

International Point of Sale: Sircle POS

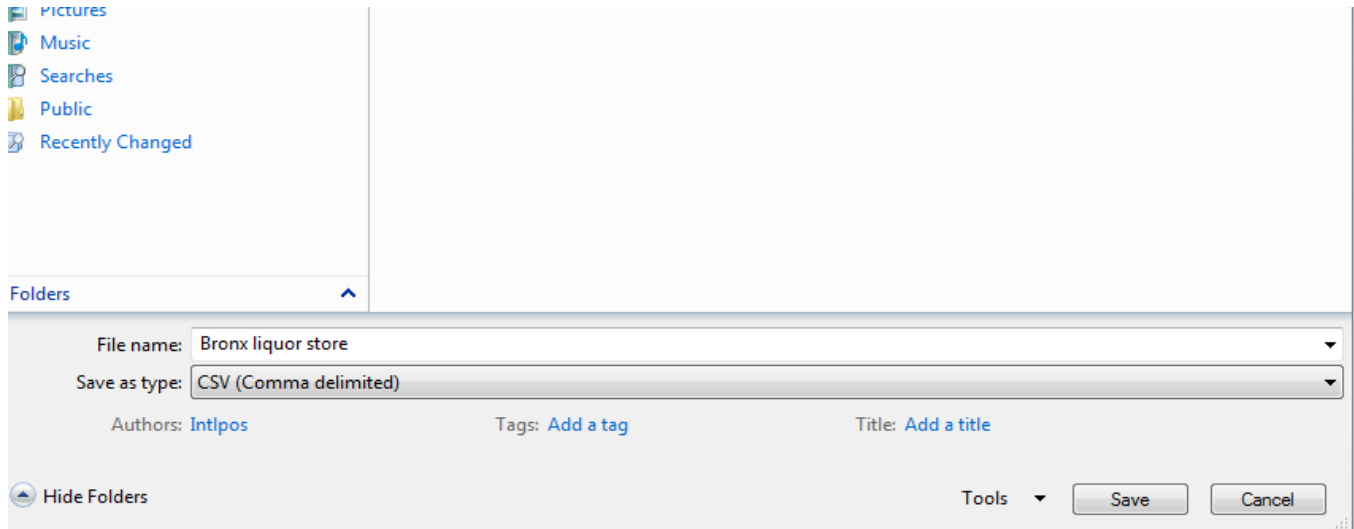
How to use import inventory:

1. 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**”

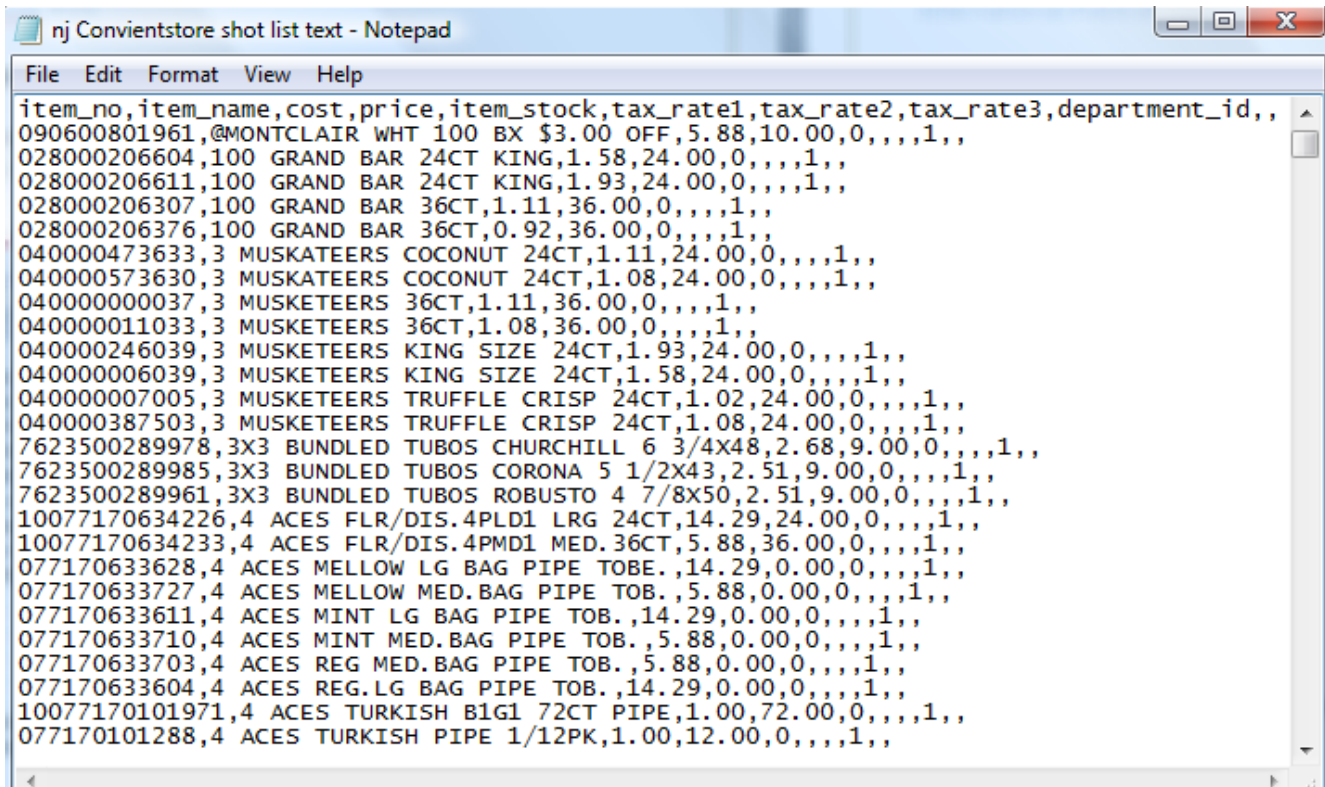
	A	B	C	D	E	F	G	H	I	J
1	item_no	item_name	cost	price	item_stock	tax_rate1	tax_rate2	tax_rate3	department_id	
2	090600801961	@MONTCLAIR WHT 100 BX \$3.0	5.88	10.00	0				1	
3	028000206604	100 GRAND BAR 24CT KING	1.58	24.00	0				1	
4	028000206611	100 GRAND BAR 24CT KING	1.93	24.00	0				1	
5	028000206307	100 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	040000000037	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	040000006039	3 MUSKETEERS KING SIZE 24CT	1.58	24.00	0				1	
13	040000007005	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 CHURCHIL	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 24CT	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 TO	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 PIPE	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	
29	077170101677	4 ACES TURKISH PIPE 9/7 TIM	0.75	0.00	0				1	

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



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



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

Import Inventory

Import Department

Choose File No file chosen

[Download sample excel sheet](#)

Please Note: None of the fields should contain commas

Item No	Item Name	Cost	Price	Item Stock	Tax 1	Tax 2	Tax 3
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View Inventory

Cancel

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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

	Item No	Item 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	040000000037	3 MUSKETEERS 36CT	1.11	36
9	040000011033	3 MUSKETEERS 36CT	1.08	36
10	040000246039	3 MUSKETEERS KING S	1.93	24
11	040000006039	3 MUSKETEERS KING S	1.58	24
12	040000007005	3 MUSKETEERS TRUFFL	1.02	24

Save and Upload

Cancel