How to Export and Print Barcodes for SalesVu Products on Avery Templates

1 Navigate to **https://www.salesvu.com/home.php**
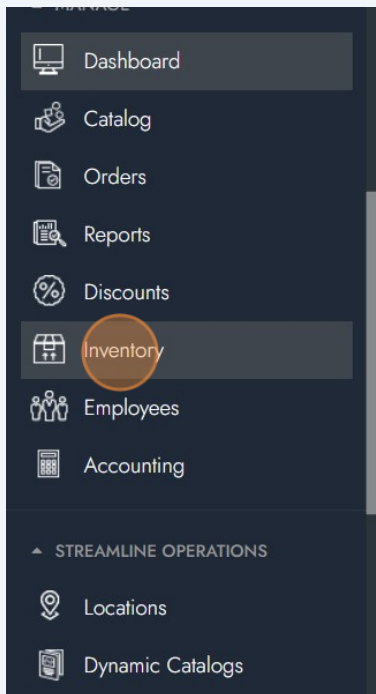
2 Click "Inventory"

3   Click this link.

Stock Setting

| Search Product or SKU 🔍 | Search All | Create PO(s) | Save All | ⬚ | ⌄ |

DEDUCT INVENTORY/QTY ⇕	LAST COST PRICE ($) ⇕	FINAL RETAIL PRICE ($) ⇕	PURCHASING UNIT OF MEASURE
☑ 0	N/A	0.00	Item
☑ 1	0.60	1.01	Item
☑ 1	N/A	21.00	Item

4   Click "Update SKU & UPC Code" to review or update UPC

Stock Setting

| Search Product or SKU 🔍 | Search All | Create PO(s) | Save All | ⬚ | ⌄ |

DEDUCT INVENTORY/QTY ⇕	LAST COST PRICE ($) ⇕	FINAL RETAIL PRICE ($) ⇕	
☑ 0	N/A	0.00	Export Report
			Manage Aisle
			Manage Shelf
			Manage Area
☑ 1	0.60	1.01	Update SKU & UPC Code
			Adjust Quantity
			Sort By
☑ 1	N/A	21.00	Assign Vendor to Products
			Adjustment Reasons

5 Click "Export Report"

Stock Setting

| Search Product or SKU 🔍 | Search All | Create PO(s) | Save All | ⊞ | ⌄ |

Print Report
Export Report
Manage Aisle
Manage Shelf
Manage Area
Adjust Quantity
Sort By
Assign Vendor to Products
Adjustment Reasons
Back to Inventory

SKU	UPC CODE ADD 5 UPC CODE SEPARATED BY COMMA (,)
	Enter UPC Code
	978020137962
	Enter UPC Code
	9780201379624

6 Open the Exported CSV File and delete all the columns or products you don't want. Save this edited file to import to Avery in next steps. You can also use this file to import to other Label Writer softwares.

7 Open the site "Avery Design & Print Online" at
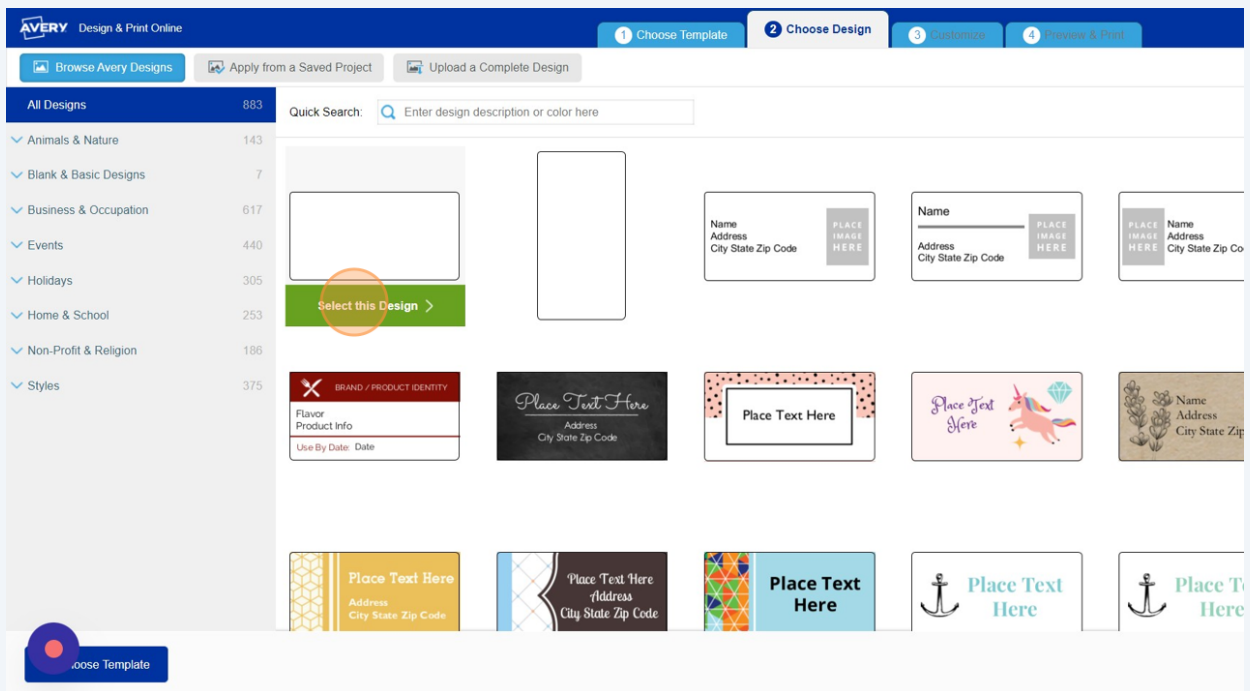**https://www.avery.com/myaccount/projects**

