

GENERAL LISTING POLICY

This policy is in effect to prevent any prohibited items on the catalogue. However, security on the listings is everybody's responsibility. The prohibition of items depends on legality, morality, and culture. Merchants should be aware of the following bases of listing an item:

Listing Brand New Items

1. By manufacturers

- a. Manufacturers who manufacture their own brand can list their item as brand new. The price must be a supplier's price, and will not compete against retailers;
- b. Manufacturers who manufacture products on behalf of a legal business entity may create a catalogue of brand-new items; however, they must provide a proof in the form of authorization from the brand owner of the merchandize. Again, the price must be of suppliers' price, meaning it should not compete with micro-merchants and regular retailer's price.
- c. Both must be enrolled as SUPPLIER;
- d. All items must come with a clear warranty;
- e. If items are consumables there must be a BFAD mark on each item and must appear within the listings descriptions.

2. By distributors

- a. Distributors are duly registered business entities, with authorization in any form from the source of their items and must be enrolled as MERCHANTS and not as suppliers;
- b. They can declare it as brand-new and with warranty if required;
- c. If these items are consumables there must be a BFAD mark on each item and must appear within the listings descriptions.

3. By resellers:

- a. The account must bear a reseller authorization from the immediate supplier, or distributor;
- b. Resellers must list the item according to the exact specification from the manufacturer;

4. By individual or freelance reseller:

- a. An individual must have an authorization to resell;
- b. An individual should list the item as instructed by the manufacturer and should specify warranty, if needed and required
- c. This account may fall under Micro-merchant.

Listing Second-Hand Items

Second hand items are those who have pre-owned by an individual or a business entity.

1. By distributors

- a. Distributors must be a duly registered company and the account can be Micro-merchant or SME, depending on the company registration.
- b. Distributors should be fully compliant with the local government unit (LGU) requirements, i.e., having a Mayor's Permit, Barangay Permit, or BIR-COR, whichever is required.
- c. Clothing items must be washed and cleaned and free from any chemical fumes that may cause nausea, illness, and the like.
- d. Second-hand furniture must not be in the state of material decomposition or coating scaling. It must be acceptable, clean, sanitized, and free from any chemical liquid remnants.
- e. All photo must be actual photo, not the photo from your distributor. The photos must be taken after it was delivered and cleaned.

2. By SMEs as resellers

- a. Resellers who buy a bulk second hand assorted merchandise must have an authorization paper or any valid form from the supplier;
- b. Resellers must make sure all items are still in good condition and is fully compliant with the Consumer Law.
- c. Resellers must declare on the description of each item that it is indeed second-hand;
- d. Listing photos must be actual photos, not photos from your distributor. The photos must be taken after it is delivered and cleaned.

3. By individual/freelance reseller

- a. The individual must be a micro-merchant.
- b. The individual must make sure that items are in good condition and free from any harmful materials.

In summary, all brand-new items must be real brand new, unused, not pre-owned, sealed, placed in a box, laminated, etc. (see Annex on Packaging Guidelines), and which make it acceptable as brand new. Second-hand items are those that are used but not worn out, usable, no signs of scaling, cleaned, sanitized, obtained legally, and morally acceptable.