

## Tutorial: How to Search and Post For Sale Ads in the Marketplace

### OVERVIEW

<b>Description:</b>	<p>In this section, you can:</p> <ol style="list-style-type: none"><li>1. <a href="#">Post a For Sale ad</a></li><li>2. <a href="#">Update the status of your ad from 'For Sale' to 'Sold'</a></li><li>3. <a href="#">Modify a For Sale Ad</a></li><li>4. <a href="#">Delete a For Sale Ad</a></li><li>5. <a href="#">Search for an item to buy</a></li><li>6. <a href="#">Report a For Sale Post</a></li></ol>
<b>Need Help:</b>	<p><a href="mailto:support@polygon.net">support@polygon.net</a> 1-800-221-4435 (select '3' for Support in the menu options)</p>

### 1- HOW TO

#### 1. Post an Item For Sale in the Marketplace

##### Useful Tips:

- When posting an item for sale make sure to include images or certificates to make your item more attractive to potential buyers
  - Include as much information as possible
  - Let other members know the best means to reach you (phone/ online message; between 9:00 – 5:00 EST)
  - Let other members know your accepted /preferred method of payment
  - Update the status of your items for sale as soon as they are sold (this avoids frustration and keeps your reputation intact!)
  - If you are unsure of the rules please look over the network rules before posting an item to Polygon. This will ensure you are posting correctly and increase your chances of selling that item.
  - Templates are available within certain For Sale categories to help you construct your ad. Use these when they are available as they allow buyers to quickly browse through ads in a standardized format.
- 
- The option to post to a Sell channel can be found on almost all tab (My Account, Buy/Sell, Community, Diamonds, Watches, Jewelry, Colored Stones)
  - Choose the Post Ad button with the yellow drop down to select a For Sale Channel

Home My Account (1) Forums **Marketplace** Auction Diamonds Jewelry Colored Stones Watches Trade Directory

Favorites For Sale Wanted Network Rules Alerts Message New Topic Post Ad

**Select Category**  
 Select All  
 Ctrl+Click to select multiple categories  
 BC - Bargain Channel  
 DS - Diamond Sell  
 JS - Jewelry Sell  
 CS - Colored Stone Sell  
 WS - Watches Sell

Timeframe: ☒ Latest ☐ Hours ☐ All  
 Search:   
 From:   
 Location:

Results Per Page: 25 50 100 500 View: Summary | Detailed  
 Messages: None

Categories	Status	Subject	Price	From	Date Posted
To collect our Marketplace ads, please select one or more categories, a timeframe & click the 'View Ads' button.					

Messages: None  
 Results Per Page: 25 50 100 500 View: Summary | Detailed

Top Compose: Direct Message | Post Ad

- From the drop down choose the channel you would like to post to

Home My Account (0) Forums Marketplace **Auction** Diamonds Jewelry Colored Stones Watches Trade Directory

Favorites For Sale Wanted Network Rules Alerts Message New Topic Post Ad

**Select Category**  
 Select All  
 Ctrl+Click to select multiple categories  
 EW - Estate Wanted  
 PW - Pearl Wanted  
 OW - Coins, Metals & Other  
 BC - Bargain Channel

Results Per Page: 25 50 100 500  
 Messages: None

Categories	Status	Subject
To collect our Marketplace ads, please select one or more categories		

Messages: None  
 Results Per Page: 25 50 100 500

**Looking to Buy**

- Colored Stone Wanted (CW)
- Diamond Wanted (DW)
- Estate Wanted (EW)
- Jewelry Wanted (JW)
- Lab-Grown Wanted (LW)
- Pearl Wanted (PW)
- Watches Wanted (WW)
- Coins, Metals & Other (OW)

**Looking to Sell**

- Bargain Channel (BC)
- Colored Stone Sell (CS)
- Diamond Sell (DS)
- Estate Sell (ES)
- Jewelry Sell (JS)
- Lab-Grown Sell (LS)
- Pearl Sell (PS)
- Watches Sell (WS)
- Coins, Metals & Other (OS)

**Association**

- Membership Committee (MC)
- Political (PL)
- The Zone (ZX)

Choose the channel that best fits the item you are listing

Cancel

top Compose: Direct Message | Post Ad

- Fill in the subject or use the template to create on for you – the more descriptive, the better
- Write your message with as much information as possible
- Add up to 5 pictures (optional but highly recommended)
- Add website (optional)
- Preview to view your message as it will appear
- Click Post Ad

### Compose Marketplace Ad

Select a Category

DS - Diamond Sell

The category you selected will show up here

☐ Subject \*

☒ Template \*

(The template will help you build a subject line based on a channel destination.)

Carat Wt

Shape

Please choose

Color

Please choose

Clarity

Please choose

Lab

Please choose

Cut Grade

Please choose

Information

Price

☒ Total Price
☐ Per Carat

Post Ad
Preview

Do not add \$ or comma

Font size, color, format, etc. can be changed here

Add a hyperlink

Embed an image here

Path: p

Disable rich editor

Hyperlink(s):

The length for the hyperlinks cannot exceed 500 characters.

Attachment(s):

(Click **Browse** to choose a file to attach and then click Open.)

Browse...
No file selected.

Browse...
No file selected.

Browse...
No file selected.

Browse...
No file selected.

