



# **Seller Import-Export Manual**

For Version 3.0

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## Import-Export Guide for Seller

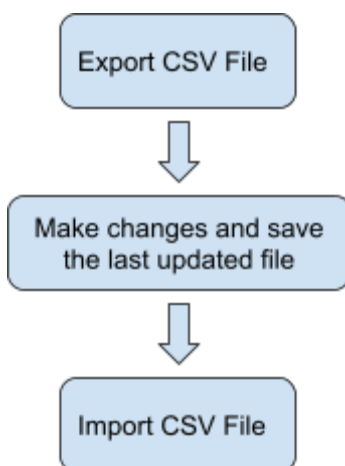
### 1. General Instructions

#### Multilingual

Since Yo!Rent inherently is a multilingual platform; all export-import functionality wherever available in the system will only work for the particular language exported or imported in. This means that a file that is exported in English will only update English values when imported back into the system. Same items in other languages will not be updated until the user exports the same CSV in other languages, makes changes and imports it back to the system.

#### Import/Export process

As a practice it is always recommended to first export the CSV, make changes to it and then import it back into the system. This practice will ensure accuracy of the CSV file and minimize any errors during import.



**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

## Images/Media Files

Any type of images/media can only be imported into the system if the file is located at a public URL. For example the file should be hosted on a server which is accessible publicly. Please note that images saved on devices and desktops cannot be imported through the CSV.

The bulk images being added must be uploaded on the server through the [‘Upload Bulk Media’](#) tab.

Once the media CSV is imported into the system, a cron job is executed by the system to import and save the images on the server. This cron job is an automated script that the system runs after a set interval on its own and no intervention is required from the user's end. The media/images imported into the system will not display immediately.

## Deleting Items

Within Yo!Rent when an item is deleted, the system does not actually delete the item from the database rather it just hides the item from display. With the import functionality a user can restore a previously deleted item by changing the value of the deleted column from Yes to No.

## Import Log File

Yo!Rent will generate a CSV log file for every import action where it will log the column and row for the errors encountered during the import. If the import was successful then no log file will be generated. System will only allow importing the CSV if no errors are encountered.

## CSV

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To avoid errors it is absolutely recommended to not alter columns or its names/headers in the CSV. Also to import bulk entries it is absolutely recommended to keep maximum entries to a count of 20,000 per sheet. It is absolutely recommended to make multiple sheets for data above 20,000.

### Import Export Yo!Rent Settings

Only turn on/off settings from the settings console if you are familiar with boolean concepts and understand how 'id's' will work in a CSV. Also turning on settings from the import export settings tab may alter or add columns to the CSV. The column headings displayed in this manual are as per the standard settings.

## 2. Import

Important notes:

- **All the identifiers** (the identifiers of all items) within the import-export files are **case sensitive**.
- The **columns that are required** (should not be left empty) are marked with asterisk (\*) in the manual **but** the CSV files **do not** differentiate the optional and mandatory columns. If any such column is left blank, the file will not be uploaded and **a log file** will be generated which will mark the errors. However, these settings can be changed by the admin. For example, the admin can manage if it is mandatory to enter the brand name of a product being added in the system or not. So, if the admin has enabled these settings, it is mandatory to enter the brand name when importing a file with a new product.

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- **Log File:** Yo!Rent will generate a CSV log file if the file could not be uploaded successfully. This log file will log the column and row for the errors encountered during the import. If the import was successful then no log file will be generated. System will only allow importing the CSV if no errors are encountered.
- If the **columns** being displayed in any of the CSV files are **different** (a new column entry is displayed or the name of a column heading is different) from that of what is explained in **this manual**, please check Import/Export '**Settings**'. The columns are explained in this manual as per the standard settings. If the admin makes any changes from their end or the seller makes any changes in their Import/Export settings, the CSV files will display the columns accordingly.

## 2.1 Sequence the entities

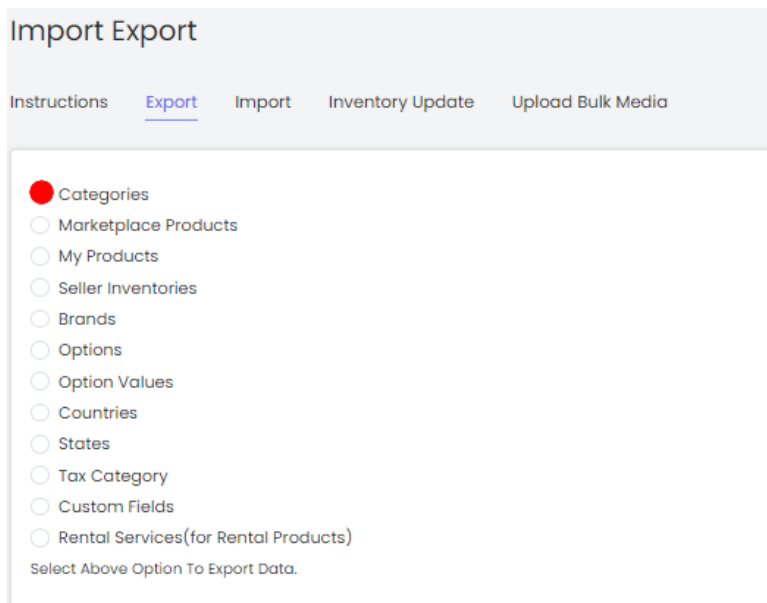
To export entities such as '**My Products**', '**Seller Inventories**', '**Rental Services**'(For Rental Products) there is some data that needs to be sequenced beforehand. This is due to the dependencies on columns(category, brand, tax identifier) while making new product entries. Therefore, keep the following sequences correct and ready before you try importing the above entities:

### 2.1.1 Categories

Knowing categories will help you plan and enlist your products' category wise. To export Categories, go to Import Export option > Click on the 'Export Tab' and select 'Categories' option.

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Import Export

Instructions Export Import Inventory Update Upload Bulk Media

☒ Categories

☐ Marketplace Products

☐ My Products

☐ Seller Inventories

☐ Brands

☐ Options

☐ Option Values

☐ Countries

☐ States

☐ Tax Category

☐ Custom Fields

☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

- On the next screen, you will be prompted to select language from the provided list. Make a selection, click on the 'Submit' button and the data will be downloaded in the selected language.
- Check your downloads folder and access the compiled list of categories along with their parent category.

## 2.1.2 Brands

Use the existing list of brands from the Import Export option > Click on the 'Export Tab' and select 'Brands' option.

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## Import Export

[Instructions](#)[Export](#)[Import](#)[Inventory Update](#)[Upload Bulk Media](#)

