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Warehouse User Guide

How to revise an auction-style listing

Version 2.0.2

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How to revise an auction-style listing

While an auction is active on eBay, you can update the listing title, start price, description, add additional photos, etc. However, your ability to update an active auction would depend on how much time you have left on the listing and whether the listing has received any bids.

To revise an auction listing;

- Login to your Shopiago account.

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

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How to revise an auction-style listing

- From listing menu, click on the 'Active listings' tab.
- In the active listing table, click on the "Add more options" tab on the filters menu.

From the filter options, click on 'Buying format'.

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How to revise an auction-style listing

- In the pop-up screen, tick the 'Auction' box.
- And click on the 'Set filter' button.

- From the active auction listings table, select an item.
- And click on the 'Actions' button.

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How to revise an auction-style listing

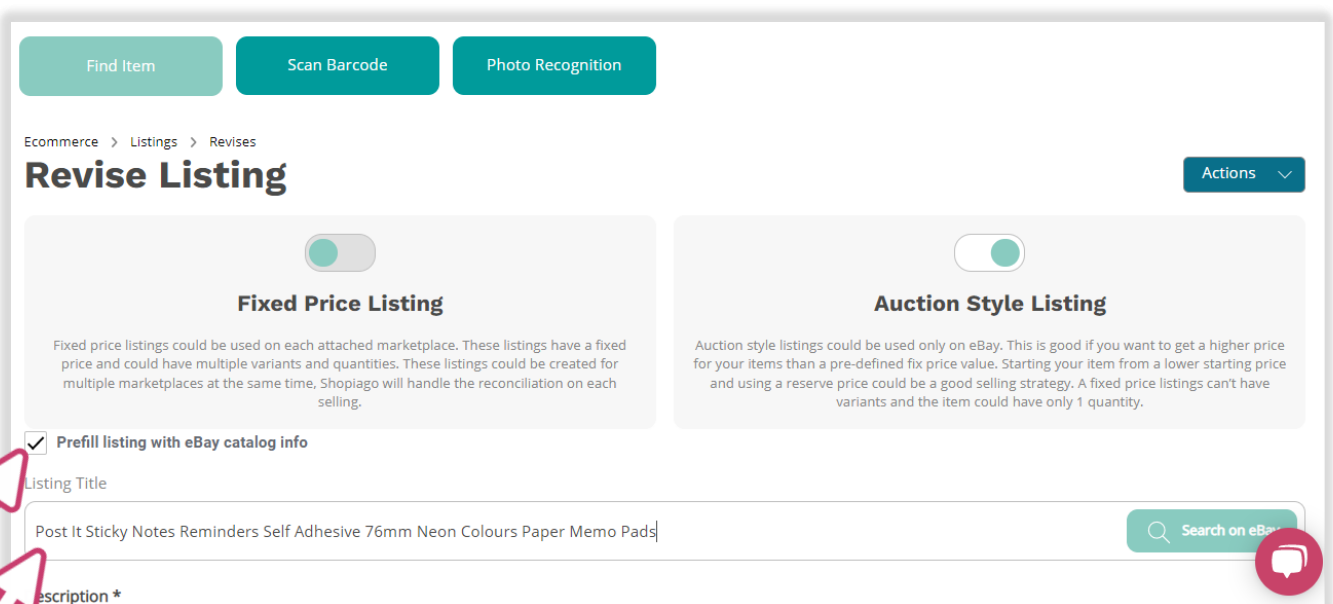In the pop-up screen, click on "Revise Listing."
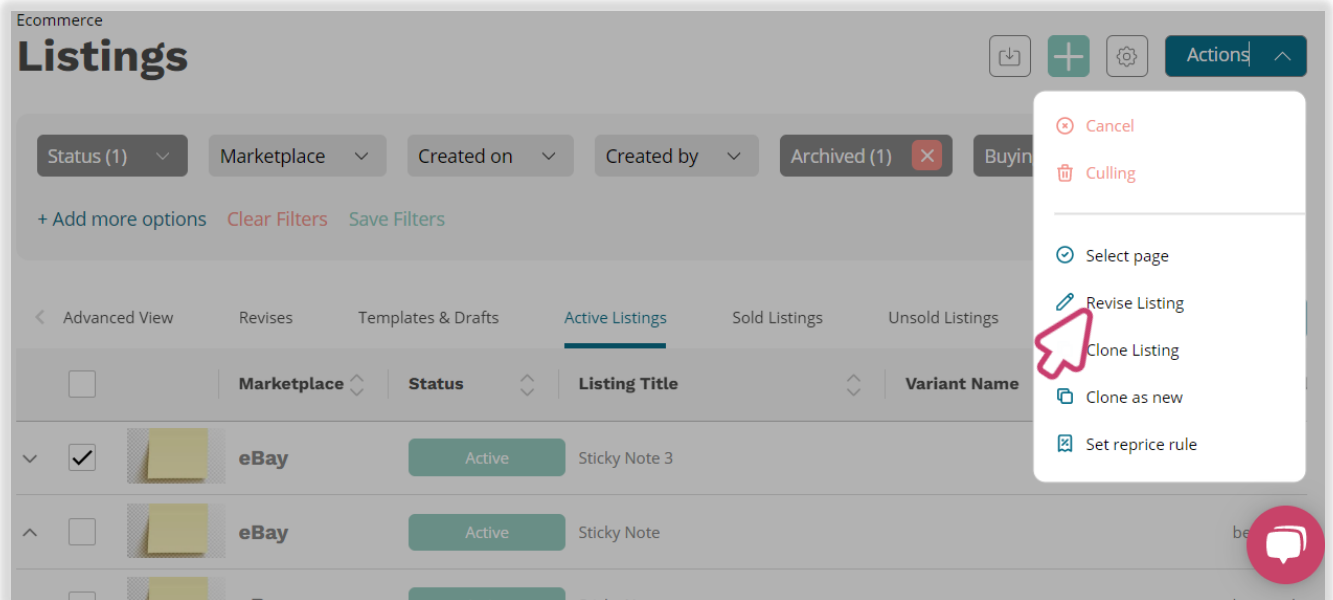
On the next page, untick the 'Prefill listing with eBay catalogue info' box, if you want to update the item category. Or leave ticked if the item category is the same.

