# File Exchange Catalogue Template Instructions

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# Introduction

This section describes this document's purpose and explains where to find the File Exchange listing templates.

## How to use this guide

This guide explains how to use the eBay File Exchange listing tool to post product listings to the eBay web site. This guide was designed to be used with one of the standard templates available on the File Exchange *Select Template* web page.

## How to interpret text styles

The text in this document use these text styles in sentences to imply specific meanings:

- **Bold** signifies objects clicked to perform a function, such as menu commands, buttons, and keyboard keys. **Bold** is also used to highlight a term or phrase before its explanation.
- *Italic* denotes names of pertinent objects, such as application windows, field names, hyperlinks, and introductory terms.
- `Monospace` signifies programming objects, such as code examples, field values, and URLs.
- PlainCapitalLetters signifies a general reference, such as these underlined terms: "For Action, use the VerifyAdd value," and "ReturnsAcceptedOption supports the ReturnsAccepted and ReturnsNotAccepted values."

# What is File Exchange?

This section provides a general overview of File Exchange, and then explains template structure and use.

## eBay File Exchange overview

This section explains the requirements and qualification necessary to use the File Exchange templates, and then presents a general workflow.

### File Exchange benefits and requirements

File Exchange allows you to create listings offline using a standard flat-file format, and then easily bulk upload and manage a large number of listings and the resulting sales reports.

The File Exchange tool helps you quickly and efficiently:

- Create new listings
- Confirm there are no errors in your listing files before posting them
- Revise active listings
- End active listings
- Download sales reports
- Issue refunds
- Mark items as shipped
- Leave feedback.

File Exchange is the ideal tool if you:

- Are already familiar with the eBay listing process
- Have a lot of inventory items you want to list on eBay
- Use software, such as Microsoft® Excel, Access or another program to manage your inventory and you want to use it to create a listing file for eBay
- Are familiar with flat files and want to batch list several items in a single file.

File Exchange is a free subscription service, but does have certain computer system requirements.

#### Requirements

File Exchange is a cross-platform tool, meaning it can be used on a Windows, Mac, or Linux, as long as that system has:

- Connectivity to the Internet
- A recent version of a standard Web browser software application
- A text-editing software application that supports comma-separated value (CSV) format.

### File Exchange features

The benefits of File Exchange include faster file processing, better response files, the ability to view processing status, and more consistency in naming conventions.

Using the eBay File Exchange features, templates and processes, you can upload and manage a large number of listings, and the resulting sales, using a standard flat-file format.

A flat file is an electronic data file used to exchange information between two systems. Data for each record is separated by a comma, semicolon, or tab. With File Exchange, you can use flat files to list in any eBay category. Flat-file benefits include:

- **Platform independence**: Create and use flat files on any operating system
- **Software independence**: Manage your inventory with almost any spreadsheet or database program
- **Improved efficiency**: Batch list or update several listings simultaneously

You can also upload and download files using scripts . If you prefer to automate uploads via an HTTP Post, or automate downloads via an HTTP Get, please visit the File Exchange *Programmatic Upload and Download Instructions* page.

### Downloadable templates

Each default template file that you download must contain data organized into fields (also called *columns* or *headers*) that your computer system, and the File Exchange tool, can recognize and interpret.

Using the File Exchange template, you can create one file that contains multiple actions; that is, you can add one listing, revise another listing, end a third, and so forth.

eBay has designed several default templates that you can download. Refer to *Using the default templates* on page 11.

### Sales Management

File Exchange also helps you download and manage your item sales data at every stage of the listing process. For example, you can download an order report to obtain your most recent sales, or you can download a refunded order report to verify refunds.

## File Exchange workflow

Creating a new listing file from an eBay File Exchange template follows this basic flow:

1. Select a template to download from the eBay File Exchange Center.
2. Download the template(s) to a known location on your computer.
3. Open a template using a spreadsheet or similar application.
4. Fill in the template to create a new listing file.
5. Save your new listing file in the CSV (comma-separated values) or tab-delimited file format.
6. Upload the new listing file to eBay.
7. Review the upload status and results, and then troubleshoot errors, if needed.

For in-depth information about the File Exchange templates, refer to the *File Exchange Advanced Instructions*.

# Understanding template structure

This section explains the field requirements and file format structure.

Product information can be entered in the appropriate template manually, item by item, or, if you already have your inventory documented in a database or spreadsheet file, you can map your data directly into the template file. Whichever method you select, enter the data in the format specified, paying particular attention to the following:

- *Required Field*: You must provide data for each of the required fields specified in the data field tables. Each required field name is preceded by an asterisk *.

**Note:** New sellers are required to use a safe payment method, which means accepting PayPal or a merchant credit card, such as American Express, Discover, Visa, or MasterCard. To choose a safe payment option, refer to *Payment and return fields* on page 39.

- *Character type, character limit, and values*: The data must conform to the character types and limits provided in the template data field definitions.

**Important:** File Exchange does not support newlines, linefeeds, or carriage returns in field values. These characters must be removed or an error will occur while attempting to process the file. If separate lines are desired in the Description (or any) field, HTML text is required.

- *Header field names are not case-sensitive*: It does not matter whether you capitalize the letters in the field names or not. For example, eBay File Exchange will recognize both `paypalaccepted` and `PayPalAccepted` as the same field. However, we recommend that you use the header (field) names as they are provided in this manual.
- *Header (field) values are case-sensitive*: When you provide particular string values for data fields, make sure they conform to the case sensitivity noted in the data field templates in this manual. For example, `VerifyAdd` is an acceptable value for the Action field, but `verifyadd` is not.
- *Field Relationships*: Some fields are coupled with correlated fields. For example, if you enter a value in the ShippingService-1:Option field for a specific item, then you must also enter a value in the ShippingService-1:Cost field. In some instances, a field may be optional, technically speaking, but it requires also using a related field because of their relationship. Improperly used fields can cause inconsistent shipping and payment error messages in the results file.
- *Template variations across eBay sites*: Not all default templates are supported on each eBay site. For example, the Catalog template is not supported on certain sites.

**Tip:** For more information about site-specific support, refer to the *File Exchange Advanced Instructions*.

- *Smart Headers automatically apply values*: If you create an item listing file for specific types of items, such as books, all have the same value, you can enter the value in the header once instead of entering the value for each listing multiple times.

# Choosing a template file

This section explains the designed purpose for each of the listing templates.

Before you download templates, determine where to store the files for easy access and retrieval. Good file management practices help alleviate losing data and time-consuming rework. Each type of template was designed for an intended purpose.

For example, the listing templates have these prescribed uses:

- Use the Item Specifics template to list items based on a particular eBay category, like a particular type of memorabilia.
- Use the Catalog template to list items with ISBN, UPC, or SKU established product identifiers.
- Use the Basic template for all other types of listings, such as items that do not have major similarities.
- Use the Tickets template for listing tickets in the Events Category, such as concerts and sporting events.

When you first create a listing template, keep the item listings to a minimum, and use the *VerifyAdd* action the first time you upload a file. Uploading a simple file first will help you more easily resolve any errors. After successfully uploading a file, create a file with actual listings, and then upload that file to post real items on eBay.

When you create a new listing file, keep in mind that you can later use it to create similar listing files.

# Using the default templates

This section explains how to download a template file, and then enter product information in the template fields.

## Acquire a default template

This section explains how to acquire the default templates via the internet.

You must be connected to the Internet in order to download File Exchange templates. For in-depth information about the File Exchange templates, refer to the *File Exchange Advanced Instructions*.

You can download the templates in two different formats: Excel or CSV. Excel-formatted templates provide field descriptions inside the file, but the CSV templates do not. Choosing the right template will help make listing your items easier. Each template was designed for a specific purpose.

**Note:** If a pop-up blocker is enabled on your computer, disable this function, or choose to override the blocker when prompted, in order to download the templates.

To acquire a default template, follow these steps:

1. Log in to your eBay.com account with your user ID and password.
2. Navigate to the *Select Template* page.
3. On the *File Exchange Overview* page, click **Select Template** on the left side of the page

**Figure 1: Select Template page**

**Tip:** After navigating to the *Select Template* page, you can use the links on the left side of the page to access all of the other File Exchange pages used in these procedures.

4. Select one of the template files in either CSV or Excel format, and then follow the prompts to save the template on your computer.

# Enter data in the default template fields

This section explains how to use a File Exchange template file to create a product listing file.

The procedure below provides sample entries for the a default template. The action used in a template file determines which of the default fields are required to contain values (data). For example, using the Revise and Relist actions only require using the ItemID field; whereas using End requires the ItemID and Endcode fields. For more information about Action field requirements, refer to the *File Exchange Advanced Instructions*.

For more information about general field requirements, refer to *Required template fields* on page 27.

