



Ecommerce User Guide

How to revise a fixed price listing

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



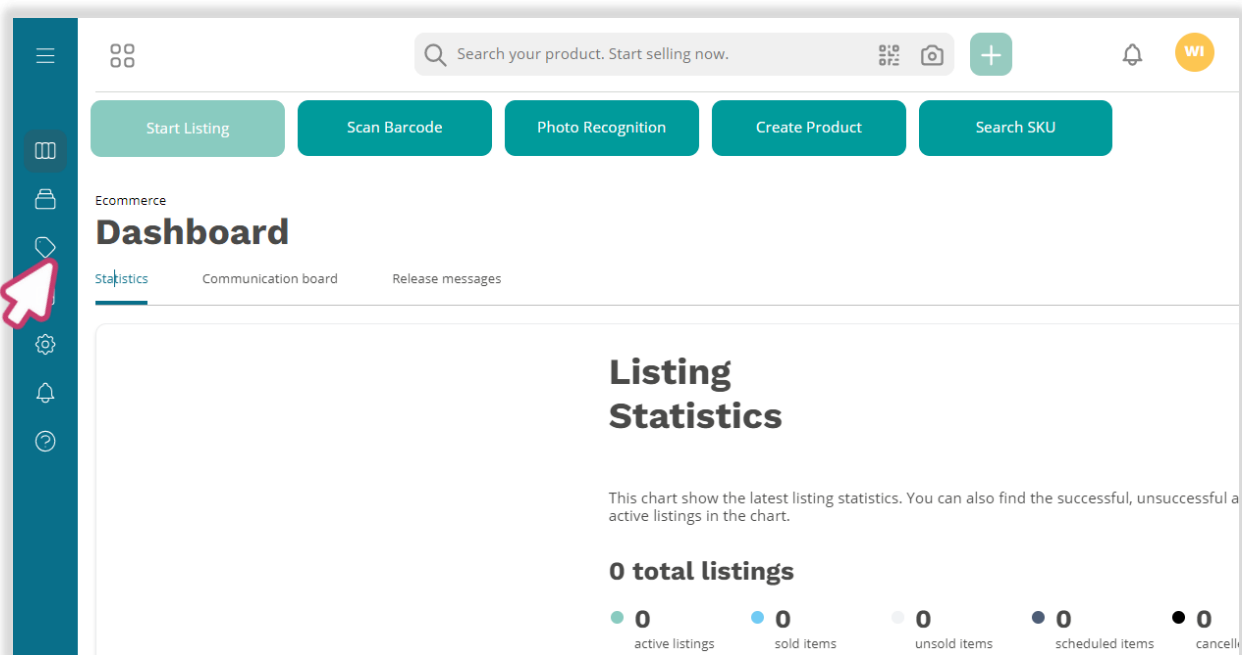
How to revise a fixed price listing

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

To revise an active fixed price listing;

Login to your World of Books Ecommerce 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.

Ecommerce

Listings

Status (1) Marketplace Created on Created by Archived (1) + Add more options

Advanced View Revises Templates & Drafts **Active Listings** Sold Listings Unsold Listings Unsuccessful

	Marketplace	Status	Listing Title	Variant Name	Marketpl
<input type="checkbox"/>	eBay	Active	PS4 standy		Account 1
<input type="checkbox"/>	eBay	Active	PS4 accessories		jnob
<input type="checkbox"/>	Multiple	Active	Plastic cup collection	Colour	Multiple

Select a listing and click on the 'Actions' button. (top right corner of the screen).

Ecommerce

Listings

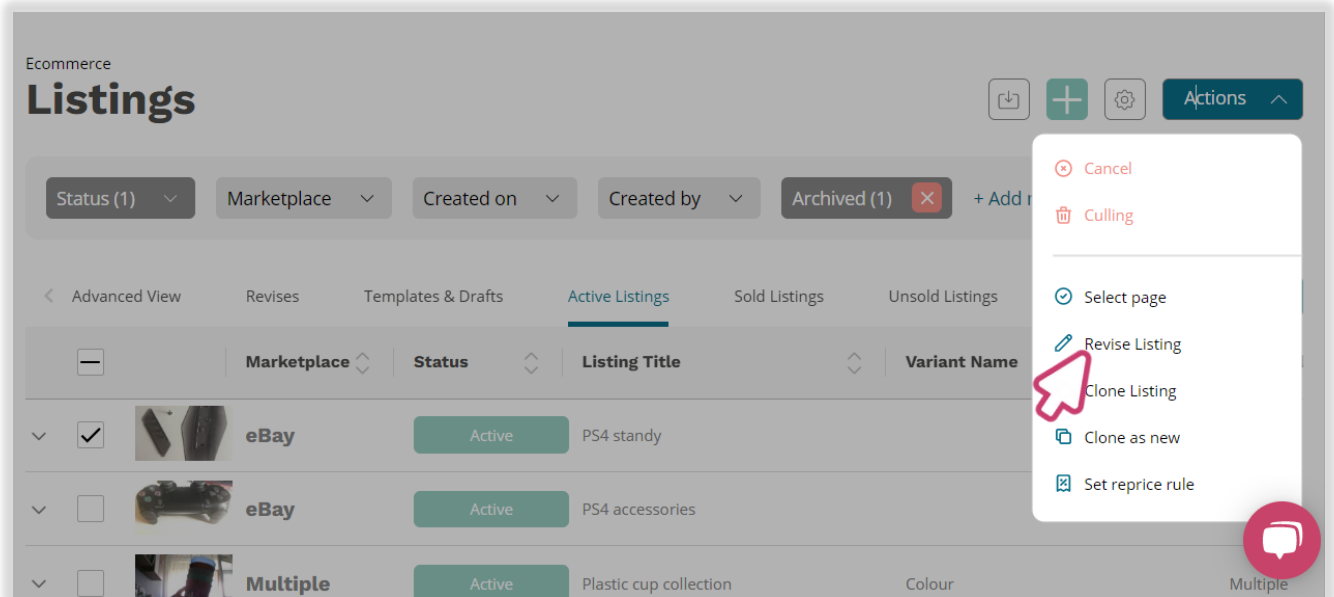
Status (1) Marketplace Created on Created by Archived (1) + Add more options

Advanced View Revises Templates & Drafts **Active Listings** Sold Listings Unsold Listings Unsuccessful

	Marketplace	Status	Listing Title	Variant Name	Marketpl
<input checked="" type="checkbox"/>	eBay	Active	PS4 standy		Account 1
<input type="checkbox"/>	eBay	Active	PS4 accessories		jnob
<input type="checkbox"/>	Multiple	Active	Plastic cup collection	Colour	Multiple

