



Warehouse User Guide

**How to create an
inventory item with
variations**

Version 2.0.2



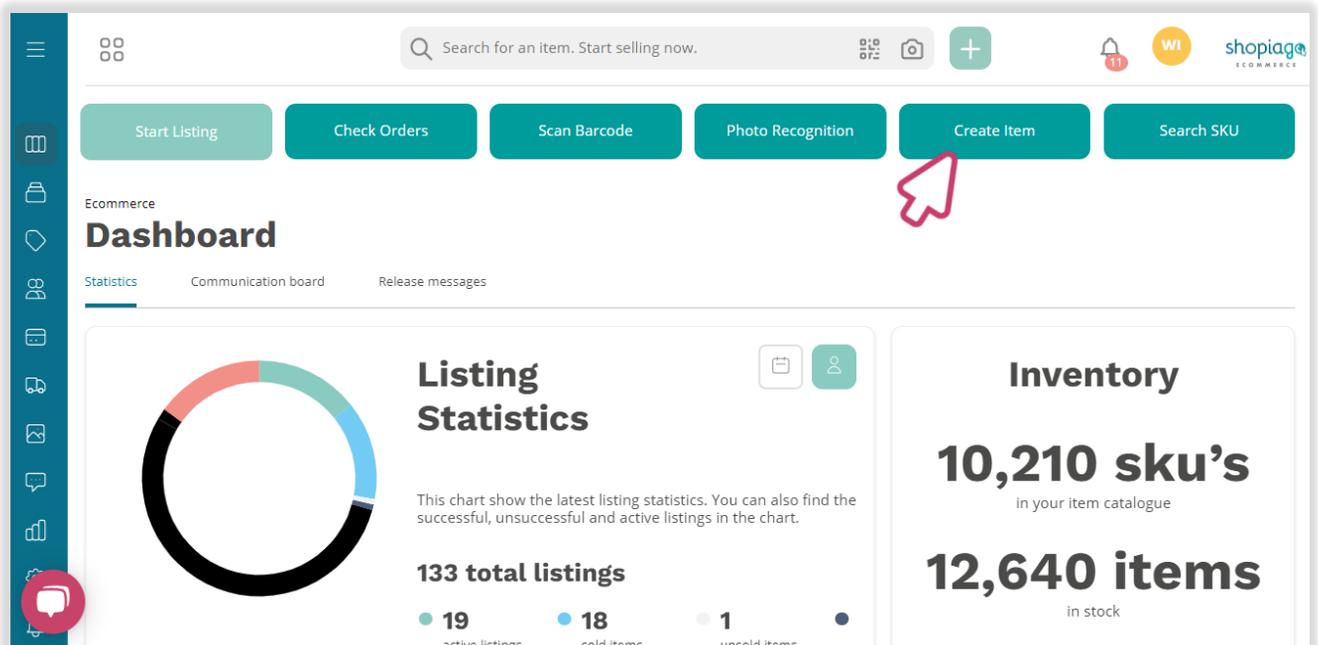
Creating an inventory item with variations

Please note the term "Product" is now referred to as "Item" this does not in anyway change how you would normally add an item (formally product) to Shopiago inventory.

If you have the same items with different attributes, such as size, colour, etc., you can group them and use the inventory form to create the items as a single entity. There is no maximum number of variations that you can add when creating the item. Each variant can have its own Gift Aid number, Source Shop, and Tote/Box ID.

