



# Getting Started Importing Inventory

- Inventory Tab
- Import Inventory Manager
- Search and Edit Inventory

Current Inventory OOS Orders

Search Inventory

Filter By

- OOS
- Instock
- Inhouse
- Hide Discontinued

Sort By: Item ID

Displayed Inventory Total: 4247.2905

Item ID	Reference ID	Item Name	Quantity	Wholesale Price	Weight	Location	Distributor	Inhouse	Discontinued	Stock Date
vcg006_16	vcg006_16	Opalite	140	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_5	vcg006_5	Opalite	129	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_6	vcg006_6	Opalite	121	0.18	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg006_8	vcg006_8	Opalite	159	0.25	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_10	vcg007_10	Green Aventurine	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_12	vcg007_12	Green Aventurine	111	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_14	vcg007_14	Green Aventurine	103	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_16	vcg007_16	Green Aventurine	122	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_5	vcg007_5	Green Aventurine	127	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_6	vcg007_6	Green Aventurine	158	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg007_8	vcg007_8	Green Aventurine	130	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_10	vcg008_10	Snowflake obsidian	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_12	vcg008_12	Snowflake obsidian	103	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_14	vcg008_14	Snowflake obsidian	138	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_16	vcg008_16	Snowflake obsidian	92	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_5	vcg008_5	Snowflake obsidian	92	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_6	vcg008_6	Snowflake obsidian	109	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg008_8	vcg008_8	Snowflake obsidian	108	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_10	vcg009_10	Picasso Jasper	140	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_12	vcg009_12	Picasso Jasper	153	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_14	vcg009_14	Picasso Jasper	129	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_16	vcg009_16	Picasso Jasper	145	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_5	vcg009_5	Picasso Jasper	146	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_6	vcg009_6	Picasso Jasper	150	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg009_8	vcg009_8	Picasso Jasper	132	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_10	vcg010_10	Mud line stone	139	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_12	vcg010_12	Mud line stone	128	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_14	vcg010_14	Mud line stone	123	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_16	vcg010_16	Mud line stone	108	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_5	vcg010_5	Mud line stone	104	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_6	vcg010_6	Mud line stone	94	0.24	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg010_8	vcg010_8	Mud line stone	112	0.31	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_10	vcg011_10	Mahogany Obsidian	160	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_12	vcg011_12	Mahogany Obsidian	148	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_14	vcg011_14	Mahogany Obsidian	144	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcg011_16	vcg011_16	Mahogany Obsidian	135	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08
vcrn011_5	vcrn011_5	Mahogany Obsidian	118	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2013-04-08



# Exporting Inventory Information from eBay

1. Log in to eBay: [My Ebay](#)  
-> [File Exchange](#) ->  
[Create a Download Request](#)
2. Select:
  - **Listing and Records:**  
Active
  - **Download Format:**  
Standard
  - **Date Range:**  
All Active Listings
3. Save and wait for the file to be email from eBay
4. Open the file in excel (preferred).

Activity Messages(5) Account Applications **NEW**

### Create a Download Request

Select active listings and sales history records that you want to download.  
**Note:** Your sales records are available for the current month and the past three calendar months.

**Listings and records**

Select

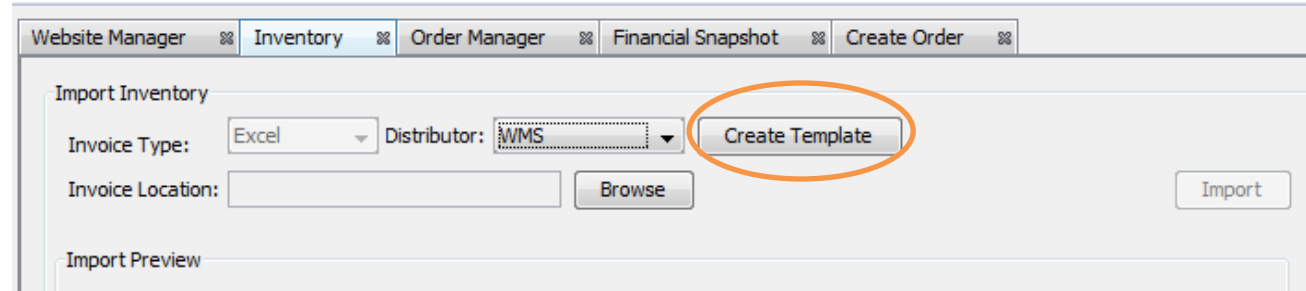
- Select
- Active
- Sold
- Unsold
- Awaiting Payment
- Paid and Awaiting to Ship
- Paid and Shipped
- Recommendations
- Archived
- All Sold and Archived
- All Product Inventory
- All Listing Templates
- Half.com Orders
- Half.com Shipped Orders
- Half.com Refunded Orders

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# Creating a Mass Import File for Gamut

1. Create a Mass Import file by creating a template.txt file in **Gamut** under **Inventory Tab**
2. Open the .txt file in Microsoft Excel
  - You will need to fill out the excel file with your inventory information:
    - Item ID
    - Weight
    - Quantity
    - Distributor Product ID
    - Location
    - Item Name
    - Item Cost



	A	B	C	D	E	F	G
1	Item ID	Location	Weight	Item Name	Quantity	Item Cost	Distributor Product ID (Optional)
2							
3							
4							
5							
6							
7							



