



# ***HOW TO*** **Import Product Data** **From a Flat File**

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# HOW TO

## Import Product Data From a Flat File

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Miva Merchant gives you the option of importing your products from a flat text file, as opposed to entering them one at a time using the Add Product form. The file may be created with a text editor, word processor, spreadsheet, or database editor that has the ability of creating a flat file.

Refer to the following steps for the process of importing products using a flat file:

1. [“Set up Your Store” on page 1](#)
2. [“Create a Product Data Flat File” on page 2](#)
3. [“Enter the Product Data into the File” on page 5](#)
4. [“Upload Product Data Flat File” on page 5](#)
5. [“Select the Fields and Import the Data” on page 7](#)
6. [“Upload the Graphic Files into the Proper Miva Merchant Directory” on page 9](#)

### Set up Your Store

Before creating your product data flat file and importing it, you may want to complete a few tasks in the following areas:

- **Create Categories**  
If you want to assign the imported products to categories during import, you must create the categories first. For help in defining categories, refer to *HOW TO Set Up Categories*.
- **Create Attribute Templates**  
If you want to apply Attribute Templates to any of your products during import, you must create the template(s) first. For help in creating Attribute Templates, refer to *HOW TO Create Attribute Templates*.
- **Track Inventory**  
If you want to track the inventory and identify inventory data while importing any of your products, you must turn on Track Inventory and identify the Inventory levels you want to track. For additional information, refer to *HOW TO Set Up Store Inventory*.

## Create a Product Data Flat File

The first step is to create a product list, or file. Each product record (line in a text file) can contain the following fields.

	<b>Field Name</b>	<b>Field Description</b>
1.	Product Code	A product code is simply a unique identifier used to refer to each product. You may use any text you wish (including spaces) and/or numbers up to 50 characters and it must be unique. Do not use HTML.
2.	Product Name	Enter the name of your product using any text (including spaces) and/or numbers. You may use HTML, but you are limited to a total of 100 characters (including spaces) in the Product Name field.
3.	Category Code	<p>Enter the category code(s) that you previously defined in Miva Merchant. You must create the categories before you upload the flat file, and you must use the exact category code(s). It is a good idea to make the category code different from the category name (they can be they same) - an abbreviation would be a good idea.</p> <p>If the category code in the product record exists, that product will be added to the category as the record is imported. If the category specified by its code in the product record does not exist at the time when the file is imported, the product will be added to the store uncategorized.</p> <p><b>New in 4.13:</b> If you want to assign products to multiple categories, separate the category codes with a comma. <b>(And, therefore, be sure you do not choose the comma to delimit the other fields.)</b></p>
4.	Price	Enter the retail price of the product. Use decimal numeric data only. Do not use any currency, punctuation or text.
5.	Cost	Enter the cost of the product. Use decimal numeric data only. Do not use any currency, punctuation or text.
6.	Weight	Enter the weight of the product in the unit of measurement you entered for your store. Use decimal numeric data only. Do not use text.
7.	Description	Enter the product description using text and HTML (or any code understood by a browser, i.e., JavaScript, etc.).
8.	Taxable	“Yes,” “True,” (case insensitive) and positive numbers all mean that the item is taxable. Any other string, null (nothing), zero, and any numbers other than positive whole numbers will mean that the item is not taxable.
9.	Active	“Yes,” “True,” (case insensitive) and positive numbers all mean that the item is an active product. Any other string, null (nothing), zero, and any numbers other than positive whole numbers will mean that the item is not an active product, and is not to be displayed to your customers.

