

Product Management Guide (Bulk & Manual)

ZALORA



ZALORA

Contents Overview

1. General information on the catalog menu
2. How to change product prices & stock
3. How to change product descriptions & sizes
4. How to change photos
5. How to change product status
6. Creating product groups
7. Deleting products on seller center

2025





General Information On The Catalog Menu

Seller Center Main Dashboard View (New UI)

SELLER CENTER

Search

MP Test Seller!

Home

Catalog

All Products

Add Product

Manage Images

Restricted Brands

ZALORA Production Services (ZPS)

Orders

Promotions

Finance

Reports

Zalora Ads Platform

System

Store Builder

Platform Services

Settings

Help & FAQs

Contact us

Rate this page

Welcome back, MP Test Seller!

Your Seller rating: 2.0 / 5

Here's what's happening

Required actions

Pending orders >	0	Rejected products >	594
Approved products >	42	Pending products >	517

Total sales

Updated live

IDR 0.00

Product sales last 7 days

↓ 0%

Down from last week

Day	Sales
Tue	0.00
Wed	0.00
Thu	0.00
Fri	0.00
Sat	0.00
Sun	0.00
Mon	0.00

Last 7 days Previous 7 days

Total order items

Updated live

10

Order items last 7 days

↑ 0%

Up from last week

Day	Order Items
Tue	0
Wed	0
Thu	10
Fri	0
Sat	0
Sun	0
Mon	0

Last 7 days Previous 7 days

20 open promotions [View all](#)

[Flash Sale W18] 5.5 Voucher 20% No Min. Max Cap 500K
Registration ends in 8 hours
2 May 2025 - 7 May 2025
Percentage Voucher promotion
Seller funded portion: 100%

[Join Promotion](#)

[Flash Sale W18] 5.5 Weekend (+Kids) Voucher 28% Min. 499K Max Cap 5000K
Registration ends in 8 hours
3 May 2025 - 4 May 2025
Percentage Voucher promotion
Seller funded portion: 100%

[Join Promotion](#)

PRODUCT OVERVIEW OF THE NEW UI DASHBOARD

This is the main section on the product module, where the user can see all their products and manage based on their operations.

The screenshot shows a 'Products' dashboard with a sidebar on the left and a main table area. The sidebar contains navigation links: Home, Catalog (with sub-links for All Products, Add Product, Manage Images, and Restricted Brands), Orders, Promotions, Finance, Reports, Zalora Ads Platform, System, and Store Builder. The main area has a 'Products' header with a search bar and buttons for 'Import', 'Export', and 'Add New'. A table lists products with columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, QC Status, Visibility, Price Alert, Reject Reason, and Quality Comment. Annotations include: 'View all products in config level' pointing to the search bar; 'Product created date' pointing to the 'Created' column; 'Product image and name' pointing to the first row's image and name; and 'The stock is the sum of all variations with all the status' pointing to the 'Stock' column.

View all products in config level

Product created date

Product image and name

The stock is the sum of all variations with all the status

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility	Price Alert	Reject Reason	Quality Comment
	DryAeroflow Tee Women J2GAC20404 Running Tee	J2GAC20404-BLUE	28 Apr 2025	28 Apr 2025	P2,500.00	P2,250.00	3	Pending				
	DryAeroflow Graphic Tee Men J2GAC00599 Running Tee	J2GAC00599-ONI	28 Apr 2025	28 Apr 2025	P2,500.00	P2,250.00	4	Pending				
	DryAeroflow Graphic Tee Men J2GAC00509 Running Tee	J2GAC00509-BLACK	28 Apr 2025	28 Apr 2025	P2,500.00	P2,250.00	3	Pending				

PRODUCT OVERVIEW OF THE NEW UI DASHBOARD

Price range and Visibility

Has different icon colors to identify what is missing or pending

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility
<input type="checkbox"/>		DryAeroflow Tee Women J2GAC20404 Running Tee	J2GAC20404-BLUE	28 Apr 2025	28 Apr 2025	₱2,500.00	₱2,250.00 ⓘ	3	Pending	⊗ ⚠
						₱2,500.00	₱2,250.00 ⓘ	4	Pending	⊗ ⚠
						Price* ₱ 2500-36000	₱2,250.00 ⓘ	3	Pending	⊗ ⚠

If the price is different per variation, the price column will display the minimum and maximum prices

Price*
₱ 2500-36000



Refer to [icon and list](#) table for guidance on visibility icon

ICON GUIDELINES

Icon	Rule
	All the points in the list are green but there is a warning icon
	All the points in the list are green but, no warning
	At least one point in the list is red and there is a warning icon
	At least one point in the list is red

List guidelines

List	Rule
Product status is active	<p> All variations with status inactive</p> <p> Minimum 1 variation on the product set has status active</p>
Seller status is active	<p> seller status is inactive</p> <p> seller status is active</p>
Quality approved	<p> QC product status is rejected</p> <p> QC product status is approved</p> <p> QC product status is pending</p>
Brand status is active	<p> Brand status is active</p> <p> Brand status is inactive</p>
Variants with price 0	 price for at least one variation is =0
Variants with Stock 0	 stock for at least one variation is stock = zero

List	Rule
Images uploaded	<p> Product set dont have images uploaded</p> <p> Product set has at least 1 image</p>
Product has active categories	<p> Primary category of the product set is not status active</p> <p> Primary category of the product set has status active</p>
Brand is approved	<p> Brand is not approved</p> <p> Brand is approved</p>
Product is authorized	<p> Product was rejected for a reason with the flag is <i>SetToNotAuthorized</i></p> <p> QC product status is approved or rejected with a reason without the flag <i>SetToNotAuthorized</i></p>
Latest version not yet uploaded to shop	<p> Not yet uploaded to shop</p> <p> Uploaded to shop</p> <p> Latest version not yet uploaded to shop</p>

How To Organize Your Products

After entering the seller center, click the **Catalog Menu > All Products**

The screenshot displays the Seller Center interface. On the left, a navigation menu includes 'Home', 'Catalog', 'Add Product' (highlighted with a blue box), 'Manage Images', 'Restricted Brands', 'ZALORA Production Services (ZPS)', 'Orders', 'Promotions', 'Finance', 'Reports', 'Zalora Ads Platform', 'System', 'Store Builder', 'Platform Services', 'Settings', 'Help & FAQs', 'Contact us', and 'Rate this page'. The main content area features a welcome message, a search bar, and a 'Required actions' table with 0 pending and 42 approved products. Below this are two charts: 'Total sales' (IDR 0.00, down 0%) and 'Total order items' (10, up 0%). The right sidebar shows '20 open promotions' with details for two flash sale events and 'Join Promotion' buttons. A notification bell icon is visible in the bottom right corner.

SELLER CENTER Search

Welcome back, MP Test Seller!
Your Seller rating: 2.0 / 5

Here's what's happening

Required actions

Pending orders >	0	Rejected products >	594
Approved products >	42	Pending products >	517

Total sales
Updated live [View reports](#)

IDR 0.00
Product sales last 7 days

↓ 0%
Down from last week

Total order items
Updated live

10
Order items last 7 days

↑ 0%
Up from last week

20 open promotions [View all](#)

[Flash Sale W18] 5.5 Voucher 20% No Min. Max Cap 500K
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Percentage Voucher promotion
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[Join Promotion](#)

[Flash Sale W18] 5.5 Weekend (+Kids) Voucher 28% Min. 499K Max Cap 5000K
Registration ends in 8 hours
3 May 2025 - 4 May 2025
Percentage Voucher promotion
Seller funded portion: 100%

[Join Promotion](#)

How To Organize Your Products

To see all your product lists that have been uploaded to Seller Center, click **Catalog > All Products**

Catalog

- All Products
- Add Product
- Manage Images
- Restricted Brands
- ZALORA Production Services (ZPS)

Products

Take me to the old products >

Import Export **Add New**

Search by Products, SKU, Status 1-20 of 79

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

To see all product lists that have been published on the Zalora website, click the Filter menu, select **Live**.

Products

Import Export **Add New**

Search by Products, SKU, Status 1-20 of 480

Start typing to search for brand, category, tag, status, product name or SKU

STATUS

- Live
- Deleted Products
- Rejected
- Product Inactive
- Not Authorized
- Quality Approval Pending
- Price Rejected
- Sold Out

VISIBILITY

- Syncing

Visibility	Price Alert
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Products displayed on the Zalora website are those with stocks and have been approved by Zalora QC.

How To Organize Your Products

To see a list of rejected products, select **Rejected**

The screenshot shows the 'Products' management interface. At the top, there are buttons for 'Import', 'Export', and 'Add New'. Below is a search bar labeled 'Search by Products, SKU, Status'. A dropdown menu is open, showing various status options: 'Live', 'Deleted Products', 'Rejected' (highlighted with a blue box), 'Product Inactive', 'Not Authorized', 'Quality Approval Pending', 'Price Rejected', and 'Sold Out'. To the right, a table header shows columns for 'Visibility' and 'Price Alert'.

You can see the reasons for your product in **Rejected** on the column **Quality Control Comment**, then click the three dot symbol > **Select Edit Product > Fix** the rejected product according to the **Quality Control Comment** reason

Products

The screenshot shows the 'Products' table with a filter for 'Rejected' applied. The table has columns: Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, QC Status, Visibility, Price Alert, Reject Reason, and Quality Cont Comment. Two rows are visible, both with a 'Rejected' status and a 'Quality Cont Comment' of 'Automatically rejected'. A context menu is open over the three-dot menu icon in the 'Quality Cont Comment' column of the first row, showing options: 'More Product Details', 'Open in shop', 'Edit Product' (highlighted with a blue box), 'Copy Product', 'Restore Previous Version', 'Manage Product Images', and 'Delete Product'.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility	Price Alert	Reject Reason	Quality Cont Comment
	Night Reboot Serum 7ml	110602605001	23 May 2025	29 May 2025	₹1,166.00	₹809.00	280	Rejected			Product has low content score	Automatically rejected
	Night Reboot Serum 30ml	109954503001	23 May 2025	29 May 2025	₹6,198.00	₹4,452.00	0	Rejected			Product has low content score	Automatically rejected

How To Organize Your Products

To see a list of empty products, select the filter **Sold Out**

The screenshot shows a 'Catalog' sidebar on the left with 'All Products' highlighted. The main 'Products' view has a search bar and a list of filters. The 'STATUS' section includes 'Live', 'Deleted Products', 'Rejected', 'Product Inactive', 'Not Authorized', 'Quality Approval Pending', 'Price Rejected', and 'Sold Out' (which is highlighted with a blue box). The 'VISIBILITY' section includes 'Syncing'. The main table shows columns for 'Visibility' and 'Price Alert'.

Products that have 0 stock will not appear on the Zalora website with the status **“Sold Out”**

To see a list of products still pending in QC, select **Quality Approval Pending**

The screenshot shows the same 'Catalog' sidebar with 'All Products' highlighted. In the 'Products' view, the 'Quality Approval Pending' filter under the 'STATUS' section is highlighted with a blue box. The rest of the interface, including the search bar, table headers, and other filters, is identical to the previous screenshot.

Products that have been uploaded will undergo a QC process for a maximum of 2-3 business days.

How To Organize Your Products

To see a list of products with Inactive status, select the filter **Product Inactive**

The screenshot shows the 'Catalog' sidebar on the left with 'All Products' selected. The main 'Products' view has a search bar and a list of filters. 'Product Inactive' is highlighted in the 'STATUS' section. The product list on the right shows columns for 'Visibility' and 'Price Alert'.

Products with Inactive status, even though there is still stock, will not appear on the Zalora Website.

To see a list of products that have been deleted, select **Deleted Products**

The screenshot shows the 'Catalog' sidebar on the left with 'All Products' selected. The main 'Products' view has a search bar and a list of filters. 'Deleted Products' is highlighted in the 'STATUS' section. The product list on the right shows columns for 'Visibility' and 'Price Alert'.

You can display products that have been deleted again by clicking Restore Product.

TABLE SETTINGS

Customize columns to display on the product overview

Step 1: Click on *Products » All Products*

Step 2: Go to the edit settings by clicking on the gear icon

Products

Import Export Add New

Search by Products, SKU, Status

1-20 of 1,096

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility	Price Alert	Quality Control Comment
<input type="checkbox"/>		Camp Exall Short Sleeve Top	EXALLSS-S.Beige-XS	2 Apr 2025	2 Apr 2025	¥1,698.00	-	0	Rejected			Automatically rejected

Step 3: Click on Show More on the table settings pop-out

Table Settings

Column Settings

Pick and choose what columns are displayed in the table

Results Per Page

20

Reset to default

Save changes

Show More

Step 4: Adjust the toggle to **Enabled** or **Hidden** a column. Then, click on **Save Changes**.

