



Vendio Merchant's Guide

# CSV IMPORT AND UPDATE MANUAL



Interested in selling on [OpenSky](#)? You may contact us at 866-269-9549



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# CSV IMPORT AND UPDATE

## CSV IMPORT

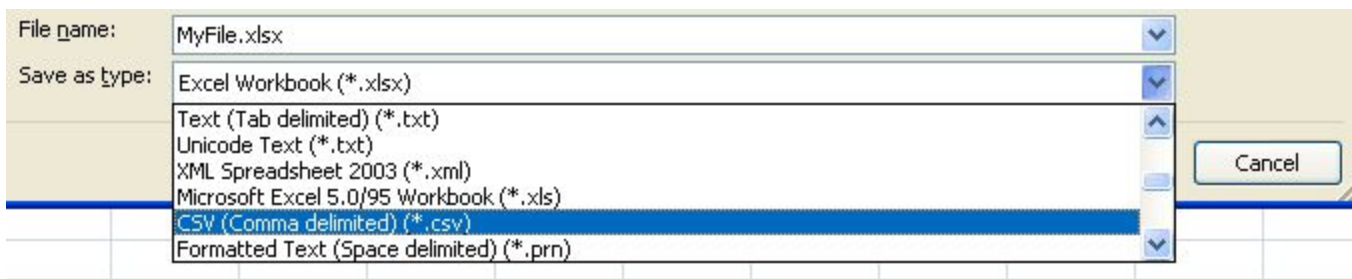
CSV stands for comma separated values and is a widely supported file format you can use to import items into Vendio by using a spreadsheet (typically Microsoft Excel) that converts your data into the CSV format.

### Please Note:

- Do NOT change the names of the column headers when entering data. If there are columns you do not use or do not want to update you may leave them empty or delete the columns altogether.
- Product Identifiers do not look up the catalog number, so in order to use the eBay or Amazon Catalog, you'll need to look each item up in their respective catalogs after you import.
- When using Vendio store, it is important to enter the condition, as this is required by Google Product search.
- If using weight based shipping, all weight based fields must be completed (item weight, shipping weight, length, width, height and item package size).
- The CSV files must be no larger than 15MB. •The maximum number of items that can be processed in a single CSV file is 10,000.

## CONVERT FILE TO CSV

To convert your Microsoft Excel file to CSV, use the "SAVE AS" feature and select CSV. Your file will be saved with a .csv extension.



When you download the CSV Template from Vendio, it will already be in CSV format, so when you save your file, it will be in the correct format.

## STEPS TO USING CSV IMPORT

1. **Download the CSV Template**
2. **Enter your Data**
3. **Upload your CSV file to Vendio**



## STEP 1: DOWNLOAD THE CSV TEMPLATE

Log into your Vendio account, select Items, then select Import Items. Click on the CSV file button. From the import page, select “download our spreadsheet template”.



## STEP 2: ENTER YOUR DATA

Open the downloaded template and enter your data that you wish to import. Do **NOT** change the names of the column headings on the template. In the below section, “CSV field requirements and definitions”, we have provided information on how each field must be formatted. The only required fields are SKU and Title; however, there are some additional requirements, depending on the markets where you are selling or how you are shipping your items. Fields that are not entered for import can be added later from Items>My Items.

## STEP 3: UPLOAD YOUR CSV FILE TO VENDIO

Once you have completed and saved your CSV file, you’ll want to upload the file to Vendio. Log into your Vendio account, select Items, then select Import Items. Select browse and select the file to upload.

Import or update?  **Import mode:** Import items with new SKU's only. Don't change existing items.  
 **Update mode:** Import items with new SKU's AND update existing items.

Download template  [Download our spreadsheet template](#) and prepare your inventory file to match it. 



Upload file

## CSV UPDATE MODE

Using CSV update mode, you can update fields on your existing items on Vendio. The only required field for the Update mode is the SKU. Any filled in field will be updated. For example, if you want to update the price on an SKU, as long as the SKU is present in your update and you have added the new price, it will be reflected on market (for Vendio store, Amazon and OpenSky) or for eBay items, on your future launches.

