



## 1. Upload your listing

Upload your listings for free and let customers discover your offerings



## 2. Ship

Customise your shipping costs and select the EU countries where you want to sell



## 3. Earn

Increase your sales and handle all your payments with your digital wallet

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## Creating an account

Creating an account is free!

Register and complete your account to start selling your wine.

### Documents to complete your account

Identification document

Debit/credit card

For professional sellers:

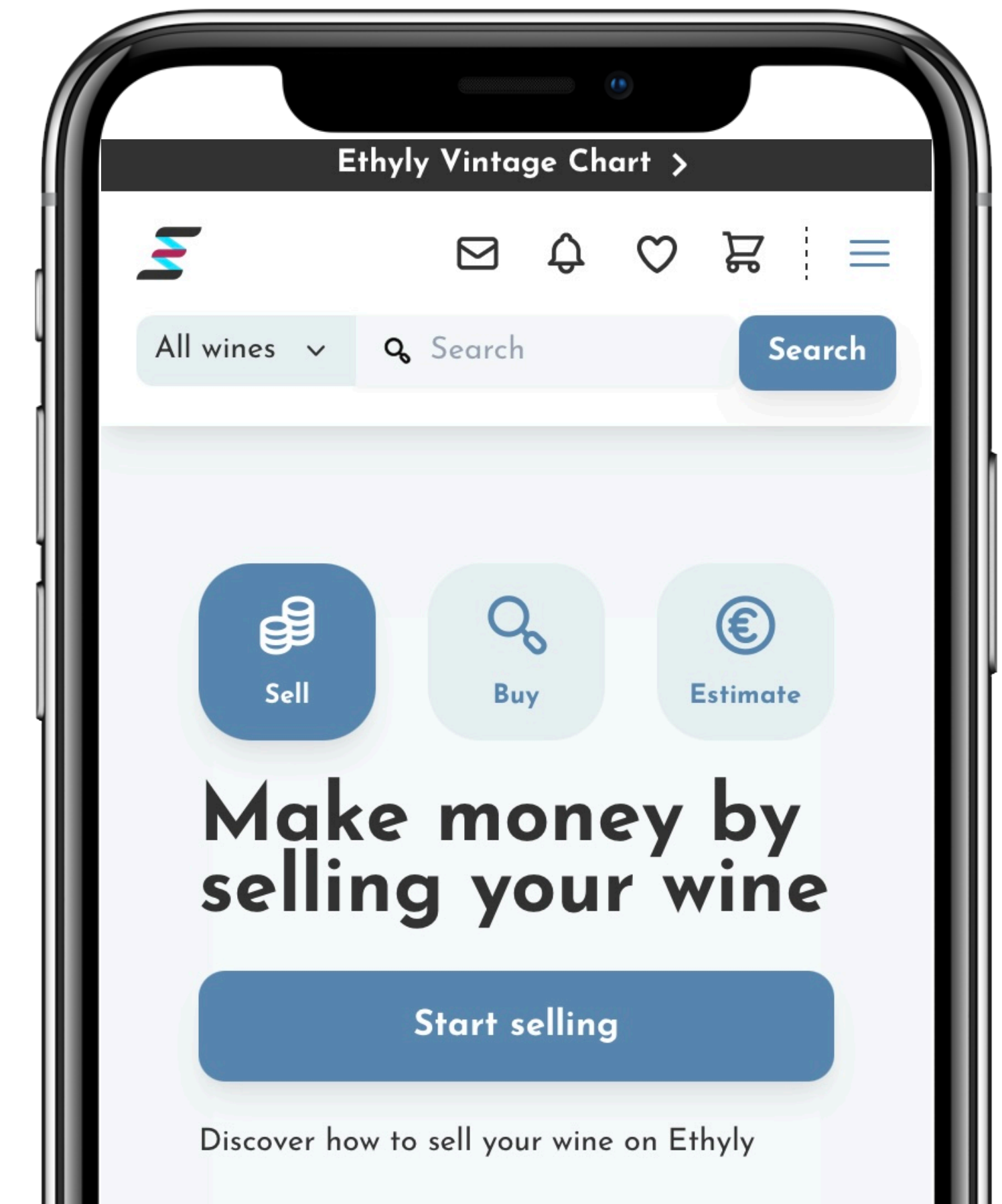
Proof of registration

Articles of association (*only for legal business*)

## 1. Complete your profile



## 2. Start selling





# Uploading a listing

You can upload **single** or **multiple listings**.