Update the listing title if necessary.

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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.

- The item description should be comprehensive and accurate.

- Don't forget to mention any defects if necessary, to avoid complaints.

- You can update the description at any time.

Description *

Plain text   eBay

Description *

Removable Sticky Notes (76mm x 76mm | 3" x 3"), Perfect for use at school, office and home.
Key Features: Each pack comes with 1 pad of neon coloured sticky notes with 100 sheets per pad (not all colours).
Size: 76mm x 76mm or 3" x 3".

Each marketplace has it's own features to format your listing's description. The plain text field will be used on every marketplace if you don't overwrite it on the right tab.
Ebay allows you to use an HTML template, you can choose it on the eBay tab of the description section. The content of the plain text field will replace the template's **{{description}}** magic string if it has any.

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Updating the listing description

To edit or format the listing description, click on the 'eBay' tab.

Post It Sticky Notes Reminders Self Adhesive 76mm Neon Colours Paper Memo Pads

🔍 Search on eBay

Description *

Plain text   eBay

Descriptio

Removable Sticky Notes (76mm x 76mm | 3" x 3"), Perfect for use at school, office and home.
Key Features: Each pack comes with 1 pad of neon coloured sticky notes with 100 sheets per pad (not all colours).
Size: 76mm x 76mm or 3" x 3".

And use the formatting tools to format the description text to how you want it.

Description *

Plain text   eBay

Description *

HTML template

Please select a template   ∨

A ▾ 🅰 ▾ Font ▾ ᴛT ▾ B I U ¶ ▾ < > A¹ A₂ 🔗 ▾ ≡ ≡ ≡ ≡ ☰ ☰ — Tₓ Tags ▾

Removable Sticky Notes (76mm x 76mm | 3" x 3"), Perfect for use at school, office and home.

Key Features: Each pack comes with 1 pad of neon coloured sticky notes with 100 sheets per pad (not all colours).

Size: 76mm x 76mm or 3" x 3".

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Updating the listing description HTML template

To update or add HTML template to listing description, click on the 'HTML field' and select a template from the drop down.
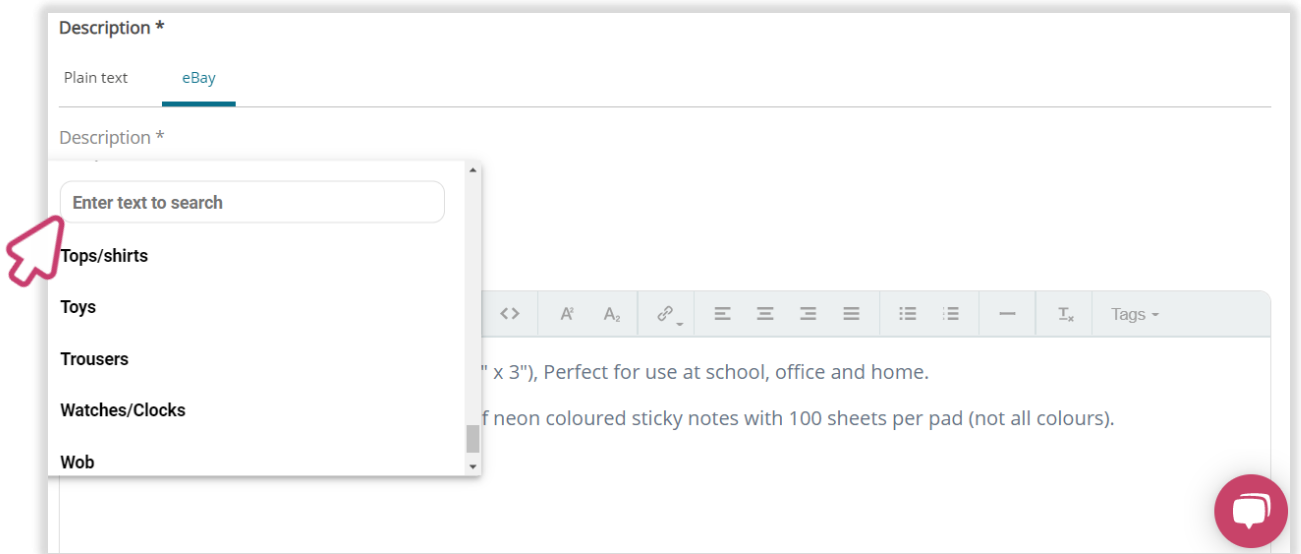
To preview selected HTML template, click on the 'Quick view' icon.

