

# Tutorial

## Upload Your Own Product Numbers

How to manage your own product numbers in the AXRO webshop

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## 1. Upload Your Own Product Numbers via File

This feature allows you to upload multiple own product numbers at once by providing a file that maps AXRO product numbers to your own product numbers.

Tip: Instead of the product number, you can now also use the OEM number.

### Step 1

#### Prepare your file

Create a file (e.g. CSV or Excel) with two columns:

- Product number (or OEM number) – the product number in the AXRO shop
- Own product number – your internal designation

### Step 2

#### Upload the file

Navigate to the Upload Own Product Number section in the AXRO webshop and upload your prepared file.

### Step 3

#### Review the mapping

After uploading, your mappings are saved in the shop. You can view and adjust them at any time.

### Example Mapping:

| Product Number | Own Product Number |
|----------------|--------------------|
| CF451A         | TONER-HP-CYAN-07   |
| LC225XLC       | BRO-INK-BL-XL      |
| B232000        | LEX-DRUM-4200      |

## 2. Add Your Own Product Number Directly on the Product Page

As an alternative to the file upload, you can also add your own product number directly on the product page in the AXRO webshop.

### Step 1

#### Open the product

Search for the desired product in the AXRO webshop and open the product detail page.

### Step 2

#### Enter your own product number

On the product page, you will find a field where you can enter your own product number. Simply type in your internal designation.

### Step 3

#### Save

Confirm your entry. Your own product number will be permanently linked to this product and will appear in future orders.

#### Need help?

If you have any questions, please contact your personal AXRO representative or reach out to us at [customerservice@axro.de](mailto:customerservice@axro.de).