

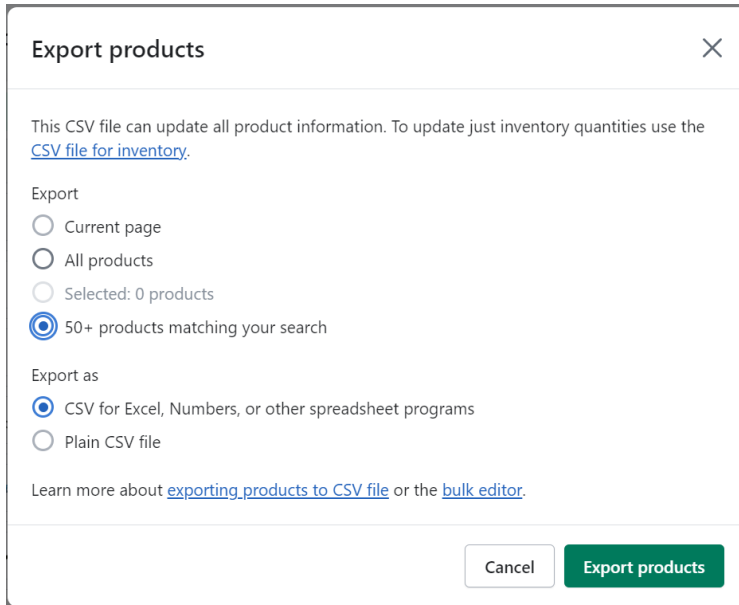
VM3COP27.54 How to export/import products into Shopify

Website: viamed.online/admin

1. Go to the above URL and click Products from the left hand menu.

Export all “Active” products from Shopify as “CSV for Excel, Numbers, or other spreadsheet programs”. Make sure you select the “matching your search” button.

Active ▼



Export products ✕

This CSV file can update all product information. To update just inventory quantities use the [CSV file for inventory](#).

Export

- ☐ Current page
- ☐ All products
- ☐ Selected: 0 products
- ☒ 50+ products matching your search

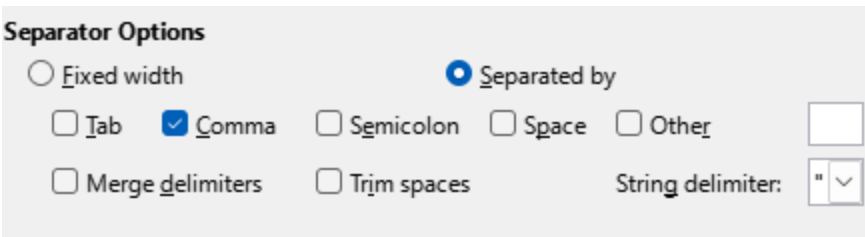
Export as

- ☒ CSV for Excel, Numbers, or other spreadsheet programs
- ☐ Plain CSV file

Learn more about [exporting products to CSV file](#) or the [bulk editor](#).

Cancel Export products

2. Download file from email and upload to the auto issue received.
Name upload as “viamed.online original download *date backwards*”
3. Open the file in LibreCalc – using the following settings:



Separator Options

☐ Fixed width ☒ Separated by

☐ Tab ☒ Comma ☐ Semicolon ☐ Space ☐ Other

☐ Merge delimiters ☐ Trim spaces String delimiter: " ▼

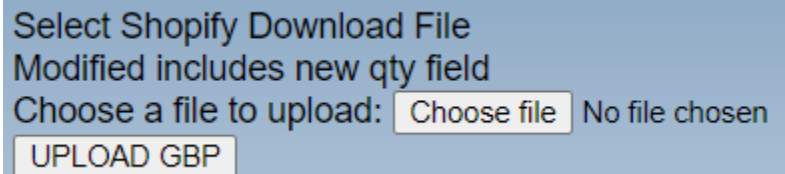
4. Save a copy as “products_export_viamed.csv” (as you’ll need the original file to reimport).
5. Empty columns by deleting data contents:
Column C (Body (HTML))
Column Z (Image Src)
Column AE (SEO Description)
Column AQ (Variant Image)
and save.

6. In Intrastats, go to Sales – Shopify – Shopify Re-Price Stock and Select Host Company

7. **GBP Pricing:**

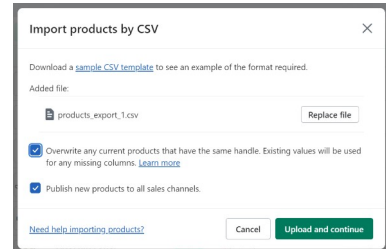
Choose the amended file and click UPLOAD GBP.

