

CSV Product Upload Guideline: Detailed Column Documentation

Column: **Name**

- **Required:** Yes
 - **Data Type:** String
 - **Description:**
This is the primary display name of the product. It is shown to users throughout the storefront, including product listings, detail pages, and during checkout.
 - **Validation Rules:**
 - Must not be empty.
 - Recommended to keep it under 100 characters for UI consistency.
 - **Best Practices:**
 - Include key information (e.g., size or model) for uniqueness.
 - Example: "2025 Eco-Friendly Bamboo Toothbrush"
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Column: **SKU**

- **Required:** No
- **Data Type:** String
- **Description:**
Stock Keeping Unit – a unique code assigned to each product for inventory management.
- **Validation Rules:**

- Should be unique if provided.
 - Alphanumeric codes are commonly used.
 - **Best Practices:**
 - Use a consistent format for easy tracking (e.g., **TSHIRT-XL-BLACK**).
 - Example: "**BAMBOO-TS-2025**"
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Column: **description**

- **Required:** No
 - **Data Type:** String (HTML supported)
 - **Description:**
Full description with details and benefits of the product. Can contain formatted content.
 - **Best Practices:**
 - Write in paragraphs or use bullet points.
 - Use simple HTML if needed.
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Column: **short_description**

- **Required:** No
- **Data Type:** String
- **Description:**
A brief summary shown on listings or previews.

- **Best Practices:**
 - Limit to ~200 characters.
 - Example: "Soft and breathable cotton t-shirt for daily wear."
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Column: **Active**

- **Required:** Yes
 - **Data Type:** Boolean (1 or 0)
 - **Description:**
Indicates whether the product is active and visible on the storefront.
 - **Validation Rules:**
 - 1 = Published, 0 = Hidden
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Column: **Brand**

- **Required:** No
- **Data Type:** String
- **Description:** The brand name associated with the product. If the brand doesn't exist in the system, it should be created during the import process.
- **Validation Rules:**
 - Brand names should be unique and properly capitalized.
- **Best Practices:**
 - Use consistent brand naming across all products.
 - Avoid trailing or leading spaces.
- **Example:**
 - "Nok1a"
 - "Tony"
- **System Behavior:**

- During CSV import, the system will check if the brand exists. If not, it will automatically create it.

Column: **categories**

- **Required:** No
- **Data Type:** String (category path separated by ///, multiple entries comma-separated)
- **Description:** Defines the full hierarchical path of categories the product belongs to. Use /// to represent parent-child relationships.
- **Example:**
 - "Men's Fashion///Clothing///Jeans"
 - For multiple categories: "Electronics///Accessories,Men's Fashion///Clothing///Jeans"
- **Processing:**
 - Each category level is split and mapped to a parent-child relationship.
 - System must create parent categories if they don't exist.

Column: **Tax Class**

- **Required:** No
- **Data Type:** Integer (ID of tax class)
- **Description:** Specifies the applicable tax class for the product. Useful for determining VAT/GST rules based on region or product category.
- **Validation Rules:**
 - Must match an existing tax class ID.
 - Leave blank if tax is not applied.
- **Best Practices:**

- Ensure tax classes are predefined in the system.
- Example tax classes might be:

Example:

- 1 (Shipping Address)
- 2 (Standard Rate)
- 3 (Reduced Rate)

Column: **Tags**

- **Required:** No
- **Data Type:** String (comma-separated)
- **Description:**
Keywords that help users search or filter products.
- **Example:**
 - "eco-friendly,bamboo,oral care"

Column: **Price**

- **Required:** Yes
- **Data Type:** Decimal
- **Description:**
The base selling price of the product before any discounts.
- **Validation Rules:**
 - Non-negative decimal number.
 - Use period (.) as the decimal separator.

- **Best Practices:**
 - Avoid currency symbols.
 - Example: "19.99"
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Column: **Special Price**

- **Required:** No
 - **Data Type:** Decimal
 - **Description:**

A discounted price is offered for a limited time.
 - **Validation Rules:**
 - Must be less than the **price** value.
 - Use only when a discount is active.
 - **Best Practices:**
 - Example: "14.99" if the **price** is 19.99
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Column: **Special Price Type**

- **Required:** No
- **Data Type:** Enum (**fixed** or **percent**)
- **Description:**

Determines whether the **special_price** is a fixed amount or a percentage discount.

- **Validation Rules:**
 - Must be either **fixed** or **percent**
 - **Example:**
 - **fixed:** Sale price is **14.99**
 - **percent:** If 20, then 20% off the base price
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Column: **Special Price Start**

- **Required:** No
 - **Data Type:** Date (**YYYY-MM-DD**)
 - **Description:**
Start date for the special price period.
 - **Validation Rules:**
 - Must follow date format.
 - **Example:**
 - **"2025-06-01"**
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Column: **Special Price End**

- **Required:** No
- **Data Type:** Date (**YYYY-MM-DD**)
- **Description:**
End date for the special price period.

- **Validation Rules:**
 - Must follow the date format.
 - Must be later than `special_price_start`
 - **Example:**
 - `"2025-06-10"`
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Column: `Manage Stock`

- **Required:** No
 - **Data Type:** Boolean (`1` or `0`)
 - **Description:**

Indicates whether the system should track product stock quantity.
 - **Validation Rules:**
 - `1` = Yes, `0` = No
 - **Best Practices:**
 - Set to `1` if `qty` is used.
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Column: `Quantity`

- **Required:** No
- **Data Type:** Integer
- **Description:**

The number of available units in stock. Used only if `manage_stock` = `1`.

- **Validation Rules:**
 - Must be a non-negative integer.
 - **Example:**
 - "100" means 100 units in inventory.
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Column: **In Stock**

- **Required:** No
 - **Data Type:** Boolean (1 or 0)
 - **Description:**

Shows whether the product is available for purchase.
 - **Validation Rules:**
 - 1 = In stock, 0 = Out of stock
 - **Example:**
 - "1" if available to order.
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Column: **is_active**

- **Required:** Yes
- **Data Type:** Boolean (1 or 0)
- **Description:**

Indicates whether the product is active and visible on the storefront.
- **Validation Rules:**

- 1 = Published, 0 = Hidden

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Column: meta_title

- **Required:** No
- **Data Type:** String
- **Description:**
SEO title for the product page.
- **Best Practices:**
 - Keep under 60 characters.
 - Use keywords relevant to the product.

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- - **Example:**
 - "eco, toothbrush, bamboo, sustainable"

Column: Base Image

- **Required:** No
- **Data Type:** String (URL or local path)
- **Description:**
Main product image.

- **Validation Rules:**

- URL must be valid and accessible.
 - Local filename must exist in the designated location inside the zip file.
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Column: **Additional Images**

- **Required:** No
 - **Data Type:** String (comma-separated)
 - **Description:**
Additional images for the product gallery.
 - **Example:**
 - `"img1.jpg,img2.jpg,img3.jpg"`
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Column: **meta_description**

- **Required:** No
 - **Data Type:** String
 - **Description:**
Meta description for SEO.
 - **Best Practices:**
 - Use engaging language.
 - Limit to 160 characters.
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Column: **meta_keywords**

- **Required:** No
- **Data Type:** String (comma-separated)
- **Description:**
Keywords for SEO optimization.

