Polygon

TRAINING MATERIAL

Tutorial: Uploading Your Colored Stones Inventory

OVERVIEW

Description:	In this section, you can: 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 colored stones file upload formats and requirements
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

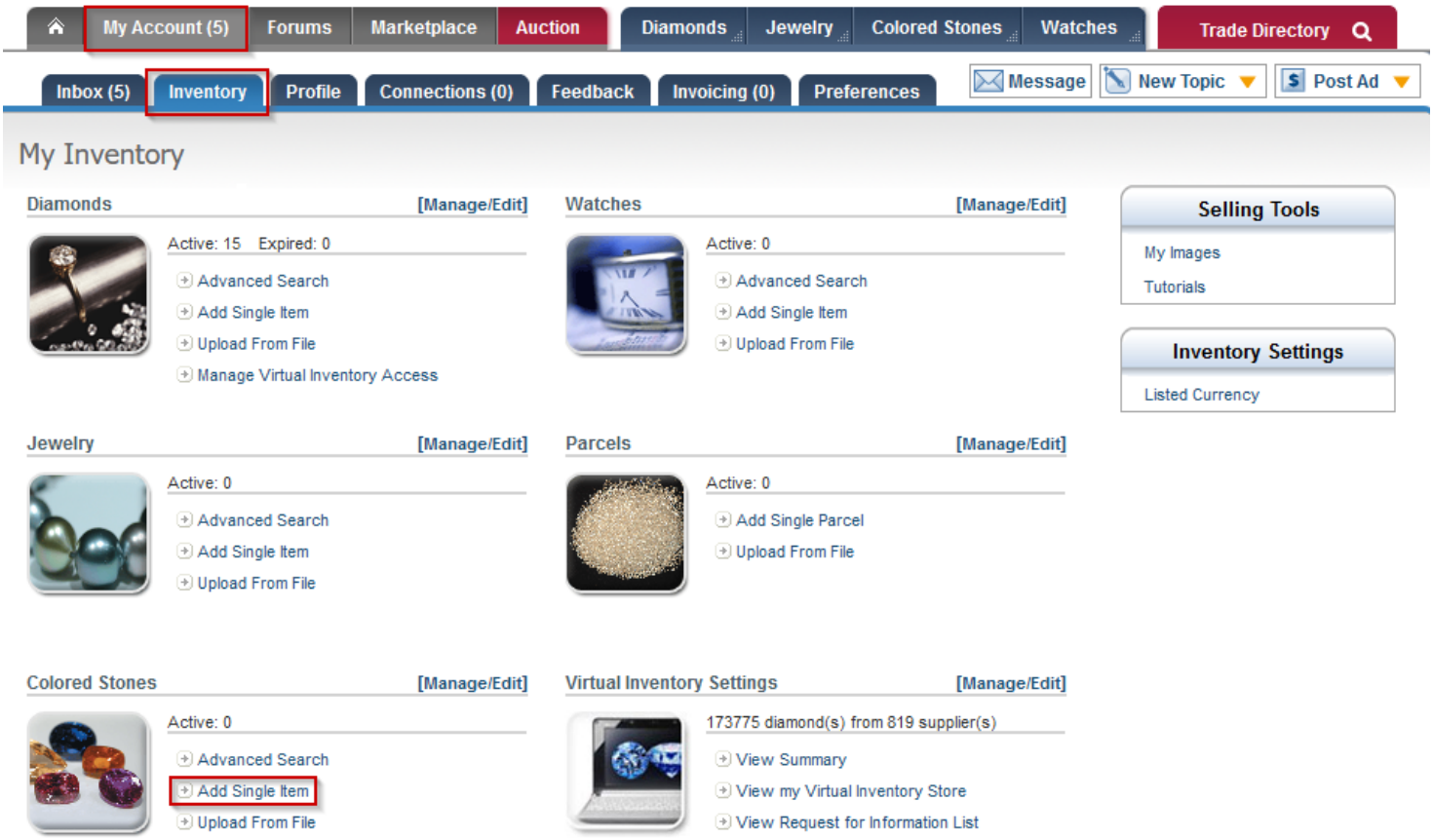
Useful Tips:

- 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

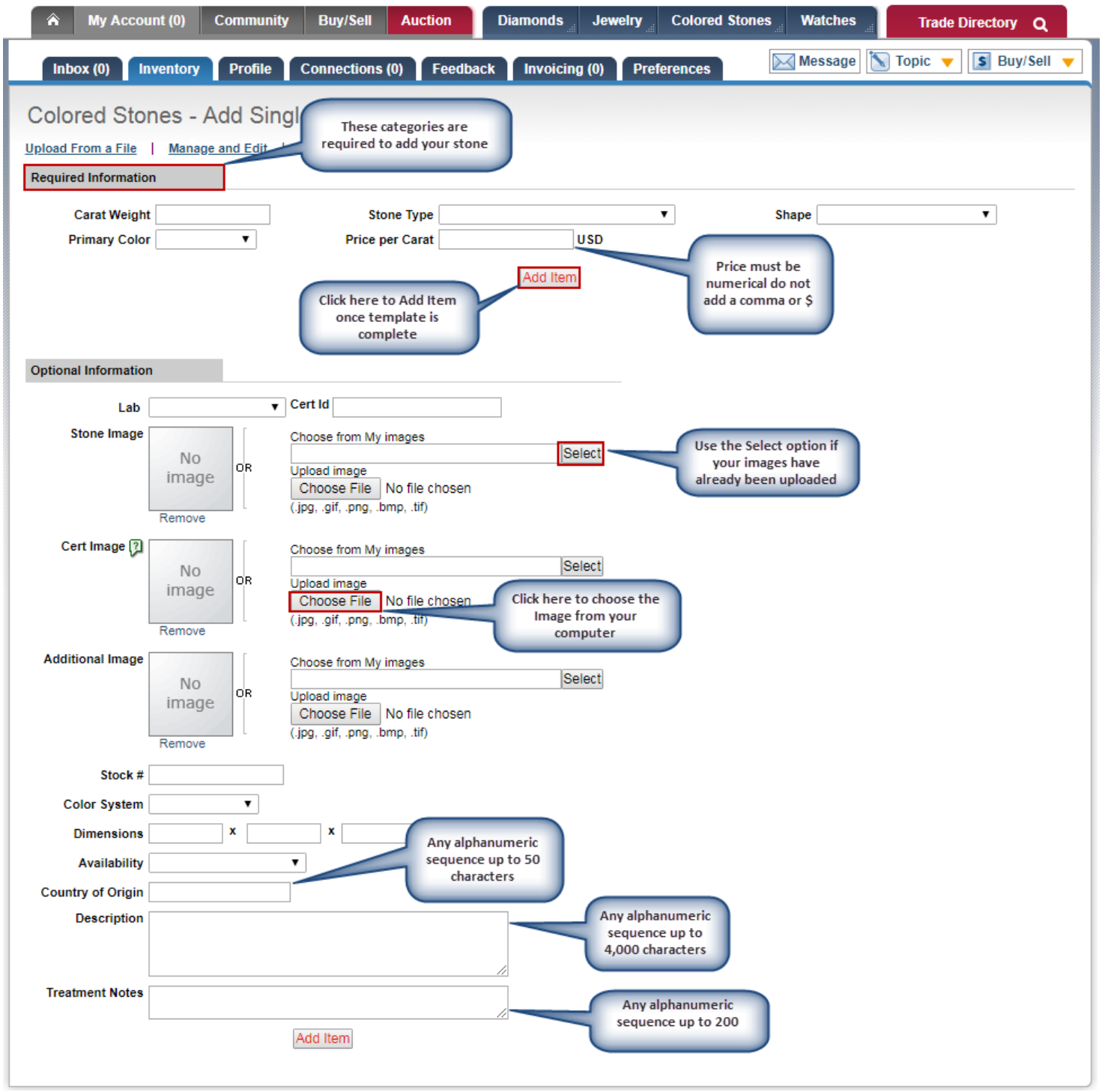
1. Add a single item to your inventory

- Go to "My Account"
- Go to "Inventory"
- In the colored stones section, click on "Add Single Item"



- 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
        - Use “Select” if the photo you are using as been previously uploaded to Polygon
        - Use “Browse” to upload a photo from your computer
    - 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

