846- Inventory File
Manual Upload Instructions

The inventory file can be created from an excel spreadsheet or Text Document. The file must be saved with the extension CSV (.csv) which stands for Comma Delimited Value.

Step 1: Open excel or text document and format with 4 fields. The fields are to be as follows: QTY ON HAND, UPC, MODEL # (STYLE), AVAILABLE DATE (A sample file is attached for reference)

ex. 6,123458906433,GDW-122,20161231

Definitions:

Qty on hand- This value represents the quantity that you have available for the Retailer to sell to consumers
UPC- UPC value which is typically between 12-13 digits. If entering into excel, please insure that it is 'text' format.
Model/Style #- Model # or Style #
Available Date- The available date represents the date that the product is available. Date logic is as follows: *QTY=0 and out of stock then pass future date that the product will be available. QTY=0 and discontinued then pass the date '20491231'. If QTY is greater than 0, pass current date or upload date (should be the same).*
The date needs to be YYYYMMDD format

Step 2: Send this generated file as an emailed attachment to your ecUtopia representative for review of format/structure.

Step 3: If the test inventory file is approved by your ecUtopia representative, they will request that you load to ecUtopia's web portal at www.ecutopia.com. Login credentials should have been provided in an earlier email, but if not, please request login credentials from your ecUtopia representative.

Step 4: Login to ecUtopia's Portal, and navigate to the tab named "Retailer Portal".

Step 5: Once in Retailer Portal, you will first land in a sub-tab called "Item Uploads". In the green box below, you will see two drop down menus 'Available Buyers' and 'Vendor Code'. Please select the appropriate retailer name and select the vendor code that applies to inventory or is provided by your ecUtopia representative.

Step 6: Click 'Choose File' which will allow you to pull the CSV Inventory file from wherever you have it saved ie Desktop, Documents etc.

Step 7: Click "Upload" – Then confirm that this file was uploaded successfully. If there is an issue with the file, an error will pop up indicating the specific error to correct.

Step 8: Inform your ecUtopia representative when the first test inventory file is loaded with all items so they may confirm format/structure is as expected. The ecUtopia representative will receive sign off from the retailer to move the document to production.

Step 9: Move the inventory file into production on agreed upon date. The file is required to be loaded to the portal 1x daily unless otherwise agreed upon.

Please reach out to ashaw@ecutopia.com with any questions, or if you receive an error message and need help with resolution.