

Product Import Guidelines

The template to import products can be found from the following link

<https://pos.islebooks.mv/import-products>

To import products, fill the template and upload in the same page.

Details Of Columns

1. Product Name- Name of the product. This field is required.
2. Brand- Name of the brand. It's optional. You can skip if you don't want to sort products by brand.
3. Unit- Name of the base unit used for product, ex. Pieces, Kg.
Don't forget to add the unit in [products- units](#) if you are using a unit not in the system yet.
4. Category- Product Category Column. Optional but recommended. It will be automatically created in system once you add a category name here, no need to do it manually.
5. Subcategory- Category behind category. For example, if Fruits and vegetables is a category, you can make fruits as a subcategory of fruits and vegetables. This field is optional.
6. SKU- This is item code or bar code.
7. Bar Code Type- If you are going to use your own barcodes or going to scan product bar codes into SKU field from products, skip this. This field is intended to allow automatic generation of bar codes.
8. Manage Stock? - 1 if yes. 0 if no. You can manage stock for items that run out of stock like physical items. You don't need to manage stock if it's a service most often.
9. Alert quantity- which quantity for the product the system considers to be low stock.
10. Product expiry period- In numbers. If 30 days. Enter 30
11. Expiry Period Unit- Enter days if previous column is entered in days. Enter months if previous column was entered in months.
12. Applicable Tax- Name of the Tax applicable for item, example, GST, Zero Rated. Don't forget to add 2 taxes, one for 8% and one for 0% if you haven't already by following this link.
<https://pos.islebooks.mv/tax-rates>
13. Selling Price Tax Type- "inclusive" if the prices you are going to enter in this sheet will be GST included. The word "exclusive" if the price you are going to enter in sheet will be excluding taxes.
14. Product Type- Single or variable
15. Variation Name: Skip if single. If variable it will be something like this. Size and Colour
16. Variation Values: Name of the variations separated by |
e.g. Red-13 | Blue-13 | Green-13 | Yellow-13
Skip if single

17. Variation SKUS- Can skip if you want to generate auto or if the product type is single.
18. Purchase Price Including Tax- If the product type is single, enter purchase price of the product inclusive of tax. If product type is variable, enter price of all variation values. For example, in step 16, we have 4 values. So, we will need to enter purchase price of all variants in order separated like this 40|41|40|39
19. Purchase Price excluding tax. The procedure and instructions are the same as the previous step except that you have to enter purchase price excluding tax. But skip this column if you completed Purchase Price Including Tax
20. Profit Margin. Deprecated and will automatically generate once you enter the selling price. So, skip this column.
21. Selling Price- In column 13, you entered Selling Price Tax Type inclusive or exclusive. So, if you entered exclusive there, you should enter selling price before tax here. If you entered selling price tax type inclusive, enter selling price after tax here.
22. Opening Stock- This is optional. It is the starting stock of the business. Not recommended to fill if you are GST registered as you will need to enter all purchase bills separately.
23. Opening Stock location- If you entered opening stock, you would need to provide the location at which this opening stock is in if you have multiple locations.
24. Expiry Date- This is the expiry date of opening stock you are entering. This field is optional.
25. Enable Product description, IMEI or Serial Number. 1 if yes. 0 if no
26. Weight- Weight of the product. Optional field
27. Rack- Where the product is in within shop. If you have multiple locations, you can enter product location separated like this Rack 1|Rack 2
28. Row- In which row of the rack product is in separated by business location like this Row 1|Row 2
29. Position- Position of the product. Can be separated like in previous step.
30. Image- Image link with extension. Image link should end with .png, .jpg, .jpeg, .webp or other image formats globally used.
31. Product Description- Description of the product. Its optional
32. Custom Field 1 – must be configured before use. Can be configured from this link. Find custom labels- product custom fields. There are a total of 4 fields. Choose field 1 label. Eg. Part No
<https://pos.islebooks.mv/import-products>
33. Custom field 2- Same steps as previous custom field
34. Custom field 3- Same steps as previous custom field
35. Custom field 4- Same steps as previous custom field
36. Not For selling- Enter 1 if yes. Enter 0 if no. You may want to use 0 in case this product is not directly sold but instead used for manufacturing.
37. Product Locations- Enter Name Of product locations separated by comma. If 1 location only, then no comma needed just enter single location name.

If you have any questions you can contact us.