ProSYNC File Upload Guide for ProSYNC Users

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Contents

Introduction

This document describes how to upload product data to ProSYNC.

File Upload simplifies the data loading process for suppliers.

After you download and specify product attribute values to the file of your choice, there are two methods to upload data:

- ProSYNC File Upload
- Machine to Machine (M2M) File Upload

File upload supports the following file formats:

- Excel Spreadsheet File
- Zip-compressed Text Files

To use the Excel File Upload function, you must have Microsoft Excel version 2007 or higher installed on your local computer.

To start using File Upload, contact GS1 Canada and ask to have this feature turned on.

Downloading the File Template

Read this chapter to learn about how to download the File Upload template in either Excel format or text format.

Steps:

1. Log into ProSYNC.

    The ProSYNC workspace appears.

2. Select the File Upload tab.
3. Select the Product Attributes sub tab.

    Step-by-step instructions appear to help you download the blank template in either Excel format or in text format.

4. For the Excel format, do the following:
    a. Select the Excel format radio button.
    b. Click Download.

        The file is downloaded.

    c. Save the blank data template in an appropriate data folder and name the file according to your company's file naming conventions.
    d. Open the file from your download folder in Microsoft Excel.
    e. In the blank spreadsheet, select the Product tab.

     f. In column A (Action), you must specify what action you want to take with the product described in the row.

     g. Specify data values for all required attributes on all worksheets in the upload file.

     h. Save the Excel File Upload file.

For a description of the Excel file, see "Excel Spreadsheet File" ([page 6](#)).

5. For the text format, do the following:

     a. Select the text format radio button.

     b. Click Download.

     c. The file is downloaded.

     d. From the downloaded ZIP file, extract all text files to an appropriate data folder, according to your company's conventions.

     e. In each text file, specify what action you want to take and specify data values for all required attributes.

     f. Save each text file after you specify product data.

     g. Save all ten text files to a ZIP file.

For a description of the ZIP text file, see "Zip-compressed Text Files" ([page 10](#)).

You are ready to upload your data file.

ProSYNC File Upload

This upload method uses the ProSYNC user interface. You can upload data in either the Excel format or ZIP text format.

Steps:

1. If you are not already logged in to ProSYNC, do so now.

The ProSYNC workspace appears.

2. Select the File Upload tab.

3. Select the Product Attributes sub tab.

Step-by-step instructions appear to help you with the process.

4. In the Product Attributes sub tab, follow the instruction to browse to the loaded template in either Excel format or in text format.

For help with loading the template with data, see "File Template Download".

5. To ensure that uploaded compliant GTINs are approved and released to your trading partners, select the Approval compliant GTINs check box.

To approve each uploaded product manually, clear the Approval compliant GTINs check box.

6. Click Upload.

The amount of time this action takes depends on the size of the file. The upload process includes validation of the data. This process happens in the background and you do not have to wait for the upload process to complete.

After the upload process is complete, you receive an email notification. If you do not receive a notification for this action, contact your system administrator.

Excel Spreadsheet File

You must have Microsoft Excel version 2007 or higher installed on your local computer.

The upload file contains 13 worksheets. The names of the worksheets and a short description appear below:

- Product – Contains key reference data and product information.

  For a more detailed description of data in this worksheet, see "Product Worksheet" (page 7). For more information about Profiles see "Profile Worksheets" (page 8).
- Selection Code – Contains profile information. Define selection code details here and reuse the profile ID with Product data.
- Import Classification - Define import classification code details here and reuse the profile ID with Product data.
- Legal – Contains profile information. Define the legal details (tax, advertising, discount rules, etc.) here and reuse the profile ID with Product data.
- Product Certification - Define product certification details here and reuse the profile ID with Product data.
- Manufacturer – Contains profile information. Define the manufacturer details here and reuse the profile ID with Product data.
- Shipping – Contains profile information. Define the shipping details here and reuse the profile ID with Product data.
- Drug Product Information – Contains profile information. Define the drug product details here and reuse the profile ID with Product data.
- Product Contents – Indicate packaging hierarchy structure and how GTINs are linked.
- Ingredients List - Specify details around ingredients for each GTIN.
- Peg Measurement – Indicate multiple peg location and size measurements per GTIN.
- Retail Price On Trade Item – Indicate multiple currency values per GTIN. Only CAD (Canada Dollars) and USD (United States Dollars) are supported at this time.
- Lowes Related Product Info – Indicate additional product information required as per Lowe's requirements. Maximum of 25 iterations of this attribute is allowed.

