



Importing Products Into Your Online Store

You can import products into your Site Store Pro database (online store) using the bulk CSV upload tool.

To access the CSV import (upload) tool, login to your web-based admin, click on the 'Products' Tab and then click on the **'Import | Export Products'** link on the bottom of the left menu. After clicking on that link, click on 'Import Products From CSV File' on the Import | Exports Products page.

If your install does not include the **'Import | Export Products'** link and only includes an 'Export Products (CSV)' link on the left menu of the Products section, you can upgrade your install by following the instructions at:

http://www.sitestorepro.com/import_tool.asp

You can download a sample CSV and Excel File to use as a template in preparing your own import file at: http://www.sitestorepro.com/import_sample.zip

In addition to the CSV import tool, the following other tools are also available in the Products Import section:

- Export Current Product List In Compatible CSV file format
- Import | Export Sizes
- Import | Export Colors
- Import | Export Materials
- Import | Export Shop-By-Styles
- Import | Export Shop-By-Occasions
- Reset All Inventory Levels To Zero
- Turn Off All Items (Set to Inactive)

The following field names (columns) are required in the CSV Product import file. Please note that the column names are in bold and are case-sensitive. Your CSV file must contain every field name below with the exact same spelling and case (i.e ProdID not prodid).

ProdID_ = This field is required and cannot be empty. **If you will be inserting a new item into the system, you must enter a 0 (zero) in this field.** *If you will be updating an existing inventory item, you can enter either your Site Store Pro auto-generated Product ID number or your item's unique SKU field.* If you are adding a new item (with a zero in this field) and you will be using your product's unique SKU value for future batch updates to the item, make sure you enter the SKU in the 'ProdSKU' field (3rd field/column).

ProdName = This field is required and cannot be empty. This is the name or title of your item.

ProdSKU_ = This field is not required but is recommended. The ProdSKU field will be saved in the inventory manager and can also be used to future product updates and site search criteria. If you are adding a new item (with a zero in the ProdID) and you will be using your product's unique SKU value for future batch updates instead of the auto-generated Site Store Pro Product ID value, you must enter a unique value in this field or you will not be able to update the item using a CSV batch and will have to only update it via the product manager in the web-based admin.

ProdShortDesc = This field is not required but is recommended. This is the short description field. This field will appear in the item's search results listing as well as Tell-A-Friend messages sent about the item.

ProdLongDesc = This field is not required but is recommended. This is the long description field. This field will appear on the item detail's page and will contain most of the descriptive information regarding the item.

ProdBullet1 = This field is not required but is recommended. This is the product bullet field #1. This field (if not empty) will be displayed on the item detail's page.

ProdBullet2 = This field is not required but is recommended. This is the product bullet field #2. This field (if not empty) will be displayed on the item detail's page.

ProdBullet3 = This field is not required but is recommended. This is the product bullet field #3. This field (if not empty) will be displayed on the item detail's page.

ProdBullet4 = This field is not required but is recommended. This is the product bullet field #4. This field (if not empty) will be displayed on the item detail's page.

Meta_Description = This field is not required. This field populates the META description field when the item is viewed on the item details page on the store. Having relevant and information content in this field may increase the SEO (Search Engine Optimization) of the item.

Meta_Keywords = This field is not required. This field populates the META Keywords field when the item is viewed on the item details page on the store. Having relevant and information content in this field may increase the SEO (Search Engine Optimization) of the item.

Manufacturer = **This field is required** and cannot be empty. This field can contain either an existing Site Store Pro auto-generated ManufacturerID, an existing Manufacturer (Brand) name or a new manufacturer (brand) name. During the import process, the system will check if the value entered in this field is already in the system. If the import process does not locate a matching manufacturer (brand) record, it will automatically create a new manufacturer (brand) record with the **text** value entered in the field. If you enter a auto-generated ID value in this field that does not exist, the system will mark the item as having a import error and you will have the opportunity to edit the item before finalizing the import.

MainCategory = **This field is required** and cannot be empty. This field can contain either an existing Site Store Pro auto-generated CatID value , an existing Category name or a new Category name. During the import process, the system will check if the value entered in this field is already in the system. If the import process does not locate a matching Main Category record, it will automatically create a new Category record with the **text** value entered in the field. If you enter a auto-generated ID value in this field that does not exist, the system will mark the item as having a import error and you will have the opportunity to edit the item before finalizing the import.

SubCategory = This field is not required. This field can contain either an existing Site Store Pro auto-generated SubCatID value , an existing Sub-Category name or a new Sub-Category name. During the import process, the system will check if the value entered in this field is already in the system. If the import process does not locate a matching Main Sub-Category record, it will automatically create a new Sub-Category record with the **text** value entered in the field. If you enter a auto-generated ID value in this field that does not exist, the system will mark the item as having a import error and you will have the opportunity to edit the item before finalizing the import.

