



# **Warehouse User Guide**

## **How to revise a fixed price listing**

**Version 2.0.1**



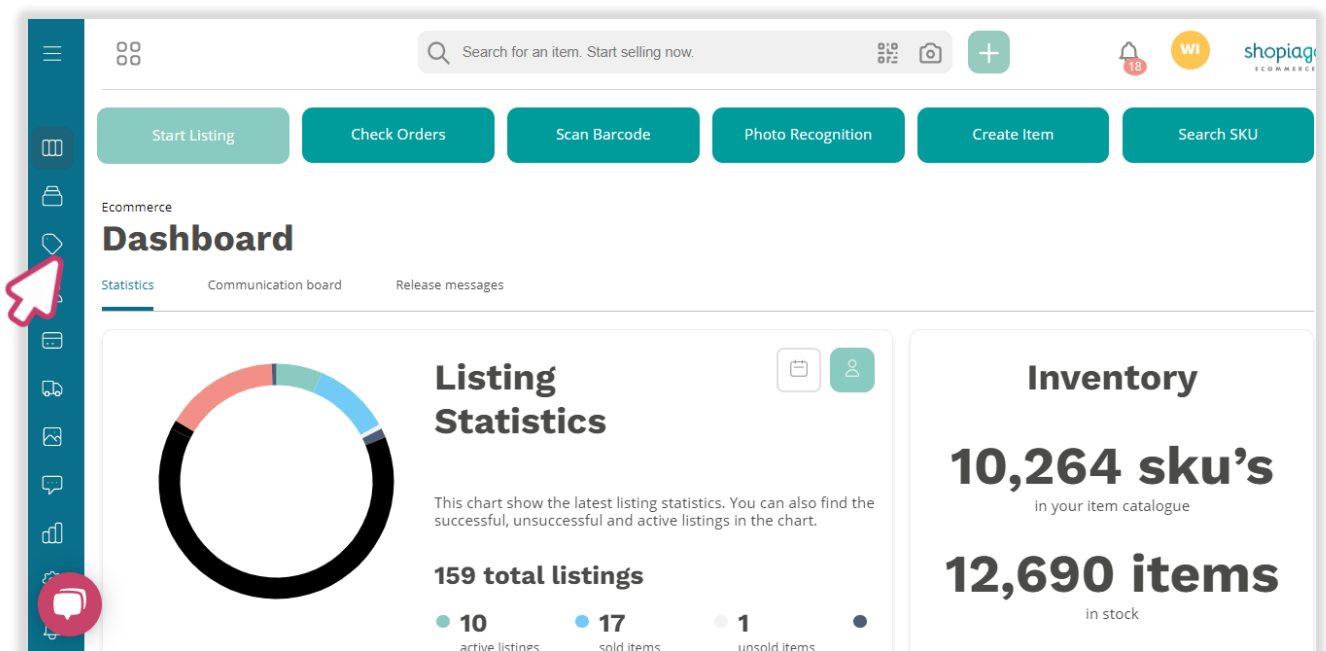
## How to revise a fixed price listing

While a listing is active on the marketplace(s), you can update some of the listing information; for example, updating the item price, quantity, title, category, adding additional photos, etc. Every marketplace has its own rules for revising a listing. Therefore, possible changes will vary depending on the marketplace.

### To revise a fixed price listing;

 [Login](#) to your Shopiago account.

 Click on the 'Listings' icon on the left-hand menu.





## How to revise a fixed price listing

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

The screenshot shows the 'Ecommerce Listings' page. At the top, there's a header with 'Ecommerce Listings' and a toolbar with icons for download, add, settings, and an 'Actions' dropdown. Below the header is a filter bar with 'Status (1)', 'Marketplace', 'Created on', 'Created by', 'Archived (1)', and '+ Add more options'. The main content area has a tabbed interface with 'Advanced View', 'Revises', 'Templates & Drafts', 'Active Listings' (selected), 'Sold Listings', 'Unsold Listings', and 'Unsuccessful'. The 'Active Listings' tab displays a table with columns: Marketplace, Status, Listing Title, Variant Name, and Marketplace. The table lists three items: 'eBay' (PS4 standy), 'eBay' (PS4 accessories), and 'Multiple' (Plastic cup collection). A red arrow points to the 'Active Listings' tab, and a red speech bubble icon is in the bottom right corner.

	Marketplace	Status	Listing Title	Variant Name	Marketplace
✓	eBay	Active	PS4 standy		Account 1
✓	eBay	Active	PS4 accessories		jnob
✓	Multiple	Active	Plastic cup collection	Colour	Multiple

🔗 Select the listing and then, click on the 'Actions' button.

This screenshot is similar to the previous one, but with the first listing ('eBay' PS4 standy) selected. A red arrow points to the 'Actions' button in the top right corner. Another red arrow points to the checkbox in the first column of the first row, indicating it is selected. The rest of the interface remains the same.

	Marketplace	Status	Listing Title	Variant Name	Marketplace
✓	eBay	Active	PS4 standy		Account 1
	eBay	Active	PS4 accessories		jnob
	Multiple	Active	Plastic cup collection	Colour	Multiple



## How to revise a fixed price listing

🔗 From the pop-up screen, click on 'Revise Listing'.

The screenshot shows the 'Listings' page in the Shopiago Ecommerce interface. At the top, there are filters for Status (1), Marketplace, Created on, Created by, and Archived (1). Below these are tabs for Advanced View, Revises, Templates & Drafts, Active Listings (selected), Sold Listings, and Unsold Listings. A table lists three listings: 'eBay' with 'PS4 standy', 'eBay' with 'PS4 accessories', and 'Multiple' with 'Plastic cup collection'. All are marked as 'Active'. A context menu is open over the first listing, showing options: Cancel, Culling, Select page, Revise Listing (highlighted with a red arrow), Clone Listing, Clone as new, and Set reprice rule. A red speech bubble icon is in the bottom right corner.

🔗 In the next screen, you can add additional marketplace(s) to the listing if you want to, by selecting your preferred marketplace(s). *The default marketplace 'eBay' will be used for this example*

The screenshot shows the 'Revise Listing' screen. At the top, it says 'Ecommerce > Listings > Revises'. The title is 'Revise Listing' with an 'Actions' dropdown. There are two main sections: 'Fixed Price Listing' and 'Auction Style Listing'. The 'Fixed Price Listing' section has a toggle switch turned on and contains text explaining that fixed price listings can be used on each attached marketplace and can have multiple variants and quantities. The 'Auction Style Listing' section has a toggle switch turned off and contains text explaining that auction style listings can only be used on eBay and are good for getting a higher price. At the bottom, there are three marketplace selection options: 'ebay' (checked with a red arrow), 'Etsy', and 'shopify'. A red speech bubble icon is in the bottom right corner.



## Updating the listing title

 Update the item title if necessary.

### Fixed Price Listing

Fixed price listings could be used on each attached marketplace. These listings have a fixed price and could have multiple variants and quantities. These listings could be created for multiple marketplaces at the same time, Shopiigo will handle the reconciliation on each selling.

### Auction Style Listing

Auction style listings could be used only on eBay. This is good if you want to get a higher price for your items than a pre-defined fix price value. Starting your item from a lower starting price and using a reserve price could be a good selling strategy. A fixed price listings can't have variants and the item could have only 1 quantity.



eBay



Etsy



 shopify

Listing Title

2 X Ps4 Controller Wall Mount Bracket **Holder Ps4 Wired Headphones Chat**




Search on eBay

Description \*









## Updating the listing description

-  You can update the listing description if necessary.
-  Add any additional details to your listing description if necessary.

### Tips:

-  The more information you provide, the easier it will be for customers to make a purchasing decision.
-  Your product description should be comprehensive and accurate.
-  Don't forget to mention any defects if necessary, to avoid complaints.
-  You can update the product description at any time.

