SOP: Editing ASINs via File Template

1. If you have a number of product SKUs that you would like to update, amend or edit, we would recommend that you do so via a File Template instead.

2. Select the "Add Products via Upload" option from the Drop Down Menu of the "Inventory" tab on the top menu of Seller Central.

3. On the next page, scroll down to the "Inventory File" header at the bottom of the page and click the "Category-Specific Inventory Files" alongside the "Inventory Updates – Update Listing Data Only" File Type and Use Case.

4. In the Pop-Up Window that appears, scroll down to the "Choose a File Template" Header and click on the "Category Specific Inventory Files Template" link to download the template alongside the "Inventory Updates – Update Listing Data Only" File Type and Use Case.

5. This will take you through to the Category-Specific Templates table where you can also locate your category-specific style guide and browse tree guide.

6. The Category Specific Inventory Template File you are familiar with as you used it when you loaded products that were not yet being sold by other sellers on Amazon.

7. If you are not updating all the details, you can select "Partial Update" in the "Update/Delete" column and update part of the information in the Category Specific Inventory Files.

8. You can now save your files in .txt format or excel format (.csv or .xls) before returning to the "Add Products via Upload" page and uploading them on the second tab "Check and Upload Inventory Files".

9. Be reminded that if you are brand-registered then the updates will show up within 24 hours, otherwise you need to create a case through support to request the updates and attach the relevant file.

10. If the ASIN you wish to update needs to be added to the Brand Registry or for any scenario when support asks you to do a complete update, you would need to do a complete update in this file and fill out all the fields as though you are creating the ASIN for the first time.

11. We recommend that you always use the Category-Specific Inventory Template when updating your listings.

12. You can also use the Inventory Loader Template found in the same place as the Category-Specific Template File but remember the Data Definitions Worksheet and the relevant alphabet and numerical values needed in some of the drop down fields of the worksheet.

13. Because you are updating certain fields and information for your listings, you must remember to select the letter "a – update/add" in the "Add/Delete" Drop Down column.

14. Complete only that information you need to update but remember that you HAVE to use your product SKU in the first column in this worksheet in order for your updates to occur for the relevant product SKU.

15. Once you have completed all that you need to edit in this file, save it and upload it to Seller Central by going to the "Add Products via Upload" option from the Drop Down Menu of the "Inventory" tab on the top menu of

Seller Central.

16. Select the "Check and Upload your Inventory File" tab along the top of the page.

17. Under the "Step 2 – Upload File" header, select your File Type from the Drop Down Menu provided, Choose your File by clicking on the "Choose File" button and you can enter an email address should you wish to be notified once your file has been uploaded.

18. Select the Processing Report and note that Excel is preferred.

19. Click the "Upload" button and your products will be uploaded to your catalog.

20. You can choose to skip the "Check File" in Step 1 and go straight to uploading your "Inventory Loader" flat file as this step will still show you on the "Monitor Upload Status" whether there are any errors in your file upload.

21. It needs to be noted here that, the Inventory Loader Template will only help to update a very minimal part of the listing, which is why the Category-Specific Template is preferred.

22. Should you wish to edit images, you can either use the "Listing Loader" Template found in the same place as the "Inventory Loader" Template or you can edit your images manually as per the previous video by selecting "Manage Images" from the grey "Edit" button to the right of each product listing.

See Also:

- SOP: Adding Existing Amazon ASINs Manually ☑
- SOP: Adding Existing Amazon ASINs via File Template ☑
- SOP: Creating New ASINs (Not Listed on Amazon) Manually ☑
- SOP: Creating New ASINs (Not Listed on Amazon) via File Template ☑
- SOP: Using the Lister Loader Template ☑
- SOP: Editing ASINs Manually ☑
- SOP: Editing Pricing ☑
- SOP: Removing or Deleting ASINs ☑
- SOP: Changing from FBA to FBM and Vice Versa ☑
- SOP: Adding, Editing and Removing Videos ☑
- SOP: Creating Variations Manually ☑
- SOP: Creating Variations via File Template ☑
- SOP: Editing Variations Manually ☑
- SOP: Editing Variations via File Template ☑
- SOP: Removing an ASIN as a Variation ☑
- SOP: Splitting Variations ☑
- SOP: Adding a Stand-Alone ASIN to an Existing Variation Family ☑

- ‣ [SOP: Creating a New Variation Family by Combining Existing Stand-Alone ASINs](#) ⧉
- ‣ [SOP: Merging Variations](#) ⧉
- ‣ [SOP: Locating Style Guides](#) ⧉
- ‣ [SOP: Locating Browse Tree](#) ⧉
- ‣ [SOP: Managing Pricing](#) ⧉
- ‣ [SOP: Managing Inactive Inventory](#) ⧉
- ‣ [SOP: Managing Inventory Amazon Fulfills](#) ⧉
- ‣ [SOP: Managing Listing Enhancements](#) ⧉
- ‣ [SOP: Managing Suppressed Inventory](#) ⧉
- ‣ [SOP: Fixing Stranded Inventory](#) ⧉
- ‣ [SOP: Removing Unfillable Inventory](#) ⧉