1. Open a default template file.
2. Follow the field descriptions below to enter data for the required (*) eBay default fields:

| Header Field Name | Example | Character Limit | Purpose |
|---|---|---|---|
| ***Action** | VerifyAdd | N/A (not applicable) | *VerifyAdd* allows you to test a simple file before uploading your actual listings. To upload actual listings, use the *Add* action. |
| ***Product:UPC** | 4263544531 | N/A | Specifies the product code number or key used by the manufacturer to identify the product. |
| ***Title** | U2 Live | 55 characters (including blank spaces) | Specifies which terms are found when buyers search for products. Use multiple terms so it's easy for buyers to search for this product. |
| ***Description** | Best live performance ever captured on CD | 500,000 characters (including blank spaces) | Specifies product details and general information. To use multiple line descriptions, enter HTML text here, and use the <BR> and <P> tags to separate the lines. |
| PicURL | http://xxx /pic2.jpg | 2048 characters (including blank spaces) | Link to a hosted photo of the item. Photo must be self-hosted, meaning the URL entered points to your photo on a web server accessible on the internet. Separate mulitple image URLs with a "\|" (pipe character). |

| Header Field Name | Example | Character Limit | Purpose |
|---|---|---|---|
| ***Quantity** | 10 | N/A | Specifies the number of this type of item for sale. Commas between integers are not required for large numbers. |
| ***Format** | FixedPrice | N/A | Specifies the type of listing format, such as Auction or FixedPrice. |
| PrivateNotes | Ready to ship | 1000 characters | Specifies any notes to yourself about the item. A buyer does not see this information. |
| ***StartPrice** | 10.00 | 16 characters (including commas and decimal point) | Specifies the cost of the product. Decimal points and commas must be correctly placed. No currency symbol is required. |
| ***Duration** | 10 | N/A | Specifies how long the listing will be posted on eBay. Choose 1, 3, 5, 7, or 10 for all formats except StoresFixedPrice. Use 30 or Good 'Til Cancelled for StoresFixedPrice listings. |
| ***Location** | 95124 | 45 characters (including blank spaces) | Indicates to the buyer the location from where the item will be shipped. Postal zip codes are supported, or include city, state (two-letter abbreviation), and country (three-letter abbreviation). |
| **PayPalAccepted** | 1 | N/A | This is a boolean value, meaning 1=true, or "yes." The PayPalEmailAddress field must also be used. |
| **PayPalEmailAddress** | myEmail@PayPal.com | N/A | Ensures you receive correspondence from PayPal This must be the same email address as on your PayPal account. |
| ***ShippingType** | Flat | N/A | Determines whether you use a standard (flat) or calculated rate for shipping.<br>Only *Flat* or *Calculated* are valid entries. If *Calculated* is used, no entry for *ShippingService-1:Cost* is needed. |
| ShippingService-1:Option | UPSGround | N/A | Identifies the shipping service carrier. For valid shipping service entries, refer to *Optional template* |

| Header Field Name | Example | Character Limit | Purpose |
|---|---|---|---|
| | | | *fields* on page 30. Must accompany an *ShippingService-1:Cost* entry. |
| ShippingService-1:Cost | 5.00 | 16 characters (including commas and decimal point) | Defines the shipping cost. Must accompany an *ShippingService-1:Option* entry. |
| ***DispatchTimeMax** | 2 | N/A | Defines the handling time required to package the item. |
| ***ReturnsAcceptedOption** | ReturnsAccepted | N/A | Tells buyers whether or not they can return the item. |

3. When you are finished entering values for the default eBay fields, save this file in CSV format to a known location on your computer.

# Adding a new field to a default template

This section explains how to add new fields to a default File Exchange template.

The default File Exchange templates only contain a subset of all the supported fields; fields need to be added for most of the optional fields, as well as for new features. This section explains how to add a new field in one of the default templates, or in one of your working product listing files.

The File Exchange templates contain both required and optional fields. Do not change or delete any of the required field headers. Required fields are in **bold type** or have an asterisk (*) beside the field name.

An optional field can be deleted, or renamed to serve as a new field that is not in the default templates. For example, you may not want to use the *Subtitle* field, but would like to offer free shipping for this item, you can replace it with `ShippingService-1:FreeShipping`, and use it for that purpose.

Another option for adding new fields is to add blank columns in the template, and then add the new field names in the column header.

**Tip:** If you want to add multiple new fields that have similar field names, such as *WeightMajor*, *WeightMinor*, and *WeightUnit*, use this method:

1. Create a field with the new field name, like `WeightMajor`.
2. Copy and paste this whole column as many times as needed for your new fields.
3. Revise the appropriate portion of the replicated field names (`Minor` for `Major`, and `Unit` for `Major`).

You do not have to remove unused fields, but doing so after creating and successfully uploading a new listing file makes it easier to customize and manage different types of product listing files.

Field names must follow the format requirements explained in *Template field definitions* on page 27. These instructions describe using Microsoft® Excel®; if you are using a different spreadsheet application, use similar functions in that application to complete this procedure.

1. Open a default template or one of your working product listing files.
   The default templates are available on the File Exchange *Select Template* page.
2. Add the following new header field names using one of these methods:
   - Click on a field in the first row (except for Action) and select **Insert > Column** on the menu bar. Enter a field name in the new column, such as `Border`, and then press **Enter**.
   - Click on an optional field in the first row that you do not intend to use, such as *Highlight*. Enter a new field name in its place, such as `Border`, and then press **Enter**.
3. Enter values (in the second row, below the field header) for the new fields, and then save the file.

# Deleting a field from a default template

This section explains how to remove fields from a default File Exchange template.

The File Exchange templates contain both required and optional fields. Unused optional fields can be deleted to streamline your template files. Do not change or delete any of the required field headers. Required fields are in **bold type** or have an asterisk (*) beside the field name.

**Tip:** Instead of deleting an unused optional field, it can be renamed to serve as a new field that is not in the default templates. For example, you may not want to use the *BoldTitle* field, but would like to offer free shipping for this item, you can replace it with `ShippingService-1:FreeShipping`, and use it for that purpose.

To delete an unused optional field, select the column and select **Edit > Delete**.

**Tip:** If you want to delete multiple new fields, hold down the *Ctrl* button while clicking on columns you want to delete, and then select **Edit > Delete**.

# Using product identifiers

This section explains how to use the new product fields in one of the default templates, or in one of your current listing files.

There are new Product fields available for entering product information in a listing. These new fields enable you to leverage existing catalogue information for your listings, and will replace the *ProductIDType* and *ProductIDValue* fields. To learn more about the new product fields, refer to *Product code and details fields* on page 36.

There are two types of product fields: Product:<code> and Product:<details>. The Product:<code> fields define the type of product identifier; the Product:<details> fields define which product information that you want to include in the listing.

For example, the *Product:ISBN* field will identify the product in our catalogue, and add the title, description, and stock photo when available. The *Product:IncludePreFilledItemInformation* field will add the publisher, edition, author, and other product details in our eBay catalogue.

The Product:<code> fields are:

- **Product:ISBN**—Enter the International Standard Book Number (ISBN) in this field. To find the number, look below the ISBN bar code on the book cover, or on the back of the titlepage in the book.
- **Product:EAN**—Enter the European Article Number (EAN) in this field. To find the number, look below the EAN bar code on the outside of the product.
- **Product:UPC**—Enter the Universal Product Code (UPC) in this field. To find the number, look below the UPC bar code on the outside of the product.
- **Product:ProductReferenceID**—Enter the eBay Product Reference ID (also known as the EPID) in this field. To find the number, search for your item on eBay, and then look for the EPID on the search results page.
- **Product:MPN**—Enter the Manufacturer Part Number (MPN) in this field. To find the number, look on the outside of the product. The product Owner's Manual will tell you where the part number is located.
- **Product:Brand**—Enter the Brand name in this field. The brand name is typically the primary name you see on the product.

**Note:** The MPN and Brand fields must both be used for an item, but the other Product:<code> fields must be used individually. For example, ISBN and UPC cannot both be used for the same item.

The Product:<details> fields are:

- **Product:IncludePreFilledItemInformation**—Enter a `1` in this field to use the industry-standard information in our catalogue.
- **Product:IncludeStockPhoto**—Enter a `1` in this field to use the stock photo in our catalogue (when available).
- **Product:IncludeStockPhotoAsGallery**—Enter a `1` in this field to use the stock photo in our catalogue (when available) as your Gallery picture.

**Note:** To use your own self-hosted photo as the Gallery picture, enter a `0` in this field, and use the PicURL field to specify the picture to be used as your Gallery picture.

- **Product:ReturnSearchResultsOnDuplicates**—Enter a `1` in this field to get definitive information about the product when multiple matches are found in the catalogue. You will need to download a Load Response report in order to get the ProductReferenceID that best matches your item.

To add product codes and details, follow these steps:

1. Open a new Catalogue template file from the File Exchange *Select Template* page. If you are using one of your existing Catalogue templates, you will need to add the new product fields manually.
2. In the *Product:UPC* field, enter the UPC number for the item.
3. In the *Product:IncludePreFilledItemInformation* field, enter `1`. This will add the item information in our catalog to your listing.
4. In the *Product:IncludeStockPhotoURL* field, enter `1`. This will add the standard photo in our catalog to your listing.
5. Enter any other required or desired field values for the item in the appropriate fields (like payment and return policy information), and then save the file in comma-separated value (CSV) format.

# Using revision files

This section explains how to download and use listing files designed to simplify the revision process.

To simplify the revision process, you can download files that contain existing listing information designed to be updated with minimal changes, and then uploaded to eBay. File Exchange supports up to 1000 uploaded listings per day. If you need to increase this number, contact Customer Support to request up to a limit of 10,000.

