

# Import-Export Guide for Seller

## 1. General Instructions

### Multilingual

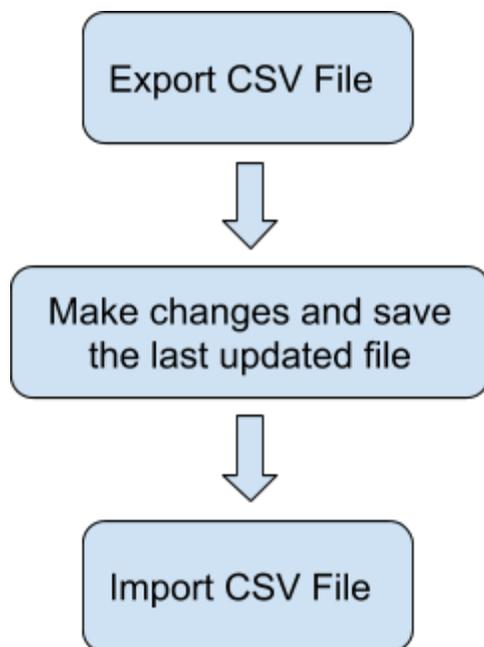
Since Yo!Kart inherently is a multilingual platform all export-import functionality wherever available in the system will only work for the particular language exported or imported in. This means that a file that is exported in English will only update English values when imported back into the system.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

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## 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 ['Upload Bulk Media'](#) 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 after a set interval on its own and no intervention is required from the users end. The media/images imported into the system will not display immediately.

## Deleting Items

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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 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

Important notes:

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- **All the identifiers** (the identifiers of all items) within the import-export files are **case sensitive**.
- The **columns that are required** (should not be left empty) are marked with asterisk (\*) in the manual **but** the CSV files **do not** differentiate the optional and mandatory columns. If any such 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:** Yo!Kart will generate a CSV log file if the file could not be uploaded successfully. 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 allow importing the CSV if no errors are encountered.
- If the **columns** being displayed in any of the CSV files are **different** (a new column entry is displayed or the name of a column heading is different) from that of what is explained in **this manual**, please check Import/Export '**Settings**'. The columns are explained in this manual as per the standard settings. If the admin makes any changes from their end or the seller makes any changes in their Import/Export settings, the CSV files will display the columns accordingly.

## 2.1 Import My Products

Sellers can add products of their own, if permitted by the admin. This means that if the admin has disabled the feature of allowing sellers to add their

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own products, the 'My Products' button will not be displayed under the Import tab.

To import products, the sellers need to export the latest CSV files of:

- **Categories** to collect a Category Identifier
- **Brands** to collect a Brand Identifier
- **Tax Categories** to collect a Tax Category Identifier
- **Shipping Profile** to collect a Shipping Profile Identifier
- **Shipping Packages** to collect a Shipping Package Identifier

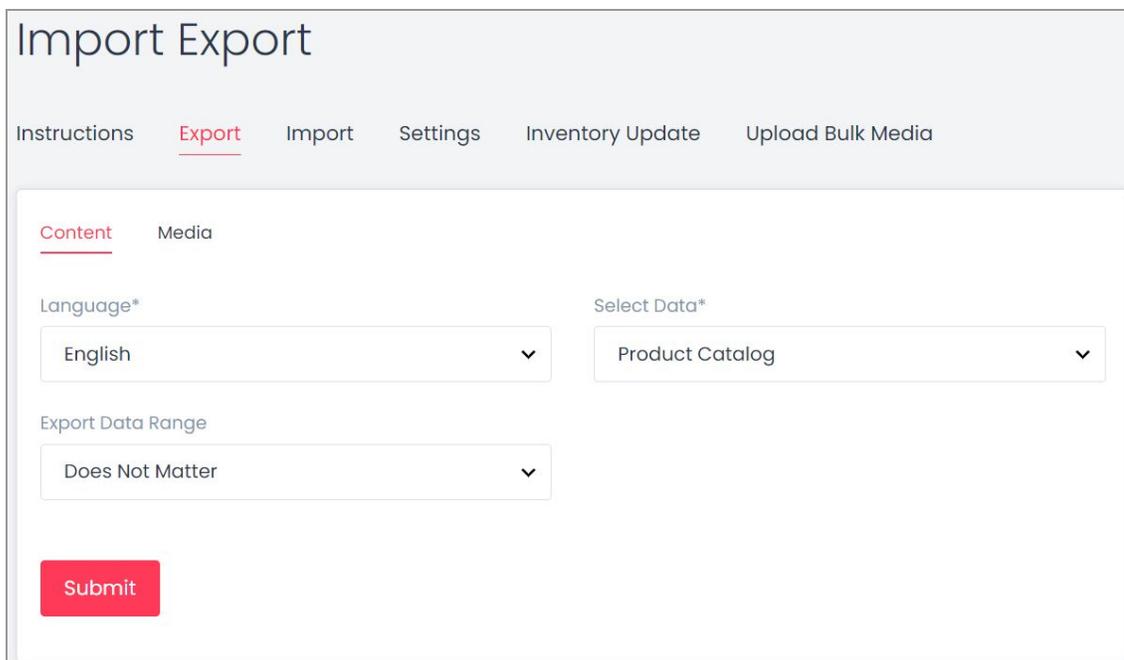
The sellers will have to enter accurate identifiers to avoid errors when adding a product.

#### a. Import Product Catalog

To import list of 'My Products', please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will redirect the seller to the content tab as shown in figure 2.1.1 below:

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**Fig. 2.1.1: Language & Currency**

2. The seller 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 products, 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 seller can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the products. **For**

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**example:** If the seller 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 seller 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 seller can download items falling under a particular batch by mentioning the '**Batch Number**'. The seller 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 seller 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 seller must click on the '**Submit**' button. The existing '**My Products**' content file will be downloaded in CSV format.

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

**NB:** The column headings mentioned below are as per the standard system settings. However, any changes made by the admin in the system settings or by the seller in their import-export settings will automatically change the CSV files. Please check the Import/Export '**Settings**' or contact the admin if any

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different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Product ID\*:** Enter an id to be assigned to the new product being added.
- **Product Identifier\*:** Enter a unique identifier for the product.  
**NB:** Please note that the identifiers are **case sensitive**.
- **Username\*:** Enter your username.
- **Product Name\*:** Enter the name of the product.
- **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 seller can export 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 seller can export the latest **Brand Content** CSV file from the Export tab.  
**NB:** The admin manages if this field is to be marked as mandatory or not.
- **Product Type Identifier\*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
- **Model:** Enter the model name and/or number.  
**NB:** The admin manages if this field is to be marked as mandatory or not.
- **Minimum Selling Price\*:** Enter the minimum selling price for the product.

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- **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 seller can export the latest **Tax Category** CSV file from the Export tab.
- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive.
- **Shipping Package Identifier:** Enter the identifier of the shipping package to link it with the product. Please note that the identifiers are case sensitive.
- **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 by the admin.
- **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:** This field marks the approval status of a seller's product from admin's end. Since this field displays admin's approval status, the seller can enter either of the values 'YES' or 'NO' when adding a new product. However, if the seller exports the sheet once again and the entry under this column for the newly added product is displayed as 'NO' this

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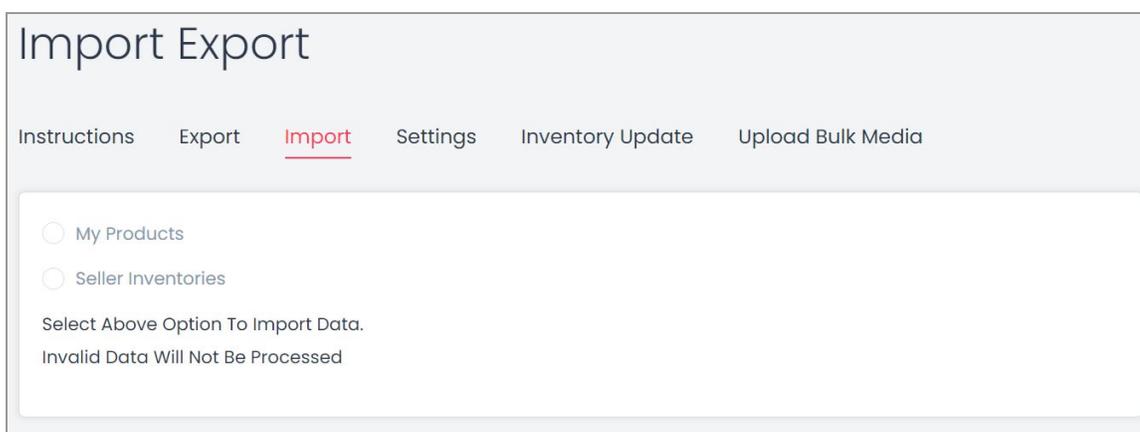
Asterisk (\*) next to a form control's label indicates it as 'required'.

means that admin-approval is pending. For all the approved products, 'YES' is displayed in this column.