Table Settings

Column Settings

Pick and choose what columns are displayed in the table

Image	Enabled
Name	Enabled
Parent SKU	Enabled
Created	Enabled
Updated	Enabled
Price	Enabled
Sale Price	Enabled
Stock	Enabled
QC Status	Enabled
Visibility	Enabled
Price Alert	Enabled
Reject Reason	Hidden
Quality Control Comment	Enabled
Tags	Hidden

Results Per Page

20

Reset to default

Save changes

VISIBILITY OVERVIEW

To see the icon description on the product list, click **Catalog > All Products**

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility
	Test SCTA-278 Name	TESTSCTA278-M	23 Apr 2025	23 Apr 2025	IDR 100,000.00	-	0	Pending	
	Black Evening Dress	ZLR-DRESS-BLACK	10 Apr 2025	10 Apr 2025	IDR 799,000.00	-	1	Pending	
	Tweed Mini Dress	dress-zalora-grey	11 Feb 2025	11 Feb 2025	IDR 199,000.00	IDR 199,000.00	2	Pending	
	Kebaya Kuning	ABC	8 Jan 2025	24 Mar 2025	IDR 30,000.00	-	8	Approved	
	ADIDAS Marvel Avengers Iron Man Cap IW1104 - Topi Anak	IW1104test2	6 Dec 2024	11 Feb 2025	IDR 399,000.00	-	1	Approved	
	ADIDAS Marvel Avengers Iron Man Cap IW1104 - Topi Anak	IW1104test	6 Dec 2024	11 Feb 2025	IDR 299,000.00	-	1	Rejected	
	Tester GWP Test	Test - GWP	30 Oct 2024	11 Feb 2025	IDR 1,000.00	-	4	Approved	
	Test Dress Multi Seller	Test_DoubleSKU_1	30 Sept 2024	11 Feb 2025	IDR 10,000.00	-	60	Approved	

Visibility	Details
	Product successfully live on website with updated version
	Product successfully live on website but not yet using the updated version
	Product is not live on website
	The product is not live on the website and is currently under QC review and/or price and stock is 0 (empty)



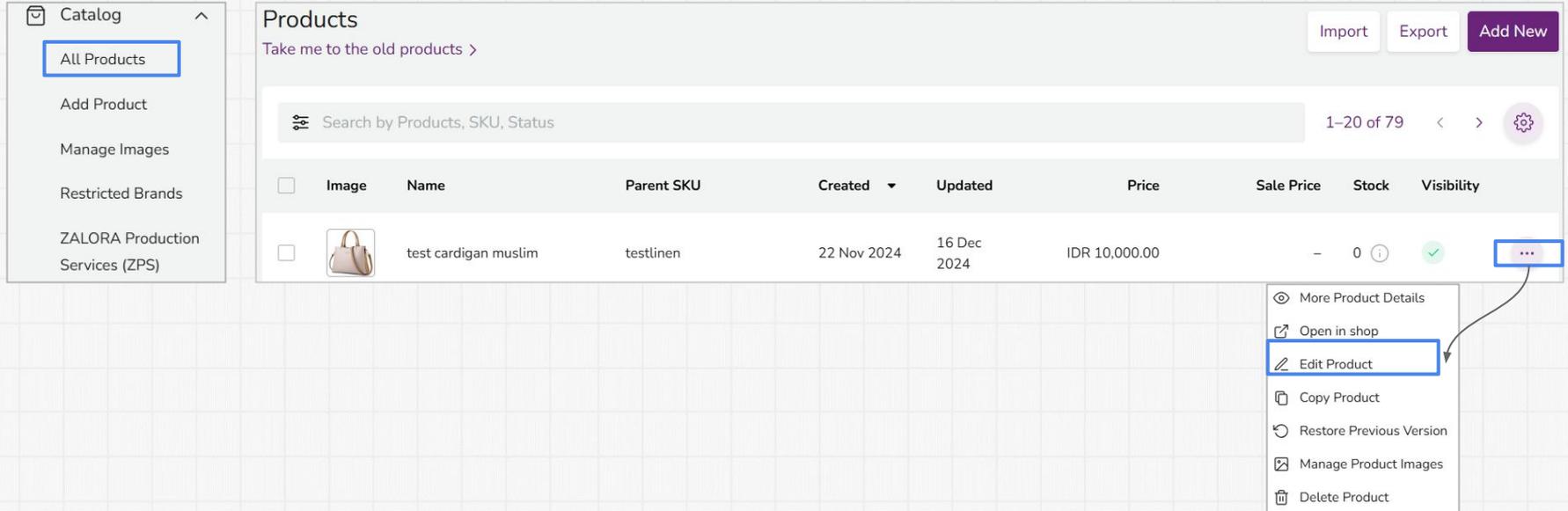
HOW TO CHANGE PRICE & PRODUCT STOCK

ZALORA

How To Change Product Prices

Step 1. Define product

Click the **Catalog** menu > **All Products** > select the **SKU** whose price you want to change. Click the **Three Dots** symbol > then select **More Product Details**.



The screenshot displays a product management interface. On the left, a 'Catalog' sidebar menu is open, with 'All Products' selected. The main area shows a 'Products' list with a search bar and a table of products. The table has columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. A product named 'test cardigan muslim' is highlighted. A dropdown menu is open for this product, with 'Edit Product' selected.

Catalog

- All Products
- Add Product
- Manage Images
- Restricted Brands
- ZALORA Production Services (ZPS)

Products
Take me to the old products >

Import Export Add New

Search by Products, SKU, Status 1-20 of 79

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility	
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- More Product Details
- Open in shop
- Edit Product
- Copy Product
- Restore Previous Version
- Manage Product Images
- Delete Product

How To Change Product Prices

Step 2. Determine the updated price

Enter the **Normal Price** in the “Price” column and the **Discount Price** in the “Sale Price” column > Click **Save**

- Catalog ^
- All Products
- Add Product
- Manage Images
- Restricted Brands
- ZALORA Production Services (ZPS)

Products

[Take me to the old products >](#)

🔍 Search by Products, SKU, Status

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00

Test Shoes - Sneakers ✕

Seller SKU: Test Shoes - Sneakers123

Product Actions ▾

This size is active

Stock

Price*

Sale Price

Sale Start Date*

✕

Please note that all dates are recorded according to the marketplace's time zone. The current time in the marketplace: 24 Apr 2025 16:08.

Sale End Date*

✕

Please note that all dates are recorded according to the marketplace's time zone. The current time in the marketplace: 24 Apr 2025 16:08.

Cancel Save

Step 3. Specify the start and end dates of the promotion.

Specify the promotion start date in the **Sale Start Date** column and the promotion end date in the **End Date** column **Sale End Date**.

Please note, the promotional time used is according to the marketplace time zone. You cannot determine what time the promotion will be displayed and are limited to determining the start and end dates of the promotion.

How To Change Product Stock

Click the **Catalog** menu > **All Products** > select the **SKU** you want to change the stock of. Click the **Three Dots** symbol > then select **More Product Details**.

The screenshot displays the 'Catalog' sidebar on the left with 'All Products' selected. The main 'Products' section features a search bar and a table of products. The table has columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. A product with the name 'test cardigan muslim' and parent SKU 'testlinen' is highlighted. A blue box highlights the three-dot menu icon in the 'Visibility' column for this product. A dropdown menu is open, showing options: 'More Product Details' (highlighted with a blue box), 'Open in shop', 'Edit Product', 'Copy Product', 'Restore Previous Version', 'Manage Product Images', and 'Delete Product'.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

How To Change Product Stock

Enter the updated stock in the **“Stock”** column > Click **Save**

- Catalog ^
- All Products
- Add Product
- Manage Images
- Restricted Brands
- ZALORA Production Services (ZPS)

Products

[Take me to the old products >](#)

Search by Products, SKU, Status

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00

- Products that have 0 stock will not appear on the Zalora website with the status **"Sold Out"**
- Changes in product prices and product stock do not require a QC process.

Test Shoes - Sneakers

Seller SKU: Test Shoes - Sneakers123

Product Actions

This size is active

Stock

0

Price*

IDR 10000000

Sale Price

- % IDR

Sale Start Date*

mm/dd/yyyy

Please note that all dates are recorded according to the marketplace's time zone. The current time in the marketplace: 24 Apr 2025 16:08.

Sale End Date*

mm/dd/yyyy

Please note that all dates are recorded according to the marketplace's time zone. The current time in the marketplace: 24 Apr 2025 16:08.

Cancel **Save**

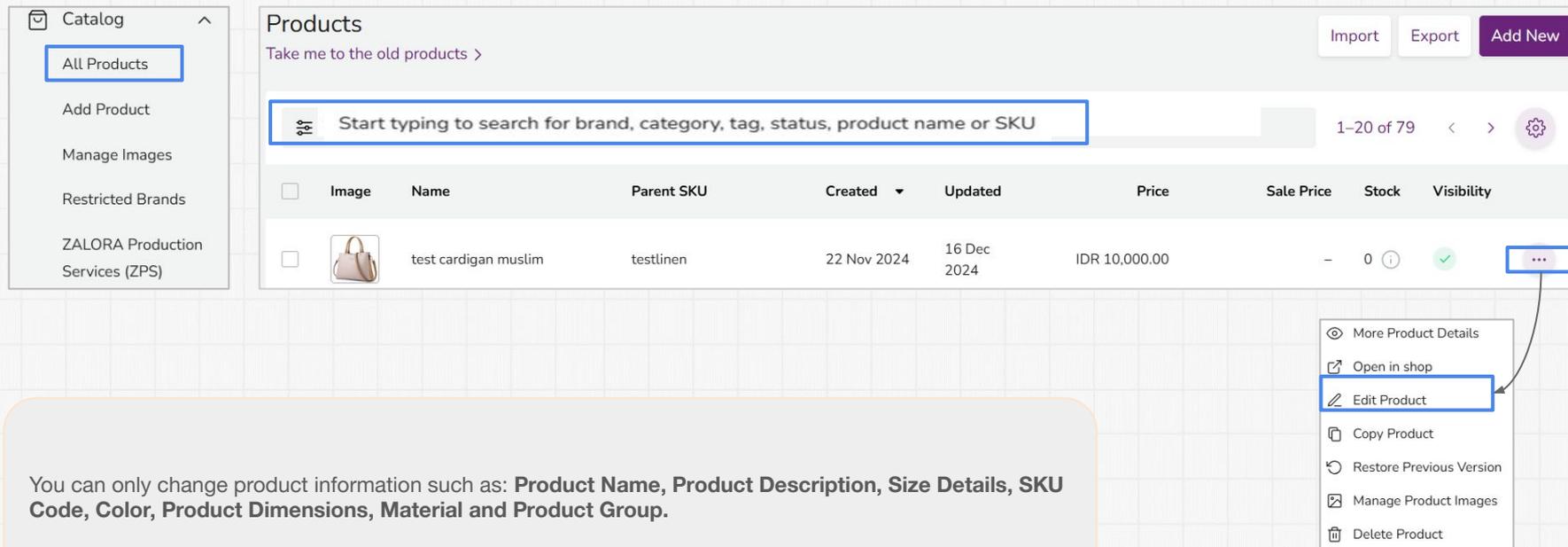


How To Change Product Description & Information

ZALORA

How To Change Product Description And Information

Click **Catalog** > All Products > specify the **SKU** you want to change using the complete **Product Name/SKU Code** in the search column, then click the **Three Dots** symbol > Click **Edit Product** > **All Products**



The screenshot displays the 'Products' management interface. On the left, a 'Catalog' sidebar is open, with 'All Products' highlighted. The main area shows a search bar with the placeholder text 'Start typing to search for brand, category, tag, status, product name or SKU'. Below the search bar is a table of products. The first product listed is 'test cardigan muslim' with a parent SKU of 'testlinen', created on '22 Nov 2024', and updated on '16 Dec 2024'. The price is 'IDR 10,000.00'. The table has columns for 'Image', 'Name', 'Parent SKU', 'Created', 'Updated', 'Price', 'Sale Price', 'Stock', and 'Visibility'. A blue box highlights the search bar and the 'More Product Details' icon (three dots) in the first row. A dropdown menu is open from the 'More Product Details' icon, with 'Edit Product' highlighted. The dropdown menu options are: 'More Product Details', 'Open in shop', 'Edit Product', 'Copy Product', 'Restore Previous Version', 'Manage Product Images', and 'Delete Product'. A text box at the bottom left provides additional information about what can be changed.

