# Import-Export Guide for Admin
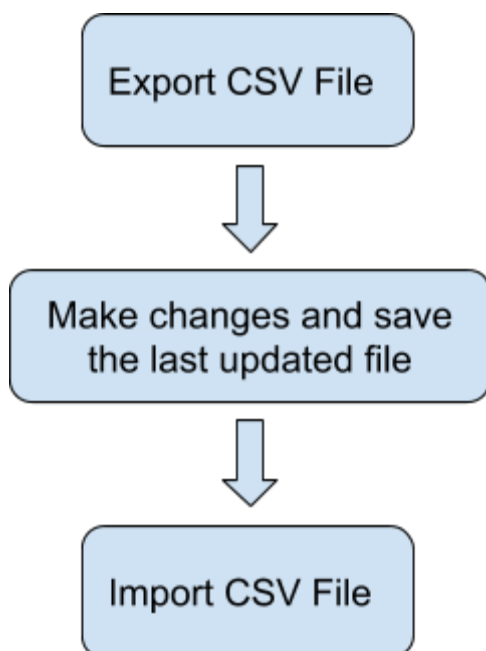
## 1. General Instructions

### Multilingual

Since Yo!Kart inherently is a multilingual platform all export-import functionality wherever available in the system will only work for the particular language exported or imported in. This means that a file that is exported in English will only update the values in English when imported back into the system. Same items will not be updated in other languages until the user exports the same CSV in other languages, makes changes in it and imports it back in the system.

### Import/Export process

As a practice it is always recommended to first export the CSV, make changes to it and then import it back into the system. This practice will insure accuracy of the CSV file and minimize any errors during import.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

```
┌─────────────────────┐
│   Export CSV File   │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│  Make changes and   │
│  save the last      │
│  updated file       │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│   Import CSV File   │
└─────────────────────┘
```

**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 on a server which is accessible publicly. Please note that images saved on devices and desktops cannot be imported through the CSV.

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**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

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. Import

Flow to Add Catalog:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

To set up a catalog, the admin must make sure that they first import CSV files of following items with the latest data:

a. Category
b. Brand
c. Tax Category
d. Shipping Profile
e. Shipping Package

This is important since when adding a catalog, all these fields are required. The Options and Option Values files can be imported as per the admin's requirement. Important notes:

- **All the identifiers** (the identifiers of all items) within the import-export files are **case sensitive**.
- The **columns that are required** (should not be be left empty) are marked with asterisk (**\***) in the manual **but** the CSV files **do not** differentiate the optional and mandatory columns. So, the admin must be careful when making entries in these files. If a required column is left blank, the file will not be uploaded and a log file will be generated which will mark the errors. However, these settings can be changed by the admin. For example, the admin can manage if it is mandatory to enter the brand name of a product being added in the system or not. So, if the admin has enabled these settings, it is mandatory to enter the brand name when importing a file with a new product.
- **Log File:** The Yo!Kart system generates a CSV log file if the file could not be uploaded successfully due to any kind of error. This log file 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 import error-free CSV files.
- If the columns being displayed in any of the CSV files are different from that of what are explained in this manual, please check Import/Export '**Settings**'. The

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columns explained in this manual are standard. If the admin makes any changes in the Import/Export '**Settings**' tab provided in the Import/Export section, the changes will reflect in the import/export sheets.

### 2.1 Import Categories

To import list of categories, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Categories**' button which will open a pop-up box as shown in figure 2.1.1.
2. Select the language type and click on the '**Submit**' button. The existing '**Category**' content file will be downloaded in CSV format.
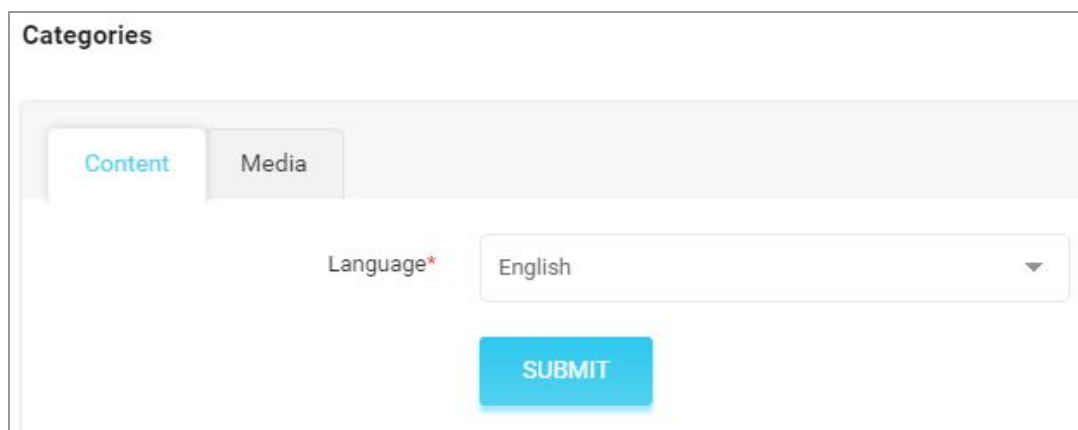


<p style="text-align:center"><strong>Fig. 2.1.1: Export Categories Content File</strong></p>

3. Enter new categories in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

   - **Category Identifier\*:** Enter a unique category identifier.

     **NB:** Please note that the identifiers are **case sensitive**.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Parent Identifier:** This entry is required when adding a sub-category under an existing root/parent category. If a parent category is being added, this column can be left empty. The admin must enter the identifier of the parent category under which the sub-category will be added.

  **For example:** A parent category '**Electronics**' was added previously with its identifier names as '**Elec**'. Now, the admin wants to make a new entry to add '**Mobile Phones**' as a sub-category under '**Electronics**'. To link the sub-category with the parent category, the admin must mention '**Elec**' under the Parent Identifier column.

  **NB:** Please note that the identifiers are **case sensitive**.

- **Name*:** Enter the name of the category.

- **SEO Friendly URL:** Enter SEO friendly URL for the category.

- **Active*:** Define the current status of the category by entering either '**YES**' or '**NO**'.

- **Display Order:** Mention the display order of the category in number.

- **Deleted:** Mention if the category is to be marked 'Deleted' or not using values '**YES**' or '**NO**'. The entry marked as deleted will not be removed from the database. If the admin wants to add the entry again, they can just change the value under this column from '**YES**' to '**NO**'.

| | Category Identifier | Parent Identifier | Name | SEO Friendly URL | Active | Display Order | Deteled |
|---|---|---|---|---|---|---|---|
| ***Example*** | Elec | | Electronics | | YES | 1 | NO |
| | Mobile Phones | Elec | Mobile Phones | | YES | 1 | NO |

**Table 1: Example of Categories Content File**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

4.  Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Categories**'. The '**Import**' pop-up box will appear that includes three tabs. Please refer to figure 2.1.2 below.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Category**' content CSV file.
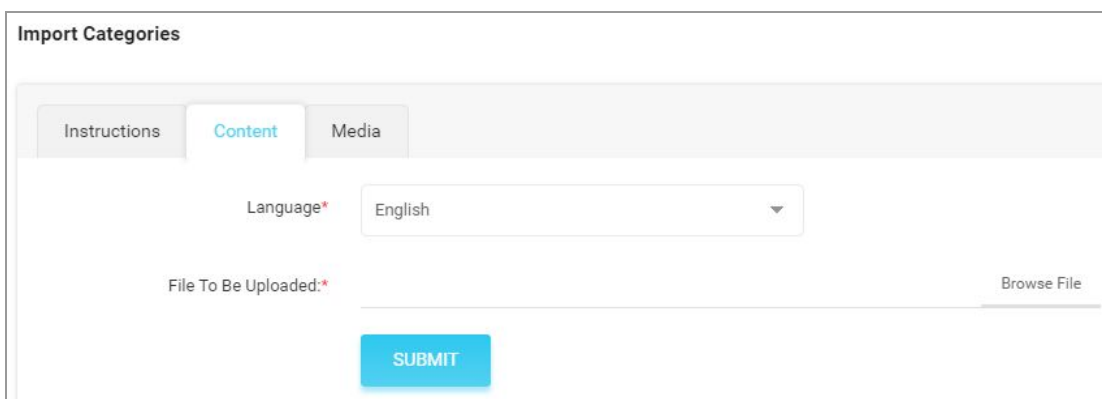


**Import Categories**

| Instructions | Content | Media |

Language*  English

File To Be Uploaded:*  Browse File

SUBMIT

**Fig. 2.1.2: Import Categories Content File**

When the file is uploaded, click on the '**Submit**' button.

5.  The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.
6.  The admin might want to add media for their categories that include '**Icon**' and '**Banners**'. To upload the '**Categories Media**', the admin must go back to the '**Export**' tab.
7.  Click on the '**Categories**' button which will open the pop-up box. Go to the '**Media**' tab as shown in figure 2.1.3 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
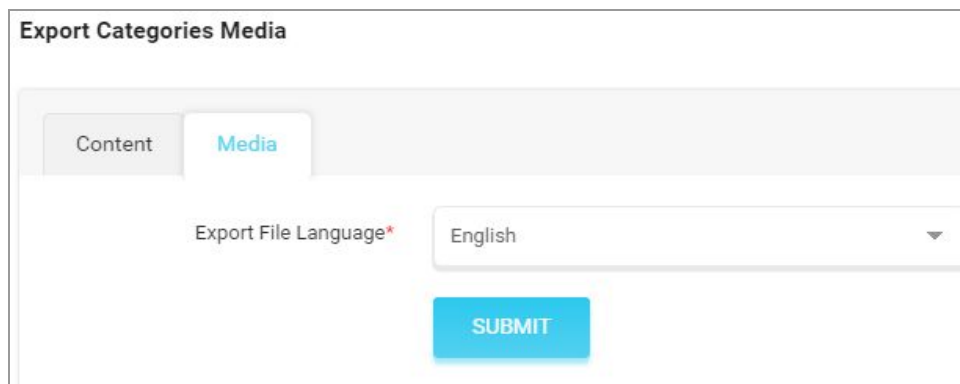
**Fig. 2.1.3: Export Categories Media File**

8. Select the language and click on the '**Submit**' button which will download the '**Categories Media**' CSV file.

|  | Category Identifier | Lang Code | Image Type | Display Screen | File Path | File Name | Display Order |
|---|---|---|---|---|---|---|---|
| *Example* | Elec | Universal | Banner | Desktop | 2019/07/156 379128-ban ner89jpg | banner_ 89.jpg | 3 |

**Table 2: Example of Categories Media File**

**NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned above.

As shown in the figure, the admin must make following entries in this sheet:

- **Category Identifier*:** Enter a unique identifier of the category for which media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**Category**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Image Type*:** Enter if the image being added is to be displayed as an 'Icon' or a 'Banner'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Display Screen:** This field is only required when adding a '**Banner**'. The admin must enter if the banner being added is to be displayed for a '**Desktop**', a '**Mobile**' or an '**Ipad**'.

- **File Path\*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the '**Add Media To Server**' tab.

- **File Name\*:** Enter the name of the file/image being uploaded.

- **Display Order:** Enter the display order number.

9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Categories**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.1.4 below.

   Go to the '**Media**' tab and upload the newly updated '**Category Media**' CSV file.
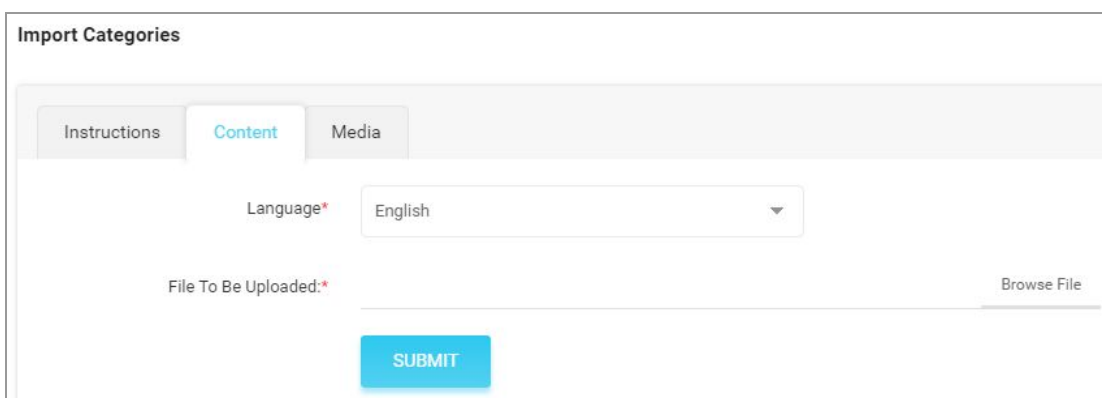


**Import Categories**

Instructions    Content    Media

Language\*    English

File To Be Uploaded:\*    Browse File

SUBMIT

**Fig. 2.1.4: Import Categories Media File**

When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

'**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## 2.2 Import Brands

### To Import Brands in the System, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Brands**' button which will open a pop-up box as shown in figure 2.2.1.
2. Select the language type and click on the '**Submit**' button. The existing '**Brands**' content file will be downloaded in CSV format.
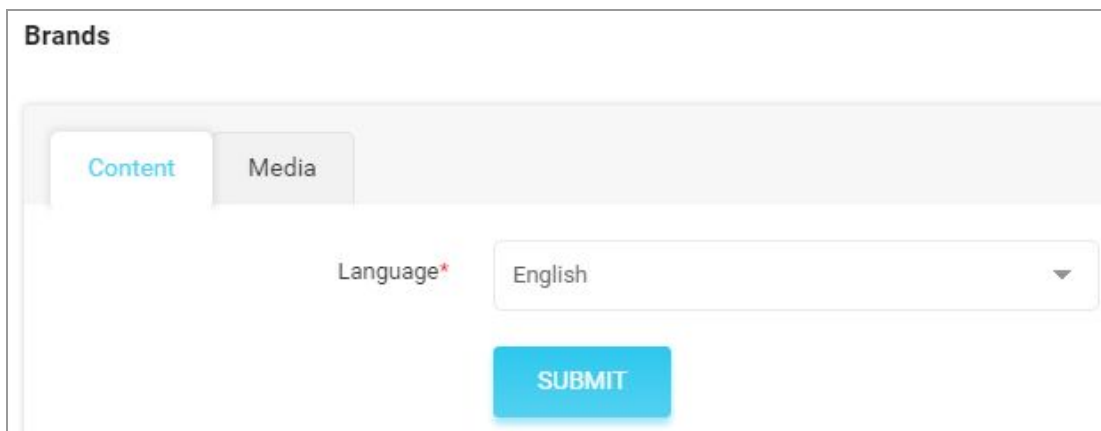
**Brands**

| Content | Media |

Language* [ English ▼ ]

SUBMIT

**Fig. 2.2.1: Export Brands Content File**

3. Enter new categories in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

   - **Brand Identifier*:** Enter a unique brand identifier.

     **NB:** Please note that the identifiers are **case sensitive**.
   - **Name*:** Enter the name of the brand.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Description:** Enter the description of the brand.

|  | Brand Identifier | Name | Description |
|---|---|---|---|
| *Example* | Nike | Nike |  |

<div align="center">**Table 3: Example of Brands Content File**</div>

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Brands**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.2.2 below.

   Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Brands**' content CSV file.
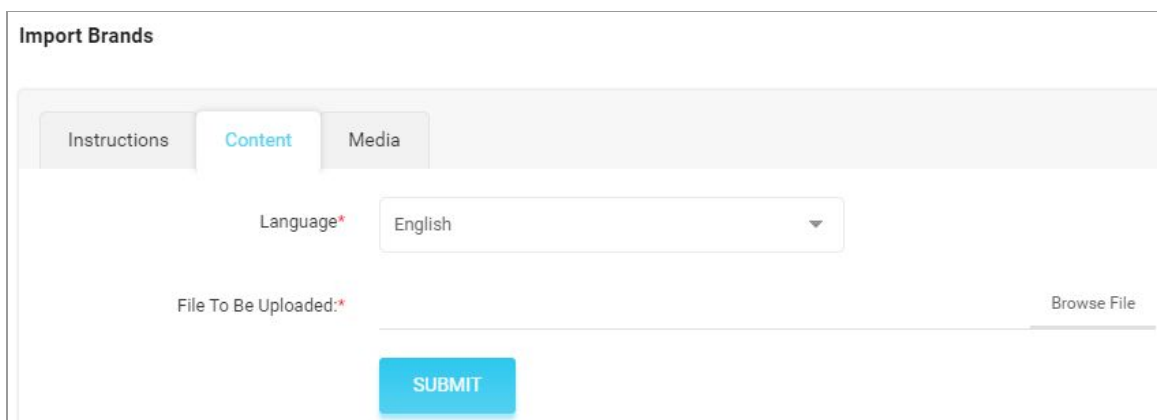


<div align="center">**Fig. 2.2.2: Import Brands Content File**</div>

   When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

6. The admin might want to add media for their brands that include '**Logo**' and '**Image**'. To upload the '**Brands Media**', the admin must go back to the '**Export**' tab.

7. Click on the '**Brands**' button which will open the pop-up box. Go to the '**Media**' tab as shown in figure 2.2.3 below.
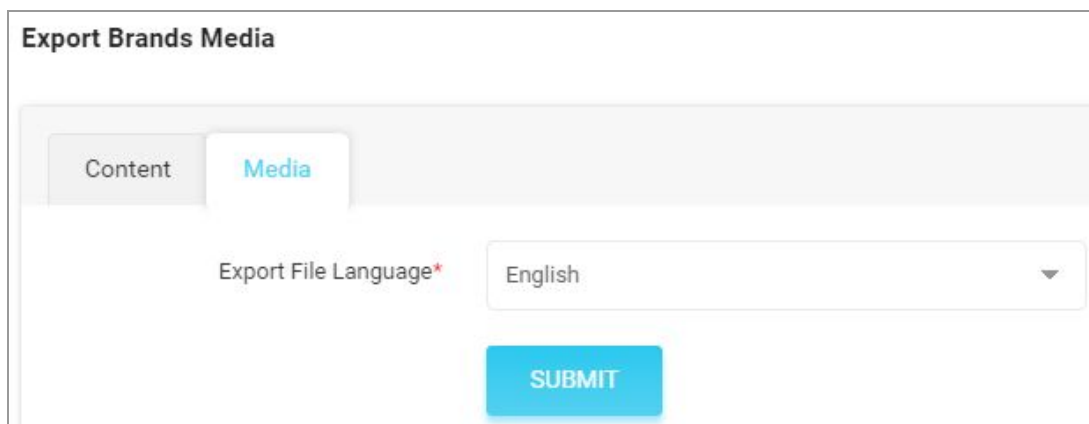


**Export Brands Media**

| Content | Media |

Export File Language*     English

SUBMIT

Fig. 2.2.3: Export Brands Media File

8. Select the language type and click on the '**Submit**' button. The existing '**Brand Media**' file will be downloaded in CSV format.

|  | Brand Identifier | Lang Code | File Type | Display Screen | File Path | File Name | Display Order |
|---|---|---|---|---|---|---|---|
| *Example* | Nike | Universal | Logo |  | 2017/07/150 062341-nike swooshlogo blackpng | nike_sw oosh_lo go_blac k.png | 2 |

Table 4: Example of Brands Media File

**NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned above.

As shown in the figure, the admin must make following entries in this sheet:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Brand Identifier*:** Enter a unique identifier of the brand for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**Brands**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **File Type*:** Enter if the image being added is to be displayed as an 'Icon' or an 'Image' (for banner).
- **Display Screen:** This field is only required when adding an '**Image**'. The admin must enter if the image being added is to be displayed for a '**Desktop**', a '**Mobile**' or an '**Ipad**'.
- **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the '**Add Media To Server**' tab.
- **File Name*:** Enter the name of the file/image being uploaded.
- **Display Order:** Enter the display order number.

9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Brands**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.2.4 below.

   Go to the '**Media**' tab and upload the newly updated '**Brands Media**' CSV file.

   When the file is uploaded, click on the '**Submit**' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
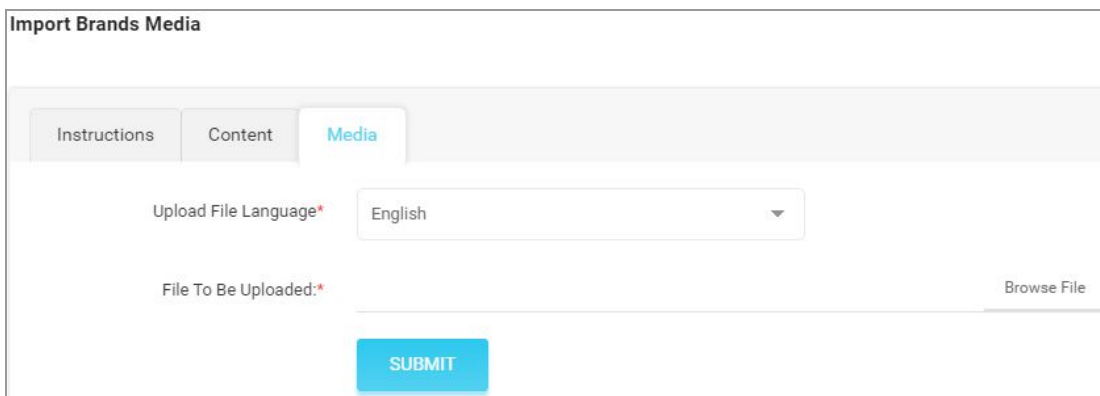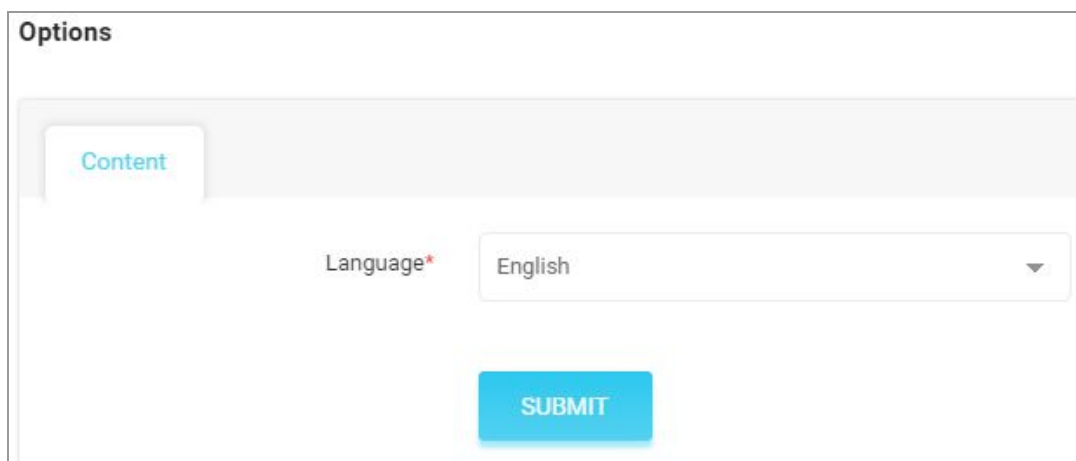
**Fig. 2.2.4: Import Brands Media File**

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## 2.3 Import Options

To import list of Options, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Options**' button which will open a pop-up box as shown in figure 2.3.1.
2. Select the language type and click on the '**Submit**' button. The existing '**Options**' content file will be downloaded in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Fig. 2.3.1: Export Options Content File**

3.  Enter new options in the rows with their values under the provided columns.

    **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

    The columns provided are:

    - **Option Identifier\*:** Enter a unique identifier for the option being added in the file.
      **NB:** Please note that the identifiers are **case sensitive**.
    - **Option Name\*:** Enter the option name.
    - **Username\*:** Enter the name of the user adding this option.
    - **Has Separate Image:** Enter 'YES' if the option being added can include a separate image and 'NO' if not. For example: The option 'Size' does not necessarily need to include a separate image, however, different images can be added for option 'Color'.
    - **Option is Color:** Enter 'YES" if the option being added is a color and 'NO' otherwise.
    - **Display In Filters:** Enter 'YES' if the admin chooses to display this option in filters provided on the child category page at the front-end and 'NO' otherwise.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Deleted:** Mention if the category is to be marked 'Deleted' or not using values '**YES**' or '**NO**'. The entry marked as deleted will not be removed from the database and still be displayed in the file with 'YES' entry under this column. If the admin wants to again add the entry in their system, they can just change the value under this column from '**YES**' to '**NO**'.

| | Option Identifier | Option Name | Username | Has Separate Image | Option Is Color | Display In Filters | Deleted |
|---|---|---|---|---|---|---|---|
| *Example* | Colors | Color | Admin | YES | YES | NO | NO |

**Table 5: Example of Options Content File**

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Options**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.3.2 below.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Options**' content CSV file.
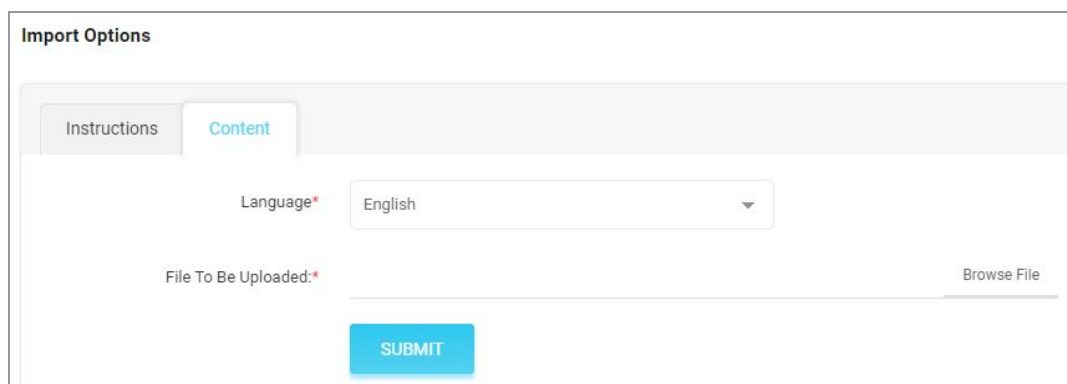


**Fig. 2.3.2: Import Options Content File**

When the file is uploaded, click on the '**Submit**' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## 2.4 Import Option Values

To import list of Option Values, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Option Values**' button which will open a pop-up box as shown in figure 2.4.1.
2. Select the language type and click on the '**Submit**' button. The existing '**Option Values**' content file will be downloaded in CSV format.
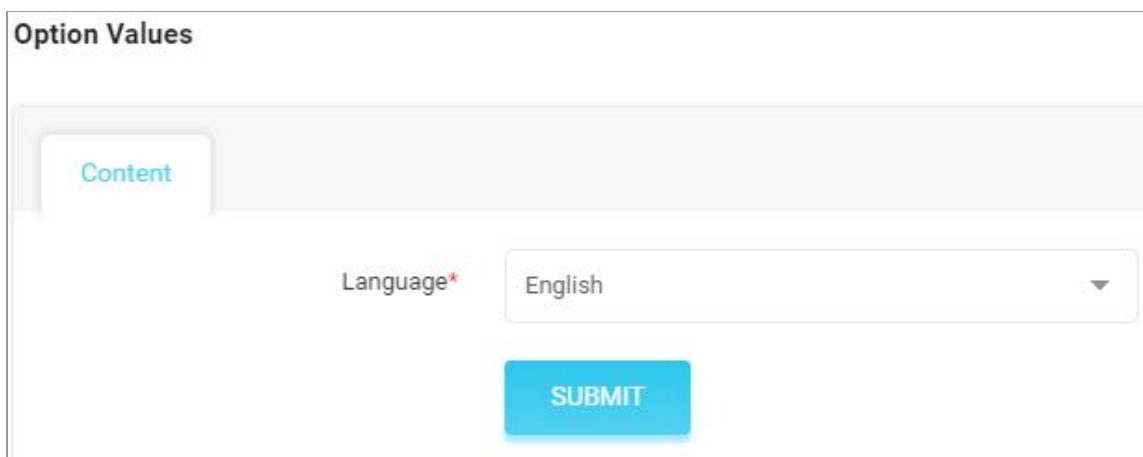


<p align="center">**Fig. 2.4.1: Export Option Values Content File**</p>

3. Enter new option values in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Option Value Identifier\*:** Enter a unique identifier for the option value being added in the file.
  
  **NB:** Please note that the identifiers are **case sensitive**.

- **Option Identifier\*:** Enter the identifier of the option for which this option value is being added. This is done to link a particular option value with an option. For example, an option 'Color' has been added by the admin in the Options list with its identifier 'Colors'. Now, option values Red, Golden and Black are to be added for option 'Color'. Each option value will be added in a separate row of this file but they all will be linked with option 'Color' by entering its identifier 'Colors'.
  
  Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**Options**' content CSV file for all the entries.

- **Option Value\*:** Enter the name or value of the option.

- **Color Code:** If the option value is a color, please mention its Hex color code.

- **Display Order:** Enter the display order for the option value.

|  | Option Value Identifier | Option Identifier | Option Value | Color Code | Display Order |
|---|---|---|---|---|---|
| ***Example*** | Color 1 | Colors | Red | #FF0000 | 1 |
|  | Color 2 | Colors | Golden | #FFD700 | 2 |
|  | Color 3 | Colors | Black | #0c0b0b | 3 |

**Table 6: Example of Option Values Content File**

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Option Values**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.4.2 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Option Values**' content CSV file.
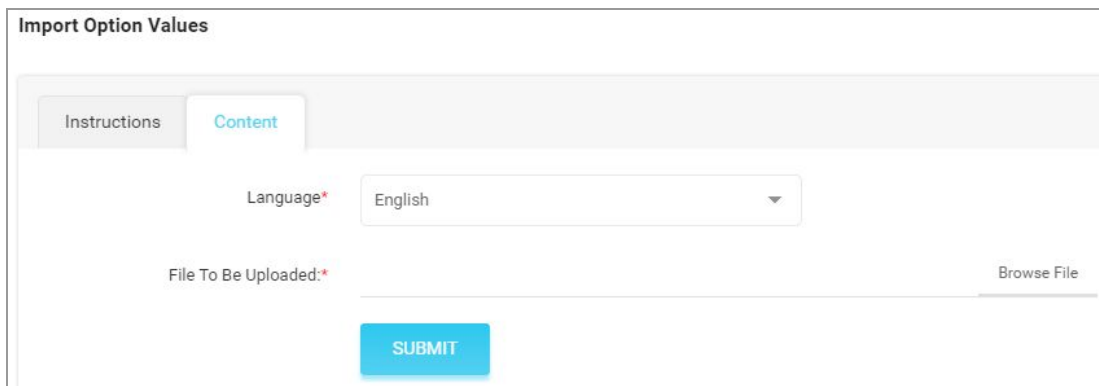


**Import Option Values**

| Instructions | Content |

Language*    English    ▾

File To Be Uploaded:*         Browse File

**SUBMIT**

**Fig. 2.4.2: Import Option Values Content File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## 2.5 Import My Products

Once the important files have been imported into the system, the admin can now add the catalogs.

