



Etsy

Fulfilling Etsy orders using the Prodigy Dashboard

CSV Order Importer Guide



prodigi

Contents

Introduction	3
Prodigi online ordering	3
Setting up your Etsy product listings	4
Downloading orders from Etsy	6
Uploading into the Prodigi dashboard	6
Editing & reviewing your orders	6
Submitting your orders	9

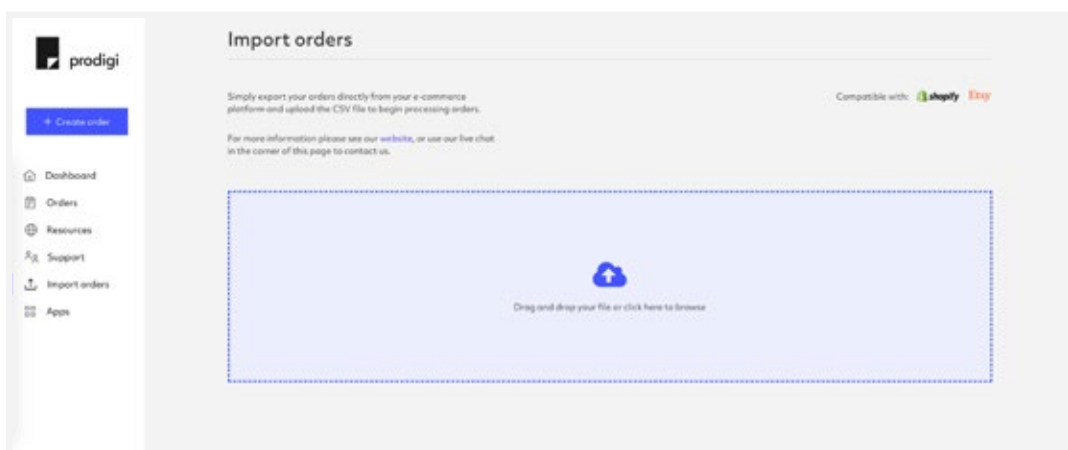


Introducing the CSV Importer

Our CSV bulk order importer is a feature of the Prodigy online ordering platform. It's the perfect solution for clients using marketplaces such as Etsy, who are unable to integrate with the full print API but need to process significant volumes of daily orders. Designed to make bulk ordering as simple as possible, the CSV Importer lets you upload orders directly from your online shop in just a few quick steps.

Prodigi online ordering

Once you've set up your free Prodigy customer account, you can submit your orders to us through a personalised online dashboard. Our platform allows you to place either individual orders through the manual order form, or submit them to us in bulk by using the CSV Importer tool.



The CSV Importer supports a number of existing order formats from the most popular e-commerce platforms, including **Etsy** and **Shopify**. We also support our own order format that you can use regardless of where your orders are coming from. This is perfect for placing orders if you manage multiple ecommerce stores.

Setting up your Etsy product listings

One of the great features of our order import platform is that you remain in control of your products and selling experience. When setting up your Etsy products for easy ordering with us, you can continue to follow most of your normal routine. The description, images, sizes can all be inputted as usual, the key difference here is around inventory and variants setup. If you are an existing Etsy seller and don't want to make the below changes, it's not essential. However we would recommend this optional step to streamline the ordering process.

To begin, start to create a new listing. If you're new to Etsy there's a helpful guide on how to do this [here](#). As part of the process, you'll come across a section called 'Inventory and pricing'.

The screenshot shows the 'Inventory and pricing' section of an Etsy listing setup. It includes three main input fields: 'Price *' set to £ 45.00, 'Quantity *' set to 100, and 'SKU Optional' set to GLOBAL-CFPM-18x2. Each field has a small text box with instructions or a link to learn more.

Inventory and pricing

Price *
Remember to factor in the costs of materials, labour, and other business expenses. If you offer free delivery, make sure to include the cost of postage so it doesn't eat into your profits.

Quantity *
For quantities greater than one, this listing will renew automatically until it sells out. You'll be charged a \$0.20 USD listing fee each time.

