

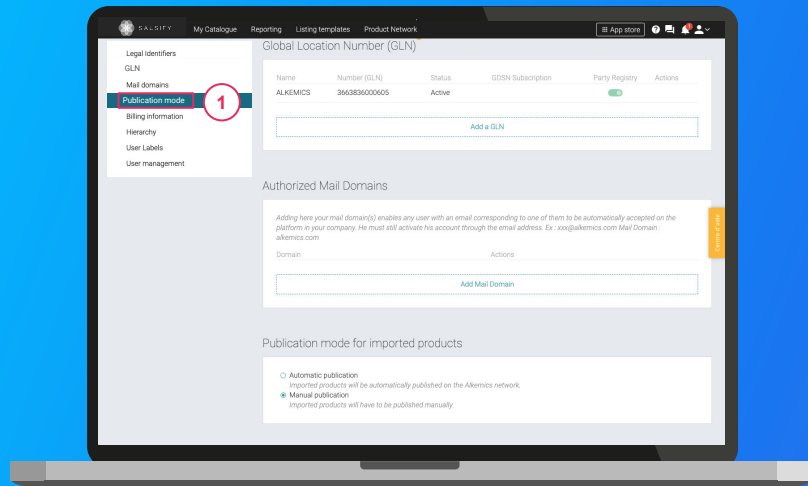
The background is a gradient of blue, transitioning from a lighter shade on the left to a darker shade on the right. A white hexagonal grid pattern is overlaid on the background, with some hexagons filled with a light blue color. A white rounded rectangle is positioned horizontally across the middle of the image, containing the text.

### **3. Import your product data via Excel**

# Settings: automatic VS manual publication

## Publication modes

Go to your administration page, then to the “Publication mode” section, then select one of the following options according to your needs:



### 1. Automatic publication

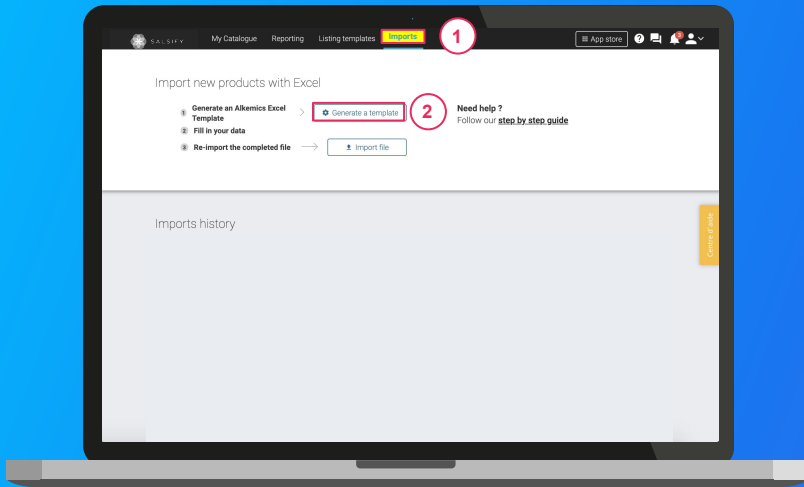
Once they have been imported, your products will be published automatically. All you need to do is select the recipients that you would like to send the information to.

### 2. Manual publication

Your products will not be automatically published as they are imported, and therefore will not be shared with your retailers. To do this, you will need to publish each product on its product page, or publish multiple products at once. Remember to also activate your recipients. Multiple recipients can be activated at once. Publishing your products makes them accessible to retailers who ask for this information via the request-based approach.

# Import your product data via an Excel file

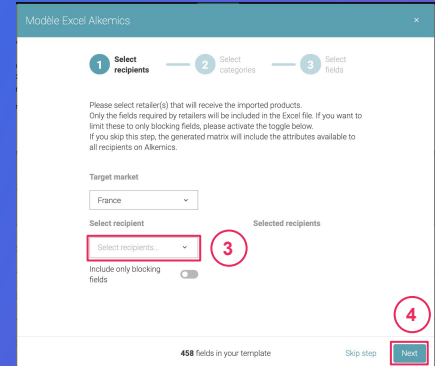
Step 1: To import product data for multiple products at once, click on the “Imports” tab. 1



