

Import Export

Bulk import and export via CSVs.

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Summary

This section is used to manage products in bulk. It can be used to export and import Product information via CSVs.

There are five files, each of which may be exported and imported.

It is possible to use this feature to edit existing products *and* create new products

File Types

There are five file types:

- [Product \(Variant\)](#)
- [Category Association](#)
- [Customisations](#)
- [Images](#)
- [Cost Prices](#)

There are additional exports and imports, including ones for [Price Management](#), [Purchase Orders](#) and via the [Bulk Update](#) and [Product Lookup](#) tools; all of these files may be imported [here](#)

Field Mapping

When importing a file, you will need to ensure that the columns in your spreadsheet are mapped to IXO Commerce database fields. Your column headers will be shown on the left hand side of a table; choose from the drop down to match to a field.

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

Your CSV	Database
code	code
name	name
swatchwizard	swatchwizard
multiswatch	multiswatch
requestaswatch	requestaswatch
option1name	option1name
option1	option1
option2name	option2name
option2	option2
option3name	option3name
option3	option3

IXO Commerce will attempt to match fields to columns based where possible.

“ When managing Product (Variant) imports, it is also possible to create pre-sets

FAQs

When will a new Product be created?

If you are uploading a Product (Variant) import, the system will perform a lookup for the SKU codes in your spreadsheet. If the SKU code exists, that Variant will be updated to match the data in your spreadsheet. If it does not exist, a new one will be created.

File Types

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	<p>Date from which the Retail/Trade Offer price should apply</p> <p>If left blank, the Retail/Trade Offer price will apply unless an expiry date has been set in the past</p>
costprice	<p>The cost price of the Variant</p> <p>Defaults to 0</p> <p>May be set per Supplier enabled for this Product</p> <div data-bbox="815 607 1485 763" style="border: 1px solid #00a0e3; padding: 10px; margin-top: 10px;"> <p>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.</p> </div>
vat	<p>Select the VAT status of this Variant - choose from:</p> <ul style="list-style-type: none"> • Standard • Reduced • Zero • Exempt <p>VAT rates for Standard and Reduced are controlled via Countries</p>
lowstock	<p>Use this to set a low stock threshold, e.g. '7'</p> <p>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</p> <p>This will also be used to drive Replenishment</p>
highstock	<p>Use this to set a minimum stock level, e.g. '5'</p> <p>This will be used to drive Replenishment</p>
stocktext	<p>A label that will display on the Product Detail Page if this Variant has been selected</p>
allowbackorder	<p>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)</p>

Field	Purpose
allowpreorder	<p>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)</p>
postagetypes	<p>Enter postage type 'codes' in a comma delimited list, e.g. 'standard,collect'.</p> <p>Default postage types will be applied automatically to new Products</p>
deliverytext	<p>Text entered in this field will display to the customer on the website if the product has available free stock</p> <p>If left blank, this will default to 'In Stock'</p>
deliverytext2	<p>Text entered in this field will display to the customer on the website if the product does not have available free stock</p> <p>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)'</p>
leadtime	<p>Set the leadtime (total days) for the Variant</p>
brandname	<p>This adds a Brand to a product</p> <div data-bbox="815 1225 1485 1339" style="border-left: 2px solid #0070C0; padding-left: 10px; background-color: #E1F5FE;"> <p>This will text match to an existing entry; if a matching entry does not exist, it will be created</p> </div>
supplier	<p>This section is used to add Suppliers for a product. If not manually set, the default is to apply none.</p> <div data-bbox="815 1503 1485 1771" style="border-left: 2px solid #0070C0; padding-left: 10px; background-color: #E1F5FE;"> <p>If you are using multiple Suppliers for a single product, these may be added as a comma delimited list</p> <p>This will text match to an existing entry; if a matching entry does not exist, it will be created</p> </div>

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

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

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	<p>Toggle to combine variants within the Swatch Wizard (yes/no)</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #00bcd4; margin-bottom: 10px;"> <p>This controls the following field against the Product: 'Combine variant and swatch selection in Swatch Wizard if applicable (enables "multiswatch")'</p> </div> <div style="background-color: #ffe0b2; padding: 10px; border: 1px solid #e67e22; margin-bottom: 10px;"> <p>This will not be available if multiple layers of Variant option are on a product, e.g. 'Size' and 'Colour'</p> </div> <div style="background-color: #ffe0b2; padding: 10px; border: 1px solid #e67e22;"> <p>This will not be available if any live Variant has no Customisations</p> </div>
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 <div style="border-left: 2px solid #00AEEF; padding-left: 10px; background-color: #E6F2FF;">This will text match to an existing entry; if a matching entry does not exist, it will be created</div>
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.