☐ Categories

☐ Marketplace Products

☐ My Products

☐ Seller Inventories

☒ Brands

☐ Options

☐ Option Values

☐ Countries

☐ States

☐ Tax Category

☐ Custom Fields

☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

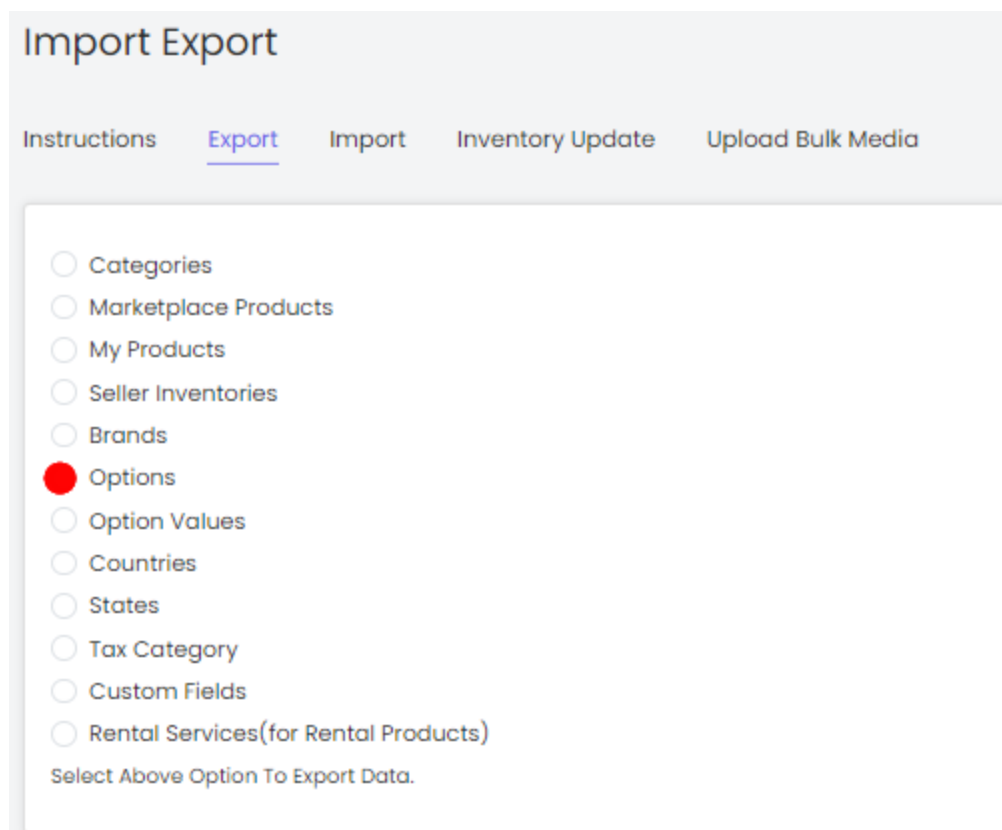
- On the next screen, you will be shown the 'Content' and 'Media' tab. Where the former will download the brands list, the latter allows you to view the media images attached with the brands lists. As required, click on the 'Submit' button and the data will be downloaded in the selected language.
- Check your downloads folder and access the compiled list of brands and enlist your products brand wise.

### 2.1.3 Options

Use the existing list of brands from the Import Export option > Click on the 'Export Tab' and select 'Options' from the list.

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**Import Export**

Instructions Export Import Inventory Update Upload Bulk Media

- ☐ Categories
- ☐ Marketplace Products
- ☐ My Products
- ☐ Seller Inventories
- ☐ Brands
- ☒ Options
- ☐ Option Values
- ☐ Countries
- ☐ States
- ☐ Tax Category
- ☐ Custom Fields
- ☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

- On the next screen, select language from the drop down list to download data in the selected language.
- Click on the 'Submit' button and the data will be downloaded in the selected language.
- Check your downloads folder and access the existing product options list to bind your products with.

### 2.1.4 Option Values

Know the option values linked with the existing product options. To download, click on the 'Export Tab' and select 'Option Values' from the list.

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## Import Export

[Instructions](#)[Export](#)[Import](#)[Inventory Update](#)[Upload Bulk Media](#)

- ☐ Categories
- ☐ Marketplace Products
- ☐ My Products
- ☐ Seller Inventories
- ☐ Brands
- ☐ Options
- ☒ Option Values
- ☐ Countries
- ☐ States
- ☐ Tax Category
- ☐ Custom Fields
- ☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

- On the next screen, select language from the provided drop down list to download data in the selected language.
- Click on the 'Submit' button and check your downloads folder to go through the list of option values.

### 2.1.5 Countries

To view the list of countries, click on the 'Export Tab' and select 'Countries' from the list.

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## Import Export

[Instructions](#)[Export](#)[Import](#)[Inventory Update](#)[Upload Bulk Media](#)

☐ Categories

☐ Marketplace Products

☐ My Products

☐ Seller Inventories

☐ Brands

☐ Options

☐ Option Values

☒ Countries

☐ States

☐ Tax Category

☐ Custom Fields

☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

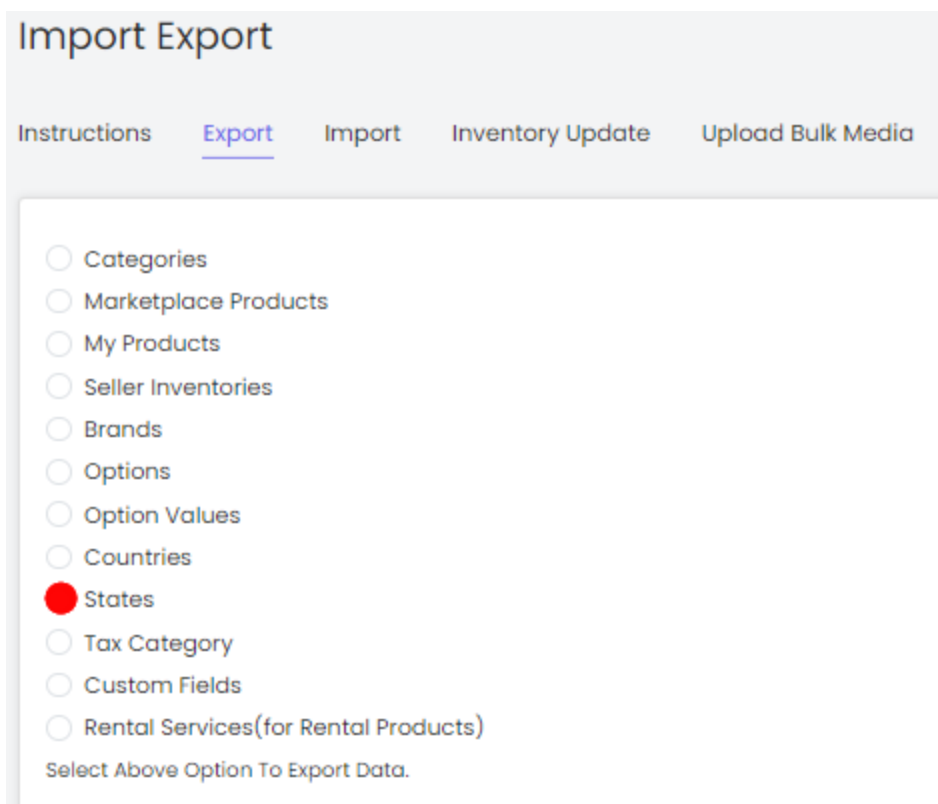
- On the next screen, select language from the provided drop down list to download data in the selected language.
- Click on the 'Submit' button and check your downloads folder to go through the list of countries that preexists in the system.

### 2.1.6 States

To view the list of states, click on the 'Export Tab' and select 'States' from the list.

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Import Export

Instructions Export Import Inventory Update Upload Bulk Media

- ☐ Categories
- ☐ Marketplace Products
- ☐ My Products
- ☐ Seller Inventories
- ☐ Brands
- ☐ Options
- ☐ Option Values
- ☐ Countries
- ☒ States
- ☐ Tax Category
- ☐ Custom Fields
- ☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

- On the next screen, select language from the provided drop down list to download data in the selected language.
- Click on the 'Submit' button and check your downloads folder to go through the list of states that preexists in the system.

### 2.1.7 Tax Category

Download the list of Tax categories by clicking on the 'Export Tab' and select 'Tax Category' from the list.

