

Product Import Documentation

CSV HEADER	DATA VALUE	REQUIRED?	RESTRICTIONS
Organization	Organization name	Yes	Must be a supplier organization in your market
Market Subdomain	The part that comes before localorbit.com in the URL for the market	Yes	Must be a valid subdomain, case-sensitive, for a market you have access to
Product Name	Name of product	Yes	None
Category Name	Name of category	Yes	Must be a valid category in LO system.
Short Description	Short description of product	Yes	Must be <50 chars
Product Code	Alphanumeric string used as product code e.g. A3811	No	Header must be there, but value can be blank if you do not use product codes.
Unit Name	Name of unit	Yes	Must be valid unit name in Local Orbit system, singular.
Unit Description	Description of unit, e.g. what it means for "Each"	Yes	20 characters or less
Price	Price/unit of product	Yes	Decimal number, no \$ sign
Multiple Pack Sizes	Whether or not this row in CSV includes multiple pack sizes for this product.	Yes	Must be "Y" or "N", otherwise error. Put "Y" if you use break case pricing (see below).
MPS Unit	Unit name for the additional unit/pack size of product	Yes if Multiple Pack Sizes == "Y", otherwise no	Only if you put "Y" for Multiple Pack Sizes. Must be valid unit name in LO system, singular
MPS Unit Description	Description of the MPS unit (see above)	Yes if Multiple Pack Sizes == "Y", otherwise no	Only if you put "Y" for Multiple Pack Sizes. None
MPS Price	Price/unit for the MPS unit (see above) of this product	Yes if Multiple Pack Sizes == "Y", otherwise no	Only if you put "Y" for Multiple Pack Sizes. Valid price (no \$ sign)

IN MORE DETAIL

- **Upload a CSV file to the upload tool with the appropriate (required) headers, as detailed above.**
- Each unique product is identified by:
 - Product Name
 - Category Name
 - Organization Name
 - Market Subdomain
- Each unique product-unit combination is identified by the above, plus:
 - Unit name
- If you upload a product with the same name, category, organization, market, and unit name, all other information will overwrite existing data.
- Any difference in the unique identifiers above will create a new product.
- You may upload 2 units for a product per row in a spreadsheet. For additional units, you must add an a new row and include all required information again (the same product name, organization, category, market subdomain) in the new row.
- You must include all of the required headers in the chart above.
 - Fields marked as optional must exist as headers but can be left empty.
 - You may also include your own headers/data columns in the upload. This data will not be stored in the Local Orbit system, but it will not affect the upload process.
 - The order of the required headers does not matter. We suggest that all of the headers pertaining to multi-unit/break case pricing appear at the right of the CSV.
- You must upload CSV – an .xls, .xlsx file, or any other formats currently cannot be processed by our upload system.
 - Additional format handling is in our future development queue.

ERRORS AND FEEDBACK

- If the file you choose for upload is in an invalid format – for instance, if it is not a .CSV file, or if it is missing any required headers – none of the upload will be processed, and you will see an error message, with an option to return to the original upload screen.
- If the sheet is in proper format, it is processed row by row.
 - You will see any errors by row on the results screen when the upload has completed processing.
 - The number of products successfully uploaded will be shown on the resulting screen. This includes any products included in your file that were already in your catalog and were not updated.
- If there are no errors, the error section of the upload result page will be blank.
- The option to return to the earlier upload screen always remains when viewing the result screen.