



QUICK GUIDE ITEMS BULK UPLOAD



Hello!

Welcome on **Export Portal**.

We are a global B2B trade platform focused on making international trade accessible. Export Portal provides a unique opportunity to its users to showcase their products to the entire business world. Here, on our platform, sellers feature all their products and services.

Our users can upload their product one by one or in bulk, and today I would like to walk you through the *bulk item upload* process on our website.

STEP 1

Let's go to exportportal.com and click on the "Login" this takes you to the account you created.

After you logged in, you should click the menu section located under the username

Access the quick menu and click on the **Items** option.



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Once you click the **Items** option, next click the **Bulk Upload** button in the right upper corner.

My Items

ⓘ Your products will be visible to users after moderation by an Export Portal admin.

Showing 1 to 8 of 8 entries

Item	Location	Price/Quantity	Created	Updated	Statistics	
PUBLISHED Rovelo Stylish Genuine Dishwasher Household Goods / Kitchen Appliances / Dishwashers	🇿🇦 South Africa Carnarvon, Northern Cape	Price: \$ 399.00 Quantity: 5000 M.S. quantity: 10	9 Jul, 2020 13:59	9 Jul, 2020 13:59	Orders: 0 Comments: 0 Questions: 0 Answers: 0 Reviews: 0	...
PUBLISHED Junno Econom Portable Fireplace Heater Household Goods / Home Heaters / Electric Fireplaces	🇿🇦 South Africa Carnarvon, Northern Cape	Price: \$ 136.55 Quantity: 5000 M.S. quantity: 50	9 Jul, 2020 13:02	9 Jul, 2020 13:02	Orders: 0 Comments: 0 Questions: 0 Answers: 0 Reviews: 0	...

STEP 2

Click to **Upload File** button to upload the Excel file with all your items and fill in all the fields here.

Bulk upload

Upload file

ⓘ • File maximum size 10MB.
• You cannot upload more than 1 file(s).
• File available formats (xls, xlsx)

Use first row as column(s) name

Please note that you can download the sample of the Excel file by clicking the button with an **arrow** in the right upper corner.

My Items

ⓘ Your products will be visible to users after moderation by an Export Portal admin.

Showing 1 to 8 of 8 entries

Item	Location	Price/Quantity	Created	Updated	Statistics	
PUBLISHED	🇿🇦 South Africa	Price: \$ 399.00	9 Jul, 2020	9 Jul, 2020	Orders: 0	



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ITEMS BULK UPLOAD

Remember, the sample Excel file contains the following fields, which are required for a successful bulk upload:

- Title of your product
 - Price in USD
 - Discount Price in USD (in case you offer a discount to the costumers)
 - Total Quantity of your items (total number of packages/boxes/containers available for sale)
 - Minimum Sales Quantity (minimum quantity of items included in one order)
 - Maximum Sales Quantity (maximum quantity of items included in one order)
 - Weight (weight per unit/package/box/container)
 - Size (the exact size of the product/box/container the products are packed in)
 - Video (include the direct link to the promo video of the item you sell in case there is one)

If you do not have a video for your item, you can leave that field blank, but *all other fields must be filled out correctly*. After uploading your Excel document and completing all the steps press the “**Next**” button.

Weight This cell allows the sellers to enter the net weight of the product(s) in kg.
Sizes Specify the product's size, (cm) LxWxH, e.g. 10x5x20
Video The option allows you to insert the video link (youtube or vimeo) for your products'/ product's advertisement.



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STEP 3

The next step is to adjust all the fields from your Excel file with the fields provided in the form.

Field	XLS Column	Additional columns
Title *	Select column	←
Price	Select column	←
Discount Price	Select column	←
Quantity	Select column	←
Min sale quantity	Select column	←
Max sale quantity	Select column	←
Weight, (kg)	Select column	←
Sizes, (cm) LxWxH	Select column	←
Video, (youtube or vimeo link)	Select column	←
...		

Back **Import**

After you finish filling in all the required fields of the form, click the **Import** button to finally upload all your data.

