

Tutorial: Uploading Your Diamond Inventory

OVERVIEW

Description:	<p>In this section, you can:</p> <ol style="list-style-type: none">Add a single diamond to your inventoryAdd a matched pair to your diamond inventoryUpload your inventory using an excel fileUpload via FTP TransferEdit or delete existing inventoryExtend expiration date on diamond inventoryReinstate expired diamondsAdd pictures or certificates to your uploaded inventoryCreate a zip file for your diamond images & certificatesLearn about diamond file upload formats and requirementsLearn about parcels File Upload Formats and Requirements
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

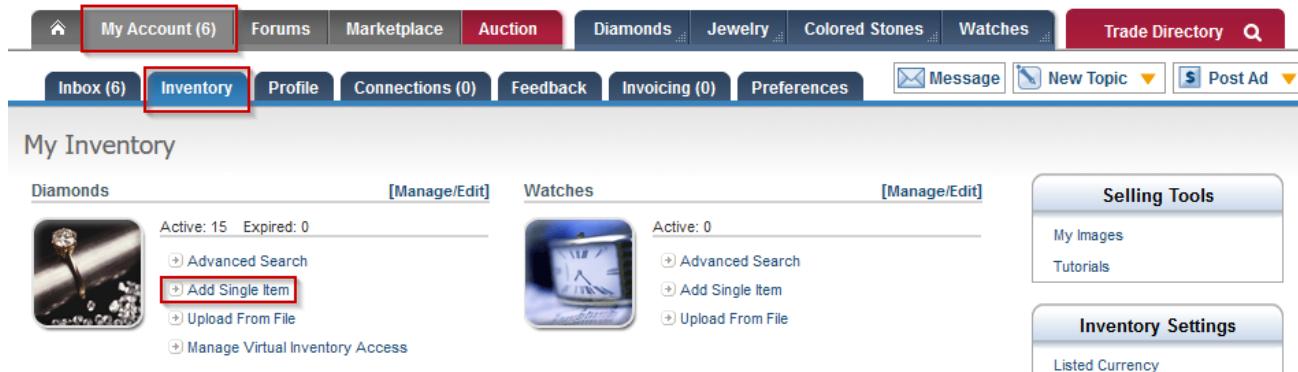
Useful Tips:

- Update / extend your diamond inventory once a week to ensure your diamonds will not expire – all diamonds expire automatically after 8 days.
- Add pictures of your certificates to your inventory, making the item more attractive to potential buyers
- Add the stone location 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 diamond to your inventory](#)

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



My Inventory

Diamonds [Manage/Edit] Watches [Manage/Edit]

Active: 15 Expired: 0 Active: 0

+ Advanced Search + Advanced Search

+ Add Single Item + Add Single Item

+ Upload From File + Upload From File

+ Manage Virtual Inventory Access

Selling Tools

My Images
Tutorials

Inventory Settings

Listed Currency



- Fill in the template with as much information as you can
 - You must fill in the required information section to add a diamond
 - 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 certificate and additional images if possible
 - Use Browse or Choose images to upload pictures from computer
 - Use Select to use images already uploaded into Polygon
 - 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).
 - **Lab Grown stones can be added under Producing Lab**
 - Choose OTHER to add your diamond to the lab grown section
- Click "Add Single Diamond" and your item will be available to members in 1-3 minutes

GUARANTEED AVAILABLE ITEMS MUST BE SOLD AS SUCH

By listing a Guaranteed Available item, the seller must be willing to sell to all Polygon members (and be willing to accept COD orders). The seller is committed to managing his guaranteed available listings and updating them immediately. If a stone is displayed as guaranteed available on Polygon, it cannot be listed as guaranteed available anywhere else. If a dispute arises, the seller must be willing to allow Polygon to contact their customers to confirm receipt of a stone in the case of a dispute. The only exception Polygon will make is if the stone was sold within the last hour.

POLYGON EXCLUSIVE ONLY DIAMONDS WILL APPEAR ONLY ON POLYGON

Offers to sell listed as Polygon Exclusive, including database listings, will only appear online via the Polygon website. If a Polygon Exclusive item is found to be on any other website, the seller understands they will be subject to penalties outlined in the enforcement of rules.

**If you come across a Polygon Exclusive stone on another website, please advise HQ immediately.*

Add Single Diamond

[Upload From a File](#) | [Add Matched Pair](#) | [Manage and Edit](#) | [Reverse Filters](#) | [Manage Virtual Inventory Access](#)

Certificate Identification

If your diamond has been certified

Lab Cert ID

These Items are required and must be filled in to add the diamond

... labs in the United States, we may be able to automatically fill in most fields. Just specify the lab and certificate ID.

[Use Certificate Information](#)

Required Information

Carat Weight

Shape

Price must be numerical, do not add \$ or commas

Color

Price per Carat USD

Pavilion

Polygon CertNet

Clarity

Stock #

My InventoryPower

[Add Single Diamond](#)

Optional Information

Cut Grade

Browse to find an image on your computer

Brand

Cert Image

No image
[Remove](#)

Choose from My images Select

OR Select

Upload image Browse...

(.jpg, .gif, .png, .bmp, .tif)

Use Select if the image has previously been uploaded to Polygon

Optional Image

No image
[Remove](#)

Choose from My images Select

OR Select

Upload image Browse...

(.jpg, .gif, .png, .bmp, .tif)

Fancy Color Information

Main

Intensity

Overtone

Dimensions x x

Enhancement Type

Producing Lab

Depth %

Clarity Enhanced/Fracture Filled
 Color Enhanced
 HPHT Process
 Laser Drilled
 Irradiated

Table %

Polygon Exclusive

Specify lab grown stones here

Check this box if the stone will only be listed on Polygon

Girdle Thinnest

Girdle Thickest

Girdle %

Girdle Condition

Crown Angle

Crown %

Pavilion Angle

Pavilion %

Culet Size

Culet Condition

Polish

Symmetry

Fluorescence Intensity

Fluorescence Color

Availability

Lot #

Remarks

Stone Location Country

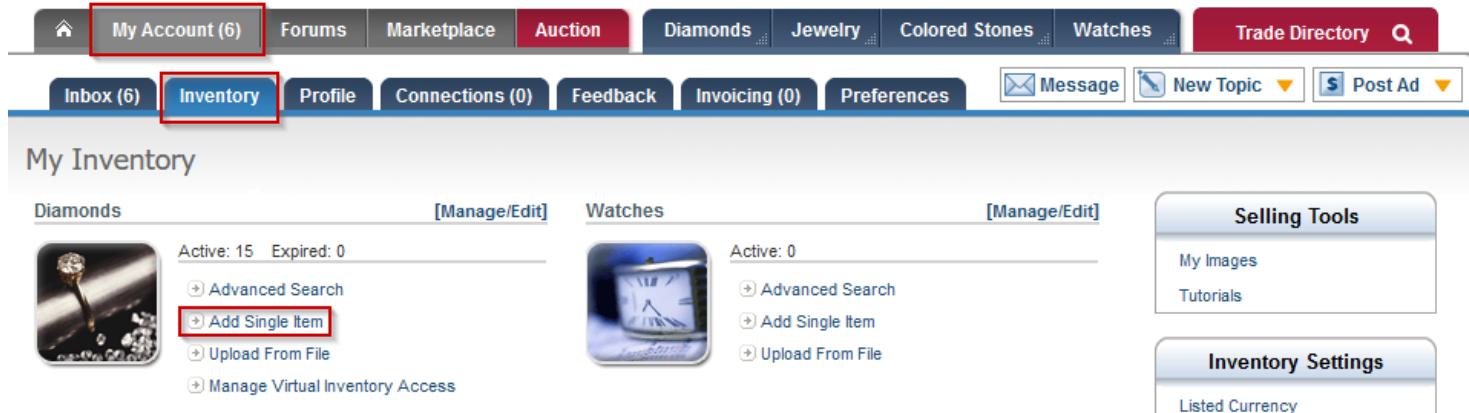
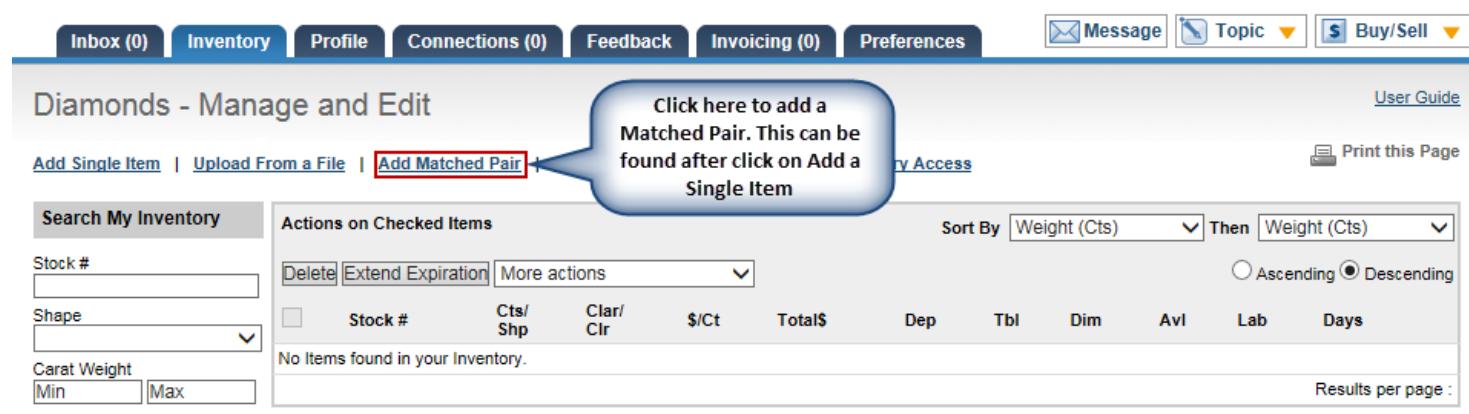
Stone Location State Prov

When you are done click here to add the stone. It will show up in the database in 3-5 minutes

[Add Single Diamond](#)

2. Add a matched pair to your diamond inventory

- Go to "My Account"
- Go to "Inventory"
- In the diamonds section, click on "Add Single Item"
- Click on "Add Matched Pair" at the top of the page

- Fill in the template

- 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
- 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).
- Indicate if the stones can be purchased separately or only as a pair



TRAINING MATERIAL

Are these two stones Yes No
separable?

