Import products from a spreadsheet

Load a starting catalogue or a wholesaler's price file, check it, and import it in one go.

For Owners, managers · **Takes** 2 minutes

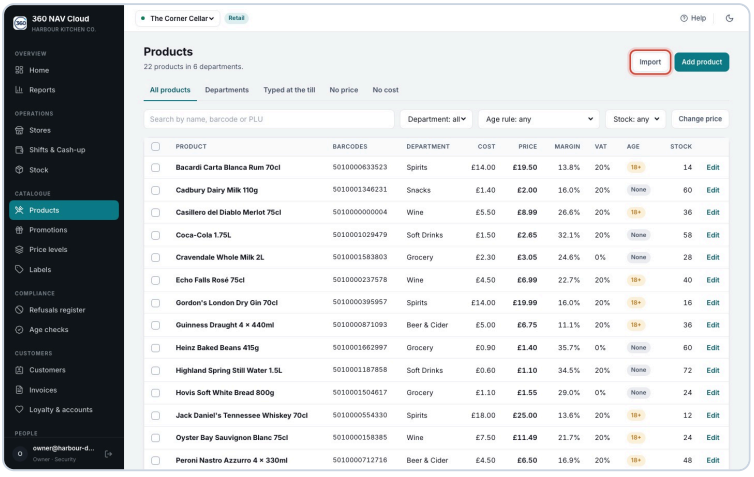
Watch the video
360navtech.com/pos/help/v/retail-import-products

Before you start

Save the file as CSV, one product per row, with a header row. It needs a name column; barcode, case size, case cost, shelf price, VAT and category are used when they're there. A wholesaler's price file usually works as it comes.

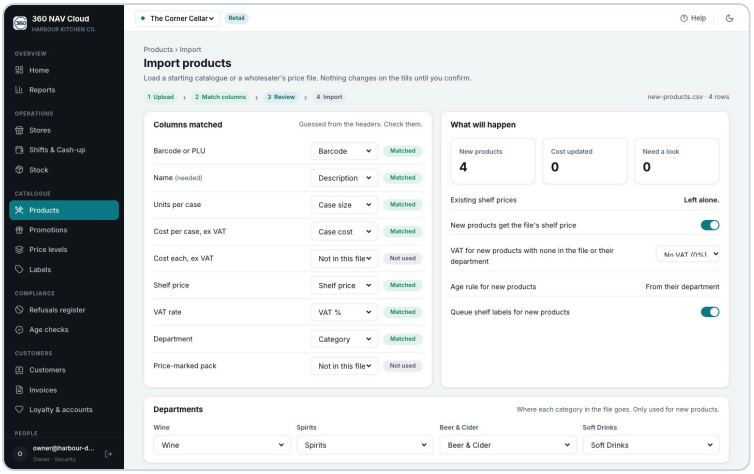
Steps

1 Open Products, then Import.

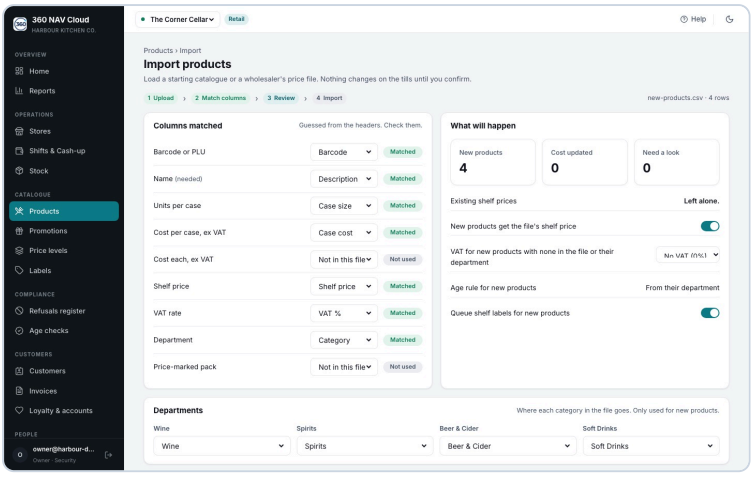


2 Choose the file.

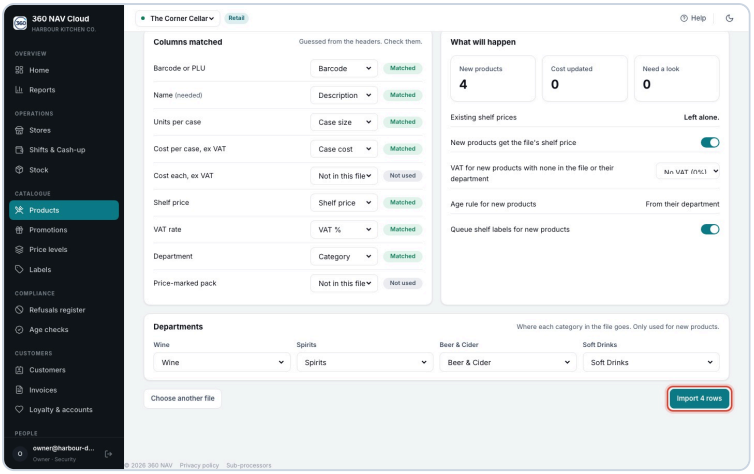
3 **Check the columns.** Each column in your file is matched to a field. Change any that are wrong.

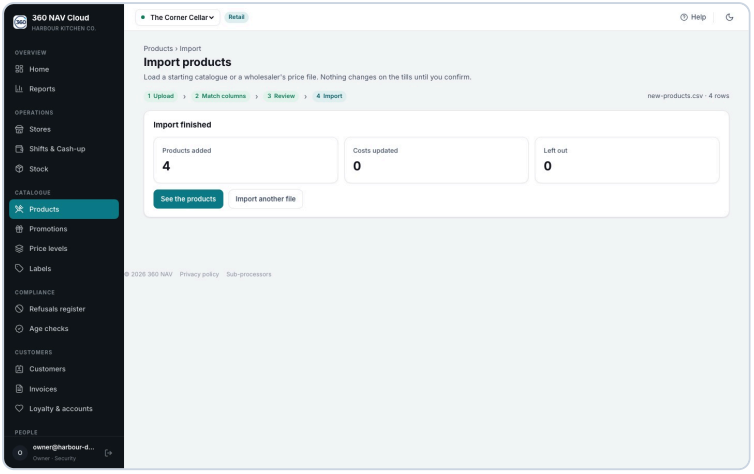


4 **Review.** See what will be added, which costs change, which rows are skipped and why, and which departments are new.



5 **Import.** Nothing reaches the tills until you confirm.





Tips

- Products already in the store are recognised by barcode, PLU or name, so importing a new price file updates costs instead of making duplicates.
- New products with a price get a shelf label in the print queue.