



# Warehouse User Guide

## How to duplicate a listing

Version 2.0.2




## How to duplicate a listing

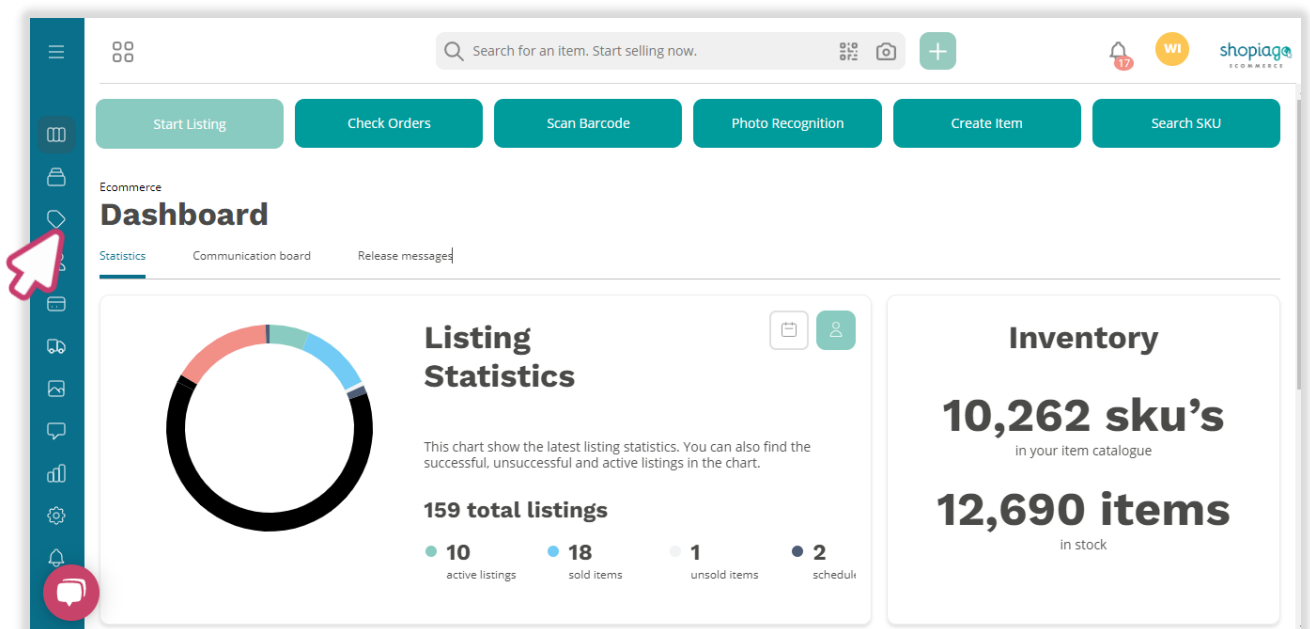
In your Shopiago account, you can duplicate an active listing using information from the existing listing. For example, if you received two or more similar items, you could easily duplicate these items using one of your active listings. This process is easy and will save you valuable listing time.

To be able to duplicate a current listing, your account role must include this privilege.

### To duplicate a single variant listing;

 [Login](#) to your account.

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





## How to duplicate a listing

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

Ecommerce

### Listings

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

Advanced View Revises Templates & Drafts Active Listings Sold Listings Unsold Listings Unsuccessful Listings Scheduled Listings Arch >

	Marketplace	Status	Listing Title	Variant Name	Marketplace Account	Listing Site
✓	eBay	Active	Wooden toy	Multiple	jnohu92	ebay.co.uk
✓	eBay	Waiting For Approval	Random Glass Marbles, 400 Pieces	Multiple	jnohu92	ebay.co.uk
✓	eBay	Cancelled	black coffee mug	Multiple	jnohu92	ebay.co.uk
✓	eBay	Cancelled	Toddler Snail Halloween Costume	Multiple	jnohu92	ebay.co.uk
✓	eBay	Scheduled	Green coffee mug	Green coffee mug	jnohu92	ebay.co.uk

🖱️ Select an item in the active listings table.

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

Ecommerce

### Listings

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



Advanced View Revises Templates & Drafts Active Listings Sold Listings Unsold Listings Unsuccessful Listings Schedule >

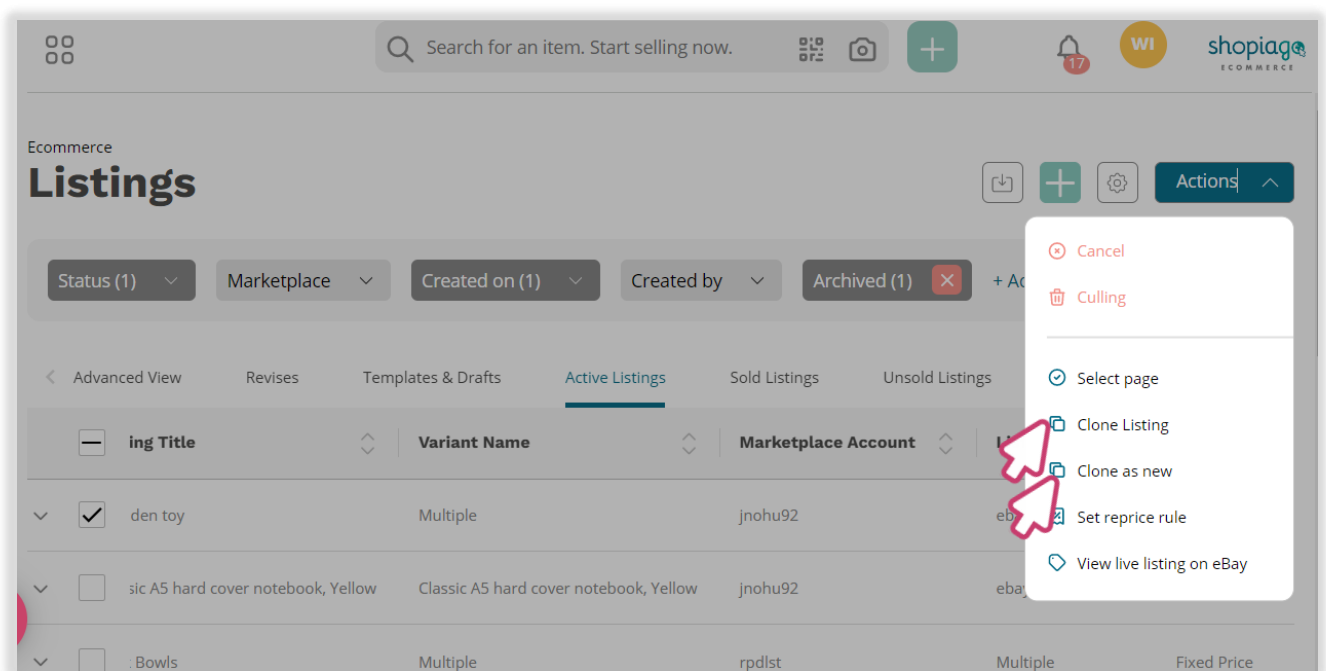
	Variant Name	Marketplace Account	Listing Site	Buying Format	Condition	Upload type
✓ <input checked="" type="checkbox"/>	Multiple	jnohu92	ebay.co.uk	Fixed Price	New	Immediate Upload
✓ <input type="checkbox"/>	Classic A5 hard cover notebook, Yellow	jnohu92	ebay.co.uk	Fixed Price	New	Immediate Upload
✓ <input type="checkbox"/>	Multiple	rpdlist	Multiple	Fixed Price		Immediate Upload
✓ <input type="checkbox"/>	Playstation 4 Box ONLY!	jnohu92	ebay.co.uk	Fixed Price	Acceptable	Scheduled Upload