On the *Create a Download Request* page, you can download these types of revision files:

- **Revise price and quantity**: Use to update the *SiteID*, *Currency*, *StartPrice*, *BuyItNowPrice*, and *Quantity* fields in Active listings.
- **Revise payment status**: Use to update the *PaymentStatus* field in Sold listings.
- **Revise shipping status**: Use to update the *ShippingStatus*, *ShippingCarrierUsed*, and *ShipmentTrackingNumber* fields in Sold listings.

In addition to the fields used to update your listings, the revision files provide the *Action* and *ItemID* fields and values for you. These field values do not need to be changed to use the revision files.

The same procedure is used to download both Active and Sold revision files; the type of revision file you choose determines which fields exist in the downloaded file.

To download a revision file:

1. Go to the *Create a Download Request* page.
2. Select **Active Listings** or **Sold Listings** from the *Listing and Records* drop-down menu.
3. Select **File Exchange** for the Download format, and then choose the type of revision file you want from the drop-down menu (like Revise Price and Quantity).
4. Select to download all Active or Sold listings, or define a date range to download a specific set of Active or Sold listings.
5. Verify your eBay account email address.
6. Click **Save**. Note the download request reference number on the *Create a Download Request: Success* page. This number identifies the revision file you just requested.
7. In the navigation bar, click **Completed Downloads**. The *View Completed Downloads* page provides a link to download the revision files. After your request has been processed, you'll see the reference number on this page. Click the adjacent **Download** link.
8. When prompted, choose to open the file. When the file opens in your spreadsheet application, save it on your computer.
9. In the revision file, select the ItemID column, right-mouse click and select **Format Cells**. Select **Number** for the *Category*, change *Decimal Places* to `0`, and then click **OK**.
10. Update the field values that you want to change, like changing the quantity or status. When you are finished, save the file in CSV format.
11. In the navigation bar, click **Upload Listings and Updates**. Click the **Browse** button to select your revision file.
12. Click **Upload**.

To verify your changes uploaded successfully, click **View Upload Results** in the navigation bar.

# Using the ConditionID field

This section explains how to add a value for the new *ConditionID* field in one of the default templates, or in one of your working product listing files.

The *ConditionID* field replaces the existing fields, *A:Condition* and *C:Condition*. These two condition fields will work until July 27, 2010, when eBay will require item conditions to be specified in the new

field. We recommend that you change all existing condition fields in your listings to the *ConditionID* field format as soon as possible.

Condition values are now defined by *ConditionID* numbers. A *ConditionID* value, like `1000`, has different meanings, depending on the category used. For example, `1000` means *New* in a computer category listing, but means *New with box* in a shoes category listing.

Because *ConditionID* values vary depending on the category, you should refer to the *item condition look-up* page to see if the category you are using requires a new condition value, and to see what the Condition definitions are for each category. To get the new *ConditionID* values for all categories, click the **ConditionIDs by Category** link on the *File Exchange Instructions and Resources* page.

To get the *ConditionID* values for a particular category, go the File Exchange Select Template page and generate an Item Specifics template. The generated template contains the new *ConditionID* field, and the *ConditionID* numbers and literal values are defined in the Item Specifics Definitions file that accompanies the generated template.

To get the available ConditionID values for a given category, follow these steps:

1. Go to the *Select Template* page, and under *Item Specifics Category template*, click **Select a category**.
2. On the *Select Template: Item Specifics* page, select the category that best describes your item. Keep selecting more definitive categories to the right until no more options appear.

   **Tip:** If you already know the category number, enter it in the *Category#* field.

3. Click **Generate Template**.
4. On the *Generate Template* page, click the **Item Specifics Category Template** link to open the file.
5. Click the **Item Specifics Definitions** link to open the file.
6. In the *Item Specifics Definitions* file, select the appropriate *ConditionID* number for your item, and copy it to the *ConditionID* field in the Item Specific Category template file.

   **Note:** If you want to update the item condition description in one of your existing listing templates, you will need to change the existing condition column name (`A:Condition` or `C:Condition`) to `ConditionID`, and then enter the numeric value below it.

7. Enter any other required or desired field values for the item in the appropriate fields (like payment and return policy information), and then save the file in comma-separated value (CSV) format.

# Uploading and downloading files

This section explains how to upload a template file and then download inventory and sales reports.

## Upload a template file

To upload listing files to File Exchange, you must be connected to the internet. You'll also need a valid email address in order to receive upload confirmations.

Follow these steps to upload your template files: Template files are checked in several areas as it uploads:

- A basic format check if performed when files are uploaded. For example, if you use a format other than .csv, or tab-delimited .txt in some regions, the upload will fail. Also, if the Action field is not present in the first column or the required fields are not present and properly formatted, the upload will fail.
- You can only upload 1,000 actions every 24 hours. If you have exceeded your upload limits in the file or for the day, the upload will fail. If the number of actions in the file exceeds the eBay limit, the upload will fail. To request an increase in your upload limit, contact *Customer Support*.

An example of a *Upload Inventory* page is shown below.

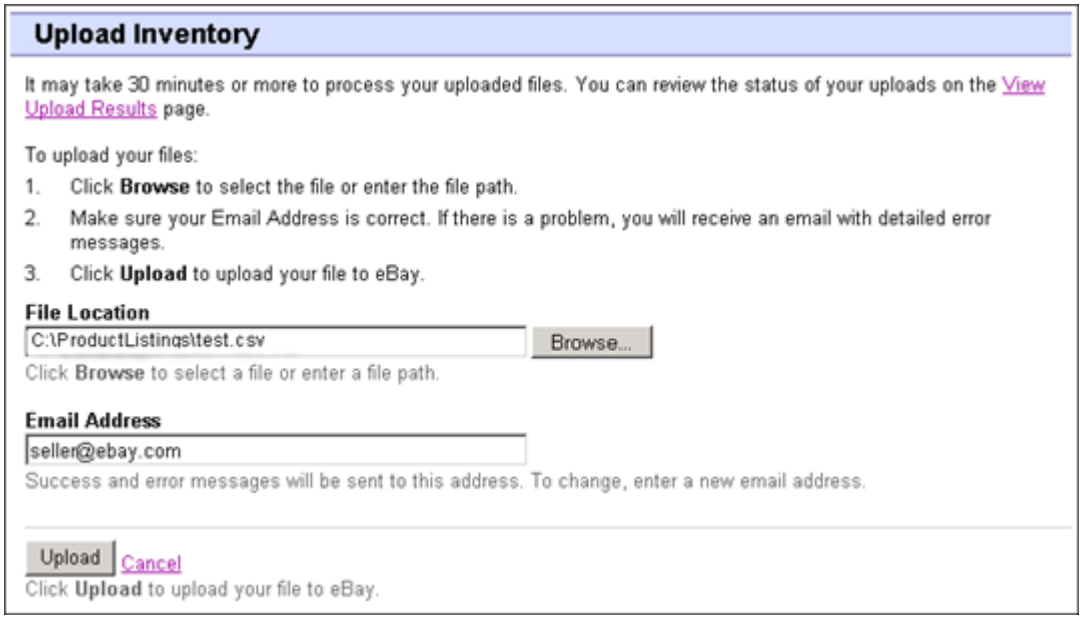



**Figure 2: Upload Inventory page**

After uploading files, always check the upload results to verify that no errors occurred. eBay sends you an email confirmation noting its success or failure. (If the upload fails, the email you receive will describe any errors.) Later, you will receive another email notifying you that the product listings were posted successfully.

1. Go to the *File Exchange Center* page, select **Upload Listings and Updates**, which opens the *Upload New Listings and Updates* page.
2. Browse your system to find the appropriate .csv file you previously created. When you have found and selected the file, it populates the *File Location* field.

3. Type in the email address where you want eBay File Exchange to send emails to (it defaults to your account email).
4. Click **Upload** to send your template file to eBay.

# View upload results

Click **View Upload Results** on the *Upload Inventory* page to view the summary and status of the file(s) you've just uploaded.

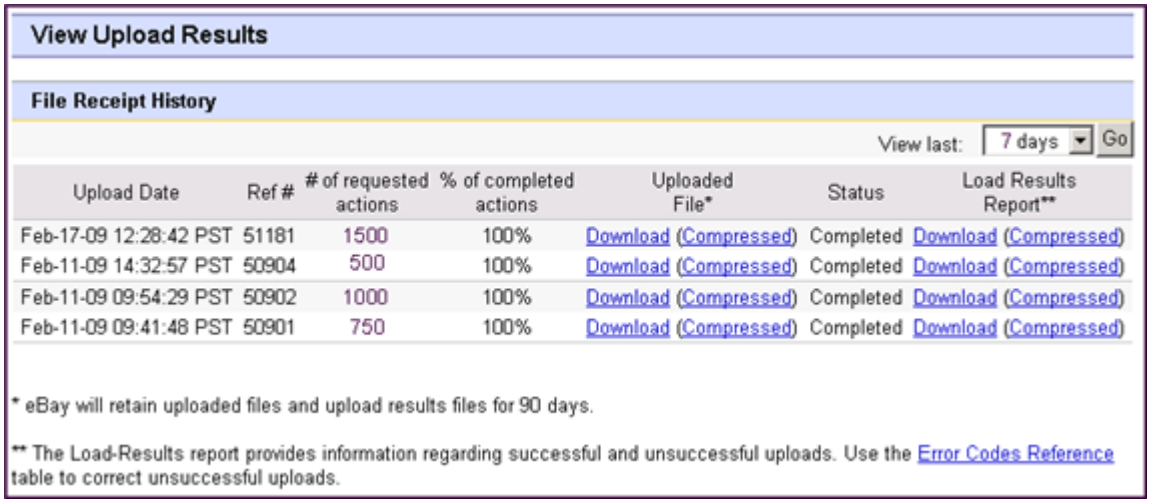
The *View Upload Results* page shows the status of uploaded files. The Load Results report includes:

- Date you uploaded the file
- Reference number generated by eBay File Exchange
- Number of requested actions in the file
- Percentage of actions processed
- Links to the uploaded file(s)
- Upload status, which includes: File Received-In Queue, In Progress, Completed, Failed - Invalid File Format
- Links to the Load Results report, as described in *Load results report details* on page 21.