Choose if the stones can be sold separately or only as a pair

Diamond A

Carat Weight Shape
Color Price per Carat USD
Clarity Stock #

Diamond B

Carat Weight Shape
Color Price per Carat USD
Clarity Stock #

This information must be filled for both Diamond A and B to be added

Fancy Color Information

Main Intensity
Overtone

Main Intensity
Overtone

Add Matched Pair Diamonds

Once the information is complete click here to add the pair

Optional Information

Lab Cert Id
Cut Grade
Brand

Lab Cert Id
Cut Grade
Brand

Cert Image

No image OR

 No file chosen (.jpg, .gif, .png, .bmp, .tif)

Choose from My images

 No file chosen (.jpg, .gif, .png, .bmp, .tif)

Use Select to add an image that is already uploaded into Polygon

Additional Image

No image OR

 No file chosen (.jpg, .gif, .png, .bmp, .tif)

Choose from My images

 No file chosen (.jpg, .gif, .png, .bmp, .tif)

Use Choose File to select an image from your computer

Polygon Exclusive

Depth % Table %

Dimensions x x

Enhancement Type

Clarity Enhanced/Fracture Filled
 Color Enhanced
 HPHT Process
 Laser Drilled
 Irradiated

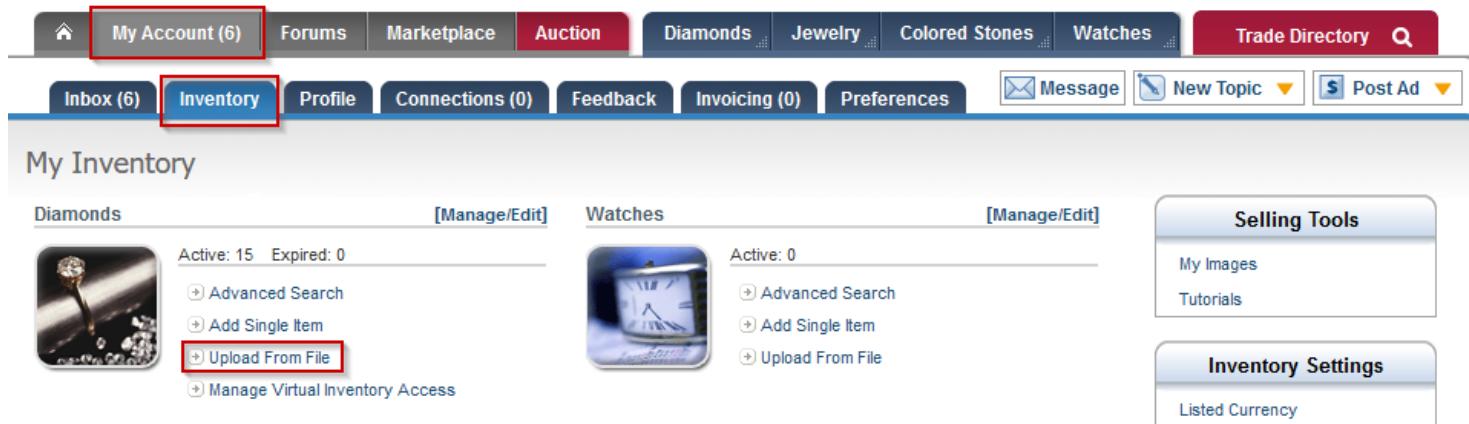
Clarity Enhanced/Fracture Filled
 Color Enhanced
 HPHT Process
 Laser Drilled
 Irradiated

3. 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 [sections 10 & 11](#) in this document for information on accepted formats.

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

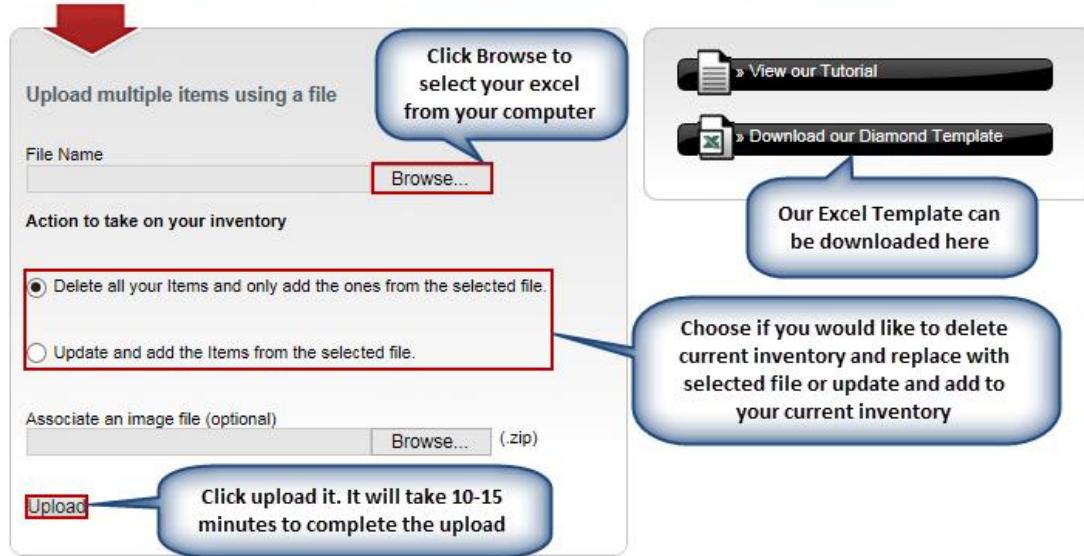


The screenshot shows the 'My Inventory' page of the Polygon website. At the top, there is a navigation bar with various tabs: 'My Account (6)', 'Forums', 'Marketplace', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', 'Trade Directory', and a search icon. Below the navigation bar, there is a secondary navigation bar with tabs: 'Inbox (6)', 'Inventory' (which is highlighted with a red box), 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. To the right of these tabs are links for 'Message', 'New Topic', and 'Post Ad'. The main content area is titled 'My Inventory' and contains sections for 'Diamonds' and 'Watches'. The 'Diamonds' section shows a thumbnail of a diamond ring, the text 'Active: 15 Expired: 0', and buttons for 'Advanced Search', 'Add Single Item', 'Upload From File' (which is highlighted with a red box), and 'Manage Virtual Inventory Access'. The 'Watches' section shows a thumbnail of a watch, the text 'Active: 0', and buttons for 'Advanced Search', 'Add Single Item', 'Upload From File', and 'Manage Virtual Inventory Access'. To the right, there are two boxes: 'Selling Tools' (with links to 'My Images' and 'Tutorials') and 'Inventory Settings' (with a link to 'Listed Currency').

- Select your Inventory File
 - Click on the **<Browse>** button to select your inventory file.
 - The diamond template can be found here as well
- Choose the type of Update
 - The **<Delete>** option will delete all diamonds in your inventory and add the ones from the selected file.
 - The **<Update>** option will update your diamond inventory and add the ones from the selected file.

Diamonds - Upload Inventory

[Add Single Item](#) | [Add Matched Pair](#) | [Manage and Edit](#) | [Reverse Filters](#) | [Manage Virtual Inventory Access](#)



Upload multiple items using a file

File Name [Browse...](#)

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) [Browse...](#) (.zip)

[Upload](#)

Our Excel Template can be downloaded here

Choose if you would like to delete current inventory and replace with selected file or update and add to your current inventory

Click upload it. It will take 10-15 minutes to complete the upload

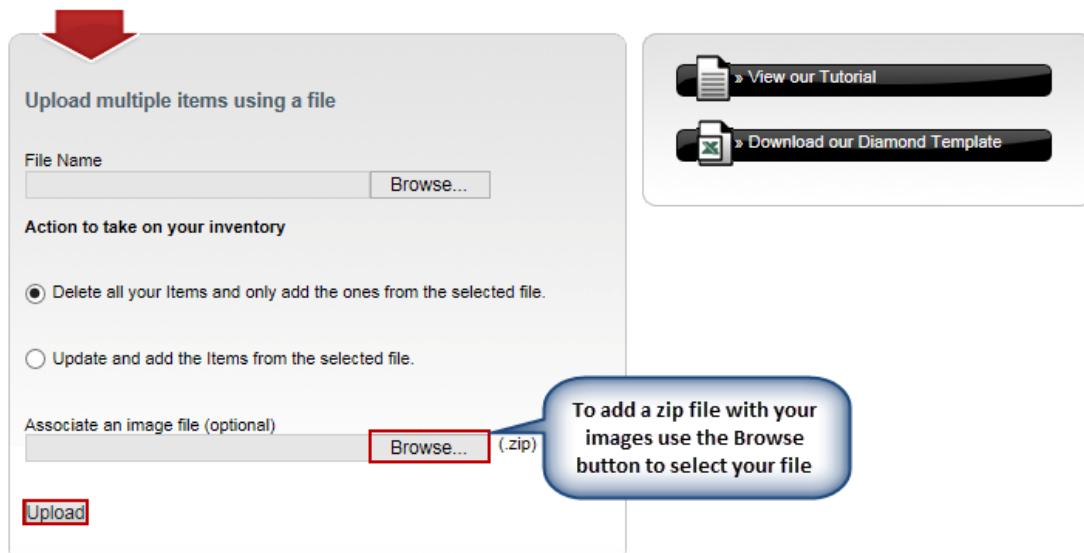
[View our Tutorial](#)
[Download our Diamond Template](#)

- Select your certificates and image file (optional)
 - Click on the [<Browse>](#) button to select the zip file containing your certificates and images.
 - Size of file cannot exceed 40M
- Please refer to the [Add Certificates and Images to Uploaded Diamonds](#) section below to find out more

You only need to upload a certificate or 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.

Diamonds - Upload Inventory

[Add Single Item](#) | [Add Matched Pair](#) | [Manage and Edit](#) | [Reverse Filters](#) | [Manage Virtual Inventory Access](#)



Upload multiple items using a file

File Name [Browse...](#)

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) [Browse...](#) (.zip)

[Upload](#)

To add a zip file with your images use the Browse button to select your file

[View our Tutorial](#)
[Download our Diamond Template](#)



TRAINING MATERIAL

It could take between 10-15 minutes for the upload to go through. Once the inventory has been uploaded, you will receive a direct message within your inbox inventory alerts 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.

Inbox Inventory (1) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences Message Topic Buy/Sell

Inventory (1)
Buy/Sell Alerts
Forum Alerts
Saved
Sent

Results Per Page: 25 50 100 500
Messages 1 - 1 of 1 (up to 2:14 PM)
Search Subject and Message
Subject
CertNet Upload Results Delete
Date Received
01/25/19 2:14 PM Delete

Results Per Page: 25 50 100 500
Messages 1 - 1 of 1 (up to 2:14 PM)
Results Per Page: 25 50 100 500

SAMUEL SYLVIO

PARAIBA

Compose Direct Message

Top

Upload results can be found here. This will contain any errors or warnings that may have occurred with the file

In order to maximize the value of the diamond database, the inventory must be as current as possible. All diamonds entered into the database will expire in **eight (8) days** unless the seller extends the expiration date.

Please refer to the sections below to learn how to [Extend Diamond Expiration](#) and to [Reinstate Expired Diamond](#).

You will receive a Direct Message in your inbox 3 days before your diamonds expire, reminding you to update your inventory.

Polygon - Direct Message Reply

Categories	Subject	From	Posted
DM - Direct Message	CertNet stones about to expire!	Polygon HQ (911) (800) 221-4435, Longueuil, QC, CA	03/01/21 10:30 PM

You have 2 stones listed in CertNet which will expire tomorrow.

Please [extend](#) the expiration of these diamonds or update your inventory.

Print Forward Save

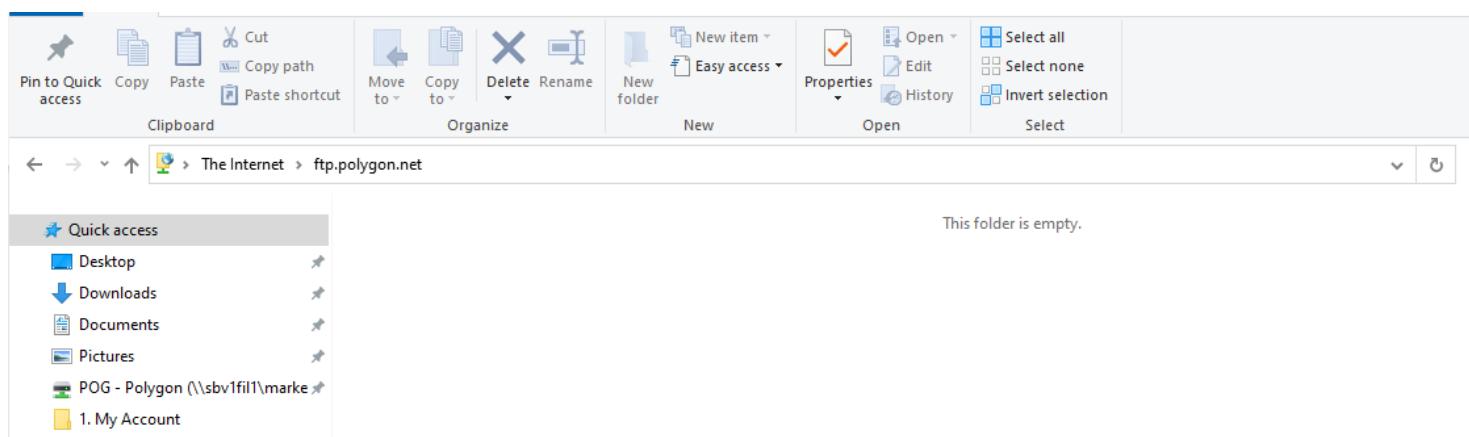
4. Upload via FTP Transfer

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.

