

How to Export a GMA Report from Label Insight

1. In the Verify tab, click the Export dropdown and select GMA Report (Fig. 1).

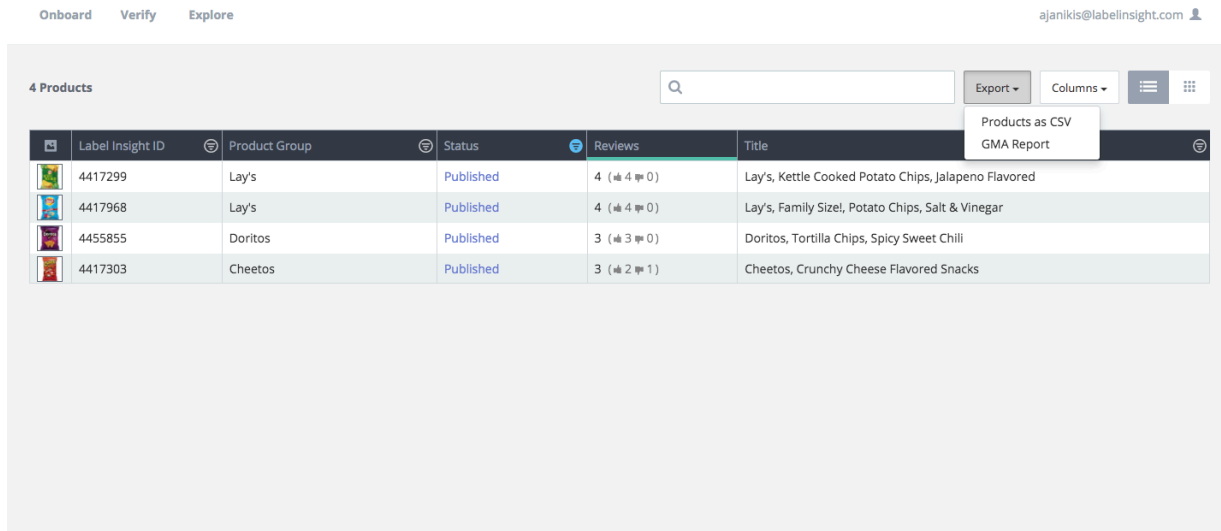


Fig. 1

- a. This file will be emailed to the user logged in (Fig. 2).

Publishing Platform - GMA Report Export Inbox x

 **noreply@labelinsight.com** via [amazonses.com](#)
to me

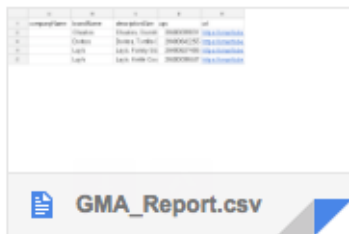


Fig. 2

2. Download the file sent to the user.
3. Open a new workbook (Fig. 3).

- a. The user will need to open a new workbook to keep the leading zeros on the UPC, as this file is a CSV.

