

ATS - Importing inventory items from a spreadsheet-Purple Vendor Info

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	Vendor Name	Text	20
B	Item Name	Text	20
C	Type	Text	20
D	Units	Text	20
E	Status	Text	20
F	Abbrev	Text	10
G	Bid Item	True, False	
H	Taxable	True, False	
I	Start Qty	Number (enter 0 if unknown)	
J	Reorder Qty	Number (enter 0 if unknown)	
K	Qty-to-Order	Number (enter 0 if unknown)	
L	Desired Level	Number (enter 0 if unknown)	
M	Equip Crosswalk	Drop Down	
N	Vendor Product ID	Number	
O	Qty Bid	Number (enter 0 if unknown)	
P	Bid Price	Number	
Q	Bid Award	True, False	
R	Notes	Text	200

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.

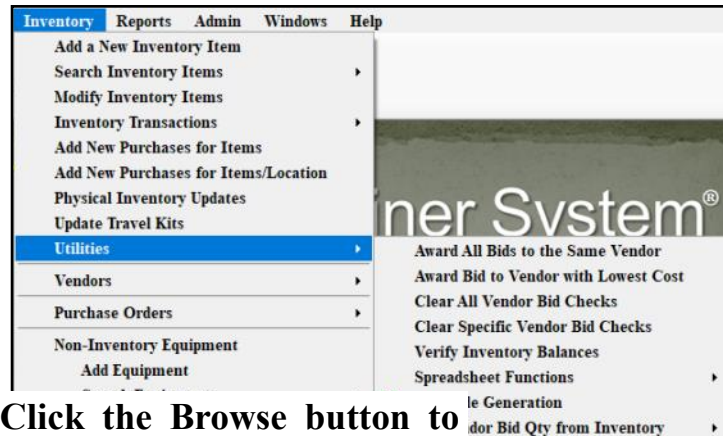
Below is a sample spreadsheet. A template is available using Purple export

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Vendor Name	Item Name	Type*	Units*	Status*	Abbreviation	Bid Item	Taxable	Start Qty	Reorder Qty	Qty to Order	Desired Level	Equip Crosswalk	Vendor Product ID	Qty Bid	Bid Price	Bid Award	Notes
2	Alert Services	1 inch J&J Coach tape	box	Case	Active	TP1	FALSE	FALSE	17	9	3	0		925C78	5	0	FALSE	n/a
3	Collins	Crutches	Pair	Each	Active	CR1	TRUE	FALSE	11	8	2	0	0 Crutches short	3574F58	5	0	FALSE	n/a
4	DJO Global	Crutches	Pair	Each	Active	CR2	TRUE	FALSE	11	8	2	0	0 Crutches tall	3574F59	5	0	FALSE	n/a
5	Henry Schein	Flexi Wrap 2inch	Case	Case	Active	FW2	TRUE	FALSE	12	8	2	0		2267-8	5	0	FALSE	n/a
6	Medco	Cramer Ice Bags	Roll	Each	Active	IB	FALSE	FALSE	1	0	0	0		245789R	5	0	FALSE	n/a
7	Medco	J&J 1 1/2 inch Coach tape	Case	Case	Active	TP2	TRUE	FALSE	70	60	5	0		T4861-7	5	0	FALSE	n/a
8	Medco	Knuckle Bandaid	box	Each	Active	KB	FALSE	FALSE	5	0	0	0		65487G	5	0	FALSE	n/a
9	New England Tape	J&J 1/2 inch coach tape	box	Case	Active	TP3	FALSE	FALSE	8	2	2	0		4597R63	5	0	FALSE	n/a
10	North American Supply	Mueller M Wrap 2in Blue	Case	Case	Active	MW2	TRUE	FALSE	11	8	1	0		37456N5	5	0	FALSE	n/a

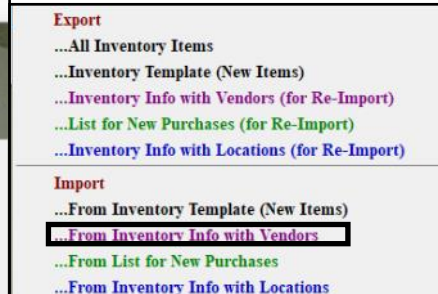
Columns with the “*” indicate that these values will be cross-walked during the import process using the lists you defined in ATS

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

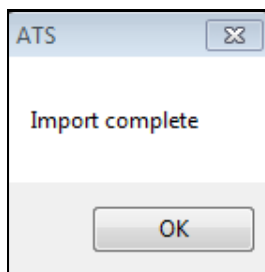
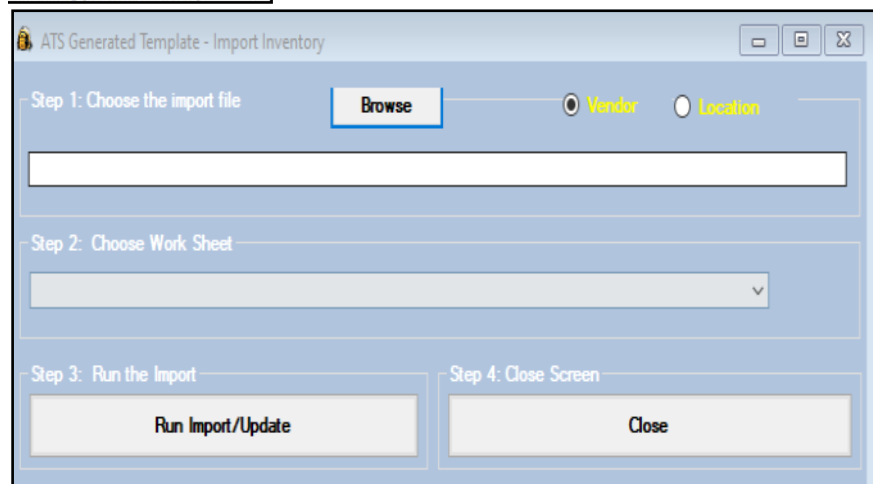


- Please make sure your file layout matches the required one on page one.



Click the Browse button to locate and select your import file. Only XLSX files can be imported.

Select the worksheet if more than 1 exists for an Excel file and specify whether a header row exists. Then click the “Run Import/Update” button.



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