You can only change product information such as: **Product Name, Product Description, Size Details, SKU Code, Color, Product Dimensions, Material and Product Group.**

How To Change Product Description And Information

Click **Additional Information** > **Scroll** > select **Description & Measurements**, then fill in the description and product information > Click **Submit**.

Additional Information

Information regarding the product

Save and Copy **Submit**

Main

Sizing

Description & Measurements

Product Description

↶ ↷ Normal text ▼ B I U ↵ 🔗 <> 📎 📺 📱 ☰ ☰ ☰

- Full printed short sleeve top
- Collared neckline
- Button down
- Stripes print
- Regular fit
- Fabric: 10% Nylon, 90% Polyester
- Material: Poplin

Hyphenated unique selling points to describe the product. As per ZALORA guideline, provide at least 3 unique selling points / product descriptions. Displayed on ZALORA website.
Example: - Floral printed ruched detail midi dress
- Off shoulder neckline
- Slim fit

Sellers are prohibited from filling in store opening and closing hours/admin chat/irrelevant information in the Product Description column.

- Products that have been edited will undergo a QC process for a maximum of 2-3 business days
- You cannot change the **Size, Gender, Product Category and Sub Category** of the product



How To Change Product Photos

ZALORA

How To Change Product Photos

Step 1

Click the **Catalog** menu > **All Products** > select the **SKU** whose photo you want to change, click the **Three Dots** symbol > then select **Manage Product Image**

The screenshot shows a product management interface. On the left, a 'Catalog' sidebar menu is open, with 'All Products' selected. The main area displays a 'Products' table with columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. A product with the name 'test cardigan muslim' is highlighted. A three-dot menu is open for this product, showing options like 'More Product Details', 'Open in shop', 'Edit Product', 'Copy Product', 'Restore Previous Version', 'Manage Product Images', and 'Delete Product'. The 'Manage Product Images' option is highlighted with a blue box.

	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility	
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- More Product Details
- Open in shop
- Edit Product
- Copy Product
- Restore Previous Version
- Manage Product Images
- Delete Product

How To Change Product Photos

Click **Drag and drop** files to upload photos from your folder > Click **Submit**

Images
Add up to 8 images of your product

Drag images to change the order.

Main image



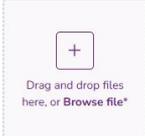
New



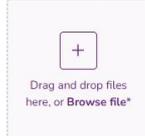
New



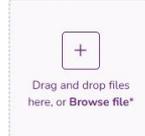
New



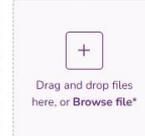
Drag and drop files here, or **Browse file***



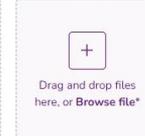
Drag and drop files here, or **Browse file***



Drag and drop files here, or **Browse file***



Drag and drop files here, or **Browse file***



Drag and drop files here, or **Browse file***

 Drag and drop files here, or **Browse file**

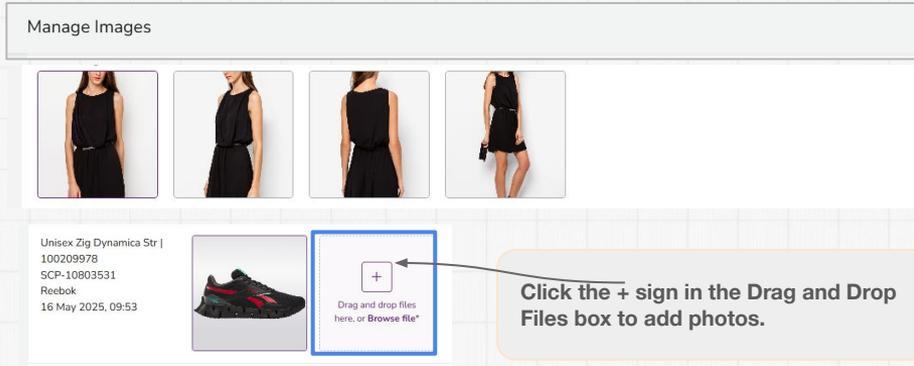
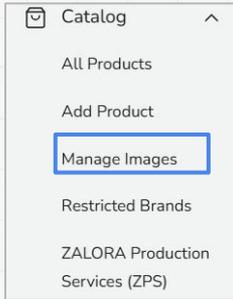
- Acceptable file extensions: .png, .jpeg, .jpg
- Minimum size 100x100 px.
- Maximum size 5000x5000 px.

- You can add up to 8 photos
- Product photos can be uploaded in square or portrait format. For maximum results, upload product photos in portrait format with a size of 762 x 1100 pixels

How To Change Product Photos

Step 2

Click the **Catalog** menu > **Manage Images** > select the **SKU** whose photo you want to change.



Click the + sign in the Drag and Drop Files box to add photos.

Products that have been edited will undergo a QC process for a maximum of 2-3 business days

How To Change Product Photos

After uploading product photos, you can rearrange the photos by clicking the 'Edit' icon to perform several editing options:

- Photo cropping
- Zoom in photo
- Rotate photo

Change the order of photos according to ZALORA guidelines

(Front – Side – Back – Close-up)

Images

Add up to 8 images of your product

Drag images to change the order.

Main image



New

New

New

New

 Drag and drop files here, or **Browse file**

- Acceptable file extensions: .png, .jpeg, .jpg
- Minimum size 762x1100 px.
- Maximum size 762x1100 px.

Click pencil Icon to Edit

How To Change Product Photos

Cropping images

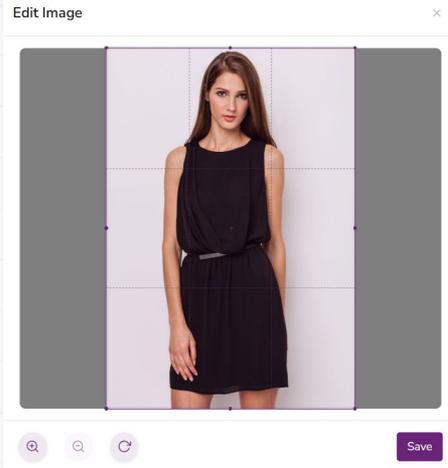
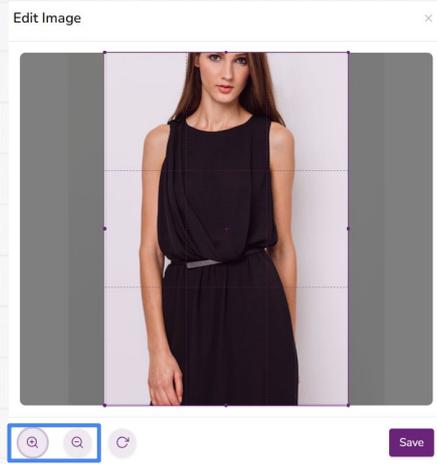
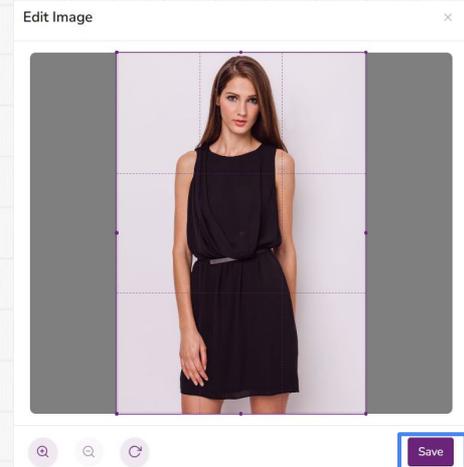


Image does not meet requirements. Product photo is cropped incorrectly



Sellers can click on the icons to zoom in and out to fit the image into the required frame.

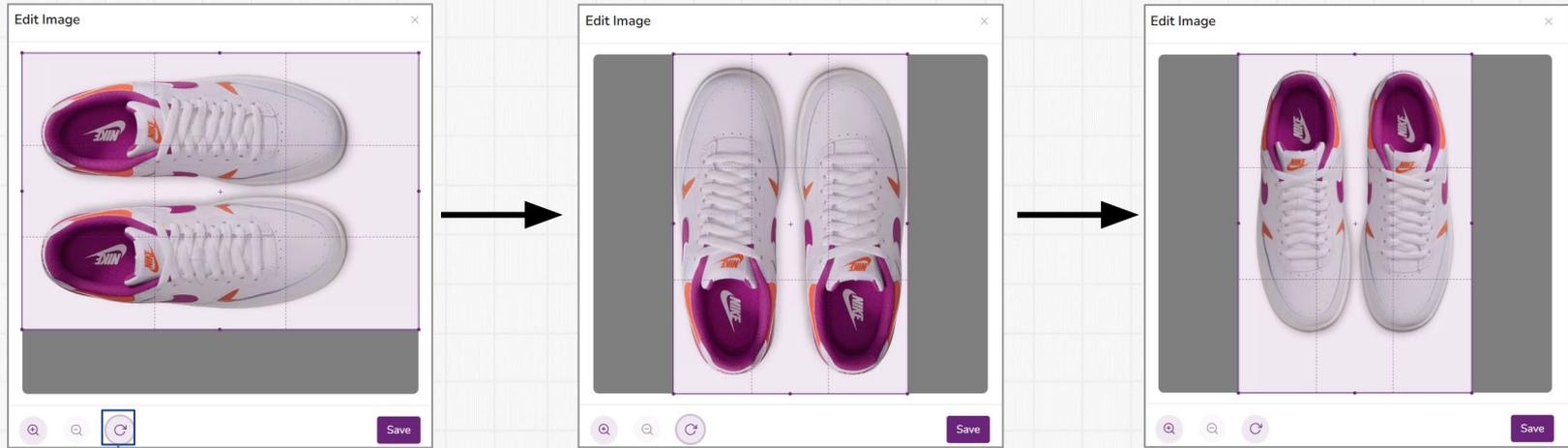


The image is cropped to a size that fits Zalora's image standards, Click **Save**

How To Edit Product Photos

Rotating images

You can rotate the image by clicking the icon in the **Edit Image** box.



Rotation Icon



HOW TO CHANGE PRODUCT STATUS

ZALORA

How To Change Product Status

Click the **Catalog** menu > **All Products** > select the **SKU** whose status you want to change, click the **Three Dots** symbol > then select **More Product Details**

Catalog ^

- All Products
- Add Product
- Manage Images
- Restricted Brands
- ZALORA Production Services (ZPS)

Products

Take me to the old products >

Import Export Add New

Search by Products, SKU, Status 1-20 of 79 < > ⚙️

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility	
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0 ⓘ	✓	⋮

- More Product Details
- Open in shop
- Edit Product
- Copy Product
- Restore Previous Version
- Manage Product Images
- Delete Product

How To Change Product Status

blue dress ×

Seller SKU: zalora-mini dress-blue-S

Variant Actions ▾



ALL S XL L M

This size is active

ⓘ Edit price for "All" sizes ▾

Stock

Cancel Save

You can slide the toggle to change the product status to **Active** or **Inactive**, then click **Save**.

If a product has more than 1 size and you want to disable all sizes, you need to disable the product on each size.



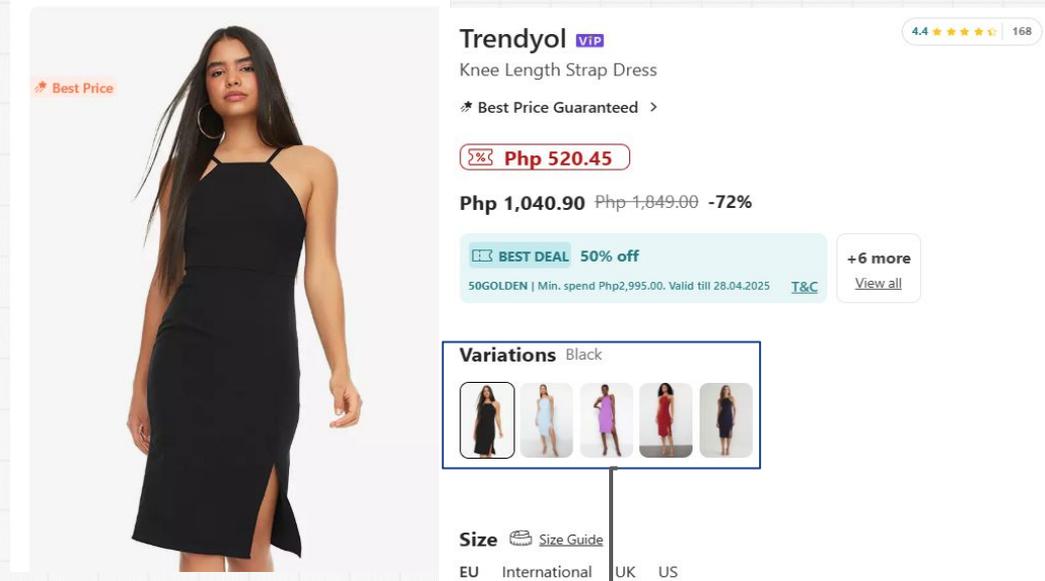
**CREATE
PRODUCT GROUP**

ZALORA

How To Create A Product Group

Grouping different color variations of the same product design together is one point that can help increase sales because customers can:

- Easily find alternatives
- Customers can buy other available colors if their first choice is out of stock



Trendyol VIP 4.4 ★ ★ ★ ★ ★ | 168

Knee Length Strap Dress

🌟 Best Price Guaranteed >

Php 520.45

Php 1,040.90 ~~Php 1,049.00~~ -72%

BEST DEAL 50% off

50GOLDEN | Min. spend Php2,995.00. Valid till 28.04.2025 [T&C](#)

+6 more [View all](#)

Variations Black

Size [Size Guide](#)

EU International UK US

Other **variations** are displayed under the product if you use the grouping feature.