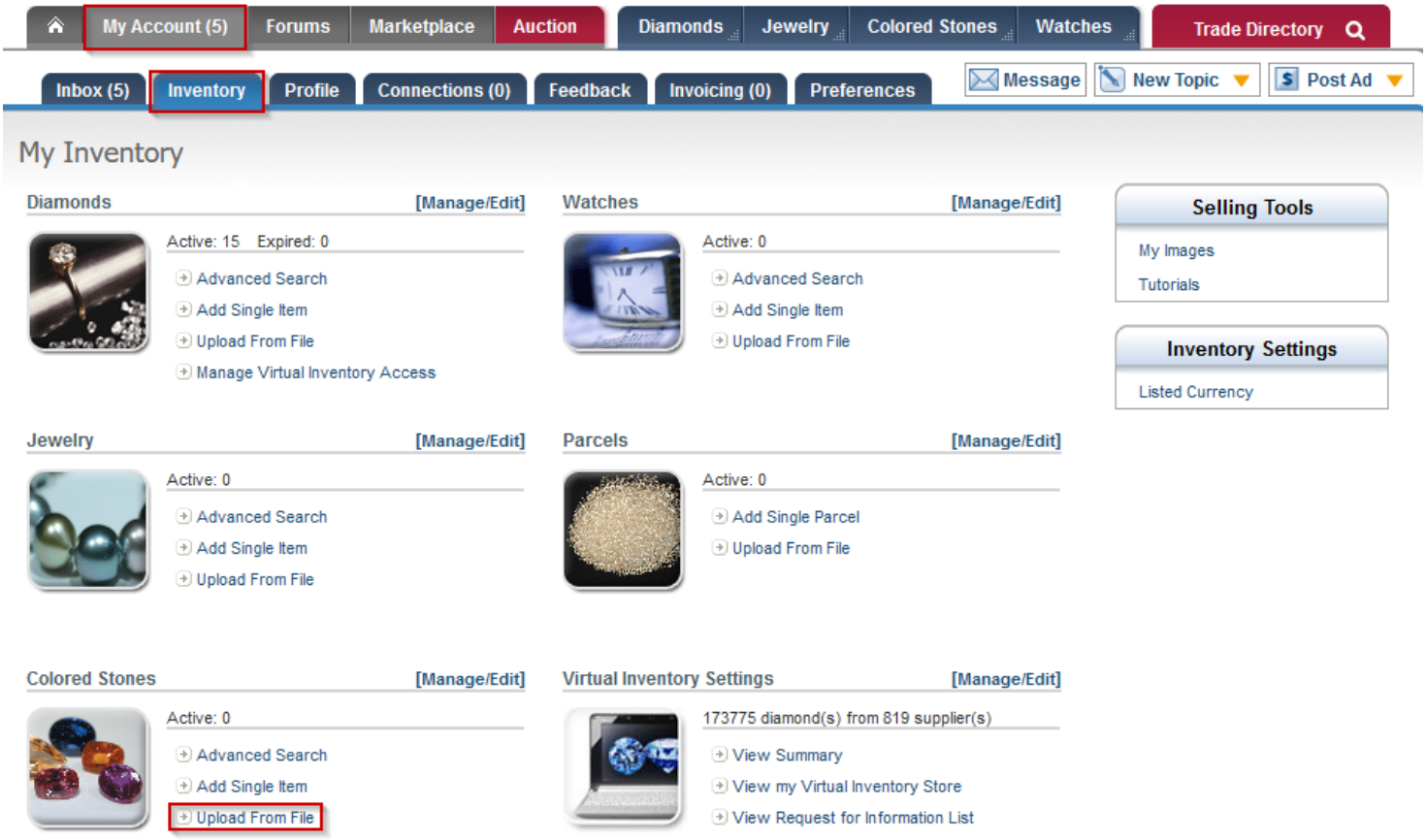

My Account (0)
Community
Buy/Sell
Auction
Diamonds
Jewelry
Colored Stones
Watches
Trade Directory
Inbox (0)
Inventory
Profile
Connections (0)
Feedback
Invoicing (0)
Preferences
Message
Topic
Buy/Sell
Colored Stones - Add Singl
Upload From a File | Manage and Edit
These categories are required to add your stone
Required Information
Carat Weight
Stone Type
Shape
Primary Color
Price per Carat
USD
Price must be numerical do not add a comma or $
Add Item
Click here to Add Item once template is complete
Optional Information
Lab
Cert Id
Stone Image
No image
Remove
OR
Choose from My images
Select
Use the Select option if your images have already been uploaded
Upload image
Choose File
No file chosen
(.jpg, .gif, .png, .bmp, .tif)
Cert Image
Click here to choose the Image from your computer
Additional Image
Stock #
Color System
Dimensions
Availability
Country of Origin
Any alphanumeric sequence up to 50 characters
Description
Any alphanumeric sequence up to 4,000 characters
Treatment Notes
Any alphanumeric sequence up to 200
Add Item

2. Upload your inventory using an excel file

Useful Tip:

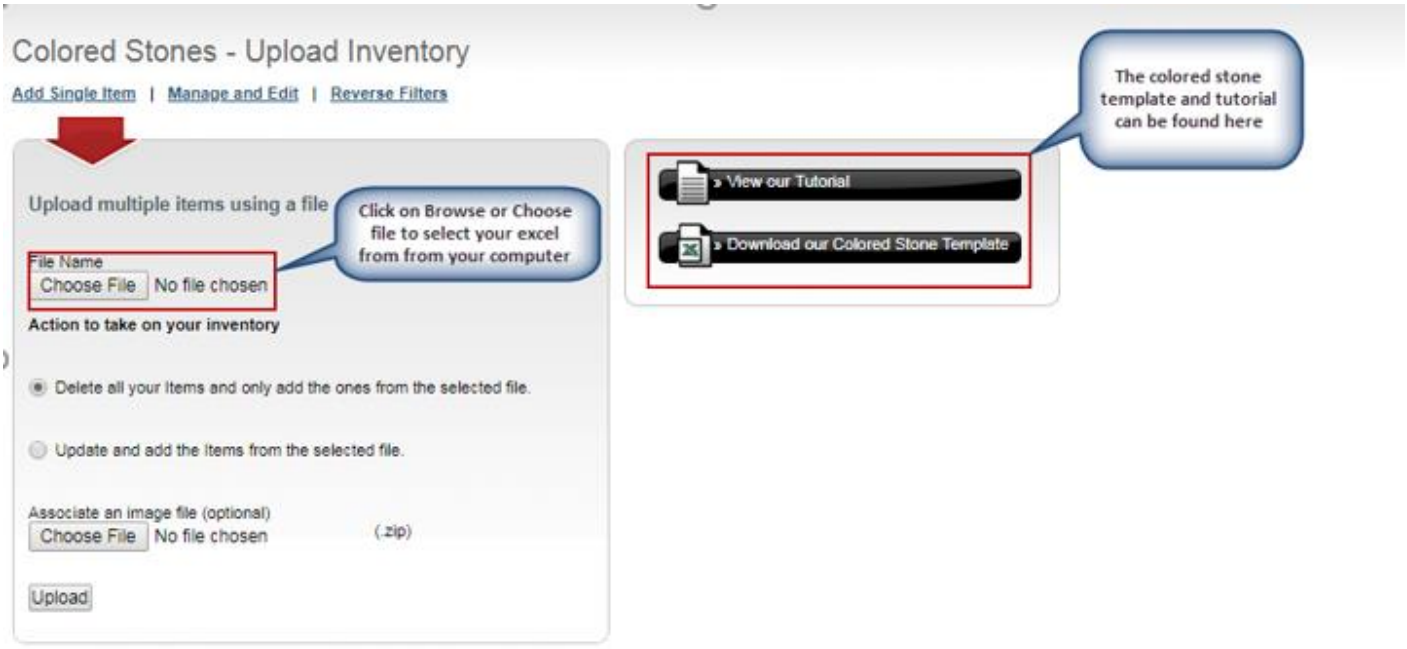
- In order to successfully upload inventory, you must first create a file that respects the Polygon format. Please refer to section 7 in this document for information on accepted formats.

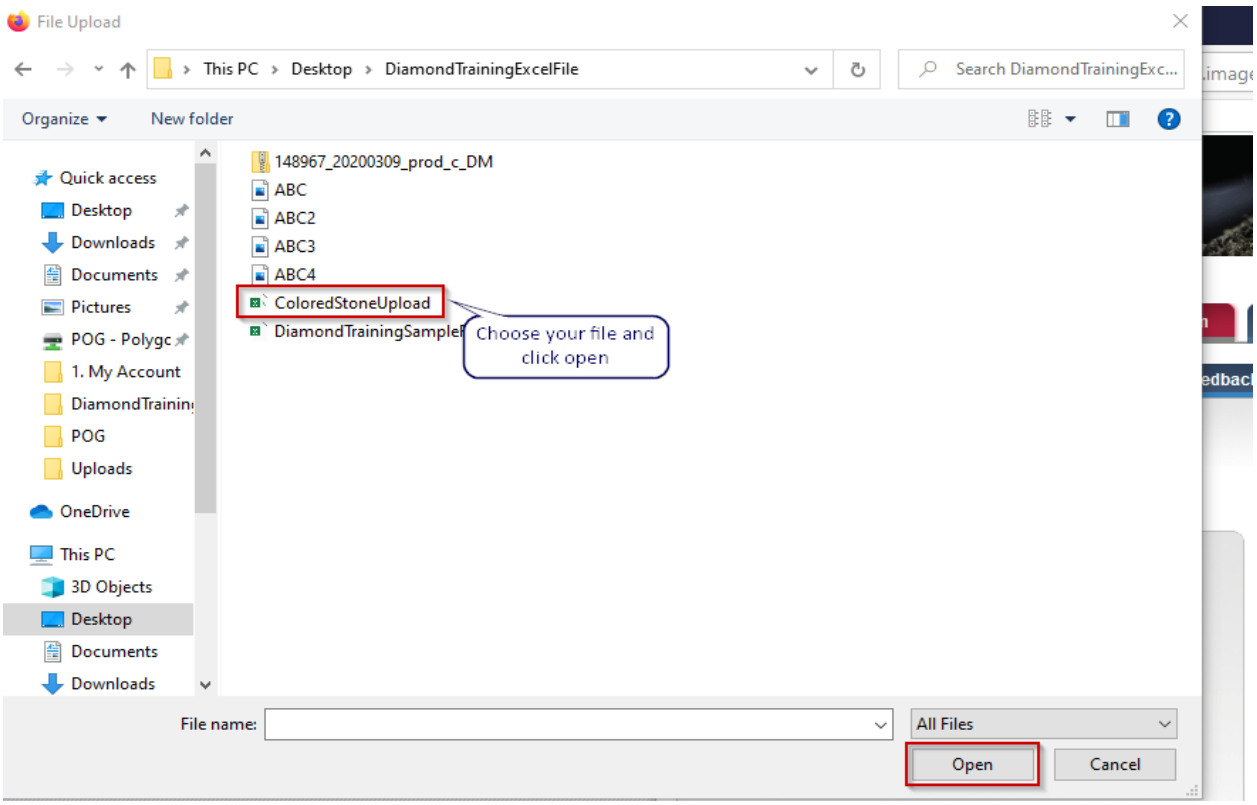
- Go to “My Account”
- Go to “Inventory”
- In the colored stones section, click on “Upload from File”



Step 1: Select your Inventory File

1. Click on the **<Browse>** button to select your inventory file.
    - Double click on the File you want to use, or click once and then click on the Open button

