



Update or Create New Products

How to prepare product CSV files to create or update listings on MyDeal

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Overview

Sellers who are managing their seller store manually via the MyDeal [Marketplace Portal](#) and not using any APIs to upload products can launch new products and/or update existing products using the **Update or Create New Products** feature located in the portal. To do this sellers need to create a 'Product Data CSV' file and import the file using this feature. Once the file has been successfully imported (without errors) any new products or product updates will be made live on MyDeal.

Important: It is the seller's responsibility to ensure any new products or product updates meet the [MyDeal Seller Terms](#) and to not breach the [MyDeal Product Restrictions](#).

Accessing the **Update or Create New Products** feature on the portal:

1. Login to your MyDeal [Marketplace](#) account.
2. Navigate to the "My Deals" page.
3. You will find the 'Update or Create New Products' feature located below the Update Price/RRP section.

The screenshot displays the 'My Deals' section of the MyDeal portal. The interface includes a sidebar with navigation links: Home, My Deals (active), My Account, Shipping Settings, Enquiry Inbox, and Payments. The main content area is titled 'My Deals' and contains a sub-header 'Review and update all of your products here.' Below this, there are tabs for 'Manage Products' and 'Manage Orders'. A yellow 'Please note' box provides important information about GST. The interface is organized into several sections, each with an 'Export Products' button and an 'Import CSV File' button. The sections are: 'Update Stock/Status', 'Update Price/RRP', 'Update or Create New Products', and 'Update PO BOX Delivery Status'. Each section also includes a checkbox for 'Include Discontinued Products' and a link to 'Instructions'.

MyDeal

Notifications Help Contact us mydeal-testing1122@mydeal.com.au

My Deals

Review and update all of your products here.

Home / My Deals

Manage Products Manage Orders

Please note:

- The exported Prices & RRP's from this portal are the final MyDeal listed prices inclusive of GST.
- All Prices & RRP's imported via this portal must include GST (including direct import products > \$1000).

Update Stock/Status

Export Products

☒ Include Discontinued Products

Export

Import CSV File to Update Stock/Status (Instructions)

Choose file...

Import

Update Price/RRP

Export Products

☒ Include Discontinued Products

Export

Import CSV File to Update Price/RRP (Instructions)

Choose file...

Import

Update or Create New Products

Request Dashboard

Export Product List

☒ Include Discontinued Products

Export

Import CSV File to Update or Create New Products (Instructions) (Download Template)

Choose file...

Import

Update PO BOX Delivery Status

Export Products

Import CSV File to Update PO BOX Delivery (Instructions)

Section 1: Importing new products on MyDeal

Step 1: Create the 'Product Data CSV' file

The 'Product Data CSV File' is a CSV (Comma Separated Values file format) containing all the product information required to create a new product on MyDeal. This file must be formatted according to the accepted template below:

- [Template](#) | Use this file template to create new products.
- [Example File](#) | Refer to this file for a sample submission of a Product Data CSV File.

Sellers can also access the template on the portal by clicking 'Download Template'.

The screenshot shows the MyDeal portal interface. At the top, there are two buttons: 'Export' on the left and 'Import' on the right. Below these, the main section is titled 'Update or Create New Products'. Under this title, there are two sub-sections. The left sub-section is 'Export Product List' and contains a checkbox labeled 'Include Discontinued Products' with a red checkmark, and an 'Export' button. The right sub-section is 'Import CSV File to Update or Create New Products' and contains a link '(Instructions) (Download Template)' and a 'Choose file...' button. Below these sections, there is another section titled 'Update PO BOX Delivery Status' with an 'Export Products' button and a link '(Instructions)'. The 'Download Template' link in the 'Import CSV File' section is highlighted with a red circle.

Next, Sellers must open the template in a program like Microsoft Excel or Google Sheets and fill in the columns and fields according to the instructions listed below.

