

# Import Product Info

04/09/2025 12:46 pm CDT

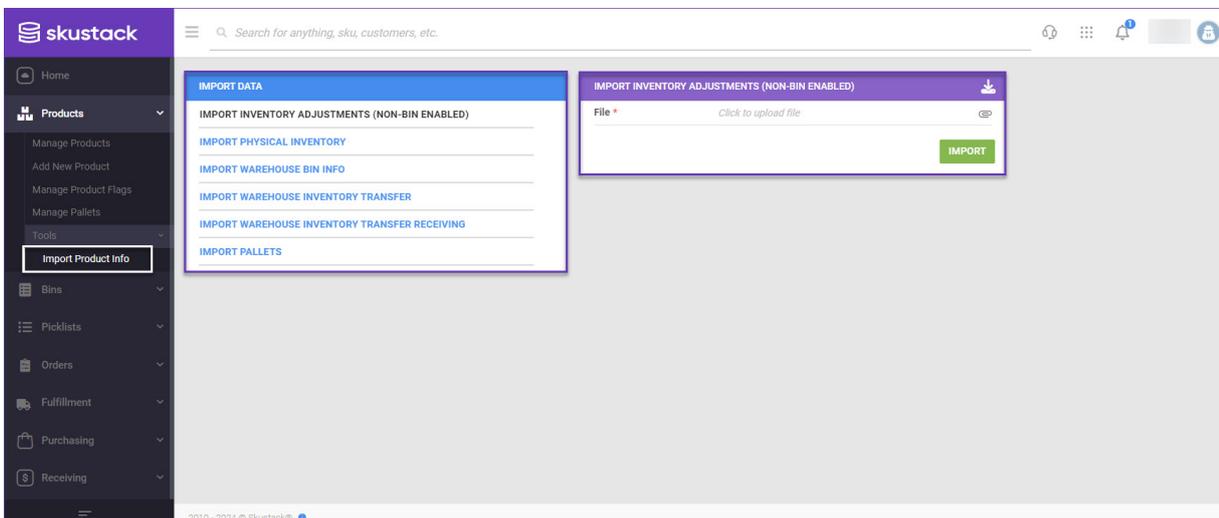
## Overview

When moving inventory between different warehouse locations, merging stock, or consolidating inventory from different sources, you may need to [transfer inventory](#) or import new inventory counts. The **Import Product Info** feature within the Skustack Admin allows you to seamlessly import this information in bulk, instead of entering each transfer or count individually. This ensures efficient and accurate inventory tracking.

## Import Product Info

To import product information:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace “xx” with your server ID or team name).
2. Enter your login credentials.
3. On the left, select **Products > Tools > Import Product Info**.
4. Choose your import type in the **Import Data** panel:
  - o **Import Inventory Adjustments (Non-bin enabled)**
  - o **Import Physical Inventory**
  - o **Import Warehouse Bin Info**
  - o **Import Warehouse Inventory Transfer**
  - o **Import Warehouse Inventory Transfer Receiving**
  - o **Import Pallets**
5. Click the **Download** icon to download a template in an **Excel, CSV, or Tab Delimited** format.
6. Fill out the template and **Import** it back when you are ready to apply the changes.