The names can also vary if the admin has made changes in the 'Language Labels'.

The settings provided under General Settings > Products tab must be taken under consideration when adding catalogs. (Figure 2.5.1 below)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Fig. 2.5.1: Product Settings on Admin Panel**

## a. Import Product Catalog

**To import list of Catalogs, please follow the steps provided below:**

1. Go to the **Export** tab and click on the '**My Products**' button which will open a pop-up box.
2. The admin must -

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
  - ➜ Product Catalog
  - ➜ [Product Options](#)
  - ➜ [Product Specifications](#)

To add catalogs, proceed with the '**Product Catalog**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - ➜ **Does Not Matter**
  - ➜ **By ID Range:** Selecting this option the admin can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the catalogs. **For example:** If the admin mentions the **Start ID**: 10 and **End ID**:20, the downloaded CSV file will display items that have product ids from the range 10 to 20.
  - ➜ **By Batches:** Selecting this option, the admin can download the items falling under a particular batch. The batches are created as per the count mentioned in the '**Counts per Batch**' and the admin can download items falling under a particular batch by mentioning the '**Batch Number**'. The admin must have a rough idea of the total number of items that are available in their system. Please note that the total number of items available and the Product Id are two different things. The total number of items are referred to as the number of entries available in the CSV file, in other words, the number of rows with entries (exempt the first row that displays column headings).

    The **Number of Batches** that the system will create will be equal to the **Total number of Items/Counts Per Batch**.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**For example:** There are 100 items available. The admin defines Counts Per Batch as 20 and the Batch Number as 2. The system will automatically divide the complete list into 5 batches (100/20). Now, the CSV file downloaded will display entries of rows from range 21 to 40.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**My Products**' content file will be downloaded in CSV format.
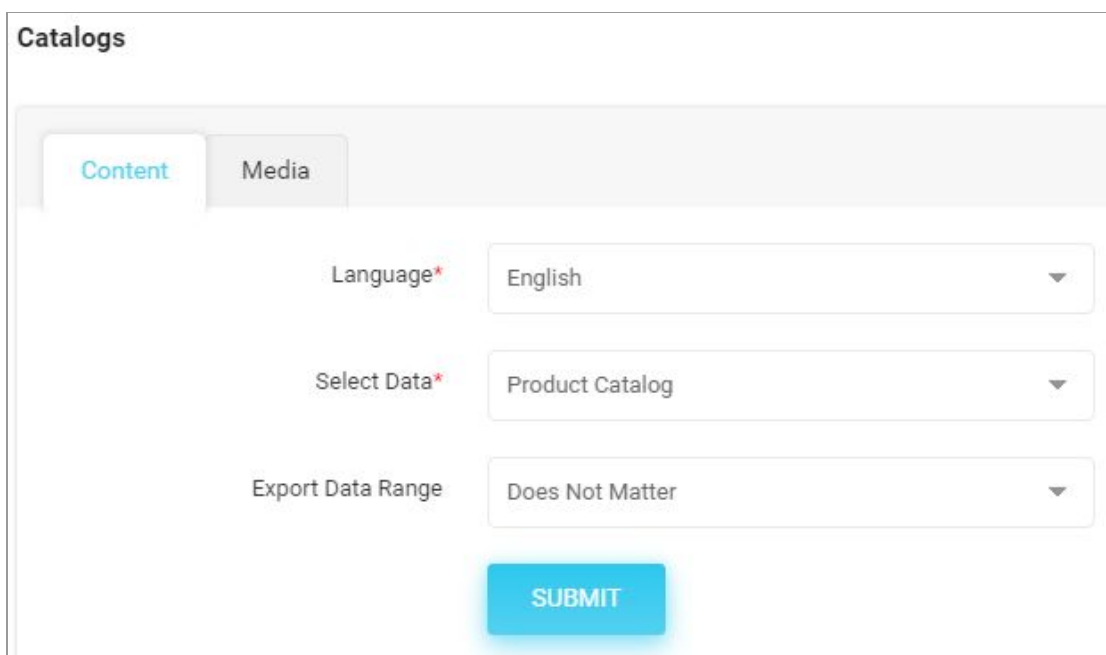


**Fig. 2.5.2: Export Product Catalogs Content File**

3.  Enter new catalogs in the rows with their values under the provided columns.

    **NB:** Please check the Import/Export '**Settings**' and the **System General Settings** ([Figure 2.5.1](#)) if any different column entry is being displayed apart from the ones mentioned below.

    The columns provided as per the standard system settings are:

    *   **Product ID*:** Enter the product id for the catalog.
    *   **Product Identifier*:** Enter a unique identifier for the catalog.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**NB:** Please note that the identifiers are **case sensitive**.

- **Username*:** Enter the name of the user adding the product.
- **Name*:** Enter the name of the catalog.
- **Description:** Enter the product description.
- **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
- **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, the admin can download the latest Category Content CSV file.
- **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, the admin can download the latest Brand Content CSV file from the Export tab.

  **NB:** This field is mandatory or not will depend on the settings provided as shown in figure 2.5.1.

- **Product Type Identifier*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
- **Model:** Enter the model name and/or number.
- **Minimum Selling Price*:** Enter the minimum selling price for the product.
- **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 any errors, the admin can download the latest **Tax Category** CSV file from the Export tab.

  **NB:** The admin cannot Import the Tax Category CSV file. The export file includes the entries of tax categories added by the admin in the '**System Settings > Sales Tax**' module.

- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (**\***) next to a form control's label indicates it as 'required'.

sensitive. To avoid any errors, the admin can download the latest **Shipping Profile** CSV file from the Export tab.

- **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 any errors, the admin can download the latest **Shipping Package** CSV file from the Export tab.

- **Weight*:** Enter the value of weight of the product.

- **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.

- **Product Warranty (Days)**: Enter the product warranty period in number-of-days.

- **Ean/Upc/Gtin Code:** Enter the bar code number of the product.

- **Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.

- **Cod Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.

- **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.

- **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.

- **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.

- **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and '**Product Catalog**' option from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Products**' content CSV file.
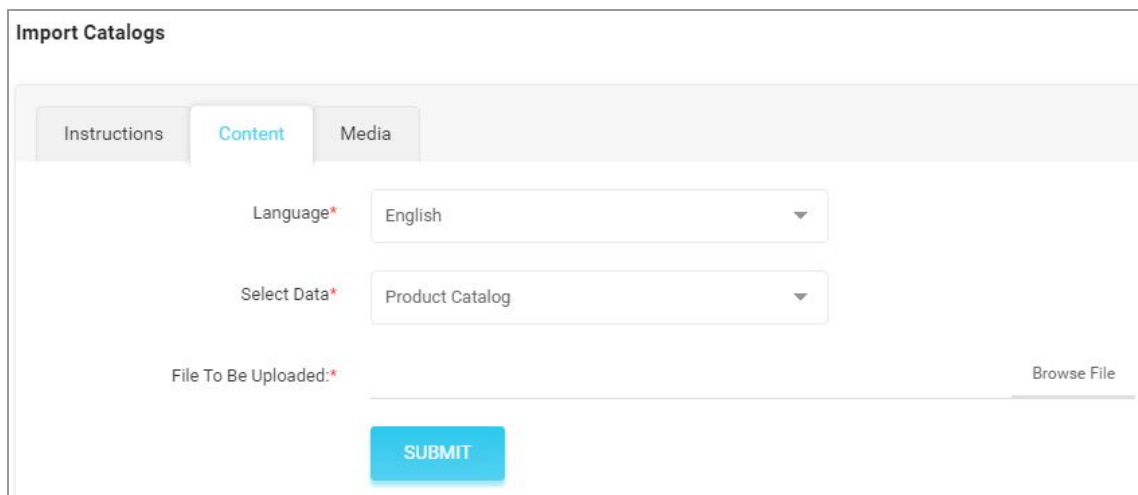


**Fig. 2.5.3: Import Product Catalogs Content File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

6. The admin might want to **add media** for their catalogs. To upload the '**Catalogs Media**', the admin must go back to the '**Export**' tab.

7. Click on the '**My Products**' button which will open the pop-up box. Go to the '**Media**' tab as shown in figure 2.5.4 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
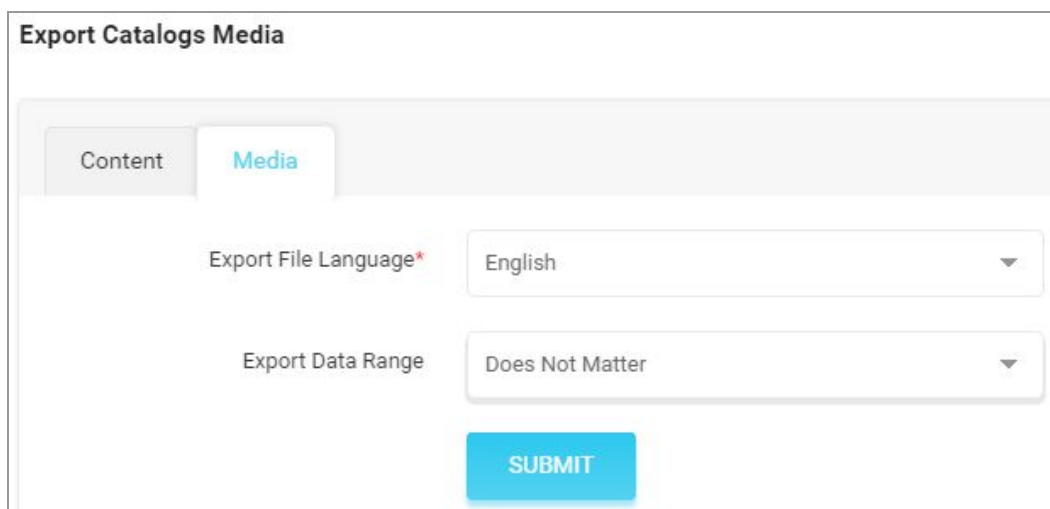
Fig. 2.5.4: Export Product Catalogs Media File

8. Select the language type and Export Data Range and then click on the '**Submit**' button. The existing '**Product Media**' file will be downloaded in CSV format.

**NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned above.

The admin must make following entries in this sheet:

- **Product Identifier\*:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**My Products**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Option Identifier:** Enter the unique identifier of the particular option of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

errors, the admin can download the latest **Options Content** CSV file from the **Export** tab.

- **Option Value Identifier:** Enter the unique identifier of the particular option value of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option value of a catalog. 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.
- **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the '**Add Media To Server**' tab.
- **File Name*:** Enter the name of the file/image being uploaded.
- **Display Order:** Enter the display order number.

9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Catalogs**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.5.5 below.
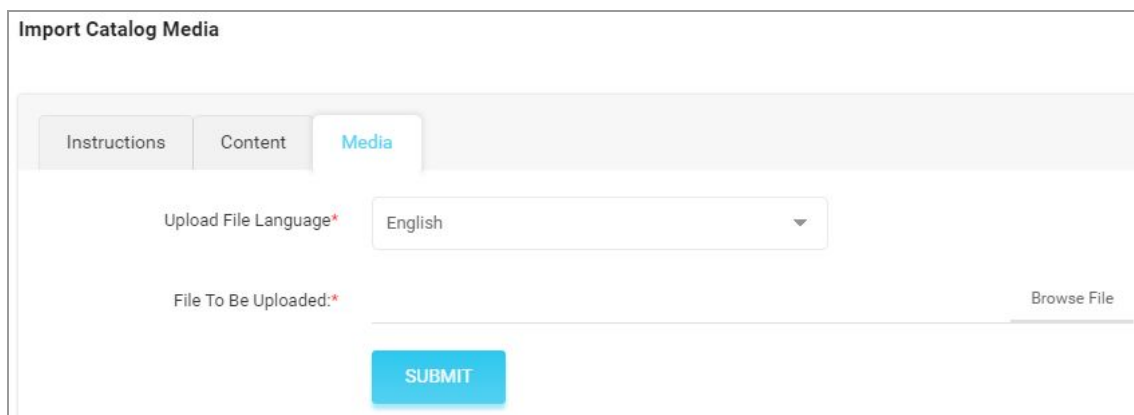
**Fig. 2.5.5: Import Product Catalogs Media File**

Go to the '**Media**' tab, select the language type and upload the newly updated '**Product Media**' CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## b. Import Product Options

An admin's catalog can be linked with an option through this Product Options file. To import list of Product Options, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
     ➜ [Product Catalog](#)
     ➜ Product Options
     ➜ [Product Specifications](#)

     To add product options, proceed with the '**Product Options**'.

   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     ➜ **Does Not Matter**
     ➜ **[By ID Range](#)**
     ➜ **[By Batches](#)**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**My Product Options**' content file will be downloaded in CSV format.
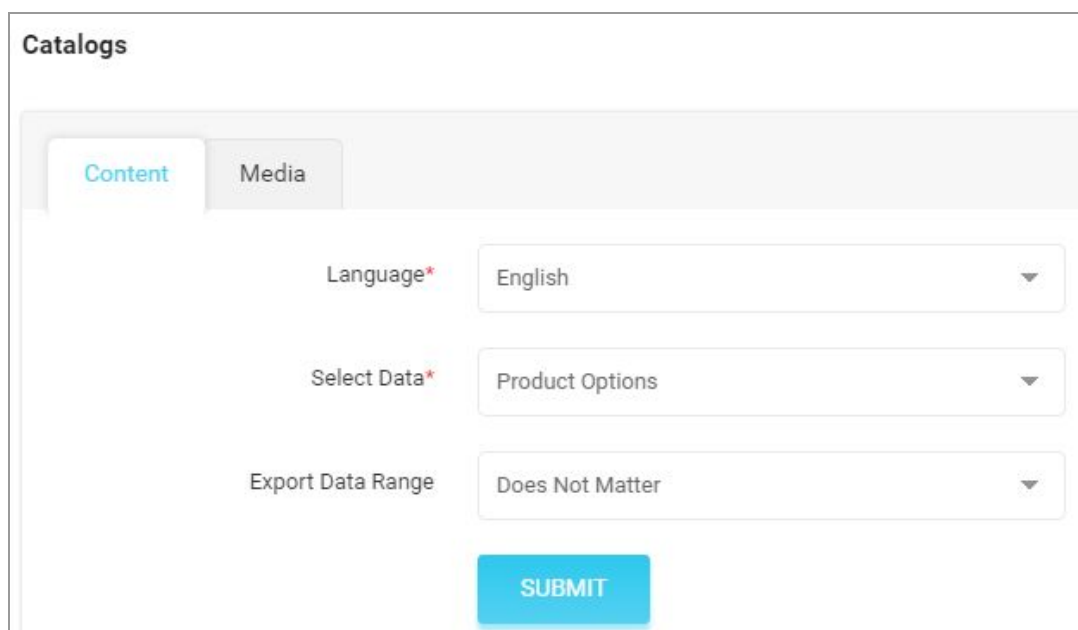
3. Enter new product options in the rows with their values under the provided columns.

| | Product Identifier | Option Identifier |
|---|---|---|
| *Example* | Iphone 5s | Colors |

**Example:** As per the example provided in the table 7, the 'Product- Iphone 5s' is linked with 'Option- Colors' by mentioning their respective identifiers. Both these entries have already been made in the '<u>My Products</u>' and '<u>Options</u>' CSV files.
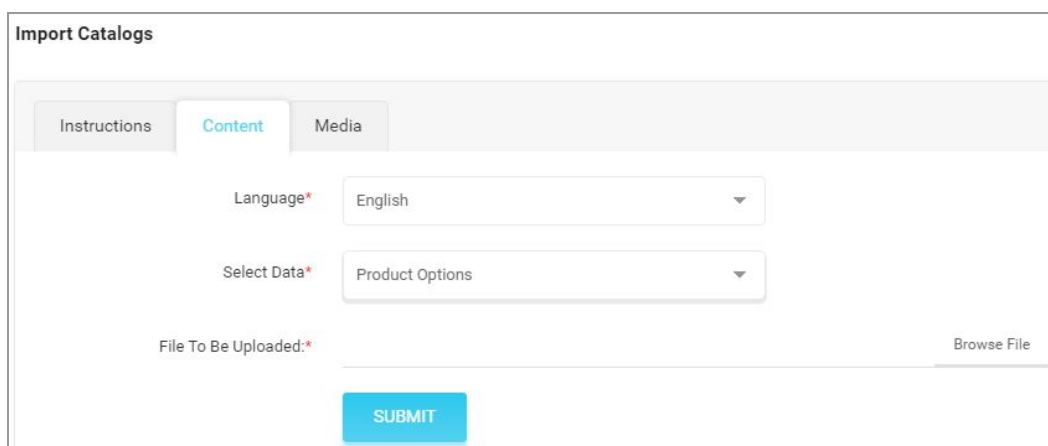
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Product Identifier*:** Enter the unique identifier for the catalog that is to be linked with an option. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.
- **Option Identifier*:** Enter the unique identifier for the option to be linked with the product whose identifier is mentioned in the previous column. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options** CSV file from the **Export** tab.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.5.7 below.

Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Product Options**' content CSV file.

**Import Catalogs**

| Instructions | Content | Media |
|---|---|---|

Language*     English

Select Data*     Product Options

File To Be Uploaded:*     Browse File

SUBMIT

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Fig. 2.5.7: Import Product Catalog Options Content File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## c. Import Product Specifications

To import list of Product Specifications, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
     - ➜ Product Catalog
     - ➜ Product Options
     - ➜ Product Specifications

   To add specifications, proceed with the '**Product Specifications**'.

   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     - ➜ **Does Not Matter**
     - ➜ **By ID Range**
     - ➜ **By Batches**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**My Product Specifications**' content file will be downloaded in CSV format.
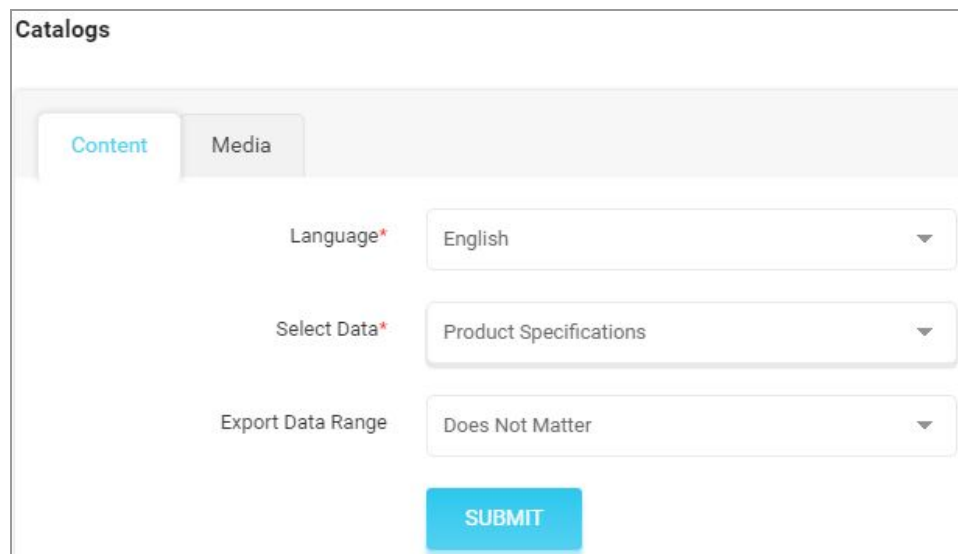
**Fig. 2.5.8: Export Product Specifications File**

3. Enter new product specifications in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

| | Product Identifier | Lang Code | Specification Label Text | Specification Label |
|---|---|---|---|---|
| *Example* | Iphone 5s | EN | Internal Storage | 32 GB |

**Table 8: Example of Product Specification**

The columns provided are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Product Identifier\*:** Enter the unique identifier of the catalog for which the specification is being added. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.

- **Lang Code\*:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.

- **Specification Label Text\*:** Enter the specification label name.

- **Specification Label\*:** Enter the specification value.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.5.9 below.

Go to the '**Content**' tab, select '**Language**' type and '**Product Specifications**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**My Product Specifications**' content CSV file.
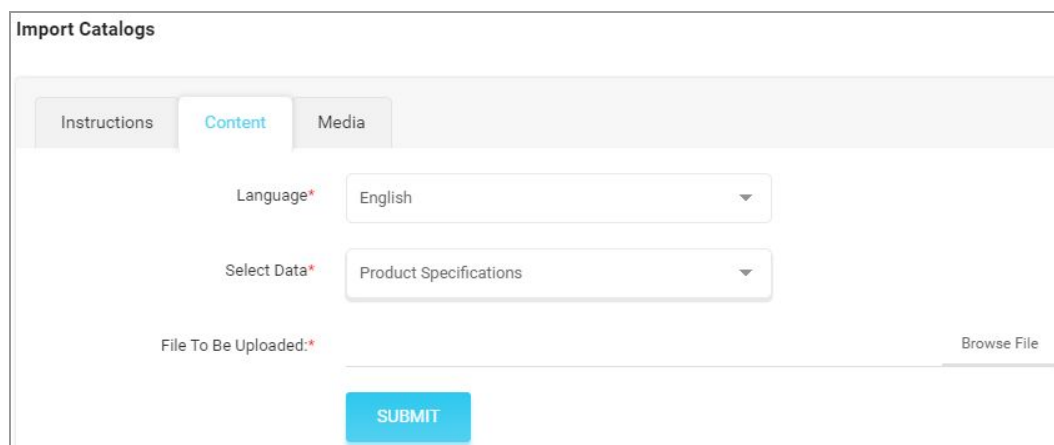


**Fig. 2.5.9: Import Product Specifications File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

'**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## 2.6 Import Countries

To import list of Countries, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Countries**' button which will open a pop-up box.
2. Select the language type and click on the '**Submit**' button. The existing '**Countries**' content file will be downloaded in CSV format.
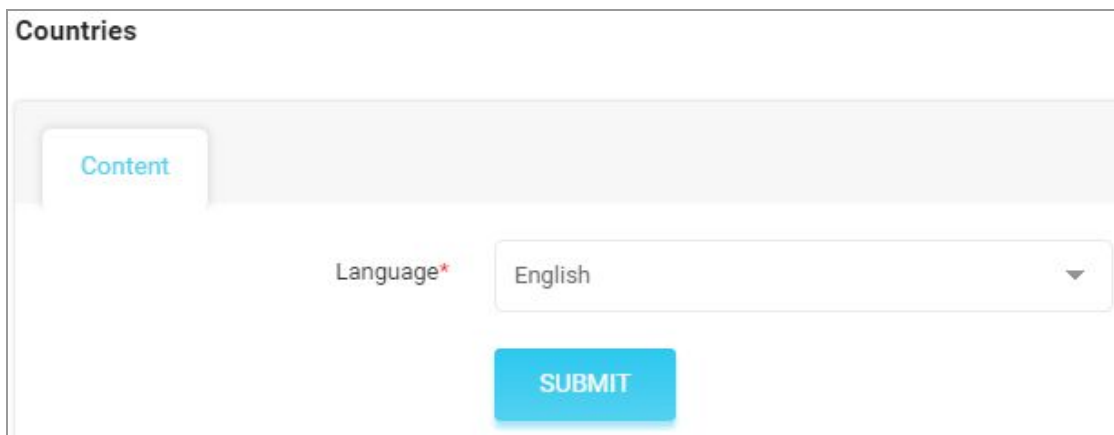


**Fig. 2.6.1: Export Countries Content File**

3. Enter countries in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

   - **Country Code*:** Enter a unique identifier for the country being added in the file.
     **NB:** Please note that the identifiers are **case sensitive**.
   - **Country Name*:** Enter the name of the country.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Currency Code:** Enter the currency code to be linked with the country. The currency codes are defined when adding currency in the '**Currency Management**' module provided under **System Settings**.
- **Lang Code*:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Active:** Enter the current status of the country being added.

| | Country Code | Country Name | Currency Code | Lang Code | Active |
|---|---|---|---|---|---|
| *Example* | US | United States | 0 | Universal | YES |

**Table 9: Example of Importing Country**

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Countries**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.6.2 below.

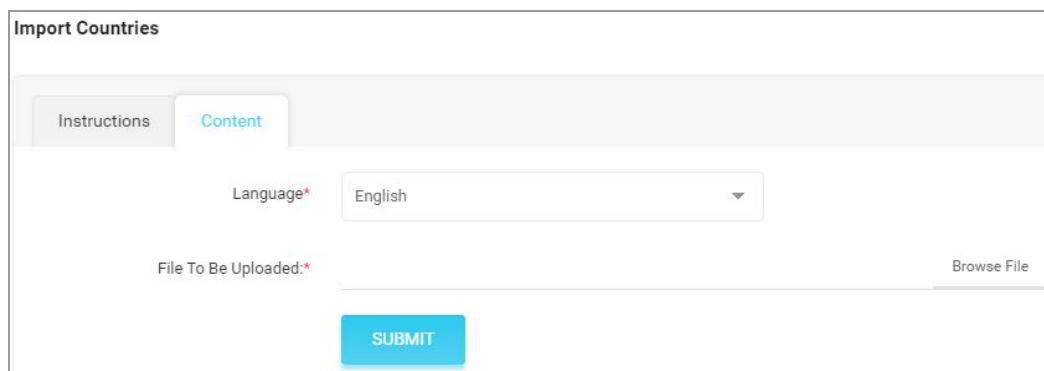   Go to the '**Content**' tab, select language type and upload the newly updated '**Countries**' content CSV file.



**Fig. 2.6.2: Import Countries Content File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

the file. The admin 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.

## 2.7 Import States

To import list of States, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**States**' button which will open a pop-up box.
2. Select the language type and click on the '**Submit**' button. The existing '**State**' content file will be downloaded in CSV format.
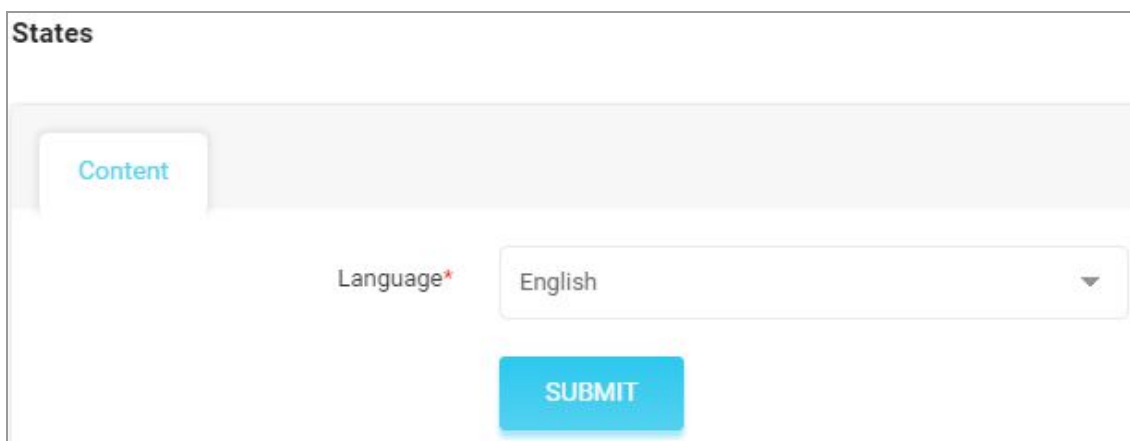
**Fig. 2.7.1: Export States Content File**

3. Enter states in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

   - **State Identifier*:** Enter the unique identifier for the state being added.
   - **Country Code*:** Enter the unique identifier for the country whose state is being added in the file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **State Name*:** Enter the name of the state.
- **State Code:** Enter the code to be used for the state.
- **Active*:** Enter the current status of the state being added.

|  | State Identifier | Country Code | State Name | State Code | Active |
|---|---|---|---|---|---|
| *Example* | New York | US | New York | NY | YES |

<div align="center">Table 10: Example of Importing States</div>

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**States**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.7.2 below.

Go to the '**Content**' tab, select language type and upload the newly updated '**State**' content CSV file.
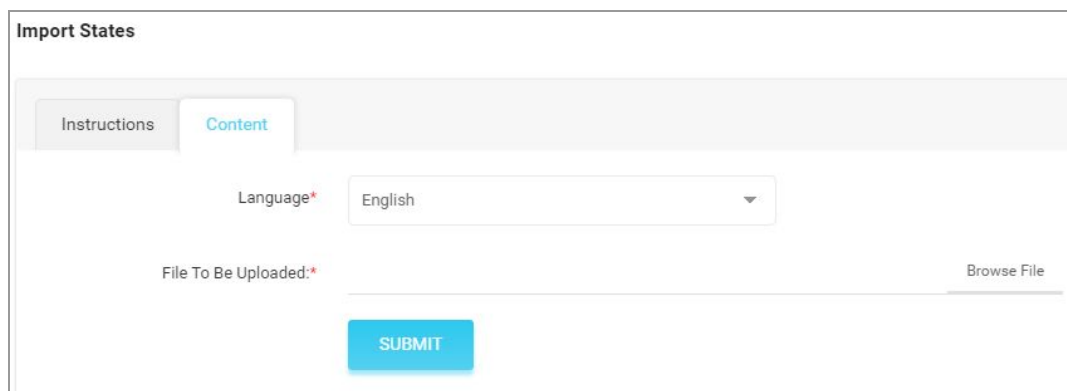


<div align="center">Fig. 2.7.2: Import States Content File</div>

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

'**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

### 2.8 Import Language Labels

To import list of Language Labels, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Language Labels**' button which will download the '**Labels**' content file in CSV format.
2. Enter labels in the rows with their values under the following columns:
   - **Key:** Enter a unique key for the label being entered.
   - **Name in (Primary Language):** Enter the name of label in primary language.
   - **Name in (Secondary Language):** Enter the name of label in secondary language.
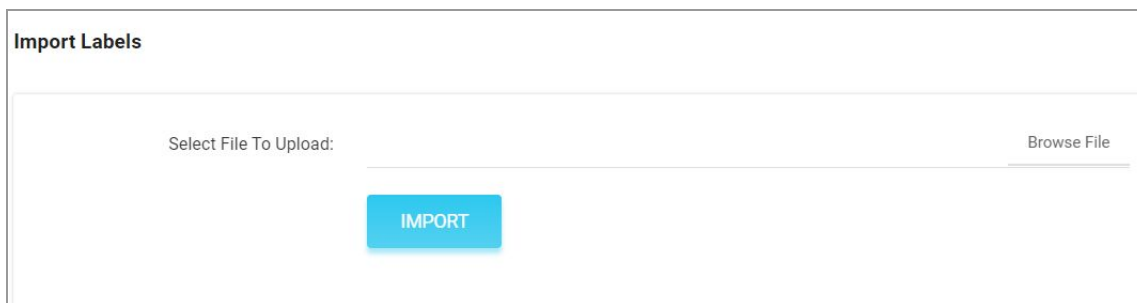
|  | Key | Primary Language | Secondary Language |
|---|---|---|---|
| *Example* | New York | | |

**Table 11: Example of Importing Language Label**

**NB:** The column headings will be displayed as per the languages configured and activated within the system.

3. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Language Labels**' as shown in figure 2.8.1 below. The '**Import**' pop-up box will appear in which the admin must upload the newly updated '**Labels**' CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Import Labels**

Select File To Upload:                                                    Browse File

**IMPORT**

**Fig. 2.8.1: Import Language Labels Content File**

When the file is uploaded, click on the '**Import**' button.

4. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## 2.9 Import Seller Products

### a. Import Product Catalog for Seller(s)

To import Product Catalogs for sellers, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' button which will open a pop-up box as shown in figure 2.9.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
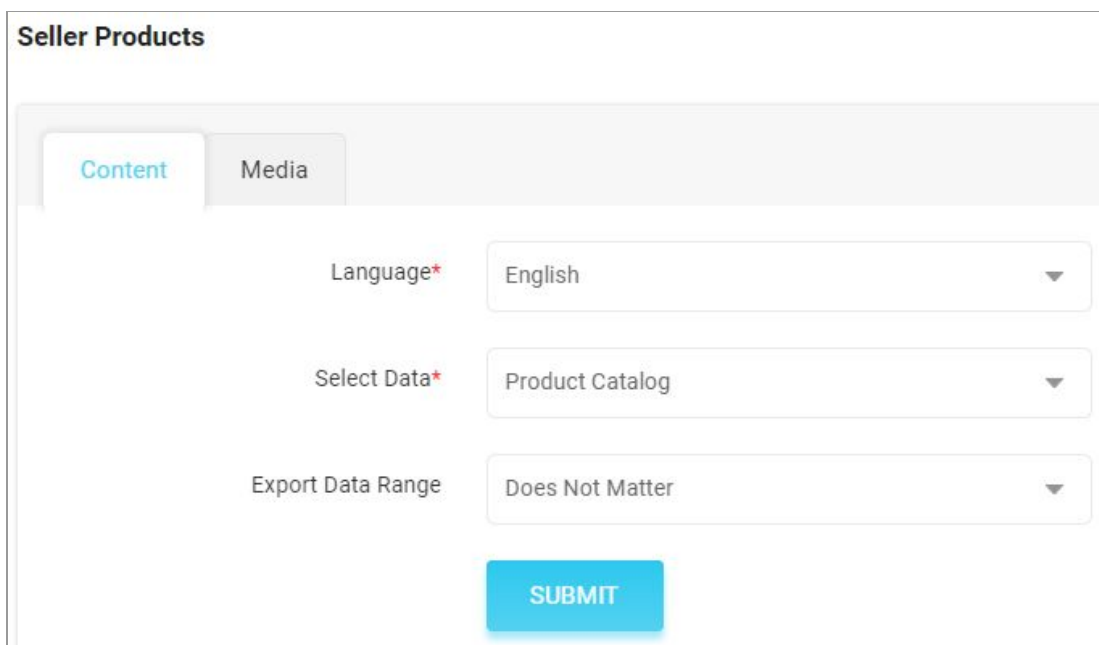
**Fig. 2.9.1: Export Seller Product Catalog Content File**

2. The admin must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
    - ➔ Product Catalog
    - ➔ Product Options
    - ➔ Product Specifications

    To add catalogs, proceed with the '**Product Catalog**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
    - ➔ **Does Not Matter**
    - ➔ **By ID Range:** Selecting this option the admin can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the catalogs. **For example:** If the admin mentions the **Start ID**: 10 and **End ID**:20,

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

the downloaded CSV file will display items that have product ids from the range 10 to 20.

➔ **By Batches:** Selecting this option, the admin can download the items falling under a particular batch. The batches are created as per the count mentioned in the '**Counts per Batch**' and the admin can download items falling under a particular batch by mentioning the '**Batch Number**'. The admin must have a rough idea of the total number of items that are available in their system. Please note that the total number of items available and the Product Id are two different things. The total number of items are referred to as the number of entries available in the CSV file, in other words, the number of rows with entries (exempt the first row that displays column headings).

The **Number of Batches** that the system will create will be equal to the **Total number of Items/Counts Per Batch**.

**For example:** There are 100 items available. The admin defines Counts Per Batch as 20 and the Batch Number as 2. The system will automatically divide the complete list into 5 batches (100/20). Now, the CSV file downloaded will display entries of rows from range 21 to 40.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Products**' content file will be downloaded in CSV format.

3. Enter new catalogs in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided as per the standard system settings are:

● **Product ID*:** Enter the product id for the catalog.
● **Product Identifier*:** Enter a unique identifier for the catalog.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

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**NB:** Please note that the identifiers are **case sensitive**.

- **Username\*:** Enter the name of the user adding the product.
- **Product Name\*:** Enter the name of the catalog.
- **Description:** Enter the product description.
- **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
- **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, the admin can download the latest Category Content CSV file.
- **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, the admin can download the latest Brand Content CSV file from the Export tab.

  **NB:** This field is mandatory or not will depend on the settings managed by the admin as shown in [figure 2.5.1](#).
- **Product Type Identifier\*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
- **Model:** Enter the model name and/or number.
- **Minimum Selling Price\*:** Enter the minimum selling price for the product.
- **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 any errors, the admin can download the latest **Tax Category** CSV file from the Export tab.

  **NB:** The admin cannot Import the Tax Category CSV file. The export file includes the entries of tax categories added by the admin in the '**System Settings > Sales Tax**' module.
- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (**\***) next to a form control's label indicates it as 'required'.

sensitive. To avoid any errors, the admin can download the latest **Shipping Profile** CSV file from the Export tab.

- **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 any errors, the admin can download the latest **Shipping Package** CSV file from the Export tab.
- **Weight*:** Enter the value of weight of the product.
- **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.
- **Product Warranty (Days)**: Enter the product warranty period in number-of-days.
- **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- **Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
- **Fulfillment Type**: Enter any one of the following shipping fulfilment methods -
  - ➜ Shipped and Pickup
  - ➜ Pickup Only
  - ➜ Shipped Only
- **Cod Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
- **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

11. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure below.

Go to the '**Content**' tab, select '**Language**' type and '**Product Catalog**' option from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Products**' content CSV file.
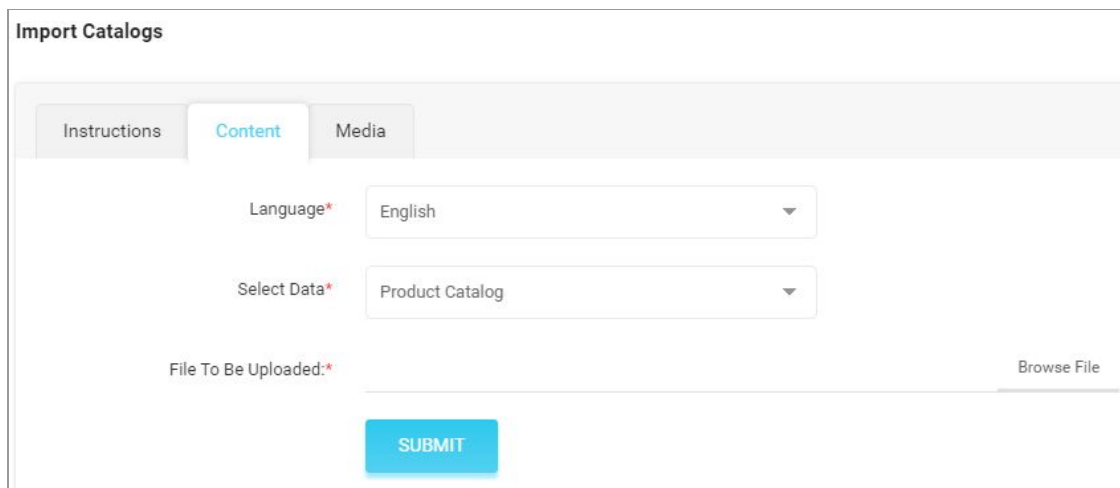


**Fig. 2.9.2: Import Seller Product Catalog Content File**

When the file is uploaded, click on the '**Submit**' button.

12. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will display all the errors found in the file. The admin 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.

13. The admin might want to **add media** for their catalogs. To upload the '**Catalogs Media**', the admin must go back to the '**Export**' tab.

14. Click on the '**Seller Products**' button which will open the pop-up box. Go to the '**Media**' tab as shown in figure 2.9.3 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
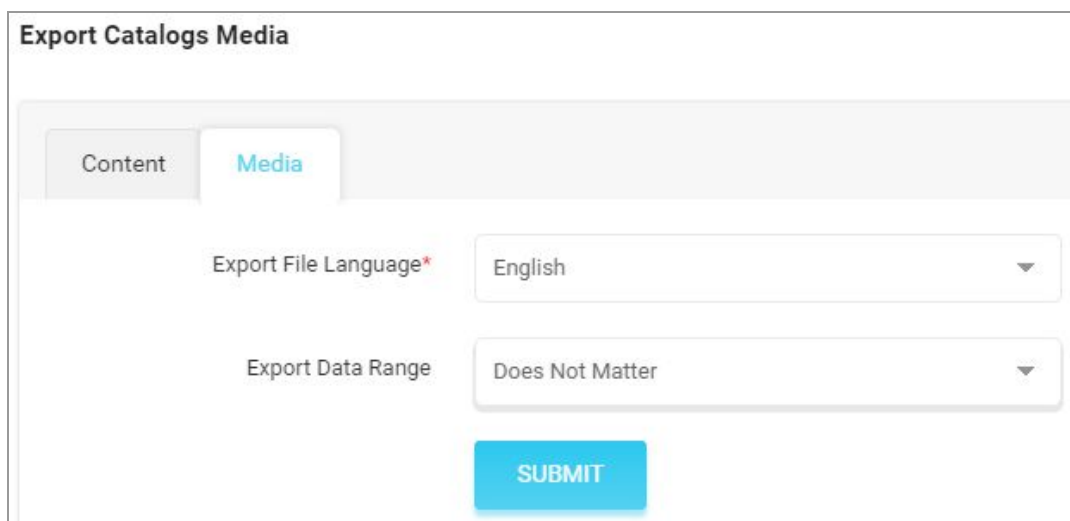
**Fig. 2.9.3: Export Seller Product Catalog Media File**

15. Select the language type and Export Data Range and then click on the '**Submit**' button. The existing '**Product Media**' file will be downloaded in CSV format.

**NB:** Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned above.

As shown in the figure, the admin must make following entries in this sheet:

- **Product Identifier\*:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**My Products**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Option Identifier:** Enter the unique identifier of the particular option of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

errors, the admin can download the latest **Options Content** CSV file from the **Export** tab.

- **Option Value Identifier:** Enter the unique identifier of the particular option value of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option value of a catalog. 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.

- **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the '**Add Media To Server**' tab.

- **File Name*:** Enter the name of the file/image being uploaded.

- **Display Order:** Enter the display order number.

16. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Catalogs**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.9.4 below.
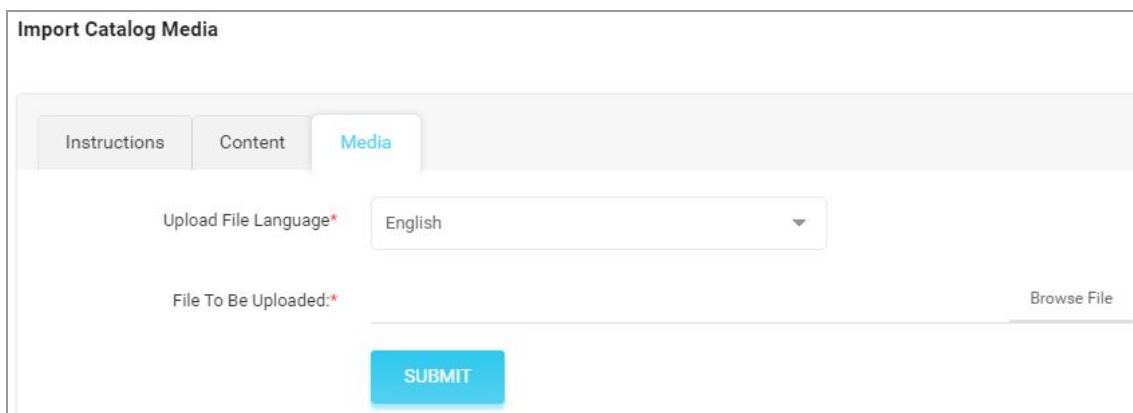


Fig. 2.9.4: Import Seller Product Catalog Media File

17. Go to the '**Media**' tab, select the language type and upload the newly updated '**Product Media**' CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the '**Submit**' button.

18. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

### b. Import Product Options for Seller Catalogs

The seller's catalog can be linked with an option through this Product Options file. To import list of Product Options for sellers, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
     - ➔ [Product Catalog](#)
     - ➔ Product Options
     - ➔ [Product Specifications](#)

     To add product options, proceed with the '**Product Options**'.

