

# CSV Product Creation Guide Jane Seller Portal

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# Jane Seller Portal Log In

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<https://seller.jane.com/>

 **JANE**

**Welcome to the Jane.com Seller Portal Beta Version**

Have you received an invitation? [Create your account](#)

Email address

The Email field is required.

Password

The Password field is required.

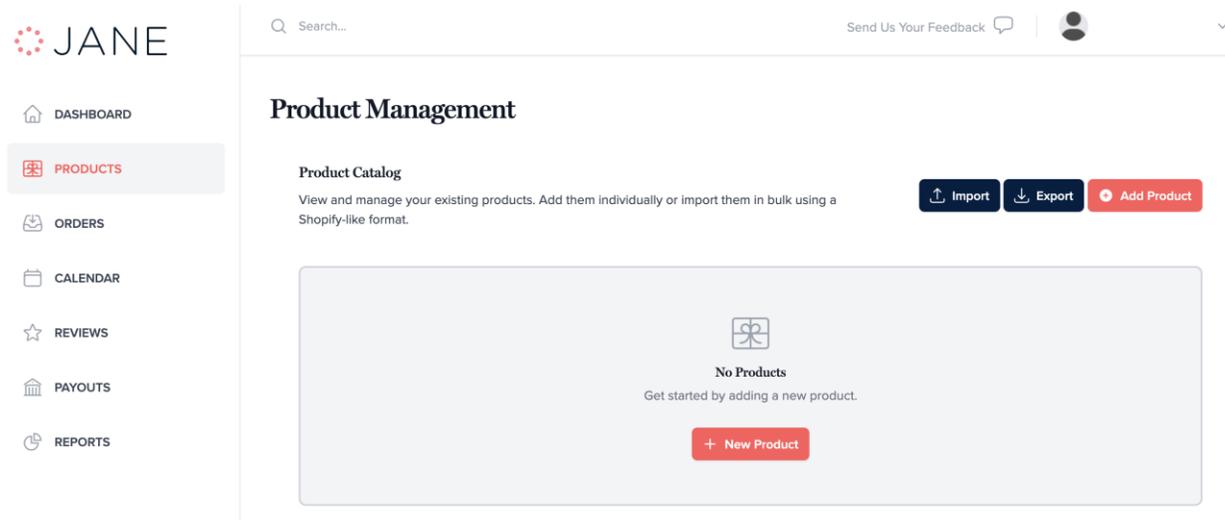
Remember me? [Forgot password?](#)

By signing in, I agree to the disclaimer below.

[Sign in](#)

# New Product Import

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- Select the **“Products”** tab.
- Click **“Import”** in the top right corner.

# Download CSV Import Template

## Import Products

Products > Import

**Import Products** allows the bulk import of products using a CSV format. With **Import Images** you can upload a single zip file containing hundreds of images for your products and variants. **Import History** contains a history of your various imports, allowing you to view their status and retrieve the original import file.

Import Products

Import Images

Import History



Select a CSV file to import or drag and drop  
CSV file size can be up to 10MB

Import products in bulk using a Shopify-like format. The import will allow you to add, edit and remove products and variants.

### Import Help

#### CSV Import Template

We've based our import on the Shopify CSV format. If you are familiar with that, you will feel at home. If not, don't worry - we have you covered. See our other link for documentation on the format and get up to speed on the format.

[Download the template →](#)

#### CSV Format and Documentation

There are many ways to use the CSV import, from creating products to updating them. There are also many fields available which perform different actions. This documentation will walk you through each field and how to use it.

[Read the documentation →](#)

#### Product Taxonomy

We have a new taxonomy rich with various attributes to categorize and help customers find your products. Use this document as a reference for populating the category, sub-category and option fields in the CSV import.

[View the taxonomy →](#)

Within the Import Products tab, go to Import Help and click "**Download the template**" at the bottom left.

### Additional resources:

- **CSV Format and Documentation:** There are many ways to use the CSV import, from creating products to updating them. There are also many fields available which perform different actions. **This documentation will walk you through each field and how to use it.**
- **Product Taxonomy:** We have a new taxonomy rich with various attributes to categorize and help customers find your products. **Use this document as a reference for populating the category, sub-category and option fields in the CSV import.**

# Filling in the Template

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	A	B	C	D	E
1	Product SKU	Name	Product URL Path	Product Category	Type
2	example-t-shirt	Example T-Shirt	example-t-shirt	Womens Tops > Shirts & Blouses	Basic Tees
3	example-t-shirt				
4	example-t-shirt				
5	example-t-shirt				
6	example-kidspants-2T	Example Pants	example-pants	Baby & Kids Bottoms > Pants	Jeans
7	example-beanie-gray	Example Hat	example-hats	Accessories > Hats	Beanies

- **Product SKU:** Unique identifier for your product, apply the same naming convention or number for all associated variants, if applicable.
- **Name:** Display name for your Product or Product Title.
- **Product URL Path:** Create a unique, descriptive path for your storefront URL, like using the product SKU or a creative term. It should be lowercase, hyphenated, and free of spaces. (HTML formatting is not supported)
- **Product Category:** Use the format "Category > Sub-category" and ensure that the naming convention aligns with the product taxonomy provided.
- **Type:** Use the format "Type" and ensure that the naming convention aligns with the product taxonomy provided.

