ShopVisible™

Using the Products with Options Spreadsheet

A Definition for all Columns in the Products with Options Spreadsheet and Their Use

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Products with Options Spreadsheet

ShopVisible has created the Product with Options Spreadsheet to provide an easy way for you to build your site's content. While it's not necessary to use a spreadsheet to build content, it is much easier and quicker than manually entering product details.

Similar to the Export Products page, the Product Options page, allows you to import and export product options at the product level.

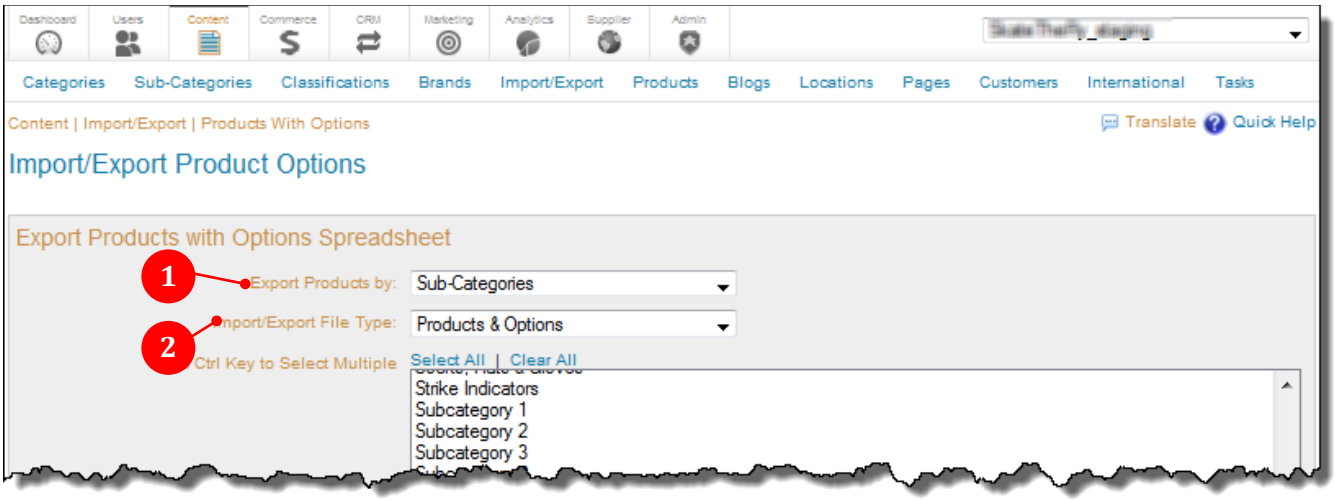
The ShopVisible platform has two distinct types of products: Products with Options and Products without Options. If products do not have options, you must use the Products without Options spreadsheet. You should only use the Products with Options spreadsheet, discussed in this guide, with products that have options.

In this document you will learn about:

- ✓ Exporting products by sub-categories, brands and option groups
- ✓ Export/Import products and options or inventory only
- ✓ Export individual products, deleted products and/or inactive products
- ✓ Import the products with options spreadsheet
- ✓ Definitions of all products with options fields in the spreadsheet

Exporting a File

In the Site Manager in Content > Import/Export > Import/Export Product Options page you can **(1) Export Products by** either: Sub-Categories, Brands, or Option Groups. You can also **(2) Export/Import** by either Products & Options or Inventory Only.



After making your selection in the dropdown list, the items within the window will update to reflect the selection.