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### Import Export

Instructions Export Import Inventory Update Upload Bulk Media

- ☐ Categories
- ☐ Marketplace Products
- ☐ My Products
- ☐ Seller Inventories
- ☐ Brands
- ☐ Options
- ☐ Option Values
- ☐ Countries
- ☐ States
- ☒ Tax Category
- ☐ Custom Fields
- ☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

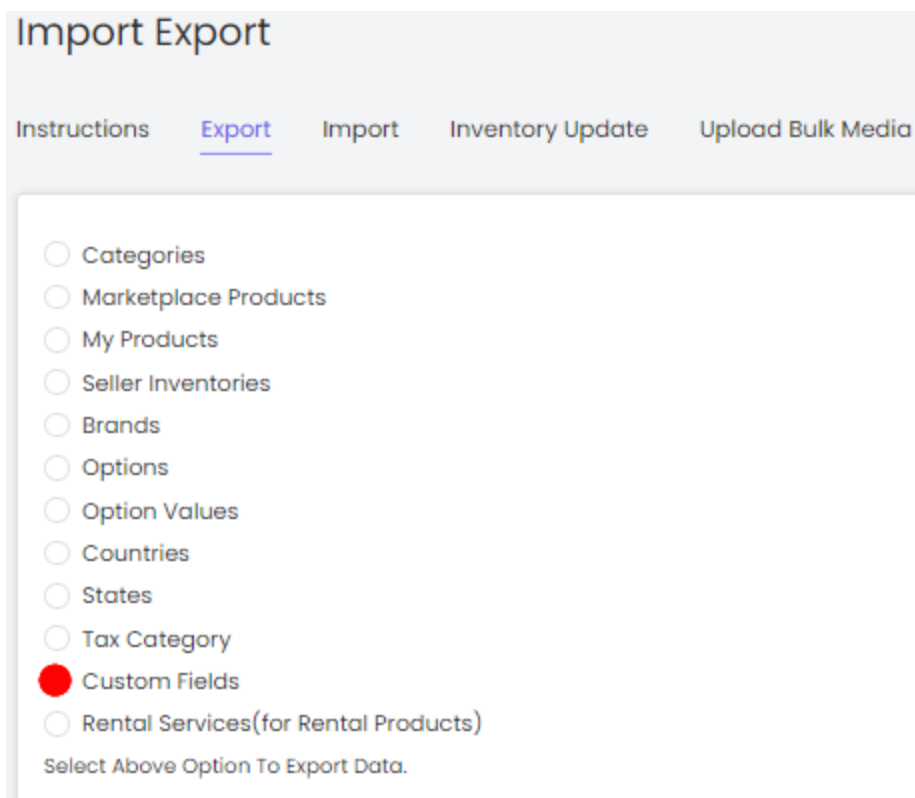
- On the next screen, select language from the provided drop down list to download data in the selected language.
- Click on the 'Submit' button and check your downloads folder to go through the existing list of tax categories that can be used to enlist your products.

## 2.1.8 Custom Fields

Download the list of Custom Fields by clicking on the 'Export Tab' and select 'Custom Fields' from the list.

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Import Export

Instructions Export Import Inventory Update Upload Bulk Media

- ☐ Categories
- ☐ Marketplace Products
- ☐ My Products
- ☐ Seller Inventories
- ☐ Brands
- ☐ Options
- ☐ Option Values
- ☐ Countries
- ☐ States
- ☐ Tax Category
- ☒ Custom Fields
- ☐ Rental Services(for Rental Products)

Select Above Option To Export Data.

- On the next screen, select language from the provided drop down list to download data in the selected language.
- Click on the 'Submit' button and check your downloads folder to go through a list of custom fields that you can use to add more information and specifications to your product listing.

## 2.2 Import My Products

Sellers can add products of their own, if permitted by the admin. This means that if the admin has disabled the feature of allowing sellers to add their own products, the 'My Products' button will not be displayed under the Import tab.

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To import products, the sellers need to export the latest CSV files of:

- **Categories** to collect a Category Identifier
- **Brands** to collect a Brand Identifier
- **Tax Categories** to collect a Tax Category Identifier
- **Shipping Profile** to collect a Shipping Profile Identifier
- **Shipping Packages** to collect a Shipping Package Identifier

The sellers will have to enter accurate identifiers to avoid errors when adding a product.

#### a. Import Product Catalog

To import list of 'My Products', please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will redirect the seller to the content tab:

The screenshot shows a web interface titled 'Import Export'. At the top, there are five tabs: 'Instructions', 'Export' (which is highlighted with a blue underline), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below these tabs, there are two sub-tabs: 'Content' (highlighted with a blue underline) and 'Media'. The main content area contains three dropdown menus. The first is labeled 'Language\*' and has 'English' selected. The second is labeled 'Select Data\*' and has 'Product Catalog' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form is a blue button labeled 'Submit'.

2. The seller must -

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- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
  - Product Catalog
  - [Product Options](#)
  - [Product Specifications](#)
  - [Product Custom Fields Data](#)

To add products, proceed with the '**Product Catalog**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - **Does Not Matter**
  - **By ID Range:** Selecting this option the seller can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the products. **For example:** If the seller mentions the **Start ID:** 10 and **End ID:**20, the downloaded CSV file will display items that have product ids from the range 10 to 20.
  - **By Batches:** Selecting this option, the seller can download the items falling under a particular batch. The batches are created as per the count mentioned in the '**Counts per Batch**' and the seller can download items falling under a particular batch by mentioning the '**Batch Number**'. The seller must have a rough idea of the total number of items that are available in their system. Please note that the total number of items available and the Product Id are two different things. The total number of items are referred to

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as the number of entries available in the CSV file, in other words, the number of rows with entries (except the first row that displays column headings).

The **Number of Batches** that the system will create will be equal to the **Total number of Items/Counts Per Batch**.

**For example:** There are 100 items available. The seller defines Counts Per Batch as 20 and the Batch Number as 2. The system will automatically divide the complete list into 5 batches (100/20). Now, the CSV file downloaded will display entries of rows from range 21 to 40.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**My Products**' content file will be downloaded in CSV format.

3. Enter new products in the rows with their values under the provided columns.

**NB:** The column headings mentioned below are as per the standard system settings. However, any changes made by the admin in the system settings or by the seller in their import-export settings will automatically change the CSV files. Please check the Import/Export '**Settings**' or contact the admin if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Product ID\*:** Enter an id to be assigned to the new product being added.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Product Identifier\*:** Enter a unique identifier for the product.

**NB:** Please note that the identifiers are **case sensitive**.

- **Username\*:** Enter your username.
- **Product Name\*:** Enter the name of the product.
- **Description:** Enter the product description.
- **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
- **Category Identifier\*:** Enter the identifier of the category under which the product will be displayed. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Category Content** CSV file.
- **Brand Identifier:** Enter the identifier of the brand to be linked with this product. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Brand Content** CSV file from the Export tab.

**NB:** The admin manages if this field is to be marked as mandatory or not.
- **Model:** Enter the model name and/or number.

**NB:** The admin manages if this field is to be marked as mandatory or not.
- **Minimum Selling Price\*:** Enter the minimum selling price for the product.
- **Tax Category Identifier(Sale)\*:** Enter the identifier of a tax category to link it with the product for sale. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Tax Category** CSV file from the Export tab.

