



Ecommerce User Guide

How to clone a Marketplace Listing for Auction

Please note that the screenshots in this User Guide mostly show the colour blue, but in our live system these colours have now changed to green.

Version 3.0

How to clone a marketplace listing

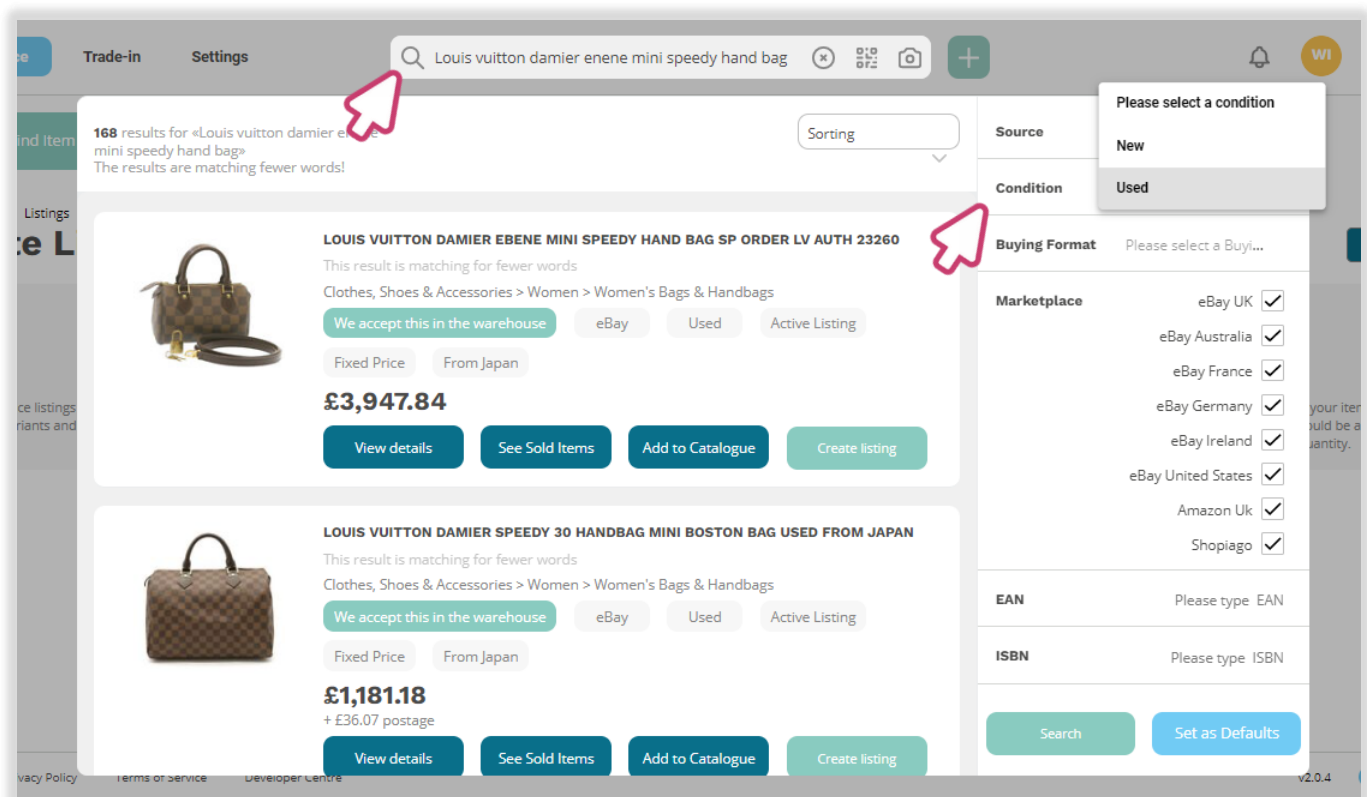
Cloning an existing marketplace listing will help speed up your listing process. By cloning, the system will fetch all information relating to the item from selected marketplace(s) catalogue, which includes the item title, brand, dimensions, photos, category etc, to drop into the listing form. You can modify, add additional photos, and then, list the item to eBay marketplace. For information about eBay's cloning policy, click [here](#).

Please note: this guide is primarily for 'Auction style' listings.

To match-up an existing marketplace listing;
[Login](#) to your account.

In the dashboard, click on the "search bar" at the top-center to match up an existing listing by name, photo, or barcode.

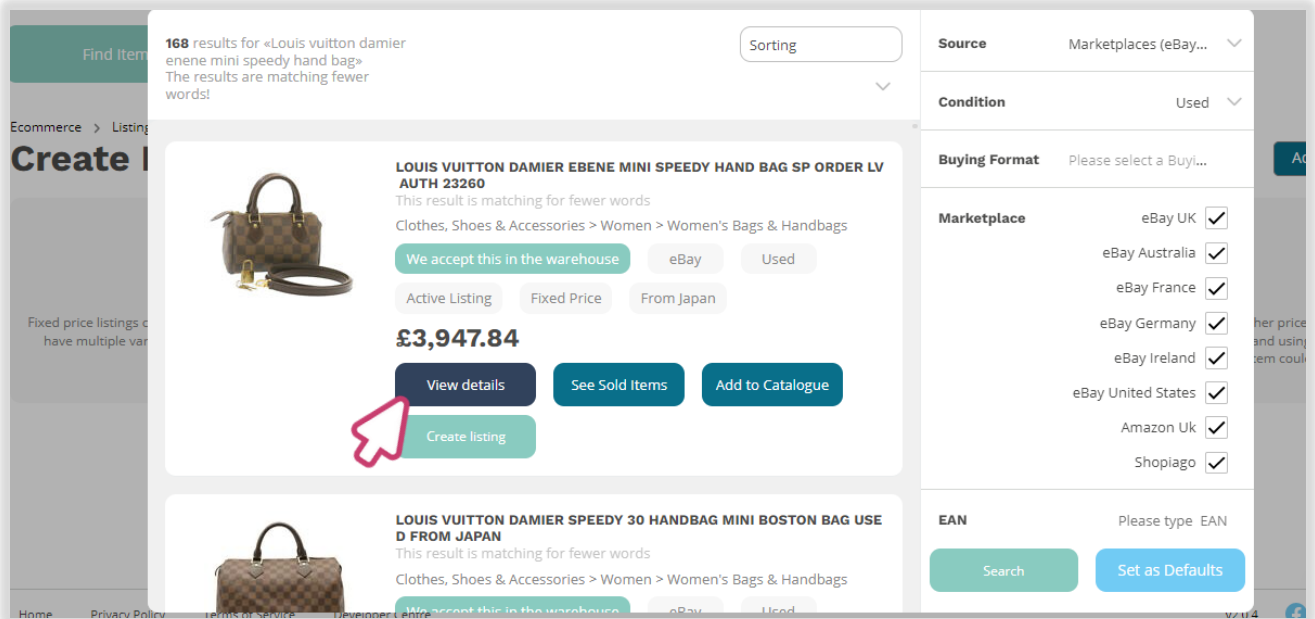
You can also use the 'Search setting' at the top-right of the screen, to enhance your search.



The screenshot displays the World of Books dashboard interface. At the top, there is a navigation bar with links for 'Trade-in' and 'Settings'. A search bar at the top center contains the text 'Louis vuitton damier enene mini speedy hand bag'. To the right of the search bar are icons for a magnifying glass, a barcode, a camera, and a plus sign. Below the search bar, a message indicates '168 results for «Louis vuitton damier enene mini speedy hand bag»' and 'The results are matching fewer words!'. A dropdown menu for 'Sorting' is visible. The main content area shows two search results for Louis Vuitton handbags. The first result is 'LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260' with a price of £3,947.84. The second result is 'LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN' with a price of £1,181.18. Both results include a 'We accept this in the warehouse' button and options for 'eBay', 'Used', and 'Active Listing'. A sidebar menu on the right contains a 'Please select a condition' dropdown with 'New' and 'Used' options, a 'Buying Format' dropdown with 'Please select a Buyi...' option, and a 'Marketplace' section with checkboxes for various eBay regions (UK, Australia, France, Germany, Ireland, United States) and other platforms (Amazon UK, Shopiagi). At the bottom of the sidebar are buttons for 'Search' and 'Set as Defaults'. The footer of the dashboard includes links for 'Privacy Policy', 'Terms of Service', and 'Developer Centre', along with the version number 'v2.0.4'.

How to clone a marketplace listing

To view the listing information, click on the 'View details' button.



168 results for «Louis vuitton damier ebene mini speedy hand bag»
The results are matching fewer words!

Sorting

LOUIS VUITTON DAMIER EBENE MINI SPEEDY HAND BAG SP ORDER LV AUTH 23260
This result is matching for fewer words
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

We accept this in the warehouse | eBay | Used

Active Listing | Fixed Price | From Japan

£3,947.84

View details | See Sold Items | Add to Catalogue

Create listing

LOUIS VUITTON DAMIER SPEEDY 30 HANDBAG MINI BOSTON BAG USED FROM JAPAN
This result is matching for fewer words
Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

We accept this in the warehouse | eBay | Used

Source Marketplaces (eBay...)