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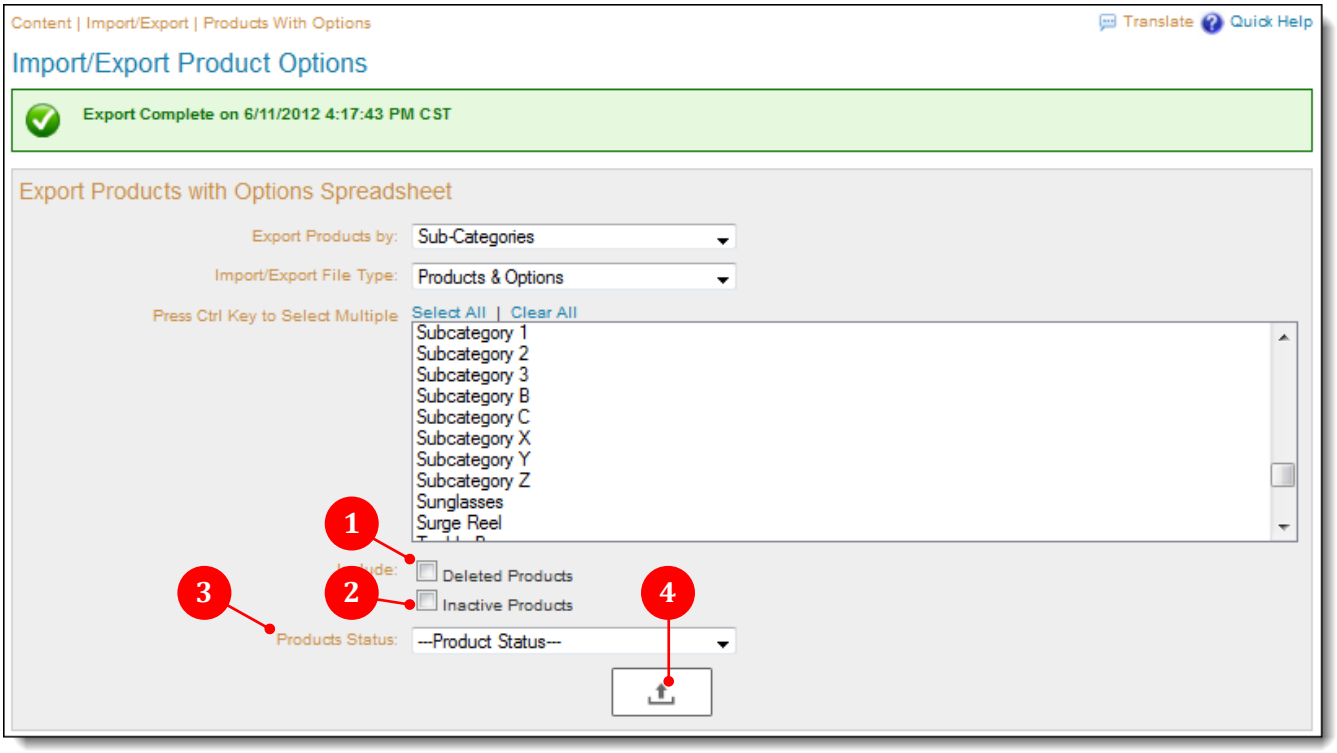
The two checkboxes above the Export button help you define what is included in the file. You can choose these options: **(1) Deleted Products** and/or **(2) Inactive Products** to be included in the file you will export.

You can also narrow the file down further by choosing **(3) Only Product Status** from the dropdown field. These product status options are: archived products, discontinued products, incomplete products, and live products. This will aid in workflow management when using the spreadsheet exports to maintain product merchandising.

Consider when using the API to pull content out of your warehouse management system. In this example, the API can insert the product in an 'incomplete product' status. You can then pull all products in this status, update them, and within the spreadsheet update these products to 'live product'.

Click the **(4) Export** button to export the file into a spreadsheet.



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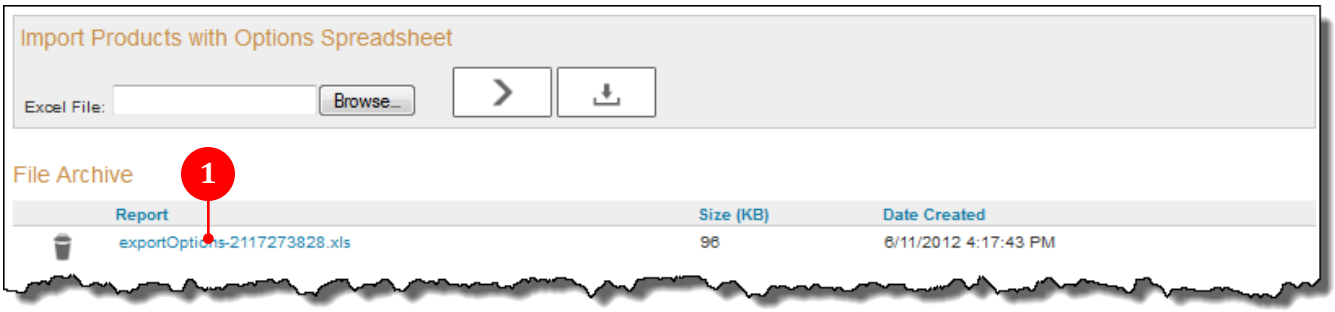
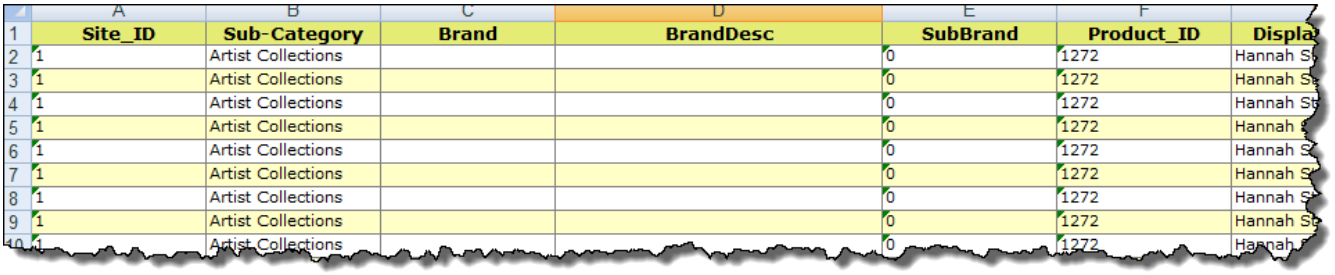
The file(s) you just exported will be listed in the **(1) File Archive.** Click on the Excel file you wish to export into a spreadsheet. Once the spreadsheet opens in Excel, you can update the spreadsheet with new or edited options, then save the file. If you no longer wish to see a file, simply click the delete (trashcan) button to remove it from the list.

