

# User Guide

## Bulk Upload Items

The following steps illustrate how to do a bulk upload of items in a hosting plan.

1. At the top section of a hosting plan, click on the “Download template for bulk upload items” link.  
Note: Before uploading the items, note the number of slots purchased in the hosting plan. In this example, 50 slots are available.

Home > GeBIZ Mall > View Hosting Plan

Have more than 20 items? Try excel upload.

[Bulk Upload](#)

[Download template for bulk upload items](#)

[Back to Listing Page](#)

**Portable Memory Cards and Disks (Version 0)**  
GMHS15000034

### Hosting Plan Information

Purchased Date	10 Feb 2015	<b>PUBLISHED</b>
Publish Start Date	16 Feb 2015	Publication Ending on 15 Feb 2016
Slots Purchased	50	<b>50 Slots Available</b>
Invoice No.	B115000046	

2. Click on the link to open the Excel template.

upload items

### Hosting Plan Information

Purchased Date	10 Feb 2015	<b>PUBLISHED</b>
Publish Start Date	16 Feb 2015	Publication Ending on 15 Feb 2016
Slots Purchased	50	50 Slots Available
Invoice No.	B115000046	

[+ Add Item to Publish](#)

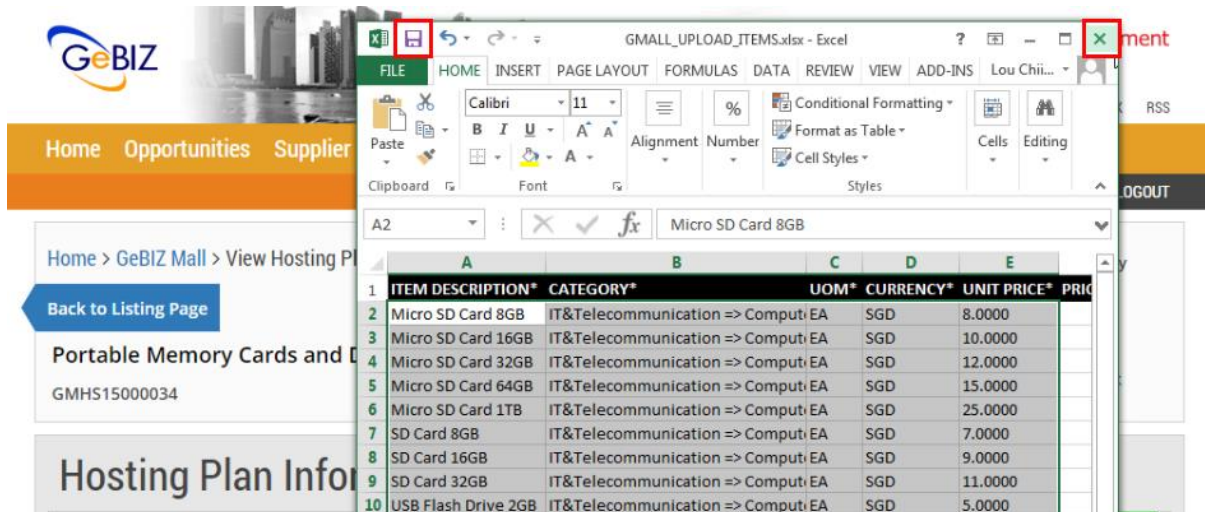
What Buyer Sees [↑](#)

GMALL\_UPLOAD\_IT...xlsx  
Starting...

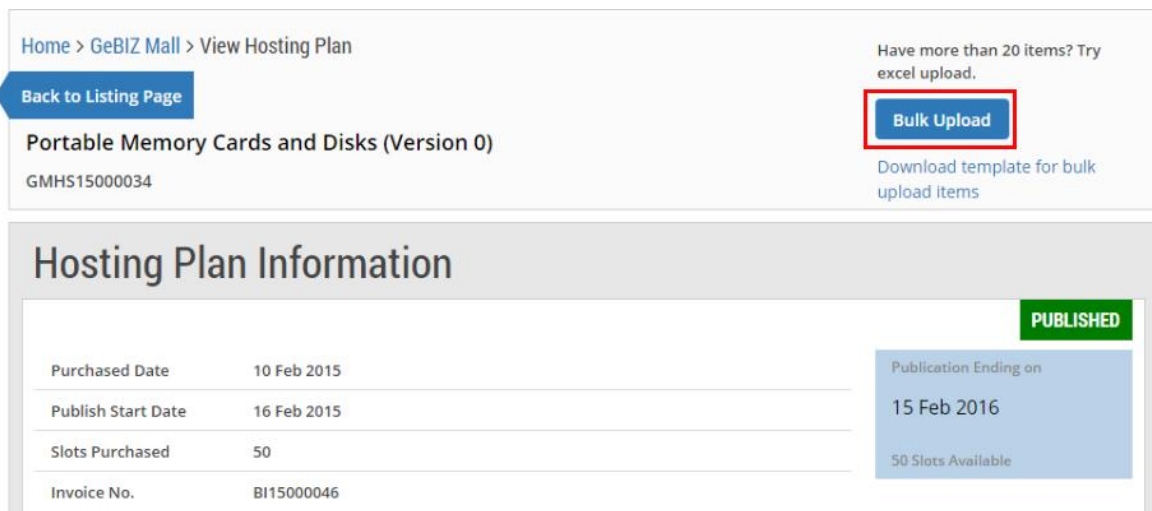
Show all downloads...

- In the Excel template, fill in all the relevant information of the items you wish to upload. Then click “Save”, followed by “Close” to return to the hosting plan.

Note: After you have downloaded the Excel template, you can fill in all the item information (i.e. item description, category, etc.) offline first. Revisit the hosting plan later to do the uploading once you have finished filling up the Excel template.



