

Souqplace

Excel sheet guide for merchants

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Souqplace.com

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There are total 12 blocks needed to be filled in order to make product sheet for bulk update.

1. SKU (Unique): -

Stock Keeping Unit(SKU) is a unique identifier for your product. If you do not have an SKU, you can put your username+number.

Eg: your username is "boon" then you can put boon1 for first product, boon2 for second and so on.

2. Selling Price: -

Selling price for your product on Souqplace.com. We will show this price to buyers.

3. Cost Price: -

Cost price is production cost for your product. This price will not be shown to customers. This will help you to track your benefits in Souqplace analytics.

If you are not sure about the cost price, you can either put same price as selling price or you can leave this column blank.

4. Stock: -

Current stock of the product available with you.

5. Min Order Quantity: -

If there is any condition that the buyer can purchase only certain quantity. Or you can put 1.

6. Product name: -

Product name (do not add description in this column)

7. Description: -

Product's detailed description.

8. Category Identifier: -

Enter a category name for your product. Eg: Beauty, electronics etc.

Having trouble identifying your product's category, contact us, we will help you out.

9. Length: -

Length of the product in centimetres.

10. Width: -

Width of the product in centimetres.

11. Height: -

Height of the product in centimetres.

12. Weight: -

Weight of the product in Kilograms.