

Go to Admin Tools-> Imports

Step 1: Upload File

The screenshot shows the 'IMPORTS' interface with the 'Upload File' step selected. The progress bar indicates four steps: 1. Upload File, 2. Map Fields, 3. Verify Data, and 4. Import Data. The 'Type' section offers seven options: Customers, Product Locations, Product Vendors, Products (selected), Serial Numbers, Vendors, and Warehouse Locations. A 'Required Fields' list on the right includes Type, Unit Price, MSRP, SKU, and Product Name. Below the type selection, there are links for 'Download Sample' and 'Product Simple', 'Product Configurable', and 'Product Kit'. The 'File' section has a 'Choose File' button and 'No file chosen' text. The 'Mode' section has a dropdown menu set to 'Create & Update'. The 'Attribute Set' section has a dropdown menu set to 'Default'. The 'Warehouse' section has a dropdown menu set to 'Default'.

Type: Choose "Products"

File: Choose CSV file – see attached field definitions for file format. The fields where data is REQUIRED in the file are listed in the figure above on the right side of page. The fields in the CSV file are NOT required to be in any specific order.

Mode:

Option 1. Create and Update – will update any changes from the file for existing items, will add any new items from the file to the product database.

Option 2. Create Only – will ignore any existing products in the file.

Option 3. Update Only – will ignore any new products in the file.

Attributes set – for user defined attributes not covered by default fields. Will be covered separately as an advanced topic.

Warehouse – Select default unless directed otherwise

Once all file import settings have been chosen, click NEXT (upper right hand corner)

Step 2: Map Fields automatically vs Create a Mapping

Map Fields Automatically	Use Existing Mapping	Create New Mapping
CSV Field		
Type *		Field Found ✓
Meta Keyword		✓
Width		✓
Manufacturer Name		✓
Meta Description		✓
Length		✓
Tax Class		✓
Meta Title		✓
Condition		✓
Display Quantity Override		✓
wholesale		✓
Height		✓
Active		✓
cogs		✓
Quantity		✓
Unit Price *		✓
Weight (ounces)		✓
MSRP *		✓
Short Description		✓
SKU *		✓
Product Code		✓

(figure above does not necessarily include all available fields, see attached field definitions)

For most imports, you can allow automatic mapping as long as all the column headers match the database fields, however, the Product import, tends to have many exceptions.

Exceptions to Automap for Product Imports

In most cases you are going to want to manually map the fields in your product file, and ideally you should still ensure that all of your column headers match the field definitions for ease in mapping. Particular items that require manual mapping occur when product data uses variations or kits mapping is required, as you have to provide some additional information on how the data is ultimately configured in SalesWarp.

When exporting data, or compiling data from your existing system, you will very likely find that additional import data is easier to combine into a single file. This is FINE! You can actually use the same data file (or a file with minimal alterations) for additional types of imports.

Images, categories, configurable products or kits, require manual mapping to correctly import. You may choose to include **Vendor** or **Location** info in your product file that can be utilized in Product Vendor or Product Location imports. Unmapped or non-matching fields in the file included for other imports will be ignored in the product import.

When performing multiple imports, the one thing you must remember is that you always need to include/map the required fields for each type of import.

Configurable Products: Formatting the import file to successfully import variants.

Configurable products/SKUs are those that have variations such as color and size.

Example #1: One single variant: Color – the bangles come in assorted colors, but have no sizing associated.

In Cell B2, ABSB is "Core" SKU, and E2 identifies the variation name, in subsequent rows the SKU would reflect the specific variation NAME, and the Variation_Value field would contain the VALUE

	A	B	C	D	E	F	G
1	Name	SKU	Unit Price	MSRP	Variation_Name	Variation_Value	Type
2	Anna, bright single bangles	ABSB	29	30	Color		CONFIGURABLE
3	Anna, bright single bangles	ABSB-SILVER-5C99094E	29	30		Silver	SIMPLE
4	Anna, bright single bangles	ABSB-BLACK-090079C5	29	30		Black	SIMPLE
5	Anna, bright single bangles	ABSB-BLUE-854E98B9	29	30		Blue	SIMPLE
6	Anna, bright single bangles	ABSB-ORANGE-69A2FCF0	29	30		Orange	SIMPLE

Example #2, Multiple Variants: Size and Color

In Cell B1, BBRPC is identified as the Core SKU, and E1 identifies the variation names, separated by a delimiter. In subsequent rows the variation values are included in the SKU and in the variation value column, as well, again, separated with semi-colons.