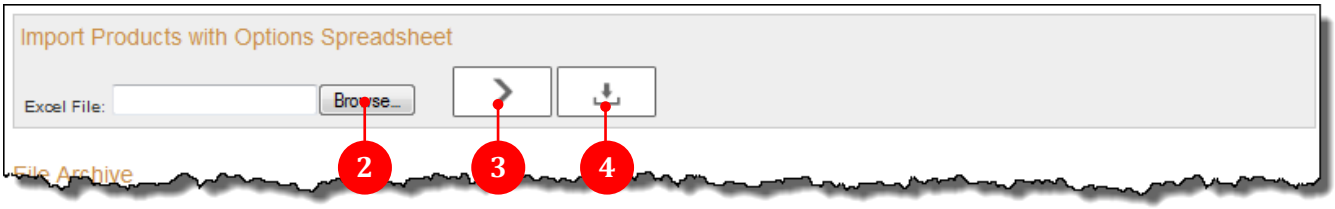




	A	B	C	D	E	F	
1	Site_ID	Sub-Category	Brand	BrandDesc	SubBrand	Product_ID	Displa
2	1	Artist Collections			0	1272	Hannah S
3	1	Artist Collections			0	1272	Hannah S
4	1	Artist Collections			0	1272	Hannah S
5	1	Artist Collections			0	1272	Hannah S
6	1	Artist Collections			0	1272	Hannah S
7	1	Artist Collections			0	1272	Hannah S
8	1	Artist Collections			0	1272	Hannah S
9	1	Artist Collections			0	1272	Hannah S
10	1	Artist Collections			0	1272	Hannah

Importing a File

To import a spreadsheet, in the Excel File field, **(2) Browse** to and select the spreadsheet that is to be imported. Click the **(3) Continue** button. Once your products with options display on the screen, you may manually adjust the sub-category to which the product belongs if you misspelled a name. You can also see if your images are pathing properly. All these columns are defined later in this document. Click the **(4) Import** button once the file has completed. Please note that the larger the spreadsheet, the longer it will take for this screen to load.



Please note that you should always do an export before making any changes or updates, to ensure you are using the most recent spreadsheet version. This will also guide you on the proper format for each column and row, as well as which field is required.

Important Requirements for the Option Value Field

Please note these important requirements for the Option Value field. Do not use spaces in the Option Value field. Please only use unique, alpha-numeric values with no special characters. A hypen is the only exception to this rule. Here is an example of proper option display data, (i.e., color-blue or color=blue;size=large.) Again, hyphens are the only special characters that can be used. All other special characters and spaces cannot be used. (e.g., no slashes, periods, spaces, symbols, etc.)

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Products with Options Fields

There are over 90 columns in the Product with Options Input Spreadsheet. The guide on the next several pages defines the fields, identifies required fields and provides an explanation of the information needed for the field.

The following information is provided for each column in the spreadsheet

- ✓ **Title:** Name of the column.
- ✓ **Required Field:** Indicates whether or not the field is required in the spreadsheet.
- ✓ **Description:** Definition/description of the column.
- ✓ **Type of Field:** Description of the type of information in the field (e.g., text, number, image, etc).
- ✓ **Blank:** Indicates whether or not the field can be left blank in the spreadsheet.

PRODUCTS WITH OPTIONS SPREADSHEET FIELDS

NAME	Site ID
REQUIRED FIELD	Yes
DESCRIPTION	The default value is 1. The only time this would be a number other than "1" is in the event that there is more than one site sharing pricing/product information.
TYPE OF FIELD	Text
BLANK	Cannot be left blank

NAME	Sub-Category
REQUIRED FIELD	Yes
DESCRIPTION	This is the name of the sub-category in which to place this product. You can only do one sub-category per line. In order to have a product in more than one sub-category, you must copy and use the Shared_Sub_Categories column. The sub-category names must be exact as to how they are entered in the Site Manager.
TYPE OF FIELD	Text
BLANK	Cannot be left blank

NAME	Brand
REQUIRED FIELD	Yes
DESCRIPTION	The name of the brand which is associated with this product. Note, that if the brand is not found, it will be automatically created and associated with the product.
TYPE OF FIELD	Text
BLANK	Cannot be left blank.

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NAME	BrandDesc (Brand Description)
REQUIRED FIELD	No, but brand descriptions are essential for good SEO.
DESCRIPTION	Overrides the description of the brand. This field is only used in the event that the brand was not found and will be created for the first time. If this is the case, this description will be used when creating the brand. If this field is populated, the brand description will be updated. This is useful when the site is displaying the brand description either on a brand page or on some other part of the site where brands are referenced.
TYPE OF FIELD	Text
BLAN	Can be left blank.