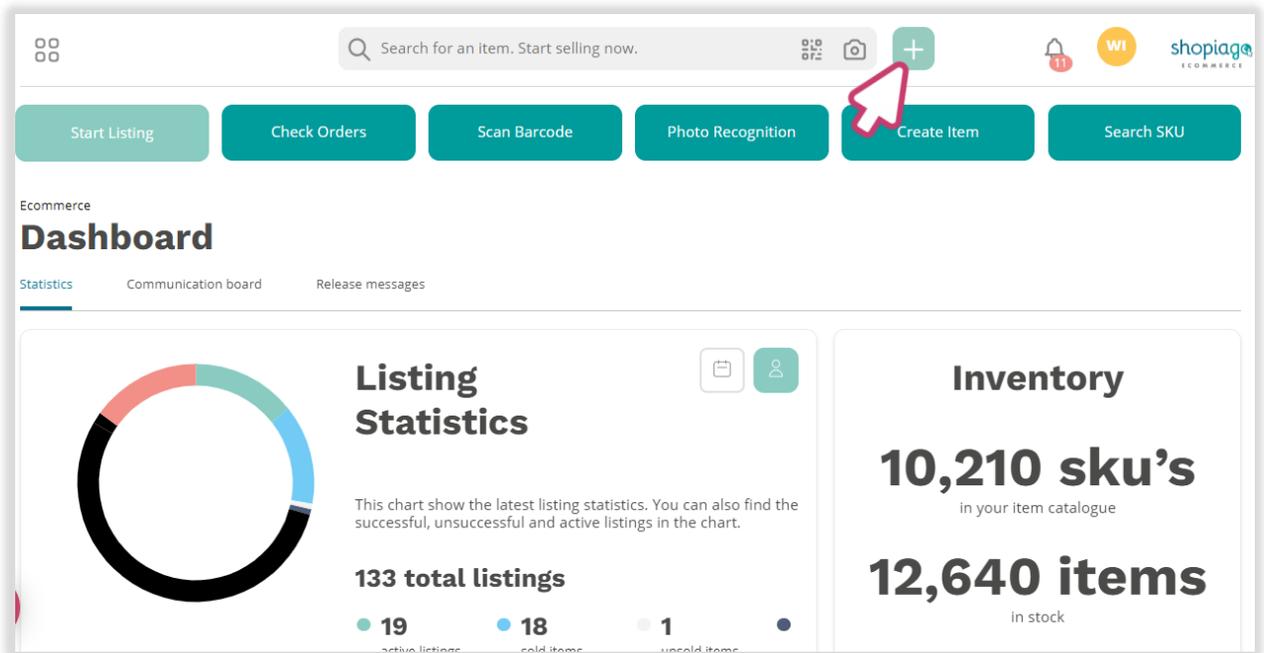
To start:

-  [Login](#) to your Shopiago account.
-  Click on the "Create Item" button at the top right-hand side of the dashboard.