8 Find the Product you want to print to and Click "Select this Template"
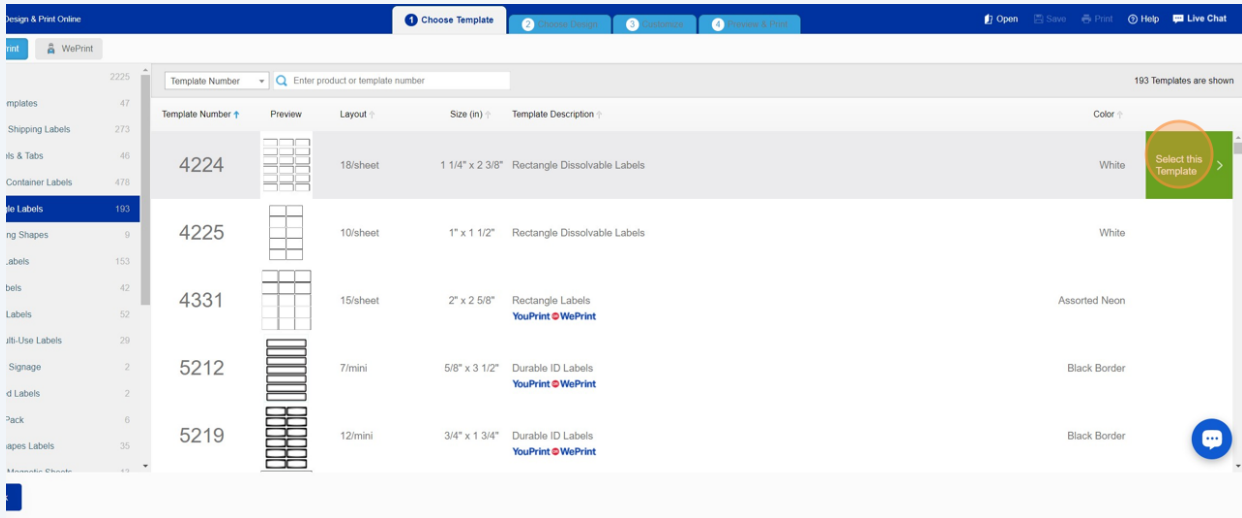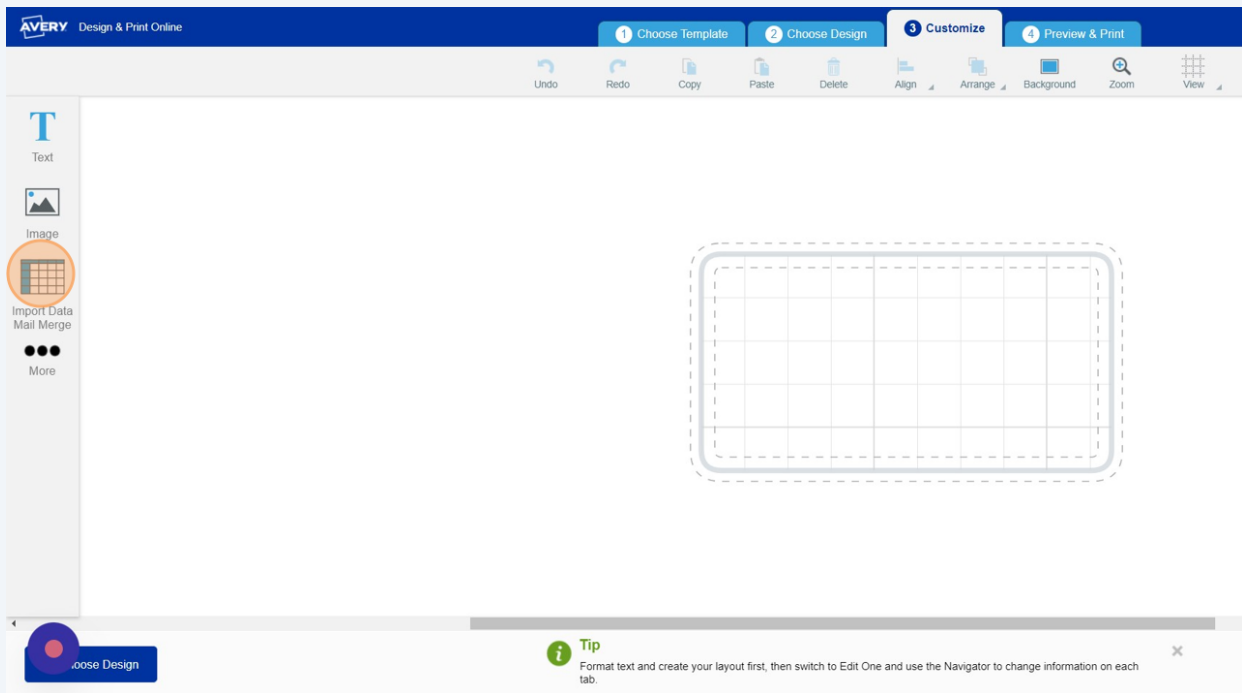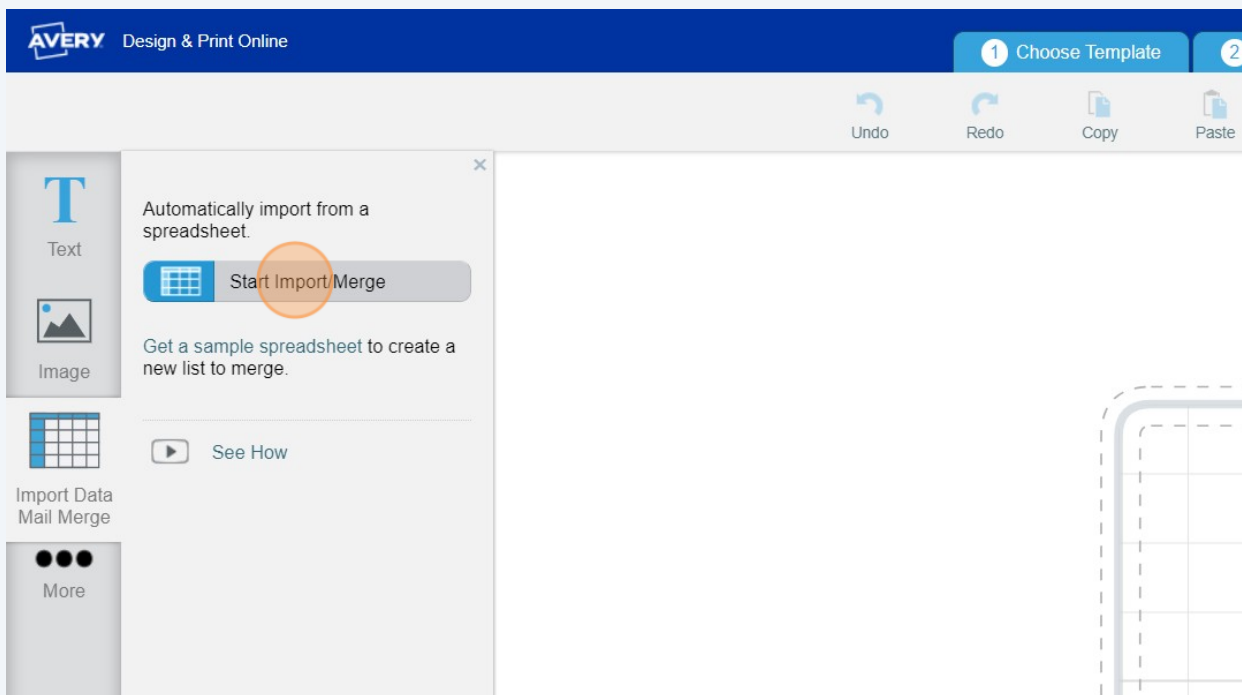

