

User Instructions: Article List (Excel)

The article list is the file you use to upload products to the Article Portal. It is important that the list contains only one header row and no merged cells. Each supplier may choose how to create the list. Below, we provide three different options. Select the method that best suits your company.

1. Export a list from your master data system

- Export the article information from your system.
- Format the list so that it does not contain multiple header rows or merged cells.
- Add columns for any information required by Apotek Hjärtat that is not available in your system. See the [Attribute Definitions](#) file for the attributes we use.
- Enter any information that could not be exported from your system.
- The file is now ready to be uploaded, and your attributes can be mapped to Apotek Hjärtat's attributes in PDX.

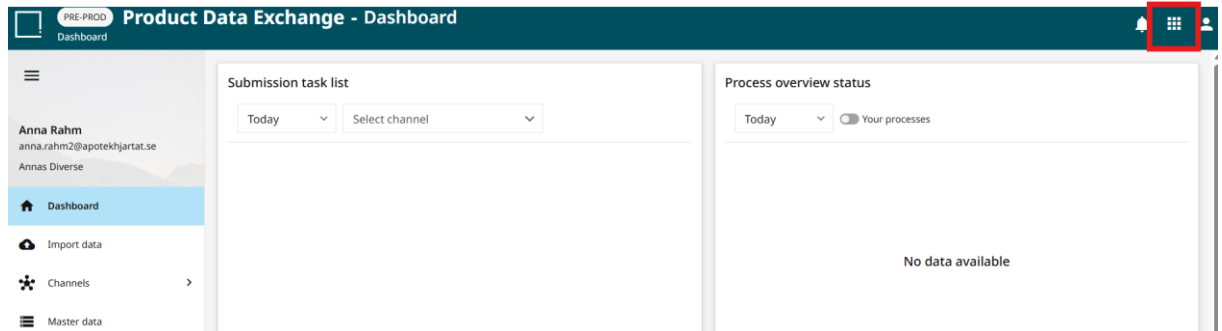
2. Export a list from Validoo

- Export the article information from Validoo.
- Review which attributes are mandatory for you as a Validoo supplier. See the [Attribute Definitions](#) file for the attributes we use.
- Remove all other columns from the list.
- Format the list so that it does not contain multiple header rows or merged cells.
- Add columns for any information required by Apotek Hjärtat that is not available in your system.
- Enter any information that could not be exported from Validoo.
- The file is now ready to be uploaded, and your attributes can be mapped to Apotek Hjärtat's attributes in PDX.

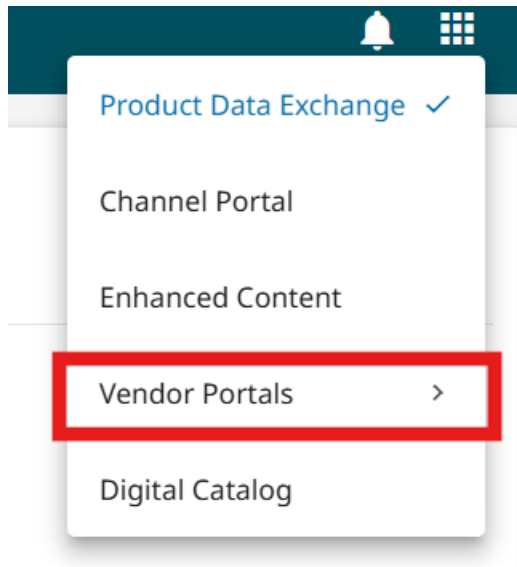
3. Use the template from the Vendor Portal

- Log in to PDX.