   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     - ➔ **Does Not Matter**
     - ➔ [**By ID Range**](#)
     - ➔ [**By Batches**](#)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Options**' content file will be downloaded in CSV format.
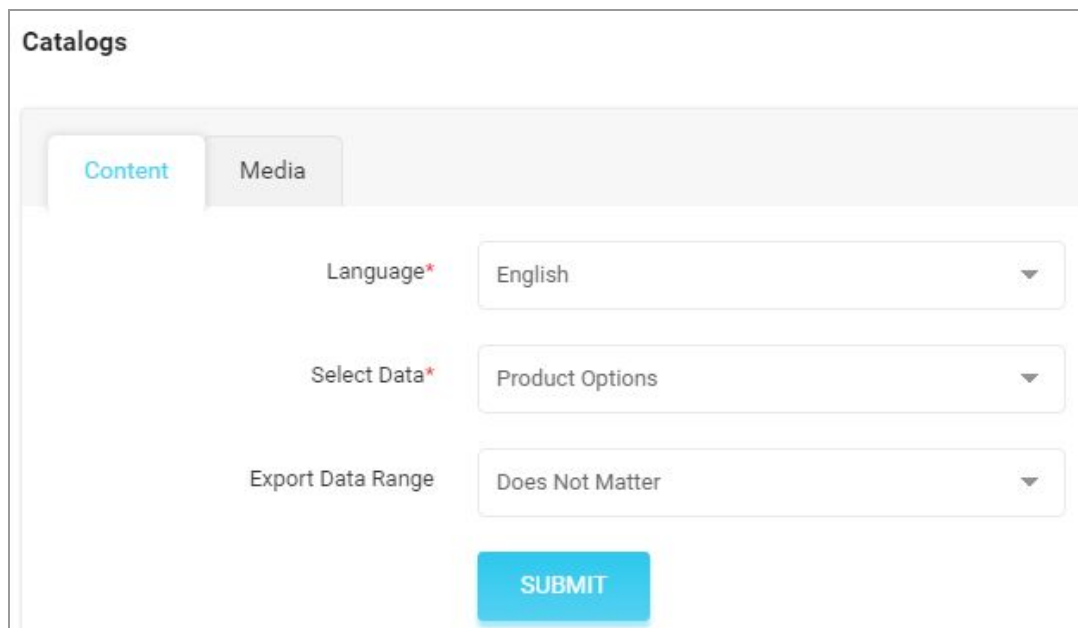


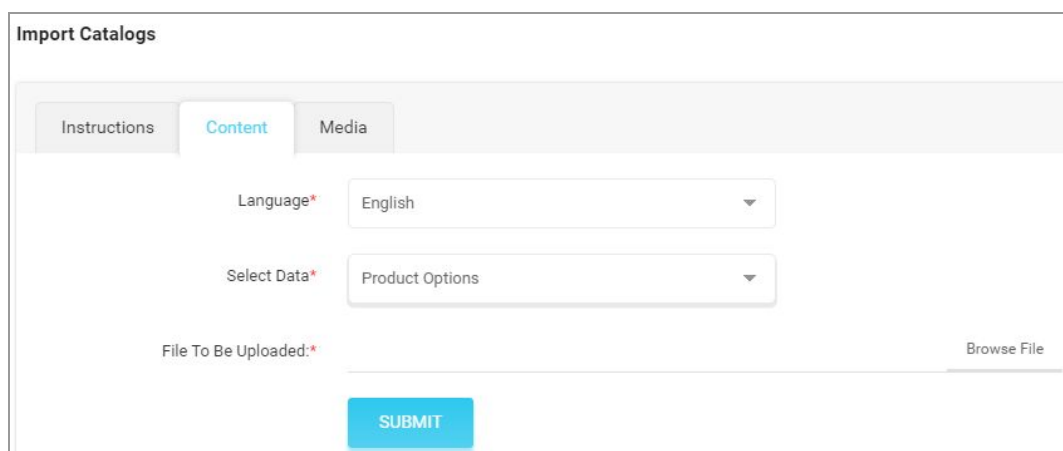**Fig. 2.9.5: Export Seller Product Catalog Options File**

3. Enter new product options in the rows with their values under the provided columns:

- **Product Identifier\*:** Enter the unique identifier for the catalog that is to be linked with an option. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.

- **Option Identifier\*:** Enter the unique identifier for the option to be linked with the product whose identifier is mentioned in the previous column. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options** CSV file from the **Export** tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

4.  Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure 2.9.6 below.

    Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**My Product Options**' content CSV file.



**Import Catalogs**

| Instructions | Content | Media |

Language*    English

Select Data*    Product Options

File To Be Uploaded:*    Browse File

**SUBMIT**

**Fig. 2.9.6: Import Seller Product Catalog Options File**

When the file is uploaded, click on the '**Submit**' button.

5.  The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

### c. Import Product Specifications

**To import list of Product Specifications, please follow the steps provided below:**

1. Go to the **Export** tab and click on the '**Seller Products**' button which will open a pop-up box as shown in figure 2.9.7 below.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
     - ➔ <u>Product Catalog</u>
     - ➔ <u>Product Options</u>
     - ➔ Product Specifications

   To add specifications, proceed with the '**Product Specifications**'.

   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     - ➔ **Does Not Matter**
     - ➔ **By ID Range**
     - ➔ **By Batches**

   After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Specifications**' content file will be downloaded in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

3.  Enter new product specifications in the rows with their values under the provided columns.

    **NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

| | Product Identifier | Lang Code | Specification Label Text | Specification Label |
|---|---|---|---|---|
| *Example* | Iphone 5s | EN | Internal Storage | 32 GB |

Table 12: Example of Product Specification

The columns provided are:

- **Product Identifier*:** Enter the unique identifier of the catalog for which the specification is being added. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Lang Code*:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Specification Label Text*:** Enter the specification label name.
- **Specification Label*:** Enter the specification value.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' pop-up box will appear that includes three tabs as shown in figure below.

    Go to the '**Content**' tab, select '**Language**' type and '**Product Specifications**' from the drop-down list provided ahead of field '**Select Data*'**. Upload the newly updated '**Seller Product Specifications**' content CSV file.

**Import Catalogs**

| Instructions | Content | Media |

Language* | English

Select Data* | Product Specifications

File To Be Uploaded:* | Browse File

SUBMIT

Fig. 2.9.8: Import Seller Product Specifications File

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

## 2.10 Import Seller Inventories

### a. Import General Inventory Data for Seller(s)

To import Seller Inventories, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box as shown in figure 2.10.1 below.
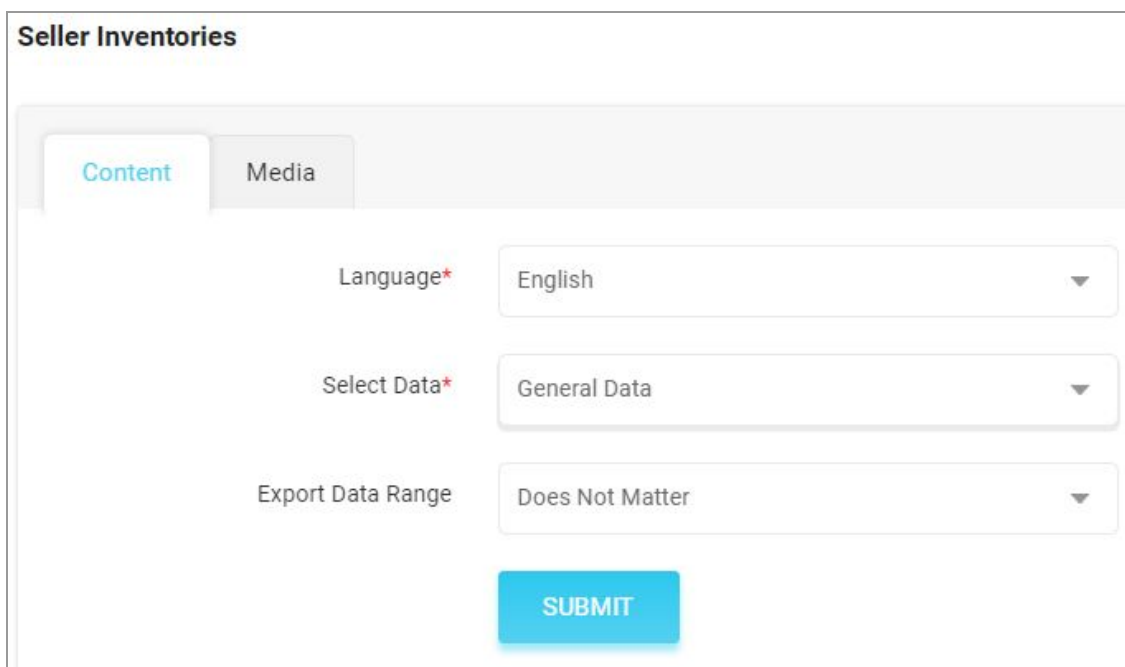


**Fig. 2.10.1: Export Seller Inventories Content File**

2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
     - ➜ General Data
     - ➜ Inventory Options
     - ➜ SEO Data
     - ➜ Special Price

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

➔ [Volume Discount](#)

➔ [Buy Together](#)

➔ [Related Products](#)

To add seller inventory, proceed with the '**General Data**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:

  ➔ **Does Not Matter**

  ➔ **By ID Range**

  ➔ **By Batches**

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Inventory**' content file will be downloaded in CSV format.

3. Enter new inventories in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the id of the product whose inventory is being added.
- **Product Identifier*:** Enter a unique identifier of the product (catalog). Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs content** CSV file from the Export tab.
- **Username*:** Enter the name of the seller whose inventory is being added.
- **Selling Price:** Enter the selling price of respective inventory.
- **Cost Price:** Enter the cost price of the respective inventory.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Stock:** Enter the stock quantity available. It should be greater than 0.
- **SKU:** Enter the SKU for the respective inventory. SKU is a unique code provided to each inventory or product available. The vendors can easily track the movement of inventory using this code. Admin can manage whether this entry is mandatory or not from the Products tab under General Settings. Please refer to the figure 2.5.1 above.
- **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.
- **Maintain Stock Levels*:** Enter 'YES' to enable the feature of maintaining stock levels for the inventory and 'NO' otherwise.
- **Track Product Inventory*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
- **Threshold Stock Level*:** Enter the minimum stock level limit at which alert is to be generated by the system.
- **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'.
- **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.
- **Download Validity In Days:** Enter the validity time period (in number of days) for this product.
- **Title*:** Enter the name of the inventory.
- **Comments:** Enter any additional comments related to the inventory.
- **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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **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.
- **URL Keyword*:** Enter the URL keyword in this column.
- **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.
- **Active:** Enter 'YES' to mark the current status of the inventory as Active and 'NO' otherwise.
- **Cod Available:** Enter 'YES' to enable COD for this inventory and 'NO' otherwise.
- **Fulfillment Type**: Enter any one of the following shipping fulfilment methods -
  → Shipped and Pickup
  → Pickup Only
  → Shipped Only
- **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.
- **Sold Count:** Enter '0' when adding a new inventory.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.10.2 below.

Go to the '**Content**' tab, select '**Language**' type and '**General Data**' option from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Products**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
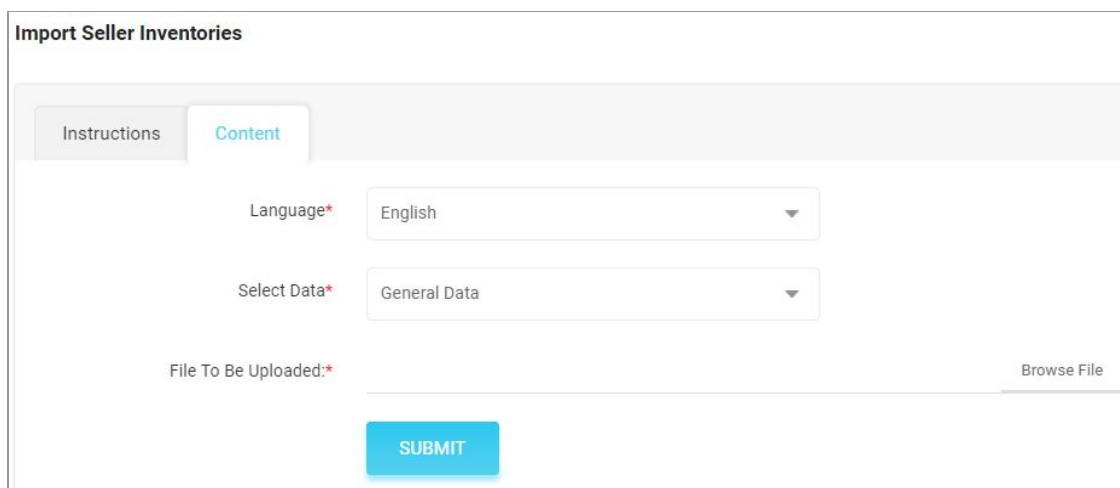
**Fig. 2.10.2: Import Seller Inventories Content File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

6. The '**Media**' tab for '**Seller Inventories**' will **only** be displayed under **Export**. The downloaded CSV file lists the media uploaded only for **Digital Products**. The **Import** module for **seller inventories** does not include this tab.

**b. Import Inventory Options for Seller(s)**
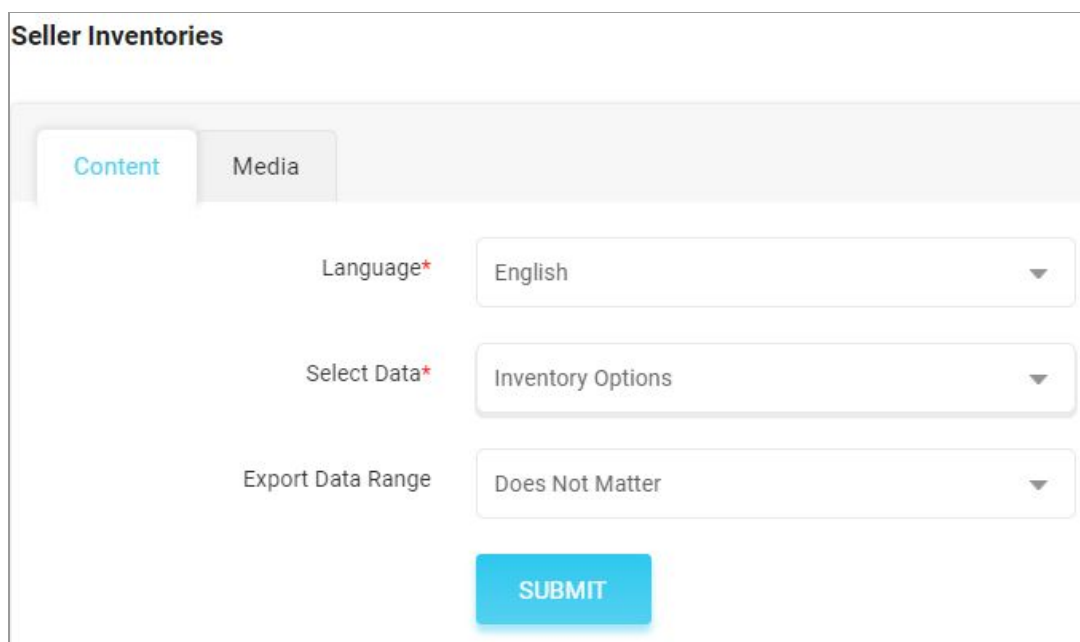
The seller's inventories can be linked with options and option values through this Product Options file. To import the list, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.

2. The admin must -

   ● **Language:** Select language type from the dropdown list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Select Data:** To add seller product options, proceed with the '**Inventory Options**'.
- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - ➔ **Does Not Matter**
  - ➔ **By ID Range**
  - ➔ **By Batches**

![Seller Inventories form with Content and Media tabs. Content tab shows Language* dropdown set to English, Select Data* dropdown set to Inventory Options, Export Data Range dropdown set to Does Not Matter, and a SUBMIT button.]

**Fig. 2.10.3: Export Seller Inventory Options File**

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Inventory Options**' content file will be downloaded in CSV format.

3. Enter new seller inventory options in the rows with their values under the provided columns.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the id of the seller inventory whose option and option values are to be added.
- **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.
- **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.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.10.4 below.

