

Catalog SOP: File Uploads - Delete-Relist

10/09/2024 2:10 pm CDT



Who is this for: This is intended for Amazon Sellers and other individuals who are responsible for managing and updating product listings on the Amazon platform.



Objective: To provide clear guidance on how to delete and relist a product on Amazon in order to fix any existing listing errors or refresh the listing.

Overview: Delete-relist is usually done when we are trying to push for attributes that Amazon somehow is not picking up from our initial upload. This is also used to fix any existing listing error and refresh the listing itself. Below are the most common issues it can fix.

- Category update
- Copy/Search terms update
- Parentage update
- Price Per Unit (PPU) update
- Merging reviews
- Brand Name change

Overall Process:

1. Back up data.
2. Prepare the flat file
3. Delete Listing
4. Wait for 24 hours
5. Upload the flat file

Conditions:

- Listing has no issues = Do not delete-relist

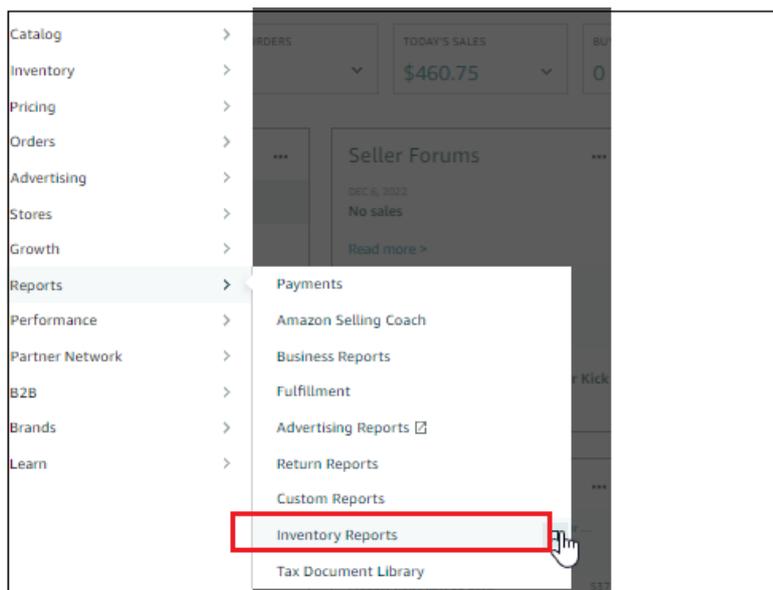
- Listing has updating/attribute issues > Partial Update did not work = Do not delete-relist. Instead, conduct a full update flat file first. SOP: Full Update Flat File
- Listing has updating/attribute issues > Partial Update did not work > Full Update did not work = Proceed in deleting the listing for 24 hours.

Next Steps:

1. Delete-relist can strand an active listing. This means the BM needs to decide if to skip the step because it is too risky or if we can proceed.
2. Comment the reason for the delete-relist on Asana and reassign it back to the Brand Manager.
3. DM the Brand Manager and his/her pod on Slack to notify them about the task that you just reassigned to them. Let them know that you need their confirmation and the client's approval to proceed.
4. The BM needs to reach out to the client and inform the client why we need to do this step and ease their minds on any concerns they may have. (i.e. reviews lost, inventory issues, etc)
5. Ask the BM to reassign the task back to you once they hear back and received a confirmation to proceed from the client.

Backup Data:

1. Download the Category Listings Report (CLR). Go to Reports > Inventory Reports. On the dropdown menu, select Category Listing Report then click Request Report.



Select Report Type: Category Listings Report ▾

Download a Category Listings Report for a list of items belonging to a particular category

Select Category: All ▾

Select Report Format: Excel
 Text

Listings Created After: mm/dd/yyyy 📅

Select Status Filter: All ▾

Category Listing Report is in BETA. Please note that the report and its features may be changed or removed at any time.

