

Swappa Incoming Inventory

Swappa is introducing a new listing system called 'Incoming Inventory'. This new system offers sellers a flexible 'staging' environment where their devices can be uploaded in a non-linear fashion. Sellers using the incoming inventory system will be able to adapt the Swappa listing process to their business workflow. Inventory items can be created one at a time similar to Swappa's traditional linear listing workflow, or in batches using the Import ESN and Import Sheet features to upload anywhere from a couple listings up to hundreds at a time.

The Incoming Inventory system is available for medium to large Swappa sellers that need flexibility in their listing workflow. This system is ideal for larger teams that split the listing process into stages. We've included a few example workflows at the end of this document to highlight how powerful this new tool is and what it can do for your operation.

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If you're looking for a comprehensive inventory management system that directly integrates into the Swappa Incoming Inventory workflow, check out [WholeCell](#). They're currently offering a 15-day free trial.

Incoming Inventory Homepage

The screenshot shows the Swappa Incoming Inventory Homepage. At the top is the Swappa logo and a search bar. Below the search bar is a navigation menu with categories like iPhones, Phones, Plans, Local, Laptops, Watches, Tablets, Video Games, and More. The main header shows the breadcrumb trail: Swappa / James Company / Inventory / Incoming. Below this are tabs for Incoming, Listings, Bulk Edit, and Feature. The main content area is titled 'Inventory Incoming' and contains a table of inventory items. The table has columns for selection, product details, cost/price, status, and actions. Three items are listed: a Fossil Gen 3 Q Control, a MacBook Air 2012 - 11", and a Samsung Galaxy S7. The table is paginated at the bottom, showing page 1 of 1.

1. Add Item

2. Import ESNs

3. Import Sheet

4. Import Photos

5. Edit 1

6. Delete 1

7. (1) Ready to list

8. Cost: \$ - Price:\$105

9. No serial number

10. Ready to List

First « 1 » Last

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1. Add Item - Add single inventory item
2. Import ESNs - Import one or more inventory items using ESNs
3. Import Sheet - Import items using spreadsheet (.xlsx, .csv)
4. Import Photos - add device photos to a photo bank
5. Multiselect actions - edit multiple inventory items at once, list completed items
6. Inventory Item - by column (IMEI/ESN, Product w/ variant, cost/price, inventory item status, user actions - delete, preview, photos, edit)
7. Product - product name and variant
8. Cost/Price - user's cost of device / user's asking price for device
9. Inventory Item Status - description of what is needed to get an inventory item 'Ready to List'
10. Inventory Item Actions - delete, preview listing, add photos, edit

Add Item - Add a single item to incoming inventory

Adding item

Seller ref

IRKP6YSV5

For your own internal use. [Get Random](#)

Seller sku

INTERNALSKU#

For your own internal use

Serial number

123451234512345

Product:

Apple iPhone Xr

Model

A1984

Carrier

Unlocked

Color

Black

Storage

64 GB

Clear Selection

Condition

Good

Cost

200

Price

380

Headline

iPhone Xr 64GB Black - 95% Battery

Description

Includes charging and cord. Tempered Glass screen protector already installed.

Damage description

Minor signs of wear to edges. Scuffing to screen

Seller Notes

For your own internal use

Close

Save changes

Seller ref - generates a random reference number for inventory control

Seller sku - seller defined SKU

Quantity available - Available for enterprise sellers only, stock listings w/ multiple quantity

Serial Number - ESN/IMEI of the device

Product - searchable text field, attempts to automatically match product to serial number field

Product Variant - Model, Carrier, Color, Storage (device specifics)

Clear Selection - clears the top half of the form

Condition - Fair, Good, Mint, New

Cost - can be used to track sellers cost of goods

Price - seller's asking price for the device

Headline - Listing headline

Description - Listing description

Damage description - required for Fair or Good condition, describe wear to device

Seller notes - for seller's internal use

Import ESNs - Bulk import from a list of IMEI or ESN numbers

[🍏 iPhones](#)[📱 Phones](#)[📶 Plans](#)[📍 Local](#)[💻 Laptops](#)[🕒 Watches](#)[Swappa](#) / [James Company](#) / [Incoming](#) / ESN Import

Enter a list of ESNs to add to your inventory

123451234512345
234562345623456
345673456734567

[🍏 iPhones](#)[📱 Phones](#)[📶 Plans](#)[📍 Local](#)[💻 Laptops](#)[🕒 Watches](#)[Swappa](#) / [James Company](#) / [Incoming](#) / [ESN Import](#) / Product Matching

Select Products

You don't need to select a product for every ESN. You will be able to change/select the product later.



