



## Shop User Guide

# How to create an inventory item with variations

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.

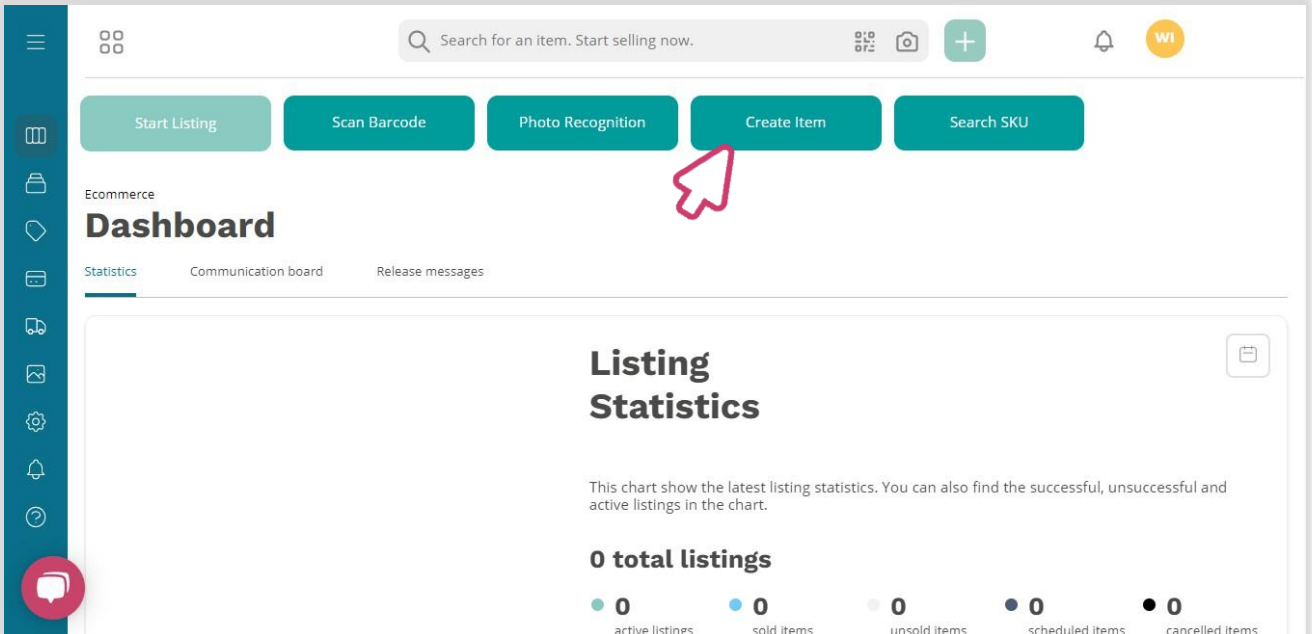
## Creating an inventory item with variations

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 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:

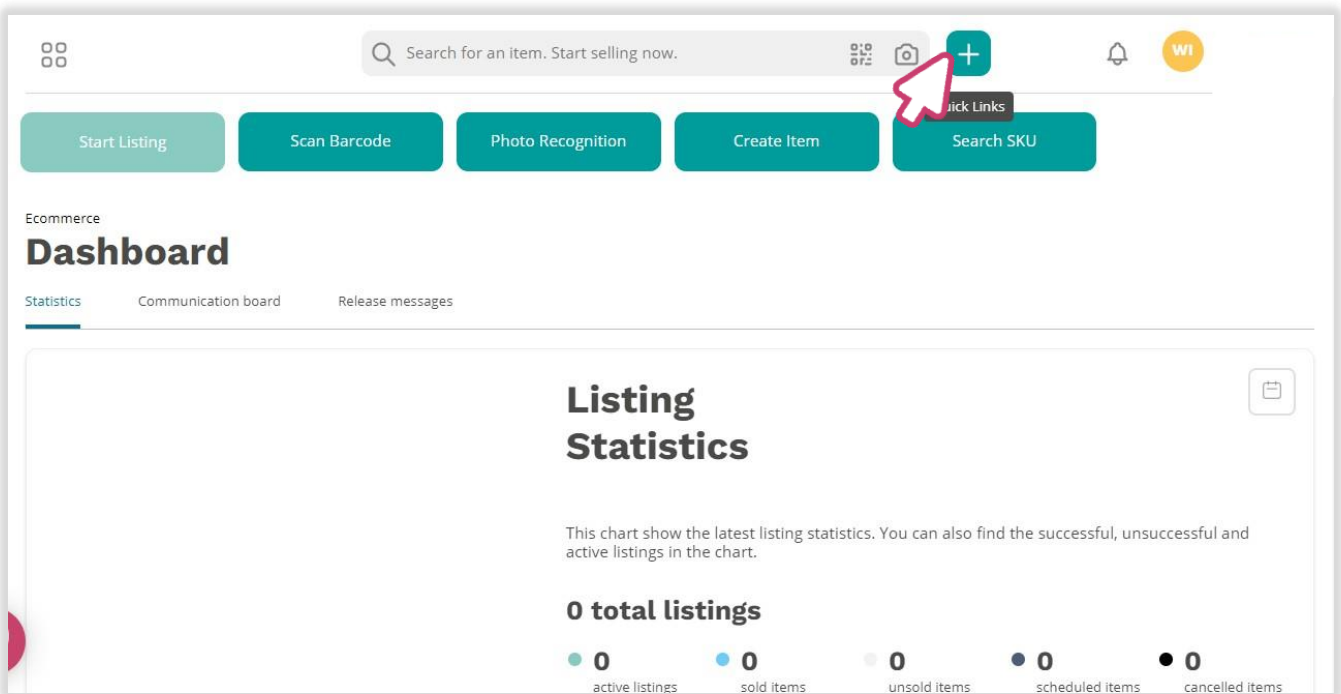
- [Login](#) to your account.
- Click on the "Create Item" button at the top right-hand side of the dashboard.



