



Bulk Listing Documentation

Tab Delimited Files (Including Excel Spreadsheets)

Version 2.1

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Tab Delimited Format

Preloved members are able to submit listings in tab delimited format. This is a plain text file with each piece of information separated by a tab character.

The simplest way to create a file such as this is to enter the information in Microsoft Excel, then "Save As..." "Text (Tab delimited text)". More information about this below.

Alternatively, if you have an existing system that holds information about the listings you wish to post to Preloved, you may find that it can export a file in Tab delimited format as it is a common format used by many web sites (for example Google Base). If the format you can output doesn't match exactly that below, please let us know - we may well be able to accommodate it.

Format Requirements

Note that if you are using Microsoft Excel according to the instructions below, the file will automatically meet these format requirements.

- » The file should be plain text
- » All fields should be separated by a single tab
- » Each row should be separated by a line break
- » The first line of the file is the header which describes each row. It should contain the column names defined below and be separated by a tab
- » Fields that contain either a tab character or any line breaks must be wrapped in double quotes "
- » Fields that contain double quotes should also be surrounded by double quotes and the embedded quotes represented by a pair of consecutive double quotes eg: "Ruler is 12"" long"
- » Optional fields can be left blank, but should still be separated by tabs. Alternatively, optional columns may be removed completely, ensuring that column headers still correspond to the relevant fields.

Using Excel

You will have been supplied a sample Excel spreadsheet along with this document.

You will see the first row contains the header which describes each row. Each row after that contains information about each specific item.

Remove the sample information below this header, and replace it with information about your own listings. See the table below for a more detailed description of each column, and the format that is expected in each column. Some columns are optional so can be left blank. If you prefer, you can delete these columns completely from the spreadsheet.

Once you have entered all your information, select “Save As...” from the File menu. In the following box, select Save as type: “Text (Tab Delimited) (*.txt)”. Save the file somewhere you can find it.

If this is your first upload, please send us your file via email so that the format can be checked and so we can prepare your members area to allow you to upload future files automatically.

Column Definitions

Element	Description	Req'd	Format	Notes
title	Advert title	Yes	String	Maximum length 100 characters. May not contain HTML.
description	Advert description	Yes	String	This should be a minimum of 20 characters long and should not be the same as the title. May not contain HTML.
link	Link to item listing on advertisers own web site	No	String starting with http://	
pubDate	Publish date of listing	No	dd mmm yy	If not specified, will default to the date listing first appeared in this feed.
guid	Unique identifier for this listing	Yes	String	Will be created automatically if not specified.
category	Category for this listing	Yes	String	This should preferably be the Preloved category for this listing. Alternatively you may use your own categories and we will map them to Preloved categories. For car listings, please use the manufacturer name. If not specified, will default to the default category for this feed.
editDate	Date listing was last edited	No	dd mmm yy	Keeping this date updated enables visitors to see that the advert is still relevant. If not specified, will default to the same date as pubDate.
listingType	Type of advert	No	For Sale, Wanted To Rent, Swap, Event, Other	If not specified, will default to For Sale

Element	Description	Req'd	Format	Notes
isBusiness	Is this advert being placed in the course of business?	See Notes	Yes No	If not specified, will default to Yes if you are a business member or Preloved and No if not.
imageLink1	URL of image	No	String starting with http://	This image will be featured on our listings pages.
imageLink2	URL of image	No	String starting with http://	
imageLink3	URL of image	No	String starting with http://	
locationCountry	Item location	See Notes	ISO 3166	Required if specifying location information below. Note that country code for the United Kingdom is GB
locationTown	Item location	See Notes	String	Required if items have different locations. If not specified, will default to the information in your membership details
locationCounty	Item location	See Notes	String	Required if items have different locations. If not specified, will default to the information in your membership details
locationPostcode	Item location	See Notes	Standard Postcode Format	Required if items have different locations. Not displayed, but used for geographical searches. If not specified, will default to the information in your membership details
price	Price of item	See Notes	Numeric	Recommended for For Sale listings unless using a price type of Offers, Free or Various. Optional for all other listings.
priceCurrency		No	ISO 4217	If not specified, will default to GBP
priceType	Additional information about the price	No	each ono ovno no offers per hour per day per week per month per year Offers Free Various	

Element	Description	Req'd	Format	Notes
contactEmail		No	String	If not specified, will default to the information in your membership details. If your feed is set up to "drive clicks", this will not be used.
contactTelephone		No	String Telephone without country code	If not specified, will default to the information in your membership details. If your feed is set up to "drive clicks", this will not be used.
contactTelephoneType		See Notes	Evenings Daytime Anytime Mobile	This is required if specifying a telephone number.