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.

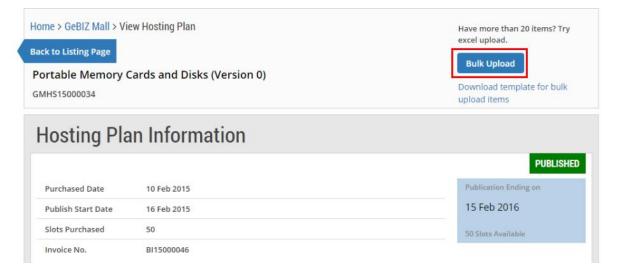
i o o tini g i ito	an Information	
		PUBLISH
Purchased Date	10 Feb 2015	Publication Ending on
Publish Start Date	16 Feb 2015	15 Feb 2016
Slots Purchased	50	50 Slots Available
Invoice No.	B115000046	
		+ Add Item to Publish
		What Buyer Sees

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