Listing Title

2 X Ps4 Controller Wall Mount Bracket Holder Ps4 Wired Headphones Chat

 Search on eBay

Description \*

Plain text    eBay

Description \*

2 x Ps4 controller.

Wall Mount Bracket Holder.

Ps4 Wired Headphones Chat (has stereo sound for deep bass and crisp highs, soft earpads for prolonged sessions, foldable Microphone with volume cord controls and a versatile 3.5mm audio jack).

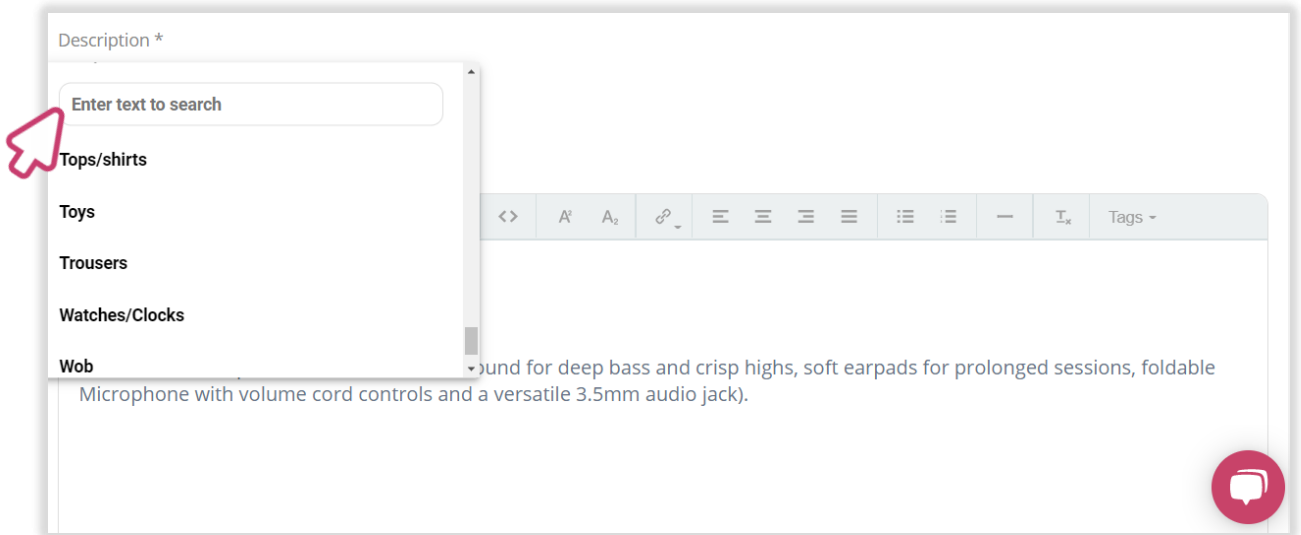


## Updating the listing description

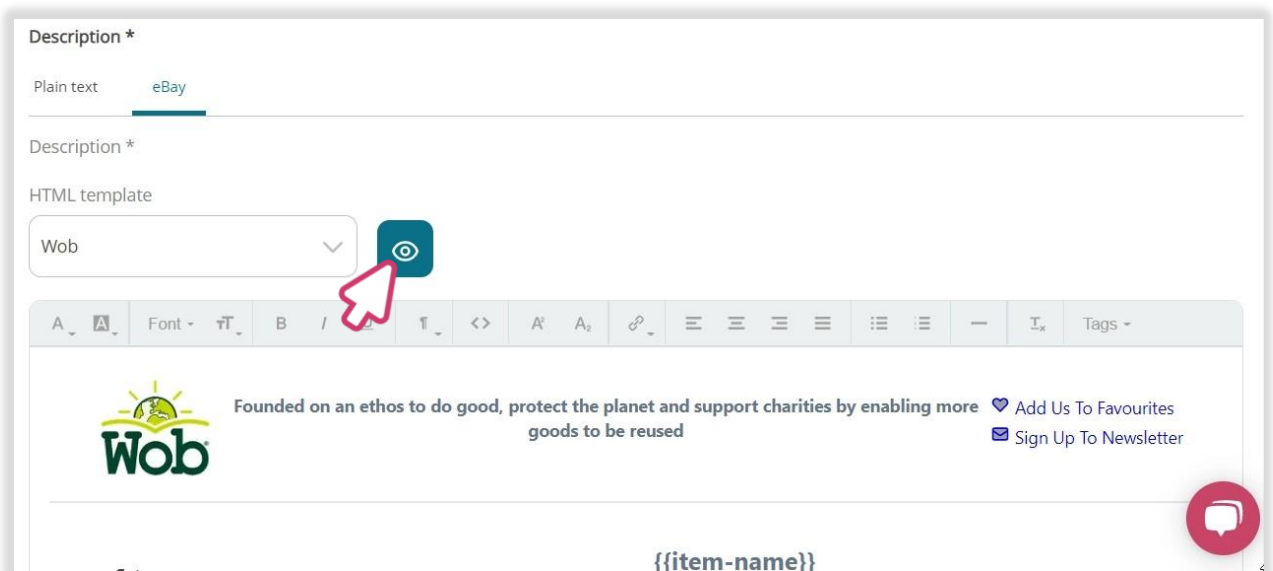


## Updating HTML template

- 🔗 To update or add HTML template to eBay listing description, click on the 'HTML field' and select a template from the drop down.



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











## Updating HTML template



- Then, press 'ESC' key on your keyboard or click the 'Close' icon to go back to the listing form once you are ready!

 **HTML description**





Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused


 [Add Us To Favourites](#)  
 [Sign Up To Newsletter](#)

**Category**

- [Collectables](#)
- [Clothing & Accessories](#)
- [Dresses](#)
- [Ladieswear](#)
- [Menswear](#)
- [Accessories](#)
- [Ladies shoes](#)
- [Mens shoes](#)
- [Furniture](#)

### 2 X Ps4 Controller Wall Mount Bracket Holder Ps4 Wired Headphones Chat

from £80






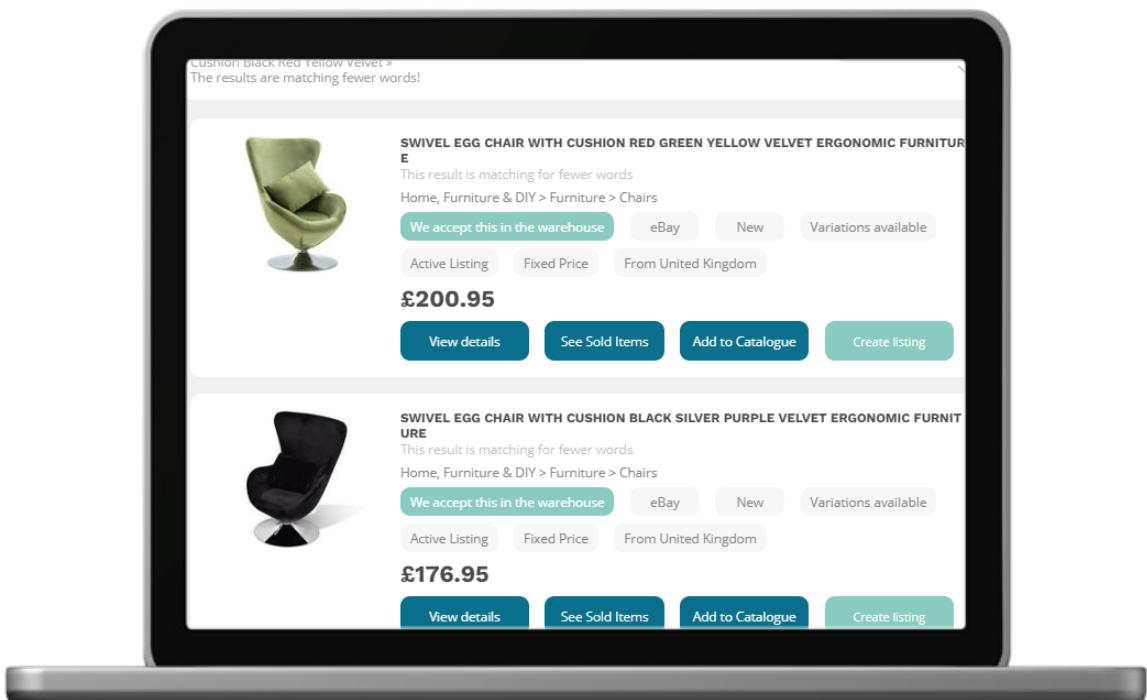


## Updating the item price

Pricing is one of the top influencing factors. You should think carefully when setting up your price. Most customers will take item price into consideration when deciding whether to buy.

