

Tutorial: Uploading Your Diamond Inventory

OVERVIEW

Description:	<p>In this section, you can:</p> <ol style="list-style-type: none"> 1. Add a single diamond to your inventory 2. Add a matched pair to your diamond inventory 3. Upload your inventory using an excel file 4. Upload via FTP Transfer 5. Edit or delete existing inventory 6. Extend expiration date on diamond inventory 7. Reinstate expired diamonds 8. Add pictures or certificates to your uploaded inventory 9. Create a zip file for your diamond images & certificates 10. Learn about diamond file upload formats and requirements 11. Learn about parcels File Upload Formats and Requirements
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

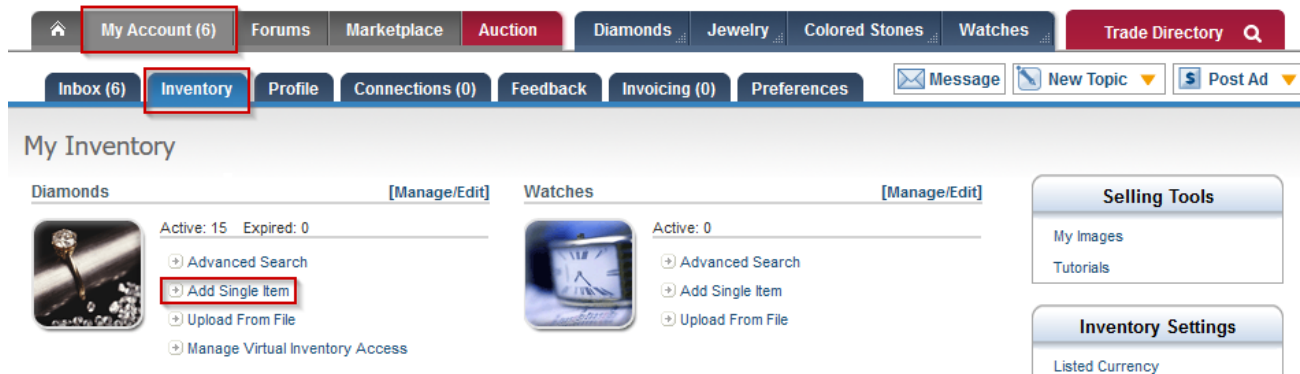
Useful Tips:

- 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"



The screenshot shows the Polygon website's user interface. At the top, there is a navigation bar with tabs: Home, My Account (6), Forums, Marketplace, Auction, Diamonds, Jewelry, Colored Stones, Watches, and Trade Directory. Below this is a secondary navigation bar with tabs: Inbox (6), Inventory (highlighted with a red box), Profile, Connections (0), Feedback, Invoicing (0), and Preferences. The main content area is titled 'My Inventory'. It is divided into two sections: 'Diamonds' and 'Watches'. The 'Diamonds' section shows 'Active: 15' and 'Expired: 0'. It contains a list of actions: 'Advanced Search', 'Add Single Item' (highlighted with a red box), 'Upload From File', and 'Manage Virtual Inventory Access'. The 'Watches' section shows 'Active: 0' and contains the same list of actions. On the right side, there are two sidebars: 'Selling Tools' with links to 'My Images' and 'Tutorials', and 'Inventory Settings' with a link to '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 by a lab 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

Color

Clarity

Shape

Price per Carat USD

Stock #

[Add Single Diamond](#)

Pavilion ☒ Polygon CertNet
☐ My InventoryPower

Optional Information

Cut Grade

Cert Image

No image
Remove

Choose from My images

Select

Upload image

Browse...

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

Browse to find an image on your computer

Brand

Brand Image

No image
Remove

Use Select if the image has previously been uploaded to Polygon

Choose from My images

Select

Upload image

Browse...

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

Fancy Color Information

Main

Intensity

Overtone

Dimensions x x

Enhancement Type

Depth %

Table %

☒ Polygon Exclusive

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

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

Producing Lab

Specify lab grown stones here

Girdle Thinnest

Girdle %

Crown Angle

Pavilion Angle

Culet Size

Polish

Fluorescence Intensity

Girdle Thickest

Girdle Condition

Crown %

Pavilion %

Culet Condition

Symmetry

Fluorescence Color

Availability Lot #

Remarks

Stone Location Country

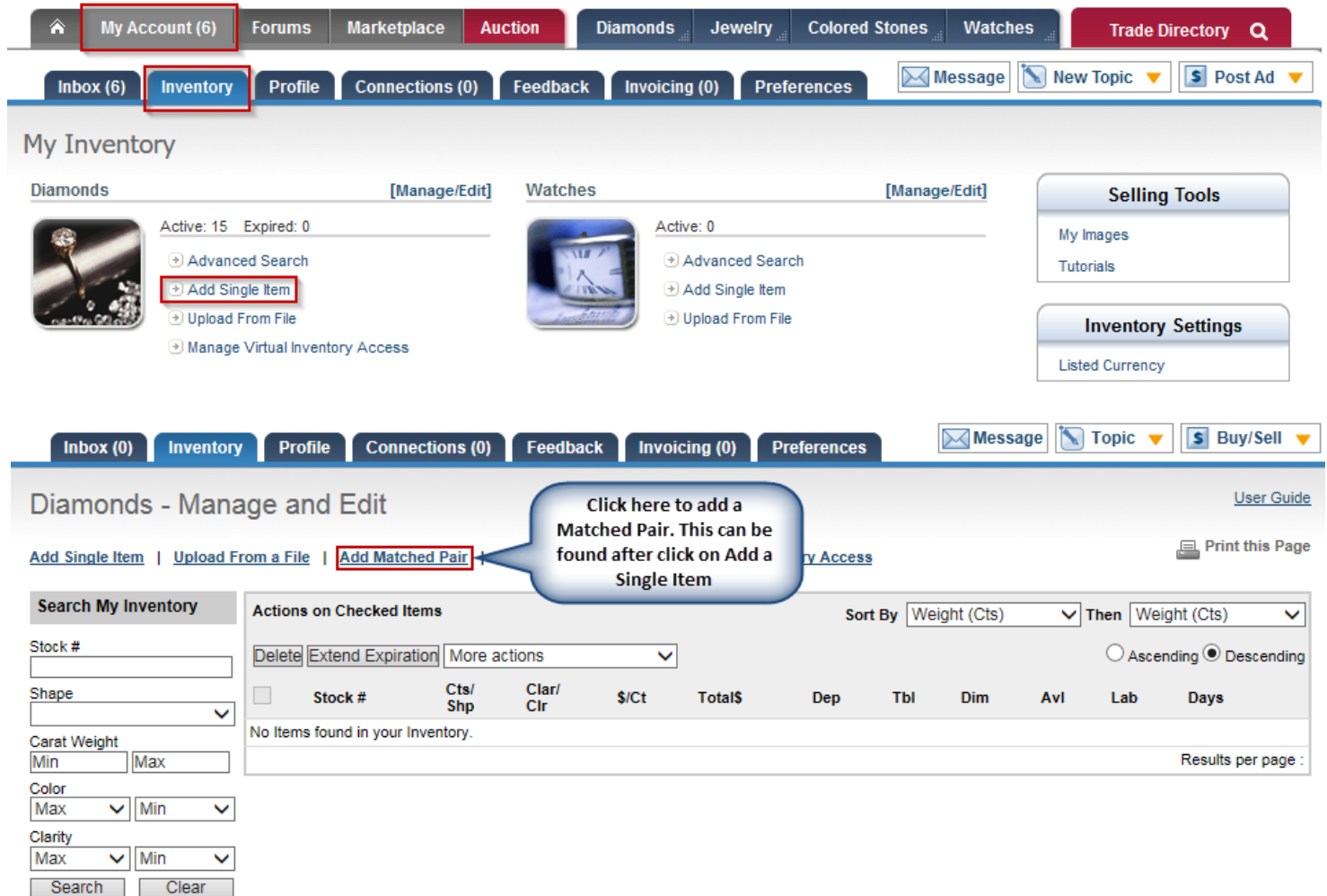
Stone Location State Prov

[Add Single Diamond](#)

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

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



The screenshot shows the 'My Inventory' page. At the top, there are navigation tabs: 'My Account (6)', 'Forums', 'Marketplace', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and 'Trade Directory'. Below these are sub-tabs: 'Inbox (6)', 'Inventory', 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. The 'Inventory' tab is selected. The main content area is titled 'My Inventory' and is divided into two sections: 'Diamonds' and 'Watches'. The 'Diamonds' section has a sub-tab '[Manage/Edit]' and shows 'Active: 15 Expired: 0'. It includes links for 'Advanced Search', 'Add Single Item' (highlighted with a red box), 'Upload From File', and 'Manage Virtual Inventory Access'. The 'Watches' section has a sub-tab '[Manage/Edit]' and shows 'Active: 0'. It includes links for 'Advanced Search', 'Add Single Item', and 'Upload From File'. To the right of these sections are 'Selling Tools' (My Images, Tutorials) and 'Inventory Settings' (Listed Currency). Below the 'My Inventory' section, there is another set of navigation tabs: 'Inbox (0)', 'Inventory', 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. The 'Inventory' tab is selected. The main content area is titled 'Diamonds - Manage and Edit'. It has a sub-tab '[Manage/Edit]' and shows 'Active: 0'. It includes links for 'Add Single Item', 'Upload From a File', 'Add Matched Pair' (highlighted with a red box), and 'Manage Virtual Inventory Access'. A callout bubble points to the 'Add Matched Pair' link with the text: 'Click here to add a Matched Pair. This can be found after click on Add a Single Item'. Below the 'Diamonds - Manage and Edit' section, there is a 'Search My Inventory' form with fields for 'Stock #', 'Shape', 'Carat Weight', 'Color', and 'Clarity'. There are also 'Search' and 'Clear' buttons. To the right of the search form is a table titled 'Actions on Checked Items' with columns: 'Delete', 'Extend Expiration', 'More actions', 'Stock #', 'Cts/ Shp', 'Clar/ Clr', '\$/Ct', 'Total\$', 'Dep', 'Tbl', 'Dim', 'Avl', 'Lab', and 'Days'. The table is currently empty, showing 'No Items found in your Inventory.'.