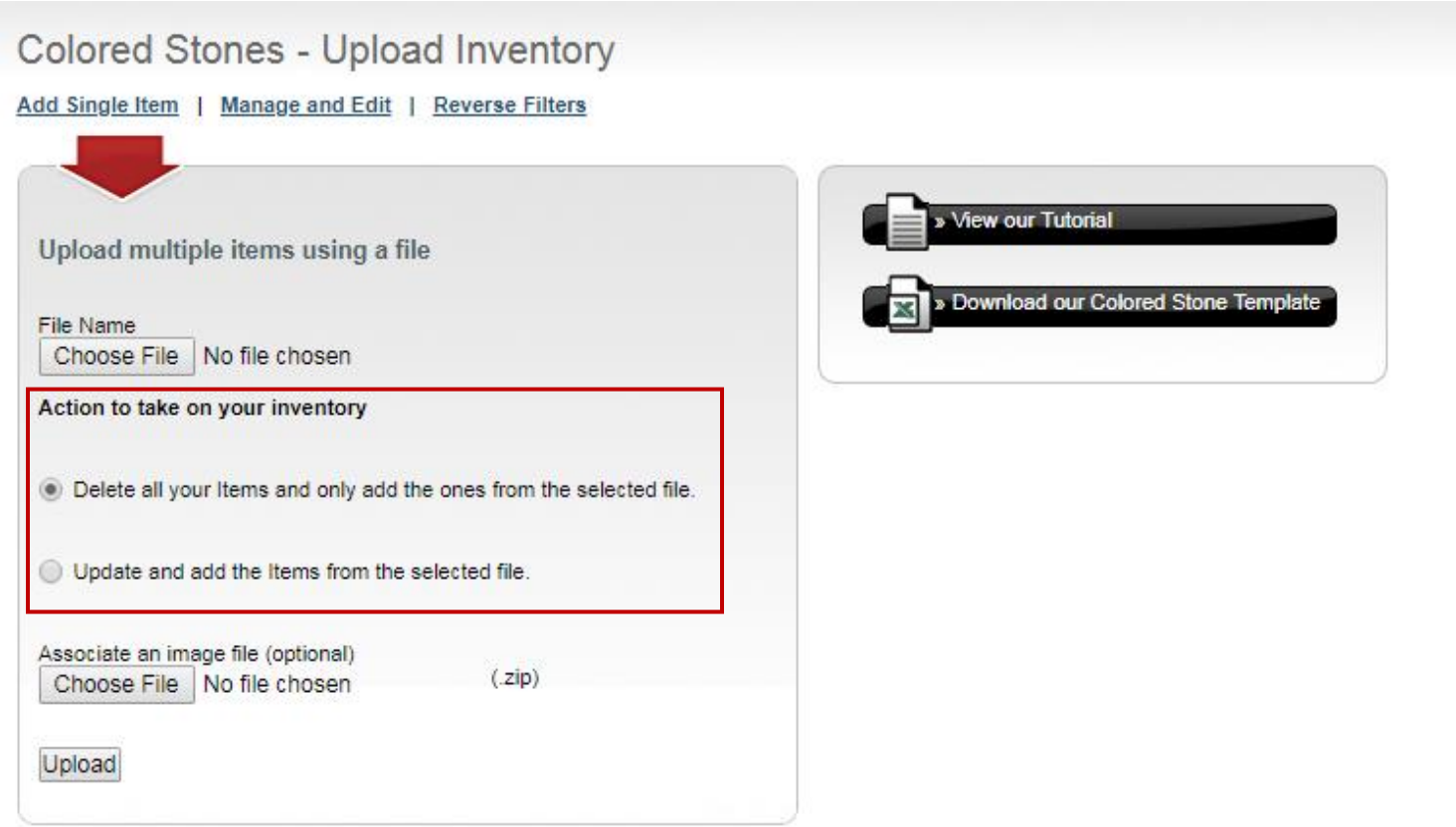




Step 2: Choose the type of Update

1. The **<Delete>** option will delete all colored stones in your inventory and add the ones from the selected file.

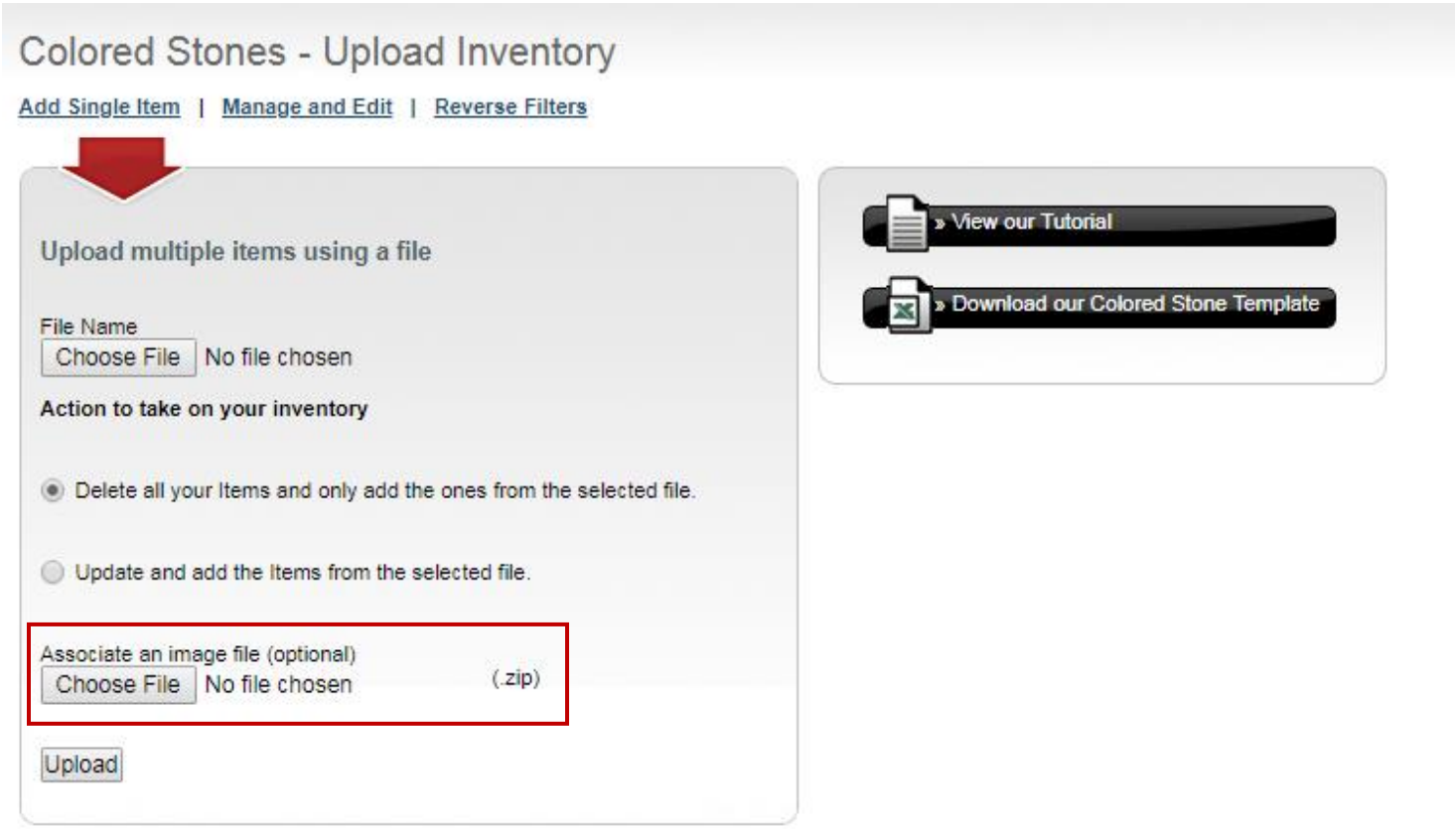
2. The **<Update>** option will update your colored stones inventory and add the ones from the selected file.



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)

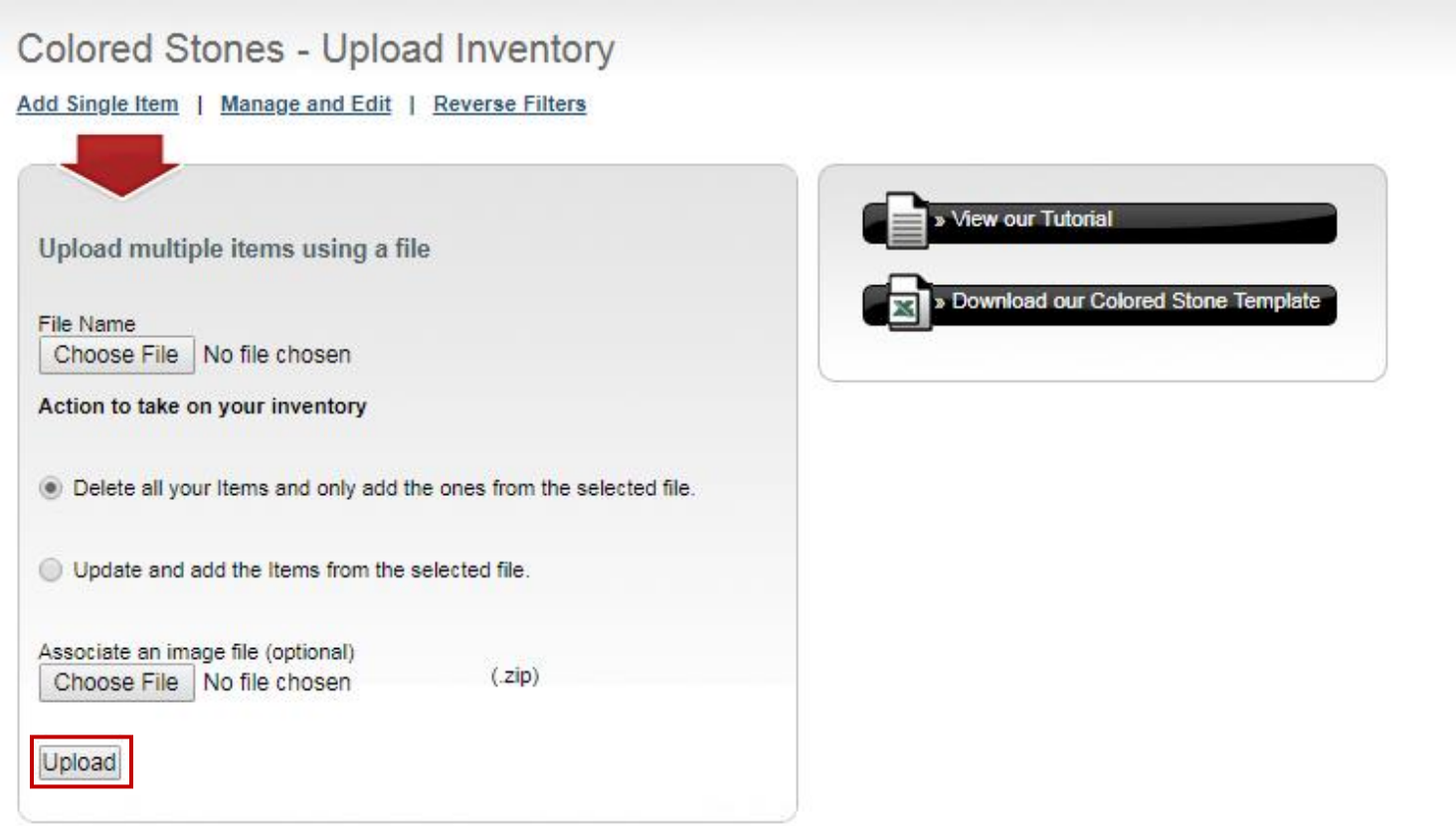
1. Click on the **<Browse>** button to select the zip file containing your certificates and images.
   Please refer to the Add Images to Uploaded Colored Stones section below to find out more.