To update using CSV, download and prepare your template the same way as CSV import. Select the “Update Mode” and upload your saved CSV file.

Import or update?  **Import mode:** Import items with new SKU's only. Don't change existing items.  
 **Update mode:** Import items with new SKU's AND update existing items.

Download template  [Download our spreadsheet template](#) and prepare your inventory file to match it. 

Upload file



**Please Note:**

- Do **NOT** change the names of the column headers when entering data. If there are columns you do not use or do not want to update you may leave them empty or delete the columns altogether.
- Items updated are not reflected on live eBay items, however, updates are reflected on Amazon, OpenSky and Vendio store items.
- If using weight based shipping, all weight based fields must be completed (item weight, shipping weight, length, width, height and item package size).
- If using update, leave fields blank that you do not wish to update.
- Amazon items are not immediately updated; this can take up to an hour.

## CSV FIELD REQUIREMENTS AND DEFINITIONS

Below is an appendix of the available CSV fields along with their requirements and limitations.

### SKU

SKU stands for shopkeepers unit (or stock-keeper unit) and is the inventory number of your product. If you do not use inventory, Vendio will automatically create an inventory number for you. When using update, the SKU must be used.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>SKU</b>	Unique identifying inventory number.	Required for Update mode	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	40 character limit

### TITLE

The title field is mandatory and is used for eBay, Amazon, OpenSky and/or your Vendio store items.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Title</b>	The title of your item.	Required	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	80 character limit



## PRODUCT IDENTIFIER TYPE

The Product Identifier type is used for catalog information (pre-fill) for Amazon, eBay and the Vendio store marketplaces. Define which type of product identifier you will be using (ISBN, EAN, ASIN, GTIN) in this field. If left blank, the default is UPC.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Product Identifier Type</b>	The type of product identifier that you will be using for catalog information (pre-fill).	Optional	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	<i>Options that can be used:</i> <ul style="list-style-type: none"> <li>• ISBN</li> <li>• EAN</li> <li>• ASIN</li> <li>• GTIN</li> </ul> <i>Default if left blank: UPC</i>

## PRODUCT IDENTIFIER

The Product Identifier is used for catalog information (pre-fill) for Amazon, eBay and the Vendio store marketplaces. If you have not entered a product identifier type, the default will be UPC.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Product Identifier</b>	The product identifier, such as the product UPC number.	Optional	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Enter a valid value (the ISBN, EAN, ASIN, GTIN or UPC number).

## SUBTITLE

The subtitle is an optional extra area to use in addition to the title. Please note: eBay charges a fee for the use of Subtitle.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Subtitle</b>	A subtitle for your eBay or Vendio store item.	Optional	<ul style="list-style-type: none"> <li>• eBay</li> <li>• Vendio store</li> </ul>	55 character limit



## TOTAL INVENTORY QUANTITY (FORMERLY “QUANTITY AVAILABLE FOR SALE”)

The Total Inventory Quantity column reflects the quantity of the item that you have on hand, including any amounts that are sitting idle, are currently up for sale on a channel, or are reserved for an in-process order and about to be shipped. (In previous versions of the CSV template, this was labeled “Quantity Available for Sale”). Vendio will decrement from or increment the quantity accordingly as quantities of the item are shipped or restocked.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Total Inventory Quantity</b>	The current quantity of the item on hand	Optional Inventory based selling: Recommended	<ul style="list-style-type: none"> <li>● Amazon</li> <li>● eBay</li> <li>● OpenSky</li> <li>● Vendio store</li> </ul>	Numeric whole numbers

## COST TO SELLER

The price you paid for each item. The cost to seller is also used in Vendio reports to calculate your costs and profit reports.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Cost to Seller</b>	The price you paid for an item.	Optional	Internal use only	Numeric

## PRICE

The price is the price used for eBay fixed price, Amazon, OpenSky and Vendio store. The eBay Fixed price can be different by entering a different value in the BIN / FP column. The price is NOT used for eBay auctions or reserve pricing.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Price</b>	The price for eBay fixed price, Amazon and Vendio store items. (This value can be changed for eBay items by entering a different price in BIN/FP column).	Optional Fixed price selling: Recommended	<ul style="list-style-type: none"> <li>● Amazon</li> <li>● eBay</li> <li>● OpenSky</li> <li>● Vendio store</li> </ul>	Numeric