- **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 the 'My Products' list.

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**' as shown in figure 2.1.2 below.



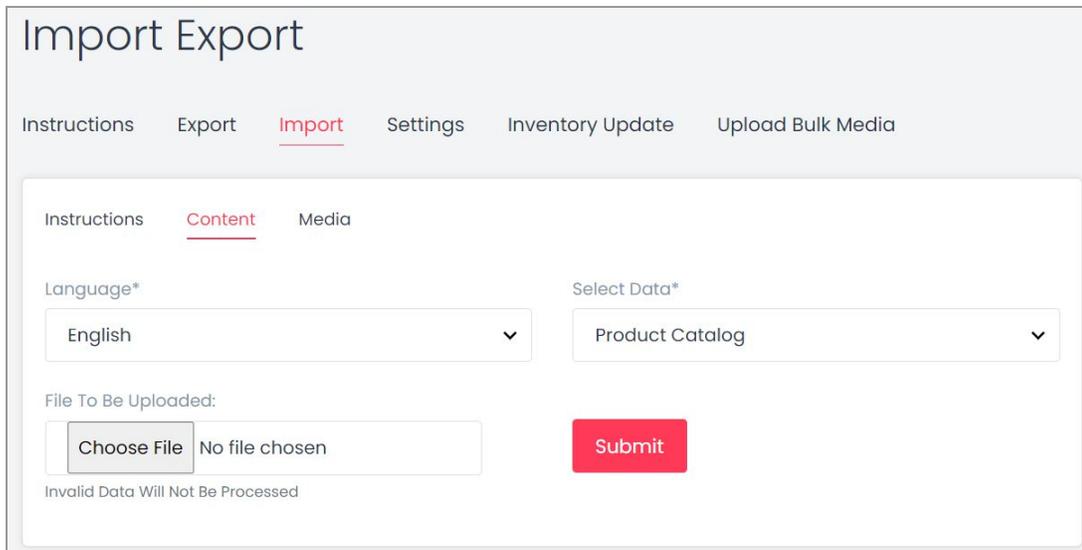
**Fig. 2.1.2: Import**

The seller will be redirected to the Import products **instructions** page.

5. 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.

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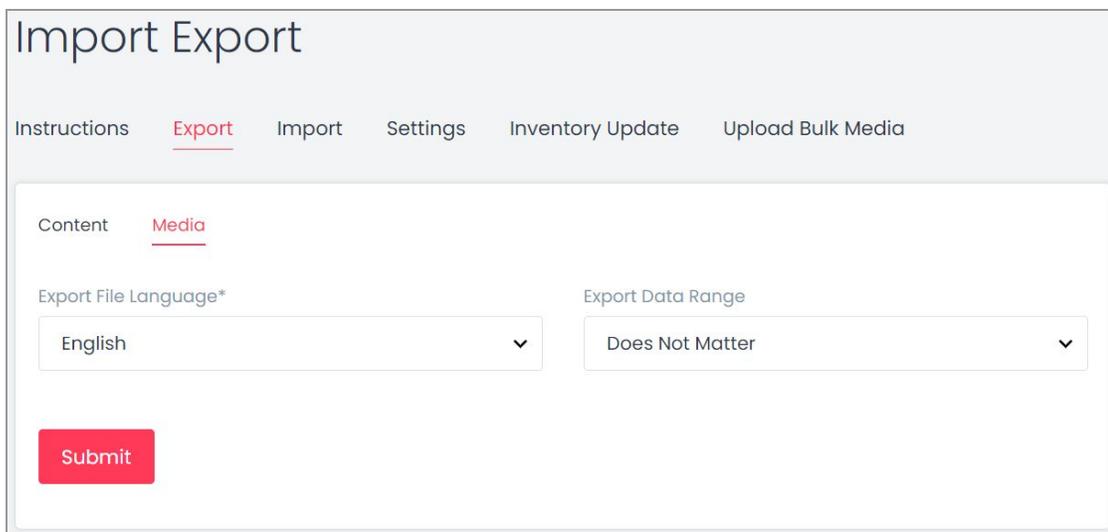


**Fig. 2.1.3: Import Products - Content tab**

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

6. 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 seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.
7. The seller might want to add media for their products. To upload the **'Products Media'**, the seller must go back to the **'Export'** tab.
8. Click on the **'My Products'** button and go to the **'Media'** tab as shown in figure 2.1.4 below.

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The screenshot shows a web interface titled 'Import Export'. At the top, there are navigation links: 'Instructions', 'Export' (highlighted in red), 'Import', 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are two sub-tabs: 'Content' and 'Media' (highlighted in red). Under the 'Media' tab, there are two dropdown menus. The first is labeled 'Export File Language\*' and has 'English' selected. The second is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form area is a red 'Submit' button.

**Fig. 2.1.4: Export Products Media**

9. Select the language type, export data range and click on the '**Submit**' button. The existing '**Product Media**' file will be downloaded in CSV format.

**NB:** The column headings mentioned below are as per the standard system settings. However, any changes made by the admin in the system settings or by the seller in their import-export settings will automatically change the CSV files. Please check the Import/Export '**Settings**' or contact your admin if any different column entry is being displayed apart from the ones mentioned below.

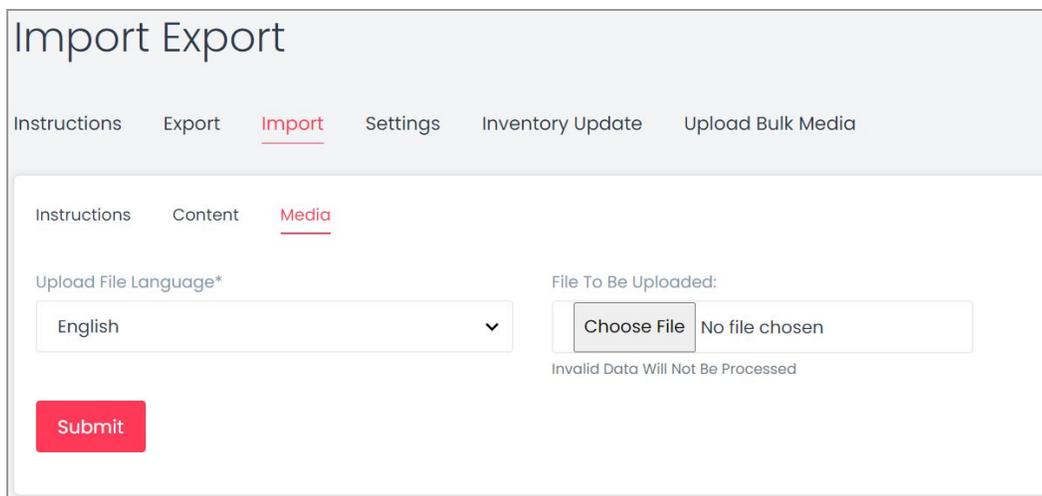
As shown in the figure, the seller must make following entries in this sheet:

- **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 seller 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**'.

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- **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 seller wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export 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 seller 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 seller can export 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 seller can add media to their server through the '[Upload Bulk Media](#)' tab.
  - **File Name\*:** Enter the name of the file/image being uploaded.
  - **Display Order:** Enter the display order number.
10. 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**' page includes three tabs as shown in figure 2.1.5 below.

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**Fig. 2.1.5: Import Products Media**

Go to the **'Media'** tab, select the language type and upload the newly updated **'Product Media'** CSV file. When the file is uploaded, click on the **'Submit'** button.

11. 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 seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

## b. Import Product Options

A seller'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 redirect the seller to the export page as shown in figure 2.1.6 below.

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The screenshot shows a web interface titled 'Import Export'. At the top, there are navigation tabs: 'Instructions', 'Export' (which is underlined and highlighted in red), 'Import', 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below these tabs, there are two sub-sections: 'Content' (underlined in red) and 'Media'. Under 'Content', there are three dropdown menus. The first is labeled 'Language\*' and has 'English' selected. The second is labeled 'Select Data\*' and has 'Product Options' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form area, there is a red button labeled 'Submit'.