*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 a colored stone online.*

Step 4: Upload your Inventory File

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



In order to maximize the value of the colored stone 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. This information can also be provided to inventory software management tools for automatic uploads.*

- **Rename your file**

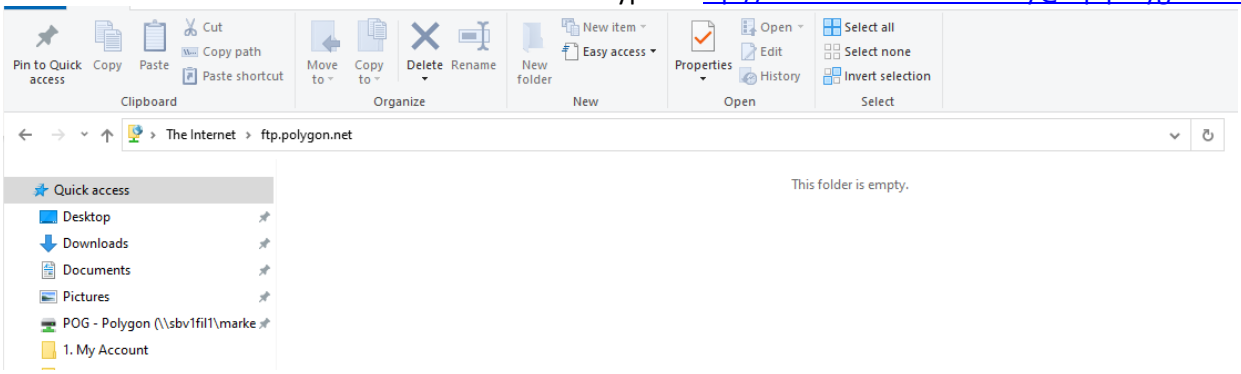
Attachment file
Pos#1 username
Pos#2 date (YYYYMMDD)
Pos#3 always prod
Pos#4 import mode ("a" | "c") as they are online,(a) append to inventory, or (c)delete all current inevntory and add this file.
Pos#6 folder code ("CS" = "Colored Stones", "DM" = "Diamond", "DP" = "Diamond Parcel", "JW" = "Jewelry",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

  - **Examples:**
    - Inventory File: 92258_20200310_prod_c._CS.csv
    - Image Zip File: 92258_20200310_prod_c_CS.zip

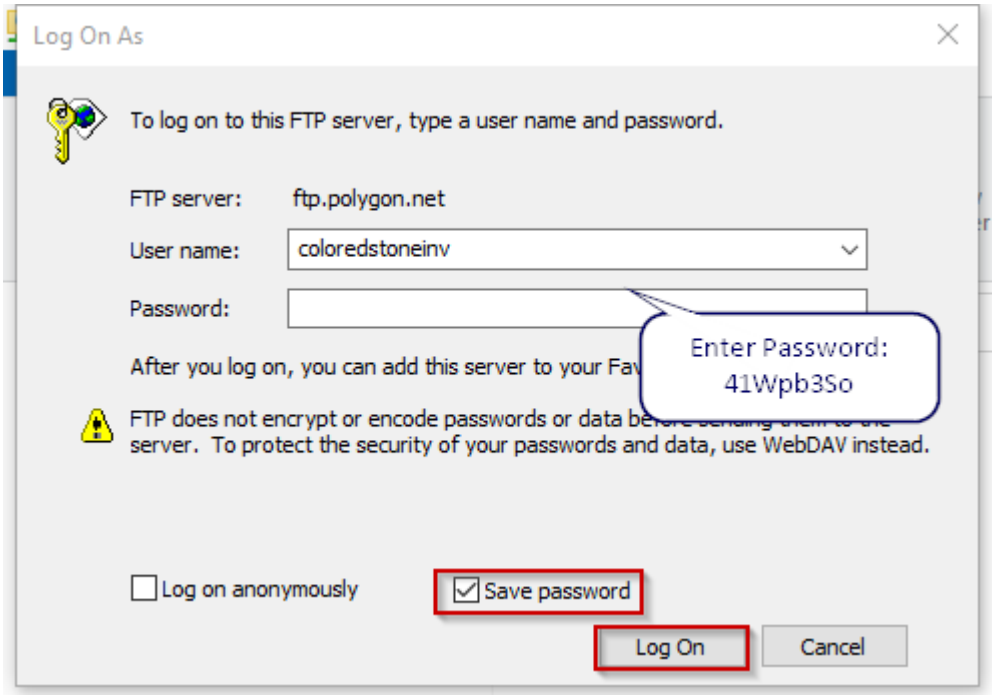
  - Please note the date of your file does not need to change each time

- FTP Details:
  - ftp://coloredstoneinventory@ftp.polygon.net/
  - Login Details
    - **User Name: coloredstoneinv**
    - **Password: 41Wpb3So**

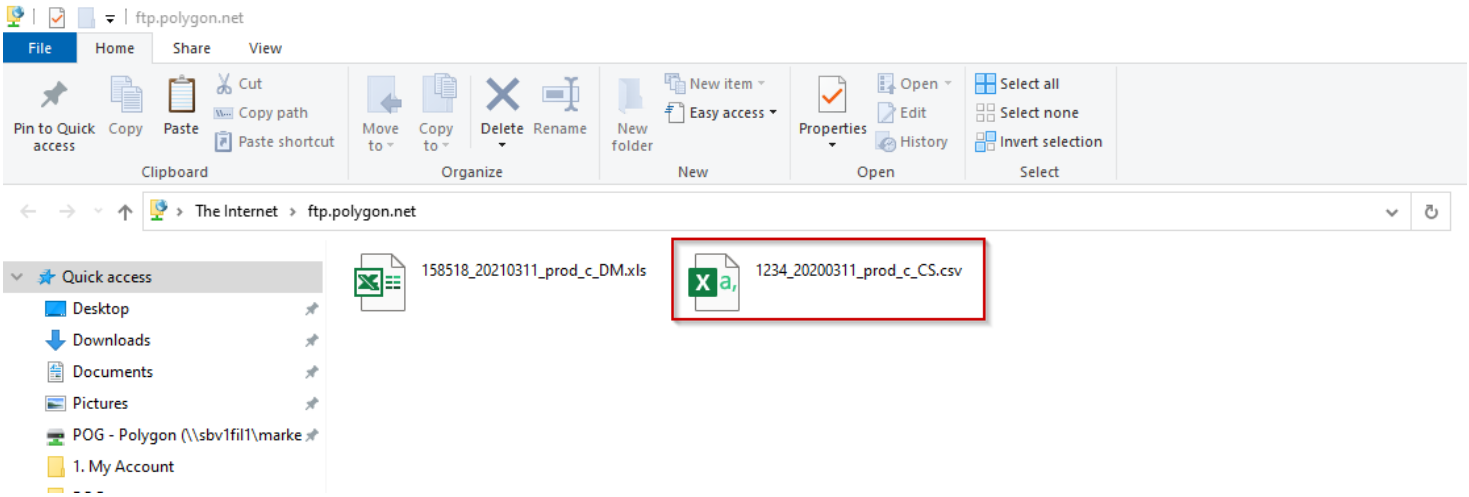
- FTP Transfers can be done directly through your computer if you are not using an inventory manage software.
  - In the address bar of the new window type in: ftp://coloredstoneinventory@ftp.polygon.net/



- You will be prompted for a User Name and Password
  - Enter User Name: coloredstoneinv
  - Enter Password = 41Wpb3So
  - Check the Box <Save Password>
  - Click on the button <Log On>

