

shopiag🌐

Shop User Guide

How to duplicate a listing

Version 2.0.2



How to duplicate a listing

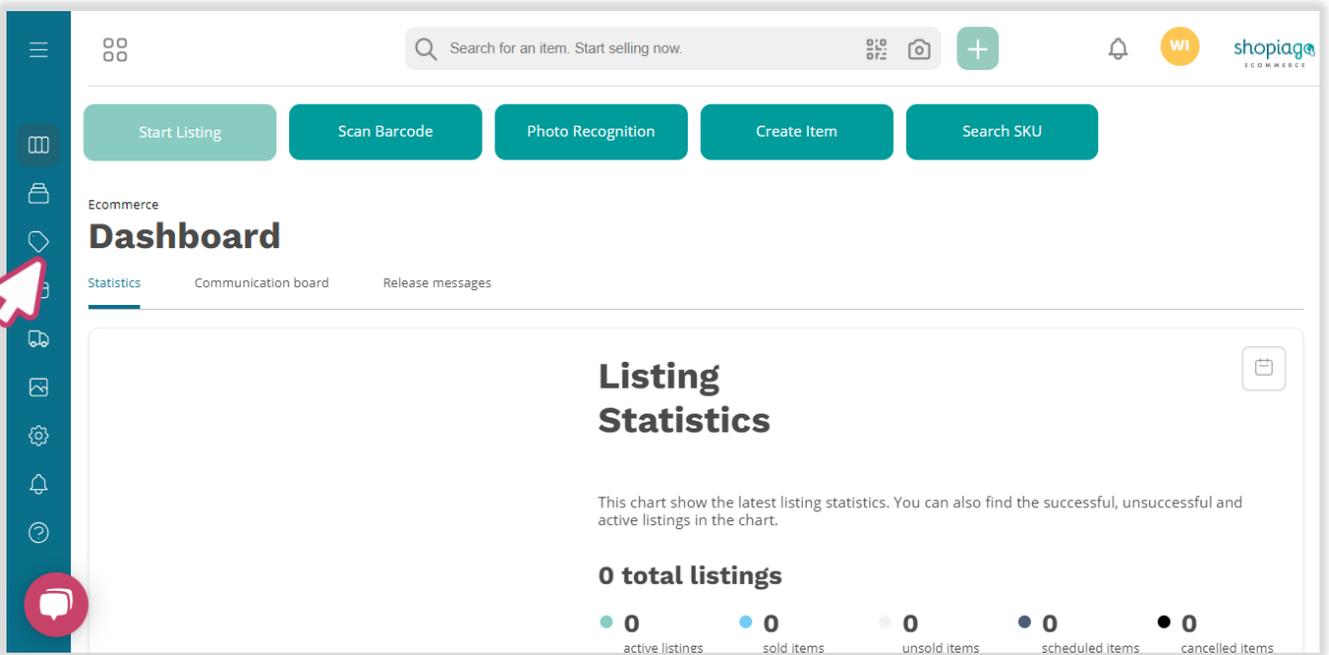
Within your Shopiago account, you can duplicate an active listing using information from the existing listing. For example, if you received two or more similar items, you could easily duplicate these items using one of your active listings. This process is easy and will save you valuable listing time.

Your account role must include this privilege in order to duplicate a listing.

To duplicate a listing;

 Login to your account.

 From the dashboard left-hand menu, click the 'Listings' icon.

A screenshot of the Shopiago dashboard interface. At the top, there is a search bar with the text "Search for an item. Start selling now." and several utility icons. Below the search bar are five teal buttons: "Start Listing", "Scan Barcode", "Photo Recognition", "Create Item", and "Search SKU". The main content area is titled "Ecommerce Dashboard" and includes sub-sections for "Statistics", "Communication board", and "Release messages". A "Listing Statistics" section is visible, showing "0 total listings" and a breakdown of listing statuses: active listings (0), sold items (0), unsold items (0), scheduled items (0), and cancelled items (0). On the left-hand side, a vertical teal menu contains various icons. A red mouse cursor arrow points to the "Listings" icon, which is a document with a checkmark.

How to duplicate a listing

From the 'listings' menu, click on 'Active listings' tab.

Ecommerce

Listings

Actions

Status Marketplace Created on Created by + Add more options

Advanced View Revises Templates & Drafts **Active Listings** Sold Listings Unsold Listings Unsuccessful

	Marketplace	Status	Listing Title	Variant Name	Marketpl
<input type="checkbox"/>					
<input type="checkbox"/>	Shopify	Cancelled	Kid's Block-The-Sun Hat		rapidlistin
<input type="checkbox"/>	eBay	Sold	Toddler sleeveless summer romper	Character Family	jnohu88
<input type="checkbox"/>	eBay	Sold	Toddler summer hat		jnohu92

Select an item in the listing table.

And click on the 'Actions' button (top-right corner).

Ecommerce

Listings

Actions

Status (1) Marketplace Created on Created by Archived (1) + Add more options

Advanced View Revises Templates & Drafts **Active Listings** Sold Listings Unsold Listings Unsuccessful

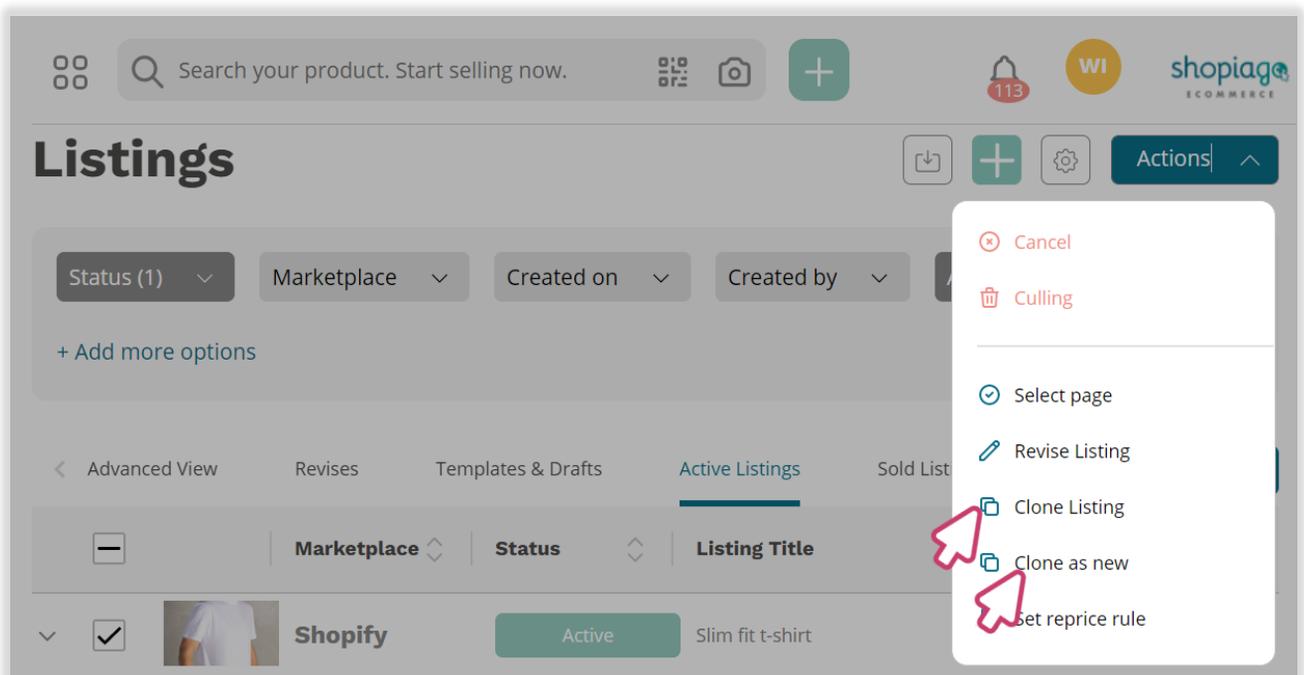
	Marketplace	Status	Listing Title	Variant Name	Marketpl
<input type="checkbox"/>	Shopify	Active	Slim fit t-shirt	Fit	rpdlst
<input checked="" type="checkbox"/>	Shopify	Active	Simple White T-Shirt	Size / Neckline	rpdlst
<input type="checkbox"/>	Shopify	Active	Simple Shirt	Size / Colour	rpdlst



