



Stock/Status Update Feature

Instructions to update product stock levels and discontinued status

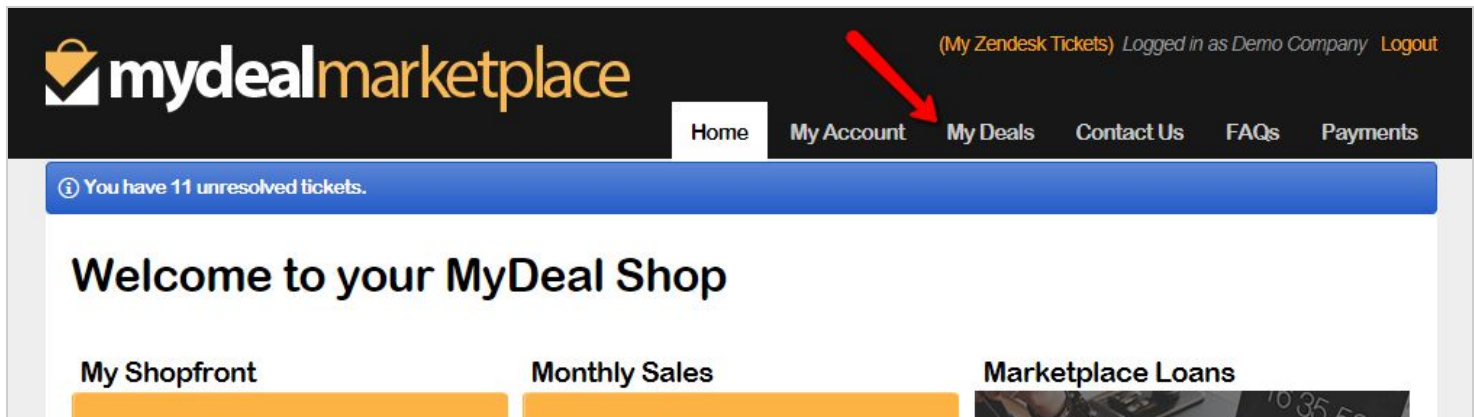
November, 2018

OVERVIEW

The Update Stock/Status feature allows you to import and update the available stock level and/or status for each product SKU directly from your Marketplace portal. Once successfully imported your updates will reflect on the website within 5 minutes. For example, if a product is updated with zero stock it will display as out of stock on the MyDeal website and become unavailable for purchase.

STEPS TO UPDATE:

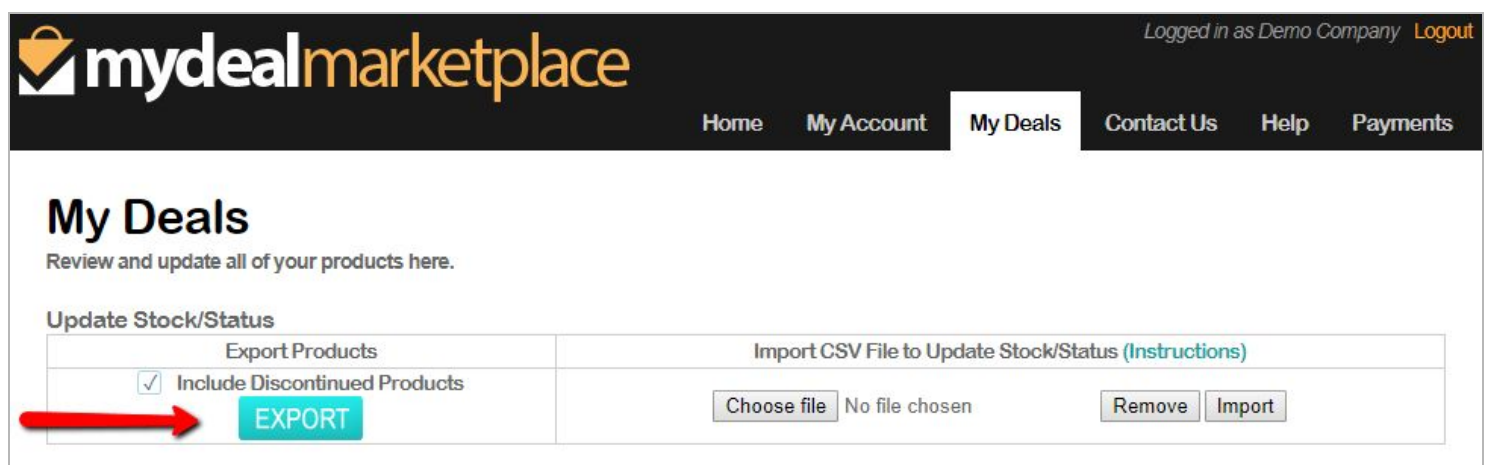
1. Login to MyDeal Marketplace & Navigate to the My Deals Page



