

# How to Sell Airbags on eBay

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# **Overview of Requirements for Selling Airbags on eBay**

This guide describes the requirements and procedures for selling airbags and related components on eBay.

This is a multi-step process:

- 1. Be a CAR certified, ARA member.
- 2. Receive verification of certification from eBay.
- 3. Update eBay listing template in Checkmate to comply with listing requirements.
- 4. Create eBay business policy for hazmat shipping.
- 5. List parts on eBay.

According to <u>eBay's vehicles</u>, <u>parts and accessories policy</u>, eBay does not permit sellers to list recalled airbags. In order to list an airbag or airbag component on eBay, you must certify that it is not subject to a recall and include a statement in the listing to that effect.

Additionally, in order to list an airbag or related component on eBay, you must certify that you will ship the airbag in accordance with hazmat shipping requirements.

These requirements apply to airbags and related components (this includes but may not be limited to: airbags, clock springs, airbag sensors, and airbag modules, etc.). Please contact eBay for an up-to-date list of exactly which parts require certification to sell on eBay.

# Step 1: Become a CAR Certified ARA Member

eBay Motors requires that all sellers of airbags or airbag related components be an Automotive Recyclers Association (ARA) Certified Auto Recycler<sup>™</sup> (CAR) with a recall procedure in place. Even if you were previously vetted to sell airbags on eBay, you must now be a member of ARA, *and* CAR certified, in order to list these parts on eBay. Even if you were previously vetted to sell airbags on eBay, you must now be a member of ARA, and CAR certified, in order to continue listing these parts.

• **ARA Membership:** An ARA membership is good for a limited time. Membership *must* be renewed and membership dues paid regularly to maintain your certification to sell airbags on eBay. For more information, visit the ARA's website:

#### https://web.a-r-a.org/forms/5

• **CAR Certification:** CAR Certification (along with ARA membership) is required in order to sell airbags and related components. For more information about this certification, visit the ARA's website:

#### https://aracertification.com/

For more information or help with the application process, please contact ARA:

#### https://aracertification.com/contact-us

**Warning:** eBay may remove listings of airbags and airbag related components (like airbag modules and clock springs) from sellers who are not CAR certified. Sellers who are *not* CAR certified may be subject to suspension for listing airbags and airbag related parts (per eBay policy). If you are no longer qualified to sell these parts in the current program (either because your ARA membership was not renewed, your business is not currently CAR certified, or any other reason), we advise that you remove all current listings for these parts.

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# **Step 2: Receive Verification of Certification from eBay**

Once you complete the membership and certification processes and you meet the requirements, ARA will notify eBay, and eBay will notify you that you are now permitted to list airbags and components. When this happens and you've completed the rest of the setup steps (below), you can begin listing these parts on eBay.

### Step 3: Update eBay Listing Template

Per eBay requirements, listings for airbags and airbag components must include the following statement, word for word:

#### "I certify this airbag is not subject to recall and will be shipped in accordance with hazmat shipping requirements."

If Car-Part created your original listing template, the Car-Part Web Design department will update your template for a nominal fee of \$25. Then, your Checkmate tech will update Checkmate with your new template. Here's an example of how this could look:



If you would like to update your listing template yourself, refer to the next section for instructions.

#### Editing your Listing Template in Checkmate's Listing Manager for eBay

If your Car-Part tech updated your listing template, you do not need to follow the steps in this section. To update your eBay listing template yourself, follow these steps:

- 1. In Checkmate's Listing Manager for eBay, go to File>Configure eBay Template.
- 2. The **eBay Template Editor** window opens, displaying the HTML code for your eBay listing template. In the editing area, locate an appropriate place in the template to add the required verbiage. Then add the following, word for word, in the template:

I certify this airbag is not subject to recall and will be shipped in accordance with hazmat shipping requirements.



3. Make any other edits as desired.

4. When you have finished customizing your template, click **Save Template**, at the bottom of the window. In the message that displays, click **Yes** to confirm the change.