Bulk import ESNs to your incoming inventory. Each number can be separated by comma or by line. Once submitted, you can select the product using the 'Select Product' dropdown. Swappa will try to match the ESN to a product automatically when the dropdown is opened. Selecting a product is not required to submit these items to your incoming inventory.

Import Sheet - Bulk import items from a spreadsheet

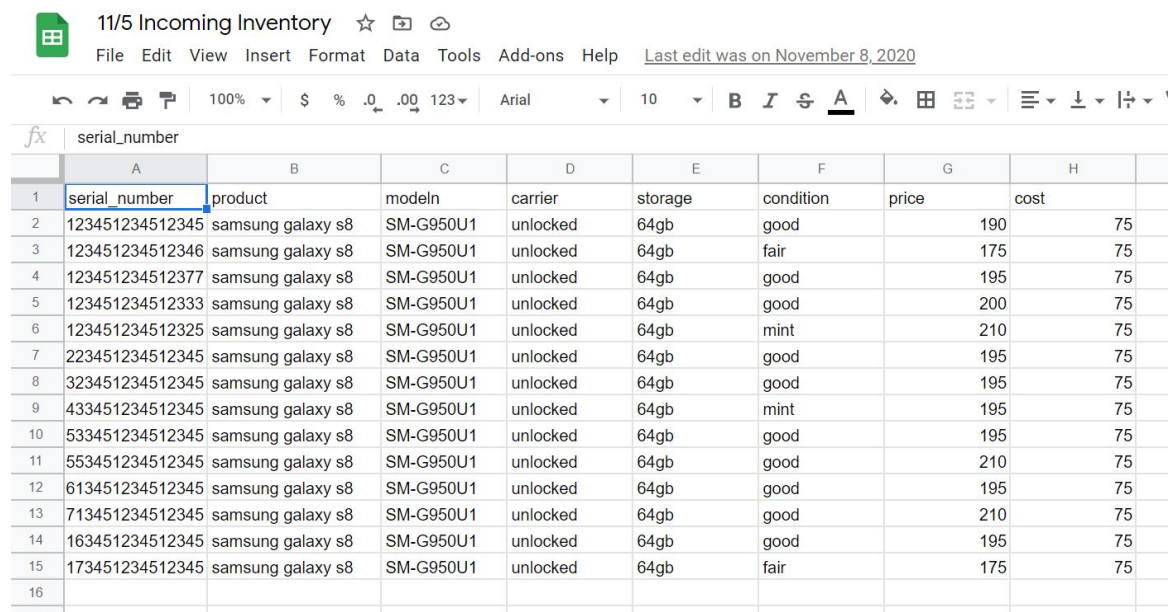
Sellers can customize a spreadsheet with these supported headers:

product, modeln, edition, carrier, platform, color, storage, memory, processor, seller_ref, seller_sku, serial_number, price, cost, condition, notes, description, damage_description, headline, quantity_available

For example, if you just want to import the product, serial_number (ESN) and price, your spreadsheet should look like:

product	serial_number	price
apple-iphone-11	35803508657804	123

Example spreadsheet using Google Sheets



11/5 Incoming Inventory ☆ 📄 ☁

File Edit View Insert Format Data Tools Add-ons Help Last edit was on November 8, 2020

100% \$ % .0 .00 123 Arial 10 B I S A 🔍 📊 📈 📉 📋 📌 📍 📎

	A	B	C	D	E	F	G	H	
1	serial_number	product	modeln	carrier	storage	condition	price	cost	
2	123451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	190	75	
3	123451234512346	samsung galaxy s8	SM-G950U1	unlocked	64gb	fair	175	75	
4	123451234512377	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
5	123451234512333	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	200	75	
6	123451234512325	samsung galaxy s8	SM-G950U1	unlocked	64gb	mint	210	75	
7	223451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
8	323451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
9	433451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	mint	195	75	
10	533451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
11	553451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	210	75	
12	613451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
13	713451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	210	75	
14	163451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	good	195	75	
15	173451234512345	samsung galaxy s8	SM-G950U1	unlocked	64gb	fair	175	75	
16									

The spreadsheet should be saved in .xlsx or .csv format before being uploaded through the Incoming Inventory Import Sheets feature.

Once the spreadsheet is uploaded, photos can be added to each item and any missing information that's required to list an inventory item can be completed/edited.