How to duplicate a listing

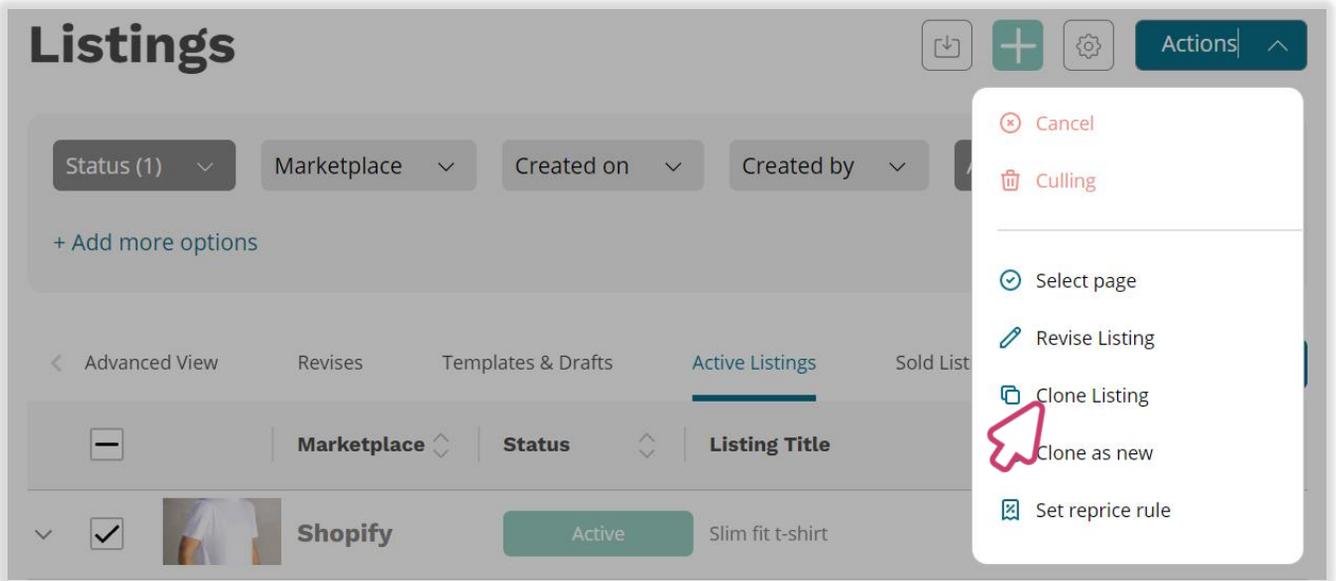
From the pop-up screen, you will be presented with two cloning options:

-  **'Clone Listing'** - This involves creating a listing based on the same item. All information relating to the existing listing, e.g., item description, variants, images, pricing, policies, etc., will be incorporated into the listing form. Once the listing is submitted, the item will not be added to your inventory, as it already exists. However, if changes are made to inventory data while cloning, the system will automatically adjust the inventory.
-  **'Clone as new'** - As the name implies, all information relating to the existing listing, e.g., item description, variants, images, pricing, policies, etc., will be incorporated into the listing form. By selecting this option, the system will create the listing and also add the item as new to your inventory. You can select this option if you want to add the item to inventory "as new" once the listing is submitted.

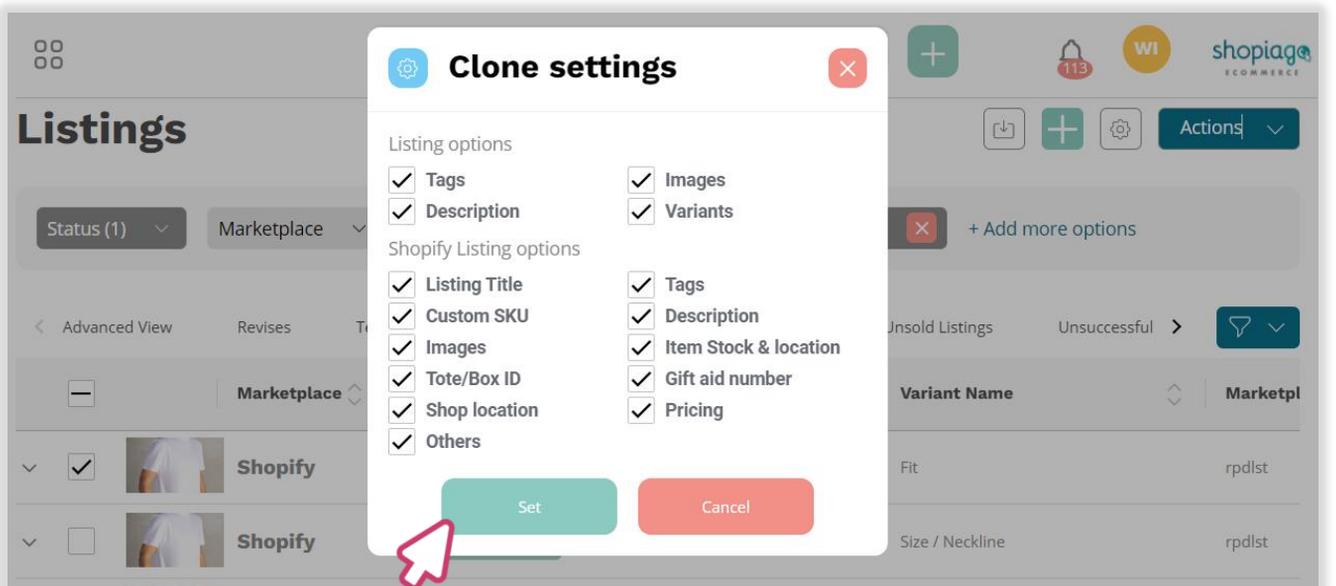


How to duplicate a listing

In the pop-up screen, click on 'Clone listing'. (This is where we already have the item in our inventory).

