



Ecommerce User Guide

How to create an inventory item

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

Version 3.0



Adding an item to your inventory

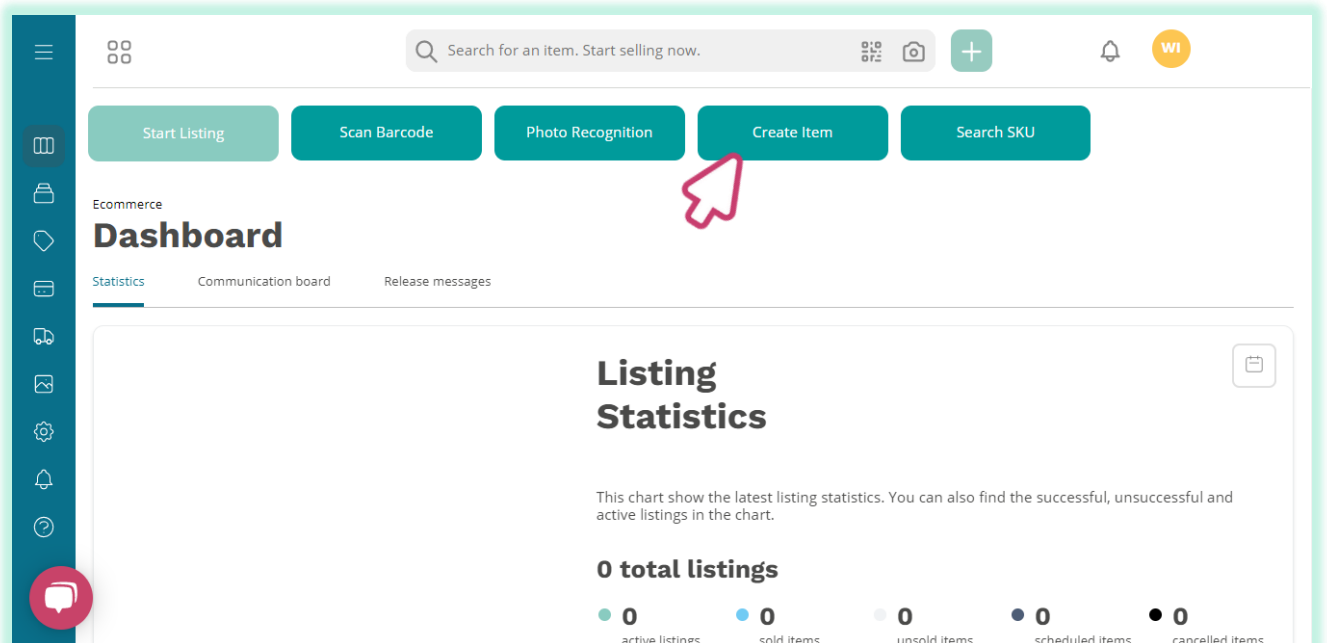
Please note the term “Product” is referred to as “Item” this does not in any way change how you would normally add an item (formally product) to inventory.

Once you have received a donation or perhaps just purchased goods, the first thing you would want to do is add the item (s) to your inventory to help you keep track of them. However, to be able to perform this action, your account role must include this privilege.

This guide will explain how to add an item to your inventory.

