Automotive Import Instructions For REC V9

A Category Setup

Manually Enter Via The System
You can set up your category structure within site admin by simply adding the top category levels and then sub-categories below them. You can see a list of the category ID's in Order Manager, you will use these in your product import spreadsheet.

Import Method *(Skip this if you are manually entering via the system)*
If you have hundreds of categories and sub-categories it may be easier to import them, especially if you have parts of the category tree structure which repeat.

For example:

Top level = Product type (e.g. Exhausts, Suspension), 2nd level = multiple brands

The brands would repeat for each product type e.g. Exhausts, Mufflers, Suspension etc

The category tree would then have brands <u>repeating</u> within each top level category with their own category ID's (shown in brackets)

Top Level	**Exhausts(1)**			**Suspension(2)**		
2nd Level	IXIL(3)	Mivv(4)	G&G(5)	IXIL(6)	Mivv(7)	G&G(8)
3rd Level	Products	Products	Products	Products	Products	Products

You could copy the recurring brands easily in a spreadsheet and then simply change the related id for each block of brands. Using the above example, the **related id** for IXIL(3)   Mivv(4)   G&G(5) would be Exhausts(**1**). For IXIL(6)   Mivv(7) G&G(8) the **related id** would be Suspension(**2**)

Use the example spreadsheet "Example Category Import" to see what the headings will be on the spreadsheet. The ones in bold are required.

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Import Formats, XML

B. Manufacturer (aka Brand) Setup

Manually Enter Via The System
You can manually enter your manufacturers (or Brands) via Site admin. You can see the ID's, you will use these in your product import spreadsheet.

Now you have set up your categories and manufacturers, you can set up your import spreadsheet.

C Product Import

(1) Standard Layout.

A standard layout is to be adopted based on the standard import spreadsheet called standardimport1.xls All data must be formatted to this standard and saved as **tab-delimited text files** for the import. You will notice that the columns in bold are the essential columns which will be imported. All non-essential columns can be deleted to speed up the import process. The id column is left blank in this spreadsheet but would normally be populated with a range of unique id's.

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Import Formats, XML

An example spreadsheet is attached below based on the Airaid product range.

D:\AutoPartZone\
Data Imports\Airaid\A

In the example spreadsheet the first line is the one which will be used for import. **The first line must always be the header columns without a hash or it will not import.** The second line has been left in to show the original heading names, just for reference. **The second line must either be deleted before you perform the import OR you can put a hash in the id column and it will be ignored.**

Using OpenOffice? You need to save the file as a Text CSV (*.csv)

(2) Column Headings

Only the columns which have bold headings or special tags in the example spreadsheet will be imported.

The tags are:

TITLE_1, TITLE_2 etc
Any heading with these tags will be added to the end of the product title by the import program. This allows you to build up a title to contain extra details. The additional tags below are also automatically added to the title:

AUTOPARTS_MAKE
AUTOPARTS_MODEL
AUTOPARTS_SUBMODEL
AUTOPARTS_STARTYEAR
AUTOPARTS_ENDYEAR
The above tags are also used to build the search dropdown boxes.

ATT_NAME_1, ATT_VALUE_1 etc
These tags hold pieces of information (called attributes) which will appear in an Additional Information section on the product page, e.g. specifications.

These tags must be set up in pairs, with ATT_NAME_1 in the first column, immediately followed by ATT_VALUE_1 in the next column. So if you use these, you may need to insert an extra column for the name if it doesn't already exist.

Where you have multiple attributes, you increase the number e.g. ATT_NAME_2 & ATT_VALUE_2 and so on.

OP_NAME_1 , OP_VALUE_1 , OP_PRICE_1 etc
These tags hold 'options' i.e. selectable drop-down values held against a product such as a colour or size. The OP_NAME_1 tag would hold the option group name e.g. Colour or Size; the OP_VALUE_1 tag would hold the drop down value e.g. red, blue, green, the OP_PRICE_1 tag would hold any additional price variation for that particular option

IMPORTANT Note: Option prices need to be imported as the price with tax added. The system will then determine whether to show it with/without tax epenedant upo your site settings. The same is true for Delivery prices.

IMAGE_1, IMAGE_2 etc
You can add in additional images using the single tag IMAGE_ and then adding the number after e.g. IMAGE_1 for the first additional image, IMAGE_2 for the second and so on. Make sure your images are optimised correctly: 600px square and less than 50K in file size each. You can buy/use Adobe Fireworks to re-work your images.

(3) Product ID's

The first column relates to product ID's.

Each product must have a unique, consecutively-numbered ID.

If the ID column contains a # hash then the entire row will be ignored, rows beginning with this will be treated as only comments.

For every import sheet, keep the consecutive numbering system in place.

The first 1 million ID's in the database will be reserved for data imports. Any after will relate to ones added in the store admin.

(4) Product Title

This will be created from the column **product_name** plus make, model, submodel, year plus any other columns called **TITLE_1, TITLE_2** etc.

(5) Manufacturer aka Brand

The **manufacturer_id** holds the brand name. This can be the full name as it appears in the store (make sure it is exactly the same as the name) or you can use the actual id number for the manufacturer/brand that is entered in the store.