2. Export Product Stock Data CSV file

- A. In the “Update Stock/Status” section click the “Export” button to download a csv file containing a full list of the existing product SKUs and their stock levels and status on MyDeal.

NOTE: By default the file will contain ALL product SKUs including your discontinued products. If you prefer to filter the file to only contain products that are not discontinued then untick the “Include Discontinued Products” checkbox before clicking export.



- B. Open the downloaded CSV file.

The following table lists the columns included in the export file.

Column Name	Description
DealID*	Required for importing stock. MyDeal Internal Use
VariantID*	Required for importing stock. MyDeal Internal Use
ExternalID*	Required for importing stock. Seller's unique product ID (if applicable)
SKU*	Required for importing stock. Seller's unique product SKU
Options	Option attributes associated to SKU (if applicable). eg. Colour:Red; Size:Small
DealTitle	Product Listing Title as displayed on the website
StockOnHand*	Required for importing stock. Current stock value
Discontinued*	Required for importing stock. Discontinued status of the product
MyDealApproved	MyDeal Approval status of the product listing

Example CSV file:

	A	B	C	D	E	F	G	H	I
1	DealID	VariantID	ExternalID	SKU	Options	DealTitle	StockOnHand	Discontinued	MyDealApproved
2	204963		DM-1	DM-1		Demo Product 1	5	TRUE	Approved
3	204964		DM-2	DM-2		Demo Product 2	5	TRUE	Disapproved
4	204965		DM-3	DM-3		Demo Product 3	0	FALSE	Disapproved
5	204966		DM-4	DM-4		Demo Product 4	25	FALSE	Disapproved
6	204967		DM-5	DM-5		Demo Product 5	0	FALSE	Approved
7	204968		DM-6	DM-6		Demo Product 6	7	FALSE	Approved
8	204969		DM-7	DM-7		Demo Product 7	15	FALSE	Disapproved
9	204970	113260		VAR-1	Model 1:Kitty;	Demo Product 8	0	FALSE	Approved
10	204970	113261		VAR-2	Model 1:Chicke	Demo Product 8	10	FALSE	Approved
11									

3. Update the Product Stock Data CSV file

- First remove any rows containing SKUs that do not need to be updated
- To update stock:** Enter the new stock value for each SKU in the "StockOnHand" column (column G). Values input in the "StockOnHand" column must be whole numbers. Negative numbers or text will not be accepted.
- To update discontinued status:** Input TRUE or FALSE in the "Discontinued" column (column H).
 - TRUE - indicates the product is discontinued and unavailable for purchase.
 - FALSE - indicates the product is available for purchase when in stock and MyDeal has approved the listing.
- Save the file in CSV (comma separated values) format

Important things to keep in mind:

- Import file must be saved in a CSV (comma separated values) file format. Other file formats are not accepted.
- All required columns must be included and the column headings must be an exact match to the export file
- If you have unlimited stocks you can input a high stock value (eg. 5000)
- Only Skus included in the file will be updated
- The system will only update from the "StockOnHand" and "Discontinued" columns. Changes to other columns will be ignored.

