



Vendor Onboarding Guide

Exporting Products from Square

If your existing store uses Square, you can export your product catalogue as a CSV file which Craftgifts.ie can use to quickly set up your vendor store.

Step 1: Log in to Square Dashboard

1. Go to <https://dashboard.squareup.com>.
2. Enter your login details.
3. Open your Square Dashboard.

Step 2: Open Your Item Library

1. From the left-hand menu, click Items & Orders.
2. Select Items.
3. You will now see your full Item Library.

Step 3: Export Your Products

1. Click the Actions button in the top right corner.
2. Choose Export Library.
3. Select CSV format.
4. Click Export.

What the Export Includes

Square exports the following information:

- Item name
- SKU
- Description
- Categories
- Variations (size, colour, etc.)
- Variation prices
- Stock quantities
- Modifier sets (if used)
- Image URLs

Important Notes

- Square exports one row per variation.
- Images are included as links, not files.
- Modifier sets may require adjustment when importing to Craftgifts.ie.
- Keep your Square store active during the import process so images remain accessible.

Next Steps

Once your CSV file has been downloaded, send it to Craftgifts.ie along with your vendor name and any notes about product variations or customisation options.

If you would prefer not to export products yourself, we can assist as part of your onboarding process.

Email: support@craftgifts.ie