

Product Documents

04/30/2025 3:21 pm CDT

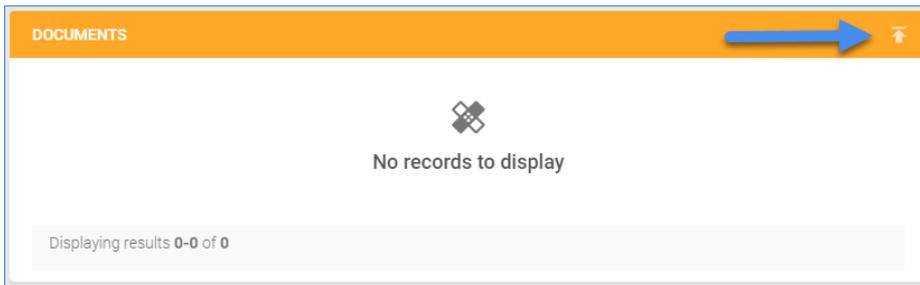
Overview

Sellercloud allows you to attach associated documents and files to a product profile. These might include instructions, diagrams, warranty information, or other accompanying documentation. The **Include in Shipment** flag on a product signals to a shipper to print the document and include it in a package while processing a related order. You can adjust such notifications on the product's [Shipping Preferences](#) page.

Upload a Single Document

To add a document to a particular product, follow the steps below:

1. Go to **Catalog > Manage Catalog**.
2. Select the product you want to add a document to.
3. Click the product's **Toolbox** and select **Documents**.
4. In the **Documents** window that appears, click the **Download** icon.

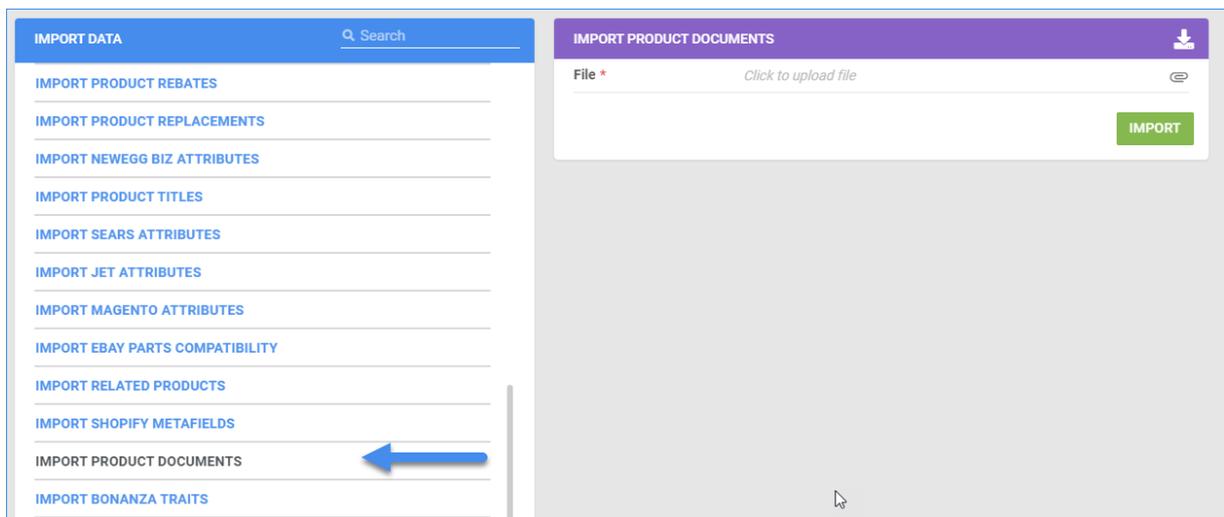


5. Select the appropriate file from your computer and upload it.

Upload Documents in Bulk

Multiple documents can be uploaded in bulk to multiple products. To do this, follow the steps below:

1. Go to **Catalog > Tools > Import Product Info**.
2. Select **Import Product Documents**.



3. To receive a ready-to-use template prior to upload, click the **Download** icon in the **Import Product Documents** window. Select the required file format.
4. Fill in the columns of a downloaded file with relevant information and save the data.
5. In the **Import Product Documents** window, click the **File** box. Select the file you worked on and click **Import**.

Overview

Sellercloud allows you to attach associated documents and files to a product profile. These might include instructions, diagrams, warranty information, or other accompanying documentation. You can upload documents to an individual product by opening the product toolbox and clicking “**Documents and Files**.”

Home > Search > Manage Inventory > TPLINK > Documents and Files

Product Name: TPLink 

Toolbox

- Product Home
- Accessories
- Advertising
- Aliases
- Amazon Properties
- Amazon Shadows
- BedBathAndBeyond
- BestBuy
- Bonanza
- Cdiscount
- Custom Columns
- Direct Fulfillment
- Discounted PO Prices
- Documents and Files** 
- DSW
- eBay Listing Manager

Choose File No file chosen

Choose File No file chosen

Upload Files/Documents

File Name	File Type	Include In Shipment
No records to display.		

Save changes

Once uploaded, these can be marked as 'Include in Shipment,' which will alert the shipper to print the document and include it in a package while processing a related order.

You can set a similar alert on products in the [Shipping Preferences](#).

Upload documents to products in bulk

Multiple documents can be uploaded in bulk to multiple products. To do this, follow the steps below:

Home > Search > Manage Inventory > Import Product Info > Import Product Documents

Select File: No file chosen

1. Navigate **Inventory > Import Product Info > Import Product Documents**.
2. Download the template.
3. Populate with document URL.
4. Upload.