A multiple listing contains:

- More than one bottle.
- Maximum 3 different wines (including the same wine of different vintage or format).
- Maximum 24 bottles.

## 1. Details

Increase the **effectiveness** of your listing providing all the information on your wine.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Name      | <input checked="" type="checkbox"/> Producer   | <input checked="" type="checkbox"/> Vintage   |
| <input checked="" type="checkbox"/> Type      | <input checked="" type="checkbox"/> N. bottles | <input checked="" type="checkbox"/> Format    |
| <input checked="" type="checkbox"/> Alcohol % | <input checked="" type="checkbox"/> Country    | <input checked="" type="checkbox"/> Region    |
| <input checked="" type="checkbox"/> Grape     | <input checked="" type="checkbox"/> Packaging  | <input checked="" type="checkbox"/> Condition |

You can also add a **comment** to customise your listing!

Make sure to give precise information that matches the true condition of your bottles to avoid issues with buyers.

## 2. Photos

Upload a minimum of **4 photos** showing all the details of your wine.

- Apply a neutral background.
- Show the details (capsule, label, fill level).
- Don't show objects that are not for sale.
- Don't use filters.

Remember that uploading high-quality photos increases the probability of selling your wine.

## 3. Price

Set the price for your bottles.

- If you are uploading more than one bottle (multiple listings) make sure to set the total price for your listing.
- Every listing must have a minimum value of **30€**.
- Applying a small discount compared to the market price increases the probability of selling your wine.

