

Imports

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Import Data

If you want to create multiple products using a spreadsheet or need to automate your shipping updates, you can use our Import layouts and schedules. This section will cover all import types and configuration rules.

What you will learn

1. File requirements and how to create a file
2. What type of information can be imported
3. How to upload a file
4. How to map your information to the correct system field
5. How to set up automated imports

Create your file

Whether you are just getting started and need to upload product information for all of your items, have a new product range you would like sell on online marketplaces, or are expanding into new territory, creating products using a file will save you a lot of time compared to creating products one by one. You can integrate your product feed with few to no changes as long as it meets the requirements outlined in this section.

The system accepts files in the following *formats*:

- Delimited files, such as *.csv*, *.psv*, *.tsv*
- Spreadsheets in *.xlsx*

The file *encoding* should be set to *UTF-8* to avoid issues with *special characters*, which is a common problem when listing on international marketplaces.

Under** File Specifics,** we have listed the *unique identifiers* and *mandatory fields* for each import type. Usually, these are the product **SKU** or **order ID**. Headers are not mandatory, but will make it easier to map your data to system fields. Mapping also allows you to skip columns, so there is no

need to remove unused columns prior to uploading a file. Remember to clear any formulas from your file. That can be quickly done by selecting the range of cells you would like to import,* copying them, and *pasting them as values* in a new file.

Files should be under *100 MB* or the upload would fail.

There are no specific requirements, when it comes to how you would name your files, however we recommend including:

- the import type, as this is usually used as a filter, when setting up automatic imports
- an indication whether the file includes all of your records or only a fraction
- a time stamp, to stay on track of the last uploaded file and identify request status more easily

A sample file name, which follows these recommendations would be 'StockLevels_IncrementalUpdate_161120171105.csv'.

To recap the requirements:

- Files should be in one of the accepted formats
- The encoding should be set to UTF-8
- They must include a unique identifier and mandatory fields
- No formulas should be present
- The file size should be less than 100 MB

Import types

The first step when creating a Manual or Automatic import is to select one of the various import types, which are designed to access specific parts of the system, based on the data type. In this section you would find more information about the layouts you could use, the additional configurations and system fields you can access.

Item Import Layout Overview

The **Item Import** is used when you would like to create or update multiple products at once. You can upload information per one account at a time so multiple files would be required if you want to manage the content for more than one marketplace.

Under **Type Specifics**:

1. Select **Items Import** from the drop-down menu.
2. Select the respective **Account** where you want to list or update your products.

3. Select **Seller** profile from the drop-down if you have integrated suppliers.
4. Tick **Update only existing SKU's** field, if you do not want to create new products and only update already existing ones.
5. Tick ****Update only existing Product Accounts ****field, if you do not want to create new product accounts and only to update the existing ones

Field Specification

The following lists cover the system fields, which can be populated with data via an import. Please note each marketplace has their own requirements when it comes to mandatory information or format of the data. You can also create custom fields and import data in already existing ones.

Products

Field	Pentagon Field Name	Required Field	Description
SKU	SKU	Yes	Unique product identifier.
InventoryTitle	Inventory Title	No	Generic product title.
ConditionID	ConditionID	No	Item condition.
MainImage	Main Image	No	Main product image URL.
ListingImage	Listing Image	No	Not in use.
PictureURL	More Picture URLs	No	Additional product image URLs.
VariationGroup	Variation Group	No	Identifier that groups individual SKUs in a variation listing.
barcode	Barcode	No	Self-generated barcode.
UPC	UPC	No	Universal Product Code.
ISBN	ISBN	No	International Standard Book Number.
EAN	EAN	No	EAN barcode.
is_bundle	Is Bundle	No	Specifies whether the product is a bundle .
calculate_price	Calculate Price	No	Specify whether the bundle price should be taken from the individual components.
MPN	MPN	No	Manufacturer part number.

