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## Auto Upload Program

There are two options to make your inventory list ready for the AutoUpload program. These are:

- Option 1**      Create your AutoUpload list manually from your normal inventory listing .
- Option 2**      Obtain a copy of your inventory list that is already loaded in BearingNet, which will be correctly pre-formatted for use with the AutoUpload program.

### **Option 1 – Creating and formatting your inventory**

Once you have created your list, you will need to format it correctly. Below you will see a correctly formatted Excel spreadsheet, that has all of the information required to work with the AutoUpload program.

	A	B	C	D	E	F	G	H	I
1	USERNAME	STOCKCODE	1	sales@bearingnet.net					
2	!Part	Brand	Qty	Description	Part Type	Price	Custom1	Custom2	Custom3
3	testpartx1	FAG	2	dd	b	5	bn-21	F1	J1
4	tester3		2	dd	b		bn-21	F1	J1
5	testpartx2	SKF	12	dd	b		bn-21	F1	J1
6	testpartx1	FAG	2	dd	b		bn-21	F1	X3
7	testpartx1	Timken	4	dd	b		bn-id2	F1	J1
8	nu214		6	dd	b	12	bn-21	F1	X3
9	testing 42	FAG	8	dd	b	5	bn-21	F1	J1
10	anotherPart	FAG	2	dd	b	5	bn-21	I2	J1
11									

To create a spreadsheet (shown above), please follow these instructions:

In **Cell A1**: Enter your BearingNet User Name which is what you use to login to BearingNet.

In **Cell B1**: Enter your unique BearingNet Stock ID, this can be found by clicking on “Your Account”, then “Your Inventory”. Your code will look like this example: 1ABC-ABCD-A1BC-1ABC.

In **Cell C1**: Enter either “1” or “0”. The character “1” means you want to REPLACE all your inventory within BearingNet with this new list. The character “0” means you want to ADD the items in the new list to your existing inventory in BearingNet.

In **Cell D1**: Enter the email address where you want the email receipt from BearingNet to be sent. This email will confirm that your inventory list has been entered successfully.

Row 2 begins with a ! and is ignored by the AutoUpload program. It contains descriptions of what you should enter in each column

**Column A** is for the **PART NUMBER** of the item you wish to enter.

**Column B** is for the **BRAND** of the item you wish to enter.

**Column C** is for the **QUANTITY** of the item you wish to enter.



**Column D** is for the **DESCRIPTION** of the item you wish to enter.

**Column E** is for the **PT TYPE** of the item you wish to enter.

**Column F** is for the **PRICE** of the item (optional)

**Column G** is for the first Custom field of the item (optional)

**Column H** is for the second Custom field of the item (optional)

**Column I** is for the third Custom field of the item (optional)

Columns G, H and I are for the three customs fields (Custom1, Custom2 and Custom3). These are fields that you may use to store your own information. For example you could use these fields to store an internal part reference. They will not be visible to other companies, but if you do use them, then this information will appear in inquiry emails sent to you, and also in the Quotes page (underneath the message for an individual quote). Please note that these fields are not taken into account by BearingNet for summing purposes. See below.

### Important

Your list should ideally not contain duplicate entries. Any lines (records) which have the same part and brand will have the quantity summed and only 1 line (record) will be added. So 100 lines (records) with duplicate entries will have less than 100 lines added. Due to the processes involved, if any of the lines (records) have different Price, Description or Custom field entries, some of these will be lost.

### Explaining the PT Type needed for Auto Upload

The PT Type is a very important part of your AutoUpload Excel spreadsheet. If you do not enter the correct information, your inventory will not be processed.

Shown below are the PT Type codes and their meanings:

**B is for BEARINGS**

**S is for SPROCKETS**

**L is for SEALS**

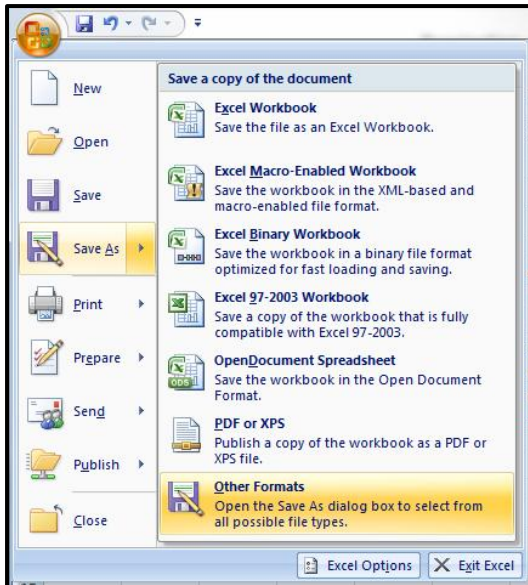
**C is CHAINS**

**T is for BELTS**

**P is for PULLEYS**

**M is for MISCELLANEOUS**

	E	F
<a href="http://bearingnet.net">bearingnet.net</a>	PT Type	Price
	B	\$0.
	S	\$8.
	L	\$2.
	C	\$159.
	T	\$7.
	P	\$52.
	M	\$11.

