

Procedure for creating a Custom MPS Datafile

1. Open the blank MPS Format Datafile (Excel Spreadsheet) and save your file.
2. Create a unique supplier code for your range. My example supplier name is The Stress Shape Factory, so I will use STRESS as the Supplier Code.

Column B and C are the Item Code. These columns have to be the same.

Column D is the Item name. Please note people can use the search bar on your website to find this product so its best to keep it simple and obvious. Example if it's a Polo, make sure Polo is in the item name.

	A	B	C	D	E
1	supplier	Expr1001	Item	Name	Lor
2	STRESS	PP607_ST	PP607_ST	Anti Stress Smiley	
3					
4					
5					
6					
7					

3. Column E is the Long Description. You want to have the product information here, such as a description, sizes, colours, print options, print areas etc. If the product includes a print, you need to specify in this cell what it includes.

Column F and G remain BLANK. Regardless of their column headings, these columns are not used.

	E	F	G	H
1	LongDescription1 Smiley shaped anti stress ball. Keep one of these in your desk drawer to relieve stress. Size: 100mm Dia. Colour: Yellow.	itemcolour	itemsize	C

4. Columns H through to W are the Quantity and Pricing columns where you enter the COST prices EX GST.

See below how Qty1 starts off with the minimum quantity, followed by its cost price.

Any pricing cells not used, are to have a 0 placed inside, the datafile wont load without each pricing cell being filled with a value.

Column X to remain BLANK.

H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
Qty1	Price	q2	p2	q3	p3	q4	p4	q5	p5	q6	p6	q7	p7	q8	p8	madeof	S
100	1.95	250	1.9	500	1.5	1000	1.2	0	0	0	0	0	0	0	0		

5. Column Y is the Sub Category column. Enter the sub category you want your product to sit under. Please note that for your item to sit under one of our MPS sub categories it must be spelt the same way. For example we have used one of our own categories called Anti Stress Items, type is as shown in your left hand menu and it will appear under that category.

If you want a NEW sub category, enter in what you want in that column.

Y
SUB_CATEGORY_DESC
Anti Stress Items

6. Column Z and AA are related to eachother. If the product you have entered is a BLANK product, meaning its going to select the sub decorations from your sub decoration file in your system, you need to put a 0 in the isprinted column and the corresponding Main Decoration Code to suit that item. In this case, we have selected PAD for Pad Print.

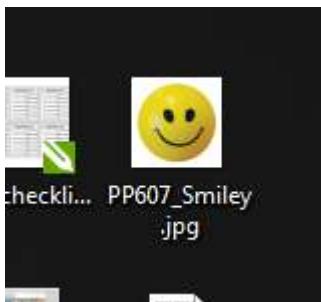
Z	AA	AB
isprinted1	printtype	Expr10
0	PAD	

If the product included a 1 colour pad print for example in the price you entered, then you need to put a 1 in the isprinted column (meaning 1 colour print) and then PRINTINC in the printtype column so the system knows it's a print included item.

Z	AA	AB
isprinted1	printtype	Expr1027
1	PRINTINC	

Column AB is BLANK

7. Column AC is the Image File name area, where you type in the matching image file name.
For our example, we can see how image name is called PP607_Smiley.jpg
so we enter this exactly as its spelt, same use of capitals and lower case so the system can identify the image.



	AC	AD
7	Image	img2
	PP607_Smiley.jpg	

8. Save your datafile and open your website and log in using your User credentials.

The screenshot shows the homepage of the MyPromoSource Web Based Quoting website. At the top, there's a green header bar with contact information: a phone number (+61 243 020 160) and an email address (help@gunwebsystems.com.au). To the right of the header, it says "a GunWebSystems product". The main title "MYPROMOSOURCE WEB BASED QUOTING" is displayed prominently. To the right of the title is a large, stylized logo consisting of blue and green swooshes forming a circular shape. Below the title, there's a navigation menu with links: home, products, catalogues, about us, news, contact, LOGIN, and QUOTE. A "Look for Products" search bar is located on the left side. The central part of the page features a "Sign In" form with fields for "Username" (containing "gunweb") and "Password" (containing a series of dots). There's also a "Login" button and links for "Not Registered?" and "Forgot Password?".

