

RepTime Item Import Specifications

Take the moment to review the information below to see how you could start supplying item data to your rep groups or even utilize it to import into the [RepTime Portal](#).

RepTime is available to discuss any of these processes in detail. If you have any questions or concerns, contact us at support@reptime.com.

File Specifications and Column Descriptions

The information needed for importing item lists should be organized in columns. The most accessible file format that can be used by RepTime must be in a **Microsoft Excel File**.

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 repgroup or manufacturers may manage their own items through the [RepTime Portal](#).

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**.

Click here to download the [Sample Item Import](#). It will include sample columns that RepTime can import for your benefit and offer a great start structure to create your own excel file.

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 to buy to meet minimum per item.*
- Column F:** UPC#: *The product code to identify the item via barcode scanning.*

Sample Item File

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

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 volume pricing (aka Price Structures) and Price Codes to your items.**

The fields below are **optional** to add ...

If you do choose to add a column, do know that **not** every field must be filled for each item. These **can** be left blank for items that do not have information.

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

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

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/UnitQty to \$8/UnitQty. This can be repeated for multiple stages of quantities and prices.

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

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

Price Codes: Applies to a set of prices to an item without the need of quantities. Users have the ability to add up to seven price codes. Labeled from Price Code B to H.

Column N: Price Codes: *The price to give to an item without the need to meet the minimum.*

Column O: Price Codes: *The secondary price to give to an item.*

Sample Item File (Continued)

G	H	J	K	L	M	N	O
Category	NextAvailableDate	PSQty1	PSPPrice1	PSQty2	PSPPrice2	PriceCodeB	PriceCodeC
Kitchen	12/31/2019	8	6	16	4	6	4
Furniture		10	40	20	30	40	30
Gift		10	8	20	6		
Food	06/30/2019	15	4	30	2	4	2
...next item							

Click here to download the [Advanced Sample Item Import](#). It will include any extra columns that RepTime can import for your benefit and offer a great start structure to create your own excel file.

If you have any questions, feel free to contact us at support@reptime.com