



**Inventory Import Specifications**


March 20, 2008

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## Required Fields and Specs

The fields listed below are required with the exception of 5 and 7. You may add additional columns for additional descriptions, product #, etc. There must be only 1 line per piece. If you have additional columns to import, please note where you would like these columns placed in the inventory screen in Studio.

1. Inventory ID – Unique identifier. This can be up to 20 characters with letters and numbers. No apostrophes, accent marks or question marks. Can be re-used as inventory is purchased and sold.
  2. Vendor – This should match a Vendor ID from the address list in Studio. For the purpose of importing inventory on hand at startup, this will commonly be a generic vendor like “FIRMINVENTORY”. It cannot be “INVENTORY”.
  3. Sales Code – This must match a sales code in Studio. Like vendor, it is common to use the same sales code for all items imported at startup. Most frequently client use ACC (accessories).
  4. Description – This is your main description line. It can be up to 50 characters. No question marks please.
  5. Qty on Hand – Only if we are importing quantities and costs as well as basic descriptions.
  6. Replacement Cost – Your replacement cost for the piece.
  7. Hand Cost – Only if we are importing quantities and costs as well as basic descriptions. This should be a total cost. If I paid \$20 each for 2 lamps, Hand Cost would be \$40.00.
  8. Selling Cost – This is per unit cost that you want to charge the client when the goods are sold.
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## Example of Inventory Import File

Inventory ID	Vendor	Sales Code	Description	Additional Description	Quantity on Hand	Hand Cost	Replacement Cost	Selling Cost
123456789	XYZ	ACC	Table lamp with bronze base	52" height Distressed with egg and dart	2	250.00	125.00	250.00
ABC45678	XYZ	ACC	Side table in maple	trim	1	225.00	225.00	500.00

