

## Product Import Guide

The following is a breakdown of all the available worksheets in the product import spreadsheet as well as an explanation of each column within the individual worksheets. **Required items are in bold.**

### Core Data

The core data worksheet specifies the generic product information.

- **PartNo** – The product part number
- **Name** – The product name; identifies the product in the admin and front end
- **Price** – The product base price
- **Type** – Product type; must be less than 30 characters; No spaces are allowed. (i.e. Product)  
**Note:** Product Types must be created in admin prior to running the import (Commerce Manager > Manage Product Types).
- Description – Product description
- Brand – Product line or brand
- UPC – Product UPC
- Title – SEO title for a product
- Keywords – SEO keywords for a product
- Active – Yes / No. Sets whether a product is active and displayed on the front end.
- Weight – Decimal value in pounds. When using automatic shipping rates, value must be greater than 0.
- Width – Numeric value in feet; decimal values allowed; no special characters
- Height – Numeric value in feet; decimal values allowed; no special characters
- Length – Numeric value in feet; decimal values allowed; no special characters
- Size – Defines a custom size to replace the standard width, height and length mentioned above.
- PriceMode – value used to specify what type of price break is assigned to a product
  - Default Price – used when a product is not going to have a price break assigned to it.
  - By Group – used when a product will be assigned to a “by group” price break.
  - By Quantity – used when a product will be assigned to a “by quantity” price break.
  - By Group and Quantity – used when a product will be assigned to a “by group by quantity” price break.
- ExternalID – This is a spare field sometimes used by custom scripts
- ProductPageID – allows you to specify a custom product page per product; value must be the ID number for the page created in Content Manager; leave blank if product should use default product page.

### Group Config

The group config worksheet is used to configure the public group viewing permissions per product.

- **PartNo** – The product part number

- **Group** – Comma-separated list of public groups (e.g. Default, Retail, Wholesale, etc) for groups that share the same business rules. Groups that don't share the same business rules must be listed on a separate row.
- **Shop** – The name of the shop configured in commerce manager
- **DisplayPrice** – Yes/ No; Determines whether the price is displayed for a product on the front end
- **Taxable** – Yes/No; Determines whether a product is taxable
- **Purchasable** – Yes/No; Determines whether a product is purchasable
- **AllowUpload** – Yes/No; Configure product to ask for file upload after checkout; different from attribute upload
- **AlterQty** – Yes/No; Allows the product quantity value to be changed on cart page
- **MinQty** – Sets the required minimum quantity for a product; “0” equals no minimum requirement
- **MaxQty** – Sets the required maximum quantity for a product; “0” equals no maximum requirement
- **IncQty** – Sets the required increment quantity for a product; “0” equals no increment requirement
- **EnforceReqBy** – SKU/PartNo; indicates if the order requirements (MinQty, MaxQty, IncQty) should be enforced by SKU or PartNo.
- **CasePack** – Indicates the number of units in a case
- **InStockMSG** – In stock message displayed on the product page (if tracking inventory)
- **OutOfStockMSG** – Out of stock message displayed on the product page (if tracking inventory)

## Media

The media worksheet is used to assign product images.

- **PartNo** – The product part number
- **Shop** – The name of the shop configured in commerce manager
- **OneSizeAll** – Image filename that will be used for the main, thumb, cart, and large images.
- **Main** – Image filename that will be used for the main image on the product page.
- **Thumb** – Image filename that will be used for the thumb image on the category and search result pages.
- **Large** – Image filename that will be used for the large image on the product page.
- **Cart** – Image filename that will be used for the cart image on the cart page.

**Note:** If the OneSizeAll column contains a value, then the Main/Thumb/Large/Cart values can be left blank. The image listed for the OneSizeAll value will automatically be resized to match the image definitions configured for the Main/Thumb/Large/Cart images.

## Properties

Properties must be created in the admin prior to product import.

- **PartNo** – The product part number

- List each property as the column header with its value in the corresponding cell below.

## Connections

The connections worksheet is used to connect products to categories as well as to related products.

- **PartNo** – The product part number
- **Categories** – Comma-separated list of category IDs
- **Products** – Comma-separated list of part numbers of the related products

## HTML

The HTML worksheet allows you to assign HTML-rich content to a product that will display on the product page (e.g. bulleted lists, videos, additional images, etc.).

