ZALORA

MARKETPLACE

Bulk Edits of Product Prices

BULK PRICE UPDATE

Make immediate mass edits to your products

- Step 1: Click on **Products → Import Products**, and download the "Price Update" file in .csv format
  - o Wait for about 1 min for file to be loaded, then download file

BULK PRICE UPDATE

Make immediate mass edits to your products

- Step 2: Open downloaded .csv file using the OpenOffice Software
  - o Download OpenOffice [here](#)

- Step 3: Select **Character Set** as "Unicode (UTF-8)" and **Separated By** "Semicolon"

BULK PRICE UPDATE

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- Step 5: Fill in "Sale Price" for intended SKUs across all available sizes
    - Excel formula applies in .csv format, i.e. percentage discounts can be recorded in the form of **Sale Price = (1-Discounted %) * Price**, e.g. If 20% discount, **Sale Price = 0.80 * Price**

	A	B	C	D	E	F
1	SellerSku	Price	SalePrice	SaleStartDate	SaleEndDate	Name
2	033-1212-S	50				"Dress with Embroidery Applique"
3	033-1212-M	50				"Dress with Embroidery Applique"
4	033-1212-L	50				"Dress with Embroidery Applique"
5	TT-WAYNE-S	50				"Peplum Shift Dress"
6	TT-WAYNE-M	50				"Peplum Shift Dress"
7	TTT-ADER-S	50				Pink Frill Hem Dress
8	TTT-ADER-M	50				Pink Frill Hem Dress
9	TTT-ADER-L	50				Pink Frill Hem Dress
10	123456789-M	50				Tropical Cross Back Romper
11	TT-JIAYING-XS	50				Empire Waist Shift Dress
12	TT-JIAYING-S	50				Empire Waist Shift Dress

A1 — SellerSku

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BULK PRICE UPDATE

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- Step 5: Fill in "SaleStartDate" and "SaleEndDate" for intended SKUs for all sizes
    - Enter sale start and end dates in the format **YYYY-MM-DD**
        - If the product's sale period is from 4 to 18 April, your entry should indicate (start date) **'2014-04-04** and (end date) **'2014-04-18**
        - The <u>apostrophe before the dates</u> needs to be included

A1		f_x Σ =	SellerSku			
	A	**B**	**C**	**D**	**E**	**F**
1	SellerSku	Price	SalePrice	SaleStartDate	SaleEndDate	Name
2	033-1212-S	50				"Dress with Embroidery Applique"
3	033-1212-M	50				"Dress with Embroidery Applique"
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11	TT-JIAYING-XS	50				Empire Waist Shift Dress
12	TT-JIAYING-S	50				Empire Waist Shift Dress

BULK PRICE UPDATE

Make immediate mass edits to your products

- Step 6: After changes are made, save file in **Test CSV (.csv)** format
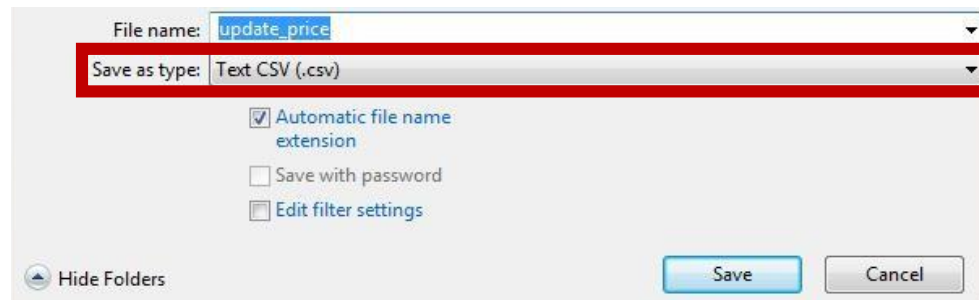
- Step 7: When prompted, click on **"Keep Current Format"**

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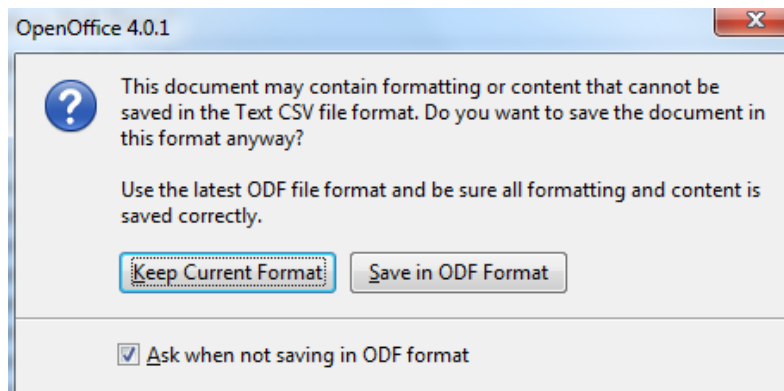
BULK PRICE UPDATE

Make immediate mass edits to your products

- Step 8: Return to Products → Import Products page
  - Set **Import Mode** as "Update Products"
  - Click on "Browse" to select the .csv file you have updated the prices with


- Step 9: Scroll to the bottom of the page to check if your upload is successful
  - A downloadable feed report will show you any error you made

BULK PRICE UPDATE

Double check if intended sale prices are updated

- Step 10: Go to **Products → Manage Products** to check if the changes in sale price(s) have been updated

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