Important things to keep in mind;

- The file must be properly formatted as CSV UTF-8.
- The first row of the CSV template is the header row and must be included in the file.
- The header row must not be modified.
- The import file must be less than 20 MB in size. If your Product Data file is greater than 20 MB, split the file into two or more files and import one by one (ensure the header is added to all files).

- Long numbers may be displayed incorrectly in Excel. Refer this [help article](#) to help solve this, e.g. this issue can happen with ParentSKU, SKU and GTIN columns when they are numbers with many digits.
- **Products with Variants (options);**
 - The following details are captured from the first variant SKU of the product: Deal Title, Description, Specification, Brand, Condition, CategoryID, Search Keywords, ShippingCostCategory, FlatRate, FreightSchemeID, RequestFreightQuote, DeliveryTime, MaxDaysForDelivery, FastDispatch.
 - **DealTitle must be present in the first variant SKU row and must be blank for all other variants.**
 - The following details will be captured from each individual variant: Price, RRP, Stock, Option information, Shipping Dimensions, GTIN, MPN and Image URL links.
 - **Important!** ALL the options / variants should be grouped in successive rows in the CSV file.

The following table lists the fields that must be included in the CSV file.

Field	Data Type	Required	Description
ParentSKU	string (text)	Required	ParentSKU is required. <ul style="list-style-type: none"> • For standalone products (i.e. products without any variant options), the ParentSKU must be unique and match the SKU value. • For variant products (products with options), the ParentSKU is the base code that groups variations of a product into one single listing with dropdown options. The ParentSKU value must be the same for all variant SKUs of a particular product AND all variants should appear in successive rows.
SKU	string (text)	Required	SKU (or product code) is required. Must be unique and provided per product or variant option. <ul style="list-style-type: none"> - SKU must match ParentSKU for standalone products - SKU must not match ParentSKU for variant products <u>Duplicate SKUs are not accepted per Seller</u>

DealTitle	string (text)	Conditional	<p>Conditional - Deal Title (Product Name) is required for standalone products or first SKU of a variant product</p> <p><u>Maximum 200 characters</u></p> <p>*TIP: Ensure the title is clear, concise and meaningful</p> <p>Read our product listing content guide HERE for more details</p>
Price	numeric	Required	<p>Price is required.</p> <p>This is the price that will be displayed on the MyDeal product listing</p> <ul style="list-style-type: none"> • Must be numeric and greater than 0 • <u>Must be inclusive of GST</u> • MyDeal commission will be calculated off this amount.
RRP	numeric	Optional	<p>Recommended Retail Price (Market Price)</p> <ul style="list-style-type: none"> • Must be numeric and greater than 0 • <u>Must be inclusive of GST</u>
Stock	numeric	Conditional	<p>Conditional - required if UnlimitedStock is blank or FALSE.</p> <p>Must be numeric and equal to or greater than 0.</p> <p>This is the quantity of units (or stock) available.</p>
UnlimitedStock	boolean	Conditional	<p>Conditional - should be TRUE when Stock is blank</p> <p>Must be TRUE or FALSE.</p> <ul style="list-style-type: none"> • Input TRUE if the stock availability of the product is abundant/unlimited. When TRUE, the 'Stock' value will be ignored and the product will be listed with unlimited quantities. • Input FALSE if the 'Stock' field should be used as the available amount of stock. <p>If not specified, then value will be set as FALSE by default</p>
GTIN	numeric	Optional	<p>GTIN / UPC / EAN / Barcode number</p> <p><u>Minimum 12 digits and Maximum 14 digits</u></p> <p>*TIP:</p> <ul style="list-style-type: none"> • Strongly recommended to provide if applicable • Required for a product to be included in MyDeal's Google Shopping Feed
MPN	string (text)	Optional	<p>Manufacturer part number</p>

