

Import or update products from a spreadsheet

Add many products at once from a spreadsheet file, or change prices and details in bulk by exporting, editing and importing again.

Add-on [Online store](#)

A spreadsheet is the quickest way to add dozens of products, or to change lots of prices at once. Your store reads files saved as CSV, which any spreadsheet program can make.

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

Before you start

- One import can hold up to 500 products. Each size or color version counts toward that number.
- Every product needs a **title** and a **price**. Titles must be different from each other.
- To get the right columns, start from the store's own sample file (step 2 below).
- Save the file as CSV. In Google Sheets, click **File**, then **Download**, then **Comma-separated values (.csv, current sheet)**. If your product names use accents or other non-English characters, don't open the file in Excel, since it can cause problems.

Add new products

1. Log in to your site editor. In the side panel, click **Store**, then **Catalog**, then **Product Catalog**.
2. Click **Import**, choose where the file comes from in **Select your CSV origin**, then click **Download CSV Template**.
3. Fill in the sample file, one product per row, and save it as CSV.
4. Click **Import**, choose the origin again, then click **Upload your CSV** and choose your file. The file can be up to 20 MB. If the file looks greyed out, it likely wasn't saved as CSV.
5. The store shows how many products it found. If the number is right, click **Import Products**. If not, click **Re-Upload CSV File** and choose the file again.
6. If there's an error, click **Download CSV Error Report**, fix what it lists, then click **Re-Upload CSV File**.
7. Click **See Product Catalog** to look over your new products.

Update products you already have

1. In the **Product Catalog**, click **Export** and open the file.
2. Change the details you want. Leave the **url-handle** column alone: it identifies each product, and a changed one creates a new product. The product type can't be changed in a spreadsheet either.
3. Save as CSV. In the **Product Catalog**, click **Import** and upload the file.
4. Check the number of updated products. If it's right, tick **Update existing products**. If not, fix the file and click **Re-Upload CSV File**.
5. If there's an error, use **Download CSV Error Report**, fix the file and upload it again.
6. Click **See Product Catalog** to check the changes.

If you edit sizes and colors, the **field-type** cell must say product or variant, spelled correctly. The word product must be lowercase, or the import fails.

Tips

- Prices go in as plain numbers, with no currency symbol.
- Try a small file of three or four products first.
- Short on time? Email us your spreadsheet and we'll tidy it and load it.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want us to do the import? Email your business name and the spreadsheet, and we'll take care of it. We reply within one business day.

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