



## 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.



Product Updates Manage your Products

Scorecard	Media Library	Manage Products	Catalog & Compliance	Supplier Info	Specials	<b>Material Intake</b>
-----------	---------------	-----------------	----------------------	---------------	----------	------------------------

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.

Upload Files

Upload History



Upload files from your computer or drag and drop

Upload files

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:

> ☐ This PDF is a catalog of my product line (an eCatalog from this PDF will be added to ESP)

☐ This PDF is supplemental information for my products in ESP

---

What changes do you need ASI to perform?

☐ None. I plan on updating my own data in ESP Updates

> ☐ I want ASI to update all my products

> ☐ I want ASI to only add new products

> ☐ I want ASI to update prices only

> ☐ I want ASI to update some products only (i.e., files include new products and price changes)

☐ I want ASI to delete products only

☐ 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:

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!

OK

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.

Upload Files

Upload History

  
Upload files from your computer or drag and drop  

Upload files

Link to file or website:

Add link

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.

Links to files or websites: 1

https://www.asicentral.com

Additional notes or instructions for accessing catalogs, product images, product data, or other files from your links/websites:

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!

OK

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.

Upload Files

Upload History

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	<input type="button" value="View"/> <input type="button" value="Info"/>
89548	10/02/2020	Supplier User	supplier@asicompany.com	None	2020Compliance.pdf	PDF	<input type="button" value="View"/> <input type="button" value="Info"/>

#### Related Content

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