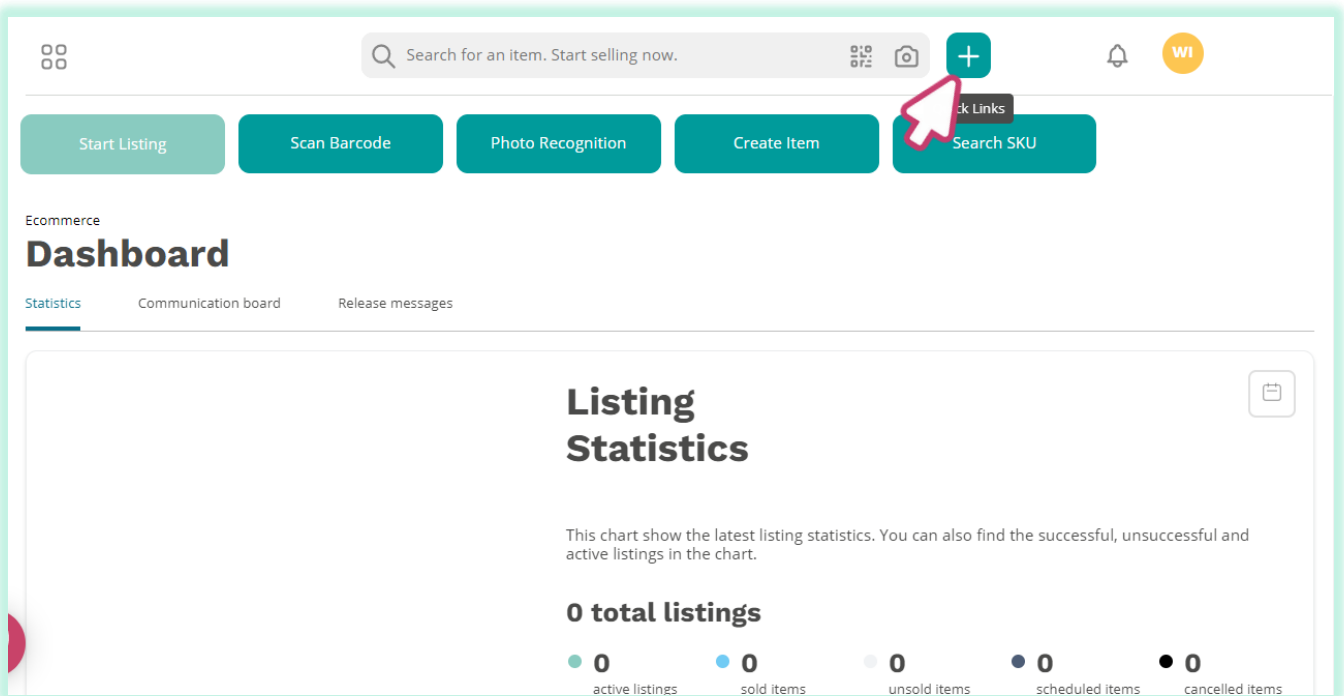
To start:

- [Login](#) to your Ecommerce account.
- Click on the "Create Item" button at the top right-hand side of the dashboard.