The *View Upload Results* page also allows you to download any file that has been previously uploaded. For example, if you want to create a similar listing file from one that uploaded successfully, simply download that file and rename it when you save it. You can also download your upload results report from this page once processing has completed.

These upload results are stored for 90 days. Use the *View Last* drop-down menu to see your upload results sorted by timeframes (24 hrs, last 7 days, 30 days or 90 days).

An example of a *View Upload Results* page is shown below.



**View Upload Results**

**File Receipt History**

View last: 7 days Go

| Upload Date | Ref # | # of requested actions | % of completed actions | Uploaded File* | Status | Load Results Report** |
|---|---|---|---|---|---|---|
| Feb-17-09 12:28:42 PST | 51181 | 1500 | 100% | Download (Compressed) | Completed | Download (Compressed) |
| Feb-11-09 14:32:57 PST | 50904 | 500 | 100% | Download (Compressed) | Completed | Download (Compressed) |
| Feb-11-09 09:54:29 PST | 50902 | 1000 | 100% | Download (Compressed) | Completed | Download (Compressed) |
| Feb-11-09 09:41:48 PST | 50901 | 750 | 100% | Download (Compressed) | Completed | Download (Compressed) |

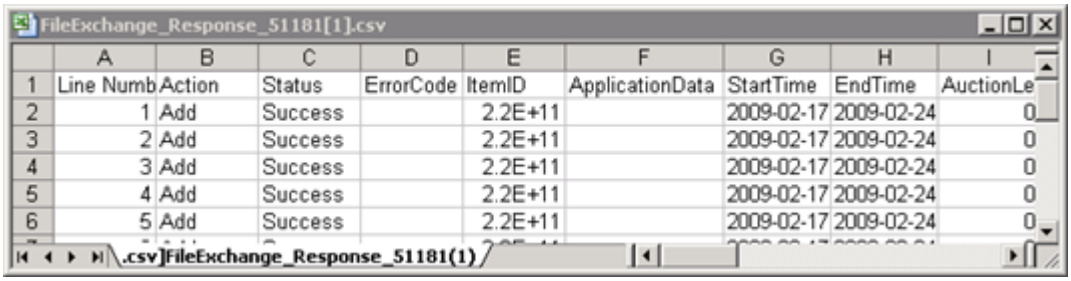
* eBay will retain uploaded files and upload results files for 90 days.

** The Load-Results report provides information regarding successful and unsuccessful uploads. Use the Error Codes Reference table to correct unsuccessful uploads.

**Figure 3: View Upload Results page**

# Load results report details

The Load Results report contains processing data about each listing in your upload file. An example file is shown below.



FileExchange_Response_51181[1].csv

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Line Numb | Action | Status | ErrorCode | ItemID | ApplicationData | StartTime | EndTime | AuctionLe |
| 2 | 1 | Add | Success | | 2.2E+11 | | 2009-02-17 | 2009-02-24 | 0 |
| 3 | 2 | Add | Success | | 2.2E+11 | | 2009-02-17 | 2009-02-24 | 0 |
| 4 | 3 | Add | Success | | 2.2E+11 | | 2009-02-17 | 2009-02-24 | 0 |
| 5 | 4 | Add | Success | | 2.2E+11 | | 2009-02-17 | 2009-02-24 | 0 |
| 6 | 5 | Add | Success | | 2.2E+11 | | 2009-02-17 | 2009-02-24 | 0 |

.csv]FileExchange_Response_51181(1)

**Figure 4: Load Results report**

The column headers (or data fields) are described in *Result and report fields* on page 43.

# Using revision files

This section explains how to download and use listing files designed to simplify the revision process.

To simplify the revision process, you can download files that contain existing listing information designed to be updated with minimal changes, and then uploaded to eBay. File Exchange supports up to 1000 uploaded listings per day. If you need to increase this number, contact Customer Support to request up to a limit of 10,000.

On the *Create a Download Request* page, you can download these types of revision files:

- **Revise price and quantity**: Use to update the *SiteID*, *Currency*, *StartPrice*, *BuyItNowPrice*, and *Quantity* fields in Active listings.
- **Revise payment status**: Use to update the *PaymentStatus* field in Sold listings.
- **Revise shipping status**: Use to update the *ShippingStatus*, *ShippingCarrierUsed*, and *ShipmentTrackingNumber* fields in Sold listings.

In addition to the fields used to update your listings, the revision files provide the *Action* and *ItemID* fields and values for you. These field values do not need to be changed to use the revision files.

The same procedure is used to download both Active and Sold revision files; the type of revision file you choose determines which fields exist in the downloaded file.

To download a revision file:

1. Go to the *Create a Download Request* page.
2. Select **Active Listings** or **Sold Listings** from the *Listing and Records* drop-down menu.
3. Select **File Exchange** for the Download format, and then choose the type of revision file you want from the drop-down menu (like Revise Price and Quantity).
4. Select to download all Active or Sold listings, or define a date range to download a specific set of Active or Sold listings.
5. Verify your eBay account email address.
6. Click **Save**. Note the download request reference number on the *Create a Download Request: Success* page. This number identifies the revision file you just requested.

7. In the navigation bar, click **Completed Downloads**. The *View Completed Downloads* page provides a link to download the revision files. After your request has been processed, you'll see the reference number on this page. Click the adjacent **Download** link.
8. When prompted, choose to open the file. When the file opens in your spreadsheet application, save it on your computer.
9. In the revision file, select the ItemID column, right-mouse click and select **Format Cells**. Select **Number** for the *Category*, change *Decimal Places* to `0`, and then click **OK**.
10. Update the field values that you want to change, like changing the quantity or status. When you are finished, save the file in CSV format.
11. In the navigation bar, click **Upload Listings and Updates**. Click the **Browse** button to select your revision file.
12. Click **Upload**.

To verify your changes uploaded successfully, click **View Upload Results** in the navigation bar.

# Generating reports

This section explains how to download inventory and sales reports generated by completing a download request, and then explains how to create download schedules.

## Create a download request

Now it's time to learn how to create inventory and sales history reports based on the inventory and listing files you just created. Click **Create a Download Request** on the *File Exchange Center Overview* page (or **Download Files** in the left navigation bar) to open the *Create a Download Request* page shown below.

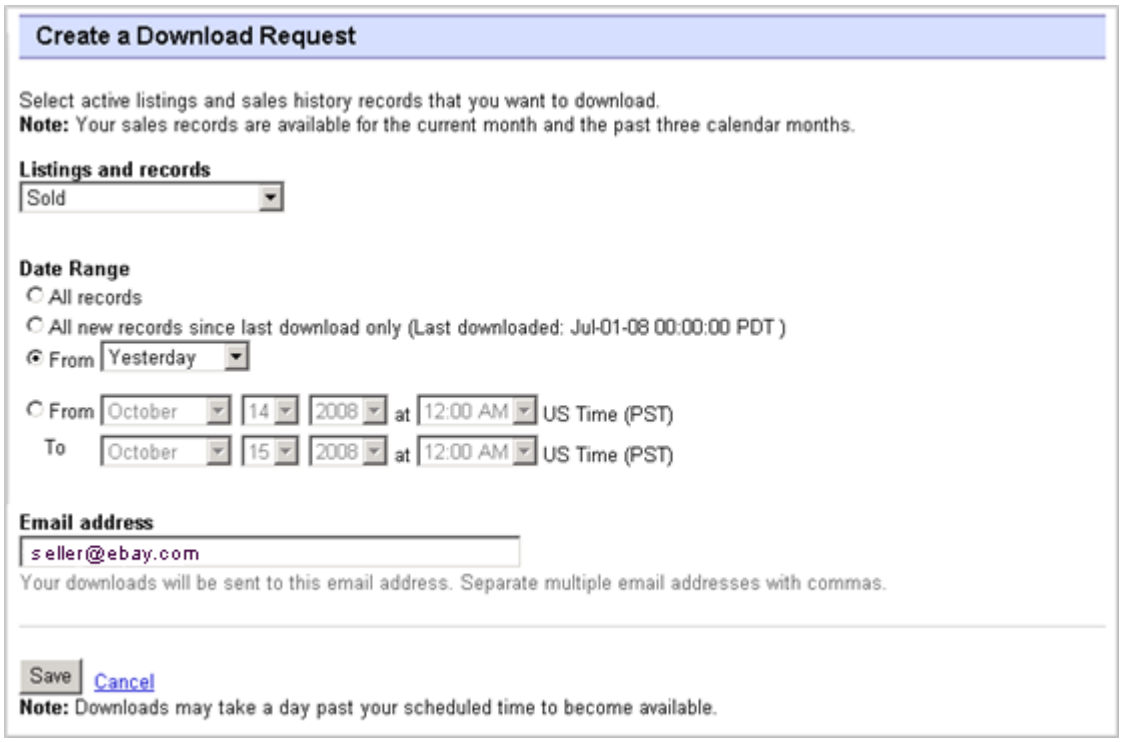



**Figure 5: Download request form**

The *Create a Download Request* page enables you to generate inventory and sales reports by choosing one of these filters on the *Listing and Records* menu:

- Active items
- Sold items
- Unsold items
- Sold and archived items
- Items awaiting payment
- Items paid and awaiting shipment
- Items paid and shipped
- Archived items
- All Sold and Archived

You can also use date ranges to control which data gets captured in a generated reports. All of the above reports can be generated using the example procedures in *Download a Sold items report* on page 24 and *Download an Active listings report* on page 24.