Browse...
No file selected.

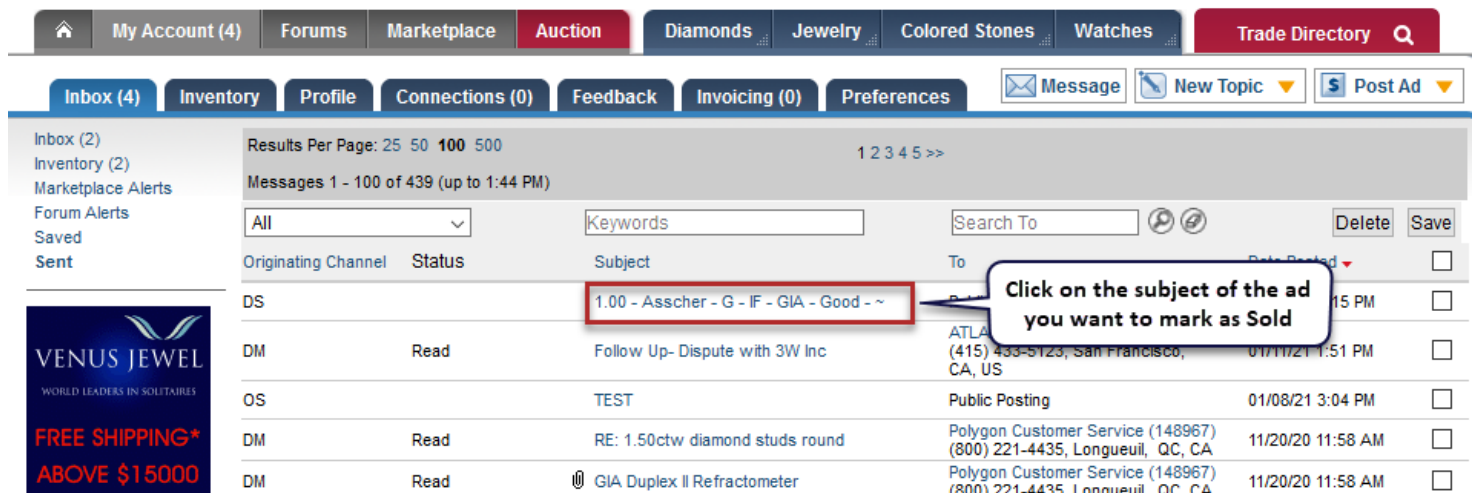
The total attachment size cannot exceed 20 MB.

File types accepted are: .gif, .jpeg, .jpg, .jpe, .tiff, .tif, .png, .bmp, .pdf, .doc, .docx, .xls, .xlsx, .csv, .cad, .ppt, .pptx, .7z, .rar, .zip

Attach Images here

### 2. Update the Status of your ad from 'For Sale' to 'Sold'

- Open you add, this can be done 2 different ways
  - **From My Account**
    - Click on your Sent Messages to find the ad you want to mark as Sold
    - Click on the Subject to open the message
    - Click Sold to mark the ad as sold




For Sale Message

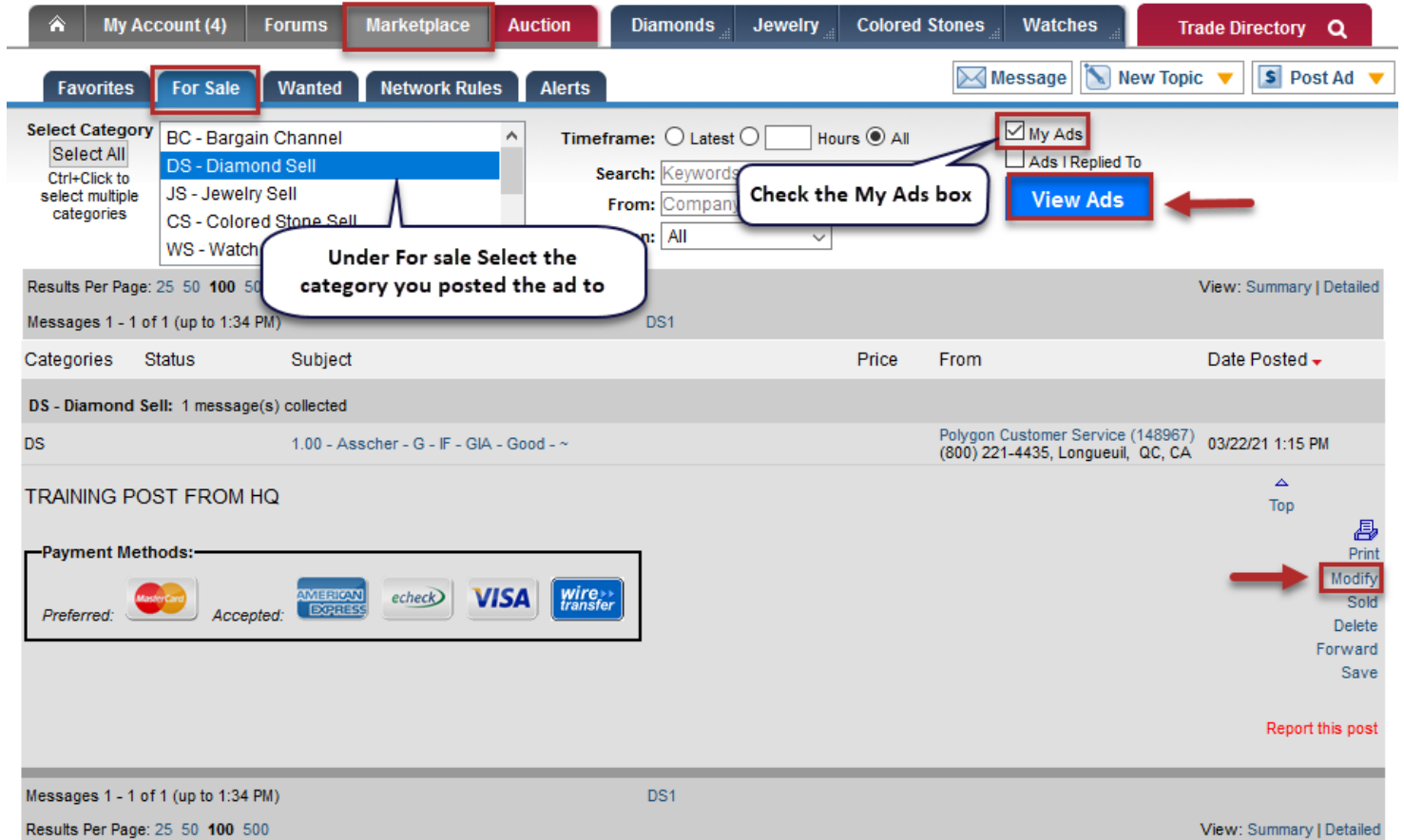
Categories	Status	Subject	Price	From	Posted
DS		1.00 - Asscher - G - IF - GIA - Good - ~		Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	03/22/21 1:15 PM

