



GUIDE TO CREATING A PRODUCT CATALOGUE

For automatic product catalogue updates on the LeGuide.com group websites



Table of contents

According to your scenario, you will need to follow all or part of this document in order to be able to create a data file and send it to us:

Scenario 1: You want to change from the “manual mode” suggested on the LeGuide.com Shop Account Management Area to the “automatic mode” for the management and edition of your catalogue. You have an Excel version of your catalogue, downloadable from the “catalogue” section of your Shop Account Management Area and thus do not need to complete the first two stages detailed in this document.

Go directly to stage 3 and follow our step-by-step instructions on how to create your data file and send us your URL.

Scenario 2: You have chosen the “automatic mode” for the management of your catalogue and **you are** creating the data file for the first time, which you will need to send to us.

All you have to do is follow the next 4 stages step-by-step to be able to create your data file easily and send it to us.

The 4 stages which follow are easy to complete and the whole process takes less than 10 minutes. We will provide you with a template and all you have to do is input your offers.

Stage 1: Download our catalogue template.....	3
Stage 2: Fill in your catalogue	4
Stage 3: Save the catalogue in “.txt” format.....	5
Stage 4: Provide us with the URL to your catalogue	7

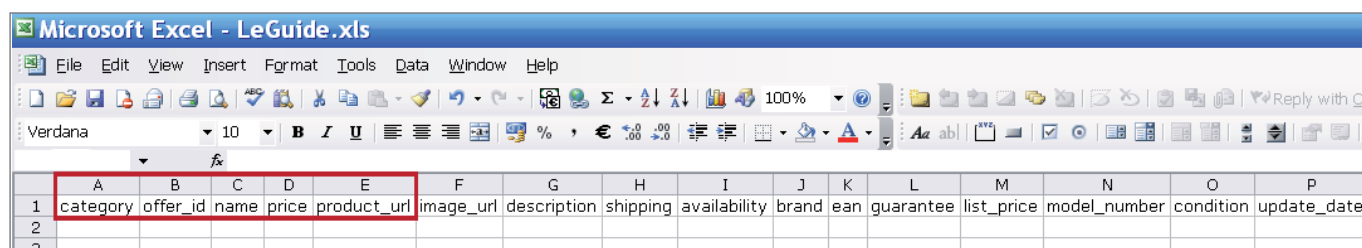


Stage 1: Download our catalogue template

First of all, [download](http://img.leguide.com/extranet/FR/ModeleLeGuide.xls) our catalogue template in Excel format from our website:
<http://img.leguide.com/extranet/FR/ModeleLeGuide.xls>

Open the catalogue template, which you just downloaded; it should be an Excel file, of which only the first line will contain data. On the first line you will find the **column headings**, under which you must supply the information for each of your offers: product category, product ID, title, price, description, product URL, etc.

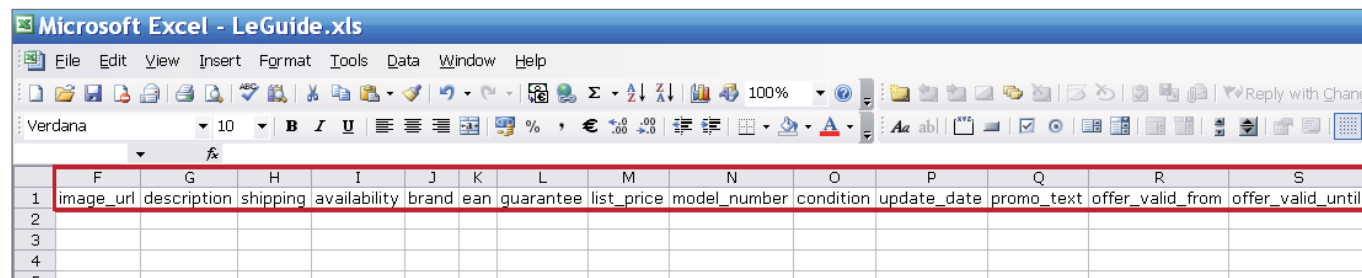
Columns A to E of the LeGuide.com catalogue template correspond to the mandatory fields, which you must fill in to have your products listed on our websites.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	category	offer_id	name	price	product_url	image_url	description	shipping	availability	brand	ean	guarantee	list_price	model_number	condition	update_date
2																
3																

Important: According to the country, some supplementary fields may be mandatory. Refer to the Frequently Asked Questions (FAQs) on the LeGuide.com Shop Account Management Area to find out which are required for your specific country.