You must use the first row of a group of SKUs to declare a base SKU and the types of variants it has, before listing the variants. When including multiple variants, the order in which you include the variant VALUES (here in column F) must match the order in which the variation NAMES are defined (here in column E)

Example #2, Size and Color Variants (con't)

	A	B	C	D	E	F	G
1	Name	SKU	Unit Price	MSRP	Variation_name	Variation_Value	Type
1	Benjamin petty coat	BBRPC	90	92	Color;Size		CONFIGURABLE
2	Benjamin petty coat	BBRPC-BLACK-S-8A93055A	90	92		Black;S	SIMPLE
3	Benjamin petty coat	BBRPC-BLACK-M-B9ADF87D	90	92		Black;M	SIMPLE
4	Benjamin petty coat	BBRPC-BLACK-L-4E5B2F99	90	92		Black;L	SIMPLE
5	Benjamin petty coat	BBRPC-PURPLE-S-EEEF093E	90	92		Purple;S	SIMPLE
6	Benjamin petty coat	BBRPC-PURPLE-M-6BE329CD	90	92		Purple;M	SIMPLE
7	Benjamin petty coat	BBRPC-PURPLE-L-397581FD	90	92		Purple;L	SIMPLE

Kits are groups of products that are sold as a single unit. For instance, a motherboard, hard disk, video card, power supply, memory and case, would be kitted to make a complete PC. You sell all of these products individually, but will also assemble and sell as a complete unit.

If you have kits, the kit SKU must be listed before listing any variants as well. If you have configurable items and those items are also parts of kits, then the configurable items are listed first, then kits, then the individual SKUs for the variants. When including multiple variants, the order in which you include the variant VALUES (here in column F) must match the order in which the variation NAMES are defined (here in column E)

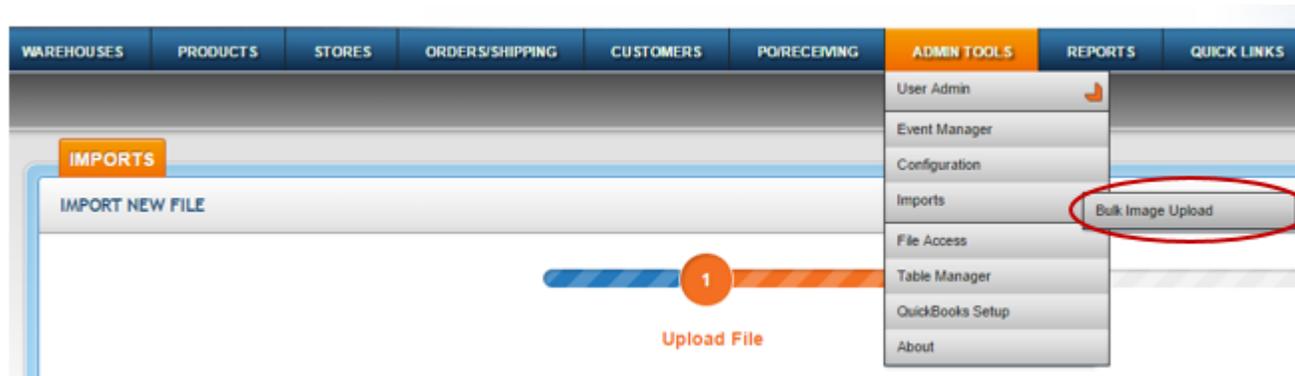
Note that the KIT SKU can be defined as anything, it doesn't have to be a concatenation of the SKUs making up the Kit, but it does need to be populated in all rows to which the kit applies.

