

How to manually create products

Product export file

This guide shows you how to manually create products in effectmanager with master data using an export file.



If you want to create or edit more products, chains, or prices, you can do this by using the export/import of an Excel-file.

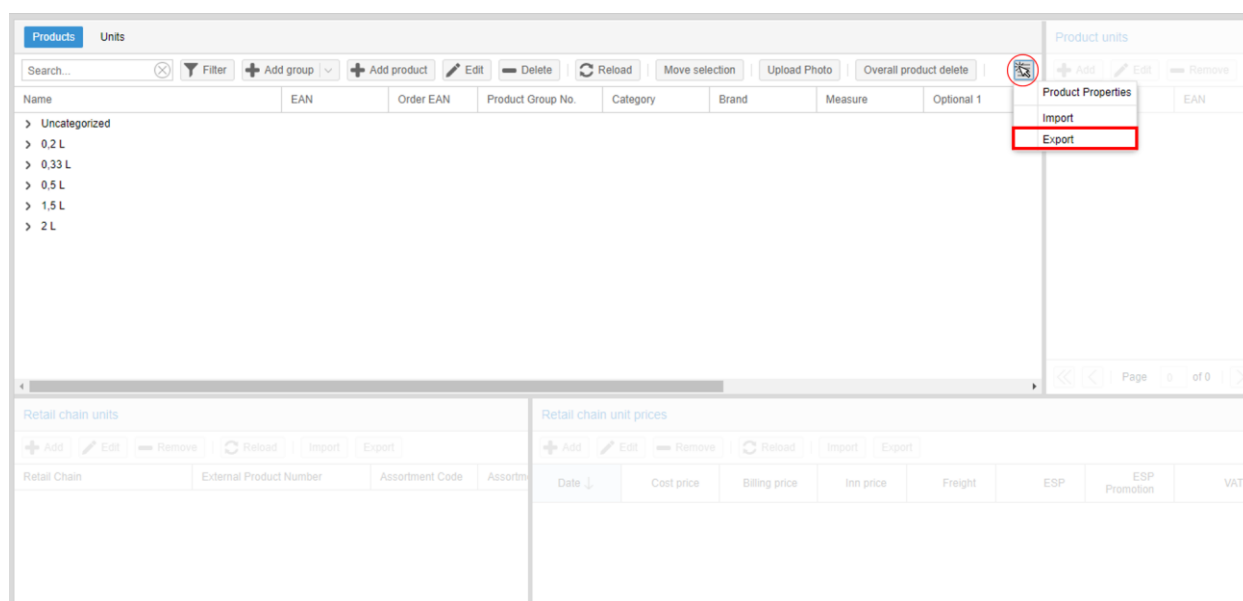
In effectmanager, there is a file format for each of the elements:

- Product Master data (Step 1-6)
- Retail Chain Unit - See our guide [here](#)
- Retail Chain Unit Prices - See our guide [here](#)

