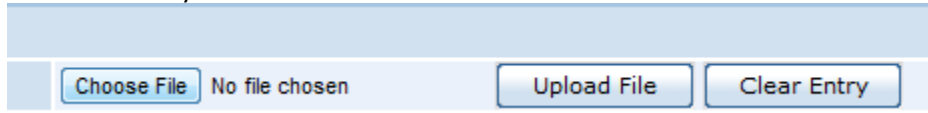


**Figure 2: Upload file menu**

You will now be at the **Uploads Tab**

6. Move your mouse to the middle of the screen and click on **Choose File**



7. Navigate to where you have saved the inventory template during the PREPARATION phase
8. Click on the (insert file name)
9. Then on **Open**
10. This will take you back to the **Uploads Tab**
11. Click on **Upload File**
  - a. If you make an error in choosing the file, click on **Clear Entry**
  - b. Repeat steps 7 – 12
12. You should receive the following confirmation:

### Upload Files

Your file has been submitted for processing.



**Figure 3: Confirmation Message**

13. Click on the “X” next to **Uploads**

### Verifying the Upload:

1. Click on **Inventory** at the top left-hand menu
2. Select **Search**
3. Under **Standard Searches**
4. Click **Inventory: All Data**
5. In the **Enter Search Criteria** tab move your mouse to the lower right hand of the screen
6. Click on **Execute**
7. The search will query the system (Please be patient)
8. You will see the **Search Results** tab appear on the screen
9. Click on **Best Buy Canada**
10. This will return a list of all sku’s you have uploaded
11. **Please** check that the **Last Updated** column is displaying **Current** date
  - a. If not then:
    - i. Your upload did not work (Please try to upload again)

- ii. Please sort the last updated to view the most recent dates. This is done by clicking on the **last updated** heading (in dark blue) until the small



arrow next to it is pointing downwards, as in figure X below.

**Figure 4: Last updated sorting**

- 12. If the **Last Updated** column is showing today then CONGRATULATIONS! You are done for now.