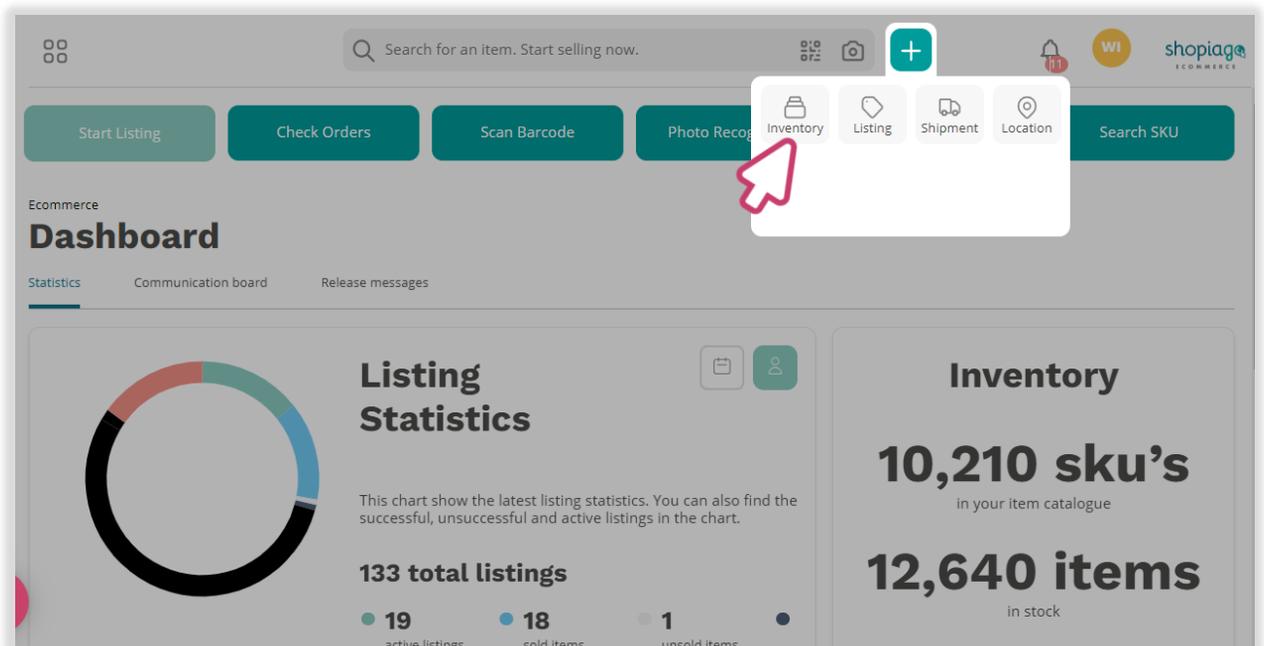
A screenshot of the Shopiago dashboard interface. At the top, there is a search bar with the placeholder text "Search for an item. Start selling now." and a navigation menu with icons for home, search, and a plus sign. Below the search bar is a row of action buttons: "Start Listing", "Check Orders", "Scan Barcode", "Photo Recognition", "Create Item", and "Search SKU". A red mouse cursor is pointing at the "Create Item" button. The main content area is titled "Ecommerce Dashboard" and includes a "Statistics" tab. On the left, there is a donut chart for "Listing Statistics" showing 133 total listings, with 19 active listings (green), 18 sold items (blue), and 1 unsold item (grey). On the right, there is an "Inventory" section showing "10,210 sku's in your item catalogue" and "12,640 items in stock".

Creating an inventory item with variations

Alternatively, you can use the quick link button  at the upper right-hand side of the dashboard.



And then, click on 'Inventory' icon, from the pop-up screen.





Enter Item information

In the inventory data entry page;

- Enter the item name (title should describe the item name and nothing more).
- You can add tag(s) if necessary. This is for internal use for categorizing listings e.g. 'Furniture'.
- You can assign a custom SKU to the item if needed. Otherwise, leave the field blank as Shopiago will automatically assign an SKU for the item.
- Select a 'Location'. This is where the item is coming from.
- Enter 'Estimated item value' if necessary.
- Turn on the toggle switch for 'Job lot item', if you are selling the item as group, or leave as default.
- Turn on the 'High value' toggle switch, if the item is of high value or leave as default.

The screenshot shows the 'Inventory' data entry page in the Shopiago Ecommerce system. The page includes a search bar at the top, a breadcrumb trail 'Ecommerce > Inventory', and a main heading 'Inventory'. The form contains several fields and toggle switches, with red arrows pointing to each:

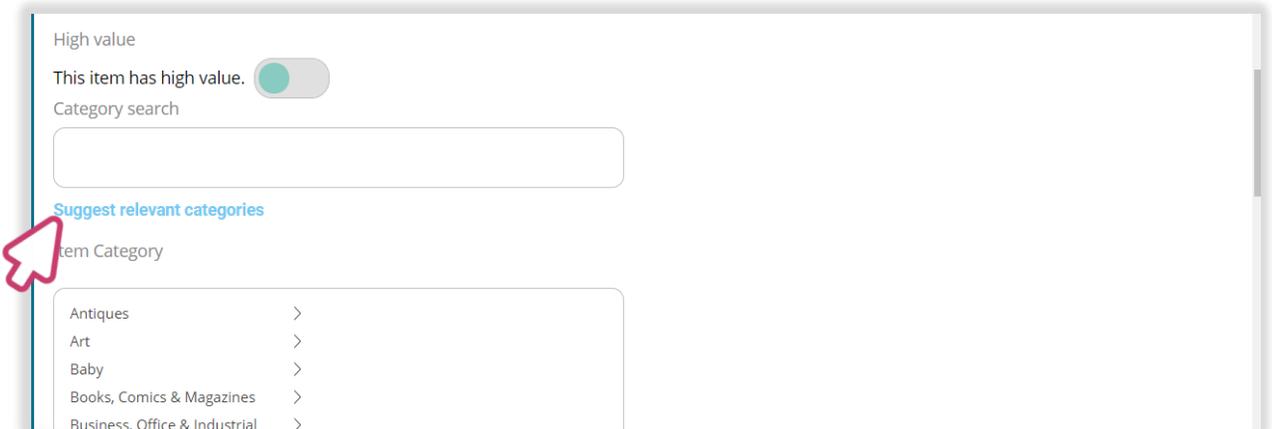
- Item Name ***: A text input field containing 'Desk Lamp with Versatile Flexible Neck'.
- Tags**: A dropdown menu showing 'Lighting' and a text input field for 'Enter a new tag'.
- Custom SKU**: A text input field containing 'SI2022'.
- Location**: A dropdown menu showing 'WH'.
- Estimated value**: A text input field containing '20'.
- Job lot item**: A toggle switch labeled 'This item is a job lot item.' which is currently turned on.
- High value**: A toggle switch labeled 'This item has high value.' which is currently turned on.
- Category search**: A text input field.

Assigning a category

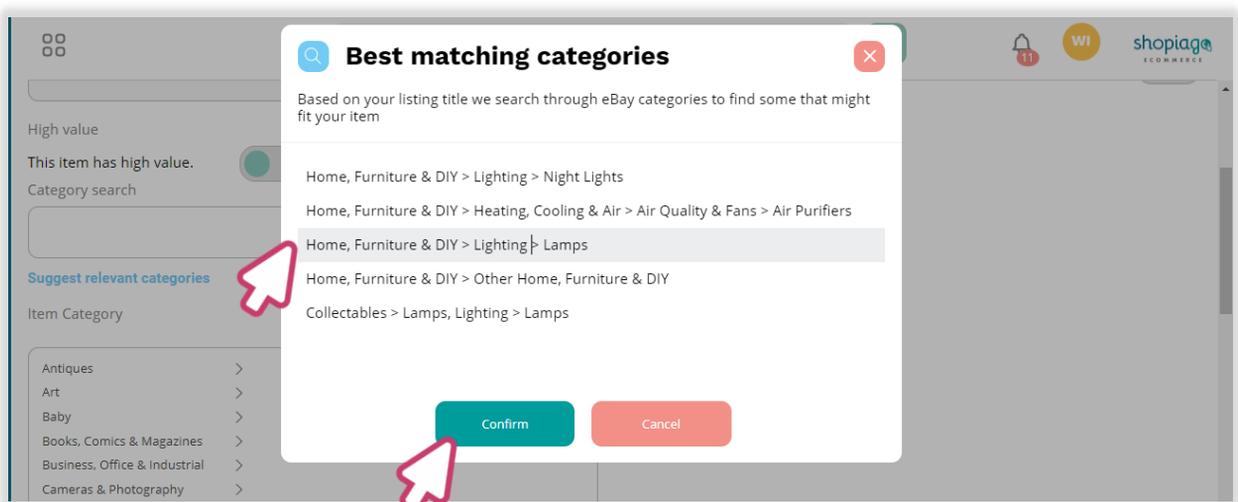
Categories allow you to classify and display your item in the right section. By adding a category, you are also helping the lister to list the item in the right category. Usually, eBay suggests item categories based on the item title. But you can also manually search categories to find the right item category.

To assign a category:

🔍 Click on 'Suggest relevant categories' tab.



🔍 Select the best match from the pop-up screen, and then, click on the confirm button.



Assigning a category

You can manually type in the item category and select the closest match. Make sure you select the best fitting category.

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Custom SKU: SI2022 Location: WH Estimated value: 20 Job lot item:

High value: This item has high value.

