

STEPS TO UPLOAD THE eBAY CSV FILE

1.- Make sure you have created the policies: Return, Shipping and Payment

My eBay: Account

Activity Messages Account Applications

My account «

- Personal information
- Addresses
- Communication preferences
- Site preferences
- Manage communications with buyers
- Business policies**
- Seller Dashboard
- Feedback
- PayPal account
- Seller account
- Donation account
- Subscriptions
- Resolution center

Manage your business policies [Opt out](#) | [Send us your comments](#) | [Help](#)

Welcome to business policies

- We've already created business policies based on your active listings. You can change or delete these policies as needed and continue creating new ones.
- If you don't have any active listings and haven't listed within the last 90 days, create at least one policy of each type to complete a listing.

[Read the tutorial](#)

View: All policies • Payment • Return • Shipping

Create policy Reassign listings Delete policies Clean up policies [Consolidate shipping policies] [Learn more](#)

Action	Type	Name	Description	Update status	Listings
<input type="checkbox"/> Edit	Shipping - default	Calculated Shipping			464
<input type="checkbox"/> Edit	Payment - default	PayPal with Card	PayPal, sales@factory-fashion.com, American Express, Discover Card, Integrated Merchant Credit ...		464
<input type="checkbox"/> Edit	Return - default	Returns	Returns Accepted, Buyer, 30 Days, Money back		464

2.- Replace the name of the policies in CVS by your own names of your policies:

ShippingProfileName	ReturnProfileName	PaymentProfileName
Calculated Shipping	Returns	PayPal with Card

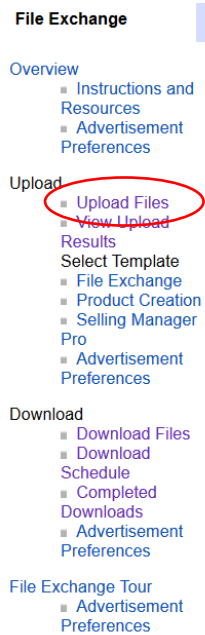
3.- Save the CSV File

4.- Go to File Exchange

Selling tools

- [See my Store: factory-fashion](#)
- [PayPal](#)
- [View My eBay Selling](#)
- [Manage Store](#)
- [Markdown Manager](#)
- [File Exchange](#)**
- [Automation preferences](#)
- [Sales Reports Plus](#)
- [Reporting](#)
- [Seller Dashboard](#)
- [Sellers you follow](#)
- [3rd party applications](#)
- [Promoted listings](#)
- [Vacation settings](#)

5.- Clic on “Upload Files”



6.- Enter your email, select the file and upload it

Upload your file

Uploads may take about 30 minutes to process. You can review the status of your uploads on the [View Upload Results](#) page.

To upload your files:

1. Make sure your Email Address is correct. If there is a problem, you will receive an email with the details.
2. Click **Browse** to select the files or enter the file path.
3. Click **Upload** to upload your file to eBay.

Email Address

Here Enter Your Email

Success and error message will be sent to this address. To change, enter a new email address.

File Location

Examinar... No se ha seleccionado ningún archivo.

Click **Browse** to select a file or enter a file path.

Upload

Cancel

Click **Upload** to upload your file to eBay.

Note: Clicking the **Upload** button directly uploads your file to eBay. Please verify that the information in the file is correct before you click

7.- Wait and clic on “View Upload Results” to check the results

