

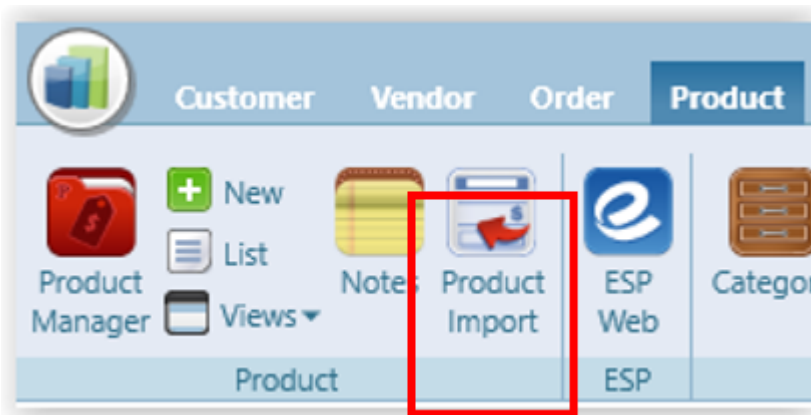
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## How Do You Import or Update Multiple Product Records at the Same Time?

Angie K - 2023-07-11 - in Products

### How Do You Import or Update Multiple Product Records at the Same Time?



#### Product - Product Import or Inventory - Product Import (when using expanded inventory)

This menu option allows you to create an Excel.xlsx file containing multiple products. This file can then be imported to create or update product resources.

The Product Import Update Template.xlsx file is available with the required layout of the information to be created/updated by logging into [www.asicomp.com](http://www.asicomp.com). Under documents you will find it in General Knowledge called *Product Import Update Template*.

The file contains multiple worksheets(tabs) containing all the information related to each expander within a product resource such as General Information, Vendors/Costs, Additional Charges (including Artwork and Instructions), Matrix information, Product Instructions, User Defined Fields, and Notes.

Additional worksheets contain information related to various Add Ons such as Inventory, Ecommerce, Manifest, and Points. These worksheets include the information within the product resource expanders for Stock Location, Program Pricing/Web Categories/Suggested Products and Shipment Export information.

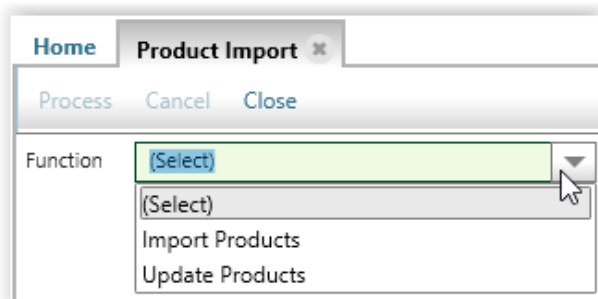
**Note:** When working with the Product Import Update Template.xlsx, these worksheets must remain in the file, even if you do not have any of these Add Ons installed.

The last worksheet in the spreadsheet contains Field Mappings.

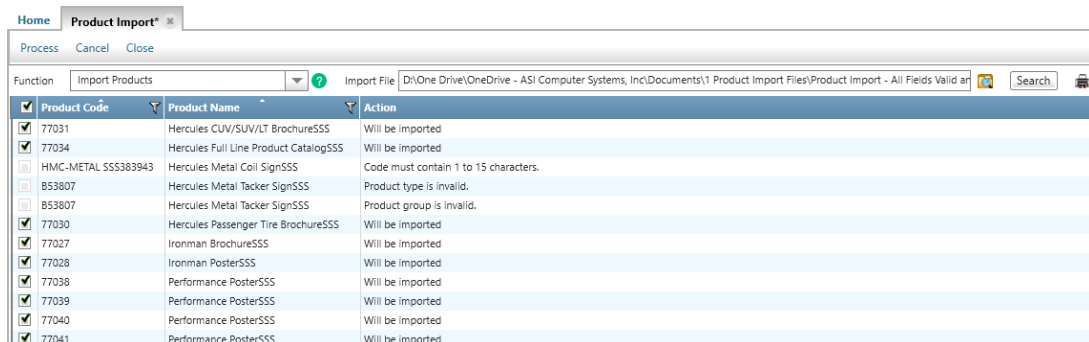
- This explains the information contained on all the worksheets by column and row.
- Contains the type of data needed for each column.
- Information on the results if some fields are left blank.

The Product Import option is located under Inventory - Product - Product Import.

Select to Import Products or Update Products.



Once the selected file is chosen to be imported and search is selected, the products will be listed on the screen.



The information for each product will be validated. This is to ensure the product

resource will have no validation issues once the product is created/updated. Validation issues will be stated in the Action column of the list. A product may be shown in the list several times, if there are multiple validations which need to be addressed.

Product Code	Product Name	Action
18681A	Warranty EnvelopesSSS	Product resource program pricing method must be drop ship if stock location is blank
18681A	Warranty EnvelopesSSS	Product resource program pricing method must be drop ship if stock location is blank
18681A	Warranty EnvelopesSSS	Additional charge vendor is invalid.
18681A	Warranty EnvelopesSSS	Product method must be drop ship
18681A	Warranty EnvelopesSSS	Additional charge vendor is invalid.
18681A	Warranty EnvelopesSSS	Additional charge destination from ship via is invalid.
18681A	Warranty EnvelopesSSS	Product method must be drop ship
18681A	Warranty EnvelopesSSS	Additional charge vendor is invalid.
18681A	Warranty EnvelopesSSS	Additional charge destination from ship via is invalid.
18681A	Warranty EnvelopesSSS	Additional charge FOB is invalid.
18681A	Warranty EnvelopesSSS	Product method must be drop ship
18681A	Warranty EnvelopesSSS	Additional charge vendor is invalid.
18681A	Warranty EnvelopesSSS	Additional charge destination from ship via is invalid.
18681A	Warranty EnvelopesSSS	Additional charge FOB is invalid.
18681A	Warranty EnvelopesSSS	Product method must be drop ship
18681A	Warranty EnvelopesSSS	Additional charge vendor is invalid.
18681A	Warranty EnvelopesSSS	Additional charge destination from ship via is invalid.

Until the validations are removed, the checkbox to select the product will be unchecked and disabled.

Products which can be created/updated will show an Action of “Will be imported/updated” and the checkbox will be active.

Product Code	Product Name	Action
<input checked="" type="checkbox"/>	7031 Hercules CUV/SUV/LT BrochureSSS	Will be imported
<input checked="" type="checkbox"/>	7034 Hercules Full Line Product CatalogSSS	Will be imported

After processing, the product resources will be created/updated for the selected products. A status report will be displayed indicating the products affected or any issues which may have occurred.

Product Code	Product Name	Result
77031	Hercules CUV/SUV/LT BrochureSSS	Product successfully created
77034	Hercules Full Line Product CatalogSSS	Product successfully created

2 Records