### Tips:

-  Avoid setting up your price based on what you want to achieve.
-  Don't presume what a customer might pay for your product.
-  Use the Shopiago market research tool, to find out the recommended item price.





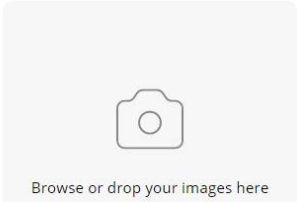



## Updating the item price

- 🕒 Update the item price if necessary. To update item price, click on the 'Price' field and enter the item price.
- 🕒 The item location and custom SKU will be populated and cannot be modified.
- 🕒 Update or add new tag(s) if necessary.
- 🕒 Turn - On 'Collect in Store' toggle switch, if the item is for collection only. (To use this feature, the account owner or administrator must add these to the shipping methods).
- 🕒 Turn-on 'Job Lot Item' toggle switch, if you are selling the item as a group. If not, leave as default.

Ebay allows you to use an HTML template, you can choose it on the ebay tab or the description section. The content of the plain text field will replace the template's `{{description}}` magic string if it has any.

Price 80	Location * Central Warehouse	+ Custom SKU KB2022
Tags P54 Controller P54 accessories Enter a new tag	Collect in store <input checked="" type="checkbox"/>	Job lot item <input type="checkbox"/>

Images (3/12)









## Adding additional photo(s) to listing

Displaying high quality photos is one of the best ways to attract customers.







### Tips:

-  Take photos from as many angles as possible.
-  Shopiago photo uploader makes it very easy to add, edit and move photos of your item.
-  You can add up to 12 photos.
-  If possible, your main image should be on a white background (this will improve visibility on Google search) and show the item photo in full.





## Adding additional photo(s) to listing

-  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 product being described.
-  The photo should not contain any watermarks or digital signature.

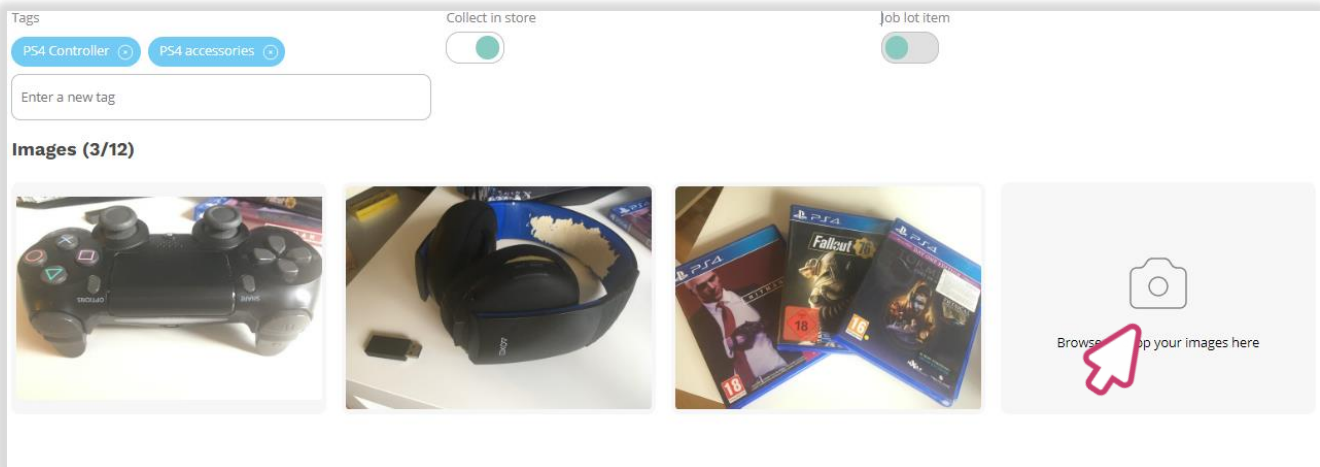




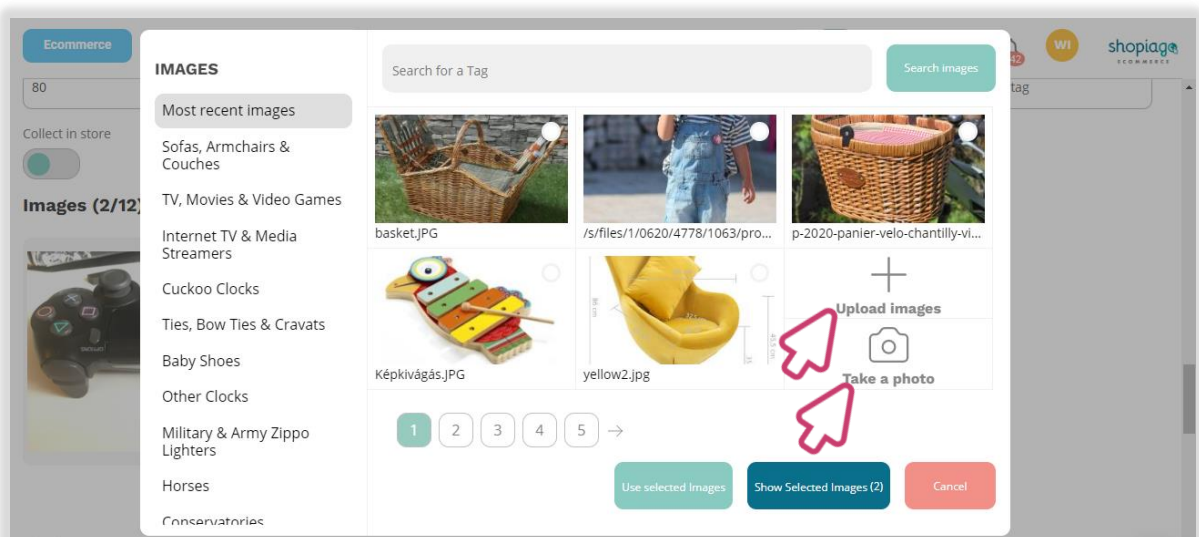
## Adding additional photo(s) to listing

To add additional photo(s);

- Click on the 'Photo icon' to select the item photo(s) from your Shopiago image library, PC or mobile devices. You can also drag & drop the product 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 devices.
- You can also take photo(s) directly from your mobile device or PC camera by clicking the 'Take a photo' icon.



