

# Bulk Update Products Overview

Check out this short tutorial on creating new or updating existing products using the Bulk- Update feature.

## Bulk update products

This feature lets you upload multiple new products or update multiple existing products simultaneously. Inventory levels cannot be set or updated through Bulk Update; to update inventory, use the [Warehouse Inventory Import](https://help.sellercloud.com/article/EfxT O Ym-import-physical-inventory) (<https://help.sellercloud.com/article/EfxT O Ym-import-physical-inventory>) feature.

To build *your own template* with only the fields that *you* want to update, use the [Custom Export](http://help.sellercloud.com/article/ ptD wewYa-custom-export) (<http://help.sellercloud.com/article/ ptD wewYa-custom-export>) option.

1. Go to Inventory > Bulk Update Products. The Bulk Product Update window lets you can create and upload a bulk-update template file to create or update products and attributes.

Home > Search > Manage Inventory > Bulk Product Update

[Get Template file](#)
[View Bulk Update Log](#)
[View Queued Jobs](#)

First Column Type: ☐ UPC ☒ Product ID

☐ Subtract un-exported Orders Qty  
☐ Subtract unshipped Qty  
☐ Create product if none exists

Update Products from company: ALL

Select File: Choose File No file chosen

File Type: Select

☒ Queue For Processing

Submit

2. The file must have the ProductID (SKU) or UPC as the first column; make your selection by checking the appropriate boxes. *Existing* products can be updated with their UPC, but *new* products can only be created with a SKU as the first column.
3. If you are creating a new product, check Create product if none exists. The minimum required columns to create a new product are ProductID and ProductName.
4. Click Get Template File to open the Bulk Update Template window.

### Bulk Update Template

Below you can download a template file which you can fill in and re-upload to bulk update products.

Select Template: Select Template [Delete](#)

☐ First Column is UPC
 ☒ First Column is Product ID

Format: Select

Select fields you want to update

\_Action\_ Add to List

☐ Add sample row

Save as Template: Save as Template

Download template Close Page

5. Choose a file format from the dropdown: Tab Delimited, CSV, or Excel.

6. From the Select fields you want to update dropdown: Choose each column header to update > Add To List. [Show me the definitions \(https://help.sellercloud.com/article/DqGSYTnwI -bulk-update-and-custom-export-column-headers\)](https://help.sellercloud.com/article/DqGSYTnwI -bulk-update-and-custom-export-column-headers) of these column headers. Repeat until you have all desired properties. Note that when adding new products, any vendors and manufacturers that are not in SellerCloud can also be created by choosing those actions from the dropdown.
7. Click Download Template. Below is a sample template downloaded as Excel:

	A	B	C	D	E
1	ProductID	ProductName	SiteCost	SitePrice	LongDescription
2					
3					

8. After entering the products and information, save the template, and then select it using the Choose File button on the Bulk Product Update window.
9. Select a format type and click Submit. After the upload is complete, a log is generated to show which changes were applied successfully.

## Schedule a bulk update

You can schedule a bulk-update for off-hours, which is convenient and most efficient for big jobs. Click the Schedule Bulk Update checkbox to see a date and time scheduler.

## Product name in bulk update

Most of SellerCloud's export options include the ProductID and ProductName columns. ProductID is mandatory when bulk-updating products, while ProductName is added to clarify which products you are updating. The client setting Ignore ProductName column in Bulk update for Existing Products controls whether the ProductName updates when there are any changes in the imported file for this column.

### Bulk Update Product Log

The Bulk Update Product Log records changes to product attributes that have been updated with a file import. properties that are updated o the interface are not logged here, but they are recorder in the products history page along with changes made through a file import.

Please note that inventory updates with a file import are recorded in the Warehouse Inventory Update Log located under the Settings tab. .

- The log displays the products in the file and their original values and new values. For example Product X price change from \$10 (original) to \$12 (new).
- Its also displays errors. For example, if a column header was entered incorrectly, an error message will display "Column does not exist".
- The imported file can be downloaded for review and correction if necessary.
- The products updated in the file can be viewed on the manage inventory page for posting to channels.

The bulk update log can be access in 3 ways:

1. On the queued job of the file import. Press on the link View Bulk Update Log.
2. On Inventory tab menu, press Bulk Update Product Log. The grid will display all product bulk updates, searchable by product ID, log ID and date. Press an ID to open.
3. On the Bulk update product page, press View Bulk Update Log. The grid will display all product bulk updates, searchable by product ID, log ID and date. Press an ID to open.

The original file can be downloaded in 2 ways:

1. On the bulk update log page. Action Menu > Download original file. 1
2. On queued job page, click the Input File link. 2

The updated products can be loaded on the the Manage inventory page from the Bulk Update Log page. Open the action menu and select View in Manage Inventory.

Press Go. This is very useful for client to ready products for listing through a file import and then Launch them to the channels, which can be done in bulk through the Manage Inventory page.

## Deleting Titles in Bulk

To delete product titles in bulk, DO NOT import a file with blank titles. This will only cause the titles to be hidden, but not actually deleted.

The correct way to delete titles is by completing the Import Product Titles template. Go to the Inventory tab > Import Product Info > Import Product Titles and download the template:

- ProductID column corresponds to the SKU for which you want to delete the title
- Title column should contain the text you are deleting
- The `_ACTION_` column should say Delete

- All other columns should be blank