How To Create A Product Group

Fill in your product details in the **Additional Information** > **Product Group** section.

In the Group column, enter the group name with the product name that has similarities (1 parent sku).

If you have chosen a group name, products that have the same group name will automatically appear in your product group list.

Add New Product

[Save and Copy](#) [Submit](#)

Product Group
Add a group to your products

Groups

You must choose a valid brand in order to group your product.

Group Mini dress selected 

Your product will be added to this group

Image	Name ▲	SKU ▼
	Mini Dress Black	RMQM-BLACK
	Mini Dress Blue	RMQM-BLUE

Content Score 100% 

- Basic Information
 - Product Name & Brand
 - Category
- Images
- Additional Information
 - Main
 - No Group Selected
 - Additional Product Data
 - Description & Measurements
 - Earth Edit (Sustainability)
 - Pre-Loved Luxury Product Attributes
- Product Group**



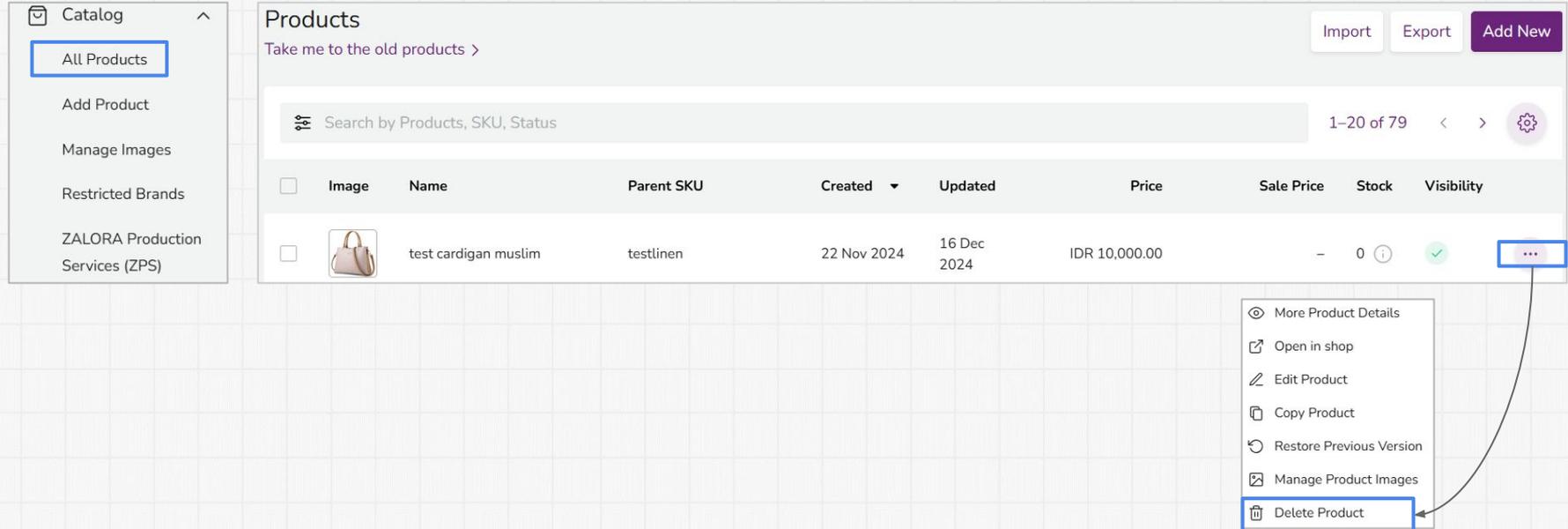
ZALORA

**DELETING PRODUCTS
IN SELLER CENTER**

Deleting Products In Seller Center

Step 1

Click the **Catalog** menu > **All Products** > select the **SKU** you want to change or delete, click the **Three Dots** symbol > then select **Delete Product**



The screenshot displays the Seller Center interface. On the left, a 'Catalog' sidebar menu is open, with 'All Products' selected. The main area shows a 'Products' table with columns: Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. A product row is visible with the name 'test cardigan muslim' and a 'More Product Details' (three dots) icon. A dropdown menu is open from this icon, listing actions: More Product Details, Open in shop, Edit Product, Copy Product, Restore Previous Version, Manage Product Images, and Delete Product. The 'Delete Product' option is highlighted with a blue box.

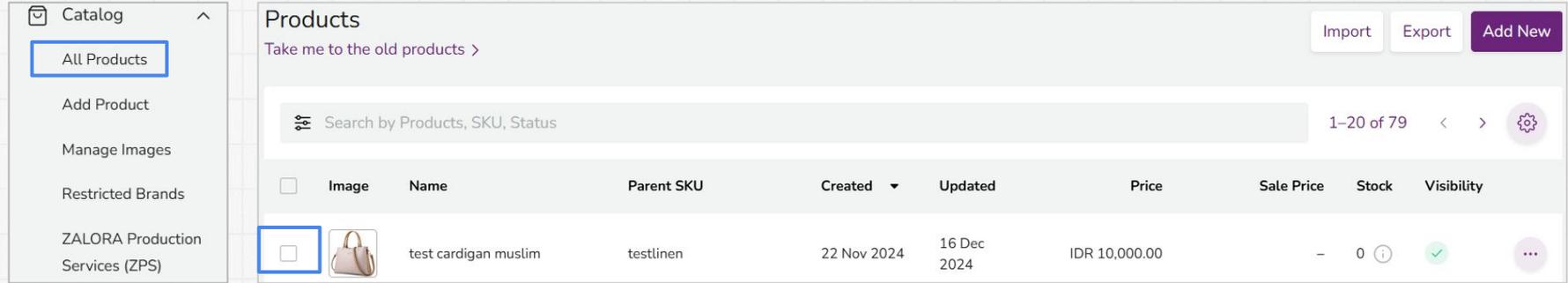
	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility		
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0			

- More Product Details
- Open in shop
- Edit Product
- Copy Product
- Restore Previous Version
- Manage Product Images
- Delete Product

Deleting Products In Seller Center

Step 2

Click the **Catalog** menu > **All Products** > select the **SKU** you want to **change and delete** by clicking the **check mark** in the box.



The screenshot shows the Seller Center interface. On the left, a 'Catalog' sidebar is open with 'All Products' selected. The main area displays a 'Products' section with a search bar and a table of products. The table has columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. One product, 'test cardigan muslim', is selected, and its checkbox is highlighted with a blue border.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input checked="" type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

Setelah SKU di centang, akan muncul kotak notifikasi sebagai berikut, pilih **Hapus**



The screenshot shows a notification bar at the top of the product list indicating '1 item selected'. A context menu is open over the selected product row, with the 'Delete' option highlighted. The menu options are: Deactivate, Activate, Restore Previous Version, Apply stock to zero, and Delete.

1 item selected									
<input checked="" type="checkbox"/>	TEST	Test Shoes - Sneakers123	15 Apr 2025	24 Apr 2025	Rp 10.000.000,00	-	0	Pending	<input checked="" type="checkbox"/>

**HOW TO ORGANIZE
PRODUCTS IN BULK**

ZALORA



ZALORA

List Of Contents

1. How to change product description & information
2. How to change product price & stock
3. How to change product photo
4. How to change product status
5. How to create product group
6. Delete product





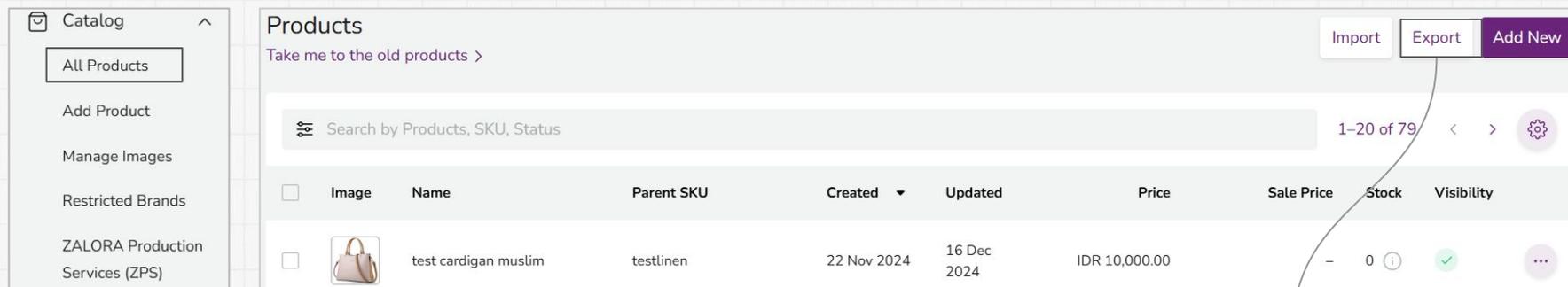
HOW TO CHANGE PRODUCT DESCRIPTIONS & INFORMATION IN BULK

ZALORA

How To Change Product Descriptions & Information In Bulk

Step 1. Download product SKU list

Click menu **Catalog > All Products**



The screenshot shows the 'Catalog' menu on the left with 'All Products' selected. The main area displays a 'Products' table with columns: Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. A single product is listed: 'test cardigan muslim' with Parent SKU 'testlinen', Created '22 Nov 2024', Updated '16 Dec 2024', Price 'IDR 10,000.00', and Stock '0'. The 'Export' button is highlighted with a red arrow pointing to the 'Export Products' dialog box.

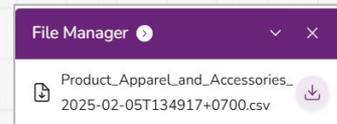
Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
	test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	✓

On the **Export** menu, specify the category you want to change the data in the Select **Export Categories** column, to upload the data to be updated, click **Export**

Download data via **File Manager**, the file will be downloaded using **Csv/Excel** format.



The 'Export Products' dialog box shows 'Select Export Mode*' with a dropdown menu set to 'Select Export Categories'. The 'File format' dropdown is set to 'csv'. An 'Export' button is located at the bottom right.

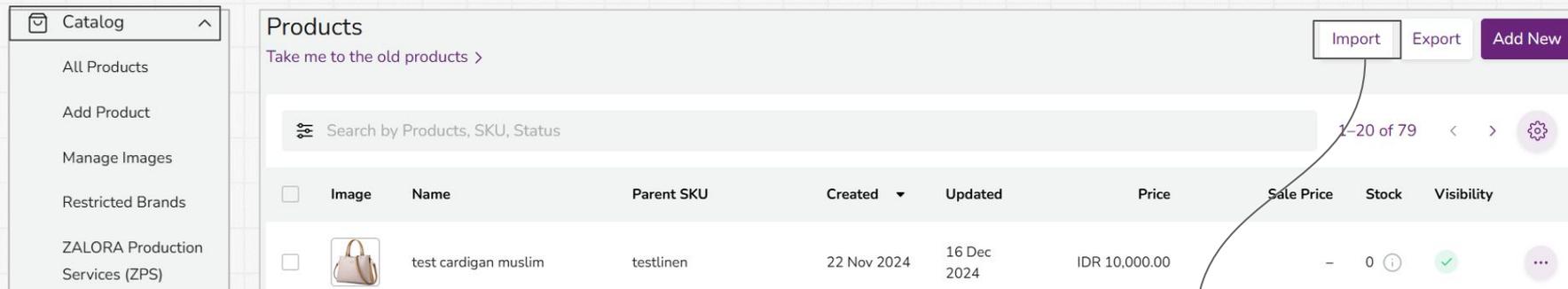


The 'File Manager' dialog box shows a file named 'Product_AppareLand_Accessories_2025-02-05T134917+0700.csv' with a download icon.