How to revise a fixed price listing

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



Ecommerce

Listings

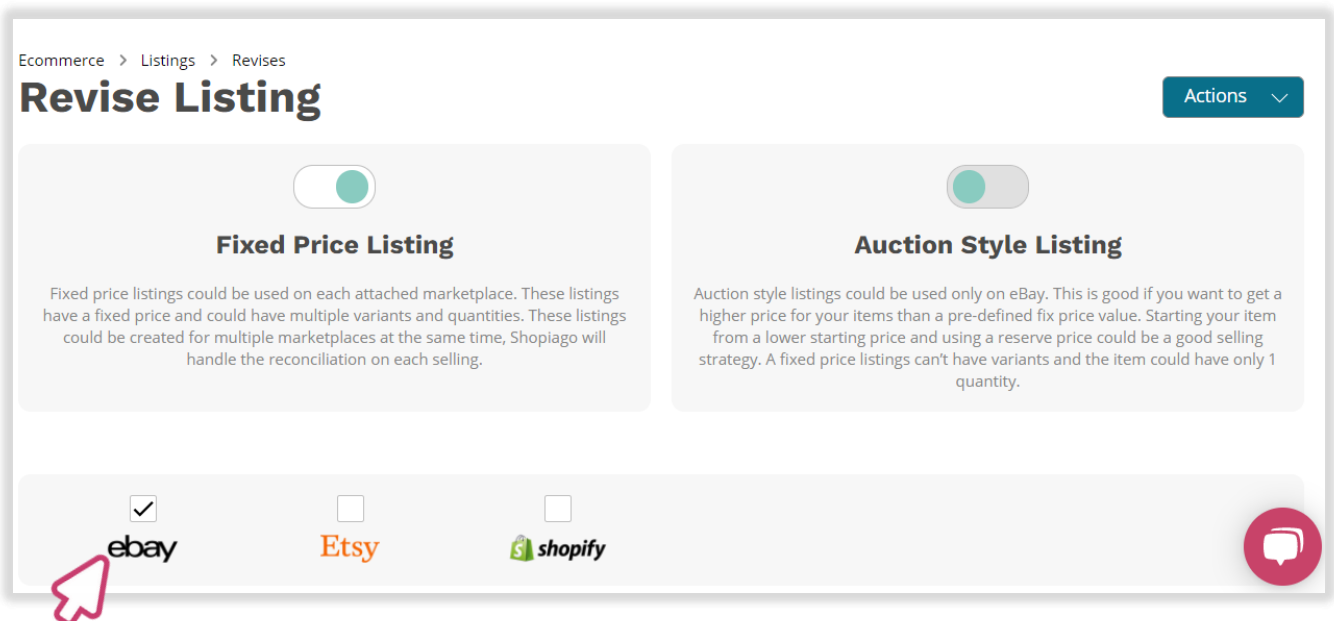
Status (1) Marketplace Created on Created by Archived (1) + Add

Advanced View Revises Templates & Drafts **Active Listings** Sold Listings Unsold Listings

	Marketplace	Status	Listing Title	Variant Name
<input checked="" type="checkbox"/>	eBay	Active	PS4 standy	
<input type="checkbox"/>	eBay	Active	PS4 accessories	
<input type="checkbox"/>	Multiple	Active	Plastic cup collection	Colour Multiple

- Cancel
- Culling
- Select page
- Revise Listing**
- Clone Listing
- Clone as new
- Set reprice rule

From the next screen, you can add additional marketplace(s) if you want to, by selecting preferred marketplace(s) for the listing. (For this example, we will focus on eBay marketplace).



Ecommerce > Listings > Revises

Revise Listing

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 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**



Updating the listing title

Update the item title if necessary.

Fixed Price Listing

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Auction Style Listing

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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

If you are listing to multiple Marketplaces, please note that each Marketplace has it's own listing description features.

The plain text Description field will be used on every Marketplace. You can add an HTML template or edit the listing description for eBay only.

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

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).

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

Description *

HTML template

Please select a template

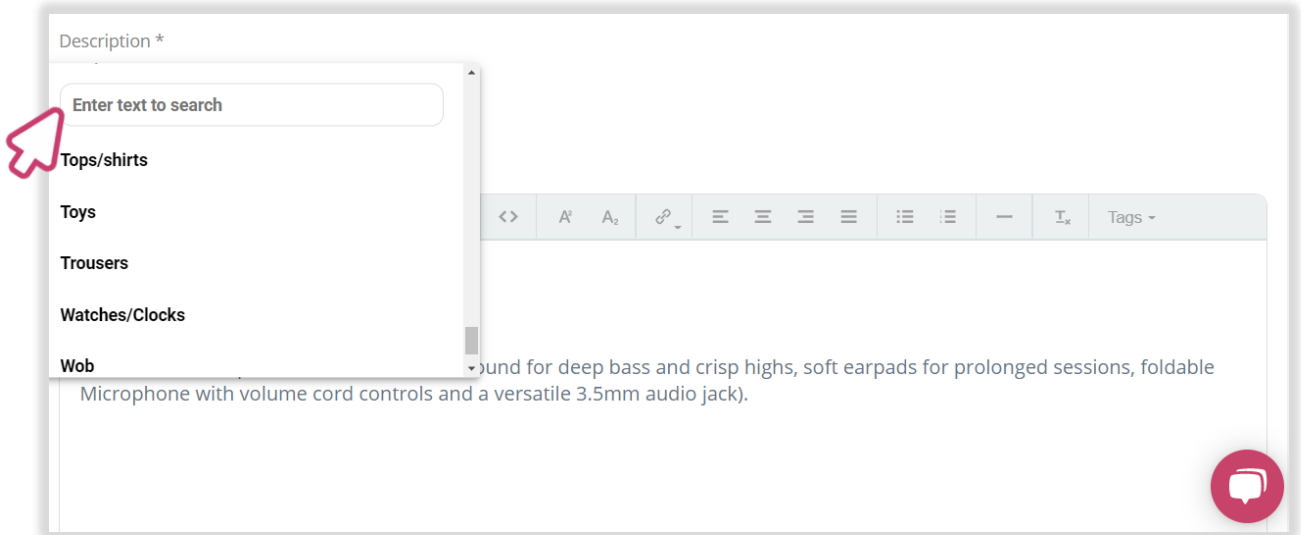
A A2 B I U ABC A A2 link unlink list indent left indent right Tags

Font size

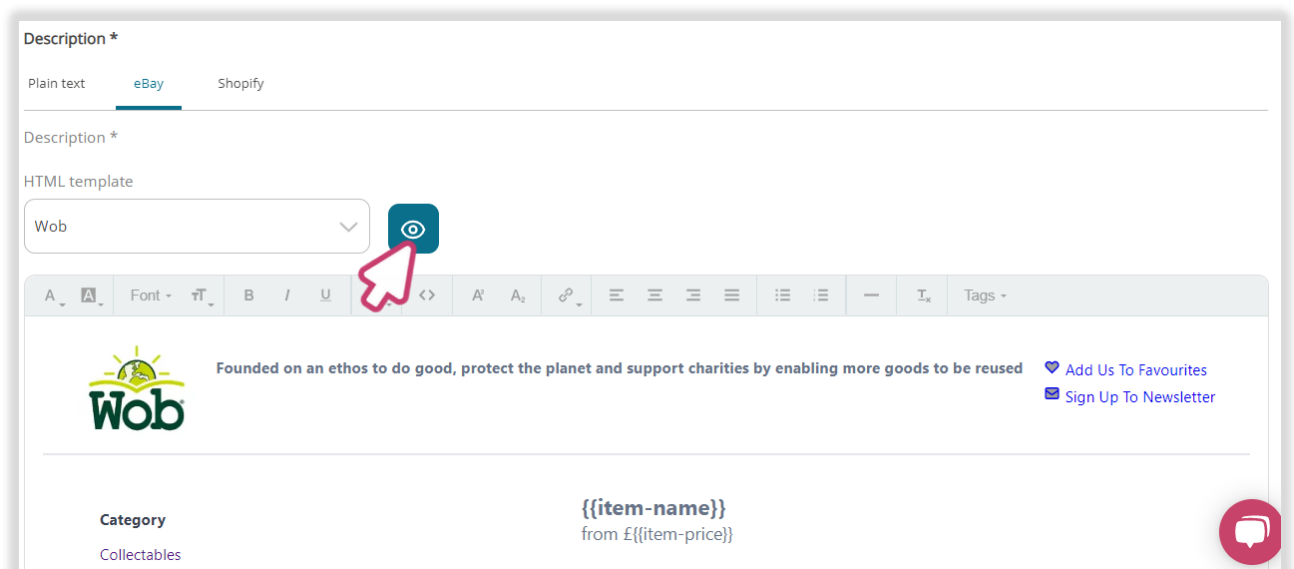
- 2 x Ps4 controller.
- Wall Mount Bracket Holder.
- Ps4 Wired Headphones Chat (has stereo sound for deep bass and crisp highs, soft earpads for prolonged sessions, foldable Microphone with volume cord controls and a versatile 3.5mm audio jack).