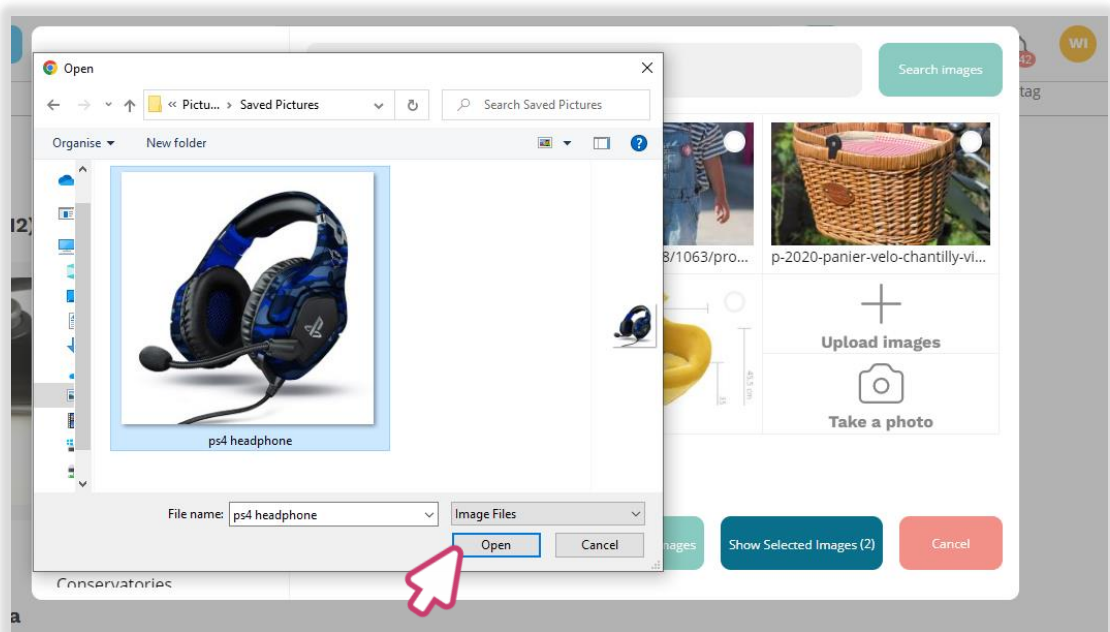


## Adding additional photo(s) to listing

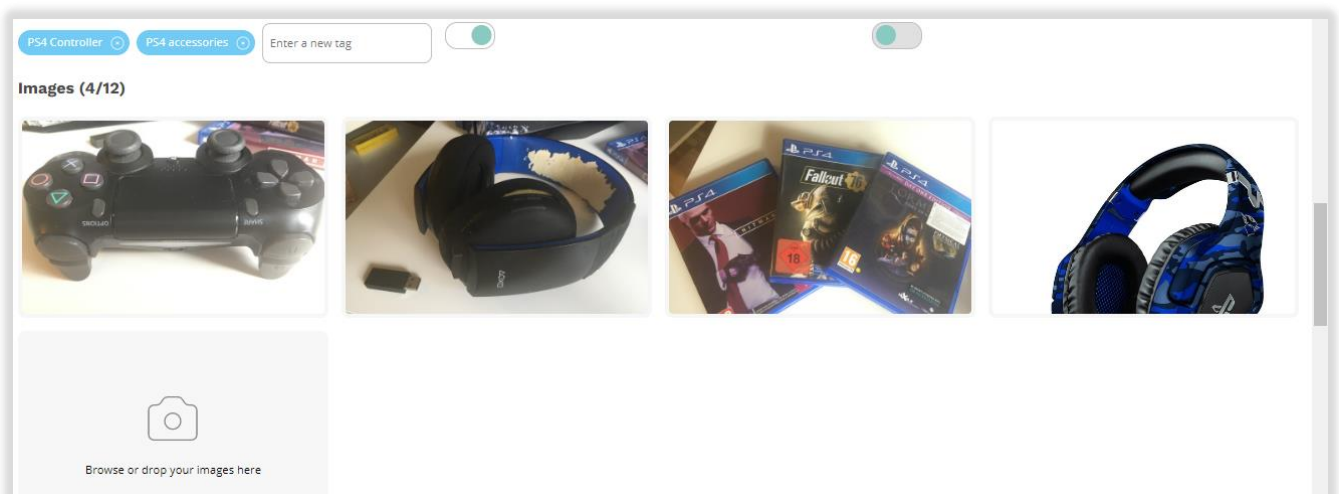
Once you've clicked on 'upload photos', you will be prompted to select the item photo(s).

🖱 To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.

🖱 After selecting photo(s), click on the 'Open' button.



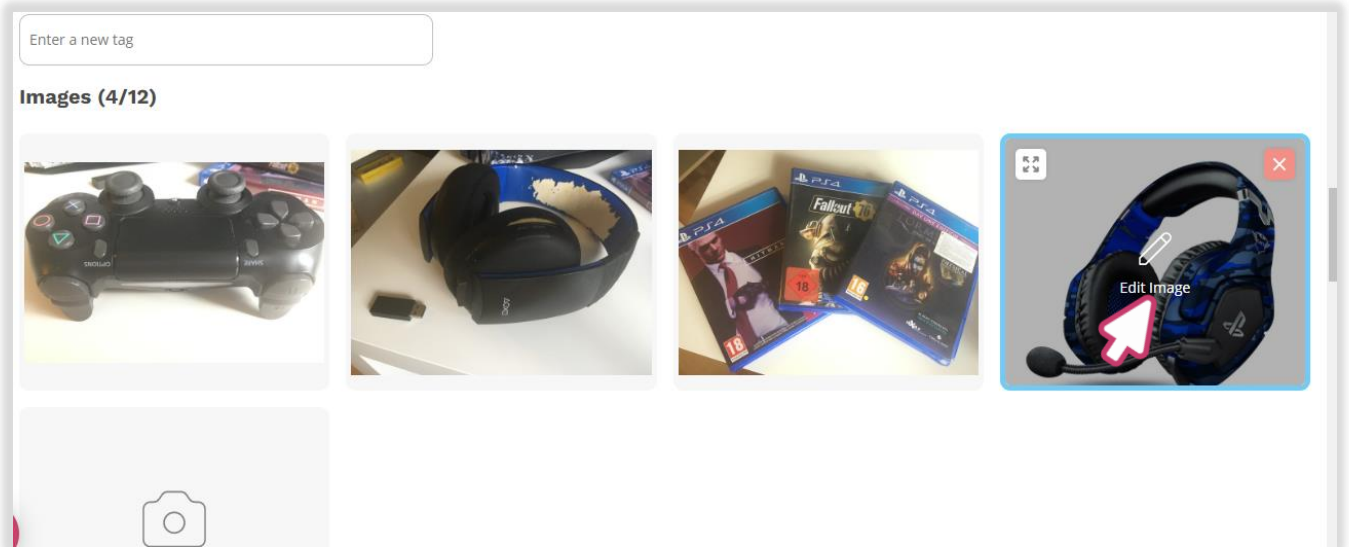
Uploaded photos should then appear on the listing form.