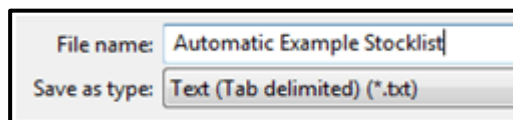


Once you have completed your Excel spreadsheet with all of the items you want to enter into the BearingNet search system, check that you have entered all of the information required for the program to work correctly: **User Name, Stock ID, “1” or “0”, Email Address and PT Type.**

**\*The main reason for an inventory list being rejected by the AutoUpload program is missing information. Please carefully check that your list is complete before entering.**

You will now need to save the list you have created. To do this you will need to click on the office button (top left corner), navigate to Save As, then select ‘Other formats’ and a new window will open where you can choose the location you wish to save the file on your computer. Give the file a suitable name and select the correct format which **must** be:

**Text (Tab Delimited).**



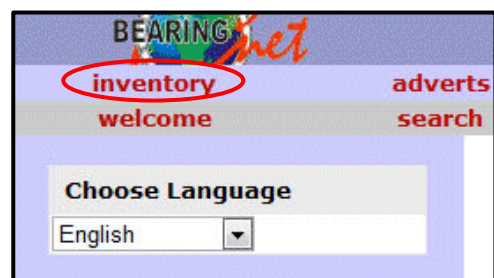
*If you save the file in any*

*other format, then it will be automatically rejected.*

**Option 2 – Obtaining your pre-formatted inventory list**

The second way to load your products into BearingNet is to obtain a copy of your inventory list already in BearingNet, which has been pre-formatted for use with the AutoUpload program.

To do this, you will need to Login to BearingNet and go to the ‘**Inventory Page**’.



## BearingNet – Auto Upload



When you are at the Inventory page, you will need to click the ‘[Request Inventory List](#)’ button. An email will then be sent to you, with all the inventory you have on BearingNet contained in an attachment.

<b>Inventory Maintenance</b>		<a href="#">User Guide</a>
<b>Your inventory</b>	Click here if you would like a copy of your current Bearingnet inventory list. The file will be sent by email to j : and will be in the correct format for automatic inventory upload.	<a href="#">Request inventory list</a>
<b>Automatic inventory upload</b>	Transfer your inventory file to us ( it must be in the correct format) <a href="#">More details about the automatic upload facility.</a> Your unique inventory identifier is: .....	<input type="button" value="Upload"/>

When you open the attachment in Excel, it will look like this.

	A	B	C	D	E	F	G	H	I	
1	Username	STOCK CODE	1	<a href="mailto:sales@bearingnet.net">sales@bearingnet.net</a>						
2	!BearingNet : Your inventory									
3	!This is in the correct format for automatic upload. It can be modified in a spreadsheet and resubmitted.									
4	!PT Type= B=Bearings S=Sprockets C=Chain L=Seals T=Belts P=Pulleys M=Misc									
5	!						Internal part ref	Warehouse location	Source	
6	!Part	Brand	Quantity	Descriptio	PT Type	Price	Custom1	Custom2	Custom3	
7	011	Bimba	1	CYLINDER	M		11	Bimba	1	
8	06B-1 CON	U/M	2		C		06B-1 CON LINK	U/M	2	
9	06B-1 CRAI	U/M	13		C		06B-1 CRANK LIN	U/M	13	
10	06B-2	U/M	19		C		06B-2	U/M	19.08	
11	06B-2 CHAI	U/M	7		C		06B-2 CHAIN	U/M	6.8	
12	06B-2 CON	U/M	70		C		06B-2 CON LINK	U/M	61	
13	081 CHAIN	U/M	33		C		081 CHAIN	U/M	33	
14	081 CON LI	U/M	32		C		081 CON LINK	U/M	32	
15	083 CHAIN	U/M	8		C		083 CHAIN	U/M	7.9	
16	083 CON	U/M	6		C		083 CON	U/M	6	
17	08B-1-14T-	U/M	4		S		08B-1-14T-SPKT	U/M	4	
18	08B-1-21T-	U/M	4	SPROCKETS			08B-1-21T-SPKT	U/M	4	

Once the file has been opened you can add, delete or adjust any of the lines of information within your list.