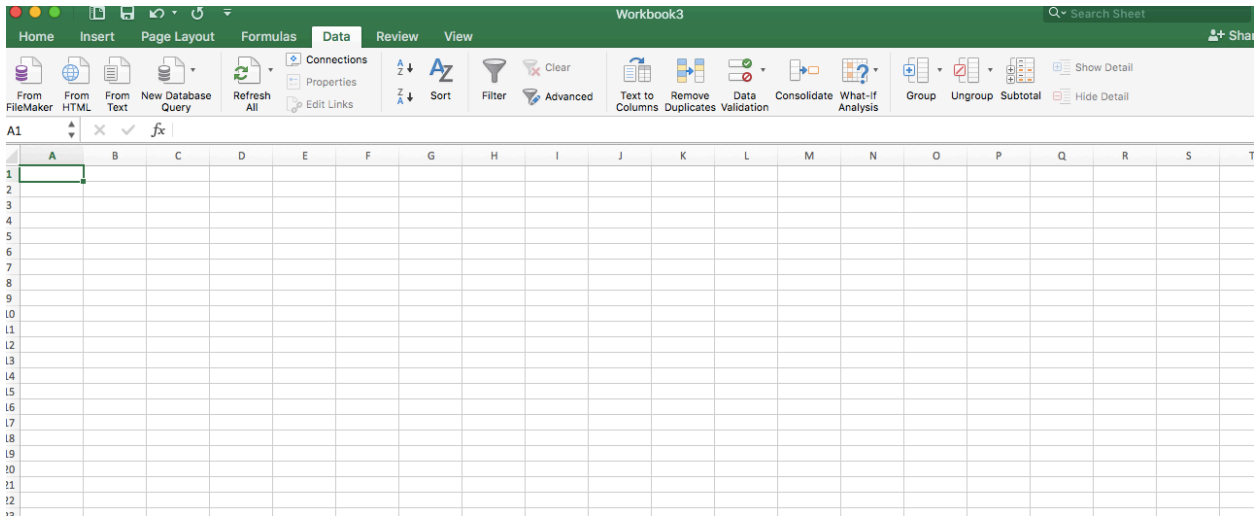


Fig. 3

4. Select the File tab, and within the File tab select Import (Fig. 4).

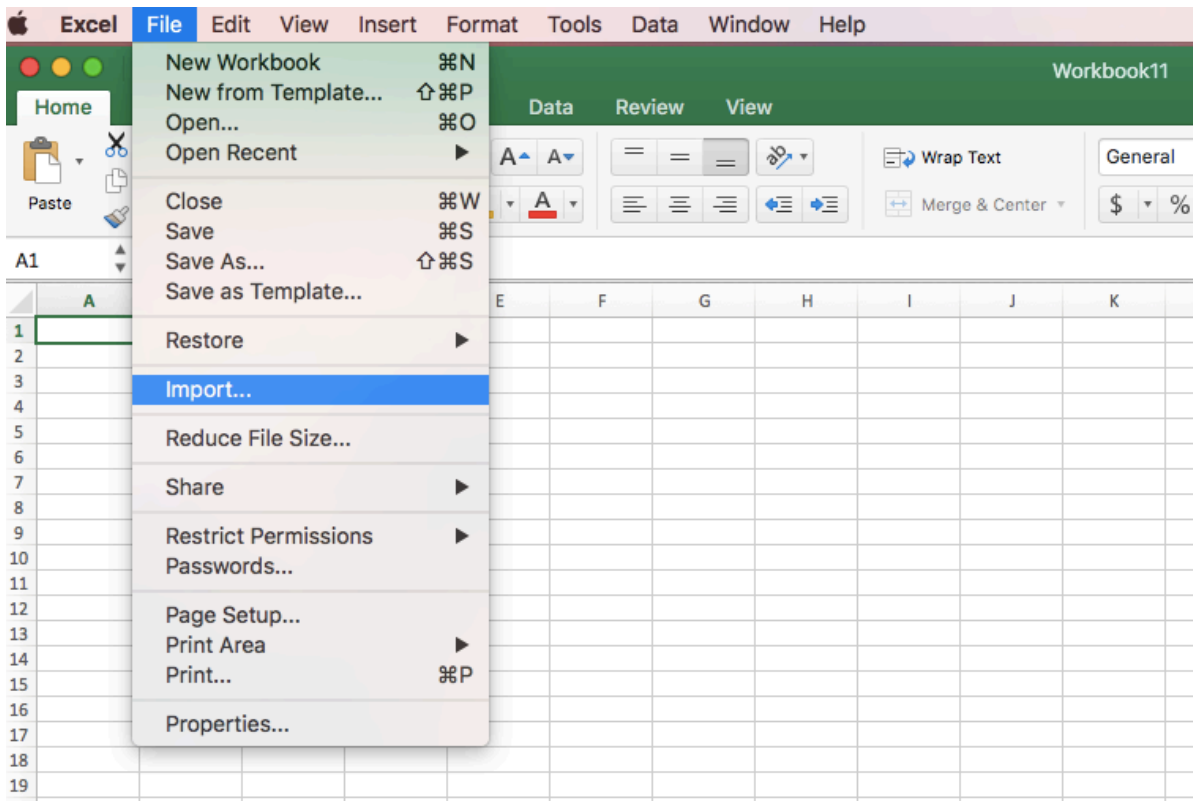


Fig. 4

5. Select Text File, and then Import (Fig. 5).

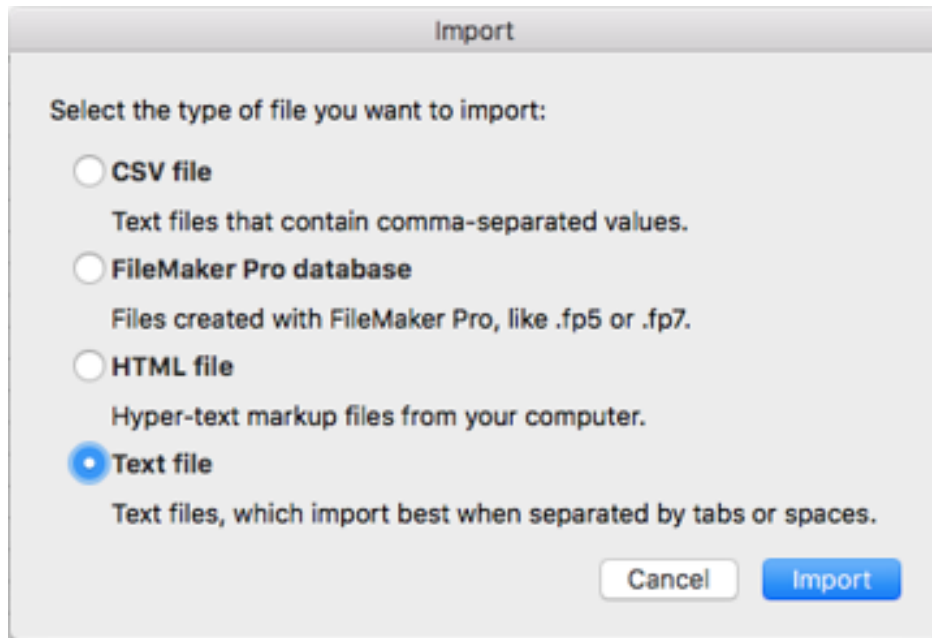


Fig. 5

6. Choose the GMA Report that was downloaded.

7. Select Delimited, and then Next (Fig. 6).

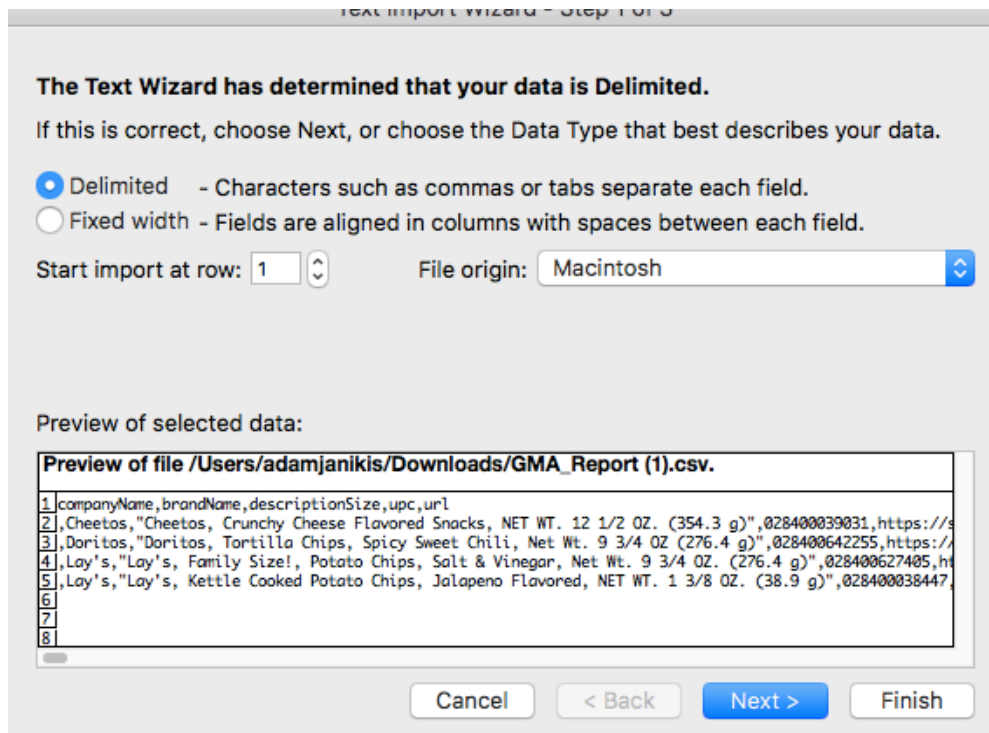


Fig. 6

- Select Tab and Comma, and then Next (Fig. 7).

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains.

Delimiters

Tab Treat consecutive delimiters as one

Semicolon Text qualifier: "

Comma

Space

Other:

Preview of selected data:

companyName	brandName	descriptionSize	upc
	Cheetos	Cheetos, Crunchy Cheese Flavored Snacks, NET WT. 12 1/2 OZ. (354.3 g)	
	Doritos	Doritos, Tortilla Chips, Spicy Sweet Chili, Net Wt. 9 3/4 OZ (276.4 g)	
	Lay's	Lay's, Family Size!, Potato Chips, Salt & Vinegar, Net Wt. 9 3/4 OZ. (276.4 g)	
	Lay's	Lay's, Kettle Cooked Potato Chips, Jalapeno Flavored, NET WT. 1 3/8 OZ. (38.9 g)	

Fig. 7

- Select the UPC column within the table, select Text, and select Finish (Fig. 8).