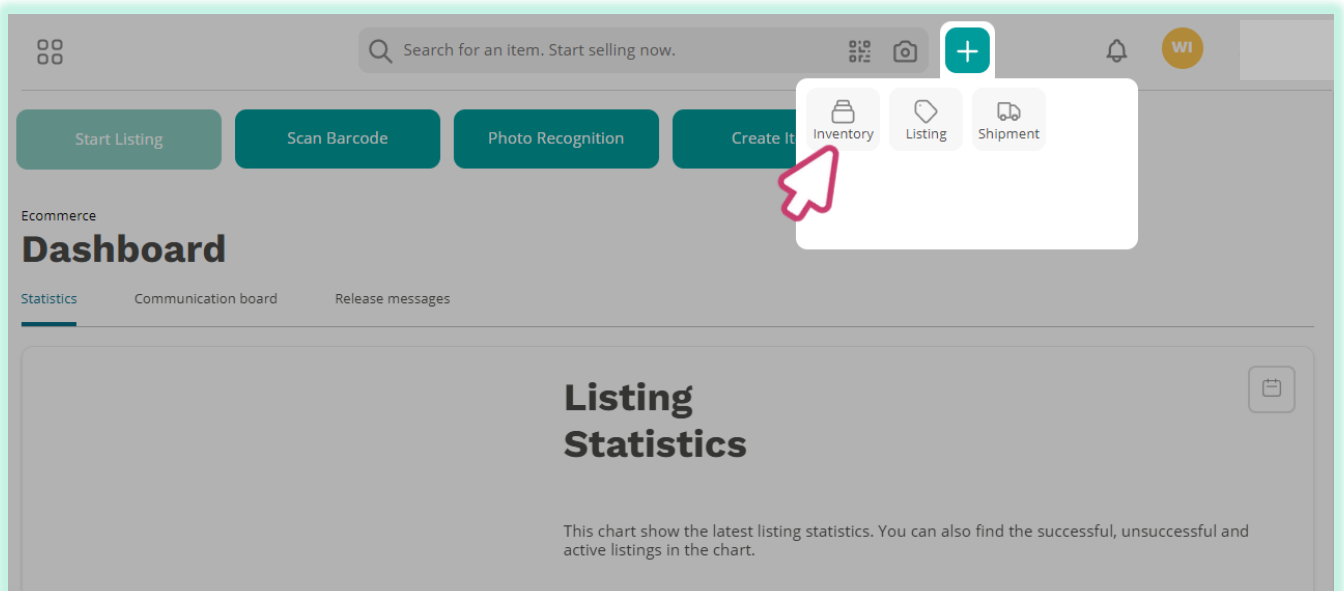


Adding an item to your inventory

- Alternatively, you can use the quick link button at the  per right-hand side of the dashboard.



- Then click on 'Inventory' icon, from the pop-up screen.



Enter the Item information

On the next page:

- Enter the item name (title should describe the item name and nothing more).
- You can add tag(s) if necessary. This is for internal use for categorizing listings e.g. 'Furniture'.
- Enter the item 'Estimated value'.
- Turn on the 'Job lot item' toggle switch if you are selling the item as group or leave as default.
- Turn on the 'High value' toggle switch if the item is of high value or leave as default.
- Turn off 'CIS only' toggle switch (unless if the item is for collect in store only).

Create Item

Item Name *

Desk Lamp

Tags

Lighting

Enter a new tag

Estimated value

40

Job lot item

This item is a job lot item.

☒

High value

This item has high value.

☒

CIS only

This item is a CIS only item.

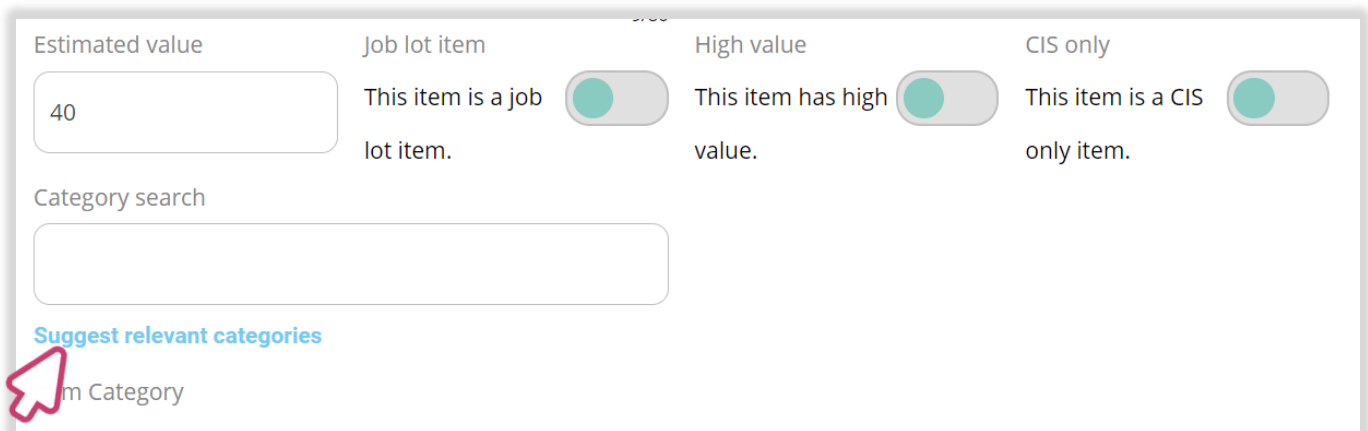
☐

Item Category

Categories allow you to classify and display your item in the right section. By adding a category, you are also helping the lister to list the item in the right category. Usually, eBay suggests item categories based on the item title. But you can also manually search categories to find the right item category.

To assign a category:

- Click on 'Suggest relevant categories' tab.



Estimated value: 40

Job lot item: ☒ This item is a job lot item.

High value: ☒ This item has high value.