Updating 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.



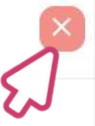
To preview selected HTML template, click on the 'Quick view' icon.



Updating HTML template

Then, press 'ESC' 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

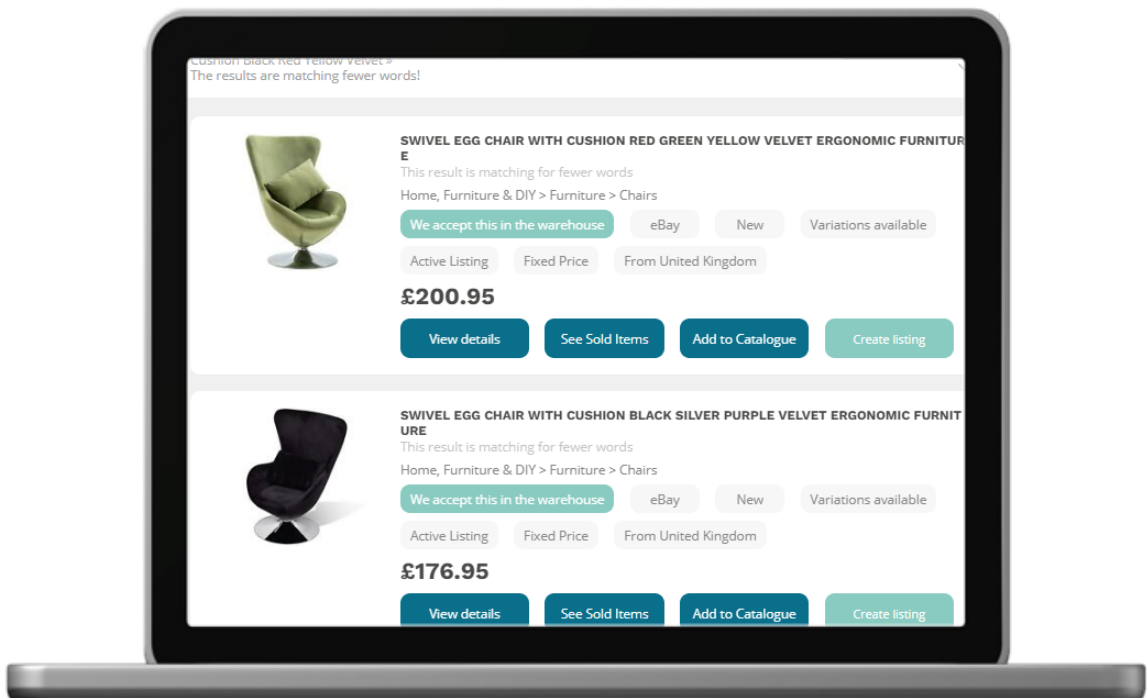
Pricing is one of the top influencing factors. You should think carefully when setting up your price. Most customers will take item price into consideration when deciding whether to buy.

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 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.

Update or add new tag(s) if necessary.

Turn – On 'Collect in Store' toggle switch, if the item is for collection only.

Turn-on 'Job Lot Item' toggle switch, if you are selling the item as a group. If not, leave as default.

The screenshot shows the item editing interface with the following elements and annotations:

- Price:** A text input field containing the value "80". A red arrow points to this field.
- Tags:** A section containing a teal button labeled "Copy Plain text", a blue tag labeled "Ps4 Accessories" with a close icon, and a text input field labeled "Enter a new tag". A red arrow points to the "Enter a new tag" field.
- 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.
- Images (1/12):** A section showing a thumbnail of a blue and black gaming headset and a placeholder with a camera icon. A red arrow points to the "Images (1/12)" label.



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.

Our 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.

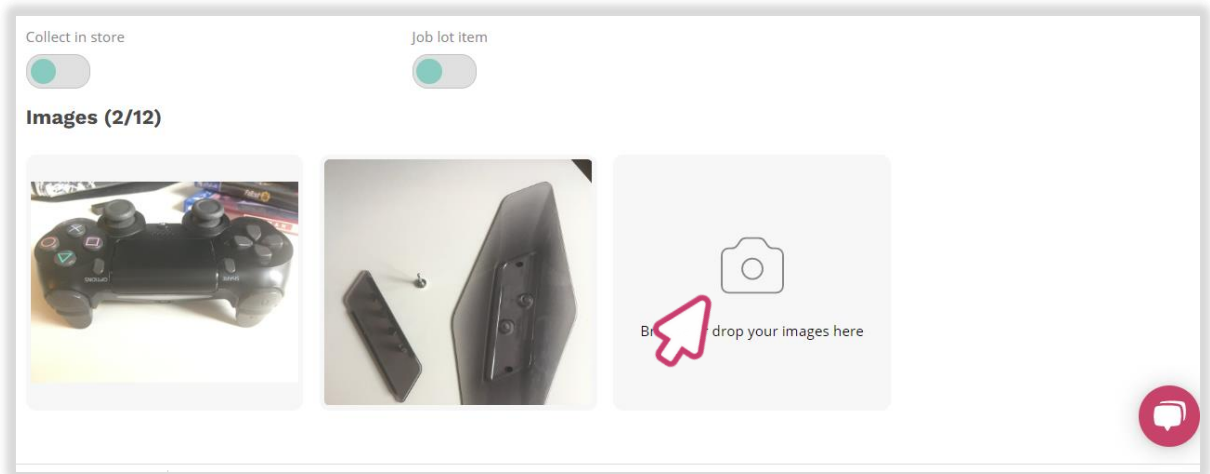
The photo should not contain any watermarks or digital signature.