Fig. 2.1.6: Export Product Options

2. The seller 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](#)

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After selecting the options, the seller 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
<i>Example</i>	Iphone 5s	Colors

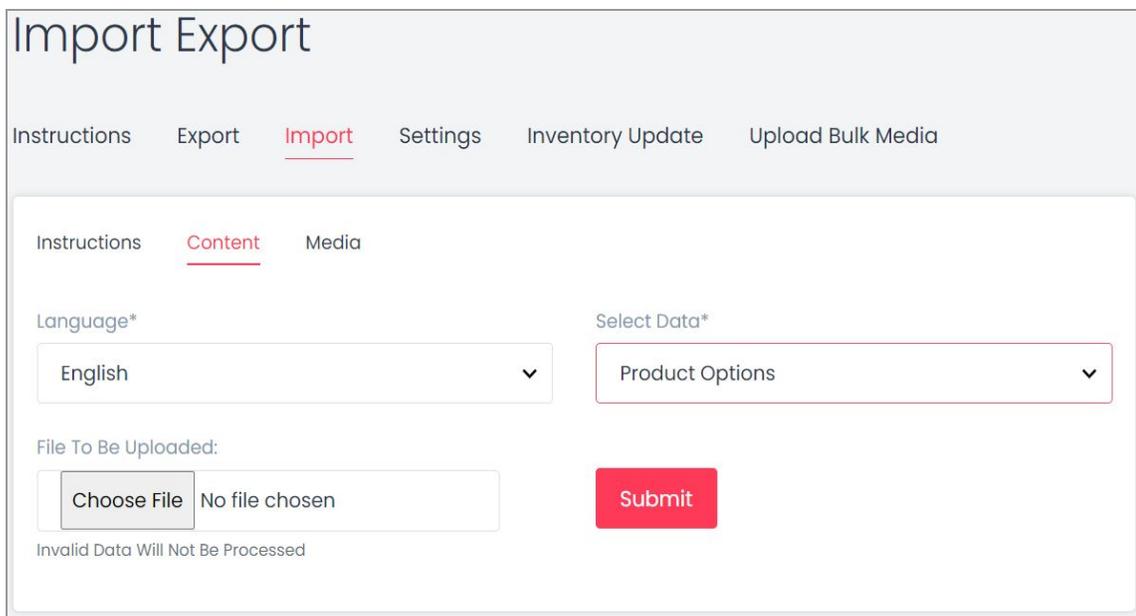
Table: 1

**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 seller can download the latest **My Products** 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 seller 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'** page includes three tabs as shown in figure 2.1.7 below.

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The screenshot shows a web interface titled 'Import Export'. At the top, there are navigation tabs: 'Instructions', 'Export', 'Import' (which is underlined and highlighted in red), 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there is a sub-section with tabs: 'Instructions', 'Content' (highlighted in red), and 'Media'. The main form area contains two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Product Options' selected. Below these is a file upload section labeled 'File To Be Uploaded:' with a 'Choose File' button and the text 'No file chosen'. To the right of this is a red 'Submit' button. At the bottom left of the form, there is a small text note: 'Invalid Data Will Not Be Processed'.

**Fig. 2.1.7: Import Product Options**

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

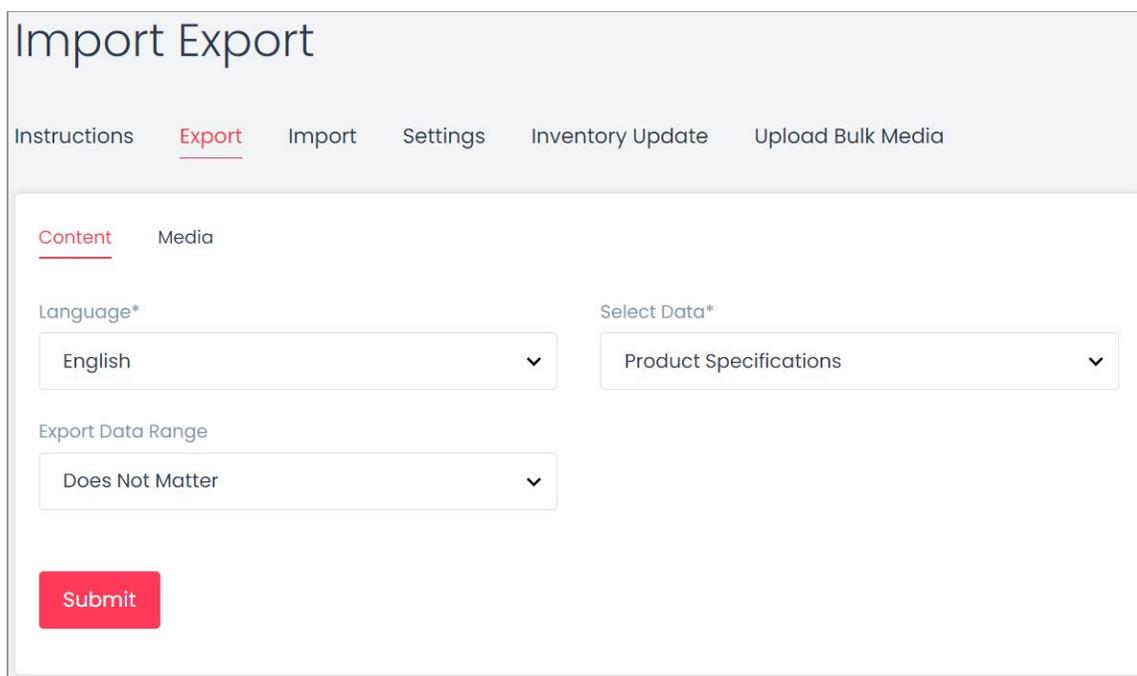
5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed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

### c. Import Product Specifications

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

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1. Go to the **Export** tab and click on the **'My Products'** button which will open the 'Content' tab.



The screenshot shows the 'Import Export' interface. At the top, there are navigation tabs: 'Instructions', 'Export' (highlighted), 'Import', 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are two sub-tabs: 'Content' (highlighted) and 'Media'. The 'Content' sub-tab contains three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'Product Specifications' selected, and 'Export Data Range' with 'Does Not Matter' selected. A red 'Submit' button is located at the bottom left of the form area.

**Fig. 2.1.8: Export Product Specifications**

2. The seller 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**

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→ [By ID Range](#)

→ [By Batches](#)

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

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.

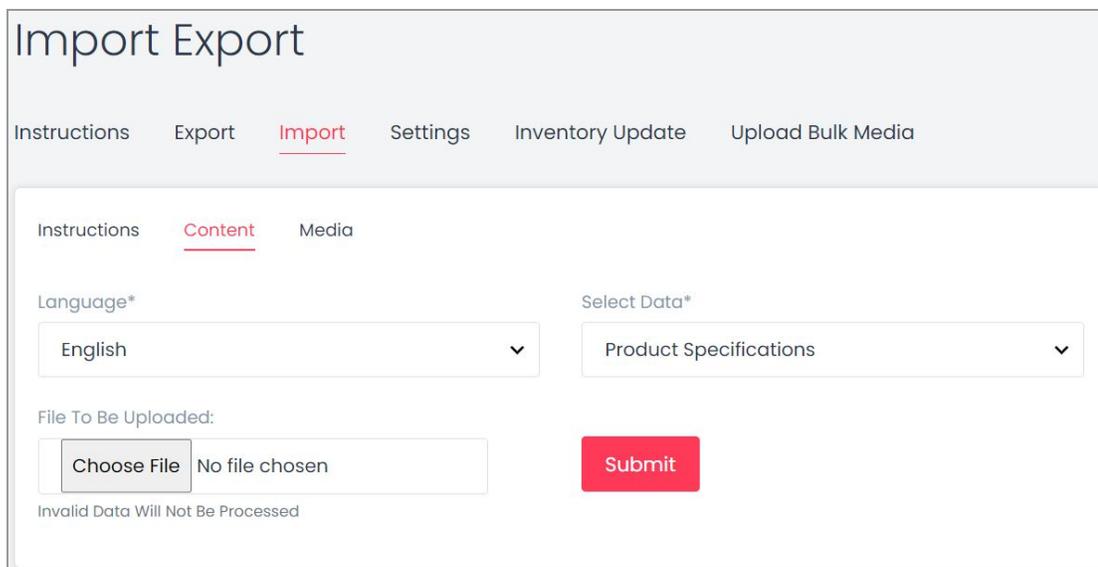
	Product Identifier	Lang Code	Specification Label Text	Specification Label
<i>Example</i>	Iphone 5s	EN	Internal Storage	32 GB

Table: 2

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 seller can download the latest **My Products** 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'** includes three tabs as shown in figure 2.1.9 below.

