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.

| lome > GeBIZ Mall > Vi | | Have more than 20 items? Try excel upload. Bulk Upload |
|-----------------------------------|-----------------------------|--|
| Portable Memory (GMHS15000034 | Cards and Disks (Version 0) | Download template for bulk upload items |
| Hosting Pla | an Information | |
| | an Information | PUBLISHED |
| Purchased Date | an Information | PUBLISHED Publication Ending on |
| | | |
| Purchased Date | 10 Feb 2015 | Publication Ending on |

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

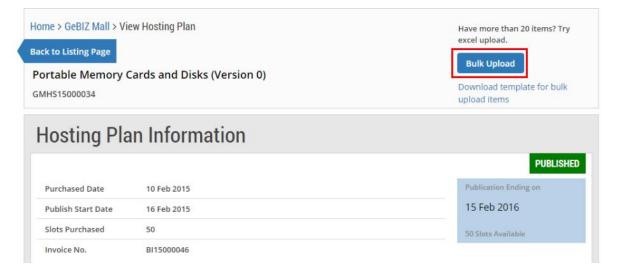
| i o o tini g i ito | an Information | |
|--------------------|----------------|-----------------------|
| | | PUBLISH |
| Purchased Date | 10 Feb 2015 | Publication Ending on |
| Publish Start Date | 16 Feb 2015 | 15 Feb 2016 |
| Slots Purchased | 50 | 50 Slots Available |
| Invoice No. | B115000046 | |
| | | + Add Item to Publish |
| | | What Buyer Sees |

3. 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.

| Gebiz 📗 👔 | X | TILE HOME INSERT | GMALL_UPLOAD_ITEMS | | Excel EVIEW | 7 VIEW ADD-IN | P 🖭 | 🗆 | × | ment |
|------------------------------------|----|--------------------------|------------------------------|---------|--------------------|------------------|---------|---------|-----|-------|
| Home Opportunities Supplier | Pa | Calibri | · A · A A A Alignment Number | For | mat as I Styles | | Cells | Editing | | (RS |
| | CI | pboard 🕞 Fon | | | St | rles | | | ^ | OGOUT |
| | A | 2 * : 7 | K V fx Micro SD Card | 8GB | | | | | V | |
| Home > GeBIZ Mall > View Hosting P | 1 | A | В | | С | D | E | | | У |
| | 1 | ITEM DESCRIPTION* | CATEGORY* | U | JOM* | CURRENCY* | UNIT P | RICE* P | RIC | |
| Back to Listing Page | 2 | Micro SD Card 8GB | IT&Telecommunication => Com | nput E | A | SGD | 8.0000 | | | |
| | | Micro SD Card 16GB | IT&Telecommunication => Com | nput E | A | SGD | 10.0000 |) | | |
| Portable Memory Cards and I | 4 | Micro SD Card 32GB | IT&Telecommunication => Com | nput E | A | SGD | 12.0000 |) | | |
| GMHS15000034 | 5 | Micro SD Card 64GB | IT&Telecommunication => Com | nput E | A | SGD | 15.0000 |) | | |
| | 6 | Micro SD Card 1TB | IT&Telecommunication => Com | nput E | A | SGD | 25.0000 |) | | |
| | 7 | SD Card 8GB | IT&Telecommunication => Com | nputi E | A | SGD | 7.0000 | | | - |
| Heating Dlag Info | 8 | SD Card 16GB | IT&Telecommunication => Com | nput E | A | SGD | 9.0000 | | | |
| Hosting Plan Info | | SD Card 32GB | IT&Telecommunication => Com | nput E | A | SGD | 11.0000 |) | | |
| - | | USB Flash Drive 2GB | IT&Telecommunication => Com | nput E | A | SGD | 5.0000 | | | |

4. 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.

| 🔶 Favorites | Name | Date modified | Туре | Size | |
|-------------------|---|-------------------------|--------------------|-------------|----------|
| E Desktop | GMALL_UPLOAD_ITEMS.xlsx | 17/2/2015 1:49 PM | Microsoft Excel W | 16 KB | |
| 鷆 Downloads | GMALL_UPLOAD_ITEMS_IMAGES.zip | 12/12/2014 11:51 | WinRAR ZIP archive | 73 KB | |
| 📃 Recent Places | | | | | |
| | | | | | |
| 📜 Libraries | | | | | |
| Documents | | | | | |
| J Music | = | | | | |
| E Pictures | | | | | |
| Subversion | | | | | |
| 🛃 Videos | | | | | |
| | | | | | |
| 툦 Computer | | | | | |
| 🏜 OS (C:) | | | | | |
| 💼 Local Disk (D:) | | | | | |
| 👝 New Volume (I:) | | | | | |
| | • | | | | |
| Fi | ile name: "GMALL_UPLOAD_ITEMS_IMAGES.zip" | "GMALL_UPLOAD_ITEMS.xls | ix" | ✓ All Files | • |
| | | | | 0 | |
| | | | | 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 Im | age 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 | Uploaded | â |
| GMALL_UPLOAD_ITEMS_IMAGES.zip | 72.71 kB | Uploaded | Î |
| Cancel | | | |

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 | n Information | | | | |
| | | | PUBLISHED | | |
| Purchased Date | 10 Feb 2015 | | Publication Ending on | | |
| Publish Start Date | 16 Feb 2015 | | 15 Feb 2016 | | |
| Slots Purchased | 50 | | 39 Slots Available | | |
| Invoice No. | BI15000046 | | | | |
| | | | + 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 | | Enter your item description | | Search |
|------------|---------------------|-----------------------------|--------------|------------------|
| 11 results | s found. | | | |
| | | | Publish Item | Edit Item HIDDEN |
| 1 | External Hard Dis | k 2TB | | |
| | Category | Computer Accessories | | |
| | Unit of Measurement | EACH | | |
| | Unit Price | 99.0000 (SGD) | | |
| | Price Validity | | | |
| | Inventory Level | | | |
| | Delivery Term | | | |
| | Delivery Leadtime | | | 1 |
| | | | | |