# Adding stock to your warehouse (via CSV)

## Etail Systems Tip Sheet

*Objective: To add stock to your warehouse(s).*

The following tells you how to achieve this;-

### Adding stock

To add stock to a warehouse, you'll need to export a Stock & Price CSV File. Please ask for the walkthrough for this is you need it.

Bin1
786432

Once you have your stock & price file, you'll need to Bin ID which COMS assigned to your bin when you created it. You can find this under the text box of your bin in Admin > Warehousing.

You just need to paste this number into the 'BinID' column in the Stock & Price CSV.

| ClientSKU | Descriptic | SKUStatus | SellingPri | SpecialOf | RRP | Wholesale | Wholesale | Wholesale | Wholesale | QuantityIn | BinID |
|-----------|------------|-----------|------------|-----------|-----|-----------|-----------|-----------|-----------|------------|--------|
| ref:32233 | BRIO Don | 0 | 9.85 | | | | | | | 10 | 786432 |

You then just input the amount of stock you wish to put in that Bin in the 'QuantityInStock' column.

| ClientSKU | Descriptic | SKUStatus | SellingPri | SpecialOf | RRP | Wholesale | Wholesale | Wholesale | Wholesale | QuantityInStock | BinID |
|-----------|------------|-----------|------------|-----------|-----|-----------|-----------|-----------|-----------|-----------------|--------|
| ref:32233 | BRIO Don | 0 | 9.85 | | | | | | | 10 | 786432 |

If you wish to add an item to more than one bin (in the same warehouse or a different one), then just duplicate the information, but change the stock quantity & bin ID to what you wish.
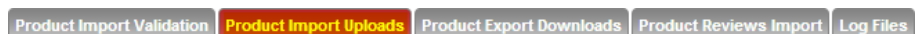
| ClientSKU | Descriptic | SKUStatus | SellingPri | SpecialOf | RRP | Wholesale | Wholesale | Wholesale | Wholesale | QuantityInStock | BinID |
|-----------|------------|-----------|------------|-----------|-----|-----------|-----------|-----------|-----------|-----------------|-----------|
| ref:32233 | BRIO Don | 0 | 9.85 | | | | | | | 10 | 786432 |
| ref:32233 | BRIO Don | 0 | 9.85 | | | | | | | 5 | 291799049 |

You then need to save the file (as CSV (Comma Delimited) ) & upload it to COMS.

### Uploading your Stock & Price CSV File

Orders **Products** Members

**Product Search** Import Export
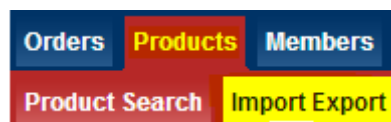
You'll need to go to Products > Import Export > Product Import Uploads.

Product Import Validation | Product Import Uploads | Product Export Downloads | Product Reviews Import | Log Files

You'll need the 'Product Stock CSV update' upload option.

**Product Stock CSV update**

Choose File No file chosen     ☐ Batch process     Update Stock

Updates Quantity in stock and Prices (RRP, selling, offer and wholesale). See 'Product CSV Price Stock update specification' for details.

# Adding stock to your warehouse (via CSV)

**Information**

Stock update file has been imported. See logs for details.

Once that's been uploaded, you'll see a message at the top of the screen telling you to check the log files.

You'll need the Log Files tab for this.

| Product Import Validation | Product Import Uploads | Product Export Downloads | Product Reviews Import | **Log Files** |

Check that the dropdown is for the right type of log file ('Product Stock Import' in this case), & the most recent log file will be at the top. Click 'Open' to download the log file.

Log type: Product Stock Import

| Date | |
|---|---|
| 19/06/2013 11:55:22 | Open |

Search
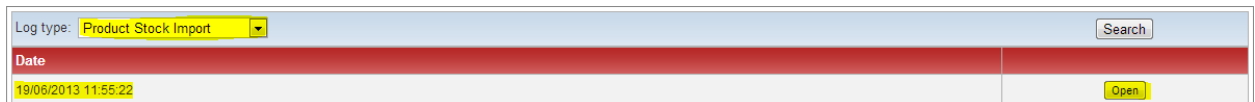
Once you open the file, if everything is successful, it should look like this:

```
Etail Demo – kim – Starting ProductStockCSVImport for: 'product_file_2013_06_19_11_35.csv'
Created new Product Sku Location for SKU ref:32233 in Bin ID:291799042
Stock / Prices updated for SKU '32233' at 19/06/13 11:43:18.854
'1' SKUs in file
'1' SKUs updated
```

The information in this file shows:-

- What CSV this log file is referring to
- If a new location has been created for a Client Ref & what Bin it's now in
- How many SKUs were in the file & how many have been successfully updated

If any have failed to update, this file will tell you.

If you need any help with adding stock to your warehouse, please call 0844 482 0908 or email support@etailsystems.com