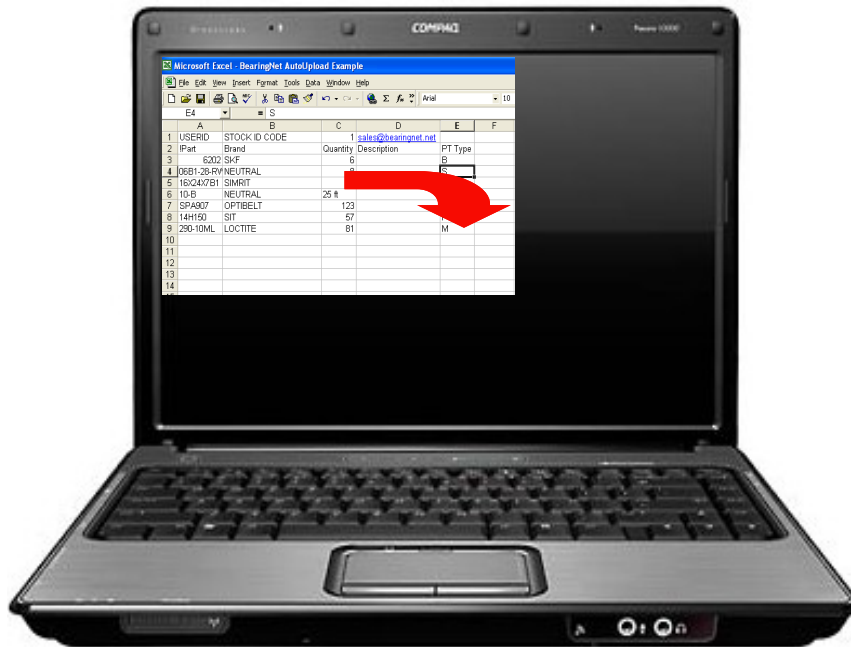


# Instructions for the BearingNet AutoUpload program



**In this booklet you will find instructions on how to format and process your inventory via the Bearingnet website.**

**By using the BearingNet AutoUpload program you can load your stocklist quickly and easily, without having to email it to the BearingNet office.**

**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 stock-listing .**

**Option 2: Obtain a copy of your stocklist that is already loaded in BearingNet, which will be correctly pre-formatted for use with the AutoUpload program.**

**WWW.BEARINGNET.NET**

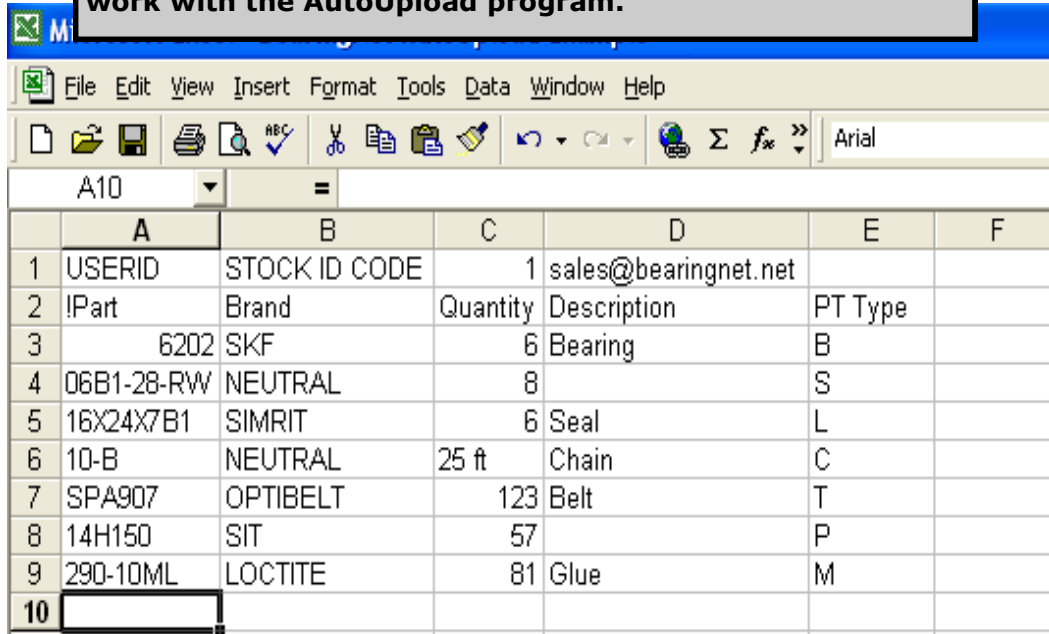
**Tel: +44 1279 844044 Fax: +44 1279 844055 Email: [sales@bearingnet.net](mailto:sales@bearingnet.net)**