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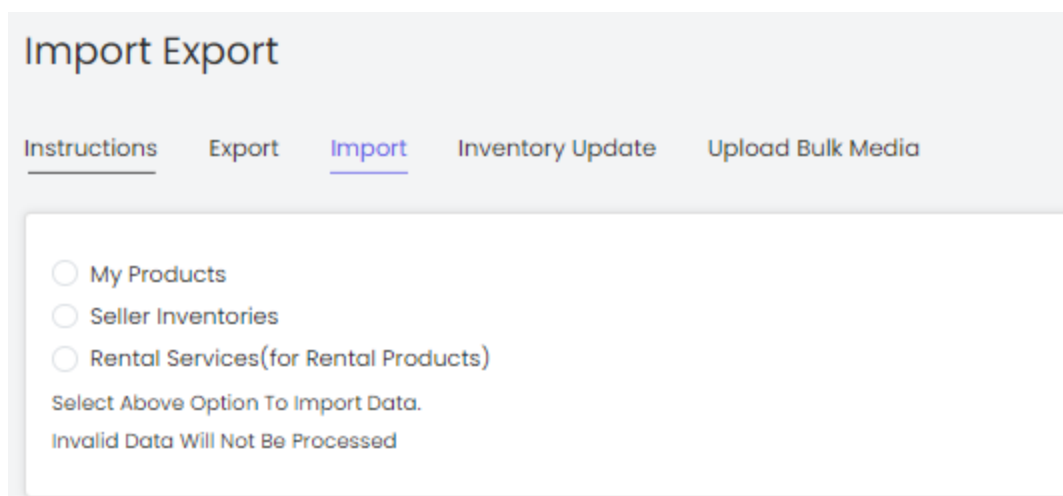
Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Tax Category Identifier(Rent)\*:** Enter the identifier of a tax category to link it with the product for rent. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Tax Category** CSV file from the Export tab.
- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive.
- **Product Warranty (Days):** Enter the product warranty period in number-of-days.
- **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- **COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- **Featured:** Enter 'YES' to display this product under **Featured Products** at the homepage list and 'NO' otherwise.
- **Approved:** This field marks the approval status of a seller's product from admin's end. Since this field displays admin's approval status, the seller can enter either of the values 'YES' or 'NO' when adding a new product. However, if the seller exports the sheet once again and the entry under this column for the newly added product is displayed as 'NO' this means that admin-approval is pending. For all the approved products, 'YES' is displayed in this column.
- **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.

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- **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in the 'My Products' list.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'.



Import Export

Instructions   Export   Import   Inventory Update   Upload Bulk Media

☐ My Products  
☐ Seller Inventories  
☐ Rental Services(for Rental Products)

Select Above Option To Import Data.  
Invalid Data Will Not Be Processed

The seller will be redirected to the Import products **instructions** page.

5. Go to the '**Content**' tab, select '**Language**' type and '**Product Catalog**' option from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**My Products**' content CSV file.

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Import Export

Instructions Export Import Inventory Update Upload Bulk Media

Instructions Content Media

Language\*  
English

Select Data\*  
Product Catalog

File To Be Uploaded:  
Choose File No file chosen

Submit

Invalid Data Will Not Be Processed

When the file is uploaded, click on the '**Submit**' button.

6. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.
7. The seller might want to add media for their products. To upload the '**Products Media**', the seller must go back to the '**Export**' tab.
8. Click on the '**My Products**' button and go to the '**Media**' tab.

Import Export

Instructions Export Import Inventory Update Upload Bulk Media

Content Media

Export File Language\*  
English

Export Data Range  
Does Not Matter

Submit

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9. Select the language type, export data range and click on the '**Submit**' button. The existing '**Product Media**' file will be downloaded in CSV format.

**NB:** The column headings mentioned below are as per the standard system settings. However, any changes made by the admin in the system settings or by the seller in their import-export settings will automatically change the CSV files. Please check the Import/Export '**Settings**' or contact your admin if any different column entry is being displayed apart from the ones mentioned below.

As shown in the figure, the seller must make following entries in this sheet:

- **Product Identifier\*:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the seller can view the identifiers mentioned in the '**My Products**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **Option Identifier:** Enter the unique identifier of the particular option of the product for which the image is being added. This entry is only required if the seller wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Options Content** CSV file from the **Export** tab.

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- **Option Value Identifier:** Enter the unique identifier of the particular option value of the product for which the image is being added. This entry is only required if the seller wants to add different media for each option value of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the seller can export the latest **Option Values Content** CSV file from the **Export** tab.
- **File Path\*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the seller can add media to their server through the '[Upload Bulk Media](#)' tab.
- **File Name\*:** Enter the name of the file/image being uploaded.
- **Display Order:** Enter the display order number.

10. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' page includes three tabs.

The screenshot shows the 'Import Export' interface. At the top, there are tabs: 'Instructions', 'Export', 'Import' (selected), 'Inventory Update', and 'Upload Bulk Media'. Below this, the 'Media' sub-tab is selected. The form includes a dropdown menu for 'Upload File Language\*' with 'English' selected. To the right, the 'File To Be Uploaded:' section contains a 'Choose File' button and the text 'No file chosen'. Below this, a warning message states 'Invalid Data Will Not Be Processed'. A blue 'Submit' button is located at the bottom left of the form area.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



Go to the '**Media**' tab, select the language type and upload the newly updated '**Product Media**' CSV file. When the file is uploaded, click on the '**Submit**' button.

11. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## b. Import Product Options

A seller's catalog can be linked with an option through this 'Product Options' file. To import list of Product Options, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will redirect the seller to the export page

The screenshot shows the 'Import Export' interface. At the top, there's a header 'Import Export' and a navigation bar with links: 'Instructions', 'Export' (highlighted), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below this, there are two tabs: 'Content' and 'Media'. Under the 'Content' tab, there are three dropdown menus: 'Language\*' (set to 'English'), 'Select Data\*' (set to 'Product Options'), and 'Export Data Range' (set to 'Does Not Matter'). A blue 'Submit' button is located at the bottom left of the form area.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

2. The seller must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
  - [Product Catalog](#)
  - Product Options
  - [Product Specifications](#)

To add product options, proceed with the '**Product Options**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - Does Not Matter
  - [By ID Range](#)
  - [By Batches](#)

After selecting the options, the seller must click on the '**Submit**' button. The existing '**My Product Options**' content file will be downloaded in CSV format.

3. Enter new product options in the rows with their values under the provided columns.

	Product Identifier	Option Identifier
<i>Example</i>	Iphone 5s	Colors

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Product Identifier\*:** Enter the unique identifier for the catalog that is to be linked with an option. Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **My Products** CSV file from the Export tab.
  - **Option Identifier\*:** Enter the unique identifier for the option to be linked with the product whose identifier is mentioned in the previous column. Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **Options** CSV file from the **Export** tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' page includes three tabs as shown in figure 2.1.7 below.

The screenshot shows the 'Import Export' section of the Yo!Rent interface. The 'Import' tab is active and highlighted with a red box. Within the 'Import' tab, the 'Content' sub-tab is also highlighted with a red box. The form contains the following elements:

- Language\*:** A dropdown menu currently showing 'English'.
- Select Data\*:** A dropdown menu currently showing 'Product Options' with a red checkmark icon.
- File To Be Uploaded:** A section with a 'Choose File' button and the text 'No file chosen'.
- Submit:** A blue button to submit the data.
- Footer:** A note stating 'Invalid Data Will Not Be Processed'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**My Product Options**' content CSV file. When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

### c. Import Product Specifications

To import list of Product Specifications, please follow the steps provided below:

- Go to the **Export** tab and click on the '**My Products**' button which will open the 'Content' tab.

The screenshot shows the 'Import Export' section of a web application. At the top, there are tabs: 'Instructions', 'Export' (which is underlined), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below these, there are two sub-tabs: 'Content' (underlined) and 'Media'. The 'Content' sub-tab contains three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'Product Specifications' selected, and 'Export Data Range' with 'Does Not Matter' selected. A blue 'Submit' button is located at the bottom left of the form area.

- The seller must -

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
  - [Product Catalog](#)
  - [Product Options](#)
  - Product Specifications

To add specifications, proceed with the '**Product Specifications**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - Does Not Matter
  - [By ID Range](#)
  - [By Batches](#)

After selecting the options, the seller must click on the '**Submit**' button. The existing '**My Product Specifications**' content file will be downloaded in CSV format.