	A	B	C	D	E	F	G
1	Name	SKU	Unit_price	MSRP	Kit_Sku	Kit Qty	Type
2	Anna bangles	AMCB-SILVER	59	60	AMCB-SIL-BLA	1	Kit
3	Anna bangles	AMCB-BLACK	59	60	AMCB-SIL-BLA	1	Kit

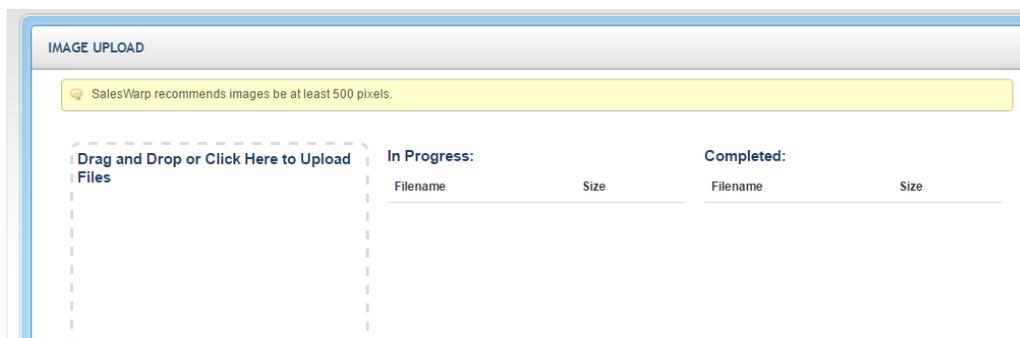
Images

If you utilize "local" images, you should bulk load them into SalesWarp before importing a product file that refers to images.

From Admin Tools, select Imports, then Bulk Image Upload



You can either select image from a file folder and drag where indicated, or click and select a file folder from which to load images.



If you utilize a third party image management system, such as Adobe Scene 7, your import file can contain complete URLs, which the SalesWarp system will reference when providing image info to storefronts.

If you have already uploaded images to the sales warp server, your file should refer to the original file image, simply by name. In the example below, consider that the images already exist on the SalesWarp server. (SalesWarp manages the file path) To simplify image management, we have opted to have our image name match the SKU. See step by step instructions further within this document for additional suggestions on image naming.

	A	B	C	D	E	F
1	Product Name	Type	SKU	Unit Price	MSRP	Image
2	Anna, bright single bangles	simple	ABSB-BLACK-090079C5	29	30	ABSB.jpg
3	Anna, bright single bangles	simple	ABSB-BLUE-854E98B9	29	30	ABSB.jpg
4	Anna, bright single bangles	simple	ABSB-ORANGE-69A2FCF0	29	30	ABSB.jpg
5	Anna, bright single bangles	simple	ABSB-SILVER-5C99094E	29	30	ABSB.jpg

Categories SalesWarp allows multiple categories per SKU (virtually unlimited), and allows you to import this categorization into the system at the same time you import products. The figure below shows a categorization scheme created in advance in SalesWarp, as it will aid in illustrating how the categorization in the file needs to be formatted. The TOP category is the base category, but you do not have to refer to it in the file.

The Categories of Apparel, Accessories & Footwear, contain sub-categories beneath.

When you build your file you need to determine and consistently use delimiters between Main and Sub-categories. There is great flexibility there, you can essentially use whatever delimiters you like, as long as all items are delimited consistently. We recommend you **do not** use "," as a delimiter, in case you have commas in any of your product descriptions. This could cause unintended and undesired effects, including bad data in subsequent columns.