Category Association

This may be used as an Import or an Export.

The file looks like this:

code	category1	category2	category3	category4
0809704055992	Living Room	Desks		
0809704055992	Clothing & Footwear	Footwear	Mens Shoes	Mens Casual Shoes
0809704055992	Demo Category	Test new category		
0809704055992	Test Category	Forstner Bits	Forstnre Bits - 1/4 Inch	
0809704056005	Living Room	Desks		
0809704056005	Clothing & Footwear	Footwear	Mens Shoes	Mens Casual Shoes
0809704056005	TEST	xxx		

Export

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

- ↓ [Download product data as CSV](#)
- ↓ [Download category association data as CSV](#)
- ↓ [Download "made to order" options as CSV](#)
- ↓ [Download images as CSV](#)



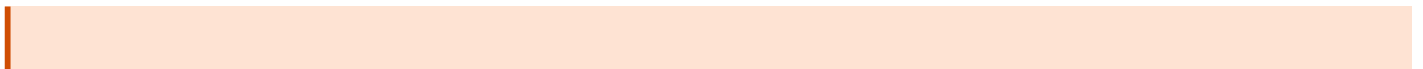
Import

Make changes to the file and import it to update Products; this will update Category associations.

When exported, the file will include every Category association belonging to a Product; this may mean a single SKU code could be repeated over multiple rows. The file is split into multiple columns, with each part of the Category hierarchy having its own column.

On import, if the specific Category does not exist (text match), one will be created.

Then, if an association does not exist between the specified SKU and Category, one will be created.



It is possible to create Categories in bulk using this import; be wary of typos, e.g. 'Sofa' and 'Sofas'

Field	Purpose
Code	<i>A SKU Code of the Product</i> <i>There is no need to link every Variant of a Product; just one will do</i>
Category1	<i>The top level Category of this heirarchy</i>
Category2	<i>The second level Category of this heirarchy</i> <i>Optional - if left blank, the product will only be added at the previous Category level</i>
Category3	<i>The third level Category of this heirarchy</i> <i>Optional - if left blank, the product will only be added at the previous Category level</i>
Category4	<i>The fourth level Category of this heirarchy</i> <i>Optional - if left blank, the product will only be added at the previous Category level</i>

Mapping

You will need to map your data before it can be imported. Included below is the optimal mapping/spreadsheet structure.

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

If you check the box 'remove existing Categories', this will wipe all pre-existing associations from Products in your upload file.

Removing existing associations is dangerous, and may have a serious impact on your Product Database

Remove existing categories'

Your CSV	Database
code	code ▼
category1	category1 ▼
category2	category2 ▼
category3	category3 ▼
category4	category4 ▼

Customisations (AKA 'Made to Order')

This may be used as an Import or an Export option.

The file looks like this:

code	product	optionname	optionvalue	optionprice	optionpercent	optioncost	swatchgroup	swatchname	swatchimage	imagelinkref	childoption
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Jade	0	0	0	Orla Kiely Grade A	A079-Boucle-Jade	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Jute	0	0	0	Orla Kiely Grade A	A081-Boucle-Jute	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Earth	0	0	0	Orla Kiely Grade A	A082-Boucle-Earth	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Mink	0	0	0	Orla Kiely Grade A	A083-Boucle-Mink	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Grey	0	0	0	Orla Kiely Grade A	A084-Boucle-Grey	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Cherry	0	0	0	Orla Kiely Grade A	A085-Boucle-Cherry	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Denim	0	0	0	Orla Kiely Grade A	A086-Boucle-Denim	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Duck_Egg	0	0	0	Orla Kiely Grade A	A087-Boucle-Duck_Egg	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Fennel	0	0	0	Orla Kiely Grade A	A088-Boucle-Fennel	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Oyster	0	0	0	Orla Kiely Grade A	A071-Boucle_Oyster	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Chocolate	0	0	0	Orla Kiely Grade A	A073-Boucle-Chocolate	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Wine	0	0	0	Orla Kiely Grade A	A075-Boucle-Wine	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Terracotta	0	0	0	Orla Kiely Grade A	A076-Boucle-Terracotta	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	Celadon	0	0	0	Orla Kiely Grade A	A078-Boucle-Celadon	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric		0	0	0	Orla Kiely Grade A	A079-Boucle-Jade	https://ixx.iconog		
1026706	Orla Kiely Linden L Shape Corner Sofa Group Grade A	Fabric	A081-Boucle-Jut	0	0	0	Orla Kiely Grade A	A081-Boucle-Jute	https://ixx.iconog		