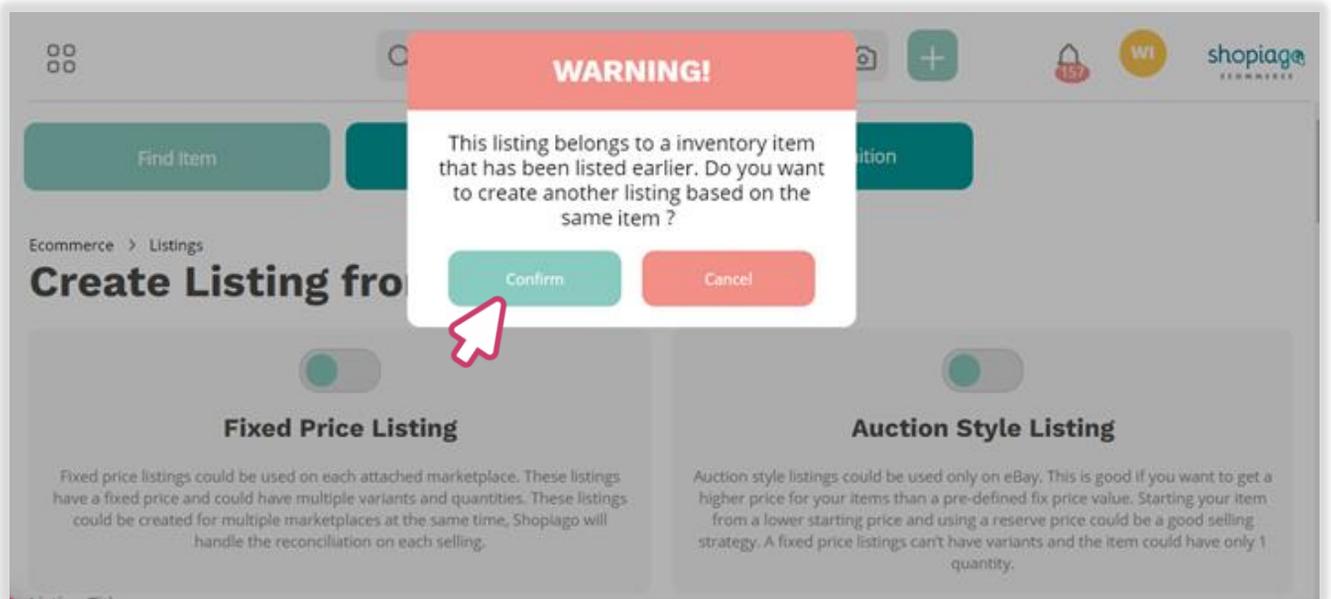


From the pop-up screen, add or remove the clone characteristics that you want to include or exclude in the listing form, and click on the 'Set' button once you are ready. (This is basically to add or remove certain information associated with the existing listing).

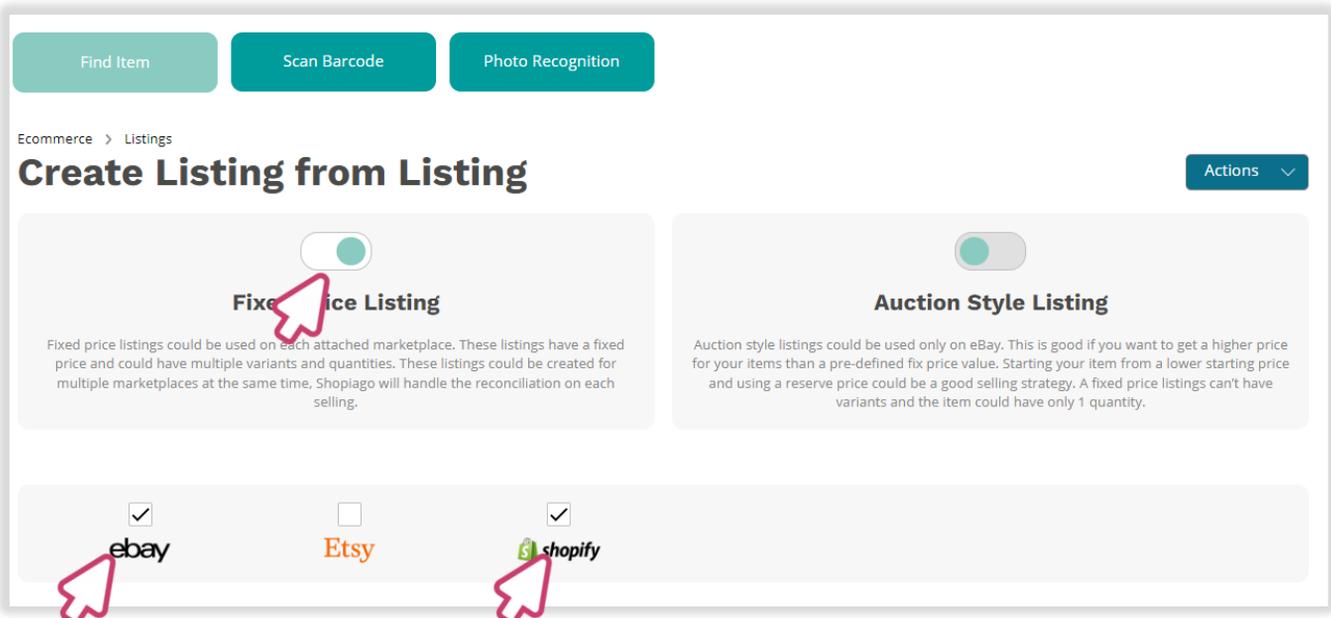


How to duplicate a listing

- Then click on the 'confirm' button, to create a listing based on the same item.



- From the listing information page, select a buying format. As an example, 'fixed price listing'.
- Update or add additional marketplaces for the listing.



How to duplicate a listing

- Go through the listing title and description to make sure all the information is correct, and make changes if necessary.

Listing Title

Slim Fit T Shirt Muscle Fit Gym Top Designer Short Sleeve Curved Hem Tee Search on eBay

Description *

Plain text eBay Shopify

Description *

Item Description

Bound By Honour Designer Men's Athletic Slim Fit T-shirt

Ideal for Gym Wear

Long Drop with Curved Hem

Crew Neck, Short Sleeves

Embroidered Logo on The Front

92% Cotton 8% Elastane

Machine Washable (Please See Tags)

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

Listing Title

Slim Fit T Shirt Muscle Fit Gym Top Designer Short Sleeve Curved Hem Tee Search on eBay

Description *

Plain text eBay Shopify

Description *

Item Description

Bound By Honour Designer Men's Athletic Slim Fit T-shirt

Ideal for Gym Wear

Long Drop with Curved Hem

Crew Neck, Short Sleeves

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92% Cotton 8% Elastane

Machine Washable (Please See Tags)



How to duplicate a listing

Then click on the 'HTML field' and select a template from the drop down.

