

# Upload your CLINs with Excel

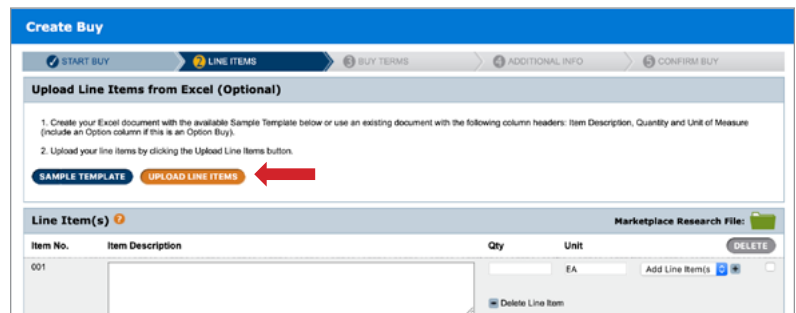
You asked and we listened. Now you can save even more time by uploading your CLINs with Excel! An Excel Line Item Template and Upload has been added to the Create Buy Workflow, allowing Buyers to upload their CLINs more quickly and efficiently.

## Utilizing the Buyer CLIN Upload

Through the Create Buy Workflow, you now have the opportunity to upload your CLINs directly from an Excel document. On the Line Items page, you can download a Sample Excel Template, or you can use an existing document. Your Excel document must contain the following headers: Item Description, Quantity, and Unit of Measure.

**Note:** If this is an Option year buy, please include a column header of “Option” and denote on each line item if it is Base, Option 1, Option 2 etc.

Once your Excel document is completed, select “Upload Line Items,” browse your computer for your Excel document, and then select “Upload.”



**Create Buy**

START BUY > **LINE ITEMS** > BUY TERMS > ADDITIONAL INFO > CONFIRM BUY

**Upload Line Items from Excel (Optional)**

1. Create your Excel document with the available Sample Template below or use an existing document with the following column headers: Item Description, Quantity and Unit of Measure (include an Option column if this is an Option Buy).  
2. Upload your line items by clicking the Upload Line Items button.

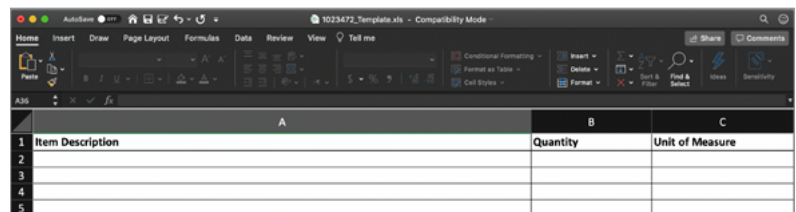
[SAMPLE TEMPLATE](#) [UPLOAD LINE ITEMS](#) (highlighted with red arrow)

**Line Item(s)**

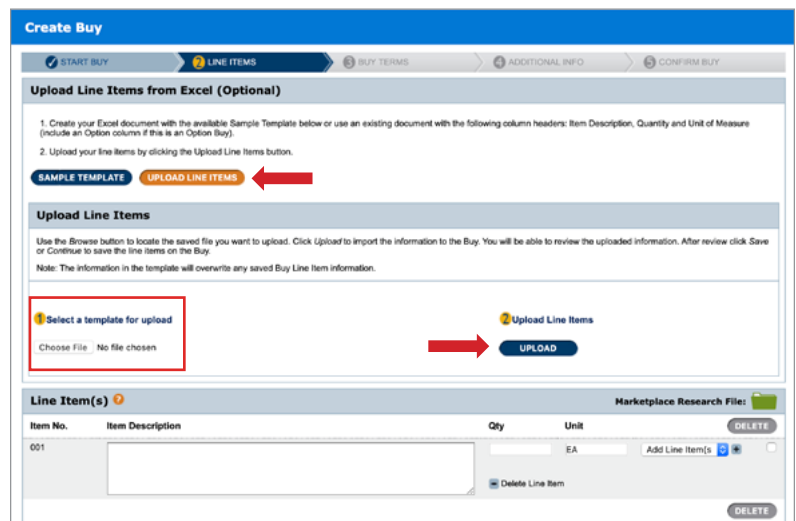
Item No.	Item Description	Qty	Unit	Marketplace Research File:
001			EA	<a href="#">Add Line Item(s)</a> <a href="#">DELETE</a>

[Delete Line Item](#)

Sample Template



	A	B	C
1	Item Description	Quantity	Unit of Measure
2			
3			
4			
5			



**Create Buy**

START BUY > **LINE ITEMS** > BUY TERMS > ADDITIONAL INFO > CONFIRM BUY

**Upload Line Items from Excel (Optional)**

1. Create your Excel document with the available Sample Template below or use an existing document with the following column headers: Item Description, Quantity and Unit of Measure (include an Option column if this is an Option Buy).  
2. Upload your line items by clicking the Upload Line Items button.

[SAMPLE TEMPLATE](#) [UPLOAD LINE ITEMS](#) (highlighted with red arrow)

**Upload Line Items**

Use the Browse button to locate the saved file you want to upload. Click Upload to import the information to the Buy. You will be able to review the uploaded information. After review click Save or Continue to save the line items on the Buy.  
Note: The information in the template will overwrite any saved Buy Line Item information.

[Choose File](#) (highlighted with red box) [UPLOAD](#) (highlighted with red arrow)

**Line Item(s)**

Item No.	Item Description	Qty	Unit	Marketplace Research File:
001			EA	<a href="#">Add Line Item(s)</a> <a href="#">DELETE</a>

[Delete Line Item](#)

After your template has been uploaded, you will see a confirmation that your document was uploaded successfully and each Line Item from your template will be auto populated.

Once your line items have been populated, you can make any necessary changes or add or delete as needed. You can then continue creating your buy as you normally would.

Upload Line Items

Use the Browse button to locate the saved file you want to upload. Click Upload to import the information to the Buy. You will be able to review the uploaded information. After review click Save or Continue to save the line items on the Buy.

Note: The information in the template will overwrite any saved Buy Line Item information.

Template was successfully uploaded

Select a template for upload

Choose File No file chosen

Upload Line Items

UPLOAD

Line Item(s)

Marketplace Research File:

DELETE

Item No.	Item Description	Qty	Unit	
001	Dell 15" Laptop	10	Each	Add Line Item(s) <input type="checkbox"/>
				Delete Line Item <input type="checkbox"/>
002	Dell Keyboard	10	Each	Add Line Item(s) <input type="checkbox"/>
				Delete Line Item <input type="checkbox"/>
003	Dell Wireless Mouse	10	Each	Add Line Item(s) <input type="checkbox"/>
				Delete Line Item <input type="checkbox"/>

DELETE

We hope you enjoy this new functionality. For additional questions on how to use the new Buyer Line Item Upload, please contact your Account Manager.

# Get started with Unison Marketplace.

Request a demo at [www.UnisonMarketplace.com](http://www.UnisonMarketplace.com),  
contact [MarketplaceSupport@UnisonGlobal.com](mailto:MarketplaceSupport@UnisonGlobal.com) or call 877-933-3243