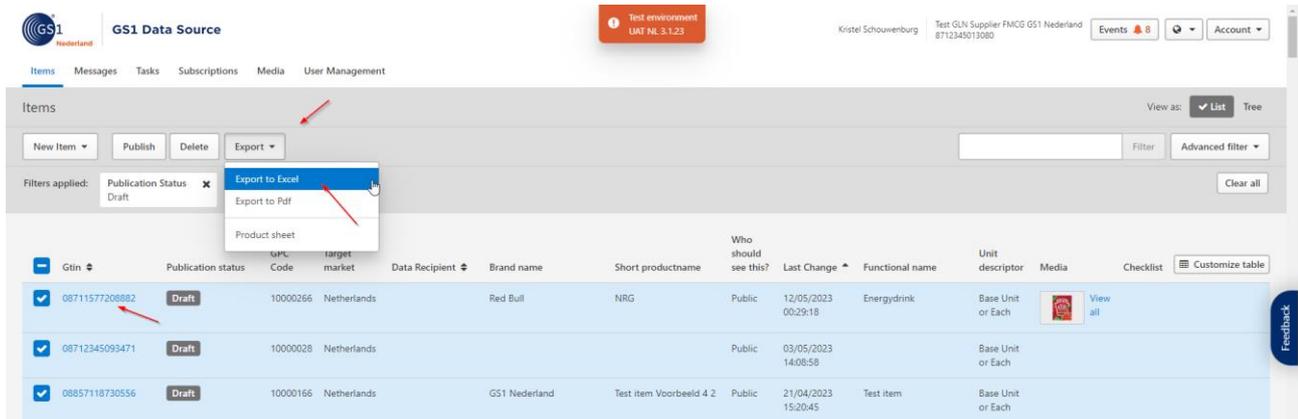


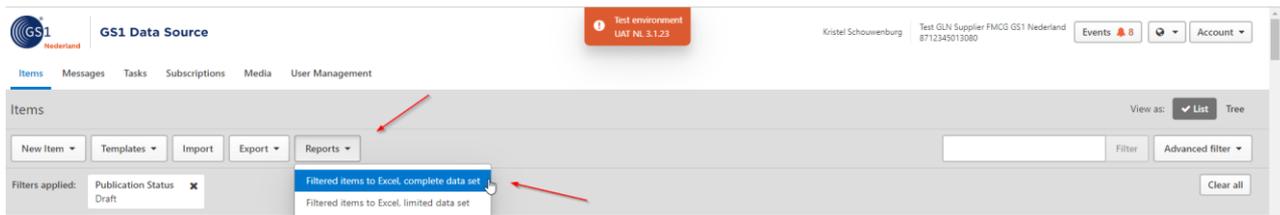
Step-by-step guide to publishing articles in bulk via Excel

1. Create an export of the GTINs you want to republish. This can be done in 2 different ways.

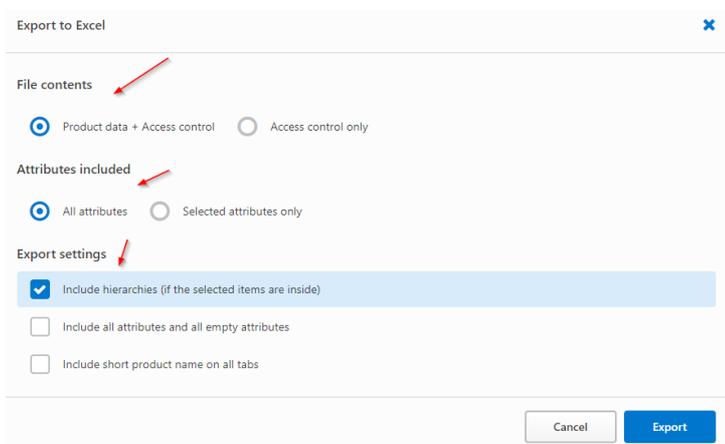
1. Select the GTINs, click on 'Export' and choose 'Export to Excel'.



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'.



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



Items

New Item ▾ Templates ▾ Import Export ▾ Reports ▾

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

Upload file

Testbestand.xlsx [Browse](#)

File types allowed: .xlsx (Microsoft Excel Document)
Max file size: 20 MB
Max number of items in file: 1000
Products without any changes will not be imported.

How to handle items?

Save as draft
Create draft items, don't publish anything.

Publish immediately
Publish everything to the live database, overwrite existing data with data from the file.
This action cannot be undone!

Import settings

Data to import from file

Product data + Access control Access control only

Import products without changes
All products will be imported, even if there were no changes in product data.

Skip unknown GLNs in Access control
Only use GLNs that are already in the system. Remove all 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 Nederland | GS1 Data Source | Test environment LIAT NL 3.1.23 | Kristel Schouwenburg | Test GLN Supplier FMCG GS1 Nederland 8712345013080 | Events 8 | Account ▾

Items Messages **Tasks** Subscriptions Media User Management

Tasks [Advanced filter ▾](#)

Type	Status	Actions	Date created ▲	Created by
Publishing cin-0872390923416-08711744030...xlsx View import setting	Successful All items were published.	Download original Excel	05/05/2023 10:41:34	Kristel Schouwenburg

