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## 1. What is Templated Item Data?

Templated Item Data/Form Data are additional options assigned to specific items, from which the Buyer can choose. These are provided and managed by the Supplier, thus allowing for flexibility in terms of supplier offerings but also buyer purchasing.

## 2. How to bulk manage and upload

The data can be managed and uploaded in bulk via a csv file. You can also create and edit templated item data in the UI (recommended for a smaller amount of changes).

## 3. How to complete the csv file

Figure 1 Example for item SUPP\_HP\_PAV

	A	B	C	D	E	F	G
1	SUPPLIER_ITEM_ID	LANGUAGE	VARIABLE_NAME	DISPLAY_TEXT	BASKET_PROPERTY	FLAGS	DEFAULT
2	SUPP_HP_PAV	en	SUP	ALSCO BERUFSBEKLEIDUNGS-SERVICE GMBH	357159987		
3	SUPP_HP_PAV	en	SUP	BERENDSEN SERVICE GMBH	852147963	Preferred	
4	SUPP_HP_PAV	en	SUP	BRUCKNER GEBAUDEREINIGUNG GMBH CO. KG	789654852	Preferred	
5	SUPP_HP_PAV	en	SUP	PLURAL SERVICEPOOL GMBH	852147963		True
6	SUPP_HP_PAV	en	COL	Black	black		True
7	SUPP_HP_PAV	en	COL	Silver	silver		
8	SUPP_HP_PAV	en	COL	Blue	blue	Preferred	
9	SUPP_HP_PAV	en	SPECIAL_FEATURE	512 GB M.2 SSD			

**Column A – SUPPLIER\_ITEM\_ID:** This is the Item ID of the product

**Column B – LANGUAGE:** This depicts the language in which the data appears in Marketplace.

Please enter the following language codes (in small letters) as appropriate to define the language of your templated item data:

Language	English	Finnish	French	German	Norwegian	Swedish
Code	en	fi	fr	de	nb	sv

**Column C – VARIABLE\_NAME:** This depicts your Variable Name (ID). This is the key that links the data in the item to the control in the Marketplace item. This is also passed back in the basket along with the value selected. E.g. "COL" (for "Colour"). This is hidden from the buyer.

**Column D – DISPLAY\_TEXT:** These are options that you provide your buyer to choose from. For example, if you give your buyers a choice of suppliers for item A, this is where you will list their names.

**Column E – BASKET\_PROPERTY:** These are “identifiers” in the basket and correspond to the options in Column D. For example, if you have listed supplier names in the Column D, you would enter their corresponding DUNS in Column E. Or if you have listed colour options in “DISPLAY\_TEXT” (Column D), you can repeat these for “BASKET\_PROPERTY” (Column E).

**Column F – FLAGS:** You can flag preferred options to your buyers by entering “Preferred” in this column. You can have more than one flag for the same Variable Name, e.g. you can have more than one preferred supplier. We will be adding different flags in the near future.

**Column G – DEFAULT:** By entering “True” in this column you mark this option as default, i.e. this option will be shown to the user by default. You can only have one default per one variable name (but for the same Item ID).

## 4. Things to look out for when completing the csv

For a successful upload, please adhere to the following when completing the csv:

If using the following characters	Please enter these as follows (i.e. wrap in quotes)
,	","
"	""
\	\"

## 5. Where to export and upload the csv file

You can export an empty csv file for templated data on the Content Upload Page under Form Data. This is also where you will upload your completed file.

### Form Data

Instructions ▾

File to Load

Select File

Upload

Status

Upload Succeeded- 2 items processed 19-Dec-16 14:29  
itemTemplate-upload.csv