Walmart SOP: Update Bulk Items in Walmart (Seller Fulfilled Type)

08/29/2024 11:04 am CDT

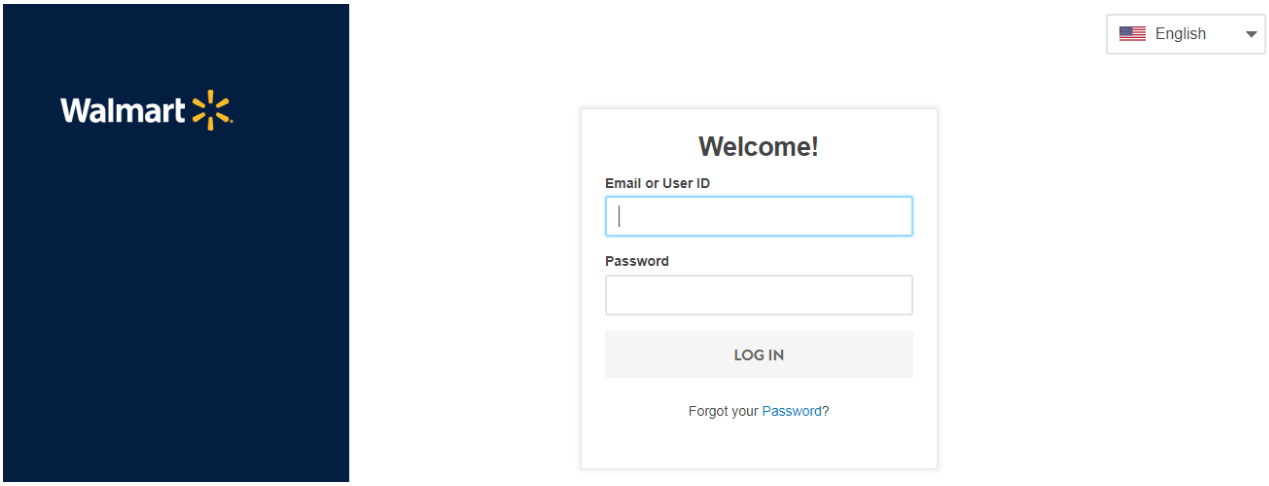
Update Bulk Items in Walmart (Seller Fulfilled Type)

Who is this for? For various teams or individuals responsible for updating the content on the Walmart platforms.

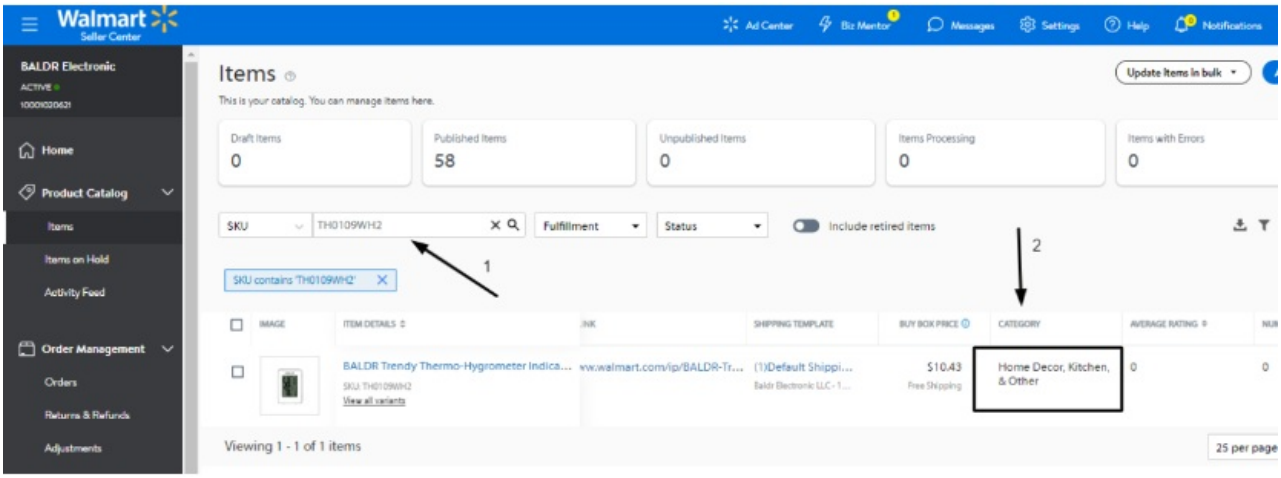
Objective: Successfully update specific attributes of bulk listings while reducing errors and turnaround time.