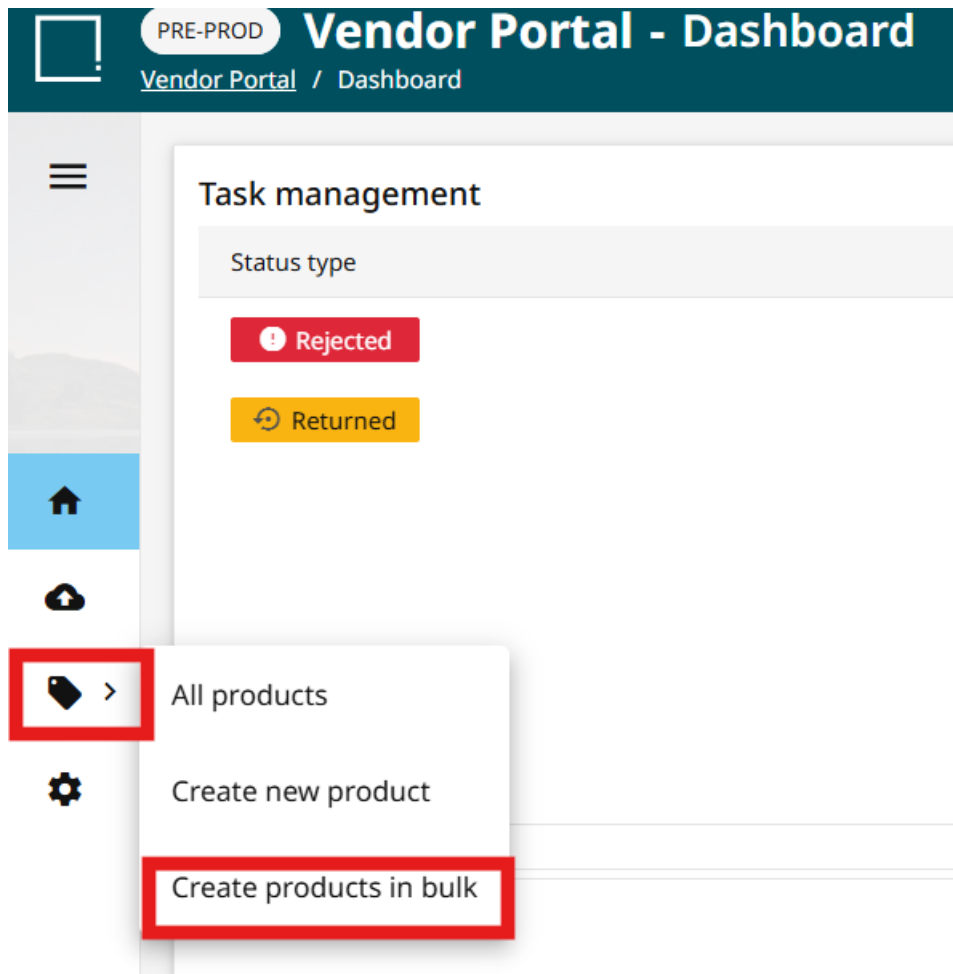
- Click the grid icon in the upper-right corner.



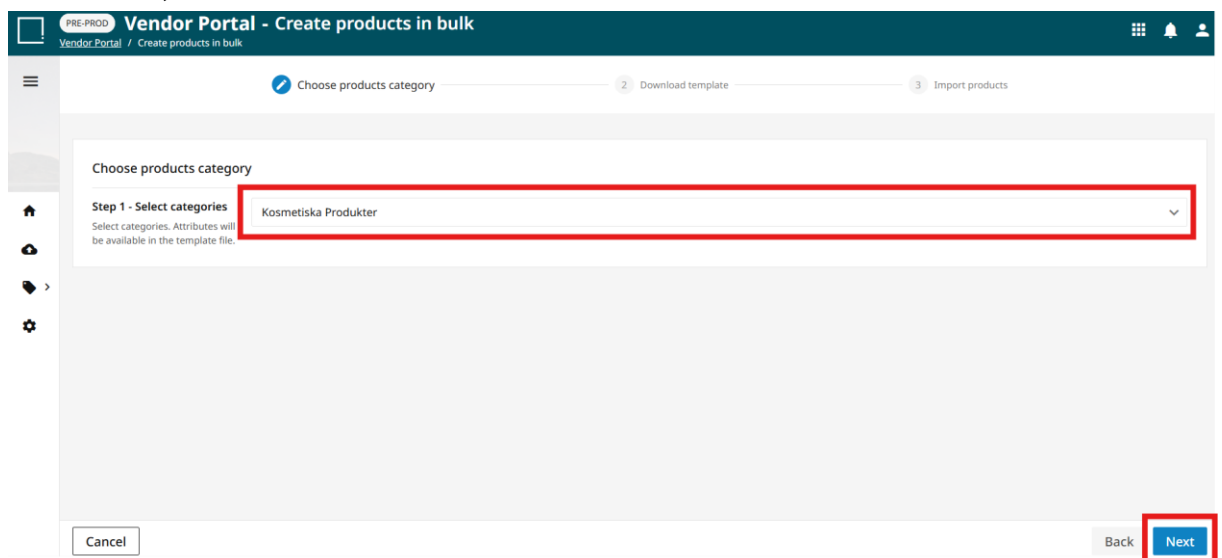
- Select Vendor Portals, then Apotek Hjärtat.



