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## Summary

This is a short guide on creating and uploading bundles via csv files. For more information on Bundles, please refer to <http://suppliers.basware.co.uk/pm/>, where you can find comprehensive guidance on Bundles.

## Bundles

### Creating and Uploading Bundles via csv files

[Price List Directory](#) > [Computer](#) > **Import simple bundle links**

## Import simple bundle links

[View price list](#)

What would you like to do?

**Note:**By selecting 'Replace Links' you will remove any simple bundle links you have already added and replace them with simple bundle links on the file to upload. By selecting 'Merge Links' new and amendments to existing price list simple bundle links will be made.

Select Action ▼ \*

Download a simple bundle links template [here](#) <sup>1</sup>

Select File Select File Upload

An empty template CSV file for bundles can be downloaded via the “here” link.

|   | A             | B              | C                | D             | E              |
|---|---------------|----------------|------------------|---------------|----------------|
| 1 | Bundle master | Item or Matrix | Bundle component | Quantity Type | Component Type |
| 2 | BEACH_B       | ITEM           | BEACH_R          | FIXED         | OPTIONAL       |
| 3 | BEACH_B       | ITEM           | BEACH_S          | LINKED        | MANDATORY      |
| 4 | BEACH_B       | MATRIX         | Swimsuits        | LINKED        | OPTIONAL       |
| 5 | BEACH_B       | MATRIX         | Towels           | LINKED        | MANDATORY      |

Figure 1. A completed template file for a Beach accessories bundle.

1. To create a bundle file
  - a. Column A: Enter the master item ID in column A. This will be your “holding container” for your bundle.
  - b. Column B: Specify whether the component is an item or a matrix item.

- c. Column C: Specify the component Item ID or a matrix name.
  - d. Column D: Specify whether the quantity of each component is fixed or linked to the quantity of the master item. If fixed, the quantity of the component does not change with the quantity of the master item. If linked, the quantity of the component changes with the master item.
  - e. Column E: Specify whether the component is mandatory (must be bought as part of a bundle) or optional (needn't be bought from the bundle).
2. To add more bundles from your price list, enter a new bundle by simply repeating step 1a to 1e and add the items to the file.
  3. Note that only items in the same price list can be in a bundle.
  4. To upload a bundle file:
    - a. Select the action you want the system to perform with the items in your file:
      - i. Replace existing bundle links on this price list
      - ii. Merge with existing bundle links on this price list
    - b. Click 'Select File' and, once selected, click OK.
    - c. Click Upload

Price List Directory > Flower List > Import Simple Bundle Links

## Import Simple Bundle Links

[View Price List](#)

What would you like to do?

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Replace existing simple bundle links on this price list \*

Flowers-PriceListComponentFile.csv [Cancel](#)

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As the file uploads a status bar will count the rows being processed. Once the file has been processed either a success message will be shown and you will be returned to the Manage Price List page, or you will see an error message.