Introduction

This guide explains what actions are required on Pinnacle when listing an inventoried part on eBay. This is the recommended method of listing within Pinnacle.
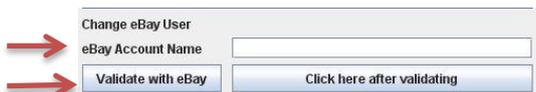
Before starting process:

This document assumes that you have already created an eBay seller account and a PayPal account for the eBay seller account. The parts you wish to upload must have pictures within Pinnacle Pro.

Register your eBay account

If you have already registered an eBay account go to the 'List Parts on eBay' section.

1. Select *Management > Utilities > eBay > Account Details.*

2. Enter your eBay account name is the field (e.g:testuser_asuk1).

3. Click on the '**Validate with eBay**'

4. A link on your web browser will open, enter your eBay login details, and click on the **Sign in** button.

5. Once you sign in, you click the '**I Agree**' button in order to confirm.

6. On Pinnacle Pro click the '**Click here after validation**' button once validating on the eBay website. It takes up to 2 minutes for the account to be validated. Once the account is validated, information is then populated on to Pinnacle Pro.

List parts on eBay

You can list any items on eBay that are within your inventory. Go to Sales -> Find parts.

On the Search Results screen, tick the item that you wish to list on eBay. **You can only list parts that have a picture, see the binocular icon on the search result screen.**
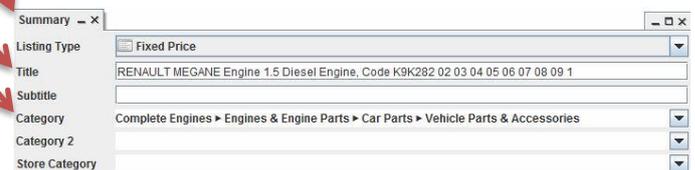

Click on the **Sell on eBay** button.

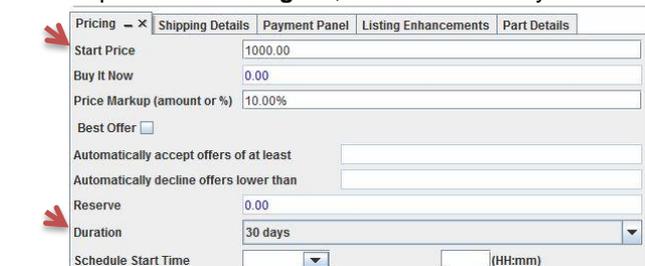## Sell on eBay screen (Mandatory)

In order to sell an item on eBay, some mandatory fields needs to be populated otherwise you will not be able to list you items on eBay.

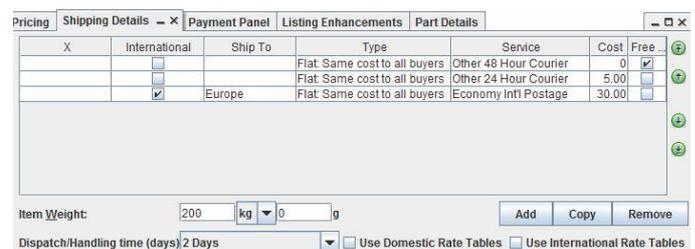1. Populate the Summary tab, see the mandatory fields below:

- Listing Type: **Fixed price** or **Auction price.**

- Category: select the right category in the drop down menu. If a single category is displayed i.e. *Complete Engines* you must select the category that is specific to the part that is to be sold.

- Title: automatically populated, title can be changed (80 characters maximum).

2. Populate the **Pricing** tab, see the mandatory tab below:

- Start Price: you can keep or modify the price of item you wish to sell on eBay.

- Duration: you can select the duration of the item that will be listed on eBay.

3. Shipping detail tab, select one service:

- Enter at least one Type – Normally 'Flat same cost to all buyers'.

- Select at least one service, with cost, you can also define the item's weight and using rate tables you have defined.

- Ensure that the Despatch/Handling time is updated (minimum duration 1 day). **Do not leave value at 0.**

4. Populate the **Payment Panel** tab, see below:

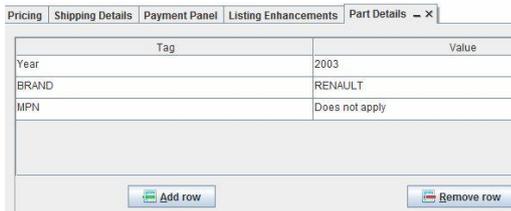Tick PayPal and enter the PayPal e-mail address associated to your PayPal e-mail account.