Request Report

2. Once the report is generated, click "Download".

Report Type	Batch ID	Date & Time Requested	Date & Time Completed	Report Status	Download
Category Listings Report (All)	208141019119	5/8/2022 00:52:27 GMT+0800 (China Standard Time)	5/8/2022 00:53:00 GMT+0800 (China Standard Time)	Ready	Download
Active Listings Report	207172019119	5/7/2022 18:28:09 GMT+0800 (China Standard Time)	5/7/2022 18:28:29 GMT+0800 (China Standard Time)	Ready	Download
All Listings Report	207015019119	5/7/2022 17:07:59 GMT+0800 (China Standard Time)	5/7/2022 17:08:42 GMT+0800 (China Standard Time)	Ready	Download
All Listings Report	207007019119	5/7/2022 17:05:28 GMT+0800 (China Standard Time)	5/7/2022 17:05:44 GMT+0800 (China Standard Time)	Ready	Download
All Listings Report	206999019119	5/7/2022 17:01:16 GMT+0800 (China Standard Time)	5/7/2022 17:01:47 GMT+0800 (China Standard Time)	Ready	Download
All Listings Report	206992019119	5/7/2022 17:00:00 GMT+0800 (China Standard Time)	5/7/2022 17:00:25 GMT+0800 (China Standard Time)	Ready	Download
All Listings Report	206722019119	5/7/2022 14:26:55 GMT+0800 (China Standard Time)	5/7/2022 14:27:16 GMT+0800 (China Standard Time)	Ready	Download
Referral Fee Preview Report	206683019119	5/7/2022 14:05:23 GMT+0800 (China Standard Time)	5/7/2022 14:05:59 GMT+0800 (China Standard Time)	Ready	Download
Active Listings Report	206571019119	5/7/2022 13:06:38 GMT+0800 (China Standard Time)	5/7/2022 13:07:24 GMT+0800 (China Standard Time)	Ready	Download
Active Listings Report	206138019119	5/7/2022 09:15:02 GMT+0800 (China Standard Time)	5/7/2022 09:15:21 GMT+0800 (China Standard Time)	Ready	Download

3. Attach the CLR on the Asana task for backup purposes.

Just now

Attaching latest CLR for backup


██████████ CLR 11:01.xlsx
Excel Spreadsheet · Download

Ask a question or post an update...

4. Create a copy of the CLR.

Note: Before deleting the listing from your Inventory, you must first prepare your relist file, and ensure that you have a fresh copy of the CLR saved on your computer. This will guarantee that all critical listing information is preserved.

Prepare Relist File:

5. Using the saved copy CLR copy from the Asana task, download another copy of the file and rename it with whatever you want. This flat file is going to be used for uploading.



6. Open the file and click "Enable Editing".

Momstir - Mama Bear - Full Update.xlsx [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Product Type	Seller SKU	Brand Name	Product Name	Product ID	Product ID Type	Item Type Keyword	Unit of Measure (Per Unit Pricing)	Unit Count (Per Unit Pricing)	Standard Price	Quantity	Number of
drinkingcup	EROBICS396	WINE AEROBICS	Wine Gifts for Home		UPC	wine-glasses			13.99	1	WINE AEROBICS
drinkingcup	ALONE8773	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses	FI Oz	1.00	13.99	1	
drinkingcup	ANIMALS	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			0.00	0	
drinkingcup	RMYL8852	WINE AEROBICS	Stemless Wine Stemless		UPC	tumblers			26.99	1	
drinkingcup	JNC-SHARK	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			26.99	1	
recreationball	BALLMOM-84	WINE AEROBICS	Baseball Mom		ASIN	tumblers	FI Oz	12.00	26.99	0	1
drinkingcup	DM-SHARK	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			26.99	0	1
drinkingcup	BECAUSE	WINE AEROBICS	Stemless Wine Stemless		ASIN	wine-glasses			0.00	0	

