

Product Data

This may be used as an Import or an Export.

Export

Use these filters to limit which columns are exported.

— Select export columns for product file

Preset:

code (sku) always exported

- ☒ barcode
- ☒ mpn
- ☒ prodref
- ☒ department
- ☒ nominal
- ☒ commodity
- ☒ origin
- ☒ name

Use the filters to narrow your selection, then click 'Export'. This will generate a file that will include all Products that match your filters.

The export will include one row for each Variant linked to those Products.

- ↓ Download product data as CSV
- ↓ Download category association data as CSV
- ↓ Download "made to order" options as CSV
- ↓ Download images as CSV

Presets

It is possible to build Export presets. These provide a shortcut to which columns will be output.

You can either choose an existing preset from the drop down, or select 'new preset' If you do so, you will be prompted to enter a preset name, and select the required fields. That preset will then be available for future exports.

The SKU Code is always exported as the first column.

Import

Make changes to the file and import it to update Products.

When imported, the file will perform these two functions for each row:

- 1. If the SKU Code already exists in the database, then it will be updated as per the data in the spreadsheet
- 2. If the SKU Code does not exist, then a new Product will be created (see below for more details)

It is not possible to remove data using this method; blank cells will be ignored

Merging Products

When creating a new Product, it is possible to merge multiple rows into a Product with multiple Variants.

To do so, each row must share the same Name and ProdRef.

New Products with the same Name and ProdRef will be automatically merged on creation.

Field Summary

Field	Purpose
code	<i>Sku Code (alphanumeric, mandatory, max 80 characters)</i> <i>This field will not accept special characters; please limit your entries to letters, numbers, '-' and '.'</i>
barcode	<i>Barcode field (alphanumeric)</i> <i>This will be autogenerated if left blank</i>
mpn	<i>Manufacturer's Part Number (alphanumeric, stored per Variant)</i>
prodref	<i>Product Reference</i> <i>This is used to link Products as separate Products, or to merge new Variants into a new Product (see above)</i>

Field	Purpose
department	<i>This powers the Sales by Department report (alphanumeric)</i>
nominal	<i>This field typically forms part of an integration with an accounts package</i>
commodity	<i>Enter the Commodity Code of the product (for use with exports)</i>
origin	<i>Enter the Country of Origin (enter the country code, e.g. GB)</i> <i>This is only required when exporting</i>
name	<i>The Name of the Product (mandatory)</i> <i>Displays as the page title (also known as the H1 Text) and is also output on Product Listing Pages, as well as being the primary field for search results</i> <i>Also used as the Meta-Title by default</i> <i>This may be used to merge new Variants into a new Product (see above)</i>
manufacturersproductname	<i>If populated, this will replace the Product Name on all Purchase Orders</i>
price	<i>The selling price of the Variant</i> <i>Defaults to 0</i>
rrp	<i>The RRP of the Variant, to show on the website</i> <i>Defaults to 0</i>
offerprice	<i>A retail offer price for the Variant (this will supersede the Retail field), if enabled by the Offer Start/Expiry</i> <i>Defaults to 0</i>
offerstart	<i>Date until which the Retail/Trade Offer price should apply</i> <i>If left blank, the Retail/Trade Offer price will apply unless an start date has been set in the future</i>

Field	Purpose
offerexpiry	Date from which the Retail/Trade Offer price should apply If left blank, the Retail/Trade Offer price will apply unless an expiry date has been set in the past
costprice	The cost price of the Variant Defaults to 0 May be set per Supplier enabled for this Product This may only be used if the Product is linked to a single Supplier. If there are multiple Suppliers, you will need to use the Cost Price import.
vat	Select the VAT status of this Variant - choose from: • Standard • Reduced • Zero • Exempt VAT rates for Standard and Reduced are controlled via Countries
lowstock	Use this to set a low stock threshold, e.g. '7' If the stock level is below this level, a warning will be show on your website and the Variant will appear within the Low Stock report This will also be used to drive Replenishment
highstock	Use this to set a minimum stock level, e.g. '5' This will be used to drive Replenishment
stocktext	A label that will display on the Product Detail Page if this Variant has been selected
allowbackorder	This sets whether the Product may be sold without stock, e.g. Sales Orders will be fulfilled by a back to back Purchase Order (yes/no)

Field	Purpose
allowpreorder	<i>This will determine whether stock 'on the water', e.g. on a submitted Purchase Order that has not yet been received, will be displayed as available stock on your website (yes/no)</i>
postagetypes	<i>Enter postage type 'codes' in a comma delimited list, e.g. 'standard,collect'.</i> <i>Default postage types will be applied automatically to new Products</i>
deliverytext	<i>Text entered in this field will display to the customer on the website if the product has available free stock</i> <i>If left blank, this will default to 'In Stock'</i>
deliverytext2	<i>Text entered in this field will display to the customer on the website if the product does not have available free stock</i> <i>If left blank, this will default to 'Out of Stock', or, if enabled for allowbackorder on the Inventory tab, it will default to 'Available (allow XXXXXX days for delivery)'</i>
leadtime	<i>Set the leadtime (total days) for the Variant</i>
brandname	<i>This adds a Brand to a product</i> <i>This will text match to an existing entry; if a matching entry does not exist, it will be created</i>
supplier	<i>This section is used to add Suppliers for a product. If not manually set, the default is to apply none.</i> <i>If you are using multiple Suppliers for a single product, these may be added as a comma delimited list</i> <i>This will text match to an existing entry; if a matching entry does not exist, it will be created</i>