(6) Product Description

Product description will start with the bulleted list in the column **product_desc**. The bullets are delimited by ~!~

It will then have a line break and will be followed by the **META Description**. To force a line break enter ~!~ or ~!~ ~!~ for a paragraph break.

You will be able to enter additional details directly in the system for products if you need more details or to resolve formatting issues.

(7) Product Images

The import lets you upload a main image only. If you want additional images, add these as IMAGE_1, IMAGE_2 as described previously.

You must enter product image names **exactly** the same as the physical filename, including case. For example, 937383737.jpg or 937383737.JPG.

Store all your image files in a unique image directory per import spreadsheet, ready for easy upload.

For example:

Image_uploads   (main directory)
    Airaid   (sub-directory)
    Ksport   (sub-directory)
    Etc

Image Storage On The Server

Pre V2.8.2, images were generally stored in /admin/images as a default. From 2.8.2, any products added directly in the system will have the images stored in /userfiles/images/sys/products. This does not affect any existing import sheets.

 (8) Category

If you are using APZ data there is a list of the categories and sub-categories hierarchy. A spreadsheet has been provided showing the ID's for these categories. Otherwise use the ID's create when you entered your categories.

In the **category_id** column, enter the id of the category that this product will live in i.e. it is most probably going to be in a sub-category.

(9) Specification

The specification information has already been set up as an attribute pair **ATT_NAME_1** and **ATT_VALUE_1**.

(10) Product Prices

The MSRP price becomes the main price for the product in the column
product_price_no_vat. This price does not have tax added to it. VAT is the English word for
tax.

The Web price becomes the special offer price for the product in the column
special_price_no_vat. This price does not have tax added to it.

Jobber and Cost price are not stored.

The "price plus tax" can be calculated via the system and will be set on a per store
basis dependent upon the tax rate applicable in the state that the store owner has
registered their business.

> **NB** All products will be imported with a status of 'special_offer' so that the MSRP
> price is shown struck through and the web price becomes the selling price.

(11) Weight

Make sure you enter a weight for each product where delivery is to be calculated
based on weight.

(12) TITLE 1 & TITLE 2

TITLE_1 and TITLE_2 have already been set up so that Primary Choice and Engine
will appear added in the title

(13) Make, Model, Submodel, Year

These have already been set up as:

AUTOPARTS_MAKE
AUTOPARTS_MODEL
AUTOPARTS_SUBMODEL
AUTOPARTS_STARTYEAR
AUTOPARTS_ENDYEAR

These will be formatted by the data import and set up against each product as an
'hidden' option i.e. the website visitors will not be able to see the formatted string.

The STARTYEAR and ENDYEAR fields must have valid years entered into them as
4 figures i.e. 1964 and not 64. Ensure this is consistent in your data.

Some parts are still valid for this year's cars (e.g. 2010) and therefore do not yet have
a valid ENDYEAR value, as they may still be used in forthcoming years too. In this
case you have to enter the current year as the ENDYEAR (e.g. 2010). Once you roll
over into a new year, you will have to update all the relevant ENDYEARs to the new
year (e.g. 2011).

To assist with ENDYEAR rollovers, there is a field on the spreadsheet called
"flag_update_autoparts_end_year". Enter a 1 into this field for all parts which will

need to have their ENDYEAR updated when you move into a new year and then ask for support to make the rollover happen.

If you add products directly in the system, then you will have to format the string precisely. It is therefore recommended that all products are imported.

<u>Multiple Entries In MMY & Submodel Fields</u>

In the Make, Model and Year fields, you <u>cannot</u> put in multiple entries separated by commas e.g. GTI, Jetta. However, in the Submodel column you can put in multiple comma separated entries eg 337,338,339 NOTE: there are no spaces in between.

> NB **UNIVERSAL Parts**. If the part is Universal, then enter Universal in the AUTOPARTS_MAKE column.

FINAL REMINDER

Remember to remove the second 'header' line before saving your spreadsheet as a **tab delimited text file** for the import OR put a hash in the ID field and it will be ignored.

UPDATES

If you need to update any already imported information, you can re-submit the import file and it will change the data.

It uses the product ID for this on the main product record. On attributes and options it uses the product ID and the option group or attribute group.

Images can only be added. To remove images you need to go into Admin and delete them there from each product.

<u>D ADMIN IMPORT PROCESS</u>

Once your spreadsheet has been prepared and checked, you can enter it via Admin, click the Business Settings icon then Import System.

In the first dropdown (Step 1) select Auto Parts CSV 1

In the second dropdown (Step 2) select Products

In the third field (Step 3) select the tab delimited file to import from your hard drive

Click Submit.

The program will run for a number of minutes and will then report "Success!" if it has worked. Because you are using the Auto Parts CSV method there is no need to run any of the 'fix' programs.

To upload your images, make sure they are correctly optimised (ideally 600px square and less than 30-40k in size) and provide them in a zipped format to the site

administrator for uploading to the server or request and FTP account is set up to allow you to directly upload them to the server.

Alternatively, if you have a limited number of images, you can add them to a product(s) and that will make them instantly available to all other products using the same images.