

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
 - Wait for about 1 min for file to be loaded, then download file

The screenshot shows the Zalora Marketplace interface. On the left, a green sidebar contains the 'Products' menu with a dropdown arrow. The 'Import Products' option is highlighted with a red box. The main content area is titled 'Download Templates' and is divided into two columns. The left column, 'Product Updates', contains links for 'Stock Update', 'Price Update' (highlighted with a red box), and 'Images Update'. The right column, 'Product creation by category', contains links for 'Clothing', 'Shoes', and 'Accessories / Bags / Watches'. Below this, a green notification bar states: 'Your export is generated. Go to the bottom of the page to download your file or [click here.](#)' (the link is highlighted with a red box). At the bottom, a table lists the export details.

#	Type	Time requested	Time completed	Status	Download
19062	ProductCreationTemplate	11 Mar 2016 16:56	11 Mar 2016 16:56	Finished	Download

BULK PRICE UPDATE

Make immediate mass edits to your products

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



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

A screenshot of the 'Import' dialog box in OpenOffice. The 'Character set' dropdown menu is set to 'Unicode (UTF-8)'. Under 'Separator options', the 'Separated by' radio button is selected. The 'Semicolon' checkbox is checked and highlighted with a red box. Other options like 'Fixed width', 'Tab', 'Comma', 'Space', 'Other', and 'Merge delimiters' are visible but not selected. The 'Text delimiter' field is empty.

BULK PRICE UPDATE

Make immediate mass edits to your products

- 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**

A1						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"
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

BULK PRICE UPDATE

Make immediate mass edits to your products

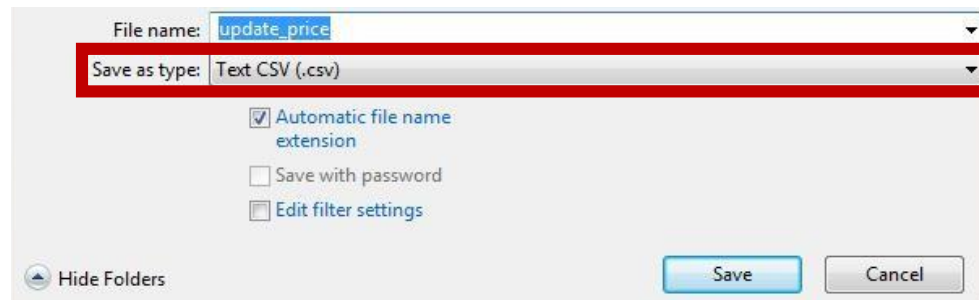
- Step 5: Fill in "SaleStartDate" and "SaleEndDate" for intended SKUs for **all sizes**
 - Enter sale start and end dates in the format **YYYY-MM-DD**
 - If the product's sale period is from 4 to 18 April, your entry should indicate (start date) **'2014-04-04** and (end date) **'2014-04-18**
 - The apostrophe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

A1						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"
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

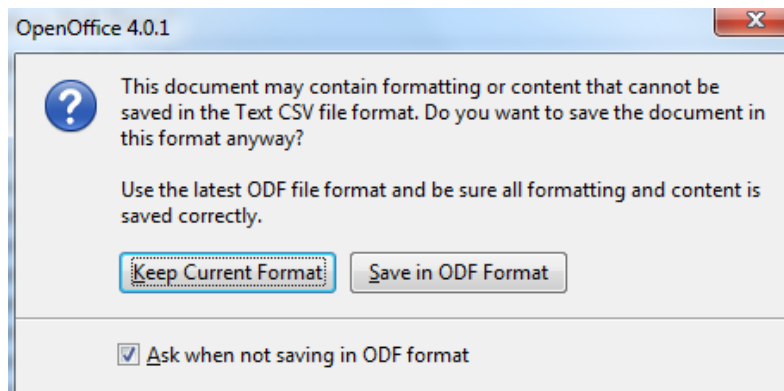
BULK PRICE UPDATE

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”**



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

The screenshot displays the 'Import Products' interface. The left sidebar has a green background with white text. The 'Products' menu is open, and 'Import Products' is selected and highlighted with a red border. The main area has a light gray background. The 'Import Mode *' dropdown is set to 'Update products' and is highlighted with a red border. The 'Select File *' section includes a 'Choose File' button, the text 'No file chosen', and 'Allowed types: .csv, .xlsx'. A blue 'Upload File' button is at the bottom.





















- 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

Product Overview All Live Image Missing 13 Poor Quality 1 Sold Out 78 Inactive Export + Add Name, SKU Q

Edit	Name	SKU	Created	Price	Sale Price	Available	Visible	Active
	HANNA MULTIFUNCTIONAL BACK PACK - One Size	SILBAGA02a	27 Jan 2015	79.90	29.90	1	✓	ON 
	JAKE SLING BAG - One Size	SILBAGA01a	27 Jan 2015	79.90	32.90	2	✓	ON 
	BLAKE SLING HAND BAG - One Size	SILBAGA21	17 Jan 2015	79.90	39.90	2	✓	ON 
	BLAKE SLING HAND BAG - One Size	SILBAGA20	17 Jan 2015	79.90	39.90	2	✓	ON 
	CLAIRE HAND BAG - One Size	SILBAGA19	17 Jan 2015	79.90	39.90	1	✓	ON 
	JOEY SLING BAG - One Size	SILBAGA16	17 Jan 2015	79.90	29.90	1	✓	ON 
	JOEY SLING BAG - One Size	SILBAGA14	17 Jan 2015	79.90	29.90	-	✗	ON 
	JOEY SLING BAG - One Size	SILBAGA13	17 Jan 2015	79.90	29.90	2	✓	ON 
	HYO-YEON SLING HAND BAG - One Size	SILBAGA12	17 Jan 2015	79.90	39.90	11	✓	ON 
	JESS SLING BAG - One Size	SILBAGA11	17 Jan 2015	79.90	29.90	1	✓	ON 

GET CONNECTED

Download the ZALORA Seller Center App



Get a seamless
seller experience
to manage your
shop on ZALORA
anywhere, anytime!

Download the app now to :

- Get instant alerts for new orders
- Process your pending orders
- Manage your products, stock level & pricing
- Set or extend your product sales dates
- Access and monitor real-time shop performance ... and more!

Not an Android device user?

Drop us a note at seller-support@zalora.sg to cast your vote
for an iOS-compatible app!



ZALORA
MARKETPLACE