SKU Optional
SKUs are for your use only — buyers won't see them. [Learn more about SKUs.](#)

If you're selling a single product that has no variants, such as a cushion or notebook, then you can enter the Product SKU into the field in this section. Our SKUs can be found on our [website](#), but feel free to reach out to us if you need advice on which to use.

If the product that you're setting up has multiple variants - such as a range of sizes for a canvas - then you should leave the main SKU field here blank. Then, scroll down to the section just underneath, called 'Variations' and click the 'Add variations' button. You will need to have chosen a product category before you're able to do this if you haven't already selected one.

The screenshot shows the 'Add variations' section of an Etsy listing setup. It includes a list of options for 'Size' with checkboxes for 'Prices vary for each size', 'Quantities vary for each size', and 'SKUs vary for each size'. There is a table with three rows of size options: '18x24 Inches', '24x32 Inches', and '28x36 Inches'. At the bottom, there is a 'Choose variation type' dropdown menu and 'Cancel' and 'Save and continue' buttons.

Add variations

List all the options you offer. Buyers will see them in the order they are here.

Size [Delete](#)

☒ Prices vary for each size
☐ Quantities vary for each size
☒ SKUs vary for each size

Name the option	Add
18x24 Inches	X
24x32 Inches	X
28x36 Inches	X

Add a variation

Choose variation type ▼

[Cancel](#) [Save and continue](#)

Here you can then select the type of variation, and the different variations themselves, whether that may be a range of sizes or perhaps phone models. Then, check the box that says, 'SKUs vary for each size'. Note: the word "size" may differ depending on the type of variations selected. You may also want to check the box that says 'Prices vary for each size' here too, if you're looking to sell them at different prices. Once you're happy with the variation details that you want to offer, you can press 'save and continue'.

There will now be an option to add the individual Product SKUs. Setting up the individual variant details like this will make it easier for the order importer to correctly identify exactly which product a customer has ordered.

Variations Link photos Edit variations

Size ☐ Update price

Options	SKU	Price	Visible
☐ 18x24 Inches	GLOBAL-CFPM-18x24	£ 45.00	☒
☐ 24x32 Inches	GLOBAL-CFPM-24x36	£ 50.00	☒
☐ 28x36 Inches	GLOBAL-CFPM-28x36	£ 65.00	☒

Once you've added in these details and you're happy with the rest of the product, you're ready to go!

Downloading orders from Etsy

Once you're receiving orders, you can easily download these directly from your Etsy account. Simply follow the steps below:

1. Log in to your Etsy account, and select the 'Shop Manager' icon in the top-right corner of the page.
2. Select 'Settings' from the left-hand menu, and then 'Options'. Choose 'Download Data'.
3. Once on this screen, there will be a section in the middle called 'Orders'. Here you can select the orders to export from Etsy. For the question, 'What type of CSV would you like to download?', choose 'Order Item'.
4. Select the month and year fields to determine how far back the export should include your orders for, and then select 'Download CSV'.

Orders

The **Order Item** CSV is a report of your sales at an individual item level.

The **Order** CSV is a report of your sales at the order level. This report includes payment method for each order, along with card processing fees and bank deposit amounts for Etsy Payments orders.

The **Etsy Payments Sales** CSV is a report of all of your payments received through Etsy Payments sales. If you've received an IRS form 1099-K from us this report can be used for reconciliation.

The **Etsy Payments Deposits** CSV is a report of all Etsy Payments deposits made to your bank account.

What type of CSV would you like to download?

Order Item

To download all orders in a year, leave month unselected and choose a year.

