atVenu

Index

Merch Import Instructions

The Import Merch feature allows you to upload new merch items into your Global Inventory, or update existing merch items, from a comma delimited file.

To Get Started

Download the template file and update your product list per the column instructions below. Please ensure there are no empty additional columns or rows in the CSV file.

Note: All columns need to be present in the import file, but not all of them require data. Please refer to the specific section of each column for additional information.

Fields available for import:

A

Product ID
Column Name: product_id Required: Yes

A unique identifier for the merch item in question. Once used, atVenu will use this identifier to update this merch item moving forward for this artist.

All size variants of the merch item should have the same product_id. e.g. You can assign your 2018 Tour Tee a Product ID of 1234. All sizes of that Tour Tee should have the same Product ID.

Fields available for import *continued:*

B | **Description**
Column Name: description
Required: Yes

The name of the merch item

Please note, the "description" field must be the same for all size variants of an item

C | **Type**
Column Name: type
Required: Yes

Merch item "type" much be one of the supported values listed in Appendix A

Several merch item "types" must include a "size" as list in Appendix C

"Types" that require "size" are specified in Appendix A as "Size Required"

D | **Sex**
Column Name: sex
Required: No

Sex of merch item if applicable. Can be one of Unisex, Male, Female, or left blank if not applicable

E | **Color**
Column Name: color
Required: No

Color of Merch Item. Color must be one of the Colors listed in Appendix B

F | **Size**
Column Name: size
Required: For all apparel items

Size of the Merch Item. Must be one of the sizes listed in Appendix C

Fields available for import *continued:*

G **SKU**

Column Name: sku
Required: No

Your internal SKU of the size variant

H **Price**

Column Name: price
Required: No

The price of the individual size variant of the item
(Must be a number)

I **Cost**

Column Name: cost
Required: No

Enter Cost of Goods for an item, which gets imported into our Cost of
Goods field. Cost of Goods are updated once and are not updated on
subsequent imports

J **Image URL**

Column Name: image_url
Required: No
Accepted file types: GIF, JPEG, or PNG

You can supply a full path URL to an image that's publicly available
via the Internet. The import script will then use that image and
include it as part of the merch item

Sample File

product_id	description	type	sex	color	size	sku	price	cost	image_URL
1	Black Tour Tee	T-Shirt	Unisex	Black	S	12345	45	9	http://d2188tnbk45vkf.cloudfront.net/import/black_shirt.jpg
1	Black Tour Tee	T-Shirt	Unisex	Black	M	12346	45	9	http://d2188tnbk45vkf.cloudfront.net/import/black_shirt.jpg
1	Black Tour Tee	T-Shirt	Unisex	Black	L	12347	45	9	http://d2188tnbk45vkf.cloudfront.net/import/black_shirt.jpg
1	Black Tour Tee	T-Shirt	Unisex	Black	XL	12348	45	9	http://d2188tnbk45vkf.cloudfront.net/import/black_shirt.jpg
1	Black Tour Tee	T-Shirt	Unisex	Black	2XL	12349	45	9	http://d2188tnbk45vkf.cloudfront.net/import/black_shirt.jpg
2	Tour Hat	Hat	Unisex	Black	One-Size	12350	30	5	http://d2188tnbk45vkf.cloudfront.net/import/hat.jpg

See next page on how to import your file...

Import Instructions

1 Upload your completed file, by clicking on Select a file to import and choosing the appropriate CSV file. Click **Next** to continue

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Import Your Product List

To import products into atVenu, please refer to the attached instructions. A sample template file has been included.

📄 Import Instructions

📄 Template File

Select a file to import

Choose File   no file selected

Cancel   Next

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2 Review your import for accuracy and any errors

Display

| All Items ⌄ |

Type

| All ⌄ | | Search   🔍 |

Import	Product ID	Type	Description	SKU	Size	Price	Cost
❌	1	T-Shirt	Tour Tee (Click to View Errors)	(x5) ⌄	(x5) ⌄	$45	$9
✔	2	Hat	Tour Hat	12350	One-Size	$30	$5

Save **1** products to

| Please Choose ⌄ | | Cancel | | Save |

Products will also be saved to Global Inventory

- Items that can be successfully imported will be marked with a **blue checkmark**
- To expand the item, click on the row to see each of the size variants
- Items that have errors, will have a **Red X**
- Review the description for an explanation of the error
- To correct an error, update the CSV file, click **Cancel** and upload the file again

You can sort the imported items by:

- Display: Show New items, Updated Items, or Items with Errors
- Type: Display only a specific type of item
- Search for an item: Enter the Description of the item to filter by that name

3 Select a location to save inventory to

By default, all items will be saved to the Global Inventory, or you can select a Warehouse or Trailer to save the merch to as well