Condition Used

Buying Format Please select a Buy...

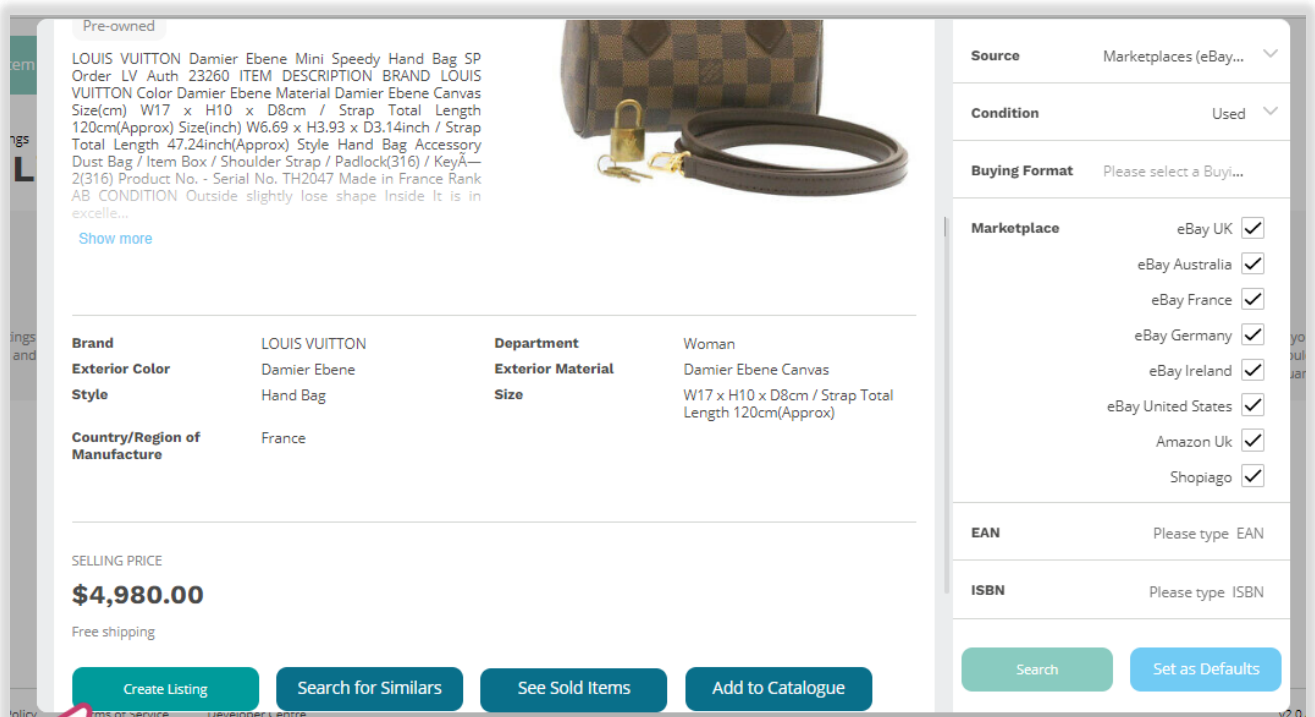
Marketplace

- eBay UK ☒
- eBay Australia ☒
- eBay France ☒
- eBay Germany ☒
- eBay Ireland ☒
- eBay United States ☒
- Amazon Uk ☒
- Shopiago ☒

EAN Please type EAN

Search | Set as Defaults

Click on the 'Create listing' button once you are ready!



Pre-owned

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(2(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside it is in excellen...

Show more

Brand	LOUIS VUITTON	Department	Woman
Exterior Color	Damier Ebene	Exterior Material	Damier Ebene Canvas
Style	Hand Bag	Size	W17 x H10 x D8cm / Strap Total Length 120cm(Approx)
Country/Region of Manufacture	France		

SELLING PRICE

\$4,980.00

Free shipping

Create Listing | Search for Similars | See Sold Items | Add to Catalogue

Source Marketplaces (eBay...)

Condition Used

Buying Format Please select a Buy...

Marketplace

- eBay UK ☒
- eBay Australia ☒
- eBay France ☒
- eBay Germany ☒
- eBay Ireland ☒
- eBay United States ☒
- Amazon Uk ☒
- Shopiago ☒

EAN Please type EAN

ISBN Please type ISBN

Search | Set as Defaults

How to clone a marketplace listing

From the next page, select 'Auction Style Listing' as the buying format.

Check that the item title is correct and modify if necessary.


Find Item

Scan Barcode

Photo Recognition

Ecommerce > Listings

Create Listing from Marketplace search

Actions 



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, Shopiagio will handle the reconciliation on each selling.



Auction Style Listing

Auction style listings could be used 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.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

 Search on e





Updating the item description

You can update the item description if necessary.

Confirm that the item description matches your item.

Add any additional details to the listing description if needed.

Tips:

The more information you provide, the easier it will be for customers to make a purchasing decision.

Item description should be comprehensive and accurate.

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

You can update the item description at any time.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

 Search on eBay

Description *

Plain text eBay

Description *

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually they are either new old stock or have only been used a couple of times. You will find it very difficult to see any issues with these items. Items with the grading A are in beautiful condition. They have been used but you will find it tough to spot any marks. However as they have been used there might be a couple of small marks. Items with the grading AB are in excellent condition. They have been used but you will find it tough to spot many marks. However as they have been used there might be a couple of marks. Items with the grading B are in very clean condition. There are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average condition. There are signs that the item has been used previously but in general they are clean and tidy. Items with the grading C are in good condition. There are signs that the item has been used previously and have been pre-owned.



You can add an HTML template or edit the listing description.

Listing Title

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260

Search on eBay

Description *

Plain text

eBay

Description

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually they are either new old stock or have only been used a couple of times. You will find it very difficult to see any issues with these items. Items with the grading A are in beautiful condition. They have been used but you will find it tough to spot any marks. However as they have been used there might be a couple of small marks. Items with the grading AB are in excellent condition. They have been used but you will find it tough to spot many marks. However as they have been used there might be a couple of marks. Items with the grading B are in very clean condition. There are small signs that the item has been used previously but in general they are very tidy. Items with the grading BC are in better than average condition. There are signs that the item has been used previously but in general they are clean and tidy. Items with the grading C are in good condition. There are signs that the item has been used previously and have been pre-owned.

Description *

Plain text **eBay**

Description *

HTML template

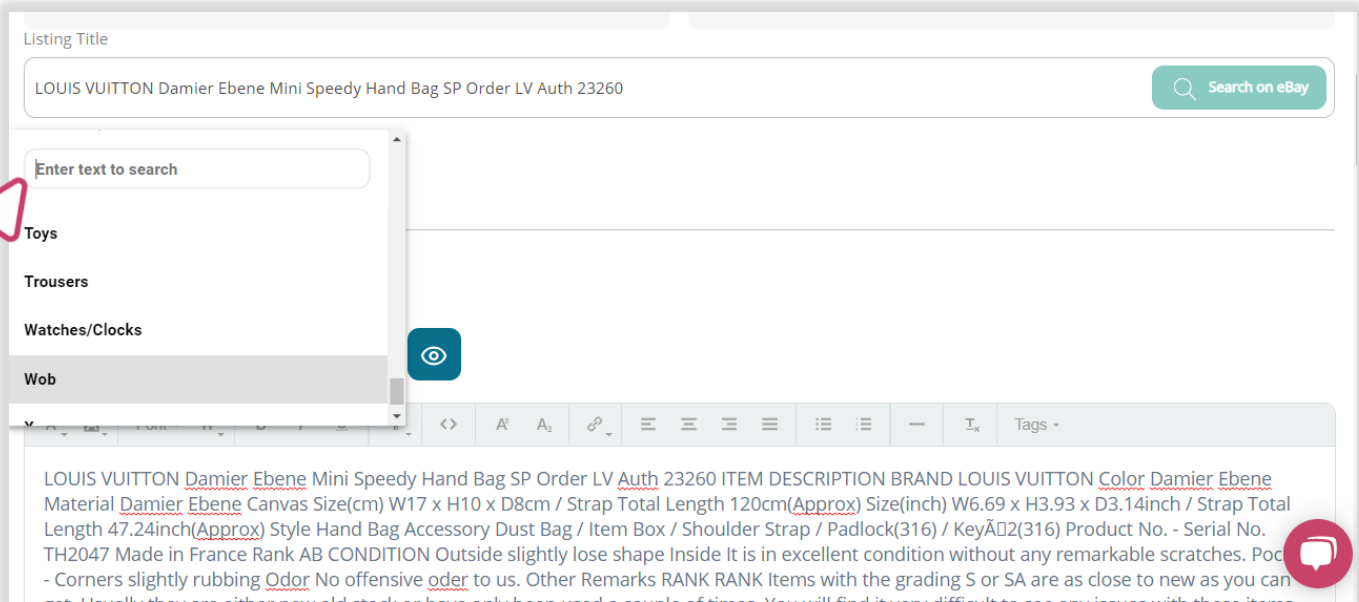
Wob

x-small
small
medium
large
x-large
Custom

Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene m / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. ghtly lose shape Inside It is in excellent condition without any remarkable scratches. Pocket Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can en used a couple of times. You will find it very difficult to see any issues with these items. have been used but you will find it tough to spot any marks. However as they have been the grading AB are in excellent condition. They have been used but you will find it tough e might be a couple of marks. Items with the grading B are in very clean condition. There n general they are very tidy. Items with the grading BC are in better than average