Collection = This field is not required. This field can contain either an existing Site Store Pro auto-generated StyleID (Collection) value , an existing Collection name or a new name. During the import process, the system will check if the value entered in this field is already in the system. If the import process does not locate a matching Collection record, it will automatically create a new Collection record with the **text** value entered in the field. If you enter a auto-generated ID value in this field that does not exist, the system will mark the item as having a import error and you will have the opportunity to edit the item before finalizing the import.

ChargeSalesTax = **This field is required**. This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, Sales Tax will not be calculated on this item. If a 1 (one) is entered in this field, Sales Tax will be calculated. If this field is empty or have any value besides a 1 or 0, the import process will fail and alert you to the error and line number of the issue.

ChargeShipping = **This field is required**. This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, shipping will not be calculated on this item. If a 1 (one) is entered in this field, shipping will be calculated. If this field is empty or have any value besides a 1 or 0, the import process will fail and alert you to the error and line number of the issue. If you enter a value of 1 in this field, make sure you also enter the correct weight of the item in the ProdWeight field.

ProdWeight = **This field is required**. This field must contain a numeric value. If the item will not be shipped or has no weight, enter a 0 (zero). If you enter any value besides a zero in this field, make sure you also mark the item to be shipped by entering a 1 in the ChargeShipping field.

ProdPrice = **This field is required.** This field must contain a numeric value. This field specifies the **retail (standard) price** of the item.

ProdPrice2= **This field is required.** This field must contain a numeric value. This field specifies the **wholesale price** of the item. This field must contain a value even if you will not be offering wholesale pricing on your store.

IsSpecial = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not be set to be on special (sale) . If a 1 (one) is entered in this field, the item will be marked on sale (special) . If this field is empty or have any value besides a 1 or 0, the import process will fail and alert you to the error and line number of the issue. If you enter a value of 1 in this field, make sure you also enter the correct sale price of the item in the SpecialPrice field.

SpecialPrice = **This field is required.** This field must contain a numeric value. This field specifies the **sale price** of the item. This field must contain a value even if you will not be offering the item on special. If you do not want to enter a sale price, simply enter a 0 in this field.

More information on sale pricing is available at :

<http://www.sitestorepro.com/mysupport/KB/a110/how-do-i-set-a-product-to-be-on-sale-special.aspx>

EnableQTYDisc = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not be set to be on Quantity Discount. If a 1 (one) is entered in this field, the item will be marked on Quantity Discount . If this field is empty or have any value besides a 1 or 0, the import process will fail and alert you to the error and line number of the issue. If you enter a value of 1 in this field, make sure you also enter the correct quantity discount values in the QtyDiscountPricing field

QtyDiscountPricing = This field is not required .This field is only used if the EnableQTYDisc field is set to 1. This field specifies the **quantity discount range pricing** of the item. An example formatted string for this field is:

1-2=10.50,3-5=9.25,Other=9.00

More information on how this field affects the item is available at:

<http://www.sitestorepro.com/mysupport/KB/a111/setting-a-quantity-based-item-discount.aspx>

Sizes = This field is not required . This field specifies which size options are assigned to the item. Note: This field cannot contain size names (text values). It must contain a delimited string of existing SizeID values. The SizeID is auto-generated when a size is added to the system. Unlike the Brand, Category, Sub-Category and Collection fields, the sizes must already exist in the system to be included in this field. You can bulk-import sizes into the system and download their SizeID values to help you prepare this field if you will be adding this option as a batch import process. Data added to this field should be in comma-delimited string format (not encapsulated with quotes, double quotes, etc) in the format of for example: 12, 14, 18, 19

Colors = This field is not required . This field specifies which size options are assigned to the item. Note: This field cannot contain size names (text values). It must contain a delimited string of existing SizeID values. The SizeID is auto-generated when a size is added to the system. Unlike the Brand, Category, Sub-Category and Collection fields, the Colors must already exist in the system to be included in this field. You can bulk-import Colors into the system and download their SizeID values to help you prepare this field if you will be adding this option as a batch import process. Data added to this field should be in comma-delimited string format (not encapsulated with quotes, double quotes, etc) in the format of for example: 12, 14, 18, 19

Materials = This field is not required . This field specifies which size options are assigned to the item. Note: This field cannot contain size names (text values). It must contain a delimited string of existing SizeID values. The SizeID is auto-generated when a size is added to the system. Unlike the Brand, Category, Sub-Category and Collection fields, the Materials must already exist in the system to be included in this field. You can bulk-import Materials into the system and download their SizeID values to help you prepare this field if you will be adding this option as a batch import process. Data added to this field should be in comma-delimited string format (not encapsulated with quotes, double quotes, etc) in the format of for example: 12, 14, 18, 19

