

Catalog SOP: Listing Partial Update (Flat File)

10/09/2024 12:11 pm CDT

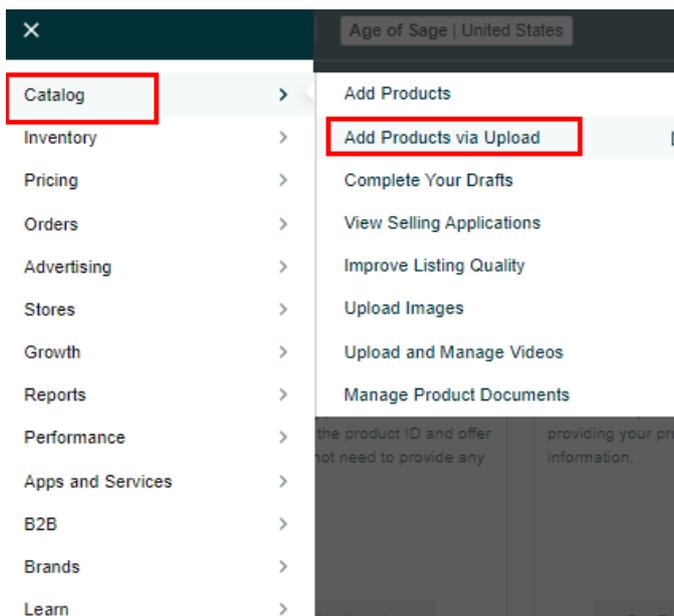


Who is this for? This is intended for Amazon Sellers and other individuals responsible for updating listing information on Amazon.



Objective: To provide a step-by-step guide for Amazon Sellers to update listing attributes using flat files. This SOP is designed to help sellers who have a large number of listings and need to make changes to multiple attributes simultaneously. By following the procedures outlined in this SOP, sellers can avoid costly mistakes and save time, allowing them to focus on other aspects of their business.

1. Secure a fresh copy of the Category Listings Report. Instructions are found [here](#).
2. Download the correct flat file template. Catalog > Add Products via Upload



3. Go to 'Download Spreadsheet.' The landing page will look like the screenshot below. Under "Update product details" click "Get Product Template", then click product template.

Add Products via Upload [Learn more](#) | [Seller University](#) | [Selling application status](#) | [Add a single product](#)

[Download Spreadsheet](#)

[Upload your spreadsheet](#)

[Spreadsheet upload status](#)

Choose a template to get started

List products already in Amazon's catalog

Add offers to existing products in Amazon's catalog by providing the product ID and offer information. You do not need to provide any product details.

[Get Listing Loader](#)

List products not currently in Amazon's catalog

Create new products in Amazon's catalog by providing your product details and offer information.

[Get Product Template](#)

Update price & quantity

Update your price and quantity for your existing listings. You do not need to provide any product details.

[Get Price & Quantity Template](#)

4. Then, select the correct marketplace of the listing that you want to update.

List products not currently in Amazon's catalog ×

- You can provide all of your product details with this template.
- You can use this template to create a new product in Amazon's catalog. This means you will create a new product detail page.
- You can list in multiple stores with one template. You will be able to select all the stores you would like to sell in.

[Learn More](#)

Go to generate template by Marketplace

Americas

[Amazon.ca](#)

[Amazon.com](#)

[Amazon.com.mx](#)

5. Check the category found on the live listing page, and find it under the product classifier.

Step 1: Select the types of products you want to sell

Search tool:

[Search](#)

[Clear Search](#)

[What is a Product Type?](#) [Variation Wizard](#)

OR

Product Classifier:

Appliances >

Arts, Crafts & Sewing >

Automotive >

Baby Products >

Beauty & Personal Care >

Books >

CDs & Vinyl >

Cell Phones & Accessories >

Asobu Whiskey Glass and Insulated Tumbler Sleeve... 20% off coupon \$23.99 2,264 reviews prime

Home & Kitchen › Kitchen & Dining › Dining & Entertaining › Glassware & Drinkware › Tumblers & Water Glasses



Roll over image to zoom in

Mothers Day Gifts Mama Bear and Cubs - Personalized 30oz Stainless Steel Tumbler - Mothers Day Gift For Mom - Custom made Cup with Children Names 1-4 - Travel Mug for Hot and Cold Drinks

Brand: Age of Sage

\$29⁹⁹

Get \$100 off instantly: Pay \$0.00 upon approval for the Amazon Store Card.

