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Warehouse User Guide

How to duplicate a listing

Version 2.0.2

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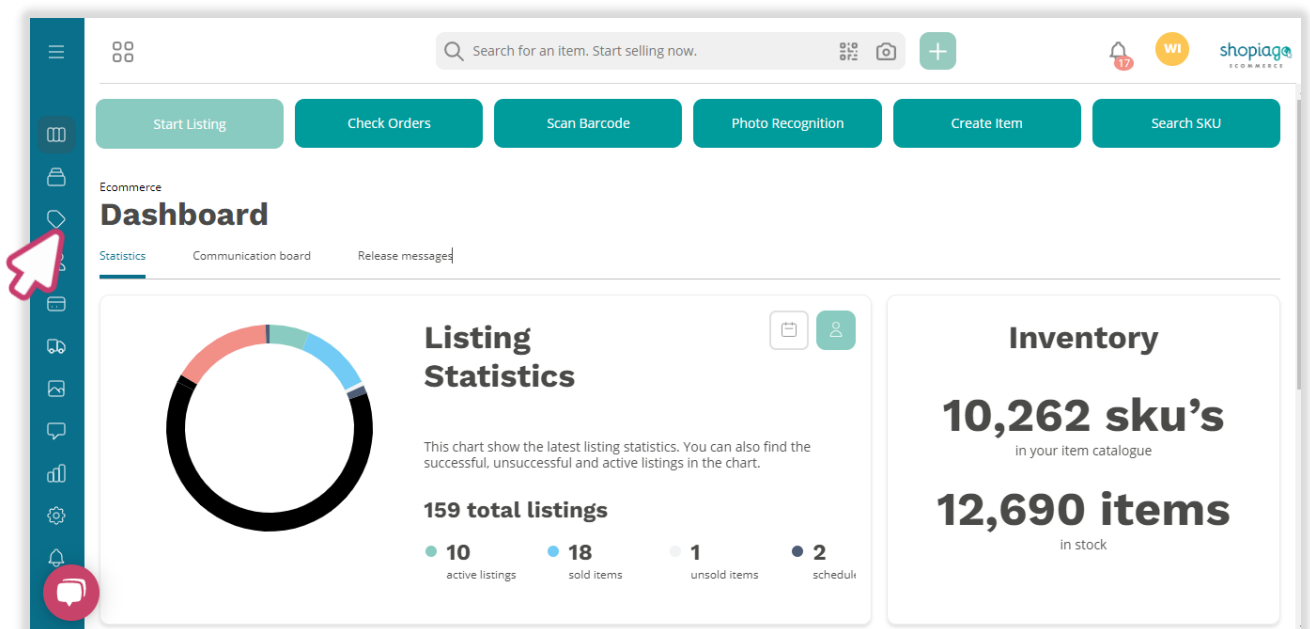
How to duplicate a listing

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.

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How to duplicate a listing

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

Select an item in the active listings table.

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

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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.

