

Importing ERP Assets into eCommerce

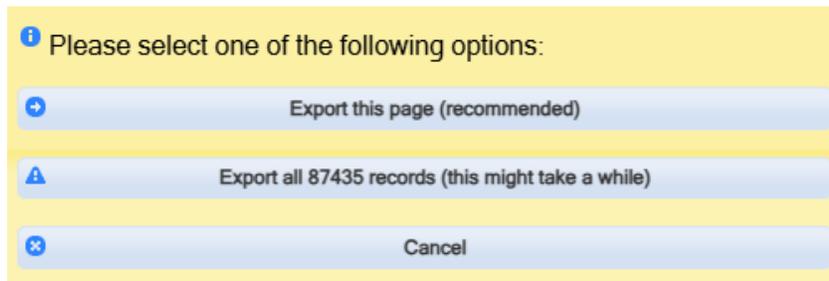
This guide will walk you through how to export assets from integraERP and import them into eCommerce.

Please note: Assets added/removed in integraERP **are not** automatically added/removed from eCommerce.

1. Log into integraERP and Export Assets

integraERP > Products (no filters) Click the small Export Icon in bottom right hand corner: 

- If you filtered down to a Vendor Name, for example, clicking the button in step 1 will automatically download your excel file. If you are attempting to export all products, you'll see this popup and you'll be able to select either exporting the current page or all ERP Product records.



- It may be wise to save a backup copy of the exported file, whether you will be editing this file or creating a new file to import.

We will work with the Products excel to prepare it for import into the ecom site.

Name	Date modified	Type	Size
 Products	6/19/2025 2:47 PM	Microsoft Excel 97...	104 KB
 Products - backup	6/19/2025 2:47 PM	Microsoft Excel 97...	104 KB

4. Open the Products excel file and Note the following columns:
 - a. **Product** (Column A) – Keep this; These are the ERP Product Numbers we will assign to Product Code Pages.
 - b. **Description** (Column B) – Keep this; this will become the Product Code Page Title
 - c. **Vendor Name** (Column F) – Keep this; this may be used for Marketing Highlight, Category Path, or for Attribute Filtering.

Unless you foresee a need for use in title or category path, all other columns can be removed/deleted, we will not need them for the import. Finally, save as a .csv comma delimited file.



5. Remove Rows of Assets You Do Not Want to Import into ECOM
6. The following columns of data may be imported via iNextAdmin > Import/Export > Import Product Codes. You may choose which columns of data to add to your .CSV file to import into the ecom admin tool. *indicates a required field to import.
 - Ecom Category*** - this is the category path that indicates where a product code page lives. Subcategories should be indicated by a ^ symbol (scroll down to see the example import picture).
 - Ecom Category Image** – this can be ignored.
 - Ecom Product Code*** – As a best practice, unless you are planning on combining multiple assets with variations such as size, color, weight, etc.. you could potentially map (more on that later) the ERP Product Number to this field. Special characters in this field will cause issues on import (for example: dashes, apostrophes, etc).
 - Ecom Product Title*** - We will map the description from the ERP export to the product title field and this will be the product code page's title.
 - Active** – this field needs to be populated with YES or NO. Yes will mark the product code page as active and visible on the ecom site, while No will mark



the product code page as inactive and not visible on the customer-facing ecom site.

Default ERP Product for Ecom Product Code – this field will indicate the ERP Product assigned to the product code is the default ERP product. When there is not an ERP Product marked as default assigned to the product code page, there may be issues with the site (missing pricing, product image, unable to checkout). This field should always be populated with YES, upon initial product import, unless you are importing with attributes.

Ecom Product Description – this import field is HTML friendly and will act as the main description field of your products. When there is no data in the marketing highlight field, a preview of the description (if exists), will show on product code page thumbnail in addition to being on the right hand side of the product code page below the add to cart/checkout buttons.

Ecom Product Left Description – this import field is HTML friendly and will act as the secondary description field, appearing directly below the product image on the left hand side of the product code page.

Ecom Product Marketing Highlight – this field's data will appear on the product code page's thumbnail on category pages, as well as on the product code page itself. When present, this will override the description text preview on product code thumbnails.

Ecom Product Template – this field should either be left blank (not mapped) when importing or match the template of your other product code pages. You can export product codes and see what template is present on your other products and update your import doc accordingly.

Large Image for ERP Product – this field will accept product image URLs. If using a product image URL from another website, ECOM will save and download that image from the URL and upload it to your server and assign it to the product code page.

Small Image for ERP Product – this field will act just as the Large Image field, but the small image is used for product code thumbnails.