- 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 <input type="text"/>	Shape <input type="text" value="Pear"/>
Color <input type="text" value="Q"/>	Price per Carat <input type="text"/> USD
Clarity <input type="text" value="N/A"/>	Stock # <input type="text"/>

Diamond B	
Carat Weight <input type="text"/>	Shape <input type="text"/>
Color <input type="text"/>	Price per Carat <input type="text"/> USD
Clarity <input type="text"/>	Stock # <input type="text"/>

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

Fancy Color Information

Main <input type="text"/>	Intensity <input type="text"/>
Overtone <input type="text"/>	

Main <input type="text"/>	Intensity <input type="text"/>
Overtone <input type="text"/>	

[Add Matched Pair Diamonds](#)

Once the information is complete click here to add the pair

Optional Information

Lab <input type="text"/>	Cert Id <input type="text"/>
Cut Grade <input type="text"/>	
Brand <input type="text"/>	

Lab <input type="text"/>	Cert Id <input type="text"/>
Cut Grade <input type="text"/>	
Brand <input type="text"/>	

Cert Image

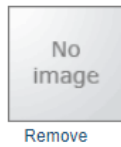


Choose from My images

OR

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

Cert Image



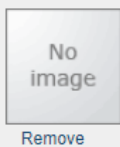
Choose from My images

OR

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

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

Additional Image

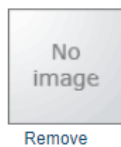


Choose from My images

OR

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

Additional Image



Choose from My images

OR

Upload image 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

Enhancement Type

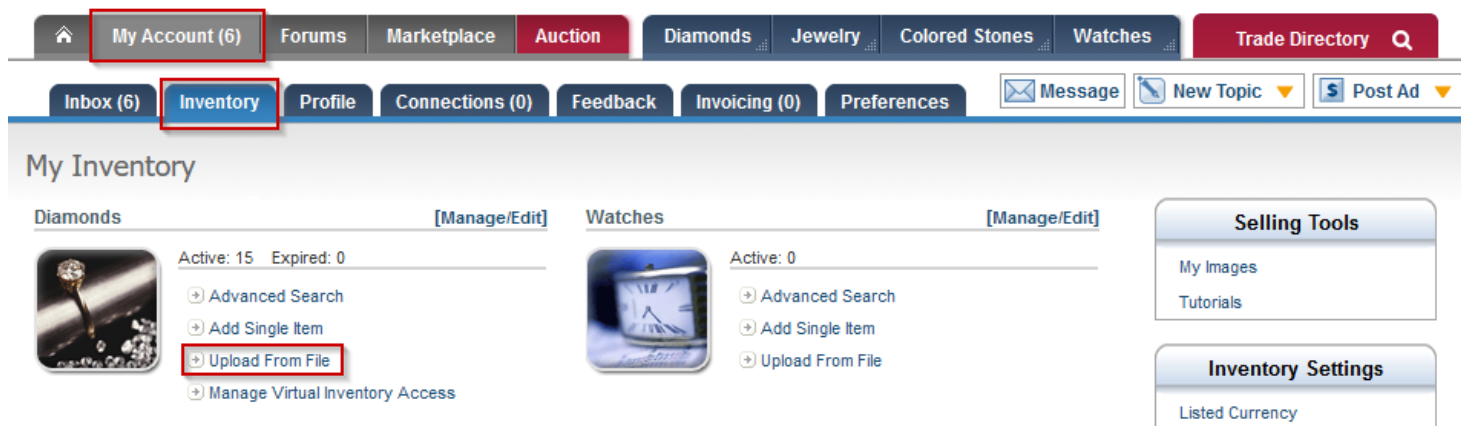
- ☐ Clarity Enhanced/Fracture Filled
- ☐ Color Enhanced
- ☐ HPHT Process
- ☐ Laser Drilled
- ☐ Irradiated

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”

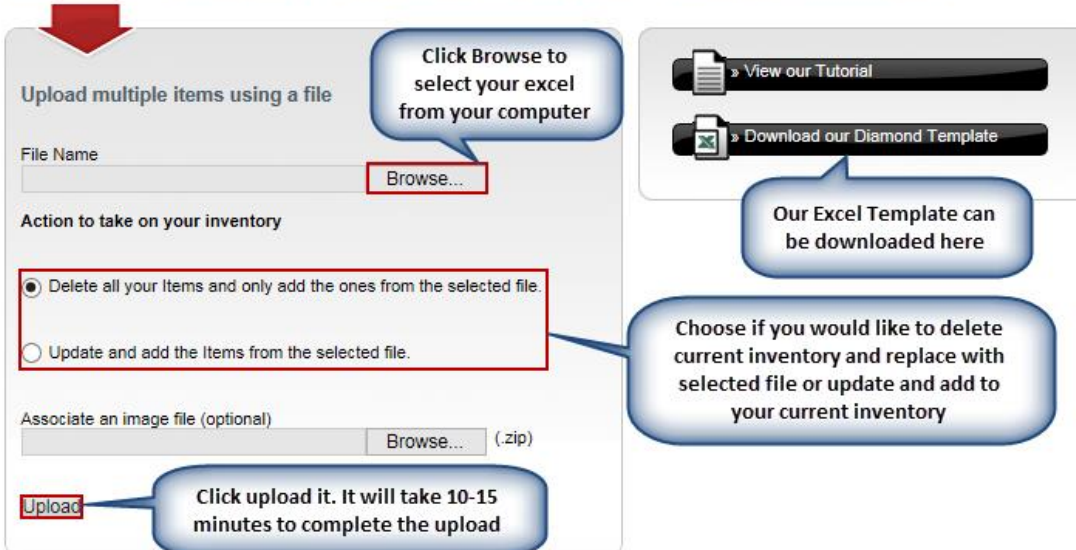


The screenshot shows the Polygon website's user interface. At the top, there is a navigation bar with tabs for 'My Account (6)', 'Forums', 'Marketplace', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and 'Trade Directory'. Below this is a secondary navigation bar with tabs for 'Inbox (6)', 'Inventory' (highlighted with a red box), 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', 'Preferences', 'Message', 'New Topic', and 'Post Ad'. The main content area is titled 'My Inventory'. It is divided into two sections: 'Diamonds' and 'Watches'. The 'Diamonds' section shows 'Active: 15' and 'Expired: 0' items. It includes a list of actions: 'Advanced Search', 'Add Single Item', 'Upload From File' (highlighted with a red box), and 'Manage Virtual Inventory Access'. The 'Watches' section shows 'Active: 0' items and includes the same list of actions. On the right side of the 'My Inventory' section, there are two boxes: 'Selling Tools' with links for 'My Images' and 'Tutorials', and 'Inventory Settings' with a link for '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

Callouts:

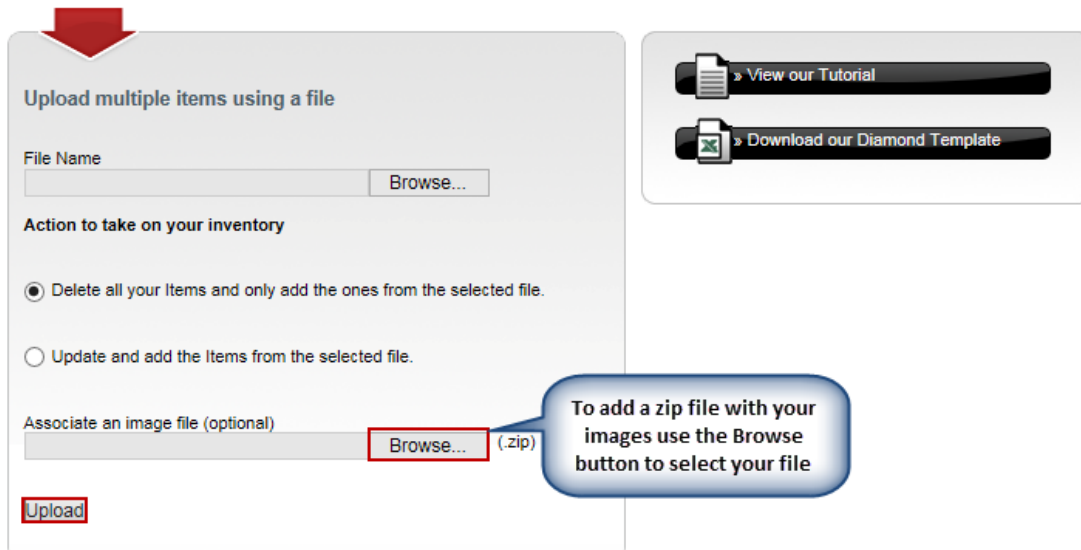
- Click Browse to select your excel from your computer
- Click upload it. It will take 10-15 minutes to complete the upload
- View our Tutorial
- Download our Diamond Template
- Our Excel Template can be downloaded here
- Choose if you would like to delete current inventory and replace with selected file or update and add to your current inventory

- 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

Callouts:

- View our Tutorial
- Download our Diamond Template
- To add a zip file with your images use the Browse button to select your file

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.