Category search

- Lamps
- Business, Office & Industrial > Healthcare, Lab & Dental > Medical/Lab Equipment Attachments & Accessories > Lamps, Bulbs & Laser Components > Other Medical/Lab Equipment Lamps & Bulbs
- Musical Instruments & DJ Equipment > Stage Lighting & Effects > Replacement Bulbs & Lamps
- Business, Office & Industrial > Industrial Automation & Motion Controls > Indicators & Signal Towers > Panel Indicators & Lamps
- Sound & Vision > TV & Home Audio Parts > Rear-Projection TV Lamps
- Cameras & Photography > Film Photography > Slide & Film Projection > Projector Bulbs & Lamps
- Vehicle Parts & Accessories > ATV, Side-by-Side & UTV Parts & Accessories >

If you can't find the right category, you can use the 'Item category Selector' to work through different categories to find the best fitting category.

High value: This item has high value.

Category search

Suggest relevant categories

Item Category

Films & TV	Home Décor	Lamps
Garden & Patio	Home Security	Lamps, Shades & Light
Health & Beauty	Household & Laundry Supplies	Lamps
Holidays & Travel	Kitchen	Light Fixtures
Home, Furniture & DIY	Lighting	Lighting Accessories
Jewellery & Watches	Luggage & Travel Accessories	Lighting Parts
Mobile Phones & Communication	Metals & New Age	Night Lights
Music	Other Home, Furniture & DIY	Wall Lights

Item Description



Describe your item

- Enter item description if you have any information to help the lister.
- You can point out any defects or information about the item's authenticity.
- You don't necessarily need to input much information at this stage.

The screenshot shows the Shopiagogo app interface. At the top, there is a search bar with the text "Search for an item. Start selling now." and several icons: a grid icon, a QR code icon, a camera icon, a plus sign, a notification bell with "11", a "WI" badge, and the Shopiagogo logo. Below the search bar is a category menu with two columns. The first column lists categories: Films & TV, Garden & Patio, Health & Beauty, Holidays & Travel, Home, Furniture & DIY (highlighted in blue), Jewellery & Watches, and Mobile Phones &. The second column lists sub-categories: Heating, Cooling & Air, Home Décor, Home Security, Household & Laundry Supplies, Kitchen, Lighting (highlighted in blue), and Luggage & Travel Accessories. Below the category menu is a section titled "Item Description" with a text input field containing the following text: "Product Dimensions: 15.19 x 23.01 x 14.2 cm; 870 Grams", "Item Model number: L258BK", "Style: Red", "Material: Plastic, Metal", "Included Components: Lamp", "Voltage: 240 Volts", and "Condition: The item is in good condition, but there is some surface wear". A red mouse cursor icon is pointing at the bottom left corner of the description field.



Variants & Stock Data

Variations are sets of items that are related but differ in terms of their characteristics, e.g., size, colour, etc. If you have items of the same style and brand but are different in colours, sizes, etc., you can group them as one entity and create variations to include these characteristics. Stock data, on the other hand, will help you manage and track your stock record, and once one of the items is sold, Shopiago will adjust the inventory level.

To add variations;

- 🔗 First enter the 'Variant name' e.g item colour or size etc.
- 🔗 Enter the 'Gift Aid' number for the item or click and select **does not apply**, if it is not necessary.
- 🔗 Enter 'Tote / box ID' or click and select **does not apply**, if it is not necessary.
- 🔗 Key-in the item quantity, or use the 'Quantity adjustment button' to increase or decrease the item quantity.
- 🔗 "Source Shop" will automatically be selected. If not, please select a "location" (this can be a shop or warehouse where the item would be coming from).

The screenshot shows the 'Variants & Stock Data' form with the following fields and values:

Variant Name *	Gift Aid Number	Tote / Box ID *	Quantity	Source Shop
Red	Does Not Apply	Does Not Apply	2	Shop location 11

Below the form is a green button labeled 'Add new variant' and a section for 'Images (0/12)'.

Red arrows in the original image point to the 'Red' input field, the 'Does Not Apply' buttons, the quantity '2' and its adjustment buttons, and the 'Shop location 11' dropdown.

