

Import-Export Guide for Seller

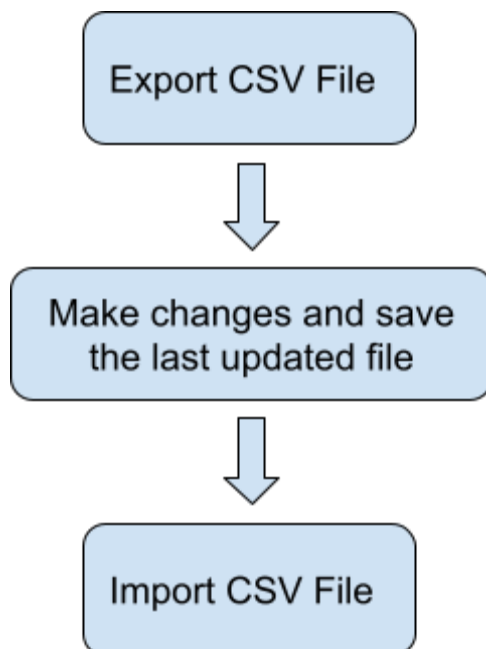
1. General Instructions

Multilingual

Multilingual functionality ensures that data can be managed and viewed in different languages. Specify a language, other than the default, to be used while importing or exporting.

Import/Export process

It is always recommended to export the .CSV first, make changes to it and then import it back into the system. However, you can also create your own file. While you do that, it is important to either copy or type the column headers from the exported file. The former method ensures accuracy and minimizes chances of errors during the import process.



Images/Media Files

Any type of images/media can only be imported into the system if the file is located at a public URL. For example, the file should be hosted either on a server that is accessible publically or on online tools such as Dropbox/Google Drive etc. Please note that images saved on devices and desktops cannot be imported through the CSV. Once the media CSV is imported into the system, a cron job is executed by the system to import and save the images on the server. This cron job is an automated script that the system runs after a set interval on its own and no intervention is required from the user's end. The media/images imported into the system will not display immediately.

The bulk images being added must be uploaded on the server through the ['Add Media to Server'](#) tab.

Once the media CSV is imported into the system, a cron job is executed by the system to import and save the images on the server. This cron job is an

automated script that the system runs on its own, after a set interval and no intervention is required from the user's end. The media/images imported into the system will not be displayed immediately.

Deleting Items

Within Yo!Kart when an item is deleted, the system does not actually delete the item from the database rather it just hides the item from display. With the import functionality, a user can restore a previously deleted item by changing the value of the 'Deleted' column of that item from 'Yes' to 'No'.

Import Log File

Yo!Kart will generate a CSV log file for every import action where it will log the column and row for the errors encountered during the import. If the import was successful then no log file will be generated. System will only allow importing the CSV if no errors are encountered.

CSV

To avoid errors it is absolutely recommended to not alter columns or its names/headers in the CSV. Also to import bulk entries it is absolutely recommended to keep maximum entries to a count of 20,000 per sheet. It is absolutely recommended to make multiple sheets for data above 20,000.

Import Export Yo!Kart Settings

Only turn on/off settings from the settings console if you are familiar with boolean concepts and understand how 'id's' will work in a CSV. Also turning on settings from the import export settings tab may alter or add columns to the CSV. The column headings displayed in this manual are as per the standard settings.

2. Export Categories

Quickly export product categories that are displayed in a navigation at the header of a website store. This is important to help buyers navigate and discover products. Using the exported data sheet, you can export hierarchical categories that are associated with a specific product.

2.1 Export Process

The steps to export or download product **categories** content data involves:

1. Click on the **Import Export** option from the left navigation menu.
2. Next, click on the **Export** tab separated into tabbed sections.
3. And select the **Categories** option from the list.

The following information needs to be submitted to download the .csv file:

2.1.1 Content Tab: This tab has the following information prompted to download a .csv:

- **Language:** A content section is provided to download Product **Categories** in multiple languages as added by you in the system. For instance, if you want to save content in the **English** language simply select English language, click the **Export** button and the file will be downloaded. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv to Add Information:** Open the **categories** .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:

Category Id	Category Identifier	Parent id	Name
109	Electronics	0	Electronics
110	Televisions	109	Televisions
111	Washing Machines	109	Washing Machines
112	Men	0	Men

- a. **Category id:** This is a user defined numeric unique id of the category. This works as a unique id for the system to identify a particular category. **Note** category id column records are viewed only when settings from Import Export > **Use category id instead of category identifier** is enabled.
- b. **Category Identifier:** This is a user defined free text field for a unique identifier of the category. This works as a unique key for the system to identify a particular category. In case multiple entries with the same category identifier have been made, the system overwrites old entries. As a result, new entries to be retained in the system and old ones will be deleted.
- c. **Parent id:** This is a numerical unique parent id of the category.
- d. **Name:** Enter the name of the category.

3. Export Master Products

Export master products also known as admin added products. It can also include master products that were requested by sellers and approved by the admin.

3.1 Export Process

The steps to export or download master products content data file involves:

1. Click on the **Import Export** option from the left navigation menu.
2. Next, click on the **Export** tab separated into tabbed sections.
3. And select the **Master Products** option from the list.