## Option 1

### Creating & 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.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	USERID	STOCK ID CODE	1	sales@bearingnet.net		
2	IPart	Brand	Quantity	Description	PT Type	
3	6202	SKF	6	Bearing	B	
4	06B1-28-RW	NEUTRAL	8		S	
5	16X24X7B1	SIMRIT	6	Seal	L	
6	10-B	NEUTRAL	25 ft	Chain	C	
7	SPA907	OPTIBELT	123	Belt	T	
8	14H150	SIT	57		P	
9	290-10ML	LOCTITE	81	Glue	M	
10						

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

1. **In Cell A1:** Enter your BearingNet **UserID** which is what you use to login to BearingNet.
2. **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**.
3. **In Cell C1:** Enter either "1" or "0". The character "1" means you want to **REPLACE** all of your inventory within BearingNet with this new stocklist. The character "0" means you want to **ADD** the items in the new stocklist to your existing stock in BearingNet.
4. **In Cell D1:** Enter the email address where you want the email receipt from BearingNet to be sent. This email will confirm that your stocklist has been entered successfully.

Cells A2, B2, C2, D2 and E2 are for your information & contain descriptions of what you should enter in the columns below:

**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.

The "!" character means that this line of information will be ignored by the AutoUpload program and not entered into BearingNet.

# Explaining the PT Type needed for AutoUpload

**The PT Type is the most 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.**

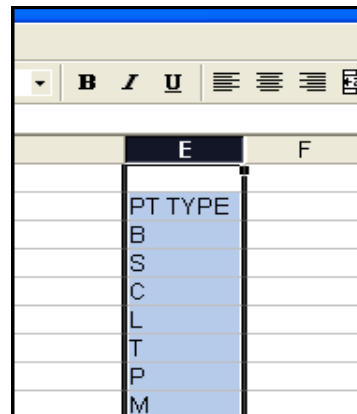
**C is for CHAINS.**

**L is for SEALS.**

**T is for BELTS.**

**P is for PULLEYS.**

**M is for MISCELLANEOUS.**



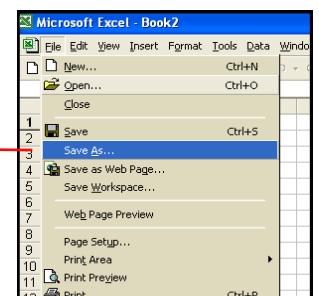
E	F
PT TYPE	
B	
S	
C	
L	
T	
P	
M	

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: **UserID, Stock ID, "1" or "0", Email Address and PT Type.**

**\*The main reason for a stocklist 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 **File** then **Save As**, then select the location you wish to save the file on your computer. Give the file a suitable name, choose the location for the file 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.**



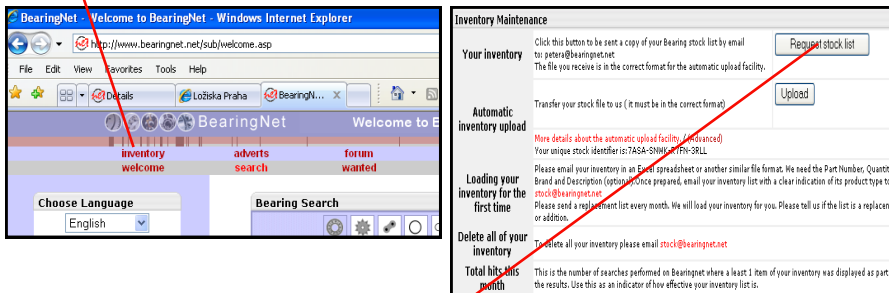
The image shows the 'Save As' dialog box in Excel. The 'File name' field contains 'Autoupload Example Stocklist' and the 'Save as type' dropdown is set to 'Text (Tab delimited)'. A red line points from the text in the adjacent box to the 'Save as type' dropdown.

