

# Catalog SOP: Editing Pricing

03/03/2025 11:30 am CST



**Who is this for :** This is for All individuals who want to edit their product pricing on Seller Central.

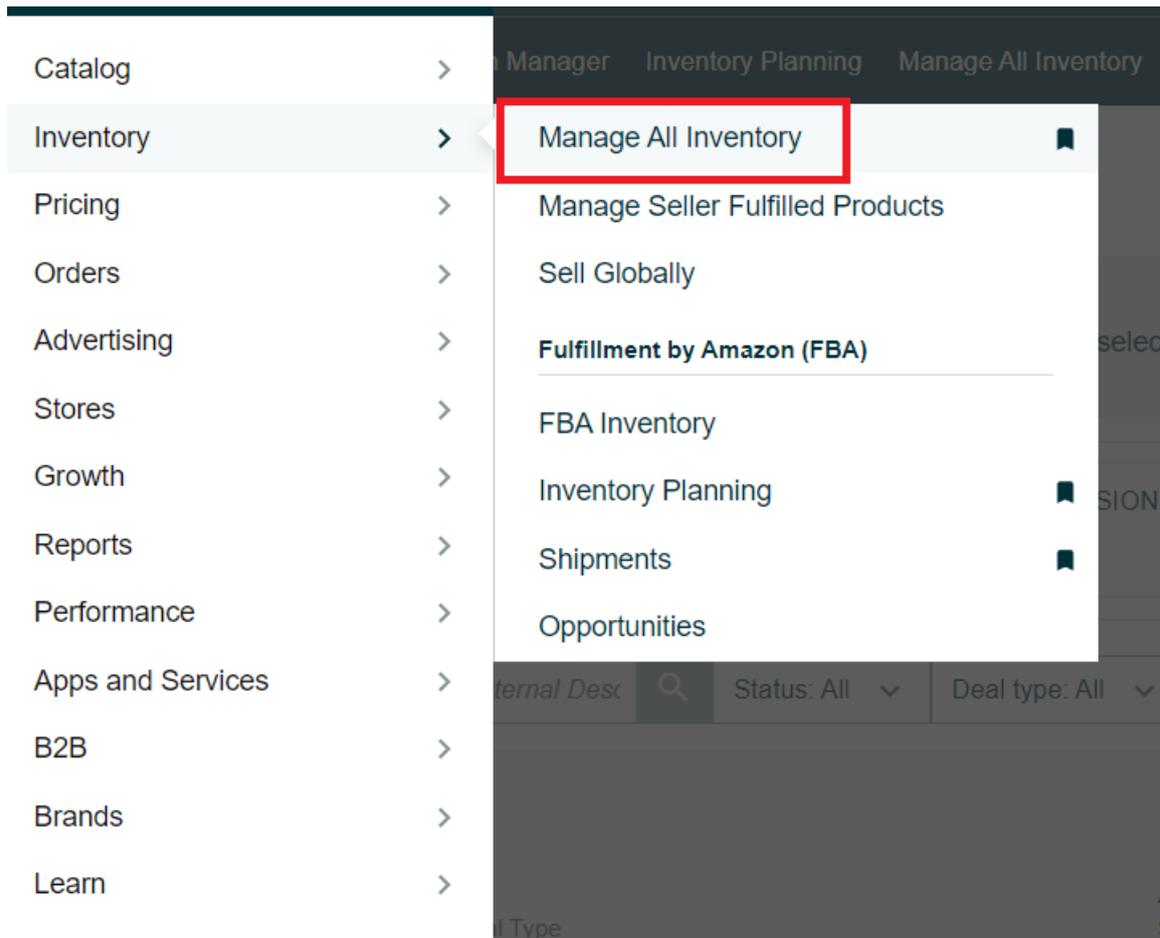


**Objective :** To ensure that all know how to edit their product pricing on Seller Central.

Before editing prices, it is important to communicate, and get client's approval first. Include the approval proof (screenshot or fireflies call link) as Task Details or as a Comment.

To edit pricing on Seller Central for your product listings, there are several ways available:

1. One way is to select "Manage Inventory" from the Drop Down Menu of the "Inventory" tab on the top menu of Seller Central.



2. You can also manually edit the pricing of each listing in the "Price + Shipping" or "Business Price + Shipping" columns.

Active	New	1	1011ZUOE0G8	Disabled	10/11/2022 11:14:58	91077	\$2.40	\$ 15.99	\$0.00	\$ + \$0.00
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3. Make sure to click the “Save All” button at the top left side of the table to save any changes made.

<input type="checkbox"/>	Save all	Status	Image	SKU Condition	Listing ID	Custom	Product Name ASIN	Date Created Status Changed Date	Available	Estimated fee per unit sold	Price and shipping cost Pricing status	Business Price + Shipping
<input type="checkbox"/>	Save	Active		New	1	1011ZUOE0G8	Disabled	09/01/2022 11:14:58 10/11/2022 12:53:09	91077	\$2.40	\$ 16.99 + \$0.00 Migrated Template Featured Offer: \$15.99 + \$0.00 ✓ Lowest price	\$ + \$0.00 Add quantity discounts

4. Another option is to click the “Manage Pricing” link at the top of the page and make pricing adjustments there.

Business Reports Campaign Manager Inventory Planning Manage All Inventory A-to-z Guarantee Claims Account Health Manage Orders Brand Analytics Feedback Performance Notifications

Listing Tools: All Inventory Search Suppressed and Inactive Listings (947) Listing Quality Dashboard (227) Potential Duplicates **Manage Pricing** Custom Products Brand Health (0)

FBA Inventory Tools: FBA Dashboard FBA Inventory Remove Unfulfillable Inventory (22) Shipments FBA Opportunities FBA Analytics

Manage Inventory Learn more Take the tour Add a Variation

5. The third alternative is to use the pricing update template by searching "price and quantity template". A pop-up window will appear where you can download the “Price and Quantity File Template”.

price and quantity template

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price and quantity template

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Delete business prices and quantity discounts

Update inventory with the Price & Quantity templ...