	<b>Field Name</b>	<b>Field Description</b>
10.	Thumbnail URL	Enter the URL for the graphic file you want to use as the thumbnail picture of the product. This is a pointer only and you must upload your graphic files using one of the methods described in <a href="#">"Upload the Graphic Files into the Proper Miva Merchant Directory"</a> on page 9
11.	Image URL	Enter the URL for the graphic file you want to use as the full-size picture of the product. This is a pointer only and you must upload your graphic files using one of the methods described in <a href="#">"Upload the Graphic Files into the Proper Miva Merchant Directory"</a> on page 9
12.	Attribute Template Code	Enter the code for the Attribute Template you previously created, and want to assign or copy to this product.
		<b>Note:</b> For All Inventory Fields, except "Track Product Inventory," entering nothing will use the default set in the Store's Inventory.
13.	Adjust Stock By	Enter the positive or negative whole number by which you want to add to or subtract from the current inventory stock level.
14.	Track Product Inventory	"Yes," "True," (case insensitive) and positive numbers all mean "yes." Any other string, null (nothing), zero, and any numbers other than positive whole numbers mean "no."
15.	In Stock Message (Short)	Enter the short message you want displayed to indicate this product is available.
16.	In Stock Message (Long)	Enter the long message you want displayed to indicate this product is available.
17.	Track Low Stock Level	"Yes," "True," (case insensitive) and positive numbers all mean "yes." Any other string or numbers other than positive whole numbers mean "no."
18.	Low Stock Level	Enter a positive, whole number that identifies low stock.
19.	Low Stock Message (Short)	Enter the short message you want displayed to indicate this product's inventory is low.
20.	Low Stock Message (Long)	Enter the long message you want displayed to indicate this product's inventory is low.
21.	Track Out of Stock Level	"Yes," "True," (case insensitive) and positive numbers all mean "yes." Any other string or numbers other than positive whole numbers mean "no."
22.	Out of Stock Level	Enter a positive, whole number that identifies when this product is out of stock.

	Field Name	Field Description
23.	Hide Out of Stock Products	“Yes,” “True,” (case insensitive) and positive numbers all mean “yes.” Any other string or numbers other than positive whole numbers mean “no.”
24.	Out of Stock Message (Short)	Enter the short message you want displayed to indicate this product’s inventory is out.
25.	Out of Stock Message (Long)	Enter the long message you want displayed to indicate this product’s inventory is out.
26.	Limited Stock Message	Enter the message you want displayed to indicate this product’s inventory is not sufficient for the quantity entered in the Order.

The flat file does not have to contain all of the product fields, and a database file can contain more fields than are used in Miva Merchant. These additional fields can be skipped when field names are selected as shown in [“Select the Fields and Import the Data” on page 7.](#)

You can simply type the data into a text editor using a selected character as the field separator. The following list is an example of product data entered with a tab as the field delimiter. This list shows the: Product Code, Name, Category Codes (delimited by comma), Price, Cost, Weight, Description, Taxable, Active, Attribute Template for P001 only, Adjust Stock By, Track Product Inventory, In Stock Message (Short) for P001 only, Low Stock Level, Out of Stock Level.

P001	Finish Hammer	ht,tl	12	8.5	1.1	Professional Finish Hammer	Yes	Yes	F01	50	Yes	While Supplies last	10	5	
P002	Screwdriver set	ht,tl	9.99	3.5	0.5	Economical screwdriver set	Yes	Yes		100	Yes			10	5
P003	200# Sandpaper	ac, tl	3.95	2	.05	Assorted Fine Grades	Yes	Yes		50	yes			10	5
P004	Tape Measure	ac	5.95	2	.2	25-foot Tape Measure	Yes	Yes		50	yes			10	5
P005	Wrench Set	ht, tl	150	100	8	Wrench Set	Yes	Yes		50	Yes			10	5

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**Caution:** Always check the flat file using a simple text editor such as Microsoft’s Notepad for formatting characters. There can be no spaces before or after the field delimiter. If there is a field separator before or after the attribute template code field, Miva Merchant will not recognize the name in that field as being the same as the defined category code.

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**Note:** If you use a comma in any field (such as the Description), do not use the comma as the field delimiter.

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## Enter the Product Data into the File

Use the following steps to enter the data into the flat file.

