

Tutorial: Uploading Your Jewelry Inventory

OVERVIEW

Description:	In this section, you can: <ol style="list-style-type: none"> 1. Add a single item to your inventory 2. Upload your inventory using an excel file 3. Upload via FTP Transfer 4. Edit or delete existing inventory 5. Add pictures to your uploaded inventory 6. Create a zip file for your images 7. Learn about jewelry file upload formats and requirements
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

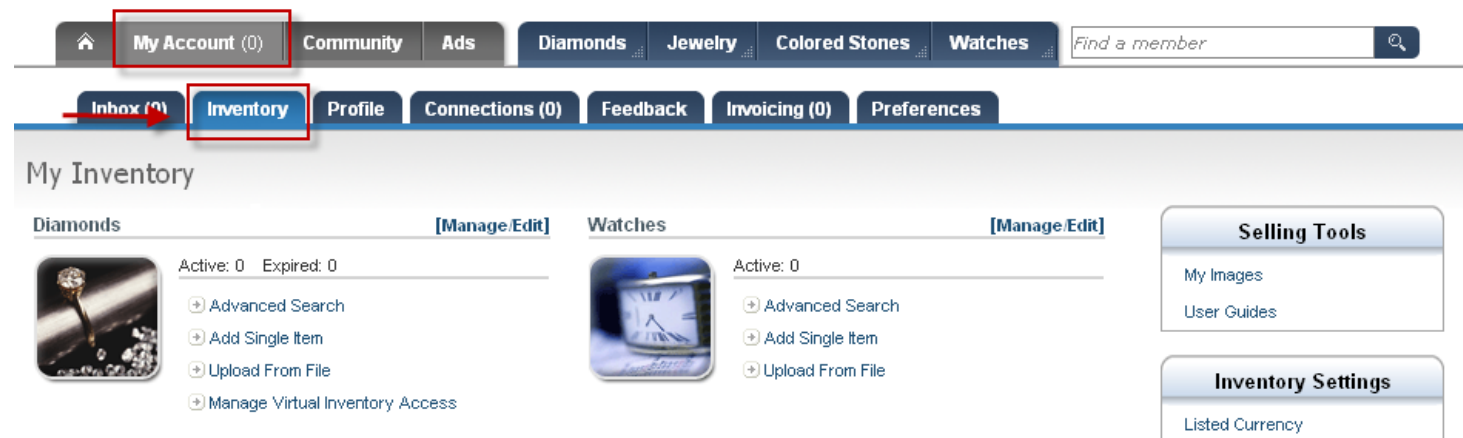
Useful Tips:

- Add pictures to your inventory, making the item more attractive to potential buyers
- Add the location of your items to ensure your item will not be missed in a customer's search
- Keep your inventory up to date; make sure you have correct pricing and delete items that have been sold
- Put in as much information as you have to avoid answering the same questions time after time

HOW TO

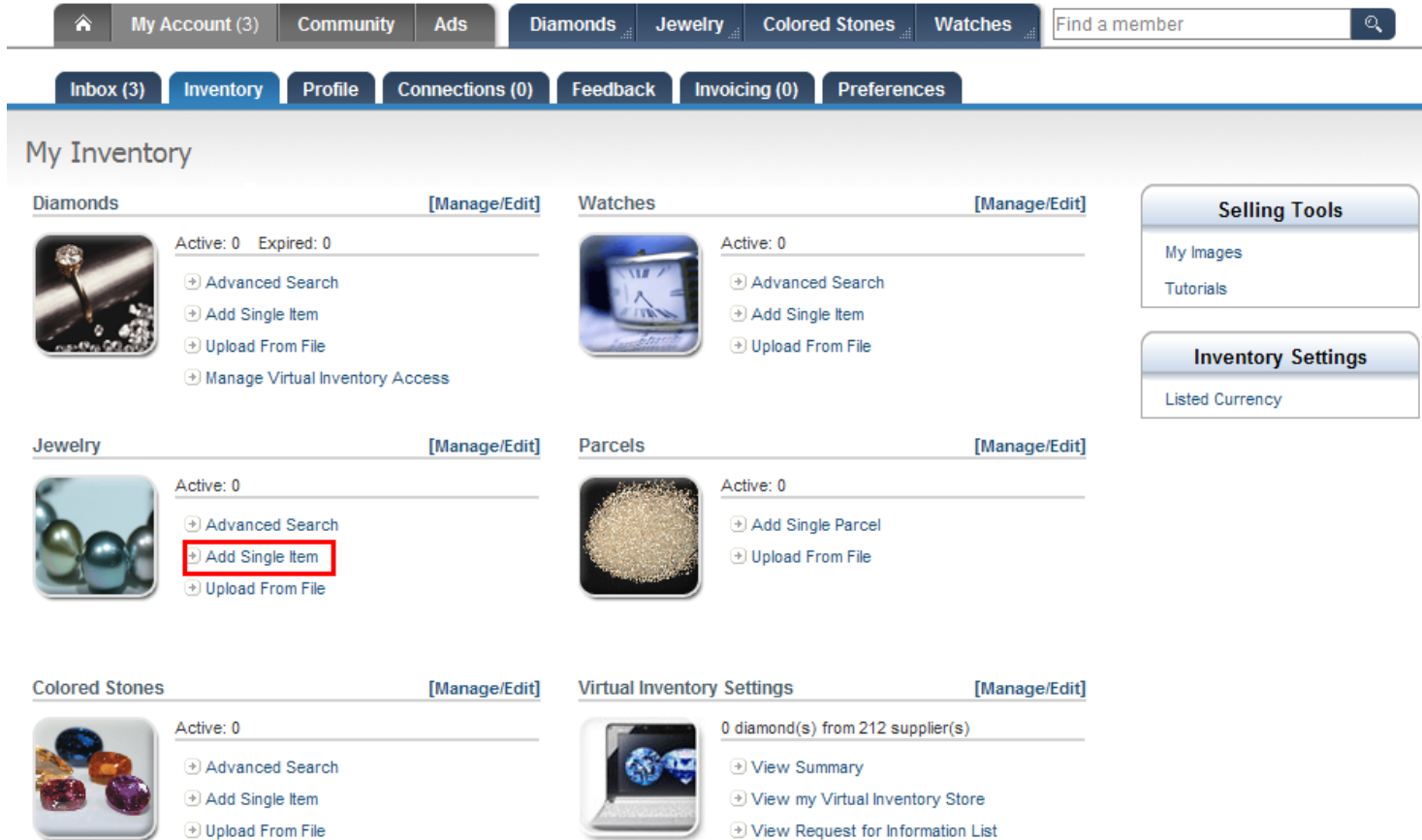
1. Add a single item to your inventory

- Go to "My Account"
- Go to "Inventory"