# Option 2

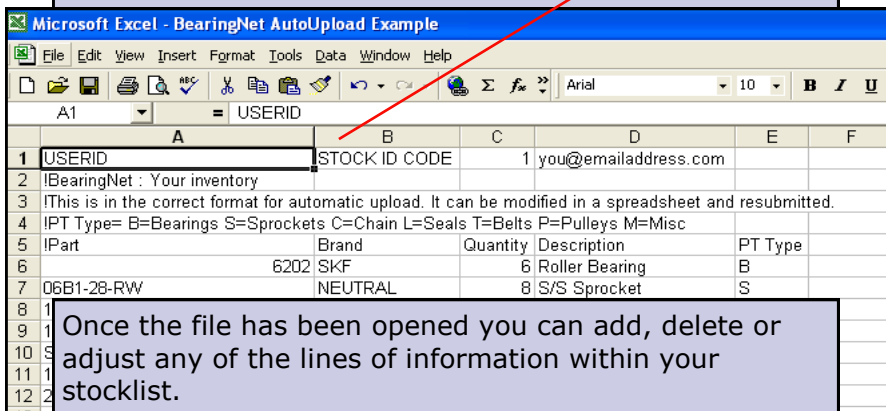
## Obtaining your pre-formatted stocklist

The second way to load your products into BearingNet is to obtain a copy of your stocklist 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.



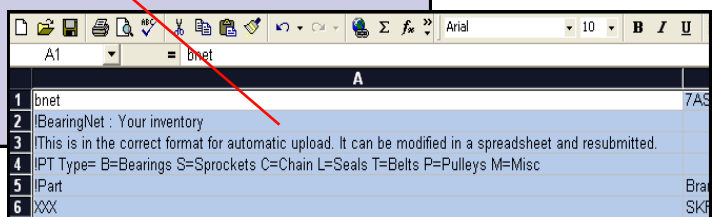
When you are at the **Inventory** page, you will need to click the **Request Stock List** button. An email will then be sent to you, with all the stock you have on BearingNet contained in an attachment. When you open the attachment in Excel, it will look like this.



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

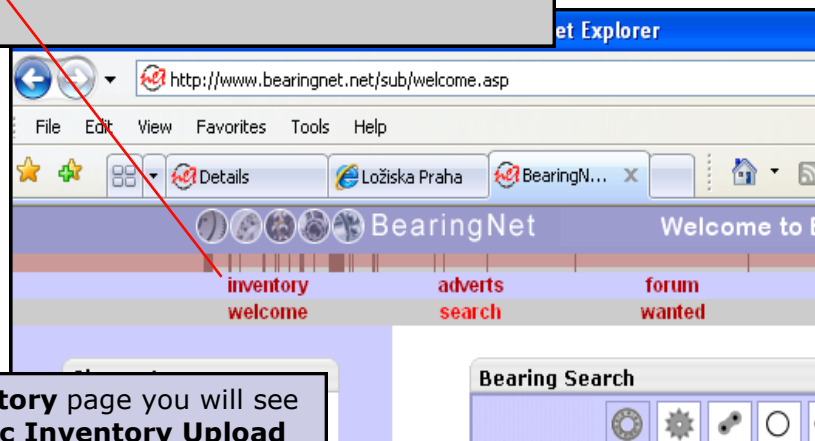
**You will need to save this list as a Text (Tab Delimited) file before re-entering it into BearingNet using the AutoUpload program.**

\*Rows 2, 3 and 4 are for information only and can be deleted or ignored as required.