Updating the listing description HTML template

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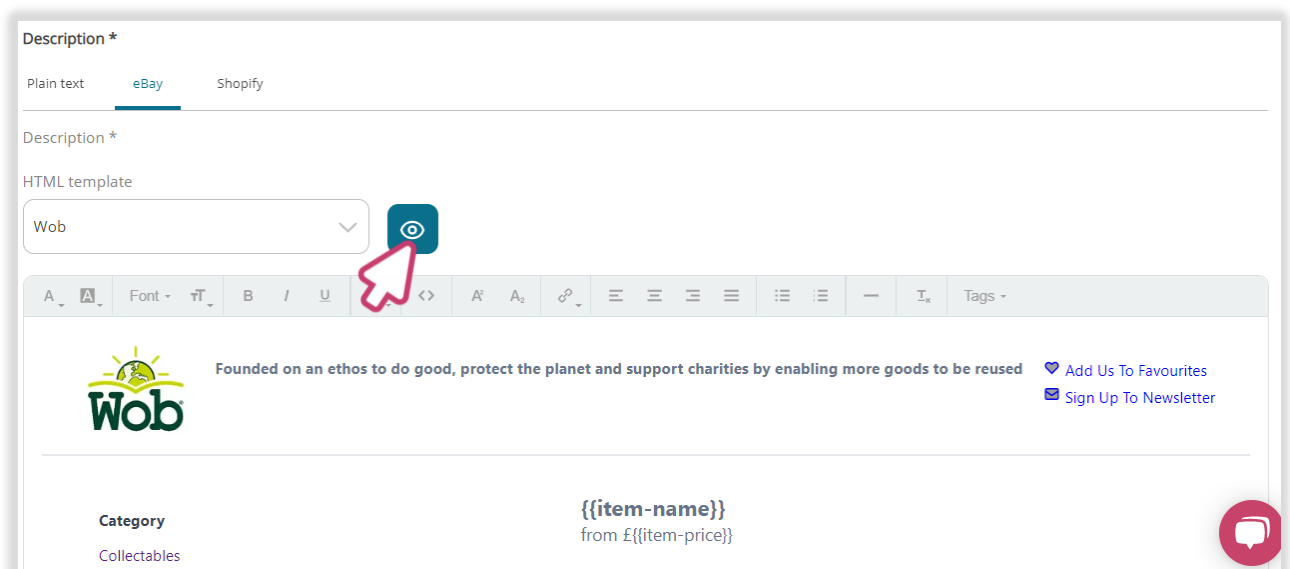

HTML description

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

Home & Garden

Music

Bridal Shop

Vintage & Retro

Books

Sticky Notes Reminders Self Adhesive 76mm Neon Colours Paper Memo Pads

from £{{item-price}}

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Item location, collect in store & tags

- Update the item location if necessary. This can be the shop or warehouse (where the item is stored).

- Custom SKU will automatically be populated.

- Update or add new tag(s) to the item if necessary. This is for internal use for categorising listings - e.g. 'Lighting'.

- Enable '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' switch, if you are selling the item as a group. If not, leave Off.

Each marketplace has it's own features to format your listing's description. The plain text field will be used on every marketplace if you don't overwrite it on the right tab.
Ebay allows you to use an HTML template, you can choose it on the eBay tab of the description section. The content of the plain text field will replace the template's **{{description}}** magic string if it has any.

Location *	Custom SKU	Tags
Shopitown Industries 2	KB2022	Memo Pad ⊗ Sticky Notes ⊗
		Enter a new tag

Collect in store

Job lot item

es (1/12)

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Adding additional photo(s) to the 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.

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Adding additional photo(s) to the 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 item being described.

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

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Adding additional photo(s) to the 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 item images into the centre of the upload photo icon area.
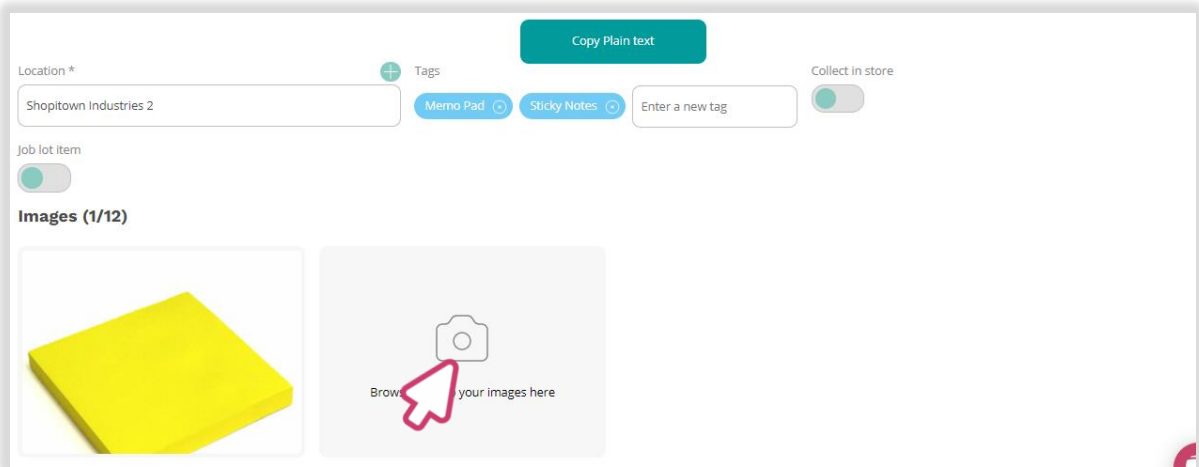
- From the pop-up screen, click on the 'Upload photos' icon to upload photo(s) already stored on your pc or mobile devices.