This immediately downloads Viamed_shopify_prices.csv



8. Open the file downloaded from Intrastats (Viamed_shopify_prices_gbp.csv)
9. Delete column B of the Intrastats downloaded file Viamed_shopify_prices_gbp.csv
10. Re-open products_export_1.csv and copy column A and paste into column G of Viamed_shopify_prices_gbp.csv
11. In H2 insert formula “=if(A2=G2,0,1)”
12. Drag formula to fill column H
13. Highlight the full spreadsheet and apply AutoFilters and click yes that the first line is a column header. 
14. Review the filter for column H by clicking the arrow at the top of the column. The column should only contain zeros.
This will determine if the columns will line up when you paste text into the main spreadsheet.
15. Filter column C to remove the (empty) fields.
Filter column D to **only** show (empty) fields.
16. Review all active products and make sure they contain a price (multiple products listed in the part number). Review any missing prices and add if required.
17. Products such as OEM boards and OEM modules require a 0 qty.
Review the quantities field in column E at the same time, as the system will not automatically add these to the spreadsheet.
Please make sure that if you are adding quantities for a line with multiple parts included that you check all parts before adding a qty. You will also need to take into account the item listed individually. Unless “WHILST STOCKS LAST” only include 10% of available quantity but take back orders into account.
18. Filter column F (“Superseded”) and review for superseded and discontinued references. Inform marketing/website administrator of any occurrences. Preferably via an issue.
19. Remove all filters.

20. Copy Column D – Variant Price and paste into column U in the original file from Shopify, products_export_1.csv
21. Copy Column E – Variant Inventory Qty and paste into column R in the original file products_export_1.csv
22. Save file and import back into Shopify.
Click checkbox next to: “Overwrite any current products that have the same handle. Existing values will be used for any missing columns.”
Click Upload and Continue
23. Once file shows a preview, click import products.
24. An email will be sent to confirm any errors when uploading the file. Please review before moving on.

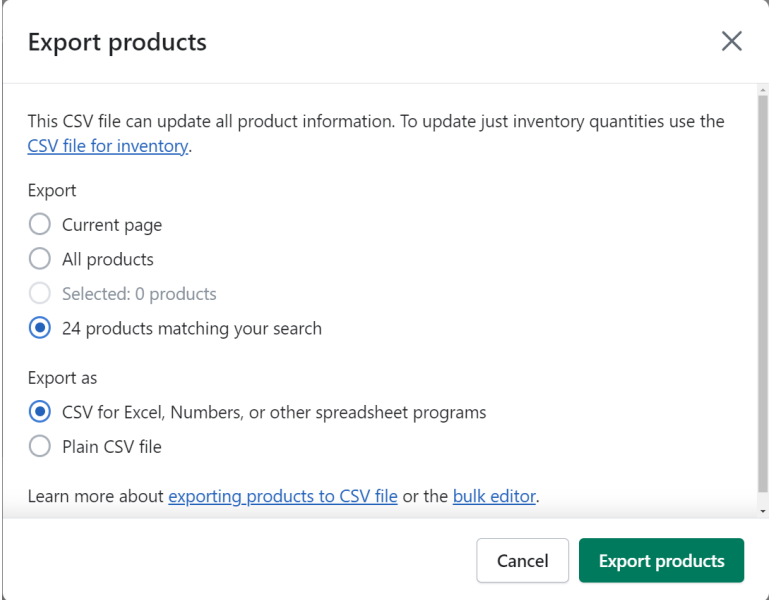


Website: automotive.viamed.co.uk/admin

1. Go to the above URL and click Products from the left hand menu.

Active ▾

Export all “Active” products from Shopify as “CSV for Excel, Numbers, or other spreadsheet programs”. Make sure you select the “matching your search” button.



Export products

This CSV file can update all product information. To update just inventory quantities use the [CSV file for inventory](#).

