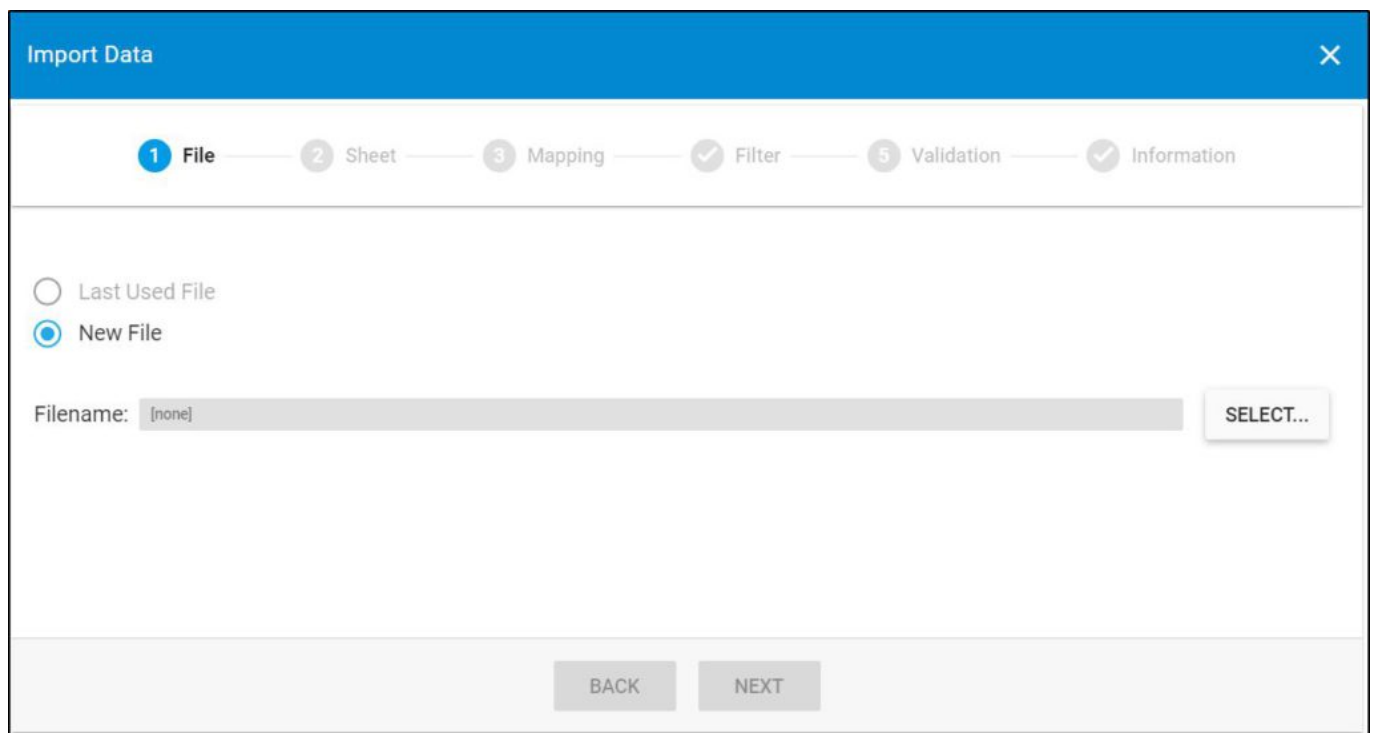


Import customer locations

You can import a file with customer locations instead of adding them individually which will save you time and effort. The customer number, location code, name, and country are mandatory columns. To import a file with locations, follow these steps:

1. Click the **Import locations** button, the following window appears:



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle), and 6. Information (grey circle with a checkmark). The main area of the window has two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). Below these is a text field labeled "Filename:" containing the text "[none]". To the right of the text field is a button labeled "SELECT...". At the bottom of the window are two buttons: "BACK" and "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, 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

customer locations ▼

BACK NEXT

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

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

Import Data

File

Sheet

Mapping

Filter

5

Validation

Information

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.