Description	string (text)	Conditional	<p>Conditional - required if Specification blank</p> <p>Product description paragraph/s with HTML coding. <u>Maximum 15,000 characters (includes HTML coding).</u></p> <p>NOTE: Specifications can be accepted in this field if required.</p> <p>*TIP: ensure to include the following details (must be present in at least description or specifications field):</p> <ul style="list-style-type: none"> • Key Product Features (Colour, Material, etc.) • Package Contents (list everything that is included in the listing) • Product Dimensions / Sizes (for each item that is included in the listing) • Assembly Type: Requires Assembly / Comes Assembled (if applicable) • Special Delivery Notes • Warranty Terms and Period <p>Read our product listing content guide for more details</p>
Specification	string (text)	Conditional	<p>Conditional - required if Description blank</p> <p>List of product specifications including HTML coding. Dot point format is preferred but not compulsory. <u>Maximum 15,000 characters (includes HTML coding).</u></p> <p>*TIP: As above if no Description is included</p>
Brand	string (text)	Optional	Brand of the product (leave blank if not applicable)
Condition	string (text)	Optional	<p>Input one of the below options to indicate the condition of the product:</p> <ul style="list-style-type: none"> • New • Used • Refurbished <p>If not specified, then Condition will be set as 'New' by default</p>
CategoryID	numeric	Conditional	<p>Conditional - Required for standalone products or first SKU of a variant product</p> <p>Input <u>one</u> MyDeal Product Category ID that is most relevant to the product. See MyDeal Product Category List</p> <p>*TIP:</p> <ul style="list-style-type: none"> • Select the most appropriate category as far down the hierarchy as possible as the item will automatically appear in the parent categories of the selected category. • We suggest using the excel filters to search by keyword in the category list file, then copy the ID of the most relevant category and paste it into your <i>Product Data File</i>. Once done, clear the filter and search the next category. <p>View the comprehensive MyDeal category tagging guide HERE.</p>

SearchKeywords	string (text)	Optional	Search keywords for the product separated by comma
ShippingWeight	numeric	Conditional	Conditional - Required if the freight scheme for this product is weight-based. Shipping Weight value required for freight calculation (if applicable). The unit of measurement must match the calculator's requirements.
ShippingLength	numeric	Conditional	Conditional - Required if the freight scheme for this product is dimension-based. Shipping Length value required for freight calculation (if applicable). The unit of measurement must match the calculator's requirements.
ShippingHeight	numeric	Conditional	Conditional - Required if the freight scheme for this product is dimension-based. Shipping Height value required for freight calculation (if applicable). The unit of measurement must match the calculator's requirements.
ShippingWidth	numeric	Conditional	Conditional - Required if the freight scheme for this product is dimension-based. Shipping Width value required for freight calculation (if applicable). The unit of measurement must match the calculator's requirements.
ShippingCostCategory	string (text)	Conditional	Conditional - Required for standalone products or first SKU of a variant product Input one of the below options: <ul style="list-style-type: none"> • Flat - when the product has <u>flat rate shipping per unit</u> or <u>free shipping</u> • FlatAnyQty - when the product has <u>flat rate shipping regardless of quantity ordered</u> • Other - when the product requires a <u>freight calculator</u> / <u>freight quote</u> / other arrangements
FlatRate	numeric	Conditional	Conditional - If ShippingCostCategory is Flat or FlatAnyQty, then this value is required. <ul style="list-style-type: none"> • Input the flat shipping amount (<u>must be inclusive of GST</u>) • When product is <u>free shipping</u>, then input 0 • If not applicable, leave blank
FreightSchemeID	numeric	Optional	If a freight calculator has been set up for your account, please input the unique freight calculator ID (to be provided by MyDeal Team) NOTE: ShippingCostCategory must be 'Other' for FreightSchemeID to be applied. Otherwise, it will be ignored
DeliveryTime	string (text)	Conditional	Conditional - Required for standalone products or first SKU of a variant product The estimated delivery timeframe to deliver the product to the customer. This will be displayed on the product listing page. Preferred format is "_ business days", e.g. "2-5 business days"