7. Delete all the rows of the SKUs that you don't need.

From this:

Product Type	Seller SKU	Brand Name	Product Name	Product ID	Product ID Type	Item Type Keyword	Unit of Measure (Per Unit Pricing)	Unit Count (Per Unit Pricing)	Standard Price	Quantity	Number of	Main Image URL	Product Description	Manufacturer	Model Name	Item Type Name	Key Product Features
drinkingcup	EROBICS396	WINE AEROBICS	Wine Gifts for Home		UPC	wine-glasses			13.99	1	1		WINE AEROBICS - and repeat, and repeat... Witty wine	WINE AEROBICS			WINE AEROBICS - and repeat, and repeat... Witty wine
drinkingcup	ALONE8773	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses	FI Oz	1.00	13.99	1	1		Dog Is Home Stemless Wineglass THE DOG IS HOME - This stemless wine glass will make a g	WINE AEROBICS			Dog Is Home Stemless Wineglass THE DOG IS HOME - This stemless wine glass will make a g
drinkingcup	ANIMALS	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			0.00	0	1		Wine Glass with Funny Pet	WINE AEROBICS			Wine Glass with Funny Pet
drinkingcup	RMYL8852	WINE AEROBICS	Stemless Wine Stemless		UPC	tumblers			26.99	1	1			WINE AEROBICS			
drinkingcup	JNC-SHARK	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			26.99	1	1		shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif	WINE AEROBICS			shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif
recreationball	BALLMOM-84	WINE AEROBICS	Baseball Mom		ASIN	tumblers	FI Oz	12.00	26.99	0	1		shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif	WINE AEROBICS			shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif
drinkingcup	DM-SHARK	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			26.99	0	1		shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif	WINE AEROBICS			shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif
drinkingcup	BECAUSE	WINE AEROBICS	Stemless Wine Stemless		ASIN	wine-glasses			0.00	0	1			WINE AEROBICS			
drinkingcup	BEER-GLASS3	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			0.00	0	1		Beer Glasses with Funny Sayings 16oz	WINE AEROBICS			Beer Glasses with Funny Sayings 16oz
drinkingcup	BEER2963	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		Daddy Needs a Beer Funny Beer Glass for New Father's Day	WINE AEROBICS			Daddy Needs a Beer Funny Beer Glass for New Father's Day
drinkingcup	BEER2970	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		IPA Lot When I Drink Beer Funny Beer Glass	WINE AEROBICS			IPA Lot When I Drink Beer Funny Beer Glass
drinkingcup	BEER2987	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		To Dad From The Reasons You Drink Funny Father's	WINE AEROBICS			To Dad From The Reasons You Drink Funny Father's
drinkingcup	BEER2994	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		Prison Mike Beer Glass The Office Merchandise Michael	WINE AEROBICS			Prison Mike Beer Glass The Office Merchandise Michael
drinkingcup	BEER3021	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		Tomorrow Funny Beer Glasses for Boyfriend Dad Husband or Bro	WINE AEROBICS			Tomorrow Funny Beer Glasses for Boyfriend Dad Husband or Bro
drinkingcup	BEER3038	WINE AEROBICS	Stemless Wine Stemless		UPC	beer-glasses			13.99	1	1		Ray's Good Mood Is Sponsored By Retirement And Beer Funny	WINE AEROBICS			Ray's Good Mood Is Sponsored By Retirement And Beer Funny