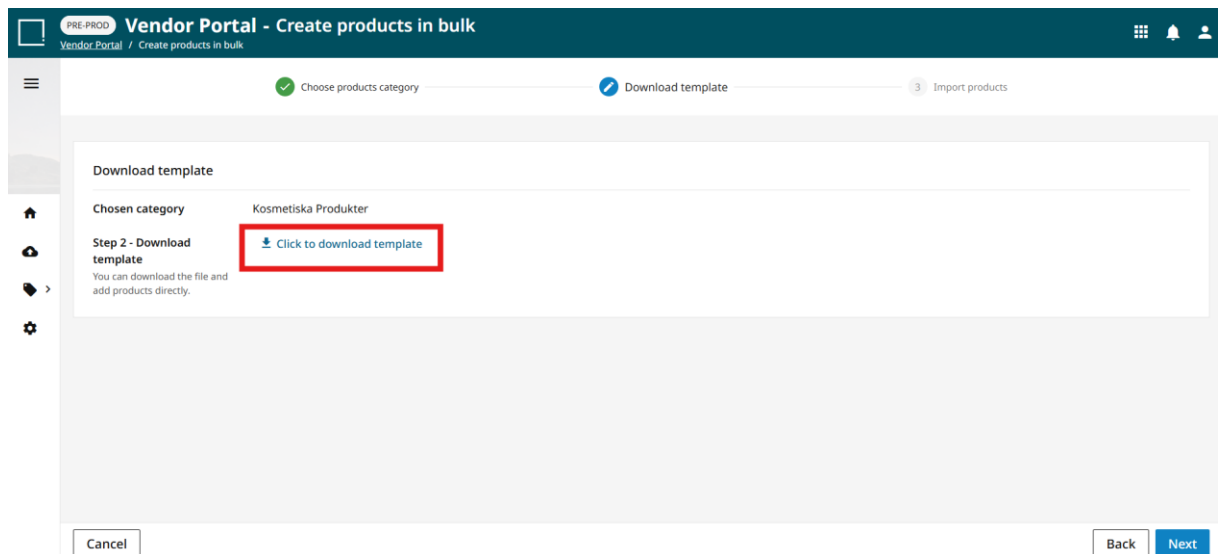
- Select Create products in bulk.



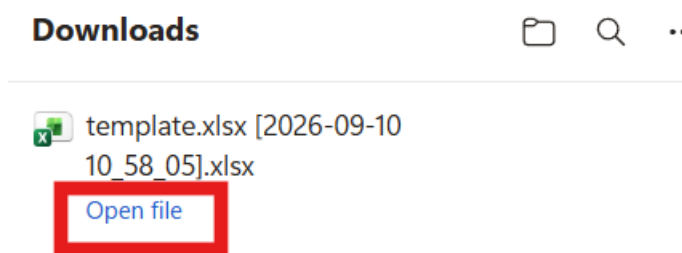
- Select PPH, then click Next.