MaxDaysForDelivery	numeric	Conditional	<p>Conditional - Required for standalone products or first SKU of a variant product</p> <p>Input the <u>maximum</u> number of days for delivery of the product to the customer based on your delivery timeframe</p> <p>e.g. If DeliveryTime is “2-5 business days”, input “5” for MaxDaysForDelivery</p>
FastDispatch	boolean	Optional	<p>Must be TRUE or FALSE.</p> <ul style="list-style-type: none"> Input TRUE to show a “24-48 hour dispatch” label on the product listing. This means you will dispatch the product from the warehouse and provide tracking within 24 to 48 hours of purchase. Leave blank or input FALSE and no label will be shown.
OptionName_1	string (text)	Conditional	<p>Conditional - required if product has variants <u>Maximum 10 characters</u></p> <p>Please indicate option attribute name (dropdown label e.g. “Size”, “Colour”).</p> <p>NOTE: If the OptionName goes beyond 10 characters, then it will be displayed as “Option” on the product listing page.</p>
OptionValue_1	string (text)	Conditional	<p>Conditional - required if product has variants <u>Maximum 150 characters</u></p> <p>Please indicate option value for the attribute (value in dropdown e.g. “Small”, “Blue”)</p>
OptionName_2	string (text)	Conditional	As above (if applicable)
OptionValue_2	string (text)	Conditional	As above (if applicable)
OptionName_3	string (text)	Conditional	As above (if applicable)
OptionValue_3	string (text)	Conditional	As above (if applicable)

ImageURL_1	string (text)	Conditional	<p>Conditional - Required for stand-alone products and the first SKU of a variant product</p> <p>The full external image URL <u>starting with https:// or http://</u> Must be a direct link to the image (no Dropbox folder / OneDrive URLs).</p> <p>Image 1 will be used as the first image and thumbnail.</p> <p><u>NOTE: Please provide clean, non-watermarked images</u></p> <p>For variant products, it is recommended to map the relevant variant image to each variant SKU when applicable.</p> <ul style="list-style-type: none"> For example if a chair comes in black and blue then in the row containing the black chair SKU input the relevant black chair image in ImageURL_1 and do the same process for the blue chair SKU. When variant images are mapped then on the product page in MyDeal website, when customers choose “colour : black” , the image of the black chair will be displayed and when customer chooses “colour : blue”, the image of the blue chair will be displayed. Note: Configuring images at variant level is optional. Alternatively, all images can be provided in the first row which means on the product page images will not change upon variant selection. <p>*TIPS:</p> <ul style="list-style-type: none"> Add more than 5 product images if possible Maximum 30 images per product Refer to this GUIDE to create direct image URLs using Google Drive Read our full image requirements HERE
ImageURL_2	string (text)	Optional	<p>External Image URL.</p> <p>For variant products, this image will be saved at the product level , and will not be associated with a specific variant.</p>
+ More images can be added up to 30 (ImageUrl_30)			

Limitations

- Can only support up to three dropdown options for variant deals (e.g. Size, Colour, Material).
- Can only support one shipping cost per product. Different shipping costs per variant not supported at this time.

Step 2: Import the 'Product Data CSV' file

1. In the 'Update or Create New Products' section, click the Choose File button and find the completed 'Product Data CSV' file in your computer files. If you choose an incorrect file, you can click the x button to clear the file selected and then select the correct file using the Choose File button again.
2. Click 'Import'. On clicking 'Import', you will be redirected to the 'Request Dashboard' which will show the status of your import.
3. Your import request will be picked up for processing in due course.

The screenshot shows the 'Update or Create New Products' section of a web application. It features two main panels. The left panel, titled 'Export Product List', contains a checkbox for 'Include Discontinued Products' and an 'Export' button. The right panel, titled 'Import CSV File to Update or Create New Products', includes links for '(Instructions)' and '(Download Template)'. A file upload area shows 'PDF Test product.csv' with a close button (x). Below the file name is an 'Import' button. A blue rectangular box highlights the file name and the 'Import' button.