😰 eBay Template Editor	- 0	×
HTML Template Listing Template		
Template by Part   Image: Apply Default   Image: Apply Default <td>5</td> <td></td>	5	
Save Settings Test Template		,

5. Click the **X** in the top right to close this window.

#### Update Existing Listings with Template Update

Once your listing template is updated, you need to update any existing eBay listings (for airbags and components) on eBay with your new listing template. If you *don't* have any airbags or components already listed on eBay, you can skip this.

1. In Checkmate Workstation, open the Listing Manager for eBay by clicking the eBay button on the toolbar.



2. On the **eBay – Active Listings** tab, search for the listings you want to update.



3. When your search results display, click the checkboxes for each listing that you want to update the template for.

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•	7	Edit	2012	MAXIMA	MES	*U*	10.000		2009-13 Maxima Rear Passenger Door Window Switch And Bezel OEM Part: 82960-9N0		
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	9	Edit	2012	AVENGE	WST	*U*	111000		12 2012 Dodge Avenger Right Front Passenger Door Weather Stripping Seal		
	10	Edit	2002	XTERRA	ALP	*U*	10.000		2000 2001 2002 2003 2004 Nissan Xierra Avoidance Lamp 3rd Brake Light Lens Assy		
	11	Edit	2012	AVENGE	WST	*U*	10.000		2012 Dodge Avenger Right Passenger Side Rear Door Weather Stripping Moulding OEM		
	12	Edit	2012	AVENGE	WST	*U*	-		2012 Dodge Avenger Left Driver Side Rear Door Weather Stripping Moulding OEM		
	13	Edit	2012	MAXIMA	BPT	*U*	-		2009-2014 Maxima RH Passenger Seat Belt Trim Cover Cafe Latte Tan OEM 769159N00A		
	14	Edit	2012	MAXIMA	MEL	۳U*	-		2012 Maxima Radio Audio Phone Cruise Control Buttons		
	15	Edit	2012	AVENGE	STO	*U*	101000		2012 Dodge Avenger Storage Cubby Insert Used OEM 1SW74TRMAA		
	16	Edit	2012	MAXIMA	MAT	"U*			2012 Nissan Maxima Black Set Of 2 (two) Rear Floor Mats Driver/passenger Sides		
	17	Edit	2006	BMW525	LT	*U*			2006 BMW 525Xi Dome Map Reading Courtesy Light Lamp Used Oem 6331692057		
	18	Edit	2006	BMW525	ALP	*U*		2006 BMW 525xi Third 3rd Brake Lamp Rear Avoidance Lens Str			
	19	Edit	2006	BMW525	MEL	*U*			2002 Bmw 525xi E60 Ultra Sonic Control Module Alarm Sensor Used OEM 65756974370		

4. Click the down arrow on the hammer icon 🛃, and select **Update Template**.

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As the selected listings update, the checks will be removed from the checkboxes, one listing at a time.

5. Repeat steps 2-4 for all the listings you want to update.

# **Step 4: Create Business Policy for Hazmat Shipping**

Note: **To sell airbags and related components on eBay, you must use eBay Business Policies.** It is recommended that you do not begin using eBay Business Policies until your Checkmate software has been updated to version 2023R1 (Build 94) or higher. Contact your support rep if you need to update your software or need help setting up eBay Business Policies.

To sell airbags on eBay, you must use eBay Business Policies and have at least one business policy set up for shipping hazardous materials. To set up a business policy for hazmat shipping, follow these steps:

- 1. Open your internet browser and log in to your eBay account.
- 2. At the top of the screen, go to your name, and then click Account Settings.



3. Scroll down to the Selling section, and click Business Policies.

Selling	Donation Preferences
Seller Dashboard	Pending Donations
Seller Account ①	Invoiced Donations
Manage communications with buyers	History
Subscriptions	Favorites
Time Away	Settings
Applications	
Busin Busin Policies	
Shipping preferences	
Selling preferences	

4. A page displays listing the business policies that are set up for your account. At the top of the page, under the **Create Policy** dropdown, select **Shipping**.