Export

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

- ↓ [Download product data as CSV](#)
- ↓ [Download category association data as CSV](#)
- ↓ [Download "made to order" options as CSV](#)
- ↓ [Download images as CSV](#)



Import

Make changes to the file and import it to update Products. Any changes here will be added to existing Customisations.

It is possible to remove existing Customisations when you upload a file by using the 'remove existing MTO options' checkbox'.

Please be aware that removing Customisations in bulk is risky and could result in Customisations being removed incorrectly.

Field	Purpose
Code	<p>The SKU Code of the Variant to which the Customisations are linked</p>
Product	<p>The Product Name to which the Customisations are linked - Variant Option Values are also appended to this, to differentiate between Variants</p> <p><i>This is for reference purposes only, and changes here will not be updated within the system.</i></p>
Option Name	<p>The Name associated with the Customisation, e.g. 'Size' or 'Colour'</p> <p><i>Adding a new entry here may create a new <u>Option</u></i></p>
Option Value	<p>The Value associated with the Customisation, e.g. 'Small' or 'Red'</p>
Option Price	<p>The additional price to the customer associated with this Customisation, e.g. selecting 'Gold Feet' may add £49.99 to the price</p> <p><i>Enter in this format only: '0.00'</i></p>
	<p>Additional value to be added to the Special Offer price of the Variant</p> <p><i>This will only apply during a Special Offer period, as defined by the Variant</i></p> <p><i>Enter in this format only: '0.00'</i></p>
Option Percent	<p>The additional price to the customer associated with this Customisation, e.g. selecting 'Cotton' may add 10% to the price</p> <p><i>Enter in this format only: '0.00'</i></p>
Option Cost	<p>The additional cost associated with this Customisation, e.g. selecting 'Gold Feet' may add £49.99 to the price</p> <p><i>Enter in this format only: '0.00'</i></p>

Field	Purpose
Swatch Group	<p>The Swatch Group linked to this Customisation.</p> <p>Adding a new entry here may create a new Swatch Group</p>
Swatch Name	<p>The Swatch Group linked to this Customisation.</p> <p>On upload, if a Swatch Name matching this entry exists within the Swatch Group (see above), that Swatch will be linked to this customisation.</p> <p>Adding a new entry here may create a new Swatch</p>
Swatch Image	<p>The link to the Swatch Image that is linked to this Customisation</p> <p>If you are creating a new Swatch Group, or there is no Swatch with a corresponding Swatch Name within an existing Swatch Group, and you have entered a link here, it will import that Swatch Image and create a new Swatch</p>
Image Link Ref	<p>This shows a link to an existing Variant Image, if one exists</p>
POS Only	<p>Toggles whether this particular Customisation Value is available to eCommerce Customers</p>
Child Option	<p>Use this to set up interrelated options, e.g. choices for 'Choose Pattern/Plain' could lead to Child Options of 'Choose Plain Colour' and 'Choose Pattern Colour'</p>

Mapping

You will need to map your data before it can be imported. Included below is the optimal mapping/spreadsheet structure.

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

Please be aware that removing Customisations in bulk is risky and could result in Customisations being removed incorrectly unless done with care.

Product Data Import

Category Association Import

Customisations Import

Images Import

Cost Price Import

Customisations Import

Remove existing customisations?

