Listing Creation & Management SOP: Product Document Upload

03/17/2025 8:53 am CDT

> ℹ️ Who is this for? All individuals who wish to upload product documents on Seller Central.

> ✅ **Objective:** To be able to add product documents on Seller Central either via flat file or thru backend

For full document guidelines, please refer to this guide.

A. FLAT FILE

1. **Access the Amazon Seller Central page by clicking the URL: https://sellercentral.amazon.com/**

   - Once there, you will be asked to log in. Log in using your Amazon login details.

   - Once you are logged in, the landing page should look something like this:

NOTE: Update as of March 2024, putting documents in a product is now the same as you would update a file - via flat file.

2. **On Seller Central's Home page, click the hamburger icon (top left) and go to Catalog > Add products via upload.**
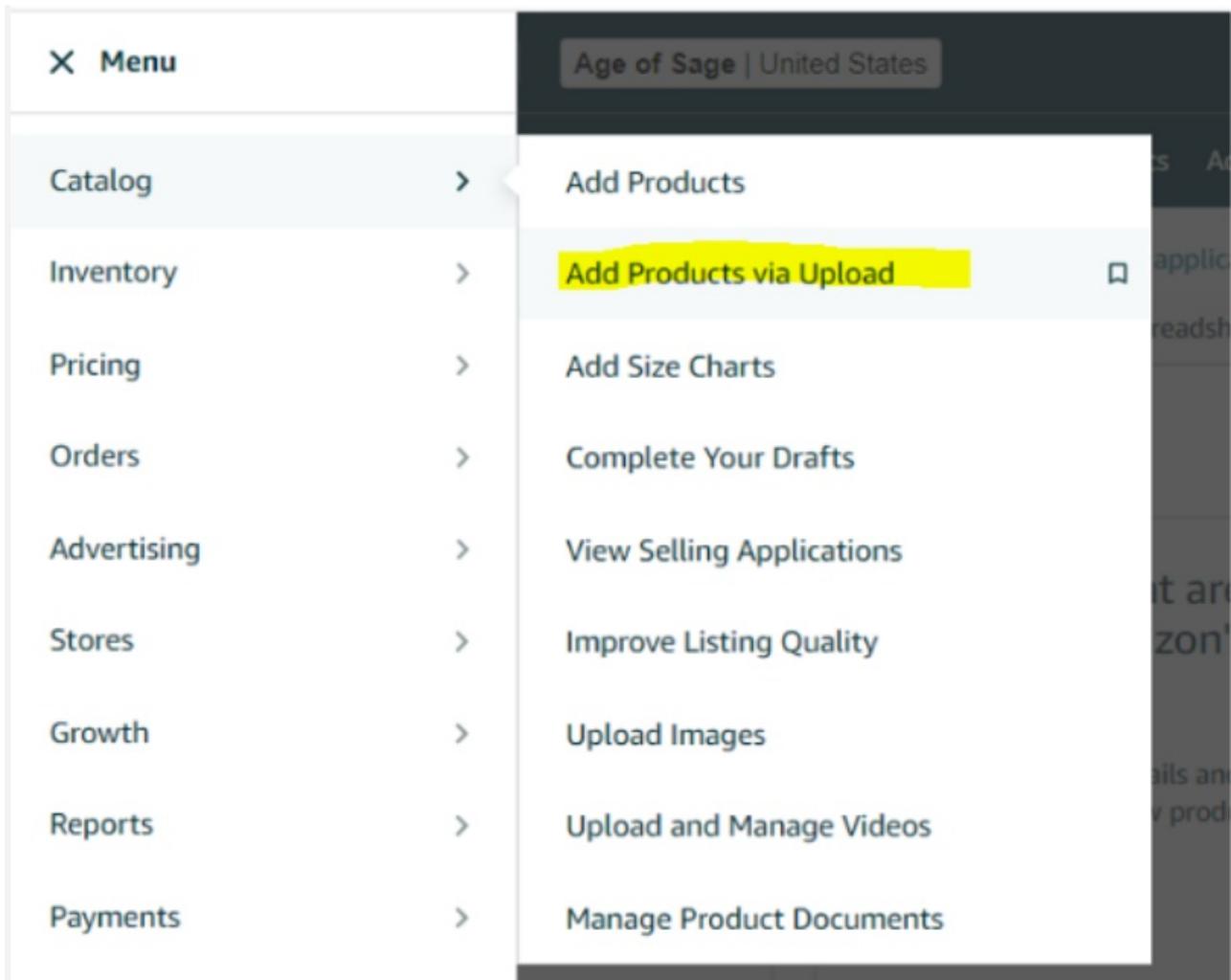
3. **Click Download spreadsheet.**
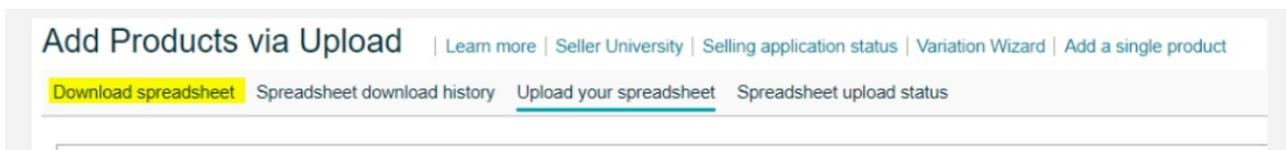
4. **Select Download Product Spreadsheet.**

