ITEM IMPORT - INSTRUCTIONS

Ver 1.0

Follow the field names and order of the fields as they appear in the sample excel file.

Click here to download the sample excel file.

See below the field name explanation:

ITEM SKU

- Item Identification Code.
- Item SKU is optional.
- When importing new items, the platform automatically generates a SKU for each item.
- When updating an item through import, specify the SKU of the item. The platform will match and update that item.

ITEM NAME (EN)

- Item name in English.
- A good item name in English can help attract more buyers.

ITEM NAME (AR)

- Item name in Arabic.
- A good item name in Arabic can help attract more buyers.
- **Common Notes on Item Name** (Either Item Name (EN) or Item Name (AR) is mandatory.)

ITEM DESCRIPTION (EN)

- Item description in English.
- Provide an accurate description in English of your item. Include details about its condition, features and any other pertinent information in a brief yet descriptive manner.
- Item Description(EN) is optional.

ITEM DESCRIPTION (AR)

- Item description in Arabic.
- Provide an accurate description in Arabic of your item. Include details about its condition, features and any other pertinent information in a brief yet descriptive manner.
- Item Description(AR) is optional.

CATEGORY

- A category is a group of items that belongs to a particular group. This will help buyers find the item they are looking for easily.

- Choose a category that is appropriate for your item, so that other users will easily be able to locate it.

- Category is mandatory.

- Sellers must specify a third-level category for each item in the category column. The system will then assign first-level and second-level categories based on the third-level category.

LOCATION

- Location is used to let the buyer know where the item is listed.

- Location is optional.

- The platform won't display the location directly, it displays an area to the buyer, which allows the buyer to get an understanding of how far the item is listed.

AGE

- Age is used to let the buyer know how old the item is.

- Age is optional.

USAGE

- Usage is used to let the buyer know the item usage.

- Usage is optional.

WARRANTY

- Warranty is used to let the buyer know the warranty of the item.

- Warranty is optional.

- Common Notes on Age / Usage / Condition / Warrant
  (The seller can choose the value for Age / Usage / Condition / Warranty from a drop-down list.)

CONDITION

- Condition is used to let the buyer know the item condition.
- Condition is optional.

QUANTITY

- Quantity is the amount of stock available for an item.
- Quantity is mandatory.

PRICE

- This is for entering the item price.
- Price is mandatory.

DISCOUNT

- Discount in percent that the seller can offer.
- Discount is optional.

SHIPPING OPTIONS

The shipping option is the delivery method selected for an item. There are 2 options:

ARAMEX & PICKUP

- This option provides both "Aramex Shipping" and "Pickup / Hand in Hand" options for the item.

- The weight of the shipment must be indicated, and the maximum weight allowed is 50 Kg for "Aramex Shipping".

- Weight is optional for "Pickup / Hand in Hand".

PICKUP / HAND IN HAND

- With this option, the buyer needs to collect the item directly from the seller.

- Weight is optional.

Shipping option is mandatory and the seller can choose the value from a drop-down list.

WEIGHT

- This is for entering the item weight.

- The weight of the shipment must be indicated, and the maximum weight allowed is 50 Kg for "Aramex Shipping". If you choose the option "Pickup / Hand In Hand", weight is optional.

- The seller can choose the value for weight from a drop-down list.

COVER IMAGE

- This is for entering the cover image of the item.

- Cover image is mandatory.

ITEM IMAGES

- This is for entering multiple images of the item.

- Item Images are optional.

- **Common Notes on Cover Image and Item Images**

  - Images help buyers to see the condition of an item more clearly.

  - Use the image name in the Excel file for "cover image" and "item image". Double-check that you have used the correct image name in the Excel file.

  - Eg:- If the cover image uploaded or going to upload is "image_100.jpg", use the same name in the "Cover Image" column of the Excel sheet.

  - Separate item image names in the "Item Image" column with a comma (,) if more than one image is included for an item.

  - Eg:- If you want to upload three images named image_100.jpg, image_101.jpg and image_103.jpg to the same item, then enter their respective file names as comma-separated values in the "Item Images" column: image_100.jpg,image_101.jpg,image_103.jpg.