The screenshot shows the Polygon user interface. At the top, there is a navigation bar with buttons for 'My Account (0)', 'Community', 'Ads', 'Diamonds', 'Jewelry', 'Colored Stones', and 'Watches'. Below this is a secondary navigation bar with buttons for 'Inbox (0)', 'Inventory', 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. The 'Inventory' button is highlighted with a red box and an arrow. Below the navigation bars, the 'My Inventory' section is displayed, featuring two columns: 'Diamonds' and 'Watches'. Each column has a 'Manage/Edit' link and a list of actions: 'Advanced Search', 'Add Single Item', 'Upload From File', and 'Manage Virtual Inventory Access'. On the right side, there are two panels: 'Selling Tools' (containing 'My Images' and 'User Guides') and 'Inventory Settings' (containing 'Listed Currency').

- In the jewelry section, click on “Add Single Item”



The screenshot displays the 'My Inventory' dashboard. At the top, there is a navigation bar with links for 'My Account (3)', 'Community', 'Ads', 'Diamonds', 'Jewelry', 'Colored Stones', and 'Watches'. Below this is a secondary navigation bar with 'Inbox (3)', 'Inventory', 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. The main content area is titled 'My Inventory' and is organized into a grid of categories:

- Diamonds**: [Manage/Edit] | Active: 0 | Expired: 0 | Actions: Advanced Search, Add Single Item, Upload From File, Manage Virtual Inventory Access
- Watches**: [Manage/Edit] | Active: 0 | Actions: Advanced Search, Add Single Item, Upload From File
- Jewelry**: [Manage/Edit] | Active: 0 | Actions: Advanced Search, **Add Single Item** (highlighted), Upload From File
- Parcels**: [Manage/Edit] | Active: 0 | Actions: Add Single Parcel, Upload From File
- Colored Stones**: [Manage/Edit] | Active: 0 | Actions: Advanced Search, Add Single Item, Upload From File
- Virtual Inventory Settings**: [Manage/Edit] | 0 diamond(s) from 212 supplier(s) | Actions: View Summary, View my Virtual Inventory Store, View Request for Information List

On the right side, there are two utility boxes: 'Selling Tools' containing 'My Images' and 'Tutorials', and 'Inventory Settings' containing 'Listed Currency'.

- Fill in the template with as much information as you can
 - You must fill in the required information section
 - When adding prices do not include the \$ or commas, these will be added for you. You can use up to 2 decimal points in the price.
 - Add pictures if possible, including certificate images when possible
 - Weight must include a decimal point and can take up to four (4) decimal places. Don't use the word "carat" or any abbreviation, just a number including a decimal point (Examples: .45, 0.93, 1.29, 2.0103).
- Click “Add Item” and your item will be available to members in 1-3 minutes

Jewelry - Add Single Item

[Upload From a File](#) | [Manage and Edit](#) | [Reverse Filters](#)

Required Information

Sku # <input type="text"/> Wholesale \$ <input type="text"/> USD Availability <input type="text"/>	Keywords <input type="text"/> Description <input type="text"/> Pavilion <input checked="" type="checkbox"/> Polygon JewelryNet <input type="checkbox"/> RJO Jewelry Pavilion
Product Type <input type="text"/> Metal Type <input type="text"/> <ul style="list-style-type: none"> 14K:White 14K:Yellow Platinum 8K:Yellow 9K:Yellow 10K:Yellow 	<input type="button" value="Add Item"/>

Optional Information

Style <input type="text"/> <ul style="list-style-type: none"> Ring:3 Stone Ring:Anniversary Ring:Anniversary Band Ring:Cluster Ring:Cocktail 	<div style="border: 2px solid red; padding: 5px;"> <table border="0"> <tr> <td style="vertical-align: top;"> Image <input type="text"/> No image Remove </td> <td style="vertical-align: top; padding: 0 10px;">OR</td> <td style="vertical-align: top;"> Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif) </td> </tr> <tr> <td style="vertical-align: top;"> Additional Images <input type="text"/> No image Remove </td> <td style="vertical-align: top; padding: 0 10px;">OR</td> <td style="vertical-align: top;"> Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif) </td> </tr> </table> </div>	Image <input type="text"/> No image Remove	OR	Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif)	Additional Images <input type="text"/> No image Remove	OR	Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif)
Image <input type="text"/> No image Remove		OR	Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif)				
Additional Images <input type="text"/> No image Remove	OR	Choose from My images <input type="text"/> Select Upload image <input type="text"/> Browse... (.jpg, .gif, .png, .bmp, .tif)					
Theme <input type="text"/> <ul style="list-style-type: none"> Animal Baby/Children Celtic Coin Collegiate/School 							

Sugg Retail \$ USD

Gender

- Female
- Male
- Children

2. Upload your inventory using an excel file

Useful Tip:





- In order to successfully upload inventory, you must first create a file that respects the Polygon format. Please refer to [section 7](#) in this document for information on accepted formats.

