WooCommerce → Practical Stock Planner: File 1 – SKU Details (your product list)

Practical Stock Planner – Time-phased stock planning. One short guide for one file. No IT skills needed – just a WordPress login with the Administrator or Shop Manager role, and Excel.

If a WooCommerce label differs slightly, pick the closest match.

What this file is: the product master. One row per SKU. Every other file links to it by SKU.

Before you start

1. **Download the SKU_Details template** from Practical Stock Planner. Open **Load Data**, then open **Templates** in the sidebar. Practical Stock Planner accepts **CSV files only** – one CSV file per input file; this one starts from `template_SKU_Details.csv`. **Keep the template's header row exactly as it is.** After filling it in Excel, save it with **File › Save As › CSV UTF-8 (Comma delimited)**.
2. **Every product you plan needs a unique SKU.** Duplicate SKUs make the upload fail. Products without a SKU can't be planned.
3. **Units.** WooCommerce has **no unit-of-measure field** – the product export has no UoM column. Everything is counted in the unit you sell.
4. **Currency.** The export has no currency column. Type your store currency (e.g. `USD`).
5. **Switch on cost (optional, recommended).** *WooCommerce › Settings › Advanced › Features* › tick **Cost of Goods Sold** › *Save changes* (COGS). Products then get a **Cost of Goods** field on the *General* tab. For variable products it holds "a default value inherited by all variations", which each variation can override. COGS "comes to core" in WooCommerce 10.3 (WooCommerce 10.3 release post), and the product CSV export includes it.

Export steps

#	Step	Status
1	Go to **Products › All Products** and click **Export** (at the top, next to **Add new product** and **Import**).	· Product CSV Importer & Exporter
2	The **Export Products** screen opens ("Export products to a CSV file"). Leave **Which columns should be exported?** empty (= all columns).	
3	**Which product types should be exported?** leave empty (all), or pick **Simple product** and **Product variations** (the types you stock). Choices: Simple product, Grouped product, External/Affiliate product, Variable product, Product variations.	
4	Leave **Which product category should be exported?** empty, and leave **Export custom meta?** (*Yes, export all custom meta*) unticked – unless you use a cost-of-	

#	Step	Status
	goods plugin (see below).	
5	Click **Generate CSV**. The file downloads straight away, named like `wc-product-export-2-10-2026-1790918166944.csv` (day-month-year + a number).	

The columns you need are **Type, SKU, Name, Low stock amount, Categories, Parent** and (with COGS on) **Cost of goods**. The file has many more columns – ignore them. **Keep this file** – its **Stock** column is your SOH (see the WooCommerce stock on hand guide).

Column mapping

WooCommerce export column	→ Practical Stock Planner column	Notes
Type	– (filter)	Values seen: `simple`, `variable`, `variation`, `grouped`, `external`. Keep `simple` and `variation` rows (they hold the stock). Delete `variable` (parent), `grouped` and `external`.
SKU	**SKU**	Keep it exactly – SKUs keep their case (the sample has `Woo-tshirt-logo` next to `woo-tshirt`). Variations have their own SKU.
Name	**Description**	Variation rows have their own name, e.g. *V-Neck T-Shirt - Red*.
(no field)	**UoM**	Unit of measure: the unit you count and sell stock in. `EA` means "each", one single item. Type `EA` (or leave blank – Practical Stock Planner fills `EA`).
Categories	**Group**	Sub-categories are shown with `>`, e.g. `Clothing > Tshirts`; several categories are comma-separated. ⚠ **Variation rows have a blank Categories cell** – look up the parent's category using the **Parent** column (= the parent product's SKU). Blank → "Group TBD".
Low stock amount	**Safety Stock Weeks** *(optional)*	Only a low-stock alert level, in units. Convert: Low stock amount ÷ average weekly sales. Or leave blank to use the default Safety Stock Weeks you set in the app.
Cost of goods	**Cost Price**	Only if COGS is switched on. ⚠ On **variation** rows it's **blank when the variation uses the parent's default cost** (e.g. parent `woo-vneck-tee` 12, variation blank) – copy the parent's value down via **Parent**. Use the cost excluding sales tax (e.g. GST or VAT).
(your currency)	**Cost Price Currency**	Type your store currency, e.g. `USD`, on every row. Only one currency is allowed. ⚠ Blank → Practical Stock Planner assumes **USD**.