How To Change Product Descriptions & Information In Bulk

Step 3. Upload product information change template

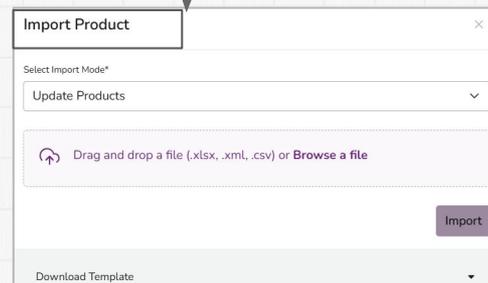
Save the file that has been changed, then import the file to the seller center in the menu **Catalog > All Products > Import**



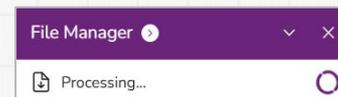
The screenshot shows the Seller Center interface. On the left is a 'Catalog' sidebar with options like 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', and 'ZALORA Production Services (ZPS)'. The main area is titled 'Products' and contains a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The 'Import' button is highlighted with a red box. An arrow points from this box to the 'Import Product' modal, which is open and shows 'Update Products' selected in the 'Select Import Mode*' dropdown. The modal also features a file upload area and an 'Import' button.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

On the **Import** menu, select Update Products in the Select **Import Mode** column, to upload the data to be updated, click **Import**.



The 'Import Product' modal is shown with the 'Select Import Mode*' dropdown set to 'Update Products'. Below the dropdown is a file upload area with the text 'Drag and drop a file (.xlsx, .xml, .csv) or Browse a file'. An 'Import' button is located at the bottom right of the modal.

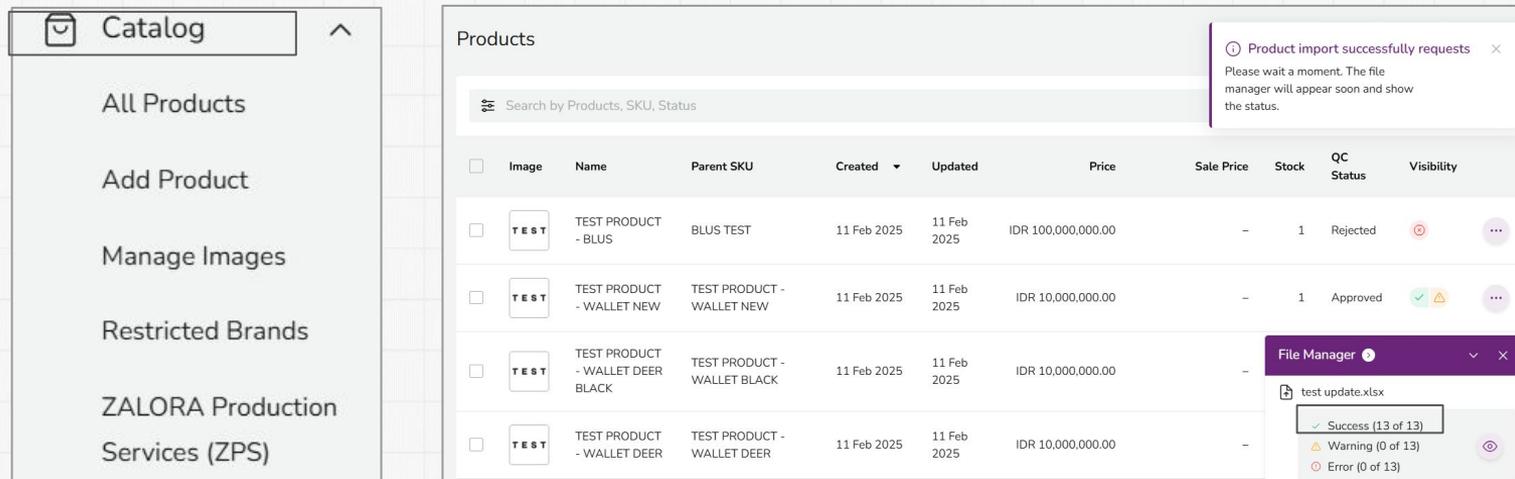


The 'File Manager' modal is shown with the text 'Processing...' and a circular progress indicator.

How To Change Product Descriptions & Information In Bulk

Step 4. Check the status of product information changes

Check the results of changes to product information on the page **Catalog > All Products**



The screenshot displays the 'Catalog' sidebar on the left and the 'Products' main area on the right. The 'Products' table lists four test products with their respective statuses. A 'File Manager' overlay is visible in the bottom right corner, showing the results of a bulk update operation.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility
<input type="checkbox"/>	TEST PRODUCT - BLUS	BLUS TEST	11 Feb 2025	11 Feb 2025	IDR 100,000,000.00	-	1	Rejected	
<input type="checkbox"/>	TEST PRODUCT - WALLET NEW	TEST PRODUCT - WALLET NEW	11 Feb 2025	11 Feb 2025	IDR 10,000,000.00	-	1	Approved	
<input type="checkbox"/>	TEST PRODUCT - WALLET DEER BLACK	TEST PRODUCT - WALLET BLACK	11 Feb 2025	11 Feb 2025	IDR 10,000,000.00	-	-	-	
<input type="checkbox"/>	TEST PRODUCT - WALLET DEER	TEST PRODUCT - WALLET DEER	11 Feb 2025	11 Feb 2025	IDR 10,000,000.00	-	-	-	

File Manager
test update.xlsx
Success (13 of 13)
Warning (0 of 13)
Error (0 of 13)

Products that have been successfully updated, the status will change to "**Success**". You can wait for the QC process within 2-3 business days of approval

How To Change Product Descriptions & Information In Bulk

❑ Fixed failed product information change list

If there are products that fail to be processed in the Mass Update template that you have uploaded, an error message “**Error**” will appear in the **File Manager** box on the **Catalog > Import Products** page when you upload the file. Download the **Error Report File** to see the reason for the failed product update information.

The screenshot displays the 'Products' management interface. On the left is a 'Catalog' sidebar with options like 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', 'ZALORA Production Services (ZPS)', and 'Services (ZPS)'. The main area shows a table of products with columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, QC Status, and Visibility. A 'File Manager' overlay is open, showing the upload of 'test update-seller reject.xlsx' and reporting 0 Success, 0 Warning, and 13 Error items.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	QC Status	Visibility
	TEST PRODUCT - BLUS	BLUS TEST	11 Feb 2025	11 Feb 2025	IDR 100,000,000.00	-			
	TEST PRODUCT - WALLET NEW	TEST PRODUCT - WALLET NEW	11 Feb 2025	11 Feb 2025	IDR 10,000,000.00	-			
	TEST PRODUCT - WALLET DEER	TEST PRODUCT - WALLET BLACK	11 Feb 2025	11 Feb 2025	IDR 10,000,000.00	-			

File Manager (test update-seller reject.xlsx)

- Success (0 of 13)
- Warning (0 of 13)
- Error (13 of 13)**

Fix Failed Product Descriptions & Information

Check the reason why the product information failed to upload in the column “**Error**“. Then fix it and re-upload it on the page.

Catalog > All Products > Import

Error	Warning	Skusupplierconfig	Name	BoxHeightSimple	BoxLengthSimple	WeightSimple	ParentSku	SellerSku
Error: "Warning"; "SkuSupplierConfig"; "Brand"; "Ger		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Images: Error executing "HeadObject"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr
Variation: Field Variation with value "J2"		TEST SWIMWEAR-12	TEST SWIMW	5	5	0.3	ABC123-TE	ABC123-TEST-Atestzlr

The reason why your product failed to update can be checked in this column.

If the product has been repaired and successfully uploaded and has passed QC, it will appear on the main page. **Catalog > All Products**

Notes :

If the product has passed QC, the product **✗** status will change to **✓**



HOW TO CHANGE PRODUCT PRICES & STOCK IN BULK

ZALORA

How To Change Product Prices In Bulk

Step 1. Download the price update template

Klik menu **Catalog > All Products > Import**

Products

Take me to the old products >

Search by Products, SKU, Status

1-20 of 79

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	✓

In the Import **Product** box, click **download template > Product Update Template**, select **Price Update (All SKU's)**. Then the file will be downloaded

Import Product

Select Import Mode*

Download Template

Product Update Templates

- Stock Update (All SKUs)
- Stock Update (Active SKUs)
- Price Update (All SKU's)**
- Price Update (Active SKUs)
- Status Update (All SKUs)

File Manager

SellerPriceTemplate_2025-02-13T161812+0700.xlsx

How To Change Product Prices In Bulk

Step 2. Fill in the price update template

You can change the normal price in the **Price** column, the discount price in the **SalePrice** column and determine the start and end dates of the promo period > **Save** file

SellerSku	ShopSku	Name	Price	SalePrice	SaleStartDate	SaleEndDate
XXX01124	01104KADA4B	Dress Zalora	349900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59
XXX01125	01104KADA4B	Blouse Zalora	299900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59
XXX01126	01104KADA4B	Hem Zalora	299900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59
XXX01127	01104KADA4B	Tshirt Zalora	299900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59
XXX01128	01104KADA4B	Pants Zalora	299900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59
XXX01129	01104KADA4B	Knit Zalora	299900	100000	2024-03-01 00:00:00	2024-10-31 23:59:59

SellerSku	ShopSku	Name	Price	SalePrice	SaleStartDate	SaleEndDate
XXX01124	01104KADAB	Dress Zalora	349000	100000	2025-08-28	2025-12-28
XXX01125	01104KADAB	Blouse Zalora	299000	100000	2025-08-28	2025-12-28
XXX01126	01104KADAB	Hem Zalora	149000	100000	2025-08-28	2025-12-28
XXX01127	01104KADAB	T-Shirt Zalora	179000	100000	2025-08-28	2025-12-28
XXX01128	01104KADAB	Pants Zalora	289000	100000	2025-08-28	2025-12-28
XXX01129	01104KADAB	Knit Zalora	239000	100000	2025-08-28	2025-12-28

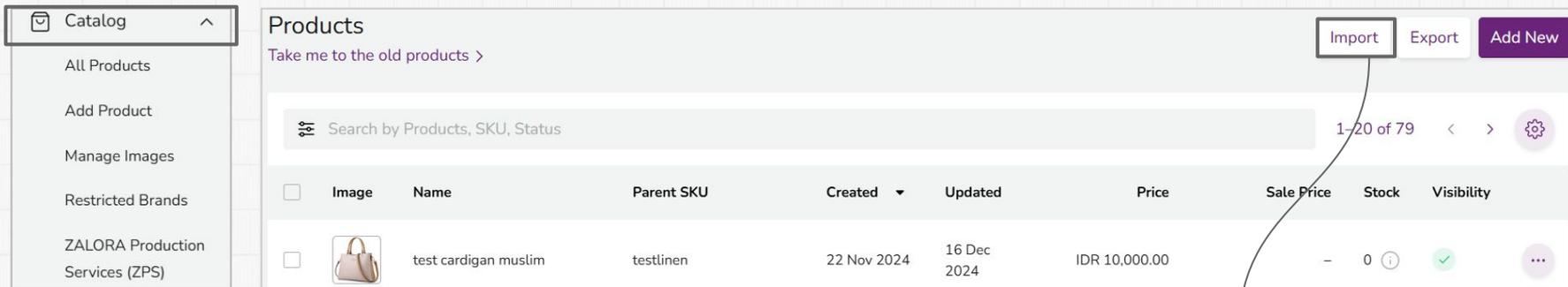
Important Note:

- For the start date and end date of the promotion, the format is YYYY-MM-DD (The hour does not need to be filled in).
- To ensure that the promotion time format does not change, you must put quotation marks (") in front of the start date and end date of the promotion. Example '2024-03-01

How To Change Product Prices In Bulk

Step 3. Upload Product Price Change Template

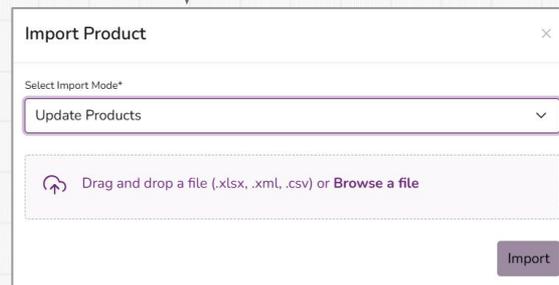
Click menu **Catalog > Import**



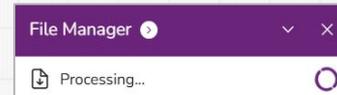
The screenshot shows the 'Products' management interface. On the left is a 'Catalog' sidebar menu with options: All Products, Add Product, Manage Images, Restricted Brands, and ZALORA Production Services (ZPS). The main area is titled 'Products' and includes a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The table has columns: Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. One product is listed: 'test cardigan muslim' with a price of IDR 10,000.00. An arrow points from the 'Import' button to a modal window.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
	test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	✓

On the **Import** menu, select **Update Products** in the **Select Import Mode** column
To upload the data to be updated



The 'Import Product' modal window is shown. It has a 'Select Import Mode*' dropdown menu with 'Update Products' selected. Below the dropdown is a dashed box containing a file upload icon and the text 'Drag and drop a file (.xlsx, .xml, .csv) or Browse a file'. At the bottom right of the modal is an 'Import' button.