## How to duplicate a listing

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

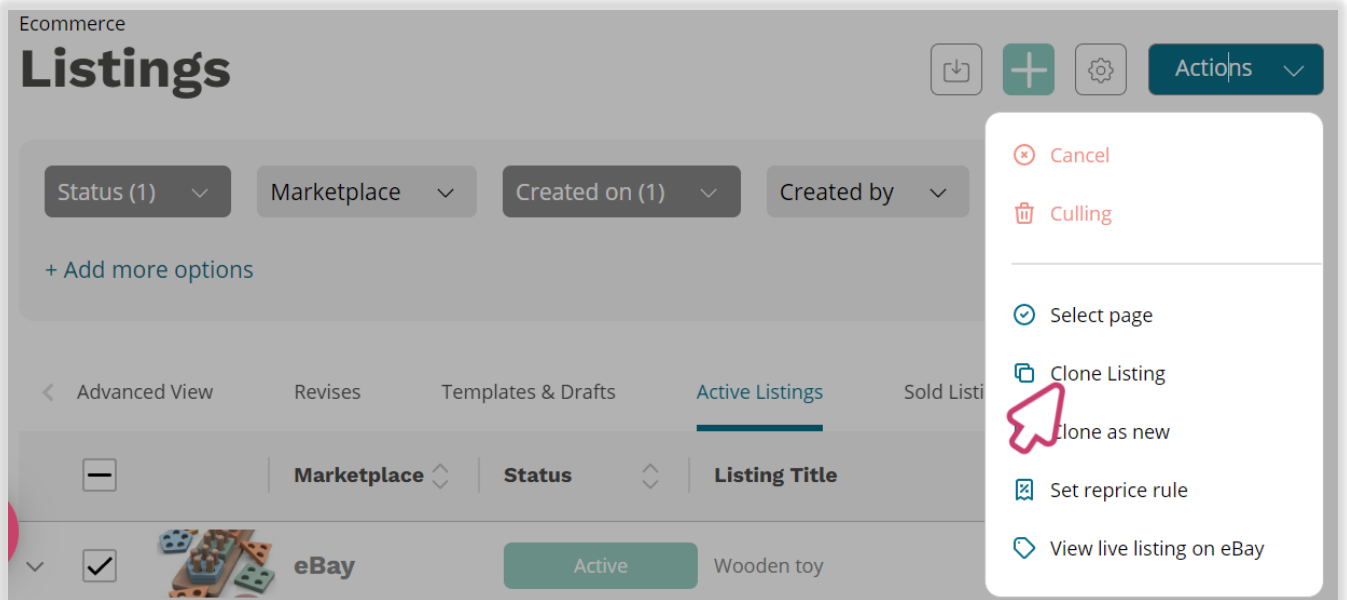
-  **'Clone Listing'** - This involves creating a listing based on the same item. All information relating to the existing listing, e.g., item description, variants, images, pricing, policies, etc., will be incorporated into the listing form. Once the listing is submitted, the item will not be added 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.