Instructions:

1. Log in to Walmart seller central account. Go to https://seller.walmart.com/

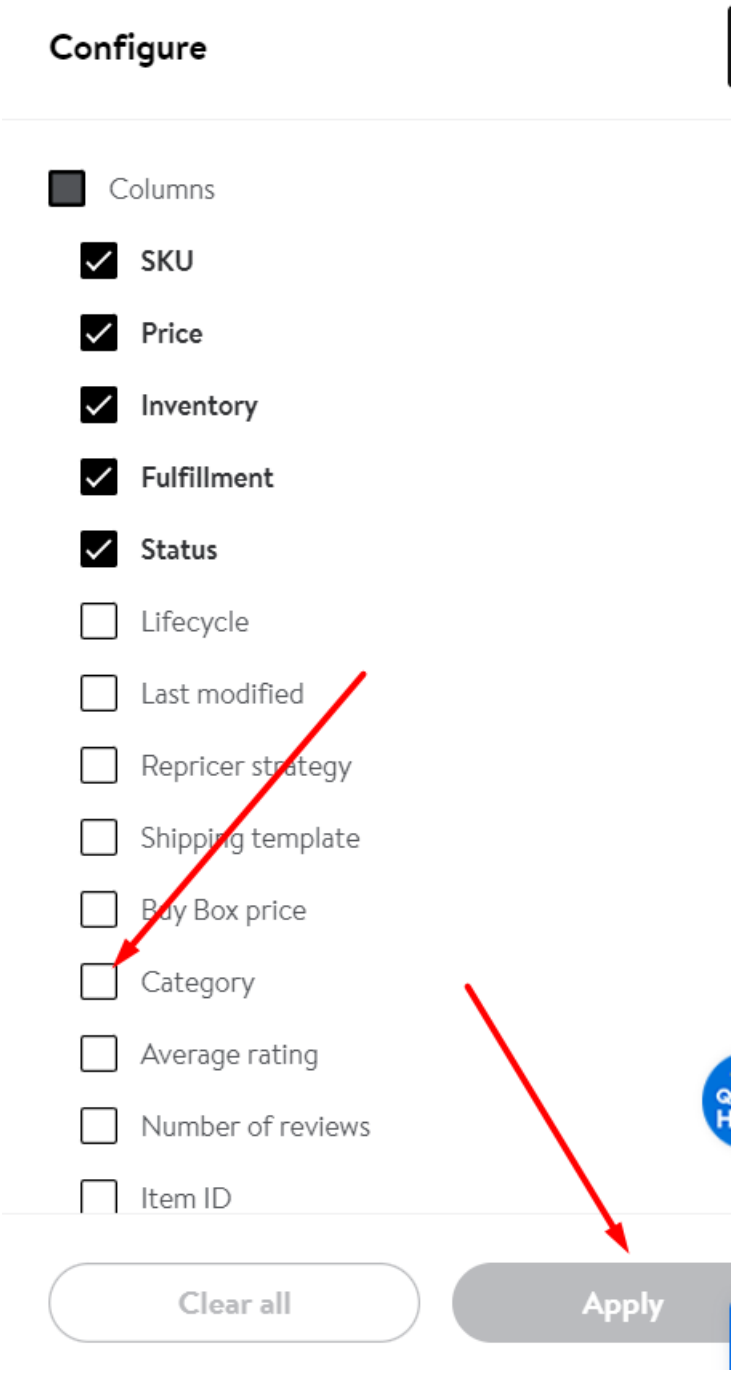


2. Confirm the category of the listing you are going to update. Go to Items and search the SKU in the search box and check the category.