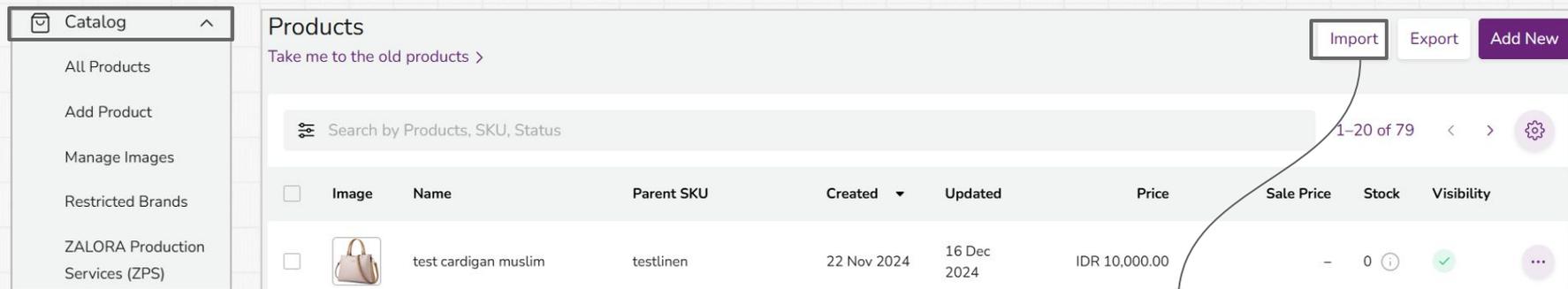


The 'File Manager' modal window is shown at the bottom. It has a title bar with 'File Manager', a close button, and a refresh button. The main area shows a file icon and the text 'Processing...'.

How To Change Product Stock Update In Bulk

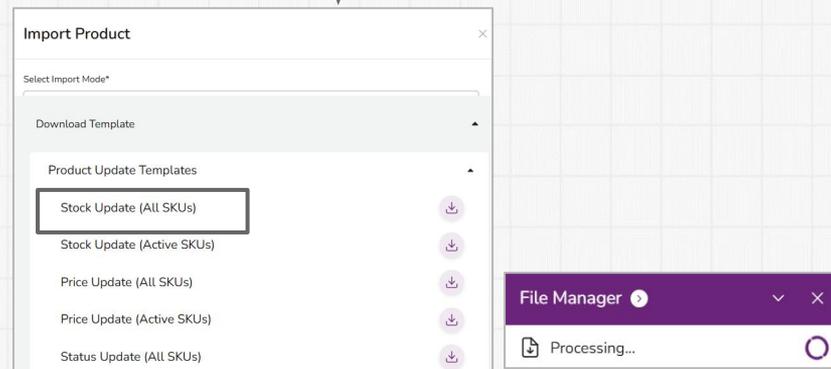
Step 1. Download stock update template

Click menu **Catalog > All Products > Import**



The screenshot shows the 'Products' management interface. On the left is a 'Catalog' sidebar with options like 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', and 'ZALORA Production Services (ZPS)'. The main area is titled 'Products' and includes a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The table has columns for 'Image', 'Name', 'Parent SKU', 'Created', 'Updated', 'Price', 'Sale Price', 'Stock', and 'Visibility'. One product is listed: 'test cardigan muslim' with a price of 'IDR 10,000.00' and a stock of '0'. The 'Import' button is highlighted with a red box, and a red arrow points from it to the 'Import Product' dialog box in the next block.

In the **Import Product** box, click **download template > Product Update Template**, select **Stock Update (All SKU's)**, click **Download**, then the file will be downloaded.



The screenshot shows the 'Import Product' dialog box. It has a 'Select Import Mode*' dropdown menu. Under the 'Download Template' section, there is a list of 'Product Update Templates'. The first option, 'Stock Update (All SKUs)', is highlighted with a red box. To the right of each option is a download icon. At the bottom right, there is a 'File Manager' notification showing 'Processing...'.

How To Change Product Stock Update In Bulk

Step 2. Fill in the product stock change template

Fill in the file ONLY in the Quantity section

SellerSku	ShopSku	Quantity	Name
16801158	01104KADA4BCI	5	Dress Anak Zalora
16601082	82C79KA7DA1B	1	Hem Anak Zalora
16601078	0C05CKA24429A	2	Hem Anak Olive
16601095	0D8AEKA1A3E3	1	Pants Anak Zalora
16601095	0D8AEKA1A3E3	0	Knit Anak Zalora
16601086	2F0D1KA19D5B1	1	Jacket Anak Zalora

Determine stock according to your inventory. If stock is empty, please fill in quantity 0 and do not empty it. If the stock column is left blank, the file will fail to update. Then save the file.

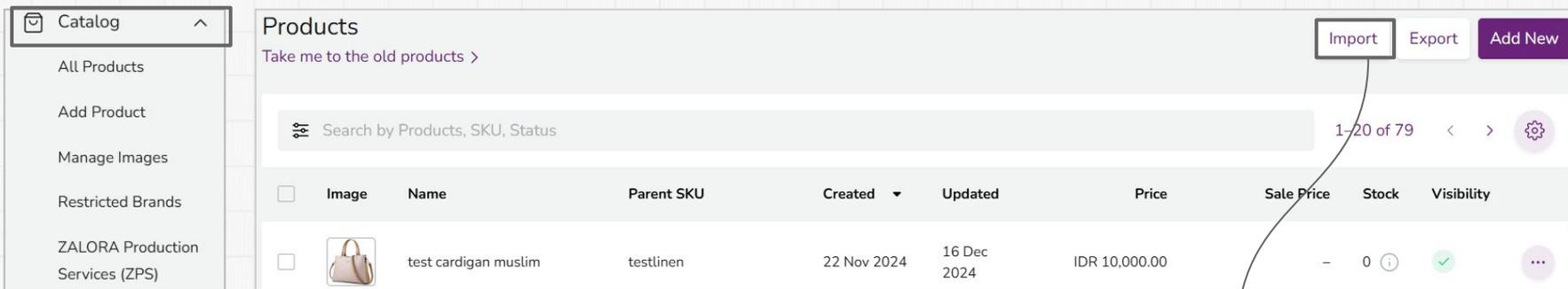
Note:

For changes in product prices & stock, a QC process is not required.

How To Change Product Stock Update In Bulk

Step 3. Upload product stock change template

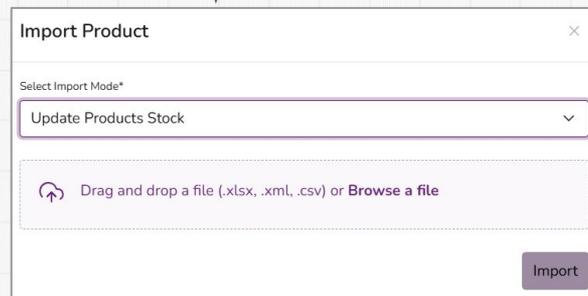
Click menu **Catalog > Import**



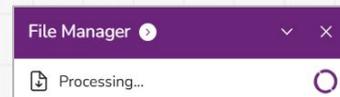
The screenshot shows the 'Products' management interface. On the left is a 'Catalog' sidebar with options like 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', and 'ZALORA Production Services (ZPS)'. The main area is titled 'Products' and includes a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The 'Import' button is highlighted with a red box and an arrow pointing to a modal window.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	✓

On the **Import** menu, select **Update Products Stock** in the Select **Import Mode** column to upload the data to be updated.



The 'Import Product' modal window is shown. It features a 'Select Import Mode*' dropdown menu with 'Update Products Stock' selected. Below the dropdown is a dashed box containing the text 'Drag and drop a file (.xlsx, .xml, .csv) or Browse a file'. An 'Import' button is located at the bottom right of the modal.



The 'File Manager' modal window is shown at the bottom right. It displays 'Processing...' with a circular progress indicator.



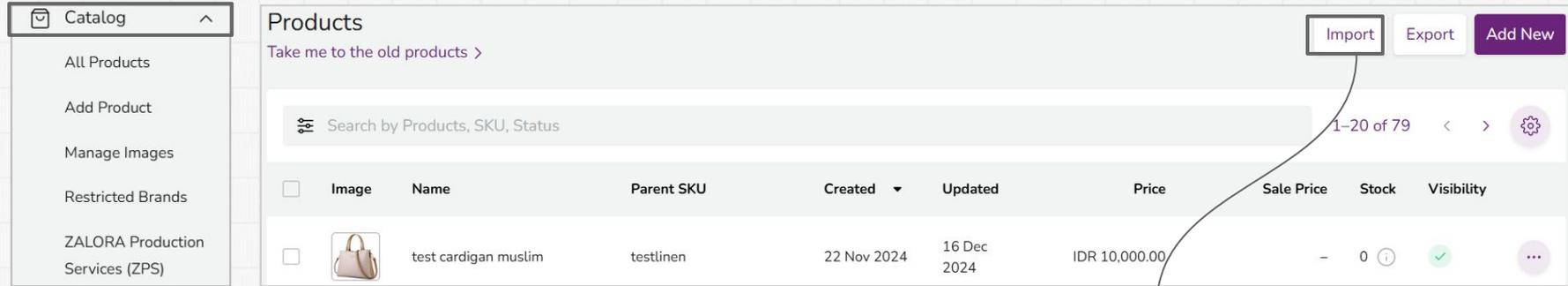
HOW TO CHANGE PRODUCT PHOTOS IN BULK

ZALORA

How To Change Product Photos In Bulk

Step 1. Download template update foto

Click menu **Catalog > All Products > Import**



The screenshot shows the 'Products' management interface. On the left is a 'Catalog' sidebar with options like 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', and 'ZALORA Production Services (ZPS)'. The main area is titled 'Products' and includes a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The 'Import' button is highlighted with a red box. A red arrow points from the 'Import' button to a dropdown menu titled 'Select Import Mode*'. This menu lists various update templates, with 'Images Update' at the bottom highlighted by a red box.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

In the **Import Product** box, click **download template > Product Update Template**, select **Image Update**.

Then the file will be downloaded

How To Change Product Photos In Bulk

Step 2. Fill in the image update template

You can change the photo by changing the **image link** in the **Main image** column, **image 2** to **Image 8**, then save the file.

SellerSKU	ShopSKU	VariationSkus	Name	MainImage	Image2	Image3	Image4	Image5	Image6	Image7	Image8
16801158	01104KADA4I	16801158	Dress Anak Zalora	https://static-id.zacdn.com/p/3581798-5423-8971853-4.jpg							
17001096	01104KADA4I	17001096	Blouse Anak Zalora	https://static-id.zacdn.com/p/3590990-0122-0990953-4.jpg							
16601082	82C79KA7DA	16601082	Hem Anak Zalora	https://static-id.zacdn.com/p/3679588-6370-8859763-5.jpg							
16601078	0C05CKA244I	16601078	Jacket Anak Zalora	https://static-id.zacdn.com/p/3590997-0122-0990953-4.jpg							
16601095	0D8AEKA1A3	16601095	T-Shirt Anak Zalora	https://static-id.zacdn.com/p/3682524-5487-4252863-5.jpg							
16601086	2F0D1KA19D	16601086	Skirt Anak Zalora	https://static-id.zacdn.com/p/3591006-0558-6001953-5.jpg							
16601083	1C6A1KABDC	16601083	Hoodie Anak Zalora	https://static-id.zacdn.com/p/3591006-0558-6001953-5.jpg							

How to convert a photo to an image link?

