



relevant ecommerce™

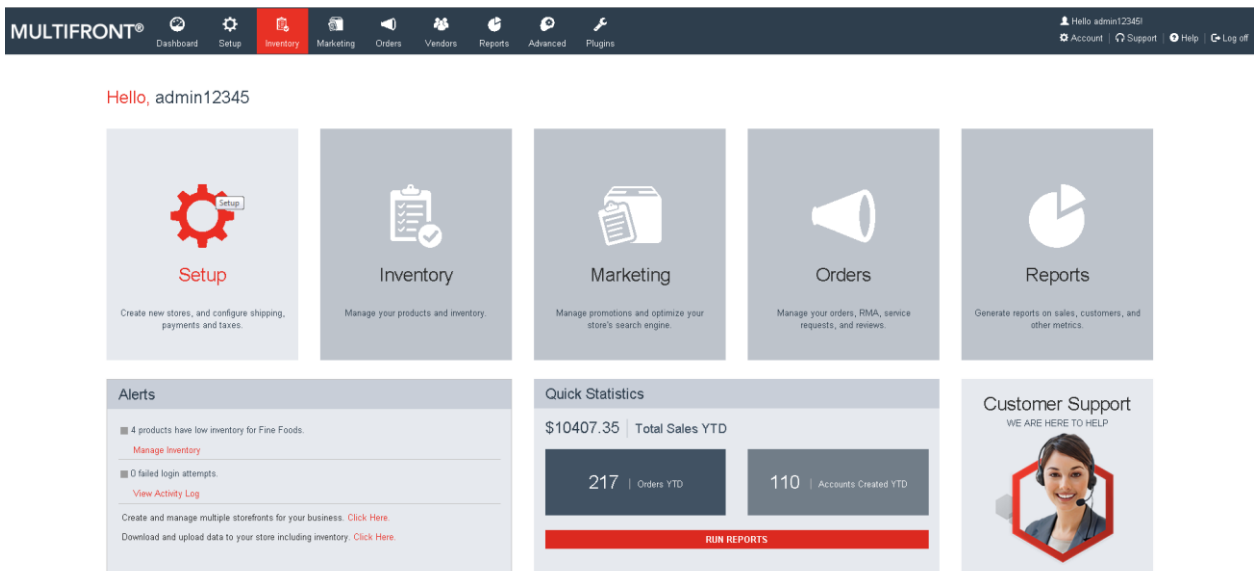
ZNODE MULTIFRONT IMPORT/EXPORT USER GUIDE

April 2016

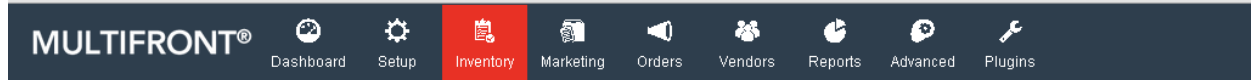
Import/Export User Guide

1) How to Export Inventory:

- Log into Multifront and select the **Inventory** icon/link.



- Click on the Import/Export Data link.



Inventory

- Products**
Manage products and inventory in your store.
- Import/Export Data**
Download and upload bulk data including inventory, products, tags, and more.

Reference Types

- Brands**
Manage a reference list of manufacturers or brands for products in your catalog.
- Product Types**
Product types are used to group products with similar characteristics and assign special behavior for those products. For example, you could automatically assign "color" and "size" attributes for product type of "apparel".
- Attribute Types**
Manage product attribute types such as "size", "color", etc.
- Add-Ons Types**
Add-Ons are product options that the user can select during checkout. For example, "Gift Wrap", etc.
- Highlights**
Create highlights that apply to multiple products. For Example: "Certified Organic", etc.

- Click on Export Inventory link.