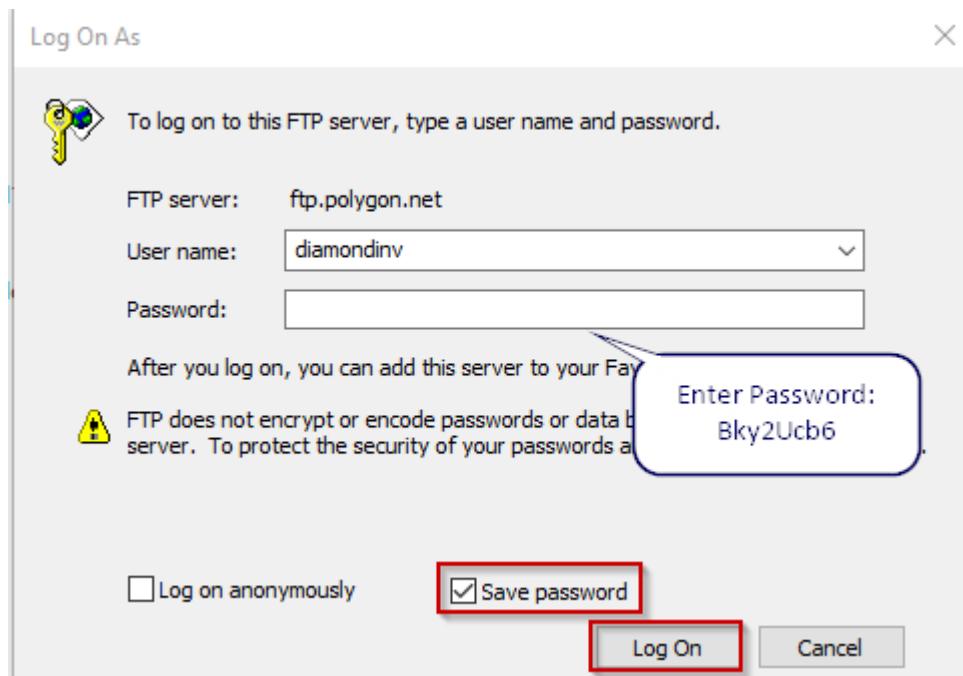
- **Rename your file**

```
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 ***
```

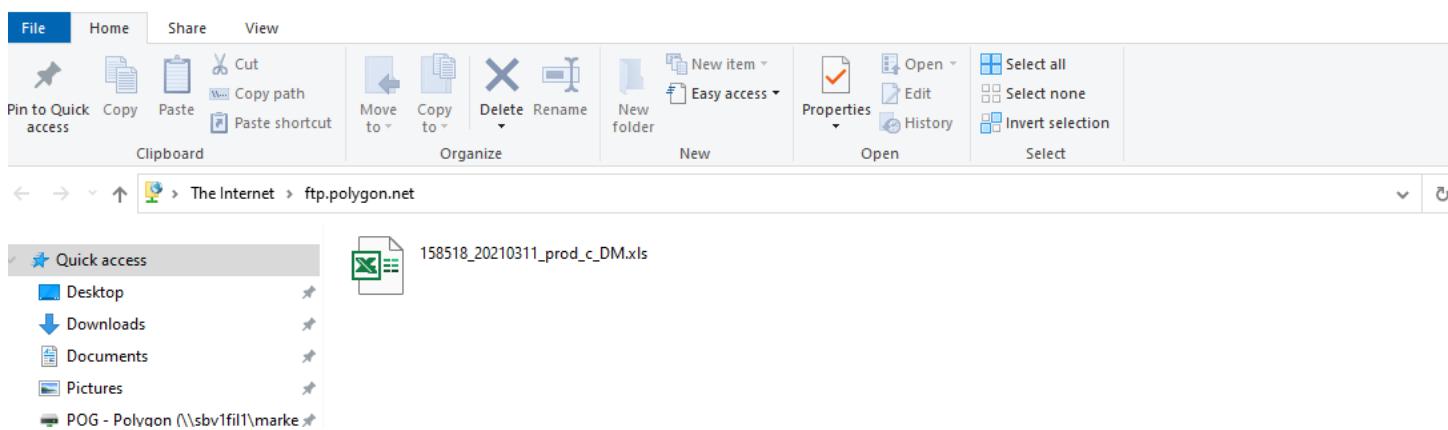
- **Examples:**
 - Inventory File: 92258_20210310_prod_c_DM.csv
 - Image Zip File: 92258_20210310_prod_c_DM.zip
- Please note the date of your file does not need to change each time
- **FTP Details:**
 - <ftp://diamondinv@ftp.polygon.net/>
 - [Login Details](#)
 - **User Name:** diamondinv
 - **Password:** Bky2Ucb6
- **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://diamondinv@ftp.polygon.net/>



- You will be prompted for a User Name and Password
 - Enter User Name: diamondinv
 - Enter Password = **Bky2Ucb6**
 - Check the Box <Save Password>
 - Click on the button <Log On>

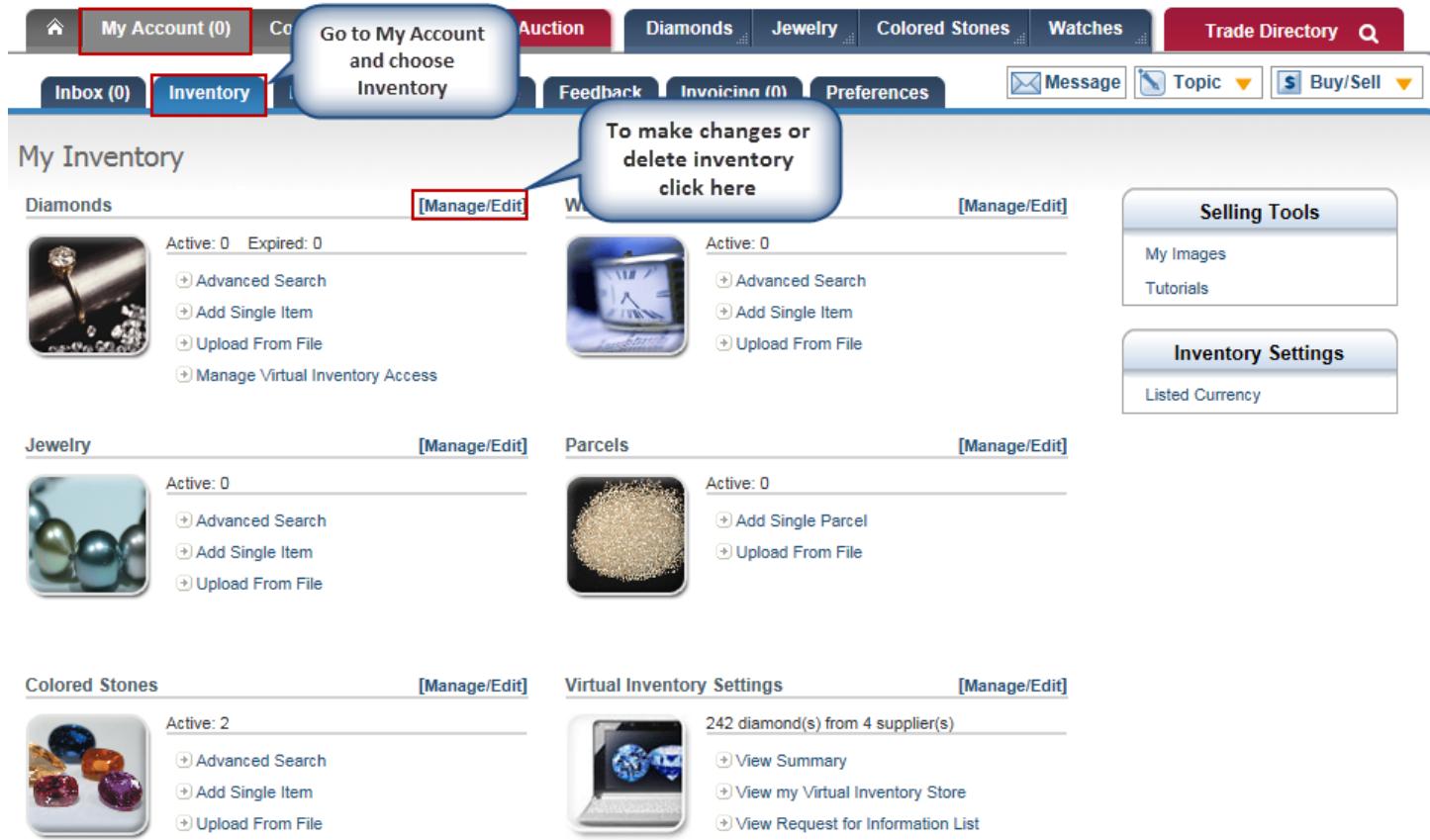


- Drag and drop your zip file into the window. If you have multiple files, upload all of them in the same window.
 - The inventory and/or images you have uploaded will be updated to Polygon in the following 5 minutes.



5. Edit or delete existing inventory

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



My Inventory

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

Active: 0 Expired: 0

- [Advanced Search](#)
- [Add Single Item](#)
- [Upload From File](#)
- [Manage Virtual Inventory Access](#)

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

Active: 0

- [Advanced Search](#)
- [Add Single Item](#)
- [Upload From File](#)

Colored Stones [\[Manage/Edit\]](#)

Active: 2

- [Advanced Search](#)
- [Add Single Item](#)
- [Upload From File](#)

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

Active: 0

- [Add Single Parcel](#)
- [Upload From File](#)

Virtual Inventory Settings [\[Manage/Edit\]](#)

242 diamond(s) from 4 supplier(s)

- [View Summary](#)
- [View my Virtual Inventory Store](#)
- [View Request for Information List](#)

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

Diamonds - Manage and Edit

[User Guide](#) [Print this Page](#)

Results 1 of 1 items found

Actions on Checked Items

To Delete selected items click on the box next to the diamond and click Delete

Actions on All Inventory

To Delete all your Inventory click here

Search My Inventory

Stock #

Shape

Carat Weight Min Max

Color Max Min

Clarity Max Min

Advanced Search

Inventory Status

Active 1
Expired 0

Sort By Stock # **Then** Price/Carat (\$/Ct)

Sort Order: Ascending

Results per page : 25 50 100 500

Stock #	Cts/ Shp	Clar/ Clr	\$/Ct (USD)	Total\$ (USD)	Dep	Tbl	Dim	Avl	Lab	Days	GIA	Edit
ABC12	1 RD	IF E	10,000.00	10,000.00							8	Edit

1

To Edit:

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

Diamonds - Manage and Edit

[User Guide](#) [Print this Page](#)

Results 1 of 1 items found

Actions on Checked Items

Actions on All Inventory

To Delete all your Inventory click here

Search My Inventory

Stock #

Shape

Carat Weight Min Max

Color Max Min

Clarity Max Min

Advanced Search

Sort By Stock # **Then** Price/Carat (\$/Ct)

Sort Order: Ascending

Results per page : 25 50 100 500

Stock #	Cts/ Shp	Clar/ Clr	\$/Ct (USD)	Total\$ (USD)	Dep	Tbl	Dim	Avl	Lab	Days	GIA	Edit
ABC12	1 RD	IF E	10,000.00	10,000.00							8	Edit

1

Diamonds - Edit Single Item

[Add Single Item](#) | [Upload From a File](#) | [Add Matched Pair](#) | [Manage and Edit](#) | [Reverse Filters](#) | [Manage Virtual Inventory Access](#)

Certificate Identification

If your diamond has been certified by GGI, PGS, or one of the EGL labs in the United States, we may be able to automatically fill in most fields. Just specify the lab and certificate ID.