Updating the item description

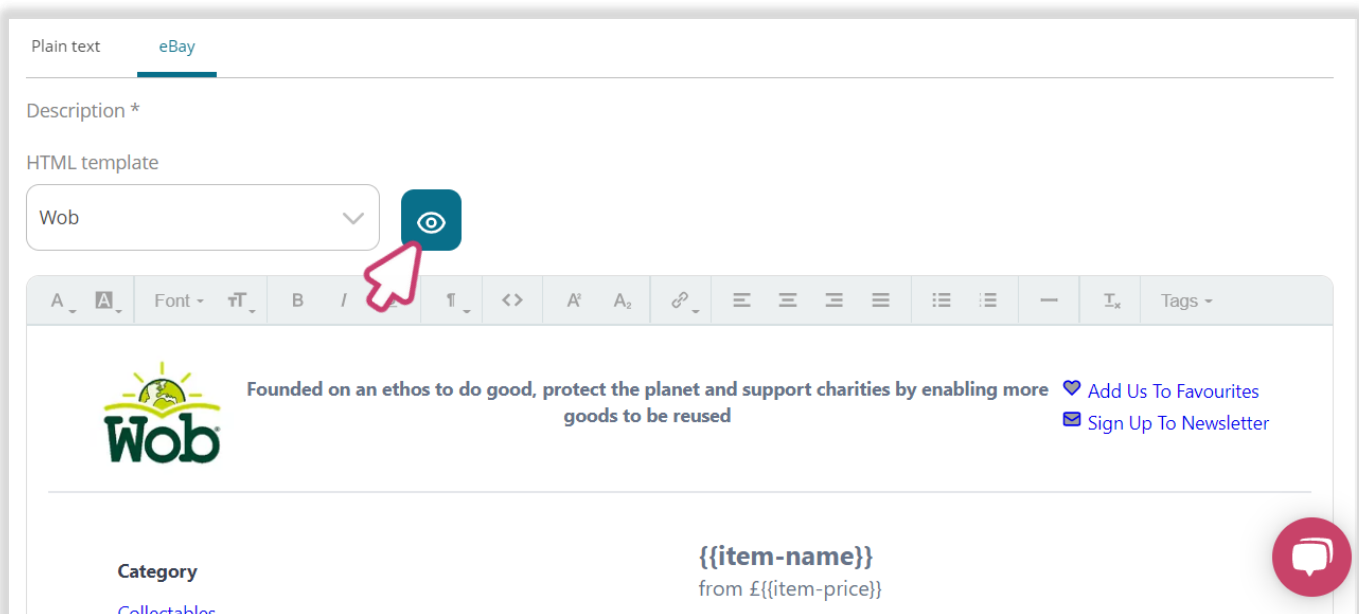
To add an HTML template to the listing description, click on the 'HTML field' and select a template from the drop down list.



The screenshot shows the eBay listing editor interface. At the top, there's a 'Listing Title' field with the text 'LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260'. Below the title, there's a search bar with the placeholder 'Enter text to search'. A dropdown menu is open, showing a list of categories: 'Toys', 'Trousers', 'Watches/Clocks', and 'Wob'. A red arrow points to the 'Wob' category. To the right of the dropdown, there's a blue icon with a white eye, representing the 'Quick view' icon. Below the dropdown, there's a rich text editor with various formatting options (bold, italic, link, etc.) and a 'Tags' dropdown. The main description area contains the following text: 'LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260 ITEM DESCRIPTION BRAND LOUIS VUITTON Color Damier Ebene Material Damier Ebene Canvas Size(cm) W17 x H10 x D8cm / Strap Total Length 120cm(Approx) Size(inch) W6.69 x H3.93 x D3.14inch / Strap Total Length 47.24inch(Approx) Style Hand Bag Accessory Dust Bag / Item Box / Shoulder Strap / Padlock(316) / Key(316) Product No. - Serial No. TH2047 Made in France Rank AB CONDITION Outside slightly lose shape Inside It is in excellent condition without any remarkable scratches. Pockets - Corners slightly rubbing Odor No offensive odor to us. Other Remarks RANK RANK Items with the grading S or SA are as close to new as you can get. Usually, there are no new old stock items, but they have only been used a couple of times. You will find it very difficult to see any issues with these items'.

Once the HTML is selected, the template will then drop into the listing description field.


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




The screenshot shows the eBay listing editor interface. At the top, there's a 'Plain text' tab and an 'eBay' tab. Below the tabs, there's a 'Description *' field. Underneath, there's an 'HTML template' dropdown menu with 'Wob' selected. A red arrow points to the blue 'Quick view' icon (eye in a circle) next to the dropdown. Below the dropdown, there's a rich text editor with various formatting options (bold, italic, link, etc.) and a 'Tags' dropdown. The main description area contains the following text: 'Founded on an ethos to do good, protect the planet and support charities by enabling more goods to be reused'. To the right of this text, there are two links: 'Add Us To Favourites' and 'Sign Up To Newsletter'. At the bottom, there's a 'Category' field with 'Collectables' selected. To the right of the category, there's a placeholder for the item name: '{{item-name}}' and a placeholder for the price: 'from £{{item-price}}'.



Updating the item description

Once you are done previewing, press the 'ESC' on your keyboard or click the 'Close' icon to go back to the listing form.

 **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

Art

LOUIS VUITTON Damier Ebene Mini Speedy Hand Bag SP Order LV Auth 23260
from £{{item-price}}





Custom SKU, tags, collect in store & job lot

Add a custom SKU if necessary. Otherwise, leave blank as the system will automatically assign a SKU to the item once it is listed.

You can also add tag(s) to the item if needed. 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" if you are selling the item as a group. If not, leave off.

The screenshot shows a form for adding a new item. At the top right is a teal button labeled "Copy Plain text". Below it are four main sections:

- Custom SKU:** A text input field containing "SH0045". A red arrow points to this field.
- Tags:** A section with a blue button labeled "Handbags" and a text input field labeled "Enter a new tag". A red arrow points to the "Handbags" button.
- Collect in store:** A toggle switch that is currently turned on (green). A red arrow points to this toggle.
- Job lot item:** A toggle switch that is currently turned off (grey). A red arrow points to this toggle.

Below the "Job lot item" toggle is a section labeled "Images (0/12)" with a camera icon and the text "Browse or drop your images here".



Adding photo(s) to your listing

As you can imagine, having high quality photos is one of the best ways to attract customers.

Tips:

Take photos from as many angles as possible.

The 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 photo(s) to your 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.

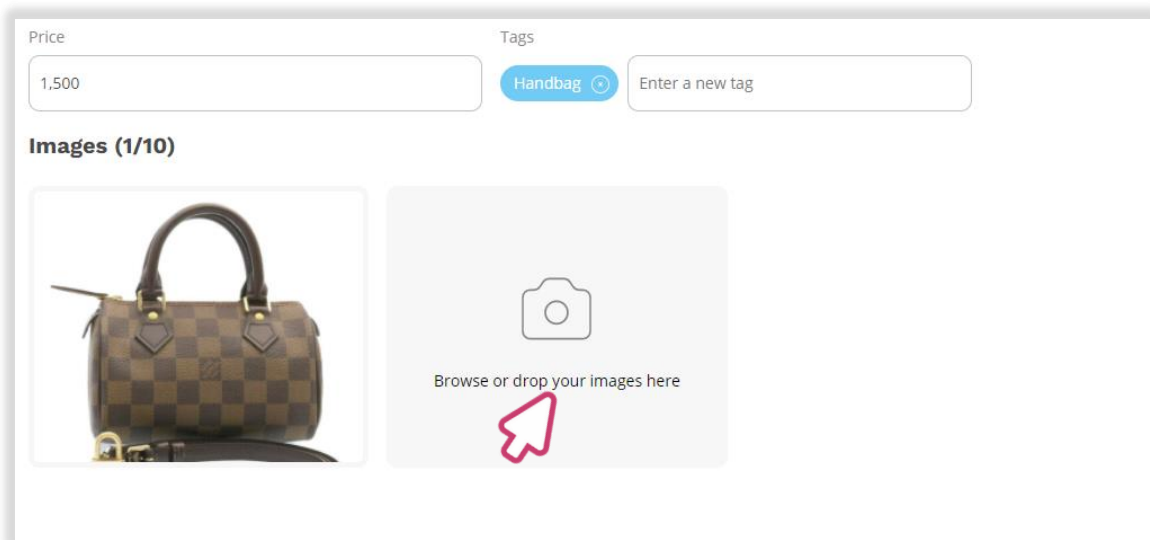
The photo should not contain any watermarks or digital signature.