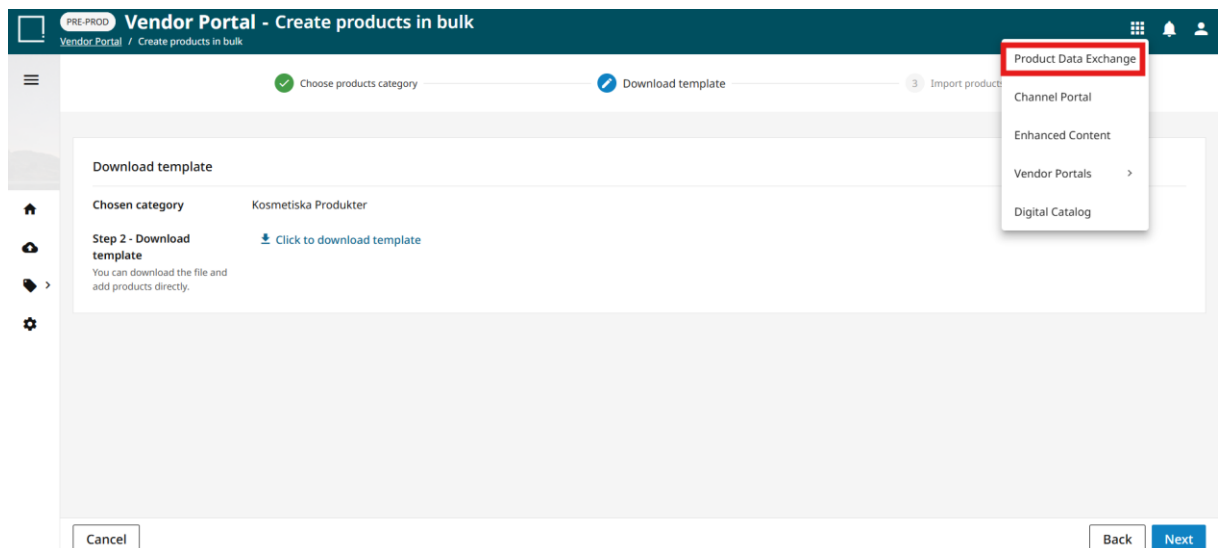
- Click “Click to download template”.



- Open the template you downloaded.

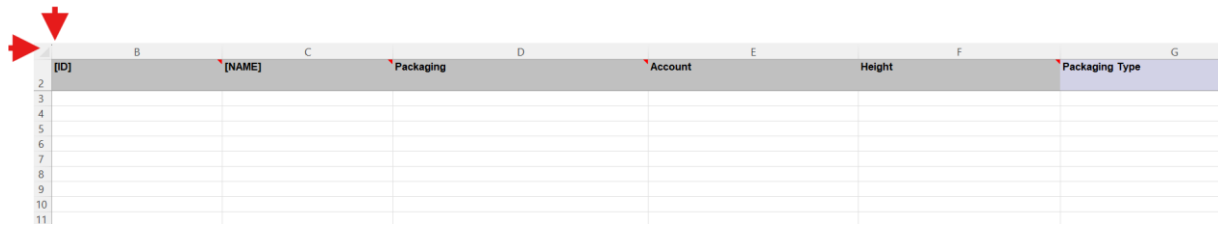


- Return to PDX.



- The template contains one hidden row and one hidden column that must be deleted. To display them, position the pointer to the left of column B and drag the column boundary to adjust the width. Then position the pointer above row 2 and

drag the row boundary to adjust the height.



	B	C	D	E	F	G
2	[ID]	[NAME]	Packaging	Account	Height	Packaging Type
3						
4						
5						
6						
7						
8						
9						
10						
11						

- The different colour markings for the fields mean:

xxx*	To be completed by suppliers not using Validoo
xxx*	Mandatory for all suppliers
Xxx	List value
xxx*	Mandatory for all suppliers; list value

- Also for Validoo suppliers, please fill in the [ID] attribute with either the GTIN or an internal item ID, and the [NAME] attribute with the product name.
- Keep the columns you need to complete and enter your information.
- Remove the * from the header text.
- The file is now ready to be uploaded, and your attributes can be mapped to Apotek Hjärtat's attributes in PDX.
- Ensure during the import that the [ID] field is mapped to the ID field in Your mappings.

Your mappings	62	🔍	🗑️	⬆️
[ID]		Id *		✕