The following information needs to be submitted to download the .csv file:

3.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select data option from the dropdown list. Learn and understand how different catalog content data are exported. Select from available options:

Export products
✕

Content
Media

Language*

English
▼

Select data*

Product catalog
▼

Export data range

Does not matter
▼

- **Export Data Range:** Select following data range:
 - **Doesn't Matter:** Will display complete catalog records in one go. Please note that the default upper limit for data export is set to 1000. However, if your existing catalog has more than 1000 entries, opt for export Id range or batch wise options.
 - **By Id Range:** This option allows you to export catalog products within a selected range e.g. Set the 'Start ID' as 5 and 'End ID' as 15. Only the set/asked range records will be exported.
 - **By Batches:** This option allows you to export catalog products batch wise. There is a provision to export records in batches. Suppose, there are 50 records available and the decided size of the particular batch to be exported is 10. So this allows you to create 5 separate batches.

- **Understanding Sequence Of Downloaded .csv For Product Catalog:**
Open the downloaded file and start adding/editing product catalog information using the relevant columns. Data can be viewed in the following sequence:
 - a. **Product ID*:** Enter the product id for the catalog.
 - b. **Product Identifier*:** Enter a unique identifier for the catalog. **NB:** Please note that the identifiers are **case sensitive**.
 - c. **Product Name*:** Enter the name of the catalog.
 - d. **Description:** Enter the product description.
 - e. **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
 - f. **Category Identifier*:** Enter the identifier of the category under which the product will be displayed. Please note that the identifiers are case sensitive. To avoid any errors, you can download the latest Category Content CSV file.
 - g. **Brand Identifier:** Enter the identifier of the brand to be linked with this product. Please note that the identifiers are case sensitive. To avoid any errors, download the latest Brand Content CSV file from the Export tab.
 - h. **Product Type Identifier*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
 - i. **Model:** Enter the model name and/or number.
 - j. **Min Selling Price*:** Enter the minimum selling price for the product.
 - k. **Tax Category Identifier*:** Enter the identifier of a tax category to link it with the product. Please note that the identifiers are case

sensitive. To avoid errors, can download the latest **Tax Category** CSV file from the Export tab.

- l. Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive. To avoid errors, can download the latest **Shipping Profile** CSV file from the Export tab.
- m. Shipping Package Identifier:** Enter the identifier of the shipping package to link it with the product. Please note that the identifiers are case sensitive. To avoid errors, can download the latest **Shipping Package** CSV file from the Export tab.
- n. Weight*:** Enter the value of weight of the product.
- o. Weight Unit Identifier*:** Enter the weight unit identifier from the options: Gram, Kilogram and Pounds. Please note that these are the values provided as per standard settings and might vary if any changes are made in language labels.
- p. Product Warranty (Days):** Enter the product warranty period in number-of-days.
- q. Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- r. Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
- s. COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- t. Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- u. Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.

- v. **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- w. **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.
- x. **Download attachments at inventory:**

3.1.1.2 Product Options: To export/download product options data, it is important to enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select data option **Product Options** from the dropdown menu.
- **Export Data Range:** Select range of data to export from. Know what are the available options:
 - **Doesn't Matter:** Will display complete product options records in one go. Please note that a set default upper limit of 1000 for options exports is applied.
 - **By Id Range:** This option allows exporting product options within a selected range e.g. Set the 'Start ID' as 5 and 'End ID' as 10. Only the set/asked range records will be displayed.
 - **By Batches:** This option allows exporting product options in predefined batches. Say for 'Batch Number '1'', the expected count of counts is 10.

- **Understanding Sequence Of Downloaded .csv For Product Options:**
Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 1. **Product ID or Identifier*:** Display unique product ID or identifier. Depending upon the settings enabled from the settings area, the selected column records are displayed.
 2. **Option ID or Identifier:** Display unique option ID or identifier. Depending upon the settings enabled from the settings area, the selected column records are displayed.

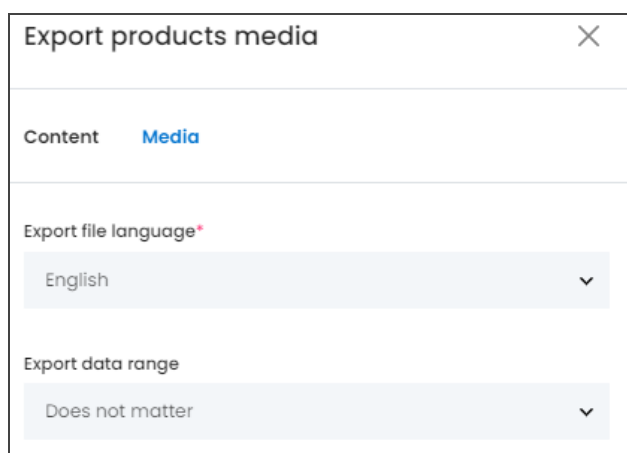
3.1.1.3 Product Specifications: This option is catered to bind specifications with the catalog products. To export/download product specifications data, enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select 'Product Specifications' from the listed data options.
- **Export Data Range:** Select range of data to export from. Select from the available options:
 - **Doesn't Matter**
 - **By Id Range**
 - **By Batches**

- Understanding Sequence Of Downloaded .csv For Product Options:**
 Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 - Product Id*:** Display product id.
 - Lang Code:** Display language code.
 - Specification Label Text:** Display text assigned to specification label.
 - Specification Value:** Display underlining specification value.
 - Specification Group:** Display specification group.