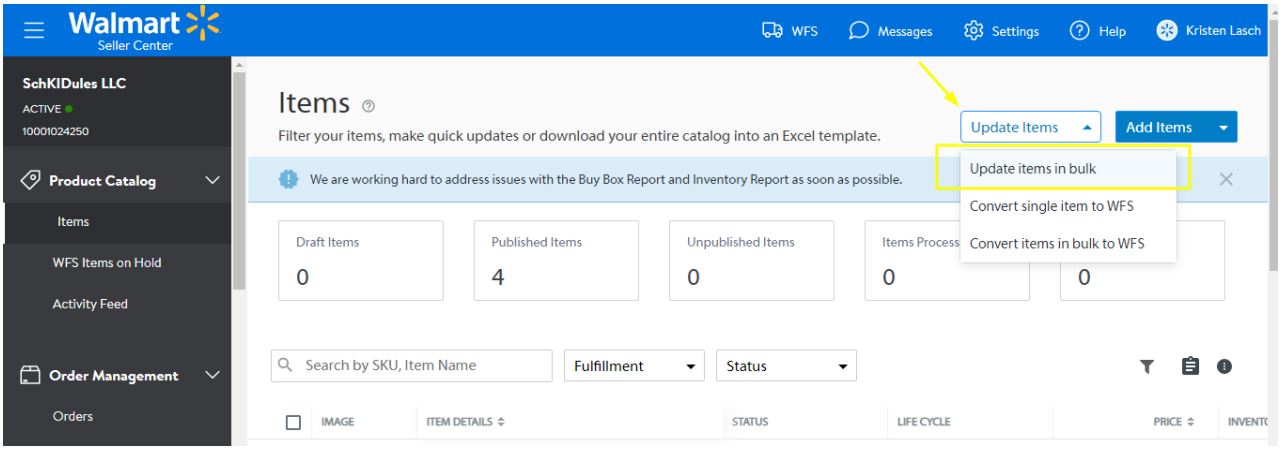


- If you don't see the category on the items line, click the **Configure** button.

- Check or Select the "Category" and click "Apply".

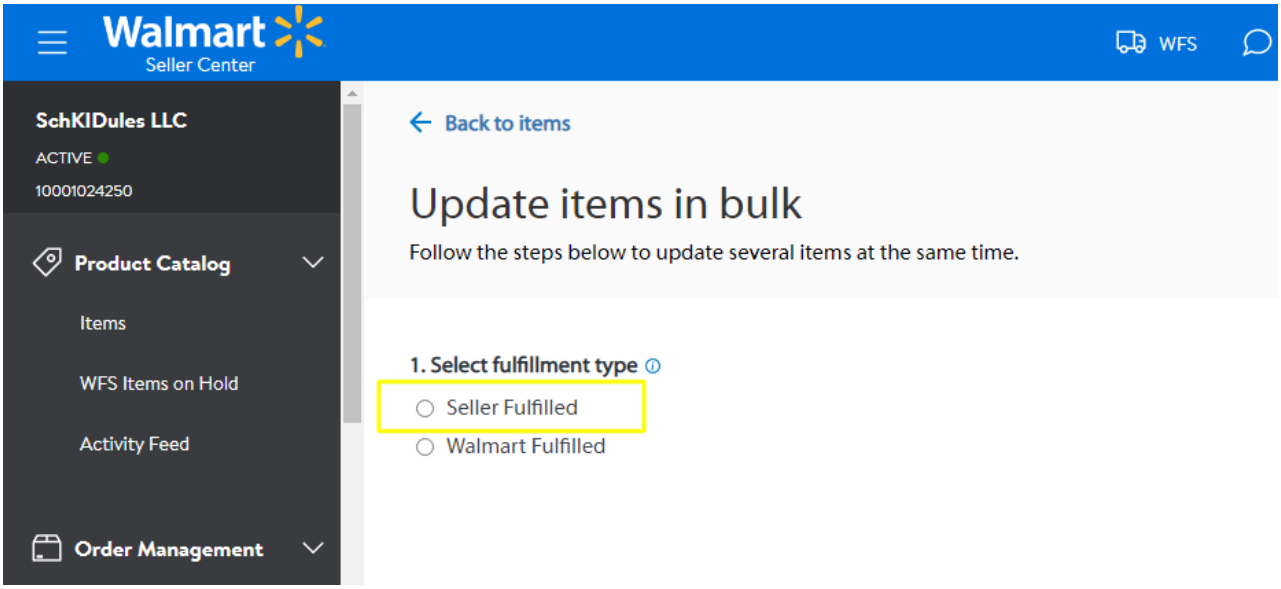


3. After knowing the category, download the Category Maintenance Spec Sheet. Click the **Manage Items** found in the upper right corner and choose the Update Items from the dropdown.