Search

Customer Number*

=

Customer Number*

Customer Number

×

Location Code*

=

Location Code*

location code

×

Name*

BACK

NEXT

6. Select the column of the sheet that matches each field, you can search for the field you want using the search 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

7. 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,
8. 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:
4

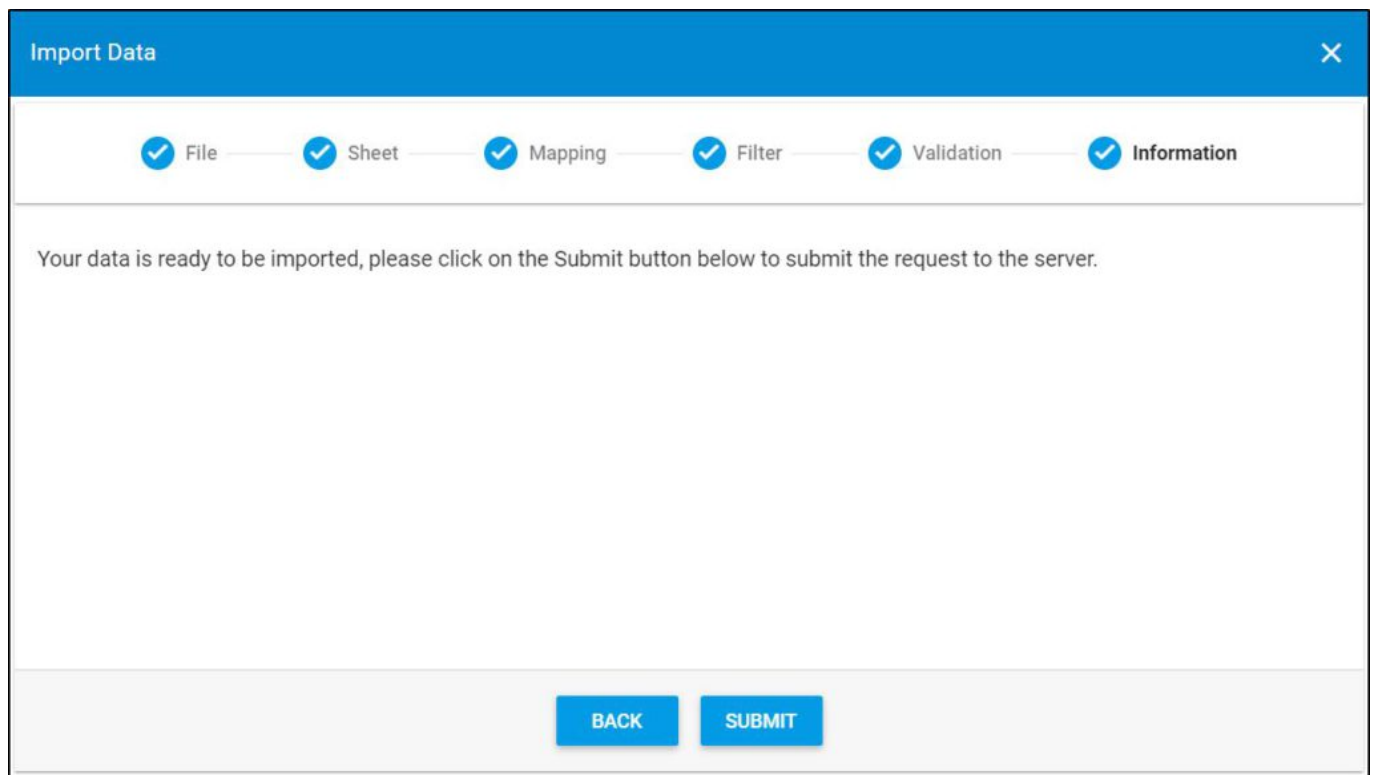
Total Invalid Rows:
0

Total Skipped Rows:
0

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

BACK NEXT

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

A screenshot of a web application dialog box titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps, each marked with a blue checkmark: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Information" step is the final and highlighted step. The main content area of the dialog is white and contains the text: "Your data is ready to be imported, please click on the Submit button below to submit the request to the server." At the bottom of the dialog, there is a light gray bar containing two blue buttons: "BACK" and "SUBMIT".

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

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

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

2

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.