Variants & Stock Data

To add more variations, click on the 'Add new variant' button.

Variants & Stock Data

Variant Name *	Gift Aid Number	Tote / Box ID *	Quantity	Source Shop
<input type="text" value="Red"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/>	<input type="text" value="Shop location 11"/>

And enter all required information.

To remove variants, click on the 'Remove' button.

Variants & Stock Data

Variant Name *	Gift Aid Number	Tote / Box ID *	Quantity	Source Shop	
<input type="text" value="Red"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/> <input type="text" value="2"/> <input type="button" value="+"/>	<input type="text" value="Shop location 11"/>	<input type="button" value="Remove"/>
<input type="text" value="Blue"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	<input type="text" value="Chichester"/>	<input type="button" value="Remove"/>

Images (0/12)



Adding photo(s)

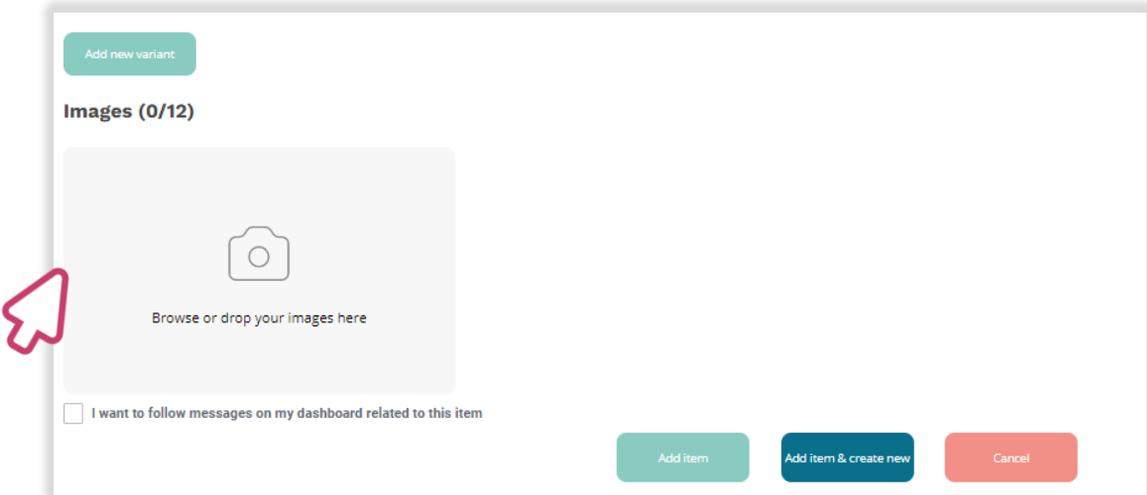
- 🌐 Shopiago photo uploader makes it very easy to add, edit and move photos of your item.
- 🌐 You can add up to 12 photos, but it's not necessary at this stage if the photography is being done by the lister.
- 🌐 The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- 🌐 Photo must be a PNG, JPEG, BMP or GIF.



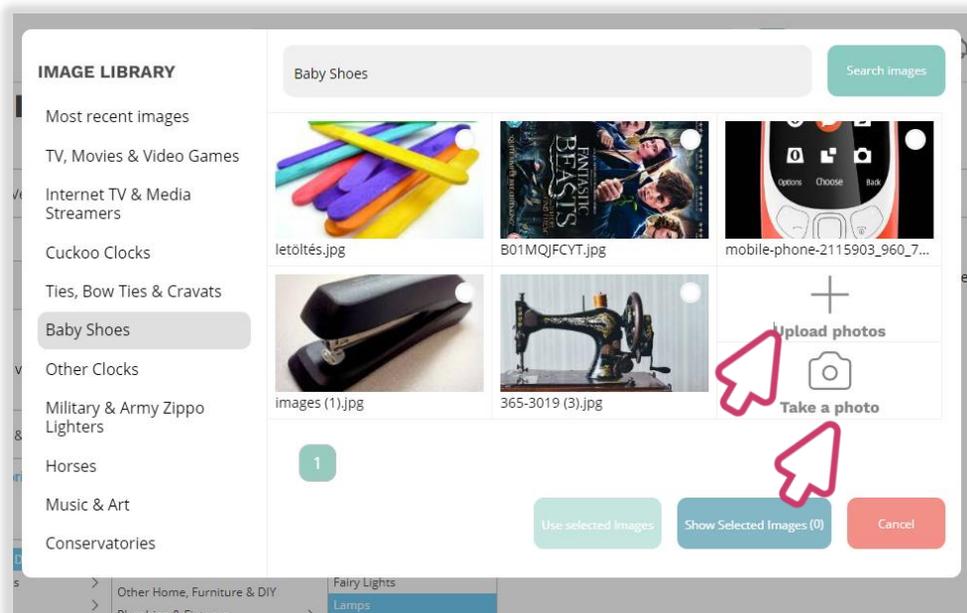
Adding photo(s)