- 5. On the screen that displays, set the options for your hazmat shipping business policy according to the shipping your business offers. This policy must:
  - a. Use either FedEx ground or UPS ground as the carrier (airbags cannot be shipped via United States Postal Service or air mail of any kind). If your business uses *both* FedEx *and* UPS ground, set up one business policy for each carrier.
  - b. Have the option for eBay's global shipping program **unchecked** (airbags cannot be shipped with eBay's global shipping program).

Create shipping	policy					
Creating a policy make	s <mark>it availabl</mark> e for <mark>use on your l</mark>	istings. You can make changes to	a policy whenever you need	to.		
* Policy name	Haz Mat & Air Bag Poli	cy				
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Policy description	Additional text to help y	ou identify the contents of this po	licy.		]	
	250 character(s) remaining					
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Save						

6. When you've finished setting all information for the business policy, click Save.

Now that you've created your business policy for hazmat shipping in eBay, you need to go to Checkmate's Listing Manager for eBay and set the business policy you just created, as the shipping policy that will always be used for airbags and related components. Follow these steps:

1. In Checkmate's eBay tool, go to *File>Configure eBay Settings*.

Deckmate Workstation Version: 94.6	1.0.1 Checkmate: 3000	0.1.94.61}88.11}3.6	5.2}94.61.0}2.1}88.	11.01}88.11.01}	>>>>Q/	Version<<<<>	>>>QA Ver	sion<<<	<>>>>QA Versio	on<<<<>>>
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2. The eBay User Configuration window opens. Click the Business Policies tab.

eBay User Configuration						$\times$
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Web Image Location External Image Locati Test Auction Business Policies	Token	•	Verify Token	Test Token	]	*

3. On the **Business Policies** tab, use the **Part Code** drop-down to select the part code for an airbag or airbag component part you will be listing on eBay (e.g., BAG).



Note: The part code that is used for airbag modules (CBX/591) also covers *other* modules (like engine and headlight modules) as well as airbag modules. If you list *other* modules on eBay in addition to airbag modules, do not follow this workflow to set up a hazmat shipping policy for this part code, since parts with this part code may not *always* be an *airbag* module. Instead, when you list a CBX that is an airbag module, you will need to select the hazmat shipping business policy for the individual listing. To learn how, refer to the following section of this guide: <u>Selecting the Hazmat Shipping</u> <u>Business Policy for an Individual Listing</u>.

- 4. Select the policies you want to use for the part code.
  - a. In the **Shipping Policies**, drop-down, select the policy you created in eBay for hazmat shipping. (If the shipping policy is not displayed in this list, close and reopen Checkmate Workstation to refresh your eBay information.)
  - b. In the **Payment Policies** and **Return Policies** fields, select the payment and return policies you want to use for this part code. This can be any policy you want to use (eBay does not have requirements for payment and return policies for airbags and related components).
- 5. Click the **Apply Policy** button to apply the policy. The applied policy will appear in the list below.
- 6. Repeat steps 3-5 for each additional part type you want to apply the hazmat shipping policy to.

- 7. When you're finished, click Accept and Close to save the changes.
- 8. Once you've updated your business policy settings, you need to update any existing eBay listings (for airbags and components) on eBay with your new business policy settings. If you don't have any airbags or components currently listed on eBay, you can skip this step. To apply the new business policy settings to your existing listings, do just one of the following:
  - From inside of Checkmate Workstation, delist and then relist your existing airbag and component parts, or,
  - From within your eBay account, apply your hazmat shipping business policy to your existing airbag and component part listings.

#### Selecting the Hazmat Shipping Business Policy for an Individual Listing

To set an individual listing to use your hazmat shipping business policy, follow these steps:

1. Begin the listing process as normal, selecting the parts you want to list on eBay. When the part is listed in the **Inventory to Send to eBay** section, find the **Policies** column. To change the business policies for a specific part, click the **Policies** button for that part line.