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**Fig. 2.1.9: Import Product Specifications**

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. 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 seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

## 2.2 Import Seller Inventories

### a. Import General Data

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

1. Go to the **Export** tab and click on the **'Seller Inventories'** button.

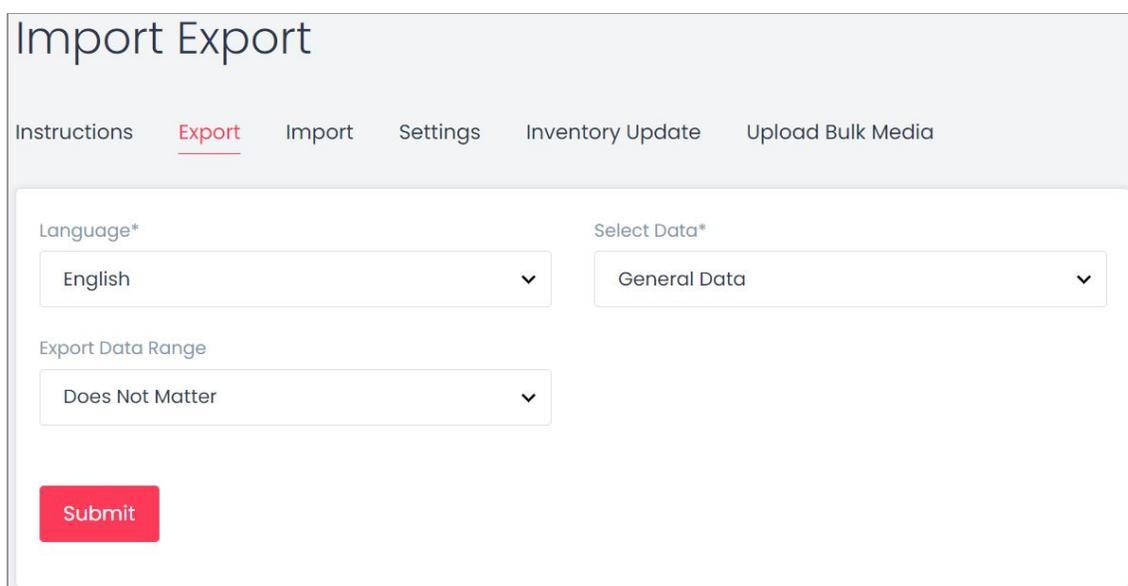
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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

2. The seller 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](#)
  - [Volume Discount](#)
  - [Buy Together](#)
  - [Related Products](#)

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



The screenshot shows a web interface titled "Import Export" with a navigation bar containing "Instructions", "Export" (highlighted in red), "Import", "Settings", "Inventory Update", and "Upload Bulk Media". Below the navigation bar is a form with three dropdown menus: "Language\*" with "English" selected, "Select Data\*" with "General Data" selected, and "Export Data Range" with "Does Not Matter" selected. A red "Submit" button is located at the bottom left of the form area.

**Fig. 2.2.1: Export General Data**

- **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](#)

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Inventory General**' 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 seller can download the latest **My Products and Marketplace Products** CSV files from the Export tab.
- **Selling Price:** Enter the selling price of respective inventory.
- **Cost Price:** Enter the cost price of the respective inventory.
- **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.
- **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.

**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'.

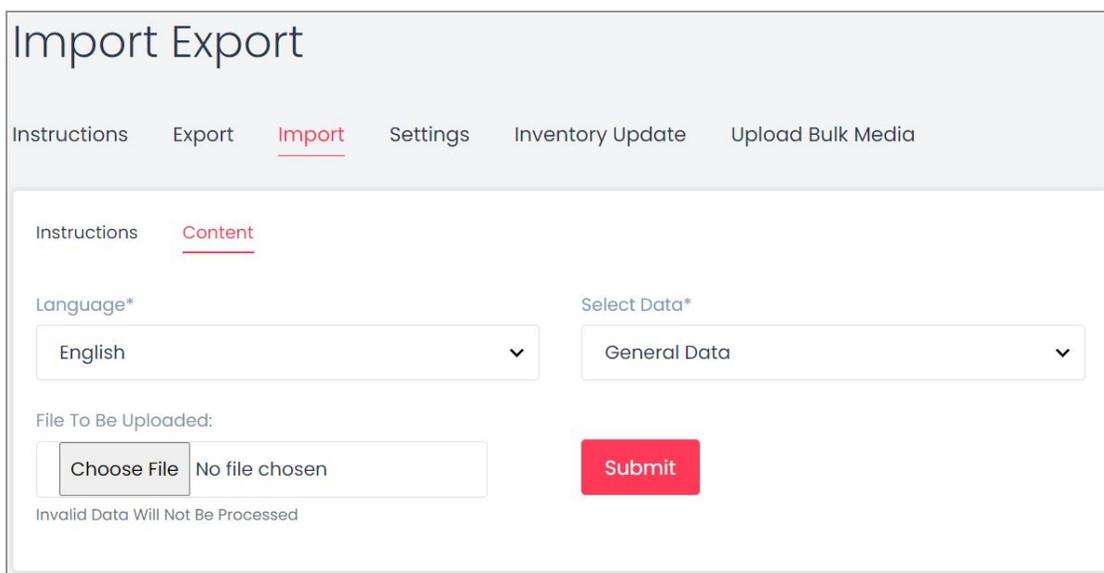
- **Maintain Stock Levels\*:** Enter 'YES' to enable the feature of maintaining stock levels for the inventory and 'NO' otherwise.
- **Track Product Inventory\*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
- **Threshold Stock Level\*:** Enter a number which will be marked as the threshold level for the stock remaining for this inventory. When the remaining stock reaches this threshold number, the ⓘ mark will be displayed as an alert besides the quantity number on the Seller Inventory page.
- **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.
- **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.

**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'.

- **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 fulfillment methods -
    - Shipped and Pickup
    - Pickup Only
    - Shipped Only
  - **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.
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**' page includes two tabs as shown in figure 2.2.2 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 Inventory General**' content CSV file.



The screenshot shows the 'Import Export' interface. At the top, there are tabs: 'Instructions', 'Export', 'Import' (highlighted), 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are sub-tabs: 'Instructions' and 'Content' (highlighted). The 'Content' sub-tab contains two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'General Data' selected. Below these is a file upload section labeled 'File To Be Uploaded:' with a 'Choose File' button and the text 'No file chosen'. To the right of this is a red 'Submit' button. At the bottom of the form, there is a warning message: 'Invalid Data Will Not Be Processed'.

**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. 2.2.2: Import General Data**

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

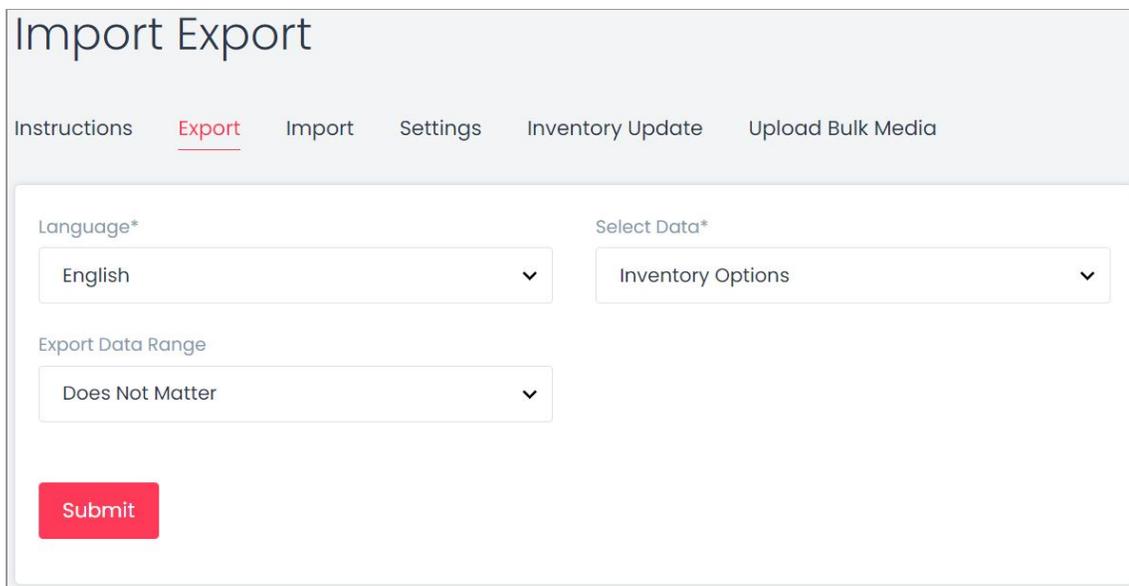
5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed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

## b. Import Seller Inventory Options

The seller's inventories can be linked with options and option values through this Product Options file. To import list of seller Inventory Options, please follow the steps provided below:

1. Go to the **Export** tab and click on the **'Seller Inventories'** button..
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **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](#)