- Go to "My Account"
- Go to "Inventory"
- In the jewelry section, click on "Upload from File"

Home My Account (3) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

Inbox (3) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences

My Inventory

Diamonds [Manage/Edit] Active: 0 Expired: 0  <ul style="list-style-type: none">Advanced SearchAdd Single ItemUpload From FileManage Virtual Inventory Access	Watches [Manage/Edit] Active: 0  <ul style="list-style-type: none">Advanced SearchAdd Single ItemUpload From File	Selling Tools <ul style="list-style-type: none">My ImagesTutorials
Jewelry [Manage/Edit] Active: 0  <ul style="list-style-type: none">Advanced SearchAdd Single ItemUpload From File	Parcels [Manage/Edit] Active: 0  <ul style="list-style-type: none">Add Single ParcelUpload From File	Inventory Settings <ul style="list-style-type: none">Listed Currency

Step 1: Select your Inventory File

1. Click on the **<Browse>** button to select your inventory file.

Jewelry - Upload Inventory

[Add Single Item](#) | [Manage and Edit](#) | [Reverse Filters](#)

Upload multiple items using a file

File Name

Action to take on your inventory

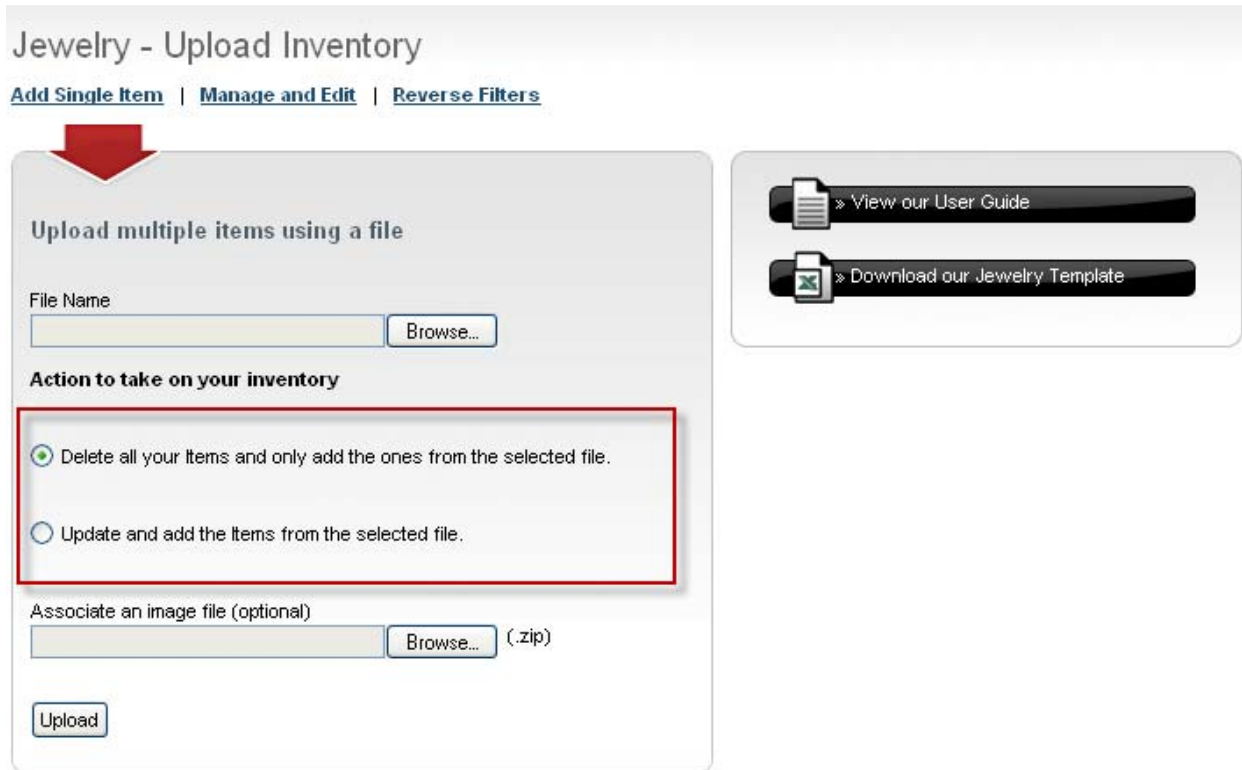
Delete all your items and only add the ones from the selected file.

Update and add the items from the selected file.

Associate an image file (optional) (.zip)

Step 2: Choose the type of Update

1. The **<Delete>** option will delete all jewelry in your inventory and add the ones from the selected file.
2. The **<Update>** option will update your jewelry inventory and add the ones from the selected file.



Jewelry - Upload Inventory

[Add Single Item](#) | [Manage and Edit](#) | [Reverse Filters](#)

Upload multiple items using a file

File Name

Action to take on your inventory

Delete all your Items and only add the ones from the selected file.

Update and add the Items from the selected file.

Associate an image file (optional)
 (.zip)


Please note it could take between 5-7 minutes for the upload to go through. Once the inventory has been uploaded, you will receive a direct message within your inbox advising you that the transfer has been completed successfully. Should any errors occur within the upload process, it will be specified within the direct message.

Step 3: Select your certificates and image file (optional)

1. Click on the **<Browse>** button to select the zip file containing your certificates and images. Please refer to the [Add Images to Uploaded Jewelry](#) section below to find out more.

Jewelry - Upload Inventory

[Add Single Item](#) | [Manage and Edit](#) | [Reverse Filters](#)



Upload multiple items using a file

File Name


Action to take on your inventory

Delete all your Items and only add the ones from the selected file.

Update and add the Items from the selected file.

Associate an image file (optional)
 (.zip)

 » [View our User Guide](#)

 » [Download our Jewelry Template](#)

Please note that you only need to upload an image file once. All images are kept in the **My Images** section whether they are used by an inventory Item or not. This means once an image is uploaded it can be used at any time in the future by simply specifying the certificate or image filename in the inventory upload file. You can also find and use any previously uploaded image when you add jewelry online.

Step 4: Upload your Inventory File

1. Lastly, click on the <Upload> button.

Jewelry - Upload Inventory

[Add Single Item](#) | [Manage and Edit](#) | [Reverse Filters](#)

Upload multiple items using a file

File Name

Action to take on your inventory

Delete all your items and only add the ones from the selected file.

Update and add the items from the selected file.

Associate an image file (optional)
 (.zip)

» View our User Guide

» Download our Jewelry Template

In order to maximize the value of the jewelry database the inventory must be as current as possible.