Adding photo(s) to your listing

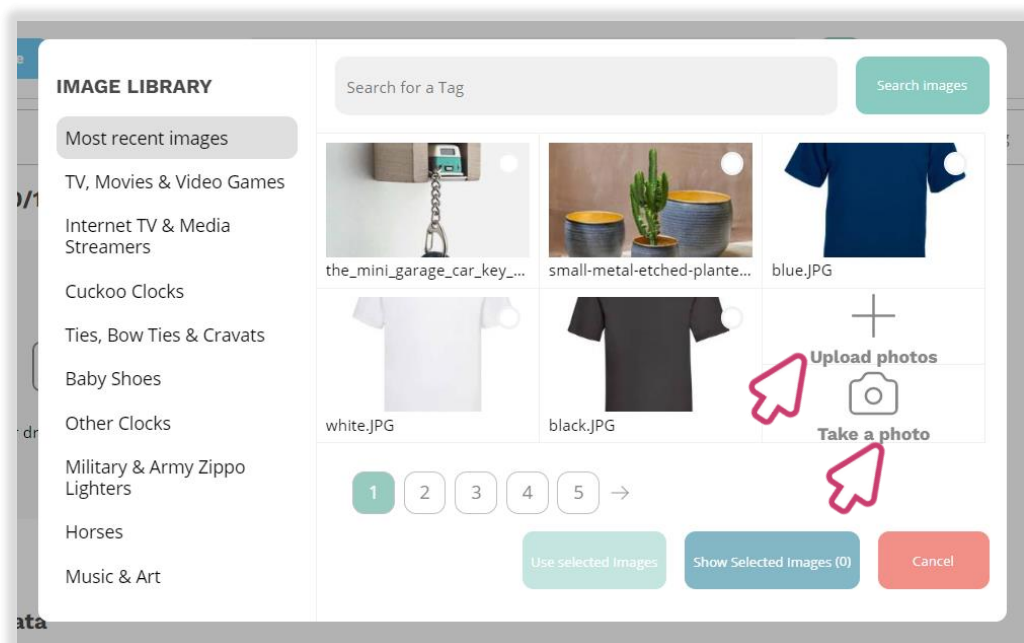
To add additional photo (s);

Click on the 'Photo icon' to select item photo(s) from your image library, Pc or mobile device. You can also drag and 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 on the 'Take a photo' icon.

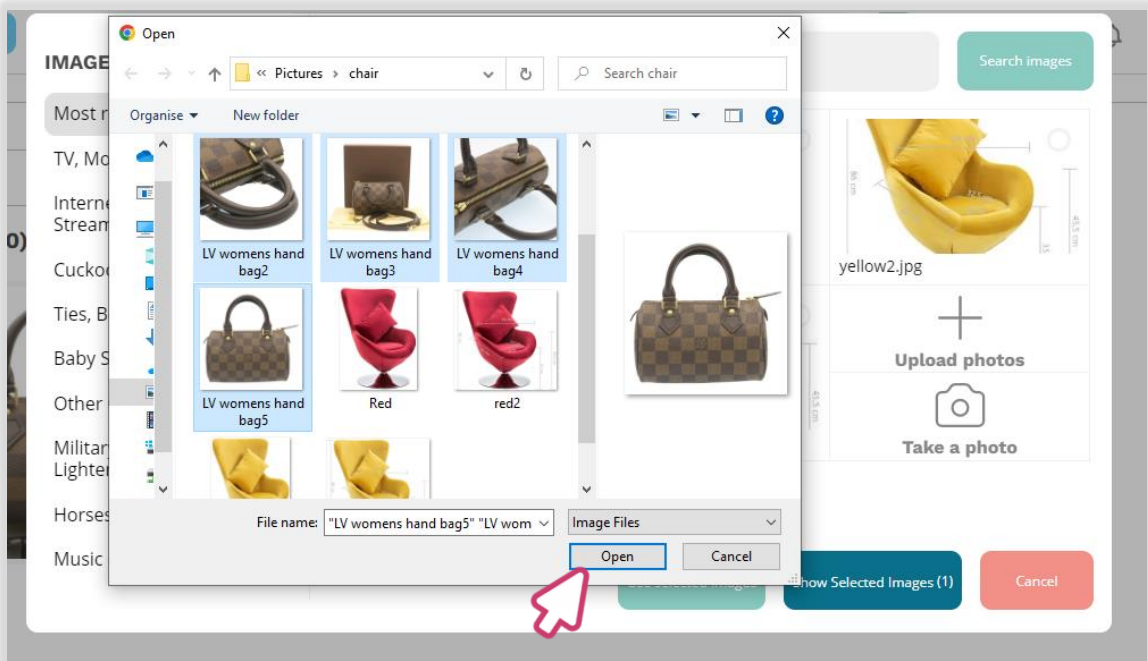


Adding photo(s) to your listing

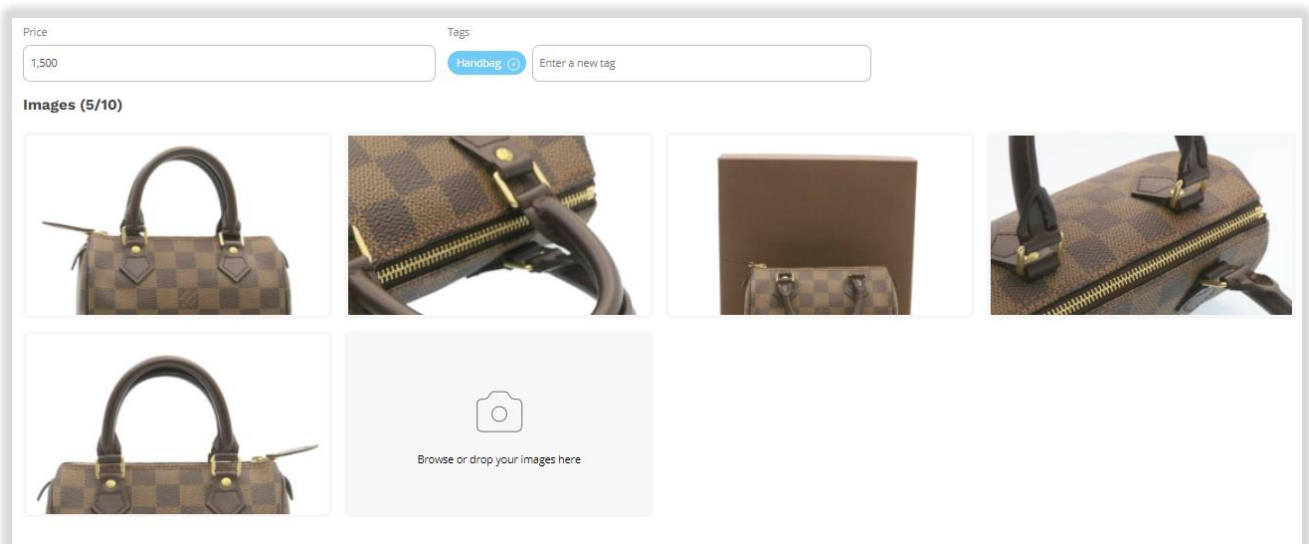
Once you've clicked on 'upload photos', you will be prompted to select the item photo(s).

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.

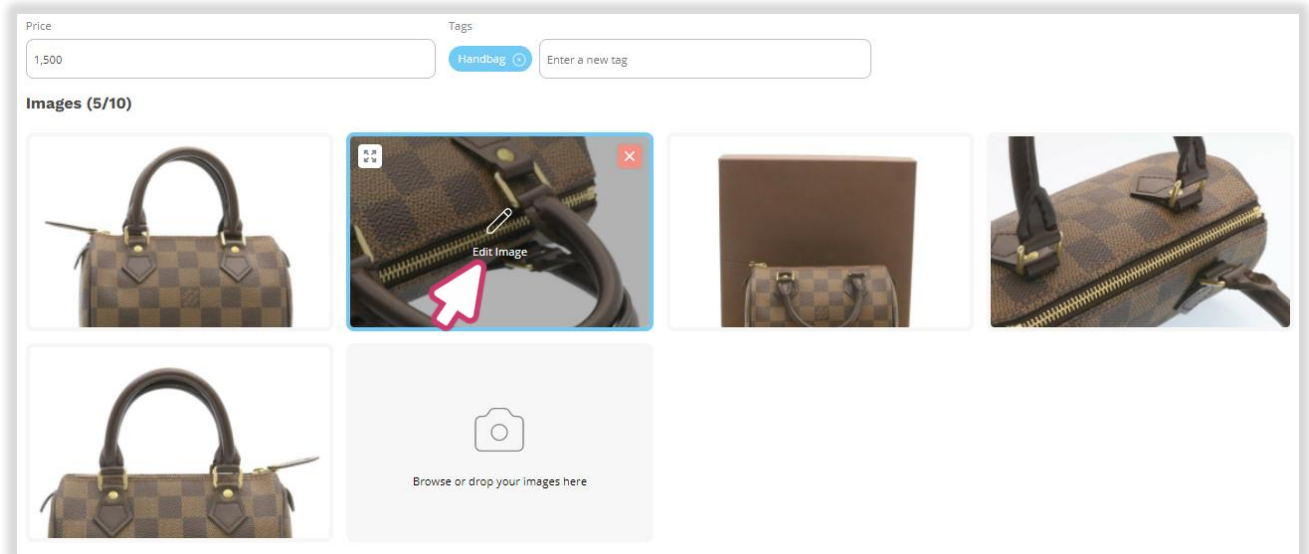


Uploaded photos should then appear on the listing form.