- Open the site <https://ph.imgbb.com/>
- Upload a photo by clicking upload
- Click Copy link on the uploaded photo
- Copy the photo link in the Image Update file

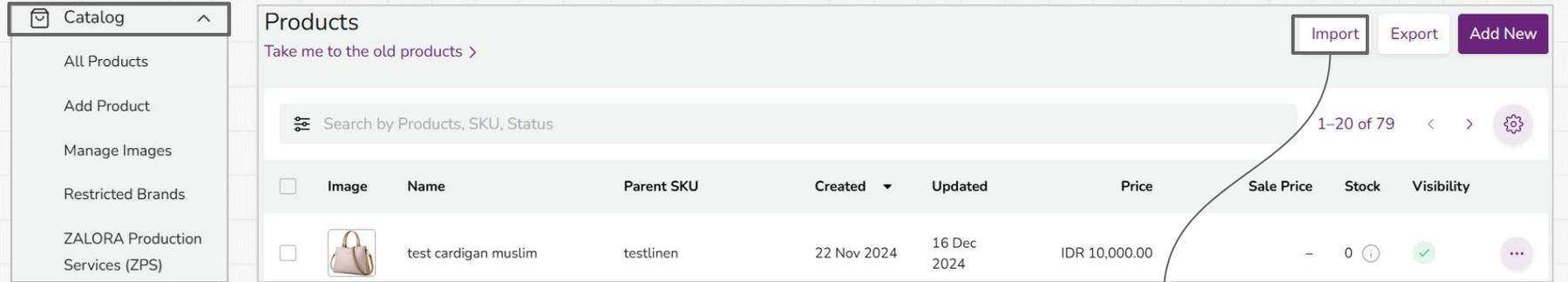
Note:

You cannot use Gdrive link to upload photos using Mass Image Update

How To Change Product Photos In Bulk

Step 3. Upload image update template

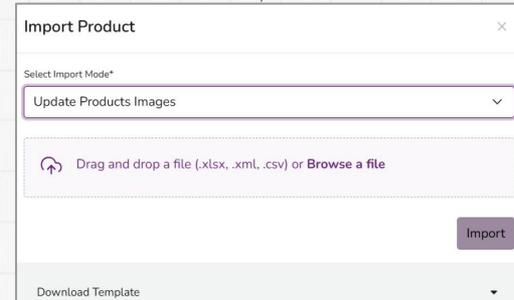
Import files to the seller center in the **Catalog > Import menu**



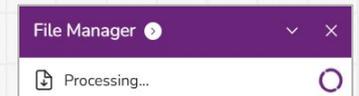
The screenshot shows the Seller Center interface. On the left is a 'Catalog' sidebar with options: All Products, Add Product, Manage Images, Restricted Brands, and ZALORA Production Services (ZPS). The main area is titled 'Products' and includes a search bar, a link to 'Take me to the old products', and buttons for 'Import', 'Export', and 'Add New'. Below these is a table of products with columns: Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. One product is listed: 'test cardigan muslim' with Parent SKU 'testlinen', Created '22 Nov 2024', Updated '16 Dec 2024', Price 'IDR 10,000.00', and Stock '0'. An arrow points from the 'Import' button in the top right to the 'Import Product' dialog box.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>	 test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

On the **Import** menu, select **Update Products Image** in the Select **Import Mode** column to upload the data to be updated.



The 'Import Product' dialog box is shown. It has a close button (X) in the top right. Below the title, there is a 'Select Import Mode*' dropdown menu with 'Update Products Images' selected. Below this is a dashed box containing a file upload icon and the text 'Drag and drop a file (.xlsx, .xml, .csv) or Browse a file'. At the bottom right of the dialog is an 'Import' button. At the bottom left is a 'Download Template' link.



The 'File Manager' dialog box is shown at the bottom right. It has a title bar with a close button (X) and a dropdown arrow. Below the title bar, it shows a file icon and the text 'Processing...'. At the bottom right is a circular refresh icon.



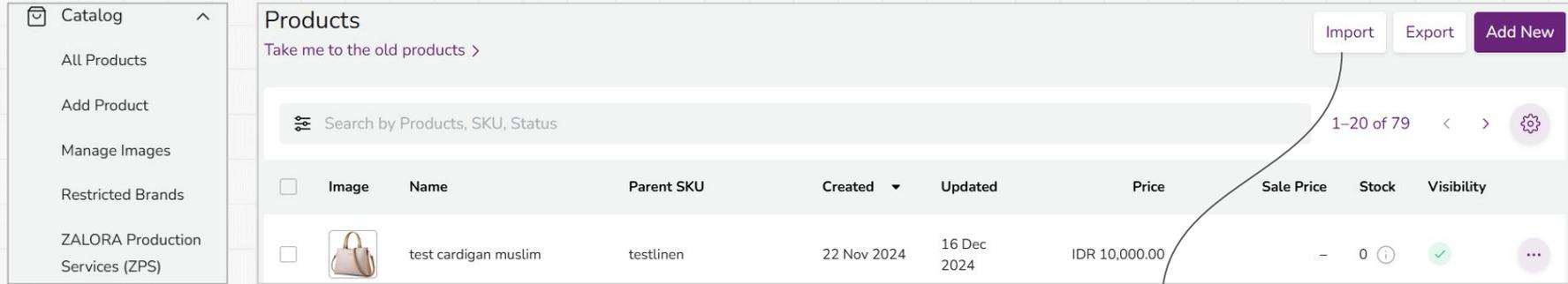
HOW TO CHANGE PRODUCT STATUS IN BULK

ZALORA

How To Change Product Status In Bulk

Step 1. Download the Status Update template

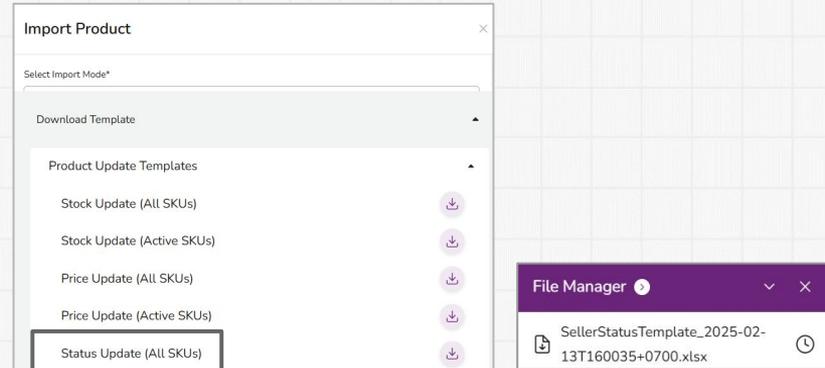
Click menu **Catalog > All Products > Import**



The screenshot shows the 'Products' management interface. On the left is a navigation menu with 'Catalog' expanded to show 'All Products', 'Add Product', 'Manage Images', 'Restricted Brands', and 'ZALORA Production Services (ZPS)'. The main area is titled 'Products' and includes a search bar, a table of products, and action buttons 'Import', 'Export', and 'Add New'. The 'Import' button is highlighted with a red circle and an arrow pointing to the 'Import Product' dialog box shown in the next block.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility		
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	ⓘ	✓	⋮

In the **Import Product** box, click **download template > Product Update Template**, select **Status Update (All SKU's)**. Then the file will be downloaded



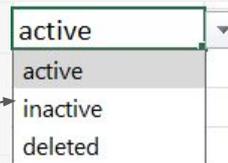
The 'Import Product' dialog box is shown with the 'Download Template' section expanded. Under 'Product Update Templates', the option 'Status Update (All SKU's)' is highlighted with a red box. To the right, the 'File Manager' shows the downloaded file 'SellerStatusTemplate_2025-02-13T160035+0700.xlsx'.

How To Change Product Status In Bulk

Step 2. Fill in the Status update template

You can change the product status to **Active**, **Inactive** or **Deleted** in the "**Status**" column. For **Inactive status**, the product will not be found by buyers on your store page

SellerSku	ShopSku	Name	Status
16801158	01104KADA4BCD4	Dress Anak Zalora	active
17001096	02104KADA4BCD4	Blouse Anak Zalora	inactive
16601082	82C79KA7DA1BC6	Hem Anak Zalora	inactive
16601082	82C79KA7DA1BC6	Pants Anak Zalora	inactive
16601082	82C79KA7DA1BC6	Jacket Anak Zalora	active
16601078	0C05CKA24429A0	T-Shirt Anak Zalora	active

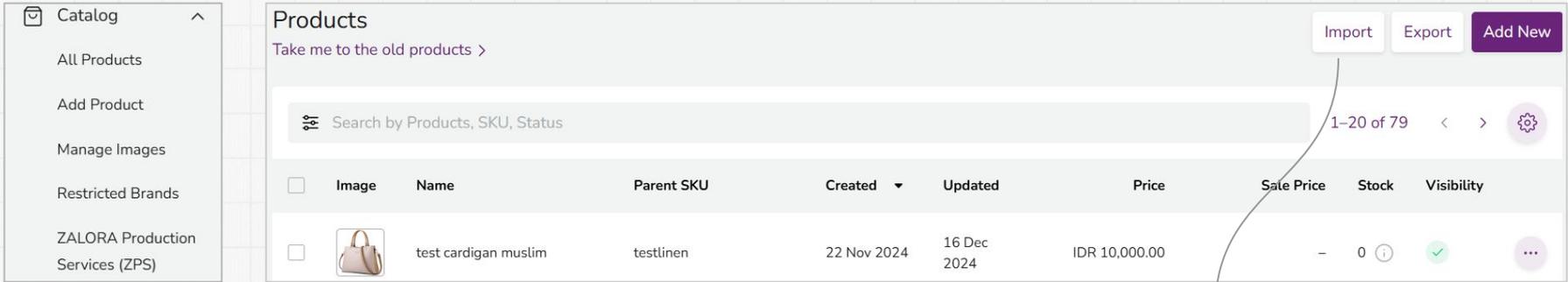


A dropdown menu with a downward arrow on the right side. The menu contains four items: 'active', 'active', 'inactive', and 'deleted'. The second 'active' item is highlighted with a grey background. An arrow points from the 'Status' column of the table to the dropdown menu.

How To Change Product Status In Bulk

Step 3. Upload Status Update template

Import the file to the seller center on the **Catalog > All Products > Import** menu



Products

Take me to the old products >

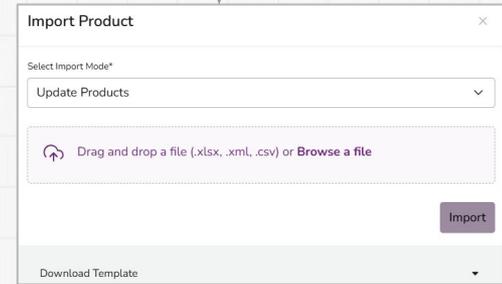
Search by Products, SKU, Status

1-20 of 79

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

Import Export Add New

On the **Import** menu, select **Update Products** in the Select **Import Mode** column, to upload the data to be updated, click **Import**.



Import Product

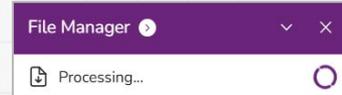
Select Import Mode*

Update Products

Drag and drop a file (.xlsx, .xml, .csv) or Browse a file

Import

Download Template



File Manager

Processing...



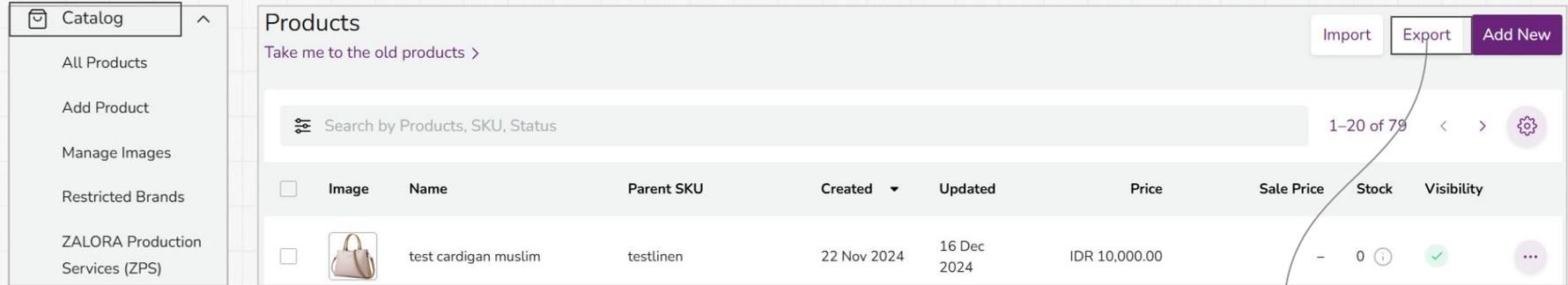
**CREATE
PRODUCT GROUPING
IN BULK**

ZALORA

How To Create Product Grouping In Bulk

Step 1. Download product SKU list

Click the **Catalog** menu > **All Products**



The screenshot shows the 'Products' management interface. On the left, a 'Catalog' dropdown menu is open, with 'All Products' selected. The main area displays a table of products. The 'Export' button in the top right corner is highlighted with a red arrow. Below the table, an 'Export Products' dialog box is open, showing 'Select Export Mode*' and 'Select Export Categories' dropdowns, and 'File format' set to 'csv'. An 'Export' button is visible at the bottom right of the dialog.