## ITEM DESCRIPTION

Enter your item description. Do not enter policy information such as shipping, return or business policies. These are added into your profiles and are segmented to allow you to add **ONLY** your item description in this field.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Description</b>	Enter your item description. Please note: Shipping, return and other policies are located in profiles. Please enter the description of the product <b>ONLY</b> .	Optional, but recommended	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Text that is used to describe your item. <ul style="list-style-type: none"> <li>• <b>HTML: Allowed</b></li> <li>• <b>Java: Not Allowed</b></li> </ul>

## CONDITION

The condition and condition notes are optional fields that are used for Google Product search for your Vendio store items and for your OpenSky items. Both the condition and the condition notes are displayed within your Vendio store items. Items without condition cannot be distributed to Google Product search.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Condition</b>	Condition is used for Google Product search. Items will not be distributed without a condition. When entering a condition, please use the exact phrase provided the field requirements and examples column.	Optional Google Product Search: Recommended	<ul style="list-style-type: none"> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Options that can be entered: <ul style="list-style-type: none"> <li>• New</li> <li>• New With Tags</li> <li>• New Without Box/Tags</li> <li>• Mint in Box</li> <li>• Near Mint(w/o box)</li> <li>• Used</li> <li>• Refurbished</li> <li>• Vintage</li> <li>• Club</li> <li>• Pre-owned</li> <li>• Used – Like New</li> <li>• Used – Very Good</li> <li>• Used – Good</li> <li>• Used – Acceptable</li> <li>• Collectible – Like New</li> <li>• Collectible – Very Good</li> <li>• Collectible – Good</li> <li>• Collectible – Acceptable</li> </ul> <i>If left blank, the default is NEW</i>



## CONDITION NOTES

The condition and condition notes are optional fields that are used for Google Product search for your Vendio store items or your OpenSky items. Both the condition and the condition notes are displayed within your Vendio store items.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Condition Notes</b>	Add any additional notes about the condition of your item. The condition notes will be displayed in your Vendio store.	Optional	<ul style="list-style-type: none"> <li>OpenSky</li> <li>Vendio store</li> </ul>	Any additional text pertaining to item condition.

## ITEM WEIGHT

When using weight based or calculated shipping, you will need to enter the Item Weight, Shipping Weight, Dimensions and Package size.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Weight</b>	Item weight in pounds used for calculating buyer shipping costs when weight based shipping is used.	Optional If using calculated (weight-based) shipping or listing on OpenSky: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>eBay</li> <li>OpenSky</li> <li>Vendio store</li> </ul>	Enter the weight of the item in pounds; decimals can be used to denote partial pounds. (For example: 1.5 pounds is 1 ½ pounds)

## SHIPPING WEIGHT

When using weight based or calculated shipping, you will need to enter the Item Weight, Shipping Weight, Dimensions and Package size.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Shipping Weight</b>	Item shipping weight in pounds used for calculating buyer shipping costs when weight based shipping is used	Optional If using calculated (weight-based) shipping: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>eBay</li> <li>Vendio store</li> </ul>	Enter the shipping weight of the item in pounds; decimals can be used to denote partial pounds. (For example: 1.5 pounds is 1 ½ pounds)



### ITEM DIMENSIONS LENGTH

When using weight based or calculated shipping, you will need to enter the Item Weight, Shipping Weight, Dimensions and Package size.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Dimensions Length</b>	Item package length in inches used for calculating buyer shipping costs when weight based shipping is used.	Optional If using calculated (weight-based) shipping: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Enter the item length in inches

### ITEM DIMENSIONS WIDTH

When using weight based or calculated shipping, you will need to enter the Item Weight, Shipping Weight, Dimensions and Package size.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Dimensions Width</b>	Item package width in inches used for calculating buyer shipping costs when weight based shipping is used.	Optional If using calculated (weight-based) shipping: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Enter the item width in inches

