



BigCommerce Guide - Contents

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1. Adding Products

1.1 Bulk Add Using CSV

Adding products using a CSV template helps you to bulk add products and save time. Please download the template for uploads [here](#) or if you use your own sheet make sure that all uploads are in CSV format. In order to make your product upload flow smoothly please make sure that you have the following information which is compulsory:

Field	Description	Format / Additional Information
Product ID	The system-generated product identifier; cannot be created manually	This field is required for updates, but must be left blank for creating new products.
Product Name	The name of your product; no two can be the same	Please make sure spelling errors don't result in double entries.
Product Type	Defines whether the item is physical or digital (downloadable)	Type in P for physical products, and D for downloadable products.
Product Code/SKU	Stock-keeping unit number you use for inventory	This field is alphanumeric. (a-z, 0-9)
Price	Your product's base price	Use numbers only, but no units such as MVR
Product Weight	Product weight (physical only)	Use numbers only; no units such as kg
Allow Purchases?	Allows the product to be purchased from your store	Type in Y to allow the product to be purchased or pre-ordered, or N to indicate that the product cannot be purchased or pre-ordered on the storefront.
Track Inventory	Enable or disable inventory tracking on the product. If enabled, track by option or by product	Type in none to disable inventory tracking entirely, by product to track inventory on the product level, or by option to track inventory by SKU.
Category	Categories and sub categories applied to product	Use the format Category1; Category2/Subcategory1;Category2/Subcategory2 (Eg: Shop All;Sanitaryware & Bathroom /Bathtubs).

Additionally the BigCommerce bulk add lets you add a lot of information about your product. You can find a comprehensive breakdown of all your options [here](#). Next, you need to have your product images ready (possibly named appropriately so that it's easy for you to identify the pictures when you are required to reference them later).

1.2 Bulk Add Images

If you wish to bulk add products, you need to upload the product images to your BigCommerce store database so that you can reference those files correctly in the CSV. In order to make the process run smoothly please create a folder of your project images and name the images accordingly so that it is easier for you to reference them later.

BigCommerce integrates the use of an FTP client called CyberDuck that you can use on both [windows](#) and [mac](#). Download and install the client and then download your personal CyberDuck bookmark by heading to:

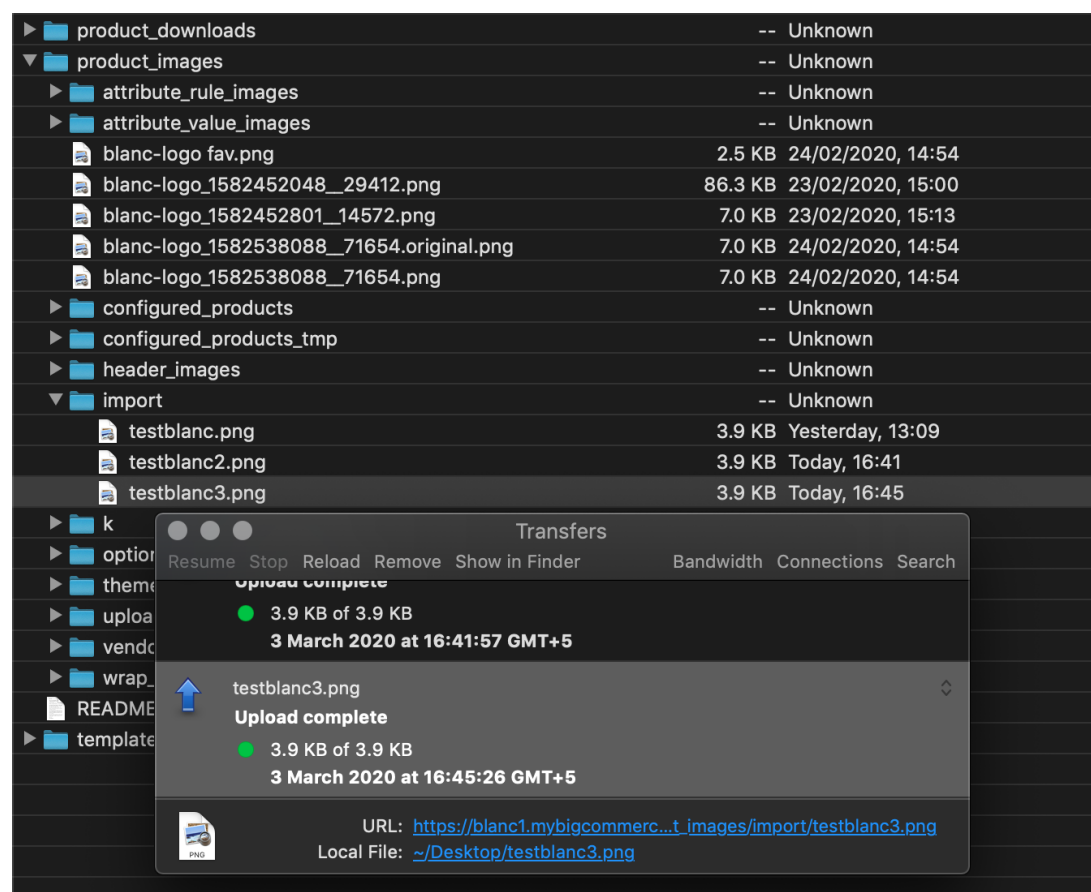
BigCommerce Dashboard → Server Settings → CyberDuck Connection File

This is also where you will find your WebDAV password. Once you download the file, open it and your CyberDuck application should open and prompt for the WebDAV password.

To add your files, navigate to the following file location from CyberDuck:

Product_images → import

Drag and drop all the images you wish to add into the import folder.



Now you can add the name of the image with its file extension to the appropriate column (Eg: You can write testblanc3.png in the Product Image File - 1 column and a matching description in the Product Image Description - 1 column and it will show up as the first image for that product. If you have multiple images you would additionally need to write 'Y' for the image that you want as the product thumbnail in the).

1.3 Import the CSV

Once your file is ready, please head to the following link to upload your CSV:

BigCommerce Dashboard → Products → Import

Select 'choose file' and the CSV file created by you. If you are using this [template](#), make sure that the check boxes for 'detect product categories from CSV file', 'ignore blank values during import' and 'file contains headers' are selected. BigCommerce will then auto detect the correct columns and you won't have to edit the page that follows where you set where the data is picked up from. If you use your own CSV sheet please select the right headers and then click 'next' and 'import'. You will get a summary of any errors or if your products were imported successfully. You can then click 'view imported products' to check if your products were imported correctly.