Adding additional photo(s) to listing

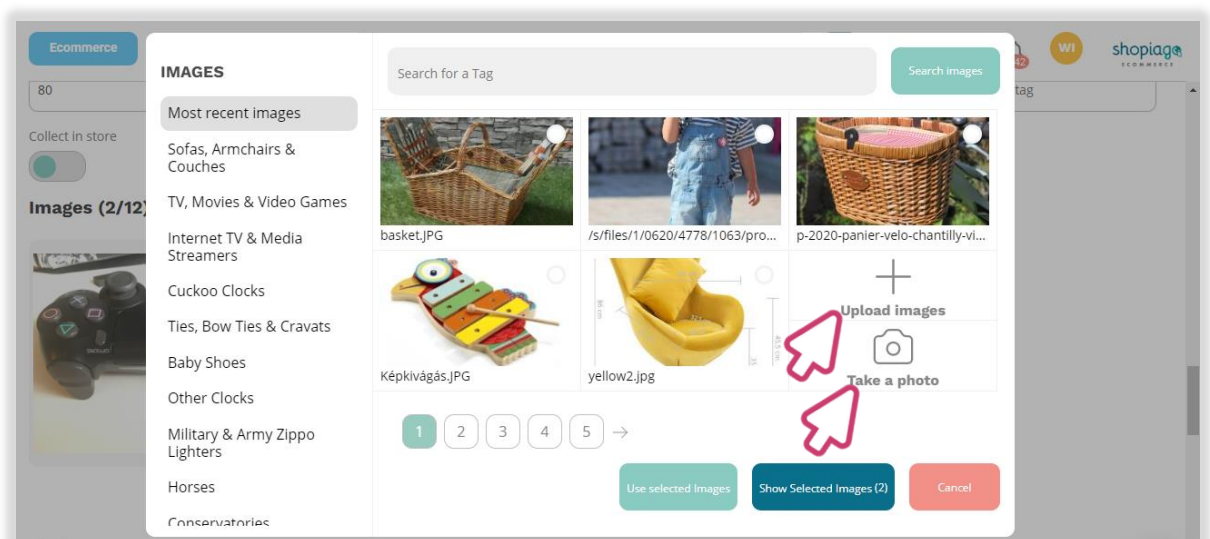
To add additional photo(s);

Click on the 'Photo icon' to select the item photo(s) from your 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.

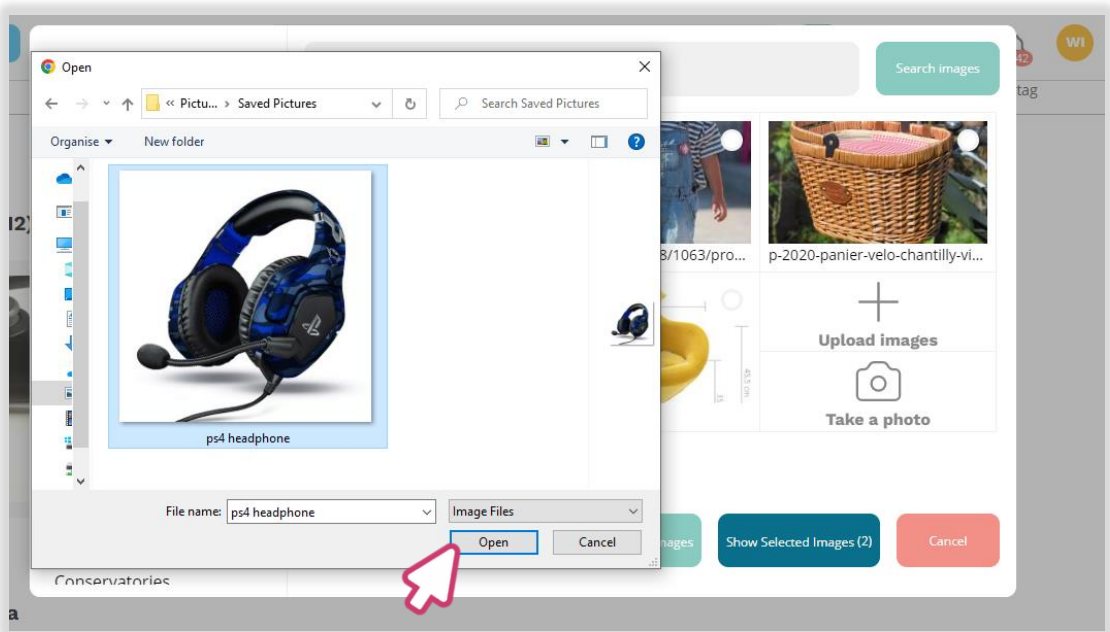


Adding additional photo(s) to listing

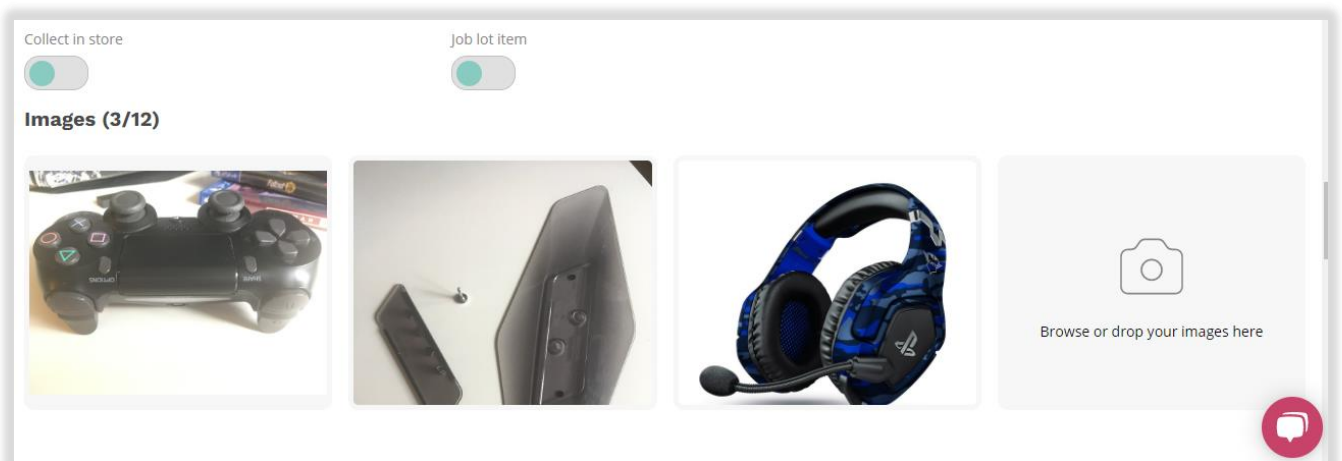
Once you've clicked on 'upload photos', you will be prompted to select the item photo(s).

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.

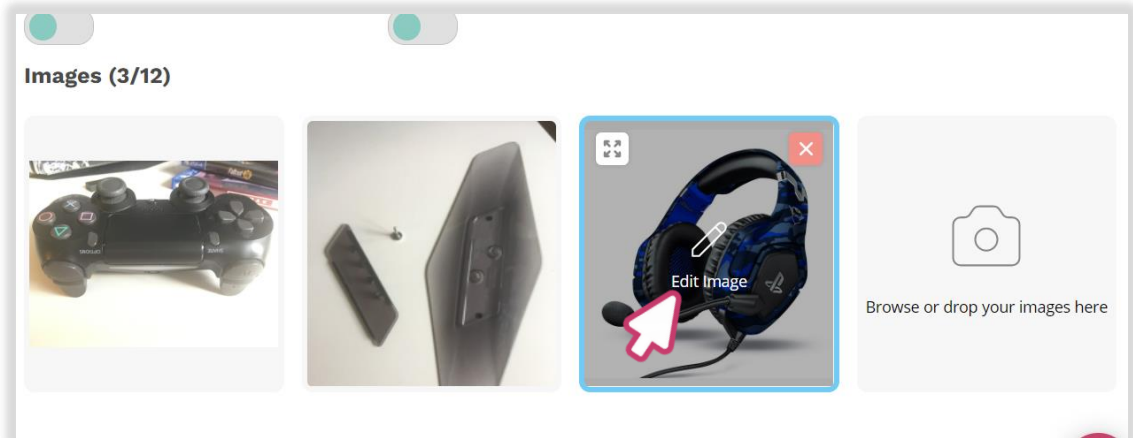


Uploaded photos should then appear on the listing form.



