**Product name**

Name all your products. All product names needs to be unique (note: if you integrate towards an ERP system be certain that the product names match).

**Item number**

Fill in item numbers for your products. If you already have a structure for item numbers follow this. Item numbers and product names should be unique for all products as these tie the SKU’s for each product together.

**SKU**

Put in SKU for all variants. Be sure that all SKU’s are unique for each variant.

**Top category**

As a minimum all products needs a top category. A top category is a category that can be used to tie together other (sub) categories.

**Sub categories** (*optional*)

Sub categories are not mandatory for products, but if you use a two level structure (e.g. Women → Skirts) then fill out sub categories as well. Sub categories can be used to tie together categories that belong to the same top category. More than one sub category can be filled in. If more than one sub category is filled in use comma (,) as a separator and no space between them.

**Collection** (*optional*)

If you use collections then you could fill out this. You can easily import products from multiple collections at a time but a product can only belong to one collection.

**Attribute (e.g. color, size, etc.)**

Use one column for each attribute that your products have whether that be color, size, styling, weight, etc.. Note that all products has to have at least one attribute.

**Sales price (currency 1, 2, etc.)**

For every currency your products are sold in have a Sales price column and make sure to make it clear which currency each column is for. There needs to be at least **one** Sales price.

**Rec. sales price (currency 1, 2, etc.)**

If you want recommended sales price on your products in Traede as well fill out a Rec. sales price column for each of the currencies that your products are sold in and make sure to make it clear which currence each column is for.

**Description** (*optional*)

If you have product descriptions for your products these can be imported directly to Traede. Beware that styling might change a bit and therefore have to be changed in Traede afterwards.

**EAN** (*optional*)

EAN codes (sometimes referred to as bar codes) can be plotted into this column if you already have existing EAN codes on your products. Otherwise Traede can help to generate these for you after the products have been created so far as you might need them.

**Tariff code** (*optional*)

If you use tariff codes in regards to import/export of your products you can choose to fill out this column for the products in question.

**Country of Origin** (*optional*)

If you want country of origin on your products in Traede then use the correct two character country code in this column.

**Product code** (*optional*)

Product codes (Universal Product Codes, sometimes referred to as bar codes) can be imported into Traede - just put them in here if you use them.

**Quantity** (*optional*)

If you need stock count on your products you can fill in actual stock count here so we can import it to the platform.

**Colli** (*optional*)

If a product is sold in colli as well (e.g. 6/box) then type in the colli amount here. If more than one colli size is sold use “**,**” (comma) as a separator and no space between them.