Columns F to S correspond to optional fields which allow you to add more information about your offers, and thus list your products better on our websites. Take the time to fill in the information for these fields; it will make your catalogue easier to read.



	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	image_url	description	shipping	availability	brand	ean	guarantee	list_price	model_number	condition	update_date	promo_text	offer_valid_from	offer_valid_until
2														
3														
4														
5														

Stage 2: Fill in your catalogue


You can now fill in the template provided to create your own catalogue. You can only enter **one offer per line**.


The outline below allows you to see where and how the data is presented on our websites:

Microsoft Excel - LeGuide.xls

	A	B	C	D	E	F	G	H	I	J	K	L
1	category	offer_id	name	price	product_url	image_url	description	shipping	availability	brand	ean	guarantee
2	Digital car	24501	Alpha I	634	http://www	http://ww	Sony's Alph	9.70	0	Sony		2
3												

View of a catalogue containing data regarding offer n°24501 "Sony Alpha DSLR-A7000"



category	name	brand	image_url	price	shipping	
Digital Camera	Alpha DSLR-A700 Including Charger, Lithium battery	Sony		£ 634	£ 9.70	£ 643.70
Sony's Alpha DSLR-A700 digital reflex camera confirms the manufacturer's reputation as one of... Availability: IN STOCK						> See

Display of offer n°24501 "Sony Alpha DSLR-A7000"

Find out more: Find more detailed explanations of these fields in the Frequently Asked Questions (FAQs) in the LeGuide.com Shop Account Management Area.



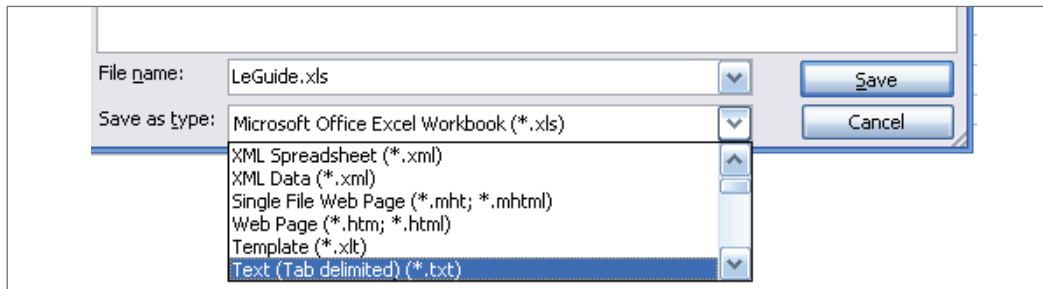
Stage 3: Save the file in “.txt” format

Now you will have to create a **catalogue export**, in a format which will allow us to read and reinsert data correctly.

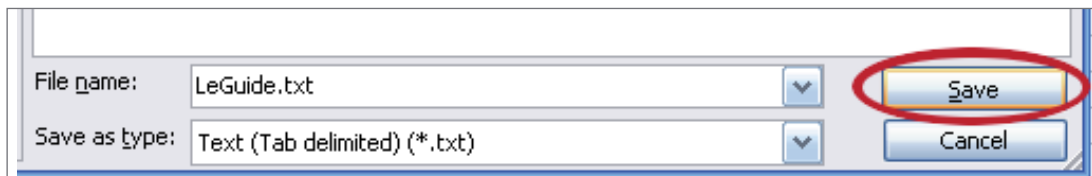
It's very easy!

