



How To: List Multiple Products to Sell

Adding multiple products to MiX is a fast and efficient way to build your storefront. Instead of creating listings one at a time, you can prepare your products in a CSV file and import them all at once.

With a little preparation, you'll be able to upload dozens (or even hundreds) of products in just a few simple steps. This guide follows the same straightforward process as MiX's single product listing workflow while using the bulk import feature.

Before You Begin: Prepare Your Products

Taking a few minutes to organize your products before importing them will save time and help ensure your listings upload correctly.

Take Product Photos

Photograph every product you plan to sell. For the best results, we recommend:

- Taking photos on a table with a clean white background.
- Including a small piece of paper showing the product name and part number or serial number for easy reference later in the process.
- Naming each image exactly what it represents (for example, Part Name 1). This makes locating images much easier during the upload process.

Upload Your Photos to MiX

Next, upload all of your product images into the MiX Image Library.

We recommend pressing the "Upload Product Images" button next to the search bar at the top of your screen. From there, upload all of your product images before beginning your spreadsheet import.

Once your images have finished uploading, please do the following:

- Open a new note on your computer.
- Return to your uploaded images.
- Select an image.
- In the lower-right corner of the screen, locate the Image URL (also named the "File URL").
- Click "Copy Url to Clipboard" button underneath the URL to copy it.
- Paste the URL into your note next to the corresponding product name.

Input Information into the MiX CSV Template

Download the MiX CSV template and complete the following fields for every product. We recommend also renaming the file something easy to identify.

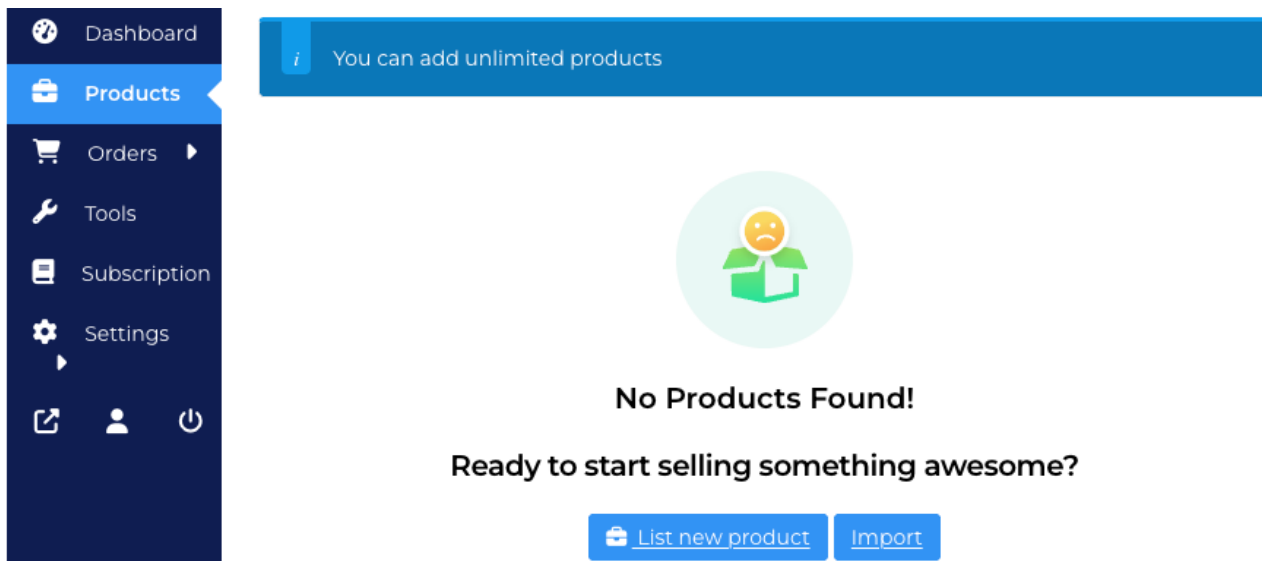
- **Product Type** - We recommend leaving this set to Simple.
- **SKU** - If your product has a SKU, enter it here. If not, use the manufacturer's part number. If neither exist, create a short, descriptive identifier.
- **Product Name** - Enter the full product name. The more descriptive you are, the easier your product will be for buyers to find.
- **Short Description** - Write a brief product description of 200 characters or less. This summary may be used by search engines.
- **Long Description** - Provide a detailed description of the product, including important specifications, features, condition, compatibility, or any other information the buyer should know.
- **Stock** - Enter the quantity currently available.
- **Weight, Length, Width, and Height** - Enter the approximate weight, length, width, and height of the product.
- **Regular Price** - Enter your selling price.
- **Category** - Select the appropriate MiX category (Machine Tooling, Repair / MRO Parts, Industrial Materials, Cutting Tools)
- **Tags** - We recommend using the product's part number as the primary tag.
- **Images** - Paste the Image URL you copied earlier (the URL you put on a separate note on your computer) into this field. Before moving on, double-check each URL to ensure it matches the correct product. Even a single incorrect character at the end of a URL can point to the wrong image.
- **Attribute 1 Name** - For consistency, we recommend entering **Internal ID**.
- **Attribute 1 Value(s)** - Create an internal naming convention to help organize your products. For example: CompanyName01
- **Attribute 1 Visible** - Leave this value set to 1.

