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.



Reference of the next screen, select multiple items from the inventory.

	<	Inventory Variant List	In Stock	CIS listing request	In shop	In transit	In warehouse	Rejected Ac >	\bigtriangledown
			Listed 🗘	Item name	$\hat{\mathbf{x}}$	QTY 🗘	Location $\stackrel{\wedge}{\lor}$	Tote/Box ID $\stackrel{\wedge}{\lor}$	SKU
	7	✓	$\overline{\mathbf{X}}$	Desk Lamp		1	Central Warehouse	Single	XY200012547
2~	J	\checkmark		blue		1			XY200012547
	^	\checkmark	\bigotimes	Desk Lamp		3	WH	Single	XY200012547
		\checkmark		Red		2		Does Not Apply	XY200012547
		\checkmark		Blue		1		Does Not Apply	XY200012547
	^	✓ 4>	\bigotimes	Desk Lamp		2	Central Warehouse	Single	XY200012584

How to create a job lot from inventory items

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

Ecommerce Inventory	,						බූ Action:	s 🗸
Name (1) V	/ariant Tote/Box ID	∨ Variant Sou	irce Shop 🗸 🗸	Created on	→ + Add mo	re options	ear Filters	
< Inventory Variant List	In Stock	CIS listing request	In shop	In transit	In warehouse	Rejected	Ac >	₹ ~
	Listed 🗘 Ite	em name	Ç Q	TY 🔶 Locati	on \Diamond	Tote/Box ID	🔅 🛛 sku	
~ 🗸	De	sk Lamp		1 Central	Warehouse	Single	XY20	0012547
	blu	ie		1			XY20	0012547

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

00	Q Search for an ite	m. Start selling now.) +	
Ecommerce	ry			+ 💿 Actions 🔨
Name (1) V	Variant Tote/Box ID 🛛 🗸 Variant So	urce Shop V Created on V	+ Add more c	Accept item Delete
< Inventory Variant	List In Stock CIS listing request	in shop in transit in v	varehouse Re	Select page Merge items
- ^ V	Listed \bigcirc Item name Desk Lamp	QTY () Location 1 Central Wa	C 1	© Change Tote/Box ID
	blue	1		XY200012547

How to create a job lot from inventory items

From the pop-up screen,

- Enter the item name.
- A 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.
- Renter item 'Estimated value' if necessary.
- G Turn on the 'High value' toggle switch, if the item is of high value or leave as default.

0	Create Jo	b lot				
imerce	Item Name *			Tags		
ven	Wholesale Job Lot 100x	Desk Lamps		Job Lot 🛞 Enter a	a new tag	
	Custom SKU	Location	33/80	Estimated value	High value	
Name (1)	KG502011	WH	~	90	This item has high	ters
Inventory Var	Category search	EJ	٤	7	value.	ted iten
-	Suggest relevant categori	85				\diamond
	Item Category					77
~	Sound & Vision	>				77-1
	Sporting Goods Sports Memorabilia	>				78

How to create a job lot from inventory items

Click the on 'Suggest relevant categories'.

00	Create Jo	b lot				× * *
commerce	Item Name *			Tags		
Invent	Wholesale Job Lot 100x	Desk Lamps		Job Lot 💉 Enter a ne	Action	
	Custom SKU	Location	33/80	Estimated value	High value	
Name (1)	KG502011	WH	\checkmark	90	This item has high	ters
					value.	
< Inventory Va	Category search					ted iten 🔉
-						Custom
	Suggest relevant categori	es				
^ 🗹 🇲	tem Category					77
	rroperty					
\checkmark	Sound & Vision	>				77-1
	Sports Memorabilia	>				
^ 🗸	Stamps	>				78

- Select the best match from the pop-up screen.
- And then click the 'Confirm' button.

	Crea	Q Best matching categories
e	Item Nam	Based on your listing title we search through eBay categories to find some that might fit your item
1	Wholesa	Collectables > Kitchen & Home > Kitchen Tools & Gadgets > Refrigerator Magnets
l	Custom Sł	Wholesale & Job Lots > Other Wholesale & Job Lots
(1)	KG502	Clothes, Shoes & Accessories > Women > Women's Clothing > Jumpers & Cardigans
Filte		Collectables > Lamps, Lighting > Lamps
	Category s	Jewellery & Watches > Jewellery Mixed Lots
tory		
	Suggest re	
	Item Cate	Confirm Cancel
	Antiques	

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.

00	Custom SKU	L	ocation	D	Estimated value	High value	WI	sh
	KG502011		wh 🗸		90	This item has high		f C
						value.		
Similarce	Category search							
nvent								Actions
	Suggest relevant categories							
Name (1)	Suggest relevant categories						ters	
	Item Category		•	×			l	_
	·····	,						_
< Inventory Var	Sound & Vision	>	Novelty Items				ted iten	> 2
	Sporting Goods	\rightarrow	Other Wholesale & Job Lots					_
	Sports Memorabilia		C & Video Gaming Mixed Lo	ts			\sim $ $	Custom S
	Stamps	7~	Pottery, Porcelain & Glass					
	Toys & Games	~	Sporting Goods					
\checkmark	Vehicle Parts & Accessories	>	Sports Memorabilia				77	
	Video Games & Consoles	>	Tickets & Travel					_
\checkmark	Wholesale & Job Lots	\rightarrow	Toys & Games				77-1	
(_
ζ	Cem Description						78	
							78-2	

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

ce So	und & Vision	>	Mixed Lots
Spi	orting Goods	>	Mobile Phones Mixed Lots
SD	orts Memorabilia	>	Musical Instruments
Sta	amps	>	Novelty Items
To	vs & Games	Ś	Other Wholesale & Job Lots
e (1) Ve	hicle Parts & Accessories	>	PC & Video Gaming Mixed Lots
Vid	deo Games & Consoles	>	Pottery, Porcelain & Glass
W	holesale & Job Lots	>	Sporting Goods
entory Var			Snorts Memorahilia
tem	Description		
A g	reat mixed collection of	desk	lamps
	100 x desk lamp Condition ranges from	exce	lent to good.
•	A powerful and efficien	t 6.5	-W LED is available.

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.
- 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.





Adding photo(s)

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

Tips:

- G Take photos from as many angles as possible.
- A 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.
- Reproduct of the American Photo must be a PNG, JPEG, BMP or GIF.
- Q Don't use a filter as natural colours are better at showing the buyer what to expect.
- Q 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)

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

Variant Name *	Gift Aid Number	Quantity	Source Shop	
Mix items	Does Not Apply	\bigcirc 1 $(+)$	Glasgow	
Add new variant				
Images (0/12)				
Images (0/12)				

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.

rce	IMAGES	Search for a Tag		Search images	b ໜ
	Most recent images		WAVAVAVAVAVAVA		
nto	Sofas, Armchairs & Couches				
~	TV, Movies & Video Games				
	Internet TV & Media Streamers	183aa5843ec2165fd44bb3909	ceramic pot.JPG	planter.JPG	
CI	Cuckoo Clocks			+	
ad 🔿	Ties, Bow Ties & Cravats		4		stom SKU 🔿
	Baby Shoes	Képkivágás.JPG	sumbrella.JPG	Take a photo	022
0	Other Clocks				
	Military & Army Zippo Lighters	1 2 3 4	$5 \rightarrow$	3	1022-1
\bigcirc	Horses		Use selected Images Show	v Selected Images (0) Cancel	
	Mucie Q. Art				

Add photo(s)

Q 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

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



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

Happy Selling!

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