WAREHOUSES PRODUCTS STORES ORDERS/SHIPPING CUSTOMERS PO/RECEIVING ADMIN TOOLS REPORTS QUICK LINKS

CATEGORIES

Add New Category Categories Search

ID	Name	Created	Modified	Actions
▼ 1	Top	2013-02-25 16:28:47	2013-02-25 16:28:47	Add Sub Dept.
▼ 5	Apparel	2016-05-18 14:17:55	2016-05-18 14:17:55	Add Sub Dept. Edit Delete
▶ 6	Shirts	2016-05-18 14:18:22	2016-05-18 14:18:22	Add Sub Dept. Edit Delete
▶ 7	Pants	2016-05-18 14:18:54	2016-05-18 14:18:54	Add Sub Dept. Edit Delete
▶ 8	Skirts	2016-05-18 14:19:19	2016-05-18 14:19:19	Add Sub Dept. Edit Delete
▶ 9	Dresses	2016-05-18 14:20:16	2016-05-18 14:20:16	Add Sub Dept. Edit Delete
▶ 14	Sweaters	2016-05-18 14:33:35	2016-05-18 14:33:35	Add Sub Dept. Edit Delete
▶ 19	Coats	2016-05-18 14:41:33	2016-05-18 14:41:33	Add Sub Dept. Edit Delete
▼ 10	Accessories	2016-05-18 14:21:00	2016-05-18 14:35:03	Add Sub Dept. Edit Delete
▶ 11	Jewelry	2016-05-18 14:21:45	2016-05-18 14:40:07	Add Sub Dept. Edit Delete
▶ 12	Belts	2016-05-18 14:33:02	2016-05-18 14:40:34	Add Sub Dept. Edit Delete
▶ 13	Purses	2016-05-18 14:33:18	2016-05-18 14:36:23	Add Sub Dept. Edit Delete
▶ 18	Scarves	2016-05-18 14:40:59	2016-05-18 14:40:59	Add Sub Dept. Edit Delete
▼ 15	Footwear	2016-05-18 14:37:46	2016-05-18 14:37:46	Add Sub Dept. Edit Delete
▶ 16	Heels	2016-05-18 14:37:58	2016-05-18 14:37:58	Add Sub Dept. Edit Delete
▶ 17	Flats	2016-05-18 14:38:22	2016-05-18 14:38:22	Add Sub Dept. Edit Delete

Recommended Delimiters: SalesWarp recommends and has used in this example a delimiter for the main category of ">" (greater than symbol) and sub categories with "|" (pipe symbol)

You always have to refer to the main category, and then combine main category and sub-category as shown below.

Product Name	SKU	Unit Price	MSRP	category_csv_field	variation_value
Anna, bright single bangles	ABSB-SILVER-5C99094E	29	30	Accessories>Accessories Jewelry	Silver
Anna, bright single bangles	ABSB-BLACK-090079C5	29	30	Accessories>Accessories Jewelry	Black
Anna, bright single bangles	ABSB-BLUE-854E98B9	29	30	Accessories>Accessories Jewelry	Blue
Anna, bright single bangles	ABSB-ORANGE-69A2FCF0	29	30	Accessories>Accessories Jewelry	Orange

If you have only a single category for each SKU, no delimiters are required. For instance, if we think back to computer parts, you might have a single category for each component, such as motherboards, video cards, sound cards, memory, power supplies, and you might sell multiple brands, but all SKUs would fall within main categories. Of course you could also opt to have different brands within their own categories. Categorization can be as broad or granular as you wish.

Our test file has multiple data types that will require a custom map. When you move from Step 1 to Step 2, choose **Create New Mapping**, and the import Mapping Details screen will display.

Remember: required to always include the **SKU**, **Unit Price** (selling price), **MSRP**, **Type** (simple, configurable, kit), and the **Product Name**.

IMPORTS

IMPORT NEW FILE

1 Upload File 2 Map Fields

Map Fields Automatically Use Existing Mapping Create New Mapping

Note that there are multiple tabs in this section, and since you are creating a map you must review each tab.

If you have ensured that your column names match the import file field definitions, then mapping shouldn't be that hard. Anything with a red asterisk * is required, so make sure you map those (the system will remind you if you haven't!)

Settings: We'll tackle each item on the settings screen separately.

Settings
Product Info
Meta Info
Dimensions
Price
Reorders

Mapping Details

Product SKU *

Configurable Products

If your import file contains configurable products (products with variations), identify the product type, parent sku, variation type, and variation value in your import file, which will be used to separate associated SKUs upon import.

- NO CONFIGURABLE PRODUCTS.
- YES, THIS IMPORT FILE CONTAINS CONFIGURABLE PRODUCTS.

Product Images

If your import file contains images, identify the field and image delimiter character in your import file, which will be used to separate images upon import. The first image will be automatically marked as the main image.

- NO IMAGES.
- YES, THIS IMPORT FILE CONTAINS IMAGES

👉 SalesWarp recommends images be at least 500 pixels.

REPLACE IMAGES

IMAGE FIELDS *

THE IMAGES MENTIONED IN THESE FIELDS ARE:

IMAGE DELIMITER (IF MORE THAN ONE IMAGE PER FIELD)

example:
<http://example.com/image1.jpg>

Product Codes

If your import file contains any other unique product codes, identify the field and type. If there are more than one codes for a product then identify a delimiter.

