

Mass Create new Products - GBU Data Steward

Overview

Who: GBU Data Stewards

What: Fill an Excel template to add new products in Salesforce and send it via a freshdesk ticket.

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Step-by-step

I. Identify products

Download the Excel template : <https://soilvay-crm.my.salesforce.com/01524000001FiTP>

Document

Template - Products creation

[Back to List: Documents](#)

Document Detail

Edit Properties

Delete

Replace Document

Email Document

Document Name	Template - Products creation
Internal Use Only	☐
Document Content Searchable	☒
Folder	My Personal Documents
Author	 Julien Gasqueton [Change]
File Extension	xlsx
MIME Type	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
Size	4.3MB
Description	
Keywords	
	View file
Created By	Julien Gasqueton , 06/07/2016 15:33

In each worksheet the columns in blue are **M** **ANDA** **TORY.**

[illegible]

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Export Products (pour GBU Data Steward)

Report Generation Status: Note: 2 000 of 15 437 records are displayed below. Select Export Details for a complete view of your data.

Report Options:

Summarize information by:

--None--

Show

All products

Time Frame

Date Field

Created Date

Range

Custom

From
To

Run Report

Hide Details

Customize

Save

Save As

Delete

Printable View

Export Details

Subscribe

Product ID	Product Code	Product Name	Level 1: Product Name	Level 2: Product Name	Level 3: Product Name	Level 4: Product Name	Level	Product Description
0124000004UHAw	-	<u>BLEND</u>	<u>BU INSULATION MATERIALS</u>	<u>CH3T - THERMAL INSULATION</u>			Level 3	BLEND
012400000458os	90071174	<u>RHODASURF L 7 D</u>	<u>Novacore</u>	<u>SURFACTANTS</u>	<u>NONIONIC SURFACTANT</u>		Level 4	RHODASURF L 7 D

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- **R**e**p**o**r**t : E x p o r t P r o d u c t s (f o r G B U D a t a S t e w a r d)

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[4](https://solvey-crm.com/y-salesforce.com/0000004a0p3)
[a](https://solvey-crm.com/y-salesforce.com/0000004a0p3)
[0](https://solvey-crm.com/y-salesforce.com/0000004a0p3)
[p3](https://solvey-crm.com/y-salesforce.com/0000004a0p3)

Fill the Level1, Level2, Level3, Level4 with the report to be sure to have the real name.

Fill the Level1, Level2, Level3, Level4 with the report to be sure to have the real name (each level is also a product).

Note: Green columns are protected, you can not do anything.

Warning: All the level must be completed. If you are in the worksheet "Creation Products Template V5", now Levels 1 to 4 are mandatory (not only the Level 4)

F	G	H	I	J	K	L	M	
LEVEL_1_Libellé	Key Lvl1 Product (do not use)	ID Lvl1 (used for loading)	LEVEL_2_Libellé	Key Lvl2 Product (do not use)	ID Lvl2 (used for loading)	LEVEL_3_Libellé	Key Lvl3 Product (do not use)	ID Lvl3
EP	EP Level 1	011240000043e42AAA	TO BE CLASSIFIED	EP TO BE CLASSIFIED Level 2	011240000043e4qAAA	TO BE CLASSIFIED	EP TO BE CLASSIFIED TO BE CLASSIFIED Level 3	011240000043e4rAAA

III. Send the template to SBS support via Freshdesk.

Once filled, send the Excel file to SBS support via Fresh desk.

 **SBS SUPPORT**
SOLVAY

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+

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📄

Check ticket status

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