

# Uploading Items

Please review the steps below which will assist you in easily loading your products to [Retail Universe](#).

1. Login and go to your name in the top right hand corner then My Company
2. Under your company view, click on Products
3. Click on either “+ Add Products” or “Import Catalog”

## + Add Prodcuts:

- “+ Add Products” will walk you through adding an individual product step by step
- “Import Catalog” then “Start Import” will guide you through uploading a spreadsheet of products to Retail Universe
- Please put **at least a Qty Available of 1**
- It is highly suggested, but not mandatory, that you use UPC as IDs

## Import Catalog:

**Step 1:** Download the comma-separated spreadsheet (.CSV) template and open this file in Excel. [Product upload template.csv](#)

**Step 2:** Enter your product information into the comma-separated spreadsheet template.

- Retail Universe uses the GS1 Global Product Classification (GPC) category system. Visit the [GS1 website](#) to learn more about this classification system, and access their [category browser](#). To add categories to your products, copy/paste the brick level category code or category name into the “GS1 Category” column in the product import template.
- Refer to this [sample](#) and [guide](#) for guidance on the kinds of information used for each column type. Be sure to save your file in the .CSV format in Excel.

**Step 3:** Upload the file

- Retail Universe now accepts the Universal Catalog (Catalog v7) spreadsheet so Assortment customers can easily upload their products on Retail Universe.
- If there are errors they will be shown on the upload page after the upload is complete. They will be listed in the last column of the spreadsheet that you can download from the red ‘Errors’ in Import History. You can correct the errors and re-upload the spreadsheet and it will not duplicate items but update the ones that have changes.



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# Tips & Tricks

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1. It is suggested to use the UPC as the ID
2. Picture URLs can be used from their websites or file paths can be used
3. Quantity Available always needs to have at least “1”
4. When there are errors, they will be listed in the last column of the spreadsheet that you can download from the Import History

## Support Information:

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