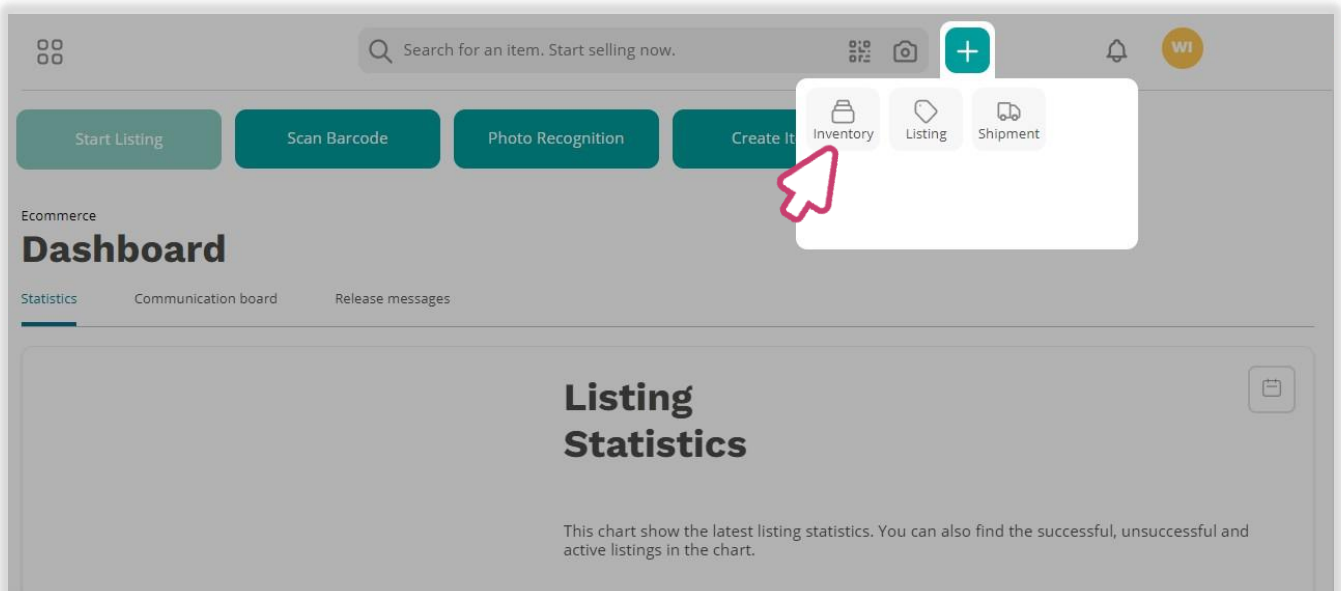
The screenshot shows the Ecommerce Dashboard interface. At the top, there is a search bar with the placeholder text "Search for an item. Start selling now." and a navigation bar with buttons: "Start Listing", "Scan Barcode", "Photo Recognition", "Create Item", and "Search SKU". A red arrow points to the "Create Item" button. Below the navigation bar, the dashboard is titled "Ecommerce Dashboard" and includes tabs for "Statistics", "Communication board", and "Release messages". The main content area displays "Listing Statistics" with a description: "This chart show the latest listing statistics. You can also find the successful, unsuccessful and active listings in the chart." Below this, it shows "0 total listings" with a breakdown: 0 active listings, 0 sold items, 0 unsold items, 0 scheduled items, and 0 cancelled items.