- NO EXTRA CODES EXCEPT SKU.
- YES, THIS IMPORT FILE CONTAINS ADDITIONAL PRODUCT CODES.

Kits

If your import file contains kits, identify the field with the kit SKU and component quantity.

- NO KITS.
- YES, THIS IMPORT FILE CONTAINS KITS

Product Categories

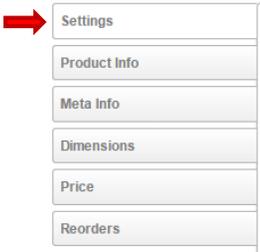
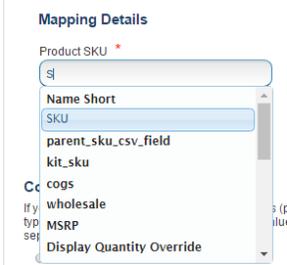
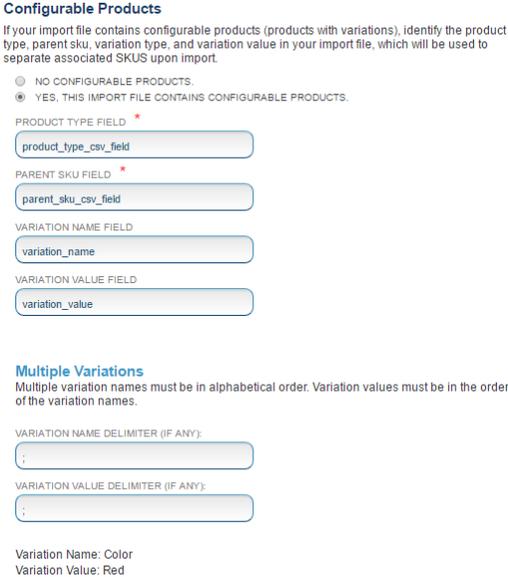
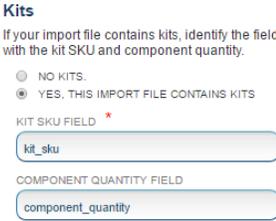
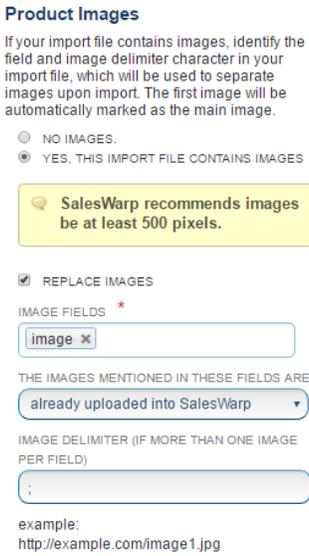
If your import file contains product categories, identify the category field and category delimiter character in your import file, which will be used to separate categories and sub-categories upon import.

- NO, JUST ASSIGN ALL TO THE DEFAULT CATEGORY.
- YES, THIS IMPORT FILE CONTAINS PRODUCT CATEGORIES.

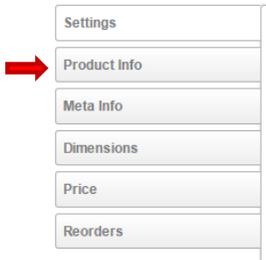
Auto Publish

If you would like to auto publish the imported products, identify the field that contains the store name you would like to publish to and the template name if there is one.

- NO, DO NOT AUTO PUBLISH ANY PRODUCTS.
- YES.

