

1. Preparation

Two files are required when doing a CSV upload:

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

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

2. ZIP file

All vehicle 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 labeled with a 'red asterisk' are mandatory.

'KMS', 'Colour', 'Reg. No', 'Description' and 'Feature List' are the fields that are 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
title *	[Text]	/
new/used	New, Used	New
type	Car, Motorcycle	Car
make	[Text]	Other
model	[Text]	Other
year	between 1988 and 2011	Current Year
kms	[Text]	0
door	0 - 5	0
seat	1 - 11	1
vehicleType	Sedan, Coupe, Hatch, Wagon, SUV, Convertible, Pickup, Bike, Commercial	Sedan
transmission	Manual, Automatic	Manual
colour	[Text]	/
regNo	[Text]	/
regExpiry	DD/MM/YYYY	/
price *	[Positive Decimal]	/
streetAddress	[Text]	/
state *	[Text]	/
suburb *	[Text]	/
postcode *	[Text]	/
negotiable	Yes, No	No
mainImage	[Image Name]	/
image1	[Image Name]	/
image2	[Image Name]	/
image3	[Image Name]	/
image4	[Image Name]	/
image5	[Image Name]	/
image6	[Image Name]	/
description	[Text]	/
featureList	[Text]	(separated with)
featured	Yes, No	No
published	Yes, No	Yes

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.