

How to import product codes from a spreadsheet

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The import program, CR.70, allows users to import a spreadsheet containing multiple product codes and related attributes. This avoids the need to set these up one at a time in CR.62.

The import program imports data from a spreadsheet and use an already existing product code as a template. The import program expects to see data in a specific format so it is important that your spreadsheet is in the format that the program expects. This may mean moving or deleting columns of data as well as some other manipulation within Excel.

1. Preparing the spreadsheet

The import program looks for data in a certain sequence – it doesn't mean that all these data needs to be there – blanks are allowed but the data must be in the correct sequence.

The data sequence left-to-right (Product code appearing in column A, Product Description 2 in column B etc.) is:

Data Element	Type	Source	Column
Product Code	AN max 30 char.	Per CR.62 field 2	A
Product Description 1	AN max 30 char.	Per CR.62 field 3	B
Product Description 2	AN max 30 char.	Per CR.62 field 4	C
Unit of measure code	AN max 2 char.	Per CR.62 field 10	D
Generic Code	AN max 6	Per CR.62 field 12	E
Sales Group Code	AN max 6	Per CR.62 field 13	F
Gross Weight	N 99999.999999 max	Per CR.62 field 22	G
Net Weight	N 99999.999999 max	Per CR.62 field 23	H
Length	N 999.99 max	Per CR.62 field 24	I
Width	N 999.99 max	Per CR.62 field 25	J
Height	N 999.99 max	Per CR.62 field 26	K
Tie	N 999999999999 max	Per CR.62 field 50	L
Tier	N 999999999999 max	Per CR.62 field 51	M
Oddtie	N 999999999999 max	Per CR.62 field 52	N
Pallet configuration	N 999999999999 max	Per CR.62 field 53	O
GTIN type	AN max 1	Per CR.62 field 75	P
GTIN code	AN max 13 (depends on type)	Per CR.62 field 76	Q

Legend: A = Alpha, N = Numeric

Notes:

If you intend to import data that includes either the *Generic Code*, *Sales Group* or *Unit of Measure code* then these codes must already have been set up in the corresponding maintenance programs i.e. CR.32, CR.05, CR.10

You can choose to import the individual components of Tie/Tier and Oddtie or else you can import just the Pallet Configuration [Pallet Configuration = (Tie*Tier) + Oddtie]

You can import all the data elements, just the product code by itself or any combination in between

All other data elements will be copied from the template product that you will have setup in CR.62

Examples:

Code	desc	desc 2	uom	generic	sales gr	gr wgt	net wgt	Len	Width	Height	Tie	Tier
1298624	Valve 1" 24X19 W. NICH.		EA			3.527397	1.6	3.5273967	1.6	375	170	110
1298626	Valve 1" 24X20 W. NICH.		EA			4.188784	1.9	4.1887835	1.9	375	170	110
1298628	Valve 1" 24X19.5 W. NICH.		EA			4.766395	2.162	4.7663947	2.162	375	170	110
1298630	Valve 1" 24X20.5 W. NICH.		EA			5.599742	2.54	5.5997422	2.54	525	170	110
1298632	Valve 1" 24X21 W. NICH.		EA			6.258924	2.839	6.2589245	2.839	525	170	110

Example 1 above contains several elements, with other elements being blank

1298624	Valve 1" 24X19 W. NICH.	EA
1298626	Valve 1" 24X20 W. NICH.	EA
1298628	Valve 1" 24X19.5 W. NICH.	EA
1298630	Valve 1" 24X20.5 W. NICH.	EA
1298632	Valve 1" 24X21 W. NICH.	EA

Example 2 above contains only 3 elements

1298624	Valve 1" 24X19 W. NICH.
1298626	Valve 1" 24X20 W. NICH.
1298628	Valve 1" 24X19.5 W. NICH.
1298630	Valve 1" 24X20.5 W. NICH.
1298632	Valve 1" 24X21 W. NICH.

Example 3 above contains only 2 elements

2. ***Saving the file as a .csv***

Prior to saving check for these conditions:

- Delete any header rows – the first row must begin with data
- Delete any blank rows after the last product code – these may contain spurious characters
- Use the “find” command to look for any commas in the data – these may occur in product descriptions. Replace any commas with another character e.g. -

Before copying the file to the server you must use the “Save As” function in Excel and select the “CSV (comma delimited) option.