<div data-bbox="115 121 375 373">  <ul style="list-style-type: none"> Settings Product Info Meta Info Dimensions Price Reorders </div> <p>1. Map the core SKU</p> <p>When you type in the field, the system displays fields from your CSV file to assist with mapping. (all the fields displayed in the figure to the right contain "S")</p>	<div data-bbox="943 121 1230 386">  </div>
<p>2. Set Configurable products to YES, and continue mapping individual items as required.</p> <p>Configurable products are the same underlying product with variations such as color and size. Apparel for example - you sell a basic Tee, it comes in five colors and five sizes.</p> <ol style="list-style-type: none"> Product Type (simple, configurable, or kit). The Configurable row shows a base SKU and the variants in the variation NAME fields Map Parent SKU (likely contains the same value as your core SKU) Map Variation NAME field (i.e. color, size) Map Variation VALUE field (i.e. Red, L) If you have multiple variations, you must specify a delimiter between the values, a semi-colon was used here – "Red;L" <p>Note: that the variation values must be in the same order as the variation names appear</p>	<div data-bbox="943 569 1451 1146">  </div>
<p>3. Map KIT info</p> <ol style="list-style-type: none"> Select KIT SKU Field. Select the KIT Component quantity field. This signifies how many of each of the SKU on this row are included in the kit. A PC kit might require 2 sticks of memory, for example. 	<div data-bbox="943 1167 1219 1388">  </div>
<p>4. Map Image info</p> <ol style="list-style-type: none"> As a general rule, always check "replace images". Select whether you are pulling images from a single file folder, pointing to URLs, or names of images previously loaded. You have the ability to specify more than one image per SKU, if you have more than one view of the product or its variants. Multiple images per SKU must be separated with a delimiter. Again we recommend not using a comma. We've used ";". <p>If your images are stored locally on a PC or network drive, you can bulk upload the images directly into SalesWarp. A suggestion to simplify imaging is to have your images be the same as your SKU or Product ID and incorporate variants into the image name.</p> <p>Devise a structure to consistently name your images. Example: Base SKU 12345 for a pair of denim jeans that come in black and blue, with a front and back shot. You could refer to them in the image field as follows.</p> <p>12345BLU-F.jpg;12345BLU-B.jpg 12345BLA-F.jpg;12345BLA-B.jpg</p>	<div data-bbox="943 1409 1252 1965">  </div>

<p>5. Specify Product Category fields</p> <p>5.1. Change selection to YES</p> <p>5.2. Specify the category name field</p> <p>5.3. Specify the main category delimiter (as described above)</p> <p>5.4. Specify the sub-category delimiter (also described above)</p>	<p>Product Categories</p> <p>If your import file contains product categories, identify the category field and category delimiter character in your import file, which will be used to separate categories and sub-categories upon import.</p> <p> <input type="radio"/> NO, JUST ASSIGN ALL TO THE DEFAULT CATEGORY. <input checked="" type="radio"/> YES, THIS IMPORT FILE CONTAINS PRODUCT CATEGORIES. </p> <p>CATEGORY FIELD *</p> <input type="text" value="category_csv_field"/> <p>CATEGORY DELIMITER (IF ANY):</p> <input type="text" value=">"/> <p>SUB-CATEGORY DELIMITER (IF ANY):</p> <input type="text" value=" "/>
<p>6. Product Codes refers to additional SKU/product identifiers such as UPC codes, or Amazon ASINs. You could potentially include UPCs in your general product file, but if you have multiple types of product codes, i.e. UPCs and ASINs, etc then they would likely be separate uploads. You cannot load two different types of product codes at the same time, for instance you could not include UPCs and ASINs in the same import. Additionally, you can only include a single vendor for each code.</p> <p>6.1. Identify the product code field</p> <p>6.2. It's not likely that you would have multiple UPCs or ASINs for a single SKU, but if you have a type "other" product code and know that multiple codes would apply to a single SKU, then you would have to specify a delimiter.</p> <p>6.3. Select the type of product code UPC, ASIN, ISBN or Other</p> <p>6.4. Select Vendor</p>	<p>Product Codes</p> <p>If your import file contains any other unique product codes, identify the field and type. If there are more than one codes for a product then identify a delimiter.</p> <p> <input type="radio"/> NO EXTRA CODES EXCEPT SKU. <input checked="" type="radio"/> YES, THIS IMPORT FILE CONTAINS ADDITIONAL PRODUCT CODES. </p> <p>PRODUCT CODES FIELD *</p> <input type="text" value="e.g. Product Codes"/> <p>PRODUCT CODES DELIMITER (IF ANY):</p> <input type="text" value="e.g. ;"/> <p>PRODUCT CODES TYPE :</p> <input type="text" value="UPC"/> <p>VENDOR *</p> <input type="text" value="Annas Jewelry [d:]"/>
<p>7. Auto Publish – do not autopublish at this time. You can use the import functionality later on to turn it on, however, you want to review SalesWarp and make sure everything is good first, then opt to publish out to storefronts.</p>	<p>Auto Publish</p> <p>If you would like to auto publish the imported products, identify the field that contains the store name you would like to publish to and the template name if there is one.</p> <p> <input checked="" type="radio"/> NO, DO NOT AUTO PUBLISH ANY PRODUCTS. <input type="radio"/> YES. </p>



Product Info Tab: Note there are two required fields, (Type: simple, configurable or kit) and Product name, but, it is surely in your best interest to include as much data as possible. If you don't have it all immediately, you can always come back and do various bits and pieces, as separate imports.

