

MEDICAL DEALER

+ MEDICAL EQUIPMENT, PARTS, SALES & SERVICE

Technical Support
support@medicaldealer.com
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How to List Equipment on MedicalDealer.com

Overview of Creating a CSV for Multiple Listings

Creating a classified listing on the new medicaldealer.com is an easy process. This document covers the process to fill out Medical Dealer's custom spreadsheet to submit up to 50 listings at a time. You can [download a sample CSV](#) from the medicaldealer.com website.

NOTE: You must to be a registered user to list equipment. When sending the completed CSV-formatted spreadsheet to support@medicaldealer.com, please indicate your company name in the SUBJECT line of the email. You will also need to create a ZIP file of any images you would like for us to add, and attach it to the email. Images are best viewed on our site at 575px wide by 400 px high. Please save all images at 72dpi.

[Download the Sample CSV](#)

Filling out the Spreadsheet

Here are some general guidelines for filling out the CSV spreadsheet. All required fields are marked with an asterisk (*).

Item Description Fields

- ***Listing Title** - *This is the title how you want it to appear on the site.*
- ***Listing Type** - *Valid types are **listprice** or **auction**.*
- **Price** - *This field is only used if your listing type is listprice.*
- **Currency** - *This field is only used if your listing type is listprice.*
- ***I Own This Equipment** - *Please indicate **yes** or **no**.*
- ***Content** - *Please enter the Item Description in this field. This field is TEXT-ONLY (no HTML).*
- **Excerpt** - *Please enter the excerpt or short description you would like to show*
- **Expiration** - *Please indicate the expiration date of the listing in MM/DD/YYYY format. The default expiration date is 30 days after the listing is posted.*

Specifications Fields

- ***Manufacturer** - *Enter the Manufacturer's name.*
- **Model** - *Please enter the Equipment Model.*
- **Serial Number** - *Please enter the Item's Serial Number.*
- **Model Year** - *Please enter the Item's Model Year.*
- **Condition** - *Please enter whether the equipment is **New**, **Used**, or **Reconditioned**.*
- **Available Date** - *Please enter date that the item is available to be shipped or picked up in MM/DD/YYYY format.*
- **Last Patient Use** - *Please enter the Last Patient Use Date in MM/DD/YYYY format.*
- **Last Preventative Maintenance** - *Please enter the date of Last Preventative Maintenance in MM/DD/YYYY format.*
- **System Under Service Contract With** - *Please enter the name of the Service Provider, if the equipment is currently under a Maintenance agreement.*

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- **Height** - Please enter the height of the item. Please indicate measurements using in., cm., ft., or m.
- **Width** - Please enter the width of the item. Please indicate measurements using in., cm., ft., or m.
- **Depth** - Please enter the depth of the item. Please indicate measurements using in., cm., ft., or m.
- **Additional Information** - Please provide any other specifics about the item not listed in the fields above. This field is TEXT-ONLY (no HTML).

Category

- ***Category** - Please enter the product category this product should be displayed in. If you are familiar with Medical Dealer Categories, please follow the format of **Parent Category:Child Category:Grandchild Category** (colon-separated values).

Item Location Fields

- ***Country** - Please enter the country where the item is located.
- ***City** - Please enter the city where the item is located.
- **Address** - Please enter the Street Address where the item is located.
- ***State** - Please enter the state where the item is located. This field is only available to U.S. customers. **If the item is located outside of the U.S., DO NOT USE THIS FIELD.**
- ***Zip** - Please enter the Zip Code/Postal Code of the item's location.

Image Fields

Valid image formats include JPG or PNG. Images are best displayed on medicaldealer.com at a size of 575px wide by 400px high at 72dpi.

- ***Main Image** - Please enter the name of the Image File you have included in the ZIP file that pertains to this item.

- **Additional Images** - Please enter the names of **up to 4** additional Image Files you have included in the ZIP file. These must be separated by the **PIPE** character. (|)

Submitting Your CSV to Medical Dealer

Please follow the guidelines below when submitting your CSV spreadsheet to Medical Dealer:

- The spreadsheet **MUST** be saved as a CSV (Comma-Separated Values) file type.
- All fields must be **TEXT ONLY**. Any formatting of fields with HTML will cause an import failure.
- Images **MUST** be included as an attachment to the email for all listings in a ZIP file. Please name the images to match the Listing Title they are associated with. Images are best viewed at 575px wide by 400px high at 72dpi on our site.
- Please Save your CSV with your company name in the title.

For assistance or support, please contact Medical Dealer staff at (800) 906-3373 or support@medicaldealer.com.