To add photo(s);

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

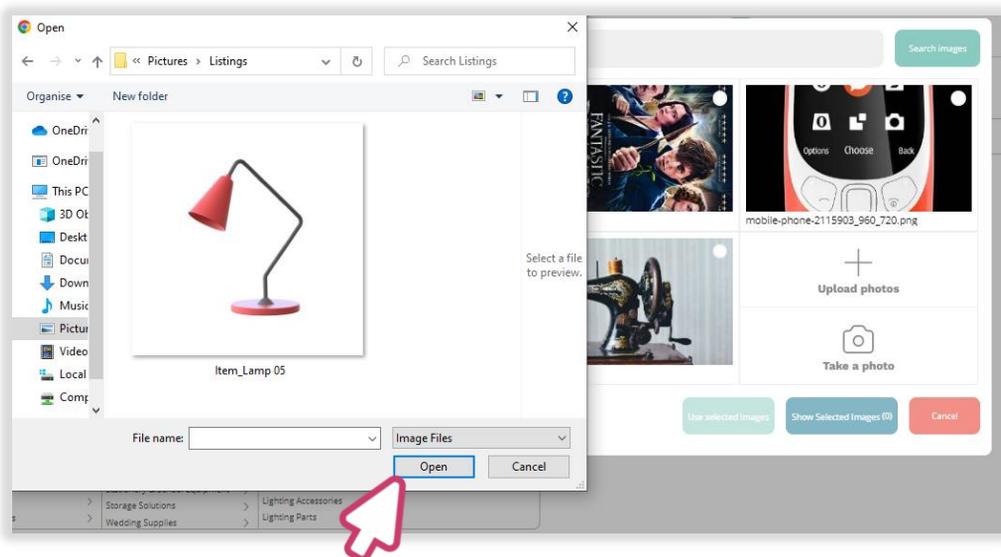


- From the pop-up screen, click on the 'Upload photos' icon, to upload photo(s) already stored on your pc or mobile device.
- You can also take photo(s) directly from your mobile device or pc camera by clicking the 'Take a photo' icon.