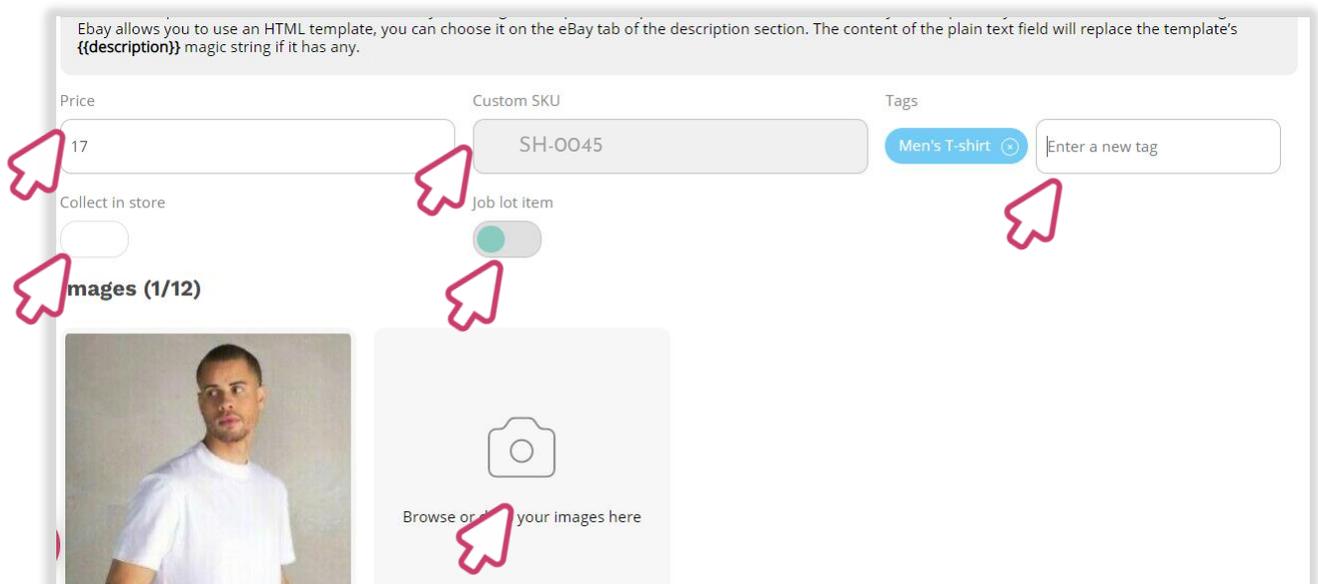
The screenshot shows the 'HTML field' editor with tabs for 'Plain text', 'eBay', and 'Shopify'. The 'eBay' tab is active. A search bar with the placeholder 'Enter text to search' is open, displaying a list of categories: 'Trousers', 'Watches/Clocks', 'Web', and 'X'. A red mouse cursor points to the search bar. Below the search bar, there is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, bulleted list, numbered list, decrease indent, increase indent, and tags. The editor contains the following text: 'er bag with detachable/adjustable shoulder strap - Dual handles - Top zip closure - Flat bottom. care booklet and controlato card'. Below the editor, there is a red speech bubble icon. At the bottom of the editor, there is a section with the following text: 'Colour : Light brown-beige', 'This bag is also available in red, in grey and in black, please check our other listings or contact us', 'Measurements : L 9.5" x H 7.5" x D 5"', 'Material : 100% leather', and 'Authenticity : We only sell authentic products, bought directly at Gucci, please contact us if you need a copy of Gucci store receipt and we will include it in your order.'

To preview the selected HTML template, click on the 'Quick view' icon.

The screenshot shows the 'HTML field' editor with tabs for 'Plain text', 'eBay', and 'Shopify'. The 'eBay' tab is active. The 'HTML template' dropdown menu is open, showing 'Tops/shirts' selected. A red mouse cursor points to the 'Quick view' icon (an eye in a square) next to the dropdown. Below the editor, there is a red speech bubble icon. The preview area shows the following HTML content: 'OUR VISION', 'We want children to grow into adults, we want adults to live longer and we want bereavement through trauma to become rare.', and 'Title' (underlined). At the bottom of the preview area, there is a section with the text 'Item Condition -'.

How to duplicate a listing

- Once you've decided on the item price, click on the 'Price' field and enter the item price.
- Custom SKU' (Stock Keeping Unit) will automatically populated for each variants.
- You can add a tag(s) to the item. This is for internal use for categorising listings—for example, 'Men's T-shirt'.
- 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.
- Update or add additional item photo(s) if necessary.





Modifying listing information for eBay

- Select an eBay account for the listing.
- Click on the 'Custom Listing Title' field to modify the title if necessary.
- Check that the item is in the right category. If not, you can update it.

The image shows two side-by-side screenshots of listing forms. The left screenshot is for eBay, and the right is for Shopify. Red arrows point to the account dropdown, the custom listing title field, and the category selection area in the eBay form.

eBay Form:

- Account *: jnohu92 - United Kingdom
- Custom Listing Title (80 chars) *: Mens Slim Fit T Shirt Muscle Fit Gym Top Designer Short Sleeve Curved Hem T
- Category: Clothes, Shoes & Accessories > Men > Men's Clothing > Shirts & Tops > T- (78/80)
- eBay Category:

Antiques	>	Baby	>	Men's Accesso
Art	>	Kids	>	Men's Clothing
Baby	>	Men	>	Men's es
Books, Comics & Magazines	>	Specialty	>	
Business, Office & Industrial	>	Women	>	
Cameras & Photography	>			
Cars, Motorcycles & Vehicles	>			
Clothes, Shoes & Accessories	>			

Shopify Form:

- Account *: rpdlst
- Custom Listing Title (255 chars) *: Mens Slim Fit T Shirt Muscle Fit Gym Top Designer Short Sleeve Curved Hem T (78/255)
- Published on *: Please select a value
- Product type: [Empty field]
- Customer shipping address required:
- Vendor: [Empty field]

Modifying listing information for eBay

- 🌐 If you select 'Fixed price' as the listing style (buying format), the listing duration will automatically be selected.
- 🌐 Click on 'Condition' field and select the item condition from the drop-down.
- 🌐 And manually enter the item 'condition description' if there is any.

Clothes, Shoes & Accessories > Men > Men's Clothing > Shirts & Tops > T-Shirts 

eBay Category  Secondary eBay Category

Antiques >	Baby >	Men's Accessories
Art >	Kids >	Men's Clothing
Baby >	Men >	Men's Shoes
Books, Comics & Magazines >	Specialty >	
Business, Office & Industrial >	Women >	
Cameras & Photography >		
Cars, Motorcycles & Vehicles >		
Clothes, Shoes & Accessories >		

Listing duration *

 Good Until Cancelled 

Condition *

 New with tags 

Condition description

 Excellent condition|



eBay Item specifics

Item specifics are required when listing to eBay marketplace and once you get it right, it can boost sales. Below are three 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.