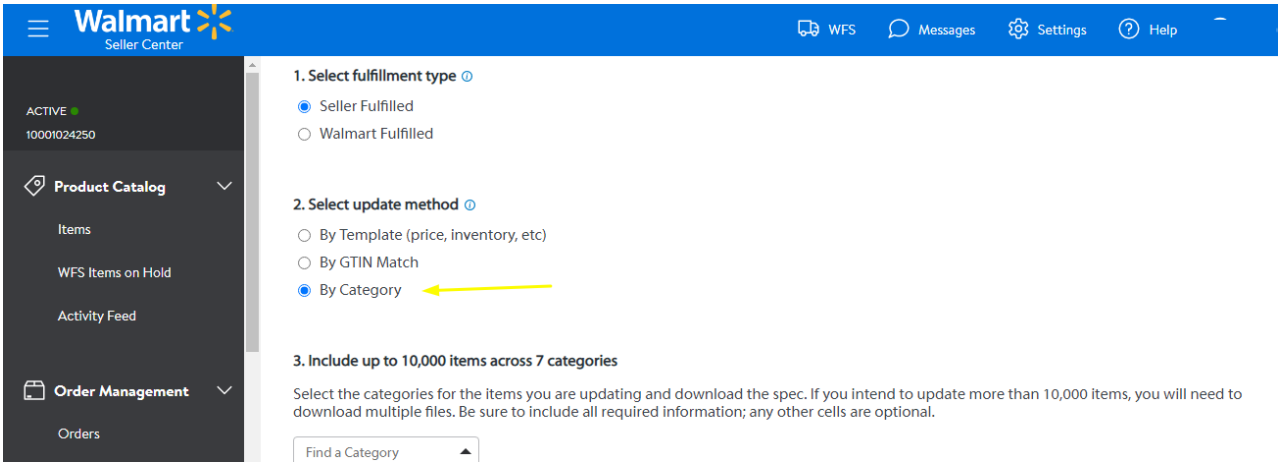


4. You will be redirected to the screen below

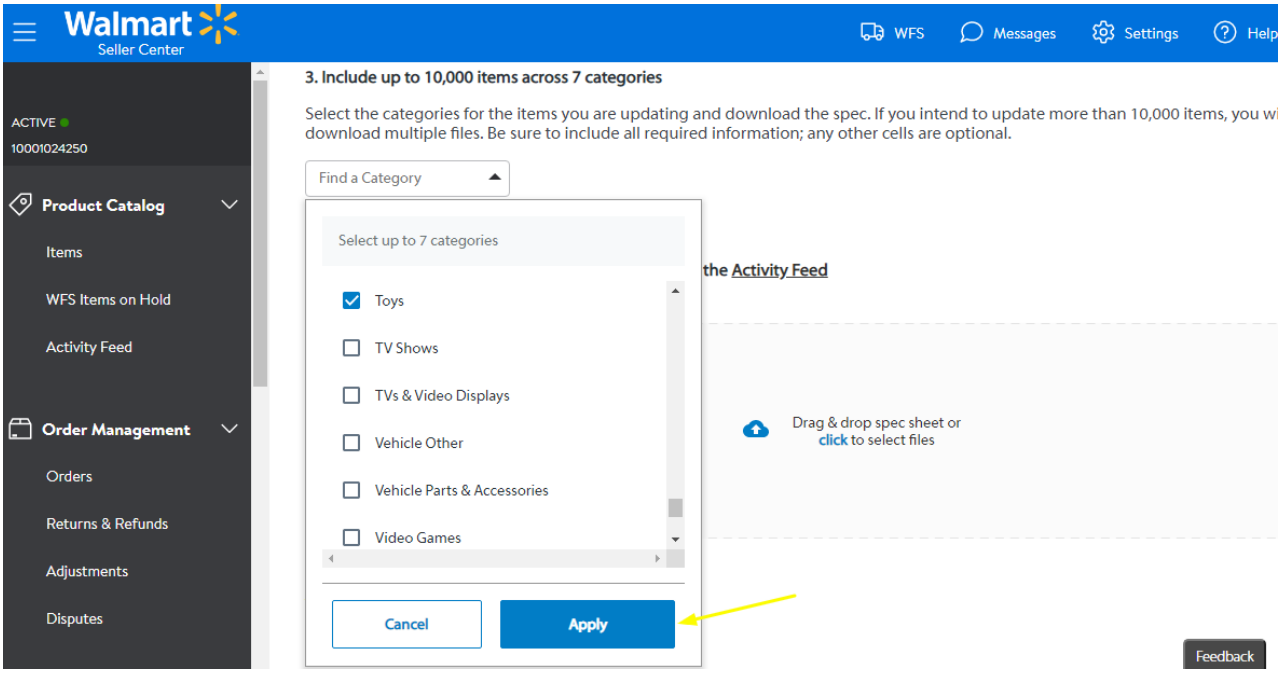
- Select fulfillment type: Seller Fulfilled