The screenshot shows the Polygon web interface. The top navigation bar includes links for 'Inbox (1)', 'Inventory', 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', and 'Preferences'. On the right, there are buttons for 'Message', 'Topic', and 'Buy/Sell'. The left sidebar shows a list of messages: 'Inbox', 'Inventory (1)', 'Buy/Sell Alerts', 'Forum Alerts', 'Saved', and 'Sent'. The main content area displays a message titled 'CertNet Upload Results' with a subject line 'CertNet Upload Results'. A callout bubble points to this message with the text: 'Upload results can be found here. This will contain any errors or warnings that may have occurred with the file'. Below the message, there are several diamond images and the name 'PARAIBA'.

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
<p>You have 2 stones listed in CertNet which will expire tomorrow.</p> <p>Please extend the expiration of these diamonds or update your inventory.</p>			
<div>  </div> <div> Forward Save </div>			

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 inventory 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

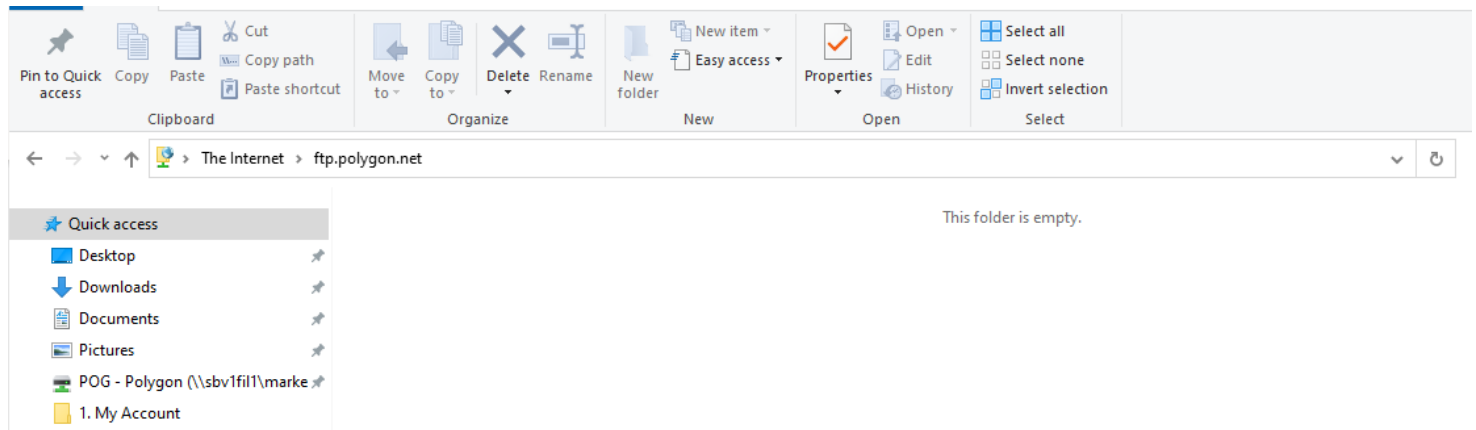
- Please note the date of your file does not need to change each time

- **FTP Details:**

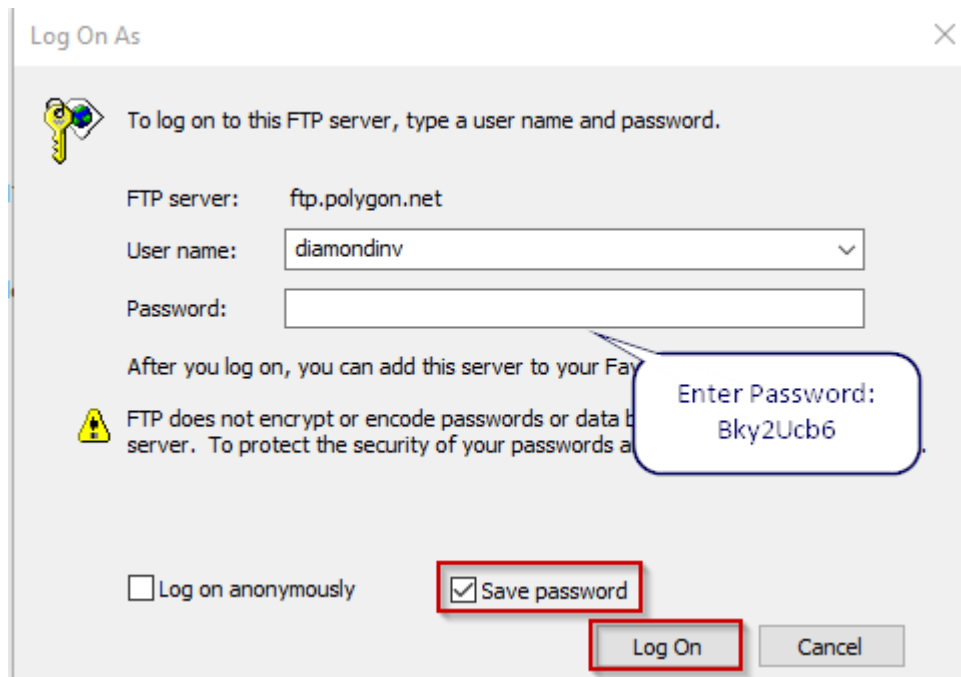
- <ftp://diamondinv@ftp.polygon.net/>
 - [Login Details](#)
 - **User Name: diamondinv**
 - **Password: Bky2Ucb6**

- FTP Transfers can be done directly through your computer if you are not using an inventory manage software.

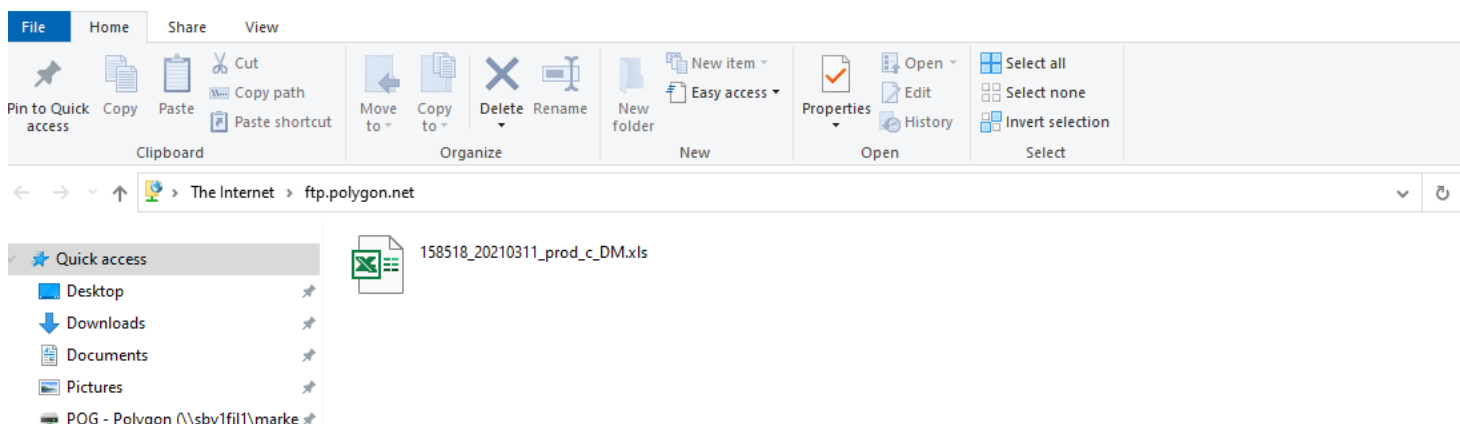
- In the address bar of the new window type in: <ftp://diamondinv@ftp.polygon.net/>