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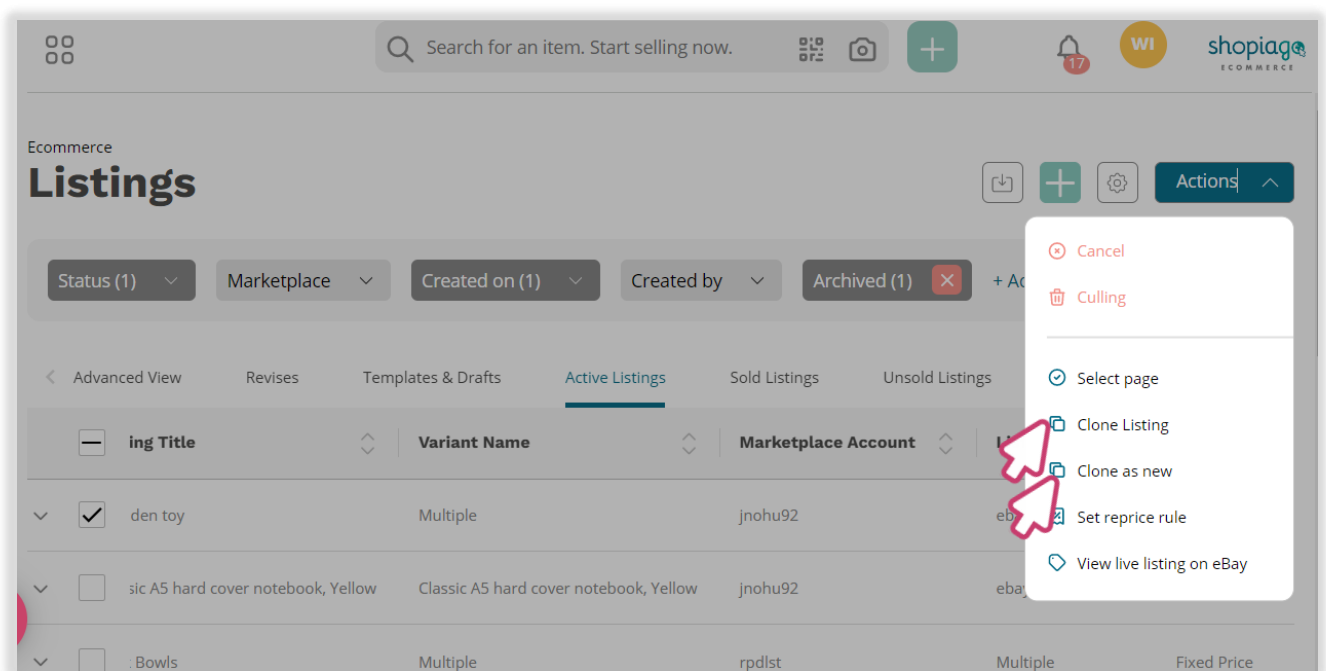
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In the pop-up screen, select one cloning option, for example, "Clone Listing." (For clone listings, there must be at least one of the item in your inventory.)
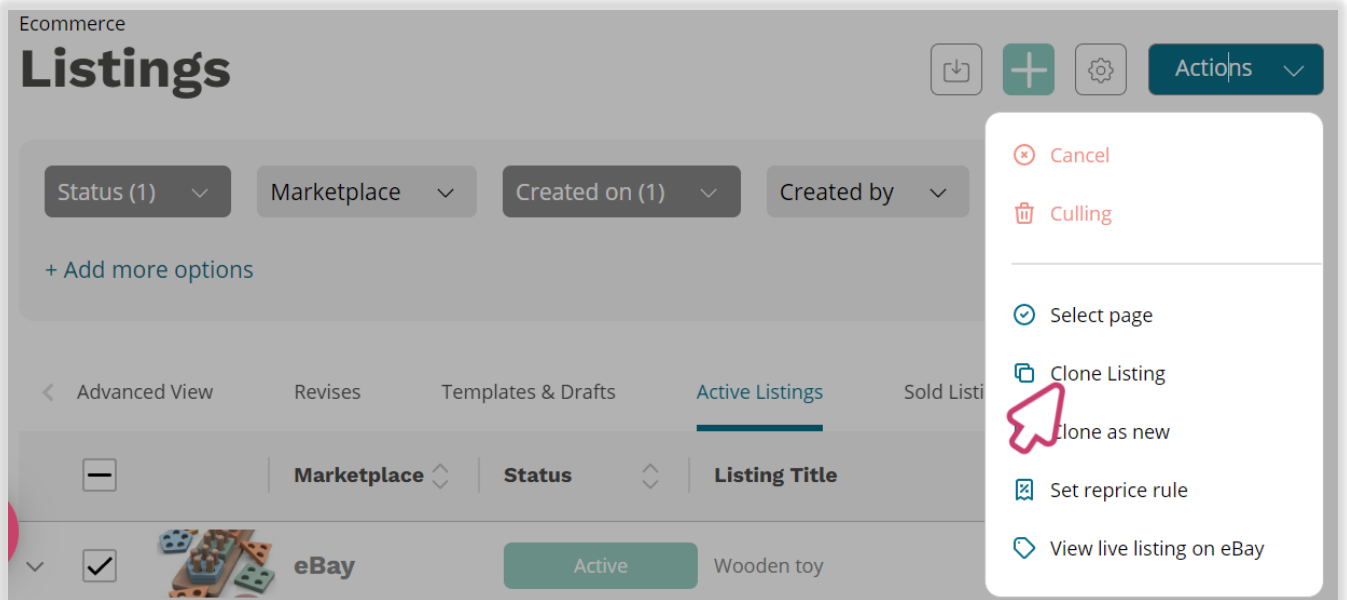