3.1.2 Media Tab

The following information is required to be submitted to export catalog media into .csv:



Export products media
✕

Content
Media

Export file language*

English
▼

Export data range

Does not matter
▼

- Export File Language:** We provide you a content section to download media in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply

select English and submit. Similarly for other languages follow the above process with respective languages.

- **Export Data Range:** Select data option from the drop-down list. Select from available options:
 - **Does Not Matter:** This option will export/download complete catalog media.
 - **By Id Range:** This option allows exporting catalog media within a selected range say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog media in predefined batches. Say for 'Batch Number '1', the expected count of counts is 10. Once you click on the 'Submit' button, check the downloaded media into your downloads folder.
- **Understanding Sequence Of Downloaded .CSV:** Before understanding the downloaded sequence, we recommend to go through the following prerequisites to avoid confusions later:
 - Open the following files simultaneously:
 - Open the auto downloaded **Media .CSV File** that has been obtained when the media file has been sent to the server.
 - Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have files opened mentioned above, go through the following sequence of columns to prepare media data:
- With the file exported through media tab, view the following sequence of columns to prepare a media ready for import:
 1. **Product Id:** User defined unique id for the Product. This field needs to be the same as the Product Id defined in the Product Catalog Content sheet.

2. **Lang Code:** User defined field to link the product image for a particular language. 'Universal' is to be used as an option to link the media in all languages. Language codes can be looked up by clicking the language option in the top header. Language codes need to be used if the Product has different images for each language.
3. **Option Id:** User defined unique id for the product option. This field value needs to be the same as the Option Id defined in the Options Content sheet.
4. **Option Value Id:** User defined unique identifier for the option value. This field value needs to be the same as the Option value Identifier defined in the Options Value Content sheet.
5. **File Path*:** Detail about system generated file path. Copy the 'file path' from the Media .csv File opened alongside with the currently opened file. Images stored locally on your personal device/machine cannot be uploaded. Preferred image dimensions for the product images are greater than 500*500 pixels.
6. **File Name*:** Details about file name of uploaded media. Copy the **File Name** from the **Media .csv File** opened alongside the file you're currently working upon.
7. **Display Order:** This column is dedicated to showcase display order of associated product images. Based on the numerical inputs orders are decided. When a product has multiple images then this field defines the order of display. If you are unsure about this field add display order as '1'.

4. About Export and Import My Products

This option is provided to manage sellers' product inventory. Inventory related information such as product stock, selling price, min order quantity, threshold stock level, availability, sold count etc are updated or created in bulk through an import option.

4.1 Export Process

1. Click on the **Import Export** option from the left navigation menu.
2. Next, click on the **Export** tab separated into tabbed sections.
3. And select the **My Products** option from the list.

4.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select various content data options available:
 - Product Catalog
 - Product Options
 - Product Specifications
- **Export Data Range:** Select data range for all the above options. Depending upon the options selected, the results in .csv

downloaded can be generated. The following options are available :

- **Does Not Matter:** Without any distinction this option will export/download complete seller products.
- **By Id Range:** This option allows limiting the seller product catalog as defined, say between 5 to 30 or 35 to 50 and so forth.
- **By Batches:** This option allows exporting catalog data batchwise. Say for 'Batch Number '1', the expected count of counts is 10.

Once the required option is selected, click on the **Export** button and check your download folder.

4.1.1.1 My Products- Products

The exported My products inventory CSV file contains information about general information of sellers' inventory. As a registered seller, there is an option to export/import seller products inventory and manage those individually.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Product ID*:** Enter the product id for the catalog.
 - b. **Product Identifier*:** Enter a unique identifier for the catalog.
 - c. **Username*:** Enter the name of the user adding the product.
 - d. **Product Name*:** Enter the name of the catalog.
 - e. **Description:** Enter the product description.
 - f. **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.

- g. **Category Identifier*:** Enter the identifier of the category under which the product will be displayed. Please note that the identifiers are case sensitive.
- h. **Brand Identifier:** Enter the identifier of the brand to be linked with this product. Please note that the identifiers are case sensitive.
- i. **Product Type Identifier*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
- j. **Model:** Enter the model name and/or number.
- k. **Minimum Selling Price*:** Enter the minimum selling price for the product.
- l. **Tax Category Identifier*:** Enter the identifier of a tax category to link it with the product. Please note that the identifiers are case sensitive.
- m. **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive.
- n. **Shipping Package Identifier:** Enter the identifier of the shipping package to link it with the product. Please note that the identifiers are case sensitive.
- o. **Weight*:** Enter the value of weight of the product.
- p. **Weight Unit Identifier*:** Enter the weight unit identifier from the options: Gram, Kilogram and Pounds. Please note that these are the values provided as per standard settings and might vary if any changes are made in language labels.
- q. **Product Warranty (Days):** Enter the product warranty period in number-of-days.

- r. **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- s. **Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
- t. **COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- u. **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- v. **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
- w. **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- x. **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.
- y. **Download attachments at inventory:**

Lastly, **save** the prepared 'My Products' file into your document folder.

4.1.1.2 My Product Options: Exported 'My product options' file contains information about the product options:

- **Understanding Sequence Of Downloaded .csv :** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Product id:** Enter a unique product id.
 - b. **Option id:** Enter unique product option id.