Note: you only need to action this once.
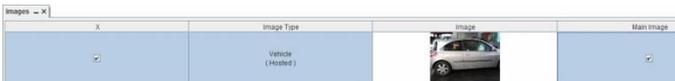
5. Configure the **Listing Enhancements** tab, see below:

Tick the **Use EPS Image Hosting**

6. Populate all the fields in the **Part Details** screen, see below:

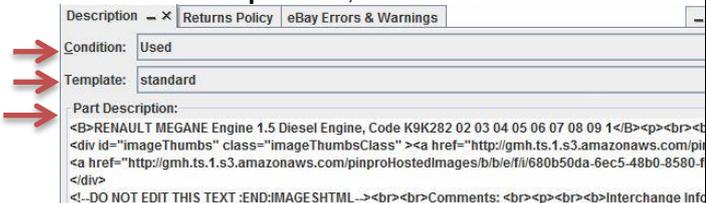| Tag	Value
Year	2003
BRAND	RENAULT
MPN	Does not apply

- Do not leave any field empty under the column value; the number of maximum character is 50.

- If you are unable to enter a value of any type then remove the row.

- With the Add row and Remove row you can Add/Remove the rows you wish.

7. Select the images within the **Images** tab, see below:

- You **must** tick a minimum of 1 image under the 'X' column (You can have one or several images).

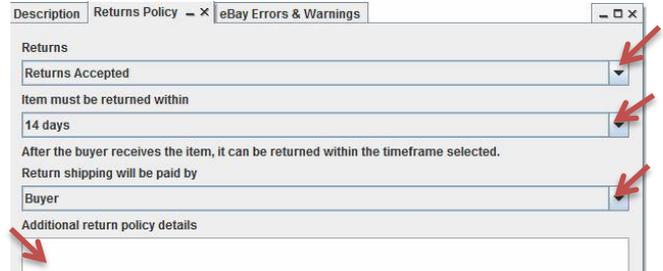- You **must** tick one Main image under the main image column.

8. Select the **Description** tab, see below:

Condition: Used
Template: standard
Part Description:
<B>RENAULT MEGANE Engine 1.5 Diesel Engine, Code K9K282 02 03 04 05 06 07 08 09 1</B><p>

<div id="imageThumbs" class="imageThumbsClass" ><a href="http://gmh.ts.1.s3.amazonaws.com/pin
<a href="http://gmh.ts.1.s3.amazonaws.com/pinproHostedImages/b/b/e/f/i/680b50da-6ec5-48b0-8580-f
</div>
<!--DO NOT EDIT THIS TEXT :END:IMAGESHTML-->

Comments:
<p>
<b>Interchange Info

- You must select a **Condition**, **used** or **new.**

- You must select a **Template.**

- **Part description** field can be populated.

9. Select the **Return Policy** tab, see below:

- You must select a **Returns, Item must be returned within, Return shipping will be paid by**

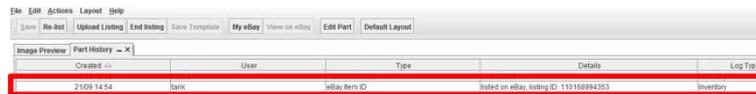- **Additional return policy details** is an optional field.

10. Click on '**Upload listing**' in order to get your item listed on eBay. The uploading process can take upto 2 minutes.

Verifiy that your items is listed on eBay

In order to check that your items have been successfully listed on eBay you can check some information within Pinnacle Pro.

1. In the 'Sell on eBay' screen, under the '**Part History**' tab, a new event should now appear, see below:

A new event 'eBay Item listed' should now appear. If you see the Details column, you should see the following details 'listed on eBay, listing ID:110168994353'which mean that item is now listed on eBay.

2. In the '**Sell on eBay**' screen, if you click on the '**View on eBay**' button, you will be able to see your listing on eBay, see below:

3. If you go to **Sales** -> **Find parts** on the **search result** screen, you can see two icons, the note pad and the eBay icon which means that the part is currently listed on eBay, see below:

If you have any questions regarding this Quick Reference or have any issues regarding Pinnacle please contact Support using the follow information:

eMail: support@hollandereu.com

Tel: +44(0)131 538 8999

Note: Before calling support please ensure that you have TeamViewer loaded, this application can be uploaded from the following site: https://www.**teamviewer**.com. When prompted select Basic Installation and Personal use.