- You can also take photo(s) directly from your mobile device or PC camera by clicking the 'Take a photo' icon.

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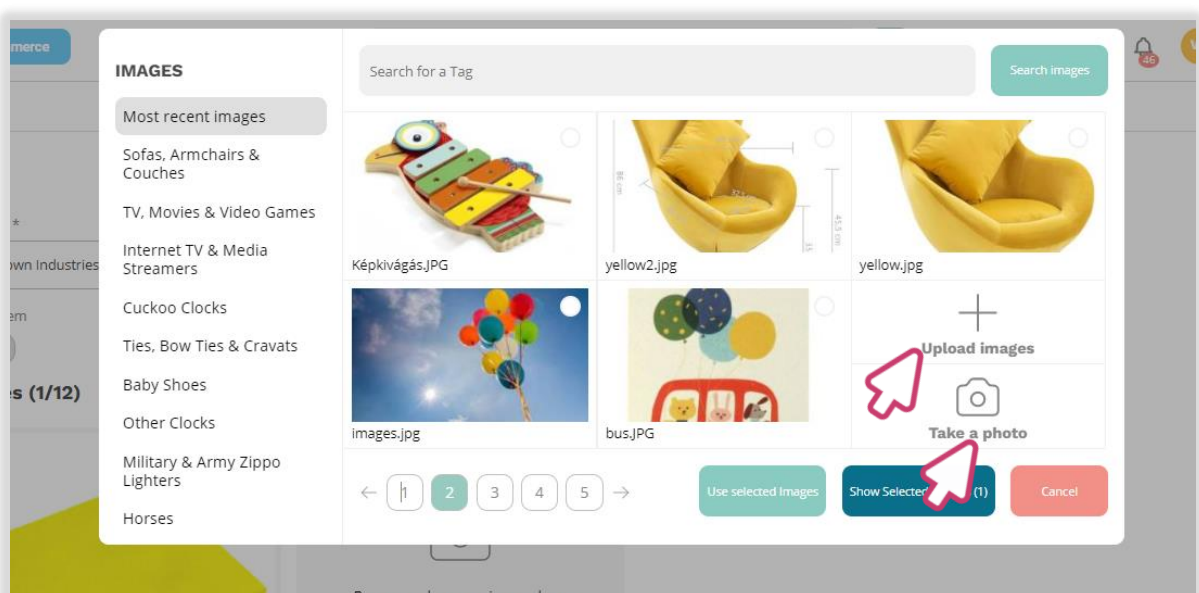
Adding additional photo(s) to the listing