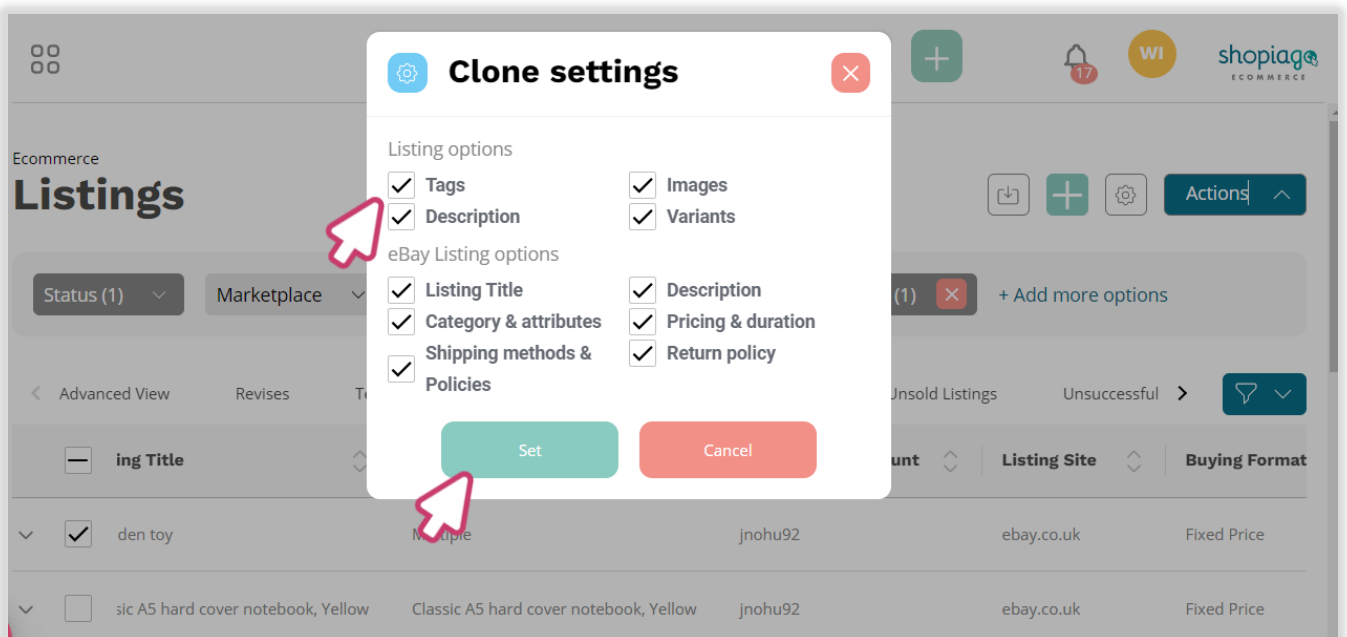


## How to duplicate a listing

- In the pop-up screen, select one cloning option, for example, "Clone Listing." (For clone listings, there must be at least one of the item in your inventory.)

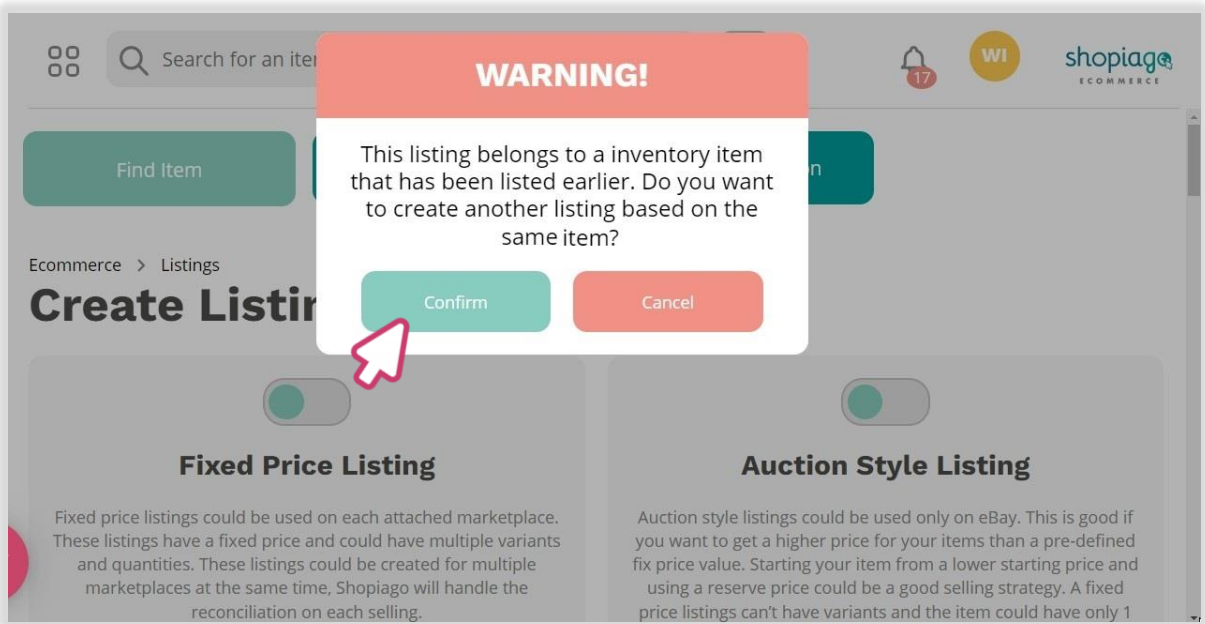


- In the pop-up screen, add or remove the clone characteristics that you want to include or exclude in the listing form, and click on the 'Set' button once you are ready. (This is basically to add or remove certain information associated with the existing listing).

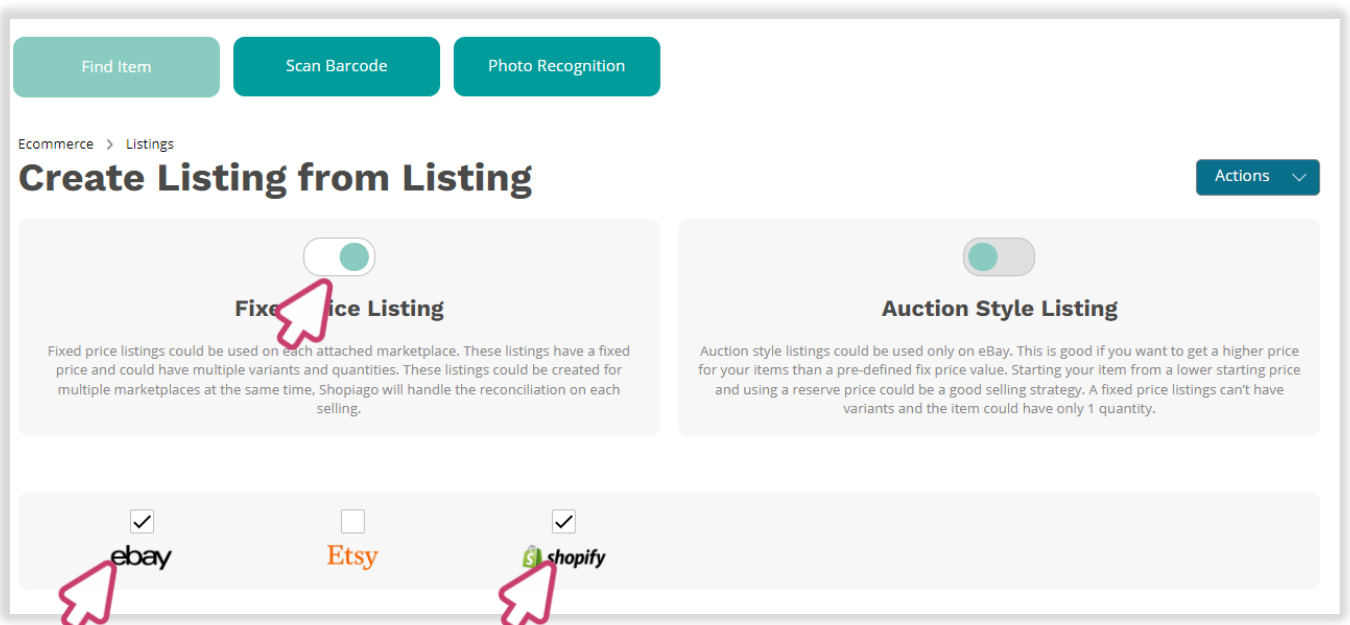


## How to duplicate a listing

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



- In the listing information entry page, select a buying format. For example, 'fixed price listing'.
- You can add additional Marketplace accounts.





