

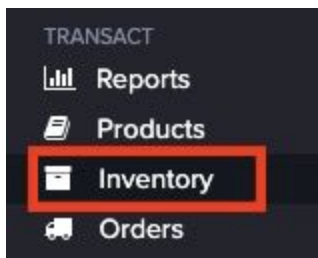


Updating Inventory

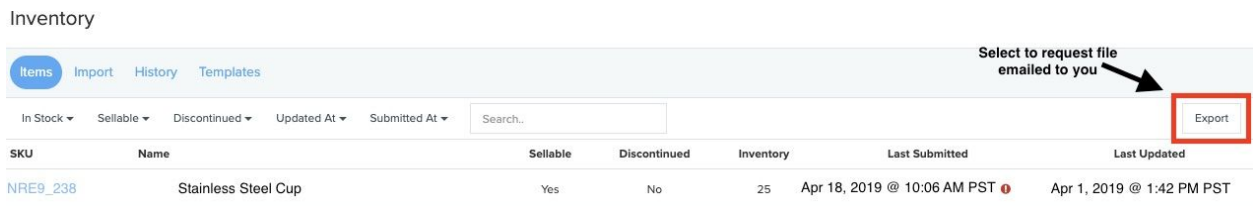
Updating your SKU inventory can be executed through the RevCascade Vendor Portal by first exporting an inventory file from the RevCascade portal that contains all items current inventory levels. Next, you will update the inventory levels directly on that file. Finally, you will upload the updated file directly in the RevCascade portal. This method is best used when you're looking to update a larger number of SKUs.

Here's how you do it:

1. Login to console and click the "Inventory" link on the navigation bar



2. On the top right of the Inventory page, locate and click the "Export" button
3. Click on "Export" on the popup screen. This will initiate a request for the system to export your inventory catalog which you will receive in an email



4. To update the inventory for each item, use the inventory file emailed to you and update the Inventory Column with the current inventory amount for each product
5. Return to the Inventory page and click on "Import"

Import Inventory





6. The default value for **InventoryInformation Source** is “I want to upload my inventory using an existing template” do not change this value
7. Select “RevCascade Inventory Feed” from the Select Template dropdown (In the event that you have a custom inventory file, select the custom template type - If you do not have a custom file but wish to use one, reach out to support@revcascade.com)

Select Template



8. Choose your file
9. Click **Save & Schedule** import

Your file will be added to our queue for processing. Please check back in a few minutes and your inventory should be updated.

Here is a screenshot of the page you will use to upload your updated inventory file.

Import Inventory

Items **Import** History Templates

Import Inventory

To add new items to your inventory, please configure an import using the form on this page.

You may view the progress of existing imports by viewing the queue [History](#).

InventoryInformation Source

- I want to upload my inventory using an existing template.
- I want to map my inventory information into a new template.
- I want to import my inventory from my eCommerce or PIM platform.

Select Template

RevCascade Inventory Feed

Select File

[Choose File](#) Updating Inventory.pdf

✔ **File Ready for Import**

▶ [Show Advanced Settings](#)

When you click "Save & Schedule", your import will be scheduled and you will be notified via email when your import has finished processing.

[Save & Schedule import](#)

If you need additional assistance you can reach us a support@revcascade.com