9. Go to Add Suppliers

Other Actions

Add/Edit/View/Remove

[Add Suppliers](#)

[Add Clients](#)

[Add Sub Decorations](#)

[Add Users](#)

[Add Product Category](#)

[Add Product](#)

Products

[Upload Datafile](#)

[Bulk Image Upload](#)

[Add Custom Product \(New\)](#)

[Download Product Information \(New\)](#)

[Add Featured Products \(New\)](#)

[Edit/View/Remove Existing Suppliers](#)

[Edit/View/Remove Existing Clients](#)

[Edit/View/Remove Sub Decorations](#)

[Edit/View/Remove Existing Users](#)

[Edit/View/Remove Existing Product Categories](#)

[Edit/View/Remove Existing Product](#)

[Upload Datafile Format 2 \(New\)](#)

[Individual Image Upload](#)

[Custom Product List \(New\)](#)

[View/Remove Featured Products \(New\)](#)

10. You need to enter in the Supplier code (Found in Column A word for word), the supplier name and an email address. (can be your own email address)

Supplier

Supplier code:

Range Name:

Supplier Company Name:

Supplier Contact Name:

Address:

Email:

Fax:

11. Scroll down the bottom and click **Local Image Path**. This is important.

Then hit Submit.

Product Image Folder Path: Remote Image Path Local Image Path

Notes:

Sequence #:

External Product detail link:

Submit

12. On the same page, scroll down and click **Set/Edit Supplier Margin**

Samples :

Offshore:



Supplier Logo:

Product Image Folder Path: .../resources/product_images

Notes:

Sequence #:

External Product detail link:

Set/Edit Supplier Margin

13. Enter the mark up rate you want to use and click **Submit**

We have used 1.5 which is 50% markup.

Supplier Margin

No existing margin details found for the supplier: The Stress Shape Factory

New margin Details of Supplier - The Stress Shape Factory

(Please enter data for all fields ,if blank please add zero - 0)

Margin Level 01 02 03 04 05 06 07 08

Margin

Submit

Freight

Submit

14. Go to the Admin Panel and go down the bottom to View Range Permissions.

Go into Not Logged in User, and Tick your range so it shows, and click Submit.

Then go into Clients, and Tick your range so it shows, and click Submit.

Then go into Users , and Tick your range so it shows, and click Submit.

[Export Email List \(New\)](#)

[Quote bcc email \(New\)](#)

[Merchandise Order Alerts](#)

[Site Admin email \(New\)](#)

[View Range Permissions](#)

[Not Logged in User](#)

[Clients](#)

[Users](#)

15. *Important* Please log out and log back in

16. Now when you are logged back in, go to Upload Datafile. Find your datafile and upload.

Add/Edit/View/Remove

[Add Suppliers](#)

[Edit/View/Remove Existing Suppliers](#)

[Add Clients](#)

[Edit/View/Remove Existing Clients](#)

[Add Sub Decorations](#)

[Edit/View/Remove Sub Decorations](#)

[Add Users](#)

[Edit/View/Remove Existing Users](#)

[Add Product Category](#)

[Edit/View/Remove Existing Product Categories](#)

[Add Product](#)

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Products

[Upload Datafile](#)

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[Custom Product List \(New\)](#)

[Download Product Information \(New\)](#)

[View/Remove Featured Products \(New\)](#)

[Add Featured Products \(New\)](#)

Click Validate Uploaded File Data. If your datafile is done incorrectly, this is the part where the system will tell you what's wrong with the file.

Message

File Uploading Succeeded.