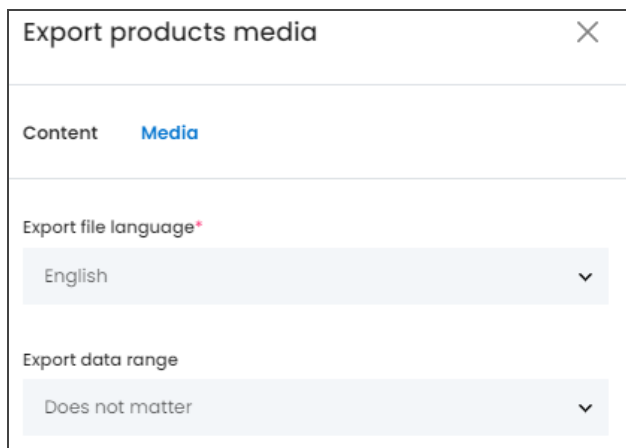
Save the prepared 'My Product Options' file into your document folder.

4.1.1.3 Product Specifications: This option is catered to bind specifications with the catalog products. To export/download product specifications data, enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select 'Product Specifications' from the listed data options.
- **Export Data Range:** Select range of data to export from. Select from the available options:
 - **Doesn't Matter**
 - **By Id Range**
 - **By Batches**
- **Understanding Sequence Of Downloaded .csv For Product Options:** Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 - a. **Product Id*:** Enter the unique product id.
 - b. **Lang Code:** Enter the language code.
 - c. **Specification Label Text:** Enter specification label text.
 - d. **Specification Value:** Enter the underlining specification value.
 - e. **Specification Group:** Enter specification group.

4.1.2 Media Tab

The following information is required to be submitted to export catalog media into .csv:



- **Export File Language:** We provide you a content section to download media in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Export Data Range:** Select data option from the drop-down list. Select from available options:
 - **Does Not Matter:** This option will export/download complete catalog media.
 - **By Id Range:** This option allows exporting catalog media within a selected range say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog media in predefined batches. Say for 'Batch Number '1'', the expected count of counts is 10. Once you click on the 'Submit' button, check the downloaded media into your downloads folder.

- **Understanding Sequence Of Downloaded .CSV:** Before understanding the downloaded sequence, we recommend to go through the following prerequisites to avoid confusions later:
 - Open the following files simultaneously:
 - Open the auto downloaded **Media .CSV File** that has been obtained when the media file has been sent to the server.
 - Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have files opened mentioned above, go through the following sequence of columns to prepare media data:
- With the file exported through media tab, view the following sequence of columns to prepare a media ready for import:
 - a. **Product Id:** User defined unique id for the Product. This field needs to be the same as the Product Id defined in the Product Catalog Content sheet.
 - b. **Lang Code:** User defined field to link the product image for a particular language. 'Universal' is to be used as an option to link the media in all languages. Language codes can be looked up by clicking the language option in the top header. Language codes need to be used if the Product has different images for each language.
 - c. **Option Id:** User defined unique id for the product option. This field value needs to be the same as the Option Id defined in the Options Content sheet.
 - d. **Option Value Id:** User defined unique identifier for the option value. This field value needs to be the same as the Option value Identifier defined in the Options Value Content sheet.

- e. **File Path***: Detail about system generated file path. Copy the 'file path' from the Media .csv File opened alongside with the currently opened file. Images stored locally on your personal device/machine cannot be uploaded. Preferred image dimensions for the product images are greater than 500*500 pixels.
- f. **File Name***: Details about file name of uploaded media. Copy the **File Name** from the **Media .csv File** opened alongside the file you're currently working upon.
- g. **Display Order**: This column is dedicated to showcase display order of associated product images. Based on the numerical inputs orders are decided. When a product has multiple images then this field defines the order of display. If you are unsure about this field add display order as '1'.

4.2 Import Process

For **Content** once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Whereas, for **Media** ensure that you have followed the prerequisites by [adding media to the server](#). In addition to this, to prepare and complete importing media you need to open the following downloaded files simultaneously:

- Open the exported media .csv file downloaded through **Media Tab** above.

- Open the auto downloaded **Log file** that has been obtained when the media file has been sent to the server.

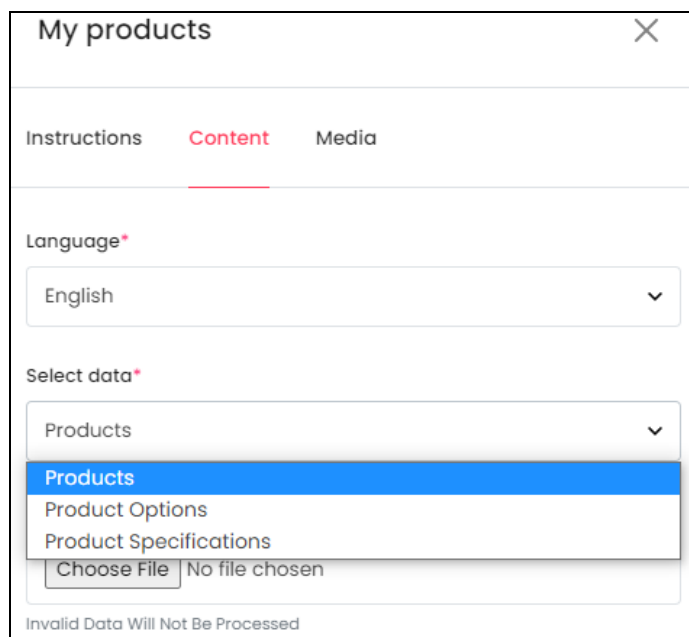
Also, imports are matched to existing records using unique product identifiers. Once a unique identifier/ID connects an imported record to an existing record, data is overwritten.

