



The Material Intake Tab

Jennifer M - 2023-03-17 - Material Submission

The [Material Intake tab](#) enables you to upload materials, such as catalogs, pricing spreadsheets, images, documents and more in a single, centralized location.



The first step when using the Material Intake tab is to make sure the box for email is filled in. This information will be automatically filled in based on the user's account information and will be used in case ASI needs to get in contact regarding any materials provided via this tab.

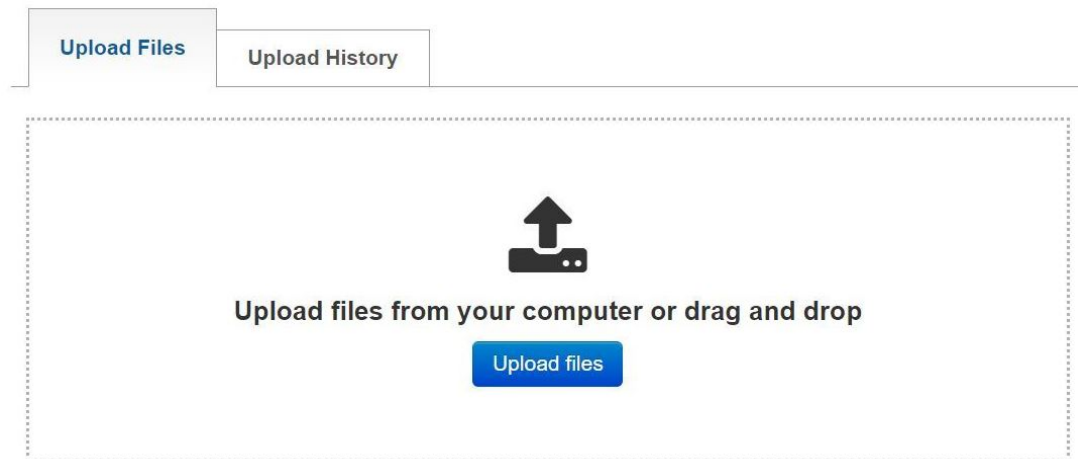
There are two ways to submit materials to ASI: [Upload Files](#) or [Enter a Link](#). You are able to add both uploaded files (in one or more formats) and links within the same submission.

After uploading a file or providing a site, you can view previously submitted materials in the [Upload History](#) tab.

Upload Files

You are able to upload files in a variety of formats, including: PDF, EXCEL, CSV, Word Doc, JPG/PNG for product images (including zipped files).

To upload a file, click on the "Upload Files" button. Browse your computer, click on the file, and then click on Open.



The file will be displayed in the main box. To upload more files, click on the "Add more files"

button.

Depending on the type of file you have uploaded, there will be options to define the materials and convey how you would like ASI to apply the information you have provided. It is important to keep in mind that these options will vary depending on the file format. Additionally, some of the configuration options will have additional fields.

When you are finished, click on the Submit Request button.

PDFs : 1	
ProductSafetyInfo.pdf	185.9 KB ✕
Please select an option below for EACH PDF file uploaded:	
<input type="radio"/> This PDF is a catalog of my product line (an eCatalog from this PDF will be added to ESP)	
<input type="radio"/> This PDF is supplemental information for my products in ESP	
What changes do you need ASI to perform?	
<input type="radio"/> None. I plan on updating my own data in ESP Updates	
<input type="radio"/> I want ASI to update all my products	
<input type="radio"/> I want ASI to only add new products	
<input type="radio"/> I want ASI to update prices only	
<input type="radio"/> I want ASI to update some products only (i.e., files include new products and price changes)	
<input type="radio"/> I want ASI to delete products only	
<input type="radio"/> I want ASI to link my catalog pages to my products only	
Additional notes or instructions for accessing catalogs, product images, product data, or other files from your links/websites:	
<input type="text"/>	

After submission, you will see a window appear with a Success Message. Click on OK to close this window.

Processing Request

Request ID 89548 successfully submitted!

After uploading a file, you can view previously submitted materials in the [Upload History](#) tab.

Link to File or Website

If you have a link to a file or website that you would like to submit to ASI, enter the address in the available box.

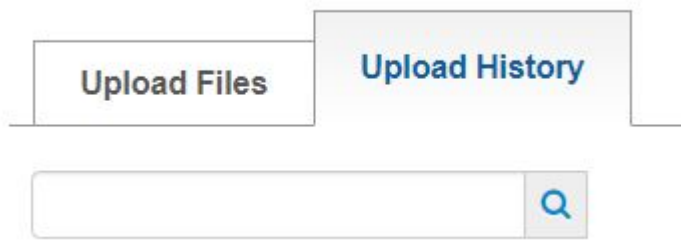
There will be a box where you can enter additional information regarding the file or website. When you are finished, click on the Submit Request button.

After submission, you will see a window appear with a Success Message. Click on OK to close this window.

After linking to a file or site, you can view previously submitted materials in the [Upload History](#) tab.

Upload History

The Upload History tab is where all submissions will be listed. You are able to use the search box to enter a term and then click on the magnifying glass icon to locate a file.



Each listing will also have two Action buttons:

- **View:** This button will open the file in its native format; or, if it is a link, will open the site.
- **Info:** This button will open a modal window with the configuration information you selected upon submission, as well as any additional notes or instructions you had entered.

Req ID	Upload Date	User Name	Contact Email	Update Type	File Name	File Type	Action
89548	10/02/2020	Supplier User	supplier@asicompany.com		https://www.asicentral.com	LINK	View Info
89548	10/02/2020	Supplier User	supplier@asicompany.com	None	2020Compliance.pdf	PDF	View Info

Related Content

- [The Catalog & Compliance Tab](#)
- [Updating Product Data](#)