INITIAL INVENTORY UPLOAD TUTORIAL

Purpose: This document is intended for vendors using the inventory template and Commerce Hub browser. If you are using EDI software, or FTP please use the documentation provided by the respective companies for that.

Requirements:

- Inventory Template
- Commerce Hub Production login information (login & password)
- Access to the internet

Preparation:

1. Click on the InventoryTemplate_BestBuyCA_vendorname to open it in excel

FILE TYPE	VENDOR SKU	AVAILABLE	QTY	NEXTAVALABLE OTT	NEXT AVAILABLE DATE	MANUFACTURER	MANUFACTURER SKU	DESCRIPTION	UNIT COST	UNIT COST 2	UNIT COS
	vour sku #	"Yes","No", or "Guaranteed"	Quantity On Hand	Quantity Arriving Next	Format: MM/DD/\\\\\	Product Manufacturer	Manufacturer's SKU	Enter Product Description	Enter Cost to Merchant in Dollars	Enter Unit Price in Dollars	n/a
N	650	Yes						DESCRIPTION	30.00		
										-	
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	5-26 Inventory To					1	1	4			



- 2. Update Column D (Quantity On Hand)
 - a. If the sku is Out of Stock please update **Column E** with next available quantity, <u>and</u> **Column F** with the next available date the stock will be updated.
 - b. If the sku is discontinued please update **Column C** with "NO", <u>and **Column N** with "YES".</u>
- 3. Once completed **Save** the file in a suitable location for the next phase: Uploading Inventory

Uploading Inventory:

- 1. Go to <u>www.commercehub.com</u>
- 2. Click on Login located at the top right hand of the screen
- 3. Enter your login credentials
- 4. Once logged in click on Files
- 5. Then on **Upload Files**

Drop-Sn	IIp Ivlaster			
Orders	Exceptions	Files	Inventory	
Expand	Search In	Downloads		er N
		Upload Files		
		File History		
Hom	ie	File Error Summary		

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

Choose File No file chosen	Upload File Clear Entry

- 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.

Upload Inventory File ⑦ Inventory File:

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.