drinkingcup	ST-104-BUR	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			26.99	1	1		shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif	WINE AEROBICS			shwasher safe as well, for your convenience. Our stemless wine glass is the perfect versatile gif
drinkingcup	BKLR8851	WINE AEROBICS	Stemless Wine Stemless		UPC	tumblers			26.99	1	1			WINE AEROBICS			
drinkingcup	BKLSM854	WINE AEROBICS	Stemless Wine Stemless		UPC	tumblers			18.99	1	1			WINE AEROBICS			
drinkingcup	RANOM1867	WINE AEROBICS	Stemless Wine Stemless		ASIN	tumblers			15.99	1	1		-OMG-WTF Funny Wine Glass for Every Mood, Laugh Out Loud, Oh My God, What a No	WINE AEROBICS			-OMG-WTF Funny Wine Glass for Every Mood, Laugh Out Loud, Oh My God, What a No
drinkingcup	RANON84	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses	FI Oz	1.01	13.99	1	1		great fun gift for a variety of people	WINE AEROBICS			great fun gift for a variety of people
drinkingcup	ISUGARBAE	WINE AEROBICS	Stemless Wine Stemless		UPC	tumblers	FI Oz	12.00	14.99	1	1		It's the perfect cup for those who enjoy sipping their favorite beverage when you give her th	WINE AEROBICS			It's the perfect cup for those who enjoy sipping their favorite beverage when you give her th
drinkingcup	ISGARBAE	WINE AEROBICS	Stemless Wine Stemless		ASIN	tumblers	FI Oz	12.00	30.00	0	1		It's the perfect cup for those who enjoy sipping their favorite beverage when you give her th	WINE AEROBICS			It's the perfect cup for those who enjoy sipping their favorite beverage when you give her th
drinkingcup	CHEERS8742	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses	FI Oz	1.00	13.99	1	1		Stemless Wine Glass 15oz - 21st Birthday Stemless Wine Glass	WINE AEROBICS			Stemless Wine Glass 15oz - 21st Birthday Stemless Wine Glass
drinkingcup	RAZIES-837	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses	FI Oz	12.00	14.99	1	1		insulation also prevents your hands from getting too hot or cold	WINE AEROBICS			insulation also prevents your hands from getting too hot or cold
drinkingcup	UZIES-837-F	WINE AEROBICS	Stemless Wine Stemless		ASIN	wine-glasses	FI Oz	12.00	26.99	0	1		insulation also prevents your hands from getting too hot or cold	WINE AEROBICS			insulation also prevents your hands from getting too hot or cold
drinkingcup	5-WORDS-N	WINE AEROBICS	Stemless Wine Stemless		UPC	wine-glasses			0.00	0	1			WINE AEROBICS			
skincarecleaning	good6397-FBA-4pk	WINE AEROBICS	Stemless Wine Stemless		ASIN	bath-soaps	Ounce	16.00	16.99	100	4		ed and has a unique touch that rang	WINE AEROBICS			ed and has a unique touch that rang
skincarecleaning	good6397-FBA-4pk	WINE AEROBICS	Stemless Wine Stemless		UPC	bath-soaps	Ounce	16.00	16.99	100	4		ed and has a unique touch that rang	WINE AEROBICS			ed and has a unique touch that rang
skincarecleaning	good6397-FBA-4pk	WINE AEROBICS	Stemless Wine Stemless		ASIN	bath-soaps	Ounce	16.00	16.99	100	4		ed and has a unique touch that rang	WINE AEROBICS			ed and has a unique touch that rang
skincarecleaning	good6397-FBA-4pk	WINE AEROBICS	Stemless Wine Stemless		UPC	bath-soaps	Ounce	16.00	16.99	100	4		ed and has a unique touch that rang	WINE AEROBICS			ed and has a unique touch that rang

