

## SOP: Creating New ASINs (Not Listed on Amazon) via File Template

1. If you have an entire catalog of products that are not being sold on Amazon that you wish to add to your Seller Central Catalog, then it is recommended that you do so via the File Template Upload.
2. To do so, select the “Add Products via Upload” item from the “Inventory” Drop Down Menu on the top menu of Seller Central.
3. You can either choose to generate your own template by typing in the product type you wish to sell in the search bar and clicking the search icon; and then selecting which template below that you wish to use; or selecting your Product Classifier in the category listings below.
4. You would then need to select which Mode as discussed previously, and we again recommend the “Advanced” mode option.
5. Then click the “Generate Template” button at the bottom.
6. We again recommend that you select the relevant product classifier instead of the templates generated from your product search as these files tend to have a far more inclusive range of categories and classes for your products.
7. Remember to also consult your Style Guides and any Approvals Required for the category-specific templates you wish to use before and during completing the relevant fields in the template.
8. You can also choose to download your Category-Specific template by going to the “Inventory Files” header at the bottom of the page, clicking on the “Category-Specific Inventory Files” alongside the “Product Creation and Matching” File Type.
9. In the Pop-Up Window, scroll down to “Choose a File Template”, click on “Templates for Specific Categories”, and select your “File Template” for the relevant Category in order to download it.
10. Upon opening this file, you will see the following Worksheet Tabs:
  - ▶ Instructions;
  - ▶ Images;
  - ▶ Example;
  - ▶ Data Definitions;
  - ▶ Template; and
  - ▶ Valid Values.
11. You would need to familiarise yourself with the instructions and data definitions and refer to the example when filling out the template itself. We strongly recommend that you complete as many fields in this template as possible. Your Template is broken down into the following sections:

- ▶ Product Information;
- ▶ Images;
- ▶ Variations;
- ▶ Basic;
- ▶ Discovery;
- ▶ Product Enrichment;
- ▶ Dimensions;
- ▶ Fulfillment;
- ▶ Compliance; and
- ▶ Offer.

12. Once you have completed as much information as possible, save your file and then go back to the “Add Products via Upload” page, click on the “Check and Upload your Inventory File” and proceed to either upload your inventory file for a check first or skip straight to “Step 2” and upload your Inventory File.

13. Note again that any errors that need to be fixed will be mentioned in the “Monitor Upload Status” Page so that you will know which fields to amend.

## See Also:

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- ▶ [SOP: Adding Existing Amazon ASINs Manually](#) ↗
- ▶ [SOP: Adding Existing Amazon ASINs via File Template](#) ↗
- ▶ [SOP: Creating New ASINs \(Not Listed on Amazon\) Manually](#) ↗
- ▶ [SOP: Using the Lister Loader Template](#) ↗
- ▶ [SOP: Editing ASINs Manually](#) ↗
- ▶ [SOP: Editing ASINs via File Template](#) ↗
- ▶ [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](#) ↗