	Inventory to send to eBay														
		Modify	IMG	Part	Year	Model	Stock	Title	Policies	ub Title	Template	Listing Price	Item		
<b>~</b>	1	Modify	3 🔟	CBX	16	DODGE DURANGO	PO10883	Chassis Brain Box DODG.	Policies		Edit Template	\$52.00			
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616	3	Modify	7(A) 🔟	CBX	11	SUBARU LEGACY	200605	Chassis Brain Box SUBA.	Policies		Edit Template	\$75.00			
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×	8	Modify	10(A) 🔟	CBX	10	TOYOTA COROLL	210401	Chassis Brain Box TOYO.	Policies		Edit Template	\$52.16			
	9	Modify	9(A) 🔟	CBX	10	VOLKSWAGEN CO	190114	Chassis Brain Box VW C.	Policies		Edit Template	\$131.00			
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 A window appears, in which you can set policies for the part. Use the Shipping dropdown to select the hazmat shipping business policy you created in eBay. (If desired, you can also adjust the Payment and Returns policies for the part.)

eBay Busi	ness Policies		
Part Polic	cies for CBX	Save Poli	cy Mapping
Shipping	HazMat Airbag Policy		• ?
Payment	eBay Payments		▼ ?
Returns	Returns Accepted, Seller, 30 Days		▼ ?
		Apply	Cancel

3. Click **Apply**. The business policies are updated for the listing. Continue your workflow as normal to list the parts on eBay.

# Step 5: List Parts on eBay

Once you have completed all of the previous steps, you are ready to list airbags and related components on eBay. To list them, go through the normal process of listing parts on eBay in Checkmate's Listing Manager for eBay.

#### Best Practices for Inventorying Airbags

Only undamaged, A grade airbags that are not subject to any recalls, should be inventoried and sold.

The following is a description of correct grading for airbags according to the <u>Automotive Recyclers</u> <u>Association's Standards & Codes</u>:

A grade: There should be no modifications to the OEM, non-deployed airbag including finish and color. Refinishing an airbag such as painting the exterior cover to match the interior color of the vehicle may degrade the material thereby adversely affecting deployment or cause paint to flake off during deployment, which could cause severe injuries to the occupants. Suppliers of OEM, non-deployed airbags must use an established protocol for inspection of an OEM non-deployed airbag, and must perform such inspections on all units prior to sale/installation. Only units that successfully meet all the requirements may be sold or installed. Inspections must include at a minimum the following:

- The OEM, non-deployed airbag supplier must identify, record, and report the donor vehicle information including vehicle year, make, model, VIN, and airbag trim color, if applicable.
- Airbag module cover must be visually inspected and show no damage including nicks, scrapes, scratches, or outer flaws which might lead to the refinishing of the module.
- Airbag system components must be visually inspected and show no signs of water contamination - including mold, mildew or water residue. OEM, nondeployed airbag use is not recommended if the donor vehicle sustained flood damage and/or any airbag system components exhibit signs of water contamination.
- The airbag module must be inspected and be free of loose parts or foreign objects.
- Visual inspection of mechanical fasteners for damage.
- Attached wiring and electrical connectors must be visually inspected and show no corroded, damaged, or abraded wires, terminals or connectors.
- The shorting bar, if included, must be visually inspected.

#### B grade: N/A C grade: N/A

Airbag must be a complete and damage-free part. These guidelines do not include rebuilt, remanufactured, or non-original equipment airbag or airbag system components. They do not include any airbag or airbag system component that has been disassembled, altered, repaired, or had any parts removed or replaced. When inventorying an airbag that fits the description of an A grade airbag as defined by the Automotive Recyclers Association, be sure the **Condition** field is set to no damage so the airbag is graded properly:

• **Partmate**: Press the **000** button to populate the **Condition** field with zero damage.

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• Checkmate Inventory Pro: In the Miles/Cond field, select 000.

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# **Getting Help**

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

#### **Phone Support**

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

### Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have.

The support rooms are staffed Monday-Friday, 8:00AM-6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



- 2. Car-Part Messaging opens.
- 3. Double-click the name of the Support Room from your bookmark list.
- 4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

## Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

### Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at documentation@car-part.com. We're listening!

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