

# Item Import Guide

## Definitions

**Item:** The most basic. Can be a product or service.

**Variant:** A sub-component of an item. Contains inventory, price, and dimensions. Each item must have at least one variant.

## Formatting the Sheet

Each item should have at least 2 rows. One for the item itself and one or more for the variant(s). The items and variants are links by the "Item Handle" column. **If a variant has the same item handle as the item row above it, it will be considered part of that item.**

	Item Handle	Item - Columns		Variant - Columns		
Item #1	Item Row					
	Variant Row					
	Variant Row					
Item #2	Item Row					
	Variant Row					
Item #3	Item Row					
	Variant Row					

# Column List (In Order)

## Item Columns

Column Name		Format	Description
★ Item Handle	<input type="text" value="Required"/> <input type="text" value="Text"/>	<ul style="list-style-type: none"> <li>No Spaces</li> <li>No Trailing Slashes</li> </ul>	<p><b>IMPORTANT:</b> Variants must also have the same item handle on their rows.</p> <p>Unique to each item. Also used to identify if a variant belongs to an item.</p> <p><i>Note: Item handles may change after importing.</i></p>
For Location	<input type="text" value="Required"/> <input type="text" value="Text"/>	<ul style="list-style-type: none"> <li>Comma Separated Location handles</li> </ul>	Which locations you are selling the item and its variants in.
Category Handle	<input type="text" value="Required"/> <input type="text" value="Preset List"/> <input type="text" value="Text"/>	<ul style="list-style-type: none"> <li>No Spaces</li> <li>No Trailing Slashes</li> </ul>	Picked from the existing list of categories.
Item Name	<input type="text" value="Required"/> <input type="text" value="Text"/>		The main title of the item.
Is Tangible	<input type="text" value="Required"/> <input type="text" value="YES / NO"/>		If the item is a physical product or a service.
Item Images	<input type="text" value="Text"/>	<ul style="list-style-type: none"> <li>Comma Separated Image URLs</li> </ul>	Images for the entire item. If the "Unique Item Images" (below) is set to "YES", ignore this column.
Brand	<input type="text" value="Preset List"/> <input type="text" value="Text"/>		Picked from the existing list of brands. If none is found, it will default to "---"
Subtitle	<input type="text" value="Text"/>		A very short 1 sentence description.
Description	<input type="text" value="Text"/>		A short 1-5 sentence description.
Details	<input type="text" value="Text"/>		A longer description typically used for specifications or technical details.
Active	<input type="text" value="Required"/> <input type="text" value="YES / NO"/>		If the item should be imported as a draft or live.
Taxable	<input type="text" value="Required"/> <input type="text" value="YES / NO"/>		If the item should be taxed on purchase.
Traits	<input type="text" value="Text"/>	<ul style="list-style-type: none"> <li>Semicolon separated trait types</li> <li>Comma separated traits</li> <li>Colon after the trait type name</li> <li>Ex: Boot Height: Ankle; Heel Height: 2" - 2.75"; Color: Tan, Beige</li> </ul>	This will attach certain traits for easier visitor browsing filtering and item searching.
Quantity Sold	<input type="text" value="Integer"/>		Sets the initial quantity that is marked as sold for analytics. Useful if you have been selling the item elsewhere for a while.
Unique Variant Images	<input type="text" value="Required"/> <input type="text" value="YES / NO"/>		If every variant should have their own set of images (YES) or if all the variants look the same (NO).

## Item Variants

Column Name		Format	Description
Primary Variant	<b>Required</b> YES / NO		Unique to each item. Also used to identify if a variant belongs to an item.
Variant Type	<b>Required</b> Text		The name of the variant type. Ex: "Color"
Variant Name	<b>Required</b> Text		The main title of the item.
Variant Images	Text	<ul style="list-style-type: none"> <li>Comma Separated Image URLs</li> </ul>	Images for the variant item. If the "Unique Item Images" (above) is set to "NO", ignore this column.
Variant Price	<b>Required</b> Decimal		The price for the item variant.
Variant Total Inventory	Integer		Available inventory for this variant across all locations.
Variant Location Inventory	Text	<ul style="list-style-type: none"> <li>Semicolon separated location handles</li> <li>Colon after the location handle</li> <li>Ex: summit: 3; montclair: 11</li> </ul>	Available inventory for this variant broken out by location.
Variant Shipping Weight (lbs.)	Decimal		Defaults to 1 lb. if empty.
Variant Shipping Length (in.)	Decimal		Defaults to 12in. if empty.
Variant Shipping Width (in.)	Decimal		Defaults to 12in. if empty.
Variant Shipping Height (in.)	Decimal		Defaults to 12in. if empty.
Variant UPC	Text		The UPC code of the variant.
Variant SKU	Text		The SKU of the variant.
Variant Brand ID	Text		If a vendor has an ID associated with themselves.
Variant Low Stock Alert	Integer		The threshold where a variant will be considered low on inventory.

## Extra Data

Column Name		Format	Description
Data – Approved	<input type="button" value="Read Only"/> <input type="button" value="YES / NO"/>		If the item is approved or rejected.
Data – Date Created	<input type="button" value="Read Only"/>		Date and time the item was created as a new item.
Data – Date First Activated	<input type="button" value="Read Only"/>		Date and time the item was first made live.
Data – Date Last Activated	<input type="button" value="Read Only"/>		Date and time the item was last made live.
Data – Category ID	<input type="button" value="Read Only"/>		The ID associated with the category assigned to the item.
Data – Location IDs	<input type="button" value="Read Only"/>		The IDs of the store locations for the item.
Data – Brand ID	<input type="button" value="Read Only"/>		The ID associated with the brand assigned to the item.
Data – Attribute IDs	<input type="button" value="Read Only"/>		The IDs of things like tags assigned to the item.

## Correcting Errors

If a column is missing the import will fail. Please use the import template as a guide toward the correct column structure.

If any cell is not formatted correctly, the system will allow you to proceed to the preview stage. Errors will be marked with a red box. You can correct cells by clicking on them and correcting values there.