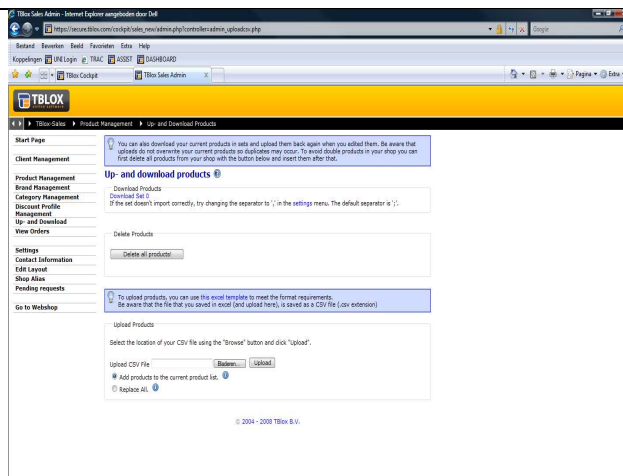
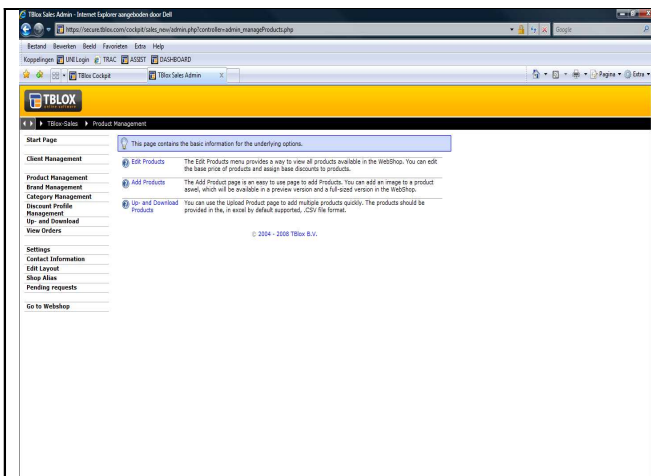




TBlox-Sales: Product Management



Explanation of the columns in the template Part 1

PRODUCT MANAGEMENT

In the menu “Product Management” in TBlox-Sales you can choose for:

A (2): Edit Products

To edit existing products in the system

B (3): Add Products

To add products separately into the system

C (1): Up- and Download Products

To import product lists from Excel

1: Up- and Download Products

You can easily import your product lists via an Excel-template into your website.

The template that does this can be downloaded by pressing on the blue text “this excel template” in the menu “Up- and Download Products”.

This excel-sheet can then be saved on your computer.

(CAUTION: Although certain columns are not used in the template, all heads of the columns needs to remain unaltered in the template (thus all cells on the 1st row of the template. Do not edit/delete/change order of the columns).

(The columns with a “*” are obligatory fields, all other fields are optional)

* *Productnr*: Product number

* *Name*: Product name

Long name: Long product name

Description: Product description

* *Price*: Price

Isounit: UOM codes (Units of Measure) for package units, for instance: EA (for each)

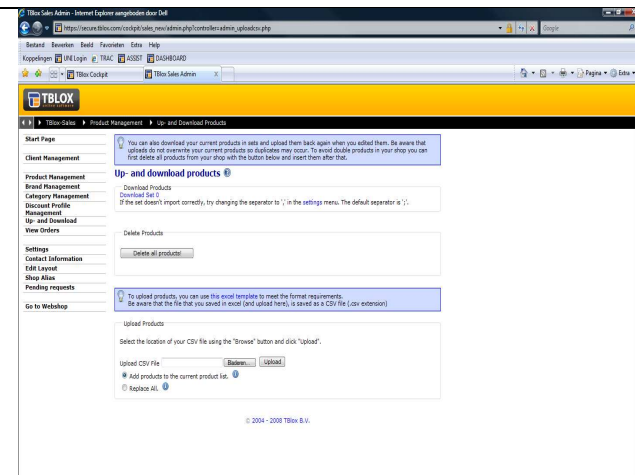
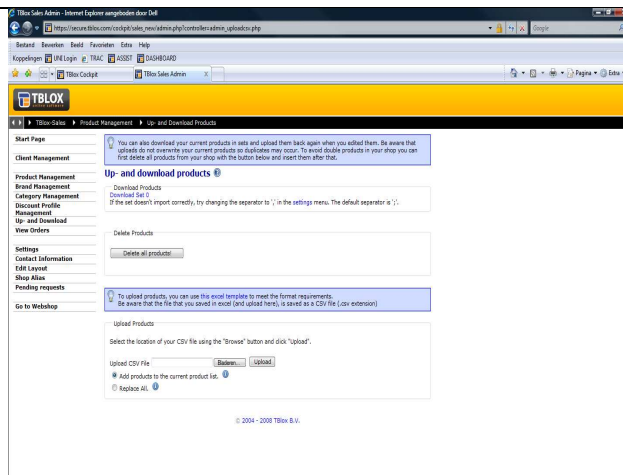
Textunit: field for package units where you can also fill in text also (for instance 10 pieces)

