

Creating Deals using the Seller Portal

Once you've uploaded your deals, we'll review them before accepting and scheduling them for launch.

Getting started with the Seller Portal

The eBay Deals Team will provide you with a Single Sign-On (SSO) link to access the Seller Portal. On your first login you may be asked to accept the license agreement and terms and conditions. To continue, select Agree to the terms and conditions. On the Seller Portal you can upload and schedule deals, track their performance and access help and support resources.

Creating and uploading deals

To begin creating deals, select Get started at the top of the Seller Portal Deals page. From here you'll need to download the template

CSV file. Here's how:

- Select the drop-down arrow next to the open deal window.
- Select Create Multiple Deals.

The INFO panel shows you how many deals you have left available to upload in that weekly window.

You can upload in several batches if necessary up to a maximum of 200 deals for each window overall.

- Select Download Template to download the CSV file.
- Complete the mandatory fields in the Upload Deals CSV file.

Columns A-E are Mandatory. Columns F-I are Optional.

Next you'll need to format the eBay Item ID in the CSV upload file as a number with no decimal places. Here's how:

- Highlight the eBay Item IDs in Column A and right-click.
- Select Format Cells from the menu.
- Select Number from the category menu.

Change the number of decimal places to 0.

After completing the CSV file, follow these steps to upload your deals:

- Select the Upload Files button and locate your saved CSV file.
- Select Next to show a preview of the deals in the preview pane.
- Review the deals in the preview to make sure all is correct, this is to show you that your data is matching the template.
- Select Submit.

If your deals have been successfully uploaded you will get a success message in the portal and they

will be submitted to eBay for review. You will be able to monitor the status of these deals in the Portal. If your deal is accepted, it will be launched the following Wednesday at 8am Pacific Time. If your deal is not uploading, check for the following errors:

- Duplicate Deals - You have submitted the same item twice. You can only upload the same item to one open deal window spanning the same dates
- Invalid item ID - The format is incorrect or a listing in the deal is not live yet on eBay
- Missing Data/Invalid data - A mandatory field has been left blank or some data is not in the correct format (e.g. a price field with a letter instead of a number)
- Listing doesn't meet requirements - Listings must offer free shipping and 1 day handling time to qualify.