In the pop-up screen, add or remove the clone characteristics that you want to include or exclude in the listing form, and click on the 'Set' button once you are ready. (This is basically to add or remove certain information associated with the existing listing).
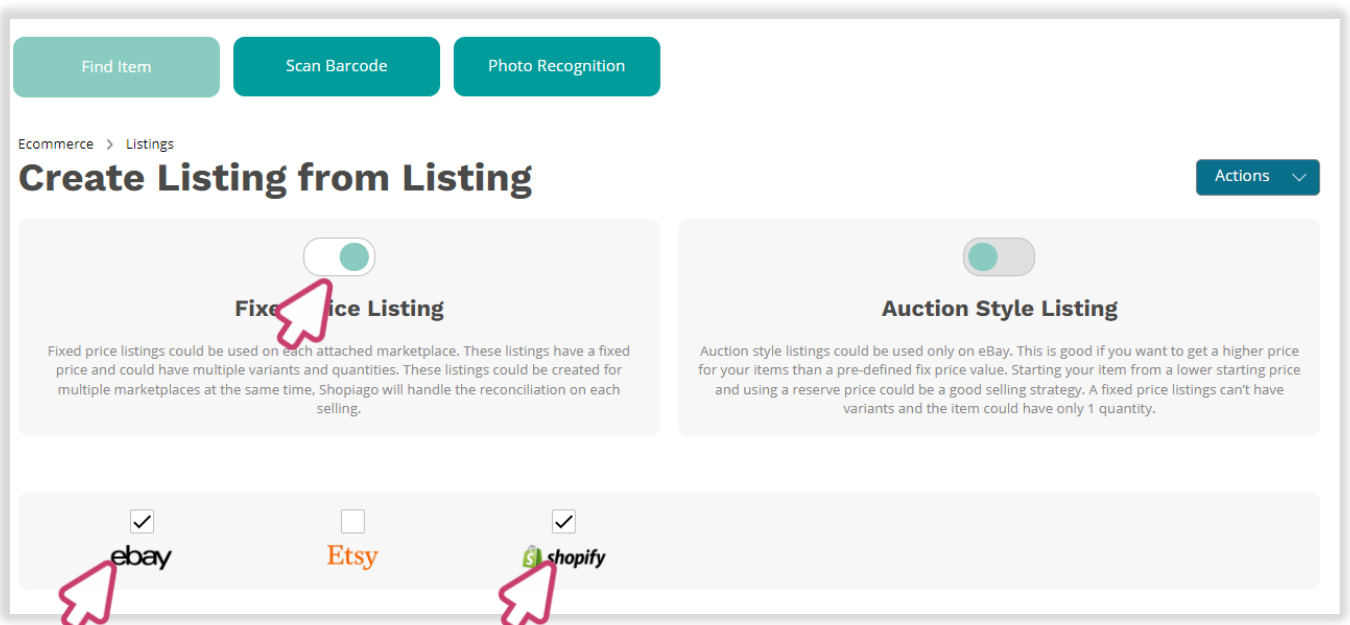
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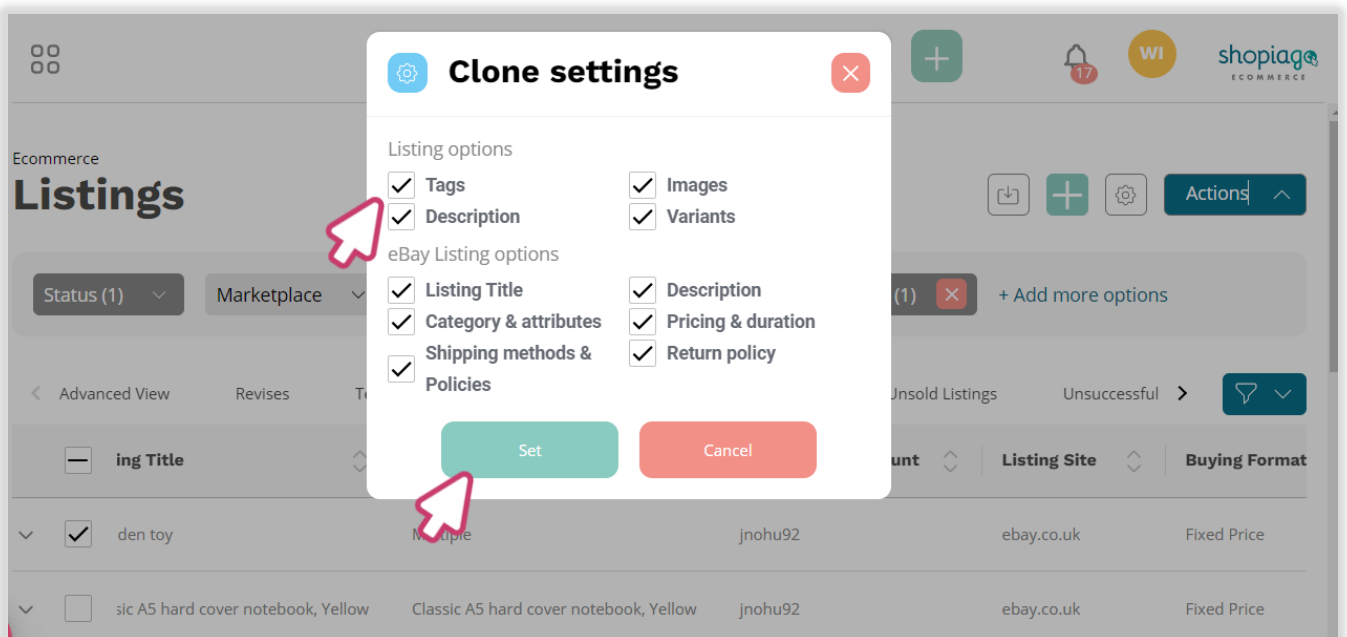
How to duplicate a listing