NAME	SubBrand
REQUIRED FIELD	No
DESCRIPTION	The name of the sub-brand in which to associate with this product. This is only used in rare instances.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Product ID
REQUIRED FIELD	This is always required except for the first time the spreadsheet is imported. You must let the system assign Product_ID numbers. If you assign a Product_ID on a new product, the spreadsheet will not work properly.
DESCRIPTION	This is the system generated ID number of the current product. This ID number, when present, tells the system that this is an update to an existing record. Please note that when sorting oldest to newest, Product_ID #1 is older than Product_ID #100.
TYPE OF FIELD	Text
BLANK	If this field is left blank, an entirely new record will be created.

NAME	Display Name
REQUIRED FIELD	Yes
DESCRIPTION	The front end display name of the product. Ideally, the display name should be specific, descriptive, and succinct.
TYPE OF FIELD	Text
BLANK	Cannot be left blank.

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NAME	part_no (Part Number)
REQUIRED FIELD	No
DESCRIPTION	The manufacturer's part number, internal stock number, style number, or any other uniquely identifying number for this product.
TYPE OF FIELD	Text
BLANK	It is strictly for your internal use.

NAME	Product UPC Code
REQUIRED FIELD	No
DESCRIPTION	This correlates to the product-level UPC Code field.
TYPE OF FIELD	Numerical
BLANK	Can be left blank.

NAME	Image Path
REQUIRED FIELD	No, but highly recommended.
DESCRIPTION	The name of the actual image to use. With FTP access, you can push your files into the item images folder and this field would represent the name in which to use. For example, for new products, you might upload a file called: sampleFileName.jpg. This field would state: sampleFileName.jpg. Once this file is processed, the jpg will be copied to the new name automatically with the display name of product id.jpg. If the same file will be used for multiple products, this will continue to work for each additional product, so only one image would be required. All image sizes should be between 800x800 pixels and up to 1000x1000 pixels whenever possible. Images should also be either .jpg or .gif files. Never use bitmap (.bmp) files. If selling on eBay or Amazon do not use .png files as they will not accept them.
TYPE OF FIELD	The naming convention for the files must be alpha-numeric, and not use spaces.
BLANK	Can be left blank.

NAME	Product Status
REQUIRED FIELD	Yes, but only if a valid status is chosen. Valid values are: • Archive Product • Discontinued Product • Incomplete Product • Live Product
DESCRIPTION	This field represents the status of a product. This field allows you to select the valid product status when importing products when they have options.
TYPE OF FIELD	Text
BLANK	Can be left blank if a value is not chosen.

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NAME	Product Group
REQUIRED FIELD	Yes
DESCRIPTION	The pre-defined Group Name with which the options are associated as created in Content > Products > Options, Group Name.
TYPE OF FIELD	Text
BLANK	Cannot be left blank.

NAME	Group Alias
REQUIRED FIELD	No
DESCRIPTION	Customer facing group name, depending upon the wiring of your site, as created in Content > Products > Options, Alias Name. This can be a duplicated part number or whatever parameters you choose.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Caption (Display)
REQUIRED FIELD	No
DESCRIPTION	This is the customer-facing display name associated with the option value, for example, red. This also allows you to define a specific inventory item number, ASIN or option image at the option level. Depending upon the wiring of your site (especially if selling on Amazon), the caption will need to be in one of the following formats if multiple options are associated with a single product. For two dropdowns on the product page use this format: Color=Red;Size=Small. For one dropdown, use: ColorandSize=RedSmall. **Examples are:** Color=lightblue;size=small light blue small Color=light-blue;size=x-small light blue xsmall
TYPE OF FIELD	Text
BLANK	Can be left blank. However, if it is left blank, nothing in this column will import.

NAME	Option Value
REQUIRED FIELD	Yes, if Caption (Display) is populated; otherwise No.
DESCRIPTION	This is the internal value that allows you to associate the product and option in order to discern which product to ship. Hyphens are the only special characters that can be used. All other special characters and spaces cannot be used. (e.g., no slashes, periods, spaces, symbols, etc.)
TYPE OF FIELD	Text
BLANK	Can be left blank.

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NAME	Alternate_Part_No (Alternate Part Number)
REQUIRED FIELD	No
DESCRIPTION	This field is another identifying manufacturer's part number, internal stock number, style number, or any other uniquely identifying number for this product at the option level.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Bin Number
REQUIRED FIELD	No. Only if needed for internal use.
DESCRIPTION	You may use the Bin_Number field if you warehouse products and want to offer a more convenient way for your warehouse team to locate the product via the pick list.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Option Quantity
REQUIRED FIELD	Yes
DESCRIPTION	Define the product quantity down to each option. If your site is wired accordingly, you must include a value greater than "0" for an option to be added properly.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Option Quantity Threshold Low
REQUIRED FIELD	No
DESCRIPTION	If you are using the drop-ship purchase order capability, you will define your low threshold in this column. If quantity goes below this number, the product won't be sent to your Amazon feed (if one is set up).
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