- 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>

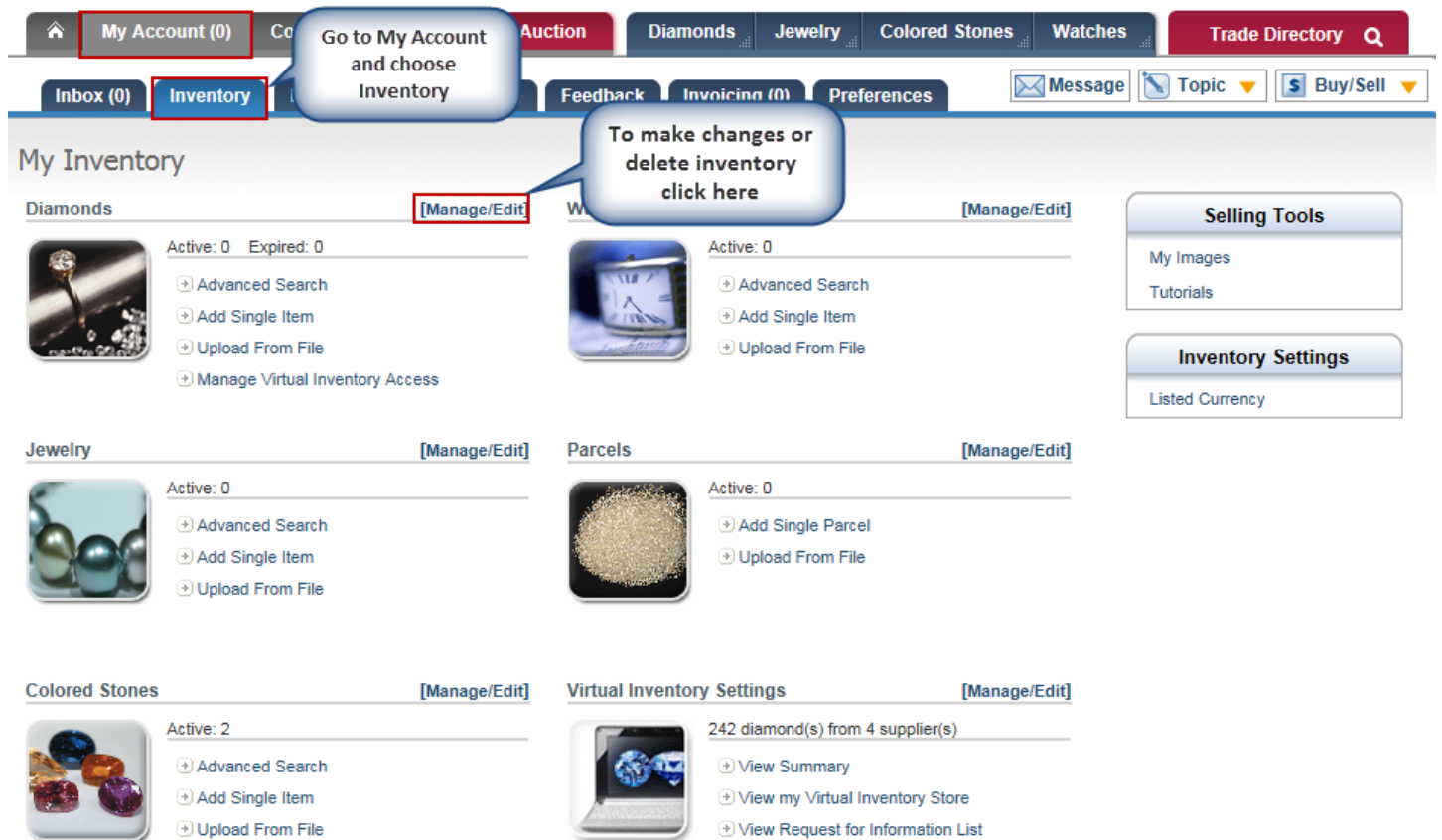


- Drag and drop your zip file into the window. If you have multiple files, upload all of them in the same window.
 - The inventory and/or images you have uploaded will be updated to Polygon in the following 5 minutes.



5. Edit or delete existing inventory

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



The screenshot shows the 'My Inventory' page with several sections and annotations:

- Navigation Bar:** Includes links for 'My Account (0)', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and 'Trade Directory'. A callout bubble points to 'My Account (0)' with the text 'Go to My Account and choose Inventory'.
- Sub-Menu:** Includes 'Inbox (0)', 'Inventory' (highlighted with a red box), 'Feedback', 'Invoicing (0)', and 'Preferences'. A callout bubble points to 'Inventory' with the text 'To make changes or delete inventory click here'.
- My Inventory Section:**
 - Diamonds:** Shows 'Active: 0' and 'Expired: 0'. A red box highlights the '[Manage/Edit]' link. Below are links for 'Advanced Search', 'Add Single Item', 'Upload From File', and 'Manage Virtual Inventory Access'.
 - Jewelry:** Shows 'Active: 0'. Below are links for 'Advanced Search', 'Add Single Item', and 'Upload From File'.
 - Colored Stones:** Shows 'Active: 2'. Below are links for 'Advanced Search', 'Add Single Item', and 'Upload From File'.
 - Virtual Inventory Settings:** Shows '242 diamond(s) from 4 supplier(s)'. Below are links for 'View Summary', 'View my Virtual Inventory Store', and 'View Request for Information List'.
- Sidebars:**
 - Selling Tools:** Includes 'My Images' and 'Tutorials'.
 - Inventory Settings:** Includes '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](#)

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

Results 1 of 1 items found

Search My Inventory

Stock #

Shape

Carat Weight Min Max

Color Max Min

Clarity Max Min

[Advanced Search](#)

Inventory Status

Active 1
Expired 0

Actions on All Inventory

[Delete All](#)
[Extend Expiration](#)
[Change Availability](#)
[Change Pricing](#)
[Mark As Polygon Exclusive](#)
[Download Inventory](#)

Actions on Checked Items

[Delete](#) [Extend Expiration](#) [More actions](#)

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

<input type="checkbox"/>	Stock #	Cts/ Shp	Clar/ Clr	\$/Ct (USD)	Total\$ (USD)	Dep	Tbl	Dim	Avl	Lab	Days	
<input checked="" type="checkbox"/>	ABC12	1 RD	IF E	10,000.00	10,000.00					GIA	8	Edit

Results per page : 25 50 100 500

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

To Delete all your Inventory click here

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](#)

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

Results 1 of 1 items found

Search My Inventory

Stock #

Shape

Carat Weight Min Max

Color Max Min

Clarity Max Min

[Advanced Search](#)

Actions on Checked Items

[Delete](#) [Extend Expiration](#) [More actions](#)

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

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

Results per page : 25 50 100 500

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 GQI, 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
☐ My InventoryPower

Color

Price per Carat USD

Clarity

Stock #

Optional Information

Cut Grade

Cert Image

No image
Remove

OR

Choose from My images

Upload image

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

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

Choose from My images

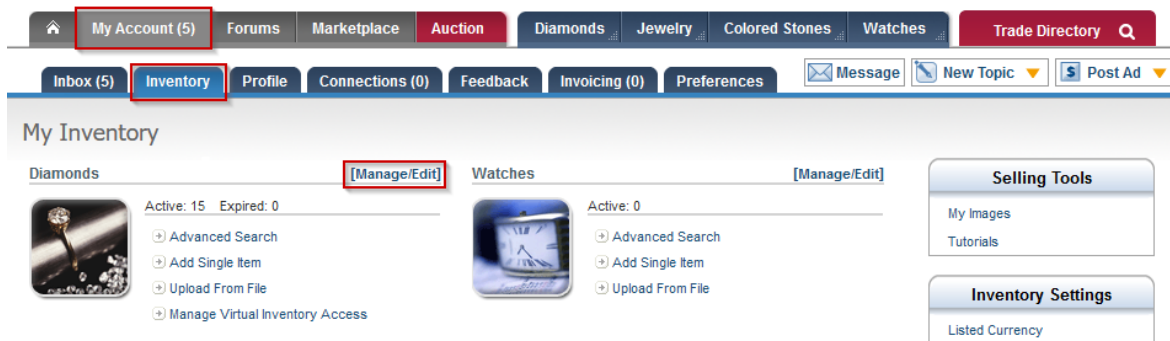
Upload image

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

6. Extend expiration date on your diamond inventory

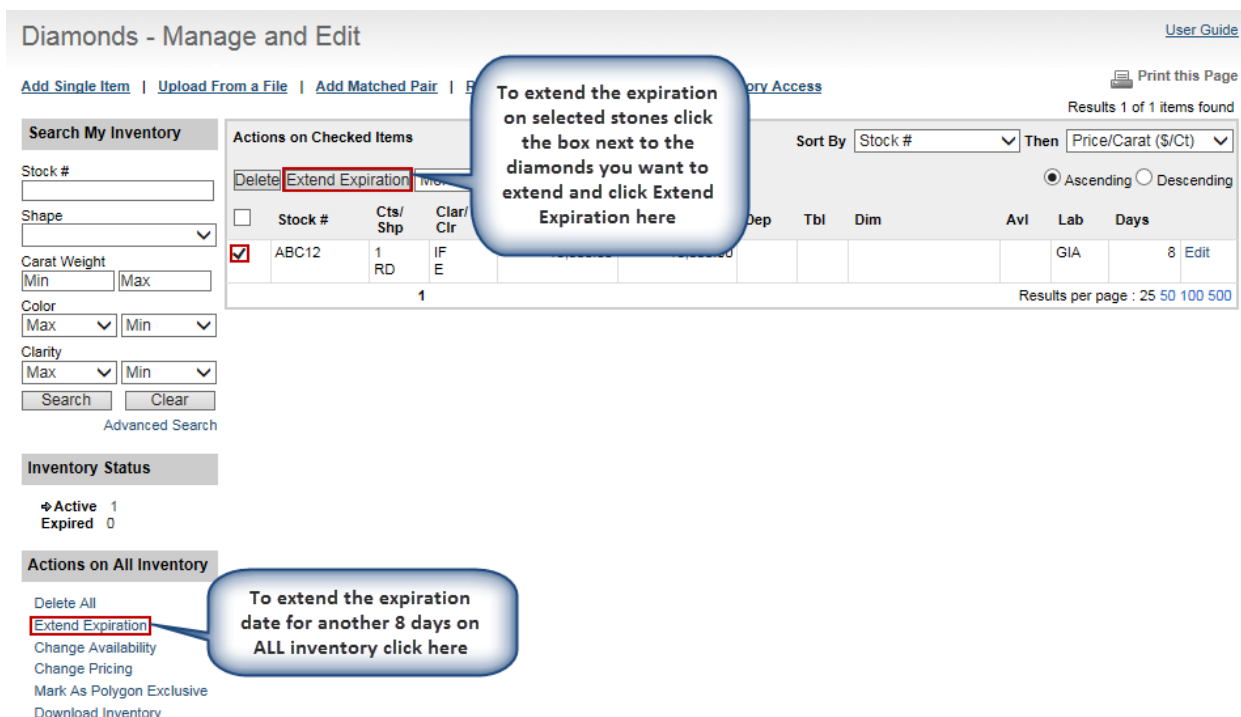
Diamonds expire every 8 days; in order to maximize the value of the diamond database, the inventory must be as current as possible. You will receive a message in your inbox 2 days before the diamonds expire, reminding you to update your inventory

