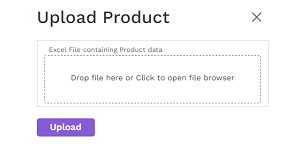
Upload Products using excel File

Multiple products can be added with relevant details at a time.

1. Click on upload button on right corner of the page.



1. Drag and drop file or click on upload button to select the file.



Below points should be noted before you initialize an upload:

* Below **nomenclature** should be followed for the field header. Kindly remove all other headers. The software will take data of the below mentioned field only.

|  |  |  |
| --- | --- | --- |
| PRODUCT\_NAME | SUPPLIER\_NAME | APR |
| DESCRIPTION | SUPPLIER\_CONTACT\_PERSON | MAY |
| CATEGORY | SUPPLIER\_TYPE | JUN |
| SUB\_CATEGORY | UOM\_PURCHASE | JUL |
| SECTIONS | UOM\_CONSUMPTION | AUG |
| PRICE | CONVERSION\_FACTOR | SEP |
| ITEM\_CODE | MIN\_ORDER\_QTY | OCT |
| ORDERING\_TIME | PACKET\_SIZE | NOV |
| PRODUCTION\_TIME | JAN | DEC |
| TRANSPORTATION\_TIME | FEB | STOCK\_ON\_FLOOR |
| BUFFER\_TIME | MAR | ORDERED\_QTY |

* + Month name indicates consumption in that particular month.
  + Above fields can be in any sequence.
* Below fields can’t be left blank-
  + PRODUCT\_NAME
  + CATEGORY
  + SUB-CATEGORY
  + PRICE
  + ORDERING\_TIME
  + PRODUCTION\_TIME
  + TRANSPORTATION\_TIME
  + BUFFER\_TIME
  + UOM\_PURCHASE
  + UOM\_CONSUMPTION
  + CONVERSION\_FACTOR
  + PACKET\_SIZE
  + ITEM\_CODE
  + MIN\_ORDER\_QTY
* **PRICE** must be number integer or decimal but not zero.
* **PACKET\_SIZE** can’t be zero.
* **$** Sign should not be used anywhere in the software.
* A **SUB-CATEGORY** belongs to one and only one **CATEGORY.**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **SUB\_CATEGORY** | **REMARKS** |
| A | X | Correct |
| B | Y | Correct |
| C | X | Incorrect as X belongs to Category A |

* Multiple **SECTIONs** should be separated by comma.
* If monthly consumption data is not available for any month, leave the field empty. Do not put zero in this case as this will give false average value.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JAN** | **FEB** | **MAR** | **APR** | **AVERAGE** | **REMARKS** |
| 10 | 20 | 15 | 40 | 21.25 | SUM DIVIDED BY 4 |
| 10 | 0 | 15 | 40 | 16.25 | SUM DIVIDED BY 4 |
| 10 |  | 15 | 40 | 21.67 | SUM DIVIDED BY 3 |

* NXJAKLSAHJASKJKJ

ADDING CATEGORY

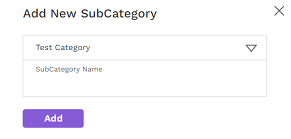
No help page required

ADDING SUB-CATEGORY

1. Click on upload button on right corner of the page.



1. Drag and drop file or click on upload button to select the file.



Note: A **SUB-CATEGORY** belongs to one and only one **CATEGORY.**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **SUB\_CATEGORY** | **REMARKS** |
| A | X | Correct |
| B | Y | Correct |
| C | X | Incorrect as X belongs to Category A |

ADDING SECTION

No help page required