8. Enter new product specifications in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

	Product Identifier	Lang Code	Specification Label Text	Specification Label
<i>Exempl</i>	Iphone 5s	EN	Internal Storage	32 GB

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

e				
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The columns provided are:

- **Product Identifier\*:** Enter the unique identifier of the catalog for which the specification is being added. Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **My Products** CSV file from the Export tab.
  - **Lang Code\*:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
  - **Specification Name\*:** Enter the specification name.
  - **Specification Value\*:** Enter the specification value.
  - **Specification Group\*:** Enter the specification group.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' includes three tabs.

Import Export

Instructions Export Import Inventory Update Upload Bulk Media

Instructions Content Media

Language\* English

Select Data\* Product Specifications

File To Be Uploaded:

Choose File No file chosen

Submit

Invalid Data Will Not Be Processed

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and '**Product Specifications**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**My Product Specifications**' content CSV file. When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

#### d. Import Product Custom Fields Data

To import list of Product Custom Fields Data, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button which will open the 'Content' tab.

The screenshot shows a web interface titled 'Import Export'. At the top, there are tabs: 'Instructions', 'Export' (which is underlined in blue), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below these tabs, there are two sub-tabs: 'Content' (underlined in blue) and 'Media'. The main form area contains three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'Product Custom Fields Data' selected, and 'Export Data Range' with 'Does Not Matter' selected. At the bottom left of the form is a blue button labeled 'Submit'.

2. The seller must -

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
  - Product Custom Fields Data
  - [Product Catalog](#)
  - [Product Options](#)
  - [Product Specifications](#)

To add custom fields data, proceed with the '**Product Custom Fields Data**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - Does Not Matter
  - [By ID Range](#)
  - [By Batches](#)

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Product Custom Fields Data**' content file will be downloaded in CSV format.

3. Enter product custom fields data in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below. The columns provided are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Product Id\*:** Enter the id of the catalog for which the catalog custom field is being added..
  - **Product Name\*:** Enter the product name.
  - **Field ID:** Enter field ID .
  - **Attribute Name:** Add the attribute name.
  - **Value:** Enter the attribute value.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Custom Fields Data**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Product Custom Fields**' content CSV file. When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload

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Asterisk (\*) next to a form control's label indicates it as 'required'.

the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## 2.2 Import Seller Inventories

### a. Import General Data

To import list of Seller Inventories, please follow the steps provided below:

6. Go to the **Export** tab and click on the '**Seller Inventories**' button.
7. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
    - General Data
    - [Inventory Options](#)
    - [SEO Data](#)
    - [Special Price](#)
    - [Volume Discount](#)
    - [Buy Together](#)
    - [Related Products](#)

To add seller inventory, proceed with the '**General Data**' option.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

The screenshot shows the 'Import Export' section with the 'Export' tab selected. Below the navigation tabs, there are three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'General Data' selected, and 'Export Data Range' with 'Does Not Matter' selected. A blue 'Submit' button is located at the bottom left of the form area.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - **Does Not Matter**
  - [By ID Range](#)
  - [By Batches](#)

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Inventory General**' content file will be downloaded in CSV format.

8. Enter new inventories in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the id of the product whose inventory is being added.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Product Identifier\*:** Enter a unique identifier of the product (catalog). Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **My Products and Marketplace Products** CSV files from the Export tab.
- **SKU:** Enter the SKU for the respective inventory. SKU is a unique code provided to each inventory or product available. The vendors can easily track the movement of inventory using this code. Admin can manage whether this entry is mandatory or not.
- **Cost Price:** Enter the cost price of the respective inventory.
- **Rental Price(Including Tax):** Enter the rental price of the inventory. This is inclusive of all the taxes.
- **Rental Security:** Enter the amount charged for rental security.
- **Rental Buffer Days:** Enter the number of buffer days on rental.
- **Rental Stock Quantity:** Add the total stock quantity of the rented product.
- **Rental minimum Duration:** Enter the minimum rental duration available with the product.
- **Rental minimum Duration Type:** Add the duration type for the rental. It can be in days, weeks or months.
- **Product Active(Rent):** Add the current status of the product available to rent.
- **Rental Available From:** Define the date from which the current inventory is available.
- **Minimum Rental Quantity:** Set the minimum rental quantity.
- **Rental Identifier:** Add a rental identifier name.

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Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Condition Identifier:** Enter condition of the product, new, used and refurbished.
- **Selling Price(sale-including tax):** Enter the selling price of respective inventory.
- **Stock(sale):** Enter the stock quantity available. It should be greater than 0.
- **Minimum Order Quantity(Sale):** Enter the minimum quantity of items that must be purchased by a customer to place the order. It should be greater than 0.
- **Subtract Stock(Sale):** Write 'Yes' or 'No' to enable or disable stock subtract option once the sale order has been made.
- **Track Inventory(Sale)\*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
- **Threshold Stock Level(Sale)\*:** Enter a number which will be marked as the threshold level for the stock remaining for this inventory. When the remaining stock reaches this threshold number, the ⓘ the mark will be displayed as an alert besides the quantity number on the Seller Inventory page.
- **Title\*:** Enter the name of the inventory.
- **Comments:** Enter any additional comments related to the inventory.
- **Cancellation Age(sale):** Decide the cancellation age of the product. This is mentioned in days.
- **Return Age(sale):** Enter when the products can be returned. This is mentioned in days.
- **URL Keyword\*:** Enter the URL keyword in this column.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Available From(Sale)\*:** Enter the date from which the inventory will be available. If the seller chooses a date in the future, the inventory will be visible in the shop on the homepage from that date onwards.
  - **Active(Sale):** Enter 'YES' to mark the current status of the inventory as Active and 'NO' otherwise.
  - **Cod Available:** Enter 'YES' to enable COD for this inventory and 'NO' otherwise.
  - **Fulfillment Type:** Enter any one of the following shipping fulfilment methods -
    - Shipped and Pickup
    - Pickup Only
    - Shipped Only
  - **Shipping Profile Identifier:** Add shipping profile identifier.
  - **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**General Data**' option from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Inventory General**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the 'Submit' butt

on.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## b. Import Seller Inventory Options

The seller's inventories can be linked with options and option values through this Product Options file. To import list of seller Inventory Options, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button..
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To add seller product options, proceed with the '**Inventory Options**'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - **Does Not Matter**
  - [By ID Range](#)
  - [By Batches](#)

The screenshot shows the 'Import Export' section of a web application. The 'Export' tab is active and highlighted with a red box. Below the tabs, there are three dropdown menus: 'Language\*' (set to 'English'), 'Select Data\*' (set to 'Inventory Options', also highlighted with a red box), and 'Export Data Range' (set to 'Does Not Matter'). A blue 'Submit' button is located at the bottom left of the form area.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Inventory Options**' content file will be downloaded in CSV format.