### ITEM DIMENSIONS HEIGHT

When using weight based or calculated shipping, you will need to enter the Item Weight, Shipping Weight, Dimensions and Package size.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Dimensions Height</b>	Item package height in inches used for calculating buyer shipping costs when weight based shipping is used.	Optional If using calculated (weight-based) shipping: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Enter the item height in inches



## ITEM PACKAGE SIZE

When using calculated (weight based) shipping, you will need to enter the item package size. The sizes are as follows:

**Thick Envelope/Package (<84" total length + girth)**

**Large Package (>84" and <108")**

**Very Large Package (>130" and <165")**

**Extra Large Package (>130" and <165")**

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Pkg Size</b>	Item package size used for calculating buyer shipping costs when weight based shipping is used.	Optional If using calculated (weight-based) shipping: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>eBay</li> <li>Vendio store</li> </ul>	Options that can be entered: <ul style="list-style-type: none"> <li>Letter</li> <li>LargeEnvelope</li> <li>ThickEnvelope/Package</li> <li>LargePackage</li> <li>Very LargePackage</li> <li>Extra LargePackage</li> </ul> <i>If left blank, the default is letter</i>

## INVENTORY FOLDER

The inventory folder option places your item in a folder under Items > My Items in the left navigation pane. Adding an item to an appropriate folder can make searching and sorting items easier.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Inventory Folder</b>	Enter the name of your inventory folder. Folders will be created upon import if they do not already exist.	Optional If left blank, items will be in "Vendio Import Folder".	Internal use only	25 character limit



## ITEM ALLOCATION STRATEGY (FORMERLY “ALLOW OVERSELLING”)

When determining how to allocate available inventory across marketplaces, there are three options:

**Committed (formerly “Do not allow overselling”):** This conservative item allocation strategy option manages inventory quantity strictly across eBay and Amazon marketplaces and reserves the specified quantity from the total quantity. Your Vendio Store and OpenSky gets the remaining available quantity. Sales and new listing launches for the item stop when reserved or available quantities reach 0 or cannot fulfill the specified launch quantity. When this option is selected, quantity fields for eBay and Amazon listings must be specified and your core inventory quantity in stock will be allocated accordingly across these listings and your Vendio store and OpenSky. The quantity allocated for Vendio store is shared on OpenSky.

**Shared (formerly “Allow overselling if it can’t be avoided”):** This moderate item allocation strategy option enables the same inventory quantity to be made available for sale across multiple marketplace listings (per item, this means one eBay Fixed-Price listing, one Amazon Fulfilled-by-Merchant listing, OpenSky and your Vendio Store). This allows for maximum sales utilization across all channels. As soon as the total available quantity in stock reaches zero, all marketplace listings will be updated accordingly, but there is a minimal risk that a sale may occur before such an update is complete, which could lead to an oversold situation.

**Unlimited (formerly “Allow overselling”):** This aggressive item allocation strategy option allows all non-auction marketplace listings to have specified quantities that may, in total, be more than the actual quantity of the item on hand, enabling maximum sales across all channels. When this option is selected, marketplace listings are not updated if the total available quantity in stock reaches zero, so oversold situations are more likely.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Item Allocation Strategy</b>	Determines how your inventory quantities are handled across markets.	Optional	Internal use only	Options that can be entered: <ul style="list-style-type: none"> <li>• Committed</li> <li>• Shared</li> <li>• Unlimited</li> </ul> If left blank, the default is Committed

## INVENTORY NOTES

Add any additional inventory notes that you want to be able to reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Inventory Notes</b>	Additional inventory notes.	Optional	Internal use only	256 characters



## LABELS

Labels are quick reference terms that can be searched from **Items > My Items**. For example, if you sold Gold State Charms, your label could be the state. When viewing items, you could search “California” to view all your California charms.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Labels</b>	A comma separated list of keywords that can be used to help search for items.	Optional	Internal use only	Comma separated keywords

## WEBSITE

Enter the website where you purchased your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Website</b>	A website URL for your reference.	Optional	Internal use only	Valid URL

## YEAR MADE

Enter the year your item was made for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Year Made</b>	Enter the year the item was made.	Optional	Internal use only	40 character limit

