



Merch Import
Instructions

Index

- 5 Merch Import Instructions
- 6 To Get Started
- 11 Sample File
- 13 Import Instructions
- 15 Appendix A : Merch Type Options
- 21 Appendix B : Color Options
- 23 Appendix C : Size Options

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.

Continued on next page

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” must 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

Continued on next page

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

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

- 2 Review your import for accuracy and any errors

Display

All Items
▼

Type

All
▼

Q

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	Category
1/4-Zip Pullover	Apparel
Baby Onesie	Apparel
Belts	Apparel
Bottoms	Apparel
Bra	Apparel
Button Up Shirt	Apparel
Capris	Apparel
Cardigan	Apparel
Compression Shorts	Apparel
Crewneck	Apparel
Dress	Apparel
Fight Shorts	Apparel
Gloves	Apparel
Hat	Apparel
Headgear	Apparel
Jacket	Apparel
Jersey	Apparel
Knit Hat	Apparel
Leggings	Apparel
Leotard	Apparel
Long Sleeve Shirt	Apparel
Muscle Tank	Apparel
Other Apparel	Apparel
Outerwear	Apparel
Pants	Apparel
Polo	Apparel
Poncho	Apparel
Pullover Hoodie	Apparel
Raglan	Apparel
Rashguards	Apparel
Shoes	Apparel
Shorts	Apparel
Singlets	Apparel
Slouch Tee	Apparel
Socks	Apparel
Sox	Apparel
Sweatshirt	Apparel
T-Shirt	Apparel
Tank Top	Apparel
Thermal	Apparel

Type	Category
Unspecified Apparel	Apparel
Vest	Apparel
Work Shirt	Apparel
Zip-up Hoodie	Apparel
Book - Music	Music
Cassette	Music
CD	Music
Deluxe	Music
Download Card	Music
DVD	Music
Other Music	Music
Single	Music
Unspecified Music	Music
Vinyl	Music
Accessories	Other
Arm Sleeve	Other
Auto Accessory	Other
Bag	Other
Ball	Other
Bandana	Other
Banner	Other
Batteries	Other
Beach Ball	Other
Beach Towel	Other
Blanket	Other
Bobbleheads	Other
Book	Other
Bottle Opener	Other
Bracelet	Other
Bundle	Other
Button	Other
Buttons	Other
Candy	Other
Coin	Other
Collectible	Other
Comb	Other
Cosmetics	Other
Costume	Other
Cups	Other
Decal	Other

Type	Category
Drinkware/Cups	Other
Drum Sticks	Other
Eyewear	Other
Fan	Other
Flag	Other
Foam Finger	Other
Foot Wear	Other
Football	Other
Globe	Other
Glow	Other
Glow Stick	Other
Golf	Other
Golf Balls	Other
Guitar	Other
Guitar Pick	Other
Hair Bow	Other
HairTie	Other
Hat - Other	Other
Headbands	Other
Helmet	Other
iPhone Case	Other
Jewelry	Other
Keychain	Other
Koozie	Other
Lanyard	Other
LED	Other
License Plate	Other
License Plate Frame	Other
Lighter	Other
Lights	Other
Logo Chain	Other
Luggage Tag	Other
Magazine	Other
Magnet	Other
Medicine	Other
Mint	Other
Necklace	Other
NeckTie	Other
Ornament	Other
Other	Other

Type	Category
Patch	Other
Pen	Other
Pencil Set	Other
Pennant	Other
Photo Frame	Other
Photograph	Other
Pillowcase	Other
Pin	Other
Plush	Other
Poker	Other
Postcards	Other
Poster	Other
Program	Other
Puck	Other
Rolling Papers	Other
Scarf	Other
Shoe Laces	Other
Shot Glass	Other
Sign	Other
Skateboard	Other
Spoon	Other
Stickers	Other
Stuffed Toys	Other
Sunglasses	Other
Tag	Other
Tea	Other
Tea Towel	Other
Title Belt	Other
Tobacco	Other
Toiletries	Other
Towel	Other
Toy	Other
Trading Card Deck	Other
Trading Card Pack	Other
Transfer	Other
Trophy	Other
Umbrella	Other
Unspecified Other	Other
Water Bottle	Other
Wristband	Other

Appendix B - Color Options

Color	Color
Ash	Purple
Baby Blue	Red
Black	Royal Blue
Black/White	Safety Green
Blue	Safety Orange
Bronze	Sand
Brown	Silver
Camo	Tan
Cardinal	Tie Dye
Charcoal	Turquoise
Clear	Vintage Black
Coal	Vintage Navy
Cream	Vintage Red
Denim	Vintage White
Forest Green	White
Gold	Yellow
Green	
Grey	
Heather Blue	
Heather Charcoal	
Heather Grey	
Heather Purple	
Hot Pink	
Iris Blue	
Kelly Green	
Khaki	
Light Blue	
Lilac	
Lime Green	
Maroon	
Mint Green	
Multi	
Mustard	
Natural	
Navy	
Neon	
No Color	
Olive	
Orange	
Pink	

Appendix C - Size Options

Adult	One Size	Shoes	Youth
2XL	No-Size	1	YM
3XL	One-Size	1.5	Youth
4XL		2	YS
5XL	Other	2.5	YXL
6XL		3	YXS
L	28	3.5	
L/XL	30	4	
M	32	4.5	
M/L	33	5	
Not Set	34	5.5	
S	36	6	
S/M	38	6.5	
XL	40	7	
XL/2XL	42	7.5	
XS	44	8	
XXS	46	8.5	
	48	9	
	50	9.5	
Infant	52	10	
10T	54	10.5	
12/18M	56	11	
12M	58	11.5	
12T	60	12	
14T	5"	12.5	
18/24M	6 1/2	13	
18M	6 3/4	13.5	
24M	6 3/8	14	
2T	6 5/8	15	
3/6M	6 7/8		
3M	7 1/2		
3T	7 1/4		Youth
4T	7 1/8	10/12	
5T	7 3/4	12/14	
5T-6T	7 3/8	14/16	
6/12M	7 5/8	18/20	
6/9M	7 7/8	4/5	
6M	8 1/4	5/6	
6T	Other	6/7	
7T		7/8	
8T		9/11	
NB		YL	

atVenu Support

Please contact us if you need additional support at:

support@atVenu.com