# Filling in the Template

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	F	G	H	I	J
1	<b>Is Handmade</b>	<b>Is Digital</b>	<b>Has Free Shipping</b>	<b>Shipping Rate First</b>	<b>Shipping Rate Additional</b>
2			No	3.5	1
3					
4					
5					
6			No	3.5	1
7			Yes		

- **Is Handmade:** Is this a hand-crafted product? Yes/No
- **Is Digital:** Is this a product that is digitally delivered (not physical or shipped)? Yes/No
- **Has Free Shipping:** Does this product have free shipping? Yes/No
- **Shipping Rate First:** The shipping rate to use for the first item purchased on an order. Does not need to be filled out if product offers free shipping.
- **Shipping Rate Additional:** The shipping rate to use for each additional item purchased on an order. Does not need to be filled out if product offers free shipping.

# Filling in the Template

	K	L	M	N	O	P	Q
1	<b>Primary Variant</b>	<b>Secondary Variant</b>	<b>Variant SKU</b>	<b>Primary Variant Value</b>	<b>Primary Variant Custom Label</b>	<b>Secondary Variant Value</b>	<b>Secondary Variant Custom Label</b>
2	Generic US	Primary Color					
3			example-t-shirt-s	Small		Blue	Light Blue
4			example-t-shirt-m	Medium		Blue	
5			example-t-shirt-l	Large		Blue	

- **Primary Variant:** Name of the first product option or variant, as specified in the product taxonomy (e.g., Generic US).
- **Secondary Variant:** Name of the second product option or variant, as specified in the product taxonomy (e.g., Primary Color).
- **Variant SKU:** Unique SKU for the specific variant.
- **Primary Variant Value:** Value for the first product option or variant, according to the product taxonomy (e.g., Small).
- **Primary Variant Custom Label:** Custom label to describe the primary variant value, if supported by the taxonomy.
- **Secondary Variant Value:** Value for the second product option or variant, according to the product taxonomy (e.g., Blue).
- **Secondary Variant Custom Label:** Custom label to describe the secondary variant value, if supported by the taxonomy (e.g., Light Blue).

# Filling in the Template

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	R	S	T	U	V
1	Description	Price	Stock	Weight (in ounces)	Status
2	A great description of your products.				Draft
3	A great description of your products.	19.99	100		10 Draft
4	A great description of your products.	19.99	50		11 Draft
5	A great description of your products.	19.99	25		12 Draft
6	A great description of your product.	16.99	100		16 Draft
7	A great description of your product.	12.99	200		10 Draft

- **Description:** The description of the product or variant. The product and variant description would both be used when a variant is selected. (Max 4000 characters).
- **Price:** Regular retail price for this product or variant before any discounts or sales.
- **Stock:** Number of units in stock for this specific variant.
- **Weight (in ounces):** The weight of the product or variant in ounces.
- **Status:** Product status (Published = available for sale, Draft = still being worked on, Archived = hidden but available).

# Filling in the Template

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	W	X	Y	Z
1	<b>Main Image Url</b>	<b>Additional Image Url #1</b>	<b>Additional Image Url #2</b>	<b>Additional Image Url #3</b>
2	<a href="https://cdn.jane.com/sellers/example-image.jpg">https://cdn.jane.com/sellers/example-image.jpg</a>			
3	<a href="https://cdn.jane.com/sellers/example-image.jpg">https://cdn.jane.com/sellers/example-image.jpg</a>			
4				
5				
6	<a href="https://cdn.jane.com/sellers/example-image.jpg">https://cdn.jane.com/sellers/example-image.jpg</a>			
7	<a href="https://cdn.jane.com/sellers/example-image.jpg">https://cdn.jane.com/sellers/example-image.jpg</a>			

- **Main Image Url:** The URL for the main image of the product or variant.
- **Additional Image Url:** Use these 10 columns to provide additional images for the product or variant. We maintain the order of the images and will overwrite any existing images used in that slot.
- **Note:**
- The columns are organized according to use, but they can be reordered as preferred.
- When updating, the only columns needed are the Product SKU (and Variant SKU if updating variants) and any other columns you want to include. When updating an existing product or variant, any empty fields will be ignored and will not remove any data.
- Fields noted for "Product" should only be used when defining a Product. Conversely, "Variant" fields should only be used for variants. "Either" fields can be used for either products or variants. If a Variant SKU is provided on a row, that row will be treated as a variant.
- Items that are noted as Required are only needed when adding new products or variants.

# Import CSV Template

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Import Products

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Import History

File to import: **Example CSV.csv**

Change File

Upload and Import

Import products in bulk using a Shopify-like format. The import will allow you to add, edit and remove products and variants.

In the Import Products tab,

- Click **‘Select a CSV file to import.’**
- Choose the file from your computer.
- Click **‘Open.’**
- Then, click **‘Upload and Import.’**

# Import Status

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## Import Status

Products > Import > History

### Product Import Status

Listed below are the products which have been **successfully processed**. The image URLs you have provided in the CSV will take some time to download and process. To monitor the progress of those images, view the [Images Status](#) page.

Handle	Id	Variants	
example-t-shirt	6816	3	<a href="#">Edit</a>
example-kidspants-2T	6817	0	<a href="#">Edit</a>
example-beanie-gray	6818	0	<a href="#">Edit</a>

After importing your CSV file, you'll see the **Import Status** window.

**Note:** Any errors in your file will be listed here.

**From this window, you can:**

- Track image import status by clicking **'Images Status.'**
- Link directly to the product you've created by clicking **'Edit.'**