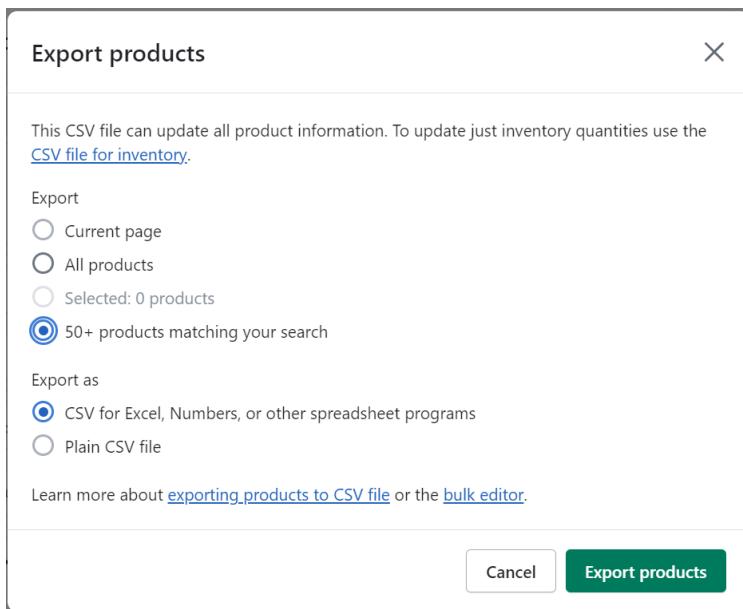


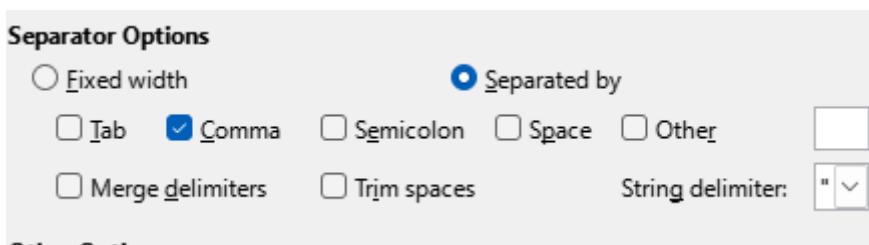
## **VM3COP27.54 How to export/import products into Shopify**

### **Website: viamed.online/admin**

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



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



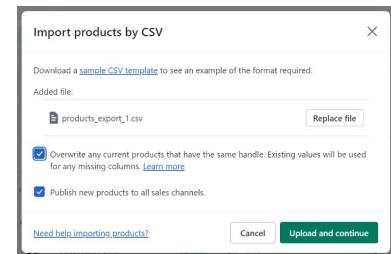
4. Save a copy as “products\_export\_viamed.csv”, as you’ll need the original file to reimport.
5. Empty columns by deleting data contents:
  - Column C (Body (HTML))
  - Column Z (Image Src)
  - Column AE (SEO Description)
  - Column AQ (Variant Image)and save.

6. Open Sales – Shopify – Shopify Re-Price Stock and Select Host Company
7. Dependant on currency required (viamed.online only uses GBP, automotive.viamed.co.uk requires both exports – see end of file for further information on exporting/importing to that website).  
Choose file and click UPLOAD GBP.
8. Open the file downloaded from Intrastats (Viamed\_shopify\_prices.csv)
9. Delete column B of the Intrastats downloaded file Viamed\_shopify\_prices.csv
10. Re-open products\_export\_1.csv and copy column A and paste into column G of Viamed\_shopify\_prices.csv
11. Rename column E as “Variant Inventory Qty”
12. In H2 insert formula “=if(A2=G2,0,1)”
13. Drag formula to fill column H
14. Highlight the full spreadsheet and apply AutoFilters and click yes that the first line is a column header.
15. 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 is the columns will line up when you paste text into the main spreadsheet.
16. Filter column C to remove the (empty) fields. Filter column D to only show (empty) fields.
17. Review all active products contain a price (this will not be so when we have products plus an accessory). Review any missing prices and add if required.
18. Products such as OEM boards and OEM modules require a 0.  
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.*
19. Remove filters from columns C and D.
20. Filter Column C to only show (empty) fields.
21. Remove all numbers included in column E as quantities can not be uploaded to lines without part number.
22. Remove all filters.
23. Copy Column D – Variant Price and paste into column U in products\_export\_1.csv
24. Copy Column E – Variant Inventory Qty and paste into column R 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