Adding additional photo(s) to listing

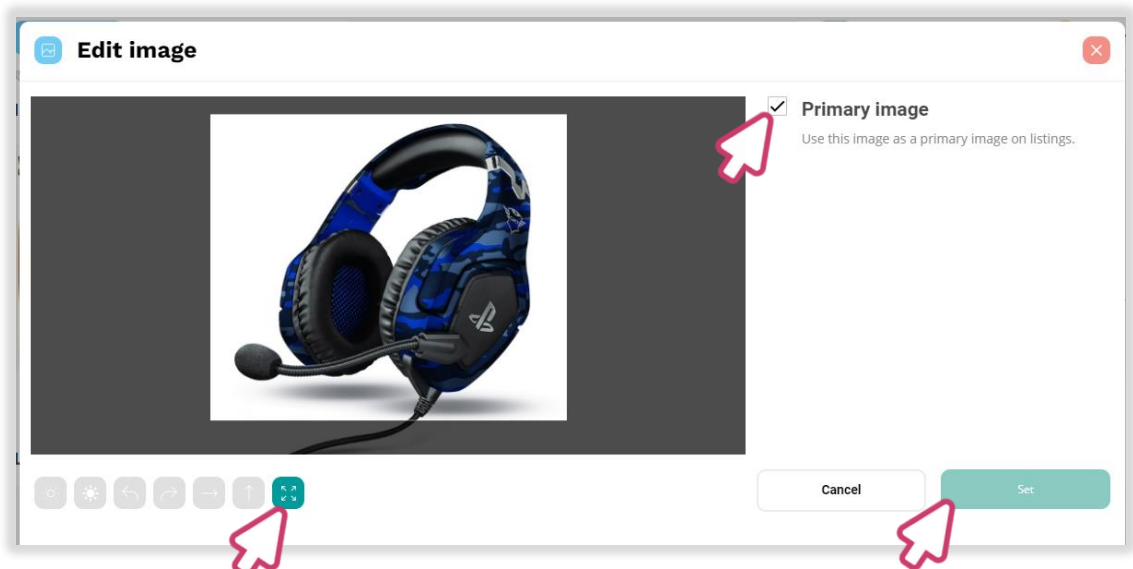
To edit item image, hover your mouse around the center of the photo and click on the appearing 'Edit Image' icon.



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.

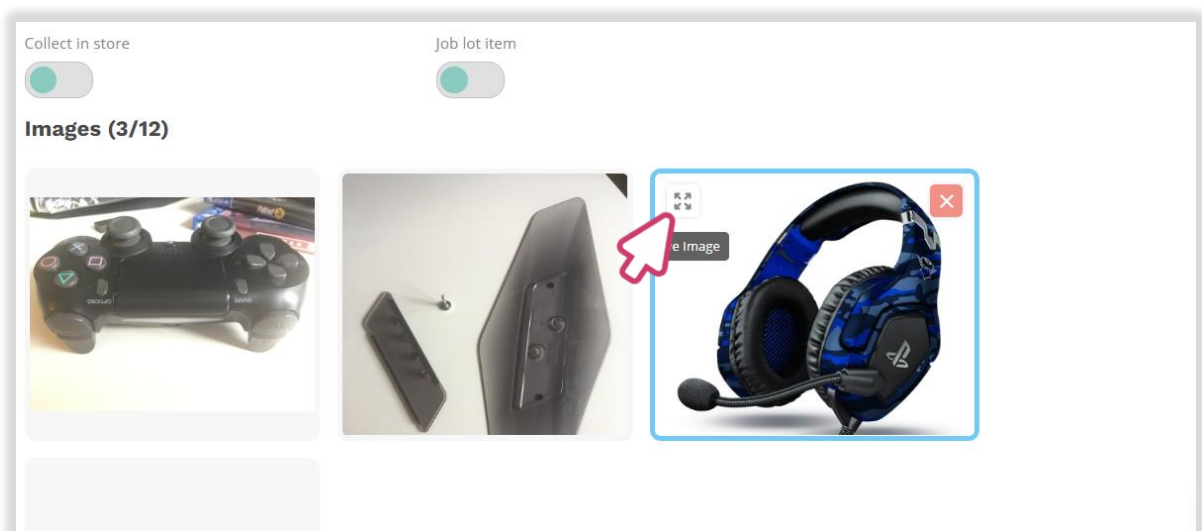
To crop image, click on the 'Crop' icon, highlight preferred image area, click on the 'Set' icon, and then, click 'Save' button.



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.

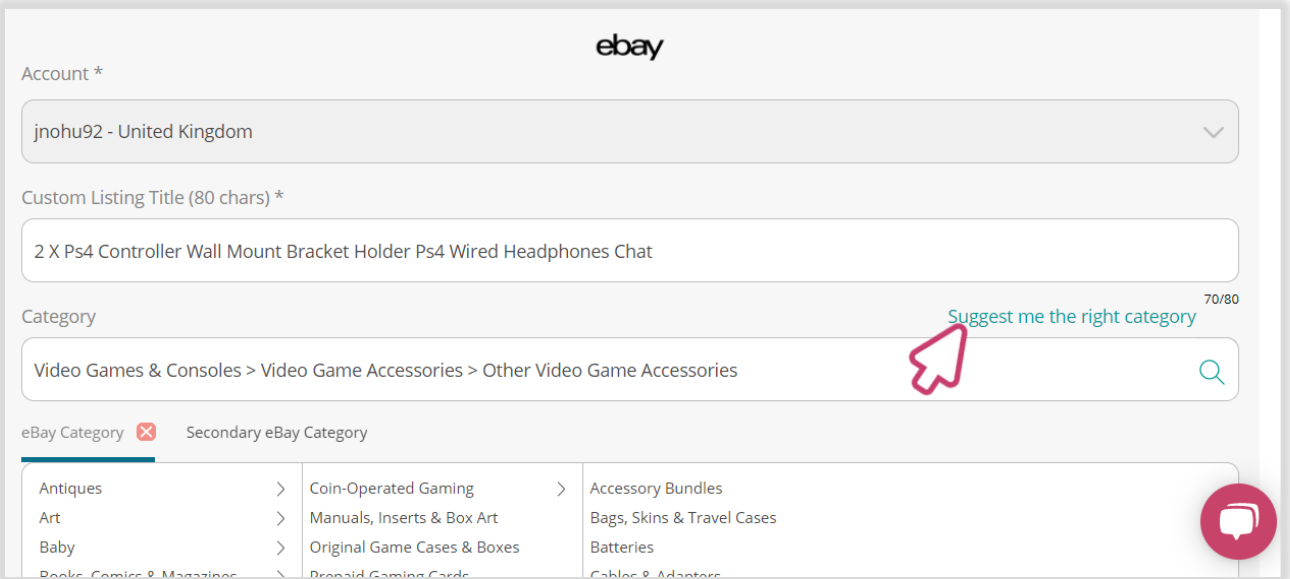
To change the primary listing image, move your mouse to upper-left of the image and click on the 'Move image' icon then, drag the image to the main position.



Modifying listing information

Marketplace account will be set as default. (This can't be changed).