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.
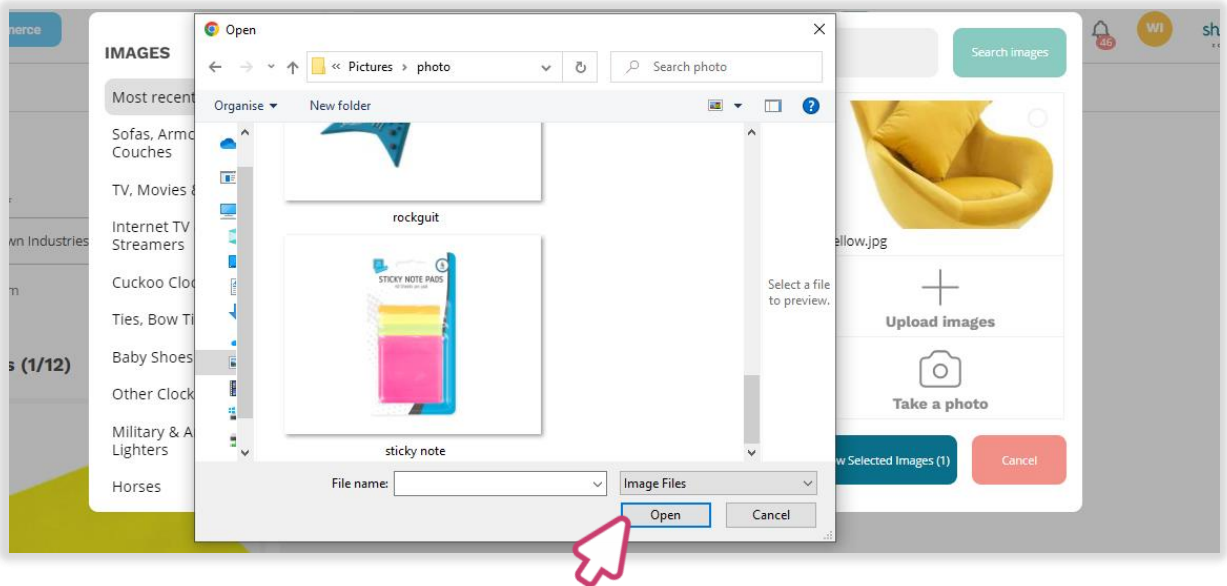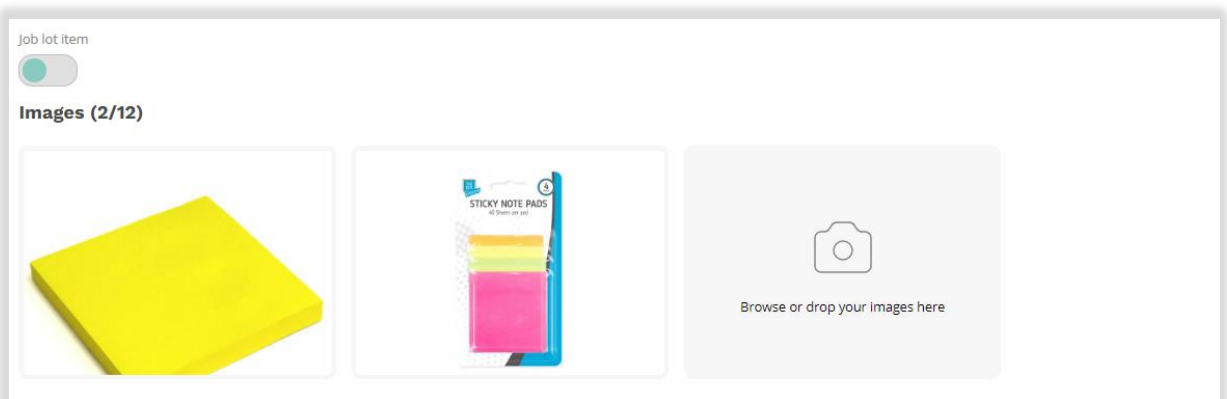

Uploaded photos should then appear on the listing form.

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Adding additional photo(s) to the listing

- To edit item image, hover your mouse around the center of the photo and click on the appearing 'Edit Image' icon.
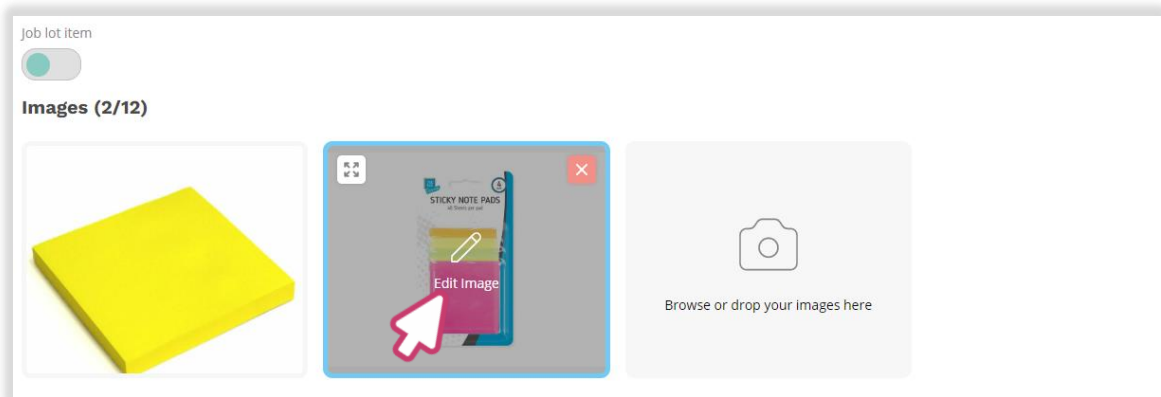
- From the photo editor screen, use the editing tools to adjust, rotate, crop, flip and change the photo brightness.

- 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.

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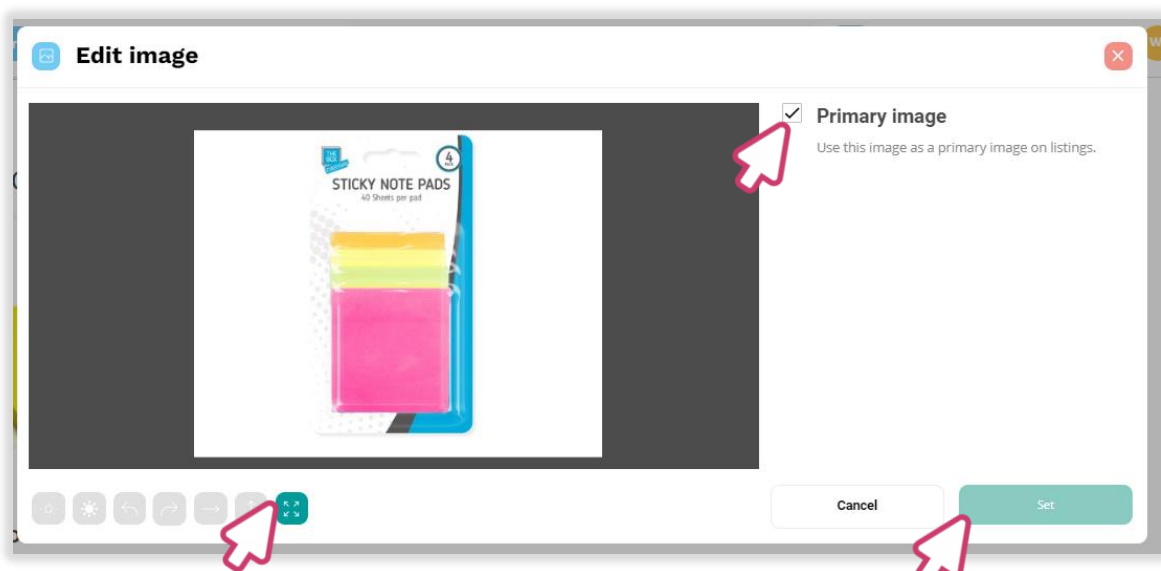
Adding additional photo(s) to the listing