9 Find the Design you want. We selected a plain design. Click "Select this Design"

10 Click here to Import the data file.

11 Click "Start Import/Merge"

12 Find and attach your data file.

Undo	Redo	Copy	Paste	Delete	Align	Arrange	Background	Zoom	View

Import Data | Mail Merge   ?   ✕

1 Choose Spreadsheet > 2 Choose Fields > 3 Arrange Fields > 4 Finish >

⬆ Upload   🔲 My Account   ▲ Google Drive

To import data, select file from your computer:

Browse for File

Acceptable file types: **xls, xlsx, csv**

Max file size:

✔ 3,000 rows

✔ 20 columns

✔ 600 KB

Please split larger files to create multiple projects.

ℹ **Did you know?**

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13 Select the products and columns you want to add to the Label.

1 Choose Spreadsheet > **2 Choose Fields** > 3 Arrange Fields > 4 Finish >

Choose the rows and columns you want to print   Untitled spreadsheet.xlsx

☑ If the first row contains your column titles, uncheck this box so they do not print.

#	Select All ☑	☑ ↑≡	☑ ↑≡	☑ ↑≡	☑ ↑≡
1	☑	Product	Last Selling Price $	Description	SKU	UPC
2	☑	Cabernet Sauvignon 7	15.43		028400040037	0284(
3	☑	Barilla Fully Cooked R	1.94		028400090858	0284(
4	☑	Doritos Cool Ranch To	1.5		02840009179	0284(
5	☑	Activia Probiotic Mang	1.01		978020137962	9780:
6	☑	Activia Probiotic Straw	1.01	WWII	9780201379624	9780:

< Replace Spreadsheet   Cancel   Next >

ℹ **Tip**
Format text and create your layout first, then switch to Edit One and use the Navigator to change information on each tab.   ✕

14 Click "Next"

15 Drag and drop the fields to create your Label

16 Click "Last Selling Price $"

Import Data | Mail Merge

1 Choose Spreadsheet > 2 Choose Fields > **3 Arrange Fields** >

Double-click or drag the field names from the Available fields column (on the left below) into the label

Available fields:

Product	✥
Last Selling Price $	✥
Description	✥
SKU	✥
UPC Code	✥

**Double-click
OR
Drag and Drop**

TIP: Add commas, spaces and other text between fields here.

