

RepTime Manufacturer - Things To Know...

How to Request for Item Lists in Excel Format (.xls) from the Manufacturers

Dear Manufacturer,

Please direct this document and the Item_List_Template.xls to the individual within your company whom provides price sheets to the Rep agencies. The excel file is great to use for reference and guide to sending the right information to the rep groups.

Our rep group has started working with RepTime Sales Software to enhance our office, showroom, and field productivity. As a part of this effort we will begin to use several electronic versions of file imports/exports product lists. This will help speed the process of data entry for both sides. Your assistance in this effort is vital to our success and we would like to work with you to obtain the following information to streamline both our sales processes.

Take the moment to review the information below to see how you could start supplying this data. **Note that it is not necessary to supply everything.** These are all optional features and should be discussed with the rep group to enable the process.

RepTime is available to discuss any of these processes in more detail. RepTime recommends a conference call to discuss any agency related questions, however, if you have any minor questions or concerns, feel free to contact RepTime directly at 214-746-3681 or email support@reptime.com . (Please mention that you are a manufacturer and the name of the rep group.)

File Specifications and Column Descriptions

RepTime is primarily used to create electronic orders for our agency. The system has capabilities of importing mass excel sheets of product lists within minutes. The information needed for importing product lists should be organized in columns. Each row in the list of columns will reference a single product and its details. The most accessible file format that can be used by RepTime must be in a **Microsoft Excel File Format (.xls or .xlsx)**. *An image of a sample file format from Excel has been given in this document.*

File Specifications: The exact position of the columns of the information is not critical; however, the format must be clearly labeled. Files can be emailed to the showroom manager in the rep group. They do not need to be emailed to RepTime.

Special Criteria: Any column consisting of only numerical data (like UPC#) needs to be converted from raw data to text.

Steps: This can be accomplished by **highlighting the column**, going under the **Data Tab** in excel, pressing **“Text-to-Column”**, **Next, Next, choose the “Text” bullet, Finish.**

The first FIVE (A-E) fields are REQUIRED* for a successful Import...

- Column A***: Catalog Number: *The item number of the product.*
- Column B***: Description: *Brief information about the product. Must be under 500 characters.*
- Column C***: Unit Price: *The individual price of the product.*
- Column D***: Unit Qty: *The number of units given for the unit price.*
- Column E***: Minimum: *The amount of quantity customer must buy to meet minimum for that product.*
- Column F:** UPC#: *The product code to identify the item via barcode scanning.*

Sample Product File (.xls)

A	B	C	D	E	F
Catalog_No	Description	Unit_Price	Unit_Qty	Minimum	UPC/ProductCode
1001	Longhorn Coffee Mug	\$8.50	1	6	774322101128
1002	Longhorn Study Lamp – 2PK	\$48.50	2	12	774322101214
1003	Longhorn Car Emblem	\$10.00	1	1	774322101380
1004	Longhorn Classic Coca-Cola Bottle – 6PK	\$5.00	6	6	774322101475
...next					

The above file has enough information to send to a rep agency to import successfully. **HOWEVER, if there is more item data that needs to be linked. RepTime offers size/color/style imports and volume pricing (aka Price Structures). The fields below are optional to add or if requested by the rep group...**

If you do choose to add a column(s), do know that **not** every field must be filled for each item. These **can** be left blank for items that do not have information. *An image of a sample file format from Excel has been given below.*

Column G: Category: *The category the product falls under.*

Column H: NextAvailableDate: *Date the item is next available for purchase.*

Column I: Size/Color/Style *Add all size,color,styles that the item comes with in one column with the ‘,’ as a Separator for the options. End with ‘#’ to include more size,color,styles. For example, a medium-sized, red shirt, which comes in a short sleeve or long would be m,red,short#m,red,long*

Price Structures: Applies a set price for a set quantity of one item, i.e. when 8 of one item is ordered, the price for each item is lowered from the normal \$10/Unit_Qty to \$8/Unit_Qty. This can be repeated for multiple stages of quantities and prices. Keep in mind that Reps can apply discounts for specials without this.

Column J: Structured Price: *The set price to be applied at a certain quantity.*

Column K: Structured Qty: *The quantity of the item to apply the set structured price.*

***More price structures can be added. RepTime can hold up to eight (8) price levels for an item.*

Extra Item Info (.xls)

G	H	I	J	K
Category	NextAvailableDate	Size/Color/Size	PS_Price1	PS_Qty1
Apparel	01/01/2015	m,red,short#m,red,long#m,blue,short#m,blue,long	8	10
Apparel	01/01/2015	small,white,short#medium,white,short#large,white,short	6	10
Apparel	01/01/2015	small,red,long#small,white,long#small,blue,long	8	10
Apparel	01/01/2015	large,blue,short#large,blue,long	10	15
...next				

You can find a more extensive sample excel sheet attached to the e-mail that this document was received in labeled **Item_List_Template.xls**. It will include any extra columns that RepTime can import for your benefit and also offer a great start structure to create your own excel file.

**This information will help streamline the process. Thank you for your cooperation.
Feel free to contact RepTime if you have any questions at 214-746-3681 or support@reptime.com.**