1. List all of your products on a spreadsheet, or in a table in a text editor or word processor. You could also create a database for the products.

Your store's products will probably fall naturally into categories. The preceding flat file is for a store that sells woodworking tools. The products are placed into hand tools (ht), and accessories (ac) categories.

You must create the categories in Miva Merchant before you import the product data. In your flat file, be sure the category code matches the defined category code exactly. For additional information on creating categories, refer to *HOW TO Set Up Categories*.

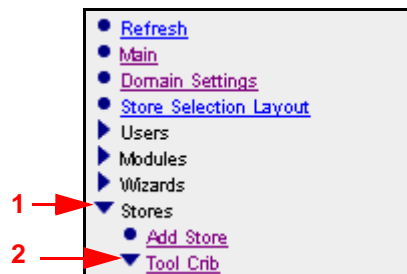
You do not have to put the data fields in the sequence previously shown. Miva Merchant allows you to select the name of each of the fields after you upload the file (see the example in "[Select the Fields and Import the Data](#)" on page 7).

2. Before you go through the import process, open the flat file in a plain text editor that does not format the text, and check the file to make sure there are no formatting characters in the file. This could save you a great deal of time in the importing process.

## Upload Product Data Flat File

Use the following steps to upload the flat file.

1. Click the triangle next to Stores.
2. Click the triangle next to the store name.




3. Click the triangle next to Utilities (under your Store name).
4. Click the triangle next to Import Data.
5. Select the Import Products From Flat File link.



Miva Merchant prompts you for the path to your import file.

By default, Miva Merchant looks for a tab character (ASCII 9) as the delimiting character between fields in each record. If your import file uses a different delimiter between fields, select Other and enter that character, or string of characters, in the text field provided.

**Note:** The file name cannot have spaces in it. If you use a multi-word name, the spaces between the words must be removed.

6. Enter the complete path to your flat file, or click the Upload  button to display the Upload File form.

7. To locate the file on your computer, click the browse button.  
If you have uploaded the file before, you must check the Overwrite checkbox.
8. Click Upload.

## Select the Fields and Import the Data

1. Click Next on the Import Products From Flat File form and the screen shown below displays.

<b>Existing Products:</b>				
<input checked="" type="radio"/> Keep Existing Products				
<input type="radio"/> Update Existing Products				
<input type="radio"/> Replace Existing Products				
<b>Attribute Templates:</b>				
<input checked="" type="radio"/> Use				
<input type="radio"/> Copy				
<b>Fields:</b>	<b>Row</b>	<b>Product Code</b>	<b>Name</b>	<b>Catego</b>
	1	P001	Finish Hammer	ht
	2	P002	Screwdriver Set	ht
	3	P003	200# Sandpaper	ac
	4	P004	Tape Measure	ac
	5	P005	Wrench Set	ht

2. Next to “Existing Products” select the way you want to import the data. The choices are displayed as radio buttons. While the choices reflect the way existing products are handled, the first choice, “Keep Existing Products,” is the selection the first time you import any products and also when you import new products.

### *Keep Existing Products (Importing New Products)*

Select this option if you are importing a file that contains the same product records that already exist in your store plus new records that do not, or if you are importing all new products. Miva Merchant adds the new records that were not in your store previously – leaving the existing product records in the store untouched.

### *Replace Existing Products*

To replace product records with new information from the import file, select this option. All product records in the store which contain product codes that match those found in the records of the import file will be overwritten with the new information from the imported records.

### *Update Existing Products*

Updating is slightly different from replacement. Where selected fields in selected product records need updating with new information, and all other information in the given record needs to be left untouched and intact, use the update option.

For example, your store may have 20 different product records, and the price fields in records 1, 5, 12, and 17 need updating. In such a case select the Update option. All the records that perfectly match those being imported (2 through 4, 6 through 11, 13 through 16, and 18 through 20) will be left untouched.