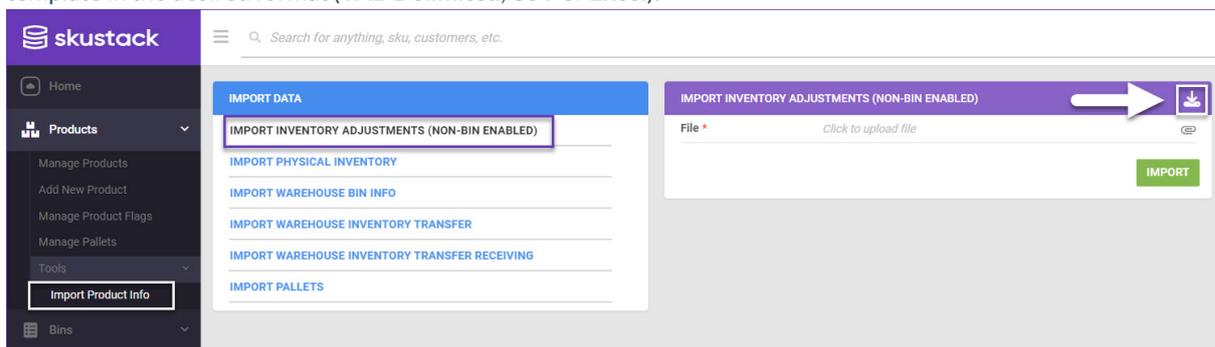


## Import Inventory Adjustments (Non-bin enabled)

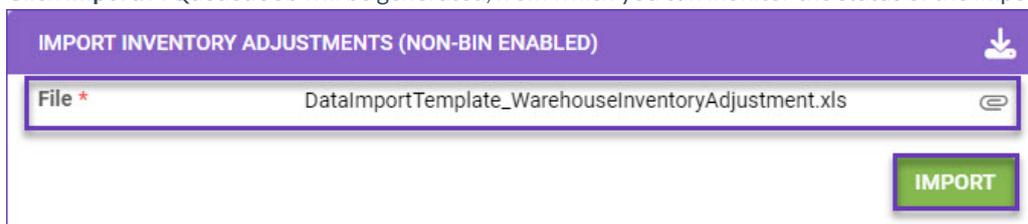
This import option is currently limited to warehouses that are not [bin-enabled](#). To learn more about adjusting inventory in [bin-enabled](#) warehouses, refer to [this article](#).

You can easily adjust the physical quantity of a product through an **Inventory Adjustments** import. For example, if a product is damaged in the warehouse, you can use the import to decrease the inventory by entering -1. Similarly, if you find additional inventory that was not previously recorded, you can adjust the quantity to reflect the actual stock. To utilize this import:

1. Navigate to **Products > Tools > Import Product Info**.
2. Select **Import Inventory Adjustments (Non-bin enabled)**.
3. Click the **Download** icon at the top right of the **Import Inventory Adjustments** panel to download a spreadsheet template in the desired format (**TAB Delimited, CSV or Excel**).



4. Populate the columns in the downloaded template:
  - a. **ID** – The adjustment’s unique identifier. This is not required when you create new adjustments; you only need to enter it when updating an existing adjustment.
  - b. **ProductID** – The SKU of the product being adjusted.
  - c. **WarehouseName** – The name of the warehouse where the SKU is stored.
  - d. **AdjustmentQty** – The adjustment quantity.
  - e. **AdjustmentReason** – The adjustment reason.
  - f. **LocationNotes** – Notes related to the product’s storage location within your warehouse.
  - g. **\_ACTION\_** – To delete existing adjustments, use the column header **\_ACTION\_** and populate it with **\_DELETE\_** in your template.
5. Once done, save the file and return to the Admin portal.
6. Click **File** and upload the saved file.
7. Click **Import**. A Queued Job will be generated, from which you can monitor the status of the import.



# Import Physical Inventory

This import option is currently limited to warehouses that are not [bin-enabled](#). To learn more about setting a **Physical Inventory** count in [bin-enabled](#) warehouses, see [Import Warehouse Bin Info](#).

The **Import Physical Inventory** tool lets you set the current **Physical Inventory** count for multiple products simultaneously using a file import. To import physical inventory data, follow the steps below:

1. Navigate to **Products > Tools > Import Product Info**.
2. Select **Import Physical Inventory**.
3. To download a sample template, select your preferred file format (**TAB Delimited, CSV or Excel**) and click the

Download icon.

IMPORT PHYSICAL INVENTORY		
Template	Default	▼
Format	TAB Delimited	▼ 
File *	<i>Click to upload file</i>	
UpdateType *	Partial (Recommended)	▼
Warehouse *	Select	▼
Inventory Date *	05/17/2024 5:03 PM	 
<input checked="" type="checkbox"/> Merge Default Warehouse Inventory Into Shadow Parent		
		<b>IMPORT</b>

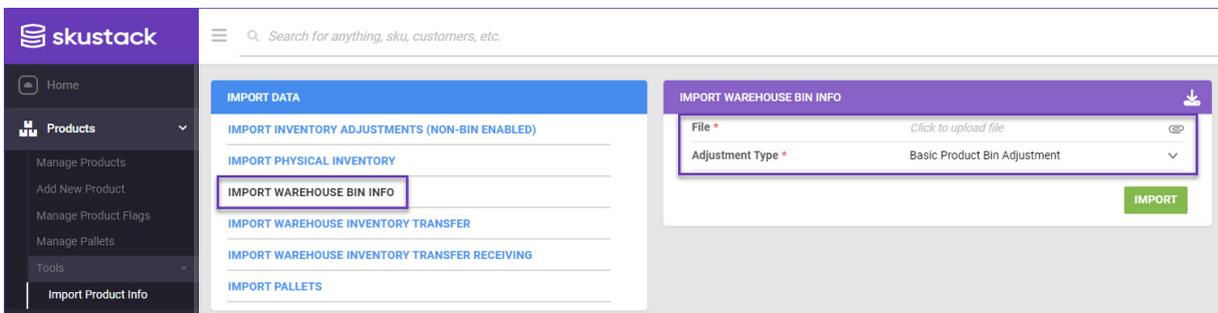
4. Fill out the template and return to the **Import Physical Inventory** panel.
5. Click the **File** field and select the appropriate file from your computer.
6. In the **Update Type** field, specify whether you want to perform a **Partial (Recommended)** or **Full Inventory Count**. Refer to the table below for a definition of each type.
7. Select the warehouse you are performing the update for and the inventory date.
8. Click **Import**. A Queued Job will be generated, from which you can monitor the status of the import.