Your CSV	Database
ID	<input type="text" value=""/>
variant live	<input type="text" value=""/>
prodref	<input type="text" value=""/>
Type	<input type="text" value=""/>
SKU	<input type="text" value=""/>

Images

This may be used as an Import or an Export option.

The file looks like this:

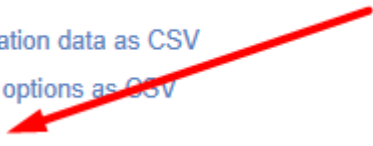
code	image	alt	display	imagenumber	colour
1853	https://ixo.iconography.co.uk/images/products/large/1853_3654.jpg	banana	yes	1	Red
1853	https://ixo.iconography.co.uk/images/products/large/1853_410.jpg	peeled banana	yes	2	
1853	https://ixo.iconography.co.uk/images/products/large/1853_3645.jpg	test	no	3	Green
1855B-80716	https://ixo.iconography.co.uk/images/products/large/1855_415.jpg	Orange	yes	1	Blue
1855B-80716	https://ixo.iconography.co.uk/images/products/large/1855_416.jpg	Lemon	yes	2	
1855B-80716	https://ixo.iconography.co.uk/images/products/large/1855_414.jpg	Lime	no	3	
1855B-80717	https://ixo.iconography.co.uk/images/products/large/1855_415.jpg	Orange	yes	1	
1855B-80717	https://ixo.iconography.co.uk/images/products/large/1855_416.jpg	Lemon	yes	2	
1855B-80717	https://ixo.iconography.co.uk/images/products/large/1855_414.jpg	Lime	no	3	
1855B-80718Y	https://ixo.iconography.co.uk/images/products/large/1855_415.jpg	Orange	yes	1	
1855B-80718Y	https://ixo.iconography.co.uk/images/products/large/1855_416.jpg	Lemon	yes	2	
1855B-80718Y	https://ixo.iconography.co.uk/images/products/large/1855_414.jpg	Lime	no	3	
1864	https://ixo.iconography.co.uk/images/products/large/1864_422.jpg		yes	1	
1864	https://ixo.iconography.co.uk/images/products/large/1864_423.jpg		yes	2	
1864B	https://ixo.iconography.co.uk/images/products/large/1864_422.jpg		yes	1	
1864B	https://ixo.iconography.co.uk/images/products/large/1864_423.jpg		yes	2	

Export

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

One Product may have multiple images, in which case these will be split over multiple lines.

- ↓ [Download product data as CSV](#)
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- ↓ [Download images as CSV](#)



Import

Make changes to the file and import it to update Products. If the image does not exist, a new one will be imported.

Field	Purpose
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Code	The SKU Code of the Variant to which the Images are linked
Image	The link to the image. If importing from a URL, enter the full URL, e.g. www.example.com/image.jpg If importing from the server via FTP, just enter the image name, e.g. image.jpg
Alt	The alt text for the image <div style="border: 1px solid #00aaff; background-color: #e0f2f7; padding: 5px; text-align: center;">Defaults to the image name if not entered</div>
Display	Enter 'yes' or 'no'
Image Number	Used for image sequencing Enter a number New images are added in the same order as the spreadsheet
Colour	Use this to link a Colour to the image for eCommerce Filters

Mapping

You will need to map your data before it can be imported. Included below is the optimal mapping/spreadsheet structure.

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

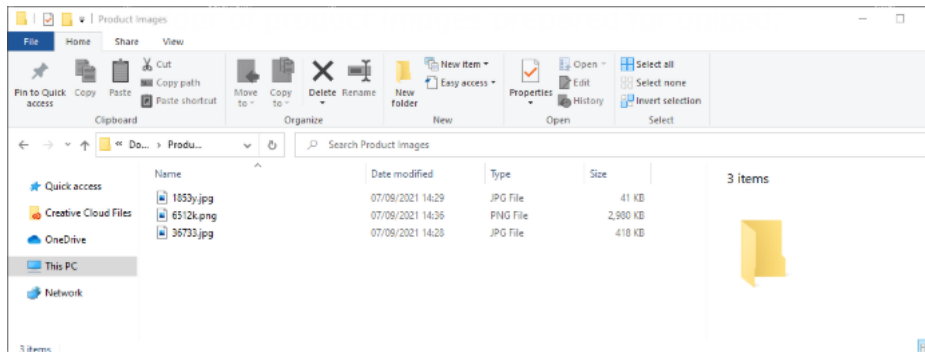
Images Import

Your CSV	Database
code	code ▼
image	image ▼
alt	alt ▼
display	display ▼
imagenumber	imagenumber ▼
colour	colour ▼

