Import articles interface

CSV import

ProductIP allows you to setup an interface between the ProductIP application and your internal systems, to automatically create technical files in ProductIP.
The interface works by uploading a CSV (comma separated values) file to our (S)FTP server containing the product information you want to store in the technical file.

The CSV import interface accepts data for the following fields:

Product article number (1)	Supplier name	Customer contact last name
Product name (1)	Supplier identification number	Customer contact email
Market release date (2)	Supplier article number	Customer contact phone number
Product description/remarks	Supplier product name	Factory name
Required completion date	Supplier note	Factory identification number
Purchase order number	Supplier address	Factory product name
Global model number (Basic UDI-DI) (8)	Supplier zip code	Factory note
EAN code (barcode number)	Supplier city	Factory address
Batch code	Supplier country (5)	Factory zip code
Shipment number	Supplier phone number	Factory city
Merchandiser	Supplier contact identification no.	Factory country (5)
Division	Supplier contact first name	Factory phone number
File group name	Supplier contact middle name	Factory contact identification no.
Project	Supplier contact last name	Factory contact first name
Customs code (CN code) (7)	Supplier contact email	Factory contact middle name
Risk level group code	Supplier contact phone number	Factory contact last name
Risk level group description	Customer name	Factory contact email
Risk level code	Customer identification number	Factory contact phone number
Risk level description	Customer article number	Tag 1 (6)
Brand name	Customer product name	Tag 2 (6)
Brand name owner (3)	Customer note	Tag 3 (6)
End of life date	Customer address	Tag 4 (6)
End of life remark	Customer zip code	Tag 5 (6)
Main article number (4)	Customer city	Tag 6 (6)
External article number	Customer country (5)	Tag 7 (6)
External article URL	Customer phone number	Tag 8 (6)
Country of origin (5)	Customer contact identification no.	Tag 9 (6)
Primary contact	Customer contact first name	Create packaging file (3)(9)
Secondary contact	Customer contact middle name	

(1) This field is mandatory
(2) Use the latest shipment arrival date for the most current list of requirements
(3) The values for this must be either 0 (= No) or 1 (= Yes)
(4) All lines with the same main article number will be grouped into the same file as long as all the key fields (as specified on the next pages) have the same value for all lines that need to be grouped. The specified main article number must also be included as article in the CSV
(5) Country can be supplied in English, Dutch, French text, alpha2 code, alpha3 code or numeric code, all as defined in ISO 3166-1
(6) Tag 1-9 can be optionally prefixed with a label to give the imported value context to the user
(7) https://taxation-customs.ec.europa.eu/customs/common-customs-tariff-cct/tariff-classification-goods/combined-nomenclature_en
(8) https://www.gs1.nl/en/knowledge-base/barcodes/gmn-for-basic-udi-di/
(9) A pre-draft technical file will be created for packaging, linked to the product technical file via the Bill of Materials. It will use the product article number followed by -PACK. Market release date, file group, project, purchase order number, barcode, supplier, customer factory, brand name,

Important notes regarding the CSV file:

- The order of the fields in the CSV file is entirely up to you. When supplying the CSV file for the first time, you need to specify the order to us so we can configure the import script for your account. A header row is optional.
- Each field in the CSV file must correspond to a unique field in our system. It is not possible to import 2 or more fields into 1 field. These fields should be merged to 1 field in the CSV file beforehand by you.

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CSV import – configuration (1/5)

Please specify the definition of the data in your CSV file:

Field enclosure ASCII value: _____ (typically a double quote [ASCII 34])

If your field data contains an enclosure character (“), it must be doubled in the CSV file.
*Example: **14” wheel** should become **14”” wheel** in the CSV file, if your enclosure character is **”***

Field separator ASCII value: _____ (typically a comma [ASCII 44] or semicolon [ASCII 59])

Number of header lines: _____ (these lines will be skipped during import)

Character encoding of the data: ☐ ISO 8859-1 ☐ UTF-8 ☐ Other: _____

Date format: _____ (must be the same for all date fields)

Fields
In the primary field column, indicate which set of fields are unique for a file (typically article number and market release date or article number and purchase order number).
This is used to prevent the creation of duplicate technical files.