Modifying the item specifics

- Click on the 'Edit' item specifics button, to confirm that all specifics are similar.

Condition *

New with tags

Condition description

Excellent condition

- Item Specifics** [edit](#)
- Pricing & Payment** [edit](#)
- Policies** [edit](#)

- If necessary, you can amend or add additional item specifics.
- Click on the 'Set Specifics' button after making any changes.

Item Specifics

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

Please enter values | Please enter values | Please select a value

Sleeve Length | Theme | Vintage

Please enter values | 20s 30s 3D 40s 50s 60s 70s 80s 90s Aloha | Please select a value

Search for more values [+ Add](#)

Optional

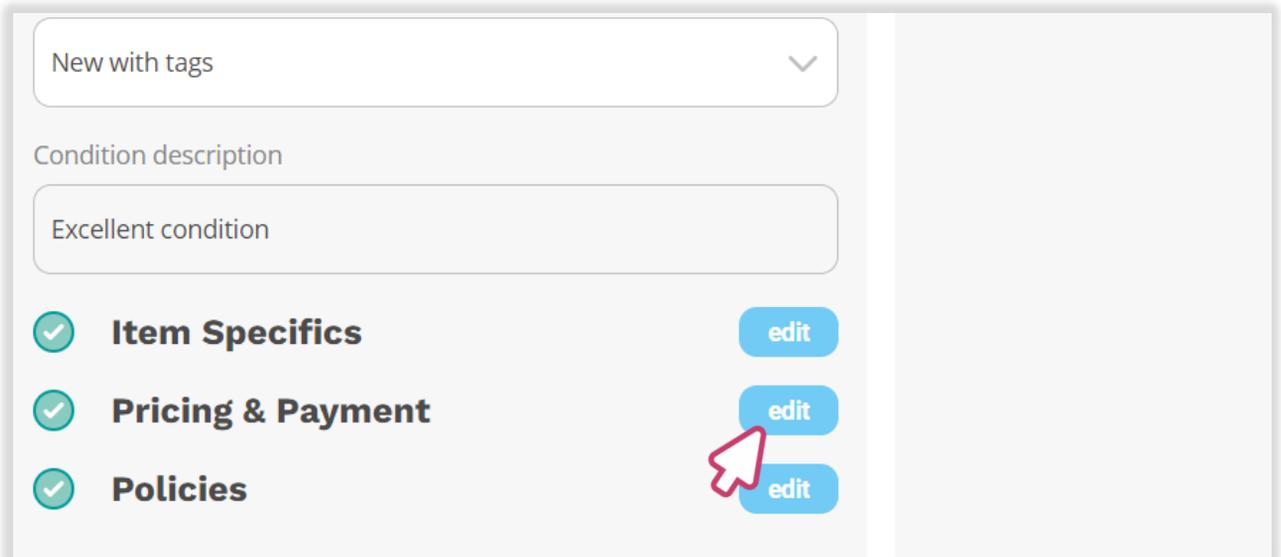
Accents: Button Beaded Bow Buckle Crochet Embroidered Fringe Fur Trim Glitter

Fabric Type: Please enter values | Handmade: Please select a value

[Set specifics](#) [Cancel](#)

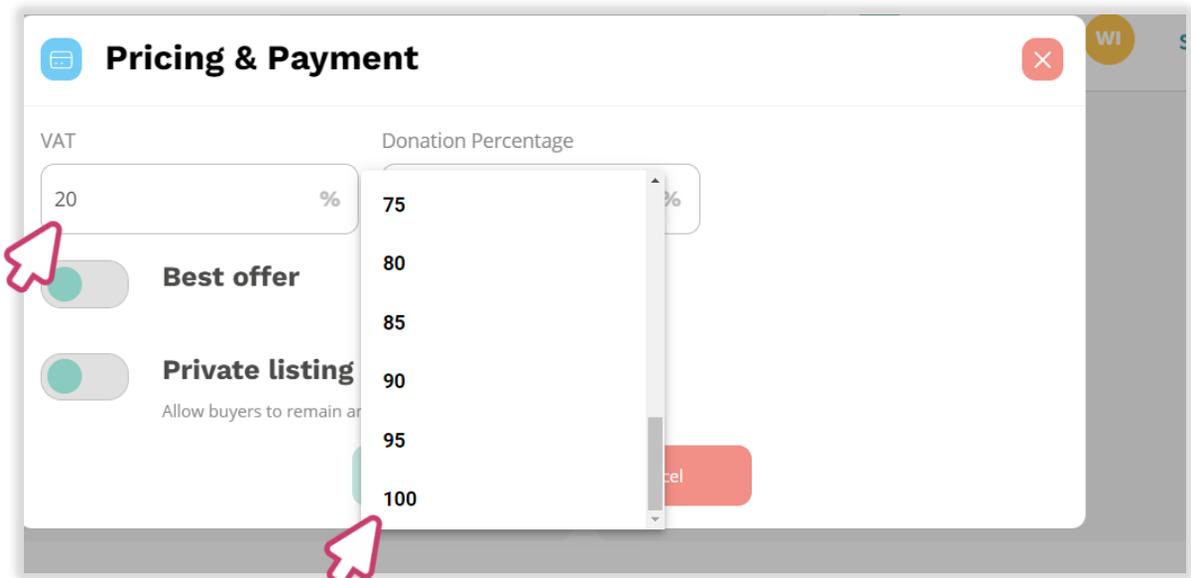
Updating eBay pricing and payment

- Confirm that 'Vat %' and listing donation percentage' are correctly entered. To do this, click on the 'Pricing & payment' 'edit' button to modify.



The screenshot shows the 'Condition description' section of an item listing. It includes a dropdown menu for 'New with tags' and a text input field for 'Condition description' containing 'Excellent condition'. Below this are three sections: 'Item Specifics', 'Pricing & Payment', and 'Policies', each with a green checkmark icon and a blue 'edit' button. A red mouse cursor is pointing at the 'edit' button for 'Pricing & Payment'.

- From the pop-up screen, modify or key-in the item VAT %. This only applies to new goods. Leave it blank if the item is not new.
- Click on the '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.



The screenshot shows the 'Pricing & Payment' pop-up screen. It has a title bar with a close button (X) and a 'WI' icon. The main content area is divided into two sections: 'VAT' and 'Donation Percentage'. The 'VAT' section has a text input field with '20' and a '%' symbol, and two toggle switches: 'Best offer' (which is turned on) and 'Private listing' (which is turned off). The 'Donation Percentage' section has a dropdown menu with a list of values: 75, 80, 85, 90, 95, and 100. A red mouse cursor is pointing at the '20' in the VAT field, and another red mouse cursor is pointing at the '100' in the Donation Percentage dropdown. There is also a red 'cancel' button at the bottom right of the pop-up.