Adding Images via FTP

Step 1: Preparing your images for upload

To use the IXO images CSV upload your image files are required to be in a single folder, it is also recommended that you name your image files as the product SKU to make Step 2 easier.



Step 2: Creating the images CSV file

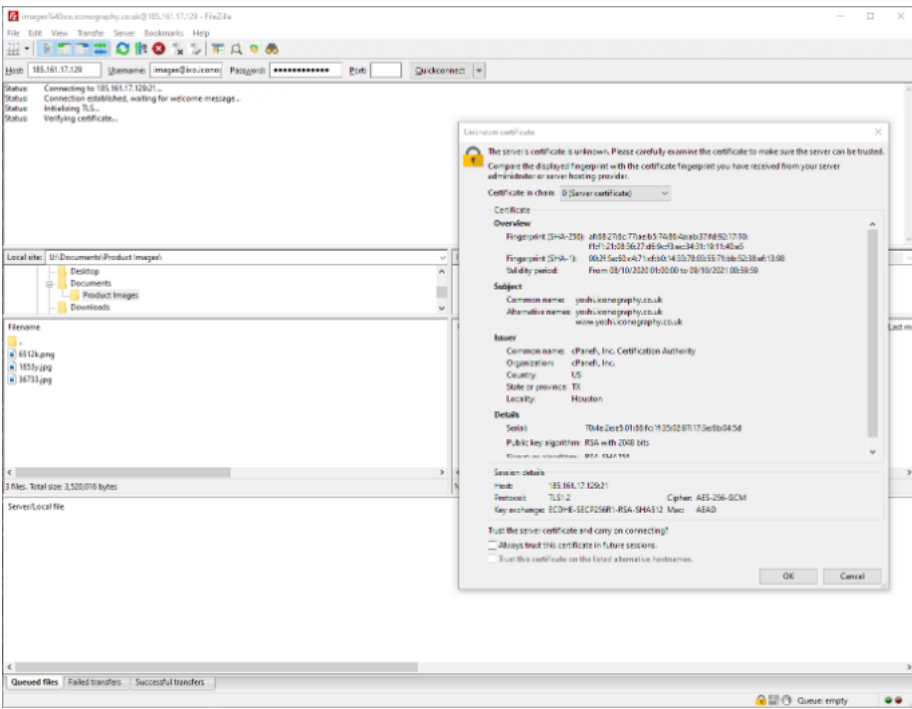
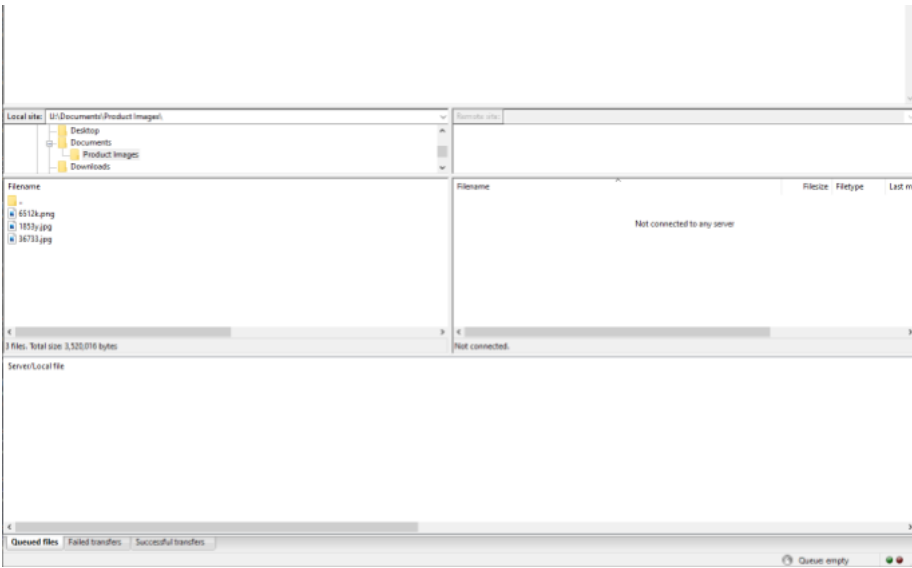
Fill out the example images CSV file provided by Iconography along with this guide as per the example line in the CSV.