Arrange fields:

Product

The data from these field names will appear on all labels after completing the merge.

---

17 Click here.

1 Choose Spreadsheet > 2 Choose Fields > **3 Arrange Fields** >

Double-click or drag the field names from the Available fields column (on the left below) into the lab

Available fields:

Product	✥
Last Selling Price $	✥
Description	✥
SKU	✥
UPC Code	✥

**Double-click
OR
Drag and Drop**

TIP: Add commas, spaces and other text between fields here.

Arrange fields:

Product |

The data from these field names will appear on all labels after completing the merge.

18   Click here.

Merge

eet to create a

Double-click or drag the field names from the Available fields column (on the left below) into

Available fields:

Product	✛
Last Selling Price $	✛
Description	✛
SKU	✛
UPC Code	✛

→

**Double-click
OR
Drag and Drop**

TIP: Add commas,
spaces and other text
between fields here.

Arrange fields:

Product
Description

The data from these field names will appear on all labels after completing the merge.

‹   Choose Fields

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19   Click "Last Selling Price $"

Import Data | Mail Merge

1 Choose Spreadsheet > 2 Choose Fields > **3 Arrange Fields**

Double-click or drag the field names from the Available fields column (on the left below) into the

Available fields:

Product	✛
Last Selling Price $	✛
Description	✛
SKU	✛
UPC Code	✛

→

**Double-click
OR
Drag and Drop**

TIP: Add commas,
spaces and other text
between fields here.

Arrange fields:

Product
Description
SKU

The data from these field names will appear on all labels after completing the merge.

20 Click "Next"

Spreadsheet > 2 Choose Fields > **3 Arrange Fields** > 4 Finish >

d names from the Available fields column (on the left below) into the label placeholder area on the right.

Arrange fields:
Product
Description
SKU
Last Selling Price $

Double-click
OR
Drag and Drop

TIP: Add commas,
spaces and other text
between fields here.

mes will appear on all labels after completing the merge.

Cancel   Next >

Edit All   Edit C

Sheet 1 ▼ of 1

Ob

te your layout first, then switch to Edit One and use the Navigator to change information on each

Preview & Print >

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21 Click "Finish"

All and change the
f all the text and images.

T
Text

Use import data (also known as mail
merge) to automatically bring in text or
data from a spreadsheet file into your
design.