IMPORT PHYSICAL INVENTORY		
Template	Default	▼
Format	TAB Delimited	▼ 
File *	<i>Click to upload file</i>	
UpdateType *	Partial (Recommended)	▼
Warehouse *	Select	▼
Inventory Date *	05/17/2024 5:03 PM	 
<input checked="" type="checkbox"/> Merge Default Warehouse Inventory Into Shadow Parent		
		<b>IMPORT</b>

UPDATE TYPE	DESCRIPTION
Partial	<p><b>(Strongly Recommended)</b></p> <p>A partial inventory import will only update the SKUs and respective warehouse(s) entered in the file. We recommend performing a partial inventory import because it is the safest option. Unlike a full import, partial imports will not affect SKUs missing from the file, eliminating any possibility of error.</p>
Full	<p>Similar to a partial update, full imports will update the SKUs and respective warehouse(s) entered in the file with the specified values. Any SKU that is missing from the file will have its inventory zeroed out. This is why we recommend using a partial upload unless you want to zero out the products outside of your import file.</p>

## Import Warehouse Bin Info

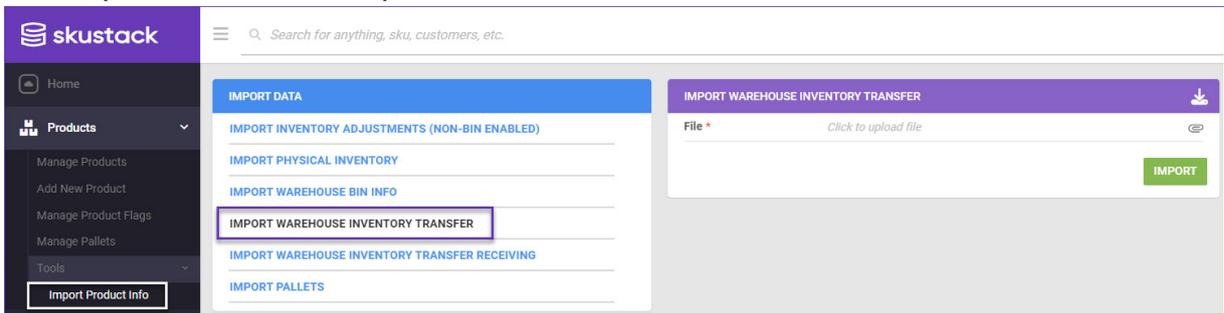
The **Import Warehouse Bin Info** import enables you to initialize or update bins using a template. A shortcut to this functionality can also be found in the **Bins** section. Further information can be found [here](#).



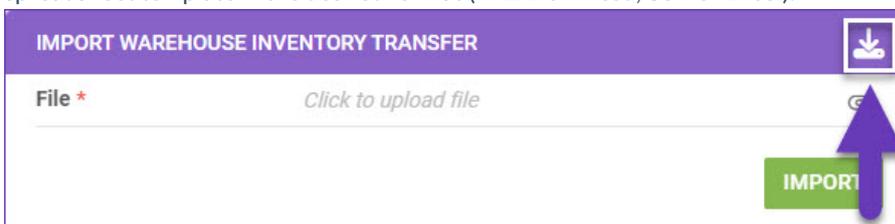
## Import Warehouse Inventory Transfer

With Skustack's **Import Warehouse Inventory Transfer**, you can simultaneously create multiple **Warehouse Inventory Transfers** (WITRs) with status **Pending**. To achieve this:

1. Navigate to **Products > Tools > Import Product Info**.
2. Select **Import Warehouse Inventory Transfer**.



3. Click the **Download** icon at the top right of the **Import Warehouse Inventory Transfer** panel to download a spreadsheet template in the desired format (**TAB Delimited, CSV or Excel**).