## 4. Shipping

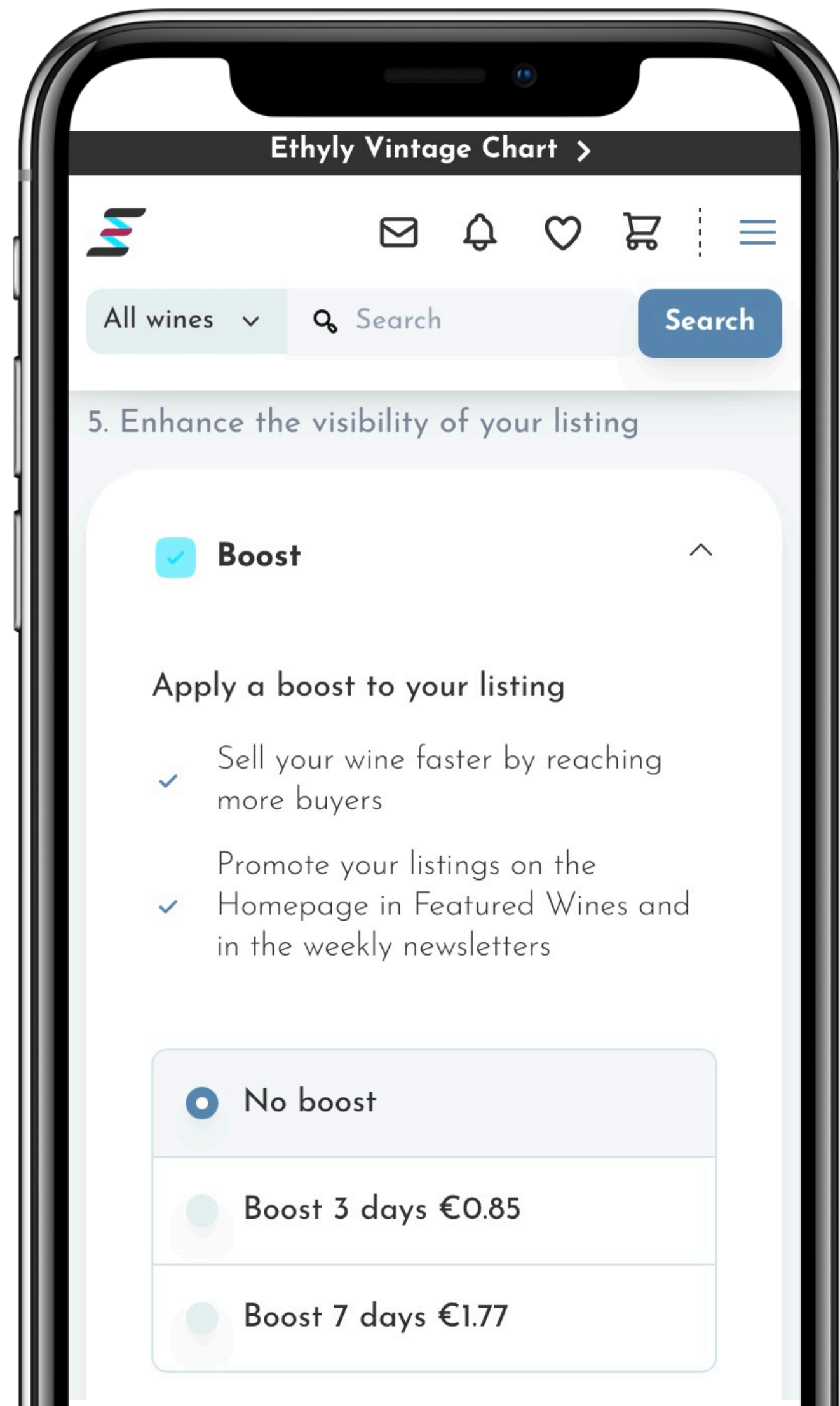
Set your **shipping costs** and **options**.

- **Local Pick-up:** Allow buyers to pick up orders by hand.
- **Free shipping:** Set a total order value over which you don't charge any shipping costs.
- **Combined shipping:** Allow buyers to place more orders at once.
- **European shipping:** select the EU countries where you want to sell.
- Set **fixed** shipping costs or **per number** of bottle.



# Boost

Increase the visibility of your listings with the **Boost** function!



Choose between two options:

1. 3 days
2. 7 days (saving 10%!)

1.

## Purchase the Boost

Boost your listing from the uploading process or through your settings (My Profile > Listings > Boost).

2.

## Increase visibility

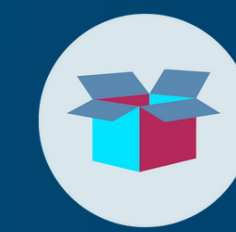
Your listing will be featured on the Homepage in the "Featured Wines" section and promoted in our weekly newsletters.

3.