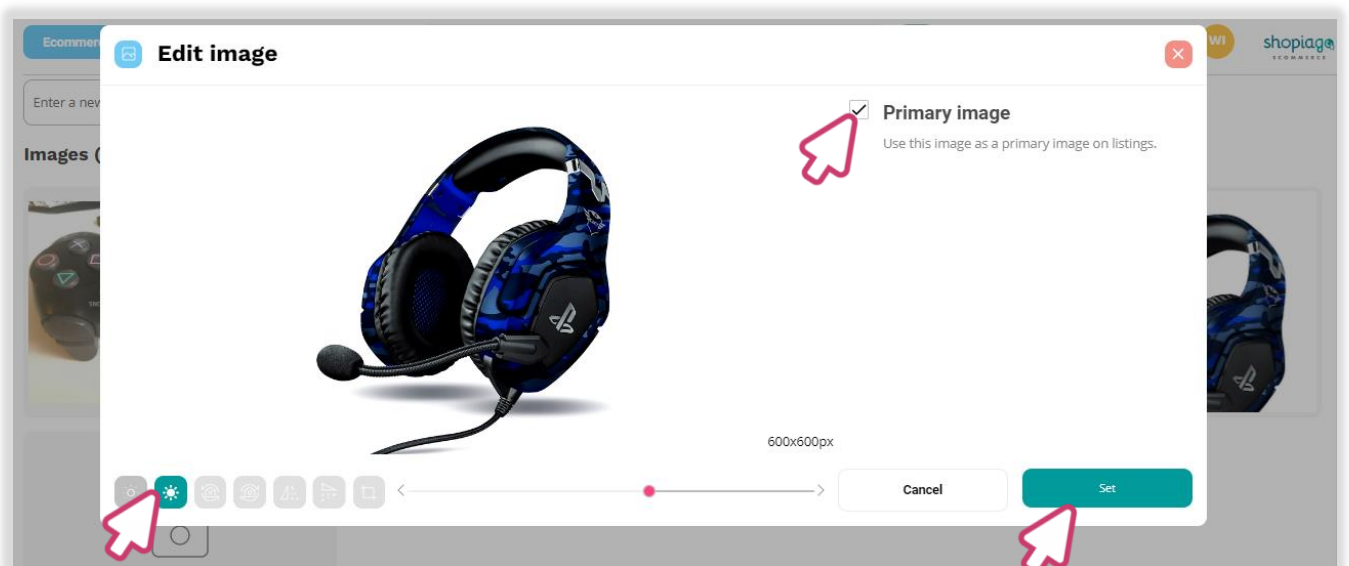


## Adding additional photo(s) to listing

- To edit item image, hover your mouse around the center of the photo and click on the appearing 'Edit Image' icon.





- From the photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.
- To use image as primary listing photo, tick the 'Primary image' box at the top right-hand side of the screen.
- To crop image, click on the 'Crop' icon, highlight preferred image area, click on the 'Set' icon, and then, click 'Save' button.



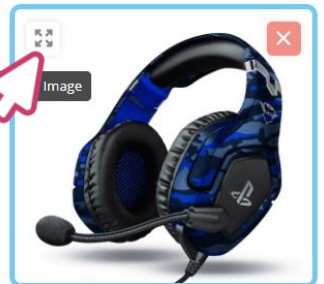
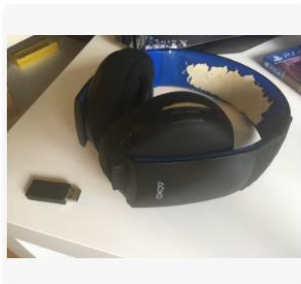




## Adding additional photo(s) to listing

-  To rearrange photo(s), hover your mouse to upper-left of the image, click on 'Move image' icon, and drag the image to a suitable position.
-  To change the primary listing image, move your mouse to upper-left of the image and click on the 'Move image' icon then, drag the image to the main position.

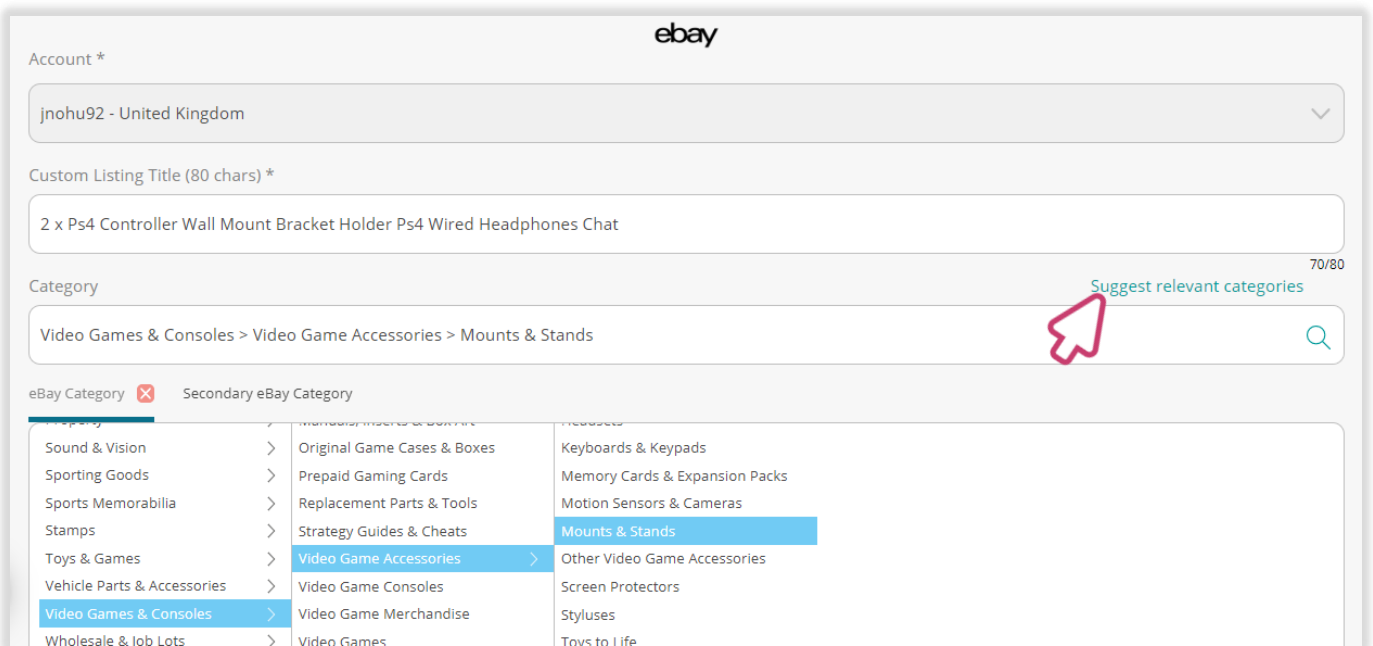
Images (4/12)



Browse or drop your images here

## Modifying listing information

- Marketplace account will be set as default. (This can't be changed).
- The item category will be pre-populated. To modify, click on 'Suggest me the right categories'.



Account \*

jnohu92 - United Kingdom

Custom Listing Title (80 chars) \*

2 x Ps4 Controller Wall Mount Bracket Holder Ps4 Wired Headphones Chat

Category

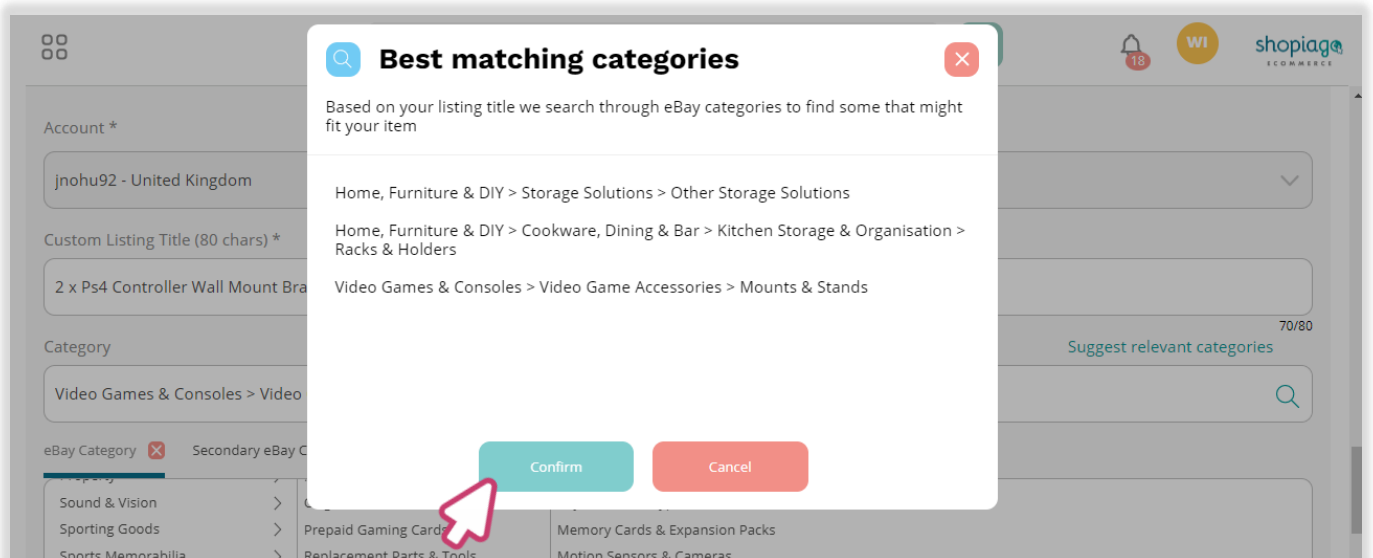
Video Games & Consoles > Video Game Accessories > Mounts & Stands

