Knowledge Base

Introduction

In Gojee, you can have multiple suppliers for each inventory item.

You can add a supplier to an inventory item manually via a purchase order, the BOM, or by editing the item (this is a one off manual process), or you can go to a supplier's page and bulk import a list of items they can supply.

- To view which suppliers supply an inventory item (refer to View and edit inventory items).
- To import a supplier's catalogue and perform a bulk update, refer to the section below.

Supplier Catalogue Page

The supplier catalogue tab on a contact's page is used to bulk import a catalogue of items that a supplier can supply.

To get started, navigate to the contact list under Resources > Contacts. You can then filter this by Supplier.

Select the supplier that you wish to update the "Supplier Catalogue."

Click on the Supplier's Catalogue tab and you'll be presented with the following screen:
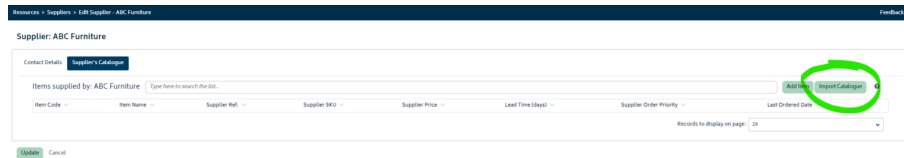
Note: If this is the first time you are updating the supplier catalogue, the list will be blank. Once you've added items they will show in the list on this page.

Importing a Catalogue

To Upload / Update a supplier's catalogue, click "Import Catalogue" from the top right of the page.

You will be presented with a modal where you can download the supplier catalogue template and update it with your suppliers items before uploading it into Gojee:
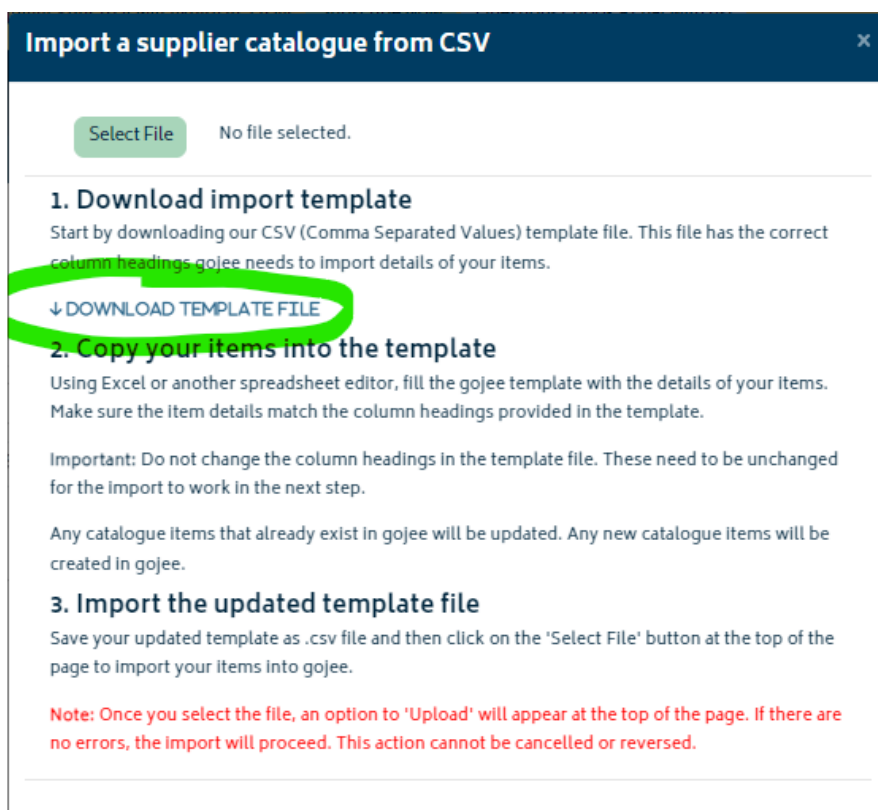
Please read the instructions in the modal carefully as not following the template as it will create issues while uploading the catalogue.

The supplier catalogue template file:

An example template file is shown below (as opened in Microsoft Excel or similar):

The numbered items in the image are described below:

1. The "Item Code" needs to match an inventory item code for an item that exists in you Gojee file. If you havent yet added the items into gojee, refer to Create a new inventory item. The item code can be the same or different to the supplier's item code (the next column in the file). **This column is required.**
2. "Supplier Item Code" indicates the supplier item code through which they identify what item it is in their database. This can be the same as column 1, or different.
3. "Supplier Item Name" This is to indicate what is the name of the item in supplier's database.
4. "Supplier Price" is the selling price of the item by the supplier (i.e. your purchase price).
5. "Order Lead Time" indicates how long does the supplier take to deliver the item after it has been ordered. The lead time will be used to calculate estimated delivery time after a purchase order has been raised.
6. "Priority" indicates the priority of this supplier as a supplier for the item. This is useful when more than more suppliers can supply the same item.

Note: You can always leave "Order Lead time" and "Priority" blank should it not be applicable for your business. The item code is technically the only required field, but it's good practise to fill in the other fields if you have the information on hand.

When editing this template make sure to save it as a CSV file, and save it in an accessible location for upload.

Note: Any example lines in the template file must be deleted prior to uploading into your system, otherwise they will be added to the import.

Once the template has been updated and saved, simply go back to the modal, click select file, then choose Upload file as per the image below:

Import a supplier catalogue from CSV ✕

Select File   SupplierCatalogueI...   Upload File

1. Download import template

Start by downloading our CSV (Comma Separated Values) template file. This file has the correct column headings gojee needs to import details of your items.

↓ DOWNLOAD TEMPLATE FILE

2. Copy your items into the template

Using Excel or another spreadsheet editor, fill the gojee template with the details of your items. Make sure the item details match the column headings provided in the template.

Important: Do not change the column headings in the template file. These need to be unchanged for the import to work in the next step.

Any catalogue items that already exist in gojee will be updated. Any new catalogue items will be created in gojee.

3. Import the updated template file

Save your updated template as .csv file and then click on the 'Select File' button at the top of the page to import your items into gojee.

Note: Once you select the file, an option to 'Upload' will appear at the top of the page. If there are no errors, the import will proceed. This action cannot be cancelled or reversed.

If there are any issues with the import the modal will advise of the problems. Once the import is complete, the items will be visible in the "Suppliers Catalogue" tab of your suppliers file.

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