## 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

Embroidered Logo on The Front

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.

A screenshot of the shopiago listing editor. At the top, there are tabs for "Plain text", "eBay", and "Shopify", with "eBay" being the active tab. Below the tabs is a "Description \*" section. A dropdown menu is open, showing a search bar with the text "Enter text to search" and a list of categories: "Trousers", "Watches/Clocks", "Web", and "X". A red arrow points to the "Trousers" category. To the right of the dropdown is a rich text editor with a toolbar containing icons for bold, italic, link, unlink, bulleted list, numbered list, decrease indent, increase indent, and a "Tags" dropdown. The editor contains the following text: "ler bag with detachable/adjustable shoulder strap - Dual handles - Top zip closure - Flat bottom. care booklet and controllato card". At the bottom of the editor, there is a red speech bubble icon.

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

A screenshot of the shopiago listing editor. At the top, there are tabs for "Plain text", "eBay", and "Shopify", with "eBay" being the active tab. Below the tabs is a "Description \*" section. A dropdown menu is open, showing a search bar with the text "Enter text to search" and a list of categories: "Tops/shirts", "Trousers", "Watches/Clocks", "Web", and "X". A red arrow points to the "Tops/shirts" category. To the right of the dropdown is a red "Quick view" icon. Below the dropdown is a rich text editor with a toolbar containing icons for bold, italic, link, unlink, bulleted list, numbered list, decrease indent, increase indent, and a "Tags" dropdown. The editor contains the following text: "OUR VISION", "We want children to grow into adults, we want adults to live longer and we want bereavement through trauma to become rare.", "Title", and "Item Condition -". At the bottom of the editor, there is a red speech bubble icon.



## Setting up the item price and adding photos

- Once you've decided on the item price, click on the 'Price' field and enter the item price.
- The item location and custom SKU will be populated.
- You can add a tag (s) to the item. This is for internal use for categorising listings.
- 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.

The screenshot shows the 'Item Setup' form in the shopiagogo interface. Red arrows point to the following elements:

- Price:** A text input field containing the number '17'.
- Location \*:** A dropdown menu showing 'Central Warehouse'.
- Custom SKU:** A text input field containing 'SH-0045'.
- Tags:** A text input field with the placeholder 'Enter a new tag'.
- Collect in store:** A toggle switch that is currently turned on (green).
- Job lot item:** A toggle switch that is currently turned off (grey).
- Images (1/12):** A section showing a preview of a wooden toy with colorful blocks and a 'Browse your Images here' button with a camera icon.



## Updating the item 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 screenshot displays the shopiagio interface with two side-by-side panels for eBay and Shopify account management. The top navigation bar includes a search bar, a camera icon, a plus icon, a bell icon, and the shopiagio logo. The left panel is for the eBay account, and the right panel is for the Shopify account.

**eBay Account Panel:**

- Account \***: A dropdown menu showing "jnhu92 - United Kingdom".
- Custom Listing Title (80 chars) \***: A text input field containing "Wooden toy".
- Category**: A dropdown menu showing "Toys & Games > Preschool Toys & Pretend Play > Wooden Toys".
- eBay Category**: A dropdown menu showing a list of categories, with "Toys & Games" selected. A secondary dropdown shows "Preschool Toys & Pretend Play" and "Wooden Toys".
- Listing duration \***: A dropdown menu.

**Shopify Account Panel:**

- Account \***: A dropdown menu showing "rpd1st".
- Custom Listing Title (255 chars) \***: A text input field containing "Wooden toy".
- Published on \***: A dropdown menu showing "Please select a value".
- Product type**: A text input field.
- Customer shipping address required**: A toggle switch.
- Vendor**: A text input field.

Red arrows point to the following elements:

- The "Account \*" dropdown in the eBay panel.
- The "Custom Listing Title" field in the eBay panel.
- The "Category" dropdown in the eBay panel.
- The "Product type" field in the Shopify panel.



## Updating item 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.

The screenshot shows the Shopiagogo interface for updating item information for eBay. The top navigation bar includes a search bar with the text "Search for an item. Start selling now.", a QR code icon, a camera icon, a plus icon, a bell icon, a yellow circle icon, and the Shopiagogo logo. The main content area is divided into two columns. The left column contains a category selection menu with the following options: Stamps, Toys & Games (highlighted), Vehicle Parts & Accessories, Video Games & Consoles, Wholesale & Job Lots, Models & Kits, Other Toys & Games, Outdoor Toys & Activities, Preschool Toys & Pretend Play (highlighted), and Radio Control & RC Toys. Below the menu are three fields: "Listing duration \*" with a dropdown menu showing "Good Until Cancelled", "Condition \*" with a dropdown menu showing "New", and "Condition description" with a text input field containing "This item is in excellent condition". The right column contains a toggle switch, a "Vendor" field, and a "Shopify Tags" field with the placeholder text "Enter a new tag". At the bottom left, there is an "Item Specifics" section with an information icon and an "edit" button. Three red arrows point to the "Listing duration", "Condition", and "Condition description" fields.

Shopiagogo ECOMMERCE

Search for an item. Start selling now.

Stamps > Toys & Games > Vehicle Parts & Accessories > Video Games & Consoles > Wholesale & Job Lots > Models & Kits > Other Toys & Games > Outdoor Toys & Activities > Preschool Toys & Pretend Play > Radio Control & RC Toys >

Listing duration \*

Good Until Cancelled

Condition \*

New

Condition description

This item is in excellent condition

Item Specifics edit

Vendor

Shopify Tags




Enter a new tag






## 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.



## Updating eBay item specifics

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

A screenshot of the eBay item listing page. On the left, there are three sections: 'Listing duration \*' with a dropdown menu set to 'Good Until Cancelled', 'Condition \*' with a dropdown menu set to 'New', and 'Condition description' with a text box containing 'This item is in excellent condition'. Below these are three sections: 'Item Specifics' (marked with a green checkmark), 'Pricing & Payment' (marked with an orange 'i'), and 'Policies' (marked with an orange 'i'). To the right of each section is a blue 'edit' button. A red mouse cursor is pointing at the 'edit' button for 'Item Specifics'. On the right side of the page, there is a 'Shopify Tags' section with a text box labeled 'Enter a new tag'.