Brand: Age of Sage
Number of Items: 1
Unit Count: 1.0 Count

About this item

- **FUN WINE TUMBLER:** This stainless steel insulated tumbler is a must-have for a Mom who doesn't yet have her cub tumbler! It will surely become her favorite cup.
- **DOUBLE WALL INSULATION:** Our cup features unique double-walled insulation. The tumbler is designed to keep drinks hot for up to four (4) hours and cold for up to ten (10) hours! In addition,

6. Once the correct category is selected, tick the correct marketplace (.com for the US, .ca for Canada, and .mx for Mexico) and click “Generate Template”.

FEEDBACK

Summary of your selected products

Remove All	Selected classifications	Product Type	Field Name	Valid Values
X	Tumblers & Water Glasses	DRINKING CUP	item_type_keyword	tumblers

Step 2: Select marketplaces

Select from your available marketplaces below. Selecting additional marketplaces will add offer data columns such as price for each. Product data you provide will apply to the listing in the marketplace in which you submit your template. If a detail page for your listing does not yet exist in the other marketplaces, Amazon will attempt to translate and create it automatically, which can take up to 48 hours. If you use Build International Listings, please review your connection settings as they may overwrite selections made in individual file uploads.

Americas

Amazon.com

Amazon.ca

Amazon.com.mx

Global Selling Tool Overlap

One or more marketplaces are target marketplaces of active Build International Listings connections, if offers are submitted against these marketplaces using a global template they will be excluded from BIL: Amazon.ca, Amazon.com.mx

Step 3: Select the type of template

Template Language
English instructions and I will enter English product information

Please select a mode.
Advanced Custom

The Advanced option contains all attributes groups associated with the above selected products. This option includes "Required", "Preferred", and "Optional" attribute groups.

Generate Template

7. Fill out the columns of the bare minimum attributes needed in updating the listing.

a. SKU

b. Update Delete - always use **PartialUpdate**

c. Fulfillment Center ID if the listings is FBA

d. Quantify if the listings are FBM

Seller SKU	Quantity	Update Delete	Fulfillment Center ID
item_sku	quantity	update_delete	fulfillment_center_id
MAMABEAR-8308		PartialUpdate	AMAZON_NA

Seller SKU	Quantity	Update Delete	Fulfillment Center ID
item_sku	quantity	update_delete	fulfillment_center_id
MAMABEAR-8308-FBM	579	PartialUpdate	DEFAULT

8. Fill out the columns that need to be updated. So if the task is to upload the new title and product description, add the correct values for the Product Name and Product Description.

9. Once done, save the flat file and upload it on Seller Central. Go to Catalog > Upload your Spreadsheet. Refresh the page first before attaching and make sure you're on the right Amazon store. Drag and drop your file or browse from your computer and attach it. Then click "Upload file".

Add Products via Upload | [Learn more](#) | [Seller University](#) | [Selling application status](#) | [Add a single product](#)

[Download Spreadsheet](#) | [Upload your spreadsheet](#) | [Spreadsheet upload status](#)

Upload your spreadsheet



Drag and drop file or
Browse files

Accepted file formats: Excel, TSV

Email alert Remember my email address for future alerts

Send an email alert when the upload is complete.

Upload file

10. Monitor the status of your feed load and download the processing report right after. Check for any errors and troubleshoot them as needed.

Catalog Inventory Pricing Orders Advertising Stores Growth Reports Performance Partner Network Brands Learn

Add Products via Upload | [Learn more](#) | [Seller University](#) | [Selling application status](#)

[Download Spreadsheet](#) | [Upload Your Spreadsheet](#) | [Spreadsheet Upload Status](#)

View the status of your last 18 inventory file uploads. If your processing report shows errors, modify your inventory file and upload it again. Learn more

Date/Time of Upload	Filename	Batch ID	Upload Status	Actions
November 9, 2022 7:41:51 AM PST		139799019305	Status: Complete; some records were saved as drafts Total Number of Records Submitted: 2 Records that require further action from you are saved as drafts.	Complete Drafts <small>Beta</small> Download your Processing Report

11. It may take some time for the updates to reflect on the PDP or to stick to the backend. Just continue to monitor the listing. To know if the values are sticking on the backend, use Ctrl + F (Windows) or Command + F (Mac) then paste them. The values on the seller contribution box and those on top (currently saved on Amazon) should be highlighted as seen below. Please note that if there is no gray field for the search terms or generic keywords, we must submit a ticket to Amazon to confirm whether they have been successfully recorded in the backend.

Search Terms 

mama bear cup mother tumbler customized customised mug cubs child names travel mug personalized 30oz
mother day cup boys girls custom engraved grandma stainless steep personalizado vaso baso regalo

mama bear cup mother tumbler customized customised mug cubs child names travel mug pers