# Download an Active listings report

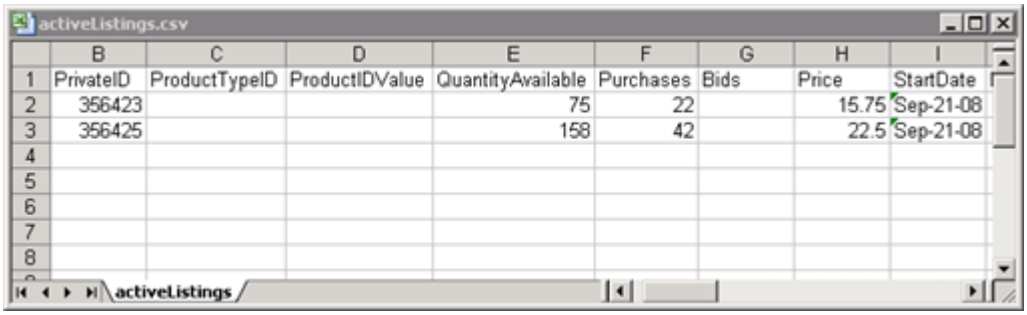
This section explains how to generate a report that shows all of your active listings.

There are several types of status-oriented reports, all of which can be downloaded using this procedure. In this example, you will generate an inventory snapshot report following these steps:

1. Select **Active Listings** from the *Listing and Records* drop-down menu.
2. Type in the email address(es) you want the file sent to (it defaults to your registered email).
3. Click **Save**.
4. In the navigation bar, click **Completed Downloads**. The *View Completed Downloads* page provides links to download the report(s) you just created.

The Active listings report, in .csv format, provides you a view of all your listings still selling on eBay. (After a listing ends, it moves to the Sold or Unsold listings.) This file is in default list order by end date, and with all Good Til Cancel Items listed at the end.

You can import this file into your inventory system and use the data in it to reconcile and manage your inventory. An example file is shown below.


activeListings.csv

| | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| 1 | PrivateID | ProductTypeID | ProductIDValue | QuantityAvailable | Purchases | Bids | Price | StartDate |
| 2 | 356423 | | | 75 | 22 | | 15.75 | Sep-21-08 |
| 3 | 356425 | | | 158 | 42 | | 22.5 | Sep-21-08 |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |

activeListings

**Figure 6: Active listings report**

For Active listings field descriptions, see *Result and report fields* on page 43.

# Download a Sold items report

This section explains how to generate a report that shows your current sales.

There are several types of sales-oriented reports, all of which can be downloaded using this procedure. In this example, you will generate a Sold items report.

1. Select **Sold** from the *Listing and Records* drop-down menu.
2. Type in the email address(es) you want the file sent to (it defaults to your registered email).
3. Click **Save**.
4. In the navigation bar, click **Completed Downloads**. The *View Completed Downloads* page provides links to download the report(s) you just created.

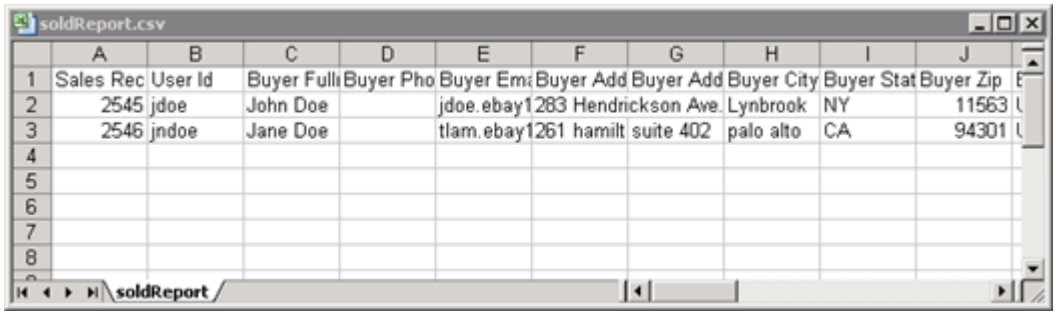
The report you download provides a summary of the profits generated by each of your sold listings. The data displayed is calculated based on stored product information, eBay fees, and the total revenue generated by the sold listing.

The report contains the following:

- Buyer information
- Payment information
- Shipping information
- Sales information
- Cost information
- Listing information
- Feedback information

**Note:** For report field definitions, refer to *Sold Listings report fields* on page 45.

The figure below is a sample Sold Items report (in .csv format). The generated report and its data fields or column headers will differ depending on the filter you select.


soldReport.csv

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Sales Rec | User Id | Buyer Fulli | Buyer Pho | Buyer Em | Buyer Add | Buyer Add | Buyer City | Buyer Stat | Buyer Zip |
| 2 | 2545 | jdoe | John Doe | | jdoe.ebay | 1283 Hendrickson Ave. | | Lynbrook | NY | 11563 |
| 3 | 2546 | jndoe | Jane Doe | | tlam.ebay | 1261 hamilt | suite 402 | palo alto | CA | 94301 |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |

soldReport

**Figure 7: Sold items report**

# Create a download schedule

You can create automated download schedules using the File Exchange Center for various types of inventory reports in order to view your updated sales information on a regular basis.

The *Download Schedule* page enables you to specify which reports will be automatically sent to you by choosing one of these filters on the *Listing and Records* menu:

- Sold items
- Unsold items
- Sold and archived items
- Items awaiting payment
- Items paid and awaiting shipment
- Items paid and awaiting shipment
- Archived items
- All Sold and Archived items

You can also use date ranges to control which data gets captured in a generated reports.

The following is an example of *Create a Download Schedule* page with **Sold** selected.

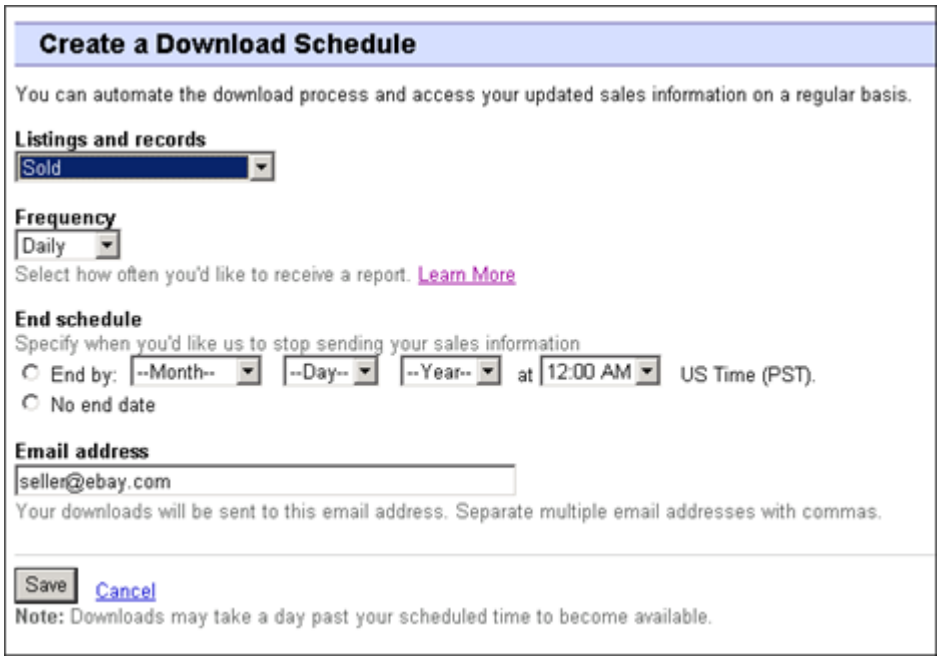



**Figure 8: Create a Download schedule**

After selecting the options you want and entering your email address, click **Save**.

# View download schedule

To view a summary of your download schedule, and a list of completed downloads, click **Download Schedule** on the left side of *File Exchange Center* page.