- If necessary, you can amend or add additional item specifics.

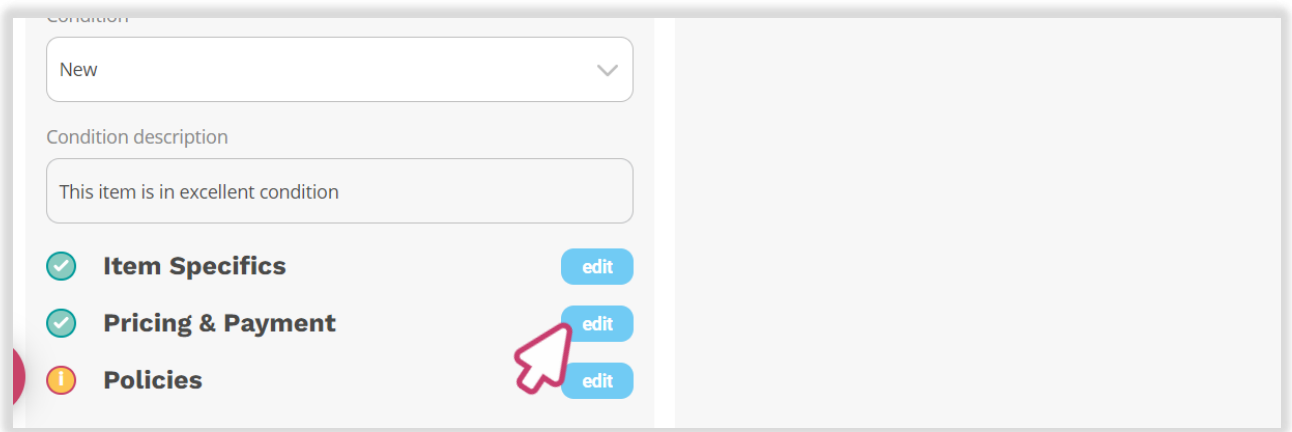
- Click on the 'Set Specifics' button after making any changes.

A screenshot of the 'Item Specifics' modal window. The window has a title bar with a gear icon and the text 'Item Specifics'. Below the title bar is a message: 'If you have variants (multiple colours/sizes etc) those properties will not be shown in this section.' The modal is divided into two sections: 'Recommended' and 'Optional'. The 'Recommended' section has three columns: 'Age Level' with checkboxes for '1-2 Years' (checked), '12 Months & Under', '3-4 Years', and '4-7'; 'Specific Character' with a text box 'Please enter values' and a 'Clear' button; and 'Subtype' with a dropdown menu set to 'Bundles' and a 'Clear' button. The 'Optional' section has three columns: 'Bundle Description' with a text box 'Please enter values'; 'Country/Region of Manufacture' with a dropdown menu set to 'Unknown' and a 'Clear' button; and 'Custom Bundle' with a dropdown menu set to 'No' and a 'Clear' button. At the bottom of the modal are two buttons: 'Set specifics' (green) and 'Cancel' (red). A red mouse cursor is pointing at the 'Set specifics' button.

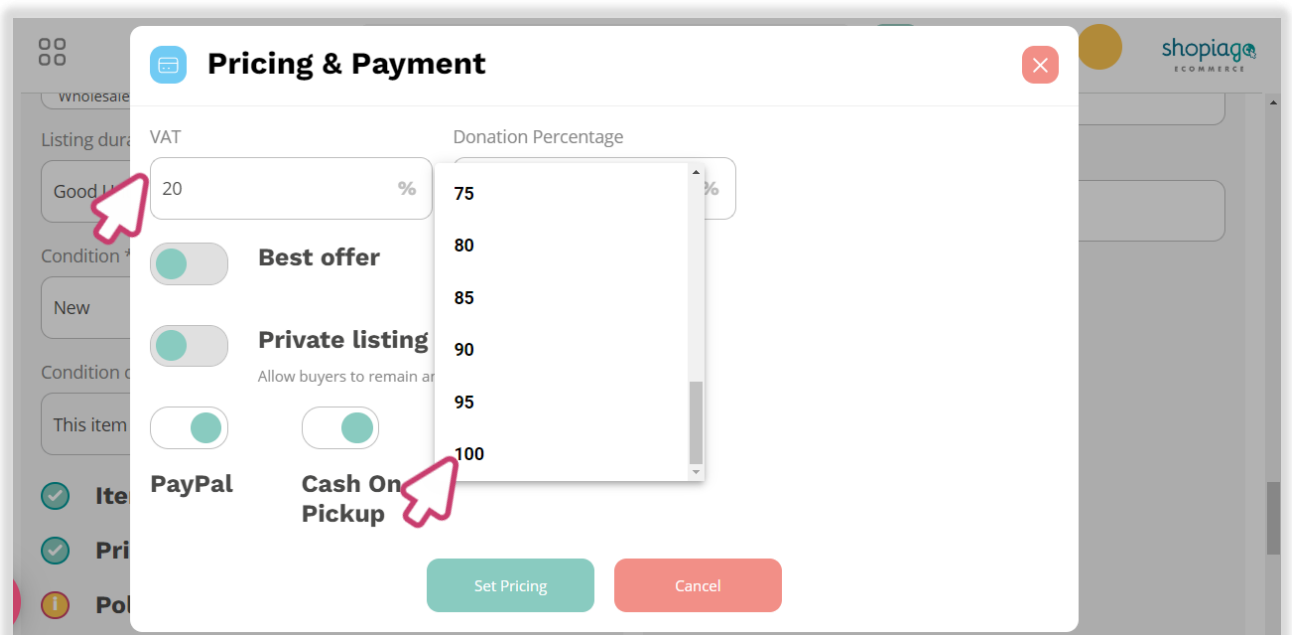


## Updating eBay pricing and payment

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



- 🌐 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.





## 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).
- 🕒 And then, 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.
- 🕒 Select one or more payment methods.
- 🕒 And then, click on the 'Set pricing' button to save changes.

