



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

### OVERVIEW

<b>Description:</b>	In this section, you can: <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>	<a href="mailto:support@polygon.net">support@polygon.net</a> 1-800-221-4435 (select '3' for Support in the menu options)

### 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



## TRAINING MATERIAL

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 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 Per Page: 25 50 100 500

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

Compose: Direct Message | Post Ad

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

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 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

Compose: Direct Message | Post Ad

- Fill in the subject or use the template to create one 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  or **The category you selected will show up here** (Required information)

Subject\*

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

Carat Wt <input type="text"/>	Shape <input type="text" value="Please choose"/>	Color <input type="text" value="Please choose"/>
Clarity <input type="text" value="Please choose"/>	Lab <input type="text" value="Please choose"/>	Cut Grade <input type="text" value="Please choose"/>
Information <input type="text"/>		

**Use the subject line to write your own subject or use the template to build one**

Price   Total Price  Per Carat

**Do not add \$ or comma**

**Post Ad** **Preview**

**Message\***

**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.)

**Attach Images here**

No file selected. The total attachment size cannot exceed 20 MB.  
 No file selected. File types accepted are: .gif, .jpeg, .jpg, .jpe, .tiff, .tif, .png, .bmp, .pdf, .doc, .docx, .xls, .xlsx, .csv, .cad, .ppt, .pptx, .7z, .rar, .zip  
 No file selected.  
 No file selected.  
 No file selected.

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

- Open your ad, 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

Screenshot of the Polygon platform interface showing the inbox and a message detail view.

**Inbox (4) Overview:**

- Results Per Page: 25 50 100 500
- Messages 1 - 100 of 439 (up to 1:44 PM)
- Filter: All, Keywords: 1.00 - Asscher - G - IF - GIA - Good - ~
- Search To:
- Buttons: Delete, Save, Print, New Topic, Post Ad

Originating Channel	Status	Subject	To	Date Posted	Action
DS	Read	1.00 - Asscher - G - IF - GIA - Good - ~	ATLA (415) 433-5123, San Francisco, CA, US	01/11/21 1:15 PM	<input type="checkbox"/>
DM	Read	Follow Up- Dispute with 3W Inc		01/11/21 1:51 PM	<input type="checkbox"/>
OS	Read	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"/>

**For Sale Message Detail View:**

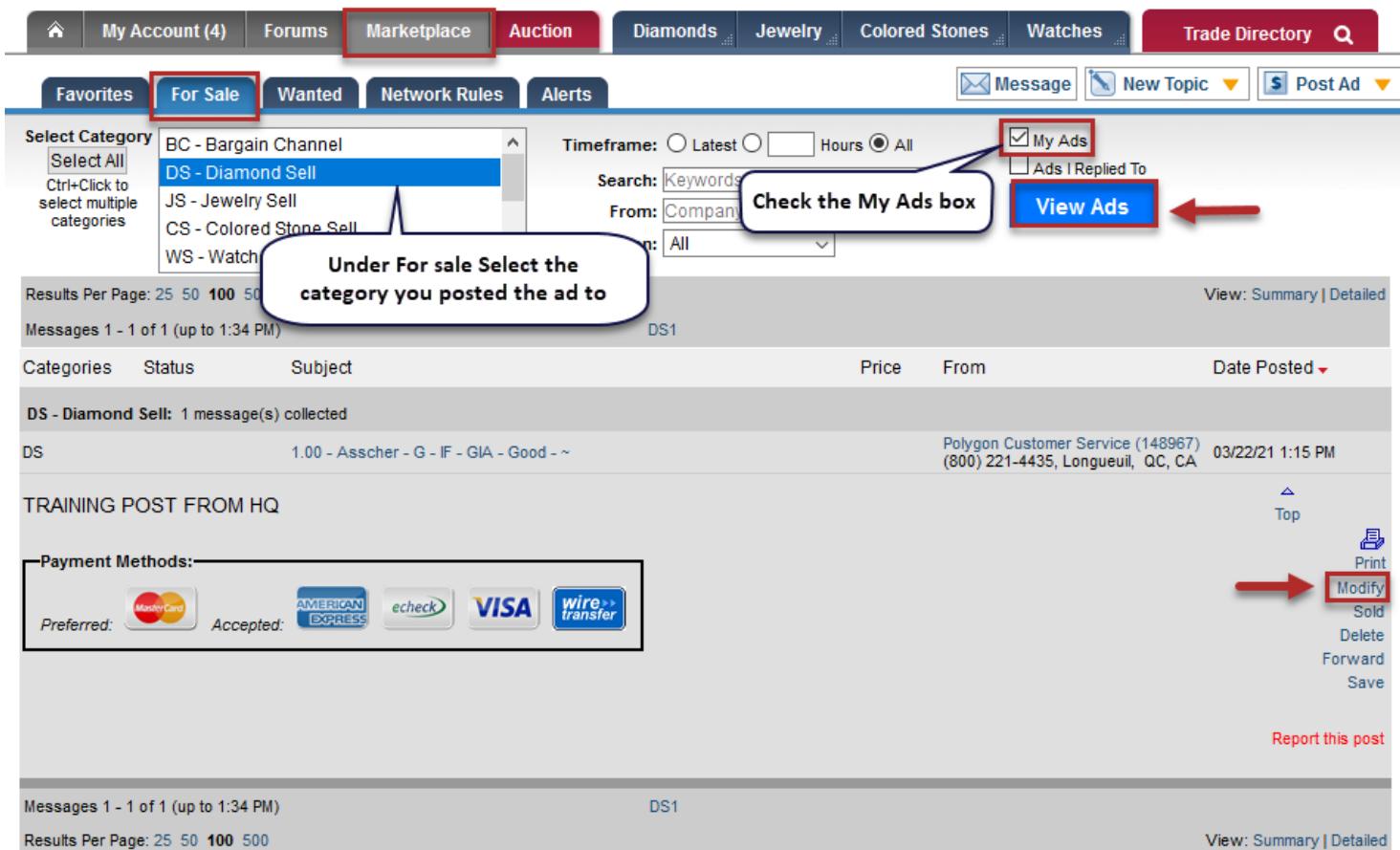
1.00 - Asscher - G - IF - GIA - Good - ~