Image

ABC Import Data

▶ See How

**Import
Data**

to Edit One to change
els or cards.
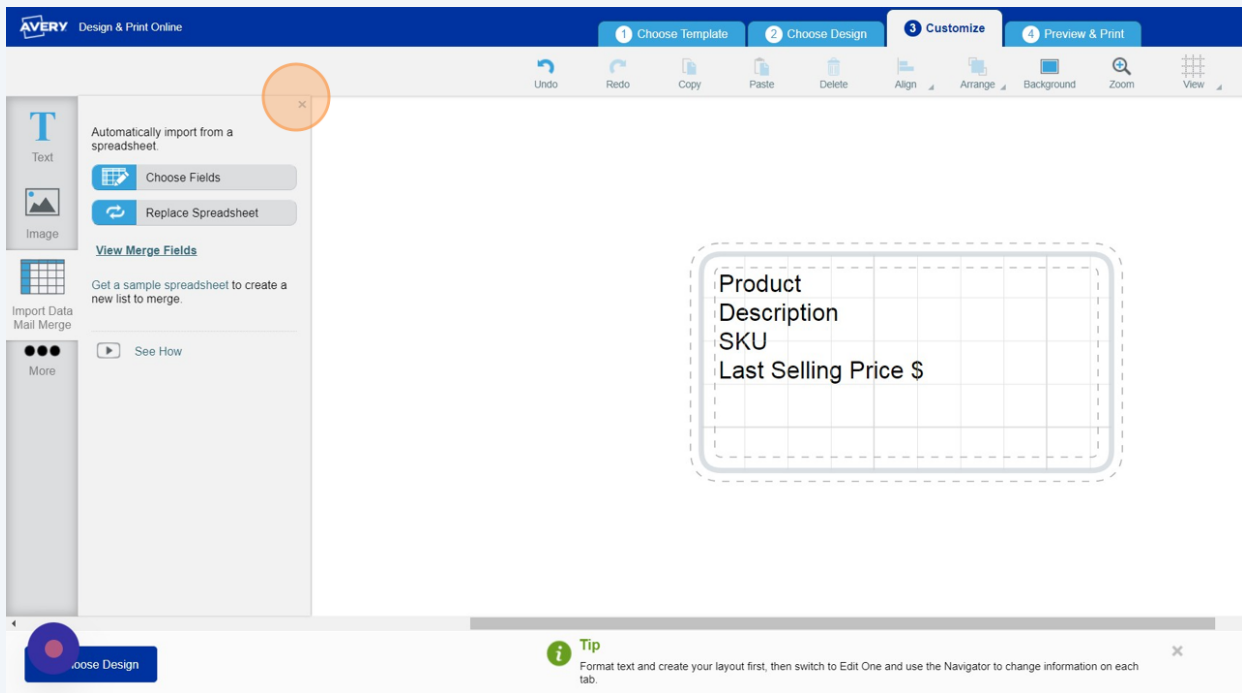
If you are having trouble with your mail
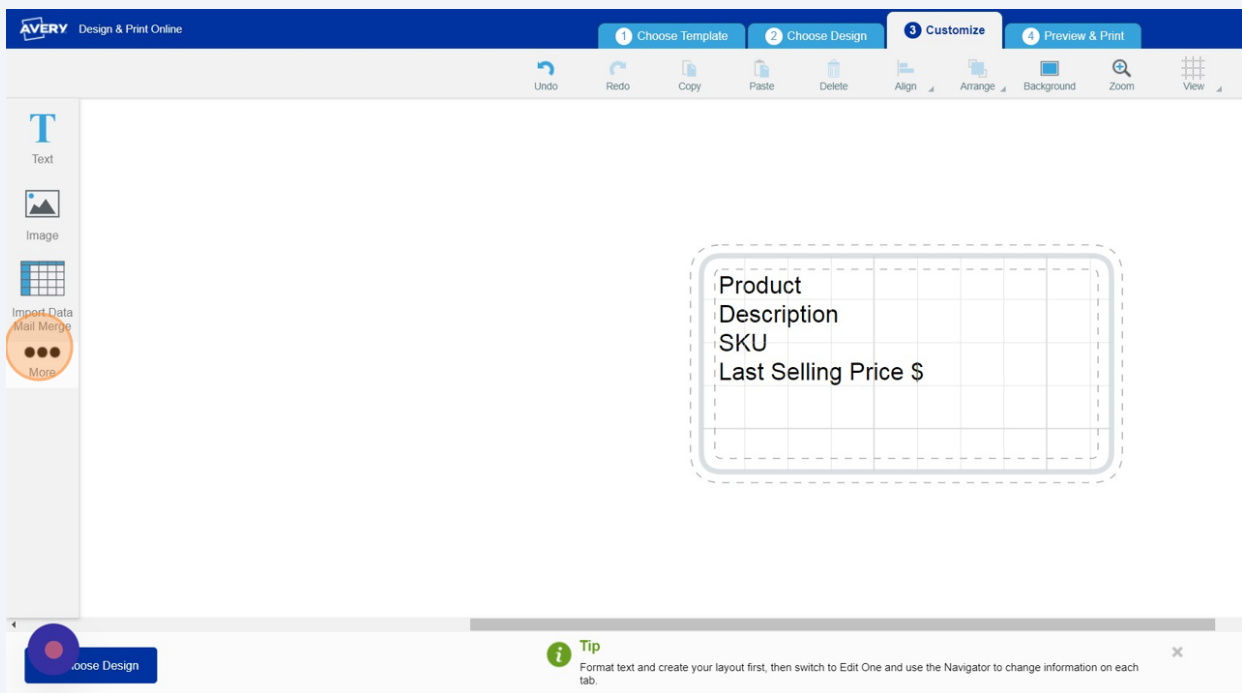merge data, it's best to fix your
spreadsheet and then merge again.