<input type="checkbox"/>	Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>		test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	<input checked="" type="checkbox"/>

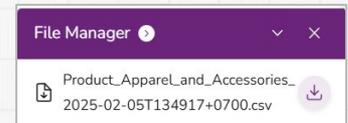
On the **Export** menu, specify the category you want to create a **Product Group** for in the **Select Export** Mode column, to upload the data to be updated, click **Export**.

Download data via **File Manager**, the file will be downloaded using **Csv/Excel** format.



The 'Export Products' dialog box is shown, with the following fields:

- Select Export Mode*
- Select Export Categories
- File format: csv
- Export button



The File Manager shows a downloaded file:

- Product_AppareL_and_Accessories_2025-02-05T134917+0700.csv

How To Create Product Grouping In Bulk

Step 2. Fill in the Product Group information template

Open the downloaded file. You **ONLY** need to add the **Product Group** name in the **ProductGroup** field.

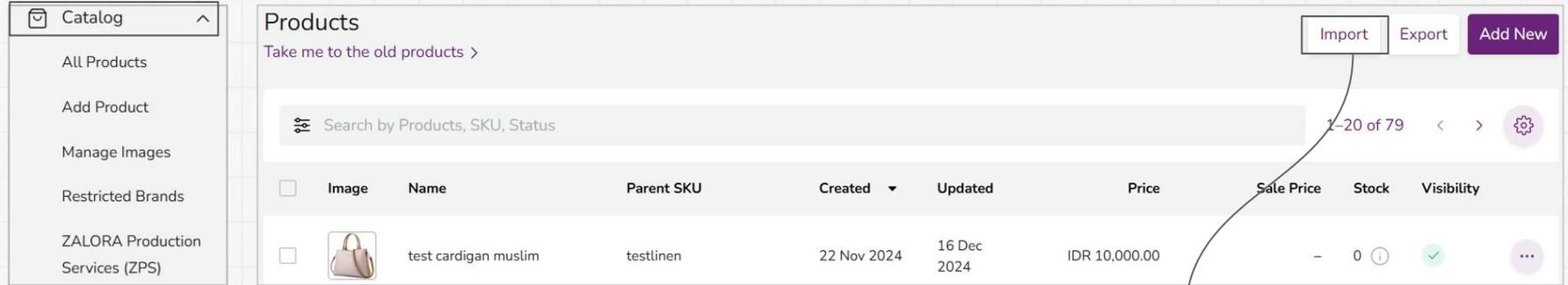
Zalora SKU	SKUSupplierConfig	Name	ParentSKU	SellerSKU	ProductGroup
EF81FAAE62E88C	JEANS TEST ID	T-Shirt Zalora	00124XXX01	00124XXX01	T-Shirt Grafis
FC4B2AA415EC6F	ABC-123Black-ID-TEST	T-Shirt Zalora	00124XXX02	00124XXX02	T-Shirt Grafis
FC4B2AA415EC6F	ABC-123Black-ID-TEST	T-Shirt Zalora	00124XXX03	00124XXX03	T-Shirt Polos
FC4B2AA415EC6F	ABC-123Black-ID-TEST	T-Shirt Zalora	00124XXX04	00124XXX04	T-Shirt Polos
FC4B2AA415EC6F	ABC-123Black-ID-TEST	T-Shirt Zalora	00124XXX05	00124XXX05	T-Shirt Gingham
011E8AA9E11465	ABC-123Yellow-ID-TEST	T-Shirt Zalora	00124XXX06	00124XXX06	T-Shirt Gingham
011E8AA9E11465	ABC-123Yellow-ID-TEST	T-Shirt Zalora	00124XXX07	00124XXX07	T-Shirt Gingham

To create a **Product Group**, you can remove the columns and only include the **Zalora SKU**, **SKUSupplierConfig**, **Name**, **Parent SKU**, **SellerSKU**, **ProductGroup** columns.

How To Create Product Grouping In Bulk

Step 3. Upload Product Group template

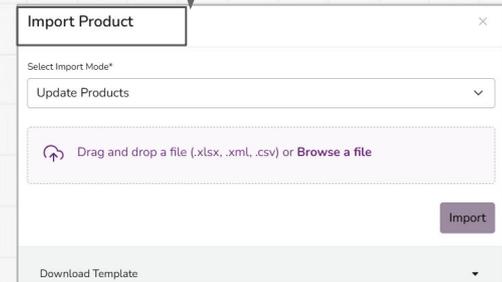
Save the file that has been changed, then import the file to the seller center in the menu **Catalog > All Products > Import**



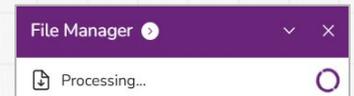
The screenshot shows the Seller Center interface. On the left is a 'Catalog' sidebar with options: All Products, Add Product, Manage Images, Restricted Brands, and ZALORA Production Services (ZPS). The main area is titled 'Products' and contains a search bar, a table of products, and an 'Import' button. The table has columns for Image, Name, Parent SKU, Created, Updated, Price, Sale Price, Stock, and Visibility. One product is listed: 'test cardigan muslim' with Parent SKU 'testlinen', Created '22 Nov 2024', Updated '16 Dec 2024', Price 'IDR 10,000.00', and Stock '0'. The 'Import' button is highlighted with a red box and an arrow pointing to a modal window.

Image	Name	Parent SKU	Created	Updated	Price	Sale Price	Stock	Visibility
	test cardigan muslim	testlinen	22 Nov 2024	16 Dec 2024	IDR 10,000.00	-	0	✓

On the **Import menu**, select **Update Products** in the Select **Import Mode** column, to upload the data to be updated, click **Import**.



The 'Import Product' modal window shows a dropdown menu for 'Select Import Mode*' with 'Update Products' selected. Below is a file upload area with the text 'Drag and drop a file (.xlsx, .xml, .csv) or Browse a file'. An 'Import' button is at the bottom right, and a 'Download Template' link is at the bottom left.



The 'File Manager' modal window shows a 'Processing...' status with a circular progress indicator.

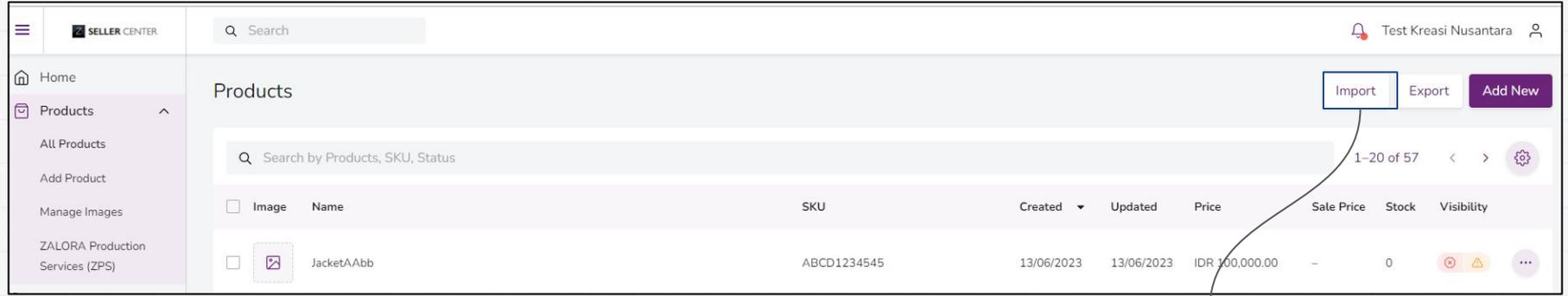


**DELETE PRODUCTS
IN BULK**

How To Delete Products In Bulk

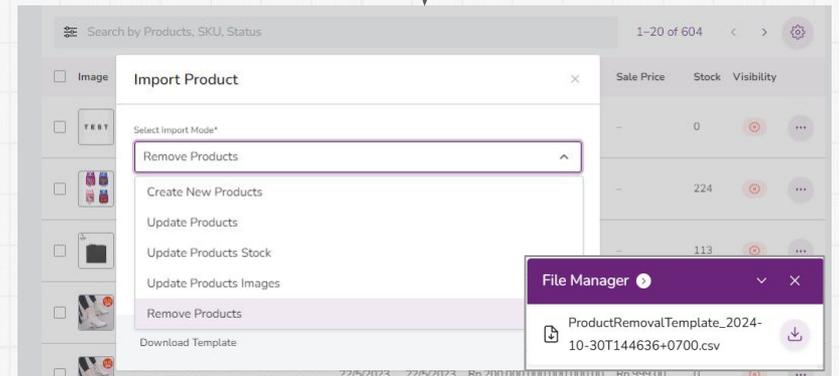
Step 1. Download the product removal template file

- 1) Download the product deletion template by clicking the **Product** menu > **All Products** > **Import** > **Select Remove Product** > **Download** and wait until the status becomes **Finished**.



The screenshot shows the Seller Center interface. On the left, there is a navigation menu with 'Products' selected. The main area displays a table of products. The 'Import' button is highlighted with a red box. An arrow points from the 'Import' button to the 'Import Product' dialog box in the next screenshot.

Image	Name	SKU	Created	Updated	Price	Sale Price	Stock	Visibility
<input type="checkbox"/>	JacketAAbb	ABCD1234545	13/06/2023	13/06/2023	IDR 100.000.00	-	0	🔴 🟡 ⋮



The screenshot shows the 'Import Product' dialog box. The 'Remove Products' option is selected in the 'Select Import Mode*' dropdown menu. The 'Download Template' option is visible at the bottom of the list. A 'File Manager' window is open in the bottom right corner, showing the downloaded file 'ProductRemovalTemplate_2024-10-30T144636+0700.csv'.

The remove product template file will be downloaded on the bottom page of the Seller Center in CSV format.

How To Delete Products In Bulk

Step 2. Fill in the Product Removal template

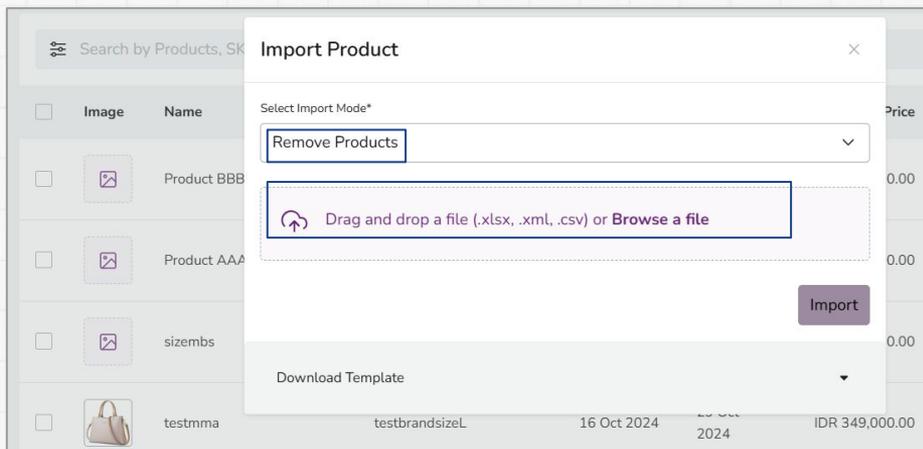
After the file is downloaded, fill in the **SellerSKU** column using the **SellerSKU** you want to delete in bulk, save the file in CSV format

	A
1	SellerSKU
2	0100-LAC37CFA0005312004
3	0100-LAC37CFA0005312005
4	0100-LAC38CMA00731B4006
5	0100-LAC38CMA00731B4007
6	0100-LAC38CMA00731B4008
7	0100-LAC38CMA00731B4009
8	0100-LAC38CMA00731B4010
9	0100-LAC38CMA00731B4011
10	0100-LAC39CFA0048407005
11	0100-LAC39CFA004840703H
12	0100-LAC37CMA0018092006
13	0100-LAC37CMA0018092009
14	0100-LAC41CFA0011312003
15	0100-LAC41CFA0011312004
16	0100-LAC41CFA0011312005

Step 3. Delete Product

Click the **Product** menu > **All Products** > **Import** > **Select Remove Product** > **Upload file** > Click **Import**.

Then the product will be deleted.



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