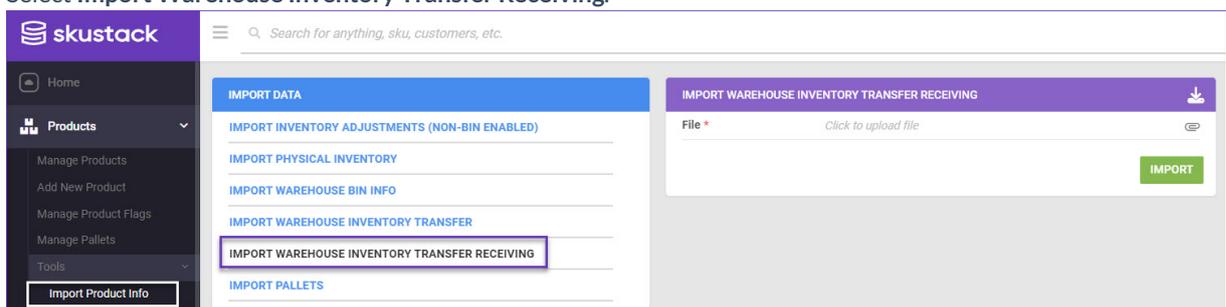
4. Populate the columns in the downloaded template:
  - a. **Title** – The transfer’s unique identifier.
  - b. **FromWarehouseID** – The ID of the warehouse from where the SKU will be transferred.
  - c. **ToWarehouseID** – The destination warehouse ID where the product will be received.
  - d. **InterimWarehouseID** – An interim warehouse ID, through which the product will be transferred.
  - e. **Notes** – A transfer specific entry can be added into this field.
  - f. **ProductID** – The transfer product SKU.
  - g. **TotalQty** – The transfer quantity.
  - h. **BoxNumber** – Transfer box ID, if applicable.
5. Save the populated template and return to the import prompt.
6. Click the **File** field and select the appropriate file from your computer.
7. Click **Import**. A Queued Job will be generated, from which you can monitor the status of the import. Once processed, the transfers will be generated in the system with status **Pending**.

## Import Warehouse Inventory Transfer Receiving

This import option is currently limited to warehouses that are not [bin-enabled](#). To learn more about receiving inventory transfers in [bin-enabled](#) warehouses, refer to [this article](#).

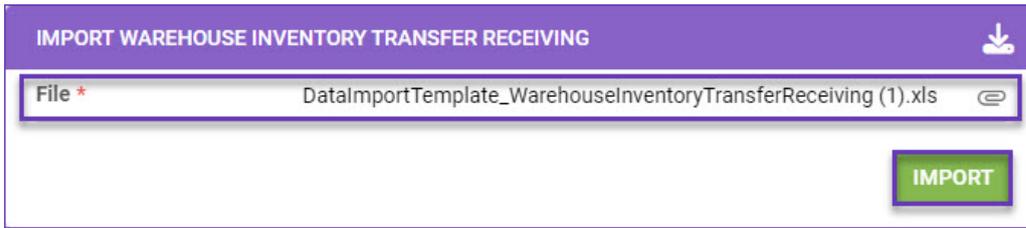
The **Import Warehouse Inventory Transfer Receiving** option is particularly useful to receive multiple pending Warehouse transfers at the same time. Utilize this feature in a few simple steps:

1. Navigate to **Products > Tools > Import Product Info**.
2. Select **Import Warehouse Inventory Transfer Receiving**.



3. Click the **Download** icon at the top right of the **Import Warehouse Inventory Transfer Receiving** panel to download a spreadsheet template in the desired format (**TAB Delimited, CSV or Excel**).
4. Populate the file columns as follows:
  - a. **RequestID** – Enter the Warehouse Transfer ID that you intend to receive.
  - b. **ProductID** – The product SKU you are receiving.
  - c. **QtyReceived** – The quantity to receive.

5. Once done, save the spreadsheet and return to the import prompt.
6. Click the **File** field and select the appropriate file from your computer.



7. Click **Import**. A Queued Job will be generated, from which you can monitor the status of the import. Once processed, the indicated transfers will be marked as **Completed** in the system.

## Import Pallets

Skustack's Pallets are distinct groups of units that are not associated with specific bins upon creation. The **Import Pallets** tool is a convenient functionality that allows you to manage them in the system via a file import. Further information about Pallets can be found [here](#).