Lab Cert ID Use Certificate Information

Required Information

Carat Weight

Shape

Pavilion Polygon CertNet

Color

Price per Carat USD

My InventoryPower

Clarity

Stock #

Make your changes and
click Save. The changes will
show up in the database in
3-5 minutes

Optional Information

Cut Grade

Cert Image 

No image

Choose from My images

OR
Upload image
(.jpg, .gif, .png, .bmp, .tif)

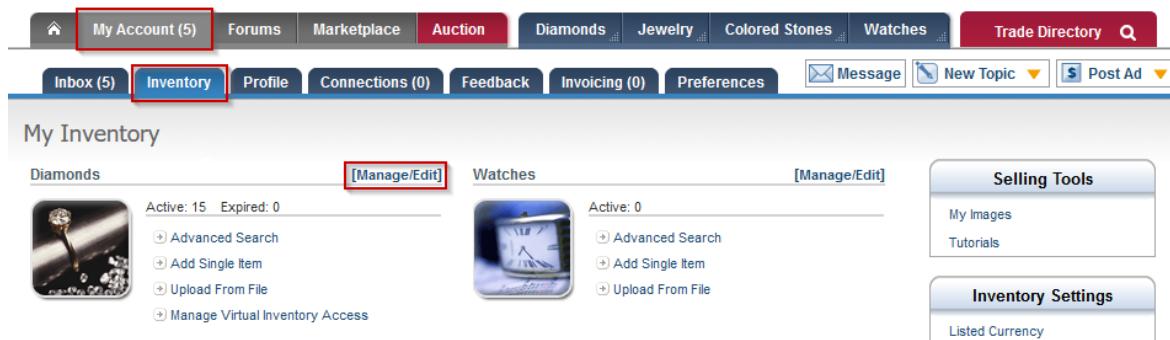
Choose from My images

Upload image
(.jpg, .gif, .png, .bmp, .tif)

6. Extend expiration date on your diamond inventory

Diamonds expire every 8 days; in order to maximize the value of the diamond database, the inventory must be as current as possible. You will receive a message in your inbox 2 days before the diamonds expire, reminding you to update your inventory

- Go to the “My Account” tab
- Go to “Inventory”
- Click on “Manage/Edit” next to the diamond category



My Inventory

Diamonds [Manage/Edit]

Active: 15 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

Selling Tools

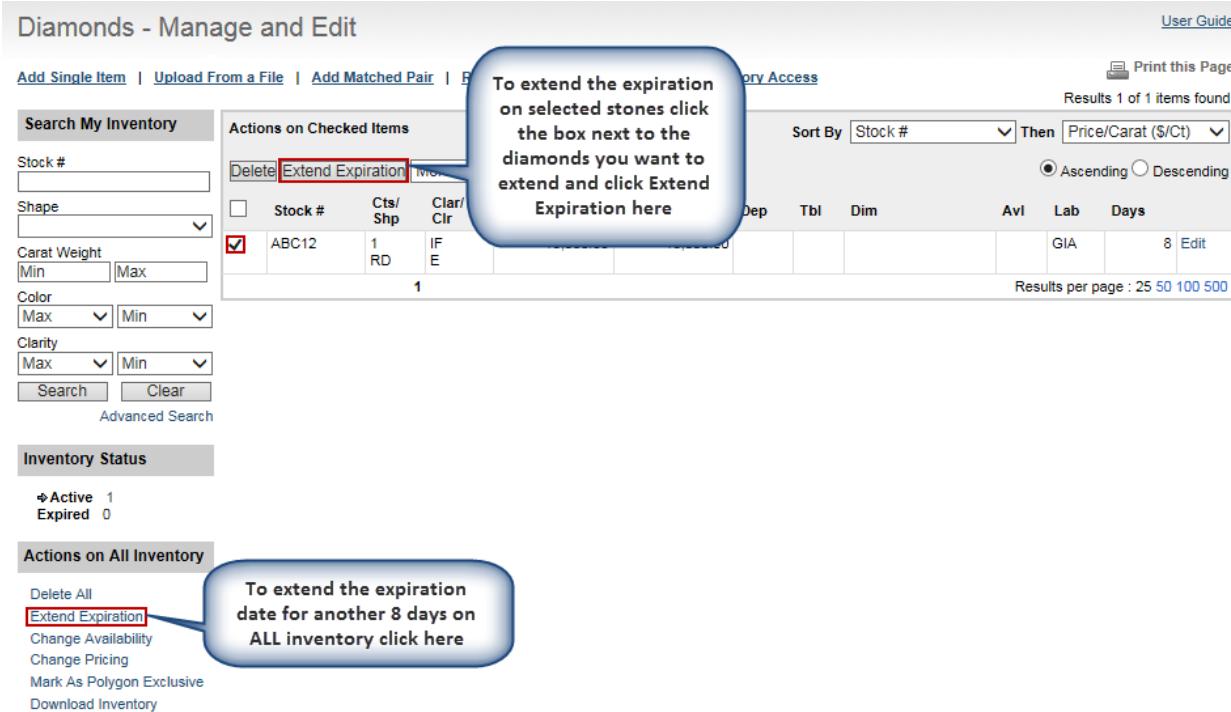
My Images
Tutorials

Inventory Settings

Listed Currency

To Extend:

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



Diamonds - Manage and Edit

Add Single Item | Upload From a File | Add Matched Pair | Print Access

Results 1 of 1 items found

Sort By Stock # Then Price/Carat (\$/Ct)

Ascending Descending

Stock #	Cts/ Shp	Clar/ Clr	Dep	Tbl	Dim	Avl	Lab	Days
ABC12	1 RD	IF E						8 Edit

Results per page : 25 50 100 500

Actions on Checked Items

Delete Extend Expiration

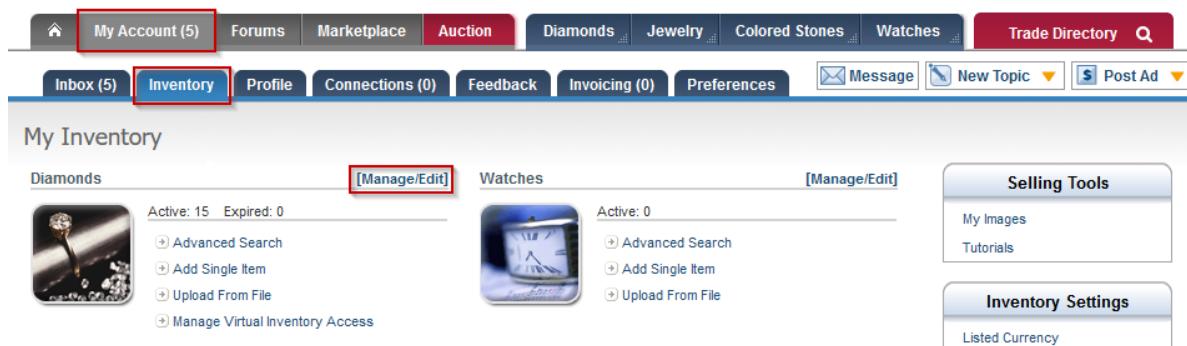
Actions on All Inventory

Delete All Extend Expiration Change Availability Change Pricing Mark As Polygon Exclusive Download Inventory

7. Reinstate expired diamonds

Expired stones are stones that you have not updated for 8 days. Expired stones will not show up in the diamond database, however, they are still in the system. 20 days after the stone expires; the stone will be permanently removed from the system.

- Go to “My Account”
- Go to “Inventory”
- Click on “Manage/Edit”



My Inventory

Diamonds [Manage/Edit] Watches [Manage/Edit]

Diamonds Active: 15 Expired: 0

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

Watches Active: 0

- ⊕ Advanced Search
- ⊕ Add Single Item
- ⊕ Upload From File

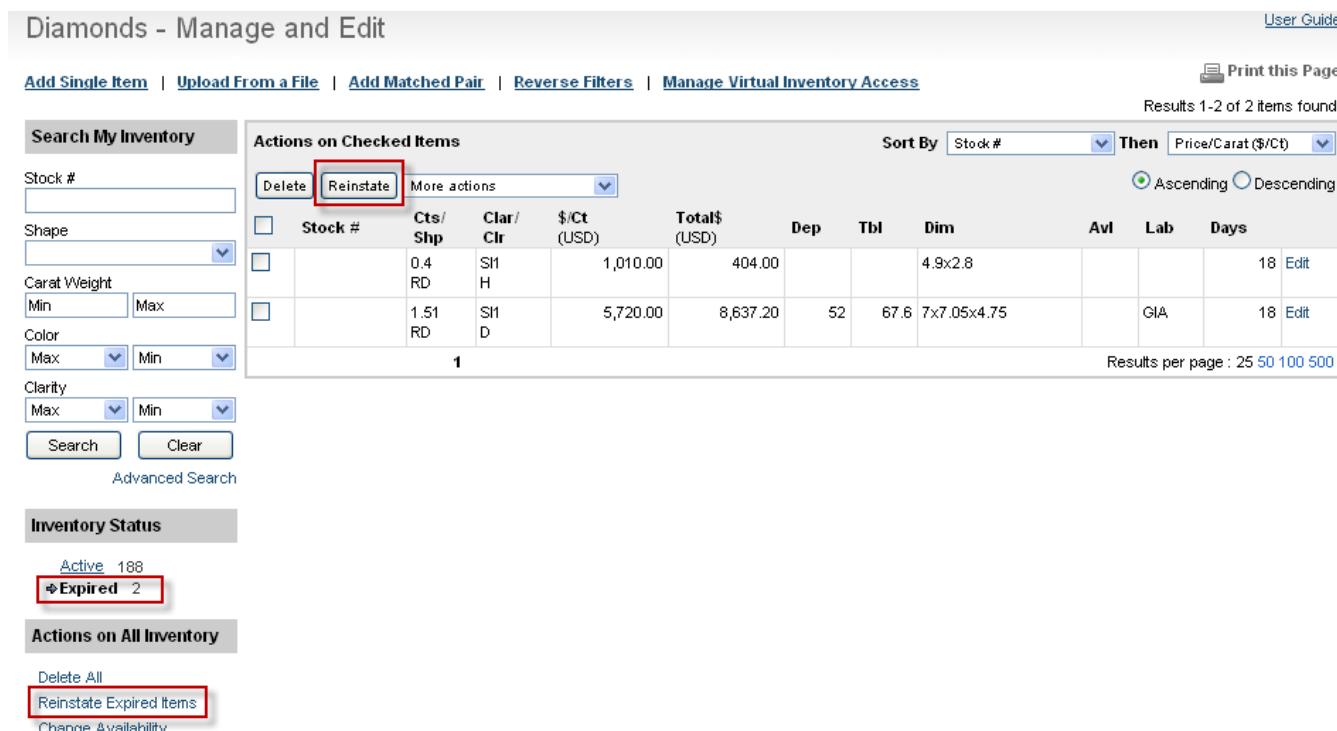
Selling Tools

- My Images
- Tutorials

Inventory Settings

- Listed Currency

- Click on the “Expired” Link
 - **Your Entire Inventory**- “Actions on All Inventory”, click on “Reinstate Expired Items” link
 - **Selected Diamonds**- “Action on Checked Items, check the box next to the items to extend and click on the “Reinstate” button



