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| **Checklist for Completed Spreadsheets** |

**Entire Spreadsheet**

Run Spell-Check on the entire spreadsheet and pay attention to the words being flagged. Don't just click ignore because the word **looks** right. Double Check

Run a search and replace to eliminate double spacing in the data. (Control + H) Find two spaces, replace with one space

Using the TRIM formula in Excel, make sure any extra spaces at the end of each field's data string is "trimmed" off. A trailing space, especially in the Title, is just wasted space

Verify every field in each of your data columns is filled out, no empty spots.

Verify the header titles have not been touched, and are all accounted for in their correct location

Verify there is no extraneous information in any of unused columns and rows (Highlight the empty columns and rows and either hit Delete or right click "Clear Contents"

Un-hide all columns

Remove conditional formatting

Do a Visual check across your Auction titles to verify they match the attribute data you completed for that sku

**Auction Title**

Verify all titles are less than or equal to 80

Verify there are no quote marks, commas or special symbols in the Auction Title ( " , symbols like fractions, registered trade marks, etc )

Verify your Titles follow the correct formula whenever possible : Auction Title = Manufacturer + Style/Model + Type of Product + Color/Finish + Size/Fitments

Check for Duplicate Title Issues within your spreadsheet

Check for Duplicate Title Issues with existing data in CA (ie: Export the brand from CA, then check & correct conflicts)

**Inventory Number**

Verify the correct prefix for each distributor is present in the Inventory Number and that none of the Inventory Numbers accidentally formatted themselves to dates

Verify there are no duplicate Inventory numbers on your spreadsheet

**Weight**

For Parts Data, Make sure weights appear consistent within like-groupings (ie: if there are 4 exhaust skus and three say 16.8 pounds and one says 2.4 pounds..look into it & correct if needed)

For Parts Data, Change all zero-weight items to your "best guess" for that product type

For Parts and Apparel Data, keep an eye out for items you think will be considered over-sized. There is a guide from FedEx on a new tab in your CA-Info Spreadsheet to give you an idea of what is considered "Over-sized". If an item is especially large, we need to increase the shipping cost or discuss whether or not we even list it on eBay.

For Apparel Data, weight is not that important because most of our vendors do not give us weight information on these items. So you can leave this column as-is

**ISBN, UPC, EAN, ASIN, MPN**

Verify the formatting is correct and no numbers have been accidentally converted into dates. If there is a potential formatting issue with the MPN, add a leading zero to prevent the date conversion

MPN's can only be 20 characters long

UPC, EAN, and ASIN numbers can only be 14 characters long

ISBN numbers can only be 17 characters long, and cannot have letters in the string

Check for Duplicate MPN's within your spreadsheet

Check for Duplicate MPN's for that brand with the existing data in CA (ie: Export the brand from CA, then check & correct conflicts)

**Description**

Check for missing html mark-up.  This should be checked as you are creating the descriptions, but needs to be glanced over again to ensure no obvious issues are missed

Descriptions in all Caps need to be converted to "standard" text. Using the Excel formula "PROPER" works for most text, but beware it will un-capitalize the deliberate All-Caps words such as DOT

**Manufacturer**

Verify you are using the correct standardized name for your info according to the Master Brand Name list.  If the brand name does not exist on the master list, email me before assuming anything

This field can only be 20 characters long

**Condition**

The word **NEW** always needs to be entered in this field, and in all Caps

**Picture URLs**

Verify there are always three urls per sku, and in this order: small image, large image, logo

All Url strings should start e.ridersdiscount.com, not www.ridersdiscount.com  (the "www" url string is just used for our website's image hosting)

**Supplier Code**

Verify this field is filled out for every line item, and accurate according to the data you've built. If you need a list of the current supplier codes, Go in CA and go to Inventory>Settings>Suppliers

**Inventory Subtitle**

Verify this field is filled out for every line item

Currently the generic text input for this field is "Riders Discount-Free Shipping Within Continental US". Use this exact text for everything until future notice

**Ad Template, Posting Template, Schedule, eBay Category List, and eBay Store Category Name**

Verify you have used the appropriate Ad Template for that product type and for the MAP Policy (Keep an eye out for US Only brands)

Verify you have used the appropriate Posting Templates for the selected Ad Template

Verify your eBay Categroy List number matches up to the number in the Posting Template Name

Verify you are using the correct eBay Store Category Name for that type of product

**Classification**

Make sure you are only using a Classification Name that is listed in the CA-Info Sheet. Do not go by the list of available Classifications in Channel Advisor.

**Main Product Attributes**

Scan all the attribute fields completed and check for inconsistencies (ie: numbers converted to dates, etc)

**Author Attribute Field**

Add your initials are filled out for this column

**Create Date Attribute Field**

Enter the date you turned in the spreadsheet..the date of actual completion

**MAP Policy Attribute Field**

Enter the MAP Policy as listed on the Master Brand sheet (ie: FULL RETAIL, 10% OFF RETAIL, NONE, UNKNOWN)

**Shipping Attribute Fields**

Verify you have an Embedded, Domestic, Canadian and an International price for each field. Domestic should always be zero unless i specifically gave you instructions to add a Domestic Shipping Cost (which will almost never happen.)

If the Brand you are working on is for US-Only sales, make sure you remove the attribute names and values for the Canadian & International shipping info

Ensure Embedded domestic starts in Attribute 17- rest is good

**Shipping Zone Information**

Verify your pricing in these columns matches what you have entered in the Shipping Attribute Fields

If the Brand you are working on is for US-Only sales, make sure you remove the Shipping Zone information for the Canadian & International shipping