Action Options

In the Product tab of the Excel spreadsheet you must specify what action you plan to take with the GTIN.

Options are:

- Add – Product is new to the system.
- Update – Revise an existing GTIN record. All values – including blank values – for all fields in the File Upload file are updated in the system.
- Partial Update – Revise an existing GTIN record. In the File Upload file, only fields that contain values are updated in the system.
- Delete – Remove GTIN from your product catalogue.

Product Worksheet

This is the main worksheet for product attributes.

There are three column headers:

- Row 1 – Groups columns into sets
- Row 2 – Contains some information about the attribute
- Row 3 – Contains attribute names

To specify values for attributes, start with row four. Use one row per GTIN.

The Product worksheet is grouped into the following sets of columns:

- Action – For each GTIN, you must specify a value in the Action column. For example, you can add one GTIN, update another and delete a third using the same file in a single upload transaction.
- Key – GLN and GTIN identifiers
- Profiles – These values are specific to File Upload
- Core Product Information
- Product Information
- Unmarked Inner
- Marketing Information
- Marketing Information - Product Certifications
- Marketing Information – Product Claims
- Allergen
- Nutrition Information
- Other Information
- Hardlines
- Rx Information

- Medical Surgical
- Lowe's

For product attribute descriptions, see the ECCnet Registry Attribute Guide
<https://www.gs1ca.org/files/ECCnet_Registry_Attributes_Guide.xlsx>.

Values in the Profiles group are specific to File Upload. Use profile ID values from various profile worksheets. For more information, see "Profile Worksheets" (page 8).

To specify attribute values, type or paste the value into the cell under the attribute name. Note that when you specify a code value, you must specify it in the correct format. For example, when you are specifying a unit of measure (UOM) value of "grams", you must specify it the way that it appears on the user interface; "gr" or "GR" (not case sensitive) not "gram" or "grams".

For a description of code list values, see the ECCnet Registry Attribute Guide
<https://www.gs1ca.org/files/ECCnet_Registry_Attributes_Guide.xlsx>.

Using a Valid GLN

In the Product worksheet, you must specify a Global Location Number (GLN) that is valid for the file upload process. If your company uses multiple GLNs, only one of them is valid for this process.

To locate the valid GLN:

1. In the ProSYNC workspace, select the Company tab.
   The company name appears.
2. Click the company name.
   The General Information area appears, showing two sub tabs.

In the Core sub tab, near the bottom of the page, use UCC Global Location Identifier.

Profile Worksheets

The purpose of Profiles is to reduce the amount of work when describing product information. For example, if you have a number of products produced by the same manufacturer, you can specify the manufacturer's profile ID for each GTIN, instead of specifying the manufacturer's name, address, GLN and invoicing information each time.

When you specify a profile ID, the system reads the ID and pulls information from the appropriate profile worksheet. Spreadsheet profile attribute reference values are used only when uploading data from the Excel spreadsheet. These references are not stored in the ProSYNC database.

The Profile worksheets are:

- Selection code – Mandatory in ECCnet for all new products
- Import Classification - Optional
- Legal – Optional
- Product Certification - Optional
- Manufacturer – Optional
- Shipping – Optional
- Drug Product Information – Optional

In each case, if you are specifying a profile ID in the Product worksheet, you must also select Add for that profile ID in the appropriate Profile worksheet.