To this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P					
1	TemplateVersion-2022.0507	Template settings-attr Use ENGLISH to fill this template. The top 3 rows are for Amazon.com use only. Do not modify or delete the top 3 rows.																		
2	Product Type	Seller SKU	Brand Name	Product Name	Product ID	Product ID Type	Item Type	Keyword	Unit of Measure (Per Unit Pricing)	Unit Count (Per Unit Pricing)	Standard Price	Quantity	Number of Item	Main Image URL	Product Description	Manufacturer	Model Name	Material		
3	feed_product	item_sku	brand_name	item_name	external_id	external_product_id	item_type		unit_count_type	unit_count	standard_price	quantity	number_of_item	main_image_url	product_description	manufacturer	model_name	material		
4	drinkingcup			ers Day Gift			UPC	tumblers	Count	1.00	29.99	991	1		Insulation also prevents your hands from getting too hot.					
5																				
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17																				
18																				

8. The cells highlighted in red are required and should have values. The CLR only picks up the values inside the seller contribution box and not the values on top of it (what's currently saved on Amazon). This is why the cells for these columns are blank. Check the backend and use the values on top of the box. If these data are not found on the backend, please ask the brand manager.

Rows are for Amazon.com use only. Do not modify or delete the top 3 rows.						
Product Type	Unit of Measure (Per Unit Pricing)	Unit Count (Per Unit Pricing)	Standard Price	Quantity	Number of Item	Main Image URL
feed_product	unit_count_type	unit_count	standard_price	quantity	number_of_item	main_image_url

* Number of Items ? 1

The value specified is invalid.

* Unit Count (Per Unit Pricing) ? 1.0

* Unit of Measure (Per Unit Pricing) ? Count

9. Check the other attributes as well. If the seller contribution box is blank but there's value on top of it, just copy and paste it into the appropriate column of the file.

Key Product Features  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.

Delicious honey-apricot glaze

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, it has a sweat-free exterior that will keep your hands dry and prevent water rings on tables.

Delicious honey-apricot glaze

DURABLE TUMBLER CUP: To prevent breaking and denting, our tumbler for women is made out of 18/8 stainless steel. It also has a non-slip bottom that will prevent the occasional accidental spill. Its rugged, compact design makes it the perfect travel cup.

Delicious honey-apricot glaze

TAKE IT ANYWHERE: The Age of Sage tumbler with lid is versatile, sleek and stylish. The insulated travel mug works great in an office, by the pool or when you're in the car running errands. Take this modern cup with you wherever you go and get noticed!

Delicious honey-apricot glaze

AGE OF SAGE: Our company prides itself on making stemless wine glasses and steel tumbler cups that are perfect for any occasion. The funny graphics are sure to get a laugh at the party, office, or any celebration.

Delicious honey-apricot glaze

[Add More](#) | [Remove Last](#)

10. If applicable, include the Sales Price attribute as well as this does not populate on CLR automatically. If this is left blank on the CLR, it will override the existing data in the backend.

Sale Price 	USD\$	13.00
Sale Start Date 		10/17/2022
Sale End Date 		11/17/2022

* Your Price 	USD\$	14.99
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✓ Lowest price

11. Check for duplicate bullets on bullet_point6 to bullet_point10, then remove the duplicates if there are any.

	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
1												
2	Bullet Point	Bullet Point	Bullet Point	Bullet Point	Bullet Point	Bullet Point	Form Factor	Each Unit Cou				
3	bullet_point1	bullet_point2	bullet_point3	bullet_point4	bullet_point5	bullet_point6	bullet_point7	bullet_point8	bullet_point9	bullet_point10	form_factor	each_unit_co
4	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
5	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
6	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
7	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
8	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
9	THE GIFT TH	TOP QUALIT	DISHWASHE	MONEY BAG	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	LET'S GO HUNT - For every shark in the family, baby shark, mommy shark, dadd	THE GIFT TH	AT KEEPS ON GIVING - What
10												

12. Ensure that the correct Unit Count and Unit Count Type are encoded so that the Price Per Unit (PPU) on the product detail page will show the correct value.

Unit Count ?

* **Unit Count** ?