Product accounts

Field	Pentagon Field Name	Required Field	Description
AutoPay	Immediate Payment	No	States that immediate payment is required when the product is bought. Subject to marketplace functionality.
ConditionDescription	Condition Description	No	More detailed description of the product condition.
delete_me	Specific field for deleting items	No	Field used for deleting products/product accounts in bulk. "Delete specific items" functionality in System Tasks → More Actions tab uses this field.
Description	Description	No	Product description.
discount_price_info	Discount Price Info	No	Specify the price to be pushed as RRP, if the marketplace account supports strike through pricing.
DispatchTimeMax	Dispatch Time Max	No	Dispatch time on product account level. Overrides the default value set in the Account settings. Set to -1 if the value in Account settings is used.
duty	Duty	No	Product duty in local currency. Reserved for future use.
end_item	End Item	No	If ticked, the system will attempt to end an item.
ending_reason	End Reason	No	Field to specify the reason for ending an item.
home_VAT	Home Country VAT Rating	No	Reserved for future use.
item_closed	Closed	No	Specifies whether a product is discarded. If checked the system would not attempt to list the product.
ItemSpecifics	Item Specifics	No	Contains product specifications such as "Material", "Style", "Patern" ect. Map this field with all columns in your file, which contain item specifics. *
list_logic	List logic	No	Not in use.
ListingDuration	Listing Duration	No	Duration the product will be live on the marketplace before de-listing.
ListingType	Listing Type	No	Type of the listing on the marketplace (auction, fixed price item).

location	Location	No	Virtual warehouse where the product is stored within the system.
original_price	Original Price	No	The original, non-converted price of a product
payment1	Payment Method 1	No	Payment method used to collect the payment when a product is ordered on the marketplace.
payment2	Payment Method 2	No	Second payment method used to collect payments (optional).
price_incl_vat	Prices Includes VAT	No	Reserved for future use.
PrimaryCategoryID	Primary Category ID	No	Primary marketplace product category.
protect_price	Protect Price	No	If checked the system would not import new price for the product selected.
protect_whole_item	Protect Whole Item	No	Protects the products from any changes being made to it.
return_policy1	Return Policy	No	Return policy on product account level. Overrides the default return policy set in the Account settings.
revise_item	List / Update the Whole Item	No	Field used to list/create a product on the marketplace.
RRP	RRP	No	Recommended Retail Price
SecondaryCategoryID	Secondary Category ID	No	Secondary marketplace product category.
seller_id	Seller	No	Product's seller name within the system.
shipping_amount	Shipping Amount	No	Reserved for future use.
shipping_template_id	Shipping Template	No	Shipping template on product account level. Overrides the default shipping template set in the Account settings.
StartPrice	Price	No	Sale price of the listing in the appropriate currency according to the marketplace the product is being listed on.
StoreCategoryID	Store Category2 ID	No	eBay store design category 2.

StoreCategory2ID	Store Category ID	No	eBay store design category 1.
SubTitle	Sub Title	No	Sub title of the listing on the channel.
tags	Tags	No	Internal to the system field with the only use to store common information for different products.
target_VAT	Target Country VAT Rating	No	Reserved for future use.
TemplateID	Design Template	No	Design template on product account level. Overrides the default value set in the Account settings.
Title	Title	No	Title of the listing that will be shown on the channel.
update_price	Update Price	No	Field used to update the price of a product on the channel.
update_quantity	Update Quantity	No	Field used to update the quantity of a product on the channel.
VariationGroup	Variation Group	No	The variation group that states which products with the same details (title, item specifics) but different variation specifics will be listed as one variation listing.
VariationSpecifics	Variation Specifics	No	Contains the variation specifications of the product such as 'Size' and 'Colour'. Map this field with all columns in your file, which contain variation specifics.*
VATPercent	VAT	No	VAT set on product account level. -1 means no VAT is used or calculated in any way.

* It is important to make sure the column headers are exactly the same each time when you update already existing Item or Variation specifics. The fields are case sensitive and if they do not match with the field names in the system, instead of updating the already created records, you will create new Item or Variation specific fields.

Sample Templates

Stock Import Layout Overview

The Stock Import accommodates regular stock level updates to ensure only available products are listed for sale. The system allows you to create different locations, which gives you greater control and flexibility when your stock is stored in multiple fulfillment centers.