Packageunit: package unit (numbers only) (for instance: 10)

Category: Product category name (can also be created through the menu “Category Management”)

Explanation of the columns in the template Part 2

Brand: brand name (can also be created through the menu "Brand Management")
UNSPSC: international coding system for trade goods/services (UNSPSC codes can be submitted here)
Weblink: here a weblink can be added to, for instance a website with more information about the product
MSDSlink: reference to website information with regard to dangerous substances, if applicable for the product
Barcode nr: Barcode number of the product
Additional 1 tot 6: Extra optional fields
Stock: Number on stock
Canbeordered: Setting if product can be ordered or not: Codes 0 and 1 are used for this
100000.12: Control-number (nothing to fill in here)



1: Up- and Download Products

For uploading a file, you can find it via "browse", and then upload it.

When uploading a file, it is possible to select 2 different option:

1. Add to current product list
2. Replace everything

Option 1 is used when only products (from a separate list) must be added. When selecting option 2, the whole product file will be replaced by the new file.

(CAUTION: Characters such as È, à, ™, etc. can not be processed by the system. When uploading a report will be given with the characters which can not be processed. The complete list, with the characters which can not be uploaded, can be viewed here also.

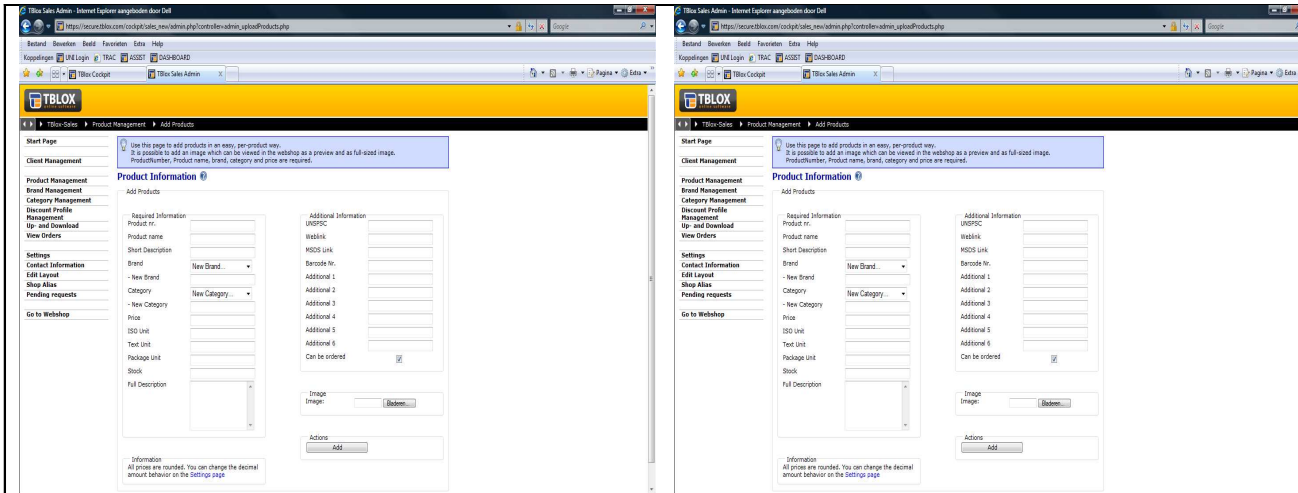
After uploading the product list, a report will appear at the top of the screen, with the number of rows that are processed.

You will receive a report when the upload did not succeed, because certain characters could not be processed. The report will also indicate where the characters are in the file.

The product list can be downloaded from the system via "Download Set 0" (or several) at the top of the screen under "Download Products".

It is also possible to delete the complete product list from the system.

TBlox-Sales: Product Management



2: Edit Products

Existing products can also be edited within the system itself via the menu “Edit Products”.

Through this menu, you can also add an image of the product (under the menu “Image”).

Furthermore, all other fields from the template can be found in this menu, which also can be filled-in/edited here.

3: Add Products

Products can be, besides uploading, added seperately to the system though the menu “Add Products”.