Import Photos- Bulk photo management for inventory items

The screenshot shows the Swappa website's 'Upload images' section. At the top, there's a search bar and navigation links. Below the navigation, there's a breadcrumb trail: Swappa / James Company / Incoming / Images. The main area is titled 'Upload images' and features a large light blue box with a camera icon and the text 'Drop Images Here to Upload' or 'Select Files'. To the right, there's a section titled 'Image Upload Guidelines' with the following bullet points:

- Include your profile code **EEN685** on paper next to the device.
- **5 MB file size max** per image
- **50 MB total batch size** per upload
- **JPG and PNG** files allowed
- File uploads not meeting above criteria will be discarded.
- Unused images will be deleted after 30 days.

Below the upload area is the 'Image bank' section, which displays five thumbnail images of Pixel3-InventorSku items. Each thumbnail has a caption and a trash icon: 'Pixel3-InventorSku (5)', 'Pixel3-InventorSku (1)', 'Pixel3-InventorSku (2)', 'Pixel3-InventorSku (4)', and 'Pixel3-InventorSku (3)'.

Please reference the image upload guidelines below to ensure photos are properly uploaded.

- Include your profile code **XXXXXX** on paper next to the device.
- **5 MB file size max** per image
- **50 MB total batch size** per upload
- **JPG and PNG** files allowed
- File uploads not meeting above criteria will be discarded.
- Unused images will be deleted after 30 days.

Listing photos can be uploaded in batches using the Import Photos feature. Alternatively, photos can be uploaded to each individual inventory item using the 'Add Photos' option.

The screenshot shows a section of the Swappa website. On the left, it displays 'Cost: \$ -' and 'Price:\$500'. In the center, there's a green button labeled 'Ready to List'. On the right, there's a row of four icons: a trash can, an eye, a camera, and a pencil. Above the camera icon is a black button labeled 'Add Photos'. A hand cursor is pointing at the camera icon.

Please Note: Sellers using the incoming inventory system can use their account profile code in place of the listing code for [listing verification photos](#).

Multi-Selection Editing - modify multiple items all at once

If you have a batch of devices that share the same variant attributes (Product name, color, storage, etc), you can use multi-select editing to add the variant options to multiple inventory items at the same time.



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[Incoming](#) [Listings](#) [Bulk Edit](#) [Feature](#)

Inventory Incoming

[+ Add Item](#) [Import E](#)

Edit 5

Delete 5

☐	173451234512345	Samsung Galaxy S8 Fair	Cost: \$75 Price:\$175	No product variant set
☒	163451234512345	Samsung Galaxy S8 Good	Cost: \$75 Price:\$195	No product variant set
☒	713451234512345	Samsung Galaxy S8 Good	Cost: \$75 Price:\$210	No product variant set
☒	613451234512345	Samsung Galaxy S8 Good	Cost: \$75 Price:\$195	No product variant set
☒	553451234512345	Samsung Galaxy S8 Good	Cost: \$75 Price:\$210	No product variant set
☒	533451234512345	Samsung Galaxy S8 Good	Cost: \$75 Price:\$195	No product variant set

Select the items you'd like to edit and click the 'Edit' button.

Editing 5 items



Seller ref

For your own internal use. [Get Random](#)

Seller sku

For your own internal use

Product:

Model

Edition

Carrier

Color

Storage

Memory

[Clear Selection](#)

Condition

Cost

Price

Headline

Description

Damage description

Seller Notes

For your own internal use

Empty fields will be left unchanged. Edit a single item if you need to clear a field.

Close

Save changes

Empty fields that are left unchanged will not change when using the multi-select edit feature. Saving the changes will apply any field changes to all the inventory items you had selected.

Set quantity_available, cost, condition, product, modeln, carrier, color, storage, memory for 5 items