TRAINING POST FROM HQ

[Print](#)  
[Forward](#)  
[Save](#)  
[Modify](#)  
[Sold](#)  
[Delete](#)



- **From the For Sale Channels**
  - Choose the category you listed the item on
  - Click to search by My Ads
  - Click Collect Message
  - Find the Message you want to mark as sold
  - Click on Sold in the Message



The screenshot shows the Polygon website's 'For Sale' section. The 'Marketplace' tab is selected in the top navigation bar. Below it, the 'For Sale' sub-tab is active. A dropdown menu for 'Select Category' is open, showing options: BC - Bargain Channel, DS - Diamond Sell (highlighted), JS - Jewelry Sell, CS - Colored Stone Sell, and WS - Watch. A callout bubble points to 'DS - Diamond Sell' with the text: 'Under For sale Select the category you posted the ad to'. To the right, the 'Timeframe' is set to 'All'. A 'Search' box contains 'Keywords'. Below it, 'From' is set to 'Company' and 'To' is set to 'All'. A callout bubble points to the 'My Ads' checkbox, which is checked, with the text: 'Check the My Ads box'. To the right of the 'My Ads' checkbox is a 'View Ads' button, which is highlighted with a red box and a red arrow. Below the search filters, the results show 'Results Per Page: 25 50 100 500' and 'Messages 1 - 1 of 1 (up to 1:34 PM)'. The main content area displays a table with columns: Categories, Status, Subject, Price, From, and Date Posted. The first row is 'DS - Diamond Sell: 1 message(s) collected'. Below this, a message is shown with the subject '1.00 - Asscher - G - IF - GIA - Good - ~', from 'Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA', and dated '03/22/21 1:15 PM'. Below the message, there is a 'TRAINING POST FROM HQ' section. On the left, 'Payment Methods' are listed: Preferred (MasterCard) and Accepted (AMERICAN EXPRESS, echeck, VISA, wire transfer). On the right, there are action buttons: Print, Modify (highlighted with a red box and a red arrow), Sold, Delete, Forward, and Save. At the bottom right, there is a 'Report this post' link. The footer shows 'Messages 1 - 1 of 1 (up to 1:34 PM)', 'Results Per Page: 25 50 100 500', and 'View: Summary | Detailed'.

### 3. Modify a For Sale Ad

- Open you add, this can be done 2 different ways
  - **From My Account**
    - Click on your Sent Messages to find the ad you want to Modify
    - Click on the Subject to open the message
    - Click Modify in the bottom right hand corner
    - Make the desired changes to ad
    - Click Modify to update the listing

[Home](#)
[My Account \(4\)](#)
[Forums](#)
[Marketplace](#)
[Auction](#)
[Diamonds](#)
[Jewelry](#)
[Colored Stones](#)
[Watches](#)
[Trade Directory](#)

[Inbox \(4\)](#)
[Inventory](#)
[Profile](#)
[Connections \(0\)](#)
[Feedback](#)
[Invoicing \(0\)](#)
[Preferences](#)
[Message](#)
[New Topic](#)
[Post Ad](#)

Inbox (2)  
 Inventory (2)  
 Marketplace Alerts  
 Forum Alerts  
 Saved  
 Sent

Results Per Page: 25 50 **100** 500  
 Messages 1 - 100 of 439 (up to 1:44 PM)  
 All  Search To    