Now open the .csv file with the *Notepad* program (usually found with Start / All Programs / Accessories)

Preferably use a filename without embedded blanks and all lowercase characters.

Using the above 3 examples, this is what you would expect to see:

Example 1 csv

```
1298624,"Valve 1"" 24X19 W. NICH.",,EA,,,3.527396664,1.6,3.527396664,1.6,375,170,110
1298626,"Valve 1"" 24X20 W. NICH.",,EA,,,4.188783538,1.9,4.188783538,1.9,375,170,110
1298628,"Valve 1"" 24X19.5 W. NICH.",,EA,,,4.766394742,2.162,4.766394742,2.162,375,170,110
1298630,"Valve 1"" 24X20.5 W. NICH.",,EA,,,5.599742203,2.54,5.599742203,2.54,525,170,110
1298632,"Valve 1"" 24X21 W. NICH.",,EA,,,6.258924455,2.839,6.258924455,2.839,525,170,110
```

Example 2 csv

```
1298624,"Valve 1"" 24X19 W. NICH.",,EA
1298626,"Valve 1"" 24X20 W. NICH.",,EA
1298628,"Valve 1"" 24X19.5 W. NICH.",,EA
1298630,"Valve 1"" 24X20.5 W. NICH.",,EA
1298632,"Valve 1"" 24X21 W. NICH.",,EA
```

Example 3 csv

```
1298624,"Valve 1"" 24X19 W. NICH."
1298626,"Valve 1"" 24X20 W. NICH."
1298628,"Valve 1"" 24X19.5 W. NICH."
1298630,"Valve 1"" 24X20.5 W. NICH."
1298632,"Valve 1"" 24X21 W. NICH."
```

3. Copying the file to the server

The file needs to be saved to directory on the Maves server. This should NOT be the default data directory. Check with your IT department on which directory to use and how best to do the copy. For instance the data path could be /home/import

Common methods for copying files are:

- a) setup a mapped drive on your PC that is linked to the directory on the server. This way you just save to this drive e.g. X, and the file is automatically copied to the server
- b) Use a utility such as Winscp to copy the file. (www.winscp.net)

4. Prerequisites

If you are importing products for the first time note that:

- The client must be setup in CR.06 and CR.18
- A default lotset must exist for this client in WP.46 or else the system will use the default lotset for ALL clients and ALL products
- A template product (typical product) must be setup manually in CR.62 (make sure this product is not included in your import list)

The import process will use the template product to copy in additional parameters that are not present in the csv import file.

5. Using CR.70

In CR.70 you specify the client code, the template product and the filename. Note that Unix is case sensitive so if you saved your file as “Myfile” you will need to type this in exactly because “myfile” will not work.

When you enter the filename be sure to specify the full path e.g. /home/import/Myfile.csv

The program will run and provide a report. The beginning of the report identifies any discrepancies such as duplicate product codes, missing units of measure etc. and the remainder of the report will show the products that will update correctly. After you exit the report the system will actually create the products and you can view them in CR.62

6. **FAQ's**

- a) My spreadsheet looks ok but when I do “Save as” the csv file is putting data in the wrong place.

Answer: Do a search for commas in your spreadsheet. It is not unusual for the product description to contain commas and this will cause a problem. Replace the commas with another character or a blank space.

Excel may also insert a comma for quantity delimiters e.g. 1,440 instead of 1440 – the way to correct this is to highlight the column and format the cells as Text.

- b) I tried your solution but there is still a problem.

Answer: check your spreadsheet columns to make sure they show all the letters A,B,C etc. If you received this spreadsheet from someone else it is possible that they have hidden some columns so they don't display (use the command *Format / Column / Unhide*)

- c) When I run CR.70 I get an error 42

Answer: This is probably due to unexpected data in the wrong column – see answer to a) above.

- d) I need to import products with more than one billing profile but the import doesn't have a place to specify the billing profile.

Answer: Separate your data by billing profile and create a separate spreadsheet for each one e.g. Myfile1 is for billing profile BP1 and Myfile2 for billing profile BP2. Create template products for each billing profile then run CR.70 once for each billing profile specifying the corresponding file and template product.