## Reach more buyers

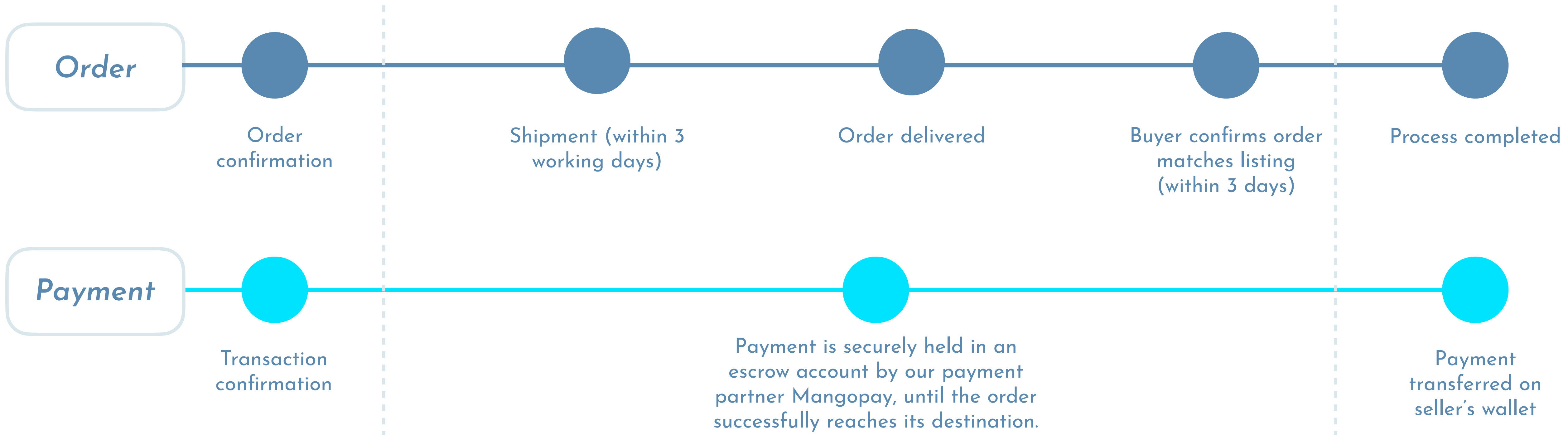
Sell faster reaching more potential buyers!





## Payments

- Stay on **Ethyly** during the whole selling process. In this way we can help you in case something unexpected happens.
- Once you sell your wines you'll have **3 working days** to ship them. Make sure not to delay the shipment to avoid issues with buyers.
- In case of problems, buyers can contact you through the integrated chat. Remember we are always available in case you need assistance.
- Allow buyers to track their orders. Update the shipping status providing the **Tracking Number** once the orders are shipped.





# Ethyly Wallet

The Ethyly Wallet is your safe digital wallet.

1.