👆 Then click on the 'confirm' button, to create a listing based on the same item.
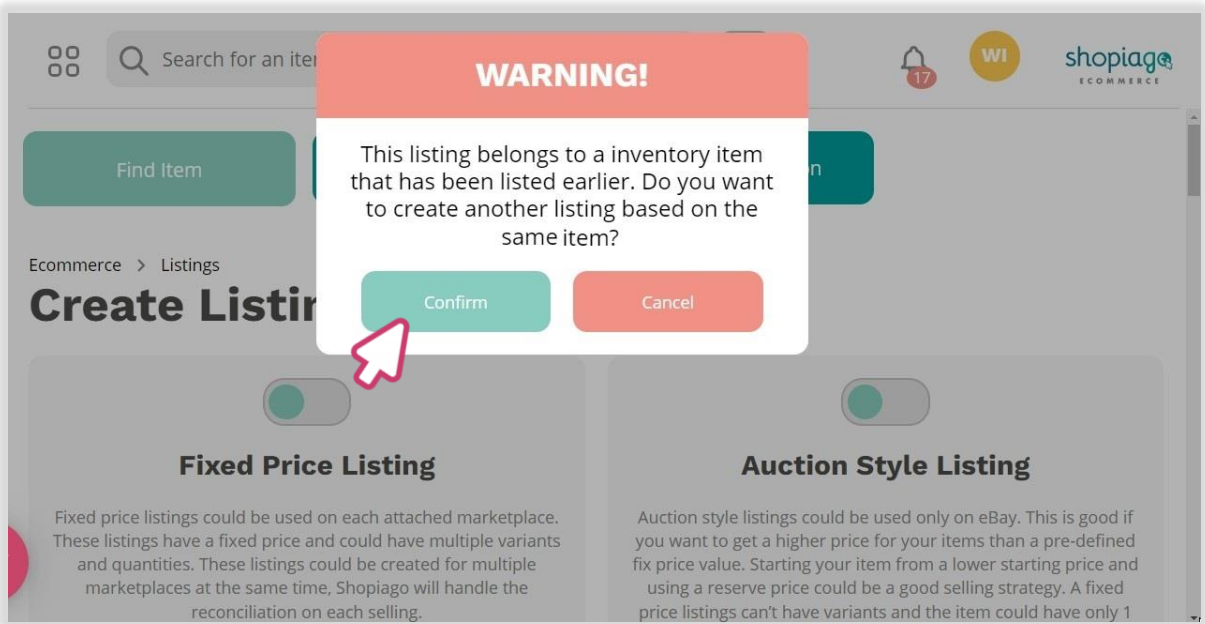
👆 In the listing information entry page, select a buying format. For example, 'fixed price listing'.

👆 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

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Description *

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Item Description

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How to duplicate a listing

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

Plain text   eBay   Shopify

Description *

Enter text to search

Trousers

Watches/Clocks

Wob

X

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der bag with detachable/adjustable shoulder strap - Dual handles - Top zip closure - Flat bottom.

care booklet and controllato card

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

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.