3. Upload via FTP Transfer

FTP uploads can be done through Polygon's FTP server instead of through the website. This works best for member who have large inventory files and large attachments (larger than 20 MB).

- Rename your file

```
Attachment file
Pos#1  username
Pos#2  date (YYYYMMDD)
Pos#3  always  prod
Pos#4  import mode ("a" | "c") as they are online,(a) append to inventory, or (c)delete all current
inventory and add this file.
Pos#6  folder code ("CS" = "Colored Stones", "DM" = "Diamond", "DP" = "Diamond Parcel",
"JW" = "Jewelry", "WA" = "Watch" ) *** optional but recommended ***
```

- **Examples:**
 - Inventory File: 92258_20070113_prod_c_DM.txt
 - Image Zip File: 92258_20070113_prod_c_DM.zip

- Click the “Start” button and choose “My Computer”

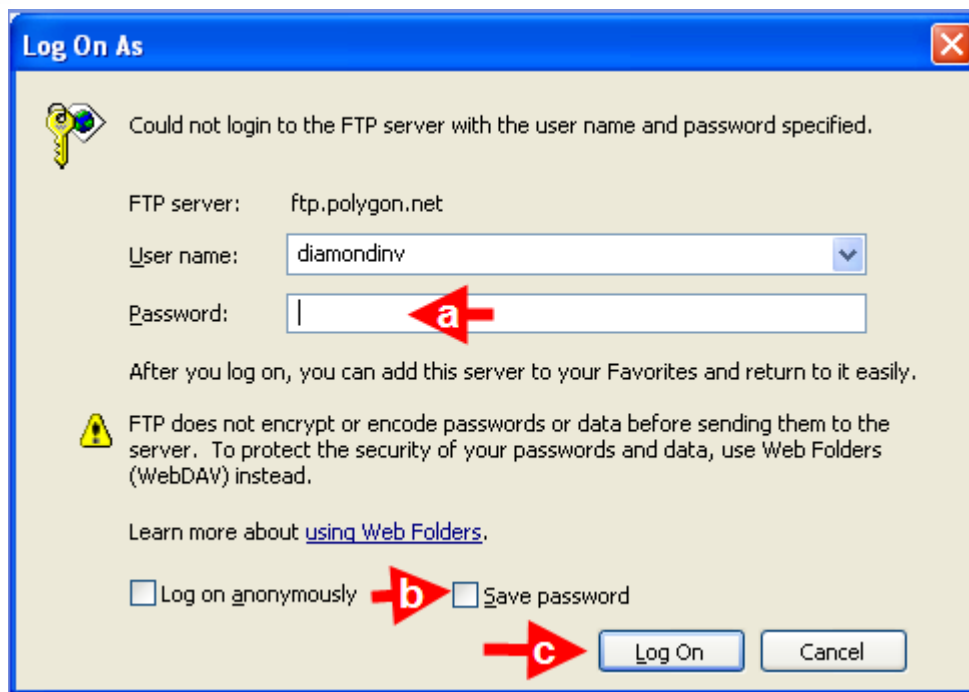


- In the address bar type in [ftp.polygon.net](ftp://ftp.polygon.net)
- You will be prompted for a user id and password

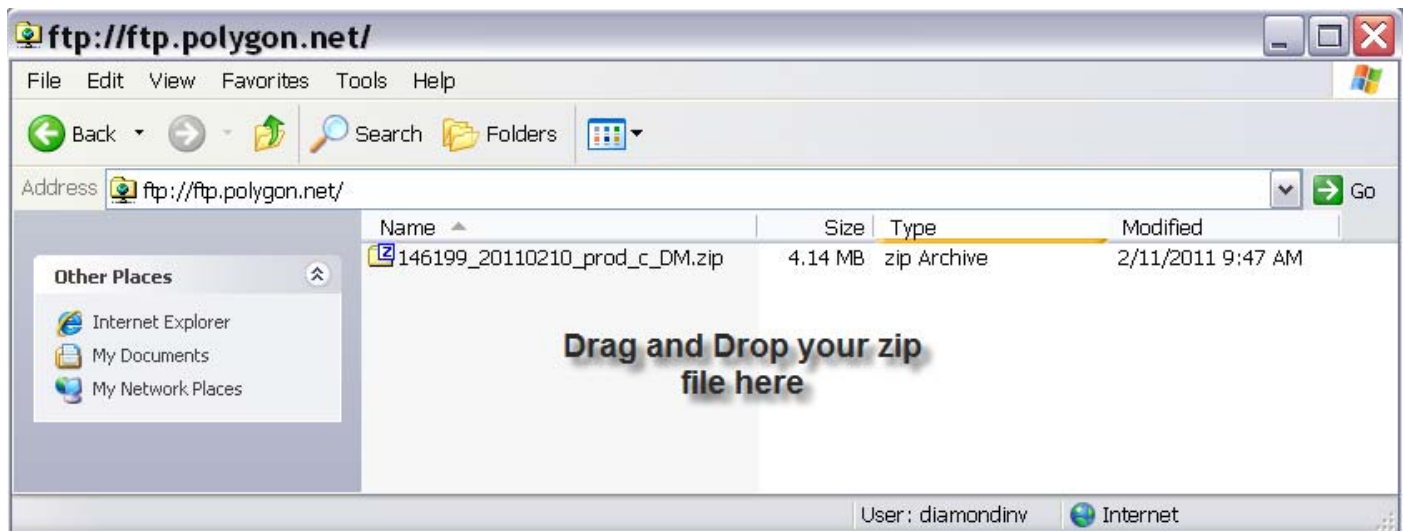
Jewelry

Username: jewelryinv

Password: p8IZ2EHd



- Drag and drop your file into the window
 - This process could take awhile, you will receive a message in your inbox when upload is complete



4. Edit or delete existing inventory

- Go to “My Account”
- Go to “Inventory”
- Click on “Manage/Edit” in the Jewelry section

[Home](#) | [My Account \(3\)](#) | [Community](#) | [Ads](#) | [Diamonds](#) | [Jewelry](#) | [Colored Stones](#) | [Watches](#) |