Diamonds - Manage and Edit

User Guide

Add Single Item | Upload From a File | Add Matched Pair | Reverse Filters | Manage Virtual Inventory Access

Print this Page

Results 1-2 of 2 items found

Search My Inventory

Stock #

Shape

Carat Weight Min Max

Color Max Min

Clarity Max Min

Stock # **Reinstate** More actions

Stock #	Cts/ Shp	Clar/ Clr	\$/Ct (USD)	Total\$ (USD)	Dep	Tbl	Dim	Avl	Lab	Days	
0.4 RD	SI1 H	1,010.00	404.00			4.9x2.8				18	Edit
1.51 RD	SI1 D	5,720.00	8,637.20	52	67.6	7x7.05x4.75		GIA		18	Edit

Sort By Stock # Then Price/Carat (\$/Ct)

Ascending Descending

Results per page : 25 50 100 500

Inventory Status

Active 188

Expired 2

Actions on All Inventory

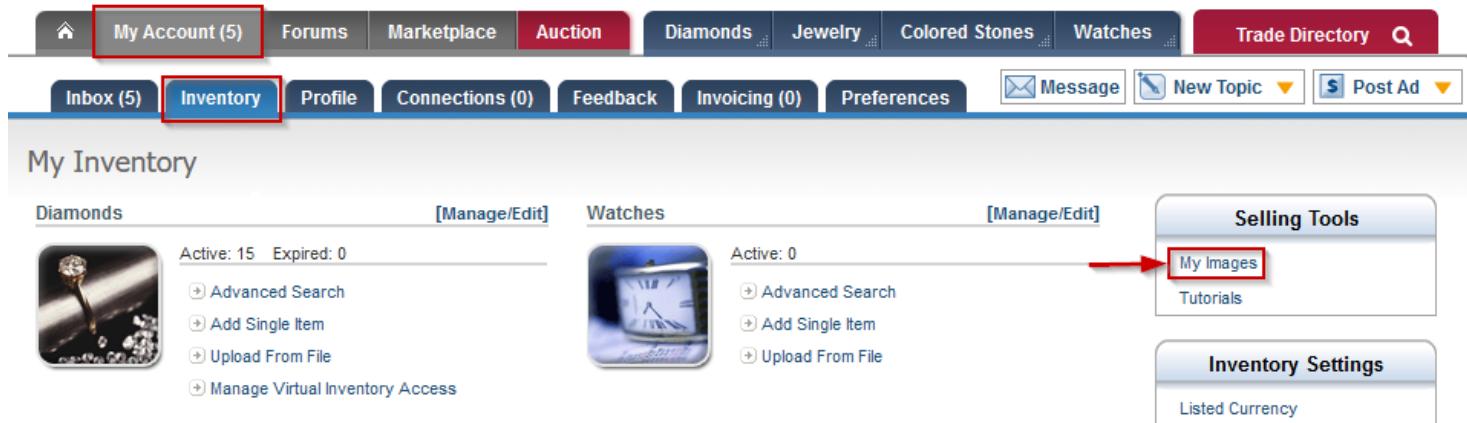
Delete All

Reinstate Expired Items

Change Availability

8. Add pictures or certificates to uploaded inventory

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



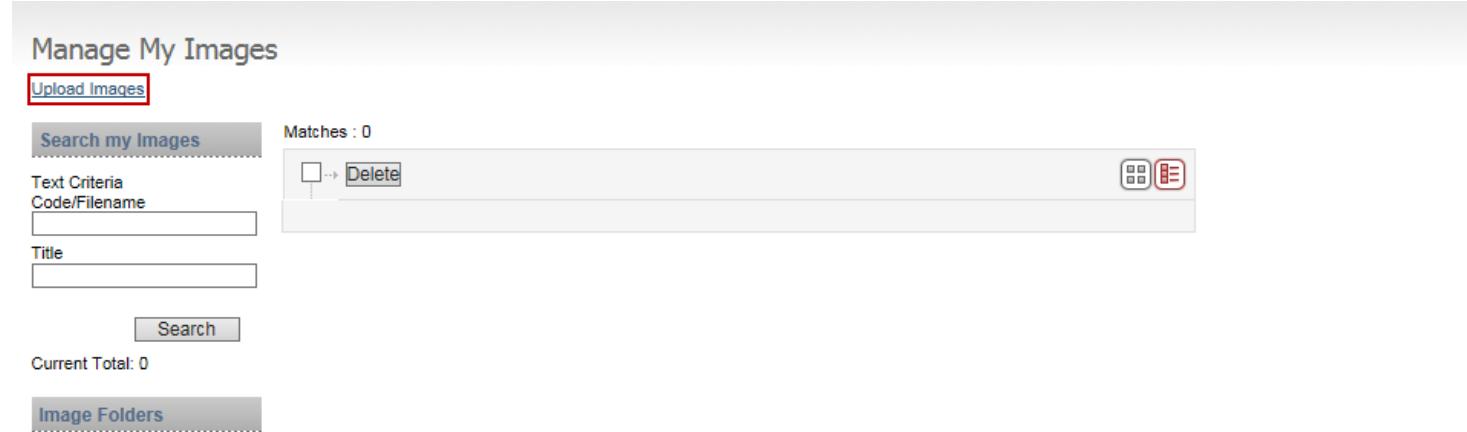
My Inventory

Diamonds [Manage/Edit] **Watches** [Manage/Edit] **Selling Tools**

Active: 15 Expired: 0 Active: 0

[Advanced Search](#) [Advanced Search](#)
[Add Single Item](#) [Add Single Item](#)
[Upload From File](#) [Upload From File](#)
[Manage Virtual Inventory Access](#) [Tutorials](#)

- Go to “Upload Images”



Manage My Images

Upload Images

Search my Images

Text Criteria
Code/Filename

Title

Matches : 0

[Delete](#)

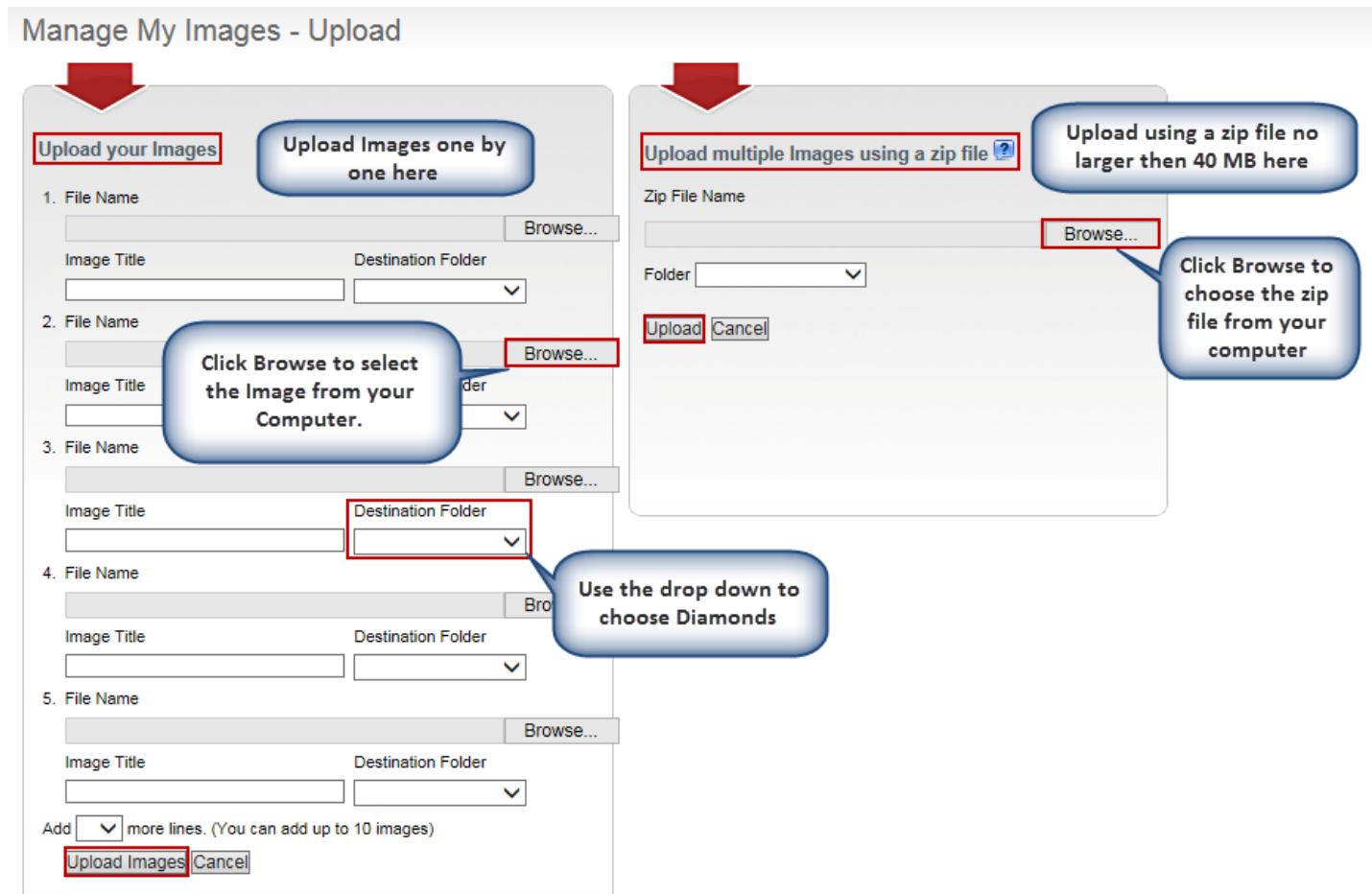
Search

Current Total: 0

Image Folders

- 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



Upload your Images

Upload Images one by one here

1. File Name

Image Title Destination Folder

2. File Name

Image Title Destination Folder

3. File Name

Image Title Destination Folder

4. File Name

Image Title Destination Folder

5. File Name

Image Title Destination Folder

Add more lines. (You can add up to 10 images)

