

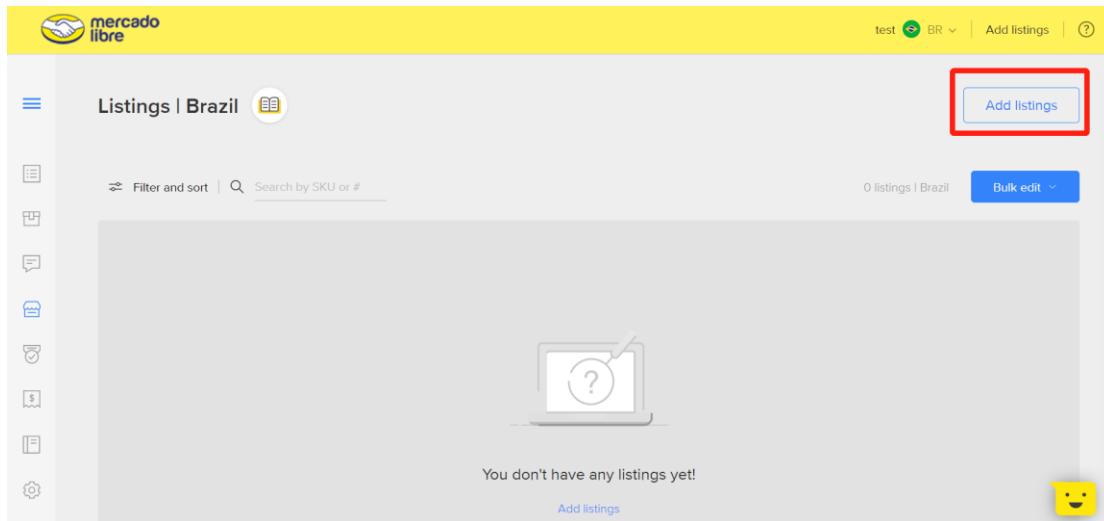
# ML 上传产品教程



**mercado  
livre**

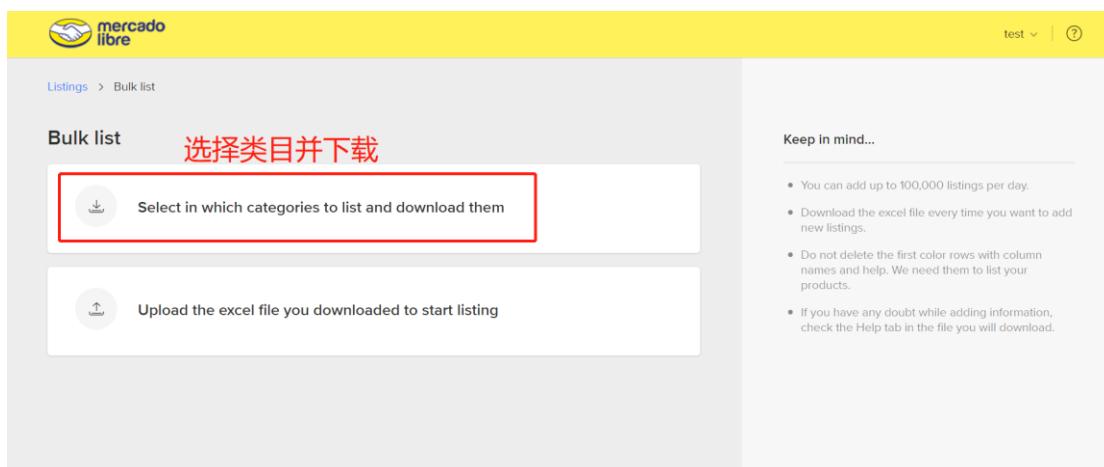
目前 Global Selling 仅支持表格上传产品, 接下来您需要用英语进行 listing 添加。

