

Listing Creation & Management SOP: Update Product Listings Manually

03/17/2025 8:51 am CDT

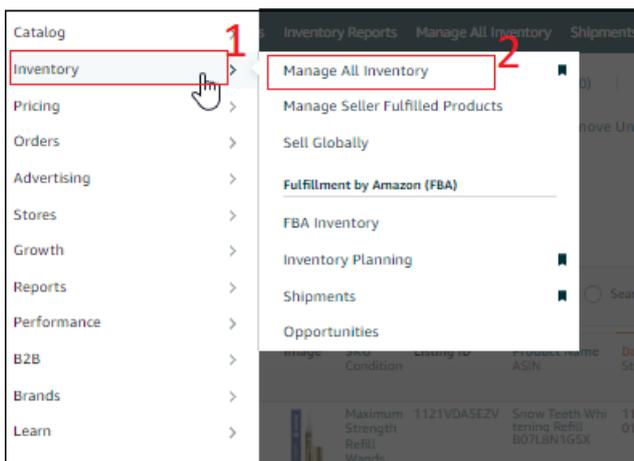


Who is this for: For individuals who need to create or edit their product listings manually inside Amazon Seller Central.



Objective: The objective of this SOP is to provide step-by-step instructions for updating listing information on Amazon by manually editing each listing, accessing the backend, and saving the changes, to ensure that new listing attributes are accurately reflected and absorbed by the Amazon system.

1. Secure a fresh copy of the Category Listings Report. To download the report, go to Reports > Inventory Reports > Category Listings Report > Request Report.
2. Go to Inventory > Manage Inventory



3. Search the ASIN that you want to update. Make sure the filters are set to "All" for the Status and Fulfilled By.

amazon seller central | United States | Search

Campaign Manager | Business Reports | Manage All Inventory | Account Health | Shipments | Inventory Reports | Fulfillment | A+ Content Manager | Manage Orders | Performance Notifications | Brand Analytics | Pricing Health | Edit

Listing Tools: All Inventory | Search Suppressed and Inactive Listings (545) | Improve Listing Quality in bulk | Potential Duplicates | Custom Products

FBA Inventory Tools: FBA Dashboard | FBA Inventory | Remove Unfulfillable Inventory (13) | Shipments | FBA Opportunities | FBA Analytics NEW

Manage All Inventory

Manage your inventory across marketplaces from a single place. [Learn more](#) | [View Product Tour](#) | [Use previous version](#) [Add a variation](#) [Add a product](#)

Welcome to Manage All Inventory. Please share your feedback.
Analyze SKU-level performance metrics and address listing issues on the same page via the side panel. Find the old Manage Your Inventory page by clicking the [Use previous version](#) tab.

Based on the feedback we received, we have made a few updates to this experience. You can now:

1. Add/edit your min and max price for a product, without additional click, under the 'Price and shipping cost' column.
2. Find your product variations as a single expandable group among the list of your products.
3. Search for multiple products at once by inputting their SKUs separated by ',' in search box and choosing SKUs option in the Search dropdown.
4. See default sort that is modified to match previous experience - by 'Date Created: New to Old'. You can change this sort order under 'Sort by' or by adjusting the default sort in preferences.

Search: All | Search SKU, Title/Keyword, FNSKU, ASIN, UPC/EAN | Listing status: All | Fulfilled by: All | All filters | Preferences

1 - 204 of 204 | Sort by: Sales: Highest on top

Listing status Next step	Product details Image, Title, ASIN, and SKU	Performance Last 30 days	Inventory Fulfilled by and quantity	Price and shipping cost Pricing details	Estimated fees per unit sold
<input type="checkbox"/>					

4. Click the “Edit” button. Sometimes, this button is on the far right. If there are dupe SKUs, meaning for one ASIN there are multiple SKUs, we need to update them as well.

Search: All | Search SKU, Title/Keyword, FNSKU, ASIN, UPC/EAN | Listing status: All | Fulfilled by: All | All filters | Preferences

1 - 204 of 204 | Sort by: Sales: Highest on top

Listing status Next step	Product details Image, Title, ASIN, and SKU	Performance Last 30 days	Inventory Fulfilled by and quantity	Price and shipping cost Pricing details	Estimated fees per unit sold
<input type="checkbox"/>					

Edit listing
 Manage images
 Add or Edit Customization Information
 Copy listing
 Add another condition
 Change to Fulfilled by Amazon
 Print item labels
 Close listing
 Delete listing
 Advertise listing

5. To update the attribute for a product, find the attribute field on the backend and enter the correct attribute value within the contribution box.



US\$19.99 ✓prime

[View Listings on Amazon](#)

[More Info >](#)

[Product Details](#) [Images](#) [Variations](#) [Offer](#) [Safety & Compliance](#)

When multiple sellers sell the same product through a single detail page, we combine and present the best product data to ensure customers get the best experience.