**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. 2.2.3: Export Inventory Options**

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

3. Enter new seller product options 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 seller inventory whose option and option values are to be added. To avoid errors, the seller can download the **Seller Inventory General** CSV file.
- **Option Identifier\*:** Enter the unique identifier of the option to be linked with the inventory. Please note that the identifiers are case sensitive. To

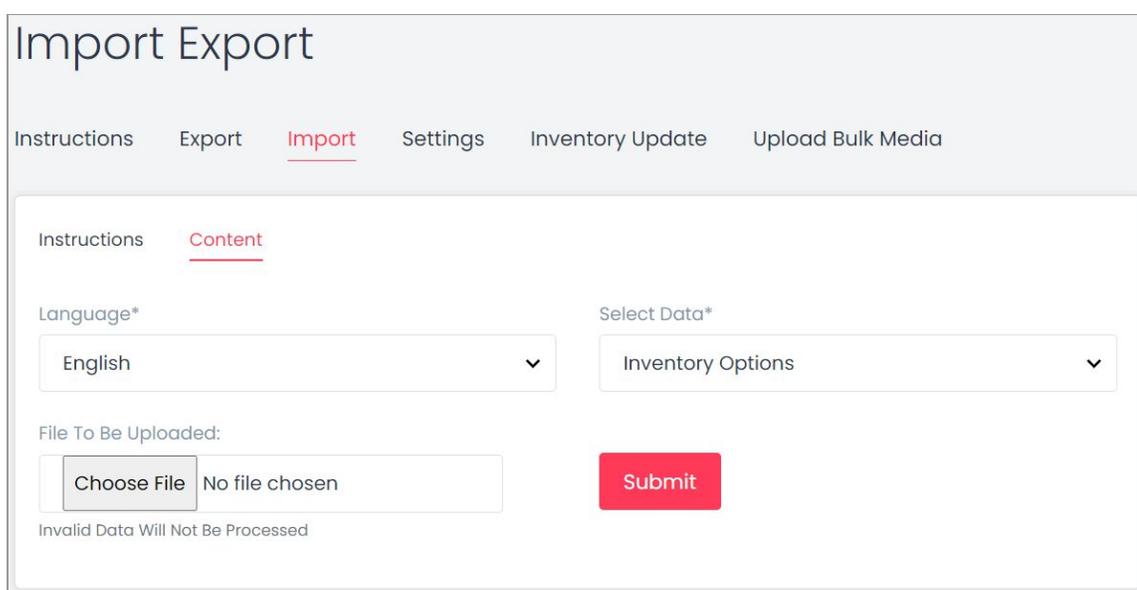
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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

avoid any errors, the seller 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 seller 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'** page includes two tabs as shown in figure 2.2.4 below.



**Fig. 2.2.4: Import Inventory Options**

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 **'Seller Inventory Options'** content CSV 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'.

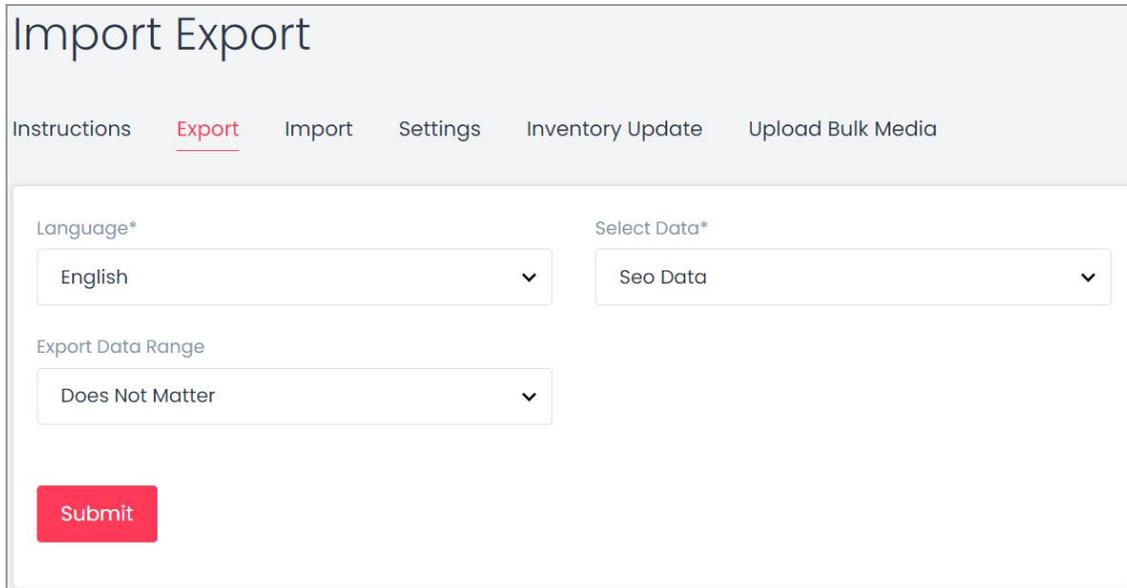
Asterisk (\*) next to a form control's label indicates it as 'required'.

the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

### 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.
2. The seller 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](#)
    - [By Batches](#)



The screenshot shows a web interface titled "Import Export" with a navigation bar containing "Instructions", "Export" (highlighted in red), "Import", "Settings", "Inventory Update", and "Upload Bulk Media". Below the navigation bar, there are three dropdown menus: "Language\*" with "English" selected, "Select Data\*" with "Seo Data" selected, and "Export Data Range" with "Does Not Matter" selected. A red "Submit" button is located at the bottom left of the form area.

**Fig. 2.2.5: Export SEO Data**

**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 seller 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 seller can download the latest **Seller Product content** CSV file from the Export tab.
  - **Meta Title\*:** Enter the name/title of the product.
  - **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'** page includes two tabs.

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.

**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 screenshot shows a web interface titled 'Import Export'. At the top, there are navigation tabs: 'Instructions', 'Export', 'Import' (which is underlined and highlighted in red), 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are sub-tabs: 'Instructions' and 'Content' (which is underlined and highlighted in red). The main content area contains two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Seo Data' selected. Below these is a file upload section with a 'Choose File' button, a text box containing 'No file chosen', and a red 'Submit' button. At the bottom of the form, there is a warning message: 'Invalid Data Will Not Be Processed'.

**Fig. 2.2.6: Import SEO Data**

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 seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

#### d. Import Special Price

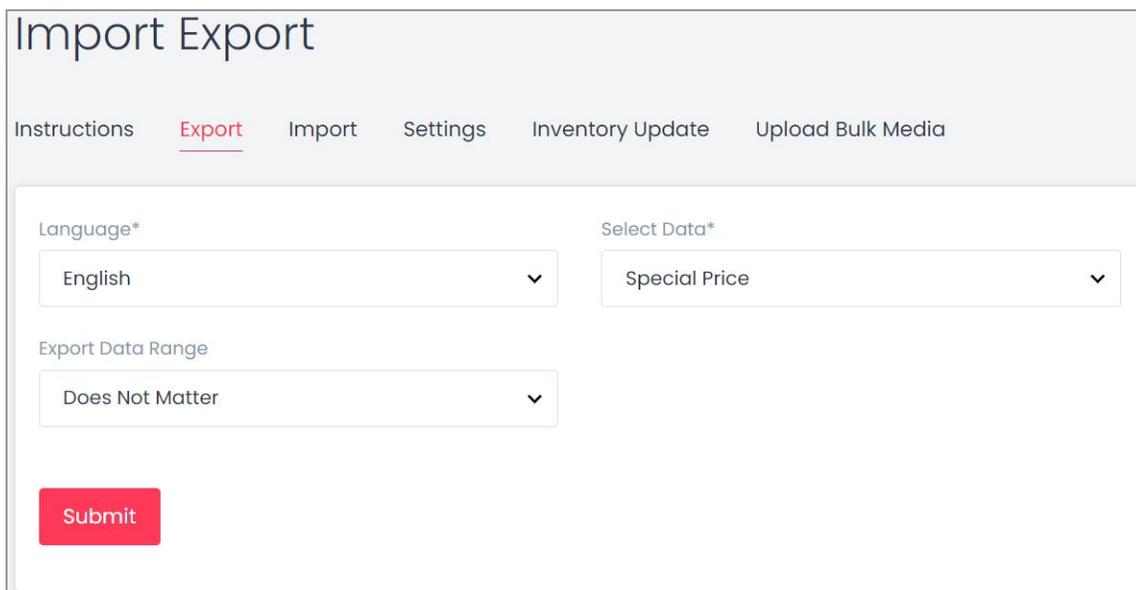
To import list of Special Price, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing special price list, proceed with the '**Special Price**' option.

