How to use import inventory:

To import inventory you first have to create and excel file specifying the "item_no, item_name, cost, price, tax_rate1, tax_rate2, tax_rate3, department_id". Example Below "NO COMMAS within item_name row" "the heading has to be lower case letter"

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Clip	board 🕞	Font 🕞 Align	ment 🕠	Number	G.	Styles		Cells	Editing
	A1	▼ (<i>f</i> ∗ item_no							
	А	В	С	D	E	F	G	Н	
1	item_no	item_name	cost	price	item_stock	tax_rate1	tax_ra	te2 tax_rate3	3 department_id
2	090600801961	@MONTCLAIR WHT 100 BX \$3.	5.88	10.00	0				1
3	028000206604	100 GRAND BAR 24CT KING	1.58	24.00	0				1
4	028000206611	100 GRAND BAR 24CT KING	1.93	24.00	0				1
5	028000206307	100 GRAND BAR 36CT	1.11	36.00	0				1
6	028000206376	100 GRAND BAR 36CT	0.92	36.00	0				1
7	040000473633	3 MUSKATEERS COCONUT 24CT	1.11	24.00	0				1
8	040000573630	3 MUSKATEERS COCONUT 24CT	1.08	24.00	0				1
9	04000000037	3 MUSKETEERS 36CT	1.11	36.00	0				1
10	040000011033	3 MUSKETEERS 36CT	1.08	36.00	0				1
11	040000246039	3 MUSKETEERS KING SIZE 24CT	1.93	24.00	0				1
12	04000006039	3 MUSKETEERS KING SIZE 24CT	1.58	24.00	0				1
13	04000007005	3 MUSKETEERS TRUFFLE CRISP	2 1.02	24.00	0				1
14	040000387503	3 MUSKETEERS TRUFFLE CRISP	2 1.08	24.00	0				1
15	7623500289978	3X3 BUNDLED TUBOS CHURCHI	l 2.68	9.00	0				1
16	7623500289985	3X3 BUNDLED TUBOS CORONA	2.51	9.00	0				1
17	7623500289961	3X3 BUNDLED TUBOS ROBUSTO	2.51	9.00	0				1
18	10077170634226	4 ACES FLR/DIS.4PLD1 LRG 24C	T 14.29	24.00	0				1
19	10077170634233	4 ACES FLR/DIS.4PMD1 MED.36	5.88	36.00	0				1
20	077170633628	4 ACES MELLOW LG BAG PIPE T	(14.29	0.00	0				1
21	077170633727	4 ACES MELLOW MED.BAG PIPE	5.88	0.00	0				1
22	077170633611	4 ACES MINT LG BAG PIPE TOB.	14.29	0.00	0				1
23	077170633710	4 ACES MINT MED.BAG PIPE TO	5.88	0.00	0				1
24	077170633703	4 ACES REG MED.BAG PIPE TOB	5.88	0.00	0				1
25	077170633604	4 ACES REG.LG BAG PIPE TOB.	14.29	0.00	0				1
26	10077170101971	4 ACES TURKISH B1G1 72CT PIP	E 1.00	72.00	0				1
27	077170101288	4 ACES TURKISH PIPE 1/12PK	1.00	12.00	0				1
28	077170101295	4 ACES TURKISH PIPE 18/15 PK	0.83	18.00	0				1
20	077170101677	A ACES THEREY DIDE 907 TIM	0 75	0.00	0				1

2. After you finished your excel sheet you will SAVE AS TYPE, Comma Delimited file.

 Pictures Music Searches Public Recently Changed 	I			
Folders	^			
File name:	Bronx liquor store			
Save as type: CSV (Comma delimi		ted)		
Authors:	Intlpos	Tags: Add a tag	Title: Add a title	
🔿 Hide Folders			Tools	✓ Save Cancel