Show content currently live on the detail page

You are currently viewing a new version of the Add a Product tool, with updated product information requirements.

For more information, go to our Help page.

Customizations ⚠️ ? Does this product have customizations?

Yes

No

* Item Name ?

* Brand Name ? Age of Sage

External Product ID ? 0370301128476

ean

UPC

6. For image updates, just go to the Images tab, and click the Upload button to add images.

[More Info >](#)

[Product Details](#) [Images](#) [Variations](#) [Offer](#) [Safety & Compliance](#)

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Live on Amazon

These images are currently used by Amazon as part of this product listing.



MAIN



Smudging Feather

- ✓ Great for Smudging Rituals
- ✓ Measure: Approximately 10-12 inches in Length
- ✓ Length May Vary as the Product is All Natural
- ✓ Can Also be Used as a Writing Utensil, Woodland Headbands, Clo-Ties
- ✓ Bustles, and Scalp Feathers
- ✓ Authentic Turkey wing feathers



Wooden Cobra Tripod Stand

- ✓ The perfect stand for Abalone shells for the secure hold of smudging sage and allows you heat from both sides
- ✓ Made in USA
- ✓ Hand-Carved Product, each product may vary slightly
- ✓ Handcrafted exclusively from a single piece of wood. No glue or wood joints. A perfect for showing off each of your crafts, crystal balls, witch toys, and other decorative items that sit comfortably on the 4-legged stand their only space and more.



Abalone Shell

- ✓ All shells are around 5.5 inches
- ✓ Heavy product, perfect for smudging sticks or Palo Santo
- ✓ All Abalone shells are natural. Color, size or patterns from product may vary.
- ✓ Fits used with the wooden cobra tripod stand.



Palo Santo

- ✓ Sustainably harvested in Ecuador
- ✓ High flavor, will provide a long-lasting smudge or coffee that will soothe your discomfort.
- ✓ Light the stick by holding the top roots until there is a small flame for 30 seconds. Then blow it out. The stick smokes and give off the wonderful Palo Santo aroma.
- ✓ Healing, Cleansing, Palo Santo wood has been used by ancient civilizations for its medicinal properties. And new civilizations to induce calming effects, inner peace and serenity.



White Sage

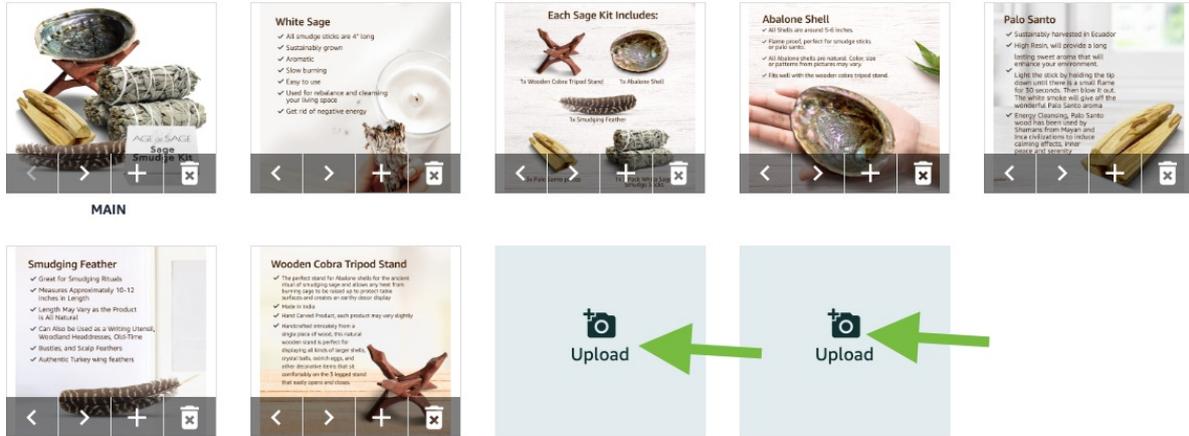
- ✓ All smudge sticks are 4' long
- ✓ Sustainably grown
- ✓ Aromatic
- ✓ Slow burning
- ✓ Easy to use
- ✓ Used for relaxation and cleansing your living space
- ✓ Get rid of negative energy

Your image recommendations

Upload your recommendations for product images.
See image guidelines

Upload multiple files or drag and drop 1 or more files below.

Uploaded: 7 of 9 images. Maximum 9 images are allowed. You can arrange the order after uploading.



7. Once confirmed that all information is correct, click Save and finish at the bottom.

* Is Product Expirable ? false
No

Size ? Small; X-Large

Size Map ?

Color ? Red, Navy Blue, Pink, Green

Color Map ? Red, Blue, Yellow

Cancel Save and finish

NOTE: Sometimes, it takes 15 minutes or less, and sometimes, it takes hours for the updates to reflect on the product detail page. Monitor and troubleshoot as needed until the correct attributes are successfully posted.