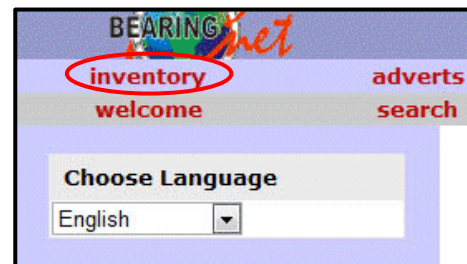
**You will need to save this list as a Text (Tab Delimited) file before re-entering it into BearingNet using the AutoUpload program.**

**\*Rows beginning with ! are for information only and can be deleted or ignored as required.**

	A	B	C	D	E	F	G	Formula Bar	I	
1	Username	STOCK CODE	1	sales@bearingnet.net						
2	!BearingNet : Your inventory									
3	!This is in the correct format for automatic upload. It can be modified in a spreadsheet and resubmitted.									
4	!PT Type= B=Bearings S=Sprockets C=Chain L=Seals T=Belts P=Pulleys M=Misc									
5	!						Internal part ref	Warehouse location	Source	
6	!Part	Brand	Quantity	Descriptic	PT Type	Price	Custom1	Custom2	Custom3	
7	011	Bimba	1	CYLINDER	M		11	Bimba	1	
8	06B-1 CON	U/M	2		C		06B-1 CON LINK	U/M	2	
9	06B-1 CRAI	U/M	13		C		06B-1 CRANK LIN	U/M	13	
10	06B-2	U/M	19		C		06B-2	U/M	19.08	
11	06B-2 CHAI	U/M	7		C		06B-2 CHAIN	U/M	6.8	

## Loading your inventory

Once your new, adjusted or pre-formatted list has been saved and you want to enter it into BearingNet, you will need to Login and then go to the 'Inventory Page', by clicking the link.



To upload the file click on the 'Upload' button.

**Inventory Maintenance** User Guide

**Your inventory** Click here if you would like a copy of your current Bearingnet inventory list. The file will be sent by email to : and will be in the correct format for automatic inventory upload. Request inventory list

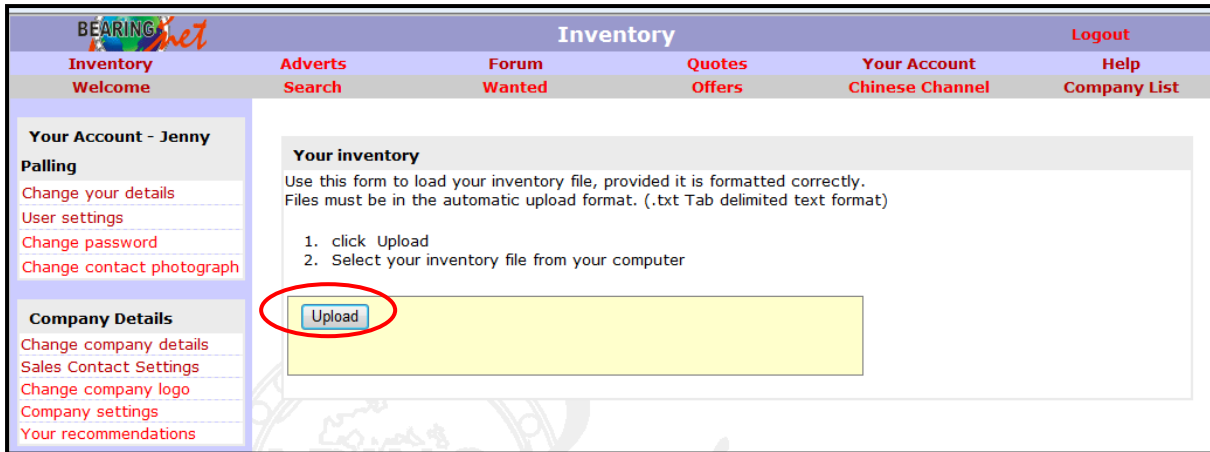
**Automatic inventory upload** Transfer your inventory file to us ( it must be in the correct format). Upload  
More details about the automatic upload facility.  
 Your unique inventory identifier is:

**Loading your inventory for the first time** Please email your inventory in an Excel spreadsheet or another similar file format. Part Number, Quantity, and Brand are required. Description and Price are optional. Once prepared, email your inventory list to: [stock@bearingnet.net](mailto:stock@bearingnet.net) Please send a replacement list every month. We will load your inventory for you. Please tell us if the list is a replacement or addition.

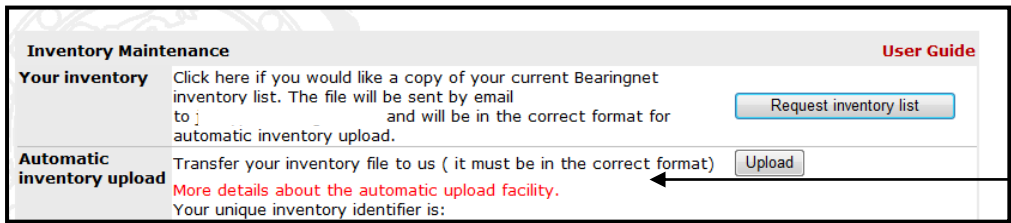
**Delete all of your inventory** To delete all your inventory please email [stock@bearingnet.net](mailto:stock@bearingnet.net)

**Total hits this month** This is the number of searches performed on Bearingnet where a least 1 item of your inventory was displayed as part of the results. Use this as an indicator of how effective your inventory list is.