3. After you save the excel file **Right Click and Open with "Notepad"**

File Edit Format View Help
<pre>item_no,item_name.cost,price,item_stock,tax_rate1,tax_rate2,tax_rate3,department_id,, 090600801961,@MONTCLAIR wHT 100 BX \$3.00 OFF,5.88,10.00,0,.,,1,, 028000206604,100 GRAND BAR 24CT KING,1.58,24.00,0,.,,1,, 028000206307,100 GRAND BAR 24CT KING,1.93,24.00,0,.,,1,, 028000206376,100 GRAND BAR 36CT,0.1,36.00,0,.,,1,, 040000473633,3 MUSKATEERS COCONUT 24CT,1.11,24.00,0,.,,1,, 0400000037,3 MUSKATEERS COCONUT 24CT,1.08,24.00,0,.,,1,, 0400000037,3 MUSKATEERS 36CT,1.11,36.00,0,.,,1,, 04000006039,3 MUSKETEERS 36CT,1.11,36.00,0,.,,1,, 04000006039,3 MUSKETEERS KING SIZE 24CT,1.08,24.00,0,.,,1,, 04000006039,3 MUSKETEERS KING SIZE 24CT,1.08,24.00,0,.,,1,, 04000006039,3 MUSKETEERS TRUFFLE CRISP 24CT,1.02,24.00,0,.,,1,, 04000006039,3 MUSKETEERS TRUFFLE CRISP 24CT,1.08,24.00,0,.,,1,, 7623500289985,3X3 BUNDLED TUBOS CORONA 5 1/2X43,2.51,9.00,0,.,,1,, 7623500289985,3X3 BUNDLED TUBOS CORONA 5 1/2X43,2.51,9.00,0,.,,1,, 10077170634223,4 ACES FLR/DIS.4PHDI LRG 24CT,14.29,24.00,0,.,,1,, 077170634223,4 ACES FLR/DIS.4PHDI LRG 36CT,5.88,36.00,0,.,,1,, 077170633727,4 ACES MELLOW MED.BAG PIPE TOBE.,14.29,0.00,0,.,,1,, 077170633710,4 ACES MINT LG BAG PIPE TOBE.,14.29,0.00,0,.,,1,, 077170633710,4 ACES MINT LG BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633710,4 ACES REG MED.BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633710,4 ACES REG MINT MED.BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633710,4 ACES REG MED.BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633710,4 ACES REG MED.BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633701,4 ACES REG MED.BAG PIPE TOB.,5.88,0.00,0,.,,1,, 077170633604,4 ACES REG LG BAG PIPE TOB.,5.88,0.00,0,.,,1,, 0771700633604,4 ACES REG LG BAG PIPE TOB.,14.29,0.00,0,.,,1,, 077170101288,4 ACES TURKISH BIGI 72CT PIPE,1.00,72.00,0,.,,1,, 077170101288,4 ACES TURKISH PIPE 1/12PK,1.00,12.00,0,.,,1,,</pre>

4. We will take this file and upload this into sircle.mobi website

Import Inventory

Import Department

Choose File	No file chosen
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Download sample excel sheet Please Note: None of the fields should contain commas

Item	ltem	Cost	Price	Item	Tax	Tax	Tax	*	
	No	Name			Stock	1	2	3	
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View	Inventory		Cancel						
3 1-8	866-468-57	767 or 201-9	928-0222		Interr	national P	oint of Sa	le	

5. After you click **View inventory** it should look something like this. Click **Save and Upload** after your done

Choose File No file chosen

Download sample excel sheet Please Note: None of the fields should contain commas

	Mart Na	Ham Name	Cart	Deine	
	item No	nem Name	Cost	Price	
1	090600801961	@MONTCLAIR WHT 100	5.88	10	
2	028000206604	100 GRAND BAR 24CT K	1.58	24	
3	028000206611	100 GRAND BAR 24CT K	1.93	24	
4	028000206307	100 GRAND BAR 36CT	1.11	36	
5	028000206376	100 GRAND BAR 36CT	0.92	36	
6	040000473633	3 MUSKATEERS COCON	1.11	24	
7	040000573630	3 MUSKATEERS COCON	1.08	24	
8	04000000037	3 MUSKETEERS 36CT	1.11	36	
9	040000011033	3 MUSKETEERS 36CT	1.08	36	
10	040000246039	3 MUSKETEERS KING S	1.93	24	
11	04000006039	3 MUSKETEERS KING S	1.58	24	
12	04000007005	3 MUSKETEERS TRUFFL	1.02	24	
•				•	

Save and Upload

Cancel

1-866-468-5767 or 201-928-0222

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