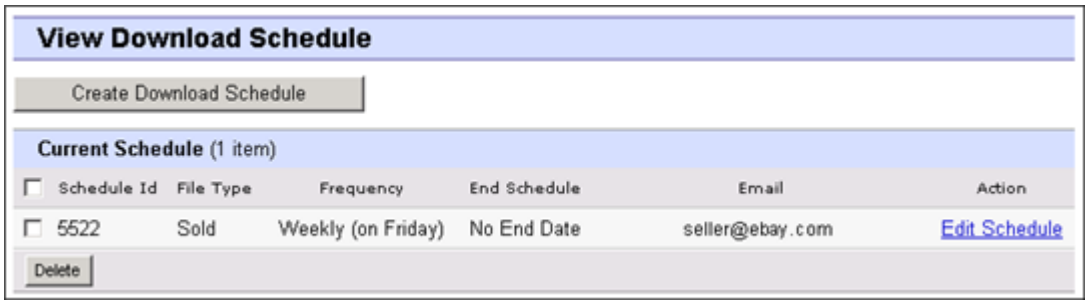



**Figure 9: View Download schedule**

This page shows the currently scheduled downloads, and allows you to edit or delete download schedules.

# Template field definitions

This section explains the field requirements and purpose by specifying character limits, data types, and field relationships.

## Required template fields

This section explains the required fields used to define how a listing appears on eBay, and also what types of information is displayed.

### Action

**Required field in all templates**. Determines the purpose of the row: add item, relist item, revise item, end listing, mark and item's status, verify an added item, and add item description information.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Add`, `Revise`, `Relist`, `End`, `Status`, `VerifyAdd`, or `AddToItemDescription` |
| **Field Dependency** | Must enter all required field data for a particular type of action. |

### ConditionID

Describes the appearance and state of the product. Condition IDs are numeric, not textual, and vary according to the category chosen. Generate an Item Specific template for a category to retrieve the Condition IDs in the Item Specifics Definition file.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Possible valid eBay *ConditionID* values include: `1000`, `1500`, `2000`, `2500`, `3000`, `4000`, `5000`, `6000`, and `7000`.<br><br>To get the *ConditionID* values for a particular category, go the File Exchange Select Template page and generate an Item Specifics template. The generated template contains the new *ConditionID* field, and the *ConditionID* numbers and literal values are defined in the Item Specifics Definitions file that accompanies the generated template.<br><br>To get the new *ConditionID* values for all categories, click the **ConditionIDs by Category** link on the *File Exchange Instructions and Resources* page. |

### *DispatchTimeMax

Specifies the handling time, defined as the maximum number of business days you usually take to prepare an item for shipping to domestic buyers after receiving a cleared payment. **DispatchTimeMax* does not include the time required to ship the item (the carrier's transit time) to the buyer.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | `1`, `2`, `3`, `4`, `5`, `10`, `15`, `20`, `30` |
| **Field Dependency** | This field may be specified without specifying Shipping Service Costs. **DispatchTimeMax* is a required field for most categories, and only applies to Flat and Calculated shipping. |

## Duration

How long would you like your listing to be posted on eBay? Enter the amount of days you'd like the listing to be active.

| | |
|---|---|
| **Character limit** | Max length 3 |
| **Type** | Integer |
| **Valid Entry** | Only certain values are allowed, and the choice of values depends on the listing format. Valid Auction and Fixed Price durations include: `1`, `3`, `5`, `7`, and `10` (days).<br>Valid StoreFixedPrice durations include: `30` (days) or `GTC` for the Good Til Cancelled.<br>You can also refer to the Durations Table on the eBay developer site. (You must have an eBay developer account to access these English-language only pages.) |

## Format

Listing format for the item. For more information, refer to: *Selecting a selling format*.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Auction` (default), `FixedPrice`, `ClassifiedAd`, `RealEstateAd`, |

## Location

Location of the item. Use the Postal Code, or City, State, Country.

| | |
|---|---|
| **Character limit** | Max length 45 |
| **Type** | Alphanumeric |
| **Valid Entry** | Postal code, or other valid mailing address |

## Quantity

Quantity of the item available for sale. A quantity of more than one implies all the items are the exact same.

| | |
|---|---|
| **Character limit** | Max length 45 |
| **Type** | Integer |
| **Valid Entry** | Standard numbers, like `1`, `15`, and `100`. |
| **Field Dependency** | If *LotSize* is greater than 1, then the *Quantity* field indicates the number of lots being listed and *LotSize* indicates the number of items in each lot. You can only use *LotSize* in lot-enabled categories. |

## ReturnsAcceptedOption

Indicates whether a buyer can return the item. **This is a required field**.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `ReturnsAccepted`, `ReturnsNotAccepted` |

## ShippingType

The shipping types available for the item. Specifying *Flat* designates that Flat-rate shipping is available for domestic shipping (and international if international shipping services are specified).

To mix Flat and Calculated shipping options, use the *FlatDomesticCalculatedInternational* or *CalculatedDomesticFlatInternational* values.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Flat` (default), `FreightFlat`, `Calculated`, `FlatDomesticCalculatedInternational`, `CalculatedDomesticFlatInternational`. |

## StartPrice

Price at which bidding starts. If the listing is in fixed price format, this is the price to buy the item.

| | |
|---|---|
| **Character limit** | Max length 16, including decimal point or comma |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `5.99`, `10.00`, `100.00` |

## Title

Primary name that appears in search results for the item. (This field is optional for catalog listings but required for non-catalog listings.)

| | |
|---|---|
| **Character limit** | Max length 55 |
| **Type** | Alphanumeric string |
| **Valid Entry** | Keywords and item descriptors, like product name and model. |

# Optional template fields

This section explains the optional fields used to define how a listing appears on eBay, and also what types of information is displayed.

## AdditionalDetails

Provides detailed explanation of your return policy.

| | |
|---|---|
| **Character limit** | Max 500 characters |
| **Type** | Text string |
| **Valid Entry** | User input |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## BoldTitle

Do you want to see your listing in boldface type? This field applies bold face type to the title of your listing. Additional fees apply.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## BuyItNowPrice

Price required to immediately buy an auction-style format item. Defines the price you are willing to accept for the item, which will immediately end the auction. Not valid for fixed priced format items.

| | |
|---|---|
| **Character limit** | Max length 16, including decimal point or comma |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `10.00`, `29.99`, `100.00`. |

## CustomLabel

Your unique identifier for the item, like a stock-keeping unit (SKU) number. The buyer does not see this information.

| | |
|---|---|
| **Character limit** | Max length 50 |
| **Type** | Alphanumeric string |
| **Valid Entry** | Text or numeric string. |

## GalleryDuration

Specifies whether the item is included in the Gallery, either in the general Gallery or in the special “featured” section above it.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Days_7`, `Lifetime` |
| **Field Dependency** | `Featured` must be entered in the *GalleryType* field. |

## GalleryType

Indicates how and where images are displayed. The options are:

- **Gallery**: Image is included in the eBay search results.
- **Plus**: In addition to the benefits of 'Gallery', includes an icon in the eBay search results that, when clicked or moused over, displays a large 400 x 400 pixel preview image of the item. Otherwise, your image is shown at the standard size of 96 pixels.
- **Featured**: In addition to the benefits of 'Plus', your item is at the top of the search results in the Featured section.

For more information, refer *About gallery upgrades.*

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `None` (default), `Gallery`, `Plus`, `Featured`. |

## PaymentStatus

Do you show buyers when a payment has been received? Specifies whether or not the item has been paid for.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## PicURL

URL of the image to add to your listing. If a Gallery upgrade is specified (Plus or Featured), the image will be used for the search preview image. For best results, use an image that is in JPEG format and is at least 1000 pixels wide.

A listing can have a maximum of 12 images hosted by EPS or 1 by a third party. Multiple URLs can be separated by the '|' character. Images for a listing can either be hosted by eBay Picture Services (EPS) or by a third party (but not both). To add images to EPS, the UploadSiteHostedPictures API must be used (not directly supported in File Exchange).

**Important:** If an image URL has blank spaces, you must replace the blank spaces with `%20`; otherwise, the image will not appear in the listing.

| | |
|---|---|
| **Character limit** | Max length 2048 |
| **Type** | Text string |
| **Valid Entry** | `http://i.ebayimg.ebay.com/image1.jpg\|http://i.ebayimg.ebay.com/image2.jpg`, `http://hostedpics.com/images/item1.jpg`. |

## PrivateNotes

Do you want to note something about this item that can help identify the line items (for example, a short description or SKU) and is returned in the Load Results Report.

| | |
|---|---|
| **Character limit** | Max length 50 |
| **Type** | Alphanumeric string |
| **Valid Entry** | Short descriptors about the item. These notes are not seen by the buyer. |

## RefundOption

Defines how the buyer will be compensated for a returned item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Exchange`, `MerchandiseCredit`, `MoneyBack` |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## ReturnsWithinOption

The number of days, after the item is received by the buyer, that returns are accepted.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |

| | |
|---|---|
| **Valid Entry** | `Days_3`, `Days_7`, `Days_14`, `Days_30`, `Days_60`. Default is *Days_7*. |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## ShippingCostPaidBy

Defines who pays the shipping cost for returning an item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Buyer`, `Seller` |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## ShippingService-1:Cost

Cost to ship the item with the selected shipping service.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `0.00`, `1.99`. |
| **Field Dependency** | Field must accompany *ShippingService-1:Option* regardless of whether *ShippingService-1:FreeShipping* has a value or not. A value should not be entered if *ShippingService-1:FreeShipping*=1, or *ShippingType=Calculated* or *Freight* for domestic services. |

## ShippingService-1:Option

A domestic shipping service the buyer can choose to ship the item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | Must be a valid service option value.<br><br>For valid service option values, refer to the *Shipping services fields* section of the *File Exchange Advanced Instructions*. |
| **Field Dependency** | Must be accompanied by *ShippingService-1:Cost*. |

## ShippingService-1:Priority

Defines the display order of the domestic shipping service options shown in your listing.

