



### Glassboxx Product Upload CSV file description

If supplying product meta data in a CSV file, please see the template file and use this description to format your metadata correctly. Columns marked with a \* are mandatory. **Unfortunately, incorrectly formatted metadata in the CSV file prevents your titles being successfully loaded into Glassboxx.**

		Column	Description	Example
1	*	isbn	The ISBN 13 as numeric only, and without hypens. This must be saved as a text field (see below.)	
2		isbn_10	The ISBN 10 as numeric only, and without hyphens. This must be saved as a text field (see below.)	
3		related_isbns	Ignore. For future use.	
4	*	name	The book title. Special characters such as single quotes must be removed or escaped (see below).	
5		name_no_prefix	The book title, without any preceding 'small' words (eg. The, A etc). Used for sorting purposes. Special characters such as single quotes must be removed or escaped (see below).	
6		subtitle	The book sub-title. Special characters such as single quotes must be removed or escaped (see below).	
7		publisher	The publisher name	
8		imprint	The imprint name	
9	*	format	ED for eBooks, AJ for audiobooks	
10		ebook_type	E101 for ePubs, otherwise leave empty	
11		author	Author full name. Special	William Shakespeare

		<b>Column</b>	<b>Description</b>	<b>Example</b>
			characters such as single quotes must be removed or escaped (see below).	
12		author_lastname	Author name with last name followed by first name. Special characters such as single quotes must be removed or escaped (see below).	Shakespeare William
13		editor	Editor full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
14		editor_lastname	Editor name with last name followed by first name. Special characters such as single quotes must be removed or escaped (see below).	Shakespeare William
15		illustrator	Illustrator full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
16		illustrations	Number of illustrations	
17		introduction_by	Introduction by full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
18		translator	Translator full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
19		forward_by	Forward full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
20	*	publication_date	Publication date in format dd-mm-yyyy. This must be saved as a text field (see below.)	30-09-2005
21		edition	The edition number	
22		country_rights	ISO 2 character country codes for countries in which title can be sold. (For all countries, use the	AF AL DZ AS AD AO AI AQ AG AR AM AW AU AT AZ BS BH BD BB BY BE BZ BJ BM BT BO

		<b>Column</b>	<b>Description</b>	<b>Example</b>
			values here.)	BA BW BV BR IO VG BN BG BF BI KH CM CA CV KY CF TD CL CN CX CC CO KM CG CD CK CR HR CU CY CZ CI DK DJ DM DO EC EG SV GQ ER EE ET FK FO FJ FI FR GF PF TF GA GM GE DE GH GI GR GL GD GP GU GT GG GN GW GY HT HM HN HK HU IS IN ID IR IQ IE IM IL IT JM JP JE JO KZ KE KI KW KG LA LV LB LS LR LY LI LT LU MO MK MG MW MY MV ML MT MH MQ MR MU YT MX FM MD MC MN ME MS MA MZ MM NA NR NP NL AN NC NZ NI NE NG NU NF KP MP NO OM PK PW PS PA PG PY PE PH PN PL PT PR QA RO RU RW RE BL SH KN LC MF PM VC WS SM SA SN RS SC SL SG SK SI SB SO ZA GS KR ES LK SD SR SJ SZ SE CH SY ST TW TJ TZ TH TL TG TK TO TT TN TR TM TC TV UM VI UG UA AE GB US UY UZ VU VA VE VN WF EH YE ZM ZW AX
23		series	Name of the series. Special characters such as single quotes must be removed or escaped (see below).	
34		category_code	BIC codes using the 'pipe'   character as the separator.	FR FT
25		page_number	Number of pages in print format	356
26		words	Number of words	10,864
27		product_availability	Product availability code. Leave blank.	
28		availability_code	Availability code. Leave blank.	
29	*	price	Price in GBP as x.yy	8.99
30		price_excl_tax	Price in GBP excluding tax	7.49
31		usd_price	Price in USD	9.99

		<b>Column</b>	<b>Description</b>	<b>Example</b>
32		usd_price_excl_tax	Price in USD excluding tax	8.32
33	*	description	Required for Vendor+ sales. Long description of alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
34		short_description	Used for Vendor+ sales. Short description of alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
35		press_reviews	Used for Vendor+ sales. Preview reviews of alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
36		contents	Used for Vendor+ sales. Table of contents of alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
37		promotional	Used for Vendor+ sales. Promotional headline for title alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
38		biographical_note	Used for Vendor+ sales. Author's biographical note of alphanumeric text only, but can include HTML tags. Special characters such as single quotes must be removed or escaped (see below).	
39		url_key	For internal use only. Ignore.	
40		onix_file	For internal use only. Ignore.	

		Column	Description	Example
41		duration	Duration (if audiobook) in format xh ym	1h 20m
42		narrator	Narrator full name. Special characters such as single quotes must be removed or escaped (see below).	William Shakespeare
43	*	seller_id	Your Vendor ID that you will find by logging in to your Glassboxx vendor account and going the INTEGRATIONS / Vendor page.	

### ISBN and date fields in CSV files

The data format for ISBN and Publication Date columns must be 'Text', otherwise the data could change when you save your CSV file, or when an upload is attempted, causing the upload to fail.

#### Using Microsoft Excel

If using Excel, to change the data field to 'Text', carry out the following:

Under the Data tab, select **Text to Columns**, then

Step 1. Leave 'Delimited' selection, go to 'Next'

Step 2. Leave 'Tab' selected, go to 'Next'

Step 3. Select 'Text' and select 'Finish'

### Description fields in CSV files

Text fields in CSV files can be problematic because the character used as the delimiter between the fields can sometimes also need to appear as a valid character within the text. This makes the job of importing CSV files quite complicated.

If your text fields contain special characters like quotes and commas, before uploading your file to Glassboxx you must make sure these fields are 'escaped', otherwise the importing process will fail and your books won't be added.

#### Using Microsoft Excel

If using Excel to create your CSV, you need to edit fields with embedded commas, quotes or double-quote characters so they are quoted, eg.

1997, Ford, E350, "Super, luxurious truck"

Also, if using Excel, each embedded single or double-quote characters must be represented by a pair of single or double-quote characters, eg.

1997, Ford, E350, "Super, ""luxurious"" truck"

To be processed by the Glassboxx uploader, a CSV file **needs** single and double quotes to be escaped (by using another set of single or double quotes), because the single or double quote by itself denotes the boundaries of a field.

#### Using other tools

If using other tools to create your CSV, such as Libre Office, this can be achieved by selecting the 'quote all text cells' option when exporting to CSV.

#### More help

Any other questions please review the Help page in your Vendor Admin Portal by logging in with your vendor email and password at <https://glassboxx.co.uk>, or contact us on [glassboxxsupport@firstygroup.com](mailto:glassboxxsupport@firstygroup.com)