

## Importing Stock Data into Counter Intelligence Office v11

The **Import Products from External Data** functions allows for Stock / Product Code data to be imported into the Counter Intelligence Office from an external source.

**TIP:** It is highly recommended that a backup is taken prior to updating the database.

The Stock / Product Code import file **MUST** be in a Comma separated variable (CSV) format. To create the CSV file, prepare your product import in Excel or a similar spreadsheet, and export the file into a CSV format.

The column headings **MUST** match exactly to the field names specified in the table below. It is not necessary to have all the fields specified, but you **MUST** have the field names that are required. It does not matter if which order they are sequenced.

### Stock Groups

**Warning:** Before importing Stock / Product Code data, **one or more** Stock Group **MUST** already be defined.

If Stock Groups haven't been specified in the Import file, the import will ask to select a specific Stock Group, and all records imported will be assigned to this Stock Group. This can lead to incorrect grouping, and products will probably need to be re-grouped, which result in a lot of time wasted.

**Tip:** Therefore it is recommended that you specify the Stock Groups in the import file.

### Suppliers

**Warning:** Before importing Stock / Product Code data, **one or more** Supplier **MUST** already be defined.

If Suppliers haven't been specified in the Import file, the import will ask to select a specific Supplier, and all records imported will be assigned to this Supplier. This can however lead to incorrect Suppliers, and products will probably need to be re-grouped, which result in a lot of time wasted.

**Tip:** Therefore it is recommended that you specify the Supplier in the import file.

The following is a list of supported **Field Names**, the names are not case-sensitive. Extra fields are allowed, but are ignored by import function.

Field	Reqd	Len	Description
<b>Style</b>	Yes	20	<p>The record being processed will be REJECTED if the Style field:</p> <ul style="list-style-type: none"> <li>is empty</li> <li>has more than 20 characters or contains the ~ character.</li> </ul> <p>If the Style doesn't exist it will be added; otherwise the existing record will be modified.</p> <p>However, if the Barcode field is present and not empty Office searches for the product the barcode is associated and the product is modified.</p> <p>If both Style and Barcode fields are not empty, Office checks if the Style field and the product code for the barcode match. If they do not, Office attempts to change the code associated with the product. The change fails if the new code already exists in Office, or contains the ~ character.</p>
<b>Description</b>	No	80	<p>The record being processed will be REJECTED if the Description field has more than 80 characters.</p> <p>There are no restrictions on what this field can contain.</p> <p>NOTE: Do not include Colour and size in the description, if you are using ATTR1 and ATTR2, as these are appended to the Description by the system.</p>
<b>Group</b>  Alternatively use:  <b>StockGroupDescription</b>	Yes	8	<p>The record being processed will not be imported if the Group file:</p> <ul style="list-style-type: none"> <li>is empty</li> <li>has more than 8 characters or contains the ~ character</li> </ul> <p>If the Group doesn't exist, it will be added.</p> <p>NOTE: If the Group field is not defined in the import file, C.I. requires the user to select an existing group from those already defined in C.I., and one must be defined.</p> <p>The full Name of the Stock Group. use tilde (~) between the Group Levels. Eg: Apparel~Mens~Pants~Denim</p>
<b>Supplier</b>	Yes	6	<p>The record being processed will be rejected if the Supplier field:</p> <ul style="list-style-type: none"> <li>is empty</li> <li>has more than 6 characters or contains the ~ character.</li> </ul> <p>If the Supplier doesn't exist it is added.</p> <p>NOTE: If the Supplier field is not defined in the import file, C.I. requires the user to select an existing supplier from those already defined in C.I., and one must be defined.</p>

Field	Reqd	Len	Description
UDF1	No	40	It is often used for label, brand or season brand analysis. The record being processed will be REJECTED if the UDF1 field has more than 40 characters. There are no restrictions on what this field contains. If the UDF1 field is not already defined in the database it is added.
UDF2	No	40	It is often used for label, brand or season brand analysis. The record being processed will be REJECTED if the UDF2 field has more than 40 characters. There are no restrictions on what this field contains. If the UDF2 field is not already defined in the database it is added.
UDF3	No	40	It is often used for label, brand or season brand analysis. The record being processed will be REJECTED if the UDF3 field has more than 40 characters. There are no restrictions on what this field contains. If the UDF3 field is not already defined in the database it is added.
UDF4	No	40	It is often used for label, brand or season brand analysis. The record being processed will be REJECTED if the UDF4 field has more than 40 characters. There are no restrictions on what this field contains. If the UDF4 field is not already defined in the database it is added.
SupplierProductCode	No	15	The record being processed will be REJECTED if the SupplierProductCode field has more than 15 characters or contains the tilde (~) character. If any existing record has an existing Supplier Product Code, it will be deleted and the Supplier Product Code from the import file will be inserted.
Unit	No	5	The record being processed will be REJECTED if the Unit field has more than 5 characters. There are no restrictions on what this field contains.
LabelNumber	No	1	A number between 1 and 9 may be entered, which corresponds to the Price Label Number, used when saving the Layout of Price Labels. NOTE: The Label Number is set to 1 by default. If you subsequently want an item to use a different label layout, you may change this in - Working with Stock, Create/Modify.
StockedType	No	1	The record being processed will be REJECTED if the character in the StockedType field does not appear on the list below. N (Non Stocked)                      E (New Product) M (Manual Reorder)                  Y (Auto-Reorder) R (Redundant – Retain)              I (Indent - No Reorder) If the StockedType field is not defined in the import file, the user <b>must</b> select a stocked type for all products at import time.
DefaultMargin	No		A number between 1.00 and 100.00 may be entered. This will be used to calculate margin % and values in Reports where no Average Cost value is present.
Weight	No	10	A number between 1 and 999,999,999 may be entered. This will be used to calculate the total weight of the stock on hand of a Stock Item, which can optionally be included in the Stock Holding Report or used to calculate freight on Eretailer.