- To upload the finished template, click on the “Bulk Upload” button.




5. Read the instructions on how to upload files. You can drag the file you wish to upload and drop it within the grey box shown or click anywhere within this box to select the document to be uploaded.

### UPLOAD FILES

Instructions:

1. The system will check the item data in the file. If there are errors, it will report them.
2. To ensure that your file can be transmitted successfully, please keep the file size below 5 mega bytes (MB). Browse to find the file and upload it.
3. (Optional) To upload images for the items, please consolidate your images in a ZIP format.
  - The image file name should be entered in the Item Upload template as part of the item data at the Image Name column.
  - The images should be in GIF or JPG format.
4. The system will only allow upload of images together with the item data upload.

Supported file types - xls, zip and xlsx

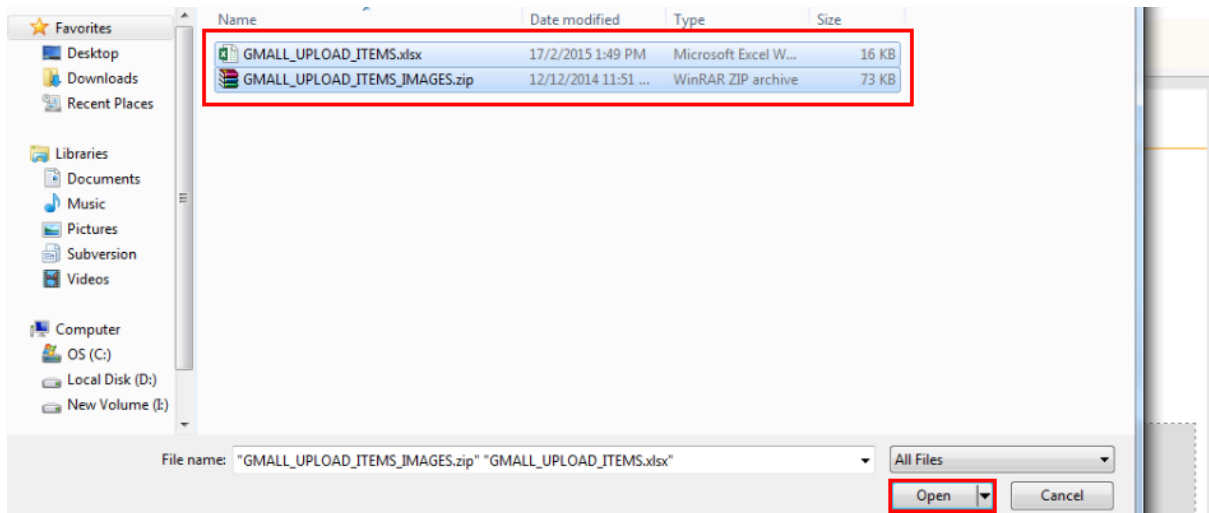


Drag and drop files here or click here to begin upload  
Maximum file size: 5 MB

[Cancel](#) [OK](#)

6. Select the Excel file you had saved. If you wish to upload any images, select the zip file containing the images. Click “Open”.

Note: All image files must first be packaged into a zip file before uploading.



Name	Date modified	Type	Size
GMALL_UPLOAD_ITEMS.xlsx	17/2/2015 1:49 PM	Microsoft Excel W...	16 KB
GMALL_UPLOAD_ITEMS_IMAGES.zip	12/12/2014 11:51 ...	WinRAR ZIP archive	73 KB

File name: "GMALL\_UPLOAD\_ITEMS\_IMAGES.zip" "GMALL\_UPLOAD\_ITEMS.xlsx" | All Files | [Open](#) | [Cancel](#)


7. The file(s) will be uploaded automatically. Click “Ok” when the status is indicated as “Uploaded”. The uploaded file(s) will be processed.

3. (Optional) To upload images for the items, please consolidate your images in a ZIP format.



- The image file name should be entered in the Item Upload template as part of the item data at the Image Name column.
- The images should be in GIF or JPG format.

4. The system will only allow upload of images together with the item data upload.

Supported file types - xls, zip and xlsx



Drag and drop files here or click here to begin upload  
Maximum file size: 5 MB

FILE NAME	FILE SIZE	PROGRESS (%)	
GMALL_UPLOAD_ITEMS.xlsx	15.82 kB	<div style="width: 100%;"><div style="width: 100%;"></div></div> Uploaded	
GMALL_UPLOAD_ITEMS_IMAGES.zip	72.71 kB	<div style="width: 100%;"><div style="width: 100%;"></div></div> Uploaded	

[Cancel](#) [Ok](#)

8. Back at the Hosting Plan Information page, notice that the number of slots available has been reduced. This indicates that a number of items had been uploaded. (In this example, the number of slots has been reduced from 50 to 39.)

**Portable Memory Cards and Disks (Version 1)**  
GMHS15000034

[Download template for bulk upload items](#)

## Hosting Plan Information

**PUBLISHED**

Purchased Date	10 Feb 2015	Publication Ending on <b>15 Feb 2016</b>
Publish Start Date	16 Feb 2015	
Slots Purchased	50	<b>39 Slots Available</b>
Invoice No.	B115000046	

[+ Add Item to Publish](#)  
[What Buyer Sees](#)

9. Under the “Item List” section, you can view the items uploaded. Notice the number of items uploaded is reflected.

**ITEM LIST**  [Search](#)

**11 results found.**

[Publish Item](#) [Edit Item](#) **HIDDEN**

**1** **External Hard Disk 2TB**

Category	Computer Accessories
Unit of Measurement	EACH
Unit Price	99.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	