- **PartNo** – The product part number
- **Name** – Specifies the name for the block of Rich HTML.
- **HTML** – Actual HTML source code of the Rich HTML. The HTML field can be left blank.

**Note 1:** If you wish to assign multiple blocks of Rich HTML to the same product, use multiple rows (one row per block of Rich HTML). A unique name must be specified for each block of Rich HTML.

### Example:

PartNo	Name	HTML
abc123	Additional Info	<p>This is html text</p>
abc123	Special Shipping Info	<p>This is shipping info text</p>

**Note 2:** If you wish to share a block of HTML across multiple products, populate the “Name” and “HTML” fields for the first product that will be sharing block of HTML. For the rest of the products that will be sharing the block of HTML, populate the “Name” field with the same value that was used for the first product.

### Example:

PartNo	Name	HTML
abc123	Additional Info	<p>This is html text</p>
xyz456	Additional Info	

After the import has been run, part numbers abc123 and xyz456 will share the HTML block “Additional Info.”

## Attributes

Attributes are options that can be selected by the customer on the product page, such as color and size. The attribute worksheet allows you to assign attributes to products.

- **PartNo** – The product part number
- **Shop** – The name of the shop configured in commerce manager
- xxx – List each attribute as the column header (e.g. Size) with its item(s) in the corresponding cell below (e.g. XL, 2XL).

**Note 1:** If you are importing attribute markups (a product-attribute combination that should incur an additional charge), then an additional column is needed.

- xxx-MARKUP – List the attribute followed by “-MARKUP” as the column header (e.g. Size-MARKUP) with the markup amounts in the corresponding cell below (e.g. 0, 2).

**Example:**

PartNo	Shop	Size	Size-MARKUP
abc123	MyShopName	XL, 2XL	0, 2

**Note 2:** If you are importing attribute images (a product image that swaps with the main product image if the custom selects an attribute item on the product page), at least 3 additional columns are needed:

- xxx-attrMAIN – Used for the main attribute image on the product page (e.g. Color-attrMAIN).
- xxx-attrLARGE – Used for the large attribute image on the product page. (e.g. Color-attrLARGE).
- xxx-attrCART – Used for the cart attribute image on the cart page. (e.g. Color-attrCART).

**Example:**

PartNo	Shop	Color	Color-attrMain	Color-attrLarge	Color-attrCart
Abc123	MyShopName	Blue, Green, Red	Blue-shirt.jpg, green-shirt.jpg, red-shirt.jpg	Blue-shirt.jpg, green-shirt.jpg, red-shirt.jpg	Blue-shirt.jpg, green-shirt.jpg, red-shirt.jpg

If the same image is going to be used for each of the attribute image definitions, then you can use the “OneSizeAll” column instead of the 3 additional columns mentioned above.

**Example:**

PartNo	Shop	Color	Color-OneSizeAll
abc123	MyShopName	Blue, Green, Red	Blue-shirt.jpg, green-shirt.jpg, red-shirt.jpg

If a product is assigned to 3 “Color” attribute items (e.g. Blue, Green, Red) that already have attribute images assigned to them and you wish to update the images for only 2 of these “Color” attribute items (e.g. Blue, Red), then the attribute image values would be populated as follows:

**Example:**

PartNo	Shop	Color	Color-attrMain	Color-attrLarge	Color-attrCart
abc123	MyShopName	Blue, Green, Red	blue.jpg, 0, red.jpg	blue.jpg, 0, red.jpg	blue.jpg, 0, red.jpg

## Inventory

The inventory worksheet allows you to assign a SKU to specific attribute combinations. Every attribute combination must be listed on its own row.

- **PartNo** – The product part number
- **SKU** – The product SKU
- **Shop** – The name of the shop configured in commerce manager
- **UPC** – The SKU-specific UPC
- **Active** – Yes/No; Specifies whether the product SKU item is active or not.
- **HasUpload** – Yes/No; Configure SKU to prompt for file upload after checkout.
- **InStockMsg** – the custom in stock message for the SKU
- **OutOfStockMsg** – the custom out of stock message for the SKU
- **xxx** – List each attribute as the column header with one attribute item value in the corresponding cell below. No comma-separated values allowed.