- 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.

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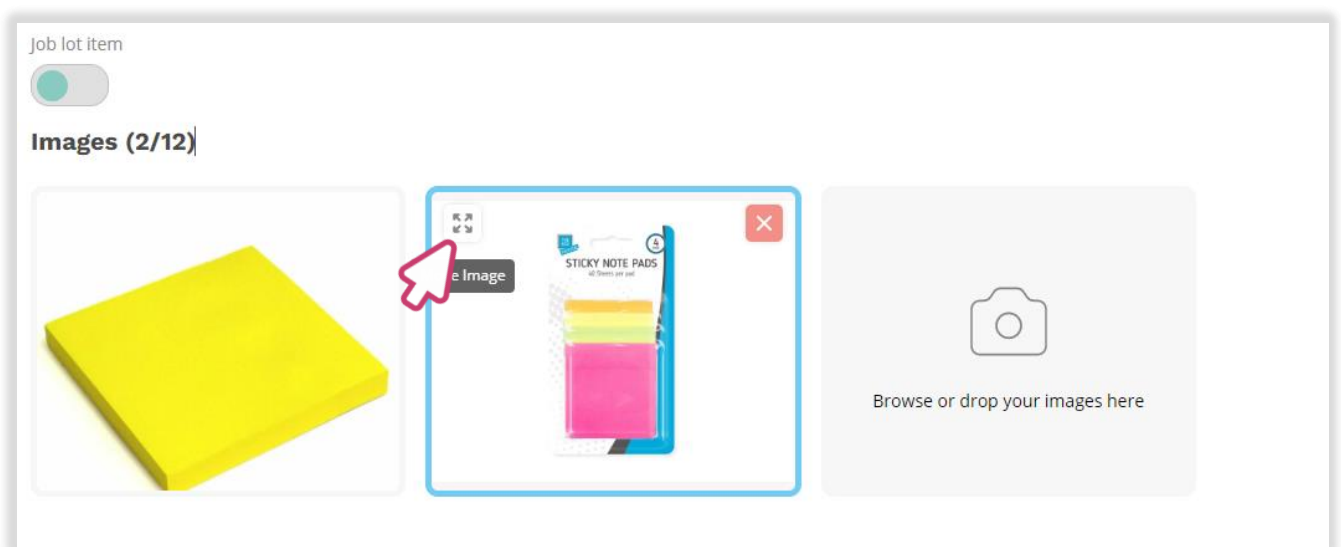
Updating the listing information

↻ Marketplace account will be set as default. (This cannot be changed).

The item category will be pre-populated. You will only be able to update the item category, if you have previously unticked the "Prefill listing with eBay catalogue info'. Please see page 5.

↻ To update the item category, click on 'Suggest relevant categories' tab.

Listing Data

ebay

Account *

jnohu92 - United Kingdom

Custom Listing Title (80 chars) *

Sticky Notes Reminder Self Adhesive 76mm Neon Colours Paper Memo Pads

69/80

Category   Suggest relevant categories

Home, Furniture & DIY > Stationery & School Equipment > Binders & Notebooks

eBay Category ❌   Secondary eBay Category

Luggage & Travel Accessories		
Holidays & Travel >	Metaphysical & New Age >	Address Books
Home, Furniture & DIY >	Other Home, Furniture & DIY	Binders & Notebooks

↻ Then select the best matching item categories in the pop-up screen, and click on the "Confirm" button.

Best matching categories

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

Business, Office & Industrial > Office Equipment & Supplies > Office Supplies & Stationery > Paper Products

Home, Furniture & DIY > Stationery & School Equipment > Blank Diaries

Home, Furniture & DIY > Stationery & School Equipment > Stationery/ Writing Paper

Confirm   Cancel

Account *

jnohu92 - United Kingdom

Custom Listing Title (80 chars)

Sticky Notes Reminder Self Adhes

Category

Home, Furniture & DIY > Statione

69/80

Suggest relevant categories

eBay Category ❌   Secondary eBay C

Holidays & Travel >	Metaphysical & New A	Address Books
Home, Furniture & DIY >	Other Home, Furniture... DIY	Binders & Notebooks
Jewellery & Watches >	Plumbing & Fixtures >	Blank Diaries

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Updating the 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.

