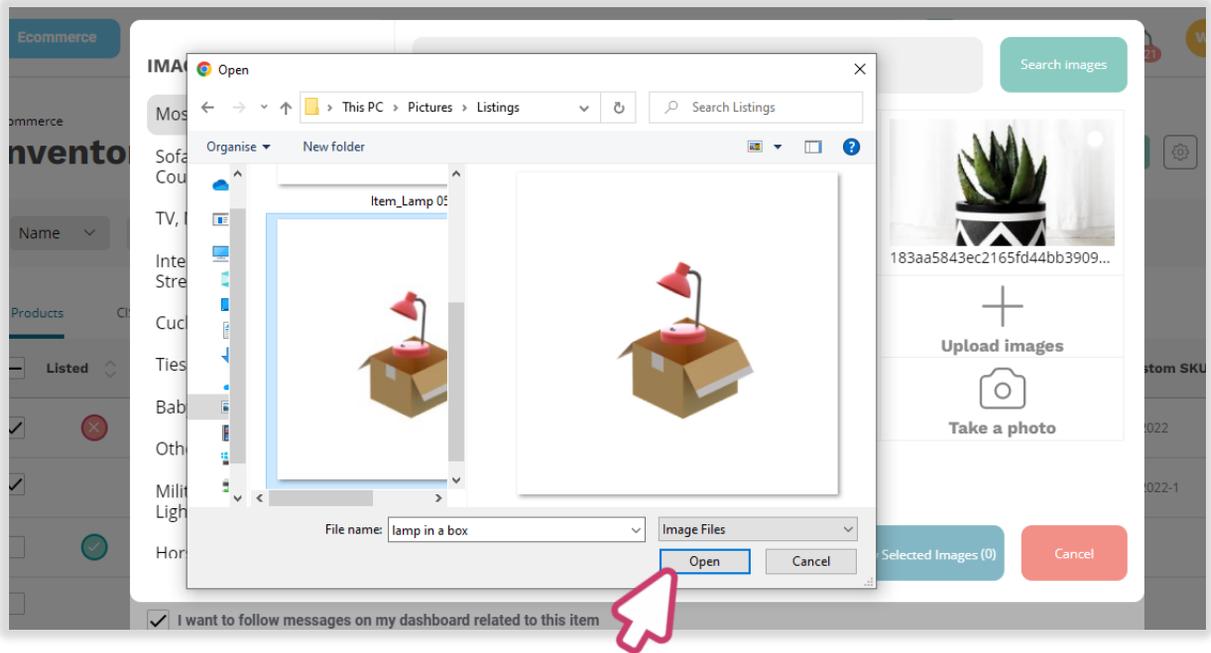


- Click on the 'Upload photos' icon to upload from PC or mobile device.
- You can also take photo(s) directly from your mobile device or PC camera by clicking on the 'Take a photo' button.