1. Click on “Generate a template”. 2

2. A window will open. Select the recipients\* for whom you wish to provide your product data. 3

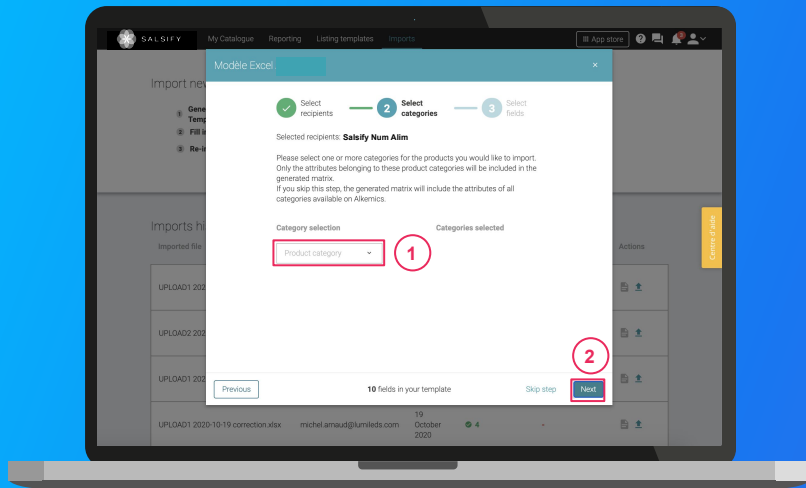
3. Click on “Next”. 4



If you select “Include only blocking fields”, the generated template will only include the fields that are strictly mandatory to share products with the selected recipients.

# Import your product data via an Excel file

Step 2: Select the categories of the products that you wish to import



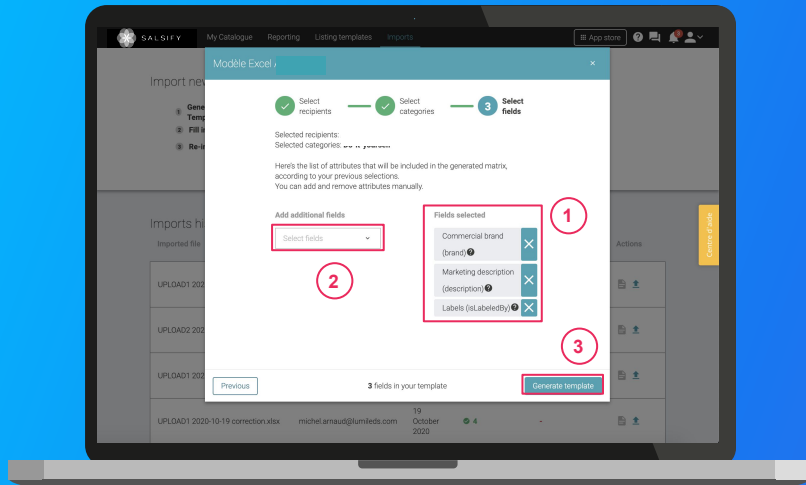
1. Select the categories of the products that you wish to import. Only information related to these categories will be included in the template.

Note: you can skip this step by clicking on “Next”. By doing so, information requested by your selected recipients for all categories available on SupplierXM will be included in the template.

2. Click on “Next”.

# Import your product data via an Excel file

Step 3: Select the fields that you would like to fill in

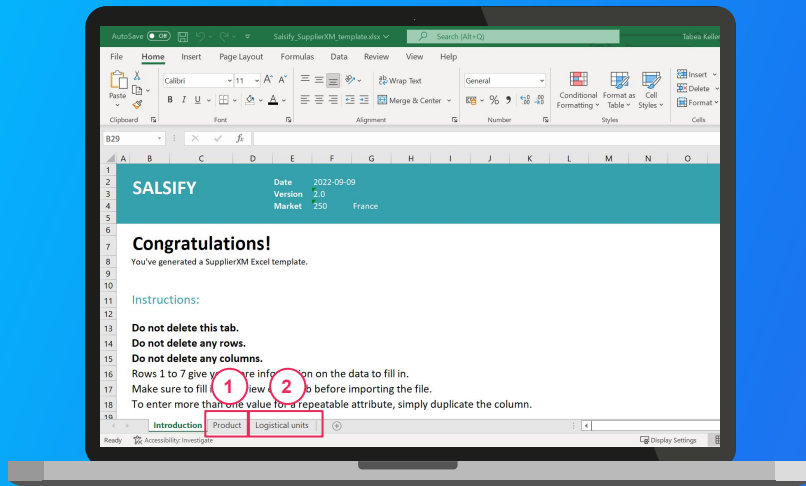


1. By default (depending on the option selected in step 1), **only fields that are strictly mandatory for the selected recipients and apply to the categories selected in step 2 will be included.** They will be displayed on the right side of the window. 1
2. Add any additional fields that you wish to include. 2
3. Click on “Generate template.” 3

