



# Listing Process: Part 2 Exporting and Importing Product Data

# Listing Process Key Steps

- ▶ Set up your integrations
- ▶ Export your product information, adding recommended fields for publishing and then re-import.
- ▶ Stage your products to the desired marketplaces you want to list to and start the listing process
- ▶ Categorize your listings
- ▶ Publish “Ready to Publish” items
- ▶ Troubleshoot “Incomplete” items
- ▶ Troubleshoot “Errors”

# Step 2

## Export Your Products

- ▶ Export all products from the Products Workspace
  - ▶ In the Product workspace, select Export
  - ▶ Go to Tools > My Files > Exports to download the file
  - ▶ Open excel file
  - ▶ Most common fields needed for listing
    - ▶ UPC
    - ▶ Description
    - ▶ Shipping Weight Unit and Value
    - ▶ Brand and Manufacturer
    - ▶ Primary Image

# Re-import File

- ▶ In the Product Workspace select the Import button
- ▶ Select Products
- ▶ Upload the file
- ▶ Map the column headers
- ▶ Select Next to finalize import process

## Tips & Tricks

- ▶ Adding category Tags to your items if you list in multiple categories. This will make it easier to add categories in Step 4.
- ▶ Tags can be added to the file by adding column name Tag\_1
- ▶ If you do not have UPC and are listing to ebay, use “Does Not Apply” in the UPC field. This will not work for Walmart.
- ▶ Remove columns from spreadsheet you are not updating. This will speed up the import process.

# Resources

- ▶ Exports
  - ▶ <https://www.selleractive.com/support/how-to-export-inventory-from-selleractive>
- ▶ Importing
  - ▶ <https://www.selleractive.com/support/product-imports>
- ▶ Support email - [support@selleractive.com](mailto:support@selleractive.com)
- ▶ Support articles - [www.selleractive.com/support](http://www.selleractive.com/support)