[Inbox \(3\)](#) | [Inventory](#) | [Profile](#) | [Connections \(0\)](#) | [Feedback](#) | [Invoicing \(0\)](#) | [Preferences](#)

My Inventory

Diamonds [\[Manage/Edit\]](#)

Active: 0 Expired: 0

- Advanced Search
- Add Single Item
- Upload From File
- Manage Virtual Inventory Access

Watches [\[Manage/Edit\]](#)

Active: 0

- Advanced Search
- Add Single Item
- Upload From File

Jewelry [\[Manage/Edit\]](#)

Active: 0

- Advanced Search
- Add Single Item
- Upload From File

Parcels [\[Manage/Edit\]](#)

Active: 0

- Add Single Parcel
- Upload From File

Selling Tools
[My Images](#)
[Tutorials](#)

Inventory Settings
[Listed Currency](#)

To Delete:

- **Your Entire Inventory** - “Actions on All Inventory”, click on “Delete All” link
- **Selected Items** - “Action on Checked Items, check the box next to the items to delete and click on the “Delete” button

Jewelry - Manage and Edit [User Guide](#)

[Add Single Item](#) | [Upload From a File](#) | [Reverse Filters](#) [Print this Page](#)

Results 1 of 1 items found

Search My Inventory

Sk#

Product Type

Metal Type

Keyword

Advanced Search

Actions on Checked Items Sort By Then

<input type="checkbox"/>	Sk#	Image	Product Type	Metal Type	Style	Availability	Price (USD)	Carat Weight	
<input type="checkbox"/>	12345	No image	Ring	14K:White		1 - 2 Weeks Delivery	2,000.00		Edit

1 Results per page : 25 50 100 500

Actions on All Inventory

To Edit:

- Click on the “Edit” link on the right hand side
- Changed the information you want to update and click “Save”

[Home](#) | [My Account \(0\)](#) | [Community](#) | [Ads](#) | [Diamonds](#) | [Jewelry](#) | [Colored Stones](#) | [Watches](#) |

[Inbox \(0\)](#) | [Inventory](#) | [Profile](#) | [Connections \(0\)](#) | [Feedback](#) | [Invoicing \(0\)](#) | [Preferences](#)

Jewelry - Manage and Edit [User Guide](#)

[Add Single Item](#) | [Upload From a File](#) | [Reverse Filters](#) [Print this Page](#)

Results 1 of 1 items found

Search My Inventory

Sk#

Product Type

Metal Type

Keyword

Advanced Search

Actions on Checked Items Sort By Then

Ascending Descending

<input type="checkbox"/>	Sk#	Image	Product Type	Metal Type	Style	Availability	Price (USD)	Carat Weight	<input type="button" value="Edit"/>
<input type="checkbox"/>	12345	No image	Ring	14K:White		1 - 2 Weeks Delivery	2,000.00		

Results per page : 25 50 100 500

[Home](#) | [My Account \(0\)](#) | [Community](#) | [Ads](#) | [Diamonds](#) | [Jewelry](#) | [Colored Stones](#) | [Watches](#) |

[Inbox \(0\)](#) | [Inventory](#) | [Profile](#) | [Connections \(0\)](#) | [Feedback](#) | [Invoicing \(0\)](#) | [Preferences](#)

Jewelry - Edit Single Item

[Add Single Item](#) | [Upload From a File](#) | [Manage and Edit](#) | [Reverse Filters](#)

Required Information

Sk#

Wholesale \$ USD

Availability

Product Type

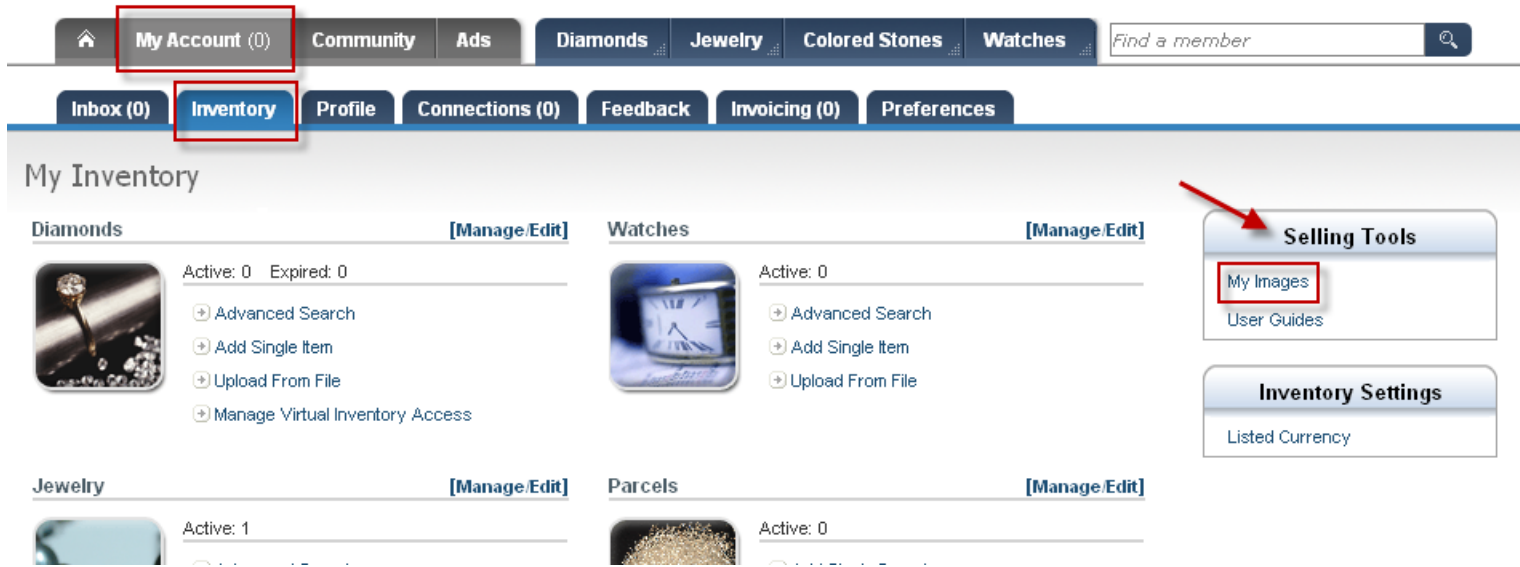
Metal Type

Keywords

Description

5. Add pictures or certificates to uploaded inventory

- Go to “My Account”
- Go to “Inventory”
- In the “Selling Tool’s” box click on “My Images”