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (Skip)

Preview of selected data:

General	Text	General
	upc	url
. 12 1/2 OZ. (354.3 g)	028400039031	https://smartlabel.labelinsight.com/product/4417303
Wt. 9 3/4 OZ (276.4 g)	028400642255	https://smartlabel.labelinsight.com/product/4455855
ar, Net Wt. 9 3/4 OZ. (276.4 g)	028400627405	https://smartlabel.labelinsight.com/product/4417968
vored, NET WT. 1 3/8 OZ. (38.9 g)	028400038447	https://smartlabel.labelinsight.com/product/4417299

Fig. 8

10. In the URL column, the user must remove the 's' in 'https' for Masking.
 - a. Do a replace on 'https' with 'http'.
11. In the URL column, the user must replace 'labelinsight.com' for 'culinarytoursfoods'.

*Note: the user will need to replace 'labelinisight.com' with the brand they wish to publish.

brandName	descriptionSize	upc	url
Culinary Tour	Peri Peri Hot Sauce, 6.25 FL OZ (185mL)	011225191411	http://smartlabel.culinarytoursfoods.com/product/4492511
Culinary Tour	Ghost Pepper Salsa, Extra Hot, NET WT 16 OZ (1 LB) 453g	011225175619	http://smartlabel.culinarytoursfoods.com/product/4492527
Culinary Tour	Street Taco Sauce, Red Chile Tomatillo, Hot, NET WT 10.5 OZ (297g)	011225175657	http://smartlabel.culinarytoursfoods.com/product/4509578
Culinary Tour	Brazilian Style BBQ Sauce, NET WT 13 OZ (368g)	011225175299	http://smartlabel.culinarytoursfoods.com/product/4509560
Culinary Tour	Texas Two Corn Salsa, Mild, NET WT 16 OZ (1 LB) 453g	011225175596	http://smartlabel.culinarytoursfoods.com/product/4509573
Culinary Tour	Sun-Dried Tomatoes, Julienne Cut, NET WT 8.5 OZ (241g) DR WT 5.3 OZ (150g)	011225245275	http://smartlabel.culinarytoursfoods.com/product/4509521
Culinary Tour	Kung Pao Sauce, 11.8 FL OZ (349mL)	011225191404	http://smartlabel.culinarytoursfoods.com/product/4509585
Culinary Tour	Lemon Glazed California Almonds With Dried Blueberries , NET WT 8 OZ (228g)	011225212352	http://smartlabel.culinarytoursfoods.com/product/4509517
Culinary Tour	Extra Virgin Olive Oil, Greek, 17 FL OZ (1 PT 1 FL OZ) 500mL	011225604690	http://smartlabel.culinarytoursfoods.com/product/4509551
Culinary Tour	Sesame Teriyaki Sauce, 11.8 FL OZ (349mL)	011225191442	http://smartlabel.culinarytoursfoods.com/product/4509589
Culinary Tour	Paleitas, Frozen Fruit Bars, Coconut, SIX - 3 FL OZ (89mL) FRUIT BARS NET 18 FL OZ (1 PT 2 FL OZ) 532mL	011225186196	http://smartlabel.culinarytoursfoods.com/product/4509594
Culinary Tour	Paccheri Artisan Pasta, Bronze Die, NET WT 12 OZ (340g)	011225004308	http://smartlabel.culinarytoursfoods.com/product/4509561
Culinary Tour	Sun-Dried Tomato Pasta Sauce, NET WT 25.5 OZ (1 LB 9.5 OZ) 723g	011225129797	http://smartlabel.culinarytoursfoods.com/product/4509542
Culinary Tour	Paleitas, Frozen Fruit Bars, Mango, SIX - 3 FL OZ (89mL) FRUIT BARS NET 18 FL OZ (1 PT 2 FL OZ) 532mL	011225186219	http://smartlabel.culinarytoursfoods.com/product/4509565
Culinary Tour	Street Taco Sauce, Hatch Green Chile, Medium, NET WT 10.5 OZ (297g)	011225175633	http://smartlabel.culinarytoursfoods.com/product/4492528
Culinary Tour	French Style Dijon Mustard, Coarse Ground, NET WT 7.75 OZ (220g)	011225004384	http://smartlabel.culinarytoursfoods.com/product/4492507

12. When the report is done, send this to Matt and Julie from the GMA.

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- Customer are required to share their GMA export with their QR code provider. For any customers who utilize Scanbuy as their QR code provider, please send an export version to nicholas.ponessa@scanbuy.com