## WHERE MADE

Enter the manufacturer location of your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Where Made</b>	Enter the manufacture location.	Optional	Internal use only	40 character limit



## MANUFACTURER

Enter your supplier or the manufacture of your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Manufacturer</b>	Enter the manufacturer name.	Optional	Internal use only	40 character limit

## BRAND

Enter the brand of your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Brand</b>	Enter the brand name.	Optional	Internal use only	40 character limit

## MANUFACTURER PART NUMBER

Enter the manufacture part number of your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Manufacturer Part Number</b>	Enter the manufacturer name.	Optional	Internal use only	40 character limit

## WAREHOUSE LOCATION

Enter the warehouse or BIN location of your item for future reference.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Warehouse Location</b>	Enter the warehouse/Bin location	Optional	Internal use only	100 character limit



## IMAGE 1...IMAGE 50

Full image URLs should be provided, with each image in a new column (up to 50 images per line item). The first image URL should be placed in the column Image1, the second in the column Image2 and so on.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Image 1...Image 50</b>	Specify the images to be uploaded to Vendio Image Hosting and attached to the item. Images must be smaller than 1 MB in size. Enter the full valid image URL of an image to upload to Vendio and attach to the item. Each image should be added in a separate column.	Optional	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• eBay</li> <li>• OpenSky</li> <li>• Vendio store</li> </ul>	Valid Image URL  Valid Image URL (e.g. <a href="http://apps.vendio.com/img/corp/vendio_corp_logo175x76.gif">http://apps.vendio.com/img/corp/vendio_corp_logo175x76.gif</a> )

**Please note:** Amazon has specific image requirements, such as a white background. If you are adding Images for use on the Amazon site, please reference Amazon Image policies in your Amazon Seller Central account. eBay also recommends certain picture quality standards: at least 500 pixels on the longest side (minimum 1600 pixels recommended); no borders or text; and use of photos that accurately show an item's condition.

## CUSTOM FIELDS

Custom fields are used in conjunction with custom eBay Templates. If you have a custom eBay template where custom fields are specified, you can add your custom fields into your import.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Custom Fields</b>	If you have a custom eBay template where custom fields are specified, you can add your custom fields into your import.	Optional	eBay, when using custom template	Custom fields must be entered in a specific format. <b>For example:</b> size=small; color=blue Denotes that the small is entered in the "size" custom field area and blue is entered in the "color" custom field area of your custom eBay template. You can have up to 80 custom fields and the format must be: value1=attribute1; value2=attribute2 and so on. There is a 40 character limit on custom field values.



## EBAY SITE

Enter the site (US or Motors) where you are selling your item. This field is required if you plan on selling this item on eBay either now or in the future OR if you are performing an update to any eBay-related information on existing items. We will not populate or update any eBay listing information unless this field is specified.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Site</b>	Enter the eBay Site.	If you are planning on using this data for an eBay Listing OR if you are updating eBay-related information for existing items: REQUIRED	eBay	Options that can be entered: <ul style="list-style-type: none"> <li>• US</li> <li>• Motors</li> </ul>

## EBAY USERID

Vendio allows the use of multiple eBay user IDs. To add a new eBay account, go to **Preferences > Channels Preferences** and select “Add New”. From Channels Preferences, you can set a default account that will appear in the drop-down menu as the default.

When creating your ad, select the eBay account you want to launch from if it is different than the default account. eBay accounts added to your Vendio account allow us to perform actions on your behalf, such as listing your item and are “tokenized” through the eBay program, which enables us to perform actions on your behalf, but not store your eBay password.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Userid</b>	Enter your eBay User ID. If you have not set up your eBay User ID with Vendio, log into <a href="http://www.vendio.com">www.vendio.com</a> , select the Preferences>Channels and set a token, which allows Vendio to perform the actions you request, such as listing an item.	If selling your item on eBay: Recommended	eBay	Requires: Valid Tokenized eBay User ID. If left blank, the default eBay ID stored in your account will be used



## EBAY CATEGORY 1

Enter the main category number where you will be listing your item. In order to find your eBay category number first go [here](#). Click on the category where you are going to list your item. Then use the menu to the left to click and find the final subcategory for your item. Then look at the URL for that subcategory page. The last part of the URL should look like ".i.html". Right before that you should see a number. This is your category number.