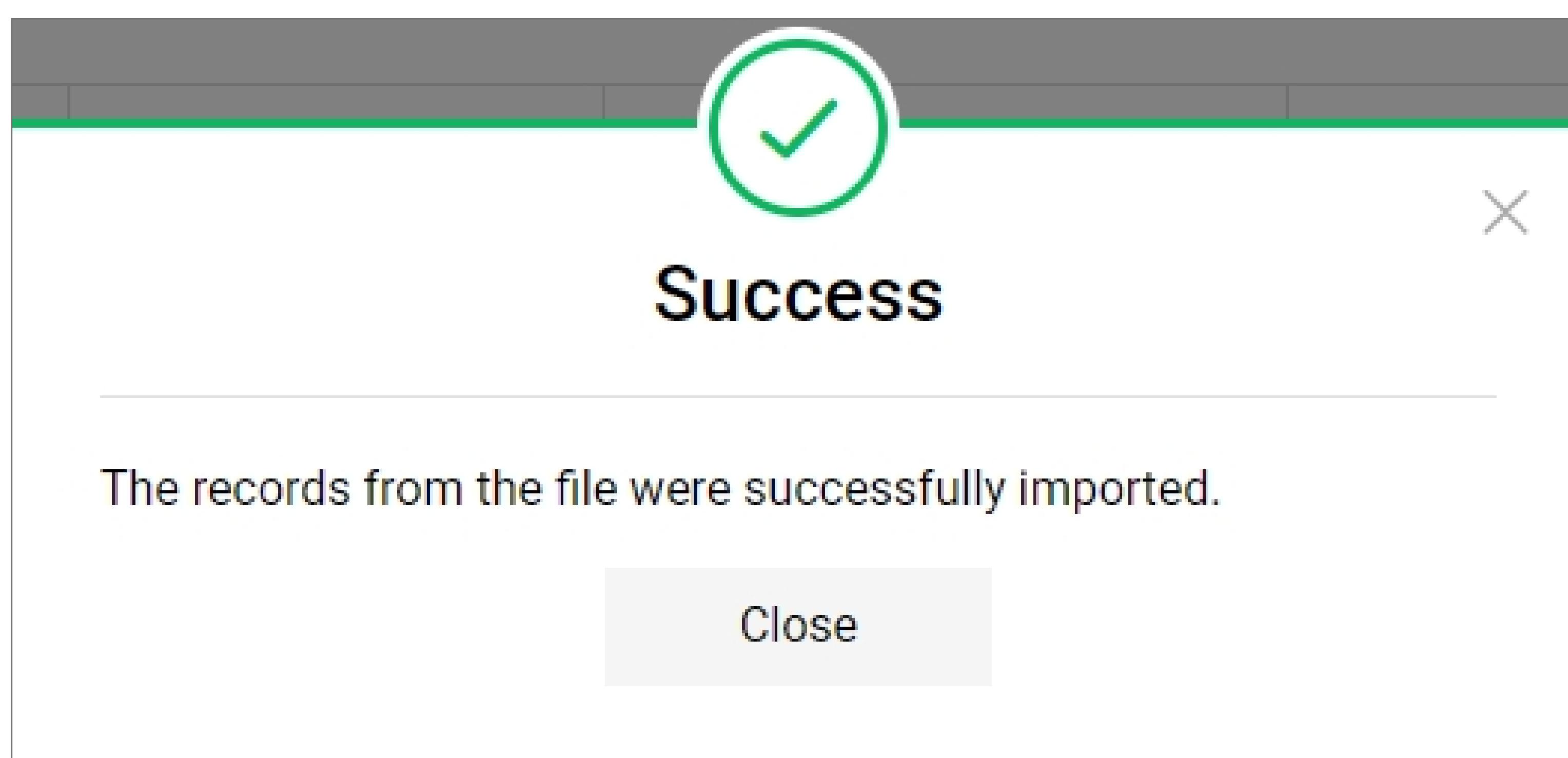


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SUCCESS

Once process has been completed, a window will appear, and there we are! You have successfully uploaded items in bulk.



All items are now with the **DRAFT Status**. Next, open every product page and fill in the missing details (such as product description, additional variations, and product images) to make your product visible on our platform.

If you have any additional questions while registering and completing your profile, you can always send them to us. Contact our world-class support team by sending us an email to support@exportportal.com or using the LiveChat option on our website.

Additionally, if you have any issues during the bulk item upload process, you can always send the Excel file to us, and our international team of trade professionals will gladly upload it for you. Please kindly note, **Export Portal** cares about every single user!