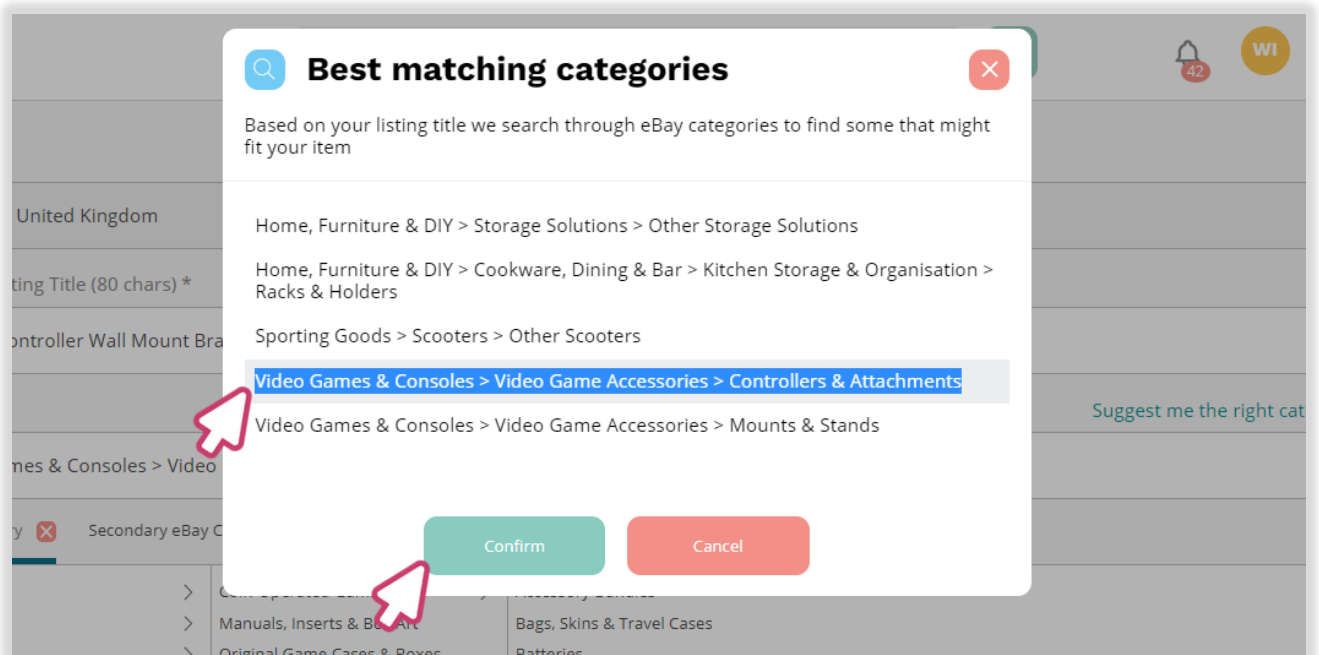
The item category will be pre-populated. To modify, click on 'Suggest me the right categories'.



The screenshot shows the eBay listing page. At the top, the account is 'jnohu92 - United Kingdom'. The custom listing title is '2 X Ps4 Controller Wall Mount Bracket Holder Ps4 Wired Headphones Chat'. The category is pre-populated as 'Video Games & Consoles > Video Game Accessories > Other Video Game Accessories'. A red arrow points to the 'Suggest me the right category' link. Below the category field, there is a table of suggested categories.

eBay Category	Secondary eBay Category
Antiques	Coin-Operated Gaming
Art	Manuals, Inserts & Box Art
Baby	Original Game Cases & Boxes
Books, Comics & Magazines	Original Game Cases & Boxes
	Accessory Bundles
	Bags, Skins & Travel Cases
	Batteries
	Cables & Adapters

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



The screenshot shows a pop-up window titled 'Best matching categories'. It contains a list of suggested categories. The first three are: 'Home, Furniture & DIY > Storage Solutions > Other Storage Solutions', 'Home, Furniture & DIY > Cookware, Dining & Bar > Kitchen Storage & Organisation > Racks & Holders', and 'Sporting Goods > Scooters > Other Scooters'. The fourth category, 'Video Games & Consoles > Video Game Accessories > Controllers & Attachments', is highlighted with a blue background. A red arrow points to the 'Confirm' button at the bottom of the pop-up.

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
- Sporting Goods > Scooters > Other Scooters
- Video Games & Consoles > Video Game Accessories > Controllers & Attachments**
- Video Games & Consoles > Video Game Accessories > Mounts & Stands

Confirm **Cancel**



World of Books

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.

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

Category Suggest me the right category 70/80

Video Games & Consoles > |

Video Games & Consoles > Coin-Operated Gaming > Arcade Gaming > Arcade Machines

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


Video Games & Consoles > Video Game Accessories > Chargers & Charging Docks


Video Games & Consoles > Video Game Accessories > Controllers & Attachments

Video Games & Consoles > Video Game Accessories > Cooling Devices

Video Games & Consoles > Video Game Accessories > Faceplates, Decals & Stickers

Video Games & Consoles > Coin-Operated Gaming > Fruit Machines > Fruit Machines

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

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

Listing duration *

Good Until Cancelled



Adding listing information for eBay

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.

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

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

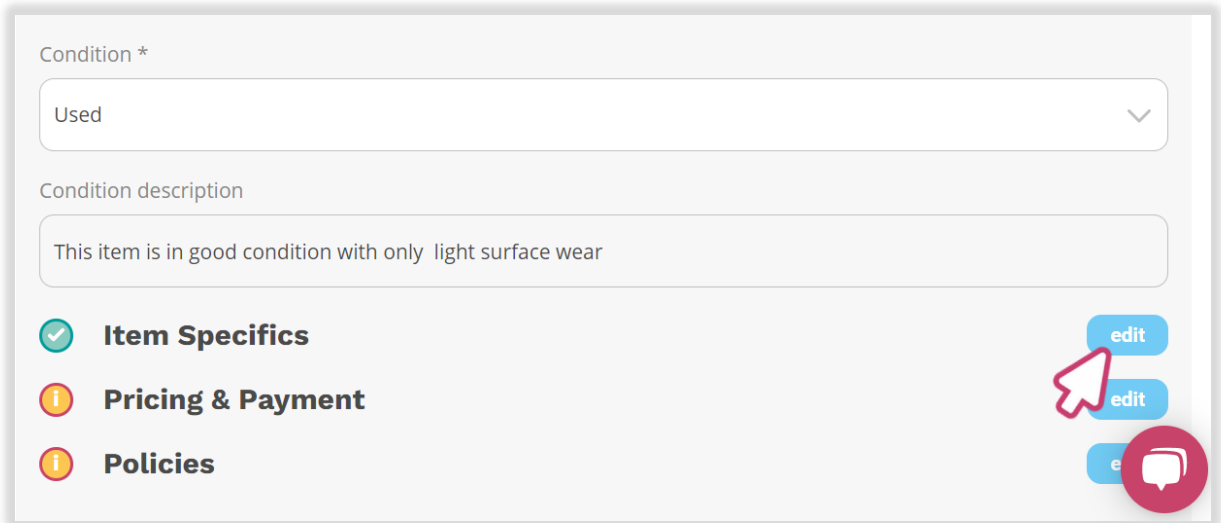
You can add additional attributes to your listing but this is not mandatory.

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.