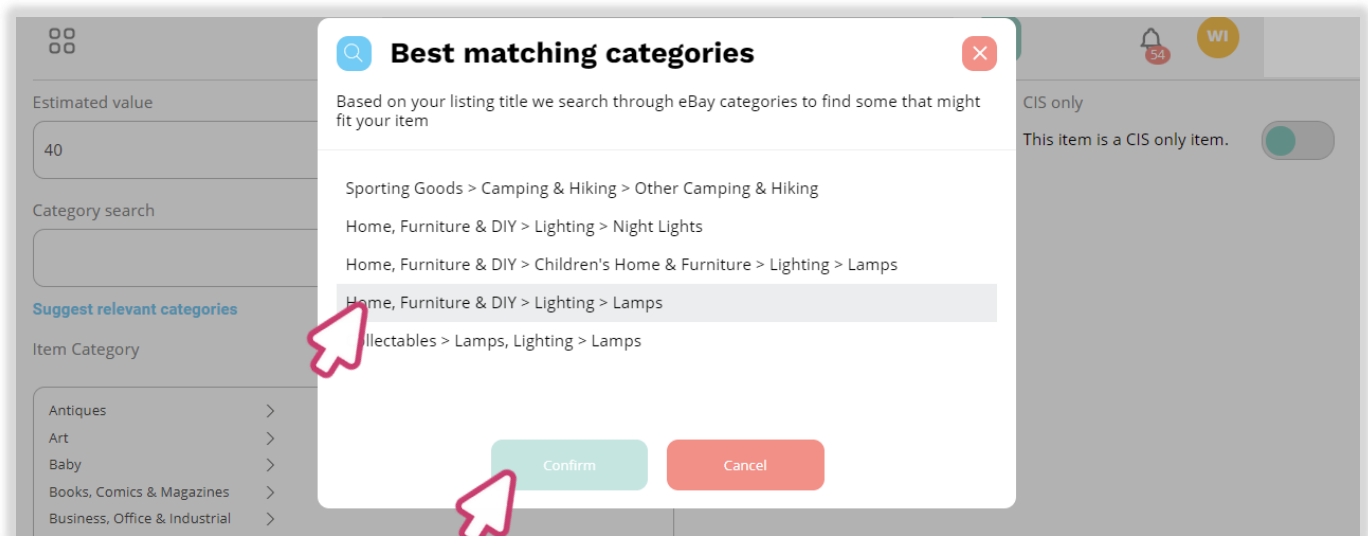
CIS only: ☒ This item is a CIS only item.

Category search:

[Suggest relevant categories](#)

Item Category

Select the best match from the pop-up screen, and then, click on the confirm button.



Estimated value: 40

Category search:

[Suggest relevant categories](#)

Item Category

Antiques >

Art >

Baby >

Books, Comics & Magazines >

Business, Office & Industrial >

Best matching categories

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

- Sporting Goods > Camping & Hiking > Other Camping & Hiking
- Home, Furniture & DIY > Lighting > Night Lights
- Home, Furniture & DIY > Children's Home & Furniture > Lighting > Lamps
- Home, Furniture & DIY > Lighting > Lamps**
- Collectables > Lamps, Lighting > Lamps

Confirm Cancel

Item Category

- Manually type in the item category and select the closest match. Make sure you select the best fitting category.

Estimated value Job lot item ☒ This item is a job lot item. High value ☒ This item has high value. CIS only ☒ This item is a CIS only item.

Category search

Lighting

- Home, Furniture & DIY > Children's Home & Furniture > Lighting > Lamps
- Home, Furniture & DIY > Children's Home & Furniture > Lighting > Lampshades
- Pottery, Ceramics & Glass > Lamps, Lighting > Lamps
- Home, Furniture & DIY > Lighting > Lamps
- Home, Furniture & DIY > Lighting > Lampshades & Lightshades
- Collectables > Lamps, Lighting > Lamps

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

Category search

[Suggest relevant categories](#)

Item Category

Everything else	Food & Drink	Ceiling Lights & Ch
Films & TV	Furniture	Fairy Lights
Garden & Patio	Heating, Cooling & Air	Lamps
Health & Beauty	Home Décor	Lampshades & Lig
Holidays & Travel	Home Security	Lighting
Home, Furniture & DIY	Household & Laundry Supplies	Light Fittings
Jewellery & Watches	Kitchen	Lighting Accessorie
Mobile Phones & Communication	Lighting	Lighting Parts
Music		

Item description

- Enter item description if you have any information to help the lister.
- You can point out any defects or information about the item's authenticity.
- You don't necessarily need to input much information at this stage.