My Inventory

Diamonds [Manage/Edit] Active: 0 Expired: 0

- Advanced Search
- Add Single Item
- Upload From File
- Manage Virtual Inventory Access

Watches [Manage/Edit] Active: 0

- Advanced Search
- Add Single Item
- Upload From File

Jewelry [Manage/Edit] Active: 1

Parcels [Manage/Edit] Active: 0

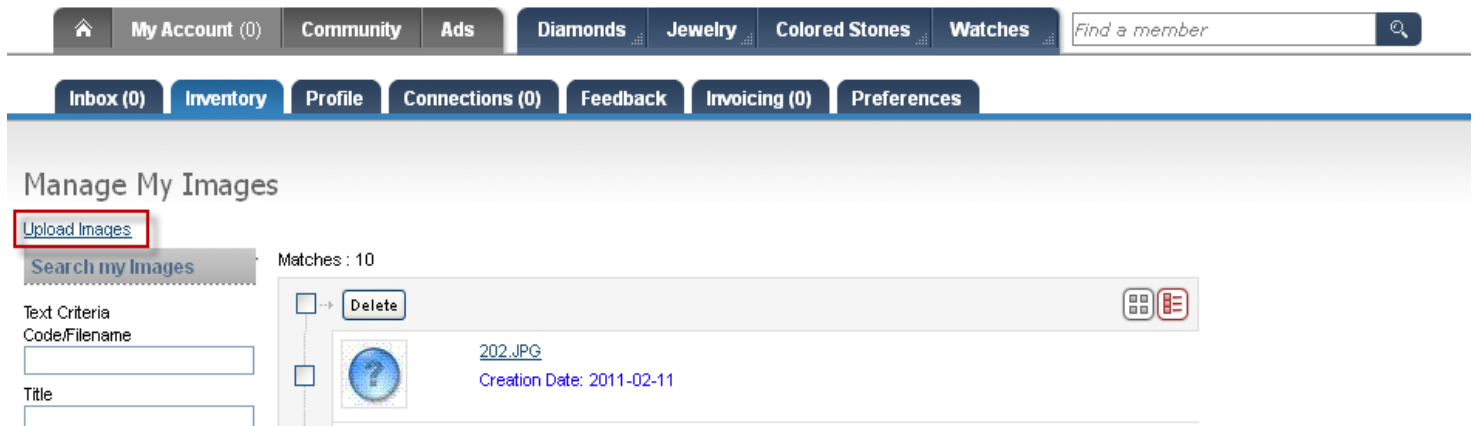
Selling Tools

- My Images** (highlighted)
- User Guides

Inventory Settings

- Listed Currency

- Go to “Upload Images”



Manage My Images

[Upload Images](#) (highlighted)

Search my Images Matches : 10

Text Criteria Code/Filename

Title

202.JPG
Creation Date: 2011-02-11

Delete

- You can add your pictures one by one or upload a zip file
 - Choose the correct folder using the drop down arrow (diamonds, jewelry, colored stones, watches)
 - Click Browse to find the image or zip file on your computer
 - Click “Upload”

Manage My Images - Upload

Option 1- one image at a time

Upload your Images

1. File Name

Image Title Destination Folder

2. File Name

Image Title Destination Folder

3. File Name

Image Title Destination Folder

4. File Name

Option 2- Using Zip File

Upload multiple Images using a zip file

Zip File Name

Folder

Choose the folder that matches the image

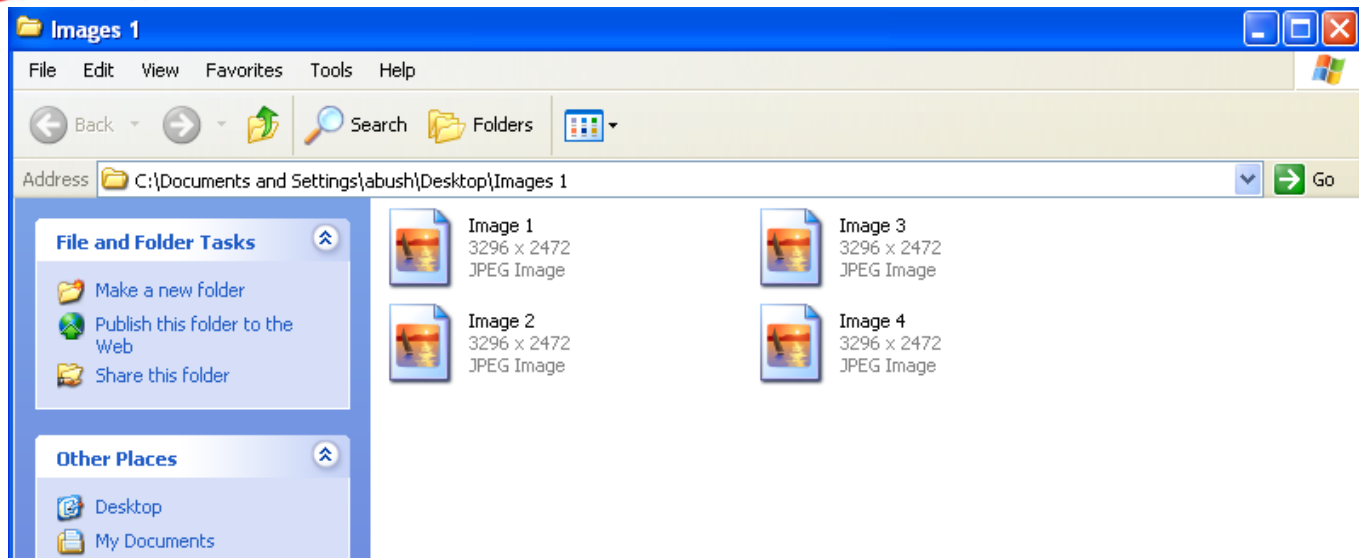
- You will receive a message in your inbox letting you know if the images were successfully upload or if any errors occurred
- After the images are upload you must connect your inventory file with the images
 - To link a photo with an inventory item you will need to enter the image name in the Image column of your inventory file.
 - Do not include spaces or symbols in the image name. Make sure that what is entered in the data file exactly matches the image name that you have included in your image zip file. For example, to make it easy use your stock number, such as HM1302. Once you have filled in your data file you can now re-upload this file and your images will attach.