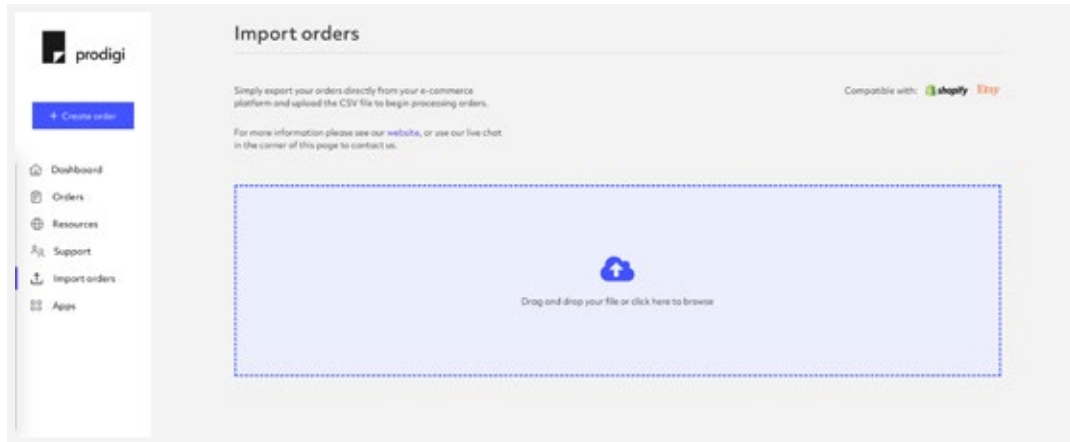
01 - January **2020**

Download CSV

A CSV order file will automatically begin to download.