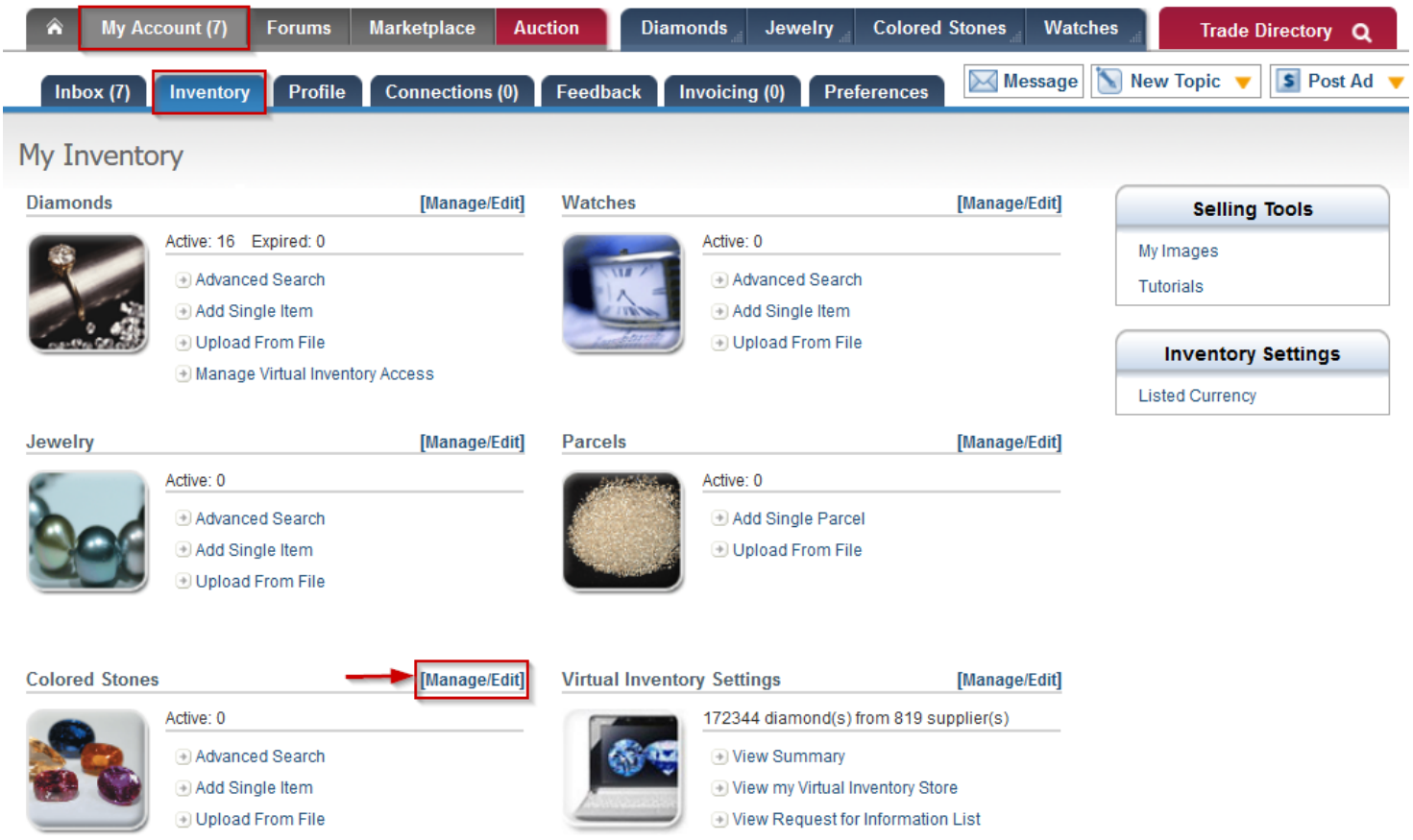


- Drag and drop your file into the window
  - This process could take 15-20 minutes, you will receive a message in your inbox when upload is complete



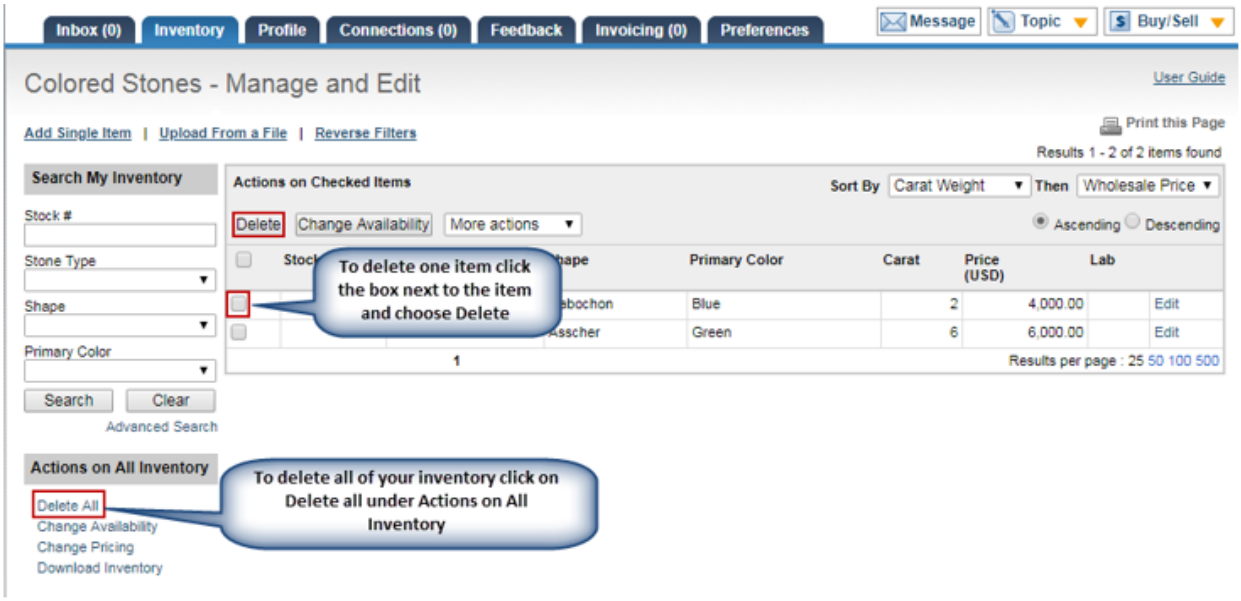
4. Edit or delete existing inventory

- Go to "My Account"
- Go to "Inventory"
- Click on "Manage/Edit" in the Colored Stones section



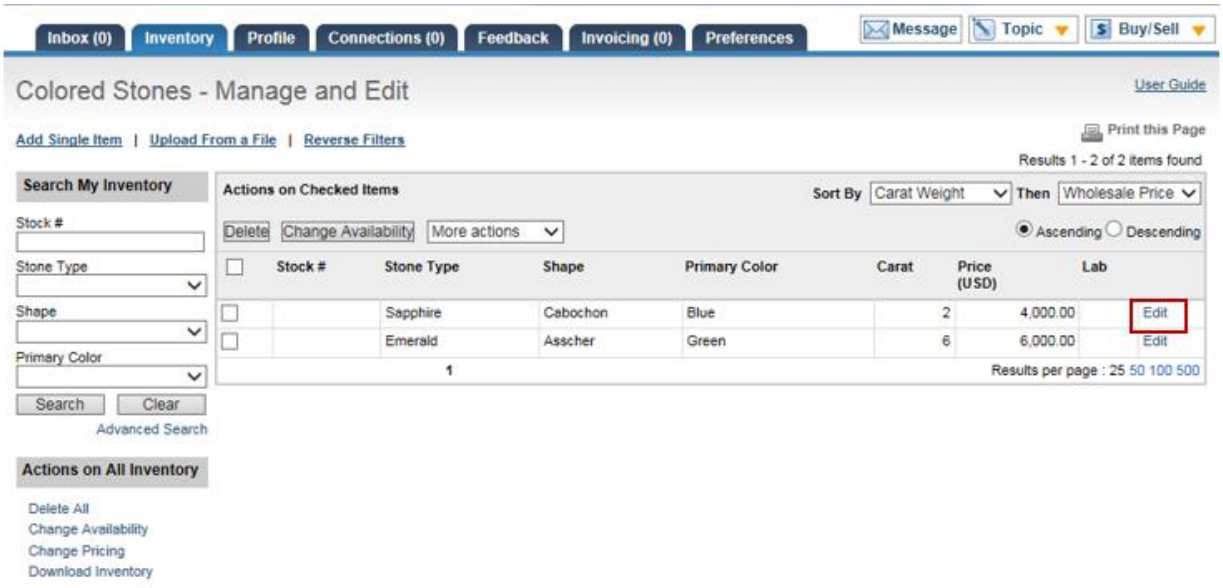
To Delete:

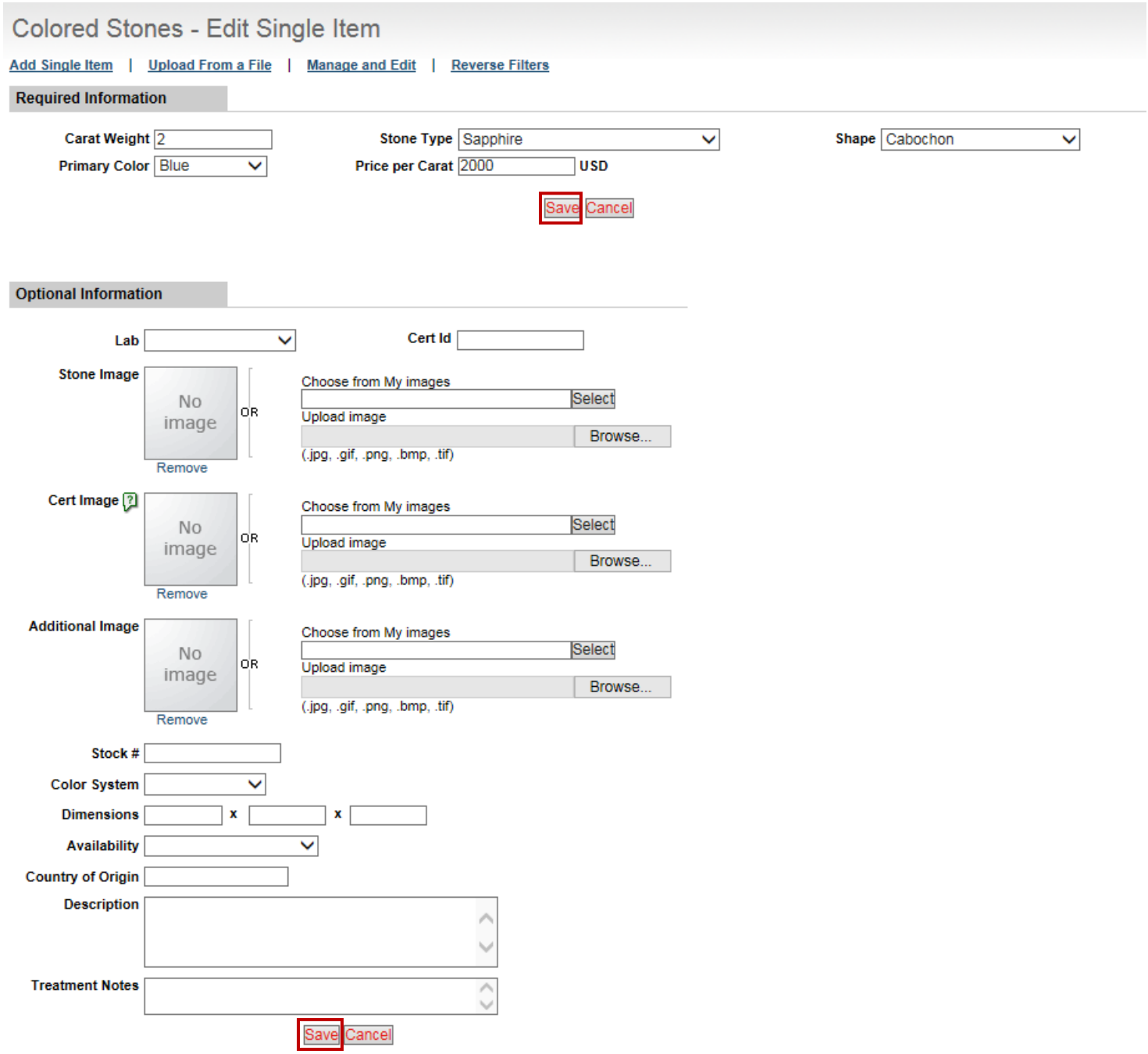
- **Your Entire Inventory -** "Actions on All Inventory", click on "Delete All" link
- **Selected Items** - "Action on Checked Items, check the box next to the items to delete and click on the "Delete" button