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NAME	Option Quantity Threshold High
REQUIRED FIELD	No
DESCRIPTION	If you are using the drop-ship purchase order capability, you will define your high threshold in this column.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Option Markup
REQUIRED FIELD	No
DESCRIPTION	If you want this option to have a mark-up or mark-down, enter the dollar amount. This can be a "+" or a "-". For example, if you have shirts in a number of sizes, you might want to mark up a large size because of your added costs. This mark-up is in addition to the product-level price.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

NAME	Option Cost
REQUIRED FIELD	No
DESCRIPTION	If you wish to determine profit margins down to the option level, enter the cost for the option.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

NAME	Option Order
REQUIRED FIELD	Yes
DESCRIPTION	Enter the order in which the option caption should appear in the option drop-down menu or list. The Master product option of the items is labeled "1."
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

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NAME	Option Type
REQUIRED FIELD	Yes
DESCRIPTION	In this column, enter either Master or Child. Master is the main option associated with a product. Example: Calendar Planner comes in black, brown, red, and blue. The default option is black. The Master is black. Brown, red and blue are all Child options. There can only be one Master for each option group.
TYPE OF FIELD	Master/Child
BLANK	This field cannot be left blank.

NAME	Option Description
REQUIRED FIELD	No
DESCRIPTION	If relevant, and your site is wired to accommodate, you may enter a description of the product option. If the option is selected by a customer on your site, the option description will replace the main image.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Option Swatch
REQUIRED FIELD	No
DESCRIPTION	If it is relevant, and your site is wired to accommodate, you may enter an image path (if the image is already in the ItemImages FTP folder) to the swatch image for the option. This is the actual image that will be shown on your site.
TYPE OF FIELD	Image
BLANK	Can be left blank.

NAME	Option Image
REQUIRED FIELD	No
DESCRIPTION	If it is relevant, and your site is wired to accommodate, you may enter an image path (if the image is already in the ItemImages FTP folder) to the image for the option. This is a larger image than the swatch image. If the option is selected by a customer on your site, the option image will replace the main image.
TYPE OF FIELD	Image
BLANK	Can be left blank.

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NAME	Classifications
REQUIRED FIELD	No
DESCRIPTION	To add attributes to your product option, type the classification name=attribute and separate classifications by a piping character (which appears as |). Example: Age=0-2,3-4|Price=$30-$49|FunFactor=Lots. There should be no spaces between the piping and the characters. You must create the classifications and assign sub-categories in the Site Manager before you assign these in the spreadsheet. If the classifications are not found, an error report will generate during import indicating which ones had a problem.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Comparable Specs
REQUIRED FIELD	No
DESCRIPTION	Set the comparable specs up in the Site Manager at Content > Sub-Categories > Comparable Specs. This is a comma-separated list of comparable spec names and values. For example, length=50,width=100. This field is used to build filters.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Short Description
REQUIRED FIELD	No, but recommended
DESCRIPTION	Description of the product that is typically used at the sub-category level and search results level, based upon the wiring of your site.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Long Description
REQUIRED FIELD	No, but recommended
DESCRIPTION	This is the product details or features. Typically displays on the product page, but can appear elsewhere depending upon wiring, and should be a grammatically correct product description. To optimize your search performance, it is recommended that you freely use descriptive keywords and phrases.
TYPE OF FIELD	Text
BLANK	Can be left blank.

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NAME	Custom Description
REQUIRED FIELD	No
DESCRIPTION	Similar to Short and Long Descriptions, and based upon site wiring.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Extra Description
REQUIRED FIELD	No
DESCRIPTION	Similar to Short and Long Descriptions, and based upon site wiring.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Product_option_weight (Product Option Weight)
REQUIRED FIELD	Yes
DESCRIPTION	Weight that the product option adds to the main product in pounds or kilograms. You can set your default weight settings in the Site Manager > Users > Settings area in the Weight Measurement field. You may choose either US measurements or metric measurements.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Product_option_subweight (Product Option Subweight)
REQUIRED FIELD	Yes
DESCRIPTION	Sub weight that the product option adds to the main product in ounces or grams. You can set your default weight settings in the Site Manager > Users > Settings area in the Weight Measurement field. You may choose either US measurements or metric measurements.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

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NAME	Weight
REQUIRED FIELD	Yes
DESCRIPTION	Weight of the product in pounds or kilograms. This is the weight in whole pounds only. You will set the ounces in the sub weight column. You can set your default weight settings in the Site Manager > Users > Settings area in the weight measurement field. You may select either US measurements or metric measurements.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Sub Weight
REQUIRED FIELD	Yes
DESCRIPTION	Sub weight of the product in ounces or grams. Do not set the pounds here. The pounds are set in the weight column. You can set your default weight settings in the Site Manager > Users > Settings area in the weight measurement field You may select either US measurements or metric measurements.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Freight
REQUIRED FIELD	Yes
DESCRIPTION	Only used in custom freight situations. If relevant, enter the number associated with the custom freight setting, as defined by the Site Manager. If not relevant, enter "0."
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	In Stock Date
REQUIRED FIELD	Yes
DESCRIPTION	Date the item is expected to be in stock or the date in which it became in stock.
TYPE OF FIELD	Date and Time
BLANK	If not relevant, enter 1/1/1900 12:00:00 AM.