A screenshot of the 'Pricing & Payment' modal window in the Shopiagon application. The modal is white with a red close button in the top right corner. It contains several input fields and toggle switches. At the top, there are two input fields: 'VAT' with the value '20' and a '%' symbol, and 'Donation Percentage' with the value '100' and a '%' symbol. Below these are three toggle switches, all of which are turned on (green). The first toggle is labeled 'Best offer'. The second toggle is labeled 'Private listing' with a subtext 'Allow buyers to remain anonymous to other eBay members.' The third toggle is labeled 'Cash On Pickup'. Below the toggles are two more toggle switches: 'PayPal' and 'Pickup', both of which are turned off (grey). At the bottom of the modal are two buttons: a green 'Set Pricing' button and a red 'Cancel' button. Red arrows point to the 'Best offer', 'Private listing', 'PayPal', 'Pickup', and 'Set Pricing' elements. The background of the application is visible behind the modal, showing a list of items and a bottom navigation bar with buttons like 'Edit variants', 'Set SKU for each', 'Set Price for each', and 'Set QTY for each'.

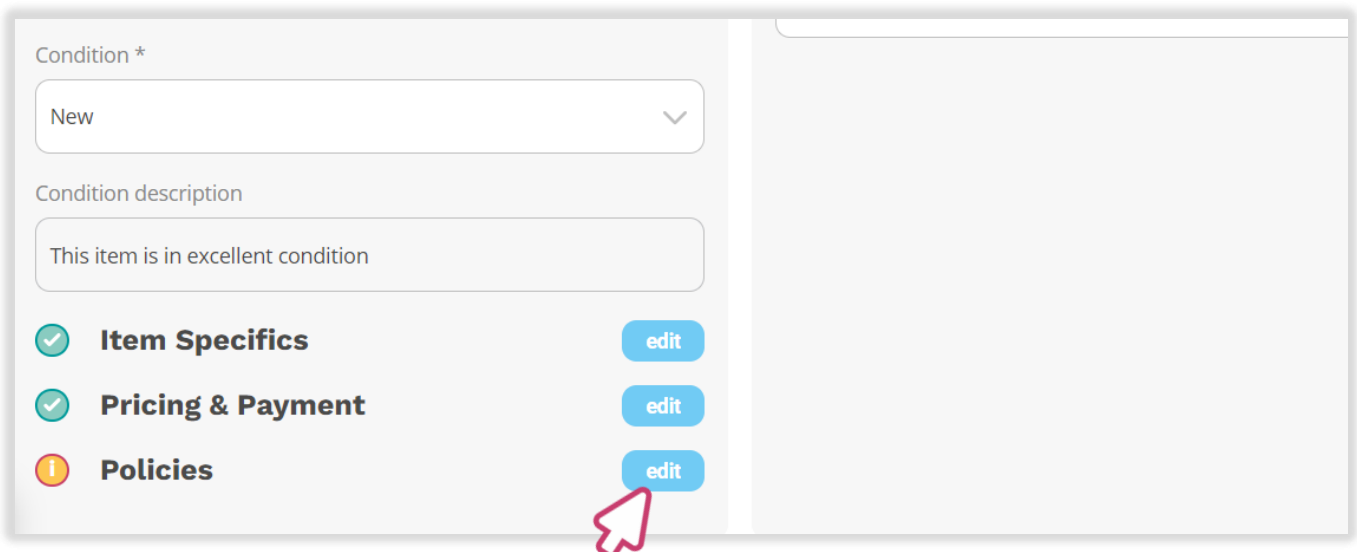


## Updating eBay policies

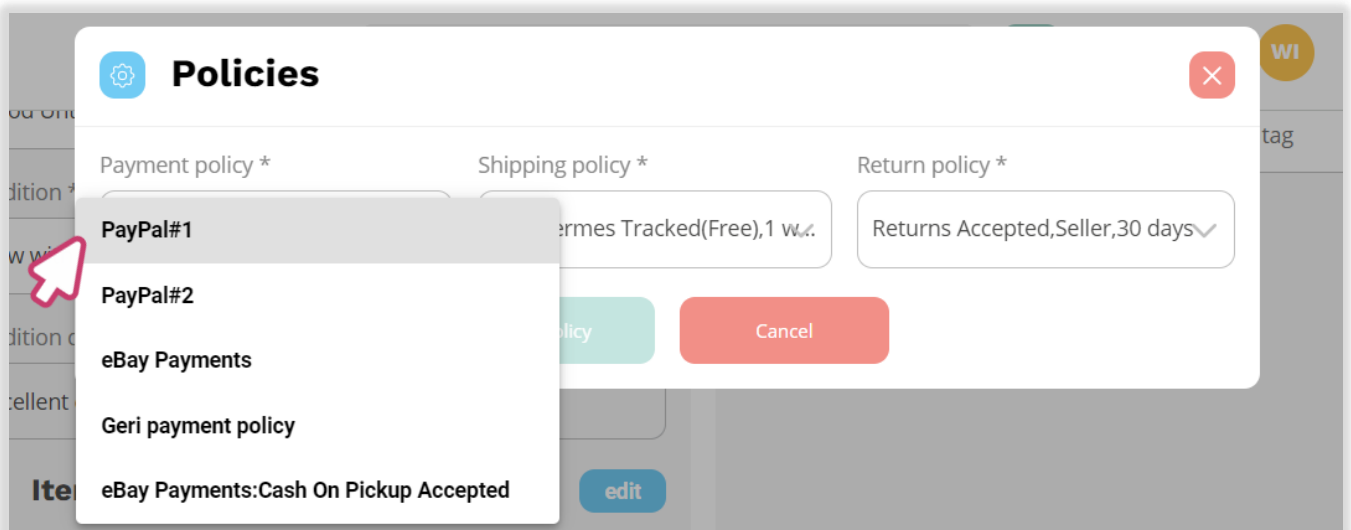
You can update the payment, return, and shipment policies if they are different. You will have to let the buyers know how they can pay, how long it will take to ship out an item and whether you accept returns or not.

To select the relevant policies,

 Click on the 'Policies edit' button.

A screenshot of the 'Condition' section in the shopiagio interface. It features a 'Condition \*' dropdown menu with 'New' selected. Below it is a 'Condition description' text box containing 'This item is in excellent condition'. At the bottom, there are three items listed: 'Item Specifics' with a green checkmark, 'Pricing & Payment' with a green checkmark, and 'Policies' with a yellow warning icon. Each item has a blue 'edit' button to its right. A red mouse cursor is pointing at the 'Policies edit' button.