To Edit:

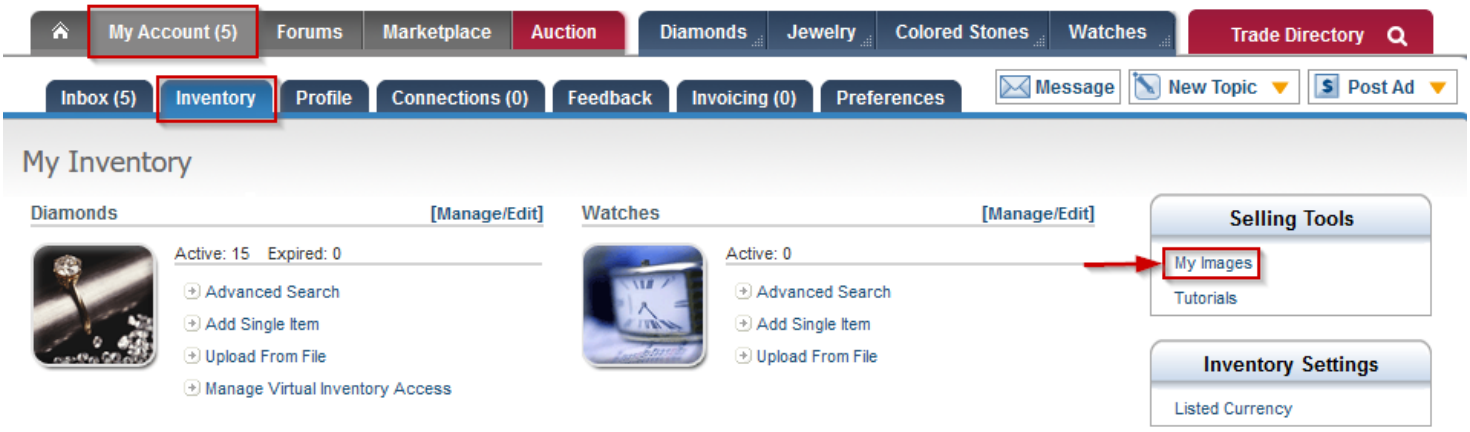
- Click on the "Edit" link on the right hand side
- Changed the information you want to update within the template and click "Save"



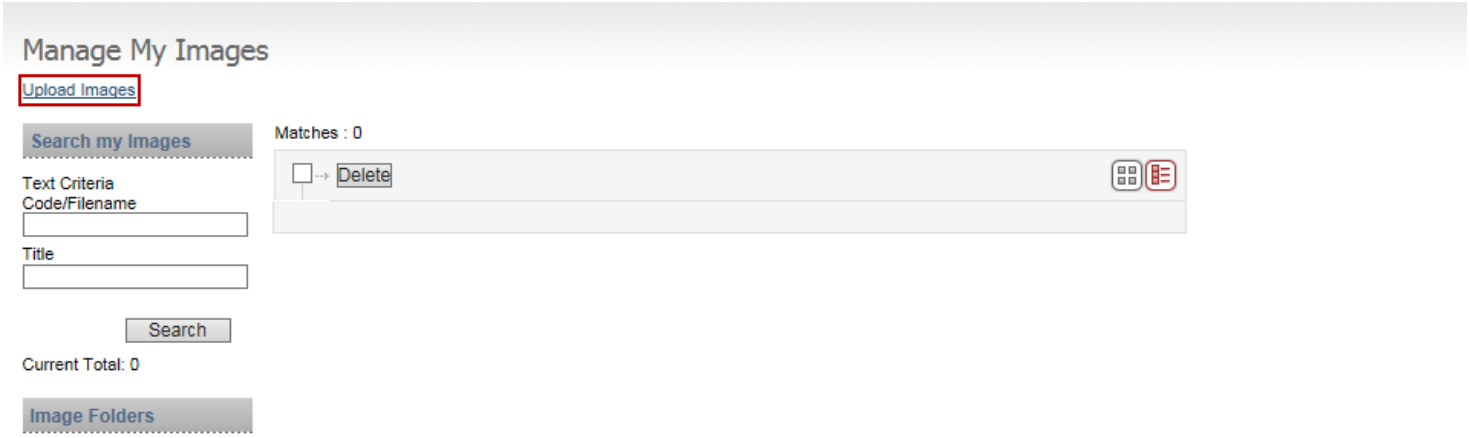

Colored Stones - Edit Single Item
Add Single Item | Upload From a File | Manage and Edit | Reverse Filters
Required Information
Carat Weight 2
Stone Type Sapphire
Shape Cabochon
Primary Color Blue
Price per Carat 2000 USD
Save Cancel
Optional Information
Lab
Cert Id
Stone Image
No image
Remove
OR
Choose from My images
Select
Upload image
Browse...
(.jpg, .gif, .png, .bmp, .tif)
Cert Image
No image
Remove
OR
Choose from My images
Select
Upload image
Browse...
(.jpg, .gif, .png, .bmp, .tif)
Additional Image
No image
Remove
OR
Choose from My images
Select
Upload image
Browse...
(.jpg, .gif, .png, .bmp, .tif)
Stock #
Color System
Dimensions x x
Availability
Country of Origin
Description
Treatment Notes
Save Cancel

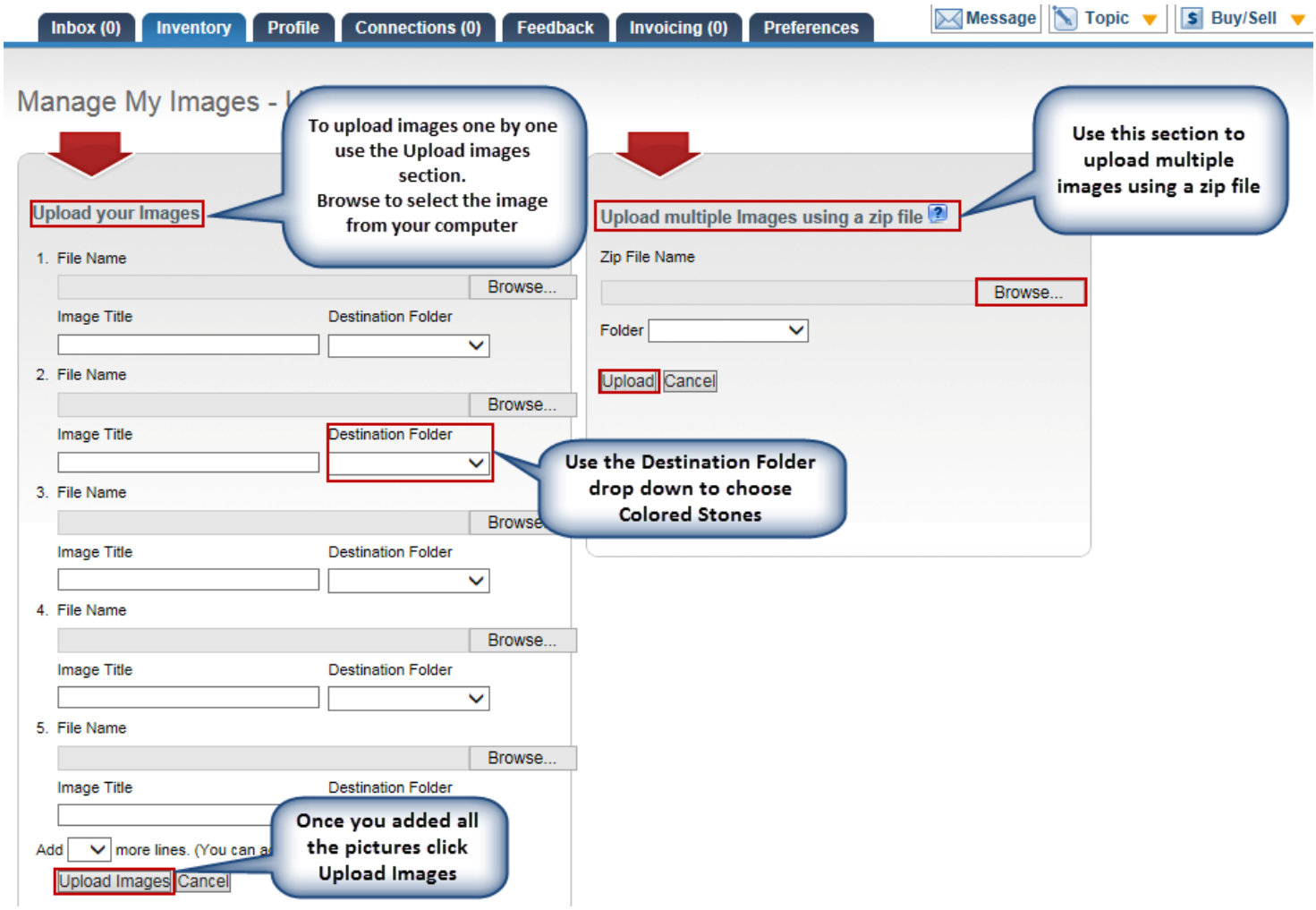
5. Add pictures or certificates to uploaded inventory