SEO Canonical URL – this can be ignored. Canonical URLs are now automatically generated on the product code page itself.





SEO Keywords – you can add keywords to this field, separated by commas for the keyword meta data of your product code pages.

SEO Description – you can import meta descriptions here.

SEO Title – you can import meta titles here.

SEO Anchor Text – imports anchor text meta data.

SEO Micro Title – imports micro title meta data.

SEO No Index – this field can be ignored unless you have a specific use to hide your product code pages from the search engines.

SEO No Follow – this field can be ignored unless you have a specific use case.

Attribute Name – this is the internal name of the attribute

Attribute Published Name – this is the published name of the attribute (size, color, etc.)

Attribute Type – most commonly use would be User Defined or Filter and Info.

See the attributes documentation for more info.

Attribute Value – this would be the ‘variation’ of the ERP Product like the color, size, etc (values here would be something like: 1”, 2”, Red, Blue, etc)

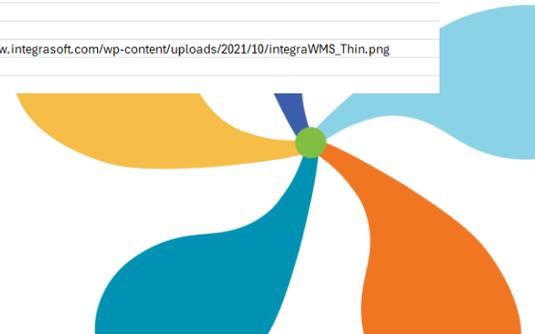
Additional attributes may be added with the blue + Add button.

7. With an understanding of what you’d like to import, you can begin to work on your import document. If you don’t have images for all of your products, you can always import them later.

Your Data should look like something like this (the order of the columns does not matter for importing).

You can rename columns to make it easier to map when importing.