Cancel   Finish >

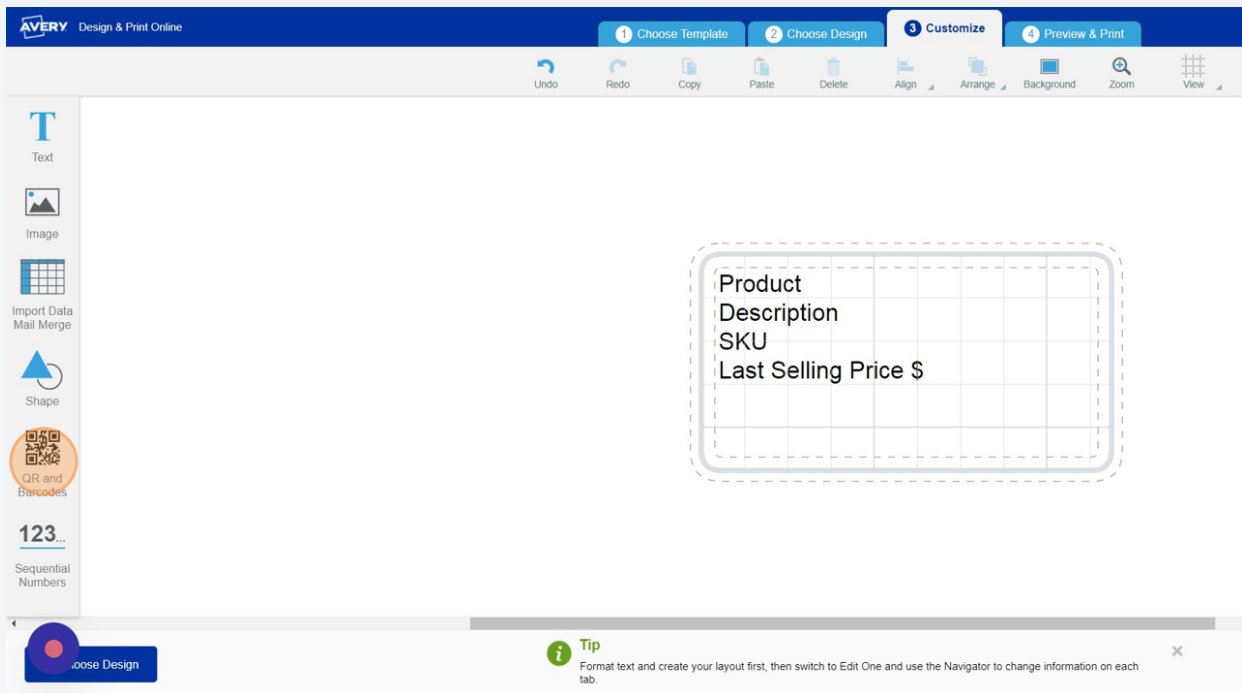n switch to Edit One and use the Navigator to change information on each
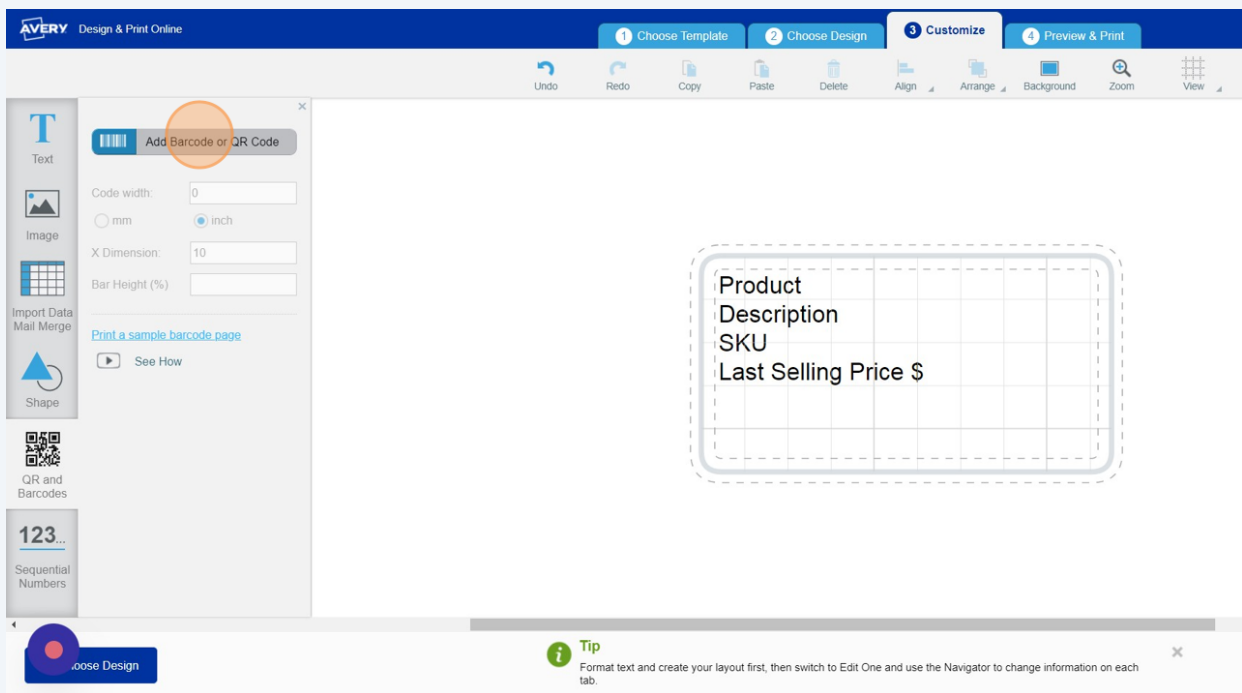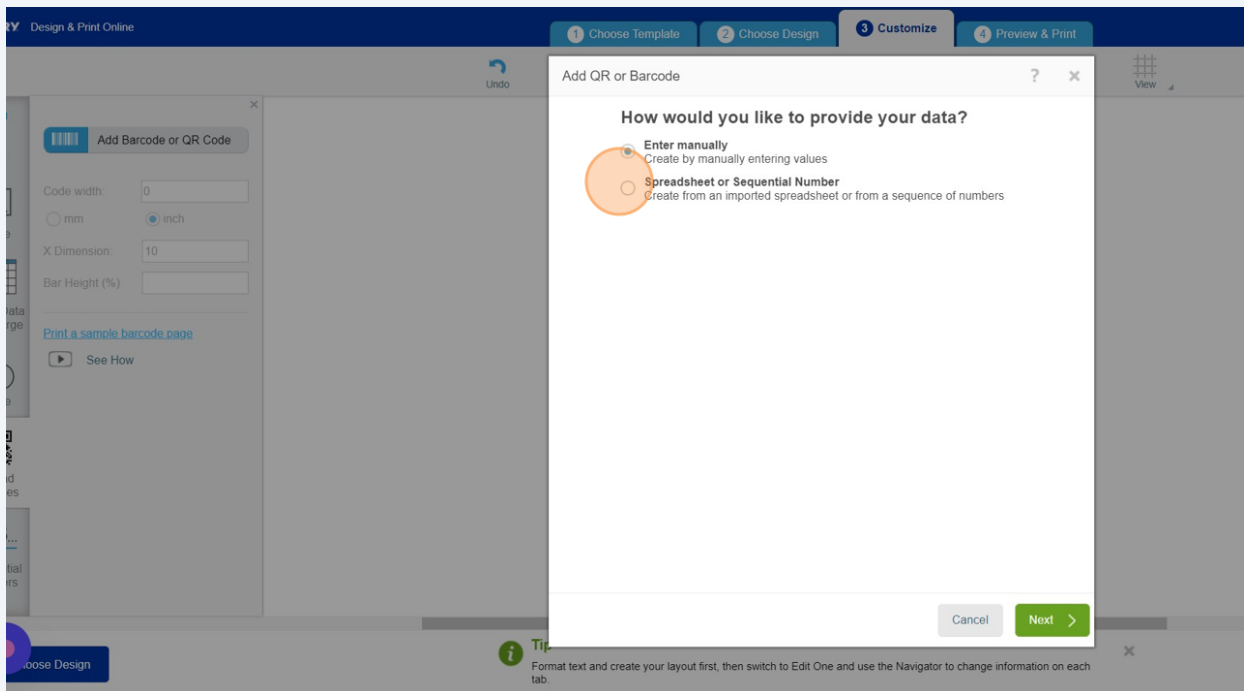
Pr