## 1. 点击 Add listing(可以在 Summary 页面或者 listing 页面添加)



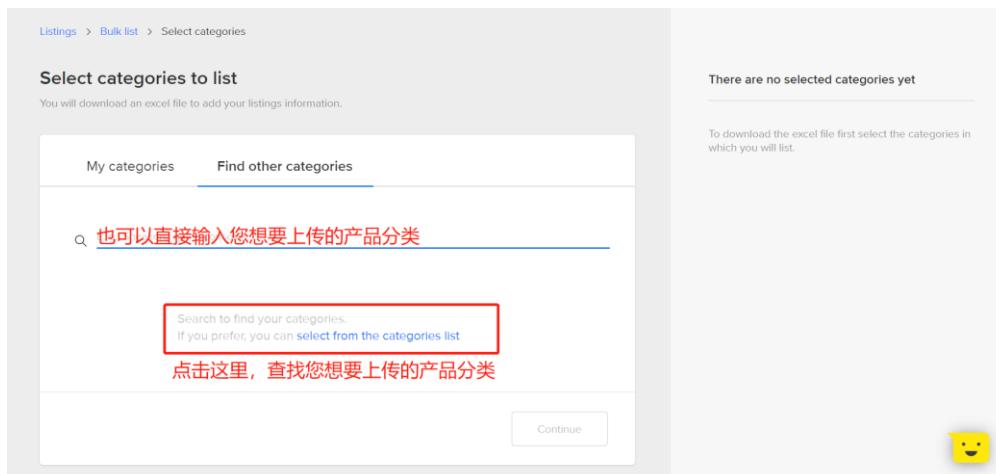
The screenshot shows the 'Listings | Brazil' section of the Mercado Libre interface. At the top right, there is a blue 'Add listings' button with a red border. Below it, the text '0 listings | Brazil' and a 'Bulk edit' button are visible. On the left, there is a sidebar with various icons. In the center, a message says 'You don't have any listings yet!' with a 'Add listings' link below it. A yellow smiley face icon is in the bottom right corner.

## 2. 点击‘Select in which categories to list and download them’



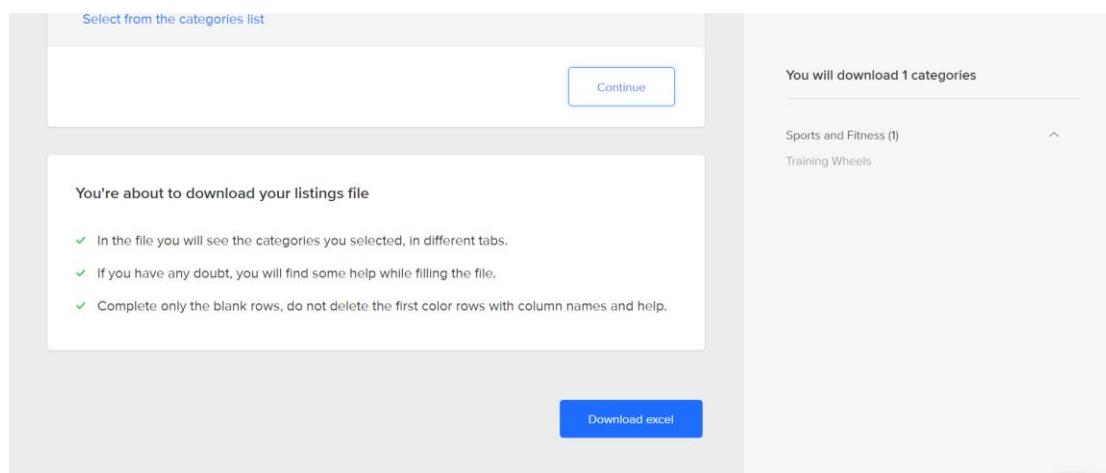
The screenshot shows the 'Bulk list' page. At the top left, it says 'Listings > Bulk list'. In the center, there is a large red box highlighting the 'Select in which categories to list and download them' button. Below it, another red box highlights the 'Upload the excel file you downloaded to start listing' button. To the right, there is a 'Keep in mind...' section with several bullet points about listing best practices.

## 3. 选择好您想要上传的产品类目，如果您之前上传过，则可以从“my categories”中进行选择，点击 continue (注意：可以一次选择 40 个类目，确保选择正确的类目，后续无法自行修改)。



The screenshot shows the 'Select categories to list' page. At the top left, it says 'Listings > Bulk list > Select categories'. The main area has tabs for 'My categories' and 'Find other categories'. A red box highlights the search bar with the placeholder '也可以直接输入您想要上传的产品分类'. Another red box highlights the 'Search to find your categories.' and 'If you prefer, you can select from the categories list.' text. Below the search bar, a red box highlights the '点击这里, 查找您想要上传的产品分类' button. To the right, there is a message 'There are no selected categories yet' and a note about downloading the excel file.