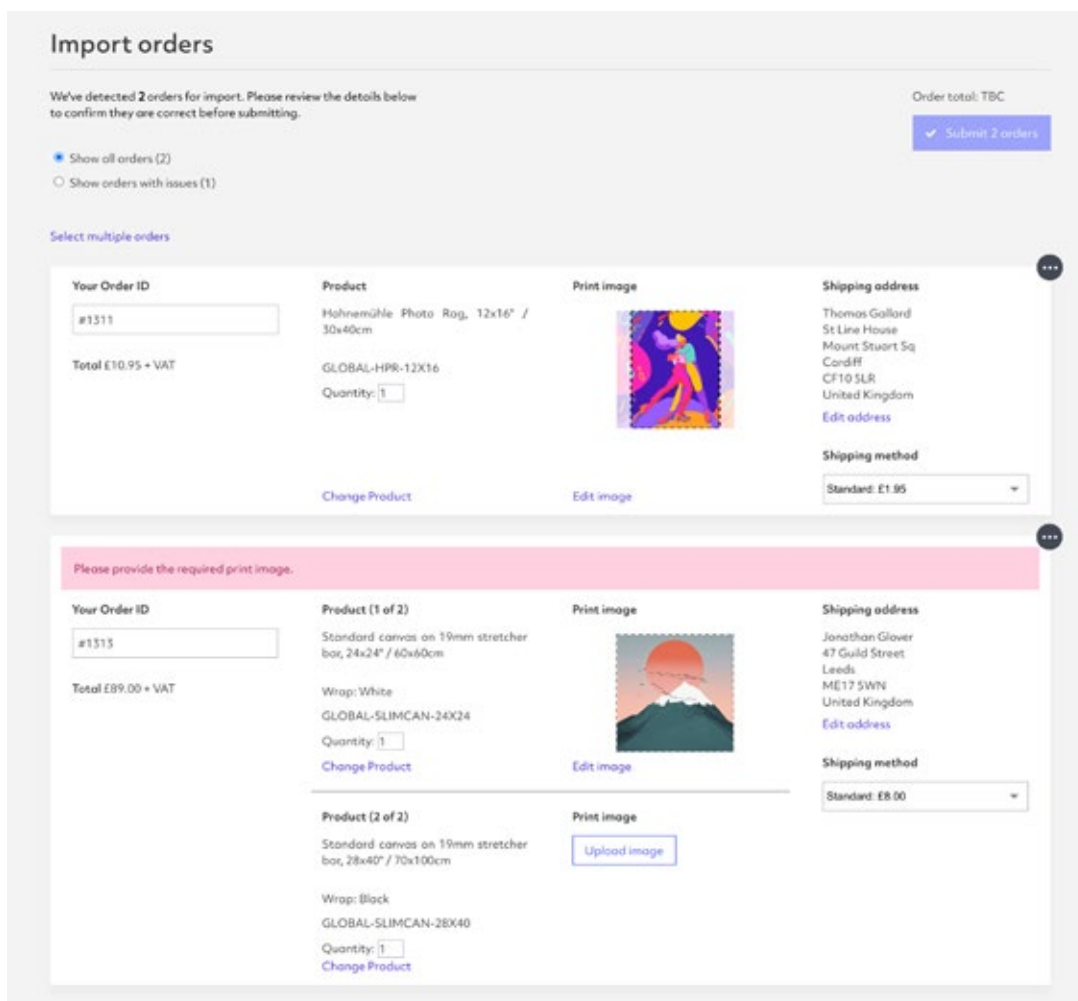
Uploading into the Prodigy dashboard

Once you have your downloaded orders from Etsy, simply navigate to the Prodigy dashboard, select 'Create order', then choose the CSV Order Import option to upload the CSV.



Editing & reviewing your orders

When you have imported your orders, we provide powerful controls to let you review and edit the order details - including full image editing control - so that you can be sure your products are produced to a high quality with perfect accuracy. In the example below, you can see how your orders will be presented on screen. If a red banner appears across the top, our software has flagged that some details might be missing and these orders will need to be thoroughly checked before submitting.



Reviewing & selecting product details

With access to our complete product catalog, there's a lot of choice on offer. The product SKU and attributes can be included in your upload, or you can add them in for each order manually. The system will automatically try to determine the correct product. If we're missing any details, we'll flag the order so that you can quickly update it.

Select product

Order line item details (from your file import)
Pop Art -- Softstyle T-Shirt - S / Black

Search all products

Softstyle

Category

Please choose...

Mens t-shirt, Gildan SoftStyle
BAF7LH (A-MT-GD64000)

Black

\$

From £8.50

Select

Womens t-shirt, Gildan SoftStyle
ZCJ6MJ (A-WT-GD64000L)

Select Colour

Select Size

From £9.95

Select

Kids t-shirt, Gildan SoftStyle
Y1BE73 (A-KT-GD64000B)

Select Colour

Select Size

From £8.00

Select

Changing & editing print images

We recommend that the images you provide are suitable for printing, at a high resolution (300 DPI recommended), cropped for the product you're ordering. We provide full image editing and positioning tools as part of the ordering dashboard so that you can review and edit the print images. We'll also highlight if the image quality may not be good enough for the selected product.

Edit image



Edit position

Change image

Recommended size:
4680x5790px (300dpi)

Save and close

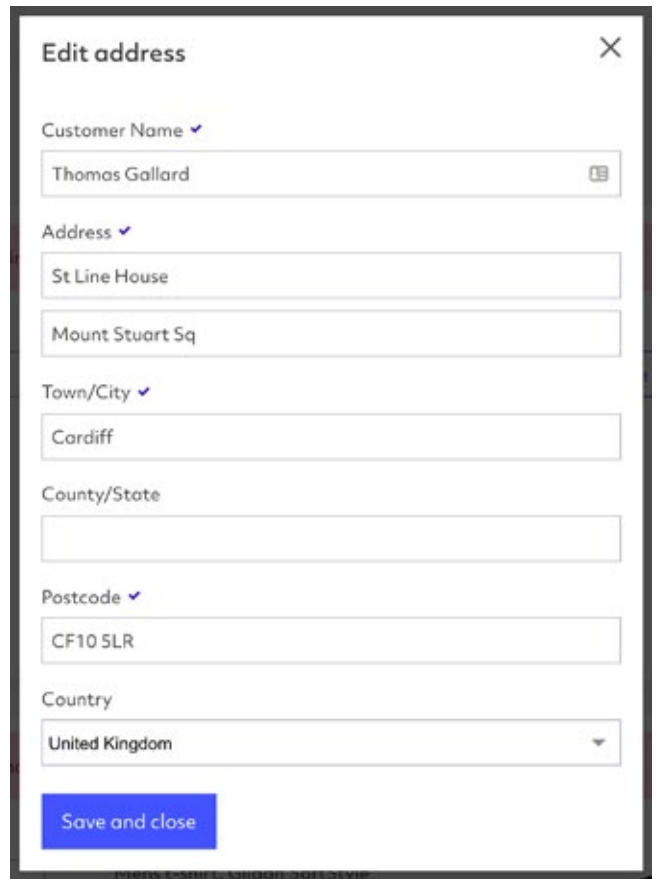
7

Reviewing shipping details

Full address details are imported for each order and displayed on the bulk order summary page for you to review.

