

SOP: Adding Existing ASINs via File Template

1. If you have multiple products that are currently being sold on Amazon that you wish to list in your Seller Central Catalog, then it is considerably easier and faster to do so using a File Template instead.
2. In order to list multiple ASINs via the File Template, you can either choose the “Add a Product” Item from the “Inventory” Drop Down Menu on the Top Menu of Seller Central and on the next page, select the “Download an Inventory File” link; or you can select “Add Products via Upload” from the “Inventory” Drop Down Menu.
3. Both options will take you to the same page.
4. On this page, scroll down to the “Inventory Files” header and click on the “Inventory Loader” File Name alongside the “Product Matching Only” File Type.
5. On the new page that opens, click on the “Inventory Loader Template” in order to Download it.
6. Once you open the Template, it is imperative to take note of the first worksheet called “Data Definitions” as this contains the meanings of the various numerical options available to you when creating your products, definitions and use for each field and which values are accepted for each cell.
7. It also highlights which information is required and which optional or desired.
8. We would like to encourage you to fill in as much information as you possibly can here to make your listings as complete as possible, thereby assisting consumers in finding and purchasing the right product.
9. On the “Inventory Loader” worksheet, remember that all columns highlighted in yellow are required so you will need to complete all information here.
10. All columns highlighted in peach or orange are desired so please do your best to complete all information here too.
11. The white fields are not required and are optional if you have the information.
12. As you fill in information, some previously non-highlighted columns may become highlighted in red due to further relevant information required.
13. These you would then need to also complete. Your Fields in the Template are as follows:
 - ▶ Sku (required)
 - ▶ product-id (desired) – this is the product’s current UPC, EAN, ISBN or ASIN, whichever you choose to use.
 - ▶ product-id-type (desired) – you would need to accept the relevant number based on which product-ID you used in the previous cell, for example if you used the ASIN B07PH37CQL then you would need to select the number 1 from the Drop Down Menu as 1 is for ASIN.
 - ▶ price (desired)
 - ▶ minimum-seller-allowed-price (desired)

- maximum-seller-allowed-price (desired)
- item-condition (desired) – again, you would need to enter the relevant number as explained and defined in the “Data Definitions” worksheet.
- quantity (desired) – Not Required if the items are being listed as FBA
- add-delete (desired) – you would need to select the relevant letter based on the definitions of each as shown on the “Data Definitions” worksheet. For the purpose of this video, you would select “a” for “Update/Add”.
- will-ship-internationally (desired) – you would need to select the relevant number or letter from the Drop Down Menu as provided in the “Data Definitions” worksheet.
- expedited-shipping (desired)
- standard-plus (desired) - you would need to select the relevant letter based on the definitions of each as shown on the “Data Definitions” worksheet.
- item-note (desired)
- fulfillment-center-id – Select Default for FBM and Amazon_NA for FBA
- product-tax-code
- handling-time
- merchant_shipping_group_name
- batteries_required – Only in Case of FBA
- are_batteries_included – Only in Case of FBA
- battery_cell_composition – Only in Case of FBA
- battery_type – Only in Case of FBA
- number_of_batteries – Only in Case of FBA
- battery_weight – Only in Case of FBA
- number_of_lithium_ion_cells – Only in Case of FBA
- number_of_lithium_metal_cells – Only in Case of FBA
- lithium_battery_packaging – Only in Case of FBA
- lithium_battery_energy_content – Only in Case of FBA
- lithium_battery_weight – Only in Case of FBA
- supplier_declared_dg_hz_regulation1-supplier_declared_dg_hz_regulation5
- hazmat_united_nations_regulatory_id
- safety_data_sheet_url
- item_weight
- item_volume
- flash_point
- ghs_classification_class1-ghs_classification_class3
- item_weight_unit_of_measure

- item_volume_unit_of_measure
- lithium_battery_energy_content_unit_of_measure
- lithium_battery_weight_unit_of_measure
- battery_weight_unit_of_measure
- california_proposition_65_compliance_type
- california_proposition_65_chemical_names1
- california_proposition_65_chemical_names2
- california_proposition_65_chemical_names3
- california_proposition_65_chemical_names4
- california_proposition_65_chemical_names5

14. Once you have completed all the relevant fields that you can, save your file in .txt format as it cannot be uploaded in .csv or excel formats, and return to the page from where you downloaded it originally, that is, the “Add Products Via Upload” page located in the Drop Down Menu of the “Inventory” tab on Seller Central.

15. Select the “Check and Upload your Inventory File” tab along the top of the page.

16. To check your file first, 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.

17. Click the “Check File” button thereafter.

18. Click on the “Monitor Upload Status” tab at the top of the page once you have uploaded your Template for checking.

19. If your “Upload Status” says “Records that require further action from you are saved as drafts” then you need to fix certain fields in your Template.

20. Under the “Actions” Column, click on the “Complete Drafts”.

21. The next page will show a table of items that you need to fix, which you can then choose to do manually line by line per product by clicking on the relevant links in the “Action” column.

22. You can also choose to bulk select if your fixes are the same for multiple SKUs.

23. Once you have made all the necessary amendments, click the “Save All” button at the top right of the table.






















24. Once you have fixed the relevant errors, you can download the processing report by clicking the “Download Your Processing Report” link on the “Monitor Upload Status” Tab on the “Add Products via Upload” page.






25. Open this page and then use the fixed errors from this file to insert into your “Inventory Loader” Template.

26. Save this Template again and return to the “Add Products Via Upload” page located in the Drop Down Menu of the “Inventory” tab on Seller Central.

27. Select the “Check and Upload your Inventory File” tab along the top of the page.
28. 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.
29. Select the Processing Report and note that Excel is preferred.
30. Click the “Upload” button and your products will be uploaded to your catalog.
31. 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.

See Also:

- ▶ [SOP: Adding Existing Amazon ASINs Manually](#)
- ▶ [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 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](#) 