

17.13. Importing stores

We strongly recommend:

- * You take a backup of your datafile before attempting any imports.
- * You test any import on a copy of your data before you do it on the real data.

Don't say you haven't been warned 😊

The Import stores function allows you to import stores into your datafile. If the store does not exist already it will be created, if it does already exist it will be updated with the contents of the import file.

This function is currently not available to general users and is not available from the standard user interface. You can create the import spreadsheet of course, but the actual import will need to be done by The mSupply Foundation staff.

Import file format

- The import file must be an “.xlsx” (Excel) type file.
- The first row must contain the column headers shown in the **Column heading** column in the table below.
- The store code is used to check whether a store exists already. If it does not exist in the datafile it will be created with the values in that row of the spreadsheet. If a store with the store code does exist in the datafile already, its values will be updated with the values contained in that row of the spreadsheet.

Blank cells will be ignored so values will not be updated with empty cells.

- The currently logged in user (the one doing the import) is given login permission to the store.
- The table below details the fields you should have in each row of the file.

Column	Column heading	Description
1 (A)	store_name	Mandatory , Text. The name of the store .
2 (B)	code	Mandatory , Text. The code of the store.
3 (C)	store_mode	Optional , Text, one of “store” or “dispensary”. The mode of the store.
4 (D)	site_code	Optional , Integer. The synchronisation site the store belongs to. Leave empty if this is not part of a synchronisation setup. Will be set to 1 by default if not provided.

Column	Column heading	Description
5 (E)	organisation_name	Optional , Text. The name of the organisation this store belongs to. No functional value but can be included in reports etc.
6 (F)	address_1	Optional , Text. The number of packs (containing the number of units in column 4) in this stock line. Equal to the total quantity if the Pack size is 1.
7 (G)	address_2	Optional , Text. The first line of this store's address.
8 (H)	address_3	Optional , Text. The first line of this store's address.
9 (I)	address_4	Optional , Text. The first line of this store's address.
10 (J)	address_5	Optional , Text. The first line of this store's address.
11 (K)	postal_zip_code	Optional , Text. The store's postal or ZIP code.
12 (L)	phone	Optional , Text. The phone number of the store in no particular format.
13 (M)	tags	Optional , Text. The tags belonging to the store. Separate individual tags with a space.
14 (N)	copyStorePrefFromStoreCode	Optional , Text. The code of the store to copy the following store properties from: preferences, custom data, master list associations and user permissions (for the user in column 19 (S)). If none is provided the store is given a default set of preferences, empty custom data, no master list associations and no user permissions.
15 (O)	Type	Optional , Text. .
16 (P)	Create Date	Optional , .
17 (Q)	Server	Optional , Not used.
18 (R)	Version	Optional , Not used.
19 (S)	User	Optional , Text. The name of the user to copy permission from to give to the currently logged in user for this store.

Here is a blank spreadsheet you can use with the right columns:

importstores.xlsx

// Previous: [17.12. Importing supplier quotes into Tenders](#) || Next: [17.14. Importing tenders](#) //

From:
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:
https://docs.msupply.org.nz/import_and_export:importing_stores?rev=1769637853

Last update: 2026/01/28 22:04

