

Item Lookup Code	Description	Extended Description	Department	Category	Price	Cost	Qty	Supplier	Supplier Reorder Number	Supplier Cost	Unit of Measure
<i>Limit: 25 Characters</i>	<i>Limit: 30 Characters</i>		<i>30 Characters</i>	<i>30 Characters</i>							
			<i>Enter Prior</i>	<i>Enter Prior</i>							
037000075486	Puffs Plus Lotion	Aloe Vitamin E/Floral Deco Box	Grocery	Paper Products	\$3.29	\$2.10		Liberty USA	55423	\$2.00	ea

This is normally the UPC code



UPC A

2 other options available vs. enter your data into this spread sheet

- 1 Rent a Mobile Data unit from ADI to scan and enter your items
- 2 Load RMS back office on a laptop and use a barcode scanner to scan and enter your data

Item Look up Code

The starting and ending numbers of the bar code need to be in the code. If not the bar code scanner will not read the bar code.

The item look up code should be all caps no dashes or spaces and ideally mostly numbers

(note in excel the item lookup cells have to be text in order to see a 0 at the start of a number)

(note please see our Barcodes and Restrictions sheet if using a barcode printer. There may be limitations on what can be put in the item code field)

Department and Categories

All department and categories must be (hand) enter into RMS before importing 30 Characters long

Suppliers

Any supplier not in RMS prior to importing will be imported

When importing from a different system, be sure to use the UPC-A format. ADI will program scanners to scan the smaller UPC-E and convert it to the UPC-A