Suggest me categories

Item Category



Home, Furniture & DIY	>	Home Security	>	Ceilin
Jewellery & Watches	>	Household & Laundry Supplies	>	Fairy
Mobile Phones & Communication	>	Kitchen	>	Lamp
Music	>	Lighting	>	Lamp
Musical Instruments & DJ Equipment	>	Luggage & Travel Accessories	>	Light
Pet Supplies	>	Metaphysical & New Age	>	Light
Pottery & Glass	>	Other Home, Furniture & DIY	>	Lighti
		Plumbing & Fixtures	>	Lighti
		Rugs & Carpets	>	Lighti

Item Description



Product Dimensions: 15.19 x 23.01 x 14.2 cm; 870 Grams
 Item model number: L258CK
 Part Number: L258CK
 Style: Red
 Material: Plastic, Metal
 Included Components: Lamp
 Voltage : 240 Volts

Add Variants & Stock information

Non-variant items do not require variations, but you must still enter inventory information to be able to manage and track stock levels.

To enter the stock data;

- The 'Variant name' will be prepopulated with the item name you entered. You can update it if necessary.
- Enter the 'Gift Aid' number for the item or click and select does not apply.
- Key-in item quantity or use the 'Quantity adjustment' button to increase or decrease the item quantity.
- 'Source shop' will automatically be selected. If not, please select a 'location' (This is where the item is stored or located).

Variants & Stock Data

Variant Name *	Gift Aid Number	Quantity	Source Shop
Red Lamp	Does Not Apply	- 1 +	Shopitown Industries -Shop

Add new variant

Images (0/12)

Adding item photo (s)

The photo uploader makes it very easy to add, edit and move item photo(s).

Tips:

- Take photos from as many angles as possible.
- You can add up to 12 photos but not necessary at this stage.
- If possible, your main image should be on a white background (this will improve visibility on Google) and show the item in full.



Adding item photo(s)

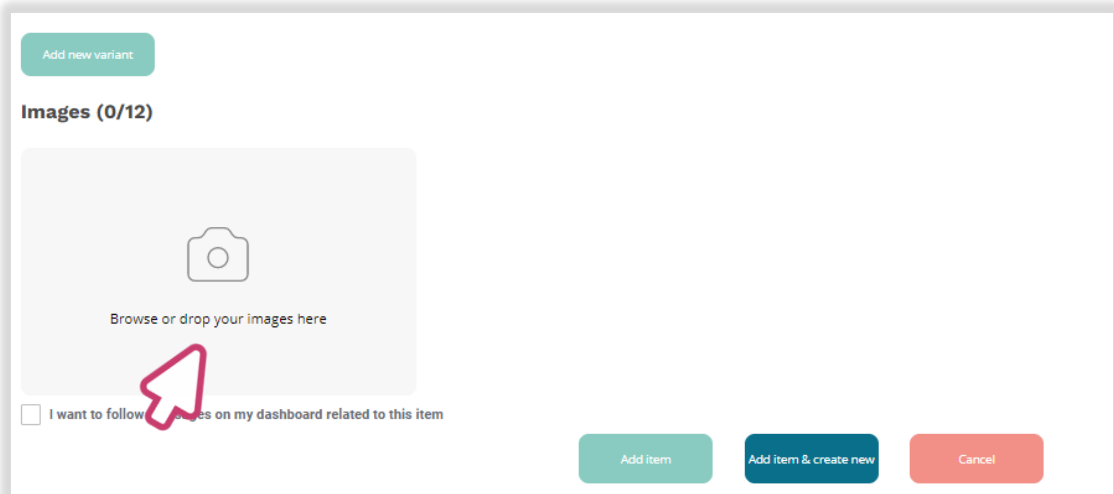
- The minimum photo size should be 500 x 500 pixels or 800-1600 pixels on the longest side.
- Photo must be a PNG, JPEG, BMP or GIF.
- Don't use a filter as natural colours are better at showing the buyer what to expect.
- Don't add thumbnails as these can affect the clarity of the photo when submitted to marketplaces.
- The photo should depict the item being described.
- The photo should not contain any watermarks or digital signature.



