This Document, along with the videos will take you through the steps you need to import a data sheet to your website.

I can't stress enough that each step is critical. If you ignore or skip a step you can find yourself with a mess on your site that may take a lot of time to clean up.

Using your importer can turn a 2 day job into a 15 minute job but you must do this by the book.
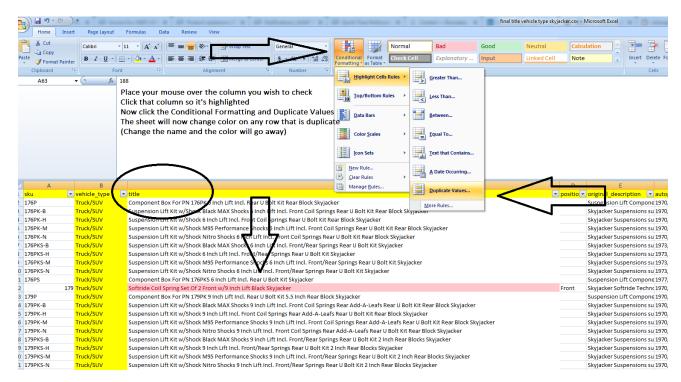
So, before you start any import:

- Close your door
- Put your phone on silent
- Don't answer emails

Step 1: Assess the sheet you are working with

Assessing the sheet means you are checking for what you have and what you are missing. I recommend highlighting the entire file and then hit the DATA tab on excel and click filter. This will allow you to quickly assess Blank items in any column like title, price, sku, etc.

Mandatory fields are:

Title – This is the name of the part. All parts should have unique titles. How you check to see if all your titles are unique is to:

Once that is complete move to the same thing on the SKU or part number column, many times a brand will give you a sheet that has the same part in the rows and this is usually because they break the

fitment into different titles, the issue is you can only have 1 title per part number so that has to be changed. <mark>If you load a data sheet with duplicate skus, you will end up with only the last sku row on the site as the site will first load and then replace the information during the import.</mark>

Description – This is the marketing copy of the product. Many times a brand will only give you 1 row that says description and you end up having to use this column for both the title and the description. When this is the case you will want to highlight the column, right click and hit copy for that column and then paste or insert that column as a new row and rename the header to be the title or description.

Make sure you have looked at all the headers on the sheet to see what you've been given. If there are columns with information that you want on the site but have not yet created on the site, this is the time to create those fields. If you don't have the field before you import then you will not be given the option to map to that field. See the video on creating a new field on the site. https://youtu.be/oM-SL3dFh6E

Shipping Dims – This is the information about the shipping weight, length, width and height. These all need to be in their own column with their own header and no spaces after or before the information in the field.

Pricing- Check to see that you are using the Price or MAP pricing and that all parts have a price in that column.

Images- Do you have image urls? Do they work? Check the url to make sure they are true urls and not a url that takes you to a drop box where you will have to snag each image by hand. If you don't have images urls or if they have sent the image in a folder, check to see if they titled the image to match the part number. In these cases you most likely will have to complete your import and then go back and add images 1 at time, this is not fun.

Category- You need to spend a minute to look at the part types on the data sheet. This is a very important step. You will want to check your site against the data sheet to make sure you are not getting ready to import Bumper when you already have Bumpers for example. You will want to check for spelling errors and extra spaces before or after the name. If you import a field that has a space in front or behind the information in a field, you WILL create a new term. <mark>Spaces and capitalization must match or you wind up with bumper and Bumper.</mark> To learn how to trim those extra spaces before you import, watch this video on trimming extra spaces and merging columns https://youtu.be/rpfV3xwWyuE

Fitment- This is a bear. In most cases you will not get a fitment column and when you do it is not ready for your year make model search. Here is the video on how to create the fitment for your import. https://youtu.be/rY-V9LQS0mk

<mark>Step 2: Create your importer</mark> – Click here to see the video on creating your importer