When creating a new Stock Import, under **Type Specifics**:

1. Always specify the **Location**, which would hold the stock, even if you have only one fulfillment center.
2. If you are setting up Automatic import, and the feed would always include all of your products that are in stock you can use the **Zero Stock** script, which would set the quantity to 0 in the chosen location, for all products that are not present in the file compared to the previous one. This is only recommended if you do not provide quantity of 0 prior to removing a SKU from the feed. To set this up:
 1. Tick **Use Zero Stock**
 2. Enter ****Percent for zero stock ****to define the allowed percentage of changes in the number of SKUs, for example if it set to 20%, your first feed contained 100 products and the file, you attempt to upload, contains 79, the system would block the file.
 3. **Mails for file zero stock notification** will send an email to a list of addresses, if there is a blocked file. Use comma "," to add more than one recipient.

Field Specification

Field	Pentagon Field Name	Required Field	Description
Stock Number	SKU	Yes	Must match a SKU in the Pentagon system
Stock Level	Quantity	Yes	The quantity of a particular product that is available for sale

In case you are not using the Zero Stock script, you must provide an update of "0" (zero) for out of stock items otherwise items will stay as available for sale on marketplaces.

Sample Templates

[Sample_Stock_Update_With_Data.csv](#)

Price Import Layout Overview

The **Price Import** is used when you would like to update your sale and RRP* prices on a particular marketplace account. The prices in the file should be in the local currency of the marketplace where you sell. When you want to update more than one marketplace, you have to import one file per account.

Under **Type Specifics**:

1. Select **Price Import** from the drop-down menu.

2. Select the **Account** where you would like to update your prices.
3. Tick **Use File Price Difference** field if you would like the system to check whether the number of price changes is above a certain threshold. For example, if you have 100 products in your file and 30 of them have new prices, compared to the prices in the system, you can set the import to either block the file upload or send you an alert, if the threshold is set to 30%.
4. Tick **Use Product Price Difference** field if you would like the system to check for each product whether its price in the file, varies from the product price set in the tool. If there is a difference higher than the set threshold, the system can block the item from being updated or send you an alert. For example, if an item is selling for £100, the price in the file is £20 and the threshold is set to 80%, the selected action will be triggered.
5. To set-up **File or Product Price Difference**:
 - **Tick** the respective checkbox.
 - **Specify** the threshold in **Percent for file price difference**.
 - Select an action to be performed by the system.
 - **Notification** will send an email to a list of addresses set in **Mails for file price difference**. Use comma "," to add more than one recipient.
 - **BlockFile / Price Update** would not process the update.
 - ****Both Operations ****should be selected if you wish to receive a notification and block the updates.

Field Specification

Field	Pentagon Field Name	Required Field	Description
Stock Number	SKU	Yes	Must match a SKU in the Pentagon system
Price	StartPrice	Yes	The price of a particular product that is available for sale
RRP	RRP	No	The recommended retail price. You should provide RRP only if it is higher than the sale price

- Subject to marketplace functionality and local regulations.

Sample Templates

[Sample_Price_Update_With_Data.csv](#)

Bundle Import Layout Overview

The **Bundle Import** is used when you offer several products for sale as one combined product, such as multi-packs or kits. A bundle is a collection of multiple SKUs, therefore they are not physical items and the stock is defined by the individual components. In order to create bundles with this import, both the parent and bundle SKUs should be already created.

Field Specification

Field	Pentagon Field Name	Required Field	Description
Parent Bundle SKU	Product Details - SKU	Yes	The product, which would be listed on the marketplace as a collection of SKUs. Must match a SKU in the Pentagon system.
Child Bundle SKU	Bundles - SKU	Yes	The stock number of a product, which is part of the bundle. Must match a SKU in the Pentagon system.
Child Bundle Quantity	Bundles - Quantity	No	Defines how many items of the Bundle - SKU are required to form the bundle product.

Sample Templates

[Sample_Bundle_Import.csv](#)

Kcodes Import Layout Overview

The **Kcodes Import** is specifically built to support the eBay Fitment functionality which allows VPA sellers to specify the compatibility of an accessory or a spare part with a set of vehicles. This import allows you to set a Ktype value from the Master Vehicle List, exclude specific years or add notes related to the fitment. To add multiple Ktypes to the same SKU, simply add more rows in the file.

