Tutorial: Wanted Ads

OVERVIEW

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Description:	In this section, you can: 1. Post a 'Wanted' ad 2. Update the status of your ad from 'Wanted' to 'Found' 3. Look through member's wanted ads to see if you have any items in your inventory that meet the requests
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

1- HOW TO

1. Post a 'Wanted' ad

If you are looking for an item and were not able to find it in our product databases or in the For Sale ads, you definitely should post a 'Wanted' Ad.

Useful Tips:

- When posting a wanted ad make sure to include images or certificates to make your item more attractive to potential buyers
- Include as much information as possible. This will ensure the responses you get are for the exact item.
- Let other members know the best means to reach you (phone/ online message; between 9:00 – 5:00 EST)
- Let other members know how you wish to pay
- Update the status of your wanted ad if you have found what you are looking for (this avoids frustration and keeps your reputation intact!)
- Templates are available within certain BUY categories to help you construct your ad. Use these when they are available as they allow sellers to quickly browse through ads in a standardized format.

- Go to "Ads"
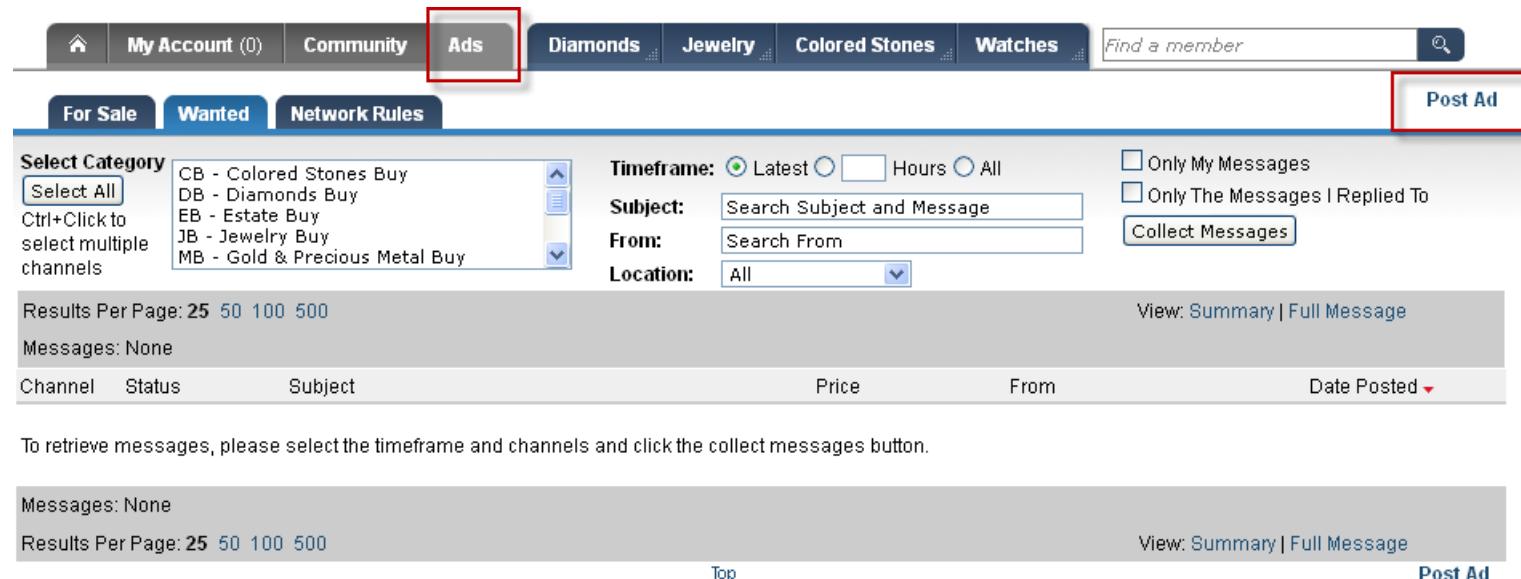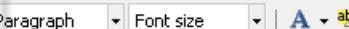
- Click on "Post Ad"
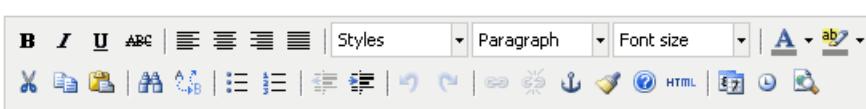
- Next to "Select Category" under the Wanted Ads, choose the category that best fits the item you are looking for