1

1.00

Unit Count Type

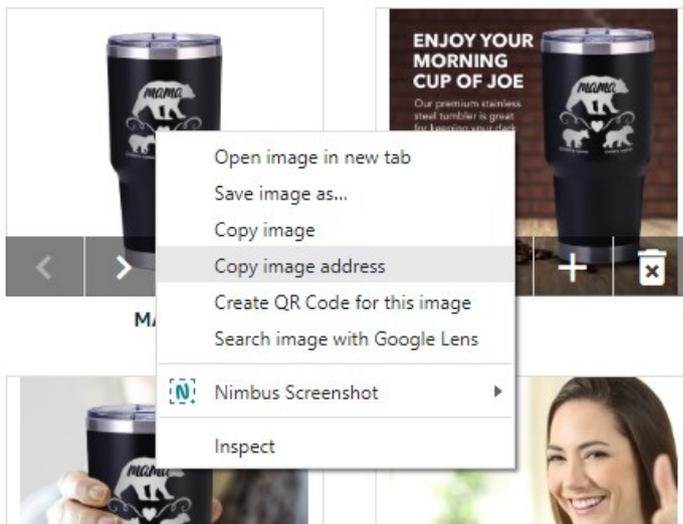
* **Unit Count Type** ?

Count

Count

13. The images are also not picked up on the CLR. To add the images, go to the Images tab on the backend, right-click on the images, and select "Copy image address". Then, paste the links on the cells. Main Image URL column for the main image and Other Image URL columns for the secondary images.

Caution!!! This step is optional but on rare occasions, Amazon wipes out images when conducting a full update flat file on EU listings. If you are working on EU listings, make sure to fill up the image URL columns.



Main Image URL
main_image_url

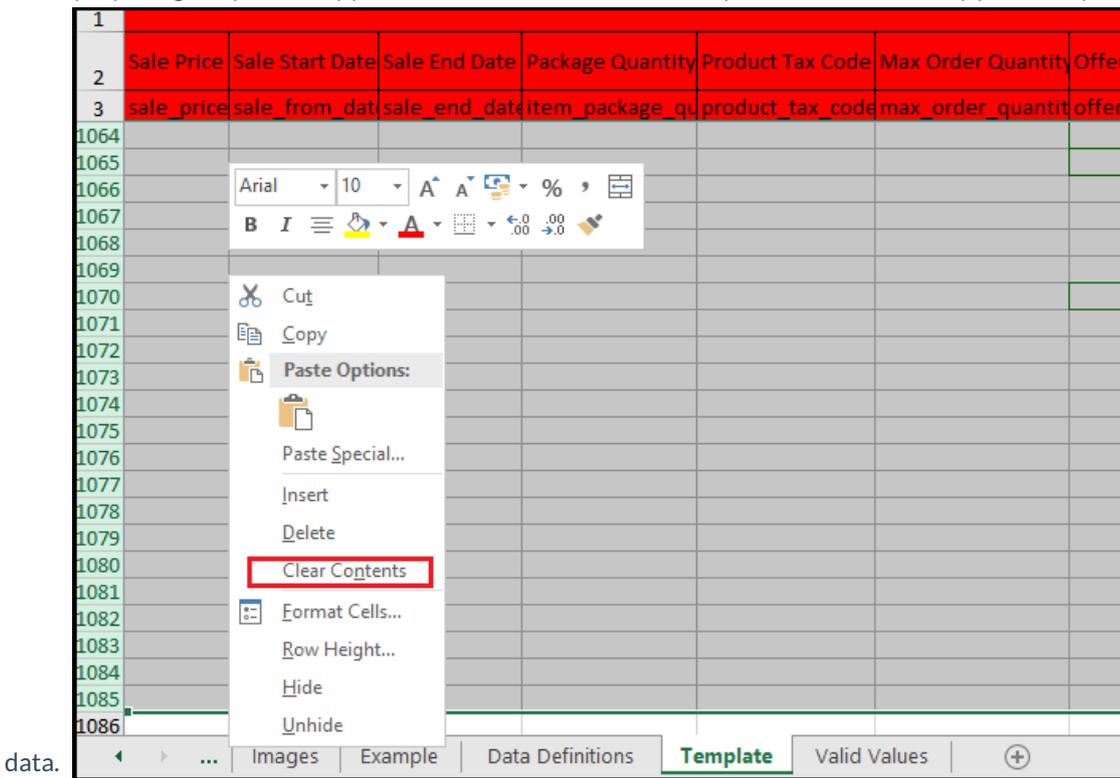
Other Image URL1	Other Image URL2	Other Image URL3	Other Image URL4	Other Image URL5	Other Image URL6	Other Image URL7	Other Image URL8
other_image_url1	other_image_url2	other_image_url3	other_image_url4	other_image_url5	other_image_url6	other_image_url7	other_image_url8