4.2.1 Content Data

Once the data has been added and ready to import, click on the **import export** option from the left navigation, select **Import Export**, click **Import** separated into tabbed section and select **My Products**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs:

i. **Instructions:** On this tab, go through instructions set for each data type separately. We recommend a thorough reading of instructions to avoid uploading errors.

ii. **Content:** On this tab, the following fields are displayed to import data:



- **Language:** Select imported language file from the dropdown list provided. Please note that the list of languages displayed has a direct relation with the number of languages enabled in the system.
- **Select Data:** Select 'Data' from the various options displayed. Please note selection of data is dependent on the exported data file and its preparation. Select relevant option:
 - [Products](#)
 - [Product Options](#)
 - [Product Specifications](#)

- **File To Be Uploaded:** Click on 'Browse File', locate the file, click 'Open' and then 'Submit'. The 'Data Imported/Updated Successfully' message will be displayed when the file is uploaded within the system.

Exit the section and congratulations you have successfully uploaded/updated newly added data into the system. In case of any discrepancies found, an error message is displayed and a log file will be automatically generated.

Go through the log file, mark the areas highlighted for error and re-import. In case a problem persists, contact the Yo!Kart team.

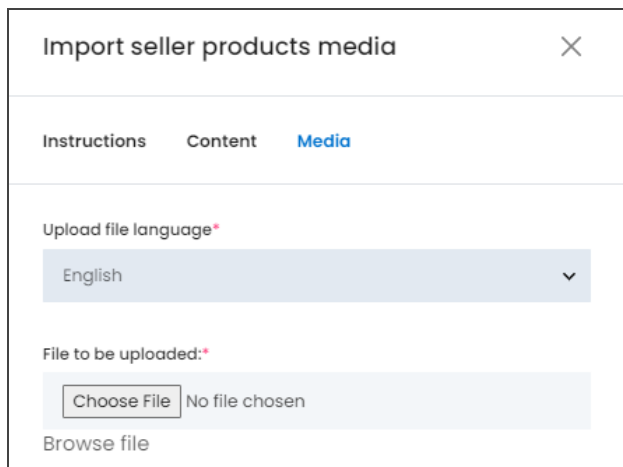
4.2.2 Media Data

Exporting catalog media is useful if you want to make many changes to your catalog inventory or bulk upload images. Please note that to update media library files in bulk a compressed zip folder is created containing all the media images intended to upload. Learn how to add media to the server in the next section.

Here it is important to know that media upload is meant only for the 'Products' option. Other available options such as product options, specification are excluded as they do not contain any media library. Learn how to [add media to the server](#) from here.

Once media data is set up and ready to be imported, select **Import Export**, click **Import** separated into a tabbed section and select **My Products**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs. Select **Media** tab and enter following details :

- **Upload File Language:** Select the language from the drop-down list media file is set up for import.
- **File To Be Uploaded:** Click on the 'Choose File', locate the file destination, click 'Open ' and finally click on the 'Import' button.



5 About Export & Import Product Inventories

This option allows you to export all your product's inventory data.

5.1 Export Process

To export click on the hamburger menu, Click on the **Import Export** option from the left navigation menu, click on the **Export** tab separated into tabbed sections. And select the **Product Inventories** option from the list. The following information is required to be submitted to download the .csv file:

5.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select various content data options available:
 - General Data
 - Inventory Options
 - Seo Data
 - Special Price
 - Volume Discount
 - Buy Together
 - Related Products
- **Export Data Range:** Select data range for all the above options. Depending upon the options selected, the results in .csv downloaded can be generated. The following options are available :
 - **Does Not Matter:** Without any distinction this option will export/download complete seller products.
 - **By Id Range:** This option allows limiting the seller product catalog as defined, say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog data batchwise. Say for 'Batch Number '1', the expected count of counts is 10. Once the required option is selected, click on the 'Submit' button, and check your download folder.

5.1.1.1 Seller Products- General Data

The exported seller products inventory CSV file contains information about general information of sellers' inventory.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the id of the product whose inventory is being added.
 - b. **Product Identifier*:** Enter a unique identifier of the product (catalog). Please note that the identifiers are case sensitive. To avoid any errors, you can download the latest **Product Catalogs content** CSV file from the Export tab.
 - c. **Selling Price:** Enter the selling price of respective inventory.
 - d. **Cost Price:** Enter the cost price of the respective inventory.
 - e. **Stock:** Enter the stock quantity available. It should be greater than 0.
 - f. **SKU:** Enter the SKU for the respective inventory. SKU is a unique code provided to each inventory or product available.
 - g. **Minimum Order Quantity:** Enter the minimum quantity of items that must be purchased by a customer to place the order. It should be greater than 0.
 - h. **Maintain Stock Levels*:** Enter 'YES' to enable the feature of maintaining stock levels for the inventory and 'NO' otherwise.
 - i. **Track Product Inventory*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
 - j. **Threshold Stock Level*:** Enter the minimum stock level limit at which alert is to be generated by the system.