The screenshot shows the 'Request Dashboard' with a breadcrumb trail: Home / My Deals / Request Dashboard. It contains a table with the following data:

ID	Description	Requested Date / Time	Status	Actions
64c9bac369f7490fb0f17b68	Import product create/update request	02/08/2023 12:08	PENDING	Cancel

Below the table, there is a pagination control showing 'Rows per page' set to 10, and '1-1 of 1' with navigation arrows.

Note;

- The time taken to process your import file can vary depending on the size of the file and the current load on the system. You will be notified via email once it's completed.
- Only one import can be done at a time. Wait for a previous import to be completed before importing another file.
- If you have missed some details while creating the product, you can update the product by following the instructions in [Section 3](#).
- **Cancelling the Import** - When the status of the import request is 'Pending', i.e. the system has not begun processing the file yet, then if required you can click the 'Cancel' button on the Request Dashboard to stop the import.

Step 3: Receive Import Results

You will be notified by email once your import has been processed. This email will summarise how many new products have been launched and alert you of any errors and further action that must be taken (if applicable).

You can also navigate to the Request Dashboard at any time by clicking the link below to view the status of your import request and view your results once it is completed.

Update or Create New Products

Request Dashboard

Export Product List

☒ Include Discontinued Products

Export

Import CSV File to Update or Create New Products

(Instructions) (Download Template)

Choose file...

Import

The import request has the following statuses:

- **Pending:** The request is in the queue to be processed. At this stage, there is a 'cancel' button if you want to cancel the import
- **Processing:** The request is being processed by the system and cannot be cancelled anymore. Once processing is complete the import request can have any of the below statuses:
 - **Done - no errors:** When all products were imported successfully.
 - **Done - with X errors:** When some product imports passed and some failed.
 - **Failed:** When all products failed to import due to errors.
 - **Failed - error occurred, please retry:** When import failed due to a rare MyDeal system error. If this happens, please retry importing your file.

For statuses of processed files, a 'View Results' button will be displayed where you can navigate to the 'Product Import Results' page which provides a summary of the import and any errors. See full details on the Product Import Results page in section 2.

Request Dashboard				
Home / My Deals / Request Dashboard				
ID	Description	Requested Date / Time	Status	Actions
64c9bac369f7490fb0f17b68	Import product create/update request	02/08/2023 12:08	FAILED	View Result
Rows per page			10	1-1 of 1

Section 2: Viewing the Product Import Results Page

On the Request Dashboard, click on 'View Results' to go to the "Product Import Results" page which provides a summary of the results for each import request.

Summary Table:

The totals in this table refer to the total number of product listings, not the number of variants/SKUs included in the file.

- **Product Updates:** The total number of existing product listings that were updated.
- **New Products:** The total number of new product listings that were successfully launched.
- **Error:** The total number of product listings that failed due to errors.
- **Total:** The overall total number of listings within the file.

When **New Products** is greater than 0, a 'Download List' link will appear. Clicking on this link downloads a CSV file with details about the products that were newly created and live on MyDeal.

Copy the DealUrl to a browser to view your product listing on MyDeal.

When Error is greater than 0, a 'Download Error Report' link will appear. Clicking on this link downloads a CSV file listing any errors per product listing (ParentSku).

Product Import Results

[Home](#) / [Request Dashboard](#) / Product Import Results

Import ID: 64c9df5769f7490fb0f17e9e
Finished Processing: 02/08/2023 02:50 PM

Summary		
Product Updates:	0	
New Products:	1	Download List
Error:	0	
Total:	1	

Import Results

Parent Sku	Deal Title	Status	Error Message
1	James Products	IMPORTED	

Rows per page 10 1-1 of 1

Import Results Table:

Below the Summary Table, the ‘Import Results’ table displays the status and any errors for each product listing (ParentSKU) included in the file.

Error handling:

Products that are found to have errors in the file are not created or made live in MyDeal. To resolve the issues you must edit your import file and address each error and import the new file again. We recommend filtering out any successful products so that only the products with errors are imported on the second round.

Note: Products can have multiple errors so please ensure to address all errors listed in the ‘ErrorMessage’ column per product/variants.