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



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](#) | [Inventory Access](#)

[Delete](#) [Extend Expiration](#) [Inventory Access](#)

Sort By: Then: ☒ Ascending ☐ Descending

	Stock #	Cts/ Shp	Clar/ Clr	Dep	Tbl	Dim	Avl	Lab	Days
<input checked="" type="checkbox"/>	ABC12	1 RD	IF E					GIA	8 Edit

Results per page : 25 50 100 500

Inventory Status

♦ Active 1
 Expired 0

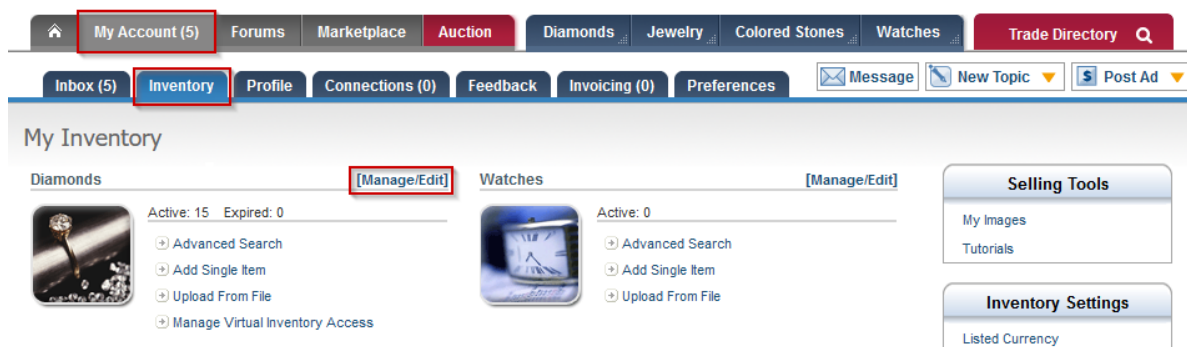
Actions on All Inventory

[Delete All](#)
[Extend Expiration](#)
[Change Availability](#)
[Change Pricing](#)
[Mark As Polygon Exclusive](#)
[Download Inventory](#)

7. Reinstate expired diamonds

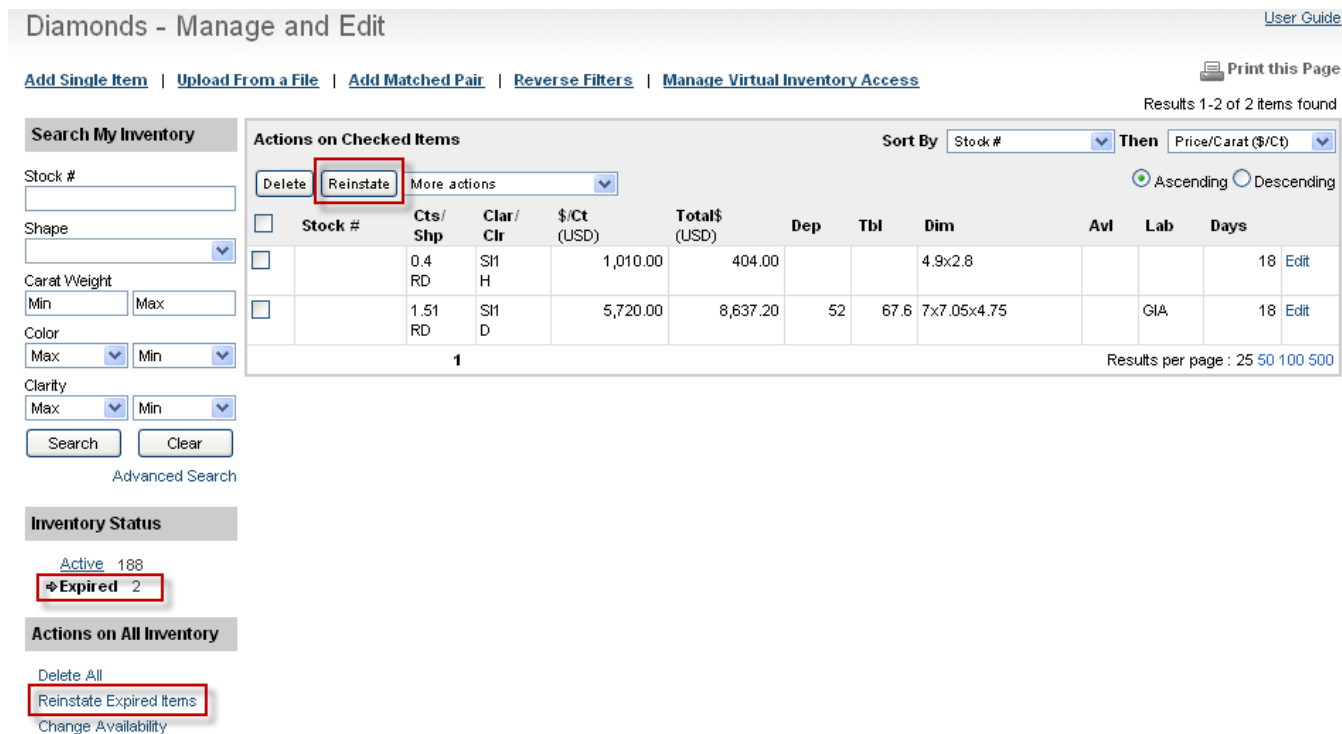
Expired stones are stones that you have not updated for 8 days. Expired stones will not show up in the diamond database, however, they are still in the system. 20 days after the stone expires; the stone will be permanently removed from the system.

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



The screenshot shows the 'My Inventory' page. The top navigation bar includes 'My Account (5)', 'Forums', 'Marketplace', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and 'Trade Directory'. Below this, the 'Inventory' tab is selected, and the 'Manage/Edit' link for Diamonds is highlighted with a red box. The page displays 'My Inventory' with sections for 'Diamonds' and 'Watches'. The 'Diamonds' section shows 'Active: 15' and 'Expired: 0' with a list of actions: 'Advanced Search', 'Add Single Item', 'Upload From File', and 'Manage Virtual Inventory Access'. The 'Watches' section shows 'Active: 0' with similar actions. On the right, there are 'Selling Tools' and 'Inventory Settings' sections.

- 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



The screenshot shows the 'Diamonds - Manage and Edit' page. The 'Reinstate' button is highlighted with a red box. The page includes a search bar, a table of items, and various action links. The table has columns for 'Stock #', 'Cts/Shp', 'Clar/Cr', '\$/Ct (USD)', 'Total\$ (USD)', 'Dep', 'Tbl', 'Dim', 'Avl', 'Lab', and 'Days'. Two items are listed in the table.

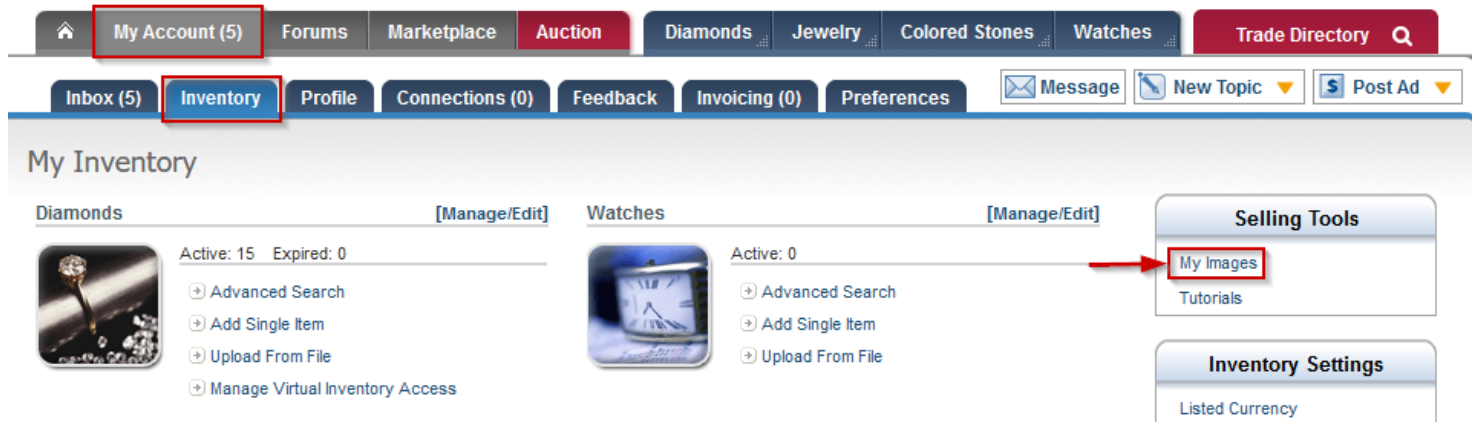
Stock #	Cts/Shp	Clar/Cr	\$/Ct (USD)	Total\$ (USD)	Dep	Tbl	Dim	Avl	Lab	Days
	0.4 RD	SI H	1,010.00	404.00			4.9x2.8			18
	1.51 RD	SI D	5,720.00	8,637.20	52	67.6	7x7.05x4.75		GIA	18