Swappa / James Company / Inventory / Incoming

Incoming Listings Bulk Edit Feature

Inventory Incoming

+ Add Item

📁 Import ES



Edit 0

Delete 0



163451234512345

Samsung Galaxy S8
Good • Unlocked • SM-G950U1 • Black • 64 GB • 4 GB

Cost: \$75
Price:\$195

Must have a damage
description if not New or
Mint



713451234512345

Samsung Galaxy S8
Good • Unlocked • SM-G950U1 • Black • 64 GB • 4 GB

Cost: \$75
Price:\$210

Must have a damage
description if not New or
Mint



613451234512345

Samsung Galaxy S8
Good • Unlocked • SM-G950U1 • Black • 64 GB • 4 GB

Cost: \$75
Price:\$195

Must have a damage
description if not New or
Mint



553451234512345

Samsung Galaxy S8
Good • Unlocked • SM-G950U1 • Black • 64 GB • 4 GB

Cost: \$75
Price:\$210

Must have a damage
description if not New or
Mint



533451234512345

Samsung Galaxy S8
Good • Unlocked • SM-G950U1 • Black • 64 GB • 4 GB

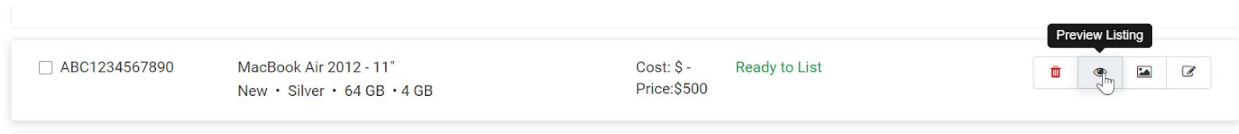
Cost: \$75
Price:\$195

Must have a damage
description if not New or
Mint

Listing Preview - See what your listing will look like once created

There are two ways to preview your listing prior to transitioning from the staging environment of incoming inventory to an active listing.

1. From the Incoming Inventory homepage



2. From the Create Listing page using the preview button

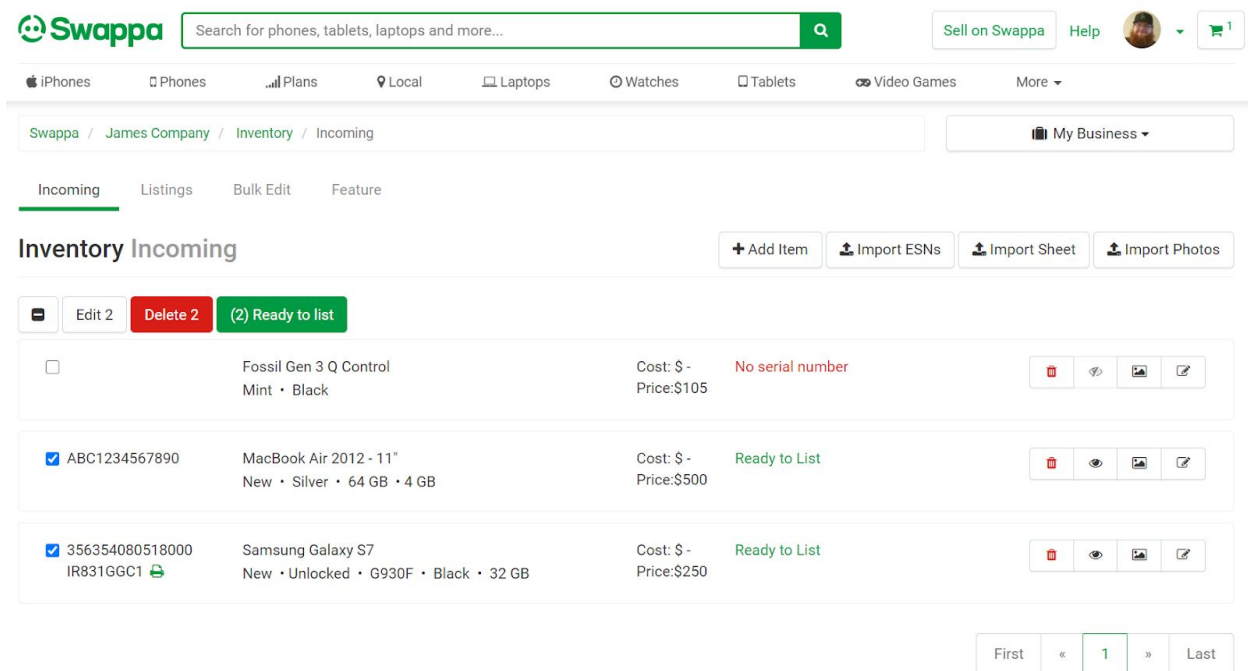
A screenshot of the Swappa 'Create Listing' page. The page header includes the Swappa logo, a search bar, and navigation links like 'Sell on Swappa', 'Help', and a user profile. Below the header is a category navigation bar with options like iPhones, Phones, Plans, Local, Laptops, Watches, Tablets, Video Games, and More. The main content area is titled 'Create Listing' and includes a sub-header 'You are about to create listings for 1 product. We just need you to confirm some final details.' On the left, there is a preview box for the product 'ABC1234567890', 'MacBook Air 2012 - 11" - Silver, 64 GB, 4 GB • New • \$500', with a 'Preview' button. On the right, there are form fields for 'Ship from ZIP Code', 'Ship From Location', 'Allow Express Shipping', 'Express Shipping Price', and 'Offer Express Shipping?'. At the bottom right, there are 'Back' and 'Create Listings' buttons.