Field	Purpose
collection	This section is used to add Collections to a product. If not manually set, the default is to apply none. This will text match to an existing entry; if a matching entry does not exist, it will be created
summary	This field allows for a simple summary of the product, with simple formatting This may be uploaded with HTML to apply basic formatting
description	This field controls the Product Description; formatting may be added to this using the controls at the top of the screen This may be uploaded with HTML to apply basic formatting
tab1 to tab 4	If populated, this will add a new product information tab onto the product page; this field will provide the title of that tab This will display in the same manner as a Global Tab
tab1to tab 4 content	This will form the content of a custom tab; this is populated as per the Product Description
Merge Tag Title	The title used on linked eCommerce Products Used in Conjunction with Product Reference Note that this field is optional for linked Products
Merge Tag	The label used on linked eCommerce Products If multiple Products have the same Product Reference, they will be linked to the eCommerce Customer if a Merge Tag Title and Merge Tag are entered Used in Conjunction with Product Reference Note that this field is mandatory for linked Products

Field	Purpose
pdftext	Text entered here will be the link text shown to the customer on your website This will default to the file name, if left blank
videoid	Use this to determine the type of video (Youtube/Vimeo)
videotype	Enter the ID of the video that you want to attached to the product You can find the video ID from the URL: https://www.youtube.com/watch?v=dQw4w9WgXcQ https://vimeo.com/794492622
weight	Dimension of the Variant (kg)
volume	Dimension of the Variant (m3)
unitwidth	Dimension of the Variant (cm)
unitdepth	Dimension of the Variant (cm)
unitlength	Dimension of the Variant (cm)
unitheight	Dimension of the Variant (cm)
cartons	The number of Cartons in which this Variant is delivered from your Supplier This will determine the number of product labels which will be printed from the Label Printing screen, or at Goods In
productlive	Defines the Product Status (yes/no)
variantlive	Sets whether this Variant is live It is possible to have a Product with multiple Variants where some are not live If all Variants are set 'Variant Live' to No, then the Product will be disabled. Defaults to Yes

Field	Purpose
buyonline	Defines whether the Product can be bought online (yes/no)
visibility	By default, all products will be visible on your website, but this setting allows you to determine visibility of the product within the POS, or across multiple websites Enter a comma delimited list, e.g. website/instore
featuredhome	Toggle to feature the product on the Home Page
featured	Toggle to feature the product on Category Pages
freeshipping	Determines whether this Variant receives free shipping This will only apply to orders within which all items have this enabled (yes/no)
disallowdiscounts	
swatchwizard	Toggle to enable the Swatch Wizard (yes/no)
multiswatch	Toggle to combine variants within the Swatch Wizard (yes/no) This controls the following field against the Product: 'Combine variant and swatch selection in Swatch Wizard if applicable (enables "multiswatch")' This will not be available if multiple layers of Variant option are on a product, e.g. 'Size' and 'Colour' This will not be available if any live Variant has no Customisations
previewswatch	Enables swatch preview panel (yes/no) Made to Order Products only

Field	Purpose
requestaswatch	Toggle to enable the Swatch Request Popup (yes/no) (Swatches must be enabled for the Swatch Request tool for this to function)
itemcondition	Choose if a product is 'New' or 'Used'
meta_title	Use this to set a manual Meta Title
meta_description	Use this to set a manual Meta Description
meta_keywords	Use this to set your Meta Keywords
google_product_type	Use this to override the Google Category assigned to this product May be left blank By default, this will inherit the setting in the Product's parent Category (the Category that this is taken from will be clearly listed here as 'default')
excludefinance	Baskets that include this Product will not be permitted to checkout with finance (eCommerce)
allowvatremoval	Enables the ability to exempt this Product from VAT, either in the POS or the CMS
option1 to 3 name	Enter an Option Name for the Product This will text match to an existing entry; if a matching entry does not exist, it will be created
option1 to 3	Enter an Option Value for the Variant
related	Enter a comma delimited list of SKU codes as Related items
upsells	Enter a comma delimited list of SKU codes as Upsells
productaddons	Enter a comma delimited list of Addon SKU codes
prodid	Export only This will export the Product ID of the selected Product

Mapping

You will need to map your data before it can be imported.

It is highly recommended that your import file should only include the columns for the fields that you are intending to edit, and nothing else.

Mistakes made here may have serious impact on your Product database.

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