Results per page : 25 50 100 500

The page also includes a search bar with fields for 'Stock #', 'Shape', 'Carat Weight', 'Color', and 'Clarity'. There are buttons for 'Search' and 'Clear'. Below the search bar, there is an 'Inventory Status' section showing 'Active 188' and 'Expired 2'. The 'Expired 2' link is highlighted with a red box. At the bottom, there is an 'Actions on All Inventory' section with links for 'Delete All', 'Reinstate Expired Items', and 'Change Availability'.

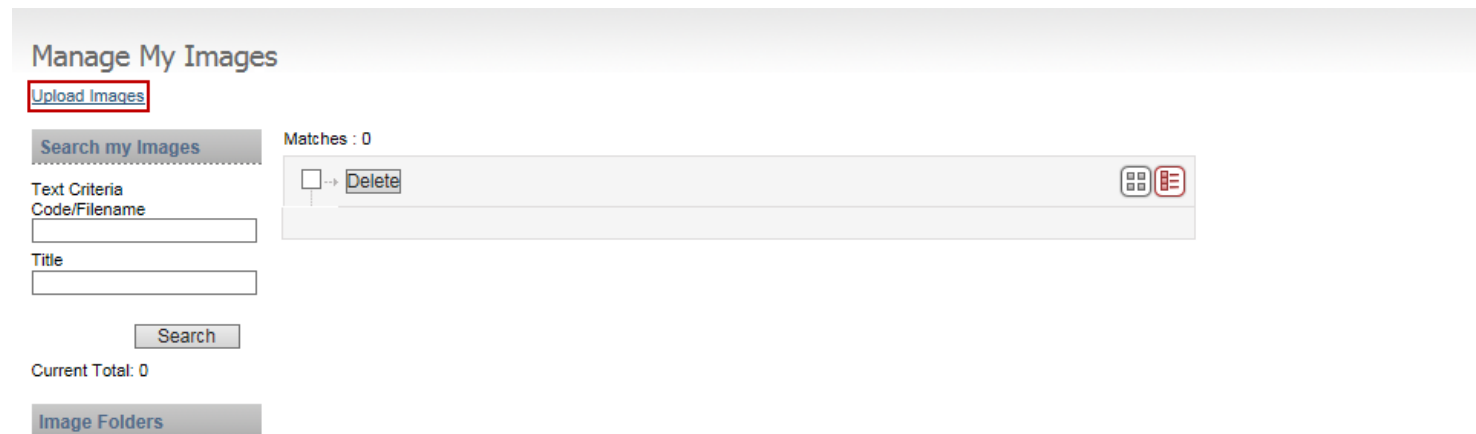
8. Add pictures or certificates to uploaded inventory

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



The screenshot shows the Polygon website's user interface. At the top, there is a navigation bar with tabs for 'My Account (5)', 'Forums', 'Marketplace', 'Auction', 'Diamonds', 'Jewelry', 'Colored Stones', 'Watches', and 'Trade Directory'. Below this is a secondary navigation bar with 'Inbox (5)', 'Inventory' (highlighted with a red box), 'Profile', 'Connections (0)', 'Feedback', 'Invoicing (0)', 'Preferences', 'Message', 'New Topic', and 'Post Ad'. The main content area is titled 'My Inventory' and is divided into two sections: 'Diamonds' and 'Watches'. Each section has a 'Manage/Edit' link. The 'Diamonds' section shows 'Active: 15' and 'Expired: 0' items, with links for 'Advanced Search', 'Add Single Item', 'Upload From File', and 'Manage Virtual Inventory Access'. The 'Watches' section shows 'Active: 0' items with similar links. On the right side, there is a 'Selling Tools' sidebar with a 'My Images' link highlighted by a red box and a red arrow pointing to it, and an 'Inventory Settings' section below it.

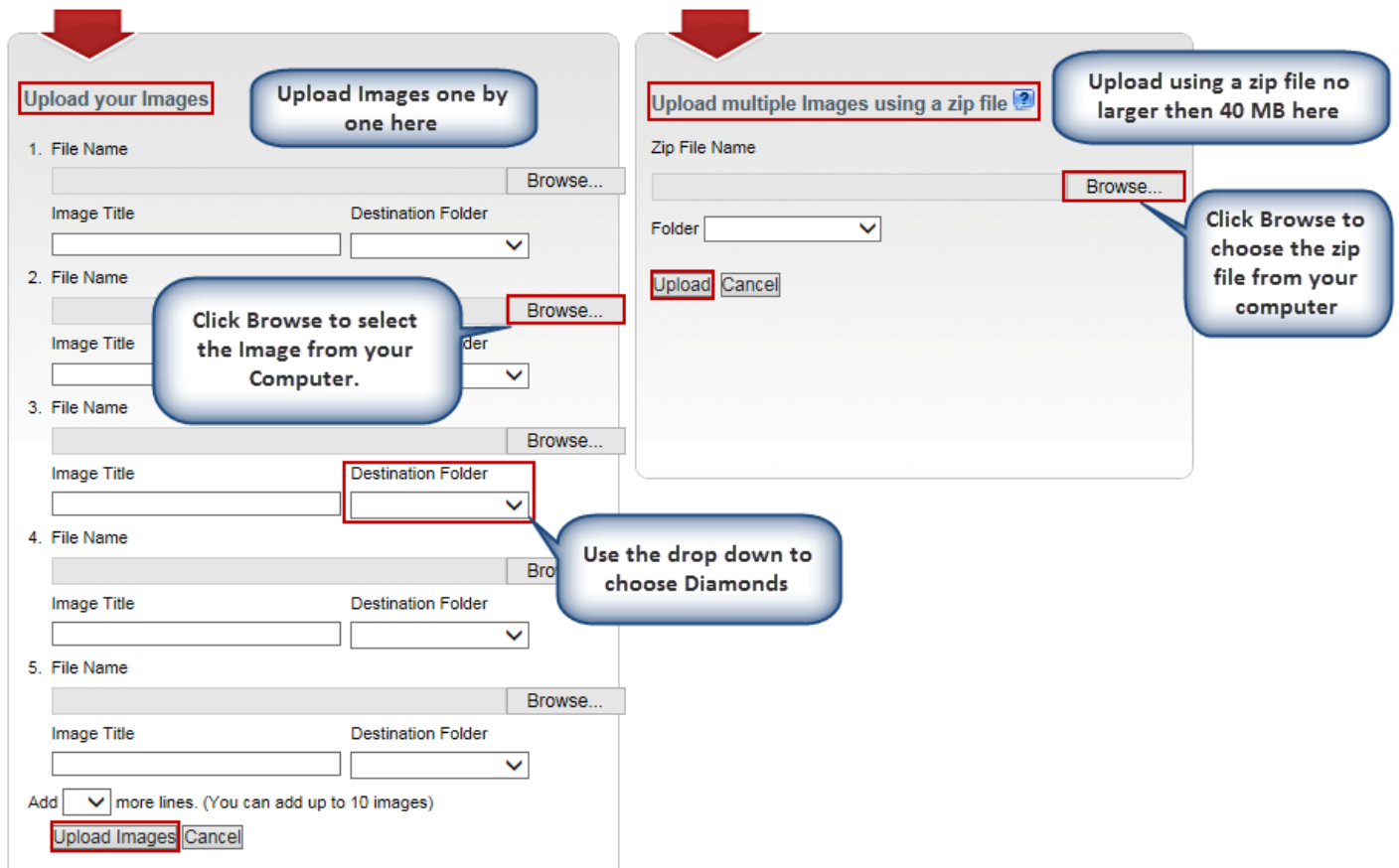
- Go to “Upload Images”



The screenshot shows the 'Manage My Images' page. At the top, there is a 'Manage My Images' header. Below it, the 'Upload Images' link is highlighted with a red box. The page features a search bar with the text 'Search my Images' and a 'Text Criteria' section with input fields for 'Code/Filename' and 'Title'. A 'Search' button is located below these fields. To the right of the search bar, there is a 'Matches : 0' status and a 'Delete' button. Below the search bar, there is a 'Current Total: 0' status and an 'Image Folders' section.

- 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



The screenshot shows the 'Manage My Images - Upload' interface. It is divided into two main sections: 'Upload your Images' (left) and 'Upload multiple Images using a zip file' (right).

