

TUTORIAL FOR UPLOADING PRODUCTS USING CSV(on Webkul Vendor Dashboard)

Learn how to create your own CSV file while importing products to the store.

REFERENCE CODE FOR EACH ITEM HEADING ON THE CSV

UNIQUE ID : This id is unique for every product and it should be a numeric only. The variants for the product will have the same unique id as the main product with different lines below the main product.

TITLE : This is the title of the product. Example - Leather Bag. (This field is mandatory)

DESCRIPTION : This is the HTML description of the product without formatting

TYPE : Denotes the Product type. Example - shirts (This field is mandatory)

TAGS : Tags are the keywords associated with your product, which helps them to be searched easily from the store front end.

For adding multiple product tags, refer the example given - “tag1,tag2,tag3”

OPTION NAME1 : The name for the product option. Example - Size (This field is mandatory)

For products with no variants, this should be set to "Title"

OPTION VALUE2 : This is the product value for the second option. Example - Blue

OPTION VALUE3 : This is the product value for the third option.

VARIANT SKU : Product SKU or the variant SKU. This is used to track inventory

VARIANT GRAMS : This is the variant weight in grams. You need to write just the number, not the measurement unit. Example : 10

VARIANT INVENTORY TRACKING : This is the inventory tracking for this variant or product.

Valid values include “shopify” or blank if you don't want to track inventory.

VARIANT QTY : This is the variant or the product quantity.

CHARGE TAXES : Use ‘FALSE’- tax rates are inclusive in your product price (This field is mandatory)

COLLECTION : This is the name of the collection in which you want to add the product. One product can be added to only one collection by this method. Smart collection cannot be added here.

CUSTOM FIELDS : If custom field is required then do not leave corresponding cell empty and if custom field is of drop down type then fill only the values which are in the options list of that custom field .

HANDLING CHARGES : This is the Handling Charges goes to seller.(This field is used when Sales Price Configuration is Enabled)

TAX TYPE : This is the Tax Type e.g. GST, Federal Tax (This field is mandatory when INDIAN GST feature is ENABLED)

INVENTORY POLICY : This field allows sellers to sell their products when it's Out Of Stock.(Use 'continue' for continue selling when product in out of stock and 'DENY' to restrict)

IMAGE URL : This field contains link(s) of product images. *Use comma as separator when product contains multiple images.*

Note :

- *If a product has variants, then enter all the fields (described above) for the product on the first line. On the following lines, enter the unique id of the product. Then, skip the Title, Description, Vendor Email, Type, Tags and Collection fields. And fill out the rest of the fields for variants.*
- *If you have restriction on product types, collections or tags, then you must enter only values that are allowed. Otherwise, it will give error.*

EXAMPLE UPLOAD:

Here is a vendor example (FROM THE FRONT END)

1.Check your website go to your collections and select your product which you want to upload.

Home / Unisex Baby Gifts / Baby Clothing / Kids & Adult Sweatshirts / Help the Orangutans / Prints / About / Contact / Stockists / Blog

Home / Unisex Baby Clothes / Short sleeve baby t shirts

Short sleeve baby t shirts

Tommy and Lottie unisex, short sleeve baby tees made from soft, luxurious 100% oeko tex, certified, chemical free cotton. Poppers at the shoulder for easier over the head dressing. T shirts are designed and screen printed in Britain using water based, vegan friendly inks. Available in animal and vintage fairground designs. Gift wrapped in recyclable tissue.

Showing all 8 results



babies bunny t shirt – short sleeve

£15.00



babies panda t shirt – short sleeve

£15.00



babies carousel horse t shirt – short sleeve

£15.00



babies helter skelter t shirt – short sleeve

£15.00

2. Check this image for reference of what you have to place where in the CSV (the tag is same as the CSV headers)

Home / Products / babies bunny t shirt – short sleeve

PRODUCT TITLE → babies bunny t shirt – short sleeve

VARIANT PRICE → £15.00

IMAGE URL → 

DESCRIPTION →

Bunny short sleeve t shirt.

Made from 100%, chemical free, Oeko-Tex® certified cotton.

Short sleeve crew neck t shirt with poppers at the shoulder for easy on and off over the head ease of dressing.

Designed and screen printed in Britain with water based, vegan friendly inks.

Available in sizes 3-6, 6-12, 12-18 & 18-24 months.

Machine wash at 40 degrees.

OPTION 1 TITLE → Size

OPTION 1 VALUE → Choose an option

Choose an option

3-6 months

6-12 months

12-18 months

18-24 months

Quantity 1

3. When filling the CSV, if a product has a variant (as in the example) then the UNIQUE ID column must have all the rows completed until the number of variants are over.

The TITLE needs to be filled only on the first row same with the DESCRIPTION (because they remain same for all the variants), Add TYPE (this is the product type)

Next is the variant (SIZE over here) addition, ADD the SIZE (variant name) under OPTION NAME 1 and its particular value under OPTION VALUE1. Similarly if you have different options like color, type etc you can keep adding them (MAXIMUM LIMIT IS 3 OPTION NAMES with 100 VALUES for each)

Unique Id	Title	Description	Type	Tags	Option Name1	Option Value1	Option Name2	Option Value2	Option Name3	Option Value3
925	babies bunny t shirt – short	Bunny short sleeve t shir	Home & Living		Size	3-6 MONTHS				
925			Home & Living		Size	6-12 MONTHS				
925			Home & Living		Size	12-18 MONTHS				
925			Home & Living		Size	18-24 MONTHS				

LEAVE THESE BLANK IF THE PRODUCT HAS AVARIANTS AS FOR THE SAME UNIQUE ID THE PRODUCT WILL HAVE DIFFERENT SIZES

ENTER THE OPTION TYPE AND ITS DIFFERENT VARIATIONS HERE

4. The VARIANT SKU is the Stock keeping Unit which you can have different (or same) for each variant depending on your choice

VARIANT GRAMS is the Weight of the variant in Grams

VARIANT INVENTORY TRACKING this is for defining whether you want shopify to track the inventory or not just enter 'shopify' or leave blank if you do not want shopify to track

VARIANT QTY is the variant quantity of stock

VARIANT PRICE is the price of each product

VARIANT COMPARE AT PRICE if you are offering a discount this will be original higher price and will show as a 'slashed through' amount, the lower rate will be in the previous VARIANT PRICE

VARIANT REQUIRES SHIPPING you can set it to TRUE or FALSE depending on whether it require shipping or not!