[Suggest relevant categories](#)

eBay Category ☒ Secondary eBay Category

Sound & Vision	>	Original Game Cases & Boxes	Keyboards & Keypads
Sporting Goods	>	Prepaid Gaming Cards	Memory Cards & Expansion Packs
Sports Memorabilia	>	Replacement Parts & Tools	Motion Sensors & Cameras
Stamps	>	Strategy Guides & Cheats	Mounts & Stands
Toys & Games	>	Video Game Accessories	Other Video Game Accessories
Vehicle Parts & Accessories	>	Video Game Consoles	Screen Protectors
Video Games & Consoles	>	Video Game Merchandise	Styluses
Wholesale & Job Lots	>	Video Games	Toys to Life

- Select the best matching item categories from the pop-up screen, then click the 'Confirm' button.



**Best matching categories**

Based on your listing title we search through eBay categories to find some that might fit your item

- Home, Furniture & DIY > Storage Solutions > Other Storage Solutions
- Home, Furniture & DIY > Cookware, Dining & Bar > Kitchen Storage & Organisation > Racks & Holders
- Video Games & Consoles > Video Game Accessories > Mounts & Stands

## Modifying listing information

- You also can manually type in the item category in the search field and select the closest match. Make sure you find the best fitting category.

Custom Listing Title (80 chars) \*

2 x Ps4 Controller Wall Mount Bracket Holder Ps4 Wired Headphones Chat

70/80

Category

Suggest relevant categories

Video Game Accessories

Video Games & Consoles > Video Game Accessories > Other Video Game Accessories

Video Games & Consoles > Video Game Accessories > Accessory Bundles

Video Games & Consoles > Video Game Accessories > Bags, Skins & Travel Cases

Video Games & Consoles > Video Game Accessories > Batteries

Video Games & Consoles > Video Game Accessories > Cables & Adapters

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

Category

Suggest relevant categories

71/80

Video Games & Consoles > Video Game Accessories > Mounts & Stands

eBay Category

Secondary eBay Category

Sound & Vision	>	Original Game Cases & Boxes	Keyboards & Keypads
Sporting Goods	>	Prepaid Gaming Cards	Memory Cards & Expansion Packs
Sports Memorabilia	>	Replacement Parts & Tools	Motion Sensors & Cameras
Stamps	>	Strategy Guides & Cheats	Mounts & Stands
Toys & Games	>	Video Game Accessories	Other Video Game Accessories
Vehicle Parts & Accessories	>	Video Game Consoles	Screen Protectors
Video Games & Consoles	>	Video Game Merchandise	Styluses
Wholesale & Job Lots	>	Video Games	Toys to Life



## Adding listing information for eBay

- 🔗 Listing duration will automatically be selected.
- 🔗 You can update the item condition if necessary.
- 🔗 And manually type-in the item condition into the description field if necessary.

Stamps	>	Strategy Guides & Cheats	Mounts & Stands
Toys & Games	>	Video Game Accessories	Other Video Game Accessories
Vehicle Parts & Accessories	>	Video Game Consoles	Screen Protectors
Video Games & Consoles	>	Video Game Merchandise	Styluses
Wholesale & Job Lots	>	Video Games	Toys to Life

Listing duration \*

Good Until Cancelled

Condition \*

Used

Condition description

This item is in good condition with only light surface wear

Item Specifics




edit






## Item specifics

Item specifics are required when listing to eBay. Using item specifics can really boost sales. Below are 3 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 at least 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.



## Item specifics

To modify 'item specifics', click on the 'Item Specifics' edit button.

Condition \*

Used

Condition description

This item is in good condition with only light surface wear

**Item Specifics** edit

**Pricing & Payment** edit

**Policies** edit

From the pop-up screen, enter or modify all item specifics that are necessary.

To add custom attribute(s), click on the 'Create attribute' button at the bottom of the screen and enter attribute name, value then, click on 'Add attribute'

Click on the 'Set specifics' button, after making any changes.

**Item Specifics**

If you have variants (multiple colours/sizes etc) those properties will not be shown in this section.

Search for more values + Add

Item Weight: Please enter values

Manufacturer Warranty: Please enter values

Model: Sony Playstation DualShock 4 Clear

Personalisation Instructions: Please enter values

Personalise: No Clear

Unit Quantity: Please enter values

Unit Type: kg Clear

Year Manufactured: 2020 Clear

Custom attribute: Create Attribute

Set specifics Cancel



## Pricing and payment method

To modify the payment methods, Vat % and 'listing donation percentage', click on Pricing & Payment 'edit' button.

Condition \*

Used

Condition description

This item is in good condition with only light surface wear

**Item Specifics** [edit](#)

**Pricing & Payment** [edit](#)

**Policies** [edit](#)

- On the next screen, key-in the item VAT %. (This applies only to 'new' bought goods). Leave it blank if the item is not new.
- Click on '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).

**Pricing & Payment**

VAT: 20 %

Donation Percentage: 100 %

☒ **Best offer**

☒ **Private listing**  
Allow buyers to remain anonymous to other eBay members.






☒ **PayPal** ☒ **Cash On Pickup**

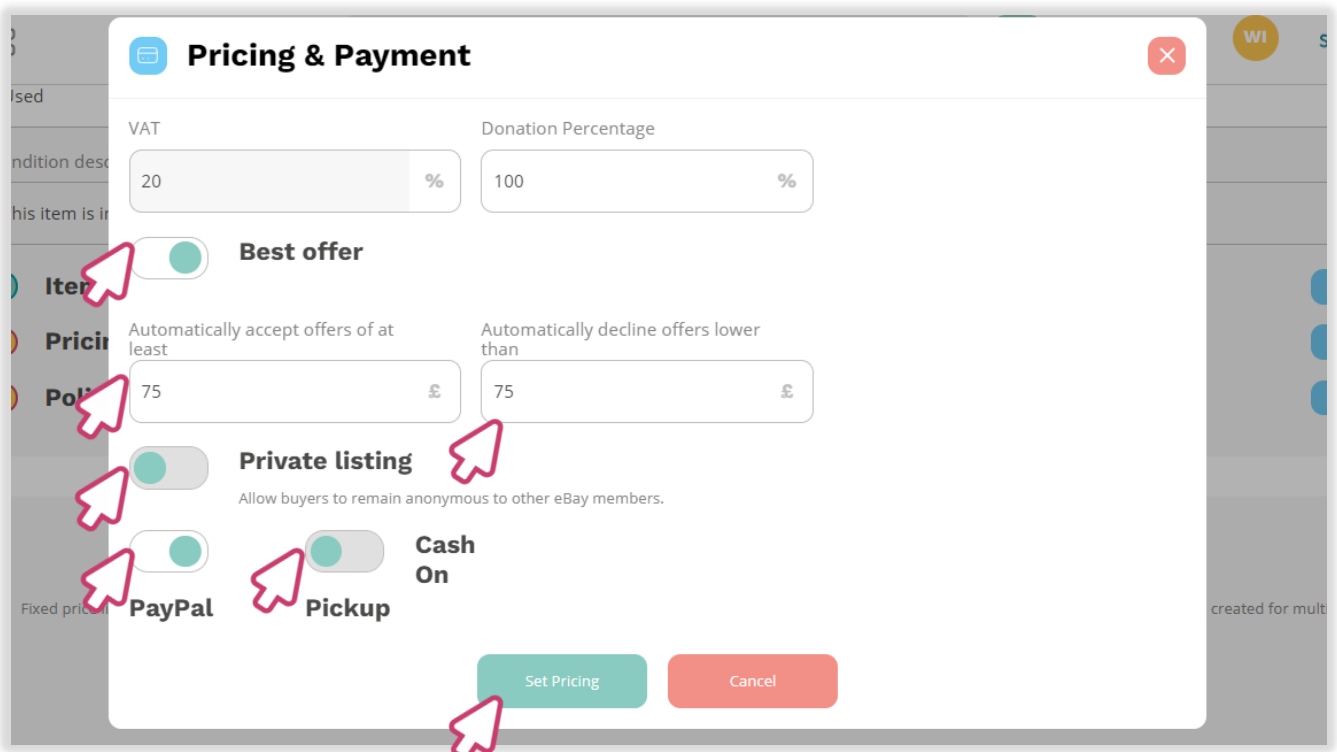
[Set Pricing](#) [Cancel](#)