Jewelry:

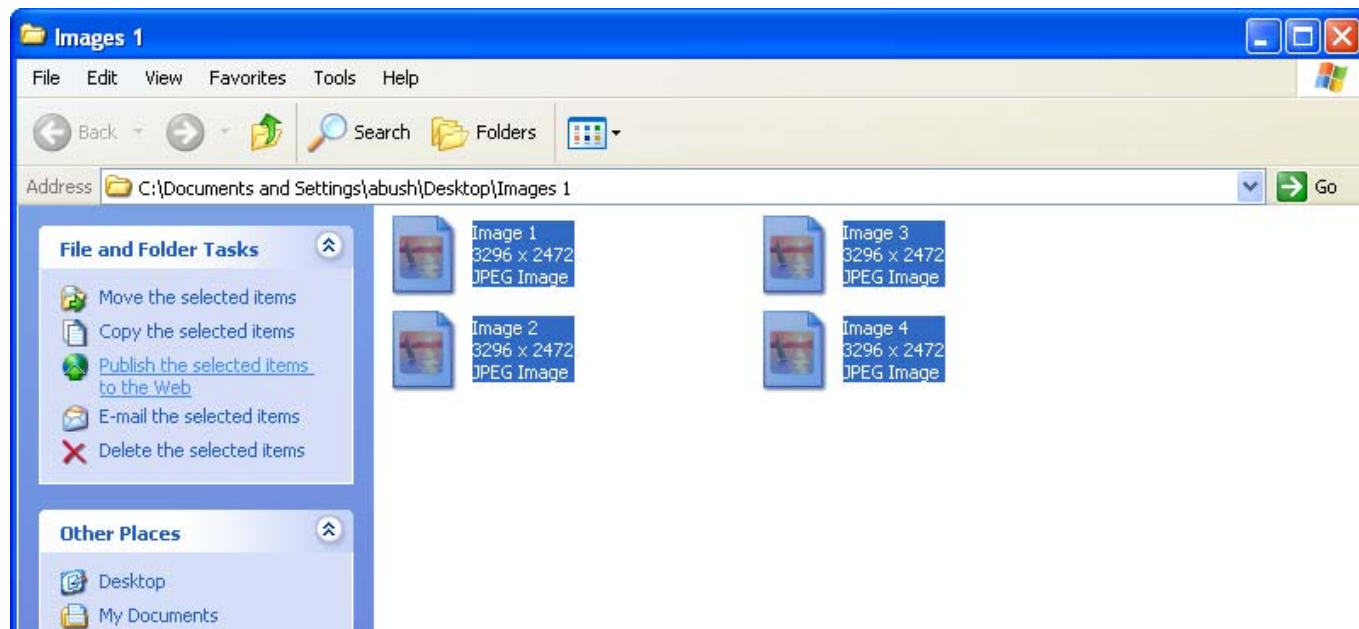
	A	B	C	D	E	F	G	H	I	J	K
	SKU	Keywords	Availability	Wholesale Price	Product Type	Description	Gender	Metal Type	Image Filename 1	Image Filename 2	Image Filename 3
1	HM1302	Diamond, Ring	In Stock		2000 Ring	Diamond Ring	Female		HM1302		
2											
3											
4											
5											

6. Create a zip file for your diamond images & certificates

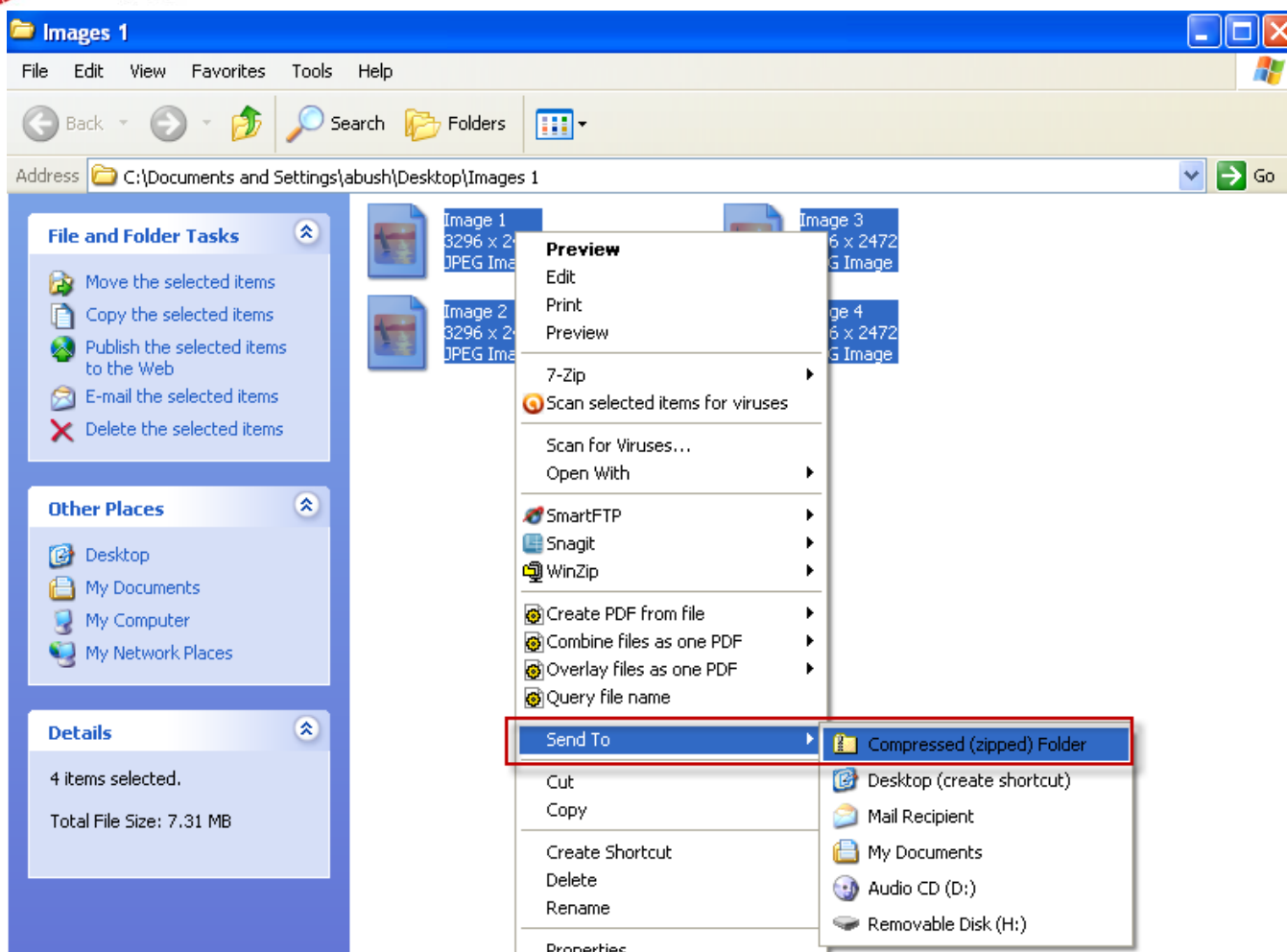
- Open the file on your computer that contains all your images
 - We recommend naming your images by the stock number or certificate name
 - We also recommend reducing your images to 300 pixels wide by 300 pixels high with a medium to semi-excellent resolution rating.