4. Import the updated Product Stock/Status Data CSV file

- Go back the My Deals page
- In the "Update Stock/Status" section click "Select File"
- Locate the updated Product Stock/Status Data CSV file from your computer folders and click Open
- Click Import

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My Deals

Review and update all of your products here.

Update Stock/Status

<p style="margin: 0;">Export Products</p> <p style="margin: 0;"><input checked="" type="checkbox"/> Include Discontinued Products</p> <p style="text-align: center; margin: 0;">EXPORT</p>	<p style="margin: 0; text-align: center;">Import CSV File to Update Stock/Status (Instructions)</p> <p style="margin: 0; text-align: center;"> <input type="button" value="Choose file"/> No file chosen <input type="button" value="Remove"/> <input type="button" value="Import"/> </p>
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Update Price/RRP

<p style="margin: 0;">Export Products</p> <p style="margin: 0;"><input checked="" type="checkbox"/> Include Discontinued Products</p> <p style="text-align: center; margin: 0;">EXPORT</p>	<p style="margin: 0; text-align: center;">Import CSV File to Update Price/RRP (Instructions)</p> <p style="margin: 0; text-align: center;"> <input type="button" value="Choose file"/> No file chosen <input type="button" value="Remove"/> <input type="button" value="Import"/> </p>
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Active Deals

Deal Name	Pending Orders	Client List
Demo Product 1	5	View Customers

5. Review the Import Stock/Status Results Page

- If the file is in the correct format without any errors a results page will display with a summary.

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Import Results

[Back to My Deals](#)

Summary : 11 SKUs Updated;

You can verify your updates by exporting the latest product file again from the [My Deals page](#).

- If the file is in the correct format but some rows contain errors then a table will appear with error messages.


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Import Results

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Summary : 7 SKUs Updated; 4 Errors.

You can verify your updates by exporting the latest product file again from the [My Deals page](#).
 If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Details:

Line No.	Error Message
1	Row contains error.
2	DealID or SKU cannot be empty.
3	StockOnHand must be numeric and cannot be less than zero..
5	Discontinued must contain either TRUE or FALSE, other values not accepted..

- If the file is in the incorrect format the results page will display errors:


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Import Results

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If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Messages

- Could not find Deal ID field
- Could not find Variant ID field
- Could not find SKU field
- Could not find ExternalID field
- Could not find StockOnHand field
- Could not find Discontinued field

Featured Products

Stock updates will not be accepted for featured products, i.e. SKUs flagged as featured as part of a special promotion arranged with the MyDeal Promotions team. To update stocks for these items please contact MyDeal via the [Contact Us Page](#) or by emailing promotions@mydeal.com.au

See below screenshot for the error message displayed when a featured product stock is attempted to be updated:

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Import Results

[Back to My Deals](#)

Summary : 8 SKUs Updated; 1 Errors.

You can verify your updates by exporting the latest product file again from the [My Deals page](#).
If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Details:

Line No.	Error Message
8	Not updated due to promotional event. Please contact MyDeal to update. Please contact MyDeal to update stock.

Automated Stock Update Enabled

If you have Automated Stock Updates enabled then a blue warning message will appear (see screenshot below). It is important to remember that if your stock updates are automated then the data feed that MyDeal references to automatically update stocks must be correct because any updates you do manually will be overwritten when the automation runs.

If you need to disable your automated stock update you can [submit a request here](#).

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My Deals

Review and update all of your products here.

Update Stock/Status

ⓘ Automated stock updates are ON.
Please ensure your feed is up to date or your changes will be overwritten by your feed data when the next update runs.

Export Products	Import CSV File to Update Stock/Status (Instructions)
<input checked="" type="checkbox"/> Include Discontinued Products EXPORT	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Remove"/> <input type="button" value="Import"/>

FINISH → successful updates will reflect on MyDeal within 5 minutes..