

Update Stock/Status Feature

Instructions to update product stock levels and discontinued status

August 2023

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. 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 Portal & Navigate to the 'My Deals' Page.

MÿDeal			🛱 Notifications 🕐 Help 🖻 Contact us 🛞 myd	eal-testing1122@mydeal.com.au -> (@
6 Home		My Deals Review and update all of your products here.		
聞 My Deals		Home / My Deals		
My AccountShipping Settings	~	Manage Products Manage Orders		
Enquiry Inbox	×	 Please note: The exported Prices & RRPs from this portal are the final M 	lyDeal listed prices inclusive of GST.	
💼 Payments		All Prices & RRPs imported via this portal must include GS Update Stock/Status	T (including direct import products > \$1000).	
		Export Products	Import CSV File to Update Stock/Status	(Instructions 岱)
		Include Discontinued Products	2. Choose file	
		Update Price/RRP		
		Export Products	Import CSV File to Update Price/RRP	(Instructions 🗳)
		Include Discontinued Products		×
		Update or Create New Products Request Dashboard		

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.
- b. Open the downloaded CSV file.

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

	А	В	С	D	E	F	G	Н	I
1	DealID	VariantID	ExternalID	SKU	Options	DealTitle	StockOnHand	Discontinued	MyDealApproved
2	10314806		DEMO1	DEMO1		Example Product 1	0	FALSE	Approved
3	10314808		DEMO2	DEMO2		Example Product 2	0	FALSE	Approved
4	10314812	14803007	DEMO3VAR2	DEMO3VAR2	Size:Medium	Example Product 3	0	FALSE	Disapproved
5	10314812	14803008	DEMO3VAR3	DEMO3VAR3	Size:Large	Example Product 3	0	FALSE	Disapproved
6	10314812	14803009	DEMO3VAR1	DEMO3VAR1	Size:Small	Example Product 3	0	FALSE	Disapproved
7									

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.

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

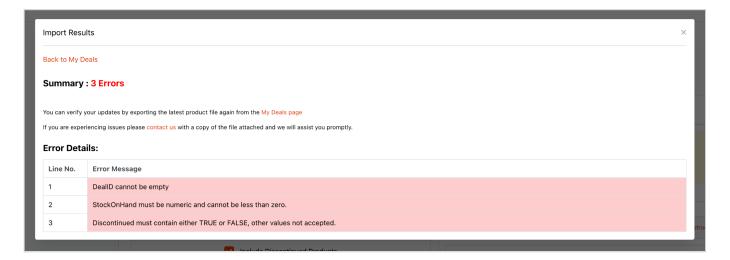
Import CSV File to Update Stock/Status	(Instructions \square)
	×
Import	
Import CSV File to Update Price/RRP	(Instructions ☑)

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.

	- Houndations
Import Results	×
Back to My Deals	
Summary : 4 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:



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.

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 🖒)
Include Discontinued Products		