Post Ad


- Write the Subject of your ad – the more descriptive, the better

- Write a description of your ad in the 'Message' section

- If applicable, add hyperlinks or attachments

- Preview your message or click "Send" to post your ad

Post Ad

2. Update the status of your ad from 'Wanted' to 'Found'

- View your ad

- Click 'Found'
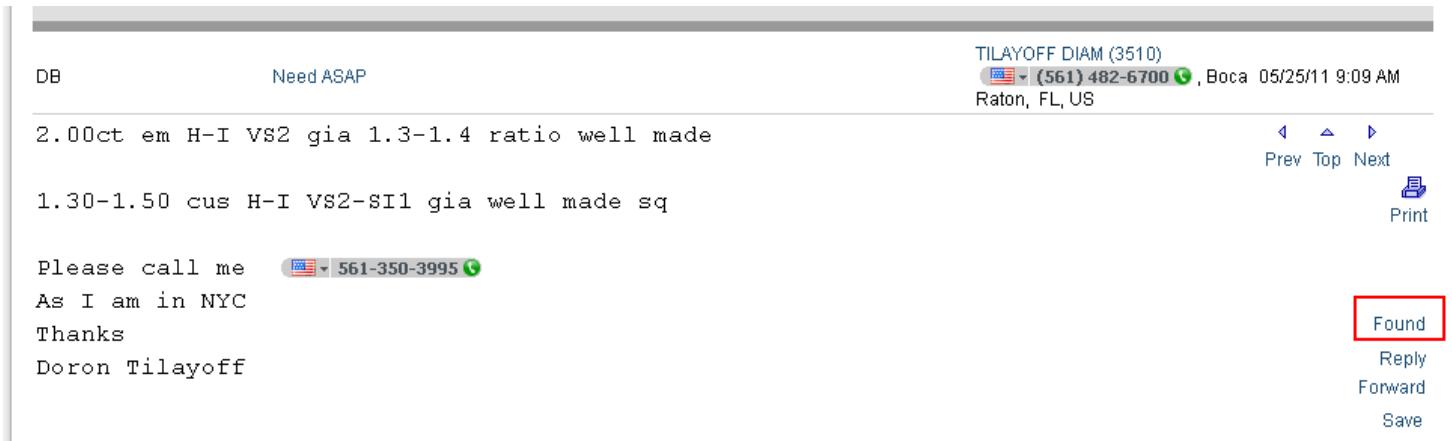
3. Look through member's wanted ads to see if you have any items in your inventory that meet the requests

Useful Tip
- Look through the wanted ads everyday to see you if you can fill any requests to make an easy sale and form good business relationships on Polygon.
- You can update your viewing preferences for ads to either see the **Full Message** or **Summary View** within the **Preferences** tab under **My Account**.
- If you read the ads regularly (at least once a day), we recommend choosing the **Latest** timeframe which will return the messages posted since the last time you viewed the channel.
- Check the **'Only My Messages'** or **'Only The Messages I Replied to'** for a shortcut to your messages
- Specify a **Location** to find items wanted in your area

- Go to "Ads"

- Click on the "Wanted" tab

- Next to "Select Category" click on the channel you would like to view

- Choose your Timeframe

    o   Latest- shows only new messages you have never view before

    o   All- shows all messages (they expire after 9 months)

    o   You can enter a number of hours within the hours box to retrieve a specific timeframe

- Click "Collect Messages" to view current items
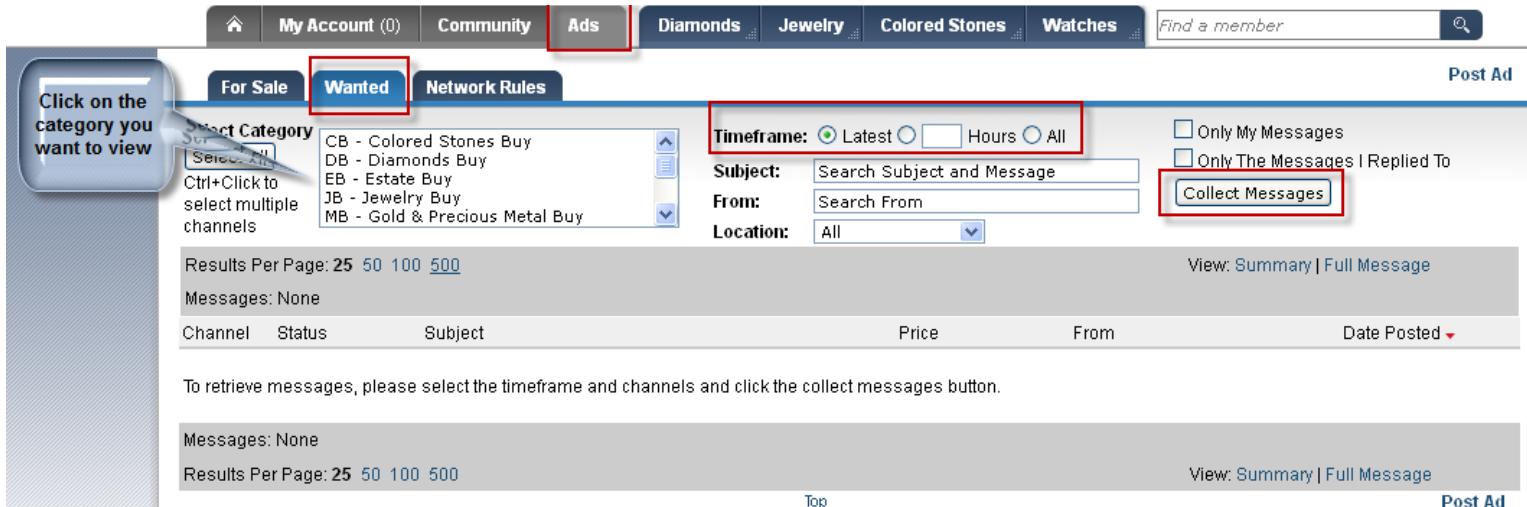
- If you have chosen the Summary View by default, click on an individual subject to see the entire contents. If you have chosen the Full Message View by default, the message appears below each tagline.

- You can change the sort order of results by selecting a different sort criterion from the drop list. You can also decide if you want to sort in ascending or descending order.

- You can change the search criteria by entering a keyword, Poly ID or company name. Keyword and company name are not case sensitive.

- To find out more information about the buyer, click on the Company name in the From column. You can view their contact information as well as their feedback

- To ask questions or let the buyer know you have an item matching what they are looking for, click "reply" to send a message directly to them

  Note: You cannot reply to a Wanted Ad when the status is *Found*

- Click "Save" to put the message in your saved file to come back to it later