For example, if two or more domestic shipping services are specified, the service with *Priority* as *1* will be the first shipping option shown in your listing.

**Note:** Each domestic service priority must be unique; no two domestic shipping services can have the same *Priority*.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Numeric value, like `1`, `2`, or `3`. |
| **Field Dependency** | Field and a value are required if more than one domestic shipping service is specified. |

## ShippingService-1:ShippingSurcharge

Additional cost for buyers who have the item shipped via UPS to Alaska, Hawaii, Puerto Rico, or Guam.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `3.99`. |
| **Field Dependency** | A value should not be entered if a surcharge is not desired (`0.00` is not a valid value). |

## ShippingService-2:Cost

Cost to ship the item with the selected shipping service.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `0.00`, `1.99`. |
| **Field Dependency** | Field must accompany *ShippingService-2:Option*. A value should not be entered if *ShippingType=Calculated* or *Freight* for domestic services. |

## ShippingService-2:Option

A domestic shipping service the buyer can choose to ship the item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | Must be a valid service option value.<br><br>For valid service option values, refer to the *Shipping services fields* section of the *File Exchange Advanced Instructions*. |
| **Field Dependency** | Must be accompanied by *ShippingService-2:Cost*. |

## ShippingService-2:Priority

Defines the display order of the domestic shipping service options shown in your listing.

For example, if two or more domestic shipping services are specified, the service with *Priority* as *1* will be the first shipping option shown in your listing.

**Note:** Each domestic service priority must be unique; no two domestic shipping services can have the same *Priority*.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Numeric value, like `1`, `2`, or `3`. |
| **Field Dependency** | Field and a value are required if more than one domestic shipping service is specified. |

## ShippingService-2:ShippingSurcharge

Additional cost for buyers who have the item shipped via UPS to Alaska, Hawaii, Puerto Rico, or Guam.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Currency |
| **Valid Entry** | Numeric amount, like `3.99`. |
| **Field Dependency** | A value should not be entered if a surcharge is not desired (`0.00` is not a valid value). |

## ShippingStatus

Do you want to inform buyers when an item has been shipped? Specifies whether or not the item has been shipped.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=not shipped, 1=shipped) Default is 0. |

## SubTitle

Secondary name that appears in search results for the item (in addtion to the title). Note that additional fees apply for using this field.

| | |
|---|---|
| **Character limit** | Max length 55 |
| **Type** | Alphanumeric string |

| | |
|---|---|
| **Valid Entry** | Keywords and item descriptors |

# Product code and details fields

This section explains the fields used to identify a an item by its product codes, which are then used to add its product information in your listing.

## Product:ISBN

The International Standard Book Number (ISBN), which provides standard product information about the item. eBay attempts to find a matching product on your behalf to use in the listing. If there are multiple matches for the ISBN, you must resubmit the item using *Product:ReturnSearchResultsOnDuplicates* field to determine which ProductReferenceID to use.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Number located by the bar code, and on the back of the titlepage in the book. |

## Product:UPC

The Universal Product Code (UPC), which provides standard product information about the item. eBay attempts to find a matching product on your behalf to use in the listing. If there are multiple matches for the UPC, you must resubmit the item using *Product:ReturnSearchResultsOnDuplicates* field to determine which ProductReferenceID to use.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Number located by the bar code on the product. |

## Product:EAN

The European Article Number (EAN), which provides standard product information about the item. eBay attempts to find a matching product on your behalf to use in the listing. If there are multiple matches for the EAN, you must resubmit the item using *Product:ReturnSearchResultsOnDuplicates* field to determine which ProductReferenceID to use.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Number located by the bar code on the product. |

## Product:ProductReferenceID

The eBay Reference ID, or EPID, provides unique product information about the item. To find the Product Reference ID, search for the item on eBay, and then copy and paste the EPID from the search results page into this field.

Use the ProductReferenceID instead of the other Product:<type> fields (like Product:UPC) to alleviate the chance of our catalogue finding multiple product matches.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Unique product identifier generated by eBay. |

## Product:Brand

The name that identifies the product. eBay attempts to find a matching product on your behalf to use in the listing. If there are multiple matches for the Brand and MPN, you must resubmit the item using *Product:ReturnSearchResultsOnDuplicates* field to determine which ProductReferenceID to use.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | The brand name of the product, like `Sony` or `Levis`. |
| **Field Dependency** | Must accompany *Product:MPN*. |

## Product:MPN

The Manufacturer Part Number (MPN), which provides standard product information about the item. eBay attempts to find a matching product on your behalf to use in the listing. If there are multiple matches for the MPN and Brand, you must resubmit the item using *Product:ReturnSearchResultsOnDuplicates* field to determine which ProductReferenceID to use.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Integer |
| **Valid Entry** | Number located somewhere on the product housing. Look in the product Owners' Manual for instructions about where the part number is located on the product. |
| **Field Dependency** | Must accompany *Product:Brand*. |

## Product:IncludePrefilledItemInformation

Adds pre-filled item information from our catalog to the listing. Manufacturer name, version number, author or artist, and publisher are examples of Pre-filled Item Information.

| | |
|---|---|
| **Character limit** | N/A |

| | |
|---|---|
| **Type** | Boolean |
| **Valid Entry** | Use `1` (for True) or `0` for False. |

## Product:IncludeStockPhotoURL

Adds a stock photo (when available) to the listing. If you do not wish to use the stock photo, or you desire to add pictures in addition to the stock photo), use the PicURL field.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | Use `1` (for True) or `0` for False. |

## Product:UseStockPhotoURLAsGallery

Designates the stock photo (when available) to be used as the Gallery picture in the listing. To use your own photo as the Gallery picture, but still use the stock photo as the second picture, enter `0` in this field, and then use the *PicURL* field to specify your self-hosted photo as the Gallery picture.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | Use `1` (for True) or `0` for False. |

## Product:ReturnSearchResultsOnDuplicates

Provides definitive information about a product when multiple matches are found in the catalogue.

In order to discern between the product matches found, download the Upload results, and then use the ProductReferenceID that best matches your item in the listing.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | Use `1` (for True) or `0` for False. |

## ProductIDType

This field will no longer be supported in the near future. Use the new product details fields to enter product information in a listing. For more information, refer to *Using product identifiers* on page 15.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `ISBN`, `UPC`, `EAN`, `ProductIdentifier` |
| **Field Dependency** | Must accompany *ProductIDValue*. |

## ProductIDValue

This field will no longer be supported in the near future. Use the new product details fields to enter product information in a listing. For more information, refer to *Using product identifiers* on page 15.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | Integer Value for *ISBN*, *UPC*, *EAN* or string for *ProductIdentifier* (for example, `1419861204` or `8539117657`) |
| **Field Dependency** | Must accompany ProductIDType. |

# Payment and return fields

This section explains safe payment, return policy, and other transaction fields used to define how a buyer can pay for an item.

## AdditionalDetails

Provides detailed explanation of your return policy.

| | |
|---|---|
| **Character limit** | Max 500 characters |
| **Type** | Text string |
| **Valid Entry** | User input |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## AmEx

Do you accept American Express payments? Specifies whether or not American Express is accepted as payment.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## CashOnPickup

Specifies whether payment on pickup is an acceptable payment term.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |

| | |
|---|---|
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## ImmediatePayRequired

Indicates whether immediate payment is required from the buyer. For more information, refer to *Requiring immediate payment*.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## MOCashiers

Do you accept money order and cashiers checks payments. Specifies whether money orders and cashiers checks are accepted as payment.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | 0 or 1 (0=false, 1=true) Default is 0. |

## PaymentInstructions

Additional information regarding payment, such as how soon the item will be shipped, feedback instructions, and other reminders that the buyer should be aware of when they bid on or buy an item.

| | |
|---|---|
| **Character limit** | Max length 500 characters |
| **Type** | Alphanumeric string |
| **Valid Entry** | Null (default); Short descriptive sentences. |

## PaymentSeeDescription

Do you specify payment methods in the *Description* field? Specifies whether or not acceptable payment methods are stated in the *Description* field. If you do not set any other payment method, you must specify *PaymentSeeDescription=1*.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## PaymentStatus

Do you show buyers when a payment has been received? Specifies whether or not the item has been paid for.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

## PayPalAccepted

Do you accept PayPal as a form of payment? Although eBay does not require a particular payment method for each listing, you must set at least one of the payment methods to true (1).