All of the records on the form with information (in the specified fields) that differs from information in matching imported records will be overwritten with the new imported information.

3. If you want to apply one or more attribute templates to product(s), next to "Attribute Templates," select one of the following:
  - Use  
Select Use when you want to assign an existing attribute template to a product.
  - Copy  
Select Copy when you want to copy an attribute template to a product, and make changes for that specific product only. (The attribute data will be copied to the product's record.)

4. Next to "Fields," click the drop-down list (default is <Skip>) to select the field names.  
The form displays a table of the first 5 records in your file. A drop-down list of the different Miva Merchant product record fields allows you to assign your data to these fields.

Each field in the product record is listed in a column and you can select that field on this screen. Click the drop-down list and the product field list displays.

**Existing Products:**  Keep Existing Products  
 Update Existing Products  
 Replace Existing Products

**Attribute Templates:**  Use  
 Copy

**Fields:**

Row	Product Code	<Skip>	<Skip>
1	P001	<Skip>	ht
2	P002	Product Code	ht
3	P003	Name	ac
4	P004	Category Code	ac
5	P005	Price	ht

Additional fields in the dropdown menu: Cost, Weight, Description, Taxable, Active, Thumbnail URL. A "Reset" button is visible on the right.

If you have imported a file that contains fields that are not to be used in Miva Merchant, leave the name as <Skip> and the field will be ignored by Miva Merchant. This means that you can import an existing file that contains fields that are not applicable to Miva Merchant. This saves you from having to reenter the data into a new file.

5. After you have selected the fields in the product record, click Import.  
Be sure you designate one field that contains the Product Code, because that is what Miva Merchant uses to find the correct records to update.
6. When Miva Merchant completes the import process the following screen is displayed.

This screen displays the number of products and how many were created, replaced, updated, and/or skipped.

## Upload the Graphic Files into the Proper Miva Merchant Directory

When you created your flat file, you put in the URLs for the images files. This information is only the address of the location of the files and does not upload the files into the directory. You must upload the graphic files into the proper directory so Miva Merchant can display them.

The task at hand is to upload the graphics files into the directory that you have defined in the product data flat file. This can be done using the following methods:

- FTP the files into the directory.
- Use the Miva Merchant Administration Interface and an inactive product to upload your graphic files. See [“Adding Image Files Using an Inactive Product” on page 10.](#)

## Upload Images Using FTP

If you have the expertise to FTP the files, this section identifies the graphic directory to which you need to upload the graphic files. If you do not know how to FTP the files, you can create an Inactive Product(s) to upload the graphic files. See [“Adding Image Files Using an Inactive Product” on page 10.](#)

The default directory for the graphic files is: `graphics/(store number)/file name.`

- The graphics directory is located under your script directory. The script directory may be named `html`, `htmlscript`, `mivascript` or some other name. And your merchant directory may be `merchant2` or `mm`. For example:
  - `html/mm/graphics/00000002`
  - `mivascript/merchant2/graphics/00000002`

For your first store, the store number is “00000001.” This means that the graphics are for the first store you created in your domain. Each store that is created has its own directory within the graphics directory numbered in the sequence they were created. The graphic files for the fifth store created would be “00000005.”

## Adding Image Files Using an Inactive Product

This method is a little trick to make the upload process easier. To upload the product image files you need to create a product and make it “Inactive.”

### Adding a Temporary Product

Use the following procedure to create a temporary product called “Upload” for the upload process.

1. In the Administration Interface menu:
  - a. Click the triangle next to Stores.
  - b. Click the triangle next to the store name.
  - c. Click the triangle next to Products.
  - d. Select the Add Product link.
2. In the Add Product form, enter a product code.
3. Enter a product name.
4. Uncheck the Active checkbox.

This product is not really a product, so you do not want your customers to see it.
5. Click Add.

