

1. Preparation

Two files are required when doing a CSV upload:

- 1) a CSV file that records all of the product details
- 2) a ZIP file that contains all of the product images

If either one of these files is missing, it will result in an unsuccessful upload.

2. ZIP file

All product images should be formatted in either .png / .gif / .jpg and compressed into a zip file. An image can only be used once during each upload operation.

(An image cannot be shared by more than one item unless you are using duplication.)

3. CSV file – Field / Value Table

Below is a table that summarizes all the fields and field types in a CSV file.

Fields that are labelled with a 'red asterisk' are mandatory.

'Product Description' is the only field that is case sensitive.

Any incorrect inputs will result in an unsuccessful upload for that particular item.

However, all other items will not be affected.

Notes:

- 1) The item name has to be unique within your website, otherwise, the operation will be not work.
- 2) Try to avoid using symbols like .,() etc in the item name, only use letters and number, as the system will ignore any symbols in the item names.
- 3) Don't forget the title row.

Field	Value [Type]	Default Value
productCode	[Text]	/
quantity	[Positive Integer]	1
itemName *	[Text]	/
price *	[Positive Decimal]	/
unit	[Text]	/
ONO	Yes, No	No
onSale	Now, Soon, Sold, Contact	Soon
cash	Yes, No	No
paypal	Yes, No	No
cheque	Yes, No	No
bankTransfer	Yes, No	No
other	Yes, No	No
category *	[Text]	/
subCategory *	[Text]	/
shippingCost	[Positive Decimal]	/
shippingMethod	AUS Post, Courier, Pickup, Other	Other
mainImage	[Image Name]	/
image1	[Image Name]	/
image2	[Image Name]	/
image3	[Image Name]	/
image4	[Image Name]	/
image5	[Image Name]	/
image6	[Image Name]	/
description*	[Text]	/
featured	Yes, No	No

4. Upload

Select the desired 'CSV file' in the 'Products Information' field.

Select the desired 'ZIP file' in the 'Product Images' field.

Next click 'Import Products'. Your item upload process has now started.

5. Report

When the upload is completed, a brief summary will be visible at the top of the 'Specify Product' page - STEP 4.

The number of upload successes and failures will be reported.