SalesWarp Field	CSV Column	Field Description
Type *	<input type="text" value="e.g. Type"/>	The type of product in SalesWarp (Kit, Simple, Configurable)
Manufacturer Name	<input type="text" value="e.g. Manufacturer Name"/>	
Tax Class	<input type="text" value="e.g. Tax Class"/>	Is the item taxable or nontaxable? If set to yes, product will have tax class option of Taxable Goods in Magento
Display Quantity Override	<input type="text" value="e.g. Display Quantity Override"/>	The available quantity for sale that will appear on the channel (overrides the actual stock value)
Active	<input type="text" value="e.g. Active"/>	Active or inactive. Inactive means the product cannot be sold in SalesWarp (does not affect published SKUs)
Quantity	<input type="text" value="e.g. Quantity"/>	The total quantity of available units of the product
Weight (ounces)	<input type="text" value="e.g. Weight (ounces)"/>	
Short Description	<input type="text" value="e.g. Short Description"/>	A short description of the product that usually displays in a search page
Product Code	<input type="text" value="e.g. Product Code"/>	Universal Product Code or the barcode number
Description	<input type="text" value="e.g. Description"/>	The full description of the product (usually displayed on the product page where it is sold)
Color	<input type="text" value="e.g. Color"/>	The color of the product (ex. Green, Blue/Black, Multicolor)
Size	<input type="text" value="e.g. Size"/>	The size of the product (ex. Small, Medium, 36)
Name Short	<input type="text" value="e.g. Name Short"/>	A short name that can be given to the product for easier communication with suppliers
Product Name *	<input type="text" value="e.g. Product Name"/>	Full name of the product

Meta Info Tab – Nothing required here, but useful for storefronts that accept this data.

SalesWarp Field	CSV Column	Field Description
Meta Keyword	<input type="text" value="e.g. Meta Keyword"/>	Keywords that optimize search results for the product (multiple meta keywords can be entered separated by a comma)
Meta Description	<input type="text" value="e.g. Meta Description"/>	A description of the product used for search engine optimization
Meta Title	<input type="text" value="e.g. Meta Title"/>	A keyword that implies the name of the product, used for search engine optimization

Dimensions Tab – Extremely helpful to include this information for shipping purposes.

SalesWarp Field	CSV Column	Field Description
Width	<input type="text" value="e.g. Width"/>	The width of the product in inches
Length	<input type="text" value="e.g. Length"/>	The length of the product in inches
Condition	<input type="text" value="e.g. Condition"/>	
Height	<input type="text" value="e.g. Height"/>	The height of the product in inches

Price Tab (Unit price and MSRP are **required** on this tab)

SalesWarp Field	CSV Column	Field Description
wholesale	<input type="text" value="e.g. wholesale"/>	A price field that can be used for any type of specific pricing
cogs	<input type="text" value="e.g. cogs"/>	Current cost of goods
Unit Price *	<input type="text" value="e.g. Unit Price"/>	Price per product
MSRP *	<input type="text" value="e.g. MSRP"/>	Manufacturer suggested retail price

Reorders Tab contains a single field – when stock hits the number in this field a PO will automatically be generated to the default vendor for replenishment. When created, these system POs will display in the PO/Receiving menu under Purchase Orders for approval and further processing. Leave this field BLANK if not utilizing this functionality

REUSE THIS MAPPING?