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NAME	Stock Status
REQUIRED FIELD	Yes
DESCRIPTION	Enter relevant/predefined stock status. Example: IN STOCK!
TYPE OF FIELD	Text
BLANK	Cannot be left blank.

NAME	Quantity
REQUIRED FIELD	Yes
DESCRIPTION	Quantity on hand of the product. The quantity must be at least "1" to display in the shopping cart if the site is set to not allow more than on-hand to show. If site is set to deduct inventory at checkout, make sure that your quantity field is regularly updated. If inventory deduction is enabled, the quantity is deducted based upon orders being placed by consumers. If the quantity goes to "0" then the product will show as "Out Of Stock" on the website.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	UPC Code
REQUIRED FIELD	Yes, if integrating with Amazon Seller Central within the ShopVisible platform.
DESCRIPTION	This is the UPC Code from barcode. It correlates to the option-level UPC field.
TYPE OF FIELD	Numerical
BLANK	Can be left blank.

NAME	MSRP
REQUIRED FIELD	Yes
DESCRIPTION	Manufacturer suggested retail pricing for the product. Where this will appear is based upon the wiring and design of your site.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

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NAME	MSRP Max
REQUIRED FIELD	No
DESCRIPTION	This field can be customized as needed for your site.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Sells For
REQUIRED FIELD	Yes
DESCRIPTION	The price for which the product is selling. Where this will appear is based upon the wiring and design of your site. In the Site Manager > Users > Settings area, you may decide what actions take place with products having a value of $0.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Cost
REQUIRED FIELD	Yes
DESCRIPTION	Your cost of the product. This will help you to report on profit margins for your products.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00. "

NAME	MAP (Minimum Advertised Price)
REQUIRED FIELD	Yes
DESCRIPTION	Minimum advertised pricing for the product. Where and how this will appear is based upon the wiring and design of your site. Typically, the price will have a strike-through, and the MAP price will appear in the shopping cart.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

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NAME	Call Sale
REQUIRED FIELD	Yes
DESCRIPTION	This is an internal price for a product that a logged in user will see when placing orders directly into the system. Depending upon the wiring of your site, you can use this to have an internal price view for customer service reps or salespeople.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	On Sale
REQUIRED FIELD	Yes
DESCRIPTION	If you are having a sale, you may enter the sale price in this field. Where and how this will appear is based upon the wiring and design of your site. Typically, the sale price will have a strike-through, and the sale special price will appear on your site.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Best Offer
REQUIRED FIELD	Yes
DESCRIPTION	Not typically used. If your site is wired for Best Offer, enter the Best Offer price in this field. This field is used when your products are pushed to Ebay.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Break Quantity
REQUIRED FIELD	Yes
DESCRIPTION	Number of units a customer needs to purchase to trigger a price break.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

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NAME	Sale Break Price
REQUIRED FIELD	Yes
DESCRIPTION	The new price if the break quantity threshold is met. If there are multiple break quantities, you will need to use the Price Breaks Import/Export spreadsheet.
TYPE OF FIEL	Numerical
BLANK	If not relevant, enter "0.00."

NAME	Editors Choice
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. If wired accordingly, True will show this as an editor's choice or featured product.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	Free Shipping
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. True would qualify this product for free shipping.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	Stock Override
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. For automated inventory purposes only. If set to True, the quantity will not adjust when found during inventory automation.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

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NAME	Price Override
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. For automated inventory purposes only. If set to True, the price will not adjust when found during inventory automation.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	New
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False. If your site is wired accordingly, True indicates that a new icon indicating this is a new product should appear. If marked as new, the "New" icon will appear on your site until the expiration date you have set. Once the date you have set in the Site Manager has passed, this icon will no longer show on your site.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	Special
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False. If your site is wired accordingly, True indicates to mark this product on special and show the special icon. If marked as special, the "Special" icon will appear on your site until the expiration date you have set. Once the date you have set in the Site Manager has passed, this icon will no longer show on your site.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	Preorder
REQUIRED FIELD	Yes
DESCRIPTION	If your site is wired accordingly, true allows the cart to accept pre-orders for this product so that you can take orders ahead of the item being available. If marked as accepting preorders, the "Accepting Preorders" icon will appear on your site until the expiration date you have set. Once the expiration date has passed, this icon will no longer appear.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

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NAME	Local Sales
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. If your site is wired accordingly, True indicates that this product is only available for local pickup in your showroom/warehouse.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	Return Protection
REQUIRED FIELD	No
DESCRIPTION	Enter either True or False in this column. If your site is wired accordingly, True indicates that this product has return protection.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter False.

