Supplier's Guide to Matrix Item Data



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1. What is Matrix Item Data?

Matrix Item Data consist of option sets/values (attributes of an item) and Item IDs. These build a grid to allocate and link variations of the same item to their individual Item IDs which will be shown as a dropdown to the buyer in Marketplace. As an example, via a dropdown the buyer can select and add to basket different coloured and sized t-shirts in one item window. Matrix items are standard items linked via a matrix/grid hence will be shown as individual items in Marketplace search results.

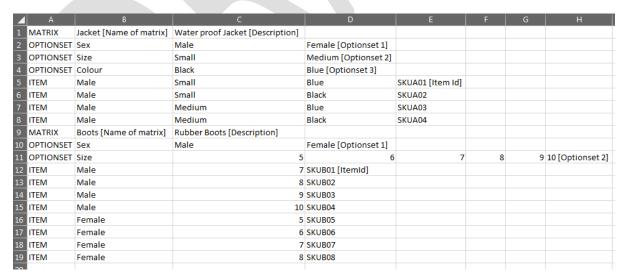
2. How to bulk manage and upload

Matrix items can be created in and uploaded via a csv-like file. You can also create and edit matrix item data in the UI (recommended for a smaller amount of data).

3. How to complete the import file

You can export a matrix item upload file with sample data (for reference) on Manage Pricelist -> Matrix Items -> Import Matrix Items. This is also where you upload your completed file. Delete the sample data, complete as appropriate, save and upload.

Figure 1 Matrix items template with sample data



Column A – Controls: These are controls to allocate values and item IDs.

Rows:

Row "Matrix": Enter the name of the matrix and the description in each cell.

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- Row "Optionset": Enter the caption for each option set, e.g. Sex, Size, Colour, etc. One
 option set is one dropdown. The jacket example above would have three dropdowns (Sex,
 Size and Colour) for the buyer to choose from.
- Row "Item": Enter the values of each option set (dropdown), corresponding to each caption.
 In the above example, row 3, these are "Male" (for option set "Sex"), Small (for option set
 "Size") and "Blue" (for option set "Colour"). Important: Finish each Item Row with the
 appropriate Item ID. The item ID must come last. Or leave blank if no item ID is available.
 However, no gaps are allowed between columns.
- No commas are allowed in the data.
- You can populate more than one matrix in one file.
- Labels depicted in square brackets, such as [Optionset 1] in the example above are for illustrative purpose only. They need not be in the actual upload file. So this would be the file you are uploading:

Figure 2 Sample matrix item data for ready for upload



4. How to edit existing matrix items

If you wish to make changes via the upload file to existing matrix items, you have to delete the matrix first.

- 1. Go into the UI of the matrix you wish to make changes to
- 2. Delete one of the current option sets (you will get a warning message that items will be removed from the matrix, click Confirm)
- 3. Save and go to Matrix Directory to then Delete this matrix
- 4. You can now upload an up-to-date matrix item file.

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