

# ATS - Importing inventory items from a spreadsheet-Green (New Purchases)

## ATS Import spreadsheet (xlsx) specifications

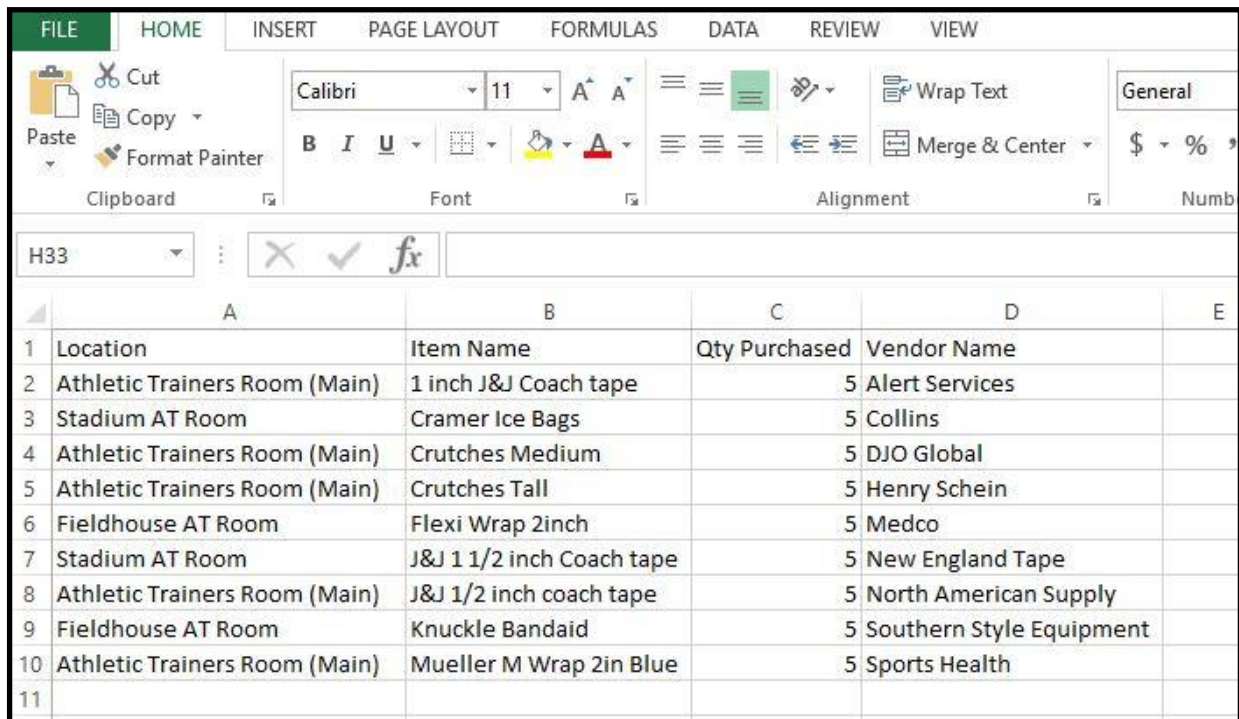
**Note:** Your file **must** use an“XLSX” format., and have a header row indicator the items listed below.

Column	Description	Type	Length
A	<b>Location</b>	Text	20
B	<b>Item Name</b>	Text	20
C	<b>Qty Purchased</b>	Text	20
D	<b>Vendor Name</b>	Dropdown	

**Note:** You **must** use the 1st row of the spreadsheet for headers as indicated in the column descriptions.

- Items shown in **RED** are required
- Items shown in **BLUE** are recommended, used for a unique key, but not required.