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



- Go to “Upload Images”
- You can add your pictures one by one (Option 1) or upload a zip file (Option 2)
    - 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”





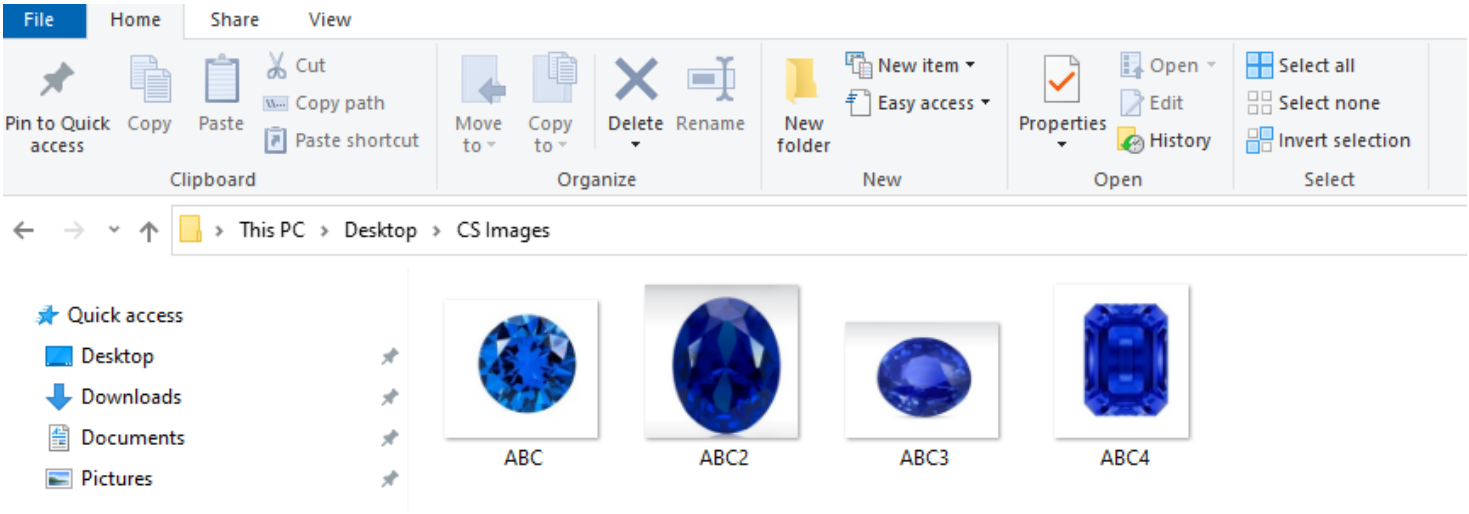
- You will receive a message in your inbox letting you know if the images were successfully upload or if any errors occurred
- After the images are upload you must connect your inventory file with the images
    - To link a photo with an inventory item you will need to enter the image name in the Image 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.

Colored Stones:

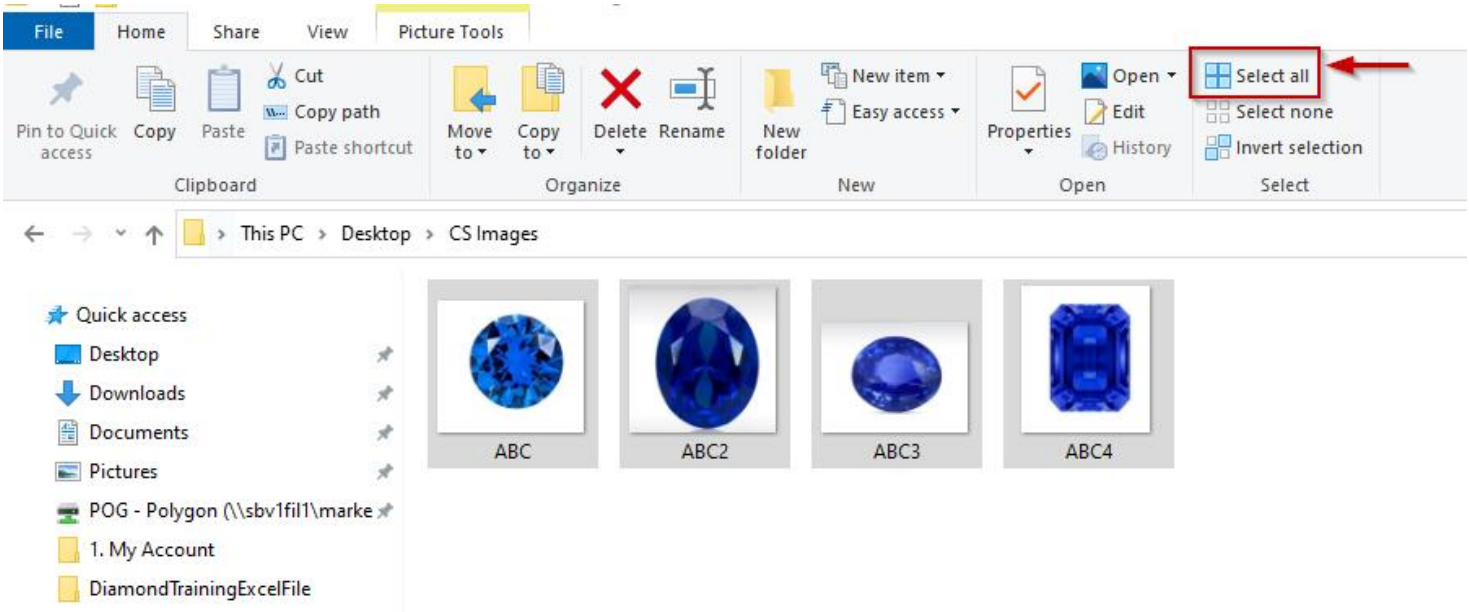
	A	B	C	D	E	F	G	H	I	J	K
1	Stone Type	Shape	Carat Weight	Primary Color	Price per Carat	Stock #	Color System	Stone Image	Certificate Image	Additional Image	Dimensions
2	Emerald	Round	0.5	Green	1000	HM1302		HM1302			
3											
4											
5											

6. Create a zip file for your colored stone images & certificates

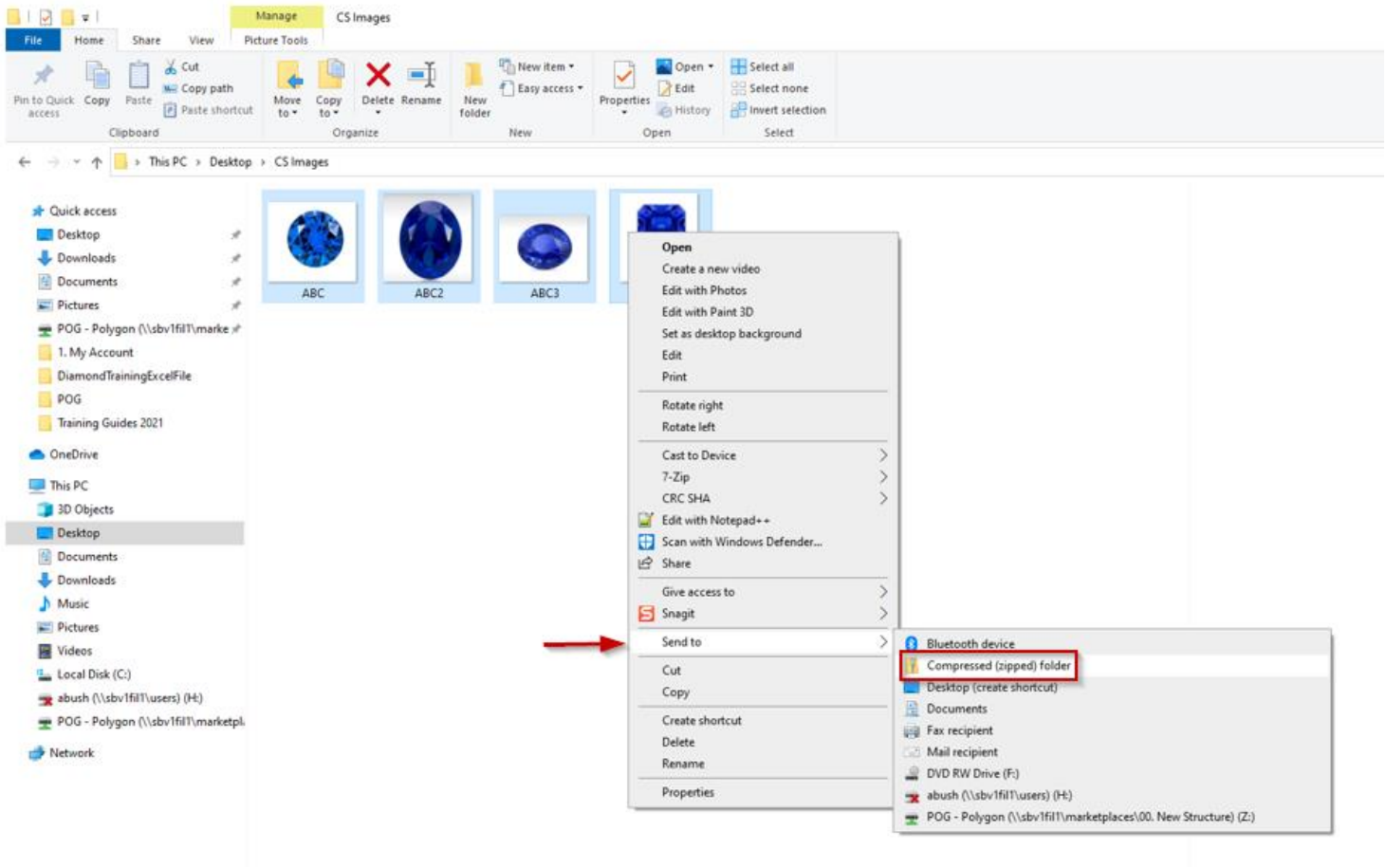
- Open the file on your computer that contains all your images
  - We recommend naming your images by the stock number or certificate name
  - We also recommend reducing your images to 300 pixels wide by 300 pixels high with a medium to semi-excellent resolution rating.
  -



- Select All



- Right click on your selcted images and choose “Send to” “Compressed (zipped) Folder”



- Name your new zip file

7. Colored Stones File Upload Formats & Requirements

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

The Colored Stone format allows you to send columnsma 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.