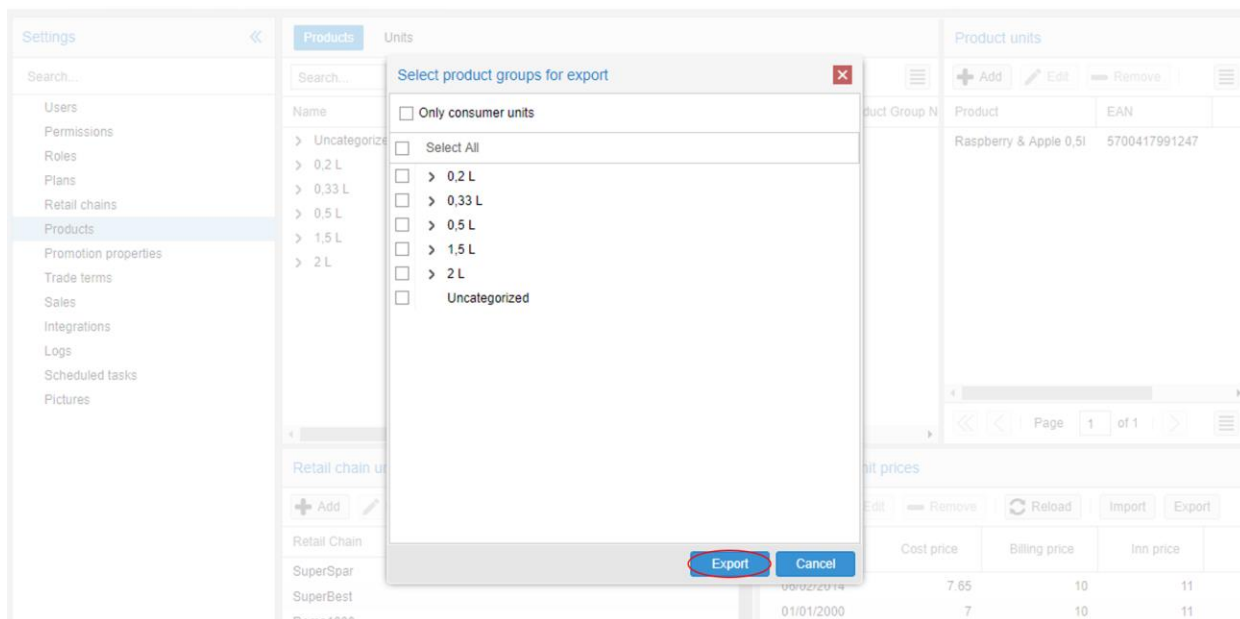
Add Product Master Data

To create a new product using the export/import file navigate to products.

1. In the top menu press *Settings* and then select *Products* on the side menu. Press the button and select *Export*.



2. In the pop-up window, mark the selected categories you wish to make corrections to and press *Export*. All categories and products are exported if nothing is selected.



3. When editing or creating a new product, the following fields must be filled out, in the exported file. Download our [Master data - Column Description](#) for further explanation of the columns.

A – ProductId: NEVER make corrections to this field.

C – ProductGroupId: Can be copied if you want to create a new product or move a product to a category.

ProductId	UnitId	ProductGroupId	EAN
a87991b7-c23d-4c56-a163-c39a2004824c7e08f6f-a922-4700-84b8-3eaa8d41d9a4de3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540083481	8de85c3c-1d8-40db-a92d-897b634475236fb204d-1b1e4aba-8990-5abc1905002de3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540083489	0af1bd73-aeef-4a1b-841f-edfcf91dc6d6c533afd1-7697-4fb0-928f-ddc962f5de83de3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540053005	9c09a4c0-6c90-4ba4-a834-b442082087279527ce3-6838-4da3-9fef0-75d578a5afecde3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540083488
95e553b3-0d0c-482f-b2c0-fdd7891d402e7753a69-b9e3-40a1-8f5c-6bdeaf46e65f07d0b303-52c0-482d-8eda-e80427f82c24dc8c17a-c9fc-4cb3-b543-786a887a50f1aa4143bd-a32e-4241-80eb-1433c6cab971bd272e-5a7a-4aae-a60e-4eb656044c7de3cd260-b1d1-440f-b2a1-a4b400b3fb1!40154007016f	603879c4-05e5-45c4-8adc-d5a1da3ff9789fb60e7c-3485-4b77-93ae-42a4e266281de3cd260-b1d1-440f-b2a1-a4b400b3fb1!40154005043f	488bdaca-92bd-4391-86c7-bbfece00d0d!bc7af99e-8d26-4a56-b62a-60b2c3a5f9acde3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540001897	99cfa603-3850-42fc-9203-dfcb18aa4a4b98c8b6f-7098-4e4b-8e0f-d0a548c2e60cde3cd260-b1d1-440f-b2a1-a4b400b3fb1!800109031177
253b34dd-1ac4-40a3-9403-6d02daacc9991ce9b54-3931-48e2-9fa9-99475305da3de3cd260-b1d1-440f-b2a1-a4b400b3fb1!40154008342f	4bb5a8ce-16eb-42cc-82f3-ce8669934236b611c085-2d6d-4c8d-b2e2-bffb0fbd931cde3cd260-b1d1-440f-b2a1-a4b400b3fb1!800109018422	11ce068c-8f1a-4cba-8383-5c3ad29bb5f307de9b3e-dd5a-430b-8f1d-d125452fe62de3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540096357	c657ff14-dc70-4952-a1b5-f1166a2c1d531dc2b1e-6759-4fad-93a3-4a1c9e9f1212de3cd260-b1d1-440f-b2a1-a4b400b3fb1!401540069637

B – UnitId: NEVER make corrections to this field.