Description *

Plain text   eBay   Shopify

Description *

HTML template

Tops/shirts   ⌄   👁

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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

Item Condition -

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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.

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.

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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.

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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 specifies;

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.

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Updating eBay item specifics

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

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

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

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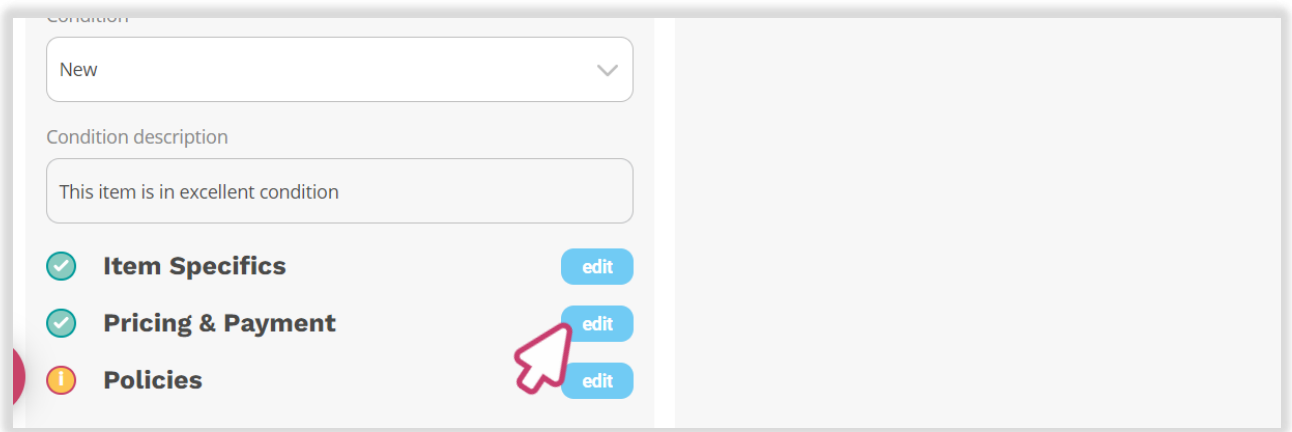
- From the pop-up screen, modify or key-in the item VAT %. This only applies to new goods. Leave it blank if the item is not new.

- 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.

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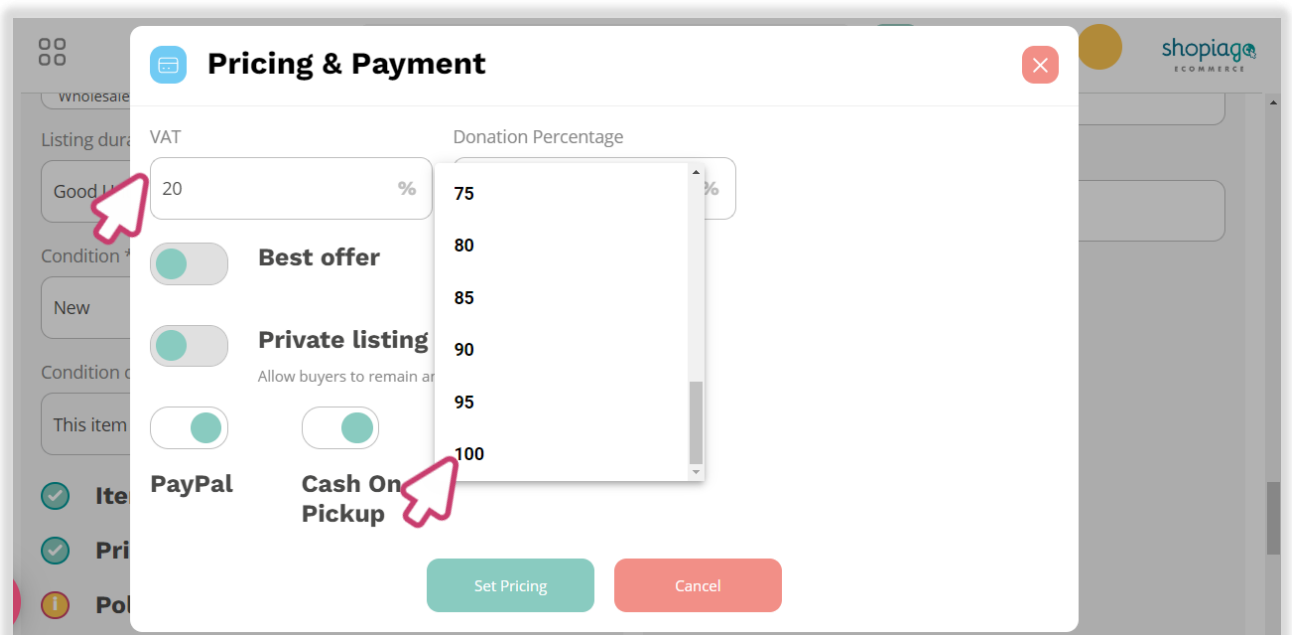
Updating eBay pricing and payment