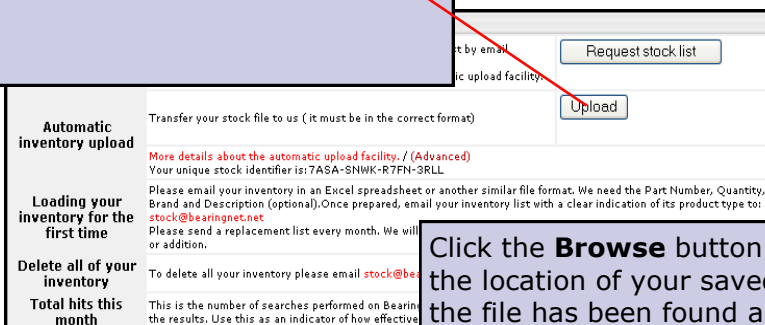


# Loading your inventory

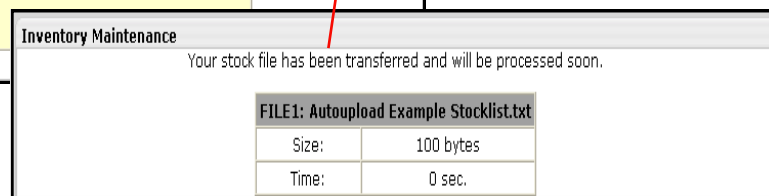
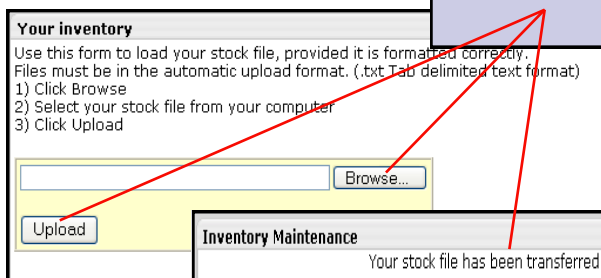
Once your new, adjusted or pre-formatted list has been saved and you want to enter it into BearingNet, you will need to Login and then go to the **Inventory** page, by clicking the link.



On the **Inventory** page you will see the **Automatic Inventory Upload** link, which when clicked will take you to a new page.



Click the **Browse** button and select the location of your saved file. Once the file has been found and selected, click the **Upload** button. The last page you see will confirm that the file is being processed.

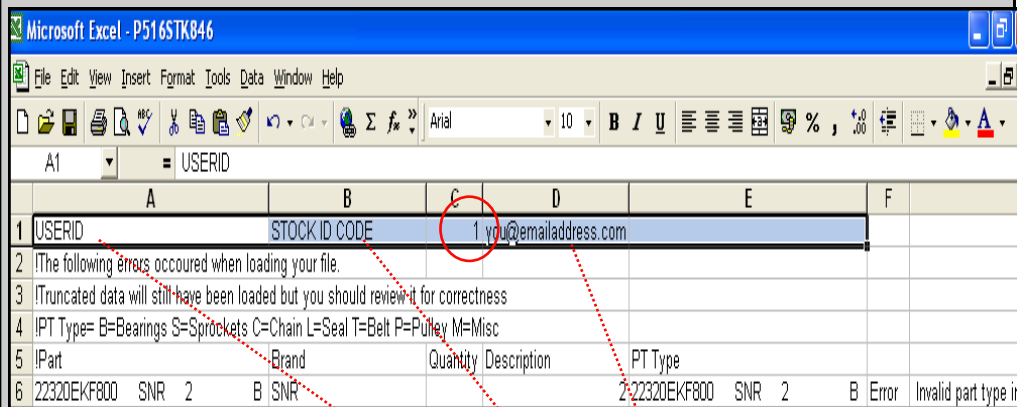


# What happens next

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 have an attachment which confirms your inventory has been loaded into BearingNet, the quantity of items and if there have been any lines with errors which have not been loaded by the AutoUpload program.

The attachment in the email receipt when opened in Excel will look like the example below:



	A	B	C	D	E	F
1	USERID	STOCK ID CODE	1	you@emailaddress.com		
2	The following errors occurred when loading your file.					
3	Truncated data will still have been loaded but you should review it for correctness					
4	IPT Type= B=Bearings S=Sprockets C=Chain L=Seal T=Belt P=Pulley M=Misc					
5	Part	Brand	Quantity	Description	PT Type	
6	22320EKF800 SNR 2	B SNR	2	22320EKF800 SNR 2	B Error	Invalid part type in

In the notification is your **Userid, 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, please contact support@bearingnet.net for a user id and password for our FTP server**

**FTP Server: stock@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).**