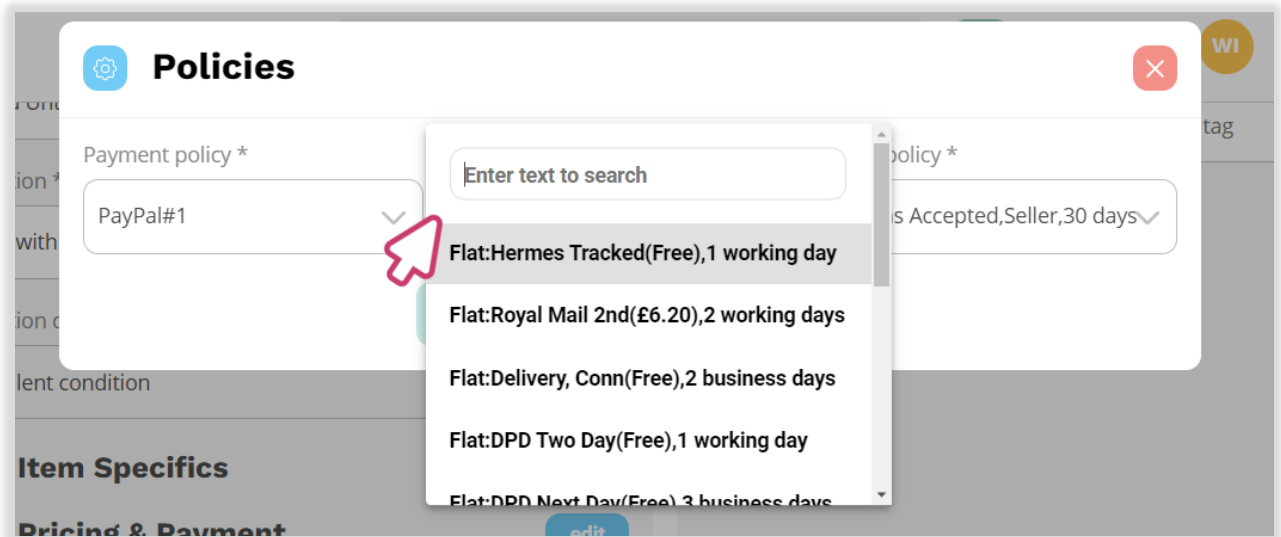
 From the pop-up screen, click on the 'Payment policy' field and update the payment policy if necessary.

A screenshot of the 'Policies' pop-up screen. The screen has a title bar with a gear icon and the word 'Policies'. Below the title bar, there are three tabs: 'Payment policy \*', 'Shipping policy \*', and 'Return policy \*'. The 'Payment policy \*' tab is active, showing a list of payment policies: 'PayPal#1', 'PayPal#2', 'eBay Payments', 'Geri payment policy', and 'eBay Payments:Cash On Pickup Accepted'. A red mouse cursor is pointing at the 'PayPal#1' policy. To the right of the list, there are two buttons: a green 'Policy' button and a red 'Cancel' button. The 'Return policy \*' tab shows 'Returns Accepted,Seller,30 days' with a checkmark.

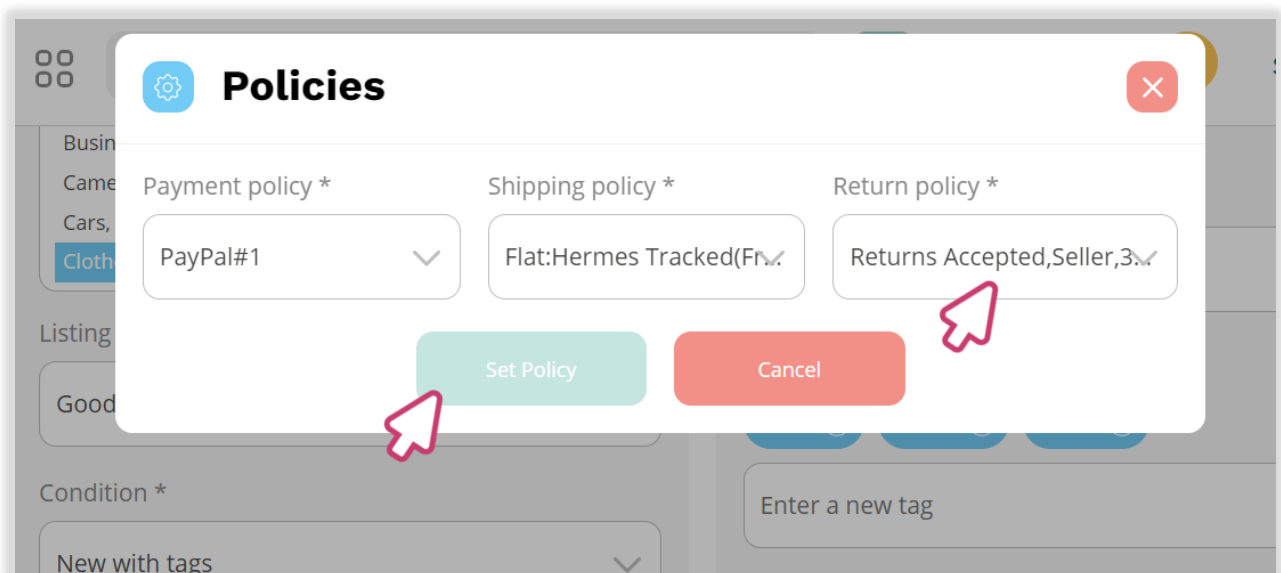


## Updating eBay policies

- 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 refers to the item category, for example, Toys & Games.
- 📍 Switch on 'Customer shipping address' (to request the customer's address when they checkout).