## Creating an inventory item with variations

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



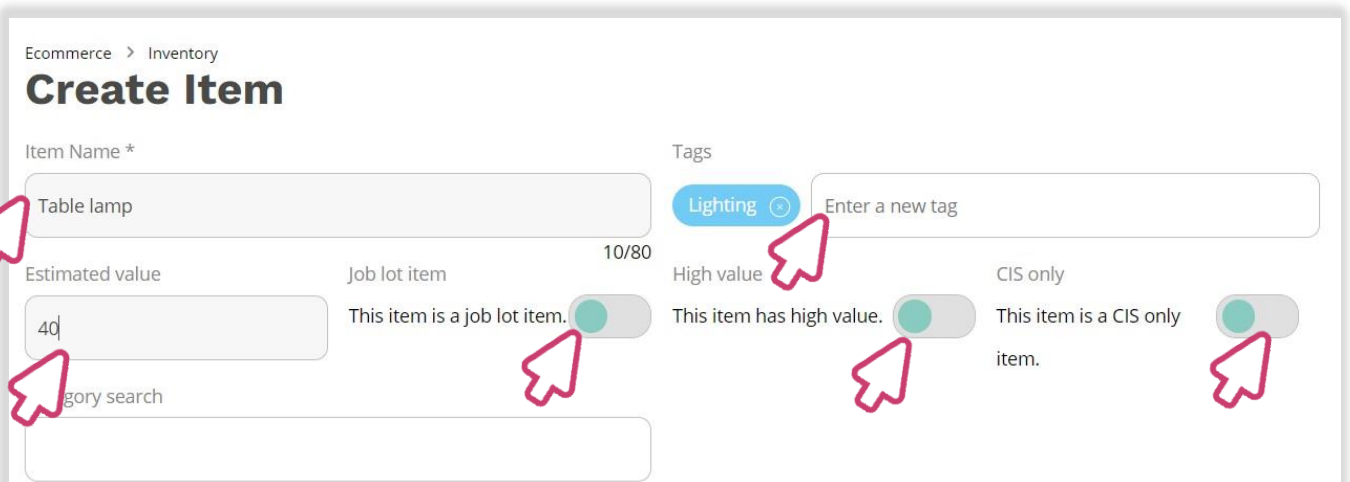
- And then, click on 'Inventory' icon, from the pop-up screen.



## Enter the Item information

On the next 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 eg 'Furniture'.
- Enter the item 'Estimated value'.
- Turn on the 'Job lot item' toggle switch 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.
- Turn off 'CIS only' toggle switch (unless if the item is for collect in store only).



Ecommerce > Inventory

### Create Item

Item Name \*

Table lamp

Estimated value

40

Job lot item

This item is a job lot item.

Tags

Lighting

Enter a new tag

High value

This item has high value.

CIS only

This item is a CIS only item.

Category search

10/80

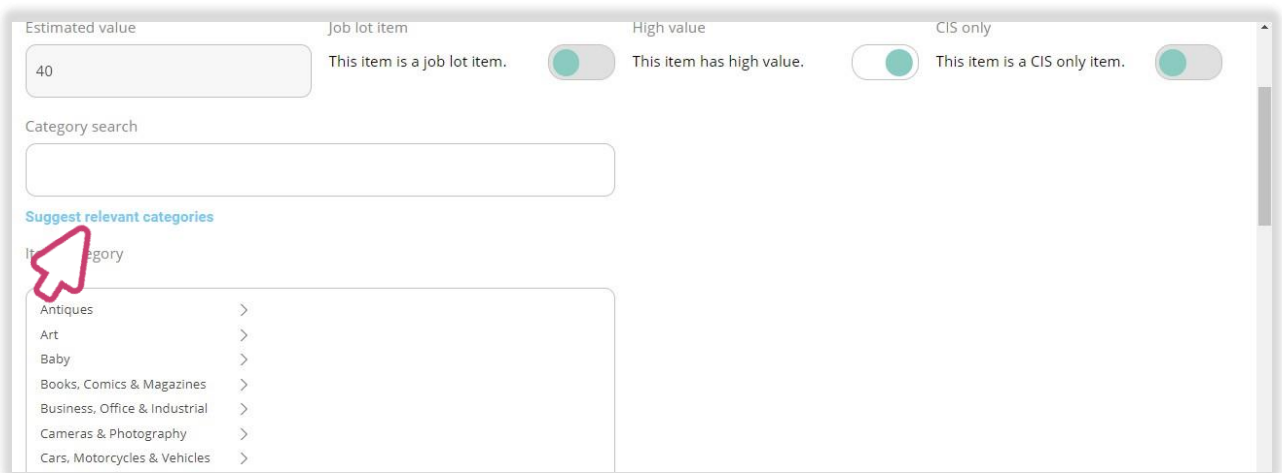
Red arrows point to: Item Name, Estimated value, Job lot item toggle, High value toggle, CIS only toggle, and the 'Lighting' tag button.