VARIANT BARCODE is for POS if you have any barcode

CHARGE TAX set to FALSE

COLLECTION is the collection (category) Where you want the product to go (you need to check the homesite collections for this)

INVENTORY Use 'continue' for continue selling when product in out of stock and 'deny' to restrict

IMAGE URL is for the images you want to enter it should be a direct link to the image (DROPBOX image is only possible when there is a direct link to the image)

Variant SKU	Variant Gran	Variant Inventory Tr	Variant Qty	Variant Price	Variant Compare At Price	Variant Requires Shipping	Variant Barcode	Charge Ta	Collection	Inventory	Image Url
	1100 shopify		80	15		FALSE		FALSE	Home & Living	continue	https://www.tommymandottie.com/wp-content/uploads/2019/04/Bunnishirt.jpg
	9071 shopify		44	15		FALSE		FALSE	Home & Living	continue	
	100 shopify		882	15		TRUE		FALSE	Home & Living	continue	
	1100 shopify		50	15		TRUE		FALSE	Home & Living	continue	

Once you have updated the CSV you can then go to your dashboard and go to **PRODUCTS>More OPTIONS>Add products by CSV**

You can choose either method 1 or 2

THE DIFFERENCE IS ONLY THE IMAGES(if you do not have image url and you have direct images you can upload the direct image and add that link on to the IMAGE URL)

beyond Bamboo VIEW PROFILE Log Out

DASHBOARD CONFIGURATION **PRODUCTS** ORDERS PROFILE

Validate Submit

Download Instruction File
Download Image Example Files
Download Example product csv file

METHOD-2

Upload Product .CSV File

UPLOAD CSV

Validate Submit

Successful
Product CSV file uploaded successfully

UPLOAD THE CSV
VALIDATE IT
SUBMIT IT
THE CSV IS UPLOADED

Tip :
You can add multiple images for a product by using comma as a separator.

Download Instruction File
Download Example product CSV file

5. **UPLOAD** the CSV then **Validate** the CSV once **VALIDATED** then **SUBMIT**, after that you will get the Pop up of successful upload

6. Once uploaded successfully you can now go and check whether it is all perfectly uploaded or not and you can then make changes (REMEMBER IT WILL COME LIVE ONLY WHEN APPROVED BY THE MERCHANT!)

The screenshot shows the 'Products' dashboard with a navigation menu at the top. The 'PRODUCTS LISTING' option is highlighted in blue, with a red arrow pointing to it. Below the navigation, there's a 'Products' header with a notification badge '1' and a '+ ADD PRODUCT' button. The main content area includes sorting and filtering options, a search bar, and a table of products. The table has columns for Product ID, Image, Product Name, Type, Price, Quantity, Status, and Action. One product is listed with ID 1240099, name 'babies bunny t shirt ? short sleeve', type 'Normal', price '£15.00', and quantity '1056 Pcs.'. The status is 'Approval Pending'. A red arrow points to the three-dot action menu for this product.

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
1240099		babies bunny t shirt ? short sleeve	Normal	£15.00	1056 Pcs.	Approval Pending	⋮

This screenshot is similar to the previous one but with red arrows pointing to the 'IMAGE', 'PRODUCT NAME', 'PRICE', and 'QUANTITY' columns of the product table, indicating that these fields can be edited.

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
1240099		babies bunny t shirt ? short sleeve	Normal	£15.00	1056 Pcs.	Approval Pending	⋮

This screenshot shows the product action menu open, with a red arrow pointing to the 'EDIT' option. The menu also includes 'Duplicate' and 'Delete' options.

PRODUCT ID	IMAGE	PRODUCT NAME	TYPE	PRICE	QUANTITY	STATUS	ACTION
1240099		babies bunny t shirt ? short sleeve	Normal	£15.00	1056 Pcs.	Approval Pending	<ul style="list-style-type: none">EDITDuplicateDelete

PRODUCT NAME *

babies bunny t shirt ? short sleeve

PRODUCT TYPE *

Home & Living

* Select product types from auto-suggest only

DESCRIPTION

Bunny short sleeve t shirt.Made from 100%, chemical free, Oeko-Tex? certified cotton.Short sleeve crew neck t shirt with poppers at the shoulder for easy on and off over the head ease of dressing.Designed and screen printed in Britain with water based, vegan friendly inks.Available in sizes 3-6, 6-12, 12-18 & 18-24 months.Machine wash at 40 degrees.

PRODUCT TAGS

ADD IMAGES EDIT IMAGE

Note :
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

VARIANT DETAILS Add Variant Edit Details Edit Options

Edit Variant details here

IMAGES	Size	PRICE	WEIGHT	SKU	QUANTITY	ACTION
	3-6 MONTHS	£15.00	1.10kg	-	80	...
	6-12 MONTHS	£15.00	9.07kg	-	44	...
	12-18 MONTHS	£15.00	0.10kg	-	882	...
	18-24 MONTHS	£15.00	1.10kg	-	50	...

VARIANT DETAILS

ONCE APPROVED IT WILL DISPLAY ON COLLECTIONS SELECTED!