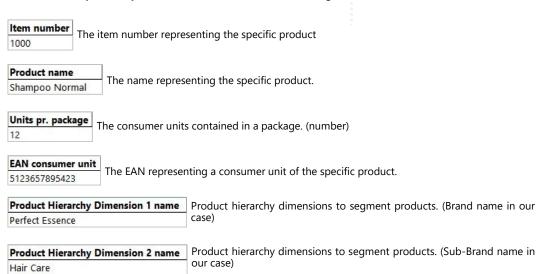# Import templates

The Import templates for BMS are an Excel pack that help you upload and import fast and easy your master data in the database.

The templates have been created with simple yet important fields that need to be enter in BMS in order to create a useful database. For more detailed data import in the database you can make an export of the file you want; then use the exported file as a template for mapping more detailed data import.

All the template files, in order BMS to match the data, need to have the correct *Product Name* and *Product Item number*.

Introduction

This Quick guide will show you how to define the Import templates for BMS. In the end you will be able to upload detailed data in your database fast and easy.

Product list template

The file **BMS Import Template - Product list** contains the following column fields.

Item number
1000

The item number representing the specific product

Product name
Shampoo Normal

The name representing the specific product.

Units pr. package
12

The consumer units contained in a package. (number)

EAN consumer unit
5123657895423

The EAN representing a consumer unit of the specific product.

Product Hierarchy Dimension 1 name
Perfect Essence

Product hierarchy dimensions to segment products. (Brand name in our case)

Product Hierarchy Dimension 2 name
Hair Care

Product hierarchy dimensions to segment products. (Sub-Brand name in our case)

For more column fields, go to "Product list" in the application and select "Export". Use the exported file to create your own template.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

Product cost price list template

The file **BMS Import Template - Product Cost price list** contains the following column fields.

Item number	Product name	Cost	From Date
1000	Shampoo Normal	2,45	20150101

The **Item number** is the same for all files. **Product name** is not a mandatory field as long as the **Item number** is correct.

Cost - is the monetary cost of the specific product. (number)

From Date - is the starting date of the price of this specific product. (date number YYYYMMDD)

For more column fields, go to "Price lists" in the application and select the "Cost prices" and then click "Export". Use the exported file to create your own template.

Product Standard price list template

The file **BMS Import Template - Product Standard price list** contains the following column fields.

Item number	Product name	Gross Price	Retail price	From Date
1000	Shampoo Normal	30	24,95	20170101

The **Item number** and the **From Date** are the same for all files. **Product name** is not a mandatory field as long as the **Item number** is correct.

Gross Price - is the monetary gross price of the specific product. (number)

Retail price - is the monetary retail price of the specific product. (number)

ⓘ *For more column fields, go to "Price lists" in the application and select the "Standard prices" and then click "Export". Use the exported file to create your own template.*

Product Tax list template

If you have not included in your cost prices the tax, here you can add it to the database with this file. The file **BMS Import Template - Product Standard price list** contains the following column fields.

Item number	Product name	Tax 1	From Date
1000	Shampoo Normal	2,5	20150101

The **Item number** and the **From Date** are the same for all files. **Product name** is not a mandatory field as long as the **Item number** is correct.

Tax - is the monetary total cost of taxes on the specific product. (number)

ⓘ *For more column fields, go to "Price lists" in the application and select the "Taxes" and then click "Export". Use the exported file to create your own template.*

Trade terms (conditions) list template

The file **BMS Import Template - Trade terms & conditions list** contains the following column fields.

Account	Product Hierarchy Dimension 1 name	Product Hierarchy Dimension 2 name	Value
Joint Marketing %	Perfect Essence		1,5
Contract Discount %			5
Joint Marketing %		Hair Care	1
Other Discount %			5
Other Discount %			7,5
Joint Marketing %			5,5
Joint Marketing %			6,5
Joint Marketing %			7,5

The **Product Hierarchy Dimension names** are the same for all files.

Account - is the name defining the condition. It needs to fit the name with the P&L setup in System Options.

Value - the percentage value of the condition. (number)

The product hierarchy dimension columns serve the purpose of allocating special conditions that follow specific brands and products.

ⓘ *For more column fields, go to "Customers" in the application and select to open one, then click "Trade terms" on the tree menu and click "Export". Use the exported file to create your own template.*

Effectmakers