Under **Type Specifics**:

- Select **Kcodes Import** from the type drop-down menu.
- Select the **Account** where you would like to list products using the eBay Fitment*.
- Please note that not all eBay sites support the Fitment functionality. You can still upload Kcodes to Accounts, which do not support eBay Fitment, however the information would not be displayed on the respective marketplace.

Field Specification

Field	Pentagon Field Name	Required Field	Description
Stock Number	Product Details - SKU	Yes	Must match a SKU in the Pentagon system
Ktype	EBay Kcodes - Ktype	Yes	The eBay MVL Ktype value to be added to the Product Account
Notes	EBay Kcodes - Notes	No	Additional fitment information, which would be displayed to the buyer
Deletion	EBay Kcodes - Deletion	No	List of year(s) an automotive part does not fit. Use pipe " , " to list all deletions.

If you would like to delete any Kcodes this is possible as well with file import you have to follow the same structure but in EBay Kcodes - Notes to specify [DELETE]

Sample Templates

[Sample_Ktype_Import_With_Data.csv](#)

Orders Import Layout Overview

The Orders Import is built for specific integration solutions. If you need to create a replacement order, we recommend doing this manually. Do not hesitate to contact our Integration & Support team, if you would like to regularly integrate multiple orders.

Shipping Import Layout Overview

The Shipping Import allows you to mark as shipped multiple orders and triggers an update to the marketplace channel where the sale took place. It can be used in order to process automatically data from your warehouse management system or to upload manually a file on an ad hoc bases.

Under **Type Specifics**:

- Select **Shipping Import** from the drop-down menu.
- Untick the **Raise flag Shipping Update** box to prevent shipping update to be sent to the channel.
- If the Order ID in your file contains a prefix, you could specify it in the **Remove OrderID Prefix** field

Field Specification

Field	Pentagon Field Name	Required Field	Description
Order ID	ID	Yes	Must match the Pentagon Order ID
Carrier	Shipping Carries	Yes	Carrier used to deliver the order
Tracking Number	Shipping Track Number	No	The number assigned by the carrier to track the shipment.

Sample Templates

Uploading a file

After you have started creating either a **Manual** or **Automatic Import** and you have selected the import type and configured it's **Type Specifics**, you should proceed with uploading the file. To do so go to ****File Specifics**** and:

1. Click on **Choose file** to **** Locate**** the file you have already prepared.
2. Click on the **Upload** button.
3. If there is an upload error, you should review the file and layout requirements outlined above.

If you are setting up an Automatic Import and you would like to use one of the already existing layouts, you can skip the file upload. This is only recommended when you are confident that your file matches the selected data mapping.

Please note the maximum allowed file size is **100 MB**. Files larger than that would not be imported.

Map your data

Once you load the file you would like to import, you should proceed with mapping your data with the relevant system fields. In this section, we would review how this is done when importing data for the first time and what you can do in order to speed the process going forward.

Under **Layout Specifics** you would find two fields:

- **Layout** allows you to map your file columns with the tool's system fields. When importing data, you can create a new layout or choose from already existing ones.

- **Has Header Row** identifies whether the file contains a header row. When ticked, the system would start the import from the second row.

While uploading the file, the system will read its headers and try to find a similar import layout. When doing this for the first time, it is most likely to find out no such layout is available. You would be prompted to create a new one. To do so:

1. Click the **Create** icon . A new screen would pop-up.
2. **Enter a name** for your **Import Layout**.
3. The data from the header row in your file would be displayed in the first column. To select a corresponding system field you can either:
 1. Select a field from the drop-down list or
 2. Click on the **Search** icon under **Select Field From View** to browse through the tool interface in order to locate and select the field you want to update.
4. **Save** the new layout.
5. Go back to Layout Specifics
 1. If you are creating a **Manual Import**, click **Save** in order to import the file.
 2. If you are creating an **Automatic Import**, proceed to **Setting-up Automatic Imports**.

