

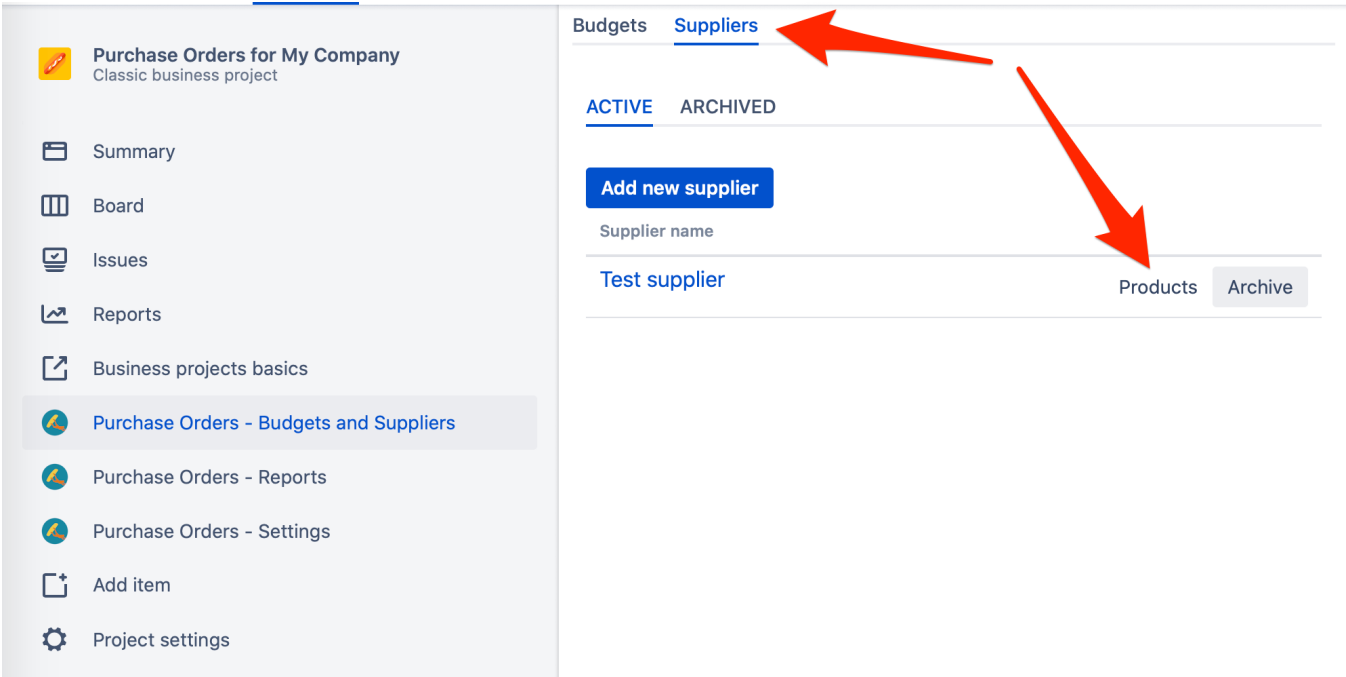
Importing products from a CSV file

Role required: **Finance**

When adding products manually is not an option, you can import products from a Comma-Separated-Values (CSV) file. You can import up to 1000 products from the file. If the file has more records than 1000, then only first 1000 will be imported.

To import products, navigate to the project that you use as PO project in your Jira, open Project settings left panel, click on the link **Purchase Orders - Budgets and Suppliers**.

Then click on **Suppliers** tab in the top menu and click on **Products** button in the suppliers screen as shown on the screenshot below:



The system will show you the product list currently configured for specific Supplier. In the top right corner click on **Import Products** button and the Import wizard will start as shown below:

Budgets Suppliers

ACTIVE
ARCHIVED

Test supplier Import products

Choose CSV file

Preview Data

Import

Provide a CSV file encoded in UTF-8 with 3 columns:

- Description - text
- SKU identifier - text
- Gross Price - real number with dot (.) as decimal separator

Either Description or SKU must be non-empty.

Gross price must be non-empty.

You can import up to 1000 products in one file.

CSV file fields separator ,

Choose csv file* Choose File no fil...ected

Next

In the first step, you need to provide a CSV file with list of products. The file must be without a header row and must consist of exactly three columns as described in the table below:

Column nr	Purpose	Required
1	Textual description of a product/service. Maximum length - 100 characters	Either 1 or 2 or both
2	SKU (Stock Keeping Unit) identifier as text. Maximum length - 50 characters	
3	Gross price (with default Tax) in default currency configured for your company. The price must be formatted without spaces and can contain digits 0-9. Decimal fraction is separated by dot (.)	Yes

Fields in your CSV file must be separated by comma, semicolon or pipe symbol. You choose the appropriate value from "CSV file fields separator" combo-box.

Click on **Next** button in the bottom. The system will attempt to parse your CSV file and show records that are about to be imported like this:

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Test supplier Import products

Choose CSV file

Preview Data

Import

Description	SKU	Unit price
200 Mesh Industrial Spice Grinding Machine	SKU5388	USD 1,800.00
Desktop injection moulding machines hand moulding machine manufacturers horizontal molding machine	SKU92342	USD 6,800.00
Vulcan 3D printer with DIY auto levelling Industrial Data high quality BMC extruder	SOK346	USD 218.95
NEJE JZ - 5 Mini Laser Engraving Machine	IUII42919	USD 49.95

Back

Perform import

Only those records are shown which are valid according to the rules specified in the table above. In this step you can validate that your file is correct and either finalize the importing process by clicking **Perform import** or, alternatively, step back by clicking on **Back** button and re-loading the file again.

If you're satisfied with what you see on this screen, then click on **Perform import** button. It can take a bit before the Raley PO creates your product records and after this is done you'll see a confirmation screen like the following:

Budgets Suppliers

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Test supplier Import products

Choose CSV file

Preview Data

Import

**Imported
4
products**

It will show how many products were imported into the database.