- With both excel documents open (**eBay's export and Gamut's import files**) you may copy some information from the eBay export document that will be useful for importing to Gamut.
- Gamut Import Inventory Fields and what they match to in the eBay import:
  - Item ID matches to Custom Label. (IMPORTANT)
  - Location is used for designating where an item can be located for shipping purposes.
  - Weight is used to calculate shipping costs. This is the weight of the item by itself.
  - Packed Weight is also used for calculating shipping costs. This is the weight of the item when packaged. (Optional)
  - Item Name can be matched to Item Title.
  - Quantity can be matched to Quantity.
  - Item Cost is the wholesale cost of the item
  - Distributor Product ID can be left blank unless you know the distributor ID that you wish to assign these items to. (Optional)



# Mass Import to Inventory

- **Fill in the rest of your inventory information for each item**
  - For new inventory items, all columns will need to be completed to import, with the exception of Distributor Product ID
  - If you do not have a designated item location, do not know your item weights, or wholesale costs you can enter an arbitrary location or price. However, we highly suggest only importing your complete inventory information to be able to use Gamut to its full potential

	A	B	C	D	E	F	G	H	I
1	Item ID	Location	Weight	Item Name	Quantity	Item Cost	Distributor Product ID (Optional)		
2	NEW1	acb-shelf	5	Nozzle -1	10	\$5.50	NK-001		
3	NEW2	acb-shelf	8	Bolts	20	\$5.50	NK-002		
4	NEW3	acb-shelf	7	Clips	5	\$5.50	NK-003		
5	NEW4	acb-shelf	10	Nuts	10	\$5.40	NK-004		
6	NEW5	acb-shelf	21	O-Rings - 1"	20	\$5.40	NK-005		
7	NEW6	acb-shelf	6	O-Rings - 2"	5	\$5.40	NK-006		
8	NEW7	acb-shelf	3	O-Rings - 3"	10	\$5.40	NK-007		
9	NEW8	acb-shelf	7	O-Rings - 4"	20	\$5.40	NK-008		
10	NEW9	acb-shelf	9	Nozzle - 2	5	\$5.40	NK-009		
11	NEW10	acb-shelf	23	Nozzle - 3	20	\$12.40	NK-010		
12	NEW11	acb-shelf	20	Widget -#1	10	\$8.76	CB102		
13	NEW12	acb-shelf	26	Widget -#2	10	\$9.55	CB104		
14	NEW13	acb-shelf	9	Widget -#3	10	\$8.76	CB105		
15	NEW14	acb-shelf	25	Widget -#4	10	\$8.76	CB106		
16	NEW15	acb-shelf	16	Widget -#5	10	\$11.15	CB107		
17	NEW16	acb-shelf	22	Widget -#6	10	\$11.15	CB108		
18	NEW17	acb-shelf	10	Widget -#7	10	\$8.92	CB109		
19	ir128				40	\$2.39	c-2019		
20	ir965				10	\$12.42	r-1016		
21	ir968				20	\$5.41	bd-1026		
22	ir986				40	\$4.78	p-015		
23	ir982				15	\$7.01	r-3007		
24	ir992				30	\$1.91	C-2012		
25	ir648				30	\$3.50	R-1013		



# Mass Import to Gamut's Inventory

- Locate the Import File
- Choose the Distributor
- Import the Invoice
  
- Add, Delete, and Edit items
- Toggle Inhouse: toggles inhouse for all items in the order
- Complete Import to add all of the items to your inventory

Import Inventory

Invoice Type:  **Distributor:**

Invoice Location:

Order Total:

Unallocated Costs:  distribute based on   Toggle Inhouse

Item ID	Referen...	Item Name	Quantity	Purchas...	Actual C...	Weight	Location	Distributor	Inhouse
new1	nk-001	Nozzle -1	10	5.5	5.537615	5.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new2	nk-002	Bolts	20	5.5	5.537615	8.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new3	nk-003	Clips	5	5.5	5.537615	7.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new4	nk-004	Nuts	10	5.4	5.4369307	10.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new5	nk-005	*O-Rings ...	20	5.4	5.4369307	21.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new6	nk-006	*O-Rings ...	5	5.4	5.4369307	6.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new7	nk-007	*O-Rings ...	10	5.4	5.4369307	3.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new8	nk-008	*O-Rings ...	20	5.4	5.4369307	7.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new9	nk-009	Nozzle - 2	5	5.4	5.4369307	9.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new10	nk-010	Nozzle - 3	20	12.4	12.484803	23.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new11	cb102	Widget -#1	10	8.76	8.81991	20.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new12	cb104	Widget -#2	10	9.55	9.615313	26.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new13	cb105	Widget -#3	10	8.76	8.81991	9.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new14	cb106	Widget -#4	10	8.76	8.81991	25.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new15	cb107	Widget -#5	10	11.15	11.226254	16.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new16	cb108	Widget -#6	10	11.15	11.226254	22.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
new17	cb109	Widget -#7	10	8.92	8.981004	10.0	ACB-SHELF	<input type="text" value="XR"/>	<input type="checkbox"/>
ir128	c-2019	LVF-RZC...	40	2.39	2.4063454	1.2	IR	<input type="text" value="XR"/>	<input checked="" type="checkbox"/>



# Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
  - Order Manager Tutorials:
    - Order Manager Overview
    - Importing eBay sales and tracking
    - Search and Filter Orders
    - Merge, Un-Merge, and Split
    - Manually Create Orders
    - Exporting and Invoice Creation
  - Add-on Tutorials:
    - General Financial Overview