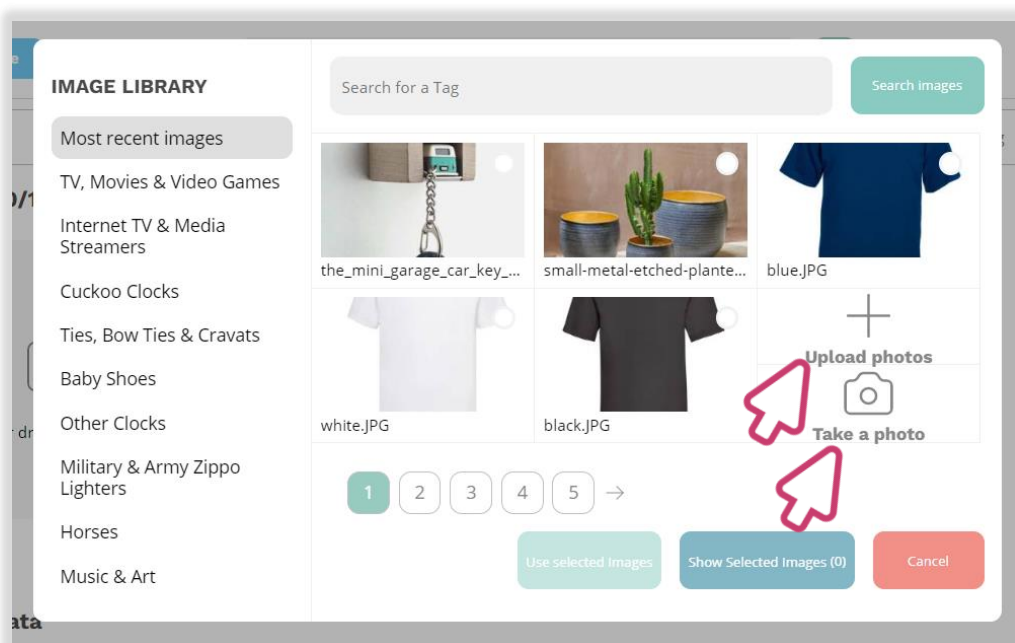
Adding item photo(s)

To add photo(s);

- Click on the 'Photo icon' to select item photo from photo library or device. You can also drag & drop the item images into the centre of the upload photo area.

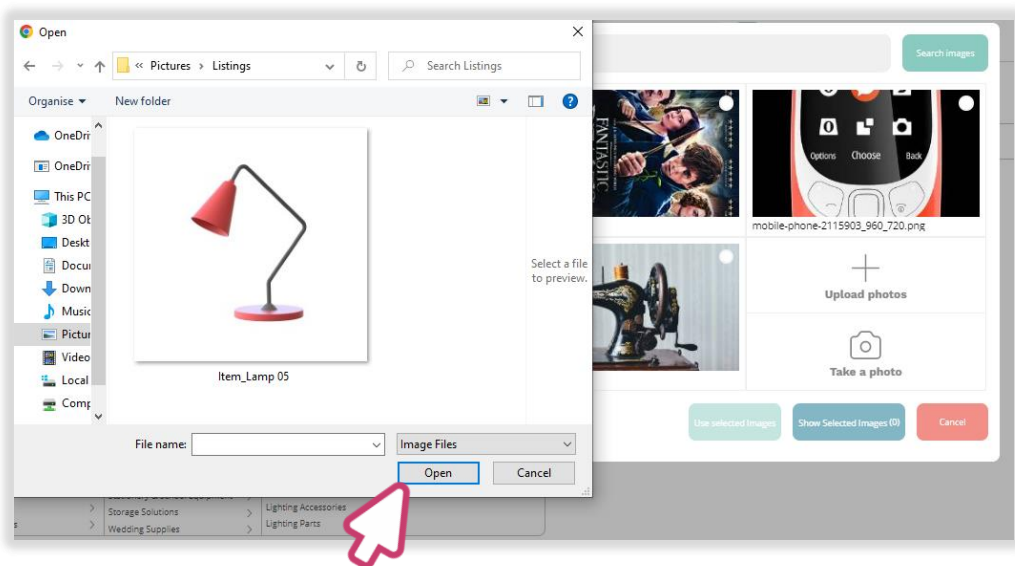


- Click on the 'Upload photos' icon to upload from PC or mobile device.
- You can also take photo(s) directly from your mobile device or PC camera by clicking on the 'Take a photo' button.

