BUILDIT
MATERIAL EXCHANGE

WHERE EXCESS MEETS ACCESS

How to Add Multiple Products to BuildIt Material Exchange

In Buildit Materials Exchange you can add a list of products at one time. Below are instructions to correctly do this and avoid getting errors. Below are step by steps along with a sample screen shot.

Revision 2 -4 15 2026

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

Sample

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Type	SKU	Name	Published	Visibility in catalog	Short description	Description	Tax Status	Regular price	Sale price	Categories	Tags	Stock	Weight (lbs)	Length (in)	Width (in)	Height (in)	Shipping class	Images
simple	PLY-4x8-001	Kitchen Sink Black	1	visible	Black Kitchen Sink	Bring a modern, elevated look to your kitchen with this matte black sink, designed to combine durability with understated style. The smooth, non-reflective finish resists fingerprints, water spots, and everyday wear, making it as practical as it is visually striking.	yes	125	95	Kitchen & Bath Cabinets	Granite Sink	25	125.5				Regional	https://assets.wfcdn.com/im/69733844/resize-h600-w600%5Ecompr-r85/3009/300931667/KRAUS+Quarza%E2%84%A2+33%22+L+Dual+Mount+60%2F40+Double+Bowl+Granite+Kitchen+Sink.jpg

BuildIt Material Exchange

Bulk Product Upload Instructions (CSV)

Use this method if:

- You are adding multiple products at once
- You want the fastest way to get products listed
- You are comfortable working in Excel or Google Sheets

All products are uploaded using the official BuildIt CSV template.

BEFORE YOU START

Important rules:

- Do not change column names
- Do not add new columns
- Do not merge cells
- Use plain text only
- Hidden columns are OK
- Save the file as CSV (Comma Separated Values) before uploading

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

COLUMN-BY-COLUMN INSTRUCTIONS
Below is exactly what to enter in each column.

PRODUCT BASICS

Type Required.
Enter:
simple
All products on BuildIt are listed as Simple Products.

SKU - Optional.
Enter your internal SKU if you use one, or leave blank. This is so customers can search by SKU
Example**: -** BME-FLR-001

Name - Required.
Enter a clear, descriptive product name buyers will recognize.
Good example:
Engineered Hickory Hardwood Flooring – 3/8" Tongue & Groove

Tips:
- Include material, size, or finish when possible
- Avoid internal codes or abbreviations
- Think like a buyer searching for this product
- the more details the better the customer will find the product

Published - Required.
Enter: **1**
This makes the product live after upload.

Visibility in catalog - Required.
Enter: **visible**

Short description - Optional (but recommended).
1–2 sentences summarizing the product.

Example:
Discontinued engineered hardwood flooring in a warm hickory finish. New, unused surplus inventory.

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

Description- Recommended.
This is the main product description buyers will read.



Include when applicable:

- Material type
- General dimensions or thickness (written in plain language)
- Condition
- Intended use
- Any limitations or notes

Tax Status

Taxable - Tax and rates are handled in the Build it Material Marketplace. You just need to mark it as taxable or not. Retail/tangeable products ARE taxable in most cases.

Regular price- Required.
Numbers only. No dollar signs.

Examples:
2.75
30
100

Sale price - Optional.
Enter only if the item should display as discounted.
Leave blank if not on sale.

Categories - Required.
Enter at least one category.

You may choose multiple categories using a vertical bar |.

Approved Category Options

- Lumber & Plywood
- Lumber
- Plywood
- Flooring
- Roofing & Siding
- Drywall & Insulation
- Electrical
- Plumbing & Fixtures
- Hardware & Fasteners
- Lighting & Hardware
- Paint & Finishes
- Cabinets & Countertops
- Kitchen & Bath Cabinets

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

- Doors & Windows
- Molding & Millwork
- Decking & Outdoor
- Tools & Equipment
- Building Materials
- Other

Example (multiple categories):
Flooring | Building Materials

Important:
- Choose categories based on what the product is, not how it might be used
- Category names must match exactly

TAGS

Tag - Optional.
Use commas to separate tags. Tags help with internal organization and search but are not required.

Examples:
surplus, discontinued, clearance, bulk lot)

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

Stock - enter quantity in stock

Weight (lbs) - Optional
Numbers only. Good to enter if important to what customer is searching for

Length (in) - Optional.Good to enter if important to what customer is searching for

Width (in) - Optional.Good to enter if important to what customer is searching for

Height (in) - Optional.Good to enter if important to what customer is searching for

Shipping class - Optional - see setting up shipping on how shipping will appear for each product

Use one of the following exactly: You set the parameters and pricing in these categories yourself in the vendor dashboard.

- Local
- Regional
- United States

IMAGES

Images - Optional in the CSV.
Rules:

- Images must be publicly accessible URLs
- Separate multiple image URLs with commas
- Leave blank if you plan to upload photos manually after import directly from your computer.
- If they are on your business page click on the image and save link. that will be the url you can enter.

Example:
https://example.com/image1.jpg,https://example.com/image2.jpg

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com

FINAL STEPS

1. Save the file as CSV
2. Upload through your Vendor Dashboard
3. Review your products after import
4. Edit any product to:
    - Add photos
    - Update details
    - Adjust inventory if needed

IMPORTANT NOTE FOR VENDORS

Attributes (such as brand, material, or condition) are optional and can be added later when editing a product.

Attributes can only be added manually.

Address: WWW.BuildItMaterialExchange | Phone: 888-888-8888 | Email:: contact@builditmaterialexchange.com