Updating eBay pricing and payment

- 🌐 You can, 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 'Private Listing' if necessary, to keep buyers identities hidden from other eBay members.
- 🌐 And then, click on the 'Set pricing' button to save changes.

Pricing & Payment

VAT: 20 %

Donation Percentage: 100 %

Best offer

Automatically accept offers of at least: 15 £

Automatically decline offers lower than: 15 £

Private listing

Allow buyers to remain anonymous to other eBay members.

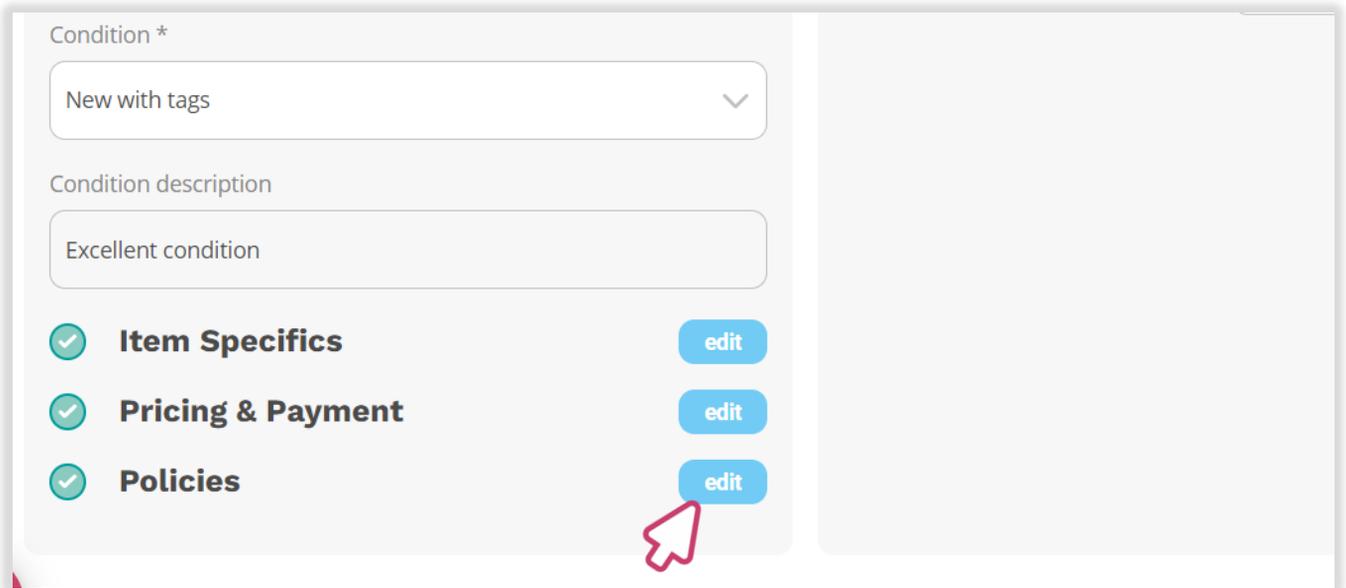
Set Pricing **Cancel**



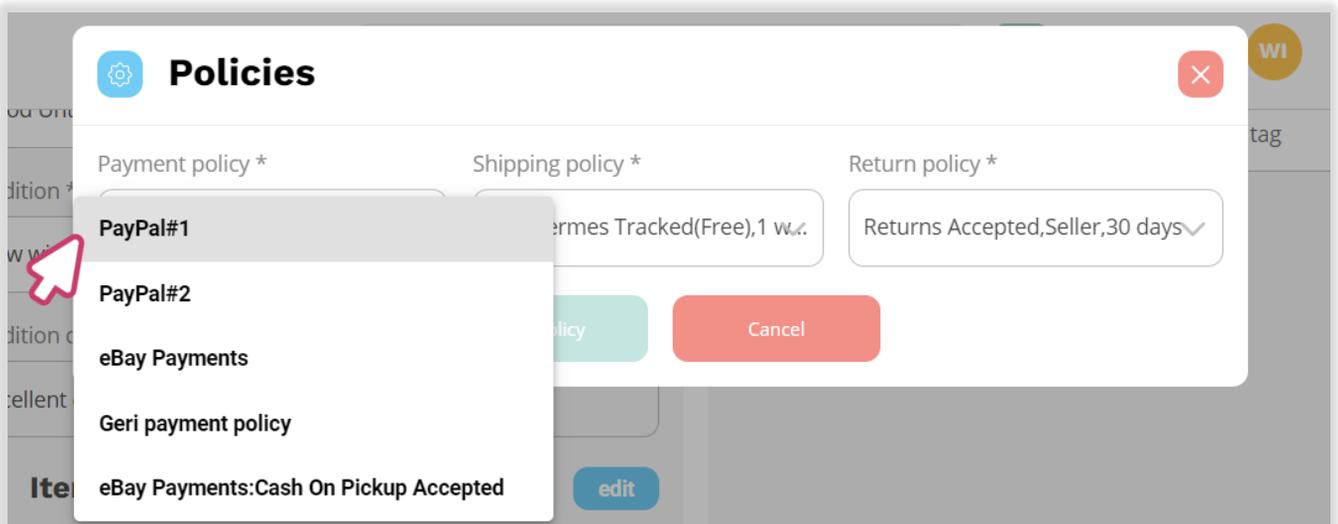
Updating eBay policies

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 synced to your Shopiago account.

🌐 Click on the 'Edit' button, to update the listing policies.

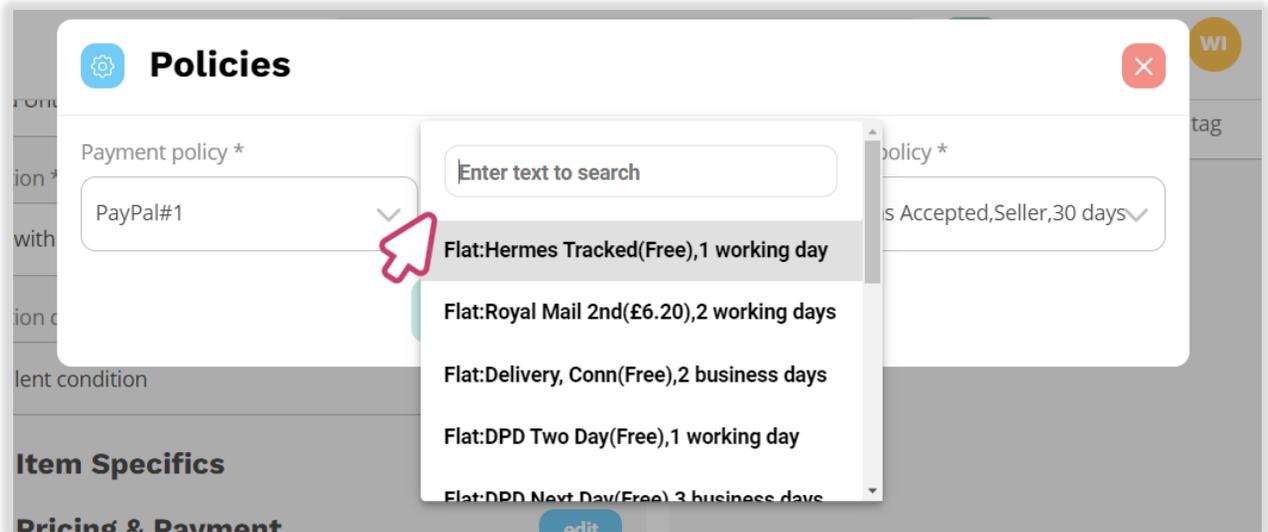


🌐 From the pop-up screen, click on the 'Payment policy' field to update the payment policy if necessary.