From your Excel file:

1. **Click on:** File > Save as...
2. **Choose:** Save as type: Text (tab delimited)(*.txt)



3. **Choose a name for your file:** The name of your file must not contain dates, spaces, accents or symbols.
You could, for example, name your export file “pricesavvy” or just give it the name of your site.
Very important: Do not change the name of the file! Any changes to the file name will prevent us from recognising it at the time of the next automatic updates.
4. **Click on** “Save”

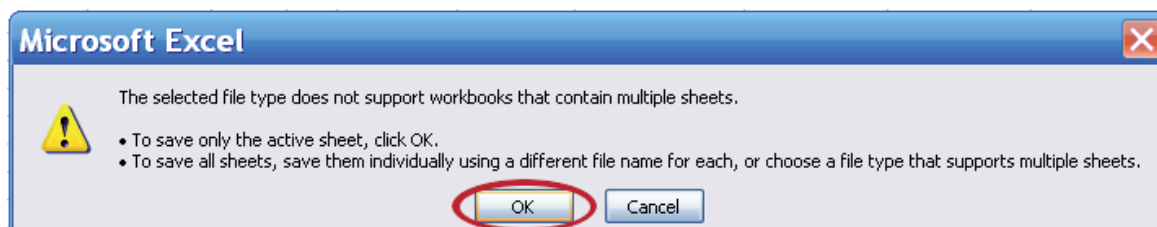




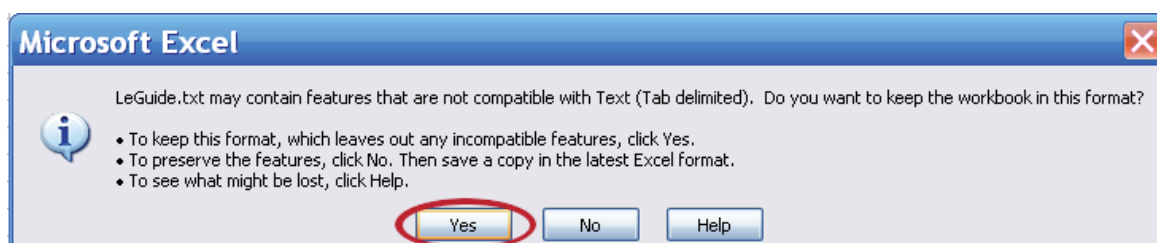
Stage 3: Save the file in “.txt” format

5. Click on “OK” and then “Yes”

Two successive dialog boxes will pop up on your screen: Click on “OK” for the first and “Yes” for the second.



Dialog box 1



Dialog box 2

The export file for your catalogue is created in .TXT format following this confirmation.

Information: Equally, you can create the export file for your catalogue in .CSV or .XML format. For more information on how to create an export file these formats, you can refer to the Frequently Asked Questions (FAQs) on the LeGuide.com Shop Account Management Area.



Stage 4: Provide us with the URL to your catalogue

All you have left to do is to **drop your file on your server**, and let us know where this file can be found on your website from now on (e.g.: <http://www.mysite.com/pricesavvy.txt>)
Put the URL in the “catalogue” section of your Shop Account Management Area and validate it; this will automatically forward the link to us.

> Product list url :

At the end of this stage, you have nothing left to do: your data file has been created and sent to us. Our product integration team will verify the format of your catalogue before validating it and putting it online on our websites.

According to each scenario, your offers will appear online in **48 to 72** hours.

Our web robot will then check your file every day daily thereafter and will automatically update the information on our website. You can update it on your side as many times as you wish.

You will find all the information regarding the state of your catalogue in the “catalogue” section of the Shop Account Management Area.

Information: If you are unable to place the export file on your own server, we can provide you with FTP access, which will allow you to place the file on one of our servers. However, if you choose this option, you will need to resubmit the file each time you modify it.

Modification of your catalogue

To update your catalogue (indicate price changes, add or delete an offer, etc.), all you have to do is:

1. **Modify your offers in your Excel catalogue,**
2. **Make an export file** for the whole of your modified catalogue (see Stage 3: Save the file in .txt format),
3. **Transfer the TXT export file onto your server.** You no longer need to send us your catalogue each time.

Important: In case you do change the format of your catalogue (added or deleted fields and so on) you absolutely must let us know as to ensure the proper display of your offers.

Information: Changes to your catalogue will be taken into account approximately every 24 hours.