Aged Listings

Description:
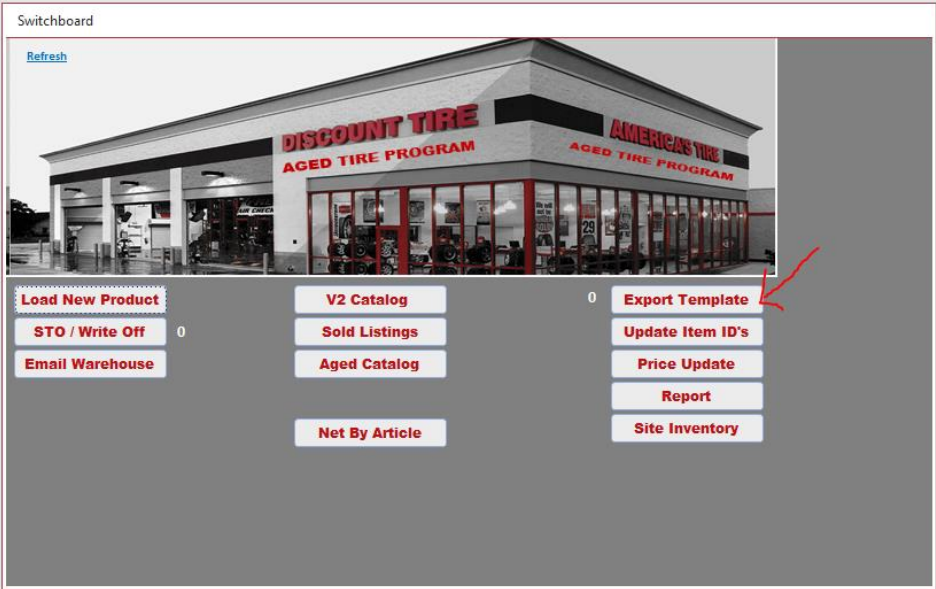
Follow the steps below to prepare new - aged listings on eBay & set the best offer boundaries.
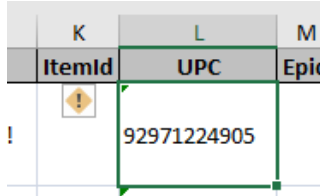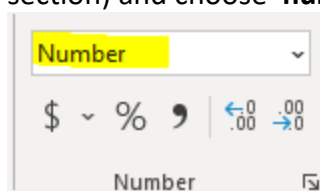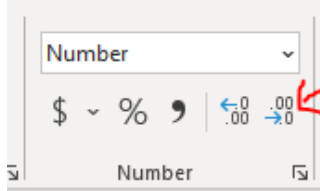
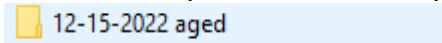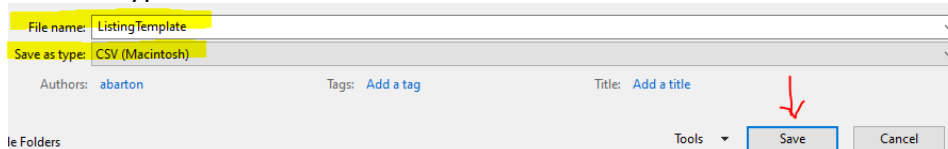**Guidelines:**
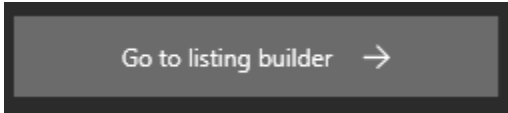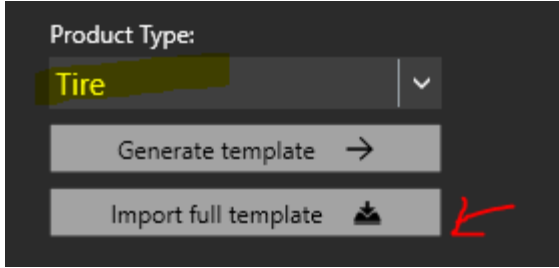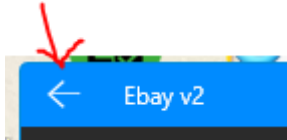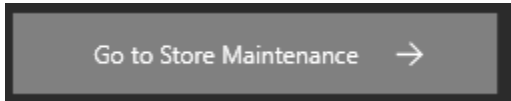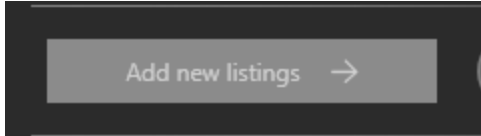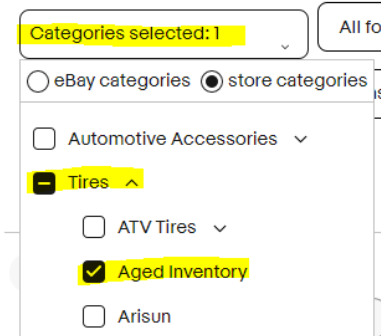
Follow the steps below carefully. You will need the following systems:
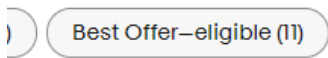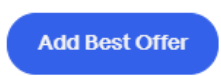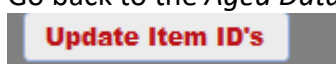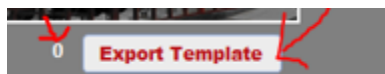
- Aged Database
- eBay V2
- eBay's Manage Active Listings page