*This will start the download.*

# Import your product data via an Excel file

Open the downloaded Excel file and fill in the template



Tip: note the "Introduction" tab which gives you instructions on how to fill in the template correctly! More info on filling the template in our [dedicated article](#).

1. The template has three main tabs to fill in:

- 1 "Product": all information related to the product (marketing, composition, etc.) as summarised in step 3 of your template generation.
- 2 "Logistical units": includes the logistical hierarchies connected to the product. These can be filled in either on this template or directly on the platform.
  - "*Retailer specific*": includes the specific information requested by this recipient (only visible to the corresponding recipient).

2. Fill in all of the columns (1 GTIN per line) and save the file in XLSX format.

# Import your product data via an Excel file

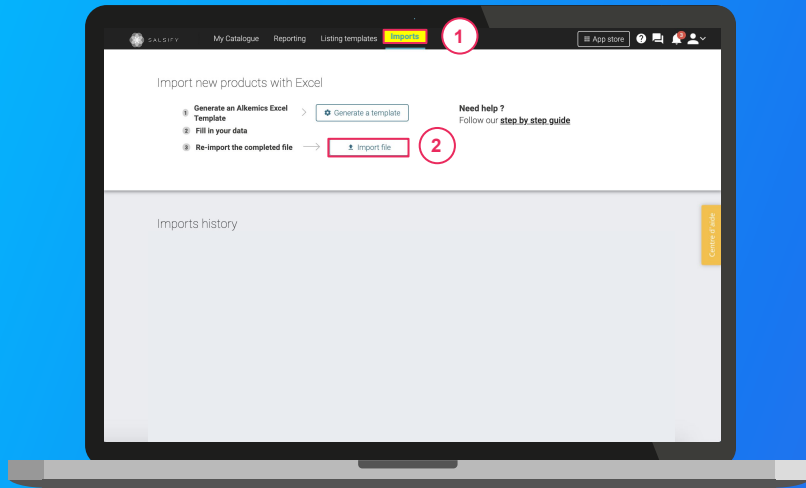
## How the template works

1	Theme	GTIN	Product lifecycle	Product definition		
2	Name	gtin	Product lifecycle	Commercial brand	Product category	Unit type
3	Description	Public GTIN of the product	Product lifecycle	Should exact match the name of your brand declared into the platform	kind	This info de hierarchy le product (ea ... .
4	Type	string	Select a value from the cstring		kind	Select a val
5	Unit					
6	Example					
7						
8						
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15						


- **“Theme” line:** labels of the sub-sections as presented on the platform, in the chronology of your product sheets.
- **“Name” line:** labels of the fields as presented on the platform, in the chronology of your product sheets.
- **“Description” line:** information required to fill in the corresponding field correctly.
- **“Path” line:** internal technical name of the SupplierXM field. *Do not modify - hidden by default.*
- **“Type” line:** information on the type of data expected in order to fill in the field correctly.
- **“Unit” line:** unit of the column to be filled in. This means that you can only fill in the corresponding information in one and the same unit, the one you have selected. If you have different units, duplicate this column.


# Import your product data via an Excel file



Import your data



In the “Imports” section: 1

1. Click on “Import file.” 2
2. Drag and drop your Excel template into the dotted square.
3. Click on “Import”
4. Note the loading icon under the "Imported Products" line of your "Import history". Once finished, find the number of imported products as well as the number of rejected products. To view your error report and find out what information needs to be corrected, click on the icon hereafter: 

Click on the hyperlink in the window that opens to download the file containing only your products in error. Correct your matrix and re-import it by clicking on the icon 

Imports history					
Imported file	User	Date	Imported products	Rejected products	Actions
Demo - Module_Imports.xlsx	cremy+demo1@alkemica.com	4 January 2021	-	<span style="color: red;">● 2</span>	 

Tip: once completed, you can view a record of your import directly via the “Imports” tab