The 'Your Inventory' Upload Dialog Box is displayed. To upload your inventory click on the 'Upload' Button and select the saved file which you want to upload into BearingNet. Once selected click on 'Upload'. The file is sent to BearingNet and will be automatically loaded. You will receive a confirmation email once the inventory has been loaded successfully. If there were any problems with loading your inventory then this will also be sent to you by email.



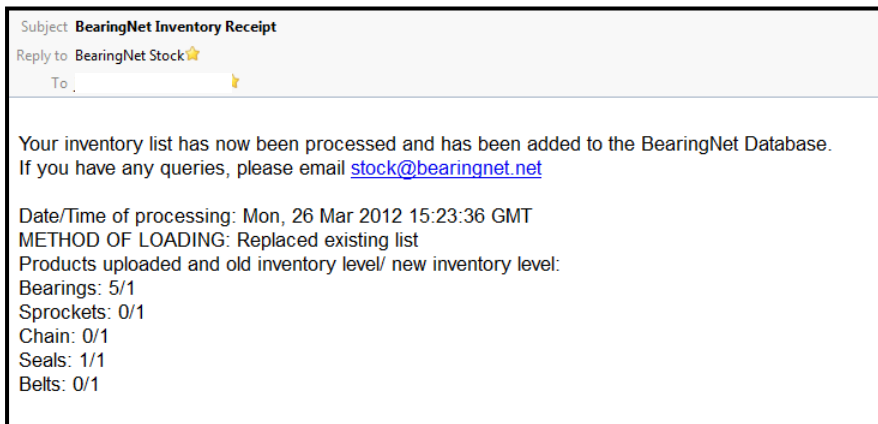
To download detailed stock upload instructions click on the “[More details about the automatic upload facility](#)” link in the ‘Inventory Maintenance’ table.



*Find out more about Automatic Upload*

**What happens next...**

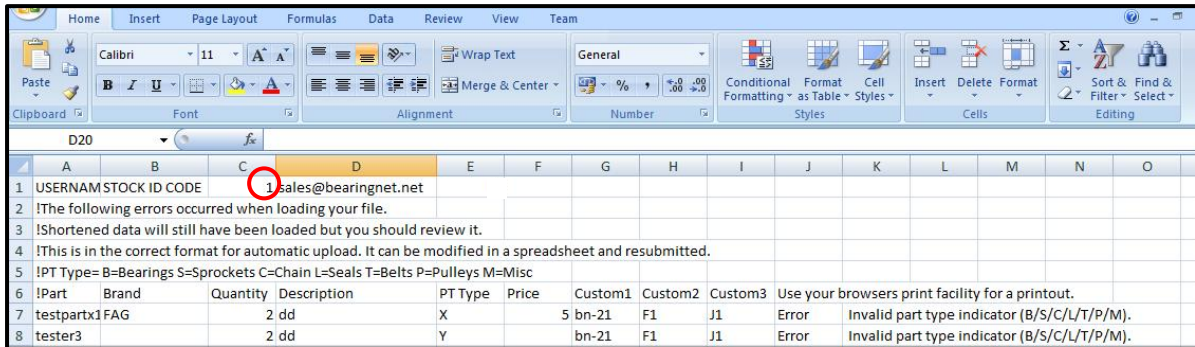
After you have successfully loaded your inventory, using the AutoUpload program, you will receive an automated email ‘[receipt](#)’ from BearingNet.



The email you receive will confirm your inventory has been loaded into BearingNet, with the quantity of items loaded and any lines with errors which have not been loaded by the AutoUpload program will be detailed in an attachment.



If there were errors in your list then the attachment in the email receipt when opened in Excel will look like this



In the notification is your **UserName, Stock-Id, Email address & description of the error**. Once the error has been corrected, you can re-submit the problem lines. Please ensure that you change the “1” to “0” (circled above for illustration), so that the new and adjusted items are added to your listing and not replacing the listing completely.

**Loading via FTP (Advanced Users)**

If you would like to load your inventory via FTP, the settings are available from support@bearingnet.net

You will not see any files on the remote server, but you can simply transfer your files across. Please note that some versions of Internet Explorer will also work as an FTP client. In which case, enter the address ftp://stock.bearingnet.net

(Further instructions can be downloaded from the Inventory page of BearingNet in a .pdf document).