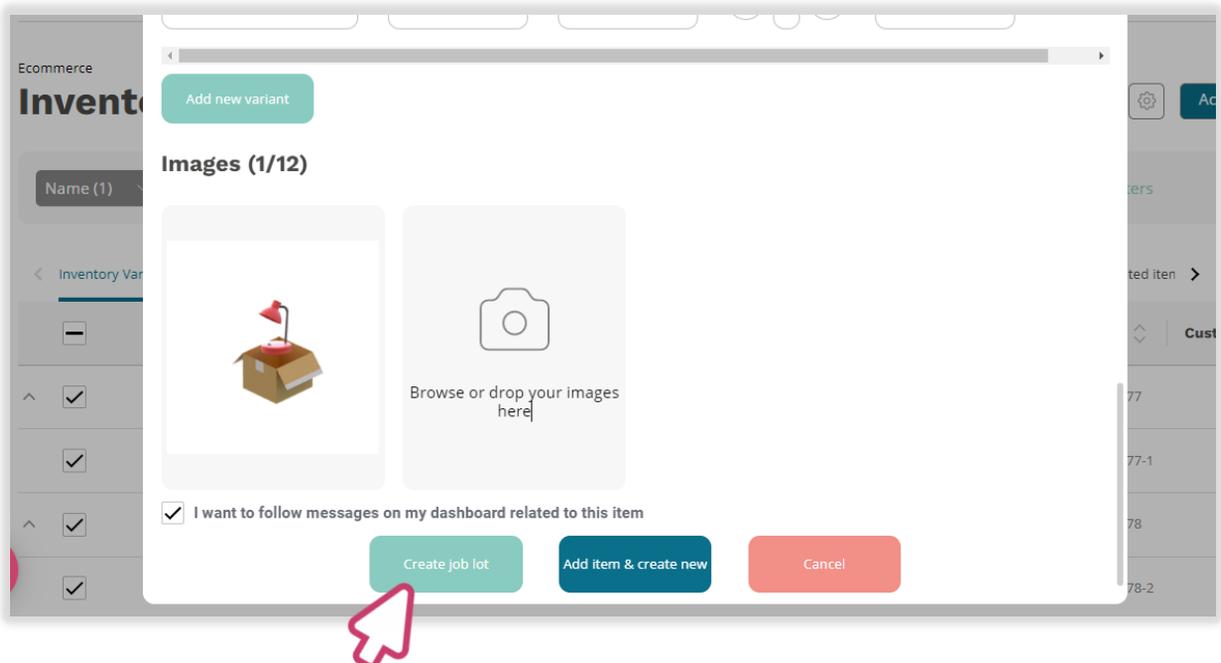


Add photo(s)

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

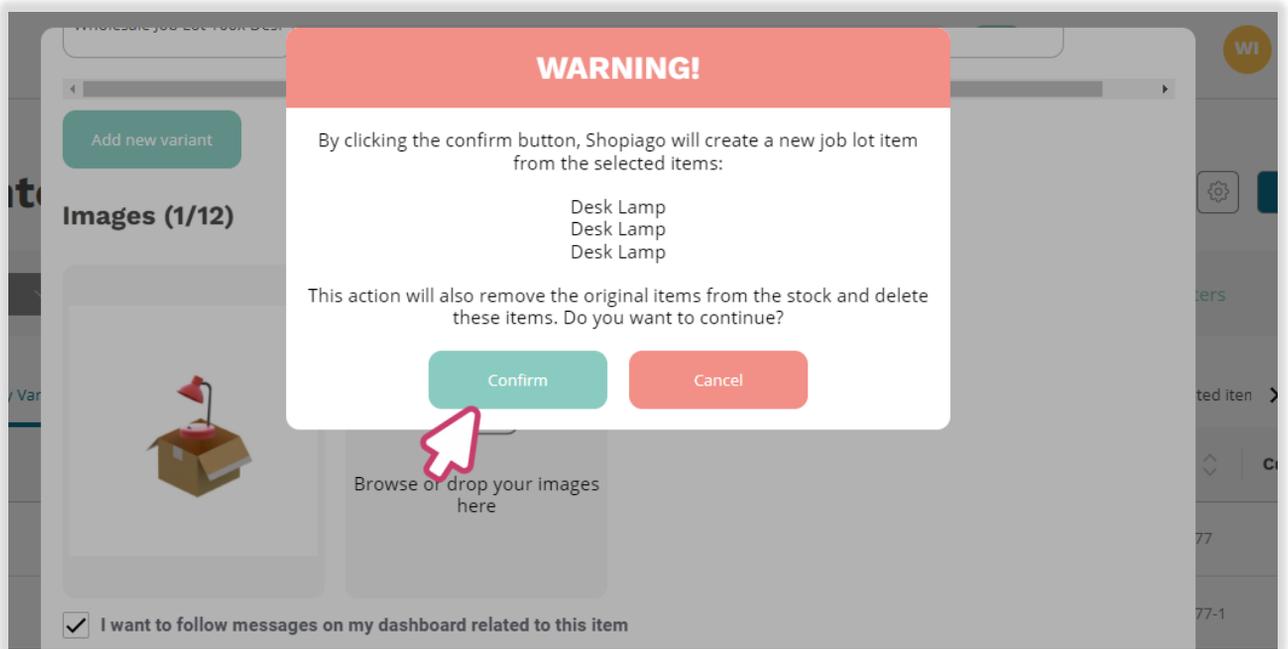


Once the photo(s) is completely uploaded, click on the 'Create job lot' button.



Creating Job Lot

 Click on the 'Confirm' button from the pop-up screen.



Once that is done the items will be merge to a single item.

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Happy Selling!

If you need further help or support,
please write to us at help@shopiagoblog.com