3. Enter new seller product options in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.  
Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Seller Product ID\*:** Enter the id of the seller inventory whose option and option values are to be added. To avoid errors, the seller can download the **Seller Inventory General** CSV file.
  - **Option Identifier\*:** Enter the unique identifier of the option to be linked with the inventory. Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **Options content** CSV file from the Export tab.
  - **Option Value Identifier\*:** Enter the unique identifier of the option value to be linked with the inventory. Please note that the identifiers are case sensitive. To avoid any errors, the seller can download the latest **Option Values content** CSV file from the Export tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Import Export

Instructions Export **Import** Inventory Update Upload Bulk Media

Instructions Content

Language\*  
English

Select Data\*  
Inventory Options

File To Be Uploaded:  
Choose File No file chosen

Submit

Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Inventory Options**' content CSV file.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

### c. Import SEO Data

To import list of SEO Data, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the SEO data file, proceed with the '**SEO Data**'.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
    - **Does Not Matter**
    - [By ID Range](#)
    - [By Batches](#)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Import Export

Instructions **Export** Import Inventory Update Upload Bulk Media

Language\*  
English

Select Data\*  
Seo Data

Export Data Range  
Does Not Matter

Submit

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product SEO**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product whose SEO data is to be imported. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
- **Meta Title\*:** Enter the name/title of the product.
- **Meta Keywords:** Enter the meta keywords.
- **Meta Description:** Enter the meta description of the product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Other Meta Tags:** Enter the other meta tags to be linked with the product.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**SEO Data**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product SEO**' content CSV file.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

#### d. Import Related Products

To import list of Related Products, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**My Products**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing related-products list, proceed with the '**Related Products**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
    - **Does Not Matter**
    - [By ID Range](#)
    - [By Batches](#)

The screenshot shows a web interface titled 'Import Export'. At the top, there are four tabs: 'Instructions', 'Export' (which is highlighted with a red box), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below the tabs, there are three dropdown menus. The first is labeled 'Language\*' and has 'English' selected. The second is labeled 'Select Data\*' and has 'Related Products' selected, with a red box around the dropdown arrow. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form is a blue button labeled 'Submit'.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Related Products**' content file will be downloaded in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product with which another product is to be related. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
  - **Related Seller Product ID\*:** Enter the unique id of the seller product that is to be related with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Related Product**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Related Product**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

#### e. Import Buy Together

To import list of Buy Together, please follow the steps provided below:

6. Go to the **Export** tab and click on the '**My Products**' button.
7. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing buy-together list, proceed with the '**Buy Together**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:  
 → **Does Not Matter**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

→ [By ID Range](#)

→ [By Batches](#)

After selecting the options, the seller must click on the **'Submit'** button. The existing **'Seller Product Buy Together'** content file will be downloaded in CSV format.

8. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export **'Settings'** and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the buy-together offer is being added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Buy Together Seller Product ID\*:** Enter the unique id of the seller product that is to be sold as a buy-product along with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Buy-Together**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Buy Together**' content CSV file.

The screenshot shows the 'Import Export' interface. At the top, there are tabs: 'Instructions', 'Export', 'Import' (highlighted with a red box), 'Inventory Update', and 'Upload Bulk Media'. Below this, the 'Content' sub-tab is selected. There are two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Buy Together' selected and a red checkmark icon. Below these is a file upload section with a 'Choose File' button and the text 'No file chosen'. To the right of this is a blue 'Submit' button. At the bottom, a warning message reads: 'Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog'.

When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload

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Asterisk (\*) next to a form control's label indicates it as 'required'.

the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

#### f. Import Volume Discount

To import list of Volume Discount, please follow the steps provided below:

11. Go to the **Export** tab and click on the '**My Products**' button.
12. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing volume discount list, proceed with the '**Volume Discount**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
    - **Does Not Matter**
    - [By ID Range](#)
    - [By Batches](#)

The screenshot shows a web interface titled 'Import Export'. At the top, there are four tabs: 'Instructions', 'Export' (which is highlighted with a blue underline), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below the tabs, there are three dropdown menus. The first is labeled 'Language\*' and has 'English' selected. The second is labeled 'Select Data\*' and has 'Volume Discount' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form area is a blue 'Submit' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Volume Discount**' content file will be downloaded in CSV format.

13. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the volume discount is being added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
- **Minimum Quantity\*:** Enter the minimum quantities of that product the customer must buy to avail this volume discount.
- **Discount Percentage\*:** Enter the discount percentage to be offered.

14. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Go to the '**Content**' tab, select '**Language**' type and '**Volume Discount**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Special Price**' content CSV file.

The screenshot shows the 'Import Export' section of a web application. At the top, there are tabs: 'Instructions', 'Export', 'Import' (which is active), 'Inventory Update', and 'Upload Bulk Media'. Below the tabs, there are two sub-tabs: 'Instructions' and 'Content' (which is active). Under the 'Content' tab, there are two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'Volume Discount' selected. Below these is a file upload section labeled 'File To Be Uploaded:' with a 'Choose File' button and the text 'No file chosen'. To the right of this is a blue 'Submit' button. At the bottom, there is a warning message: 'Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog'.

When the file is uploaded, click on the '**Submit**' button.

15. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## g. Import Special Price

To import list of Special Price, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Select Data:** To export the existing special price list, proceed with the 'Special Price' option.
- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - **Does Not Matter**
  - [By ID Range](#)
  - [By Batches](#)

The screenshot shows a web interface titled 'Import Export'. At the top, there are four tabs: 'Instructions', 'Export' (which is highlighted with a red box), 'Import', and 'Inventory Update'. Below the tabs, there are three main sections. The first section is 'Language\*' with a dropdown menu showing 'English'. The second section is 'Select Data\*' with a dropdown menu showing 'Special Price' and a red checkmark icon to its right. The third section is 'Export Data Range' with a dropdown menu showing 'Does Not Matter'. At the bottom left of the form is a blue button labeled 'Submit'.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Special Price**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Seller Product ID\*:** Enter the unique id of the seller product for which the special price is being added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
  - **Start Date\*:** Enter the start date from which the special price is to be assigned to the product.
  - **End Date\*:** Enter the end date upto which the special price is to be assigned to the product.
  - **Price:** Enter the price that is included as a special price with the product.
  - **Type:** Enter whether the product special price is added is available for sale or rent..
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'Seller Inventories'**. The **'Import'** page includes two tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Special Price'** from the drop-down list provided ahead of field **'Select Data\*'**. Upload the newly updated **'Seller Product Special Price'** content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## h. Import Duration Discounts

To import list of duration discounts, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing special price list, proceed with the '**Duration Discounts**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:  
→ **Does Not Matter**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

→ [By ID Range](#)

→ [By Batches](#)

The screenshot shows the 'Import Export' section of a web application. The 'Export' tab is active. There are four tabs: 'Instructions', 'Export', 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below the tabs, there are three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'Duration Discounts' selected, and 'Export Data Range' with 'Does Not Matter' selected. A blue 'Submit' button is located at the bottom left of the form area.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Duration Discounts**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Min Duration\*:** Enter the minimum duration of discount.
  - **Duration Type:** Enter the duration type.
  - **Discount Percentage:** Set a duration discount percentage.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'Seller Inventories'**. The **'Import'** page includes two tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Special Price'** from the drop-down list provided ahead of field **'Select Data\*'**. Upload the newly updated **'Seller Product Duration Discounts'** content CSV file.

When the file is uploaded, click on the **'Submit'** button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

## i. Import Unavailable Dates

To import list of duration discounts, please follow the steps provided below:

6. Go to the **Export** tab and click on the '**Unavailable Dates**' button.
7. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing special price list, proceed with the '**Special Price**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
    - **Does Not Matter**
    - [By ID Range](#)
    - [By Batches](#)

The screenshot shows a web interface titled 'Import Export'. At the top, there are four tabs: 'Instructions', 'Export' (which is underlined and active), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below the tabs is a form with three dropdown menus. The first is labeled 'Language\*' and has 'English' selected. The second is labeled 'Select Data\*' and has 'Unavailable Dates' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom left of the form is a blue button labeled 'Submit'.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Unavailable Dates**' content file will be downloaded in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

8. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
  - **Start Date:** Set the start date.
  - **End Date:** Set the end date.
  - **Quantity:** Add the no. of quantity(s) product will be unavailable.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Unavailable Dates**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Unavailable Dates**' content CSV file.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## j. Import Rental Services

To import list of rental services, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** To export the existing special price list, proceed with the '**Rental Services**' option.
  - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:  
→ **Does Not Matter**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

→ [By ID Range](#)

→ [By Batches](#)

The screenshot shows the 'Import Export' section of a web application. The 'Export' tab is active. Below the tabs, there are three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'Rental Services' selected, and 'Export Data Range' with 'Does Not Matter' selected. A blue 'Submit' button is located at the bottom left of the form area.