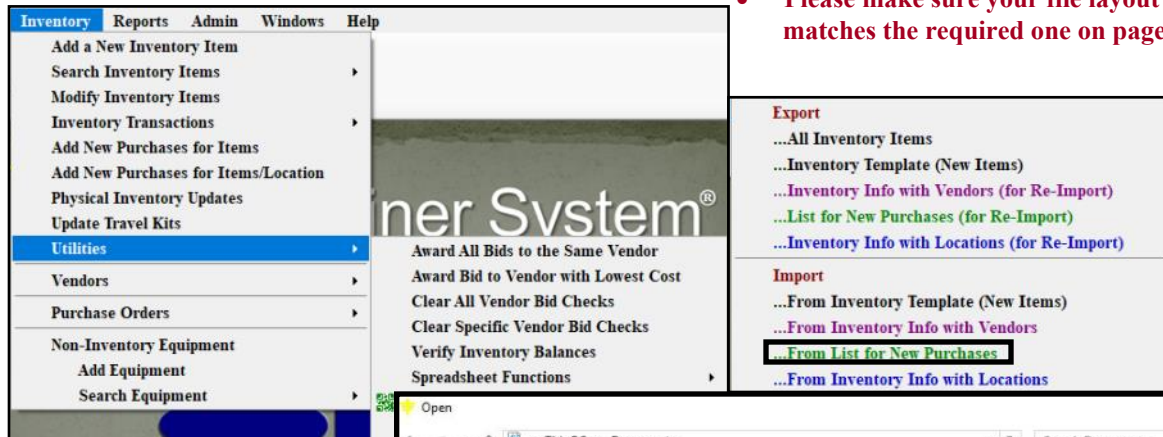
**Below is a sample spreadsheet. A template is available. Use the export function to get the template.**



	A	B	C	D	E
1	Location	Item Name	Qty Purchased	Vendor Name	
2	Athletic Trainers Room (Main)	1 inch J&J Coach tape	5	Alert Services	
3	Stadium AT Room	Cramer Ice Bags	5	Collins	
4	Athletic Trainers Room (Main)	Crutches Medium	5	DJO Global	
5	Athletic Trainers Room (Main)	Crutches Tall	5	Henry Schein	
6	Fieldhouse AT Room	Flexi Wrap 2inch	5	Medco	
7	Stadium AT Room	J&J 1 1/2 inch Coach tape	5	New England Tape	
8	Athletic Trainers Room (Main)	J&J 1/2 inch coach tape	5	North American Supply	
9	Fieldhouse AT Room	Knuckle Bandaid	5	Southern Style Equipment	
10	Athletic Trainers Room (Main)	Mueller M Wrap 2in Blue	5	Sports Health	
11					

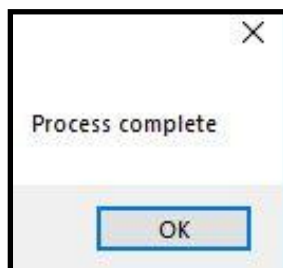
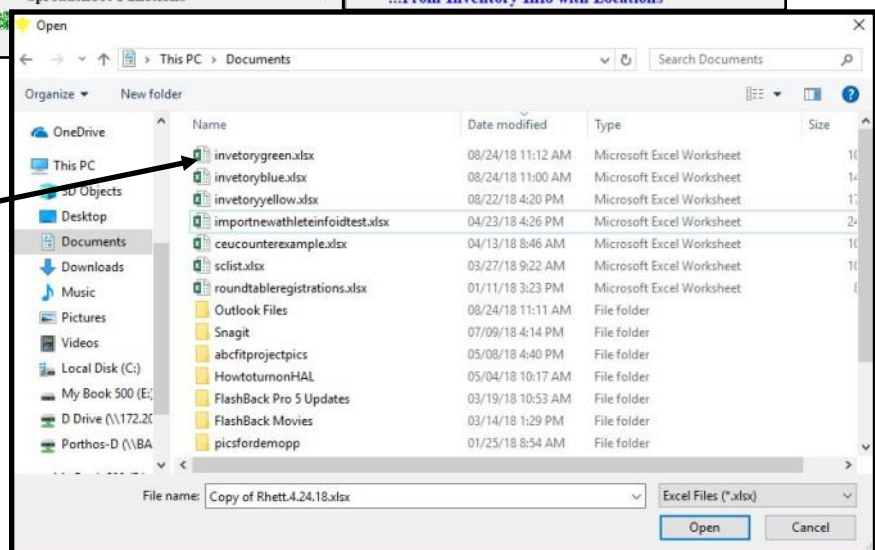
# ATS - Importing inventory items from a spreadsheet-Green (New Purchases)

To begin the import process; click on the “Import Inventory List from Template” menu shown to the below.



• Please make sure your file layout matches the required one on page one.

Select the file to be imported



Once the import process is complete you will see the message box shown here. Inventory records may be found using regular searching options.

More information on the day-to-day use of the inventory/bids area can be found in our help docs.

Should you encounter any errors, please note the message and contact Keffer Development at 1-888-328-2577