Customizing the Excel File

You can revise the Excel file to suit your unique business application or to simplify the appearance of the spreadsheet.

What you cannot change:
- Attribute names that appear in row three (light blue colour)
- Worksheet tab names
- Data format for any cell

What you can change:
- Delete columns in any worksheet, as long as the attribute is not mandatory or is not dependent on another attribute value.
- Change the order of columns in any worksheet.
- Delete any worksheet.

Caution: If you delete a worksheet, make sure that it is not needed for linking products in a packaging hierarchy or for a profile that is referenced in the Product tab.

Troubleshooting in Excel

Issue: Cannot paste formulas or comments when copying cell contents from one Excel workbook to another Excel workbook.

Description: If you try to copy from one Excel workbook to another workbook that is open in a separate instance of Excel, the Paste Special function behaves differently than copying from one workbook to another workbook in the same instance of Excel.

The different behaviour of the Paste Special function in this case is a known issue for Microsoft Excel <https://support.microsoft.com/en-us/kb/917637>.

Workaround: Open the two workbooks in the same instance of Excel. With one work-book open, use the Open dialogue box within Excel to open the second workbook.

ZIP-compressed Text Files

The ZIP file contains 13 text files. The data elements in these files are delimiter separated using a vertical bar character (|).

The file names and a short description appear below:

- FileUpload_Product.txt – Contains key reference data and product information.

  For a more detailed description of data in this file, see "Product Text File" (). For more information about Profiles see "Profile Text Files" ().
- FileUpload_ProductLine.txt – Contains profile information. Define selection code details here and reuse the profile ID with Product data.
- FileUpload_ImportClassification.txt – Define import classification code details here and reuse the profile ID with Product data.
- FileUpload_Legal.txt – Contains profile information. Define the legal details (tax, advertising, discount rules, etc.) here and reuse the profile ID with Product data.
- FileUpload_ProductCertification.txt – Define product certification details here and reuse the profile ID with Product data.
- FileUpload_Manufacturer.txt – Contains profile information. Define the manufacturer details here and reuse the profile ID with Product data.
- FileUpload_Shipping.txt – Contains profile information. Define the shipping details here and reuse the profile ID with Product data.
- FileUpload_DrugProductInformation.txt – Contains profile information. Define the drug product details here and reuse the profile ID with Product data.
- FileUpload_ProductContents.txt – Indicate packaging hierarchy structure and how GTINs are linked.
- FileUpload_IngredientsList.txt – Specify details around ingredients for each GTIN.
- FileUpload_PegMeasurement.txt – Indicate multiple peg location and size measurements per GTIN.
- FileUpload_RetailPriceOnTradeItem.txt – Indicate multiple currency values per GTIN. Only CAD (Canada Dollars) and USD (United States Dollars) are supported at this time.
- FileUpload_LowesRelatedProductInfo.txt – Indicate additional product information required as per Lowe's requirements. Maximum of 25 iterations of this attribute is allowed.

Action Options

In the Product text file you must specify what action you plan to take with the GTIN.

Options are:

- Add – Product is new to the system.
- Update – Revise an existing GTIN record. All values – including blank values – for all fields in the File Upload file are updated in the system.

- Partial Update – Revise an existing GTIN record. In the File Upload file, only fields that contain values are updated in the system.
- Delete – Remove GTIN from your product catalogue.

Product Text File

This is the main text file for product attributes.

For product attribute descriptions, see the *ECCnet Registry Attribute Guide* on the ECCnet Registry Technical Documents page.

Values in the Profiles group of text files are specific to File Upload. Use profile ID values from various profile text files. For more information, see "Profile Text Files".

Profile Text Files

The purpose of Profiles is to reduce the amount of work when describing product information. For example, if you have a number of products produced by the same manufacturer, you can specify the manufacturer's profile ID for each GTIN, instead of specifying the manufacturer's name, address, GLN and invoicing information each time.