For example, the category Antiques --> Antiquities --> Roman URL looks like this:

<http://www.ebay.com/sch/Roman-/37907/i.html> This means that the category number for Antiques --> Antiquities --> Roman is 37907.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Category 1</b>	Enter the eBay category number.	If selling your item on eBay: Recommended	eBay	Numeric eBay Category Number

## EBAY CATEGORY 2

Enter a second category number where you will be listing your item. Please note, eBay charges an additional listing fee for second categories. In order to find your eBay category number please follow the instructions described for eBay Category 1 section above.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Category 2</b>	Enter the eBay category number.	If selling your item on eBay: Recommended	eBay	Numeric eBay Category Number

## EBAY STORE CATEGORY 1

Enter the name of your first eBay store category (optional) where you will be listing your item. Please note: eBay store requires a subscription.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Store Category 1</b>	Enter the name of the eBay Store category.	Optional	eBay	The full name of your eBay store category



## EBAY STORE CATEGORY 2

Enter the name of your second eBay store category (optional) where you will be listing your item. Please note: eBay store requires a subscription.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Store category 2</b>	Enter the name of the eBay Store category.	Optional	eBay	The full name of your eBay store category

## TITLE ON EBAY

Enter the title used for an eBay listing. If left blank, the title field will be used.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Title on eBay</b>	Enter the item title if different from the default title entered in the previous title field.	Optional	eBay	80 Character Limit If left blank, the title field previously entered will be used.

## LISTING FORMAT

eBay listing formats are Fixed Price or Auction. Fixed Price is also used to denote an eBay store item.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Listing Format</b>	Enter Auction or Fixed Price.	Optional If selling your item on eBay: Recommended	eBay	Options that can be entered: <ul style="list-style-type: none"> <li>• <b>Auction</b></li> <li>• <b>Fixed Price</b></li> </ul>



## DURATION

Choose the duration of your auction or fixed price item. Auctions can be listed from 1 – 10 days. There is an additional charge for 10 day listings.

Fixed price can be listed from 3 -30 days and you can use Good ‘til Cancel” which will continue to list your items each month until they sell or are canceled. eBay Fees apply each 30 days for Good ‘til Cancel” items.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Duration</b>	Enter your Duration. GTC stands for Good ‘til Cancel.	Optional If selling your item on eBay: Recommended	eBay	Options that can be used: <b>1</b> <b>3</b> <b>5</b> <b>7</b> <b>10</b> <b>30</b> <b>GTC</b> <i>If blank, the default is 7.</i>

## LISTING QUANTITY

Enter the quantity of items you are committing to the eBay marketplace. This field is different from the “Quantity in Stock” field, which reflects the entire quantity of items in stock, in that this field determines the amount of the item that is listed on eBay.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Listing Quantity</b>	Enter the quantity of the item to be listed on eBay.	Optional If selling your item on eBay: Recommended	eBay	Whole numbers. <b>If left blank, the default is 1</b>

## BIN FP

For Fixed Price eBay listings, the price provided in this column will be used as the fixed price for the item, instead of the default price field (above). For Auction listings, the price provided in this column will be used as the Buy-It-Now price for the item.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>BIN FP</b>	Enter the eBay Buy It Now Price for Auctions or Fixed Price amount for Fixed Price listings. Additional eBay fees apply.	Optional	eBay	Numeric



## STARTING BID

Enter the starting bid for your auction item. The eBay insertion fee for auction listings is based on the starting bid of the item.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Reserve Price</b>	Enter a reserve price for eBay auctions. Additional eBay fees apply.	Optional	eBay	Numeric

## RESERVE PRICE

A reserve price may be used on your item if you do not want to sell below a “reserve” amount. When using a reserve the term “reserve not met” will be displayed in your listing until the reserve amount is reached.