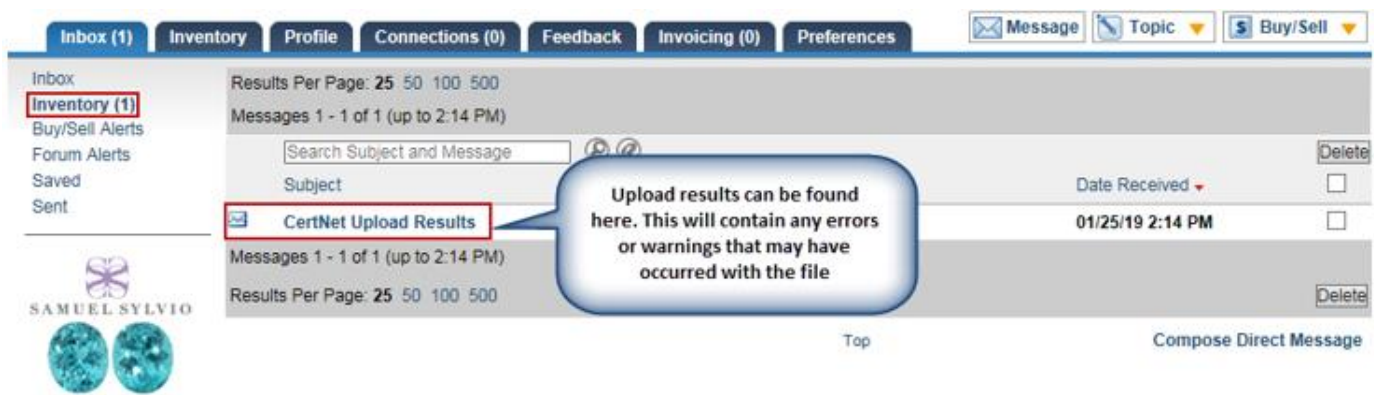
Upload your Images section:

- Red box around 'Upload your Images' header.
- Blue callout: 'Upload Images one by one here'.
- Form fields for 1-5 items: File Name, Image Title, Destination Folder (dropdown), and a 'Browse...' button.
- Blue callout: 'Click Browse to select the Image from your Computer.' pointing to the 'Browse...' button.
- Red box around the 'Destination Folder' dropdown.
- Blue callout: 'Use the drop down to choose Diamonds' pointing to the dropdown.
- At the bottom: 'Add [dropdown] more lines. (You can add up to 10 images)' and 'Upload Images' / 'Cancel' buttons.

Upload multiple Images using a zip file section:

- Red box around 'Upload multiple Images using a zip file' header.
- Blue callout: 'Upload using a zip file no larger than 40 MB here'.
- Form fields: Zip File Name, Folder (dropdown), and 'Upload' / 'Cancel' buttons.
- Red box around the 'Browse...' button.
- Blue callout: 'Click Browse to choose the zip file from your computer' pointing to the 'Browse...' button.

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



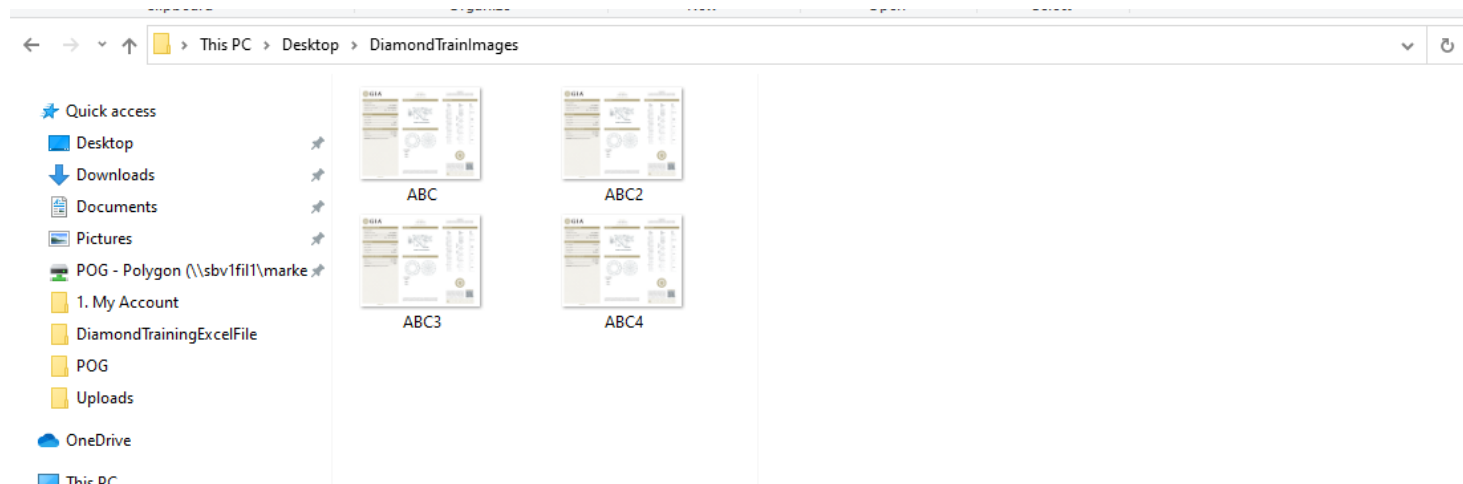
- After the images are uploaded you must connect your inventory file with the images
 - To link a photo with an inventory item you will need to enter the image name or certificate name in the Certificate Image or Image column of your inventory file.
 - Do not include spaces or symbols in the image name.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

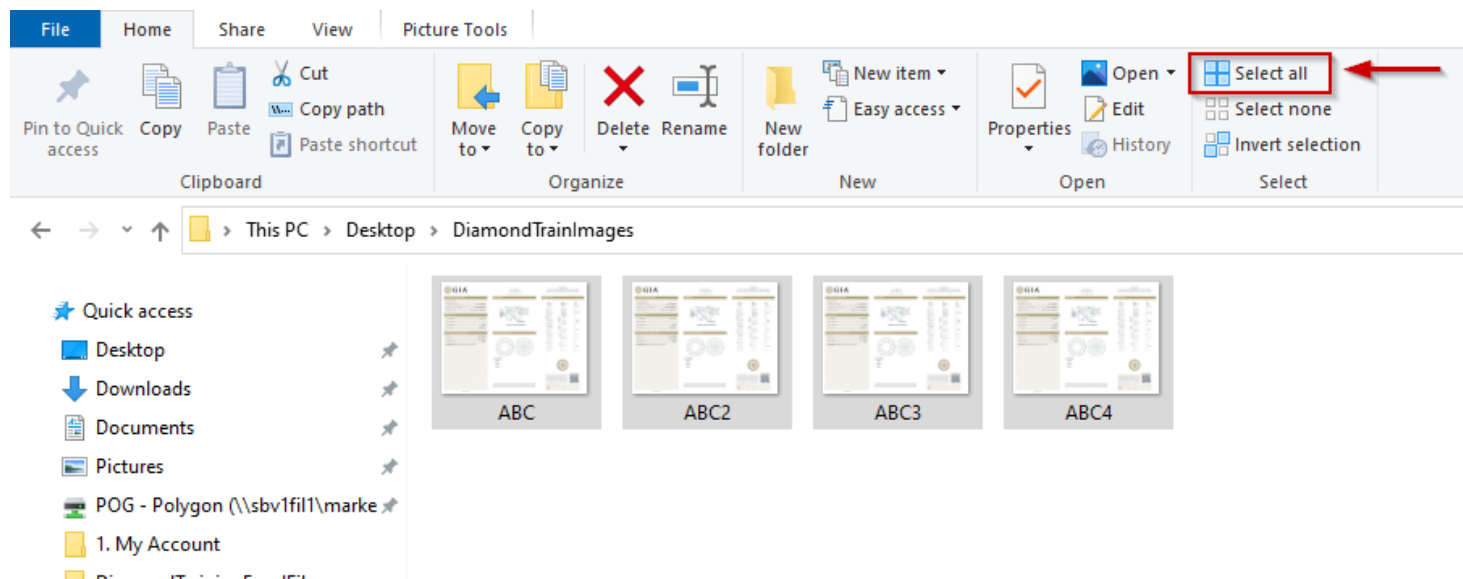
	A	B	C	D	E	F	G	H	I	J
1	Shape	Carat Weight	Color	Clarity	Price per Carat	Lot #	Stock #	Lab	Certificate ID	Certificate Image
2	Round	1.1	I	SI2	1000		HM1302	GIA		HM1302
3										
4										
5										
6										