Finalizing an inventory item to create a listing

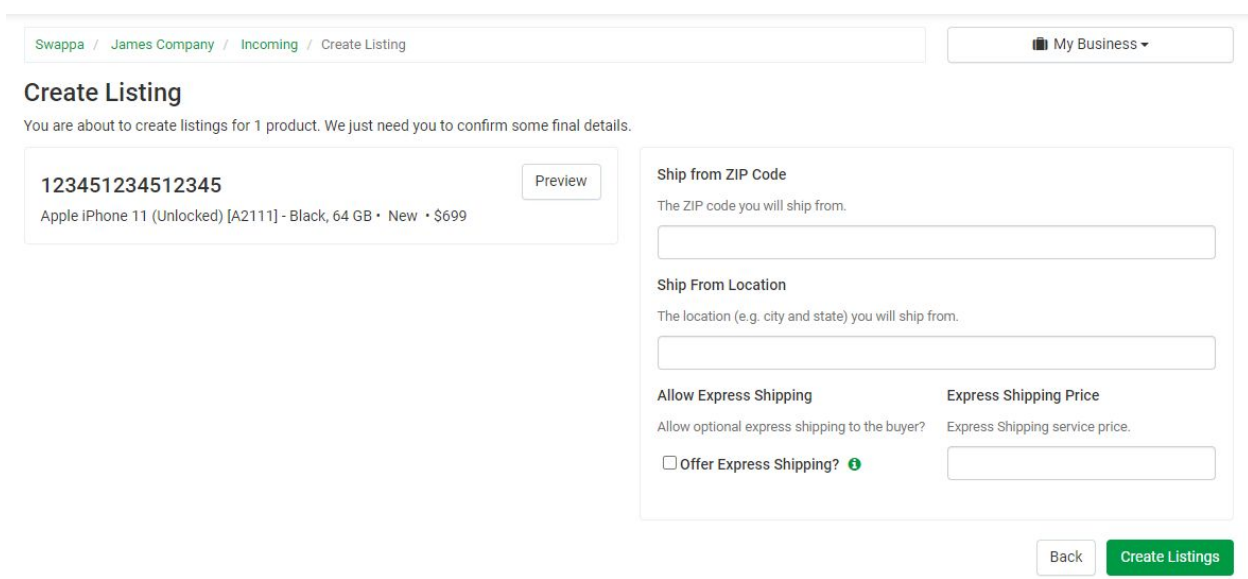
Once the following requirements are fulfilled, you're ready to make the inventory item into an active Swappa listing:

ESN, Product w/ variant, Pricing, Photos

Use the check box on the left side of the Incoming Inventory screen to select the item you'd like to activate.



A green 'Ready to List' button should appear. Click that button to navigate to the Create Listing page.



Complete the Ship from ZIP Code and Ship from Location fields. Offering Express Shipping is optional.

Workflow Scenarios

Workflow Scenario #1 - Adding a single inventory item

You've got a few devices you'd like to list but don't have the time to complete the normal linear listing process from start to finish.

Use the 'Add Item' feature to add each device individually. You can enter the information you have on hand and complete the rest of the information hours or even days later.

Workflow Scenario #2 - Bulk uploading using Import ESNs

You just got a shipment of 20 devices in and need to get them listed. Rather than taking each device and creating a listing one at a time through the normal listing flow, you can create a list of the ESNs for those 20 devices and use the Import ESN feature to get all 20 items created at once.

Once the inventory items are created (assuming the 20 devices are the same or similar variants), you can use the multi-edit feature to add device variant specifics to all 20 items at the same time. This greatly speeds up the listing process because the changes are made to all of the selected items rather than one at a time.

Workflow Scenario #3 - Bulk uploading using Import Spreadsheet

The most powerful, flexible, and arguably the most complex of the incoming inventory workflows, importing a spreadsheet allows you to skip a lot of the manual input tasks necessary to create a listing.

Using a seller customized spreadsheet, you have the power to upload a single listing or hundreds with a single file upload. Once the spreadsheet is uploaded, all you need to do is add photos and any information that was not included in the spreadsheet before finalizing the listing.

This workflow is exceptionally powerful for larger volume sellers with multiple employees that have dozens or hundreds of devices. The listing process can be broken down into stages, added to a common spreadsheet, and uploaded to incoming inventory.

Example multi stage workflow:

Stage 1 - ESN entry and inventory management (assign a sku for inventory management)

Stage 2 - Product name and variant entry into spreadsheet

Stage 3 - Product condition grading and damage description entry into spreadsheet

Stage 4 - Photography of devices and upload to photo bank

Stage 5 - Add photos to inventory items

Stage 6 - Pricing and finalizing the item to create a listing

Swappa incoming inventory is flexible enough that each of the above steps can be done in any order so you can have multiple people working batches of devices at the same time.