## 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.

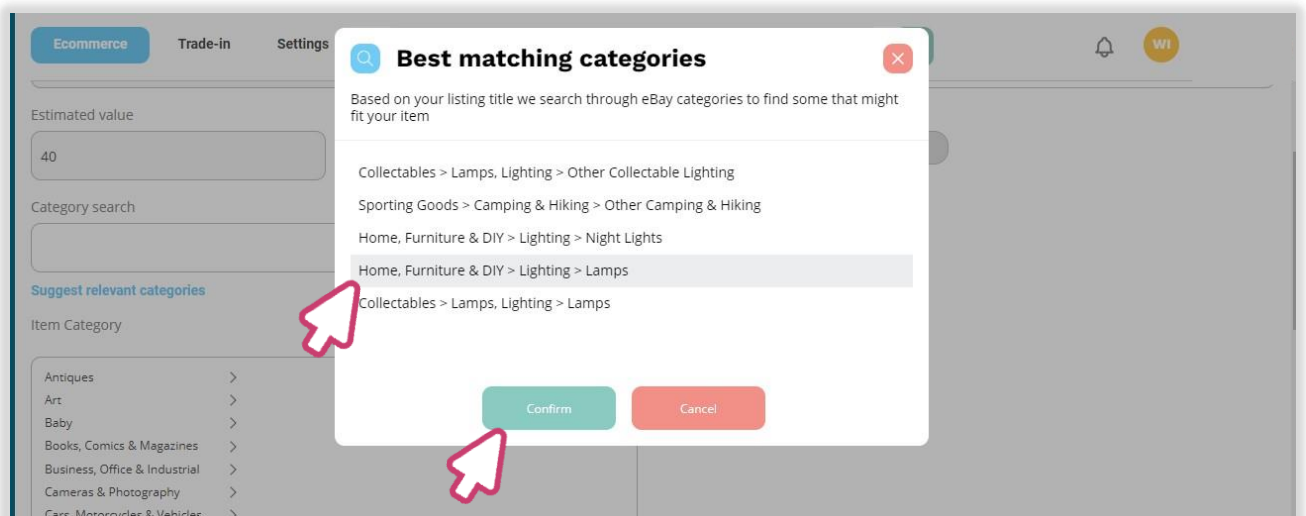
To add item category:

- Click on the 'Suggest relevant categories' tab.



The screenshot shows the 'Suggest relevant categories' tab selected. The interface includes fields for 'Estimated value' (40), 'Job lot item' (toggle off), 'High value' (toggle off), and 'CIS only' (toggle off). Below these is a 'Category search' input field. The 'Suggest relevant categories' section is highlighted with a red arrow. It lists several categories with right-pointing chevrons: Antiques, Art, Baby, Books, Comics & Magazines, Business, Office & Industrial, Cameras & Photography, and Cars, Motorcycles & Vehicles.

- And select the best match from the pop-up screen, then click on the confirm button.



The screenshot shows a pop-up window titled 'Best matching categories'. It contains the text: 'Based on your listing title we search through eBay categories to find some that might fit your item'. Below this, there are five suggested category paths, each with a right-pointing chevron: 'Collectables > Lamps, Lighting > Other Collectable Lighting', 'Sporting Goods > Camping & Hiking > Other Camping & Hiking', 'Home, Furniture & DIY > Lighting > Night Lights', 'Home, Furniture & DIY > Lighting > Lamps' (highlighted with a red arrow), and 'Collectables > Lamps, Lighting > Lamps'. At the bottom of the pop-up are two buttons: 'Confirm' (green) and 'Cancel' (red). A red arrow points to the 'Confirm' button.

## Assigning a category

- Manually type in the item category and select the closest match. Make sure you select the best fitting category.