### Listing Data

ebay			shopify																	
Account *			Account *																	
jnohu92 - United Kingdom			rpd1st																	
Custom Listing Title (80 chars) *			Custom Listing Title (255 chars) *																	
Wooden toy			Wooden toy																	
Category			Published on *																	
Toys & Games > Preschool Toys & Pretend Play > Wooden Toys			Global																	
eBay Category			Product type																	
<table border="1"><tr><td>Antiques</td><td>Action Figures &amp; Accessories</td><td>Playskool</td></tr><tr><td>Art</td><td>Beanies</td><td>Pretend Kitchens</td></tr><tr><td>Baby</td><td>Construction &amp; Building Toys</td><td>Pretend Shops</td></tr><tr><td>Books, Comics &amp; Magazines</td><td>Creative Toys &amp; Activities</td><td>Smoby</td></tr><tr><td>Business, Office &amp; Industrial</td><td>Diecast &amp; Vehicles</td><td>Tomy</td></tr></table>			Antiques	Action Figures & Accessories	Playskool	Art	Beanies	Pretend Kitchens	Baby	Construction & Building Toys	Pretend Shops	Books, Comics & Magazines	Creative Toys & Activities	Smoby	Business, Office & Industrial	Diecast & Vehicles	Tomy	Toys & Games		
Antiques	Action Figures & Accessories	Playskool																		
Art	Beanies	Pretend Kitchens																		
Baby	Construction & Building Toys	Pretend Shops																		
Books, Comics & Magazines	Creative Toys & Activities	Smoby																		
Business, Office & Industrial	Diecast & Vehicles	Tomy																		
			Customer shipping address required																	
			<input checked="" type="checkbox"/>																	



## Updating 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.

Custom Listing Title (80 chars) \*

Wooden toy 11/80

Category [Suggest relevant categories](#)

Toys & Games > Preschool Toys & Pretend Play > Wooden Toys

eBay Category Secondary eBay Category

Antiques	>	Action Figures & Accessories	>	Playskool
Art	>	Beanies	>	Pretend Kitchens
Baby	>	Construction & Building Toys	>	Pretend Shops
Books, Comics & Magazines	>	Creative Toys & Activities	>	Smoby
Business, Office & Industrial	>	Diecast & Vehicles	>	Tomy
Cameras & Photography	>	Educational Toys	>	Unbranded
Cars, Motorcycles & Vehicles	>	Electronic Pets	>	Vintage (Pre-1980)
Clothes, Shoes & Accessories	>	Fast Food, Cereal & Sweet Toys	>	Wooden Toys

Listing duration \*

Good Until Cancelled

Custom Listing Title (255 chars) \*

Wooden toy 11/255

Published on \*

Global

Product type

Toys & Games

Customer shipping address required

☒

Vendor

Unknown

Shopify Tags

Wooden Toys Enter a new tag



## Updating the Item information

The item information is needed when cloning an item. The purpose of this is to ensure that your inventory is managed and tracked properly.

- 🔗 Key in 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 applicable.
- 🔗 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 be pre-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's information**

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN *
Does Not Apply	Does Not Apply	Please select a location	SH-0045	- 1 +	Does Not Apply

☐ I want to follow messages on my dashboard related to this item

[Do you want to create variants for this listing? Click here!](#)




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

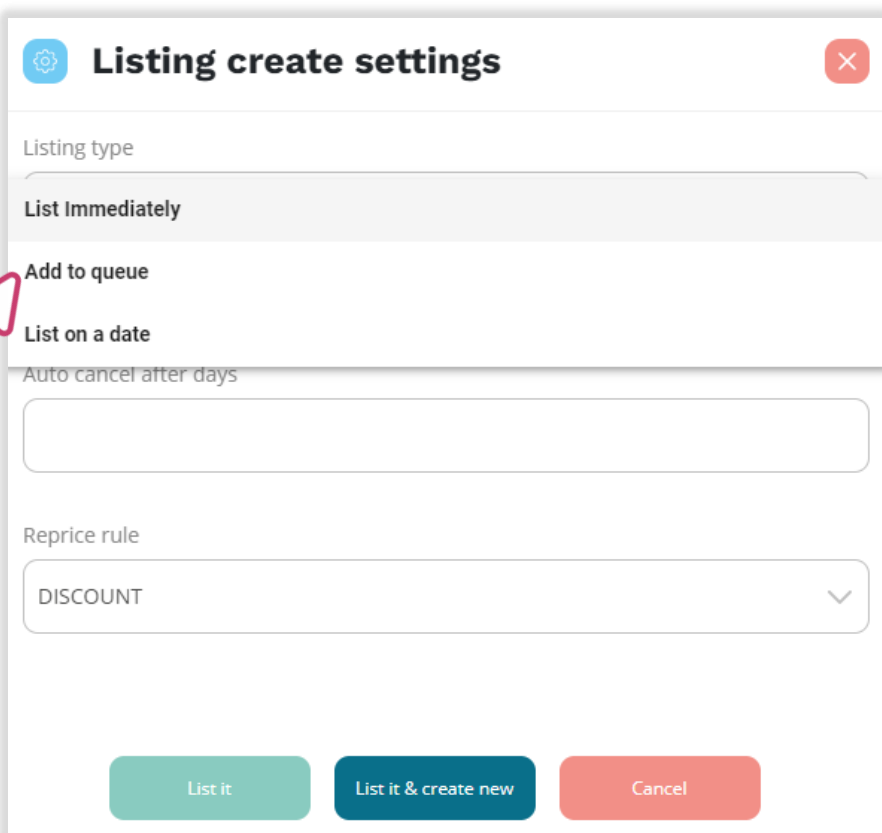
Home Privacy Policy Terms of Service Developer Centre v2.0.6 [f](#) [t](#) [in](#)



## 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 and a close button (X). Below the title bar, there is a "Listing type" section with three options: "List Immediately" (highlighted), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below this is an "Auto cancel after days" section with an empty input field. Then there is a "Reprice rule" section with a dropdown menu showing "DISCOUNT" and a downward arrow. At the bottom, there 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.

A screenshot of the "Listing create settings" modal in a web application. The modal is white with a red close button in the top right corner. It contains three main sections: "Listing type" with a dropdown menu showing "List Immediately", "Auto cancel after days" with a text input field containing the number "2", and "Reprice rule" with a dropdown menu showing "FIXED". At the bottom of the modal are three buttons: "List it" (teal), "List it & create new" (dark teal), and "Cancel" (red). Red mouse cursor icons are overlaid on the "List Immediately" dropdown, the "Auto cancel after days" input, the "FIXED" dropdown, and both the "List it" and "List it & create new" buttons. The background shows a blurred view of the application interface with a table of items and a sidebar.



**Happy Selling!**

If you need further help or support,  
please email us at [help@shopiago.com](mailto:help@shopiago.com)