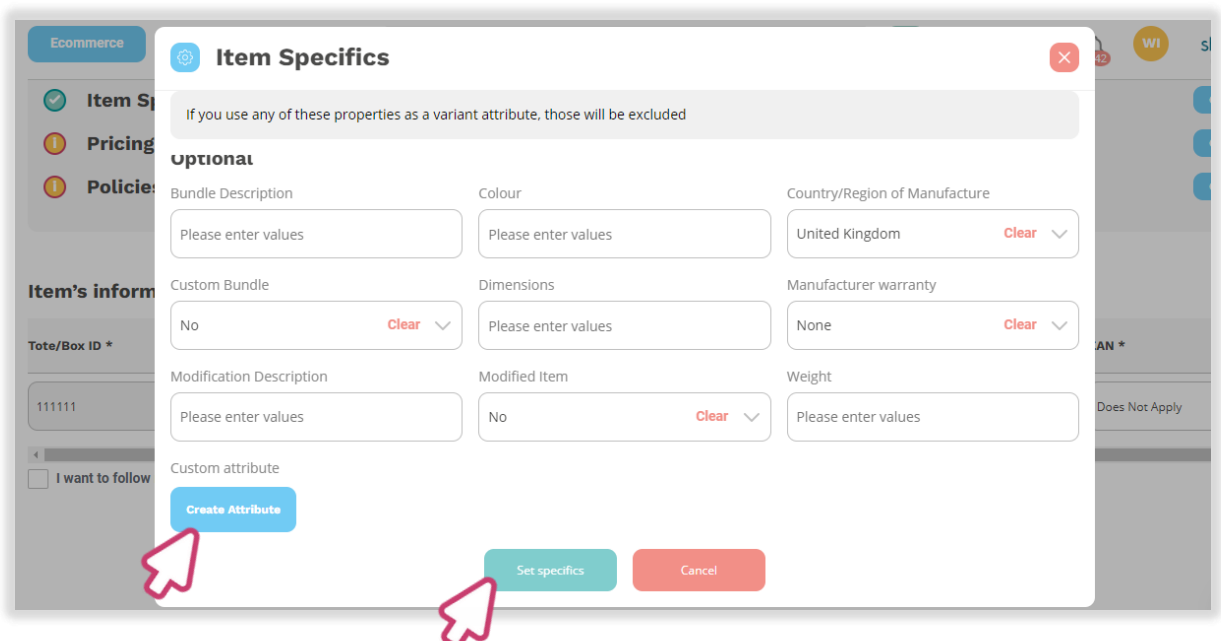
Item specifics

To modify 'item specifics', click on the 'Edit' button.



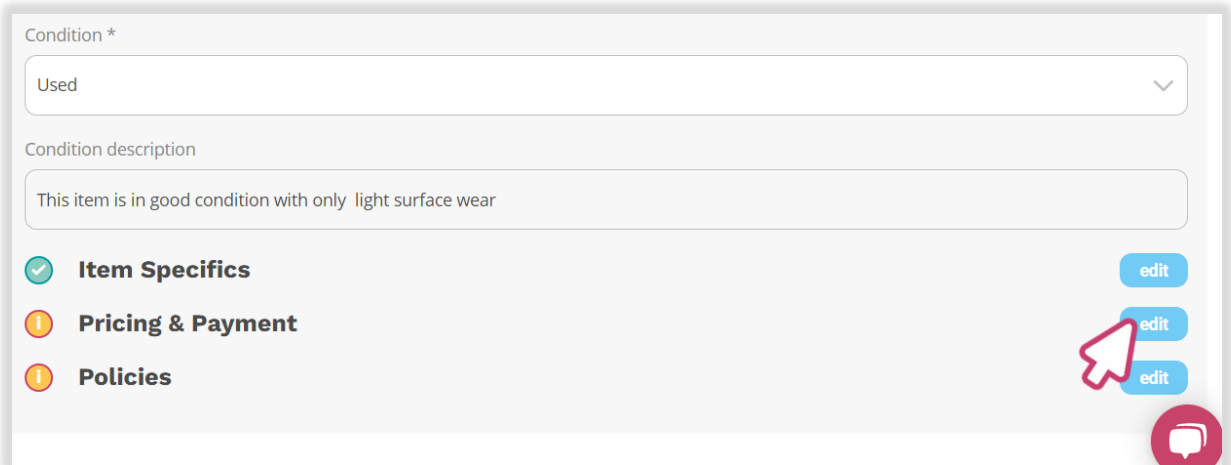
From the pop-up screen, enter or modify all item specifics that are necessary. To add custom attribute(s), click on the 'Create attribute' button at the bottom of the screen and enter attribute name, value then, click on 'Add attribute'

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



Pricing and payment

To modify item price, '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
- Pricing & Payment**
- Policies

edit

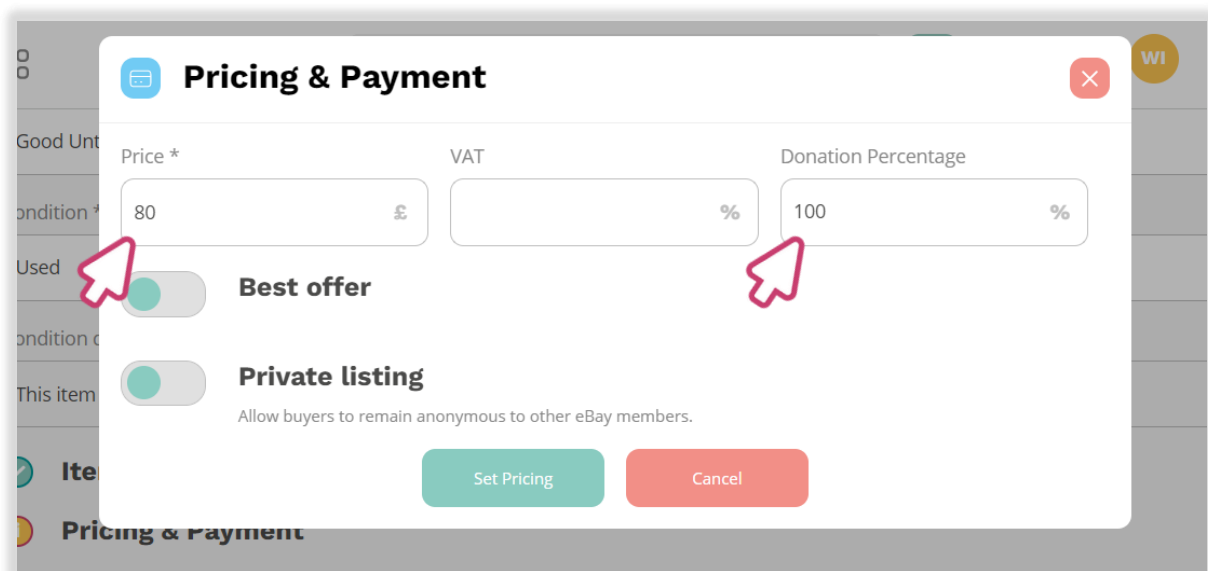
edit

edit

On the next screen, the item price will automatically be set as default. To update, click on the 'Price' field and enter the price.

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

Price * VAT Donation Percentage

80 £ % 100 %

Best offer

Private listing

Allow buyers to remain anonymous to other eBay members.

Set Pricing Cancel



Pricing and payment

To update or set 'Best offer', switch on the 'Best Offer' toggle switch. (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.

And then, click on the 'Set pricing' button to save changes.

A screenshot of the eBay 'Pricing & Payment' modal. The modal has a title bar with a blue icon and a red close button. It contains several input fields and toggle switches. Red arrows point to the following elements: the 'Price *' input field (containing '80'), the 'VAT' input field (empty), the 'Donation Percentage' input field (containing '100'), the 'Best offer' toggle switch (which is turned on), the 'Automatically accept offers of at least' input field (containing '75'), the 'Automatically decline offers lower than' input field (containing '75'), the 'Private listing' toggle switch (which is turned on), and the 'Set Pricing' button at the bottom. The text 'Allow buyers to remain anonymous to other eBay members.' is visible below the 'Private listing' toggle.