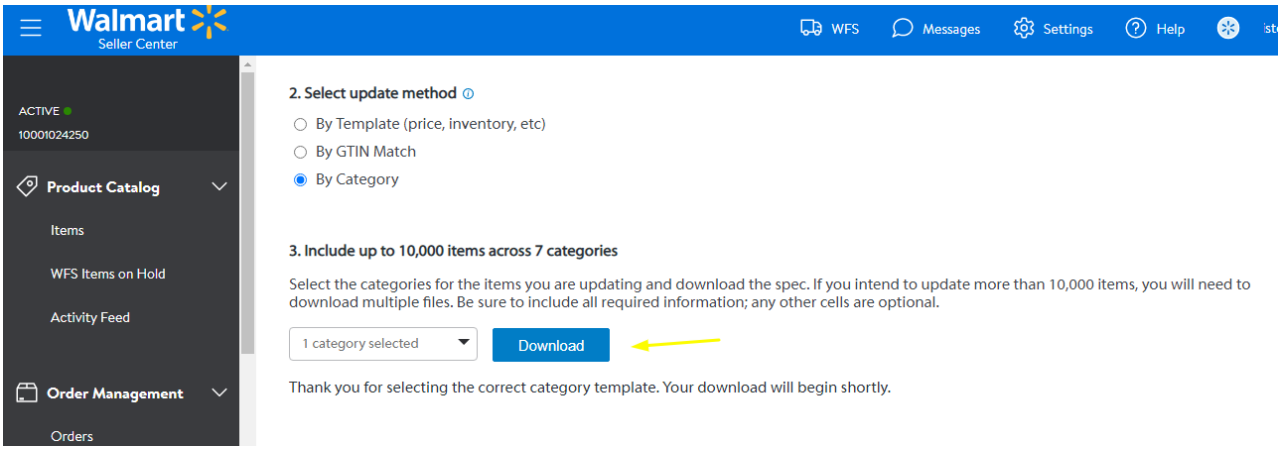
- Select update method: By Category



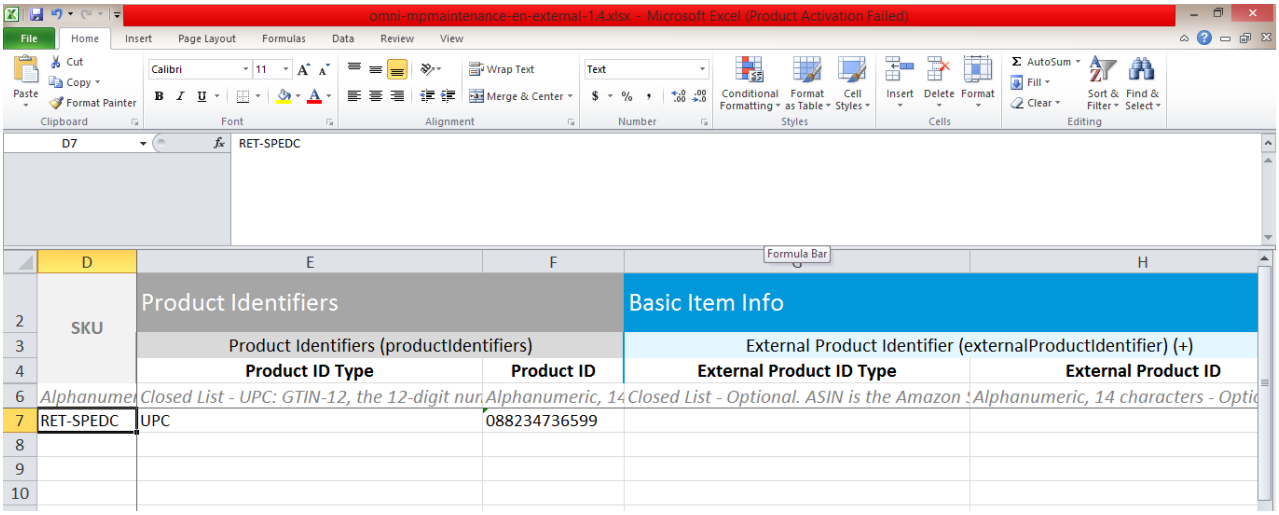
- Choose the listing category (can pick up to 7 categories) and click Apply.