- 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.
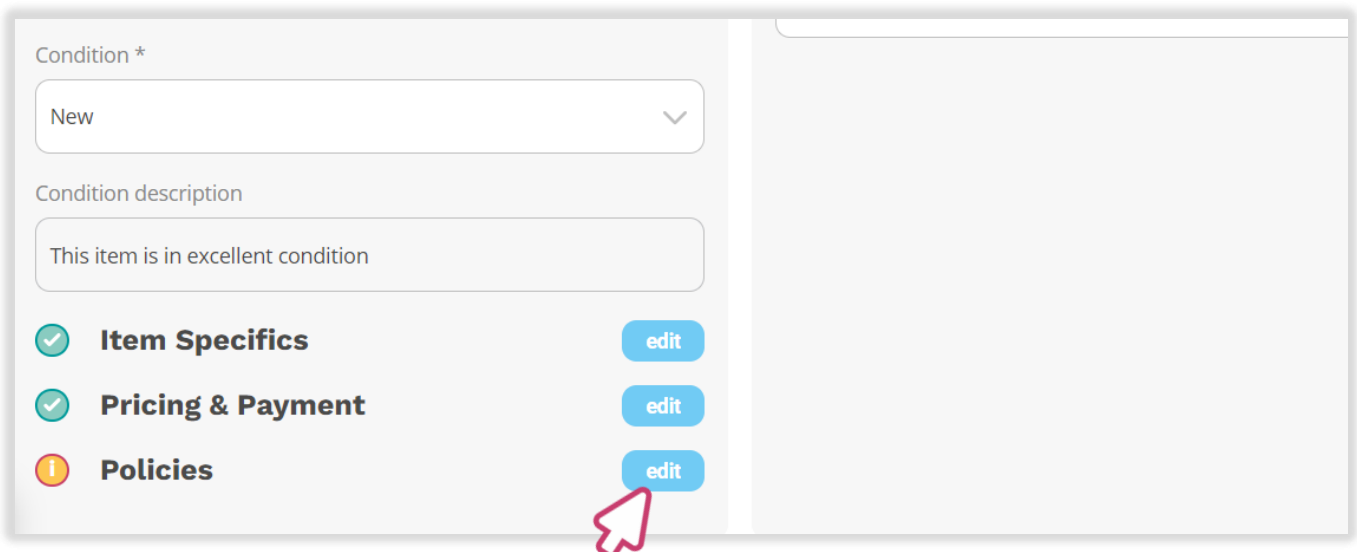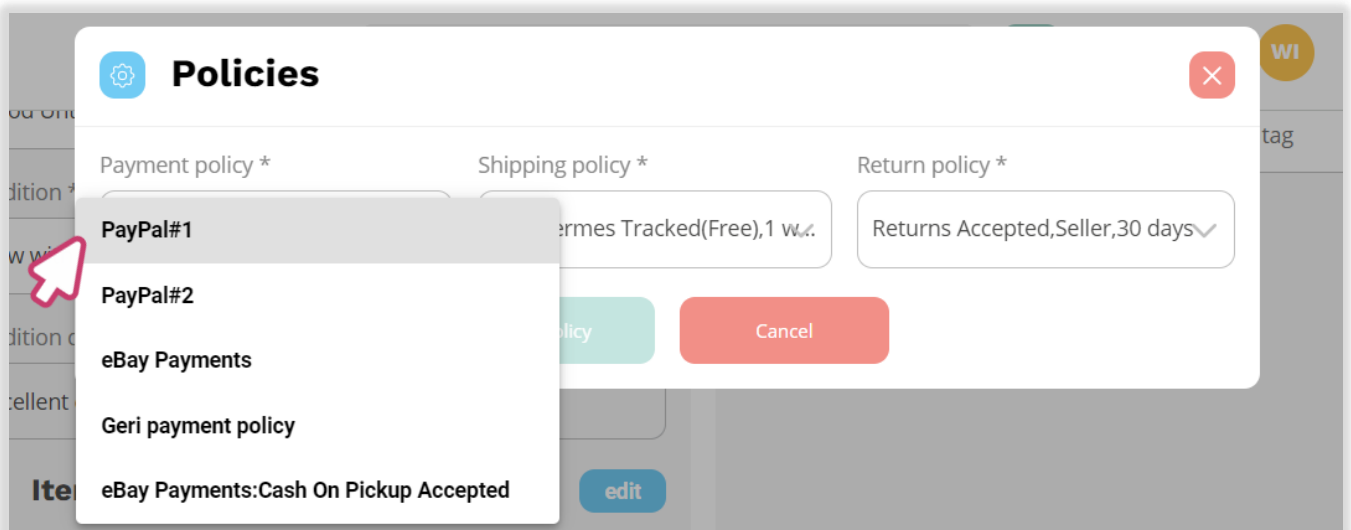
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Updating eBay policies