Fixed price listings could be used on each attached marketplace. These listings have a fixed price and could have multiple variants and quantities. These listings could be created for multiple marketplaces at the same time, Shopiago will handle the reconciliation on each selling.



## Pricing and payment method

-  You can update or set 'Best offer' (This allows buyers to submit an offer for what they are willing to pay).
-  And 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.



The screenshot shows the 'Pricing & Payment' modal in the eBay Seller Hub. The modal is white with a red close button in the top right corner. It contains the following elements:

- VAT:** A text input field with the value '20' and a '%' symbol.
- Donation Percentage:** A text input field with the value '100' and a '%' symbol.
- Best offer:** A toggle switch that is currently turned on (green).
- Automatically accept offers of at least:** A text input field with the value '75' and a '£' symbol.
- Automatically decline offers lower than:** A text input field with the value '75' and a '£' symbol.
- Private listing:** A toggle switch that is currently turned off (grey).
- Allow buyers to remain anonymous to other eBay members:** A sub-label for the 'Private listing' toggle.
- Payment methods:** Two toggle switches are shown: 'PayPal' (turned on, green) and 'Pickup' (turned off, grey). The 'Cash On' option is also visible but not a toggle.
- Buttons:** At the bottom, there are two buttons: 'Set Pricing' (green) and 'Cancel' (red).

Red arrows are drawn over the image to highlight specific features: one points to the 'Best offer' toggle, another to the 'Automatically accept offers' input, a third to the 'Automatically decline offers' input, a fourth to the 'Private listing' toggle, a fifth to the 'PayPal' toggle, a sixth to the 'Pickup' toggle, and a seventh to the 'Set Pricing' button.



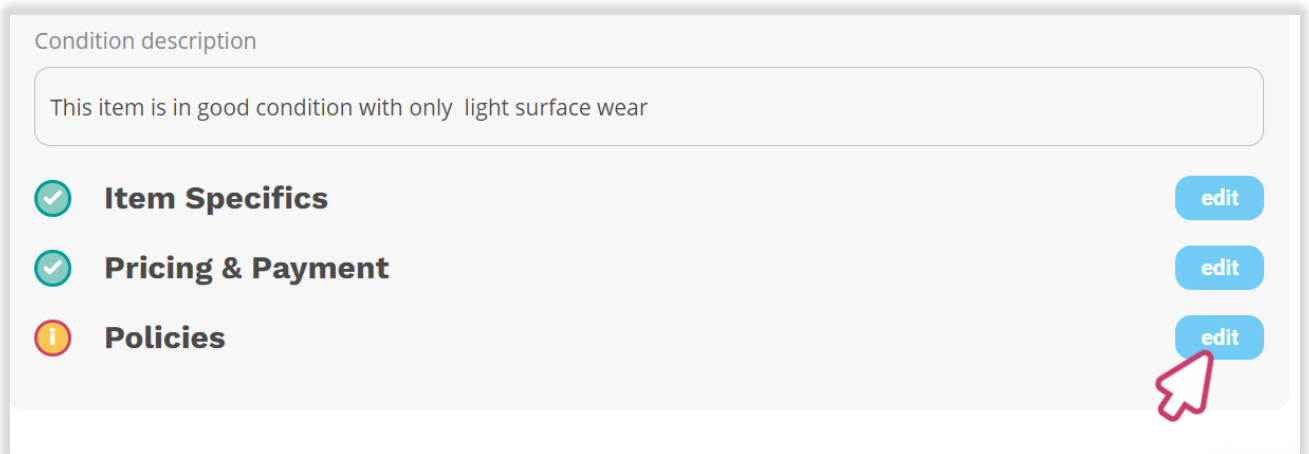





## Policies

When selling on eBay, you have to let the buyers know how they can pay, how long it will take to ship an item, and whether you accept returns or not. If these policies are already set on your eBay account, you can sync them into your Shopiago account, making it easier to select them when listing.

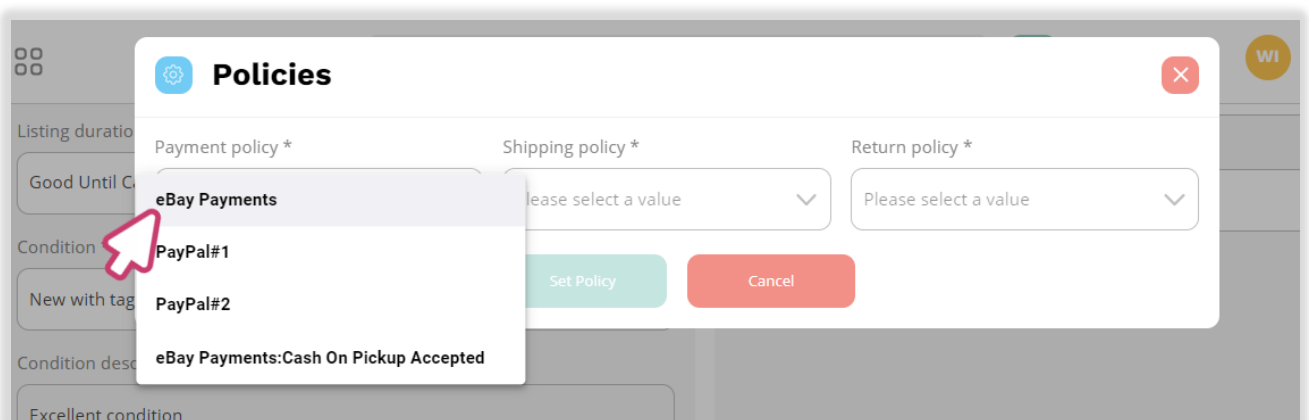
### To update policies;


 Click on the Policies 'Edit' button.

A screenshot of the "Policies" section in the Shopiago interface. At the top, there is a "Condition description" field containing the text "This item is in good condition with only light surface wear". Below this, there are three rows of policy categories, each with a status icon, a title, and an "edit" button. The first row is "Item Specifics" with a green checkmark icon. The second row is "Pricing & Payment" with a green checkmark icon. The third row is "Policies" with a yellow information icon. A red mouse cursor is pointing at the "edit" button for the "Policies" row.