- Go to "Edit" and "Select All"



- Right click on your message and go to "Send to" "Compressed (zipped) Folder"



- Name your new zip file

7. Jewelry File Upload Formats & Requirements

The Jewelry file format can either be a CSV (comma separated values) or an Excel spreadsheet. If you wish to use the Excel format, you can download our Diamond Excel Template as a starting point.

The Jewelry format allows you to send columns of information in any order as long as the column names are correctly specified in the first row. This is already done in our Excel template but if you are creating a file from scratch, please refer to the table below for the correct names for each column.

Mandatory fields are the following:

- **SKU**
- **Keywords**
- **Availability**
- **Wholesale Price**
- **Product Type**
- **Description**
- **Metal Type**

All other fields are optional but we encourage you to send as much information as possible in order to give your inventory the most visibility possible. For any field you do not wish send us, simply leave the column blank or remove the column entirely.

For numbers, be sure to use the number zero, not the text letter "O". Do not enter any symbols such as percent signs (%) or dollar signs (\$).

Column Position	Column Name	Accepted Values
1	A	SKU
2	B	Keywords
3	C	Availability
		120 Characters including spaces
		1 - 2 Weeks Delivery
		2 - 4 Weeks Delivery
		4 + Weeks Delivery
		Designer Closeout
		In Stock
4	D	Wholesale Price
		<i>Any positive number with up to two decimal places.</i>
5	E	Suggested Retail Price
		<i>Any positive number with up to two decimal places.</i>
6	F	Product Type
		Anklet
		Bracelet
		Cameo
		Charms
		Cuff Links
		Earrings
		Enhancers
		Locket
		Necklace
		Pearl Shortener
		Pendant
		Piercing (Body)
		Pin/Brooch
		Ring
		Stud Sets
		Tiaras
		Tie Tacs / Tie Bars
		Other
7	G	Description
		4,000 Characters including spaces
8	H	Gender
		Female
		Male
		Child
9	I	Target Databases (Pavilions)
		As permission allows
10	J	Metal Type
		14K:White
		14K:Yellow
		Platinum
		8K:Yellow
		9K:Yellow
		10K:Yellow
		10K: Yellow Filled
		10K:White
		10K:Rose
		10K:Green
		10K:Tri-Color

Column Position	Column Name	Accepted Values
		10K:Two Tone
		14K:Yellow Filled
		14K:Rhodium
		14K:Rose
		14K:Green
		14K:Tr-Color
		14K:Two Tone
		18K:Yellow
		18K:Rose
		18K:Tri-Color
		18K:Two Tone
		18K:Two Tone Platinum
		18K:White
		22K:Yellow
		23K:Yellow
		24K:Yellow
		Aluminum
		Base Metal
		Brass
		Cobalt
		Copper
		Enamel
		Gold Plated
		Gold Overlay
		Pewter
		Rhodium
		Silver
		Stainless Steel
		Titanium
		Tungsten
		Vermeil
		None
		Other
11	K	File Image Name 1
12	L	File image Name 2
13	M	File Image Name 3
14	N	Brand
15	O	Style
16	P	Occasion
17	Q	Theme
18	R	Center Stone Type
19	S	Center Stone Shape
20	T	Center Stone Weight (CT)
21	U	Center Stone Size (MM)
22	V	Chain Width (MM)
23	W	Chain Length (IN)
24	X	Side/Multiple Stone Type
25	Y	Side/Multiple Stone Shape
26	Z	Side/Multiple Stone Total Weight (CT)
27	AA	Side/Multiple Stone Size (MM)
28	AB	Total Weight all Stones
29	AC	Stone Setting/Fabrication
		Channel
		Prong
		Bezel
		Bright Cut
		Burnished
		Fishtail
		Gypsy
		Handmade
		Illusion

Column Position	Column Name	Accepted Values
		Inlay
		Invisible
		Pave
		Tension
		Other
30	AD	Clasp
		Box
		Hook & Eye
		Lobster
		Screw
		Toggle
		Other
31	AE	Earring Back
32	AF	Chain Type
33	AG	Metal Weight (GM)
34	AH	Estate/Antique
35	AI	Origin/Estate Period
		Yes or No