Category search

Lamp

Business, Office & Industrial > Healthcare, Lab & Dental > Medical/Lab Equipment Attachments & Accessories > Lamps, Bulbs & Laser Components > Other Medical/Lab Equipment Lamps & Bulbs

Business, Office & Industrial > Material Handling > Ladders, Scaffolding & Platforms > Dock, Wall-Mount & Tank Ladders

Sporting Goods > Hunting > Scopes, Optics & Lasers > Other Scopes, Optics & Lasers

Vehicle Parts & Accessories > Car Parts & Accessories > Interior Parts & Accessories > Dashboard Panels & Glove Boxes > Glove Boxes, Doors & Latches

Vehicle Parts & Accessories > Clothing, Protective Gear & Merchandise > Automotive Accessories & Merchandise > Keyrings, Key Fobs & Lanyards

Business, Office & Industrial > Material Handling > Ladders, Scaffolding & Platforms > Straight & Extension Ladders

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

Category search

Home, Furniture & DIY > Lighting > Lamps

**Suggest me categories**

Item Category


Home, Furniture & DIY	>	Lighting	>	Ceiling Lights & Chandeliers
Jewellery & Watches	>	Luggage & Travel Accessories	>	Fairy Lights
Mobile Phones & Communication	>	Metaphysical & New Age	>	Lamps
Music	>	Other Home, Furniture & DIY	>	Lampshades & Light Fixtures
Musical Instruments & DJ Equipment	>	Plumbing & Fixtures	>	Light Bulbs
Pet Supplies	>	Rugs & Carpets	>	Light Fittings
Pottery & Glass	>	Smart Home & Surveillance	>	Lighting Accessories
	>	Stationery & School Equipment	>	Lighting Parts
	>	Storage Solutions	>	




## 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.

Ecommerce

Settings

 Search your product. Start selling now.





Suggest relevant categories

Item Category

Home, Furniture & DIY	Furniture	Party Lights
Jewellery & Watches	Heating, Cooling & Air	Lamps
Mobile Phones & Communication	Home Décor	Lampshades & Light
Music	Home Security	Light Bulbs
Musical Instruments & DJ Equipment	Household & Laundry Supplies	Light Fittings
Pet Supplies	Kitchen	Lighting Accessories
Pottery, Ceramics & Glass	Lighting	Lighting Parts
	Luggage & Travel Accessories	Night Lights
	Metaphysical & New Age	Wall Lights

Item Description

Product Dimensions: 15.19 x 23.01 x 14.2 cm; 870 Grams  
Item model number: L268BK  
Style: classic  
Colour: Black, Red  
Material: Plastic, Metal  
Voltage : 240 Volts



## 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, World of Books will adjust the inventory level.

To create Variants:

- Enter the 'Variant name' e.g, the item colour etc.
- Enter the 'Gift Aid' number for the item or click and select does not apply.
- Key-in item quantity, or use the 'Quantity adjustment' button to increase or decrease the item quantity.
- "Source Shop" will automatically be selected.
- To add more variants, click the 'Add new variant' button and enter any additional variant(s) information.
- To remove variants, click on the 'Remove' button.

### Variants & Stock Data

Variant Name *	Gift Aid Number	Quantity			Source Shop	
<input type="text" value="Black"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/>	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="text" value="Coventry 1"/>	<input type="button" value="Remove"/>
<input type="text" value="Red"/>	<input type="text" value="Does Not Apply"/>	<input type="button" value="-"/>	<input type="text" value="2"/>	<input type="button" value="+"/>	<input type="text" value="Worthing"/>	<input type="button" value="Remove"/>
<input type="button" value="Add new variant"/>						



## Adding the item photo (s)

World of Books 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 the item photo (s)