5. **Download the flat file depending on the category you want to edit - in this example, we will be using Soap Dish.**

Select the stores where you want to create offers.

- [ ] **Americas**
  - [x] 🇺🇸 Amazon.com
  - [ ] 🇨🇦 Amazon.ca
  - [ ] 🇧🇷 Amazon.com.br
  - [ ] 🇲🇽 Amazon.com.mx

6. **Inside the flat file, fill out the necessary details needed for a PartialUpdate, and look for this item in the flat file.**

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Insert the legal compliance certification

7. **Put the URL of the certificate/manual that you want to attach**

- The file should be a PDF

- The URL should be from a publicly-accessible link

  - Example: Save the PDF to the client's Google Drive folder, and get the shareable link ("anyone who has the link can view")

8. **Upload the file in Seller Central. Once the file is uploaded and after the turnaround time, it should appear on the PDP.**
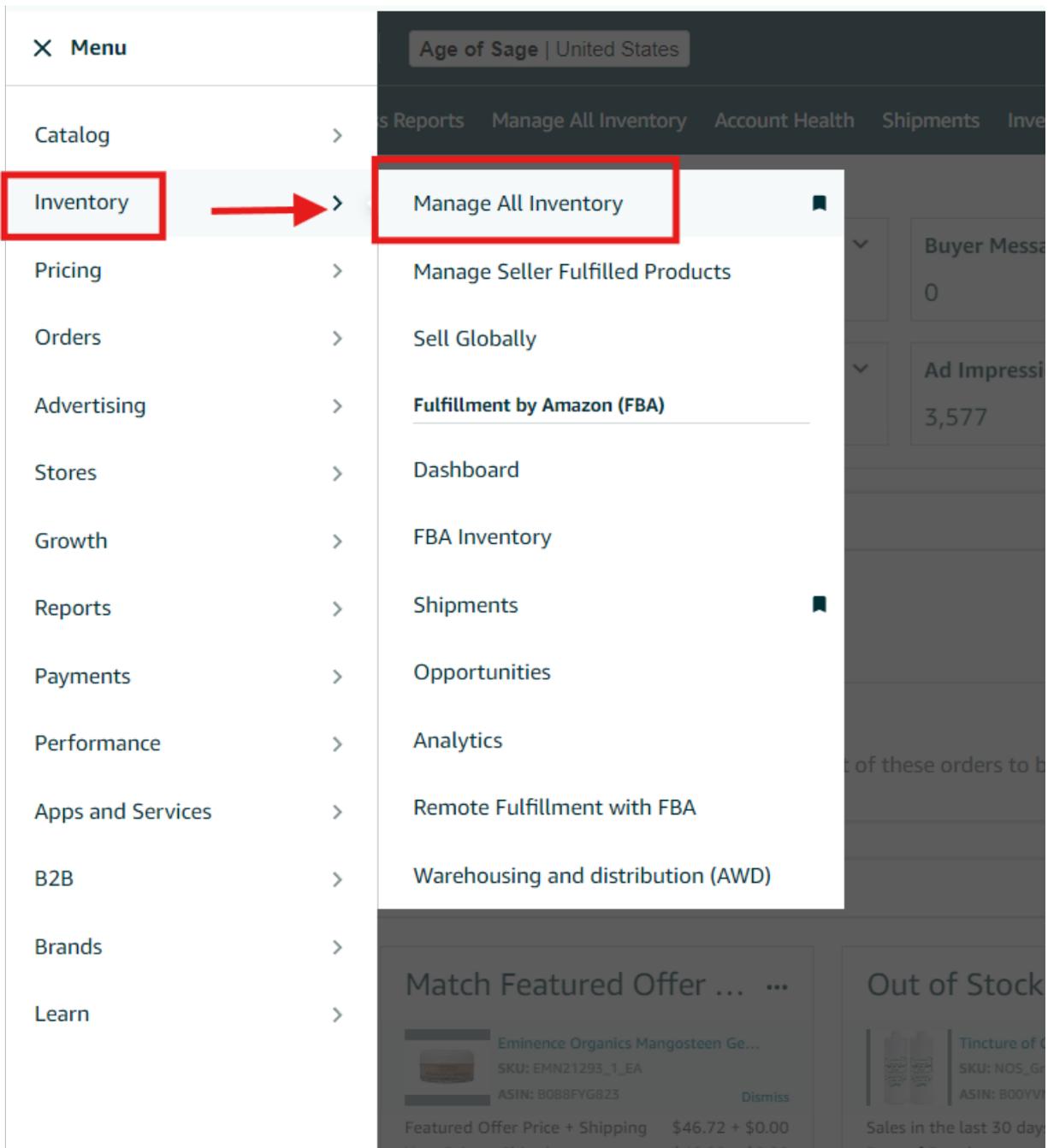
B. BACKEND (MANAGE INVENTORY)