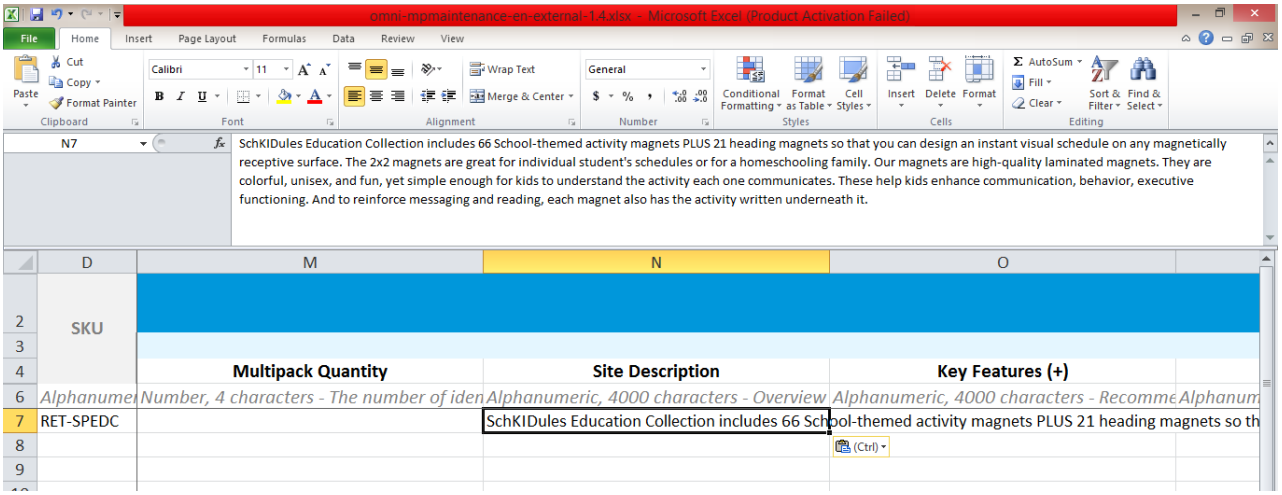


5. After selecting the category, click Download.

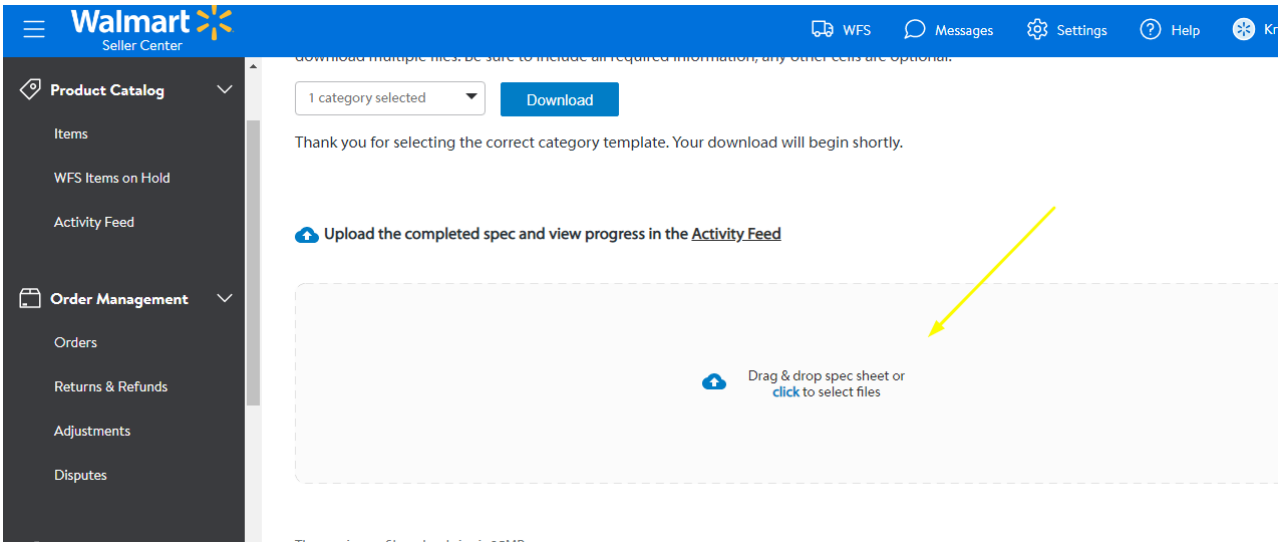


6. Once the category maintenance spec sheet is downloaded fill out the required attributes SKU, Product ID Type, and Product ID, and supply the new value of specific attributes that need to be updated (see sample below) then SAVE.