Adding photo(s) to your listing

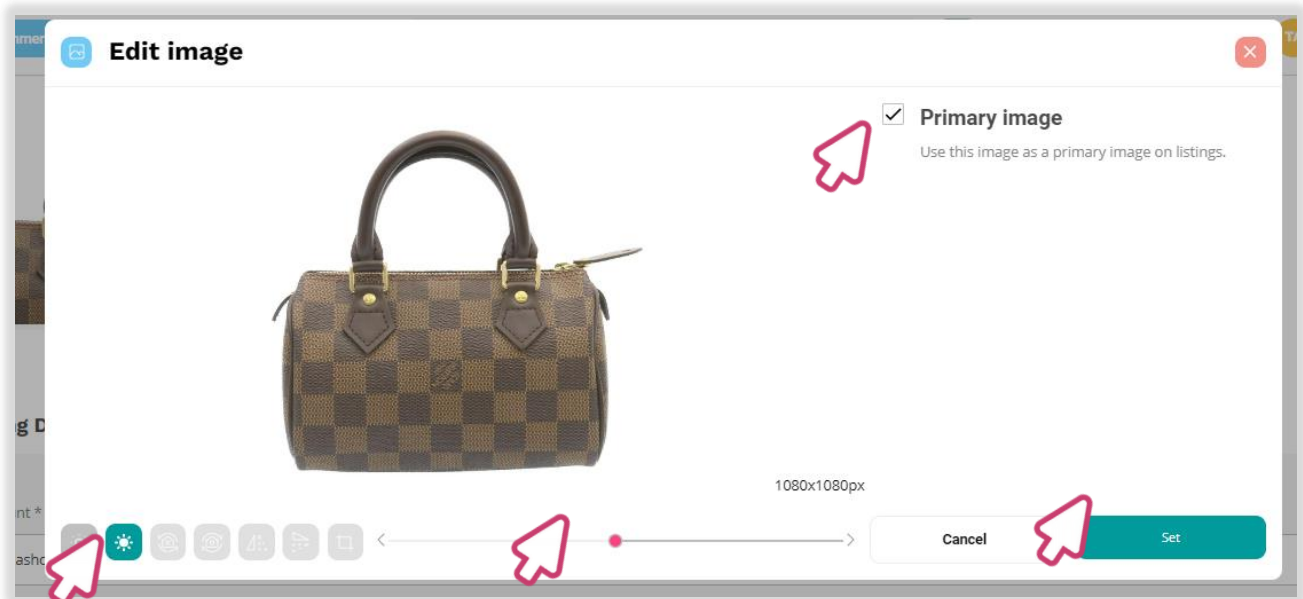
To edit the item image, hover your mouse around the centre of the image and click on the appearing 'Edit Image' icon.



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 the image, click on the 'Crop' icon, highlight preferred image area, click on the 'Set' icon, and then, click 'Save' button.




Adding photo(s) to your listing

To rearrange photo(s), move 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 appearing 'Move' icon then, drag the image to the main position.

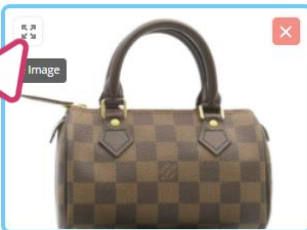
Price


Tags

Handbag 


Images (5/10)










Move image









Browse or drop your images here



Adding listing information

Next, select the right eBay account.

Click on the 'Custom Listing Title' field to modify the title if necessary. The title shouldn't be more than 80 characters.

The right item category will automatically be selected. If not, click on 'Suggest relevant categories'.

sh-200257 - United Kingdom

Custom Listing Title (80 chars) *

Louis Vuitton Damiere Ebene Mini Speedy Hand Bag SP Order LV AUTH 23260

Category

Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

[Suggest relevant categories](#)

eBay Category ☒ Secondary eBay Category

Films & TV	>	Baby	>	Women's Accessories	>
Garden & Patio	>	Kids	>	Women's Bags & Handbags	
Health & Beauty	>		>		

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

Best matching categories

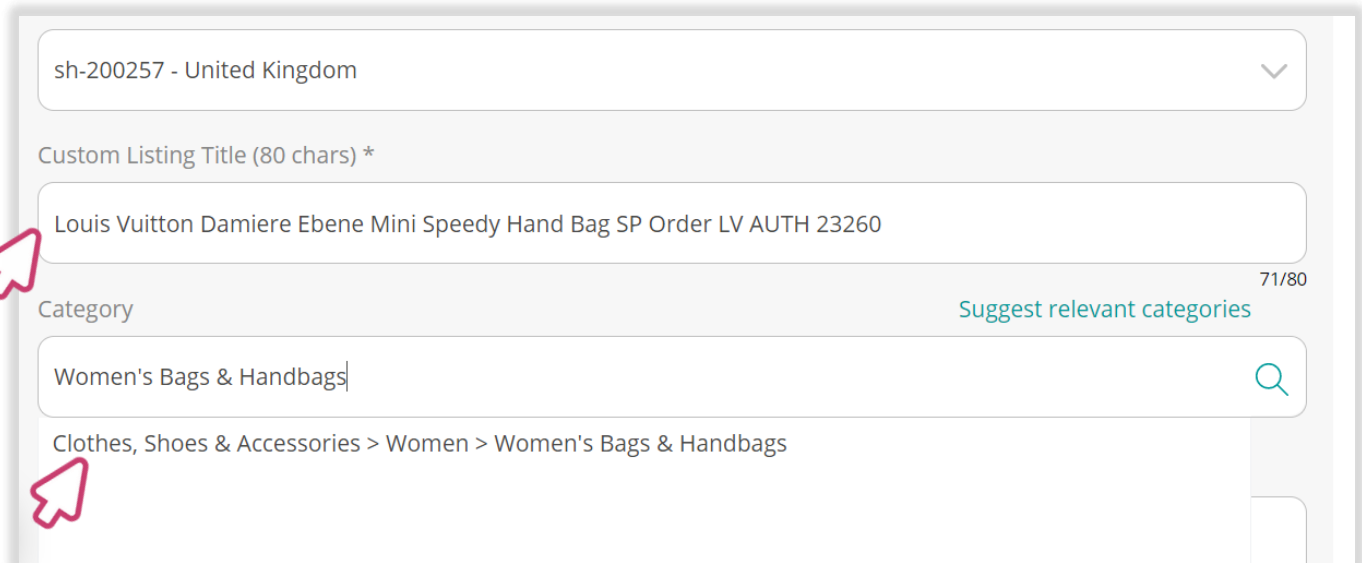
Based on your listing title we search through eBay categories to find some that might fit your item

- Clothes, Shoes & Accessories > Men > Men's Accessories > Bags
- Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

Confirm Cancel

Adding 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.