Listing Data

ebay

Account *

jnohu92 - United Kingdom

Custom Listing Title (80 chars) *

Sticky Notes Reminder Self Adhesive 76mm Neon Colours Paper Memo Pads

69/80

Category   Suggest relevant categories

Office Supplies & Stationery > Paper Products

Business, Office & Industrial > Office Equipment & Supplies > Office Supplies & Stationery > Paper Products

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

Custom Listing Title (80 chars) *

Sticky Notes Reminder Self Adhesive 76mm Neon Colours Paper Memo Pads

69/80

Category   Suggest relevant categories

Office Supplies & Stationery > Paper Products

eBay Category ❌   Secondary eBay Category

Antiques	Industrial Tools	Fax Machines & Supplies	Binding
Art	Material Handling	Microfilm & Microfiche	Business Cards
Baby	Modular & Prefabricated Buildings	Office Equipment	Calendars
Books, Comics & Magazines	Office Equipment & Supplies	Office Furniture	Diaries
Business, Office & Industrial	Other Business & Industrial	Office Supplies & Stationery	Filing & Storage
Cameras & Photography	Power Tools	Other Office Equipment & Supplies	Organisers
Cars, Motorcycles & Vehicles	Printing & Graphic Arts	Presentation & Projectors	Other Supplies & Stationery
Clothes, Shoes & Accessories	Restaurant & Food Service	Trade Show Displays/Stands	Paper Products

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Updating the listing information

- Listing duration will automatically be selected.

- Modify the item condition if necessary.

- And manually type-in the item condition into the description field if necessary.

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Item specifics

Item specifics are required when listing to eBay. Using item specifics can really boost sales. Below are 3 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 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 'Edit' button.

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 the 'Add attribute'

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

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Pricing and payment methods

To update auction start price, 'Vat %' and 'listing donation percentage', click on the Pricing & Payment 'edit' button.

From the pop-up screen, update the auction start price if necessary.

Update or add '**Buy it Now price**' as a backup if necessary. To give customers the option to buy the item immediately rather than bidding.

Update or set a '**Reserve Price**' - a minimum amount that you would want the item to sell for. Leave it blank if you do not want a reserve price.

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Pricing and payment methods

- Update VAT % if necessary. (This applies only to 'new' items. Leave it blank if it does not apply).
- Confirm that the 'Listing Donation Percentage' is set to 100% (this is the amount you are donating for the item).

- Switch - On '**Best Offer**' 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 enter the amounts that you are willing to accept and the lowest amounts to automatically decline.

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Pricing and payment methods

- Switch on 'Private Listing' if necessary, to keep bidder and buyer identities hidden from other eBay members.

- Select a single or multiple payment methods.

- And then, click on the 'Set pricing' button once all properties are set.
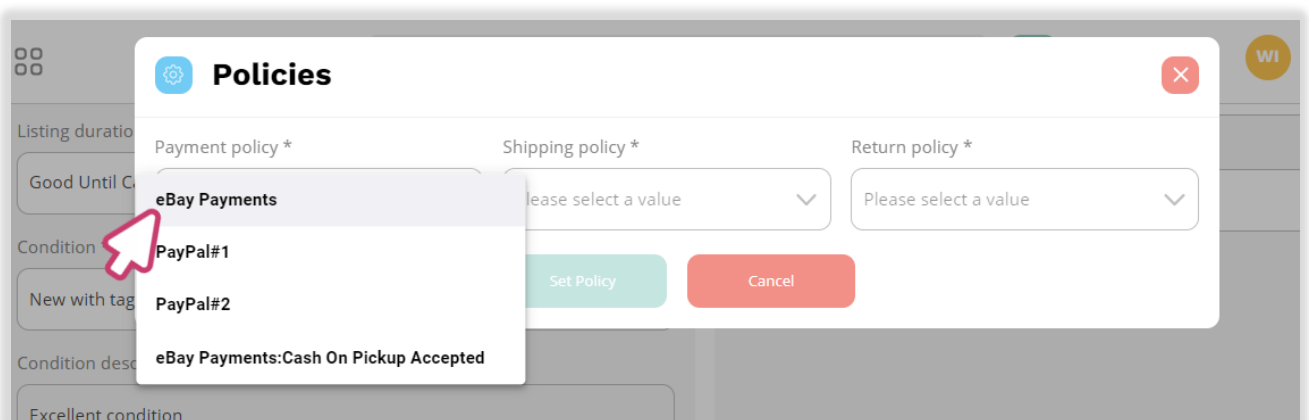
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Update the item Policies

