

# DataHawk SOP: Adding Costs into DataHawk

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**Who is this for:** Anyone needing to add new costs or update old costs in DataHawk



**Objective:** Adding new costs or updating old costs in DataHawk

You will need to create a spreadsheet in Excel with all the ASINs costs you need to add or update.

Column A - Account ID - You can get this from Kellie T or myself

Column B - Marketplace (This will be [amazon.com](https://www.amazon.com))

Column C - ASIN

Column D - Start Date (This will be today's date)

Column E - End Date (I always put in the date for 10 years ahead)

Column F - Product Cost (This can be found in Salesforce)

Column G - Currency (This will be USD)

Save your spreadsheet.

In DataHawk go to Sources-Overview-Product Expenses

Click Add

Click Continue

Click Add Product Expenses

This is the screen where you drag over your Excel spreadsheet and upload to DataHawk

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