sh-200257 - United Kingdom

Custom Listing Title (80 chars) *

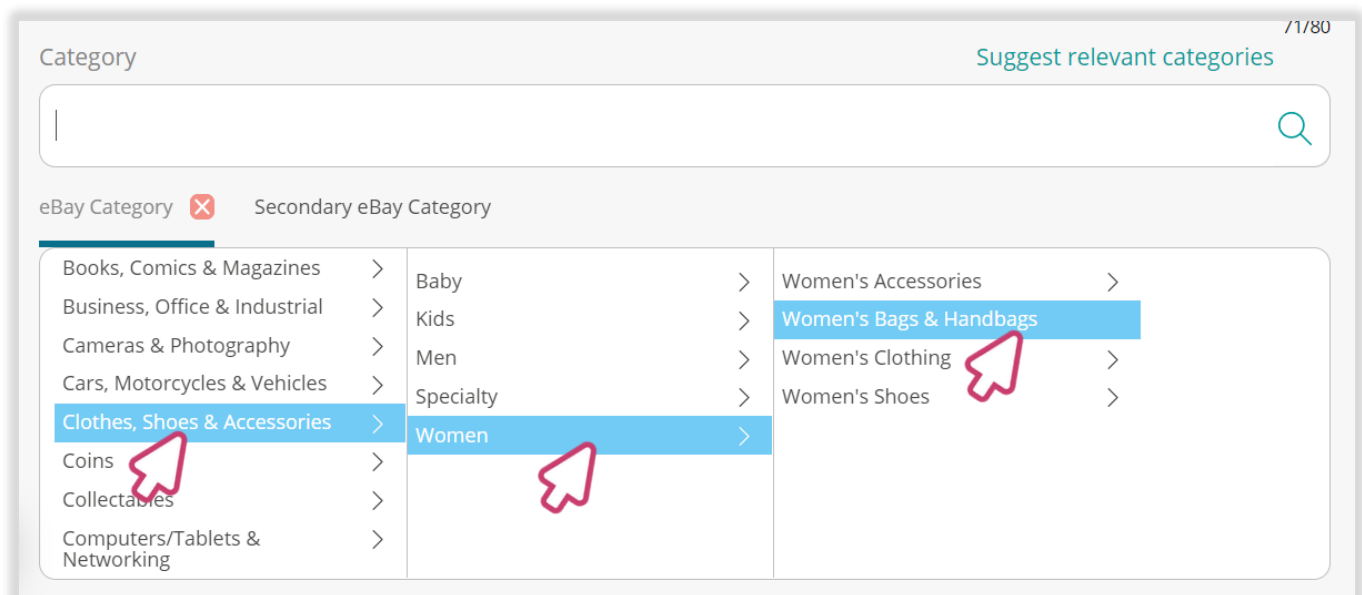
Louis Vuitton Damiere Ebene Mini Speedy Hand Bag SP Order LV AUTH 23260

Category Suggest relevant categories

Women's Bags & Handbags

Clothes, Shoes & Accessories > Women > Women's Bags & Handbags

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

|

eBay Category ✕ Secondary eBay Category

Books, Comics & Magazines	>	Baby	>	Women's Accessories	>
Business, Office & Industrial	>	Kids	>	Women's Bags & Handbags	>
Cameras & Photography	>	Men	>	Women's Clothing	>
Cars, Motorcycles & Vehicles	>	Specialty	>	Women's Shoes	>
Clothes, Shoes & Accessories	>	Women	>		
Coins	>				
Collectables	>				
Computers/Tablets & Networking	>				



Updating the listing duration and item condition

Next, select a 'Listing duration' from 3 – 10 days.

Select the item condition from the drop-down menu.

And manually type in the item condition description into the description field.

The screenshot shows a multi-column category selection menu at the top with the following options:

Category	Sub-category	Item
Baby		
Books, Comics & Magazines		
Business, Office & Industrial		
Cameras & Photography		
Cars, Motorcycles & Vehicles		
Clothes, Shoes & Accessories		
	Men	
	Specialty	
	Women	
		Women's Bags & Handbags
		Women's Clothing
		Women's Shoes

Below the menu are three form fields, each with a red arrow pointing to it:

- Listing duration ***: A dropdown menu with 'Days 10' selected.
- Condition ***: A dropdown menu with 'New with tags' selected.
- Condition description**: A text input field containing 'Excellent condition'.

A red speech bubble icon is located in the bottom right corner of the form area.



Item specifics

Item specifics are required when listing to eBay and once you get it right, it can 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 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 the item specifics

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

From the pop-up screen, update or add new attributes if necessary.

To add custom attribute(s), click on the 'Create Attribute' button at the bottom of the screen



Updating the item specifics

From the pop-up screen, key-in the attribute name and value. Then, click on the 'Add attribute' button.

Click on the 'Set specifics' button, once you are ready!



Pricing and payment

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

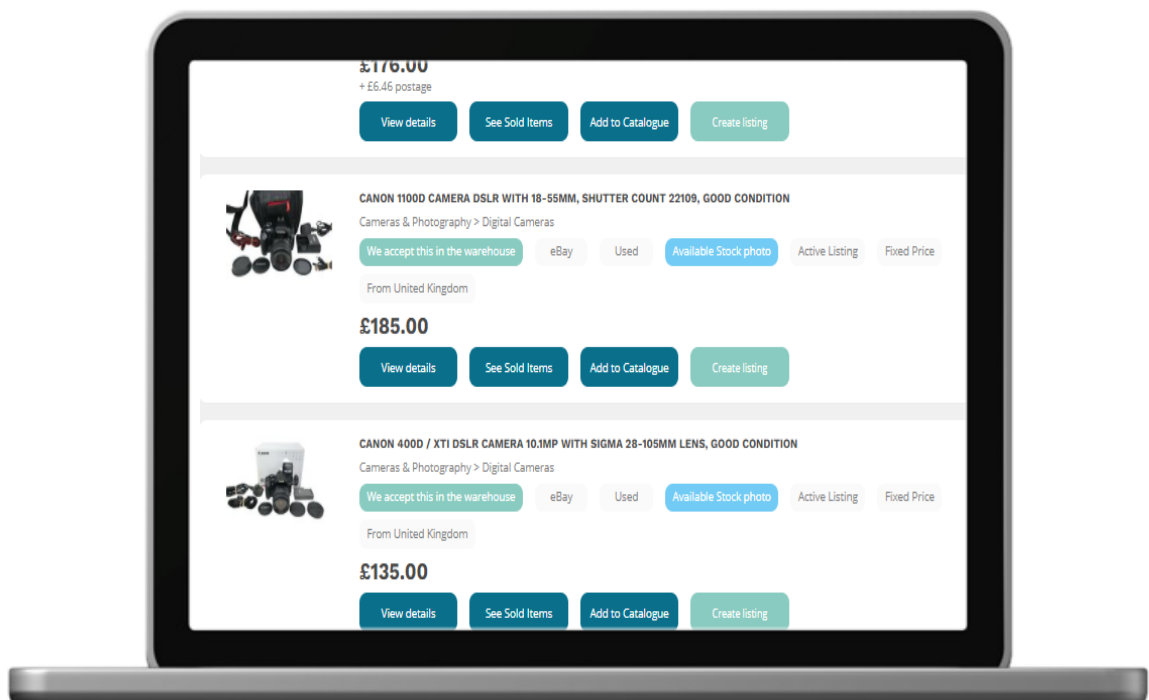
Customers will bid on your item during a set period of 3 to 10 days and the highest bidder at the close of the auction buys your item.

Tips:

Avoid setting up your price based on what you want to achieve.

Don't presume what a customer might pay for your item.

Do your research!





Pricing and payment

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

Condition *

New with tags

Condition description

Excellent condition

☐ Item Specifics [edit](#)

☐ Pricing & Payment [edit](#)

☐ Policies [edit](#)

From the pop-up screen, enter a reasonable amount as auction start price. If you set your price too low, the buyer may not think that the item is genuine.

You may want to set a 'Buy it Now' price as a backup, to give customers the option to buy the item immediately rather than bidding. Please research the market if you are not sure how much to price your item. (Buy it now price should not be less than start price).

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.

Pricing & Payment

Auction start price * Buy It Now Price Reserve Price

1,400 £ 1,500 £ 1,400 £

Vat % Donation Percentage

0 % 0 %

☐ Best offer

☐ Private listing

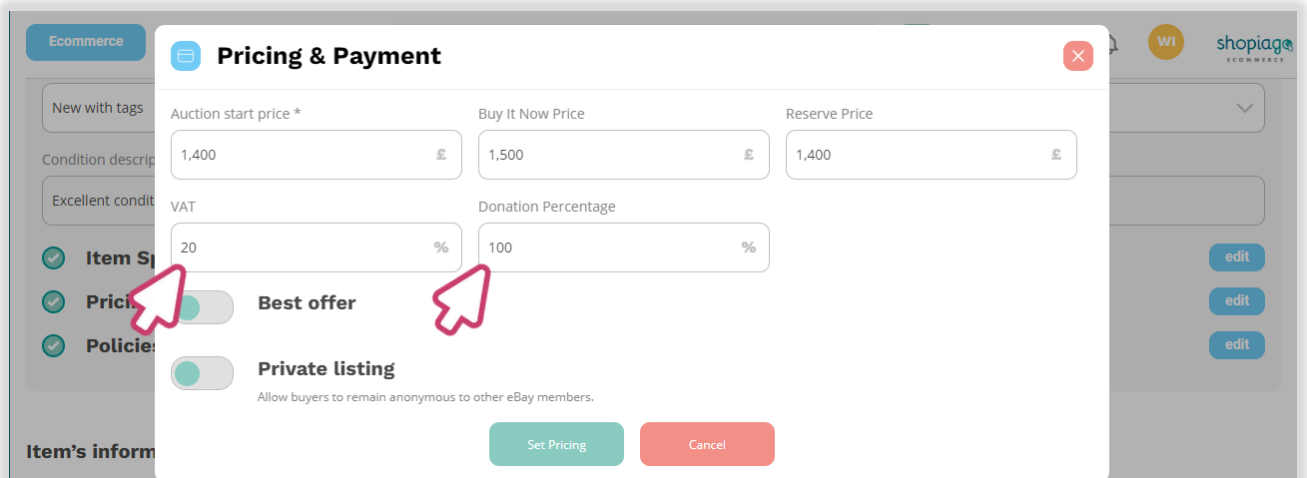
Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel

Pricing and payment

Key-in item VAT %. (This applies only to 'new' items. Leave it blank if it does not apply).