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

Actions: Print, Forward, Save, Modify, **Sold** (highlighted with a red arrow), Delete

Training Post from HQ

- **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



My Account (4) Forums Marketplace Auction Diamonds Jewelry Colored Stones Watches Trade Directory

Favorites **For Sale** Wanted Network Rules Alerts

Select Category  Select All  Ctrl+Click to select multiple categories

BC - Bargain Channel  
DS - Diamond Sell  
JS - Jewelry Sell  
CS - Colored Stone Sell  
WS - Watch

Timeframe:  Latest  Hours  All  
Search:    
From:    
To:

**Under For sale Select the category you posted the ad to**

**Check the My Ads box**

**View Ads**

Results Per Page: 25 50 100 500 Messages 1 - 1 of 1 (up to 1:34 PM) DS1 View: Summary | Detailed

Categories	Status	Subject	Price	From	Date Posted
DS - Diamond Sell: 1 message(s) collected			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) DS1 View: Summary | Detailed

### 3. Modify a For Sale Ad

- Open your ad, 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

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   1 2 3 4 5 >>

Messages 1 - 100 of 439 (up to 1:44 PM)

All   Keywords   Search To   Delete   Save

Originating Channel   Status   Subject   To   Date Posted

DS	1.00 - Asscher - G - IF - GIA - Good - ~	ATLA	15 PM
DM	Read	(415) 433-5123, San Francisco, CA, US	01/11/21 1:51 PM
OS	TEST	Public Posting	01/08/21 3:04 PM
DM	Read	Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	11/20/20 11:58 AM
DM	Read	Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	11/20/20 11:58 AM

