

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. If you need a template that has examples, run a product export on the site first. **Required items are in bold.**

Core Data

The core data worksheet specifies the product's basic 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
- Title – SEO title for a product
- SEO Description – SEO description for the product to be used instead of the product description
- 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.
- 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.
- UPC – Product UPC
- 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
- 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.
- Delete – Yes / No. Deletes the product via the import.

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
- **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)
- **CasePack** – Indicates the number of units in a case
- **EnforceReqBy** – SKU/PartNo; indicates if the order requirements (MinQty, MaxQty, IncQty) should be enforced by SKU or PartNo.
- **Remove** – Yes / No. Removes group configuration for group.

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
- **Main** – Image filename that will be used for the main image on the product page.
- **Thumb** – Image that will be used for the thumb image on the category and search result pages.
- **Cart** – Image that will be used for the cart image on the cart page.
- **Large** – Image that will be used for the large image on the product page.

Note: You can use either image names such as image123.jpg in this sheet or enter full URL paths to the image such as <https://www.speartek.com/image.jpg>. Images can be deleted via the import by adding Remove (exactly as shown) to the image cell and running the import.

Properties

Properties must be created in the Admin under the Product Type prior to product import.

- **PartNo** – The product part number
- List each property as the column header with its value in the corresponding cell below.
- You can enter CLEAR (exactly as shown) into any property cell for any product to clear out that property's value.

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
Note: Categories must be created in the admin prior to product import. You can get an export of all categories and their ID's by generating a report under the Useful Import Tools section.
- **RelatedProducts** – 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).
- You can enter DISCONNECT (exactly as shown) into any attribute cell to disconnect all modifiers for that attribute from the product.

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).
- xxx ONE TIME - List the attribute followed by “ONE TIME” as the column header (e.g. Size ONE TIME) with the markup type in the corresponding cell below (e.g. no,yes,partno).

Example:

PartNo	Shop	Size	Size-MARKUP	Size ONE TIME
abc123	MyShopName	XL, 2XL	0, 2	No,Yes

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).
- You can use either image names such as image123.jpg in this sheet or enter full URL paths to the image such as <https://www.speartek.com/image.jpg>

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
- **Active** – Yes/No; Specifies whether the product SKU item is active or not.
- **UPC** – The SKU-specific UPC
- **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
- **ExternalID** – Custom data field used for data integrations
- **Shop** – The name of the shop configured in commerce manager
- **xxx** – List each attribute as the column header with one attribute item value in the corresponding cell below. No comma-separated values allowed.
 - **Please note:** If you have attributes in this sheet that are not in the Attributes, they will get connected to the product.

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 a comma separated list of groups. 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: You can add Remove (exactly as shown) to the Price Break 1 cell for any price break, it deletes the price break for that product/group. Leave Quantity Break 1 and Percent 1 columns empty. This only applies to price breaks by group or by group and quantity. If you add Disconnect (exactly as shown) to the Price Break 1 cell for any price break, it disconnects the price break from the product entirely.

Google Shopping Feed

If you have a Google Shopping integration, 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.

- Color – if your product does not have the color attribute assigned to it and a color is required, you will need to specify its color here.

Example:

PartNo	GoogleProductCategory	OnlineOnly	Gender	AgeGroup	Color
abc123	Apparel & Accessories > Clothing > Shorts	y	Male	Kids	Red
xyz456	Home & Garden > Decor > Candles	n	Female	Adult	