Use Feeds to Add Business Prices and Quantity Discounts

Edit business prices and quantity discounts

## Update inventory with the Price & Quantity template

The Price & Quantity file enables you to upload modifications to your current inventory if you don't want to supply all the fields that the Inventory Loader or the larger inventory files require. The Price & Quantity file is the smallest format with the fastest processing time.

Download the [Price & Quantity file template](#).

Use larger inventory files only if you:

- Have additional items to list.
- Need to change the details of an existing item (for example, change the Item Note).
- Need to delete items.

### Required price and quantity fields

The **SKU** field must be populated in the file, as well as the **price** field, the **quantity** field, or both.

SKU

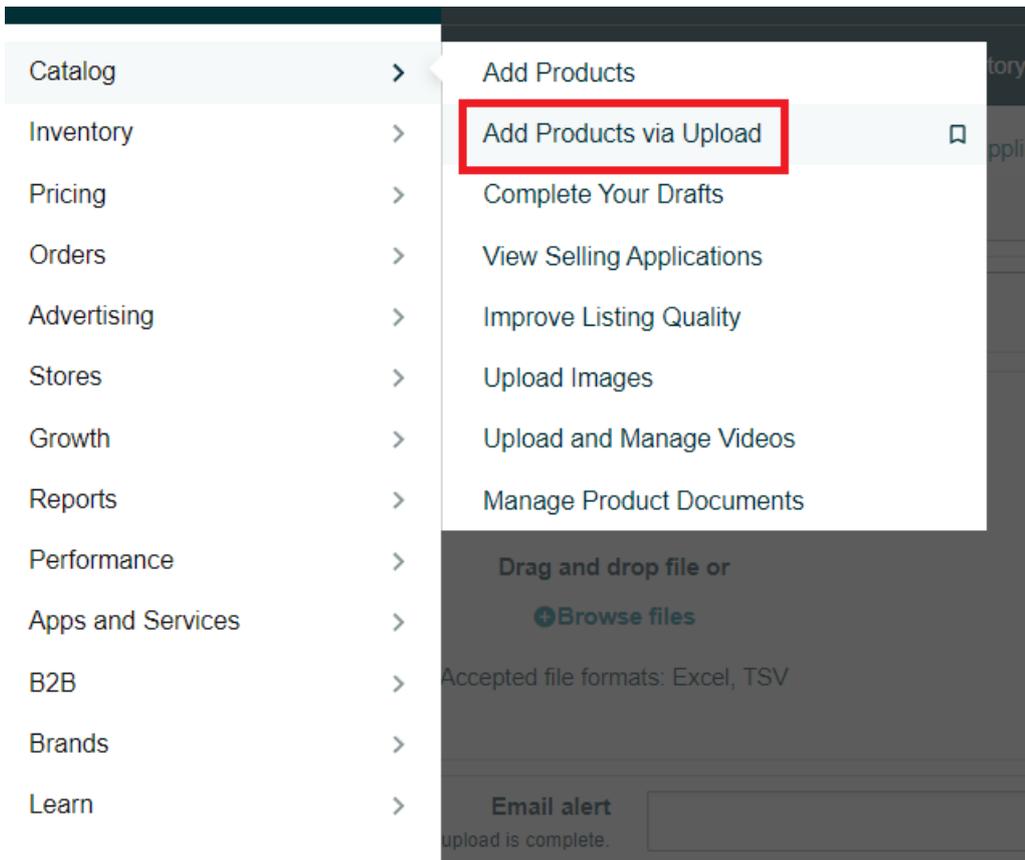
  
Forums

  
Help

  
Case Log

6. While completing the Template, make sure to refer to the "Data Definitions" Worksheet.





9. Under the Upload your spreadsheet tab, choose your file by clicking on the “Browse files” button. You can also enter an email address to be notified once your file is uploaded.

## Add Products via Upload

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### Upload your spreadsheet



**Drag and drop file or**  
[Browse files](#)

Accepted file formats: Excel, TSV

**Email alert**  
Send an email alert when the upload is complete.

Remember my email address for future alerts

Upload file

10. Finally, click the “Upload” button, and your changes will be uploaded to your catalog.

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### Upload your spreadsheet

[Purge and replace your inventory](#)

✓ Validation completed  
**Flat.File.PriceInventory.us.xlsx**

Replace

Reset

**File Type:** Price & Quantity File (Automatically detected)  
The Price & Quantity file can be used to quickly update the price and/or quantity only for any of your existing listings. [Learn more](#)

#### Email alert

Send an email alert when the upload is complete.

Remember my email address for future alerts

Upload file