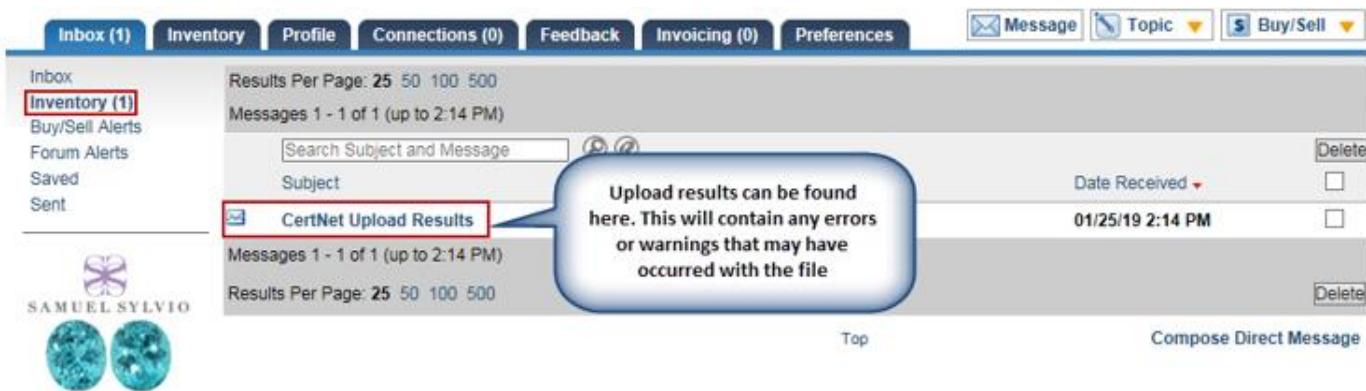
Upload multiple Images using a zip file

Upload using a zip file no larger then 40 MB here

Zip File Name

Folder

- You will receive a message in your inbox letting you know if the images were successfully upload or if any errors occurred



Inbox (1) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences

Inbox Buy/Sell Alerts

Forum Alerts

Saved

Sent

SAMUEL SYLVO

Results Per Page: 25 50 100 500

Messages 1 - 1 of 1 (up to 2:14 PM)

Search Subject and Message

Subject CertNet Upload Results

Upload results can be found here. This will contain any errors or warnings that may have occurred with the file

Date Received 01/25/19 2:14 PM

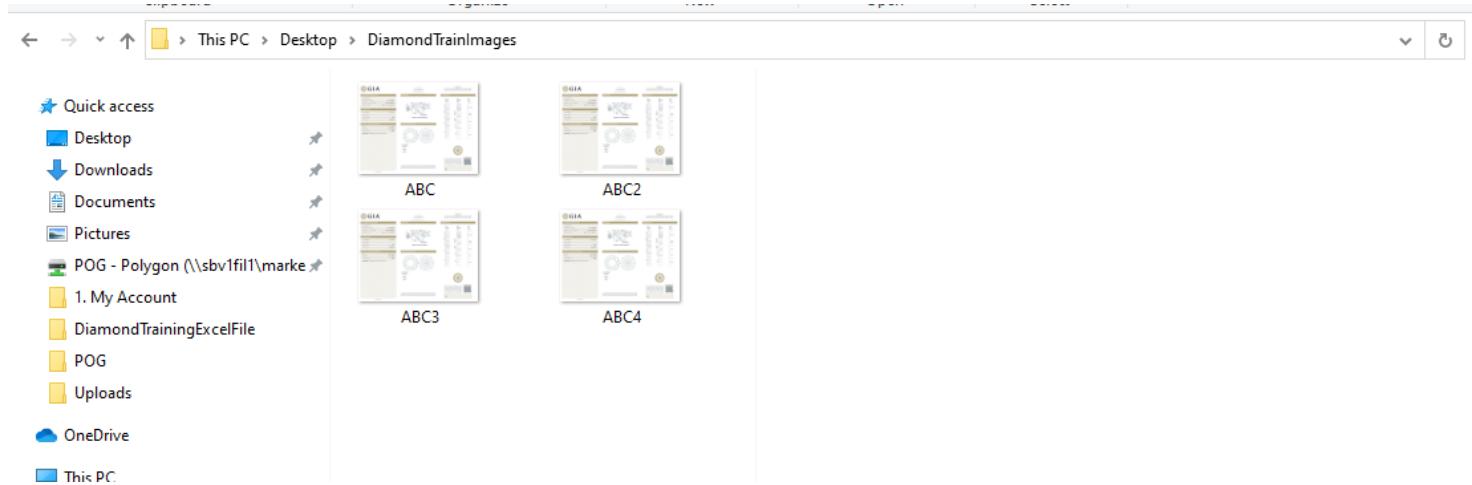
- After the images are uploaded you must connect your inventory file with the images
 - To link a photo with an inventory item you will need to enter the image name or certificate name in the Certificate Image or Image column of your inventory file.
 - Do not include spaces or symbols in the image name. 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.

Diamonds:

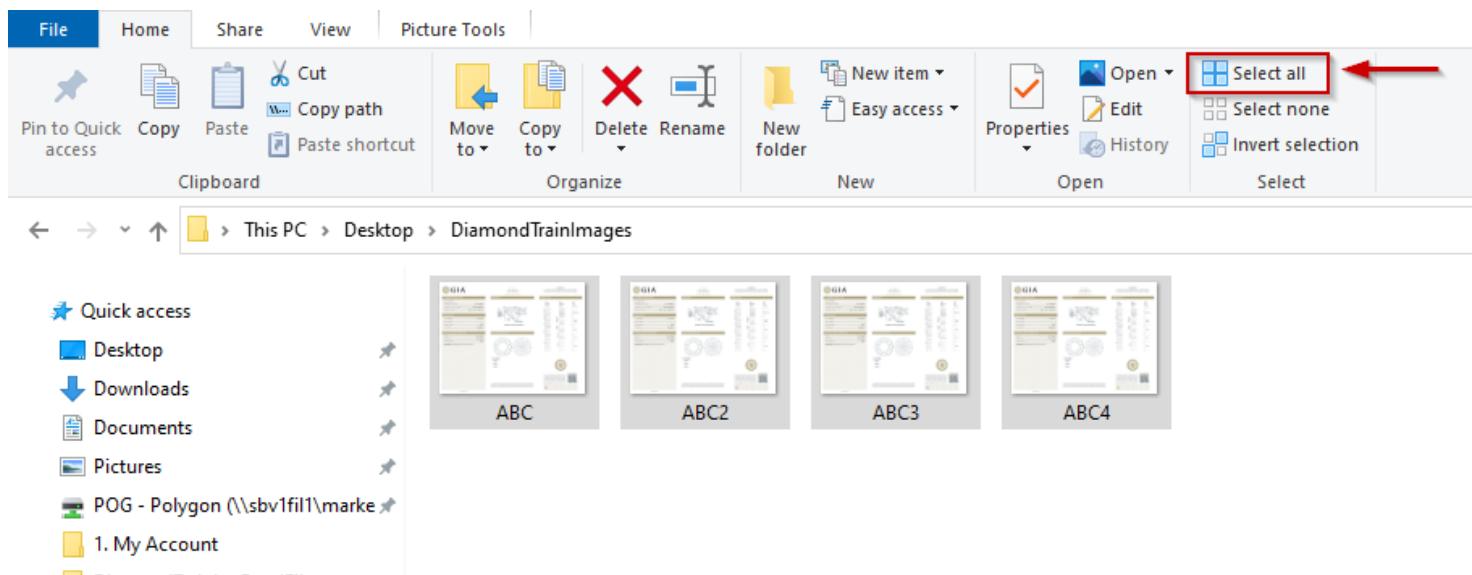
	A	B	C	D	E	F	G	H	I	J
1	Shape	Carat Weight	Color	Clarity	Price per Carat	Lot #	Stock #	Lab	Certificate ID	Certificate Image
2	Round	1.1		SI2	1000		HM1302	GIA		HM1302
3										
4										
5										
6										

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

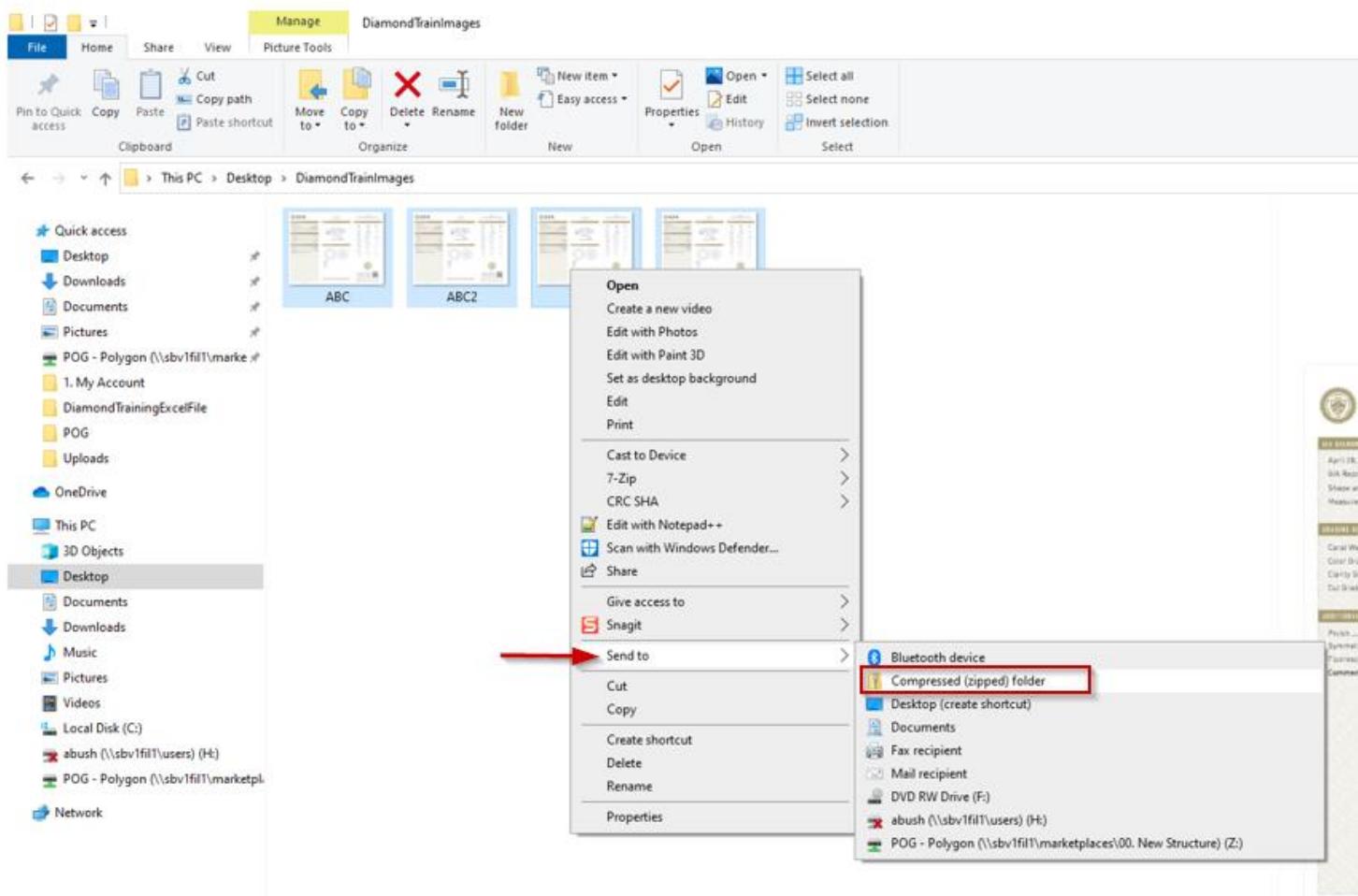
- Open the file on your computer that contains all your images
 - We recommend naming your images by the stock number or certificate name
 - We also recommend reducing your images to 300 pixels wide by 300 pixels high with a medium to semi-excellent resolution rating.