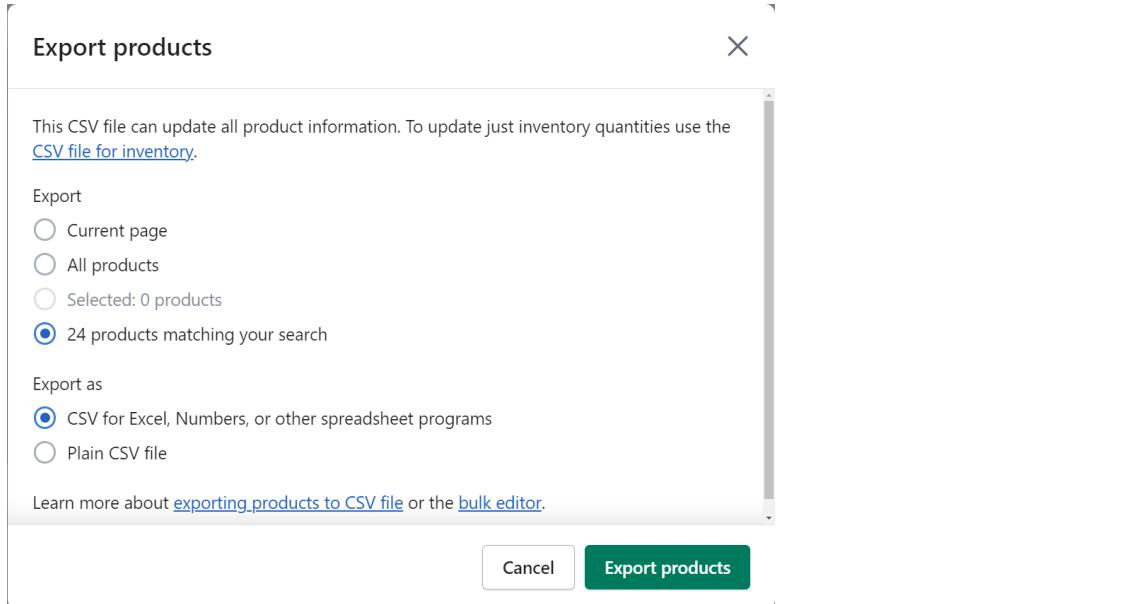


26. Once file shows a preview, click import products.

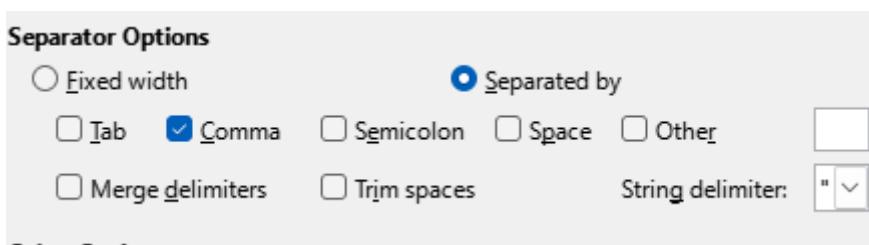
27. An email will be sent to confirm any errors when uploading the file. Please review before closing job.

## Website: automotive.viamed.co.uk/admin

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



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:



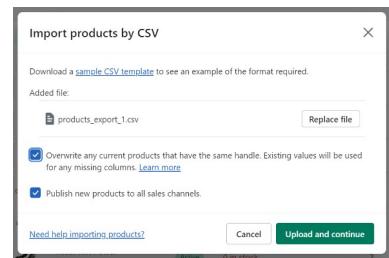
4. Save a copy as “products\_export\_automotive.csv”, as you’ll need the original file to reimport.
5. Empty columns by deleting data contents:  
Column C (Body (HTML))  
Column Z (Image Src)  
Column AE (SEO Description)  
Column AQ (Variant Image)  
and save.
6. Open Sales – Shopify – Shopify Re-Price Stock and Select Host Company
7. GBP Pricing:  
Choose file products\_export\_automotive.csv and click UPLOAD GBP.

8. Open the file downloaded from Intrastats (Viamed\_shopify\_prices.csv)
9. Delete column B of the Intrastats downloaded file Viamed\_shopify\_prices.csv
10. Re-open products\_export\_1.csv and copy column A and paste into column G of Viamed\_shopify\_prices.csv
11. Rename column E as "Variant Inventory Qty"
12. In H2 insert formula "=if(A2=G2,0,1)"
13. Drag formula to fill column H
14. Highlight the full spreadsheet and apply AutoFilters and click yes that the first line is a column header.
15. 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.
16. EUR Pricing:  
Choose file products\_export\_automotive.csv and click UPLOAD EURO.  
Open file Viamed\_shopify\_prices (1).csv  
Copy column D and paste into column I – this is the Euro price. Rename the column "Price / EURO End User (France Germany)"
17. Filter column C to remove the (empty) fields. Filter column D to only show (empty) fields.
18. Review all active products contain a price (this will not be so when we have products plus an accessory). Review any missing prices and add if required.
19. Repeat steps 17-18 for column I
20. 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.*
21. Remove filters from columns C and D.
22. Filter Column C to only show (empty) fields.
23. Remove all numbers included in column E as quantities can not be uploaded to lines without part number.
24. Remove all filters.
25. Copy Column D – Variant Price and paste into column U in products\_export\_1.csv
26. Copy Column E – Variant Inventory Qty and paste into column R in products\_export\_1.csv
27. Copy Column I – Price / EURO End User (France Germany) into column AW in products\_export\_1.csv

28. 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



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

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