



A basic guide to Uploading an Inventory

Section One - Importing your existing CSV file

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Importing you existing CSV file

Importing your existing CSV file

If you already have an inventory you can upload your full store to **Digjack** from your **Shop Manager**. This is a simple process – just follow these steps:

1. From your **Shop Manager** select **My Listings** then **Import CSV** – this will open **Tools**
2. Click the **Choose file** button and select the file you wish to import (e.g. a **CSV** file from your desktop, My documents etc.) and click **Continue**.

Tools

[Import CSV](#) [Export CSV](#) [Delete All Listings](#)

Upload CSV file Column mapping Import Done!

Import products from a CSV file

Import your Shopify or Etsy products into your Digjack store with this simple importer tool.

Note: Existing products with a matching ID number or SKU will be updated. Products that do not exist will be added to your shop.

Choose a CSV file from your computer: No file chosen
Maximum size: 7 MB

Importing your existing CSV file

3. Select the file type you are using then click **Continue**

Tools

[Import CSV](#) [Export CSV](#) [Delete All Listings](#)

Upload CSV file Column mapping Import Done!

Choose file type

It looks like this file is from **Shopify**. If we're wrong, choose the correct file type below.

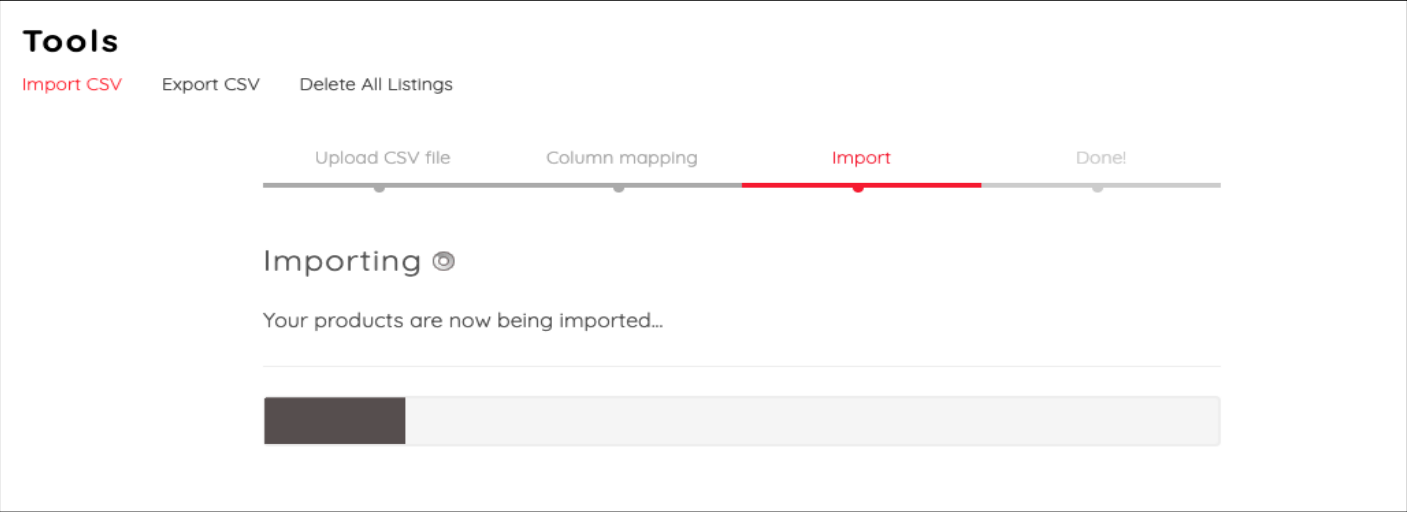
File type:

- ✓ Shopify
- Etsy
- Other

[Continue](#)

Importing your existing CSV file

- 4. The import process will start, automatically mapping your products to their respective columns








Importing your existing CSV file

5. To ensure your products appear in the correct **Digjack** categories, you may be asked to manually appoint a product to a specific category. Simply select the appropriate item and click **Set Categories**

You're almost done!