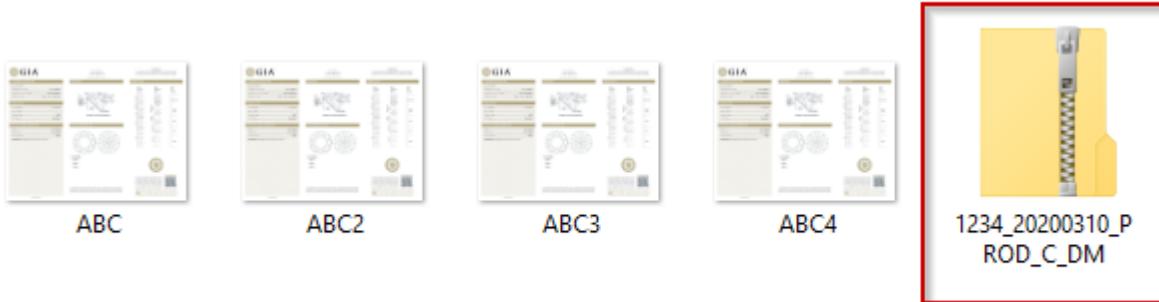
- “Select All”



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



- Name your new zip file per the naming convention
 - PolygonId_Date(yyyymmdd)_PROD_C_DM



10. Diamond File Upload Formats & Requirements

The Diamond 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 Diamond 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:

- **Shape**
- **Weight**
- **Color (or Fancy Color)**
- **Clarity**
- **Price Per Carat**

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.

Multiple **equivalences** are accepted for the same value. For example, **RD, RBC, BR, RND and B** are acceptable values for the "Round" shape. See the table below for the equivalences for each field.

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 (\$).

To accommodate the information provided by diamond grading laboratories, you have the ability to enter weight with up to four (4) decimal places, depth with up to four (4) decimal places, and table with up to one (1) decimal place. Please note that CertNet™ results will show weight with two (2) decimal places, depth with one (1) decimal place, and table as a whole number. However, by viewing the stone's details, you will be able to view the weight with four (4) decimal places.

Column Position	Column Name	Accepted Values	Accepted Equivalences	
1	A	Shape	AS, ASH, A, AC, SQE, Square Emerald, SQEM Baguette Briolette Bullets Circular Brilliant Cushion Emerald Flanders Half Moon Heart Hexagon Heptagonal Kite Lozenge Marquise Octagonal Old European Old Miner	AS, ASH, A, AC, SQE, Square Emerald, SQEM BG, BAG, BGT BT BU RUB, CIRB, CIR, CI, URB, Circular_Brilliant CU, CUS, C, CUSHIONBRILLIANT, CB, C, CUSHION MODIFIED, EC, EM, E FB, FL, FC, FLANDERSBRILLIANT HM, HMB HS, H HEX, HEXAGONAL HEP KT, K LO, LZ, LOZ MQ, M, MARQ OC OE, EU OM, OMB



TRAINING MATERIAL

Column Position	Column Name	Accepted Values	Accepted Equivalences
		Other Oval Pear Princess Radiant Renaissance Rose Cut Round Shield Square Star Tapered Baguette Trapezoid Triangular	OT, X, OTHR OV, O, OS PS, P PR, PRN, PRIN, PN, PC RA, R, RC, RAD RN RS, ROSE RD, RBC, BR, RND, B, Brilliant, Round Brilliant SH, SD, SHD, SHLD, SHIELD MSQ, SQ, SRA, MSQ ST, S TBAG, TB, TAP, TAPP TP, TRAP, TRAPB, TZ TR, T, TRI, TRIL, TRILL, TRIB, TRL, TRIANGLE, TRILLION
2	B	Carat Weight	<i>Any positive number with up to four decimal places</i>
3	C	Color	<i>Any letter D-Z or none if using fancy Also, the following color ranges are supported: O-P, Q-R, S-T, U-V, W-X, Y-Z</i>
4	D	Clarity	<i>LC, FL, IF, VVS1, VVS2, VS1, VS2, SI1, SI2, SI3, I1, I2, I3, N/A A blank value will default to N/A</i>
5	E	Price per Carat	<i>Any positive number with up to two decimal places.</i>
6	F	Lot #	<i>Any alphanumeric sequence, up to 15 characters. This field is required for matched pairs. Please note, lot # does not show in results, it is for your reference only.</i>
7	G	Stock #	<i>Any alphanumeric sequence, up to 30 characters. This field is required for matched pairs.</i>
8	H	Lab	<i>GIA, EGLUSA, EGLNY, EGLLA, AGS, PGS, IGI, HRD, AA&GO, AGA, AIG, DPL, DRL, DTL, GCAL, GemScan, GGL, GHI, GQI, IDL, IGI Pre-Cert, NGLC, IGI-NY, VGR, WGI, GEMLAB NZ, Other, NONE</i>
9	I	Certificate ID	<i>Any alphanumeric sequence, including all numbers and spaces as listed on the certificate</i>
10	J	Certificate Image	<i>Certificates 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.</i>
11	K	Additional Image	<i>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.</i>
12	L	Dimensions	<i>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</i>
13	M	Depth %	<i>A positive number with up to four decimal places</i>

**TRAINING MATERIAL**

Column Position	Column Name	Accepted Values	Accepted Equivalences
14	N	Table %	<i>A positive number with zero or one decimal places</i>
15	O	Crown Angle	<i>A positive number with zero or one decimal places</i>
16	P	Crown %	<i>A positive number with up to two decimal places</i>
17	Q	Pavilion Angle	<i>A positive number with zero or one decimal places</i>
18	R	Pavilion %	<i>A positive number with up to two decimal places</i>
19	S	Girdle (thinnest)	Extremely Thin Very Thin Thin Slightly Thin Medium Slightly Thick Thick Very Thick Extremely Thick XTN, ETHN, ETN, EXTHN, EXTN VTN, VTHN TN, THN STN, STHN M, Med STK, STHK TK, THK VTK, VTHK XTK, EXTHK, XTHK, EXTK, ETHK, ETK
20	T	Girdle (thickest)	Same as Girdle (thinnest)
21	U	Girdle %	<i>A positive number with up to two decimal places</i>
22	V	Culet Size	None Very Small Small Medium Slightly Large Large Very Large Extremely Large N VS S M SL, Slight Large L VL EL, XL
23	W	Culet Condition	Pointed Chipped Abraded P C A
24	X	Polish	Poor Fair Good Very Good Excellent Ideal P F G, GD VG, VERY G, V GOOD, V. GOOD X, EX, EXCEL, EXCELL ID
25	Y	Symmetry	Same as Polish
26	Z	Fluorescence Color	Blue, Yellow, White
27	AA	Fluorescence Intensity	None Very Slight Slight Faint Medium Strong Very Strong N VSL SL F M S VS
28	AB	Enhancement Types	<i>Up to 4 values or shortcut codes may be used if separated by a pipe (). Example CE/LD/IRR</i>

**TRAINING MATERIAL**

Column Position	Column Name	Accepted Values	Accepted Equivalences	
		Clarity Enhanced or Fracture Filled HPHT Process Laser Drilled Irradiated	CE HPHT LD IRR	
29	AC	Remarks	<i>Any alphanumeric sequence, up to 100 characters</i>	
30	AD	Availability	<i>Availability defaults to "Not Specified" if left blank</i> Guaranteed Available On Memo Cash Only Not Specified	
31	AE	Is Active	Y or N - defaults to Y if left blank	
32	AF	Fancy Color Main Body	Black Blue Brown Chameleon Golden Champagne Gray Green Orange Other Pink Purple Red Violet White Yellow Faint Very Light Light Fancy Light Fancy Intense Brilliant Vivid Deep Dark	BK B BN CH GC GY G O X P PL R V W Y FT VL L FL F I B V D DK
33	AG	Fancy Color Intensity		
34	AH	Fancy Color Overtone	<i>Any alphanumeric sequence, up to 20 characters</i>	
35	AI	Is Matched Pair	Y or N - defaults to N if left blank	
36	AJ	Separable	Y or N - defaults to Y if left blank	
37	AK	Matching Stock #	<i>Any alphanumeric sequence, up to 30 characters. This field is required for matched pairs.</i> <i>Important: The alphanumeric sequence in this field is the one from the diamond you want to match.</i>	
38	AL	Pavilion	<i>Separate authorized pavilions using the pipe () character. Polygon CertNet as default if left blank.</i> Polygon CertNet , Inventory Power	

**TRAINING MATERIAL**

Column Position	Column Name	Accepted Values	Accepted Equivalences	
39	AM	Syndication	This field specifies the websites where you can syndicate your inventory. Authorization is required. Please contact your account manager for more details.	
40	AN	Cut Grade	<i>You must specify GIA, any EGL, AGS, PGS, AGA or IGI lab in order to add cut grade.</i> Ideal Excellent Very Good Good Fair Poor	I, ID, Ideal X, EX, Excellent, Excel, Excell VG, Very G, V Good, Very Good, V, Good GD, G, Good F, Fair P, Poor
41	AO	External Url	Complete URL address to an external site showing additional information about the diamond. The address address must start by http:// or https:// Video Links can be added here	
42	AP	Stone Location Country	The country where the stone is located.	
43	AQ	Stone Location State Prov	The state, province or region where the stone is located.	
44	AR	Polygon Exclusive	Yes No	Y, YES N, NO
45	AS	Girdle Condition	Polish Partly Faceted Smooth Rough Bruted Faceted	P PF S R B F
46	AT	Producing Lab	A.D. Van-Daaz ALKOR- D LLC American Grown Diamonds Bluemoon LLC Chatham Created Brilliance LLC DeBeers Forever Grown Diamonds Gemensis Green Rocks Diamonds MiaDonna New Diamond Era Numined Diamonds New Diamond Technology Renaissance Silk Manufacturing Sola Diamonds Stauer Takara Unique Lab Grown Diamond Unknown	FGD
47	AU	Brand	88-Cut Amadena Amore Arctic Fox	ULGD

**TRAINING MATERIAL**

Column Position	Column Name	Accepted Values	Accepted Equivalences
		Arctic Glaciers Arctic Love Arctic Promise Canada Mark Canadia Canadian Bridal Canadian Diamond Certificate Canadian Diamonds By Columbia Canadian Goose Canadian Ideal Love Canadian Star Diamond Gallery Eskimo Arctic Ice Exclusive Mappins Fire of the North Hallmark of Quality Heart's On Fire Ice Forever Ice Paradise Ice with Passion Jubilee Maple Leaf Maximum Brilliance Nordic Fire Peoples Canadian Polar Bear Polar Ice Polar Star The Caprice	

11. Parcels File Upload Formats & Requirements

The Diamond Parcel 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 Parcel Excel Template](#) as a starting point.

The Diamond Parcel 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 table 1 below for the correct names for each column.

Mandatory fields are the following:

- **Shape**
- **Min and Max Measurement Units (Carat/ Sieve/ Pcs Ct/ Girdle Diameter)**
- **or**
- **Total Weight and Stones in Parcel**
- **Color Min**
- **Color Max**
- **Clarity Min**
- **Clarity Max**
- **Total Parcel Price**
- **Stock Number**

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.

The simplest way to upload parcels is by using the number of stones and the total carat weight. See Note 1 below for explanations.

We will accept multiple equivalences for the same value. For example, RD, RBC, BR, RND, B, Brilliant and Round Brilliant are all acceptable values for the "round" shape. See the table below for the equivalences for each field.

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 (\$).