Go to the '**Content**' tab, select '**Language**' type and '**Inventory Options**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Inventory Options**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
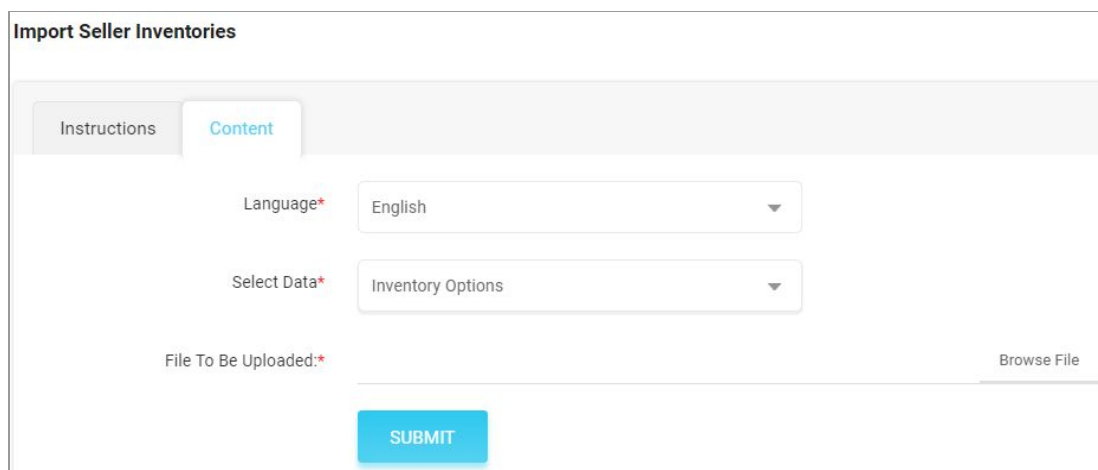
Fig. 2.10.4: Import Seller Inventory Options File

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## c. Import SEO Data

**To import list of SEO Data, please follow the steps provided below:**

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
    - **Language:** Select language type from the dropdown list.
    - **Select Data:** To export the SEO data file, proceed with the '**SEO Data**'.
    - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
        - ➔ **Does Not Matter**
        - ➔ **By ID Range**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
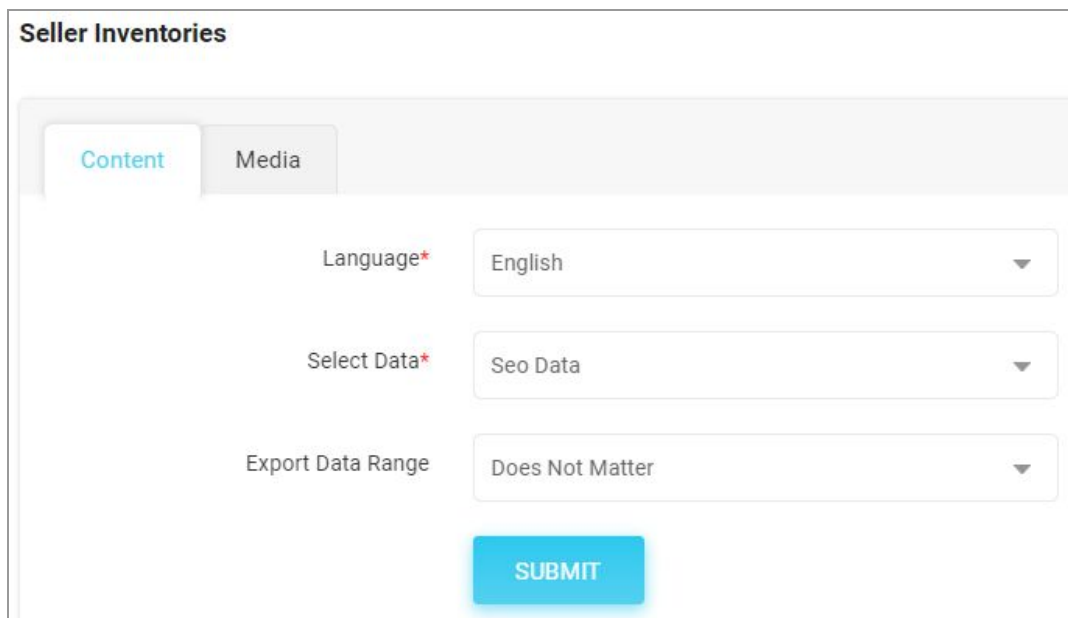
➔ **By Batches**

**Fig. 2.10.5: Export Seller SEO Data File**

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product SEO**' content file will be downloaded in CSV format.

3.  New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **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.
- **Meta Title*:** Enter the name/title of the product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

- **Meta Keywords:** Enter the meta keywords.
- **Meta Description:** Enter the meta description of the product.
- **Other Meta Tags:** Enter the other meta tags to be linked with the product.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.10.6 below.

Go to the '**Content**' tab, select '**Language**' type and '**SEO Data**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product SEO**' content CSV file.
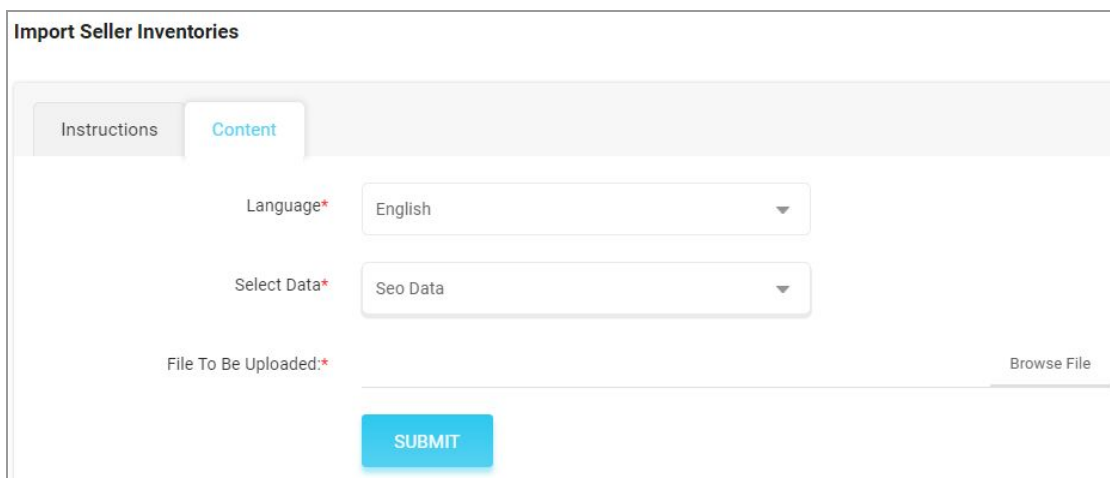


Fig. 2.10.6: Import Seller SEO Data File

When the file is uploaded, click on the '**Submit**' button.
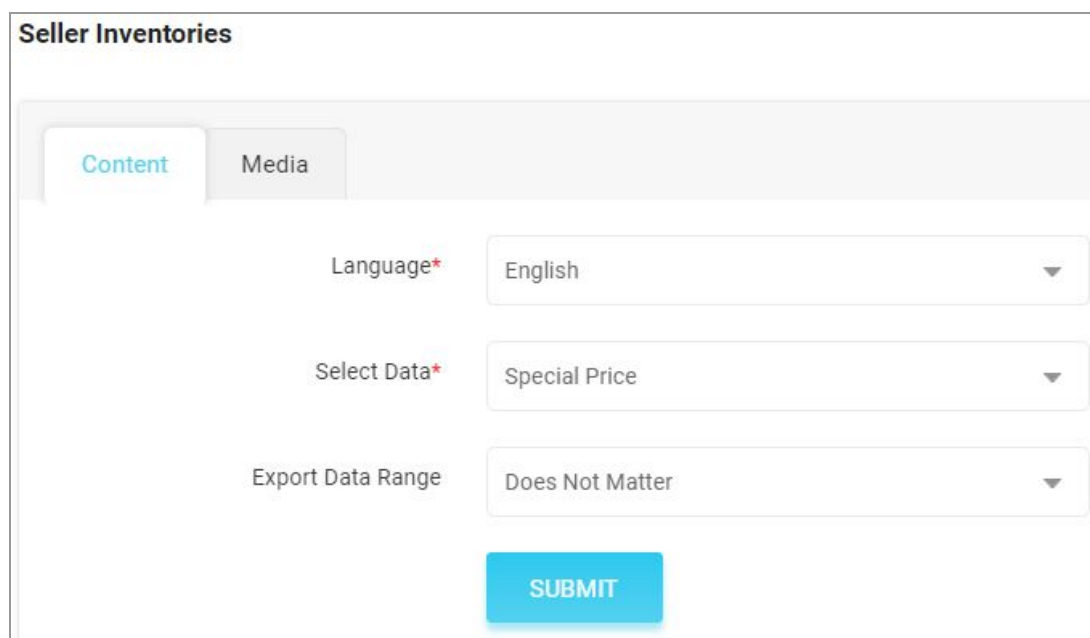
5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

## d. Import Special Price

## To import list of Special Price, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** To export the existing special price list, proceed with the '**Special Price**' option.
   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     → **Does Not Matter**
     → **By ID Range**
     → **By Batches**



**Fig. 2.10.7: Export Seller Special Price File**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Special Price**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

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

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.10.8 below.

Go to the '**Content**' tab, select '**Language**' type and '**Special Price**' from the drop-down list provided ahead of field '**Select Data*'**. Upload the newly updated '**Seller Product Special Price**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Import Seller Inventories**

Instructions    Content

Language*    English

Select Data*    Special Price

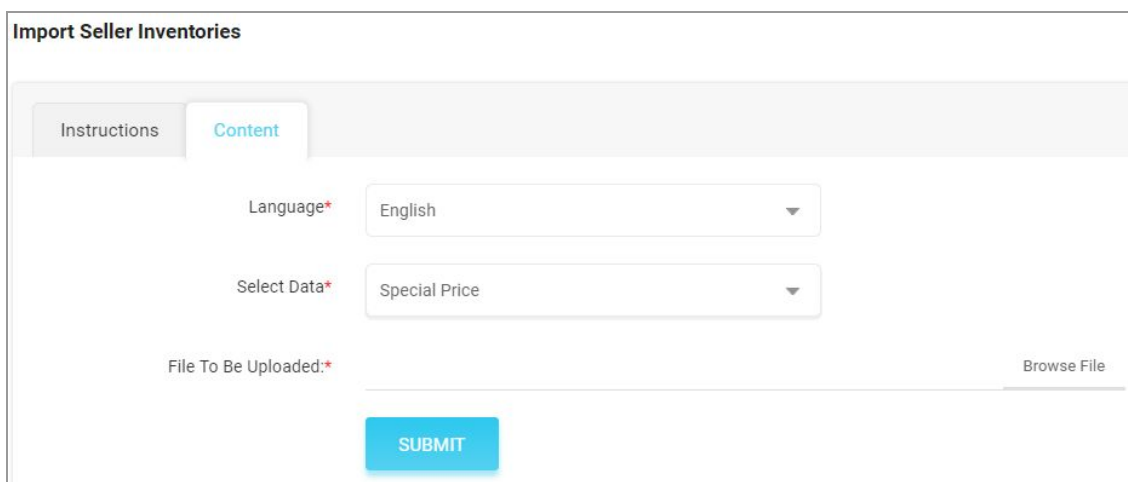File To Be Uploaded:*             Browse File

SUBMIT

**Fig. 2.10.8: Import Seller Special Price File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

## e. Import Volume Discount

## To import list of Volume Discount, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
    - **Language:** Select language type from the dropdown list.
    - **Select Data:** To export the existing volume discount list, proceed with the '**Volume Discount**' option.
    - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
        - ➔ **Does Not Matter**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
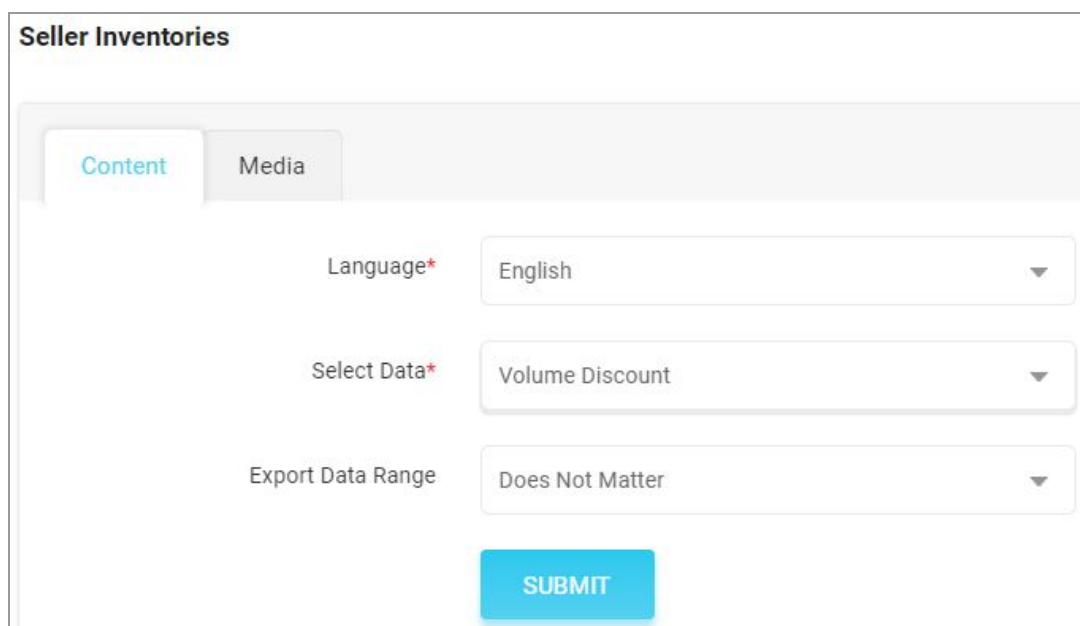
➔ **By ID Range**

➔ **By Batches**



**Fig. 2.10.9: Export Seller Volume Discount File**

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Volume Discount**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

● **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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.

- **Minimum Quantity*:** Enter the minimum quantities of that product the customer must buy to avail this volume discount.
- **Discount Percentage*:** Enter the discount percentage to be offered.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure below.

Go to the '**Content**' tab, select '**Language**' type and '**Volume Discount**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Special Price**' content CSV file.
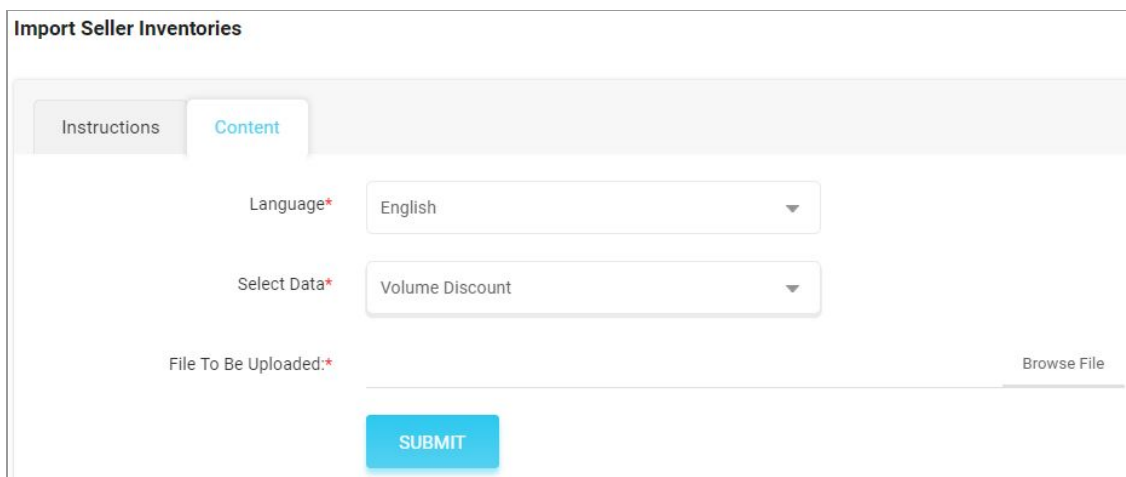
**Fig. 2.10.10: Import Seller Volume Discount File**