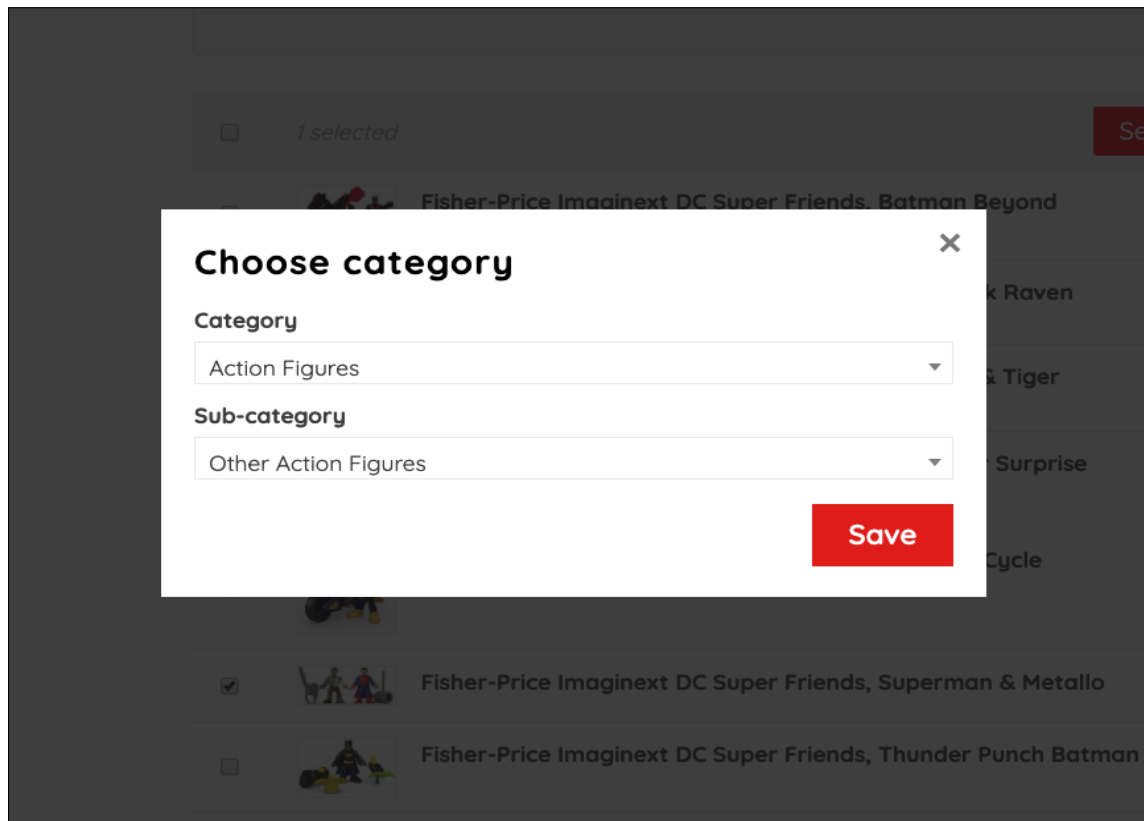
In order to complete the import we need you to assign categories to all of your products. To get started, select one or more products in the table below, then click "Set Categories."

Progress

<input type="checkbox"/> 3 selected		Set Categories
<input checked="" type="checkbox"/>	 Fisher-Price Imaginext DC Super Friends, Batman Beyond	
<input type="checkbox"/>	 Fisher-Price Imaginext Teen Titans Go! Magic Attack Raven	
<input checked="" type="checkbox"/>	 Fisher-Price Imaginext DC Super Friends, Shazam! & Tiger	
<input checked="" type="checkbox"/>	 Fisher-Price Imaginext DC Super Friends, The Joker Surprise	
<input type="checkbox"/>	 Fisher-Price Imaginext DC Super Friends, Batgirl & Cycle	