Process:

STEP	ACTION
1	Open the Aged Database and click **Export Template**
	How to edit the template:
1A	In **Column A (SKU)** - Check for duplicates and *delete* any that appear
1B	In **Column D (Brand)** - Fill in any blanks. You can find the information on the DTD website by using the article # from *column B*. If the brand is *missing* from Column D, you will need to *add the brand to the title in Column H*
1C	*Delete* **Column I (Cond)**

1D	In **Column K (UPC)** - *Highlight* the whole column and select the *yellow exclamation icon*, to convert all to a *number*
1E	While Column K is still highlighted, go up to the display ribbon (number section) and choose '**number**' in the dropdown
1F	Then click the '**decimal to reduce**' button until they are gone
1G	In **Column M (Image)** - Make sure all listings have a *picture*. If they do <u>not</u> - you can find them on the website, using the article number from column B
1H	In **Column R (Retail Price)** - If the price is over *$1,000* you will need to *get rid of the comma*
1I	In **Column Y (Aspect Ratio)** - *Convert to a number* again (Refer to step 1D)
1J	In **Column AT (Rim Diameter)** & **AU (Section Width)** - *Convert to a number* also
1K	**Save the template**. Select File > Save As > Browse > Mdrive > EBAY > Accessories > Aged Projects & create a new folder there. Title the new folder with today's date followed by 'aged' 12-15-2022 aged
1L	Name the file '**Full_tire_template**' and select **CSV(Macintosh)** for the 'Save as type' > Click **Save**

2	*Send a message* in the 'Running Updates' V2 chat, asking if you can load new. Once they say 'you are good', *open eBay V2* & click **Go to listing builder** Go to listing builder →
3	From the drop down, select **Tire**. Then click **Import full template** (this will open your files). *Navigate to your saved template in the Mdrive. Once selected, the program should automatically run & load the listings* Product Type: Tire ⌄ Generate template → Import full template ⬇
4	Click the **white arrow** on the top left corner to navigate back to the main screen ← Ebay v2
5	Click **Go to Store Maintenance** Go to Store Maintenance →
6	Click **Add new listings**. Wait until it says *complete* Add new listings →
7	Now that you have loaded the new product, you need to *add best offers* to these listings. This is done in eBay on the *Manage Active Listings* page

8	Under *Categories* select the dropdown for **Tires**. Then select **Aged Inventory**. Click **Search**
	
	Categories selected: 1 ⌄ All fo
	○ eBay categories ● store categories
	☐ Automotive Accessories ⌄
	⊟ Tires ⌃
	   ☐ ATV Tires ⌄
	   ☑ Aged Inventory
	   ☐ Arisun

9	Select **Best Offer – eligible** from under the quick filters section ( ) (Best Offer—eligible (11))
10	**Check** the box next to *all the listings that the 'Current Price' is more than $45.* Once all are selected click **Actions > Add best offer**) (Actions ⌄)
11	**Check** the box next to '**Automatically accept offers of at least**'. Click the *drop down* to select '**Percentage off**' and *add* the amount of **20** in the box ✓ Add Best Offer to your listing ☑ Automatically accept offers of at least [Percentage off ⌄] [20]
12	**Check** box '**Automatically decline offers lower than**'. Click the *drop down* to say '**Percentage off**' and *add* the amount of **35** in the box ☑ Automatically decline offers lower than [Percentage off ⌄] [35]
13	In the bottom right corner, click **Add Best Offer** (Add Best Offer)
14	Go back to the *Aged Database* and click **Update Item ID's** [**Update Item ID's**]
15	Then go up to the *ribbons* and click **Refresh All** Refresh All ⌄
16	The number next to *'Export Template'* should now say **0**, indicating all listings were added 0 [Export Template] You are all done!

Contact:

James Gelowitz - james.gelowitz@discounttire.com
Alisha Barton - alisha.barton@discounttire.com