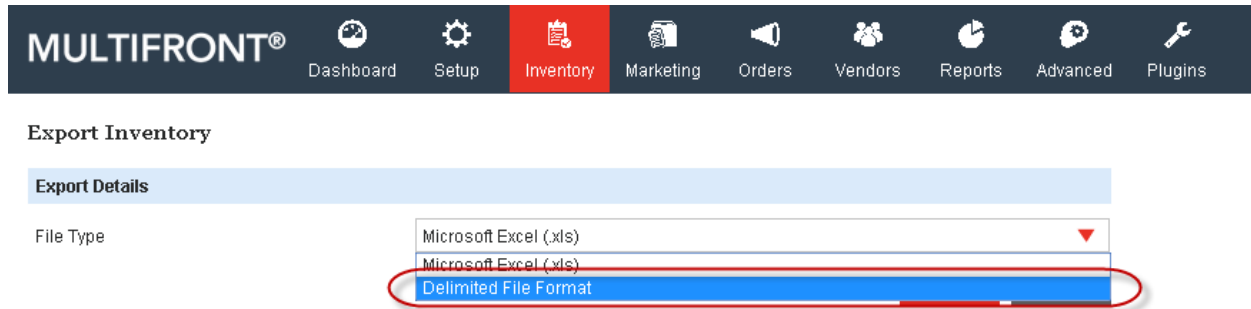
Export

- Export Inventory**
Exporting the inventory will export the following columns: SKU, QuantityOnHand, ReOrderLevel.
- Export Pricing**
Exporting the pricing will export the following columns: ProductID, SKUID, AddOnValueId, Name, ProductNum, Sku, RetailPrice, SalePrice, WholesalePrice.
- Export Products**
Exporting the products will export the following columns: ProductID, SKUID, QuantityOnHand, Name, ShortDescription, Description, FeaturesDesc, ProductNum, ProductTypeID, RetailPrice etc.
- Export Attributes**
Exporting the attributes will export the following columns: AttributeId, AttributeTypeId, Name, ExternalId, DisplayOrder, IsActive, OldAttributeId.
- Export SKUs**
Exporting the SKUs will export the following columns: SKUID, ProductID, SKU, SupplierID, Note, WeightAdditional, SKUPicturePath, ImageAltTag, DisplayOrder, RetailPriceOverride, SalePriceOverride etc.
- Export Facets**
Exporting the facets will export the following columns: FacetGroupLabel, ControlType, CatalogID, DisplayOrder, FacetName, FacetDisplayOrder, IconPath, ProductID, CategoryID, CategoryDisplayOrder.
- Export Shipping Status**
Exporting the shipping status will export the following columns: OrderID, ShipDate, TrackingNumber.