Product Import Results

[Home](#) / [Request Dashboard](#) / Product Import Results

Import ID: 64c9e5bb4ee7dc0ed0d23f24

Finished Processing: 02/08/2023 03:15 PM

Summary

Product Updates:	1	
New Products:	0	
Error:	1	Download Error Report
Total:	2	

Import Results

Parent Sku	Deal Title	Status	Error Message
1	James Products	IMPORTED	
2	Demo Product 1	FAILED	ShippingCostCategory must be either Flat, FlatAnyQty or Other.

Rows per page

10

1-2 of 2

Section 3 : Updating existing products

Step 1: Export existing products

Firstly click the 'Export' button under 'Update or Create New Products' feature. This CSV file contains all your products setup on MyDeal.

Once you have clicked 'Export' the 'Request Dashboard' page will open and display the status of the export. Your import request will be picked up for processing in due course. The time taken to process your import file can vary depending on the size of the file and the current load on the system. You will be notified via email once it's completed.

The screenshot shows the 'Update or Create New Products' interface. At the top, there are 'Export' and 'Import' buttons. The main section is titled 'Update or Create New Products' with a sub-header 'Request Dashboard'. It is divided into two columns. The left column, 'Export Product List', contains a checkbox for 'Include Discontinued Products' (checked) and an 'Export' button, which is highlighted with a blue box. The right column, 'Import CSV File to Update or Create New Products', contains links for '(Instructions)' and '(Download Template)', a file upload field with a 'Choose file...' button, and an 'Import' button. Below this, there is another section titled 'Update PO BOX Delivery Status' with 'Export Products' and 'Import CSV File to Update PO BOX Delivery' options, and a link for '(Instructions)'. The bottom part of the screenshot shows the 'Request Dashboard' with a table of requests.

ID	Description	Requested Date / Time	Status	Actions
64c9e1b98b3ba6c454b65ec9	Export products request	02/08/2023 14:08	PENDING	Cancel
64c9e1b98b3ba6c454b65ec9	Import product create/update	02/08/2023 14:08	PENDING	Cancel

Note;

- While the export is in 'pending' status, you will have an option to cancel the export if required.
- 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.
- Only one export file can be requested at a time, if an export request is still processing then the system will not allow you to submit another export request.

When your export file is ready to be downloaded you will receive an email notification.

Or you can download the export file using the “Download File” link on the Request Dashboard.

Request Dashboard				
Home / My Deals / Request Dashboard				
ID	Description	Requested Date / Time	Status	Actions
64c9e871ec4a9333e20f58ba	Export products request	02/08/2023 15:08	DONE	Download
64c9e5bb4ee7dc0ed0d23f24	Import product create/update	02/08/2023 15:08	DONE - WITH 1 ERRORS	View Result

Step 2: Update the exported CSV file

Next follow these steps to update any content required on your existing products:

1. Remove ALL the rows corresponding to products that do not require updating. It is highly recommended that the CSV file only contains products that need to be updated.
2. Update the data fields where necessary. Leave the rest of the data fields untouched.
3. Save the updated CSV file.

Important things to keep in mind;

- While updating a variant product:
 - All variants of a particular product listing (ParentSKU) must be included in the import file even if only one variant requires changes.
 - Any existing variants that are missing from a ParentSKU group will be removed from the product listing.
 - If you are adding a new variant then ensure the new variant is grouped in next to the existing variants
- New products can be added to the CSV file if you want to update existing products and add new products in one go.
- CategoryID and Search Keywords cannot be updated on existing products. Any updates made to these fields will be ignored.
- Updating a ‘discontinued’ product does not update its status to live. Your changes will be saved; however, to make the product live, you must use the ‘Update stock/status update’ feature in the marketplace portal. More details can be found [here](#).

Step 3: Import the CSV file

Follow the same process noted in Section 1, Step 2 here onwards to import the file, view the results and address any errors.

Product updates that are successfully imported without error will be reflected on MyDeal once the import has been processed. Any products within the update file that have errors will not be updated and will require the issues to be resolved and those products be imported again.