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

VENUS JEWEL   WORLD LEADERS IN SOLITAIRE  
FREE SHIPPING\* ABOVE \$15000

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		

Print   Forward   Save   **Modify**   Sold   Delete

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

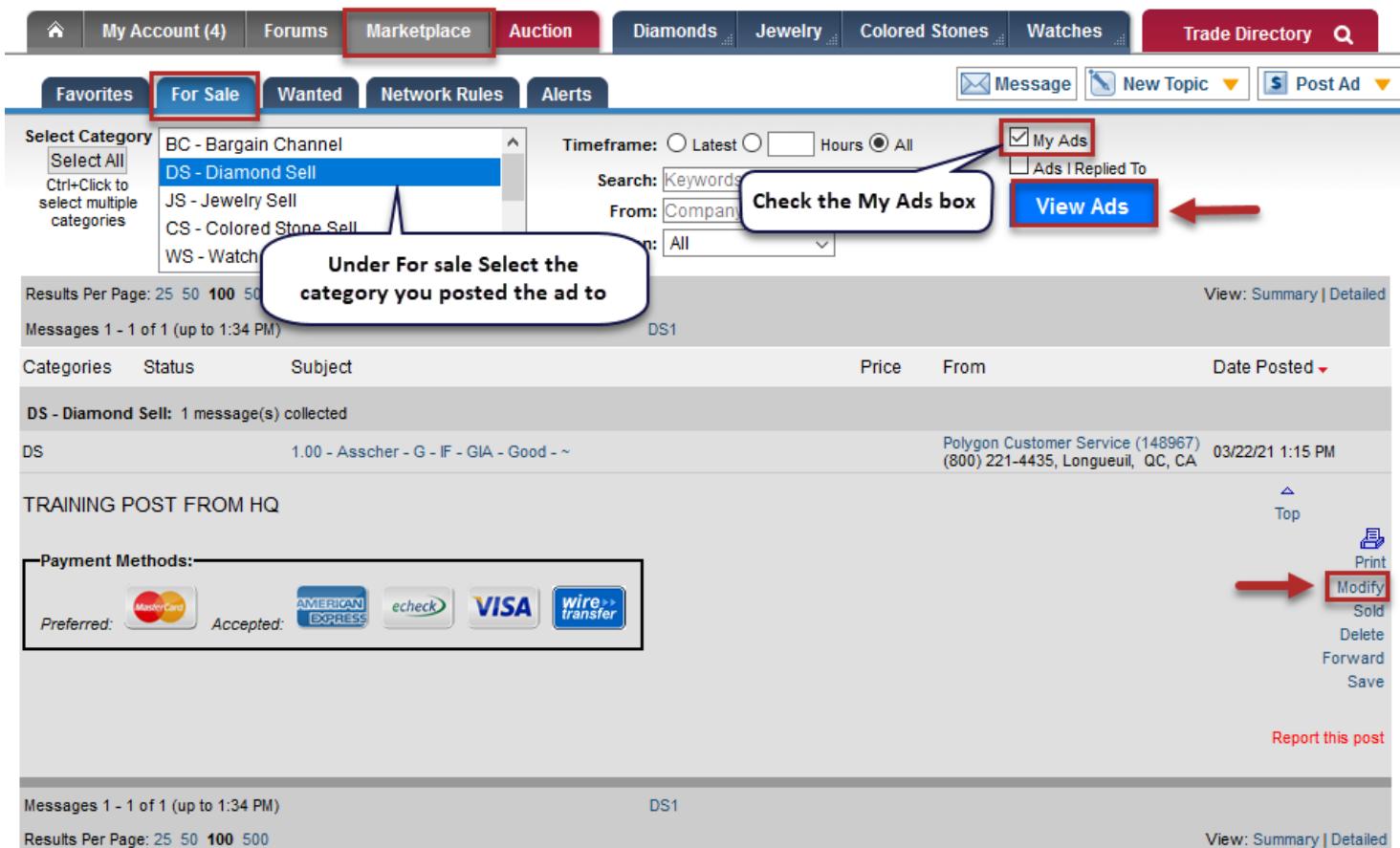
Message \*

Make your changes and click Modify to update and save

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



Under For sale Select the category you posted the ad to

Check the My Ads box

View Ads

Modify

Report this post

- 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

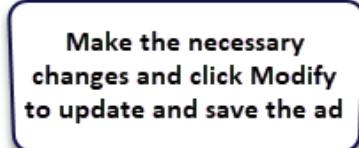
Price   Total Price  Per Carat

**Message \***

TRAINING POST FROM HQ

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

**Modify** **Cancel**



### 4. Delete a For Sale Ad

- Open your ad, 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

My Account (4) | Forums | Marketplace | **Auction** | Diamonds | Jewelry | Colored Stones | Watches | Trade Directory | Q

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 | 1 2 3 4 5 >>

Messages 1 - 100 of 439 (up to 1:44 PM)

All |  |  |  |

Originating Channel	Status	Subject	To	Date Posted	Actions
DS		1.00 - Asscher - G - IF - GIA - Good - ~	ATLA (415) 433-5123, San Francisco, CA, US	01/10/21 1:51 PM	<input type="checkbox"/>
DM	Read	Follow Up- Dispute with 3W Inc	Public Posting	01/08/21 3:04 PM	<input type="checkbox"/>
OS		TEST	Polygon Customer Service (148967) (800) 221-4435, Longueuil, QC, CA	11/20/20 11:58 AM	<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			<input type="checkbox"/>

