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# Basic Content Creation Training

— *..Create Products Via CSV* —

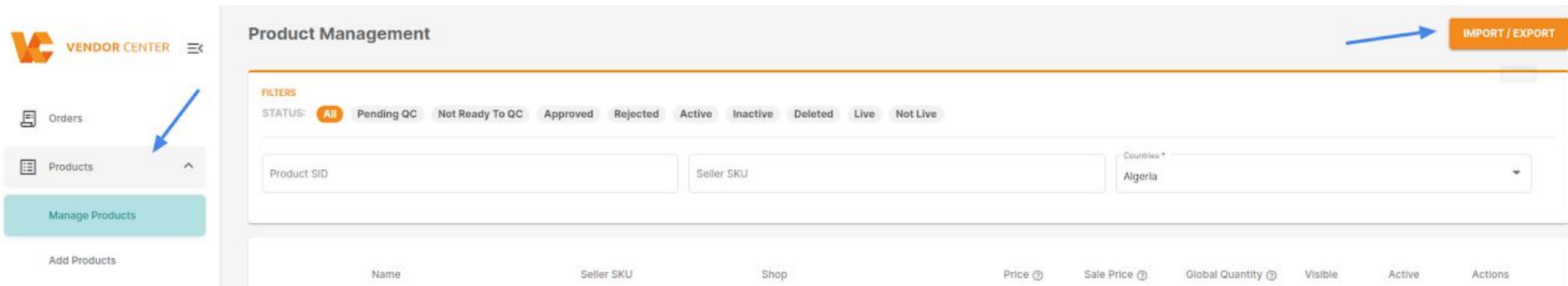
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# Step 1: Create products via CSV

## After accessing VC:

- Navigate to the Products page and click on Import/Export



The screenshot displays the Vendor Center (VC) interface. On the left, a navigation menu includes 'Orders', 'Products', 'Manage Products', and 'Add Products'. A blue arrow points to the 'Products' menu item. The main content area is titled 'Product Management' and features a 'FILTERS' section with status options: 'All', 'Pending QC', 'Not Ready To QC', 'Approved', 'Rejected', 'Active', 'Inactive', 'Deleted', 'Live', and 'Not Live'. Below the filters are input fields for 'Product SID' and 'Seller SKU', and a 'Countries \*' dropdown menu currently set to 'Algeria'. In the top right corner, an orange 'IMPORT / EXPORT' button is highlighted with a blue arrow.

Name	Seller SKU	Shop	Price	Sale Price	Global Quantity	Visible	Active	Actions
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## Step 2: Download CSV Template

**Download the corresponding category template of the product to be created.**

- Select the Type: Product
- Select the Action: Download template
- Click Next
- Select the Shop
- Click Next
- Select the Category
- Click Export

 Select an action

Type \*

Product

Action \*

Download Template

NEXT

 Choose Shop

Shop \*

Globalommerce - Globalommerce

BACK

NEXT

 Category Tree

Click to choose a Category

Books, Movies and Music &gt; Art &amp; Humanities &gt; Foreign Language Study

BACK

EXPORT 

## Step 3: Upload the Template


### Upload the file after filling up the template:

- Select the Type: Product
- Select the Action: Create Products
- Choose the Shop
- Click Next
- Upload the file

**Note: The mandatory fields are highlighted in red in the template.**

SELECT AN ACTION

IMPORT HISTORY 

 Select an action

 Choose Shop

 Select a file



Drop your file here



BACK

## Step 4: Monitor the import in the Import History.

The Status can be:

- Pending: The file is not being processed yet.
- In progress: The file is being processed.
- Completed: All products in the file were successfully created.
- Failed: One or more products failed to be created. The error report is available in the Progress column

SELECT AN ACTION

IMPORT HISTORY



FILTERS

Status

All

Actions

Product Creation

Created at	User	File	Action	Status	Progress
27 Oct 2022   10:22	paopao	Download	Product Creation	<span>Completed</span>	Finished
25 Oct 2022   10:41	Cátia Braga	Download	Product Creation	<span>Completed</span>	Finished
25 Oct 2022   10:38	Cátia Braga	Download	Product Creation	<span>Failed</span>	<a href="#">Download error report</a>