NAME	New_Exp (New Expiration)
REQUIRED FIELD	Yes
DESCRIPTION	The expiration date of the new icon. Date should be entered in the format 1/1/1900 12:00:00 AM.
TYPE OF FIELD	Date and Time
BLANK	If not relevant, enter 1/1/1900 12:00:00 AM.

NAME	Special_Exp (Special Icon Expiration Date)
REQUIRED FIELD	Yes
DESCRIPTION	The expiration date of the Special icon. Date should be entered in the format 1/1/1900 12:00:00 AM.
TYPE OF FIELD	Date and Time
BLANK	If not relevant, enter 1/1/1900 12:00:00 AM.

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NAME	Notes
REQUIRED FIELD	No
DESCRIPTION	Product Notes which will display on the customer invoice.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Warranty Length
REQUIRED FIELD	No
DESCRIPTION	If there is a warranty, this field contains information about the length of the product's warranty.
TYPE OF FIELD	This is a text field with a 50 character limit.
BLANK	Can be left blank.

NAME	Return Protection
REQUIRED FIELD	Yes
DESCRIPTION	This field indicates if you offer return protection on the product. This works in conjunction with the "Return Protection Percentage" setting within Users | Website Settings | Site Layout | Shopping Cart Settings.
TYPE OF FIELD	This is a True/False field and needs to be set to either true or false.
BLANK	If not relevant, enter False.

NAME	Exclude from Google Checkout
REQUIRED FIELD	Yes
DESCRIPTION	If selected, the product cannot be purchased through Google Checkout due to laws or your business model. (Examples may include: guns, certain medical devices, etc.).
TYPE OF FIELD	This is a True/False field and needs to be set to either true or false.
BLANK	If not relevant, enter False.

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NAME	Disallow Gift Wrap
REQUIRED FIELD	Yes
DESCRIPTION	The setting in this field controls whether or not you want to provide gift wrapping on a product. For example, this can be used if you do not want to provide gift wrapping on large items such as refrigerators, TV's, etc. This setting works in conjunction with "Gift Wrapping" and "Gift Wrapping at Item Level Will Display in Cart" settings. You can control these settings on your site via Users | Website Settings | Site Layout | Checkout Page Settings.
TYPE OF FIELD	This is a True/False field and needs to be set to either true or false.
BLANK	If not relevant, enter False.

NAME	One Per Household
REQUIRED FIELD	Yes
DESCRIPTION	This field indicates if you want to limit sales to one per address, per credit card, etc. This works in conjunction with the "One Per Household # of Days to check" setting within Users | Website Settings | Site Layout | Checkout Page Settings.
TYPE OF FIELD	This is a True/False field and needs to be set to either true or false.
BLANK	If not relevant, enter False.

NAME	Open Box Description
REQUIRED FIELD	No
DESCRIPTION	**T**his field is used to describe a product that has been opened. Your site can be wired to display this field on the product page and can also be used in conjunction with the Content | Sub-Category | Add/Edit, “Open Box Sub-Category” feature.
TYPE OF FIELD	This is a text field with a 500 character limit and can be left blank if not needed.
BLANK	Can be left blank.

NAME	Catalog Book Number
REQUIRED FIELD	No
DESCRIPTION	If your business has a print catalog, you can enter the Catalog Book Number in this field, and associate this at the product level.
TYPE OF FIELD	Text or Numerical
BLANK	Can be left blank.

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NAME	Catalog Page Number
REQUIRED FIELD	No
DESCRIPTION	If your business has a print catalog, you can enter the Catalog Page Number in this field, and associate this at the product level.
TYPE OF FIELD	Text or Numerical
BLANK	Can be left blank.

NAME	Product Order
REQUIRED FIELD	Yes
DESCRIPTION	Enter the order in which the product should appear within the master sub-category and brand page to which it is associated. Your site must be wired to accommodate Product Order.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Active
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. If set to True, the item is set to Active. If set to False, the item is listed as Inactive.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

NAME	Deleted
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. If set to True, the item will be deleted in the Site Manager. If set to False, the item is listed as active.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

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NAME	Tax Exempt
REQUIRED FIELD	Yes
DESCRIPTION	Enter either True or False in this column. This is set to False by default. If set to True, it indicates that this item is Tax Exempt.
TYPE OF FIELD	True/False
BLANK	If not relevant, enter "0."

NAME	ASIN
REQUIRED FIELD	Yes, if selling on Amazon.
DESCRIPTION	If selling on Amazon and integrating with the Site Manager, enter existing ASIN.
TYPE OF FIELD	Numerical
BLANK	Can be left blank if not selling on Amazon.

NAME	Amazon Existing SKU
REQUIRED FIELD	Yes, if selling on Amazon.
DESCRIPTION	If selling on Amazon and integrating with the Site Manager, enter existing Amazon product SKU.
TYPE OF FIELD	Numerical
BLANK	Can be left blank if not selling on Amazon.