Originating Channel	Status	Subject	To	Date Posted	
DS		1.00 - Asscher - G - IF - GIA - Good - ~		03/22/21 1:15 PM	<input type="checkbox"/>
DM	Read	Follow Up- Dispute with 3W Inc	ATLA (415) 433-5123, San Francisco, CA, US	01/11/21 1:51 PM	<input type="checkbox"/>
OS		TEST	Public Posting	01/08/21 3:04 PM	<input type="checkbox"/>
DM	Read	RE: 1.50ctw diamond studs round	Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	11/20/20 11:58 AM	<input type="checkbox"/>
DM	Read	GIA Duplex II Refractometer	Polygon Customer Service (148967) (800) 221-4435 Longueuil QC, CA	11/20/20 11:58 AM	<input type="checkbox"/>

Click on the subject of the ad you want to mark as Sold

For Sale Message

Categories	Status	Subject	Price	From	Posted
DS		1.00 - Asscher - G - IF - GIA - Good - ~		Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	03/22/21 1:15 PM

TRAINING POST FROM HQ

[Click here to close this window.](#)



## Modify a For Sale Message

**Categories**

DS - Diamond Sell

---

☐ Subject \*

☒ Template \* (The template will help you build a subject line based on a channel destination..)

Carat Wt  Shape  Color

Clarity  Lab  ☐ Multiple diamonds requested (+)

Information

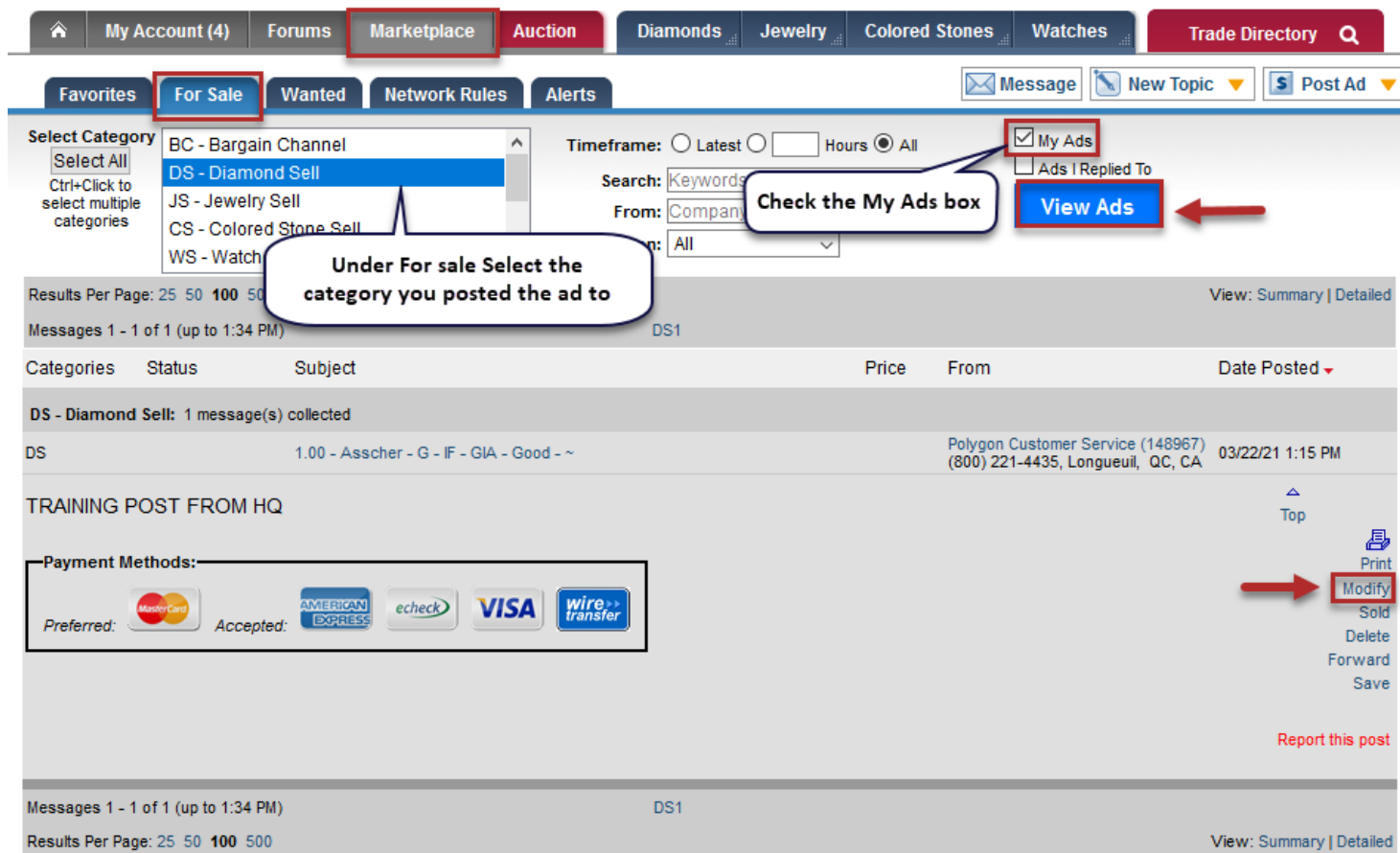
Price  ☒ Total Price ☐ Per Carat

**Message \***

TRAINING POST FROM HQ

**Buttons:** Modify, Cancel

- **From the For Sale Channels**
  - Choose the category you listed the item on
  - Check the My Ads box
  - Click View Ads
  - Click on the Modify button within the message
  - Make the desired changes to the ad
  - Click Modify to update the listing