**Click on the subject of the ad you want to Delete**

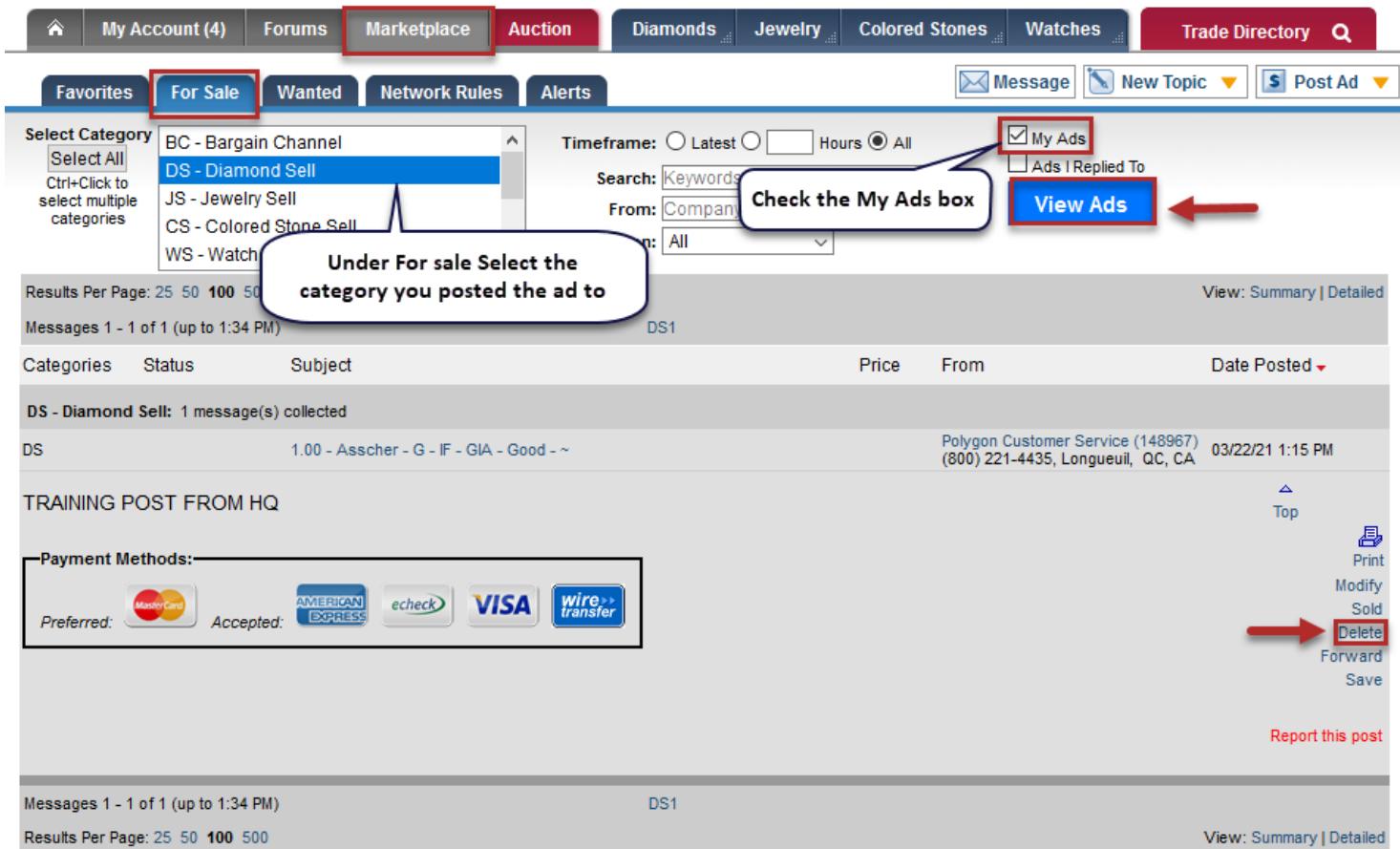
**For Sale Message**

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	<span style="color: #000080;">Print</span> <span style="color: #000080;">Forward</span> <span style="color: #000080;">Save</span> <span style="color: #000080;">Modify</span> <span style="color: #000080;">Sold</span> <span style="color: #000080;">Delete</span>