22 Click here.

23 Click here.

24 Click here.

25 Click "Add Barcode or QR Code"

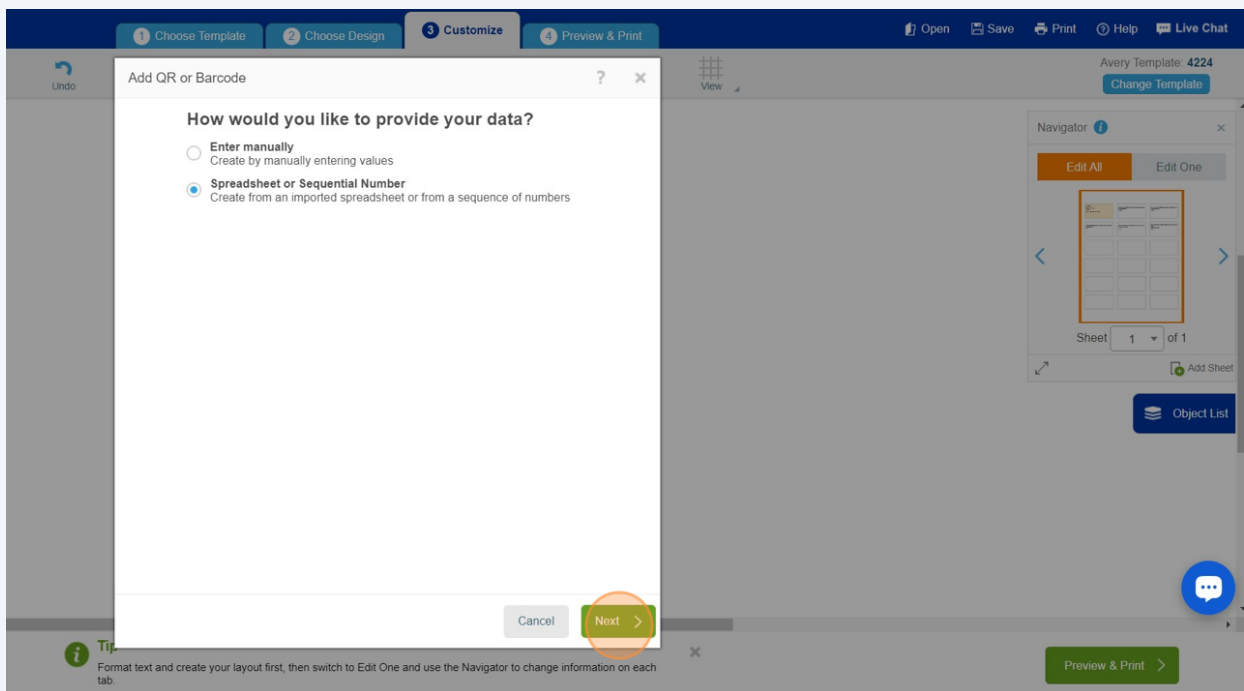**26** Click the "Spreadsheet or Sequential NumberCreate from an imported spreadsheet or from a sequence of numbers" field.
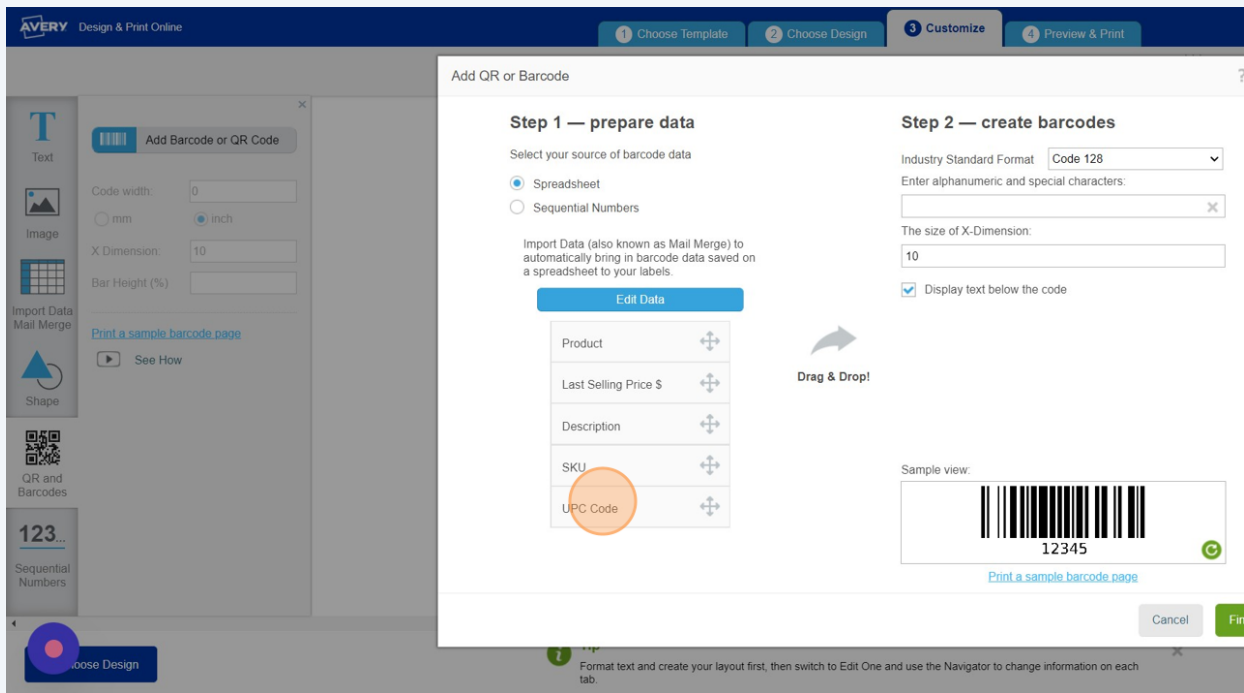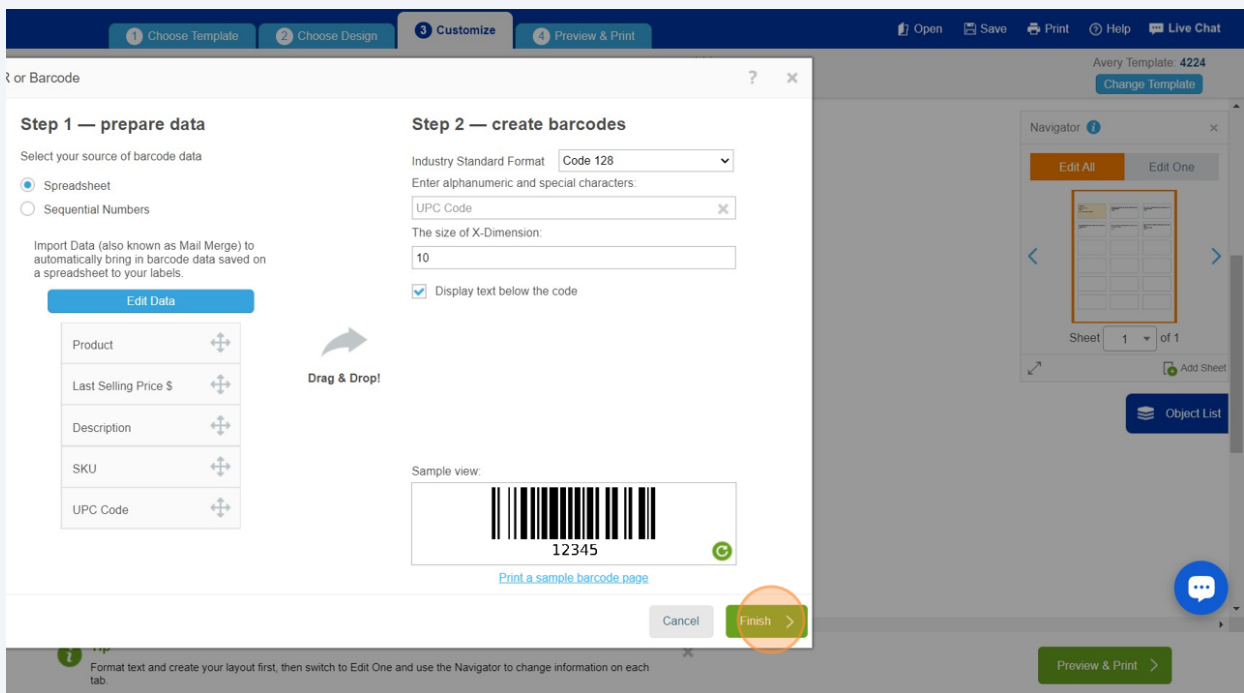

27 Click "Next"

28 Drag "UPC Code" to the box below "Enter alphnumeric and special character"

29 Click "Finish"

30 Click "Preview & Print"

31 Click "Get PDF to Print"

32 Click "Save"

Save Design

We **strongly recommend** that you save your design before continuing to prevent losing your work.

Don't Save   Save

33 Click "Save to Your Account"

Save Project

Project Name: Your name cannot contain /\?%:|"<>'

Avery-18sheet-4224

☑ Save this mail merge data to my account for future use.

Save to Your Account

Download Avery Project File

To open a saved project, visit www.avery.com/myprojects