Results Per Page: 25 50 100 500






Messages 1 - 1 of 1 (up to 1:34 PM)

View: Summary | Detailed

Categories	Status	Subject	Price	From	Date Posted
DS - Diamond Sell: 1 message(s) collected					
DS		1.00 - Asscher - G - IF - GIA - Good - ~		Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	03/22/21 1:15 PM

TRAINING POST FROM HQ

Payment Methods:

Preferred:  Accepted:    

Messages 1 - 1 of 1 (up to 1:34 PM)

Results Per Page: 25 50 100 500

View: Summary | Detailed

- Your message will come up so you can make the necessary changes
- Click Modify and the message will be updated




## Modify a For Sale Message

**Categories**  
DS - Diamond Sell

☐ Subject \*

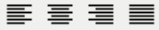





















































☒ Template \*  
(The template will help you build a subject line based on a channel destination.)  
Carat Wt  Shape  Color   
Clarity  Lab  ☐ Multiple diamonds requested (+)  
Information

Price    
☒ Total Price ☐ Per Carat

Make the necessary changes and click Modify to update and save the ad

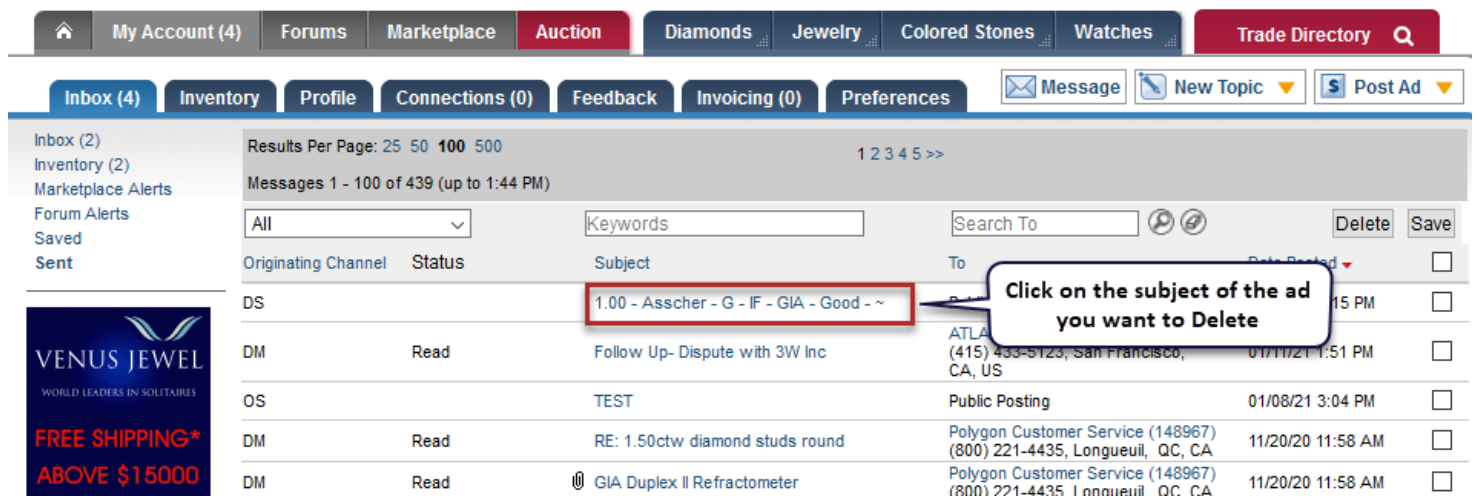
**Modify** Cancel

**Message \***  

**B** **I** **U** ABC |  Styles Paragraph Font size |                                                        

### 4. Delete a For Sale Ad

- Open you add, this can be done 2 different ways
  - **From My Account**
    - Go to your Sent messages
    - Click on the subject of the message you want to delete
    - Select Delete