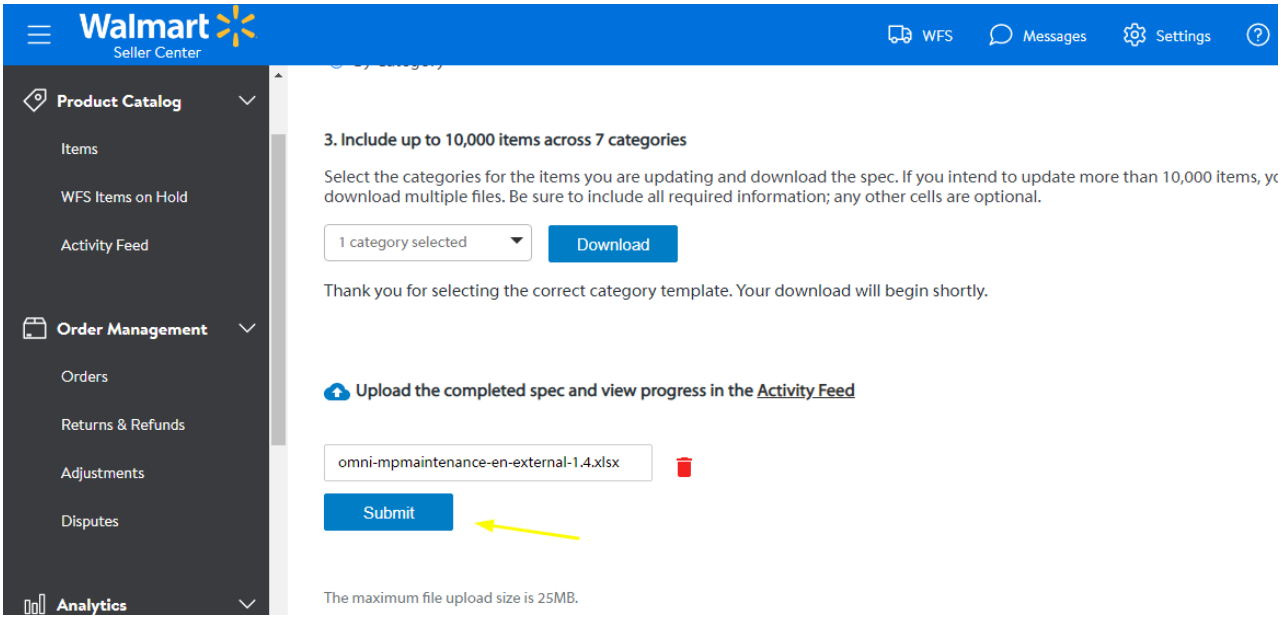




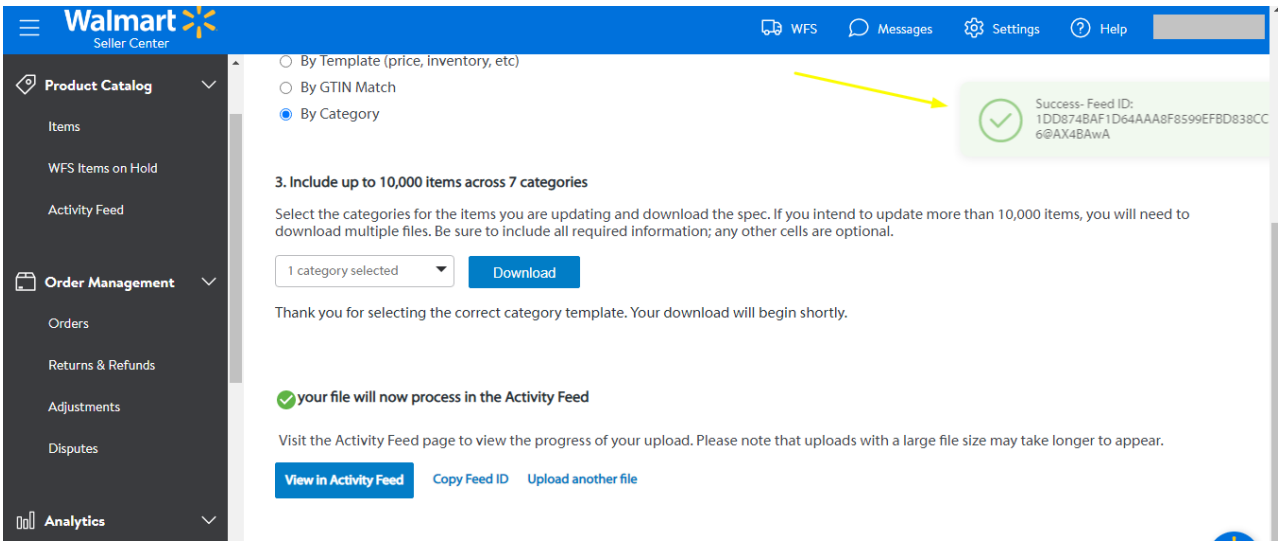
7. Go back to the Update items in the bulk screen. Drag or select the filled-out maintenance spec sheet.