Select your 'Listing Donation Percentage' (this is the amount you are donating for the item). If you are a charity, this should automatically be 100% in your settings.



Pricing & Payment

Auction start price *	Buy It Now Price	Reserve Price
1,400 £	1,500 £	1,400 £

VAT	Donation Percentage
20 %	100 %

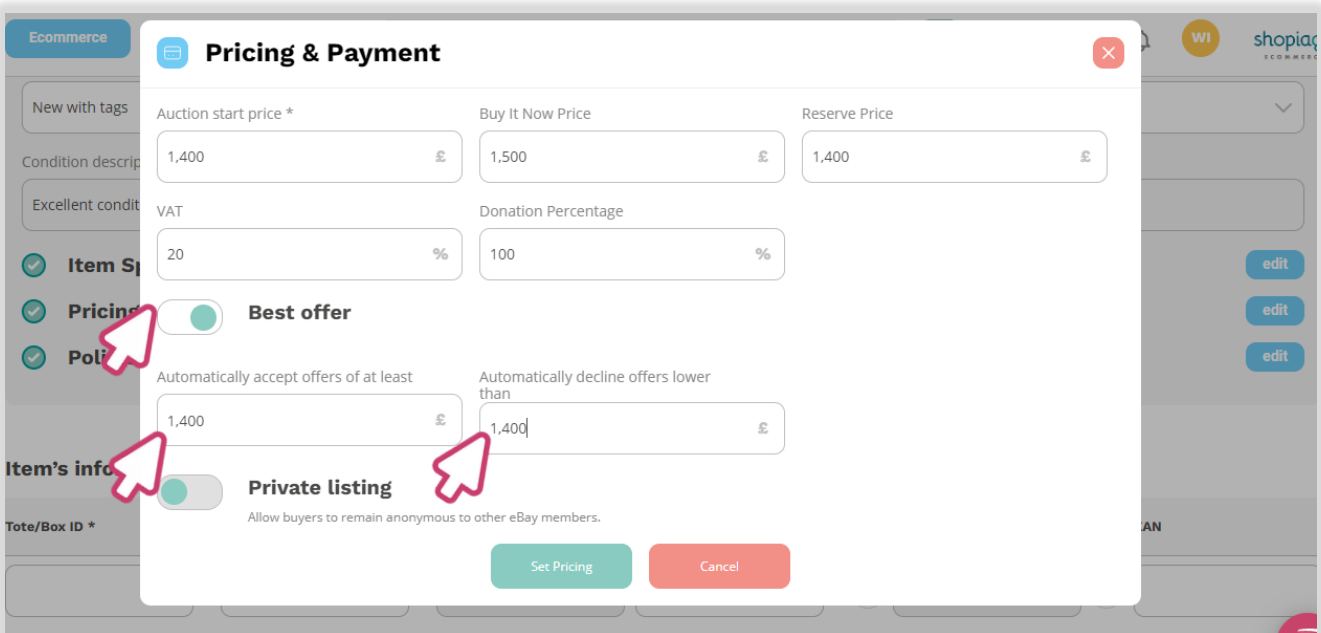
☒ **Best offer**

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

Set Pricing Cancel

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).

Enter the amounts that you are willing to accept and the lowest amounts to automatically decline.



Pricing & Payment

Auction start price *	Buy It Now Price	Reserve Price
1,400 £	1,500 £	1,400 £

VAT	Donation Percentage
20 %	100 %

☒ **Best offer**

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

Automatically accept offers of at least: 1,400 £

Automatically decline offers lower than: 1,400 £

Set Pricing Cancel



Pricing and payment

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

Click on the 'Set pricing' button once all information are correctly entered.

Pricing & Payment

Auction start price *
1,400 £

Buy It Now Price
1,500 £

Reserve Price
1,400 £

VAT
20 %

Donation Percentage
100 %

☒ **Best offer**

Automatically accept offers of at least
1,400 £

Automatically decline offers lower than
1,400 £

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

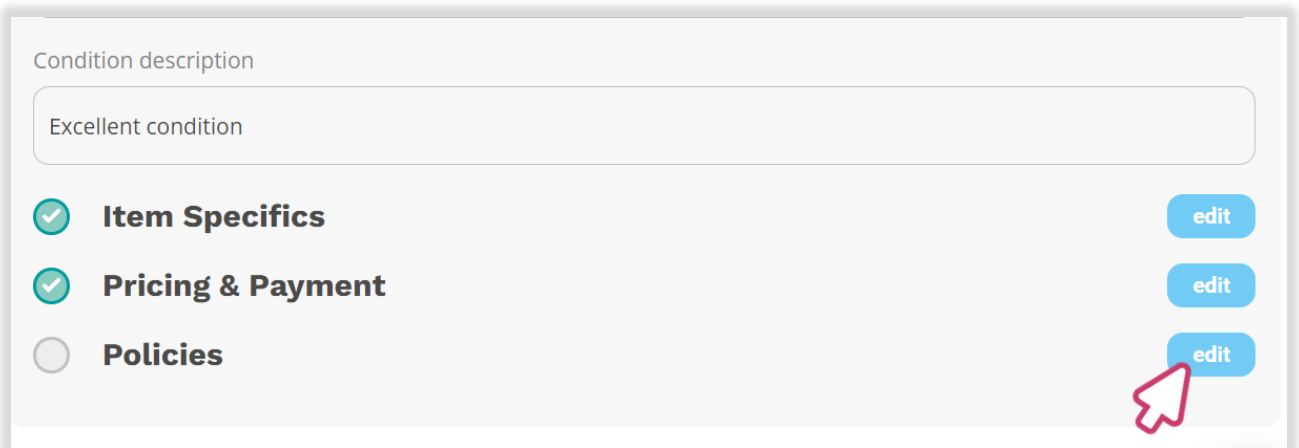
Set Pricing **Cancel**

eBay policies

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

To set policies:

Click on the 'edit' button.

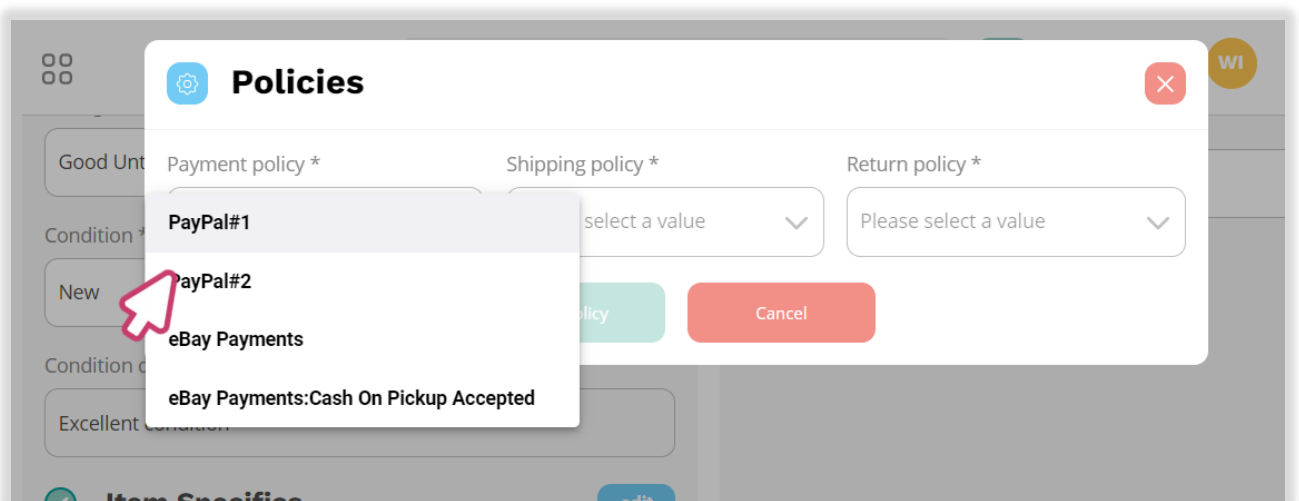


Condition description

Excellent condition

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

From the pop-up screen, click on the 'Payment policy' field and select a preferred payment policy.



