Woolworths Market**-Plus**

Update Uncategorised Products Feature

Instructions to update uncategorised products

August 2024

Overview

The Update Uncategorised Products feature allows you to import and assign the most appropriate MyDeal category ID to each of your uncategorised products directly from the Marketplace portal. Once successfully imported, your products will appear in the assigned categories within 2 hours.

Steps to Update

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

MÿDeal		🛱 Notifications 🕐 Help 😕 Contact us 🛛 🛞 myde	al-testing1122@mydeal.com.au - 🕓
🙆 Home	My Deals		
窗 My Deals	Review and update all of your products here. Home / My Deals		
My Account	Manage Products Manage Orders		
Manage Freight Schemes Global Shipping Message Shipping Offers	Please note: The exported Prices & RRPs from this portal are the final MyDeal listed p All Prices & RRPs imported via this portal must include GST (including dia	ices inclusive of GST. ect import products > \$1000).	
Combined Shipping	Update Stock/Status		
Enquiry Inbox 🗸	Export Products	Import CSV File to Update Stock/Status	(Instructions 岱)
Payments	Include Discontinued Products		
	Export	Import	
	Update Price/RRP		
	Export Products	Import CSV File to Update Price/RRP	(Instructions 🗹)
	Include Discontinued Products	1 Choose file	
	Export	Import	
	Update or Create New Products Request Dashboard		

2. If you have uncategorised products, then an alert and table will appear.

Scroll to the bottom of the page to see.

O You have 1 uncategorised products that require category mapping. These products that require category mapping.	nave minimal exposure until they are updated.	
Export Products	Import CSV File to Update Categories	(Instructions ${f C}$)
Export		
	Import	

3. Export the Uncategorised Products CSV file.

a. In the 'Update Uncategorised Products' section, click the 'Export' button to download a csv file containing a full list of your uncategorised product listings on MyDeal.

Note: Only uncategorised products which were made live in the default 'Just Launched' category will be included in the export file. This feature does not allow updates to existing products that are already categorised.

b. Open the downloaded CSV file.

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

1	А	В	С	D	E	
1	DealID	ExternalID	SKU	DealTitle	CategoryID	
2	10314806	DEMO1	DEMO1	Example Product 1		
3	10314808	DEMO2	DEMO2	Example Product 2		
4	10314812	DEMO3	DEMO3	Example Product 3		
5						

Column Name	Description
DealID*	Required for importing uncategorised products. MyDeal Internal Use.
ExternalID	Seller's unique product ID (if applicable).
SKU	Seller's unique product SKU.
DealTitle	Product Listing Title as displayed on the website.
CategoryID*	Required for importing uncategorised products. This field will be exported as blank.

4. Prepare the Uncategorised Products Data CSV file for importing.

a. Refer to the MyDeal Product Category List excel sheet to find the category IDs for each MyDeal category.

Tip: Learn more about best practices for categorising your products here: <u>Woolworths MarketPlus</u> <u>Category Tagging Guide</u>.

- b. Enter one CategoryID for each DealID in the 'CategoryID' column (column E).
- c. Save the edited file in CSV (comma separated values) format.

	А	В	С	D	E	
1	DealID	ExternalID	SKU	DealTitle	CategoryID	
2	10314806	DEMO1	DEMO1	Example Product 1	6475	
3	10314808	DEMO2	DEMO2	Example Product 2	11085	
4	10314812	DEMO3	DEMO3	Example Product 3	2292	
E						

Important things to keep in mind:

- You can only categorise a product one time. After you have imported a valid CategoryID on a product the system will not allow you to import and update that product's category again. Therefore please take care in ensuring the CategoryIDs you have selected are correct before importing the file.
- The 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.
- CategoryID
 - Only one CategoryID is accepted per product
 - Only numeric values are accepted. Any invalid CategoryID or text will result in error.
 - When you input the CategoryID of a lower category the product will automatically be tagged in the upper categories. (eg. If you tag in ID: 1484 - 'Furniture > Bedroom
 Furniture > Bedside Tables' the product will also appear in the Bedroom Furniture and Furniture categories).
- The system will only update the 'CategoryID' columns for the corresponding DealID.
 Changes to other columns will be ignored.

5. Import the updated Uncategorised Products CSV file.

- a. In the 'Update Uncategorised Products' section click 'Choose File'.
- b. Locate the updated Uncategorised Products Data CSV file from your computer folders and click Open.
- c. Click Import.

Update Uncategorised Products		
• You have 3 uncategorised products that require category mapping. The	se products have minimal exposure until they are updated.	
Export Products	Import CSV File to Update Categories	(Instructions ${ar C}$)
Export	1 Updated Categories.csv	×
	Import	

6. Review the Import Results Page.

If the file is in the correct format an Import Results window will display with a summary.

Import Results	×
Back to My Deals	
Summary : 1 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, a table will appear with error messages.

Import Resu	lts ×
Back to My D	eals
Summary	: 3 Errors
You can verify y If you are exper Error Deta	our updates by exporting the latest product file again from the My Deals page iencing issues please contact us with a copy of the file attached and we will assist you promptly.
Line No.	Error Message
1	This Deal is already mapped to a category.
2	CategoryID must be numeric.
3	CategoryID cannot be blank.
	Export Export

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:



7. Done!

If all of your products are categorised, then the below message will appear on the My Deals page: 'All products are categorised. No action is required.'

Export	Import	
Update or Create New Products Request Dashboard		
Export Product List	Import CSV File to Update or Create New Products	
✓ Include Discontinued Products	(Instructions $\ensuremath{\mathbb{C}}^3$)(Download Template $\ensuremath{\mathbb{C}}^3$)	
Export		
	Import	
Update PO BOX Delivery Status		
Export Products	Import CSV File to Update PO BOX Delivery	(Instructions 🗹)
Include Discontinued Products		
Export	Import	
Update Uncategorised Products		