



Update Stock/Status Feature

Instructions to update product stock levels and discontinued status

August 2024

Column Header	Description
DealID*	Required for importing Stock / Discontinued status. MyDeal Internal Use.
VariantID*	Required for importing Stock / Discontinued status. MyDeal Internal Use.
ExternalID	Seller's unique product ID (if applicable).
SKU	Seller's unique product SKU.
Options	Option attributes associated with the SKU (if applicable). eg. Colour:Red; Size:Small
DealTitle	Product Listing Title as displayed on the website.
StockOnHand*	Required for importing Stock. Quantity of units available for sale.
Discontinued*	Required for importing Discontinued status. Listing status on MyDeal website.
MyDealApproved	MyDeal Approval status of the product listing.

3. Prepare the new Product Stock/Status Data CSV file.

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

Important things to keep in mind:

- The import file must be saved in a CSV (comma separated values) file format. Other file formats are not accepted.
- All required columns (DealID, VariantID and either StockOnHand / Discontinued) must be included and the column headers must be an exact match to the export file.
- If you have unlimited stocks for the product, you can input a high stock value (e.g. 5000).
- Only SKUs included in the file will be updated.
- The system will only update the 'StockOnHand' and 'Discontinued' columns. Changes to other columns will be ignored.

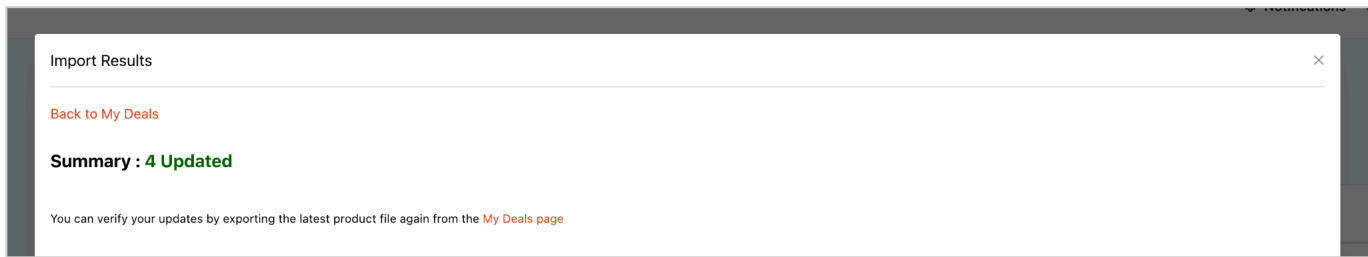
4. Import the updated Product Stock/Status Data CSV file.

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

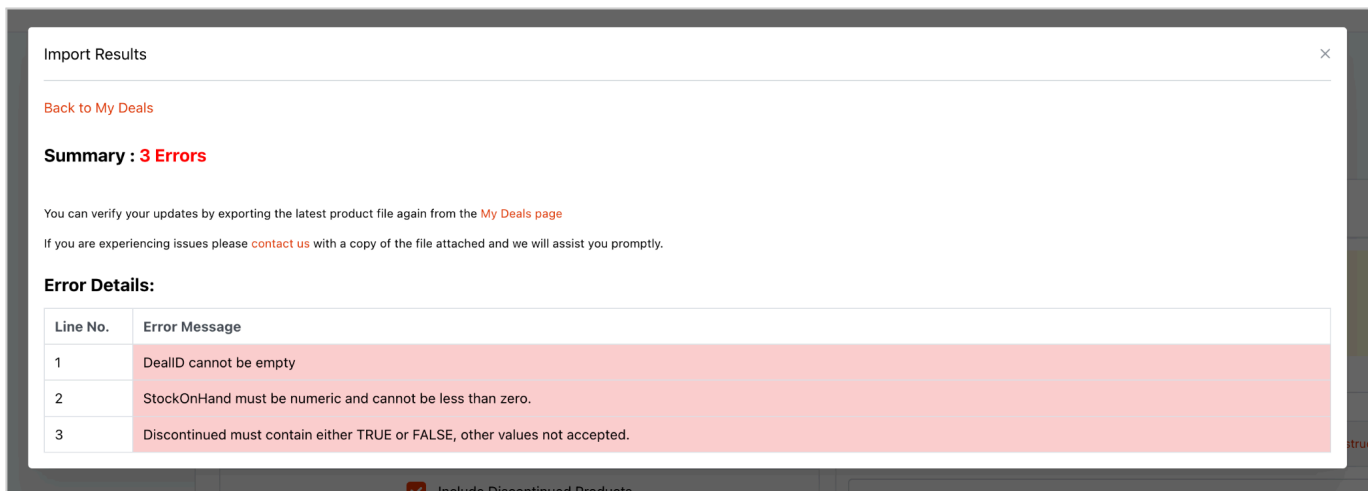
The screenshot shows a web interface for importing a CSV file. The main section is titled "Import CSV File to Update Stock/Status" in a light blue header bar, with a link to "(Instructions)" in red text. Below the header is a file selection area containing a text box with the filename "promo stock update.csv" and a small "X" icon to its right. Below the text box is a prominent red "Import" button. At the bottom of the interface, there is another section titled "Import CSV File to Update Price/RRP" in a light blue header bar, also with a link to "(Instructions)" in red text.

5. Review the Import Stock/Status Results Page.

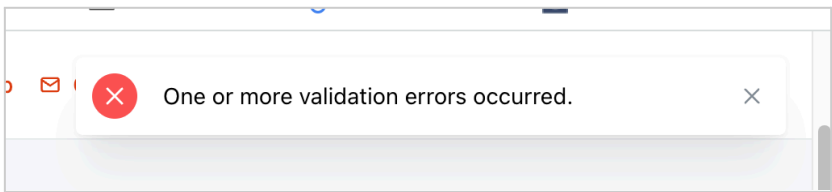
If the file is in the correct format, an Import Results window will appear. You can verify the import by exporting a fresh product Stock/Status file from the ‘My Deals’ page to double check your changes.



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



If the file is in the incorrect format, i.e., not csv, columns missing, headers edited etc., the file will not upload and will show an error message in the top right-hand corner, like the below:



Successful updates will reflect on MyDeal website within 5 minutes.

Automated Stock Updates Enabled

If you have Automated Stock Updates enabled, then a blue warning message will appear in the 'Update Stock/Status' section (see screenshot below).

Important: If Automated Stock Updates are enabled, then you must ensure the data feed which is integrated to MyDeal is also up to date. Otherwise, your manual updates will be overwritten the next time the automatic update is processed.

If you need to disable your automated stock update you can [submit a request 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

☒ Include Discontinued Products

Export

Import CSV File to Update Stock/Status (Instructions ⓘ)

⬆ Choose file...

Import