

Ampelius Import Data User Guide

Overview

This import data user guide is designed to help you add items for sale or purchase easily and consistently. The process focuses on attributes that help potential buyers and sellers identify items.



The Mapping Process

Along with this import data guide you will receive a mapping Excel spreadsheet.

On the 'Details' sheet you will fine a full list of the database fields for Part Products you can find on the Ampelius system.

In order to correctly map and exploit the data in your inventory we follow a simple process.

Step 1: Sample of your Inventory Record

Return the spreadsheet with a Sample of your inventory record by copying the information into the sheet called 'SAMPLE'. Then send the complete workbook to brokerage@ampeliustrading.com

Step 2: Initial Mapping Proposal

Ampelius will prepare an initial mapping proposal. This is set out in the 'DETAILS' sheet and shows where we have been able to line up your information with our structure.

Often this is from parsing out information from your long description information.

Step 3: User Review

We ask you to review the 'DETAILS' sheet to check that the mapping is accurate, using the example presented. You should also review the 'QUERIES' sheet to respond to any queries raised.

Again, save and send the complete workbook to brokerage@ampeliustrading.com

This Step 3 will repeat as often as required to fully optimise the mapping approach until a final agreed form is prepared.

Step 4: Processing All Inventory Data

Send us your fully inventory data in csv or Excel format. We can cope with most file sizes but you may need to spilt the information up if we do not confirm receipt.

We will process the data in accorance with the agreed mapping.

This import will be tested on our Sandbox site and if no issues arise, it will be imported into the designated users account on the live platform with each order having the status of 'Approved' i.e. not yet visible in the market.

Step 5: Prioritisation

We will review the information and provide you with a priority list for adding to the live market using the following criteria:

Essential Criteria –		Desirable Criteria -	
1.	Availability for sale has recently been verified.	1.	There is a history of buyer interest in the
2.	Has a valid manufacturer part number.		component.
3.	Has a defined manufacturer.	2.	Has a price within the range of similar
4.	Has a defined equipment Super class, Equipment		components.
	class and component name.	3.	Has commonality with other users.
5.	Has a defined price.	4.	Has a Phusion Library View link available.

Ampelius will then post these items live on your behalf.

Step 6: Sharing or Sale?

We will ask you periodically to identify which items are available for Sharing i.e. the items availability for sale, loan or exchange will only be determined when interest is shown in the item or available for Sale i.e. you have confirmed in the initial update or in a recent update that the item is available for sale.

Ampelius will update each of your items as defined by you.