Access Inventory Management:

- From the Inventory drop-down menu in Seller Central, select Manage All Inventory.

2. **Edit SKU Details:**

- Click Edit next to the SKU for which you want to upload documents. This will open a new page in your browser.

3. **Select Attribute View:**

- On the new page, choose All attributes from the left-hand menu (it may already be selected).

4. **Suggest Changes (if applicable):**

- If the option is available, click Suggest changes to product information in the top-right corner of the page.

5. **Go to Compliance Section:**

- Click on the Safety & compliance tab.
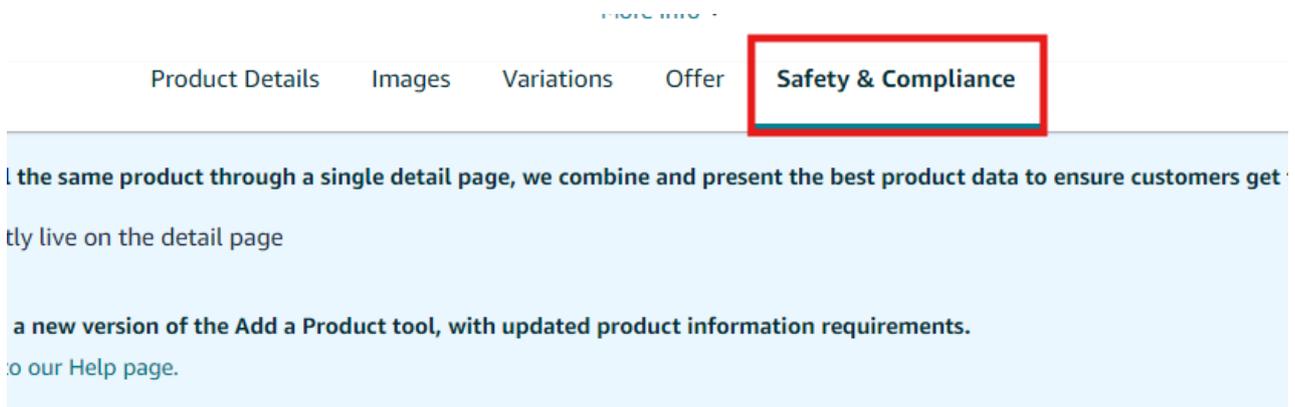
6. **Complete Mandatory Fields:**

- Ensure all required fields are filled out.

7. **Upload Compliance Documents:**

- Scroll to the Compliance media section and fill in the following details:

  - **Compliance media language:** Select the language code from the drop-down menu. Use the code for the store's official language (e.g., fr_FR for France). For multilingual documents, select only the official language of the store.

  - **Compliance media content type:** Choose the document type from the drop-down menu. Refer to the "Permitted product documents" section of the help page for descriptions.

  - **Compliance media source location:** Enter a direct download link to the product document. Avoid using shareable links that open the PDF in a browser.

8. **Add Additional Documents (if needed):**

- Click Add more to include any additional documents for the same SKU.

9. **Save Changes:**

- Click Save and finish to save your updates.

VALIDATION:

- Your product documents will be reviewed for compliance with Amazon's guidelines within seven business days. Documents that do not meet these guidelines will be rejected.

- Once approved, it may take up to 24 business hours for the documents to be published on the product detail page of the corresponding SKU.