Ensure the "image" field is filled with the file name and file type (png or jpg) exactly as it is in the folder you prepared in Step 1.

Step 3: Uploading your images

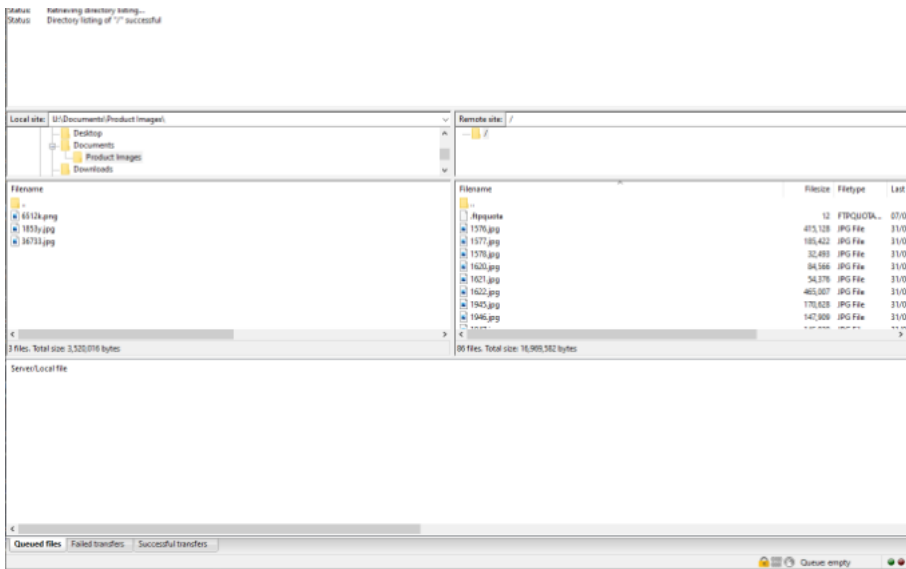
Upon opening FileZilla (free to download if not already using this system <https://filezilla-project.org/download.php?type=client>) you'll see this screen.

The login fields are at the top to enter the details provided by Iconography along with this guide (contact us if you do not have logins).



need to click 'OK' to confirm you

You'll then be logged in and can see any image files already on the server on the bottom right box and files on your computer bottom left box.



Next in the bottom left box navigate to the folder you prepared in Step 1 on your computer. Then select all the images you'd like to upload and drag them into the bottom right box.

In the bottom window it will give you an overview of the progress of the file transfer.

Step 4: Uploading the images CSV file

Upload your CSV via the CMS.

Cost Price

This may be used as an Import or an Export.

The file looks like this:

code	costprice
4800-40	50
4800-42BD	80
4800-43BD	35
4800-51BD	200
4800-53BD	400
4800-54BD	300
4800-56	197.4
4800-57	247.8
4800-58	217.2

Export

Cost Price Export

Select supplier:

Select a Supplier - this will export a list of all Variants whose Product has been linked to your selected Supplier.

Import

It is also possible (and may sometimes be preferable) to use the [Price Management](#) tool, as this allows for rules based price management, as well as timed price updates

Make changes to the file and import it to update Variants. Any changes here will amend Cost Prices for that Variant.

Changes here will not update the landed cost of existing units of stock; these figures are used for new Purchase Orders and for calculating default margins on Sales Orders.

Field	Purpose
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Code	<i>The SKU Code of the Variant</i>
Cost Price	<i>The Cost Price for the Variant</i>

Mapping

Your file will not need mapping; it just needs two columns:

| code | cost price |

When uploading your file, you will need to select the Supplier to which the prices should be applied.

If you select a Supplier that is not associated with the Products in your file, new associations will be created.

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