**Please Note:** There is an additional eBay fee for using reserve pricing.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Starting Bid</b>	Enter the starting bid for eBay auctions.	Optional If selling your item at eBay Auctions: Recommended	eBay	Numeric

## EBAY ITEM CONDITION

The eBay item condition is mandatory for certain eBay categories.

**Please Note:** eBay item condition depends on the eBay category you are listing in. Please make sure you enter the values accepted by eBay for the corresponding category

<https://pages.ebay.com/help/sell/item-condition.html>

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Item Condition</b>	When entering a condition, please use the exact phrase provided for the corresponding eBay category: <a href="https://pages.ebay.com/help/sell/item-condition.html">https://pages.ebay.com/help/sell/item-condition.html</a>	Required for certain eBay categories	eBay	Values that can be entered are available here: <a href="https://pages.ebay.com/help/sell/item-condition.html">https://pages.ebay.com/help/sell/item-condition.html</a>



## EBAY GALLERY IMAGE

The eBay Gallery Image URL entered in this field is used to determine the main image to be displayed with your eBay listing. If left blank, the gallery image will be your first attached image.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>eBay Gallery Image</b>	Enter a full valid image URL for the image to use as the eBay Gallery Image. Leave blank to use the first attached image by default.	Optional, If updating eBay Gallery Images for existing items: Required	eBay	Valid Image URL (e.g. <a href="http://apps.vendio.com/img/corp/vendio_corp_logo175x76.gif">http://apps.vendio.com/img/corp/vendio_corp_logo175x76.gif</a> )

## C: {ITEM SPECIFIC NAME}

This field needs to be added by you based on the Custom Item Specifics that you are using for the specific products you are selling. If you need to enter multiple Custom Item Specific Names please add the field as many times as necessary to your file. To enter multiple values for a single Item Specific Name please separate the values by |

Examples: To enter the Brand, MPN, and Camera Features as Custom item specifics you need to add the columns called C: Brand, C: MPN and C: Camera Features. To enter the camera features 'GoPro Compatible', 'Wide Angle Lens' and '4K HD Video Recording' the value entered in the corresponding field will be: GoPro Compatible | Wide Angle Lens | 4K HD Video Recording

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>C: {Item Specific Name}</b>	Custom item specific name and value	Optional	eBay	C: Brand, C: MPN, C: Camera Features, C: Type, C: Model  GoPro Compatible   Wide Angle Lens   4K HD Video Recording  500 character limit



## VENDIO STORE CATEGORIES

This should be a comma-separated list of the Vendio Store categories (leaf-level category name only where the item should be listed. When no category is present, your items will be available in your store, but not categorized.

**Please Note:** Any store categories listed here that do not yet exist will be created under the main store category. If a category name is ambiguous (in cases where there are duplicate category names, for example, the item will be imported/updated but marked with a label for “Import Review”.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Vendio Store Categories</b>	Enter your Vendio store categories. When not specified or when there are duplicate categories, items will be imported and labeled “Import Review.”	Optional Vendio Store: Recommended	Vendio store	Enter Vendio store categories separated by a comma when using multiple Categories. <b>For example:</b> Wade Figures, Animal Figures Use ONLY the Leaf Level when using subcategories. The leaf level is the final category. For example: Fragrance> Perfume> <b>Channel</b> The leaf category is “Channel”

## VENDIO STORE SALE PRICE

Specify an optional Vendio store sale price. Use in conjunction with Sales Start and End Date.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Vendio Store Sale Price</b>	Enter a Vendio store sale price. If a sale price is entered, the start date and the end date should also be provided.	Optional	Vendio store	Numeric

## VENDIO STORE SALES START DATE

Specify an optional Vendio store sale start date. Use in conjunction with Sales Start and End Date.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Vendio Store Sale Start Date</b>	Enter a Vendio store sale date. If a sale price is entered, the start date and the end date should also be provided.	Optional	Vendio store	Enter the date in the format MM/DD/YYYY <b>For example</b> 02/12/2011 If no date is specified and you wish the sale price to display, enter null



## VENDIO STORE SALE END DATE

Specify an optional Vendio store sale end date. Use in conjunction with Sales Start and End Date.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Vendio Store Sale End Date</b>	Enter a Vendio store sale end date. If a sale price is entered, the start date and the end date should also be provided or null entered.	Optional	Vendio store	Enter the date in the format MM/DD/YYYY <b>For example</b> 02/12/2011 If no date is specified and you wish the sale price to display, enter null

## VENDIO STORE HOME PAGE FEATURED

To feature this item on your Store home page, enter Y in this column. Home page featured items are randomly selected if you have not specified any items to be featured.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Vendio Store Home Page Featured</b>	Use this column to select items to feature on your Vendio store home page.	Optional	Vendio store	Enter Y to feature on the home page.