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

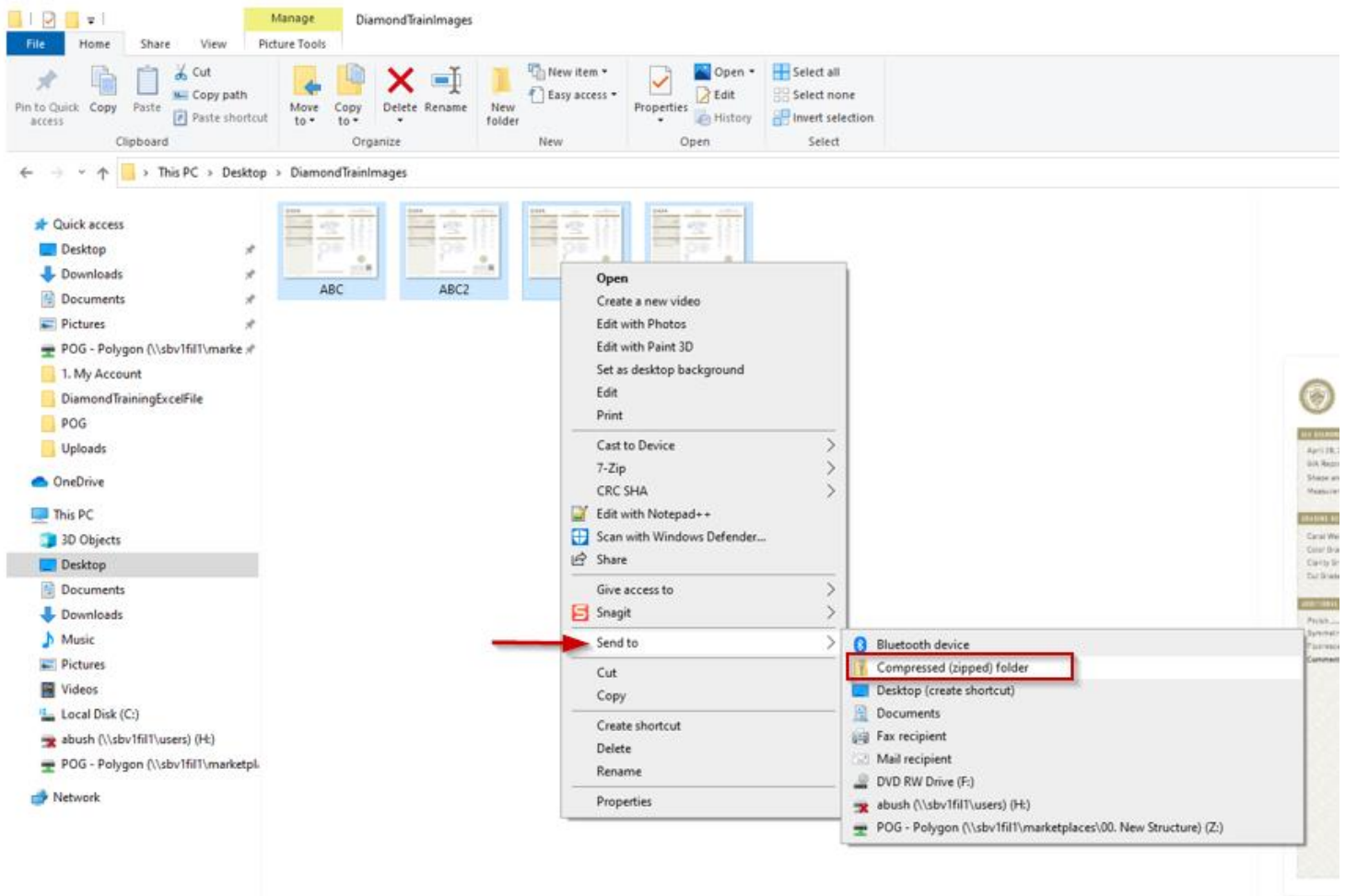
- Open the file on your computer that contains all your images
 - We recommend naming your images by the stock number or certificate name
 - We also recommend reducing your images to 300 pixels wide by 300 pixels high with a medium to semi-excellent resolution rating.



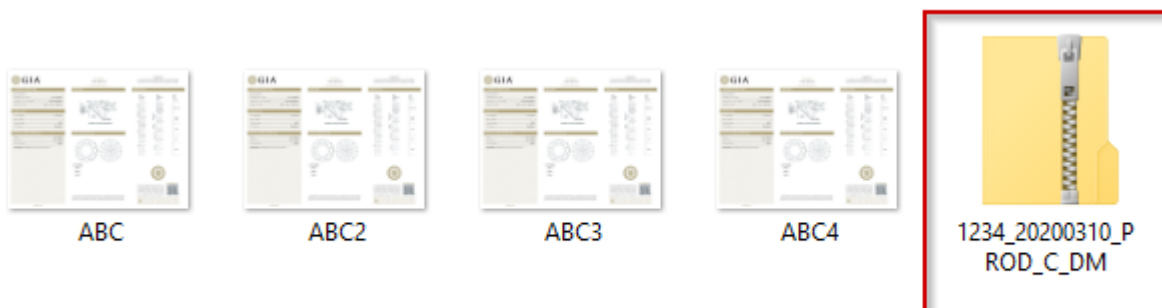
- “Select All”



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

Column Position	Column Name	Accepted Values	Accepted Equivalences
		Other	OT, X, OTHR
		Oval	OV, O, OS
		Pear	PS, P
		Princess	PR, PRN, PRIN, PN, PC
		Radiant	RA, R, RC, RAD
		Renaissance	RN
		Rose Cut	RS, ROSE
		Round	RD, RBC, BR, RND, B, Brilliant, Round Brilliant
		Shield	SH, SD, SHD, SHLD, SHIELD
		Square	MSQ, SQ, SRA, MSQ
		Star	ST, S
		Tapered Baguette	TBAG, TB, TAP, TAPP
		Trapezoid	TP, TRAP, TRAPB, TZ
		Triangular	TR, T, TRI, TRIL, TRILL, TRIB, TRL, TRIANGLE, TRILLION
2	B	Carat Weight	Any positive number with up to four decimal places
3	C	Color	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
4	D	Clarity	LC, FL, IF, VVS1, VVS2, VS1, VS2, SI1, SI2, SI3, I1, I2, I3, N/A A blank value will default to N/A
5	E	Price per Carat	Any positive number with up to two decimal places.
6	F	Lot #	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.
7	G	Stock #	Any alphanumeric sequence, up to 30 characters. This field is required for matched pairs.
8	H	Lab	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
9	I	Certificate ID	Any alphanumeric sequence, including all numbers and spaces as listed on the certificate
10	J	Certificate Image	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.
11	K	Additional Image	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.
12	L	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
13	M	Depth %	A positive number with up to four decimal places

Column Position		Column Name	Accepted Values	Accepted Equivalences
14	N	Table %	A positive number with zero or one decimal places	
15	O	Crown Angle	A positive number with zero or one decimal places	
16	P	Crown %	A positive number with up to two decimal places	
17	Q	Pavilion Angle	A positive number with zero or one decimal places	
18	R	Pavilion %	A positive number with up to two decimal places	
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 %	A positive number with up to two decimal places	
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	Up to 4 values or shortcut codes may be used if separated by a pipe (). Example CE LD IRR	

TRAINING MATERIAL

Column Position	Column Name	Accepted Values	Accepted Equivalences
		Clarity Enhanced or Fracture Filled	CE
		HPHT Process	HPHT
		Laser Drilled	LD
		Irradiated	IRR
29	AC	Remarks	Any alphanumeric sequence, up to 100 characters
30	AD	Availability	Availability defaults to "Not Specified" if left blank
		Guaranteed Available	G
		On Memo	On Memo
		Cash Only	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
			BK B BN CH GC GY G O X P PL R V W Y
33	AG	Fancy Color Intensity	Faint Very Light Light Fancy Light Fancy Intense Brilliant Vivid Deep Dark
			FT VL L FL F I B V D DK
34	AH	Fancy Color Overtone	Any alphanumeric sequence, up to 20 characters
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 #	Any alphanumeric sequence, up to 30 characters. This field is required for matched pairs. Important: The alphanumeric sequence in this field is the one from the diamond you want to match.
38	AL	Pavilion	Separate authorized pavilions using the pipe () character. Polygon CertNet as default if left blank. 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 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 Gemesis 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 <

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	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	<p>The unit of measurement for the parcel. Options are:</p> <ul style="list-style-type: none"> Sieve Carat Weight Pcs / Ct Girdle Diameter(mm) 	<p>For Sieve use : SIV For Carats use : CWT For Pcs / Ct use : PPC For Girdle Diameter use : GDM</p> <p>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:</p> <ul style="list-style-type: none"> 1/Number with up to 4 decimal places ex: 1/200 <p>For Girdle Diameter use: Any positive number with up to four decimal places. <u>Note:</u> One of Min or Max values must be above 0.9 mm</p>
3	Carat / Sieve / Pcs Ct / Girdle Diameter (Min)	See note 1	<p>The Min value of the measurement unit you chose</p>	
4	Carat / Sieve / Pcs Ct / Girdle Diameter (Max)	See note 1	<p>The Max value of the measurement unit you chose</p>	See above
5	Total weight	Yes	<p>The total weight of the parcel in carats</p>	Any positive number
6	Stones in Parcel	See note 1	<p>The number of stones in the parcel</p>	Any positive number

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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 Poor Fair Good Very Good Excellent Ideal	see above Poor, P Fair, F Good, G Very Good, VG, VERY G, V GOOD, V. GOOD Excellent, X, EX, EXCEL, EXCELL Ideal, ID
20	Symmetry Min	No	See above Poor Fair Good Very Good Excellent Ideal	see above 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
25	Availability	No	Describes the availability of the parcel	Guaranteed Available or G 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
28	Fancy Color Intensity Min	No	Very Light Light Fancy Light Fancy Intense Brilliant Vivid Deep Dark	Very Light, VL Light, L Fancy Light, FL Fancy, F Intense, I Brilliant, B Vivid, B Deep, D 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