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Summary

The upload page allows you to create item and pricing information and link media files to your items.

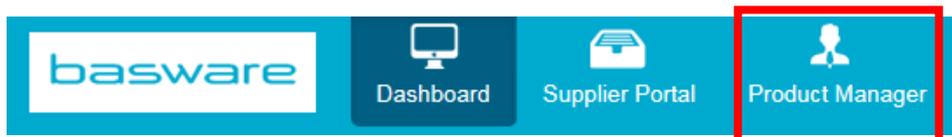
The upload screen allows a supplier to import item content to the item directory only or create a price list for those items simultaneously via the content upload xml file

On the content upload page, the supplier can also upload an item attribute file. This adds additional information to the items i.e. manufacture name. To see how to create the item attributes file, please see the quick guide that is available from the link within the Item attributes instructions.

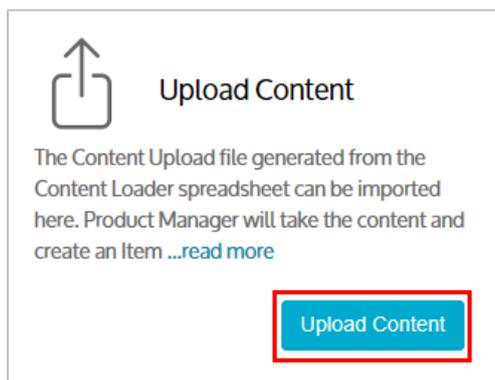
The final section of the page allows the supplier to upload a media links file. This is the file that associates images to items. Please see the instructions under media links on how to create the file.

Accessing the Upload Screen

To upload the files into Product Manager simply log in to the Basware Network and click the Product Manager icon from the menu bar as shown below:



From the Product Manager dashboard, select the 'Upload Content' button.

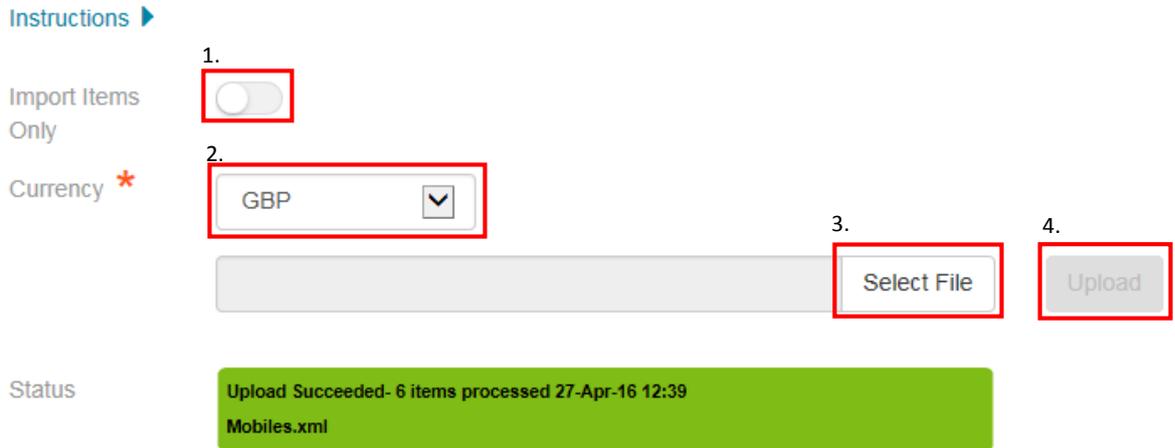


Content upload

You will see the content upload page that consists of three sections, content loader Files, item attributes and media links.

The first section is content loader files, this is where you upload your Items into the system.

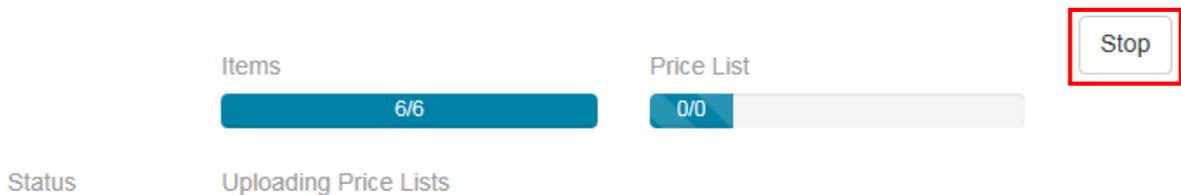
Content Loader Files



1. Click the import items only toggle if you would like to just import the items and ignore the price data from the file.
2. From the drop down menu, select the desired currency for the price list.
3. Click the 'Select File' button, browse to your xml file and open it.
4. Next, click the 'Upload' button to begin importing the content to Product Manager

This will begin the upload process and you will see the progress bars appear.