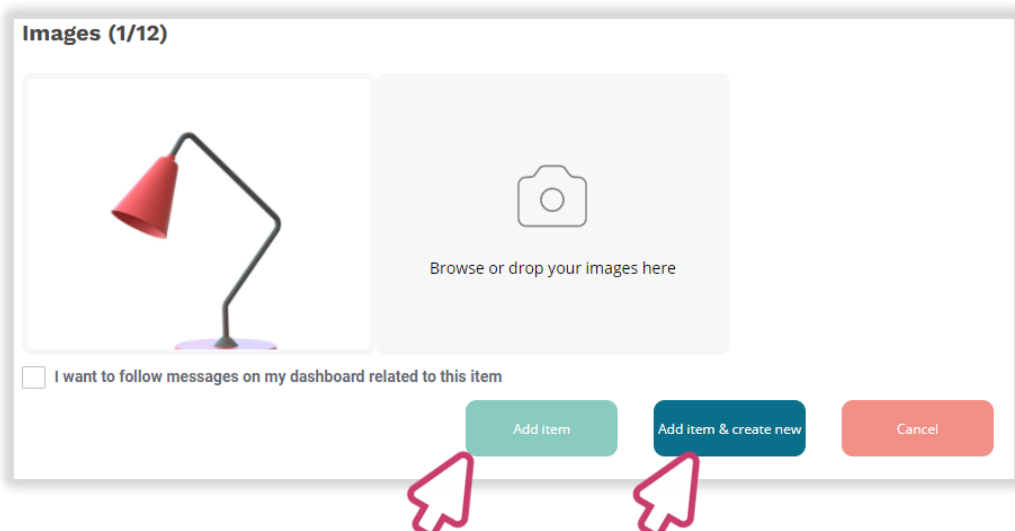


Adding item photo(s)

- To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.
- Once you've selected the item photo(s), click on the 'Open' button.



- Finally, click on the 'Add Item' button to add the item to your inventory.
- Or click the "Add Item & Create New" button to add the item to inventory and then create a new item.