Pricing & Payment

Price * 80 £

VAT %

Donation Percentage 100 %

☒ **Best offer**

Automatically accept offers of at least 75 £

Automatically decline offers lower than 75 £

☒ **Private listing**

Allow buyers to remain anonymous to other eBay members.

Set Pricing **Cancel**



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 account, making it easier to select them when listing.

To update policies;

Click on the Policies 'Edit' button.

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, click on the 'Payment policy' field to update the payment policy if necessary.

Policies

Payment policy * Shipping policy * Return policy *

Please select a value Please select a value

[eBay Payments](#)

[PayPal#1](#)

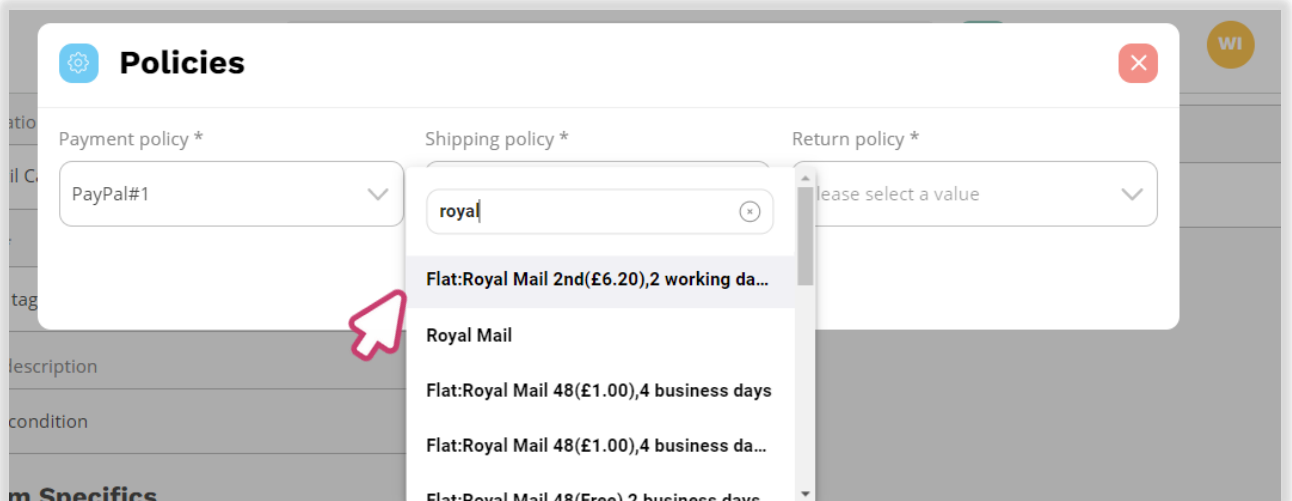
[PayPal#2](#)

[eBay Payments:Cash On Pickup Accepted](#)

[Set Policy](#) [Cancel](#)

Policies

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



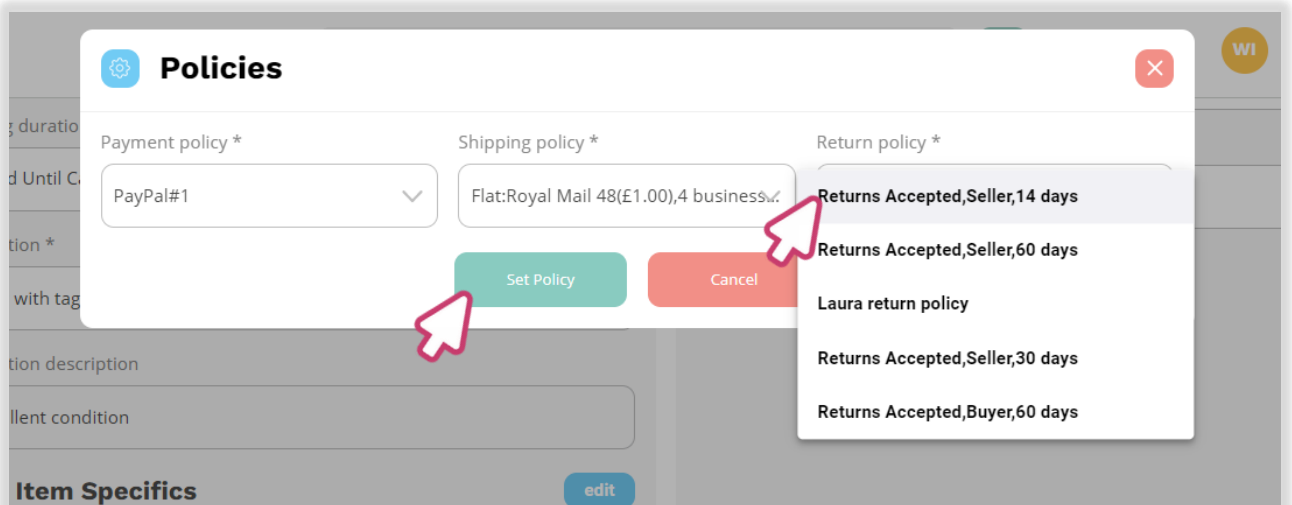
The screenshot shows the 'Policies' modal with three sections: 'Payment policy *', 'Shipping policy *', and 'Return policy *'. The 'Shipping policy *' dropdown is open, showing a list of shipping options. A pink arrow points to the 'Shipping policy' field, and another pink arrow points to the 'Flat:Royal Mail 2nd(£6.20),2 working da...' option in the dropdown list.

Policy Type	Current 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 to update the relevant return policy.

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



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, and another pink arrow points to the 'Returns Accepted,Seller,14 days' option in the dropdown list.

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

Return Policy Options:

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

Buttons: Set Policy, Cancel



Update item quantity

Update the item quantity if necessary.

Enter the product identifier number. Product 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 then, click on the 'Revise Listing' button once you are ready!

Item's information

Total/Box ID *	Gift Aid Number	Source Shop	Custom SKU	Quantity	EAN *
111111	22222	Nagy Dávid	XY2000125717-1	<div><div>-</div><div>2</div><div>+</div></div>	Does Not Apply

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

[Revise Listing](#) [Save as a draft](#) [Save as a template](#) [Cancel](#)

Home [Privacy Policy](#) [Terms of Service](#) [Developer Centre](#) v2.0.4 [Facebook](#) [Twitter](#) [Chat](#)



Listing option

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

Enter value for 'Auto-cancel after days'.

Click on 'Reprice rule' field and select a rule that you've created, or leave blank if it is not applicable.

Finally, click the 'List it' button.

A screenshot of a mobile application interface showing a 'Listing create settings' modal. The modal is white with a green header bar containing a gear icon and the title 'Listing create settings' in bold black text. A red close button with a white 'X' is in the top right corner. The form contains three fields: 'Listing type' with a dropdown menu showing 'List Immediately'; 'Auto cancel after days' with a text input field containing '30'; and 'Reprice rule' with a dropdown menu showing 'FIXED'. Red mouse cursor icons point to the 'Auto cancel after days' input field, the 'Reprice rule' dropdown, and the 'List it' button at the bottom. The 'List it' button is green, and the 'Cancel' button is red. The background shows a blurred view of the app's settings page with labels like 'Settings', 'Aid Number', '22', 'dashboard', and '2'.



Happy Selling

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