TRAINING POST FROM HQ

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



Under For sale Select the category you posted the ad to

Check the My Ads box

View Ads

My Ads

Ads I Replied To

View: Summary | Detailed

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

DS1

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

Results Per Page: 25 50 100 500

View: Summary | Detailed

Payment Methods:

Preferred:  Accepted:    

Print

Modify

Sold

**Delete**

Forward

Save

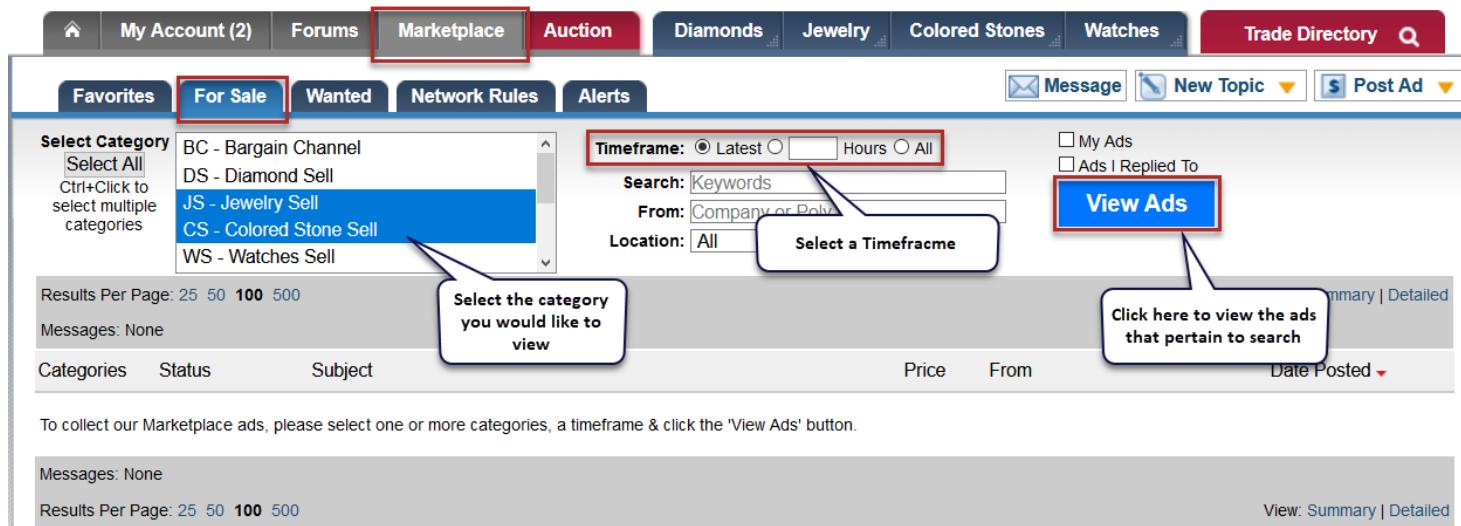
Report this post

### 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



- 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**’.

My Account (2) | Forums | Marketplace | **Auction** | Diamonds | Jewelry | Colored Stones | Watches | Trade Directory | 

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

Select Category: BC - Bargain Channel | DS - Diamond Sell | JS - Jewelry Sell | CS - Colored Stone Sell | WS - Watches Sell | **Search:** Keywords | **From:** Company or Poly ID | **Location:** All |  My Ads |  Ads I Replied To | **View Ads**

Results Per Page: 25 50 100 500 | Messages 1 - 42 of 42 (up to 11:44 AM) | DS42 | **Choose your message view** | **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	<b>Click on company name to view profile</b>		Samba Imports (2018) (213) 595-9555, Los Angeles, CA, US	03/29/21 11:21 AM
DS	1.71ct E* VVS2 round e		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
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					
<b>Attachment(s):</b>  					
<b>Reply to the seller or save the ad here</b>   <b>Reply</b>   <b>Forward</b>   <b>Save</b> <b>Report this post</b>					

## 6. Report a For Sale Post

- If you find a post that is not compliment 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
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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

 Print

6.14x6.11x3.84mm

D: 62.8

T: 51

VG/VG G Cut - FB FI

2460ct - \$2214.00 (-40%)

\*Cross Posted

**Attachment(s):**



146-93\_CERT.gif

Reply  
Forward  
Save