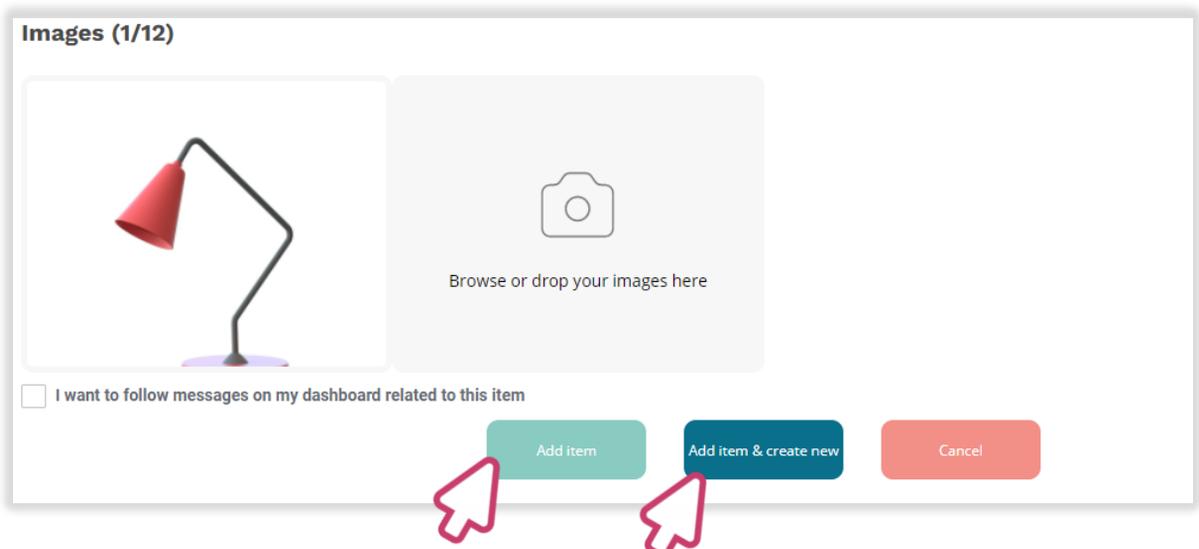


Adding photo(s)

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



- Finally, click the 'Add Item' button to add the item to your inventory.
- Or click 'Add Item & create new' button to add and create new.





Adding the item to inventory

Once you've clicked on the 'Add item' button, you will be redirected to the inventory details page, where you will find all information you've entered relating to the item.

On this page you can;

- 🔗 **'Accept item'** the item into the warehouse if you are satisfied that the item is in a good or acceptable condition.
- 🔗 **'Reject item'** the item doesn't meet consumers standard (unacceptable condition).
- 🔗 **Accept & Create listing from inventory item'** you can use this button if you are satisfied that the item is in good or acceptable condition and you want to list it on the marketplace or marketplaces.

Ecommerce > Inventory

Inventory

Actions

- Accept item
Accept this item ✓
- Reject item
Reject this item ✕
- Add Tags
Add tags to this item.
- Accept & Create listing from inventory item
Create a new listing based on this item.

Navigation: Variants & Stock Data, Comparison board, History

Item Details:

- SKU: XY2000126314
- SI2022
- by WILLIAM O
- Desk Lamp with Versatile Flexible Neck**
- Lighting
- Home, Furniture & DIY > Lighting > Lamps
- XY2000126314 SI2022
- SKU Custom SKU
- false Job lot item
- false High value
- false CIS only
- 20.00 Estimated value

Product Dimensions: 15.10 x 23.01 x 14.2 cm, 870 Grams, Item Model Number: L250BK, Style: Red



Viewing and modifying the item information

To view the item variants & stock information, click on 'Variants & Stock Data' tab, and the result will be displayed on a table.

Ecommerce > Inventory

Inventory

Accept item | Reject item | Add Tags | Accept & Create listing from inventory item

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

Variant name	SKU	QTY	Gift aid number	Tote/Box ID	CIS requested	Source Shop	Submission status
Red	XY2000126314-1	2	Does Not Apply	Does Not Apply	⊗		In warehouse
Blue	XY2000126314-2	1	Does Not Apply	Does Not Apply	⊗		In warehouse

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To modify or clone the item, click on the 'Actions' button, at the upper right-hand side and click on 'Modify' from the pop-up screen menu to change the item information.

Ecommerce > Inventory

Inventory

Accept item | Reject item | Add Tags | Accept & Create listing from inventory item

Inventory | Variants & Stock Data | Communication board | History

Variant name	SKU	QTY	Gift aid number	Tote/Box ID	CIS requested	Source Shop	Submission status
Red	XY2000126314-1	2	Does Not Apply	Does Not Apply	⊗		In warehouse
Blue	XY2000126314-2	1	Does Not Apply	Does Not Apply	⊗		In warehouse

- Delete
- Add Tags
- Clone this item
- Modify
- Search on eBay
- Print SKU label
- Print Custom SKU label

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Happy Selling!

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