- k. **Condition Identifier*:** Enter the condition of inventory by mentioning one of the condition identifiers standardly set in the system which are: 'New', 'Used' or 'Refurbished'.
- l. **Digital Product Max Download Time:** This entry needs to be filled if only the inventory being added is 'Digital'. Enter the maximum number of times the digital product can be downloaded. If the product type is 'Physical', '0' value can be entered in this column.
- m. **Download Validity In Days:** Enter the validity time period (in number of days) for this product.
- n. **Title*:** Enter the name of the inventory.
- o. **Comments:** Enter any additional comments related to the inventory.
- p. **Return Age:** Enter the time limit (in terms of number of days) within which the customers can place a return request once their order has been delivered to them at their destination address.
- q. **Cancellation Age:** Enter the time limit (in terms of number of days) within which customers can place an order cancellation request after placing their orders.
- r. **URL Keyword*:** Enter the URL keyword in this column.
- s. **Available From*:** Enter the date from which the inventory will be available. If the seller chooses a date in the future, the inventory will be visible in the shop on the homepage from that date onwards.
- t. **Active:** Enter 'YES' to mark the current status of the inventory as Active and 'NO' otherwise.
- u. **COD Available:** Enter 'YES' to enable COD for this inventory and 'NO' otherwise.

- v. **Fulfillment Type:** Enter any one of the following shipping fulfillment methods -
- Shipped and Pickup
 - Pickup Only
 - Shipped Only
- w. **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.

Lastly, **save** the prepared **Seller Product General Data** into your document folder.

5.1.1.2 Inventory Options: Exported **Inventory options** file contains information about the product options binded with the product inventory.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the id of the seller inventory whose option and option values are to be added.
 - b. **Option Identifier*:** Enter the unique identifier of the option to be linked with the inventory Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options content** CSV file from the Export tab.
 - c. **Option Value Identifier*:** Enter the unique identifier of the option value to be linked with the inventory. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Option Values content** CSV file from the Export tab.

Lastly, **save** the prepared **Inventory Options Data** into your document folder.

5.1.1.3 SEO Data: It is easy to edit the title or image of one or two products. But when it comes to making bulk edits in inventory data use this feature and perform bulk changes in meta title, keywords, description, tags.

- **Understanding Sequence Of Downloaded .csv To Import SEO Data:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the unique id of the seller product whose SEO data is to be imported. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 - b. **Meta Title*:** Enter the name/title of the product.
 - c. **Meta Keywords:** Enter the meta keywords.
 - d. **Meta Description:** Enter the meta description of the product.
 - e. **Other Meta Tags:** Enter the other meta tags to be linked with the product.

Lastly, **save** the prepared **SEO Data** into your document folder.

5.1.1.4 Special Price: Add special prices to exported product's inventory.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the unique id of the seller product for which the special price is being added. Please note that the product ids are unique. To avoid any errors, the admin can

download the latest **Seller Product content** CSV file from the Export tab.

- b. **Start Date***: Enter the start date from which the special price is to be assigned to the product.
- c. **End Date***: Enter the end date upto which the special price is to be assigned to the product.
- d. **Selling Price***: Enter the selling price to be offered through this special price.

Lastly, **save** the prepared **Special Price Data** into your document folder.

5.1.1.5 Volume Discount: You can make bulk edits, add volume discounts to the products.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **Seller Product ID***: Enter the unique id of the seller product for which the volume discount is being added. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 2. **Minimum Quantity***: Enter the minimum quantities of that product the customer must buy to avail this volume discount.
 3. **Discount Percentage***: Enter the discount percentage to be offered. 3
 4. Lastly, **save** the prepared **Volume Discount Data** into your document folder.

5.1.1.6 Buy Together: Product bundles are used to sell two or more products in a store together at a discounted rate. Import/export, buy together products, add, manage, or remove offers for that particular product in bulk.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the unique id of the seller product for which the buy-together offer is being added. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 - b. **Buy Together Seller Product ID*:** Enter the unique id of the seller product that is to be sold as a buy-product along with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.

Lastly, **save** the prepared **Buy Together Data** into your document folder.

5.1.1.7 Similar Products: Manage related products data through bulk managing data.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the unique id of the seller product with which another product is to be related. Please note that the product ids are unique. To avoid any errors, the admin can

download the latest **Seller Product content** CSV file from the Export tab.

- b. **Related Seller Product ID***: Enter the unique id of the seller product that is to be related with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.

Lastly, **save** the prepared **Related Products Data** into your document folder.