When you specify a profile ID, the system reads the ID and pulls information from the appropriate profile text file. Text file profile attribute reference values are used only when uploading data from zip-compressed text files. These references are not stored in the ProSYNC database.

The Profile text files are:
- FileUpload_ProductLine.txt – Mandatory in ECCnet for all new products.
- FileUpload_ImportClassification.txt – Optional
- FileUpload_Legal.txt – Optional
- FileUpload_ProductCertification – Optional
- FileUpload_Manufacturer.txt – Optional
- FileUpload_Shipping.txt – Optional
- FileUpload_DrugProductInformation.txt – Optional

In each case, if you are specifying a profile ID in the Product text file, you must also specify *Add* for that profile ID in the appropriate Profile text file.

Common to Both Excel File and ZIP Text File

When you want to perform an action on a GTIN, you must specify the action as one of the mandatory field values. You can specify one of the following:

- Add
- Update
- Partial Update
- Delete

To add or update a GTIN, this list shows the minimum set of mandatory attributes required to identify and process a product:

- GLN
- GTIN
- GTIN Type
- Channels of Distribution
- English Short Description
- ECCnet Classification
- Total Units (if hierarchy is loaded)

For example, to update product attributes, in Action, specify Update. You must identify the product using the minimum set of attributes above and then specify all other appropriate attribute values.

To partially update a GTIN, you must state the Action, and the following attributes are mandatory:

- GLN
- GTIN
- GTIN Type

To delete a GTIN, you must state the Action, and the mandatory attribute values are: GLN and GTIN.

View Results of a File Upload

To view results of the upload, including any validation errors, in ProSYNC do the following:

1. Select the Reports tab.
2. Click your company name.
   The Audit Trail page appears.
3. In From Date and To Date, specify the start and end of a range of dates.
4. In Report Type, specify "File Upload Report".
5. To reduce the size of the report, in Status, select a status value.
   The report will show only those events with the selected status value.
6. Click Go.

The report appears in the lower part of the page, similar to the example in the picture below.

Time	Description	User	Status/Severity
05/14/2014 11:06 AM	⊞ Batch Processor - Response Manager	BatchProcess	SUCCESS
05/13/2014 10:06 AM	⊞ Audit GDSN Export - 1172	BatchProcess	SUCCESS
05/08/2014 1:51 PM	⊞ Batch Processor - Response Manager	BatchProcess	SUCCESS
05/02/2014 2:50 PM	⊞ File Upload Report - 1172	Kate	SUCCESS
05/02/2014 2:42 PM	⊞ Marketing and Nutrition Export - 1172	BatchProcess	SUCCESS
05/02/2014 2:41 PM	⊞ File Upload Report - 1172	Kate	SUCCESS
05/02/2014 2:40 PM	⊞ File Upload Report - 1172	Kate	FAILED
05/02/2014 2:17 PM	⊞ Marketing and Nutrition Export - 1172	BatchProcess	SUCCESS
05/02/2014 1:59 PM	⊞ File Upload Report - 1172	Kate	SUCCESS
05/02/2014 10:28 AM	⊞ File Upload Report - 1172	Kate	SUCCESS
05/02/2014 10:22 AM	⊞ File Upload Report - 1172	Kate	SUCCESS
05/02/2014 10:22 AM	⊞ File Upload Report - 1172	Kate	FAILED
05/02/2014 10:22 AM	⊞ File Upload Report - 1172	Kate	SUCCESS

The File Upload Report shows a status for each time you perform a File Upload. Status values are:

- Success – Upload is complete with no errors.
- Active – Upload is in progress. For a current assessment of upload status, press F5 to refresh the page.
- Failed – Upload process has failed due to issues with file format.
- Errors – Upload is complete. Some data might be saved with errors and some data might not be saved because mandatory attribute values are missing. To view details of these errors, expand the upload report Description.

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