Table 1: Data and column order required for Diamond Parcel format

Order Fields	Required/Not	Description/Values	Accepted Values
1	Shape	Yes	Round, RD, RBC, BR, RND, B, Brilliant, Round Brilliant
		Pear	Pear, PS, P
		Emerald	Emerald, EC, EM, E
		Radiant	Radiant, RA, R, RC
		Princess	Princess, PR, PRN, PRIN, PN, PC
		Cushion	Cushion, CU, CUS, C
		Old European	Old European, OE, EU

Trapezoid	Trapezoid, TP, TRAP, TRAPB, TZ
Half moon	Half moon, HM, HMB
Baguette	Baguette, BG, BAG
Oval	Oval, OV, O, OS
Marquise	Marquise, MQ, M, MARQ
Heart	Heart, HS, H
Hexagon	Hexagon, HEX, HEXAGONAL
Tapered Baguette	Tapered Baguette, TBAG
Triangular	Triangular, TR, T, TRI, TRIL, TRILL, TRIB, TRL, TRIANGLE, TRILLION
Asscher	Asscher, AS, ASH, A, AC
Star	Star, ST, S
Old Miner	Old Miner, OM
Bullets	Bullets, BU
Octagonal	Octagonal, OC
Kite	Kite, KT, K
Lozenge	Lozenge, LO, LOZ, LZ
Flanders	Flanders, FB, FL, FC
Rose Cut	Rose Cut, ROSE
Briolette	Briolette, BT
Shield	Shield, SH, SD, SHD, SHLD
Square	Square, SQ, MSQ
Other	Other, OT, X

2 Measurement Unit See note 1 The unit of measurement for the parcel. Options are:

- Sieve For Sieve use : SIV
- Carat Weight For Carats use : CWT
- Pcs / Ct For Pcs / Ct use : PPC
- Girdle Diameter(mm) For Girdle Diameter use : GDM

For sieve: Sieve values entered must be in the conversion chart to be accepted. See Note 2: Conversion Chart, which includes the Sieve values accepted.

For carats: Any positive number with up to four decimal places

For Pcs / Ct : Any positive number with this format:

3 Carat / Sieve / Pcs Ct / Girdle Diameter (Min) See note 1 The Min value of the measurement unit you chose

- 1/Number with up to 4 decimal places
- ex: 1/200

For Girdle Diameter use: Any positive number with up to four decimal places. Note: One of Min or Max values must be above 0.9 mm

4 Carat / Sieve / Pcs Ct / Girdle Diameter (Max) See note 1 The Max value of the measurement unit you chose

See above

5 Total weight Yes The total weight of the parcel in carats

Any positive number

6 Stones in Parcel See note 1 The number of stones in the parcel Any positive number



TRAINING MATERIAL

7	Color Min	Yes	The Min value of the color range	Any letter D-Z or O-P, Q-R, S-T, U-V, W-X, Y-Z <u>Note:</u> If a Fancy color is uploaded, see #27, Color Min and Max are not required
8	Color Max	Yes	The Max value of the color range	Any letter D-Z or O-P, Q-R, S-T, U-V, W-X, Y-Z <u>Note:</u> If a Fancy color is uploaded, see #27, Color Min and Max are not required
9	Clarity Min	Yes	The Min value of the clarity range	LC, FL, IF, VVS1, VVS2, VS1, VS2, SI1, SI2, SI3, I1, I2, I3, N/A
10	Clarity Max	Yes	The Max value of the clarity range	LC, FL, IF, VVS1, VVS2, VS1, VS2, SI1, SI2, SI3, I1, I2, I3, N/A
11	Total Parcel Price	Yes	The total price of the parcel	Any positive number with up to four decimal places
12	Lot Number	No	A reference number that you use to identify your parcel	Any alphanumeric sequence, up to 15 characters.
13	Stock Number	Yes	A reference number that you use to identify your parcel	Any alphanumeric sequence, up to 20 characters.
14	Lab	No	If applicable, the lab from which the certificate has originated	AGA, AGS, AIG, DPL, DRL, EGL Belgium, EGL Israel, EGL Consultation, EGLLA, EGLNY, EGLUSA, EGLSA, EGL Turkey, EGL International, GIA, GQI, HRD, IGI, IGI-NY, IGI Pre-Cert, PGS, Other, <u>Shortcuts:</u> EGLUSA = EGLUS, EGL US EGL Israel = EGLI, EGLIS, EGLISR, EGL I, EGL IS, EGL ISR EGL Belgium = EGLB, EGL B, EGLBL, EGL BL EGL Consultation = EGLC, EGL C EGL Turkey = EGLT, EGL T EGL International = EGLINT, EGL INT, EGLIN, EGL IN EGL India = EGLID, EGL ID, EGLIND, EGL IND
15	Certificate ID	No		Any alphanumeric sequence, including all numbers and spaces as listed on the certificate
16	Certificate Image	No		Certificates 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.
17	Additional image	No		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.
18	Polish Min	No	Poor Fair Good Very Good Excellent Ideal	Poor, P Fair, F Good, G Very Good, VG, VERY G, V GOOD, V. GOOD Excellent, X, EX, EXCEL, EXCELL Ideal, ID
19	Polish Max	No	See above	see above
20	Symmetry Min	No	Poor Fair Good Very Good Excellent Ideal	Poor, P Fair, F Good, G Very Good, VG, VERY G, V GOOD, V. GOOD Excellent, X, EX, EXCEL, EXCELL Ideal, ID
21	Symmetry Max	No	See above	see above
22	Enhancement Types	No	Clarity Enhanced or Fracture Filled HPHT Process Laser Drilled	Clarity Enhanced or Fracture Filled, CE HPHT Process, HPHT Laser Drilled, LD Irradiated, IRR



TRAINING MATERIAL

			Irradiated	Note: Up to 4 values or shortcut codes may be used if separated by a pipe (). For example CE LD IRR
23	Make	No	Description of the parcel	Any alphanumeric sequence, up to 4000 characters
24	Remarks	No	Description of the parcel	Any alphanumeric sequence, up to 4000 characters
				Guaranteed Available or G
25	Availability	No	Describes the availability of the parcel	On Memo Cash Only Not Specified Note: Availability defaults to "Not Specified" if left blank
26	Is Active	No	Controls if you parcel appears in search results or not.	Y or N - defaults to Y if left blank
27	Fancy Color Main Body	No		Blue, Pink, Green, Yellow, Orange, Brown, Black, Red, Gray, White, Other
			Very Light	Very Light, VL
			Light	Light, L
			Fancy Light	Fancy Light, FL
28	Fancy Color Intensity Min	No	Fancy	Fancy, F
			Intense	Intense, I
			Brilliant	Brilliant, B
			Vivid	Vivid, B
			Deep	Deep, D
			Dark	Dark, DK
29	Fancy Color Intensity Max	No	See above	See above
30	Separable	No	Describes whether the parcel is separable or not	Yes or Y No or N Note

Note 1: You **must use** a) 1 of the 4 measurement units (Carat / Sieve / Pcs Ct / Girdle Diameter) **OR** b) add values in both these fields: Total Weight and Stones in Parcel. DO NOT use both together.

If using Total weight and Stones in Parcel only, we will divide the Number of stones by the Total weight and derive Pcs/Carat unit. Ex: Stones: 2,000 Weight: 20 >>> Pcs/Carat: 1/100

Note 2: Conversion chart between Parcel measurement units

Pcs/Ct	Sieve Size Girdle Diameter (mm)				Weight (ct)		
Min	Max	(+)	(-)	Min	Max	Min	Max
1/265	1/1000 000 00	0.9		1		0.0	0.005
1/200	1/265 00 0	1		1.05		0.005	0.0066
1/180	1/200 0 1	1.05		1.1		0.0066	0.007
1/150	1/180 1 1.5	1.1		1.15		0.007	0..0076
1/130	1/150 1.5 2	1.15		1.2		0.0076	0.0081
1/110	1/130 2 2.5	1.2		1.25		0.0081	0.0086
1/100	1/110 2.5 3	1.25		1.3		0.0086	0.0092
1/90	1/100 3 3.5	1.3		1.35		0.0092	0.0098
1/75	1/90 3.5 4	1.35		1.40		0.0098	0.012



1/65	1/75	4	4.5	1.4	1.45	0.012	0.013
1/60	1/65	4.5	5	1.45	1.50	0.013	.014
1/55	1/60	5	5.5	1.50	1.55	0.14	0.15
1/50	1/55	5.5	6	1.55	1.6	0.015	0.018
1/40	1/50	6	6.5	1.6	1.7	0.018	0.021
1/33	1/40	6.5	7	1.7	1.8	0.021	0.026
1/30	1/33	7	7.5	1.8	1.9	0.026	0.030
1/25	1/30	7.5	8	1.9	2.0	0.030	0.034
1/22	1/25	8	8.5	2.0	2.1	0.034	0.041
1/20	1/22	8.5	9	2.1	2.2	0.041	0.046
1/18	1/20	9	9.5	2.2	2.3	0.046	0.051
1/17	1/18	9.5	10	2.3	2.4	0.051	0.058
1/16	1/17	10	10.5	2.4	2.5	0.058	0.065
1/15	1/16	10.5	11	2.5	2.6	0.065	0.072
1/13	1/15	11	11.5	2.6	2.7	0.072	0.077
1/11	1/13	11.5	12	2.7	2.8	0.077	0.083
1/10	1/11	12	12.5	2.8	2.9	0.083	0.098
1/9	1/10	12.5	13	2.9	3	0.098	0.110
1/8	1/9	13	13.5	3	3.1	0.110	0.117
1/7.5	1/8	13.5	14	3.1	3.2	0.117	0.129
1/6.5	1/7.5	14	14.5	3.2	3.3	0.129	0.145
1/6	1/6.5	14.5	15	3.3	3.4	0.145	0.153
1/5.5	1/6	15	15.5	3.4	3.5	0.153	0.164
1/5.25	1/5.5	15.5	16	3.5	3.6	0.134	0.182
1/4.75	1/5.25	16	16.5	3.6	3.7	0.182	0.198
1/4.5	1/4.75	16.5	17	3.7	3.8	0.198	0.206
1/4.25	1/4.5	17	17.5	3.8	3.9	0.206	0.230
1/4	1/4.25	17.5	18	3.9	4	0.230	0.248
1/3.70	1/4	18	18.5	4	4.1	0.248	0.456
1/3.33	1/3.70	18.5	19	4.1	4.2	0.256	0.265
1/3	1/3.33	19	19.5	4.2	4.3	0.265	0.300
1/2.5	1/3	19.5	20	4.3	4.4	0.300	0.330
1/2.22	1/2.5	20	21	4.4	4.7	0.330	0.40
1/2	1/2.22	21	22	4.7	4.9	0.40	0.45
1/1.67	1/2	22	23	4.9	5.10	0.45	0.50
1/1.54	1/1.67	23	24	5.10	5.30	0.50	0.60
1/1.43	1/1.54	24	25	5.30	5.5	0.60	0.65
1/1.33	1/1.43	25	26	5.5	5.7	0.65	0.70
1/1.25	1/1.33	26	27	5.7	5.9	0.70	0.75
1/1.11	1/1.25	27	28	5.9	6.1	0.75	0.80
1/1	1/1.11	28	29	6.1	6.3	0.80	0.90
1/1	1/1	29	30	6.3	6.5	0.90	1.0
1/0.83	1/1	30	31	6.5	6.7	1.0	1.10
1/0.77	1/0.83	31	32	6.7	6.9	1.10	1.20
1/0.71	1/0.77	32	33	6.9	7.1	1.20	1.30
1/0.65	1/0.71	33	34	7.1	7.3	1.30	1.40
1/0.59	1/0.65	34	35	7.3	7.5	1.40	1.55
1/0.54	1/0.59	35	36	7.5	7.7	1.55	1.70
1/0.51	1/0.54	36	37	7.7	7.9	1.70	1.85
1/0.47	1/0.51	37	38	7.9	8.1	1.85	1.95
1/0.45	1/0.47	38	39	8.1	8.3	1.95	2.15
1/0.44	1/0.45	39	40	8.3	8.5	2.15	2.20