|  |  |  |
| --- | --- | --- |
| Head | How to fill | Additional Info |
| ID | Generated automatically |  |
| Type | simple | Always add product as simple |
| SKU | Leave blank |  |
| Name | Name of product according to you. |  |
| Published | 0 is no  1 is yes | Should always be 1 |
| Is featured? | 0 is no  1 is yes | If 1, marks product as featured product and appears in recommendations for you on home page. |
| Visibility in catalog | visible  hidden | If marked visible will appear in single product page. |
| Short description | Product short description. | Fill as a normal text field |
| Description | Product long description. | Fill as a normal text field |
| Date sale price starts | Date on which sale starts | Can be left blank if no sale is going on |
| Date sale price ends | Date on which sale ends | Can be left blank if no sale is going on |
| Tax status | taxable | Always mark taxable if tax applies |
| Tax class | Leave blank |  |
| In stock? | 0 is no  1 is yes | If in stock mark 1 |
| Stock | A numeric value (e.g. 100) | Number of items in inventory |
| Low stock amount | A numeric value (e.g. 2) | If products in inventory reaches 2 it will indicate low on stock |
| Backorders allowed? | 0 or notify | If marked 0, indicates no (recommended value 0) |
| Sold individually? | 0 is no  1 is yes | Can mark anything as we didn’t see any significant change during testing |
| Weight (kg) | A numeric value | Weight of product in kg |
| Length (cm) | A numeric value | Length of product in cm |
| Width (cm) | A numeric value | Width of product in cm |
| Height (cm) | A numeric value | Height of product in cm |
| Allow customer reviews? | 0 is no  1 is yes | Always mark 1 |
| Purchase note | Can be left blank |  |
| Sale price | A numeric value | Original price |
| Regular price | A numeric value | Discounted price |
| Categories | Parent\_category\_1, Parent\_category\_2, Parent\_category\_1 > child\_category\_1, Shop By Vendor > Vendor\_name, Shop By Vendor | To be filled as given (in how to use column) template refer below example  (e.g. Biodegradable, Earthen Pots, Biodegradable > Home and Kitchen, Shop By Vendor > Mitticool, Shop By Vendor) |
| Tags | Can be left blank |  |
| Shipping class | Can be left blank |  |
| Images | Image\_url1, Image\_url2, Image\_url3 | Images to be uploaded on wordpress gallery first and image URLs to be copied and pasted as shown in how to use column |
| Download limit | To be left blank |  |
| Download expiry days | To be left blank |  |
| Parent | To be left blank |  |
| Grouped products | To be left blank |  |
| Upsells | To be left blank |  |
| Cross-sells | To be left blank |  |
| External URL | To be left blank |  |
| Button text | To be left blank |  |
| Position | A numeric value | Recommended value 0 |
| Attribute 1 name | How to use | Always how to use |
| Attribute 1 value(s) | A text on how to use the product | Can be filled as we fill short description |
| Attribute 1 visible | 0 is no  1 is yes | Recommended 1 |
| Attribute 1 global | A numeric value | Recommended 0 |
| Attribute 2 name | To be left blank |  |
| Attribute 2 value(s) | To be left blank |  |
| Attribute 2 visible | To be left blank |  |
| Attribute 2 global | To be left blank |  |