Once the product and address details are confirmed, we'll automatically display the available shipping methods and their prices for you to choose from.

We'll always default to our standard shipping, giving the best balance between speed and cost.



The 'Edit address' form is a modal window with a close button (X) in the top right corner. It contains several input fields with checkmarks indicating they are required: 'Customer Name' (Thomas Gallard), 'Address' (St Line House, Mount Stuart Sq), 'Town/City' (Cardiff), 'County/State' (empty), 'Postcode' (CF10 5LR), and 'Country' (United Kingdom). A blue 'Save and close' button is at the bottom.

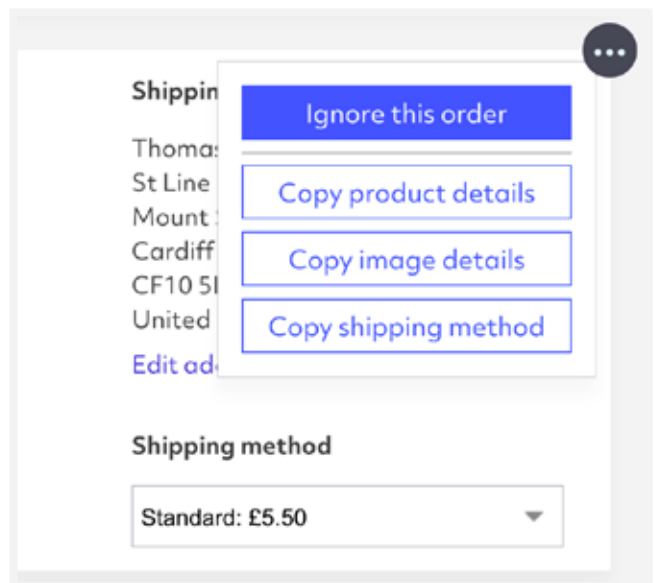
Editing multiple orders together

Once you've set up one product, we've made it really easy to share those changes between any number of orders that are part of the same upload. For example, if you needed to change the image for an order and then wanted to apply that to several more, you can easily select any number of other orders then copy the image across.

If you want to select particular items to copy, click on 'select multiple orders' at the top of the screen and you'll then be able to choose whichever orders you would like. Once they're all highlighted, you can copy the product details as outlined below.

To copy, simply select the action menu in the top-right corner of the order that you want to copy from, and choose 'copy image details to selected orders'. The image will then be added to the other orders selected, and, where the product matches, we'll copy any image edits that you made as well.

You can copy image, product and shipping details between orders this way.



The 'Shipping' section shows a dropdown menu with four options: 'Ignore this order', 'Copy product details', 'Copy image details', and 'Copy shipping method'. Below the menu, the shipping method is set to 'Standard: £5.50'.

Submitting your orders

Once you're happy that all orders are complete and accurate, you can submit them all in one go by pressing the 'Submit orders' button in the top right corner of the page. This button will only be available to press once all orders are ready, or you've ignored any that aren't completed.

If any order fails to submit, it will remain on the page and highlight the reason to you. We'll also share the unique order number with you which you can use should you need to contact our customer services team. There's also an option to retry submitting failed orders.

Once you press submit, we'll start processing each order individually. They'll start to disappear from the list once they're submitted, so you can monitor the progress. It typically takes a couple of seconds for an order to submit, so a large import may take a few minutes.

Order total: £84.95 + VAT

✓ Submit 19 orders

Need to know more?

We hope this guide has provided a useful overview.

However if you need more information please contact us on support@prodigi.com