**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 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](#)



The screenshot shows a web interface titled "Import Export". At the top, there are navigation tabs: "Instructions", "Export" (which is highlighted in red), "Import", "Settings", "Inventory Update", and "Upload Bulk Media". Below the tabs, there are three dropdown menus. The first is labeled "Language\*" and has "English" selected. The second is labeled "Select Data\*" and has "Special Price" selected. The third is labeled "Export Data Range" and has "Does Not Matter" selected. At the bottom left of the form area, there is a red button labeled "Submit".

**Fig. 2.2.7: Export Special Price list**

After selecting the options, the seller 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.

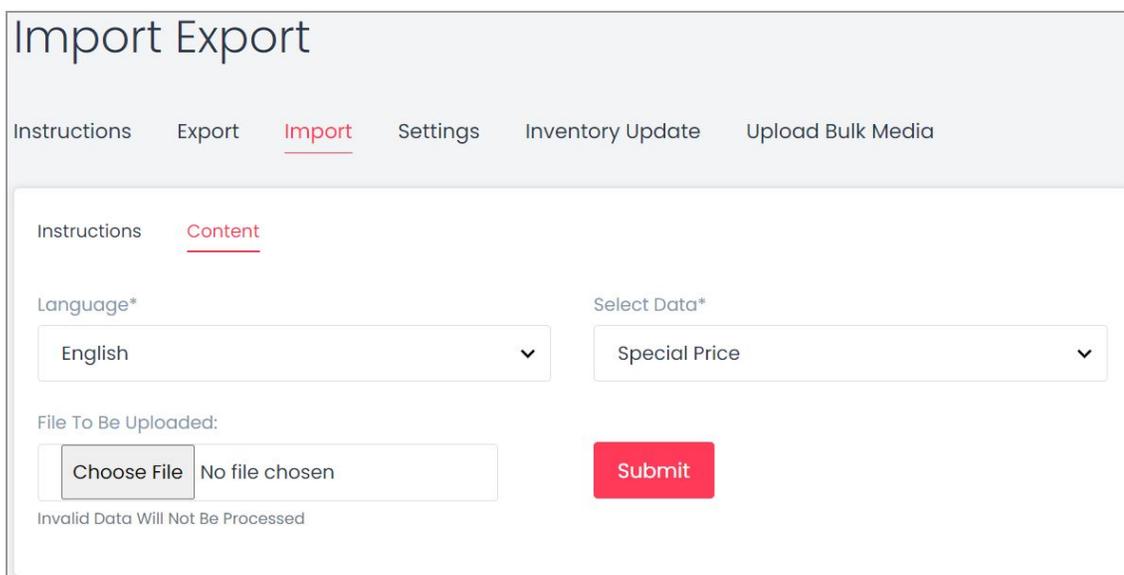
**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

**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'.

- **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 seller 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'** page includes two tabs.

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.



The screenshot shows the 'Import Export' interface. At the top, there are navigation tabs: 'Instructions', 'Export', 'Import' (highlighted), 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are sub-tabs: 'Instructions' and 'Content' (highlighted). The main form area contains two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Special Price' selected. Below these is a file upload section labeled 'File To Be Uploaded:' with a 'Choose File' button and the text 'No file chosen'. To the right of this is a red 'Submit' button. At the bottom of the form, there is a warning message: 'Invalid Data Will Not Be Processed'.

**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. 2.2.8: Import Special Price**

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 seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

#### 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 **'My Products'** button.
2. The seller 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**
    - [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'.

**Fig. 2.2.9: Export Volume Discount list**

After selecting the options, the seller 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:

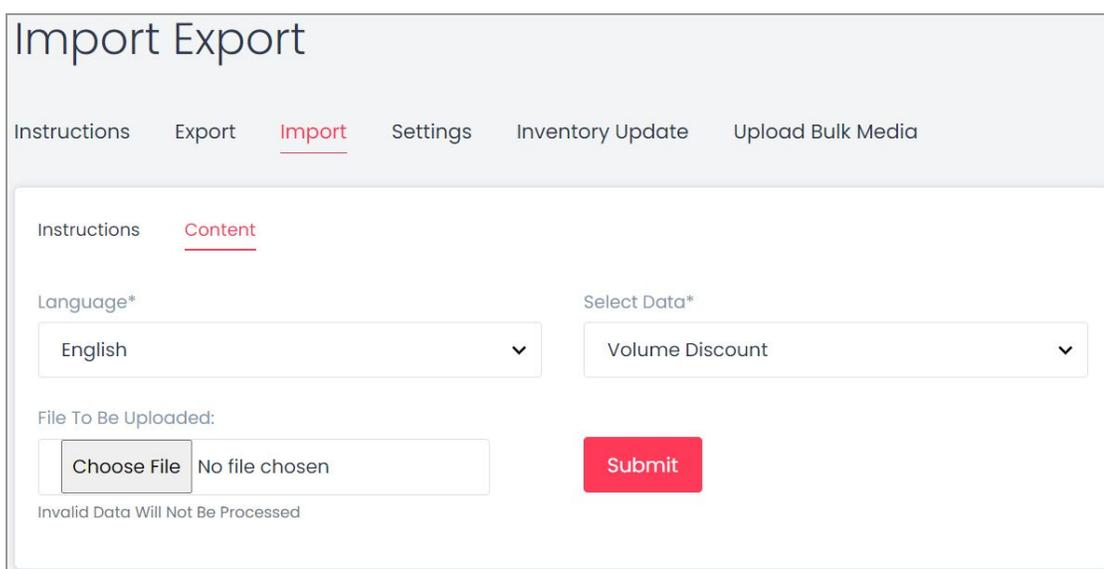
- **Seller Product ID\*:** Enter the unique id of the seller product for which the volume discount is being added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

**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'.

- **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'**.

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. 2.2.10: Import Volume Discount**

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

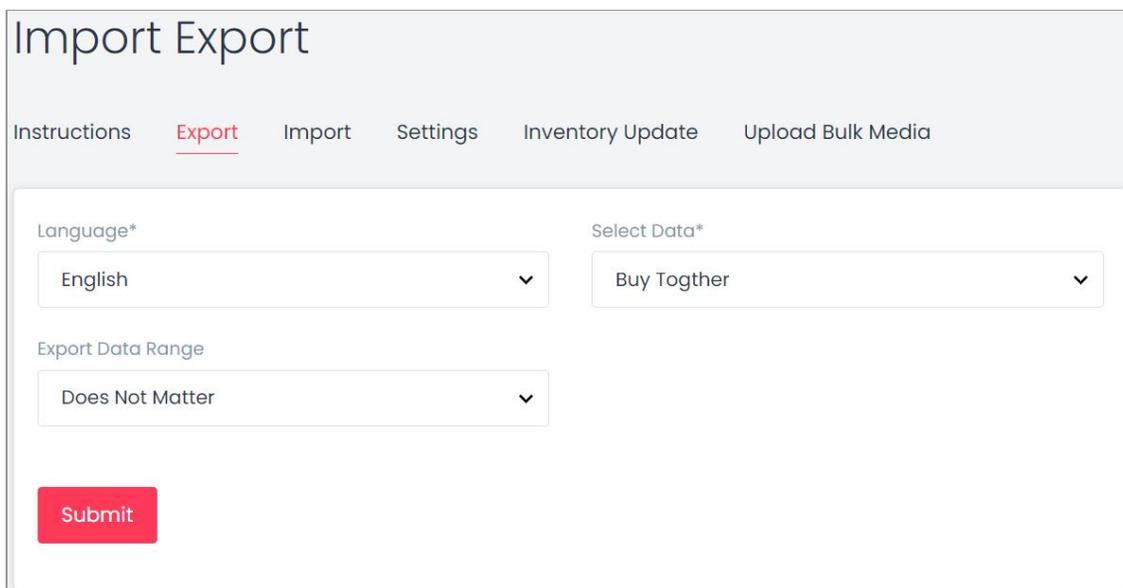
5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed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

**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 'My Products' button.
2. The seller 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](#)



The screenshot shows a web interface titled "Import Export" with a navigation bar containing "Instructions", "Export" (highlighted in red), "Import", "Settings", "Inventory Update", and "Upload Bulk Media". Below the navigation bar, there are three dropdown menus: "Language\*" with "English" selected, "Select Data\*" with "Buy Together" selected, and "Export Data Range" with "Does Not Matter" selected. A red "Submit" button is located at the bottom left of the form area.