### Add Product

**Product** [Images](#) [Related Products](#) [Headers & Footers](#) [Price Table](#) [Shipping Charges](#)

**Product Code:**  ← 2

**Product Name:**  ← 3

**Price:**

**Cost:**

**Weight:**

**Description:**


Taxable

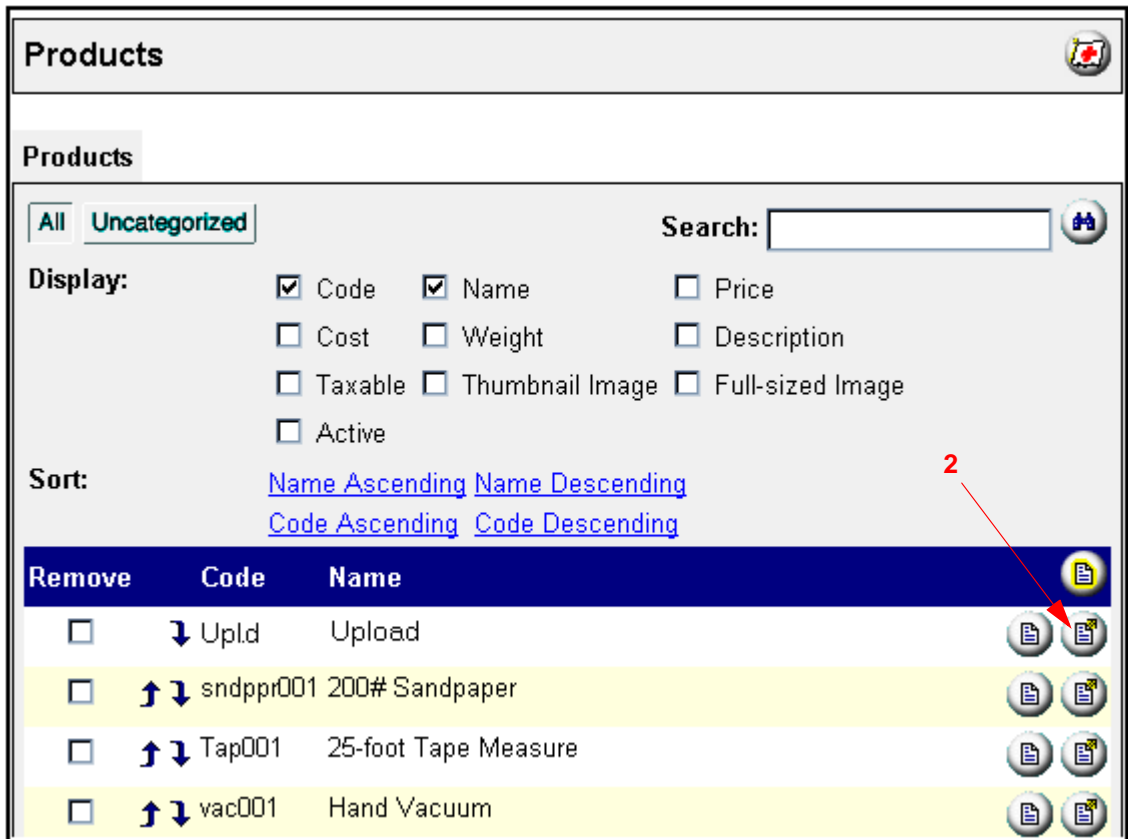
4 →  Active

### Upload the Product Image Files

You can use either the Thumbnail Image or Full-sized Image text box to upload your image files. The text boxes are normally used to associate an image file with a product, but in this case all you are going to do is upload the image file. It does not matter that the files are associated with the product Upload, because Upload will not exist after you finish uploading all of the product image files.

Use the following procedure to upload the image files.

1. In the Administration menu, select Products link.
2. In the Products List, click the Edit  button for the product you have created for uploading images.