ProductIP Field	Field position in the CSV file	Primary field
Product article number		☐
Product name		-
Market release date		☐
Product description/remarks		-
Required completion date		☐
Purchase order number		☐
Global model number (medical)		☐
EAN code (barcode number)		☐
Batch code		☐
Shipment number		☐
Merchandiser		☐
Division		☐
File group name		☐
Project		☐
Customs code (CN code)		☐
Primary contact		-
Secondary contact		-
Risk level group code		-
Risk level group description		-
Risk level code		-
Risk level description		-
Brand name		☐
Brand name owner		-
End of life date		☐
End of life remark		-
Main article number		-
External article number		☐
External article URL		-
Country of origin		☐

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CSV import – configuration (2/5)

Fields (continued)

ProductIP Field	Field position in the CSV file	Primary field
Supplier name		-
Supplier identification number		☐
Supplier article number		☐
Supplier product name		-
Supplier note		-
Supplier address		-
Supplier zip code		-
Supplier city		-
Supplier country		-
Supplier phone number		-
Supplier contact identification number		-
Supplier contact first name		-
Supplier contact middle name		-
Supplier contact last name		-
Supplier contact email		-
Supplier contact phone number		-
Customer name		-
Customer identification number		☐
Customer article number		☐
Customer product name		-
Customer note		-
Customer address		-
Customer zip code		-
Customer city		-
Customer country		-
Customer phone number		-
Customer contact identification number		-
Customer contact first name		-
Customer contact middle name		-
Customer contact last name		-
Customer contact email		-
Customer contact phone number		-
Factory name		-
Factory identification number		☐
Factory product name		-
Factory note		-
Factory address		-
Factory zip code		-
Factory city		-
Factory country		-
Factory phone number		-
Factory contact identification number		-
Factory contact first name		-
Factory contact middle name		-
Factory contact last name		-
Factory contact email		-
Factory contact phone number		-

Import articles interface

CSV import – configuration (3/5)

Fields (continued)

Tag 1		-
Tag 2		-
Tag 3		-
Tag 4		-
Tag 5		-
Tag 6		-
Tag 7		-
Tag 8		-
Tag 9		-
Create packaging file		-

The following field are updated in existing technical files, unless they are configured as primary field:

- Risk level
- Brand name
- Supplier article number
- Shipping number
- File group
- Batch code
- Required completion date
- Supplier fields (except supplier code and name)
- Customer fields (except customer code and name)

Import articles interface

CSV import – configuration (4/5)

Tag prefix text
If you need to give your tags more context, we can add text in front of the tag value during import.

Tag 1 _____

Tag 2 _____

Tag 3 _____

Tag 4 _____

Tag 5 _____

Tag 6 _____

Tag 7 _____

Tag 8 _____

Tag 9 _____

Countries
During the creation of the technical files, a default set of countries (where the products are sold) can be assigned to each file.
When the creation is completed, a ProductIP user only needs to select the correct product category for each file, after which our system will automatically add the applicable requirements to the file.

Please specify the default set of countries (where the products are sold):

☐ Austria	☐ Finland	☐ Latvia	☐ Poland
☐ Belgium	☐ France	☐ Liechtenstein	☐ Portugal
☐ Bulgaria	☐ Germany	☐ Lithuania	☐ Romania
☐ Croatia	☐ Greece	☐ Luxembourg	☐ Slovakia
☐ Cyprus	☐ Hungary	☐ Malta	☐ Slovenia
☐ Czech Republic	☐ Iceland	☐ Netherlands	☐ Spain
☐ Denmark	☐ Ireland	☐ Northern Ireland	☐ Sweden
☐ Estonia	☐ Italy	☐ Norway	☐ Switzerland

Please specify the email address of the ProductIP user that will be designated as the creator of each file:

Please specify the email address(es) to which the import summary must be sent after each import:

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CSV import – configuration (5/5)

File exchange frequency

CSV import is a scheduled batch process.
You'll must specify the days and time on which you will upload your CSV file.

Import frequency: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Upload time (24h format): _____ (i.e. 23:00)

Connection type

☐ You upload to the ProductIP SFTP server (SSH File Transfer Protocol)

☐ Key-based authentication (you must provide your public key to ProductIP)
☐ Authentication using username/password (provided by ProductIP)

Limit logins to the following IP addresses: _____

☐ You upload to the ProductIP FTPS server (File Transfer Protocol Secure, FTP with TLS/SSL)

Authentication using username/password (provided by ProductIP)

Limit logins to the following IP addresses: _____

☐ ProductIP downloads from your SFTP server (SSH File Transfer Protocol Secure)

Hostname: _____

☐ Key-based authentication (ProductIP will provide their public key to you)
☐ Authentication using username/password (provided by you)

If you wish to restrict logins, please allow 128.199.55.172 to login

☐ ProductIP downloads from your FTPS server (File Transfer Protocol Secure, FTP with TLS/SSL)

Hostname: _____

Authentication using username/password (provided by you)
If you wish to restrict logins, please allow 128.199.55.172 to login