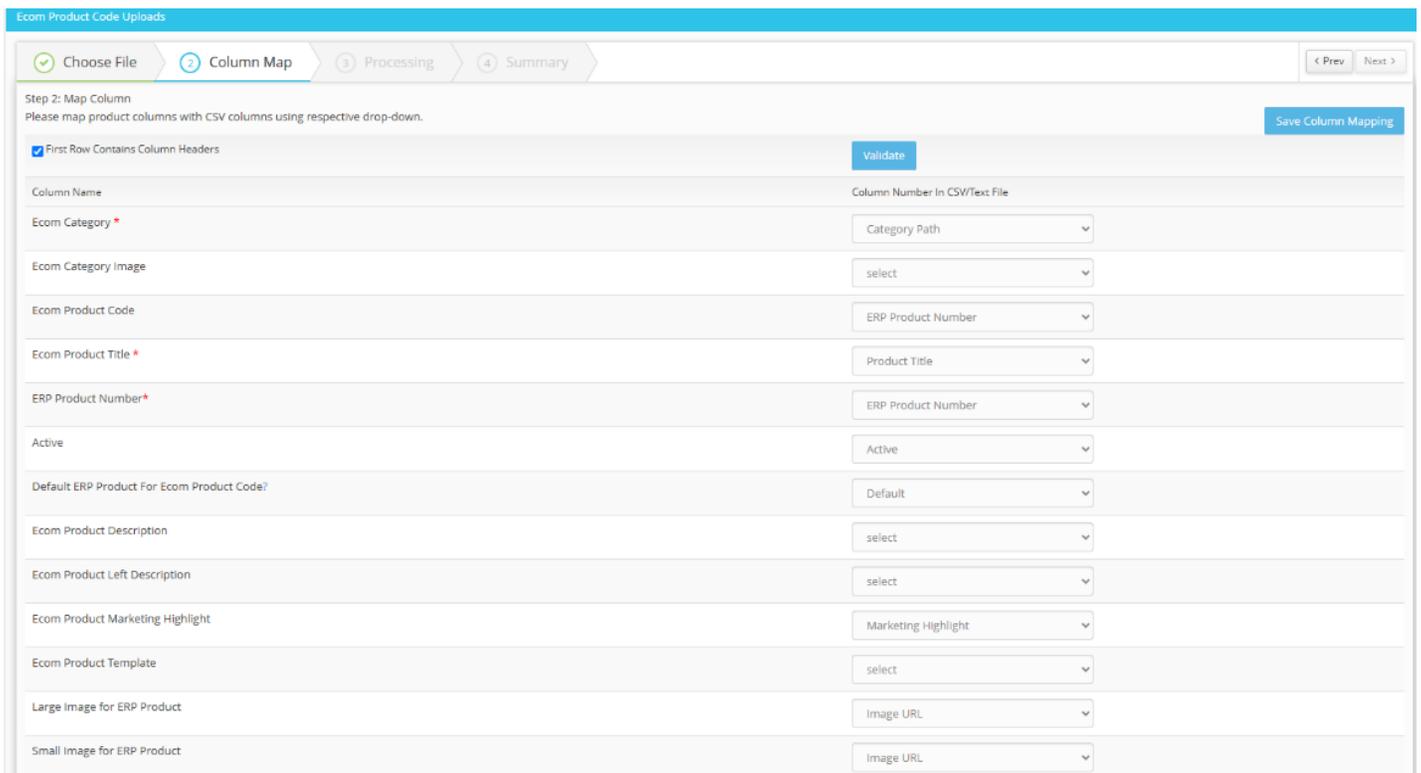
	A	B	C	D	E	F	G
1	ERP Product Number	Product Title	Category Path	Marketing Highlight	Active	Default	Image URL
2	00050-3020-021	5/8 X 1-1/2 Zinc Plated Hex He	Base Category*Sub Category*Sub Category 2	TECHNICAL THREADS	Yes	Yes	https://www.integrasoft.com/wp-content/uploads/2021/04/integraSoftLogo-noBG.png
3	B&N015040050	1/2" (4PCS 1/2X2) 150# Stainle	Base Category*Sub Category*Sub Category 3	TECHNICAL THREADS	Yes	Yes	
4	B&N015040075	3/4" (4PCS 1/2X2) 150# Stainle	Base Category*Sub Category*Sub Category 4	TECHNICAL THREADS	Yes	Yes	https://www.integrasoft.com/wp-content/uploads/2021/10/integraWMS_Thin.png
5	B&N015040100	1" (4PCS 1/2X2) 150# Stainless	Base Category*Sub Category*Sub Category 5	TECHNICAL THREADS	Yes	Yes	
6	B&N015040125	1-1/4" (4PCS 1/2X2-1/4) 150# S	Base Category	TECHNICAL THREADS	Yes	Yes	
7	B&N015040150	1-1/2" (4PCS 1/2X2-1/2) 150# S	Base Category	TECHNICAL THREADS	Yes	Yes	https://www.integrasoft.com/wp-content/uploads/2021/05/user3_2m.png
8	B&N015040200	2" (4PCS 5/8X2-1/2) 150# Stain	Base Category	TECHNICAL THREADS	Yes	Yes	
9	B&N015040250	2-1/2" (4PCS 5/8X2-3/4) 150# S	Base Category*Sub Category	TECHNICAL THREADS	Yes	Yes	
10	B&N015040300	3" (4PCS 5/8X3) 150# Stainless	Base Category*Sub Category	TECHNICAL THREADS	Yes	Yes	
11	B&N015040400	4" (8PCS 5/8X3) 150# Stainless	Base Category*Sub Category	TECHNICAL THREADS	Yes	Yes	https://www.integrasoft.com/wp-content/uploads/2021/10/integraWMS_Thin.png
12	B&N015040500	5" (8PCS 3/4X3) 150# Stainless	Base Category*Sub Category	TECHNICAL THREADS	Yes	Yes	
13	B&N015040600	6" (8PCS 3/4X3-1/4) 150# Stai	Base Category*Sub Category	TECHNICAL THREADS	Yes	Yes	



After you have finished your import doc, you can begin the import process. Please note: you can work in small chunks, if that is easier, for example: uploading one vendor at a time.

6. Import your file Products.csv to ECOM

Login to iNextAdmin > Import/Export > Import Products > Select .CSV File for Import > Map the Columns > Import Data
Using the example above, we will map the column titles to the appropriate fields on the mapping screen.



Column Name	Column Number In CSV/Text File
Ecom Category *	Category Path
Ecom Category Image	select
Ecom Product Code	ERP Product Number
Ecom Product Title *	Product Title
ERP Product Number *	ERP Product Number
Active	Active
Default ERP Product For Ecom Product Code?	Default
Ecom Product Description	select
Ecom Product Left Description	select
Ecom Product Marketing Highlight	Marketing Highlight
Ecom Product Template	select
Large Image for ERP Product	Image URL
Small Image for ERP Product	Image URL

Verify your import was successful and check out the new categories and product code pages within the iNextAdmin tool.

Run a full site publish via **iNextAdmin > Site > Publish UI > Publish Selling Site**

- Verify changes show on your customer-facing site (you may need to hard refresh with CTRL+F5 or clear your cache / open in an incognito window).

If you have any issues, please reach out to your Digital Experiences consultant or the support team through usual channels.