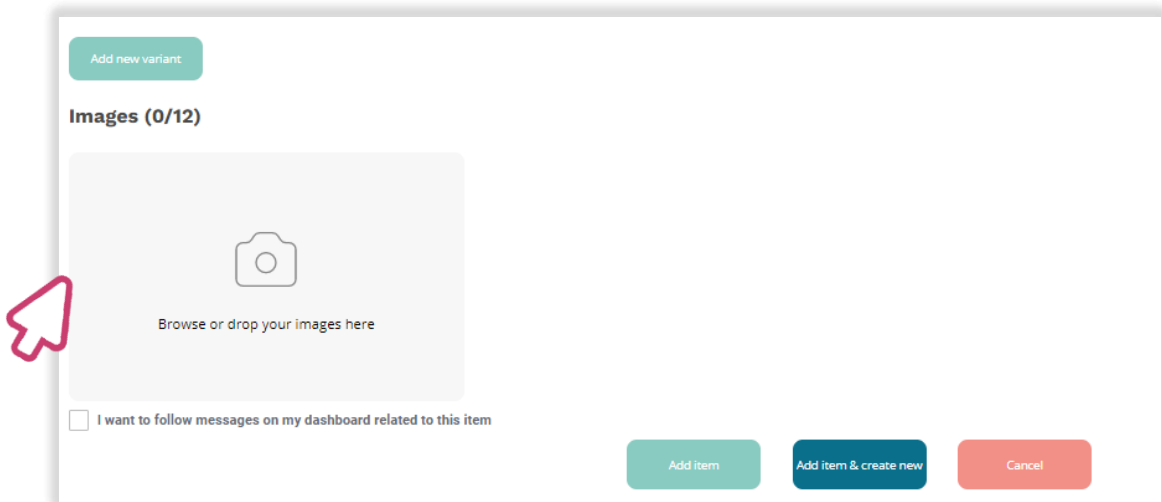
- The minimum photo size should be 500 x 500 pixels or 800- 1600 pixels on the longest side.
- Photo must be a PNG, JPEG, BMP or GIF.
- Don't use a filter as natural colours are better at showing the buyer what to expect.
- Don't add thumbnails as these can affect the clarity of the photo when submitted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



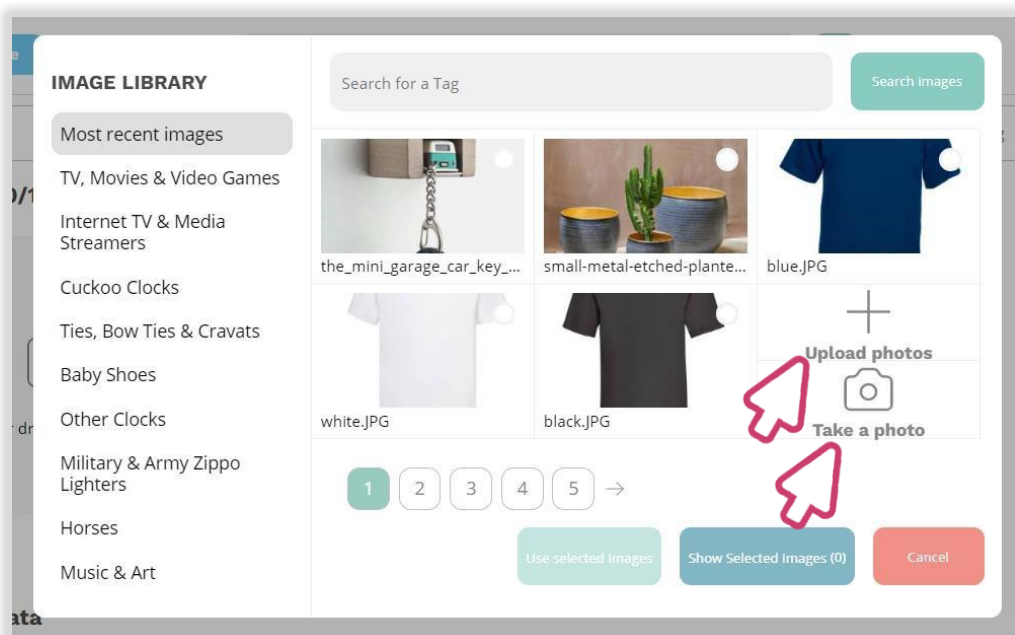
## Adding the item photo (s)

To add photo(s);

- Click on the 'Photo icon' to select item photo from World of Books photo library or device. You can also drag & drop the item images into the centre of the upload photo area.