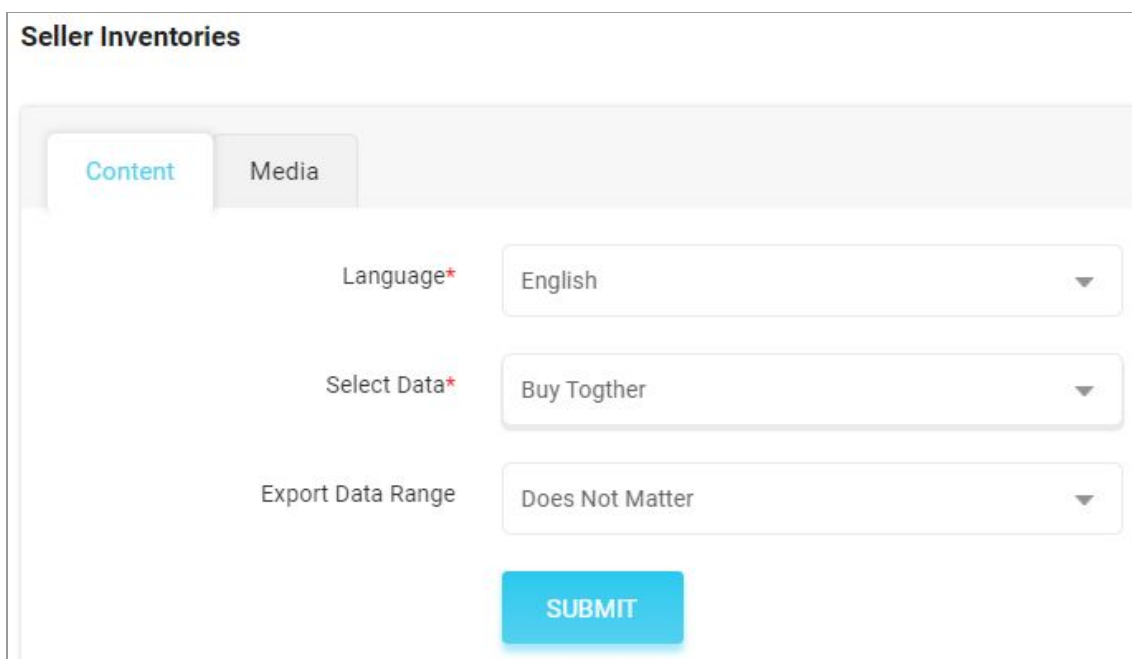When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

## f. Import Buy Together

## To import list of Buy Together, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** To export the existing buy-together list, proceed with the '**Buy Together**' option.
   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     - ➜ **Does Not Matter**
     - ➜ **By ID Range**
     - ➜ **By Batches**



**Fig. 2.10.11: Export Seller Buy Together File**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Volume Discount**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

   **NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

   The columns provided are:

   - **Seller Product ID\*:** Enter the unique id of the seller product for which the buy-togher 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.
   - **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.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure 2.10.12 below.

   Go to the '**Content**' tab, select '**Language**' type and '**Buy-Together**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Buy Together**' content CSV file.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.
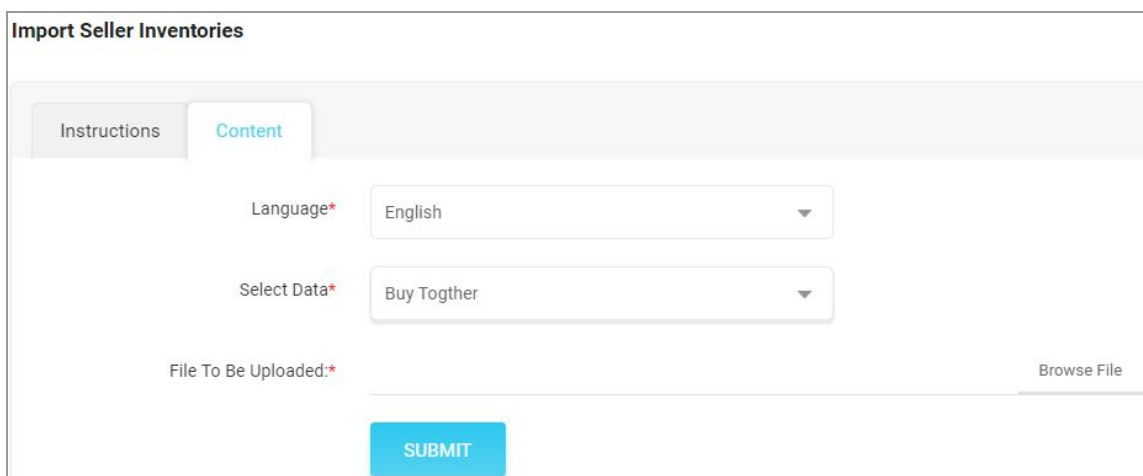
**Fig. 2.10.12: Import Seller Buy Together File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin 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.

### g. Import Related Products

**To import list of Related Products, please follow the steps provided below:**
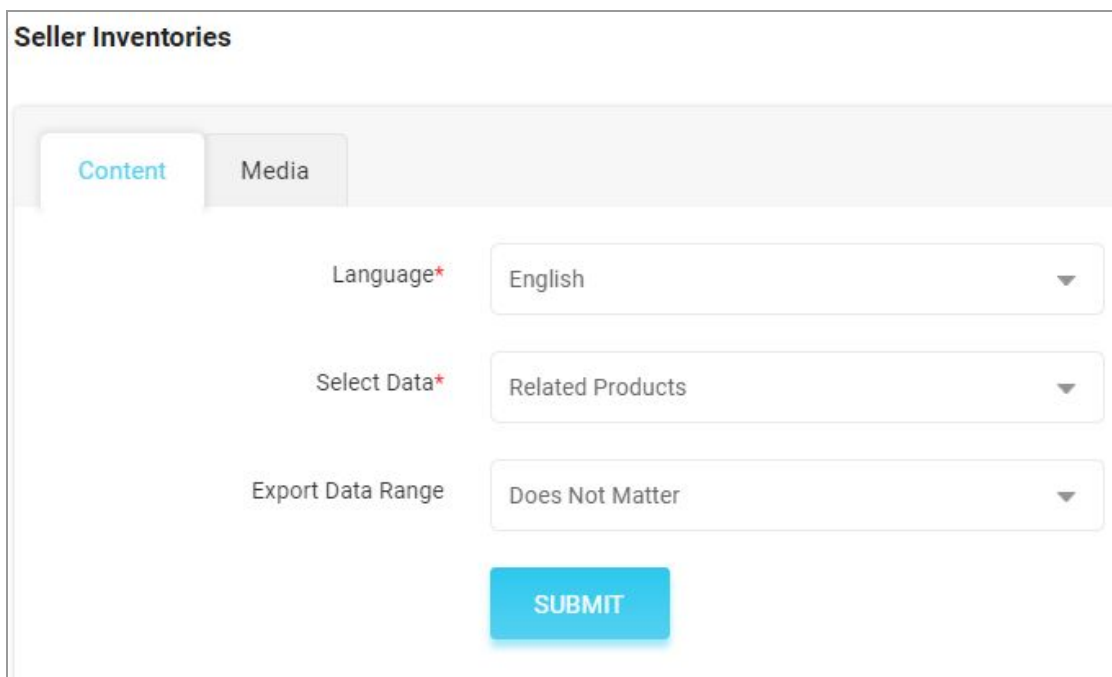
1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
   - **Language:** Select language type from the dropdown list.
   - **Select Data:** To export the existing related-products list, proceed with the '**Related Products**' option.
   - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
     - ➔ **Does Not Matter**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

**Fig. 2.10.13: Export Seller Related Products File**

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Related Products**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

● **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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.

- **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.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs as shown in figure2.10.14  below.

Go to the '**Content**' tab, select '**Language**' type and '**Related Product**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Related Product**' content CSV file.
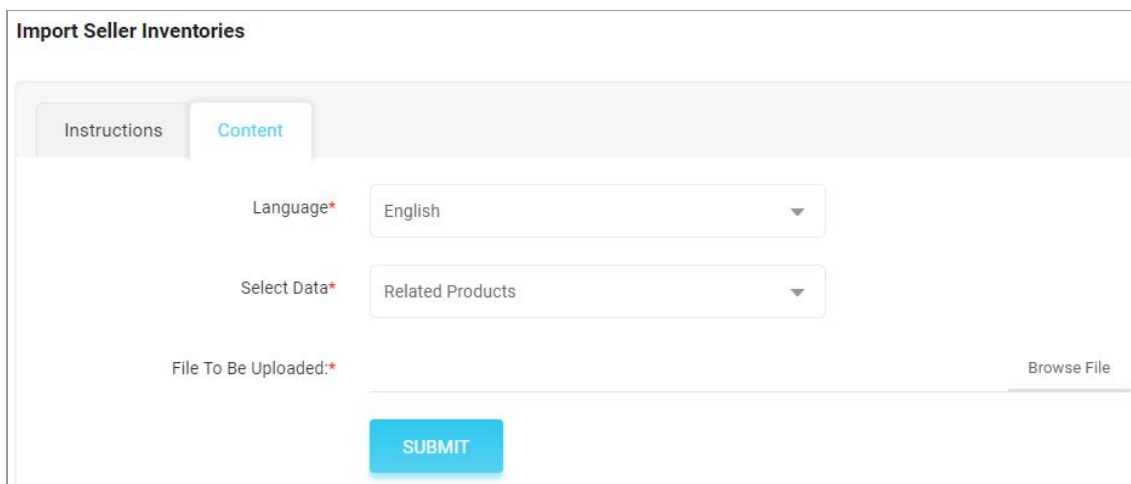


**Fig. 2.10.14: Import Seller Related Products File**

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

'**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## 3. Add Media To Server

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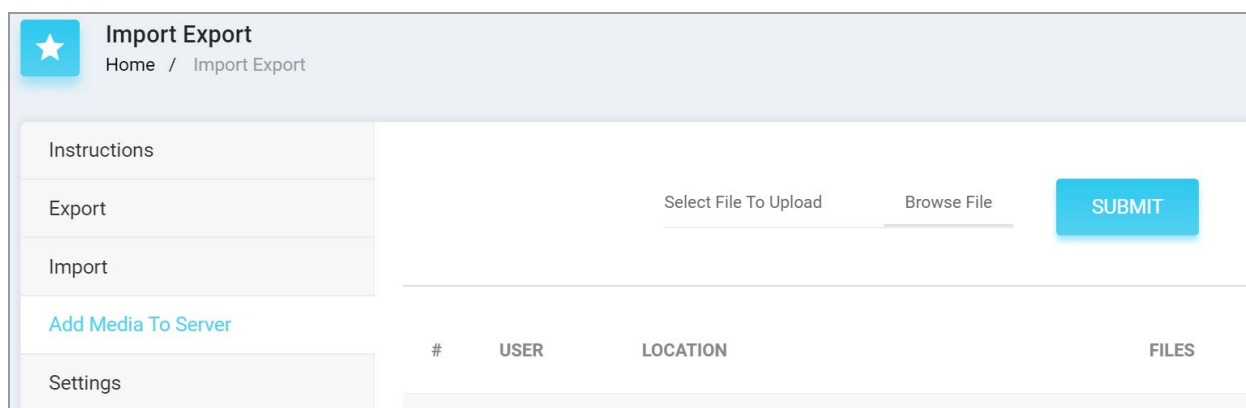


*Fig. 3.1: Add Media to Server*

The admin can upload the folder by clicking on the 'Browse File' button. To save the file, the admin must click on the 'Submit' button. All the uploaded files will be displayed in the list provided below. Two action buttons will be displayed to the right of each file uploaded to the server, which are:

- **Delete** : Clicking on this button, the admin can remove the uploaded file from the server.

- **Download** : Clicking on this button, the admin can download the file uploaded on the server.

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.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

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, the admin must ensure that they enter the file paths against the right entries.

**NB:** If an error related to the file size occurs, the admin must increase the limit of file size allowed to be uploaded on their server.

## 4. Settings

The columns provided for entries within the import-export CSV files are standard. The admin can change a few settings such as using Identifiers instead of product Ids from this tab.

Please note that any changes made in these settings will cause a huge impact on several import-export files. So, it is suggested that the admin only makes changes in this tab if they 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 change or add columns to the CSV.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.

| | |
|---|---|
| ☐ Use Brand Id Instead Of Brand Identifier | ☐ Use Category Id Instead Of Category Identifier |
| *Use Brand Id Instead Of Brand Identifier In Worksheets* | *Use Category Id Instead Of Category Identifier In Worksheets* |
| ☐ Use Catalog Product Id Instead Of Catalog Product Identifier | ☐ Use User Id Instead Of Username |
| *Use Catalog Product Id Instead Of Catalog Product Identifier In Worksheets* | *Use user ID instead of username in worksheets* |
| ☐ Use Option Id Instead Of Option Identifier | ☐ Use Option Value Id Instead Of Option Identifier |
| *Use Option Id Instead Of Option Identifier In Worksheets* | *Use Option Value Id Instead Of Option Value Identifier In Worksheets* |
| ☐ Use Tag Id Instead Of Tag Identifier | ☐ Use Tax Id Instead Of Tax Identifier |
| *Use Tag Id Instead Of Tag Identifier In Worksheets* | *Use tax category ID instead of Tax Identifier in worksheets* |
| ☐ Use Product Type Id Instead Of Product Type Identifier | ☐ Use Dimension Unit Id Instead Of Dimension Unit Identifier |
| *Use Product Type ID Instead Of Product Type Identifier In Worksheets* | *Use Dimension Unit Id Instead Of Dimension Unit Identifier In Worksheets* |
| ☐ Use Weight Unit Id Instead Of Weight Unit Identifier | ☐ Use Lang Id Instead Of Lang Code |
| *Use weight unit ID instead of weight unit identifier in worksheets* | *Use Language Id Instead Of Language Code In Worksheets* |
| ☐ Use Currency Id Instead Of Currency Code | ☐ Use Product Condition Id Instead Of Condition Identifier |
| *Use Currency Id Instead Of Currency Code In Worksheets* | *Use Product Condition Id Instead Of Condition Identifier In Worksheets* |
| ☐ Use Persent Or Flat Condition Id Instead Of Identifier | ☐ Use Country Id Instead Of Country Code |
| *Use Present Or Flat Condition Id Instead Of Identifier In Worksheets* | *Use Country Id Instead Of Country Code In Worksheets* |
| ☐ Use State Id Instead Of State Identifier | ☐ Use Policy Point Id Instead Of Policy Point Identifier |
| *Use State Id Instead Of State Identifier In Worksheets* | *Use Policy Point Id Instead Of Policy Point Identifier In Worksheets* |
| ☐ Use Shipping Company Id Instead Of Shipping Company Identifier | ☐ Use Policy Point Type Id Instead Of Policy Point Type Identifier |
| *Use Shipping Company Id Instead Of Shipping Company Identifier In Worksheets* | *Use Policy Point Type Id Instead Of Policy Point Type Identifier In Worksheets* |
| ☐ Use Shipping Duration Id Instead Of Shipping Duration Identifier | ☐ Use Shipping Profile Id Instead Of Shipping Profile Identifier |
| *Use Shipping Duration Id Instead Of Shipping Duration Identifier In Worksheets* | *Use Shipping Profile Id Instead Of Shipping Profile Identifier In Worksheets* |
| ☐ Use Shipping Package Id Instead Of Shipping Package Identifier | ☐ Use 1 For Yes 0 For No |
| *Use Shipping Package Id Instead Of Shipping Package Identifier In Worksheets* | *Use 1 For Yes 0 For No For Status Type Data* |

**SAVE CHANGES**

**Fig. 4.1: Import-Export Settings**

Click on the 'Save Changes' button after making necessary changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (**\***) next to a form control's label indicates it as 'required'.