13. Change the value of the "Update Delete" column to Update. Save your flat and send it to the flat file review channel so that your team leader can review and QA your full update flat file. DO NOT upload it yet. The relist file will be uploaded after at least 24 hours of deleting the listing.

Update Delete
update_delete
Update

Delete the Listing:

15. Repurposing a separate copy of the CLR, head over to the template tab and clear any previously saved listing

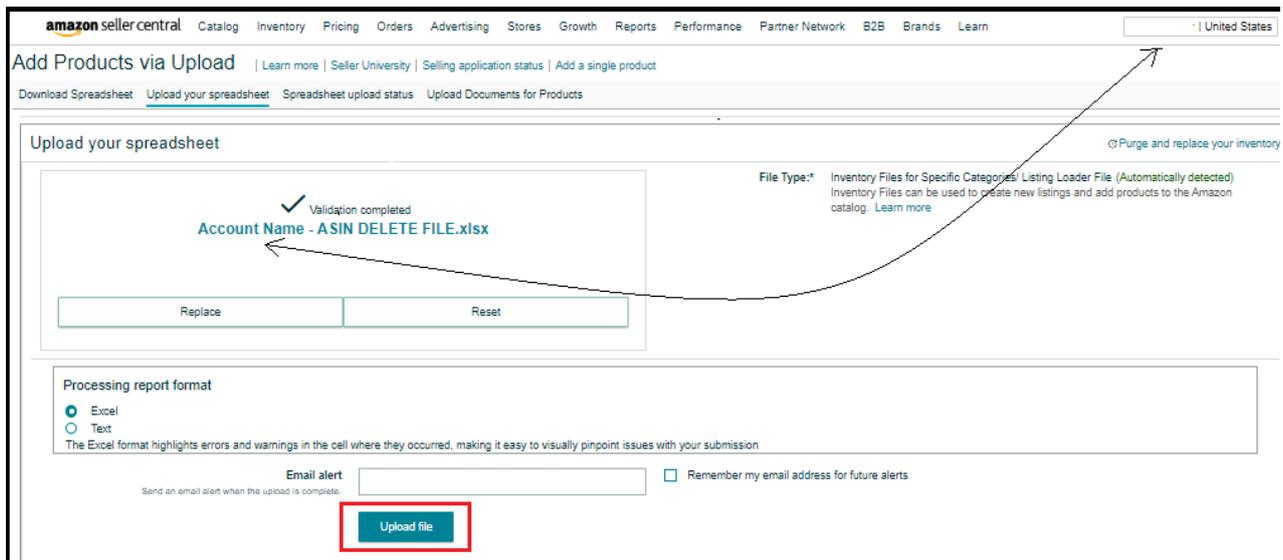


16. Fill in the SKU and the Update Delete Columns. Populate all applicable SKUs on the SKU column, ensuring no duplicate ones are left out. Right after, head over to the Update Delete column, and enter the value "Delete" on all

Product Type	Seller SKU	Brand Name	Product Name	Product ID	Update Delete
feed_product	item_sku	brand_name	item_name	external_p	update_delete
	AOS-SLNT-CRYS-8345-FBM				Delete
	AOS-SLNT-CRYS-8345-FBA				Delete

rows with an SKU filled in.