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |
| **Field Dependency** | Must accompany *PayPalEmailAddress*. You can only use this field for sites that support PayPal. If no value is passed but your eBay preferences are set to offer PayPal on all listings, eBay will return a warning notifying you that *PayPalAccepted* was added as a payment method. If *PayPalAccepted* is passed, also pass *PayPalEmailAddress*. |

## PayPalEmailAddress

If you accept PayPal as a form of payment, you'll want to provide an email address associated with the item you have on file with PayPal.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | Valid email address, like name@example.com |
| **Field Dependency** | Must accompany *PayPalAccepted.* |

## PersonalCheck

Do you accept personal check payments? Specifies whether or not a personal check is accepted as payment.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | 0 or 1 (0=false, 1=true) Default is 0. |

## RefundOption

Defines how the buyer will be compensated for a returned item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Exchange`, `MerchandiseCredit`, `MoneyBack` |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## ReturnsAcceptedOption

Indicates whether a buyer can return the item. **This is a required field**.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `ReturnsAccepted`, `ReturnsNotAccepted` |

## ReturnsWithinOption

The number of days, after the item is received by the buyer, that returns are accepted.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Days_3`, `Days_7`, `Days_14`, `Days_30`, `Days_60`. Default is *Days_7*. |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## ShippingCostPaidBy

Defines who pays the shipping cost for returning an item.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Text string |
| **Valid Entry** | `Buyer`, `Seller` |
| **Field Dependency** | The *ReturnsAcceptedOption* field is required when you use this field. |

## VisaMastercard

Do you accept Visa or MasterCard payments? Specifies whether or not Visa or MasterCard is accepted as payment.

| | |
|---|---|
| **Character limit** | N/A |
| **Type** | Boolean |
| **Valid Entry** | `0` or `1` (0=false, 1=true) Default is 0. |

# Result and report fields

Explains the field definitions used for upload results and various reports.

### Load results report fields

The table below explains the load results field data downloaded from File Exchange.

| Load Results Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *Action* | Action value for corresponding listing. |
| *ApplicationData* | Custom, application-specific data to be associated with the new item. |
| *AuctionLengthFee* | eBay fee for 10-day auction for this listing. |
| *BoldFee* | eBay fee to boldface the title for the item listing. |
| *BorderFee* | eBay fee to display a border around an item in the listing. |
| *BuyItNowFee* | eBay fee to add the *BuyItNow* feature on this listing. |
| *CategoryFeaturedFee* | eBay fee for listing the item in the selected category. |
| *CurrencyID* | Specifies currency type, such as USD, CAD, GBP, AUD, EUR, CHF, TWD, CNY, INR |
| *CustomLabel* | Holds your internal SKU or unique identifier and is a very useful way to index your inventory with eBay listings and associated costs. |
| *EndTime* | Time listing will end on eBay site. **Type:** YYYY-MM-DD HH:MM:SS. Hours are in 24-hour format (for example, 2:00:00pm is shown as 14:00:00) and treated as GMT. |
| *ErrorCode* | Code number denoting reason for the listing failure during upload. |
| *ErrorMessage* | Text description that corresponds to *ErrorCode*. |
| *FeaturedFee* | eBay fee to list the item at the top of the item listings. |
| *FeaturedGalleryFee* | eBay fee to list a fixed-price item for a certain duration. |
| *FixedPriceDurationFee* | eBay fee for using the *FixedPriceDuration* feature on this listing. |
| *GalleryFee* | eBay fee to have the item included in the gallery. |
| *GiftIconFee* | eBay fee to display the gift icon next to the listing. |
| *HighlightFee* | eBay fee to make the listing appear highlighted. |
| *InsertionFee* | Basic eBay fee for listing the item. EU residents who sell items on EU sites may be subject to VAT. |

| Load Results Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *InternationalInsertionFee* | For sites that don't normally charge insertion fees, a fee for offering shipping to countries other than the country of the listing site. |
| *ItemID* | eBay-designated ID number that is given to successful listings only. |
| *LineNumber* | Line number of the listing from your upload file. |
| *ListingDesignerFee* | eBay fee to list the item using a Listing Designer layout or theme template.<br>Using Motors vehicle listings might result in a higher fee. |
| *ListingFee* | Total eBay fee for listing the item, which includes basic fee (InsertionFee) plus any specialty listing features (GalleryFee, HighLightFee, FeaturedFee, ListingDesignerFee, etc.). EU residents who sell items on EU sites may be subject to VAT. |
| *PhotoDisplayFee* | eBay fee use of Photo Hosting feature, a slideshow of multiple images. |
| *PhotoFee* | eBay fee for associating photos with the listed item. |
| *PrivateNotes* | Value you can assign that can help identify the line items (for example, a short description). |
| *ProPackBundleFee* | Fee for selecting ProPackBundle (at a discount over individually selecting *BoldTitle*). Valid only for U.S. and Canadian eBay Motors. |
| *ReserveFee* | eBay fee for specifying a reserve price for the auctioned item. |
| *SchedulingFee* | eBay fee to schedule a listing for a later date. |
| *StartTime* | Time listing went live on eBay site (same as ScheduleTime, if used). Type: YYYY-MM-DD HH:MM:SS. Hours are in 24-hour format (for example, 2:00:00pm is shown as 14:00:00) and treated as GMT. |
| *Status* | Specifies success or failure of action for listing. If "Fail," *ErrorCode* and *ErrorMessage* fields provide corresponding information. |
| *SubtitleFee* | eBay fee to add a subtitle to item listing. |

### Active Listings report fields

The table below explains the Active Listings report field data downloaded from File Exchange.

| Active Listings Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *Bids* | Current number of bids on a listing. Only applies to Chinese and Live Auctions. (Note that the Live Auctions option gives you a snapshot of you're my eBay active listings which includes any Live Auction listings.) |
| *CategoryLeafName* | Name of leaf category. |
| *CategoryNumber* | Number of the leaf category in which the listing was created. |
| *Condition* | Physical condition of the item. |

| Active Listings Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *CustomLabel* | Value you can assign (such as internal SKU or unique identifier); way to index your inventory with eBay listings and associated costs. |
| *DownloadDate* | Date/time the Active Listings file was downloaded; for example, Mar-29-10 13:32:01 PST. |
| *EndDate* | Date the listing was ended; for example, Apr-01-10. |
| *ItemID* | eBay-generated ID number that is given to successful listings only. |
| *ItemTitle* | Title displayed in the listing. |
| *PrivateNotes* | Value you can assign that can help identify the line items (for example, a short description or SKU). |
| *Price* | Chinese, Live Auctions = Highest current bid; Fixed Price, Store Inventory = Buy It Now price; Second Chance Offer = Price offered; Ad/Real Estate = Listed price (Note that the Live Auctions option gives you a snapshot of you're my eBay active listings which includes any Live Auction listings.) |
| *Purchases* | Only applies to Store Inventory and Fixed Price. Current number of purchases for a listing. Note that # of purchases does not necessarily = # of items purchased. |
| *QuantityAvailable* | Number of items remaining for a particular listing. |
| *SiteListed* | eBay site on which the item is listed, denoted by an integer; for example, 0 (U.S.), 100 (eBay Motors), 77 (Germany). |
| *StartDate* | Date the listing was created; for example, Mar-25-08. |

### Sold Listings report fields

The table below explains the Sold Listings report field data downloaded from File Exchange.

| Sold Listings Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *Buyer Address 1* | Buyer's primary address. |
| *Buyer Address 2* | Buyer's secondary address. |
| *Buyer City* | Buyer's city. |
| *Buyer Country* | Buyer's country. |
| *Buyer Email* | Buyer's email address. |
| *Buyer Fullname* | Buyer's first and last name. |
| *Buyer Phone Number* | Buyer's phone number. |
| *Buyer State* | Buyer's state. |
| *Buyer Zip* | Buyer's postal code. |

| Sold Listings Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *Checkout Date* | Date the sales transaction occurred. |
| *CustomLabel* | Value you can assign (such as internal SKU or unique identifier); way to index your inventory with eBay listings and associated costs. |
| *Feedback Left* | Shows if you sent feedback for the buyer (Yes/No). |
| *Feedback Received* | Shows if the buyer gave you feedback (Yes/No). |
| *ItemID* | eBay-generated ID number that is given to successful listings only. |
| *ItemTitle* | Title displayed in the listing. |
| *Listed On* | Site where the listing appeared. |
| *Notes to Yourself* | Information about the item (not seen by the buyer). |
| *Order ID* | Numeric ID for an order, which has multiple transactions. |
| *Paid on Date* | Date the item was paid for. |
| *Payment Method* | How the item was paid for. |
| *PayPal Transaction ID* | Numeric ID for a PayPal transaction that involves eBay. |
| *PrivateNotes* | Value you can assign that can help identify the line items (for example, a short description or SKU). |
| *ProductIDType* | Type of data contained in *ProductIDValue* such as ISBN, UPC, EAN or eBay-generated Product Identifier. |
| *Product ID Value 1* | Value of first ProductIDType. |
| *Product ID Value 2* | Value of second ProductIDType, like when two ISBN numbers are used. For example, the ISBN-13 number is shown in Product ID Value 1, and the ISBN-10 number is shown in Product ID Value 2. |
| *Quantity* | Number of item purchased. |
| *Sale Date* | Purchased date of the item(s). |
| *Sale Price* | The amount the item sold for (not including shipping costs). |
| *Sales Record Number* | Numeric ID of the listing after the item sells. |
| *Sales Tax* | The tax cost for the item. |
| *Shipped on Date* | Date item was sent to the buyer. |
| *Shipping and Handling* | Total of shipping and handling costs. |
| *Shipping Service* | Carrier used to ship the item. |
| *Sold On* | The marketplace where the item was sold, such as eBay. |
| *Total Price* | Total cost of the item, including shipping cost. |
| *Total Price* | Total cost of the item, including P&P cost. |
| *Transaction ID* | Numeric ID for a single transaction. |

| Sold Listings Report Fields | |
|---|---|
| **Field Name** | **Description** |
| *User ID* | Member ID of the buyer. |
| *Variation Details* | Lists the variations used in the listing. |

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