Settings

Product Info

Meta Info

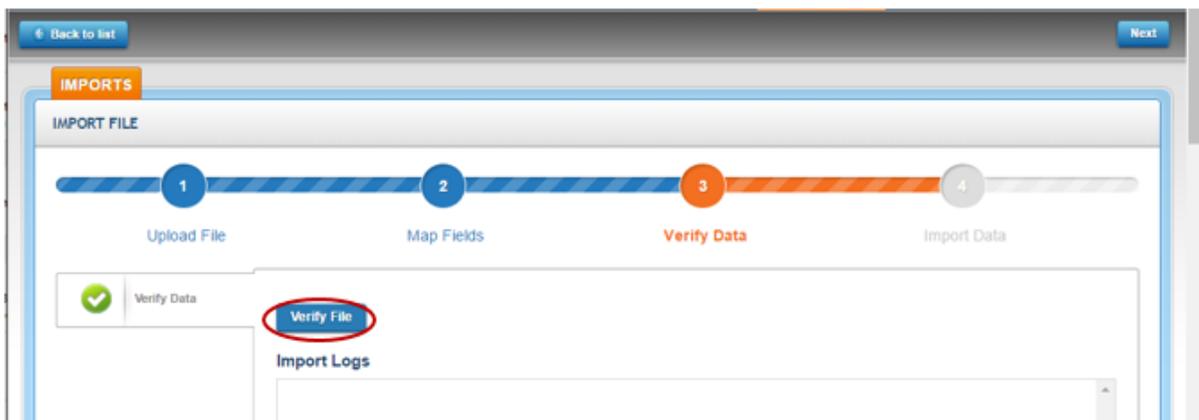
Dimensions

Price

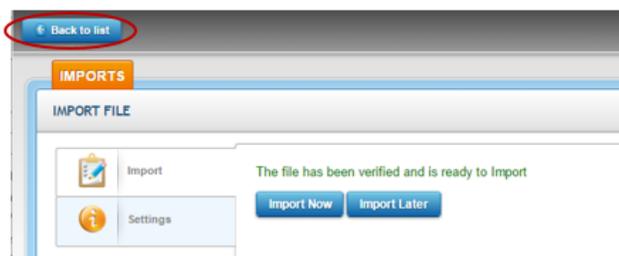
Reorders

REORDER THRESHOLD

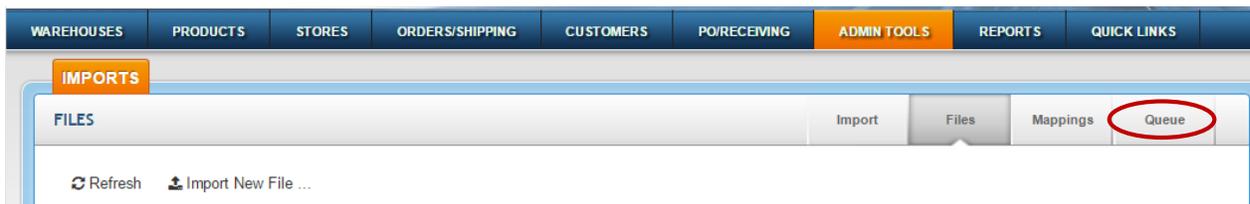
Step 3. Verify and Process the Import File



Press the Verify File button and the system will read the file data, and you will be alerted to any specific issues in the file that need to be corrected prior to importing. If there are no issues with the file, the file will allow you to import now, or if the file is larger, the Import Now button will be greyed out and the system will force you to "Import Later", which will place the file in the processing queue.



To monitor files that have been queued press "back to list" button in top left hand corner, and then the queue button on the far right - you will be able to see if the file has begun or finished processing. Note you may need to hit the refresh button on your browser.



ID	Queue	Description	Status	Wait Until	Started	Finished
1	Product Import	ProductImport for Mapping: "cck5-17-16" and Import: "Sales Demo Base Products Import - cck.csv_201"	Completed	2016-05-17 11:16:04	2016-05-17 15:18:06	2016-05-17 15:21:31
2	Product Import	Product Import: "Sales Demo Base Products Import - cck.csv_201"	Completed	2016-05-17 11:52:02	2016-05-17 15:53:01	2016-05-17 15:57:34
3	Product Import	Product Import: "Sales Demo Base Products Import - cck db fiel"	Completed	2016-05-17 14:37:32	2016-05-17 18:38:04	2016-05-17 18:42:15
4	Product Import	Product Import: "Sales Demo vendor product.csv_2016-05-17-"	Completed	2016-05-17 17:15:23	2016-05-17 21:17:03	2016-05-17 21:17:28