17. Save this repurposed CLR on your computer and name it "Account Name - ASIN - Delete File." Go to Catalog> Add Products via Upload > Upload your Spreadsheet. Refresh the page twice and ensure you're on the right Amazon account, attach the file, then click Upload file.

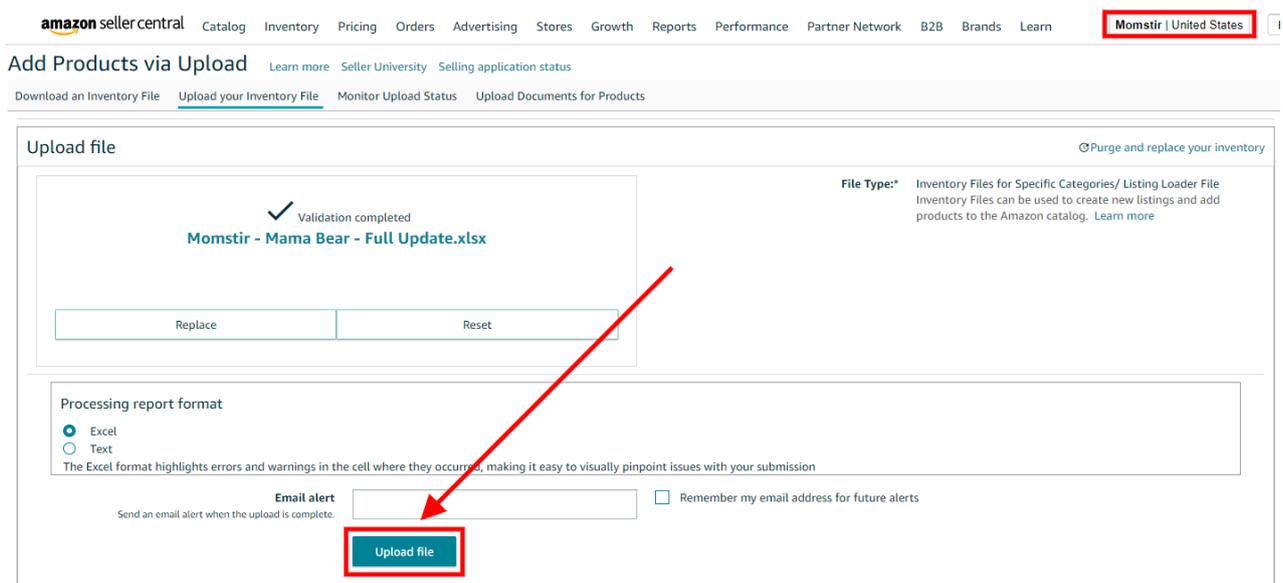


18. Check your processing report to determine if the file has been successfully uploaded, and troubleshoot as necessary. Reach out to your team leader for any difficulties. After a few minutes, head to Inventory and search all SKUs found in the "delete file." If all SKUs have been successfully deleted from the inventory, wait for at least 24 hours before uploading the relist file.

Upload your Relist File

19. After at least 24 hours of successfully deleting the listing, ensure that your relist flat file has been QAed and your team leader confirms that you may upload it. Otherwise, keep editing as instructed by your team leader until he/she says it is good to upload.

20. Go to Catalog > Add Products via Upload > Upload your Spreadsheet. Refresh the page first before attaching the file and make sure you're on the right Amazon account. Then click Upload file.



21. Download the processing report to review the status of your upload.

22. It may take some time for the updates to reflect on the PDP or to stick on 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 as well as those on top (currently saved on Amazon) should be

highlighted as seen below.

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

In the event that you encounter an error during relisting. Create a ticket and request a Catalog Refresh.

You must include the ASINs you wish to update, the issue or attributes you wish to modify, the Batch ID number of the delete template, and the Batch ID number of the relist template.

Note: Deleting and relisting the product with the exact SKU will not affect the existing FBA/FBM inventory (if any), ASIN sales history, or reviews.
