mydealmarketplace

PO Box Delivery Update Feature

Instructions to update PO Box deliverability status for your products

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OVERVIEW

The Update PO BOX Delivery Status feature allows you to import and update the PO Box deliverability status for each product SKU directly from your Marketplace portal. Once successfully imported, your updates will be reflected on the MyDeal website within 5 minutes.

STEPS TO UPDATE:

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

2. **Export the Product PO BOX Delivery Status CSV file**
   A. In the "Update PO BOX Delivery Status" section, click the "Export" button to download a CSV file containing a full list of your existing product SKUs and their PO Box deliverability status on MyDeal.

NOTE: By default this file will contain ALL product SKUs including any discontinued products. If you prefer to filter the file to only contain products that are not discontinued, untick the "Include Discontinued Products" checkbox before clicking the "Export" button.

B. Open the downloaded CSV file.
   The following table lists the columns included in the export file.

Column Name	Description
DealID*	**Required for importing PO BOX Delivery status.** 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
POBoxDelivery*	**Required for importing PO BOX Delivery status.** Indicates the PO Box deliverability status of the product

Example CSV file:

	A	B	C	D	E
1	DealID	ExternalID	SKU	DealTitle	POBoxDelivery
2	327860	28	28	Less than 10	TRUE
3	327861	25	25	Greater than	TRUE
4	327910	128	128	Less than 10	TRUE
5	327911	126	126	Greater than	TRUE
6	328421	9087	9087	Balcony Scre	TRUE
7	328422	9088	9088	Balcony Scre	TRUE
8	328423	9099	9099	Balcony Scre	TRUE
9	328424	90871	90871	Balcony Scre	TRUE
10	328425	90882	90882	Balcony Scre	TRUE
11	328426	90993	90993	Balcony Scre	TRUE
12	328427	42509	42509	vidaXL Folda	TRUE
13	328428	42521	42521	vidaXL Outdo	TRUE

3. Update the PO BOX Delivery Status CSV file
   A. Remove any rows containing SKUs that do not require updating
   B. Depending on the PO Box deliverability of the product, update "POBoxDelivery" to TRUE or FALSE (column E)
      ● TRUE - the product can be delivered to PO Box addresses
      ● FALSE - the product cannot be delivered to PO Box addresses
   C. Save the edited 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 & POBoxDelivery) must be included and the column headers must be retained as is

4. Import the updated Product PO BOX Delivery Status CSV file
    A. Go back the 'My Deals' page
    B. In the "Update PO BOX Delivery Status" section click "Choose File"
    C. Locate the updated PO BOX Delivery Status CSV file from your computer and click "Open"
    D. Click "Import"

5. Review the Import Results page
    ● If the file is in the correct format without any errors, the results page will display a summary

- 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, the results page will display errors