D – EAN: Consumer Unit EAN. *Mandatory*

E – Measure: Define the unit measure. *Mandatory*

G – Active: Define status, by marking field. Active = SAND, Inactive = FALSK

I – UnitName: Define product description name. *Mandatory*

E	F	G	H	I
Measure	Amount	Active	UnitType	UnitName
0	19	SAND	0	Unit description name
0	92	SAND	0	Unit description name
0	84	SAND	0	Unit description name
0	27	SAND	0	Unit description name
0	28	SAND	0	Unit description name
0	84	SAND	0	Unit description name
0	68	SAND	0	Unit description name
0	50	SAND	0	Unit description name

F – Amount: Define the unit amount. *Mandatory*

H – UnitType: Define the unit type. *Mandatory*

J – InternalNumber: Define your internal unit number. *Mandatory*

L – Name: Product description name. *Mandatory*

J	K	L	M
InternalNumber	ColliSize	Name	OrderEAN
4015400535737	1	Product description name	
4015400834991	1	Product description name	
4015400530572	1	Product description name	
4015400547198	1	Product description name	
4015400618805	1	Product description name	
8001090311702	1	Product description name	
4015400701606	1	Product description name	
4015400504382	1	Product description name	
4015400018971	1	Product description name	

K – ColliSize: Numbers of units on the order unit.

M – OrderEAN: Order unit EAN.

N – Category: Your own categories/segments.

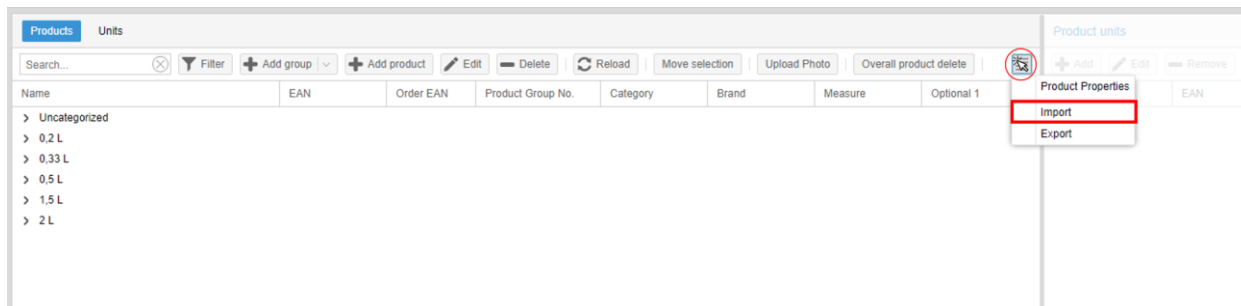
P, Q, R, S – Optional: Can be used for further categorization of POS data.

N	O	P	Q	R	S
Category	Brand	Optional1	Optional2	Optional3	Optional4
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size

O – Brand: Your brands.

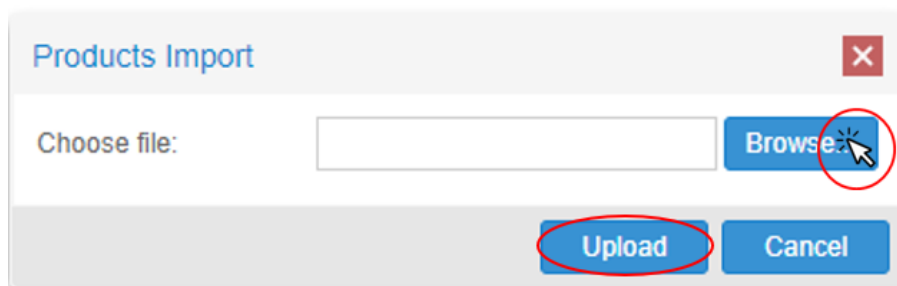
4. When you have made the changes to your file, save it and, import it to effectmanager.

In the top menu press *Settings* and then select *Products* in the side menu. Press the button and select *Import*.




5. In the pop-up window, find your file by pressing *Browse* and then press *Upload*.

A new pop-up informs you that the import has started.



6. When the import has completed, you will receive an email notification.

Product import successful

 noreply@effectmanager.dk
Til Stephanie Risager

 Products.xlsx
4 KB

Product import triggered for file: Products.xlsx succeeded

Import status: (3 out of 3 entries were imported).

Attached you can find the imported file.

Best regards,
Effectmanager Team