**Fig. 2.2.11: Export Buy Together 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'.

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

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

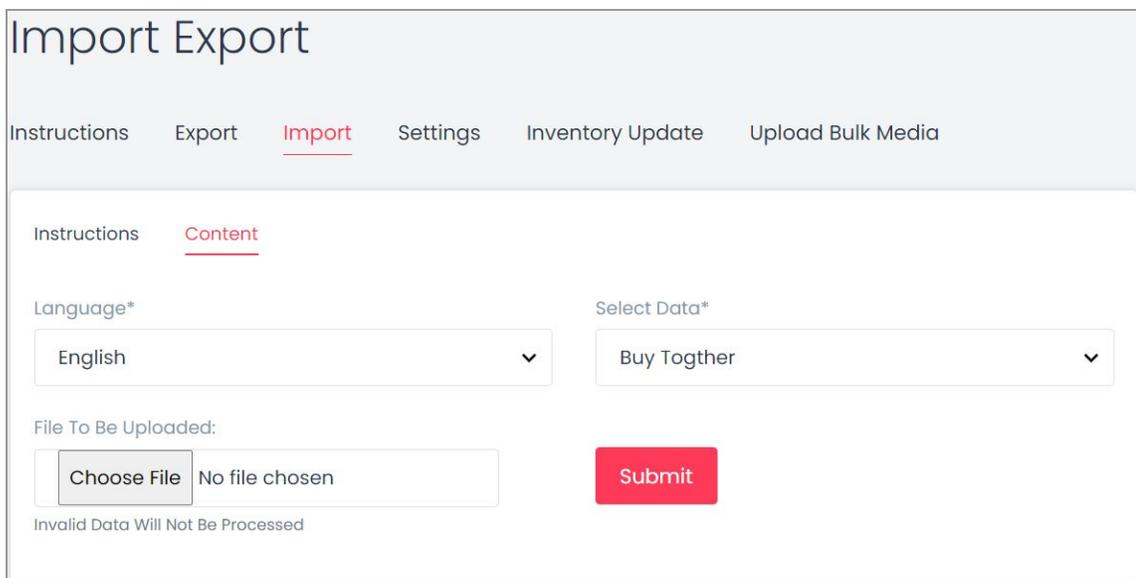
**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the buy-together offer is being added. Please note that the product ids are unique. To avoid any errors, the seller 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 seller 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**' page includes two tabs.

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. 2.2.12: Import Buy Together list**

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 seller must remove all the errors and then upload the file. The **‘Data Imported/Updated Successfully’** message will be displayed when the file is uploaded within the system.

### g. Import Related Products

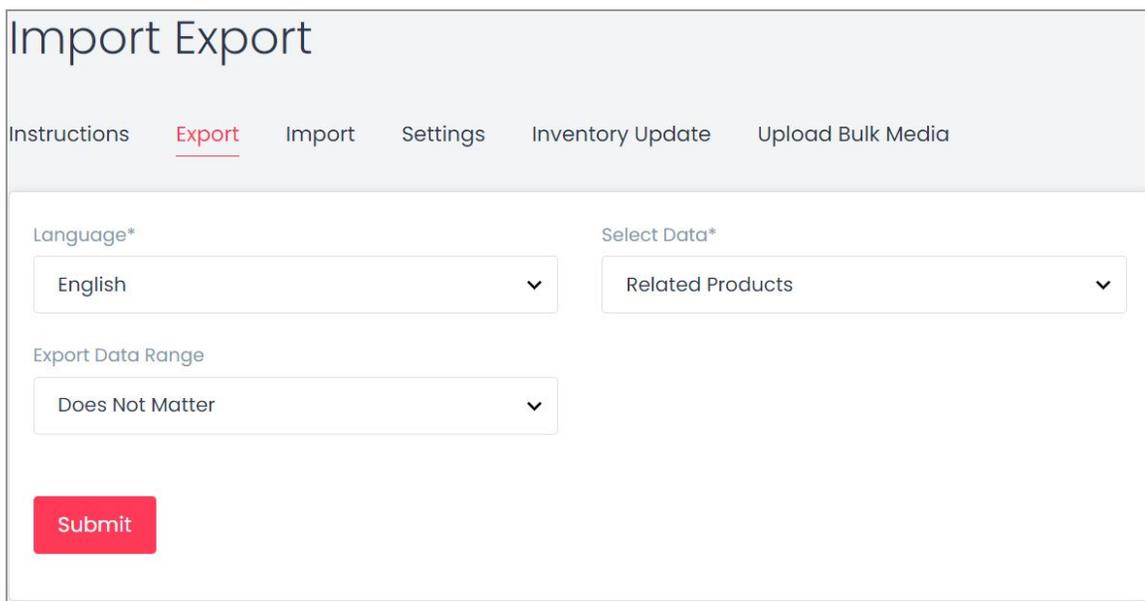
To import list of Related Products, please follow the steps provided below:

1. Go to the **Export** tab and click on the **‘My Products’** button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing related-products list, proceed with the **‘Related Products’** option.

**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 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](#)



The screenshot shows a web interface titled "Import Export" with a navigation bar containing "Instructions", "Export" (highlighted), "Import", "Settings", "Inventory Update", and "Upload Bulk Media". Below the navigation bar is a form with three dropdown menus: "Language\*" with "English" selected, "Select Data\*" with "Related Products" selected, and "Export Data Range" with "Does Not Matter" selected. A red "Submit" button is located at the bottom left of the form area.

**Fig. 2.2.13: Export Related Products list**

After selecting the options, the seller 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.

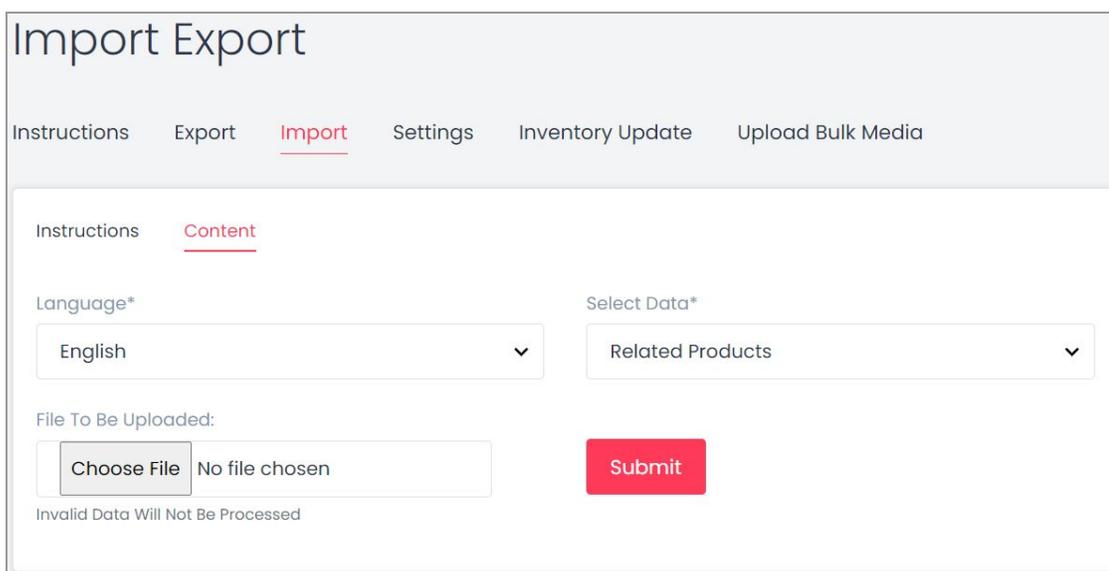
**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

**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 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 unique. To avoid any errors, the seller 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 seller 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 **'My Products'**. The **'Import'** includes two tabs.

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.



The screenshot shows the 'Import Export' interface. At the top, there are navigation tabs: 'Instructions', 'Export', 'Import' (highlighted in red), 'Settings', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are sub-tabs: 'Instructions' and 'Content' (highlighted in red). The 'Content' sub-tab contains two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Related Products' selected. Below these is a section for file upload with a 'Choose File' button and the text 'No file chosen'. To the right of this is a red 'Submit' button. At the bottom of the form, there is a note: 'Invalid Data Will Not Be Processed'.

**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. 2.2.14: Import Related Products list**

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 seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

### **3. Settings**

The columns provided for entries within the import-export CSV files are standard. The seller 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 seller 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.

