Import Inventory

You can import your inventory using an Excel (.xls or .xlsx) file. There is a download template to help you structure your file, with or without headers. The import wizard walks you through the process of mapping the data, identifying the sub location to import the inventory into, and importing.

To import inventory

1. On the *Inventory* tab, click **Import Inventory**. The *Import Inventory* page opens.
2. If necessary, click **Download template file for inventory import**. The template is downloaded according to your browser settings.
3. Populate the template file with your inventory data.
4. Click **Choose File**. Your browser's file explorer window opens.
5. Locate and click the file, then click **Open**. The window closes and the file name appears on the page.
6. If the file contains column headers, select the corresponding checkbox.
7. On the lower right, click **Upload**. The inventory mapping page opens.
8. For each row, click the appropriate option in the **EMSupply Field Name** list to map it to the **File Column Name**.
9. Click **Next**.
10. Click the **Region**, **Location**, and **SubLocation** to which you want to import the inventory.
11. Click **Next**. A confirmation message with the total number of rows that will be imported appears.
12. Click **Import**. The *Import Status* window opens.
    Note: A message identifies the import status. If an error occurs, you can download the error file to make corrections and try the import again.
13. Click **Close**. The *Import Inventory* page opens.