Policies

Payment policy * Shipping policy * Return policy *

PayPal#1 select a value Please select a value

PayPal#2

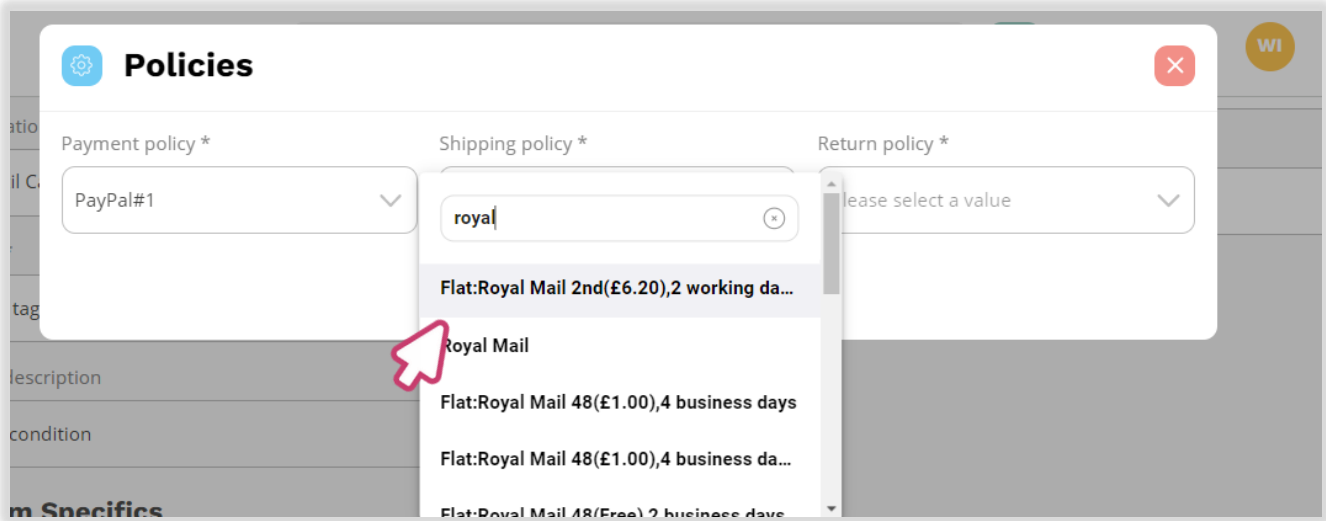
eBay Payments

eBay Payments:Cash On Pickup Accepted

Cancel

eBay policies

Click on the 'Shipping policy' field and select the relevant postage service provider.



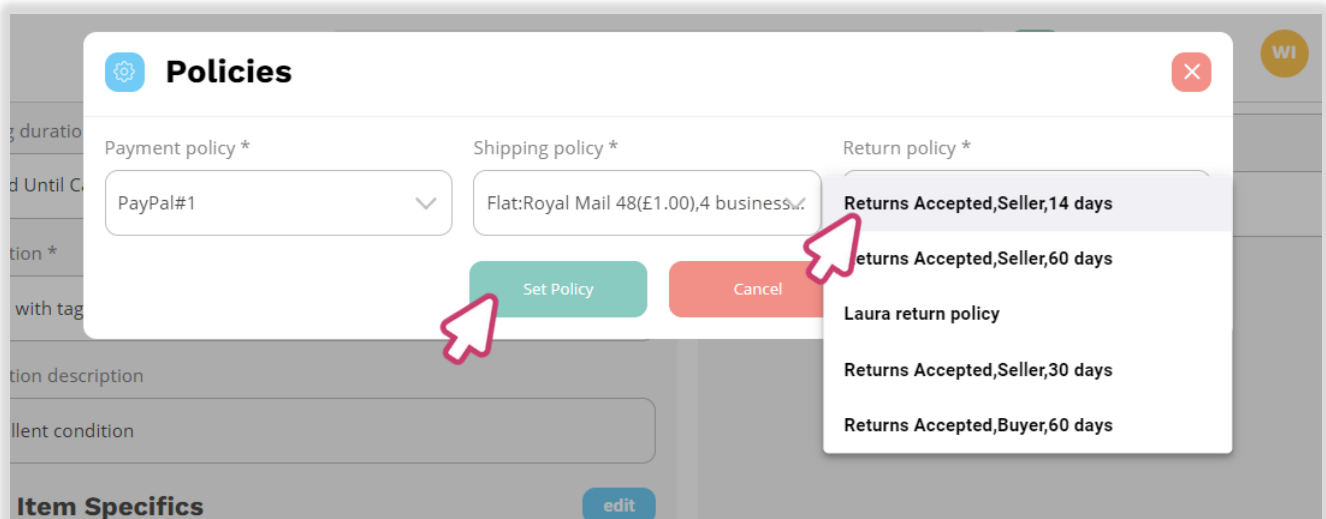
The screenshot shows the 'Policies' modal with three sections: 'Payment policy *', 'Shipping policy *', and 'Return policy *'. The 'Shipping policy *' dropdown is open, showing a search bar with 'royal' and a list of options. A pink arrow points to the 'Royal Mail' option in the list.

Policy Type	Selected Value
Payment policy *	PayPal#1
Shipping policy *	royal
Return policy *	Please select a value

- Flat:Royal Mail 2nd(£6.20),2 working da...
- Royal Mail
- Flat:Royal Mail 48(£1.00),4 business days
- Flat:Royal Mail 48(£1.00),4 business da...
- Flat:Royal Mail 48(Free),2 business days

Click on 'Return policy' field and select a return policy.

And then click on the 'Set Policy' button.



The screenshot shows the 'Policies' modal with the 'Return policy *' dropdown open, displaying a list of return policy options. A pink arrow points to the 'Set Policy' button.

Policy Type	Selected Value
Payment policy *	PayPal#1
Shipping policy *	Flat:Royal Mail 48(£1.00),4 business days
Return policy *	Returns Accepted,Seller,14 days

- Returns Accepted,Seller,14 days
- Returns Accepted,Seller,60 days
- Laura return policy
- Returns Accepted,Seller,30 days
- Returns Accepted,Buyer,60 days

Set Policy **Cancel**



Updating the Item Information

Next, enter the 'The Tote/Box ID' where the item is stored. This can be a box or shelf number. Or select 'Does not apply'.

Enter the item Gift Aid number or select 'Does Not Apply' from the drop-down if you don't have it.

The "Source Shop" will be pre-populated. If not, click on the "Source Shop" field and select where the item is coming from.

If you have initially enter a custom SKU (Stock Keeping Unit) to the item, this will automatically be populated.

Item 'Quantity' will automatically be set to 1 for auction style listing.

Enter item identifier number (EAN). Identification number makes it easier for customers to find your item, so please be sure to fill in this field). If your item doesn't have an EAN, click the text field and select Does Not Apply.

The screenshot shows a web form titled 'Item's information' with a sidebar on the left containing four sections: 'Item Specifics', 'Pricing & Payment', 'Shipping', and 'Return policy', each with a green checkmark icon and an 'edit' button. The main form area has a table-like structure with the following fields:

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
Does Not Apply	Does Not Apply	Shoptown Industries	SH0045-1	1	Does Not Apply

Below the table, there are four buttons: 'Create Listing' (green), 'Save as a draft' (dark blue), 'Save as a template' (dark blue), and 'Cancel' (red). There are also two checkboxes: 'I want to follow messages' and 'Dashboard related to this item'. Red arrows point to the 'Does Not Apply' dropdowns in the first three columns.



Submit your listing

Once all the item information are entered, click on the 'Create listing' button.

✔ Item Specifics

✔ Pricing & Payment

✔ Shipping

✔ Return policy

edit

edit

edit

edit

Item's information

Tote/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN
<input type="text" value="Does Not Apply"/>	<input type="text" value="Does Not Apply"/>	<input type="text" value="Shoptown Industries"/>	<input type="text" value="SH0045-1"/>	<div><div>-</div><div>1</div><div>+</div></div>	<input type="text" value="Does Not Apply"/>

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

Create Listing

Save as a draft

Save as a template

Cancel



Listing options

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

List immediately - when 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 are three radio button options for "Listing type": "List Immediately" (selected), "Add to queue", and "List on a date". A red mouse cursor icon is pointing at the "Add to queue" option. Below these options is a text input field labeled "Auto cancel after days". Further down is a dropdown menu labeled "Reprice rule" with "DISCOUNT" selected. At the bottom of the dialog are three buttons: "List it" (teal), "List it & create new" (dark blue), and "Cancel" (red).



Listing options

If you've selected 'Add to queue' as your listing option,

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

Enter value(s) for auto-relists.

Click on the 'Reprice rule' field to select a rule is necessary, or leave as default.

Finally, click 'List it' or 'list it & create new' button.

A screenshot of a "Listing create settings" modal window. The modal has a title bar with a gear icon and a close button (X). It contains several fields: "Listing type" with a dropdown menu showing "Add to queue"; "Relist automatically *" with a checked checkbox; "Number of automatic relists" with a text input field containing the number "2"; and "Reprice rule" with a dropdown menu showing "Auction Reprice". At the bottom, there are three buttons: "List it" (teal), "List it & create new" (dark blue), and "Cancel" (red). Red arrows point to the "Add to queue" dropdown, the "Relist automatically" checkbox, the "Number of automatic relists" input field, the "Auction Reprice" dropdown, and the "List it" and "List it & create new" buttons.



Happy Selling

If you need further help or support,
please speak to your Customer Success Manager
or access Live Chat when logged in.