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.
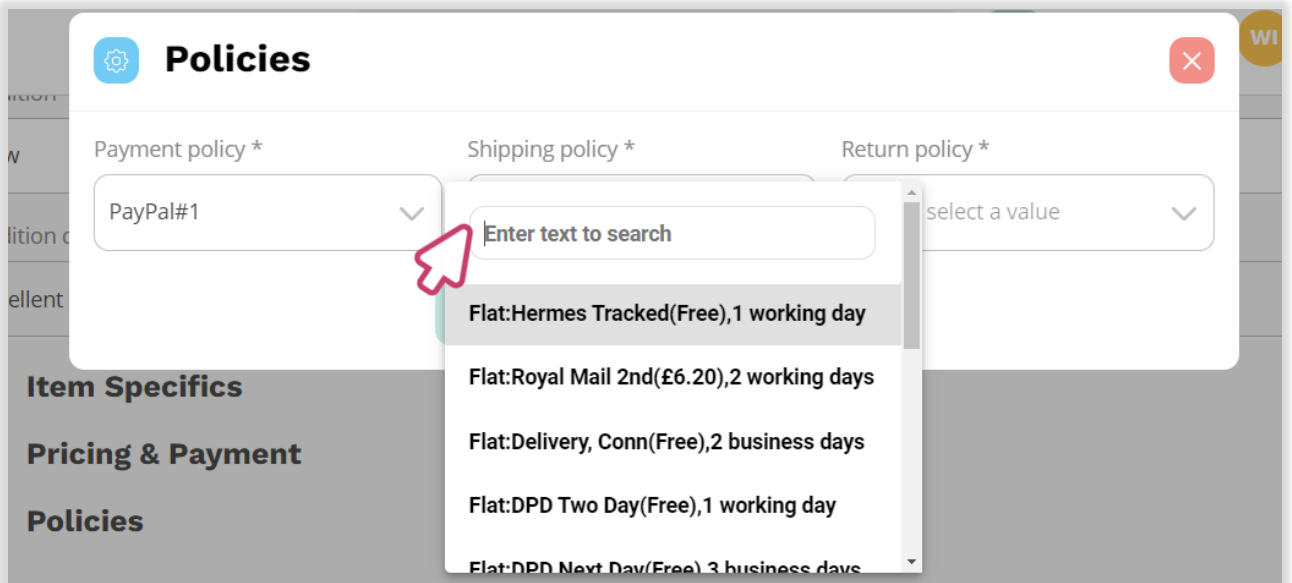
To update policies;

Click on the Policies 'Edit' button.

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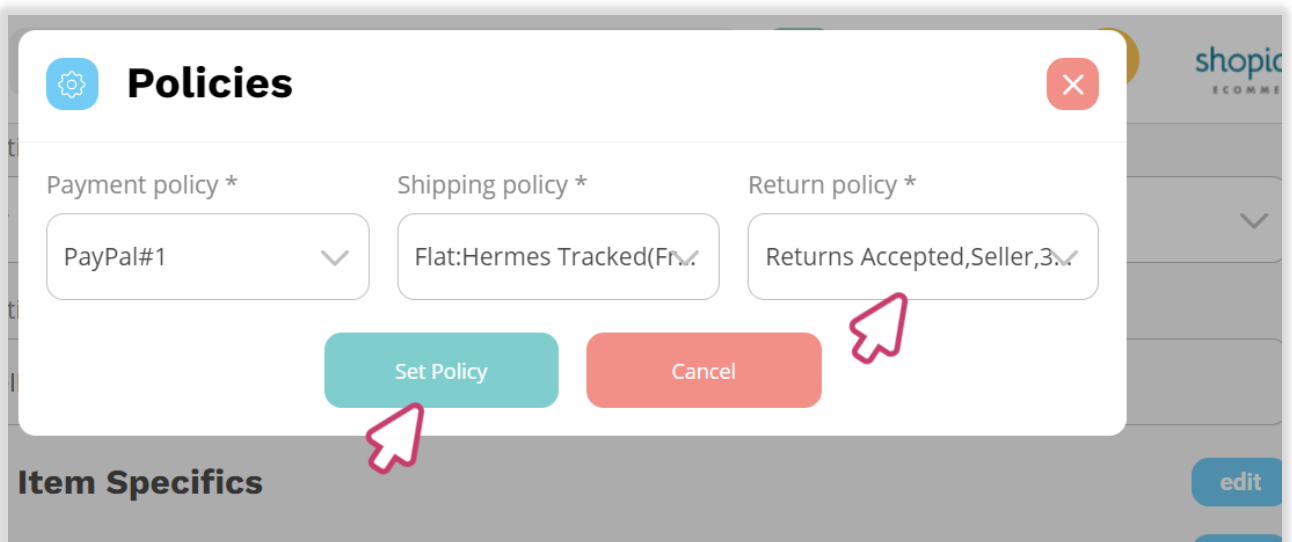
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Update the item Policies

- 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!

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Update the 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.

- The item quantity will be set to 1.

- 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 have correctly enter the item information, click on the 'Revise Listing' button.

This item is in excellent condition

✓	**Item Specifics**					edit
✓	**Pricing & Payment**					edit
✓	**Policies**					edit

Item's information

Inventory variant	Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN *
Classic A5 hard cover note	Does Not Apply	Does Not Apply	Shopitown Industries	KB2022-1	− 1 +	Does Not Ap

I ... follow messages on my ... oard related to this item

Revise Listing   Cancel

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Listing option

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

- Tick the 'Relist automatically' box, so if the item doesn't sell after the listing period, Shopiago will automatically relist the item for another chance of a sale.

- And enter value for 'Automatic relists'.

- Tick the New Tote/Box ID if necessary, to add the item to a new tote or box.

- 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.

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Happy Selling!

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