**Example:**

PartNo	SKU	Shop	UPC	Active	HasUpload	InStockMsg	OutOfStockMsg	Size	Color
abc123	abc123-xl-blue	MyShopName	012345	Yes	No	Available now	Product will be in stock in January	XL	blue
abc123	abc123-2xl-blue	MyShopName	67890	Yes	No	Available now	Product will be in stock in January	2XL	blue

## Stock

The stock worksheet allows you to configure inventory information for each SKU.

- **SKU** – The product SKU you will be updating stock for (which must first be defined on the Inventory worksheet)
- **Location** – The name of the location in which the SKU is located. Locations are used if products are shipped from multiple warehouses. Locations must be created in the admin prior to running the import.
- **Quantity** – Quantity on hand
- **AllowBackOrder** – Yes/No; specifies whether an item can be backordered.
- **Shop** – The name of the shop configured in commerce manager

## Pricing

The pricing worksheet allows you to assign price breaks to products.

- **PartNo** – Product part number
- **BreakType** – Indicates the price break type
  - By Group – Price break based on group;
  - By Quantity – Price break based on quantity;
  - By Group and Quantity – Price break based on group and quantity
- **Name** – Price break name that is displayed in admin
- **Group** – The public group that is eligible for the price break. If you wish to assign multiple groups to the same price break for the same product, use multiple rows (one row per group). If the same price break will be applied to all public groups, the value of “All” can be used. A value is required if the BreakType is “By Group” or “By Group and Quantity”.
- **Quantity Break X** – Numeric value; specify the quantity required to qualify for a price break. A value is required if the BreakType is “By Quantity” or “By Group and Quantity”.
- **Price Break X** – Specify the amount of the price break.
- **Percent X** – True / False; specify whether the price break is a percentage

**Note:** If you wish to share a Price Break across multiple products, populate the BreakType, Name, Group, Quantity Break X, Price Break X, and Percent Break X fields for the first product that will be sharing the Price Break. For the rest of the products, the BreakType, Name & Group fields are the **only** fields that need to be populated. The BreakType, Name & Group fields **must contain the exact same values** that were used when the Price Break was originally created on the spreadsheet.

*If you are doing an import and want to connect a product to an existing Price Break, the BreakType, Name & Group fields are the **only** fields that need to be populated. The BreakType, Name & Group fields **must contain the exact same values** that were used when the Price Break was originally created and can be viewed in the Admin for verification.*

**Example:**

PartNo	BreakType	Name	Group	Quantity Break 1	Price Break 1	Percent 1
abc123	By group and quantity	Wholesale Premier Discount	Wholesale	10	15	False
xyz456	By group and quantity	Wholesale Premier Discount	Wholesale			

After the import is run, part numbers abc123 and xyz456 will be assigned to and share the “Wholesale Premier Discount” price break.

## Google Shopping Feed

The Google Shopping Feed worksheet allows you to specify the data for your products that will be sent to Google in order for your products to be listed in Google Shopping.

- **PartNo** – Product part number
- **GoogleProductCategory** – required field; used to specify the category the product should fall into when it is listed on Google; value must be taken from Google’s product taxonomy found here: <http://support.google.com/merchants/bin/answer.py?hl=en&answer=160081>.
- **OnlineOnly** – refers to whether an item is available for purchase only online and not in your physical store; accepted values are “y” or “n” (**Note:** “y” should be used if the item is not available in your store to purchase); only required if you’ve submitted your store locations to Google and you have items that you sell online but not in your physical store(s).
- **Gender** – refers to the gender of the item; accepted values are “Male”, “Female” or “Unisex”; only required if the “GoogleProductCategory” value starts with “Apparel & Accessories” for a PartNo.
- **AgeGroup** – refers to the age group that the item is for; accepted values are “Adult” or “Kids”; only required if the “GoogleProductCategory” value starts with “Apparel & Accessories” for a PartNo.

**Example:**

PartNo	GoogleProductCategory	OnlineOnly	Gender	AgeGroup
abc123	Apparel & Accessories > Clothing > Shorts	y	Male	Kids