Condition description
This item is in good condition with only light surface wear
 <b>Item Specifics</b> <span>edit</span>
 <b>Pricing &amp; Payment</b> <span>edit</span>
 <b>Policies</b> <span>edit</span>

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

A screenshot of the "Policies" pop-up screen in the Shopiago interface. The screen has a title bar with a gear icon and the word "Policies". Below the title bar, there are three dropdown menus: "Payment policy \*", "Shipping policy \*", and "Return policy \*". The "Payment policy \*" dropdown is open, showing a list of options: "eBay Payments", "PayPal#1", "PayPal#2", and "eBay Payments:Cash On Pickup Accepted". A red mouse cursor is pointing at the "eBay Payments" option. At the bottom of the pop-up, there are two buttons: "Set Policy" (green) and "Cancel" (red).

 **Policies** ✕

Payment policy \*

Shipping policy \*

Return policy \*

eBay Payments

Please select a value

Please select a value

PayPal#1

Set Policy

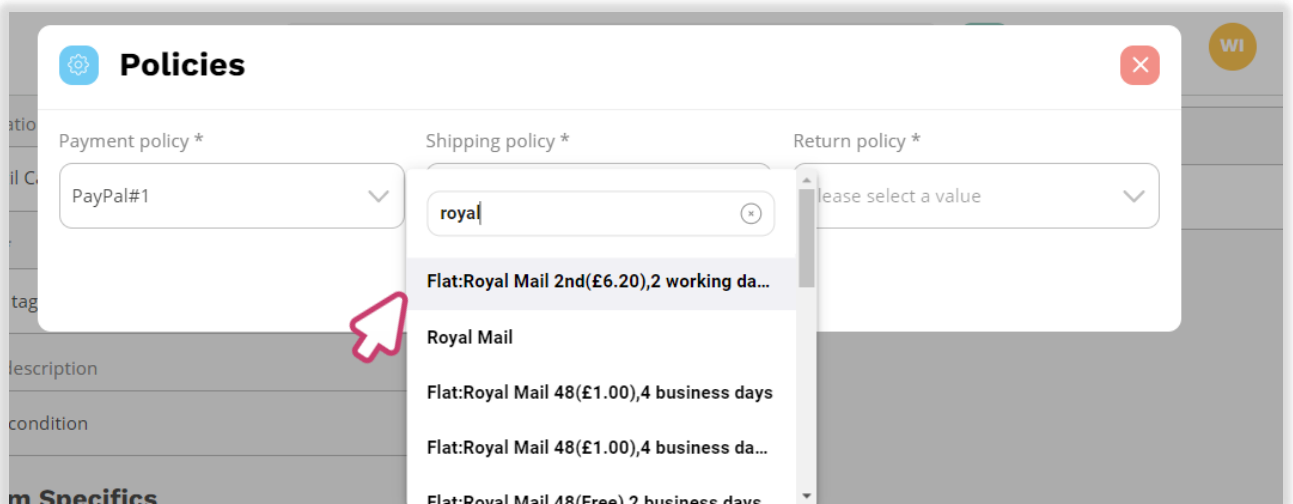
Cancel

PayPal#2

eBay Payments:Cash On Pickup Accepted

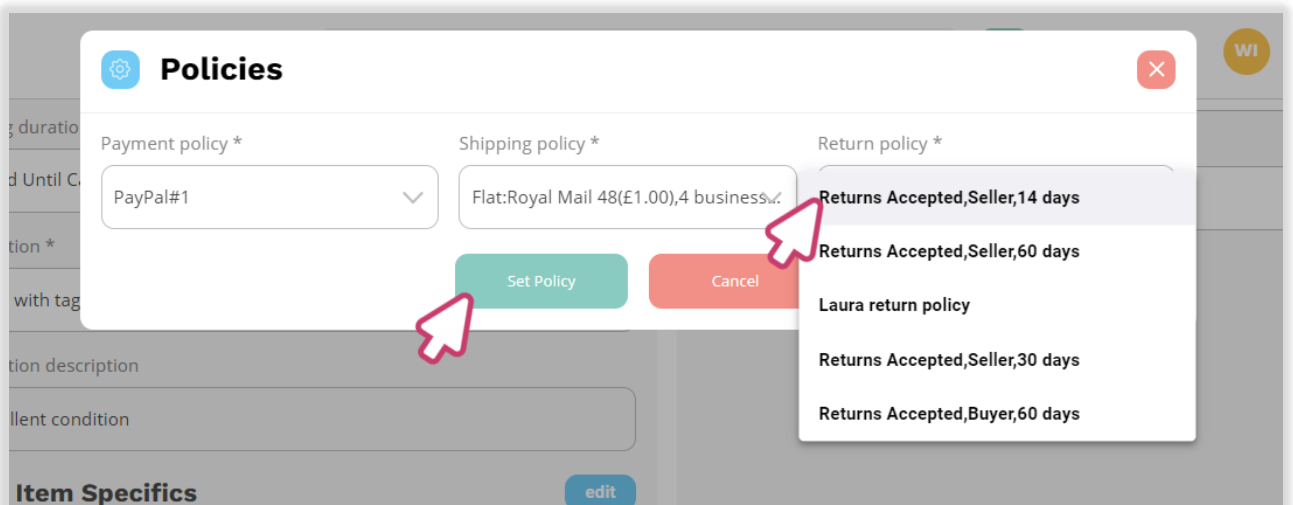
## Policies

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



- Click on 'Return policy' field to update the relevant return policy.

- And then, click on the 'Set Policy' button, once you are ready!





## Update item information

- 🖱 In the item information area, select the correct inventory variant.
- 🖱 Update 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.
- 🖱 Update the item Gift Aid number or Select 'Does Not Apply' from the drop-down if you don't have it.
- 🖱 Click on the 'Source shop' field and select where the item is stored.
- 🖱 'Custom SKU' will be pre-populated.
- 🖱 Update the item '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.
- 🖱 And click on the 'Revise Listing' button once you are ready!

The screenshot shows the 'Item's information' form in the Shopiagio interface. At the top, there are three tabs: 'Item Specifics', 'Pricing & Payment', and 'Policies', each with a checkmark and an 'edit' button. Below the tabs, the 'Item's information' section contains a table with the following fields:

Inventory variant	Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Playstation 4 Box ONLY	SH444	Does Not Apply	Shoptown Industries -Shop	XY2000126316-1	<div>-</div> 1 <div>+</div>	<div>+</div> Does Not Apply

Below the table, there is a yellow banner with the text: "Do you want to create variants for this listing? Click here!"

At the bottom of the form, there is a checkbox labeled "I want to follow messages on my dashboard related to this item" and two buttons: "Revise Listing" and "Cancel".

Red arrows point to the following elements:

- The 'Inventory variant' dropdown menu.
- The 'Tote/Box ID' text input field.
- The 'Gift Aid Number' dropdown menu.
- The 'Source Shop' text input field.
- The 'Quantity' adjustment buttons (minus and plus).
- The 'EAN' dropdown menu.
- The 'Revise Listing' button.

The footer of the page includes links for Home, Privacy Policy, Terms of Service, and Developer Centre, along with the version number v2.0.6 and social media icons for Facebook, Twitter, and LinkedIn.



## Listing option

On the next screen, the listing type will be set as default. (This can't be changed).

- 🔗 Enter a 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 the '**List it**' button.

A screenshot of a web application showing a modal window titled "Listing create settings". The modal has a white background and 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 "30"; and "Reprice rule" with a dropdown menu showing "FIXED". At the bottom of the modal are two buttons: a teal "List it" button and a red "Cancel" button. Three red mouse cursor icons are overlaid on the image: one pointing to the "Auto cancel after days" input field, one pointing to the "Reprice rule" dropdown menu, and one pointing to the "List it" button. The background of the application is dimmed, showing parts of a "Settings" page and a table with columns like "Aid Number" and "22".



**Happy Selling!**

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