For Sale Message

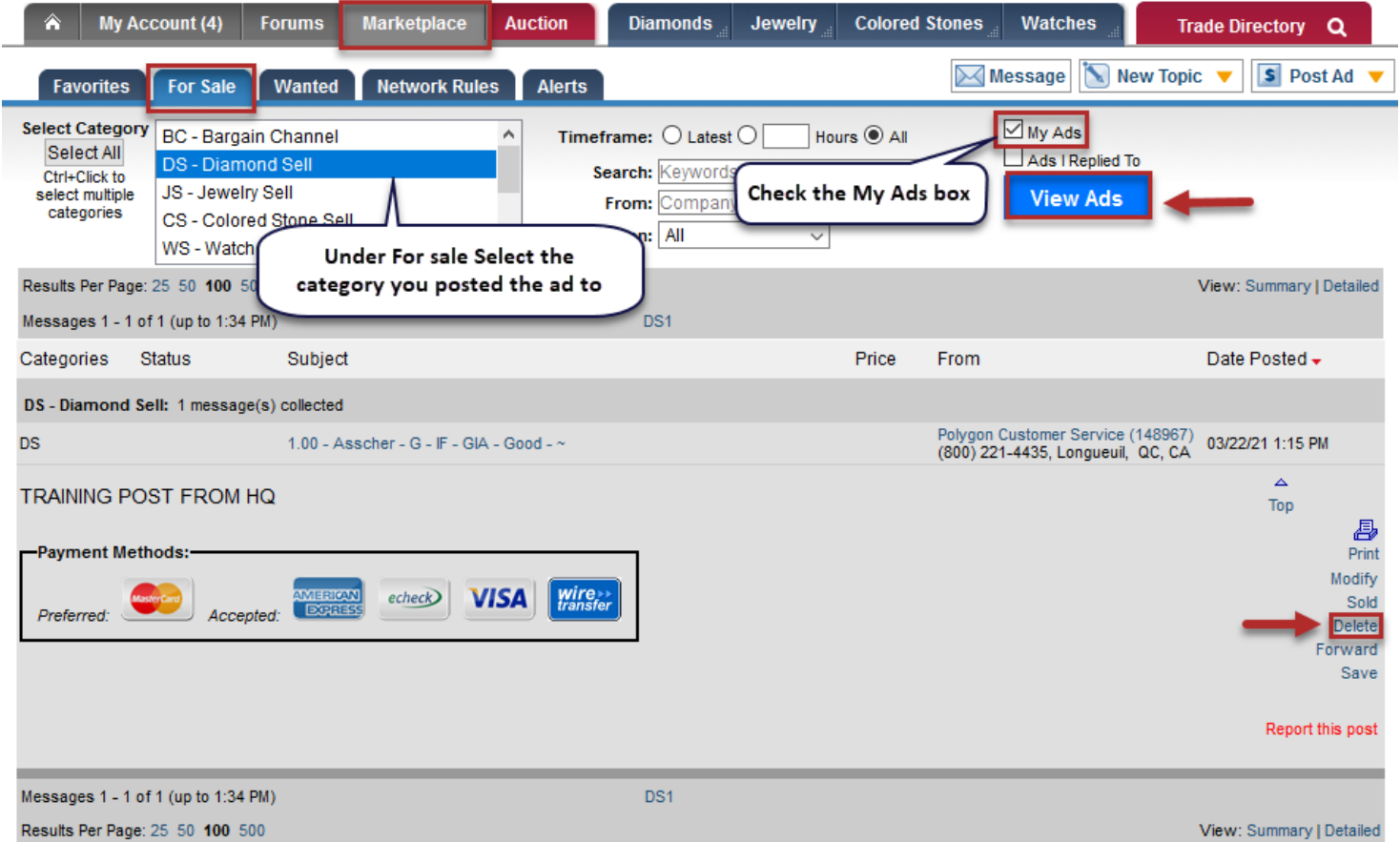
Categories	Status	Subject	Price	From	Posted
DS		1.00 - Asscher - G - IF - GIA - Good - ~		Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	03/22/21 1:15 PM

TRAINING POST FROM HQ

[Print](#)  
[Forward](#)  
[Save](#)  
[Modify](#)  
[Sold](#)  
[Delete](#)

Click here to close this window.

- **From the For Sale Channels**
  - Choose the category you listed the item on
  - Check the My Ads button
  - Click View Ads
  - Click Delete next the message you want to remove



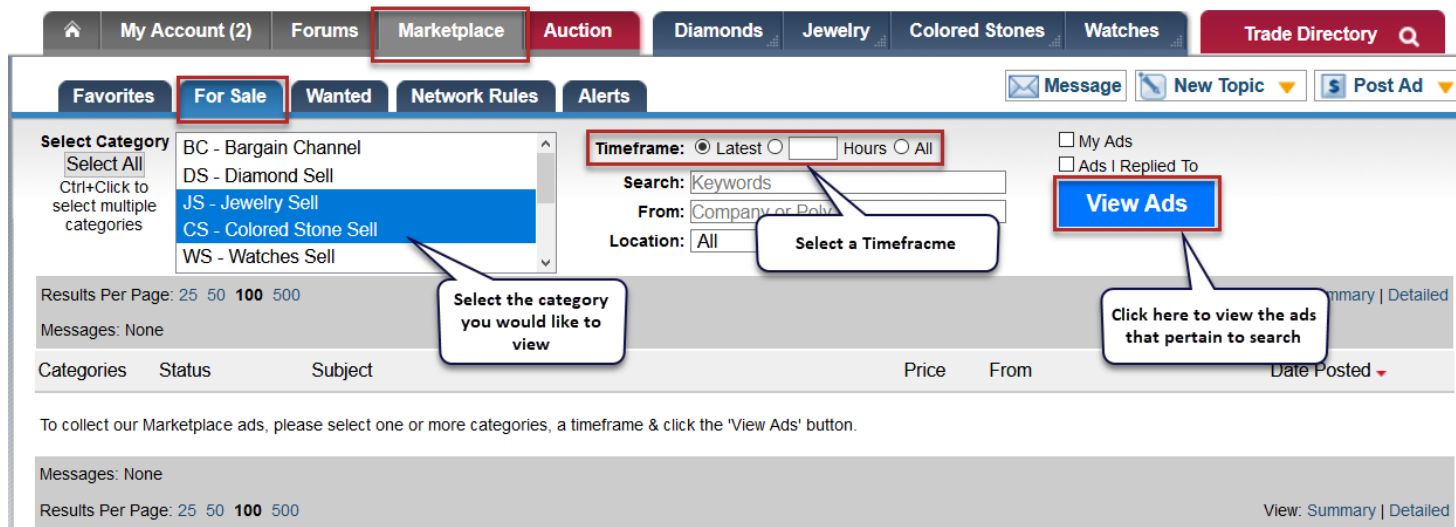
The screenshot shows the Polygon website's 'For Sale' section. The 'Marketplace' tab is selected in the top navigation bar. Below it, the 'For Sale' sub-tab is active. A dropdown menu for 'Select Category' is open, showing options like 'BC - Bargain Channel', 'DS - Diamond Sell', 'JS - Jewelry Sell', 'CS - Colored Stone Sell', and 'WS - Watch'. A callout bubble points to 'DS - Diamond Sell' with the text: 'Under For sale Select the category you posted the ad to'. To the right, the 'Timeframe' is set to 'All', and the 'Search' box contains 'Keywords'. A callout bubble points to the 'My Ads' checkbox, which is checked, with the text: 'Check the My Ads box'. Below this, the 'View Ads' button is highlighted with a red arrow. At the bottom of the page, a 'Payment Methods' section is visible, showing logos for MasterCard, American Express, echeck, VISA, and wire transfer. A red arrow points to the 'Delete' button in the right-hand action menu.