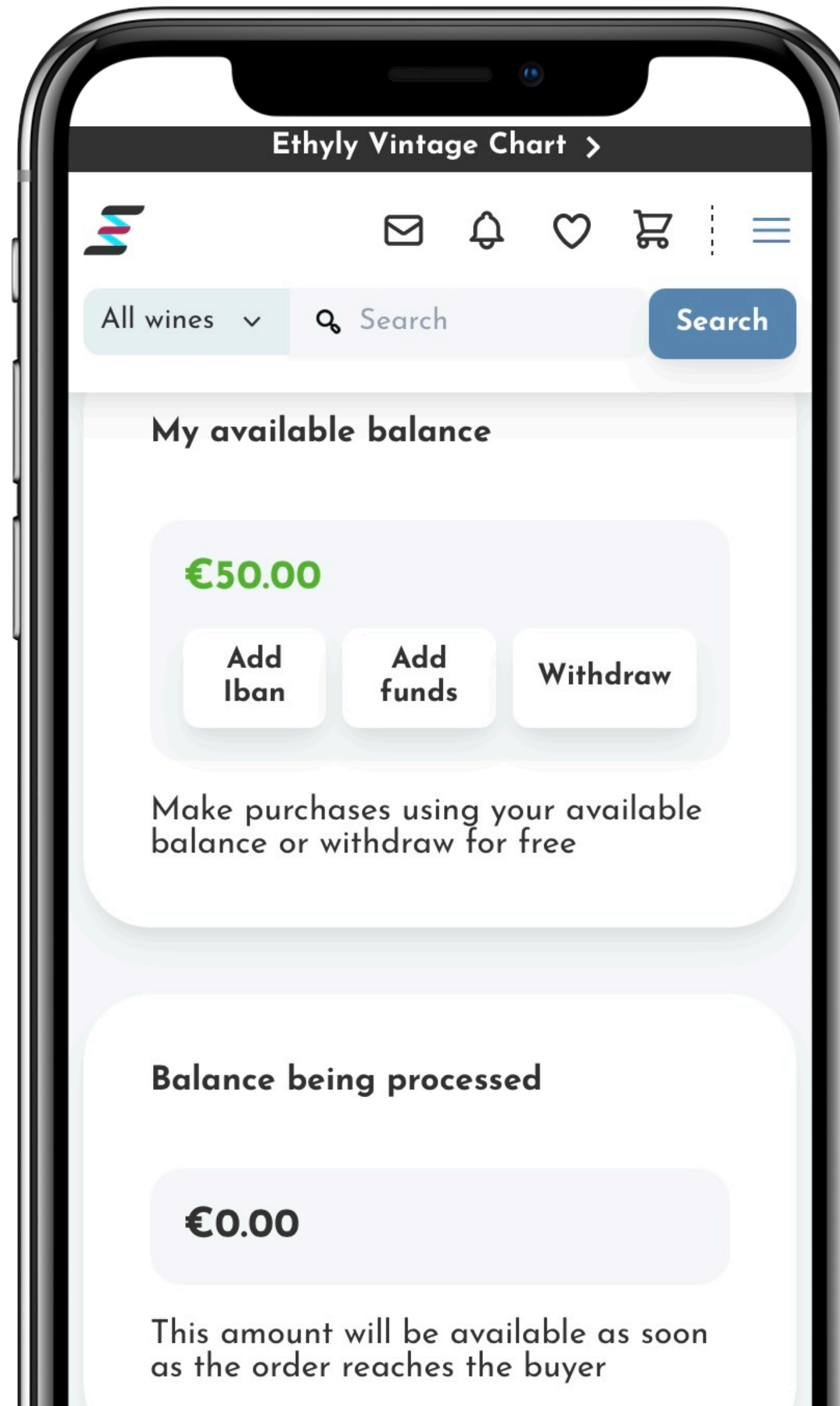
## Receive payments

- The **earnings** from your sales will be transferred to your Ethyly Wallet.
- You can withdraw for free in any moment.

2.

## Make payments

- Use your Ethyly Wallet as a **payment method**.
- You can also **top-up** your Ethyly Wallet with SEPA bank wire transfers.



The Ethyly Wallet is managed by Mangopay, our international payment partner.

3.

## View your balance

- **Balance Being Processed:** Keep up with all your incoming payments.
- **My Available balance** Payments will unfreeze once orders reach their destination.



## Packaging

Pack your shipments securely. Use a courier with approved wine packaging. Need help? Contact us.

### Ethyly suggests:

- Packaging with inner moulded EPS expanded polystyrene foam.
- Folded corrugated cardboard trays.
- Packaging with polyethylene film.
- Moulded fibre trays.

Packaging for wine shipping

- NAKPACK
- EWSP / EWINE SECURE PACK®



Inner moulded polystyrene foam



Internal polyethylene film



Corrugated internal tray





## Selling Fee

Our selling fee allows us to keep a high level of service and helps you stand out through our marketing campaigns.

8%

- No uploading costs for listings
- Free wine valuation
- Dedicated customer service
- Secure payments
- Visibility in 10 European countries

*\*Variable fee depending on commitment*





## Returns

Remember that for any inconvenience you can count on our support, even when we cannot take any responsibility.

**Order doesn't match listing description without responsibility of courier**

In all cases where the order does not match the listing description (for example ruined label/capsule or broken bottle) and it is proven that the courier does not have any responsibility (inappropriate packaging or inaccurate listing description) we will have to return the payment to the buyer. The seller's fee will still be due and we could charge the seller the buyer's fee.

**Order doesn't match listing description with responsibility of courier**

Ethyly is not accountable for the shipping of the order therefore it will be the individual that shipped the order that will have to prove the courier's responsibility. Nonetheless you can count on our support. The seller's fee will still be due.

**Wrong order**

The seller will have to replace the order at their expense. The seller's fee will still be due.

Ethyly has the right to block any user involved in misleading behaviour. However, we suggest keeping photographic records of your shipped orders to safeguard yourself against potential fraud attempts.