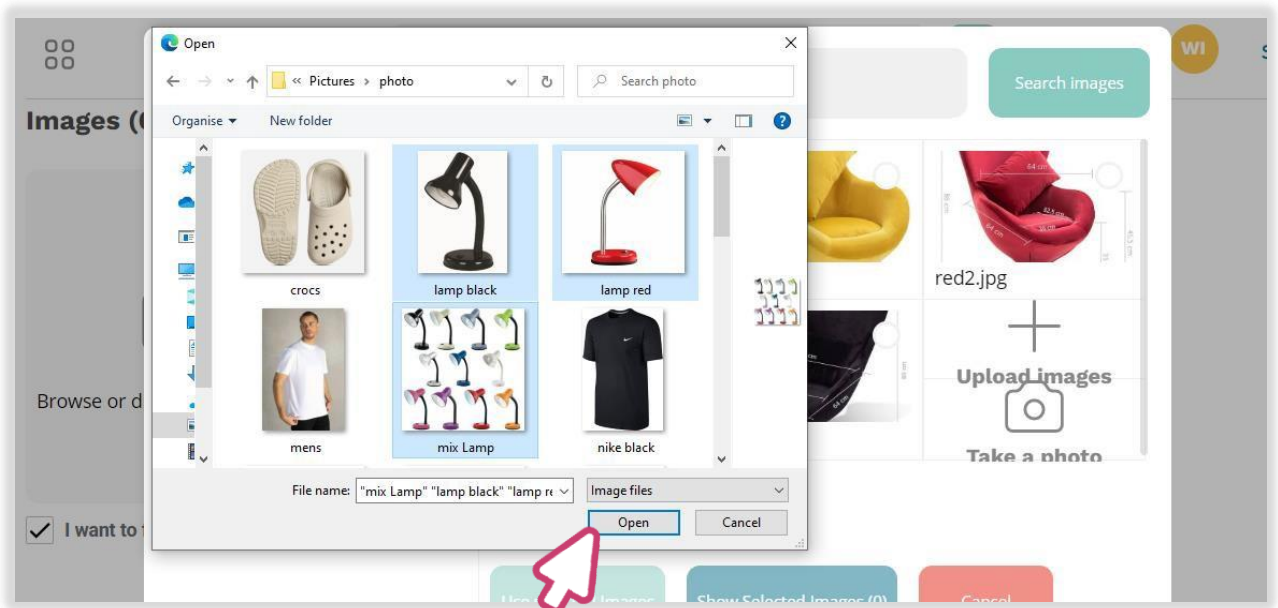


- Click on the 'Upload photos' icon to upload from PC or mobile device.
- You can also take photo(s) directly from your mobile device or PC camera by clicking on the 'Take a photo' button.

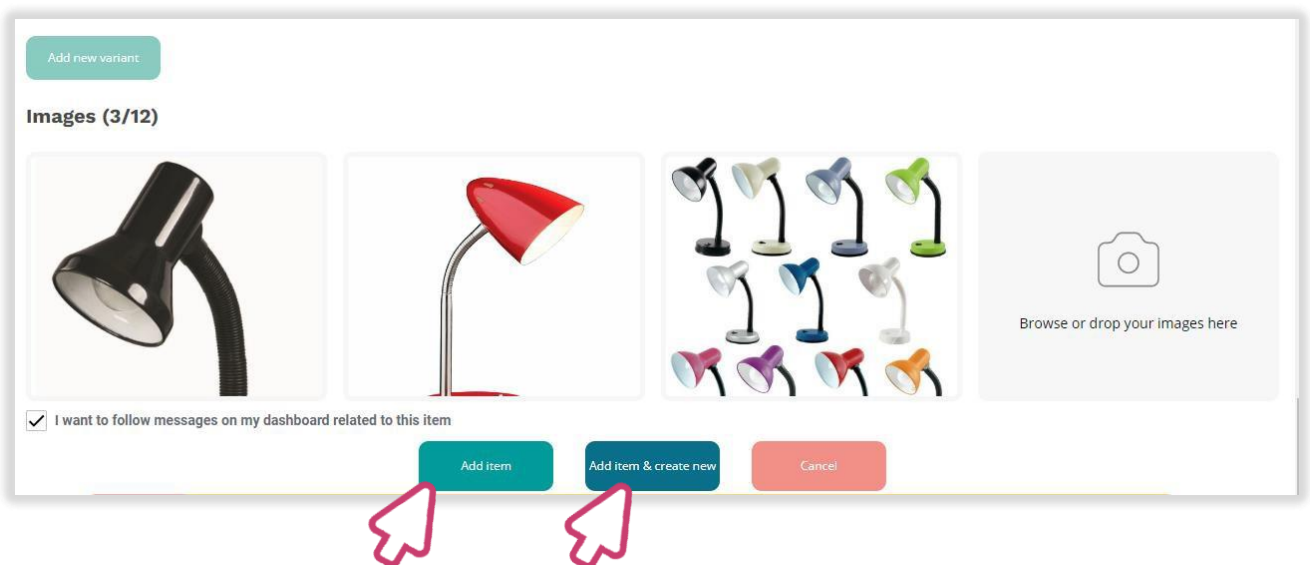


## Adding the item photo (s)

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



- Finally, click on the 'Add Item' button to add the item to your inventory.
- Or click the "Add Item & Create New" button to add the item to inventory and then create a new item.