### 5. Search for an item to buy

#### Useful Tips:

- 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 **'My Ads** or **'Ads I Replied to'** for a shortcut to your messages
- Set up Alerts** ([Refer to the Preferences training doc](#)) to be notified when a new item is listed in your specified channels
- Specify a **Location** to find items for sale in your area

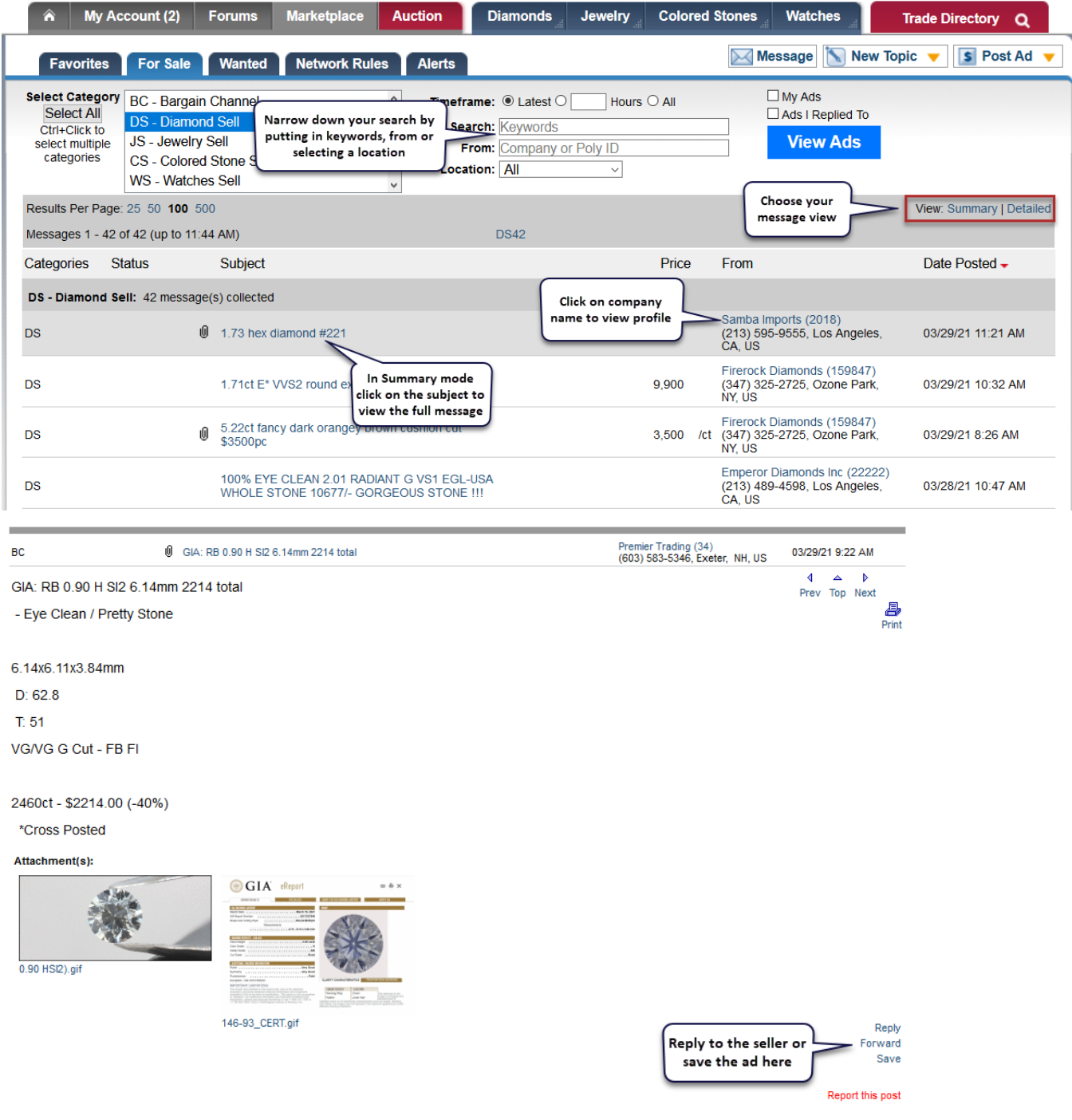
- Got to the Marketplace Tab
- Choose the **For Sale** Tab
- Next to Select Category click on the channel that best fits what you are looking for
- Choose your Timeframe
  - Latest- shows only new messages you have never viewed before
  - All- shows all messages
  - You can enter a number of hours within the hours box to retrieve a specific timeframe
- Click "View Ads" to view current items