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Step 1: Navigate to Your Products

Click **"Sell"** in the navigation bar at the top of your screen.

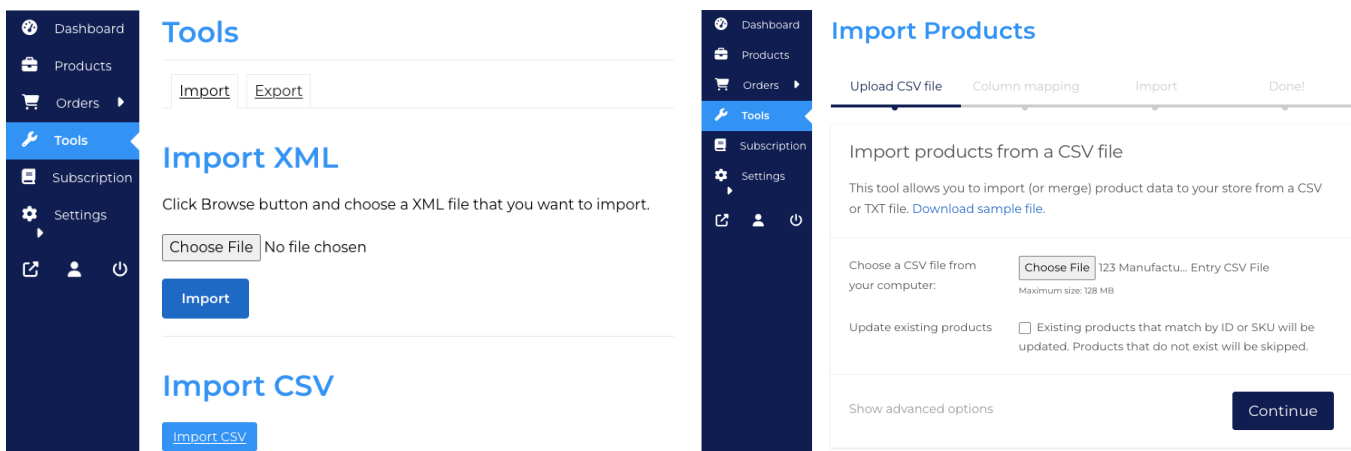
You'll be taken to your Products page in your dashboard. If you've already listed products, they'll appear here. If not, you'll see a No Products Found message. Click the Import button located in the upper-right corner beneath the blue navigation bar or the button labelled "Import".



Step 2: Import Your Products

Click **Choose File** and select the completed CSV file you prepared earlier.

After selecting your file, click **"Continue"** to begin the import process. You can also access the import feature by selecting **"Tools"** from the left-hand navigation menu.



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Step 3: Verify Your Column Mapping

After your CSV has been uploaded, MiX will automatically match each column in your spreadsheet with the corresponding product field. Review each mapped field carefully to ensure everything imported correctly. Once you've confirmed all information is accurate, click **Run the Importer**.

Dashboard

Products

Orders

Tools

Subscription

Settings

Import Products

Upload CSV file

Column mapping

Import

Done!

Map CSV fields to products

Select fields from your CSV file to map against products fields, or to ignore during import.

Column name	Map to field
Type Sample: Simple	Type
SKU Sample: RDS101-320102702666	SKU
Name Sample: Redragon Wired Keyboard	Name
Short description Sample: Redragon Wired Keyboard	Short description
Description Sample: Reliable wired keyboard designed for responsive, consistent performance. Features a durable build, comfortable key layout, and plug-and-play USB connectivity, making it suitable for office work or everyday computer use.	Description
Stock Sample: 1	Stock
Weight (lbs) Sample: N/A	Weight (lbs)

Length (in)
Sample: N/A

Length (in)

Width (in)
Sample: N/A

Width (in)

Height (in)
Sample: N/A

Height (in)

Regular price
Sample: 29.99

Regular price

Categories
Sample: Machine Tooling

Categories

Tags
Sample: test

Tags (comma separated)

Images
Sample: https://www.mixinventory.com/wp-content/uploads/2026/06/19AE53F2-3363-4958-AAA7-1D39437731AA.jpg

Images

Attribute 1 name
Sample: Internal ID

Attribute name

Attribute 1 value(s)
Sample: GH01

Attribute value(s)

Attribute 1 visible
Sample: 1

Attribute visibility

Run the importer

Step 4: Complete Your Import

Your products have now been successfully imported into MiX.

They will immediately appear in your Products page and be available in your storefront. If you'd like to make additional edits, such as updating descriptions, pricing, or images, you can edit any product individually after the import has finished. For more details on how to upload or edit individual products, please see our **"How To: List a Single Product to Sell."**

Congratulations! You've successfully imported multiple products into MiX. Your inventory is now live and ready for buyers to discover.