#### 4. 点击 Download excel。



#### 5. 打开您下载好的表格

表格分为 3 个工作簿, 第一部分 Help: 包括如何上传变体, 如何填写价格库存等; 第二部分: 是您需要填写产品资料的工作簿; 第三部分: 是平台对于假冒非法产品的说明, 我们主要用到第二个工作簿。

This screenshot shows the 'Add listings' interface. The top bar is yellow with the title 'Add listings' and a circular icon. Below it, a message says 'Complete all the information about your products and its variations.' The main area has a 'Categories:' section with a note that each tab represents a category, and a link to 'Training Wheels'. To the right is a 'Need help?' sidebar with a 'How to create variations of a product?' section, which includes a star icon, a note about variations being linked by title, and steps 1-3 for creating variations. At the bottom, there's a navigation bar with links for 'Help (i)', 'Training Wheels', 'Legal', and a '+' sign, with the 'Help (i)' link highlighted with a red box.

- ① 带\*的为必填项
- ② Title: 不超过 60 个英文字符
- ③ Images: 图片需转化为链接, 最多可以上 10 张, 用英文逗号隔开, 首图建议为白底, 无水印, 链接单独打开是有效的 <https://sellers.mercadolibre.com/news/photos-are-your-shop-window-make-it-shine/> ---如何改善产品图片
- ④ Universal product code: UPC 码不能重复使用
- ⑤ Quantity : 产品的库存 (墨西哥海外仓产品的库存以实际到仓数量为准)  
<https://sellers.mercadolibre.com/news/how-to-add-stock-in-the-excel-spreadsheet/>--  
-库存和运输方式

Sports and Fitness > Cycling > Accessories				
Training Wheels (*) Required fields		Main features		
Title (*) English, Maximum 60 characters.	SKU (*)	Images (*)	Universal product code (*)	Quantity (*) Own fulfillment only
		Enter the URLs separated by commas. They must end with formats such as .jpg, .png, .bmp, or .webp. <a href="#">See how to upload your Images</a>	It is usually an EAN, UPC or other GTIN.	Do not include in this file the stock for Mercado Libre fulfillment. <a href="#">Help for adding stock</a>

- ⑥ Brazil: 巴西站点的该产品价格, 请填写美元 (注意: 请不要上传超过 50 美金的产品)  
⑦ Mexico: 墨西哥站点的该产品价格, 请填写美元

**Price in US dollars 2 decimals maximum.**

<b>Brazil</b>	<b>Mexico</b>
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If you leave the price field empty, it will not be listed in that country or shipping method.

[Help for shipping methods](#)

- ⑧ Description: 英文纯文本填写产品详情 (注意: 请不要输入表情, HTML 格式, 卖家个人信息, 链接, 发货安排/成本/时间等)  
⑨ Type of warranty: 保修方式  
⑩ Warranty time: 保修时间  
⑪ Warranty time unit: 保修时间单位  
⑫ YouTube link: 如果您想上传有关产品的视频, 请填写该视频的 YouTube 链接

Product information

Description English	Type of warranty	Warranty time	Warranty time unit	YouTube link
Please enter plain text without emojis or HTML format.	Select	Select	Select	

- ⑬ Brand: 产品品牌  
⑭ Model: 产品型号  
(注意这两项虽然不带\*但通常情况下为必填项)