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

## Import Export

[Instructions](#)
[Export](#)
[Import](#)
[Settings](#)
[Inventory Update](#)
[Upload Bulk Media](#)

<input type="checkbox"/> Use Brand Id Instead Of Brand Identifier Use Brand Id Instead Of Brand Identifier In Worksheets	<input type="checkbox"/> Use Category Id Instead Of Category Identifier Use Category Id Instead Of Category Identifier In Worksheets
<input type="checkbox"/> Use Catalog Product Id Instead Of Catalog Product Identifier Use Catalog Product Id Instead Of Catalog Product Identifier In Worksheets	<input type="checkbox"/> Use Option Id Instead Of Option Identifier Use Option Id Instead Of Option Identifier In Worksheets
<input type="checkbox"/> Use Option Value Id Instead Of Option Identifier Use Option Value Id Instead Of Option Value Identifier In Worksheets	<input type="checkbox"/> Use Tag Id Instead Of Tag Identifier Use Tag Id Instead Of Tag Identifier In Worksheets
<input type="checkbox"/> Use Tax Id Instead Of Tax Identifier Use tax category ID instead of Tax Identifier in worksheets	<input type="checkbox"/> Use Product Type Id Instead Of Product Type Identifier Use Product Type ID Instead Of Product Type Identifier In Worksheets
<input type="checkbox"/> Use Weight Unit Id Instead Of Weight Unit Identifier Use weight unit ID instead of weight unit identifier in worksheets	<input type="checkbox"/> Use Lang Id Instead Of Lang Code Use Language Id Instead Of Language Code In Worksheets
<input type="checkbox"/> Use Currency Id Instead Of Currency Code Use Currency Id Instead Of Currency Code In Worksheets	<input type="checkbox"/> Use Product Condition Id Instead Of Condition Identifier Use Product Condition Id Instead Of Condition Identifier In Worksheets
<input type="checkbox"/> Use Percent Or Flat Condition Id Instead Of Identifier Use Present Or Flat Condition Id Instead Of Identifier In Worksheets	<input type="checkbox"/> Use Country Id Instead Of Country Code Use Country Id Instead Of Country Code In Worksheets
<input type="checkbox"/> Use State Id Instead Of State Identifier Use State Id Instead Of State Identifier In Worksheets	<input type="checkbox"/> Use Policy Point Id Instead Of Policy Point Identifier Use Policy Point Id Instead Of Policy Point Identifier In Worksheets
<input type="checkbox"/> Use Policy Point Type Id Instead Of Policy Point Type Identifier Use Policy Point Type Id Instead Of Policy Point Type Identifier In Worksheets	<input type="checkbox"/> Use Shipping Profile Id Instead Of Shipping Profile Identifier Use Shipping Profile Id Instead Of Shipping Profile Identifier In Worksheets
<input type="checkbox"/> Use Shipping Package Id Instead Of Shipping Package Identifier Use Shipping Package Id Instead Of Shipping Package Identifier In Worksheets	<input type="checkbox"/> Use 1 For Yes 0 For No Use 1 For Yes 0 For No For Status Type Data

[Submit](#)

**Fig. 3.1: Import/Export Settings**

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## 4. Inventory Update

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

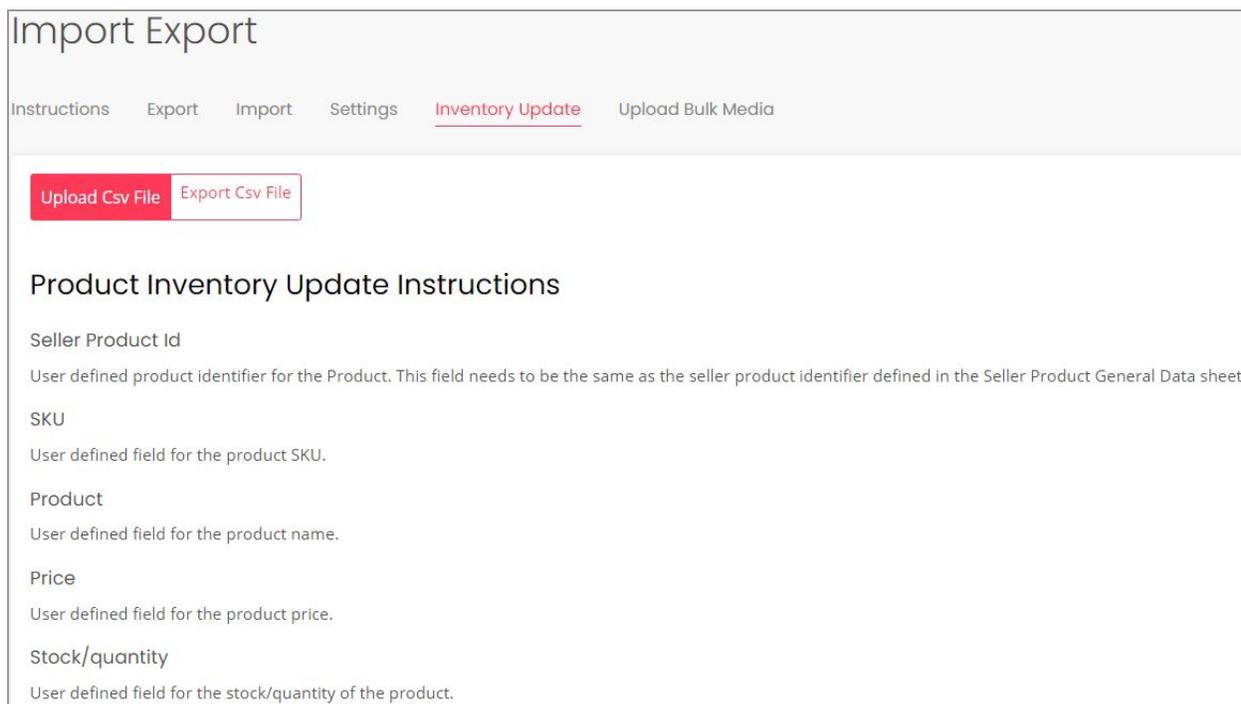


Fig. 4.1: Inventory Update

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

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

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- **Selling Price\***
- **Stock/Quantity\***

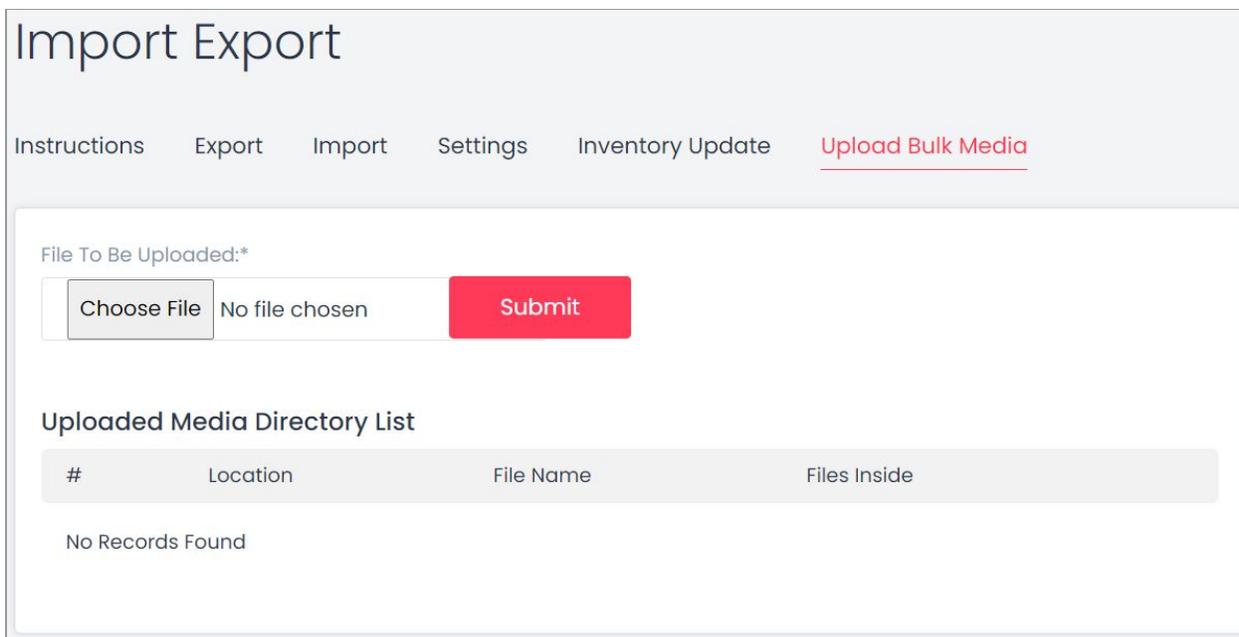
Please note that changes made in any of the below mentioned columns of this sheet will not be reflected on the dashboard-

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

## 5. Upload Bulk Media

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

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**Fig. 5.1: Upload Bulk Media tab**

The seller can upload the folder by clicking on the 'Choose File' button. To save the file, the seller must click on the 'Submit' button. All the uploaded files will be displayed in the 'Uploaded Media Directory List' provided below. Two action buttons will be provided to the right of each file which are:

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

When any file is uploaded on the server through this method, a CSV file will be downloaded automatically which will include the 'File Path' and 'File Name' of all the images/media. These two entries will be used when importing media for Product Catalogs. Please note that the order in which

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

**NB:** If an error related to the file size occurs please contact the admin.

**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'.