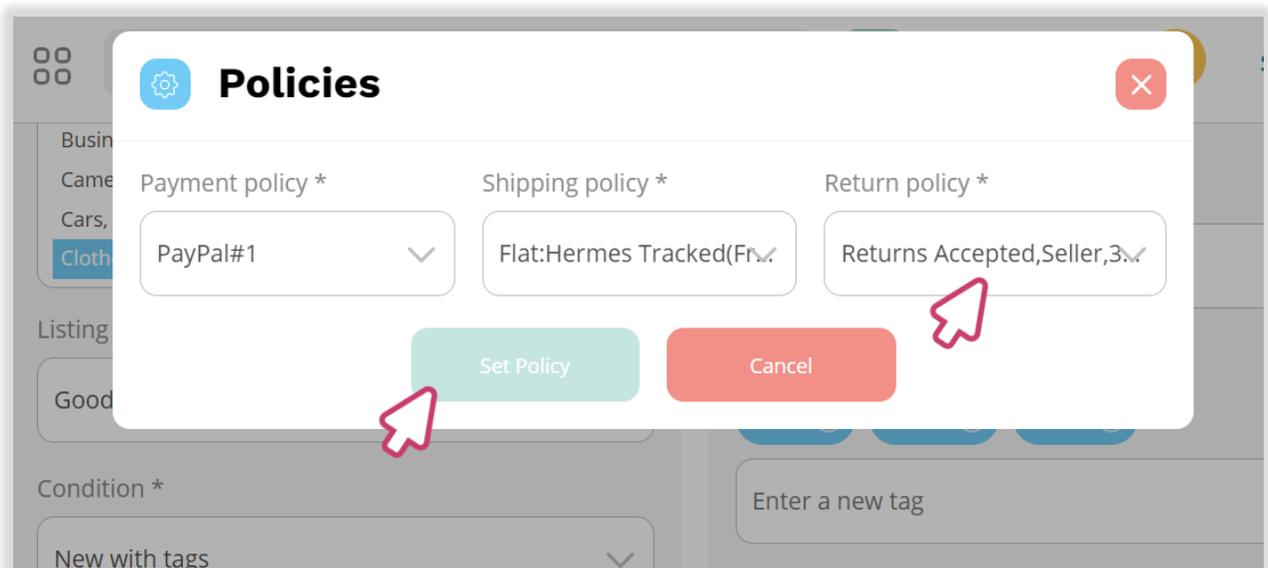


Updating eBay policies

- Click on the 'Shipping policy' field and update the relevant postage service provider if necessary.



- Click on the 'Return policy' field and update the relevant return policy if necessary.
- Then click on the 'Set Policy' button.





Updating Shopify listing information

- 🌐 For Shopify, select the correct account.
- 🌐 Click on the 'Custom title field to update 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).
- 🌐 Update or key-in the 'product type' if necessary. This refer to the item category.
- 🌐 Switch on 'Customer shipping address' (to request the customer's address when they checkout).

The screenshot shows two side-by-side forms for listing a product. The left form is for eBay and the right is for Shopify. Red arrows point to the following fields:

- Account ***: jnohu92 - United Kingdom (eBay) and rpdlst (Shopify)
- Custom Listing Title (80 chars) ***: Mens Slim Fit T Shirt Muscle Fit Gym Top Designer Short Sleeve Cur (78/80)
- Category**: Clothes, Shoes & Accessories > Men > Men's Clothing > Shirts (78/80)
- Product type**: Men's Clothing
- Customer shipping address required**:

The eBay form also shows a category selection table:

eBay Category	Secondary eBay Category
Antiques	Baby
Art	Kids
Baby	Men
Books, Comics & Magazines	Specialty
Business, Office & Industrial	Women



Shopify listing information

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

The screenshot shows the 'Shopify listing information' form. The 'Category' section is expanded to 'Clothes, Shoes & Accessories > Men > Men's Clothing > Shirts'. The 'eBay Category' is 'Clothes, Shoes & Accessories' and the 'Secondary eBay Category' is 'Men'. The 'Listing duration' is 'Good Until Cancelled'. The 'Published on' is 'Global'. The 'Product type' is 'Men's Clothing'. The 'Customer shipping address required' is checked. The 'Vendor' field is 'Unknown'. The 'Shopify Tags' field contains 'Men's T-Shirts' and 'Enter a new tag'. Red arrows point to the 'Vendor' and 'Shopify Tags' fields.

Category Suggest relevant categories

Clothes, Shoes & Accessories > Men > Men's Clothing > Shirts

eBay Category ✖ Secondary eBay Category

Antiques >	Baby >	M
Art >	Kids >	M
Baby >	Men >	M
Books, Comics & Magazines >	Specialty >	
Business, Office & Industrial >	Women >	
Cameras & Photography >		
Cars, Motorcycles & Vehicles >		
Clothes, Shoes & Accessories >		

Listing duration *

Good Until Cancelled

Condition *

Published on *

Global

Product type

Men's Clothing

Customer shipping address required

Vendor

Unknown

Shopify Tags

Men's T-Shirts ⌵ Enter a new tag

Enter the Item information

In the 'Item information' section;

- The tote box ID will be populated. If not, enter the 'Tote/Box ID' where the item would be stored. This can be box or shelf number. Or select 'Does not apply' if it is not necessary.
- 'Gift Aid Number' will also be automatically selected. If not, enter item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- The source shop will automatically be populated.
- 'Custom SKU' will automatically be populated.
- Enter variant 'Quantity'. You can use the quantity adjustment button to increase or decrease the variant quantity.
- Enter the 'item Identifier Number'. item identification number makes it easier for customers to find your item. Or click the text field and select Does Not Apply. If your item doesn't have EAN.
- Once you are ready, click on the 'Create listing' button

Item Specifics [edit](#)

Pricing & Payment [edit](#)

Policies [edit](#)

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	Shoptown Industries -Shop		- 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