NAME	HS Code
REQUIRED FIELD	No
DESCRIPTION	If relevant, enter Harmonized System Codes (HS Code).
TYPE OF FIELD	Numerical
BLANK	Can be left blank.

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NAME	Product Option Manufactured Country
REQUIRED FIELD	No
DESCRIPTION	If selling on Amazon, or for another appropriated purpose, enter the country within which the product is manufactured.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Xtra 1 through Xtra9
REQUIRED FIELD	No
DESCRIPTION	Depending upon the wiring of your site, the Xtra1 through Xtra9 may or may not be used.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Xtra10
REQUIRED FIELD	No
DESCRIPTION	Use the Xtra 10 column to turn products on or off on the Amazon feed. This can be turned on or off in User settings. Depending upon the wiring of your site, the Xtra10 may or may not be used. Important: Even if you're not currently sending products to Amazon, reserve this column for that purpose as you may want to use it at a later date.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Product Option Height
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box height for the product option. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK:	If not relevant, enter "0."

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NAME	Product Option Width
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box width for the product option. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Product Option Length
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box length for the product option. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Product Height
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box height for the product. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Product Width
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box width for the product. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

NAME	Product Length
REQUIRED FIELD	No
DESCRIPTION	If relevant, oversized box length for the product. This information is used for shipping.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0."

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NAME	Option Active
REQUIRED FIELD	Yes
DESCRIPTION	Select True for this option if you want it to show on your website. Select False if you do not want the option to show on the website.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

NAME	Option Status
REQUIRED FIELD	Yes, but only if a valid status is chosen. Valid values are: • Archive • Discontinued • Incomplete • Live
DESCRIPTION	This field represents the status of an option. This field allows you to select the valid option status when importing products when they have options.
TYPE OF FIELD	Text
BLANK	Can be left blank if a value is not chosen.

NAME	Option Inventory Status
REQUIRED FIELD	No
DESCRIPTION	This shows the stock status at the option level if your site is wired to show this.
TYPE OF FIELD	Text
BLANK	Can be left blank.

NAME	Product Option Regular Cost
REQUIRED FIELD	No
DESCRIPTION	This shows the regular cost of the product option.
TYPE OF FIELD	Text
BLANK	Can be left blank.

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NAME	Domestic Shipping Override
REQUIRED FIELD	Yes
DESCRIPTION	If you don't want regular domestic shipping rates to apply, you can override the shipping rates by adding this amount. If you want to markup the shipping on this item, enter the dollar amount of the markup. This field is only used for the system shipping type of product fixed rate.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

NAME	International Shipping Override
REQUIRED FIELD	Yes
DESCRIPTION:	If you don't want regular international shipping rates to apply, you can override the shipping rates by adding this amount. If you want to markup the shipping on this item, enter the dollar amount of the markup. This field is only used for the system shipping type of product fixed rate.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

NAME	Product Sized
REQUIRED FIELD	Yes
DESCRIPTION	This indicates whether or not the product is oversized.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

NAME	Product Option Sized
REQUIRED FIELD	Yes
DESCRIPTION	This indicates whether or not the product option is oversized.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

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NAME	Product Option Custom Freight ID
REQUIRED FIELD	No
DESCRIPTION	Enter the ID# for freight shipper you want to associate with this product option.
TYPE OF FIELD	Numerical
BLANK	Can be left blank.

NAME	Map Two
REQUIRED FIELD	No.
DESCRIPTION	Secondary minimum advertised pricing for the product. Typically, the price will have a strike-through, and the MAP2 price will appear only in the shopping cart. Where and how this will appear is based upon the wiring and design of your site. Usually a client will have to be logged in and they won't see this price until the item has been added to their cart.
TYPE OF FIELD	True/False
BLANK	Can be left blank.

NAME	Recycled
REQUIRED FIELD	Yes
DESCRIPTION	Indicates if the product is made with recycled material. If your site is wired to do so, the recycled logo can display next to these products.
TYPE OF FIELD	True/False
BLANK	Cannot be left blank.

NAME	Product Shipping Add On Amount
REQUIRED FIELD	Yes
DESCRIPTION	You can override the shipping rates by adding this amount. If you want to markup the shipping on this item, enter the dollar amount of the markup. The amount in this field will not override the shipping rate, it will only add this amount to the rate returned.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

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NAME	Product Option Shipping Add On Amount
REQUIRED FIELD	Yes
DESCRIPTION	You can override the product option shipping rates by adding this amount. If you want to markup the shipping on this option, enter the dollar amount of the markup. The amount in this field will not override the shipping rate, it will only add this amount to the rate returned.
TYPE OF FIELD	Numerical
BLANK	If not relevant, enter "0.00"

NAME	Display in Mobile
REQUIRED FIELD	No
DESCRIPTION	If the mobile instance of your website is enabled, only products marked as true will display on the mobile instance of your website in addition to displaying on your main website.
TYPE OF FIELD	True/False
BLANK	Can be left blank.

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