

## Step-by-step guide to publishing articles in bulk via Excel

- **1.** Create an export of the GTINs you want to republish. This can be done in 2 different ways.
  - 1. Select the GTINs, click on 'Export' and choose 'Export to Excel'.

GS1 Data Source	Test environment UAT NL 3.1.23	Kristel Schouwenburg 8712345	i Supplier FMCG GS1 Nederland Events 🌲 8	Account •
Items Messages Tasks Subscriptions Media User Management				
Items			View as	s: 🗸 List Tree
New Item   Publish Delete Export			Filter	Advanced filter 👻
Filters applied: Publication Status X Loport to Local Lagorit to Dark				Clear all
Froduct sheet Grin. ↓ Iarget Gtin. ↓ Publication status Code market Data Recipient ↓ Brand na	Who should me Short productname see this?	Last Change * Functional name	Unit descriptor Media Checklist	Customize table
08711577208882 Draft 10000266 Netherlands Red Bull	NRG Public	12/05/2023 Energydrink 00:29:18	Base Unit or Each View all	Iback
08712345093471 Draft 10000028 Netherlands	Public	03/05/2023 14:08:58	Base Unit or Each	Feek
08857118730556 Draft 10000166 Netherlands GS1 Nede	erland Test item Voorbeeld 4.2 Public	21/04/2023 Test item 15:20:45	Base Unit or Each	

2. We recommend the second option if you are dealing with a large number of GTINs. Filter via 'Advanced filter' on the GTINs you want to export and republish, such as the draft versions. Be sure to only filter for the GTINs you actually want to publish. Then click on 'Reports' and then on 'Filtered items to Excel, complete dataset'.

GS1 Data Source		Test environment     UAT NL 3.1.23	Kristel Schouwenburg	lest GUN Supplier FMCG GS1 Nederland Events 18 Account  Account  Account		
Items Messages Tasks Subscriptions Media User Management						
Items				View as: View Tree		
New Item   Templates   Import Export	Reports -			Filter Advanced filter -		
Filters applied: Publication Status X Draft	Filtered items to Excel, complete data set	_		Clear all		

2. Select 'Product data + Access control', 'all attributes', and 'include hierarchies' and click on 'Export'.

Export to Excel	×
File contents	
Product data + Access control     Access control only	
Attributes included	
All attributes     Selected attributes only	
Export settings	
Include hierarchies (if the selected items are inside)	
Include all attributes and all empty attributes	
Include short product name on all tabs	
Cancel Export	

- **3.** Open the Excel file and save it. Please note that you do not need to make any changes to the file.
- 4. You can now import the file by clicking on the 'Import' button. Then, click on 'Import'.

GS1 Nede	GS1 Da	ta Source		
Items	Messages Tasks	Subscriptions	Media	User Management
Items				
New Iten	n 🔻 Templates	• Import E	xport 🔻	Reports 💌

**5.** Select the correct file and configure the settings as shown below.

Testbe	stand.xlsx		Browse
ile type	s allowed: .xlsx (Microsoft Excel Docu	iment)	
Max file	size: 20 MB		
viax nur Product	nber of items in file: 1000 s without any changes will not be imp	oorted.	
	, , ,		
How to	handle items?		
Ο	Save as draft		
	Create draft items, don't publish any	rthing.	
$\mathbf{O}$	Publish immediately		
0	Publish everything to the live datab	ase, overwrite existir	ig data with data fi
	This action cannot be undone!		
mport	settings 💋		
Data to	import from file		
	import nom me		
$\odot$	Product data + Access control	Access control	ol only
	Import products without changes		
	All products will be imported, even	f there were no chai	nges in product da
	Skip unknown GLNs in Access cont	rol	
	Only use GLNs that are already in th	e system. Remove a	ll others.
	,,,,,		

- **6.** All articles that were already published or sent before the release will now be republished. If there are errors in the articles, they will need to be fixed first.
- **7.** In the 'Tasks' tab, you can monitor the progress. Once the file has been successfully imported, you will see a 'Successful' status in My Tasks. If there are still errors in the data, you will receive a notification and you can download the report with the relevant errors.

GS1 Data Source Redefined Items Messages Tasks Subscriptions Me	dia User Management	• Test environment UAT NL 3.1.23	Kristel Schouwenburg Test GLN Supplier 8712345013080	FMCG GS1 Nederland Events	▲ 8 🖉 🔻 Account 👻
Tasks					Advanced filter -
Туре	Status		Actions	Date created A	Created by
Publishing cin-08723900923416-08711744030xlsx View import setting	Successful All items were published.		Download original Excel	05/05/2023 10:41:34	Kristel Schouwenburg