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.

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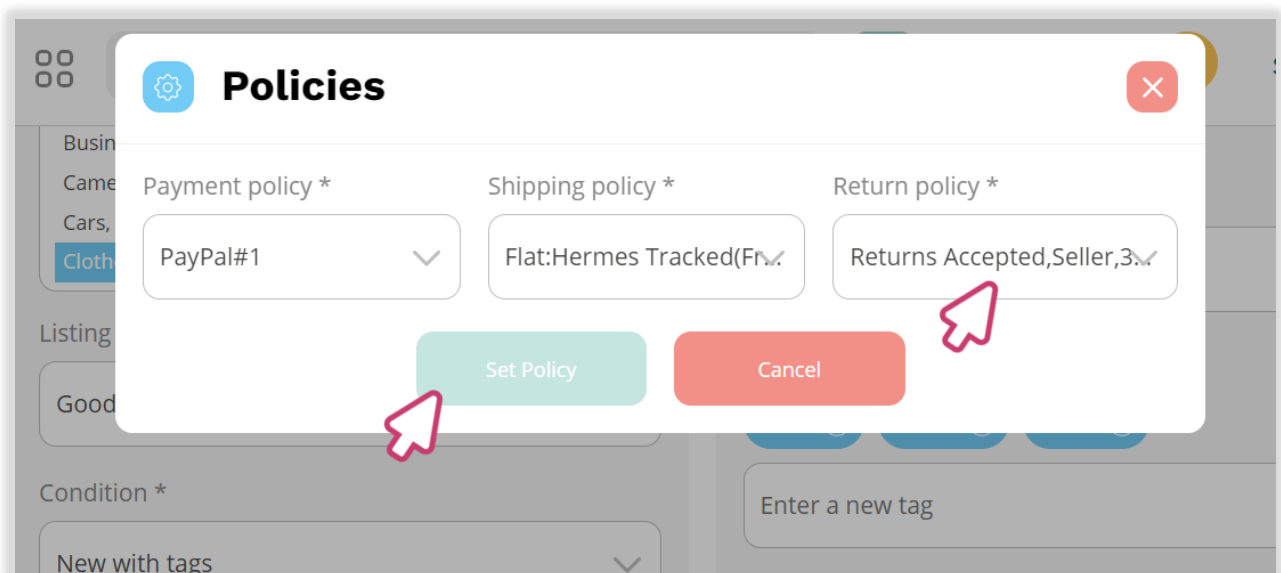
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Updating eBay policies