The screenshot shows the Polygon Marketplace search interface. The top navigation bar includes tabs for My Account (2), Forums, Marketplace (highlighted), Auction, Diamonds, Jewelry, Colored Stones, Watches, and Trade Directory. Below this, the 'For Sale' tab is selected. A 'Select Category' dropdown menu is open, showing options: BC - Bargain Channel, DS - Diamond Sell, JS - Jewelry Sell (highlighted), CS - Colored Stone Sell, and WS - Watches Sell. A callout box points to this menu with the text 'Select the category you would like to view'. The search area includes a 'Timeframe' section with radio buttons for 'Latest' (selected), 'Hours', and 'All'. A callout box points to the 'Hours' option with the text 'Select a Timeframe'. Below this are input fields for 'Search: Keywords', 'From: Company or Poly', and 'Location: All'. A 'View Ads' button is highlighted with a red box, and a callout box points to it with the text 'Click here to view the ads that pertain to search'. The bottom of the interface shows a table with columns: Categories, Status, Subject, Price, From, and Date Posted. A message at the bottom states: 'To collect our Marketplace ads, please select one or more categories, a timeframe & click the 'View Ads' button.'

- 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 sender, 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 supplier know you are interested click "reply" to send a message directly to them
  - Note: You cannot reply to a For Sale Ad when the status is *Sold*
  - Once you have opened the message you will have the choice to: reply, forward and save
- Should you wish to save the ad to come back to it later, you can click 'save'.



**Navigation Bar:** Home, My Account (2), Forums, Marketplace, Auction, Diamonds, Jewelry, Colored Stones, Watches, Trade Directory

**Search Filters:**

- Categories: BC - Bargain Channel, DS - Diamond Sell, JS - Jewelry Sell, CS - Colored Stone Sell, WS - Watches Sell
- Timeframe: Latest, Hours, All
- Search: Keywords
- From: Company or Poly ID
- Location: All

**Results:**

- Results Per Page: 25, 50, 100, 500
- Messages 1 - 42 of 42 (up to 11:44 AM)
- View: Summary | Detailed

Categories	Status	Subject	Price	From	Date Posted
<b>DS - Diamond Sell:</b> 42 message(s) collected					
DS		1.73 hex diamond #221		Samba Imports (2018) (213) 595-9555, Los Angeles, CA, US	03/29/21 11:21 AM
DS		1.71ct E* VVS2 round ex	9,900	Firerock Diamonds (159847) (347) 325-2725, Ozone Park, NY, US	03/29/21 10:32 AM
DS		5.22ct fancy dark orangey brown cushion cut \$3500pc	3,500 /ct	Firerock Diamonds (159847) (347) 325-2725, Ozone Park, NY, US	03/29/21 8:26 AM
DS		100% EYE CLEAN 2.01 RADIANT G VS1 EGL-USA WHOLE STONE 10677/- GORGEOUS STONE !!!		Emperor Diamonds Inc (22222) (213) 489-4598, Los Angeles, CA, US	03/28/21 10:47 AM

**Detailed View:**

BC | GIA: RB 0.90 H SI2 6.14mm 2214 total | Premier Trading (34) (603) 583-5346, Exeter, NH, US | 03/29/21 9:22 AM

GIA: RB 0.90 H SI2 6.14mm 2214 total

- Eye Clean / Pretty Stone

6.14x6.11x3.84mm

D: 62.8

T: 51

VG/VG G Cut - FB FI

2460ct - \$2214.00 (-40%)

\*Cross Posted

**Attachment(s):**

0.90 HSI2).gif


146-93\_CERT.gif

**Actions:** Reply, Forward, Save, Report this post

### 6. Report a For Sale Post

- If you find a post that is not compliant with our network rules they can be reported to Poly HQ for review
  - View our [Network Rules](#)
- Click Report Post from the ad you would like to report to HQ
- 

BC


 GIA: RB 0.90 H SI2 6.14mm 2214 total

Premier Trading (34)  
 (603) 583-5346, Exeter, NH, US

03/29/21 9:22 AM

---

GIA: RB 0.90 H SI2 6.14mm 2214 total

◀ ▶ ⬆ ⬇ ⬆ ▶ ▶ ▶  
 Prev Top Next

- Eye Clean / Pretty Stone

Print

6.14x6.11x3.84mm

D: 62.8

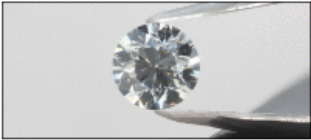
T: 51

VG/VG G Cut - FB FI


2460ct - \$2214.00 (-40%)

\*Cross Posted

Attachment(s):



0.90 HS2).gif




146-93\_CERT.gif

Reply

Forward

Save



Report this post