Please Note: The Price List name in Product Manager will be the same as the file name of the xml content file. Please ensure the file name is meaningful to you and your colleagues. You cannot change the price list name once the price list has been created.



Click the stop button if you would like to stop the upload at any point.

Once the upload has completed you will be presented with the following status in a green bar with the success message, a count of items processed, date & time stamp and the file name.

Status

Upload Succeeded- 6 items processed 27-Apr-16 12:47
Mobiles.xml

If the upload fails, you will see the following status in an amber bar with the error message. In order to see the errors occurred, click the download report button. This report will list out the errors from the upload File. Once you have made the relevant changes, upload the file again as before.

Items

6/6

Price List

0/0

Status

Upload Failed - 0 items processed 27-Apr-16 12:50
Mobiles - Copy.xml

Download Report

Item attributes

The second section is item attributes. This allows you to upload and download the Item attributes file.

If you already have attributes loaded into the system, click the export attributes button highlighted below. This will download all the attributes currently within the system.

Item Attributes

Instructions ▶

Export Attributes

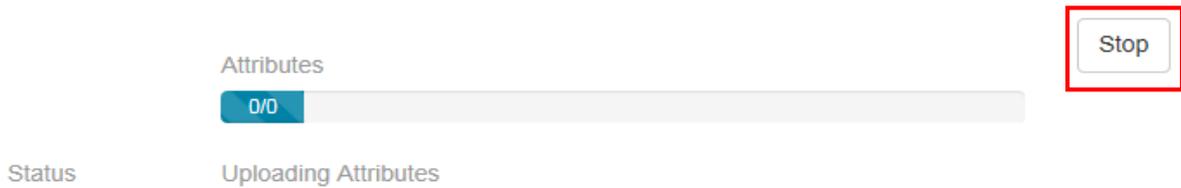
Import Attributes

Select File

Upload

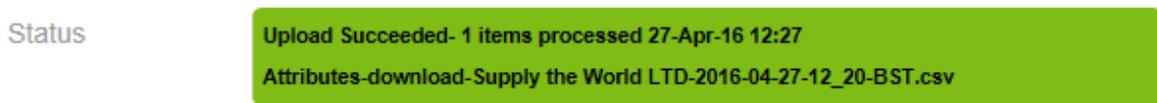
Once all the updates have been made to the CSV file, click the select file button to browse to the updated file and then click the upload button highlighted above.

You will then see the progress bars as shown below.



Click the Stop button highlighted above to stop the upload of the item attributes file.

Once the upload has completed you will be presented with the following status in a green bar with the success message, a count of items processed, date & time stamp and the file name.



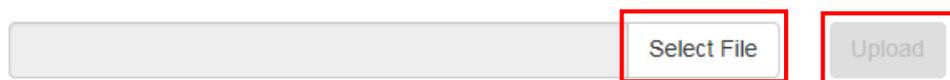
Media links

The third section of the content upload page is media links. This is where you can upload the CSV file that links your media files to the relevant items.

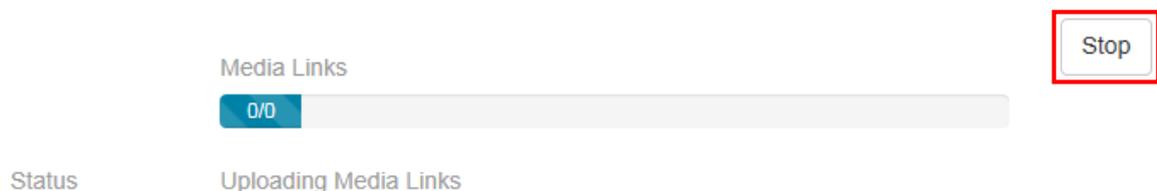
Once you have created the media links file click the 'select file' button to browse to where the file has been saved and then click the 'upload' button highlighted below.

Media Links

[Instructions](#) ▶



The upload progress bar will appear as shown below. If you would like to stop the upload at any point, click on the stop button.



Once the upload has completed you will be presented with the following status in a green bar with the success message, a count of items processed, date & time stamp and the file name.

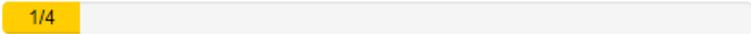


Status

Upload Succeeded- 4 items processed 27-Apr-16 13:14
Mobile Association.csv

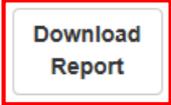
If there are any errors, you will see the status bar change to amber and display the following message. To see the errors in detail, click the download report button highlighted below.

Media Links



Status

Upload Failed - 4 items processed 27-Apr-16 13:04
Mobile Association.csv



Once all the changes have been made to the file, simply follow the steps above to upload the file again.