**Products**

**Products**

All **Uncategorized** Search:


**Display:**  Code  Name  Price  
 Cost  Weight  Description  
 Taxable  Thumbnail Image  Full-sized Image  
 Active

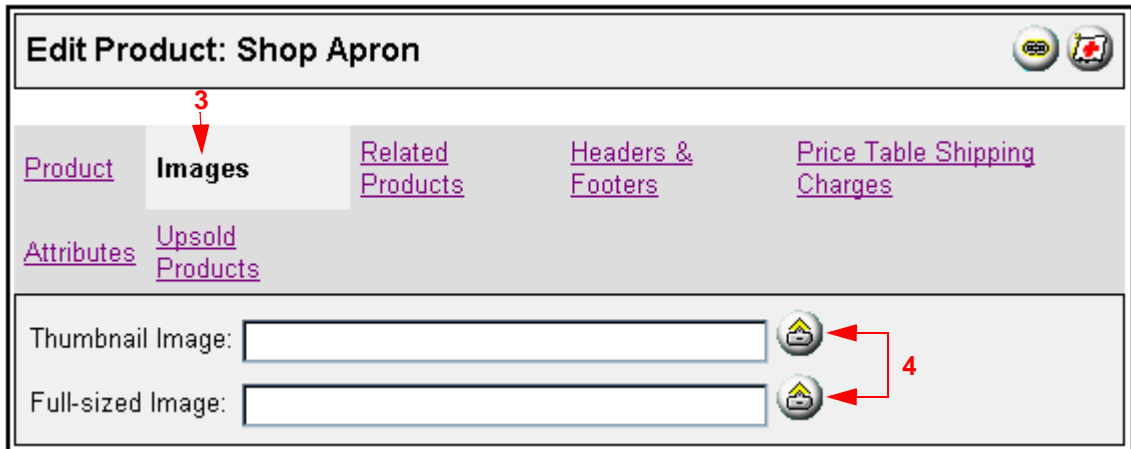
**Sort:** [Name Ascending](#) [Name Descending](#)  
[Code Ascending](#) [Code Descending](#)

Remove	Code	Name	
<input type="checkbox"/>	Upld	Upload	
<input type="checkbox"/>	↕ ↕	sndppr001 200# Sandpaper	 
<input type="checkbox"/>	↕ ↕	Tap001 25-foot Tape Measure	 
<input type="checkbox"/>	↕ ↕	vac001 Hand Vacuum	 

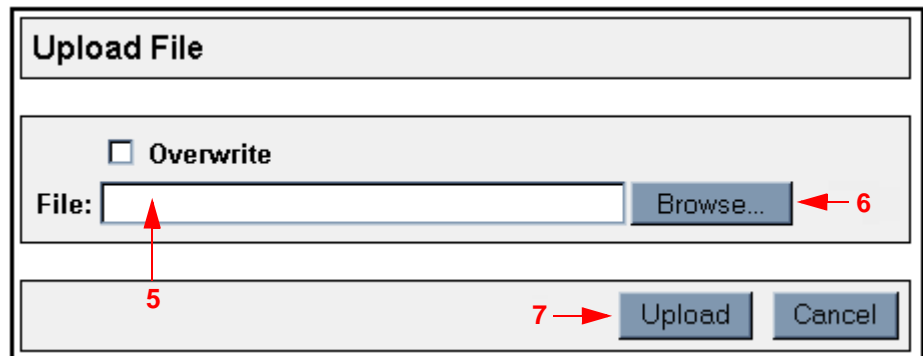
3. In the Edit Product form, click the Images tab.

The two text input boxes are used to upload your product images. Use the following procedure to upload the product files.

- Click the Upload File  button.



- Enter the path of the file in the File text input box.
  - If you do not know the path, press the Browse button to find the file.
  - Click the Upload button when the file name is in the File text input box.
- Repeat steps 1 through 8 until all image files are uploaded.



**Note:** Make sure that all of the products that you have uploaded are Active. Inactive products will not show in your store.

- After all of the files are uploaded, display your store.
- When all of the image files display properly, delete the product "Upload. " This ends the process.