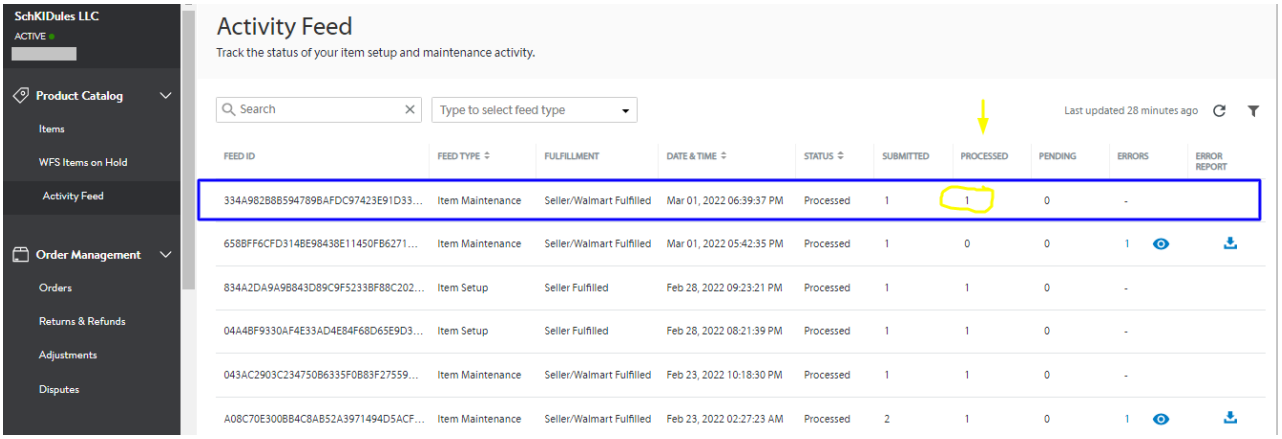
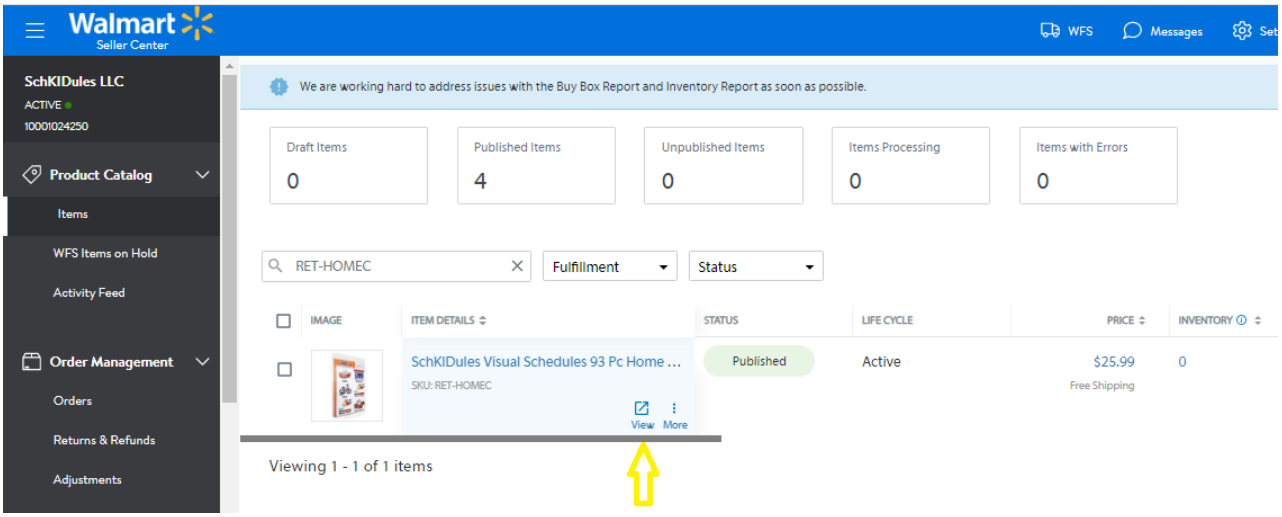
8. Click Submit.



9. A success message will show up with the feed ID. Then the file will start to process.



10. Check the feed ID on the Activity Feed under Product Catalog to see if the update is successfully processed. If the upload has errors, download the error report to read the issues, try to fix them, and reupload.



11. Once successfully processed, verify the changes in the backend and detail page after an hour to check if the updates were successfully pushed through. Sometimes it takes 24 hours for the system to absorb the updates. To confirm the changes in the detail page, hover the mouse over the listing and click the View on Walmart.com option.