

# Add UPC numbers to the File that Bartender Uses for Printing

## Adding UPC Numbers to the File That Bartender Uses for Printing

1. If the product is not assigned a UPC code, obtain one from GS1.
  2. Enter the UPC code in Sage 100 under **Item Maintenance** → **Action tab**.
  3. Add the item code, UPC number, and pack description to the CSV file located at: `L:\User Shared Folders\AcuSport\Bartender Labels\UPC BT Master List.csv`
  4. **⚠ CRITICAL — Read this before opening the CSV in Excel.** Excel will silently corrupt the UPC column if you open the file by double-clicking it. It converts long numbers like `816506000123` into scientific notation (`8.16506E+11`) and **permanently deletes all digits beyond the 15th significant digit** when you save. The trailing digits get replaced with zeros, and the original UPCs cannot be recovered from that file. **Use one of these safe methods instead:**
    - **Best: Edit in Notepad.** Right-click the file → Open with → Notepad. The UPCs stay as text. Add your new rows in the format `SKU,UPC,Qty` and save.
    - **If you must use Excel: Import via Power Query.** Open a blank Excel workbook → **Data** → **Get Data** → **From File** → **From Text/CSV** → select the file. In the preview window, click the UPC column header and change the data type to **Text** before clicking **Load**. When saving, use **Save As** → **CSV UTF-8** and overwrite the file.
    - **Never** double-click the CSV to open it in Excel. Even if you don't edit the UPC column, saving the file will corrupt every UPC in it.
  5. Save the file in CSV format (not .xlsx).
  6. Open `Label Template.btw`. The new item will appear in the record selection window when **Print** is selected within Bartender.
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# If You Suspect a UPC Has Already Been Corrupted

Open the CSV in Notepad (not Excel) and check whether the UPC column shows full numeric strings or scientific notation. If you see entries like `8.16506E+11` or UPCs ending in multiple zeros where they shouldn't, those records need to be re-entered from Sage 100 or the original source.

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