ShopByStyles = This field is not required . This field specifies which size options are assigned to the item. Note: This field cannot contain size names (text values). It must contain a delimited string of existing SizeID values. The SizeID is auto-generated when a size is added to the system. Unlike the Brand, Category, Sub-Category and Collection fields, the ShopByStyles must already exist in the system to be included in this field. You can bulk-import ShopByStyles into the system and download their SizeID values to help you prepare this field if you will be adding this option as a batch import process. Data added to this field should be in comma-delimited string format (not encapsulated with quotes, double quotes, etc) in the format of for example: 12, 14, 18, 19

ShopByOccasions = This field is not required . This field specifies which size options are assigned to the item. Note: This field cannot contain size names (text values). It must contain a delimited string of existing SizeID values. The SizeID is auto-generated when a size is added to the system. Unlike the Brand, Category, Sub-Category and Collection fields, the ShopByOccasions must already exist in the system to be included in this field. You can bulk-import ShopByOccasions into the system and download their SizeID values to help you prepare this field if you will be adding this option as a batch import process. Data added to this field should be in comma-delimited string format (not encapsulated with quotes, double quotes, etc) in the format of for example: 12, 14, 18, 19

StockLevel = **This field is required.** This field must contain a numeric value. This field contains the current inventory level of the item.

TotalSold = **This field is required.** This field must contain a numeric value. This field contains the starting value of the number of items sold of this item. This field is typically used when importing items into Site Store Pro from another ecommerce system so that the number of items sold reflects the past sales of the item. Note: This field is required but will only be used on new records. Existing items in the system will not have their Total Sold value changed with the value in this field. If no items have been sold for the item, simply enter a 0 in the field.

IsCatalog = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not show up in the store search results or directory listing. However, the item will still be viewable (if active) by going directly to the item's detail page. . If a 1 (one) is entered in this field, this item will be set to appear in the store's search results and directory listings. More information on this feature of Site Store Pro is available at: <http://www.sitestorepro.com/mysupport/KB/a113/exclude-item-product-from-store-search-results.aspx>

IsFeatured = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not be marked as "Featured" store item. If a 1 (one) is entered in this field, this item will be set to appear in the store's default page and featured item include file(s). More information on this feature of Site Store Pro is available at: <http://www.sitestorepro.com/mysupport/KB/a109/set-item-as-featured.aspx>

OnHomePage = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not be marked to appear on the site's home page as a dynamic, random item display. If a 1 (one) is entered in this field, this item will be set to appear in on the store's home page. More information on this feature of Site Store Pro is available at:

<http://www.sitestorepro.com/mysupport/KB/a112/random-home-page-item-display.aspx>

IsEvent = **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will not be marked as being a "event" type item. If a 1 (one) is entered in this field, this item will be marked as an event. Event items have some specific features that are not used by general store items. More information on this feature of Site Store Pro is available at:

<http://www.sitestorepro.com/mysupport/KB/a136/event-setting-overview.aspx>

Active= **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field, this item will be turned OFF and not visible on the store. If a 1 (one) is entered in this field, the item will be turned ON. More information on this feature is available at:

<http://www.sitestorepro.com/mysupport/KB/a108/activate-product-event-turn-onoff.aspx>

ImageFile= This field is not required . This field specifies the main product image for the item. If you include a jpg file name in this field, you must manually upload the file, along with a thumbnail version of the file ending in `_small.jpg` to `/store_content/products_media/`. The thumbnail is generated automatically when uploading product pictures in the web-based admin but if you will be including a product image file name, you must create your own thumbnail (small) version of the main image and upload them both via FTP. The thumbnail file must have the same name as the filename specified in field except with a `_small` at the end of the filename. Therefore, if your filename was `myproduct.jpg`, the thumbnail file name would be `myproduct_small.jpg`. Note: This field is only processed for new records. Existing products will not have their picture updated with a new image. This is due to the fact that some stores have products with multiple images and we don't want to break a sequence of images with an update to an existing item's image collection.

ZoomImage= This field is not required . This field specifies zoom (full-size) image for an item. If you include a jpg file name in this field, you must manually upload the file to `/store_content/products_media/`. Note: This field is only processed for new records. Existing products will not have their picture updated with a new image. This is due to the fact that some stores have products with multiple images and we don't want to break a sequence of images with an update to an existing item's image collection.

Update_Item= **This field is required.** This field must contain with a 0 or 1. If a 0 (zero) is entered in this field and the item in the field is an existing product, the item will not be updated with the information in the fields.. If a 1 (one) is entered in this field and the item is already in the system, the information in the item's CSV fields will replace (update) the current info for the item online. Note: This field is only valid for existing items but must contain a value for all items. For new items, simply enter a 0 in the field.

You can download a sample CSV and Excel File to use as a template in preparing your own import file at: http://www.sitestorepro.com/import_sample.zip

If you have any questions or need assistance preparing or processing your import, please Site Store Pro Customer Support at support@sitestorepro.com