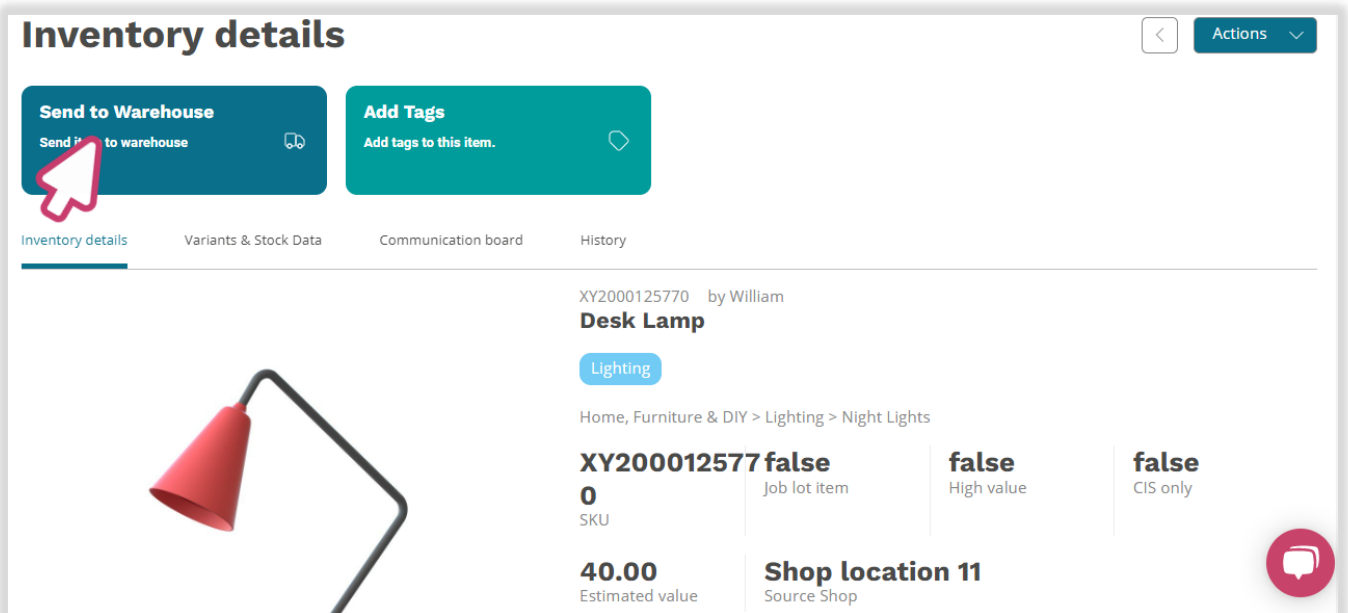


Send to warehouse

Once you've clicked on the 'Add item' button, you will be directed to the inventory details page, where you will find all information you've entered relating to the item.

On the item details page;

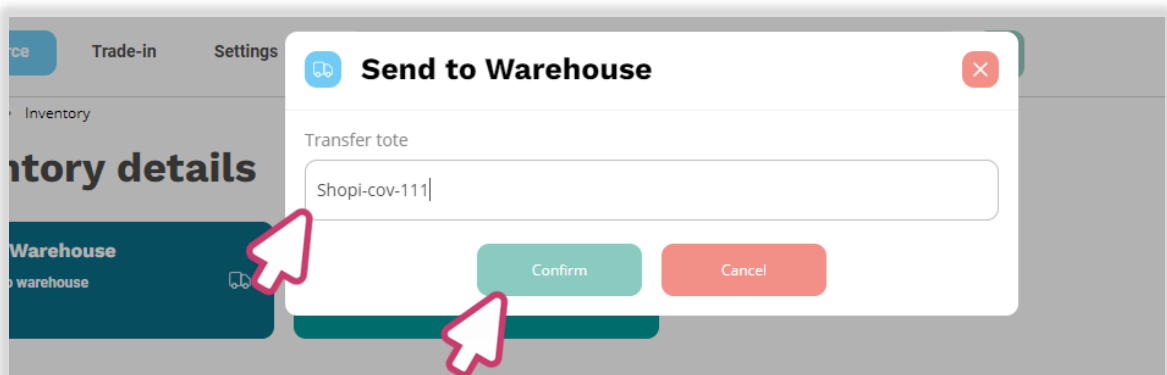
You can send the item to the warehouse if necessary by clicking on the "Send to warehouse" card button.



The screenshot shows the 'Inventory details' page for a 'Desk Lamp'. At the top, there are two buttons: 'Send to Warehouse' (with a truck icon) and 'Add Tags' (with a tag icon). Below these are tabs for 'Inventory details', 'Variants & Stock Data', 'Communication board', and 'History'. The main content area displays the item's details: 'XY2000125770 by William', 'Desk Lamp', 'Lighting' category, and a breadcrumb trail 'Home, Furniture & DIY > Lighting > Night Lights'. A table shows attributes: 'XY200012577' (SKU), 'false' (Job lot item), 'false' (High value), and 'false' (CIS only). The estimated value is '40.00' and the shop location is 'Shop location 11'. A red mouse cursor points to the 'Send to Warehouse' button.

And enter the 'Transfer tote' ID, from the pop-up screen. (The 'Transfer Box ID' must be active).

Then click on the 'Confirm' button once you are ready!



The screenshot shows a 'Send to Warehouse' pop-up screen. It has a title bar with a truck icon and a close button. The main area is labeled 'Transfer tote' and contains a text input field with the value 'Shopi-cov-111'. At the bottom, there are two buttons: 'Confirm' (green) and 'Cancel' (red). A red mouse cursor points to the 'Confirm' button.



Happy Selling!

If you need further help or support, please speak to your
Customer Success Manager or access our
Live Chat Support when logged into your account