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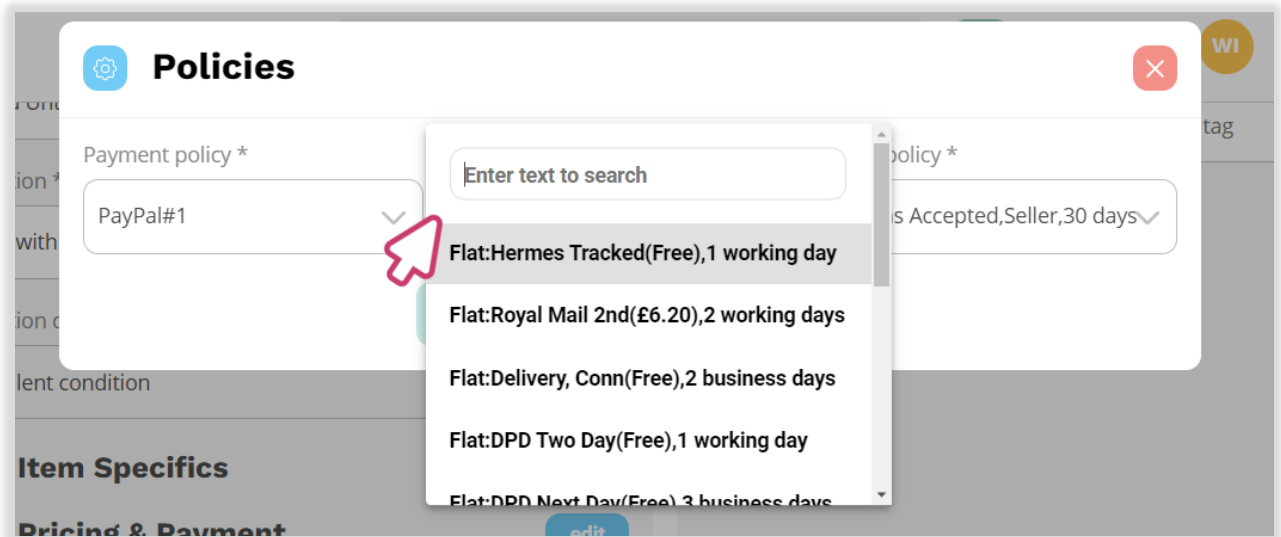
○ Click on the 'Return policy' field and update the relevant return policy if necessary.

○ Then click on the 'Set Policy' button.

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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).

![shopiago logo]

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.

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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

⟨⟩   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]

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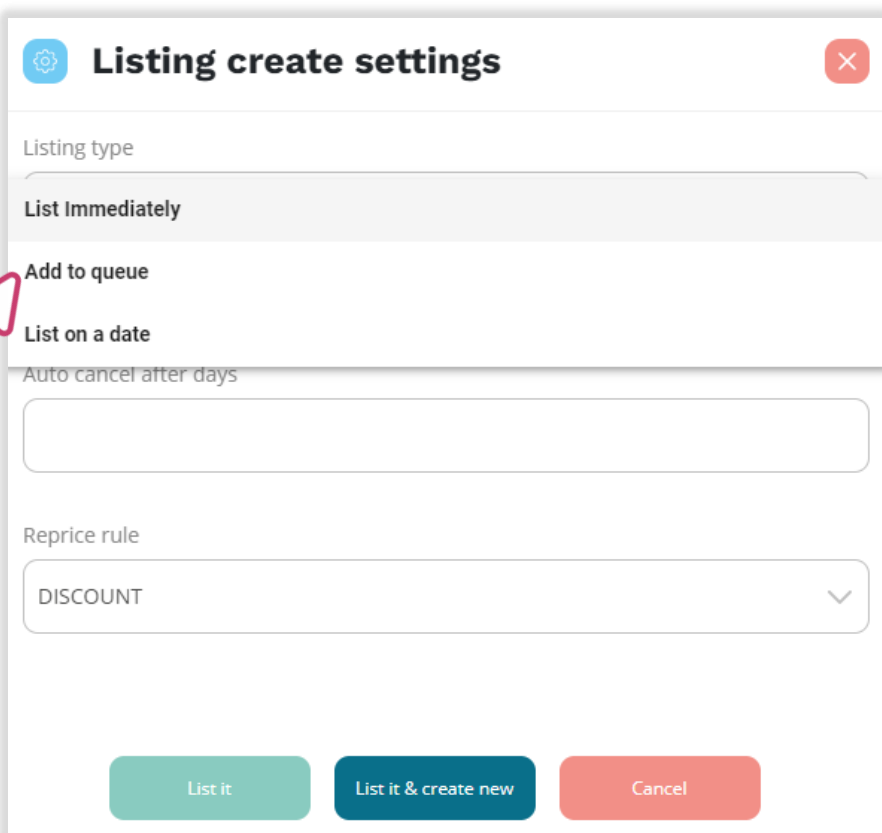
Listing options

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.

Listing create settings ✕

Listing type

List Immediately

Add to queue

List on a date

Auto cancel after days

Reprice rule

DISCOUNT ⌄

| List it | List it & create new | Cancel |

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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.

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Happy Selling!

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