

QUARTERLY SALES REPORT IMPORTING in CONNECT

For Licensees with many SKUs it's possible for us to import a quarterly sales report into CONNECT from a MS Excel or CSV file. Below are some of the headings for a sample import template. We can provide you with a full import template for your products.

Country	Product	Content	Pack measuring unit	Barcode	Internal Reference	Commercial Reference	Units	Volume	Unit	Value	Fee Rate Type
Canada	Espresso	454	gr.			31374104			Kg		Volume
Canada	Espresso	2.27	kg.			31374102			Kg		Volume
United States	Espresso	454	gr.			31374100			Kg		Volume
United States	Espresso	2.27	kg.			31374103			Kg		Volume
Canada	Choc Milk	500	ml.			31374104			L		Value

04

1. **Country** Click **Products** then

LICENSING
APPROVED (1)

COUNTRY	LICENSING FEES - SPECIFIC RATE	(IC)	STATUS
Canada		0 (vol)	LICENSED (1) [down arrow] [X]
[down arrow] VALIDATION			
United States		0 (vol)	IN REVIEW (1) [down arrow] [X]

Sales need to be broken down by country of sale.

2. **Reference Number**

Products

01
REFERENCES
APPROVED

The exported file needs to include one of the reference numbers in Connect.

This is often be the UPC Bar code but can be another code of your creation as long as it is unique.

Identification and References ?

Bar Code Number ?

Internal reference ?

Commercial reference ?

03

3. **Content / Pack measuring unit**

Products

PACKAGING
APPROVED

The Content and Pack measuring units columns should have the size of the units reported.

Consumer Pack Size ?
(eg. 50gr)

Unit for Reporting ?
(eg. 5 kg, or 12 L)

If you don't enter a Unit for Reporting in Connect it will assume Consumer Pack Size as the unit for reporting. If you prefer you can report in kilograms.

- Units OR Volume** Enter the number of Units sold **OR** the volume sold in the quarter.
- Value (if applicable)** Only provide data in this field if the License fee Rate Type is based on sales value.
- Send your completed template to administration@fairtrade.ca