4 Click on **Save**

Your merch will be imported to the specified Trailer or Warehouse and you'll be taken back to the Global Inventory page

Appendix A - Merch Type Options

Type	Size Required
1/4-Zip Pullover	Y
Baby Onsie	Y
Belts	Y
Bottoms	Y
Bra	Y
Button Up Shirt	Y
Capris	Y
Cardigan	Y
Dress	Y
Gloves	Y
Hat	Y
Jacket	Y
Jersey	Y
Knit Hat	Y
Leggings	Y
Leotard	Y
Long Sleeve Shirt	Y
Muscle Tank	Y
Other	Y
Outerwear	Y
Pants	Y

Type	Size Required
Polo	Y
Poncho	Y
Pullover Hoodie	Y
Raglan	Y
Shoes	Y
Shorts	Y
Slouch Tee	Y
Socks	Y
Sox	Y
Sweatshirt	Y
T-Shirt	Y
Tank Top	Y
Thermal	Y
Vest	Y
Work Shirt	Y
Zip-up Hoodie	Y
Book	
Cassette	
CD	
Deluxe	
Download Card	

Appendix A – Merch Type Options

Continued

Type	Size Required
DVD	
Other	
Single	
Vinyl	
Accessories	
Auto Accessory	
Bag	
Ball	
Bandana	
Banner	
Beach Ball	
Beach Towel	
Blanket	
Bobbleheads	
Book	
Bottle Opener	
Bracelet	
Bundle	
Buttons	
Candy	
Comb	

Type	Size Required
Costume	
Cups	
Decal	
Drinkware/Cups	
Drum Sticks	
Eyewear	
Flag	
Foam Finger	
Foot Wear	
Globe	
Glow	
Glow Stick	
Golf Balls	
Guitar	
Guitar Pick	
Hair Bow	
HairTie	
Hat	
Headbands	
iPhone Case	
Jewelry	

Continued on next page

Appendix A – Merch Type Options

Continued

Type	Size Required
Keychain	
Koozie	
Lanyard	
LED	
License Plate	
License Plate Frame	
Lighter	
Lights	
Luggage Tag	
Magazine	
Magnet	
Necklace	
NeckTie	
Ornament	
Patch	
Pen	
Pencil Set	
Pennant	
Photo Frame	
Photograph	
Pillowcase	
Pin	
Postcards	

Type	Size Required
Poster	
Program	
Rolling Papers	
Scarf	
Shoe Laces	
Shot Glass	
Sign	
Skateboard	
Spoon	
Stickers	
Stuffed Toys	
Sunglasses	
Tag	
Tea	
Tea Towel	
Toiletries	
Towel	
Toy	
Trading Card Deck	
Trading Card Pack	
Transfer	
Umbrella	
Water Bottle	
Wristband	
Helmet	
Football	
Golf	
Poker	

Appendix B - Color Options

Color	Color
Black	Safety Orange
Charcoal	Iris Blue
Heather Grey	Olive
White	Grey
Navy	MInt Green
Royal Blue	Safety Green
Red	Blue
Silver	Hot Pink
Brown	Neon
Coal	Lilac
Kelly Green	Camo
Natural	Tie Dye
Purple	Ash
Cardinal	Maroon
Orange	Lime Green
Baby Blue	Vintage Red
Pink	Vintage Navy
Heather Blue	Green
Heather Charcoal	Forest Green
Heather Purple	Khaki
Turquoise	Mustard
Yellow	Sand
Multi	Denim

Color
Gold
Bronze
Clear
Hat - Other
Book - Music
Other Apparel
Other Music

Appendix C - Size Options

Adult
XXS
XS
S
M
L
XL
2XL
3XL
4XL
5XL
6XL
S/M
M/L
L/XL
XL/2XL

Youth
YXS
YS
YM
YL
YXL
4/5
5/6
6/7
7/8
9/11
10/12
12/14

14/16
18/20
Youth

Baby/Toddler
NB
3M
3/6M
6M
6/9M
6/12M
12M
12/18M
18M
18/24M
24M
2T
3T
4T
5T
5T-6T
6T
7T
8T
10T
12T
14T

Other
Other
6 3/8
6 1/2
6 5/8
6 3/4
6 7/8
7 1/8
7 1/4
7 3/8
7 1/2
7 5/8
7 3/4
7 7/8
8 1/4
28
30
32
33
34
36
38
40
42
44
46
50
52
54
56

60
48
58

One-Size
One-Size

Shoes
1
2
3
4
5
6
6.5
7
7.5
8
8.5
9
9.5
10
10.5
11
11.5
12
12.5
13
13.5
14

atVenu Support

Please contact us if you need additional support at:

support@atVenu.com