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Seller Product Rental Services**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID\*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

- **Rental Service Id:** Enter rental service id.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Rental Services**' from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Seller Product Rental Services**' content CSV file.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

## 2.3 Import Rental Services (For Rental Products)

The data exported shows rental products linked with rental addons.

### a. Import General Data

To import list of Seller Inventories, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Rental Services (For Rental Products)**' button.
2. The seller must -
  - **Language:** Select language type from the dropdown list.
  - **Select Data:** By default 'General Data' option is selected from the dropdown list.

The screenshot shows the 'Import Export' interface. At the top, there are tabs: 'Instructions', 'Export' (highlighted with a red box), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below the tabs, there are two sub-tabs: 'Content' (highlighted with a red box) and 'Media'. The main form area contains three dropdown menus: 'Language\*' with 'English' selected, 'Select Data\*' with 'General Data' selected, and 'Export Data Range' with 'Does Not Matter' selected. A blue 'Submit' button is located at the bottom left of the form.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
  - **Does Not Matter**
  - **By ID Range**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

### → By Batches

After selecting the options, the seller must click on the '**Submit**' button. The existing '**Rental products**' content file will be downloaded in CSV format.

3. Enter required information in the rows with their values under the provided columns.

**NB:** Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Rental Service ID\*:** Enter the rental service id of the product linked with the add-ons.
- **Title:** Enter title of the product.
- **Description:** Enter the description for the product.
- **Selling Price:** Enter the selling price of the product.
- **Tax Category Identifier:** Enter the tax category identifier.
- **Refund Amount On Cancellation:** Mention whether refund is available on the product in case of cancellation. 'Yes' or 'No' are the possible entries for this column.
- **Refund Amount On Return:** Mention whether refund is available on the product in case of cancellation. 'Yes' or 'No' are the possible entries for this column.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.



- **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Rental Services(for Rental Products)**'. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**General Data**' option from the drop-down list provided ahead of field '**Select Data\***'. Upload the newly updated '**Rental Services (for Rental Products)**' content CSV file.

When the file is uploaded, click on the '**Submit**' button

The screenshot shows the 'Import Export' interface. The top navigation bar includes 'Instructions', 'Export', 'Import' (highlighted), 'Inventory Update', and 'Upload Bulk Media'. The 'Import' section has sub-tabs: 'Instructions', 'Content' (highlighted), and 'Media'. In the 'Content' sub-tab, there are two dropdown menus: 'Language\*' with 'English' selected, and 'Select Data\*' with 'General Data' selected. Below these is a file upload area with a 'Choose File' button, the text 'No file chosen', and a blue 'Submit' button. At the bottom, a small text reads 'Invalid Data Will Not Be Processed'.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (\*) next to a form control's label indicates it as 'required'.

6. The seller might want to add media for their products. To upload the 'Rental **Products Media**', the seller must go back to the '**Export**' tab.
7. Click on the '**Rental Services (For Rental Products)**' button and go to the '**Media**' tab.

The screenshot shows a web interface titled 'Import Export'. At the top, there are four tabs: 'Instructions', 'Export' (which is highlighted with a blue underline), 'Import', 'Inventory Update', and 'Upload Bulk Media'. Below these tabs, there are two sub-tabs: 'Content' and 'Media' (which is highlighted with a blue underline). Under the 'Media' sub-tab, there are two dropdown menus. The first is labeled 'Export File Language\*' and has 'English' selected. The second is labeled 'Export Data Range' and has 'Does Not Matter' selected. Below these dropdowns is a blue button labeled 'Submit'.

8. Select the language type, export data range and click on the '**Submit**' button. The existing '**Rental Products Media**' file will be downloaded in CSV format.

**NB:** The column headings mentioned below are as per the standard system settings. However, any changes made by the admin in the system settings or by the seller in their import-export settings will automatically change the CSV files. Please check the Import/Export '**Settings**' or contact your admin if any different column entry is being displayed apart from the ones mentioned below.

As shown in the figure, the seller must make following entries in this sheet:

- **Rental Service Id:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers

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Asterisk (\*) next to a form control's label indicates it as 'required'.

are unique and case sensitive. So, to avoid errors, the seller can view the identifiers mentioned in the '**My Products**' content CSV file for all the entries.

- **Rental Service Name:** Enter the rental service name.
  - **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
  - **File Path\*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the seller can add media to their server through the '[Upload Bulk Media](#)' tab.
  - **File Name\*:** Enter the name of the file/image being uploaded.
  - **Display Order:** Enter the display order number.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Rental Services (for Rental Products)**'. The '**Import**' page includes three tabs.

Import Export

Instructions Export Import Inventory Update Upload Bulk Media

Instructions Content Media

Upload File Language\*

English

File To Be Uploaded:

Choose File No file chosen

Invalid Data Will Not Be Processed

Submit

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

Asterisk (\*) next to a form control's label indicates it as 'required'.

Go to the '**Media**' tab, select the language type and upload the newly updated '**Rental Services (for Rental Products) Media**' CSV file. When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

### 3. Settings

The columns provided for entries within the import-export CSV files are standard. The seller can change a few settings such as using Identifiers instead of product Ids from this tab.

Please note that any changes made in these settings will cause a huge impact on several import-export files. So, it is suggested that the seller only makes changes in this tab if they are familiar with boolean concepts and understand how 'id's' will work in a CSV. Also turning on settings from the import export settings tab may change or add columns to the CSV.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.

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Import Export

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☐ Use Brand Id Instead Of Brand Identifier  
 Use Brand Id Instead Of Brand Identifier In Worksheets

☐ Use Category Id Instead Of Category Identifier  
 Use Category Id Instead Of Category Identifier In Worksheets

☐ Use Catalog Product Id Instead Of Catalog Product Identifier  
 Use Catalog Product Id Instead Of Catalog Product Identifier In Worksheets

☐ Use Option Id Instead Of Option Identifier  
 Use Option Id Instead Of Option Identifier In Worksheets

☐ Use Option Value Id Instead Of Option Identifier  
 Use Option Value Id Instead Of Option Value Identifier In Worksheets

☐ Use Tag Id Instead Of Tag Identifier  
 Use Tag Id Instead Of Tag Identifier In Worksheets

☐ Use Tax Id Instead Of Tax Identifier  
 Use tax category ID instead of Tax Identifier in worksheets

☐ Use Product Type Id Instead Of Product Type Identifier  
 Use Product Type ID Instead Of Product Type Identifier In Worksheets

☐ Use Weight Unit Id Instead Of Weight Unit Identifier  
 Use weight unit ID instead of weight unit identifier in worksheets

☐ Use Lang Id Instead Of Lang Code  
 Use Language Id Instead Of Language Code In Worksheets

☐ Use Currency Id Instead Of Currency Code  
 Use Currency Id Instead Of Currency Code In Worksheets

☐ Use Product Condition Id Instead Of Condition Identifier  
 Use Product Condition Id Instead Of Condition Identifier In Worksheets

☐ Use Percent Or Flat Condition Id Instead Of Identifier  
 Use Present Or Flat Condition Id Instead Of Identifier In Worksheets

☐ Use Country Id Instead Of Country Code  
 Use Country Id Instead Of Country Code In Worksheets

☐ Use State Id Instead Of State Identifier  
 Use State Id Instead Of State Identifier In Worksheets

☐ Use Policy Point Id Instead Of Policy Point Identifier  
 Use Policy Point Id Instead Of Policy Point Identifier In Worksheets

☐ Use Policy Point Type Id Instead Of Policy Point Type Identifier  
 Use Policy Point Type Id Instead Of Policy Point Type Identifier In Worksheets

