

Source Data Formats

File layout

- Row 1 of all import files must contain a descriptive column name
- Row 2 onwards will contain the data
- The importer accepts the XLSX file format – Any other Excel or CSV file that follows the below specification can be manually adjusted to work

Some applications such as Excel try to guess the format of data, and often get it wrong. An example of this is when a CSV file is opened with Excel and the barcode numbers have their leading zero's removed without warning. This happens because a CSV file contains no formatting, and Excel incorrectly assumes that the barcode is a number rather than text and auto formats it removing leading zero's, rendering barcodes useless. Always spot-check and cross reference your final data before importing. There are a number of articles available on-line explaining how to work with CSV files in Excel by importing the data once Excel is open.

Product Import

The product file would normally require the following fields:

- **Brand** (designer/make)
- **Supplier** (if different from Brand)
- **Product description**
- **Unique Product Identifier** – could be a style reference or re-order number
- **Colour** – if the product is available in multiple colours (a separate line for each colour) – see Variants below
- **Size** – if the product is available in different sizes (a separate line for each size) – see Variants below
- **Barcode** (use the Legacy System barcode or SKU)
- **Category**
- Sub category (if applicable)
- Season (for fashion items)
- Collection or Range – if applicable
- **Cost price TE** **
- **VAT** (rate or code, but consistently one or the other) **
- **Retail price TI** **
- **MRP** (if applicable) **

* Fields in bold are mandatory, others are optional.
The above fields will start you off well, the more information you can provide us with, the better your system will be.

Important notes about variants

Please note the following comments regarding Product Variants. A Product Variant would be where the same product is available in more than one option – so, for example, if the product has a drop-down on your website the title of the drop-down would be the Variant. E.g. colour may be a variant, or size may be a variant.

- Each variant needs to be on an individual line
- The product description should not contain any variant information (**Good:** Boss Short Sleeve Jacket | **Bad:** Boss Short Sleeve Jacket Black XL)
- Each variant line needs to contain the SKU/Barcode for the variant
- Variant information needs to be contained within columns stating the type of variant, a separate column for each Variant type

Stock Level Import (Optional)

When we import stock quantities, we will require:

- Location number
- Barcode
- Stock quantity

Supplier Import (Optional)

If you wish to import Supplier details, please provide a file containing the following column headers on row #1. Each Supplier should then be added as additional rows matching the column headers:

- SUP_CODE – Short code e.g. ADD for Addidas
- **SUP_NAME**
- SUP_ADDRESS1
- SUP_ADDRESS2
- SUP_ADDRESS3
- SUP_CITY
- SUP_COUNTY

- SUP_COUNTRY
- SUP_POSTCODE
- SUP_TEL1
- SUP_TEL2
- SUP_TEL3
- SUP_EMAIL

Sales Transactions (Optional)

If you wish to import sales data the following we be required:

Detail	Field	Required	Default	Comments
Barcode	Barcode	Y		
Sale Date	Sale Date	N	Current Date	Format DD/MM/YY HH:MM:SS or DD/MM/YYYY HH:MM:SS, you can also exclude seconds DD/MM/YY HH:MM or DD/MM/YYYY HH:MM
Cost	Choose one of the following options: Cost (Item) Cost (Total) No Cost	N	Cost held on product	Returns by item should be a positive value. Returns by total should be negative.
Price	Choose one of the following options: Price (Item) Price (Total)	Y		Returns by item should be a positive value. Returns by total should be negative.
VAT	Choose one of the following options: VAT (Rate) VAT (Value)	N	Product Rate	Returns should be a positive value.
Location	Location	Y		
Quantity	Quantity	N	1	Positive for a sale, negative for a return
Receipt	Receipt	N	Filename + line number	

Validating a Data Conversion

On receipt of your data file, a member of the Touchretail implementations team will liaise with you to make sure the data is in the correct format. Once we are happy that the file is in the correct format and the content looks good, we will then import the data.

It's in, now to check it

We appreciate that at this current point in time you probably don't have much experience with TRIMS, you've been asked to check the data, but you are not sure how to do this. The following video shows some basic checks to make sure the data that has been imported is recognisable and correctly presented.



How does it look?

We are pretty sure that your data will look great. This is down to the flexibility of TRIMS and the way it has been designed using attributes. With a direct mapping to your import file, it should reflect exactly what the file contained. If anything looks wrong, then it's most likely that it is wrong in the file that we received.

* If you spot anything that looks strange, always check your original file first and then speak with the implementations team.

Any Questions?

This process of checking your data may have triggered a few questions, if so please direct them to a member of the implementations team.