Export

☐ Current page

☐ All products

☐ Selected: 0 products

☒ 24 products matching your search

Export as

☒ CSV for Excel, Numbers, or other spreadsheet programs

☐ Plain CSV file

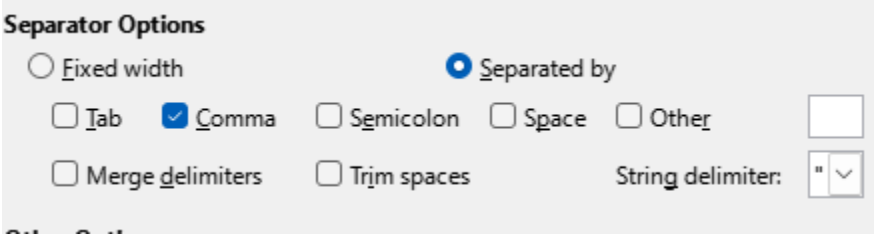
Learn more about [exporting products to CSV file](#) or the [bulk editor](#).

Cancel Export products

2. Download file from email and upload to the auto issue received.

Name upload as “automotive.viamed.co.uk original download *date backwards*”

3. Open in LibreCalc – using the following settings:



Separator Options

☐ Fixed width ☒ Separated by

☐ Tab ☒ Comma ☐ Semicolon ☐ Space ☐ Other

☐ Merge delimiters ☐ Trim spaces String delimiter: " ▾

4. Save a copy as “products_export_automotive.csv”, as you’ll need the original file to reimport.

5. Empty columns by deleting data contents:

Column C (Body (HTML))

Column Z (Image Src)

Column AE (SEO Description)

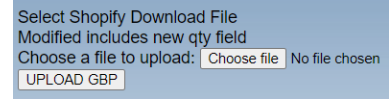
Column AQ (Variant Image)

and save.

6. In Intrastats go to Sales – Shopify – Shopify Re-Price Stock and Select Host Company

7. **GBP Pricing:**

Choose file products_export_automotive.csv and click
UPLOAD GBP.



This immediately downloads Viamed_shopify_prices_gbp.csv

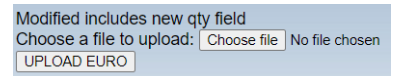
8. Open the file downloaded from Intrastats (Viamed_shopify_prices_gbp.csv)
9. Delete column B of the Intrastats downloaded file Viamed_shopify_prices_gbp.csv
10. Re-open products_export_1.csv and copy column A and paste into column G of Viamed_shopify_prices_gbp.csv
11. In H2 insert formula “=if(A2=G2,0,1)”
12. Drag formula to fill column H
13. Highlight the full spreadsheet and apply AutoFilters and click yes that the first line is a column header. 
14. Review the filter for column H by clicking the arrow at the top of the column. The column should only contain zeros. This will determine if the columns will line up when you paste text into the main spreadsheet.

15. **EUR Pricing:**

Choose file products_export_automotive.csv and click UPLOAD EURO.

This immediately downloads Viamed_shopify_prices_euro.csv

Copy column D and paste into column I – this is the Euro price.



16. Apply filters to the whole sheet.
Filter column C to remove the (empty) fields. Filter column D to only show (empty) fields.
17. Review all active products and make sure they contain a price (this is when there are products plus an accessory listed in the part number). Review any missing prices and add if required.
18. Repeat steps 14-15 for column I
19. Review the quantities field in column E at the same time, as the system will not automatically add these to the spreadsheet.
Please make sure that if you are adding quantities for a line with multiple parts included that you check all parts before adding a qty. You will also need to take into account the item listed individually. Unless “WHILST STOCKS LAST” only include 10% of available quantity and take back orders into account.
20. Filter column F (“Superseded”) and review for superseded and discontinued references. Inform marketing/website administrator of any occurrences. Preferably via an issue.
21. Remove all filters.

22. Copy Column D – Variant Price and paste into column U in original file from Shopify products_export_1.csv

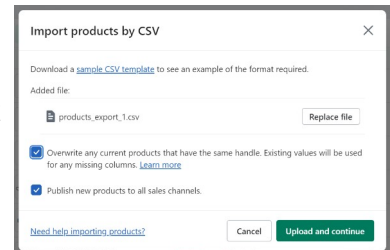
23. Copy Column E – Variant Inventory Qty and paste into column R in original file from Shopify products_export_1.csv

24. Copy Column I – Price / EURO End User (France Germany) into column AW in products_export_1.csv

25. Save file and import back into Shopify.

Click checkbox next to: “Overwrite any current products that have the same handle. Existing values will be used for any missing columns.”

Click Upload and Continue



26. Once file shows a preview, click import products.

27. An email will be sent to confirm any errors when uploading the file. Please review before closing job.