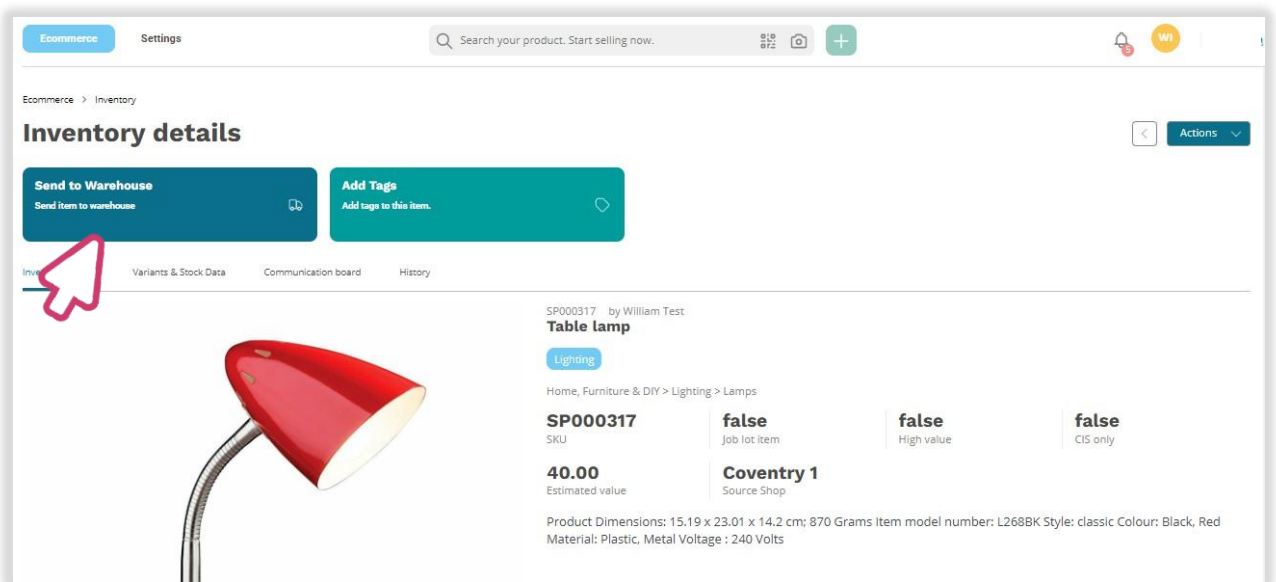


## Send to warehouse

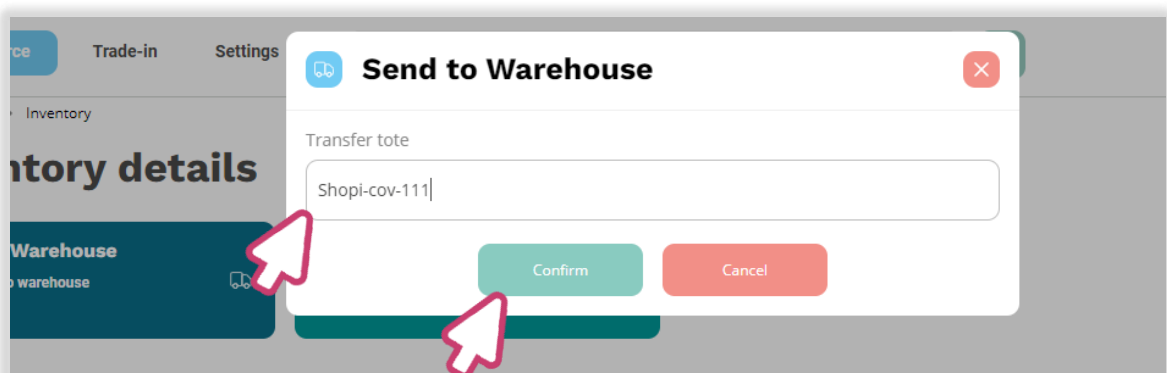
- Once you've clicked on the 'Add item' button, you will be directed to the inventory details page, where you will find all information you've entered relating to the item.

On the page:

- You can send the item to the warehouse if necessary. To do this, click on 'Send to warehouse'.



- And enter the 'Transfer tote' ID, from the pop-up screen. (The 'Transfer Box ID' must be active).
- Then click on the 'Confirm' button once you are ready!





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