☐ Use Shipping Profile Id Instead Of Shipping Profile Identifier  
 Use Shipping Profile Id Instead Of Shipping Profile Identifier In Worksheets

☐ Use Shipping Package Id Instead Of Shipping Package Identifier  
 Use Shipping Package Id Instead Of Shipping Package Identifier In Worksheets

☐ Use 1 For Yes 0 For No  
 Use 1 For Yes 0 For No For Status Type Data

Submit

Fig. 3.1: Import/Export Settings

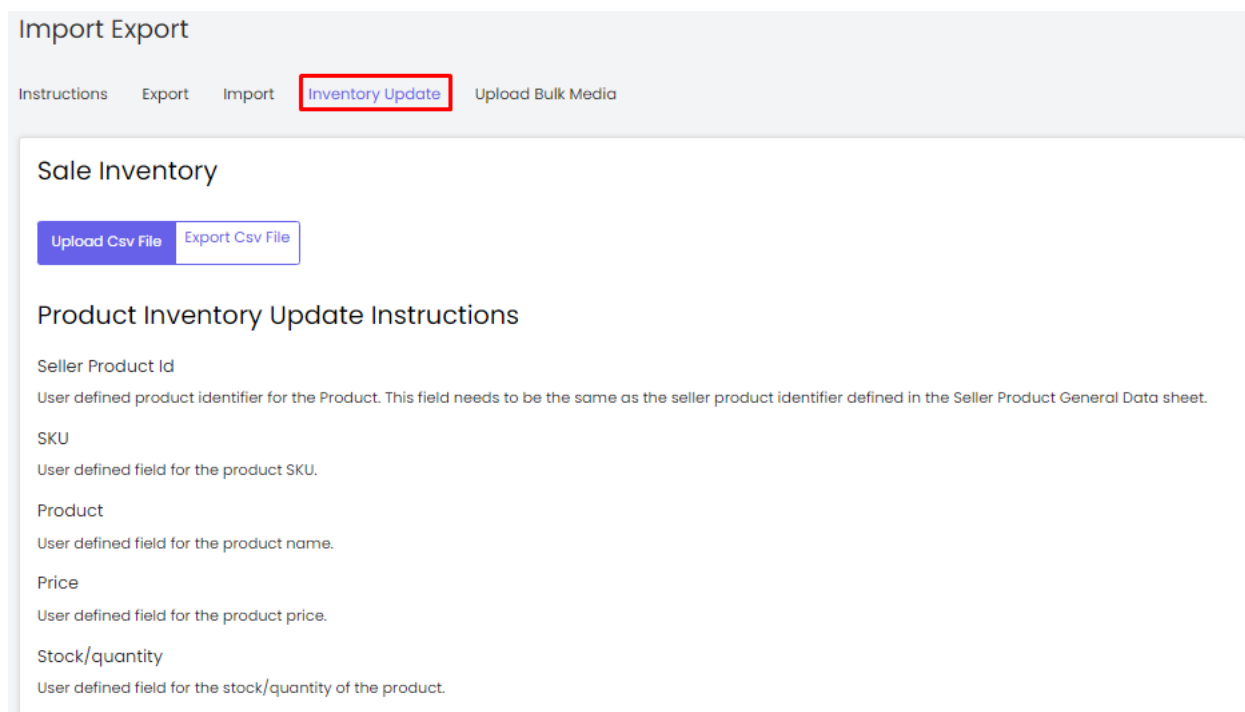
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## 4. Inventory Update

Through this tab, the seller can update inventory prices for both sale and rental orders. Please note that this file does not import a new inventory. Only the prices of existing inventories can be updated. This import-export method makes it easy for the seller to make changes in the prices of their inventory products.

1. To make 'Sale Inventory' related update, please follow the steps provided below:



Import Export

Instructions Export Import **Inventory Update** Upload Bulk Media

**Sale Inventory**

Upload Csv File Export Csv File

**Product Inventory Update Instructions**

**Seller Product Id**  
User defined product identifier for the Product. This field needs to be the same as the seller product identifier defined in the Seller Product General Data sheet.

**SKU**  
User defined field for the product SKU.

**Product**  
User defined field for the product name.

**Price**  
User defined field for the product price.

**Stock/quantity**  
User defined field for the stock/quantity of the product.

- Click on the **Export CSV File** button which will download the '**Sale Inventory**' CSV file.
- The seller can update entries of inventories under the following columns -

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- **Seller Product ID**
- **SKU**
- **Product**
- **Cost Price**
- **Price**
- **Stock/quantity**

Please note that changes made in any of the below mentioned columns of this sheet will not be reflected on the dashboard-

- **Seller Product ID**
- **SKU**
- **Product**
- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Inventory Update**' tab and click on the '**Upload CSV File**' button. Upload the newly updated '**Sale Inventory**' content CSV file.
- The file will not be uploaded if there are any errors. A **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.
- To make 'Sale Inventory' related update, please follow the steps provided below:

2. To make 'Rental Inventory' related update, please follow the steps provided below:

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## Import Export

Instructions   Export   Import   Inventory Update   Upload Bulk Media

## Sale Inventory

Upload Csv File   Export Csv File

## Product Inventory Update Instructions

## Seller Product Id

User defined product identifier for the Product. This field needs to be the same as the seller product identifier defined in the Seller Product General Data sheet.

## SKU

User defined field for the product SKU.

## Product

User defined field for the product name.

## Price

User defined field for the product price.

## Stock/quantity

User defined field for the stock/quantity of the product.

## Rental Inventory

Upload Csv File   Export Csv File

## Product Rental Inventory Update Instructions

- Click on the **Export CSV File** button which will download the **'Rental Inventory'** CSV file.
- The seller can update entries of inventories under the following columns -
  - **Seller Product ID**
  - **SKU**
  - **Product**
  - **Rental Price**
  - **Rental Security**
  - **Rental Stock/Quantity**

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- **Rental Buffer Days**

Please note that changes made in any of the below mentioned columns of this sheet will not be reflected on the dashboard-

- **Rental Graph**

- **Rental Sales**

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Inventory Update**' tab and click on the '**Upload CSV File**' button. Upload the newly updated '**Rental Inventory**' content CSV file.
- The file will not be uploaded if there are any errors. A **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

## 5. Upload Bulk Media

The seller can upload bulk images/media to their server through this module. To upload multiple images, a zip folder must be created.

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## Import Export

[Instructions](#)
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[Upload Bulk Media](#)



File To Be Uploaded:\*

 No file chosen

## Uploaded Media Directory List

#	Location	File Name	Files Inside	
3	bulk-images/2021/02/1612960738-Desktopzip	Desktop.zip	11	 
2	bulk-images/2021/02/1612956070-Desktopzip	Desktop.zip	11	 
1	bulk-images/2021/02/1612955876-samplezip	sample.zip	1	 

The seller can upload the folder by clicking on the 'Choose File' button. To save the file, the seller must click on the 'Submit' button. All the uploaded files will be displayed in the 'Uploaded Media Directory List' provided below. You will notice the following icons at the end of the listing where the following manual action needs to be performed:

- Delete** : Clicking on this button, the seller can remove the uploaded file from the server.
- Download** : Clicking on this button, the seller can download the file uploaded on the server.

When any file is uploaded on the server through this method, a CSV file will be downloaded automatically which will include the 'File Path' and 'File Name' of all the images/media. **These two entries will be used when importing media for Product Catalogs.** Please note that the order in which the media is uploaded is not the same as the order in which it is

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downloaded after being added on the server. When making entries, the seller must ensure that they enter the file paths against the right entries.

**NB:** If an error related to the file size occurs please contact the admin.

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