## VARIATION\_1..VARIATION\_5

Variations allow you to have more than one SKU in a listing, where the buyer can select their variation choice/option at checkout. Typical variations are size and color.

Importing variations is slightly different than entering a single item, single SKU product.

### Example of using color and size variations

Variation_1 <sup>1</sup>	Variation_2	Parent SKU
Color <sup>3</sup>	Size	<sup>2</sup>
White	Small	12354
Yellow <sup>4</sup>	Large	12354 <sup>5</sup>

1. The CSV Field Name
2. The Parent SKU with the parent field left blank
3. The Variation (color, size, etc.)
4. The Child Value (red, yellow, small large)
5. The Parent SKU is required for each Child.



The first row will be your variation row, which labels your variation (size, color, etc.) and the following rows will have the actual variations (small, medium, large, red, yellow, blue). Parent SKUs should not be entered in the variation row.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Variation_1...</b> <b>Variation_5</b>	The parent item should be added in the first row, with child items added in additional rows. Parent items are the values of your items, such as size and color. Child items are the value details such as red, white, small, large.	Optional To use variations: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>eBay</li> <li>OpenSky</li> <li>Vendio store</li> </ul>	Parent item should specify the name of the values; childitem should specify the value. Example: Parent item value: Size Child item value: XL <b>Parent item MUST appear first then the child items must appear in the file.</b>

## PARENT SKU

Parent SKUs are entered only on lines where you have your variations (small, medium, large, red, yellow, blue) and are the SKU that you entered in your first row (variation row)

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>Parent SKU</b>	The parent SKU should not be entered in the first row where you are adding your variation values, such as Color and Size, but should be included in Child Row.	Optional If using variations: <b>REQUIRED</b>	<ul style="list-style-type: none"> <li>eBay</li> <li>OpenSky</li> <li>Vendio store</li> </ul>	Enter the same parent SKU for each variation.

## OPENSky CATEGORY

Enter the OpenSky category where you will be listing your item. Please enter the full category path.

OpenSky categories can be found here

<https://opensky-email-assets.s3.amazonaws.com/OpenSky%20Category%20List.xlsx>

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>OpenSky Category</b>	Enter the full path of the OpenSky category your item belongs to	Optional If selling your item at OpenSky: <b>REQUIRED</b>	OpenSky	Full path of the OpenSky category.



## OPENSky PRODUCT CUSTOMIZABLE

To specify that this item is customizable, personalized or made-to-order, enter Y in this column.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>OpenSky Product Customizable</b>	Use this column to specify the items that are customizable or made-to-order.	Optional	OpenSky	Enter Y to mark this item as customizable or made-to-order.

## OPENSky CUSTOMIZATION PROMPT

Only for items marked as customizable, personalized or made-to-order, use this field to ask your shoppers for details on how to customize the item.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>OpenSky Customization Prompt</b>	Use this field to ask your shoppers for details on how to customize the item.	Optional If product is marked as customizable: <b>RECOMMENDED</b>	OpenSky	255 character limit

## OPENSky ESTIMATED DAYS

The number of business days it takes you to ship the item out. Custom products must be delivered within 10 business days regardless of the estimated ship time. This field is to be used when an item is marked as customizable.

Field Name	Field Definition	Required For:	Used For:	Field Requirements & Examples
<b>OpenSky Estimated Days</b>	The number of business days it takes you to ship the item out.	Optional If product is marked as customizable: <b>RECOMMENDED</b>	OpenSky	Numeric <i>If left blank, the default of 7 will be used.</i>