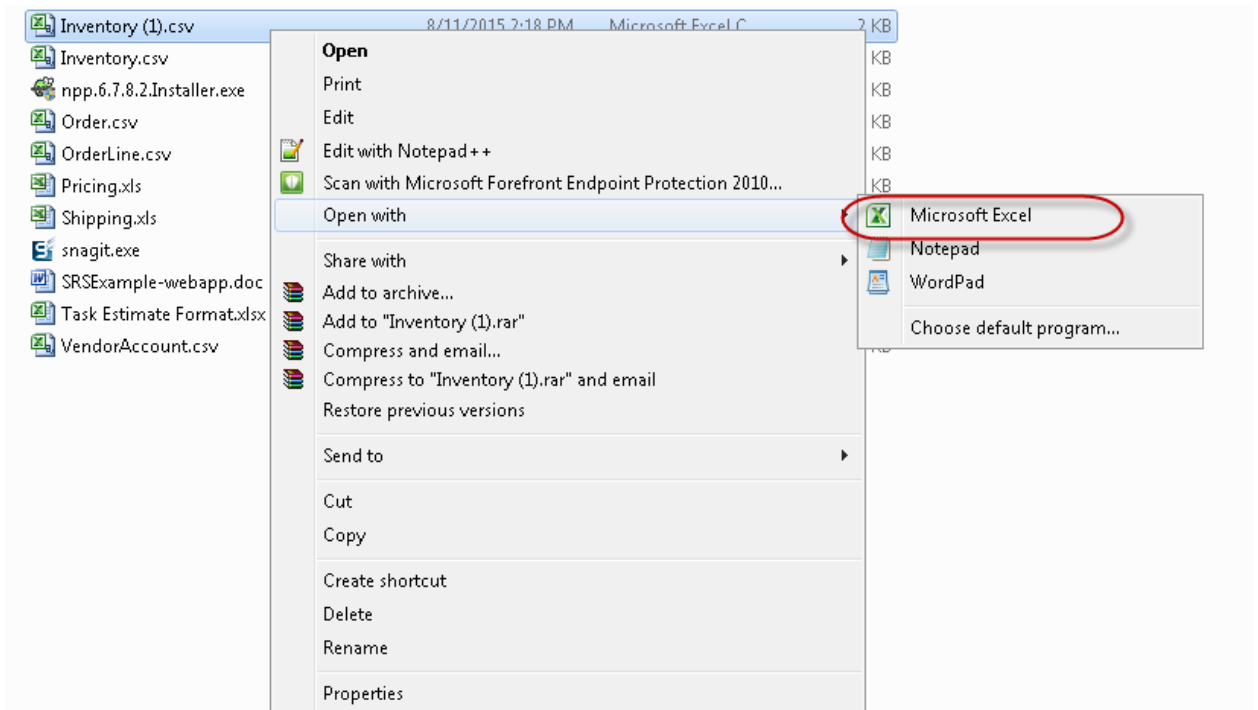
Import

- Download the appropriate file, modify it and then upload to your store.
- Import Inventory**
Importing the inventory will import the following columns: SKU, QuantityOnHand, ReOrderLevel.
 - Import Pricing**
Importing the pricing will import the following columns: ProductID, SKUID, AddOnValueId, Name, ProductNum, Sku, RetailPrice, SalePrice, WholesalePrice.
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 - Import Shipping Status**

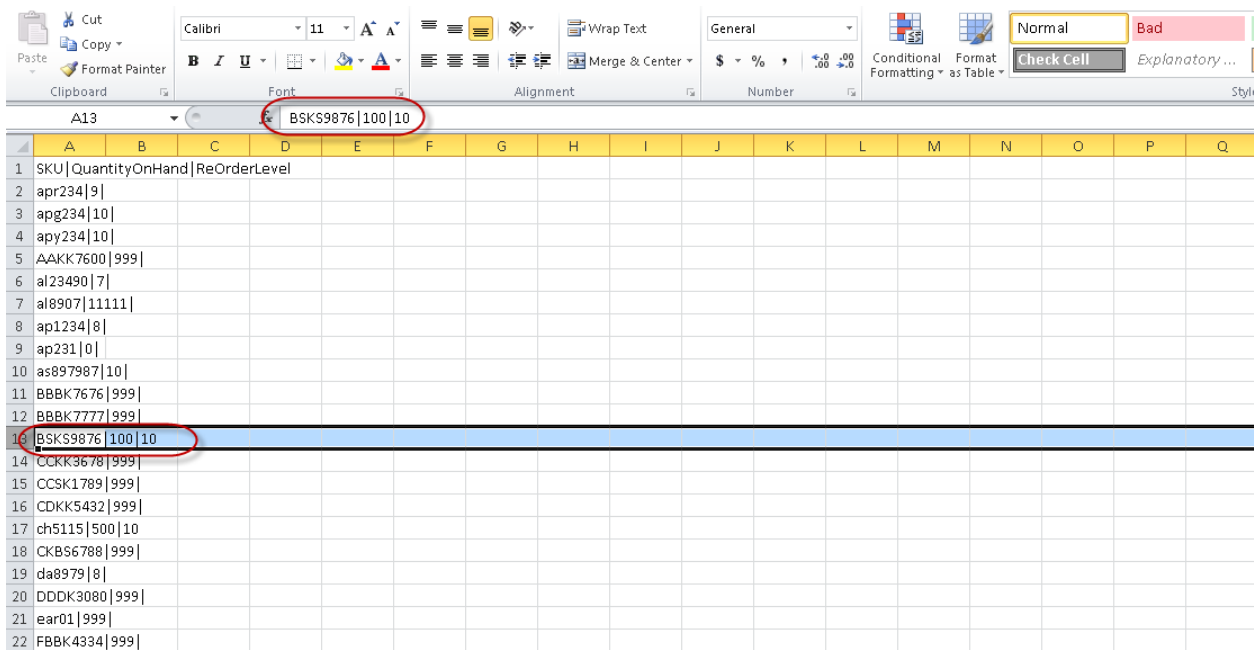
- Select the 'Delimited File Format' from File Type dropdown and hit the Save button.



- Open the downloaded file (having .csv extension) with Microsoft Excel.