Datasheet	
Brand	Model

⑯ Package weight: 产品/包裹重量

Package weight unit: 产品/包裹重量单位

Package length: 产品/包裹长

Package width: 产品/包裹宽

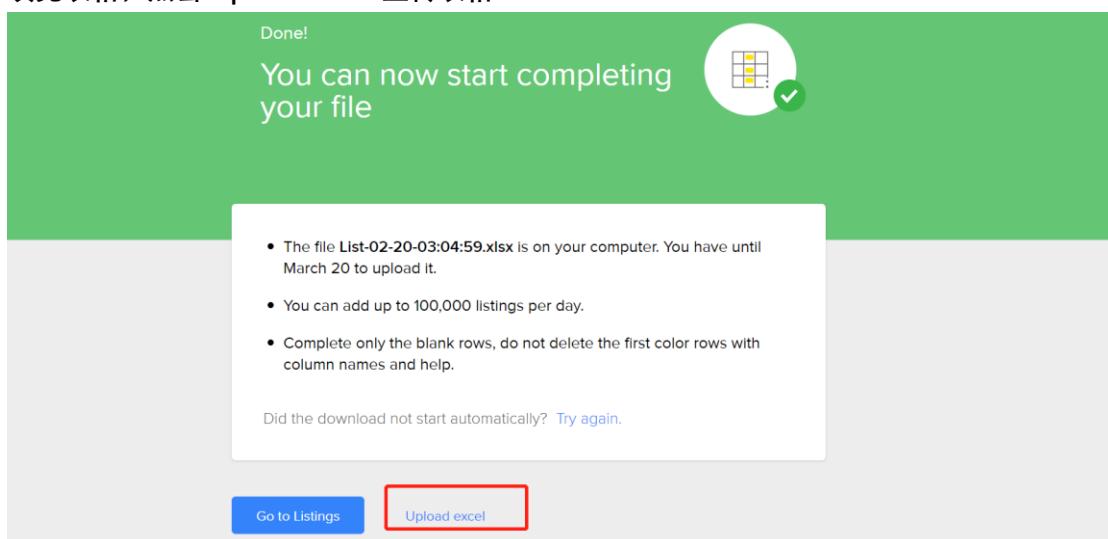
Package height: 产品/包裹高

Package length, width and height: 产品/包裹的尺寸单位

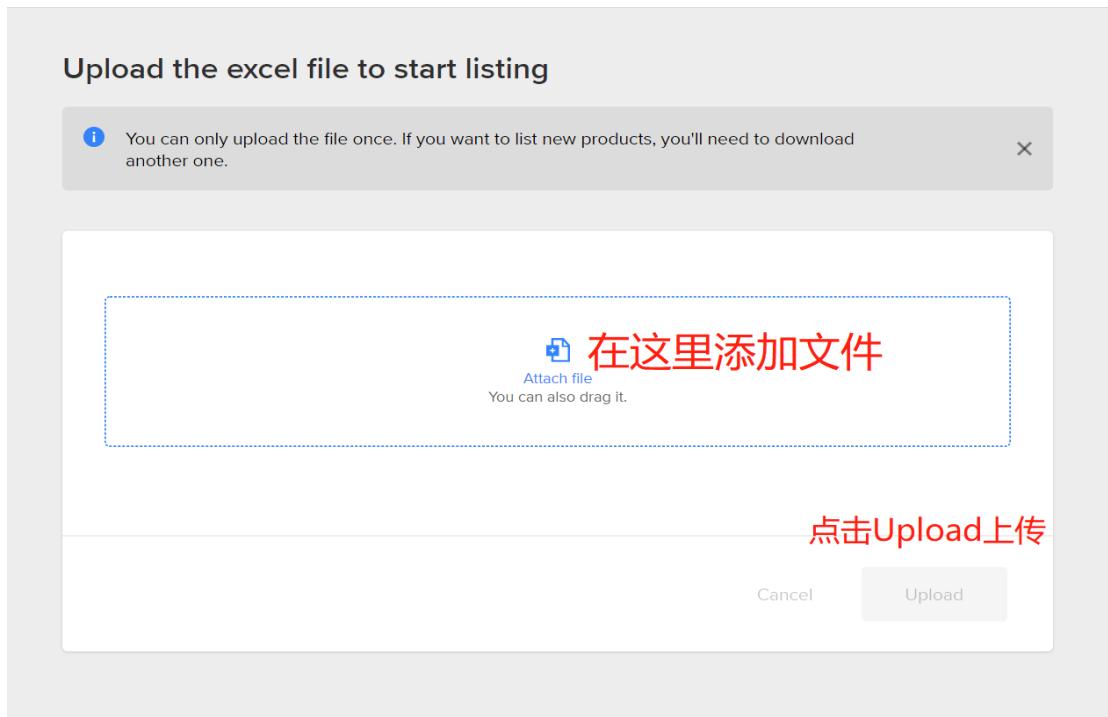
<http://cbt.mercadolibre.com/si/docs/ProductDimensionRestrictions.pdf> 产品尺寸和重量限制

Package dimensions					
Package weight (*)	Package weight unit (*) Measurement unit	Package length (*)	Package width (*)	Package height (*)	Package length, width and height (*) Measurement unit
Select	Select	Select	Select	Select	Select

6. 填完表格，点击 Upload excel 上传表格



**注意：下载的表格只能上传一次**



**7. 上传成功后，您可以在从后台左边菜单栏进入查看您的 listing 状态**

