

LABEL REQUESTS

File Names:

Please rename your file before you email it to us, the file name should look **EXACTLY** like one of the two types below

There are only two formats **ZZZ 2 27 2025 LIST AVERY 8167.csv**
 ZZZ 2 27 2025 UPDATE AVERY 8167.csv

ZZZ (is your Dealer code)

2 27 2025 is the date at the bottom right of your computer. It should be the date you are creating your file and it's also the same date that should be part of the data in your Category5 column

LIST Tells us what settings we need to select before we import your data/items into your inventory. A LIST type file are items that don't exist in your inventory and are all new items. They are all new items with new prices and new descriptions and no other item with the same price or description is already in your inventory.

UPDATE (again, it tells us what settings we need to choose before we import your data/items into your inventory. These settings are different than the settings we need to select for a LIST type file. This type is used to replenish/add more items that you sold out of. It is also used to change any other data in your inventory such as lowering the price, raising the price, changing the description. It is not used to remove your inventory or set your price to 0.00. If you want to remove any items, go to your online account and delete them. This is a step I can cover with anyone in need. It involves getting a list of your inventory so you have the ID that is married to each of your items data.

AVERY 8160, AVERY 8195, AVERY 8167, BARCODE JEWELRY

These are the 4 types of labels we create. So having it in your file name gives us this information. If you don't include it the person who is creating your labels won't know what type of labels to create.

.csv This is the file type. We can't import any other type of file into the program to create your labels. So, if you don't send us a .csv file we can't create your labels.

WINDOWS USERS Use Excel to create your file and then when you are done save it in the format described above. Before you save it, change the file type to .csv or we won't be able to import it and create labels.

WINDOWS USERS WITH NO EXCEL Use Google sheets. It will save the spreadsheet you create as a .numbers type file, so just change it to .csv. You need a Gmail email to use google sheets, so just sign up for one it's free if you don't already have one.

MAC USERS Many have had challenges when they use the file converters listed below. They have better success using Google Sheets and then converting it to a .csv file.

USE THESE FREE FILE CONVERTER TO CONVERT .odb FILES TO .csv

<https://cloudconvert.com/numbers-to-csv>

<https://www.zamzar.com/convert/numbers-to-xls/>

Use Google search engine to find videos on how to convert excel files to .csv files, google sheets, or if you are a MAC user there are probably videos out there also on file conversion.

If you are naming your file as described: **ZZZ 2 27 2025 LIST AVERY 8167** then whoever is importing your data knows who the dealer is **ZZZ**, what the category5 data is **2 27 2025** what setting we need to change to import new items **LIST** and lastly what type of labels we need to create once we import your file **AVERY 8167**. We then should just be able to open your file and review your data, not fix your data or add missing column names. Once we ensure all 9 column names are there and your data looks good, we simply import your file.

COLUMN NAMES

Price	This is self-explanatory. It's the price you want to sell your item for.
Description	This is a tricky one. If you don't create a description that describes your item, then if a label fell off, we wouldn't be able to find the item and put it back on. Also, if a buyer switches labels, there is nothing to deter them from doing so if your descriptions are generic. The next part, which is the most important. IF your items were to be uploaded to our Ecommerce site so we can use the pictures of the item in our advertising and marketing efforts and your descriptions are generic I won't be using your items.
Quantity	This is the number of items you are putting into your inventory
Taxable	TRUE means yes there is tax on the item FALSE means there is no tax. If you are not 100% sure enter TRUE, we can always change it at the register.
DealerID	This is your 3-letter dealer code
Category5	Category 5 is the date at the bottom of your computer as you see it. Not 02/25/25, Not 02-25/25 or any of the other ways I have seen. If your dealer code is ZZZ then it is ZZZ-2/25/2025 don't forget the - (dash) This is also the date that you use when you name your file
ID	Leave this column blank, but it must be in your file when we import it. This allows the computer to create an ID/SKU # for each of your items. If the ID column name isn't in your file the computer won't import your file
LabelQuantity	This will be the same as your Quantity. So just copy the data from the Quantity and paste it into the LabelQuantity column. This tells the program how many labels to create when we import your file
Category	This will only apply to those dealers that want to offer discounts, but this column name must be in the file you send us. Just leave it blank

In total you must have 9 column names in your file.

If your file name is incorrect, if any column names are missing, or if any of the data is missing or incorrect your file will be returned for you to fix.