- Here, as shown in the snapshot select the desired SKU of the product and update the 'Quantity On Hand' and 'Reorder Level' and save the excel file.



2) How to Import Inventory:


- Now, click on the Import Inventory link under Inventory section.

The screenshot shows the MULTIFRONT admin dashboard. The top navigation bar includes: Dashboard, Setup, **Inventory**, Marketing, Orders, Vendors, Reports, Advanced, and Plugins. The user is logged in as 'admin12345'. The main content area is split into two columns: 'Export' and 'Import'. In the 'Import' column, the 'Import Inventory' link is circled in red. Below the navigation bar, the 'Export' section lists options like 'Export Inventory', 'Export Pricing', 'Export Products', 'Export Attributes', 'Export SKUs', and 'Export Facets'. The 'Import' section lists corresponding options: 'Import Inventory', 'Import Pricing', 'Import Products', 'Import Attributes', 'Import SKUs', and 'Import Facets'. Each option includes a brief description of the data columns that will be imported or exported.

- Upload the saved Excel file by clicking on the Upload button and click on Preview. Check the updated SKU, Quantity on Hand and Reorder Level in the Preview list.

Import Inventory

Download

Download Sample Excel Link 

Import File

Select File * **UPLOAD**

Inventory (1).csv

PREVIEW **SAVE** **CANCEL**

SKU	QuantityOnHand	ReOrderLevel
apr234	9	
apg234	10	
apy234	10	
AAK47600	999	
al23490	7	
al8907	11111	
ap1234	8	
ap231	0	
as897987	10	
BBBK7676	999	
BBBK7777	999	
BSK39876	100	10
CCK33678	999	


- Click on the Save button.

MULTIFRONT® Dashboard Setup **Inventory** Marketing Orders Vendors Reports Advanced Plugins

Hello admin12345 Account Support Help Log off

Data has been imported successfully.

Download

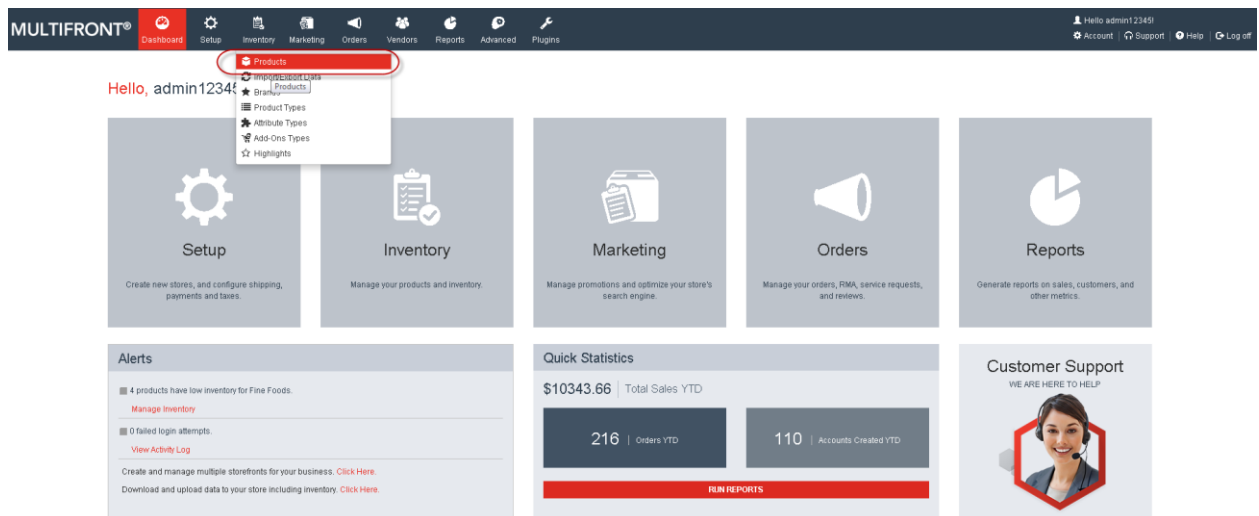
Download Sample Excel Link 

Import File

Select File * **UPLOAD**

PREVIEW **SAVE** **CANCEL**

- Now, click on Products under the Inventory link.



- Search for the SKU for which the changes were made and verify the 'Quantity On Hand' and the 'Reorder Level'.

