



Vendio CSV Import – User's Guide

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You can import your items into Vendio's Sales Manager Inventory Edition in four simple steps.

Step One: Download the Vendio Template

The Vendio Template is a Comma Separated Value (CSV) file that contains the titles of the columns that can be imported to Vendio. You should download this template and then fill it with data, as explained in Step Two.

Step Two: Fill the Template with Data

Once you have downloaded the template, you must fill it with data about your items. You can use any spreadsheet program that supports the CSV format (for example Microsoft Excel). Please refer to the annex at the end of this document for details about the meaning of each column.

- Do NOT change or erase the first line from the provided template (the one containing the titles of the columns) – Vendio uses these labels to know how to interpret your data.
- Required columns are marked with an asterisk in the provided template and must include data. Other columns are optional. Fill all the required columns and enter any optional data you would like to import.
- Make sure you save the file in CSV format (.csv or .txt).

Step Three: Upload the CSV File at Vendio

After you have edited the template, filled it with data and saved it; you should select it for uploading to Vendio.

- The maximum size of the file to import is 15 MB (approximately 2,500 items for average sized descriptions). If your file exceeds this size, you should go back to Step Two and split the data across two or more files. *Note that in this case each of the files needs to contain the header line with the titles of the columns.*

Step Four: Fine Tune and Import

You can tune how your items are created from the data in the CSV file. Please refer to the annex at the end of this document for more details about the import.

- By default, each item is imported in the folder you specified in column 'Folder'. You may also override this entry and import all items in the same folder. *Note: Sales Manager Inventory Edition accepts maximum 2,000 items per folder – if you have more than 2,000 items in your file, you should either specify the folder per item or split the data into multiple files as explained in Step Three.*
- **Click 'Import' to import your items to Vendio.** Depending on the file size, this process can take from a few minutes to one hour. You can check the page from time to time to see the status of the import.

ANNEX: Vendio Columns and Details about the Import

The following table describes the columns that are supported for import into Vendio Sales Manager Inventory Edition and the restrictions for each one (if applicable). Files with incomplete data for required entries will fail to upload. Any non-required values missing for an item in the CSV file will be left blank for the imported item.

| Name | Type | Range | Required | Notes |
|-------------------------|---------|--------------|----------|--|
| SKU | Text | | | Though not required, this is recommended |
| Title | Text | max 80 chars | Y | Item's title (will prefill also the auctions created from item) |
| Notes | Text | max 80 chars | | Your notes about the item – <i>never shown to your buyers</i> . |
| Qty. Avail | Integer | 0-9999 | | The quantity available in stock for this item |
| Qty. eBay Auction | Integer | 0-9999 | | The number of items currently on sale as eBay auctions |
| Qty. eBay Fix Price | Integer | 0-9999 | | The number of items currently on sale as eBay fixed price |
| Qty. eBay Store | Integer | 0-9999 | | The number of items currently on sale in eBay Store |
| Qty. Motors Auction | Integer | 0-9999 | | The number of items currently on sale as eBay Motors auctions |
| Qty. Motors Fix Price | Integer | 0-9999 | | The number of items currently on sale as eBay Motors fixed price |
| Qty. Motors Store | Integer | 0-9999 | | The number of items currently on sale in eBay Motors Store |
| Folder | Text | max 64 chars | | The name of the item's folder. If a folder with this name already exists, it will be used – otherwise, it will be automatically created. If not specified, item will be imported to the folder specified at import time or in 'Unfiled'. <i>Note that no more than 2,000 items are allowed per folder.</i> |
| Start Bid | Money | | | Item's default start bid. This will prefill both the eBay and Motors auctions for this item. |
| Buy Now | Money | | | Item's default buy now price. This will prefill both the eBay and Motors auctions for this item. |
| Reserve | Money | | | Item's reserve price. This will prefill both the eBay and Motors auctions for this item. |
| Store Price | Money | | | Item's price for selling in Vendio Store. <i>Note that this is different from the eBay Store price.</i> |
| Item Cost | Money | | | Item's acquisition cost. This is <i>never</i> displayed to your buyers, but used to compute your sales reports. |
| Visible in Vendio Store | Y/N | | | Specifies if the item should be displayed in Vendio Store. Default is 'no'. |
| eBay Title | Text | max 55 chars | | Default title for eBay auctions, eBay fixed price items or eBay Stores items created from this inventory item. |
| eBay Start Bid | Money | | | Default start bid for eBay auctions created from this item. |
| eBay Buy Now | Money | | | Default buy now price for eBay auctions created from this item. |
| eBay Reserve | Money | | | Default reserve price for eBay auctions created from this item. |
| eBay Fix Price | Money | | | Default price for eBay fix price items created from this item. |
| eBay Store Price | Money | | | Default price for selling this item through eBay Store. |
| eBay Duration | Integer | | | Default duration (in days) for eBay auctions created from this item. Must be a valid eBay duration. |
| eBay Store Duration | Text | | | Default duration for eBay Store items created from this inventory item. Must be a valid eBay Store duration (incl. GTC) |
| eBay Category | Integer | | | The ID of the category to use when launching to eBay. |
| eBay Category 2 | Integer | | | The ID of the eBay 2 nd category. |
| eBay Store Category | Integer | 0-20 | | The ID of the category to use when launching to eBay Stores |
| eBay Store Category 2 | Integer | 0-20 | | The ID of the 2 nd category to use when launching to eBay Stores |

| Name | Type | Range | Required | Notes |
|-------------------------------------|---------|--------------|----------|--|
| eBay Subtitle | Text | max 55 chars | | Default subtitle for eBay auctions created from this item |
| eBay Gallery | URL | | | eBay gallery image |
| eBay Gallery Enabled | Y/N | | | Specifies if the gallery should be enabled by default for listings launched from this item. <i>Note: gallery featured is not supported by the importer.</i> |
| eBay Motors Title | Text | max 55 chars | | Default title for eBay Motors auctions, eBay Motors fixed price items or eBay Motors Stores items created from this inventory item. |
| eBay Motors Start Bid | Money | | | Default start bid for eBay Motors auctions created from this item. |
| eBay Motors Buy Now | Money | | | Default buy now price for eBay Motors auctions created from this item. |
| eBay Motors Reserve | Money | | | Default reserve price for eBay Motors auctions created from this item. |
| eBay Motors Fix Price | Money | | | Default price for eBay Motors fixed price items created from this item. |
| eBay Motors Store Price | Money | | | Default price for selling this item through eBay Motors Store. |
| eBay Motors Duration | Integer | | | Default duration (in days) for eBay Motors auctions created from this item. Must be a valid eBay Motors duration. |
| eBay Motors Store Duration | Text | | | Default duration for eBay Motors Store items created from this inventory item. Must be a valid eBay Motors Store duration (incl. GTC) |
| eBay Motors Category | Integer | | | The ID of the category to use when launching to eBay Motors. |
| eBay Motors Store Category | Integer | | | The ID of the category to use when launching to eBay Motors Stores |
| eBay Motors Store Category 2 | Integer | | | The ID of the 2 nd category to use when launching to eBay Motors Stores |
| Description | Text | 65535 chars | Y | The item description (HTML). The same description is used for both eBay and eBay Motors – but it can be formatted differently by using distinct Vendio templates for the two sites. |
| Image1...Image50 | URL | | | The URL of one of the item's images. You can import up to 50 images by specifying columns labeled "Image1", "Image2", .. up to "Image50". The provided template contains 10 such columns, from 1 to 10. Note: each image is imported in the order it appears in the CSV file. |

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