If there is not a matching field for your data, you can create a new custom field to store the information. Simply select "**New Custom Field**" from the *Select Field From DropDown* or "**Import as New Custom Fields**" from the *Select Field From View* tool. The column header will be used for a name of the new field.

In case there is a match between your file headers and any previously created import layout, you would be able to select an option from the Layout drop-down menu. Therefore it is important to use keywords or specify the system fields when defining the Import Layout Name. This will save you time the next time when you want to upload a similar file. When you select an option from the drop-down list, the mapping will be displayed on the screen. If you want to change the mapping, simply create a new layout or edit the selected one from the **Imported Layouts** menu, where you can access all previously created layouts.

Automate the import

In case you need to update regularly specific fields, you can set up automatic feeds. You can create schedules (cron job) to set the system to search for files on sFTP accounts, the tool's local server or URL links.

To specify the file location, type and actions after it has been processed, go to **Automatic Specifics**.

1. **Enter a name** for your Automatic Import Feed.

2. Select where your file is located by choosing one of the available **Storage Type** options.

Uploading file from (s)FTP

The File Transfer Protocol (FTP) is used for the transfer of files between a client and a server on a computer network, such as the Internet. SFTP is a separate protocol that works in a similar way over a secure connection. The import can be set to upload files from an (s)FTP server and rename and move them to another folder after they have been processed.

To set up a file import from an (s)FTP server: 1. Select **(s)FTP** from the **Storage Type** options. 1. For an **sFTP** account, tick the **Is SFTP** checkbox. 1. Enter the **FTP Host address, e.g. 'test.myhost.com'**. 1. Enter the **Username for the (s)FTP account**. 1. Enter the **Password for the respective Username**. 1. Specify the **Port**, where 21 is the default value for an FTP server and 22 for an sFTP connection. 1. Enter the **relative file path** under **File Name**. You can use a wild card ' ' to import files with different names that are in the same folder. This is often required if the filename contains a time-stamp. Valid File Name is in the following format: /Sub-folder/sample_update_*.csv. 1. Select an **Operation After the CronJob End**.

1. ****Rename / Move**** will change the file name and location once the file gets processed.

1. Under ****New Path / Name**** enter the new relative file path followed by FILENAME.proc
1. Select ****Delete****, if you would not like to keep a copy of the processed files on the (s

Uploading file from the local server

The software can also import files which are stored on your WAP system server. This functionality is used for some custom integrations. As it requires an absolute path to the file on the server, this is usually set by our Integration & Support Team.

To set up a Local File import: 1. Select **Local File** from the **Storage Type** options. 1. Enter the **relative file path** under **Local Path**. 1. Select an **Operation After the CronJob End**.

1. ****Rename / Move**** will change the file name and location once the file gets processed.

1. Under ****New Path / Name**** enter the new relative file path followed by FILENAME.proc
1. Select ****Delete****, if you would not like to keep a copy of the processed files on the (s

Uploading file from a URL

The WAP Technology System can import files hosted on a URL. Such files are often used by some fulfillment companies, who provide daily shipping updates or supplier sharing stock availability and product data.

To set up a URL import: 1. Select **URL (internet link)** from the **Storage Type** options. 1. Enter your **absolute file URL** including the protocol. Examples include:

1. `http://Host/Path/FileName`
1. `https://User:Password@Host/Path/FileName`

1. Specify the type of your file from **Import Format**:

1. **Excel Workbook** is used when uploading spreadsheets in .xlsx format.
2. **CSV** is used for all plain text formats, regardless the delimiter. Once selected, you would be able to specify:
 - Fields Delimiter - by default it is set to comma (,)
 - Fields Enclosing Character
 - Fields Escaping Character
 - Character used for Line End

2. Click **Save** to create a new **Automatic Import**

Once you have created an **Automatic Import** you should set up a **cron job** to schedule a regular import of your files. Cron jobs can be set up only by users with administrator access. You can request a cron job to be created for you by submitting an [integration request](#) for a new import in our support system. You should specify:

1. When the import should be activated.
2. The name of the Automatic Import.
3. How often you would like the Cron Job to search for files. You can choose anything between 5 minutes and 12 hours.