[Back to Previous Page](#)

[Validate Uploaded File Data](#)

Then click Save WITH Category and Image Updates

Message

File data validation succeeded.

[Back to File Upload Page](#)

[Save with Category and Image Updates](#)

[Save without Category and Image Updates](#)

Then click no

Message

Do you want to send update to site admin?

[yes](#)

[No](#)

It will then show you the successful message the file was loaded.

Message

File data saving succeeded .

Supplier STRESS - 1 records updated.

[Back to File Upload Page](#)

17. Go back to the Admin Panel and go to Bulk Image Upload or Individual Image Upload, depending on how many you have.

Products

Upload Datafile

Bulk Image Upload

Add Custom Product (New)

Download Product Information (New)

Add Featured Products (New)

Upload Datafile Format 2 (New)

Individual Image Upload

Custom Product List (New)

View/Remove Featured Products (New)

Upload your images. Please note they must be 400x400 pixels wide (square shaped). To bulk resize images, see our tutorial [here: Resizing Images Tutorial](#).

Product Image file uploading.

Select supplier for upload images : The Stress Shape Factory (STRESS) ▾

Choose Files PP607_Smiley.jpg

Upload all Clear

File	Size	Progress	Remove	Upload
PP607_Smiley.jpg	0.02 Mb	100%	Remove	Upload

hold upload ok

18. Check your range to see how it turned out by going to your Range list page. If you do not have one showing, use the bold part in the URL below and paste it onto your website url starting with the /promo so it will take you to the range list page.

<http://103.61.70.77/~mpsgunwebsystems/promo/www/rangelist/rangelist.php>

This is my custom range:

<http://103.61.70.77/~mpsgunwebsystems/promo/www/product/productlist.php?range=STRESS>

[Back to Product List](#)

[+ Custom calc](#)

[+ Copy as Custom Product](#)

Anti Stress Smiley - (PP607_ST)



Smiley shaped anti stress ball. Keep one of these in your desk drawer to relieve stress. Size:
100mm Dia. Colour: Yellow.

Decoration type [Pad Print Small Item 1 col/1 pos ▾](#)

Quantity	100	250	500	1000
Unit Price	5.81	4.70	3.69	3.16
Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add to cart](#)

[Click here to enlarge](#)

CUSTOM
QTY?
[click here ..](#)

[Supplier info](#)

19. This part is only for some clients who have these features:

You need to update the Minimum Price For the New Range, go to Admin and click below

Products

Upload Datafile

Bulk Image Upload

Add Custom Product **(New)**

Update minimum price for all products **(New)**

Individual Image Upload

Custom Product List **(New)**

Find the catalogue you just loaded, click it and click Update.

Update minimum price of products

(This should be done after uploading new product data sheet ,after changing decoration or margin values from the system)

Select Supplier :

- MARINA -- Marina Mugs (261)
- NEW -- Quoz (1076)
- NULA -- Technovation (145)**
- ORSO -- Orso (864)
- ORSO_DEC -- Orso Printed (862)
- PARA -- Paramount Safety (319)
- PENAUST -- Promo Gallery (519)
- PENLINE -- Global Catalogue (1464)
- PENLINE_DEC -- Global Printed (1458)
- PROMOIT -- Promotional IT Solutions (1707)
- RAMO -- Ramo Collection (236)
- SKIN -- Promotherapy (312)
- TSCO -- JBs Wear (561)
- WAL -- Lollies (175)

Update minimum price for all products:

UPDATE

20. This part is only for some clients who have these features:

Go to the Admin Page and Click Update Products SEO Titles

View Range Permissions

Not Logged in User

Clients

Users

SEO Titles Update

Update Product's SEO titles

Update Top Level Category's SEO titles

Update Sub Category's SEO titles

Update User defined Category's SEO titles

Any new SEO Titles will show here, click the range and click Update.

Update SEO names for products

Select Supplier: -- Select a supplier --

NULA -- Technovation -- (145)

Update SEO product names:

UPDATE