The required fields are the following:

- Stone Type
- Shape
- Carat Weight
- Primary Color
- Price Per Carat

All other fields are optional but we encourage you to send as much information as possible. For any field you do not wish send us, simply leave the column empty (but leave the column name) or remove the column entirely.

If you are already sending an inventory file without column names, the pre-defined order specified in the table below is still supported.

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 ($).

List Of Accepted Values

	Column	Name	Possible Values			
1	A	Stone Type	Value	Shortcut Code	Value	Shortcut Code
			Agate	AG	Alexandrite	AL
			Amber	AMB	Amethyst	AME
			Ametrine	AMT	Ammolite	AMMOLITE
			Andalusite	AN	Apatite	AP
			Aquamarine	AQ	Aventurine	AV
			Azure-Malachite	AZ-MAL	Barite	BAR
			Benitoite	BE	Beryl	BER
			Bertrandite	BRT		

Beryl-Aquamarine	BER-AQ	Beryl-Emerald	BER-EM
Beryl-Goshenite	BER-GO	Beryl-Green	BER-GR
Beryl-Helidor	BER-HE	Beryl-Morganite	BER-MO
Blood Stone	BS	Blue Topaz	BT
Brazillianite	BRZ	Calcite	CAL
Carnelian	CA	Cats Eye	CE
Chalcedony	CH	Chalcedony-Agate	CH-AG
Chalcedony-Black Onyx	CH-BLO	Chalcedony-Bloodstone	CH-BLD
Chalcedony-Carnelian	CH-CAR	Chalcedony-Chrysoprase	CH-CHR
Chalcedony-Jasper	CH-JA	Chalcedony-Moss Agate	CH-MA
Charoite	CHA		
Chrome Diopside	CD	Chrome Tourmaline	CTML
Chrysoberyl	CHR	Chrysoberyl-Alexandrite	CHR-AL
Chrysoberyl-Cat's Eye	CHR-CE	Chyrsocholla	CHY
Chrysoprase	CHP		
Citrine	CI	Coral	CO
Coprolite	CHP		
Corundum-Color Change Sapphire	COR-CC	Corundum-Padparadscha	COR-PA
Corundum-Ruby	COR-RU	Corundum-Sapphire	COR-SA
Cubic Zirconia	CZ	Danburite	DAN

Diopside-Black Star	DIOP-BS	Diopside-Chrome	DIOP-CD
Emerald	EM	Enstatite	EN
Epidote	EPID	Euclase	EUC
Feldspar Aventurine-Andesine	FLSA-AN	Feldspar Aventurine-Labradorite	FLSA-LA
Feldspar Aventurine-Spectrolite	FLSA-SP	Feldspar Aventurine-Sunstone	FLSA-SU
Feldspar Microline-Amazonite	FLSM-AM	Feldspar Microline-Moonstone	FLSM-MS
Feldspar-Bytownite	FLS-BY	Feldspar-Oligoclase	FLS-OG
Fluorite	FL, FLUO	Garnet	GT
Garnet-Almandine	GTAL	Garnet-Andradite	GTAN
Garnet-Color Change	GTCC	Garnet-Demantoid	GTD
Garnet-Grandite	GTGD	Garnet-Grossular	GTGR
Garnet-Hessonite	GTHE	Garnet-Malaya	GTM, GTMAL
Garnet-Mali	GTMAL	Garnet-Mandarin	GTMAN
Garnet-Pyrope	GTP, GTPY	Garnet-Rhodalite	GTR, GTRHDA
Garnet-Rhodolite	GTRHDO	Garnet-Spessarite	GTS
Garnet-Tsavorite	GTTS	Gem Silica	GS
Hambergite	HAM		
Hematite	HEM	Idocrase	ID

Iolite	IO	Jade	JA
Jadeite	JTE, JITE		
Jasper	JS	Kornerupine	KO
Kunzite	KU	Kyanite	KY
Lapis Lazuli	LL	Larimar	LA
Malachite	MA	Mandarine	MD
Marcasite	MR	Moissanite	MO
Moldavite	ML	Moonstone	MS
Morganite	MG	Obsidian	OBS
Onyx	ON, ONYX	Opal	OP
Opal Doublet	OPD	Opal Lightning Ridge-Grey Base	OPLRGB
Opal Lightning Ridge-Semi-Black	OPLRSMB	Opal Lightning Ridge-Solid Black	OPLRSLB
Opal Lightning Ridge-Triplets	OPLRT	Opal Lightning Ridge-White Base	OPLRWB
Opal Peruvian Blue & Pink	OPBP	Opal Triplet	OPT, OPTR
Opal-Australian	OA, OPAU	Opal-Black	OB, OPBL
Opal-Mexican	OMX, OPMX	Opal-Crystal/Jelly	OJ, OPCJ
Opal-Fire	OF, OPFR	Peridot	PE
Petalite	PT	Phenakite	PHE

Petersite	PIE		
Prehenite	PRH	Quartz	QU
Quartz-Golden	QUG, QUGL	Quartz-Rose	QUR, QURS
Quartz-Rutillated	QR, QURT	Quartz-Smokey	QUS, QUSM
Quartz-Madeira (Citrine)	QUMA	Quartz-Prasiolite (Green)	QUPR
Quartz-Tiger's Eye	QUTE	Rhodochrosite	RHOC
Rhodolite	RH, RHOD	Rhodonite	RHON
Rubelite	RB	Ruby	RU
Sapphire	SA	Sardonyx	SX
Scapolite	SC	Serpentine	SE
Sillimanite	SIL	Sinhalite	SIN
Smithsonite	SM	Sodalite	SO
Spectrolite	SP	Sphalerite	SL
Sphene	SN	Spinel	SI
Spodumene-Hiddenite	SPD-HI	Spodumene-Kunzite	SPD-KU
Spodumene-Triphane	SPD-TR	Star Ruby	SR
Star Sapphire	STS	Sugilite	SUG
Sunstone	SU	Tanzanite	TA
Tiger Eye	TE	Topaz	TZ
Topaz-Golden	TZG, TZ-G	Topaz-Colorless	TZ-C
Topaz-Evergreen	TZ-E	Topaz-Imperial	TZ-I

			Topaz-London Blue	TZ-LB	Topaz-Mystic/Treated	TZ-MT
			Topaz-Precious	TZ-PR	Topaz-Swiss Blue	TZ-DB
			Tourmaline	TML	Tourmaline-Paraiba	TO, TML-P
			Tourmaline-Indicolite	TML-I	Tourmaline-Rubelite Turquoise	TO, TML-RT
			Tsavorite	TS	Turkish Diaspore	TSA
			Turquoise	TU	Unikite	UN
			Variscite	VA	Zircon	ZI
			Zoisite-Tanzanite	ZO-TN	Zoizite	ZO
			Other	OTH,OT		
2	B	Shape	Value	Shortcut Code	Value	Shortcut Code
			Antique Cushion	AC	Asscher	AS
			Baguette	BG	Briolette	BR
			Bullets	BU	Cabochon	CA
			Carved Cabochon	CC	Cushion	CU
			Cushion Modified Brilliant	CMB		
			Emerald	EC	Faceted Bullet	FA
			Fan Shape	FS	Free Form	FF
			Half Marquise	HA		
			Half Moon	HM	Heart	HS
			Hexagonal	HE	Kite	KT
			Leaf	LE	Lozenge	LO

			Marquise	MQ	Modified Round Brilliant	MRB
			Modified Trillion	MT	Octagon	OC
			Old European	OE	Old Miner	OM
			Other	OT, OTH	Oval	OV
			Parallelogram	PA	Pear	PS
			Pentagonal	PS	Portugese Round	POR
			Princess	PR	Radiant	RA
			Rose Cut	RC	Round	RD
			Roval	RV	Shield	SH
			Square	SQ	Star	ST
			Straight Baguette	SB	Swiss	SW
			Tapered Baguette	TB	Trapezoid	TP
			Triangular	TR	Trillion	TI
3	C	Carat Weight	Any positive number with up to four decimal places.			
4	D	Primary Color	Value	Shortcut Code	Value	Shortcut Code
			Black	BK	Blue	BL
			Brown	BRO	Champagne	
			Colorless	CL	Gray	GY
			Golden	GD	Orange	OR
			Green	GR	Pink	PK
			Peach	PCH, PH	Purple	PU
			Red	RE	Silver	SL

			Violet	VI	White	WH
			Yellow	YL	Other	OTH, OT
5	E	Price Per Carat	Any positive number with up to two decimal places.			
6	F	Stock #	Any alphanumeric sequence, up to 20 characters.			
7	G	Color System	Value	Shortcut Code	Value	Shortcut Code
			ColorScan	CLRS	GemDialogue	GD
			GemESquare	GES	GemSet	GS
			Munsell	MU		
8	H	Stone Image	Stone images can be a GIF, JPG, PNG, BMP or TIF file. Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.			
9	I	Certificate Image	Certificate images can be a GIF, JPG, PNG, BMP, TIF image or PDF file. Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.			
10	J	Additional Image	Additional images can be a GIF, JPG, PNG, BMP or TIF file. Provide the name of a file uploaded separately in a ZIP file or already available in your Polygon image database.			
11	K	Dimensions	Must be of the format a x b x c, where a, b and c are positive numbers with up to two decimal places. All three dimensions must be provided. For example: 5.64x5.51x3.90			
12	L	Availability	Value	Shortcut Code		
			Guaranteed Availability	GA		

			On Memo	ME
			Not Specified	
			Availability defaults to "Not Specified" if left blank.	
13	M	Origin	Any alphanumeric sequence, up to 50 characters.	
14	N	Description	Any alphanumeric sequence, up to 4000 characters.	
15	O	Treatment Notes	Any alphanumeric sequence, up to 200 characters.	
16	P	Lab	AGL, AGTA, GIA, GRS, Gubelin, HDK, PGS, Other.	
17	Q	Certificate ID	Any alphanumeric sequence, including all numbers and spaces as listed on the certificate.	