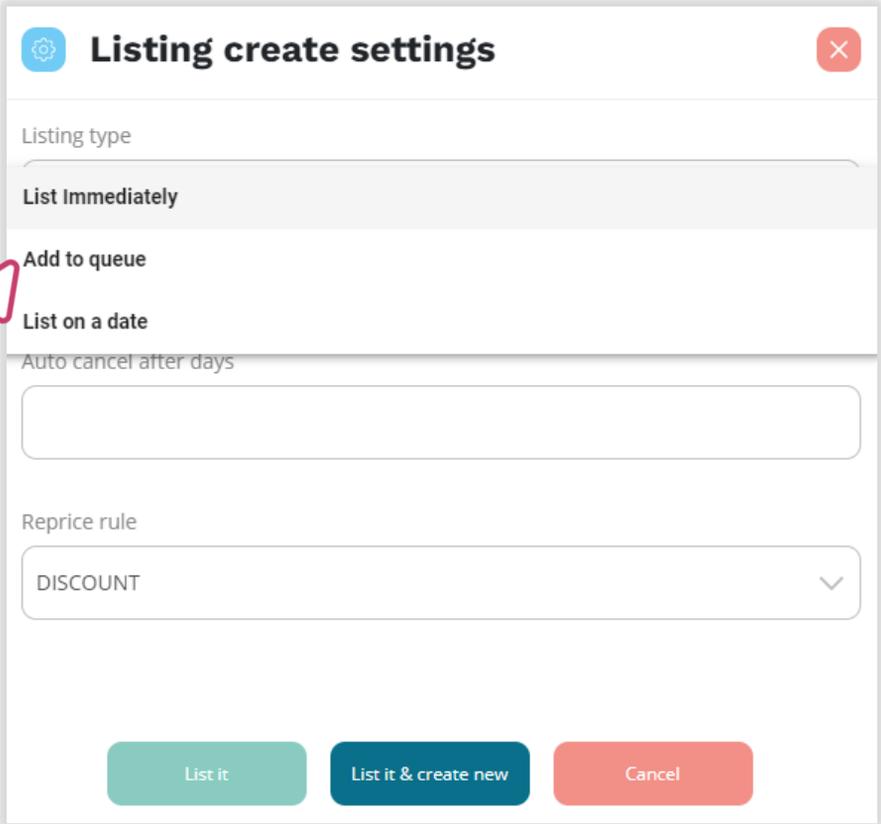
[Create Listing](#) [Save as a draft](#) [Save as a template](#) [Cancel](#)



Listing options

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

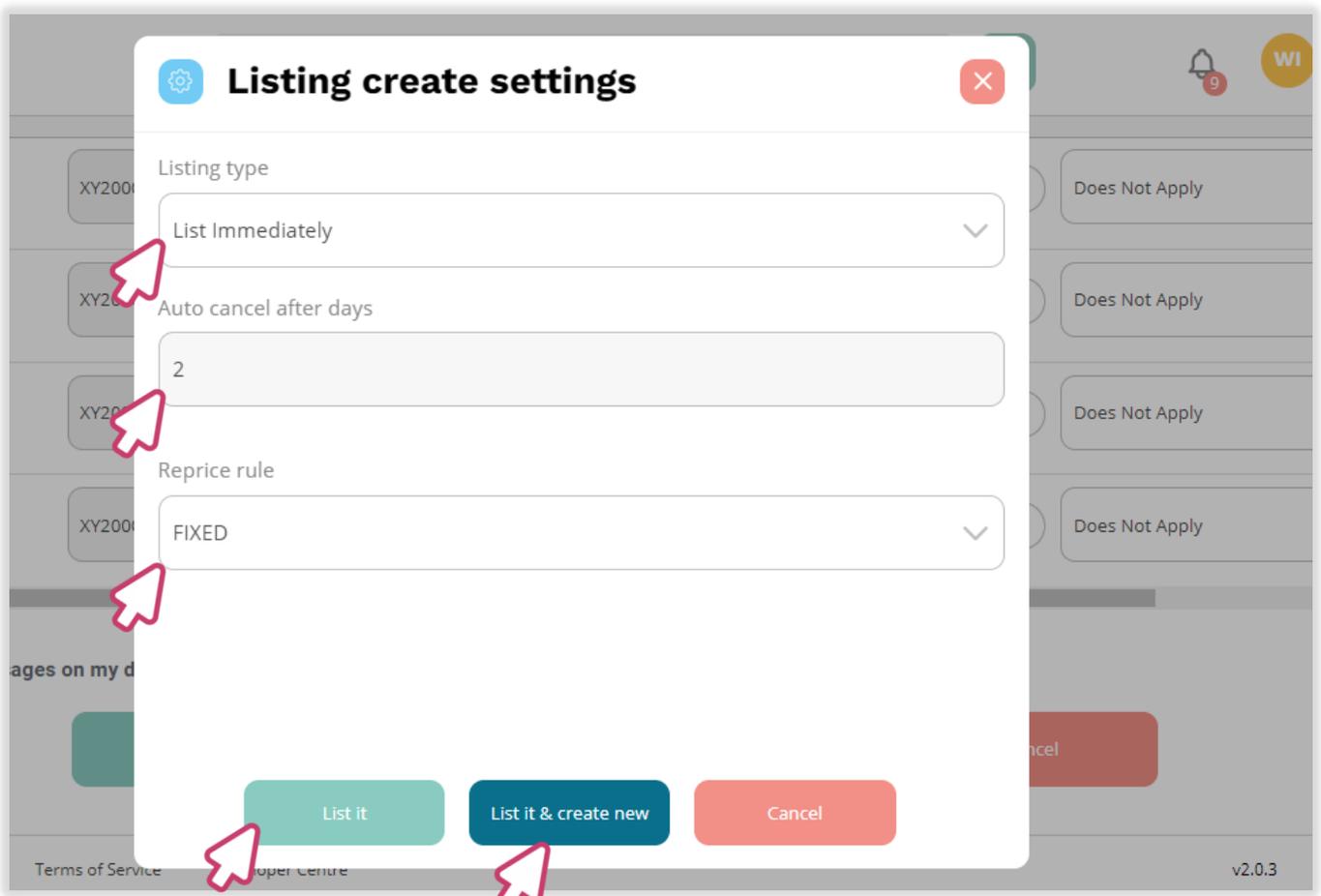
-  **List immediately** - select this option if you want the item to go live instantly.
-  **Add to queue** - means the item will be sent to eBay at a scheduled time that you have determined within your settings.
-  **List on date** - a set date that you want the item to go live on eBay.

A screenshot of a "Listing create settings" dialog box. The dialog has a title bar with a gear icon on the left and a red close button on the right. Below the title bar, there are three radio button options for "Listing type": "List Immediately" (selected), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below these options is a text input field labeled "Auto cancel after days". Further down is a dropdown menu labeled "Reprice rule" with "DISCOUNT" selected. 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 'List Immediately' 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 'List it' OR 'list it & create new' button.



Listing create settings

Listing type
List Immediately

Auto cancel after days
2

Reprice rule
FIXED

List it List it & create new Cancel

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Happy Selling!

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