Field	Reqd	Len	Description
<b>Volume</b>	No	10	A number between 1 and 999,999,999 may be entered. This will be used to calculate the total volume of the stock on hand of a Stock Item, which can optionally be included in the Stock Holding Report or used to calculate freight on Eretailer.
<b>ExcludeFromLoyalty</b>	No		Key in the word "TRUE" for all rows that are to be excluded from the Loyalty scheme.
<b>PLU</b>	No	6	If the PLU column does not exist in the import file the system asks the user if it should generate PLU numbers based on the Next PLU switch setting or set the PLU to 0. In all cases apart from when No is selected from the previously mentioned question, the system ensures the PLU is not already in use, if it is, then the system automatically generates a number based on the Next PLU switch setting.
<b>Attr1</b>	No	15	This is the Attribute 1 field in System Settings, usually used to record an item's Colour. This column is optional; if it exists, any record being processed will be REJECTED if the Attr1 field is longer than 15 characters or contains the tilde (~) character. If the Attr1 field is not already defined in the system, it is added to the Stock Attributes table at import time.
<b>Attr2</b>  Alternatively use:  <b>Attr2Profile</b>	No	15	This is the Attribute 2 field in System Settings, usually used to record an item's Size. This column is optional; if it exists, any record being processed will be REJECTED if the Attr2 field is longer than 15 characters or contains the tilde (~) character. If the Attr2 field is not already defined in the system, it is added to the Stock Attributes table at import time. Enter the name of the Profile Code for the sizes range of the style. If this is used when imported when the style is created a plu will be created for each size in the Stock Attribute Profile defined. NOTE: You need to use either Attr2 or Attr2Profile both can't be used in the same import file.
<b>Attr1Description</b>	No	40	This is used to import the full colour name for the product. The record being processed will be REJECTED if the Attr1Description field has more than 40 characters. NOTE: This field will only be imported if the Attr1 field is also defined.
<b>BinLocation</b>	No		Up to 6 alpha-numeric digits may be entered.
<b>Barcode</b>	No	20	If it exists any record which contains a Numeric Barcode field of between 7 and 20 digits has all its existing barcodes deleted and replaced with the Barcode from the import file. If the Barcode number in the import file is already allocated to another product then it is NOT used in this product. If the barcode exists in the system and is associated with another product the existing record is modified. If the Style field is not empty Counter Intelligence checks the existing product code to see if they match, if they do not match Counter Intelligence attempts to change the product code, this fails if the new code already exists in the system or contains the tilde (~) character.

Field	Reqd	Len	Description
<b>Barcode2 thru Barcode20</b>	No		They allow the import of multiple Numeric Barcodes of between 7 and 20 digits, to be inserted into a single Stock Item. If it exists any record which contains a Numeric Barcode field of between 7 and 20 digits has all its existing barcodes deleted and replaced with the Barcode from the import file. If the Barcode number in the import file is already allocated to another product then it is NOT used in this product. If the barcode exists in the system and is associated with another product the existing record is modified. If the Style field is not empty Counter Intelligence checks the existing product code to see if they match, if they do not match Counter Intelligence attempts to change the product code, this fails if the new code already exists in the system or contains the tilde (~) character.
<b>Branch</b>	No	3	If it exists, the following columns will only be applied for Branch specified - PriceStatus, Price1, Price2, Price3, Price4, Price5, GSTPrice1, GSTPrice2, GSTPrice3, GSTPrice4, GSTPrice5, CostPrice, LastPurchasePrice, CostPrice, StandardCost, MinStockLevel, MaxStockLevel, ReorderMultiple and BinLocation. If it does not exist, the following columns will be applied to all Branches in the system – PriceStatus, Price1, Price2, Price3, Price4, Price5, GSTPrice1, GSTPrice2, GSTPrice3, GSTPrice4, GSTPrice5, CostPrice, LastPurchasePrice, CostPrice, StandardCost, MinStockLevel, MaxStockLevel, ReorderMultiple and BinLocation.
<b>PriceStatus</b>	No	1	Price Status ('S': Special, 'D' or empty: Default) If the PriceStatus field is defined all prices will be assumed default unless specified 'S' as special. If the PriceStatus field is not defined or Branch field exists the existing Price Status is used.
<b>Price1</b>	No		If the Price1 filed is defined all active branches will have Price 1 for this product set to this value, which is a GST exclusive price.
<b>Price2</b>	No		If the Price2 filed is defined all active branches will have Price 2 for this product set to this value, which is a GST exclusive price.
<b>Price3</b>	No		If the Price3 filed is defined active branches will have Price 3 for this product set to this value, which is a GST exclusive price.
<b>Price4</b>	No		If the Price4 filed is defined all active branches will have Price 4 for this product set to this value, which is a GST exclusive price.
<b>Price5</b>	No		If the Price5 filed is defined all active branches will have Price 5 for this product set to this value, which is a GST exclusive price.
<b>GSTPrice1</b>	No		If the Price1 filed is defined all active branches will have Price 1 set to this value – which is GST inclusive.
<b>GSTPrice2</b>	No		If the Price2 filed is defined all active branches will have Price 2 set to this value – which is GST inclusive.
<b>GSTPrice3</b>	No		If the Price3 filed is defined all active branches will have Price 3 set to this value – which is GST inclusive.
<b>GSTPrice4</b>	No		If the Price4 filed is defined all active branches will have Price 4 set to this value – which is GST inclusive.

