

## Adjust without order reference (bulk)

Through this option, you can update ordered quantities automatically without specifying which orders to be adjusted. Quantities with positive value will be created as a new order.

You can import a file to create new order for the new quantities. The Excel sheet should contain the following columns:

- Adjustment name: name of the adjustment (mandatory). All records should have the same adjustment name.
- Article number: order line article number to be adjusted (mandatory)
- Delivery Date: the current delivery date of the article (mandatory)
- Size: size of the order line (mandatory)
- Quantity: quantity can be a positive value to create a new order, or negative to reduce the quantity of the existing order (mandatory)
- For positive quantities the following columns are mandatory:
  - Customer reference: the customer reference to which the new order is created
  - Customer code: the customer code for which the order is created
  - Location code: the location code for which the order is created

To import the file, follow these steps:

1. Click the **Adjust without order reference (bulk)** button, the following window appears:

Import Data

1

File

2

Sheet

3

Mapping

✓

Filter

5

Validation

✓

Information

☐ Last Used File

☒ New File

Filename: 

SELECT...

BACK

NEXT

2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:

Import Data

✓

File

✓

Sheet

3

Mapping

✓

Filter

5

Validation

✓

Information

Please select the sheet that contains the data you wish to import

Adjustment

BACK

NEXT

You can click **Back** to return to the previous window.

5. Select the sheet you want from the dropdown list in case your file contains more than one sheet,
6. Click **Next**, the following window appears:

The screenshot shows a window titled "Import Data" with a blue header bar. Below the header is a progress bar with six steps: File, Sheet, Mapping, Filter, Validation (highlighted with a blue circle and the number 5), and Information. The main area contains a message: "Please select the columns in your sheet that match each of the following fields. All fields marked with a \* are mandatory and must be mapped before continuing." Below this message are three rows of mapping fields. Each row has a field name on the left, an equals sign in the middle, and a text input field on the right. The first row is "Adjustments Name\*" mapped to "Adjustments Name". The second row is "Article Number\*" mapped to "Article No.". The third row is "Delivery Date\*" mapped to "Delivery Date". There is a small square icon to the right of the "Delivery Date" input field. At the bottom of the window are two blue buttons: "BACK" and "NEXT".

| Field             | Mapping          |
|-------------------|------------------|
| Adjustments Name* | Adjustments Name |
| Article Number*   | Article No.      |
| Delivery Date*    | Delivery Date    |

7. Select the column of the sheet that matches each field, then click **Next**, the following window appears:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

5 Validation

✓ Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

☒ Import All Rows

☐ Import Only the Rows that match the following criteria:

BACK

NEXT

8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

✓ Validation

✓ Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:

Finished

Total Valid Rows:

5

Total Invalid Rows:

0

Total Skipped Rows:

0

✓

No issues were detected in your source file. The data is ready to be submitted.

BACK

NEXT

The validation window shows the status of the import process the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

10. Click **Next**, the following window appears:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

✓ Validation

✓ Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

BACK

SUBMIT

11. Click **Submit**, the progress is displayed,
12. Wait until the job is finished, then refresh the page, values are imported.

**Notes:**

- If changes are not reflected on the page, refresh the browser by pressing F5.
- If any of the records are invalid, you can skip them by clicking the checkbox next to *Skip invalid rows* as shown in the below example:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

5 Validation

✓ Information

Total Valid Rows:

1

Total Invalid Rows:

2

Total Skipped Rows:

0

ⓘ There are currently some invalid rows, please rectify these issues before continuing.

GET RESULT

☐ Skip invalid rows

BACK

NEXT

The **Next** button is activated, and you can import the valid rows.