5.2 Import Process

Once the data has been added and ready to import, click on the import export option from the left navigation, select Import Export, click Import separated into tabbed section and select **Product Inventories**. Upon click, the following modular Import Instructions tab will appear where information is displayed into various tabs:

- **Instructions**: On this tab, go through the **Product Inventory** import instructions that can help you to upload accurate data.
- **Content**: On this tab, enter information into the following given fields:
 - **Language**: Select language from the drop-down list. Please note that data preparation is language specific meaning if a file is prepared in English, language is selected as English and vice versa.
 - **Select Data**: Select 'Data' option from the provided drop down list. Please note selection of data is dependent on the exported data file and its preparation. Select relevant option:

- [General Data](#)
- [Inventory Options](#)
- [SEO Data](#)
- [Special Price](#)
- [Volume Discount](#)
- [Buy Together](#)
- [Similar Products](#)
- **File To Be Uploaded:** Click on the 'Browse File(s)', locate the file destination, click **Open** ' and finally click on the **Import**' button.

6. About Export Brands

This option allows you to view the list of brands that are currently available to bind or associate with products.

6.1 Export Process

The steps to export or download existing brands content data involves:

- c. Click on the **Import export option** from left navigation menu
- d. Select **Import Export**,
- e. Click **Export** tab from the displayed modular tab
- f. Select **Brands option**

The following information is required to be submitted to download the .csv file:

6.1.1 Content Tab: This tab has the following information prompted to download a .csv:

- **Language:** A content section is provided to download product **Brands** in multiple languages as added by you in the system. For instance, if you want to save content in the **English** language simply select English language, click the **Export** button and the file will be downloaded. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv To Add Information:** Open the **Brands** .csv file from your downloads folder. Once a file is accessed, data is viewed in the following sequence:
 - a. **Brand ID**
 - b. **Brand Identifier**
 - c. **Name**
 - d. **SEO Friendly URL**
 - e. **Active**
 - f. **Deleted**

6.1.2 Media Tab: This tab has following information prompted to download a .CSV:

- **Export File Language:** You can choose to export media files for all languages enabled in a system. However, for specific languages, choose from the dropdown list provided.

Understanding Sequence Of Downloaded .CSV To Import Media:

- a. **Brand Identifier**
- b. **Lang Code**

- c. File Type
- d. Display Screen
- e. File Path.
- f. File Name
- g. Display Order

7. About Export Options

Each product can have a multitude of options and still be different from product to product. For example, one product can use size, color, and style, and another product can use weight, color variants and so on. With the export/import options module, existing products options can be viewed.

7.1 Export Process

The steps to export or download existing options content data involves:

- h. Click on the **Import export option** from left navigation menu
- i. Select **Import Export**,
- j. Click **Export** tab from the displayed modular tab
- k. Select **Options** from the list

7.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download options in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. Option Identifier
 - b. Option Name
 - c. Username
 - d. Has Separate Image
 - e. Option is Color
 - f. Display In Filters.
 - g. Deleted

8. About Export Options Values

The product option created above needs to be binded/associated with corresponding values, known as option values. Through exporting, existing option values can be viewed.

8.1 Export Process

The steps to export or download existing options values content data involves:

- h. Click on the **Import export option** from left navigation menu
- i. Select **Import Export**,
- j. Click **Export** tab from the displayed modular tab
- k. Select **Option Values** from the list

8.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download **options values** in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. Option Value Identifier
 - b. Option Identifier
 - c. Option Value
 - d. Color Code
 - e. Display Order

9. About Export Zones

View the list of geography zones that are added into the system by the admin user.

9.1 Export Process

The steps to export or download existing zones content data involves:

- a. Click on the **Import export** option from left navigation menu
- b. Select **Import Export**,
- c. Click **Export** tab from the displayed modular tab

- d. Select **Zones** from the list

9.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download **options values** in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. Option Value Identifier
 - b. Option Identifier
 - c. Option Value
 - d. Color Code
 - e. Display Order

10. About Export Countries

View the list of the countries that are added into the system by the admin user.

10.1 Export Process

The steps to export or download existing countries content data involves:

- a. Click on the **Import export option** from left navigation menu
- b. Select **Import Export**,

- c. Click **Export** tab from the displayed modular tab
- d. Select **Countries** from the list

10.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download **options values** in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. Country Code
 - b. Country Name
 - c. Currency Code
 - d. Lang Code
 - e. Active

11. About Export States

View the list of the States that are added into the system by the admin user.

11.1 Export Process

The steps to export or download existing states content data involves:

1. Click on the **Import export option** from left navigation menu
2. Select **Import Export**,

3. Click **Export** tab from the displayed modular tab
4. Select **States** from the list

11.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download **options values** in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. **Country Code**
 - b. **State Name**
 - c. **State Code**
 - d. **Active**

12. About Export Tax Categories

View the list of the tax categories that are added into the system by the admin user.

12.1 Export Process

The steps to export or download existing brands content data involves:

1. Click on the **Import export option** from left navigation menu
2. Select **Import Export**,
3. Click **Export** tab from the displayed modular tab
4. Select **Tax Categories** from the list

12.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download **options values** in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. Tax Category ID
 - b. Tax Category
 - c. Tax Category Name

13. Inventory Update

Through this tab, you can update the details about the shop's inventory. Please note that this file does not import a new inventory. Only the prices of existing inventories can be updated. This import-export method makes it easy for the seller to make changes in the prices of their inventory products.

Import Export

Instructions
Export
Import
Settings
Inventory Update
Upload Bulk Media

Upload Csv File
Export Csv File

Product Inventory Update Instructions

Seller Product Id
User defined product identifier for the Product. This field needs to be the same as the seller product identifier defined in the Seller Product General Data sheet.

SKU
User defined field for the product SKU.