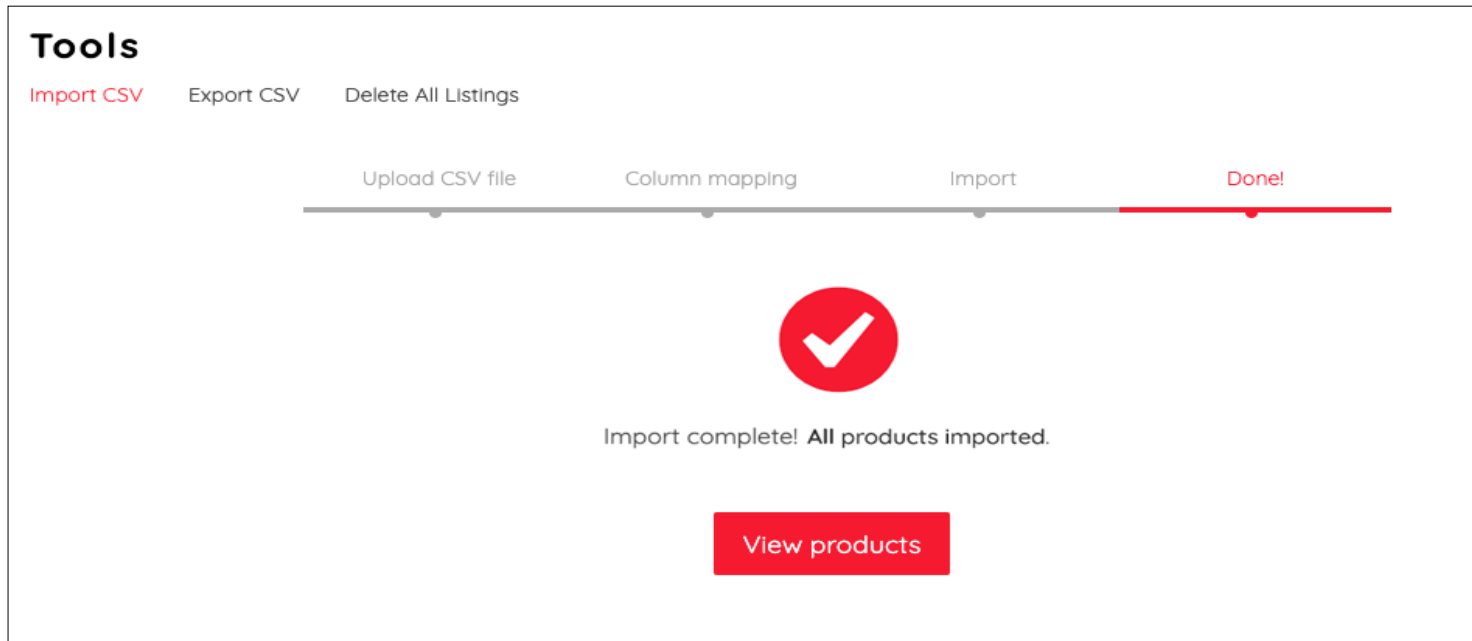
Importing your existing CSV file

6. A pop-up window will appear with a **Choose category** prompt and a drop-down menu. Simply select the category/sub-category that fits the item and click **Save**



Importing your existing CSV file

7. Finally, you will see a confirmation screen letting you know that you have successfully imported your inventory. If any errors occurred during the process or a product failed to import, you will be notified here. Click **View Products** to see all your items in **My Listings**





Best practice

Best Practice – large inventory

As a point of best practice: if you have a large inventory, it may be easier to divide your CSV into segments and then upload them one at a time in the correct chronological order.

If you have a problem uploading your CSV then contact us and we'll do all we can to help resolve the issue and get your shop ready for selling!

Best Practice – your listings and Royal Mail shipping

In order to use **Royal Mail** shipping, you must provide weight and dimensions for all listings. These can either be added to the fields in the **Digjack Listings Template CSV** file when uploading your inventory, or manually entered when creating or editing a listing . Having **length, width and height** information can significantly reduce shipping costs for buyers who purchase two or more items in a single order.

Our recommendation is for Sellers to fill in the **Digjack Listings Template** with each item's weight and dimensions before uploading their inventory – this way they will have accurate **Royal Mail** shipping calculations at checkout.

Best Practice – your listings and shipping profiles

If you want to create new or apply existing shipping profiles for your listings, you can do this from your **Shop manager, My Listings**. Just select a listing and under **Shipping Method** add the necessary name, price and destination info – you can find out more about shipping by reading our **Seller's Guide: Shipping - Getting Started**.

Note: a shipping method must be assigned to each listings otherwise there will be no shipping available to buyers at checkout.

Best Practice – variable listings

Variable listings are listings that are of the same type but have variable qualities such as different sizes, colours or patterns etc.

Sometimes, after importing your CSV, you may notice price, stock availability or other information missing from your variable listings. This may be because the CSV you have imported has columns that have not mapped correctly or are missing.

If any of your variable listings are missing information you should go to each affected listing and manually add that information, saving each as you go, to ensure buyers can purchase these items. If you have any problems please contact us.

Digjack

always collectable