Field	Reqd	Len	Description
<b>GSTPrice5</b>	No		If the Price5 field is defined all active branches will have Price 5 set to this value – which is GST inclusive.
<b>LastPurchasePrice</b>	No		If the LastPurchasePrice field is defined all active branches will have Last Purchase Price set to this value – assumes GST exclusive.
<b>CostPrice</b>	No		If the CostPrice field is defined all active branches will have Average Cost set to this value – assumes GST exclusive.
<b>StandardCost</b>	No		If the StandardCost field is defined all active branches will have Standard Cost set to this value – assumes GST exclusive.
<b>MinStockLevel</b>	No	10	Sets the minimum stock quantity.
<b>MaxStockLevel</b>	No	10	Sets the maximum stock quantity.
<b>ReorderMultiple</b>	No	10	Sets the reorder multiple.
<b>Availability</b>	No	255	Stock availability message.
<b>ShortDescription</b>	No	255	Short description for Eretailer style.
<b>LongDescription</b>	No		Long description for Eretailer style.
<b>Promotion</b>	No	255	Promotion title for Eretailer style.
<b>Sequence</b>	No	2	Sequence for Eretailer stock. Up to 2 alphabetic or numeric characters may be entered.
<b>Active</b>	No	1	Active status for Eretailer stock. 0(No Active)            1(Active) 2(Always Active)      3(Display Only). NOTE: Display Only is only available in CI Office B378 or higher.
<b>Featured</b>	No		Featured status for Eretailer stock. Key in the word “TRUE” for featured product.
<b>Categories</b>	No		List of Eretailer categories which the style associated with. Categories list must be full path with the tilde (~) character separated and categories in path must be separated by the colon (:) character. The maximum hierarchical level of category is 4. Example: Mens:Shirts~Mens:Pants~Mens:Shorts
<b>Filters</b>	No		List of Eretailer filters which the style associated with. Filters list must be full path with the tilde (~) character separated and filters in path must be separated by the colon (:) character. The maximum hierarchical level of filter is 2. Example: Occasion:Formal~Occasion:At Work
<b>Cluster</b>	No	15	Eretailer cluster which the style associated with. If the cluster is specified but no cluster can be found in Counter Intelligence a new cluster is created.
<b>VideoUrl</b>	No	255	Video Url for Eretailer stock.
<b>Prompt</b>	No	4	The record being processed will be REJECTED if Prompt field has more than 4 characters or contains the ~ character. If the Prompt Code doesn't exist the record will be bypassed.
<b>Notes</b>	No	4	The record being processed will be REJECTED if Notes field has more than 4 characters or contains the ~ character. If the Notes Code doesn't exist the record will be bypassed.
<b>Attr1Image</b>	No		The full path of image file, title and sequence for the attr1. These elements must be separated by the tilde (~) character and image file format must be BMP, JPG or PNG. Example: c:\images\attr1image.jpg~ image title~1 *In order to clean up existing colour images prior to import, leave this empty and use <b>Attr1Image2</b> to <b>Attr1Image10</b> fields.

Field	Reqd	Len	Description
<b>Attr1Image2 thru Attr1Image10</b>	No		They allow the import of multiple images into a single Eretailer stock attr1.
<b>StockImage</b>	No		The full path of image file, title and sequence for the style. These elements must be separated by the tilde (~) character and image file format must be BMP, JPG or PNG. Example: c:\images\styleimage1.jpg~ image title~1 *In order to clean up existing stock images prior to import, leave this empty and use <b>StockImage2</b> to <b>StockImage10</b> fields.
<b>StockImage2 thru StockImage10</b>	No		They allow the import of multiple images into a single e-retailer stock item.
<b>Information1Description</b>	No	25	
<b>Information1</b>	No		
<b>Information2Description</b>	No	25	
<b>Information2</b>	No		

### Importing

When importing Counter Intelligence displays a grid of the fields found in the specified import file.

An audit report is generated once the import is complete.