



## Bulk Upload

Reminders!

### 1 – FORMAT FILE

- Must be in the format of the sample upload file
- All column headers need to be there, even if there is not data in the column
  - o If a column contains *one or more values*, then the blanks in that column will **override existing data**
- PN field must be filled out in the excel
- FSC can be entered on page 1 in Concourse or put in the excel file

### 2 – PAGE ONE

DIV & OEM are required on page one.

Anything entered on page 1 override what is in the excel.

Does not need to be converted to CSV. Excel can be uploaded.

Vendor number must be accurate!!!

### 3 – PAGE TWO

Sample Values column: first 3 lines of excel file

Can select and deselect

Some data goes in groups

Only uploading PN & FSC will just add the PN's to the OEM Agreement.

### 4 - PAGE THREE

Any leading or trailing spaces in the PN will be left there

Any leading or trailing spaces in other fields will be removed

Lines with no errors are loaded

Lines with errors are not loaded

#### **4 – BLANKS IN CELLS**

Blank in MOQ will reset MOQ to 1

Blank in other fields will override existing data with a blank / no value

#### **5 – TROUBLESHOOTING TIPS!**

- How to read the error file!
- How to troubleshoot!

#### **Future Enhancements**

- Improved error log
- Vendor number must be correct
- Duplicate PN / FSC combo

#### **OJO**

- Vendor number be correct
- If you have duplicate PN / FSC lines in your excel, the PN / FSC will be entered multiple times in the catalog, however the data in the last line of excel will be shown

Error Message

If bad data is in a column.

ErrorAn unexpected error has occurred. Please try your request later.Dismiss

There are two reasons you may be receiving this message. Either your excel file includes invalid formatting / invalid data type, or there is a server error.

- Too many / too few characters
- Wrong characters (abc vs 123)

Incorrect Template HeadersOne or more headers in the chosen file are incorrect. Please review the chosen file and make any corrections necessary, OR you can download a pre-built template with the correct headers by clicking the 'Download Excel Template' link.Dismiss

REPLACE ENTIRE CATALOG

Confirm Data Upload & Part ExpirationX

You are about to upload new data to IMOPS and overwrite any existing part data. Are you sure you want to proceed?

Additionally, any part numbers not in your uploaded file will be expired from the active catalog upon the earliest Effective Start Date in your file.

NoYes