WooCommerce export column	→ Practical Stock Planner column	Notes
(your decision)	**Status** *(optional column)*	Type `Obsolete` for any product you won't buy again. Practical Stock Planner still shows its stock and demand, but creates no planned supply for it. Leave blank (or type `Active`) for everything else.
Regular price	–	Selling price – not a cost. Don't use it as Cost Price.

No COGS feature (older WooCommerce, or you use a plugin)? The paid **Cost of Goods** extension by SkyVerge (US$79/year on the WooCommerce Marketplace, Cost of Goods) stores cost as product meta: **`Meta: _wc_cog_cost`** for simple products and variations (and `_wc_cog_cost_variable` for variable parents) (Cost of Goods docs). Tick **Yes, export all custom meta** in step 4 to get these columns – custom meta columns are exported with a `meta:` prefix (Product CSV Importer & Exporter); exact header. Other cost plugins use their own meta names. If you run both, WooCommerce warns "you will see two cost totals" – pick one.

Excel clean-up

1. Open via *Data › From Text/CSV* (the file is UTF-8 with a byte-order mark, which Excel reads correctly) and set the **SKU** column to *Text* to keep leading zeros.
2. Filter **Type** to `simple` and `variation`. Delete virtual/downloadable products you don't stock.
3. For variation rows, fill **Categories** and **Cost of goods** from the parent (`=XLOOKUP(Parent, SKU, Categories)`).
4. Check for blank or duplicate SKUs (*Conditional Formatting › Duplicate Values*).
5. Copy the finished columns into the **SKU_Details** template (paste as values).

> **Keep leading zeros in SKUs.** Format the SKU column as *Text* before you type or paste SKUs, then save with *File › Save As › CSV UTF-8 (Comma delimited)*. If you open a CSV directly in Excel (e.g. by double-clicking it), Excel can strip leading zeros (`00123` becomes `123`) – import it via *Data › From Text/CSV* instead and set the SKU column to *Text*. In Google Sheets: select the SKU column and choose *Format › Number › Plain text* before you type or paste, then save with *File › Download › Comma-separated values (.csv)*.

Checklist

- ☐ Template header row unchanged, saved as a CSV file (*File › Save As › CSV UTF-8 (Comma delimited)*).
- ☐ Only `simple` and `variation` rows. Variable parents, grouped and external products removed.
- ☐ Every row has a SKU, and no SKU appears twice (WooCommerce SKUs keep their case – watch `Woo-…` vs `woo-…`).
- ☐ Variation categories and costs copied from the parent where blank.
- ☐ One currency in *Cost Price Currency* (e.g. `USD` on every row).
- ☐ Products you won't buy again marked `Obsolete`.

If the upload is refused: a workbook or other non-CSV file gets “Couldn't use” followed by the file name, then “Please upload a CSV file. Practical Stock Planner imports CSV only.” Save it with *File › Save As › CSV UTF-8 (Comma delimited)* and upload the `.csv`. A file that is not UTF-8 gets “Couldn't read” followed by the file name, then “Save it as UTF-8 or UTF-8 with BOM and try again. In your spreadsheet, choose Save As > CSV UTF-8.” Save it again as CSV UTF-8 and upload the `.csv`.

Using Google Sheets instead of Excel? Save each file with *File › Download › Comma-separated values (.csv)*. To keep leading zeros, select the SKU column and choose *Format › Number › Plain text* before you type or paste SKUs.

Questions? Contact support@practicalsupplychainplanning.com.

Note. Some steps were checked against the vendor’s help pages, not in a live account. If a screen looks different, email support@practicalsupplychainplanning.com.