Product
User defined field for the product name.

Price
User defined field for the product price.

Stock/quantity
User defined field for the stock/quantity of the product.

To import Inventory Update file, please follow the steps provided below:

1. Click on the **Export CSV File** button which will download the **Inventory Report** CSV file.
2. The seller can update entries of inventories under the following columns -
 - **Cost Price***
 - **Selling Price***
 - **Stock/Quantity***

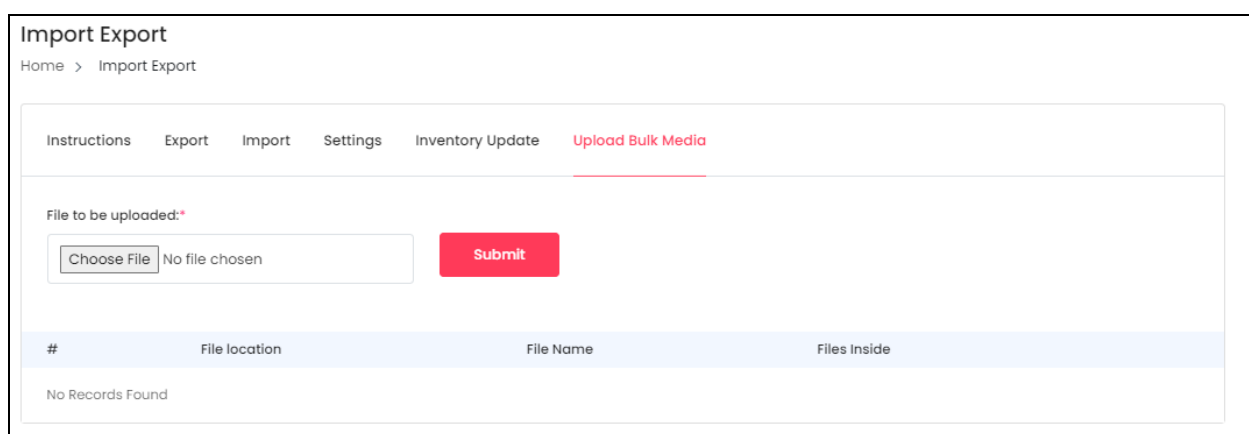
Please note that changes made in any of the below mentioned columns of this sheet will not be reflected on the dashboard-

- **Seller Product ID**
- **SKU**
- **Product**

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Inventory Update'** tab and click on the **'Upload CSV File'** button. Upload the newly updated **'Inventory Report'** content CSV file.
- The file will not be uploaded if there are any errors. A **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

14. Upload Bulk Media

The admin can upload bulk images/media to their server through this module. To upload multiple images, a zip folder must be created.



Import Export

Home > Import Export



Instructions Export Import Settings Inventory Update **Upload Bulk Media**

File to be uploaded:*

Choose File No file chosen Submit


#	File location	File Name	Files Inside
No Records Found			

This option allows you to upload the zip folder by clicking on the **Choose File** button. Once the file is uploaded, click on the **Submit** button and the file that you just uploaded will be added to the list. Two action buttons will be displayed to the right of each file uploaded to the server, which are:

- **Delete** : Click on the delete icon to remove the uploaded file from the server.
- **Download** : To download a file uploaded on the server, click on the download icon. .

When any file is uploaded, a CSV file will be downloaded automatically which will include the 'File Path' and 'File Name' of all the images/media. These two entries will be used when importing media for **Catalogs**, **Categories** and **Brands**. Please note that the order in which the media is uploaded is not the same as the order in which it is downloaded after being added on the server. When making entries, ensure that they enter the file paths against the right entries.

15. Settings

Import and export settings are important and play a significant role when you export a file. Using the toggle switch  provided besides each of the settings, decide the type of data that needs to be exported. Also, we recommend making one-time setting changes so that errors can be avoided at the time of file import.

Instructions Export Import **Settings** Inventory Update Upload Bulk Media

Use brand id instead of brand identifier <input type="checkbox"/>	Use category id instead of category identifier <input type="checkbox"/>	Use catalog product id instead of catalog product identifier <input type="checkbox"/>
Use option id instead of option identifier <input type="checkbox"/>	Use option value id instead of option identifier <input type="checkbox"/>	Use tag id instead of tag identifier <input type="checkbox"/>
Use tax id instead of tax identifier <input type="checkbox"/>	Use product type id instead of product type identifier <input type="checkbox"/>	Use weight unit id instead of weight unit identifier <input type="checkbox"/>
Use lang id instead of lang code <input type="checkbox"/>	Use currency id instead of currency code <input type="checkbox"/>	Use product condition id instead of condition identifier <input type="checkbox"/>
Use percent or flat condition id instead of identifier <input type="checkbox"/>	Use country id instead of country code <input type="checkbox"/>	Use state id instead of state identifier <input type="checkbox"/>
Use policy point id instead of policy point identifier <input type="checkbox"/>	Use policy point type id instead of policy point type identifier <input type="checkbox"/>	Use shipping profile id instead of shipping profile identifier <input type="checkbox"/>
Use shipping package id instead of shipping package identifier <input type="checkbox"/>	Use 1 for yes 0 for no <input type="checkbox"/>	

Update

Don't forget to click on the **Update** button to save the changes made in the settings area.